CHAPTER 1: INTRODUCTION

Welcome

We know training is a vital component of retaining the value of your Microsoft Dynamics® NAV 2009 investment. Our quality training from industry experts keeps you up-to-date on your solution and helps you develop the skills necessary for fully maximizing the value of your solution. Whether you choose Online Training, Classroom Training, or Training Materials; there is a type of training to meet everyone's needs. Choose the training type that best suits you so you can stay ahead of the competition.

Online Training

Online Training delivers convenient, in-depth training to you in the comfort of your own home or office. Online training provides immediate access to training 24 hours-a-day. It is perfect for the customer who does not have the time or budget to travel. Our newest online training option, eCourses, combine the efficiency of online training with the in-depth product coverage of classroom training, with at least two weeks to complete each course.

Classroom Training

Classroom Training provides serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you receive hands-on experience with instruction from our certified staff of experts. Regularly scheduled throughout North America, you can be sure you will find a class convenient for you.

Training Materials

Training Materials enable you to learn at your own pace, on your own time with information-packed training manuals. Our wide variety of training manuals feature an abundance of tips, tricks, and insights you can refer to again and again:

Microsoft Dynamics Courseware

The Microsoft Dynamics Courseware consists of detailed training manuals, designed from a training perspective. These manuals include advanced topics as well as training objectives, exercises, interactions and quizzes.

Look for a complete list of manuals available for purchase on the Microsoft Dynamics website: www.microsoft.com/Dynamics.
Microsoft Dynamics Courseware Contents

Test Your Skills

Within the Microsoft Dynamics Training Materials you find a variety of different exercises. These exercises are offered in three levels to accommodate the variety of knowledge and expertise of each student. We suggest you try the level three exercises first, if you need help completing the task look to the information in the level two exercises. If you need further assistance each step of the task is outlined in the level one exercise.

Challenge Yourself!

Level 3 exercises are the most challenging. These exercises are designed for the experienced student who requires little instruction to complete the required task.

Need a Little Help?

Level 2 exercises are designed to challenge students, while providing some assistance. These exercises do not provide step by step instructions, however, do provide you with helpful hints and more information to complete the exercise.

Step by Step

Level 1 exercises are geared towards new users who require detailed instructions and explanations to complete the exercise. Level 1 exercises guide you through the task, step by step, including navigation.

Quick Interaction: Lessons Learned

At the end of each chapter within the Microsoft Dynamics Training Material, you find a Quick Interaction: Lessons Learned page. This interaction is designed to provide the student with a moment to reflect on the material they have learned. By outlining three key points from the chapter, the student is maximizing knowledge retention, and providing themselves with an excellent resource for reviewing key points after class.
Documentation Conventions

The following conventions and icons are used throughout this documentation to help you quickly and effectively navigate through the information.

**CAUTION**: Cautions are found throughout the training manual and are preceded by the word CAUTION in bold. Cautions are used to remind you of a specific result of a specific action which may be undesirable.

**HINT**: Hints are found throughout the training manual and are preceded by the word HINT in bold. Hints are used to suggest time-saving features or alternative methods for accomplishing a specific task.

**NOTE**: Notes are found throughout the training manual and are preceded by the word NOTE in bold. Notes are used to provide information which, while not critical, may be valuable to an end user.

**BEYOND THE BASICS**: Advanced information found throughout the training manual is preceded by the words BEYOND THE BASICS in bold. Beyond the Basics provides additional detail, outside of standard functionality, that may help you to more optimally use the application.

**EXAMPLE**: Examples are found throughout the training manual and are preceded by the word EXAMPLE in bold. Examples bring to light business scenarios that may better explain how an application can be used to address a business problem.
Student Objectives

What do you hope to learn by participating in this course?

List three main objectives below.

1. 

2. 

3. 

Introduction

This course is part of the curriculum for the Microsoft Dynamics® NAV 2009 Manufacturing certification and is designed for students who want to learn more about using Microsoft Dynamics NAV 2009 for manufacturing. Students who want to take the Microsoft Dynamics NAV 2009 Manufacturing exam can use this course as preparation. It is recommended that students take the Microsoft Dynamics NAV 2009 Manufacturing Costing course after completing this course.

This material provides a conceptual and operational description of the standard manufacturing functionality of Microsoft Dynamics NAV 2009. The material can be used both in the context of an instructor-led training course and as reference material for self-training.

Target Audience

This training material is intended for participants that will use Microsoft Dynamics NAV 2009 manufacturing from a general user perspective.

Training Objectives

The objectives are:

- To understand general manufacturing processes
- To be able to perform standard manufacturing transactions using Microsoft Dynamics NAV 2009

Training Prerequisites

To successfully participate in the Manufacturing course or complete the training in the self-training manner, participants should have a thorough understanding of the following:

- General manufacturing knowledge
- Inventory control
- Core financial information
Material Overview

Before using the material, users must install Microsoft Dynamics NAV® 2009 on their computer and generate the customized demonstration databases.

In this material, the chapters reflect the relationships between different functionality pieces of the system. It is recommended that a course built on this material follows the suggested teaching path.

Every chapter begins with an overview of the feature and any related setup steps. The chapters then describe how the feature supports the associated operating processes.

The standard elements of a chapter are as follows:

- Descriptive text, introducing the granule or feature and its functionality.
- Examples of how it works, based on scenarios and corresponding instructions.
- Test Your Skills Exercises, allowing the course participants to practice using the system.

The material consists of the following chapters:

Chapter 1: Introduction

Chapter 2: Sample Company Structure

Chapter 3: Production Bill of Material

Chapter 4: Basic Capacities and Routings

Chapter 5: Production Orders

Chapter 6: Production Order Processing

Chapter 7: Finishing Orders and Auto Reporting

Chapter 1: Introduction

This chapter discusses the target audience, objectives, prerequisites, and material overview for this course.

Chapter 2: Sample Company Structure

This chapter discusses how the sample company utilized the system to support the following:

- Financial and relationship management
Chapter 1: Introduction

- Distribution
- Manufacturing processes

Chapter 3: Production Bill of Material

This chapter offers information on the following:

- Definition of BOMs
- Application of BOMs

The chapter defines what a production BOM is and demonstrates how to create and maintain different BOMs and their alternative versions.

The chapter also deals with phantom BOMs, BOM reports, and various periodic activities such as exchanging BOM items and deleting expired components.

Chapter 4: Basic Capacities and Routings

This chapter defines the data requirements used to create and maintain capacities, routings, and routing versions. Users learn about the following:

- How and where capacities and routings should be used.
- Application of productive and non-productive time.
- Differences between parallel and serial routings.
- Use of routing link codes (useful in a JIT and Lean manufacturing environment).
- How to use the Routing Where Used function.

Chapter 5: Production Orders

This chapter defines what data is required to produce a production order (for example, Routings and BOMs). Users learn about the following:

- Various statuses of production orders, including:
  - released
  - finished
- How to change status.
- How to create a manual production order.
- How to generate the manual reservation between a sales order and production order.
- How to handle the changes made to a production or sales order, including:
  - due date
  - quantity
**Chapter 6: Production Order Processing**

This chapter explains the manual reporting of materials consumed, time spent on the order, and the quantity of the finished goods produced. Users learn about the following:

- How to review the production order statistics after reporting events.
- How to define the deviation.
- How to integrate warehouse features to facilitate picking and putting away in the following processes:
  - reporting
  - consumption
  - output

How to use the Register Operation Data for posting.

**Chapter 7: Finishing Orders and Auto Reporting**

This chapter demonstrates the use of forward and backward production posting-flushing. Users learn about the following:

- Forward and backward automatic reporting of materials consumed.
- How much time is spent working on the production order.
- Quantity of the finished good completed.

**Demonstration Data**

All examples and exercises in this material are based on a fictitious company named Cronus International Ltd. The manufacturing functionality is illustrated on the basis of the company's numerous bicycle products.

Bicycle manufacturing has been chosen as an example of a typical manufacturer. This example allows users to imagine how a bicycle is constructed or how users have repaired a bicycle at some time. The bicycle example lets users explore manufacturing in a simple application.

**Summary**

This chapter provides an overview of the topics that will be covered in the course. Successfully completing this course will provide the reader with the knowledge to prepare for the Microsoft Dynamics NAV 2009 manufacturing certification exam.
Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter

1. ___________________________________________________________

2. ___________________________________________________________

3. ___________________________________________________________