

### Agenda

#### Curriculum Highlights:

- Navigation
- Keyboard Equivalents
- Report Options and Groups
- Company Setup
- Posting Setup
- SmartList
- Personalizing GP

### Synopsis:

This course will teach you setup procedures for companies and posting, the purpose and use of the utility functions, and how to use key reports and inquiries.

### By actively participating in this class, you should learn:

How to use inquiries and reports to get the information you wish to access

### Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use each Microsoft Dynamics GP module



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# Dynamics GP Financials General Ledger

## Agenda

### *Curriculum Highlights:*

- General Ledger Setup
- Account Structure
- Creating Charts of Accounts, Budgets, and Quick Journals
- Recording and Posting General Ledger Transactions
- Reports and Inquiries
- Year-End Procedures

## Synopsis:

This course is designed to teach the basic features of the Microsoft Dynamics GP General Ledger module and how to use it effectively. In this class you will learn setup procedures, how to enter and post transactions, the purpose and use of the utility functions, how to use key reports and inquiries, proper period-end and year-end procedures, and tips to speed data entry.

## By actively participating in this class, you should learn how to:

- Customize the setup of the general ledger module to fit your business
- Set up key records
- Enter and post transactions using various methods
- Maintain the data that is stored in your system
- Use inquiries and reports to get information you wish to access
- Complete period and year-end procedures

## Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use the Microsoft Dynamics GP General Ledger module



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# Dynamics GP Financials Payables Management

## Agenda

### *Curriculum Highlights:*

- Payables Setup Options
- Setting up Vendors and Classes
- Entering and Posting Vouchers and Credit Memos
- Applying Documents
- Processing Manual or Computer Checks
- Placing and Releasing Holds
- Voiding vouchers and Payments
- Key Reports and Inquiries
- Year-End Procedures and 10099's



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## Synopsis:

Payables Management is designed to teach the basic features of the module and how to use them effectively. This class will teach you setup procedures, how to enter and post transactions, the purpose and use of the utility functions, how to use key reports and inquiries, proper period-end, and year-end procedures and tips to speed data entry.

## By actively participating in this class, you should learn how to:

- Customize the setup to fit your business
- Set up key records, such as vendors
- Enter and post transactions using various methods
- Maintain the data that is stored in your system
- Use inquiries and reports to get information you wish to access
- Complete period and year-end procedures in the payables management module

## Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use each Microsoft Dynamics GP module



# Dynamics GP Financials Receivables Management

## Agenda

### *Curriculum Highlights:*

- Receivables Setup Options
- Setting up Customers and Classes
- Setting up Salespeople and Territories
- Entering and Posting Sales Transactions
- Recording Cash Receipts
- Handling NSF checks, voiding, and waiving transactions
- Aging Customer Accounts
- Assessing Finance Charges
- Printing Customer Statements
- Performing Paid Transaction Removal
- Year-End Procedures



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## Synopsis:

Receivables Management is designed to teach the basic features of the module and how to use them effectively. This class will teach you setup procedures, how to enter and post transactions, the purpose and use of the utility functions, how to use key reports and inquiries, proper period-end and year-end procedures, and tips to speed data entry.

## By actively participating in this class, you should learn how to:

- Customize the setup to fit your business
- Set up key records, such as checkbooks
- Enter and post transactions using various methods
- Maintain the data that is stored in your system
- Use inquiries and reports to get information you wish to access
- Complete period and year-end procedures in each module

## Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use each Microsoft Dynamics GP module