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# DYNAMICS CON

# LIVE

MAY 2024

# **From Chaos to *Control*:** **Achieving a Smooth Financial Period Close** **in D365 F&O**

**Brittany Burke**  
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# Brittany Burke



- Solutions Architect
- Masters in Accounting
- Blog: D365 with Brittany
- DUG Meetup Leader: Microsoft Dynamics 365 & Power Platform – Florida Panhandle



# Agenda

- Exploring the Financial Period Close Workspace in D365 F&O
  - Security Considerations
  - Navigation Path
  - Key Features
- Financial Period Close Configuration
  - Calendars
  - Task areas
  - Closing roles
  - Resources
  - Templates
  - Closing Schedules
- Using the Financial Period Close Workspace
- Questions



**From Chaos to Control:  
Achieving a Smooth Financial Period Close in D365 F&O**

# **Exploring the Financial Period Close Workspace in D365 F&O**



# Security Considerations – View Only

## Financial Period Close Workspace

- Roles
  - Accounts payable manager
  - Accounts receivable manager
  - Chief financial officer
  - Collections manager
  - Financial controller
  - Project manager
- Duty
  - View financial period close processes
- Privilege
  - View financial period close processes

# Security Considerations – Maintain Access

## Financial Period Close Workspace

- Roles
  - Accountant
  - Accounting manager
  - Accounting supervisor
  - Accounts payable clerk
  - Accounts payable payments clerk
  - Accounts receivable clerk
  - Collections agent
  - Project accountant
- Duty
  - Maintain financial period close processes
- Privilege
  - Maintain financial period close processes

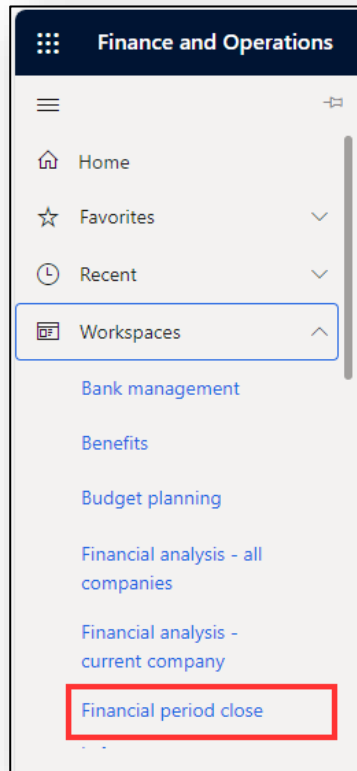
## Configuration

- Roles
  - Accounting manager
- Duty
  - Maintain financial period close setup
- Privilege
  - Maintain financial period close setup

# Navigation Paths

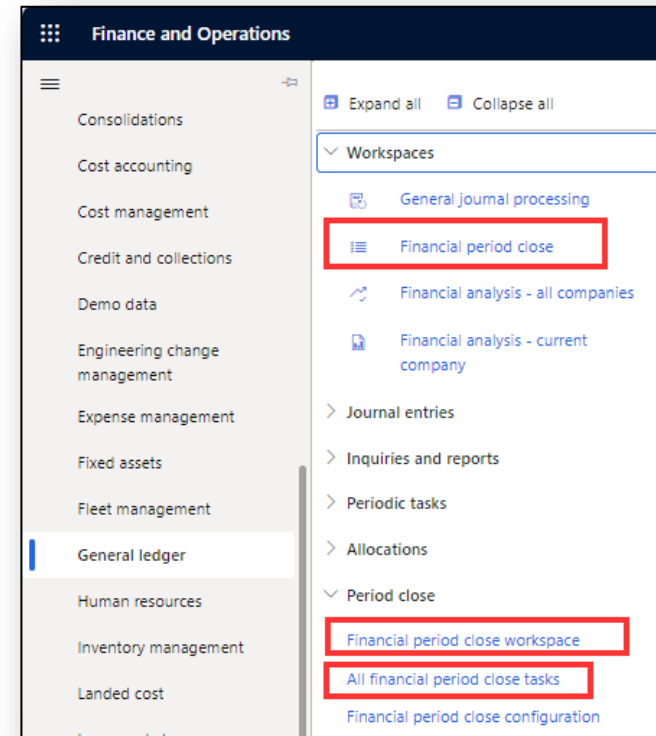
## Workspace Navigation

Workspaces > Financial period close



## In-Module Navigation

- General ledger > Workspaces > Financial period close
- General ledger > Period close > Financial period close workspace
- General ledger > Period close > All financial period close tasks





# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features

The screenshot displays the 'Financial period close' workspace in Dynamics 365 Finance and Operations. The page title is 'Financial period close' with a dropdown menu set to 'Apr2024'. Below the title, there is a summary section with four blue cards: 'Past due tasks' (1), 'Today's remaining tasks' (0), 'Today's blocked tasks' (0), and 'All remaining tasks' (131). The 'Tasks and status' section features a table with columns for 'Completed', 'Task', 'Area', 'Company', 'Responsible', 'Due date', and 'Completed date'. The table lists various tasks such as 'Post open payment journals', 'Currency revaluation', and 'Reconcile to General ledger'. A 'Links' section at the bottom provides quick access to 'All financial period close tasks', 'Financial period close configuration', 'Ledger', and 'Fiscal calendars'.

Completed	Task	Area	Company	Responsible	Due date	Completed date	Te...	At...
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	April Stewart	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			
<input type="checkbox"/>	Currency revaluation	Accounts receivable	GBSI	Dan Jump	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Generate collection letters	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Generate interest notes	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts receivable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Send customer statements	Accounts receivable	GBSI	Arnie Mondloch	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts receivable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			
<input type="checkbox"/>	Bank account reconciliation	Bank	GBSI	Oscar Morales	4/16/2024 5:00:00 PM			



# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features

Finance and Operations

Search for a page

Options

Financial period close

Apr2024

Summary

- 1 Past due tasks
- 0 Today's remaining tasks
- 0 Today's blocked tasks
- 131 All remaining tasks

Tasks and status

Status by company

Status by area

Status by person

Task list

Filter: All tasks | All companies | All areas

Show completed tasks | Edit | Set dependency | Add | Remove | Template attachments | Attachments

Completed	Task	Area	Company	Responsible	Due date	Completed date	Te...	At...
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	April Stewart	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			
<input type="checkbox"/>	Currency revaluation	Accounts receivable	GBSI	Dan Jump	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Generate collection letters	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Generate interest notes	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts receivable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Send customer statements	Accounts receivable	GBSI	Arnie Mondloch	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts receivable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			
<input type="checkbox"/>	Bank account reconciliation	Bank	GBSI	Oscar Morales	4/16/2024 5:00:00 PM			

Links

- All financial period close tasks
- Financial period close configuration
- Ledger
- Fiscal calendars



# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features

The screenshot displays the 'Financial period close' workspace in Dynamics 365 Finance and Operations. The top navigation bar includes 'Finance and Operations' and a search bar. The main content area is titled 'Financial period close' and shows a dropdown for 'Apr2024'. Below this is a 'Summary' section with four blue cards: 'Past due tasks' (1), 'Today's remaining tasks' (0), 'Today's blocked tasks' (0), and 'All remaining tasks' (131). The 'Tasks and status' section is highlighted with a red border and contains a table of tasks. The table has columns for 'Completed', 'Task', 'Area', 'Company', 'Responsible', 'Due date', and 'Completed date'. The tasks listed include 'Post open payment journals', 'Currency revaluation', 'Reconcile to General ledger', 'Verify vendor aging', 'Stop period', 'Generate collection letters', 'Generate interest notes', 'Send customer statements', and 'Bank account reconciliation'. The 'Links' section at the bottom provides quick access to 'All financial period close tasks', 'Financial period close configuration', 'Ledger', and 'Fiscal calendars'.

Completed	Task	Area	Company	Responsible	Due date	Completed date
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	April Stewart	4/15/2024 11:00:00 PM	
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM	
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM	
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM	
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM	
<input type="checkbox"/>	Currency revaluation	Accounts receivable	GBSI	Dan Jump	4/15/2024 11:00:00 PM	
<input type="checkbox"/>	Generate collection letters	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM	
<input type="checkbox"/>	Generate interest notes	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM	
<input type="checkbox"/>	Reconcile to General ledger	Accounts receivable	GBSI	Dan Jump	4/16/2024 12:00:00 PM	
<input type="checkbox"/>	Send customer statements	Accounts receivable	GBSI	Arnie Mondloch	4/16/2024 4:30:00 PM	
<input type="checkbox"/>	Stop period	Accounts receivable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM	
<input type="checkbox"/>	Bank account reconciliation	Bank	GBSI	Oscar Morales	4/16/2024 5:00:00 PM	

# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features – Tasks and Status

Tasks and status

Status by company

Status by area

Status by person

Task list

All tasks

All companies

Filter

Completed	Task	Area	Responsible	Due date
<input type="checkbox"/>	Post open payment journals	Accounts payable	April Stewart	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Currency revaluation	Accounts payable	Dan Jump	4/15/2024 11:30:00 PM
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	Dan Jump	4/16/2024 12:00:00 PM
<input type="checkbox"/>	Verify vendor aging	Accounts payable	April Stewart	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Stop period	Accounts payable	Phyllis Harris	4/16/2024 5:00:00 PM
<input type="checkbox"/>	Currency revaluation	Accounts receivable	Dan Jump	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate collection letters	Accounts receivable	Connie Vrettos	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate interest notes	Accounts receivable	Connie Vrettos	4/15/2024 11:00:00 PM
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<input type="checkbox"/>	Send customer statements	Accounts receivable	Arnie Mondloch	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Stop period	Accounts receivable	Phyllis Harris	4/16/2024 5:00:00 PM
<input type="checkbox"/>	Bank account reconciliation	Bank	Oscar Morales	4/16/2024 5:00:00 PM

**GBSI**  
33.33% COMPLETE  
Contoso Consulting GB  
26 of 39 tasks remaining

**RUMF**  
33.33% COMPLETE  
Contoso Entertainment System Russia  
26 of 39 tasks remaining

**RURT**  
33.33% COMPLETE  
Contoso Retail RUS  
26 of 39 tasks remaining

**USMF**  
30.77% COMPLETE  
Contoso Entertainment System USA

# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features – Tasks and Status

Tasks and status

Status by company

Status by area

Status by person

Task list

All tasks

All companies

Filter

Completed	Task	Company	Responsible	Due date
<input type="checkbox"/>	Currency revaluation	GBSI	Dan Jump	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate collection letters	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate interest notes	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Reconcile to General ledger	GBSI	Dan Jump	4/16/2024 12:00:00 PM
<input type="checkbox"/>	Send customer statements	GBSI	Arnie Mondloch	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Stop period	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM
<input type="checkbox"/>	Currency revaluation	RUMF	Dan Jump	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate collection letters	RUMF	Connie Vrettos	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate interest notes	RUMF	Connie Vrettos	4/15/2024 11:00:00 PM
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<input type="checkbox"/>	Stop period	RUMF	Phyllis Harris	4/16/2024 5:00:00 PM

33.33% COMPLETE

Accounts receivable

30 of 45 tasks remaining

16.67% COMPLETE

Accounts payable

25 of 30 tasks remaining

0.00% COMPLETE

General ledger

40 of 40 tasks remaining

0.00% COMPLETE

Tax

10 of 10 tasks remaining

100.00% COMPLETE

Inventory

0 of 15 tasks remaining

# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features – Tasks and Status

Tasks and status

Status by company: All tasks | All companies

Status by area: ...

Status by person: **Selected**

Task list

April Stewart: 33.33% COMPLETE, 10 of 15 tasks remaining

Arnie Mondloch: 75.00% COMPLETE, 5 of 20 tasks remaining

Cassie Hicks: 32.14% COMPLETE, 19 of 28 tasks remaining

Connie Vrettos: 0.00% COMPLETE, 10 of 10 tasks remaining

35.71% COMPLETE

Completed	Task	Area	Company	Due date
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Post open payment journals	Accounts payable	RUMF	4/15/2024 11:00:00 PM
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<input type="checkbox"/>	Post open payment journals	Accounts payable	RURT	4/15/2024 11:00:00 PM
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<input type="checkbox"/>	Post open payment journals	Accounts payable	USMF	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Verify vendor aging	Accounts payable	USMF	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Post open payment journals	Accounts payable	USRT	4/15/2024 11:00:00 PM
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# Exploring the Financial Period Close Workspace in D365 F&O

## Key Features – Tasks and Status

Tasks and status

Status by company

Status by area

Status by person

**Task list**

Filter All tasks All companies All areas Hide completed tasks Edit Set dependency Add Remove Template attach

Completed	Task	Area	Company	Responsible	Due date	Completed date
<input checked="" type="checkbox"/>	Post pending vendor invoices	Accounts payable	GBSI	April Stewart	4/15/2024 10:30:00 AM	4/15/2024 10:30:00 AM
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	April Stewart	4/15/2024 11:00:00 PM	
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<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM	
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM	
<input checked="" type="checkbox"/>	Finalize period billing	Accounts receivable	GBSI	Arnie Mondloch	4/12/2024 5:00:00 PM	4/12/2024 5:00:00 PM
<input checked="" type="checkbox"/>	Post open payment journals	Accounts receivable	GBSI	Arnie Mondloch	4/15/2024 10:30:00 AM	4/15/2024 10:30:00 AM
<input checked="" type="checkbox"/>	Verify customer aging	Accounts receivable	GBSI	Arnie Mondloch	4/15/2024 12:00:00 PM	4/15/2024 12:00:00 PM
<input type="checkbox"/>	Currency revaluation	Accounts receivable	GBSI	Dan Jump	4/15/2024 11:00:00 PM	
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<input type="checkbox"/>	Stop period	Accounts receivable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM	
<input type="checkbox"/>	Bank account reconciliation	Bank	GBSI	Oscar Morales	4/16/2024 5:00:00 PM	



# Setup and Configuration

# Key Features

Finance and Operations

Search for a page

Options

### Financial period close

Apr2024

#### Summary

- 1 Past due tasks
- 0 Today's remaining tasks
- 0 Today's blocked tasks
- 131 All remaining tasks

#### Tasks and status

Status by company: Filter | All tasks | All companies | All areas | Show completed tasks | Edit | Set dependency | Add | Remove | Template attachments | Attachments

Completed	Task	Area	Company	Responsible	Due date	Completed date	Te...	At...
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	April Stewart	4/15/2024 11:00:00 PM			
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#### Links

- All financial period close tasks
- Financial period close configuration
- Ledger
- Fiscal calendars



**From Chaos to Control:  
Achieving a Smooth Financial Period Close in D365 F&O**

# Financial Period Close Configuration

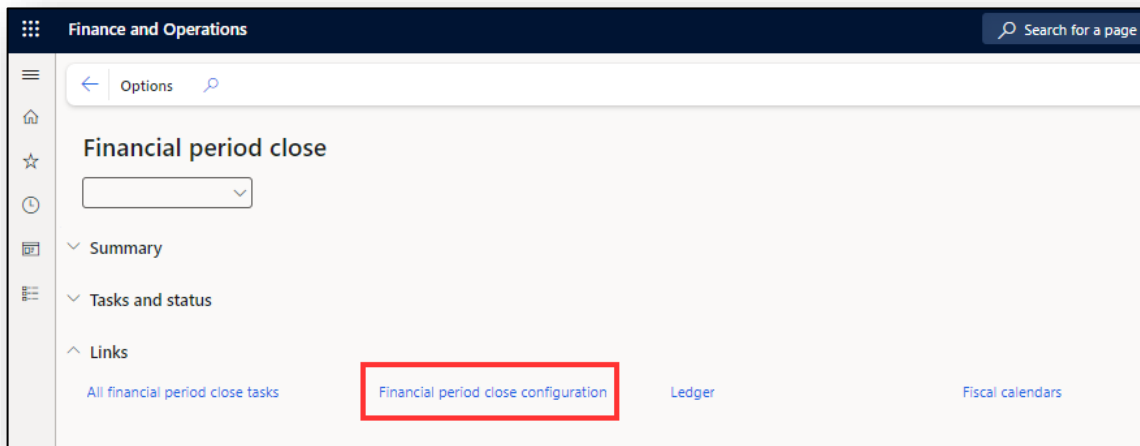


## Financial Period Close Configuration

# Navigation Paths

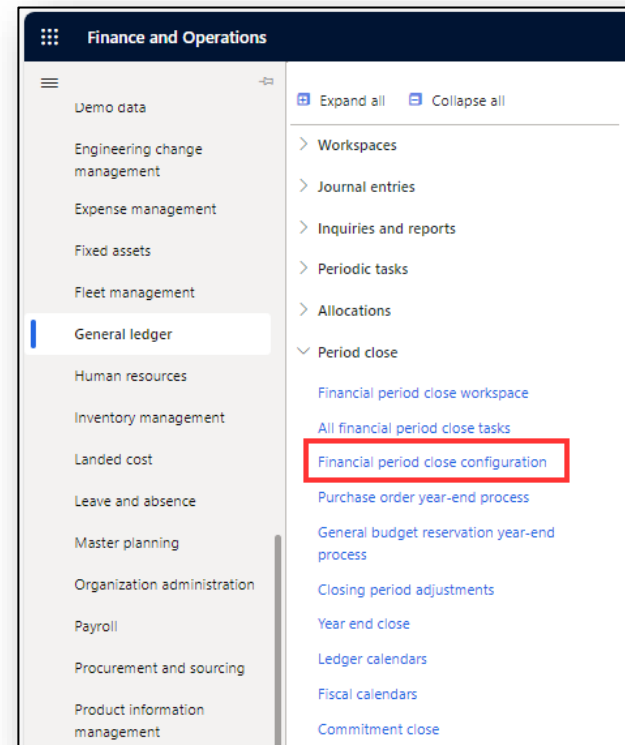
## Workspace Navigation

Workspaces > Financial period close >  
Links: Financial period close configuration



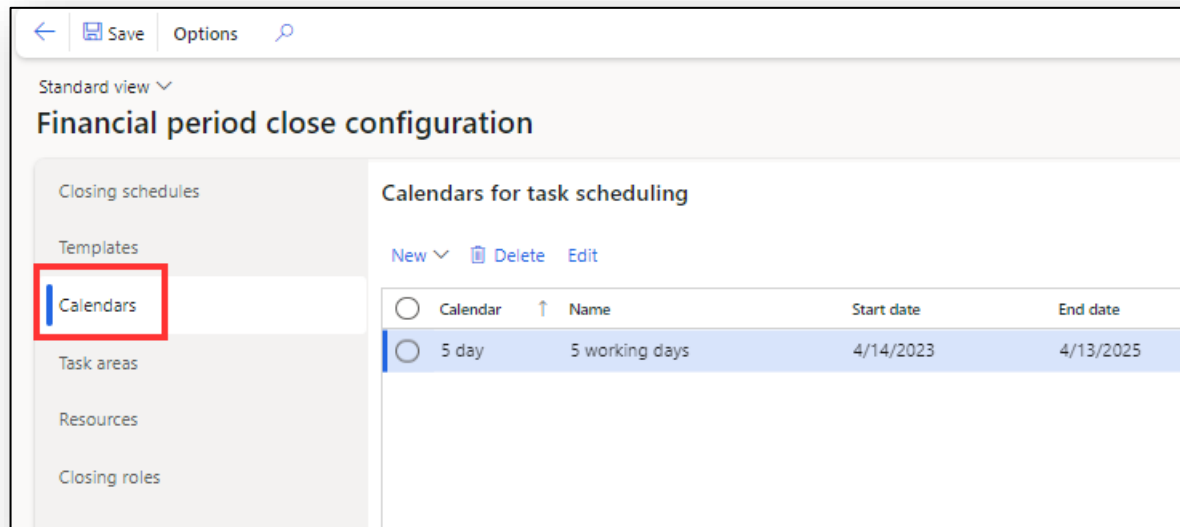
## In-Module Navigation

General ledger > Period close > Financial  
period close configuration



## Financial Period Close Configuration

# Calendars



The screenshot shows the 'Financial period close configuration' interface. On the left, a navigation pane lists 'Closing schedules', 'Templates', 'Calendars', 'Task areas', 'Resources', and 'Closing roles'. The 'Calendars' item is highlighted with a red box. The main area is titled 'Calendars for task scheduling' and contains a table with the following data:

Calendar	Name	Start date	End date
<input type="radio"/>	5 day	4/14/2023	4/13/2025

- Create one or more calendars to define working days to assign tasks for completion
- Prerequisite setup to create closing schedules

## Financial Period Close Configuration

# Calendars

The screenshot shows the Dynamics 365 Financial Period Close Configuration interface. The left sidebar has a 'Calendars' menu item highlighted with a red box. The main area is titled 'Financial period close configuration' and has a 'Calendars for task scheduling' section. Below this, there is a table with columns 'Date', 'Day', and 'Working day'. The row for '5/7/2024' (Tuesday) is selected, and its 'Working day' value is 'Yes', which is also highlighted with a red box. The table data is as follows:

Date	Day	Working day
5/4/2024	Saturday	No
5/5/2024	Sunday	No
5/6/2024	Monday	Yes
5/7/2024	Tuesday	Yes
5/8/2024	Wednesday	Yes
5/9/2024	Thursday	No
5/10/2024	Friday	Yes
5/11/2024	Saturday	No
5/12/2024	Sunday	No

- Define all dates closing tasks can be scheduled for completion.
- Prevents tasks from being due on days work is not expected (weekends, holidays, company days off)

## Financial Period Close Configuration

# Task areas

Standard view ▾

### Financial period close configuration

Closing schedules

Templates

Calendars

**Task areas**

Resources

Closing roles

#### Task areas

+ New 🗑️ Delete

↻	Area	↑	Description
	Accounts payable		Accounts payable
	Accounts receivable		Accounts receivable
	Bank		Bank
	Fixed assets		Fixed assets
	General ledger		General ledger
	Inventory		Inventory
	Project		Project
	Tax		Tax

- Prerequisite setup to create templates
- Groups closing tasks into areas of ownership/department

## Financial Period Close Configuration

# Closing roles

Standard view ▾  
Financial period close configuration

Closing schedules

Templates

Calendars

Task areas

Resources

**Closing roles**

Closing roles

+ New Delete

<input type="radio"/>	<input type="radio"/>	Closing role	↑	Description
<input checked="" type="radio"/>		Accountant		Staff accountant
		Accounting Manager		Accounting manager
		AP Invoicing Clerk		Accounts payable invoicing clerk
		AP Payments Clerk		Accounts payable payments clerk
		AR Invoicing Clerk		Accounts receivable invoicing cl...
		AR Payments Clerk		Accounts receivable payments c...
		Collections Agent		Collections agent
		Project Accountant		Project Accountant
		Treasurer		Treasurer

- Prerequisite setup to create templates
- Prerequisite setup to create resources
- Independent of security roles

## Financial Period Close Configuration

# Resources

Standard view ▾  
Financial period close configuration

Closing schedules  
Templates  
Calendars  
Task areas  
**Resources**  
Closing roles

Resources  
+ New | Delete

Employee  
Arnie Mondloch

June Low  
Julia Funderburk  
Phyllis Harris  
Connie Vrettos  
Cassie Hicks  
April Stewart  
Oscar Morales  
Dan Jump

Employee  
Arnie Mondloch

View  
Only assigned tasks

Closing roles

Add Remove

	Closing role	Company
<input type="radio"/>	AR Invoicing Clerk	GBSI,RUMF,RURT,USMF,USRT
<input type="radio"/>	AR Payments Clerk	GBSI,RUMF,RURT,USMF,USRT

- Prerequisite setup to create templates
- Closing roles can only be assigned to **one** resource per company
- Primary & default person responsible for marking closing task(s) complete



# Resources

Employee	View
Arnie Mondloch	Only assigned tasks
	All tasks and status
Closing roles	Only assigned tasks

Add Remove

- View determines what level of detail an employee can see in the workspace
  - Only assigned tasks
  - All tasks and status

# Financial Period Close Configuration

## Templates

Standard view ▼

### Financial period close configuration

Closing schedules

**Templates**

Calendars

Task areas

Resources

Closing roles

**Templates**

Month end ▼ + 🗑️ 📄

... Select area ▼

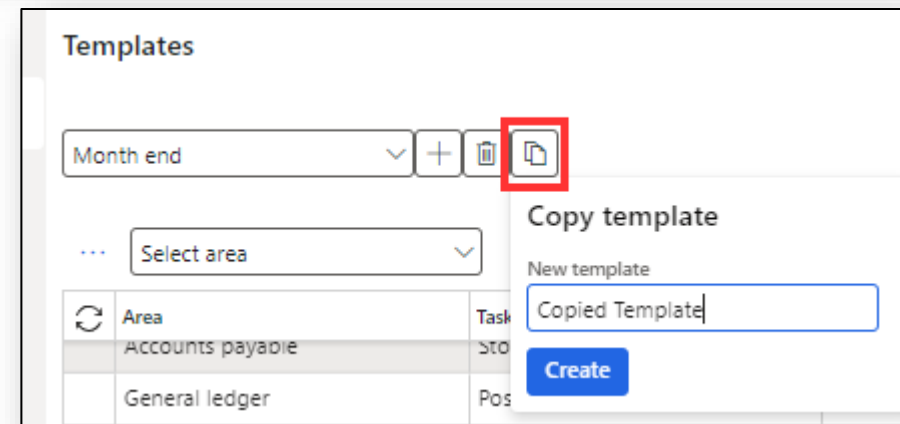
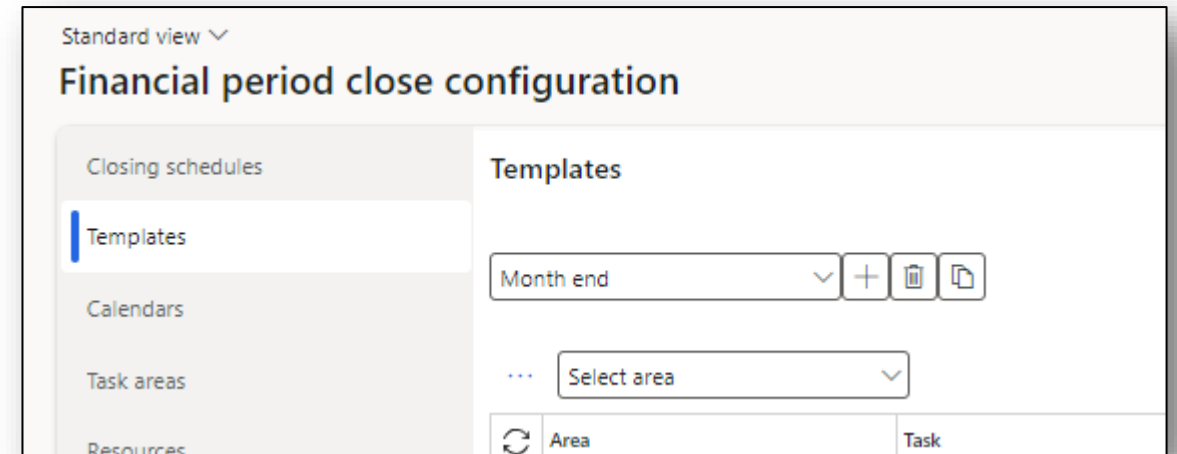
Area	Task	Due date relative to period end date (+ / ...)	Due time	Closing role	Company	Task link	Dependency	Attachments
<span>Accounts receivable</span> <span>▼</span>	Finalize period billing	0	5:00 PM	<span>AR Invoicing Clerk</span> <span>▼</span>	<span>GBSI,RUMF,RURT,USMF,USRT</span> <span>▼</span>	<span>All sales orders</span> <span>▼</span>	<input type="checkbox"/>	
Accounts receivable	Post open payment journals	1	10:30 AM	AR Payments Clerk	GBSI,RUMF,RURT,USMF,USRT	Payment journal		
Accounts receivable	Verify customer aging	1	12:00 PM	AR Payments Clerk	GBSI,RUMF,RURT,USMF,USRT	Customer aging report	✓	
Accounts receivable	Generate interest notes	1	11:00 PM	Collections Agent	GBSI,RUMF,RURT,USMF,USRT	Review and process interest notes	✓	
Accounts receivable	Generate collection letters	1	11:00 PM	Collections Agent	GBSI,RUMF,RURT,USMF,USRT	Review and process collection le...	✓	
Accounts receivable	Currency revaluation	1	11:00 PM	Accountant	GBSI,RUMF,RURT,USMF,USRT	Foreign currency revaluation	✓	
Accounts receivable	Reconcile to General ledger	2	12:00 PM	Accountant	GBSI,RUMF,RURT,USMF,USRT	Customer to ledger reconciliatio...	✓	



## Financial Period Close Configuration

# Templates

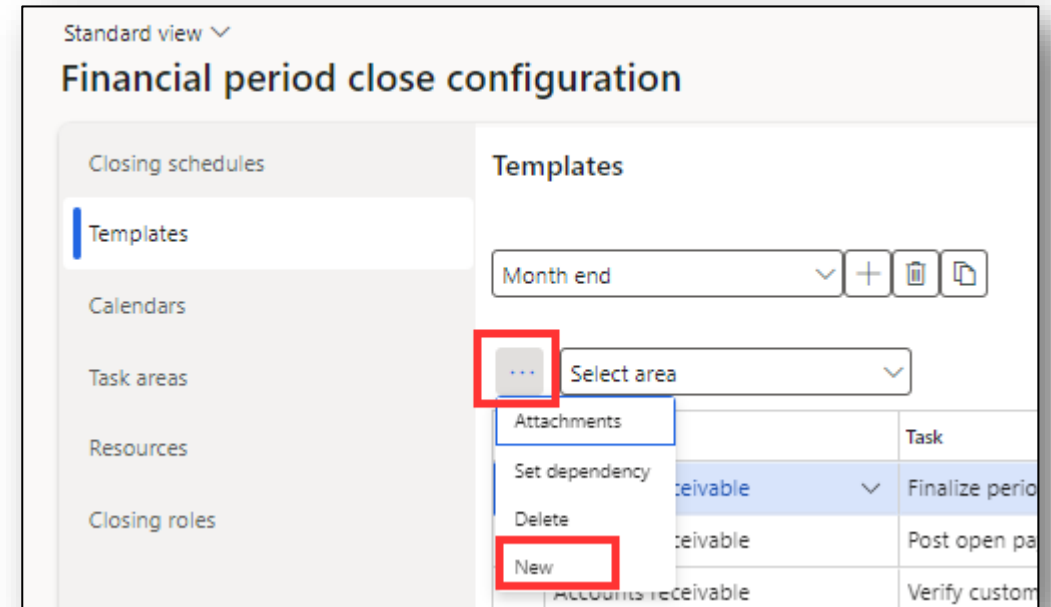
- Multiple templates can be created as needed
- A template can be created by copying an existing template



## Financial Period Close Configuration

# Templates

- Select **New** to create a new task



## Financial Period Close Configuration

# Templates

Define the following fields for each task

- Area
- Task
- Due date relative to period end date (+ / - days)
- Due time
- Closing role
- Company

Templates

Month end

Area	Task	Due date relative to period end date (+ / - ...)	Due time	Closing role	Company	Task link	Dependency	Attachments
Accounts receivable	Finalize period billing	0	5:00 PM	AR Invoicing Clerk	GBSI,RUMF,RURT,USMF,USRT	All sales orders	<input type="checkbox"/>	
Accounts receivable	Post open payment journals	1	10:30 AM	AR Payments Clerk	GBSI,RUMF,RURT,USMF,USRT	Payment Journal		
Accounts receivable	Verify customer aging	1	12:00 PM	AR Payments Clerk	GBSI,RUMF,RURT,USMF,USRT	Customer aging report	✓	
Accounts receivable	Generate interest notes	1	11:00 PM	Collections Agent	GBSI,RUMF,RURT,USMF,USRT	Review and process interest notes	✓	
Accounts receivable	Generate collection letters	1	11:00 PM	Collections Agent	GBSI,RUMF,RURT,USMF,USRT	Review and process collection le...	✓	

## Financial Period Close Configuration

# Templates

## Task link

- Optional field on the template
- Creates a hyperlink on the task in the workspace to where the work or process should be completed
- Can be a menu path in D365 or an external URL

Task link	Dependency	Attachments
All sales orders		
Payment journal		
Customer aging report	<input checked="" type="checkbox"/>	

Menu item

Menu item

URL

Customer base data report

Customer report

Customer to ledger reconciliation report

Reimbursement report

Customer turnover report

OK

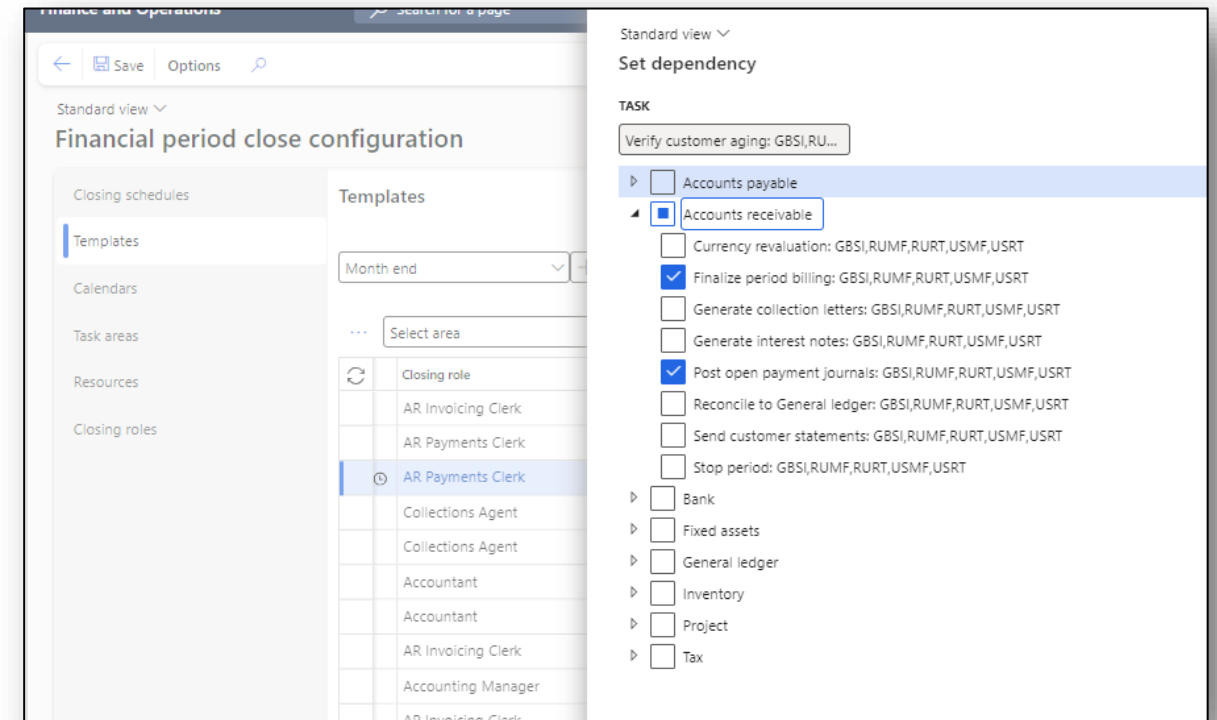
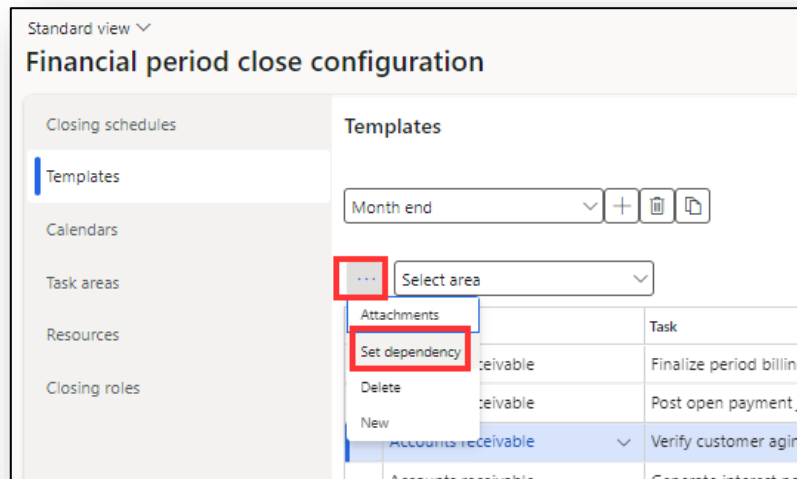
Clear

## Financial Period Close Configuration

# Templates

## Set a dependency

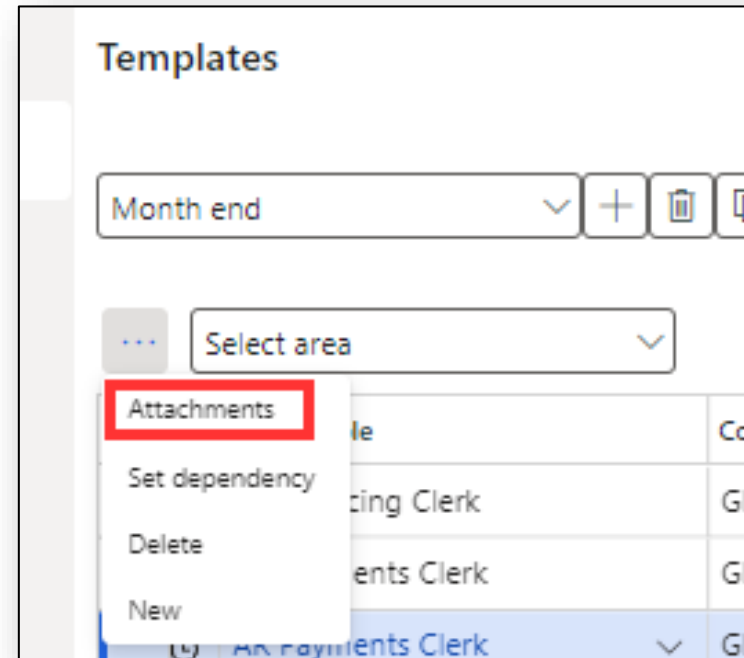
- The task cannot be completed until the tasks marked in “Set dependency” are marked completed.
- Marked tasks are predecessors to the current task



# Templates

## Add an attachment

- Optional field on the template
- Documentation for processes can be attached to templates for repeated use and consistent execution





## Financial Period Close Configuration

# Closing schedules

- Configured for each closing period
- Can apply to one or more company
- Period start date
- Period end date
  - Used to determine actual due date for period close tasks

Finance and Operations Search for a page USMF

Standard view

### Financial period close configuration

Closing schedules

Templates

Calendars

Task areas

Resources

New Delete

	↻	Closing schedule ↑	Period start date	Period end date	Template	Company	Calendar	Locked
<input type="radio"/>		Apr2024	3/12/2024	4/12/2024	Month end	USMF,USRT,RUMF,RURT,GBSI	5 day	<input type="checkbox"/>
<input type="radio"/>		May2024	5/1/2024	5/12/2024	Month end	USMF	5 day	<input type="checkbox"/>

**From Chaos to Control:  
Achieving a Smooth Financial Period Close in D365 F&O**

# Using the Financial Period Close Workspace



## Using the Financial Period Close Workspace

# Add Attachments to a Task

- Attachments can be added to a task before or after it is completed for future reference

Financial period close

Apr2024

Summary

Tasks and status

Status by company

Status by area

Status by person

Task list

Filter All tasks All companies All areas Hide completed tasks Edit Set dependency Add Remove Template attachments **Attachments**

Completed	Task	Area	Company	Responsible	Due date	Completed date	Template att...	Attachments
<input type="checkbox"/>	Post pending vendor invoices	Accounts payable	GBSI	April Stewart	4/15/2024 10:30:00 AM			
<input checked="" type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	Phyllis Harris	4/15/2024 11:00:00 PM	4/13/2024 11:07:55 PM		
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			

## Using the Financial Period Close Workspace

# Marking Tasks Complete

- Only the current assigned resource (Responsible) can mark a task complete
- Tasks can be reassigned as needed

Financial period close

Apr2024

Summary

Tasks and status

Status by company

Status by area

Status by person

Task list

Filter All tasks All companies All areas Show completed tasks Edit Set dependency Add Remove Template attachments Attachments

Completed	Task	Area	Company	Responsible	Due date	Completed date	Template att...	Attachments
<input type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	Phyllis Harris	4/15/2024 11:00:00 PM			
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM			
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM			

## Using the Financial Period Close Workspace

# Marking Tasks Complete

- When a task is marked complete, the completed date is captured automatically
  - This date cannot be edited by users
- If marked complete by accident, any user that can configure the Financial period close workspace can remove the completed flag

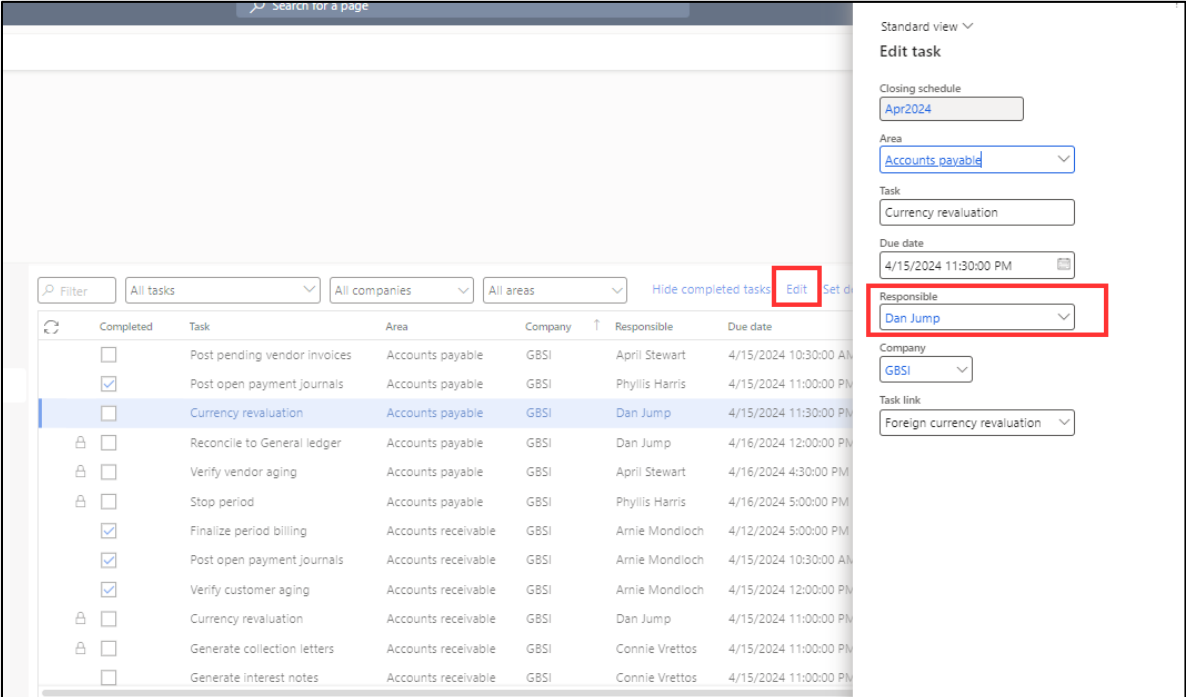


Completed	Task	Area	Company	Responsible	Due date	Completed date	Template att...	Attachments
<input type="checkbox"/>	Post pending vendor invoices	Accounts payable	GBSI	April Stewart	4/15/2024 10:30:00 AM			
<input checked="" type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	Phyllis Harris	4/15/2024 11:00:00 PM	4/13/2024 11:07:55 PM		
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM			
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM			
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM			

# Using the Financial Period Close Workspace

## Reassigning Tasks

- To reassign a task, select the task and select **Edit**
- Only tasks that have not been marked as complete can be edited



The screenshot displays the Financial Period Close Workspace interface. At the top, there is a search bar labeled "search for a page". Below it, a table lists various tasks. The table has columns for "Completed", "Task", "Area", "Company", "Responsible", and "Due date". The "Currency revaluation" task is highlighted in blue. To the right of the table, there is an "Edit" button, which is highlighted with a red box. Below the table, there is a panel for editing the selected task. This panel includes fields for "Closing schedule" (Apr2024), "Area" (Accounts payable), "Task" (Currency revaluation), "Due date" (4/15/2024 11:30:00 PM), "Responsible" (Dan Jump), "Company" (GBSI), and "Task link" (Foreign currency revaluation). The "Responsible" field is also highlighted with a red box.

Completed	Task	Area	Company	Responsible	Due date
<input type="checkbox"/>	Post pending vendor invoices	Accounts payable	GBSI	April Stewart	4/15/2024 10:30:00 AM
<input checked="" type="checkbox"/>	Post open payment journals	Accounts payable	GBSI	Phyllis Harris	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Currency revaluation	Accounts payable	GBSI	Dan Jump	4/15/2024 11:30:00 PM
<input type="checkbox"/>	Reconcile to General ledger	Accounts payable	GBSI	Dan Jump	4/16/2024 12:00:00 PM
<input type="checkbox"/>	Verify vendor aging	Accounts payable	GBSI	April Stewart	4/16/2024 4:30:00 PM
<input type="checkbox"/>	Stop period	Accounts payable	GBSI	Phyllis Harris	4/16/2024 5:00:00 PM
<input checked="" type="checkbox"/>	Finalize period billing	Accounts receivable	GBSI	Amie Mondloch	4/12/2024 5:00:00 PM
<input checked="" type="checkbox"/>	Post open payment journals	Accounts receivable	GBSI	Amie Mondloch	4/15/2024 10:30:00 AM
<input checked="" type="checkbox"/>	Verify customer aging	Accounts receivable	GBSI	Amie Mondloch	4/15/2024 12:00:00 PM
<input type="checkbox"/>	Currency revaluation	Accounts receivable	GBSI	Dan Jump	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate collection letters	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM
<input type="checkbox"/>	Generate interest notes	Accounts receivable	GBSI	Connie Vrettos	4/15/2024 11:00:00 PM

# Editing Tasks

- Users with task access of “All tasks and status” can edit tasks for a specific closing schedule
  - Add, remove, or change dependencies
  - Change area
  - Change Responsible
  - Delete the task
  - Add a new task

# Benefits of Using the Financial Period Close Workspace

- Enhanced visibility
- Leadership can view progress without disturbing key resources during the process
- Data is saved to compare closing times month over month to identify needs for additional resources or efficiency reviews
- Ability to view progress at multiple levels
- Does not require changing legal entities to view progress for different companies
- Removes the need for checklists external to D365 F&O





From Chaos to Control:  
Achieving a Smooth Financial Period Close in D365 F&O

# Thank You for Attending!

## Questions?



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