

# Choose Your Own Adventure

**A Dynamics GP Treasure Hunt**



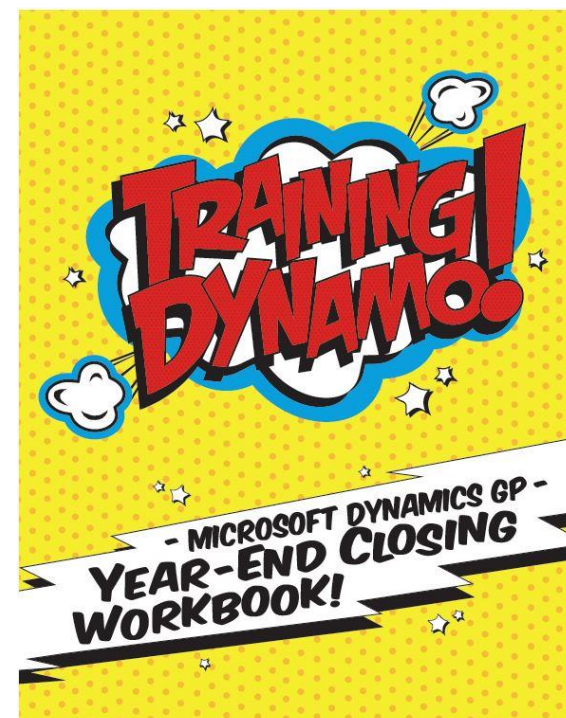
**DUG**WEBINARS


Hosted by **MSDW**  
MSDynamicsWorld

# AMBER J. BELL

## TRAINING DYNAMO, LLC

- Microsoft Dynamics GP consultant for over 20 Years!
- DUG Advisory Board Member
- GPUG All-Star
- **Wrote Microsoft Dynamics GP Year-End Closing Workbook and GP User Workbook!**





***Choose***

***Your***

***Own***

***Adventure***

# You come to a crossroads...



GO LEFT!

YOU'VE BEEN  
DOWN THAT ROAD  
BEFORE...SO NO  
SURPRISES!



GO RIGHT!

YOUR GUIDE  
PROMISES IT IS  
FASTER AND  
EASIER!

# What happens next??

You choose the same old road you are used to...

- You print an AR Aging...and highlight customers that are past due. It works...but you end up staying late and missing Happy Hour with your friends.

You follow your guide and learn a shortcut...

- You use a SmartList to find Past Due customers. You get to Happy Hour on time and your team wins Trivia Night!

# SmartList – Past Due Customers\*

The screenshot shows the SmartList application window titled 'SmartList - TWO (trainingdynamo)'. The main window displays a list of customers under the 'Customers - Past Due Customers\*' view. The list has columns for Customer Number, Customer Name, Current balance, and aging periods (0-30 Days, 31-60 Days, 61 and Over). A 'Change Column Display' dialog box is open, showing a list of fields to be displayed in the SmartList. The fields include Customer Number, Customer Name, Current, 0-30 Days, 31-60 Days, 61 and Over, Aging Period Amount 5, Aging Period Amount 6, Aging Period Amount 7, and Address 1. The dialog box has 'Add...', 'Remove', 'Default', 'OK', and 'Cancel' buttons.

Customer Num...	Customer Name	Current	0-30 Days	31 - 60 Days	61 and Over
AARONFIT0001	Aaron Fitz Elec...	\$4,373.02	\$0.00	\$0.00	\$19,8
ADAMPARK0...	Adam Park Res...	\$3,629.73	\$0.00	\$0.00	\$17,1
				\$0.00	\$5,7
				\$0.00	\$68,9
				\$0.00	\$25,8
				\$0.00	\$7,8
				\$0.00	\$3
				\$0.00	\$13,1
				\$0.00	\$50,7
				\$0.00	\$36,6
				\$0.00	\$17,3
				\$0.00	\$13,1
				\$0.00	\$30,0
				\$0.00	\$14,6
CENTRALC0001	Central Comm...	(\$375.00)	\$0.00	\$0.00	\$3
CENTRALD00...	Central Distrib...	\$1,405.87	\$0.00	\$0.00	\$19,9
CENTRALI0001	Central Illin...	\$0.00	\$0.00	\$0.00	\$20,4

- Remove
  - Unused Aging Periods.
  - Address Info
- Add
  - Customer Balance
  - Last Payment Date
  - Last Payment Amount
- Save as a Reminder

# Choose your destination...

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DESERT!

THINGS MIGHT GET  
TOUGH...BUT WILL  
YOU FIND A  
TREASURE?



BEACH!

SEEMS LIKE THE  
BEST CHOICE...BUT  
IS IT TOO EASY?

# What happens next??

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You fill up your favorite water bottles and head to the desert

- You learn how to use Navigation Lists to keep on track and find an oasis!

You decide to head to the beach! But you forgot your SPF

- You ran a Utility without testing or a backup! You got burned! Time to call your partner to help rescue your data!



# Use/Change your Navigation List!

- Save As – Customize
- Apply Custom Actions
- Modify Columns Listed
- Share with Users

The screenshot shows the Microsoft Dynamics GP interface for the 'Navigation List - Customer' window. The 'Customize' option is highlighted in the context menu. The main window displays a table of customer records and a summary section.

Name	Type	Current Balance
Electrical	Retail	\$24,272.06
Resort	Retail	\$20,800.09
per Co.	Retail	\$0.07
ch Satellite System	Wholesale	\$4,702.20

1 of 104 records selected.

Customer Summary:

Customer Priority :	None	Last Payment Date :	4/29/2027
Current Balance :	\$24,272.06	Last Payment Amount :	\$609.75
Credit Limit :	\$35,000.00	Year to Date Sales :	\$59,567.47
Payment Terms :	Net 30	Last Year Sales :	\$0.00
Average Days to Pay - YTD :	0		

# Customizing Navigation Lists

**List View Customization**

Modify the content, layout and sharing settings for this view.

View Name:

Visible In:

Mark Content to Display

- Show the filter options.
- Show the action pane.
- Show the information pane.
- Show Business Analyzer.

Modify List View

- Columns
- Action Pane
- Sharing
- Report Settings

**Action Pane Details**

Specify the groups and actions to show in the action pane for this list view.

Groups

- Modify
- Actions
- New
- Restrictions
- Sales

Group Properties

Default Name:

Group Name:

Actions in the group New

- Customer
- Cash Receipt
- Credit Memo
- Debit Memos
- Receivables Transaction

Action Properties

Default Name:

Action Name:

Priority:

- Primary
- Secondary
- Overflow

Image Size:

- Large
- Small

**Columns Details**

Display Columns in this order

- Information
- Customer ID
- Customer Name
- Address
- City
- State
- ZIP Code
- Phone Number
- Contact
- Salesperson
- Territory ID
- Inactive
- Type
- Current Balance

# Create Customized Navigation List Views

- You must "Save" before you can add columns
- Add Salesperson
- Add Balance
- Remove Unnecessary Columns

# Why Use Navigation Lists?

- Preview Pane will show you the last payment date.
- You can check the box by specific Customers to print a filtered Aging Report.
- It's all about the ACTIONS!
  - Manage HOLDS
  - Apply Credits and Payments
  - Create New Transactions
  - Print/Email Statement
  - Reprint/Email Invoices

# You see a crowd in the distance...

---



RUN!  
THEY MIGHT TAKE  
YOUR SUPPLIES!



GET CLOSER!  
CHECK THEM  
OUT...MAYBE THEY CAN  
HELP..

# What happens next??

---

You Run! You trip on a little branch...and sprain your ankle

- If you avoid researching and cleaning up wacky data...one day something small will trip you up and cost way more to fix.

You get a closer look! Turns out it was an optical illusion!

- Research your issues and clean up as much as you can! Writeoff small AR balances so you can concentrate on your real problem customers!

# Create SmartList for Possible AR Writeoffs

Customer Number	Customer Name	Document Number	Document Type	Document Date	Discount Date	Due Date	Original Trx Amount	Current Trx Amount	Customer Balance
INTERNAT0001	International Maili...	SLS11003	Sales / Invoices	10/5/2023	10/5/2023	11/4/2023	\$1,688.42	\$0.46	\$3.24
INTERNAT0001	International Maili...	SLS11004	Sales / Invoices	11/14/2023	11/14/2023				
CONTOSOL0001	Contoso, Ltd.	INVPS1006	Sales / Invoices	5/10/2024	5/10/2024				
CONTOSOL0001	Contoso, Ltd.	SLS3007	Sales / Invoices	9/12/2023	9/12/2023				
CONTOSOL0001	Contoso, Lt			0/2023					
CONTOSOL0001	Contoso, Lt			2/2027					
CONTOSOL0001	Contoso, Lt			0/0000					
NATIONAL0001	National Sh			2/2024					
BREAKTHR0001	Breakthroug			0/2024					
BREAKTHR0001	Breakthroug			2/2023					
BREAKTHR0001	Breakthroug			4/2023					
BREAKTHR0001	Breakthroug			3/2023					
BREAKTHR0001	Breakthroug			7/2023					
BREAKTHR0001	Breakthroug			/2023					
BREAKTHR0001	Breakthroug			/0000					

**Change Column Display**

Display Name	Original Name
<input type="checkbox"/> Customer Number	Customer Number
<input type="checkbox"/> Customer Name	Customer Name
<input type="checkbox"/> Document Number	Document Number
<input type="checkbox"/> Document Type	Document Type
<input type="checkbox"/> Document Date	Document Date
<input type="checkbox"/> Discount Date	Discount Date
<input type="checkbox"/> Due Date	Due Date
<input type="checkbox"/> Original Trx Amount	Original Trx Amount
<input type="checkbox"/> Current Trx Amount	Current Trx Amount
<input type="checkbox"/> Customer Balance	Customer Balance

Buttons: Add... Remove Default OK Cancel

**Search Receivables Transactions - TWO (sa)**

OK Cancel File Tools Help

Search Definition 1  
 Column Name: Current Trx Amount Filter: is between Value: 0.01  
 Field Comparison  Match Case

Search Definition 2  
 Column Name: Current Trx Amount Filter: is not equal to Value: Original Trx Amount  
 Field Comparison  Match Case

Search Definition 3  
 Column Name: Filter: is equal to Value:  
 Field Comparison  Match Case

Search Definition 4  
 Column Name: Filter: is equal to Value:  
 Field Comparison  Match Case

Search Options  
**Maximum Records:** 1,000 Search Type: Match All

Clear All Columns Order By

# Review Customer Writeoff Settings

SmartList - TWO (trainingdynamo)

New Modify Search Refresh Columns Favorites Print Excel Stop Go To Word Publish Export/Import SmartList Additional File Tools Help

Actions Options Additional File Tools Help

> Customers - \*Customer - Max Writeoff Settings

Customer Number	Customer Name	Customer Class	Maximum Writeoff Type	Max Writeoff Amount
AARONFIT0001				\$25.00
ADAMPARK0001				\$25.00
ADVANCED0001				\$25.00
ADVANCED0002				\$25.00
ALTONMAN0001				\$25.00
AMERICAN0001				\$25.00
AMERICAN0002				\$25.00
ASSOCIAT0001				\$25.00
ASTORSUI0001				\$25.00
ATMORERE0001				\$25.00
BAKERSEM0001				\$25.00
BERRYMED0001				\$25.00
BLUEYOND0001				\$25.00
BOYLES0001				\$25.00
BREAKTHR0001				\$25.00

Change Column Display

Display Name	Original Name
Customer Number	Customer Number
Customer Name	Customer Name
Customer Class	Customer Class
Maximum Writeoff Type	Maximum Writeoff Type
Max Writeoff Amount	Max Writeoff Amount

Add... Remove Default OK Cancel

104 Customers Completed First 1000 records with no search criteria.



# Option 1 – Update 1 Customer at a Time

Customer Maintenance Options - TWO (trainingdynamo)

OK File Tools Help Add Note  
Actions File Tools Help

Customer ID: ALTONMAN0001 Name: Alton Manufacturing

Balance Type	<input checked="" type="radio"/> Open Item	<input type="radio"/> Balance Forward	
Finance Charge	<input type="radio"/> None	<input checked="" type="radio"/> Percent	<input type="radio"/> Amount 1.50%
Minimum Payment	<input checked="" type="radio"/> No Minimum	<input type="radio"/> Percent	<input type="radio"/> Amount \$0.00
Credit Limit	<input type="radio"/> No Credit	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Amount \$75,000.00
Maximum Writeoff	<input type="radio"/> Not Allowed	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Maximum \$25.00

Revalue Customer Post Results To:  Receivables/Discount Acct  Sales Offset Acct

Order Fulfillment Shortage Default: None

# Option 2 – Update Customer Class

Customer Class Setup - TWO (trainingdynamo)

Save Clear Delete File Print Tools Help Add Note

Actions File Tools Help

**Class ID** USA-INMI-T2  Default

Description IN and MI customers

Balance Type:	<input checked="" type="radio"/> Open Item	<input type="radio"/> Balance Forward	
Finance Charge:	<input type="radio"/> None	<input checked="" type="radio"/> Percent	<input type="radio"/> Amount 1.50%
Minimum Payment:	<input checked="" type="radio"/> No Minimum	<input type="radio"/> Percent	<input type="radio"/> Amount \$0.00
Credit Limit:	<input type="radio"/> No Credit	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Amount \$20,000.00 →
Writeoff:	<input type="radio"/> Not Allowed	<input type="radio"/> Unlimited	<input checked="" type="radio"/> Maximum \$25.00

# Option 3 - Save the Day with Macros!

- Macro Replicator by John Arnold – FREE
  - John presented this at last year's GPUG Summit
  - You can watch a webinar about it here:  
<http://bit.ly/JohnArnoldMacro>
  - You can download here: <http://www.Rnoldz.com/replicator>

A18 TypeTo field 'Max Writeoff Amount', '1000'

	A	B	C	D	E	F
1	Import Macro File...		Header Rows:			The number of rows that should appear only once (at the t
2	Replicate...		Filter Column:			Only rows in this column that are equal to TRUE in the Dat
3	Clear Macro...		Max {RecordNumber}:	3		Leave blank for no maximum or set to the number of rows
4	Clear Data...		Replicated Macro File:	- 2019\CustAutoWriteoff_10.mac		The default filename for the Replicated macro
5	Reset Data...		Replace DataTable...			
6	?		Data Table: The macro will be repeated 24 times.			
7	Update the text in Macro Lines with {DataColumnName} or {RecordNumber} everywhere data is to be replaced.		Customer Number			
8	Macro Lines from: C:\Users\Owner\Training Dynamo, LLC Dropbox\Amber Bell\Training Dynamo\GPUG\GPUG Summit -		ADAMPARK0001			
9	# DEXVERSION=18.00.0015.000 2 2		ADVANCED0001			
10	CommandExec dictionary 'default' form 'Command_Sales' command 'RM_Customer_Maintenance'		ADVANCED0002			
11	NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'		ALTONMAN0001			
12	TypeTo field 'Customer Number', '{Customer Number}'		AMERICAN0001			
13	MoveTo field Hold # 'FALSE'		AMERICAN0002			
14	MoveTo field 'Options Button'		ASSOCIAT0001			
15	ClickHit field 'Options Button'		ASTORSUI0001			
16	NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Options'		ATMORERE0001			
17	MoveTo field 'Maximum Writeoff Type' item 2 # 'Maximum'		BAKERSEM0001			
18	ClickHit field 'Maximum Writeoff Type' item 0 # 'Not Allowed'		BERRYMED0001			
19	ClickHit field 'Maximum Writeoff Type' item 2 # 'Maximum'		BLUEYOND0001			
20	MoveTo field 'Max Writeoff Amount'		BOYLES0001			
21	TypeTo field 'Max Writeoff Amount', '1000'		BREAKTHR0001			
22	CommandExec dictionary 'default' form 'RM_Customer_Maintenance' command 'OK Button_w_RM_Customer_Options_f_RM_Custo		CASTLEIN0001			
23	NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'		CELLULAR0001			
24	CommandExec dictionary 'default' form 'RM_Customer_Maintenance' command 'Save Button_w_RM_Customer_Maintenance_f_RM		CENTERSU0001			
25	CloseWindow dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'		CENTRALC0001			
26	NewActiveWin dictionary 'default' form sheLL window sheLL		CENTRALD0001			
27			CENTRALI0001			
28			COHOWINE0001			
29			COMMUNIC0001			
30			COMMUNIC0002			
31			COMPUTEC0001			
32						

**Visit:**  
<http://www.rnoldz.com/replicator/>  
**to download.**

# Writeoff Small Balances

Write Off Documents - TWO (trainingdynamo)

Process Cancel File Print Tools Help Add Note

Writeoff Type: Underpayments Writeoff Limit: \$10.00  
Create One Writeoff per: Customer Cut-off Date: 4/12/2027

Customers: Customer ID All From: To:

National Accounts:  
 Create writeoff from Parent  
 Create writeoff from Child

Preview

Write Off Preview - TWO (trainingdynamo)

OK File Tools Help Add Note

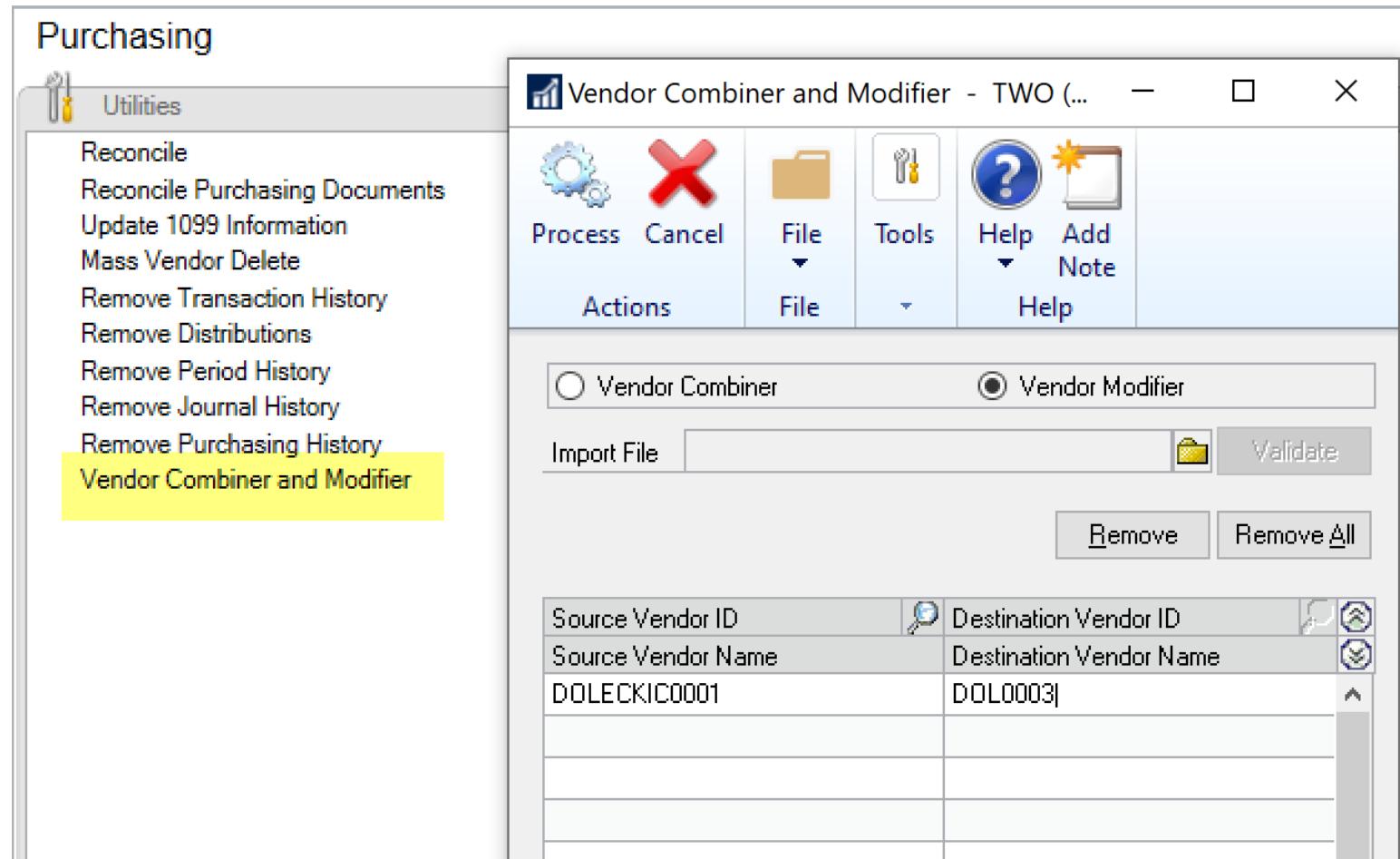
Unmark All Mark All

	Customer ID	Customer Balance	Writeoff Amount
<input checked="" type="checkbox"/>	<a href="#">ADVANCED0001</a>	\$0.07	\$0.08
<input checked="" type="checkbox"/>	<a href="#">ASSOCIAT0001</a>	\$1.04	\$1.04
<input checked="" type="checkbox"/>	<a href="#">ISNINDUS0001</a>	\$14,978.34	\$0.10
<input checked="" type="checkbox"/>	<a href="#">LAWRENCE0001</a>	\$23,642.79	\$9.37
<input checked="" type="checkbox"/>	<a href="#">MAHLERST0001</a>	\$34,289.30	\$9.90
<input checked="" type="checkbox"/>	<a href="#">POLKVALLO001</a>	\$21,461.08	\$10.00

Total Writeoff Available: \$30.49  
Total Writeoff Taken: \$30.49

Sales > Routines > Write Off Documents

# Customer/Vendor Modifier



- Backup first!
- If you have more than a couple, make a list in Excel
  - Column 1 – Original ID
  - Column 2 – Destination ID
- Steps to Import
  - Save as CSV
  - Look up file
  - Click Validate
  - Click Process



# AMBER BELL

Email: [amber@trainingdynamo.com](mailto:amber@trainingdynamo.com)

Website: [trainingdynamo.com](http://trainingdynamo.com)