



GP 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 June 2010 GP tip:

PO Item Lookup

When entering items on Purchase Orders, some people only want to see items assigned to the selected vendor. By default, GP shows all items in the inventory table. There are two different options for the lookup on POs and PO Setup that define what shows.

In PO Setup, you have the choice of setting the Display Item during Entry by Item or Vendor Item. When set to Item, all items show in the lookups. When set to Vendor Item, only the items assigned to the vendor on the PO show in the lookups by default. Of course, you need to create the appropriate Item Vendor records to designate which items are available from which vendor(s).

Now...you can also change this behavior while POs are being entered. Click on the Options menu selection on the Purchase Order Entry window. Check the Display Vendor Item option to show ONLY items assigned to the vendor on the PO. Clear the check box to show all items no matter which vendor. This option defaults to checked or not checked based on the option marked in Setup.

Unless your company specifically assigns almost all items to specific vendors by creating the Vendor Item records, our wizard suggests leaving the option set to Item which will then show all.

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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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