

Introduction	1
Welcome	1
Microsoft Business Solutions Courseware Contents	2
Student Objectives	3
Chapter 1: Getting Started	5
Overview	5
Background	6
The Application Window	7
The Microsoft Navision Navigation Pane and Menu Items	9
Microsoft Navision Windows	11
Changing How Your Window Looks	14
Command Buttons and Menu Buttons	16
Entering Information	16
Editing Information	19
Menu Bar Overview	20
Finding, Viewing, and Searching for Information	28
On-Line Help	35
Dimensions	36
Shortcut Keys	37
Test Your Knowledge – Getting Started	39
Quick Interaction: Lessons Learned	41
Chapter 2: Technology	43
Overview	43
C/SIDE Development Environment	44
Server Options	48
Navision Application Server	50
Multilanguage Functionality	51
Test Your Knowledge – Technology	54
Quick Interaction: Lessons Learned	55
Chapter 3: Order Processing – Purchases, Payables, and General Ledger	57
Overview	57
Processing Overview	58
New Vendor and Item Setup	60
Test Your Skills – Creating an Item and Vendor	65
Purchase Order Processing	67
Test Your Skills – Creating a Purchase Order	75
Test Your Skills – Receiving and Invoicing a Purchase Order	76
Test Your Skills – Record Automobile Maintenance Expense	79
Payables Processing	80
Test Your Skills – Pay the Automobile Maintenance Expense	88
General Ledger Adjustments	89
Test Your Skills – Adjust the Automobile Maintenance Expense	95
Quick Interaction: Lessons Learned	96

Chapter 4: Order Processing – Sales and Receivables	97
Overview	97
Processing Overview	98
New Customer Setup	99
Creating a Sales Quote	101
Sales Order Processing	103
Test Your Skills – Create a Sales Order.....	107
Receivables Processing	108
Test Your Skills – Post a Cash Receipt.....	112
Quick Interaction: Lessons Learned	113
Chapter 5: Finance – Reporting	115
Overview	115
Reporting	116
Chart of Accounts	117
Standard Reports	118
Account Schedules.....	119
Analysis View	121
Analysis by Dimensions	123
Business Analytics	124
Test Your Knowledge – Finance – Reporting.....	126
Quick Interaction: Lessons Learned	127
Chapter 6: Manufacturing	129
Overview	129
Items and the Item Card	131
Production Bill of Material.....	134
Routings	136
Calculate Standard Cost	139
Test Your Skills – Create New Items for Production	140
Planning and the Production Order	141
Test Your Skills – Production BOM	149
Quick Interaction: Lessons Learned	150
Chapter 7: Other Functional Areas	151
Overview	151
Marketing.....	152
Resource Planning	155
Service Management	158
Human Resources.....	161
Business Notification	163
eCommerce.....	165
Test Your Knowledge – Other Functional Areas	166
Quick Interaction: Lessons Learned	167

Appendix A: Test Your Knowledge / Skills Solutions	169
Test Your Knowledge – Getting Started (CH1)	169
Test Your Knowledge – Technology (CH2).....	170
Test Your Skills – Creating an Item and Vendor (CH3).....	171
Test Your Skills – Creating a Purchase Order (CH3).....	174
Test Your Skills – Receiving and Invoicing a Purchase Order (CH3).....	175
Test Your Skills – Record Automobile Maintenance Expense (CH3).....	175
Test Your Skills – Pay the Automobile Maintenance Expense (CH3).....	176
Test Your Skills – Adjust the Automobile Maintenance Expense (CH3)	177
Test Your Skills – Create a Sales Order (CH4).....	178
Test Your Skills – Post a Cash Receipt (CH4)	179
Test Your Knowledge – Finance – Reporting (CH5)	180
Test Your Skills – Create New Items for Production (CH6).....	181
Test Your Skills – Production BOM (CH6).....	182
Test Your Knowledge – Other Functional Areas (CH7).....	183
Appendix B: Terminology List	185
Index	193

