

Microsoft Certified: Dynamics 365 Finance Functional Consultant Associate – Skills Measured

This document contains the skills measured on the exams associated with this certification. It does not include any upcoming or recent changes that have been made to those skills. For more information about upcoming or recent changes, see the associated exam details page(s).

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: Most questions cover features that are General Availability (GA). The exam may contain questions on Preview features if those features are commonly used.

Exam MB-300: Microsoft Dynamics 365: Core Finance and Operations

Describe finance and operations apps, and extend apps by using Microsoft Power Platform technologies (20-25%)

Identify and use common apps, features, and functionality

- describe apps in the finance and operations portfolio
- describe the main components of Dynamics 365 Commerce
- describe use cases for and capabilities of workspaces and mobile workspaces
- describe case management
- describe global address book features and their use cases
- identify inquiry and report types available in a default installation
- describe use cases for the Business document management and electronic reporting features
- perform searches, save queries and views, create and use record templates, and create filters

Extend app functionality by using Microsoft Power Platform technologies

- identify use cases for Microsoft Dataverse
- identify use cases for Power Apps
- identify use cases for Power Automate
- identify use cases for Power BI
- identify use cases for Power Virtual Agents

Configure administrative features and workflows (30-35%)

Implement security

- distinguish between roles, duties, privileges, and permissions
- assign security roles to users based on requirements
- describe segregation of duties
- describe and use the security diagnostics tool

Design and create workflows and business events

- describe use cases for workflows
- design and create workflows
- configure workflow properties, tasks, approvals, and elements
- configure queues, workflow assignment hierarchies, workflow parameters, and troubleshoot workflows
- troubleshoot workflows
- manage workflow versions
- Trigger Power Automate flows by using business events

Configure organization administration features

- set up and configure legal entities and operating units
- configure and troubleshoot number sequences
- create organization hierarchies
- describe and apply user options
- configure document handling for attachments
- configure print management and form setup features

Configure system administration features

- describe use cases for the Microsoft Excel Workbook Designer and the Microsoft Dynamics Office add-in
- configure email (SMTP/Exchange)
- create and maintain email templates
- describe use cases for Entity store
- create, export, and import personalization
- publish saved views
- set up and monitor batch jobs
- set up alerts

Manage finance and operations data (25-30%)

Manage data

- describe use cases for the Data Management framework
- describe use cases for projects, data entities, and templates
- copy configuration data between companies or legal entities by using the data management framework
- describe use cases for the dual-write feature

Describe the migration process

- identify common migration scenarios and tools in finance and operations apps
- identify relevant data entities and elements based on given scenarios
- identify data migration requirements

Prepare data for migration and migrate data to finance and operations apps

- identify types of data including master, transactional, reference, and parametric
- generate field mapping between source and target data structures
- import or export data by using the data management framework
- support the transition between the existing and migrated systems
- perform a test migration and validate output from the process
- implement data task automation

Validate and support solutions (20-25%)

Test solutions

- describe types of testing, including unit, regression, functional, and end-to-end
- describe capabilities of available testing tools
- track work items through a project implementation by using Azure DevOps
- create test cases and test plans by using Azure DevOps
- automate and manage test cases by using the Regression Suite Automation Tool (RSAT)
- create test scripts by using Task recorder and upload scripts to Business process modeler or Azure DevOps

Describe and use Lifecycle Services tools

- identify use cases for project asset libraries and shared asset libraries
- describe environment purposes and topologies
- differentiate between Tier 1 environment and other tiers
- describe use cases for Business process modeler libraries
- describe the types of environments, including sandbox, test, and production
- report production outages

- create and save trace files to troubleshoot performance issues
- describe the impacts of Dynamics 365 One Version service updates on projects

Exam MB-310: Microsoft Dynamics 365 Finance

Set up and configure financial management (40-45%)

Define and configure the chart of accounts

- define and configure the chart of accounts and main accounts
- describe use cases for main accounts categories, ledger account aliases, and balance control accounts
- configure financial dimensions and dimension sets
- configure legal entity overrides for financial dimensions and main accounts
- create and configure account structures and advanced rules

Configure ledgers and currencies

- construct fiscal calendars, years, and periods
- configure the ledger
- describe and configure batch transfer rules
- set up currencies and conversions for a legal entity
- manually enter currency exchange rates

Implement and manage journals

- describe options for implementing voucher numbers in journals
- configure journal names
- set up journal controls and posting restriction rules
- describe and configure journal approvals
- create voucher templates
- describe use cases for periodic journals
- configure and apply accrual schemes
- set up intercompany accounting
 - create templates to edit journals in Microsoft Excel
- perform reverse entries

Implement and manage cash and bank

- create and maintain bank groups and bank accounts
- describe and configure electronic payment formats
- configure and process bank reconciliations including advanced bank reconciliations
- configure cash flow reports

Implement cost accounting and cost management

- describe cost accounting processes and terms
- configure cost accounting processes
- create a cost accounting report by using the cost accounting report wizard
- describe and configure the costing sheet and indirect costs
- configure cost objects and cost groups
- implement inventory costing versions
- differentiate between inventory costing methodologies
- configure item groups and posting profiles
- perform inventory closing and adjustment processes

Perform periodic processes

- configure a financial period workspace and closing schedule
- define and demonstrate periodic closing processes and end-of-year processes
- perform financial consolidation and elimination processes
- configure allocation terms for a main account
- create and process ledger allocation rules
- implement foreign currency revaluation processes
- create and manage financial reports including modifying row, column, and report definitions

Configure, collect, and report taxes

- configure tax groups, tax codes, settlement periods, and jurisdiction
- configure tax ledger posting groups
- prepare periodic filings including end-of-year tax reporting

Implement accounts receivable, credit, collections, and revenue recognition (15-20%)

Implement and manage accounts receivable

- set up customers and customer posting profiles
- configure and process free text invoices
- process orders, invoices, and payments
- configure customer payment setup
- configure accounts receivable charges
- configure bank accounts for customers
- manage customer holds

Manage credit and collections

- configure credit management processes
- configure collections management processes
- manage delinquent customers
- prepare and send customer account statements
- manage customer credit limits and credit holds
- set up and process collection letters and interest notes

Configure revenue recognition

- configure journals and parameters for revenue recognition
- implement revenue schedules
- enter and process revenue recognition transactions

Implement and manage accounts payable and expenses (10-15%)

Implement and manage accounts payable

- configure invoice validation policies
- set up vendors and vendor posting profiles
- process orders, invoices, and payments
- configure the vendor collaboration module
- configure vendor payments including positive pay and payment calendars
- configure accounts payable charges
- configure bank accounts for vendors
- configure accounts payable journal approval settings

Configure and use expense management

- configure expense management including categories, per diem options, mileage expenses, and personal expenses
- configure workflows for expense management
- describe use cases for expense management policies and the audit workbench
- describe and configure credit card processing
- manage expense reports
- configure and manage cash advance settings
- create and manage travel requisitions

Manage budgeting (10-15%)

Configure and manage budget controls

- configure budgeting components including budget models, codes, allocation terms, cycles, and transfer rules

- configure budget controls including cycle time spans, budget parameters, budget fund availability options, budget control rules and groups, and over-budget permissions
- create and configure registry entries
- implement budget workflows
- perform budget checks on documents and journals

Configure and process budget plans

- define a budget planning process
- plan a budget
- create a budget plan by using scenarios, stages, allocation stages, stage allocations, and templates
- create a budget plan template

Manage fixed assets (10-15 %)

Implement and manage fixed assets

- create fixed assets and fixed assets groups
- configure fixed asset parameters
- describe fixed asset books and depreciation processes
- configure fixed asset books
- configure depreciation

Process fixed asset transactions

- enable integration with purchasing, projects, and free text invoices
- acquire, depreciate, and dispose of fixed assets
- create fixed asset budgets and transfer the budgets to the budgeting module
- estimate and perform an elimination of a project to a fixed asset