



Course 81111 • Microsoft Dynamics 365 Business Edition Finance

Length

- 3 days

Prerequisites

- Basic understanding of knowledge of accounting practices

Audience

- Professionals involved in accounting, finance, inventory, manufacturing, project management, distribution, warehouse management, and/or services management who want to gain an understanding of the Dynamics 365 for Business Finance and Operations application.

What You'll Learn

- D365 for business functionality
- Finance settings and configuration choices
- Understand the general ledger and COA
- Managing receivables, payables, and bank accounts
- Invoicing prepayments
- Sales order processing and reporting

This 3-day course on the Dynamics 365 (D365) Business Edition is for those who are looking to grow your business. The Business edition of D365 is great for companies who have 10 or even 250 employees, and can be installed as a stand-alone system or the base of a full-service Enterprise Resource Planning (ERP) system. The class is helpful as many people will stick with the inner workings of the financial modules.

The D365 Financials is a cloud based system and installs quickly. After you have deployed it, the real work will start. You'll need to configure the accounting system to match your business needs. This class will help you to make decisions on how to setup your financial modules.

Workshop Outline

Module 1: Overview of Dynamics 365 for Business Functionality

- Great new feature and comparison to Dynamics Enterprise
- Finances, Operations, Supply Chain, Manufacturing
- Dynamics 365 home page: Dashboard
- Administration settings for all companies
- Suggestions for applications areas and best practices
- Advice on importing data from other systems

Module 2: Finance Settings and Configuration Choices

- Create a Company
- Assisted Setup
- Migrate Business Data
- Entering Initial Data

- Importing Data from QuickBooks

Module 3: Understanding the General Ledger and the COA

- Setting-up the Chart of Accounts (COA)
- Posting Groups
- Working with Dimensions
- Create G/L Budgets
- Post Transactions Directly to the General Ledger
- Reverse Postings

Module 4: Managing Receivables

- Applying Payments Automatically and Reconcile Bank Accounts
- Reconcile Customer Payments Manually from a List of Unpaid Sales Documents
- Apply Customer Payments Manually
- Collect Outstanding Balances
- Use Item Charges to Account for Additional Trade Costs
- Work with Payment Tolerances and Payment Discount Tolerances

Module 5: Managing Payables

- Making Payments
- Applying Payments Automatically and Reconciling Bank Accounts
- Reconcile Vendor Payments Manually
- Use Item Charges to Account for Additional Trade Costs

Module 6: Invoicing Prepayments

- Set Up Prepayments
- Create Prepayment Invoices
- Correct Prepayments

Module 7: Managing Bank Accounts

- Creating a Bank Account
- Applying Payments Automatically and Reconcile Bank Accounts
- Reconcile Bank Accounts Separately
- Transfer Bank Funds
- Bank Feed (online banking)

Module 8: Sales Order Processing

- Entering Quotes
- Creating Orders
- Processing Invoices
- Credit Memos

Module 9: Reporting

- Generate Income Statements
- Balance Sheet
- Accounts Payable Aging Reports
- Accounts Receivable Aging Reports

Module 10: Course Review

- Overview of Dynamics 365 for Business Functionality
- Finance Settings and Configuration Choices
- Understanding the General Ledger and the COA
- Managing Receivables
- Managing Payables
- Invoicing Prepayments
- Managing Bank Accounts
- Sales Order Processing
- Reporting
- The Dynamics 365 for Business Certification Exams