
MICROSOFT DYNAMICS NAV – COURSE OUTLINE

1) MICROSOFT DYNAMICS NAV – FINANCE ADVANCED

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.
- Explain how to run and submit Intrastat reports.

Module 2: VAT Rate Change ToolThis 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 Invoice

Lab : Post Expenses in Foreign Currency

Lab : 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: Budgets

This module explains the Budget feature.

Lessons

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

Lab : Create a budget

Lab : Copy a budget

After completing this module, students will be able to:

- Explain the Budgets feature in Microsoft Dynamics NAV.
- 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 Journals



Lab : Set Up a Cost Budget

Lab : 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 Worksheet

Lab : 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 Schedule

Lab : Create a Cost Account Schedule

Lab : Create a Cash Flow Account Schedule

Lab : Create an Analysis View

Lab : Create a Cash Flow Analysis View

Lab : Export an Analysis View to Microsoft Excel

Lab : 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

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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.