

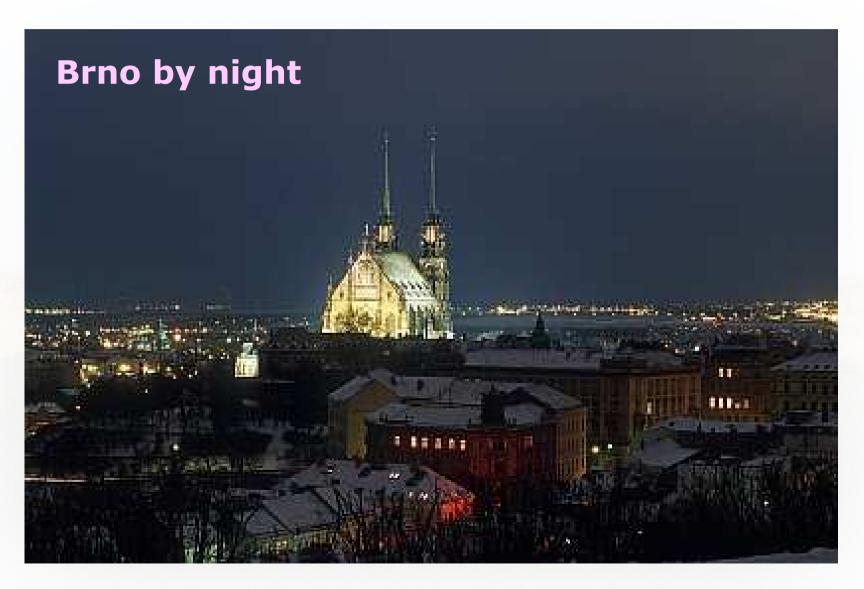


Introduction to Navision 4.00

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Introduction of the trainer

Name: Jaromír Miki Skorkovský

Company: Future Engineering. a.s.

Job role: Training Manager

Experience with product

Favorite hobby/activity/languages/other professional areas



Class Information

Starting time

Ending time

Breaks

Lunch

Telephones

Prerequisites

Language



Training Materials

- Navision DEMO 4.00 (description of limits)
- Courseware 8324A
- PWP FEAS (not a part of the standard materials, could be purchased upon request)
- Courseware (Slides MBS Navision for every course)
- Training plan for every course



Training Plan I 8324A

- Getting started
- Terminology (see Appendix B in the Courseware)
- Basic principles (shortcut keys, icons, links, sorting, searching, online help, windows, copy and paste, editing fields,...)
- Instruction on how to change the look of your Navision (moving, showing. changing column width and changing row height)
- License File pricing granules



Training Plan II 8324A

- Filters (Field Filter, Table Filter, Flow Filter)
- Used Shortcuts (W,T,C,CM,CY,...)
- Objects (Tables, Forms, Reports,...) -see C/SIDE to see other
- Navigation drill down features
- Technology (database, versions, backup, companies, security levels, Navision Application Server (middle tier used to execute Business Logic without User Intervention,), MS SQL Server, SIFT Technology, C/SIDE, Optimistic Concurrency, Relations between Tables



Training Plan III 8324A

- Order Processing (Purchases) short introduction to Inventory
- Payables and General Ledger Basic Principles
- Order Processing (Sales)
- Receivables and General Ledger
- Dimensions (Dimension Types : Global, Shortcut and Budget)
- Finance- reporting (basics)
- Manufacturing (upon request)
- Marketing
- Resource Planning
- Service Management (basics)
- HR



License file part I (header)

Microsoft Business Solutions ApS Licensefile

(C) Microsoft Business Solutions ApS

License number : CZ-ZA-000-EHLZ9-Q

Licensed to : CRONUS s.r.o.

Jaroslav Rambousek Na nábřeží 258

600 02 Brno Czech Republic +420-5-4323-6577



License file part II (lines)

*****	*****	*******************	*******
Granule	ID	Name	Amount
	540	Demonstration Basic Granule	1
	1,200	Session	2
1	1,310	Database Expansion per 1 MB	100
,0	1,370	Database Expansion per 1 GB	1
	1,520	Server - Windows NT (Intel)	1
	1,700	C/ODBC	1
	1,960	Test Integration	1
	2,010	Server - Microsoft SQL Server Option	1
	2,105	Allow new versions	1
	4,803	Application Wide - Chinese (PRC)	1
	4,804	Application Wide - Chinese (Taiwan)	1
	4,805	Application Wide - English (Phillippines)	1
	4,806	Application Wide - English (Zimbabwe)	1
	-	Application Wide - French (Monaco)	1
	4,808	Application Wide - Hindi	1



License file part III (lines)

```
3,010 General Ledger - Basic General Ledger
3,020 General Ledger - Allocations
3.030 General Ledger - Budgets
3,040 General Ledger - Account Schedules
3,050 General Ledger - Consolidation
3,060 General Ledger - Responsibility Centers
3,070 General Ledger - Basic XBRL
3,080 General Ledger - Change Log
3,250 Sales & Receivables
3,260 Sales & Receivables - Basic Receivables
3,270 Sales & Receivables - Sales Invoicing
3,280 Sales & Receivables - Sales Order Management
3.290 Sales & Receivables - Sales Invoice Discounts
3,300 Sales & Receivables - Customer/Item Discounts
3,310 Sales & Receivables - Alternative Ship-to's
3,320 Sales & Receivables - Order Promising
3,340 Sales & Receivables - Shipping Agents
3,350 Sales & Receivables - Sales Return Order Mgt.
3,360 Sales & Receivables - Calendars
3.370 Sales & Receivables - Sales Line Discount
3,380 Sales & Receivables - Sales Line Pricing
```

Other groups: Purchase and Payables, Inventory, Resources and Jobs, Cash Management, Relationship Management (CRM), Fixed Assets, Service Management, Manufacturing,..... see license itself



Price List (part of it)

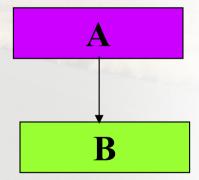
G	eneral Ledger				
	Basic General Ledger (Includes 1 User)	3010	1 500	450,00	0,00
	Allocations	3020	1 000	300,00	0,00
	Budgets	3030	1 000	300,00	0,00
	Accounts Schedules	3040	1 000	300,00	0,00
	Consolidation	3050	2 500	750,00	0,00
	Responsibility Centers	3060	2 500	750,00	0,00
	Basic XBRL	3070	500	150,00	0,00
	Change Log	3080	500	150,89	0,00
	Inter-company Postings (version 4.00 or later only)	3090	7 000	2 100,00	0,00



License (granules) description (~ 62 pages)

1	
Purchase Invoice Discounts (3,540) Supply Chain	This granule lets you calculate invoice discounts automatically. The discount can differ from vendor to vendor with different minimum amounts (also in different currencies) and different rates, depending on the size of the invoice. The discount is calculated on the individual item lines and becomes part of the net sum of the invoice. Requirements: Purchase Invoicing
Requisition Management (3,550) Supply Chain	You use this granule to automate the requisition procedure. Requisition Management automatically generates suggested purchases based on a variety of data such as minimum and maximum quantities, reorder quantities, and so on. Requirements: Purchase Order Management and Basic Inventory
Alternative Order Addresses (3,560) Supply Chain	You use this granule for vendors with more than one order address. The number of possible order addresses is unlimited. Requirements: Purchase Invoicing
Purchase Return Order Management (3570) Supply Chain	This granule allows you to create a purchase return order, to compensate your own company for wrong or damaged items. Items can be picked from the purchase return order. It is possible to do partial return shipments and to combine return shipments in one credit memo. With this granule you can link purchase return orders with replacement purchase orders. Requirements: Purchase Order Management and Basic Inventory
Purchase Line Discount (3,580) Supply Chain	You use this granule to work with purchase discounts that are vendor specific. With a line discount, you negotiate the percentage that the vendor, will give as a discount Requirements: Basic Inventory and Purchase Invoicing

Dependency



To have B you have to Acquire A



Filters I



■ Vendor List						
No.		Name	Responsibility Center	Location Code	Phone No.	Contact
•	10000	UP Liberec s.p.	LIBEREC			Paní Nicholas Christopou 🔨
	20000	TON s.r.o.	LIBEREC	ŽLUTÝ		Pan Pavel Czernek
	30000	Mach a spol. v.o.s.				Pan Alexander Eggerer
	40000	PILA s.r.o.		ZELENÝ		Pan Vít Freit
	50000	ElektroProfi s.r.o.				Pan Marek Zachoval



Filters II

Meaning	Sample Expression	Record Content Displayed
Equal to	377	377
Interval	11002100	1100 through 2100.
	2500	Up to and including 2500.
	P8	Information for accounting Period 8 and thereafter.
Either/or	1200 1300	Those with 1200 or 1300. If there is a record with each number, both will be displayed.
And	<2000&>1000	Numbers that are less than 2000 and greater than 1000. (The "&" sign cannot be used by itself with numbers because records cannot contain two numbers.)



Filters III

Different from (not equal to)	<>0 <>1000&<>2000	All numbers except 0. All numbers that are not 1000 and not 2000
Greater than	>1200	Numbers greater than 1200.
Greater than or equal to	>=1200	Numbers greater than or equal to 1200.
Less than	<1200	Numbers less than 1200.
Less than or equal to	<=1200	Numbers less than or equal to 1200.



Filters IV

Meaning	Sample Expression	Record Content Displayed
An unspecified number of	*Co*	Textual matter than contains *co* such as uncooperative, company, etc.
unknown characters (may be none)	Co*	Textual matter than begins with co* such as coordinate, company, etc.
be none)	*co	Textual matter than ends with *co such as Debtco.
One unknown character	Hans?n	Textual matter than contains the specified letters, and one unspecified, such as Hanson or Hansen.
Calculate first	30 (>=10&<=20)	Those records with number 30, or with a number between 10 and 20 (the result of the calculation within parentheses).
Ignore case	@department	Textual matter containing Department or department.



Filters V

Combination	Meaning	
5999 81008490	Include any records with the number 5999 or a number from the interval 8100 through 8490.	
1299 1400	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater, that is, all numbers except 1300 through 1399.	
>50&<100	Include records with numbers that are greater than 50 and less than 100, that is, numbers 51 through 99.	
C&*D*	Texts containing both C and D.	
@*co?*	Texts containing co., CO., Co., cot, cope, incorporated (CO, cO, co or Co must be present, followed by at least one character, but there can be an indefinite number of characters before and after these, and case is unimportant).	



Quick View of Icons and F Keys I

Function	Keyboard Shortcut
Search for information from a list of contents	F5 (List)
View a list of general ledger entries	CTRL + F5 (Ledger Entries)



Quick View of Icons and F Keys II

Function	Keyboard Shortcut
Search for information from a list of valid entries	F6 (Lookup 1)
Search for related background information	F6 (Drill-down ▼)
Look up available options for a field	F6 (Options 🖭)
All fields in a card	CTRL + F8 (Zoom in)
Find contents of a field	CTRL + F (Find 🎱)
Limit window to certain contents in field	F7(Field Filter 🕮)
Limit window to certain contents in multiple fields at one time	CTRL + F7 (Table Filter 🕮)
Work with lines/accounts in the same dept., date, project, budget, business unit, or any combination	SHIFT + F8 (FlowFilter 🕮)
Search for the next or previous card in the database	PAGE DOWN or PAGE UP



Quick View Shortcut Keys I

Function	Keyboard Shortcut
Find	CTRL + F
Card to List	F5
List to Card	SHIFT + F5
Ledger Entries	CTRL + F5
Statistics	F9
Look Up	F6
Drill Down	F6
Option List	F6
Sort	SHIFT + F8
Post	F11
Post & Print	SHIFT + F11
Next Window	CTRL + F6
Navigation Pane	F12
Toggle Mark	CTRL + F1
Show Marked Only	ALT+V, M
Next Record	PAGE DOWN

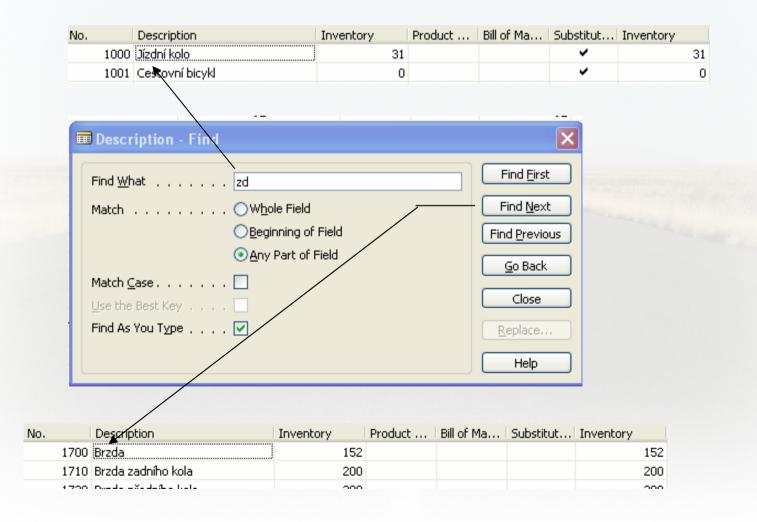


Quick View Shortcut Keys II

Function	Keyboard Shortcut
Previous Record	PAGE UP
Open Company Record	CTRL + O
Edit	F2
Insert	F3
Delete	F4
Сору	CTRL + C
Paste	CTRL + V
Copy from above	F8
Field Filter	F7
Table Filter	CTRL + F7
Flow Filter	SHIFT + F7
Show All	SHIFT + CTRL + F7
Return to Previous Value	ESC
Close	ESC

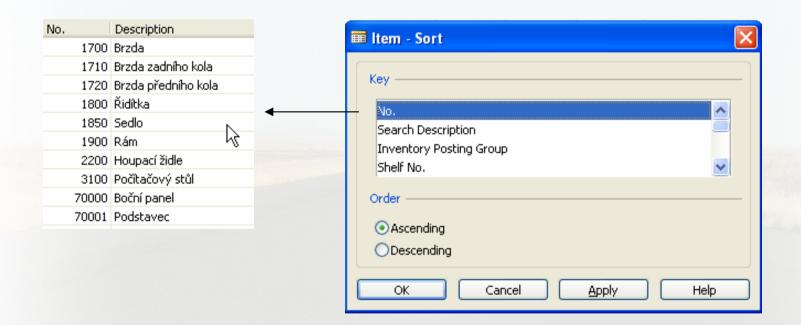


Searching



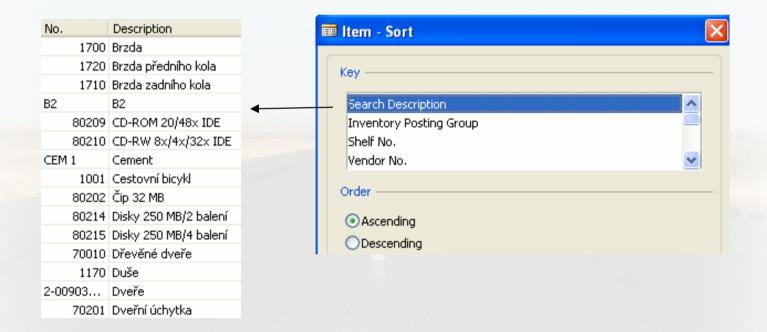


Sorting I





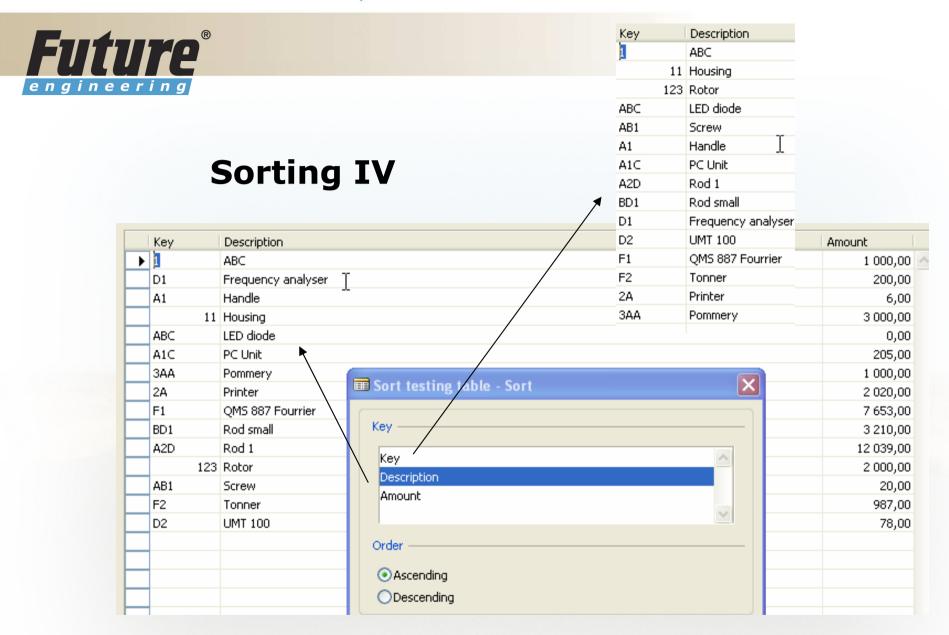
Sorting II





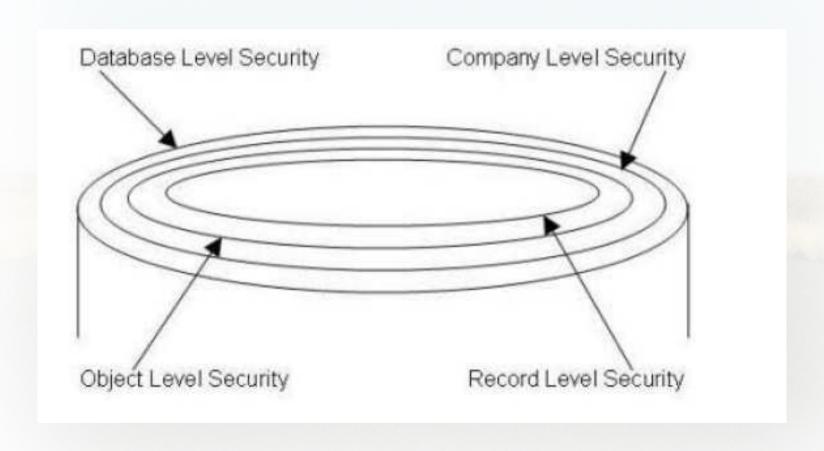
Sorting III

Creation of the Table 60000 and Form 60000 – and enter data and keys



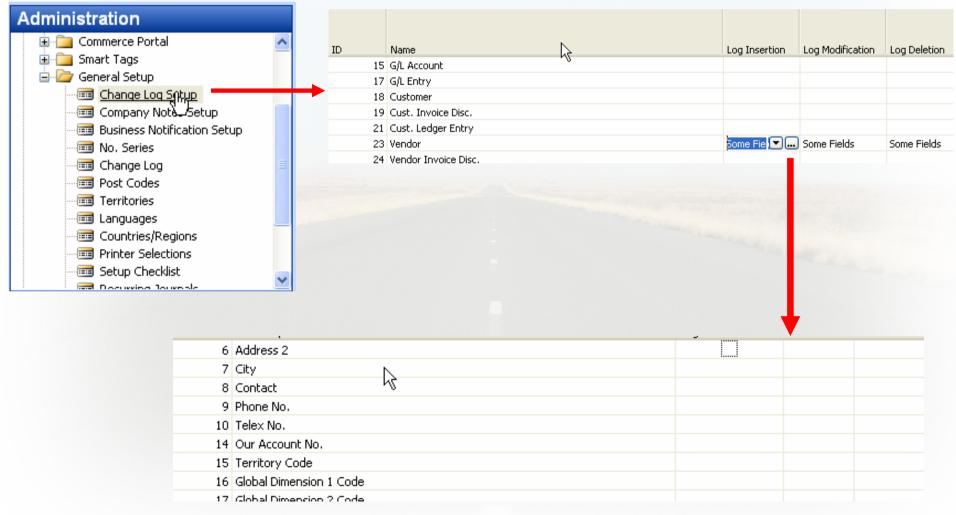


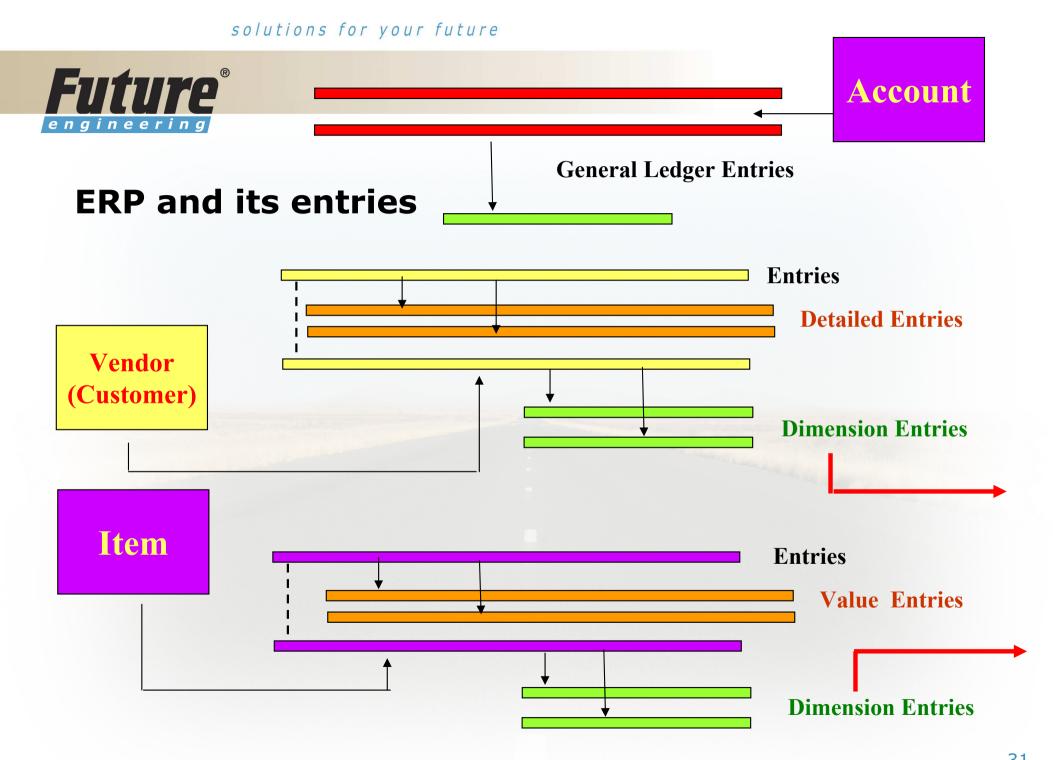
DATA SECURITY





CHANGE LOG SETUP Security and control





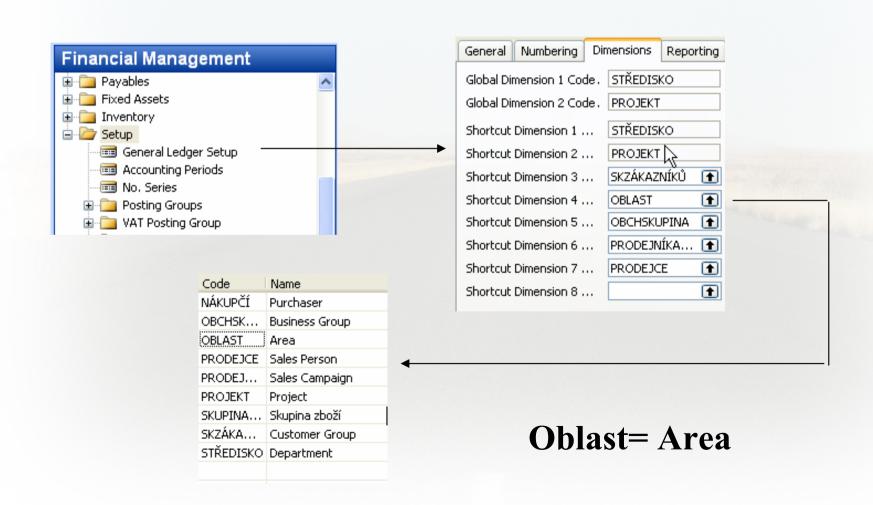


Dimensions I

- Global dimensions
- Shorcut dimensions
- Budget dimensions



Dimensions II



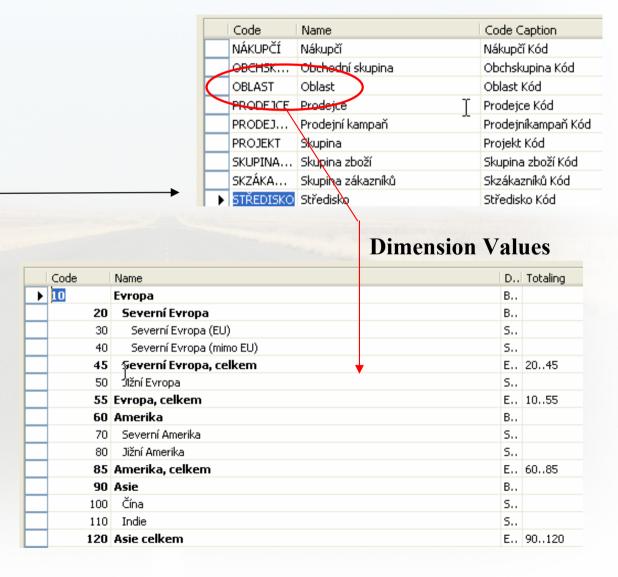


Dimenions III



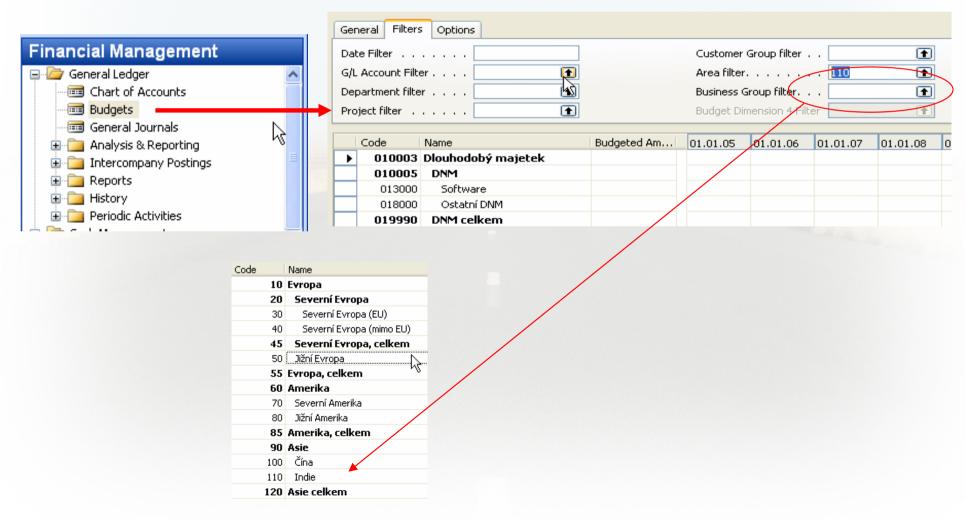
Go to the Navision to see combinations..





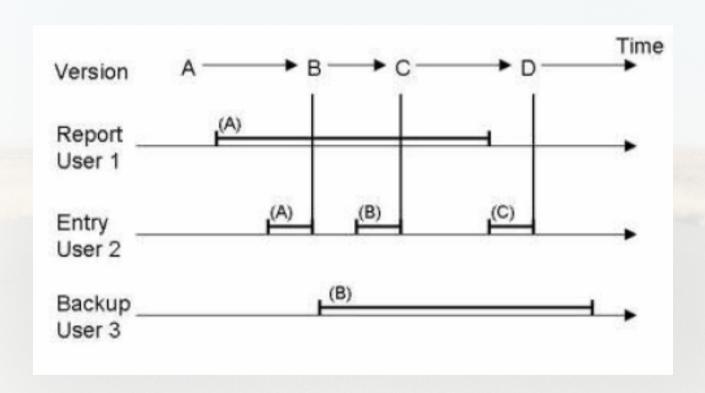


Dimensions (Budget Dim) IV



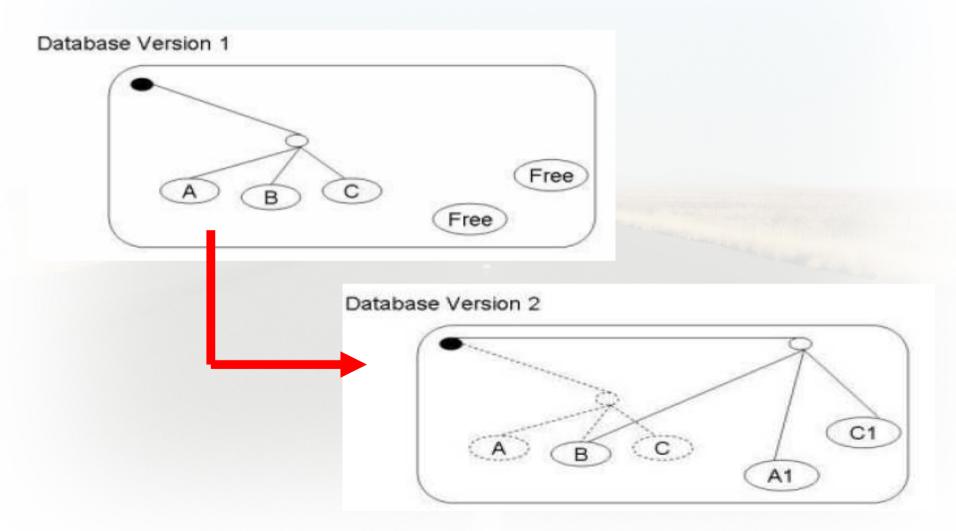


Database Version I - Optimistic Concurrency

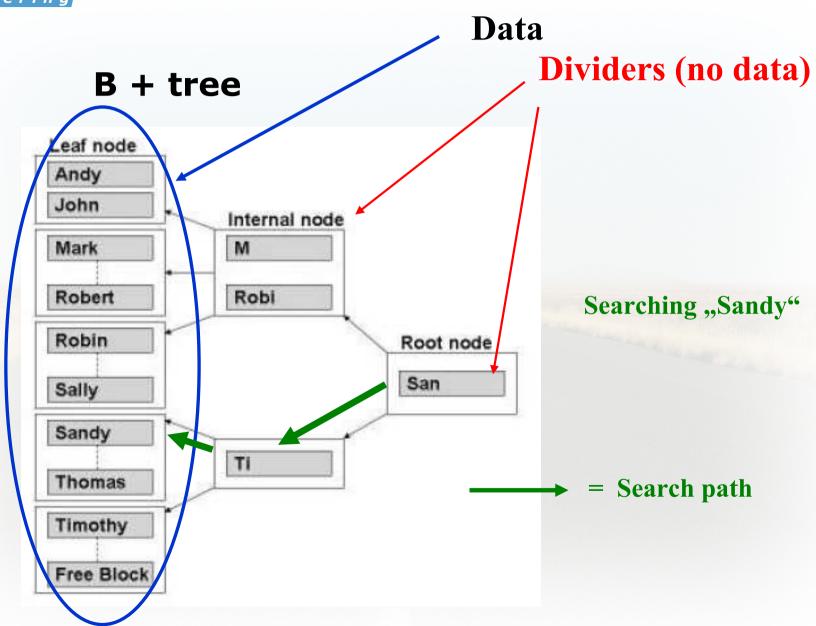




Database Version II

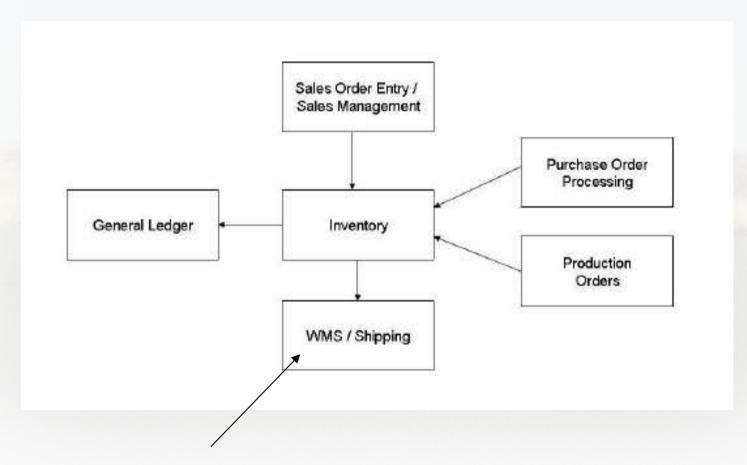








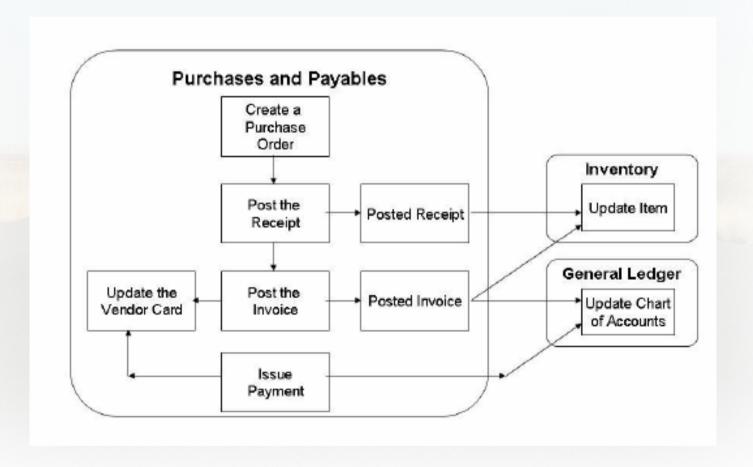
Processing overview - chapter 3 (8324A)



Warehouse Management System

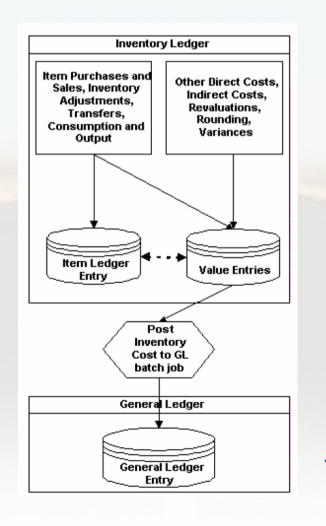


Purchase, payables and General ledger Processing – chapter 3 (8324A)





Inventory posting as a result of Business Cases (Sale, Purchase,...) - 2 phases



Phase 1:

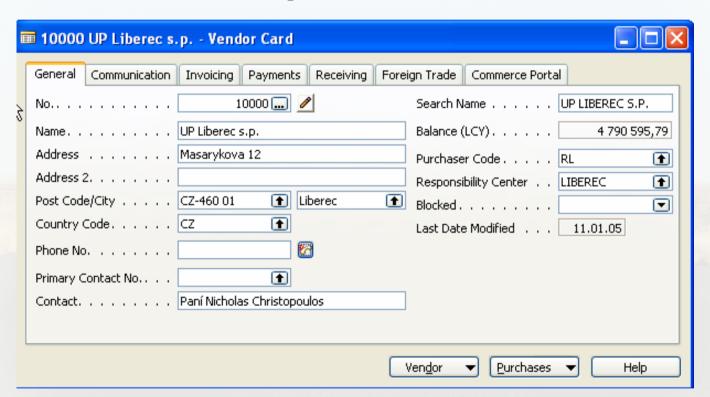
Quantity posting, Modification of the Value Entries, **GL** not affected

Phase 2:

Value posting to the GL



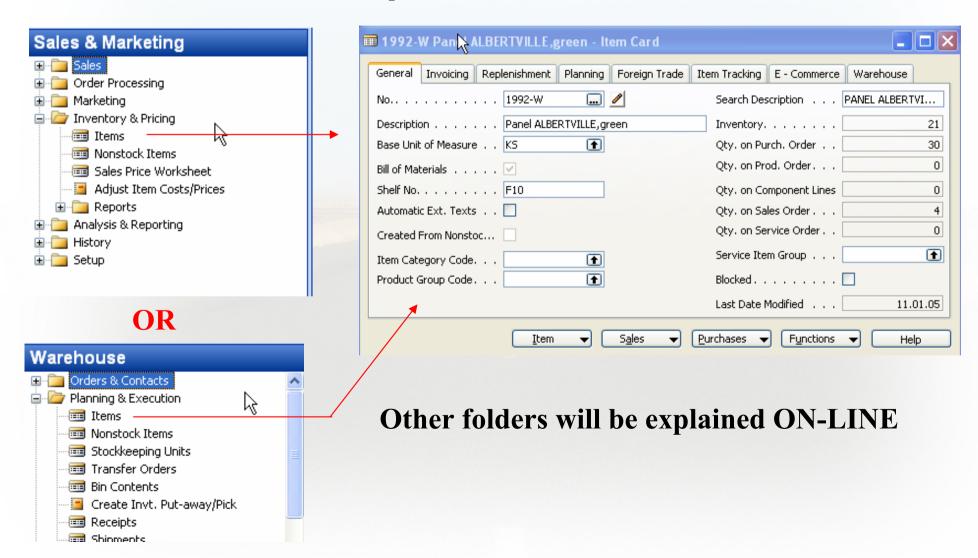
Vendor setup



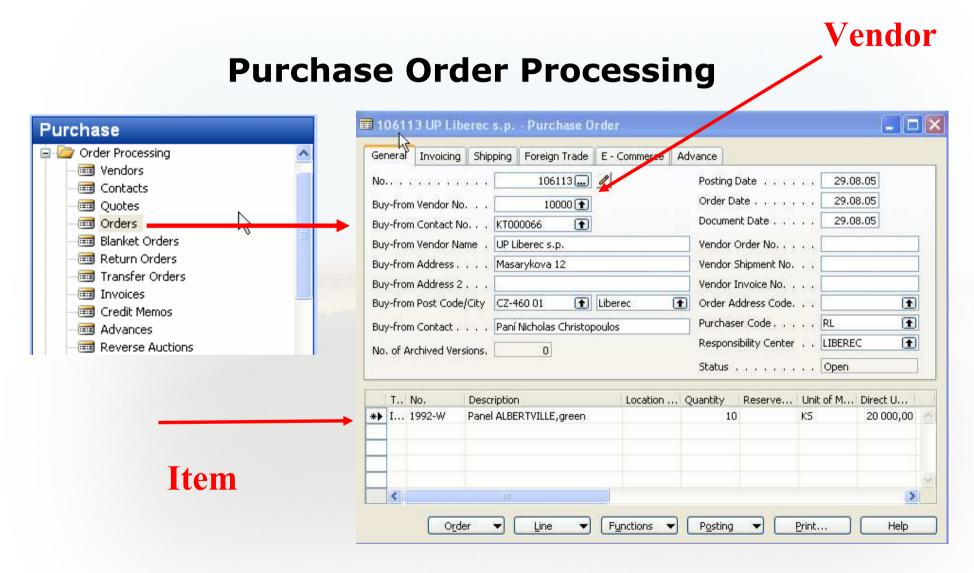
Other folders will be explained ON-LINE



Item setup

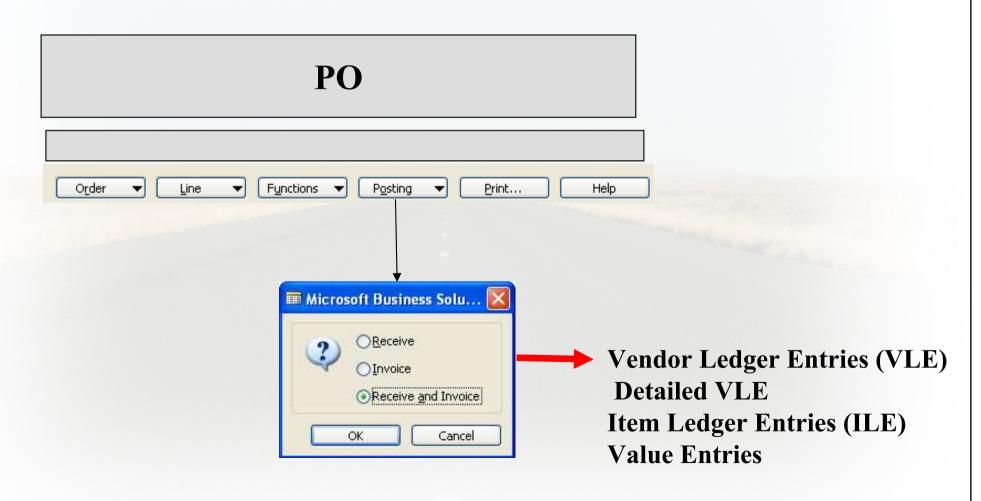






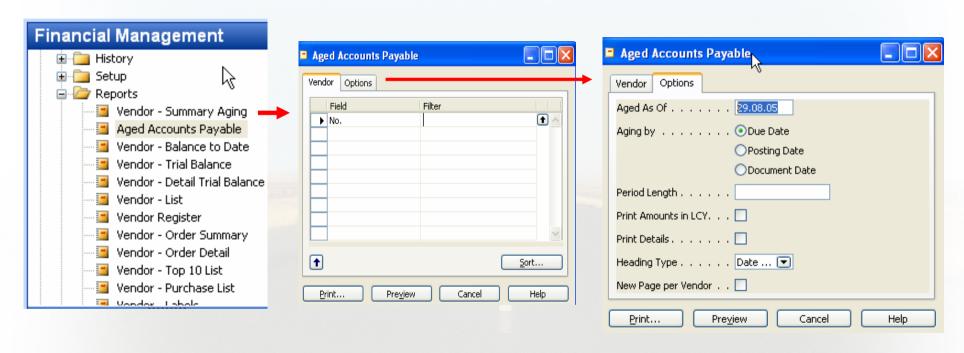


Posting of the Purchase Order (PO)



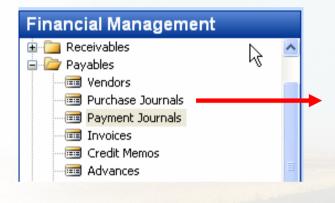


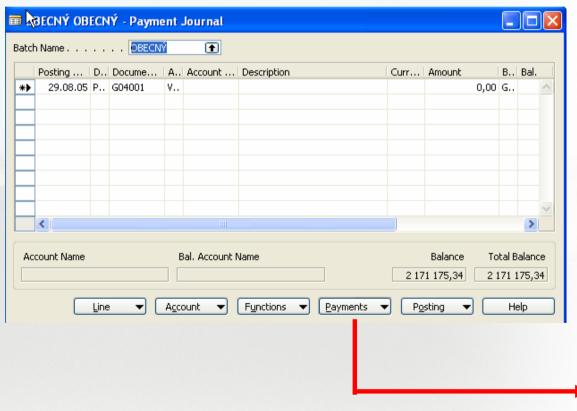
Payables Processing Vendor -Summary Aging Report





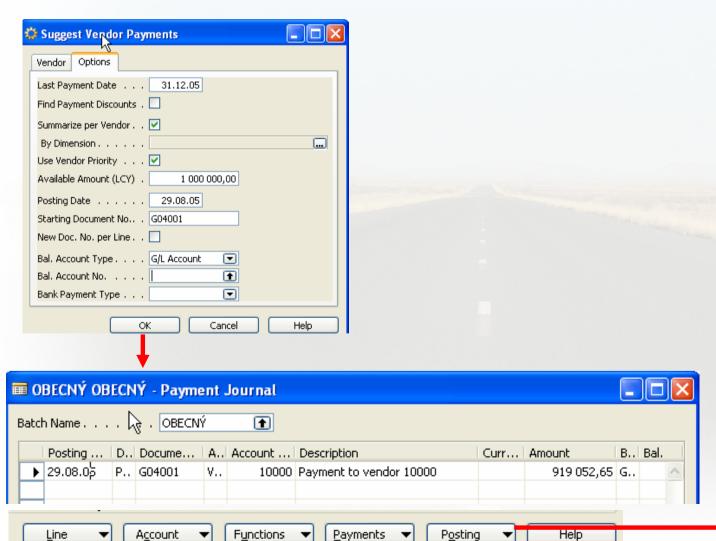
Payables Processing Vendor – Payment Journals I







Payables Processing Vendor – Payment Journals II



See ON-LINE operations



Brno from Spilberg





Brno from Spilberg other part







Thanks a lot for Your time

Miki Skorkovský