

## Receivables Management for Microsoft Dynamics GP 2010

HOURS	COST
7	\$499.00

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 shows you how to perform

additional functions such as credit memos, prepayments, small balance write off, print customer statements, enter and void scheduled payments, and month-end closing procedures.

Learn to set terms for calculating document discount dates and due dates, use balance forward and open-item statements, and apply any mix of the comprehensive service and finance charges available. A thorough understanding of these topics allows you to apply payments and credit memos to specific unpaid invoices by using several automatic payment application options. This keeps customer payment information consistent and accurate. You learn to use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Receivables, Customer Aged Receivables and the Receivables Trial Balance report.

This course also demonstrates how to define default values that automatically populate data fields and gather the information you need to make better business decisions by exploring powerful inquiry and lookup functions.

### Audience

**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 Receivables Management.

Receivables Management 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 need to understand the technical aspects of Receivables Management and gain foundational knowledge of the application functionality.

### Prerequisites

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

- ✓ General knowledge of Microsoft® Windows®
- ✓ Completed the Microsoft Dynamics GP Tutorial
- ✓ Basic knowledge of accounting principles

### Student Materials

The student courseware includes a comprehensive workbook and other necessary materials for this class.