Index

• **Symbols and Numerics** •

1-GB Ethernet network card, 31–32
100-MB Ethernet Full Duplex, 31–32
1099 form, 66–67, 276

• A •

Access column, User Access Setup window, 317
access, granting to Dynamics GP companies, 316–317
Access list, Security Task Setup window, 318
Access, Microsoft, 344
account adding to Chart of Accounts, 208–211
editing, 212–215
format, 43–44
framework, 43–44
history, 207
numbering, 358
when not needed, 212
Account Maintenance window, 209
Account Master Table, 38, 44
Account Segment Ranges window, 220
Account Segment Setup window, 44, 242
Account Types window, 223
Account Verification window, 223
Accounting Manager security role, 318
account-level security, 313–314
accounts payable (A/P), 47, 49, 77, 87, 350
accounts receivable (A/R), 47, 151, 201, 350
Accounts window, 50
Acct Modifier/Combiner tool, 310
Acrobat Distiller, 293
Action pane, of List window, 13, 333
Actions drop-down menu, Purchase Order Entry window, 121
Actions menu, 117
Actual Amounts Selection window, 223
Add or Remove Favorites window, 288
Additional Vendor Accounts window, 73–74
Address ID field, 39, 41
address information setting up for company, 39–41
vendor, 74–75
Adjusted Bank Balance, 237
Adjusted Book Balance, 237
adjustment transaction, 254
Adobe Acrobat Writer, 52
Adobe Distiller, 195
Adobe PDFWriter, 194–195, 293
Advanced Distribution module, 368
Advanced Financial Analysis, 294
Advanced Financial Report Layout window, 297
Advanced Picking module, 368
Aged Trial Balance report access, 198–201
overview, 196
paid invoices treated as open transaction, 197
picture of, 200
printing, 78, 89, 189
removing paid transactions, 197–198
Aged Trial Balance w/Options report, 198, 200
aging customer account, 189–190
Aging Date field, Receivables Aging Process window, 189
aging period, 63–64, 135
allocation account, 209
Allow Hold/Remove Hold of Purchase Orders option, 99–100
Allow Invoicing of Unfulfilled option, Sales Quote Setup window, 163
Allow Override option Quick Journal Entry window, 219
Quick Journal Setup window, 218
Alternate/Modified Forms, User Security Setup window, 321
Amount Received field, Sales Order Setup window, 170
Amounts list, Financial Statement Report Options window, 299
Analysis Cubes, 295, 368
Analytical Accounting module, 369
analyzing information
making inquiries, 282–285
printing standard reports
printing financial statements, 299–300
report groups, 295–297
reprinting journals, 300
selecting report destinations, 292–295
setting up quick financial statements, 297–298
setting up report options, 291–292
using SmartList
saving own version of, 287–288
selecting columns to display, 286–287
setting search criteria for SmartList query, 288–290
A/P (accounts payable), 47, 49, 77, 87, 350
Apply Payables Documents window, 87–88
Apply Sales Documents window, 155, 185–186
A/R (accounts receivable), 47, 151, 201, 350
as-is process, 351–353
Assess Finance Charges window, 190–191
attachment, 363
audit trail, 22, 28, 58–60, 369
Auto Apply feature, 183–184
automatically generating purchase order, 109–113
Autopost Stock Count Variances option, 244, 265–266
Available Tax Detail IDs list, 57
Available To Promise feature, 171, 257
Available to Promise module, 369
Average Perpetual valuation method, 247

B
back order, 111, 160, 366
Back Up Company dialog box, Schedule button, 326
Back Up Company window, 326
background information, 19
Back-Ordered Items Received report, 259–260
backup, 302, 325–326
BAI (Bank Administration Institute) format, 239
balance
balance forward balance, 139–140
beginning, 77–78, 151–153, 251–252
opening, establishing in checkbook, 230–231
Balance Sheet, 46
bank accounts, transferring money between, 236
Bank Administration Institute (BAI) format, 239
Bank Deposit Entry window, 184, 235–236
Bank Reconciliation module
checkbook
creating, 231–233
establishing opening balance, 230–231
reconciling, 237–238
clearing check automatically with
electronic banking, 238–239
general description of, 369
setting up, 229
transaction
entering deposits, 235–236
overview, 233–234
transferring money between bank
accounts, 236
Bank Transaction Entry window, 237
BASEBOOK, 254
Based On Detail field, 56
Batch ID field, 80–81, 90, 125, 154
Batch Recovery feature, backup, 325
Batch Total field, 90
batches
entering transaction in, 20–21
overview, 79–81
posting, 92–93
posting options, 364
screen to post, 92
steps to create, 79
beginning balance
customer, 151–153
entering, 77–78, 251–252
Bill of Materials module, 370
bill paying
beginning balance, 77–78
Payables Management, 63–67
payables transaction
batches, 79–81
check, 84–91
editing or deleting voucher, 84
entering voucher, 81–83
posting batches, 92–93
voiding, 93–95
vendor
adding card, 71–74
inactivating or deleting, 76
placing on hold, 75–76
setting up addresses, 74–75
vendor classes, 67–71
billing
customer card
adding, 143–146
on hold, 147
inactivating or deleting, 148
National Accounts feature, 146–147
customer classes, 139–143
entering customer beginning balance,
151–153
Letter Writing Assistant, 156–158
Receivables Management
options, 134–138
transactions, 153–156
sales territories and sales people,
149–151
where to, 133–134
Bin Quantity Entry window, 126
bins, multiple, 304–305
Blank Letter template, 158
blanket purchase order, 103, 107–108
boiler plate document. See template
Break Down Allocation option, 218–219
budget
creating in Dynamics GP, 220–222
creating in Excel, 222–225
exporting, 225–226
going over without going overboard,
355–357
importing, 226–227
overview, 219–220
Budget Calculation Methods
window, 221
Budget ID field, Budget Maintenance
window, 220
Budget Maintenance window, 221
Budget Selection window, 226
Budget Wizard for Excel, 222, 224
budget workbook, 225
business analyst, 352
Business Portal module, 294–295, 370
business process, diagramming, 352–353
business ready licensing
full access user licenses, 377
overview, 377
partial access user licenses, 378
Buyer Maintenance window, 102–103

• C •

Calculate Kit Price Based On Component
  Cost option, Sales Order Processing
  Setup window, 166
Calendar Finance Charges field,
  Customer Finance Charge Summary
  window, 274
calendar year amount, reconciling, 303
canceling purchase order, 116
card
  attaching note to, 363
customer
  adding, 143–146
  defined, 19
  on hold, 147
  inactivating or deleting, 148
  National Accounts feature, 146–147
  steps to add, 143
  defined, 19–20
  Item Card, 248
  Sales Territory Card, 150
  salesperson card, 150–151
  vendor, 66, 71–74
Cash Flow Management module, 370
Cash Management Adjustments
  journal, 59
cash receipt, 184–185, 284
Category field, Chart of Accounts, 210
Category list, Security Task Setup
  window, 318
Change Order, Edit Purchase Order
  Status window, 115
Change Password Next Login option, 316
Chart of Accounts
  adding account to, 208–211
  editing account, 212–215
  and too many segments, 357–358
  when don’t need account, 212
check
  clearing automatically, 238–239
  overview, 84–85
  printing
    in batches, 88–91
    while simultaneously creating
    voucher, 85–86
  recording manual check, 86–88
Check Distribution report, 70
Check Information Report Options
  window, 291
Check Information Reports window, 291
Check Links window, Series list box, 324
Check transaction, Bank Reconciliation
  module, 233
checkbook
  creating, 231–233
  establishing opening balance, 230–231
  overview, 230
  reconciling, 237–238
Checkbook ID, 65, 69, 89, 185
Checkbook Maintenance window,
  230–231
  checking table link, 323–324
  child customer, 146
  children customer, 146
  class, 49–50, 363–364
Class ID field
  Item Maintenance window, 251
  User Setup window, 315
Clear Unused Receipts transaction type,
  235–236
Cleared Amount Entry window, 238
clearing check automatically, 238–239
closing fiscal period. See also recurring batches
closing the year
  General Ledger, 277–279
  inventory, 272–273
  overview, 271
  Purchasing series, 275–277
  Sales series, 274–275
  overview, 269
  period-end, 269–271
collection
  Aged Trial Balance report
    overview, 196
    printing report, 198–201
    removing paid transactions, 197–198
customer payment
  aging customer accounts, 189–190
  applying after fact, 186–187
  assessing finance charges, 190–192
  Auto Apply feature, 183–184
  e-mailing automatically, 194–196
  entering, 184–186
  lock boxes, 187–188
  printing, 192–194
  more money faster, 201–203
Collection Management Task List, 202–203
Collections Management Build Query window, 202
Collections Management Days Sales Outstanding window, 203
Collections Management Main window, 202
Collections Management module, 201–203, 370
Collections Management Notes window, 202–203
collector, 201
column
  setting search criteria by specifying definitions for, 289
  SmartList, selecting to display, 286–287
  sorting lists by, 334
Combined Into Customer Number field,
  Customer Combiner window, 310
Combined Report Group window, 296–297
Comment fields, 73
company
  audit trail, 58–60
  establishing opening balances, 46–47
  reviewing fiscal periods, 45–46
  sales tax
    default tax schedule, 58
    overview, 53–54
    tax detail, 54–56
    tax schedule, 56–58
  setting posting option, 49–53
  setting up address information, 39–41
  setting up chart of accounts, 43–45
  setting up Internet information, 41–42
  setting up options, 42–43
  setting up shipping method and payment term, 47–49
  setting up user-defined field, 41
Company Addresses Setup window, 39
Company category, 36
Company list, User Security Setup window, 321
Company Login window, 13
Company Name list
  Back Up Company window, 326
  Restore Company window, 327
Company Setup Options window, 42
Company Setup window, 39–41, 314
computer check, 80–81, 89–90
computer requirements, 30–31
Content pane
  Metrics area, 14
  My Reports area, 14
  Navigation pane and buttons, 9–11
  lists, 11–13
Reports section, 71
setting up vendor card, 72
To Do area, 14
Transactions section, 82
Control Balance field, Quick Journal Entry window, 219
control blanket line item, 108
Control column, 81
Control Totals feature, 21
Copy a Purchase Order window, 117–118
Copy a Sales Order window, 175
Copy User Security window, 321
copying
   accounts, 213
   purchase order information, 116–118
   Sales Order Processing module information, 174–176
Cost for Decrease Adjustments option, 244
Create a Journal Entry Per option, 53 credit memo, 153
Cross-Reference report, 216
Crystal Reports module, 150, 295, 370
Currency ID, 69, 142, 232
Current Cost field, Item Maintenance window, 251
Current Year Amount field, Customer Finance Charge Summary window, 274
custom field, 330
custom interface, 344
Custom Reminder window, 332
Customer Account Maintenance window, 145
customer account, steps to age, 189–190
Customer Address Maintenance window, 145
customer card
   adding, 143–146
   defined, 19
   on hold, 147
   inactivating or deleting, 148
   National Accounts feature, 146–147
   steps to add, 143
customer class, 139–143, 145
Customer Combiner window, 310
Customer Finance Charge Summary window, 274
Customer ID, 170, 190, 307
customer invoice, 47
Customer Maintenance Options window, 145
Customer Maintenance window, 49, 143–145, 147–148
Customer Mass Delete window, 148
Customer Modifier option, Professional Services Tools Library window, 308
customer payment
   applying after fact, 186–187
   Auto Apply feature, 183–184
   entering, 184–186
   lock box, 187–188
   steps to enter, 184–185
Customer PO Number field, Sales Order Setup window, 170
customer statement
   aging customer account, 189–190
   assessing finance charge, 190–192
   e-mailing automatically, 194–196
   printing, 192–194
Customers list, 332–333
customers, merging, 309–310
customization. See extending functionality
Customization Maintenance window, 338–339
Customization module, 370
Customization Site License, 336
customization tools, 329
Customize This Page link, 14, 39
Cut-Off Date field, Print Receivables Statements window, 193
cycle counting, 262

Data Connection wizard, 294
data, reconciling, 303
data warehouse, moving history to, 348–350
Database Maintenance Plan in SQL Server, 325–326
database protection
assigning user to security role, 320–321
checking table link, 323–324
creating security role, 318–319
creating security task, 317–318
making backup, 325–326
overview, 313–314
recovering from disaster, 326–327
setting field-level security, 321–323
setting system security, 314
setting up user
creating user record, 315–316
granting access to Dynamics GP companies, 316–317
overview, 314
Date To Print field, Print Receivables Statements window, 193
deadline, 355
debit memo, 153
Decrease Adjustment transaction, 234
default chart, 38, 44
default posting account, 50, 71
default quantity, 162–163
default reorder information, 109
Default Site ID field
Item Transaction Entry window, 256
Sales Order Setup window, 170
default tax schedule, 58
defaults, setting up in General Ledger module, 205–208
DEFAULTUSER task, 317
Delete Documents option, 162
deleting
account, 213
customer card, 148
Sales Order Processing module
document, 179–180
vendor, 76
voucher, 84
Deletion of Saved Transactions option, 207
Demand Planner module, 370
deposit, entering, 235–236
Deposit Totals window, 235
Deposit transaction, 235
Deposit With Receipts transaction type, 235–236
Deposit Without Receipts transaction type, 235–236
Description field
Budget Maintenance window, 220
Buyer Maintenance window, 102
Chart of Accounts, 210
Item Maintenance window, 250
detail history, General Ledger module, 349
Detail Inquiry window, 283
Dexterity (DEX) programming language, 330
diagramming business process, 352–353
Disable Field security mode, 322
Disable Form security mode, 323
Disable Window security mode, 322
disaster recovery, 326–327
Discontinued item type, 246
Discount Date Cutoff field, 89
Discount Grace Period field, Order Fulfillment Shortage Default list, 141
Discount Grace Period option, Vendor Class Setup window, 69
Discount list, 48
Discount Type field, 49
Display Item Unit Cost option, Sales Order Processing Setup window, 165
Display list, 319
Display Quantity Distribution Warning option, Sales Order Processing Setup window, 166
Distributed Process Server, 294
Distribution History report, 70
Distribution Reference field, Quick Journal Entry window, 219
Document Date field
Aging Periods grid, 135
Data Entry Defaults section, 166
General Ledger Transaction Entry window, 154
Document Date field
Aging Periods grid, 135
Data Entry Defaults section, 166
General Ledger Transaction Entry window, 154
Document Number field, 83, 258
Document Range list, 122
Document Type list, 82, 154
documentation for transaction, 363
drop-ship purchase order, 103,
107–108, 118
dual-core processor, 32
due date, 355
Due Date Cutoff field, 89
Due Date field, Aging Periods grid, 135
Due Date Grace Period field, Order
Fulfillment Shortage Default list, 141
Due Date Grace Period option, Vendor
Class Setup window, 69
DYNAMICS database, 325
Dynamics.set file, 338

• E •
eBanking module, 371
eConnect, 330
Edit Payables Check Batch window, 91
Edit Payables Check window, 89
Edit Printed Documents option, Sales
Quote Setup window, 162
Edit Purchase Order Status window,
113–116
Edit Sales Document Status window, 164
Edit Transaction Information, 84
editing
purchase order, 115–116
voucher, 84
eExpense module, 371
EFT (electronic funds transfer), 238
electronic banking, clearing check with,
238–239
Electronic Document Delivery
module, 371
electronic funds transfer (EFT), 238
Electronic Reconcile, 239
E-mail Statements Options window,
194–195
Enable Multiple Bins option, 243
Enable Picking Shortage Tasks
option, 243
Encumbrance Management
module, 371
Enforce Password Expiration
option, 316
Enforce Password Policy Mark
option, 316
Engineering Change Management
module, 371
entering
beginning balance, 251–252
blanket purchase order, 107–108
customer payment, 184–186
deposit, 235–236
drop shipment purchase order, 107
Sales Order Processing module
document, 169–171
standard purchase order, 103–107
voucher, 81–83
Enterprise Reporting module, 371
Enterprise Resource Planning (ERP)
benefits of, 343
defined, 343
project management methodology
iterative approach, 347
methodology masters, 347
methodology slaves, 348
overview, 345–346
size of projects, 346
entries, journal, 215–216
ERP. See Enterprise Resource
Planning
Excel. See Microsoft Excel
exceptions, 350–351
executive background, 33
executive summary, 33
expansion arrow, 219
exporting budget, 225–226
extended pricing, 171, 253–254
Extender module, 330
extending functionality
creating reminder, 331–332
list
creating and customizing view, 334–335
overview, 332–333
personalizing, 334
with Modifier module, 336–338
overview, 329–330
seeing what’s installed and what’s been customized, 338–339
external reporting tools, 294
extracting information from Dynamics GP. See SmartList

• F •

Fabrikam, Inc., 30
Favorites, SmartList, 285
features
cards, 19–20
inquiries, 22–23
out-of-the-box, 329, 330
reminders and tasks, 27
reports, 23
routines, 23
setup, 23–24
SmartLists, 26
transactions, 20–22
utilities, 23
yellow sticky notes, 25
field, custom, 330
Field Level Security window, 321
Field Security Maintenance window, 321
Field Service module, 372
field-level security, 313–314
FIFO (First In, First Out), 247–248
finance charge, 82–83, 153, 190–191
Finance Charge Detail Report, 191
Finance Charge Minimum field, Assess Finance Charges window, 191
Financial series, 2–3
financial statement
printing, 299–300
quick, setting up, 297–298
viewing details behind, 365
Financial Statement Report window, 300
Find By Batch ID field, 84
First In, First Out (FIFO), 247–248
fiscal period, closing
closing the year
General Ledger, 277–279
inventory, 272–273
overview, 271
Purchasing series, 275–277
Sales series, 274–275
overview, 269
period-end, 269–271
Fiscal Periods Setup window, 45, 94, 270, 276, 278
Fiscal Year, History field, 55
Fixed Asset Management module, 372
Flat Fee item type, 246–247
FOB (freight on board) option, Vendor Class Setup window, 70
forms, as recognized by Modifier module, 336
forms dictionary, 336–337
free-form text, 170
Freight field, 83
freight on board (FOB) option, Vendor Class Setup window, 70
Frequency list, 80
From Site ID field, In-Transit Transfer Entry window, 258
FRx Drill Down Viewer, 365
FRx Financial Report Writer, 210
FRx Financial Reporting, 295
FRx transaction-level reporting, 365
FRx Tree feature, 365
FTP site address, 41
fulfillment order, 160, 163–164
full access user license, 377
Full Data Recovery Model, 325
functionality, extending. See extending functionality

• G •

general journal entry, General Ledger
  Cash account, 234
General Ledger module
  budget
  creating in Dynamics GP, 220–222
  creating in Excel, 222–225
  exporting, 225–226
  importing, 226–227
budget table, importing Excel workbooks into, 365
Chart of Accounts
  adding accounts to, 208–211
  editing accounts, 212–215
  overview, 208
  when don’t need account, 212
  closing, 277–279
detail history, importing, 349
detail table, 363
distribution mapping, 243
entering journal entry, 215–216
general description of, 372
overview, 205
posting to or through, 79
reducing keystrokes with Quick Journal, 217–219
setting up defaults, 205–208
General Ledger Setup window, 206, 278–279
General Ledger Transaction Entry window, 154
general purpose business analyst, 352
Generate Purchase Orders window, 112
Generate Suggested Purchase Orders window, 111
global posting account, 49
go live support, 34
Go To window, 89

grace period, 49, 141
graduated rate reduction schedule, 356–357
Grant Management module, 372
Great Plains Report Writer
  editing report, 294
  printing report, 290
group
  ID, changing, 308–309
  report, 295–297

• H •

hard drive, backup, 325
hardware requirements, 30–31
Hide Field security mode, 322
Historical Aged Trial Balance, 65, 70, 141
historical transaction, voiding, 93–94
history, moving to data warehouse, 348–350
History Summary Inquiry window, 283
Hold Payables Transactions window, 75
Home Page
  adding to and reorganizing, 14–16
  changing details of, 16–17
  customizing Quick Links area, 17–18
  customizing To Do area, 18
Home Page Role field, User Setup window, 316
HR Management Self-Service Suite:
  Canada and HR Management Self-Service Suite: United States module, 372
human element, importance of, 346
Human Resources Management module, 372

• I •

ID
  changing group of, 308–309
  originating, 363
  single, 307–308
If Existing Batch option, 53
implementation pitfalls, overcoming as-is process, 351–353
building web site on back office (ERP) system, 358–359
ERP project management methodology
iterative approach, 347
methodology masters, 347
methodology slaves, 348
overview, 345–346
size of projects, 346
going over budget without going overboard, 355–357
moving history to data warehouse, 348–350
overview, 343–344
phased approach, 354–355
segments, 357–358
sub-accounts, 358
templates, 353–354
vaporware, 359
when exceptions are rule, 350–351
importing
budget, 226–227
data from old system, 348–350
detail history, General Ledger module, 349
open accounts payable (A/P), 350
open accounts receivable (A/R), 350
open purchase orders (P/O), 350
inactivating
customer card, 148
vendor, 76
Include Beginning Balance option, 222
Include in Lookup field, Chart of Accounts, 211
Include Multicurrency Info option, 52
Includes Balances and Older field, Assess Finance Charges window, 192
Income Statement, 46
Increase Adjustment transaction, 234
indentification number. See ID information. See analyzing information
Information pane, 13
inquiry, 22–23, 261–262, 281, 284
installing
hardware, 30–31
planning setup, 32–37
software, 31–32
integration, 34, 373
Integration Manager module, 46, 330
interface, custom, 344
Internet information, 41–42, 75
In-Transit Transfer Entry window, 258
In-Transit Transfer History Inquiry window, 261
in-transit transfer transaction, 255
inventory
closing, 272–273
reconciling, 304–306
Inventory Available to Promise Inquiry window, 171
Inventory Batch Entry window, 252
Inventory Control module
inquiries, 261–262
inventory transactions, 254–259
maintaining items
creating items, 249–251
entering beginning balances, 251–252
extended pricing, 253–254
First In, First Out (FIFO), Last in, First Out (LIFO), 247–248
overview, 245
setting up item classes, 248–249
standard pricing, 253
understanding item types, 245–247
overview, 241
reports
Back-Ordered Items Received report, 259–260
physical inventory, 262–266
Stock Status report, 260–261
setting up, 241–245
Inventory Management module, 373
Inventory series, 2–3
inventory transaction, 254–259
Inventory Variance account, 248
Inventory Year-End Closing window, 273
invoice, 64, 153, 160
Invoice Date field, Sales Date Entry window, 163
Invoice document, 366
Invoice Entry window, 134
invoice receipt, 128
IT resources, consulting before designing solution, 347
Item Card, 248
Item Class Setup window, 249
Item Inquiry, 261–262
Item Maintenance window, 250
Item Number column, Item Transaction Entry window, 256
Item Number field
In-Transit Transfer Entry window, 259
Item Maintenance window, 250
Item Number Modifier tool, 310
Item Number Modifier window, 308
Item Quantities Stock Count window, 263
Item Transaction Entry window, 255
Item Transaction Inquiry window, 261
Item Transfer Entry window, 257
items
maintaining
creating items, 249–251
entering beginning balances, 251–252
extended pricing, 253–254
First In, First Out (FIFO), Last in, First Out (LIFO), 247–248
item types, 245–247
overview, 245
setting up item classes, 248–249
standard pricing, 253
merging, 309–310
iterative approach, 347

• J •
Job Costing module, 373
journal entry, 46, 215–216, 219, 234
Journal ID field, 218–219
journal, reprinting, 300

• K •
Key Performance Indicators (KPIs) module, 373
keystrokes, reducing with Quick Journal, 217–219
Kit item type, 246
KPIs (Key Performance Indicators) module, 373

• L •
Landed Costs window, 129
Last Finance Charge Date field, Assess Finance Charges window, 191
Last in, First Out (LIFO), 247–248
Last Reconciled Balance, 230, 232–233
Last Reconciled Date field, Checkbook Maintenance window, 232–233
Last Year amount field, Customer Finance Charge Summary window, 274
Letter Category window, 157
Letter Writing Assistant, 156–158
licensing. See business ready licensing
LIFO (Last in, First Out), 247–248
Link Purchase Order icon, 104
link, table, 323–324
list
creating and customizing view, 334–335
filtering, 187
overview, 332–333
personalizing, 334
view, 333
List View Customization window, 334–335
List window, 13
Lists feature, 330
Locate Customer By Document field, Cash Receipts Entry window, 185
lock box, 187–188
Lock Field security mode, 322
Look For field, in Action pane of List window, 333
lot attribute, 244
lot category, 244

• M •
maintaining items
creating items, 249–251
entering beginning balances, 251–252
extended pricing, 253–254
First In, First Out (FIFO), Last in, First Out (LIFO), 247–248
item types, 245–247
overview, 245
setting up item classes, 248–249
standard pricing, 253
Manage group, Apply Sales Documents, 186
manual check, recording, 86–88
Manual Payment option
Origin list, 80
Payables Batch Entry window, 92
Manufacturing Order Processing module, 373
MAPI (Messaging Application Programming Interface), 137, 194
mapping, 49
Mass Close Fiscal Periods window, 270
Mass Modify Chart of Accounts window, 214
master name, originating, 363
master site, 109
Match Options window, 129
Match Shipments to Invoice window, 130
matching, 49
Materials Requirements Planning module, 373
menu, 8–9
merging
customers, 309–310
items, 309–310
vendors, 309–310
Messaging Application Programming Interface (MAPI), 137, 194
methodology. See Enterprise Resource Planning (ERP), project management methodology
Metrics area, 14, 16–17
Microsoft Access, 344
Microsoft Analysis Cubes, 295, 368
Microsoft Excel
attaching file to transaction, 363
budgeting based on, 365
creating budget in, 222–225
importing workbook into General Ledger’s budget table, 365
misuse as database, 344
reports and, 294
sending to from Dynamics GP. See SmartList
Microsoft Forecaster module, 374
Microsoft FRx Professional module, 374
Microsoft Office, 31
Microsoft SQL Reporting Services (SRS), 150, 295
Microsoft SQL Server system administrator (sa), 314
Microsoft Word file, attaching to transaction, 363
milestones, 354
Minimum Balance field, Assess Finance Charges window, 192
minimum business requirements, 351–352
Minimum Order option, Vendor Class Setup window, 69
Misc Charge item type, 246
Miscellaneous field, 83
 Modifier module
customizations with, 336–338
making changes in windows, 330
QuickStart manual, 338
Modify Current Window option, 336
module-by-module design, 33
modules
Advanced Distribution, 368
Advanced Picking, 368
Analysis Cubes for Excel, 368
Analytical Accounting, 369
Audit Trails, 369
Available to Promise, 369
Bank Reconciliation, 369
Bill of Materials, 370
Business Portal, 370
Cash Flow Management, 370
Collections Management, 370
Crystal Reports, 370
Customization, 370
Demand Planner, 370
eBanking, 371
eExpense, 371
Electronic Document Delivery, 371
Encumbrance Management, 371
Engineering Change Management, 371
Enterprise Reporting, 371
Field Service, 372
Fixed Asset Management, 372
General Ledger, 372
Grant Management, 372
HR Management Self-Service Suite:
Canada and HR Management Self-
Service Suite: United States, 372
Human Resources Management, 372
Integration, 373
Inventory Management, 373
Job Costing, 373
Key Performance Indicators (KPIs), 373
Manufacturing Order Processing, 373
Materials Requirements Planning, 373
Microsoft Forecaster, 374
Microsoft FRx Professional, 374
Multicurrency Management, 374
Order Management, 374
Payables Management, 374
Payroll: Canada and Payroll: United
States, 374
Process Server, 375
Project Accounting, 375
Project Time and Expense, 375
Purchase Order Processing, 375
Quality Assurance, 375
Receivables Management, 375
Report Pack, 376
Report Writer, 376
Requisition Management, 376
Sales Forecasting, 376
Sales Order Processing, 376
Security Management, 376
SmartList Builder, 377
System Manager, 377
Web Services, 377
moving account, 213
MSDE 2000, 31
multicurrency document, 70
Multicurrency Management module, 63,
81, 142, 374
multiple bins
reconciling inventory, 304–305
tracking, 245
My Reports area, Content pane, 14
• N •

names, master, 363
national account, 146–148, 184
navigation list, 17
Navigation pane
Content pane and
buttons, 9–11
lists, 11–13
lists in
creating and customizing list view,
334–335
overview, 332–333
personalizing, 334
Purchasing series, 71, 82
Report List, 200
Sales Order Transactions, 173, 177
Sales series, 140, 173
Vendor Class Setup window, 68
Net Change option, 206
network environment, 30
network infrastructure, 34
New Item Number field, Item Number Modifier window, 308
Next Check Number field, Checkbook Maintenance window, 232
Next Deposit Number field, Checkbook Maintenance window, 232
Next Document Number field, Inventory Control Setup dialog box, 242
note, 25
Number Entry window, 105
numbering accounts, 358

Offset Account field, Quick Journal Setup window, 218
old data. See history, moving to data warehouse
on hold
customer card, 147
Sales Order Processing module documents, 180–182
vendor, 75–76
open accounts payable (A/P), 350
open accounts receivable (A/R), 350
open item balance, 139–140
Open Orders favorite, 286
open purchase order (P/O), 350
open transaction, voiding, 94–95
opening balance, establishing in checkbook, 230–231
Option field
Check Information Report Options window, 292
Financial Statement Report Options window, 299
options, out-of-the-box, 329, 330
Order Date field, In-Transit Transfer Entry window, 258
Order document, 366
Order Fulfillment Shortage Default list, 141
Order Management module, 374
Order Processing Setup Options window, 168
order, reconciling, 301–303
organizational tree, 365
Origin list, 80
originating master name and ID, 363
Other Budget Percent method, 221
out-of-the-box options and features, 329, 330
Override Document Numbers option, Sales Quote Setup window, 162
Override Item Unit Cost for Returns option, Sales Quote Setup window, 163

Paid Sales Transaction Removal window, 197–198
paid transaction, 197–198
parent customer, 144, 146
partial access user license, 378
Partially Fulfilled Orders option, Sales Quote Setup window, 163
Password After security mode, 322
Password Before security mode, 322
Password field, User Setup window, 315
Password Form security mode, 323
Password ID field, Field Security Maintenance window, 323
Password Window security mode, 322
Payables Batch Entry window, 20, 65, 79–81, 83, 89, 91–92
Payables Management module batches, 131
closing the year, 271, 276
overview, 374
reconciling, 303–304
setting up default information for, 63–67
Payables Management Setup Options window, 56
Payables Management Setup window, 70
Payables Manual Payment Entry window, 87–88
payables transaction batches
  overview, 79–81
  posting, 92–93
checks
  overview, 84–85
  printing batches of checks, 88–91
  recording manual check, 86–88
  simultaneously creating voucher and printing check, 85–86
voiding
  historical transactions, 93–94
  open transactions, 94–95
vouchers
  editing or deleting, 84
  entering, 81–83
Payables Transaction Entry Distribution window, 85–87
Payables Transaction Entry window, 20, 66, 82, 84–86
Payables Transaction Inquiry window, 94
Payables Trx Entry option, 80, 92
Payables Year-End Closing window, 276
paying bills. See bill paying
Payment Method, 87
Payment Priority option, Vendor Class Setup window, 69
payment terms, 47–48, 69, 141
Payroll: Canada and Payroll: United States module, 374
PDF (Portable Document Format) file, 42, 137, 363
PDFWriter, Adobe, 52, 194–195, 293
Percentage or Amount field, Tax Details, 55
period. See fiscal period, closing
Period Balances option, 206
personalization. See extending functionality
phased approach, 354–355
phone book syndrome, 357–358
physical inventory, 262–266
pitfalls. See implementation pitfalls, overcoming
PO Line Site ID list, 99
PO Number field, Purchase Orders Preview window, 172
Point in Time Recovery feature, 325
POP (Purchase Order Processing) module, 70, 82, 97, 131, 172, 305, 375
Portable Document Format (PDF) file, 42, 137, 363
Post Through General Ledger Files option, 52
Post to General Ledger option, 52
posting
  account, 49, 50, 208
  batch, 92–93
  receipt, 131
Posting Accounts Setup window, 50
Posting Date column, Void Historical Payables Transactions window, 94
Posting Date From option, 53
Posting Setup window, 77, 127, 152, 364
Preview Line Items window, 118, 176
price book, 254
price group, 253
price level, 253
price list, 23, 253
Price Option drop-down list, Copy a Sales Order window, 175
price sheet, 254
Prices Not Required in Price List option, Sales Order Processing Setup window, 166
pricing
  extended, 171, 253–254
  standard, 253
primary lists, 333
Print Payables Checks window, 65
Print Payables Transaction Check window, 65, 85–86
Print Purchasing Documents window, 120
Print Receivables Statements window, 192–193, 195
Printable Manuals, 42, 54
printing
1099 form, 276
batches of checks, 88–91
customer statement, 192–194
standard report overview, 290–291
printing financial statement, 299–300
report groups, 295–297
reprinting journals, 300
selecting report destinations, 292–295
setting up quick financial statements, 297–298
setting up report options, 291–292
Prior Period Adjustments window, 299
process hold, 180, 368
Process Server module, 375
Product list, Security Task Setup window, 318
Product Name field, Field Security Maintenance window, 322
Professional Services Tools
changing group of ID’s, 308–309
changing single ID number, 307–308
merging customers, items, or vendors, 309–310
overview, 306
Professional Services Tools Library, 301, 306–307
Project Accounting module, 133–134, 375
project management methodology. See Enterprise Resource Planning (ERP), project management methodology
project manager, 347
project plan, 33
project team members, 33
Project Time and Expense module, 375
Promised Date field, In-Transit Transfer Entry window, 258
Properties window, 337
protection. See database protection
purchase order automatically generating
purchase order lines, 111–113
setting up, 109–111
canceling, 116
copying information, 116–118
editing, 115–116
entering
blanket purchase order, 107–108
drop shipment purchase order, 107
standard purchase order, 103–107
overview, 97–98
receiving
posting receipt, 131
recording receipt, 123–128
recording vendor invoice without shipment, 128–131
releasing, 119–121
removing, 121–123
setting up buyer, 102–103
setting up to use, 98–102
viewing status of, 113–115
purchase order (P/O), importing, 350
Purchase Order Entry window, 99, 103–108, 113–121
Purchase Order Generator, 111
Purchase Order History Report, 121
Purchase Order Items window, 125
Purchase Order module, 83, 98
Purchase Order Number range, 122
Purchase Order Processing module (POP), 70, 82, 97, 131, 172, 305, 375
Purchase Order Processing Setup window, 106, 109, 111, 128
Purchase Orders Preview window, 172
Purchase Receipts Inquiry window, 261–262
Purchases tax, 54, 56, 58, 249
Purchasing Analysis Reports window, 260
Purchasing Batch Entry window, 125, 129, 131
Purchasing Blanket Detail Entry window, 108
Purchasing Date Entry window, 104
Purchasing Distribution Entry window, 126
Purchasing Invoice Date Entry window, 129
Purchasing Invoice Distribution Entry window, 130
Purchasing Invoice Entry window, 128–129
Purchasing Item Detail Entry window, 106
Purchasing Lot Number Entry window, 126
Purchasing module, 205
Purchasing Serial Number Entry window, 126
Purchasing series, 1, 3, 17, 71, 82, 275–277
Purchasing Series Posting window, 92, 131
Purchasing Voided Journal, 121

Qty Canceled field, Sales Order Fulfillment window, 163
Qty Ordered field, In-Transit Transfer Entry window, 259
Qty Picked field, In-Transit Transfer Entry window, 259
Qty Shipped field, Purchase Order Processing Setup options permit, 126
Qty to Back Order field, Sales Order Fulfillment window, 163
Quality Assurance module, 375
Quantity column, Item Transaction Entry window, 256
Quantity Invoiced field, 126, 130
Quantity Ordered field, 104, 106
Quantity Shipped To Date, 115 queries, SmartList, 288–290
Quick Financial Setup window, 297–298
Quick Journal, 217–219
Quick Links area, 14, 17–18
quote document, 161–162, 366

RAID 1, 31
RAID 5, 31
RAM, 31
rate reduction schedule, 356–357
receipt posting, 131
recording, 123–128
Receipts transaction, 234
Receivables Aging Process window, 189
Receivables Apply Document Journal, 187
Receivables Management manual, 152, 160, 187
Receivables Management Setup window, 24, 134, 138, 141, 189, 196
Receivables Setup Options window, 138, 154, 169
Receivables Transaction Entry window, 133, 153–154, 156, 190, 192
Receivables Transactions list, Navigation pane, 186
Receivables Trial Balance Report Options window, 198–200
Receivables Trial Balance Reports window, 198–200
Receivables Year-End Closing window, 275
Receivings Date Entry window, 124
Receivings Landed Cost Apportionment Entry window, 126
Receivings Transaction Entry window, 124–125, 127–128
Receivings User-Defined Fields Entry window, 126
Reconcile Inventory Quantities window, 306
Reconcile Payables Accounts window, 303–304
Reconcile to GL window, 271
Reconcile-Remove Sales Document Report, 303
Reconcile-Remove Sales Documents window, 302
reconciling
  calendar year amount, 303
  checkbooks, 237–238
  data, 303
  fiscal year amount, 303
  to General Ledger, 271
  inventory, 304–306
  payables management, 303–304
  sales orders, 301–303
  summary amount, 303
recording
  receipt, 123–128
  vendor invoices without shipment, 128–131
recovering from disaster, 326–327
recurring batches, 20, 79, 219, 362
reducing keystrokes, 217–219
Reference field, Transaction Entry window, 216
re-keying information, 343–344
releasing purchase order, 119–121
reminders, 18, 27, 331–332
Remit To ID, 83
remittance, 65
Remove Completed Purchase Orders window, 122
Removed Transaction Register, 198
removing purchase order, 121–123
report
  Back-Ordered Items Received report, 259–260
  external reporting tools, 294
  filtering by organizational tree, 365
  FRx transaction-level reporting, 365
  overview, 23
  physical inventory, 262–266
  printing
    overview, 290–291
  printing financial statement, 299–300
  report group, 295–297
  reprinting journal, 300
  selecting report destination, 292–295
  setting up quick financial statement, 297–298
  setting up report options, 291–292
Stock Status report, 260–261
Report Destination window, 308–309
Report Groups window, 296
Report Pack module, 376
Report Scheduler, 294
Report Writer module, 41, 135–136, 376
Reports Catalog, 294
Reports drop-down list, Setup Reports window, 41
Reports ID drop-down list, User Security Setup window, 321
reprinting journals, 300
Require Batch Approval option, 53
Requisition Management module, 376
Resource Explorer window, 322
Restore Company window, 327
Restrict Purchasing Documents window, 122
returns, 153
reversing entry, 216
Role Description field, Security Role Setup window, 319
Role ID field, Security Role Setup window, 319
Role Name field, Security Role Setup window, 319
roles, security
  assigning users to, 320–321
  creating, 318–319
  rolling down, 67, 139, 363–364
rules, exceptions to, 350–351

• S •

sa login, 306
safety. See database protection
Sales Automatic Order Allocation window, 142, 144
Sales Batch Entry window, 179
Sales Bulk Confirmation window, 164
Sales Commission Entry window, 171
Sales Commitments for Purchase Order window, 104–105, 126, 130
Sales Customer Detail Entry window, 177
Sales Date Entry window, 163
Sales Document Detail Entry window, 178–179
Sales Document Numbers Setup window, 168
Sales Forecasting module, 376
Sales Fulfillment Order/Invoice Setup window, 164
sales fulfillment workflow, 160, 164
Sales Inventory item type, 246
Sales Multiple Orders to Invoices Transfer window, 179
sales order, 160, 169–171
Sales Order Fulfillment window, 163–164
Sales Order Processing (SOP) documents, 171, 366
reconciling inventory, 305
Sales Order Processing History Tables window, 154
Sales Order Processing module
  copying information, 174–176
  documents
    deleting or voiding, 179–180
    entering, 169–171
    modifying, 173–174
    placing on hold, 180–182
    setting up, 161–164
    transferring, 176–179
    types of, 159–160
  extended pricing and, 254
  general description of, 376
  sales order and purchase order, 172–173
  setting up, 165–168
  steps to establish default information, 165–168
Sales Order Processing Setup window, 165–166, 169, 182
Sales Order Setup window, 169–170
Sales Order Transactions, 173–174, 177
sales orders, reconciling, 301–303
Sales Preview Transfer Quantities window, 177
Sales Process Holds Assignments window, 182
Sales Process Holds Entry window, 171, 181–182
Sales Process Holds Setup window, 180–181
Sales Quote Setup window, 161–162
Sales series, 1–3, 140, 173, 274–275
Sales Ship To Address Entry window, 171
sales tax
  default tax schedules, 58
  overview, 53–54
  tax details, 54–56
  tax schedules, 56–58
sales territory, 149–151
Sales Transfer Documents window, 177–179
Sales Transfer Log, 177
Sales User-Defined Fields Setup window, 168
salesperson card, 150–151
Salesperson ID field, Order Fulfillment Shortage Default list, 141
Salesperson Maintenance window, 150
Salesperson Modifier option, 308
saving own version of SmartList, 287–288
schedules, tax, 56–58
Screen Output window, 294
Search Sales Transactions window, 289
security. See database protection
Security Management module, 376
Security Mode list box, 322
Security Role Setup window, 319
Security Task Setup window, 317
Segment ID field, Financial Statement Report Options window, 299
segments, 357–358
Select Bank Transactions window, 237–238
Select Document ID field, 89
Select Information For drop-down list, 41
Select Payables Checks window, 90–91
Select Purchase Order Items window, 127, 129–130
Select Vendor ID field, 89
Selected Tax Detail IDs list, 57–58
Series list box, Check Links window, 324
Series list, Security Task Setup window, 318
server
hard drive backup, 325
requirements, 31–32
service/repair document, 153
Services item type, 246
setting up
Inventory Control module, 241–245
item classes, 248–249
quick financial statement, 297–298
user
creating user record, 315–316
granting access to Dynamics GP companies, 316–317
overview, 314
Setup Checklist window, 29, 34–37, 42
Setup Guide window, 35, 37
Setup Options window, 57
Setup Reports window, 41
Ship Complete Document option, Sales Customer Detail Entry window, 177
Ship Method field, In-Transit Transfer Entry window, 259
shipping method, 47, 69, 142
shipping weight, 251
Show Fewer Buttons option, 10
Show More Buttons option, 10
Simple Data Recovery Model, 325
single ID number, changing, 307–308
single use batch, 79
Single-Account Budget Maintenance window, 220
single-core processor, 32
single-use batches, 20
Site ID column, Item Transaction Entry window, 256
size of project, 346
SmartList
overview, 26, 285–286, 361–362
saving own version of, 287–288
selecting columns to display, 286–287
setting search criteria for SmartList query, 288–290
SmartList Builder module, 287, 377
snapshot, 28
SOP (Sales Order Processing) documents, 171, 366
reconciling inventory, 305
Sort Customers list, Receivables Trial Balance Reports window, 200
source document, 59, 218, 284
specific identification method, 247
SQL database, backup, 325
SQL Reporting Services (SRS), 150, 295
SQL Server 2000, 31–32
SQL Server 2005, 31–32
SRS (Microsoft SQL Reporting Services), 150, 295
Standard Cost field, Item Maintenance window, 251
standard journal entry, 216
standard pricing, 253
standard purchase order, 103–107
standard report, printing overview, 290–291
printing financial statement, 299–300
report group, 295–297
reprinting journal, 300
selecting report destination, 292–295
setting up quick financial statement, 297–298
setting up report options, 291–292
Starting Customer Number field, Customer Combiner window, 310
Starting Item Number field, Item Number Modifier window, 308
statement
customer
  aging customer accounts, 189–190
  assessing finance charges, 190–192
e-mailing automatically, 194–196
  printing, 192–194
financial
  printing, 299–300
  quick, setting up, 297–298
  viewing details behind, 365
Statement Cycles list, Receivables Management Setup window, 190
Statement ID field, 192–194
status of purchase order, viewing, 113–115
sticky note, 25
Stock Calendar Maintenance window, 263
stock count calendar, 245, 262
Stock Count Entry window, 265
Stock Status report, 260–261
stonewalling, 347
storing backup, 326
Stub Alignment Form, 86
sub-account, 358
subordinate site, 109
Suggest Purchase Orders window, 112
Suggested Purchase Order Detail window, 112
Suggested Purchase Orders Preview window, 112–113
Summarize To field, Print Receivables Statements window, 193
summary amount, reconciling, 303
Summary Inquiry window, 282
system administrator (sa), 314
System Manager module, 377
system root hard drive, 31
System Setup Guide, 42, 54

• T •
Table Descriptions window, 324
table link, checking, 323–324
Task Description field, Security Task Setup window, 318
task feature, 330
Task ID field, Security Task Setup window, 318
Task List window, 18, 27
Task Name field, Security Task Setup window, 318
tasks, 35, 317–318
Tax Detail ID field, 55
Tax Detail Maintenance window, 55
tax detail record, 54–55
Tax ID Number field, 55
tax, sales
  default tax schedules, 58
  overview, 53–54
  tax details, 54–56
  tax schedules, 56–58
Tax Type list, 67
Tax Type option, 69
Tax Year-End Closing window, 273
Taxable Amount Max field, 56
Taxable Amount Min field, 56
tech people, consulting before designing
  solution, 347
template, 353–354
Terminal Services, 31–32
Territory ID field, Order Fulfillment
  Shortage Default list, 141
testing, 34
third-party products, 33, 329, 335
To Do area
  Content pane, 14
  Home page, 27
  overview, 18
To Site ID field, In-Transit Transfer Entry
  window, 259
toolbar, 8–9
tools, external reporting, 294
Track Master Numbers option, Sales
  Order Processing Setup window, 166
Track Voided Transactions in History
  option, Sales Order Processing Setup
  window, 165
Trade Discount field, Order Fulfillment
  Shortage Default list, 141
Trade Discount option, Vendor Class
  Setup window, 69
training, 34
transaction. See also payables
  transaction
  attaching file to, 363
  bank reconciliation, 233–236
documentation for, 363
  entering deposit, 235–236

overview, 20–22
posting options, 364
transferring money between bank
  accounts, 236
Transaction Entry window, 17, 215
Transaction Entry Zoom window, 284
transaction history, 70, 207
transaction-level note and
  attachment, 363
transferring
  money between bank accounts, 236
Sales Order Processing module
documents, 176–179
Type list, Security Task Setup
  window, 318
Type option, Vendor Class Setup
  window, 69

• U •

Unapplied Documents report, 186
unit account, 209
Unit Cost column, 106
unit of measure schedule, 244
updating account, 213
user
  assigning to security role, 320–321
  preferences, 36–37, 331
setting up
  creating user record, 315–316
  granting access to Dynamics GP
  companies, 316–317
  overview, 314
User Access Setup window, 38, 316
user date, 13
User Defined 2 option, Vendor Class
  Setup window, 69
User field, User Security Setup
  window, 320
User Fulfillment Order/Invoice ID
  field, Sales Quote Setup
  window, 162
User ID field, User Setup window, 315
user license. See business ready licensing
User Name field, User Setup window, 315
User Security Setup window, 320
User Setup window, 315
user-defined field, 41, 208
Users list, User Access Setup window, 316
utilities overview, 23, 301
reconciling inventory, 304–306
reconciling payables management, 303–304
reconciling sales order, 301–303

• V •

Values for Suggested Purchase Orders window, 112
vaporware, 359
variance transaction, 254
vendor adding card, 71–74
inactivating or deleting, 76
merging, 309–310
placing on hold, 75–76
setting up addresses, 74–75
Vendor Account Maintenance window, 73–74
Vendor Address Maintenance window, 74–75
vendor bill, 47
vendor card, 66, 71–74
vendor class, 67–71, 73
Vendor Credit Summary window, 303
Vendor Doc. No. field, 124, 129
vendor ID, 76, 83, 307
vendor invoice without shipment, recording, 128–131
Vendor Maintenance Options window, 73
Vendor Maintenance window, 49, 72, 74, 76
Vendor Modifier option, 308
Vendor Modifier tool, 310
Vendor Modifier window, 309
Vendor Setup List, 73
Vendor Yearly Summary Inquiry window, 65
Vendor Yearly Summary window, 65, 276
Verify Batch Amounts option, 52
Verify Number of Trx option, 52
via site, 258
Via Site ID field, 243, 258
Void Date column, Void Historical Payables Transactions window, 93
Void Documents option, Sales Quote Setup window, 162
Void Historical Payables Transactions Posting Journal, 94
Void Historical Payables Transactions window, 93, 94
Void Historical Transactions Edit List, 94
Void Open Payables Transactions window, 94
voiding historical transaction, 93–94
open transaction, 94–95
Sales Order Processing module document, 179–180
voucher automatically applying payment to, 64
edit window, 84
editing or deleting, 84
entering, 81–83
simultaneously creating and printing check, 85–86

• W •

Warning Before security mode, 322
warranty document, 153
waterfall approach, 347
web page design, 358
Web Services module, 377
web site, building on back office (ERP) system, 358–359
windows
  attaching notes to, 363
  making changes in, 330
Windows 2003 Server, 31–32
Windows 2003 Small Business Server, 31
Windows Vista Business, 31
Windows XP Professional, 31
wish list, 351–352
Withdrawal transaction, Bank Reconciliation module, 233
withholding tax, 54
Word file, attaching to transaction, 363
Workbook Selection window, 223
workflow, 18, 26

• Y •
year, closing
  General Ledger, 277–279
  inventory, 272–273
  overview, 271
  Purchasing series, 275–277
  Sales series, 274–275
yellow sticky note, 25