

AGENDA

General Ledger 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

- **Setup**
 - **Posting, Unit and Allocation Accounts**
 - **Lab 1 – Create an account**
 - **Lab 2 – Create an allocation account**
 - **Retained Earnings Accounts**
 - **Chart of Accounts Modifications**
 - **Lab 3 – Change all accounts to Summary**
 - **Budgets**
 - **Creating New Budgets**
 - **Lab 4 – Create a budget for a range of acct**
 - **Importing a Budget from Excel**
 - **Transactions**
 - **General Ledger Batches**
 - **Lab 5 – Create a journal entry**
 - **Standard and Reversing Entries**
 - **Correcting Transactions**
 - **Lab 6 – Back out previous entry**
 - **Copying Transactions**
 - **Inquiry**
 - **Account Inquiries**
 - **Transaction Inquiries**
 - **Budget Inquiries**
 - **Reports**
 - **General Ledger Report Options**
 - **Utilities**
 - **Account Utilities**
 - **Period and Year-end Routines**
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DIRECTIONS TO:

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

**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**

**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.

