

# Finance Operations

NP Retail og NP Entertainment based on Business Central 2018



**Business Central Training Package** 





## Training Checklist

Company name:			
NP Consultant:			
Date:	Teaching start time:	Teaching end time:	

### Finance Operations

#### Basic functions of the Finance module

The teaching sessions are scheduled to last 2x2 hours + 2 hours for follow-up and questions.

Setting up and loading of the payroll file and payment of bank payments have to be done in advance and are included in the price.

In general, the teaching session deals with the principles of setting up data and using the elements. The full setup is to be completed by the customer afterwards.

	Y	es	No
1.	Accounting Start - Best Practice	]	
	a. Opening balance		
	b. Opening stock		
	c. Manual book keeping entry on system accounts		
2.	Accounting Setup		
	a. Accounting period	]	
	b. Post to and from		
3.	Number Series		
	a. Creation of number series and lines		
	b. Number series relations		
4.	Use of filters		
	a. Set filters		
	b. Clear filters		
5.	Using date formulas		
6.	Navigate	]	





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7.	VAT	VAT Posting Setup				
	a.	Vat company posting groups				
	b.	VAT Product Catalog				
	c.	VAT posting set up				
	d.	Calculate VAT payment				
	e.	Reporting				
8.	Curi	Currency				
	a.	Creation of currencies				
	b.	Creation of exchange rates				
9.	Ban	Bank accounts				
	a.	Creation of bank credit cards				
	b.	Export of files to the bank				
	C.	Import of payroll files				
10. [	Dim	imensions				
	a.	Creating dimensions				
	b.	Activation of dimensions				
	c.	Mandatory dimensions on the financial accounts $\Box$				
	d.	Reconciliation of the dimensions				
11.	Fina	nancial Year End				
	a.	Closing of period				
	b.	Resetting of the result				
	C.	Creation of a new financial year				
	d.	Post entries				



It is hereby confirmed that the above items have been taught during the training session on the stated date and time. If the customer and representative of NaviPartner can answer yes to the above-mentioned items, the teaching covered by this training package is considered to be completed. Additional tuition will be billed at a time and material basis or according to agreements already made. If unexpectedly, the answer is no in one or more topics above or there is a need to

associate other comments to the training, these are to be noted down on a separate note sheet. In such cases, we refer to the online case system as well as the project – or the delivery manager.

In addition, this confirms that the technical installation and initial education have been completed and thus is billable.

For the shop	For NaviPartner
Date and signature	Date and signature

#### Notes

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