

## GENERATE STANDARD REPORTS

### OVERVIEW

The *Microsoft Dynamics GP* program contains standard reports for both on-screen review and printing. Standard reports are available in the following areas: Financial, Sales, Purchasing, Inventory, Payroll, and Fixed Assets. This section provides instructions for both viewing standard reports on the screen and printing standard reports. In addition to the standard reports included with the program, users can customize reports to meet the unique needs of each company.

All standard reports are generated through Report windows, examples of which are shown on the following page. The Select Reports section of the Reference Material Guide provides instructions for opening the correct Report window for all standard reports used in this project. After the correct Report window is opened, you can view and print the report by following steps B through J in the Quick Reference Table below.

### QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
<b>A</b>	Reference Material Guide	Follow the instructions on the Reference Material Guide to select the desired report.
<b>B</b>	Options	Click the report option name in the Options box.
<b>C</b>	Insert button	Click the Insert button to move the option to the Email or Print List side.
<b>D</b>	Print button	Click the Print button.
<b>E</b>	Report Type	Select "Standard" in the Report Type box if it is not already selected.
<b>F</b>	Destination check boxes (Report Destination window)	Send the report to the screen by ensuring that the Screen check box is selected and the Printer and File check boxes are not.
<b>G</b>	OK button (Report Destination window)	Click the OK button to view the report on the screen before printing.
<b>H</b>	Screen Output window	Review the report on the screen for completeness and accuracy.
<b>I</b>	Print button (Screen Output window)	If printing the report to a printer, click the Print button.
<b>J</b>	OK button (Print window for your printer, <i>not shown</i> )	When the Print window opens, click the OK button.

### Sample Report Window for a Standard Report

(See the last column in the Select Reports section of the Reference Material Guide for instructions to open the correct Report window for each standard report.)

### Sample Report Destination Window

**Important:**  
Always choose  
“Standard” in the Report  
Type box wherever there  
is a choice.

**Sample Screen Output Window** 



Screen Output - RM Quick Summary Aged Trial Balance ↗ ✕

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Print Send To Completed 1 Page Page 1

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System: 7/24/2016 3:15:38 PM **AGED TRIAL BALANCE - SUMMARY**  
 User Date: 7/24/2016 Waren Sports Supply Gold  
Receivables Management

Ranges: Sorted: by  
 Customer ID: 406 - 411 Customer Name: First - Last  
 Salesperson ID: First - Last User-Defined 1: First - Last  
 Class ID: First - Last Sales Territory: First - Last  
 Document Date: First - Last

Customer:	Name:	Account Type:	Aged As of:		
406	Rosemont University	Open Item			
<b>User-Defined 1:</b>	<b>Salesperson:</b>				
Contact: Mary Jenkins	Territory:				
Phone: (502) 215-3128 Ext. 8880	Terms: 2% 10/Net 30				
Credit: Unlimited					
<b>Totals:</b>			<u>Current</u>	<u>Past 1-30</u>	<u>Past 31-60</u>
			\$195,825.30	\$0.00	\$0.00
407	Clayborn University	Open Item			
<b>User-Defined 1:</b>	<b>Salesperson:</b>				
Contact: James Tomlinson	Territory:				
Phone: (574) 498-1200 Ext. 0000	Terms: 2% 10/Net 30				
Credit: \$125,000.00					
<b>Totals:</b>			<u>Current</u>	<u>Past 1-30</u>	<u>Past 31-60</u>
			\$227,357.00	\$0.00	\$0.00
408	Branch College	Open Item			
<b>User-Defined 1:</b>	<b>Salesperson:</b>				
Contact: John Alvin	Territory:				
Phone: (850) 342-5000 Ext. 0000	Terms: 2% 10/Net 30				
Credit: Unlimited					
<b>Totals:</b>			<u>Current</u>	<u>Past 1-30</u>	<u>Past 31-60</u>
			\$263,421.00	\$0.00	\$0.00
409	University of Southern Iowa	Open Item			
<b>User-Defined 1:</b>	<b>Salesperson:</b>				
Contact: John Hodgins	Territory:				
Phone: (563) 343-3000 Ext. 0000	Terms: 2% 10/Net 30				
Credit: \$100,000.00					
<b>Totals:</b>			<u>Current</u>	<u>Past 1-30</u>	<u>Past 31-60</u>
			\$139,165.00	\$0.00	\$0.00
410	Eastern Wisconsin University	Open Item			
<b>User-Defined 1:</b>	<b>Salesperson:</b>				
Contact: Emily Webster	Territory:				
Phone: (808) 349-4900 Ext. 0000	Terms: 2% 10/Net 30				
Credit: \$75,000.00					
<b>Totals:</b>			<u>Current</u>	<u>Past 1-30</u>	<u>Past 31-60</u>
			\$114,710.00	\$0.00	\$0.00
411	Stevenson College	Open Item			

## DETAILED INSTRUCTIONS

### A. Follow the instructions on the Reference Material Guide to select the desired report

The last column in the Select Reports section of the Reference Material Guide provides instructions for opening the correct Report window and selecting the desired report in the Reports box.

- ▶ *Follow the instructions in the last column of the Select Reports section of the Reference Material Guide for the desired report. For example, to select the general ledger trial balance, click Financial → Reports → Trial Balance, then use the Reports lookup button to select Summary.*

### B. Click the report option name in the Options box

After the report is selected in step A, a list of report options appears in the Options box. For all reports used in this project, there is only one report option.

- ▶ *Click the report option name in the Options box to highlight it.*

### C. Click the Insert button to move the option to the Email or Print List side

After the report option is highlighted in the previous step, you must insert the report option into the Email or Print List box. A report cannot be printed to either the screen or to the printer without first being listed in the Email or Print List box.

- ▶ *After the report option is highlighted in the previous step, click the Insert button to insert the report option into the Email or Print List box.*

If you insert a report option and later want to remove it from the Email or Print List box, click the report option name in the Email or Print List box and then click the Remove button. An alternative is to close the Report window and start over.

### D. Click the Print button

- ▶ *Click the Print button to open the Report Destination window.*

### E. Select “Standard” in the Report Type box if it is not already selected

In order to avoid printing issues with the software, it is extremely important that you make sure “Standard” is selected in the Report Type box.

- ▶ *Select “Standard” in the Report Type box if it is not already selected.*

**F. Send the report to the screen by ensuring that the Screen check box is selected and the Printer and File check boxes are not**

It is helpful to view a report on the screen before printing a hard copy because errors can be detected before the report is printed.

- ▶ *Ensure that the Screen check box is selected and the Printer and File check boxes are not.*

**G. Click the OK button to view the report on the screen before printing**

- ▶ *Click the OK button to view a copy of the selected report on your screen.*

**H. Review the report on the screen for completeness and accuracy**

You can review the report on the screen using the Screen Output window. Notice that not all of the sample report shown fits on the screen. Sections of a report that are hidden can be viewed using the up, down, left, and right scrolling arrows. Sometimes the font size used on the screen may make the report difficult to read.

- ▶ *Review the Screen Output window for the selected report, using the available scrolling arrows.*
- ▶ *If you do not want to print a hard copy of the report on the screen, close the Screen Output window and the Report window. Do not complete steps I and J.*
- ▶ *If you want to print a hard copy of the report, go to step I if the report on the screen is correct. If there are errors, close the Screen Output window, return to the main Report window, make the necessary changes, and print the revised report to the screen before moving to step I.*

**I. If printing the report to a printer, click the Print button**

- ▶ *To print a hard copy of the selected report, click the Print button to open the Print window for your computer. If you do not need to print a hard copy, close the Screen Output window and skip the next step.*

**J. When the Print window opens, click the OK button**

The Print window is used to verify information for your printer and to instruct the software to print a hard copy of the selected report.

- ▶ *Review the contents of the Print window and change if necessary. Click the OK button to print a hard copy of the report.*