Accounting Foundations Boot Camp

Who Should Attend?
Any Staff Accountant or member of an accounting team interested in truly understanding the structure, processes, and data within the software, in order to become more efficient and reduce errors and workarounds.

Prerequisites: Successful completion of Navigation & Personalization class. A general understanding of accounting principles, the general ledger, and financial transactions.

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

- Explain the overall structure of the financial setup
- Identify what Dimensions and Posting Groups are and how to best use them
- Create vendor and customer records, and associated payment terms and methods, pricing and discounts, and recurring purchases and sales
- Process return orders and credit memos
  Follow transactions through the Purchase and Sales cycles including procure to pay and order to cash.
- Identify and correct issues with A/P and A/R transactions
- Identify opportunities to reduce month and year-end closing efforts and timing

Class agenda
Day 1 (4 hours) – Financial Foundations
- Chart of Accounts
- Posting Groups
- Dimensions

Day 2 (4 hours) – Sales and Purchasing Overview
- Vendor/Customer Creation
- Payment Terms and Methods
- Quotes, Orders and Invoicing
- Recurring Purchase/Sales Lines
- Pricing and Discounting
- Return Orders and Credit Memos
- Reporting

Day 3 (4 hours) – Accounts Payable
- Pay vendors with Check & Electronically
- Payment Corrections
- 1099 Reporting
- Vendor Maintenance
- Payables Reporting

Day 4 (4 hours) – Accounts Receivable

- Cash Receipt Journal for Payment Application
- Cash Receipt Journal for Payment Correction
- Deposits
- Receivables Reporting
- Customer Collections, Reminders, and Statements

Day 5 (4 hours) – Journal Entries and Closing

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

You're a Staff Accountant and feel comfortable using Business Central on a daily basis, but you sometimes wonder if you know the best way to use the system. You question if there are some best practices you're not aware of. You believe there are faster ways to get your daily tasks done. Sound familiar?

Whether you're newer to BC or a seasoned veteran, there is always an opportunity for you to save time, reduce errors, and work smarter. As long-time users of the system, we know exactly which features to take advantage of to drive significant improvement in your workstream, and can cover all of those crazy situations and requests that inevitably come up.

Field of Study: Accounting

Program Level: Basic

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 20 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.