

Preface

Computer Accounting Essentials with Microsoft Dynamics GP 10.0, teaches you how to use Dynamics GP 10.0 software. For more than 20 years, Dynamics GP has been used by large and mid-sized businesses. Examples of businesses that use Dynamics GP 10.0 are retailers, sports franchises, manufacturers, service organizations, and accounting firms.

Dynamics GP 10.0 has the look and feel of Microsoft's popular Office Suite software. You will notice immediately that Dynamics GP 10.0 looks like Microsoft Outlook 2007. This familiar interface will help you navigate the software. This also means that Dynamics GP 10.0 and Microsoft Office products work well together.

The software, Dynamics GP 10.0-Education is included with the textbook. See pages v-xxii for software installation instructions.



Read Me

Microsoft Dynamics Partners are consulting firms that specialize in providing IT services to small and midsize businesses. To view a video to learn more about the advantages of pursuing a job or internship with a Dynamics Partner or to access all the other great resources Microsoft Dynamics provides to students, check out these sites:

Video: <http://channel8.msdn.com/Posts/Jobs-with-Microsoft-Dynamics-Partners/>

Student Resources and job listings: <http://www.microsoft.com/studentstobusiness/>

Computer Accounting Essentials with Microsoft Dynamics GP 10.0, shows you how a service business could implement and use the software. When you complete this textbook you have a basic working familiarity with Dynamics GP 10.0 software.

TEXTBOOK CONTENTS

The text includes 7 chapters with step-by-step instructions and screenshots. At the end of each chapter, you will answer Multiple Choice or True/Make True questions and demonstrate what you have learned in four Exercises.





CONVENTIONS USED IN THE TEXTBOOK

As you work through the chapters in this textbook, you are expected to read and follow the step-by-step instructions. Numerous screen illustrations help you check your work.

The following conventions are used.

1. Information that you type appears in **boldface**; for example, Type **2100** in the Find by Account Number field.

2. Keys on the keyboard that are pressed appear like this: <Tab>; <Enter>.

3. Unnamed buttons and icons are shown as they appear on the window; for example, ,  (Navigation Pane), , , etc.

4. Read Me boxes are shown in most chapters. The information in the Read Me box goes into more detail about the task you are completing. Whenever you see a Read Me box, review this information.



5. Read the **Troubleshooting** boxes.
6. Footnotes are used. Read each one for more information about the task you are completing.

Good luck in your study and use of Dynamics-GP 10.0 software.

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www.mhhe.com/dynamicsgp10essentials