

80575— Bank Reconciliation in



This training 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

This training 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 training 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 Training Material Completion

After completing this training, individuals 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.

Prerequisites

Before reviewing this training, individuals must have:

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

Number of Days: *Classroom*—0.5, *Online*—1

Accepted Payment Methods: Check, Visa, MasterCard, American Express

Prices: *Classroom*—\$250, *Online*—\$450