

# Microsoft Dynamics GP General Ledger

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The Microsoft Dynamics® GP General Ledger training material covers the accounting cycle and the processes required to enter financial data into the system. This training material also shows you how to perform additional functions such as account reconciliation, budgeting, allocation, period-end and year-end closing procedures.

A thorough understanding of these topics allows you to streamline monthly and year-end closing processes by learning how to automate routine activities such as account allocations, and reports. You learn how to accelerate data entry with transaction batch options while reducing data entry errors. This training material also explains how to define default values that automatically populate data fields and gather the information you need to make better business decisions by exploring powerful inquiry and reporting options

## **Audience**

Individuals wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use General Ledger.

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 General Ledger and gain foundational knowledge of the application functionality.

## **At Training Material Completion**

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

- Customize General Ledger settings
- Set up a chart of accounts including: posting, unit, and allocation accounts
- Enter and post transactions using transaction or batch posting methods
- Perform key inquiries and print reports in General Ledger
- Complete period-end and year-end procedures

## **Prerequisites**

Before using this training material, an individual must have:

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