

# Microsoft Dynamics GP Foundation

**Course Number 8506**

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The Foundation training material covers the basic elements of Microsoft Dynamics GP. Topics covered in this material include: system and company setup procedures, how to use key reports and inquiries, how to use SmartList to expand inquiry and analysis capabilities, business alerts, process server and tips for the user to personalize shortcuts and checklists to streamline business practices.

## **Audience**

Individuals wanting to learn the basic features and elements required to effectively use each Microsoft Dynamics GP module. The training material is targeted toward data entry clerks, administrators; office managers, CEOs, and consultants who need to understand the technical aspects of Microsoft Dynamics GP Foundation and gain basic general knowledge of the application functionality.

## **At Training Material Completion**

After completing this training material, an individual should be able to:

- Customize system and company setup procedures using the Setup Checklist
- Assign and track setup tasks
- Use the Posting Setup options to define posting processes
- Enter record and window level notes
- Attach OLE Notes
- Use inquiries and reports to get at the information you wish to access
- Use SmartList to export data to Microsoft Word or Microsoft Excel for further analysis
- Describe the benefits of using Business Alerts and Process Servers
- View and print resource descriptions for tables and fields in Microsoft Dynamics GP
- Set up fiscal periods, account formats, credit cards and payment terms

## **Prerequisites**

Before using this training material, an individual must have:

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