



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 August 2010 GP tip:

Print Different Sales Docs to Different Printers

By default, all sales documents print to the same printer. Using Named Printers, it's easy to print the Invoice document to one printer and the Picking Ticket to another. However, you can also use Named Printers to print the Long Form Picking Ticket to one printer and the Blank Form Picking ticket to a second printer.

A little known fact regarding the different document formats is that they do NOT need to be different. The Long, Short, Blank, and Other form can all be the same, including the same size! Users can actually create a form, export it, open the form in a text editor (like Notepad) and change the references from Long Form (for example) to Short Form and import the form back in as a different form type. This makes it easier to create the other forms.

Note: The form type is listed 3-4 times in the document. Make sure you change all of them.

Now, with 4 different defined forms the way you want them, Named Printers can easily be used to direct one form layout to one printer and a different form layout to a different printer.

* * *

I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

Marcia Nita Doron, Marketing Director

Altico Advisors

225 Cedar Hill Street, Suite 331

Marlborough, MA 01752

508-485-5588 x107

mdoron@AlticoAdvisors.com

www.AlticoAdvisors.com