

AGENDA

Accounts Payable for Microsoft Dynamics GP

Sherwood Systems
1717 E. Morten Avenue, #270
Phoenix, Arizona 85020

8:00am - 8:30am

REGISTRATION

8:30am -12:30pm

CLASSROOM TRAINING

Payables Management Setup

- Company Setup Options
- 1099 Setup
- Vendor Classes

Daily Procedures

- Maintaining Vendors
- Tracking 1099 Details
- Transaction Entry Overview
- Entering Transactions
- Printing a Single Check
- Applying Documents
- Manual Payments
- Processing Computer Checks
- Applying payables documents
- Batch Recovery

Maintaining Records

- Place or Release Holds
- Editing Transaction Information
- Voiding Open Payables Transactions
- Voiding Historical Payables Transactions
- Reconcile
- Inquiries
- Creating Report Options
- Creating and Printing Report Groups

Period-end Procedures

- Period-end Checklist
 - Reconcile Payables Management to General Ledger
 - Closing the Fiscal Period
 - Calendar and Fiscal Year End Closing
 - Printing 1099 Statements
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DIRECTIONS TO:

Sherwood Systems
1717 E Morten Ave.
Suite 270
Phoenix, AZ 85020

If coming from the South, Exit SR 51 at Glendale Ave
Turn LEFT onto Glendale Ave, heading West to 16th Street
Make a RIGHT onto 16th Street, heading North
Go about ½ mile to Morten Ave (streetlight)
Make a RIGHT onto Morten Ave, heading East and go about ¼ mile

If coming from the North, Exit SR 51 at Northern Ave
Turn RIGHT on Northern, heading West to 16th Street (streetlight)
Turn LEFT on 16th Street, heading South
Go about ½ mile to Morten Ave (streetlight)
Make a LEFT onto Morten Ave, heading East and go about ¼ mile

Our building is on the RIGHT (South side of the street) and is a 2-story tan building.
Pull in the parking lot before the building and park in any open, uncovered space. If no parking is available, park across the street.

The entrance to the building is at the front, along Morten Ave. We are on the 2nd floor, Suite 270. We apologize for any inconvenience, but we are not handicap accessible.

Please call if you need additional directions, 602-943-9696.

