

# Business Central: 2 Week Rapid Implementation



## Your Rapid Implementation Plan

Explaining the rapid implementation process step by step!

### What needs to happen before project kick-off:

**1) Introductory call**

We will set up an introductory call between your team and ours where we will get to know each other and run-through the ins and outs of what we'll be working through in the implementation project.

**2) Environment Installation and Access Setup**

We will create your Business Central environment, sort out your licence and set up your key user accounts.

**3) Implementation Pack Distribution**

We will send you a pack of information needed for the implementation process. This will include the templates which we will ask you to populate with the data and core setup information to be entered into your Business Central System. It will also include your Business Central Environment Access Details.

### The Count-down to Go Live!

Once the initiation activities described above have been completed we can start the count-down to your Business Central go live. Here's what you'll achieve each day:

**8 Days to go**

By the end of the first day your key users will have had an introduction to Business Central and you will have also completed your basic company setup.

**7 Days to go**

You will have completed the master data migration of your customers and vendors. Your key users will have been trained on Accounts Receivable covering:

- Customers and Ship to Addresses
- Invoicing
- Credit Memos
- Cash Receipts
- Apply / Un-apply / Reverse Transactions
- Aged Debtors Reporting

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## 6 Days to go

Three days into the project and your key users are well on the way with their learning journey – by the end of the day they will have been trained on Accounts Payable and Bank Account Management covering the below functionality:

### Accounts Payable:

- Vendors and Vendor Bank Accounts
- Invoices
- Credit Memos
- Payment Journals
- Apply / Un-apply / Reverse Transactions
- Aged Creditors Reporting

### Bank Account Management:

- Suggest Vendor Payments
- Remittances
- Bank Journals
- Bank Payment Reconciliation Journals

## 5 Days to go

You will have imported your opening balances and key users will have been trained on financial management including:

- Chart of Accounts and Dimensions
- General Journals
- Recurring Journals
- Adjust Exchange Rates
- VAT Statements and VAT Reports

## 4 Days to go

Any outstanding data will have been migrated to your new system and key users will have received their final bit of training, this time covering Basic System Admin and Housekeeping:

- User Setup, Profile Customisation,
- Introduction to Panels and Tiles and nHanced Fields
- Document Sending Profiles and Email Templates
- Controlling Posting Dates
- Change Logs

## 3 Days to go

By the time you are 3 days away from go live your key users will have been fully trained on the functionality that you are going live with and you'll have moved onto getting your end-users confident with their new system. By the end of the day your end-users will have been trained on AR and AP by the dream-team of your newly enabled key-users and your dedicated consultant.

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We are  
**TheNAVPeople**  
**The365People**

## **2 Days to go**

Your end-users will have learned all about bank account management and financial management in Business Central and will have completed their learning journey.

## **1 Day to go**

On the last day before go live you and your consultant will spend time tidying and tweaking your system so that it is ship-shape and ready for you to press that button!

## **GO LIVE DAY!**

Hurrah! The big day is here and you can push your system live. On go live day your consultant will be on hand to give you that extra bit of support on the first day using your shiny new system ... but with your key-users and end-users fully trained up you won't need to lean on them too much!