

# TRAINING ON NAVISION BASICS

The Basic Training Course Content is based on Master Creation, Transaction Posting (P.O. & S.O. Creation, with their respective GRN & Sales Shipment cum Invoices) and Voucher Creation.

This is also includes some Standard Report Presentation.

Advance Training Course Content Based on Basic Setup Designing, and it's also includes Scenario Based Training as per user requirement. Best Part of our Training Programme is that you can customize your Training. For Example: Select any

Module & Option to learn, like; if you want to learn only Master Creation and Voucher Entry Posting, choose that only. Send your query at: [NavisionFunctionalexpert@gmail.com](mailto:NavisionFunctionalexpert@gmail.com) and based

on the query our Counsellor would suggest you the Time Slot, Course Duration, and Fess Structure. You may also ask suggestion for subject specific, or scenario based Training. Do

Visit our official freelancing website:  
[www.navisionfunctionalexpert.com](http://www.navisionfunctionalexpert.com)

Modules Are:  
Purchase &  
Payables | Sales &  
Receivables |  
Manufacturing |  
Financial  
Management |  
Warehouse |  
Subcontracting  
[Navision version  
2016]

Course Content: Navision Functional Training - Manufacturing & Finance Module

Sl. No.	Manufacturing Module [Excluding Standard Setup Part]	Finance Module [Excluding Standard Setup Part, Same as Master Creation, Voucher Entry Posting, and Presentation of Inbuilt Reports]	Remarks
I	<b>Masters Creation:</b>	<b>Posting Setups:</b>	Focus Area: Replenishment, and Planning TAB
1	Item   Vendor   Customer   Bank   Location   Chart of Accounts (G/L Creation)   Tax Structure Creation	Accounting Period, GST AND Income-Tax Accounting Period (Fiscal Year) creation & Inventory Period Creation, No. Series Creation, Item Journal & General Journal Template Creation	Accounting Year, it may be Calendar Year, OR Fiscal Year (Dependency: Country Based)
2	Production BOM	General Ledger Setup   Purchase & Payables Setups   Sales & Receivables Setup   Inventory Setup	
3	Routing	Gen. Bus. Posting Setup	
4	Work Center	Gen. Prod. Posting Setup	
5	Machine Center	Inventory Posting Setup	
6	Calendar Creation for Capacity Calculation as per Work Shifts	Vendor Posting Setup   Customer Posting Setup	
II	<b>Planning &amp; Execution:</b>	<b>Taxation Setups:</b>	
1	MRP & MPS Planning	TDS Setups (posting & others)	Material Requisition Worksheet, Or Planning Worksheet (Based on Requirement). Here, MPS means Master Production Schedule.
2	Order & Invoice Creation	TCS Setups (posting & others)	item related Transactions Posting
3	Creation Of: Planned Prod. Order   Firm Prod. Order   Released Prod. Order   Finished Prod. Order	GST Setups (posting & others)	Multiple Stages of a Production Order (from starting to end)
4	Posting Of: Consumption Journal, Or Output Journal ( <b>Combindly: Production Journal</b> )		Flushing Method: Manual, OR Automatic

			If you need to change attributes on posted item ledger entries, you can use the item reclassification journal. For Example: Receive items in Main Store (Location, Or Bin), and now you want to Move items to Shop Floor (Production Location, Or Bin).
5	Item Reclassification Journal		
6	View Posted Documents   Entries		Posted Invoices, Or in detail you can view Posted Entries; Item Ledger Entries, Value Entries, G/L Entries, GST Ledger Entries, Customer & Vendor Ledger Entries [Capacity Ledger Entries, if working on Manufacturing Module].
III	<b>Setup Card:</b>		
1	Transfer Route		
2	Manufacturing Setup		
IV	<b>Matrix View (Like: A Report):</b>		
1	Items By Locations		Click on <b>Show Matrix</b> Button to view this report.
V	<b>Voucher Entry Posting:</b>		<b>Journal Voucher, Cash / Bank Payment &amp; Receipts Entry, Contra (Deposit   Withdrawn   Transfer) Entry etc.</b>
VI	<b>Inbuilt Reports [for all Module]:</b>		

	Trial Balance   Ledger   Day Book   G/L Registers   Voucher Register   Inventory Valuation Report   Prod. Order Statistics, etc.		Basic + Standard Report presentation based on the Module selection.
VII			Scenario Based Advanced Level Training includes Below mentioned points. Read these Notes from 1 to 4.

**Note:** MPS is the calculation of a Master Production Schedule based on Actual Demand and the Production Forecast. The **MPS calculation** is used for **end items** that have a forecast, or a sales order line. These items are called MPS items and are identified dynamically when the calculation starts.

**Note:** We can use **General Journal** for posting Opening Entries of G/L Accounts (using COA).

**Note:** We can use **Item Journal** for posting Opening of Physical Stock & its Values (using Items' List).

**Note:** For Year End Process, we can Run **Close Income Statement** Batch Job.

**Note:** For **Fixed Assets Entry posting**, we have to create Fixed Assets Master.

**Trainer**

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