

# Microsoft Dynamics™

## Microsoft Curriculum: Sales Tips

### *Course 8830, General Ledger in Microsoft Dynamics™ SL 7.0*

#### Key Data

**Course Number:** 8830

**Number of Days:** 1

**Available:** July 2007

**Format:**

- **Instructor-Led Training**

**Languages:**

- **US English**

**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:**

**8827, 8829, 8826**

#### Course Description

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.

#### Selling Proposition

Learning to keep accurate records of all financial data and to access it for timely business information gives companies the assurance that a complete audit trail underlies business transactions. This is an essential course for 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

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.

#### Key Course Benefits

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.

© 2007 Microsoft Corporation. All rights reserved.

Some elements of this tip sheet are subject to change. This tip sheet is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY. Microsoft, Microsoft Word, Microsoft SQL Server, Microsoft FRx, Visual Basic, FRx, Microsoft Business Solutions - Dynamics SL, Microsoft Outlook are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Other product and company names mentioned herein may be the trademarks of their respective owners.

July 2007 / 8830

- Use standard Microsoft Dynamics SL reports for financial analysis and verification of data entry.
- 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.

### **Prerequisites**

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

### **About the Technology**

Microsoft Dynamics SL is a flexible business management solution that is targeted to dynamic small to mid-sized organizations. The 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 addresses 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.