

Program Overview

Welcome to the PCAP Program!

The GPUG Academy Professional Certificate in Accounts Payable™ (PCAP™) using Microsoft Dynamics® GP enables those members of the Microsoft Dynamics GP community working with the GP Accounts Payable module to expand their skills and attest to their deep knowledge of the Accounts Payable process.

The PCAP is a program that provides:

- Ongoing professional and personal development for the specific role of an Accounts Payable specialist
- A holistic approach that encompasses not only competence with the software but expertise with supporting business processes and practices
- A balanced set of classes around process and technology training
- A mixture of instructional formats to fit each professional's situation
- A structured approach and opportunity to advance one's capabilities

With the PCAP, you have the opportunity to expand not only your GP knowledge but your knowledge of supporting tools, technologies, and processes. You'll take 2 core classes, along with 2 additional classes from a wide variety of electives, in the training format that matches your schedule – online, in-person, or instructor-led remote classes. To finalize your completion of the program, you'll choose an activity to share your newfound knowledge with other GP users.



If you're looking to improve your understanding of Dynamics GP, increase your A/P skills, and advance your career, this is the program for you.

If you have any additional questions concerning the PCAP Program that are not covered in this outline, please don't hesitate to reach out to our team at Academy@dynamiccommunitites.com.

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1. Why would I pursue the PCAP?

The PCAP is a unique program for you to advance yourself and your career and help you feel more confident in your role. Completing the program will provide you with:

- In-depth knowledge of Microsoft Dynamics GP and supporting tools
- A clear differentiation from your peers
- A recognized affirmation of competence and expertise
- The opportunity to earn CPE credits
- A comprehensive yet customizable training plan

Your manager will benefit from your deeper knowledge of the A/P process and how Dynamics GP supports your organization. Benefits he/she will appreciate include:

- Opportunities for increased revenue and decreased costs
- Improved data entry, quality, and use
- “Big picture” thinking about your organization and its functions
- More empowered, satisfied team members
- A quality, focused training program for experienced and new employees

2. What are the prerequisites?

There are no formal prerequisites for the PCAP program, however, the program participant will realize greater benefit and value with at least 1-2 years of experience in the A/P role using Dynamics GP.

3. What classes are involved?

Core Classes

To solidify your competency of core Dynamics GP functionality, you will take two classes that are specific to your role as an A/P professional. These are known as the Core Classes:

- Getting Started with Payables Management for Dynamics GP
- Advanced Topics in A/P - Intro to Purchase Order Processing

Elective Classes

To round out your expertise, you will choose two elective classes (but feel free to take more). This allows you to focus on content that is related to your particular organization and environment yet enables you to expand your proficiency and competency on subjects like GP financials (other than A/P), BI and reporting, purchasing, and inventory. These are known as your Elective Classes:

- Best Practices for Your Month-end and Year-end Close
- Beyond the Basics - Financials
- Reporting 101 in GP - Report Options, SmartLists, and More!
- Reporting 201 in GP - SmartList Builder and Excel Report Builder
- Understanding Dynamics GP Data Model - Where Does My Information Go?
- Inventory Setup, Management, and Reconciliation
- Introduction to Management Reporter
- Advanced Management Reporter

Note that the curriculum and class names are subject to change.

Community Support Activity

To reinforce your learning, help you grow in your leadership, or just share your new-found knowledge with your teammates, you will complete one of the following activities (or feel free to suggest your own). This is known as the Community Support Activity:

- Lead or co-lead a presentation, on-line or in-person – We will be glad to discuss with you the format and content, just let us know you are interested in helping.
- Write one GPUG Tech Tip – A Tech Tip is a “how-to” document that will be added to GPUG.com as a resource for your fellow GPUG members. Visit the GPUG site and search “Tech Tip” to view examples.
- Lead or co-lead a GPUG Regional Chapter – Support an existing Regional Chapter or start a new one in your area. You’ll have a great time getting together in-person with your fellow GP users.
- Write a GPUG magazine article – Share your valuable GP knowledge and help others like you. We’ll work with you on the content and format.
- Lead a training session for your teammates – Pass on what you’ve learned from the program classes to your team. Pick a topic or 2 from your classes and hold a training class at your organization. When completed, send us your training outline, and let us know how it went.

4. In what order do I need to take classes?

Classes may be taken in any order to further match your schedule and specific situation.

5. What if I've already taken one of the classes in the program?

Congratulations – you are that much closer to being awarded the PCAP! If you've taken the class in the past year, we will provide retroactive credit for the class. Just send us your proof of completion, and we'll check it off the list.

6. Can the same class count toward two certificate programs?

You bet – if the same class is listed on both the PCAP and PCAR curriculums, for example, you can take the class once, and it will count toward completing both programs.

7. How do I register for a class?

To register for the GPUG Academy classes, you may check the upcoming schedule of online, instructor-led classes at <http://www.gpug.com/academy>. Most classes are also offered at GPUG Summit, our annual user conference.

8. How do I document completion of a class?

If you've taken a GPUG Academy class, whether online or in-person, we'll have a record of your attendance in our membership database.

9. What travel is involved?

As little or as much as you'd like! With today's budget and time restrictions, we've designed the program to be completed entirely online if you choose. If you learn better with in-person training, this option is also available for many of the classes.

10. Do I have to be a member of GPUG to pursue the PCAP?

In order to register for the program, track your progress, and attend the Academy classes, you must either be a GPUG Subscriber or GPUG Member.

Joining GPUG as a Member is suggested given the substantial discounts that are provided on all GPUG Academy classes. <http://www.gpug.com/join> However, this is not required.

You should discuss the membership options with your GP team and decide accordingly. Please contact membership@gpug.com with any questions regarding joining.

Once you're registered, we'll keep track of your progress through the program. In addition, once you are part of the PCAP Community, you can interact with fellow program participants and share your experiences.

We hope you enjoy the PCAP Program!