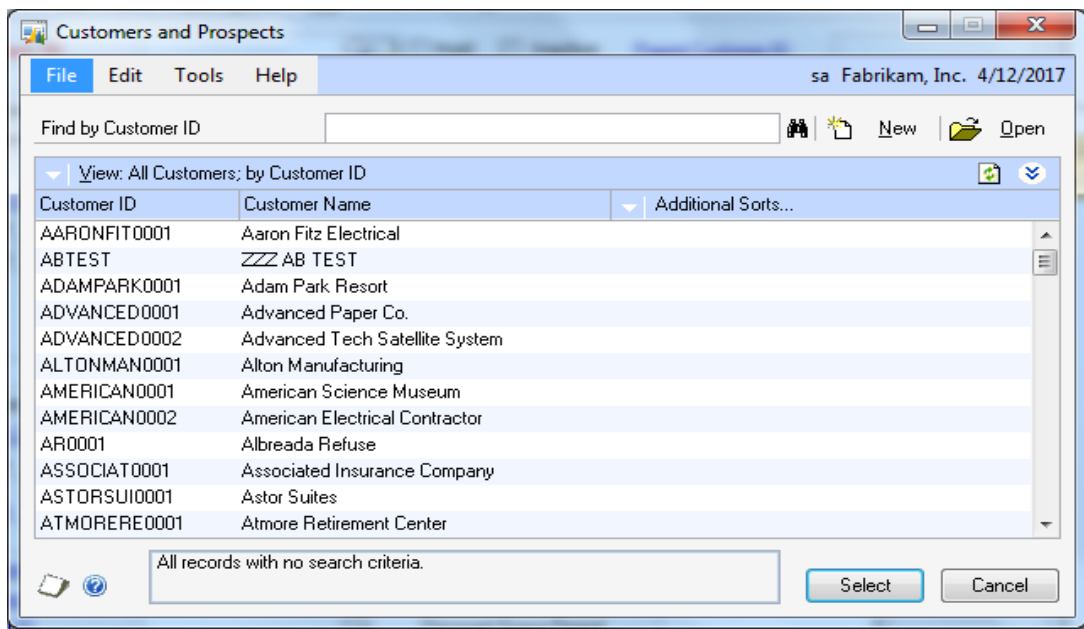


For help with this and other Great Plains Tips and Tricks, contact:

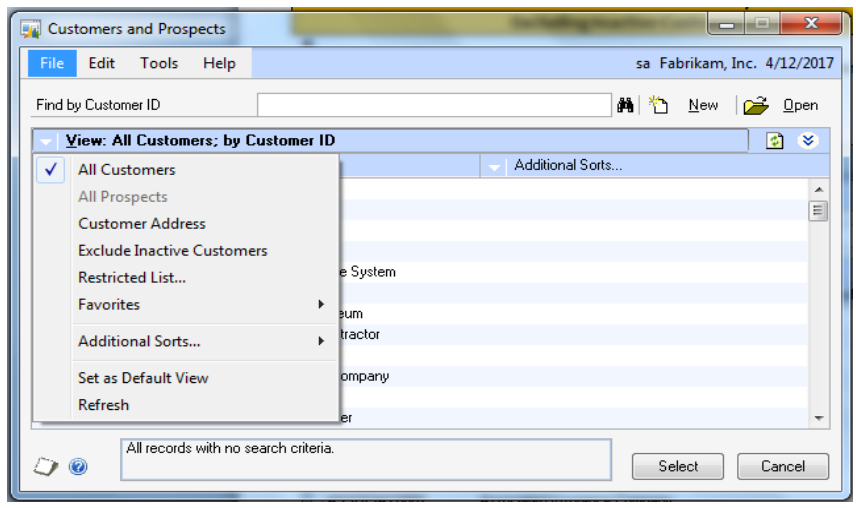
**CAL Business Solutions Inc.**  
200 Birge Park Road  
Harwinton, CT 06791-1909  
Phone: 860-485-0910 Fax: 860-485-0923  
[support@calszone.com](mailto:support@calszone.com)

**Microsoft Dynamics GP Tip:  
Excluding Inactive Customers or Vendors from Lookup Screen**

If you have inactivated customer or vendors, GP allow you to hide them from the Default lookup screen:  
BEFORE:



1. Make sure the Vendor/Customer is marked as "Inactive"
2. Click the Drop-Down by the word "View"



3. Choose "Exclude Inactive Customers"
4. Click the Drop-Down again
5. Choose "Set as Default View"

Note: This is setup by user/by screen