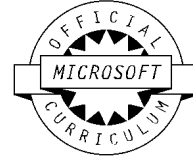


Course Outline

80535-Finance Advanced in Microsoft Dynamics NAV 2013

Duration: 2 days (12 hours)



Target Audience:

This course is intended for a partner that sells and implements the finance module to customers. The typical partner has an ERP background and is strong in accounting principles.

Prerequisites:

Before attending this course, students must have:

- Completed course 80439A: Introduction in Microsoft Dynamics NAV 2013
- Completed course 80435A: Application Setup in Microsoft Dynamics NAV 2013
- Basic knowledge of accounting principles and procedures

Topics Covered:

➤ Module 1: Intrastat

- 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 2013.
- Explain how to run and submit Intrastat reports.

➤ Module 2: VAT Rate Change Tool

- 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

- 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 InvoiceLab : Post Expenses in Foreign CurrencyLab : 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

- Lesson 1-3: Creating Budgets
- Copying Budgets
- Exporting and Importing Budgets
 - Lab : Create a budgetLab : Copy a budget

After completing this module, students will be able to:

- Explain the Budgets feature in Microsoft Dynamics NAV 2013.
- 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

- 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**

- 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**

- 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 ScheduleLab : Create a Cost Account ScheduleLab : Create a Cash Flow Account ScheduleLab : Create an Analysis ViewLab : Create a Cash Flow Analysis ViewLab : Export an Analysis View to Microsoft Excellab : 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

- XBRL Terminology
- XBRL Specifications and Taxonomies
- Work with Linkbases
- Enter XBRL Line Definitions
- Export the XBRL Lines
 - Lab : Annual Reporting with XBRL

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.