Computerized Accounting

IN THE CLOUD using

Microsoft Dynamics GP 2016

8th Edition

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Reference

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INTRODUCTION

OVERVIEW

The Microsoft Dynamics GP software is intended primarily for a wide variety of midmarket, medium-size businesses. The software is designed to be very configurable. This allows processes and transaction entry to be changed to accommodate many different business scenarios. As a result, the software has dozens of windows and hundreds of boxes in which to enter or accept information.

To help students learn to use *Microsoft Dynamics GP 2016*, the Reference material is a critical guide to correctly process transactions and do other activities. Based on experience with many students learning to use the software, those who follow the Reference material for each transaction or other activity perform far better than those who do not.

The Reference material contains twenty-one sections, one for each transaction or other activity studied in the *Computerized Accounting in the Cloud Using Microsoft Dynamics GP 2016* project. In Appendix A, there are materials to assist you in correcting errors if you make them.

CONTENTS OF REFERENCE MATERIAL

There are five parts to the Reference material. The first three are the most important.

(1) **Transaction or Other Activity Overview.** The brief overview describes what happens in *Microsoft Dynamics GP* for the transaction or other activity being processed. The overview for each section is boxed and located above the Quick Reference Table.

(2) **Quick Reference Table.** The Quick Reference Table is intended as a guide to make certain that you open the correct window(s) and enter or accept the correct information in each box.

(3) **Window(s) on the Page Facing the Quick Reference Table.** The window(s) on the facing page is/are the window(s) you will be using for the section. Included on the window(s) are circled letters that match the steps on the Quick Reference Table. The letters will not appear on your screen.

(4) **Detailed Instructions.** Immediately after the Quick Reference Table and related window(s) are detailed instructions for each step in the Quick Reference Table. The purpose of the detail pages is to provide additional guidance for the steps in the Quick Reference Table. The letters on these pages correspond to the circled letters on the Quick Reference Table and the related window(s).

(5) **Error Correction (Appendix A).** If you make errors in *Microsoft Dynamics GP* after you post or save transactions, it is often difficult to correct them. In the event that you make errors, Appendix A is intended to help you correct them.

SUGGESTED WAY TO USE THE REFERENCE MATERIAL

The following are suggestions to help you effectively use the Reference material:

- ☐ Determine the type of transaction you are to record or other activity you are to complete. Significant guidance is provided in each chapter of the Instructions & Assignments book to help you.
- ☐ Determine the applicable Reference material by referring to the Reference Material Guide.
- ☐ Open the Reference material for the transaction or other activity that you will be processing. Follow the step-by-step instructions in the Quick Reference Table and related window(s) to navigate the software. After completing a transaction or two, these procedures will be a lot easier to follow.

As you become proficient with *Microsoft Dynamics GP 2016*, at a minimum, you should review all steps in the Quick Reference Table before you post a transaction. It will help minimize errors.