



Tip of the Month – August 2003

Date Entry Shortcuts

Here's another great way to reduce keystrokes during data entry!

If the date you are entering into any date field in Great Plains is in the current user date year, all you need to do is enter the month and day (e.g. 0807) and the system will do the rest!

Even better, if the date you are entering into any date field is in the same month and year as the current user date, all you need to enter is the day (e.g. enter an 8 for the 8th day of August, 2003), and the system will do the rest!

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