

80571— Introduction to



This training 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

This training is intended for customers and partners wanting to learn the basic features and elements required to effectively use Microsoft Dynamics GP. The training 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 Training Material Completion

After completing this training, individuals 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.

Prerequisites

Before reviewing this training, individuals must have:

- General experience using Microsoft Windows
- Basic understanding of accounting principles

Number of Days: 1

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

Prices: *Classroom*—\$495, *Online*—\$450