

Microsoft Dynamics GP Receivables Management I

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The Microsoft Dynamics® GP Receivables Management training material covers the accounting cycle and the processes required to enter invoices and receive payments from customers. This training material 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.

A thorough understanding of these topics allows you to apply payments and credit memos to specific unpaid invoices by using several automatic payment application options. This keeps customer payment information consistent and accurate. You learn to use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Receivables, Customer Aged Receivables and the Receivables Trial Balance report. This training material also demonstrates 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 lookup functions.

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 Microsoft Dynamics GP Receivables Management.

Receivables Management training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics GP. The training material is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the technical aspects of Receivables Management and gain foundational knowledge of the application functionality.

At Training Material Completion

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

- Perform all Receivables Management related data entry functions including customer invoicing, customer payment application and recurring invoices

- Perform maintenance on Receivables Management documents and maintenance records such as customers, customer classes and scheduled payments

- Apply payments and prepayments to customer balances or against specific invoices

- Print standard reports for audit trail purposes, financial analysis and to verify data entry

- Identify the impact of the Receivables Management module on other modules

- Troubleshoot and correct input errors including incorrect posting date or incorrect document amounts

- Perform month-end procedures including aging customer documents, closing statement cycles and printing customer statements.

Prerequisites

Before using this training material, an individual must have:

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