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

Duration:	3 Hours
Delivery Method:	Group Internet – Via Microsoft Teams Meeting
Instructor:	Don Dyck
Difficulty Level:	Beginner

Description and Learning Objectives:

This workshop will introduce or help you review Accounts Payable Procedures in Microsoft Dynamics 365 Business Central (NAV).

Topics include:
- Purchase Invoice
- Purchase Credit Memo
- Payment Journal
- Vendor Ledger Entry

Preparation:

What you will need for this Workshop:
- Laptop computer
- Basic Knowledge of Microsoft Dynamics 365 Business Central (NAV)

Schedule	
Topic	**Duration**
Introductions / Icebreaker	15 Minutes
Purchase Invoices • Purchase Orders • Expense Invoices **Purchase Credit Memos** • Purchase Order Returns • Purchase Credit Memos **Copy Documents**	45 Minutes
Break	15 Minutes
Payment Journal • Suggest Vendor Payments • Approve Checks • Print Checks • Void Single Check • Void Multiple Checks • Posting Checks • Positive Pay	60 Minutes
Vendor Ledger Entry • Apply Vender Ledger Entries After Posting • Reverse Incorrectly Applied Entries	30 Minutes
Wrap Up • Discuss any additional questions or concerns • Recap of takeaways	15 Minutes