

Introduction to Microsoft Dynamics GP:

This course 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 users to personalize Microsoft Dynamics GP to streamline business practices.

Audience Profile

Customers wanting to learn the basic features and elements required to effectively use 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 Microsoft Dynamics GP and gain basic general knowledge of the application functionality.

At course Completion

After Completing this course, students 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 systems and company setup procedures using the Setup Checklist
- Set up fiscal periods, account formats, credit cards and payments terms
- Use inquiries and report 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