

MB 800T00 A: Manage Business Solutions With Microsoft Dynamics 365 Business Central



Days: 5

Prerequisites: Basic understanding of business processes (finance, sales, purchasing, inventory)—experience with Microsoft 365 and basic computer literacy. Familiarity with ERP terminology is helpful but not required.

Audience: This course is designed for business analysts, aspiring ERP functional consultants, project managers, IT professionals, and system administrators who are implementing or supporting Dynamics 365 Business Central.

Description: This 5-day hands-on course prepares participants to configure, implement, and support Microsoft Dynamics 365 Business Central for small to medium-sized organizations. Learners gain practical experience setting up core application areas—Finance, Sales, Purchasing, Inventory, and Extensions—while exploring integrations, security, workflows, and data migration tools. Through a combination of lectures and labs, students will perform end-to-end configuration tasks within a Business Central environment, developing the skills necessary for real-world ERP implementation work. This course also aligns with exam objectives for the Microsoft Certified: Dynamics 365 Business Central Functional Consultant Associate certification.

Course Objectives:

This workshop teaches students how to:

- Administer and configure a Business Central environment
- Create and manage companies, environments, users, and permission sets
- Migrate data using templates, assisted setup, and configuration packages
- Personalize the user interface and configure role centers
- Set up core financials: chart of accounts, posting groups, dimensions, journals, cash management
- Configure sales, purchasing, and inventory with end-to-end document processing
- Set up pricing, discounts, returns, and item charges
- Integrate Business Central with Outlook, Excel, and Power BI
- Implement workflows, approvals, and basic automation
- Extend Business Central using Microsoft Power Platform tools
- Understand migration paths from on-premises to cloud
- Prepare for the MB-800 certification exam

OUTLINE:

DAY 1: INTRODUCTION, ADMINISTRATION & SETUP

- Welcome, course objectives & certifications
- Overview of Dynamics 365 Business Central: value, business scenario (SMB)
- Administer BC online: tenant, environments, features

- Create new companies in BC
- Data migration: assisted setup, import templates
- Lab: create a demo company, import basic data

DAY 2: SECURITY, UI & INTEGRATIONS

- Manage users, permissions, security roles

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- UI essentials: role center, personalization, alternative interfaces (mobile/Outlook)
- Integrations: Outlook & Teams
- Lab: Set up users, apply permissions, personalize views
- Lab: Send documents via email, integrate with Outlook
- Final lab/case exercise: end-to-end business process in BC (from setup to reporting)

DAY 3: FINANCIAL MANAGEMENT FOUNDATIONS

- General ledger configuration: chart of accounts, dimensions, number series, posting groups
- Journal templates and transactions (general journals, recurring journals)
- Cash management: bank accounts, payments, reconciliation
- Lab: Build chart of accounts, set dimensions; process journal entries; reconcile bank account

DAY 4: TRADE / SALES / PURCHASING / INVENTORY

- Master data: items, vendors, customers
- Trade setup: sales/receivables, purchases/payables, locations, inventory setup
- Purchasing: purchase documents, item receipts, purchase invoices, discounts, item charges
- Sales: sales documents, shipping & invoicing, special pricing, discounts
- Returns: customer returns, vendor returns
- Lab: Configure trade master data; create purchase & sales flows; process a returns scenario

DAY 5: ADVANCED TOPICS, REPORTING, POWER PLATFORM & WRAP-UP

- Configure Business Central for Excel & Power BI
- Workflow & approval setup
- Extending Business Central with Power Platform (Power Automate, Power Apps)
- Migration from on-premises to BC
- Review, Q&A, certification preparation tips, wrap-up