

Plan de formation

Finance Essentials in Microsoft Dynamics NAV

Objectif

This two-day course provides students with the tools to set up the financial management application area. The focus is on the key financial functions within the organization such as the Cash Management, the management of VAT, Journal development and transactions, the General Ledger, and Receivables and Payables Management.

Durée

2 jours (14 heures)

Prérequis

Before attending this course, students must have:

- Basic knowledge of Microsoft Dynamics NAV.
- basic knowledge of Application Setup in Microsoft Dynamics NAV.
- Basic knowledge of accounting principles and procedures.

Profil du stagiaire

This course is intended for a partner that sells and implements the finance module to customers. The typical partner has an ERP background and is strong in accounting principles.

Plan de formation

Module 1: Finance Management Setup

- General Ledger Setup
- Accounting Periods

Module 2: Chart of Accounts

- Chart of Accounts Overview
- G/L Account Card
- G/L Account Card Ribbon

Module 3: General Journals

- Creating and Posting Journal Entries
- Standard Journals
- Recurring Journals
- Processing Recurring Journals

Module 4: Cash Management - Receivables and Payables

- Bank Account Overview
- Customer Overview
- Vendor Overview
- Cash Receipt Journal and Payment Journal Overview
- Suggest Vendor Payments
- Print and Post Payables Checks
- Voiding Checks
- Applying Payments
- Unapply Customer and Vendor Ledger Entries
- Reversal of Posted Journals

Module 5: Cash Management

- Bank Reconciliation
- Complete a Bank Reconciliation

Module 6: Receivables and Payables Management: Payment Discount and Payment Tolerance

- Set Up Payment Discounts
- Lesson 2 to 3: Process Payment Discounts
- Lesson 4 to 8: Set Up and Process Payment Tolerances
- Lesson 9: Review the Posted Payment Discount Tolerance and the Payment Tolerance Entries
- Lesson 10: Review Customer and Vendor Statistics

Module 7: Receivables Management: Reminders and Finance Charge Memos

- Set Up and Assign Reminder Terms
- Set Up and Assign Number Series for Reminders and Issue Reminders
- Create and Issue Reminders
- Set Up and Assign Finance Charge Terms
- Set Up and Assign Number Series for Finance Charge Terms
- Create and Issue Finance Charge Memos
- Calculate Interest on Reminders

Module 8: VAT

- VAT Calculation Types
- Display VAT Amounts in Sales and Purchase Documents
- Manually Adjust VAT Amounts in Sales and Purchase Documents and Journals
- Unrealized VAT
- VAT Statements
- VAT Settlement

Module 9: Prepayments

- Lessons 1 to 3: Setting Up Prepayments
- Lesson 4: Set Up Prepayment Percentages for Customers and Vendors
- Lesson 5: Set Up Prepayment Percentages for Customer-Item and Vendor-Item Combinations
- Lesson 6: Set Up Prepayments Verification
- Lesson 7: Prepayments Processing Flows
- Lesson 8: Prepayment Sales and Purchase Orders Overview
- Lesson 9: Process Prepayment Sales and Purchase Orders
- Lesson 10: Prepayment Sales and Purchase Invoices
- Lesson 11: Prepayment Purchase Order Process

Module 10: Year End Closing Procedures

- Lessons 1 to 3: Closing a Fiscal Year