



Tips 'n' Tricks from Altico



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 July 2006 tip:

### **Creating a Top 10 List**

Creating a report that displays a top 10 list has never been so easy. Now you can write one using Microsoft Dynamics GP SmartList via the steps below.

- Open the Vendor folder in SmartList.
- Click on Columns from the SmartList toolbar.
- Click on Add.
- Highlight the Amount Billed YTD.
- Click OK.
- Click on Search from the SmartList toolbar.
- Enter 10 in the field labeled Maximum Number.
- Click on Order By.
- Highlight Amount Billed YTD.
- Click on Insert.
- Choose Descending in the drop-down box where the displayed default choice is Ascending. This will cause the system to go through all the accounts, selecting the ones with the largest dollar amounts.
- Click OK.
- Scroll until you see Amount Billed YTD column and click on the Column Header twice so the largest dollar amount is on the top (descending order).

The result is a useful and easy-to-update way to display top customers, vendors and others.

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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