

## Introduction to Microsoft Dynamics GP 10.0

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1/2 day

**Class size:** 10 Students Max.

**Cost:** \$350.00+GST  
(an equivalent amount in training vouchers will be given to all attendees to spend on further Microsoft Dynamics GP training courses)

**Inclusions:** Microsoft expert instructor, comprehensive course manual, individual computer access and refreshments.

**Prerequisites:** Before attending this course, students must have:

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

**Audience**  
Customers wanting to learn the basic features and elements required to effectively use each Microsoft Dynamics GP module. The class is targeted toward new employees, data entry clerks, office managers, and management staffs who need to understand the different aspects of Microsoft Dynamics GP Foundation and gain basic general knowledge of the application functionality.

**Products Covered:**  
Microsoft Dynamics GP 10.0

### Course Description

This half-day Microsoft Dynamics™ GP Foundation course explores the basic elements of Microsoft Dynamics GP. Topics covered during this session include: General navigation into GP. Entering transactions, how to use reports and inquiries, how to use Smart List to expand inquiry and analysis capabilities, business alerts and tips for the user to personalize shortcuts and checklists to streamline business practices.

### Objectives

After completing this course, students will have the knowledge to be able to:

- Use basic elements such as lookup windows, browse buttons and zooms to access data in Microsoft Dynamics GP.
- Enter transactions and generate reports
- Enter record and window level notes and attach OLE Notes.
- Use SmartList to export data to Microsoft Word or Microsoft Excel for further analysis.

### Topics Covered

- Navigate into GP and enter transactions
- Use inquiries and reports to get at the information needed.
- Customize Microsoft Dynamics GP toolbars, home pages and display settings.
- Describe the benefits of using Business Alerts and Process Servers.

### Period End Procedures

- Complete the processes that are performed at the end of an accounting period
- Complete the processes that performed at the end of a calendar or fiscal year
- Perform the Year-end closing process

### Job Aids

- Use the job aid tools to perform the associated tasks