



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 November 2006 tip:

Shortcuts to Speed Your Work

Dynamics GP features several shortcuts that can make you more productive. Here are a couple of good ones:

Speeding Data Entry

To cut down on keystrokes and save time when entering dates into a date field, take the following steps:

- If the date you are entering into any date field is in the current user date year, simply enter the month and day (e.g., 0807), and the system will complete the year portion of the date.
- Even better, if the date you are entering into any date field is in the same month and year as the current user date, all you need to enter is the day (e.g., enter 8 for the 8th day of August 2005), and the system will fill in the month and year.

Creating External Shortcuts

Instead of moving back and forth from Microsoft Dynamics GP to another Microsoft application, you can install a shortcut to external applications on your Shortcut Bar. Here's how:

- Open Microsoft Dynamics GP.
- Open the Shortcut Bar via the icon on your toolbar (for version 8.0, use the View-Navigation pane).
- Click Add. Select External Shortcut.
- Enter a name for your shortcut.
- From this window, you can browse your computer for the application (e.g., Excel®). Just click on the Browse button to see your computer's folders, files and drives.
- Highlight the application at its location.
- Click Add. Click Done.
- Click on the new shortcut to open the application.

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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