



There are dozens of little tips and tricks for using your Microsoft Dynamics GP system that can make your life ever so much easier. We'll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your April 2007 tip:

### **Stay in Control - Protecting Control Accounts**

You can protect control accounts and generate payment reminders by learning a few simple procedures in Microsoft Dynamics GP. A control account is a summary account in your general ledger supported by individual subsidiary accounts. You may want to protect these accounts so that items are not inadvertently entered. The solution is to make sure that control accounts are properly marked. For general ledger accounts with subsidiary ledgers such as those tied to your checkbooks, accounts payable, accounts receivable, and fixed assets, SmartLists can indicate which accounts are marked, thus preventing entries from being made directly from the general ledger.

1. Open SmartLists.
2. Select Accounts.
3. Click on the default '\*' report.
4. Click the Favorites button.
5. Name the report No GL Entry Allowed and click Add.
6. Click on the Columns button and select Add.
7. Highlight the Allow Account Entry row (lower down on the screen)
8. Select OK
9. Select OK again to return to the SmartList window.
10. Select the Favorites button and click Modify.

Now you can sort the Allow Account Entry column by those accounts that allow or disallow account entry.

It is a good idea to check this from time to time to ensure that all of the relevant control accounts are locked down properly. Managing control accounts can save you hours of reconciliation time and frustration because it prohibits entries from being posted directly from the general ledger.

I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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