

Introduction to Microsoft Dynamics GP 2010

HOURS	COST
8	\$499.00

This training material explores the basic elements of Microsoft Dynamics GP. Topics covered during this material 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

Individuals wanting to learn the basic features and elements required to effectively use Microsoft Dynamics GP. The training material is targeted toward data entry clerks, administrators; office managers, CEOs, and consultants who need to understand the technical aspects of Microsoft Dynamics GP and gain basic general knowledge of the application functionality

At Training Material Completion

After completing this training material, individuals should 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
- Use SmartList to export data to Microsoft Word or Microsoft Excel for further analysis
- Use the Posting Setup options to define posting processes
- Set up the system 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 needed in the application
- 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

Prerequisites

Before completing this training material, it is recommended that individuals have:

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