

**Microsoft Dynamics 365 Finance (MB-310)**

**Course Number:** MOC-310  
**Duration:** 4 days

**Overview**

This Microsoft Dynamics 365 for Finance training course (Microsoft course MB-310) teaches attendees how to successfully configure and use Dynamics 365 to manage accounts payable, accounts receivable, collections, budgeting, fixed assets, and more.

**Prerequisites**

* Basic accounting skills
* Core competencies in Dynamics 365 Core

**Materials**

All Microsoft Dynamics 365 training students receive Microsoft official courseware.

For all Microsoft Official Courses taught in their entirety that have a corresponding certification exam, an exam voucher is included for each participant.

**Software Needed on Each Student PC**

Attendees will not need to install any software on their computers for this class. The class will be conducted in a remote environment that Accelebrate will provide; students will only need a local computer with a web browser and a stable Internet connection. Any recent version of Microsoft Edge, Mozilla Firefox, or Google Chrome will work well.

**Objectives**

* Use the features of MS Dynamics 365 Finance
* Set up legal entity currencies and conversions
* Create and use date intervals.
* Explore the different types of journals and their setups
* Use intercompany accounting to post journals between two different legal entities
* Prepare, configure, and perform periodic processes
* Configure finance and operations apps for Microsoft Power Platform
* Configure cash and bank management parameters
* Create free text invoices and record customer payments
* Use customer account statements
* Settle transactions and undo settlements
* Post, approve, and delegate expense reports
* Configure budget planning components
* Work with fixed assets

**Outline**

* Get started with Dynamics 365 Finance
* Configure currencies in Dynamics 365 Finance
* Create fiscal calendars, years, and periods in Dynamics 365 Finance
* Configure chart of accounts in Dynamics 365 Finance
* Set up ledgers and journals in Dynamics 365 Finance
* Perform general ledger daily procedures in Dynamics 365 Finance
* Intercompany accounting in Dynamics 365 Finance
* Configure ledger allocations and accruals in Dynamics 365 Finance
* Configure and perform periodic processes in Dynamics 365 Finance
* Work with analytics and reporting in finance and operations apps
* Configure cash and bank management in Dynamics 365 Finance
* Configure taxes in Dynamics 365 Finance
* Configure accounts receivable in Dynamics 365 Finance
* Perform accounts receivable daily procedures in Dynamics 365 Finance
* Configure credit and collections in Dynamics 365 Finance
* Process credit and collections in Dynamics 365 Finance
* Configure Accounts payable in Dynamics 365 Finance
* Perform Accounts payable daily procedures in Dynamics 365 Finance
* Work with accounting distributions, invoice validations and settlements in Dynamics 365 Finance
* Get started with Expense management in Dynamics 365 Project Operations
* Set up and configure Expense management in Dynamics 365 Project Operations
* Create and process expense reports in Dynamics 365 Project Operations
* Work with travel requisitions in Dynamics 365 Project Operations
* Configure and use basic budgeting and budget control in Dynamics 365 Finance
* Configure and use budget planning in Dynamics 365 Finance
* Configure fixed assets management in Dynamics 365 Finance
* Manage fixed assets in Dynamics 365 Finance