

Attitude is Everything

Microsoft | Dynamics 365 Business Central



FUNCTIONALITY

GUIDE

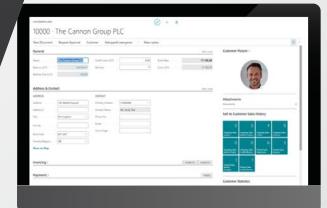
Microsoft Dynamics 365 Business Central

is a comprehensive business management solution designed for small-to-medium sized businesses.

Business Central is a highly customisable platform, offering deep and broad industry functionality for improving productivity. This extensive ability to customise is what really sets it apart from the rest.

Have a requirement not met out of the box? We design tailor made solutions into the system to tailor fit your business needs.

This document provides an overview of the seven out-of-the box core modules offered in Business Central.





Acctitude Business Solutions is a Microsoft Dynamics 365 Business Central specialist.

Acctitude has been providing **end-to-end solutions** since 2007 for over 35 different companies of all shapes and sizes,

Our core strengths lie in our ability to set up systems to maximize the value of **Business Central**. We are experts in customising the product, tailoring it to fit your specific needs.



FINANCIAL MANAGEMENT

See the Big Picture with Business Central Financial Management. The financial management module is a rich-in-functionality finance solution. It offers the core functionality that you would expect in a financial system, as well as providing solutions for more complex requirements. There are several reports and analytics which can be used to guide operations and strategic initiatives – user defined reports can also be made to report on and analyse your specific business needs.

GENERAL

General Ledger

- Set up companies, chart of accounts, and posting groups.
- Use features for VAT and sales tax, recurring journals, and background posting of journals.
- Posting and reporting can be done in one additional reporting currency.
- Use built-in reports, customized reports, refreshable data in Excel, and Power BI reports and charts.
- View and edit the data in most pages using Microsoft Excel.

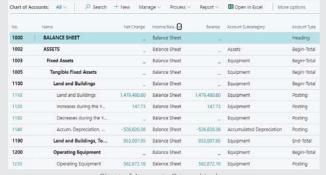


Chart of Accounts General Ledger

Multiple Currencies

- Conduct business with customers and vendors in any number of currencies.
- Use multiple currencies on sales and purchase documents and in bank transactions and payments in payables and receivables.
- Store currency details for transactions in receivables and payables are stored in local and foreign currencies.
- Adjust currency values in local and foreign currencies for unrealized gains and losses to keep aging reports correct for receivables and payables.



Multiple Currencies

Budgets

- Track business progress using budgets in the general ledger.
- Use budgets in financial reports, user-defined analysis in account schedules.
- Import budget information to and from Excel for enhanced calculation capabilities when you prepare budgets.

Accounts Schedules

- Use account schedules as a powerful financial reporting tool.
- Accountants and controllers can include essential business data from the chart of accounts, budgets, cash flow accounts and cost types in financial reports.
- Use the data to efficiently monitor the health of the business and provide valuable input for business decision makers.
- Define row and column layouts and combinations to generate the report you need.
- Calculate totals and sub-totals and control the print output, for example, to compare current and historical budget figures.





Dimensions

- Use unlimited dimensions in transactions in all ledgers for important parts of your business, such as your departments, projects, sales channel, and geographical areas.
- Set up rules for how to combine dimensions and dimension values. Control the use of dimensions and increase the reliability of output based on dimensions.
- Assign default dimensions values to master data such as general ledger accounts, customers, vendors, fixed assets, resources, and items.
- Set up rules to prioritize the use of default values.

Consolidation

- Consolidate companies from the same Business Central database and pull data directly into the consolidation company, or use XML files to pull data from other Business Central databases, or third-party business management application.
- Use multiple currencies, dimensions, and budgets for the consolidation.

Intercompany Postings

- Manage accounting for more than one company in a posting process that includes one or more Business Central tenants or databases.
- Send sales and purchase documents to partner companies and post journals transactions through a mapping to shared charts of accounts and dimensions.
- Control the document flow through an Inbox/Outbox feature that automates sending and receipt. Use sales and purchase documents with multiple currencies to reconcile intercompany balances.

Fixed Assets

- Track fixed assets such as buildings, machinery, and equipment.
- Post fixed-asset transactions such as acquisitions, depreciation, write-downs, appreciation, disposal.
- Assign one or more depreciation books to define methods and conditions for calculating depreciation.
- Use depreciation books to meet managerial, internal accounting, and legal reporting requirements.
- Register maintenance costs, insurance coverage, and cost allocations for assets.

Fixed Assets - Insurance

- Track insurance coverage and annual insurance premiums for fixed assets and easily determine whether they are under- or over-insured.
- Attach assets to one or more insurance policies and index insurance amounts.

Fixed Assets - Maintenance

- Record maintenance and service expenses for fixed assets.
- Get detailed information to analyse and make decisions about fixed asset renewal and disposal.

Deferrals

- Set up deferral templates that automate the process of deferring revenues and expenses based on a schedule.
- Recognize revenues and expenses in periods other than the period in which the transaction is posted.

CASH MANAGEMENT

Bank Account Management

Create, operate, and manage multiple bank accounts to cater to diverse business needs and across different currencies.

No.†		Name	Bank Account No.	Currency Code	Contact
GIRO	:	Giro Bank	14-55-678		Paula Nartker
NBL		New Bank of London	78-66-345		Holly Dickson
WWB-EUR		World Wide Bank	99-33-456	EUR	Grant Culbertson
WWB-OPERAT	:	World Wide Bank	99-99-888		Grant Culbertson
WWB-TRANSF		World Wide Bank	99-44-567		Grant Culbertson
wwb-usp		World Wide Bank	99-44-567	USD	Grant Culbertson

Bank Account Reconciliation

- Import bank statement data from electronic files sent from you bank in certain formats.
- Reconcile bank statement data automatically to open bank account ledger entries and keep track of all bank statements.
- Filter bank statement information to view only the transactions that need attention.
- Summarize outstanding bank information and drill down to the details of each bank transaction.







SALES MANAGEMENT

The Sales Management module goes beyond simple sales orders and invoicing. This module is rich in functionality, with a broad range of options to match your business needs. This module is perfect for product-focused businesses - personalise your touch with your customers, set specific prices, run campaigns and streamline your operations.

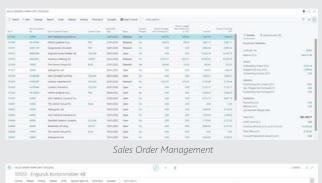
SALES AND DELIVERY

Sales Invoicing

Set up, post, and print customer invoices and sales credit memos.

Sales Order Management

- Manage sales quotes, blanket sales orders, and sales order processes.
- Create partial shipments, ship and invoice separately, create prepayment invoices for the sales order, and use quotes and blanket orders.





Sales Order

Sales Line Pricing and Discounting

- Manage flexible item price and discount structures that differentiate between special agreements with customers and customer groups and are conditioned by parameters such as minimum quantity, unit of measure, currency, item variant, and time period.
- Offer the lowest price on sales lines when the sales order meets the conditions you specify on for sales prices.
- Update the price agreements by using the sales price worksheet.

Campaign Pricing

- Connect sales prices and sales line discounts to sales campaigns to give special pricing and discounts to customers and contacts in campaign segments.
- Specify periods for which prices are valid.
- Apply campaign pricing and discounts to sales and service orders.

Sales Invoice Discounts

- Calculate invoice discounts automatically.
- Set up any number of invoice discount terms, including a certain minimum amount, discount percentage, and/or a service charge.
- The discount is calculated on the individual item lines and becomes part of the net sum of the invoice.
- Calculations can be done in both local and foreign currencies.

Alternative Shipping Addresses

- Set up multiple ship-to addresses for customers who receive goods at more than one site.
- The person creating a sales order or invoice can specify exactly where to send it.

Sales Return Order Management

- Create sales return orders to compensate customers who received incorrect or damaged items, receive return items for the orders, and link the orders to a replacement sales order.
- Create a partial return receipt or combine return receipts on one credit memo.

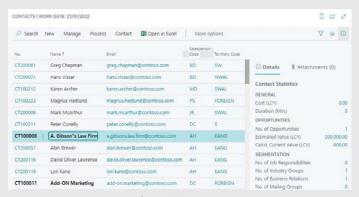




SALES AND MARKETING

Contact Management

- Maintain an overview of your contacts and personalize your approach to them.
- Record contact information for all business relationships, and specify the individual people related to each contact.
- Be alerted if you enter duplicate contact information.
- Get a precise view of prospects and customers by categorizing your contacts based on weighted profiling questions (assign the weights of two questions to identify the value of a third question).
- Divide customers into ABC segments and even use this module for rating.
- Use the information to target contacts for campaigns.
- Create and issue quotes to prospects, and create sales documents for specific contacts.



Campaign Management

- Organize campaigns for segments of your contacts that you define based on reusable criteria, such as sales, contact profiles, and interactions, and reuse existing segments.
- Send documents to people of different nationalities in their native language by using Campaign Management with Interaction/Document Management.

Interaction and Document Management

- Record interactions that you have with your contacts, such as telephone calls, meetings, or letters, and attach documents such as Word, Excel, or TXT files.
- Automatically log other interactions, such as the sales orders and quotes that you exchange contacts, and revisit them if needed.

Email Logging for Microsoft Exchange Server

- Log all inbound and outbound email messages sent through Business Central or Microsoft Outlook®.
- Logging can be manual, or automated.
- Use a server-based solution with Microsoft Exchange Server to keep email messages in their natural environment and ease administration.

Opportunity Management

- Keep track of sales opportunities.
- Section your sales processes into different stages to get an overview of - and to manage - your sales opportunities.





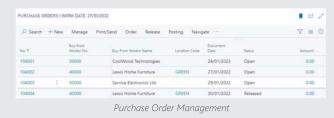
SUPPLY CHAIN MANAGEMENT

Give your business complete control and visibility over the entire order lifecycle. This module is designed to offer functionality which optimises your inventory, reduce shortages and maximises your profitability.

PURCHASE AND PAYABLE

Purchase Order Management

- Manage purchase quotes, blanket orders, and purchase order processes.
- Creating a purchase order differs from creating a purchase invoice directly.
- The quantity available is adjusted as soon as an amount is entered on a purchase order line, but it is not affected by a purchase invoice until the invoice is posted.
- This functionality can be used to manage partial receipts, receive and invoice separately and create prepayment invoices for the purchase order, use quotes and blanket orders in the purchase phase.
- Quotes and blanket orders do not affect inventory figures.



Purchase Return Order Management

- Create a purchase return order that will allow you to compensate your own company for incorrect or damaged items.
- Items can then be picked from the purchase return order.
- Set up partial return shipments or combine return shipments in one credit memo and link purchase return orders with replacement purchase orders.

Alternative Order Addresses

- Set up multiple addresses to manage orders from vendors that in addition to a main business address have more than one site from which they ship orders.
- These additional locations can then be selected by the purchasing agent when creating a purchase order or invoice.

Purchase Invoicing

• Set up, post, and print purchase invoices and create purchase credit memos.

Purchase Invoice Discounts

- Calculate invoice discounts automatically.
- Discounts can differ from vendor to vendor with differing minimum amounts (or different currencies) and different rates, depending on the size of the invoice.
- The discount is calculated on the individual item lines and becomes part of the net sum of the invoice.

Purchase Line Discounting

- Manage multiple item purchase price discounts that you have negotiated with individual vendors based on such parameters as minimum quantity, unit of measure, currency, item variant and time period.
- The best, as based on the highest discount, unit cost is calculated for the purchase line when the order details meet the conditions specified in the purchase line discounts table.

Alternative Vendors

- Manage purchase of the same item from different vendors.
- Set up alternative vendors for items, specify typical lead times, and record pricing and discount agreements with each vendor.

Vendor Catalog Items

- Offer items to customers that are not part of regular inventory, but you can order from vendors or manufacturers on a one-off basis.
- Register these items as non-stock items but treat them like regular items.





INVENTORY

Basic Inventory

- Set up stock items and specify properties such as their unit of measures, costing method, inventory posting group, and unit cost and price.
- Post item transactions, such as sales, purchase, and negative and positive adjustments from item journals.
- Store quantity and cost records of posted transactions in the inventory ledger, and use that as the basis for inventory valuation and other costing calculations.

Item Categories

• Group items in a hierarchy and define custom categories that include specific attributes.

Item Attributes

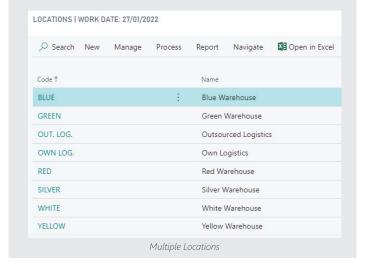
 Add custom data, such as colour, country of manufacture, size, or product dimensions, to applicable items, to supplement built-in global item fields.

Item Tracking

 Manage and track serial and lot numbers. Assign serial or lot numbers manually or automatically, receive and ship multiple quantities with serial or lot numbers from a single order line entry.

Multiple Locations

 Manage inventory in multiple locations that may represent a production plant, distribution centres, warehouses, show rooms, retail outlets and service cars.



Stock-Keeping Units

- Manage stock-keeping units (SKUs).
- Identical items with the same item number can be stored in various different locations and managed individually at each location.
- Add specific details like cost price, replenishment, manufacturing information, and so on, based on the location.

Location Transfers

- Track inventory as it moves from one location to another.
- Account for the value of inventory in transit and at various locations.

Shipping Agents

- Set up multiple shipping agents (for example, UPS, DHL, external carriers, or your own carrier) and relate their services (express, overnight, standard) with shipping time.
- Associate default shipping agents and their services with individual customers or specify those details on sales orders and transfer orders to improve accuracy of order promising.

Item Charges

 Manage item charges. Include the value of additional costs such as freight or insurance in the unit cost or unit price of an item.

Item Cross References

- Identify the items a customer is ordering based on item numbers other than your own.
- Store and easily access cross-reference information from customers, vendors, and manufacturers, as well as generic numbers, universal product codes (UPCs), and European article numbers (EANs).





Item Substitutions

- Link items that have the same/similar characteristics to suggest alternatives for out-of-stock items on orders.
- Provide a better service to customers by offering lower-cost alternatives

Item Budgets

- Define sales and purchase budgets on the customer, vendor, and item levels.
- Prepare and record a sales budget that can serve as input to decision makers in operational areas such as purchasing and logistics.
- Get information about expected demand and use it in business discussions with customers.
- Finalise budgets and track your sales performance by calculating the variance.
- Export budget figures to Excel for flexible calculations in the budgeting process..

Cycle Counting

- Manage cycle counting to verify inventory record data used to maintain and increase inventory accuracy.
- Set up cycle counting on the item or SKU level.

Analysis Reports

- Provide all decision makers and in particular, those responsible for sales, purchases, and product portfolio management - with meaningful data that informs day-to-day decisions.
- Build on item entries to provide customisable analytics that allows you to add and combine analysis objects, such as customers, items, and vendors, according to your needs.

SUPPLY PLAN AND AVAILABILITY

Supply Planning

- Plan material requirements based on demand with support for master production scheduling and materials requirements planning.
- Generate optimal suggestions for replenishing inventory transfers based on the item's current and future demand and availability, as well as a variety of planning parameters, including minimum and maximum quantities and reorder quantities.
- Use automatic orders for assembly, purchase, production, and transfers, and action messages to balance supply and demand. Use time buckets when planning material requirements.

Order Planning

 Plan your supply for all types of demand on individual orders using a simple supply planning tool.

Sales and Inventory Forecasting

- Get deep insight into potential sales and a clear overview of expected stock-outs by using the Sales and Inventory Forecast extension.
- Leverage built-in Azure AI capabilities to generate reliable forecasts that make it easier to manage replenishment.

Demand Forecasting

- Manage demand forecasting based on items. Input demand (sales) forecasts for products and components in a convenient way (daily, monthly, quarterly).
- Create production and purchase orders that consider the demand forecast, available inventory, and plan requirements.





SERVICE MANAGEMENT

Whether it's contracts, warranties, mobile service management or SLAs, this module enhances your operational efficiency, provides effective contract management and enforces critical processes helping to ensure your service team hits SLA's, all of which drives customer loyalty...

Planning and Dispatching

- Assign personnel to work orders and log details such as work order handling and work order status. For dispatching, manage service personnel and field technician information, and filter according to availability, skills, and stock items.
- Gain an overview of service task prioritization, service loads, and task escalations.

Service Contract Management

- Set up agreements with the customers about service levels:
 - Maintain information on contract history, contract renewal, and contract templates.
 - Manage warranties for service items and spare parts.
 - Record details on service levels, response times, discount levels, and the service history of each contract, including service items and parts used and labour hours.
 - Measure service contract profitability.
 - Generate service contract quotes.

Service Item Management

Record and keep track of all your service items, including contract information, component management, and BOM reference and warranty information.

Service Order Management

- Register post-sales issues including service requests, services due, service orders, and repair requests. Let customers initiate service requests or create them automatically according to the terms of service agreements.
- Register and manage equipment loans to customers. Get a complete history of service orders and service order quotes through the Service Order Log.

Service Price Management

- Set up, maintain, and monitor service prices.
- Set up price groups based on criteria, such as the service item (or several item groups), the service tasks, or the type of fault for a period of time or for specific customers or currencies.
- Define price calculation structures that include all parameters involved in providing service, such as the parts used, the types of work, and the service charges.
- Automatically assign the correct price structure to service orders that match the price group criteria.
- Assign fixed prices, minimum prices, or maximum prices to price groups and view statistics about profitability.







WAREHOUSE MANAGEMENT

The Warehouse Management module brings together comprehensive organizational information, automates manual tasks, connects processes and workflows, enables fact-based inventory management and provides your managers with clear visibility into business performance, margins, probability and opportunities for improvement.

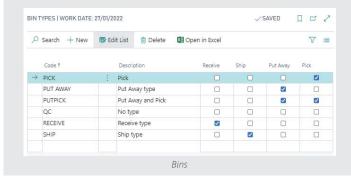


Bins

- Organize your warehouse by assigning items to bins, the smallest unit in the warehouse logical structure.
- Use item journals to assign bin directly on document lines.

Bin Setup

- Set up and maintain bins by defining both the layout of your warehouse and the dimensions of your racks, columns, and shelves.
- Give input to planning by defining characteristics for bins.



Inventory Pick and Inventory Put Away

- · Create pick lists from released sales orders and put away work from released purchase orders.
- Manage picking and put away work without opening sales and purchase orders when handling shipments.

Warehouse Receipt

- Create a put-away work directly from receipts.
- Manage receipts from a separate user interface in a multi-order environment.

Warehouse Shipment

- Create picking lists from shipments.
- Manage warehouse shipments from a separate user interface in a multi-order environment.

Internal Picks and Put-Aways

 Create pick and put-away orders for internal purposes, such as testing put-away for production output, without using a source document (such as a purchase order or a sales order).

Warehouse Management Systems

- Manage items on a bin level.
- Receive and put away items in bins, pick items from bins according to put-away templates, and pick items based on zone and bin rankings.
- Move items between bins using a report that optimizes the picking process and the use of space or move items manually.
- Create warehouse instruction documents for pick and put-away processes for sales, purchases, transfers, returns, and production orders.





MANUFACTURING

Combine your financial management system with a comprehensive and solid manufacturing system. This module integrates and streamlines every aspect of your manufacturing process, including planning, scheduling, inventory and distribution. Business Central is customizable, intelligent and functional. The Manufacturing module helps finance and operations leaders to plan and execute, take control of input and output levels, move from manual to automated processes and see the big picture in their business.

Assembly Management

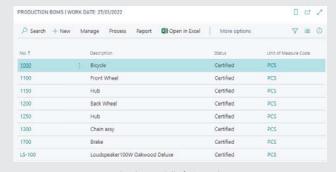
- Specify a list of sellable the items, raw materials, subassemblies, and resources as an assembly bill of materials that make up a finished item or a kit.
- Use assembly orders to replenish assembly items.
- Capture customer requirements for the kit's bill of materials directly from sales quotes, blanket orders, and order lines in the assembly-to-order processes.

Standard Cost Worksheet

- Give company controllers a reliable and efficient way to maintain accurate inventory costs.
- Work with standard cost updates in Business Central in the same way you would in an Excel spreadsheet.
- Prepare for cost updates without changing data until you're ready.

Production Bill of Materials

 Create bills of materials and calculate their standard costs.



Production Bill of Materials

Basic Capacity Planning

- Add capacities (work centres) to the manufacturing process.
- Set up routings for production orders and material requirements planning.
- View loads and the task list for the capacities.

Machine Centres

- Add machine centres as capacities in the manufacturing process.
- Manage capacity for each machine or production resource on a detailed level for machine centres, and on a consolidated level for work centres.
- Use machine centres to store default information about manufacturing processes, such as setup times and default scrap percentages.



Version Management

• Create versions of manufacturing bills of materials and routings.

Production Orders

- Create production orders and post consumption and output.
- Calculate net requirements based on production orders.
- Use a manual supply planning tool as an alternative to automatic planning.
- Get visibility and tools to manually plan for demand from sales lines and to create supply orders.

Finite Loading

- Manage finite loading of capacity-constraint resources. Account for capacity constraints for periods to avoid overloading work centres.
- Calculate capable to-promise (CTP).

