

## Financials in Microsoft Dynamics GP 10.0

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Cost:** \$650.00+GST

**Inclusions:** Microsoft expert instructor, comprehensive course manual, individual computer access and refreshments.

**Prerequisites:** Before attending this course, students must have:

- General knowledge of Microsoft Windows
- Basic knowledge of accounting principles

### Audience

Customers wanting to learn the basic features and elements required to effectively use the Microsoft Dynamics GP finance modules of General Ledger, Receivables, Payables and Bank Reconciliation.

The class is targeted toward data entry clerks, administrators; office managers and consultants who need to understand the financial aspects of Microsoft Dynamics GP and gain basic general knowledge of the application functionality.

### Products Covered:

Microsoft Dynamics GP 10.0

### Course Description

This one-day Microsoft Dynamics GP Financials course explores the elements of Microsoft Dynamics GP General Ledger, Receivable Module, Payable Module and Bank Reconciliation.

Topics covered during this session include: Setup in General Ledger, Receivable Module, Payable Module and Bank Reconciliation. They key features within each module will also be covered looking at maintenance, payments and reporting. The course also includes tips for the user to personalize shortcuts and checklists to streamline business practices.

### Topics Covered

#### General Ledger

- Setup
- COA maintenance
- Creating transactions
- Inquiries and reports

#### Receivable Module

- Setup
- Customer maintenance
- Creating invoice and receipts
- Inquiries, statements and reports

#### Payable Module

- Setup
- Creditor maintenance
- Creating invoice and payments
- Inquiries and reports

#### Bank Reconciliation Module

- Setup
- Checkbook maintenance
- Deposits and receipts
- Month end reconciliation
- Inquiries and Reports