

# Microsoft Dynamics™

## Microsoft Dynamics™ Curriculum: Sales Tips

### *Course 8827, Accounts Receivable in Microsoft Dynamics™ SL 7.0*

#### Key Data

**Course number:** 8827

**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:**

**8830, 8826, 8829**

#### Course Description

This one-day course explores the accounting cycle and the processes required to enter invoices and receive payments from customers. This course shows 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. Also included in the course are: setting terms for calculating document discount dates and due dates, using balance forward and open-item statements, and applying any mix of the comprehensive service and finance charges available.

Students apply payments and credit memos to specific unpaid invoices by using several automatic payment application options to assist in keeping customer payment information consistent and accurate. Using 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 is explained. This course also delves into defining default values that automatically populate data fields and gather the information needed by exploring powerful inquiry and lookup functions.

#### Selling Proposition

Attendees review how to improve productivity, reduce cycle time, and gain control over accounts receivable processes. Users speed data entry with recurring invoice options that automatically default payment terms and other fields defined in the customer maintenance record. Then students can 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 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 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, CEOs, 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

Course completion objectives are:

- 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 and 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 Dynamics SL™.
- Completion of 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 rich 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 is designed to address 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.