**Dynamics 365 Business Central**

**81111: Business Central – Financials - Sales - Human Resources – Fixed Assets - Reports**

**For Accounting Managers, Accountants, Financial Support**

**Day 1: Introduction to Business Central, Accounting and Infrastructure Setup**

**Module 1: Introduction to Dynamics Business Central**

• Business Central as a Information HUB and a ERP System

• How to Login to Business Central and Roles

• Browse Application Areas

• The User Interface

• User Personalization

• Basic Functionalities

• Master Data for the Sales and Purchase Process

• Process Sales and Purchases

• Technology Overview

**Module 2: Setting Up Dynamics 365**

Setup in Microsoft Dynamics Business Central

• Manual Setup (Filter by Area in Ascending Mode)

• General

• Company

• Countries

• Currencies

• Languages

• Number Series

• Reason Codes

• Source Codes

• Finances

• Accounting Periods

• Bank Account Posting Groups

• Bank Import/Export Setup

• Dimensions

• General Business Posting Groups

• General Product Posting Groups

• General Journal Templates

• General Ledger Setup

• General Posting Setup

• Responsibility Centers

• Tax Business Posting Group

• Tax Posting Setup

• Tax Product Posting Group

• Tax Repot Setup

• Tax Report Configuration

• Tax Statement Templates

• Other

• Sales & Receivables Setup

• Jobs Setup

• Fixed Assets Setup

• Purchase & Payables Setup

• Human Resources Setup

• Inventory

• Inventory Setup

• Item Charges

• Locations

• Transfer Routes

• Service

• Envestnet Yodlee Bank Feeds Service

• Integration Services Setup

• Paypal Payments

• Sales & Inventory Forecast

• System

• Permission Sets

• Report Layout Selection

• SMTP Mail Setup

• Users

• Relationship Management

• Mailing Groups

• Marketing Setup

• Organization Levels

• Sales Cycles

• Salutations

• Intercompany

• Intercompany Chart of Accounts

• Intercompany Dimensions

• Intercompany Partners

• Intercompany Setup

• Assisted Setup

• Migrate Business Data

• Setup Sales Tax

• Setup Approval Workflows

• Setup Customer Approval Workflows

• Setup Email

• Setup Email Logging

• Setup your Business Inbox in Outlook

• Setup Reporting Data

• Setup an Item Approval Workflow

• Setup Azure Active Directory

• Setup Payment Approval Workflow

• Setup Dynamics 365 for Sales Connection

• Setup Intelligent Cloud

• Master Company Records

• The chart of accounts

• General journals

• G/L Account Cards

• Chart of Accounts Page

• Customer Cards

• Vendor Cards

• Item Cards

• Administration setting for all companies

**Module 3: Working with Business Central**

**Lessons**

o Changing Basic Settings

o Using Search for Page or Report

o Searching, Filtering, and Sorting Data

o Navigating the menus

o Entering Date Ranges

o Detecting Mandatory Fields

o Customizing Business Central

o Displaying Lists in Different Ways

o Setting Up a Colored Indicator on Cues

o Working with Reports

o Scheduling a Report to Run

o Managing Report and Document Layouts

o Working with General Journals

o Changing Language and Locale

o Accessibility and Keyboard Shortcuts

**Module 4: Managing Bank Accounts**

**Lessons**

o Set Up Bank Accounts

o Set Up the Envestnet Yodlee Bank Feeds Service

o Set Up the Bank Data Conversion Service

o Setup Credit card sub-account

**Module 5: Set Up Sales**

**Lessons**

o Register New Customers

o Enable Customer Payments Through Payment Services

o Record Special Sales Prices and Discounts

o Set Up Salespeople

o Set Up Document Sending Profiles

o Send Documents by Email

o Set Up Shipping Agents

**Module 6: Purchasing**

**Lessons**

o Register New Vendors

o Record Special Purchase Prices and Discounts

o Prioritize Vendors

o Set Up Purchasers

**Module 7: Products, Items and Inventory**

o Set Up General Inventory Information

o Work with Responsibility Centers

o Set Up Locations

o Register New Items

o Set Up Item Units of Measure

o Set Up Stockkeeping Units

o Categorize Items

**Day 2: Sales, Purchasing, and Order Processing**

**Module 8: Sales**

o Customers

o Items

o Item Journals

o Item Charges

o Sales Quotes

o Sales Orders

o Blanket Sales Orders

o Sales Invoices

o Sales Credit Memos

o Sales Journals

o Sales Return Orders

o Transfer Orders

o Reminders

o Finance Charge Memos

o Posted Sales Invoices

o Posted Sales Credit Memos

o Posted Sales Return Receipts

o Issued Reminders

o Issued Finance Charge Memos

o Assembly Orders

o Drop Shipments

o Locations

o Item Reclassification Journals

o Revaluation Journals

o Sales Analysis

o Budgets Analysis

o Walkthrough: Setting Up and Invoicing Sales Prepayments

**Module 9: Customer Relationship Management**

o Relationship Management

o Setting Up Relationship Management

o Managing Contacts

o Managing Segments

o Recording Interactions

o Managing Sales Opportunities

o Use Profile Questionnaires to Classify Business Contacts

o Managing Customers and Sales Created in Dynamics 365 for Sales

o Contacts

o Opportunities

o Sales Quotes

o Sales Orders

o Blanket Sales Orders

o Customers

o Items

o Segments

o Campaigns

o Salespersons

o Walkthrough: Conducting a Sales Campaign

**Module 10: Sales Purchase Administration**

o Salespeople / Purchasers

o Customer Price Groups

o Customer Invoice Discounts

o Vendor Invoice Discounts

o Item Discounts Groups

o Sales Cycles

**Module 11: Purchasing**

o Purchasing

o Vendors

o Incoming Documents

o Item Charges

o Purchase Quotes

o Purchase Orders

o Blanket Purchase Orders

o Purchase Invoices

o Purchase Credit Memos

o Purchase Return Orders

o Posted Purchase Invoices

o Posted Purchase Credit Memos

o Posted Purchase Receipts

o Posted Purchase Return Shipments

o Purchase Journals

o Walkthrough: Setting Up and Using a Purchase Approval Workflow

**Module 12: Business Central Customer Relationship Management CRM**

Relationship Management Overview

Contact Management

Segmentation

Profiling and Classification

Opportunity Management

Interactions and Document Management

Microsoft Dynamics CRM integration

Office 365 Outlook Synchronization

Campaign Management

Analysis and Reporting

**Module 13 Approvals**

o Requests to Approve

o Workflows

**Day 3: General Ledge and End of Month Close**

On this day, student will learn to demonstrate how to close a fiscal year and Bank Reconciliation.

**Module 14 Cash Management**

• Cash Receipt Journals

• Payment Journals

• Bank Accounts

• Bank Account Statements

• Payment Reconciliation Journals

• Direct Debit Collections

• Payment Recon. Journals

• Payment Terms

• Cash Flow Forecast

• Chart of Cash Flow Accounts

• Cash Flow Manual Revenues

• Cash Flow Manual Expenses

**Module 15 Warehouse Management**

o Warehouse Management

o Design Details: Warehouse Overview

o Set Up Bin Types

o Create Bins

o Create Bin Contents

o Set Up Put-away Templates

o Set Up Warehouse Employees

o Set Up Locations to Use Bins

o Convert Existing Locations to Warehouse Locations

o Set Up Basic Warehouses with Operations Areas

o Set Up Items and Locations for Directed Put-away and Pick

o Count, Adjust, or Reclassify Inventory

o Enable Automatic Breaking Bulk with Directed Put-away and Pick

o Enable Picking by FEFO

o Enable Automated Data Capture Systems (ADCS)

o Restructure Warehouses

**Module 16 Warehouse Management**

o Receive Items

o Cross-Dock Items

o Putting Items Away

o Moving Items

o Picking Items

o Ship Items

**Module 17 Inventory Management**

o Register New Items

o Work with Bills of Material

o Categorize Items

o Work with Item Attributes

o Work with Nonstock Items

o Count, Adjust, and Reclassify Inventory

o View the Availability of Items

o Transfer Inventory Between Locations

o Reserve Items

o Work with Serial and Lot Numbers

o Block Items

o Work with Responsibility Centers

o Items

o Item Journals

o Item Charges

o Assembly Orders

o Drop Shipments

o Locations

o Walkthrough: Receiving and Putting Away in Basic Warehouse Configuration

o Walkthrough: Receiving and Putting Away in Advanced Warehouse Configurations

**Day 4: Fixed Assets and Reports**

**Module 18 Fixed Assets**

o Fixed Assets

o Fixed Assets G/L Journals

o Fixed Assets Journals

o Fixed Assets Reclass. Journals

o Insurance

o Insurance Journals

o Recurring Fixed Assets Journals

**Module 19 Intercompany**

o Partners

o Chart of Accounts

o G/L entry Intercompany General Journal

o Dimensions

**Module 20 Human Resources**

o Register Employees

o Manage Employee Absences

o (Reimburse expenses instead of vendor

**Module 21 Self-Service**

o Time Sheets

o User Task

**Module 22 Reports and Business Analysis**

Business Central Reports

Standard Reports (Built-in)

Custom Reports (Must map ledge accounts)

o Business Intelligence and Analysis

o Sales Analysis Reports

o Sales Analysis by Dimensions

o Sales Budgets

o Contacts

o Customers

o Analyze Actual Amounts Versus Budgeted Amounts

o Prepare Financial Reporting with Account Schedules and Account Categories

o Set Up and Publish KPI Web Services Based on Account Schedules

o Analyze Data by Dimensions

o Create Analysis Reports

**Module 23 Setup & Extensions**

o Service Connections

o Extensions