

Finance Essentials

in Microsoft Dynamics NAV 2013

Length:	2 Days
Published:	December 13, 2012
Language(s):	English
Audience(s):	Information Workers, IT Professionals
Level:	200
Technology:	Microsoft Dynamics NAV 2013
Type:	Course
Delivery Method:	Instructor-led (classroom)

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Overview

About this Course

This two-day course provides students with the tools to set up the financial management application area. The focus is on the key financial functions within the organization such as the **Cash Management, the management of VAT, Journal development and transactions, the General Ledger, and Receivables and Payables Management.**

Audience Profile

This course is intended for a partner that sells and implements the finance module to customers. The typical partner has an ERP background and is strong in accounting principles.

At Course Completion

After completing this course, students will be able to:

- Explain and set up the fields on the General Ledger Setup window.
- Explain and set up Accounting Periods.

- Explain how to use the Chart of Accounts.
- Explain the elements of the G/L Account Card.
- Explain the elements of the G/L Account Card ribbon.
- Explain the elements of the Chart of Account ribbon.
- Explain the general journal entry and posting system.
- Create and post general journal entries.
- Describe standard general journals.
- Describe recurring general journals and include the fields and allocations.
- Show how to use recurring journals with allocations and how to record accruals.
- Explain how to reverse and correct journal entries.
- Describe the Bank Account Card.
- Explain the Payments FastTab on the customer card.
- Explain the Payments FastTab on the vendor card.
- Show how to enter and post payments received from customers, by using cash receipt journals.
- Show how to enter and post payments to vendors by using the payment journal.
- Explain the Suggest Vendor Payments batch job.
- Explain how to print and post payables checks.
- Explain and show how to financially void a check.
- Explain how to void and reprint computer checks.
- Explain how to apply entries to customer and vendor ledger entries.
- Explain how to unapply entries to customer and vendor ledger entries.
- Explain how to reverse customer ledger entries posted by using journals.
- Review the Bank Account Reconciliation window and the options for populating the bank reconciliation

lines.

- Show how to process a bank reconciliation.
- Set up Microsoft Dynamics NAV 2013 to use payment discounts.
- Process transactions for various situations that benefit from payment discounts.
- Set up Microsoft Dynamics NAV 2013 to use a payment discount tolerance.
- Process transactions for various situations that benefit from using a payment discount tolerance.
- Set up Microsoft Dynamics NAV 2013 to use a payment tolerance.
- Process transactions for various situations that benefit from using a payment tolerance.
- Review how a payment discount tolerance and a payment tolerance are reflected in the detailed customer and vendor ledger entries.
- Explain why and when Reminders and Finance Charge Memos are used.
- Set up Microsoft Dynamics NAV 2013 to use reminders.
- Explain how to create and issue reminders.
- Set up Microsoft Dynamics NAV 2013 to use finance charge memos.
- Explain how to create and issue finance charge memos.
- Explain the different VAT calculation types.
- Show how to reverse a VAT charge.
- Describe how to correct a posted VAT entry.
- Show how to record Import VAT.
- Explain the **Prices Including VAT** fields on sales and purchase documents.
- Explain how to adjust calculated VAT amounts in sales and purchase documents and journals.
- Describe unrealized VAT.
- Explain, create, and print a VAT Statement.

- Explain and run the Calc. and Post VAT Settlement batch job.
- Explain the requirements for setting up prepayments.
- Set up and assign prepayment General Ledger accounts.
- Set up prepayment numbering for sales and purchases.
- Set up default prepayment percentages on customers and vendors.
- Set up default prepayment percentages for Customer-Item and Vendor-Item combinations.
- Set up prepayment posting verification for sales and purchases.
- Explain the prepayment processing flows for sales and purchase orders.
- Describe the prepayment-specific fields on sales and purchase orders.
- Create sales and purchase orders with prepayment percentages and amounts.
- Create prepayment invoices that are from sales and purchase orders.
- Explain the processes available to correct posted prepayment invoices.
- Close the accounting periods for the fiscal year.
- Explain and run the **Close Income Statement** batch job process.
- Complete the closing process by posting the general journal.

Course Details

Course Outline
Module 1: Finance Management Setup This module explains the setup of the General Ledger and of the Accounting Periods.

Lessons

- General Ledger Setup
- Accounting Periods

Lab : Accounting Periods

- Create a Fiscal Year

- Change the Starting Date

After completing this module, students will be able to:

- Explain and set up the fields on the General Ledger Setup window.
- Explain and set up Accounting Periods

Module 2: Chart of Accounts

This module explains the importance and central nature of the general ledger and the chart of accounts in the operations of a business and how they function in Microsoft Dynamics NAV in particular.

Lessons

- Chart of Accounts Overview
- G/L Account Card
- G/L Account Card Ribbon

Lab : Create a Revenue AccountLab : Assign a Dimension to Multiple Accounts

After completing this module, students will be able to:

- Explain how to use the Chart of Accounts.
- Explain the elements of the G/L Account Card.
- Explain the elements of the G/L Account Card ribbon.
- Explain the elements of the Chart of Account ribbon.

Module 3: General Journals

This module explains the general journal entry and posting system.

Lessons

- Creating and Posting Journal Entries
- Standard Journals

- Recurring Journals
- Processing Recurring Journals

Lab : Create a Journal EntryLab : Create and Post a Recurring Journal

After completing this module, students will be able to:

- Explain the general journal entry and posting system.
- Create and post general journal entries.
- Describe standard general journals.
- Describe recurring general journals and include the fields and allocations.
- Show how to use recurring journals with allocations and how to record accruals.
- Explain how to reverse and correct journal entries.

Module 4: Cash Management – Receivables and Payables This module explains the cash management of receivables and payables. **Lessons**

- Bank Account Overview
- Customer Overview
- Vendor Overview
- Cash Receipt Journal and Payment Journal Overview
- Suggest Vendor Payments
- Print and Post Payables Checks
- Voiding Checks
- Applying Payments
- Unapply Customer and Vendor Ledger Entries
- Reversal of Posted Journals

Lab : Create a Bank AccountLab : Apply and Post Cash Receipts

- Enter, Apply, and Post the Cash Receipt Journal

Lab : Enter and Post Manual Checks

- Enter, Apply and Post the Payment Journal Using Manual Checks

Lab : Suggest Vendor Payments for a Single Vendor Lab : Financially Void a Check Lab : Void a Check Lab : Unapply Posted Ledger Entries

After completing this module, students will be able to:

- Describe the Bank Account Card.
- Explain the Payments FastTab on the customer card.
- Explain the Payments FastTab on the vendor card.
- Show how to enter and post payments received from customers, by using cash receipt journals.
- Show how to enter and post payments to vendors by using the payment journal.
- Explain the Suggest Vendor Payments batch job.
- Explain how to print and post payables checks.
- Explain and show how to financially void a check.
- Explain how to void and reprint computer checks.
- Explain how to apply entries to customer and vendor ledger entries.
- Explain how to unapply entries to customer and vendor ledger entries.
- Explain how to reverse customer ledger entries posted by using journals.

Module 5: Cash Management This module focuses on bank reconciliations. **Lessons**

- Bank Reconciliation
- Complete a Bank Reconciliation

After completing this module, students will be able to:

- Review the Bank Account Reconciliation window and the options for populating the bank reconciliation lines.
- Show how to process a bank reconciliation.

Module 6: Receivables and Payables Management: Payment Discount and Payment Tolerance This module focuses on both receivables and payables **Lessons**

- Set Up Payment Discounts
- Lesson 2 to 3: Process Payment Discounts
- Lesson 4 to 8: Set Up and Process Payment Tolerances
- Lesson 9: Review the Posted Payment Discount Tolerance and the Payment Tolerance Entries
- Lesson 10: Review Customer and Vendor Statistics

Lab : Post a Customer Payment with a Discount
Lab : Apply Posted Partial Customer Payments with Discounts
Lab : Set Up a Payment Tolerance
Lab : Process a Customer Payment Tolerance
Lab : Adjust the Vendor Payment Discount Amount

After completing this module, students will be able to:

- Set up Microsoft Dynamics NAV 2013 to use payment discounts.
- Process transactions for various situations that benefit from payment discounts.
- Set up Microsoft Dynamics NAV 2013 to use a payment discount tolerance.
- Process transactions for various situations that benefit from using a payment discount tolerance.
- Set up Microsoft Dynamics NAV 2013 to use a payment tolerance.
- Process transactions for various situations that benefit from using a payment tolerance.
- Review how a payment discount tolerance and a payment tolerance are reflected in the detailed customer and vendor ledger entries.

Module 7: Receivables Management: Reminders and Finance Charge Memos This module explains why, when, and how reminders and finance charge memos are used. **Lessons**

- Set Up and Assign Reminder Terms
- Set Up and Assign Number Series for Reminders and Issue Reminders
- Create and Issue Reminders
- Set Up and Assign Finance Charge Terms
- Set Up and Assign Number Series for Finance Charge Terms
- Create and Issue Finance Charge Memos
- Calculate Interest on Reminders

Lab : Set Up and Assign a Reminder Term
Lab : Create and Issue Reminders
Lab : Set Up and Assign a Finance Charge Term
Lab : Create and Issue Finance Charge Memos

After completing this module, students will be able to:

- Explain why and when Reminders and Finance Charge Memos are used.
- Set up Microsoft Dynamics NAV 2013 to use reminders.
- Explain how to create and issue reminders.
- Set up Microsoft Dynamics NAV 2013 to use finance charge memos.
- Explain how to create and issue finance charge memos.

Module 8: VAT

This module explains VAT.

Lessons

- VAT Calculation Types
- Display VAT Amounts in Sales and Purchase Documents
- Manually Adjust VAT Amounts in Sales and Purchase Documents and Journals
- Unrealized VAT

- VAT Statements
- VAT Settlement

Lab : Adjust a VAT Amount in a Sales DocumentLab : Adjust a VAT Amount in a Purchase Journal

After completing this module, students will be able to:

- Explain the different VAT calculation types.
- Show how to reverse a VAT charge.
- Describe how to correct a posted VAT entry.
- Show how to record Import VAT.
- Explain the **Prices Including VAT** fields on sales and purchase documents.
- Explain how to adjust calculated VAT amounts in sales and purchase documents and journals.
- Describe unrealized VAT.
- Explain, create, and print a VAT Statement.
- Explain and run the Calc. and Post VAT Settlement batch job.

Module 9: PrepaymentsThis module explains the purpose and setup of prepayments.**Lessons**

- Lessons 1 to 3: Setting Up Prepayments
- Lesson 4: Set Up Prepayment Percentages for Customers and Vendors
- Lesson 5: Set Up Prepayment Percentages for Customer-Item and Vendor-Item Combinations
- Lesson 6: Set Up Prepayments Verification
- Lesson 7: Prepayments Processing Flows
- Lesson 8: Prepayment Sales and Purchase Orders Overview
- Lesson 9: Process Prepayment Sales and Purchase Orders
- Lesson 10: Prepayment Sales and Purchase Invoices

- Lesson 11: Prepayment Purchase Order Process

Lab : Set Up Prepayments for SalesLab : Prepayment Sales Order Process with Payment Discount

- Create the Prepayment Sales Order and Process and Review the Prepayment Sales Invoice
- Adjust the Prepayment Sales Order and Process the Prepayment Sales Invoice
- Process Customer Prepayment
- Process and Review Final Invoice

Lab : Prepayment Sales Order Process with Unrealized VAT

- Verify Unrealized VAT Setup
- Create the Prepayment Sales Order and Process and Review the Prepayment Sales Invoice
- Process and Review the Final Invoice

After completing this module, students will be able to:

- Explain the requirements for setting up prepayments.
- Set up and assign prepayment General Ledger accounts.
- Set up prepayment numbering for sales and purchases.
- Set up default prepayment percentages on customers and vendors.
- Set up default prepayment percentages for Customer-Item and Vendor-Item combinations.
- Set up prepayment posting verification for sales and purchases.
- Explain the prepayment processing flows for sales and purchase orders.
- Describe the prepayment-specific fields on sales and purchase orders.
- Create sales and purchase orders with prepayment percentages and amounts.
- Create prepayment invoices that are from sales and purchase orders.
- Explain the processes available to correct posted prepayment invoices.

Module 10: Year End Closing Procedures This module explains the closing process. **Lessons**

- Lessons 1 to 3: Closing a Fiscal Year

Lab : Post an Entry into a Closed Fiscal Year

After completing this module, students will be able to:

- Close the accounting periods for the fiscal year.
- Explain and run the **Close Income Statement** batch job process.
- Complete the closing process by posting the general journal

Course 80535A:

Finance Advanced in Microsoft Dynamics NAV 2013

Length:	2 Days
Published:	December 13, 2012
Language(s):	English
Audience(s):	Information Workers, IT Professionals
Level:	200
Technology:	Microsoft Dynamics NAV 2013
Type:	Course
Delivery Method:	Instructor-led (classroom)

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[Overview](#)**About this Course**

This two-day course provides students with the tools to set up the financial management application area. The focus is on the advanced financial functions within the organization such as multicurrency, cost accounting, cash flow forecast, and the VAT rate change tool. Furthermore, this course focuses on internal reporting and analysis functionality, in addition to the means for sharing data outside of the Microsoft Dynamics NAV environment, either through XBRL—a language for tagging financial data—or by exporting data to Microsoft Office Excel 2010.

Audience Profile

This course is intended for a partner that sells and implements the finance module to customers. The typical partner has an ERP background and is strong in accounting principles.

At Course Completion

After completing this course, students will be able to:

- Set up Intrastat for use in Microsoft Dynamics NAV 2013.
- Explain how to run and submit Intrastat reports.
- Explain and demonstrate the preparation of the VAT rate change process.
- Explain and set up the VAT rate change tool.
- Explain and demonstrate how to perform a VAT rate change.
- Explain setup requirements for currencies and exchange rates when using multiple currencies.
- Explain setup requirements using multiple currencies with customers, vendors, and bank accounts.
- Describe steps and additional functionality for processing purchase and sales documents that use foreign currency.
- Describe steps and additional functionality for recording and posting multicurrency transactions in the cash receipts journal.

- Describe how to process multicurrency payments using the payments journal.
- Describe how to run the Adjust Exchange Rates batch job for customers, vendors, and bank accounts.
- Explain set up, viewing amounts, daily processing, and periodic processes when using an additional reporting currency.
- Describe how to run the Adjust Exchange Rates batch job for G/L accounts.
- Describe how to view the Exchange Rate Adjustment Register.
- Explain the Budgets feature in Microsoft Dynamics NAV 2013.
- Explain the **G/L Budgets** page elements.
- Show how to set up budgets manually.
- Explain how to delete budget entries.
- Explain how to create budgets by using the **Copy Budget** function.
- Explain how to create budgets by using the **Export Budget** and **Import Budget** functions.
- Explain the workflow in Cost Accounting.
- Explain and set up Chart of Cost Types, Chart of Cost Centers, Chart of Cost Objects, and Cost Accounting Setup.
- Explain the relationship between the cost accounting and general ledger application areas.
- Set up cost journals.
- Explain how to create cost entries either through a transfer from G/L entries or through posting the cost journal.
- Explain and set up cost budgets by using different copy functions.
- Explain the transfer from budget to actual.
- Explain and set up cost allocations.
- Explain static and dynamic allocations.

- Explain how to allocate costs and cost budgets.
- Explain the cost registers and cost budget registers.
- Explain the deletion of cost entries and cost budget entries.
- Explain different cost accounting reports.
- Provide tips and tricks.
- Explain the functions of the cash flow forecast.
- Explain the setup of the Chart of Cash Flow Account, Cash Flow Setup and Cash Flow Payment Terms.
- Explain how to create cash flow forecasts by using Cash Flow Forecast Cards and Cash Flow Manual Revenues and Expenses.
- Explain how the Cash Flow Worksheet is used.
- Review the registration of the cash flow through Cash Flow Forecast Entries.
- Explain the different Cash Flow Forecast Reporting possibilities.
- Describe filtering and analysis pages related to the chart of accounts.
- Explain how to set up an account schedule and explain other processes that relate to account schedules.
- Demonstrate cost account schedules.
- Demonstrate cash flow account schedules.
- Describe types of dimensions.
- Explain how to set up analysis views.
- Explain the process of exporting analysis views to Microsoft Office Excel 2007, and describe the elements of the exported file.
- Show how to generate analysis by dimensions and other dimension analysis reports.
- Show how to set up a Finance Performance chart.
- Explain the terminology associated with XBRL.

- Explain how to import and update taxonomies.
- Explain how to attach, update, and apply linkbases to taxonomies.
- Describe pages that are related to XBRL lines, and explain how to enter XBRL line definitions
- Demonstrate how to export an instance document.

Course Details

Course Outline
Module 1: Intrastat This module explains the setup of Intrastat and how to run and submit Intrastat reports.**Lessons**

- Set up Intrastat
- Report Intrastat

Lab : Create an Intrastat Report

After completing this module, students will be able to:

- Set up Intrastat for use in Microsoft Dynamics NAV 2013.
- Explain how to run and submit Intrastat reports.

Module 2: VAT Rate Change Tool This module explains the VAT rate change process.**Lessons**

- Prepare for VAT Rate Change Tool
- Set Up Using VAT Rate Change Tool
- Perform VAT Rate Conversions

After completing this module, students will be able to:

- Explain and demonstrate the preparation of the VAT rate change process.
- Explain and set up the VAT rate change tool.
- Explain and demonstrate how to perform a VAT rate change.

Module 3: Multicurrency This module explains the process in using the Multicurrency functionalities.**Lessons**

- Currency Card and Exchange Rates
- Set Up Multicurrency for Customers, Vendors, and Bank Accounts
- Lesson 3-5: Process Documents and Journals
- Adjust Exchange Rates Batch Job for Customers, Vendors, and Bank Accounts
- Lesson 7-9: Reporting Currency
- View the Exchange Rate Adjustment Register
- Summary of Currency Exchange Rates

Lab : Process a Sales InvoiceLab : Post Expenses in Foreign CurrencyLab : Update the USD:GBP Exchange Rate

After completing this module, students will be able to:

- Explain setup requirements for currencies and exchange rates when using multiple currencies.
- Explain setup requirements using multiple currencies with customers, vendors, and bank accounts.
- Describe steps and additional functionality for processing purchase and sales documents that use foreign currency.
- Describe steps and additional functionality for recording and posting multicurrency transactions in the cash receipts journal.
- Describe how to process multicurrency payments using the payments journal.
- Describe how to run the Adjust Exchange Rates batch job for customers, vendors, and bank accounts.
- Explain set up, viewing amounts, daily processing, and periodic processes when using an additional reporting currency.
- Describe how to run the Adjust Exchange Rates batch job for G/L accounts.
- Describe how to view the Exchange Rate Adjustment Register.

Module 4: BudgetsThis module explains the Budget feature.**Lessons**

- Lesson 1-3: Creating Budgets
- Copying Budgets
- Exporting and Importing Budgets

Lab : Create a budgetLab : Copy a budget

After completing this module, students will be able to:

- Explain the Budgets feature in Microsoft Dynamics NAV 2013.
- Explain the **G/L Budgets** page elements.
- Show how to set up budgets manually.
- Explain how to delete budget entries.
- Explain how to create budgets by using the **Copy Budget** function.
- Explain how to create budgets by using the **Export Budget** and **Import Budget** functions.

Module 5: Cost Accounting This module explains the process on Cost Accounting. **Lessons**

- Workflow in Cost Accounting
- Setting Up Cost Accounting
- Cost Entries
- Cost Budgets
- Cost Allocation
- Cost Accounting History
- Cost Accounting Reporting
- Tips and Tricks

Lab : Using Cost JournalsLab : Set Up a Cost BudgetLab : Set Up Cost Allocation

After completing this module, students will be able to:

- Explain the workflow in Cost Accounting.
- Explain and set up Chart of Cost Types, Chart of Cost Centers, Chart of Cost Objects, and Cost Accounting Setup.
- Explain the relationship between the cost accounting and general ledger application areas.
- Set up cost journals.
- Explain how to create cost entries either through a transfer from G/L entries or through posting the cost journal.
- Explain and set up cost budgets by using different copy functions.
- Explain the transfer from budget to actual.
- Explain and set up cost allocations.
- Explain static and dynamic allocations.
- Explain how to allocate costs and cost budgets.
- Explain the cost registers and cost budget registers.
- Explain the deletion of cost entries and cost budget entries.
- Explain different cost accounting reports.
- Provide tips and tricks.

Module 6: Cash Flow Forecast This module explains the functions, the setup and the use of Cash Flow Forecast.**Lessons**

- Functions of the Cash Flow Forecast
- Setting Up Cash Flow Forecasts
- Creating Cash Flow Forecasts
- Cash Flow Forecast Reporting

Lab : Creating a Cash Flow Forecast **Lab : Entering Manual Revenues and Expenses** **Lab : Using the Cash**

Flow WorksheetLab : Printing the Cash Flow Date List

After completing this module, students will be able to:

- Explain the functions of the cash flow forecast.
- Explain the setup of the Chart of Cash Flow Account, Cash Flow Setup and Cash Flow Payment Terms.
- Explain how to create cash flow forecasts by using Cash Flow Forecast Cards and Cash Flow Manual Revenues and Expenses.
- Explain how the Cash Flow Worksheet is used.
- Review the registration of the cash flow through Cash Flow Forecast Entries.
- Explain the different Cash Flow Forecast Reporting possibilities.

Module 7: Financial Reporting and Analysis This module explains processes related to cost account schedules, cash flow account schedules and how to generate report analysis. **Lessons**

- Analyze the Chart of Accounts
- Account Schedules
- Analysis by Dimensions
- Export Analysis Views to Microsoft Excel
- Dimension-Based Reports
- Combine Analysis Views with Account Schedules
- Finance Performance Charts

Lab : Create a Detailed Account ScheduleLab : Create a Cost Account ScheduleLab : Create a Cash Flow Account ScheduleLab : Create an Analysis ViewLab : Create a Cash Flow Analysis ViewLab : Export an Analysis View to Microsoft ExcelLab : Combine an Analysis View with an Account Schedule

After completing this module, students will be able to:

- Describe filtering and analysis pages related to the chart of accounts.

- Explain how to set up an account schedule and explain other processes that relate to account schedules.
- Demonstrate cost account schedules.
- Demonstrate cash flow account schedules.
- Describe types of dimensions.
- Explain how to set up analysis views.
- Explain the process of exporting analysis views to Microsoft Office Excel 2007, and describe the elements of the exported file.
- Show how to generate analysis by dimensions and other dimension analysis reports.
- Show how to set up a Finance Performance chart.

Module 8: XBRL This module explains the concept of XBRL. **Lessons**

- XBRL Terminology
- XBRL Specifications and Taxonomies
- Work with Linkbases
- Enter XBRL Line Definitions
- Export the XBRL Lines

Lab : Annual Reporting with XBRL

After completing this module, students will be able to:

- Explain the terminology associated with XBRL.
- Explain how to import and update taxonomies.
- Explain how to attach, update, and apply linkbases to taxonomies.
- Describe pages that are related to XBRL lines, and explain how to enter XBRL line definitions
- Demonstrate how to export an instance document.

Course 80434A:

Fixed Assets in Microsoft Dynamics NAV 2013

Length:	1 Days
Published:	December 13, 2012
Language(s):	English
Audience(s):	Information Workers,IT Professionals
Level:	200
Technology:	Microsoft Dynamics NAV 2013
Type:	Course
Delivery Method:	Instructor-led (classroom)

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Overview**About this Course**

This one-day instructor-led course provides students with the knowledge and skills to set up all aspects the Fixed Assets granules available for Microsoft Dynamics NAV 2013. This course demonstrates how to set up Fixed Assets, how to perform a wide variety of Fixed Asset transactions, as well as how to handle reclassification, maintenance, and insurance where Fixed Assets are concerned.

Audience Profile

This course is intended partners wanting to learn how to set up Fixed Assets in Microsoft Dynamics NAV 2013 for

their customer. For sales people, consultants, and implementers who need to understand the technical aspects of Microsoft Dynamics NAV2009 Fixed Assets and gain foundational knowledge of the application functionality.

At Course Completion

After completing this course, students will be able to:

- Set up Fixed Assets
- Perform a variety of Fixed Asset transactions
- Reclassify Fixed Assets
- Handle maintenance of their Fixed Assets
- Handle insurance on their Fixed Assets

Course Details

Course Outline
Module 1: Fixed Assets Setup This module explains how Microsoft Dynamics NAV 2013 Fixed Assets provides a fully integrated Fixed Asset management functionality. It also describes how this functionality helps a company manage its assets to track information relevant to fixed assets. Additionally, this module describes how depreciation books define various depreciation rules.
Lessons

- Fixed Assets Process Flow
- Fixed Assets Setup
- Fixed Assets Posting Groups
- Depreciation Books
- Fixed Asset Card
- Fixed Asset Allocation Keys
- Main Assets and Asset Components
- Record Open Transactions
- Make Duplicate Entries

- Copy Fixed Assets and FA Ledger Entries

Lab : Create a Fixed Asset Card

- Create a fixed asset card for the new fixed asset.

After completing this module, students will be able to:

- Give a visual overview of a typical fixed asset life cycle.
- Describe the fields on the Fixed Assets setup page.
- Describe fixed asset posting groups.
- Explain depreciation books for fixed assets.
- Explain depreciation tables.
- Set up fixed assets journal templates.
- Set up a fixed asset card.
- Set up main assets with asset components.
- Explain how to record opening transactions.
- Explain how to duplicate entries to depreciation books.
- Explain how to copy fixed assets and FA ledger entries.

Module 2: Fixed Asset Transactions This module describes the purpose of journal templates for Fixed Assets, and explains the purchasing procedure for Fixed Assets. The basic transactions for fixed assets are depreciations, acquisition costs, write-downs, and disposals. All four types of transactions and the processes connected to these transactions are described in this module. **Lessons**

- Journals for Fixed Assets
- Purchase Fixed Assets
- Calculate and Post Depreciation
- Write-down and Appreciation of Fixed Assets

- Fixed Asset Disposals
- Correct an Entry
- Document Fixed Asset Transactions
- Fixed Asset Reports
- Budget Fixed Asset Transactions
- Cost Accounting Depreciation
- Indexation
- Minor Assets

Lab : Purchase a Fixed Asset Using the Purchase Invoice

- Post the Acquisition Cost through Purchase Invoice

Lab : Increase the Cost of the Fixed Asset

- Post Additional Acquisition Cost

Lab : Calculate Depreciation

- Calculate and Post Depreciation

Lab : Post Write-down

- Post a Write-down

Lab : Dispose of a Fixed Asset with a Sales Invoice

- Dispose of a Whole Fixed Asset

Lab : Cancel and Recalculate Depreciation

- Cancel and Recalculate Depreciation

Lab : Cancel Entries

- Cancel an Entry

Lab : Budget a Fixed Asset

- Budget a Fixed Asset

Lab : Manage a Minor Asset

- Manage a Minor Asset
- Set up journals for fixed assets.
- Post a fixed asset acquisition through a purchase invoice.
- Increase the cost of a fixed asset by using the FA journal.
- Explain the manual and automatic depreciation posting methods.
- Set up write-down and appreciation of fixed assets.
- Set up disposals of fixed assets.
- Cancel and recalculate an incorrectly posted depreciation entry.
- Cancel an incorrect entry that is already posted.
- Reverse an incorrectly posted transaction.
- Explain how to document fixed asset transactions.
- Explain how to view the FA registers.
- Demonstrate the reports for fixed assets.
- Set up budgeting for fixed asset transactions.
- Set up cost accounting depreciations.
- Set up indexation.
- Set up and depreciate minor assets.

Module 3: Fixed Asset Reclassification This module focuses on the reclassification journal. How to use this journal

is explained through different scenarios of most frequently used real-life situations.

Lessons

- Asset Transfers
- Combining Assets

Lab : Splitting a Fixed Asset

- Splitting a Fixed Asset
- Partial Disposal of an Asset

Lab : Disposing of a Part of an Asset

- Disposing of a Part of an Asset

After completing this module, students will be able to:

- Transfer a fixed asset.
- Split a fixed asset.
- Dispose of a part of a fixed asset.
- Combine assets.

Module 4: Fixed Assets Maintenance This module explains how to set up maintenance information for fixed assets and describes the functionality and processes of registering maintenance on fixed assets.

Lessons

- Setting Up Maintenance Information
- Maintenance Registration and Costs
- Maintenance Cost Reporting

Lab : Posting Allocation Transactions

- Posting an Allocation Transaction

Lab : Posting Maintenance Transactions

- Posting Maintenance Costs

After completing this module, students will be able to:

- Set up maintenance information.
- Register maintenance costs.
- Review fixed asset maintenance by using the maintenance cost reports.

Module 5: Fixed Asset Insurance

This module explains the insurance management in Microsoft Dynamics NAV 2013. This includes the following: setting up insurance information, assigning assets to insurance policies, monitoring insurance coverage, updating insurance information, and indexing fixed asset insurance.

Lessons

- Setting Up Insurance Information
- Attaching Assets to Insurance Policies
- Monitoring Insurance Coverage
- Updating Insurance Information
- Indexing Insurance

After completing this module, students will be able to:

- Set up insurance information.
- Assign an asset to an insurance policy.
- Monitor insurance coverage.
- Update, correct, and delete insurance information.

- Set up insurance indexing.