



## Dynamics GP Bank Reconciliation

### Agenda

#### *Curriculum Highlights:*

- Bank Reconciliation Setup Options
- Setup Checkbooks
- Entering and Posting Checks, Transfers, and Miscellaneous Transactions
- Creating Deposit Slips
- Reconciling Checkbooks
- Reports and Inquiries

### Synopsis:

Bank Reconciliation is designed to teach the basic features of this module and how to use them effectively. This class will teach you setup procedures, how to use key reports and inquiries, proper period-end and year-end procedures, and tips to speed data entry.

### By actively participating in this class, you should learn how to:

- Customize the setup to fit your business
- Set up key records, such as checkbooks
- Enter and post transactions using various methods
- Maintain the data that is stored in your system
- Use inquiries and reports to get information you wish to access
- Complete period and year-end procedures

### Who Should Attend?

Customers wishing to learn the basic features and develop a working knowledge of the typical day-to-day procedures required to effectively use each Microsoft Dynamics GP module