

# Microsoft Dynamics™

## Microsoft Dynamics™ Curriculum: Sales Tips

### *Course 8543A, Accounts Receivable, Microsoft Dynamics SL 6.5*

#### Key Data

**Course number:** 8543A

**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:**

**8314A, 8316A, 8317A**

#### Course Description

In just one day, the Microsoft Dynamics™ SL Accounts Receivable class explores the accounting cycle and the processes required to enter invoices and receive payments from customers. This course will show you how to perform additional functions such as credit memos, prepayments, small balance write off, print customer statements, reverse and void payments, and month-end closing. You will learn to set terms for calculating document discount dates and due dates, use balance forward and open-item statements, and apply any mix of the comprehensive service and finance charges available.

You will gain a thorough understanding of these topics which will allow you to apply payments and credit memos to specific unpaid invoices by using several automatic payment application options. This will keep customer payment information consistent and accurate. You will learn to use comprehensive reporting features to present data in different ways, including many standard reports such as Aged Accounts Receivables, Customer Trial Balance, and the Accounts Receivable 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 receivable processes. Speed data entry with recurring invoice options that automatically default payment terms and other fields defined in the customer maintenance record. Apply payments manually or automatically to invoices on a monthly or periodic basis. This is an essential course for all end-users, consultants, and implementers who want to learn about this core module of the Microsoft Solomon 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 Receivable 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, CEO's, and consultants who need to understand the technical aspects of Accounts Receivable and gain foundational knowledge of the application functionality.

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## Key Course Benefits

After completing this course, students will be able to:

- Perform all Accounts Receivable related data entry functions including customer invoicing, customer payment application, and recurring invoices.
- Perform maintenance on Accounts Receivable documents and maintenance records such as customers, customer classes, and recurring invoices.
- Apply payments and prepayments to customer balances or against specific invoices.
- Print standard reports for audit trail purposes, financial analysis and to verify data entry.
- Identify the impact of the Accounts Receivable module on other modules.
- Troubleshoot and correct operator input errors including incorrect period to post, incorrect document amounts, or dates and incorrect or unnecessary documents
- Perform month-end procedures including aging customer documents, closing statement cycles, and printing customer statements.

## 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 targeted to 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.