



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 June 2006 tip:

Displaying Distributions in Payables Documents

Want to run a report that displays all of the distributions for a payables document and can be easily exported to Excel? Here are the instructions to do just that using SmartList.

- Open SmartList.
- Open the Account Transactions folder.
- Click on the Columns button.
- Click Add.
- Add the following columns:
 - a. Originating Master ID
 - b. Originating Master Name
 - c. Originating Document Number
 - d. Originating Posted Date
 - e. Any other columns you want to see
- Enter the search criteria: Series = Purchasing.
- Click on Order By and insert Originating Master ID.
- Insert Originating Document Number.
- Close the Search window.
- Click Favorites and save the search.
- Click Excel.

This will display a distribution breakdown of all payables transactions. It will have one row for each distribution and for each transaction.

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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