



## 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 September 2008 GP tip:

### **Reprint Previously Printed Picking Tickets**

Yes, picking tickets can be reprinted in Sales Order Processing. To do so, the user must check the Reprint Previously Printed check box. However, if users are not careful, they will print many more documents than expected.

The system marks each document printed so that users will not accidentally print documents over again. Having multiple copies of picking tickets will result in multiple shipments to a customer from a single order!

Checking the Reprint Previously Printed box allows users to reprint picking tickets to replace lost, torn, or damaged documents. However, when this box is checked, users **MUST** enter selection criteria to limit the range of documents printed. Simply checking the box and clicking the Print button can result in new copies of picking tickets for ALL open orders being printed!

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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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