

Choose Your Own Adventure **A Dynamics GP Treasure Hunt**

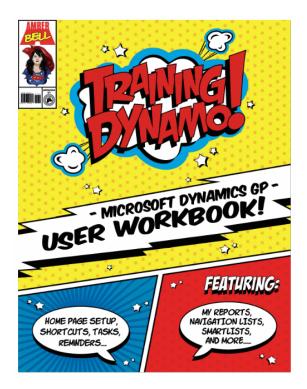
DUGWEBINARS

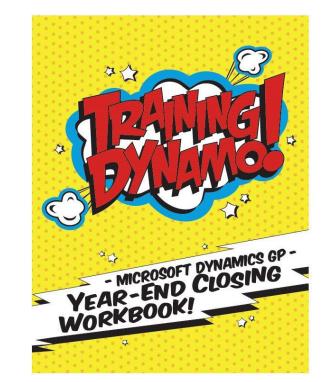




AMBER J. BELL TRAINING DYNAMO, LLC

- 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!













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...

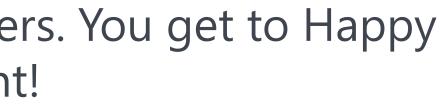
• You print an AR Aging...and highlight customers that are past due. It works...but you end up staying late and missing Happy Hour with your friends.

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*

SmartList - TWO (trainingdynamo)					_	
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lew Modify Search Refresh Column	s Favorites Print	Excel Stop Go To	» Options	Additional	File To	ols Help
lew mouny search heresit column	5 Tavontes Thine					
Ac	tions		-	-		
<	Customers - Past Due	Customers*				
Sales ^	Customer Numb	Customer Name	Current	0-30 Days	31 - 60 Days	61 and
🖶 🗀 AR Apply	AARONFIT0001	Aaron Fitz Elec	\$4,373.02	\$0.00	\$0.00	\$19,8
Customer Addresses	ADAMPARKO	Adam Park Res	\$3,629.73	\$0.00	\$0.00	
🖶 🛅 Customer Items	Changes Calum	- Disalau			\$0.00	\$5,7
Customers	Change Colum	n Display			\$0.00	
	Display Name	Original N			\$0.00	
Average Days to Pay*	Customer Numb			٩.	\$0.00	
Customer Balance*	Customer Name	e Customer	Name			
Customer Contact List*	Current	Current			\$0.00	
Customers on Hold*	0-30 Days 31 - 60 Days	0-30 Days 31 - 60 Da			\$0.00	\$13,1
🖳 🗎 Customers Over Credit Li	61 and Over	61 and 0	•		\$0.00	\$50,7
Inactive Customers*	Aging Period Ar		iod Amount 5		F \$0.00	\$36,6
MSF Customers*	Aging Period Ar		iod Amount 6		\$0.00	\$17,3
Past Due Customers*	Aging Period Ar		iod Amount 7		£ \$0.00	
	Address 1	Address 1		~		
Receivables Transactions					\$0.00	
⊕	Add	Remo <u>v</u> e <u>D</u> efault	0	I <u>K</u> anc	el \$0.00	\$14,6
Sales Transactions	CENTRALCOUNT	Central Comm	(\$375.00)	\$0.00	\$0.00	\$3
	CENTRALD00	Central Distrib	\$1,405.87	\$0.00	\$0.00	\$19,9
		C	£0.00	¢0.00	£0.00	(*************************************

- Remove
- Add



• Unused Aging Periods. Address Info

 Customer Balance Last Payment Date • Last Payment Amount • Save as a Reminder





Choose your destination...





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??

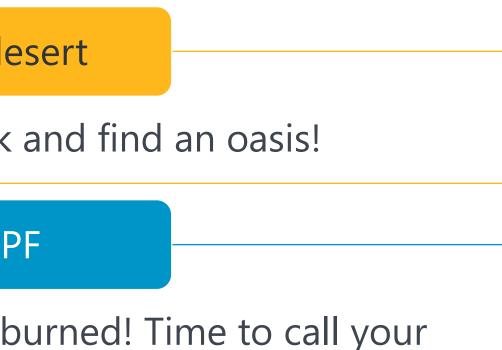
You fill up your favorite water bottles and head to the desert

• 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
- Modify Columns Listed

Microsoft Dynamics GP													- 0	×
Gov Home + Sales + Custo	omers	 Navigation List - Custor 	mer										4 5	
Microsoft Dynamics GP 👻 Transactions	+ Inc	quiry + Reports + Cards	; •											
র Customer 📝 AR Transaction Entry 📓	Cash I	Receipts 🛛 🗟 VOID - AR Tra	insactions and C	ash Receipts 🗟 Tra	nsaction by Cu	istomer 🛛 👔	SmartList	My Reports	🖌 🔲 Process Monito	r 📑 Close All	Windows	🛕 Exit	t	
Sales		y 🔘 Apply Hold	a	🛄 📓 Assess Fina	nce Charges 🔻	*	R *	à *à [🖷 All Customers 🔻			5		
Customers		Remove Hold 🛛 🕷		🕑 🗐 🔝 Print Stater	nents 🔻			×	•	<u> 460</u>				
Navigation List - Customer	Ed	it 🔄 E-mail Settings 🔻	Apply Sales Documents	Aging		Customer	Cash Crea Receipt Men			All-in-One View	Reports	Go To		
Customer Balance List		Modify	bocamento	Actions			New		Restrictions	Sales	+	+		
Prospects		-								Turne to Cline			un o c	0
Salespeople	Na	vigation List - Custom								Type to filter		\rightarrow	Hide Options	
All Sales Transactions		Save	Ctrl+S											
Receivables Transactions		Save As C	Ctrl+Shift+S											
Sales Order Transactions		Rename		ame	т	ype	Current Ba	lance						
Invoicing Transactions	r	Delete												
Receivables Batches	.	Show/Hide	•	ectrical		etail		272.06						
Report List		Business Analyzer Setting	- K	.esort		etail	\$20,	800.09						
Microsoft Dynamics GP Reports				_iper Co.	R	etail		\$0.07						
Excel Reports		Add to Navigation Pane a	s Shortcut	ch Satellite System	W	/holesale	\$4.	702.20						×
Reporting Services Reports		Add to Home Page											1 of 104 records	selected.
SmartList Favorites		Remove Personalizations												
Other Reports		Customize			Customer	Priority :	None		Las	Payment Date :	4/29/202	7		
🕎 Home					Current B	-	\$24,272.06			Payment Amou				
		Refresh Customize	Ctrl+R		Credit Lin	nit :	\$35,000.00		Yea	r to Date Sales :	\$59,567.4	7		
Sales	Sales	sperson : Paul West			Payment		Net 30		Last	Year Sales :	\$0.00			
»					Average [Days to Pay - N	/TD:0							
4/12/2027 Fabrikam, Inc. trainingdynamo														

Apply Custom Actions Share with Users





Customizing Navigation Lists

List View Custo	omization									
Modify the content, layout and sharing settings for this view.										
View Name:	Navigation List - Customer									
Visible In:	All companies	\sim								
- Mark Conter	nt to Display									
🔄 🗹 Show the	e filter options.									
🗹 Show the	Show the action pane.									
🗹 Show the	e information pane.									
📃 Show Bu	Show Business Analyzer.									
- Modify List V	/iew									
Columns	→									
Action Pane	•									
Sharing	→									
Report Setti	ings 🔿									
L										
۲	Preview Save Cance	I								

Action Pane Details

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

>

Remove <u>G</u>roup

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 $\mathbf{1}$

Groups Modify

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Add Group

Customer Cash Receipt Credit Memo Debit Memos

Actions New Res

Restrictions	
Sales	

Actions in the group New

Group Properties New Default Name: New Group Name:

	Action Properties	
	Default Name:	Debit Memos
1	Action Name:	Debit Memos
$\mathbf{+}$	Priority:	Primary
	r nony.	O Secondary
		Overflow
	Image Size:	Large

🔘 Small

	Receivables Transaction	$\mathbf{+}$	Priority:
			Image Size
	Add Action Remove Action		

ΟK



	Columns Details
	Display Columns in this order Information Move Up Customer ID Move Down Address Move Down
	City State ZIP Code Phone Number Phone Number Contact Salesperson Territory ID Inactive Type Current Balance
<u>R</u> eset	OK Cancel
Cancer	





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

Receivables Transact	ionsPossible Write	offs									
Customer Number	Customer Name	Document Number	Document Type	Document Date	Disco	ount Date	Due Date	0	riginal 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	Search Receiv	ables Trans	sactions - TWO (sa)		– 🗆 X
CONTOSOL0001	Contoso, Ltd.	INVPS1006	Sales / Invoices	5/10/2024	5/1	0/2024					
CONTOSOL0001	Contoso, Ltd.	SLS3007	Sales / Invoices	9/12/2023	9/1	2/2023	V				
CONTOSOL0001	Contoso, Lt Change	Column Display				0/2023	OK Cancel	File	Tools Help		
CONTOSOL0001	Contoso, Lt					2/2027	A		▼		
CONTOSOL0001	Contoso, Lt	Display Name	Original Name			/0000	Actions	File	✓ Help		
NATIONAL0001	AL 12 1.01	Customer Number	Customer Number	•		2/2024	Search Definitio	n1 –			
BREAKTHR0001	Breakthroug	Customer Name	Customer Name		L	0/2024	Column Name:	ust	Filter:	Value:	
BREAKTHR0001		Document Number	Document Number		<u>7</u>	2/2023				25	
BREAKTHR0001	breakenoug	Document Type	Document Type		1	4/2023	Field Comp	Darison	🗌 Match Case	23	
BREAKTHR0001	breakthroug	Document Date Discount Date	Document Date Discount Date		1.	3/2023	Search Definitio	n 2 –			
BREAKTHR0001	Breakthroud	Due Date	Due Date		E	7/2023	Column Name:		Filter:	Value:	
BREAKTHR0001	Breaktbroud	Original Trx Amount	Original Trx Amount			/2023	Current Trx Amou		🔎 is not equal to	✓ Original Trx Amount	
BREAKTHR0001	Proplethroug	Current Trx Amount	Current Trx Amount		드	/0000	Field Comp	parison	Match Case		
		Customer Balance	Customer Balance					n3 —			
							Column Name:		Filter:	Value:	
	Add	I Remo <u>v</u> e	<u>D</u> efault	0 <u>K C</u> an	ncel				🔎 is equal to	×	
							Field Comp	parison	Match Case		
							Search Definitio	n 4 –			
							Column Name:		Filter:	Value:	
									is equal to	×	
							Field Comp	parison	Match Case		
							Maximum Reco	ords:	1,000	Search Type: Mate	ch All 🗸 🗸
							Clear All	Columns	Order By		

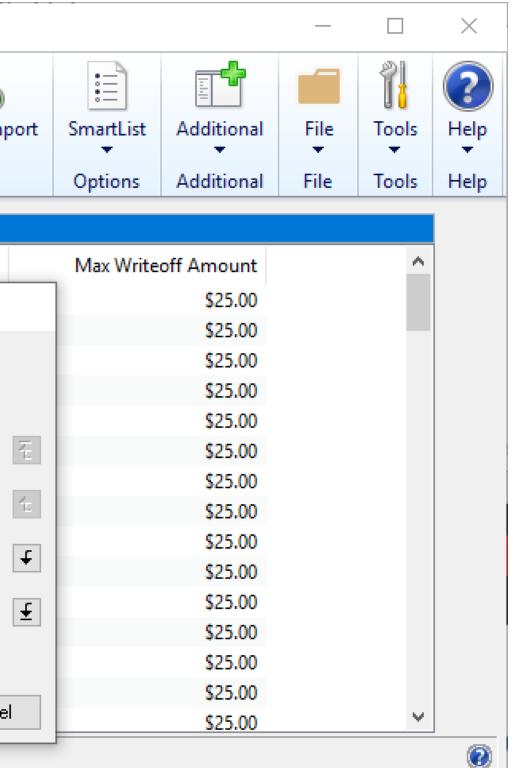




Review Customer Writeoff Settings

ก่ใ	SmartList - TWO (tra	ainingdyna	amo)										
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Ne	w Modify Search	Refresh	Columns	Favorites	Print	Excel	Stop	Go To	Word	Publish	Export/Im		
	Actions												
> Customers - *Customer - Max Writeoff Settings													
	Customer Number	С	ustomer N	ame	Cust	omer C	lass	Ma	ximum	Writeoff T	уре		
	AARONFIT0001	C	hange Colu	umn Displa	v								
	ADAMPARK0001		nange een		,								
	ADVANCED0001		Display N	lame		(Driginal N	lame					
	ADVANCED0002			r Number				r Number			• •		
	ALTONMAN0001	I	Custome	r Name		I	Custome	r Name					
	AMERICAN0001		Customer Class										
	AMERICAN0002			n Writeoff Ty	-								
	ASSOCIAT0001		Max Writ	eoff Amoun	:		Max Writ	eoff Amo	unt				
	ASTORSUI0001												
	ATMORERE0001												
	BAKERSEM0001												
	BERRYMED0001										v		
	BLUEYOND0001										· · ·		
	BOYLESCO0001			_					_				
	BREAKTHR0001		Add	Remo	o⊻e	<u>D</u> ef	ault			0 <u>K</u>	<u>C</u> ance		
10	4 Customers	Completed	First 1	000 records	with no	search	criteria.						









Option 1 – Update 1 Customer at a Time

🚮 Custo	📶 Customer Maintenance Options - TWO (trainingdynamo) - 🗌 🛛 🛛											
		1	?	*								
ОК	File	Tools	Help	Add								
Actions	File	Tools	He	Note elp								
Customer ID ALTONMAN0001					Name	,		Alton Mar	nufacturing			
Balance	Туре) Open l	tem	0	Balance Fo	orward]		
Finance	Charge	C) None		۲	Percent O Amount			1.50%	;		
Minimum	n Paymen	it 🦲) No Mir	nimum	Ο	Percent	0	Am	nount		\$0.00)
Credit Li	mit	C) No Cre	edit	0	Unlimited	0	Am	ount		\$75,000.00) 🔶 🛛
Maximur	m Writeof	f C) Not Al	owed	Ο	Unlimited	۲	Ma	ximum		\$25.00)
🗹 Rev	value Cus	tomer	Post Re:	sults To:		🔘 Rece	eivables	:/Dis	scount Acc	t 🔿 Sales	Offset Acct	
Order Fu	ulfillment S	Shortage De	efault	None			~					





Option 2 – Update Customer Class

Customer Cl	ass Setu	ıp - TWO (trair		 -		×			
Save Clear I Actions	Delete	Image: SelecteImage: SelecteImage: SelecteImage: SelecteImage: SelecteFilePrintToolsHelpAdd NoteFileToolsHelp							
Class ID USA-INMI-T2 👂 🗋 🔲 Default									
Description	IN and	MI customers							
Balance Type:	(Open Item	🔿 Bala	ance For	ward				
Finance Charge:	(🔵 None	Per	cent	🔘 Amou	nt	1	.50%	
Minimum Paymer	ht: (🖲 No Minimum	🔘 Per	cent	🔘 Amou	nt	\$	\$0.00	
Credit Limit:	(🔵 No Credit	🔘 Unli	imited	💿 Amou	nt	\$20,00	00.00	→
Writeoff:	(Not Allowed	🔵 Unli	imited	🔘 Maxim	num	\$2	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





AutoSave 💽 🛱 🖓 🖓 🖓 🏠 🏱 🕞 🖓 🖓 🤯 Replicator.xls	m - Excel Amber Bell AB 🔏 🗖 — 🗇	$\langle \rangle$						
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A18 • : $\times \checkmark f_x$ TypeTo field 'Max Writeoff Amount' , '1000'								
A	B C D E F							
1 Import Macro File Replicate Clear Macro Clear Data Reset Data ?	Header Rows: The number of rows that should appear only once (at the number of rows the numer of rows the number o							
2	Filter Column: Only rows in this column that are equal to TRUE in the D							
3	Max {RecordNumber}: 3 Leave blank for no maximum or set to the number of ro	ows						
4 Update the text in Macro Lines with {DataColumnName} or {RecordNumber} everywhere data is to be replaced.	Replicated Macro File: - 2019\CustAutoWriteoff_10.mac The default filename for the Replicated macro							
5 Macro Lines from: C:\Users\Owner\Training Dynamo, LLC Dropbox\Amber Bell\Training Dynamo\GPUG\GPUG Summit -	Replace DataTable							
6 # DEXVERSION=18.00.0015.000 2 2								
7 CommandExec dictionary 'default' form 'Command_Sales' command 'RM_Customer_Maintenance'	Data Table: The macro will be repeated 24 times.							
8 NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'	Customer Number							
9 TypeTo field 'Customer Number', '{Customer Number}'	ADAMPARK0001							
10 MoveTo field Hold #'FALSE'	ADVANCED0001							
11 MoveTo field 'Options Button'	ADVANCED0002							
12 ClickHit field 'Options Button'	ALTONMAN0001							
13 NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Options'	AMERICAN0001 AMERICAN0002 Visit:							
14 MoveTo field 'Maximum Writeoff Type' item 2 # 'Maximum'								
15 ClickHit field 'Maximum Writeoff Type' item 0 # 'Not Allowed'	ASSOCIATO001 http://www.rnoldz.com/replicator/							
16 ClickHit field 'Maximum Writeoff Type' item 2 # 'Maximum'								
17 MoveTo field 'Max Writeoff Amount'	ATMORERE0001 to download.							
18 TypeTo field 'Max Writeoff Amount', '1000' 10 Commond Fund distingent Idefault form IDM. Customer Maintenened Contenened IOK Putter, us DM. Customer Ontinge for DM.	BAKERSEM0001							
19 CommandExec dictionary 'default' form 'RM_Customer_Maintenance' command 'OK Button_w_RM_Customer_Options_f_RM		_						
20 NewActiveWin dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'	BLUEYOND0001							
21 CommandExec dictionary 'default' form 'RM_Customer_Maintenance' command 'Save Button_w_RM_Customer_Maintenance' 22 CloseWindow dictionary 'default' form 'RM_Customer_Maintenance' window 'RM_Customer_Maintenance'	BREAKTHR0001							
23 NewActiveWin dictionary 'default' form sheLL window sheLL	CASTLEIN0001							
24	CASTLEIN0001 CELLULAR0001							
	CENTERSU0001							
25	CENTRALCO001							
26 27	CENTRALDO001							
28	CENTRALI0001							
29	COHOWINE0001							
30	COMMUNIC0001							
31	COMMUNIC0002							
32	COMPUTEC0001							

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ows:		The number of rows that shou	Ild appear only once (at	the t
umn:		Only rows in this column that	are equal to TRUE in the	e Dat
ber}:	3	Leave blank for no maximum	or set to the number of	rows
File:	- 2019\CustAutoWriteoff_10.mac	The default filename for the R	Replicated macro	
ro will	be repeated 24 times.			
-				
		Visit:		
		noldz.com/re download.	eplicator/	
		noldz.com/re		
		noldz.com/re		





Writeoff Small Balances

🚮 Write Off Docu	ments - TW	/O (training	dynamo)			- 🗆 ×	;	🚮 Writ	te Of
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Process Cancel	File Prir	nt Tools	Help Add Note					ОК	F
Actions	File	Tools	Help					Actions	Fi
Writeoff Type: Create One Writeoff		erpayments tomer	~		Writeoff Limit Cut-off Date	\$10.00 4/12/2027		U <u>n</u> ma	ark All
	· · ·	tomer ID	 ✓ ● All	O From:			Ø		Custor <u>ADVA</u>
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Sales > Routines > Write Off Documents

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File	Tools	Hel	р				
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omer ID				Customer Balance	Writeoff Amoun	t	
ANCED0001				<u>\$0.07</u>		<u>\$0.08</u>	^
OCIAT0001				<u>\$1.04</u>		<u>\$1.04</u>	
NDUS0001				<u>\$14,978.34</u>		<u>\$0.10</u>	
RENCE0001				<u>\$23,642.79</u>		<u>\$9.37</u>	
LERST0001				<u>\$34,289.30</u>		<u>\$9.90</u>	
KVALL0001				<u>\$21,461.08</u>		<u>\$10.00</u>	
							¥
				al Writeoff Available		\$30.49	
				al Writeoff Taken		\$30,49	





Customer/Vendor Modifier

×

Remove All

8

Remove

Add

Note

Purchasing Vendor Combiner and Modifier - TWO (... Utilities Reconcile **Reconcile Purchasing Documents** Update 1099 Information Process Cancel File Help Tools Mass Vendor Delete Remove Transaction History File Actions Help Remove Distributions Remove Period History Vendor Combiner Vendor Modifier Remove Journal History Remove Purchasing History Import File Vendor Combiner and Modifier 🔎 Destination Vendor ID Source Vendor ID Source Vendor Name Destination Vendor Name DOLECKIC0001 DOL00031

- 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







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