



Key Data

Course Number: 8830

Number of Days: 1

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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, 8829, 8826

Course Syllabus

Course 8830, General Ledger in Microsoft Dynamics™ SL 7.0

Introduction

This one-day course explores the Microsoft Dynamics™ SL General Ledger and the accounting cycle and the processes required to enter financial data into the system. This course also shows students how to perform additional functions such as account/subaccount validation, budgeting, allocation, month-end closing, and consolidation.

A thorough understanding of these topics helps students streamline monthly and year-end closing processes by learning how to automate routine activities such as account allocations and reports. Students discuss how to accelerate data entry with transaction batch options while reducing data entry errors by defining valid account and sub-account combinations. This course reviews how to define default values that automatically populate data fields and gather the information you need to make better business decisions by exploring powerful inquiry and lookup functions.

Audience

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

At Course Completion

Course completion objectives are:

- Create journal transactions to update General Ledger accounts.
- Execute the posting process and view the results of the transactions in the General Ledger accounts.
- Identify the appropriate use for the types of batches available for journal transactions.
- Define Ledgers to track budgets, statistical accounts, and foreign currency accounting records for use in financial reporting.
- Use appropriate General Ledger processes to perform accounting cycle functions such as creating journal transactions, posting to general ledger accounts, closing the accounting period, budgeting, and allocating account balances.
- Identify transactions created in related modules and their effect on the General Ledger account balances.
- Troubleshoot and correct operator input errors including incorrect period to post, entries to incorrect accounts, and correcting batches from submodules that impact the General Ledger.
- Define set up options for the module that allow you to customize your system to better fit your organization's unique needs.

For a referral to a Microsoft Certified Partner Learning Solution Center in your area, see the Microsoft Training and Certification Web site at <http://www.microsoft.com/traincert>. Call your local Microsoft Certified Partner for Learning Solutions for more information and to register for classes.

Prerequisites

Before attending this course, students must have:

- General knowledge of Microsoft® Windows®.
- Microsoft Dynamics SL navigation is helpful but not required for this course.

Student Materials

The Courseware includes a comprehensive workbook and Basic Procedure Guide.

Chapter 1: Overview

This overview chapter introduces the General Ledger module of the Microsoft Dynamics SL product and training course, and the windows and processes that are used to complete the accounting cycle in the General Ledger.

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.

Main Topics
<ul style="list-style-type: none">• Course Description• Module Overview• General Ledger Process Flow• Other Features

The goals for completing this chapter are for students to:

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

Chapter 2: Active Overview

This chapter examines the core processes used in the General Ledger module. The chapter introduces each step in the accounting cycle, briefly discusses its purpose, and primary features, and focuses on its function in the accounting cycle. It is not intended to provide 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.

Main Topics
<ul style="list-style-type: none">• Transaction Flowchart• Journal Transaction Entry• Post Transactions• Viewing Results

The goals for completing this chapter are for students to:

- Identify the basic processes required to create a Journal Transaction.
- Understand the Release function.
- Understand the purpose of posting transactions to accounts.
- View the results of transactions.

Chapter 3: Maintaining Accounts and Subaccounts

This chapter examines the setup of accounts and subaccounts. The chapter describes the information required for accounts, discusses the FlexKey feature for subaccounts, and defines accounts and subaccounts in the system. The FlexKey feature has different levels of validation and these are discussed in detail.

Main Topics
<ul style="list-style-type: none"> • Procedures for Maintaining Accounts and Subaccounts • Chart of Accounts Maintenance Window • Account Class Maintenance Window • Subaccount Maintenance • FlexKey Table Maintenance
Lab 3.1 Create New Account
<ul style="list-style-type: none"> • Create a New Account in the Chart of Accounts
Lab 3.2 Create New SubAccount
<ul style="list-style-type: none"> • Define a new subaccount using subaccount segments

The goals for completing this chapter are for students to:

- Add new account numbers to the Chart of Accounts.
- Add new subaccount segments and subaccounts.
- Activate the Account/Subaccount Validation feature.
- Define and use Account Classes.

Chapter 4: Journal Transaction Features

This chapter discusses the concept of batch entry and the fields and features of the Journal Transaction window. The chapter examines the types of batches that can be entered in the Journal Transaction screen and the processes required to update account balances. Students will be shown how to execute reports to verify information entered.

Main Topics
<ul style="list-style-type: none"> • Procedures for Entering Journal Transactions • Journal Transactions screen • Deleting a Journal Transaction Batch • Batch Status and Batch Handling Values • Journal Transaction Reports
Lab 4.1 Journal Transaction Entry
<ul style="list-style-type: none"> • Enter an example transaction for a depreciation entry
Lab 4.2 Journal Transaction Entry
<ul style="list-style-type: none"> • Enter an example transaction for a third party payroll entry

Lab 4.3 Journal Transaction Entry
<ul style="list-style-type: none"> • Enter an example transaction for a prepaid expense

The goals for completing this chapter are for students to:

- Create Journal Transaction batches.
- Differentiate the types of Journal Transaction batches.
- Determine when to use each of the Batch Handling options.

Chapter 5: Releasing Batches

This chapter examines the options for releasing batches. The chapter reviews the two methods available for releasing batches; using the data entry window, or the Batch Release Process. The chapter then discusses automatic batch control reports, the option to print them automatically, and how to re-print them.

Main Topics
<ul style="list-style-type: none"> • Batch Release Screen • Reprinting Batch Control Reports
Lab 5.1 Release Batches
<ul style="list-style-type: none"> • Use the Release Batches screen to release multiple Journal Transaction batches

The goals for completing this chapter are for students to:

- Decide when to use the Release GL Batches window versus releasing batches from the data entry window.
- Understand the criteria for a batch to display in the Release GL Batches window.
- Release batches using the Release GL Batches window.
- Reprint individual batch control reports or ranges of batch control reports

Chapter 6: Posting Transactions

This chapter examines the Post Transactions process and its role in the accounting cycle. Processes used thus far and updating account balances is also discussed. The chapter reviews audit trail reports and the role the posting process has in updating these reports.

Main Topics
<ul style="list-style-type: none"> • Procedures for Posting • GL Transactions Unposted Report • Post Transactions Window • Audit Trail Reports
Lab 6.1 Post Transactions
<ul style="list-style-type: none"> • Use the Post Transactions process to update account balances

The goals for completing this chapter are for students to:

- Post batches of transactions using the Post Transactions window.
- Decide which batches should be posted.
- Use the available options to post only selected batches.

Chapter 7: Account Inquiry

The objective of this chapter is to examine the series of windows available for viewing account balances and drilling down to the transaction details. The Inquiry windows allow the viewing of account balances and comparing them to budgets without having to print financial statements or reports. It also reviews balances and drilling down to the details of the transactions.

Main Topics
<ul style="list-style-type: none"> • Account Summary Inquiry Windows • Account History Window
Lab 7.1 View General Ledger Account Details
<ul style="list-style-type: none"> • Use the Account Summary Inquiry process to view account balances
Lab 7.2 View Details from a Submodule
<ul style="list-style-type: none"> • Drill down to details for a transaction originating in Accounts Payable

The goals for completing this chapter are for students to:

- View the balances of General Ledger accounts.
- Drill down to the detail that constitutes an account balance.

Chapter 8: Manual and Recurring Batches

This chapter discusses the use of manual and recurring batch types to make repetitive journal entries efficient. It also explores the difference between the two types of batches and the particular situations in which each should be used.

Main Topics
<ul style="list-style-type: none"> • Recurring Batches • Generate Recurring Transactions • Manual Batches
Lab 8.1 Recurring Batch
<ul style="list-style-type: none"> • Enter a Recurring batch and generate transactions
Lab 8.2 Manual Batch
<ul style="list-style-type: none"> • Create a Manual batch and use it to generate additional transactions

The goals for completing this chapter are for students to:

- Determine when to use the Manual and Recurring batch types.
- Decide which batch type to use for transactions.
- Create and maintain manual and recurring batches.

Chapter 9: Ledger Maintenance

This chapter explains how to use ledgers to track multiple budgets and statistics for accounts, enter transactions for the statistical ledgers, demonstrates how to use them in calculations in financial reports, and describes printing standard reports for particular ledgers.

Main Topics
<ul style="list-style-type: none"> • Procedures for Creating and Maintaining Ledgers • Ledger Maintenance Window • Ledgers Report
Lab 9.1 Ledger Maintenance
<ul style="list-style-type: none"> • Create a new Ledger for tracking statistics
Lab 9.2 Ledger Transactions
<ul style="list-style-type: none"> • Enter journal transactions using a statistical ledger

The goals for completing this chapter are for students to:

- Create and maintain ledgers.
- Understand how to use ledgers in data entry.
- Use Ledgers in reporting.

Chapter 10: Budgets

This chapter explains how to create simple budgets for reporting purposes and use the extended budgeting feature to create custom distribution types: 1) for seasonal work or 2) based on prior year actual or budget amounts.

Main Topics
<ul style="list-style-type: none"> • Procedures for Maintaining Basic Budgets • Budget Maintenance Window • Procedures for Maintaining Extended Budgets • Budget Distribution Types • Budget Version Maintenance • Extended Budget Maintenance • Budget Distribution
Lab 10.1 Budget Maintenance
<ul style="list-style-type: none"> • Create a simple budget in the Budget Maintenance window
Lab 10.2 Extended Budget
<ul style="list-style-type: none"> • Use the custom distribution types to create budgets for multiple accounts

The goals for completing this chapter are for students to:

- Create new budgets for General Ledger Accounts.
- Use the Ledger ID to create multiple budgets.
- Use Extended Budgeting to create budgets with user-defined distribution percentages.

Chapter 11: Allocation Journal Transactions

The objective of this chapter is to introduce the various ways that account balances can be allocated. Students complete examples and exercises using percentage allocation methods as well as allocations based on other balances, budgets, or statistics stored in ledgers.

Main Topics
<ul style="list-style-type: none"> • Procedures for Account Allocations • Allocation Methods • Allocation Group Maintenance • Generate Allocation Transactions
Lab 11.1 Allocation Group
<ul style="list-style-type: none"> • Create an Allocation Group to redistribute an expense
Lab 11.2 Allocation with Budgets
<ul style="list-style-type: none"> • Create an Allocation Group using a Budget Ledger
Lab 11.3 Allocation Based on Actuals with Contra Accounts
<ul style="list-style-type: none"> • Create an Allocation Group using Actual balances and posting to contra accounts

The goals for completing this chapter are for students to:

- Understand how to use Allocation methods.
- Define Allocation Groups.
- Process Allocation transactions.

Chapter 12: Month End Procedures and Closing

This chapter describes how to create a closing checklist to ensure all transactions and activities have been completed for the accounting period, produce appropriate audit trail reports, correct an out of balance condition, and close only the General Ledger or all modules for the period. The chapter also examines the detail retention and deletion options.

Main Topics
<ul style="list-style-type: none"> • Balance the General Ledger • Correct an Out of Balance Condition • Close for the Month or Year • Delete General Ledger Detail • Perform General Ledger Integrity Check

The goals for completing this chapter are for students to::

- Understand Month-End processes and procedures.
- Balance the General Ledger.
- Use the Adjustment Batch Type.
- Decide when to close General Ledger for the period.
- Execute the Closing process for all modules.
- Delete detail for all modules.
- Understand the GL Integrity Check and when to use it.

Chapter 13: General Ledger Consolidation

This chapter discusses the consolidation process. Students explore taking information from different databases with similar and differing periods, calendar years, chart of account structures, and creating a consolidated set of data for reporting purposes.

Main Topics
<ul style="list-style-type: none"> • Procedures for Performing Consolidations • Assign Consolidation Accounts • Generate Consolidation File • Read Consolidation File

The goals for completing this chapter are for students to:

- Decide when and if the Consolidation process is necessary.
- Define Consolidation accounts.
- Define Source and Destination databases.
- Generate and Read the Consolidation File.

Appendix A: General Ledger Setup

Understand the defaults and user options defined in the General Ledger Setup window. Even though these options are typically not changed after the product is implemented, students review default values and processes through the settings in this screen.

Main Topics
<ul style="list-style-type: none"> • General Ledger Setup Checklist • General Ledger Implementation Worksheet • Account/Subaccount Validation • General Ledger Setup Screen

The goals for completing this chapter are for students to:

- Understand the decisions that need to be made prior to setting up the General Ledger module.
- Understand the coding structure for accounts and subaccounts.
- Decide whether to use the Account/Subaccount Validation feature.
- Define options in the GL Setup screen to affect processing.

Appendix B: Case Study

This appendix includes a case study of General Ledger. The case study allows students to practice what has been learned in a comprehensive exercise. The case study is organized such that each task builds on the previous task.

Based on country-specific needs, this chapter is optional for classroom presentation.

Main Topics
<ul style="list-style-type: none"> • General Ledger Setup Checklist • General Ledger Implementation Worksheet • Account/Subaccount Validation • General Ledger Setup Screen

The goals for completing this chapter are for students to:

- Understand the decisions that need to be made prior to setting up the General Ledger module.
- Understand the coding structure for accounts and subaccounts.
- Decide whether to use the Account/Subaccount Validation feature.
- Define options in the GL Setup screen to affect processing.