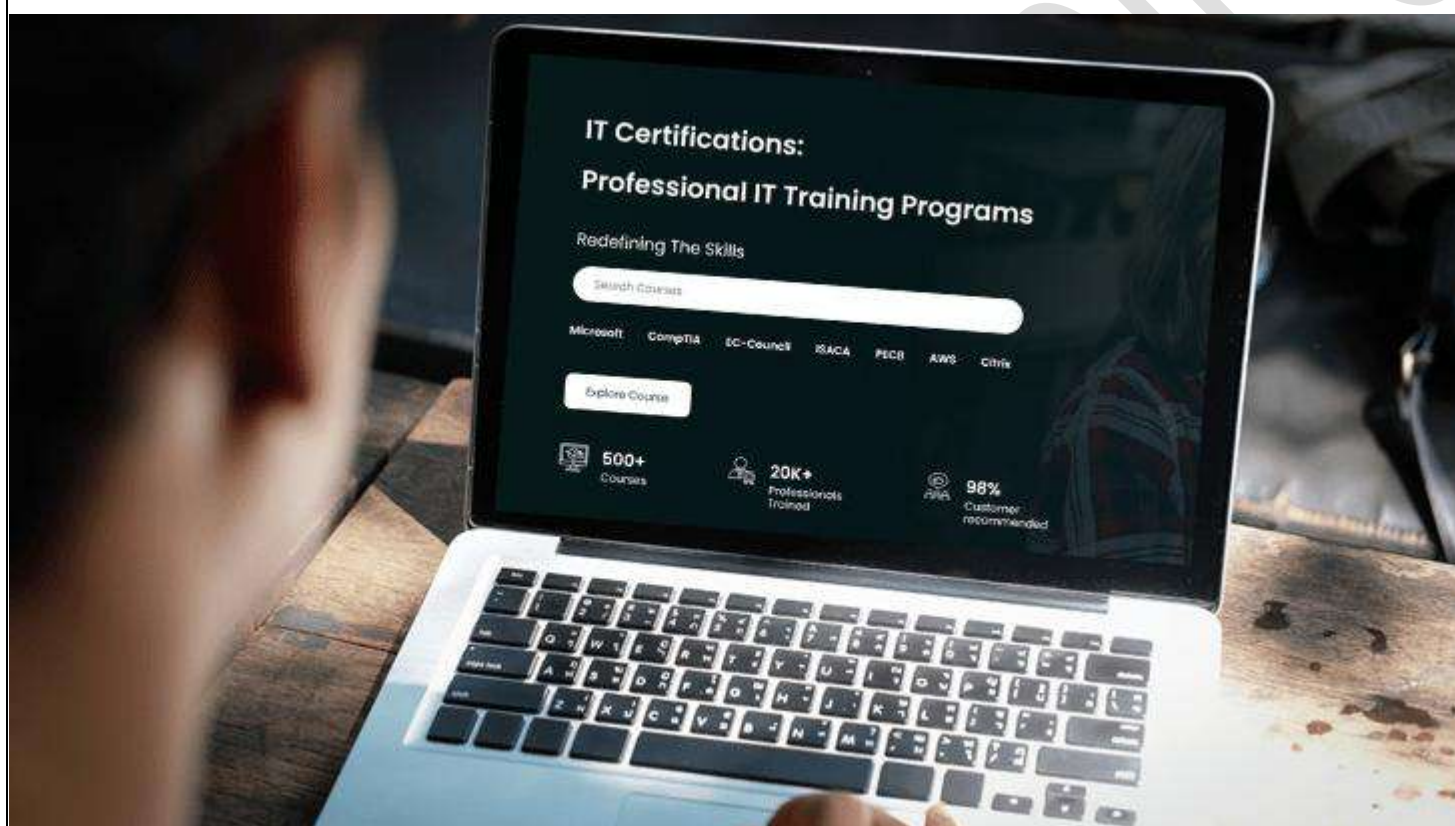




Redefining The Skills



MB-310T00: MICROSOFT DYNAMICS 365 FINANCE TRAINING

Duration: 4 Days

Course Description

MB 310T00: Microsoft Dynamics 365 Finance Training is primarily for professionals who are willing to learn in-depth about the financial aspect of Dynamics 365. This training pays attention to covering topics such as accounts payable, fixed asset management, and financial management. This course also provides a fundamental understanding of financial operations as they are related to supply chain management, manufacturing, and retail.

Completing this course helps professionals learn and understand Microsoft Dynamics 365 Finance's Financial duties. Further, they will be able to become experts in translating the requirements of an organization.

This course is based on the course objectives of MB 310T00 A.

Who should attend this course?

- Any professional working with Dynamics 365 for Finance and Operations Functional Consultant is responsible for performing given below things:
 - Performing discovery
 - Capturing requirements
 - Engaging subject matter experts and stakeholders
 - Translating requirements
 - Configuring the solutions and applications
- Any professional working as a financial consultant implements solutions using out-of-the-box capabilities, codeless extensibility, application, and service integrations.
- Given below are professionals who can use Microsoft Dynamics 365 Finance Training to upskill their current positions:
 - Controllers
 - IT Professionals
 - Business Analysts
 - Finance Managers
 - Operations Managers
 - Compliance Officers
 - Auditors

What you will learn

- Understanding and performing financial duties in Dynamics 365 Finance
- Setting up and configuring financial management work
- Implementing and managing accounts
- Managing Budgeting
- Managing fixed assets

Prerequisites

- A basic understanding of accounting skills is needed
- A basic understanding of core competencies in Dynamics 365 core is beneficial

Recommended

- [MB 920T00: Microsoft Dynamics 365 Fundamentals \(ERP\)](#)

Curriculum

Module 1: Get started with Dynamics 365 Finance

- The benefits of Dynamics 365 Finance
- An overview of features in Finance
- Lab: Explore Dynamics 365 Finance

Module 2: Configure currencies in Dynamics 365 Finance

- Different types of currencies in Finance
- The concept of triangulation currency
- How to set up legal entity currencies and conversions
- How to configure exchange rate providers
- How to import exchange rates from providers
- Lab: Import exchange rates

Module 3: Create fiscal calendars, years, and periods in Dynamics 365 Finance

- Differentiate between ledger and fiscal calendars
- Configure and set up fiscal calendars, years, and periods
- Create and use date intervals
- Lab: Work with the fiscal calendar, year, and periods

Module 4: Configure chart of accounts in Dynamics 365 Finance

- Identify the required components for chart of accounts
- Define and configure the chart of accounts
- Define and configure the financial dimensions and dimension sets
- Configure chart of accounts, main accounts, categories, templates, ledger account alias and balance control
- Define financial tags
- Configure account structures and advanced rules
- Lab: Create a main account category in the chart of accounts, and an advanced rule structure

Module 5: Set up ledgers and journals in Dynamics 365 Finance

- Discover different types of journals and their setup
- Learn about ledger and posting setup
- Learn how to set up and use journals
- Learn how to reverse journal posting
- Learn how to set up batch transfer rules
- Lab: configure ledger and journal setup

Module 6: Perform general ledger daily procedures in Dynamics 365 Finance

- General ledger processes
- Balance control accounts
- Journal controls
- Voucher templates
- Ledger settlements
- Lab: Create and use a voucher template

Module 7: Intercompany accounting in Dynamics 365 Finance

- Set up intercompany accounting
- Use intercompany accounting to post journals between two different legal entities
- Lab: Set up and use intercompany accounting

Module 8: Configure ledger allocations and accruals in Dynamics 365 Finance

- Configure and use accruals
- Configure and use allocations
- Lab: Configure and use accrual schemes
- Lab: Configure and test ledger allocation rules

Module 9: Configure and perform periodic processes in Dynamics 365 Finance

- Configure financial period close
- Reconcile banks
- Perform periodic closing and year closing processes
- Prepare periodic filings
- Configure and work with vendor 1099 processes
- Run foreign currency revaluation processes
- Perform financial consolidation and elimination processes
- Process end of year tax reporting
- Lab: Perform year-end close and a consolidation

Module 10: Work with analytics and reporting in finance and operations apps

- Different types of reports and inquiries in finance and operations apps
- Financial reporting
- Configuring finance and operations apps for Microsoft Power Platform
- Generating and consuming inquiries and reports
- Lab: Work with reports

Module 11: Configure cash and bank management in Dynamics 365 Finance

- Create and configure banks
- Create and configure bank layouts
- Configure cash and bank management parameters
- Set up vendor and customer banks
- Configure cash flow forecasts and reports
- Use process automation to schedule updates for cash flow forecasts
- Summarize vendor and customer payments in bank transactions
- Lab: Work with cash and bank management

Module 12: Configure taxes in Dynamics 365 Finance

- Learn about regional tax reporting capabilities
- Configure tax components
- Lab: Set up ledger posting groups for sales tax
- Lab: Set up sales tax authorities
- Lab: Set up sales tax settlement periods
- Lab: Set up sales tax codes and sales tax groups
- Lab: Set up sales tax reporting codes and withholding tax
- Lab: View posted sales tax transactions

Module 13: Get started with cost accounting in Dynamics 365 Finance

- The Cost control workspace
- Cost objects
- How to create a cost accounting report by using the Cost accounting Get started wizard
- How to set up cost accounting.
- Lab: Configure Cost accounting by using the Get started wizard

Module 14: Configure and work with inventory management in Dynamics 365 Supply Chain Management

- Understand inbound and outbound inventory operations
- Configure inventory parameters
- Configure tracking number groups
- Configure inventory breakdown
- Configure inventory and warehouse journals
- Configure inventory dimensions
- Configure inventory costing
- Understand inventory closing and adjustments
- Archive inventory transactions
- Use movement journals
- Use inventory adjustment journals
- Use transfer journals
- Use counting and tag counting journals
- Use item arrival journals
- Work with reason codes for inventory counting
- Lab: Work with inventory management

Module 15: Use inventory reports in Dynamics 365 Supply Chain Management

- Understand ABC classification
- Use the Physical inventory by inventory dimension report
- Use the Inventory value reports, and Inventory on-hand report storage
- Use the Inventory on-hand mobile workspace
- Lab: Use the ABC classification report
- Lab: Use the Physical inventory by inventory dimension report
- Lab: Export a report to Microsoft Excel

Module 16: Work with the costing sheet in Dynamics 365 Supply Chain Management

- Configure the costing sheet
- Perform BOM calculation and analyze costs by using the costing sheet
- Lab: Analyze BOM costs by using the costing sheet

Module 17: Set up accounts receivable in Dynamics 365 Finance

- Set up Accounts receivable components
- Create and maintain a customer
- Set up customer payments
- Set up payment calendars and calendar rules
- Set up customer posting profiles
- Set up accounts receivable charges
- Lab: Configure customer posting profiles and create a new customer

Module 18: Perform accounts receivable daily procedures in Dynamics 365 Finance

- Create free text invoices and record customer payments
- Distribute funds by using accounting distributions
- Configure recurring invoices
- Use reversals in Accounts receivable
- Settle transactions
- Reimburse a customer
- Understand revenue recognition
- Lab: Create and process a free text invoice

- Lab: Work with invoices from sales orders
- Lab: Process an invoice and settle it against a payment

Module 19: Set up credit and collections in Dynamics 365 Finance

- Configure credit and collections components
- Configure aging reports, customer pools, collection agents, and aging period definitions
- Set up and manage interests
- Set up and manage collection letters
- Lab: Set up credit and collections in Finance
- Lab: Create a write-off journal for a customer

Module 20: Process credit and collections in Dynamics 365 Finance

- How to use customer account statements
- How to process collections
- How to use the credit management feature
- Lab: Work with credit and collections

Module 21: Configure Accounts payable in Dynamics 365 Finance

- Configure accounts payable components
- Create and maintain a vendor
- Configure vendor payments
- Set up vendor posting profiles
- Configure accounts payable charges
- Lab: Configure accounts payable components

Module 22: Perform Accounts payable daily procedures in Dynamics 365 Finance

- Record invoices and process payments
- Manage and apply prepayments
- Lab: Record an invoice
- Lab: Record a vendor invoice that is not associated with a purchase order
- Lab: Process a vendor payment by using a payment journal

Module 23: Work with accounting distributions, invoice validations and settlements in Dynamics 365 Finance

- Settle transactions and undo settlements
- Distribute funds by using accounting distributions
- Configure invoice validation policies
- Lab: Work with accounting distributions, invoice validations, and settlements

Module 24: Get started with Expense management in Dynamics 365 Project Operations

- Learn about Expense management capabilities
- Discover Expense management features
- Review considerations for planning to use the Expense management module in Project Operations

Module 25: Set up and configure Expense management in Dynamics 365 Project Operations

- Discover the Expense management workspace
- Learn how to turn on the Expense reports re-imagined feature
- Review the Expense management parameters
- Learn about workflow functionality for expense management
- Set up expense policies, and evaluate policies using the Audit workbench
- Set up mileage expense options

- Set up credit card transaction processing and import credit transactions

Module 26: Create and process expense reports in Dynamics 365 Project Operations

- Review expense report policies and per diem rules
- Create and maintain an expense report
- Learn about intercompany expenses
- Learn how to post, approve, and delegate expense reports
- Discover reporting options for expense management
- Lab: Create an expense report and submit it to a workflow

Module 27: Work with travel requisitions in Dynamics 365 Project Operations

- Create a travel requisition
- Review travel requisition options
- Learn about the travel requisition approval process
- Lab: Create a travel requisition

Module 28: Set up and use basic budgeting Dynamics 365 Finance

- Set up basic budgeting components
- Use inquiries and reports
- Review basic budgeting
- Create and manage budget register entries
- Implement a budget register workflow
- Lab: Create a budget register entry
- Lab: Set up basic budgeting components

Module 29: Set up and use budget control in Dynamics 365 Finance

- Review budget control
- Set up budget control parameters
- Define budget control rules
- Define budget groups
- Activate budget control
- Lab: Set up budget control components

Module 30: Configure and use budget planning in Dynamics 365 Finance

- Configure budget planning components
- Lab: Configure budget planning, create, and use a planning process

Module 31: Configure fixed assets management in Dynamics 365 Finance

- Configure fixed assets components
- Configure fixed assets parameters
- Enable fixed assets integration with purchasing.
- Create fixed assets
- Lab: Work with fixed assets

Module 32: Set up and acquire fixed assets in Dynamics 365 Finance

- Set up and create fixed assets
- Set up and record acquisitions
- Acquire assets through procurement
- Estimate and eliminate a project to a fixed asset
- Create a fixed asset by using manual and automatic methods