WorkshopPLUS – Dynamics 365 Finance- Core Financials

WorkshopPLUS

Duration: 1 - 2 Days [Remote / Onsite]
Difficulty Level: 200 - Intermediate

Description

This offering is designed for those in your organization responsible for overseeing the day-to-day accounting and financial business operations within Microsoft Dynamics 365 Finance.

Target audience: Accounting & Finance Leads
Secondary audience: Business Process Leads

Objectives

The courses in this offering are intended to provide participants the opportunity to begin understanding and gain new knowledge awareness of how the core Financial modules in Dynamics 365 Finance function and interrelate (out-of-box). They are highly value-add when preparing for:

- A net new implementation of Dynamics 365 Finance
- A migration from a prior version of Dynamics AX to Dynamics 365 Finance
- Post Dynamics 365 Finance implementation core concepts knowledge transfer
- New staff Dynamics 365 Finance core concepts knowledge transfer

Outcomes

Individuals who attend these courses will retain an out-of-box working knowledge of the Dynamics 365 Finance: Core Financial modules setup/configuration and business process concepts.

Methodology

Learn by example
Participate in group discussions and learn from presentations and demonstrations.

Scope

1. Single Dynamics 365 Environment
2. **Dynamics 365 Finance: Core Financial modules covered:**

- **General Ledger** - Setup and daily procedures
- **Cash and Bank Management** - Setup and daily procedures
- **Accounts Payable** - Setup and daily procedures
- **Accounts Receivable** - Setup and daily procedures
- **Fixed Assets** - Setup and daily procedures
- **Financial Reporting** – Financial reports design and maintenance

Delivery Outline

WorkshopPLUS - Dynamics 365 Finance – Core Financials: General Ledger Overview	
Description	This offering is designed for those in your organization responsible for maintaining the setup and configuration of the General Ledger, as well as overseeing the daily (GL) transactional processes in Dynamics 365 Finance.
Duration and Level	• 2 Days • Level 200
Detailed Agenda	• **Day 1** – **Instructor-led education session(s)** **General ledger setup and configuration:** • Currencies and Exchange rates • Periods and Fiscal year setup • Date intervals • Reason codes • Financial dimensions • Financial dimension sets • Main account categories • Main account setup • Account structure configuration(s) • Advanced rule structure configurations • Derived dimensions • Financial tags • Legal entity ledger setup • Accounts for automatic transactions • Period allocation(s) setup • Contrast the various allocation methods • Set up balance control accounts • General ledger parameters review **Journal name(s) setup and configuration:** • Set up and configure journal names • Number sequences review • Set up journal name controls • Create journal text • **Day 2** – **Instructor-led education session(s)** **General ledger daily procedures:** • Create general ledger journals (LE level) • Enter general ledger transactions (LE level) • Create general ledger journals (Global level) • Create General Ledger Journal Line Transactions using Excel • Posting of multiple journals • Creating and re-using voucher templates • Creating and working with Periodic journals • General ledger transaction reversal (reversing entries) • General ledger accrual schemes review • General ledger multicurrency revaluation setup / processing review • Intercompany accounting setup / processing review • Period end close review • Year end close review
Participants	• **Target audience:** Accounting & Finance Leads • **Secondary audience:** Business Analyst Leads
Skill Requirements	• Knowledge of general accounting principles and procedures. • Prior working experience and knowledge of ERP solutions

Delivery Outline

WorkshopPLUS - Dynamics 365 Finance – Core Financials: Cash and Bank Management Overview	
Description	This offering is designed for those in your organization responsible for maintaining the setup/configuration, and management of Cash processes related to procure-to-pay & quote-to-cash business activities in Microsoft Dynamics 365 Finance.
Duration and Level	• 1 Day • Level 200
Detailed Agenda	• **Day 1** – **Instructor-led education session(s)** **Cash and bank management setup and configuration:** • Bank transaction types review • Bank transaction groups review • Cash and Bank Management Parameters review • Payment purpose codes • Bank Groups review • Bank Accounts review • Check Layout review **Cash and bank management daily procedures:** • Create check review (Free vs. Fixed) • Delete checks review • Deposit slips review • Deposit slip reversal review • Refund check review • Void unposted check review • Check payment reversal review • Bank transfers review • Reconcile bank account review • Electronic (Advanced) bank reconciliation (brief introduction) • Multicurrency – Cash and Bank Management module revaluation review
Participants	• **Target audience:** Treasury & Finance Leads • **Secondary audience:** Business Analyst Leads
Skill Requirements	• Knowledge of general accounting principles and procedures. • Prior working experience and knowledge of ERP solutions

Delivery Outline

<table>
<tr><th colspan="2">WorkshopPLUS - Dynamics 365 Finance – Core Financials: Accounts Payable Overview</th></tr>
<tr><td>Description</td><td>This offering is designed for those in your organization responsible for maintaining the setup/configuration, and management of Accounts Payable processes related to procure-to-pay business activities in Microsoft Dynamics 365 Finance.</td></tr>
<tr><td>Duration and Level</td><td>• 2 Days
• Level 200</td></tr>
<tr><td>Detailed Agenda</td><td>• Day 1 – Instructor-led education session(s)

Accounts payable setup and configuration:
• Payment schedule setup
• Payment days review
• Terms of payment setup
• Cash discounts review
• Methods of payment setup
• Vendor groups review
• Accounts payable posting profiles review
• Accounts payable vendor setup
• Accounts payable parameters review

• Day 2 – Instructor-led education session(s)

Account payable daily procedures:
• Overview of types of Accounts Payable journals
• Invoice Register Journal Review
• Approval Journal Review
• AP Vendor Invoice (Source Document Framework)
• AP Invoice Journal Review (and Global)
• Payment Journal Review (Manual & Proposal)
• Auto Payment Proposal Setup / Process (brief)
• Settle Open AP Transactions Review
• Undo Settled/Closed AP Transactions Review
• Multicurrency – Accounts Payable module revaluation review
• EFT Vendor payment setup / processing review
• Centralized vendor payment setup / processing review</td></tr>
<tr><td>Participants</td><td>• Target audience: Procure-to-pay & Account payable business leads
• Secondary audience: Business analyst leads; Accounting/Finance leads</td></tr>
<tr><td>Skill Requirements</td><td>• Knowledge of general accounting principles and procedures.
• Prior working experience and knowledge of ERP solutions</td></tr>
</table>

Delivery Outline

WorkshopPLUS - Dynamics 365 Finance – Core Financials: Accounts Receivable Overview	
Description	This offering is designed for those in your organization responsible for maintaining the setup/configuration, and management of Accounts Receivable processes related quote-to-cash business activities in Microsoft Dynamics 365 Finance.
Duration and Level	• 2 Days • Level 200
Detailed Agenda	• **Day 1** – **Instructor-led education session(s)** **Accounts receivable setup and configuration:** • Payment schedule setup • Payment days review • Terms of payment setup • Cash discounts review • Methods of payment setup • Customer groups review • Accounts receivable posting profiles review • Accounts receivable customer setup • **Day 2** – **Instructor-led education session(s)** **Account receivable daily procedures:** • Create a free text invoice • Create recurring free text invoices • Process a correcting free text invoice • Payment journal review (manual & proposal) • Settle open AR transactions review • Undo settled/closed AR transactions review • Process customer reimbursements • Multicurrency – Accounts Receivable module revaluation review • EFT Customer payment setup / processing review • Centralized customer payment setup / processing review
Participants	• **Target audience:** Quote-to-cash & Account receivable business leads • **Secondary audience:** Business analyst leads; Accounting/Finance leads
Skill Requirements	• Knowledge of general accounting principles and procedures. • Prior working experience and knowledge of ERP solutions

Delivery Outline

WorkshopPLUS - Dynamics 365 Finance – Core Financials: Financial Reporting Overview	
Description	This offering is designed for those in your organization responsible for designing, maintaining, administering and distributing internal/external financial and operational report content coming from General ledger data that resides in the Microsoft Dynamics 365 Finance
Duration and Level	• 2 Days • Level 200
Detailed Agenda	• **Day 1** – **Instructor-led education session(s)** **Report designer interface navigation:** • Report designer interface summary • Menu bar review • Toolbars review • Navigation pane review • Viewing pane review **Financial report generation and viewing:** • Financial reports generation while in Report designer • Financial reports generation and viewing in the Dynamics 365 Finance General ledger module **User security and report designer role(s):** • Review Dynamics 365 Finance User security roles that control Report designer roles • Review Financial reporting roles • Review Financial reporting groups • **Day 2** – **Instructor-led education session(s)** **Report designer building blocks deep-dive:** • Row definitions deep-dive review • Column definitions deep-dive review • Reporting tree definitions deep-dive review **Report designer building blocks deep-dive:** • Report definitions summary • Report tab revie • Output and distribution tab review • Headers and footers review • Settings tab review • Report groups review • Scheduled report review • Building block group review • Brief advance formatting/designing overview • Review default financial reports in the Dynamics 365 Finance General ledger module
Participants	• **Target audience:** Accounting & Finance Leads • **Secondary audience:** Business Analyst Leads
Skill Requirements	• Knowledge of general accounting principles and procedures. • Prior working experience and knowledge of ERP solutions

Delivery Outline

WorkshopPLUS - Dynamics 365 Finance – Core Financials: Fixed Assets Overview	
Description	This offering is designed for those in your organization responsible for maintaining the setup/configuration, and management of CapEx (fixed assets) processes related acquire-to-retire business activities in Microsoft Dynamics 365 Finance.
Duration and Level	• 2 Days • Level 200
Detailed Agenda	• **Day 1** – **Instructor-led education session(s)** **Fixed assets module setup and configuration:** • Structure and integration with other financial modules • Review system setup for Fixed Assets (setup prerequisites) • Review the basic setup requirements for the Fixed Assets module • Review depreciation profiles, asset calendars and book(s) components of Fixed Assets setup • Review FA books, asset groups, posting and FA disposal profile components of Fixed Assets setup • Review the Fixed Assets module parameters • Review how to use capitalization threshold(s) • Introduce extended functionality setup requirements for Fixed Assets **Fixed asset record components setup:** • Set a new Fixed Asset record • Demonstrate the use of inquiries in the Fixed Assets list(s) form • Review Fixed Asset conventions • Review mass update of depreciation conventions for existing FA books • **Day 2** – **Instructor-led education session(s)** **Fixed assets daily procedures – Session 1:** • Review the use/purpose of assets transaction types • Review the use of various sub-ledger journals to manually enter various fixed asset transactions types • Review how to create and acquire a Fixed Asset record from Accounts Payable (via POs) during posting from a PO packing slip and invoice **Fixed assets daily procedures – Session 2:** • Review the use of Fixed Assets proposal(s) to process Fixed Asset transactions • Review value adjustments for Fixed Assets • Review the other transaction types that can be processed in the Fixed Assets module • Review where/how various Fixed Asset transaction reversals are processed • Process a Fixed Asset transaction reversals • Review the copy Fixed Asset record functions • Review the process of changing a Fixed Asset group assigned to an existing Fixed Asset record • Review the process of recording a Fixed Asset addition record
Participants	• **Target audience:** Accounting & Finance Leads • **Secondary audience:** Business Analyst Leads
Skill Requirements	• Knowledge of general accounting principles and procedures. • Prior working experience and knowledge of ERP solutions