Simple scenario of the first and second ERP Microsoft Dynamics NAV session I.

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Reason	:	Basic terminology and principles (new concept)
For	:	RIOP,PIS1,EPS1, OMA, AOPR students
Used database	:	MS Dynamics NAV 2016W1 (British one), valid also for NAV 2016 CZE
Related to	:	Power point MS Dynamics NAV Intro 1

1. What we need every day when running business?
2. What is data?
3. Data + Structure = Information –see PWP
4. What is data field? –see PWP
5. What is record? – see PWP
6. What is table? – structure to store data
7. How we can see data? – window (Form)
8. What is form (window)? –list , card, header and lines and matrix
9. What types of forms ERP uses?- see clause
10. What is ERP? –see PWP
11. What is working area?
12. What is menu?
13. How to see only one record?
14. How to see list of records? (List))
15. What is relation between fields (F4)?
16. What is customer balance? – invoices and applied payments
17. What is calculated field?- see PWP
18. Name are four main tables (Customer, Vendor, Item and G/L Account)?
19. Where you can find help to see list of used function keys combinations to control ERP?
20. Name basic economic documents used to control business!
21. Quote, order, invoice, credit note, shipment list, delivery list, good receive note
22. Explain structure of these documents! (header and lines)
23. Find Customer or Vendor – searching window- see PWP Intro 1
24. Find Item card – searching window –see PWP Intro 1
25. Find Chart of account – see PWP Intro 1
26. Find help related to Customer, Vendor and Item cards
27. Find help to one chosen field (F1)
28. What is entry (created transaction)? – records linked to posted documents
29. To which objects are entries connected? (Posted documents)
30. How to display entries (Ctrl-F7)? From main cards (Customer, Vendor, tem and G/L Account)
31. Name basic professions of ERP users! –see profiles by use of search window
32. How to enter date 020317- see help of the system MS Dynamics NAV 2016W1
33. How to enter period 1D,1M…see help of the system MS Dynamics NAV 2016W1
34. Editing a field F2
35. How to use filters in list window ? – see PWP Intro 1 (simple and multiple filters)
36. How to find filter criteria – see help shown in PWP Intro 1