

## Microsoft Business Central Sales Management Introduction Course

### Duration

This course takes 18 HOURS.

### Business Central Overview

You must use sales orders if your sales process requires that you can ship parts of an order quantity, for example, because the full quantity is not available at once. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use sales orders. In all other aspects, sales orders work the same way as sales invoices. With sales orders, you can also use the Order Promising functionality to communicate certain delivery dates to your customers.

### Introduction to Business Central Sales Management

- What is Business Central Sales Management
- Ways to access Business Central Sales Management – online, desktop, mobile
- Register New customers
- Make sales quotes
- Invoice sales
- Sell Products
- Posting Sales
- Print the Picking List
- Create recurring sales and purchase lines
- Make Drop shipments
- Create special orders
- Correct or cancel unpaid sales invoices
- Process sales returns or cancellations
- Work with Blanket sales orders
- Sell Items Assembled to Order
- Combine shipments on a single invoice
- Create a Forecast
- Merge duplicate records