

TIPS AND TRICKS MICROSOFT DYNAMICS GP EXCEL



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System



System

- **1. Put your favorite window/external task on the Home Navigation and attach a function key**
- **2. Auto open your most used window on launch of GP**
- **3. Month-end routines**
- **4. Macros can be your best friend**
- **5. “Find” function**



FINANCIAL

Financial

- **6. Correct/Fix journal entries**
- **7. Using the Account Rollup Inquiry Screen to Summarize GL Activity**
- **8. Identify responsibility with accounts**
- **9. Find money with cash flow management**

PAYABLES



PAYABLES

- **10. Handle ACH (auto) withdrawals from bank with ease**
- **11. Change due date or other information on an open payable**

SMART LISTS



SMARTLISTS

- **12. What's in a table?**
- **13. Who, What, When in GL transactions**
- **14. Work Smarter with SmartLists and Excel**

Excel Tips and Tricks Spreadsheet.xlsx - Excel

Veres, Sue

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Checkbook ID	CM Trx Type	GL Posting Date	Description	Paid To/Rcvd From	Checkbook Amount												
2	UPTOWN TRUST	Check	4/12/2017		Auto Financing	500.00000												
3	UPTOWN TRUST	Check	4/12/2017		A Travel Company	7,001.78000												
4	UPTOWN TRUST	Check	4/12/2017		Auto Financing	500.00000												
5	UPTOWN TRUST	Check	4/12/2017		Consumer Magazine	625.00000												
6	UPTOWN TRUST	Check	4/12/2017		Advanced Office Systems	5,858.17000												
7	UPTOWN TRUST	Check	4/12/2017		AmericaCharge	22,500.00000												
8	UPTOWN TRUST	Deposit	4/12/2017			677,845.05000												
9	UPTOWN TRUST	Check	4/12/2017		Auto Financing	4,444.44000												
10	UPTOWN TRUST	Check	4/12/2017		Woodgrove Bank	4,444.44000												
11	UPTOWN TRUST	Check	4/12/2017		Hill's Brokerage Service	3,333.33000												
12	UPTOWN TRUST	Check	6/30/2017		A Travel Company	500.00000												
13	UPTOWN TRUST	Check	3/5/2017		Cruger Engineering Company	1,255.26000												
14	UPTOWN TRUST	Check	2/28/2017		ComVex, Inc.	698.45000												
15	UPTOWN TRUST	Check	2/25/2017		Fabricam, Inc.	1,262.50000												
16	UPTOWN TRUST	Check	3/4/2017		Capital Printed Circuits	12,065.30000												
17	UPTOWN TRUST	Check	3/17/2017		Cruger Engineering Company	6,927.46000												
18	UPTOWN TRUST	Check	3/14/2017		Cruger Engineering Company	3,064.76000												
19	UPTOWN TRUST	Check	3/15/2017		Cruger Engineering Company	1,255.26000												
20	UPTOWN TRUST	Check	3/12/2017		ComVex, Inc.	64,925.00000												
21	UPTOWN TRUST	Check	3/16/2017		AmericaCharge	1,063.55000												
22	UPTOWN TRUST	Check	3/20/2017		ComVex, Inc.	368.52000												
23	UPTOWN TRUST	Check	3/25/2017		AmericaCharge	419.80000												
24	UPTOWN TRUST	Check	3/26/2017		AmericaCharge	922.50000												
25	UPTOWN TRUST	Check	3/9/2017		Signature Systems	4,405.10000												
26	UPTOWN TRUST	Check	3/30/2017		AmericaCharge	22.75000												

Shortcut Keys 17_21 22_25 26CondFormat 27Camera 27_2ndSheet 28_29 30 Scrolling

100%

EXCEL

15. Keyboard Shortcuts

1. **ALT+=** Inserts a SUM formula
2. **CTRL+1** Displays the Format Cells dialog box
3. **CTRL+SHIFT+”** Copies the value from the cell above the active cell into the cell or the Formula Bar
4. **CTRL+Z** Uses the UNDO command to reverse the last command or to delete the last entry that you typed
5. **F7** Runs Spell Check on the entire worksheet if only one cell is selected, otherwise Spell Checks the selected range
6. **CTRL+`** View formulas instead of values (note the ` shares the tilde ~ key)
7. **ALT** Hold down to see all short cut keys
8. **ALT+H+D** Brings up the delete section of the Home ribbon

❖ **16. Transpose Data**

❖ **17. AutoFill a Series or Formulas**

❖ **18. Use Format Painter more than once**

❖ **19. You don't have to start your formula with =**

❖ **20. Combine text from multiple cells**



- ✓ **21. Quickly SUM a range of cells**
- ✓ **22. Use the AutoCalculate Menu**
- ✓ **23. Use Text to Columns to separate of column of data**
- ✓ **24. The Enter Key**



25. Conditional Formatting

Excel Tips and Tricks Spreadsheet.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT Veres, Sue

Clipboard Font Alignment Number Styles Cells Editing

U4

Data Bars
Colour Scales
Icon Sets
Highlight Dates Occurring This Month
Highlight Text Containing a 'D'
Highlight Top 10
Highlight >\$500
Highlight Below Average

Sales by Builder						Sales by Builder				
Date	Builder	Units	Average \$	Total \$		Date	Builder	Units	Average \$	Total \$
12 Jan 11	Doug	8	580	4,640		02 Aug 17	Doug	8	580	4,640
18 Nov 10	Morgan	6	388	2,328		08 Jul 17	Morgan	6	388	2,328
11 Oct 10	Dave	10	385	3,850		22 Jul 17	Dave	10	385	3,850
19 Aug 17	Gill	5	762	3,810		19 Aug 17	Gill	5	762	3,810
23 Jun 17	Dave	3	771	2,313		23 Jun 17	Dave	3	771	2,313
27 May 17	Brian	5	313	1,565		24 Jul 17	Brian	5	313	1,565
15 Apr 17	Larry	10	574	5,740		15 Apr 17	Larry	10	574	5,740
20 Mar 17	Rob	8	730	5,840		20 Mar 17	Rob	8	730	5,840
05 Feb 17	Morgan	4	471	1,884		05 Feb 17	Morgan	4	471	1,884
16 Jan 10	Jones	1	548	548		05 Aug 17	Jones	1	548	548
11 Jan 10	Brian	6	688	4,128		11 Jan 10	Brian	6	688	4,128
14 Nov 09	Rob	8	580	4,640		14 Nov 09	Rob	8	580	4,640
12 Nov 09	Jones	5	425	2,125		12 Nov 09	Jones	5	425	2,125
03 Nov 09	Doug	1	639	639		03 Nov 09	Doug	1	639	639
04 Nov 09	Doug	6	685	4,110		04 Nov 09	Doug	6	685	4,110
05 Nov 09	Doug	3	323	969		05 Nov 09	Doug	3	323	969
12 Dec 09	Dave	2	401	802		12 Dec 09	Dave	2	401	802
25 Jan 10	Dave	10	342	3,420		25 Jan 10	Dave	10	342	3,420
19 Mar 10	Dave	5	712	3,560		19 Mar 10	Dave	5	712	3,560
03 May 10	Dave	4	409	1,636		03 May 10	Dave	4	409	1,636
24 May 10	Dave	9	432	3,888		24 May 10	Dave	9	432	3,888

Shortcut Keys 17_21 22_25 26CondFormat 27Camera 27_2ndShe ...

READY Intacct Partner SOCIUS Microsoft Partner

- 26. Copy/Paste visible cells only
- 27. Add non-contiguous print areas (Excel 2007+ only)



Questions?

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