

A/P Boot Camp

As part of the accounting team at your company you are responsible for payables and you want a better understanding of the “what” and “why” of the whole process. You know there must be a better way to manage the process and working remotely has only complicated things more. You could make recommendations to management on how to improve what you do if you only knew what to recommend. Wouldn't it be great if you could learn how other companies are improving their processes using Business Central?

Your next step? You google "Accounts Payable in Business Central" and are hit with a zillion results - where do you start? How do you get answers to your questions as you work through each step of the process? And who is available for questions?

When you're ready to learn about the right way to process payables in Business Central / NAV, efficiencies you should be employing, and how to work smarter, this is the class for you. Designed by real users with many years of experience, the class is presented live with a real practice environment to reinforce your newfound knowledge. Get answers to your questions from someone that has been there and done that. We share the good and the not so good from what we have learned working daily with BC / NAV.

Class agenda

Day 1 (4 hours) – Excel for Accountants

- Data Manipulation and Formatting
- Data Analysis
- Lookups and References
- Key Functions
- Pivot Tables and Pivot Table Wizard
- Basic Charts/Graphs

Day 2 (4 hours) – Purchasing Cycle

- Vendor Creation
- Payment Terms & Methods
- Purchase Orders and Invoicing
- Standard Purchase Codes
- Purchase Journal
- Purchase Return Orders & Credit Memos
- Purchase Reporting

Day 3 (4 hours) – Accounts Payable

- Pay vendors with Check & Electronically
- Payment Corrections
- 1099 Reporting
- Vendor Maintenance
- Payables Reporting

Day 4 (4 hours) – Advanced Accounts Payable

- Auto Debit Payments
- Pre-Payments
- Deferrals
- Order Addresses and Pay-To Vendor

Who Should Attend?

Accounting team members focused on processing Accounts Payable.

Learning Objectives:

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

- Understand how master data and upstream purchase activities affect invoicing and payments
- Use Excel more effectively for reporting
- Use the system features designed to streamline and automate payments
- Become more efficient and accurate by utilizing "hidden gems" for payables

Field of Study: Accounting

Program Level: Basic

Prerequisites: Successful completion of Navigation & Personalization class.

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 16 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](#).