

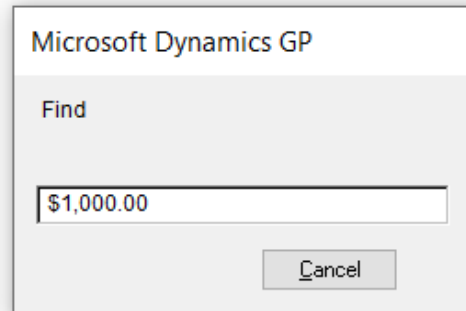
MAY 2021 NEWSLETTER

TIME SAVING TIPS FOR GP SMARTLIST USERS

Do you often need to click on Search to increase the number of records or to add columns in Smartlists that you use frequently? You can easily change the smartlist defaults and save some time.

Here's how:

- Go into Microsoft Dynamics GP > Tools > Setup > System > SmartList option.
- Select the Category.
- Change the number of Maximum Records. The default will always be 1,000. The maximum number of records is 1,410,065,407.
- Select the fields you want to add to the smartlist. (You can also unmark fields you'd like to remove.)
- Click OK to save changes.



The screenshot shows a dialog box titled "Microsoft Dynamics GP". Inside the dialog, there is a "Find" label above a text input field. The input field contains the text "\$1,000.00". Below the input field is a "Cancel" button.

USE THE GP FIND FUNCTION TO SAVE TIME

Some GP users don't realize that when you print to the screen, you have the "Find" function available just like you do in other Microsoft programs.

If you've printed a long report like a detailed trial balance to the screen and are looking for a specific account number or dollar figure, you can use the "Find" function to search.

This is available on the top screen menu or by simply using the Microsoft shortcut of CTRL-F.

LOCK YOUR BUDGETS TO PREVENT ACCIDENTAL EDITS

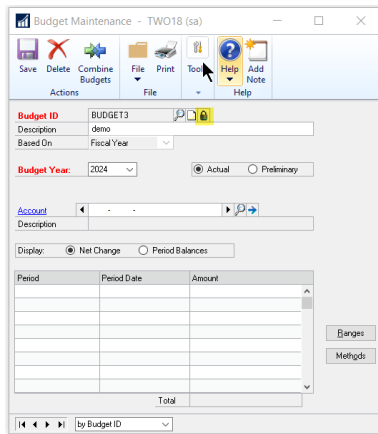
Once you have final budget figures, you can use the padlock on the budget maintenance window to ensure that others don't accidentally delete or adjust budget figures.



**ALL OF YOUR FINANCIALS INSIDE
OF EXCEL WITH THE CLICK OF A
BUTTON**

To the right of the budget ID is a little padlock. When you click it, a password window will pop up. Enter a password for the budget and be sure to save and remember the password.

[click here to enlarge image](#)



Quickly and easily generate timely, accurate financial reports in the format that works for you, using the same fields and calculations you're used to, right inside of Excel. Just the real-time data you need, directly from your Microsoft Dynamics database, exactly the way you want it.

Learn how to get all the operational data you need, in the format that works for you. Jet Reports is an advanced financial and business reporting solution inside of Excel and on the web.

[Download this brochure](#) now to see how you can eliminate errors, cut reporting time and costs, automate processes, and never second guess the numbers again.

Please contact Tommy Tastet at 985-892-2710 or email him at tommyt@diamond-soft.com for more information.