



Dynamics GP Financials Receivables Management

Agenda

Curriculum Highlights:

- Receivables Setup Options
- Setting up Customers and Classes
- Setting up Salespeople and Territories
- Entering and Posting Sales Transactions
- Recording Cash Receipts
- Handling NSF checks, voiding, and waiving transactions
- Aging Customer Accounts
- Assessing Finance Charges
- Printing Customer Statements
- Performing Paid Transaction Removal
- Year-End Procedures

Synopsis:

Receivables 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 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 in each 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