

# Finance Starter for Retail



Business Central educational package



# Training Checklist

Customer name: \_\_\_\_\_

NP Consultant: \_\_\_\_\_

Date: \_\_\_\_\_ Teaching start time: \_\_\_\_\_ Teaching end time: \_\_\_\_\_

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## Finance for Retail

### Basic Accounting with NP Retail in Business Central

This education document is the basic package of financial accounting in Business Central in terms of order sales in companies. The target group for this education is financial accountants / book keepers.

The Finance for Retail course is divided into a number of sub-elements, in order for the participants to gain an overview of Business Central's structure and appearance in general, as well as its basic functionalities in the Finance module and its integration with the debtor / order module. The selection of modules and topics is not complete and final due to the fact that Navision application's functionalities being too extensive.

The teaching itself is scheduled to last 4 hours, in addition an initial preparation and setup needs to be planned. This basic user training will benefit from being supplemented with the other packages in NaviPartner's educational program, including Debtor / Creditor Management and Finance Basis, following this startup package. For more information, please contact NaviPartner.



	Yes	No
1. The overall structure of the program.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Navigation and shortcuts.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Changing the interface.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Information about and acceptance of role and home page.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Financial Management module		
a. Overall module content .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Account plan .....	<input type="checkbox"/>	<input type="checkbox"/>
i. Structure and columns .....	<input type="checkbox"/>	<input type="checkbox"/>
ii. How to make changes in the account plan .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Emphasis on system accounts.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Posting Setup.....	<input type="checkbox"/>	<input type="checkbox"/>
i. Business Accounting Groups - "Who Do We Deal With" .....	<input type="checkbox"/>	<input type="checkbox"/>
ii. Product Listing Groups - "What are we dealing with" .....	<input type="checkbox"/>	<input type="checkbox"/>
iii. Stock account.....	<input type="checkbox"/>	<input type="checkbox"/>
6. General Journal		
a. Introduction to setup.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Structure and columns .....	<input type="checkbox"/>	<input type="checkbox"/>
c. Accounting in financial statements .....	<input type="checkbox"/>	<input type="checkbox"/>
d. Reversal Transaction / Journal.....	<input type="checkbox"/>	<input type="checkbox"/>
e. Finance - Balances per. dimensions .....	<input type="checkbox"/>	<input type="checkbox"/>
f. Print of Balance and Credit Card .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Accounting start-up - Practice		
a. Opening balance.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Primary stock.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Manually creating entries in system accounts .....	<input type="checkbox"/>	<input type="checkbox"/>
8. Creating master data		
a. Creating vendors .....	<input type="checkbox"/>	<input type="checkbox"/>
b. Creating customers.....	<input type="checkbox"/>	<input type="checkbox"/>

It is hereby confirmed that the above items have been taught during the visit on the stated date and time. If the proprietor 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 settled as payment by the hour 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 installation,

these are to be written down on the separate note sheet. The listed items are considered to be fully taught and finalized when they are all completed according to the plan. 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 are billable.

*For the shop*

*For NaviPartner*

\_\_\_\_\_  
*Date and signature*

\_\_\_\_\_  
*Date and signature*

## Notes

Item no.

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