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## EASY DATE CREATION IN ANY GP WINDOW

Save time with these date entry tips:

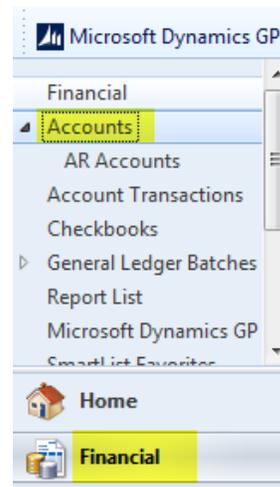
- Clicking (+) or (-) keys on date fields in Dynamics GP increases or decreases the date by one day.
- Keying in the day number in date field will cause Dynamics GP to fill in the current month and year. For example, keying "10" in the date field on 5/3/17 will automatically input the date 5/10/17 in the date box.

## CREATE CUSTOMIZED REPORTS WITH THE NAVIGATION PANE

There's an easy way to create customized trial balances and other reports for GL, AR, and AP in the navigation pane. This powerful feature makes it easy to provide specific information to managers almost immediately. Examples include trial balances for selected GL accounts, specific vendors, or specific customers. You can also save the report options for future use. This customization feature is also available for the other GP modules.

In this example, I created a general ledger trial balance that includes all accounts with "Receivable" in their title.

- Choose the Accounts list in the Financial navigation pane.



- Add a filter where the description contains "Receivable". Then click on the arrow. Click to select all. Note that can also remove items in the list.

**FREE SMARTLIST  
BUILDER  
DOWNLOADS  
AVAILABLE FROM**  
**EONE**  
SMART CONFIGURABLE SOFTWARE

If you already own Smartlist Builder, you can take advantage of these [free reports](#) available from their website. If you don't already own Smartlist Builder, [find out more](#) about this tool that allows users to create both brand new SmartLists or modify existing SmartLists.

You can link up to 32 tables together including standard GP tables, third party tables, SQL tables, SQL views or SQL Scripts, and other SmartLists or Extender resources.

Contact [Tommy](#) for sales information.

Receivables Accounts

Show results

Where Description contains receivable

Add Filter

Account Number	Description	Account Type
<input checked="" type="checkbox"/>	000-1200-00	Accounts Receivable
<input checked="" type="checkbox"/>	000-1220-00	Credit Card Receivable
<input checked="" type="checkbox"/>	000-1220-01	Credit Card Receivable-AmericaC...
<input checked="" type="checkbox"/>	000-1220-02	Credit Card Receivable-Retail
<input checked="" type="checkbox"/>	000-1220-03	Credit Card Receivable-Gold
<input checked="" type="checkbox"/>	000-1220-04	Credit Card Receivable-Platinum
<input checked="" type="checkbox"/>	000-1230-00	Accounts Receivable
<input checked="" type="checkbox"/>	000-1250-00	Other Receivables
<input checked="" type="checkbox"/>	000-1270-00	Accounts Receivable-MC Tx

Click here to select all.

Click here to remove an account from the list.

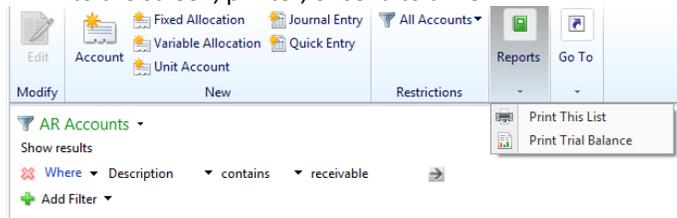
[ZOOM....](#)

- Next click on Accounts (read only) and save with a new name. In this example I used the name "Receivables Accounts".



[ZOOM....](#)

- Select Reports, and then chose to either print a trial balance or the list. You will then have the options to print to the screen, printer, or send to a file.



[ZOOM....](#)

System: 7/25/2017 10:09:23 AM TRIAL BALANCE SUMMARY FOR 2017 Page: 1 of 14  
 User Code: 412/2017 Fabrikam, Inc. General Ledger User ID: 14

Range: From: 7/1/2017 To: 12/31/2017 Sorted By: Debit (Descending) Print Currency In: Functional (Z-C)

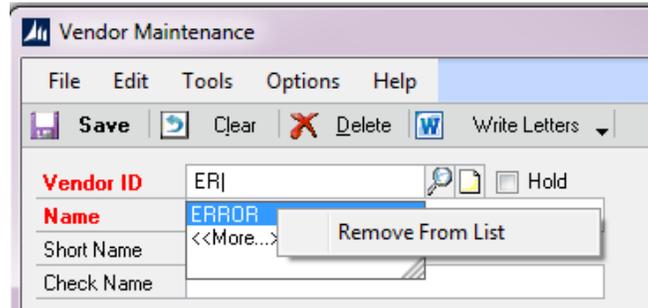
Invoice Account	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
000-1200-00	Accounts Receivable	\$0.00	\$499,688.77	\$275,715.43	\$223,973.34	\$223,973.34
000-1220-00	Credit Card Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1220-01	Credit Card Receivable-AmericaCharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1220-02	Credit Card Receivable-Retail	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1220-03	Credit Card Receivable-Gold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1220-04	Credit Card Receivable-Platinum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1230-00	Interest Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1250-00	Other Receivables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1270-00	Accounts Receivable-MC Tx	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - Canada	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - Australia	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - New Zealand	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - Germany	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - United Kingdom	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - South Africa	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Accounts Receivable - Singapore	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Unsettled Accounts Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000-1200-00	Expense Account Receivable	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Totals:</b>		<b>19</b>	<b>\$0.00</b>	<b>\$499,688.77</b>	<b>\$275,715.43</b>	<b>\$223,973.34</b>

[ZOOM....](#)

This is just one example of what you can produce with the navigation pane. We encourage you to explore the possibilities and let us know if you need more information on this powerful GP tool.

**FIX AUTO-COMPLETE ERRORS**

The auto-complete function is great for saving time until you misspell a word and are stuck with it forever! To get rid of an auto-complete error, start typing until the error shows up in auto-complete, then right click and select "Remove" from list.



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