

Perform Business Central
operations

Perform Business Central operations

- Perform basic tasks in Business Central
- Purchase items
- Sell items
- Process financial documents
- Process payments and journals

Perform basic tasks in Business
Central

Perform basic tasks in Business Central

- Differentiate between designing, customizing, and personalizing pages
- Customize pages
- Apply and save filters
- Find documents and related entries
- Use the Inspect pages and data feature
- Perform data updates by using the Edit in Excel feature
- Attach and share files by using OneDrive

Purchase items

Purchase items

- Create a purchase order
- Receive items for a purchase order
- Describe the over-receipt feature
- Undo a receipt
- Create a posted invoice from a purchase order
- Create a purchase credit memo
- Configure recurring purchase lines

Exercise

- We buy 20 «Brazilian Coffee» bags from vendor «Coffee Export Ltd»
- Check the prices on the order
- A first receipt is of 11 bags
- A second receipt is of 9 bags
- We receive a single invoice

Sell items

Sell items

- Create a sales quote
- Convert a sales quote into a sales order or sales invoice
- Analyze item availability
- Ship items for a sales order
- Undo shipments
- Create a sales invoice from a sales order
- Create sales credit memos
- Configure recurring sales lines

Exercise

- We receive these sales orders:
 - Customer 10000: 100 500Gr packs, 150 250Gr packs
 - Customer «Just Coffee Ltd»: 80 500Gr packs, 95 250Gr packs
- Ship first order (complete)
 - Make a single invoice from the order
- Ship second order: 60 500Gr packs and 95 250 Gr packs
- Ship the remaining quantity
 - Make a single invoice for all the shipments by using the **Get Shipment Lines** function

Process financial documents

Process financial documents

- Process purchase invoices
- Process purchase credit memos
- Process sales invoices
- Process sales credit memos
- Combine sales shipments into a single sales invoice
- Combine purchase receipts into a single purchase invoice
- Correct a posted purchase invoice
- Correct a posted sales invoice
- Release and reopen documents

Correct purchase invoices

- **Correct:** creates and post a credit memo to reverse a posted purchase invoice and create a new purchase invoice with the same information, that you can correct before posting
- **Cancel:** creates and post a credit memo to reverse a posted purchase invoice
- **Create Corrective Credit Memo:** creates a credit memo with the same information, that you can correct before posting

Correct purchase invoices



Posted Purchase Invoice | Work Date: 26/01/2023

108038 · London Postmaster

Process Correct Invoice Print/Send Navigate | More options

Correct Cancel Create Corrective Credit Memo

Vendor London Postmaster

Contact Mrs. Carol Philips

Posting Date 26/01/2023

Process payments and journals

Process payments and journals

- Process payments by using payment journals
- Run the Suggest Vendor Payments action
- Process receipts by using the cash receipts journal
- Process payment registrations
- Apply ledger entries and undo applied entries
- Reverse posted journals
- Create bank deposits
- Consolidate customer and vendor balances

Customer Payments

- Cash Receipt Journal
 - One payment – one document
 - One payment – multiple documents
- Register Customer Payments
 - Fast way to manage payments
 - One customer
 - Multiple customers
 - Need to do Payment Registration Setup

Payment Registration Setup

Edit - Payment Registration Setup ↗ ✕

Select which balancing account you want to register the payment to, as well as which journal template to use.

Journal Template Name PAYMENT ▼

Journal Batch Name PMT REG ▼

Balancing Account Type Bank Account ▼

Balancing Account WWB-OPERATING ▼

Use this Account as Default

Automatically Fill Date Received ...

Register Customer Payments – Single documents

← Register Customer Payments | Work Date: 01/12/2025 ✓ Saved

New Posting Navigate Search Line  Open in Excel More options

Name	Description	Due Date †	Remaining Amount	Payment Made	Date Received	Amount Received
→ Guildford Water Department	Invoice 1002	18/12/2022	0.00	<input checked="" type="checkbox"/>	01/12/2025	666.75
John Haddock Insurance Co.	Opening Entries. Customers	06/01/2023	0.00	<input checked="" type="checkbox"/>	01/12/2025	33.852.33
John Haddock Insurance Co.	Opening Entries. Customers	09/01/2023	76.167.75	<input type="checkbox"/>		0.00
Selangorian Ltd.	Opening Entries. Customers	12/01/2023	48.845.77	<input type="checkbox"/>		0.00
Deerfield Graphics Company	Invoice 1001	12/01/2023	1.328.88	<input type="checkbox"/>		0.00
The Cannon Group PLC	Credit Memo 104001	15/01/2023	-292.84	<input type="checkbox"/>		0.00
Autohaus Mielberg KG	Invoice 103010	19/01/2023	6.271.29	<input type="checkbox"/>		0.00

← Register Customer Payments | Work E

New Posting Navigate Sea

 Post Payments  Post as L

Name

Register Customer Payments – Lump Payments

Register Customer Payments | Work Date: 01/12/2025 ✓ Saved   

New Posting Navigate Search Line  Open in Excel | More options 

Name	Description	Due Date	Remaining Amount	Pay... Made	Date Received	Amount Received
The Cannon Group PLC	Opening Entries, Customers	31/01/2023	0.00	<input checked="" type="checkbox"/>	01/12/2025	63,473.13
→ The Cannon Group PLC	⋮ Opening Entries, Customers	31/01/2023	0.00	<input checked="" type="checkbox"/>	01/12/2025	33,852.35
The Cannon Group PLC	Credit Memo 104001	15/01/2023	-292.84	<input type="checkbox"/>		0.00
The Cannon Group PLC	Invoice 1004	26/02/2023	366,553.27	<input type="checkbox"/>		0.00

Register Customer Payments | Work Date: 01/12/2025

New Posting Navigate Search Line

 Post Payments  Post as Lump Payment

Exercise

- We receive these payments:
 - Customer 10000: one payment for 100 500Gr packs and 150 250Gr packs order
 - Customer «Just Coffee Ltd»: first payment 500 £ second payment for the remaining amount

Payment Tolerance Setup

General Ledger Setup

General Posting VAT Bank Journal Templates Actions Related Fewer options

General >

Dimensions >

Background Posting >

Reporting >

Application

Appln. Rounding Prec...	0.00	Payment Tolerance W...	<input checked="" type="checkbox"/>
Pmt. Disc. Tolerance ...	<input checked="" type="checkbox"/>	Payment Tolerance Po...	Payment Tolerance Accounts
Pmt. Disc. Tolerance P...	Payment Tolerance Accounts	Payment Tolerance %	0
Payment Discount Gr...		Max. Payment Toleran...	0.00

General Ledger Setup

General Posting VAT Bank Journal Templates Actions

Functions

- Change Global Dimensions...
- Change Payment Tolerance

Change Payment Tolerance

Options

All Currencies	<input checked="" type="checkbox"/>
Currency Code	
Payment Tolerance %	0
Max. Pmt. Tolerance Amount	0

Advanced >

OK Cancel

Payment Tolerance - Currencies

Currencies | Work Date: 01/12/2025

Search + New Edit List Delete Edit View Process Exchange Rate Service Open in Excel Actions Reports Fewer options

Functions Exch. Rates Adjust Exchange Rate Exchange Rate Adjust. Register Exchange Rate Services Update Exchange Rates

Change Payment Tolerance

		Rounding Precision	Decimal Places	Rounding Precision	Rounding Type	Rounding Precision	Decimal Places	Rounding Precision	Endg. Debit Acc.	Endg. Credit Acc.	Last Date Adjusted	Last Date Modified	Payment Tolerance %	Tolerance Amount
AED	9320	0.01	2:2	0.25	Nearest	0.001	2:5	0.00					0	0.00
AUD	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
BGN	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
BND	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
BRL	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
CAD	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
CHF	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
CZK	9320	0.01	2:2	0.01	Nearest	0.001	2:5	0.00					0	0.00
DKK	9320	0.01	2:2										0	0.00
DZD	9320	0.01	2:2										0	0.00

Change Payment Tolerance

Options

All Currencies

Currency Code CHF

Payment Tolerance % 1

Max. Pmt. Tolerance Amount 20

Advanced >

OK Cancel

Payment Tolerance Accounts - Customers

Customer Posting Groups | Work Date: 23/01/2025

✓ Saved   

 Search  New  Edit List  Delete  Edit  View

  

Show All Accounts

Code ↑	Description	View All Account	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Interest Account	Additional Fee Account	Invoice Rounding Account	Debit Curr. Appln. Rndg. Acc.	Credit Curr. Appln. Rndg. Acc.	Debit Rounding Account	Credit Rounding Account
→ DOMESTIC	Domestic customers	<input type="checkbox"/>	2310	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150
EU	Customers in EU	<input type="checkbox"/>	2320	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	2320	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150

Payment Tolerance Accounts - Vendors

Vendor Posting Groups | Work Date: 23/01/2025

✓ Saved

Search + New Edit List Delete Edit View

Show All Accounts



Code ↑	Description	View All Accounts on Lookup	Payables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Invoice Rounding Account	Debit Cum. Appl. Rndg. Acc.	Credit Cum. Appl. Rndg. Acc.	Debit Rounding Account	Credit Rounding Account
→ DOMESTIC	Domestic vendors	<input type="checkbox"/>	5410	8910	9135	9130	9140	9150	9150	9150	9150
EU	Vendors in EU	<input type="checkbox"/>	5420	8910	9135	9130	9140	9150	9150	9150	9150
FOREIGN	Foreign vendors (not EU)	<input type="checkbox"/>	5420	8910	9135	9130	9140	9150	9150	9150	9150



Exercise

- We receive one payment for :
 - Customer 10000: one payment for 100 500Gr packs and 150 250Gr packs order
 - Customer «Just Coffee Ltd»: first payment 500 £ second payment for the remaining amount

Suggest Vendor Payments – One vendor



10000 - London Postmaster | Work Date: 01/12/2025

Vendor Ledger Entries

Search Edit List Process Line Entry Open in Excel More options

Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Original Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date
→ 31/12/2022	Invoice	5578	5578	10000	-24.080.19	-24.080.19	20/01/2023	31/12/2022	31/12/2022
31/12/2022	Invoice	5672	5672	10000	-57.792.45	-57.792.45	21/01/2023	31/12/2022	31/12/2022
04/01/2023	Invoice	108027	23047	10000					
07/01/2023	Invoice	108028	23587	10000					
18/01/2023	Invoice	108032	24521	10000					
26/01/2023	Invoice	108037	2023/098	10000					

Suggest Vendor Payments



Use default values from Last used options and filters

Options

Show more

Find Payments

Last Payment Date 21/01/2023

Check Other Journal Batches



Payment Journals | Work Date: 01/12/2025

Batch Name BANK

Manage Process Bank Prepare Post/Print Line Account Check Open in Excel More options

Posting Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Message to Recipient	Description	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	App. (Yes...)	Applies to Disc. Type	Applies to Disc. No.
01/12/2025	Payment	PAY2025		Vendor	10000	Payment of Invoice 5578	London Postmaster	24.080.19	24.080.19	Bank Account	WWB-OPERA...	<input type="checkbox"/>	Invoice	5578
→ 01/12/2025	Payment	PAY2025		Vendor	10000	Payment of Invoice 5672	London Postmaster	57.792.45	57.792.45	Bank Account	WWB-OPERA...	<input type="checkbox"/>	Invoice	5672

Vendor Priority

Vendor Card | Work Date: 01/12/2025

10000 · London Postmaster

Process Request Approval New Document Navigate Vendor More options

General >

London Postmaster

Address & Contact >

N12 5XY

Mrs. Carol Philips

Invoicing >

Payments

Show more

Application Method Manual

Preferred Bank Account

Payment Terms Code CM

Partner Type

Payment Method Code

Cash Flow Payment Te...

Priority 1

Creditor No.

Block Payment Tolera...

Highest

Priority



1
2
3
4

Lowest

Payments using priorities

	Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Original Amount	Remaining Amount ▼	Due Date ↑	Pmt. Discount Date	Pmt. Disc. Tolerance Date
3	→ 12/01/2023	⋮ Credit Me...	109001	KR95-02-01	30000	35.430,00	35.430,00	12/01/2023		
1	31/12/2022	Invoice	5578	5578	10000	-24.080,19	-24.080,19	20/01/2023	31/12/2022	31/12/2022
1	31/12/2022	Invoice	5672	5672	10000	-57.792,45	-57.792,45	21/01/2023	31/12/2022	31/12/2022
3	25/01/2023	Credit Me...	109002	AWE-C3	01863656	4.654,60	4.654,60	25/01/2023		
3	31/12/2022	Invoice	12388	12388	30000	-105.952,82	-105.952,82	31/01/2023	31/12/2022	31/12/2022
1	31/12/2022	Invoice	2344	2344	01254796	-163.573,93	-163.573,93	31/01/2023	31/12/2022	31/12/2022
2	02/01/2023	Invoice	108025	5755	20000	-1.535,63	-1.535,63	31/01/2023	02/01/2023	02/01/2023
2	02/01/2023	Invoice	108026	5755	20000	-4.559,40	-4.559,40	31/01/2023	02/01/2023	02/01/2023
1	04/01/2023	Suggest Vendor Payments				-8.132,00	-8.132,00	31/01/2023	04/01/2023	04/01/2023

Options

Show less

Find Payments

Last Payment Date 26/01/2023

Find Payment Discounts

Use Vendor Priority

Available Amount (LCY) 82.000,00

Purchase return orders

1. Create the return order
2. Select the vendor
3. Select **Process, Get Posted Document Lines to Reverse**
4. Select one or more lines

The screenshot shows a software interface for a Purchase Return Order. At the top, there is a title bar with a back arrow, the text "Purchase Return Order | Work Date: 26/01/2023", and the vendor name "1001 - London Postmaster". Below this is a horizontal menu with options: "Process" (highlighted), "Release", "Posting", "Request Approval", "Print/Send", and "Return Order". Under the "Process" menu, there are three icons with labels: "Get Posted Document Lines to Reverse..." (with a document icon), "Apply Entries" (with a document icon), and "Calculate In" (with a document icon). The main form area contains several fields with labels and values:

- Vendor Name: London Postmaster
- Contact: Mrs. Carol Philips
- Document Date: 26/01/2023
- Vendor Cr. Memo No.: * (with a red asterisk icon)

At the bottom of the form, there is a navigation bar with the following options: "Lines", "Manage", "Functions", "Line", and "Fewer options".