

Microsoft Dynamics 365 Finance and Operations ERP – Finance Functional Workshop

Duration: 2 Days (16 Hours)

Audience: Finance Users, Accountants, Finance Managers, Key Users and Functional Consultants

Day 1 – Finance Foundation, General Ledger, Tax and Cash & Bank Management

User Experience and Productivity

- Navigation and Workspaces
- Role-Based Dashboards
- Action Pane
- FastTabs and FactBoxes
- Saved Views and Personalization
- Search and Filtering
- Menu Structure and Navigation
- Inquiry and Reporting Features

General Ledger

- Chart of Accounts
- Financial Dimensions
- Account Structures
- General Journals
- Monthly Journal Entries
- Voucher Review
- Ledger Inquiry

Tax Management

- Sales Tax Framework
- Tax Groups
- Item Tax Groups
- Purchase Tax Transactions
- Sales Tax Transactions
- Tax Inquiry and Reporting

Cash and Bank Management

- Bank Account Creation
- Bank Account Maintenance

- Payment Processing
- Receipt Processing
- Manual Bank Reconciliation

Day 2 – Accounts Payable, Accounts Receivable and Financial Closing

Accounts Payable

- Vendor Master Setup
- Vendor Groups
- Vendor Transaction Inquiry
- Invoice Registration
- Invoice Matching
- Two-Way Matching
- Three-Way Matching
- Invoice Validation
- Invoice Posting
- Payment Journals
- Payment Processing
- Vendor Settlement
- Vendor Blocking
- Vendor Holds

Accounts Receivable

- Customer Transactions
- Customer Account Review
- Customer Invoice Creation
- Invoice Posting
- Payment Journals
- Settlement Processing
- Aging Analysis
- Collection Activities
- Customer Follow-Up

Financial Period Closing

- Financial Period Management
- Accounts Payable Review
- Accounts Receivable Review
- Bank Reconciliation Review
- Tax Review
- Month-End Closing Process
- Financial Validation Activities

