



your trusted business  
solutions partner™

# OTT NET

News . Education . Technology

Your source for the latest news, education, and technology tips from OTT, Inc.!

## January 2012

### Upcoming Events

[CRM Net\(work\) Training: All Things Microsoft Dynamics CRM 2011](#) - **January 10**

[Powerful Financial Reporting Software for Microsoft Dynamics GP](#) - **January 19 and 26**

[Microsoft Dynamics GP 2010 Boot Camp](#) - **January 23-24**

CRM Net(work) User Group - **February 7**

Microsoft Dynamics GP Client Group Meeting - **February 23**

[Convergence 2012 Houston](#) - **March 18 - 22**



### Microsoft Dynamics Convergence 2012 Houston: A World of Opportunity – March 18 -

**22** We're excited to announce that **Convergence 2012** will be held **March 18 – 21, 2012** in Houston, Texas – be sure to mark your calendars now!

Get it all at **Convergence 2012!** Convergence is the premier Microsoft Dynamics event, where you can experience firsthand how you can optimize your business and improve your bottom line. At **Convergence 2012**, you'll have opportunities to:

- Discover what's new with your Microsoft Dynamics solution, including details about upcoming innovations and product launches
- Connect with your peers, partners, Microsoft team members, and industry experts to share ideas and knowledge – all in one place
- Exceed your expectations for what you can accomplish with the power of your Microsoft Dynamics solution and the full range of Microsoft products.

Developed with input from users just like you, this year's Convergence agenda will offer a variety of learning opportunities and formats, such as educational/informational sessions, structured and unstructured networking opportunities, technical assistance, and hands-on labs will help you discover how to get the most value from your Microsoft Dynamics solution. Check out the session catalog for details on titles, abstracts, and assigned time slots.

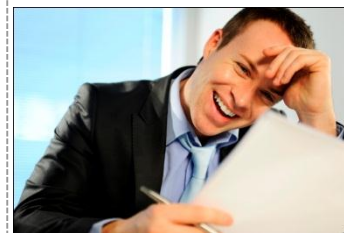
**Early registration ends on January 26, 2012.** Don't miss out on this great opportunity to save \$300 off the registration fee! If you register three or more attendees for **Convergence 2012**, you will receive a \$100 discount for the third and up to seven subsequent registrants. [Register now](#) to receive this special pricing and join us at OTT, Inc. for this premier Microsoft Dynamics event!

Members of the OTT, Inc. team will be to Houston for **Convergence 2012**, and we hope you are able to join us! Be sure to check out [OTT, Inc.'s Convergence webpage](#) or email [events@OTT-Inc.com](mailto:events@OTT-Inc.com) for additional information about OTT, Inc.'s plans for **Convergence 2012!**

**Important Payroll Update for Microsoft Dynamics GP** Microsoft has re-released the round 1 tax update for 2012 due to congress passing the 2 month payroll tax extension. [Review the updated documentation here](#). Please go to CustomerSource to download your updates.

Round 2 will have Connecticut code changes and also other state tax table changes that are still undecided (Delaware, Illinois, and New York), which is expected to be released the 3rd week of January.

If you have any questions, please contact OTT, Inc. for assistance.



**Powerful Financial Reporting Software for Microsoft Dynamics GP** Is your organization looking for a powerful financial reporting software for Microsoft Dynamics GP? If so, you won't want to miss our upcoming webcasts and learn why Microsoft Dynamics GP customer choose F9 to help with their financial reporting needs.

F9 understands that businesses need their most critical data, their general ledger, instantly accessible at all times. F9 financial reporting solutions are easy to install and easy to maintain. Powerful and flexible, F9 software is also easy to learn and easy to use. Online training can be completed in less than four hours.

F9 is a customizable financial reporting tool that dynamically links general ledger data to Microsoft Excel. Microsoft Excel users already know how valuable spreadsheets are for financial reporting. F9 leverages that value by delivering your general ledger data directly to Excel through a dynamic live link to the most current information, with no exports or manual entries required.

With F9, you can easily build flexible reports from the ground up, view sample reports, and use the analysis and drill-down capabilities to get the information you need - live - out of your source general ledger. Once a report is designed, recalculating a report is as easy as pushing the F9 key. Reports can be scheduled to recalculate on a time-driven basis and also e-mailed to distribution groups and address book contacts.

With F9's Excel-based financial reporting, you can:

- Directly link to real-time data
- Create fully formatted, dynamic reports in seconds
- Consolidate data from multiple sources
- Drill down from the report to the data origin
- Retrieve and edit GL budgets in Excel and write them back to the GL
- Create dashboards and key performance indicators
- Schedule automated generation and distribution of reports
- Publish and recalculate your F9 reports to Microsoft SharePoint

- Reports are always timely, consistent, and complete with F9. If you know Excel, then you know F9!

Attend an Upcoming Webcast to Learn More!

Experience the full power and flexibility firsthand! Learn more about how F9 can help you simplify your financial reporting and enhance productivity, performance, and profitability.

We invite you to attend a free upcoming webinar and see for yourself why F9 is regarded as the standard in powerful Excel-based financial reporting.

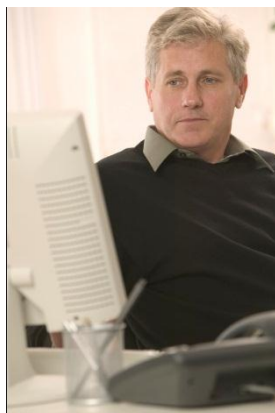
OTT, Inc. and F9 are happy to partner to bring you four opportunities to learn more about F9 in a complimentary webcast. Our upcoming webcast dates include:

[Thursday, January 19 from 11:00 a.m. – 12:00 p.m.](#)

[Thursday, January 26 from 1:00 p.m. – 2:00 p.m.](#)

To register for any of these webcasts, simply click the date and register online. You can also register by emailing [events@OTT-Inc.com](mailto:events@OTT-Inc.com) or by calling 651.262.2615.

**Tips and Tricks – Keyboard Shortcuts** I've always been a person that finds the easiest way to do a task on computers. Every application has some handy little tricks on how to do some of the basic tasks without having to have my right hand (left for you lefties out there) come off the keyboard, make 6" trip to the mouse, usually lift the mouse because I don't know where it is on the screen and finally make the click. I've also amazed kids by doing some of the basic tasks, like opening a new window or moving to the URL line in Chrome without using a mouse. Below are a few keyboard shortcuts for common applications to help save a little energy and time:



## Word

Bold: CTRL + B

Close Word: Alt+F4

Font: CTRL + D

Word Left: CTRL + LEFT

Word Right : CTRL + RIGHT

## Chrome

Ctrl + T: Opens a new tab

Ctrl + 1 through Ctrl + 8: Switches to the tab at the specified position number on the tab strip

Ctrl + Tab or Ctrl + PgDown: Switches to the next tab

Ctrl + L or Alt + D: Highlights the URL

Alt + Home: Opens your homepage in your current window

## Windows

ALT + TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task switching window)  
CTRL + SHIFT + ESC: Opens Windows Task Manager  
ALT + F4: Closes the current window  
Windows Logo + M: Minimize all

### **Microsoft Dynamics CRM 2011 Tips and Tricks: Personalizing CRM 2011** The

Personalization aspects of CRM 2011 offer a ton of new features and it sometimes difficult to weed through to find the ones that are applicable to your organization. I'd like to show you the 5 new features that I think everyone can appreciate and how to use them. These 5 new features include:

Filters and Custom Filters

Views - Personal Views and Default Views

Views - Lookup Fields

Recently Viewed

Converting Emails to Leads and Opportunities

[Click here to learn more about these great new features Microsoft Dynamics CRM 2011 offers!](#)



**Microsoft Dynamics GP 2010 and Office 2010** Microsoft Office 2010 is available in both 32 and 64 bit versions. Microsoft Dynamics GP 2010 is supported on both 32 and 64 bit workstations/servers. While being supported on both, Microsoft Dynamics GP 2010 is still a 32 bit application. The OTT, Inc. team has noticed some limitations with the use of Microsoft Dynamics GP 2010 and the 64 bit version of Office 2010 which have been resolved by using the 32 bit version of Office 2010.



Be sure to talk to your IT Department before upgrading workstations and request the 32 version of Office 2010 when used in conjunction with Microsoft Dynamics GP 2010 (both versions of Office should be available without an extra cost or loss of functionality within Office).

If you have questions, or if you would like more information about Microsoft Dynamics GP 2010 and Office 2010, contact the OTT, Inc. team at any time.

**Spotlight ISV: Avalara** Sales tax is hard. AvaTax™ makes it easy. Agile, successful companies focus on their core business and outsource complex, administrative functions – such as payroll and sales tax management – to the experts. Avalara's flagship SaaS product, AvaTax, is the fastest, easiest, most accurate and affordable way to calculate sales & use tax; manage exemption certificates; file returns; and remit payments across multiple tax regions. Our tax decision engine calculates rates based on 100,000+ taxability rules in



17,000+ taxing jurisdictions and instantly applies them to each transaction. AvaTax provides seamless integration with 100+ ERP, accounting, e-commerce and retail POS systems including Microsoft Dynamics GP. The AvaTax SDK makes it possible to integrate AvaTax with just about any e-commerce or accounting application. Avalara consultants provide nexus analysis, audit defense, voluntary disclosure and registration services. Thousands of businesses large and small rely on Avalara to make sales tax less taxing. Learn more about Avalara by visiting [www.Avalara.com](http://www.Avalara.com).



**Thank you to our 2011 Summit Sponsors** OTT, Inc. would like to express our gratitude to the sponsors of the 2011 Summit; thank you for making our annual event possible! We encourage you to take a few moments to learn about our sponsors and the products and solutions they offer.

**Visionary Sponsors** [Avalara](#), [Azox](#), [Corporate Renaissance Group/emPerform](#), [Encore Business Solutions](#), [F9](#), [KwikTag by ImageTag](#), [Panatrack](#), [Reporting Central](#), [Rockton Software](#)

**Innovator Sponsors** [AbeTech/Appolis](#), [Accellos](#), [Alba Spectrum](#), [Nodus Technologies](#), [RedTail Solutions](#), [RockySoft](#)

**Believer Sponsors** [Binary Stream Software](#), [InsideView](#), [Professional Advantage](#), [Tenrox](#)

Click [here](#) if you wish not to receive these messages in the future.



your trusted business  
solutions partner.™

This email was sent by [OTT, Inc.](#)  
2675 Long Lake Road  
St. Paul, MN 55113