



Course Plan

Prepared for:
MBA Department

Prepared by:
Mr. Praveen Patil

2011-2012

Course Content

Course Title: Microsoft Dynamics NAV

Teaching Hours: 72 hours

Introduction to ERP About Varnaaz	12 Hours	Day-1 Day-2
Module 1: Introduction to Microsoft Dynamics NAV 2009: Introduction Working with General Ledger Accounts Add and View Dimensions Manage Items Process Purchases Process Sales Technology Overview Browse other Application Areas Practical session	6 Hours 6 Hours	 Day-3 Day-4
Module 2: Trade in Microsoft Dynamics NAV 2009 Sales Order Management Sales Prices and Discounts Customer Service Features Purchase Order Management Requisition Management Item Charges Order Promising Returns Management Analysis and Reporting	6 Hours 6 Hours	 Day-5 Day-6
Module 3: Inventory Management In Microsoft Dynamics NAV 2009 Inventory Control Item Reservations and Order Tracking Use Multiple Locations Transfer between Locations Serial/Lot Numbers Practical session	2 Hours 1 Hour	 Day-7
Module 4: Finance in Microsoft Dynamics NAV 2009 Financial Management Setup General Ledger General Journals Cash Management Receivables Management Payables Management Multicurrency	 6 Hours	 Day-7 Day-8

Module 5: Browse other Application Areas Marketing Jobs and Resources Service Management Manufacturing Warehouse Management Human Resources	3 Hours	Day-8
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References

MS- Dynamics NAV resource kit

Module wise Plan

Course Code and Title: **Microsoft Dynamics NAV**

Module Number : **1**

Learning Objectives

At the end of this chapter student should be able to:

- To describe the Microsoft Dynamics NAV 2009 and basic concepts of ERP (Enterprise Resource Planning)
- To navigate in Microsoft Dynamics NAV 2009 as well as typical user tasks in common application areas, such as finance, inventory, purchases, and sales. It also introduces cross-application functionality like dimensions, record links, and integration to Microsoft products
- the course provides outlines of all other application areas not covered in the course

Lesson Schedule

Introduction to Microsoft Dynamics NAV 2009 Course Description

Class No. Portion covered per hour

1. Use General Functions: The Role Center, Use Keyboard Shortcuts, Customizing Microsoft Dynamics NAV 2009, The List Places, Change how Windows Display, Enter and Edit Information, Extract Information, Use MapPoint
2. Working with General Ledger Accounts: Posting Groups, G/L Account Cards, Chart of Accounts Window
3. Add and View Dimensions: Dimensions Overview,
Lab: Add and View Dimensions
4. Manage Items: The Item Card, Use the Item Card, View Item Availability, Analyze Item Figures,
Lab: Create a New Item
5. Process Purchases: Introduction, Overview
Lab: Create a New hardware Vendor
Lab: Purchase Hardware from the New Vendor
Lab: Receive and Invoice the Hardware
Lab: Record an Automobile Maintenance Expense
Lab: Pay the Automobile Maintenance Expense
Lab: Adjust the Posted Automobile Maintenance Expense
6. Process Sales: Introduction
Lab: Sell Wooden Doors to an Existing Customer
Lab: Receive Payment for the Wooden Doors
7. Approve Documents: Overview, E-Mail Notifications, Substitute Approvers
8. Technology Overview: Architectural Changes in Microsoft Dynamics NAV 2009, Microsoft Dynamics NAV Server, Web Services Support, Web Services published by Microsoft Dynamics NAV, Development Enhancements, Page Designer, Reports, Multiple Client Support, C/SIDE Development Environment, Database Features, Multilanguage Functionality

Course Code and Title: **Microsoft Dynamics NAV**

Module Number : **2**

Learning Objectives

At the end of this chapter student should be able to:

- Manage sales transactions and create and use sales prices and discounts
- Process sales of items with substitutions and cross references
- Process sales of non-stock items
- Manage purchase transactions
- Create and process purchase requisitions
- Set up and use item charges
- Use the order promising functionality
- Process returns from customers and to vendors
- Create analysis reports
- Perform analysis by dimensions
- Create sales and purchase budgets

Lesson Schedule

Trade in Microsoft Dynamics NAV 2009

Class No. Portion covered per hour

1. Sales Order Management: Set Up Sales Order Management, Manage Sales Transactions, Item Reservation, Posting Orders, Invoice a Combined Shipment, Customer Prepayments
2. Sales Prices and Discounts: Sales Prices, Maintain Sales Prices, Line and Invoice Discounts, Invoice Discounts
3. Customer Service Features: Item Substitutions, Item Cross References, Set Up and Create Nonstock Items, Sell Nonstock Items
4. Purchase Order Management: Purchase Order Management Setup, Manage Purchase Transactions, Purchase Prices and Discounts, Purchase Prices, Invoice and Line Discounts, Vendor Prepayments
5. Requisition Management: Requisition Management Setup, Manage Reordering Policies, Requisition Worksheet, Additional Worksheet Features
6. Item Charges: Item Charges Setup, Purchase Item Charges, Sales Item Charges, Purchase and Sales Allowances
7. Order Promising: Date Calculation Concepts, Promise Orders to Customers, Date Calculation for Sales and Order Promising Setup, Promising Sales Order Delivery, Estimate Order Receipt, Date Calculation Setup for Purchase Orders, Estimating Purchase Order Receipts, Estimate Transfer Order Receipt, Calendars
8. Returns Management: Activity Diagram for Returns Management, Returns Management Setup, Manage Customer Returns, Manage Returns to Vendors
9. Analysis and Reporting: Analysis Reports, Analysis by Dimensions, Sales and Purchase Budgets

Course Code and Title: Microsoft Dynamics NAV
Module Number : 3

Learning Objectives

At the end of this chapter student should be able to:

- Determine actual and projected availability.
- Make manual adjustments to inventory quantities.
- Count and record how many items are physically present in inventory.
- Reclassify an inventory item by changing information attached to its item ledger entry.
- Reserve items on inventory or inbound.
- Track from demand to matching supply and vice versa.
- Distinguish reservations from order tracking links.
- Set up a company with multiple locations.
- Link customers and vendors to locations.
- Set up responsibility centers.
- Link users, customers, and vendors to responsibility centers.
- List multi-location setup guidelines.
- Review setup data in the CRONUS International Ltd. demonstration company.
- Create sales and purchase orders for multiple locations.
- Create and setup stock keeping units.
- Review the setup of location transfers.

Lesson Schedule**Inventory Management In Microsoft Dynamics NAV 2009**

Class No. Portion covered per hour

1. Inventory Control: Analyze Item Availability, Adjust Inventory, Count Inventory, Reclassify Inventory
2. Item Reservations and Order Tracking: Reserve Items, Track Supply and Demand, Item Reservations versus Order Tracking
3. Use Multiple Locations: Set Up a Company with Multiple Locations, Link Customers and Vendors to Locations, Set Up Responsibility Centers, Link Responsibility Centers, Guidelines for Setting Up a Company with Multiple Locations, CRONUS Organizational Setup Overview, Sell and Purchase in a Company with Multiple Locations, Control Inventory at Multiple Locations
4. Transfer between Locations: Set Up Transfers, Use Transfer Orders, View Items in Transit
5. Basic Warehouse Tasks: Set Up Basic Warehousing, Receive and Put Away Items, Pick and Ship Items, Move and Adjust Items in Warehouse
6. Serial/Lot Numbers: Set Up Item Tracking, When to Use Item Tracking, Handle Inbound Serial/Lot Numbers, Handle Serial/Lot Numbers on Inventory, Handle Outbound Serial/Lot Numbers, Trace Serial/Lot Numbers, Navigate with Serial/Lot Numbers, Print Serial/Lot Numbers in Documents and Reports

<i>Course Code and Title:</i> Microsoft Dynamics NAV
<i>Module Number :</i> 4

Learning Objectives

At the end of this chapter student should be able to:

- Maintain and work with the General Ledger.
- Process a bank reconciliation.
- Use journals and batches.
- Understand receivables management.
- Understand payables management.
- Setup and work with Prepayments
- Setup and work with multicurrency.
- Setup and work with VAT and Intrastat
- Perform standard end of year financial closing operations

Lesson Schedule

Finance in Microsoft Dynamics NAV 2009

Class No. Portion covered per hour

1. Financial Management Setup: General Ledger Setup, Accounting Periods, Trail Codes, Lab: Create a Fiscal Year
2. General Ledger: Lessons, Chart of Accounts Overview, G/L Account Card, Chart of Accounts Page, Budget, Create Budgets Manually, Copy Budgets, Export and Import Budgets,
Lab: Create a Revenue Account
Lab: Create a VAT Account
Lab: Create a Budget
Lab: Copy a Budget
3. General Journals: Journal Overview, Creating and Posting Journal Entries, Recurring Journals Overview, Processing Recurring Journals, Reversals and Corrections,
Lab: Create a Journal Entry
Lab: Create and Post a Recurring Journal
4. Cash Management: Bank Account Overview, Entering and Posting Receivables Payments, Entering and Posting Payables Checks, Financially Voiding Checks, Bank Reconciliation
Lab: Create a Bank Account
Lab: Apply and Post Cash Receipts
Lab: Enter and Post Manual Checks
Lab: Suggest Vendor Payments for a Single Vendor
Lab: Financially Void a Check
5. Receivables Management: Customer Card, Cash Receipt Journals Overview, Applying Cash Receipt Payments, Unapply Customer Ledger Entries, Reversal of Posted Journals, Set Up Payment Discounts, Process Payment Discounts, Set Up Payment Tolerance, Process Payment Tolerance, Reminders and Finance Charge Memos, Set Up and Assign Reminder Terms, Create and Issue Reminders, Set Up and Assign Finance Charge Terms, Create and Issue Finance Charge Memos, Analyzing Receivables
Lab: Apply and post a Cash Receipt
Lab: Applying a Payment after posting
Lab: Unapply Posted Ledger Entries
Lab: Reverse a Posted Journal Entry
Lab: Post a Payment with a Discount
Lab: Apply Posted Partial Payments with Discounts
Lab: Set Up a Payment Tolerance
Lab: Process a Payment Tolerance
Lab: Set Up a Reminder Term
Lab: Create and Issue Reminders
Lab: Create and Issue Finance Charge Memos
6. Payables Management: Vendor Card, Payment Journal Overview, Apply Vendor Entries Window, Post Manual Payables Checks, Suggest Vendor Payments Overview, Create Payments Using Suggest Vendor Payments, Print and Post Payables Checks, Void Unposted Checks, Apply Payments after Posting, Unapply Vendor Ledger Entries, Reversal of Journal Postings, Set up Payment Discounts, Process Payment Discounts, Set Up Payment Tolerance, Process Payment Tolerance, Analyze Payables
Lab: Enter a Manual Check
Lab: Suggest, Print, and Post a Vendor Payment
Lab: Void a Check
Lab: Apply a Credit Memo after Posting
Lab: Unapply a Payment
Lab: Reverse a Posted Journal Entry
Lab: Adjust the Payment Discount Amount

7. Prepayments: Prepayments Setup Overview, Set Up Prepayment General Ledger Accounts, Set Up Number Series for Prepayment Documents, Set Up Prepayment Percentages for Customers and Vendors, Set Up Prepayment Percentages for Customer-Item and Vendor-Item Combinations, Set Up Check Prepayment When Posting, Prepayments Processing Flows, Prepayment Sales and Purchase Orders Overview, Process Prepayment Sales and Purchase Orders, Process Prepayment Sales and Purchase Invoices, Correct Prepayments
Lab: Set Up Prepayments for Sales
8. VAT and Intrastat: Display VAT Amounts in Sales and Purchase Documents, Adjust VAT Amounts in Sales and Purchase Documents and Journals, Import VAT, VAT Correction, VAT Statements, VAT Settlement, Intrastat Reporting, Set Up Intrastat, Report Intrastat
Lab: Adjust a VAT Amount in a Sales Document
Lab: Adjust a VAT Amount in a Purchase Journal
9. Multicurrency: Currency Card and Currency Exchange Rates, Set Up Multicurrency for Customers, Vendors, and Bank Accounts, Process Sales and Purchase Documents, Process Cash Receipts, Process Payments, Use the Adjust Exchange Rates Batch Job, Additional Reporting Currency, Consolidations with Multiple Currencies
Lab: Process a Sales Invoice
Lab: Post Expenses in Foreign Currency
Lab: Update the USD:GBP Exchange Rate
Lab: Adjust the ACY Exchange Rate
10. Year End Closing Processes: Closing a Fiscal Year, Transferring Income Statement Account Balances, Posting the Journal,
Lab: Post an Entry into a Closed Fiscal Year

Course Code and Title: **Microsoft Dynamics NAV**

Module Number : 5

Learning Objectives

At the end of this chapter student should be able to:

- Outline marketing features.
- Outline features for jobs and resources.
- Outline service management features.
- Outline manufacturing features.
- Outline features of the warehouse management system.
- Outline features for human resource management.
- Outline the business notification solution.
- Outline Commerce Portal and Commerce Gateway

Lesson Schedule

Browse other Application Areas

Class No. Portion covered per hour

1. Marketing
2. Jobs and Resources
3. Service Management
4. Manufacturing
5. Warehouse Management
6. Human Resources
7. Business Notification
8. eCommerce