RSM TECHNOLOGY ACADEMY

Syllabus and Agenda

PRODUCT INFORMATION MANAGEMENT

FOR MICROSOFT DYNAMICS® 365 FOR FINANCE AND OPERATIONS

RSM

Course Details

This two-day instructor-led course provides students with the knowledge and skills to recognize the entire life cycle of product information management from item creation all the way to how it is released in to legal entities. Additionally, there is information on bills of materials, formulas, and product categorization. Included is a special section on product case management. We will be exploring the Product Information Management and Inventory Management modules within Microsoft Dynamics 365 for Finance and Operations.

This course is eligible for 14 CPE credits in the Computer Software and Applications field of study.

AUDIENCE

This course is intended for business roles that need to understand the product information maintenance life cycle in Dynamics 365 for Finance and Operations.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Define products.
- Differentiate between items and services.
- Define product masters.
- Define product variants.
- Describe the variant configuration technology types.
- Introduce product dimensions.
- Describe the features of the Product Configurator.
- Define Bill of Materials (BOMs) and their uses.
- Define formulas and their uses.
- Review kit structures.
- Review benefits and examples of kits.
- Create products.
- Create product variants.
- Discuss inventory dimension groups.
- Create and release products to an enterprise.
- Discuss how to finalize a released product.
- Set up default order settings.
- Understand the concept of site specific BOMs, Formulas and routes.
- Explain the main BOM and Formula features and its structural elements.
- Describe the different Bill of materials and Formula forms.
- Describe the standard BOM and Formula creation process.
- Describe the kit creation process flow.

- Create a kit.
- Add products and product substitutes.
- Release kits to legal entities.
- Set standard properties.
- Define kit pricing.
- Describe not stocked products
- Define a service item
- Review order and warehouse settings for products.
- Discuss best practices for order and warehouse setup.
- Define warehouse items.
- Explain barcodes and GTINs.
- Review unit of measure.
- Review product images.
- Define source codes.
- Introduce scripts and script methods.
- Create Up-Sell/Cross-Sell items and rules.
- Create an order with Up-Sell/Cross-Sell rules.
- Define the use of attributes.
- Explain category attributes vs. product attributes.
- Define attribute types and groups.
- Review how to create attribute groups.
- Enter values for an attribute on a category and a product.
- Define product category hierarchy types.
- Explain the process of importing industry categories.
- Define policies for category hierarchies.
- Update the retail category hierarchy.
- Work with procurement category hierarchies.
- Review how to set up default item pricing.
- Configure automatic updates of item prices.
- Discuss pricing and pricing groups for retail.
- Activate, set up and update trade agreements.
- Review trade agreement parameters.
- Discuss sales prices and purchase prices.
- Review line discount, smart rounding and generic currency.
- Explain supplementary items.
- Define standard costing.

- Define costing versions.
- Introduce standard costing in manufacturing.
- Setup the costing sheet.
- Create and activate standard costs.
- Review prerequisites for creating a product change case.
- Define what can be associated with a product change case.
- Define a case category.
- Review product change cases and a variety of product uses.

Electronic copies of certificates are given out automatically upon completion of a course. If for some reason you don't receive a certificate or have special circumstances (multiple participants, physical certificates, etc.), feel free to contact us at academy@rsmus.com.

COURSE CANCELLATION POLICY

RSM reserves the right to cancel courses up to 7 days prior to class commencement due to low enrollment. In the event of a cancellation, RSM will contact any enrolled students.

GUARANTEED TO RUN

All hosted courses are guaranteed to run. RSM reserves the right to cancel courses or to make changes in course schedules up to 7 days before the commencement of a course.

TRAVEL GUIDE

Hosted Training

You are responsible for making all arrangements for travel. We are located in the Denver Technology Center (DTC). You can fly into Denver International Airport (DEN) on most major airlines. It is recommended that you fly the evening before your class is scheduled to begin and depart the evening of the last day of class. On average please allow at least one hour to travel from our office to the airport.

5990 Greenwood Plaza Blvd.
Building 2
Suite 350
Greenwood Village, CO 80111

For hotel accommodations you can refer to our travel brochure where you can receive discounted rates at local hotels. Because we are located in the heart of the DTC, rental cars are not mandatory. They can be useful if you want to travel around the greater Denver area to see one of our many great tourist attractions.

Client Site Training

If the client would like the trainer to follow a specific travel policy attach it upon execution of the statement of work. For clients with a Master Services Agreement (MSA), travel and expenses will be billed after the conclusion of the training. For clients without an MSA, an estimated amount will be billed at a fixed fee and must be paid before the trainer will book travel.

PAYMENT

All work performed shall be performed on a fixed fee basis. RSM will bill the Client upon execution of the statement of work according to the Master Services Agreement (MSA). For clients without an MSA, payments must be received before the beginning of the training.
Refund Policy: Any cancellations 14 days prior to the scheduled course will be provided a 100% refund. Cancellations 7 days prior to the scheduled course will be provided with a 50% refund. Cancellations within 7 days of course commencement will not be refunded.

Prerequisites

ENVIRONMENT

If the training will be conducted in Denver at the RSM office, the requirements listed below will be provided by RSM.

Before the beginning of the first lesson the following materials and equipment will be required:

- A LCD Projector*
- Projection screen/surface
- A white board or
- Flip chart stand/paper (optional)

Each attendee will need a Laptop/PC with the following available:

- Internet connection
- A VPN connection to RSM (The connection information will be provided by the trainer upon the first day of training).

RSM Technology Academy hosts the training images on a local server in our Denver offices. The VPN connection is required for the participants to connect to the Hyper-V training image.

* The instructor can provide a projector if one is not available upon request only.

Course Outline

MODULE 1: ABOUT PRODUCTS, ITEMS, AND SERVICES

Product information management in Microsoft Dynamics® 365 for Finance and Operations is for the creation and maintenance of an Enterprise Products Repository. It supports larger organizations in a centralized, structured approach in creating and maintaining core master data such as product definitions. Smaller organizations that require a more decentralized approach can, with some restrictions, create and maintain their respective products while their products are automatically added to the shared products repository.

Lessons

- Define products
- Differentiate between items and services
- Define product masters
- Define product variants
- Describe the variant configuration technology types
- Introduce product dimensions
- About Product Configurator

MODULE 2: ABOUT BOMS, FORMULAS, AND KITS

For Production information management, the definition of bills of materials for discrete manufacturing and formulas for process manufacturing are key. The complex relationships between the components and sub component determine buying, usage, and costing. Included in this module is the concept of retail product kits that can bundle goods together for sale as a single item or so that the individual items are sold for inclusion in discounts.

Lessons

- Define BOMS
- Define Formulas and their uses
- Understanding kit structures
- Review advantages of kit configurations

MODULE 3: CREATE PRODUCTS AND VARIANTS

The creation of products and product variants is essential for training of all inventory and non-inventory items. This module concentrates on the inventory based physical items that need to be tracked for count, costing, and for eventual use within the enterprise. Accurate product descriptions, excellent numbering, and assignment of inventory dimensions is critical for planning and reporting.

Lessons

- Create products
- Create product variants
- Discuss inventory dimension groups
- Create and release products to an enterprise
- Discuss how to finalize a released product
- Set up default order settings

Practices

- Creating and releasing product masters
- Create and apply a product template

MODULE 4: CREATE BOMS

In this module we will cover bill of materials (BOMs) and their creation. A BOM is a comprehensive list of all the components, parts, raw materials, assemblies and their quantities that are required to make a finished product.

In addition to a review of key features and concepts, this module presents a brief description of levels and lines in the BOM tree structure. It also describes the forms that are used to work with BOMs and provides an overview of the procedural steps to perform when users create them.

Lessons

- Understand the concept of site specific BOMs and routes.
- Explain the main BOM features and its structural elements.
- Describe the different Bill of materials forms.
- Describe the standard BOM creation process.

Practices

- Create a bill of materials

MODULE 5: CREATE KITS

This module explains creation and setup needed for retail product kits. By using kits, you can sell individual products either as separate items or together in a single sellable unit. The retail kit can have a unique product number and product configuration. Plus, these kits often are used for either bundled discounts or individual item discounts for the consumer. This has an advantage for it also relieves required inventory tracking without multiple posting profiles.

Lessons

- Create kits
- Release kits for use to legal entities
- Setting standard properties
- Define kit pricing

Practices

- Create a kit

MODULE 6: CREATE SERVICE ITEMS AND NOT STOCKED PRODUCTS

This module explains additional product types. In example, there are not stocked goods that are tracked, however, not used for production purposes in direct manufacturing. Also included in this module is the concept of a service product. The intangible tracking of time and labor resources that can be attributed to either direct or indirect costs.

Lessons

- Describe how to create a not stocked product
- Define a service item

Practices

- Create a not stocked item
- Create a service product for use

MODULE 7: ORDER AND WAREHOUSE SETTINGS FOR PRODUCTS

This module reviews the process of defining warehouse to use when orders are created and the settings that modify order quantities when orders are created. These default settings are used by master planning to generate sales orders, purchase orders, and inventory orders.

Lessons

- About order and warehouse settings for products
- Best practices for order and warehouse setup
- Warehouse items
- Barcodes and GTINs
- Unit of Measure
- Product Images

Practices

- Create default order settings
- Create site specific order settings

MODULE 8: DIRECTED SELLING PRODUCT CONFIGURATION

For the directed selling product configuration module, the emphasis is on source codes, scripts, up-sell/cross-sell, and their configuration. This is a high level view of the basic configurations needed for the majority of operations.

Lessons

- Define source codes
- Introduce scripts and script methods
- Create Up-Sell/Cross-Sell items and rules
- Create an order with Up-Sell/Cross-Sell rules

Practices

- Setup Up-Sell/Cross-Sell
- Create order with Up-Sell/Cross-Sell

MODULE 9: PRODUCT ATTRIBUTES

Product Attributes add additional details or information about product that you would like to maintain for searching, configuration, or manufacturing processing. You can assign attributes to a product through the procurement category that the product is assigned to. Often these attributes are also used for the evaluation of quality measures covered in another module.

Lessons

- Define the use of attributes
- Category Attributes Vs Product Attributes
- Define attributes
- Define attribute types
- Create attribute groups
- Assign attributes to categories
- Enter values for an attribute on a category
- Enter values for an attribute on a product

Practices

- Define attribute types
- Assign an attribute type to the attribute

MODULE 10: PRODUCT CATEGORIZATION

Product categorization is an essential process for the development of hierarchies to classify products or transactions for reporting and analysis. This is an expansion from basic inventory classification to groupings of products based on product lines or sales lines. In has applications in procurement, sales, commodities, and financial management.

Lessons

- Define product category hierarchy types
- Explain the process of importing industry categories
- Define policies for category hierarchies
- Update the retail category hierarchy
- Work with procurement category hierarchies

Practices

- Setup a category hierarchy
- Setup and maintain procurement category
- Setup policies for category hierarchies

MODULE 11: BASIC ITEM PRICING

This module reviews the pricing needed for a variety of product types. Items, services, not stocked. In addition, section of this module covers the basics of unit measurement and unit conversion in pricing considerations.

Lessons

- Set up default item pricing
- Configure automatic updates of item prices

Practices

- Create an item price
- Create costing versions

MODULE 12: TRADE AGREEMENTS

This module discusses purchase and sales agreements that are fixed price agreements that are entered into with one or more customers or vendors for the sale of individual or multiple items.

Lessons

- Discuss pricing and pricing groups for retail
- Activate Trade Agreements
- Set Up Trade Agreements
- Trade Agreements Parameters
- Sales Prices and Purchase Prices
- Line Discounts
- Multi Line Discounts
- Total Discounts
- Smart Rounding
- Generic Currency
- Supplementary Items
- Updating Trade Agreements
- Use Excel to update Trade Agreements

Practices

- Create trade agreements
- Set up smart rounding

MODULE 13: COSTING

This module explains the costing of manufactured goods. It reviews the impact of different costing models. Also included are best practices for costing as they pertain to industry.

Lessons

- Define standard costing
- Define costing versions
- Introduce standard costing in manufacturing
- Setup the costing sheet
- Create and activate standard costs

Practices

- Create a standard cost of a released product
- Create a price group

MODULE 14: CASE MANAGEMENT FOR PRODUCTS

The case management for products module covers the features that are specific to product change cases. The product change cases primarily aid manufacturing companies with the documentation of product changes.

Lessons

- Prerequisites for creating a product change case
- Define what can be associated with a product change case
- Define a case category
- Product change cases and a variety of product uses.

Practices

- Create a product change case
- Create a case category
- Associate entities with a product change case
- Approve, activate, or expire entities in a product change case

Agenda

	Day 1	Day 2
9:00 AM	About Products, Items, and Services	Product Attributes
10:00 AM	About BOM, Formulas, and Kits	Product Categorization
	Create Products and Variants	Basic Item Pricing
12:00 PM	LUNCH	LUNCH
1:00 PM	Create BOMs	Basic Item Pricing
2:00 PM	Create Kits	Trade Agreements
	Create Service Items and Not Stocked Products	
3:00 PM	Order and Warehouse Settings for Products	Costing
4:00 PM	Directed Selling Product Configuration	Case Management for Products
5:00 PM	SESSION END	SESSION END