



Microsoft Dynamics™ GP  
**SmartList Builder User's Guide**  
With Excel® Report Builder

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# Introduction

SmartList Builder is a Microsoft Dynamics™ GP add-on that allows you to create your own SmartLists and Microsoft® Excel® reports.

Before you put SmartList Builder to work for you, take a few moments to review the information presented here. Understanding the organization can provide you with the proper approach to the SmartList Builder documentation.

This introduction is divided into the following sections:

- What's in this manual
- Symbols and Conventions



## What's in this manual

The SmartList Builder manual is designed to give you an in-depth understanding of how to use SmartList Builder. The manual contains the following parts:

- [Part 1, Using SmartList Builder](#), describes how to create SmartLists using SmartList Builder.
- [Part 2, Using Excel Report Builder](#), describes how to create Excel Reports using Excel Report Builder.
- [Part 3, Utilities](#), describes importing and exporting from SmartList Builder and maintenance processes.
- [Part 4, Security](#), describes the security features of SmartList Builder.
- [Part 5, Advanced Go Tos](#), describes how to use Advanced Go Tos.

## Symbols and Conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	Description
	The light bulb indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.

Convention	Description
<b>Part 1, Using SmartList Builder</b>	Bold type indicates a part name.
Chapter 2, "Restrictions"	Quotation marks indicate a chapter name.
SLBUILD.EXE	Words in uppercase indicate a file name.
TAB or CTRL+M	Small capital letters indicate a key or key sequence.

# Part 1: Using SmartList Builder

This portion of the manual will describe how to create new SmartLists using SmartList Builder.

The information is divided into the following chapters:

- [Chapter 1, “SmartLists”](#), describes how to create and maintain SmartLists.
- [Chapter 2, “Field Options”](#), describes the display options that can be set for a SmartList field.
- [Chapter 3, “Go Tos”](#), describes how to create links from your SmartLists back into Microsoft Dynamics GP.
- [Chapter 4, “Restrictions”](#), describes how to place fixed restrictions on a SmartList.
- [Chapter 5, “Calculated Fields”](#), describes how to add calculated fields to a SmartList.
- [Chapter 6, “SmartList Options”](#), describes how to create SmartLists to display summarized data from Microsoft Dynamics GP.

# Chapter 1: SmartLists

This chapter describes how to create, update and remove SmartLists.

This information is divided into the following sections:

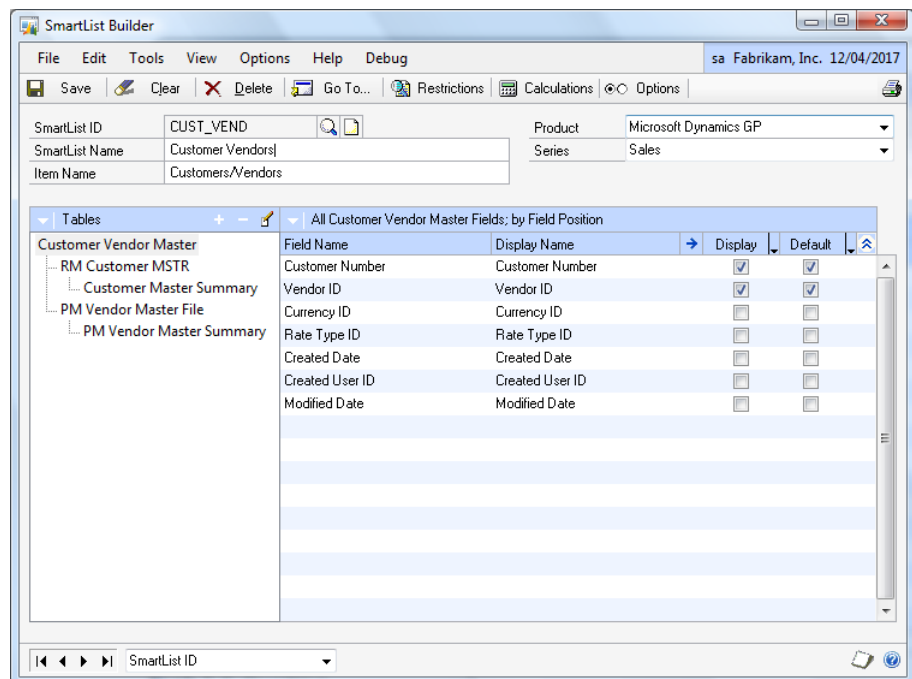
- [Adding SmartLists](#)
- [Tables](#)
- [Fields](#)
- [Additional Tables](#)
- [Matched Tables](#)
- [Modifying and Removing Tables](#)
- [Modifying SmartLists](#)
- [Removing SmartLists](#)

## Adding SmartLists

Use the SmartList Builder window to create new SmartLists.

### To add a SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> SmartList Builder)



2. Enter the SmartList ID.

3. Enter the name of the SmartList. This is the name that will be displayed in the left hand pane of the SmartLists window and at the top of the SmartList data area when the SmartList has been selected

4. Enter the Item Name. This is the description that will be displayed in the count area of the SmartList window.
5. Select the Product that the SmartList will be grouped under. If Microsoft Dynamics GP is selected as the product, select the Series that the SmartList will be grouped under.
6. Select tables and fields for the SmartList.
7. Click Save.
8. Open the SmartList window.
9. Select Yes to create the new SmartList.



*You will receive the error message “You do not have security access to update SmartList” if you have not granted access to update SmartList in SmartList Builder Security. Users will not have access to the new SmartList until security has been granted to it. See [Part 4, “Security”](#), for more details on setting security options.*

## Tables

All SmartList objects are composed of at least one table. The main table is the first table selected for the SmartList. All additional tables are linked to this table, either directly or indirectly through another table.

There are three types of table that can be added to a SmartList, Data Connections, Microsoft Dynamics GP tables and Microsoft SQL Server<sup>®</sup> tables.

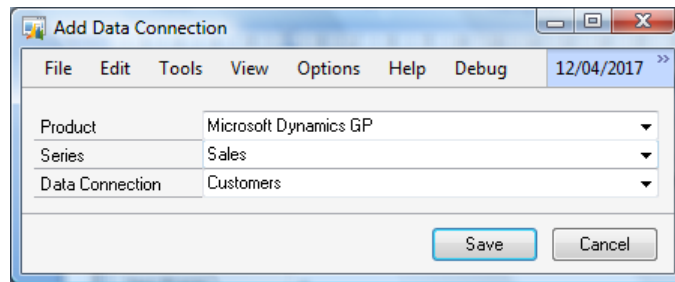
Data Connections are pre-defined views for the most common fields and tables used in Dynamics GP.

Microsoft Dynamics GP tables are defined in a Microsoft Dynamics GP dictionary. This includes third party dictionaries as well as the main Microsoft Dynamics GP application dictionary. When you select a Microsoft Dynamics GP table, the metadata contained in the dictionary can be accessed. Information such as the display names of the table and fields and list items for list fields are automatically defaulted.

A SQL Server table is any table or view that is contained in your Microsoft Dynamics GP SQL Server database or any SQL Server database that is linked to your Microsoft Dynamics GP database. This feature should be used to access tables that are not contained in a Microsoft Dynamics GP table. You can also use SQL Server views to create complex joins and queries that you cannot create with SmartList Builder. Since there is no metadata for SQL Server tables, display names and list items are not defaulted.

## To add a Data Connection as the main table:

1. Select 'Data Connection' from the Add button above the Tables list to open the Add Data Connection window.

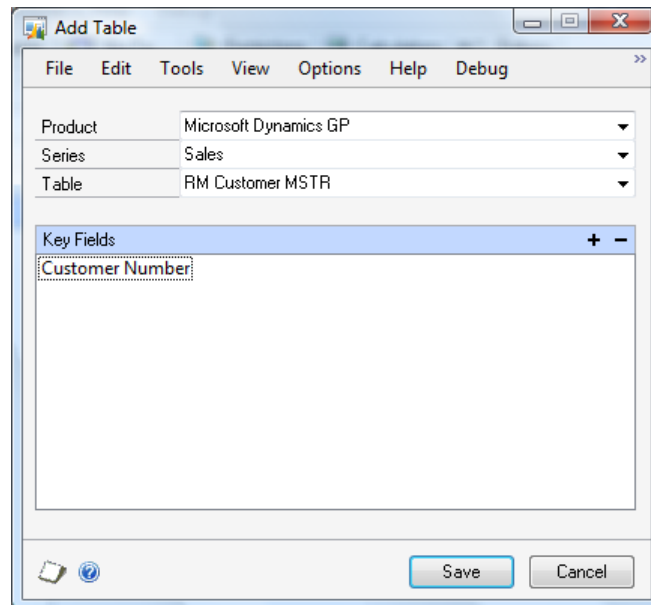


2. Select the Product, Series and Data Connection.

3. Click Save. It will take a few seconds while the fields for the data connection are initialized with the default settings.

## To add a Microsoft Dynamics GP table as the main table:

1. Select 'Microsoft Dynamics GP Table' from the Add button above the Tables list to open the Add Table window.



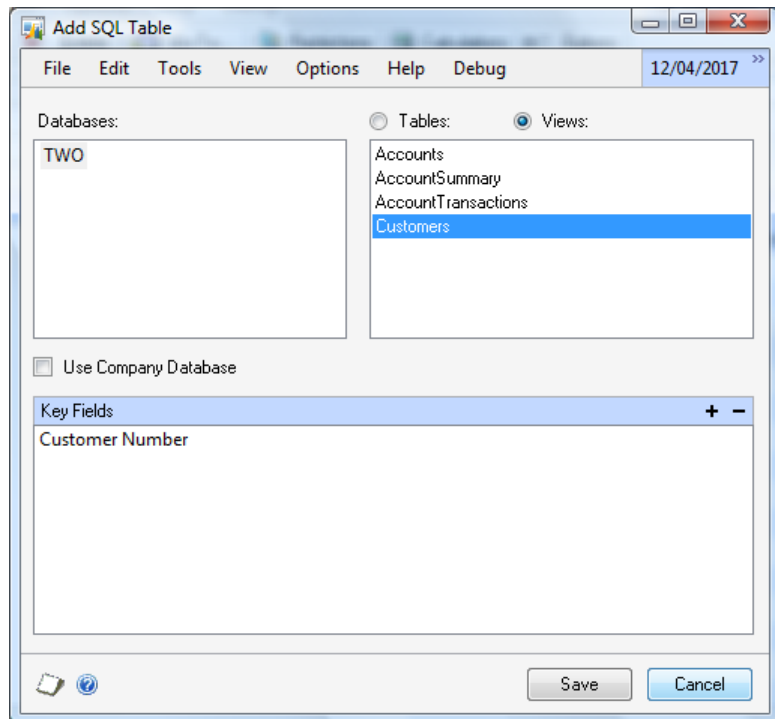
2. Select the Product, Series and Table.

3. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.

4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

## To add a SQL Server table as the main table:

1. Select 'SQL Server Table' from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.

3. If the table or view that you have selected is contained in more than one Microsoft Dynamics GP company database, you can mark the 'Use Company Database' checkbox. When this checkbox is marked, SmartList Builder will use the table from the Microsoft Dynamics GP database that the user is currently logged in to. If this checkbox is unmarked, SmartList Builder will always use the selected database.

4. Select Key fields for the table. There will only be one record displayed in the SmartList for each key field.

5. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.



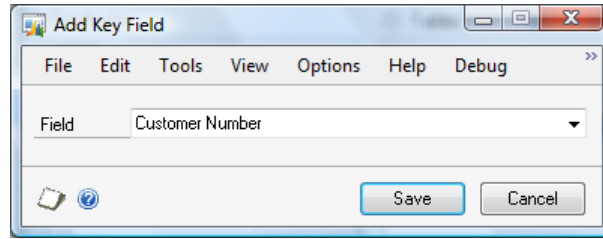
*You can only add SQL tables if you have granted access for those tables to be used in SmartList Builder. See [Part 4, "Security"](#) for more details.*

## Key Fields

Key Fields are used by SmartList Builder to determine the current record selected when opening Go Tos.

## To add a key field:

1. Click on Add button above the Key Fields list.



2. Select the Key field from the Field list.
3. Click Save.



*You must select at least one key field for the main table.*

## To remove a key field:

1. Select the field that you want to remove from the Key Fields list.
2. Click the Remove button above the Key Fields list.

## Fields

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is available in SmartList, whether it is displayed in the default SmartList and change the display name of the field.

To set field options:

1. Select the field that you want to set options for from the Fields scrolling window.
2. Enter the display name of the field. This is the field name that will be displayed in the SmartList.
3. If you want the field to appear in the SmartList, mark the Display checkbox.
4. If you want the field to appear in the default SmartList, mark the Default checkbox. You can only mark this checkbox if the Display checkbox is also marked.



*You must select at least one field to be displayed and at least one field to be displayed by default.*

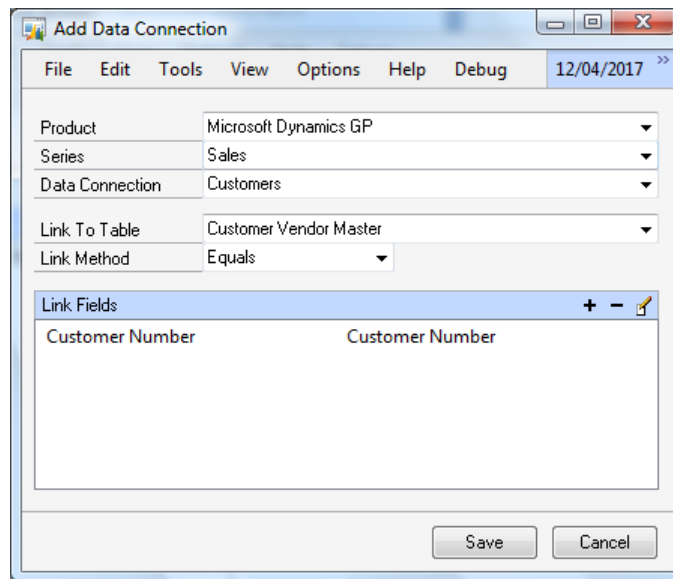
5. To set other options specific to the field type, click the expansion button above the Fields scrolling window. See [Chapter 2, “Field Options”](#) for more details.

## Additional Tables

You can add more than one table to a SmartList by selecting an additional table and linking it to another table in the SmartList.

### To add an additional Data Connection:

1. Select 'Data Connection' from the Add button above the Tables list to open the Add Data Connection window.



2. Select the Product, Series and Data Connection.

3. Select the table that you want to link to.

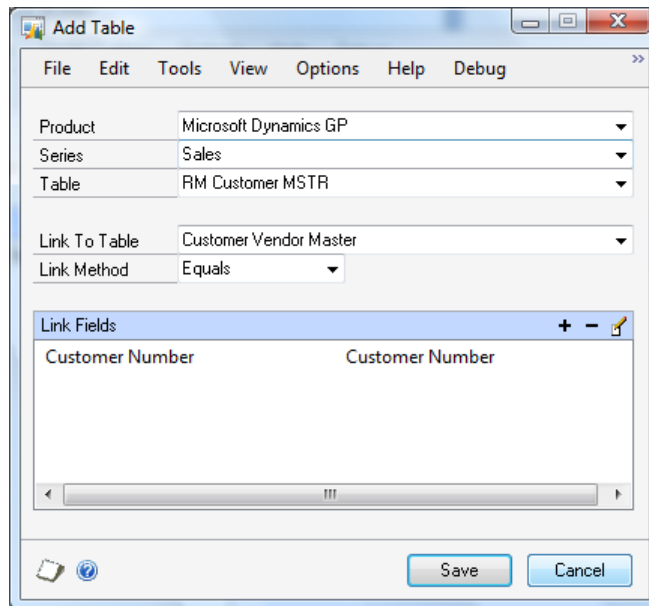
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.

5. Select fields to link the tables with.

6. Click Save. It will take a few seconds while the fields for the data connection are initialized with default settings.

## To add an additional Microsoft Dynamics GP table:

1. Select 'Microsoft Dynamics GP Table' from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.

3. Select the table that you want to link to.

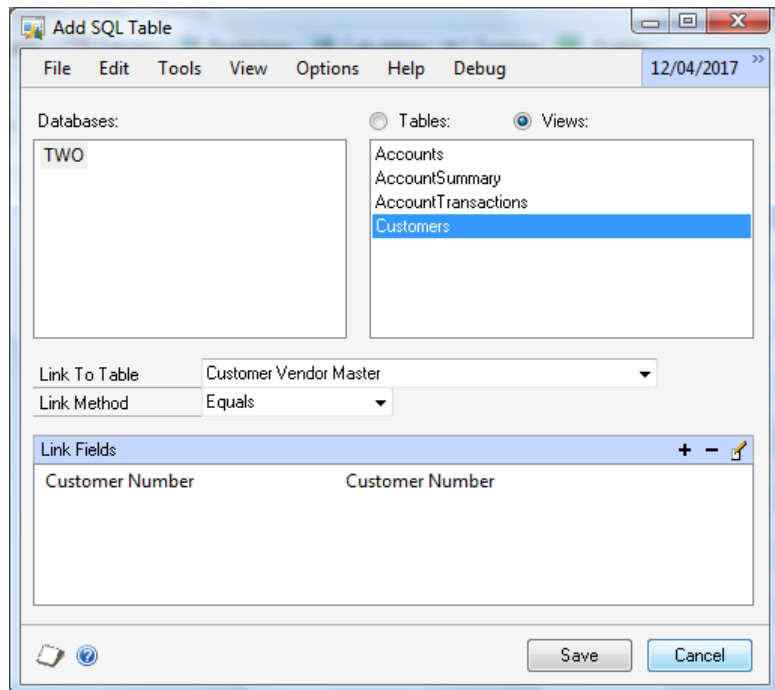
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.

5. Select fields to link the tables with.

6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

## To add an additional SQL Server table:

1. Select 'SQL Server Table' from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.

3. Select the table that you want to link to.

4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.

5. Select fields to link the tables with.

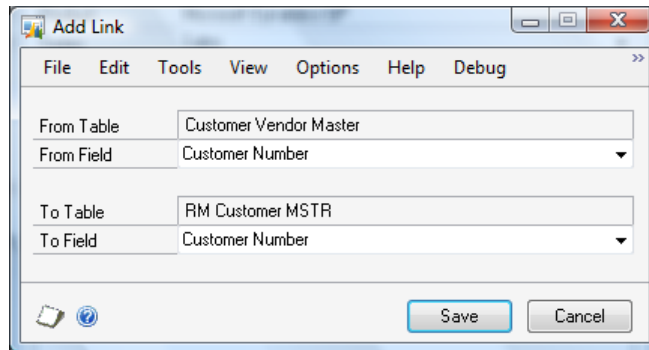
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.



*You can add a maximum of 30 additional tables.*

### To add a link:

1. Click the Add symbol above the Link Fields list to open the Add Link window.



2. Select the field to link from.
3. Select the field to link to.
4. Click Save.



*You can add more than one link for each additional table.*

### To modify an existing link:

1. Select the link that you want to modify from the Link Fields list.
2. Click the Edit button above the Link Fields list.
3. Enter new information for the window
4. Click Save.

### To remove an existing link:

1. Select the link that you want to remove from the Link Fields list.
2. Click the Remove button above the Link Fields list.

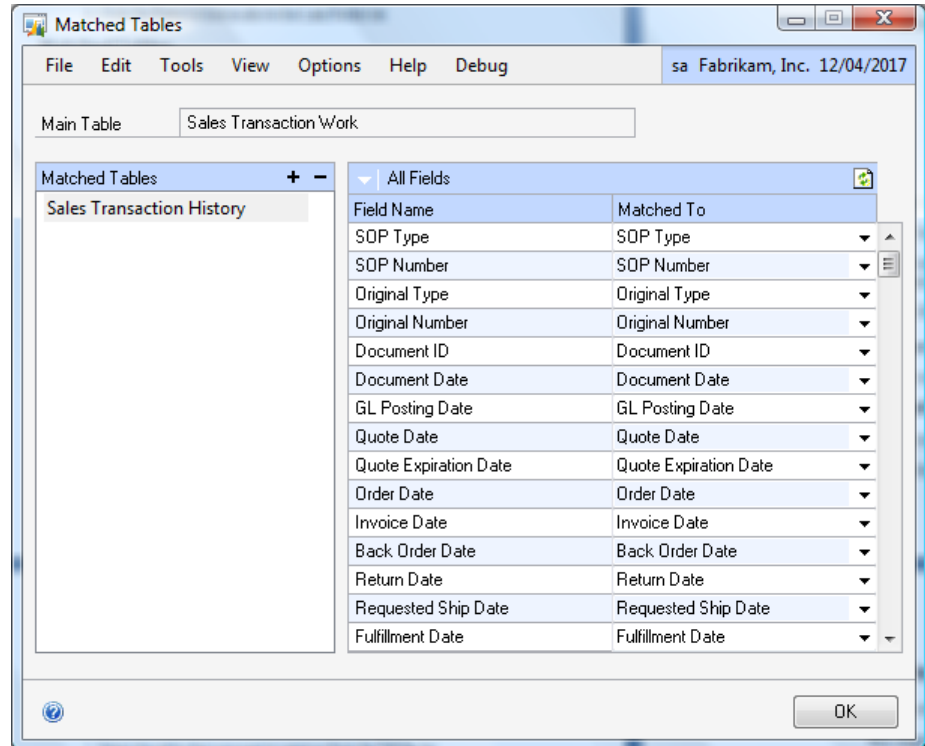
## Matched Tables

Matched tables are used to combine work, open and history data. This feature can only be used with Microsoft Dynamics GP tables. It cannot be used with Data Connections or SQL Server tables.

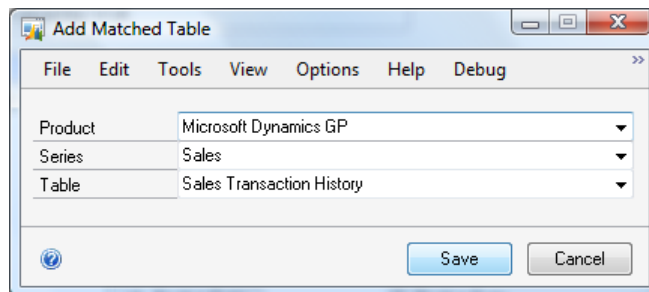
### To add a matched table:

1. Open the table that you want to match from the Tables list.
2. Click Edit.

3. Click Matched Tables. This button is only available after the table has been saved. It is not available while you are adding a new table.



4. Click the Add button above the Matched Tables list.



5. Select the product, series and table to match to the original table.

6. Click Save.

7. Match any unmatched fields. If fields are not matched, you will not be able to use those fields in your SmartList.

8. Click OK.

## Modifying and Removing Tables

You can use the SmartList Builder window to update and remove tables from the SmartList.

### To modify a table:

1. Select the table that you want to modify from the Tables list.
2. Click the Edit button above the Tables list.
3. Enter the new information for the table.
4. Click Save.

### To remove a table:

1. Select the table that you want to remove from the Tables list.
2. Click the Remove button above the Tables list.



*You cannot remove tables that have been linked to other tables.*

## Modifying SmartLists

You can use the SmartList Builder window to modify an existing SmartList. You can only modify SmartLists that have been created with SmartList Builder.

### To modify an existing SmartList:

1. Open the SmartList Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the SmartList ID of the SmartList that you want to modify.
3. Enter the new information for the SmartList.
4. Click Save.
5. Open the SmartLists window.
6. Click Yes to update the SmartList.

## Removing SmartLists

You can use the SmartList Builder window to remove a SmartList. You can only remove SmartLists that have been previously created with SmartList Builder.

### **To remove an existing SmartList:**

1. Open the SmartList Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> SmartList Builder).
2. Enter the SmartList ID of the SmartList that you want to remove.
3. Click Delete.
4. Open the SmartLists window.
5. Click Yes to remove the SmartList.

## Chapter 2: Field Options

You can set field options for string, currency, integer, long integer, date, and list fields.

This chapter is divided into the following sections:

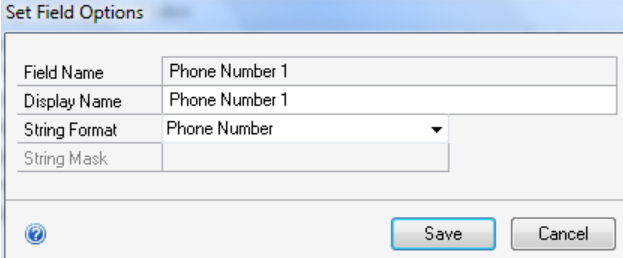
- [String Field Options](#)
- [Numeric Field Options](#)
- [Date Field Options](#)
- [List Field Options](#)

### String Field Options

By default, all string fields in a SmartList have no formatting. You can select the format of the string to control how it will be displayed in SmartList.

#### To set string field options:

1. Select a string field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



Field Name	Phone Number 1
Display Name	Phone Number 1
String Format	Phone Number
String Mask	

3. Select the string format. This format defines how the string will be displayed in the SmartList.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

### Numeric Field Options

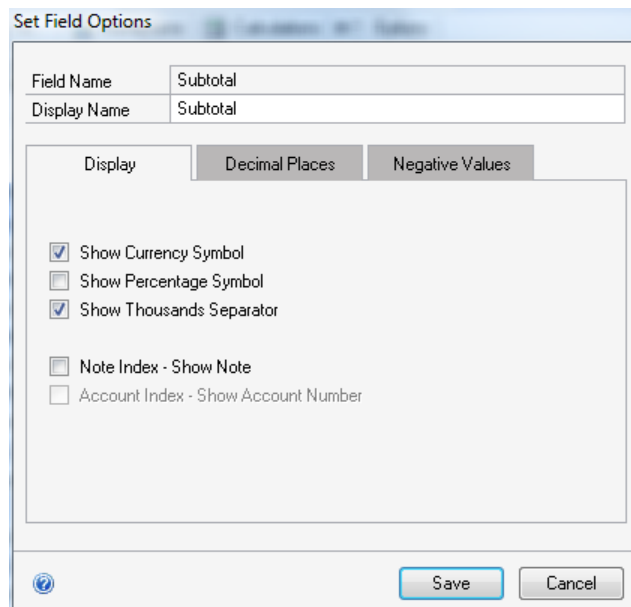
There are a number of display options for numeric fields:

- Display currency symbol – if marked, the currency symbol specified in the operating system settings is displayed
- Display percentage symbol – if marked, a percentage symbol (%) is added to the end of the number

- Display thousands separator – if marked, the field will show thousands separators in the number
- Display as account – if marked, the corresponding account number will be displayed instead of the numeric representation
- Display as note – if marked, the corresponding note will be displayed instead of the numeric representation
- Number of decimal places – the number of decimal places for a number can be a constant value or based on the value of a field in the SmartList
- When the number should be treated as negative

### To display a currency symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.



2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a currency, mark the ‘Show Currency Symbol’ checkbox.
4. Click Save.

### To display a percentage symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a percentage, mark the ‘Show Percentage Symbol’ checkbox.
4. Click Save.

### **To display thousands separators:**

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display thousands separators, mark the 'Show Thousands Separator' checkbox.
4. Click Save.

### **To display an account number:**

1. Select an integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the associated account number instead of the numeric representation of the account, mark the 'Account Index – Show Account Number' checkbox. When you mark the 'Account Index – Show Account Number' checkbox, all other options are disabled.



*Only integer and long integer fields can be displayed as account numbers. Currency fields cannot be displayed as an account number.*

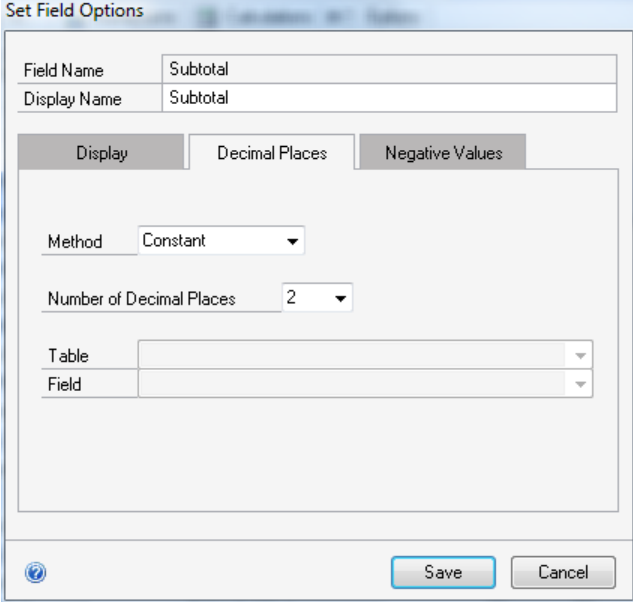
4. Click Save.

### **To display a note:**

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the associated note instead of the numeric representation of the note, mark the 'Note Index – Show Note' checkbox. When you mark the 'Note Index – Show Note' checkbox, all other options are disabled.
4. Click Save.

## To select the number of decimal places:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



The screenshot shows a dialog box titled "Set Field Options". At the top, there are two text input fields: "Field Name" and "Display Name", both containing the text "Subtotal". Below these are three tabs: "Display", "Decimal Places", and "Negative Values". The "Decimal Places" tab is currently selected. Under this tab, there is a "Method" dropdown menu set to "Constant", and a "Number of Decimal Places" dropdown menu set to "2". Below these are two more dropdown menus labeled "Table" and "Field", both of which are currently empty. At the bottom of the dialog box, there are three buttons: a help icon (a question mark in a circle), a "Save" button, and a "Cancel" button.

3. Click the Decimal Places tab.
4. Select the method to determine the number of decimal places, Constant or Base on field.
5. If you have selected Constant as the decimal places method, select the number of decimal places.
6. If you have selected Base on field as the method, select the table and field to base the number of decimal places on.



*When you select the number of decimal places for an integer or long integer field, the number is divided by the power of ten to get the required number of decimal places. For example, the integer 100 will be displayed as 1.00 if the number of decimal places specified is 2.*

7. Click Save.

## To specify when numeric fields are treated as negative:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.

The screenshot shows the 'Set Field Options' dialog box with the following details:

- Field Name: Subtotal
- Display Name: Subtotal
- Tab: Negative Values
- Display as negative based on field:
- Table: Sales Transaction Work
- Field: SOP Type
- Negative Values section:
  - Quote:
  - Order:
  - Invoice:
  - Return:
  - Back Order:
- Buttons: Save, Cancel

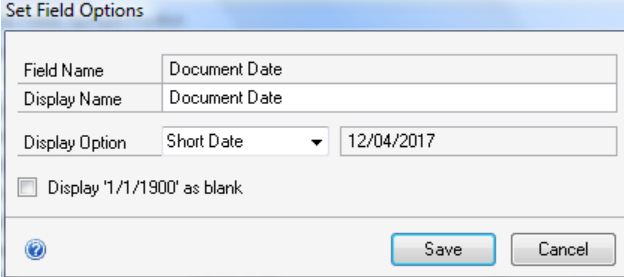
3. Click the Negative Values tab.
4. Mark the 'Display as negative based on field' checkbox. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and checkbox fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

## Date Field Options

By default, dates are displayed in a short date format. You can use the Date Options window to change the display method of date fields. You can also choose to hide empty dates. In Microsoft Dynamics GP, empty dates are saved as 1/1/1900.

## To set date field options:

1. Select a date field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



The screenshot shows the 'Set Field Options' dialog box. It contains the following fields and options:

- Field Name: Document Date
- Display Name: Document Date
- Display Option: Short Date (selected), with a preview of 12/04/2017.
- Display '1/1/1900' as blank:
- Buttons: Save, Cancel

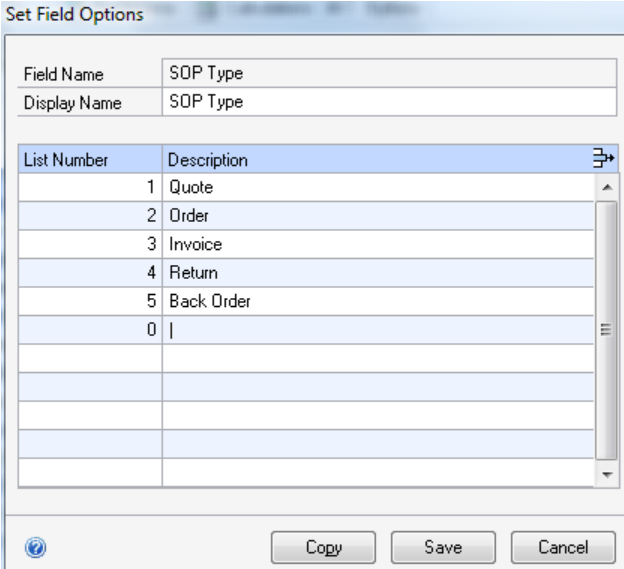
3. Select the date display option. You can choose from Short Date, Long Date, Day, Month, Year, Month Year or Day of Week. A preview of the selected option will be displayed.
4. If you want to hide empty dates, mark the 'Display 1/1/1900 as blank' checkbox.
5. Click Save.

## List Field Options

The list items for a list field will usually be defaulted when the table is added to the SmartList. If the list items are not defaulted or you want to make changes to the list items, you can specify the list items in the List Options window.

## To set list field options:

1. Select a list field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



The screenshot shows the 'Set Field Options' dialog box for a list field. It contains the following fields and options:

- Field Name: SOP Type
- Display Name: SOP Type
- List Items Table:

List Number	Description
1	Quote
2	Order
3	Invoice
4	Return
5	Back Order
0	

- Buttons: Copy, Save, Cancel

3. Enter the list numbers and descriptions for each of the items in the list.
4. Click Save.

### To remove list items:

1. Select the list item that you want to remove.
2. Click the Delete Row button above the List Items scrolling window.

If you have previously entered a set of list items, you can save time re-entering this list by copying it to another list.

### To copy list items:

1. Click the Copy button at the bottom of the Set List Field Options window to open the Copy List window.

Copy List

Field Name: SOP Type

Similar Fields				List Items
List Type	List Name	Table	Field	
SmartList	Sales Transacti...	Sales Transacti...	SOP Type	1 - Quote
SmartList	Sales Transacti...	Sales Transacti...	SOP Type	2 - Order
				3 - Invoice
				4 - Return
				5 - Back Order

Select Cancel

2. If there are list fields that have the same name as the current list field, only these list fields will be displayed. Otherwise, all list fields from all lists will be listed.
3. Select a field from the List Fields list. The list items for the selected list will be displayed.
4. Click Select to copy the list items.



*When you copy list items to a list, all existing list items for the list will be overwritten.*

# Chapter 3: Go Tos

A Go To is a link from a SmartList to a Microsoft Dynamics GP window. You can access a SmartList Go To by selecting a record in the SmartList and clicking on a Go To option in the Go To button. The default Go To can be quickly accessed by double-clicking on the SmartList record.

There are five types of Go Tos that can be created, Open Form, Open SmartList, Open Website, Open File and Execute Procedure.

This chapter is divided in the following sections:

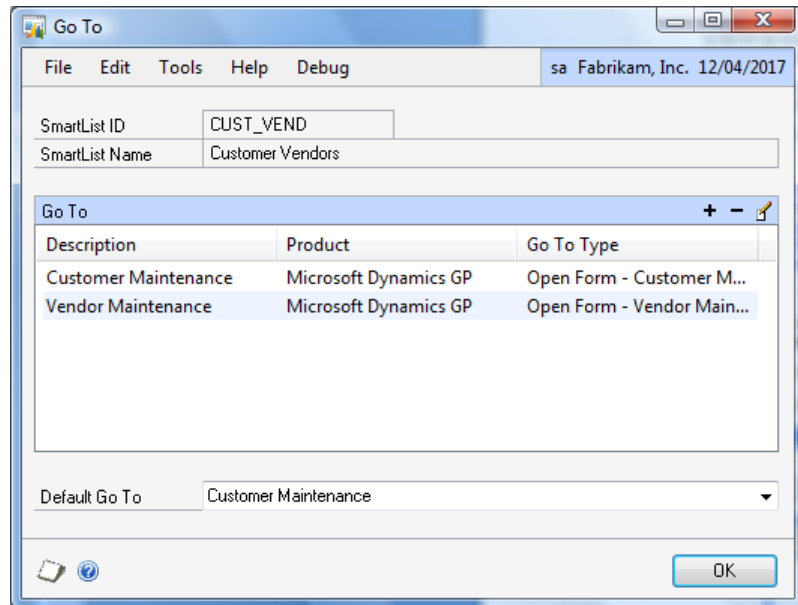
- [Go Tos](#)
- [Open Form Go Tos](#)
- [Open SmartList GoTos](#)
- [Open Website Go Tos](#)
- [Open File Go Tos](#)
- [Execute Procedure Go Tos](#)

## Go Tos

Use the Go To window to add, modify and remove SmartList Go To options. You can also select the default Go To option.

### To add a Go To:

1. Click Go Tos to open the Go Tos window.



2. Click the Add button above the Go Tos list to open the Add Go To window.
3. Enter details for the Go To.

4. Click Save.

### **To modify an existing Go To:**

1. Select the Go To that you want to modify from the Go Tos list.
2. Click the Edit button above the Go Tos list.
3. Enter the new information for the Go To.
4. Click Save.

### **To remove an existing Go To:**

1. Select the Go To that you want to remove from the Go Tos list.
2. Click the Remove button above the Go Tos list.

### **To set the default Go To:**

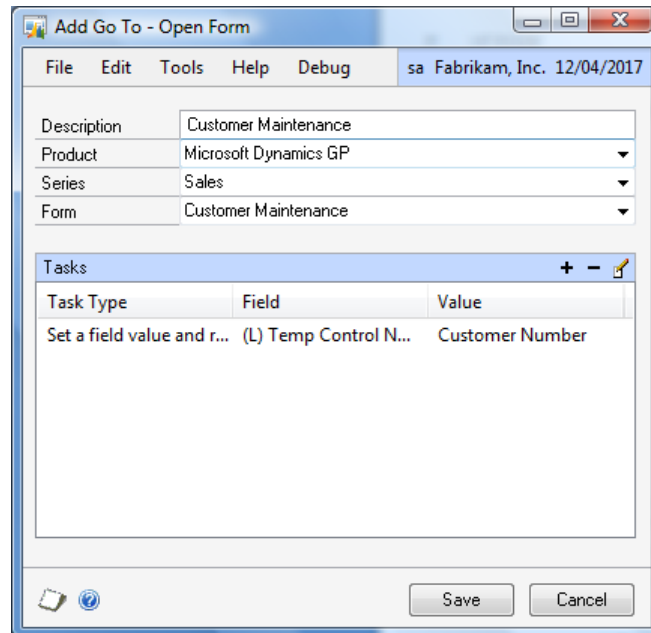
1. Click Go Tos.
2. Select the default Go To.
3. Click OK.

## **Open Form Go Tos**

You can use Open Form Go Tos to easily create a Go To open a form and set the value of a few fields.

## To add an Open Form Go To:

1. Click Go Tos to open the Go Tos window.



2. Click the Add button above the Go Tos list and select Open Form to open the Add Go To – Open Form window.

3. Enter the description of the Go To.

4. Select the Product, Series and Form to open for the Go To.

5. Add Tasks for the Go To.

6. Click Save.

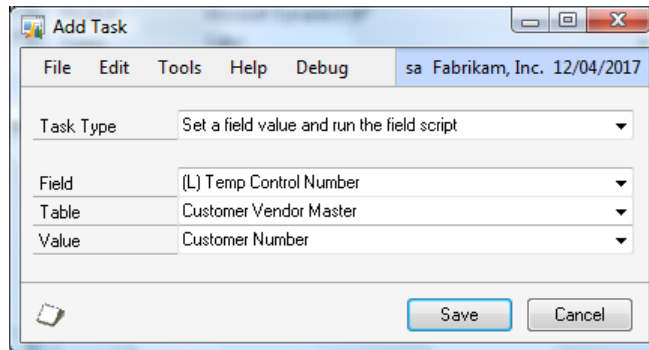
## Tasks

Tasks are things that happen after the selected form has been opened. There are 6 task types that can be used:

- Set the value of a field – sets the value of a field on the form to a value in the SmartList
- Run a field script – runs any scripts that would normally run when changing a value on a field or clicking on a button
- Set a field value and run the field script
- Move the focus to a field – moves the cursor to a field
- Run a macro – runs a Microsoft Dynamics GP macro
- Wait for a few seconds – pauses for a specified number of seconds

## To add a task:

1. Click the Add button above the Tasks list.



2. Select the type of task.
3. Enter the details for the task.
4. Click Save.



*If you are using macro tasks, it is recommended that you only use one macro in each Go To to avoid conflicts. The macro should be the last task to be run.*

## To modify an existing task:

1. Select the task that you want to modify from the Tasks list.
2. Click the Edit button above the Tasks list.
3. Enter new information for the task
4. Click Save.

## To remove an existing task:

1. Select the task that you want to remove from the Tasks list.
2. Click the Remove button above the Tasks list.

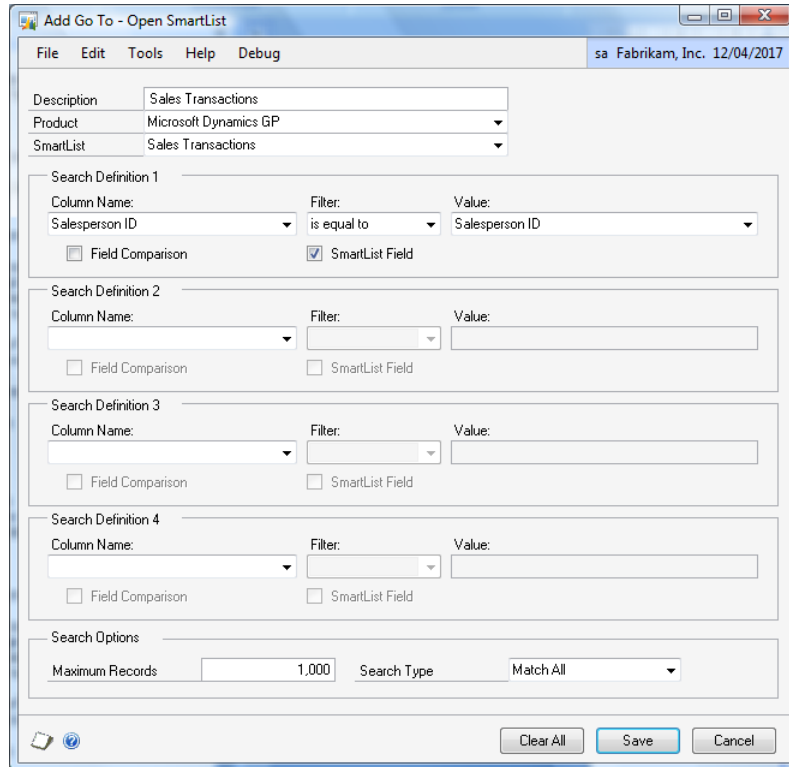
## Open SmartList Go Tos

This Go To type opens another SmartList. You can pass parameters from the original SmartList to the new SmartList as well as passing fixed parameters.

## To add an Open SmartList Go To:

1. Click Go Tos to open the Go Tos window.

2. Click the Add button above the Go Tos list and select Open SmartList to open the Add Go To – Open SmartList window.



3. Enter the description of the Go To.
4. Select the product of the SmartList that you want to open. If the SmartList that you want to open is a SmartList that you have previously created using SmartList Builder, the product will be SmartList Builder.
5. Select the SmartList that you want to open.
6. Select up to 4 search criteria. In the first drop down list, select a field for the criteria. Select a restriction type and enter a comparison value in the last field. To compare one field to another, mark the Field Comparison checkbox and select the comparison field. To pass a field from the original SmartList to the new SmartList, mark the SmartList Field checkbox and select the original SmartList field.
7. Enter the maximum number of records you want to return.
8. Select the Search Type. If you want each element of the definition to match before displaying a record, select 'Match All'. If you want to see a record displayed as long as it matches at least one of your search criteria, select 'Match 1 or More'.
9. Click Save.

## Open Website Go Tos

This Go To type opens a website and passes parameters from the SmartList to the website.

### To add an Open Website Go To:

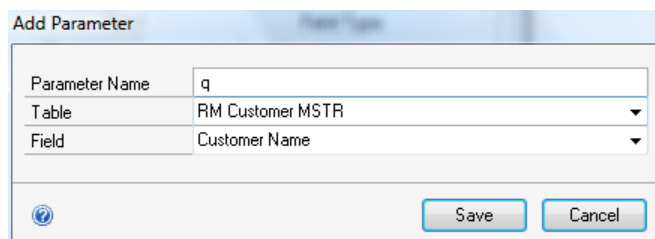
1. Click Go Tos to open the Go Tos window.
2. Click the Add button above the Go Tos list and select Open Website to open the Add Go To – Open Website window.
3. Enter the description of the Go To.
4. Enter the URL of the website that you want to open.
5. Enter parameters to pass from the SmartList to the website.
6. Click Save.

### Parameters

Adding parameters changes the URL string that is sent to your Web browser. For example, to open Windows Live™ Search and search for a string from the SmartList, the website URL entered is `http://seach.live.com/results.aspx` and a parameter `q` is created. The URL string sent to the Web browser is `http://seach.live.com/results.aspx?q=SmartList_String`, where `SmartList_String` is the string currently selected in the SmartList.

### To add a parameter:

1. Click the Add button above the Parameters list.



Add Parameter	
Parameter Name	q
Table	RM Customer MSTR
Field	Customer Name

Help icon (question mark in a circle) Save Cancel

2. Enter the name of the parameter.
3. Select the field from the SmartList that you want to pass to the website.
4. Click Save.

### To modify an existing parameter:

1. Select the parameter that you want to modify from the Parameters list
2. Click the Edit button above the Parameters list.

3. Enter the new information for the parameter.
4. Click Save.

### To remove a parameter:

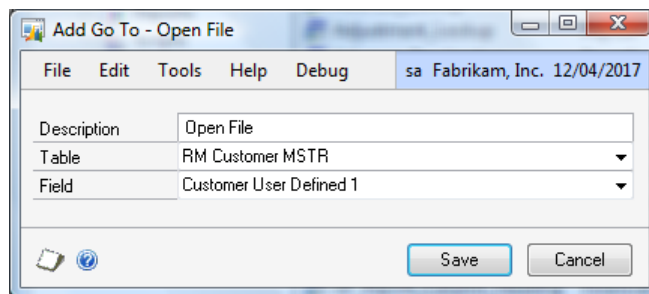
1. Select the parameter that you want to remove from the Parameters list.
2. Click the Remove button above the Parameters list.

## Open File Go Tos

This Go To type opens a file where the filename is contained in a SmartList field. Based on the file's extension, Microsoft Windows® will start the appropriate application.

### To add an Open File Go To:

1. Click Go Tos to open the Go Tos window.
2. Click the Add button above the Go Tos list and select Open File to open the Add Go To – Open File window.



3. Select the table and field that contain the file to be opened by the Go To.
4. Click Save.

## Execute Procedure Go Tos

This Go To type executes a procedure in a dictionary passing parameters from the SmartList to the procedure. This Go To type has been created for third party developers to execute complex procedures from a SmartList.

### To add an Execute Procedure Go To:

1. Click Go Tos to open the Go Tos window.
2. Click the Add button above the Go Tos list and select Execute Procedure to open the Add Go To – Execute Procedure window.
3. Enter the name for the Go To.
4. Select the product that the procedure is in.

5. Enter the name of the procedure.
6. Select parameters for the procedure. The parameter list must be in the same order as the procedure.
7. Click Save.

# Chapter 4: Restrictions

Restrictions can be added to a SmartList to restrict the information that can be shown in the SmartList. This is like adding a restriction in the SmartList window. You can add an unlimited number of restrictions.

This chapter is divided into the following sections:

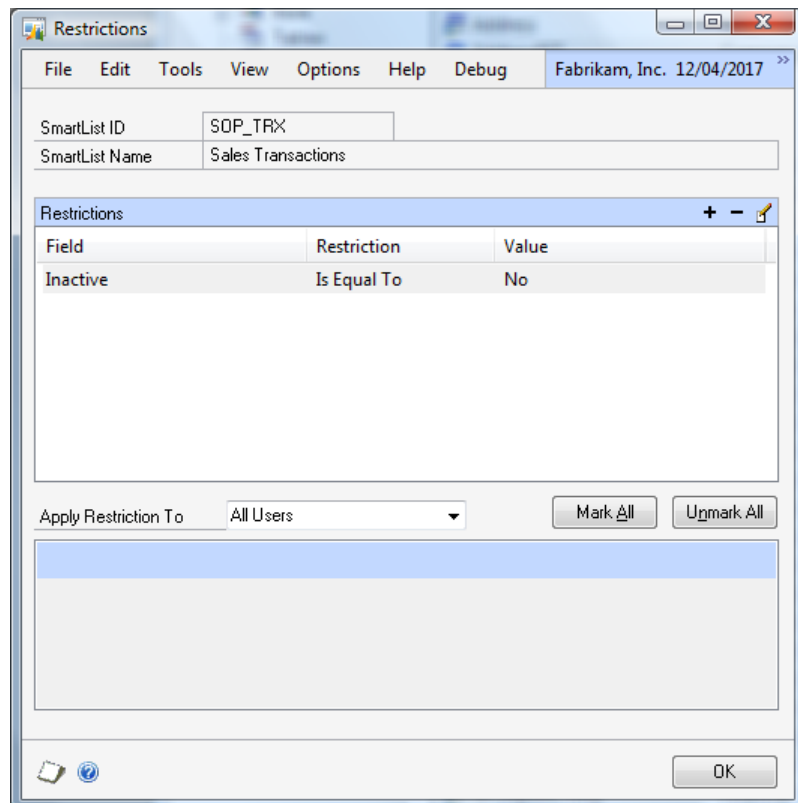
- [Adding Restrictions](#)
- [User Restrictions](#)
- [Restriction Types](#)
- [Date Restrictions](#)

## Adding Restrictions

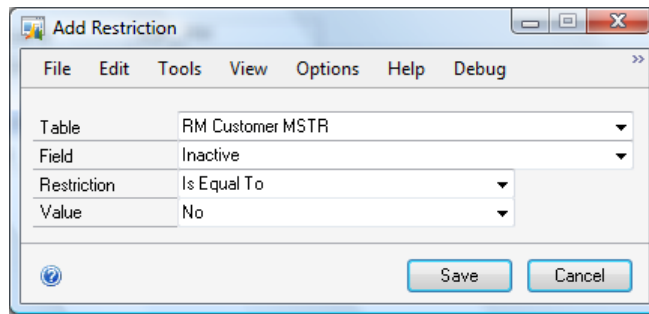
Use the Restrictions window to add fixed restrictions to a SmartList

### To add a restriction:

1. Click Restrictions to open the Restrictions window.



2. Click the Add button above the Restrictions list to open the Add Restriction window.



3. Select the table and field that you want to set a restriction on.
4. Select the restriction method.
5. Enter the value for the restriction.
6. Click Save.

### **To modify an existing restriction:**

1. Select the restriction that you want to modify from the Restrictions list.
2. Click the Edit button above the Restrictions list.
3. Enter the new information for the restriction.
4. Click Save.

### **To remove an existing restriction:**

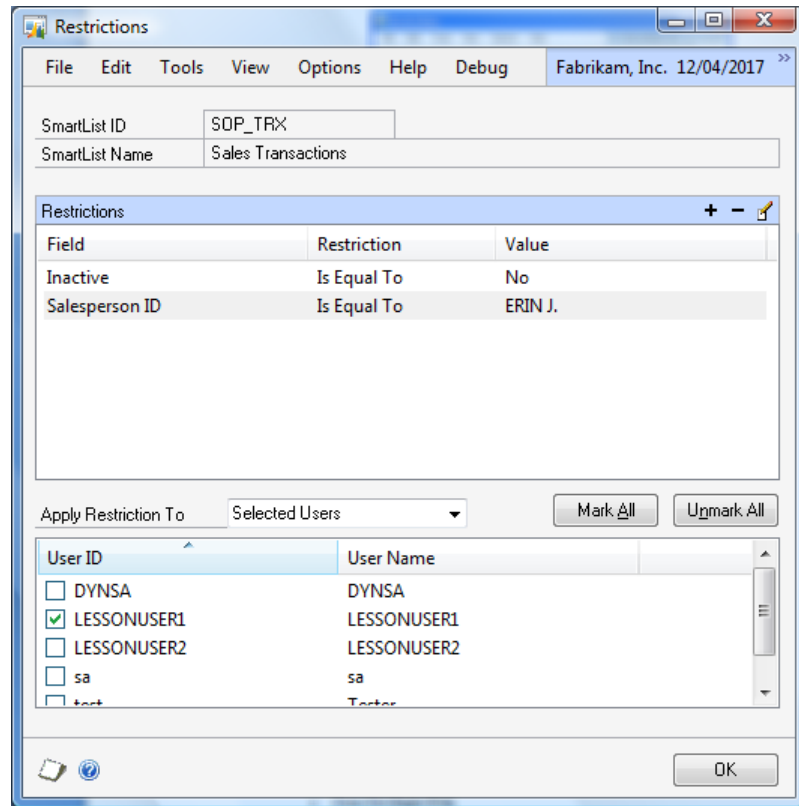
1. Select the restriction that you want to remove from the Restrictions list.
2. Click the Remove button above the restrictions list.

## **User Restrictions**

Restrictions can be applied to a single user or group of users. This allows greater security over the data that can be viewed by users of the system.

### To apply a restriction to a single user:

1. Select the restriction that you would like to apply to a single user.
2. Change the Apply Restriction To option to Selected Users.



3. Mark the users that you want the restriction to apply to.

### To apply a restriction to a user class:

1. Select the restriction that you would like to apply to a user class.
2. Change the Apply Restriction To option to Selected User Classes.
3. Mark the user classes that you want the restriction to apply to.

## Restriction Types

There are 14 types of restriction that can be placed on a SmartList:

- Equals
- Contains
- Begins With
- Is Between
- Is Greater Than
- Is Less Than
- Is Greater Than or Equal To
- Is Less Than or Equal To
- Is Not Equal To
- Does Not Contain
- Does Not Begin With
- Is Not Between
- Is Equal To One of List
- Is Not Equal To One of List

## Date Restrictions

When creating a restriction based on a date, you must select an option to specify how to get the date. There are 8 date restriction options that can be selected from:

- Enter Date – the restriction date is the date entered
- Current Date – the restriction date is the User Date at the time of running the SmartList
- Start of Week – the restriction date is the first day of the current week at the time of running the SmartList
- End of Week – the restriction date is the last day of the current week at the time of running the SmartList
- Start of Month – the restriction date is the first day of the month at the time of running the SmartList
- End of Month – the restriction date is the last day of the month at the time of running the SmartList
- Start of Year – the restriction date is the first day of the year at the time of running the SmartList
- End of Year – the restriction date is the last day of the year at the time of running the SmartList

# Chapter 5: Calculated Fields

Calculated Fields can be added to the SmartList to expand the fields that can be displayed in the SmartList.

This chapter is divided into the following sections:

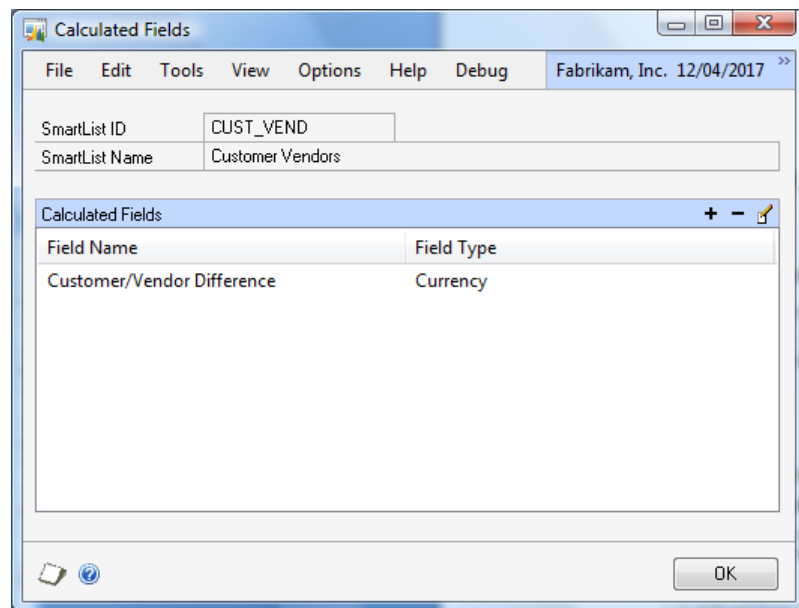
- [Calculated Fields](#)
- [Functions](#)

## Calculated Fields

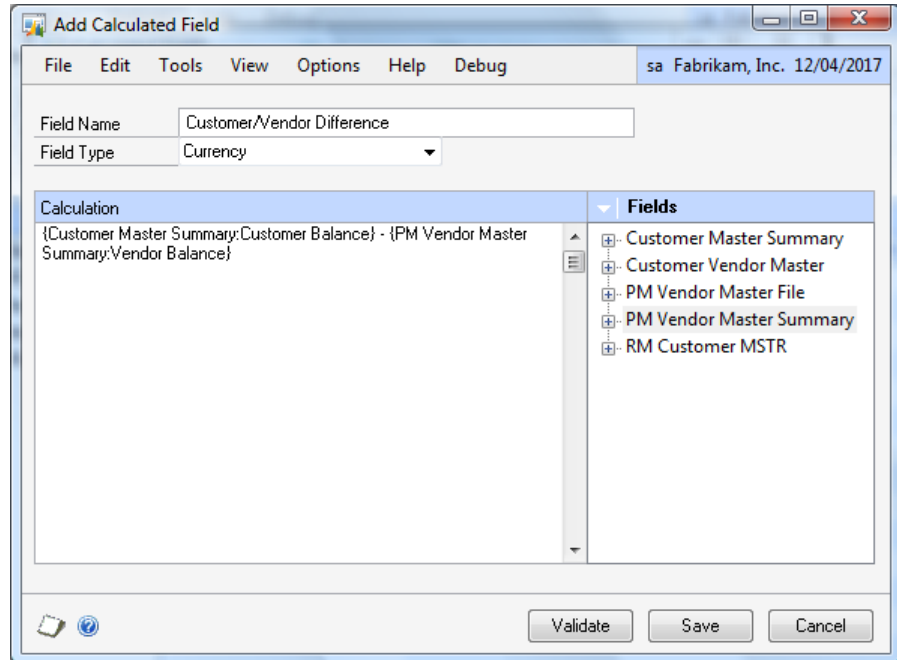
Use the calculated fields window to create new calculated fields.

### To add a calculated field:

1. Click Calculations to open the Calculated Fields window. This window displays a list of all calculated fields created for the SmartList.



2. Click the Add button above the Calculated Fields list to open the Add Calculated Field window.



3. Enter the field name of the calculated field. This is the name of the field that will be displayed in SmartList.

4. Select the field type.

5. Enter the script for the calculation. Add fields to the SmartList by double-clicking on a field from the Fields list. Add functions to the SmartList by double-clicking on a function from the Functions list. The Functions list is displayed by selecting Functions from the View button above the Fields list.

6. Click Save.

### **Validation**

Calculated fields can be validated before they are added to a SmartList. If an invalid calculated field is included in a SmartList, the SmartList will not be displayed.

#### **To validate a calculated field:**

1. Open the calculated field in the Add Calculated Field window.

2. Click Validate.

### **To modify an existing calculated field:**

1. Select the calculated field you want to modify from the Calculated Fields list.
2. Click the Edit button above the Calculated Fields list.
3. Enter new information for the Calculated Field.
4. Click Save.

### **To remove an existing calculated field:**

1. Select the calculated field you want to remove from the Calculated Fields list.
2. Click the Remove button above the Calculated Fields list.

## **Functions**

SmartList Builder calculated fields can use all of the functions that are available in Transact-SQL. For convenience, the most common of these functions have been added to the functions list on the Add Calculated Field window. These functions are divided into 5 areas:

- Arithmetic Operators
- Date Functions
- Mathematical Functions
- System Functions
- String Functions

# Chapter 6: SmartList Options

You can use Options to create summary and multicompany SmartLists.

This chapter is divided into the following sections:

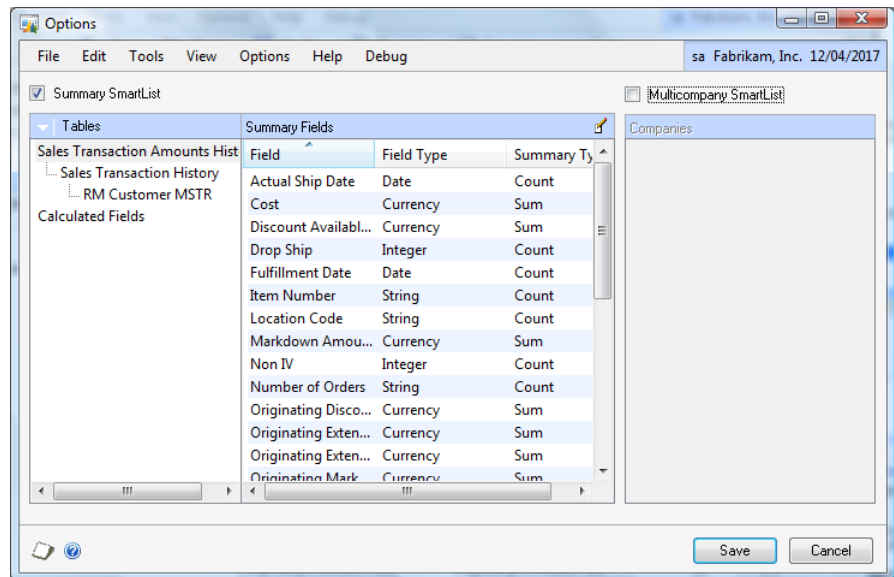
- [Creating Summary SmartLists](#)
- [Setting Summary Methods](#)
- [Creating Multicompany SmartLists](#)

## Creating Summary SmartLists

A summary SmartList is a SmartList that is a summary of data contained within a Microsoft Dynamics GP table or group of linked tables.

### To create a Summary SmartList:

1. Click Options to open the Options window.
2. Mark the Summary SmartList checkbox. The list of summary fields will now become available.



3. Select the SummaryList Types for each field. There are 6 summary types that can be selected:

- Group By – this summary type can be selected to group the summary data. If you do not select at least one Group By summary field, there will only be one record displayed in the SmartList.
- Count – a count of the number of items in the group will be displayed in the SmartList
- Minimum – the minimum value of the group will be displayed
- Maximum – the maximum value of the group will be displayed

- Sum – the sum of all items in the group will be displayed. This summary type is only available for currency and integer fields.
- Average – the average of all items in the group will be displayed. This summary type is only available for currency and integer fields.

4. Click Save.

## Setting Summary Methods

There are two methods to change the summary type of a field; changing the summary type of a single field and changing the summary type of multiple fields.

### To change the summary type of a single field:

1. Select the field that you want to modify.
2. Click the Edit button above the Summary Fields list.

Set Summary Method	
Field	Customer Number
Summary Method	Group By
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Select the Summary Method.

4. Click Save.

### To change multiple summary types:

1. Select the fields that you want to modify. Use the Control and Shift keys to select multiple fields.
2. Click the Edit button above the Summary Fields list.

Set Summary Method	
Field	Multiple Fields Selected
Summary Method	Maximum
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. Select the Summary Method.

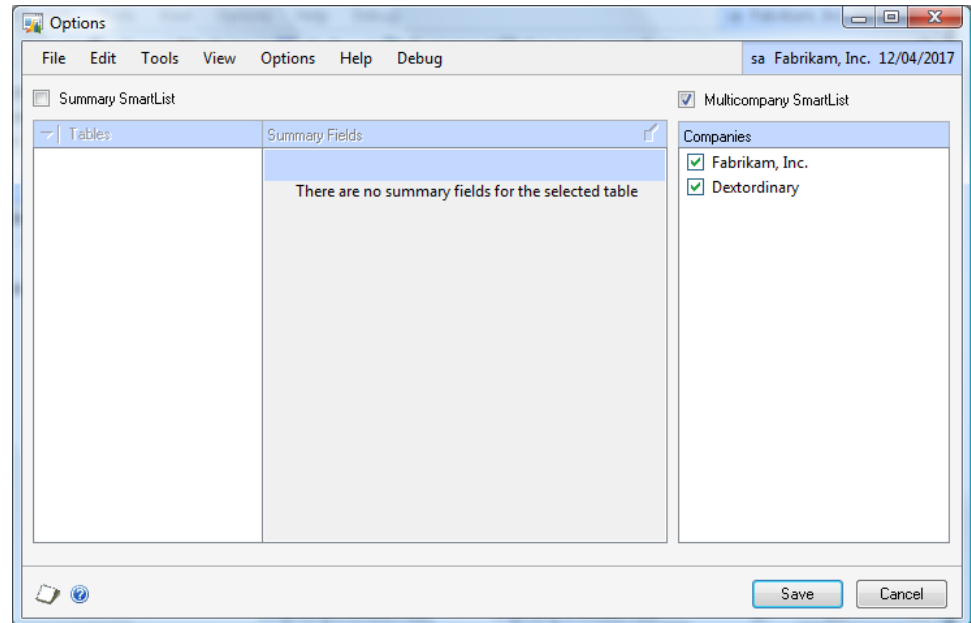
4. Click Save.

## Creating Multicompany SmartLists

A multicompany SmartList is a SmartList that contains data from a number of Microsoft Dynamics GP companies.

### To create a multicompany SmartList:

1. Click Options to open the Options window.
2. Mark the Multicompany SmartList checkbox.



3. Mark the companies that you want data to be displayed in the SmartList.
4. Click Save.

## Part 2: Using Excel Report Builder

This portion of the manual will describe how to create new Microsoft Excel reports using Excel Report Builder.

The information is divided into the following chapters:

- [Chapter 7, “Excel Reports”](#), describes how to create and maintain Excel Reports.
- [Chapter 8, “Field Options”](#), describes the display options that can be set for an Excel Report field.
- [Chapter 9, “Restrictions”](#), describes how to place restrictions on an Excel Report.
- [Chapter 10, “Calculated Fields”](#), describes how to add calculated fields to an Excel Report.
- [Chapter 11, “Excel Report Options”](#), describes how to create Excel Reports to display summarized data from Microsoft Dynamics GP.
- [Chapter 12, “Publishing Reports”](#), describes how to publish an Excel Report.

# Chapter 7: Excel Reports

This chapter describes how to create, update and remove Excel Reports.

This information is divided into the following sections:

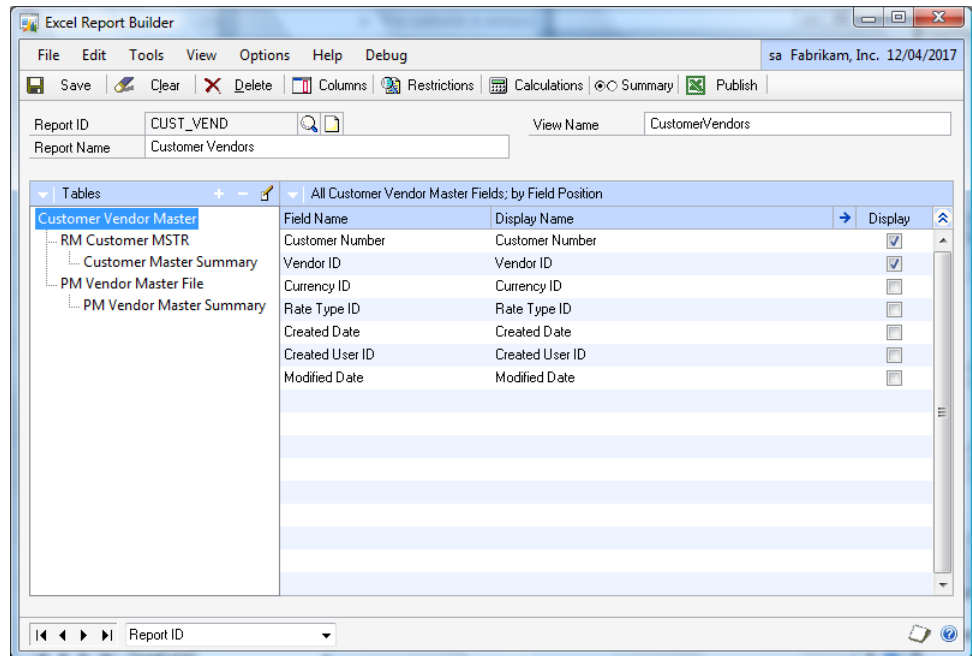
- [Adding Excel Reports](#)
- [Tables](#)
- [Fields](#)
- [Additional Tables](#)
- [Modifying and Removing Tables](#)
- [Modifying Excel Reports](#)
- [Removing Excel Reports](#)

## Adding Excel Reports

Use the Excel Report Builder window to create new Excel Reports.

### To add an Excel Report:

1. Open the Excel Report Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Excel Report Builder)



2. Enter the Report ID.
3. Enter the name of the Excel Report.
4. Select tables and fields for the Excel Report.
5. Click Save.

## Tables

All Excel Report objects are composed of at least one table. The main table is the first table selected for the Excel Report. All additional tables are linked to this table, either directly or indirectly through another table.

There are three types of table that can be added to an Excel Report, Data Connections, Microsoft Dynamics GP tables and Microsoft SQL Server tables.

Data Connections are pre-defined views for the most common fields and tables used in Dynamics GP.

Microsoft Dynamics GP tables are defined in a Microsoft Dynamics GP dictionary. This includes third party dictionaries as well as the main Microsoft Dynamics GP application dictionary. When you select a Microsoft Dynamics GP table, the metadata contained in the dictionary can be accessed. Information such as the display names of the table and fields and list items for list fields are automatically defaulted.

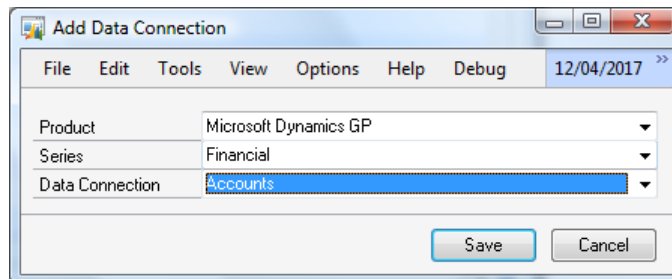
A SQL Server table is any table or view that is contained in your Microsoft Dynamics GP SQL Server database or any SQL Server database that is linked to your Microsoft Dynamics GP database. This feature should be used to access tables that are not contained in a Microsoft Dynamics GP table. You can also use SQL Server views to create complex joins and queries that you cannot create with Excel Report Builder. Since there is no metadata for SQL Server tables, display names and list items are not defaulted.



*If Microsoft Dynamics GP tables or SQL Server tables are added to the report, the report must be published by a user with SQL administrator privileges. All users can publish reports that contain only data connections.*

### To add a Data Connection as the main table:

1. Select 'Data Connection' from the Add button above the Tables list to open the Add Data Connection window.

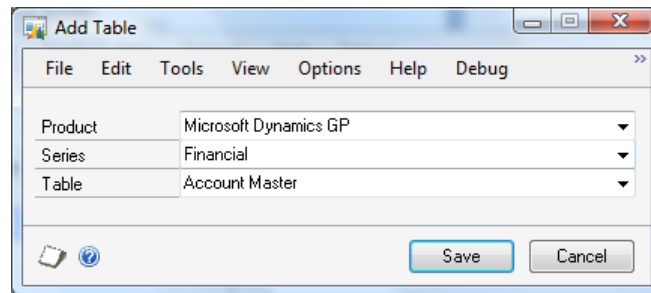


2. Select the Product, Series and Data Connection.

3. Click Save. It will take a few seconds while the fields for the data connection are initialized with the default settings.

## To add a Microsoft Dynamics GP table as the main table:

1. Select 'Microsoft Dynamics GP Table' from the Add button above the Tables list to open the Add Table window.

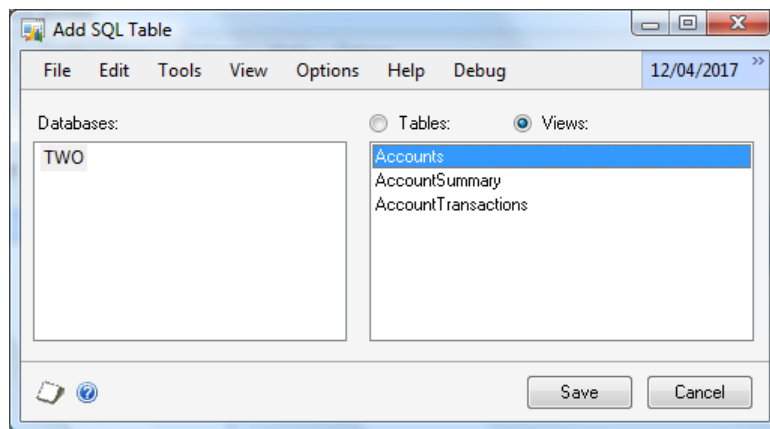


2. Select the Product, Series and Table.

3. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

## To add a SQL Server table as the main table:

1. Select 'SQL Server Table' from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.

4. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.



*You can only add SQL tables if you have granted access for those tables to be used in SmartList Builder. See [Part 4, "Security"](#) for more details.*

## Fields

When you select a table from the Tables list, the fields for that table are displayed in the Fields list. You can set whether the field is displayed in the Excel Report and change the display name of the field.

To set field options:

1. Select the field that you want to set options for from the Fields scrolling window.
2. Enter the display name of the field. This is the field name that will be displayed in the Excel Report.
3. If you want the field to appear in the Excel Report, mark the Display checkbox.



*You must select at least one field to be displayed.*

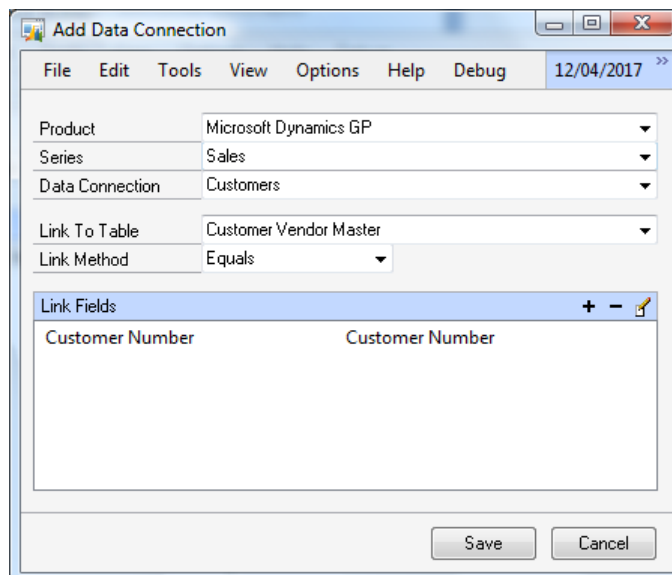
5. To set other options specific to the field type, click the expansion button above the Fields scrolling window. See [Chapter 8, “Field Options”](#) for more details.

## Additional Tables

You can add more than one table to an Excel Report by selecting an additional table and linking it to another table in the Excel Report.

### To add an additional Data Connection:

1. Select ‘Data Connection’ from the Add button above the Tables list to open the Add Table window.

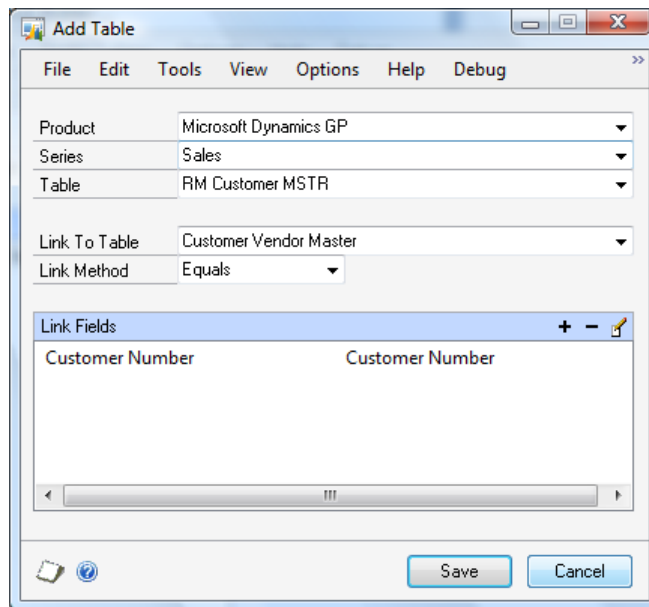


2. Select the Product, Series and Data Connection.
3. Select the table you want to link to.

4. Select the Link Method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the data connection are initialized with default settings.

### **To add an additional Microsoft Dynamics GP table:**

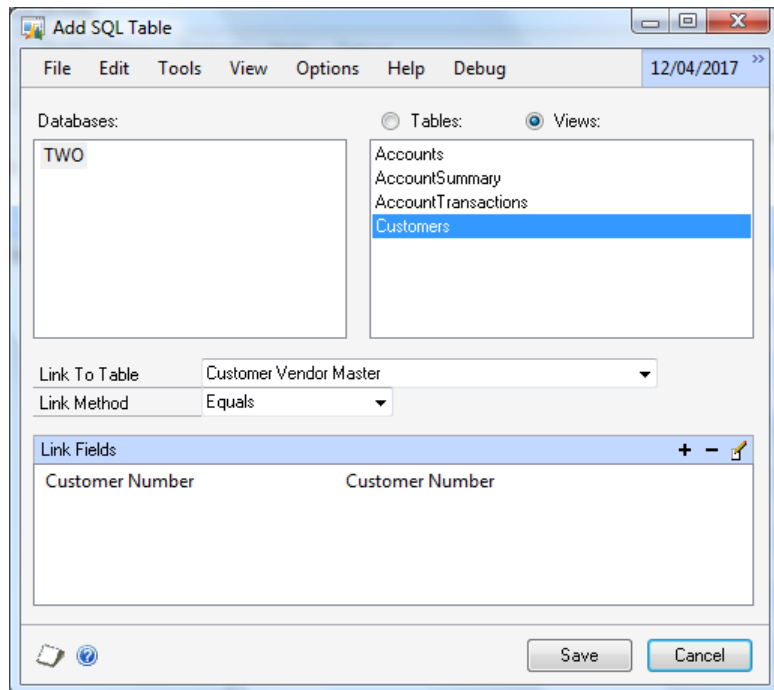
1. Select 'Microsoft Dynamics GP Table' from the Add button above the Tables list to open the Add Table window.



2. Select the Product, Series and Table.
3. Select the table that you want to link to.
4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.
5. Select fields to link the tables with.
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.

## To add an additional SQL Server table:

1. Select 'SQL Server Table' from the Add button above the Tables list to open the Add SQL Table window.



2. Select the Database and Table. Select the Views option to display views contained in the selected Database.

3. Select the table that you want to link to.

4. Select the link method. Use the Equals method if a record exists in both tables. Use the Left Outer method if a record may not exist in the new table.

5. Select fields to link the tables with.

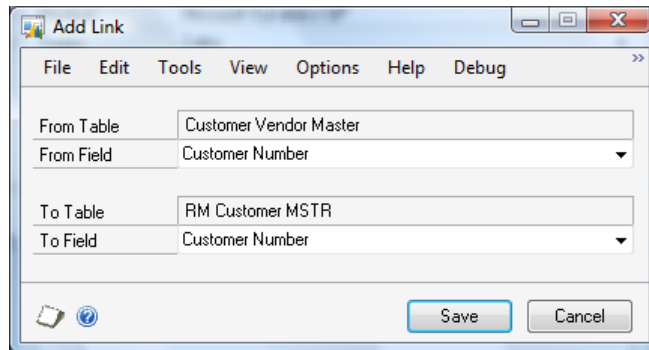
6. Click Save. It will take a few seconds while the fields for the table are initialized with default settings.



*You can add a maximum of 30 additional tables.*

### To add a link:

1. Click the Add symbol above the Link Fields list to open the Add Link window.



2. Select the field to link from.
3. Select the field to link to.
4. Click Save.



*You can add more than one link for each additional table.*

### To modify an existing link:

1. Select the link that you want to modify from the Link Fields list.
2. Click the Edit button above the Link Fields list.
3. Enter new information for the window
4. Click Save.

### To remove an existing link:

1. Select the link that you want to remove from the Link Fields list.
2. Click the Remove button above the Link Fields list.

## Modifying and Removing Tables

You can use the Excel Report Builder window to update and remove tables from the Excel Report.

### To modify a table:

1. Select the table that you want to modify from the Tables list.
2. Click the Edit button above the Tables list.
3. Enter the new information for the table.

4. Click Save.

### **To remove a table:**

1. Select the table that you want to remove from the Tables list.
2. Click the Remove button above the Tables list.



*You cannot remove tables that have been linked to other tables.*

## **Modifying Excel Reports**

You can use the Excel Report Builder window to modify an existing Excel Report. You can only modify Excel Reports that have been created with Excel Report Builder.

### **To modify an existing Excel Report:**

1. Open the Excel Report Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Excel Report Builder).
2. Enter the Report ID of the Excel Report that you want to modify.
3. Enter the new information for the Excel Report.
4. Click Save.

## **Removing Excel Reports**

You can use the Excel Report Builder window to remove an Excel Report. Removing the Excel Report does not delete any data connections or Excel spreadsheets that have previously been created.

### **To remove an existing Excel Report:**

1. Open the Excel Report Builder window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Excel Report Builder).
2. Enter the Report ID of the Excel Report that you want to remove.
3. Click Delete.

# Chapter 8: Field Options

You can set field options for string, currency, integer, long integer and list fields.

This chapter is divided into the following sections:

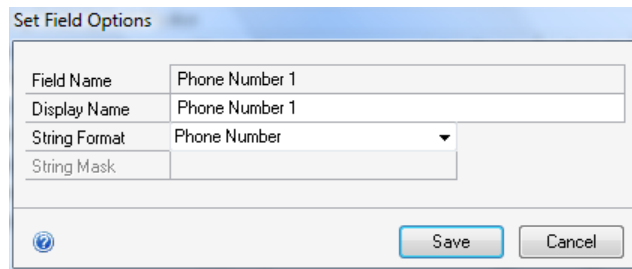
- [String Field Options](#)
- [Numeric Field Options](#)
- [List Field Options](#)

## String Field Options

By default, all string fields in a Excel Report have no formatting. You can select the format of the string to control how it will be displayed in the Excel Report.

### To set string field options:

1. Select a string field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.



Field Name	Phone Number 1
Display Name	Phone Number 1
String Format	Phone Number
String Mask	

3. Select the string format. This format defines how the string will be displayed in the Excel Report.
4. If the string format selected was Other Mask, enter the string mask. A string mask is used to add static characters to a string, such as parentheses, spaces or dashes. A capital X is used as a placeholder to represent alphanumeric characters that will appear in the string. All other characters will be used to change the way the string is displayed after it has been entered.
5. Click Save.

## Numeric Field Options

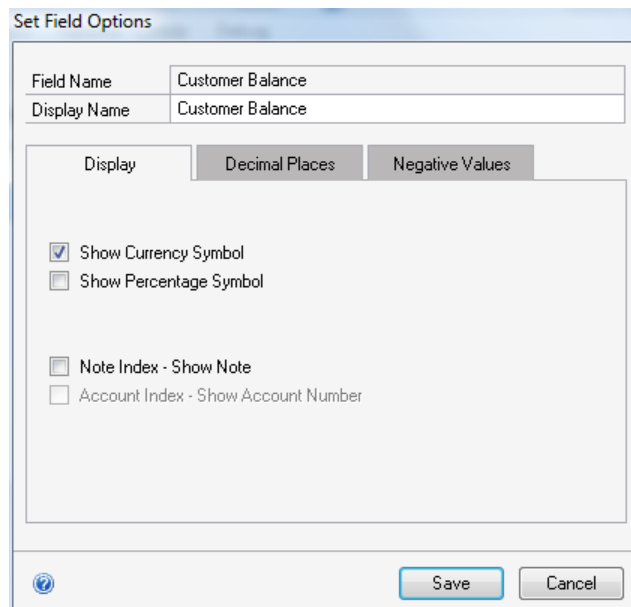
There are a number of display options for numeric fields:

- Display currency symbol – if marked, the currency symbol specified in the operating system settings is displayed
- Display percentage symbol – if marked, a percentage symbol (%) is added to the end of the number

- Display thousands separator – if marked, the field will show thousands separators in the number
- Display as account – if marked, the corresponding account number will be displayed instead of the numeric representation
- Display as note – if marked, the corresponding note will be displayed instead of the numeric representation
- Number of decimal places – the number of decimal places for a number can be a constant value or based on the value of a field in the Excel Report.
- When the number should be treated as negative

### To display a currency symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.



2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a currency, mark the 'Show Currency Symbol' checkbox.
4. Click Save.

### To display a percentage symbol:

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the field as a percentage, mark the 'Show Percentage Symbol' checkbox.
4. Click Save.

### **To display thousands separators:**

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display thousands separators, mark the 'Show Thousands Separator' checkbox.
4. Click Save.

### **To display an account number:**

1. Select an integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the associated account number instead of the numeric representation of the account, mark the 'Account Index – Show Account Number' checkbox. When you mark the 'Account Index – Show Account Number' checkbox, all other options are disabled.



*Only integer and long integer fields can be displayed as account numbers. Currency fields cannot be displayed as an account number.*

4. Click Save.

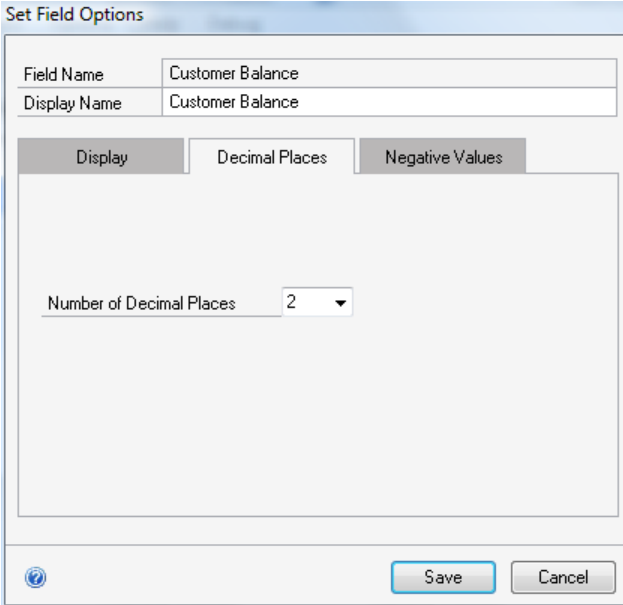
### **To display a note:**

1. Select a currency, integer or long integer field from the Fields scrolling window.
2. Click the expansion button above the Fields scrolling window.
3. If you want to display the associated note instead of the numeric representation of the note, mark the 'Note Index – Show Note' checkbox. When you mark the 'Note Index – Show Note' checkbox, all other options are disabled.
4. Click Save.

### **To select the number of decimal places:**

1. Select a currency, integer or long integer field from the Fields scrolling window.

2. Click the expansion button above the Fields scrolling window.



The screenshot shows a dialog box titled "Set Field Options". At the top, there are two text input fields: "Field Name" and "Display Name", both containing the text "Customer Balance". Below these fields are three tabs: "Display", "Decimal Places", and "Negative Values". The "Decimal Places" tab is currently selected. Inside this tab, there is a label "Number of Decimal Places" followed by a dropdown menu showing the number "2". At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

3. Click the Decimal Places tab.
4. Select the number of decimal places.



*When you select the number of decimal places for an integer or long integer field, the number is divided by the power of ten to get the required number of decimal places. For example, the integer 100 will be displayed as 1.00 if the number of decimal places specified is 2.*

7. Click Save.

### **To specify when numeric fields are treated as negative:**

1. Select a currency, integer or long integer field from the Fields scrolling window.

2. Click the expansion button above the Fields scrolling window.

The screenshot shows the 'Set Field Options' dialog box. At the top, 'Field Name' and 'Display Name' are both set to 'Subtotal'. Below this are three tabs: 'Display', 'Decimal Places', and 'Negative Values'. The 'Negative Values' tab is active. A checkbox labeled 'Display as negative based on field' is checked. Below this are two dropdown menus: 'Table' set to 'Sales Transaction Work' and 'Field' set to 'SOP Type'. A section titled 'Negative Values' contains five checkboxes: 'Quote' (unchecked), 'Order' (unchecked), 'Invoice' (unchecked), 'Return' (checked), and 'Back Order' (unchecked). At the bottom right are 'Save' and 'Cancel' buttons.

3. Click the Negative Values tab.
4. Mark the 'Display as negative based on field' checkbox. The table and field lists will be enabled.
5. Select the table and field to base the negative values upon. Only list and checkbox fields will be displayed.
6. Select the values of the field that will cause the field to be treated as negative.

## List Field Options

The list items for a list field will usually be defaulted when the table is added to the Excel Report. If the list items are not defaulted or you want to make changes to the list items, you can specify the list items in the List Options window.

### To set list field options:

1. Select a list field from the Fields scrolling window.

2. Click the expansion button above the Fields scrolling window.

List Number	Description
1	Quote
2	Order
3	Invoice
4	Return
5	Back Order
0	

3. Enter the list numbers and descriptions for each of the items in the list.

4. Click Save.

### **To remove list items:**

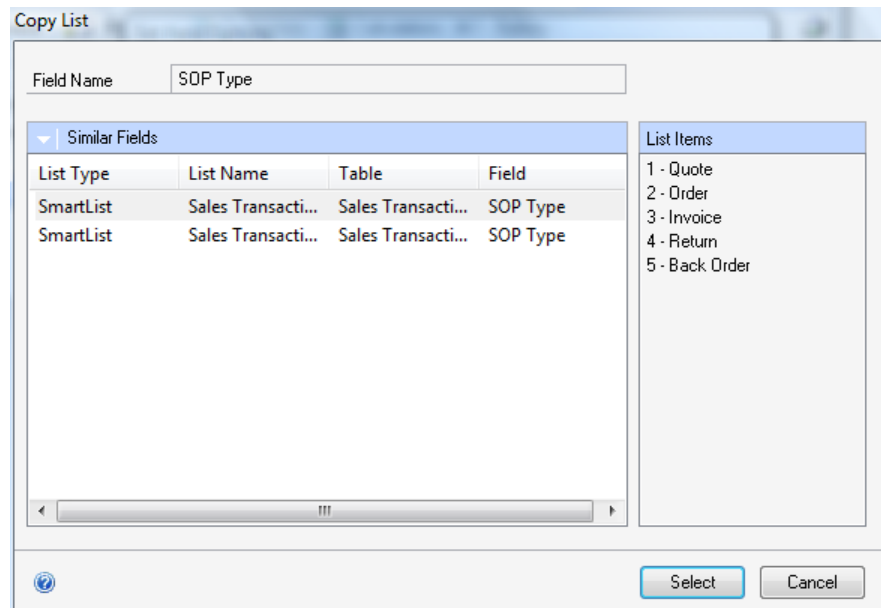
1. Select the list item that you want to remove.

2. Click the Delete Row button above the List Items scrolling window.

If you have previously entered a set of list items, you can save time re-entering this list by copying it to another list.

## To copy list items:

1. Click the Copy button at the bottom of the Set List Field Options window to open the Copy List window.



2. If there are list fields that have the same name as the current list field, only these list fields will be displayed. Otherwise, all list fields from all lists will be listed.
3. Select a field from the List Fields list. The list items for the selected list will be displayed.
4. Click the Select button to copy the list items.



*When you copy list items to a list, all existing list items for the list will be overwritten.*

# Chapter 9: Restrictions

Restrictions can be added to an Excel Report to restrict the information that can be shown in the Excel Report. You can add an unlimited number of restrictions.

This chapter is divided into the following sections:

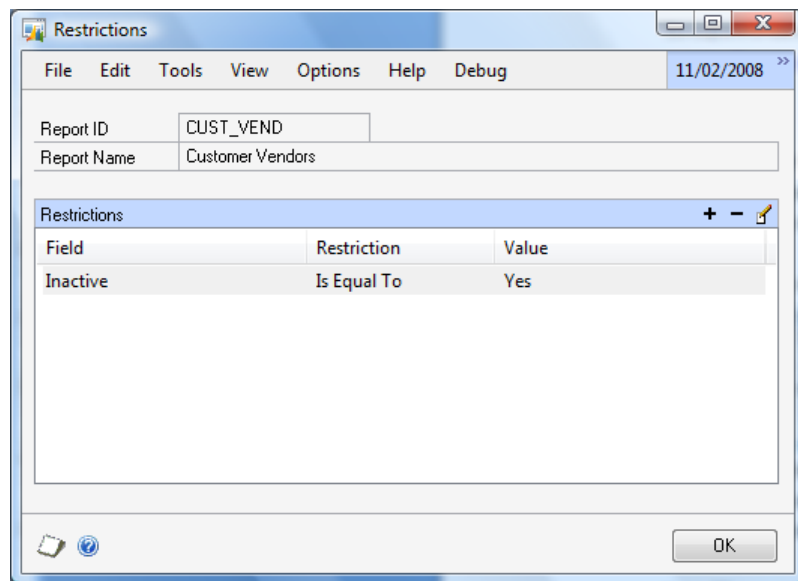
- [Adding Restrictions](#)
- [Restriction Types](#)
- [Date Restrictions](#)

## Adding Restrictions

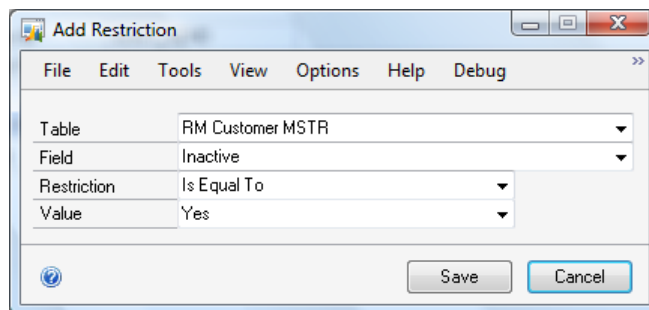
Use the Restrictions window to add fixed restrictions to an Excel Report

### To add a restriction:

1. Click the Restrictions button to open the Restrictions window.



2. Click the Add button above the Restrictions list to open the Add Restriction window.



3. Select the table and field that you want to set a restriction on.
4. Select the restriction method.

5. Enter the value for the restriction.

6. Click Save.

### **To modify an existing restriction:**

1. Select the restriction that you want to modify from the Restrictions list.

2. Click the Edit button above the Restrictions list.

3. Enter the new information for the restriction.

4. Click Save.

### **To remove an existing restriction:**

1. Select the restriction that you want to remove from the Restrictions list.

2. Click the Remove button above the restrictions list.

## **Restriction Types**

There are 14 types of restriction that can be placed on an Excel Report:

- Equals
- Contains
- Begins With
- Is Between
- Is Greater Than
- Is Less Than
- Is Greater Than or Equal To
- Is Less Than or Equal To
- Is Not Equal To
- Does Not Contain
- Does Not Begin With
- Is Not Between
- Is Equal To One of List
- Is Not Equal To One of List

## **Date Restrictions**

When creating a restriction based on a date, you must select an option to specify how to get the date. There are eight date restriction options that can be selected from:

- Enter Date – the restriction date is the date entered
- Current Date – the restriction date is the User Date at the time of running the Excel Report
- Start of Week – the restriction date is the first day of the current week at the time of running the Excel Report

- End of Week – the restriction date is the last day of the current week at the time of running the Excel Report
- Start of Month – the restriction date is the first day of the month at the time of running the Excel Report
- End of Month – the restriction date is the last day of the month at the time of running the Excel Report
- Start of Year – the restriction date is the first day of the year at the time of running the Excel Report
- End of Year – the restriction date is the last day of the year at the time of running the Excel Report

# Chapter 10: Calculated Fields

Calculated Fields can be added to the SmartList to expand the fields that can be displayed in the SmartList.

This chapter is divided into the following sections:

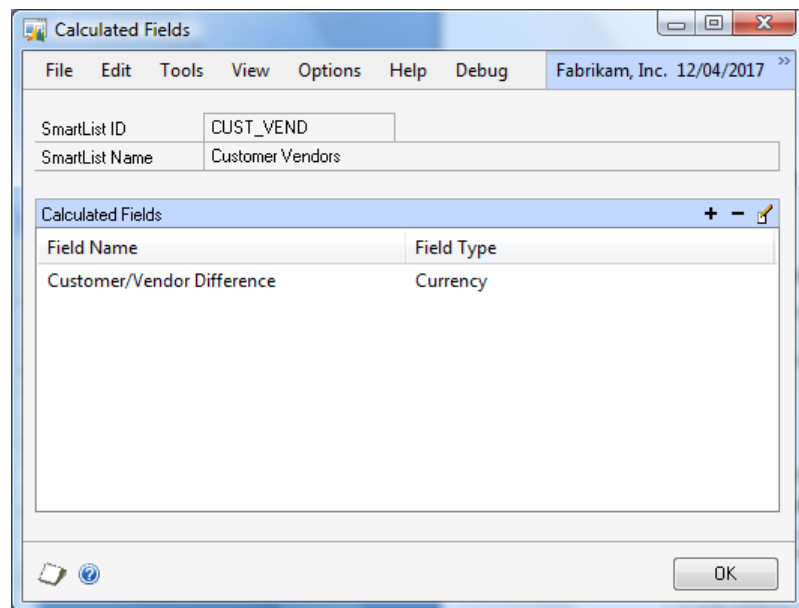
- [Calculated Fields](#)
- [Functions](#)

## Calculated Fields

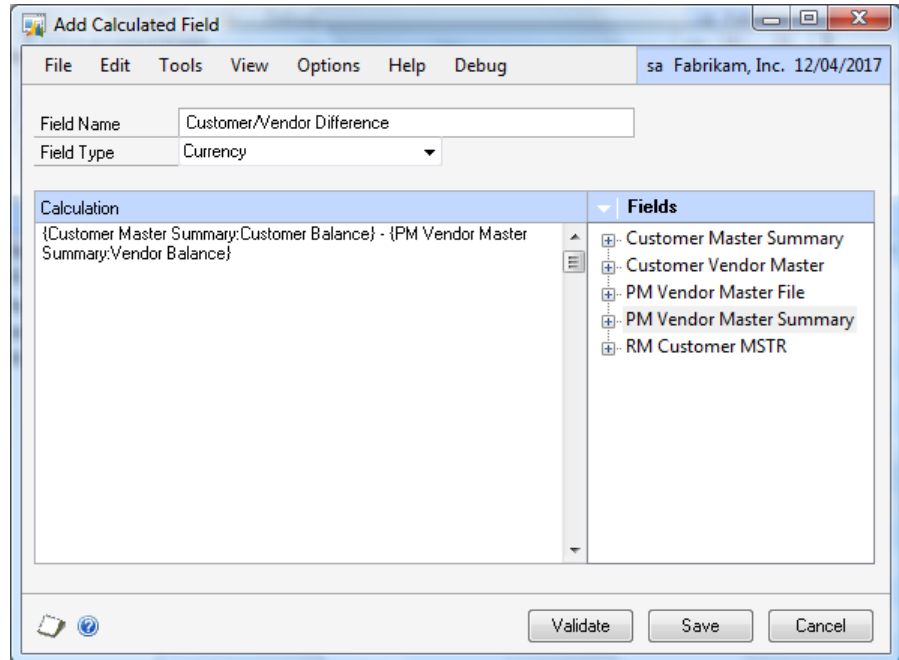
Use the calculated fields window to create new calculated fields.

### To add a calculated field:

1. Click the Calculations button to open the Calculated Fields window. This window displays a list of all calculated fields created for the SmartList.



2. Click the Add button above the Calculated Fields list to open the Add Calculated Field window.



3. Enter the field name of the calculated field. This is the name of the field that will be displayed in SmartList.

4. Select the field type.

5. Enter the script for the calculation. Add fields to the SmartList by double-clicking on a field from the Fields list. Add functions to the SmartList by double-clicking on a function from the Functions list. The Functions list is displayed by selecting Functions from the View button above the Fields list.

6. Click Save.

### **Validation**

Calculated fields can be validated before they are added to a SmartList. If an invalid calculated field is included in a SmartList, the SmartList will not be displayed.

#### **To validate a calculated field:**

1. Open the calculated field in the Add Calculated Field window.
2. Click on the Validate button.

#### **To modify an existing calculated field:**

1. Select the calculated field you want to modify from the Calculated Fields list.
2. Click the Edit button above the Calculated Fields list.

3. Enter new information for the Calculated Field.
4. Click Save.

**To remove an existing calculated field:**

1. Select the calculated field you want to remove from the Calculated Fields list.
2. Click the Remove button above the Calculated Fields list.

## **Functions**

Excel Report Builder calculated fields can use all of the functions that are available in Transact-SQL. For convenience, the most common of these functions have been added to the functions list on the Add Calculated Field window. These functions are divided into 5 areas:

- Arithmetic Operators
- Date Functions
- Mathematical Functions
- System Functions
- String Functions

# Chapter 11: Excel Report Options

You can use the Options window to select more than one company and add a summary page to the Excel Report.

This chapter is divided into the following sections:

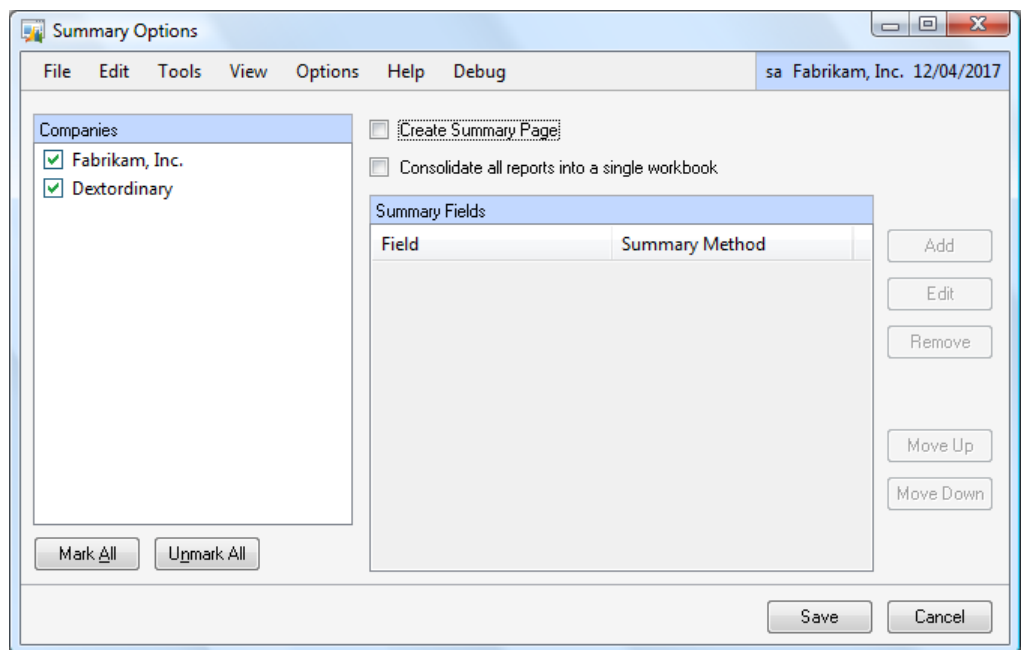
- [Selecting Multiple Companies](#)
- [Adding Summary Pages](#)

## Selecting Multiple Companies

You can select more than one company to create an Excel Report. A new worksheet is created in the report for each company. By default, the current company is automatically selected.

### To select more than one company:

1. Click on the Options button.



2. Mark the companies that you want to be included in the Excel Report. Unmark the companies that you do not want to be included in the Excel Report.

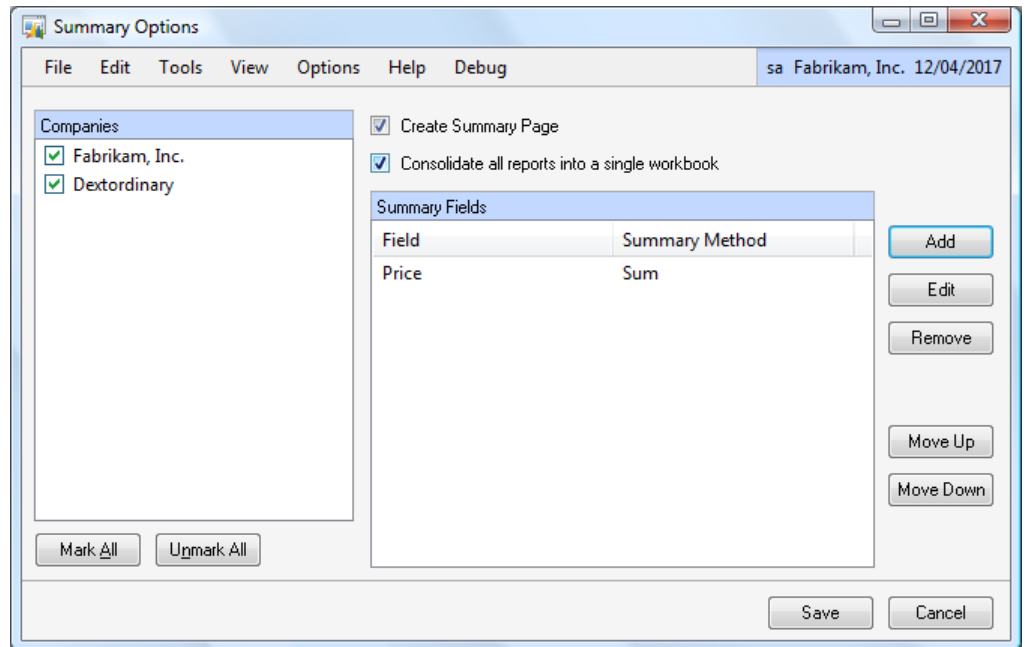
3. Click on the Save button.

## Adding Summary Pages

You can create a summary page for the Excel Report. The summary page displays summary values for each company.

## To add a summary page:

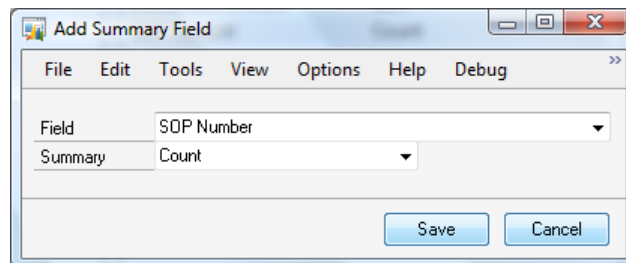
1. Click on the Options button.
2. Mark the Summary checkbox.



3. If you want to consolidate all of the company reports into a single Excel spreadsheet, mark the 'Consolidate all reports into a single workbook' checkbox.
4. Add summary fields.
5. Click on the Save button.

## To add a summary field:

1. Click on the Add button.



2. Select the field.
3. Select the summary method.
4. Click Save.

# Chapter 12: Publishing Reports

Publishing a report creates data connections and an Excel spreadsheet to display the data connections.

This chapter is divided into the following sections:

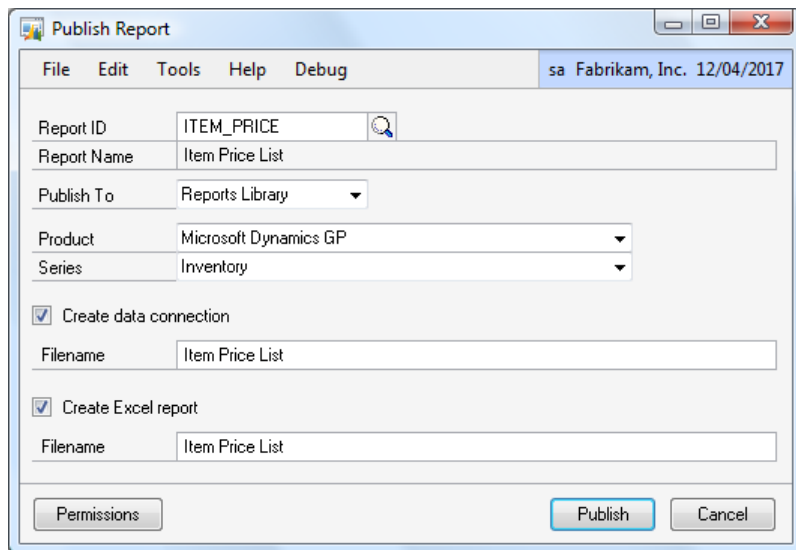
- [Publishing Reports](#)

## Publishing Reports

You can use the Publish Report window to publish a report. There are three ways to publish a report; to the Reports Library, to Microsoft SharePoint® and to a file location.

### To publish a report to the Reports Library:

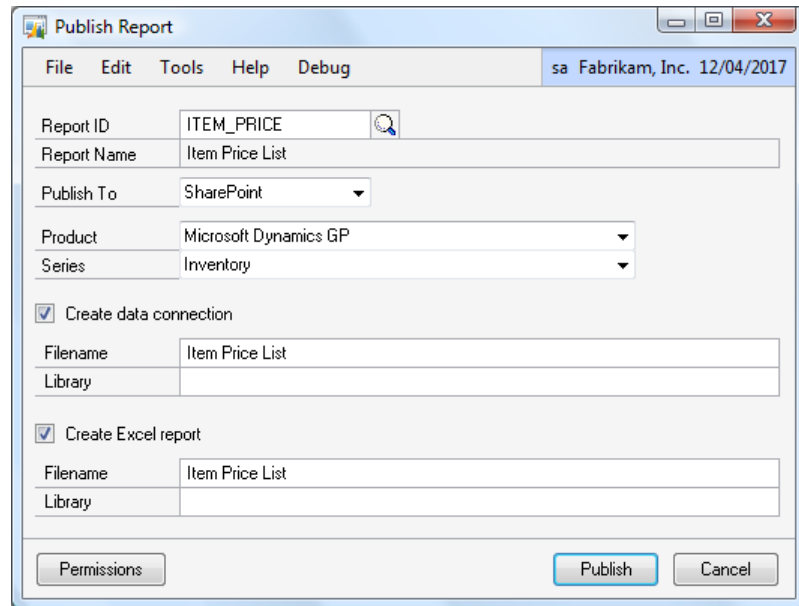
1. Click the Publish button.



2. Select Reports Library as the Publish To option.
3. Select the Product and Series that the report will be published under.
4. If you want to create or update the data connection files, mark the Create data connection checkbox and enter the filename.
5. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename.
6. Click the Publish button

## To publish a report to SharePoint:

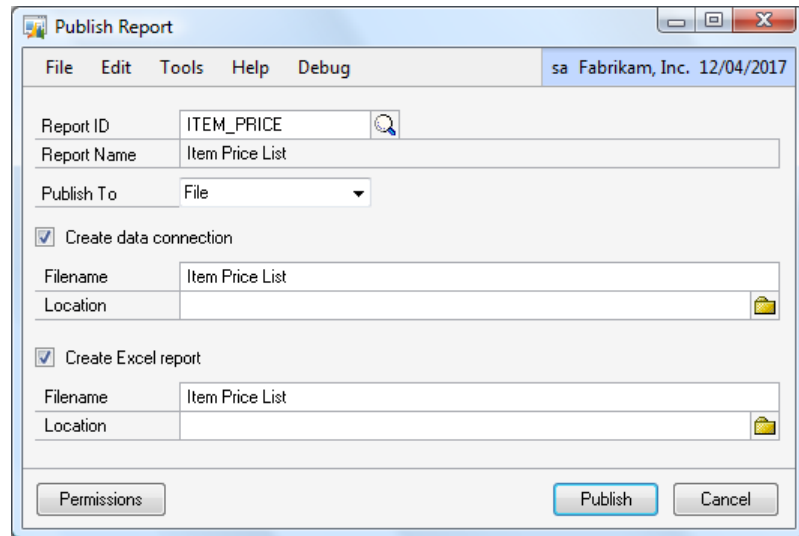
1. Click the Publish button.



2. Select SharePoint as the Publish To option.
3. Select the Product and Series that the report will be published under.
4. If you want to create or update the data connection files, mark the Create data connection checkbox and enter the filename and SharePoint Library.
5. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename and SharePoint Library.
6. Click the Publish button

## To publish a report to a file:

1. Click the Publish button.



2. Select File as the Publish To option.
3. If you want to create or update the data connection files, mark the Create data connection checkbox and enter the filename and location.
4. If you want to create or update the Excel Report, mark the Create Excel report checkbox and enter the filename and location.
5. Click the Publish button.

## Part 3: Utilities

This portion of the manual will describe how to import and export using SmartList Builder.

The information is divided into the following chapters:

- [Chapter 13, “Import and Export”](#), describes how to export to XML and import from XML.

# Chapter 13: Import and Export

This chapter describes how to export a SmartList or Excel Report to XML and import SmartLists and Excel Reports from an XML file.

This information is divided into the following sections:

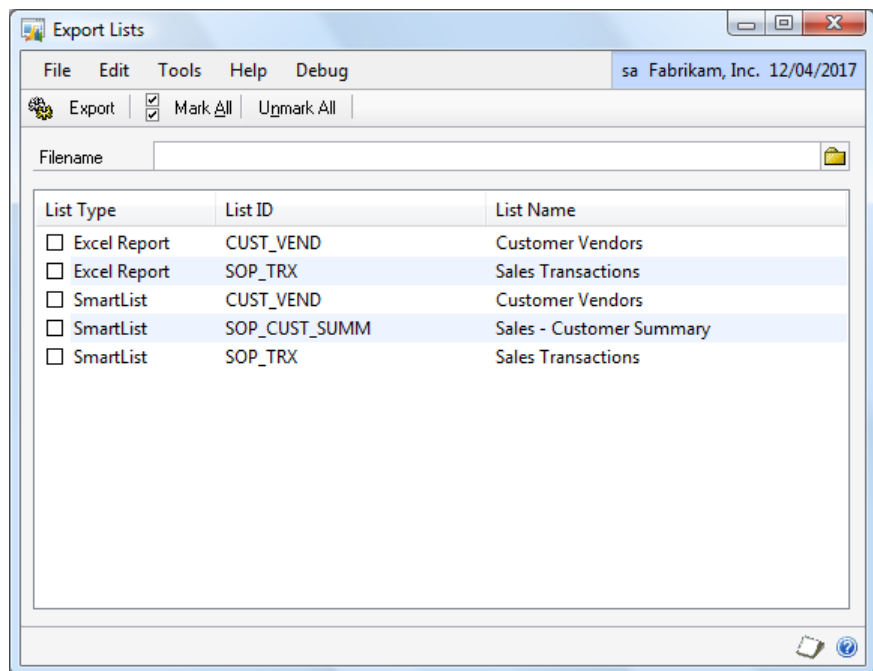
- [Exporting Lists](#)
- [Importing Lists](#)

## Exporting Lists

You can use the Export window to export SmartLists and Excel Reports to a XML file.

### To export SmartLists and Excel Reports:

1. Open the Export window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Export).



2. Enter the filename that you want to export the SmartLists and Excel Reports to.
3. Mark the SmartLists and Excel Reports that you want to export in the Lists window.
4. Click the Export button



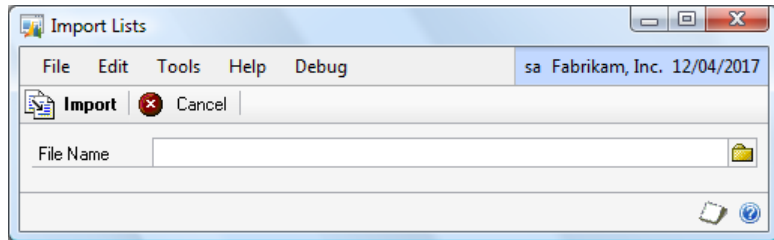
*You can select more than one SmartList or Excel Report to be exported.*

## Importing Lists

You can use the Import Lists window to import SmartLists and Excel Reports from an XML file.

### To import a SmartList or Excel Report:

1. Open the Import Lists window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Import).



2. Enter the filename that you want to import SmartLists or Excel Reports from.
3. Click the Import button.

# Part 4: Security

This portion of the manual will describe how to grant or deny security to features of SmartList Builder and Excel Report Builder.

The information is divided into the following chapters:

- [Chapter 14, “Table Security”](#), describes how to grant access to Data Connections and external tables and views.
- [Chapter 15, “Permissions”](#), describes the Dynamics GP security permissions that can be added to security tasks.

# Chapter 14: Table Security

Because Microsoft Dynamics GP can contain information that you may not want all of your users to have access to, SmartList Builder has a number of security features that allow you to restrict the data that users can view and export. You can also control which features of SmartList Builder users have access to. This chapter describes the security features of SmartList Builder.

This information is divided into the following sections:

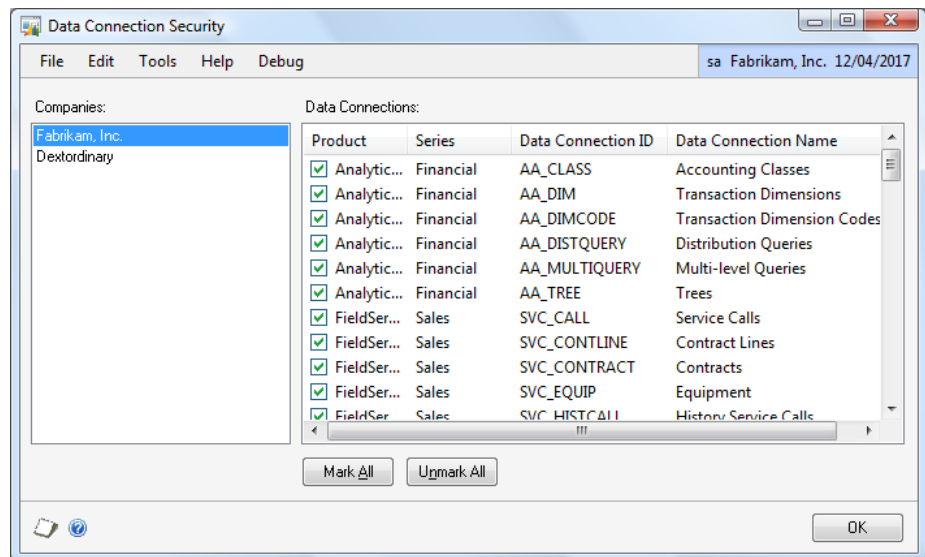
- [Data Connection Security](#)
- [SQL Table Security](#)

## Data Connection Security

You can restrict which Data Connections are available to be used as a table in SmartList Builder. By default, all Data Connections are available to be used.

### To grant access to a Data Connection:

1. Open the Data Connection Security window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Security >> Data Connection Security)



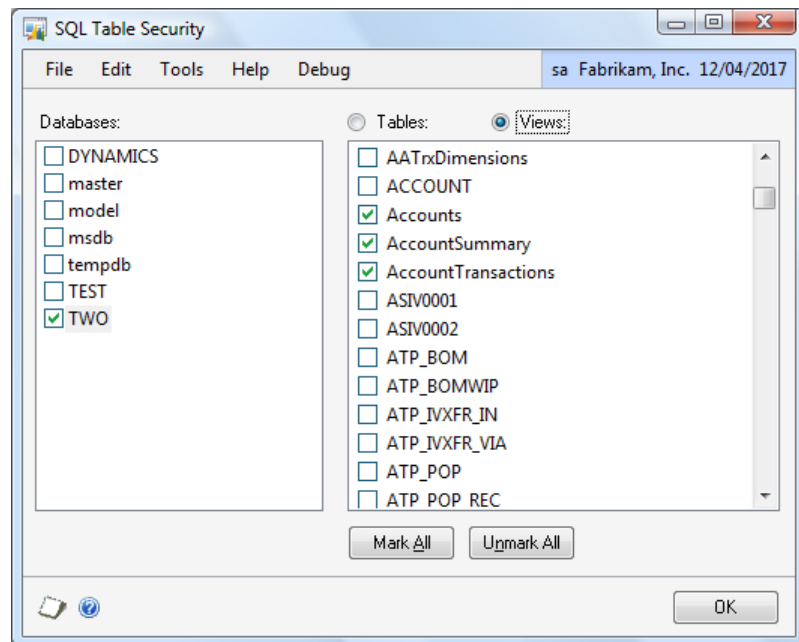
2. Select the company that you want to grant or deny access to.
3. Mark the Data Connections that you want to grant access to. Unmark the Data Connections that you want to deny access to.
4. Click OK.

## SQL Table Security

You can restrict which SQL Server databases and tables or views can be used as a table in SmartList Builder. By default, all SQL Server databases and tables or views are not available to be used. You can use the SQL Table Security window to select which tables and views you want users to be able to access.

### To grant access to a SQL table or view:

1. Open the SQL Table Security window (Microsoft Dynamics GP menu >> Tools >> SmartList Builder >> Security >> SQL Table Security).



2. Mark the database that contains the table or view that you want to grant access to.
3. Select the Table or View option above the SQL Tables list to display the list of tables or views for the selected database.
4. Mark the tables or views that you want to grant access to.
5. Click OK.

# Chapter 15: Permissions

Because Microsoft Dynamics GP can contain information that you may not want all of your users to have access to, SmartList Builder has a number of security features that allow you to restrict the data that users can view and export. You can also control which features of SmartList Builder users have access to. This chapter describes the security features of SmartList Builder.

This information is divided into the following sections:

- [SmartList Builder Permissions](#)
- [Excel Report Builder Permissions](#)

## SmartList Builder Permissions

SmartList Builder security allows you to grant access to operations in SmartList Builder. The operations that can be granted access to are:

- Add Go Tos – Access to each Go To type can be granted or denied individually. If access to adding a Go To is denied, the window for that Go To cannot be opened to add a new Go To or update an existing Go To.
- Enter Calculated Fields – If access is denied to enter calculated fields, the user cannot open the Enter Calculated Field window to add or update a calculated field.
- Create SmartLists with SQL Tables – If access is denied to enter create SmartLists with SQL tables, the user cannot add SQL Server tables to a SmartList or edit SQL Server tables that have been added to a SmartList.
- View SmartLists with SQL Tables – If access is denied to view SmartLists with SQL tables, the user cannot view SmartLists that contain a SQL Server table.
- Update SmartList – If access is denied to update SmartList, the user cannot add or update SmartList with new or updated SmartList Builder objects.

Access to all operations is explicitly turned off by default. Users in the POWERUSER role have access to all SmartList Builder operations.

### To assign SmartList Builder permissions:

1. Open the Security Task Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Tasks).
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and SmartList Builder Permissions as the Type and Series.
4. Mark the operations that you want to grant access to for the selected user or user class.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

## Excel Report Builder Permissions

SmartList Builder security allows you to grant access to operations in Excel Report Builder. The operations that can be granted access to are:

- Publish Reports
- Add Dynamics GP Tables
- Add SQL Tables
- Enter Calculated Fields

Access to all operations is explicitly turned off by default. Users in the POWERUSER role have access to all Excel Report Builder operations.

### **To assign Excel Report Builder permissions:**

1. Open the Security Task Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Security Tasks)
2. Enter a Task ID, Task Name, Task Description and Category.
3. Select SmartList Builder as the Product and Excel Report Builder Permissions as the Type and Series.
4. Mark the operations that you want to grant access to for the selected user or user class.
5. Click Save to save the security task.
6. Assign the security task to the roles that you want to have access to the operations.

# Part 5: Advanced Go Tos

This add-on provides access from SmartList Builder to Microsoft Dynamics GP windows that cannot otherwise be accessed using the standard Go To functionality in SmartList Builder. The Go To objects that are available in this application are:

## Sales

- Sales Transaction Inquiry – Opens the Sales Transaction Inquiry Zoom window.
- Receivables Transaction Inquiry – Opens the Cash Receipts Inquiry Zoom window for cash receipts and the Receivables Transaction Inquiry Zoom window for all other document types.

## Purchasing

- Purchase Order Inquiry – Opens the Purchase Order Inquiry Zoom window.
- Payables Transaction Inquiry – Opens the Payables Payments Zoom window for manual payments and the Payables Transaction Entry Zoom window for other document types.

The information is divided into the following chapters:

- [Chapter 16, “Using Advanced Go Tos”](#), describes how to add an Advanced Go To to a SmartList.

## Chapter 16: Using Advanced Go Tos

You can add special Go Tos to any SmartList Builder SmartList object from the SmartList Builder Go Tos window.

### **To add an Advanced Go To to a SmartList:**

1. Open SmartList Builder and select the SmartList that you want to add a Go To object.
2. Click Go Tos to open the Go Tos window.
3. Click the Add button above the Go Tos list and select Special Go Tos.
4. Enter a description for the Go To object. This is the description that will be displayed in the Go To button.
5. Select the module and Go To type that you want to create.
6. Select the fields from the SmartList that corresponds to each of the parameters for the Go To type. Edit the parameters by double clicking on the parameter to open the Edit Parameter window.
7. Click Save.