

Chalk Talk - Dynamics 365 for Operations - Bank Accounts Payable and Accounts Receivable



Chalk Talk

Target Audience:

This chalk talk is designed for those in your business responsible for maintaining the setup, design and configuration, as well as overseeing the daily procure-to-pay & quote-to-cash transactional processes in Microsoft Dynamics 365 for Finance and Operations. This is a 200-300 level engagement.

The pre-requisites that allow candidates to inherit the most value from this course are:

- *General knowledge of the Windows operating system.*
- *Knowledge of general accounting principles and procedures*
- *Knowledge of procure-to-pay & quote-to-cash business processes..*
- *Prior working experience and knowledge of ERP solutions.*

Overview

The Microsoft Dynamics 365 for Finance and Operations Bank, Accounts Payable and Accounts Receivable Chalk Talk is an engagement geared toward Finance professionals who are responsible for maintaining the setup and configuration, as well as managing procure-to-pay & quote-to-cash transactional processes in their organization.

Individuals who attend this course will retain a working knowledge of the Dynamics 365 for Finance and Operations Cash and Bank Management, Accounts Payable and Accounts Receivable functionality (out-of-box) by covering the following areas:

- Cash and Bank Management Setup and Configuration
- Cash and Bank Management Daily Procedures
- Accounts Payable Setup and Configuration
- Accounts Payable Daily Procedures
- Accounts Receivable Setup and Configuration (Optional)
- Accounts Receivable Daily Procedures (Optional)

This is a 2-day engagement, delivered onsite (or remote) with an optional 3rd day to cover Accounts Receivable.

This chalk talk is intended to provide participants the opportunity to start understanding and gain general awareness of how the Dynamics 365 Operations Cash and Bank Management, Accounts Payable and Accounts Receivable modules function (out-of-box) in preparation(s) for:

- A new implementation of Dynamics 365 for Finance and Operations
- An upgrade from a prior version of Dynamics AX to Dynamics 365 for Finance and Operations

Syllabus

This engagement runs three(3) full days. Participants should anticipate consistent start and end times for each day. Early departure on any day is not recommended.

In order to ensure that concepts are practiced and understood, hands on-labs can be included upon request.

Day 1: Cash and Bank Management Module:

- **Cash and Bank Management Setup and Configuration**
 - Bank Transaction Types Review
 - Bank Transaction Groups Review
 - Cash and Bank Management Parameters Review
 - Payment Purpose Codes
 - Bank Groups Review
 - Bank Accounts Review
 - Check Layout Review

- **Cash and Bank Management Daily Procedures**
 - Create Check Review (Free vs. Fixed)
 - Delete Checks Review
 - Deposit Slips Review
 - Deposit Slip Reversal Review
 - Void Unposted Check Review
 - Refund Check Review
 - Payment Reversal Review
 - Reconcile Bank Account Review
 - Electronic Bank Reconciliation Review (Advanced topic)

Syllabus

Day 2: Accounts Payable Module

- **Accounts Payable Setup Components Review**
 - Payment Schedule Setup
 - Payment Days Review
 - Terms of Payment Setup
 - Cash Discounts & Payment Fees Review
 - Methods of Payment Setup
 - Vendor Groups Review
 - Accounts Payable Posting Profiles Review
 - Accounts Payable Vendor Setup
 - Accounts Payable Parameters Review

- **Accounts Payable Daily Procedures**
 - Overview of types of Accounts Payable journals
 - Invoice Register Journal Review
 - Approval Journal Review
 - AP Invoice Journal Review (including Voucher & Period Templates)
 - Payment Journal Review (Manual & Proposal)
 - Settle Open AP Transactions Review
 - Undo Settled/Closed AP Transactions Review
 - Multicurrency – AP Module Revaluation (Advanced topic)
 - EFT Vendor Payment Processing (Advanced topic)
 - Centralized Vendor Payment Processing (Advanced topic)

Syllabus

Day 3: Accounts Receivable Module (Optional)

- **Accounts Receivable Setup Components Review**
 - Payment Schedule Setup
 - Payment Days Review
 - Terms of Payment Setup
 - Cash Discounts & Payment Fees Review
 - Methods of Payment Setup
 - Customer Groups Review
 - Accounts Receivable Posting Profiles Review
 - Accounts Receivable Customer Setup

- **Accounts Receivable Daily Procedures**
 - Create a Free Text Invoice
 - Create Recurring Free Text Invoices
 - Process a Correcting Free Text Invoice
 - Payment Journal Review (Manual & Proposal)
 - Settle Open AR Transactions Review
 - Placing an AR Transaction on Hold
 - Undo Settled/Closed AP Transactions Review
 - Process Customer Reimbursements
 - Multicurrency – AR Module Revaluation (Advanced topic)
 - EFT Customer Payment Processing (Advanced topic)
 - Centralized Customer Payment Processing (Advanced topic)