

General Ledger in Microsoft Dynamics GP 2015

Course Details

Course Outline

Module 1: Overview and Setup

This module provides a general overview of the features and benefits of using General Ledger in an integrated environment and focuses on how General Ledger integrates with other functional areas in the Microsoft Dynamics GP application. This module also focuses on the setup procedures and different types of accounts in General Ledger, and how to define budgets for accounts using Microsoft Dynamics GP or Microsoft Excel.

Lessons

- Features and Benefits
- General Ledger Setup
- Account Categories
- Posting Account Setup
- Unit Account Setup
- Fixed Allocation Account Setup
- Variable Allocation Account Setup
- Account Segment Setup
- Mass Modify Chart of Accounts
- Define the Retained Earnings Account
- Set Up Budgets
- Budget Maintenance
- Combining Budgets
- Quick Journal Setup
- Transaction Matching Setup
- Entering Beginning Balances

Lab : Enter a Posting Account

Lab : Enter a Unit Account

Lab : Enter a Fixed Allocation Account

Lab : Enter a Variable Allocation Account

Lab : Account Segment Setup

Lab : Mass Modify Chart of Accounts

Lab : Create a Blank Budget in Excel

Lab : Importing a Budget from Excel

Lab : Quick Journal Setup

Module 2: Daily Procedures

This module defines the ways that transactions can be entered and posted in General Ledger. It explores the difference between transaction level and batch level posting, and the methods for posting batches. It also demonstrates how to use clearing entries to transfer the balance of an account that is no longer being used to another account.

Lessons

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

Lab : Transaction Entry, Unit Accounts

Lab : Transaction Entry, Allocation Accounts

Lab : Transaction Entry, Recurring Transactions

Lab : Clearing Entry

Lab : Budget Transaction Entry

Lab : Quick Journal Entry

Module 3: Additional Functionality

This module examines how to use Multidimensional Analysis, Intercompany functionality and set up Organizational Structures to use account security.

Lessons

- Multidimensional Analysis Groups and Codes
- Assign Analysis Groups to Accounts
- Multidimensional Analysis Transactions
- Define Intercompany Relationships
- Entering Intercompany Transactions
- Organizational Structures Setup
- Define Organizational Relationships
- Assign User Classes to the Organizational Structure
- Assign Users to the Organizational Structure
- Assign a Range of Accounts to the Organizational Structure
- Assign an Individual Account to the Organizational Structure
- Activating Account Security

Lab : Multidimensional Analysis

Lab : Organizational Structure Setup

Lab : Organizational Tree Setup

Lab : Organizational Structure, User Setup

Lab : Organizational Structure, Mass Assignment

Module 4: Maintaining Records

This module examines the functionality available to maintain General Ledger records. There is a lesson that focuses on correcting posted entries as well as changing and deleting account records. Information about the reconcile features in General Ledger are discussed, including the capability of reconciling to other sub-ledgers. Inquiries and reports are also discussed in this module.

Lessons

- 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

Module 5: Period-End Closing

This module examines the process of closing an accounting period and the fiscal year. The steps necessary to complete each phase of the closing process are discussed for the end of a period as well as a fiscal year. The module also looks at financial statements typically printed at the end of periods. Time is spent examining what actually takes place during the closing process and the two approaches that an organization may use for this process.

Lessons

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

Lab : Quick Financial Setup

Lab : Quick Financial, Report Options