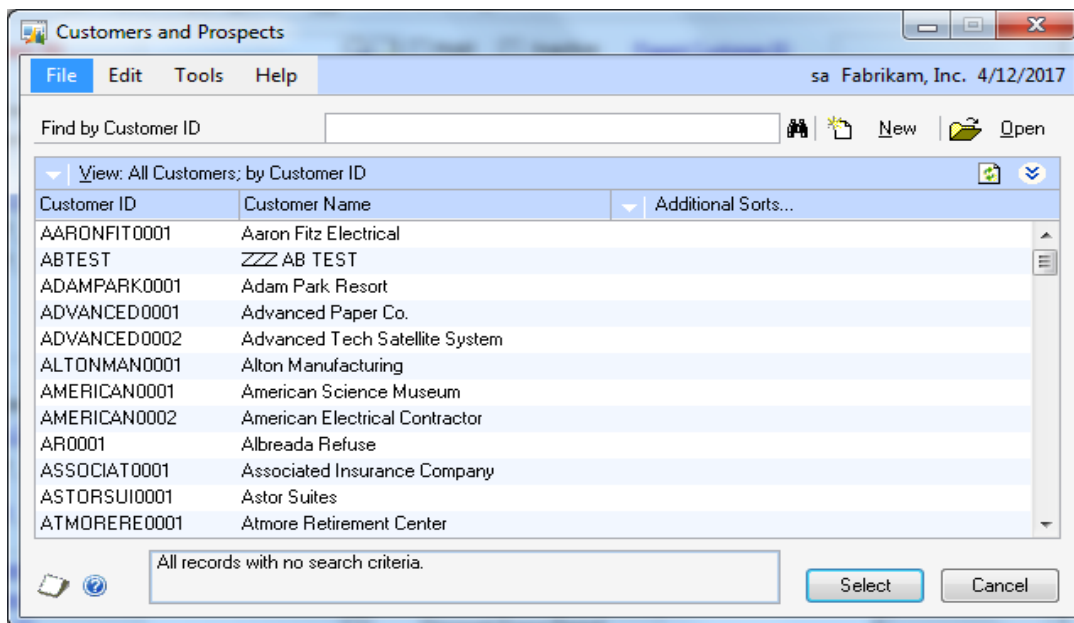


For help with this and other Great Plains Tips and Tricks, contact:

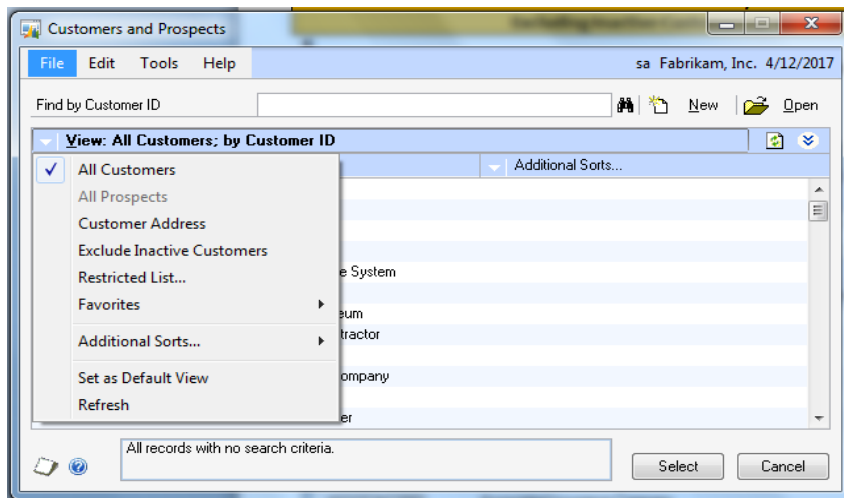
CAL Business Solutions Inc.
200 Birge Park Road
Harwinton, CT 06791-1909
Phone: 860-485-0910 Fax: 860-485-0923
support@calszone.com

**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