



Microsoft Dynamics Core Financials Training; Five Day – Instructor Led

Day 1:

Introduction to Microsoft Dynamics GP

Course 80571AC: One Day

About This Course

This one-day course explores the basic elements of Microsoft Dynamics GP. Topics covered during this session include system and company setup procedures, how to use reports and inquiries, how to use SmartList to expand inquiry and analysis capabilities and tips for the user to personalize Microsoft Dynamics GP to streamline business practices.

Audience Profile

This course is intended for customers and partners wanting to learn the basic features and elements required to effectively use Microsoft Dynamics GP. The class is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the basic technical aspects of Microsoft Dynamics GP and gain some basic general knowledge of the application's functionality.

At Course Completion

After completing this course, students will be able to:

- Use basic elements such as lookup windows, browse buttons and zooms to access data in Microsoft Dynamics GP.
- Enter record and window level notes and attach OLE notes to records.
- Use SmartList to export data to Microsoft Word or Microsoft Excel for further analysis.
- Use the Posting Setup options to define posting processes.
- Identify what is required to use Word Templates.
- Customize system and company setup procedures using the Setup Checklist.
- Set up fiscal periods, account formats, credit cards and payment terms.
- Use inquiries and reports to get at the information that is needed from Microsoft Dynamics GP.
- Customize Microsoft Dynamics GP toolbars, home pages and display settings.
- Describe the benefits of using Business Alerts and Process Servers.
- View and use resource descriptions for tables and fields in Microsoft Dynamics GP.



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Day 2:

General Ledger in Microsoft Dynamics GP

Course 80572AC: One day

About This Course

This course explores the accounting cycle and the processes required to enter financial data into the system. It covers how to set up general ledger accounts, enter general ledger transactions, and post the transactions. This course also shows how to perform additional functions such as account reconciliation, budgeting, allocation, period-end procedures and year-end closing procedures.

Audience Profile

This course is intended for customers and partners that want to learn the basic features and understand the typical day-to-day procedures of General Ledger. The class is targeted toward data entry clerks, administrators, office managers, CEO's, accountants, and consultants who need to understand the technical aspects of Microsoft Dynamics GP General Ledger and understand how to use it in accordance with the rest of the system.

At Course Completion

After completing this course, students will be able to:

- Customize General Ledger settings
- Set up a chart of accounts including posting, unit and allocation accounts
- Enter and post transactions using transactional or batch posting methods
- Perform key inquiries and print reports in General Ledger
- Maintain records in General Ledger
- Print financial statements and other key reports to manage a business
- Complete period and year-end procedures



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Day 3:

Payables Management in Microsoft Dynamics GP

Course 80573AC: One day

About This Course

The one-day Microsoft Dynamics® GP Payables Management course examines the accounting cycle and the processes required to enter vendor invoices and process checks. This course also shows you how to perform additional functions such as adjustments, prepayments, month-end closing, and cash flow control. A thorough understanding of these topics allows for capitalizing on vendor discount dates to reduce accounts payable liabilities and easily select the right vouchers for payment by date, vendor, number, or custom query to control cash outlay. This course also provides guidance on how to define default values that automatically populate data fields and how to gather the information needed to make better business decisions by exploring powerful inquiry and lookup functions.

Audience Profile

This course is intended for customers wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Payables Management. The class is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the technical aspects of Payables Management and gain foundational knowledge of the application functionality.

At Course Completion

After completing this course, students will be able to:

- Set up Payables Management and identify the customizable options available in the setup windows.
- Perform all Payables Management related data entry functions including vendor invoicing, check processing, recurring vouchers, and manual checks.
- Select documents for payment and make appropriate adjustments to payment amounts prior to check processing.
- Correct input errors using the Edit Transaction Information window.
- Perform maintenance on Payables Management documents and other records such as vendors and recurring invoices.
- Understand the steps and requirements to void checks and invoices.
- Use inquiries or print reports to verify data and perform financial analysis for audit trail purposes.
- Identify the impact of Payables Management on other areas of Microsoft Dynamics GP.



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Day 4:

Receivables Management in Microsoft Dynamics GP

Course 80574AC: One days

About This Course

The one-day Microsoft Dynamics GP Receivables Management course explores the accounting cycle and the processes required to enter invoices and receive payments from customers. This course also explains how to perform additional functions such as entering credit memos, prepayments, small balance write offs, print customer statements, enter and void scheduled payments, and month-end closing procedures.

Audience Profile

This course is intended for anyone wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Receivables Management.

At Course Completion

After completing this course, students will be able to:

- Perform Receivables Management related data entry functions including customer invoicing, customer payment application and recurring invoices.
- Perform maintenance on Receivables Management documents and maintenance records such as customers, customer classes and scheduled payments.
- Apply payments and prepayments to customer balances or against specific invoices.
- Print standard reports for audit trail purposes, financial analysis and to verify data entry.
- Troubleshoot and correct input errors including an incorrect posting date or incorrect document amounts.
- Perform month-end procedures including aging customer documents, closing statement cycles and printing customer statements.



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Day 5:

Bank Reconciliation in Microsoft Dynamics GP

Course 80575AC: half day

About This Course

This course explores the processes required to manage cash receipts, cash disbursements, and other transactions that affect checkbook balances. It also shows you how to perform the checkbook reconciliation process in the Bank Reconciliation module, ensuring accuracy of your financial data and its relation to your financial institution statements.

Audience Profile

This course is intended for customers who want to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Bank Reconciliation. Bank Reconciliation training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics GP. The class is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who have to understand the technical aspects of Bank Reconciliation and gain foundational knowledge of the application functionality.

At Course Completion

After completing this course, students will be able to:

- Identify the impact of the Bank Reconciliation module on other modules.
- Customize the setup of Bank Reconciliation to fit their business needs.
- Perform all Bank Reconciliation related data entry functions. This includes bank transactions, bank deposits, and bank transfers.
- Perform maintenance on Bank Reconciliation documents and records such as checkbooks.
- Print standard reports for audit trail purposes, financial analysis, and to verify data entry.
- Perform the bank reconciliation process in Bank Reconciliation.