

# Microsoft Dynamics™

## Key Data

**Course Number:** 8826

**Number of Days:** 1

**Available:** July 2007

**Format:** Instructor-Led

**Languages:** US English

**Student Materials:**

Student Courseware

**Certification Exam:**

Microsoft Dynamics™ SL Financials

**Certification Track:** None

This course syllabus 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 Syllabus

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

#### Introduction

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.

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.

#### 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.

#### At Course Completion

Course completion objectives are:

- Perform all Microsoft Dynamics™ SL 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.
- Print standard Microsoft Dynamics™ SL reports to verify data and financial analysis for audit trail purposes.
- Identify the impact of the Microsoft Dynamics™ SL 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.

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## Prerequisites

Before attending this course, students must have:

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

## Student Materials

The student courseware includes a comprehensive workbook.

## Chapter 1: Overview

The purpose of this chapter is to introduce students to the Microsoft Dynamics™ SL Accounts Payable module and training course. This chapter introduces the windows and processes that are used to complete the accounting cycle in Microsoft Dynamics™ SL Accounts Payable.

Also, it is important to note that this chapter is optional and can be skipped at the instructor's discretion. If the instructor feels that each student's background provides sufficient experience in these topic areas, then the instructor reserves the right to skip this chapter.

Main Topics
<ul style="list-style-type: none"><li>▪ Course Description</li><li>▪ Module Overview</li><li>▪ Accounts Payable Process Flow</li><li>▪ Other Features</li></ul>

The goals for completing this chapter are for students to:

- Understand the goals of this course.
- See how the Microsoft Dynamics™ SL Accounts Payable module fits into the suite of available modules for the Microsoft Dynamics™ SL system.
- Follow the flow of transactions through Microsoft Dynamics™ SL Accounts Payable.

## Chapter 2: Active Overview

This chapter examines the core processes that are used in the Microsoft Dynamics SL Accounts Payable module. The purpose of this chapter is to introduce each step in the accounting cycle, briefly discuss each step's purpose and primary features, and focus on the step's function in the accounting cycle. Please note that this chapter is not intended to provide you with a detailed primer on each of these topics.

This chapter is optional and can be skipped at the instructor's discretion. If the instructor feels that each student's background provides sufficient experience in these topic areas, then the instructor reserves the right to skip this chapter.

Main Topics
<ul style="list-style-type: none"><li>▪ Transaction Flowchart</li><li>▪ Voucher Entry</li><li>▪ Payment Selection</li><li>▪ Check Printing</li><li>▪ Viewing Results</li></ul>

The goals for completing this chapter are for students to:

- Identify the basic processes required to enter and pay a vendor invoice.
- Understand the purpose of the Payment Selection process.
- Understand the process for printing a check.
- View the results of transactions.

### Chapter 3: Vendor Maintenance

This chapter examines the setup of vendors. The purpose of this chapter is to describe the information required to define a vendor in the system. A vendor must be defined before Microsoft Dynamics SL Accounts Payable documents can be entered.

Main Topics
<ul style="list-style-type: none"><li>▪ Procedures for Maintaining Vendors</li><li>▪ Vendor Maintenance window</li><li>▪ Vendor Class Maintenance window</li><li>▪ Vendor History window</li></ul>
Lab: Vendor Maintenance
<ul style="list-style-type: none"><li>▪ Create new vendors</li></ul>
Lab: Initialize 1099 Amount (Optional exercise, US Government reporting)
<ul style="list-style-type: none"><li>▪ Use Initialize Mode to enter an already reported 1099 amount</li></ul>

The goals for completing this chapter are for students to:

- Establish identification codes for vendors.
- Create and maintain vendors and vendor information.
- Understand the uses of the vendor classes.
- View vendor balances.

## Chapter 4: Voucher and Adjustment Entry

This chapter discusses the concept of batch entry. The fields and features of the Voucher and Adjustment Entry window are also discussed. This chapter examines the types of documents that can be entered in the Voucher and Adjustment Entry window and the processes required to update vendor balances. Execute reports to verify information entered.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Procedures for Entering Vouchers</li> <li>▪ Voucher and Adjustment Entry window</li> <li>▪ Adjustment Debit and Credit documents</li> <li>▪ Releasing Microsoft Dynamics SL Accounts Payable documents</li> <li>▪ Microsoft Dynamics SL Accounts Payable batch reports</li> </ul>
<b>Lab: Voucher Entry</b>
<ul style="list-style-type: none"> <li>▪ Enter documents for vendor invoices received.</li> </ul>

The goals for completing this chapter are for students to:

- Enter voucher and adjustment documents for vendor invoices.
- Edit voucher and adjustment data.
- View vendor document information on reports.

## Chapter 5: Vendor Inquiry

The objective of this chapter is to examine the series of windows available for viewing vendor balances and drilling down to the transaction details. The Inquiry windows allow viewing vendor balances and documents without having to print reports. Learn to view balances and drill down to the details of the transactions.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Vendor Inquiry Window</li> <li>▪ Vendor Documents Report</li> <li>▪ Vendor History</li> </ul>
<b>Lab: Vendor Inquiry</b>
<ul style="list-style-type: none"> <li>▪ Use the Vendor Inquiry window to view Microsoft Dynamics SL Accounts Payable data</li> </ul>

The goals for completing this chapter are for students to:

- Perform vendor inquiries.
- Locate vendor documents.
- Drill down to document details.

## Chapter 6: Recurring Vouchers

Use the recurring voucher feature to make repetitive documents more efficient. This chapter shows how to define a recurring item and execute the process to create the voucher each period.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Procedures for using Recurring Vouchers</li> <li>▪ Recurring Voucher Maintenance</li> <li>▪ Generate Recurring Vouchers</li> </ul>
<b>Lab: Create a Recurring Voucher</b>
<ul style="list-style-type: none"> <li>▪ Create a recurring item for a monthly service contract</li> <li>▪ Generate the recurring voucher</li> </ul>
<b>Lab: Recurring Vouchers</b>
<ul style="list-style-type: none"> <li>▪ Create a recurring voucher for a quarterly payment to a vendor</li> </ul>

The goals for completing this chapter are for students to:

- Determine which vouchers should be defined as Recurring Vouchers.
- Set up recurring items.
- Process Recurring Vouchers to generate a batch.

## Chapter 7: Payment Selection

The objective of this chapter is to examine the reports that help determine which vouchers to pay. The chapter shows how to select the right vouchers for payment by date, vendor, number, or a custom query. Learn which options to use to take advantage of vendor discounts and pay invoices at the right time. Learn to create multiple check printing batches.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ AP Check Diagram</li> <li>▪ Procedures for Processing Checks</li> <li>▪ Cash Requirements Report</li> <li>▪ Aged AP Report</li> <li>▪ Payment Selection</li> <li>▪ Editing Payment Selections</li> </ul>
<b>Lab: Payment Selection</b>
<ul style="list-style-type: none"> <li>▪ Print the Cash Requirements report and select documents for check processing</li> </ul>
<b>Lab: Edit/Select Documents for Payment</b>
<ul style="list-style-type: none"> <li>▪ Make changes to a Payment Selection batch</li> </ul>
<b>Lab: Clearing Payment Selections</b>
<ul style="list-style-type: none"> <li>▪ Clear all items from a Payment Selection batch</li> </ul>

The goals for completing this chapter are for students to:

- Decide which documents should be paid.
- Determine the best method to use for payment selection.
- Edit amounts, discounts, and items selected for payment.
- Clear Payment Selections.

## Chapter 8: Check Processing

This chapter explores the check printing process and the various options available for processing checks after printing. Learn how to handle situations such as check forms that are loaded incorrectly or not at all. View the check preview to understand how checks display as a result of processing options.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Check Printing</li> <li>▪ AP Check Update</li> <li>▪ Manual Check Entry</li> </ul>
<b>Lab: Check Printing</b>
<ul style="list-style-type: none"> <li>▪ View the Check Preview, Print Checks, and use the Check Update process</li> </ul>

**Lab: Using Check Update**

- Print Checks, update the system, and view the Check Register report

The goals for completing this chapter are for students to:

- Print Checks.
- Evaluate the printed check forms.
- Update check documents in the system.

## Chapter 9: Voiding Checks

This chapter discusses how to void a check after it has been issued, view the reinstated voucher, and understand the steps to issue a new check.

**Main Topics**

- Procedures for Voiding Checks
- Void Check Entry

**Lab: Void Check**

- Void an issued check and view the resulting documents

The goals for completing this chapter are for students to:

- Void a check that has been printed and processed.
- Decide if the voucher is to be re-paid.

## Chapter 10: Check Reconciliation

This chapter explores the check reconciliation function within Microsoft Dynamics SL Accounts Payable. Comparisons are made to the Cash Manager module so students using Cash Manager understand the differences. Use the Check Reconciliation report to evaluate outstanding items.

**Main Topics**

- Procedures to Reconcile Checks
- Check Reconciliation Report
- Check Reconciliation Window

**Lab: Reconcile Checks**

- Use the Reconciliation process in Microsoft Dynamics SL Accounts Payable to mark checks as "Cleared"

The goals for completing this chapter are for students to:

- Clear checks issued to vendors.
- Evaluate the Check Reconciliation Report.

## Chapter 11: Quick Voucher and Prepayment

The objective of this chapter is to introduce the ways checks can be printed. The chapter discusses how to manage pre-payment checks, print checks quickly, enter voucher information, and immediately print a check, and apply pre-payment checks to vouchers when the invoice is received from the vendor.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Overview of Quick Voucher and Prepayments</li> <li>▪ Quick Voucher and Prepayment Window</li> <li>▪ Apply Prepayments to Vouchers</li> </ul>
<b>Lab: PrePayments</b>
<ul style="list-style-type: none"> <li>▪ Issue a check to pay a deposit prior to receiving an invoice</li> </ul>
<b>Lab: Quick Voucher and Check</b>
<ul style="list-style-type: none"> <li>▪ Enter a voucher and print a check in one step</li> </ul>
<b>Lab: Applying Prepayments</b>
<ul style="list-style-type: none"> <li>▪ Associate a prepayment with the vendor invoice</li> </ul>

The goals for completing this chapter are for students to:

- Understand when to use the Quick Voucher and Prepayment options.
- Issue a check while and enter a voucher in one step.
- Issue prepayments and apply them to vendor invoices.

## Chapter 12: Month End Procedures and Closing

This chapter shows how to create a closing checklist to ensure all transactions and activities have been completed for the accounting period. Produce appropriate audit trail reports and learn to correct an out of balance condition. Close only Microsoft Dynamics SL Accounts Payable, or all modules for the period. This chapter also discusses the detail retention and deletion options.

<b>Main Topics</b>
<ul style="list-style-type: none"> <li>▪ Balance the Microsoft Dynamics SL Accounts Payable module to the Microsoft Dynamics SL General Ledger</li> <li>▪ Correct an Out of Balance Condition</li> <li>▪ Close for the Month or Year</li> <li>▪ Delete Microsoft Dynamics SL Accounts Payable Detail</li> <li>▪ Perform Microsoft Dynamics™ SL Accounts Payable Integrity Check</li> </ul>

The goals for completing this chapter are for students to:

- Understand Month-End processes and procedures.
- Balance Microsoft Dynamics SL Accounts Payable to General Ledger.
- Decide when to close Microsoft Dynamics SL Accounts Payable for the period.
- Execute the Closing process.
- Delete detail for Microsoft Dynamics SL Accounts Payable.
- Understand the AP Integrity Check and when to use it.

## Chapter 13: 1099 Processing (US Government Reporting)

This chapter discusses the 1099 reporting process, reviews how to enter vouchers that reference a 1099 box, and explains how 1099 boxes are updated as checks are issued and voided. Also, learn to print 1099 Miscellaneous forms.

Main Topics
<ul style="list-style-type: none"><li>▪ Procedures for preparing 1099s</li><li>▪ 1099 Preview Report</li><li>▪ 1099 Forms</li><li>▪ 1099 Magnetic Media</li><li>▪ 1099 Calendar Year Control</li></ul>

The goals for completing this chapter are for students to:

- Understand how 1099 boxes are updated.
- Print 1099 Forms.

## Appendix A: Accounts Payable Setup

Understand the defaults and user options defined in the AP Setup window. Even though these options are typically not changed after the product is implemented, learn about the default values and processes through the settings in this window.

Also, it is important to note that this chapter is optional and can be skipped at the instructor's discretion. If the instructor feels that each student's background provides sufficient experience in these topic areas, then the instructor reserves the right to skip this chapter.

Main Topics
<ul style="list-style-type: none"><li>▪ Microsoft Dynamics SL Accounts Payable Setup Checklist</li><li>▪ Microsoft Dynamics SL Accounts Payable Implementation Worksheet</li><li>▪ Procedures for entering initial documents and history</li><li>▪ Initializing Existing Activity</li></ul>

The goals for completing this chapter are for students to:

- Understand the options in the Microsoft Dynamics SL Accounts Payable AP Setup window.
- Understand how the Microsoft Dynamics SL Accounts Payable setup options impact the Microsoft Dynamics SL Accounts Payable module.
- Initialize existing history.

## Appendix B: Sales Tax Maintenance

This chapter discusses the options for tracking Sales Tax. Learn to define taxes and enter updated tax rates. Set default tax IDs for customers/vendors and use taxes in data entry.

This chapter is optional and can be skipped at the instructor's discretion. If the instructor feels that each student's background provides sufficient experience in these topic areas, then the instructor reserves the right to skip this chapter.

Main Topics
<ul style="list-style-type: none"><li>▪ Sales Tax Procedures</li><li>▪ Tax Maintenance</li><li>▪ Tax Categories</li><li>▪ Tax Groups</li><li>▪ Assigning Taxes to Vendors</li><li>▪ Using Taxes in Data Entry</li><li>▪ Tax Reporting</li></ul>

The goals for completing this chapter are for students to:

- Define Sales Taxes.
- Understand Tax Groups.
- Understand Tax Categories.
- Use taxes in data entry.

## Appendix C: Terms Maintenance

Define payment terms for customers/vendors. Learn to set up terms with discount options. Multiple installments can be defined using standard frequencies or user defined payment dates and amounts.

This chapter is optional and can be skipped at the instructor's discretion. If the instructor feels that each student's background provides sufficient experience in these topic areas, then the instructor reserves the right to skip this chapter.

Main Topics
<ul style="list-style-type: none"><li>▪ Shared Information Terms Maintenance</li><li>▪ Multiple Installments</li><li>▪ Using Multiple Installment Terms</li></ul>

The goals for completing this chapter are for students to:

- Define Terms for use in Data Entry.
- Create Multiple Installment Terms.
- Use multiple installment Terms.

## Appendix D: Case Study

This case study takes students through the typical functions related to Accounts Payable. Follow each portion of the case in sequence since many of the tasks build on previously completed steps.

Main Topics
<ul style="list-style-type: none"> <li>▪ AP Setup</li> <li>▪ Vendor Maintenance</li> <li>▪ Voucher and Adjustment Entry</li> <li>▪ Document Maintenance</li> <li>▪ Payment Selection</li> <li>▪ Print Checks</li> <li>▪ Reports</li> <li>▪ Balance Accounts Payable to General Ledger</li> </ul>

The goals for completing this chapter are for students to:

- Set up Accounts Payable.
- Create Vouchers and Adjustments
- Edit released documents.
- Create a Payment Selection batch.
- Print Checks
- Review results through reports
- Balance Accounts Payable to General Ledger

## Appendix E: Electronic Document Delivery for Microsoft Dynamics™ SL Accounts Payable and Purchasing documents

This appendix reviews the Shared Information Electronic Document Delivery Setup and Electronic Document Delivery Inquiry window windows as they relate to the Microsoft Dynamics SL Accounts Payable module.

Main Topics
<ul style="list-style-type: none"> <li>▪ Shared Information - Electronic Document Delivery Setup.</li> <li>▪ Shared Information Electronic Document Inquiry.</li> </ul>

The goals for completing this chapter are for students to:

- Complete Electronic Document Delivery Setup.
- Define default electronic document delivery preferences for purchase orders.
- Search and view electronic requests created for purchase orders sent electronically.

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