

KOENIG SOLUTIONS • COURSE OUTLINE

Introduction to Navision 2018

Learn to configure and operate Navision 2018 across sales, purchase, finance, inventory and user administration.

4 Days

DURATION

11

MODULES

50

TOPICS

COURSE OVERVIEW

This course introduces Navision 2018 as an ERP system, covering the functional role of a Navision consultant and core modules for sales and purchase processing. It then covers configuration packages for data import and export, chart of accounts, bank account setup and reconciliation, and master data creation for items, customers, vendors, locations and companies. The course also covers general journal entries, number series setup, user permissions and role centres, and concludes with inventory management topics such as costing methods, valuation and ageing.

WHO THIS COURSE IS FOR

Functional Consultants

Sales Executives

Purchase Executives

Finance Administrators

Inventory Managers

System Administrators

LEARNING OBJECTIVES

- Explain ERP fundamentals and the functional role in Navision
- Apply sales processes from quotation through invoice and return
- Apply purchase processes from order through receipt and return
- Configure configuration packages to import and export data
- Describe chart of accounts, trial balance and voucher register
- Configure bank accounts and perform bank reconciliation
- Create master data for items, customers, vendors and locations
- Configure user permissions, number series and general entries

11 Modules, 50 Topics

01

Functional Roles

TOPICS

What is an ERP? · ERP Fundamentals · Why Navision is more successful? · Modules in Navision? · Role of Functional Person · Characteristics of Functional

02

Sales

TOPICS

- Basic concepts of sales Lead/Sales Quotation/Sales order
- Sales & Receivable Setup
- Creation of Sales Order and Effect of Sales Order after Posting
- Sales Shipment/ Sales Invoice/Sales Shipment and Invoice
- Sales Shipment Return/Sales Return/Sales Credit Memo

03

Purchase

TOPICS

- Basic concepts of Purchase / Purchase Order
- Purchase & Payable Setup
- Creation of Purchase Order and Effect of Purchase Order after Posting
- Purchase Receipt/ Purchase Invoice/Purchase Receipt and Invoice
- Purchase Return/Sales Credit Memo

04

Configuration Package

TOPICS

- What is Configuration Package? What is the use of Configuration Package?
- How to Create the configuration Package?
- How to Export the data from Navision through Configuration Package
- How to Import the data from Different System to Navision through Configuration Package
- Modification of Master table data through Configuration Package within a minute

05

Chart of Account

TOPICS

- What is chart of Account and how it is created?
- Trial Balance
- Voucher Register

06

Bank

TOPICS

How to create Bank Account? · Bank Reconciliation

07

Master

TOPICS

Item Master Creation and setup · Customer Creation and Setup · Vendor Creation and setup · Location Creation and setup · Company Creation and setup

08

General Entries

TOPICS

Item Journal Entries · General Journal Entries · Journal Voucher · Why we have need to Create General Entries

09

No. Series

TOPICS

What is No. Series? · Terms and Condition of Creation No. Series · Different No. series for One type of Voucher

10

Permissions

TOPICS

How to give the permission for users? · User Setup · General ledger Setup · User personalization · Responsibility Center · Creation of users Role Center

11

Inventory

TOPICS

Group/Category wise inventory · Different costing methods · Location wise posting accounts · Profit/loss calculation · Inventory valuation · Inventory Ageing

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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