



Key Data

Course #: 80016

Number of Days: 3

Format: Instructor-Led

Certification Exams: This course helps you prepare for the following Microsoft Certified Professional exams:

- MB6-818, Microsoft Dynamics AX 2009 Financials

Certification Track: None

This course syllabus 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.

Course Syllabus

Microsoft Dynamics® AX 2009 Financials I

Elements of this syllabus are subject to change.

This three-day instructor-led course provides students with the knowledge and skills to set up the General Ledger, Accounts Payable, Accounts Receivable, and Bank Modules of Microsoft Dynamics AX, and how to create transactions.

The course focuses on the basic financial functionality available in Microsoft Dynamics AX.

Audience

This course is intended for people who are on the implementation team, administering or using the financial management modules in Microsoft Dynamics AX. This audience typically includes people who are tasked with assessing a customer's business needs and advising them on the use, configuration and customization of the application. Additionally, people responsible for training or supporting Microsoft Dynamics AX benefit from this course.

At Course Completion

After completing this course, students will be able to:

- Create and set up the Chart of Accounts, General Ledger, Accounts Payable, Accounts Receivable and Bank modules in Microsoft Dynamics AX.
- Set up Sales Tax.
- Understand the General Ledger, Accounts Payable, Accounts Receivable, and Bank Management daily procedures.
- Enter transactions in journals. This includes invoices and payments.

Prerequisites

Before attending this course, students must have:

- Basic knowledge of accounting principles.
- An understanding of how to move within Microsoft Dynamics AX.

In addition, we recommend, but do not require, that students have completed:

- Microsoft Dynamics AX Introduction course

Student Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Module 1: General Ledger Setup

This module explains how to set up the General Ledger in Microsoft Dynamics AX. It shows how to set up a company currency, additional currencies, and exchange rates. It also explains how to create periods, a new fiscal year, dimension value, and a dimension focus.

Lessons
<ul style="list-style-type: none"> ▪ Currency and Exchange Rate Setup ▪ Periods and Fiscal Year Setup ▪ Date Intervals ▪ Reason Codes ▪ Dimensions ▪ Dimension Focus ▪ Generated Allocations
Labs
<ul style="list-style-type: none"> ▪ Lab 1.1: Enter a Currency and Print the Currencies ▪ Lab 1.2: Create Periods in a New Fiscal Year ▪ Lab 1.3: Assign Ledger Account Dimension Values ▪ Lab 1.4: Create a Dimension Focus and Print the Dimension Statement

After completing this module, students will be able to:

- Set up Currencies and Exchange Rates
- Create Periods in a new fiscal year
- Create Date intervals
- Create, modify, and delete reason codes
- Create a Dimension Value
- Create a Dimension Focus
- Set up allocation rules
- Contrast the various allocation methods

Module 2: Chart of Accounts

This module explains how to set up the Chart of Accounts. It also shows how to create and set up account allocation terms, system accounts, and view inquiries and reports about the Chart of Accounts.

Lessons
<ul style="list-style-type: none"> ▪ Ledger Account Categories ▪ Chart of Accounts ▪ Account Allocation Terms ▪ System Accounts ▪ Inquiries and Reports Related to the Chart of Accounts
Labs
<ul style="list-style-type: none"> ▪ Lab 2.1: Enter a General Ledger Account ▪ Lab 2.2: Account Allocation Terms

After completing this module, students will be able to:

- Create, edit, close, or delete Ledger Account Categories
- Create a new account in the Chart of Accounts (COA)
- Set up account allocation terms
- Set up system accounts
- View inquiries and reports related to the Chart of Accounts

Module 3: Journal Setup

This module explains how to set up Journals. It shows how to create and work with journal names, journal controls, journal texts, and how to set up balance control accounts, and General Ledger parameters.

Lessons
<ul style="list-style-type: none">▪ Journal Setup▪ Journal Controls▪ Journal Texts▪ Balance Control Accounts▪ General Ledger Parameters
Labs
<ul style="list-style-type: none">▪ Lab 3.1: Set Up Journals

After completing this module, students will be able to:

- Set up journal names
- Set up journal controls
- Create journal texts
- Set up balance control accounts
- Set up General Ledger parameters

Module 4: Financial Features

This module explains how to use features that can be used across the financial series. It shows how to create, modify, and delete reason codes, and how to use the Fill Utility.

Lessons
<ul style="list-style-type: none">▪ Reason Codes▪ Fill Utility

After completing this module, students will be able to:

- Create, modify, and delete reason codes
- Describe how and when to use the Fill utility

Module 5: General Ledger Daily Procedures

This module explains how to enter transactions in the General Ledger. It shows how to create general journals, enter and post General Ledger journal transactions, post multiple journals, create approval journals, period journals, and retrieve period journals. It also explains General Ledger transaction reversal and the inquiry and reports about General Ledger journal transactions.

Lessons
<ul style="list-style-type: none"> ▪ Create General Ledger Journals ▪ Enter General Ledger Journal Transactions ▪ Create Journal Batch Processing ▪ Create Approval Journals ▪ Create and Use Voucher Templates ▪ Create and Retrieve Periodic Journals ▪ General Ledger Transaction Reversal ▪ Create and Use General Ledger Reversing Entries ▪ Inquire and Report on Daily Journal Transactions
Labs
<ul style="list-style-type: none"> ▪ Lab 5.1: Daily Transactions ▪ Lab 5.2: Daily Transactions with Dimensions ▪ Lab 5.3: Daily Transactions with Balance Control ▪ Lab 5.4: Post All Open General Journals ▪ Lab 5.5: Entering Periodic Transactions

After completing this module, students will be able to:

- Create General Ledger Journals
- Enter General Ledger Transactions
- Post multiple journals
- Create Approval Journals
- Demonstrate data needed to create an Approval journal
- Create a Voucher Template
- Create and Retrieve Periodic Journals
- General Ledger Transaction Reversal
- Create General Ledger Reversing Entries
- Inquire and Report on Daily Journal Transactions

Module 6: Sales Tax Setup

This module explains how to set up sales tax. It also explains how to set up the different components of sales tax, and sales tax exempt data, and how to calculate and post withholding sales tax.

Lessons
<ul style="list-style-type: none"> ▪ Sales Tax Overview ▪ Create Ledger Posting Groups ▪ Create Sales Tax Authorities ▪ Create Sales Tax Settlement Periods ▪ Create Sales Tax Codes ▪ Create Sales Tax Codes Intervals ▪ Create a Sales Tax Group ▪ Create Item Sales Tax Groups ▪ Use Sales Tax Jurisdictions ▪ Create Sales Tax Transactions ▪ Create Sales Tax Exempt Data ▪ Calculate and Post Withholding Sales Tax

Labs
<ul style="list-style-type: none"> ▪ Lab 6.1: Create a Ledger Posting Group ▪ Lab 6.2: Create a Sales Tax Authority ▪ Lab 6.3: Create and Assign a Vendor to the Sales Tax Authority ▪ Lab 6.4: Set Up of Sales Tax Settlements ▪ Lab 6.5: Set Up Sales Tax Codes Intervals ▪ Lab 6.6: Comprehensive Set Up of Sales Tax ▪ Lab 6.7: Including Sales Tax in Journal Amounts ▪ Lab 6.8: EU 115 Sales Tax Directive

After completing this module, students will be able to:

- Create ledger posting groups
- Create sales tax authorities
- Create sales tax settlement periods
- Create sales tax codes
- Create sales tax codes intervals
- Create a sales tax groups
- Create item sales tax groups
- Set up Sales tax jurisdictions
- Create sales tax transactions
- Create sales tax exempt data
- Calculate and post withholding sales tax

Module 7: Bank Management Setup

This module explains how to set up the Bank module in Microsoft Dynamics AX. Logically, a bank account is needed before you create a check to pay an invoice. This chapter explains how to set up bank transaction types and transaction groups, bank groups, and bank parameters. It also explains how to create a bank account, and defines the check layout for a bank account.

Lessons
<ul style="list-style-type: none"> ▪ Bank Transaction Types ▪ Bank Transaction Groups ▪ Bank Management Parameters ▪ Payment Purpose Codes ▪ Bank Groups ▪ Bank Accounts ▪ Check Layout
Labs
<ul style="list-style-type: none"> ▪ 7.1: Create Bank Transaction Types and Bank Transaction Groups ▪ 7.2: Create a Bank Group and Bank Account ▪ 7.3: Define a Check Layout

After completing this module, students will be able to:

- Set up bank transaction types
- Set up bank transaction groups
- Set up bank parameters
- Set up payment purpose codes
- Set up bank groups
- Create a bank account
- Define the check layout for a bank account

Module 8: Accounts Payable Setup

This module explains how to set up Accounts Payable within Microsoft Dynamics AX. It explains the importance of setting up vendor groups and posting profile, and shows the different Accounts Payable setup option, procedures, and defaults related to vendor payments.

Lessons
<ul style="list-style-type: none"> ▪ Payment Schedule ▪ Terms of Payment ▪ Payment Days ▪ Cash Discount ▪ Payment Fee ▪ Methods of Payment ▪ Vendor Groups ▪ Accounts Payable Posting Profiles ▪ Accounts Payable Vendors
Labs
<ul style="list-style-type: none"> ▪ Lab 8.1: Terms of Payment ▪ Lab 8.2: Method of Payment, Terms of Payment, and Cash Discount ▪ Lab 8.3: Create a Vendor Group ▪ Lab 8.4: Vendor Posting Profile ▪ Lab 8.5: Vendors

After completing this module, students will be able to:

- Create a payment schedule
- Create terms of payment
- Create a payment day
- Set up a cash discount
- Create a payment fee
- Create a method of payment
- Set up vendor groups
- Set up posting profiles
- Create a new vendor

Module 9: Accounts Payable Daily Procedures

This module explains the various journals available in Microsoft Dynamics AX Accounts Payable. It describes what each journal is used for and how transactions are entered into each journal.

Lessons
<ul style="list-style-type: none"> ▪ Invoice Journals in Accounts Payable ▪ Invoice Register ▪ Invoice Approval Journal ▪ Invoice Pool Excluding Posting ▪ Invoice Journal ▪ Voucher Template ▪ Payment Journals ▪ Invoice Matching ▪ Edit Open Transactions ▪ Reverse a Closed Transaction ▪ Print Management

Labs
<ul style="list-style-type: none"> ▪ Lab 9.1: Register an Invoice ▪ Lab 9.2: Invoice Pool Excl. Posting ▪ Lab 9.3: Invoice Journal ▪ Lab 9.4: Payment Journals ▪ Lab 9.5: Reverse a Closed Transaction

After completing this module, students will be able to:

- Explain the different invoice journals
- Register an invoice journal
- Approve an invoice register journal
- Create an invoice pool excluding posting
- Create an invoice journal
- Use a voucher template to create vouchers
- Create a payment proposal
- Run a payment proposal for a marked settlement
- Create a payment journal
- Generate a payment
- Describe invoice matching
- Edit open transactions
- Reverse a closed transaction
- Define print management settings

Module 10: Accounts Receivable Setup

This module explains how to set up the Accounts Receivable module in Microsoft Dynamics AX. The set up of Accounts Receivable is almost a mirror image of the set up of Accounts Payable. The main topics covered are specific to Accounts Receivable or are covered as a review from Accounts Payable.

Lessons
<ul style="list-style-type: none"> ▪ Payment Schedule ▪ Terms of Payment ▪ Payment Days ▪ Cash Discount ▪ Payment Fee ▪ Methods of Payment ▪ Customer Groups ▪ Accounts Receivable Posting Profiles ▪ Accounts Receivable Customers
Labs
<ul style="list-style-type: none"> ▪ Lab 10.1: Terms of Payment ▪ Lab 10.2: Set Up a Method of Payment ▪ Lab 10.3: Create a Customer Group ▪ Lab 10.4: Set Up a Customer Posting Profile ▪ Lab 10.5: Create a Customer

After completing this module, students will be able to:

- Create a payment schedule
- Create terms of payment
- Create a payment day
- Set up a cash discount
- Create a payment fee

- Create a method of payment
- Set up customer groups
- Set up posting profiles
- Create a new customer

Module 11: Accounts Receivable Daily Procedures

This module explains the journals available for invoice entry within Accounts Receivable. Students learn how to enter a free text invoice (non-inventory) invoice and the payment journal.

Lessons
<ul style="list-style-type: none">▪ Customer Process Overview▪ Create a Free Text Invoice▪ Create a Payment Journal▪ Edit Open Transactions▪ Place a Transaction on Hold▪ Reverse Settlements▪ Reimburse a Customer▪ Use Reason Codes in Accounts Receivable▪ Work with Print Management in Accounts Receivable
Labs
<ul style="list-style-type: none">▪ Lab 11.1: Create Free Text Invoices▪ Lab 11.2: Settlements▪ Lab 11.3: Edit Open Transactions▪ Lab 11.4: Reverse a Settlement▪ Lab 11.5: Reimburse a Customer

After completing this module, students will be able to:

- Understand the customer process
- Create a Free Text Invoice
- Edit an Open Free Text Invoice
- Create a Payment Proposal
- Mark customer transactions for Settlement
- Create a Payment Journal
- Edit Open Transactions
- Place an Accounts Receivable transaction on hold
- Reverse a Settlement
- Reimburse a Customer
- Describe Reason codes in Accounts receivable
- List the activities that you can control with print management settings
- Examine print management setup

Module 12: Bank Management Daily Procedures

This module explains the various procedures available to manage bank transactions in Microsoft Dynamics AX.

Lessons
<ul style="list-style-type: none">▪ Create Checks▪ Delete a Check▪ Deposit Slips▪ Void Unposted Checks▪ Refund Checks▪ Bank Remittance▪ Payment Reversal▪ Reconcile a Bank Account
Labs
<ul style="list-style-type: none">▪ 12.1: Create and Delete a Check▪ 12.2: Create a Deposit Slip▪ 12.3: Void Unposted Checks▪ 12.4: Check Refund

After completing this module, students will be able to:

- Create checks
- Delete checks
- Create a bank deposit entry
- Void checks
- Create a check refund that prints out a check
- Use bank remittances
- Reverse a posted check payment
- Reconcile bank statements