

## Introduction to Finance in Business Central (NAV): Accounts Receivable

<b>Duration:</b>	3 hours
<b>Location:</b>	Virtual
<b>Instructor(s):</b>	Natalie Potvin
<b>Workshop Objectives:</b>	
<p>This workshop is intended for users who want to understand the features and functionality for accounts receivable in Microsoft Dynamics 365 Business Central (NAV).</p> <p>Topics Include:</p> <ul style="list-style-type: none"><li>• Sales Invoice</li><li>• Payment Receipts</li><li>• Credit Memos</li><li>• Customer Statements</li></ul>	
<b>Preparation:</b>	
<p><b>What you will need for this workshop:</b></p> <ul style="list-style-type: none"><li>• Laptop computer</li><li>• Basic knowledge of Microsoft Dynamics Business Central (NAV) and its navigation</li></ul>	

Schedule	
Topic	Duration
<b>Introductions</b>	15 Minutes
<b>Sales Invoice</b> <ul style="list-style-type: none"> <li>• Invoice from Sales Orders</li> <li>• Multiple Shipments</li> <li>• Emailing Invoices</li> <li>• Item Charges</li> </ul>	45 Minutes
<b>Payment Receipts</b> <ul style="list-style-type: none"> <li>• Cash Receipt Journal</li> <li>• Deposits</li> <li>• Cash postings</li> <li>• Payment Tolerances</li> </ul>	45 Minutes
<b>Credit Memos</b> <ul style="list-style-type: none"> <li>• Single Invoice Credit Memos</li> <li>• Multiple Invoice Credit Memos</li> </ul>	30 Minutes
<b>Customer Statements</b> <ul style="list-style-type: none"> <li>• Aged Accounts Receivable</li> <li>• Statistics</li> <li>• Statements</li> <li>• Finance Charges</li> </ul>	30 Minutes
<b>Wrap Up</b> <ul style="list-style-type: none"> <li>• Discuss any additional questions or concerns</li> <li>• Recap of takeaways</li> </ul>	15 Minutes