



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 February 2007 tip:

Using a Macro to Import Vendor Information

Macros are complex operations that have been assembled into a form that can be easily and automatically implemented. They can help you save time, reduce training costs and improve accuracy. For example, you can use macros in Dynamics GP to import vendor information from external data sources into a Word form letter by following a few basic steps:

- Open the Vendor Maintenance Window by selecting Cards > Purchasing > Vendor Maintenance.
- Go to Tools > Macro > Record Macro. You will be prompted to specify where you will save your macro.
- Type in your keystrokes.
- Go to Tools > Macro > Stop Record.
- Open the macro you have created in Microsoft Word.
- Within Microsoft Word go to Tools > Letters and Mailings > Mail Merge.
- Follow the Microsoft Word instructions at Create Form Letter.
- Navigate to your external data source.
- Use the Insert Merge field to type over all of the Type To field.
- Merge the data.
- Save the macro as a text file with a file extension of .mac.
- On the Shortcut bar in Dynamics GP, click the Add Macro button and specify the path to the merged macro file.
- Name the Shortcut and click Add. Open the Vendor Maintenance window (Cards > Purchasing > Vendor Maintenance).
- Click on the shortcut and your macro will begin processing.

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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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