



Driving growth

Microsoft GP - General Ledger Training Agenda

OBJECTIVE	To gain an understanding of basic functionality in general ledger and bank reconciliation.
DOCUMENT	A training manual will be provided upon registration
TECHNICAL REQUIREMENTS	Attendees will be required to have two computers available – one to follow the session using WebEx and one with the demo company Fabrikam installed to complete training exercises.
COST	\$400 per registrant
TIME ESTIMATE	TOPIC
Morning 9:00am to 10:15am	An overview of setup options for General Ledger
Break 10:15am to 10:30am	How to set up Posting, Allocation & Unit accounts
Morning 10:30am to 12:00pm	How to create and edit transactions How to perform inquiries and generate reports An explanation of routines and utilities How to create and use budgets
Lunch 12:00pm to 1:00pm	
Afternoon 1:00pm to 2:30pm	An overview of setup options for Bank Reconciliation
Break 2:30pm to 2:45pm	How to create and enter deposits and other bank transactions
Afternoon 2:45pm to 4:00pm	How to reconcile chequebooks

Please note that this session may be rescheduled if the minimum number of registrants is not met.