

## Introduction to Finance in Business Central (NAV): Accounts Payable

<b>Date:</b>	TBD
<b>Duration:</b>	3 Hours
<b>Location:</b>	Virtual
<b>Instructor(s):</b>	Marguerite Manelski
<b>Workshop Objectives:</b>	
<p>This workshop will introduce or help you review Accounts Payable Procedures in Microsoft Dynamics 365 Business Central (NAV).</p> <p>Topics include:</p> <ul style="list-style-type: none"><li>• Purchase Invoice</li><li>• Purchase Credit Memo</li><li>• Payment Journal</li><li>• Vendor Ledger Entry</li></ul>	
<b>Preparation:</b>	
<p><b>What you will need for this Workshop:</b></p> <ul style="list-style-type: none"><li>• Laptop computer</li><li>• Basic Knowledge of Microsoft Dynamics 365 Business Central (NAV)</li></ul>	



Schedule	
Topic	Duration
<b>Introductions / Icebreaker</b>	15 Minutes
<b>Purchase Invoices</b> <ul style="list-style-type: none"> <li>• Purchase Orders</li> <li>• Expense Invoices</li> </ul> <b>Purchase Credit Memos</b> <ul style="list-style-type: none"> <li>• Purchase Order Returns</li> <li>• Purchase Credit Memos</li> </ul> <b>Copy Documents</b>	45 Minutes
<b>Break</b>	15 Minutes
<b>Payment Journal</b> <ul style="list-style-type: none"> <li>• Suggest Vendor Payments</li> <li>• Approve Checks</li> <li>• Print Checks</li> <li>• Void Single Check</li> <li>• Void Multiple Checks</li> <li>• Posting Checks</li> <li>• Positive Pay</li> </ul>	60 Minutes
<b>Vendor Ledger Entry</b> <ul style="list-style-type: none"> <li>• Apply Vendor Ledger Entries After Posting</li> <li>• Reverse Incorrectly Applied Entries</li> </ul>	30 Minutes
<b>Wrap Up</b> <ul style="list-style-type: none"> <li>• Discuss any additional questions or concerns</li> <li>• Recap of takeaways</li> </ul>	15 Minutes