



Emporis Academy Private Limited



Learning Solutions  
Microsoft Business Solutions

## Course Syllabus

### Microsoft Dynamics® AX 2009 Financials I

*(Elements of this syllabus are subject to change.)*

#### **Key Data:**

**Course number: 80016**

**Instructor-Led Training** (lecture and labs)

**Student Materials:** Microsoft Official Curriculum (MOC)

**Certification Exam:** MB6-818: AX 2009 Financials

**Introduction:** The course provides students with the knowledge and skills to set up the General Ledger, Accounts Payable, Accounts Receivable, and Bank Modules of Microsoft Dynamics AX, and how to create transactions. The course focuses on the basic financial functionality available in Microsoft Dynamics AX.

#### **Prerequisites**

Before attending this course, students must have:

- Basic knowledge of accounting principles.
- An understanding of how to move within Microsoft Dynamics AX.

In addition, we recommend, but do not require, that students have completed:

- Microsoft Dynamics AX Introduction course

#### **Chapter 1: General Ledger Setup**

This module explains how to set up the General Ledger in Microsoft Dynamics AX. It shows how to set up a company currency, additional currencies, and exchange rates. It also explains how to create periods, a new fiscal year, dimension value, and a dimension focus.

Lessons
<ul style="list-style-type: none"><li>• Currency and Exchange Rate Setup</li><li>• Periods and Fiscal Year Setup</li><li>• Date Intervals</li><li>• Reason Codes</li><li>• Dimensions</li><li>• Dimension Focus</li><li>• Generated Allocations</li></ul>

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## **Chapter 2: Chart of Accounts**

This module explains how to set up the Chart of Accounts. It also shows how to create and set up account allocation terms, system accounts, and view inquiries and reports about the Chart of Accounts.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Ledger Account Categories</li><li>• Chart of Accounts</li><li>• Account Allocation Terms</li><li>• System Accounts</li><li>• Inquiries and Reports Related to the Chart of Accounts</li></ul>

## **Chapter 3: Journal Setup**

This module explains how to set up Journals. It shows how to create and work with journal names, journal controls, journal texts, and how to set up balance control accounts, and General Ledger parameters.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Journal Setup</li><li>• Journal Controls</li><li>• Journal Texts</li><li>• Balance Control Accounts</li><li>• General Ledger Parameters</li></ul>

## **Chapter 4: Financial Features**

This module explains how to use features that can be used across the financial series. It shows how to create, modify, and delete reason codes, and how to use the Fill Utility.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Reason Codes</li><li>• Fill Utility</li></ul>

## **Chapter 5: General Ledger Daily Procedures**

This module explains how to enter transactions in the General Ledger. It shows how to create general journals, enter and post General Ledger journal transactions, post multiple journals, create approval journals, period journals, and retrieve period journals. It also explains General Ledger transaction reversal and the inquiry and reports about General Ledger journal transactions.

<b>Lessons</b>
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- Create General Ledger Journals
- Enter General Ledger Journal Transactions
- Create Journal Batch Processing
- Create Approval Journals
- Create and Use Voucher Templates
- Create and Retrieve Periodic Journals
- General Ledger Transaction Reversal
- Create and Use General Ledger Reversing Entries
- Inquire and Report on Daily Journal Transactions

### **Chapter 6: Sales Tax Setup**

This module explains how to set up sales tax. It also explains how to set up the different components of sales tax, and sales tax exempt data, and how to calculate and post withholding sales tax.

#### **Lessons**

- Sales Tax Overview
- Create Ledger Posting Groups
- Create Sales Tax Authorities
- Create Sales Tax Settlement Periods
- Create Sales Tax Codes
- Create Sales Tax Codes Intervals
- Create a Sales Tax Group
- Create Item Sales Tax Groups
- Use Sales Tax Jurisdictions
- Create Sales Tax Transactions
- Create Sales Tax Exempt Data
- Calculate and Post Withholding Sales Tax

### **Chapter 7: Bank Management Setup**

This module explains how to set up the Bank module in Microsoft Dynamics AX. Logically, a bank account is needed before you create a check to pay an invoice. This chapter explains how to set up bank transaction types and transaction groups, bank groups, and bank parameters. It also explains how to create a bank account, and defines the check layout for a bank account.

#### **Lessons**

- Bank Transaction Types
- Bank Transaction Groups
- Bank Management Parameters
- Payment Purpose Codes
- Bank Groups
- Bank Accounts
- Check Layout

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## **Chapter 8: Accounts Payable Setup**

This module explains how to set up Accounts Payable within Microsoft Dynamics AX. It explains the importance of setting up vendor groups and posting profile, and shows the different Accounts Payable setup option, procedures, and defaults related to vendor payments..

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Payment Schedule</li><li>• Terms of Payment</li><li>• Payment Days</li><li>• Cash Discount</li><li>• Payment Fee</li><li>• Methods of Payment</li><li>• Vendor Groups</li><li>• Accounts Payable Posting Profiles</li><li>• Accounts Payable Vendors</li></ul>

## **Chapter 9: Accounts Payable Daily Procedures**

This module explains the various journals available in Microsoft Dynamics AX Accounts Payable. It describes what each journal is used for and how transactions are entered into each journal.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Invoice Journals in Accounts Payable</li><li>• Invoice Register</li><li>• Invoice Approval Journal</li><li>• Invoice Pool Excluding Posting</li><li>• Invoice Journal</li><li>• Voucher Template</li><li>• Payment Journals</li><li>• Invoice Matching</li><li>• Edit Open Transactions</li><li>• Reverse a Closed Transaction</li><li>• Print Management</li></ul>

## **Chapter 10: Accounts Receivable Setup**

This module explains how to set up the Accounts Receivable module in Microsoft Dynamics AX. The set up of Accounts Receivable is almost a mirror image of the set up of Accounts Payable. The main topics covered are specific to Accounts Receivable or are covered as a review from Accounts Payable.

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<b>Lessons</b>
<ul style="list-style-type: none"><li>• Payment Schedule</li><li>• Terms of Payment</li><li>• Payment Days</li><li>• Cash Discount</li><li>• Payment Fee</li><li>• Methods of Payment</li><li>• Customer Groups</li><li>• Accounts Receivable Posting Profiles</li><li>• Accounts Receivable Customers</li></ul>

**Chapter 11: Accounts Receivable Daily Procedures**

This module explains the journals available for invoice entry within Accounts Receivable. Students learn how to enter a free text invoice (non-inventory) invoice and the payment journal..

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Customer Process Overview</li><li>• Create a Free Text Invoice</li><li>• Create a Payment Journal</li><li>• Edit Open Transactions</li><li>• Place a Transaction on Hold</li><li>• Reverse Settlements</li><li>• Reimburse a Customer</li><li>• Use Reason Codes in Accounts Receivable</li><li>• Work with Print Management in Accounts Receivable</li></ul>

**Chapter 12: Bank Management Daily Procedures**

This module explains the various procedures available to manage bank transactions in Microsoft Dynamics AX.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Create Checks</li><li>• Delete a Check</li><li>• Deposit Slips</li><li>• Void Unposted Checks</li><li>• Refund Checks</li><li>• Bank Remittance</li><li>• Payment Reversal</li><li>• Reconcile a Bank Account</li></ul>

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## Microsoft Dynamics™ AX 2009 Financials-II

### Key Data:

**Course number: 80017**

**Instructor-Led Training** (lecture and labs)

**Student Materials:** Microsoft Official Curriculum (MOC)

**Certification Exam:** MB6-818: AX 2009 Financials

**Introduction:** This training explores the advanced financial functionality of Microsoft Dynamics AX. Some topics that are covered include the setup and usage of budgeting, cash flow management, multicurrency, intercompany, and consolidated accounting. Additionally, students learn multiple advanced payment options, XBRL taxonomy, customer account statements, collection letters, interest, year-end close functionality, and financial statements. This course is an extension of the Microsoft Dynamics AX 2009 Financials I collection.

### Prerequisites

Before attending this class, students must have:

- Basic knowledge of accounting principles.
- An understanding of how to move within Microsoft Dynamics AX.

In addition, we recommend, but do not require, that students have completed:

- Microsoft Dynamics AX 2009 Introduction collection
- Microsoft Dynamics AX 2009 Financials I collection

### Chapter 1: 1: Budgeting

Budgets are tools that are used to predict what the results of operations will be for a company. In addition, they can be used to compare actual and predicted (budgeted) results, to evaluate the effectiveness of operations.

Lessons
<ul style="list-style-type: none"><li>• Create a Budget Model</li><li>• Period Allocation Keys</li><li>• Enter Budget Numeric Data</li><li>• Generate a Ledger Budget Report</li><li>• Apply Setup Features to the Budget</li><li>• Simulate Budgets</li><li>• Edit Budgets</li><li>• Budget Revisions</li><li>• View Budget Data and Reports</li></ul>

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## **Chapter 2: Cash Flow Management**

Cash flow forecasting is used to estimate the company's future need for cash.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Relationship of Cash Flow to Other Modules</li><li>• Set Up Cash Flow Forecasting</li><li>• Define a Cash Flow Forecast Budget Model</li><li>• Create Cash Flow Transactions</li><li>• Calculate Cash Flow Transactions</li></ul>

## **Chapter 3: Multicurrency**

Microsoft Dynamics AX 2009 works with multiple currencies and provides several methods to meet the accounting requirements in different countries. The basics of setting up currencies and exchange rates are covered in the Financials I collection. This course describes advanced currency topics such as exchange rate adjustments. Exchange rates constantly fluctuate; therefore, exchange rate adjustments are necessary for correct periodic accounting. If they are not periodically adjusted to reflect the current rates, foreign amounts converted and posted to the General Ledger, and displayed in reports can be misleading.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Setup</li><li>• Exchange Rate Adjustments</li><li>• Accounts Receivable and Accounts Payable Exchange Rate Adjustments</li></ul>

## **Chapter 4: Advanced Payments**

This module describes the processing and setup of advanced customer and vendor payments. These advanced payments include bridging accounts, electronic payments, bills of exchange, and prepayments. Also included are several of the options available when setting up a method of payment, and how to use the ledger accrual functionality to defer costs or income throughout the year.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Bridging Accounts</li><li>• Electronic Vendor Payments</li><li>• Electronic Customer Payments</li><li>• Centralized Payments</li><li>• Prepayments (Deposits)</li><li>• Bill of Exchange Administration</li><li>• Ledger Accrual</li></ul>

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### **Chapter 5: Intercompany Accounting**

Intercompany accounting may be used when accounting processes are centralized for subsidiaries or branch offices. With Intercompany accounting, a single entry can be made which posts to multiple companies.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Post Intercompany Transactions</li><li>• Intercompany Posting Setup Demonstration</li><li>• Post an Intercompany Transaction Demonstration</li><li>• Trace an Intercompany Entry Demonstration</li></ul>

### **Chapter 6: Consolidations**

This module demonstrates the functionality and flexibility of Microsoft Dynamics AX 2009 in consolidating subsidiary companies into a single consolidated (parent) company. Some key features include the ability to consolidate companies whether they reside in the same database or in different databases, map the Chart of Accounts and dimensions in a subsidiary to the consolidated company, specify how the exchange rate should be calculated for the consolidation, and designate the percentage of ownership that should roll into the consolidated company from the subsidiary.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Set Up a Consolidation Company</li><li>• Set Up a Subsidiary Company</li><li>• Perform a Consolidation</li><li>• Consolidations Inquiry</li><li>• View and Delete Consolidation Transactions</li><li>• Intercompany Eliminations</li></ul>

### **Chapter 7: Customer Account Statement, Collection Letter, and Interest**

This module demonstrates three processes that are useful in the collection process. Customer account statements are used to provide an accounting of all amounts due from a customer for a period of time. Although most customers pay their invoices on time, it is necessary to be able to process invoices that are not paid by their due date. Collection letters and interest notes can be used for these situations.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Customer Account Statement</li><li>• Set Up Collection Letters</li><li>• Process Collection Letters</li><li>• Set Up Interest Codes</li><li>• Calculate Interest</li></ul>

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## **Chapter 8: Dimension Hierarchies**

Financial figures must be analyzed through different financial dimensions as a supplement to voucher and account numbers. However, it can be difficult to control the assignation of financial dimension values. Sometimes dimension values are assigned to the wrong financial transactions making reports and statistics incorrect. The implementation of dimension sets with hierarchies makes it possible to control the values entered in the system and therefore ensures more reliable data.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Dimension Sets, Hierarchies, and Rules</li><li>• Dimension Sets</li><li>• Dimension Subsets</li><li>• Dimension Set Hierarchy</li><li>• Dimension Set Rules</li></ul>

## **Chapter 9: XBRL Taxonomy**

XBRL is a global financial reporting initiative started by numerous ERP software companies and international accounting organizations. The goal of XBRL is to provide a standard for uniform reporting of financial information for banks, investors and government authorities.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• XBRL Taxonomy</li><li>• Import XBRL Taxonomy</li><li>• Create an XBRL File from the Financial Statement</li></ul>

## **Chapter 10: Year-End Close**

This module describes the year-end functionality in Microsoft Dynamics AX 2009 and provides assistance in the processes for creating and closing fiscal years. At year-end, it is always necessary to make adjustment entries that reflect transactions from the previous year, print reports, including Financial Statements, back up data, create a new fiscal year, and transfer opening balances.

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Create a New Fiscal Year</li><li>• Control Transactions in a Closing Period</li><li>• Create and Post a Closing Sheet</li><li>• Transfer Opening Balances</li></ul>

## **Chapter 11: Financial Statements**

The Financial Statement feature in Microsoft Dynamics AX 2009 enables the building of a custom reporting structure. It is a powerful reporting tool that explores financial figures depicted in a company context and from a business perspective.

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Lessons
<ul style="list-style-type: none"><li>• Dimension Focus</li><li>• Financial Statement Row Definition</li><li>• Financial Statement Column Definition</li><li>• Print a Financial Statement</li><li>• Demonstration: Create a Balance Sheet</li><li>• Dimension Reports and Inquiries</li></ul>

## **Microsoft Dynamics™ AX 2009 Fixed Assets**

### **Key Data:**

**Course number: 80018**

**Instructor-Led Training** (lecture and labs)

**Student Materials:** Microsoft Official Curriculum (MOC)

**Certification Exam:** MB6-818: AX 2009 Financials

**Introduction:** This course provides students with the knowledge and skills to use the Fixed Assets functions in Microsoft Dynamics AX 2009. The course focuses on the various setup requirements for Fixed Assets, transactions, and reports and inquiries

### **Prerequisites**

Before attending this course, students must have completed the following courses, or obtained equivalent knowledge of Microsoft Dynamics AX 2009 processes:

- Introduction to Microsoft Dynamics AX 2009
- Financials I in Microsoft Dynamics AX 2009
- Financials II in Microsoft Dynamics AX 2009

### **Chapter 1: Introduction**

This module explains the basic Fixed Assets concepts and components. It also describes the integration between Fixed Assets and the General Ledger, Accounts Payable, Accounts Receivable, and Inventory Management modules.

Lessons
<ul style="list-style-type: none"><li>• Fixed Assets Overview</li><li>• Functionality That Is Required for Fixed Asset Accounting</li><li>• Structure and Integration With Other Modules</li></ul>

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## **Chapter 2: Setup Procedures**

This module explains how to perform the necessary setup of the system and the Fixed Assets module. It also describes some country specific setup requirements

<b>Lessons</b>
<ul style="list-style-type: none"><li>• System Setup for Fixed Assets</li><li>• Fixed Assets Module Setup- Depreciation Profiles, Asset Calendars and Depreciation Books</li><li>• Fixed Assets Module Setup- Value Models, Asset Groups, Disposal and Posting Profiles</li><li>• Fixed Assets Module Setup- Parameters</li><li>• Capitalization Threshold- Fixed Assets</li><li>• Parameters- Purchase Orders Field Group</li><li>• Reason Codes in Fixed Assets</li><li>• Depreciation Methods</li><li>• Depreciation Conventions</li><li>• Depreciation Books Overview</li><li>• Extended Functionality Features - Provision Types and Bonus Depreciation</li><li>• Mass Update Depreciation Conventions for a Depreciation Book</li><li>• Country and Region Specific Features</li></ul>

## **Chapter 3: Setup of Assets**

This module explains how to set up the company's fixed assets in the application. It also covers lending assets, assigning bar codes to assets, and budgeting with assets. Project module integration will also be discussed

<b>Lessons</b>
<ul style="list-style-type: none"><li>• Fixed Asset Form</li><li>• Setting Up Assets in the Fixed Asset Module</li><li>• Inquiries In The Fixed Assets Form</li><li>• Inquiries In The Depreciation Book Form</li><li>• Lending Assets</li><li>• Assigning Bar Codes to Assets</li><li>• Asset Budgeting</li><li>• Project Module Integration to Fixed Assets</li></ul>

## **Chapter 4: Asset Transactions**

This module explains how to use and record different Fixed Assets transaction types. It covers acquisition, depreciation, value adjustments, and disposal. Procedures for creating and acquiring fixed assets using Accounts payable Purchase orders are also discussed. Maintenance of asset transactions is

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## Course Syllabus: Microsoft Dynamics Ax 2009 Financials I & II and Fixed Assets

explained, such as transaction reversal, updating replacement costs and insured values, copying fixed assets and changing groups, and fixed asset additions

Lessons
<ul style="list-style-type: none"><li>• Typical Fixed Asset Transaction Types</li><li>• Recording Asset Transactions - Acquisitions</li><li>• Creating and Acquiring Fixed Assets From Purchase Orders in Accounts Payable</li><li>• Recording Asset Transactions - Depreciation</li><li>• Recording Asset Transactions - Value Adjustments</li><li>• Recording Asset Transactions - Disposals</li><li>• Other Asset Transactions</li><li>• Transaction Reversals - Fixed Assets</li><li>• Replacement Cost and Insured Value Update</li><li>• Copying Fixed Assets and Changing Fixed Asset Groups</li><li>• Fixed Asset Additions</li></ul>

### Chapter 5: Inquiries and Reports

This chapter explains how to create and view the inquiries and reports available in the Fixed Assets module.

Lessons
<ul style="list-style-type: none"><li>• Inquiries</li><li>• Reports</li></ul>

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