

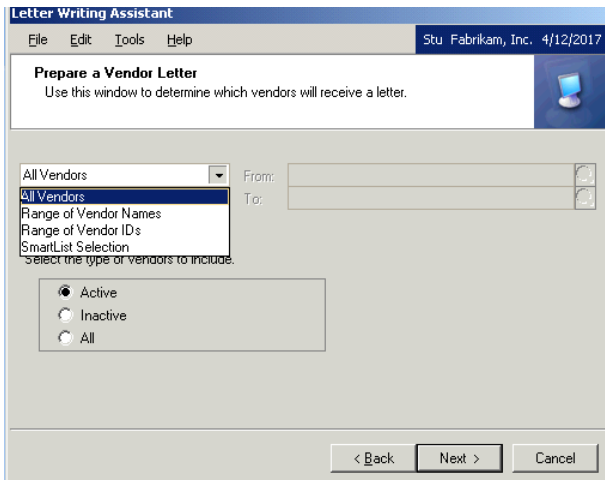
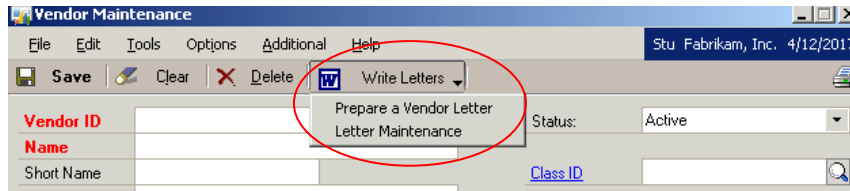
Tip & Trick - The Letter Writing Assistant

Brought to you by CriticalEdge Group

Did you know that Dynamics GP comes with a tool for writing form letters, along with a collection of Word-based templates? The **Letter Writing Assistant** (LWA) can help you write letters to your vendors, customers or employees.

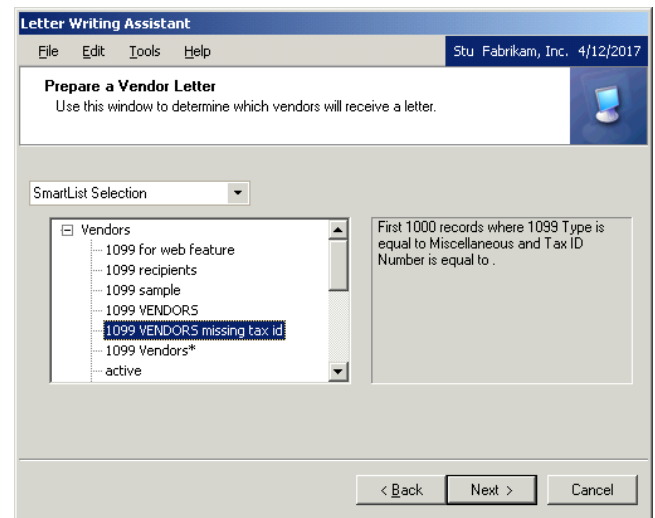
There are numerous ways to access the LWA, but we'll demonstrate one of the simplest ways. Let's say you want to send out requests for W-9s to a subset of your vendors.

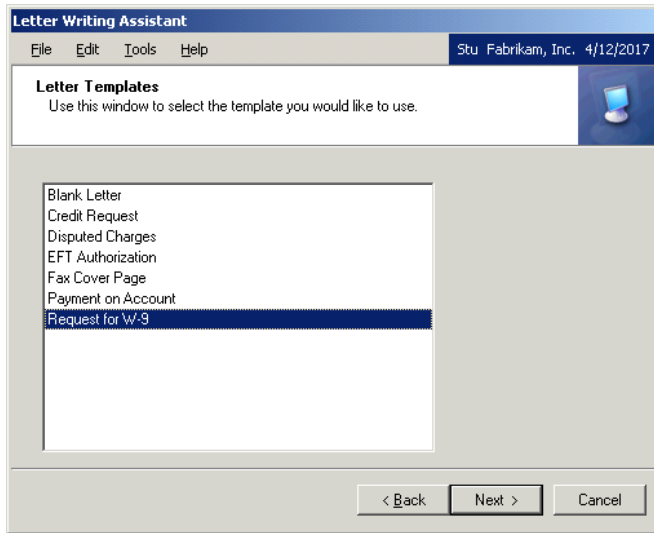
Go to the vendor card. Under 'Write Letters', there are 2 choices – you can maintain a letter, i.e. edit a template, **or** prepare letters. Let's prepare a letter.



As you can see, there are a number of options for selecting recipients of the letter. The most useful is generally the SmartList Selection.

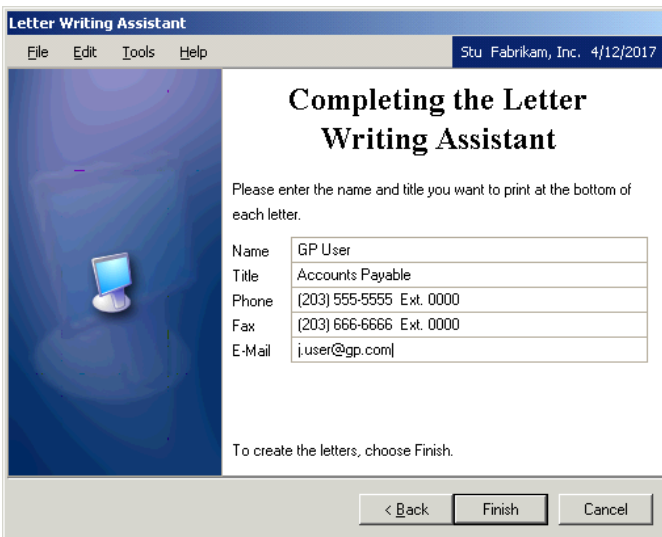
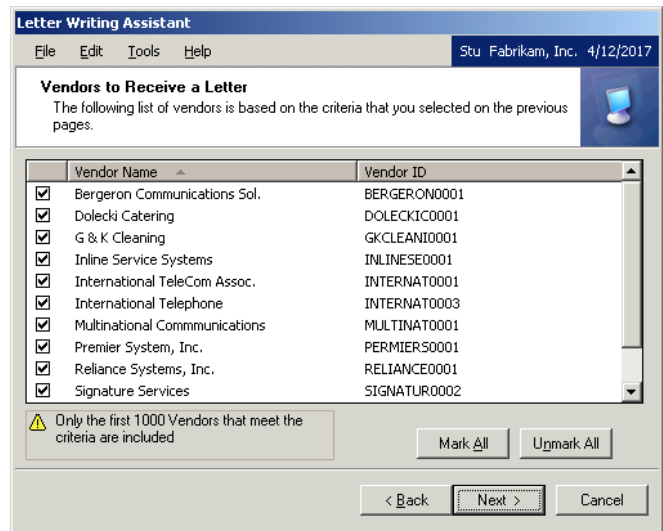
You can select from any saved SmartList view in your vendor folder, such as one you might have created to identify vendors with a missing tax ID.





You can select from a set of vendor related Dynamics GP supplied templates, or by selecting 'Letter Maintenance' from the vendor card window to create your own.

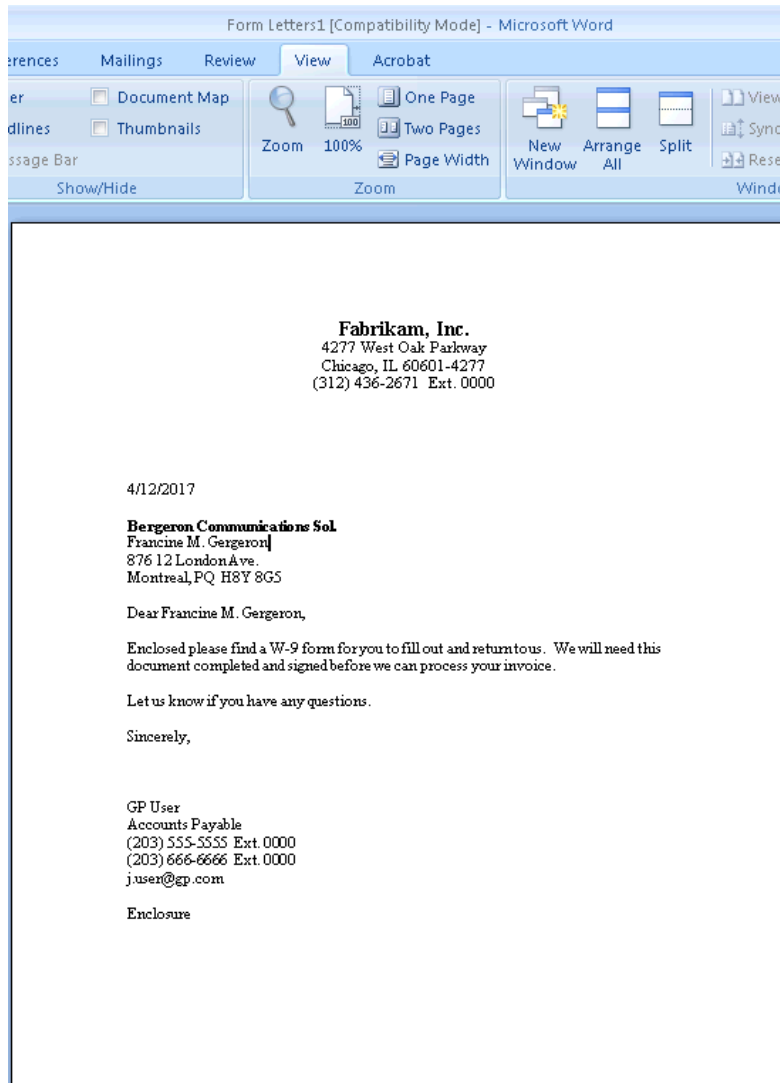
You can then edit (at least remove from) the list of vendors returned by your selection criteria.



You can supply credentials that will be remembered on your computer.



The result is a Word document mail merge with a letter to each of your selected vendors!



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www.CriticalEdgeGroup.com