



Microsoft Dynamics 365 Business Central Training Course

CURRICULUM

Module I – Introduction to Business Central

- Understanding ERP Systems
- Exploring ERP Benefits
- Introducing Microsoft Dynamics 365 Business Central
- ERP Functional Modules
- Deployment Models
- Licensing Options
- User Roles
- Microsoft Integrations
- ERP Roles & Terminology
- Use Cases by Industry

Module II – Business Central User Interface & Navigation

- Navigating Role Centers
- “Tell Me” Search
- Page Types
- Sorting & Filtering
- Exporting Data to Excel
- Adding Notes & Links
- Viewing FactBoxes
- Creating Personalized Views
- Using Quick Entry
- User Productivity with Shortcuts

Module III – Master Data Management

- Items Management
- Inventory Posting Groups
- Costing Methods
- Vendor Management
- Vendor Posting Groups
- Configuring Multi-Currency Vendors
- Customer Management
- Customer Posting Groups
- Setting Up Intrastat Codes
- Dimensions in MS Business Central

Module IV – Sales Management

- Understanding the Sales Workflow
- Creating Sales Quotes
- Processing Sales Orders
- Posting Sales Invoices
- Credit Memos
- Managing Blanket Sales Orders
- Sales Returns
- Customer Prepayments
- Setting Up Pricing & Discounts
- Sales Reports & Analysis

Module V – Purchase Management

- Understanding the Purchase Workflow
- Creating Purchase Quotes
- Processing Purchase Orders
- Posting Purchase Invoices
- Purchase Credit Memos
- Purchase Returns
- Purchase Prices & Discounts
- Vendor Statements
- Recording Payments in Journals
- Purchase Reports & Analysis

Module VI – Inventory Operations

- Posting Inventory Adjustments
- Transferring Items Between Locations
- Assembly Order Management
- Performing Physical Inventory
- Reclassifying Inventory Items
- Item Tracking
- Item Ledger Entries
- Checking Item Availability
- Stock Valuation
- Inventory Reports & Analysis

Module VII – Financial Management

- General Journal Entries
- Managing Recurring Journals
- Payment Journals
- Processing Cash Receipts
- Bank Reconciliation
- Fixed Assets Management
- Multi-Currency Transactions
- Applying Deferral Schedules
- Using Dimensions in Entries
- Year-End Closing Activities

Module VIII – Tax Setup & Compliance

- Understanding Tax Framework
- Setting Up Tax Groups & Areas
- Defining Tax Codes & Rates
- Applying Tax in Transactions
- Managing Multi-Jurisdiction Taxes
- Configuring Reverse Charges
- Validating Tax Calculations
- Generating Tax Filing Reports
- Handling Exemptions & Certificates
- Ensuring Tax Consistency Across Modules

Module IX – Payables & Receivables

- Managing Accounts Payable
- Vendor Payments
- Accounts Receivable
- Customer Payments
- Defining Payment Terms & Methods
- Handling Advances & Deposits
- Processing Refunds & Adjustments
- Reviewing Aging Reports
- Managing Payment Disputes & Follow-Ups
- Configuring Payment Reconciliation

Module X – Financial Reports & Analysis

- Creating Account Schedules
- Using Built-In Reporting Tools
- Generating Dimension-Based Reports
- Forecasting Cash Flow
- Creating Income Statements
- Generating Balance Sheets
- Managing Budgets & Forecasts
- Performing Cost Accounting
- Building Analysis Views
- Automating Report Distribution to Stakeholders

Module XI – Project Operations

- Project Card Overview
- Entering Project Tasks
- Posting Time via Journals
- Reviewing Project Costs
- Time Sheets
- Project Billing
- Project Ledger Entries
- Analyzing Project Profitability
- Closing Projects
- Project Reports

Module XII – HR Operations

- Employee Cards
- Leave or Absence Entries
- Updating Employee Details
- Employee Documents
- Assigning Dimensions
- Employee Ledger Entries
- Salary Journals
- Reimbursement Entries
- Generating HR Reports
- Exporting Employee Data

Module XIII – Manufacturing Operations

- Viewing and Navigating BOMs
- Simple Production Orders
- Consuming Materials from Inventory
- Recording Output and Scrap
- Posting Time and Work Center Usage
- Production Status
- Capacity Load
- Rescheduling Orders
- Finished Goods Inventory
- Production Order Reports

Module XIV – Service Operations

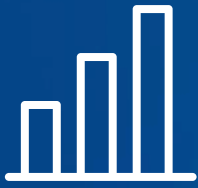
- Creating Service Items
- Service Quotes
- Converting Quotes to Service Orders
- Assigning Technicians or Resources
- Service Items and Usage
- Service Invoices
- Tracking Service History
- Service Contracts
- Tracking AMC Records
- Service Reports

Module XV – Approvals and Workflows

- Submitting Requests for Approval
- Checking Approval Status
- Approving or Rejecting Requests
- Workflow Notifications
- Managing Delegations
- Document Approvals
- Resubmitting Requests
- Resolving Common Errors
- Email Notifications
- Escalating Approvals

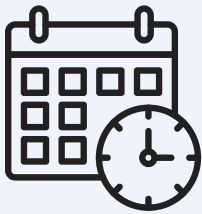
Module XVI – Common User Errors & Best Practices

- Identifying Common Transaction Mistakes
- Preventing Duplicate Records
- Undoing Posted Documents (Returns/Credits)
- Tracking Missing Entries
- Avoiding Posting Date Conflicts
- Understanding the Impact of Posting Groups
- Resolving Permission Errors
- Maintaining Data Entry Consistency
- Troubleshooting User Errors
- Requesting Help Effectively



Microsoft Dynamics 365 Business Central Training Course

Schedule



Duration

4 Months

(16 Weeks)

Training Schedule



Weekdays Training

Monday to Friday



Weekend Training

Saturday & Sunday



Daily / Weekly Session

Live Online Instructor Led Session



Microsoft Dynamics 365 Business Central Training Course Fee

Limited Time Offer

Currency	Code	Offer Price	Regular Price
US dollar	USD	850	1300
Canadian dollar	CAD	1150	1600
Australian dollar	AUD	1280	1800
Sterling pound	GBP	660	1050
New Zealand dollar	NZD	1320	1900
Indian rupee	INR	65,000	95,000



Fee is inclusive of all applicable taxes and include examination and certification fee.



No other hidden charges of any type.

Thank You!

Thank you for downloading our curriculum!

We're excited to be part of your learning journey. Feel free to reach out if you need more information.

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