

General Ledger in Microsoft Dynamics GP 10.0

Course 8812: One day

About this Course

The one-day Microsoft Dynamics GP General Ledger course explores the accounting cycle and the processes required to enter financial data into the system.

Prerequisites

Before attending this course, students must have:

- General knowledge of Microsoft Windows
- Basic knowledge of accounting principles

Course Materials

The student materials include a comprehensive workbook and access to the Microsoft Dynamics GP application.

Course Outline

Chapter 1: Overview and Setup Main Topics

- • General Ledger Features and Benefits
- • Integration
- • General Ledger Setup
- • Account Categories
- • Posting Accounts Setup
- • Unit Accounts Setup
- • Fixed Allocation Account Setup
- • Variable Allocation Account Setup
- • Account Segment Setup
- • Mass Modify Chart of Accounts
- • Defining the Retained Earnings Account
- • Setting up Budgets
- • Excel-based Budgeting
- • Budget Maintenance
- • Quick Journal Setup
- • Transaction Matching Setup
- • Entering Beginning Balances

Chapter 2: Daily Procedures Main Topics

- • Batch Entry
- • Transaction Entry
- • Calculate Taxes in General Ledger
- • Clearing Transaction Entry
- • Quick Journal Entry
- • Linking Transactions
- • Batch Recovery

Chapter 3: Additional Functionality Main Topics

- • Multidimensional Analysis Groups and Codes
- • Assigning Analysis Groups to Accounts
- • Entering Transactions using Multidimensional Analysis
- • Performing Multidimensional Analysis Inquiries
- • Defining Intercompany Relationships
- • Entering Intercompany Transactions
- • Posting Intercompany Transactions
- • Organizational Structures Setup
- • Define Organizational Relationships
- • Assigning User Classes to Organizational Structures
- • Assigning Users to Organizational Structures

- • Assigning a Range of Accounts to Organizational Structures
- • Assigning Individual Accounts to Organizational Structures
- • Activating Account Security

Chapter 4: Maintaining Records Main Topics

- • Correcting a Posted Transaction
- • Change, Inactivate and Delete Account Records
- • Reconcile
- • Reconcile to GL
- • Remove History
- • Archive Matched Transactions
- • Account Rollups
- • Using Inquiries
- • Report Options and Printing
- • Report Groups
- • Report List

Chapter 5: Period-End Procedures Main Topics

- • Period-End Closing
- • Year-End Closing
- • Quick Financial Statements
- • Printing Financial Statements
- • Advanced Financial Analysis

Appendix A: Job Aids

This appendix includes job aids that are used in General Ledger.

Appendix B: Case Study