



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 2006 tip:

Take Control with the User Preferences Window

The User Preferences window enables you to set defaults associated with your user ID, so that you can tailor Microsoft Dynamics GP to your needs and work style. Here are the steps to customize Microsoft Dynamics GP:

- You can access the window via Tools > Setup > User Preferences. (Note: It's also displayed on your Navigation Pane.)
- When you open User Preferences, note the grayed-out user ID at the top of the window. The settings apply only to your user ID.
- The first selection is a checkbox for Horizontal Scroll Arrows. You should check this box if your GL account number is too long to be fully viewed in the space allocated for account numbers. After you check the box, you will see an arrow at the beginning and end of your GL account number field so you can view it in its entirety.
- Next, click on Default Report Destination. This allows you to view your reports on-screen before sending them to the printer or e-mailing them.
- The Entry Key default lets you choose Tab if you prefer to "tab" from field to field. This also allows you to simply hit the Enter key to save your work. If you choose Return, you can hit the Enter key to move from field to field and use Shift-Tab to save your work (of course, you can always use your mouse).
- If you use Sales Order Processing, choose the appropriate Default Sales Doc so you don't have to always change the type from Quote (the default choice) to whatever you typically use.
- If you own Process Server and have it set up, you can set the Distributed Processes to Local (which performs the processes on your workstation) or Remote, to offload the designated processes to another workstation or server.
- The Mapping drop-down menu allows you to select whether you want to use a local copy of MapPoint® or the Web application. You can also choose to turn off the link to MapPoint.
- If you are registered for Human Resources, the HR button allows you to specify whether you want the HR "To Do" list to open when you log in.

- Another helpful feature is the Reminders button. This can prompt you to post a recurring batch or to keep track of overdue payables or receivables invoices. In the Custom Reminders section, you select a SmartList favorite—either a favorite supplied by the system or one created by your company—and attach criteria such as when the total of the Current Transaction Amount column is greater than zero.
- The Display button contains the font settings for the Link Fields and Required Fields seen in all windows.
- Depending upon your company's security setup, the Password button allows you to change your Microsoft Dynamics GP password.
- Finally, the AutoComplete button controls how the feature works in Microsoft Dynamics GP. Choose whether or not to use the AutoComplete feature, after how many days unused entries are deleted, and how many entries are saved per field. You also can completely remove all AutoComplete suggestions, allowing you to start over (which is especially useful after several spelling mistakes!).

Taking a few minutes to set up your User Preferences can save you time every day.

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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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