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AUTOMATICALLY OPEN SMARTLISTS AND GP WINDOWS

To automatically open a Microsoft Dynamics GP window, website, macro, external document or Smartlist, use the **Startup** folder on the Shortcut bar.

Right-click on the **Startup** folder and click **Add**. Any shortcut added to the **Startup** folder will start automatically when logging in to Microsoft Dynamics GP.

Some examples include automatically opening a bank or vendor website, running the AR Aging process through a macro or opening an internal spreadsheet.

Shortcuts can also be added to the **User Classes** folder. The System Administrator can create **User Classes** and assign a class to a user. The System Administrator can also add or delete any shortcut in the **User Classes** folder.

CORRECT SALES TAXES IN THE GENERAL LEDGER

HOW TO REPRINT AP CHECK STUBS

1. Open Transactions by Vendor - Inquiry | Purchasing | Transaction by Vendor.
2. Select a Vendor ID.
3. Select a Payment.
4. Click on the Document Number link.
5. Click on the Re-create Check Stub.
6. Print the report.

Payment No.	0000000000000007	Batch ID	BEG BAL
Date	8/15/2013	Date Voided	0/0/0000
Vendor ID	ACETRAVE0001	Currency ID	Z-US\$
Cheque Name	A Travel Company		
Payment Method	<input checked="" type="radio"/> Cheque <input type="radio"/> Credit Card <input type="radio"/> Cash <input type="radio"/> EFT <input type="checkbox"/> Electronic		
Chequebook ID	UPTOWN TRUST	Amount	
Document No.	1001.3	Unapplied	\$0.00
Amount	\$400.00	Applied	\$400.00
Comment	MEALS/ENT-SERVICE	Total	\$400.00
Terms Discount Taken	\$0.00	Writeoff	\$0.00
Terms Discount Available	\$0.00		

Buttons: Reevaluation, Apply, Distribution, **Re-create Check Stub**



ENHANCEMENTS FOR DYNAMICS GP

COLLECTIONS MANAGEMENT

The more efficient your collections system, the greater your profit margin. Collections Management has the processing power to improve cash flow, diminish collection time and reduce bad debt.

"Collections Management is most helpful sending collection letters on all past due invoices after running a query. Just a few clicks and letters with attached invoices go out automatically." Kim Campbell, Accounts Receivable Specialist, Hunt Brothers Pizza.

Use the Tax Entry window in General Ledger to enter adjustments to taxable transactions without making changes in Payables Management, Receivables Management, PO Processing, and SOP.

An example of when this is handy: an invoice to a customer was recorded with the wrong tax rate and tax amount. The customer recalculates the taxes and pays you the correct amount. The correction to the taxes can be done in the Tax Entry GL window.

[This document](#) contains step by step instructions on how to calculate taxes in the General Ledger.

<https://www.profad.com/products/collections-management/resources/>

COMPANY DATA ARCHIVE

Company Data Archive will reduce the size of your live company database and improve system performance while posting, running reports, performing file maintenance, and day-to-day use of Dynamics GP.

*Our GP users were unhappy with their experience using GP because of the extreme latency in populating some inquiry screens and reports. All of that disappeared after the initial archiving was completed. Michael Peck, Application Support, **Project Management Institute, Inc.***

<https://www.profad.com/products/company-data-archive/resources>

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