

MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

ERP System End User Training Schedule

Date: 15th July 2019 to 19th July 2019

Date	Duration	Department	Task(s)
15 th July 19	9:00 am -5:00 pm	ICT	Mock Training Dry Run
16 th July 19	8:00 am - 9:00 am	FINANCE, PROCUREMENT, HCDA	• Welcome
	9:00 am – 10:00 am	FINANCE	HCDA
		• General ledger Budgeting	Works Structure
	10:00 am - 10:30 am	Tea Break	Tea Break
	10.30 am - 12:30 pm	FINANCE	HCDA
		1. Accounts Payable 2. Imprest/ Subsistence Allowance	• Recruitment
	12:30 pm - 2:00 pm	Lunch Break	Lunch Break
	2:00 pm- 4:00 pm	FINANCE	• HCDA
		1. Petty Cash/ Standing Imprest 2. Accounts Receivable	1. Leave Management 2. Self-Service
17 th July 19	8:30 am – 10:00 am	FINANCE	HCDA
		Review issue Finance of Day1	Review issue Finance of Day1
		• Bank reconciliation Investments	• Learning and Knowledge Management • Training & Development
	10:00 am - 10:30 am	Tea Break	Tea Break

	10.30 am - 12:30 pm	FINANCE	HCDA
		1. Payroll 2. Reports	• Travel and Logistics Management
	12:30 pm- 2:00 pm	Lunch Break	Lunch Break
	2:00 pm - 4:00 pm	FINANCE	HCDA
		Fixed Assets Acquisition	• Repairs and Maintenance
18th July 19	8:00 am – 10:00 am	PROCUREMENT	• FINANCE
		• Procurement Plan • Supplier Management Prequalification	• Review Finance issues of Day2
	10:00 am - 10:30 am	Tea Break	Tea Break
	10.30 am - 12:30 pm	PROCUREMENT	FINANCE
		• Item Master Purchase Requisition	Review Finance issues of Day2
	12:30 pm - 2:00 pm	Lunch Break	Lunch Break
	2:00 pm - 4:00 pm	PROCUREMENT	
		• Tender/ Bid Management Evaluations	
19th July 19	8:00 am – 10:00 am	PROCUREMENT	HCDA
		• Purchase Order Receive Goods/ services	• Review HCDA issues of Day2
	10:00 am - 10:30 am	Tea Break	Tea Break
	10.30 am - 12:30 pm	PROCUREMENT	• Review HCDA issues of Day2
		• Invoice Contract Management	
	12:30 pm - 2:00 pm	Lunch Break	Lunch Break
	2:00 pm - 4:00 pm	PROCUREMENT	
		Asset Disposal	

