



Dynamics GP Financials Payables Management

Agenda

Curriculum Highlights:

- Payables Setup Options
- Setting up Vendors and Classes
- Entering and Posting Vouchers and Credit Memos
- Applying Documents
- Processing Manual or Computer Checks
- Placing and Releasing Holds
- Voiding vouchers and Payments
- Key Reports and Inquiries
- Year-End Procedures and 10099's

Synopsis:

Payables Management is designed to teach the basic features of the module and how to use them effectively. This class will teach you setup procedures, how to enter and post transactions, the purpose and use of the utility functions, 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 vendors
- 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 in the payables management module

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