

Demo script - General ledger and financial insights

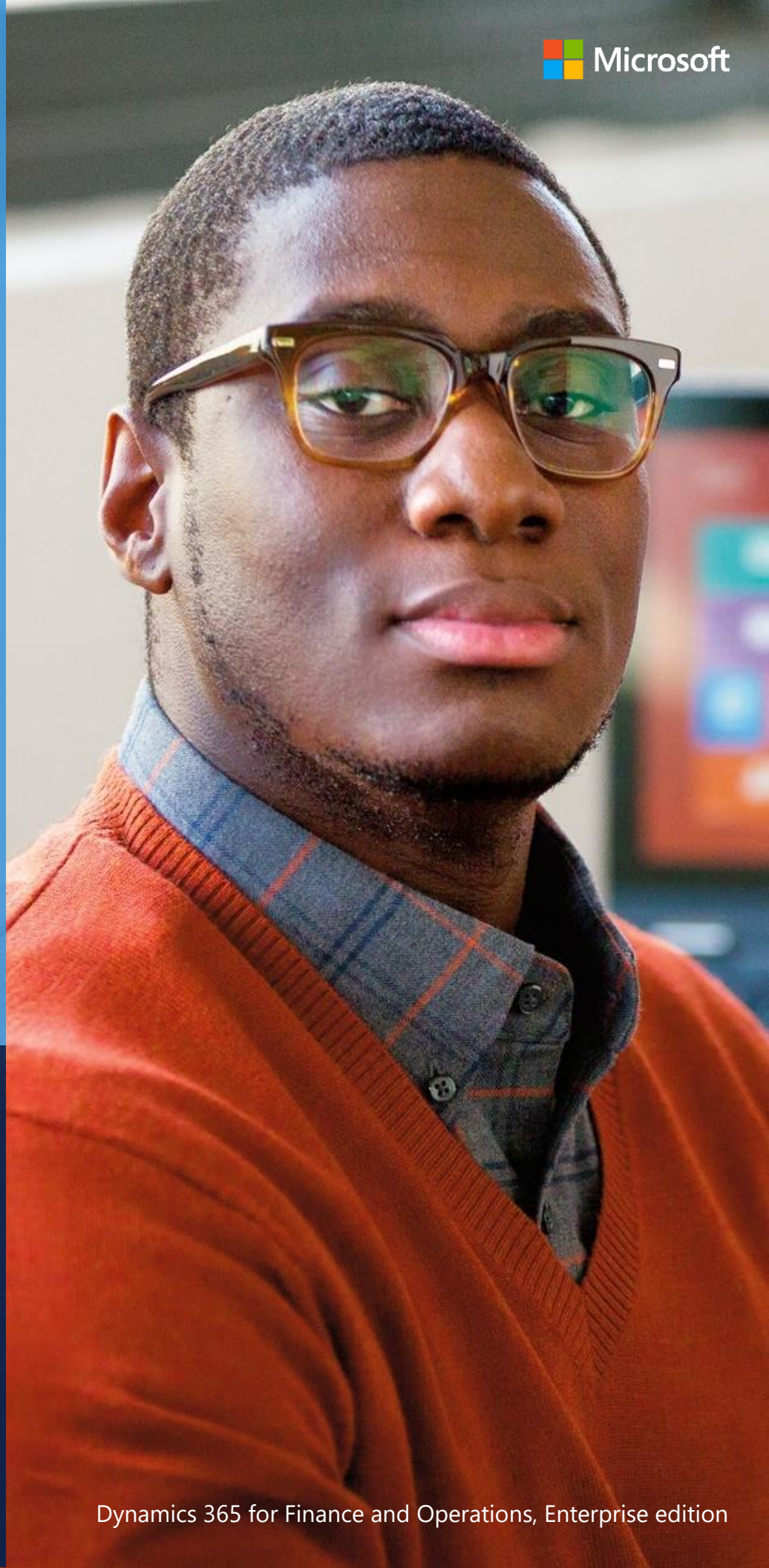
This document walks you through the process of coordinating and managing period-end processes across multiple companies.

Demo script

December 2017

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Demo script - General ledger and financial insights

This document walks you through the process of coordinating and managing period-end processes across multiple companies.

The following data packages are required: System and Shared, Financials HQUS, Financials HQEU, Financial transactions – HQEU, and Financial transactions – HQUS

The following user and role are required: Phyllis, Accounting manager

The following legal entity is required: HQUS

Participants	Role	Notes, open items, and questions
Phyllis	Accounting manager	Hardwired Microsoft Surface or laptop Make sure that you're in the HQUS company the whole time. Sign in as an admin: Administrator@contosoax7.onmicrosoft.com.

Prerequisites

Year-end close

- 1 Select **General ledger** > **Period close** > **Year end close**.
- 2 Select **New**, and enter a name.
- 3 Select **Fiscal** as the fiscal calendar.
- 4 Select **Save**, and then select **Add**.
- 5 Select **HQUS** and **HQEU** as the two legal entities. Verify that **300000** is set as the Retained earnings account.
- 6 Set the **Transfer balance sheet dimensions** option to **Yes**.
- 7 Select **Save**, and then select **Run fiscal close**.
- 8 Select both legal entities.
- 9 In the **Close** slider, select **2015** as the fiscal year.
- 10 Enter a voucher, and then select **OK**.
- 11 After the process is completed, repeat these steps for fiscal year 2016.

Financial insights

- 1 Select **System administration** > **Entity store**.
- 2 Select the following entities, and then select **Refresh**:
 - CustCreditCollections
 - All Financial reporting entities:
 - FinancialReportingOtherData
 - FinancialReportingReferenceData
 - FinancialReportingTransactionData
 - LedgerCov
 - Sales cube
 - Purchase cube
 - VendPaymentBIMeasure

Financial period close

- 1 Select **General ledger** > **Period close** > **Financial period close configuration**.
- 2 On the **Calendars** tab, select **New**, and follow these steps:
 - a Set the **Calendar** field to **5 day**, and enter **5 working days** as the name.
 - b Set the start date to **1/1/2017** and the End date to **12/31/2018**.
 - c Select **Monday, Tuesday, Wednesday, Thursday, and Friday** as days of the week.
 - d Select **Create**.
- 3 Select **Task areas**, and then select **New**. Add the following task areas, in the following order:
 1. Accounts payable
 2. Accounts receivable
 3. Inventory
 4. Project
 5. Fixed assets
 6. Bank
 7. Tax
 8. General ledger
- 4 On the **Closing roles** tab, then select click **New**. Add the following closing roles:
 - Accounting manager
 - AP Invoicing Clerk
 - AP Payments Clerk
 - Accountant
 - AR Invoicing Clerk
 - AR Payments Clerk
 - Collections Agent
 - Project Accountant
 - Treasurer
- 5 On the **Resources** tab, select **New**, and select **Julia Funderburk** as the employee.

- 6 Under **Closing roles**, select **Add**, and select **Accounting manager**. You can either select **Julia Funderburk** for all roles or create separate users for your demo.
- 7 Select both **HQUS** and **HQEU** as the companies.
- 8 On the **Templates** tab, select **Open in Microsoft Office**, and then select **Financial period close template tasks (unfiltered)**. In Microsoft Excel, select **Enable Editing**, and make sure that your user is already signed in. We recommend that you do this step before the demo. Occasionally, the user isn't signed in, and you must exit Excel and re-export the data to get the option to sign in. Exit Excel, and discard any changes.



PeriodEndClos

- 9 On the **Currency revaluation** row, in the **Task link** column, select **General ledger > Periodic tasks > Foreign currency revaluation**. Select **OK** to save the menu item.
- 10 On the **Year end close** row, in the **Task link** column, select **General ledger > Period close > Year end close**. Select **OK** to save the menu item.
- 11 Select **Closing schedules**, select **New**, and follow these steps:
 - a Name the schedule **Year end**.
 - b Set the start date to **01/01/2017** and the end date to **12/31/2017**.
 - c Select **Year end** as the template.
 - d Select both **HQUS** and **HQEU** as the companies, and then select **Create**.

Overview

The demo starts in the **Financial period close** workspace, and shows how you can coordinate and manage your period-end processes across multiple companies. We will review the rule-based account structures as we make a change to an existing structure. Then, as we go through a few of the quarter-end processes, we will see the intercompany functionality, the account and dimension entry experience, and how you can manage processes for multiple companies at the same time. We will review financial reports by company and business unit. We will also update the forecast after the quarter has ended. Finally, we will look at the workspace where the chief financial officer (CFO) can review the state of the business on a single page.

Demo steps

The demo should not exceed 20 minutes.

Section	Demo steps	Talking points
Step 1. Open the start page	<ol style="list-style-type: none"> 1 In a browser, open the URL (for example, https://testax1aos.cloud.test.dynamics.com/). 2 Switch to the HQUS company. 	<p>The default dashboard has a banner that is branded for the customer. It also has a list of workspaces that is tailored to the current user's roles. Finally, it has favorites and recent items.</p>
Step 2. Open workspaces, and access the financial period close	<ol style="list-style-type: none"> 1 Select Year end in the drop-down list. 2 Select Status by area. 3 In the Company field, select HQUS. 4 Select General ledger. 	<ul style="list-style-type: none"> • The Financial period close workspace lets you manage period-end activities across multiple companies and modules. • The workspace shows whether a period-end task depends on another task, and when it's due. There are multiple pivots on the workspace, in case you want to view tasks by area or company.
Step 3a. Add a financial dimension	<ol style="list-style-type: none"> 1 Select Add new accounts and dimensions. 2 Select New, and then, in the Use values from field, select Custom dimension. 3 Create a dimension if you want, but be sure to talk about custom dimensions versus entity-backed dimensions. Select an entity-backed dimension, and then select Dimension Values. Ignore the activation message. Point out that the values are already filled in for entity-backed dimensions. 4 Close the page. 	<p>The financial dimensions that you create can be custom, where the dimension values are defined specifically for the dimension. Alternatively, they can be backed by an existing entity, so that default dimension values are filled in.</p>

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<p>Step 3b. Complete the task to update the account structures</p>	<ol style="list-style-type: none"> 1 Select Update account posting rules. 2 Select Profit and Loss. 3 Expand the Advanced rules section of the FactBox. 4 Select Intercompany sales. 5 Explain that this rule will apply only when the main account is 402300. When that account is entered, a TradingPartner value will be required, and the user will be prompted to enter a value. 6 Close the pages, and return to the Financial period close workspace. 7 Mark Update account structures as completed. 	<ul style="list-style-type: none"> • Account structures lets users have a rule-based system for their valid account and dimension values. This functionality reduces the maintenance for accountants as their business changes (for example, as new accounts are created and cost centers change). • Advanced rules simplify the entry experience by requiring that users enter dimensions only when they are required, based on a specific rule, and by helping users enter those dimensions. Therefore, users don't have to remember their rules and chart of accounts. • In Microsoft Dynamics 365 for Finance and Operations, Enterprise edition, the Microsoft Office experience is built into every page. In this example, an accountant who wants to edit using Excel can click the Office add-in symbol, export to Excel, and then publish the changes back.
<p>Step 4. Post general journal adjustments</p>	<ol style="list-style-type: none"> 1 Select General journal adjustments. 2 Select New, select GJ, and then select Lines. 3 Select HQUS as the company and 402300 as the account. Then select 002 Auto for the BU dimension, 022 sales for Department, 007 Trade Shows for Cost Center, and HQEU for TradingPartner. Enter \$1,150.00 as the credit amount. 4 Select HQEU as the offset company and 133100 as the account. Select HQUS for the TradingPartner dimension. 5 Post the journal. 6 Optional: Show this experience in Excel, or do both to show the integration with Microsoft Office. 	<ul style="list-style-type: none"> • At the end of a period, users enter adjustments, based on their reconciliation of data. You can do a single intercompany transaction on one line. • Also, notice that where we know there will be heavy Excel usage, we have chosen to promote the Office add-in experience. • Be sure to use the drop-down list to make your selections for account, department, and so on, and point out that after you select an intercompany sales account, the additional TradingPartner dimension is required.

Section	Demo steps	Talking points
<p>Step 5. Run currency revaluation</p>	<ol style="list-style-type: none"> 1 Select General ledger > Foreign currency revaluation. 2 Select Foreign currency revaluation. 3 Enter 12/1/2017 as the “from” date and 12/31/2017 as the “to” date. 4 In the Main accounts to revalue field, select All. 5 Select HQUS and HQEU as the legal entities to revalue. 6 In the Currencies to revalue field, select all currencies. 7 Set the Preview before posting option to Yes. 8 Select OK. 9 Review the results. 	<ul style="list-style-type: none"> • Currency revaluation can be run for multiple companies at the same time. If you revalue all main accounts, the revaluation process considers each account setting to see whether the account is flagged for revaluation and the type of exchange rate that should be used. • The preview lets you see the results and details before you post. You can also export the results to Excel, or you can choose to post one company at a time.
<p>Step 6. Put periods on hold</p>	<ol style="list-style-type: none"> 1 Select Stop period. 2 Select Period 12. 3 In the grid, select Select all. 4 Select Update period status. 5 Select On Hold. 6 Close the page, and return to the Financial period close workspace. 	<p>The end of a quarter involves many steps, but when you manage your accounting from a shared location, you can manage all companies from one location. Here, you will soft-close period 3 for all companies.</p>
<p>Step 7. Run the year-end close</p>	<ol style="list-style-type: none"> 1 Select General ledger > Year end close. 2 Select New, and name the group. 3 Select the fiscal calendar that should be used to select relevant companies. 4 Add HQUS and HQEU as legal entities. 5 Specify the Retained earnings account. 6 Select how financial dimensions should be handled. 7 Select Run fiscal close, and then select HQUS and HQEU. 8 Select 2017 as the fiscal year, and specify a voucher. 9 Select OK. 	

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<p>Step 8. Update the forecast, based on the quarter financials</p>	<ol style="list-style-type: none"> 1 Select the Refresh budget forecast link. 2 In the Generate budget plan from general ledger page, in the Action field, select Replace the existing budget. 3 In the Aggregate total field, select Fiscal period. 4 Select 2017 as the fiscal year, and 1 as the "from" period and 12 as the "to" period. 5 Select Revenue and expense as the account type. 6 Select Current year forecast as the budget planning process. 7 Select a document number, and then select OK. 8 Close the page, and return to the Financial period close workspace. 	<p>Most companies have transitioned to dynamic forecasting, because this approach gives them a more accurate view of their forecasted spend. The Generate budget plan from general ledger page simplifies this process because you must make only a few selections to run the process. After just a few clicks, you have an updated forecast for analysis.</p>
<p>Step 9. Review financial insights</p>	<ol style="list-style-type: none"> 1 Select Review Financial insights. 2 Change the company filter to HQUS. 	<p>The Review Financial Insights workspace is a workspace that the CFO, controller, and accounting manager can use to review crucial key performance indicators (KPIs) and data across financials that are important to them.</p>

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