Journal Entries and Closing

Recording Journal Entries and closing your month are two of the primary opportunities with Microsoft Dynamics 365 Business Central / NAV to streamline your processes and reduce your manual effort, and we'll show you how. We'll take a comprehensive tour of all the capabilities of journal entries within the system, including the hidden tips and tricks available in recurring journals and general journals. You'll learn what they are and how to take advantage of them all to reduce data entry and increase your accuracy and confidence in entries made to your system. Then we'll focus on helping you to drive consistency, accuracy, and speed in the month-end close by equipping you with everything you need. Learn how to control month-end cutoff for postings, which reports to use for reconciling accounts, and what exactly should be included on your company's month-end checklist.

Class topics
- Recurring Journal Entries
- General Journal Entries
- Month End Close
- Year End Close

Who Should Attend?
Any member of the Finance/Accounting team interested in saving time and effort, and improving the efficiency and accuracy of recording transactions and closings.

Learning Objectives:
At the end of this class, participants will be able to:

- Identify best practices for standard and irregular journal entries
- Invoke recurring journal entries for a variety of uses
- Identify opportunities for improvement with their current closing process
- Develop their own closing checklist

Field of Study: Accounting

Program Level: Basic

Prerequisites: None

Advanced Preparation: Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

Delivery Method: Group Internet-based

CPE Credits: By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you

must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

Version: This class is taught in Microsoft Dynamics 365 Business Central.

Learning environment: As experienced trainers of adult learners, we understand how to make training "stick". We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

Refund and Cancellation Policy: Please refer to our Refund and Cancellation policy here.