

# Payables Management I in Microsoft Dynamics GP 10.0

**Course Number 8819**

The one-day Microsoft Dynamics GP Payables Management Training Materials examines the accounting cycle and the processes required to enter vendor invoices and process checks. This training material also shows how to perform additional functions such as adjustments, prepayments, month-end closing, and cash flow control.

## **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 Payables Management. The training material 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 Training Material Completion**

After completing this training material, individuals should be able to:

- Set up the Payables Management module 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.
- Perform maintenance on Payables Management documents and other records such as vendors and recurring invoices.
- Select documents for payment and make appropriate adjustments to payment amounts prior to check processing.
- Print standard reports to verify data and financial analysis for audit trail purposes.
- Identify the impact of the Payables Management module on other Microsoft Dynamics GP modules.
- Correct input errors using the Edit Transaction Information window.
- Understand the steps and requirements to void checks and invoices.

## **Prerequisites**

Before attending this training materials, individuals must have:

- General knowledge of Microsoft Windows
- Knowledge of accounting principles

## **Price**

\$495.00

Accepted payment methods: Check, Visa, Mastercard, American Express

## **Agenda**

8:30 – 5:00