



Microsoft Dynamics™ GP  
**Single Account Plan**

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**Publication date**

March 2007

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# Introduction

Single Account Plan is a tool that allows you to classify your company's accounts according to the structure defined in the Single Account Plan for businesses. You can thus standardize the financial reports of the company as required by the legal authorities.



*Be sure to install Crystal Reports version 10.0 on your system to successfully generate the reports.*

## Check for current instructions

This information was current as of February 2007. The documentation may be updated as new information becomes available. Check the Microsoft Dynamics GP online Web site (<http://go.microsoft.com/fwlink/?LinkID=79222>) for the most current documentation.

The introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Resources available from the Help menu](#)
- [Send us your documentation comments](#)

## What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Single Account Plan, and how it integrates with the Microsoft Dynamics™ GP system.

To make best use of Single Account Plan, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.



To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

This manual is divided into the following chapters:

- [Chapter 1, "Single Account Plan setup,"](#) explains how to install and set up Single Account Plan for your company.
- [Chapter 2, "Reports,"](#) explains how to generate the financial reports for your company in Crystal Reports format.

## Symbols and conventions

For definitions of unfamiliar terms, see the glossary in the manual or refer to the glossary in Help.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
<i>Creating a batch</i>	Italicized type indicates the name of a section or procedure.
File >> Print or <b>File &gt; Print</b>	The (>>) or (>) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	All capital letters indicate a key or a key sequence.

## Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

### Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main “contents” topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an “Additional Help files” topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

### Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that’s not currently displayed, type the name of the window, and click Display.

### About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

## Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

## Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

## Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

## Orientation Training

Accesses online tutorials that show you how to complete basic procedures within Microsoft Dynamics GP. Additional tutorials are available through the CustomerSource Web site.

## What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

## Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

**Current implementation and upgrade information** The most recent revisions of upgrade and implementation documentation, plus documentation for service packs and payroll tax updates.

**User documentation and resources** The most recent user guides, how-to articles, and white papers for users.

**Developer documentation and resources** The most recent documentation and updated information for developers.

**Product support information** Information about the Microsoft Dynamics GP product support plans and options that are available, along with information about peer support and self-support resources.

**Services information** Information about Microsoft Dynamics GP support, training, and consulting services.

**Microsoft Dynamics GP Community** Access to newsgroups, where you can ask questions or share your expertise with other Microsoft Dynamics GP users.

**CustomerSource home page** A wide range of resources available to customers who are registered for a paid support plan. Includes access to Knowledge Base articles, software downloads, self-support, and much more.

## U.S. Payroll Updates

Provides access to tax updates for state and federal tax withholding. When you select an option, the process to install the updates will begin immediately.



*Check with your system administrator before installing tax updates. To be sure that tax updates are installed correctly, refer to documentation for specific tax updates on the CustomerSource Web site.*

## Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

## Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [bizdoc@microsoft.com](mailto:bizdoc@microsoft.com).

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

*Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.*

# Chapter 1: Single Account Plan setup

Use this information to set up Single Account Plan for your company. You can specify the segments of your account format that will be used to generate Single Account Plan codes. These codes allow you to classify your company's accounts according to the structure defined in the Single Account Plan for businesses. You can thus standardize the financial reports of the company as required by the legal authorities.

Be sure that you have copied the Reports folder available with the installation in order to generate the required reports.

When you set up Single Account Plan, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

- [\*Before using Single Account Plan\*](#)
- [\*Selecting the account segments\*](#)
- [\*Viewing the generated Single Account Plan codes\*](#)

## Before using Single Account Plan

Before you begin using the Single Account Plan, you must set up the account format for the Chart of Accounts in the Account Format Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Account Format). Based on your company's account format setup, you can identify the account segments that correspond to the Single Account Plan code structure.

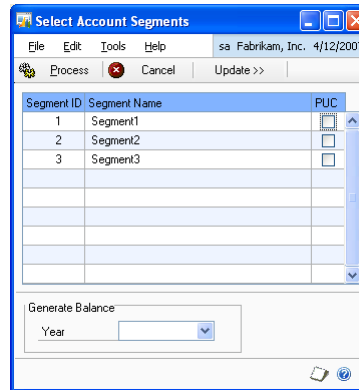
You must create a PUC.txt file as per the codes and account structure details specified by the legal authorities. Use the Table Import tool (Microsoft Dynamics GP menu >> Tools >> Integrate >> Table Import) to import the information from the PUC.txt file to the Single Account Plan account master table. Refer to the Import Utility documentation for more information.

## Selecting the account segments

Use the Select Account Segments window to select the account segments to generate the Single Account Plan codes. These codes will be used to classify accounts while generating the financial reports.

**To select the account segments:**

1. Open the Select Account Segments window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Account Segments)



The scrolling window displays the segment ID and segment name for all the segments you set up in the Account Format Setup window.

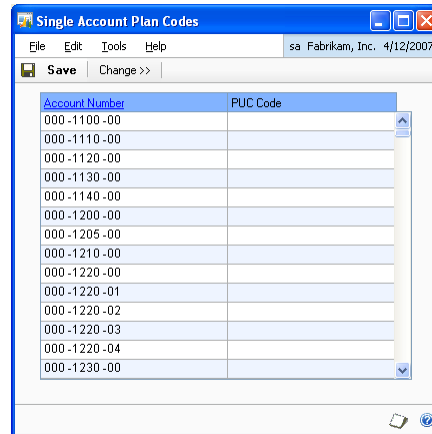
2. Mark the PUC checkbox to select the segments that will be used to generate the Single Account Plan codes.
3. Select the Year for which to assign the Single Account Plan codes to the respective accounts.
4. Choose Update to open the Single Account Plan Codes window where you can view the Single Account Plan codes that are generated. Refer to [Viewing the generated Single Account Plan codes](#) on page 6 for more information.
5. Choose Process to assign the generated Single Account Plan codes to the respective accounts.

**Viewing the generated Single Account Plan codes**

Use the Single Account Plan Codes window to view the Single Account Plan Codes that correspond to each account that you have set up. These codes are generated based on the structure defined in the PUC.txt file and the account segments that you selected in the Select Account Segments window. Refer to [Selecting the account segments](#) on page 5 for more information.

**To view the generated Single Account Plan codes:**

1. Open the Single Account Plan Codes window.  
(Microsoft Dynamics GP menu >> Tools >> Setup >> Financial >> Account Segments >> Update button)



The Account Number column displays all the accounts that you have set up. The Single Account Plan Code column displays the Single Account Plan codes for the respective accounts.

2. Choose Change to return to the Select Account Segments window where you can select a different set of account segments if required.
3. Choose Save to save the codes and return to the Select Account Segments window where you can complete the process of assigning the codes to the respective accounts.



## Chapter 2: Reports

Use this information to generate the financial reports for your company in Crystal Reports format. You must have installed Crystal Reports version 10.0 to successfully generate the reports.

Be sure to run the account reconciliation process (Microsoft Dynamics GP menu >> Tools >> Utilities >> Financial >> Reconcile) for the year before generating the reports for that year. Refer to the General Ledger documentation for more information on the reconciliation process.

This information is divided into the following sections:

- [Adding the report templates to the shortcut bar](#)
- [Level of Accounts - overview](#)
- [Printing the Inventory and Balance book reports](#)
- [Printing the Journal book reports](#)
- [Printing the Balance and Ledger book reports](#)

### Adding the report templates to the shortcut bar

You must add the Crystal Reports templates that you copied during installation to the Microsoft Dynamics GP shortcut bar, before you can generate the financial reports. You must add the following report templates to the shortcut bar.

- LibInven7SQL.rpt
- libro diario7SQL.rpt
- libro diario7SQLHistory.rpt
- libro diario7SQLOpen.rpt
- MayorBal7SQL.rpt

#### To add the report templates to the shortcut bar:

1. Open the Add External Shortcut window.  
(Shortcuts >> Add >> External Shortcut)
2. Enter a name for the report in the Name field. The name can be up to 79 characters long and will appear in the shortcut bar. Be sure to enter a name to easily identify the report with.
3. Choose the Browse button to locate the report to add. The Select an Application window appears.
4. Select the LibInven7SQL.rpt within the Inventory and Balance folder of the Reports folder that you installed. Choose Open to add its path to the Command Line field in the Add External Shortcut window.
5. Choose Add to create a shortcut to the selected report.
6. Repeat steps 3 through 6 to add the libro diario7SQL.rpt, libro diario7SQLHistory.rpt, and libro diario7SQLOpen.rpt from the Journal book folder, and the MayorBal7SQL.rpt from the Balance and Ledger book folder respectively to the shortcut bar.
7. Choose Done to close the Add External Shortcut window.

## Level of Accounts - overview

While generating reports, specifying the levels of accounts allows you to view the cumulative balances for groups of accounts. The levels of accounts are based on the PUC code for the account. The first digit from the left of the PUC code of an account is the level 1 for that account. The first two digits from the left make up level 2, and so on. You can select to print the report for level 1. Subsequently you can generate reports for even levels, for example level 2, level 4, level 6, and so on, up to twenty levels of accounts.

The following table displays how the account levels are determined based on the PUC codes:

PUC Codes	Level 1	Level 2	Level 4
1100 00 000	1	11	1100
1100 01 000	1	11	1100
1100 02 000	1	11	1100
1274 00 000	1	12	1274
1200 00 000	1	12	1200
2101 00 000	2	21	2101
2120 00 000	2	21	2120
2275 00 000	2	22	2275
4121 00 000	4	41	4121
4520 01 000	4	45	4520

While generating reports for the above codes, the reports will display the cumulative balances for the accounts depending on the level.

Account level selected	Cumulative balance of accounts
1	Cumulative balance for all codes starting with the digit 1
	Cumulative balance for all codes starting with the digit 2
	Cumulative balance for all codes starting with the digit 4
2	Cumulative balance for all codes starting with the digits 11
	Cumulative balance for all codes starting with the digits 12
	Cumulative balance for all codes starting with the digits 21, and so on.
4	Cumulative balance for all codes starting with the digits 1100
	Cumulative balance for all codes starting with the digits 1274
	Cumulative balance for all codes starting with the digit 2101, and so on.

## Printing the Inventory and Balance book reports

Use this information to print the Inventory and Balance book reports for an open year or a historical year. You must have added the report window to the Shortcut bar. Refer to [Adding the report templates to the shortcut bar](#) on page 9 for more information.

**To print the Inventory and Balance book reports:**

1. Open the Inventory and Balance book report window.  
(Shortcuts >> Choose Inventory and Balance book)
2. Choose the Refresh button in the Crystal Reports - Inventory and Balance book report toolbar to open the Enter Parameter Values window.
3. Enter the Period for which to generate the report in the Discrete Value field.
4. In the Parameter Fields, select Company. Enter the name of the company for which to generate the report in the Discrete Value field.
5. Select Year in the Parameter Fields. Enter the year for which you have processed the transactions in the Discrete Value field.
6. Select Level of Accounts in the Parameters Fields. Enter the level of accounts for which to view the report in the Discrete Value field.
7. Choose OK to open the Data Source Selection window and select the Data Source Name for the server you are connected to.
8. Choose Next to open the Connection Information window and select the database you are connected to.
9. Choose Finish to print the Inventory and Balance book report.

**Printing the Journal book reports**

Use this information to print the Journal book reports for an open year, a historical year, or for both open and historical years. You must have added the report window to the Shortcut bar. Refer to [Adding the report templates to the shortcut bar](#) on page 9 for more information.

**To print the Journal book reports:**

1. Open the Journal book report window.  
(Shortcuts >> Choose Journal book)  
(Shortcuts >> Choose Journal book for historical years)  
(Shortcuts >> Choose Journal book for open year)
2. Choose the Refresh button in the Crystal Reports - Journal book report toolbar to open the Enter Parameter Values window.
3. In the Parameter Fields, select Initial Date. Enter the starting date for which to generate the report in the Discrete Value field.
4. In the Parameter Fields, select Final Date. Enter the ending date in the Discrete Value field.
5. Select Company in the Parameter Fields. Enter the company in the Discrete Value field for which to generate the report.
6. Choose OK to open the Data Source Selection window and select the Data Source Name for the server you are connected to.

7. Choose Next to open the Connection Information window and select the database you are connected to.
8. Choose Finish to print the Journal book report.

## Printing the Balance and Ledger book reports

Use this information to print the Balance and Ledger book reports for an open year or for a historical year. You must have added the report window to the Shortcut bar. Refer to [Adding the report templates to the shortcut bar](#) on page 9 for more information.

### To print the Balance and Ledger book reports:

1. Open the Balance and Ledger book report window.  
(Shortcuts >> Choose Balance and Ledger book)
2. Choose the Refresh button in the Crystal Reports - Balance and Ledger book report toolbar to open the Enter Parameter Values window.
3. Select Year in the Parameter Fields. Enter the year for which you have processed the transactions in the Discrete Value field.
4. Enter the Period for which to generate the report in the Discrete Value field.
5. In the Parameter Fields, select Company. Enter the name of the company for which to generate the report in the Discrete Value field.
6. Select Level of Accounts in the Parameters Fields. Enter the level of accounts for which to view the report in the Discrete Value field.
7. Choose OK to open the Data Source Selection window and select the Data Source Name for the server you are connected to.
8. Choose Next to open the Connection Information window and select the database you are connected to.
9. Choose Finish to print the Inventory and Balance book report.

# Glossary

## **Single account plan code**

The value that is generated based on the account segments you select. It allows you to classify your company's accounts according to the structure defined in the Single Account Plan for businesses.

## **Account segment**

A portion of the account format that can be used to represent a specific aspect of a business. For example, accounts can be divided into segments that represent business locations, divisions or profit centers.

## **Level of accounts**

An arrangement that allows you to view the cumulative balances for a group of accounts based on their PUC codes.



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