



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 October 2006 tip:

Tune-Up Tools

The Tools drop-down menu can be a good place to start making Microsoft Dynamics GP productive for the way you work.

Report Destinations

You can select your default report destination by using the following process:

- Go to Tools > Setup > User Preferences.
- Use the checkbox to select printer or screen, or you can mark both.

Entry Settings

From the User Preferences screen you can use the Entry Key radio buttons to select whether you would prefer to use the Tab or Return key to move from field to field in Microsoft Dynamics GP.

Sales Order Processing

From the same screen, if you are using Sales Order Processing, you can also select your default Sales Document Type (Quote, Order, Invoice, Back Order, Fulfillment Order or Return). This is the document type that will automatically populate when you open the Sales Transaction Entry window.

Mapping

At the bottom of the same window, you can choose your Mapping option. Throughout Microsoft Dynamics GP, green pushpin icons can be used to access maps for the attached address information.

For your mapping option, you can choose to use MapPoint® on the Web or a local install of MapPoint, or to disable the mapping functionality.

Auto Complete Functionality

Auto Complete brings up previous entries that you have made. Similar to the automatic URL completion found in Internet Explorer® for which a drop-down list of valid values appears, this function allows you to select from these previous entries rather than rekey the entire text string. You can turn the auto complete functionality on or off by taking the following steps:

- Go to Tools > Setup > User Preferences > Auto Complete

- You can now specify removal of old entries and dictate how many suggestions Auto Complete should store.

Automatic Reminders

You can activate automatic reminders, which pop up when you access the system. Just take the following steps:

- Go to Tools > Setup > User Preferences > Reminders.
- Choose to activate automatic reminders for any of the following: Overdue Invoices, Payables Due, Recurring General Ledger Batches, Recurring Receivables Batches, Recurring Payables Batches, Items Due for Stock Count and Collection Tasks Due.
- Design your own custom reminders using Smartlist. In the Reminders Preferences window, simply click New under Custom Reminders to access the Custom Reminders window.
- Select a Smartlist Favorite on which to base your reminder.
- Then, in the "Remind Me When" section, you can choose to be reminded when either the number of records meets the criteria you specify or the total of a selected column meets the criteria you specify.
- When a custom reminder appears in your reminder list (View > Reminders) you can simply double click on it to access the underlying Smartlist results.

Passwords

To reset your password, go to Tools > Setup > User Preferences > Password. From here you can select a new password. This should be done regularly to increase security by reducing the chances of someone acquiring and using your existing password.

Styles

Set colors and font styles for link fields (which "zoom" to other windows in the system) by going to Tools > Setup > User Preferences > Display.

* * *

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](#)
2 Mount Royal Avenue, Suite 410
Marlborough, MA 01752
508-485-5588 x107
mdoron@alticoadvisors.com
www.alticoadvisors.com