D365 F&O Reporting Readiness Checklist

Agree the scope, business rules and acceptance evidence before the dashboards.

For: Finance leaders, operations owners, Dynamics partners and data teams

1. Decide what the first pack must do

A reporting pack is ready to build when the business can name its decisions, definitions, source controls and sign-off owners. A connector or dashboard template alone does not establish readiness.

Start with a decision, not a list of visuals

Choose one recurring decision or reporting task that causes material work. Examples include explaining a P&L; movement, prioritising overdue debt, or identifying orders that will miss a shipping commitment. Write down the action a user should take after reading the report.

Scope question	Record the answer
Business decision	What will someone decide, and how often?
Pack boundary	Which reports, entities, periods and user groups are included?
Reference control	Which source report, filters and cutoff must match?
Business owner	Who approves the definition and the reconciled result?
Success evidence	Which checks demonstrate that the pack is useful and correct?

Six readiness gates

[ ] A named business owner has agreed the first reporting scope.

[ ] An administrator can provide supported source access and required approvals.

[ ] Entity, account, dimension and currency mappings have an accountable owner.

[ ] Reference reports and representative test transactions are available.

[ ] Security, freshness and exception handling have agreed acceptance criteria.

[ ] Hosting, support, costs and future change ownership are documented.

Use Ready, Open action or Out of scope against each gate. Do not turn an unknown into an assumed Yes. A critical access, reconciliation or security gap should hold the delivery commitment.

2. Specify the reporting pack

Use this matrix as a workshop starting point. The examples are proposed requirements, not a claim that every report or integration is included in a standard subscription.

Area	Definition to agree	Acceptance evidence
GL and finance	Legal entities, account mapping, financial dimensions, fiscal calendar and reporting currency.	Trial balance or agreed financial statement reconciles at the same cutoff.
Receivables	As-of date, ageing basis, settlements, credits, disputes and currency.	An invoice, partial settlement and credit follow the approved ageing logic.
Payables	Open liability, due-date rules, credits, disputes and payment status.	A supplier balance traces to agreed source entries.
Stock	Sites, warehouses, units, availability definition and valuation basis.	Quantity and value reconcile separately to agreed controls.
Sales and shipping	Ordered, released, shipped, delivered and invoiced are distinct events.	A partial shipment is not counted as a complete order.
Purchasing	Orders, receipts, invoices and commitment definitions.	A partly received order has the agreed remaining commitment.

Agree exclusions before they become surprises

Specify whether currency translation, consolidation, eliminations, budgets, external CRM data, custom extensions and historical restatements are included. Do not add amounts across currencies or treat a multi-entity dashboard as statutory consolidation without an agreed method.

Capture one metric contract

Field	Workshop prompt
Measure and grain	What is counted? At invoice, line, order or entity level?
Date and status	Which date drives the period? Which posted or operational statuses qualify?
Adjustments	How are returns, reversals, cancellations, tax and credits handled?
Ownership	Who approves it, when did it become effective, and how will changes be versioned?

3. Prove the pipeline and the numbers

Microsoft documents supported F&O extraction through Synapse Link and Link to Fabric [1, 2]. Confirm your environment, selected tables, customisations and recovery route before committing to a design.

BRONZE	SILVER	GOLD
Capture source data and ingestion evidence.	Validate keys, relationships and agreed transformations.	Apply approved business definitions for reporting and AI.

This is a logical design pattern, not a promise of three separate copies or a universal technology recipe. Preserve traceability from a reported amount back to its source and transformation rules.

Use an illustrative test pack

Test	What should be demonstrated
Normal posting	Entity, period, dimensions, currency and amount match the agreed source.
Reversal or correction	The correction reaches the report once, without retaining a duplicate effect.
Partial settlement	The original invoice, settlement and remaining position are consistent.
Period boundary	A backdated posting follows the agreed period and restatement rules.
Incremental recovery	A repeated load does not double-count, and a failed load is recoverable.
Access boundary	An authorised user sees the right scope; a restricted user does not.

Measure the whole journey

Record source-posted time, arrival time, curated-data completion and report-visible time on a common clock. Direct Lake changes how the model reads prepared data; it does not eliminate upstream synchronisation or preparation [3].

> Illustrative timing only: posted 10:00, arrived 10:04, curated 10:07, visible 10:09. End-to-end freshness is nine minutes. These are synthetic timestamps, not measured DataNova customer results.

Test quiet and busy periods, a failed feed and initial history separately. Display the latest successfully processed source position and a stale-data warning, rather than only a page refresh time.

4. Agree the handover and launch decision

Approve the pack from evidence. Keep an action log for every unresolved exception, with an owner, next step and target date.

[ ] Finance has approved reconciliation totals and documented any accepted variance.

[ ] Operations has tested definitions for quantity, order and fulfilment measures.

[ ] Data owners have approved access boundaries and tested restricted users.

[ ] The team has measured source-to-report freshness and tested stale-data alerts.

[ ] An owner can monitor, recover and support each connection and transformation.

[ ] The agreed scope, additional costs, support and change process are recorded.

Make ownership visible

The business owner signs off definitions and results. The source administrator owns access and source changes. The delivery team owns the agreed pipeline and report work. The service owner owns monitoring, support and escalation. Record the people for your project rather than assuming one team performs every role.

Decision record	Complete before launch
Pack and entities	_____
Business sign-off and date	_____
Open exceptions and owner	_____
Freshness target and evidence	_____
Support contact and escalation	_____

How DataNova can help

DataNova can start from an agreed reporting pack and configure mappings, measures and drilldowns around your organisation. We target a customisable first suite within two weeks after source access, required mappings and scope are confirmed. We target data freshness within 15 minutes for supported, validated configurations. Initial loads, custom extensions, complex consolidation and additional sources can change both targets. Agree the implementation scope, hosting and ongoing service before work starts.

Bring this checklist, one recurring report and the source control it must reconcile to when you discuss your reporting requirements. Avoid sending production extracts or personal data in an initial enquiry.

Sources and next steps

Technical sources checked 29 October 2026. The worksheets and examples are DataNova recommendations, not Microsoft requirements.

1. Microsoft Learn: Finance and operations data in Synapse Link

2. Microsoft Learn: Link to Microsoft Fabric

3. Microsoft Learn: Direct Lake overview

Explore the reporting pack | Companion article | Discuss your requirements