Microsoft Certified: Dynamics 365 Business Central Functional Consultant Associate – Skills Measured

Exam MB-800: Microsoft Dynamics 365 Business Central Functional Consultant

Skills Measured

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: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Set up Business Central (20-25%)

Create and configure a new company

- create a new company in the on-premises version of Business Central
- create a new company in the cloud-based version of Business Central by using Assisted Setup
- create a new company by copying data from an existing company
- describe the use cases and capabilities of RapidStart Services
- create a configuration worksheet
- describe the process for migrating data
- create and export a configuration package
- import and apply a configuration package
- create journal opening balances
- migrate on-premises data to a cloud-based version of Business Central
- validate migrated data by using trial balances

Manage security

- create and manage user profiles
- set up a new user and user groups
- create and assign permission sets and permissions
- apply security filters

Set up core app functionality

- set up company information
- set up printers for on-premises and cloud-based installations
- set up report selections
- set up and use job queues
- set up email
- set up number series

Set up dimensions

- set up dimensions and dimension values
- set up global dimensions and shortcut dimensions
- set up default dimension for a single account and for multiple accounts
- set up default dimensions for an account type
- block combinations of dimensions or dimension values

Set up and manage approvals by using workflows

- set up a purchase document approval system
- set up a sales document approval system
- set up document approvals
- set up a notification system
- set up an approval hierarchy

Configure financials (25-30%)

Set up the Finance module

- create a fiscal year
- define General Ledger Setup options
- create accounting periods
- create payment terms

Configure the chart of accounts

- create general ledger accounts
- configure direct posting
- create account categories and subcategories

Set up posting groups

- create specific posting groups including bank, customer, vendor, and inventory posting groups

- create general posting groups
- configure General Posting Setup

Set up journals and bank accounts

- create journal templates
- create batches
- implement number series in journals
- set up bank accounts

Set up accounts payables

- describe the relationship between vendors, vendor ledger entries, and detailed vendor ledger entries
- create vendor accounts
- define Purchases & Payables Setup
- set up payment journals
- set up payment information for vendors

Set up accounts receivables

- describe the relationship between customers, customer ledger entries, and detailed customer ledger entries
- create customer accounts
- define Sales & Receivables Setup
- set up cash receipt journals
- set up payment registration
- set up payment information for customers
- enable customer payments through payment services
- create document sending profiles

Configure sales and purchasing (10-15%)

Set up inventory

- create items
- set up units of measure
- create locations

Configure master data for sales and purchasing

- configure core customer settings including lead time, shipping agents, locations, and shipping addresses
- configure core vendor settings including order address, lead time, locations, and delivery terms
- configure core item settings

Configure pricing and discounts

- create vendor-specific purchase prices
- configure purchase line and invoice discounts
- create customer-specific sales prices
- configure sales line and invoice discounts
- configure best price calculations

Perform Business Central operations (30-35%)

Perform basic tasks in Business Central

- differentiate between designing pages, customizing roles, and personalizing users
- customize roles
- apply and save filters
- find all related entries by using the Navigate action
- use the Inspect pages and data feature
- perform data updates by using the Edit in Excel feature

Purchase items

- create a purchase order
- receive items associated with a purchase order
- describe the over-receipt feature
- undo a receipt
- create a posted invoice from a purchase order
- create purchase returns
- use the Navigate action to view a posted purchase transaction

Sell items

- create quotations
- convert a quotation into an order or invoice
- analyze item availability
- ship items associated with a sales order
- undo shipments

- create an invoice from a sales order
- create sales returns
- configure recurring sales lines
- use the Navigate action to view a posted sales transaction

Process financial documents

- process purchase invoices
- process purchase credit memos
- process sales invoices
- process sales credit memos
- combine order shipments into a single invoiceCorrect a posted purchase invoice
- correct a posted sales invoice

Process payments and journals

- process payment journals
- process cash receipt journals
- process payment registrations
- reverse posted journals
- run the Suggest Vendor Payments action
- remove customer ledger entries
- remove vendor ledger entries
- complete a bank reconciliation
- create and process general journal entries

Manage inventory costing

- create and manage inventory periods
- describe the adjust cost item entries posting process
- set up automatic cost posting
- set up expected cost posting
- describe the relationship between items, item ledger entries, and value entries