

Business Central Accounts Payable

TruNorth Training Course Curriculum

Course Description

This course provides a deep dive into accounts payable management in Microsoft 365 Business Central, enabling participants to streamline their vendor payment processes. Attendees will learn how to manage vendors, process invoices and payments, handle payment disputes, block vendors, and configure payment tolerances and discounts. With practical examples and hands-on exercises, this course ensures that participants can efficiently manage their organization's accounts payable workflows using Business Central.

This course is designed for accounts payable specialists, finance professionals, and ERP administrators who manage or oversee vendor payment processes and want to optimize the accounts payable module in Business Central.

Learning Objectives:

- Set up and manage vendor accounts for seamless accounts payable operations.
- Process vendor invoices and payments efficiently in Business Central.
- 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

Skills Prerequisites: Understand basic navigation within Business Central. Basic Accounting or Sales knowledge required.

Typical Attendees: The typical attendees of an Accounts Payable in Microsoft 365 Business Central course are professionals who work in finance or purchasing related roles or are responsible for overseeing financial or purchasing related processes within Business Central.