



Tip of the Month – May 2003

Creating a Top 10 List

Have you ever needed a report that displayed a Top 10 List? Well now you will be able to write such a report in the current release of Microsoft Business Solutions Great Plains SmartList (FKA Explorer). Below you will find the 13 steps required to create a Top 10 Vendor Report.

1. Open the Vendor folder in Smart Lists.
2. Click on Columns from the Explorer toolbar.
3. Click on Add.
4. Highlight the Amount Billed YTD.
5. Click on OK.
6. Click on Search from the Explorer toolbar.
7. Enter 10 in the Maximum Number of records you want the system to pull up for you.
8. Click on Order By.
9. Highlight Amount Billed YTD.
10. Click on Insert.
11. Choose Descending in the drop down box where it says Ascending so the system will go through all the vendors and select the ones with the largest dollar amount.
12. Click on Ok.
13. Scroll over until you see Amount Billed YTD column and click on the Column Header twice so that the largest dollar amount is on the top (descending order).