

# ACCOUNTS PAYABLE INVOICE JOURNALS

FOR MICROSOFT DYNAMICS 365 FOR FINANCE  
AND OPERATIONS®



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## Course Details

This eLearning course is designed to teach you how to process vendor invoices. It starts by reviewing the various options available for invoicing. Then each technique is reviewed in detail in its own Module.

### AUDIENCE

- CFO
- Controller
- Accountant
- Accounts Payable Manager
- Accounts Payable Clerk

### AT COURSE COMPLETION

Participants will be able to create and process vendor invoices and identify techniques available for the invoice journal and invoices not related to a purchase order.

### CONTINUING PROFESSIONAL EDUCATION

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

CPE credits: 1.0

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 5 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](mailto:academy@rsmus.com).

## REGISTRATION AND PAYMENT

You can register for a course online at [academy.rsmsus.com](http://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](mailto: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](mailto: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](mailto:academy@rsmus.com). Formal complaints or errors found in the content should be reported in writing to [academy@rsmus.com](mailto: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 Finance and 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

Dynamics 365 for Finance and Operations provides several different techniques for posting invoice journals. In this module we will describe the various processes and features that are available out of the box. We will also look at some common journal related tasks and how to process transfers.

#### Lessons

- Overview of invoicing methods
- Review a basic invoicing process flow
- Work with the segmented entry control

### MODULE: INVOICE APPROVAL AND REGISTER

In this module, you will create an invoice register and then submit it for approval. Then you will use the invoice approval journal to select and process the invoices.

#### Lessons

- Discuss Invoice register and Invoice register with approval
- Define prerequisite setup for invoice register and approvals
- Create a journal name
- Discuss vendor posting profiles
- Configure the vendor posting profile for invoice register and approvals
- Create and process an invoice register
- Create and process an invoice approval

#### Practices

- Create an invoice register and approval

### MODULE: INVOICE JOURNALS

In this module, you will create and process invoice journals with and without approvals.

#### Lessons

- Define prerequisite setup for invoice journals
- Process an invoice journal without approval
- Process an invoice journal with approval
- Create and validate an invoice journal with workflow
- Submit, view history, reassign, and approve an invoice journal with workflow

#### Practices

- Create and process an invoice journal



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