

MB-310 : Microsoft Dynamics 365 Finance

Course outline

Module 1: Financial Management

In this module you will learn some of benefits of financial management of Dynamics 365 for Finance and Operations.

Lessons

- Benefits of financial management
- Financial management
- Module summary

You became familiar with modules in Finance and Operations related to financial management and their

Module 2: Configure Currencies

One of the first and most important steps of implementing financial management in Dynamics 365 for Finance and Operations is currency setup. Currency setup is a required step in the configuration of the system and is used to record financial transactions. This module explains currency management in Finance and Operations.

Lessons

- Introduction
- Setup legal entity currencies and conversions
- Configure and import currency exchange rates
- Practice lab
- Module summary

You have now learned about different types of currencies in Finance and Operations. You are also fam

Module 3: Create Fiscal Calendars, Years and Periods

Before posting transactions, a new fiscal year must be divided into periods. This is because transactions cannot post unless a period is created for the posting date and shared across multiple legal entities. A benefit of sharing fiscal calendars is that this supports multiple fiscal calendars for each legal entity.

The fiscal year in Finance and Operations can be set to any length and divided into any number of periods.

Lessons

- Introduction
- Create fiscal calendars, years and periods
- Create date intervals
- Practice lab
- Module summary

In this module, you learned how to: differentiate between ledger and fiscal calendars, configure and

Module 4: Configure Chart of Accounts

A chart of accounts is a set of main accounts in Finance and Operations that captures financial information upon posting a journal. Each account is assigned an account number as a unique identifier.

Lessons

- Introduction
- Define and configure the chart of accounts
- Define and configure the financial dimensions
- Define and configure account structures and rules
- Practice labs
- Module summary

Identify the required components for the 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

- Configure account structures and advanced rules.

Module 5: Configure Ledger and Journals

A journal is a worksheet that you can use before you manually enter postings into the system. When you set them up correctly, journals allow you to quickly and efficiently manage posting. To use a journal, you must have a journal name, and should complete the configuration of the ledger, journal, and posting of the General ledger module.

By using the General ledger journal directly or via the General ledger processing workspace, you can perform daily activities as someone who is assigned proper security role to access the General ledger.

A journal name gives financial leaders the capability to control data entry validation and restrict posting of a journal name for users differently.

Lessons

- Journals and their setup
- Configure ledger and journal setup
- User journals
- Practice lab
- Module summary

Understand different types of journals and their setup.

- Know how to configure ledger and posting setup.
- Know how to configure and use journals.

Module 6: Configure Cash and Bank Management

In Dynamics 365 for Finance and Operations, organizations use the Cash and bank management module to create and maintain bank accounts. The Bank account table contains a record for each bank account. Each record contains bank account information, such as the following:

- Registration number and account number
- Address
- Other contact information
- Currency

- Check setup
- Main account for posting

Finance and Operations uses this information to process all bank transactions, such as payments and deposits.

Lessons

- Introduction
- Bank transaction types and groups
- Setup cash and bank management parameters
- Configure banks and bank checks
- Deposit and refund checks
- Cash flow
- Practice Labs
- Module summary

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.

Module 7: Use Cash and Bank Management

This module covers the main procedures in the Cash and bank management module in Finance and Operations.

You learn how to work with cash and bank management workspaces such as Bank management and Cash overviews. You also learned about the processes and procedures for cash and bank management, like how to make deposits and cancel payments (deposits).

Finance and Operations provides functionality to manage check payments, as well as procedures for resolving special situations with checks.

You can delete, refund, and void checks, in addition to generating and issuing checks according to company specifications.

Because Finance and Operations records all financial transactions, companies can use the bank reconciliation function to match internal company records of transactions against bank statements.

Lessons

- Make deposits and perform payment reversals
- Use cash and bank management workspaces
- Practice Labs
- Module summary

Work with cash and bank management processes.

- Use cash and bank management workspaces.
- Make deposits.
- Cancel payments.

Module 8: Configure Letters of Credit and Guarantees

You now have learned what are the bank letters and how to configure letters of credit in order to create bank documents that are commonly used for the purchase and sale of goods across international borders and letters of guarantees where a bank agrees to pay a specific amount of money to a person if one of the bank's customers defaults on a payment or obligation to that person.

Lessons

- Introduction
- Configure letters of credit
- Configure letters of guarantee
- Module summary

You will understand bank letters and letters of credit and guarantee.

Module 9: Perform Daily Procedures

Every manual posting entered in Finance and Operations is entered through a journal. A journal is a type of worksheet where entries do not post immediately. You can review, change, and verify completed journals until they are ready for posting.

A voucher template is a voucher that can be used as the basis for future vouchers in other journal entries. You can use voucher templates with a general journal or any of the financial sub ledger journals such as Accounts payable and Accounts receivable journals.

You can set up restrictions on the company, account type, and segment values.

Lessons

- Learn about general ledger processes
- Create voucher templates
- Setup journal controls
- Practice Lab
- Module summary

You have now learned how to process daily activities in general ledger and use journal control to ap

- You worked with balance control accounts to view the balances of either banks or liquidity accounts.
- You learned how to benefit from voucher templates for Amount, which is simply copying the exact amou

Module 10: Intercompany Accounting

Intercompany accounting can help organizations by providing a single-entry point for transactions that must be recorded to multiple companies. Making transactions from a single company saves data entry time and helps provide a guarantee that transactions affecting multiple companies are recorded in each company.

Finance and Operations also helps trace the intercompany entries through the system. It has the functionality that is required by most companies that process intercompany transactions. This includes the ability to efficiently record intercompany sales orders, purchase orders, and cash disbursements.

Lessons

- Setup and use intercompany accounting
- Practice Lab
- Module Summary

You will be able to set up and use intercompany accounting.

Module 11: Configure Ledger Allocations and Accruals

Finance and Operations provides the capabilities to support accrual schemes.

Lessons

- Introduction
- Configure and apply accrual schemes
- Configure ledger allocation rules
- Practice labs
- Module summary

You will have learned how to configure and use allocation rules, and how to configure and use accruals

Module 12: Configure Sales Tax

The requirements for tax calculation and tax reporting differ significantly for different countries or regions. Therefore, the Tax module of Dynamics 365 for Finance and Operations is extremely comprehensive.

Lessons

- Understand tax engine components
- Practice lab
- Module summary

You now have learned about country and regional tax reporting capabilities in Finance and Operations

- configure tax components, such as sales tax authorities, settlement periods, and the sales tax codes
- sales tax codes is the main component to define tax calculations and connect all other components

Module 13: Configure Accounts Payable

Dynamics 365 for Finance and Operations offers extensive functionality for setting up different vendor payment options.

Lessons

- Understand Task recorder functionality
- Configure accounts payable parameters
- Create and maintain vendors
- Configure accounts payable charges
- Configure and use positive pay
- Practice Lab
- Module Summary

Configure accounts payable components.

- Create and maintain a vendor.
- Configure vendor payments.
- Set up vendor posting profiles.
- Configure accounts payable charges.

Module 14: Perform Accounts Payable Daily Procedures

Purchasing goods for resale or as materials for manufacturing or services is a large responsibility. Tracking those purchases and paying the vendors that supply the goods is just as challenging.

Organizations must monitor accounts payable closely and implement procedures so management can easily obtain the financial information that they need to have to stay informed about changes in the costs of goods. To give an accurate view of the financial condition of the business, all expenses that affect net profit are included in accounts payable.

This module explains how to manage and apply prepayments, record invoices, and process payments.

Lessons

- Introduction
- Process orders, invoices, and payments
- Manage and apply prepayments

- Practice Labs
- Module summary

you can enter vendor invoices manually or receive them electronically through a data entity

- you can review and approve the invoices using an Invoice approval journal or the Vendor invoice page
- how you can use invoice matching, vendor invoice policies, & workflow to automate the review process
- How to handle prepayments to your vendors

Module 15: Use Accounting Distribution and Invoice Validations

This module explains how to settle transactions and undo settlement and distribute funds by using accounting distributions. You will also learn how to perform invoice matching.

Accounting distributions are used to define how an amount will be accounted for, such as how the expense, tax, or charges will be accounted for on a vendor invoice. Every amount that must be accounted for when the vendor invoice is journalized will have one or more accounting distributions.

Lessons

- Introduction
- Settle transaction and undo settlements
- Distribute funds
- Configure invoice validation policies
- Practice labs
- Module summary

Settle transactions and undo settlements.

- Distribute funds by using accounting distributions.
- Configure invoice validation policies.

Module 16: Configure Accounts Receivable

You need to configure the Accounts receivable module to be able to create customer invoices, posting packing slips and use free text invoices that are not related to sales orders and finally receive payments by using several different payment types such as cash, checks, credit cards, and electronic payments from your customers.

This module provides information about the configuration of essential components of the Accounts receivable module and the customer setup for efficient management of customers and customer transactions in Finance and Operations.

Lessons

- Configure accounts receivable
- Create and maintain customers
- Setup customer posting profiles
- Configure accounts receivable charges
- Practice Lab
- Module summary

Configure Accounts receivable components

- Create and maintain a customer
- Configure customer payments.
- Set up customer posting profiles
- Configure accounts receivable charges

Module 17: Perform Accounts Receivable Daily Procedures

Learn how to create free text invoices, and receive payments from customers and deposit to the bank. You also learn how to refund a customer for the over payment amount or any other reasons like customer returns scenario which you need to refund the customer not only the payment but also the tax that has been collected, using reversals and use transaction reversals in Accounts receivable. You also learn how to distribute funds by using Accounting distributions in a free text invoice.

Lessons

- Create free text invoices and record customer payments
- Settle transactions and undo settlement
- Practice Lab
- Module summary

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