

Payables Management in Microsoft Dynamics GP

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

A thorough understanding of these topics allows for capitalizing on vendor discount dates to reduce payable liabilities and easily select the right vouchers for payment by date, vendor number or custom query to control cash outlay. This course teaches how to use comprehensive reporting features that represent data in different ways, including many standard reports and inquiry windows. This course also provides guidance on how to define default values that automatically populate date fields and how to gather the information needed to make better business decisions by exploring powerful inquiry and lookup features.

Audience Profile

This course is intended for 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 class 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 Course Completion

After completing this course, students 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 the other Microsoft Dynamics GP Modules
- Correct input errors using the Edit Transaction Information window.
- Understand the steps and requirement to void checks and invoices.