



## Tip of the Month – June 2004

### Importing Account Descriptions with FRx

Did you know that FRx could automatically import account descriptions to your row format? This saves valuable time during report creation and can even cut down on potential spelling errors.

First go to File | New | Row.

Second, select Edit | Add Rows From Chart of Accounts

Third, select the natural account range you want to include in the report and press OK.

The Description column will automatically populate with the natural account descriptions as they appear in Great Plains.

Marcia Nita Doron  
Marketing Manager  
DataSys Corporation  
4 Mount Royal Avenue, Suite 250  
Marlborough, MA 01752  
508-303-9490 ext. 214  
[mdoron@DataSysCorp.com](mailto:mdoron@DataSysCorp.com)  
[www.DataSysCorp.com](http://www.DataSysCorp.com)

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