



VANTAGE

Business Solutions Inc.

Toledo, OH ▪ Northville, MI

General Ledger

Cost: \$450 first attendee; \$400 each additional attendee

Scheduled course dates:

No classes are scheduled at this time.
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If you are interested in future classes please e-mail: training@vantagesolution.com

Introduction

The one-day Microsoft Business Solutions - Great Plains® General Ledger course explores the accounting cycle and the processes required to enter financial data into the system. As well, this course will show 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 will learn how to accelerate data entry with transaction batch options while reducing data entry errors. This course will also teach you 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

Customers wishing to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Great Plains General Ledger.

The class is targeted toward data entry clerks, administrators; office managers, CEO's, and consultants who need to understand the technical aspects of Microsoft Business Solutions - Great Plains® Foundation and gain foundational knowledge of the application functionality.

Course Topics:

General Ledger overview

Posting setup

Creating chart of accounts

Budgets and quick journal entries

Recording general journal entries

Reports and inquiries

Utilities

Excel-based budgeting

Important Course Information

- All classes are held at our Office (unless otherwise noted).
- All classes begin at 9:00.
- Participants are responsible for their own lunch.
- Attire is business casual. Please dress comfortably.
- Computer, training workbooks and refreshments are provided for all classes.
- Classes are to be paid in advance of the class.
- Vantage Business Solutions reserves the right to cancel or reschedule classes.
- Course fees are refundable up to one week prior to the date of the course.
- Cancellations received less than one week prior to a scheduled class will be subject to a 50% cancellation fee.