MB-300: Microsoft Dynamics 365 Core Finance and Operations

- **Download Latest Student Handbook and AllFiles Content /home/ll/Azure_clone/Azure_new/MB-300-Microsoft-Dynamics-365-Core-Finance-and-Operations/../../releases/latest**
- **Are you a MCT?** - Have a look at our GitHub User Guide for MCTs
- **Need to manually build the lab instructions?** - Instructions are available in the MicrosoftLearning/Docker-Build repository

What are we doing?

- To support this course, we will need to make frequent updates to the course content to keep it current with the Azure services used in the course. We are publishing the lab instructions and lab files on GitHub to allow for open contributions between the course authors and MCTs to keep the content current with changes in the Azure platform.

- We hope that this brings a sense of collaboration to the labs like we've never had before - when Azure changes and you find it first during a live delivery, go ahead and make an enhancement right in the lab source. Help your fellow MCTs.

How should I use these files relative to the released MOC files?

- The instructor handbook and PowerPoints are still going to be your primary source for teaching the course content.
- These files on GitHub are designed to be used in conjunction with the student handbook, but are in GitHub as a central repository so MCTs and course authors can have a shared source for the latest lab files.
- It will be recommended that for every delivery, trainers check GitHub for any changes that may have been made to support the latest Azure services, and get the latest files for their delivery.

What about changes to the student handbook?

- We will review the student handbook on a quarterly basis and update through the normal MOC release channels as needed.

How do I contribute?

- Any MCT can submit a pull request to the code or content in the GitHub repro, Microsoft and the course author will triage and include content and lab code changes as needed.

- You can submit bugs, changes, improvement and ideas. Find a new Azure feature before we have? Submit a new demo!

Notes

Classroom Materials

It is strongly recommended that MCTs and Partners access these materials and in turn, provide them separately to students. Pointing students directly to GitHub to access Lab steps as part of an ongoing class will require them to access yet another UI as part of the course, contributing to a confusing experience for the student. An explanation to the student regarding why they are receiving separate Lab instructions can highlight the nature of an always-changing cloud-based interface and platform. Microsoft Learning support for accessing files on GitHub and support for navigation of the GitHub site is limited to MCTs teaching this course only.

title: Online Hosted Instructions permalink: index.html layout: home

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Content Directory

Hyperlinks to each of the lab exercises and demos are listed below.

Labs

{% assign labs = site.pages | where_exp:"page", "page.url contains '/Instructions/Labs'" %} | Module | Lab | | --- | --- | {% for activity in labs %}| {{ activity.lab.module }} | {{ activity.lab.title }}{% if activity.lab.type %} - {{ activity.lab.type }}{% endif %} | {% endfor %}

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lab: title: 'Exercise 01: Work with operational workspace' module: 'Module 01: Use common functionality and implementation tools'

Exercise 1: Work with an operational workspace

Scenario: In **USMF** you are acting as a sales representative to sell item **A0001** to your customers. You need to check the available on-hand quantity of the items, find out if there is any default sales price for the item, or trade agreement price per customer.

If the item quantity is not enough, you need to create a purchase order for the customer to fulfill the demand.

To complete this exercise, you should:

1. Navigate to the Dynamics home page on the browser, and the default Dashboard by selecting the **Finance and Operations** button on the top left or selecting the **Home** button on the left menu.

2. Select **Sales order processing and inquiry** workspace.

3. Select **New**.

4. Select **Sales order**.

5. In the **Customer account** field, enter or select customer **US-004 Cave Wholesale**.

6. Select **OK**.

7. In the Item number field, enter or select item **A0001**.

8. In the **Warehouse** field, enter or select **11**. The site is automatically populated.

9. Select the **Inventory** menu in the **Sales order lines** section.

10. Select **On-hand inventory**. Note that there is not enough quantity of this item in this warehouse.

11. Select **Close**.

12. In the **Site** field, enter or select site **2**.

13. In the **Warehouse** field, enter or select warehouse **21**.

14. In the **Lead time date change, recalculate ship and receipt dates?** dialog box, select **Yes**.

15. Select **Inventory** menu in the **Sales order lines** section.

16. Select **On-hand inventory**. Note that there is not enough quantity of this item in this warehouse.

17. Select **Close**.

18. From the **Sales order** Action pane, select **Purchase order**.

19. In the **Vendor account** field, enter or select **US-108 City Power & Light**.

20. Select the **Include** check box.

21. Select **Validate**.

22. Select **OK**.

23. Select the **General** Action pane, select **Purchase order**.

24. Select **Inventory** menu in the **Purchase order lines** section.

25. Select **On-hand**. Note that the quantity of 1 for **A0001** in the **Ordered Reserved** field.

26. Select **Close**.

27. Close the purchase order page.

28. Close the sales order page.

29. In the **Sales order processing and inquiry** workspace and select the **Unconfirmed** tab. Find the sales order you have just created in this exercise. Note this sales order status is unconfirmed.

30. Select the sales order you have just created in this exercise and click the **Confirm** button.

31. Click **OK** button.

32. in the You are about to post the document without printing it. Select OK to continue. Dialog box select **OK**.

33. Select the Confirmed tile from in the **Sales order processing and inquiry** workspace.

34. Find the sales order you have just created in this exercise. Click on the sales order number link to open the details page.

35. Close the sales order page.

36. Navigate back to default Dashboard. Exercise 2: Prepare, enable, and use Business document management

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Scenario: you need to demonstrate the usage of Business document management (BDM) in **USMF**. Depending on the VM you are using the preview option of Business document management may not be working properly due to restrictions on the VM applied by the hosting company.

Note: you will not have the preview issue if you are working with your own environment.

In this exercise you will import the data from a free text invoice into an excel template by using the ER*data model*configuration which is provided as part of this lab in XML format.

Important: Click on the hyper link to download the data model and save it in the **Download** folder on your VM running an instance of **Dynamics 365 Finance**.

- **Sample ER customer invoicing solution**
    - Customer invoicing model.version.2.xml
    - Customer FTI report (GER).version.2.3.xml

The ER configuration will refer to the provider as the author of the configuration. In this example, you will create a configuration provider for sample company, **Litware, Inc.** These steps can be performed in any company as ER configuration providers are shared among all companies.

Create a provider

1. Go to the**navigation pane**in the upper left corner and select**Organization administration**.
2. Go to**Workspaces > Electronic reporting**.
3. Go to**Related links > Configuration providers**.
4. Select**New**.
5. In the Name field, type**Litware, Inc.**
6. In the Internet address field, type**http://www.litwareinc.com/**
7. Select**Save**.
8. Close the page.

Select as an active provider

1. Select the **Litware, Inc.** provider.
2. Click drop down.
3. Select**Set active**.

Import ER solutions

Import the ER*data model*configuration of each ER solution in the tables above before you import the corresponding ER*format*configuration.

1. Select the**Organization administration**>**Electronic reporting**>**Reporting Configurations**tile.
2. Select the first node on the top of the page,
3. Select**Exchange** button.
4. Select**Load from XML file**.

5. Select**Browse**to load the required XML file.
6. Select **Customerinvoicingmodelversion2.xml**
7. Select**OK**to confirm configuration's import.
8. This will create a new node **Customer Invoicing model**
9. Select the **Customer Invoicing model** node.
10. Select**Exchange** button.
11. Select**Load from XML file**.
12. Select**Browse**to load the required XML file.
13. Select **CustomerFTIreportGERversion23**
14. Select**OK**to confirm configuration's import.
15. This will create a new sub-node **Customer FTI report (GER)**
16. Select **Customer FTI report (GER)**
17. Select**Designer** button.
18. Expand **Report**
19. Expand **Invoice**
20. Review the sub-nodes and the values of the **Format** tab on the right-hand side.
21. Select the **Mapping** tab and review the values.
22. Close the **Designer** form.
23. Close the **Reporting Configuration** form.
24. Click on the **Home** button.

Verify Business document management feature is enabled

To start Business document management, you need to open the**Feature management**workspace and enable the**Business document management**feature.

1. Open the**Feature management**workspace.
2. Select **All** tab.
3. In the quick filter type **Business,** then press enter**.**
4. Make sure the **Business document management**feature is enabled.
5. Click **Home**.

Configure access permissions

By default, when access to Business document management permissions is not enabled, every user with access to the Business document management workspace will see all of the ER solution templates that are available.

The Business document management workspace will show only those templates that reside in ER format configurations and that are marked by a**Business document type**tag.

1. Go to**Organization administration**>**Electronic reporting**>**Business document management**>**Manage access permissions**.
2. Click **Access permission settings**
3. Set the **Apply configured access permission**, to **Yes**.
4. Click **Ok**.
5. Click **Add.**
6. Select **Accounts receivable manager.**

7. Click **Ok**.
8. Under the **Access permission per tags of configuration**, click **New.**
9. Select **Functional area** in the **Tag type** field.
10. Select **invoicing** in the **Id** field.
11. Under the **Access permission per configuration** section, click **Add.**
12. Select **Customer FTI report (GER)** in the **Name** field.
13. Click **Save**.
14. Close the form.

Business document management Workspace

1. Go to **Business document management** workspace
2. Click **New document** button.
3. Select **Invoicing**.
4. To create a template you can click **Create document** button**.**
5. In the Name field type ���**My Free Text Excel Business Document**���
6. Select **OK**.

Note: If you are using VM hosted by vendors rather than your environment you will receive an error message while previewing the excel document. Click **Ok**.

1. Select **Check for issues** button.
2. Select the **Open in Desktop App** button.
3. Select **Save > Save As**. Choose download folder and click **Save**.

4. Select **Open folder** button.
5. Select the **Free Text Invoice Template**.
6. Double **Open**.
7. If the Office activation form appears, click **Close**.
8. View the format.
9. Close the workbook.
10. Navigate to **Business document management** workspace.

Note: if you see ���an error message that service is not available is due to not having a license of Office 365 online or have not logged on to the Office 365 services for editing the template. If you are using the VM hosted by a vendor you will see this message.

1. You can delete the document by selecting **Action >Delete**.
2. You can publish your business document by selecting **Publish** button.
3. Click **Publish** button.

4. Click Yes.

lab: title: 'Exercise 03: Perform searches and work with filters' module: 'Module 01: Use common functionality and implementation tools'

Exercise 3: Perform searches and work with filters

1. Go to **Accounts payable > Vendors > All vendors**.
2. View the results.
3. Use the **QuickFilter** to filter on the Group field with a value of 40.
4. View the results.
5. Open **Name** column filter.
6. Enter a filter value of **Company** on the **Name** field using the **contains filter** operator.
7. Select **Apply**.
8. View the results.
9. Open **Name** column filter.
10. Select **Clear**.
11. Close the forms using the X on the upper right under userID (example: AD).
12. Navigate to **Default Dashboard**.
13. Go to **Accounts receivable > Customers > All customers.**
14. Select **Show Filter** control as you see in the image below.

    ! /home/ll/Azure_clone/Azure_new/MB-300-Microsoft-Dynamics-365-Core-Finance-and-Operations/Instructions/Labs/media/0e1fb7ccf3b01a546897152e5d1444d7.png
15. Select **Add+**.
16. Select the **Name** check box.

17. Select **Insert**.

18. Apply the following filters: Enter a filter value of "" on the **Account** field using the **begins with** filter operator; Enter a filter value of **Wholesales** on the **Name** field using the **contains filter** operator

19. See the result.

Create search queries

The **Advanced filter or sort** button from **Options** action pane tab launches the inquiry dialog box in which you can select related and derived tables to the form that you are working on. You can add derived tables into the **Range** tab and choose your desired field(s) and assign criteria.

You can also set up and assign sorting, and date options, and view the joins based on selected criteria.

Aside from the Default Dashboard, from anywhere in Dynamics 365 Finance apps, you can directly access the inquiry dialog box with the shortcut key **Ctrl+Shift+F3**.

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lab: title: 'Exercise 04: Create search queries and save for future use' module: 'Module 01: Use common functionality and implementation tools'

Exercise 4: Create search queries and save for future use

1. Go to **Fixed assets > Fixed assets > Fixed assets.**
2. Review the result.
3. Select **Options** on the action pane.
4. Select **Advanced filter or sort** button.
5. In the list, find and select the **Fixed asset group**.
6. In the **Criteria** field, enter or select **COMP**.
7. Select **OK**.
8. Review the result.
9. Select **Advanced filter or sort** button.
10. In the list, find and select **Fixed asset number**.
11. In the **Criteria** field, type ***1**.
12. Select **Modify....**
13. Select **Save as**.
14. In the **Name** field, type My Query.
15. Select **OK**.
16. Select **OK**.
17. Review the result.
18. Select **Advanced filter or sort** button.
19. Select **Reset**.

20. Select **OK**.

21. Review the result.

lab: title: 'Exercise 05: Work with record templates' module: 'Module 01: Use common functionality and implementation tools'

Exercise 5: Work with record templates

Scenario: In USMF you need to create a template for similar fixed assets to speedup data entry.

To complete this exercise, you should:

1. In the navigation pane, go to **Modules > Fixed assets > Fixed assets > Fixed assets**.
2. Select **New**.
3. In the **Fixed asset group** field, enter or select **Computer**.
4. In the **Name** field, type a value. For example, enter Corporate lead laptop.
5. In the **Search name** field, type a value. For example, enter laptop.
6. Expand the **Technical information** section.
7. In the **Make**, **Model**, and **Model year** fields, type values.
8. On the **Action Pane**, select **Options**.
9. Select **Record info**.
10. Select **User template**.
11. In the **Name** field, type ���Comp-0069���.
12. In the **Description** field, type ���My Computer���.
13. Select **OK**.

14. Select Close.

lab: title: 'Exercise 01: Create users and assign security roles' module: 'Module 02: Configure security, processes, and options'

Exercise 1: Create users and assign security roles

In this exercise, we will create two new users and assign security roles to them. One will be manually entered, and one will be imported from the Azure Active directory.

The HR department of **USMF** has requested access to Finance and Operations apps for a newly hired employee as an **Accounts payable clerk**. As a system administrator, you need to create a new user ID for the employee in Finance and Operations, assign USMF as their default company, and associate the **Accounts payable clerk**. The active directory user account has already been created as part of the onboarding process.

You also need to import a new employee into Finance and Operations apps and assign the default company to **USMF** and associate **Accounts receivable clerk**.

Instructions:

1. Go to **System administration > Users > Users**. *Note that this navigation is almost always done from the modules selection on the left side.*

2. Select **New**.

3. In the **User ID** field, enter **DynUser1**.

4. In the **User name** field, enter **Dynamics 365 User 1**.

5. In the **Email** field, enter **DynUser1\@contosoax7.onmicrosoft.com**.

6. In the **Company** field, select **USMF**.

7. Select **Assign roles**.

8. In the list, find and select **Account payable clerk**.

9. Select **OK**.
10. Select **Save**.

11. Close the page.

lab: title: 'Exercise 02: Set up segregation of duties' module: 'Module 02: Configure security, processes, and options'

Exercise 2: Set up segregation of duties

The HR department of USMF has requested a rule for segregation of duties for **two duties: Access benefits workspace** and **Approve production journal**. As a system administrator, you need to create the rule in Finance and Operations apps.

Complete the following procedure to create a rule. You must be a system administrator to complete the procedure.

Instructions:

1. Go to **System administration > Security > Segregation of duties > Segregation of duties rules**.

2. Select **New**.

3. In the **Name** field, enter a name for the rule such as ���My Segregation of duties rule���.

4. In the **First duty** field, select the drop-down button to open the lookup.

5. In the list, find and select the first duty that is controlled by the rule (**Access benefits workspace**).

6. In the **Second duty** field, select the drop-down button to open the lookup.

7. In the list, find and select the second duty that is controlled by the rule (**Approve production journal**).

8. In the **Severity** field, select **Medium**. The severity of the risk that occurs when the same user or role performs both duties.

9. In the **Security risk** field, enter a description of the security risk such as ���HR-Production���.

10. In the **Security mitigation** field, type a value such as ���Managerial review is necessary���.

Enter a description of the actions that you will take to mitigate the security risk. For example, you can mitigate the risk by conducting more detailed reviews of the process, by conducting a monthly managerial review, or by sharing resources with other departments.

11. Select **Save**.

12. Close the page.

lab: title: 'Exercise 03: Run a security report and analyze the output' module: 'Module 02: Configure security, processes, and options'

Exercise 3: Run a security report and analyze the output

Finance and Operations apps security reports can be found under **System administration > Inquiries > Security**. Let���s run and analyze some of these security reports.

User role assignments

The **User role assignments** report generates a view of the current user role assignments in your system. By default, the report includes all users with roles assigned. You can limit the report to a specific set of users by entering them when generating the report.

1. Navigate to **System administration > Inquiries > Security > User role assignments.**

2. On the **User role assignments** report parameters pane, navigate to **Records to include** > **Filter.**

3. From there, you can add or remove filters to the list of users. A list of roles is provided for each user in the report, along with any restrictions at the legal entity or organization level.

4. Select **OK**.

5. View the results.

Role to user assignments

The **Role to user assignment** report provides an aggregation of role assignments. Expanding a role in the report shows the list of users assigned to the role, and expanding the user name shows any restrictions the role has applied. You can apply the same method for filtering the set of users to this report as described for the **User role assignments** report.

1. Navigate to **System administration > Inquiries > Security > Role to user assignments.**

2. On the report parameters pane, navigate to **Records to include > Filter.**

3. From there, you filter by User ID.

4. Select **OK**.

5. View the results.

Security role access

The **Security role access** report provides a view of the effective permissions for each security role. This report provides a flattened list of permissions grouped by type across all sub-roles, duties, and privileges contained in the role.

This report may take some time to run, since its data set backing can be very large. If it is the first time the report has run, or there could be changes to the role definitions, the **Rebuild collection** option should be set to **Yes**. You can limit the roles included in the report by adding a filter under **Records to include**.

1. Navigate to **System administration > Inquiries > Security > Security role access.**

2. On the report parameters pane, navigate to Records to include > Filter.

3. From there, you can filter by security role or other fields.

4. Select **OK**.

5. View the results.

   Expanding a role shows the category of objects the role has access to. Expanding one of the object types will show a detailed list of each object of that type included in the role.

Security duty assignments

The **Security duty assignments** report provides a view of all the duties contained within a role. This report can be configured to run

on any collection of roles, which ensures that segregation of duties is maintained between roles. By default, the report will include each role. To limit the roles included, use the filtering provided in the **Records to include** section.

1. Navigate to **System administration > Inquiries > Security > Security duty assignments.**

2. On the report parameters pane, navigate to Records to include > Filter.

3. From there, you can filter by fields in various tables.

4. Select **OK**.

5. View the results.

   Expanding a role in the **Security duty assignments** report will show each duty assigned to the role, along with details of the duty.

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lab: title: 'Exercise 04: Create a purchase requisition workflow' module: 'Module 02: Configure security, processes, and options'

Exercise 4: Create a purchase requisition workflow

The Finance and Operations app that you're working in determines the type of workflow that you can create. You need either Internet Explorer or Microsoft Edge to create the type of workflow and open the workflow editor. In this exercise, you will create a purchase requisition workflow in USMF. Before a purchase requisition can be submitted for review, you must configure a workflow.

Instructions

Create and set up workflows

1. Navigate to **Procurement and sourcing > Setup > Procurement and sourcing workflows**.

2. On the list page that appears, select **New** on the **Action Pane**..

3. On the **Create workflow** page, select the **Purchase requisition line review.**

4. For the first time, the browser will show a dialog box to open the **Microsoft.Dynamics.AX.Framework.WorkflowEditorHost.application** form.

5. Select **Open**.

6. Select **Run**. The workflow editor takes a few minutes to download. When it is finished, the workflow editor automatically opens the **Sign in** dialog box.

7. **Enter** your credentials and password.

8. The **workflow editor** appears.

Drag workflow elements onto the canvas

To connect one workflow element to another, hold the pointer over an element until connection points appear. Select a connection point and drag it to another element. Be sure to connect all the elements.

1. The **Workflow elements** area of the workflow editor contains elements that you can add to your workflow.

2. To add elements to the workflow, drag **Review purchase requisitions** and **Approve purchase requisitions** onto the canvas.

3. Connect **Start** to **Review purchase requisitions.**

4. Connect **Review purchase requisitions** to **Approve purchase requisitions.**

5. Connect **Approve purchase requisitions** to **End.**

Configure workflow properties

1. Select **Review purchase requisitions**

2. From the action pane, select **Properties** to open the **Properties** page.

3. Enter a value in the **Name** field.

4. Enter a value in the **Work item subject** field. Alternatively, you can also include placeholder and concatenate the text with the placeholder.

5. Select the **Yellow** bar. This will navigate to the assignment type.

6. Select **User** and select the **User** tab.

7. Select a user and add it to the **Selected users** section.

8. Select **Close**.

9. Double-click on the **Approve purchase requisitions** from the action pane.

10. Select **Step 1**.

11. Select **Properties** to open the **Properties** page.

12. Enter a value in the **Name** field.

13. Enter a value in the **Work item subject** field. Alternatively, you can also include placeholder and concatenate the text with the place holder.

14. Select the **Yellow** bar. This will navigate to the assignment type.

15. Select **User** and select the **User** tab.

16. Select a user and add it to the **Selected users** section.

17. Select **Close**.

18. Select **Save and close**.

19. Specify a version description.

20. Select **OK**.

21. Select **Activate the new version**.

22. Select **OK**. It may take a few minutes for the workflow editor to finish its activation process, and it will close automatically.

23. Navigate to **Procurement and sourcing>Setup > Procurement and sourcing workflows**.

24. Refresh the page if you do not see your new workflow.

lab: title: 'Exercise 05: Configure a new legal entity' module: 'Module 02: Configure security, processes, and options'

Exercise 5: Configure a new legal entity

The goal of the lab exercise is to apply the knowledge we���ve learned regarding the set up and configure legal entities in Finance and Operations apps.

Instructions

A legal entity is an organization that is identified through registration with a legal authority. Legal entities can enter contracts and are required to prepare statements that report on their performance. Perform the following steps to create a legal entity.

1. Navigate to **Organization administration > Organizations > Legal entities**.

2. Select **New**.

3. In the **Name** field, enter ���**Litware, Inc.**���.

4. In the **Company** field, **LTHQ**.

5. In the **Country/region** field, enter or select **USA**.

6. Select **OK**.

7. In the **General** FastTab, enter the following general information about the legal entity:

    1. Enter a search name, if a search name is required.

    2. Select whether this legal entity is being used as a consolidation company.

    3. Select whether this legal entity is being used as an elimination company.

8. Expand the **Addresses** FastTab, select **Edit**, and enter address information, such as the street name and number, postal code, and city.

9. Expand the **Contact information** FastTab and enter information about methods of communication, such as email addresses, URLs, and telephone numbers.

10. Expand the **Statutory reporting** FastTab and enter the registration numbers that are used for statutory reporting.

11. Expand the **Registration numbers** FastTab, and enter any information required by the legal entity.

12. Expand **the Bank account information** FastTab, enter bank accounts and routing numbers for the legal entity.

13. Expand the **Foreign trade and logistics** FastTab and enter shipping information for the legal entity.

14. Expand the **Number sequences** FastTab, in here you can view the number sequences that are associated with the legal entity.

15. Expand the Dashboard i**mages** section, and here you can view or change the logo and/or dashboard image that are associated with the legal entity.

16. Expand the **Tax registration** section and enter the registration numbers that are used to report to tax authorities.

17. Expand the **Tax 1099** section and enter 1099 information for the legal entity. This section is necessary for a US based company only.

18. Select Save.

lab: title: 'Exercise 06: Create an operating unit' module: 'Module 02: Configure security, processes, and options'

Exercise 6: Create an operating unit

An operating unit is an organization that is used to divide the control of economic resources and operational processes in a business. People in an operating unit have a duty to maximize the use of scarce resources, improve processes, and account for their performance.

The types of operating units include cost centers, business units, departments, and value streams. Perform the following steps to create an operating unit.

Instructions

1. Navigate to **Organization administration > Organizations > Operating units**.
2. Select **New** to open the drop dialog.
3. In the list, find and select the type of operating unit you want to create.
4. In the **Name** field, type a value.
5. Expand the **General** section, if necessary.
6. Enter general information about the operating unit, such as an identification number, DUNS number, and manager.
7. Expand the **Addresses** section, if necessary.
8. Enter address information, such as the street name and number, postal code, and city.
9. Select **Add** to enter a new address record, or select **Edit** to change an existing address record.
10. Expand the **Contact information** section, if necessary.
11. Enter information about methods of communication, such as email addresses, URLs, and telephone numbers.

12. To enter a new communication record, select **New**. To change an existing communication record, select **More options > Advanced**.

13. Select Save.

lab: title: 'Exercise 07: Set up number sequences' module: 'Module 02: Configure security, processes, and options'

Exercise 7: Set up number sequences

Number sequences are used to generate readable, unique identifiers for master data records and transaction records that require them. A master data or transaction record that requires an identifier is referred to as a reference.

Before you can create new records for a reference, you must set up a number sequence and associate it with the reference. You can set up all required number sequences at the same time by using the Set-up number sequences wizard, or you can create or modify individual number sequences by using the Number sequences page.

Instructions

1. Navigate to **Organization administration > Number sequences > Number sequences**.

2. Select **Number sequence > New > Number sequence**.

3. In the **Number sequence code** field, enter a value.

4. In the **Name** field, enter a value.

5. Expand the **Scope parameters** section and select a scope for the number sequence and select scope values.

6. Expand the **Segments** section and define the format for the number sequence by adding, removing, and rearranging segments.

7. Expand the **General** section and specify whether the number sequence is manual, and continuous or non-continuous.

8. Select Save.

lab: title: 'Exercise 08: Create an Organization Hierarchy and assign purpose' module: 'Module 02: Configure security, processes, and options'

Exercise 8: Create an Organization Hierarchy and assign purpose

You can use organizational hierarchies to view and report on your business from various perspectives. For example, you can set up one hierarchy for tax, legal, or statutory reporting. You can then set up another hierarchy to report financial information that is not legally required, but that is used for internal reporting.

Before you create an organizational hierarchy, you must create organizations. Use the following procedure to create an organizational hierarchy.

1. Navigate to **Organization administration > Organizations > Organization hierarchies**.
2. Select **New**.
3. In the **Name** field, enter a value.
4. Select **Assign purpose**.
5. Select **Add**.
6. In the list, select the hierarchy you just created.
7. Select **OK**.
8. Select **View hierarchy**.
9. Add organizations, as necessary. To add an organization, select **Edit** and then **Insert** to add the organization.
10. When you are done making changes, you can save a draft and/or publish the changes.

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lab: title: 'Exercise 09: Use Excel workbook designer' module: 'Module 02: Configure security, processes, and options'

Exercise 9: Use Excel workbook designer

You need to use the Excel workbook designer page to create an Open in Excel experience for an entity.

Instructions

1. Switch to the **USMF** legal entity.
2. Go to **Fleet Management > Setup > Fleet Setup**
3. In the **Data setup** tab, click **Create.**
4. In the Sample data created dialog box, click **Close**.
5. Close the page.
6. Navigate to **Common > Common > Office integration > Excel workbook designer**.
7. Select the **FleetCustomer** entity. You may use the filter to save time.
8. Add all fields in the list of available fields to the list of selected fields.
9. Select **Create workbook**. You may safely ignore a SharePoint informational message.
10. **Download** and **Open** the workbook that is generated.
11. If the office activation appears click close.
12. If necessary, select **Enable editing** to enable the Excel Data Connector App to load. Customer data is read from the OData service on the server and added to the table.
13. Click **Trust this add-in**.
14. This workbook contains the Excel Data Connector App, a binding to the Fleet Management Customer entity, and a pointer to the

server that the workbook was generated from.

15. Click sign in and use the alias you are using to connect to Dynamics 365 Finance.

16. Click **Yes** to stay connected.

17. Insert a blank row above the table and enter **Fleet Customers** as the title.

18. Rename the worksheet **FleetCustomers**.

19. Rearrange some of the fields in the table.

20. Select **Design** to open the design experience.

21. Next to the FleetCustomer data source, there are buttons for editing and deleting the data source. Select **Edit** to see the field list.

22. Select fields and move them as you require.

23. Set the order for the first three fields to **FirstName**, **LastName**, and **DriverLicense**.

24. Select **Update**. Note that the field order is changed.

25. Select **Done**.

26. Select the **Settings**.

27. Select **Clear binding data** so that the workbook contains no bound data.

28. Select **OK**.

29. Save the workbook as FleetCustomersBasic.xlsx.

30. In an internet browser, navigate to **Common > Common > Office integration > Document templates**.

31. Select **New**.

32. Browse to the file that you just saved.

33. Select **OK**. The template is added as a line in the templates table.

34. In the **FleetCustomersBasic** row, clear the apply current record filter check box, so that an unfiltered list of customers will be loaded after the template is opened.

35. Change the **Template display name** value to Fleet Customers Basic.

36. Navigate to **Fleet Management > Customers > Customer**.

37. Select **Open** in Microsoft Office. Note that Fleet Customers Basic is now an option in the Open in Excel section. Select that option.

38. Open the workbook that is generated.

39. Select **Enable editing** to enable the Excel Data Connector App to load. Customer data is read from the OData service on the server and added to the table binding that you created.

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lab: title: 'Exercise 010: Use Excel workbook designer' module: 'Module 02: Configure security, processes, and options'

Exercise 10: Create a batch job

As an administrator you need to create a batch job, which is a group of tasks that are submitted to an Application Object Server (AOS) instance for automatic processing.

Instructions

Create the batch job

1. Go to **System administration > Inquiries > Batch jobs**.
2. Select **New**.
3. In the **Job description** field, enter ���My Batch Job���.
4. In the **Scheduled start date/time** field, enter today���s date.
5. Select **Save**.

Create a recurrence

1. In the **Action** pane, select **Batch job > Recurrence** in the legacy form, or **Recurrence** in the enhanced form.
    - Use these options to enter a range and pattern for the recurrence as you desire, for example select daily by choosing a pattern of **Days** and an interval of **1**.
2. Select **OK**.

Add alerts

1. In the **Action** pane, select **Batch job > Alerts** in the legacy form, or **Alerts** in the enhanced form.
    - Indicate if you want alert messages sent when the batch job ends, has an error, or is canceled. Specify if you want the alerts to be displayed as pop-up messages.

2. Select **OK**.

Copy a batch job

1. Select **System administration > Inquiries > Batch jobs**.

2. Select the job that you want to copy, and in the **Action** pane, select **Batch Job > Copy batch job** in the legacy form, or **Copy batch job** in the enhanced form.

3. Enter or add any changes. If you set **View tasks** to Yes, when you select **OK** you will go directly to the **Batch tasks** page for the copied job.

4. The copied batch job will be created with a **Withhold** status, so you will need to enable it. The **Run by** user can also be set to give this user the privilege to run the job without being a system administrator.

Enable the batch job

1. On the **Batch job** page, in the **Action** pane, select **Batch job > Change status in the legacy form, or Change status in the enhanced form**.

2. Select the **Waiting** status, and then select **OK**.

Set up active periods for batch jobs

1. Go to **System administration > Setup > Active periods for batch jobs**.

2. Select **+New**.

3. Enter a new period code, for example **Night**, the name of the period, and specify start and end times that the batch period is active.

4. Select **Save**.

Assign active periods to batch jobs

1. Navigate to **System administration > Inquiries > Batch jobs**.
2. Select the batch job that you want to assign a period to and select **Edit**.
3. In the **Active period** field, select the active period that you want to assign, and then select **Save**.

Assign the Batch manager role to a user

1. Select **System administration > Security > Assign users to roles**.
2. Select **Batch Job Manager** and select **Manually assign/exclude** user.
3. Select a user from the list, and then select **Assign to role**.

4. Close the page.

lab: title: 'Exercise 01: Work with templates in the Data management workspace' module: 'Module 03: Manage Dynamics 365 Finance and Operation data'

Exercise 1: Work with templates in the Data management workspace

The goal of the lab exercise is to apply the knowledge we have learned regarding the Data management workspace.

Instructions:

1. Go to **Workspaces > Data management**.
2. If the dialog box ���The entity list is being refreshed. You may continue your work while this happens. The completion status of this operation can be found in the message center.��� appeared, click **Close**.
3. Click **Enhanced view** button in the top left of the screen.
4. Select the **Templates** tile.
5. Refresh the page or press **Shift+F5**. (There is a refresh arrow near the top right of the Dynamics screen.) Note if there are any templates available.
6. Select **Load default templates**.
7. Select **Load all**. This may take a while.
8. In the list, find and select the desired template, such as **020 - GL Shared**.
9. View available entities for General ledger shared template.
10. In the list, find and select the desired record, such as **Supply chain management** by using the filter
11. View available entities for Supply chain management template.
12. Expand the **Template details** section.
13. In the list, find and select the desired record, such as **Barcode setup**.

14. Select **Discover dependencies**. It takes a few minutes, then shows all dependencies of the selected entity. This may take a while.

15. View entities that **Barcode setup** entity has dependency with.

16. Close the **Discover dependencies** page.

17. Close the **Templates** page.

18. Select **Data entities** tile. View the available Finance and Operations apps entities.

19. Select any of the entities of your choice, such as **Accountants**.

20. Select **Entity structure** button to see the data source. Here you can enable or disable running the business logic in your project. For instance, for data migration, you may have modified the settings of certain configurations to meet the customer requirements, however the legacy data would violate the new rule, so you may need to make the decision to turn off the rule for historical data.

21. Select the **Target fields** button. View and edit the target fields, such as enabling or disabling the table configuration key status.

22. Close the **Target fields** page.

23. Close the **Entity structure** page.

24. Select the **Entity model view** button. It allows you to have better visibility by grouping entities per category and subcategory of nodes representing the module, and the models of the entities.

25. In the tree, expand **All\AccountsPayable**. View available entities.

26. In the tree, select **All\AccountsPayable\Transaction**. View available entities.

27. In the tree, expand **All\GeneralLedger**. View available entities.

28. In the tree, select **All\GeneralLedger\Document**. View available entities.

29. Close the **Entity model view** page.

30. Select **Entity category view** button.

31. In the tree, expand **All\Configuration**. View available entities

32. In the tree, select **All\Configuration\SystemAdministration**. View available entities

33. In the tree, expand **All\Reference**. View available entities

34. In the tree, select **All\Reference\AccountsReceivable**. View available entities

35. Close the **Entity category view** page.

36. Close the **Data entities** page**.**

37. Select the **Staging cleanup** tile.

38. In the **Entity** field, enter or select a value such as **1099 fields**.

39. Select **OK**.

40. Select the **Data task automation** tile.

41. Select **Load default tasks** to open the **Load default tasks** dialog.

42. From the drop-down, enter or select a value such as **MS_Sample_Regression_DMFManifest**.

43. Click **Select**.

44. Select **Load**. This dialog allows you to load multiple data task automation.

45. Select **Cancel**.

46. View available tasks.

47. Close the **Data task automation** page.

48. Select the **Configure data source** tile. Here you can view, edit, and create data types such as CSV, Excel, and Package.

49. Close all pages.

lab: title: 'Exercise 02: Export and import data' module: 'Module 03: Manage Dynamics 365 Finance and Operation data'

Exercise 2: Export and import data

The goal of the lab exercise is to apply the knowledge we have learned regarding the import and export data.

Note: You need to complete Exercise 1

Instructions:

1. Go to **All workspaces > Data management**.
2. Select the **Export** tile.
3. In the **Group name** field, enter **Item groups**.
4. In the **Description** field, enter **Export Item groups**.
5. In the **Data project operation type,** select **Export**.
6. In the **Project category,** select **Project**.
7. Select **Add entity**.
8. In the **Entity name** field, enter **Item groups**.
9. In the **Target data format,** select **EXCEL**
10. Select **Add**.
11. Select **Close**.
12. Select **Filter**.
13. In the **Criteria** field, enter or select **TV&Video**.
14. Select **OK**.
15. Select **Applicable legal entities**.
16. Select **New**.
17. In the **Data area** field, enter or select **USMF**.

18. Select **Save**.
19. Close the page.
20. Select **Export**.
21. In the ���Data export job scheduled. Please refresh the form to view current status.��� Dialog box, Select **Close**.
22. Select **Refresh** button.
23. Close the execution details page.
24. Close the project page.
25. In the **All project** tab, mark the selected **Item groups**.
26. Select **Download**.
27. Select **Save**.
28. Close the page.
29. Select **Import**.
30. In the **Group name** field, enter **Imported Item group**.
31. In the **Description** field, enter **Import an Item group**.
32. Click **Add file**.
33. Click **Upload and Add**.
34. Navigate to Download folder and select the package. Click **Open**.
35. Select **Close**.
36. Click **View map.**
37. Review the mapping.

38. Close all pages.

lab: title: 'Exercise 03: Copy configuration data between legal entities' module: 'Module 03: Manage Dynamics 365 Finance and Operation data'

Exercise 3: Copy configuration data between legal entities

In this exercise, you will copy configuration data from legal entity **USMF** into a new company called Woodgrove Bank (WOB).

Note: You need to complete Exercise 1

1. Go to **Workspaces > Data management**.
2. Select the **Copy into legal entity** tile.
3. In the **Group name** field, enter **Copy to LE**.
4. In the **Description** field, enter **WOB**.
5. In the **Data project operation type** field, select **Copy into legal entity**.
6. Select **Create legal entities** to open the **New legal entity** dialog box.
7. In the **Name** field, enter **Woodgrove Bank**.
8. In the **Company** field, enter **WOB**.
9. In the **Country/region** field, enter **USA**.
10. Select **OK**.
11. Select **Add template** to open the **Add template** dialog box.
12. In the **Copy from template** field, enter or select **010 - System Setup**
13. Select **OK**.
14. Select **Yes** in the **Copy number sequences** field.
15. Select **Copy into legal entity** button.

16. The dialog box appears with the following text ���Copy into legal entity job scheduled. Please refresh the form to see current status���. Select **Close**.

17. Select **Refresh** button. Continue until the job is finished.

18. This process may take a while.

19. When the job is finished, switch to **WOB** company and test your newly created legal entity.

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