



Business Central AP/AR - Core Bundled Training

Course Description:

The AP/AR Core Bundled Training is designed to provide a comprehensive foundation in Microsoft 365 Business Central, covering essential financial processes and system navigation. This package combines General Navigation, General Ledger & Banking, Accounts Payable, and Accounts Receivable, equipping participants with the skills needed to efficiently manage financial transactions, vendor and customer payments, and daily system interactions.

Participants will learn how to navigate Business Central's interface, access key financial data, manage the general ledger, reconcile bank accounts, process accounts payable transactions, track and collect accounts receivable, and leverage financial reporting tools for decision-making.

This fixed-scope, fixed-fee training package is ideal for finance professionals, accounts payable and receivable specialists, ERP administrators, and business users seeking a structured and predictable learning experience. Whether new to Business Central or looking to reinforce core financial skills, this training ensures participants leave with the knowledge and confidence to effectively manage financial processes and navigate the system with ease.

This is the Lite version of the Financial AP/AR Training Package; meaning that the courses are a more high-level agenda that focuses on a quick onboarding.

Included Training Courses:

- General Navigation
- General Ledger & Banking
- Accounts Payable
- Accounts Receivable

Additional Details:

Format: Virtual delivery with up to 5 users and a provided recording.

Course Level: Beginner

Prerequisites: Basic Accounting knowledge preferred.

Typical Attendees: Any users of Business Central who work in finance related roles or are responsible for overseeing financial related processes within Business Central.