



Purchasing Module Training

DYNAMICS 365 BUSINESS CENTRAL



Qualiopi 
processus certifié

 RÉPUBLIQUE FRANÇAISE

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The training center

SBSI Consulting is a Microsoft partner on the Dynamics 365 Business Central solution. Its core business is the integration of the enterprise solution and the training of employees on the various modules.

Certification

Since February 2022, the training centre has been Qualiopi certified under the title “training actions”, which allows you to have your training funded by your OPCO. We can help you establish your administrative file with the latter.

Training

Theme: allow users of role buyer and assistant buyer, to manage the procurement process of the company.

Audience: buyers, assistant buyers

Duration: 1 day (this duration is adapted according to the client to provide tailor-made training).

Objectives

- Manage suppliers.
- Execute and follow the company's purchasing process: quotes, orders, delivery, invoicing, returns.
- Manage recurring purchases.
- Process returns and cancellations of purchases.
- Use open controls.

Content

- Preamble: Prior learning assessment (5 min). Round table to learn each participant's skills (15 min).
- **Request quotes:** Create a quote request to reflect a quote request from your supplier, which you can later convert into a purchase order.
- **Buy items for a sale:** Create a purchase invoice for all lines or for lines selected on a sales invoice.
- **Purchase Validation:** Understand what happens when you publish purchase documents.
- **Correct or cancel unpaid sales invoices:** Perform an action on a registered unpaid purchase invoice to automatically create a credit note and either cancel the purchase invoice or recreate it for you to make corrections.
- **Process returns or cancellations of purchases:** Create a purchase credit to refund a specific validated purchase invoice to indicate the products you return to the supplier and the payment amount you recover.
- **Grouping of Receipts on a Single Invoice:** Prepare the billing of multiple receipts from the same supplier at one time by grouping receipts on one invoice.
- **Receive and convert electronic documents:** Convert electronic invoices from your suppliers to purchase invoices in Business Central.
- **Shopping Date Calculation:** Learn how Business Central calculates when you need to order an item to receive it on a certain date.
- **Use open purchase orders:** Manage your commitment to a supplier to purchase large quantities delivered in multiple shipments over a period.
- Practical exercises.
- Questions / answers (15 min).

Followed of actions after training

- Tracking points in an Excel file.
- Periodic meetings.
- Satisfaction questionnaire.

Practical informations

Prerequisites: No prerequisites are required to access the training provided.

Duration: 3 to 5 days on average, duration adaptable according to your needs in order to offer you a tailor-made training.

Delay: the delay is approximately one month, according to our schedule, between the request and the start of the training.

Price: the daily rate of a training is 700€ excl. *

**You can have your training funded by your OPCO. We can help you establish your administrative file with it.*

Location: The training location according to your need:

- In your business.
- In our training room: 10 avenue du Gretay, 35310 MORDELLES.
- Remotely via videoconferencing.

Methods employed: They differ according to the type of training:

- On-site: Computer software (ERP), video projector, Microsoft documentation, training plan, e-learning platform.
- Distance: Computer software (ERP), Microsoft Teams software, Microsoft documentation, training plan, e-learning platform.

Evaluation methods: Exercises, quizzes and questionnaires are given throughout the training to assess the level of each person trained.

Accessibility: We offer training that can be accessible to people with disabilities.

For our distance training, we will do everything necessary to put in place the available technical means adaptable to our structure and your needs.

Regarding the pedagogical means, we will adapt to your request by setting up sessions and a duration adapted in individual sessions or in small group of people with similar needs.

On this site, you will find a whole list of specialized structures and professionals involved in the disability field [Disability Accessibility - SBSI Consulting](#).

Contact



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