Business Central Purchases & Payables Core Training

Course Description

This course focuses on the purchasing management features in Microsoft 365 Business Central, enabling participants to handle procurement processes effectively. It covers key topics such as vendor setup, purchase order processing, receipt and invoicing, approvals, and analytics. By combining theoretical overviews with hands-on activities, participants will gain practical experience in streamlining their purchasing processes. In addition, key topics for payables; like vendor payments, vendor management, and purchasing journals will be included in the course.

This course is ideal for procurement specialists, purchasing managers, and finance professionals who want to enhance their understanding of the purchasing module in Business Central and improve their organization's purchasing operations.

Learning Objectives:

- Set up and manage vendors and understand the vendor lifecycle.
- Create and process purchase orders efficiently, including modifying and canceling orders.
- Record and track receipts and manage purchase invoices for accurate procurement tracking.
- Handle purchase approvals and configure approval workflows in Business Central.
- Monitor purchasing performance through analytics and reports to support data-driven decision-making.
- Manage payment disputes and take corrective actions such as blocking vendors.
- Configure and apply payment tolerances and discounts to streamline vendor payments.
- Monitor accounts payable performance using analytics and reports to support better decision-making.

Additional Details:

Format: Virtual delivery with up to 5 users and a provided recording.
Course Level: Beginner
Prerequisites: Understand basic navigation within Business Central. Basic Accounting and Purchasing knowledge required.
Typical Attendees: Any users of Business Central who are procurement specialists, purchasing managers, finance teams, and operational staff responsible for purchasing.