Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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MB-310T00: Microsoft Dynamics 365 Finance

CODE:	LENGTH:	PRICE:
MCS_MB-310T00	32 Hours (4 days)	€2,450.00

Description

This course covers the financial aspects of Dynamics 365: configure and use essential financial components, accounts payable, accounts receivable, collections, budgeting, fixed assets, and additional functionality

Objectives

- Understand and perform financial duties in Dynamics 365 Finance

Audience

A Dynamics 365 for Finance and Operations Functional Consultant is responsible for performing discovery, capturing requirements, engaging subject matter experts and stakeholders, translating requirements, and configuring the solution and applications. The Functional Consultant implements a solution using out of the box capabilities, codeless extensibility, application and service integrations.

Prerequisites

Before attending this course, students must have:
- Basic accounting skills
- Core competencies in Dynamics 365 Core

Programme

Module 1: Overview of Dynamics 365 Finance
This module will discuss the core components of Finance and look at the modules involved.
Lessons
- Introduction
- Lesson 1: Overview of Dynamics 365 Finance Features and capabilities
- Lesson 2: Core components of Dynamics 365 Finance
- Lesson 3: Overview of financial management modules in Dynamics 365 Finance
- Lesson 4: Benefits of Dynamics 365 Finance
- Module summary
- Knowledge Check
After completing this module, students will be able to:
- Give an overview of Dynamics 365 Finance features and capabilities
- Describe the core components of Dynamics 365 Finance
- Explain the benefits of Dynamics 365 Finance
Module 2: Set up and configure financial management
In this module, we will discuss how to create a new legal entity (company) and setup and configure financial management for it. This module includes general ledger.
Lessons
- Introduction
- Lesson 1: Create and configure a new legal entity
- Lesson 2: Define and configure the chart of accounts
- Lesson 3: Configure ledgers and currencies
- Lesson 4: Implement and manage journals
- Lesson 5: Implement and manage cash and bank
- Lesson 6: Implement cost accounting and cost management
- Lesson 7: Perform periodic processes

- Lesson 8: Configure, collect, and report taxes
- Module summary
- Knowledge Check
Lab : Create and post vendor/customer/general ledger payments
Lab : Configure a financial report
Lab : Configure tax ledger posting group
Lab : Create and apply an accrual scheme
Lab : Configure financial dimensions and make a journal entry for the new financial dimension value
Lab : Group discussion: creation of a number sequence
After completing this module, students will be able to:
- Set up and configure financial management by preparing the G/L and others.
Module 3: Implement and manage shared configuration for A/P and A/R
Dynamics 365 Finance offers extensive functionality for setting up different payment options which are shared between accounts payable and receivable modules.
Lessons
- Introduction
- Lesson 1: Configure Terms of payment
- Lesson 2: Configure payment days, and payment schedules
- Lesson 3: Configure Cash discounts
- Lesson 4: Configure Payment calendar
- Lesson 5: Configure Payment fees
- Module summary
- Knowledge Check
After completing this module, students will be able to:
- Configure payment and bank information.
Module 4: Implement and manage accounts payable
This topic explains the basic setup of accounts payable and the vendor setup for efficient management of vendors and vendor transactions in Dynamics 365 Finance.
Lessons
- Introduction
- Lesson 1: Create and maintain Accounts payable method of payments
- Lesson 2: Create and maintain Vendor groups and vendors
- Lesson 3: Create and configure vendor posting profile
- Lesson 4: Configure invoice validation policies
- Lesson 5: Process orders, invoices, and payments
- Lesson 6: Enable and test vendor collaboration portal for a vendor
- Lesson 7: Configure accounts payable charges
- Lesson 8: Configure and use Positive pay
- Module summary
- Knowledge check
Lab : Video: Vendor payment journal
After completing this module, students will be able to:
- Know that payment options in Dynamics 365 Finance are flexible.
- Set up and use payment schedules.
- Manage cash discount.
- Work with vendor groups.
- Use features such as prepayments.
Module 5: Implement and manage expense management
You can use the Dynamics 365 Finance and Operations apps expense management to create an integrated workflow where you can store payment method information, import credit card transactions, and track the money that employees spend when they incur expenses for your business. You can also define expense policies and automate the reimbursement of travel expenses. Expense report entry has been redesigned to simplify the experience and decrease the time that is required to complete expense reports. You can turn on this functionality in Feature management. You can add a new setup page to configure the visibility of expense fields, and specify what data is required, optional, or not available when expense reports are entered. When this functionality is turned on, a new expense workspace is available. This workspace replaces the previous expense workspace and is the landing page for the improved entry experience. Travel and expense management has a strong value proposition for organizations with discretionary spending. Travel and entertainment expenses are a significant part of a company's controllable expense. To help curb these costs, expense management provides a mechanism to define and apply expense policies, in addition to flagging and reporting on abusers of the policies. Additionally, automating the entry and reimbursement of travel and entertainment expenses reduces processing costs versus manual entry. Expense management has tight integration with other modules such as Accounts payable, General ledger, Procurement, and sourcing and Project management and accounting.
Lessons
- Introduction
- Lesson 1: Configure and use expense management
- Module summary
- Knowledge check
Lab : Configure an expense category
Lab : Group discussion: Expense management module
After completing this module, students will be able to:

- Configure expense management
- Understand expense categories and shared catories
- Describe per diem
- Configure expense management parameters
- Set up expense management workflow
- Define expense policies
- Understand audit policies and audit workbench
- Process expense reports
- Import and maintain credit card transactions
- Perform expense receipt processing

Module 6: Implement and manage accounts receivable and credit and collections

You need to configure the Accounts receivable module to be able to perform A/R functionality. You could then create customer invoices, post packing slips, use free text invoices that are not related to sales orders, and receive payments by using several different payment types such as cash, checks, credit cards, and electronic payments from your customers. Managing prospects and customers properly helps businesses to fulfil some of their requirements, such as customers' satisfaction. At the same time, proper management avoids loss by checking many factors such as the credit limit and blocking the order being processed if it violates the policies of the company. Salespersons are the key for company's revenue, and their commissions should be taken care of upon completion of the sales cycle.

Lessons

- Introduction
- Lesson 1: Configure Method of Payment
- Lesson 2: Create and maintain Customer groups and customers
- Lesson 3: Create and configure customer posting profile
- Lesson 4: Process orders, invoices, and payments
- Lesson 5: Configure Accounts receivable charges
- Lesson 6: Manage credit and collections
- Lesson 7: Configure revenue recognition
- Module summary
- Knowledge Check

Lab : Configure payment methods, terms, and days

Lab : Adjust a temporary credit limit for a customer

After completing this module, students will be able to:

- Configure Method of Payment
- Describe and configure electronic payment formats
- Create and maintain Customer groups and customers
- Create and configure customer posting profile
- Process orders, invoices, and payments
- Configure Accounts receivable charges
- Manage credit and collections
- Configure revenue recognition

Module 7: Configure and manage budgeting

Every organization, whether it is private or public, sets financial and operational goals by creating budgets. When the budget is established, management monitors the activities within the budget framework.

Lessons

- Introduction
- Lesson 1: Configure and use basic budgeting
- Lesson 2: Configure and use budget controls
- Lesson 3: Create and configure registry entries
- Lesson 4: Configure and use budget planning
- Module summary
- Knowledge Check

Lab : Create a budget transfer rule

Lab : Video: Create budget register entry

After completing this module, students will be able to:

- Configure and manage Budgeting processes
- Configure budgeting components incl budget models, codes, allocation terms, cycles, transfer rules
- Configure budget controls including cycle time spans, budget parameters, budget fund availability...
- ... options, budget control rules and groups, and over-budget permissions
- Implement budget workflows
- Create and configure registry entries
- Perform budget checks on documents and journals
- Create a budget plan including scenarios, stages, allocation stages, stage allocations, templates
- Define a budget planning process and plan a budget

Module 8: Configure and manage fixed assets

The way in which fixed assets are handled must correspond to both international accounting standards and the accounting legislation in each country/region. Requirements might include rules for recording acquisition and disposal transactions, depreciation, lifetimes, and write-ups and write-downs of fixed assets. The Fixed assets functionality incorporates many of these standards and rules.

Lessons

- Introduction
- Lesson 1: Configure Fixed assets components
- Lesson 2: Manage Fixed assets
- Lesson 3: Fixed asset acquisition, depreciation and disposal
- Lesson 4: Fixed asset integration
- Module summary
- Knowledge Check

Lab : Video: Use of two depreciation methods for Fixed Assets
Lab : Acquire a fixed asset by using an AP invoice journal
After completing this module, students will be able to:
- Implement and manage fixed assets
- Create fixed assets and fixed assets groups
- Describe and configure fixed asset books and depreciation
- Configure Fixed asset parameters
- Fixed asset acquisition and depreciation
- Fixed asset leasing
- Dual currency with Fixed assets
- Organization-wide fixed asset identifiers
- Fixed asset disposal
- Create fixed asset budgets and transfer the budgets to the budgeting module
- Estimate and perform an elimination of a project to a fixed asset

Session Dates

On request. Please contact us

Additional Information

This training is also available as onsite training. Please contact us to find out more.