

# Business Central Basic Inventory Management

TruNorth Training Course Curriculum

## Course Description

This course provides an introduction to inventory management in Microsoft 365 Business Central, focusing on the tools and features used to manage inventory items, track stock levels, and maintain accurate records. Participants will learn how to set up items, manage stock transactions, perform inventory adjustments, and generate essential reports. This course does not include Assembly BOMs, Stockkeeping Units, Lot Numbers or Serial Numbers.

This course is ideal for inventory managers, warehouse staff, and ERP administrators seeking to streamline inventory processes and improve accuracy in their organizations.

## Learning Objectives:

- Set up and configure inventory items in Business Central, including defining item categories, units of measure, and other options.
- Manage item transactions, such as purchases, sales, and transfers, and record stock movements.
- Perform inventory adjustments to correct stock levels or account for discrepancies.
- Utilize Business Central tools to track item availability and monitor inventory balances.
- Generate and analyze inventory reports to support informed 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 Inventory knowledge required.

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