Comprehensive Guide to Budgeting and Fixed Assets in Microsoft Dynamics 365 Business Central

This comprehensive course provides participants with a deep dive into Microsoft Dynamics 365 Business Central, focusing on its core financial, operational, and integration functionalities. Learners will explore how to navigate the user interface, set up companies, manage financial configurations, handle sales and purchasing processes, operate key business tasks, and leverage Business Central's integration with tools like Power Platform and Office 365. Special topics include Fixed Asset management, financial reporting, budgeting, and hands-on workshops for practical experience. By the end of this course, participants will be equipped to confidently set up and operate Business Central environments for small to mid-sized businesses

Prerequisites

- Basic understanding of business processes such as finance, purchasing, sales, and inventory management.
- Familiarity with Microsoft Office tools, especially Excel and Outlook.
- Prior exposure to ERP concepts
- Basic knowledge of Microsoft cloud services (e.g., Microsoft 365, Azure).
- Basic navigation skills in business software applications.

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Module 1: Introduction to Business Central

- Describe use cases and common features for Business Central modules
- Technology overview
- Navigate the user interface
- Perform basic user tasks in Business Central
- Master Data
- Sales and Purchase processes

Module 2: Application Setup

Create and configure a new company

- Create a new company by using the Assisted Setup
- Copy a company
- Copy data from an existing company

Migrate data to Business Central

- Overview
- Migrate data by using the Assisted Setup
- Create a configuration worksheet
- Create configuration questionnaires
- Use configuration packages
- Migrate data by using the Edit in Excel feature
- Create journal opening balances

Manage Security

- Set up new users and user groups
- Create and assign permission sets
- Apply security filters
- Create and manage user profiles
- Perform user-specific setup

Set up core app functionality

- Set up company information
- Set up printers
- Set up reports
- Set up and use job queues
- Set up email
- Set up number series
- Set up base calendars
- Set up change log

Module 3: 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

Set up posting groups

- 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
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- Set up global and shortcut dimensions
- Set up default dimensions
- Block combinations
- Define default dimension priorities

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
- Set up bank imports and exports
- Set up payment reconciliation journals
- Set up payment application rules
- Explore data exchange definitions

Set up Accounts Payables

- Create vendor accounts
- Create Payment Terms
- Configure Payment Methods
- Merge vendor accounts
- Configure the purchases and payables setup
- Set up payment journals
- Set up vendor bank accounts
- Create document sending profiles

Set up Accounts Receivables

- Create customer accounts

- Merge customer records
- Configure the Sales & Receivables Setup
- 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

Module 4: Configure Sales and Purchasing

Set up Inventory

- Create customer accounts
- Merge customer records
- Configure the Sales & Receivables Setup
- 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

Configure sales pricing and discounts

- Create customer-specific discounts
- Create customer-specific prices
- Pricing customer groups
- Best price calculation

Configure purchase pricing and discounts

- Configure purchase prices
- Configure purchase discounts

Configure Salespeople and Purchasers

- Configure salespeople
- Assign a salesperson to a customer
- Configure purchasers
- Assign a purchaser to a vendor

Module 5: Operations

Sell items

- Create quotations
- Convert a quotation into an order or invoice

- Analyze item availability
- Ship items
- Reverse shipments
- Invoice items
- Configure recurring sales lines
- Post and review a sales transaction

Order Promising

- Process customer payments
- Process payments to vendors
- Unapply entries
- Reconcile bank accounts
- Process journal entries
- Reverse posted journals

Financial Transactions

- Process purchase invoices
- Reverse or correct a posted purchase invoice
- Process sales invoices
- Reverse or correct a posted sales invoice
- Combine order shipments for invoicing
- Process payments journals
- Suggest vendor payments
- Unapply entries
- Reverse posted journals
- Describe bank reconciliations
- Create and process journal entries
- Process periodic entries using standard journals

Inventory Costing

- Create and manage inventory periods
- Describe the inventory batch posting process
- Describe costing methods

Module 6: Integration and Automation

Set up and manage approvals by using workflows

- Explore workflow in Business Central
- Create workflows
- Set up approval users
- Set up notifications

- Use approval workflows

Integrate Business Central with other applications

- Integrate Business Central with Office apps
- Describe use cases for integrating Business Central with Microsoft Teams and Microsoft Office
- Describe use cases for AppSource (Marketplace)
- Configure integration between Business Central and Microsoft Dataverse
- Describe use cases connecting to Dynamics 365 Sales

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

2.0 Introduction to Fixed Asset

Lesson 1: Basic Overview

- Fixed Assets Overview
- Fixed Assets Reports and Analytics

Lesson 2: Managing Assets

- Acquire Fixed Assets
- Maintain Fixed Assets
- Insure Fixed Assets
- Transfer, Split, or Combine Fixed Assets
- Revalue Fixed Assets

Lesson 3: Disposal of Assets

- Depreciate or Amortize Fixed Assets
- Dispose of or Retire Fixed Assets
- Manage Budgets for Fixed Assets

- Troubleshooting FA Ledger Entries

3.0 Financial Reporting

- Income statement
- Cash flow statement.
- Balance sheet.

4.0 Budgeting

- Create a new general ledger budget.
- Enter budget entries manually.
- Create budgets by using the Copy Budget function.
- Export budgets to Excel.
- Import budgets from Excel.

5.0 Workshop Demo