



MICROSOFT TRAINING

Microsoft Business Central

Master Microsoft Business Central to optimize business operations. Learn to configure and manage financial, supply chain, and project processes efficiently.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock the power of efficient business management with our intermediate-level Microsoft Business Central course. This comprehensive program, designed by Computer Pride, delves into the core functionalities of Microsoft's cloud-based ERP solution, equipping you with practical skills to streamline operations, enhance financial control, and optimize supply chain processes. You'll gain hands-on experience navigating Business Central, understanding its architecture within the Microsoft Dynamics 365 ecosystem, and leveraging its powerful features for data-driven decision-making. This course is perfect for professionals seeking to master an industry-leading ERP system.

Over two focused hours, you will explore how Business Central integrates various business functions, from finance and sales to purchasing and reporting. By completing this training, you will be proficient in utilizing key modules to improve efficiency, reduce manual errors, and provide actionable insights across your organization. Elevate your professional profile and become a vital asset in any business leveraging modern ERP technologies to achieve operational excellence and sustainable growth.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Navigating Microsoft Business Central

- Overview of Microsoft Business Central architecture and key modules
- Understanding the user interface: Role Centers, navigation panes, and search functionalities
- Personalizing your workspace and quick access features
- Basic data entry and lookup techniques

02 Module 2: Core Financial Management Essentials

- Exploring the General Ledger: Chart of Accounts and journal entries
- Processing Accounts Payable: Vendor invoices and payments
- Managing Accounts Receivable: Customer invoices and cash receipts
- Introduction to financial reporting and analysis tools

03 Module 3: Streamlining Sales & Purchasing Processes

- Creating and managing sales orders and sales invoices
- Processing purchase orders and purchase invoices
- Linking sales and purchasing documents to inventory
- Understanding basic inventory item cards and availability

04 Module 4: Reporting, Personalization & Next Steps

- Generating standard reports for financial and operational insights
- Customizing page layouts and list views for efficiency
- Overview of Business Central's integration capabilities (e.g., Excel, Power BI)
- Best practices for continuous improvement and learning

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **ERP Business Analyst specializing in Microsoft Dynamics 365 Business Central implementations**
- > **Financial Systems Administrator responsible for maintaining and optimizing Business Central environments**
- > **Operations Coordinator leveraging Business Central for enhanced sales, purchasing, and inventory management**

FREQUENTLY ASKED QUESTIONS

Q: What specific business challenges will I be better equipped to solve after completing this Microsoft Business Central course?

Upon completion, you will be able to address challenges related to inefficient financial record-keeping, manual sales and purchasing processes, and a lack of integrated business data. You'll be skilled in using Business Central to improve data accuracy, automate routine tasks, and generate clearer reports for better operational and financial insights, directly contributing to more streamlined business processes.

Q: Are there any specific prerequisites or prior experience recommended before enrolling in this intermediate Microsoft Business Central course?

While not strictly mandatory, an understanding of fundamental business processes (e.g., basic accounting, sales cycles) and general computer literacy is highly recommended. Familiarity with any ERP system or Microsoft Office applications will be beneficial, as this course focuses on intermediate functionalities of Business Central, building on core concepts.

Q: How does this course prepare me for working with actual Microsoft Business Central implementations or customizations?

This course provides a strong functional foundation for understanding how Business Central operates 'out-of-the-box' across key modules. You'll learn how to navigate, perform core transactions, and generate standard reports. This knowledge is crucial for anyone involved in an implementation, as it enables you to effectively communicate requirements to technical teams, test configurations, and train end-users. While it doesn't cover developer-level customization, it equips you with the functional expertise necessary to drive successful project outcomes.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke