Advanced SmartList

An application for Microsoft Dynamics™ GP 2013

Furthering your success through innovative business solutions

Copyright

Manual copyright © 2013 Encore Business Solutions, Inc. Printed in Canada. All rights reserved.

Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.

Trademark

Microsoft, Microsoft® .NET Framework , Microsoft Word©, Microsoft Excel©, and Microsoft Dynamics™ GP are either registered trademarks or trademarks of Microsoft Corporation or its affiliates in the United States and/or other countries. The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners. The example companies, organizations, products, domain names, e-mail addresses, logos, people, places and events depicted herein are fictitious. No association with any real company, organization, product, domain name, e-mail address, logo, person, place or event is intended or should be inferred.

Warranty disclaimer

Encore Business Solutions Inc. disclaims any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.

Limitation of liability

The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Encore Business Solutions Inc. Encore Business Solutions Inc. assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Encore Business Solutions Inc. nor anyone else who has been involved in the creation, production, or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.

License agreement

Use of this product is covered by a license agreement provided by Encore Business Solutions Inc. If you have any questions, please call our office at Toll Free at 888.898.4330 (North America only).

Publication Date

August 2013

Introduction **3**
What's In This Manual? 4
System requirements 5
Symbols and conventions 6
Additional resources 7

Chapter1: Installation & Registration **14**
Advanced SmartList installation 14
Registering and Enabling Advanced SmartList 15
Enabling Advanced SmartList 15
Disabling Advanced SmartList 18
Un-installing Advanced SmartList 19

Chapter2: Using Advanced SmartList **24**
Advanced SmartList window 24
Advanced SmartList Snapshot window 28
Grid Control 31
Window Navigation 42

What's New in Advanced SmartList 2013 ..... **49**
What's New in Advanced SmartList 2010 ..... **49**
What's New in Advanced SmartList 10.0 SP1 ..... **50**
What's New in Advanced SmartList 10.0 ..... **50**
What's New in Encore Products for 2013 ..... **50**
Known Issues **51**
About Encore Business Solutions **53**

INTRODUCTION

Introduction

Advanced SmartList allows you to analyze Microsoft Dynamics GP 2013 SmartList data with greater flexibility. It also will help you gain better business intelligence about your financial information.

Advanced SmartList is a seamless extension to SmartList which gives you the ability to manipulate data using functionality such as:

- Grouping with visual detail results
- Sorting on multiple fields
- Filtering by field or column
- Add summaries and totals to groups
- Snapshots producing simultaneous views of data for side by side comparison and analysis
- Exporting to a variety of formats including Microsoft Excel
- Reporting on various platforms including Adobe PDF and HTML
- Drill down to original transaction

Advanced SmartList helps further analyze, interpret and create reports for SmartList objects using the functionality of standard Microsoft Windows functions and applications.

The ease of using Advanced SmartList means a reduced learning curve, plus a reduction in time and costs to create detailed lists and reports.

Advanced SmartList was developed using the DexToNET framework which enables .NET technology to integrate with Microsoft Dynamics GP.

What's In This Manual?

This manual contains a detailed description of Advanced SmartList plus step-by-step instructions to guide you through the installation and registration.

This manual assumes that you are familiar with and know how to operate the Microsoft Dynamics GP accounting system.

This manual contains the following chapters:

- The *Introduction* chapter describes Advanced SmartList along with providing helpful information about this document.
- The *Installation & Registration* chapter has step-by-step instructions that guide you through the installation and registration. Steps to un-install the product are also included.
- The *Using Advanced SmartList* chapter describes the Advanced SmartList tool and the navigation operations available.

System requirements

Advanced SmartList works with Microsoft® Business Solutions - Microsoft Dynamics GP 2013.

Symbols and conventions

This manual uses the following symbols and conventions to make information stand out.

Symbol/Convention	Description
	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this symbol includes cautions about performing steps in their proper order, or important reminders about how other information may be affected.
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
File >> Print	The (>>) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

Additional resources

Documentation is provided in an Adobe Acrobat Reader Portable Document Format (PDF). To view or print the manual, you must have Adobe Reader software installed on your computer.

Online help is available for this version of Advanced SmartList by simply selecting the help icon on either of the windows.

To obtain product support services:

Refer to this quick reference table to get in touch with us.

Service	Contact
General Calls	204.9894330
Toll-free line North America only	888.898.4330
Fax	204.235.2331
E-mail	support@encorebusiness.com
Web	www.encorebusiness.com

Before You Call Support:

You should have the answers for all of the following questions to help your support specialist quickly narrow down the source of the problem you are experiencing.

- What is the exact error message?
- When did the error first occur?
- What task were you attempting to perform at the time you received the error message?
- Has the task been completed successfully in the past?
- What is the name of the window you are working in?
- What have you done so far to attempt to fix the problem?

- Have you performed any of the table maintenance processes?
- If you have performed table maintenance processes and received error messages, what were the messages?
- Does the problem occur in another company?
- Does the problem occur on another workstation?
- Does the problem occur for more than one user?
- Have you imported any data?
- What versions of software are you using?

  Verify the version numbers for Microsoft Dynamics GP, your database software, Encore product and Windows. Also note service packs.

  To locate the version number for Advanced SmartList go to Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration. The Advanced SmartList About window can be located by selecting Advanced SmartList and expanding the window. The About window link is located in the bottom left hand corner in the expanded view of the Encore Product Registration window.

  An alternate method of locating the Advanced SmartList About window is to go to Microsoft Dynamics GP menu >> SmartList >> Additional >> Enable Advanced SmartList

CHAPTER1: INSTALLATION & REGISTRATION

Chapter1: Installation & Registration

This chapter includes information on installing, registering and enabling Advanced SmartList.

- *Advanced SmartList installation*
- *Registering and Enabling Advanced SmartList*
- *Enabling Advanced SmartList*
- *Disabling Advanced SmartList*
- *Un-installing Advanced SmartList*

Advanced SmartList installation

An installation program will be used to install Advanced SmartList. Before you begin installing Advanced SmartList, complete the following:

- Verify that Advanced SmartList - ASL05.00 exe file - has been installed on your computer.
- Make a note of the directory location of your Microsoft Dynamics GP 2013 installation. This information will be required during the installation.
- Create a backup of your Microsoft Dynamics GP data before installing Advanced SmartList.
- Exit all applications.

You must log in as System Administrator in order to complete the installation and registration.

To install Advanced SmartList:

1. Start Windows Explorer and locate the ASL05.00 exe file. The location of this file will vary depending on how you acquired the product.
2. Launch the ASL05.00 exe file by double-clicking it. The installation program will start.

3. Follow the instructions in each window.

Make sure you install Advanced SmartList in the same folder as your Microsoft Dynamics GP 2013 directory.

4. After installation is complete, start Microsoft Dynamics GP 2013. The message “Do you wish to include new code now?” will appear.

5. Select Yes. The normal login process for Microsoft Dynamics GP 2013 will follow.

Registering and Enabling Advanced SmartList

Advanced SmartList must be registered using the Encore Product Maintenance system before you are can enable it.

Advanced SmartList can be registered by using the Enable Advanced SmartList menu item on GP's Smartlist window or by navigating to the Encore Product Registration window.

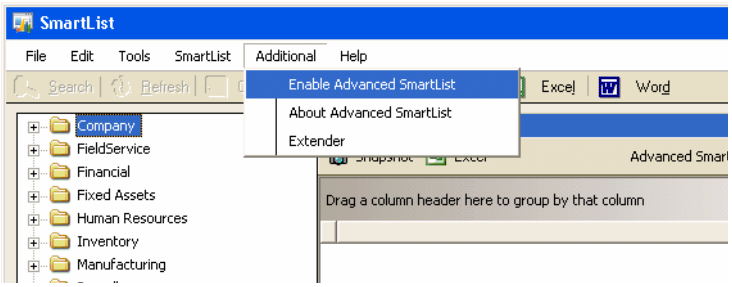
Enabling Advanced SmartList

Once registered Advanced SmartList will be available whenever you open the Microsoft Dynamics GP SmartList window. However, you will be able to enable or disable Advanced SmartList as required.

Enabling Advanced SmartList

1. Access Microsoft Dynamics GP SmartList by selecting the SmartList icon that's displayed below the menu bar, or you can select: (Microsoft Dynamics GP menu >> SmartList)

2. With the Microsoft Dynamics GP SmartList window open, choose the Additional option on the Microsoft Dynamics GP tool bar. (Microsoft Dynamics GP menu >> SmartList >> Additional >> Enable Advanced SmartList)



3. If Advanced SmartList has been registered you can start using it.

4. If Advanced SmartList has not been registered, a message will be generated asking if you would like to register Advanced SmartList.

5. Select yes on the message and the system will open the Encore Product Registration window.

6. Enter your Advanced SmartList registration key.

7. Select Ok. The Encore Product Registration window will close.

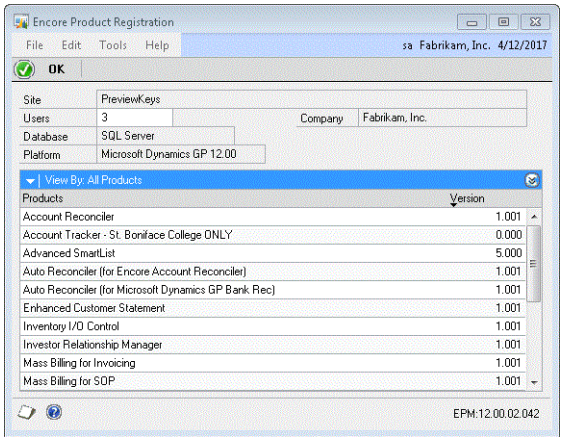
8. Select
(Microsoft Dynamics GP menu >> SmartList >> Additional >> Enable Advanced SmartList)

9. Advanced SmartList will be activated.

Registering Advanced SmartList (Optional)

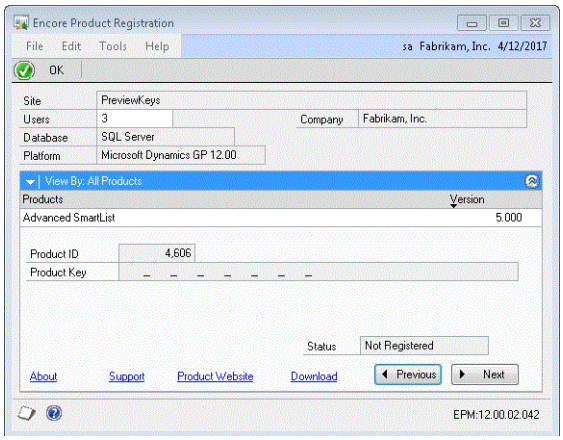
As an optional method you can register Advanced SmartList in the same manner you would register your other Encore products.

1. Open the Encore Product Registration window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Encore Product Registration)



2. Choose Advanced SmartList.

3. Choose the show detail expansion button to open the detailed view of the registration window.



4. Enter the registration key provided by Encore.

5. To view version information about Advanced SmartList select the About zoom. (optional)

6. Select OK to close the window.

To register your product using a drop file:

1. Copy or save the drop file to the directory location for your Microsoft Dynamics GP. .
   For Example: C:\ Microsoft Dynamics GP\

2. Log in to Microsoft Dynamics GP as a system administrator.

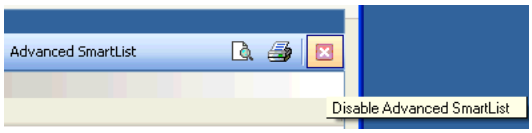
3. The system will notify you that it has found a registration file, accept the prompt.

4. The system will notify you when the product has been registered.

5. Open the Encore Product Registration window to ensure that it is registered.
   (Microsoft Dynamics GP menu >>Tools >> Setup >> System >> Encore Product Registration)

Disabling Advanced SmartList

1. With the Advanced SmartList window open, select the Disable Advanced SmartList icon.



2. When the icon is selected you will receive a message asking if you're sure you want to turn Advanced SmartList off.

   - Select 'Yes' Advanced SmartList will be turned off and your view will revert back to the Microsoft Dynamics GP SmartList view.
   - Select 'No' Advanced SmartList will remain on.

Un-installing Advanced SmartList

Should you decide you no longer want to use Advanced SmartList you can un-install it from your Microsoft Dynamics GP environment.

Encore Business Solutions Inc does not cover any issues that may arise from unknown factors which could result in lost data or the client's system going down.

The following steps should be followed before attempting to un-install Advanced SmartList from Microsoft Dynamics GP.

1. All users should be logged out of Microsoft Dynamics GP.
2. Make a copy of the Microsoft Dynamics GP environment.
3. Backup your database.
4. If a client server environment is being used, the process must be performed on the server and each individual work station.

To Un-install Advanced SmartList

The folder which contains the .NET files needed for Advanced SmartList must be removed.

The information that is provided here is a guideline on how to un-install Advanced SmartList from Microsoft Dynamics GP.

1. Identify the location of your Microsoft Dynamics GP environment. For Example: C:\ Microsoft Dynamics GP\
2. In the Microsoft Dynamics GP folder go to DexToNET>> Encore Business >> Advanced SmartList
3. Highlight the Advanced SmartList folder and delete it.

If you need assistance with un-installing your Encore product, please contact support@encorebusiness.com.

CHAPTER 2: USING ADVANCED SMARTLIST

Chapter 2: Using Advanced SmartList

The Advanced SmartList tool enhances the existing Microsoft Dynamics GP SmartList application. Advanced SmartList can be used to create customized inquiries to provide easier, faster access to the information stored in the Microsoft Dynamics GP system, such as:

- accounts
- customers
- employees
- vendors
- transactions
- items

The Advanced SmartList tool offers the ability to manipulate data by using functionality such as:

- drag and drop fields
- sort information
- group information
- filter information
- add summaries and totals to groups
- ability for each column to have a sum, min, max, count or average total

This document will cover how to use the Advanced SmartList window, the Advanced SmartList Snapshot window and the window navigations of both.

- *Advanced SmartList window*
- *Advanced SmartList Snapshot window*
- *Window Navigation*

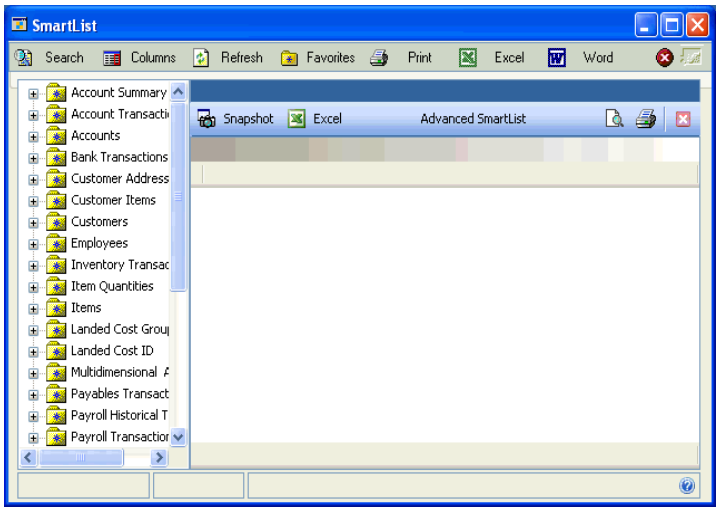
Advanced SmartList window

The Advanced SmartList window is a grid component which displays rows of information. The grid column headers can be added or removed, rearranged, filtered, sorted or grouped. Once you have the information in the preferred format you can either export it to Microsoft Excel for further

use, save it as a favorite or print it. See the *Grid Control* section for information on the functionality of each section of the window.

Using Advanced SmartList window

1. To open the Advanced SmartList window
   First open the Microsoft Dynamics GP SmartList window (Microsoft Dynamics GP menu >> SmartList)



2. The Microsoft Dynamics GP SmartList window will open with Advanced SmartList enabled.

3. Select a favorite from the Microsoft Dynamics GP favorite list selection.

Advanced SmartList cannot be added as a shortcut as it is not available in the Microsoft Dynamic GP "Add Window Shortcut" window. You can, however, create a shortcut for your favorite using SmartList. The selected shortcut will automatically open in the Advanced SmartList window if it is enabled.

4. Make changes to the panels, columns and grids to customize your report using the Advanced SmartList window functionality.

See the *Grid Control* section for details on the functionality of each section of the window.
See the section on *Window Navigation* for details on how to use the different functions to change the format of the information.

The Microsoft Dynamics GP SmartList functionality will also work with Advanced SmartList.

5. Save your modified view using the Microsoft Dynamics GP SmartList favorite feature.

6. Select the *Advanced SmartList Snapshot window* button to get a snapshot view of your information.

7. Select *Excel* to export your report to a Microsoft Excel worksheet.

8. Select *Print Preview* to view the report.

9. Select *Print* to print the report.

10. Close the window.

Advanced SmartList Toolbar Controls

This section details information about the toolbar controls for the Advanced SmartList window.

- *Snapshot*
- *Advanced SmartList Excel Export*
- *Advanced SmartList Print Preview*
- *Advanced SmartList Print*
- *Disable Advanced SmartList*

Snapshot

When the Snapshot button is selected the Advanced SmartList Snapshot window will be opened.
See *Advanced SmartList Snapshot window* for details on that window.

Advanced SmartList Excel Export

When you export the Advanced SmartList grid view using the Excel button, the grid view contents will automatically inherit the look and feel of the Microsoft Excel worksheet features such as column headers, auto-filtering, grouping and sub-total functionality.

The Advanced SmartList export feature is compatible with Microsoft Office Excel 2003, 2007 , 2010 and Microsoft Office Excel XP.

1. Select the Excel button.
2. An Excel worksheet will open.
3. Save the worksheet to a folder location of your choice.

Advanced SmartList Print Preview

Selecting the Print Preview button will:

1. Open the Print Preview window.

   The Print Preview window has features that can be used to customize the look of your report.

2. Display the contents of the column panel and grid rows in a report format.

   The filters and groupings applied in the Advanced SmartList grid rows will be carried over to the Print Preview view.

Grid row information will always be printed as if the grid rows were all expanded. Grid rows must be filtered in order to print a selective view of the information.

3. Allow you to print, export or send a report in PDF and graphic formats.

Advanced SmartList Print

Selecting the Print button will:

1. Open the standard Microsoft Windows print dialog window.
2. Print the contents of the column panel and grid rows.

Grid row information will always be printed as if the grid rows were all expanded. Grid rows must be filtered in order to print a selective view of the information.

Disable Advanced SmartList

Select the Disable Advanced SmartList button to disable Advanced SmartList and return to the Microsoft Dynamics GP SmartList view. See*Disabling Advanced SmartList* on page 18 for further information.

Advanced SmartList Snapshot window

The Advanced SmartList Snapshot window provides a snapshot of the information as it appears in the Advanced SmartList window. If the information is filtered, sorted or grouped in the Advanced SmartList window, the new data subset along with the new formatting will be carried forward to the Advanced SmartList Snapshot window.

The Advanced SmartList Snapshot window will have identical functionality as the Advanced SmartList window. You can move, add or remove columns, filter, sort or group the information as required.

You can export the data grid content to Microsoft Excel for further use, save it as a favorite or print it. It is also possible to take a snapshot of a snapshot window as well. You can have multiple snapshots windows open at one time. See the *Grid Control* section for information on the functionality of each section of the window.

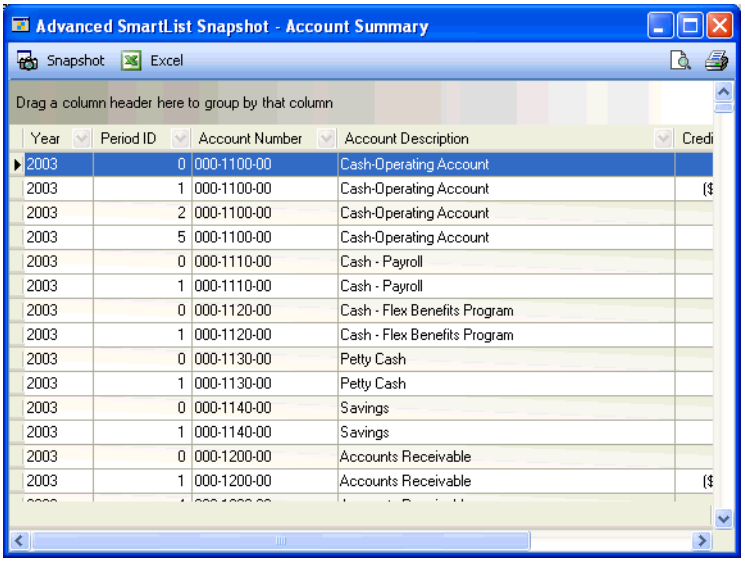
Using Advanced SmartList Snapshot window

1. Open the Advanced SmartList window
   First open the Microsoft Dynamics GP SmartList window
   (Microsoft Dynamics GP menu >> SmartList)

2. Select a favorite.

3. Select the snapshot button on the Advanced SmartList window toolbar.

4. The Advanced SmartList Snapshot window will open.



The title of the window will include the title of the favorite being viewed in the Advanced SmartList window.

5. Make changes to the panels, columns and grids to further customize your report.

   See the *Grid Control* section for details on the functionality of each section of the window.
   See *Window Navigation* for details on how to use the different functions to change the format of the information.

6. Save your modified view using the Microsoft Dynamics GP SmartList favorite feature.

If you migrate Advanced SmartList from Ctree or Pervasive all of your saved favorites will be lost.

7. Select *Excel* to export your report to a Microsoft Excel worksheet.

8. Select *Print Preview* to view the report before printing it.

9. Select *Print* to print the report.

10. Close the window.

Advanced SmartList Snapshot Toolbar Controls

This section provides information about the toolbar controls for the Advanced SmartList Snapshot window.

- *Excel*
- *Print*
- *Print Preview*

Excel

When you export the Advanced SmartList grid view using the Excel button, the grid view contents will automatically inherit the look and feel of the Microsoft Excel worksheet features such as column headers, auto-filtering, grouping and sub-total functionality.

The Advanced SmartList export feature is compatible with Microsoft Office Excel 2003, 2007, 2010 and Microsoft Office Excel XP.

1. Select the Excel button.

2. An Excel worksheet will open.

3. Save the worksheet to a folder location of your choice.

Print

Selecting the Print button will:

1. Open the standard Microsoft Windows print dialog window.

2. Print the contents of the column panel and grid rows.

Grid row information will always be printed as if the grid rows were all expanded. Grid rows must be filtered in order to print a selective view of the information.

Print Preview

Selecting the Print Preview button will:

1. Open the Print Preview window.

   The Print Preview window provides features that can be used to customize the look of your report.

2. Display the contents of the column panel and grid rows in a report format.

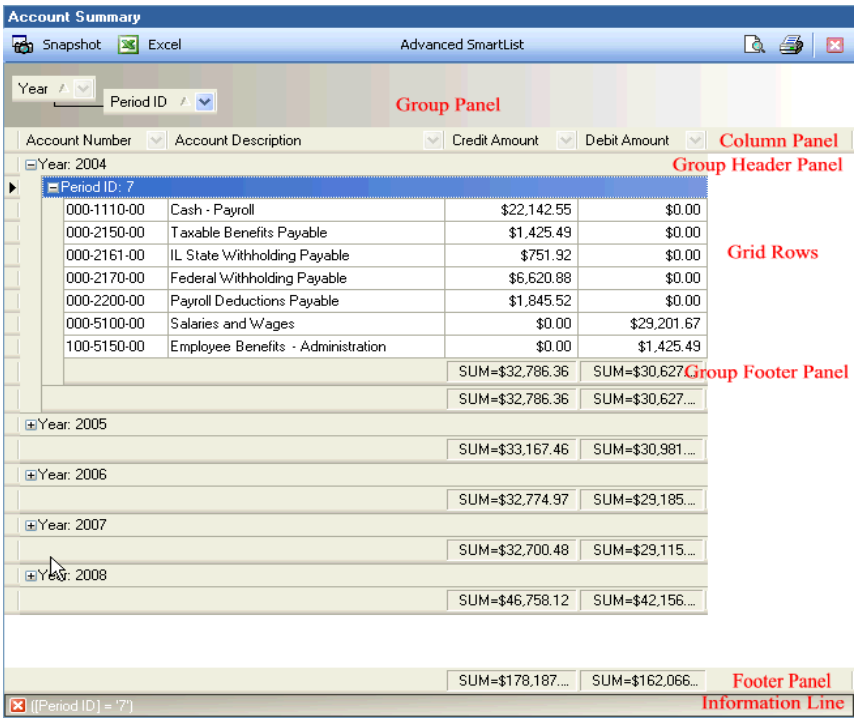
   The filters and groupings applied in the Advanced SmartList view will be carried over to the Print Preview view.

Grid row information will always be printed as if the grid rows were all expanded. Grid rows must be filtered in order to print a selective view of the information.

3. Allows you to print, export or send a report in PDF or Graphic formats.

Grid Control

The Advanced SmartList window is a Grid Control component which allows flexibility in manipulating the rows and columns of information. Comprehensive reports can be produced by allowing the user to have the ability to format the data set as needed.



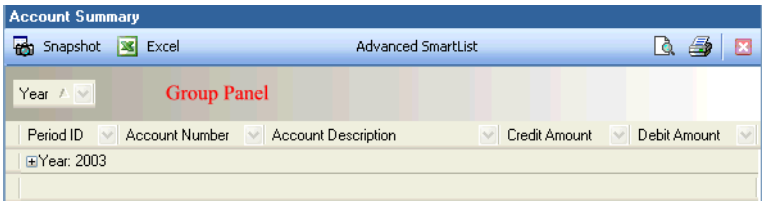
The following provides information on the various components of the Advanced SmartList window.

- *Group Panel*
- *Column Panel*
- *Group Header Panel*
- *Grid Row(s)*
- *Group Footer Panel*
- *Footer Panel*
- *Information Line*

Group Panel

The group panel section is an area into which any column header field from the column panel can be dragged and dropped. When a column

header field is moved into the group panel, grid row groupings occur automatically, creating sections and subsections of data.



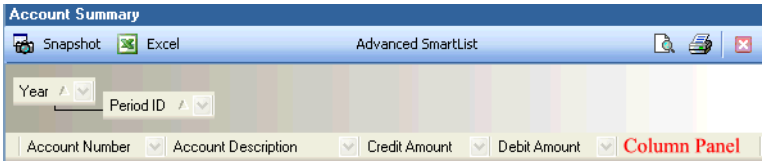
For information on grouping transaction data see *Grouping*.

The following pop-up menu is available when you right click in the group panel area.

For navigation information for this pop-up menu see *Expanding and Collapsing Rows*.

Column Panel

The column panel contains columns of data all of which can be filtered, sorted and reorganized to customize your report.



When first opened the Advanced SmartList window displays an empty grid. The columns displayed are determined by the favorite selected from the SmartList favorites list to the left of the window.

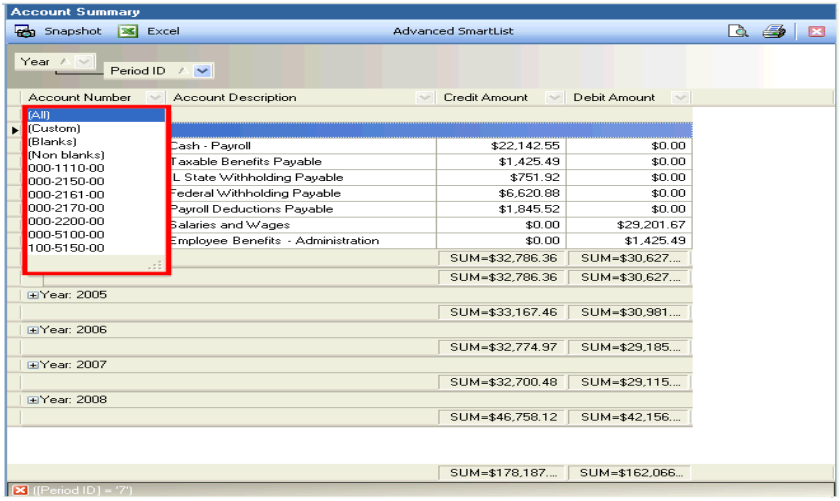
For example, if you selected Account Summary the following columns will be displayed:

- Year
- Period ID
- Account Number
- Account Description
- Credit Amount
- Debit Amount

For information on how to select rows in the column panel see *Common Navigation Operations*.
For information on resizing rows see *Expanding and Collapsing Rows*. For information on grouping fields see *Grouping*.
For further navigation information see *Resizing Columns* and *Reordering Columns*.

Column Drop-down Lists

Selecting the column drop-down button will open the column drop-down list pre-filled with a list of criteria created from that column plus several standard defaults.

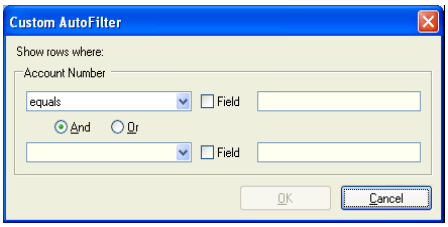


1. Select a column.

2. Select the column drop-down list. Select an option from the list.

3. Once selected the grid view will be filtered to display only the criteria for the selected option. An information line will appear at the bottom of the window detailing the column name and the selected drop-down list option.
   See the section on *Information Line* for details.

4. If you select the custom option from the column filter list, the Custom AutoFilter window will open to allow you to filter your data. Using the



   available filter lists and the fields provided you can place up to two filters on each column.

*When entering a filter in the field space, replace one or more characters with this wild card character * before and after the entered characters.*

If the Microsoft Dynamics GP SmartList filter option has been used previous to this, the grid rows will keep that filtered format until it is removed.

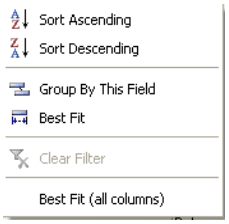
5. To remove the filters on the column, select All in the column drop-down list or do a right click on the column header and select Clear Filter from the pop-up menu.
   Note: The Clear Filter option is available only when there is a filter on that column.

Clicking the "x" on the information line will clear the filter described in the information line. If the filter was created in the Custom AutoFilter window, the filter information will also be cleared from that window.

See *Filtering* in the Window Navigation section of this manual for further details on how to filter the data in the grid rows.

Column Header Context Menu

The Column Header Context menu becomes available with a right click in each of the column panel header areas. The options on this menu will help you organize your grid row data.

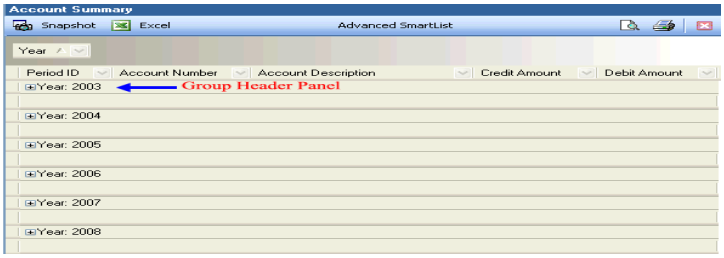


- Sort Ascending - See *Sorting*
- Sort Descending - See *Sorting*
- Group By This Field -See *Grouping*
- Best Fit - See *Resizing Columns*
- Clear Filter - See *Filtering*
- Best Fit (all columns) - See *Resizing Columns*

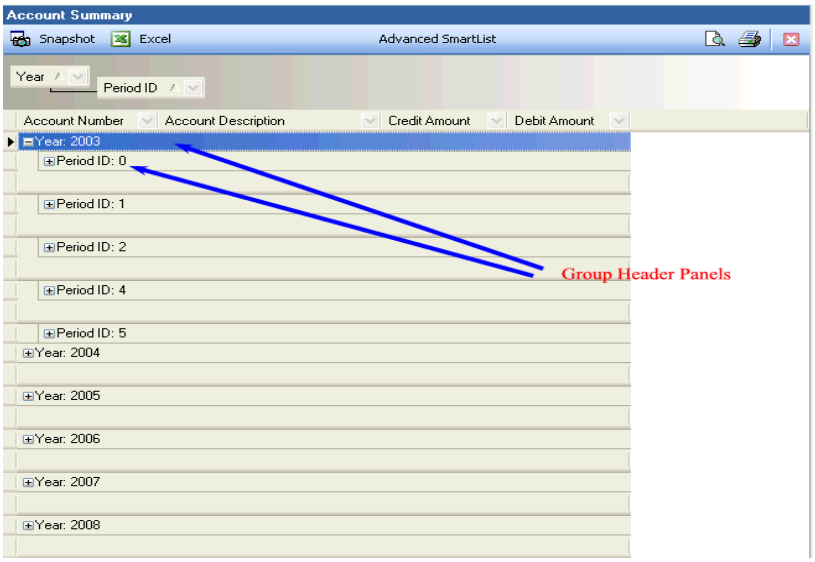
Group Header Panel

The group header panel is the header for the grid rows. The group header panel is created by allowing the user to drag a column header into the group panel area which creates a group or section by that column header in the grid control view.

The selected column header becomes the name of the group in the grid row(s).



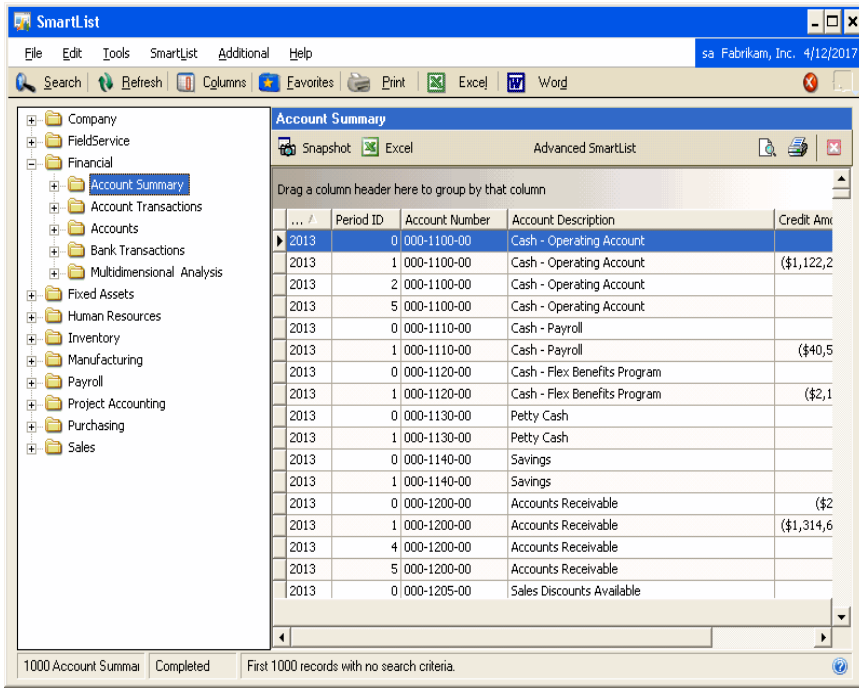
Any subsequent column header fields dragged into the group header panel become secondary group in the grid row area.



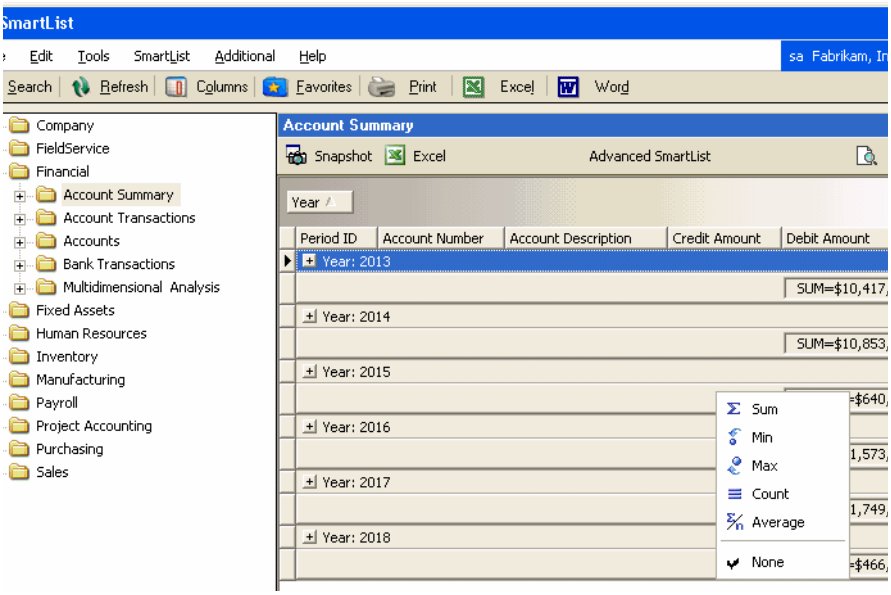
Grid Row(s)

The Grid Rows contain the detail information of the favorite selected from the Microsoft Dynamics GP SmartList view. These rows can be filtered, sorted and grouped as required. Double clicking on a grid row item will bring up the appropriate Go To Microsoft Dynamics GP window for the corresponding information.

Double clicking on a grid row in the Advanced SmartList Snapshot window will not open a Go To window.


SmartList
File Edit Tools SmartList Additional Help
sa Fabrikam, Inc. 4/12/2017
Search Refresh Columns Favorites Print Excel Word
Company
FieldService
Financial
Account Summary
Account Transactions
Accounts
Bank Transactions
Multidimensional Analysis
Fixed Assets
Human Resources
Inventory
Manufacturing
Payroll
Project Accounting
Purchasing
Sales
Account Summary
Snapshot Excel Advanced SmartList
Drag a column header here to group by that column
Period ID | Account Number | Account Description | Credit Amo
2013 | 0 | 000-1100-00 | Cash - Operating Account
2013 | 1 | 000-1100-00 | Cash - Operating Account | ($1,122,2
2013 | 2 | 000-1100-00 | Cash - Operating Account
2013 | 5 | 000-1100-00 | Cash - Operating Account
2013 | 0 | 000-1110-00 | Cash - Payroll
2013 | 1 | 000-1110-00 | Cash - Payroll | ($40,5
2013 | 0 | 000-1120-00 | Cash - Flex Benefits Program
2013 | 1 | 000-1120-00 | Cash - Flex Benefits Program | ($2,1
2013 | 0 | 000-1130-00 | Petty Cash
2013 | 1 | 000-1130-00 | Petty Cash
2013 | 0 | 000-1140-00 | Savings
2013 | 1 | 000-1140-00 | Savings
2013 | 0 | 000-1200-00 | Accounts Receivable | ($2
2013 | 1 | 000-1200-00 | Accounts Receivable | ($1,314,6
2013 | 4 | 000-1200-00 | Accounts Receivable
2013 | 5 | 000-1200-00 | Accounts Receivable
2013 | 0 | 000-1205-00 | Sales Discounts Available
1000 Account Summar
Completed
First 1000 records with no search criteria.

Within the grid row area each column has a pop-up menu which is activated when a right click is performed.



The pop-up menu will vary slightly depending on the column type.

The pop-up menu options are as follows:

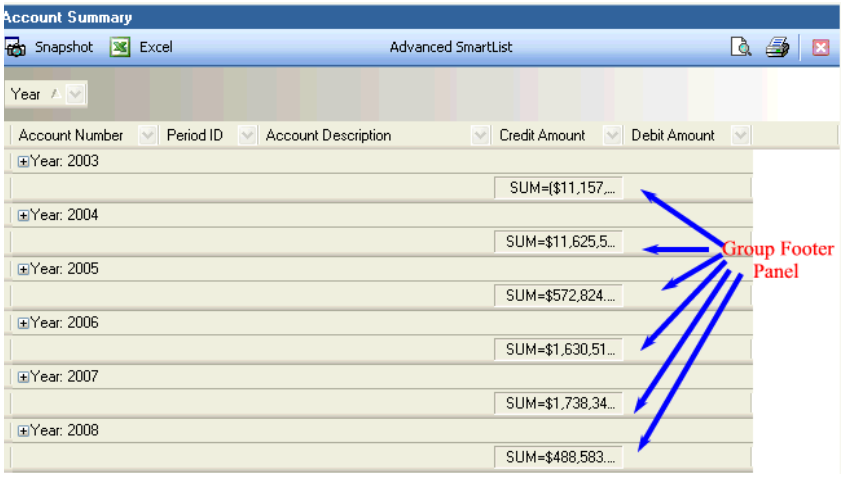
- Sum - summary of all the amounts in the selected column or if a filter has been placed on the column, the summary will be for the filtered criteria.
- Min - the minimum amount of a transaction within the selected column or if a filter has been placed on the column, the minimum will be for the filtered criteria.
- Max - the maximum amount of a transaction within the selected column or if a filter has been placed on the column, the maximum will be for the filtered criteria.
- Count - the number of rows in a selected column. If a filter has been placed on the column, the count will be for the filtered criteria.
- Average - the average amount of the transactions in the selected column or if a filter has been placed on the column, the average will be for the filtered criteria.
- None - removes any of the above filters

Columns which do not have a numeric value will have their information sorted alphabetically or by the minimum value of that column when sum, min or max is selected from the pop-up menu.

See *Common Navigation Operations* and *Using Incremental Search* for further information.

Group Footer Panel

By selecting an option from the pop-up menu, available when doing a right click on the group footer panel, a total will be provided for each of the groups. By selecting none in the available pop-up menu for that column the group footer panel totals are removed.

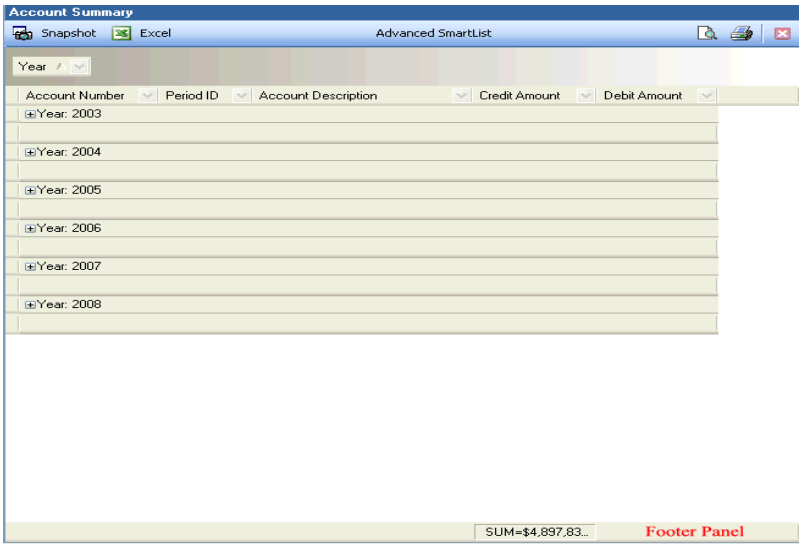


Columns which do not have a numeric value will have their information sorted alphabetically or by the minimum value of that column when sum, min or max is selected from the pop-up menu.

See *Applying Summaries* for further information.

Footer Panel

The footer panel displays the total for each of the columns which have been selected to have an option of Sum, Min, Max, Count or Average.



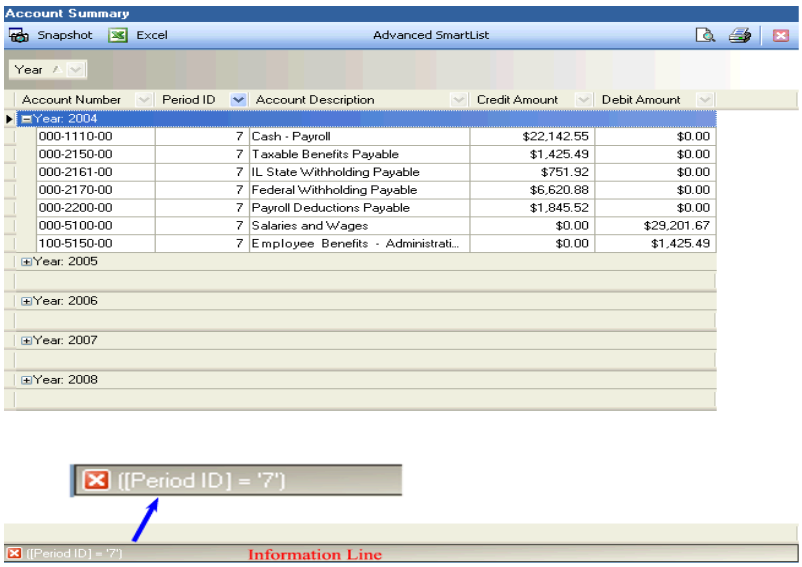
See *Applying Summaries* for further information.

Columns which do not have a numeric value will have their information sorted alphabetically or by the minimum value of that column when sum, min or max is selected from the pop-up menu.

Information Line

The information line summarizes the information of the filter option chosen in the column drop-down list. In the following picture the filter is for Period ID # 7 specific information only. The information line displays this filter criteria.

.



Selecting the "x" on the information line will clear the filter described in the information line. If the filter was created in the Custom AutoFilter window, the filter information will also be cleared from that window.

Window Navigation

The following section contains information about navigation functionality with in the Advanced SmartList windows.

- *Common Navigation Operations*
- *Using Incremental Search*
- *Expanding and Collapsing Rows*
- *Resizing Columns*
- *Reordering Columns*
- *Sorting*
- *Grouping*
- *Filtering*
- *Applying Summaries*

Common Navigation Operations

This table gives you information on keyboard shortcuts and mouse navigations that can be used to move grid row and column focus.

Action	Effect
Clicking a data row	Moves focus to the selected row.
Pressing the DOWN ARROW key	Moves focus to the next row preserving the column focus. If an expanded master row is currently focused, navigates to the detail view restoring its focused row. If the last row of a detail view is currently focused, navigates to the next master row within the master view.
Pressing the UP ARROW key	Moves focus to the previous row preserving the column focus. If the focused row is under an expanded detail, navigates to the detail view restoring its focused row. If the first row of a detail view is focused, navigates to the corresponding master row.
Pressing the HOME key	Moves focus to the first cell within the current row.
Pressing the END key	Moves focus to the last cell within the current row.
Pressing the PAGE DOWN key	Moves row focus one page down preserving the column focus.
Pressing the PAGE UP key	Moves row focus one page up preserving the column focus.
Pressing the CTRL + HOME key	Moves focus to the first row.
Pressing the CTRL + END key	Moves focus to the last row.

Using Incremental Search

Incremental searching allows you to locate data rows by typing the first character(s) of a row. The following table lists the keyboard operations used to perform incremental searching.

Action	Effect
Pressing an alphanumeric key	Searches for the focused column's cell whose text matches the characters typed. If found, moves focus to that row.

Action	Effect
Pressing the BACKSPACE key	Removes the last character from the selection identifying the search text.
Pressing the CTRL + DOWN ARROW keys	Searches for the next matching row and focuses on it, if found.
Pressing the CTRL + UP ARROW keys	Searches for the previous matching row and focuses on it, if found.

Expanding and Collapsing Rows

The following keyboard shortcuts can be used to expand or collapse the group rows and master rows.

Key	Effect
RIGHT ARROW	Expands the focused group row.
LEFT ARROW	Collapses the focused group row.

The following mouse actions can be used to expand or collapse the group rows and master rows.

Action	Effect
Clicking on a group expand button	Expands/ collapses the corresponding group row and focuses it.
Selecting the “Full Expand” item of the group panel context menu	Expands all group rows within a view.
Selecting the “Full Collapse” item of the group panel context menu	Collapses all group rows within a view.
Clicking a master-detail expand button	Expands/ collapses the corresponding master row and focuses it.

Resizing Columns

The following table details how to use your mouse to resize columns.

Action	Effect
Dragging a column header edge	Changes the columns width.
Double-clicking a column header edge	Changes the columns width to ‘best fit’ its content.

Action	Effect
Selecting the “Best Fit”/””Best Fit (all columns)” item from the column header context menu	Applies ‘best fit’ to the corresponding column/ all columns.

Reordering Columns

Columns can be rearranged by dragging a column header and dropping it to the new position within the column header panel.

Sorting

The following table details how to apply or cancel sorting by column values.

Action	Effect
Selecting a column header	Sorts by the columns values by replacing any existing sort conditions.
Selecting a column header holding the SHIFT key pressed	Sorts by the columns values by amending or creating the sort conditions.
Selecting a column header holding the CTRL key pressed	Removes the sort by the columns values but preserves other sort conditions.
Selecting the “Sort Ascending”/Sort Descending” item of the column header context menu	Applies sorting by this columns values in ascending/ descending order. Existing sort conditions are preserved.

Grouping

The mouse can be used to group view data as follows:

Action	Effect
Dragging a column header from the column header panel to the group panel	Groups the views data by the columns values.
Dragging a column header from a group panel to the column header panel	Ungroups the views data and displays the columns values.
Selecting the “Group by This Field”/ ”Ungroup” item of the column header context menu	Groups/ ungroups the views data by the columns values.
Moving a column header within the group panel	Changes the group order.
Selecting the “Clear Grouping” item of the group panel context menu	Ungroups the views data.

Filtering

The following table details how to apply filtering conditions to a view.

Action	Effect
Selecting a filter button	Invokes the filter drop-down list. Note: If filtering is applied, the filter drop-down displays values matching the filter criteria.
Selecting a filter button while holding the SHIFT key	Invokes the filter drop-down list. The values list doesn't depend on the filtering conditions applied.
Selecting the "Clear Filter" item from the column header context menu	Cancels filtering applied by that column.
Selecting the close button within the information line	Clears all filtering conditions applied to the view.

Applying Summaries

You can manipulate total summaries and group summaries using the footer context menu. Each menu item corresponds to a summary type (sum, average, etc.). Clicking an item applies the appropriate summary to the column whose footer cell was selected. Each summary type applied has a default display format.

Menu Item	Effect
Sum	The summary value is the sum of column values. The default format string is "SUM={0}"
Min	The summary value is the columns minimum value. The default format string is "MIN={0}"
Max	The summary value is the columns maximum value. The default format string is "MAX={0}"
Count	The summary value is the number of records within the calculation range. The default format string is "COUNT={0}"
Average	The summary value is the columns average value. The default format string is "AVR={0}"
None	Cancels summary calculation

What's New in Advanced SmartList 2013

Advanced SmartList has been fully upgraded to be compatible with Microsoft Dynamics GP 2013.

What's New in Advanced SmartList 2010

Advanced SmartList has been updated to be compatible with Microsoft Dynamics GP 2010. It is also compatible with Windows 7.

Advanced SmartList has been enhanced to include these features:

- Multi select option for copying information to a clipboard.
  Note: This functionality is similar to the Microsoft Excel functionality where you can copy and paste a single cell or a series of cells - including non-consecutive cells.

- Multi select option for Sum/Min/Max/Count/Avg features
  Note: This functionality is similar to the Microsoft Excel functionality where you will see the Sum/Min/Max/Count/Avg in the bottom right hand corner of the Excel screen.

What's New in Advanced SmartList 10.0 SP1

Advanced SmartList has been updated to be compatible with 64 bit Vista environments, as well as 64 bit servers.

There was an issue with Advanced SmartList grid rows displaying in black when it was being used with a French Microsoft Dynamics GP environment, this has been resolved.

What's New in Advanced SmartList 10.0

Advanced SmartList has been upgraded to be compatible with Microsoft Dynamics GP version 10.0. The new menu path to access Advanced SmartList is Microsoft Dynamics GP menu >> SmartList.

What's New in Encore Products for 2013

All Encore Products have been updated to be compatible with Microsoft Dynamics GP 2013.

Recurring Contract Billing has been renamed Subscription Billing to better describe the solutions feature set.

Known Issues

Column summaries and group summaries created in Advanced SmartList do not export correctly to Microsoft Office worksheet due to a Microsoft Office Excel 2002 and Microsoft Office Excel 2003 issue.

FIX: Go to http://support.microsoft.com to obtain information regarding multilevel subtotals in the wrong position in Microsoft Office Excel 2002 and Microsoft Office Excel 2003.

About Encore Business Solutions

Encore Business Solutions Inc. is part of a worldwide network of independent partner organizations that sell, implement, and support the award-winning products of Microsoft Dynamics GP. Encore Business Solutions Inc. is also an authorized Solution Developer for Microsoft Dynamics GP developing and marketing industry-specific software worldwide that tightly integrates to core modules of Microsoft Dynamics GP. We are 100% dedicated to developing client-focused, reliable, industry-specific solutions and companion applications providing total end-to-end solutions that meet the operational and reporting needs of our customers.

The Encore Business Solutions Inc. suite of products include:

Project Tracking Solutions:

- Project Tracking with Advanced Analytics
- Project Tracking with Budgeting
- Project Tracking Importer
- Project Tracking Lite

Billing Solutions:

- Subscription Billing
- Subscription Billing Importer

Bank Reconciliation Solutions:

- Auto Reconciler
- Account Reconciler

Bio-fuel Solutions:

- REAP
- REAP Auto Delivery
- REAP Integration
- REAP eConnect

Additional Encore Products:

- Advanced SmartList
- Investor Relationship Manager

If you have questions regarding any Encore product or service, feel free to contact us.

Toll Free:	888.898.4330 (North America only)
Phone:	204.989.4330
Fax:	204.235.2331
E-mail:	encore@encorebusiness.com
Internet:	www.encorebusiness.com
Mail:	467 Provencher Blvd. Winnipeg, MB, Canada R2J 0B8

Microsoft® Gold Certified Partner 2003 - Present
Microsoft® Dhynamics Inner Circle Member 2000, 2002 - 2005, 2013
Microsoft® President's Club Member 1996 - 2010, 2013, 2014

Microsoft Partner
Gold Enterprise Resource Planning
Silver Customer Relationship Management
Silver Application Development

Encore Business Solutions