



Cobalt Accounting

Microsoft Dynamics 365 allows the creation of quotes, orders and invoices. With Cobalt you can also integrate with your payment processor to create payments and refunds. GL accounts, GL account entries, and batches to provide timely accounting data. The accounting export files allow you to move data efficiently between Dynamics and your accounting software.

COURSE OBJECTIVE: Learn the system data requirements to fully utilize the accounting functionality and practice the daily processes staff will use to handle payments and refunds.

LESSON 1: Navigating to the required records

- Task 1: Identify accounting entities and where to find them
- Task 2: Identify sales entities and where to find them
- Task 3: Identify payment entities and where to find them
- Task 4: Identify product entities and where to find them.

LESSON 2: Create GL accounts

- Task 1: Identify fields on the GL Account form
- Task 2: Create a GL Account

LESSON 3: Create a product

- Task 1: Locate Product Records
- Task 2: Identify fields on the Product Form
- Task 3: Create Price List Items
- Task 4: Create a Product GL Account
- Task 5: Publish the Product

LESSON 4: Batch definitions and payment GL definitions

- Task 1: Identify Batch Definition Fields
- Task 2: Create a Batch Definition
- Task 3: Identify Payment GL Account Definition Fields
- Task 4: Create a Payment Batch Definition

LESSON 5: Create an order

- Task 1: Identify fields on the Order Form
- Task 2: Create a new order
- Task 3: Add Order Products

LESSON 6: Processing a payment

- Task 1: Understand and Locate Payment Processing on the Portal and in D365

- Task 2: Identify Payment Types
- Task 3: Process Payment
- Task 4: Review Records created once payment is processed

LESSON 7: Changing a payment

- Task 1: Locating the Payment Wizard and Understand the Dynamic Options
- Task 2: Use Payment wizard to refund or change the payment application
- Task 3: Review Records generated when payments are changed

LESSON 8: Accounting exports

- Task 1: Running the GL Account Distribution Report
- Task 2: Posting batches
- Task 3: Exporting batches
- Task 4: Opening the Export File

LESSON 9: Revenue Recognition

- Task 1: Locating Revenue Recognition Records
- Task 2: Setting up a product for Revenue Recognition
- Task 3: Setting Up Meetings and Classes for automatic Revenue Recognition
- Task 4: Setting up Dues for automatic Revenue Recognition
- Task 5: Updating Revenue Recognition Records
- Task 6: Refunding Invoices with Revenue Recognition