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Microsoft Dynamics 365 Business Central Functional Consultant

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QUESTION 1

DRAG DROP

You are setting up approval workflows in Dynamics 365 Business Central.

You need to configure approval limits.

Which approver limit types should you use? To answer, drag the appropriate approver limit types to the correct requirements. Each approver limit type may be used once, or not at all. You may need to drag the split bar between panes or

scroll to view content.

NOTE: Each correct selection is worth one point.

Select and Place:

Approver limit types	Answer Area	
Direct approver	**Requirement**	**Approver limit type**
Specific approver	Route approval requests to the approver defined in Approval User Setup, regardless of the amount.	Approver limit type
First Qualified approver	Route approval requests to the approver defined in the Workflow Response, regardless of the amount.	Approver limit type
Approver Chain	Route approval requests to a user who can approve requests for the required amount.	Approver limit type

Correct Answer:

Approver limit types	Answer Area	
	Requirement	**Approver limit type**
	Route approval requests to the approver defined in Approval User Setup, regardless of the amount.	Direct approver
	Route approval requests to the approver defined in the Workflow Response, regardless of the amount.	Specific approver
Approver Chain	Route approval requests to a user who can approve requests for the required amount.	First Qualified approver

Reference: https://ebs.com.au/blog/how-approver-limit-type-works-for-purchase-order-workflows-in-microsoft-dynamics-365

QUESTION 2

DRAG DROP

A company uses Dynamics 365 Business Central.

The company bills thousands of sales invoices for recurring subscription services on a monthly basis.

You need to ensure recurring sales invoices are automatically created for the same subscription services.

Which four actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:

Actions

Update the Insert Rec. Lines on Invoices to **Always Ask**.

Configure the Standard Sales Lines Card by defining the Code field, enter Subscription details and choose the appropriate G/L account.

Update the Insert Rec. Lines on Invoices to **Manual**.

Open the Customer List page and select the customer for recurring billing services. Click on the customer, select **Related, Sales**, and then **Recurring Sales Lines**.

Update the Insert Rec. Lines on Orders on Invoices to **Automatic**.

Assign the Standard Sales Lines Card to recurring subscription services.

Run the Create Recurring Sales Invoices task batch job.

Answer area

1

2

3

4

Correct Answer:

Actions

Update the Insert Rec. Lines on Invoices to **Always Ask**.
Configure the Standard Sales Lines Card by defining the Code field, enter Subscription details and choose the appropriate G/L account.
Update the Insert Rec. Lines on Invoices to **Manual**.
Open the Customer List page and select the customer for recurring billing services. Click on the customer, select **Related**, **Sales**, and then **Recurring Sales Lines**.
Update the Insert Rec. Lines on Orders on Invoices to **Automatic**.
Assign the Standard Sales Lines Card to recurring subscription services.
Run the Create Recurring Sales Invoices task batch job.

Answer area

1	Open the Customer List page and select the customer for recurring billing services. Click on the customer, select **Related**, **Sales**, and then **Recurring Sales Lines**.
2	Assign the Standard Sales Lines Card to recurring subscription services.
3	Update the Insert Rec. Lines on Orders on Invoices to **Automatic**.
4	Run the Create Recurring Sales Invoices task batch job.

Step 1: Open the Customer List page and select the customer for recurring billing services. Click on the customer, select Related Sales, and then Recurring Sales Lines.

If you often need to create sales lines with similar information, you can set up standard lines that you can then insert on recurring sales documents, for example, for recurring replenishment orders.

Set up recurring sales lines

Choose the Search icon, enter Recurring Sales Lines, and then choose the related link.

On the Recurring Sales Lines page, choose the New action.

On the General FastTab, fill the fields as necessary. Hover over a field to read a short description.

On the Lines FastTab, enter information in the fields to prepare sales lines that reflect the standard lines that you expect

to use as recurring lines on sales documents.

Step 2: Assign the Standard Sales line card to reoccurring subscription services.

Assign recurring sales lines to a customer.

Assign one or more recurring sales lines to a customer so that they are available to insert on sales documents for that customer.

Choose the Search icon, enter Customers, and then choose the related link.

Open the card for a relevant customer.

Choose the Recurring Sales Lines action.

On the Recurring Sales Lines page, select codes for the recurring sales lines that you want to be able to insert on sales documents for the customer.

Fill in the other fields to define when, how, and where the recurring sales lines are to be used.

If you plan to use the recurring sales lines set together with the Create Recurring Sales Invoices batch job, use the Valid From Date and Valid To Date fields to restrict when the recurring sales lines are used for creation of invoices.

6. In the four fields where you select how the lines are inserted on four document types, select one of the following options.

*

 Automatic(correct, see step 3 below):

*

 Manual (incorrect)

*

 Always ask (incorrect)

Step 3: Update the Insert Rec. Lines on Orders on Invoices to automatic

*

 Automatic

If multiple recurring sales lines exist for the customer, you will get a notification from where you can pick which one to insert. If only one recurring sales line exists, it will be inserted automatically.

This only works if the new document was created from a document list, for example by choosing the New action on the Sales Orders page. It does not work if the document was created from a customer card, for example.

Step 4: Run the Create Recurring invoices task batch job.

Create multiple sales invoices based on recurring sales lines.

You can use the Create Recurring Sales Invoices batch job to create sales invoices according to standard sales lines that are assigned to the customers and with posting dates within the valid-from and valid-to dates that you specify on the

standard sales lines.

Choose the Search icon, enter Create Recurring Sales Invoices, and then choose the related link.

On the Create Recurring Sales Invoices page, fill in the fields as necessary.

In the Code filter field, enter the code for standard sales lines that are assigned to a customer that you want to create sales invoices for.

Choose the OK button.

Sales invoices are created for the customers with the specified standard customer sales code, and any specified direct-debit information, for posting on the specified date.

Incorrect:

* Configure the Standard Sales Lines Card..

Reference: https://learn.microsoft.com/en-us/dynamics365/business-central/sales-how-work-standard-lines

QUESTION 3

You are implementing Dynamics 365 Business Central Online.

Users must be added to Business Central for the first time.

You need to add the users.

Which action should you use?

A. Get New Users from Office 365

B. Create a new entry on the User Setup page

C. Update Users from Office 365

D. Import User Groups

Correct Answer: A

Reference: https://dankinsella.blog/add-user-in-business-central-cloud/

QUESTION 4

HOTSPOT

A company uses Dynamics 365 Business Central.

The company plans to configure a customer card based on the following requirements:

1.

Process payments through a bank account.

2.

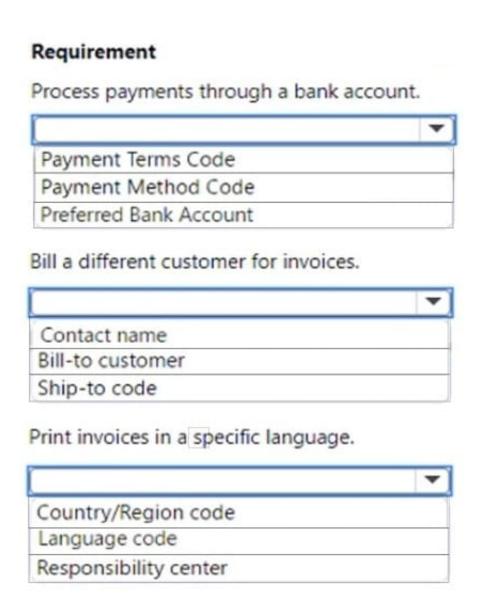Bill a different customer for invoices.

3.

Print invoices in a specific language.

You need to configure the customer card.

Which components should you use? To answer, select the appropriate options in the answer area.

NOTE: Each correct selection is worth one point.

Hot Area:

Requirement

Process payments through a bank account.

Payment Terms Code
Payment Method Code
Preferred Bank Account

Bill a different customer for invoices.

Contact name
Bill-to customer
Ship-to code

Print invoices in a specific language.

Country/Region code
Language code
Responsibility center

Requirement

Process payments through a bank account.

	▼
Payment Terms Code	
Payment Method Code	
Preferred Bank Account	

Bill a different customer for invoices.

	▼
Contact name	
Bill-to customer	
Ship-to code	

Print invoices in a specific language.

	▼
Country/Region code	
Language code	
Responsibility center	

Box 1: Payment Method Code To assign a payment method to a customer or vendor

1.

Choose the Search icon, enter Customer or Vendor, and then choose the related link.

2.

In the Payment Method Code field, choose the method to use by default for the customer or vendor.
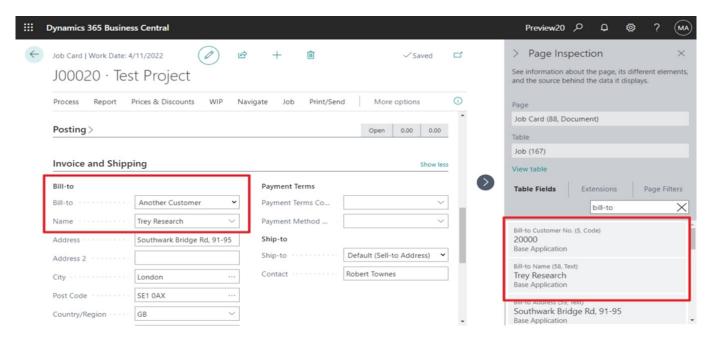
Note: Payment methods define the way you prefer for customers to pay you, and how you like to pay your vendors. The method can vary for each customer or vendor. Examples of typical payment methods are bank, cash, check, or account.

Box 2: Bill-to customer

Now you can set Sell-to Customer and Bill-to Customer into different customers.

Example:

Box 3: Language code

Language handling on documents based on the order language code coming from the Customer or Vendor.

If you have documents that you want to print in the language of the recipient rather than in your own working language, you can add a single line of code in the document to handle this. This functionality is already enabled for most reports in

the standard Business Central database. The document is printed in the language that is specified in the Language Code field on the Customer Card page.

Reference: https://learn.microsoft.com/en-us/dynamics365/business-central/finance-payment-methods

https://yzhums.com/23423/

https://learn.microsoft.com/en-us/dynamics365/business-central/dev-itpro/developer/methods-auto/report/reportinstance-language-method

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QUESTION 5

Two cash receipts were applied to a posted sales transaction. The first receipt was applied in error.

You need to remove the first cash receipt from the posted sales transaction.

Which set of steps should you perform?

A. 1. Navigate to Unapply Entries from the relevant customer ledger entry.

2.

 Unapply the second payment.

3.

 Unapply the first payment.

4.

 Apply the second payment to the customer ledger entry.

B. 1. Navigate to Reverse Transaction from the relevant detailed customer ledger entry.

2.

 Reverse the second payment.

3.

 Reverse the first payment.

4.

 Apply the second payment to the customer ledger entry.

C. 1. Navigate to Reverse Transaction from the relevant customer ledger entry.

2.

 Reverse the second payment.

3.

 Reverse the first payment.

4.

 Apply the second payment to the customer ledger entry.

D.

1. Post a reversing Cash Receipt and select the customer and relevant payment entry.

2. Navigate to Unapply Entries from the relevant customer ledger entry.

3.

 Unapply the payment.

Correct Answer: A

Reference: https://docs.microsoft.com/en-us/learn/modules/enter-payments-dynamics-365-business-central/3-unapply

QUESTION 6

DRAG DROP

A company uses Dynamics 365 Business Central.

The accounting manager wants partially shipped and invoiced sales orders that will not be fulfilled to not be displayed on the active page (Open Sales Order list). Deleted sales orders must be available for reporting of ordered and delivered

quantities.

You need to configure sales orders.

In which order should you perform the actions? To answer, move all actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:

Actions

Change the sales order status to **Released**.
Enable **Archive Sales Orders** in Sales & Receivables Setup.
Run the Delete Invoiced Sales Orders job.
Change the sales order status to **Open**.
Reduce the sales order quantity to match the shipped quantity.

Answer area

Correct Answer:

Actions

Answer area

Enable **Archive Sales Orders** in Sales & Receivables Setup.
Change the sales order status to **Open**.
Reduce the sales order quantity to match the shipped quantity.
Change the sales order status to **Released**.
Run the Delete Invoiced Sales Orders job.

Step 1: Enable Archive Sales Orders in Sales and receivables Setup.

The following procedure describes how to set up automatic archiving of sales documents. The steps are similar for purchase documents.

1.

Choose the Lightbulb that opens the Tell Me feature. icon, enter Sales and Receivables Setup, and then choose the related link.

2.

On the Archiving FastTab, specify whether to turn on automatic archiving for the various types of sales documents. Hover over a field to read a short description.

You can set up automatic archiving of sales and purchase orders, quotes, blanket orders, and return orders. When automatic archiving is turned on, a new version of the archived document is created when someone does the following things:

Changes or deletes a document.

Prints, downloads, or sends a document by email.

Converts a quote to an order or invoice.

Posts an order.

Step 2: Change the sales order status to Open.

Step 3: Reduce the sales order quantity to match the shipped quantity.

Step 4: Change the sales order status to Released.

Step 5: Run the Delete Invoiced Sales Order Job.

If you work with sales orders, and you ship the line from the sales orders, but you post them from a sales invoice, where you have collected the sales shipment line, then you have some open sales orders that you would like to delete, you can

do that manually or you can do that with a batch job.

Reference:

https://usedynamics.com/business-central/sales/delete-with-batch-job/

https://learn.microsoft.com/en-us/dynamics365/business-central/across-how-to-archive-documents

QUESTION 7

You need to enforce restrictions for salespeople and regions to meet the requirements for Commission. What should you do?

A. Set Salesperson and Region dimensions to Limited.

B. Assign Default Dimension Priorities to list Salesperson first.

C. Set the dimension combination between the Salesperson and the Region to Blocked.

D. Add Default Dimensions for Salesperson on Customer Cards.

Correct Answer: A

Reference: https://docs.microsoft.com/en-gb/dynamics365/business-central/finance-dimensions

QUESTION 8

A company uses Dynamics 365 Business Central. You manage customer master data for the company.

You need to create new customers.

What are three possible ways to achieve the goal? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

A. On the Contacts page, select Related Information and then select Customer.

B. On the Contacts page, select Create as Customer.

C. On the Configuration Template Header for the customer table, select Create Instance.

D. On the Customers page, select New.

E. On the Customer card, select Apply Template.

Correct Answer: BCD

References: https://docs.microsoft.com/en-gb/dynamics365/business-central/sales-how-register-new-customers https://docs.microsoft.com/en-gb/dynamics365/business-central/admin-use-templates-to-prepare-customer-data-for-migration

QUESTION 9

DRAG DROP

A company uses Dynamics 365 Business Central.

A user creates two accounts for the same vendor. Both accounts have open vendor ledger entries.

You need to merge any open entries from the second vendor account to the first vendor account and then delete the second vendor account.

Which three actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:

Actions

On the Vendor card, select **Apply Template.**
On the Merge Duplicated page, choose the Merge action.
Select the duplicate customer in the Merge With field.
On the Vendor Card page, choose the Merge With action.

Answer area

1	
2	
3	

Correct Answer:

Actions

On the Vendor card, select **Apply Template.**

Answer area

1	On the Vendor Card page, choose the Merge With action.
2	Select the duplicate customer in the Merge With field.
3	On the Merge Duplicated page, choose the Merge action.

Merge Duplicate Records

The following procedure is based on a customer card. The steps are similar for a vendor and contact cards.

1.

Choose Search icon, enter Customers, and then choose the related link.

2.

Select the customer that you know or suspect that a duplicate record exists for, and then choose the Edit action.

3.

On the Customer Card page, choose the Merge With action.

(Step 1: On the Vendor Card page, choose the Merge with action.)

4.

On the Merge Duplicate page, in the Merge With field, select the customer that you believe is a duplicate of the one you have opened, indicated in the Current field.

(Step 2: Select the duplicate customer(sic!) in the Merge With field.

Should read: Select the duplicate vendor in the Merge With field.)

..some details omitted..

5.

 For each field where you want to use another value than the current one, select the Override check box. The value in

the Alternate Value field will then be transferred to the current record when you complete the process.

6.

When you have finished selecting which values to keep or override, choose the Merge action.

(Step 3: On the Merge Duplicated page, choose the Merge action)

For each field where you want to use another value than the current one, select the Override check box. The value in the Alternate Value field will then be transferred to the current record when you complete the process.

When you have finished selecting which values to keep or override, choose the Merge action.

7.

If no conflicts are found, choose the Yes button in the confirmation message box.

8.Etc.

Reference: https://learn.microsoft.com/en-us/dynamics365/business-central/sales-how-merge-duplicate-records

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QUESTION 10

DRAG DROP

You are setting up a new company for a customer.

The customer wants you to filter the view to show all customers in the My Customers list and calculate the year-to-date sales.

You need to apply the filter.

Which four actions should you perform in sequence? To answer, move the appropriate entities from the list of actions to the answer area and arrange them in the correct order.

NOTE: More than one order of answer choices is correct. You will receive credit for any of the correct orders you select.

Select and Place:

Actions

Add the Date Filter as a Filter total. Then enter **W-CY..W**.

Open the filter pane. Then select the **No**. field and set the filter to **% MYCUSTOMERS**.

Open the customer list.

Add the Date Filter as a Filter total. Enter **Y** for year.

Open the customer card.

Save the view by naming it **Sales for my customers this year**.

Open the filter pane. Then select the **No**. field and set the filter to all the customer numbers from the My Customers list, separated by a pipe character.

Answer Area

Correct Answer:

Actions

Add the Date Filter as a Filter total. Then enter **W-CY..W**.

(empty)

(empty)

(empty)

Open the customer card.

(empty)

Open the filter pane. Then select the **No.** field and set the filter to all the customer numbers from the My Customers list, separated by a pipe character.

Answer Area

Open the customer list.

Open the filter pane. Then select the **No.** field and set the filter to **% MYCUSTOMERS**.

Add the Date Filter as a Filter total. Enter **Y** for year.

Save the view by naming it **Sales for my customers this year**.

Reference: https://docs.microsoft.com/en-us/dynamics365/business-central/ui-enter-criteria-filters

QUESTION 11

DRAG DROP

You need to undo an incorrectly posted purchase receipt from a related purchase order.

Which four actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:

Actions
Select **Undo Receipt**.
Change the status of the purchase order from **Release** to **Open**.
Select **Cancel**.
Choose **Receipts** and then open the incorrectly posted receipts.
Select a line to be cancelled from the posted purchase receipt.
Open the purchase order that is with the receipt.

Answer Area

Correct Answer:

Actions	Answer Area
	Open the purchase order that is with the receipt.
Change the status of the purchase order from **Release** to **Open**.	Choose **Receipts** and then open the incorrectly posted receipts.
Select **Cancel**.	Select a line to be cancelled from the posted purchase receipt.
	Select **Undo Receipt**.

Reference: https://bondconsultingservices.com/2018/09/06/microsoft-dynamics-365-business-central-purchase-order-receipt-reversal/

https://docs.microsoft.com/en-gb/dynamics365/business-central/finance-how-reverse-journal-posting

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QUESTION 12

A company uses Dynamics 365 Business Central.

A purchaser receives a price list workbook from a vendor.

You need to upload prices to the system.

Which two types of price data can you load? Each correct answer presents part of the solution.

NOTE: Each correct selection is worth one point.

A. Unit of Measure code

B. Item No.

C. Customer price group

D. Campaign

Correct Answer: AB

Reference: https://query.prod.cms.rt.microsoft.com/cms/api/am/binary/RWJyJd

QUESTION 13

DRAG DROP

You need to configure the purchase order process for a company.

Which four actions should you perform in sequence? To answer, move the appropriate actions from the list of actions to the answer area and arrange them in the correct order.

Select and Place:

Actions

Run a Test Report.

Add a Purchaser Code.

Select **Post and Invoice**.

Add a vendor.

Change the Purchase Order to a Status of **Released**.

Add Items, including Quantity, to the lines.

Create a warehouse receipt.

Select **Post and Receive**.

Answer area

1	
2	
3	
4	

Correct Answer:

Actions

Run a Test Report.

Add a Purchaser Code.

Select **Post and Invoice**.

Add a vendor.

Answer area

1	Change the Purchase Order to a Status of **Released**.
2	Create a warehouse receipt.
3	Add Items, including Quantity, to the lines.
4	Select **Post and Receive**.

Step 1: Change the Purchase Order to a status of Released.

Step 2: Create a warehouse receipt.

When items arrive at a warehouse that is not set up for warehouse receipt processing, you simply record the receipt on the related business document, such as a purchase order, a sales return order, or an inbound transfer order.

Step 3: Add items including quantity to the lines

Receive items with a purchase order

The following describes how to receive items with a purchase order. The steps are similar to those for sales return orders and transfer orders.

1.

Choose Search icon, enter Purchase Orders, then choose the related link.

2.

Open an existing purchase order, or create a new one. Learn more at Record Purchases.

3.

In the Qty. to Receive field, enter the received quantity. (Step 3)

4.

Choose the Post action. (Step 4)

The value in the Qty. Received field is updated. If this is a partial receipt, then the value is lower than the value in the Quantity field.

Step 4: Select Post and Receive

Reference: https://learn.microsoft.com/en-us/dynamics365/business-central/warehouse-how-receive-items

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QUESTION 14

You have a Microsoft Excel file that includes journal entry data that must be imported into Dynamics 365 Business Central. This file was previously imported into a General Journal batch.

You receive an updated version of the file that includes corrections, deletions, and new journal entries.

Which three actions can you perform by using the Edit in Excel feature? Each correct answer presents a complete solution.

NOTE: Each correct selection is worth one point.

A. Modify an existing line in a General Journal batch

B. Insert a new line in a General Journal batch

C. Post one or more lines in a General Journal batch

D. Request Approval for one or more lines in a General Journal batch

E. Delete an existing line from a General Journal batch

Correct Answer: ABE

QUESTION 15

Note: This question is part of a series of questions that present the same scenario. Each question in the series contains a unique solution that might meet the stated goals. Some question sets might have more than one correct solution, while

others might not have a correct solution.

After you answer a question in this section, you will NOT be able to return to it. As a result, these questions will not appear in the review screen.

You must streamline monthly invoicing by automating repetitive entries for monthly charges when managing

subscriptions.

You need to add default general ledger (GL) accounts to a Customer Card.

Solution: Apply a Microsoft Word template on the Customer Card.

Does the solution meet the goal?

A. Yes

B. No

Correct Answer: B

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