



## Tip of the Month – November 2004

### Programming a SmartList

You can program a SmartList to automatically "Go To" the desired window for faster queries or editing. SmartLists are great; they're even better when they are customized to meet your needs. After running a SmartList, double-click a line item in the list and another default screen opens automatically, depending on the series. The default screen that comes up can be changed.

Here's how to do it:

- Run the Account Summary SmartList
- Double-click on an account.
- The 'Account Maintenance' window opens, where you can then make changes to the account setting. But realistically, how often do you have to make changes to an account setting? Wouldn't you rather go straight into the account detail?
- To change the default setting, open the SmartList window.
- In the menu bar at the top, select SmartList | Options.
- The Options window appears.
- Change the Category dropdown menu to 'Account Summary.'
- Change the Default Go To dropdown menu to 'GL Account Detail Inquiry.'
- Optional: change the Maximum Record setting.
- Click Ok, and then close out of SmartList.
- Reopen SmartList, select Account Summary, and select a report.
- Double-click on one of the line items, and the Detail Inquiry window opens!

This tip is especially useful for setting the default Go To for Customers, Vendors, Bank Transactions and Fixed Assets.

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