



Training Schedule for Microsoft Dynamics™ GP

November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Word for GP	9	10 Excel for GP	11	12
13	14	15 Month/Yr/ Qtr End	16	17	18	19
20	21	22	23	24 CAL Closed	25 CAL Closed	26
27	28	29	30			

December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 AR Bootcamp	8 AP Bootcamp	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 CAL Closed	24
25	26 CAL Closed	27	28	29	30	31



Training Schedule for Microsoft Dynamics™ GP

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CAL Closed	3	4	5	6	7
8	9	10	11 Top Tips for GP	12	13	14
15	16	17	18	19 Lunch & Learn	20	21
22	23	24 MR Over- view	25	26	27	28
29	30	31				

February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Intro to MR	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Class Descriptions:



MS Word for Dynamics GP

Join CAL as we show you how to get the most out of GP's integrations with Microsoft Word. Items covered will be: Letter Writing Assistant, Word Forms for Sales Order Processing, Purchase Order Processing, Payables and Receivables. (Optional: Collections Letters for Word). Also covered will be exporting options with SmartList.

Date: Tuesday 11/8/11

Time: 9:00 AM– 1:00 PM

Cost: \$250

MS Excel for Dynamics GP

Join CAL as we show you how to get the most out of GP's integrations with Microsoft Excel. Items covered will be: the GL Reconcile Tool, exporting options with SmartList and Navigation List, several key formulas for analyzing data (including basic Pivot Tables); Live Excel Data connections; creating a Live Excel "dashboard". Session will also include a demo of Infinia's Integrator for Excel.

Date: Thursday 11/10/11

Time: 9:00 AM-1:00 PM

Cost: \$250

Best Practices for Month/Year/Quarter End

Learn all you need to know to ensure smooth closings for your Microsoft Dynamics GP (Great Plains) system. Get the tips and tricks you need from our GP experts and pay attention to the potential pit-falls experienced by other companies. This seminar is great for people who have never closed the books before and for those who would like a review of these important tasks. All companies running Microsoft Dynamics GP (Great Plains) payroll are strongly encouraged to attend.

Date: Tuesday 11/15/11

Time: 9:00 AM - 5:00 PM

Cost: \$89

AR Bootcamp for GP

Join CAL for an intense full day of training. Students will learn the basics of setup in Receivables Management. There will be practice data entry sessions from Invoice to Cash Receipts. Also covered, transaction maintenance (voiding, correcting) and basic reports and inquiries.

Date: Wednesday 12/7/11

Time: 9:00 AM - 5:00 PM

Cost: \$595

AP Bootcamp for GP

Join CAL for an intense full day of training. Students will learn the basics of setup in Payables Management. There will be practice data entry sessions from Voucher to Payment. Also covered, transaction maintenance (voiding, correcting) and basic reports and inquiries.

Date: Thursday 12/8/11

Time: 9:00 AM - 5:00 PM

Cost: \$595

Top Tips for GP Users

Join CAL for hands on practice session for some of our favorite tips and tricks.

Date: Wednesday 1/11/12

More Information to Come

Lunch & Learn- CustomerSource, CAL Client Center, GP Tips, Community Page

Join CAL for a Free Lunch and Learn. Register early as space is limited. Session will include logging into and navigating in CustomerSource and the GP Community page. Also covered will be resources available on the CAL website.

Date: Thursday 1/19/12

More Information to Come

Management Reporter Overview (for current basic FRx users)

The "What's new in Management Reporter" for FRx users

Date: Tuesday 1/24/12

More Information to Come

Introduction to Management Reporter (for new GP/MR Users)

This course provides students with the knowledge and skills to build basic and advanced financial statements using Management Reporter.

Date: Thursday 2/9/12

More Information to Come