

INF99X: Sample Course

- **Download Latest Student Handbook and AllFiles Content**
`/home/ll/Azure_clone/Azure_new/MB-920T00A-Microsoft-Dynamics-365-Fundamentals-Finance-and-Operations-Apps/../../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

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 %}
```

Demos

```
{% assign demos = site.pages | where_exp:"page", "page.url contains  
'/Instructions/Demos'" %} | Module | Demo || --- | --- | {%- for activity in  
demos %}| {{ activity.demo.module }} | {{{ activity.demo.title }}}. | {%- endfor  
%}
```

demo: title: 'Demo 1: Month end close' module: 'Module 2: Learn the Fundamentals of Microsoft Dynamics 365 Finance'

Demo 1 - Month end close

1. Browse to the **Microsoft 365 for Finance and Operations** home page.
To create a new financial period close in Microsoft Dynamics 365 for Finance and Operations, such as a month-end close, first navigate to the **General ledger** module.
2. In the top-right company picker, verify the legal entity you are connecting to is **USMF**. If it's not, change the legal entity to **USMF**.
3. In the navigation pane, select **Modules**.
4. In the **Module** submenu, select **General ledger**.
5. In the **Period close** section, select **Financial period close configuration**.
On the **Closing schedules** page of our example, you can see there is already a new schedule that was created for an earlier closing period. To create a new schedule, select **New** and then provide additional information.
6. In the menu of the **Closing schedules** page, select **New**.
Next, add a name and description for the closing schedule.
7. In the **Closing schedule** box, in the **Create closing schedule** drop-down menu, enter a name. For example, **Feb 2021**.
8. In the **Description** box, enter a brief description. For example, **Period close Feb 2021**.
Add the start and end dates for the period as well.
9. In the **Period start date** box, enter the start date. For example, **1/16/2021**.
10. In the **Period end date** box, enter the end date. For example, **2/15/2021**.
Using the **Templates** menu, select from previously created templates.
11. Select the **Template** box.
12. In the **Template** drop-down menu, select the template you would like to use. For example, **Month end**.
Use the calendar menu to choose from the available calendars.
13. Select the **Calendar** box.
14. In the **Calendar** drop-down menu, select the calendar you would like to use. For example, **5 day**.

You will next need to select the companies or legal entities that will be associated with this schedule. You can select each company individually or use the check mark in the column header to select them all.

15. Select the **Company** box.
16. In the top-left of the **Company** drop-down menu, select the **check mark** to select all companies.
17. Select **Create**.
We've now created a month-end closing schedule. In this example, many elements of the schedule have already been created by the group responsible for administering the finance system. The Month end template, for example, already reflects the different task areas.
18. On the **Financial period close configuration** page, select the **Templates** tab.
19. On the **Templates** page, in the table, point to the **Area** column to display the accounts receivable and accounts payable.
20. Point to the **Task** column to display descriptions of tasks.
21. Point to the **Due date relative to period end date (+ / - days)** column to display due dates.
22. Point to the **Closing role** column to display the closing role assignments.
23. Point to the **Company** column to display related companies.
24. On the left side of the page, select the **Calendars** tab to see where a working calendar has been created.
25. On the **Calendars** tab, select **Edit**.
This calendar has been set up so that each weekday is considered a workday and each weekend day is not.
26. Select **Cancel**.
27. On the **Financial period close configuration** page, select the **Task areas** tab.
Here, the high-level task areas have been defined. In this case, these areas do not involve security roles.
28. Select the **Resources** tab.

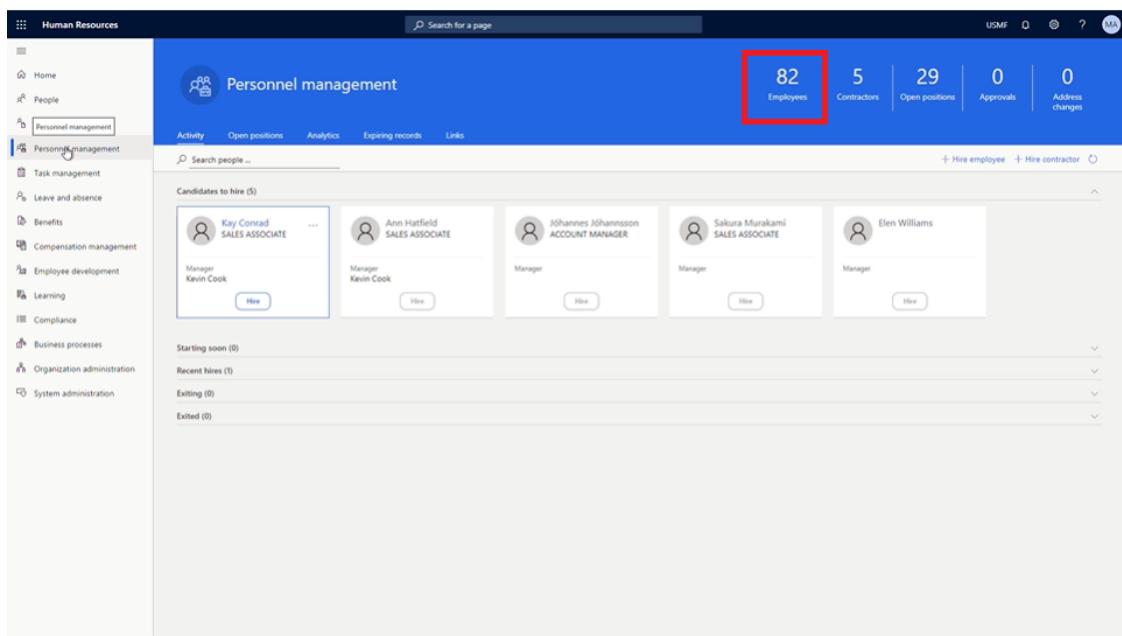
29. On the resources page you can view individual employees and their assigned closing roles.
30. On the **Resources** page, in the **Closing roles** section, point to the **Closing role** column.
31. On the left side of the **Resources** page, select employee names to see their roles. For example, **Arnie Mondloch** and **June Low**.
Each employee can be assigned to closing roles. Closing roles are defined on the Closing roles tab. These are not security roles, but instead help to define an organization's closing processes.
32. On the left side of the page, select the **Closing roles** tab.

1. In the table, point to the Closing role column.

demo: title: 'Demo 1: Assigning Learning Courses' module: 'Module 4: Learn the Fundamentals of Microsoft Dynamics 365 Human Resources'

Demo 1 - Assigning Learning Courses

1. Browse to the **Microsoft Dynamics 365 Human Resources** home page.
In Microsoft Dynamics 365 Human Resources, personnel managers can assign training courses to employees. In this example, the company's new hire, Alicia, needs to be assigned the training that is available to employees within their first thirty days.
2. In the top-right company picker, verify that the company you are connecting to is **USMF**. If it's not, change it to **USMF**.
3. In the upper-left corner of the screen, select the **Personnel management** tab.
4. On the right side of the **Personnel management** page, click the number directly above the word **Employees**.



5. In the **Employees** table, select the name of the employee to assign training to. For example, **Alicia Thornber**.
Next, use the Competencies and development tab to see links to information about an employee's certificates, education, and skills.
6. On the employee page, select the **Competencies and development** tab.
7. In the **Competencies** section, select **Courses**.
From an employee's Courses page, you can see whether any courses have been assigned. In Alicia's case, no courses are listed.

To view available courses to assign, you need to select the Course ID menu.

8. Select the **Course ID** menu.
9. In the Courses table, select the **Course ID** menu.
10. In the **Course ID** menu, select the **Couse status** menu.
11. In the **Course status** menu, select the **Course status is exactly** box.
You may then need to edit the **Course ID** filter that is being applied, such as changing the filter to display only open courses.
12. In the **Course status is exactly** box, enter **Open**.
13. In the **Course status** menu, select **Apply** to see all the available open courses.
Now, you can assign the new hire training course to Alicia.
14. Select the course you would like to assign. For example, **00006 New Hire Training**.
15. In the Transfer course data pane, select **Yes**.
16. On the **Courses** page, in the **Start date** column, select the **calendar icon**.
17. In the calendar, select the start date. For example, **January 5th 2021**.
18. In the **End date** column, select the **calendar icon**.
19. In the calendar, select the end date for the training. For example, **January 8th 2021**.
20. On the left side of the **Courses** page, select **Save** to save your changes.
21. On the right side of the **Courses** page, select the **X** to close the page.
If you need to change any assigned courses, select Courses again.
22. On the **employee** page, in the **Competencies** section, select **Courses**.
23. On the **Courses** page, in the navigation bar, select **Edit** to make changes.
24. In the **Start date** column, select the **calendar icon**.
25. Select the new start date for the course. For example, **January 6th 2021**.
26. Select **Save**.

27. Select the **X** icon to close the page.

1. On the employee page, select the X icon to close the page.

demo: title: 'Demo 1: Project Operations pricing' module: 'Module 5: Learn the Fundamentals of Microsoft Dynamics 365 Project Operations'

Demo 1 - Project Operations pricing

1. Browse to the **Project management** workspace.

In this demo, we'll set up the sales and cost prices within project operations. And we'll see how cost and prices are derived from a previously posted invoice.

2. In the top-right company picker, verify the legal entity you are connected to is **USSI**.

If it's not, change the organization to **USSI**.

3. In the **Active projects** table, select project **00000093 Contoso Consulting**. This opens the project details view.

The screenshot shows the 'Project management' workspace in the 'Finance and Operations Preview' environment. On the left, there's a summary card with 'All projects' (1), 'In planning' (5), and 'Project templates' (1). The main area displays a table titled 'Projects : Released' under the 'Active projects' tab. The table has columns for Project ID, Project name, Project contract ID, Customer name, and Project type. A row for 'Contoso Consulting' is selected and highlighted with a red box. To the right of the table is a sidebar with sections for 'Links' (Journals, Hour, Expense, Item, Fee), 'Project invoices' (Project invoice proposals, Project invoices), 'Inquiries and reports' (Projects report, Project transactions report, Resource reservations, Estimates inquiry, Project invoice journals), and 'Setup' (Project management and accos).

Project ID	Project name	Project contract ID	Customer name	Project type
00000093	Contoso Consulting	00000090	Contoso Consulting	Time and material
00000094	Recreation Systems	00000091	Recreation Systems	Time and material
00000095	Cycles Sales and Repair	00000092	Cycles Sales and Repair	Time and material
00000096	Fun Times Club	00000093	Fun Times Club	Time and material
00000097	Professional Containers and Pac...	00000094	Professional Containers and Pac...	Time and material
00000098	Eastside Department Store	00000095	Eastside Department Store	Fixed-price
00000099	District Mall Firewall	00000096	District Mall	Fixed-price
00000100	Worthwhile Activity Store	00000097	Worthwhile Activity Store	Fixed-price
00000101	Global Sporting Goods	00000098	Global Sporting Goods	Fixed-price
00000102	Global Sporting Goods - Phase 2	00000099	Global Sporting Goods	Fixed-price
00000103	Alpine Electronics E-Commerce	00000100	Alpine Electronics	Fixed-price
00000112	Reporting Project	00000001	City Manufacturing	Time and material
00000116	Eastside ERP Implementation	00000001	City Manufacturing	Time and material
00000118	Brakes & Gears XRM	00000101	Brakes and Gears	Fixed-price

4. On the **Contoso Consulting** page, in the navigation bar, select the **Manage** tab.

5. In the **Manage** menu, select **Invoice journals**.

Here we've located an invoice where hours were applied.

6. Under **Invoice transactions**, in the **Sales price** column, point to **350.00**.

We can see in this view that the sales price for the resource Aaron Con, a project Manager for USSI, has a charge rate of 350 dollars. Let's review the pricing set up to see how that rate was determined.

The screenshot shows the Microsoft Dynamics 365 Finance and Operations Preview interface. The top navigation bar includes 'Finance and Operations Preview', 'Project management', and various dropdown menus like 'View', 'Functions', 'Commission', 'Posted sales tax', 'Charges', 'Totals', 'Transactions', 'Voucher', 'Properties', and 'Options'. The 'Options' menu is currently selected. On the left, there's a sidebar with 'Personalize', 'Add to workspace', and 'Page options' like 'Security diagnostics', 'Record info', 'Advanced filter or sort', 'Get a link', 'Create a custom alert', 'Manage my alerts', 'Power Automate', 'See your flows', and 'Create a flow'. The main content area shows an 'Invoice journals' page for project ID 00000093 and customer ID 00000090. It details the invoice header (GENERAL: Invoice 00000136, Date 10/11/2020, Amount 3,500.00), CONTRACT (Invoice account US_SI_0123, Project contract ID 00000090, Sales currency USD), RELATED INFORMATION (Invoice proposal PIP_00000162, Voucher PIV_00000136, Payment ID), and PRINTING OPTIONS (Invoice format Detailed invoice, MARGIN: Gross margin 1,500.00, Contribution ratio 42.9). The 'Invoice proposal transaction summaries' section shows one row for Contoso Consulting. The 'Invoice transactions' section shows one row for Aaron Con with a red arrow pointing to the 'Sales price' column (350.00). The 'Hour' section shows one row for Project date 10/11/2020, Project ID 00000093, Category PM, Activity number W00002390, Resource Aaron ... 000409 ussi, Description, Hours 10.00, Sales price 350.00, Line amount 3,500.00, and Transaction ID PITY_00008581.

Although we can look at the prices from the individual project, we are going to start from the **Project management** workspace so we can see all pricing set up.

7. Browse to the **Project management** workspace.
8. On the right side of the screen, in the **Links** section, in the **Setup** submenu, select **Sales price (hour)**.
9. On the **Sales price** hour page, in the **Pricing** column of the table, point to **350.00**.
From this view, we can see where Aaron Con's sales price of 350 dollars was set up.
10. Point to the entire first row.
If we look across the entire row, we can see that Aaron is set up as a Project Manager and, more specifically, that the rate is associated to a specific project ID for Contoso Consulting.
11. In the **Resource** column, point to all other rows with resources assigned.
We can see within this table that there are other Project Managers also set up, but they're not allocated specifically to project IDs, and therefore their rates are only specific to the category and resources assigned.

Effective date	Role ID	Category	Resource	Valid for	Project ID	Project contract ID	Customer account	Price group	Sales curr...	Sales price model	Pricing
10/1/2020	PM	Aaron Con	000409 ussi	Table	00000093				USD Qty.		350.00
1/1/2020	ERPDev			Table	00000003				USD Qty.		325.00
1/1/2021	Service			Table	00000021				USD Qty.		125.00
1/1/2014				All					USD Qty.		300.00
1/1/2014	AppDev			All					USD Qty.		325.00
11/16/2020	Apprentice			All					USD Qty.	Contribution ratio	10.00
11/16/2020	Consult			All					USD Qty.		500.00
11/16/2020	Drac			All					USD Qty.	Charges amount	75.00
1/1/2014	ERPDev			All					USD Qty.		350.00
11/18/2020	Install			All					USD Qty.	Contribution ratio	15.00
11/18/2020	IntTrain			All					USD Qty.		450.00
1/1/2014	PM			All					USD Qty.		350.00
1/1/2014	PM	Shia Shividhar	000265 ussi	All					USD Qty.		300.00
1/1/2014	PM	Alice Cicou	000349 ussi	All					USD Qty.		350.00
1/1/2014	PM	Luber Krebs	000352 ussi	All					USD Qty.		325.00
1/1/2014	PM	Francisco C...	000354 ussi	All					USD Qty.		300.00
1/1/2014	PM	Luis Souza	000355 ussi	All					USD Qty.		350.00
1/1/2014	PM	Bonnie Skelly	000356 ussi	All					USD Qty.		350.00
1/1/2014	PM	Suzanne St...	000357 ussi	All					USD Qty.		300.00
1/1/2014	PM	Cindy White	000358 ussi	All					USD Qty.		350.00
1/1/2014	PM	Ron Owens	000426 ussi	All					USD Qty.		300.00
1/1/2014	PM	Robin Wood	000428 ussi	All					USD Qty.		300.00
1/1/2014	PM	Linda Mitch...	000429 ussi	All					USD Qty.		325.00
1/1/2014	PM	Luka Abrus	000459 ussi	All					USD Qty.		300.00
10/1/2020	PM			All					USD Qty.		100.00
1/1/2014	QA			All					USD Qty.		250.00

This matrix is flexible enough to support the level of detail we saw with Contoso Consulting and Aaron Con, as well as supporting a more generic pricing model such as the \$300 price shown here.

12. For the Contoso Project, navigate to the **Invoice journals** page.

Going back to the posted invoice, we will look at that same posted hours transaction and review the costs associated Aaron Con by selecting the transaction ID on the invoice transaction line.

13. In the **Invoice transactions** section, select the **Hour** tab. In the table that appears, in the **Transaction ID** column, select a transaction ID.

Project	Project name	Billing rate	Name	Amount invoc...	Invoice line am...	Retention rate...	Retention perc...	Customer retai...	Amount less re...
00000093	Contoso Consulting			2,503.676.10	3,500.00	0.00	0.00	0.00	3,500.00

Project date	Project ID	Category	Activity number	Resource	Description	Hours	Sales price	Line amount	Transaction ID
10/11/2020	00000093	PM	W00002390	Aaron ... 000409 ussi		10.00	350.00	3,500.00	PITY_00008581

14. On the **Hour transactions** page, select the **Overview** tab. In the table that appears, in the **Cost price** column, point to **200.00**.

From the hour transactions view, we can see the entry for Aaron Con and

there's the associated cost price of \$200. Let's go back and look at the cost price setup to see how that cost rate was derived.

15. Browse to the **Project management** workspace.
16. On the right side of the screen, in the **Links** section, in the **Setup** submenu, select **Cost price (hour)**.
17. On the **Cost price hour Standard view** page, in the table, point to the row with **1/1/2014** in the **Effective date** column, **PM** in the **Category** column, **200.00** in the **Cost price** column, and no values in the other columns.
From this view I can see a cost price of \$200 that has been set up specifically for the category of PM but there are no other lines that are specific to Aaron or our Contoso consulting project. This too is a common practice as many service organizations apply standard cost rates across categories, in this case identified here as a project role. This cost is often a blended rate where the individual resource pay rate will only be stored within the payroll or HR system. The standard cost rate will then be adjusted on a periodic basis as payroll costs are analyzed to ensure that they are accurate, and margins are being met.

Effective date	Role ID	Resource	Effective labor ...	Customer account	Project contract ID	Category	Project ID	Price group	Cost price
1/1/2021						ERPDev			200.00
1/1/2021						Service			50.00
11/18/2020						Training			400.00
11/18/2020						Install			250.00
11/18/2020						IntTrain			400.00
11/18/2020						iTConsult			900.00
11/18/2020						Design			300.00
11/16/2020						Dev			600.00
11/16/2020						AppDev			190.00
11/16/2020						Apprentice			50.00
11/16/2020						Consult			500.00
10/12/2020	000020	Julia Funderburk				PM			125.00
1/1/2016	000265	Shiv Shridhar				PM			200.00
1/1/2016	000349	Alice Cuccu				PM			200.00
1/1/2016	000355	Luis Souza				PM			200.00
1/1/2016	000356	Bonnie Skelly				PM			200.00
1/1/2016	000358	Cindy White				PM			200.00
1/1/2016	000428	Robin Wood				PM			200.00
1/1/2016	000459	Luka Abrus				PM			200.00
1/1/2014						ERPDev			195.00
1/1/2014	000352	Lubor Krebs				PM			190.00
1/1/2014	000354	Francisco Chaves				PM			200.00
1/1/2014	000357	Susanna Stubbe...				PM			200.00

18. Browse to the **Project management** workspace.
19. On the right side of the screen, in the **Links** section, in the **Setup** submenu, point to **Cost price (hour)** and **Sales price (hour)**.

In this demonstration, we have explored how standard sales and cost prices are set up in Project Operations. We've reviewed their impact against a posted invoice to gain knowledge on how the setup of these prices directly impacts the time and material invoice presented.

demo: title: 'Demo 2: Create an invoice' module: 'Module 5: Learn the Fundamentals of Microsoft Dynamics 365 Project Operations'

Demo 2 - Create an invoice

1. Browse to the **Project management** workspace.

In this demo, we'll go over the process of invoicing a single project within project operations. Although it's possible to perform mass invoicing, for demonstration purposes we will focus on just a single time and material project. We'll also see the posting results and financial insights within the project statement. Let's start with project invoicing.

2. In the top-right company picker, verify the legal entity you are connected to is **USSI**. If it's not, change the legal entity to **USSI**.

From the **Project management** workspace, we can see all the active projects. We can search for projects using the filter, or in this example, we will select a known Project ID.

3. In the **Active projects** table, in the **Project ID** column, select **00000093** **Contoso Consulting**.

4. Next, open the **Project invoice proposals** page to view all previous invoices processed for Contoso Consulting.

5. In the action pane, in the **BILL** tab, select **Project invoice proposals**.

6. On the **Project invoice proposals** page, in the navigation bar, select **New**, then **Invoice proposal**.

This is a simple time and material invoice, so we don't need to select the option for Invoice proposal from billing rule.

The screenshot shows the 'Finance and Operations Preview' interface. The top navigation bar includes 'Project management', 'Invoice proposal' (which is highlighted with a red arrow), 'Totals', 'Post', 'Posted sales tax', 'Payment schedule', 'Invoice summary', 'Print', 'Options', and a search icon. Below the navigation is a 'Power Automate' section with options like 'Create a custom alert', 'Manage my alerts', 'See your flows', and 'Create a flow'. The main content area displays 'Project invoice proposals' for '00000093 : CONTOSO CONSULTING' in 'Standard view'. A filter bar at the top of the list shows 'Legal entity: ussi'. The table lists six invoices with columns for 'Invoice pr...', 'Project contract ID', 'Delivery name', 'Legal entity', 'Sales currency', 'Invoice amount', and 'Invoice date'. The last row, 'PJIPI_000000162', is selected.

7. In the **Create invoice proposal** pane, point to the boxes under **Select transactions**.

From here, we can select things such as the invoicing method, the invoice date, the funding source, and the project. We can also choose to include sub projects, as well as incorporate transaction types, the start and end dates for transactions, and any financial dimensions we need.

The screenshot shows the 'Create invoice proposal' pane. The 'SELECT TRANSACTIONS' section is highlighted with a red box. It contains fields for 'Invoicing method' (set to 'Both'), 'Invoice date' (set to '2/1/2021'), 'Funding source' (set to 'Contoso Consulting'), 'Project contract' (set to '00000090'), 'Project' (set to '00000093'), and 'Include subprojects' (checkbox checked). To the right, another red box highlights the 'Project transactions' section, which includes 'Transaction types' (set to '6 selected'), 'Start date' (set to '2/1/2021'), 'End date' (set to '2/1/2021'), and 'Financial dimension set'. At the bottom, there is a table titled 'Project transactions' with columns for 'Select', 'Transaction type', 'Transaction origin', 'Project ID', 'Activity', 'Transaction date', 'Description', 'Resource ID', 'Resource', 'Currency', 'Category', 'Quantity', 'Unit price', 'Indirect costs', and 'Line amount'. Several rows are listed, including one for 'Expense' and another for 'Hour'.

8. From the **Project** drop-down menu, select **00000093 Contoso Consulting**.

9. For this example, ensure that the **Invoice date** is set to **2/1/21**, the **Start date** is set to **2/1/21**, and the end date is today's date.

Once the selections are made, select the search button to find the transactions meeting those parameters.

10. Select **Search**.

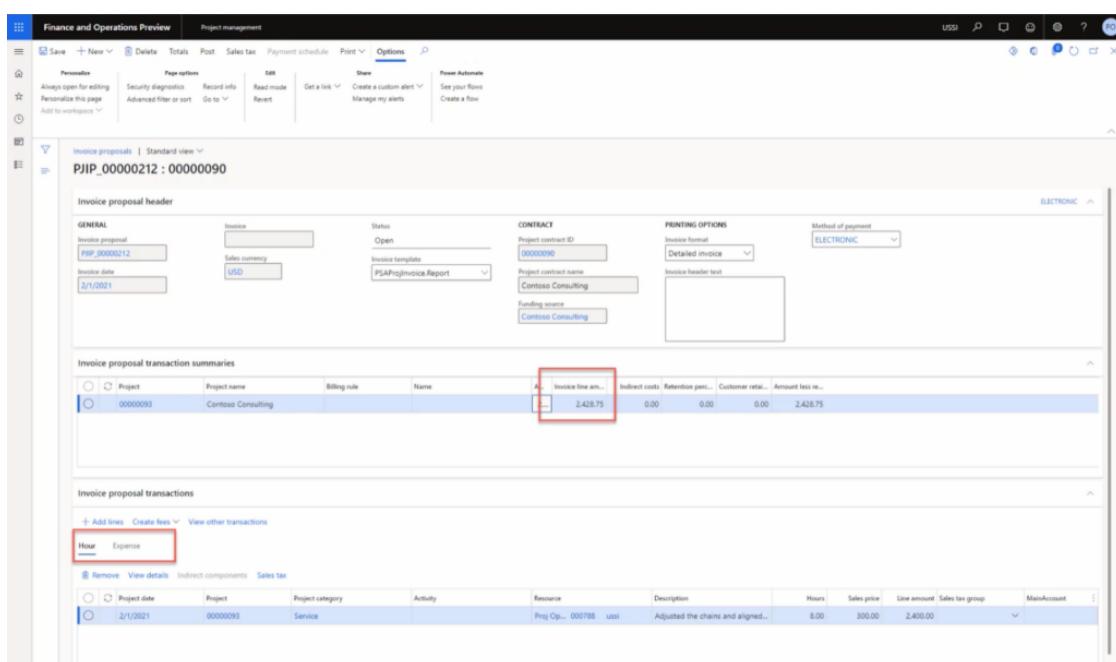
Next, to invoice all the transactions, select the **Select all** option. This will select the items we choose for expenses and hours.

11. Under the **Project transactions** tab, select **Select all**.

12. Select **OK**.

13. On the **Invoice proposal** page, point to the **Invoice line amount** column.

Here we can see the invoice amount and summary, hours transactions, and expenses.



14. Point to the **Hour** tab.

15. Point to the **Expense** tab.

You can also switch and look at the expense transaction.

Next, let's check the totals button to see what the invoice will look like from both a cost and revenue perspective.

16. In the navigation bar, select **Totals**.

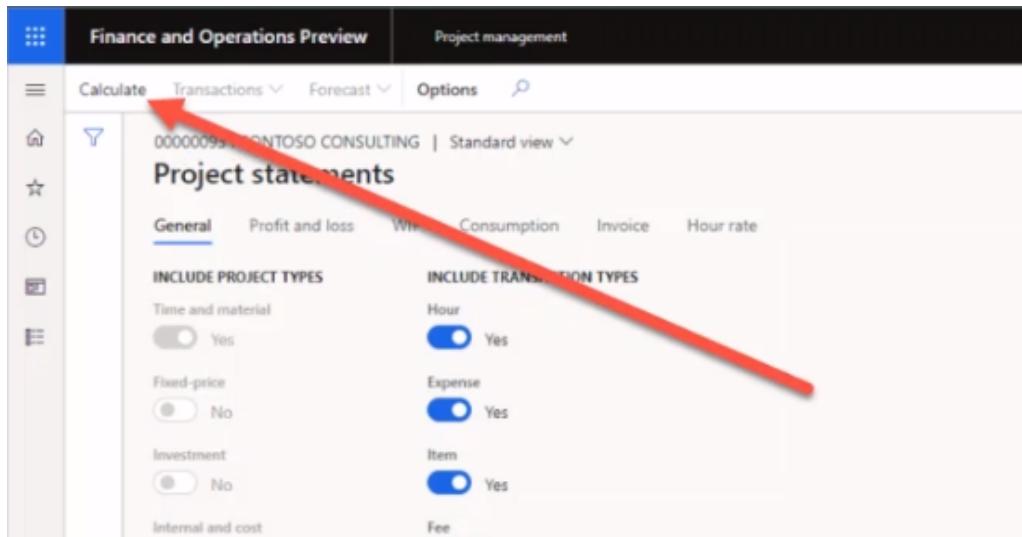
17. On the **Totals** page, point to the **GENERAL LEDGER** column, the **CUSTOMER** column, and the **Line**

discount column.

On the totals screen, we can see what the impact will be on the general ledger, any customer information such as credit limits, any discounts, sales taxes, and the net impact of the invoice.

18. On the right side of the screen, select X to close the page.
We are now ready to create a print preview to ensure that all invoicing information is accurate. Some organizations use the preview during project review meetings to ensure that everyone agrees with the totals before the invoice is finalized.
19. On the **Invoice proposal** page, in the navigation bar, select **Print preview**.
20. In the dialogue box, select **Print preview**.
Here you can see an example of print preview for a Pro forma invoice.
21. Select X to close the page.
Once we've validated all the information and are happy with the Print preview of the invoice, we can post the invoice proposal.
22. In the navigation bar, select **Post**.
23. Select the **Parameters** tab.
24. Under **PARAMETER**, set **Posting** to **Yes**.
25. Under **PRINT OPTIONS**, set **Print invoice** to **Yes**.
26. Select **OK**.
27. On the **Invoice** page, point to the **Invoice number**.
Now we have an invoice number that has been generated.
Once the invoice has been posted, we are able to review the information in the invoice journal and drill down to the ledger transactions.
28. Browse to the **Project management** workspace.
29. In the **Active projects** table, select project **00000093 Contoso consulting**.

30. In the action pane, in the **BILL** tab, select **Invoice journals**.
31. On the **Invoice journal** page, in the action bar, select **Voucher**.
32. On the **Voucher transactions** page, point to the **Ledger account** column.
Here we see results posted to the general ledger. The general ledger accounts are determined by the account setup and the financial dimensions applied to each project.
33. Browse to the **Project management** workspace.
34. In the **Active projects** table, select the **00000093 Contoso Consulting** project.
35. On the **Contoso Consulting** page, in the navigation bar, select **Control**.
From here we can see all the project details.
Next, let's look at the project financials on a project statement.
36. Select **Project statements**.
37. On the **Project statements** page, point to the **PROJECT DATE** section.
You can create a statement for any date range you like.
38. Select the **From date** box and enter **2/1/2021**.
- 39.
40. Select the **To date** box and enter today's date.
41. When complete, select **Calculate**.



42. Point to Transactions.

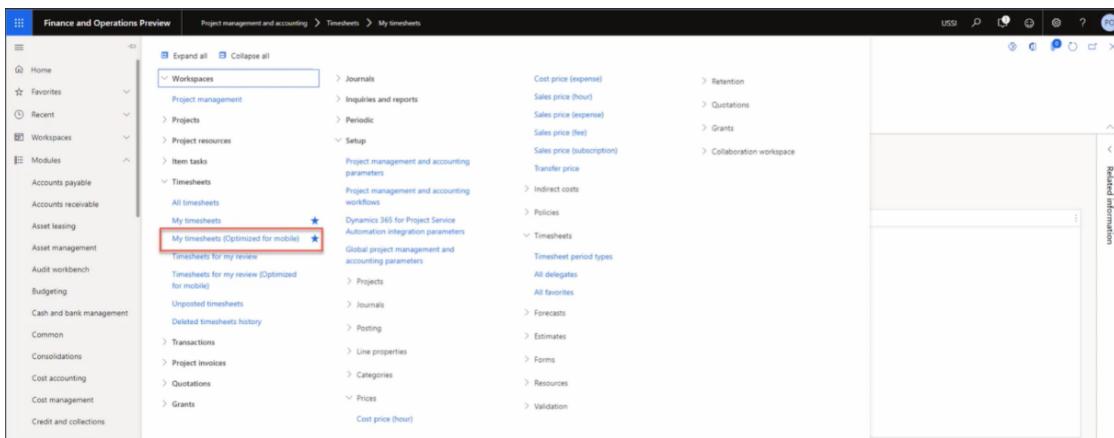
Once the data has refreshed, a project manager can choose to drill down further into the transactional details to make project decisions or make adjustments as necessary. In this demonstration, we have processed a time and material invoice with both an hour and expense transaction. We looked at it in preview, then posted the invoice, reviewed the ledger posting, and finally reviewed the financial impact through this project statement.

demo: title: 'Demo 3: Explore project costs' module: 'Module 5: Learn the Fundamentals of Microsoft Dynamics 365 Project Operations'

Demo 3 - Explore project costs

In this demo, we will walk through the creation of a time and expense entry that will be charged to the Contoso Consulting project. We'll explore the entries in formats optimized for web and mobile presentation, and we'll see how a workflow is used to manage the approval process.

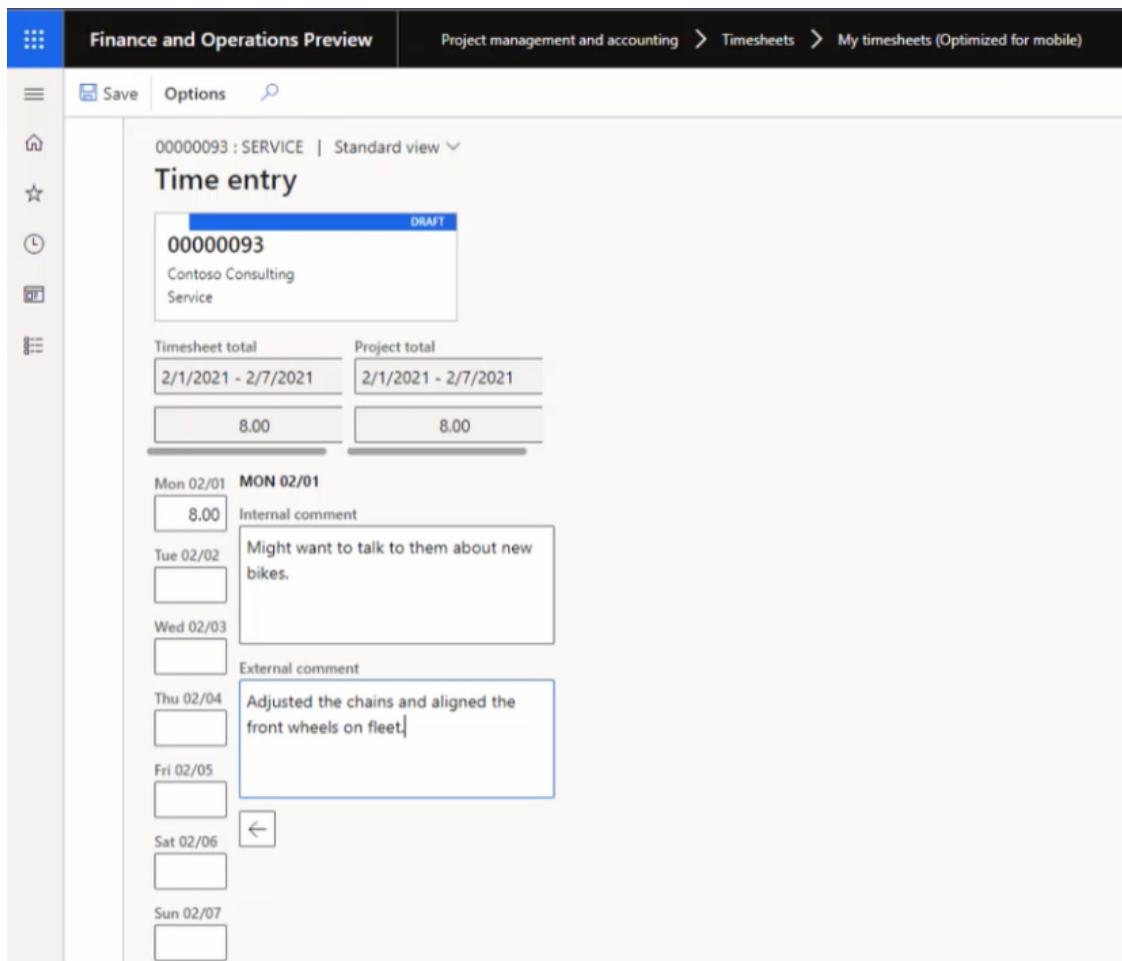
1. In **Dynamics 365 for Finance and Operations**, in the navigation pane, select **Modules > Project management and accounting > Timesheets > My timesheets (Optimized for mobile)**.
To start, although I'm not on a mobile device right now, you will recognize the forms as mobile friendly after we select the option **My timesheets (Optimized for mobile)**.



This optimization is a key differentiator for Microsoft business applications and helps ensure that there is a minimal learning curve between the web and mobile use.

2. In the top right company picker, verify the legal entity you are connecting to is **USSI**. If it's not, change the legal entity to **USSI**.
3. On the **My timesheets** page, select **New**.
Now we will create a new timesheet which will be based upon configured settings.
4. In the **New timesheet** pane, point to the **Date** box.
The date entered will determine the timesheet period.
5. Point to **Create from favorites**.
If you have favorites saved, you can select to create from them to save time.
6. When complete, select **OK**.

7. On the **My timesheets** detail page, select the **New +** icon.
8. In the **New timesheet line pane**, point to the **Legal entity** box.
The new timesheet line will be opened, with details such as the customer, the project, the category, the line properties, and tax parameters. You can also select a different legal entity if the time entry is on behalf of another company within your organization.
9. Select the **Project ID** menu.
10. Select one of the available projects, such as the **Contoso Consulting** project.
11. When complete, select **OK**.
The mobile-optimized screen for time entry will open and you can begin to book your hours each day for the project and category, in this case **Service**.
12. On the **Time entry** page, in the **Mon** box, enter **8**.
This represents the entry of a single day's hours.



13. In the **Internal comment** box, add a comment. For example: **Might want to talk to them about new bikes.**

You can also enter internal and external comments against the project to ensure all parties understand the nature of the hours being logged.

14. In the **External comment** box, add a comment. For example: **Adjusted the chains and aligned the front wheels on fleet.**

15. In the navigation bar, select **Save**.

16. In the left navigation menu, under **Timesheets**, select **My timesheets**.

17. On the **My timesheets** page, select the time entry you created earlier.

18. On the **Timesheet** tab, point to the Category column.

Now assume we've returned to a computer and are reviewing our time from within the web timesheet form. We can still see the same information, such as the category and the hours.

19. Under **Line details**, point to **Internal comment** and **External comment**.

We can also review the comments we entered earlier. The information is there, but the layout format is just a bit different. This format is often used for final review because it can be easier for people to review and validate their time, especially when someone is assigned to multiple projects or categories.

20. In the navigation bar, select the **Workflow** tab.

If we're satisfied with the timesheet, we can submit it. The approvals required will be determined by each organization during the implementation phase based on their own company policies.

21. In the **Review timesheet workflow** pane, select **Submit**.

22. In the **Review timesheet workflow**  **Submit** pane, add any additional comments.

23. Select **Submit**.

24. Browse to the **Hour transactions** page. If the **Hour transactions** tab is grayed out, browse to the **My timesheets page**, and select the previously created timesheet.

25. On the **Hour transactions** page, review the page.

Upon approval, the results will be posted and will be visible in the Hour transactions page. We can see all the relevant information, such as the

legal entity, project, category, hours, and in this case, even a view of the cost price and the sales price.

Next, we can drill down to the Voucher transactions.

1. In the navigation bar, select **Voucher**.
2. On the **Voucher transactions** page, point to the **Ledger account** and **Account name** sections.
In these sections we can see the impact on the general ledger, as well as the accounts that will be used.

Now let's create an expense entry for the same Contoso consulting project.

1. In the navigation pane, select **Modules > Expense management > My expenses > Expense reports**.
2. On the **Expense management** page, on the **Reports** tab, select **+ New expense report**.
3. In the **New expense report** pane, in the **Purpose box**, enter a title. For example, **Contoso ♦♦♦ Feb2021**.
4. Select **OK**.
5. On the **Expenses** page, select **+ New expense**.
A new expense line will appear.
6. In the **Expense category** column, select **Fuel** from the drop-down **Category** menu.
Here we can enter in the new expense with details about it.
7. In the **Transaction amount** column, enter **25.00**.
8. In the **Currency** column, select **USD**.
9. In the **Transaction date** column, select a date. For example, **2/1/2021**.
Once you have entered in all the details, you can save the expense.
10. Select **Save**.
11. In the left navigation menu, under **Workspaces**, select **Expense management**.
12. On the **Expense management** page, select the expense report you just created.

13. On the **Expense report** page, select the **Project ID** box and then select **00000093 Contoso Consulting**.

Next, we can indicate that the fuel will be charged to the Contoso Consulting project, as well as additional information about the expense.

1. Point to the **Additional information** box.
 2. On the lower-right side of the screen, select **Save and continue**.
 3. On the right side of the screen, select **Submit**.
 4. In the **Comment** box, add any additional comments.
 5. Select **Submit**.
 6. On the **Expense management** page, point to the **Approval status** column.
At this time, travel policies and expense approval flow will be activated. The costs have been posted and applied to the Contoso Consulting project and will be available later for invoicing if chargeable.
- In this demo, we have processed a time and expense entry that was charged to the Contoso Consulting project. We saw samples in web and mobile formats and were able to see how workflows are used to manage the approvals required by the USSI organization. Supporting image files markdown docs in Instructions/Demos

lab: title: 'Lab 1: Navigate finance and operations apps' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management

Lab 1 - Navigate finance and operations apps

Objectives

Now that you've become familiar with finance and operations apps, take some time to explore the interface.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

Sign in to the Lab computer

1. Sign in to the lab computer using below credentials

- User Name:

Paste Content

Administrator

- Password:

Paste Content

pass@word1

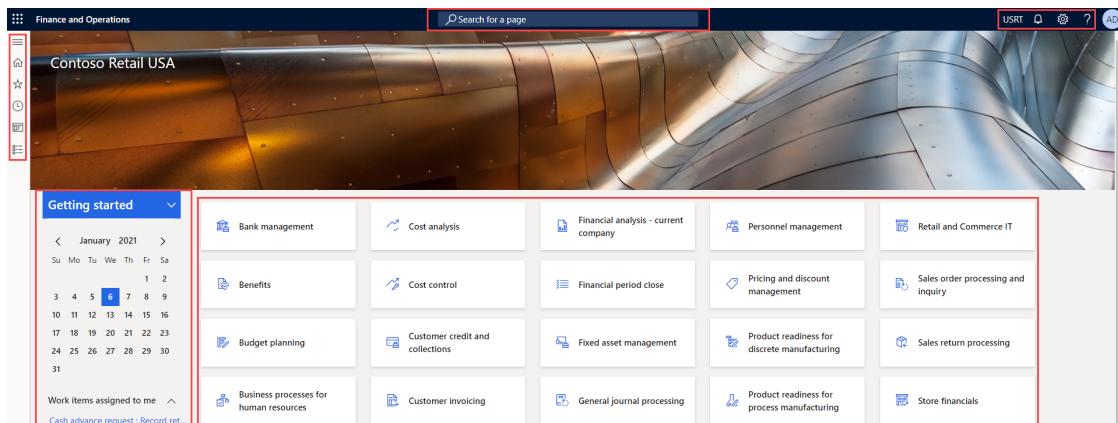
[!Note] Internet Explorer may automatically open in the desktop. If you have not already completed steps #2-5, please finish them before navigating back to Internet Explorer.

2. Select the **AdminUserProvisioning** file on the desktop.
3. Enter the credentials provided and then select **Submit**.
Your credentials can be found in the **Resources** menu at the top right corner of the screen.
4. Wait for the script to finish before continuing. This may take 2-3 minutes.
Once the script is completed a pop-up box will display to confirm the Admin user has been successfully updated.
5. Select **Ok** to continue.
6. Open **Internet Explorer**.
7. Browse to the given link:
<https://usnconeboxax1aos.cloud.onebox.dynamics.com>
8. Sign in using the credentials provided in the **Resources** menu.

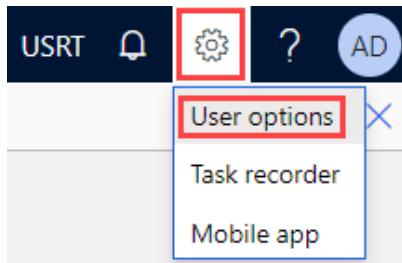
Navigate finance and operations apps

1. On the Finance and Operations Home page, if configured, you will see:

- The navigation menu on the left that is collapsed by default.
- Your company's logo.
- Workspace tiles available to you based on your role in the organization.
- A calendar and work items assigned to you.
- The Search bar that is very useful to quickly find what you need.
- In the top right, you have the company you are currently working with, notifications, settings, and help links. Verify the company listed is **USMF**.



2. In the top left, select the **Expand the navigation pane** hamburger menu.
3. The navigation pane is where you'll find collections for your **Favorites**, **Recent** items, **Workspaces**, and **Modules**.
4. In the navigation pane, select **Modules > System administration**.
5. Review the areas available in the System administration module.
6. Under **Setup**, select **Client performance options**.
7. In the Client performance options pane, under **Feature callouts enabled**, select the toggle switch and set it to **Yes**.
8. Review the other available options, scroll to the bottom of the pane, and then select **OK**.
9. On the Home page, in the top right, select the Settings icon, and then select User options.



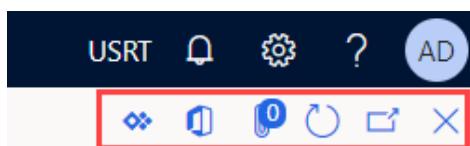
10. On the Options page, use the tabs to configure different settings that will apply to your account.
 11. Select the **Preferences** tab.
 12. Review the available preferences. Notice you can change the default company and initial page view you will see when you sign in.
 13. Select and review the **Account** and **Workflow** tabs.
 14. In the left navigation menu, select the **Home** icon.
 15. On the Home page, in the top center of the page, select the **Search for a page** box.
 16. In the search box, search for **All vendors**.
 17. You may need to wait the first time you search for a page. You will see a small spinning circle to the right of the search box while the search is processing.
 18. The All vendors page is an example of a list page. The list page generally contains master data that can be read, created, deleted, and updated. You'll see additional features using the ribbon shown above the list.

19. Highlight one of the vendors from the list and, on the right, select the **Related information** menu, and review the additional information that is provided.

20. In the vendor list, select **Northwind Traders**.
21. Select the **Group** menu, and then select the **Vendor group** column title.

The screenshot shows the 'General' tab of the Northwind Traders vendor record. The 'Group' dropdown menu is open, displaying a list of vendor groups. A red box highlights the 'Vendor gr...' dropdown button. The list includes 'Sort A to Z' and 'Sort Z to A' options, followed by a search bar labeled 'Vendor group begins with' and a dropdown menu. The vendor record itself shows details like Name (Northwind Traders), Type (Organization), and Payment priority (10). The 'Organizational Details' section shows 0 employees and organization number 1004.

22. Many menus have sorting and filtering available. Use the filters to quickly locate the field content you are looking for.
23. In the top right, notice the additional functionality. Move your mouse to each item, and review the feature callout. When complete, select the **Close** icon to close the page and return to the Home page.



24. In the upper-right, select the **Help** question mark icon, and then select **Help**.

25. Notice the help information is related to the current page.

1. Try selecting a workspace tile, and then review the help information for that workspace. When complete, return to the Home page.

lab: title: 'Lab 2: Explore workspaces and filtering' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management

Lab 2 - Explore workspaces and filtering

Objectives

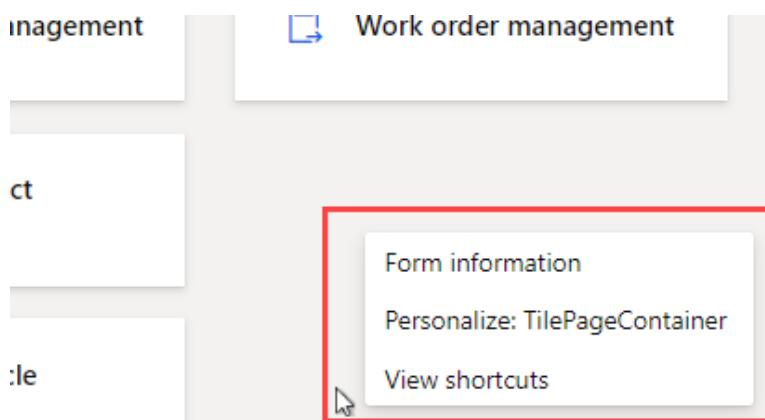
Many built-in workspaces are available to you when you first sign in to Finance and Operations. You can also create your own workspace with content focused on a need you may have. Workspaces are one of the many features of Dynamics 365, but you should also be aware that filtering is the way to really get to the specific items you may be looking for. You must create a new personalized workspace and use filtering to identify different items you need.

Lab Setup

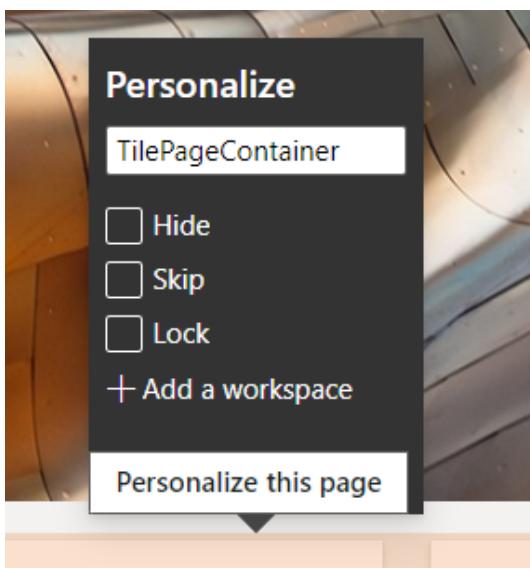
- **Estimated Time:** 10 minutes

Instructions

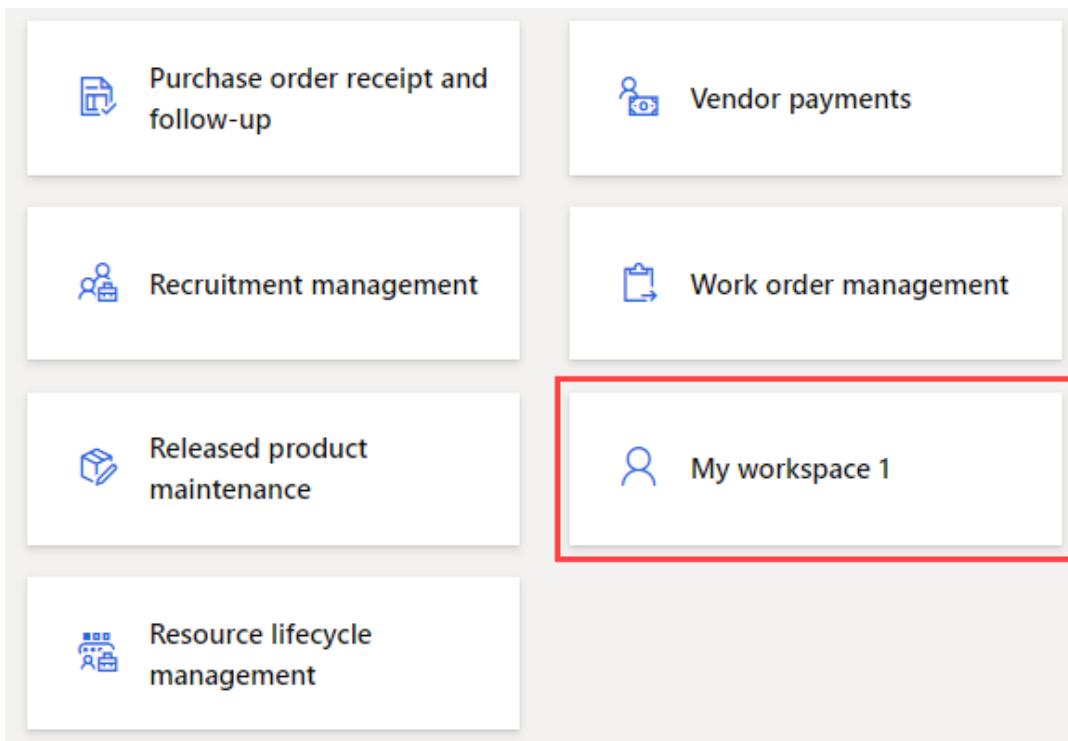
1. On the Finance and Operations Home page, to the right of the workspace tiles, right-click or tap and hold in a blank area to trigger the menu.



2. In the menu, select **Personalize: TilePageContainer**.
3. In the Personalize window, select **+ Add a workspace**.
4. If the small Personalize window is not visible, try scrolling up on the Home page and right-click or tap and hold, and then select **Personalize: TilePageContainer** again.



5. On the Home page, scroll down and locate the new **My workspace 1** tile.

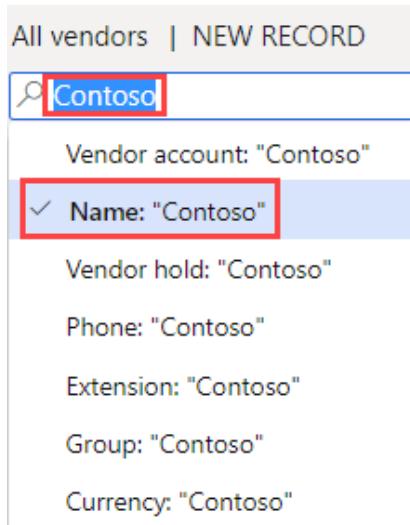


6. Right-click or tap and hold the tile, and then select **Personalize: My workspace 1**.
7. In the Personalize window, rename My workspace 1 to **My workspace**, and then select **Personalize this page**.
The name change will be saved automatically.
8. In the newly opened toolbar, select **Move**.

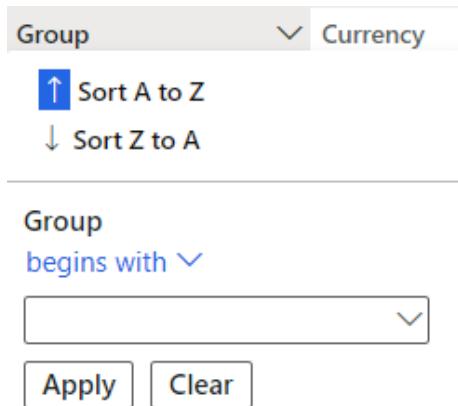


9. Select your **My workspace** tile and then move it to another location on the Home page.
[!Note] If you are unable to move the tile, refresh the page and then retry the previous steps to move the tile.
10. Close the toolbar.
11. On the Home page, in the **Search for a page** box, search for and select **All vendors**.
12. On the All vendors page, in the top menu, select **Options > Add to workspace**.

13. In the **Workspace** filter box, enter **My workspace**, and then select the workspace.
14. Select the Presentation menu, review the available options, and then select **Tile**.
15. When complete, select **Configure**.
16. In the Add as tile pane, verify the tile name, and then select **OK**.
17. In the left navigation pane, select the **Home** icon.
18. On the Home page, select your new workspace.
19. On the My workspace page, verify the newly added Vendors tile is shown.
20. Select the **Vendors** tile.
21. On the All vendors page, in the **Filter** box, enter **Contoso**.
22. Review the different fields that can be used to find Contoso.



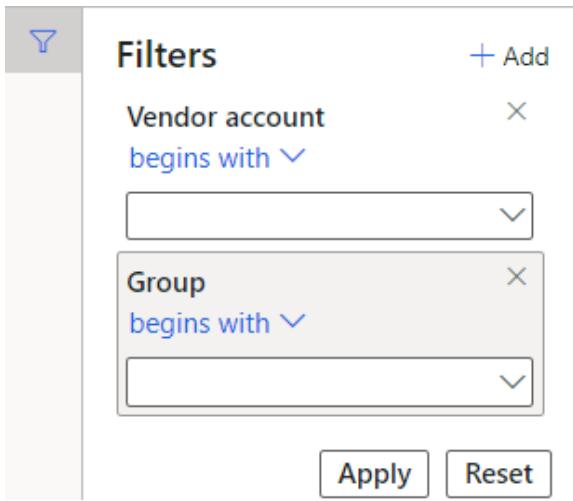
23. Select **Name: "Contoso"** and then verify the filter results.
24. Clear the filter box, and then press enter to show all vendors.
25. Select the column title **Group**.



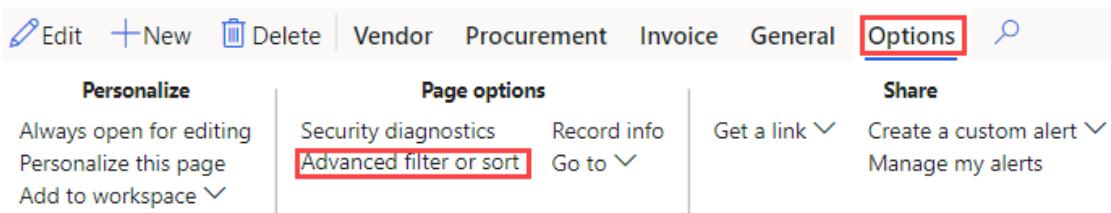
26. You can use this to sort the groups by lowest to highest (Sort A to Z) or highest to lowest (Sort Z to A).
27. Under **Group**, select the **begins with** menu and review the comparison operators. Select **is exactly**.
28. Select the menu below **is exactly**, and then select **Other Vendors**. Alternatively, you could enter a value in the menu field.
29. Select **Apply**, and then review the results. Notice the filter icon in the Group column header.



30. Select the **Group** column and then, in the filter menu, select **Clear**.
31. To the left of the All vendors title, select the Filter icon.
32. In the top right of the Filter pane, select **+ Add**.
33. In the Add filter fields pane, select the checkbox to the left of **Group**, and then select **Update**.
34. Notice the additional filter that has been added. This will allow you to filter the list based on more than one criterion.



35. In the **Vendor account begins with** filter, select the menu, and then select **Northwind Traders**.
36. In the **Group begins with** filter, select the menu, and then select **30**.
37. Select **Apply**, and then review the filter results.
38. In the Filters pane, select **Reset** and notice that the additional filter has been removed and the default filter has been reset to an empty value.
39. On the ribbon bar, select **Options** and then, in the Page options sections, select **Advanced filter or sort**.



40. In the Inquiry - Vendors window, select **+ Add**.
41. In the new row, in the Field cell, select the menu, and then select **Group**.
42. Alternatively, you can select the menu, start typing the name of the group, and then select it from the results of the filter.
43. In the Criteria cell, select the **Open** icon.

Inquiry - Vendors

Select query
Previously used query ▾ [Modify... ▾](#)

Range Sorting Date options Joins

[+ Add](#) [Remove](#)

✓	Table	Derived table	Field	Criteria	✚
✓	Vendors	Vendors	Group		✚
	Vendors	Vendors	Main contact		
	Vendors	Vendors	Name		
	Vendors	Vendors	1099 box		

44. In the Vendor group list, select **30 Other Vendors**.

45. To save the new query, under **Select query**, select the **Modify** menu, and then select **Save as**.

Inquiry - Vendors

Select query
Previously used query ▾ [Modify... ▾](#)

Range Sorting Date option

[+ Add](#) [Remove](#)

[Save as](#)

Save
Delete

46. In the Save query pane, in the **Name** box, enter **My query**, and then select **OK**.

47. On the Inquiry - Vendors page, select **OK**.

48. Verify the list reflects the results of the newly created query.

49. To remove the filter, select **Advanced filter or sort** and then, on the Inquiry - Vendors page, select **Reset** and then select **OK**.

1. This will reset the query but will not delete your saved query.

lab: title: 'Lab 3: Create a product offering with various sizes and colors'
module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management

**Lab 3 - Create a product offering with various sizes
and colors**

Objectives

In Contoso Entertainment System USA (USMF), you need to create a new item for a new configuration of cabinet to be purchased from vendors.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company and from the menu, select **USMF**.
3. In the top left, select the **Expand the navigation pane** hamburger menu.
4. In the navigation pane, select **Modules > Product information management**, and then under the **Products** category, select **Released products**.
5. On the Released product details page, on the top menu, select **+ New**.
6. In the New released product pane, in the **Product type** menu, verify **Item** is selected.
7. In the **Product subtype** menu, verify **Product** is selected.
8. Select the **Tracking dimension group** menu, and then select **None**.
9. Under **IDENTIFICATION**, in the **Product number** and **Item number** boxes, enter **GTL007**.
10. In the **Product name** box, enter **Cabinet 2**.
11. Under **REFERENCE GROUPS**, select the **Item model group** menu, and then select **FIFO First In-First Out**.
12. Select the **Item group** menu and then select **TV&Video**.
13. Select the **Storage dimension group** menu, and then select **SiteWH**.
14. Under **UNITS OF MEASURES**, verify the following values are set:

Setting	Value
Inventory unit	ea
Purchase unit	ea
Sales unit	ea

Setting	Value
BOM unit	ea Each

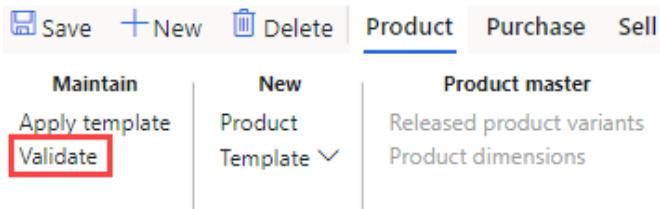
15. Under **SALES TAXATION**, select the **Item sales tax group** menu, and then select **ALL**.
16. Under **PURCHASE TAXATION**, select **Item sales tax group** menu, and then select **ALL**.
17. Under **PRICES**, in the Purchase price box, enter 30.00.
18. In the Sales price box, enter 30.00.
19. Your new release product should look like this:

New released product

<p>Product type <input type="text" value="Item"/> </p> <p>Product subtype <input type="text" value="Product"/> </p> <p>Product service type <input type="text" value="Not specified"/></p> <p>IDENTIFICATION</p> <p>Product number <input type="text" value="GTL007"/> </p> <p>Product name <input type="text" value="Cabinet 2"/></p> <p>Search name <input type="text" value="Cabinet2"/></p> <p>COMPANY-SPECIFIC IDENTIFICATION</p> <p>Item number <input type="text" value="GTL007"/> </p> <p>Search name <input type="text" value="Cabinet2"/></p> <p>Retail category <input type="text"/></p> <p>CATCH WEIGHT <input checked="" type="radio"/> No</p> <p>ADMINISTRATION</p> <p>Apply template <input type="text"/> </p> <p>REFERENCE GROUPS</p> <p>Item model group <input type="text" value="FIFO"/> </p> <p>Item group <input type="text" value="TV&Video"/> </p> <p>Storage dimension group <input type="text" value="SiteWH"/> </p>	<p>Tracking dimension group <input type="text" value="None"/> </p> <p>Reservation hierarchy <input type="text"/></p> <p>Buyer group <input type="text"/> </p> <p>UNITS OF MEASURES</p> <p>Inventory unit <input type="text" value="ea"/> </p> <p>Purchase unit <input type="text" value="ea"/> </p> <p>Sales unit <input type="text" value="ea"/> </p> <p>BOM unit <input type="text" value="ea"/> </p> <p>SALES TAXATION</p> <p>Item sales tax group <input type="text" value="ALL"/> </p> <p>PURCHASE TAXATION</p> <p>Item sales tax group <input type="text" value="ALL"/> </p> <p>VENDOR INFORMATION</p> <p>Vendor <input type="text"/> </p> <p>Vendor item number <input type="text"/></p> <p>PRICES</p> <p>Purchase price <input type="text" value="30.00"/></p> <p>Sales price <input type="text" value="30.00"/></p> <p>Inventory price <input type="text" value="0.00"/></p>
--	---

20. Select   OK.

21. To ensure the product is finalized, in the ribbon bar, under **Maintain**, select **Validate**.



22. Verify you are presented with the information banner confirming that all field values required were validated.

(i) All field values required for validation are specified for product GTL007.

1. Close all pages and return to the Home page.

lab: title: 'Lab 4: Create a purchase order' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management

Lab 4 - Create a purchase order

Objectives

It's more typical for purchase orders to be created automatically as result of master planning, direct delivery, and other processes. When created manually, a purchase order is usually created by a purchasing agent. Create a purchase order using the USMF company.

Lab Setup

- **Estimated Time:** 10 minutes

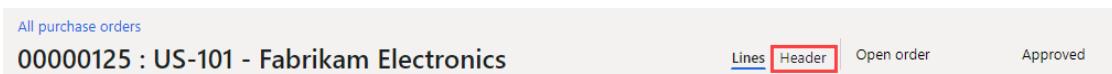
Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company, and from the menu, select **USMF**.
3. In the top left, select the **Expand the navigation pane** hamburger menu.
4. Select **Modules > Procurement and sourcing > Purchase orders > All purchase orders**.
5. On the All purchase orders page, in the top menu, select **+ New**.
6. In the Create purchase order pane, select the **Vendor account** menu, and then select **US-101**.
7. When you select a vendor, details from the vendor record, such as address, invoice account, delivery terms, and delivery mode, will be copied as default values into the order header. You can change these values at any time.
8. Expand the **General** section.
9. Under **STORAGE DIMENSIONS**, select the **Site** menu, and review the list of sites.
10. The Site field, together with the Warehouse field, specifies where the procured goods or services must be delivered. The default delivery address is the site. Both fields can be populated with values set up for the selected vendor, or you can specify them manually.
11. Under **DATES**, the Delivery date field is used to specify when procured goods and services need to be delivered.
12. You can specify a single delivery date for the order, or the individual order lines can be given unique delivery dates. If the delivery date specified here cannot be met for specific products or services because they have longer lead times, then those lines will be created with a later delivery date to accommodate for this.
13. Expand the **Administration** section. The **Orderer** box can be used to specify who is placing the order.

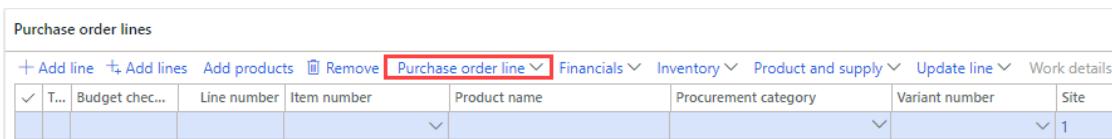
14. This may be convenient to share with the vendor in case they need to contact that person. The value may be assigned automatically if the current user account is associated with a name on the Users page.

15. Select **OK**.

16. The order header has now been created. When you work with purchase order lines, only a summary of the header information is shown. If you need to view the rest of the information, select **Header**.



17. Under **Purchase order lines**, in the menu, select **Purchase order line**.



18. Under **DISPLAY**, select **Dimensions**.

19. Products can be in variants that are differentiated by dimensions, such as color, size, or style. Products can also be set up to use storage dimensions, such as site and warehouse. There are also optional tracking dimensions, such as batch and serial numbers. To improve the efficiency of order entry, you can add the dimension fields that you commonly use directly to the order grid.

20. In the Dimensions display pane, under **PRODUCT DIMENSIONS**, select the **Color** check box.

21. Optional: If you select the Save setup toggle switch, the dimensions you have chosen will also be shown on the order line grid the next time you open the purchase order page.

22. Select **OK**.

23. Select the **Item number** cell menu, and then select **T0004**.

24. Remember, you can also type in the filter box instead of scrolling through the list.

25. Order lines are created for products and services by specifying an item number or as expenses by specifying a procurement category.

26. Procurement category is used for adding lines where procured items are expensed directly, rather than going into inventory. This means that if you need to expense a purchase, you can do this by creating a purchase order line that specifies a procurement category, rather than creating a line with an item number. Items can also be associated with a procurement category and in this case, the procurement category is shown as informational only.
27. Select the **Color** menu, review the available options, and then select one of the colors or color combinations.
28. Site and Warehouse are typically populated with values from the order header, but it is possible to override the fields if some lines need to be delivered to different locations.
29. In the **Quantity** box, enter **10**.
30. The Quantity is automatically populated with the minimum order quantity for the product if this is set up, or with the value of 1.
31. Some additional information:
 - **Unit:** Indicates the unit of measure for the ordered quantity. Normally, the unit is automatically provided from the purchasing unit on the product master data.
 - **Unit price:** Contains a value from either a purchase agreement or a trade agreement. It is possible to change the unit price on individual order lines    for example, if a unique price is negotiated with the vendor.
 - **Discount:** Represents a discount amount per unit. This discount therefore reduces the unit price by the discount. This discount is commonly supplied automatically from purchase agreements or trade agreements, but it is possible to override on individual lines if unique discounts have been negotiated with the vendor.
 - **Discount percentage:** When entered, this reduces the net amount for the line accordingly. The discount percent is often supplied automatically from purchase agreements or trade agreements, but it is possible to override on individual lines if a unique discount percentage has been negotiated with the vendor.
 - **Net amount:** Calculated from other fields on the line, including quantity, unit price, discount, and discount percent. It is possible to change the Net amount, but then the Unit Price, Discount, and

Discount percent fields will be blank, and when you post toward the line, the amount posted will be proportional to the net amount. Generally, the Net Amount field is only used for displaying the net amount of the line.

32. Under the purchase order lines, at the bottom of the page, select **Line details**.
33. Select the **Delivery** tab.
34. A unique delivery date can be assigned to each order line. The date is inherited from the field on the purchase order header, but you can change this.
35. Close the Purchase order line page.
36. On the All purchase orders page, use the Filter feature and find your new purchase order.

1. When complete, close the All purchase orders page and return to the Home page.

lab: title: 'Lab 5: Create a warehouse' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management

Lab 5 - Create a warehouse

Objectives

The Warehouse management system in Supply Chain Management gives you flexible ways to define your warehouse layout to meet changing needs, so that you can achieve optimal warehouse efficiency.

- You can establish high-priority and low-priority storage areas for optimum placement of goods.
- You can divide your warehouse into zones to accommodate various storage needs, such as temperature requirements, or various turnover rates for items.
- You can specify warehouse locations on any level (for example, site, warehouse, aisle, rack, shelf, and bin position).
- You can group locations by using physical capacity constraint settings.
- You can control how items are stored and picked, based on query-defined rules.

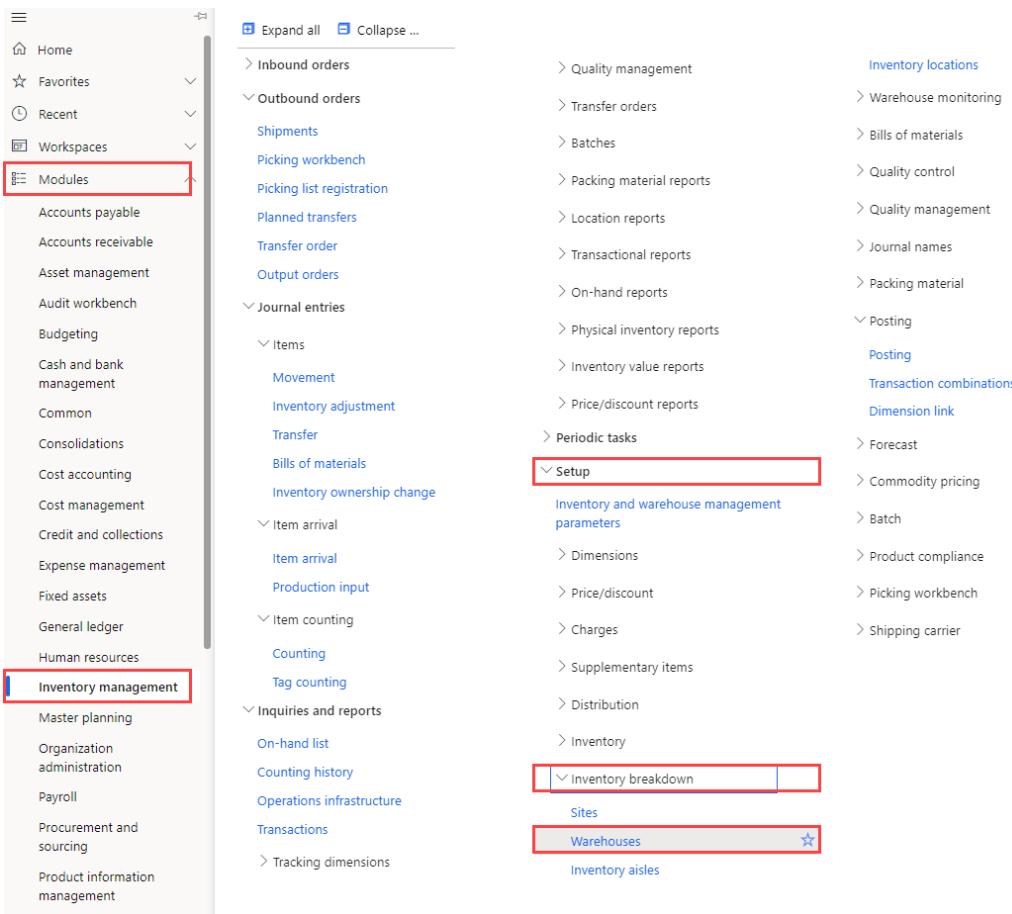
To use warehouse management in Supply Chain Management, you must create a warehouse and enable it for more advanced or specialized warehouse management activities.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company, and from the menu, select **USMF**.
3. In the left navigation pane, select **Modules > Inventory management > Setup > Inventory breakdown > Warehouses**.



4. On the Warehouses page, in the top menu, select **New**.
5. In the **Warehouse** field, enter **101**.
6. In the **Name** field, enter **Overflow Warehouse**.
7. Select the **Site** menu, and then select **3 Home foam production**.
8. Expand **Location names**.
The options in this section define the default format for location names.

9. Set the **Include aisle** and **Include rack** options to **Yes**.
10. In the **Format** box, for the rack, enter a value.
For example, if the format of the rack location name must contain OVFL, you would enter that value in the Format box.
11. Under **LEVEL**, set the **Include shelf** option to **Yes**.
12. In the **Format** field, for the shelf, enter **-##**.
13. On the top menu, select **Warehouse**.
14. Under **Maintain**, select **Location Wizard**.
15. On the Welcome page, review the information and then, in the lower right corner, select **Next**.
16. Clear the **Outbound docks** and **Bulk locations** checkboxes.
17. Select **Next** and review the information.
18. Continue to each page and then, when complete, select **Finish**.

1. Close the page and return to the Home page.

lab: title: 'Lab 6: Create a production order' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Lab 6 - Create a production order

Objectives

The production order contains information about what will be produced, the quantity to produce, and the planned finish date. It also contains information about which materials to consume and which process to follow to produce the item.

You must create a new production order for your company.

Lab Setup

- **Estimated Time:** 5 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company and from the menu, select **USMF**.
3. In the left navigation pane, select **Modules >◆◆Production control > Production orders > All production orders**.
4. On the top menu, select **New production order**.
5. Under **IDENTIFICATION**, in the **Item number** box, enter **D0001**, and then select the identified item.
6. Under **PRODUCTION**, in the **Delivery** box, select a date one month from today's date.
The delivery date indicates when the production order should end in order to deliver on time. This date can be used in the scheduling process. For example, you can schedule the order backward from the delivery date.
7. In the **Quantity** box, enter **20**.
8. Under **BOM/ROUTE**, the BOM number field automatically displays the number of any active BOM for the current item, but you can change the BOM for the production order by selecting an active BOM from the list of approved BOM versions. The Route number field automatically displays the number of any active Route for the current item, but you can change the Route for the production order by selecting an active Route from the list of approved Route versions.

Create production order

IDENTIFICATION	GROUPINGS
Production P000210	Pool <input type="text"/>
Item number <input type="text" value="D0001"/>	Production group <input type="text"/>
Name <input type="text" value="MidRangeSpeaker"/>	
INVENTORY DIMENSIONS	
Site <input type="text" value="1"/>	Ledger <input type="text" value="Item and category"/>
Warehouse <input type="text" value="13"/>	Reservation <input type="text" value="Estimation"/>
	Release to warehouse <input type="text" value="Allow partial reservation"/>
PRODUCTION	
Type <input type="text" value="Standard"/>	PROJECT
Quantity <input type="text" value="20.00"/>	Project ID <input type="text"/>
Delivery <input type="text" value="2/6/2021"/> 	Activity number <input type="text"/>
Time <input type="text" value="10:00 AM"/>	Posting method <input type="text" value="None"/>
BOM/ROUTE	
BOM/route date <input type="text" value="2/6/2021"/> 	FINISHED ITEM
BOM number <input type="text" value="D0001BOM"/>	Category <input type="text"/>
Route number <input type="text" value="000005"/>	Line property <input type="text"/>
	Sales currency <input type="text"/>
	Unit <input type="text"/>

Create **Cancel**

1. Select Create.

lab: title: 'Lab 7: Create a planned work order' module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365 Supply Chain Management'

Lab 7 - Create a planned work order

Objectives

Maintenance orders placed in the system describe the maintenance or repair that is needed on an asset and are used to assign the appropriate resources to complete the maintenance request. Your company has an ongoing service contract and needs to be sure that planned service orders are created to support expected servicing of contract items.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company and from the menu, select **USMF**.
3. In the left navigation pane, select **Modules > Service management > Service agreements > Service agreements**.
4. Select the check box in the first column of the first service agreement.

Service ag...	Project ID	Description
00001	000058	High-end stereo install Inspec...
00002	000058	Midrange stereo install Servic...

5. Select the **End date** box and delete the current value, and then, on the top menu, select **Save**.
The end date is being removed so that a new service order can be created for this agreement.

Service ag...	Project ID	Description	Service agreement gro...	Start date	End date
00001	000058	High-end stereo install Inspec...	Bronze	1/1/2016	

6. On the top menu, select **Deliver**.
7. On the ribbon bar, under **Create**, select **Planned service orders**.

8. In the Create service orders pane, under **PERIOD**, set the **From date** to today's date and the **To date** to two days from today's date.
9. Under **INFOLOG**, select **Show Infolog** toggle switch to set it to **Yes**. This will display a list of the service orders that are created in the agreement.
10. Under **INCLUDE TRANSACTION TYPES**, select the **Hour** toggle switch to set it to **Yes**.
The transaction types represent the lines that are created in the service agreement, and each transaction type that you select generates several service orders, depending on the service interval that is specified on the service agreement line.
11. Under **OPTION**, select the **Continuous** toggle switch to set it to **Yes**. This is used to create any service orders that are missing from a continuous series of service orders.

1. Select OK.

lab: title: 'Lab 8: Dynamics 365 Supply Chain Management capstone lab'
module: 'Module 1: Learn the Fundamentals of Microsoft Dynamics 365
Supply Chain Management'

Lab 8 - Dynamics 365 Supply Chain Management capstone lab

Objective

During this lab, you will explore product creation and pricing maintenance. You will also review core business processes of supply chains, such as inventory management, procurement, and sourcing.

Lab Setup

- Estimated time: 45 minutes

Exercise 1: Explore Product Management

Create a product

In Contoso Entertainment System USA (USMF), you need to create a new item for a newly configured speaker enclosure to be purchased from vendors.

1. On the Home page, in the top-right, verify the **USMF** company is selected.
2. If not, select the currently listed company and then change the company to **USMF**.
3. Using the navigation pane, select **Modules > Product information management**> **Products > Released products**.
4. On the Released product details page, in the Action Pane, select **+ New**.
5. In the **New released product** pane, in the **Product type** menu, verify **Item** is selected.
6. In the **Product subtype** menu, verify **Product** is selected.
7. Select the **Tracking dimension group** menu, and then select **None**.
8. Under **IDENTIFICATION**, in the **Product number** box, enter **GTL201**.
9. In the **Product name** box, enter **Speaker Enclosure**.
10. Under **SALES TAXATION**, select the **Item sales tax group** menu, and then select **ALL**.
11. Under **PURCHASE TAXATION**, select **Item sales tax group** menu, and then select **ALL**.
12. Under **PRICES**, in the **Purchase price** box, enter **30.00**.
13. In the **Sales price** box, enter **30.00**.

14. Under **REFERENCE GROUPS**, select the **Item model group** menu, and then select **FIFO First In-First Out**.
15. Select the **Item group** menu, and then select **CarAudio**.
16. Select the **Storage dimension group** menu, and then select **SiteWH**.
17. Under **UNITS OF MEASURES**, verify the following values are set:

Setting	Value
Inventory unit	ea
Purchase unit	ea
Sales unit	ea
BOM unit	ea

18. Select **OK**.
19. To ensure the product is finalized, in the Action Pane, select **Product** and then, under **Maintain**, select **Validate**.
20. Verify you are presented with the information banner confirming that all required field values were validated.
21. Close all pages and return to the Home page.

Exercise 2: Explore Warehouse Management

Create a warehouse

1. Using the navigation pane, select **Modules > Inventory management > Setup > Inventory breakdown > Warehouses**.
2. On the Warehouses page, in the Action Pane, select **New**.
3. In the **Warehouse** box, enter **150**.
4. In the **Name** box, enter **Outpost Warehouse**.
5. Select the **Site** menu, and then select **1 Home speakers production**.
6. Select the **Location names** FastTab.
7. The options in this section define the default format for location names.
8. Set the **Include aisle** and **Include rack** options to **Yes**.
9. Set the **Include shelf** option to **Yes**.
10. In the **Format** box, for the shelf, enter **-##**.
11. In the Action Pane, select **Warehouse**.
12. Under **Maintain**, select **Location Wizard**.
13. On the Welcome page, review the information and then, in the lower right corner, select **Next**.
14. Clear the **Inbound docks** and **Bulk locations** check boxes.
15. Select **Next** and review the information.
16. Continue to each page and then, when complete, select **Finish**.
17. Close the page and return to the Home page.

Create a trade agreement for sales price

1. Using the navigation pane, select **Modules > Product information management > Products > Released products**.
2. On the Released products details page, search for the product number **GTL201**.
3. To the left of **GTL201**, select the **Select or unselect row** check box.
4. In the Action Pane, select **Sell** and then, under **TRADE AGREEMENTS**, select **Create trade agreements**.
5. In the Action Pane, select **+New**.
6. Select the **Name** column, select the menu and then select **S_Price**.
7. In the Action Pane, select **Lines**.
8. On the Journal lines, trade agreement page, in the **Item relation** column, select the menu and then select **GTL201**.
9. This is the item number of the product you created.
10. In the **Warehouse** column, select the menu and then select **150**.
11. You may have to scroll right to see the column.
12. In the **Amount in currency** column, in the box, enter **100.00**.
13. In the Details section, in the **From date** box, enter the first date of the current year.
14. In the Action Pane, select **Validate > Validate all lines**.
15. In the **Price/discount Journal posting** pane, select **OK**.
16. Verify there are no errors.
17. In the Action Pane, select **Post**.
18. In the **Price/discount Journal posting** pane, select **OK**.
19. Verify the operation completed.
20. Close the page.
21. On the Released product details page, in the Action Pane under **Sell > TRADE AGREEMENTS**, select **View trade agreements**.

22. The trade agreement should be posted. Review the line to observe the price information.

23. Close the pages and return to the Home page.

Exercise 3: Explore Production Management

Create a production order for a product

1. Using the navigation pane, select  **Modules > Production control > Production orders > All production orders.**
2. In the Action Pane, select **New production order**.
3. In the **Create production order** pane, under **IDENTIFICATION**, in the **Item number** box, enter **D0004**, and then select the identified item.
4. Under **PRODUCTION**, in the **Delivery** box, select a date one month from today's date.
5. The delivery date indicates when the production order should end in order to deliver on time. This date can be used in the scheduling process. For example, you can schedule the order backward from the delivery date.
6. In the **Quantity** box, enter **30**
7. Select **Create**.
8. Close all pages and return to the Home page.

Exercise 4: Explore Inventory Management

Create a count journal with the product for the created warehouse

1. Using the navigation pane, select **Modules > Inventory management > Journal entries > Item counting > Counting**.
2. In the Action Pane, select **+New**.
3. In the **Create inventory journal** pane under **Counting by**, select the **Warehouse** toggle switch to set it to **Yes**.
4. Select **OK**.
5. On the Inventory counting journal page, in the **Journal header details** FastTab, under **Journal lines** on the toolbar, select **+New**.
6. In the **Item number** column, select the menu and then select **GTL201**.
7. In the **Warehouse** column, select the menu and then select **150**.
8. In the **Counted** box, enter **100.00**.
9. This will specify the number of items stored in the warehouse for this product.
10. In the Action Pane, select **Validate**.
11. In the **Check journal** pane, select **OK**.
12. In the Action Pane, select **Post**.
13. On the **Post journal** pane, select **OK**.
14. Close all pages and return to the Home page.

Check on-hand inventory for the product

1. Using the navigation pane, select **Modules > Inventory management > Inquiries and reports > On-hand list**.
2. In the Action Pane, select **Dimensions**.

3. On the **Dimension display** pane, under **STORAGE DIMENSIONS**, select the **Site** and **Warehouse** check boxes then select **OK**.
4. In the **Filters** pane, select **Apply**.
5. Locate and review the on-hand inventory for **GTL201**.
6. Close all pages and return to the Home page.

Exercise 5: Explore Procurement and Sourcing

Create a purchase order with a product

1. Using the navigation pane, select **Modules > Procurement and sourcing > Purchase orders > All purchase orders**.
2. On the All purchase orders page, in the Action Pane, select **+ New**.
3. In the **Create purchase order** pane, select the **Vendor account** menu, and then select **US-101**.
4. When you select a vendor, details from the vendor record, such as address, invoice account, delivery terms, and delivery mode, will be copied as default values into the order header. You can change these values at any time.
5. In the **General** section, under **STORAGE DIMENSIONS**, select the **Site** menu, and then select **1 Home speakers production**.
6. Under **DATES**, select a **Delivery date** for one week from today's date.
7. Select **Administration**.
8. Select the **Orderer** menu and then select **Lars Giusti** to specify who is placing the order.
9. In the **Create purchase order** pane, select **OK**.
10. On the toolbar, select **Purchase order line**.
11. Under **DISPLAY**, select **Dimensions**.
12. In the **Dimensions display** pane, under **PRODUCT DIMENSIONS**, select the **Color** check box.
13. Select **OK**.
14. In **Item number** column, select the menu and then select **T0005**.
15. In the **Variant number** column, select the menu and then one of the colors.
16. In the **Quantity** box, enter **15**.

17. Under the **Purchase order lines**, at the bottom of the page, select the **Line details** FastTab.
18. This tab may already be expanded.
19. Select the **Delivery** tab and, in the **Delivery date** box, use the currently assigned date or enter a future date.
A unique delivery date can be assigned to each order line. The date is inherited from the field on the purchase order header, but you can change this.
20. Write down your purchase order number. You will need this later.
21. In the Action Pane, select **Save**.
22. Close the Purchase order line page.
23. On the All purchase orders page, use the **Filter** feature to find your new purchase order.

1. When complete, close the All purchase orders page and return to the Home page.

lab: title: 'Lab 1: Create a financial dimension' module: 'Module 2: Learn the Fundamentals of Microsoft Dynamics 365 Finance'

Lab 1 - Create a financial dimension

Objectives

Use the Financial dimensions page to create financial dimensions that you can use as account segments for charts of accounts. There are two types of financial dimensions: custom dimensions and entity-backed dimensions.

Custom dimensions are shared across legal entities, and the values are entered and maintained by users. For entity-backed dimensions, the values are defined somewhere else in the system, such as in Customers or Stores entities. Some entity-backed dimensions are shared across legal entities, whereas other entity-backed dimensions are company-specific.

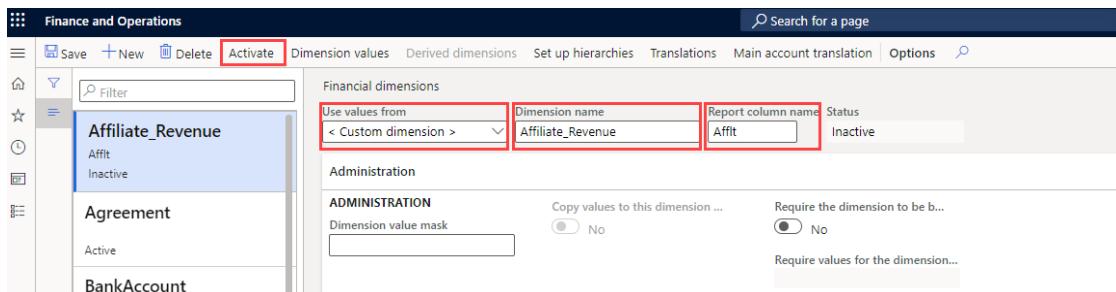
You must create a custom financial dimension that will be used by your company.

Lab Setup

- **Estimated Time:** 5 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company, and from the menu, select **USMF**.
3. In the left navigation pane, select **Modules > General ledger > Chart of accounts > Dimensions > Financial dimensions**.
4. On the top menu, select **+ New**.
5. On the Financial dimensions page, select the **Use values from** menu, and then select **< Custom dimension >**.
6. In the **Dimension name** box, enter **Affiliate_Revenue**.
7. In the **Report column name** box, enter **Afflt**.
8. In the top menu, select **Activate**.



9. Review the information in the dialog box, and then select **Close**.
10. Review the warning notification banner.

⚠ The activation of dimensions is only allowed when the system is in maintenance mode. Maintenance mode can be enabled in this environment by running maintenance job from LCS, or using DeploymentSetup tool locally.

>[!NOTE] Maintenance mode can be turned on and off directly through Lifecycle Services (LCS) on your sandbox and production environments. More information about managing lifecycle services can be found at <https://docs.microsoft.com/en-us/dynamics365/fin-ops-core/dev-itpro/deployment/maintenanceoperationsguide-newinfrastructure>.

lab: title: 'Lab 2: Create a vendor payment journal' module: 'Module 2: Learn the Fundamentals of Microsoft Dynamics 365 Finance'

Lab 2 - Create a vendor payment journal

Objectives

Organizations that pay vendors on a recurring schedule can now automate the process of generating vendor payment proposals. Vendor payment proposal automations define the following details:

- When payment proposals are run
- What criteria are used to select the invoices that should be paid
- What vendor payment journal the resulting payments are saved in

Payment proposal automations don't automatically post the payments. Therefore, you can continue to use any validation and workflow processes that you currently use to approve the payments that are created.

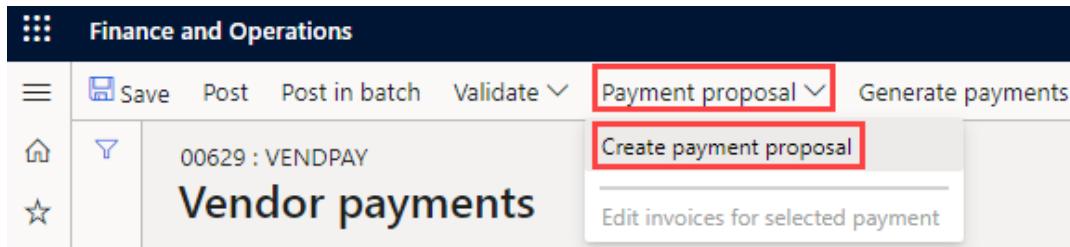
Create a new vendor payment journal entry and payment proposal.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations Home page, in the top right, verify you are working with the USMF company.
2. If necessary, select the company and from the menu, select **USMF**.
3. In the left navigation pane, select **Modules > Accounts payable > Payments > Vendor payment journal**.
4. On the top menu, select **+ New**.
5. Notice the new Journal batch number that has been created.
6. In the **Name** box, enter **Vend**, and then select **VendPay** from the filtered list.
7. On the top menu, select **Lines**.
8. On the Vendor payments page, on the top menu, select **Payment proposal > Create payment proposal**.
The payment proposal is a query used to select invoices for payment. You can edit the list of invoices to pay before creating or generating the vendor payments.



9. In the Vendor payment proposal pane, under **INVOICE SELECTION CRITERIA**, select the **Select invoices by** menu, review the available options, and then select **Due date**.
10. In the **From date** and **To date**, delete any existing value. For this exercise, these date ranges will be left blank.

[!NOTE] A minimum payment date may be used as the payment date. The minimum payment date will be the earliest date used when creating payments. For example, if an invoice has a due date after the minimum payment date, the due date will become the payment

date instead of the minimum payment date to pay the invoice on the latest possible date.

11. Expand **Records to include** and then review the options.

The filter is often used to restrict the invoices selected for payment by vendor group or method of payment. For example, you may add a filter to only pay invoices by check in this pay run.

12. Expand **Advanced parameters** and then review the available options.

The additional parameters can be used to define the payment currency or to enable centralized payments for this pay run.

13. Select **OK**.

After selecting OK, the results of the query will appear. If you don't want to preview the list of invoices selected to pay, you can go back to the Parameters fast tab and change the setting **Create payments without invoice preview** to **Yes**.

14. In the Vendor payment proposal window, select **Show payment overview** to view the payments that will be created for the vendor on the selected invoice.

Vendor payment proposal

Invoices	Cash discount			
<input type="button" value="Remove"/> <input type="button" value="Multiple change"/> <input type="button" value="Payment distribution"/> <input type="button" value="Balance control"/> <input type="button" value="Show payment overview"/>				
<input checked="" type="checkbox"/> Vendor name ↑	Invoice	Company acc...	Date to pay	Due da

15. On the menu, select **Hide payment overview** to hide the payments.

16. Select the check mark icon to the left of the **Vendor name** column heading to select all the invoices.

Vendor payment proposal

Invoices Cash discount

Remove Multiple change Payment distribution Balance control Show payment overview

<input checked="" type="checkbox"/>	Vendor name ↑	Invoice	Company acc...	Date to pay	Due date
<input checked="" type="checkbox"/>	Acme Office Supplies	80193	usmf	1/7/2021	7/4/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	09310	usmf	1/7/2021	7/7/2017
<input checked="" type="checkbox"/>	Acme Office Supplies		usmf	1/7/2021	6/12/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	309	usmf	1/7/2021	7/19/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	7093	usmf	1/7/2021	7/21/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	100189	usmf	1/7/2021	7/23/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	10012	usmf	1/7/2021	7/28/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	10017	usmf	1/7/2021	7/30/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	678911	usmf	1/7/2021	8/9/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	109	usmf	1/7/2021	8/16/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	698183	usmf	1/7/2021	8/21/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	0779183	usmf	1/7/2021	8/27/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	T28	usmf	1/7/2021	8/27/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	729	usmf	1/7/2021	8/28/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	46981	usmf	1/7/2021	9/14/2017
<input checked="" type="checkbox"/>	Acme Office Supplies	09810	usmf	1/7/2021	10/12/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	LND222	usmf	1/7/2021	5/6/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	3e8018	usmf	1/7/2021	7/8/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies		usmf	1/7/2021	6/12/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	7919	usmf	1/7/2021	7/15/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	1002809	usmf	1/7/2021	7/29/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	90018837	usmf	1/7/2021	8/14/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	U710	usmf	1/7/2021	8/17/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	22091	usmf	1/7/2021	8/23/2017
<input checked="" type="checkbox"/>	Lande Packaging Supplies	30091	usmf	1/7/2021	10/11/2017
<input checked="" type="checkbox"/>	Ade Supply Company		usmf	1/7/2021	6/15/2017
<input checked="" type="checkbox"/>	Ade Supply Company	C3801	usmf	1/7/2021	7/22/2017
<input checked="" type="checkbox"/>	Ade Supply Company	56	usmf	1/7/2021	8/15/2017

17. Clear the check box for the first three invoices, and then, on the menu, select **Remove** to remove all other invoices.

Vendor payment proposal

Invoices Cash discount

	Vendor name	Invoice	Company acc...	Date to pay	Du
✓	Acme Office Supplies	80193	usmf	1/7/2021	7/
✓	Acme Office Supplies	09310	usmf	1/7/2021	7/
✓	Acme Office Supplies		usmf	1/7/2021	6/
✓	Acme Office Supplies	309	usmf	1/7/2021	7/
✓	Acme Office Supplies	7093	usmf	1/7/2021	7/
✓	Acme Office Supplies	100189	usmf	1/7/2021	7/
✓	Acme Office Supplies	10012	usmf	1/7/2021	7/

18. In the dialog box, select **Yes**.

19. Review the remaining three invoices.

20. To export the list of invoices to Excel, right-click the grid and select an export option.

21. In the lower right corner, select **Create payments** to create the vendor payments in the payment journal.

1. Review the list of vendor payments.

lab: title: 'Lab 3: Dynamics 365 Finance capstone lab' module: 'Module 2: Learn the Fundamentals of Microsoft Dynamics 365 Finance'

Lab 3 - Dynamics 365 Finance capstone lab

Objective

During this lab, you will explore the core capabilities of Microsoft Dynamics 365 Finance. You will explore the general ledger by creating a new entity, adding a new account and dimension values, and running a trial balance. You'll also explore accounts payable by creating a new vendor, purchase order, and invoice, and then settling the invoice. Finally, you'll explore accounts receivable by creating a new customer, an invoice, and an aging report, and then applying the customer payment.

Lab Setup

- Estimated time: 45 minutes

Exercise 1: Explore the General Ledger

Create a new legal entity

1. Using the navigation pane, select **Modules > Organization administration > Organizations > Legal entities.**
2. In the Action Pane, select **+New** to create a new legal entity.
3. In the **New entity** pane, create a new entity using the following information and then select **OK**:

Setting	Value
Name	Contoso Training USA
Company	USTR
Country/region	USA

4. On the Legal entities page, select the **Addresses** FastTab and then select **Edit**.
5. In the fact box, enter the following updates and then select **OK**:

Setting	Value
ZIP/postal code	98052
Street	123 Main Street
Primary for country/region	Verify Yes is selected

6. Select the **Contact information** FastTab.
7. Select **+Add** and then enter the following contact information:

Setting	Value
Description	Main Office
Contact number/address	888-555-1234
Primary	Select the check box

8. Select the **Tax registration** FastTab.
9. In the **Tax registration number** box, enter **88-1234567**.
10. In the Action Pane, select **Save**.

11. In the navigation pane, select **Home**.

Create a new account in an existing chart of accounts

1. On the Home page, in the top-right, verify the **USMF** company is selected.
If not, select the currently listed company and then change the company to **USMF**.
2. Using the navigation pane, select **Modules > General ledger > Chart of accounts > Accounts > Main accounts**.
3. In the Action Pane, select **+New** to create a new revenue account.
4. On the Main accounts page, enter the following updates:

Setting	Value
Main Account	401500
Name	Training Revenue
Main account type	Revenue

5. In the Action Pane, select **Save**.

Add a new dimension value

1. Using the navigation pane, select **Modules > General ledger > Chart of accounts > Dimensions > Financial dimensions**.
2. In the navigation list, select **ServiceLine**.
You may also use the **Filter** box to search for **ServiceLine**.
3. In the Action Pane, select **Dimension values**.
4. In the Action Pane, select **+New**.
5. In the **Dimension value** and **Description** boxes, enter **Training Services**.
6. In the Action Pane, select **Save**.

Use an account and dimension value in a general journal

1. Using the navigation pane, select **Modules > General ledger > Journal entries > General journals**.
2. In the Action Pane, select **+New**.
3. In the first row of the list, in the **Name** column, select the menu and then select **General Journal**.
4. In the Action Pane, select **Lines**.
5. In the list, in the **Date** column, select the calendar icon and then change the date to the 1st of the month.
6. In the **Account** column, select the menu and then enter the following updates:

Setting	Value
MainAccount	601200
BusinessUnit	004
Department	025
CostCenter	009
ItemGroup	Services

7. In the **Description** box, enter **Expense Reclass**.
8. In the **Debit** box, enter **1000.00**.
9. Scroll to the right and, in the **Offset account** column, select the menu and then enter the following updates:

Setting	Value
MainAccount	602200
BusinessUnit	004
Department	025
CostCenter	009
ItemGroup	Services

10. In the Action Pane, select **Save**.
11. In the Action Pane, select **Validate > Validate**.
Wait for the journal validation to complete.

12. Review the warning banner.

This warning message can be ignored for this lab.

13. In the Action Pane, select **Post**.

Run a trial balance using a dimension set

1. Using the navigation pane, select **Modules > General ledger > Inquiries and reports > Trial balance**.
2. On the Trial balance page, select **Calculate balances**.
3. The **Calculate balances** button is located under the **DATA TO INCLUDE** settings.
4. In the table, review the results.
5. On the Trial balance page, under **Standard View**, expand **Parameters**.
6. Under **DATA TO INCLUDE**, select the **Financial dimension set** menu and then select **MA-BU-DEPT-CC**.
7. Select **Calculate balances** to view the dimensions used in the journal.
8. Close the page.

Exercise 2: Explore Accounts Payable

Create a vendor

1. Using the navigation pane, select **Modules > Accounts Payable > Vendors > All vendors.**
2. In the Action Pane, select **+New** to create a vendor.
3. On the New Record page, create a new vendor using the following information:

Setting	Value
Vendor account	V00001
Name	ABC Training, Inc
Group	20

4. In the Action Pane, select **Save.**
5. Select the **Addresses** FastTab and then select **+Add.**
6. In the New address pane, enter the following updates, then select **OK:**

Setting	Value
Name or description	Main Office
ZIP/postal code	98052
Street	123 Front Street

7. In the Action Pane, select **Save.**
8. Select the **Payment** FastTab.
9. Select the **Method of payment** menu and then select **CHECK.**
10. Select the **Tax 1099** FastTab and then enter the following updates:

Setting	Value
Report 1099	Yes
Federal tax ID	82-1234567
Tax ID type	Employer Identification Number

Setting	Value
1099 box	MISC-03

11. In the Action Pane, select **Save**.

12. Close the form.

Create a purchase order for the new vendor

1. On the V00001 : ABC Training, Inc page, in the Action Pane, select **Procurement**.
2. In the Action Pane, under the **NEW** tab, select **Purchase order**.
3. On the Purchase order page under **Purchase order lines**, enter the following updates:

Setting	Value
Item number	S0001
Quantity	2

[!NOTE] You will need to scroll right to see the **Quantity** column.

4. In the Action Pane, select **Save**.
5. In the Action Pane, select **Purchase** and then, under the **ACTIONS** tab, select **Confirm**.

Record vendor invoice for the purchase order

1. In the Action Pane, select **Invoice**.
2. Under the **GENERATE** tab, select **Invoice**.
3. In the Action Pane, select **Default from: Product receipt quantity**.
4. In the **Default quantity for lines** menu, select **Ordered quantity** and then select **OK**.
5. On the Vendor invoice page, enter the following updates:

Setting	Value
Number	INV001

Setting	Value
Invoice description	Initial Installation Service
Invoice date	<i>enter today's date</i>

6. In the Actions Pane, select **Save**.
7. In the Action Pane, select **Update match status**.
8. In the Action Pane, select **Post**.

Settling the vendor invoice

1. Using the navigation pane, select **Modules > Accounts payable > Payments > Vendor payment journal**.
2. In the Action Pane, select **+New**.
3. On the Vendor payment journal page, in first row, in the **Name** column, select the menu and then select **VendPay**.
4. In the Action Pane, select **Lines** to record a payment.
5. On the Vendor payments page, in the **Account** box, enter **V00001**.
6. On the toolbar, select **Settle transactions**.
7. On the Settle transactions for ABC Training, Inc page, in the **Mark** column, select the check box.
8. In the lower-right corner, select **OK**.
9. In the Action Pane, select **Generate payments**.
10. In the **Generate payments** pane, enter the following updates and then select **OK**:

Setting	Value
Method of payment	CHECK
Bank account	USMF OPER

11. In the **Payment by check** pane, review the information and then select **OK**.

[!ALERT] You will see an error stating **Unable to find printer with path**. This should be ignored. No printer is installed in the lab.

12. Scroll right and in the **Payment status** column, verify **Sent** is displayed.

13. In the Action Pane, select **Validate** > **Validate**.

14. In the Action Pane, select **Post**.

Exercise 3: Explore Accounts Receivable

Create a customer

1. Using the navigation pane, select **Modules > Accounts receivables > Customers > All customers.**
2. In the Action Pane, select **+New** to create a customer.
3. In the **Create customer** pane, create the new customer using the following information and then select **Save**:

Setting	Value
Customer account	US-901
Name	Fabrikam Consulting Services
Customer group	30
ZIP/postal code	98052
Street	123 Middle Street

4. On the US-901 Fabrikam Consulting Services page, select **the Payment defaults FastTab.**
5. Select the **Method of payment** menu and then select **CHECK**.
6. Select the **Financial dimensions** FastTab.
7. In the **BusinessUnit** box, enter **004**.
8. In the Action Pane, select **Save**.

Create a free text invoice for the new customer

1. In the Action Pane, select **Invoice** and under the **NEW tab**, select **Free text invoice**.
2. On the US-901 Fabrikam Consulting Services page, under the **Free text invoice header**, set the **INVOICE date** to today's date.
3. Under **Invoice lines**, make the following changes:

Setting	Value
---------	-------

Setting	Value
Description	Consultant Service Training
Main account	401200
Sales tax group	WA
Amount	1500.00

4. In the Action Pane, select **Sales tax**.
5. On the Sales tax transactions page, review the record and then select **OK**.
6. In the Action Pane, select **Post**.
7. In the **Post free test invoice** pane, under **PRINT OPTIONS**, set **Print invoice** to **Yes** and then select **OK**.
8. On the **Print destination settings** pane, select **OK** to print the invoice to the screen.
9. Review the invoice and then, when complete, close the invoice.
10. Close the form.

Run an accounts receivable aging report to check

1. Using the navigation pane, select **Modules > Credit and collections > Inquiries and reports > Customers > Customer aging report**.
2. In the **Customer aging report** pane, enter the following updates and then select **OK**:

Setting	Value
Aging as of	Today's date
Aging period definition	30_60_90_180
Details	Yrs

3. In the Customer aging report, select the **Next Page** down arrow icon and then scroll to the last page. Review the invoice that was created for the US-901 customer.
4. Close the form.

Apply customer payment for the free text invoice

1. Using the navigation pane, select **Modules > Accounts receivables > Payments > Customer payment journal.**
2. In the Action Pane, select **+New.**
3. On the Customer payment journal page in the **Name** column, select the menu and then select **CustPay.**
4. In the Action Pane, select **Enter customer payments.**
5. In the **Customer** box, enter **US-901.**
Wait for the data to load and then, in the **Mark** column, select the check box.
6. Above the grid, in the **Amount** box, enter **1597.50.** The amount shown in the **Remaining amount** box should automatically change from **1,597.50** to **0.**
You may need to select an empty space for the value to calculate.
7. In the **Payment reference** box, enter **Check# 123.**
8. In the Action Pane, select **Save in journal.**
9. Close the form.
10. In the Action Pane, select **Lines.**
11. In the Action Pane, select **Validate > Validate.**

1. In the Action Pane, select Post.

lab: title: 'Lab 1: Create a discount product' module: 'Module 3: Learn the Fundamentals of Microsoft Dynamics 365 Commerce'

Lab 1 - Create a discount product

Objectives

Your company's Boston store is ready to drive sales of some products that need to be sold to make room for the new line. You need to create and activate a new product discount.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations page, in the top left, select the **Expand the navigation pane** hamburger menu.
2. In the navigation pane, select **Workspaces > Pricing and discount management**.
3. On the Pricing and discount management page, review the currently displayed **Active discounts**.
4. On the menu, select **New**, review the available options, and then select **Discount**.
5. On the Discounts page, in the **Name** box, enter a name for your discount. For example, New Year 20%.
6. In the General tab, verify the Status is set to **Disabled**.
7. The discount can only be edited when it is set to disabled.
8. Select the **Discount concurrency mode** menu, review the available options, and then select **Best price**.

[!NOTE] When choosing between the concurrency mode options, keep in mind:

- When multiple Compounded discounts are applicable, the highest discount will always calculate first. The next highest discount is then calculated on the remaining amount. This calculation hierarchy will continue until all applicable Compounded discounts have been applied.
Correct: 40% discount + 20% discount = 52% discount
 - (40% discount on \$100 = \$40. Remaining = \$60. 20% discount on \$60 = 12. Remaining = \$48)

Not Correct: 40% discount + 20% discount = 60% discount

- Exclusive discounts will always apply over a Best price or Compounded discount, even if it is the lowest discount percentage.
- When more than one Exclusive discount is applicable, the highest will be used.

- When Best price and Compounded are both applicable or if multiple of the same one is applicable, the highest discount will be used.

9. Select the **Discount account** menu and review the list.
10. In the Discount account box, enter **discount**.
11. The list will automatically filter.
12. In the results, select the Discount account number **403200**.
13. Review the other options, and then expand **Details**.
14. In the **Description** box, enter a description for the discount. For example, New Year discount offering 20% off.
15. Expand **Price/discount**.
16. In the Discount percentage box, enter **20.00**.
17. Expand **Validation period**.
18. Set the **Effective date** and **Expiration date** for the discount.
19. Be sure to set the expiration date in the future, otherwise the discount will not be shown in the Active discounts list.
20. Expand **Lines**.
21. On the menu, select **+ Add**.
22. Select the **Category** menu, and then select **Fashion (Fashion)**.
23. This will apply the discount to all products in the Fashion category.
24. Expand **Line details** and then, in the **Description** box, enter a description for the product lines. For example, All products in the Fashion category will be included in the discount.
25. At the top of the page, on the menu, select **Price groups**.
26. On the Price groups page, select the **Price group** menu.
27. Review the available price groups, select **Boston price group**, and then select **Save**.

28. In the top right of the Price groups page, select the **Close** icon.
29. On the Discounts page, in the Details tab, select the **Status** menu, and then select **Enabled**.
30. Notice discount settings can no longer be edited.
31. Save your changes, and then close the Discount page.
32. On the Pricing and discount management page, review the Active discounts tab, and verify your newly added discount is shown at the bottom of the list.

1. If necessary, in the top right, select the Refresh icon to refresh the discounts list.

lab: title: 'Lab 2: Create a product assortment' module: 'Module 3: Learn the Fundamentals of Microsoft Dynamics 365 Commerce'

Lab 2 - Create a product assortment

Objectives

You need to create an assortment of related products that are assigned to a specific commerce channel that will be made available at a future date.

Lab Setup

- **Estimated Time:** 10 minutes

Instructions

1. On the Finance and Operations page, in the top left, select the **Expand the navigation pane** hamburger menu.
2. In the navigation pane, select **Retail and Commerce > Catalogs and assortments > Assortments**.
3. Wait for the page to load.
4. On the Assortments page, select **+ New**.
5. In the New Record pane, expand **General**.
6. Select the **Effective date** box, and then select a date in the future.
7. In the **Assortment name** box, enter a name for the new assortment. For example, **New Spring Season**.
8. Set the **Expiration date** to **Never**.
9. The expiration date can be used to automatically deactivate a published assortment.
10. Expand **Commerce channels**.
11. On the Commerce channels menu, select **+ Add line**.
12. In Choose organization nodes, select the **Organization hierarchy** menu, and then select **Retail Stores by Type (Fabrikam)**.
13. In the **AVAILABLE ORGANIZATION NODES** list, select Online, and then select the Add  icon to add it to the **SELECTED ORGANIZATION NODES**.
This will add the parent node and all child nodes.
14. Add the **Mall** parent node, and then select **OK**.
15. Verify the two nodes have been added to the Commerce channels.
16. Expand **Products**.
17. On the Products menu, select **+ Add line**.

18. Select the **Category** menu, select **Team Sports (Team Sports)**, and then select **OK**.
19. This will add all child items of the parent category.
20. Review the last column named **Line type**. By default, all items will be included.
21. Select **+ Add line**, select the **Category** menu, expand **Team Sports (Team Sports)**, select **Baseball**, and then select **OK**.
22. To exclude an item from an already included larger category, in this case Team Sports, in the Line type column, change the value to **Exclude**.
23. Using the Baseball category row, select the **Products** menu.
24. When products within a category are defined, you can select a specific product to include or exclude. Select **AdultBaseballInfield**.
25. To remove an added product, delete contents of the product box, and then press the Tab key on your keyboard or select another area of the page.
26. On the top menu, select **Save**.
27. On the top menu, select **Publish**.
28. Review the information in the dialog box, and then select **Yes**.

1. The newly created product assortment will become available on the effective date.

lab: title: 'Lab 3: Dynamics 365 Commerce capstone lab' module: 'Module 3: Learn the Fundamentals of Microsoft Dynamics 365 Commerce'

Lab 3 - Dynamics 365 Commerce capstone lab

Objective

During this lab, you will explore the basics of Commerce headquarter setup. The core features include retail channel setup, assortment creation, and retail discount configuration.

Lab Setup

- Estimated time: 30 minutes

Instructions

Exercise 1: Explore Commerce Headquarters

Create a new store

1. On the landing page, in the top-right, verify the **USRT** company is selected.
2. If not, select the currently listed company and then enter **USRT**.
3. Using the navigation pane, select **Modules > Retail and Commerce > Channels > Stores > All Stores**.
4. In the Action Pane, select **+New** to create a new store.
5. In the New record window, use the settings in the following table to update the values:

Setting	Value
Name	Seattle Flagship Store
Store number	000098
Warehouse	Seattle
Shipping warehouse	Seattle
Store time zone	(GMT-08:00) Pacific Time
Functionality profile	FN001
Inventory lookup	Yes
Channel profile	Default
Offline profile	Default
Sales tax group	WA
Use destination-based tax	Yes
Customer address book	RetailCust
Employee address book	Seattle
Default customer	3002

6. In the Action Pane, select **Save**.
7. Select the **Statement/closing** FastTab and then enter the following updates:

Setting	Value
Statement amount calculation	Last
Maximum Difference > Posting	100.00

8. Select the **Financial dimensions** FastTab and then enter the following updates:

Setting	Value
BusinessUnit	004
RetailChannel	000210

9. Select the **Screen layout** FastTab.

10. In the **Screen layout ID** box, enter **◆◆◆A2CP16:9C**.
11. In the Action Pane, select **Save**.
12. In the Action Pane, select **◆◆◆Set-up** and then, in the **COPY** tab, select **Copy all**.
13. In the **Copy all** pane, select the **◆◆From◆◆store** menu and then select **ANNAPOL**.
14. If necessary, select the **◆◆To◆◆store** menu and then select **00098**.
15. Select **◆◆OK**.
16. Verify the success message is displayed and then close the page.

Add a group of products to an assortment and publish

1. Using the navigation pane, select **◆◆◆Modules > Organization administration > Organizations > Organization hierarchies**.
2. In the navigation list, select **Retail Stores by Region**.
3. In the Action Pane, select **◆◆◆View**.
4. On the Hierarchy designer page, in the Action Pane, select **◆◆◆Edit**.
5. On the **West** tile, select **◆◆◆the ellipsis (...)** icon.
6. On the Hierarchy designer page, select **◆◆◆Insert > Retail channel**.

7. In the **Retail channel** pane, select **Seattle Flagship Store** and then select **OK**.
8. In the Action Pane, select **Save**.
9. In the dialog box, review the information and then select **Close**.
10. In the Action Pane, select **Publish**.
11. In the **Publish changes** pane, in the **Effective date** box, select the first day of the current month.
12. In the **Describe changes** box, enter **Addition of Seattle Flagship Store** and then select **Publish**.
13. In the dialog box, review the information and then select **Close**.
14. In the Action Pane, select **Save**.
15. In the dialog box, review the information and then select **Close**.
16. Close the page.
17. Using the navigation pane, select **Modules > Retail and Commerce > Catalogs and assortments > Assortments**.
18. On the Assortments page, select **AW-Outlet**.
19. In the Action Pane, select **Edit**.
20. In the dialog box, select **Yes** to confirm the edit selection.
21. On the AW-Outlet page, select the **Commerce channel** FastTab.
22. On the toolbar, select **+Add line**.
23. In the **Choose organization nodes** pane, select the **Organization hierarchy** menu and then select **Retail Stores by Region**.
24. Under **AVAILABLE ORGANIZATION NODES**, select **Seattle Flagship Store** and then select the **Add** right arrow icon to add it to **SELECTED ORGANIZATION NODES**.
25. Select **OK**.

26. In the Action Pane, select **Publish**.
27. In the dialog box, review the information and then, select **Yes**.
28. In the Action Pane, select **Edit**.
29. In the **confirmation** dialog box, select **Yes**.
30. On the AW-Outlet page, select the **Products** tab.
31. On the AW-Outlet page, select **+Add line**.
32. Select the **Category** menu, select **Team Sports**, and then select **OK**.
33. In the Action Pane, select **Publish**.

Run the retail scheduler job for products

1. Using the navigation pane, select **Modules > Retail and Commerce > Retail and Commerce IT > Distribution schedule**.
2. In the **navigation** list, select **1040 (Products)**.
3. In the Action Pane, select **Run now**.
4. In the **Incremental sync with schedule '1040'** pane, review the information and then select **OK**.

Create a new product discount

1. Using the navigation pane, select **Modules > Retail and Commerce > Pricing and discounts > All discounts**.
2. In the Action Pane, select **New > Discount**.
3. On the Discounts page, in the **Name** box, enter **Store Opening**.
4. On the **Details** FastTab, in the **Description** box, enter **Store Opening 20% Off**.
5. On the **Price/discount** FastTab, in the **Discount percentage** box, enter **20.00**.

6. On the **Validation period** FastTab, in the **Effective date** box, enter a date from the previous month.
7. In the **Expiration date** box, enter a date one week from the current date.
8. On the **Lines** FastTab, on the toolbar, select **+ Add**.
9. Under the **Category** column, select the menu, select **Team Sports**, and then select **OK**.
10. In the Action Pane, select **Save**.
11. In the Action Pane, select **Price groups**.
12. On the Price groups page, select the **Price groups** menu and then select **West**.
13. In the Action Pane, select **Save**.
14. Using the navigation pane, select **Modules > Retail and Commerce > Pricing and discounts > All discounts**.
15. In the navigation list, select **ST100101**.
16. On the **General** FastTab, select the **Status** menu and then select **Enabled**.
17. In the Action Pane, select **Save**.
18. Close the form.
19. Using the navigation pane, select **Modules > Retail and Commerce > Retail and Commerce IT > Distribution schedule**.
20. In the navigation list, select **1020 (Products)**.
21. In the Action Pane, select **Run now**.

1. In the Incremental sync with schedule '1020' pane, review the information and then select OK.

lab: title: 'Lab 1: Dynamics 365 Human Resources capstone lab' module: 'Module 4: Learn the Fundamentals of Microsoft Dynamics 365 Human Resources'

Lab 1 - Dynamics 365 Human Resources capstone lab

Objective

During this lab, you will explore the onboarding process for a new employee, including the creation of an employee record. You will also review the performance review process involving goal setting and performance rating. Additionally, you will use self-service features to submit an expense report.

Lab Setup

- Estimated time: 20 minutes

Exercise 1: Explore Human Resources

Create a new hire record

1. Using the navigation pane, select **Modules > Human resources > Positions > Positions**.
2. In the Action Pane, select **+New** to create a new position.
3. On the **Create new position** dialog box, select the **Job** menu then select **Store Manager**.
4. Select **Create position**.
5. Using the navigation pane, select **Modules > Workers > Employees**.
6. In the Action Pane, select **+New** to create a new employee.
7. In the **Hire new worker** pane, enter the following updates then select **Hire and add details**.

Setting	Value
First name	Bill
Last name	Smith
Employment start date	Select the current date

Create a goal for the new hire

1. In the Action Pane, select **Worker**.
2. Under the **DEVELOPMENT** tab, select **Goals**.
3. You may need to scroll right to see the tab.
4. In the Action Pane, select **+New** to create a new goal.
5. On the **General** FastTab, enter the following updates:

Setting	Value
Name	Quarterly Sales Goal
Overview	Help the store team reach the quarterly sales goal.
Goal category	Sales

Setting	Value
Start date	Select a date one week from the current date
End date	Select date 2 weeks after Start date

6. In the Action Pane, select **Save**.
7. Close the Quarterly Sales Goal page.
8. Close the Goals | Bill page.

Assign learning course to the new hire

1. On the Employees page for Bill, in the Action Pane, select **Worker**
2. Under the **COMPETENCIES** tab, select **Courses**.
3. You may need to scroll right to see the tab.
4. In the Action Pane, select **+New** to create a new course.
5. In the grid view, in the **Course ID** column, select the menu and then select **00004**.
6. On the **Transfer course data** dialog box, select **Yes**.
7. In the **Start date** column, select the calendar icon and then select today's date.
8. In the **End date** column, select the calendar icon and then select a date two weeks from today's date.
9. In the Action Pane, select **Save**.
10. Close the Courses | Bill page.

Create an expense report

1. Using the navigation pane, select **Modules > Human Resources > Workspaces > Employee self service**.
2. Under the **My career information** section, in the **Expenses** tile, select **New Report**.
3. In the **New expense report** pane, select the **Purpose** menu, select **Training**, and then select **OK**.

4. In the **Expenses** grid, in the new expense line, enter the following updates:

Setting	Value
Transaction date	Select today's date
Expense category	Car Rental
Merchant	LitWare Travel
Transaction amount	150.00

5. Using the lab virtual machine, open **Notepad**.
6. In the notepad body, enter **LitWare Travel receipt**.
7. Save the file to the Desktop as **Receipt.txt** and then close Notepad.
8. You will use this file to represent a receipt to attach to an expense report.
9. Return to the Microsoft Dynamics 365 Finance & Operations browser tab.
10. In the Action Pane, select **Header receipts**.
11. In the **Header receipts** pane, select **Upload and attach new receipt**.
12. Select **Browse**.
13. Select the **Receipt.txt** file you created earlier and then select **Open**.
14. In the **Notes** box, enter **Car rental** and then select **Upload**.
15. Select the **Receipt** check box and then select **Select lines**.
16. In the **Attach receipts to line** pane, select the **150.00 LitWare Travel** check box and then select **OK**.
17. Select **Close**.
18. In the Action Pane, select **Workflow** and then select **Submit**.
19. In the **Expense report - USMF - Submit** pane, in the **Comments** box, enter **Please review my expense report**.
20. Select **Submit**.

Record performance journal

1. Using the navigation pane, select **Modules > Human resources > Performance > Performance journal**
2. In the Action Pane, select **+New**.
3. On the **New journal** page, enter the following updates.

Setting	Value
Title	Attended Training
Description	Completed business training for Store Manager
Person	Bill Smith
Date completed	Today's date

4. In the Action Pane, select **Save**.
5. In the Action Pane, select **Add to goal**.
6. Select **Quarterly Sales Goal** and then select **OK**.
7. Close the Performance journal page.

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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. ⁷

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{ { activity.demo.title } }	1