

# Microsoft Dynamics™

## Microsoft Curriculum: Sales Tips

### Course 8826, *Accounts Payable in Microsoft Dynamics™ SL 7.0*

#### Key Data

**Course Number:** 8826

**Number of Days:** 1

**Available:** July 2007

**Languages:**

- US English

**Format:**

- Instructor-Led Training

**Student Materials:**

- Student Courseware

**Certification Exam:**

- Microsoft Dynamics™ SL Financials

**Certification Track:** None

This course sales tips should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

Course content, prices, and availability are subject to change without notice

#### Key Related Courses:

8827, 8830, 8829

#### Course Description

This one-day course delves into the accounting cycle and the processes required to enter vendor invoices and process checks. This course also shows students how to perform additional functions such as adjustments, prepayments, month-end closing, and cash flow control.

Students walk through topics and learn about: setting up vendor discount dates, reducing payable liabilities, selecting the right vouchers for payment by date, vendor, number, or custom query to control cash outlay. Students are shown how to use comprehensive reporting features to present data in different ways, including standard reports such as Aged Accounts Payables, Vendor Trial Balance, Check Register, and the Accounts Payable Batch Register. This course reviews how to define default values that automatically populate data fields and gather information needed by exploring inquiry and lookup functions.

#### Selling Proposition

Review how to improve productivity, reduce cycle time, and gain control over accounts payable processes. This course is for all end-users, consultants, and implementers who want to learn about this core module of the Microsoft Dynamics™ SL Financial system.

Classroom training provides in-depth learning via hands-on interaction. Through demonstrations, presentations, and classroom activities, students can receive hands-on experience with instruction from our certified staff and increase productivity and efficiency by learning tips and tricks from product specialists.

#### Target Audience

Accounts Payable training is recommended for anyone who plans to implement, use, maintain, consult, or support Microsoft Dynamics SL. The class is targeted toward data entry clerks, administrators, office managers, CEOs, and consultants who need to understand the technical aspects of Accounts Payable and gain foundational knowledge of the application functionality.

#### Key Course Benefits

Course completion objectives are:

- Perform all Accounts Payable related data entry functions including vendor invoicing, check processing, recurring vouchers, and manual checks.
- Perform maintenance on accounts payable documents and other records such as vendors and recurring vouchers.
- Select documents for payment and make appropriate adjustments to payment amounts prior to check processing.

© 2007 Microsoft Corporation. All rights reserved.

Some elements of this tip sheet are subject to change. This tip sheet is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY. Microsoft Dynamics™ SL Microsoft, Solomon, .NET, Microsoft CRM, Microsoft Office 2003, Microsoft FRx, Microsoft Windows Server 2003, Microsoft Windows XP, Microsoft SQL Server 2000, Microsoft Visual Basic, Visual Basic for Applications (VBA) Visual Basic .NET, Visual Studio.NET are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

July 2007/ 8826

- Print standard Microsoft Dynamics SL reports to verify data and financial analysis for audit trail purposes.
- Identify the impact of the Accounts Payable module on other Microsoft Dynamics SL modules.
- Troubleshoot and correct operator input errors including an incorrect period to post and how to void checks.

### **Prerequisites**

- General knowledge of Microsoft® Windows®.
- Knowledge of basic navigation functions in Microsoft Dynamics SL.
- Completion of Microsoft Dynamics SL General Ledger training course is helpful but not required.

### **About the Technology**

Microsoft Dynamics SL is a flexible business management solution that targets dynamic small to mid-sized organizations. The functionality and features throughout Microsoft Dynamics SL are designed to meet the most common financial, project, service, distribution, manufacturing, customer relationship, and e-business needs. The durable platform on which Microsoft Dynamics SL is built addresses unique business challenges as they arise. Microsoft Dynamics SL is optimized for the following Microsoft technologies:

**Operating System Platform:** Microsoft® Windows Server® 2003, Windows® XP, and Windows® Vista.

**Database Platform:** Microsoft® SQL Server® 2005 SP1

**Development Environment:** Microsoft Visual Studio 2005®

**Customization Scripting Language:** Microsoft® Visual Basic for Applications (VBA)

In addition, Microsoft Dynamics SL employs the use of two off-the-shelf report writing technologies for all standard and custom reports: Microsoft® FRx® and Seagate Crystal Reports. These report writers are fully integrated with the Microsoft Dynamics SL system.