

# MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

DETAILED FUNCTIONALITY

### **OUR PACKS - AN OVERVIEW**

Dynamics 365 Business Central

#### **ESSENTIAL PACKS**

#### KICKSTART

Rapid Implementation [] Weeki

#### STARTER

Basic Finance (1 company) GL, Tax, Bank, Multi-Currency

#### **PURCHASE**

Accounts Payable Vendors, Invoicing, Payments

#### SALES

Account Receivable Customers, Invoicing, Cash

#### STARTER+

Multicompany, Intercompany & Consolidation

#### JOBS

Job Costing Job Management (No WIP)

#### JOBS+

Job Costing WIP Calculations

#### ADDITIONAL **PACKS**

#### FIXED ASSETS

Fixed Asset Management, Calculated Deprication

#### ITEM MGMNT

Inventory/SKU Mangement, Sales Prices, GRNI

#### ITEM MGMNT+

Locations, Bins, Transfers, Stocktake, Serial & Lot Numbers

#### **ASSEMBLY**

Bill of Materials, Assembly Orders Assemble to Stock/Order

#### PLANNING

Supply Planning System Calculated by Demand

#### WAREHOUSING

Picks & Putaways Warehouse Receipts & Shipment

### APPS WE

#### **PURCHASE+**

Continia Document Capture 365 AP Automation (Document OCR)

#### **EXPENSES**

Continia Expense Mgmt 365 OR Zetadocs Expenses

& THOUSANDS OF MORE APPS

# OUT-OF-THE-BOX

APPS

#### **D365 SALES PRO**

#### SALES PRO

CRM, Pipeline Management Contacts, Accounts, Leads, Opps

#### SALES PRO+

Products, Opportunity Products, Product Bundles, Price Lists

#### **BC INTEGRATION**

Standard Integration to Dynamics 365 Business Central

#### THERE'S SO MUCH MORE TO EXPLORE...

Microsoft AppSource



The Power Platform



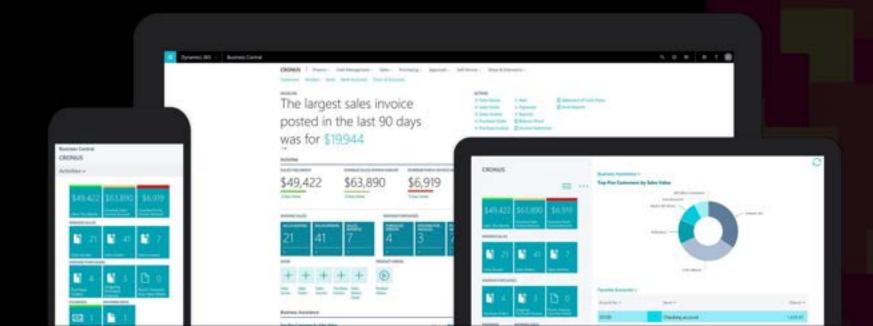






### RECOMMEND

# D365 BUSINESS CENTRAL DETAILED FUNCTIONALITY



### STARTER IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- · Chart of Accounts (Single Company)
- General Ledger Accounts
- General Ledger Account
   Categories and Subcategories
- · Balance Sheet Reporting
- Income Statement Reporting
- Aged Accounts Receivable Reporting
- · Aged Accounts Payable Reporting
- General Journals (incl. Payroll Data Import)
- Recurring & Reversing Journals
- Dimensions & Values
- Dimension Reporting (P&L by Dimension, Budget by Dimension, Sales / Purchases by Dimension)
- 1x Additional Reporting Currency for the General Ledger
- Master Data Default Dimensions
- · Bank Accounts & Reconciliation
- Bank Statement Import via .CSV(Automatic Matching)

- Customer Payment Reconciliations (Automatic Matching)
- Multi-currency for Sales Ledger,
   Purchase Ledger & Bank
- Revaluation of Open Bank Account,
   Sales Ledger and Purchase Ledger
   Entries
- Automatic Exchange Rate Update
- General Ledger Budgets (Unlimited)
- Budget Analysis Reporting
- · User Posting Control by Date
- Master Data Approvals (GL Account, Customer, Vendor, Vendor Bank Account, Item etc.)
- Journal Approvals
- Purchase Approvals (Quote / Order / Return / Invoice / Credit)
- Sales Approvals (Quote / Order / Return / Invoice / Credit)
- · Approval Audit Trail
- User Accounts (from Office 365)
- User Personalisation

- Permission Sets & Groups
- · System Audit Trail
- · Approval Audit Trail
- Microsoft Outlook Integration\* (Customer / Vendor Information, Quote / Order / Invoice / Credit Creation)
- Microsoft Excel Integration\* (Edit / Download / Upload Master Data & Journals)
- Microsoft Teams Integration\*
- Emailing Documents directly from Business Central (Invoices, Order Confirmations, Quotes, Purchase Orders, Remittance Advices)

\*requires an Office 365 license

#### WHAT'S NOT?

- Balance Sheet Revaluation Open bank a ccount, sales & purchase I edger entries can be revalued. Posted general ledger entries cannot be revalued.
- More than 1 Additional Reporting Currency -Each company has 1 local currency and 1 additional reporting currency. Transactions are stored in the local currency, transaction currency and additional currency. The general ledger entries are stored in the local and additional currency only.
- Direct' Bank Account Integration This is a standard feature; however, the UK version is restricted by UK PSD2 legislation. Therefore, bank statement data is uploaded via a .CSV file.
- Advanced Approval Workflows Business Central standard workflows (e.g. PO/invoice approval) are configurable. Power Automate provides workflow customization and isn't in our standard packs (though some Power Platform licensing is included in your BC license)
- Payroll Business Central does not have payroll capabilities. It can integrate with certain payroll solutions. Typically, most companies import payroll data via Excel.

# PURCHASE IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- Vendor Master Data
- Vendor Contact Master Data
- Vendor Payment Terms & Payment Discounts
- Vendor Comments and Links
- · Purchase Quote Processing
- · Purchase Order Processing
- Purchase Blanket Order Processing
- · Purchase Proformas
- Purchase Prepayment Invoices
- Receiving of Items/Stock
- GRNI Reporting
- · Purchase Return Processing
- · Shipping of Returned Items/Stock
- Purchase Invoice Processing
- Use of Standard Purchase Codes for Recurring Purchase Invoicing
- Invoice Creation from Receipted Orders (order Matching)
- · Invoice Discounting
- Full and Partial Purchase Credit Processing

- Aged Accounts Payable Reporting
- · Purchase Journals
- Processing Vendor Payments (manually and via System suggestion)
- Checks/ACH/Payment Export .CSV
   File (specific to banking format)

- Sending Remittance Advices
- Allocation of Purchase Invoices,
   Payments and Credits
- Vendor Specific Document Layouts
- Use of Purchase Deferral Codes for Cost Recognition



#### WHAT'S NOT?

- Vendor Scorecards Business Central naturally records certain metrics in the purchase process, e.g. expected receipt dates and actual receipt dates but does not have vendor scoring capabilities as standard.
- 'Direct' Payment Bank Integration Business Central exports BACS/payment exports to a file, specific to your banking service, to upload to your bank. Our pack includes the setup of the file format for your bank. We'll require you to contact your bank for the technical specification.

### SALES IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- Customer Master Data
- Customer Contact Master Data
- Customer Ship-to Addresses
- Customer Payment Terms & Payment Discounts
- Customer Comments & Likes
- · Sales Quote Processing
- · Sales Order Processing
- · Sales Blanket Order Processing
- Sales Proformas
- Sales Prepayment Invoices
- · Shipping of Items/Stock
- · Sales Return Processing
- Receiving of Returned Items/Stock (Using Quarantine Stock Location)
- · Sales Invoice Processing
- Use of Standard Sales Codes for Recurring Sales Invoicing
- Consolidated Invoicing of Shipped Sales Orders
   Issue of Sales Deferral Codes for

Use of Sales Deferral Codes for Revenue Recognition

- Invoice Discounting
- Full and Partial Sales Credit
   Processing
- Customer Statements
- Aged Accounts Receivable Reporting
- Processing Cash Receipts and Registering Customer Repayments
- Cash Receipt Import from Bank via Payment Reconciliation Journal (Automatic Matching)
- Allocation of Sales Invoices,
   Payments and Credits
- Customer Specific Document Layours



#### WHAT'S NOT?

- Contract Invoicing Business Central produces recurring sales invoices, however this may not be considered a full contract invoicing solution.
   Please speak to us about 3rd party contracting apps.
- Customer Invoice Reminders Business
  Central has reminder capabilities as standard.
   We have a dedicated pack, so the functionality
  can be added after you've gone live. Ask us
  about our Reminders pack.
- "Direct" Cash Receipt Bank Integration This is standard Business Central feature; however, the UK version is restricted by UK PSD2 legislation.
   Therefore, bank statement data is uploaded via a CSV file.

### KICKSTART IMPLEMENTATION PACK STANDARD FUNCTIONALITY Fanatics STANDARD FUNCTIONALITY



#### WHAT'S IN?

Everything that's included within the STARTER, PURCHASE and SALES packs. There are no differences in system capabilities, only a difference in how we implement Business Central to shorten project timeframes.



#### VHAT'S NOT?

- · Other Implementation Packs Kickstart is the quickest way to implement Business Central, solely focusing on core finance, accounts payable and accounts receivable processes. Other packs can be added to your implementation as a 'phase 2' after your go live.
- · Custom Chart of Accounts In order to keep the Kickstart project lean, we've already pre-configured the financial setup based on a fixed template chart of accounts. There's space for you to add your own Stock, Debtor, Bank, Creditor, Loan, COGS and Sales accounts. After you've gone live, you can change

### STARTER+ IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- · Multiple Companies and Chart of Accounts (up to 9 companies)
- Consolidation of Multiple Companies into 1 Company
- Consolidation Chart of Accounts (mapping for companies with a common Chart of Accounts)
- Consolidation of companies with different currencies
- Consolidation Dimensions (mapping for companies with common reporting dimension values)
- Consolidation of companies with different reporting dimensions (requires Dimension mapping)
- Intercompany Chart of Accounts (mapping for companies with different Chart of Accounts)
- · Intercompany Dimensions (mapping for companies with different reporting dimension values)
- Intercompany General Journals (and Automatic/Manual Sending and Receiving)
- Intercompany Customers/Vendors
- . Intercompany Transactions & Reports
- · Group VAT Returns & Reporting



#### WHAT'S NOT?

- >10 Companies This isn't a product restriction, there's no Business Central limit on companiesonly a limit on how many companies we set up for a fixed price. For more companies, speak to us.
- Multiple Chart of Accounts Structures Our pack assumes matching chart of accounts to keep our prices competitive. For multiple Chart of Accounts Structures, speak to us.
- "Real Time" Consolidation Teh consolidation process is run manually or can be put on a schedule to run automatically but isn't 'real time'. Speak to us RE: Power BI/Jet Reports.
- Auto Eliminations Eliminations are posted manually using journals. Reports are produced to summarise intercompany transactions between companies.
- Multiple Rounds of Training Whilst Business Central supports unlimited companies, to keep costs competitive our pack includes one round of training for all users - meaning we only cover each training area once. This approach is across all our packs. If your group of businesses operate differently, and therefore requires different trainings sessions for different terms please speak to us.

### PURCHASE+ IMPLEMENTATION PACK STANDARD FUNCTIONALITY Fanatics STANDARD FUNCTIONALITY



#### WHAT'S IN?

Implementation of the Continia Document Capture 365 solution

#### ESSENTIAL

Handle purchase invoices and credit memos as PDF files or electronic documents and recognise header fields using OCR technology.

- · Automated Setup & Configuration
- · Dedicated e-mail addresses
- · OCR recognition
- · Continia Delivery Network
- Handles all XML formats
- · Invoices & credits
- · Manual split and merge
- · Configurable templates and fields
- · Batch processing and registration
- Full document archive Drag-and-drop

#### ADVANCED CAPTURE

Complex documents, several companies, line capture and all document types.

- · Line Recognition
- Unlimited Document Types
- Automated Split & Merge
- · Company Identification

#### ORDER MATCHING

Match purchase invoices to existing orders, posted receipts, return orders, and posted return shipments.

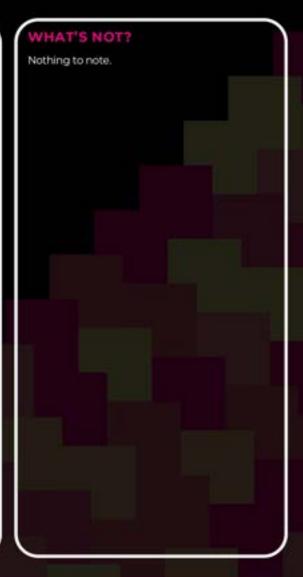
- · Automated matching
- · Matching on totals
- · Matching line-by-line
- · Matching overview

#### DOCUMENT APPROVAL

A wide range of functionalities necessary to handle an end-to-end approval workflow.

- · Web Approval Portal
- · Automated approval
- · Approval flows
- · Approval sharing
- · Forcing approval
- · Documents on hold
- · Out of office
- Forwarding documents
- · Amount and dimension validation
- · Account and dimension permissions
- . Full audit trails
- · Purchase allocations / pre-posting





# EXPENSES IMPLEMENTATION PACK CONTINIA EXPENSE MANAGEMENT 365



#### WHAT'S IN?

Implementation of the Continia Expense Management 365 solution

#### **ESSENTIAL**

Basic functionality to handle expenses. You need to add the number of Expense Users.

- · Continia Expense Portal
- · Continia Web Approval Portal
- · Approval Workflow
- · Attach a photo of a receipt
- Attach a PDF document to an expense
- · Create settlements
- · Configurable fields
- Automatic archive
- · Create templates

#### CREDIT CARDS

Credit card related transactions are imported.

#### · Credit card integration

- Automatic matching
- Transaction information used for expenses
- Reminders

#### MILEAGE

Includes the functionality for travellers for handing mileage expense on the go.

- Submit mileages from a smartphone or the Expense Portal
- Google Maps integration
- Add via point to mileage
- View of mileage route in Business Central
- Capture location
- Create template

#### PER DIEM

Includes the functionality for travellers for handing mileage expense on the

- Calculate the number of travel days and meals
- Rate setup and amount calculation
- · Daily allowance
- · Create templates

#### WHAT'S NOT?

- Travel Management Compared to systems like Concur, Continia Expense Management 365 does not have travel management capabilities.
   This includes capabilities such as travel bookings, travel policies and consolidated travel records. If you have Travel Management requirements, speak to us.
- Expense Policies Compared to systems like Concur, Continia Expense Management 365 does not have expense policy capabilities. For example, an expense policy may be spending no more than £25 in a day on meals. This restriction would need to be monitored off system.



# EXPENSES IMPLEMENTATION PACK ZETADOCS EXPENSES



#### WHAT'S IN?

Implementation of the Zetadocs Expenses solution

#### **EXPRESS VERSION (FREE LICENSING UP TO 25 NAMED USERS)**

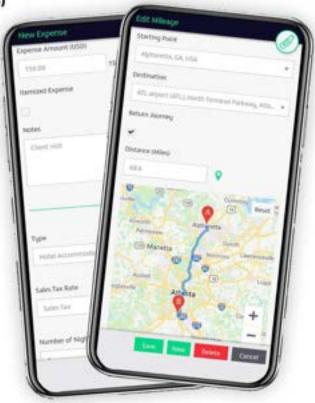
- . Optional Support Plans
- · Expenses with Photo Receipts
- · Private car mileage reimbursements (incl. Google Maps)
- · Paperless browser/phone submissions & approvals
- . Sales tax and tax authority compliance
- Expense visibility and reporting for the finance team
- · Business CEntral integration with purchase invoices

#### **ESSENTIALS VERSION**

- · All express version features
- Multi-company expense reports to different companies
- Policy enforcement (incl. limits and warnings)
- . Credit card reconciliation (export transactions)
- Business rules (department approvers, limits, approvals)
- . Company cars (company fuel cards, fuel rates)
- . Reporting insights control spend for tangible savings

#### **PLUS VERSION**

- All express and essentials version features
- . Customised exports to Business Central



#### WHAT'S NOT?

- Travel Management Compared to systems like Concur, Zeta docs Expenses does not have travel management capabilities. This includes capabilities such as travel bookings, travel policies and consolidated travel records. If you have Travel Management requirements, speak to us.
- Expense Policies Compared to systems like Concur, Zetadocs Expenses does not have expense policy capabilities. For example, an expense policy may be spending no more than £25 in a day on meals. This restriction would need to be monitored off system.

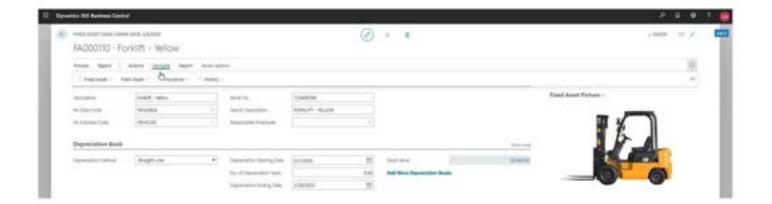
# EXPENSES IMPLEMENTATION PACK ZETADOCS EXPENSES



#### WHAT'S IN?

- . Fixed asset management
- Assign deprication methods
- · Post acquisitions via Journal
- · Acquire fixed assets via purchase order/invoice
- · System-calculated deprecation and postings
- . Post write-down transactions and revaluations
- · Post appreciation
- · Post full and partial disposals via Journal

- · Sell fixed assets via sales order/invoice
- · All postings integrated with the general ledger
- · Fixed asset general journals
- . Transfer, split and combine fixed assets
- · Fixed asset reporting
- Record fixed assets upkeep and service costs via the fixed asset maintenance entries
- · Record insurance poicies for fixed assets



#### WHAT'S NOT?

- Customer Asset Register The Fixed
  Asset module is designed to track your
  companies' assets and post updates in book
  value to the General Ledger. It isn't designed
  to register assets you may sell to / service for
  your customers. If you're looking for a
  Customer Asset Register, please speak to us
  about third party apps.
- Loaners/Rentals Asset Register Equally, the Fixed Asset module isn't designed to track the operational elements of loaning or renting assets to customers as part of your service offering. Again, reach out to us to discuss third party app options.

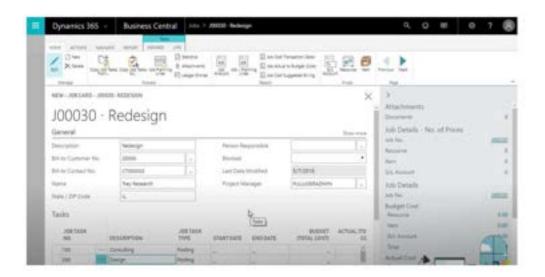
# JOBS IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- Record management (named or by Job Type)
- Resource work types (overtime, travel etc.)
- Record work types against job planning lines
- · Create and post timesheets

- · Timesheet approvals
- · Record and report on absences
- · Posting usage/consumption for resource/items
- Post WIP Amounts (calculated off-system) using general journals



#### WHAT'S NOT?

- Project Management Business Central's
   Job module is focused on job costing tracking everything required to supplement cost tracking, budget, invoicing and calculating WIP.

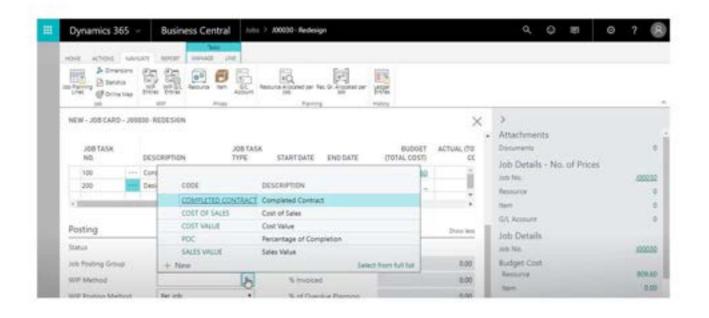
   It doesn't include other project management related features such as resource allocation, task management, project planning etc. There are many third party apps for Business Central that can provide these capabilities speak to us about your requirements.
- Dedicated Timesheet Apps Users can record timesheets in Business Central, either via the web browser or app. They are then approved and recorded against the jobs.
   Standard timesheet capabilities are basic, so many of our customers use third party apps that then integrate with Business Central to provide more capabilities. Speak to us about your requirements.
- Payroll Timesheet Integration Business Central does not have payroll capabilities, so cannot integrate timesheet data as standard.
   Speak to us about Payroll options.

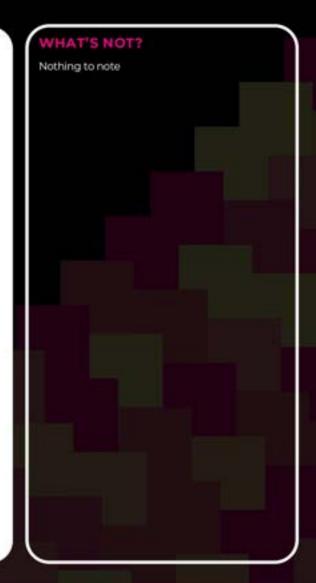
# JOBS+ IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- . Job integration with the general ledger
- . Choose and define WIP calculation methods
- · All WIP and recognised revenue entries automatically posted
- · Batch calculation of WIP and recognised revenue across all jobs
- · View all job WIP entries in one screen
- . Preview job WIP entries before committing to the general ledger





# INVENTORY IMPLEMENTATION PACK STANDARD FUNCTIONALITY

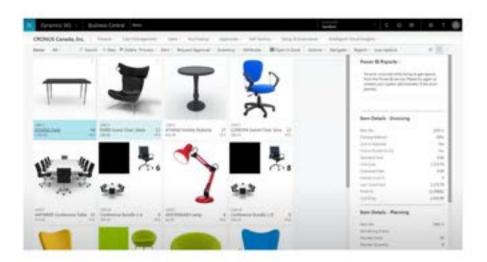


#### WHAT'S IN?

- · Item / Product Management
- Choice of costing methods (Standard, FIFO,
- · Item Categories
- · Item Variants (Colour, Size etc)
- · Item Units of Measure
- Item Cross References (Supplier / Custom Item Numbers)
- · Item Substitutions
- · Custom Item Attributes
- · Item Image Upload
- Suggested Item Attributes via Image Analyser App
- Item Sales Prices by All/Customer
   Price Groups/Customer
- Item Sales Discounts by
  All/Customer Discount Group/Item
  Discount Group/Customer
- · Item Prices by Vendor
- · Item Discounts by Vendor
- · Item Vendor Catalogue

- Inventory Availability view on Sales Documents
- · Item Approval Workflows
- · Items Comments and Links
- Item Journals/Adjustments
- Attribute additional cost to Inventory using Item Charges
- Inventory Periods
- General Ledger Stock
   Transactions

- · Standard Cost Roll Up
- Custom Item VAT Setup
- Integrated with the General Ledger (Inventory, GRNI, Sales, Cost of Sales)
- · Tariff/Commodity Codes
- GRNI accrual and Cost of Sales Transactions



#### WHAT'S NOT?

• Scanning Capabilities - Use of hand scanners with Business Central is custom to the type of scanner and the business needs. So, scanning capabilities are provided by third party apps. Unless you use hand scanners today, we'd recommend this as a post go live project. We work with several leading apps, so speak to us about your requirements.

### INVENTORY ADVANCED PACK STANDARD FUNCTIONALITY

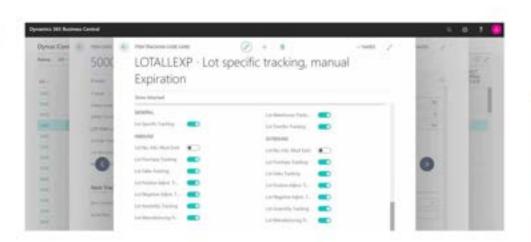


#### WHAT'S IN?

- · Expiration Dates
- · Warranty Dates
- · Lot No. Tracking
- · Serial No. Tracking
- Item Tracing by Serial / Lot (Product Recalls)
- Warehouse Tracking by Lot and/or Serial
- Multiple Units of Measure (For Sales and Purchase Documents/Pricing)
- Physical Inventory Journals/Orders (Counts)
- Item SKUs (Item details by Location)
- Definable lead times between locations
- Drop Shipments and Special Orders (Back to back)
- · Multiple Locations
- · Bins by Location
- Item Reclassification Journals (Bin Moves/Lot and Serial changes)

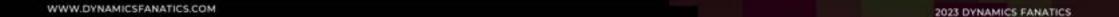
- Transfer Order Processing (Location to In Transit to Location)
- Direct Location to Location Transfers
- Reserve demand to supply for Items
- · Reserve against physical stock

- Reserve against inbound purchase/transfer/production/asse mbly orders
- · Item by Location Reporting
- Item Availability Reporting (by Event, Period, Variant, Location, Lot, BOM, Unit of Measure)



#### WHAT'S NOT?

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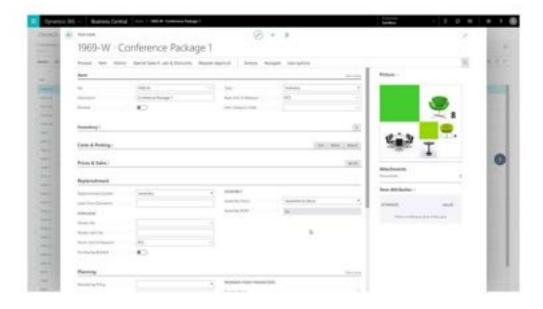


# ASSEMBLY IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- · Assembly BOMs against Items
- Assemble To Stock
- Assemble To Order (Auto creation from Sales Orders)
- · Assembly To Order Quotes
- · Assembly Order Processing
- · Blanket Assembly Orders
- · Assembly BOM Resources
- Assembly BOM Standard Costs
- 'Where Used' Function to Easily Replace Components



#### WHAT'S NOT?

- Manufacturing Business Central has two modules, Assembly and Manufacturing, that use bill of mat erials to convert raw materials into finished goods. Generally, Assembly covers 'kitting' exercises where processes are straight forward whereas Manufacturing covers comprehensive operations and costings. Speak to us for more details and ask us for our Assembly vs. Manufacturing Guide.
- Scanning Capabilities Use of hand scanners with Business Central is custom to the type of scanner and the business needs. So, scanning capabilities are provided by third party apps. Unless you use hand scanners today, we'd recommend this as a post go live project. We work with several leading apps, so speak to us about your requirements.
- Product Configurations You may offer customers many options as part of their specific 'build' for a sale, e.g. different part choices, colors, materials, sizes etc. Third party apps are available to manage this process when taking a customer order and produce works orders speak to us.

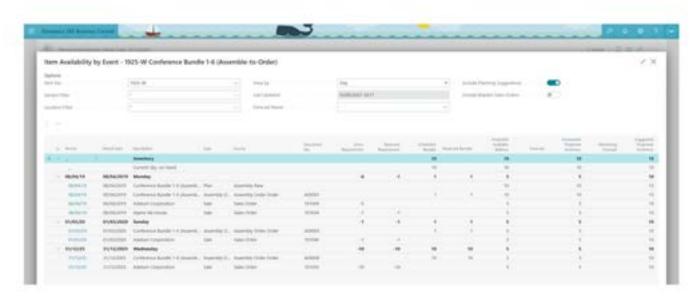
### PLANNING IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- Material Requisition Planning / Supply Planning
- Item / SKU Level Planning Parameters (Min, Max, MOQ, Safety Stock etc.)
- Purchase Suggestions based on Sales Order Demand / Item planning parameters
- Bulk Creation of Purchase Orders Based on Suggestions and User Amendments
- Warnings for Date Conflicts (e.g. Leads Times vs. Customer Expected Receipt)
- Order Promising (Available / Capable to Promise)

- Blanket Order Planning
- · Reservations
- Planning Error Warnings
- · Reorder Policies
- · Time Buckets
- · Overflow Stock



#### WHAT'S NOT?

- Trend Predictions Business Central does not provide predictions on item usage as part of its planning process. It makes purchase suggestions based on demand from sales orders, planning parameters and forecasts. Business Central can produce reports to show sales data for your planning team to predict future demand, which can then be entered into a sales forecast (part of our Planning+ pack).
- Other Business Central Planning Capabilities This includes demand forecasts, multi location
  planning, assembly planning and production
  planning. Business Central can do all this and
  we include this in our Planning+ pack. Ask us
  about it.

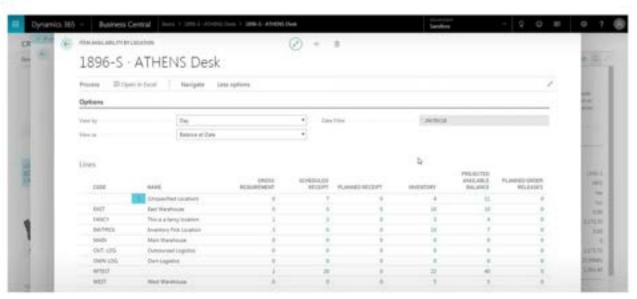
# WAREHOUSE IMPLEMENTATION PACK STANDARD FUNCTIONALITY



#### WHAT'S IN?

- View and Process Picks from Outbound Sales / Assembly Components / Production Components / Transfers
- View and process Put aways from Inbound Purchase / Transfer / Assembly Orders / Production Orders
- Record Item Tracking information on the pick record
- Display Item Tracking Information on the pick document
- Collate multiple records to single Shipments/Receipts
- Create picks across source documents

- Pick by Item or Bin rather than Order by Order
- Compatible with 3rd party WMS solutions



#### WHAT'S NOT?

- Direct Picks and Putaways Directed Picks and Putaways involve system driven decisions to tell your warehousing team where to locate goods based on a series of comprehensive calculations. This is included in our Warehousing+ pack, we'd recommend this as a post go live project.
- Scanning Capabilities Use of hand scanners with Business Central is custom to the type of scanner and the business needs. So, scanning capabilities are provided by third party WMS apps. Unless you use hand scanners today, we'd recommend this as a post go live project. We work with several leading apps, so speak to us about your requirements.