

Microsoft Dynamics™

Microsoft Curriculum: Sales Tips

Course 8542A, *Accounts Payable in Microsoft Dynamics SL 6.5*

Key Data

Course Number: 8542A

Number of Days: 1

Available: February 2006

Languages:

- US English

Format:

- Instructor-Led Training

Student Materials:

- Student Courseware

Certification Exam:

- Microsoft Solomon 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:

Microsoft Dynamics SL Installation and Configuration, 8323A

Course Description

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

You will gain a thorough understanding of these topics which will allow you to capitalize on vendor discount dates, to reduce payable liabilities, and easily select the right vouchers for payment by date, vendor, number, or custom query to control your cash outlay. You will learn to use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Payables, Vendor Trial Balance, Check Register, and the Accounts Payable Batch Register. This course will also teach you 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.

Selling Proposition

Learn how to improve productivity, reduce cycle time, and gain control over accounts payable processes. This is an essential course 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 serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you will receive hands-on experience with instruction from our certified staff of experts 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 Solomon. The class is targeted toward data entry clerks, administrators; office managers, CEO's, and consultants who need to understand the technical aspects of Accounts Payable and gain foundational knowledge of the application functionality.

Key Course Benefits

After completing this course, students will be able to:

- 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.

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- Print standard Microsoft Solomon reports to verify data and financial analysis for audit trail purposes.
- Identify the impact of the Accounts Payable module on other Microsoft Solomon 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 Solomon.
- Completion of General Ledger training course is helpful but not required.

About the Technology

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

Operating System Platform: Microsoft Windows® Server 2003 and Microsoft Windows® XP

Database Platform: Microsoft SQL Server® 2000

Development Environment: Microsoft Visual Basic®

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

In addition, Microsoft Solomon 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 Solomon system.