



Tips 'n' Tricks from Altico



There are dozens of little tips and tricks for using your Great Plains 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 2005 tip:

### **Using the Great Plains Letter Writing Assistant (R8.0)**

You can use the Letter Writing Assistant to create letters in Word for customers, vendors, or employees using Great Plains data and Word document templates. Examples include collection letters, credit application acceptance letters, proposal cover letters, letters to dispute charges, audit confirmation letters, even employee memos and holiday wishes.

You can use prewritten, preformatted letter templates or create your own.

- Start the Letter Writing Assistant by choosing the Write Letters button in the Customer Maintenance, Customer Summary, Vendor Maintenance, Vendor Credit Summary, Employee Maintenance, and Employee Summary windows.
- Or choose Reports >> Letter Writing Assistant.

Letter templates are stored in the Letters folder within your Great Plains directory. Any changes you make to existing templates, or any new templates you create, are stored only on the local machine.

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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