Dynamics Nav / Navision training sessions by module

Covering all versions of Dynamics Nav / Navision -
Navision versions 2, 3 and 4
Dynamics Nav versions 5, 2009, 2013, 2015, 2016 and 2017

Contents

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Processing training (all versions)

Module (all versions)	Covering	Notes	Duration (days)	Max number of end users
General and Navigation	Look and feel of the product including data filtering, navigation and drill down.		0.5	6
General ledger and reporting	Creating general ledger accounts. Journals – fixed and reversing – how to create and post. Budgets. VAT, EC sales and Intrastat reporting. Accounts schedules and other GL related reporting.		0.5	6
Cash management	Creating bank accounts. Processing purchase ledger and other payments. Processing sales ledger and other receipts. Completing bank reconciliations.		0.5	6
Sales and receivables	Creating customer accounts. Creating and processing sales related documents (orders, invoices, credit memos). Processing and applying receipts. Unapplying applications. Reversing transactions. Running the aged debt and other reports.	Does not include Warehousing	1.0	6

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Module (all versions)	Covering	Notes	Duration (days)	Max number of end users
Purchase and payables	Creating vendor / supplier accounts. Creating and processing purchase related documents. Processing supplier payments. Unapplying applications. Reversing transactions. Running the aged creditor and other reports	Does not include Warehousing	1.0	6
Fixed assets	Creating a fixed asset record including allocating depreciation rules. Processing additions and disposals. Processing corrections. Depreciation calculation and postings. Reports.	Links to S&R Links to P&P Links to Stock	0.5	6
Stock control	Creating stock / item records. Processing movements including receipts, shipments, physical inventory journals and other stock movements.	Links to S&R Links to P&P	1.0	6
Jobs and resources	Creating resources. Creating and managing jobs. Journal processing. Billing. Reporting.	Links to S&R	1.0	6

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Module (all versions)	Covering	Notes	Duration (days)	Max number of end users
Warehousing	Creating locations. Creating bins. Creating lots. Creating and processing picks. Creating and processing put aways. Item tracking – how to set up, how to process. Warehouse journals and links to stock.	Links to Stock, P&P and S&R	1.0	6
Manufacturing	Design process including BOMs, Production BOMs and routings. Planning process including planning worksheets and automated suggested actions. Execution process including actions on production orders.	Links to Stock, P&P and S&R	1.0	6

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Processing training (from 2013 onwards)

Modules	Covering	Notes	Duration (days)	Max number of users
Cash forecasting	Contact us for more details			
Cost accounting	Contact us for more details			
Timesheets	Contact us for more details			

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Configuration and set up training including using data migration tool (Rapid Start services from Nav 2013 onwards)

Modules	Covering	Notes	Duration (days)	Max number of users
Base configuration	Creating a new company and completing a base configuration. Complete all relevant set up tables.		1.0	2
Data migration	How to use data migration tool (Nav 2013 refers to this as Rapid Start).		1.0	2

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Super user training

Modules	Covering	Notes	Duration (days)	Max number of users
Super user	Application overview. Change management. Object designer v Navigation Pane Designer. Practical exercise – creating a table. Practical exercise – creating a form / page. Practical exercise – creating a report. Practical exercise – creating an xmlport (Nav 2013 onwards) / dataport (pre Nav 2013). Jet reporting – base line introduction.		3.0	3

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