INTRODUCTION TO REPORT WRITER

Training is a vital component of retaining the value of your Microsoft Dynamics™ GP investment. Quality training from industry experts helps to keep you updated on your solution, and develop skills to maximize the value of your solution. Whether choosing e-learning, instructor-led training, or self-paced study using training manuals, there is a type of training that meets your needs. Additionally, validate your training and demonstrate your expertise with one of many Microsoft Dynamics GP certification designations. Choose the training or certification type that best enables you to stay ahead of the competition.

E-Learning

Microsoft Dynamics GP offers online training to help you increase your productivity without spending time away from your home or office. eLearning allows you to learn at your own pace through flexible access to training, therefore proving beneficial for those lacking the time or budget to travel. eLearning is available in the Foundation Library or as an eCourse.

Foundation Library

The Foundation Library is a fee-based collection of overview tutorials specific to the Microsoft Dynamics GP family of products. These tutorials have the following features:

- Covers a broad range of topics at a high level, and typically does not exceed 60 minutes in length.
- Provides tips and tricks to show you how to increase productivity and save time.
- Enables you to learn about the changes in features and functionality of a new version.
- Allows you to evaluate a new module or product from Microsoft Dynamics GP.

Foundation Library subscriptions are available for individual purchase or through partner and customer service plans.

eCourses

eCourses are fee-based online training designed to cover detailed concepts on specific product areas and can allow you to:

- Gain in-depth technical and business application training through daily on-demand training
- Learn at your own pace – lessons can be stopped and restarted, skipped or repeated
- Save time and increase your productivity

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- Receive product knowledge comparable to instructor-led training without the need for travel or time away from the office
- Gain beneficial training when preparing for Microsoft Dynamics GP certification exams

Instructor-Led Training

With instructor-led training, you can gain a solid foundation or refresh your knowledge in Microsoft Dynamics GP products and processes while learning from an expert in an interactive environment. With courses on a variety of topics, you can:

- Follow demonstrations and attend presentations
- Receive hands-on product experience
- Participate in classroom activities and discussions with other attendees
- Gain beneficial training when preparing for Microsoft Dynamics GP certification exams

Courseware

Courseware can be ordered for the purpose of self-paced study. These materials are comparable to Courseware used with instructor-led training, and enable you to:

- Learn at your own pace, in your own time
- Refer to an abundance of tips, tricks, and insights
- Learn in a self-study format when preparing for Microsoft Dynamics GP certification exams

For selected training manuals there are training Extensions which cover country specific features in the product. These training Extensions are separate training manuals designed to teach local functionality within a given country. Please notice that training Extensions are used in conjunction with the courseware, not as stand-alone training manuals. If an Extension is available for this course, you will find it in your training material.

Certifications

The Microsoft Dynamics GP certification program recognizes an individual's expertise in working with a Microsoft Dynamics GP product. The following certification options are available for individuals as part of the Microsoft Dynamics GP certification program.

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Microsoft Dynamics GP Certified Professional

The Microsoft Dynamics GP Certified Professional credential is intended for professionals who have demonstrated proficiency with at least one series of a Microsoft Dynamics GP product. In order to become a Microsoft Dynamics GP Certified Professional, candidates are required to pass one Microsoft Dynamics GP certification exam.

Microsoft Dynamics GP Certified Master

Microsoft Dynamics GP Certified Professionals are eligible to work toward one or more Microsoft Dynamics GP Certified Master credentials. Master level certifications are Microsoft Dynamics GP premier certifications. They are an accumulation of exams that satisfy a set of predefined requirements. Each master level certification track contains a core group of required exams and variety of elective exams, in which a specified number needs to be taken to achieve certification. Together with the core exams, elective exams provide a valid and reliable measure of proficiency and expertise on a specific Microsoft Dynamics GP product.

When an individual achieves a Master level certification, he or she has demonstrated an extensive knowledge base on a Microsoft Dynamics GP product, much more than what is needed to achieve a Professional level certification.

Microsoft Dynamics GP training can help you develop the skills you need to do your job. However, Microsoft Dynamics GP does not expect or intend a course to be the sole preparation method for passing an exam. To help prepare for a certification exam, Microsoft Dynamics GP highly recommends the use of the *preparation guides* available for each exam. Preparation guides contain valuable information about a specific exam, including:

- The target audience
- Skills being measured
- Time & pass requirements
- Question types and topics
- Preparation tools, such as
  - Recommended training
  - Supplemental learning resources
  - Additional recommended skills

Microsoft Dynamics GP Training Courseware Elements

Within the Microsoft Dynamics GP Training Courseware are a number of sections or elements. Each chapter includes the following elements:

Objectives

Each chapter begins with stating the learning objectives specifically for that chapter. Learning objectives are important because they inform of what needs to be done to successfully complete the chapter.

Introduction

An introduction sets the stage for the learning to take place and prepares you with key statements of the chapter.

Topics

Chapters are split up into topic areas, usually according to the learning objectives for the chapter. This is especially beneficial in large chapters so that the knowledge and skills to be learned are split up into more manageable units.

Test Your Knowledge

Test your knowledge section consists of review questions for each chapter or topic and are designed to help reinforce learning concepts. Questions can be short answer, true/false, multiple-choice, fill-in-the-blank, or any other type. Answers to the questions are also provided.

Conclusion

The conclusion wraps up the chapter by highlighting the important parts of the chapter as well as providing a transition to the next chapter. The conclusion also offers an opportunity to refresh earlier learning.

Labs

Labs test your skills with the learning concepts presented and learned during a topic or chapter. Labs begin with a scenario paragraph, which describes the business problem to be solved and also sets the stage for the exercise. Solutions to the labs are provided. Many labs may also be offered at different levels to accommodate the variety of skills and expertise of each student.

Challenge Yourself!

Challenge Yourself! labs are the most challenging. These exercises are designed for the experienced student who requires little instruction to complete the required task. This level of exercise states the business problem to be solved and describes the tasks the learner needs to complete.

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Need a Little Help?

Need a Little Help? exercises are designed to challenge students, while providing some assistance. These exercises do not provide step-by-step instructions; however, they provide the user with helpful hints and more information to complete the lab.

We suggest you try the "Challenge Yourself!" labs first, and if you need help completing the task, look to the information in the "Need a Little Help?" labs.

Quick Interaction: Lessons Learned

At the end of each chapter within the Microsoft Dynamics GP Training Courseware, you will find a Quick Interaction: Lessons Learned page. This interaction is designed to provide you with a moment to reflect on the material you have learned. By outlining three key points from the chapter, you are maximizing knowledge retention, and providing yourself with an excellent resource for reviewing key points after class.

About This Course

This section provides you with a brief description of:

- The course
- Audience
- Suggested prerequisites
- Course objectives
- Student materials

Description

The two-day Microsoft Dynamics GP course on Report Writer helps prepare students to set up and begin to use Report Writer. It focuses on the different ways to configure the application in a networked environment. It focuses on how Report Writer can be used to customize reports to best meet your needs. You learn how to modify existing reports or create custom reports to maximize the information you receive from the accounting system. Students completing this course should have a good basic understanding of Report Writer functionality and capabilities. Financial statements are not formatted using Report Writer and are not covered in this course.

Audience

Microsoft Dynamics GP Report Writer training is recommended for people who plan to implement, configure, consult, or support Microsoft Dynamics GP and want to modify existing reports or create their own custom reports using Report Writer. The class is targeted toward application administrators, implementers, and end-users of the Report Writer application who need to understand the technical aspects of Report Writer and gain foundational knowledge of the application functionality and capabilities.

At Course Completion

After completing this course, students should be able to:

- Determine the setup configuration they want to use for Report Writer
- Identify where modified reports are stored and how to limit access to certain reports using Microsoft Dynamics GP security
- Create user-defined sorts and restrictions so information appears in the order desired, and only the information you want appears on a report
- Understand general report layout functionality
- Place text, report fields, graphics, and other items on a report layout
- Modify existing reports to better fit their reporting needs

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- Design custom reports to access important application data
- Identify the sections of a report and how to add additional headers & footers
- Link tables together so reports can be developed using multiple data tables
- Create user defined links for related tables that have common keys
- Create user-defined fields by using calculated and conditional expressions
- Understand how Field Options can be used to generate needed information
- Import reports between report dictionaries using the Customization Maintenance window functionality

Prerequisites

Before attending this course, students must have:

- Some working knowledge of Windows® 2000 or Windows® XP, SQL Server® 2000
- Basic understanding of Microsoft Dynamics GP modules and database storage techniques

Student Materials

The student materials include a comprehensive workbook and other necessary items for this class.

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Student Objectives

What do you hope to learn by participating in this course?

List three main objectives below.

1.

2.

3.

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