



USER GUIDE



REPORTING-CENTRAL

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Presents

THE CLOSER 2.0

Helping Dynamics Great Plains Users

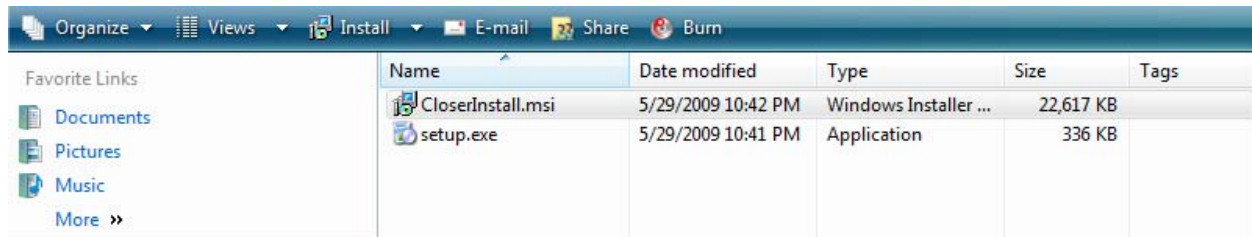
Balance Their Sub-Ledgers to the Penny!



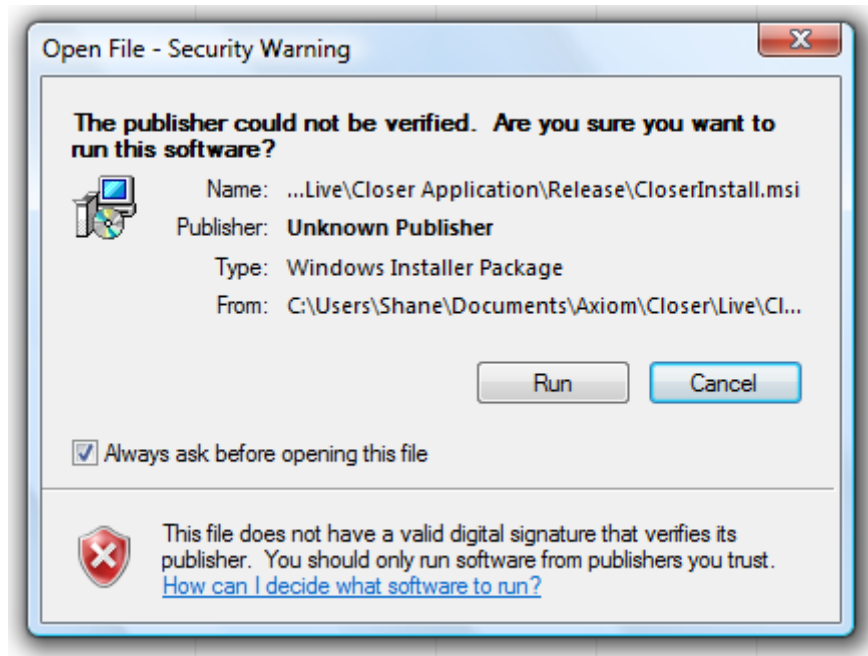
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INSTALLATION

Download and save “The Closer” installation zip file. Extract the file using Winzip. Double click on the “CloserInstall.msi” or the “setup.exe” file that you have extracted.

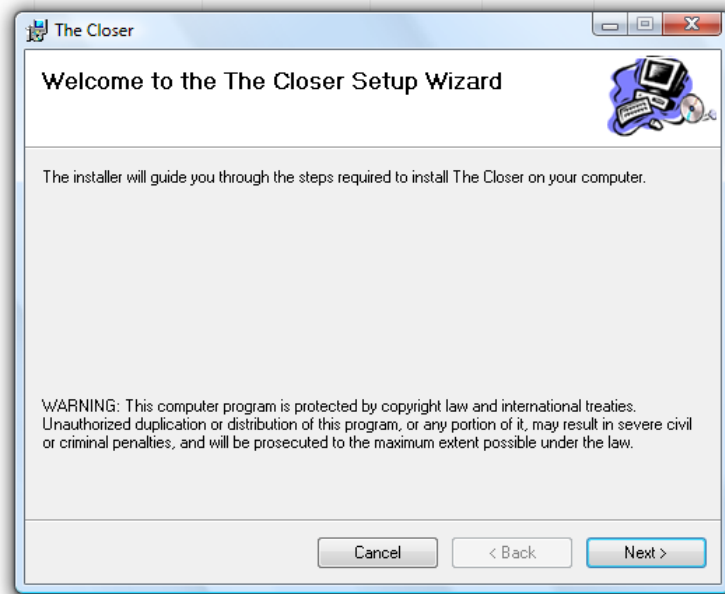


Click the “Run” button to launch the installation.

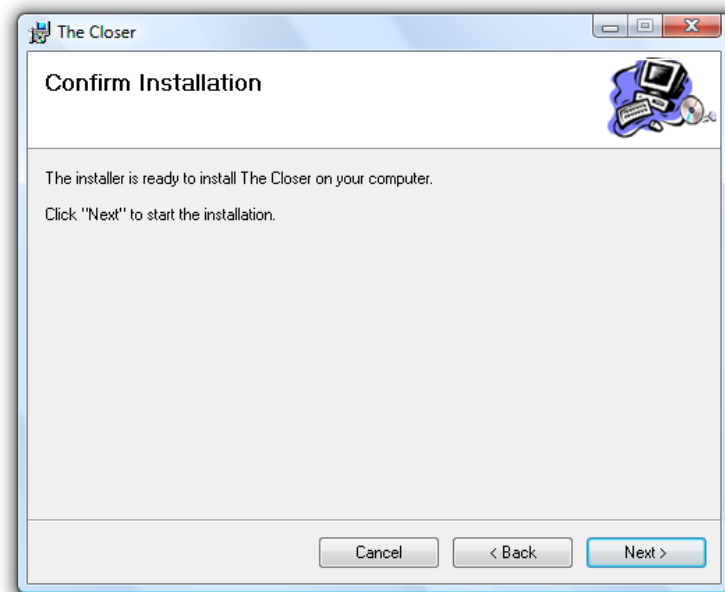


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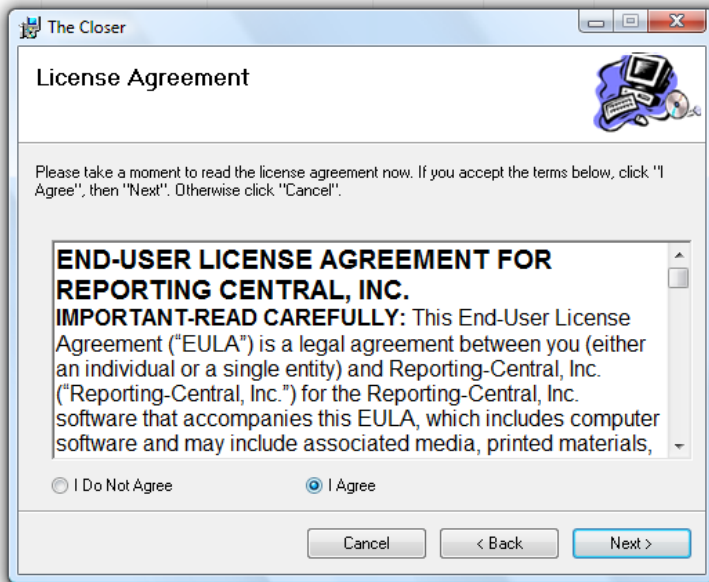
“The Closer” installation wizard will walk you through all of the required installation steps. Click “Next” to begin installation or “Cancel” to abort installation.



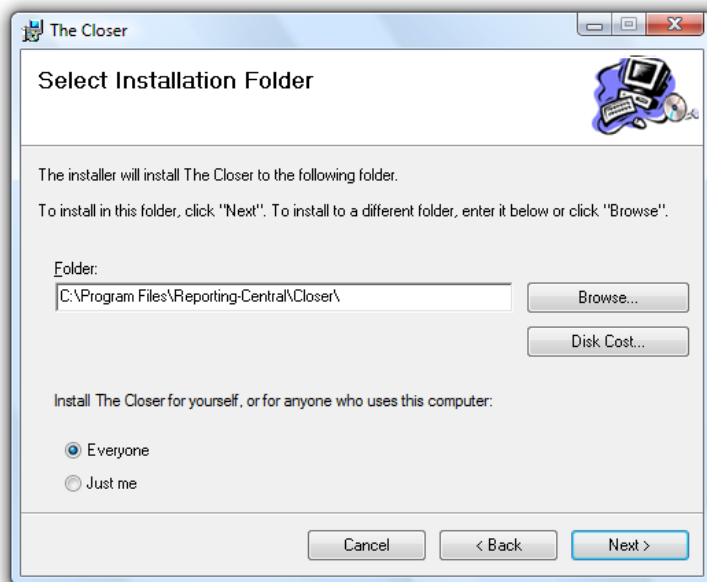
Click “Next” to confirm installation or “Cancel” to abort installation.



Click “I Agree” in order to agree with the conditions of the standard “End-User License Agreement” or “I Do Not Agree” to abort installation.

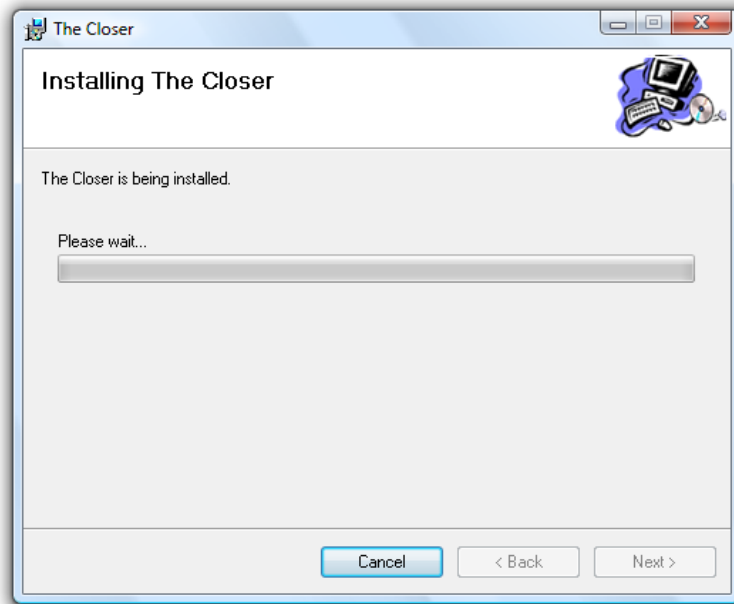


Choose a destination to install “The Closer” locally. Either accept the default destination or choose your own with the Browse button. Select whether Every User on this computer will have access to “The Closer” or only the User logged on during this installation. Click “Next” to continue.

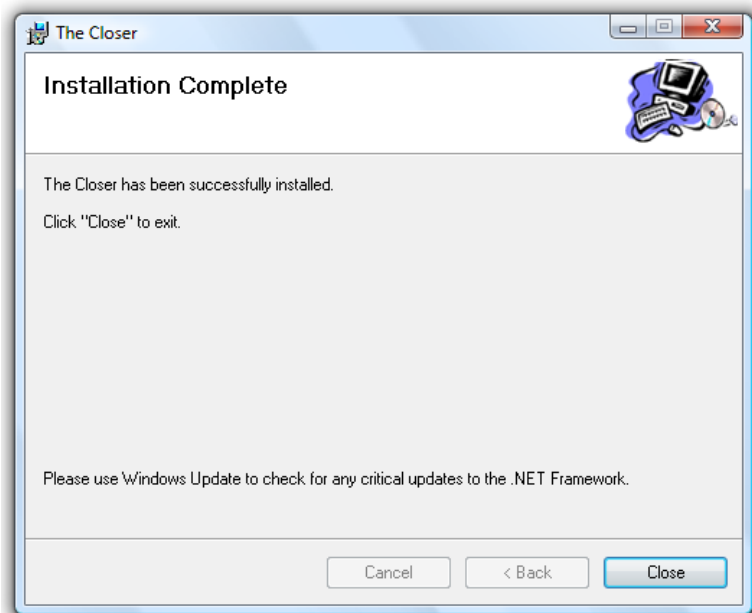


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The installation wizard will display a progress bar as installation takes place. This should take 1 minute.



When installation is complete you will receive the "Installation Complete" message. Click "Close" to end the installation session.





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PRE-REQUISITES

Versions

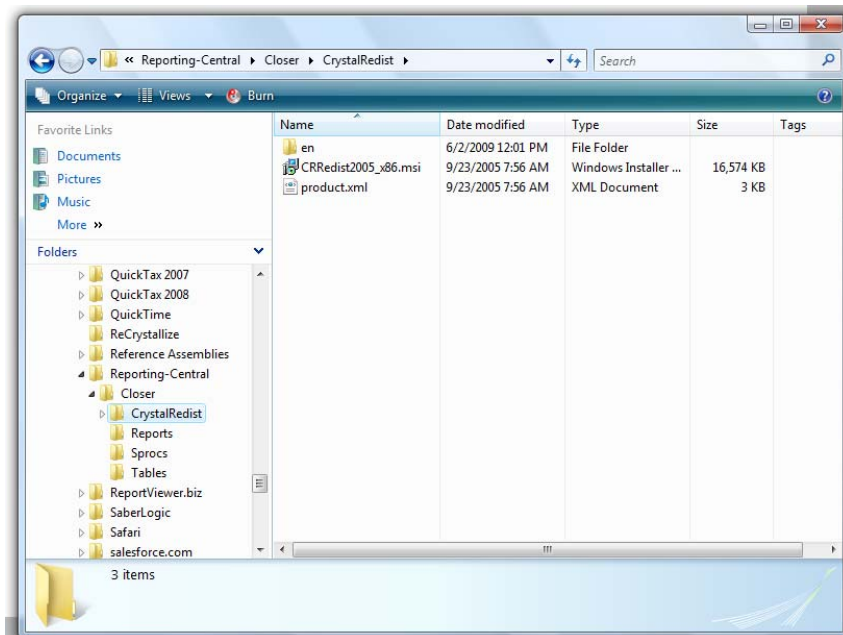
“The Closer” will work with a variety of Dynamics GP versions. It is optimized to work with Dynamics GO version 9.0 and 10.0. It will work with versions as old as 6.0.

System Requirements

“The Closer” will work with the minimum system requirements that are required for Dynamics GP. If there is a large amount of data then the server requirements should be moved from the recommended minimum to a more powerful configuration.

CrystalRedist

“The Closer” needs to have a prerequisite installed for its report viewer to function properly. Click on the “CRRedist2005-x86.msi” file located in the installed folder such as “C:\Program Files\Reporting-Central\Closer\CrystalRedist.” When “CrystalRedist” installation is complete then launch “The Closer.”





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REGISTRATION

THE CLOSER may be used on a trial basis on the Dynamics GP demo company Fabrikam without registration keys.

Registration keys are required to unlock the Sub-Ledger modules to be used against any Dynamics GP companies. If you would like to purchase additional modules please contact sales@reporting-central.com. If you experience issues with registration please contact support@reporting-central.com.

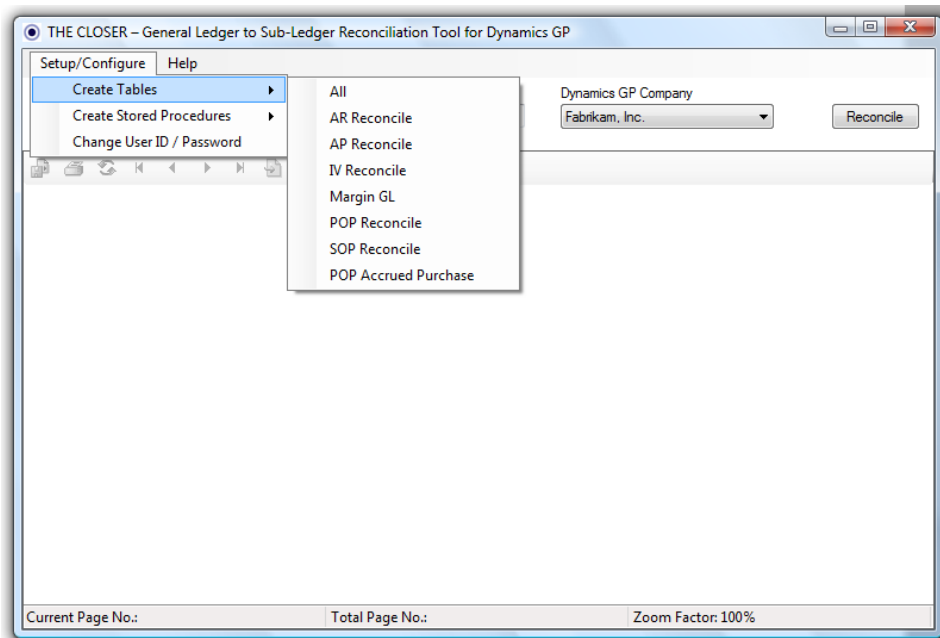


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SETUP

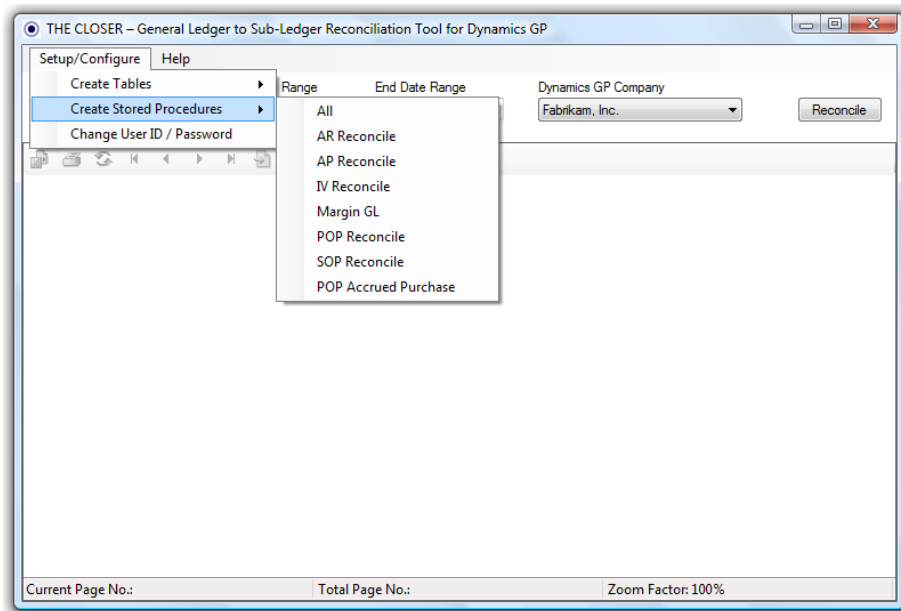
LOAD TABLES

Go to “The Closer” menu titled “Setup/Configure.” Choose “Create Tables” and select “All” to install the required SQL tables. You may choose an individual module instead if you have not purchased the entire suite.



LOAD STORED PROCEDURES

Go to “The Closer” menu titled “Setup/Configure.” Choose “Create Stored Procedures” and select “All” to install the required SQL Stored Procedures. You may choose an individual module instead if you have not purchased the entire suite.





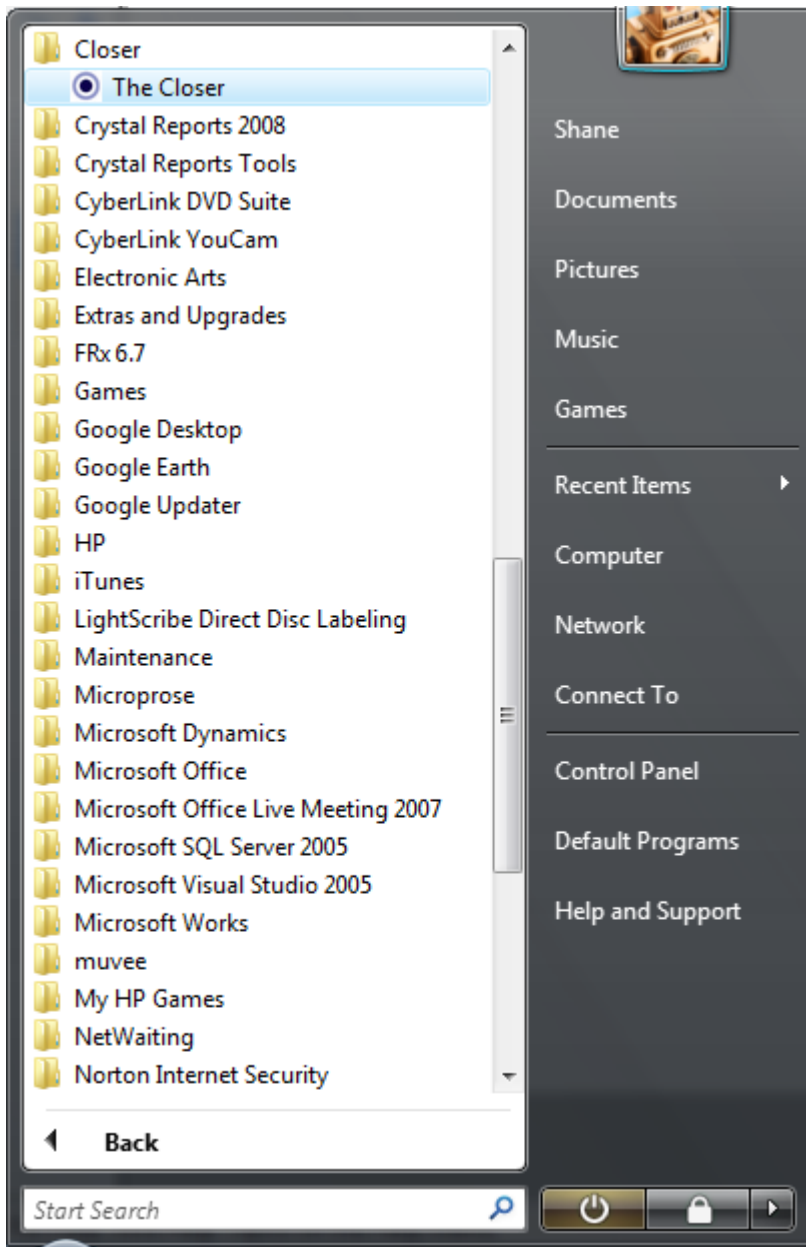
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CONTROL ACCOUNTS

Control Accounts in the General Ledger need to be defined for each Sub-Ledger/Company combination. Each Sub-Ledger such as Accounts Payable may have multiple Control Accounts. Control Accounts are entered through the “Setup/Configure” menu and “Control Accounts.” Accounts should be entered for every Sub-Ledger and every Dynamics GP company combination. If Terms Discounts are tracked separately in the General Ledger then these accounts should be entered in the Control Accounts as well.

LAUNCHING “The Closer”

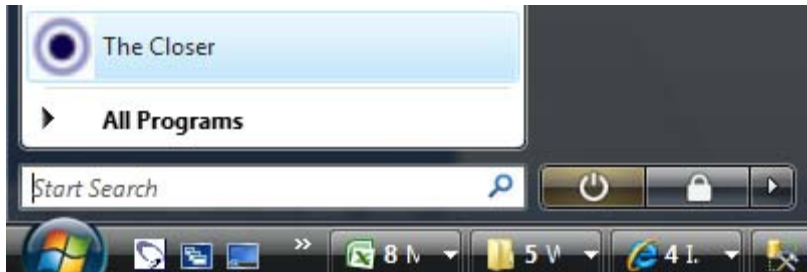
The Closer may be launched through a variety of methods. Click “Start” then “All Programs” and the folder “Closer.” Click on “The Closer” application to launch the application.



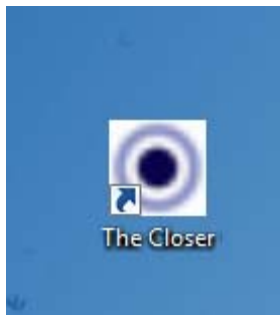


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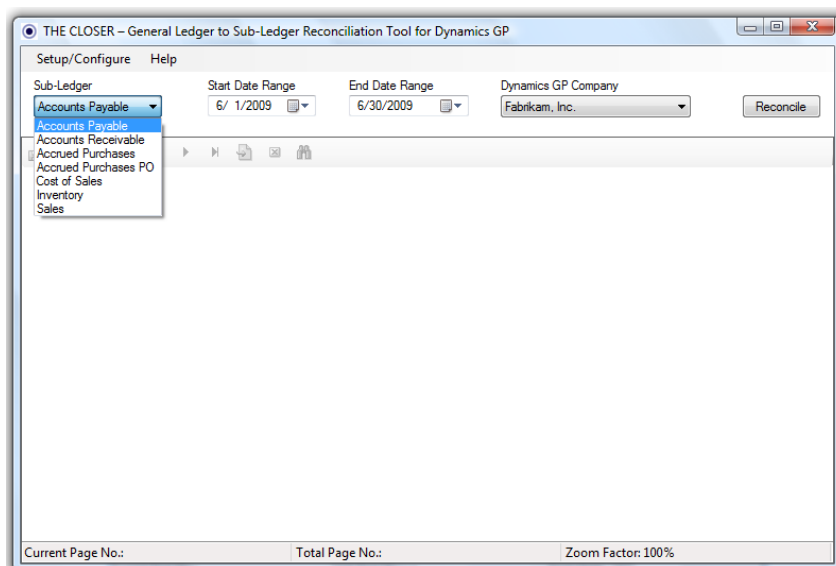
“The Closer” will appear in the Recent Applications list for easy future access.



A “The Closer” shortcut is created on the desktop. This icon may be deleted if desired. Deleting the icon will not un-install the application. Double click on the desktop icon to launch the application.



“The Closer” application will appear in a new screen.



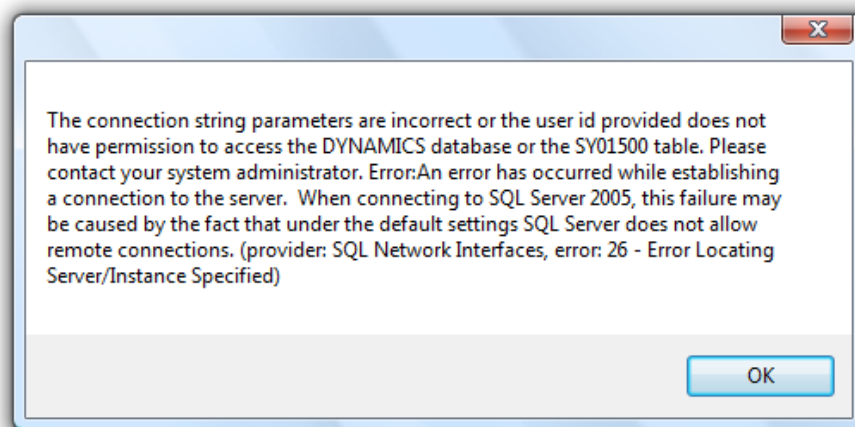
ERROR TROUBLESHOOTING

CrystalRedist

If you receive a message that “CrystalRedist” is missing you need to install a prerequisite for the report viewer. Click on the “CRRedist2005-x86.msi” file located in the installed folder such as “C:\Program Files\Reporting-Central\Closer\CystalRedist.” When “CrystalRedist” installation is complete then launch “The Closer” again. See PRE-REQUISITES in the INSTALLATION chapter of the User Guide.

Permissions

If you receive a message that you do not have permission to login then either login as “sa” or request your system administrator grant you greater security privileges.



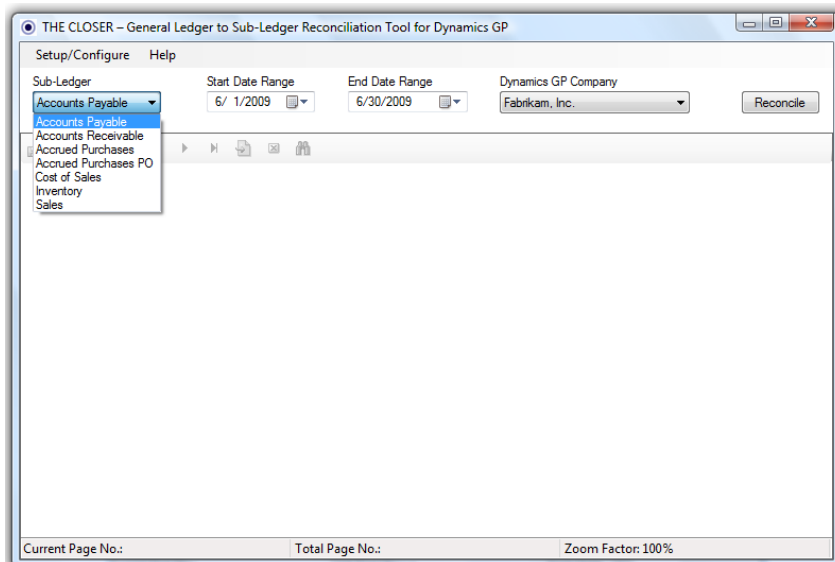
If further issues persist then contact support@reporting-central.com or call 613.299.2159. E-mail the screen shot of the error you receive.

USING “The Closer”

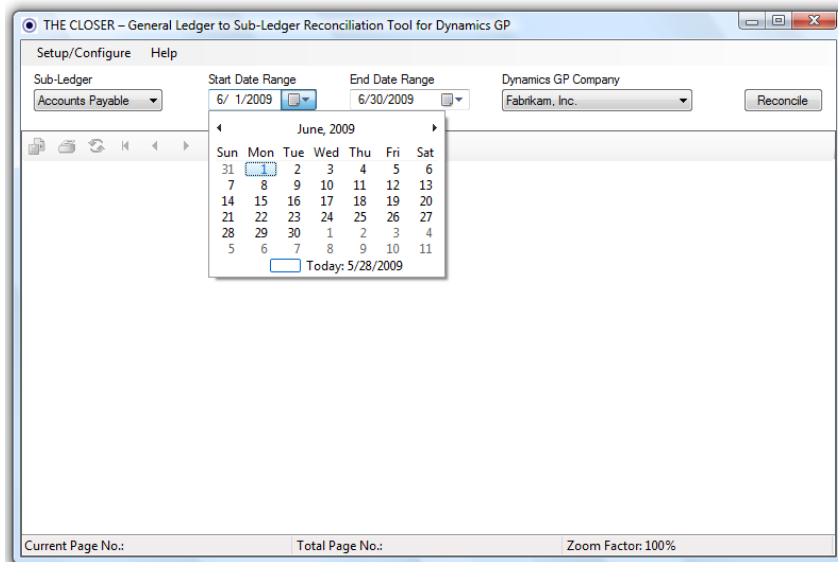
RUNNING A RECONCILE

Running “The Closer” to balance your sub-ledgers to the general ledger is simple and straightforward.

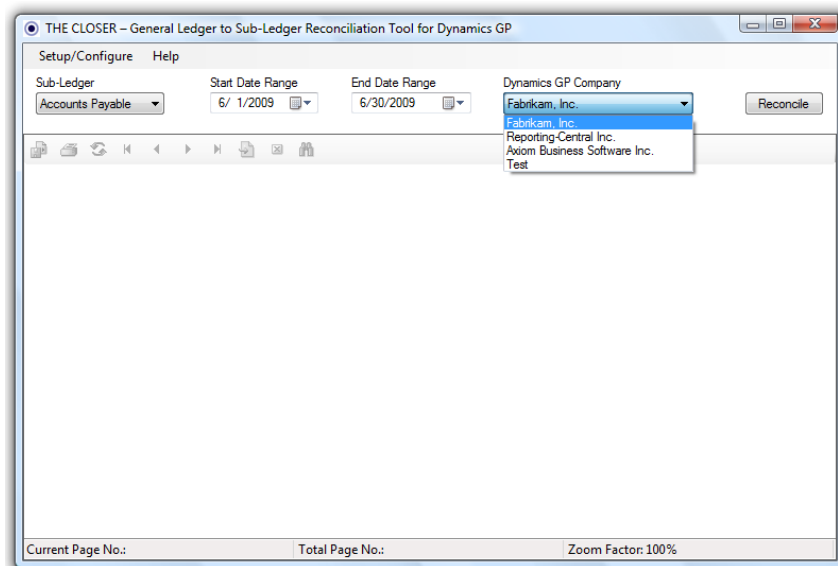
Step 1: Choose which sub-ledger module you wish to reconcile by selecting it from the “Sub-Ledger” drop-down list. Note that while all modules are displayed you may not have purchased all modules. If you select a sub-ledger that you are not registered for you will receive a message indicating that the sub-ledger module needs to be purchased.



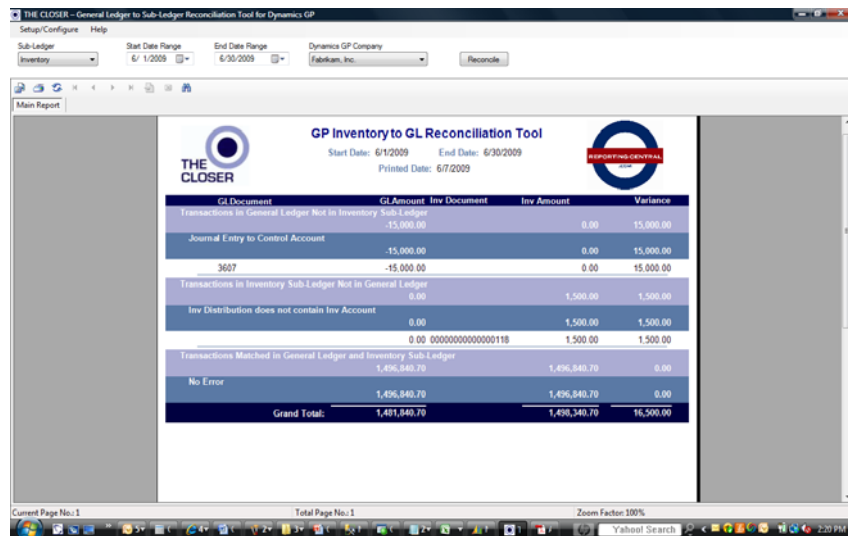
Step 2: Select the date for the period to be reconciled. Generally, this would be an accounting period such as from the start of a month to the end of a month. Reconciliations can be run for previous years as long as the historical transactions have not been purged. For larger databases reconciliations will take longer depending on the server specifications. In this case choosing smaller date ranges will speed up processing time. Dates can be entered or selected with the pop-up calendar.



Step 3: Select the Dynamics GP company from the drop down list to choose which company you wish to reconcile. If one of your Dynamics GP companies does not appear in the drop-down you may have logged in with a userid that does not have proper security to that company. You can test this by logging in as “sa.”



Step 4: Click “Reconcile” to launch your reconciliation. Reconciliations may take between 20 seconds and several minutes depending on the volume of transactions and the specifications of the server. When complete a reconciliation report is generated. The report will highlight the out-of-balance transactions and group them by Error Code.



The screenshot shows a software window titled "THE CLOSER - General Ledger to Sub-Ledger Reconciliation Tool for Dynamics GP". The interface includes a menu bar (Setup/Configure, Help), a toolbar with "Sub-Ledger" (Inventory), "Start Date Range" (6/1/2009), "End Date Range" (6/30/2009), "Dynamics GP Company" (Fabrikam, Inc.), and a "Reconcile" button. The main report area displays the following data:

GL Document	GL Amount	Inv Document	Inv Amount	Variance
Transactions in General Ledger Not in Inventory Sub-Ledger	-15,000.00		0.00	15,000.00
Journal Entry to Control Account	-15,000.00		0.00	15,000.00
3607	-15,000.00		0.00	15,000.00
Transactions in Inventory Sub-Ledger Not in General Ledger	0.00		1,500.00	1,500.00
Inv Distribution does not contain Inv Account	0.00		1,500.00	1,500.00
	0.00	00000000000000118	1,500.00	1,500.00
Transactions Matched in General Ledger and Inventory Sub-Ledger	1,496,840.70		1,496,840.70	0.00
No Error	1,496,840.70		1,496,840.70	0.00
Grand Total:	1,481,840.70		1,498,340.70	16,500.00

Step 5: The reconciliation report may be printed or exported in either PDF or EXCEL format. PDF exports are useful in audit files as they represent a snapshot of the system at the time they have been run. Excel exports are useful for making notes, highlighting corrections to be made and sharing with the team to educate them on any improper practices.



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HELP

SUPPORT CONTACT

Reporting-Central is happy to provide support via telephone, e-mail or online.

PHONE

For phone support call Shane Hall at: **613.299.2159**

E-MAIL

support@reporting-central.com or shall@reporting-central.com



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ONLINE SUPPORT

Reporting-Central utilizes the following online Citrix tools:

GoToMeeting.com

GoToMyPC.com

GoToAssist.com

If your organization prefers other remote technologies such as Remote Desktop or VPN we are happy to conform to your IT protocols.

Help resources can be accessed through "The Closer's" "Help" menu. The "About" selection contains version information and support contact information. This User Guide is available in the "Help Documentation" menu choice. The "F1" key will also bring up the User Guide. The "Online Support" selection will link to the Reporting-Central "The Closer" Support Page.

