

Receivables Management I - Microsoft Dynamics GP 10.0

Course 8823: One day

About This Course

The one-day Microsoft Dynamics GP Receivables Management course explores the accounting cycle and the processes required to enter invoices and receive payments from customers.

This course shows you how to perform additional functions such as credit memos, prepayments, small balance write off, print customer statements, enter and void scheduled payments, and month-end closing procedures. Learn to set terms for calculating document discount dates and due dates, use balance forward and open-item statements, and apply any mix of the comprehensive service and finance charges available.

Prerequisites

Before attending this course, students must have:

- • General knowledge of Microsoft Windows
- • Completed the Microsoft Dynamics GP Tutorial
- • Basic knowledge of accounting principles

Course Materials

The student courseware includes a comprehensive workbook and other necessary materials for this class.

Course Outline

Chapter 1: Overview & Setup Procedures Main Topics

- • 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

Chapter 2: Daily Procedures Main Topics

- • 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

Chapter 3: Maintaining Records Main Topics

- • 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

Chapter 4: Period-End Procedures Main Topics

- • 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

Appendix A: Job Aids

This appendix Includes documents like navigation roadmaps, checklists, and reference to reports available in Receivables Management.

Appendix B: Case Study Main Topics

- • Setup
- • Daily Procedures
- • Reports
- • Period End Procedures