



Tip of the Month – February 2004

Creating Macros in Great Plains

Did you know that you can create Macros in Great Plains? To do so, you will need to do the following:

- Click on Tools-Macro-Record
- Enter a name for the Macro
- Click save
- Enter the key strokes for the Macro
- Click on Tools-Macro-Stop
- Add the Macro to your 'Shortcut Bar' at which time you can enter a keyboard equivalent
- To run the Macro, click on the Shortcut or click the keyboard equivalent