Buttons & Window Elements

- **This icon indicates that files are attached**
- **In menu bar mode, the currency list appears on the right side of the window**
- **In action pane mode, the currency view is selected from the View group**
- **Provides alternative navigation to related windows**
- **Use these buttons to add or remove a row in a scrolling window**
- **From left to right, the buttons allow you to move to the first, previous, next, or last record**
- **Displays help for the window**
- **In action pane mode, the currency view is selected from the View group**
- **Hide all but one, or display multiple lines of information about each record**
- **In menu bar mode, the currency list appears on the right side of the window**
- **In action pane mode, the Help button provides access to the help actions**
- **In action pane mode, the button is found in the Go To group**
- **Displays a lookup window for the field next to the button**
- **Displays additional information about the selected item**
- **Displays help for the window**
- **From left to right, the buttons allow you to move to the first, previous, next, or last record**

Tool Bars

The Microsoft Dynamics GP toolbars contain specific tasks that you can complete for selected categories, such as transactions or cards, and are customizable on a per-user basis. From the Layout menu, choose Toolbars and select the toolbar to display in Microsoft Dynamics GP. You can also right-click in the toolbar area to hide or display toolbars.

<table>
<thead>
<tr>
<th>Toolbars</th>
<th>Windows, Commands, or Menus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Transactions menu, Inquiry menu, Reports menu, Cards menu</td>
</tr>
<tr>
<td>Financial</td>
<td>General Transaction Entry, Quick Journal Entry, Detail Inquiry, Financial Series Posting</td>
</tr>
<tr>
<td>Sales</td>
<td>Sales Transaction Entry, Receivables Transaction Entry, Receivables Batch Entry, Cash Receipts Entry, Sales Series Posting</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Purchase Order Entry, Receivables Transaction Entry, Enter/Match Invoices, Payables Transaction Entry, Payables Series Posting</td>
</tr>
<tr>
<td>Inventory</td>
<td>Item Transfer Entry, Item Transaction Entry, Item Maintenance, Inventory Series Posting</td>
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<tr>
<td>HR &amp; Payroll</td>
<td>Employee Maintenance, Applicant, Payroll Transaction Entry, Attendance Transaction Entry, Benefit Deduction Summary, employee Pay Code Maintenance</td>
</tr>
<tr>
<td>Project</td>
<td>Project Maintenance, Timesheet Entry, Employee Expense Entry, PA Purchase Order Entry, PA Receivings Transaction Entry, Billing Entry</td>
</tr>
<tr>
<td>Standard</td>
<td>SmartList, Task List, Reminders</td>
</tr>
<tr>
<td>Custom</td>
<td>Add custom commands as needed</td>
</tr>
</tbody>
</table>

**To Customize a Toolbar**
1. Open the Toolbar Customization window (Layout menu >> Toolbars >> Customize)
2. Select a toolbar to add a window or command to.
3. Choose Add to open the Add Command window.
4. Choose a menu from the menu groups listed.
5. In the Categories/Commands pane, expand a category to display the windows and commands in it, select a category or a command from the list.
6. Choose OK.
Customizing User Preferences

To Customize User Preferences:

Use the User Preferences window to modify your individual preferences. These preferences are saved on a per user basis.

1. Be sure the current user ID is the one that you want to set preferences for.
2. Open the User Preferences window. (Home >> User Preferences)
3. Mark the Horizontal Scroll Arrows option to display scroll arrows for some fields. Marking this option will allow you to use scroll arrows on either side of the field to view the entire account number.
4. Mark Printer, Screen, or both to set default report destinations.
5. Mark Tab or Return to select the entry key used for moving the highlight from field to field. If you select Return, you’ll press the enter key to move from field to field and shift + enter to save or process information on a window.
6. Select how to display commands in Microsoft Dynamics GP windows.

Action Pane

You can hide an action pane by choosing Show >> Filter Options from the list title drop-down menu. You also can resize the information pane vertically by dragging the top border up or down.

Action Pane Strip

Information Pane: You can choose to hide or show the information pane by choosing Show >> Information Pane from the list title drop-down menu. You also can resize the information pane vertically by dragging the top border up or down.

Filter Options: You can hide or show the filter options area by choosing Show >> Filter Options from the list title drop-down menu.

Action Pane: You can hide an action pane by choosing Show >> action pane from the list title drop-down menu.

List Personalizations

Columns: You can drag and drop columns to put them in the order that you want them. You can also resize the width of the columns to be the size that you want.

Sort Order: You can sort a list by clicking on any one of the column headings that are displayed in the list.

Information Pane: You can choose to hide or show the information pane by choosing Show >> Information Pane from the list title drop-down menu. You also can resize the information pane vertically by dragging the top border up or down.

Filter Options: You can hide or show the filter options area by choosing Show >> Filter Options from the list title drop-down menu.

Action Pane: You can hide an action pane by choosing Show >> action pane from the list title drop-down menu.

Tools Keyboard Shortcuts

Report Writer

Window Navigation Keyboard Shortcuts

Move to next field
Move to previous field
Move from scrolling next
Move from scrolling previous
Default button on window
Close the current window
Exit application

Window-Specific Keyboard Shortcuts

Edit Purchase Order Status— Display Vendor Item Detail
Payables Manual Payment Entry — Create Temporary Vendor
Payables Transaction Entry — Create Temporary Vendor
Purchase Order Entry — Create Temporary Vendor
Purchase Order Entry — Display Vendor Item Detail
Purchase Order Entry — Open Item Detail
Purchase Order Inquiry Zoom — Display Vendor Item Detail
Purchase Order Inquiry Zoom — Open Item Detail
Purchase Order Processing Item Inquiry — Display Vendor Item Detail
Purchase Order Processing Item Inquiry — Display Vendor Item Detail
Purchase Invoice Entry — Display Vendor Item Detail
Purchase Invoice Entry — Open Item Detail
Purchase Invoice Entry — Open Match Shipments to Invoice
Purchase Invoice Inquiry Zoom — Display Vendor Item Detail
Purchase Item Detail Entry — Display Vendor Item Detail
Purchase Item Detail Inquiry Zoom — Display Vendor Item Detail
Purchase Item Receipts Zoom — Display Vendor Item Detail
Purchase Vendor Detail Entry — Create Temporary Vendor
Receipts Item Detail Entry — Display Vendor Item Detail
Receipts Transaction Entry — Create Temporary Vendor
Receipts Transaction Entry — Display Vendor Item Detail
Receipts Transaction Entry — Open Item Detail
Receipts Transaction Inquiry Zoom — Open Item Detail
Receipts Transaction Inquiry Zoom — Display Vendor Item Detail
Sales Transaction Entry — Open Item Detail
Sales Transaction Entry — Quick Print
Select Purchase Order Items — Display Vendor Item Detail
Vendor Account Maintenance — Open Additional Vendor Accounts

Other Common keyboard shortcuts

View Functional Currency
ctrl + u
View Originating Currency
ctrl + o
View Reporting Currency
ctrl + r
Account Alias
ctrl + q
Analysis
ctrl + y

Creating Shortcuts

To create a shortcut to the current Microsoft Dynamics GP window:
1. Open the window to add a shortcut for.
2. Choose File >> Add to Shortcuts.

To create an external shortcut:
1. Right-click anywhere in the list of shortcuts and choose Add >> Add External Shortcut.
2. The Add External Shortcut window appears.
3. Enter a name for the application or file in the Name field.
4. Choose the Browse button to locate the external application or file to add. The Select an Application window appears.
5. Select a program or file. Choose Open to add its path to the Command Line field in the Add External Shortcut window.
6. Choose Add to create a shortcut to the file.
7. Repeat steps 3 through 6 for each external shortcut you want to create.
8. Choose Done to close the Add External Shortcut window.

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Sort Order: You can sort a list by clicking on any one of the column headings that are displayed in the list.

Information Pane: You can choose to hide or show the information pane by choosing Show >> Information Pane from the list title drop-down menu. You also can resize the information pane vertically by dragging the top border up or down.

Filter Options: You can hide or show the filter options area by choosing Show >> Filter Options from the list title drop-down menu.

Action Pane: You can hide an action pane by choosing Show >> action pane from the list title drop-down menu.

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