

**ACCOUNTS RECEIVABLE
PAYMENT JOURNALS**

FOR MICROSOFT DYNAMICS 365 FOR OPERATIONS®



Course Details	3
Audience	3
At Course Completion	3
Continuing Professional Education	3
Registration and Payment	4
Refund Policy	4
Prerequisites	4
Participant Requirements	4
Technology Requirements	4
Course Outline	5
Module: Overview	5
Module: Payment Journals	5
Module: Prepayments	5
Evaluation	6

Course Details

This eLearning course is designed to teach you how to setup and process customer payments with Microsoft Dynamics 365 for Operations. The various methods of creating payments are reviewed and an example of each is demonstrated.

AUDIENCE

- CFO
- Controller
- Accountant
- Accounts Receivable Manager
- Accounts Receivable Clerk

AT COURSE COMPLETION

Participants will be set up Accounts Receivable for payment processing and create payment journals for customer transactions using each of the available techniques.

CONTINUING PROFESSIONAL EDUCATION

In accordance with the standards of the National Registry (NASBA) of CPE Sponsors, CPE credits have been granted on a 50-minute hour. Sponsor ID 107766, 801 Nicollet Mall, 11th Floor West Tower, Minneapolis, MN 55402

CPE credits: 0.5

Field of Study: Computer Science

Delivery method: Self-study program

Program Level: Beginner

Participants are presented with an evaluation at the completion of the course including a total of 2 multiple choice and multiple answer questions. To achieve a passing score you must answer 70% of the questions correctly.

A certification of completion and CPE credits are only granted when the evaluation is passed and the course survey is completed. The certification and transcript can be downloaded from the RSM Technology Academy Portal upon successful completion of the course.

If for some reason you don't receive a certificate or have special circumstances (multiple participants, physical certificates, etc.), feel free to contact us at academy@rsmus.com.

REGISTRATION AND PAYMENT

You can register for a course online at academy.rsmsus.com by browsing the catalog and selecting courses to add to your cart. You can also email your request to academy@rsmus.com.

Payment must be received and verified before you can gain access to the course content. When purchasing through our website, all payments are made through PayPal. You can use an existing PayPal account to pay with your credit card or other method of payment configured in your PayPal account. If you do not have a PayPal account you can use the guest check out feature to use your credit card to pay. If you prefer to pay by using another method of payment, please contact us at academy@rsmus.com to make arrangements. We cannot guarantee all methods of payment will be accepted but we will try to accommodate your requests.

REFUND POLICY

Once an eLearning course has been purchased, no refunds will be provided. If you have any questions about this policy, you may contact us at by clicking the Support button on our site or email us at academy@rsmus.com. Formal complaints or errors found in the content should be reported in writing to academy@rsmus.com. Complaints will be reviewed to determine what action needs to be taken.

Prerequisites

PARTICIPANT REQUIREMENTS

Students attending this section of the course should have a basic understanding of:

- General knowledge of Microsoft® Windows®
- General knowledge of basic navigation within Dynamics 365 for Operations
- General understanding of basic accounting

TECHNOLOGY REQUIREMENTS

- The site has been optimized for Internet Explorer. Although other browsers may work, it is recommended that you use Internet Explorer for the best experience.
- Silverlight must be installed in order to use the practices.
- A screen resolution with a minimum of 1024x768 is recommended. You can use full screen icons within the eLearning to maximize your view. A smaller resolution may result in content being cut off from your screen.

Course Outline

MODULE: OVERVIEW

In this lesson, we will review the setup and basic process flow for customer payments.

Lessons

- Describe the payment process.
- Review the journal name setup for customer payments.

MODULE: PAYMENT JOURNALS

In this lesson, you will learn how to create a new payment journal and enter a transaction manually and make settlements.

Lessons

- Create a new payment journal.
- Add lines to a payment journal.
- Work with settlements in a payment journal.
- Reimburse a customer in a payment journal.

Practices

- Create a manual payment journal.

MODULE: PREPAYMENTS

In this lesson, you will learn how to create a prepayment to a customer.

Lessons

- Create a prepayment in a customer payment journal.
- Settle a prepayment against an invoice on a customer account.

Practices

- Create and process a prepayment in a customer payment journal.

EVALUATION

Course certifications are only granted when the evaluation is passed. The certification and transcript can be downloaded from the RSM Technology Academy Portal upon successful completion of the course.

This document contains general information, may be based on authorities that are subject to change, and is not a substitute for professional advice or services. This document does not constitute audit, tax, consulting, business, financial, investment, legal or other professional advice, and you should consult a qualified professional advisor before taking any action based on the information herein. RSM US LLP, its affiliates and related entities are not responsible for any loss resulting from or relating to reliance on this document by any person. Internal Revenue Service rules require us to inform you that this communication may be deemed a solicitation to provide tax services. This communication is being sent to individuals who have subscribed to receive it or who we believe would have an interest in the topics discussed.

RSM US LLP is a limited liability partnership and the U.S. member firm of RSM International, a global network of independent audit, tax and consulting firms. The member firms of RSM International collaborate to provide services to global clients, but are separate and distinct legal entities that cannot obligate each other. Each member firm is responsible only for its own acts and omissions, and not those of any other party. Visit rsmus.com/aboutus for more information regarding RSM US LLP and RSM International.

RSM® and the RSM logo are registered trademarks of RSM International Association. *The power of being understood*® is a registered trademark of RSM US LLP.

© 2016 RSM US LLP. All Rights Reserved.

