



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 April 2006 tip:

Using SmartList to Analyze General Ledger Activity

You can use SmartList to analyze General Ledger activity. With a few simple steps you can view details on accounts payables transactions in a specific General Ledger account for a specific period of time. Here's how.

- In SmartList, open Account Transactions.
- Click on the Columns button and then Add.
- Add the following Columns: Originating Master ID, Originating Master Name, Originating Document Number, and Series.
- In Row 1 of the Search Window, select Series "is equal to" Purchasing.
- In Row 2 of the Search Window, select Account Number "is equal to" and enter the account number you want to analyze.
- In Row 3 of the Search Window, select Trx Date "is between" and enter the beginning and ending period dates you want to analyze.
- Click OK to view the details of the Accounts Payable transactions, including Vendor ID, Vendor Name and Document Number.
- Save as a Favorite.
- From here you can click the Go To button and drill back to the GL summary or detail inquiry window, which will allow you to return to the originating transaction.

For future months, you can edit the Favorite to change the period dates.

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