



Xxxxxx Department  
Xxxxxx  
Division/Function

SOP #

Revision #

Implementation  
Date

Last  
Reviewed/Update  
Date

Approval

Page #

1 of xx

SOP Owner

## Standard Operating Procedure

### 1. *Purpose*

Describe the process for <official name of SOP>.

Describe relevant background information.

### 2. *Scope*

Identify the intended audience and /or activities where the SOP may be relevant.

### 3. *Prerequisites*

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

### 4. *Responsibilities*

Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

### 5. *Procedure*

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

### 6. *References*

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

### 7. *Definitions*

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.

# Microsoft Sop Template

**Mark Polino Ian Grieve**



## **Microsoft Sop Template:**

**Microsoft Dynamics GP 2010 Reporting** Christopher Liley, 2011-04-26 Annotation Resources such as the book you now hold in your hand are critical to taking the extra step in uncovering the trends locked deep within your data. Not only will this book offer insight into the many reporting tools currently available for GP, it will also offer a unique perspective on how each reporting tool can be used to meet specific challenges faced by your organization. Errol Schoenfish, a member of the Microsoft Dynamics community for over 24 years. Microsoft Dynamics GP 2010 is a sophisticated Enterprise Resource Planning (ERP) system with a multitude of features and options. Microsoft Dynamics GP enables you to create and manage a variety of reports that help small and mid-size businesses effectively manage their financial and operational data. This book will show you how to create and manage reports, know what tools to use and when, how to use them, and where to find the data based on how it's being entered into the system with Dynamics GP. This book will empower you with the tools and reports necessary to use Dynamics GP data in making key business decisions. The book addresses the many challenges and frustrations a company may face when preparing to build new reports. Then it moves on to explain how to find your data in the GP system and company databases. The book then dives deep into topics such as SmartLists, SL Builder, and Excel Report Builder, Report Writer, SSRS, Report Library, and Analysis Cubes. Design and Management Reporter, amongst others. With this knowledge in hand, you will be capable of selecting the most effective tool for the current reporting environment. Create and manage business reports as well as identifying the most appropriate reporting tool for a variety of reporting challenges with Microsoft Dynamics GP.

**Microsoft Dynamics GP 2013 Cookbook** Mark Polino, Ian Grieve, 2013-06-03 Microsoft Dynamics GP 2013 Cookbook is a highly practical beginner to intermediate Cookbook to improve your efficiency and master your use of Microsoft Dynamics GP 2013. All the recipes are time-proven, real-world tested, and designed to be used immediately. If you're a Dynamics GP partner or Dynamics GP user primarily focused on delivering application optimizations, then Microsoft Dynamics GP 2013 Cookbook is for you. This book assumes that you have a basic knowledge of Microsoft Dynamics GP, a basic understanding of business management systems, and some exposure to Microsoft SQL Server.

**Microsoft Dynamics GP 2013 Reporting** David Duncan, Christopher J. Liley, 2013-10-24 A practical guide to creating and managing reports as well as identifying the most appropriate reporting tool for any reporting challenge, this book employs real-life step-by-step examples in a part tutorial, part reference manner. If you are a Microsoft Dynamics GP developer, consultant, or power user who wants to create and manage reports, then Microsoft Dynamics GP 2013 Reporting, Second Edition is for you. A working knowledge of Microsoft Dynamics GP is required. A basic understanding of business management systems and reporting applications such as Microsoft Excel and SQL Reporting Services is highly recommended.

**Effective SOPs** Giles Johnston, 2013-10-17 Do your SOPs work for your business? Standard Operating Procedures (SOPs) are an essential part of any business to ensure that quality and consistency occur like clockwork amidst the busy-ness of day-to-day working. Unfortunately, SOPs are often

neglected in terms of their importance and this short book can help you to get so much more out of your SOPs by making them part of your day to day working as opposed to a document that gets filed away never to be looked at again Whether you are new to SOPs or have come across this book as part of your lean manufacturing journey the ideas contained in this practical guide can help your business whether you are primarily administrative in nature service orientated or manufacturing based This book covers A refresher on how SOPs can benefit your business The idea of writing pairs to write more effective SOPs Creating a SOP map to better use SOPs in an ongoing way Linking your daily routines to your SOPs And more Also included with this book is a link to five downloadable templates that you can use immediately whether you need a format for your SOPs to get you started or something to review to get some ideas on how you could modify your existing format Download your sample now      **Microsoft Publisher 2002** Susan H. Cooperman,2003      Quick Course in Microsoft Office 2000 Inc Online Press,Online Press, Inc. Staff,2000-02 Quick Course books offer you streamlined instruction in the form of no nonsense to the point tutorials and learning exercises The core of each book is a logical sequence of straightforward easy to follow instructions for building useful business skills the same skills that you use on the job QUICK COURSE IN MICROSOFT OFFICE 2000 offers fast paced tutorials to help you quickly grasp application basics and build proficiency using Microsoft Excel Microsoft Word Microsoft PowerPoint Microsoft Outlook Microsoft Access Microsoft Internet Explorer 5 Microsoft FrontPage and Microsoft Publisher Microsoft Office 2000 offers you more Web integration along with better collaboration and authoring editing capabilities across the suite of applications Topics covered by QUICK COURSE IN MICROSOFT OFFICE 2000 include Microsoft Access 2000 building database solutions and tracking information Microsoft Excel 2000 using the powerful Web ready spreadsheet program FrontPage 2000 designing and publishing Web pages Internet Explorer 5 software getting the most out of the Internet and intranets Outlook 2000 communicating and managing information on the desktop PowerPoint 2000 making high impact presentations Microsoft Publisher 2000 developing print and Web publications Microsoft Word 2000 creating impressive documents      **The Essential Excel 97 Book** Faithe Wempen,Donna Payne,1997 Microsoft Excel for Windows is the world s most popular spreadsheet software product This reference book explains how to make the most of Microsoft s Excel 7 for Windows 95 The book is ideal for readers who want a comprehensive volume that supplies the majority of their real and anticipated information and learning needs within one cover      *Dr. Dobb's Journal* ,2000      PC World ,1994      **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner,2002 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant

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