

Receivables Management I in Microsoft Dynamics GP 10.0

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Cost: \$650.00+GST

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 to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Dynamics GP Receivables Management. The class is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the technical aspects of Receivables Management and gain foundational knowledge of the application functionality.

Products Covered:

Microsoft Dynamics GP 10.0

Course Description

The one-day Microsoft Dynamics GP Receivables Management course examines the accounting cycle and the processes required to complete daily procedures and process at period-end. This course also shows how to perform additional functions such as adjustments, prepayments, month-end closing, and cash flow control.

Topics Covered

Overview & Setup Procedures

- Receivables Management Features and Benefits
- Receivables Management Overview
- Receivables Management Setup Checklist
- Company and Posting Setup Procedures
- Receivables Management Setup and Options
- Sales Territory Maintenance
- Salesperson Maintenance
- Customer Class Setup
- Customer Maintenance
- Customer Account Maintenance
- Customer Maintenance Options
- National Accounts Maintenance
- Refund Checks Setup
- Receivables Management Setup Reports
- Beginning Balances
- Customer Summary

Daily Procedures

- Transaction Entry Overview
- Posting Overview
- Receivables Batch Entry
- Receivables Transaction Entry
- Applying Documents
- Post Transactions
- Scheduled Payments Checklist
- Scheduled Payments Entry
- Entering Cash Receipts
- Apply Posted Transactions
- Entering Refund Checks
- Batch Recovery

Maintaining Records

- Handling NSF checks, Voiding, and Waiving Posted Transactions
- Change and Delete Records
- Edit posted transactions
- Remove History
- Reconcile
- Retrieve Information
- Creating Report Options
- Creating and Printing Report Groups

Period-End Procedures

- Period-end Checklist
- Aging Process
- Assess Finance Charges
- Print and/or Reprint Customer Statements
- Transfer Sales Commission
- Write Off Documents
- Paid Sales Transaction Removal
- Reconcile Receivables Management to General Ledger
- Closing the Fiscal Period
- Calendar Year-end Closing
- Fiscal Year-end Closing
- Tax Year-end Close