

# **Microsoft Dynamics 365 Business Central Functional Consultant – Basic Finance User**

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In the Microsoft Dynamics 365 Business Central Functional Consultant – Basic Finance User course, you will learn how to navigate and use Business Central's core financial features. This includes setting up and maintaining the general ledger, managing accounts payable and receivable, and performing bank reconciliations. You'll also gain skills in generating key financial reports such as balance sheets and profit and loss statements. The course covers the use of dimensions for categorizing financial transactions and creating more detailed reports, as well as setting up and managing budgets for better financial control. Additionally, you'll learn how to manage VAT and other tax-related tasks within Business Central. Overall, the course provides hands-on experience in managing day-to-day financial processes and ensuring accurate financial record-keeping and reporting in Business Central.

## **Required Prerequisites**

Basic Finance User course typically include a basic understanding of accounting principles, such as knowledge of financial statements, general ledger management, accounts payable, and accounts receivable. Familiarity with Business Central or similar ERP systems is beneficial, though not always required, as it helps in navigating the platform more efficiently. A solid grasp of general business processes, particularly in finance, will enhance the learning experience. Additionally, proficiency in basic computer skills and spreadsheet software like Microsoft Excel is important, as the course involves using these tools within Business Central. Lastly, a willingness to learn and an interest in ERP systems and financial management will be essential for success in the course.

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### **Module 1: Set up Finance Management in Configure Financials**

- Set up Finance Management
- Configure accounting periods
- Configure the general ledger setup
- Set up the Chart of Accounts
- Create G/L accounts
- Create account categories and subcategories

#### **Labs:**

- Create Chart of accounts
- General Ledger Setup

- Accounting Periods
- Categories and sub categories

## **Module 2: Set up posting groups and Set up dimensions**

- Overview
- Create specific posting groups
- Create general posting groups
- Configure general posting setup options
- Set up VAT posting Groups
- Configure the VAT posting Setup
- Set up dimensions
- Overview
- Set up dimensions and dimension values
- Set up global and shortcut dimensions
- Set up default dimensions
- Block dimension combinations
- Define default dimension priorities

### **Labs:**

- Set up a dimension with dimension values
- Limit a dimension combination.
- Block dimension value combinations.
- Create a VAT Product Posting Group.
- Create a VAT Business Posting Group.
- Complete the Tax Posting Setup.
- Create a Product Posting Group.
- Create a Business Posting Group.
- Complete the General Posting Setup.

## **Module 3: General Journals**

- Overview
- Create general journal templates
- Create general journal batches
- Set up currencies
- Set up currencies
- Update exchange rates
- Set up Cash Management
- Set up bank accounts

### **Labs:**

- Creating a General Journal Template
- Posting General Journal lines
- Creating Batches
- Recurring Gen Journals

## **Module 4: Set up Accounts Payables and Accounts Receivable**

- Create Payment Terms
- Configure Payment Methods. Merge vendor accounts
- Set up payment journals
- Set up vendor bank accounts
- Create document sending profiles
- Set up Accounts Receivables
- Create customer accounts, Merge customer records
- Set up cash receipt journals
- Set up payment registration
- Set up customer bank accounts
- Enable customer payments through payment services
- Relationship between customer and customer ledger entries

### **Labs:**

- Set up and assign number series.
- Complete discount posting setup.
- Set up a Vendor Posting Group.
- Create Vendor Templates.
- Configure vendors.
- Set up and assign number series
- Complete discount posting setup
- Activate credit limit warning

## **Module 5: REPORTING**

- Configuring forms (SO, PO, Invoice, etc.)
- Operational reports (AR, & AP aging, Sales Reports, etc.)
- Financial reports (Income Statement, Balance Sheet, Cash Flow Statement etc.)
- Consolidated Financial statements with proper intercompany elimination. (Balance Sheet, Cash Flow, Profit & Loss)

### **Labs:**

- Extracting reports

## **Module 6: Business Central Integration**

- **Connect Power Automate**
- Describe use cases for enhancing Business Central by using Power Automate
- Describe the process for creating flows and using standard connectors
- Use embedded (built-in flows in Business Central) Power Automate flows
- **Connect Power Apps**
- Describe use cases for enhancing Business Central by using Power Apps
- Create Power App with Standard API
- **Connect Power BI**
- Consume Power BI reports within Business Central
- Consume Business Central data by using Odata in Power BI Desktop Microsoft Defender for Endpoint