



## Key Data

**Course Number:** 8331A

**Number of Days:** 2

**Available:** July 2004

**Languages:**

- US English

**Format:**

- Instructor-Led Training (lecture and labs)

**Student Materials:**

- Student Courseware

**Certification Exam:**

W1 AX-01-010 - Axapta Finance v. 3.0

(The W1 prefix indicates the world wide version of the exam. Before taking the world wide exam, verify whether a localized exam is available. The localized exam would have the same name but the exam prefix would correspond to the localized version.)

**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.**

**Key Related Courses:**

Microsoft Axapta Introduction

Financial Series I – Microsoft Axapta

## Course Syllabus

### Financial Series II - Microsoft® Business Solutions-Axapta®

*Elements of this syllabus are subject to change.*

#### Introduction

This 2 day course explores the advanced financial functionality available in Microsoft Business Solutions - Axapta. Some of the topics covered include the set up and usage of budgeting, cash flow management, multi-currency, intercompany, and consolidated accounting. Additionally, students learn the multiple advanced payment options available in Microsoft Axapta including bridging posting and electronic payments. This course is meant to be an extension of the Financial Series I – Axapta course by adding advanced topics to the base knowledge covered in Financial Series I.

#### Audience

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

#### At Course Completion

After completing this course, students should be able to:

- How to set up and maintain budgets within Microsoft Axapta.
- The steps involved in utilizing the Advanced Payments functionality within Microsoft Axapta.
- How to setup multicurrency and how to create multicurrency transactions.
- The setup and steps involved in consolidating companies.
- How to set Intercompany accounting and create transactions in more than one company.
- How to set up and run financial statements.
- The steps necessary to set up and process collection letters.
- The processes available for a year end close within Microsoft Axapta.

#### Prerequisites

Before attending this course, students must have:

- Basic knowledge of accounting principles.
- An understanding on how to navigate within Microsoft Axapta.

In addition, it is recommended, but not required, that students have completed:

- The Financial Series I – Microsoft Axapta course

#### Chapter 1: Budgeting

The purpose of this chapter is to introduce the students to the budgeting functionality within Microsoft Axapta. Microsoft Axapta uses a budget model/submodel setup and students learn how to set each of these up. Students are also shown how to use allocation keys to budget seasonally and how to make adjustments to the budgets.

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<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Budget Creation Checklist</li><li>▪ Create a Budget Model</li><li>▪ Allocation Keys and Parameters</li><li>▪ Enter Budget Numerical Data and Generate the Budget</li><li>▪ Review and Print Budgets</li></ul>
<b>Lab: Budgeting</b>
<ul style="list-style-type: none"><li>▪ Create a budget.</li></ul>

After completing this module, students should be able to:

- Create budget models and submodels within Microsoft Axapta.
- Review and print budgets.

## **Chapter 2: Cash Flow Management**

This chapter focuses on the cash flow functionality in Microsoft Axapta. Every company needs to know how much cash they have available at any given time. Students learn how the modules interrelate to generate cash flow numbers. They also learn the steps involved in setting up cash flow forecasting as well as how to inquire and report on the cash flow transactions.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Cash Flow Forecast Associated with Other Modules</li><li>▪ Setting up Cash Flow Forecasting</li><li>▪ Creating Cash Flow Transactions</li><li>▪ Reporting Cash Flow Transactions</li><li>▪ Cash Flow Forecast Budget Model</li></ul>

After completing this module, students should be able to:

- Identify the prerequisites of cash flow planning in Microsoft Axapta and how forecasts are calculated.
- Set up the cash flow forecast calculation in ledger accounts.
- Set up the cash flow forecast calculation in the Accounts Receivable and Accounts Payable modules.
- Set up the cash flow forecast calculation for forecast transactions.
- Calculate cash flow requirements.
- Present cash flow data graphically.

### Chapter 3: Multi-Currency

This chapter focuses on the multi-currency capabilities of Microsoft Axapta. Microsoft Axapta has the ability to work with multiple currencies. You can set up the General Ledger module to have two different currencies for the ledger, a default currency used for reporting and a secondary currency also used for reporting. Students learn how to set up multi-currency as well as the different options available such as the currency converter and how to run exchange rate adjustments.

Lessons
<ul style="list-style-type: none"> <li>▪ Currency Converter</li> <li>▪ Profit and Loss Posting Setup</li> <li>▪ Exchange Rate Adjustments</li> <li>▪ Multi-Currency in General Ledger</li> <li>▪ Multi-Currency in Accounts Receivable</li> <li>▪ Multi-Currency in Accounts Payable</li> </ul>
Lab: Test Your Skills
<ul style="list-style-type: none"> <li>▪ Multi-Currency</li> </ul>

After completing this module, students should be able to:

- Use the currency converter.
- Set up currency rounding.
- Make exchange rate adjustments.
- Set up posting accounts for profit and loss.

### Chapter 4: Advanced Payments

This chapter is dedicated to the processing and setup of advanced customer and vendor payments in Microsoft Axapta. These advanced payments include bridging accounts, electronic payments, bills of exchange, and prepayments. The students also learn several of the options available when setting up a method of payment.

Lessons
<ul style="list-style-type: none"> <li>▪ Methods of Payment</li> <li>▪ Bridging Accounts</li> <li>▪ Electronic Vendor Payments</li> <li>▪ Electronic Customer Payments</li> <li>▪ Prepayments</li> <li>▪ Bill of Exchange Administration</li> </ul>
Lab: Advanced Payments
<ul style="list-style-type: none"> <li>▪ Set up Bridging</li> </ul>

After completing this module, students should be able to:

- Set up Methods of Payment.
- Set up and process the following advanced vendor payments:
  - Bridging Accounts
  - Electronic Payments

- Set up and process the following advanced customer payments:
  - Electronic Payments
  - Prepayments
  - Bills of Exchange

### **Chapter 5: Audit Trail**

This chapter focuses on the Audit Trail functionality within Microsoft Axapta. When auditors are reviewing transactions they want to see the overall activity rather than individual transactions. The Audit Trail allows you to view who created a transaction and at what time the transaction was entered.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Audit Trail Window</li></ul>

After completing this module, students should be able to:

- Use the Audit Trail functions in Microsoft Axapta.

### **Chapter 6: Intercompany Accounting**

The focus of this chapter is the intercompany accounting functionality in Microsoft Axapta. Since Microsoft Axapta companies reside in the same database, intercompany functionality requires limited set up. Students learn the necessary steps involved in the setup as well as how to create journal transactions that affect more than one company's ledger.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Posting Intercompany Transactions</li><li>▪ Intercompany Posting Setup</li><li>▪ Creating an Intercompany Entry</li><li>▪ Tracing an Intercompany Entry</li></ul>
<b>Lab: Intercompany Accounting</b>
<ul style="list-style-type: none"><li>▪ Set up intercompany accounting and create a transaction.</li></ul>

After completing this module, students should be able to:

- Set up intercompany accounting.
- Create an intercompany accounting transaction.

## Chapter 7: Consolidated Accounting

The purpose of this chapter is to cover the steps involved in setting up consolidated accounting in Microsoft Axapta. Consolidations can be performed on Microsoft Axapta companies that reside on the same database or separate databases. The steps involved to perform each of these types of consolidations are discussed here. Students learn how to inquire on consolidations as well as how to remove consolidation history.

<b>Lessons</b>
<ul style="list-style-type: none"> <li>▪ Consolidation Company Setup</li> <li>▪ Consolidation Company Setup Checklist</li> <li>▪ General Ledger Parameters</li> <li>▪ System Accounts</li> <li>▪ Currency and Exchange Rates</li> <li>▪ Subsidiary Company Setup</li> <li>▪ Consolidating</li> <li>▪ Consolidations Inquiry</li> <li>▪ Removing Consolidation History</li> </ul>
<b>Lab: Consolidations</b>
<ul style="list-style-type: none"> <li>▪ Perform a consolidation.</li> </ul>

After completing this module, students should be able to:

- Set up a consolidation company.
- Run an online consolidation.
- Run a consolidation using the Import/Export features.

## Chapter 8: Financial Statements

This chapter focuses on financial statements in Microsoft Axapta. Financial statements are an important part of decision making for any organization and Microsoft Axapta not only has predefined statements available but users can create their own financial statement columns and rows. Students learn how to create customized financial statement formats as well as how to access those reports.

<b>Lessons</b>
<ul style="list-style-type: none"> <li>▪ Date Intervals</li> <li>▪ Creating a Financial Statement</li> <li>▪ Printing a Financial Statement</li> </ul>
<b>Lab: Financial Statements</b>
<ul style="list-style-type: none"> <li>▪ Create and print a financial statement.</li> </ul>

After completing this module, students should be able to:

- Set up date intervals to aid in financial reporting.
- Create financial statements.
- Understand the possibilities there are to create customized financial statements.

## Chapter 9: Collection Letters and Interest

This chapter explains how to set up, create and process collection letters and interest notes in Microsoft Axapta. Although most customers pay their invoices on time, it is still necessary to have the ability to handle those invoices that are not paid by the due date. This chapter teaches students how to set up Microsoft Axapta to handle these situations.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Collection Letters</li><li>▪ Collection Letter Setup Checklist</li><li>▪ Create Collection Letter Text</li><li>▪ Set up Collection Letter Sequences</li><li>▪ Attach Sequences to Posting Profiles</li><li>▪ Set up Accounts Receivable Parameters</li><li>▪ Processing Collection Letters</li><li>▪ Interest Codes</li><li>▪ Interest Setup Checklist</li><li>▪ Set up the Interest Codes</li><li>▪ Attach Interest Codes to Posting Profiles</li><li>▪ Set up Accounts Receivable Parameters</li><li>▪ Calculating Interest</li></ul>
<b>Lab: Collection Letter</b>
<ul style="list-style-type: none"><li>▪ Collection Letter Sequences</li><li>▪ Collection Letter Jobs</li></ul>

After completing this module, students should be able to:

- Set up and run collection letters.
- Set up and run interest calculations.

## Chapter 10: Year-End Close

This chapter covers the year-end functionality in Microsoft Axapta including the processes of creating and closing fiscal years. At year end, it is always necessary to make adjustment entries that reflect transactions from the previous year. Also, a new fiscal year must be created and opening balances must be transferred. Students learn the options available for closing a fiscal year in Microsoft Axapta.

<b>Lessons</b>
<ul style="list-style-type: none"><li>▪ Fiscal Year-End Checklist</li><li>▪ Creating a New Fiscal Year</li><li>▪ The Closing Sheet</li></ul>
<b>Lab: Year End Close</b>
<ul style="list-style-type: none"><li>▪ Close current fiscal year and create a new fiscal year.</li></ul>

After completing this module, students should be able to:

- Perform the fiscal year-end close.
- Create and new fiscal year.