



Tip of the Month – March 2003

Creating Macros

Did you know you could create Microsoft Great Plains macros to import information from external data sources? Below are basic instructions on how to use a macro to import vendors.

- Open Vendor Maintenance Window (Cards-Purchasing-Vendor Maintenance)
- Go to Tools-Macro-Record Macro
- You will be prompted to save the Macro
- Record keystrokes
- Go to Tools-Macro-Stop Record
- Open the Macro in MS Word
- Go to Tools-Mail Merge
- Create Form Letter
- Get data source (this is your external data source)
- Use the Insert Merge field to type over all of the 'Type To' fields
- Merge the data
- Save the Macro as a text file with a file extension of .mac
- On the Shortcut bar, click the 'Add Macro'
- Path to the merged Macro File
- Name the Shortcut
- Click 'Add'
- Open the Vendor Maintenance window (Cards-Purchasing-Vendor Maintenance)
- Click on the shortcut
- Your Macro will begin processing