

RSM TECHNOLOGY ACADEMY
eLearning Syllabus and Agenda

COMMITMENT ACCOUNTING
FOR MICROSOFT® DYNAMICS 365 FOR OPERATIONS
AND FINANCE



Course Details	3
Audience	3
At Course Completion	3
Registration and Payment	3
Refund Policy	3
Prerequisites	4
Participant Requirements	4
Technology Requirements	4
Course Outline	5
Module: Overview	5
Module: Configure Commitment Accounting	5
Module: Posting Definitions	5
Module: Purchase Requisitions and Purchase Orders in Commitment Accounting	6
Module: Year-End Close Options for Commitment Accounting	6

Course Details

This self-paced eLearning course is designed to introduce users to commitment accounting features of Microsoft Dynamics 365 for Operations and Finance.

AUDIENCE

- CFO
- Controller
- Accounting Manager
- Purchasing Manager
- Purchasing Clerk
- Accounts Payable Manager
- Accounts Payable Clerk

AT COURSE COMPLETION

At course completion, participants should have an understanding of the commitment accounting concept and how commitment accounting is performed in Microsoft Dynamics 365 for Operations and Finance.

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 jstraining@rsmus.com. Formal complaints or errors found in the content should be reported in writing to jstraining@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 how to use and navigate Microsoft Dynamics 365 for Operations.
- Basic understanding of financial principles.
- Completed the Introduction to Budgeting eLearning course.

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

This module give an overview of the commitment accounting features and terminology in Dynamics 365 for Operations.

Lessons

- Define commitment accounting terminology.
- Discuss commitment accounting process flow.

MODULE: CONFIGURE COMMITMENT ACCOUNTING

This module looks at the configuration needed to process purchase requisitions and purchase orders using commitment accounting.

Lessons

- Review the budget funds available calculation
- Define the budget funds available calculation.
- Enable pre-encumbrance and encumbrance processing.
- Activate budget control.

Practices

- Enable pre-encumbrance and encumbrance accounting.

MODULE: POSTING DEFINITIONS

This module looks at the various posting definitions used with commitment accounting: Pre-encumbrance, encumbrance, and purchase order year-end.

Lessons

- Discuss posting definitions.
- Create commitment accounting posting definitions for pre-encumbrances.
- Create commitment accounting posting definitions for encumbrances.
- Create commitment accounting posting definitions for purchase order year-end.
- Assign commitment accounting posting definitions for transaction posting types.

Practices

- Create commitment accounting posting definitions for encumbrances.

MODULE: PURCHASE REQUISITIONS AND PURCHASE ORDERS IN COMMITMENT ACCOUNTING

Commitment accounting is used with purchase requisitions and purchase orders. This module looks at working with purchase requisitions and purchase orders that have encumbered amounts.

Lessons

- Create a purchase requisition using commitment accounting.
- Create a purchase order using commitment accounting.
- View the Encumbered summary for a purchase order.
- Receive against an encumbered purchase order.
- Invoice against an encumbered purchase order.
- View the Encumbered summary after invoicing the purchase order receipt.

Practices

- Complete receiving and invoicing against the encumbered purchase order
- View the Encumbered summary after processing is completed on the encumbered purchase order.

MODULE: YEAR-END CLOSE OPTIONS FOR COMMITMENT ACCOUNTING

This module discusses the options for year-end close for commitment accounting.

Lessons

- Discuss process and do not carry forward budget option for commitment accounting.
- Discuss process and carry forward budget option for commitment accounting.
- Select purchase orders and run purchase order year-end for commitment accounting.

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.

