

## General Ledger

### Financial management Setup

- Explain the fields on the General Ledger Setup window.
- Explain and set up Accounting Periods.
- Explain and set up Trail Codes, Source Codes, and Reason Codes
- Explain and set up specific posting groups
- Explain and set up general posting groups
- Create a general posting setup
- Create an inventory posting setup
- Explain and set up VAT posting groups
- Create a VAT posting setup
- Review additional VAT posting setup
- Review posting setups based on the chart of accounts
- Demonstrate how posting groups direct a sales transaction
- Explain and set up dimensions and dimension values
- Explain the different dimensions types: Global, Shortcut, and Budget
- Explain and demonstrate how dimension combinations are set up
- Explain and demo the three levels of default dimensions, including single, multiple, and account type
- Explain the purpose of default dimension priorities
- Demonstrate the use of default dimension priorities in general journals
- Explain the purpose and organization of journal templates and journal batches.
- Create general journal templates and general journal batches
- Explain and Setup Payment Terms
- Explain and Setup Payment Methods

### General Ledger

- Explain the use of the Chart of Accounts.
- Explain the elements of the G/L Account Card.
- Explain the Chart of Account elements.
- Explain the Budgets feature in Microsoft Dynamics 365 Business Central
- Explain the G/L Budgets page elements.
- Demonstrate the process of setting up budgets manually
- Explain additional budget processes, such as deleting budget entries.
- Explain the process of creating budgets by using the Copy Budget function.
- Explain the process of creating budgets by using the Export Budget and Import Budget functions.
- Explain the General Journal entry and posting system.
- Create and post General Journal entries.
- Describe Recurring Journals, including fields and allocations.
- Demonstrate how to use Recurring Journals with allocations and how to record accruals.

- Explain the process of reversing and correcting journal entries.

### VAT and Intrastat

- Explain the effects of the Prices Including VAT settings on sales and purchase documents.
- Explain the process of adjusting calculated VAT amounts in sales and purchase documents and journals.
- Demonstrate the process of recording Import VAT.
- Describe and demonstrate the process of correcting a posted VAT entry.
- Explain, create, and print a VAT Statement.
- Explain and run the Calc. and Post VAT Settlement batch job.
- Explain the requirements of reporting Intrastat.
- Set up Intrastat for use in Microsoft Dynamics 365 Business Central
- Explain the process of running and submitting Intrastat reports.

### Financial Analysis & Reporting

- Describe types of dimensions and dimension entry in journals and documents
- Explain and demonstrate how to view posted dimension information
- Describe the pages related to analysing financial information and explain the analysis views setup
- Explain how to generate and print dimension analysis reports
- Describe filtering and analysis pages related to the Chart of Accounts.
- Demonstrate setting up an account schedule and explain other processes relating to account schedules.
- Explain how to set up and use sales and purchase analysis reports.
- Describe and demonstrate how to perform analysis by dimensions.
- Explain how to create and export budgets and use them in analysis reports.

### Cash Management

- Explain and Set-up Bank Account Posting Groups
- Describe the Bank Account Card.
- Demonstrate the process for entering and posting payments received from customers.
- Demonstrate the process for entering and posting payments to vendors.
- Explain and demonstrate the process of financially voiding a check.
- Review the Bank Account Reconciliation window and the options for populating the bank reconciliation lines.
- Demonstrate how to process a bank reconciliation.

### Consolidation

- Explain the required setup in the consolidated company and subsidiaries to perform

consolidation.

- Explain and set up Business Units and the Business Unit Cards.
- Create Dimensions in Consolidations
- Explain the process of exporting data from business units located in other databases.
- Explain the processes of testing consolidation data from business units.
- Explain and run the batch jobs used to process consolidation.
- Explain and demonstrate the process of preparing and posting consolidation elimination entries.
- Explain and run consolidation reports after the consolidation is completed.

## Multicurrency

- Explain setup requirements for currencies and exchange rates when using multiple currencies.
- Explain setup requirements using multiple currencies with Customers, Vendors, and Bank Accounts.
- Review steps and additional functionality for processing Purch and Sales docs that have foreign currency.
- Review steps and additional functionality when recording and posting multicurrency trans in the Cash Receipts Journal.
- Review the steps for processing multicurrency payments using the Payments Journal.
- Review the process of running the Adjust Exchange Rates batch job for Customers, Vendors, and Bank Accounts.
- Explain set up, viewing amounts, daily processing, and periodic processes when using an Additional Reporting Currency.
- Explain the process of consolidations with companies using different currencies.

## Intercompany Postings

- Review the IC feature and prepare the database to complete Intercompany Postings.
- Explain the IC Partner Card and the process of setting up an intercompany partner.
- Assign an IC partner to a customer and/or vendor.
- Set up the centralized IC Chart of Accounts to be used for IC transactions.
- Set up the centralized IC dimensions to be used for IC transactions.
- Explain the IC Outbox and IC Inbox used to transfer IC transactions.
- Demonstrate the process of creating an IC document.
- Explain the process of sending an IC transaction to an IC partner.
- Explain the process of receiving and accepting an IC transaction from an IC partner.
- Review handled incoming and outgoing IC transactions.
- Explain the process of rejecting an IC transaction from an IC partner.
- Explain the process of returning and canceling a rejected IC transaction from an IC partner.
- Process IC transactions using the IC General Journal.



### **Year End Closing Processes**

- Close the accounting periods for the fiscal year.
- Explain and run the Close Income Statement batch job process.
- Complete the closing process by posting the General Journal.

## Sales & Receivables

### Receivables Management

- Explain the fields on the Sales & Receivables Setup window.
- Reference the Payments FastTab on the Customer Card.
- Explain the Cash Receipt Journal, which is used to post payments received.
- Explain the process of applying cash receipt payments to customer ledger entries.
- Explain the process of unapplying entries to customer ledger entries.
- Explain the process of reversing customer ledger entries posted with using journals.
- Set up Microsoft Dynamics 365 Business Central to use payment discounts.
- Process transactions for various situations that benefit from payment discounts.
- Set up Microsoft Dynamics 365 Business Central to use payment tolerance.
- Process transactions for various situations that benefit from using payment tolerance.
- Explain why and when Reminders and Finance Charge Memos are used.
- Set up Microsoft Dynamics 365 Business Central to use reminders.
- Explain the process of creating and issuing reminders.
- Set up Microsoft Dynamics 365 Business Central to use finance charge memos.
- Explain the process of creating and issuing finance charge memos.
- Review Customer Ledger Entries and Detailed Customer Ledger Entries.

### Sales Order Management

- Review the setup of Sales Order Mgmt, incl. customers, shipping options, reservation rules, cust. posting groups, and salespeople.
- Explain and process sales quotes and blanket orders, and review sales order information.
- Describe how to reserve items on a sales order.
- Explain the process of posting a sales order shipment.
- Describe and demonstrate the process of combining shipments into one invoice.
- Explain how to process prepayments on a sales order.

### Process Sales

- Outline a complete sales process and how it connects to other application areas.
- Set up a new customer by filling in a customer card.
- Create a sales quote and convert it to a sales order.
- Create, post, and review sales orders.
- Process the shipment and invoicing of goods.
- Receive payments from customers.
- Use the Aged Accounts Receivable report.

### Customer Service Features

- Explain how to set up and use item substitutions.
- Describe how to set up and use item cross references.
- Explain nonstock item setup and the processes to create nonstock items manually and through a vendor catalog import.
- Describe how to sell nonstock items using drop shipments.

## Purchase & Payables

### Process Purchases

- Review the setup of Purchase Order Management, including vendors, receiving options, vendor posting groups, and purchasers.
- Explain and process purchase transactions, including quotes, blanket orders, and purchase orders.
- Review the concept of purchase prices and discounts in relation to item costs.
- Explain purchase price setup and processing.
- Explain the setup defining the general rules of how discounts post and review invoice and line discount setup and processing.
- Explain how to process prepayments on a purchase order.
- Outline a complete purchase process and how it connects to other application areas.
- Set up a new vendor by filling in a vendor card.
- Create, post, and review purchase orders.
- Process the receipt and invoicing of inventory items.
- Create, post, and review purchase invoices.
- Process the purchase of non-inventory goods or services with purchase invoices.
- Plan and make payments to creditors.
- Adjust general ledger entries with the general journal.
- Use general journal registers to follow the audit trail of all transaction types.
- Explain use and setup of standard Purchase Codes

### Payables Management

- Explain the fields on the Purchase & Payables Setup window.
- Describe the Payments FastTab on the Vendor Card window.
- Explain the Payment Journal, which is used to process payments.
- Explain the Apply Vendor Entries window, used to apply payments to vendor ledger entries.
- Explain the process of entering and posting manual checks.
- Explain the Suggest Vendor Payments batch job (used to generate open payables entries in the Payment Journal)
- Create payments using the Suggest Vendor Payment batch job.
- Explain the process of printing and posting payments.
- Explain the process of voiding printed but unposted payments.
- Demonstrate how to apply payments to vendor ledger entries after posting.
- Explain the process of unapplying vendor ledger entries.
- Explain the process of reversing vendor ledger entries posted using journals.
- Set up Microsoft Dynamics 365 Business Central to use payment discounts.
- Process transactions for various situations that benefit from using payment discounts.
- Set up Microsoft Dynamics 365 Business Central to use payment tolerance.
- Process transactions for various situations that benefit from payment tolerance.
- Review Vendor Ledger Entries and Detailed Vendor Ledger Entries.

## Fixed Assets

### Fixed Asset Setup

- Describe the fields on the Fixed Assets Setup page.
- Explain and Setup FA Classes
- Explain and Setup Fixed Asset Sub Classes
- Explain and Setup Fixed Asset Locations
- Explain and Setup Fixed Assets Posting Groups.
- Explain Depreciations Books for Fixed Assets.
- Explain Depreciation Tables.
- Set up FA Journals Templates.
- Set up FA Reclass Journals Templates.
- Set up Fixed Asset Card.
- Set up Main Assets with Asset Components.
- Explain recording for opening transactions.
- Explain duplicate entries to the Depreciations Books.
- Explain copying for fixed assets and FA ledger entries.

### Fixed Asset Transactions

- Set up Journals for Fixed Assets.
- Define the Purchase Invoice process for fixed assets.
- Explain the manual and the automatic depreciation posting methods.
- Explain and set up write-down and appreciation of fixed assets.
- Explain and set up disposals of fixed assets.
- Cancel an already-posted incorrect entry.
- Documenting Fixed Asset Transactions and how to view the FA Registers.
- Reports for Fixed Assets.
- Explain and set up for budgeting for Fixed Asset transactions.
- Explain and set up Cost-Accounting Depreciations.
- Explain and set up Indexation.
- Explain and Set Up Minor Assets.

### Fixed Asset Reclassifications

- Transfer, split, or combine an asset.
- Set up a partial disposal of an asset.
- Set up a combining assets.



### Fixed Asset Insurance

- Set up insurance information.
- Assign an asset to an insurance policy.
- Monitoring Insurance Coverage
- Update, correct, and delete Insurance Information.
- Set up an Index Insurance.

### Fixed Asset Maintenance

- Set up Maintenance Information.
- Set up maintenance registration and costs.
- Create the maintenance cost reports.

## Inventory

### Manage Items

- Explain the purpose of all fields and functions on the item card.
- Identify and use the links and functions provided with the item card buttons.
- Create a new item.
- Examine an item's availability over time.
- Analyze item figures with statistics windows and reports.

### Inventory Control

- Determine actual and projected item availability.
- Make manual adjustments to inventory quantities.
- Count and record how many items are physically present in inventory.
- Reclassify an inventory item by changing information attached to its item ledger entry.

### Item Charges

- Describe the setup of item charges.
- Explain purchase item charges and demonstrate how to assign landed costs to a posted purchase receipt.
- Describe sales item charges and demonstrate how to assign item charges to a posted sales shipment.
- Explain purchase and sales allowances and demo how to assign item charges for a sales allowance on a credit memo.

### Location Transfers

- Review the setup of location transfers.
- Explain central transfer order concepts.
- Create and post manual transfers.
- Identify the locations and quantities of items in transit.
- View the inventory value of items in transit.

### Requisition Management

- Explain requisition management setup, including requisition worksheet templates and planning parameters.
- Explain reorder policy concepts, principles, and characteristics.
- Describe the requisition worksheet and demonstrate how to calculate a plan and process suggested orders.
- Describe additional worksheet features incl. drop shipment lines, planning worksheet lines, and manually created lines.

## Multiple Locations

- Set up a company with multiple locations.
- Link customers and vendors to locations.
- Set up responsibility centers.
- Link users, customers, and vendors to responsibility centers.
- List multi-location setup guidelines.
- Review setup data in the CRONUS International Ltd. Demonstration company.
- Create sales and purchase orders for multiple locations.
- Create and set up stock keeping units.

## General Features

### Basics Use General Functions

- Provide an overview of ERP and Microsoft Dynamics 365 Business Central
- Navigate in the Role Center.
- Use function keys and basic keyboard shortcuts.
- Able to Customize Microsoft Dynamics 365 Business Central UI (User Interface).
- Navigate and customize the List Places.
- Change the look of windows in the program.
- Enter and edit information.
- Obtain selected information from the program.

### PrePayments

- Explain the requirements for setting up prepayments.
- Set up and assign prepayment General Ledger accounts.
- Set up prepayment numbering for sales and purchases.
- Set up default prepayment percentages on customers and vendors.
- Set up default prepayment percentages for Customer-Item and Vendor-Item combinations.
- Set up prepayment posting verification for sales and purchases.
- Explain the prepayment processing flows for sales and purchase orders.
- Describe the prepayment-specific fields on sales and purchase orders.
- Create sales and purchase orders with prepayment percents and amounts.
- Create prepayment invoices from sales and purchase orders.
- Explain the processes available to correct posted prepayment invoices.

### Manage User Rights & Profiles

- Explain how authentication works in Microsoft Dynamics 365 Business Central
- Explain the concepts of the superuser, roles, and permissions
- Manage security for Windows client users
- Create, assign, and work with user profiles for the Windows client
- Create a new role and assign permissions to it
- Apply security filters in Microsoft Dynamics 365 Business Central with Microsoft® SQL Server®
- Manage security for Classic client users
- Perform user-specific setup
- Use Microsoft® Active Directory® with Microsoft Dynamics 365 Business Central