

5 Day Implementation

Microsoft
Dynamics 365
Business Central



Keensoft



5 Day Implementation



Our **5 day Implementation** offering is suited for small organisations that need to get up and running quickly and be left with a fully functioning foundation solution to run your business. Training and configuration limited to **4 key users** being trained on the configuration and set-up of **one Live company**.

1

Company

4

Key Users

5

Days

Take a look at the week's content on the following pages

Prerequisites



- **Agreed Scope**

- Our free Microsoft Dynamics 365 Business Central 2-Hour Assessment has taken place
- We have provided you with a scope document following your 2 hour assessment that has been agreed

- **Delegates**

- Up to 4 delegates can attend the sessions
- Delegates will be fluent in the companies business processes and will be able to make decisions on set up
- Delegates will be available throughout the implementation

- **Software**

- Microsoft Dynamics 365 Business Central has been licensed and is installed on your environment
- Delegates have been configured to use the application
- Microsoft Excel 2016 and Microsoft Word 2016 available on your environment

- **Data**

- Master Data and opening balances are readily available in a format that can be manipulated e.g. Excel

Microsoft Dynamics 365 Business Central

Day 1 - Configuration



- During these sessions, we configure your system to meet your business rules
- Don't worry, we will see the impact of these settings on subsequent days...
- ...and we will refine this configuration as we go.

Typical day 1 content:

General Ledger

- General Ledger Setup
- Account Periods
- Source Codes
- Chart of Accounts
- Posting Groups
- Dimensions
- Bank Accounts

Sales & Receivables

- General Setup
- Payment Discounts & Tolerances
- Reminders & Charges
- Prepayments

Purchase & Payables

- General Setup
- Payment Discounts & Tolerances
- Prepayments

VAT & Intrastat

- VAT Templates Setup
- INTRASTAT Setup

Inventory & Warehousing

- Inventory Set-up
- Locations & Bins
- Item Charges
- Transfer Routes

System Configuration

- Email Setup
- User Setup
- Services Setup

Day 2 – Data Migration

- It's **best practice** and extremely beneficial to test and train on **your data**.
- This approach really helps **engage your users** with the new system and gives you the opportunity to identify any anomalies in the data migrated...
- Reducing the potential for any problems post Go Live.

Typical day 2 content:

Accounts Receivable

Customers
Ship to Addresses
Customer bank Accounts
Open Balances

Accounts Payable

Vendors
Vendor Bank Accounts
Order Addresses
Cross References
Open Balances

General Ledger

Opening TB

Inventory

Items & Variants
Units of Measure
Dimensions
Substitutions
Cross References
Extended Texts
Purchase Prices
Sales Prices
Open Balances

Day 3 - Training



- You have configured the system, loaded data, now lets put it to work and see the impact of the decisions we made on days 1 and 2.
- We will carry out full **end-to-end training** where first we show you the process on your environment, then you try it out yourselves.
- These are **quick punchy bursts** of training on each functional area leaving you with the **confidence** and **knowledge** to explore further.
- It's during these sessions where we refine your configuration to suit your needs.

Day 4 – User Acceptance Testing

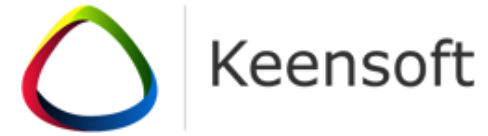


- All key users are expected to be 'hands on' involved in this exciting day.
- You carry out detailed testing using **Test scripts** that we provide.
- We work with you to close out any challenges encountered.
- We close out the day with a **Go Live Readiness Review** and make the decision to go live or delay.

Test Script Status			Totals:					201	567	12	354	4	96.70%
Company : ACME													
Department	Role/Area	Process Owner / Lead	Not Used	Total Count	To be tested	Tested	Total Failed	% Complete					
FINANCE													
	GENERAL LEDGER	David	30	84	0	54	0	100%					
	FIXED ASSETS	Karen	2	22	1	19	0	95%					
	ACCOUNTS PAYABLE	Peter	26	73	2	45	1	96%					
	ACCOUNTS RECEIVABLE - NAV	Steve	62	87	1	24	1	96%					
	CREDIT CONTROL	Brian	9	10	1	0	1	0%					
	CASH BANK	Mike	0	11	1	10	1	91%					
OPERATIONS													
	P2P	Emma	21	102	0	81	0	100%					
	P2P	Margaret/Brooke	21	102	0	81	0	100%					
	PO - INVENTORY	Frank	9	44	0	35	0	100%					
	INVENTORY	Kate	7	52	0	45	0	100%					
OTHER													
	REPORTING	Kevin											
	End to End	Dave M	21	46	0	25	0	100%					
	IT	Stephen	2	12	6	4	0	40%					

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Day 5 – Go Live



- The **big day** has arrived, we load all your live master data and balances.
- You **reconcile** opening balances and sign off each ledger
- The system is released to users
- **Congratulations!**

Keensoft Data Migration Reconciliation Open Purchase Order Reconciliation

Document Count

Count of Purchase Headers	3557
Count of Purchase Lines	5939
Count of Received Lines	1
Count of Orders GBP	3555
Count of Orders EUR	1
Count of Orders USD	1

Purchase Line Quantity

Purchase Line Qty	95,747.92
Purchase Line Received Qty	1.00
Purchase Line Outstanding Qty	95,746.92

Amount

Original Purchase Amount ex VAT	1,255,127.53
Outstanding Amount (inc VAT)	1,493,353.07
Amount Received not Invoiced	645.53

Amount (LCY)

Amount Received not Invoiced (LCY)	£	645.53
Amount Received not Invoiced (LCY) EX VAT	£	537.94
Outstanding Amount (LCY)	£	1,493,220.71
Outstanding Amount (LCY) EX VAT	£	1,254,461.98

- We stick around providing post **Go Live support** that includes:
 - Remote assistance with your first **VAT return**
 - Remote assistance with your first **month end**





Keensoft

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