



Dynamics GP - Basics Series

Overview

Based on requests from our existing customers the Microsoft Dynamics training team has developed a series of half day courses on the Microsoft Dynamics GP Core Financials. These courses are designed to give new and existing users a strong grounding in the basics of the products in a short time span at a budget price. These sessions will be run periodically depending on demand.

The sessions are as follows:

- Dynamics GP Basics Series - General Ledger
- Dynamics GP Basics Series - Receivables Management
- Dynamics GP Basics Series - Payables Management (Manual Payments Only)
- Dynamics GP Basics Series - Payables Management (Cheque/EFT Run)
- Dynamics GP Basics Series - Bank Reconciliation
- Dynamics GP Basics Series - Fixed Asset Management

These public sessions will be offered from our Professional Advantage offices on sample Australian data. These courses are aimed at clerical workers who do not necessarily need to know all facets of the product or an accountant who just wants to know the basic transactions within each module and how to make an enquiry on transactions. Therefore these courses do not include Month End Procedures, Voiding and Reports. In order to keep costs down each trainee will get a one page summary sheet per course.

Due to the public nature of the course discussion on individual client process and issues will be kept to a minimum. Our existing private courses are recommended for new clients where training on their data and a discussion of each process is vital to ensure a smooth transition into the product.

Sessions have been priced at an affordable \$360 per person per session. Plus every person will receive one registration in the Introduction to Dynamics GP eLearning course, which must be complete prior to attending the session.



Dynamics GP - General Ledger

Course Overview

This course provides an understanding of the basic principles of the General Ledger. In this ½ day course you will learn how to enter and copy journals, create back out and correcting journals, use templates and also enter standing journals. You will also learn how to make an enquiry on journals and trace transactions back to their source and view summary data for an account. We will cover how to setup new posting accounts in the system.

Audience

This course is aimed at existing Professional Advantage clients who have time and budget constraints but would still like to ensure that their new staff successfully attains the basics of the product. This course is designed for first time users and end users who are already in a company with a functional accounts department.

Prerequisites

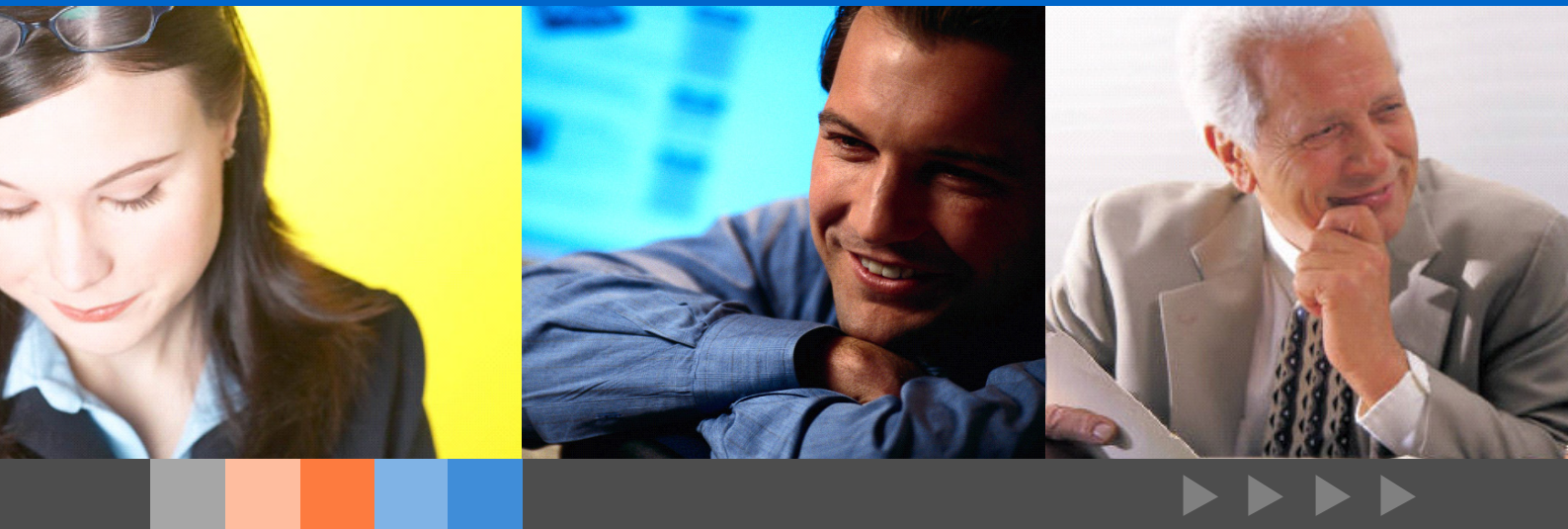
- PC and Keyboard Skills
- Introduction to Dynamics GP - eLearning (Available free when you enrol in a basic course)

Key Topics

- Journals including General Journals, Recurring Batches and Quick Journals
- Enquiries
- Posting Account Setup

Session Details

Priced at \$360 per person; the length is half day; the location is at Professional Advantage's training room on sample Australia data with a maximum of 6 trainees per session. For more information including course dates please phone 02 9466 8652 or email <http://www.pa.com.au/microsoft/training.htm>.



Dynamics GP - Receivables Management

Course Overview

This course provides an understanding of the basic principles of Accounts Receivable. In this ½ day course you will learn how to add and maintain debtor records, enter and edit invoices and credit notes. You will also learn how to enter cash receipts and apply them to invoices. We will cover the major enquiry windows allowing you to trace documents and stay on top of your debtor balances.

Audience

This course is aimed at existing Professional Advantage clients who have time and budget constraints but would still like to ensure that their new staff successfully attains the basics of the product. This course is designed for first time users and end users who are already in a company with a functional accounts receivable department.

Prerequisites

- PC and Keyboard Skills
- Introduction to Dynamics GP - eLearning (Available free when you enrol in a basic course)

Key Topics

- Debtor Setup and Maintenance
- Invoice and Credit Note Entry
- Cash Receipts
- Applying Sales Documents
- Enquiries

Session Details

Priced at \$360 per person; the length is half day; the location is at Professional Advantage's training room on sample Australia data with a maximum of 6 trainees per session. For more information including course dates please phone 02 9466 8652 or email <http://www.pa.com.au/microsoft/training.htm>.



Dynamics GP - Payables Management

Course Overview

The Accounts Payable module has been split into two separate sessions. You can do either session or both depending on your needs. In the first ½ day course you will learn how to add and maintain creditor records, enter and edit invoices and credit notes. You will also learn how to enter handwritten cheques and cash payments and apply them to invoices. We will cover the major enquiry windows allowing you to trace documents and stay on top of your creditor balances.

In the second ½ day course you will learn how to create both computer cheque and EFT payment batches. We will work through a variety of scenarios dealing with common issues experienced in the workplace.

Audience

These two courses are aimed at existing Professional Advantage clients who have time and budget constraints but would still like to ensure that their new staff successfully attain the basics of the product. These courses is designed for first time users and end users who are already in a company with a functional accounts payables department.

Prerequisites

- PC and Keyboard Skills
- Introduction to Dynamics GP - eLearning (Available free when you enrol in a basic course)

Key Topics

Dynamics GP Basics Series - Payables Management

- Creditor Setup and Maintenance
- Invoice and Credit Note Entry
- Manual Payments
- Applying Payables Documents
- Enquiries

Dynamics GP Basics Series - Cheque and EFT Run

- Creating a Batch of Payments - both Computer Cheque and EFT payments
- Editing a Batch of Payments - removing payments and individual invoices, printing edit lists
- Editing a Payment - invoices to be short paid, remittance information and prepayments
- Printing Cheques, Remittance Advice and Posting the Batch

Session Details

Priced at \$360 per person; the length is half day; the location is at Professional Advantage's training room on sample Australia data with a maximum of 6 trainees per session. For more information including course dates please phone 02 9466 8652 or email <http://www.pa.com.au/microsoft/training.htm>.



Dynamics GP - Bank Reconciliation

Course Overview

This course provides an understanding of the basic principles of the Bank Reconciliation Module. In this ½ day course you will learn how to setup and maintain bank accounts, enter bank transactions, bank transfers, enter bank deposits and perform bank reconciliations. You will also learn how to make an enquiry on bank transactions and trace transactions back to their source.

Audience

This course is aimed at existing Professional Advantage clients who have time and budget constraints but would still like to ensure that their new staff successfully attains the basics of the product. This course is designed for first time users and end users who are already in a company with a functional accounts department.

Prerequisites

- PC and Keyboard Skills
- Introduction to Dynamics GP - eLearning (Available free when you enrol in a basic course)

Key Topics

- Chequebook Setup and modification
- Enquiries
- Bank transactions, Miscellaneous computer cheques transfers and deposits
- Bank Reconciliations

Session Details

Priced at \$360 per person; the length is half day; the location is at Professional Advantage's training room on sample Australia data with a maximum of 6 trainees per session. For more information including course dates please phone 02 9466 8652 or email <http://www.pa.com.au/microsoft/training.htm>.



Dynamics GP - Fixed Assets

Course Overview

This course provides an understanding of the basic principles of the Fixed Asset module. In this ½ day course you will be given an overview of the setup of this module. You will learn how to enter and modify assets, retire and depreciate assets and post these transactions to the general ledger. You will also learn how to enquiry assets.

Audience

This course is aimed at existing Professional Advantage clients who have time and budget constraints but would still like to ensure that their new staff successfully attains the basics of the product. This course is designed for first time users and end users who are already in a company with a functional accounts department.

Prerequisites

- PC and Keyboard Skills
- Introduction to Dynamics GP - eLearning (Available free when you enrol in a basic course)
- Payables Management and/or Purchase Orders is recommended.

Key Topics

- Setup Overview
- Adding and Modifying an Asset
- Asset Depreciation
- Fixed Assets/General Ledger Interface
- Retiring Individual Assets
- Enquiries

Session Details

Priced at \$360 per person; the length is half day; the location is at Professional Advantage's training room on sample Australia data with a maximum of 6 trainees per session. For more information including course dates please phone 02 9466 8652 or email <http://www.pa.com.au/microsoft/training.htm>.