Creating **Innovative** Solutions

# Navision Functionalities

**SFO TECHNOLOGIES**
A NeST Group Company

**NeST**

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**Presented by**

**G.Hariendran Nair**

- Update Item master data.
  Important Fields
    - ► **Vendor No**
    - ► **Safety lead time**
    - ► **Reorder cycle**
    - ► **Purchase unit of measure**
    - ► **Safety stock**
    - ► **Buyer code etc.**
    **\\whserver\Sharing\Resp\Item_Card_Responsibilities.xls**

- Update Vendor Item Catalog **\\whserver\Sharing\Resp\Vendor Item Catalog.xls**

- Carry out Action messages on MRP recommendations.

- Release Purchase order for approval and authorization.

- Resolve Item rejection issues

- Gradually stop manual creation of PO and Switch over to automatic PO Creation

# PLANNING

- Update Item Master Parameters (Components & FG)

  **\\whserver\Sharing\Resp\Item_Card_Responsibilities.xls**

- Run MPS / MRP For the Company on Specified Date

- Carry out Action messages & release Work Orders (All Fridays). Results should be reviewed for action taken

- Manage EMR & Floor stock Requirements.

- Update Routing ,Work center, Machine center data.

- Issue material against Work orders

- Close Work orders to Finished status (Regular Closure of Work order weekly which is mandatory)

- Copy Purchase Recommendations to Requisition Sheet and intimate SCM as soon as possible

# PRODUCTION

- Confirm receipt of material issued against Work orders.
- Create batch & assign board serial numbers
- Populate production data at each Work/machine center
- Update FG Completion status for each work orders (Every shift daily)
- Close Work orders as soon as it is Completed
- Raise EMR If required & post against work orders when received
- Move Finished Goods to Finished goods store
- Intimate Production Quality for updating of quality information and/or Rework inspection
- Update data related to rework of items
- Return excess material to production store plot 36
- Post captive Consumption if any
- Report Month end WIP Value on a monthly basis

# QUALITY

- Update Quality specification sheet.
- Create Inspection data sheet and post GRN
- Intimate rejection information to SCM(Scrap/Return to vendor/Replacement)
- Update Quality information related to Work order.
- Update master records with reason codes , Different information and Component Type)
- Follow up rework & customer returns to closure (RMA processes in system)
- Raise pending Rejection/Hold issues to MRB

# BDG/PROGRAM MANAGERS

- Creation & maintenance of sales quotations
- Creation of Cost sheet templates
- Conversion of quotations to orders
- Creation and updation of sale orders
- Creation & release of forecasts at specified data
- Issue invoicing instructions in timely manner
- Make use of "AVAILABLE TO PROMISE" & "CAPABLE TO PROMISE" functionality while committing customer delivery dates (Program managers)
- Archive old sale orders (Program managers)
- Update & Alert when customer updates BOM/Item costs for any abnormal changes (Program mangers).

# ENGINEERING

- ## Update Item master & Bom

Mandatory information:

- ►General Characteristics
- ►Item Class
- ►Item category
- ►Product group code
- ►Manufacturer part number
- ►Substitutions
- ►Unit of measure
- ►Standard cost
- ►Upload Item
- ►Maintain Bom Versions (Archiving of old revisions ,Ensure latest Bom in System)

# STORES

- Creation of warehouse Receipts
- Move accepted material to stores (Put away)
- Issue material against kitting Work orders
- Transfer kitted material to Production Store- 36
- Transfer EMR & Floor stock to Production store -36
- Perform physical inventory verification process &stock adjustments (periodical)
- Intimate action on material returned from production floor
- Post captive consumption as needed with reasons
- Close kitting work orders
- Identify non moving stock periodically

# THANK YOU

# Microsoft Dynamics Nav

## ERP @

# SFO Technologies

Microsoft Dynamics NAV

# Microsoft Dynamics NAV

» Enables to make more confident

decisions

» Customize Microsoft Dynamics NAV to

Meet specific business

requirements

» Integrate key business processes

» Easy to use

» Improves efficiency, effectiveness and

ultimately profitability

» Higher user uptake due to the

familiarity of the layout



**MICROSOFT DYNAMICS** NAV
BUSINESS-SOFTWARE

Microsoft Dynamics˙NAV

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## Work Flow

# Business Development Group & Program Management

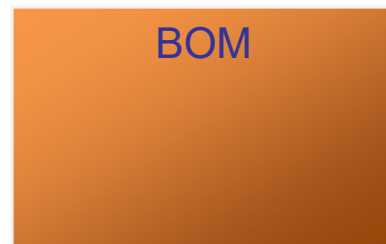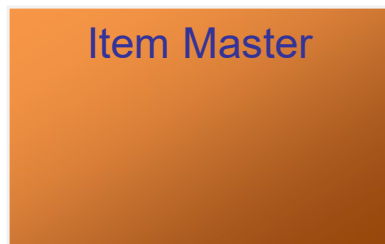| Customer – Product Price Catalogue (BDG) | Sales Quotation (BDG) | Forecasts ( PM) | Sale Orders (PM) |
|---|---|---|---|

Master Dependencies:

* Item Master

* BOM

* Customer Master

* Other Masters (Payment terms, Shipment modes etc.)

BUSINESS PLAN

Microsoft Dynamics NAV

# Work Flow

## Engineering

| Item Master | BOM |
|:---:|:---:|

Dependencies:

*Item Master & BOM

*Posting Setups

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# Work Flow

## Planning - Production

| | | | |
|---|---|---|---|
| Item Master | Routing | Work Centers | MPS & MRP |

| | |
|---|---|
| Production Plan & Production Schedule | Kit Issue to Work Orders |

Dependencies:

* Item Master

* BOM

* Routing

*Work Center

* Shop Calendar

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# Work Flow

## Planning - Materials

| Item Master & BOM | Vendor Master | MRP Requisition Work Sheet Processing |
|---|---|---|

Dependencies:

*Item Master & BOM

*Vendor Master

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# Work Flow

## SCM

| | | | |
|---|---|---|---|
| Item Master | Vendor Master | Vendor Item Catalogue | Requisition Work Sheet Processing |
| PO Creation & Approval | Material Receipts Tracking | | |

Dependencies:

*Item Master & BOM

*Vendor Master

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# Work Flow
## Warehouse

| Incoming Material GRN | Put Away-binning | Kitting Orders Processing | Transfer Of Kits to Production Planning |
|---|---|---|---|

| Material Return from Production | Material Rejection Review & Return to Supplier | Cycle Count & Bin Reallocation | |
|---|---|---|---|

Dependencies:

*Item Master & BOM

*QA Specification

*Locations, Zone & bins



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# Work Flow

## Production

| Item Master | Kit Material Receipt & Return | WO-Item Tracking | Work Order Execution ,Status Updating |
|---|---|---|---|
| Online WIP Tracking , DPMO & Defects tracking | Inspection & Rework Data Updating | FG Output-Transfer Of FG to FG Store | |

Dependencies:

*Item Master & BOM

*QA Specification



Microsoft Dynamics NAV
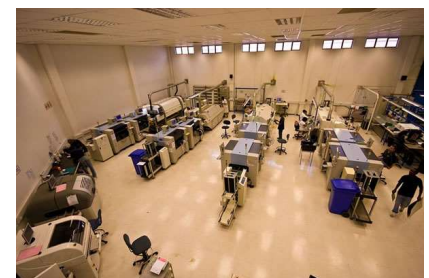
# Work Flow

## Quality –Incoming and Production

| Item Master & Quality Spec Sheet, Reason codes | Inspection Data sheets & Receipts | Inspection – Accept,Reject ,Rework& Hold | Vendor Rating |
| --- | --- | --- | --- |
| Customer Return Management | Production QA Process | NC Part Disposition | |

Dependencies:

*Item Master

*Vendor Master

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# Thank You

**Presented By – IT Dept (Nav )-SFO Technologies**

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# Navision Processes

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**G.Hariendran Nair**

# SCM

| PROCESSES | Remarks |
| --- | --- |
| Review & Carry out action on MRP Recommendations | To be performed every week |
| Create Manual / Automatic PO's | Manual PO's to be minimized |
| Review & Approve PO's and Submit for Authorization (Finance) | Ensure Essentiality & and Verify Price with Standard Cost |
| Resolve Item Rejection issues: (RGP & RTV Process) | Reduce Turn Around Time for Rejections |

# SCM

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Item Master SCM | Item Master inputs from Engineering, Planning & BDG | To set purchasing parameters for MPS-MRP |
| Item - Vendor Catalog Item - Purchase Prices | Vendor Master Maintenance by Finance | To Facilitate Automatic population if item data in PO's |
| User Role- Setting Data | Set Up Data: IT | To set User Rights & Privileges |
| | | |

# PLANNING

| PROCESSES | Remarks |
|---|---|
| Run, Review & Carry out action on MPS & MRP Recommendations & inform all concerned | To be performed every Friday. Facilitates Generation of Shortage List |
| Copy PO Recommendation to Requisition Sheet and inform SCM | To facilitate independent processing by SCM |
| Create Manual \| Automatic Work Order & Set Appropriate WO status | To facilitate creation of production plan & schedule |
| Release Production Schedule | Enables confirmation of scheduled deliveries |

# PLANNING

| PROCESSES | Remarks |
| --- | --- |
| Receive  material at Plot 36 store against Transfer orders (TO) / Movements / EMR issued from Plot 40 | Accepting material for production as per production plan |
| Issue Material against WO from Plot 36 Store | Issue to Shop floor for production |
| Issue EMR &FLOOR Material against WO from Plot 36 Store | For ensuring proper accounting & verification |
| Receive excess / rejected material  from production ( issued against WO ) | Return to Store for proper accounting |

# PLANNING

| PROCESSES | Remarks |
|---|---|
| Closing completed work order status to "FINISHED" | To facilitate financial accounting<br>Mandatory: To be done |
| Short Closing of Work orders ( WO Split) | For Monthly Accounting |
| Physical inventory in plot 36 | For inventory audit |
| | |

# PLANNING

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Item Master PLANNING | Item Master inputs from Engineering, SCM & BDG | To set planning parameters for MPS-MRP |
| Machine Center \| Work Center \| Routing \| Calendar \| | Routing | To enable capacity analysis and planning \| Actual conversion cost |
| User Role- Setting Data | Set Up Data: IT | To set User Rights & Privileges |
| | | |

# PRODUCTION

| PROCESSES | Remarks |
|---|---|
| Accept & Confirm material received against WO's (Capture GRN Numbers for item tracking) | For Material Accounting |
| For each WO, create & populate batch & board serial number information | For Tracking of WO processes and boards |
| Input production data at each machine / work center | To enable monitoring & tracking of production |
| Creation and approval of EMR if required with reasons | For Accounting of EMR requirements |

# PRODUCTION

| PROCESSES | Remarks |
|---|---|
| Inform "Production Quality personnel " to inspect & update production quality information / rework inspection | Expedition of quality processes |
| Update data related to rejection rework processes | To track rework processes and its accounting |
| Return Excess material / Floor stock / Rejected items to Production store plot 36 | For proper material accounting |
| Post Captive Consumption for Indirect consumption of consumables (or other material) | For overhead accounting |

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# PRODUCTION

| PROCESSES | Remarks |
|---|---|
| Update FG output status for each Batch / WO regularly ( hour / shift / day as appropriate) | For FG accounting |
| Close WO as soon as it is completed | For FG accounting |
| Move Finished Goods to Finished Goods Store | To Facilitate Shipments |
| Report Month end WIP value every month | For WIP accounting |

# QUALITY- INCOMING

| PROCESSES | Remarks |
|---|---|
| Create & Post Inspection Data Sheet Post GRN | Inspection data |
| Inform "Rejection" information to SCM (Scrap \| Return to Vendor \| Replace) | For expedition / alternate action |
| Escalate "HOLD" Issues to MRB for decision | For MRB decisions |
| | |

# QUALITY- PRODUCTION

| PROCESSES | Remarks |
|---|---|
| Post Inspection Data for each WO / Batch/ machine center/ Work center | Machine / Work center Output Inspection data |
| Inform "Rejection" information to Production (Reject \| Hold \| Rework) | For expedition / alternate action |
| Input inspection data Rework items | Rework management |
| RMA Processing | Tracking Customer Returns / rework/ replacements |

# QUALITY- PRODUCTION

| PROCESSES | Remarks |
|---|---|
| Submission of Reports to management | At regular intervals<br>Daily \| Weekly \| Monthly<br>As appropriate |
| | |
| | |
| | |

# QUALITY

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Quality Specification Sheet | Item Master \| BOM (including drawings): Inputs from Engineering. | To enable inspection of material as per specification. |
| Reason codes \| Defect Master \| Component type \| Inspectors | NIL | For classification and analysis |
| | | |
| | | |

# BDG |PROGRAM MANAGERS

| PROCESSES | Remarks |
| --- | --- |
| Creation, Review, Approval & submission of Quotations (BDG) | Verification against Standard costs |
| Conversion of Quotations into Sales order (BDG) / Manual Creation & updating of Sales Orders (PGM) | Sales order tracking |
| Creation & Release of Forecasts (PGM) | At specified dates |
| Invoicing instructions to Finance | To facilitate invoicing |

# BDG |PROGRAM MANAGERS

| PROCESSES | Remarks |
|---|---|
| | |
| | |
| | |
| | |

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# QUALITY

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Quality Specification Sheet | Item Master \| BOM (including drawings): Inputs from Engineering. | To enable inspection of material as per specification. |
| Reason codes \| Defect Master \| Component type \| Inspectors | NIL | For classification and analysis |
| | | |
| | | |

# FINANCE

| PROCESSES | Remarks |
|---|---|
| Update currency exchange rates | To be performed every month |
| AR/ AP Processing | Carried out whenever an invoice is received/made and posted |
| Estimate the Depreciation to be charged and post | Month end Process |
| Make Journal Entries for Accruals and Provisions | Month end Process |

# FINANCE

| PROCESSES | Remarks |
|---|---|
| Receivables & Payables: Make all charges and Accruals, Reconcile the Accounts and Close the Register | Year end Process |
| Inventory: Physical stock verification, Identification of non moving items, Inventory valuation and Close the register | Year end Process |
| G/L: Make all provisions, Make necessary Reconciliations, Generate Trial Balance and Close all Accounts | Year end Process |
| Reports: Generate Account Schedules, Generate P&L Accounts and Balance Sheet | Year end Process |

# FINANCE

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Vendor Card | To be provided by SCM | To set all information pertaining to the vendor |
| Customer Card | To be provided by BDG | To set all information pertaining to the customer |
| Chart of Accounts | NIL | For the ascertainment of financial status and management |
| Cash Book | NIL | To record all cash payments and receipts |

# FINANCE

| MASTER DATA | DEPENDENCIES | REMARKS |
|---|---|---|
| Bank Book | NIL | To record all bank payments and receipts including cheque transactions. |
| | | |
| | | |
| | | |

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# THANK YOU

# MICROSOFT DYNAMICS NAVISION – TRAINING

## FINANCE

# TABLE OF CONTENTS

- CHART OF ACCOUNTS
- NO. SERIES
- POSTING GROUPS
- VENDOR
- CUSTOMER
- JOURNAL TEMPLATES
- JOURNAL BATCHES
- GENERAL JOURNALS
- DIMENSIONS
- BANK ACCOUNTS
- BANK RECONCILIATION

# TABLE OF CONTENTS

- ❑ FIXED ASSETS
- ❑ STATUTORY
  - ❑ TDS
  - ❑ SERVICE TAX
  - ❑ FBT

# GENERAL NAVIGATION COMMANDS

- F1 – HELP
- F2 – EDIT
- F3 – NEW RECORD
- F4 – DELETE RECORD
- F5 – OPEN LIST
- F6 – LOOK UP LIST
- F7 – FIELD FILTER
- F8 – COPY DATA ABOVE
- F9 – STATISTICS
- F12 – TOGGLE TO NAVIGATION WINDOW

# CHART OF ACCOUNTS
## FINANCIAL MANAGEMENT>>GL>>CHART OF ACCOUNTS

# CHART OF ACCOUNTS

FINANCIAL MANAGEMENT>>GL>>CHART OF ACCOUNTS

- CLICK ON MENU ITEM ACCOUNT>>CARD
- CLICK F3 TO CREATE NEW CODE(ACCOUNT)
- SPECIFY THE DESCRIPTION
- SPECIFY IF IT IS INCOME OR BALANCE SHEET ITEM
- CHECK MARK THE DIRECT POSTING AS YES
- SPECIFY THE ACCOUNT TYPE AS ONE OF THE FOLLOWING
    - POSTING – LEDGER ACCOUNT WHERE ENTRIES WILL BE POSTED
    - HEADING – REPORT HEADING (NO POSTING)
    - TOTAL – TOTAL OF LINES NOT IN A SEQUENCE (NO POSTING)
    - BEGIN TOTAL – BEGINNING LINE FROM WHICH TOTALING OF THE GROUP ACCOUNTS STARTS
    - END TOTAL – ENDING LINE OF THE TOTAL OF LINES IN SEQUENCE (NO POSTING)

# POSTING GROUPS

- ❑ GENERAL POSTING GROUPS
  - ❑ BUSINESS
  - ❑ PRODUCT
  - ❑ THESE ARE USED TO IDENTIFY THE PURCHASE & SALES ACCOUNTS FOR THE ITEMS(INCOME STATEMENT ACCOUNTS)

- ❑ SPECIFIC POSTING GROUPS
  - ❑ CUSTOMER
  - ❑ VENDOR
  - ❑ BANK ACCOUNT
  - ❑ ITEM
  - ❑ THESE ARE USED TO IDENTIFY THE PRIMARY BALANCE SHEET ACCOUNTS FOR EACH OF THE ITEMS SPECIFIED ABOVE

# GENERAL POSTING GROUPS

- GENERAL BUSINESS POSTING GROUPS
  - SPECIFY THE BUSINESS POSTING GROUPS AS FOLLOWS
  - INTERSTATE
  - LOCAL
  - OVERSEAS

- PRODUCT POSTING GROUPS
  - SPECIFY THE PRODUCT POSTING GROUPS AS FOLLOWS
  - CN-CONSUMABLES
  - FG – FINISHED GOODS
  - PM – PACKING MATERIALS
  - RM – RAW MATERIAL

# GENERAL POSTING GROUPS

- CLICK SET UP TO SPECIFY THE PURCHASE & SALES ACCOUNTS FOR EACH OF THE COMBINATION OF BUSINESS & PRODUCT POSTING GROUPS
- SPECIFY THE FOLLOWING A/C'S
  - SALES A/C
  - SALES CREDIT MEMO A/C
  - PURCHASE A/C
  - PURCHASE CREDIT MEMO A/C
  - COGS A/C
  - INVENTORY ADJUSTMENT A/C
  - DIRECT COST APPLIED A/C

# CUSTOMER POSTING GROUP

- ASSIGN A CODE FOR EACH CUSTOMER GROUP
- SPECIFY
  - RECEIVABLE ACCOUNT
  - INVOICE ROUNDING A/C
  - DEBIT ROUNDING A/C
  - CREDIT ROUNDING A/C
- EACH CUSTOMER ONCE CREATED NEED TO BE ATTACHED TO ONE OF CUSTOMER POSTING GROUP CREATED

# VENDOR POSTING GROUP

- ASSIGN A CODE FOR EACH VENDOR GROUP
- SPECIFY
    - PAYABLE ACCOUNT
    - INVOICE ROUNDING A/C
    - DEBIT ROUNDING A/C
    - CREDIT ROUNDING A/C
- EACH VENDOR ONCE CREATED NEED TO BE ATTACHED TO ONE OF VENDOR POSTING GROUP CREATED

# BANK POSTING GROUP

- ❑ ASSIGN A CODE FOR EACH BANK GROUP

- ❑ SPECIFY THE ACCOUNT TO WHICH THE SPECIFIC BANKS WILL POST TO IN BALANCE SHEET

- ❑ EITHER ONE ACCOUNT CAN BE CREATED CURRENCY WISE AND ALL THE BANKS CAN BE POSTED TO THAT OR EACH BANK CAN HAVE DIFFERENT ACCOUNTS TO POST TO

- ❑ EACH BANK ONCE CREATED HAS TO BE ATTACHED TO A BANK POSTING GROUP

- ❑ IN THE JOURNALS ONLY THE BANKS TO BE SELECTED AND NOT THE SPECIFIC BALANCE SHEET ACCOUNT

# INVENTORY POSTING GROUP

- ❑ ASSIGN A CODE FOR EACH INVENTORY POSTING GROUP

- ❑ SPECIFY THE ACCOUNT TO WHICH THE SPECIFIC INVENTORY GROUPS WILL POST TO IN BALANCE SHEET

- ❑ INVENTORY A/C'S ARE SPECIFIED FOR EACH OF THE CODE AND THE LOCATION COMBINATION

- ❑ SPECIFY
  - ❑ INVENTORY A/C
  - ❑ WIP A/C ( WHICH IS USED WHEN THE ITEMS ARE CONSUMED IN PRODUCTION)

# INVENTORY POSTING GROUP

- ❑ ASSIGN A CODE FOR EACH INVENTORY POSTING GROUP

- ❑ SPECIFY THE ACCOUNT TO WHICH THE SPECIFIC INVENTORY GROUPS WILL POST TO IN BALANCE SHEET

- ❑ INVENTORY A/C'S ARE SPECIFIED FOR EACH OF THE CODE AND THE LOCATION COMBINATION

- ❑ SPECIFY

  - ❑ INVENTORY A/C

  - ❑ WIP A/C ( WHICH IS USED WHEN THE ITEMS ARE CONSUMED IN PRODUCTION)

# VENDOR CODES
## PURCHASE>>PLANNING>>VENDORS

- CREATE NEW VENDOR
  - CHOOSE THE RELEVANT NUMBER SERIES
  - ENTER THE NAME OF THE VENDOR
  - ENTER THE ADDRESS OF THE VENDOR
  - ENTER THE POSTAL CODE, CITY, STATE & COUNTRY
  - ENTER THE COMMUNICATION DETAILS
  - ENTER THE SEARCH NAME

# VENDOR CODES
## PURCHASE>>PLANNING>>VENDORS

- LINK THE POSTING GROUPS
  - POSTING GROUPS ARE LINK TO GENERAL LEDGER
  - CHOOSE THE RELEVANT GENERAL BUSINESS POSTING GROUP
  - CHOOSE THE RELEVANT VENDOR POSTING GROUP
- PAYMENT TERMS CODE
  - CREATE PAYMENT TERMS CODE
    - CODE: 7D
    - DUE DATE: 7D
    - DESCRIPTION: 7 DAYS CREDIT
  - ATTACH THE NEW PAYMENT TERM CODE

# CUSTOMER CODES

## SALES & MARKETING>>SALES>>CUSTOMERS

- CREATE NEW CUSTOMER
  - CHOOSE THE RELEVANT NUMBER SERIES
  - ENTER THE NAME OF THE CUSTOMER
  - ENTER THE ADDRESS OF THE CUSTOMER
  - ENTER THE POSTAL CODE, CITY, STATE & COUNTRY
  - ENTER THE COMMUNICATION DETAILS
  - ENTER THE SEARCH NAME

# CUSTOMER CODES
## SALES & MARKETING>>SALES>>CUSTOMERS

- ❑ LINK THE POSTING GROUPS
  - ❑ POSTING GROUPS ARE LINK TO GENERAL LEDGER
  - ❑ CHOOSE THE RELEVANT GENERAL BUSINESS POSTING GROUP
  - ❑ CHOOSE THE RELEVANT CUSTOMER POSTING GROUP
- ❑ ATTACH THE NEW PAYMENT TERM CODE

# BANK ACCOUNTS

- ❑ SPECIFY A BANK ACCOUNT CODE
- ❑ SPECIFY THE NAME AND COMMUNICATION
- ❑ SPECIFY THE CURRENCY CODE IF IT IS DIFFERENT FROM INR
- ❑ SPECIFY THE BANK ACC. POSTING GROUP TO LINK TO THE G/L

# GENERAL JOURNALS

- General journals enable you to enter data into general ledger accounts and other accounts; eg.. customer accounts, vendor accounts, and bank accounts. In Navision the journal entry system has three layers: Journal Templates, Journal Batches, and Journal Lines.

Types /groups of journals are set up (Cash, Sales, Purchases, General)

Journal Template

Typically used to identify the user

Journal Batches

Journal Entries you want to Post

Journal Lines
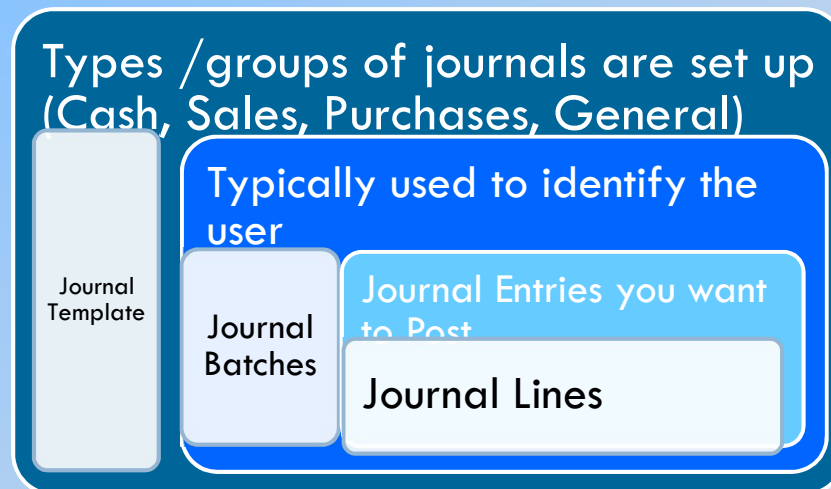
# JOURNAL TEMPLATES

FINANCIAL MANAGEMENT>>SET UP>>GENERAL>>JOURNAL TEMPLATES

- JOURNALS ARE USED FOR DIFFERENT TYPES OR GROUPS OF ENTRIES, SUCH AS PURCHASES,PAYMENTS,SALES, AND RECEIVABLES

- EACH JOURNAL TYPE IS SET UP WITH IT'S OWN JOURNAL TEMPLATE

- JOURNAL TEMPLATES PROVIDES THE BASIC STRUCTURE WHERE YOU CAN DEFAULT INFORMATION FOR ALL THE BATCHES CREATED USING THE TEMPLATE

# JOURNAL TEMPLATES

FINANCIAL MANAGEMENT>>SET UP>>GENERAL>>JOURNAL TEMPLATES

- ❏ SPECIFY THE NAME , DESCRIPTION
- ❏ SPECIFY THE TYPE OF THE JOURNAL TEMPLATE
- ❏ SPECIFY IF IT IS A RECURRING JOURNAL
- ❏ SPECIFY THE SOURCE CODE IF IT IS ONE DIFFERENT FROM THE ONE WHICH HAS DEFAULTED
- ❏ CLICK TEMPLATE>> BATCHES
- ❏ SPECIFY THE BATCH CODE
- ❏ SPECIFY THE NO. SERIES

# JOURNAL BATCHES

- JOURNAL BATCHES ARE CREATED BASED ON THE JOURNAL TEMPLATES

- ALL JOURNAL BATCHES CREATED FROM A JOURNAL TEMPLATE WILL HAVE THE SAME STRUCTURE, DEFAULT SETTINGS, AND INFORMATIN DEFINED IN THE TEMPLATE

- BATCHES ARE USUALLY USED TO SEPARATE ONE USER'S ENTRIES FROM ANOTHER

# JOURNAL VOUCHER

- ONLY ACCOUNTS WHICH ARE NOT CASH AND BANK CAN BE POSTED IN THE JOURNAL VOUCHER
- SPECIFY THE DATE
- SPECIFY THE DOCUMENT TYPE
- SPECIFY THE ACCOUNT NO.
- SPECIFY THE BALANCING ACCOUNT
- SPECIFY THE BALANCING ACCOUNT NO.
- EITHER A SINGLE LINE OR TWO LINE ENTRY CAN BE MADE IF THERE ARE ONLY TWO ACCOUNTS IN THE VOUCHER

# VOUCHER ACCOUNTS SET – UP

ADMINISTRATION>>APPLICATION SET-UP>>GENERAL>>COMPANY INFORMATION

- ❑ CLICK MENU ITEM COMPANY>>VOUCHER NO. SERIES
- ❑ SELECT ONE OF THE SUB-TYPE
  - ❑ CASH RECEIPT VOUCHER
    - ❑ SPECIFY CASH ACCOUNTS TO BE DEBITED
  - ❑ CASH PAYMENT VOUCHER
    - ❑ SPECIFY CASH ACCOUNTS TO BE CREDITED
  - ❑ BANK RECEIPT VOUCHER
    - ❑ SPECIFY BANK ACCOUNTS TO BE DEBITED
  - ❑ BANK PAYMENT VOUCHER
    - ❑ SPECIFY BANK ACCOUNTS TO BE CREDITED
- ❑ CLICK ON MENU ITEM VOUCHER>>ACCOUNT TO SPECIFY THE ACCOUNTS

# VOUCHERS

- BANK PAYMENT VOUCHER
  - ONLY ACCOUNTS WHICH ARE BANK AND WHICH ARE DEFINED IN THE SET-UP CAN BE POSTED AND ONLY ALLOWED TO BE CREDITED

- BANK RECEIPT VOUCHER
  - ONLY ACCOUNTS WHICH ARE BANK AND WHICH ARE DEFINED IN THE SET-UP ARE ALLOWED TO BE POSTED AND ONLY ALLOWED TO BE DEBITED

- CASH RECEIPT VOUCHER
  - CASH ACCOUNT DEFINED IN THE SET-UP ARE ONLY ALLOWED AND TO BE CREDITED

- CASH PAYMENT VOUCHER
  - CASH ACCOUNT DEFINED IN THE SET-UP ARE ONLY ALLOWED AND TO BE DEBITED

- CONTRA VOUCHER
  - CASH TO CASH / BANK TO CASH / CASH TO BANK TRANSACTIONS

## Microsoft Navision -Modules

- ➢ Financial Management
- ➢ Sales & Marketing
- ➢ Purchase
- ➢ Warehouse
- ➢ Manufacturing
- ➢ Resource Planning
- ➢ Services
- ➢ Human Resources
- ➢ Administration

## Shortcut Keys

- ❖ F1 – Help
- ❖ F2 – Edit
- ❖ F3 – Create new Record
- ❖ F4 – Delete
- ❖ F5 – Open List
- ❖ F6 – Lookup List
- ❖ F7 – Field Filter
- ❖ F8 – Copy Above Data
- ❖ F9 – Statistics
- ❖ F11 – Posting
- ❖ F12 – Toggle To Navision window

## Engineering

1.Creation of Items

### Item Master

Manufacturing >>Production Design >>Items
    Press F3 to create a new item

**Mandatory fields** are given below
Under General Tab:
- ❖ No.
- ❖ Base Unit of Measure
- ❖ Item Category Code
- ❖ Product Group Code

Under Invoicing Tab:
- ❖ General Product Posting Group
- ❖ VAT Product Posting Group
- ❖ Inventory Posting Group

Under Replenishment Tab
- ❖ Replenishment System

Under Planning Tab
- ❖ Reordering Policy
- ❖ Safety Lead Time
- ❖ Safety Stock Quantity

2.Creation of BOM

*Manufacturing >>Production Design >>Production BOM*

Press F3 to create a new BOM.

**Mandatory Fields**

- ❖ No.- Copy the item No: of the main Item
- ❖ Unit Of Measure Code

Go to the Line and select the sub items /Production BOMs if any.

Mandatory fields are:

- ❖ Type (Item / Production BOM)
- ❖ No.
- ❖ Quantity
- ❖ Unit Of Measurement

After doing the above, set the status as Certified.

Assign this BOM No. to the  Production BOM No. Field in the Item card.

*Manufacture >> Product Design >> Items >> Replenishment Tab*

If you want to make any modifications to the BOM later,

- ❖ Set the status as Under Development and give changes to the BOM such as,
    1. Description of Production BOM.
    2. Description, Quantity etc. of line items.
    3. We can add or remove items.

- ❖ After modification we have to set the Version No. of that BOM by,

*Production BOM >>Versions*

In the version card, press F3 to create a new Version.

**Mandatory Fields**

- ❖ Version Code
- ❖ Unit Of Measure Code
- ❖ Starting Date

To get the items,

*Functions>>Copy BOM Header*

In the line, mandatory fields are

- ❖ Type
- ❖ No
- ❖ Quantity
- ❖ Unit Of measurement

After all modifications, set the status of the Version and BOM as Certified.

***We cannot change the Unit Of Measure Code of a BOM or a Version.***

We can see the Version code in the Active Version field in the Prod BOM Header.  To view the previous Versions, drill down this Active version field.

## Purchase

**Purchase Enquiry cum Quote**

Purchase >>Order Processing>> Quotes

Press F3 to create a new purchase Quote.

***Mandatory fields***

General Tab,
- o No
- o Buy from Vendor No
- o Requested Receipt Date

Shipping
- o Location Code

Foreign Trade
- o Currency Code

In the below grid
- o Type
- o No
- o Location
- o Quantity
- o Unit of Measure Code
- o Direct Unit Cost Excl. VAT

The Purchase Quote has two status- Open and Release. Initial status is Open.

We can change the status as release and then only the system will accept it as a purchase Quote.
To change the status,
**Functions >> Released**
Then system will set its status as Released.
We can amend a purchase quote. For that we have to change the status as Open.
**Functions >> Reopen**

Then to amend the record
**Functions >> Archive Document**

Then the Archived documentation No. count will increase automatically.

After making changes, we have to set the status as Released.
We can convert this quote to an order by clicking the **Make Order** button.

In this case, The Purchase Quote will be removed from the Quote Table.
To get both Order and corresponding Quote We can use another method.

First create Purchase Quote by,
***Purchase >> Order Processing >> Quote.***

Give needed details there and change the status as Released.

Then Create a Purchase Order by,
***Purchase >> Order Processing >> Order***.

Give a desired Order No.
***Functions >> Copy Document.***

Set the Document Type: Quote.
  Document No: Quote No.

Give Tick mark to the both fields. (Include Header & Recalculate Lines). - Press OK.
Then Change the status as Released.

## Purchase Order

**Purchase >> Order Processing >> Orders**
Either
Select the Order No, you are already quoted to order.
**OR**
Creates a new order no, Press F3
*Mandatory fields*
In general
- o No.
- o Buy-from Vendor No.
- o Vendor Invoice No.
- o Posting Date

Shipping
- o Location Code

Foreign Trade
- o Currency Code

Then go to Item field. Select the items
**Mandatory fields are:**
- o Type
- o No
- o Quantity
- o Location
- o Unit of Measurement
- o Direct unit cost excl. VAT

Then you will get all the details what you are already given.

Then release it.
**Functions >> Release**

To make any changes, go to
**Functions >> Reopen**

Then to record the above modification
**Functions >> Archive Document**

Then the Archived documentation No. count will increase automatically.

After modification release it by,
.    **Functions >> Release**

To view the details of modification later, click on the assist button to the right of No. of archived buttons field.

To specify the dimensions,
**Line>>Dimensions (shift+Ctrl+D)**

Select
- o Dimension code field
- o Dimension Value code field.

To view the posting report,
   Posting >> Test Report >>under Purchase Document Tab

 Fill the
- o Document Type field
- o No

To see the details with errors if any, click on
         **Posting >> Preview tab**

To take a print out of the above, click on
         **Posting >> Print**

To post the report, click on
         **Posting >> Print tab**

To print in connection with Post, select
      **Posting >> Post And Print (shift +F11)**
 Receive - Press OK.

## STORE

   **Warehouse Receipt (Receiver-GRN)**
      **Warehouse >> Planning & Execution >> Receipt**

      **Mandatory fields**
            ❖     No.
            ❖     Location Code
            ❖     Posting Date.
            ❖     Vendor Shipment No.

      To select the items, go to
      **Functions>> Get Source Documents (Ctrl F5)**
      Select the Purchase Order from the list and go to
            **Line >> Card**

      Verify the fields.
            Direct Unit Cost excl. VAT
            Quantity (Split the line items if it is necessary)
            Foreign Trade

      After selecting the Purchase Order No, Return back to Warehouse Receipt.

      Then we can send the items for Quality Checking, if QC Enabled Field is checked.
      Give value in the Quantity sending to Quality and Quantity to receive. Then,

      **Functions >> Create Inspection Data Sheet.**

      After completing the Quality Checking, Warehouse people can Post the Whse.
      Receipt. (If only the Quality is accepted).

To post the receipt,
> **Posting >> Post Receipt (F11)**

To post and to get the print at once,
> **Posting >> Post and Print (Shift + F11)**

To view the posted once later,
> **Warehouse >> History >>Posted Documents**

## IQC

## Inspection Data Sheet

**Quality Control >> Inspection Data Sheet**

In the Header Section Check the,
- o IDS No.(Inspection Data Sheet No.)
- o Item No.
- o Vendor No
- o Warehouse Receipt No.
- o Purchase Order No.
- o Quantity

And in the Line, give Remarks and Inspection Person's name in the corresponding fields.

Then we can Release the IDS by,
**Functions >> Release.**

We can make modifications to the IDS after reopening it.
**Functions >> Reopen.**

Then we have to post the IDS by,
**Posting >> Post**.

In that time Inspection Receipt corresponding to that Inspection Data Sheet will create.

## Inspection Receipt

**Quality Control >> Inspection Receipt**
In the Header Section, Check the same fields specified in the IDS.

In the Inspection Tab, Give Values corresponding to the fields.
- o Qty. Accepted.
- o Qty. Rejected.
- o Qty. Rework.
- o Qty. on Hold.

After giving the Quantity we can post the Inspection Receipt by,
**Posting >> Post.**

After posting the Inspection Receipt the quantity in the corresponding field (**Qty. Accepted**, **Qty. Rejected**, **Qty. Rework**) comes automatically in the Warehouse Receipt.

To view the details of Posted Inspection Data Sheet,

**Quality Control >> History >> Posted Inspection Data Sheet.**
   To view the details of posted purchase invoice
**Quality Control >> History >> Posted Inspection Receipt.**


**Reports:**
Pending Inspection Report
MRB Report
Rejection Report


    **Purchase Invoice**
Purchase >> Order Processing >>Invoices


       *Mandatory fields*
- o  No.
- o  Buy-From Vendor No.
- o  Vendor Invoice No.
- o  Go to the table below and select the fields


**Mandatory fields** are:
- ❖ Type
- ❖ No.
- ❖ Location Code
- ❖ Quantity
- ❖ Unit of Measure Code
- ❖ Direct Unit cost Excl.VAT


   After selecting the item details, go to
       **Functions >>Release**
For Posting,
       **Functions >> Post**


   To view the details of posted purchase invoice
       **Purchase >> History >> Posted Invoices**
Press F5 and select the No. Then we get the posted one. Select one of the items from the list
Given below.
Click on Navigate Tab
 Select one of them and click Show Tab.


## Purchase Return


*Purchase>>Order Processing>>Return Orders*
Press F3 to create a new Return Order.


Give return Order No. in the No. field.


Click on
Functions>>Copy document


Enter the fields
Document type: Posted Invoice.
Document No: No.
Give Tick mark to the both fields. (Include Header & Recalculate Lines). - Press OK.

In the line Item. Enter the fields,
Return Quantity to Ship.
Apply to item entry.

Then Change the status as Released.

## Manufacturing
## Work Order Creation

There are mainly 3 types of Work orders,
- o Planned Prod. Orders
- o Firm Planned Prod. Orders
- o Released Prod. Orders
- o

## Planned Prod. Orders

*Manufacturing >> Execution >> Planned Prod. Orders*

### Mandatory Fields
Under General
- ❖ No.
- ❖ Source Type
- ❖ Source No.
- ❖ Quantity
- ❖ Due Date

Under Posting
- ❖ Inventory posting Group
- ❖ General Business Posting Group
- ❖ General Production Posting group
- ❖ Location Code

After giving values to the header,
*Functions >> Refresh.*
Under general tab
    Select the no. and status.
Under the options tab,
    Select one of the scheduling directions Field
Then Press OK.
Then the Raw materials automatically come to the lines.

The mandatory fields in the line are,
- ❖ Item No.
- ❖ Due Date
- ❖ Quantity
- ❖ Unit Of Measure Code

After that, we can change the status,
*Functions >> Change status.*
Select the **Firm Planned** option and Press **Yes**.
Then this Planned Prod. Order is automatically changed to Firm Planned Prod. Order.

## Firm Planned Prod. Orders

*Manufacturing >> Execution >> Firm Planned Prod. Orders*

We can do the changes in the converted Firm Planned Prod. Order.
After that, we can change the status,
>> ***Functions >> Change status.***

Select the **Released** option and Press **Yes**.
Then this Firm Planned Prod. Order is automatically changed to Released Prod. Order.

## Released Prod. Orders

***Manufacturing >> Execution >> Released Prod. Order***

We can create Released Prod. Order either by converting a Firm Planned Prod. Order to Released Prod.
Order or by directly creating a new one.

**Mandatory Fields**

Under General

- ❖ No.
- ❖ Source Type
- ❖ Source No.
- ❖ Quantity
- ❖ Due Date
- ❖ Location Code.

After giving values to the header,

***Functions >> Refresh.***

Under general tab

Select the no. and status.

Under the options tab,

Select one of the scheduling directions Field
Then Press OK.
Then the Raw materials automatically come to the lines.

To create a put away/pick lines

***Functions>>Create Inventory put away/pick lines***

Ok.
To issuing quantity to the WIP

***Order >>Put away/Pick lines***

Select a line and go to

***Line >>Card***

To fill the quantity of each item,

***Functions>>Auto fill Quantity to handle***

We can give quantity manually in the quantity to handle field.

After giving the quantity and checking the posting date field
we can post it by,

***Posting>>Post***

Then we have to create the output journal of this work order.

## Output Journals

**Manufacturing >>Execution>>Output Journals**

**Mandatory Fields**

- o Posting Date
- o Production Order No.
- o Document No.

- o Type
- o No.
- o Location Code
- o BIN code

To fill the output quantity field,

*Functions >>Explode Routing*

Then post this output journal by,

*Posting >>Post*

Come back to the Released Production Orders and change the status.

*Manufacturing >>Execution >>Released Production Orders*

*Functions >>Change Status* (Finished)

## Production Forecast

To set forecast, go to

*Manufacturing >> planning >> Production Forecasts*

Mandatory fields
- ❖ Production forecast name
- ❖ Location filter
- ❖ Forecast type

In the Line Items, set the forecast on the basis of date /month etc.

## Planning Worksheet

To set MPS and MRP, go to

*Manufacturing >> planning >> Planning worksheets.*

To set **MPS**,

*Functions >>Production >> Regenerative plan*

Under item tab,
Select the item no.
Under the options tab, give the mandatory fields :
- ❖ MPS
- ❖ Order date
- ❖ Ending date
- ❖ Use forecast

Press OK.

To set **MRP**,

*Functions >>Production >> Regenerative plan*

Under the options tab, give mandatory fields:
- ❖ MRP
- ❖ Order date
- ❖ Ending date
- ❖ Use forecast

Press OK.

Give Tick mark in the Accept Action Message field for the items, which we want.

*Functions >> Carry Out Action Message*

Under the Options tab, select the needed from the options,
**Production Order**: Planned.
Firm Planned.
Firm Planned & Print.
**Purchase Order**: Make purchase Orders.
Make purchase Orders & Print.
Copy to Req. Worksheet.
Press OK

## Simulated Prod.Order

Its purpose is to take action for the shortage components while order is coming  for
FG and to raise production order .
**General** Tab:
No
Source No : select FG No
Quantity
**Posting** Tab:
Location Code
**Function→Refresh**
To see the shortage of item, **Order→Print → Preview**
To raise production order, **Function →change status.**It will create a new Prod.order
No and display in the message .

## Simulation Order

When a customer gives 3 orders for an item, you can check current availability of that
item and its components.
Fields to be filled are given below:
Item No
Period 1
Period 2
Period 3
Click Generate.
Click Order → **Print→ Preview.** It shows Qty on Hand and shortage materials in inventory.

# Sales Order

*Sales & Marketing →Order Processing→ Orders*
Press F3

# Sale Order Header
Mandatory fields are:

**General** Tab:
No
Sell_To_Customer_No
Order date
Requested Delivery Date
Customer Order No
Customer Order Date

**Shipping** Tab:
    Ship_to_Code
    Location Code
    Shipping Time
**Foreign Trade** Tab:
    Currency Code

## Sales Line Entry

Mandatory fields are:

**Line Entry** part**:**
    Type
    No
    Location code
    Bin code
    Quantity
    Unit of Measure
    Unit Price Excl.VAT

*Function→ Release*

### SALES SHIPMENT

**Sales& Marketing → Order Processing → Orders.**

Select Sales order No to be shipped.
Function → Reopen
Give Posting date as shipping date in **General** Tab.
In **Invoicing** Tab**,** Select **CustGroup code**
In Shipping Tab, Select Location Code from which the goods will be shipped.
In line Part,
    Select items to be shipped, give the Qty to ship and specify Location & Bin from which the Item should be shipped.
    Function→ Release
    Posting→ Post→ Ship→OK.

## Sales Invoicing

Invoicing Module→Shipment Details
Press F3

**Header Mandatory Fields**
➢ General Tab
    1. 'Shipment No' will come automatically.
    2. Enter 'Bill to Customer No'
    3. Enter 'Currency'
    4. Enter 'Posting shipment No'
    5. Enter 'Carton/Remarks'

➢ Shipping Tab
    1. Enter 'Shipment Date'

2.  Select 'Ship to Code'

Click Shipment Details Button → Print → Preview.

From the Report, Copy the 'Gross Weight' and 'Net Weight' fields and paste it in the Others Tab.

➢ Others Tab
1.  Enter 'Gross Weight' and 'Net Weight'

**Line Entry Generation**
❖ Click 'GetLines'.
❖ Select the Sales Order Entries to which we need Shipment (we can select multiple Sales Orders).
❖ Edit 'Quantity' to Ship if needed.
❖ Enter 'Weight' and 'Remarks'.

*Note:  Before 'Submit' we have to post sale orders*

*Step1: Go to Sale & Marketing→Order Processing→orders*
*Step2: Find the Sale Orders against which we need shipment*
*Step3: Enter 'Shipment Date' and 'Posting Date' in the Shipping Tab*
*Step4: Enter Quantity to Ship in the Line Entry for each item that you want to Ship*
*Step5: Edit 'Shipment date' in the Line Entry if needed.*
*Step6: Posting→post→ship → OK*

*Note: Repeat this for every sale orders in this shipment*

❖ Go to Shipment Details Form in the Invoicing Module

❖ Select the corresponding shipment—that we just created

❖ Click  'Submit'

Note: After this procedure we can invoice the shipment details
After completed the financial part we can see the packing list
In the invoicing module

Invoicing module --> History--> Packing list

<u>SALES RETURN -RMA</u>
1. Navigate to Sales & Marketing >> Order processing>>Return Orders.
2. Generate a no. in the Return Orders.
*Note: Give the no. to the customer and get the material from the Customer.*

3. Go to Functions→Copy Document
4. Enter Document type as 'Posted Invoice'
5. Select the posted Invoice No. in the 'Document No.'
6. Put Tick Mark in 'Include Header'

7. Ok.
8. Fill 'Return Quantity to Receive' in the Line Entry
9. If the material is received against a value to be debited to the Customer, specify the Value in the Unit Price field at which it is returned. Specify the 'Shipment No.' against which this return is done in "Applies from Entry" field.
10. Receive the material by clicking F11 and post it as "Receive only"
11. Forward the Credit Memo sent by the Customer to the Finance Department for invoicing it. This is important because this will ensure that the Customer gets debited to his account.
12. As soon as material is updated in the system as received, create a Sales Order for this item and provide the shipment date
13. Create a Work Order for the item. In the
    ***Work Order >> Line >> Components***
    give the components, which will be consumed to manufacture this item, since effectively this    item is being consumed along with other items. Delete all the other components, which are not necessary.
14. Ensure the work order due date is same as the sales shipment date.
15. All this processing is to be happen at MRB Location, which can be created for each company . Return Orders, Sales Orders and Work Orders for RMA purpose only to be created at this Location.

# Microsoft Dynamics NAV 2009 RoleTailored Client Terminology

**Microsoft Dynamics**

# Getting to know the terminology of Microsoft Dynamics NAV 2009
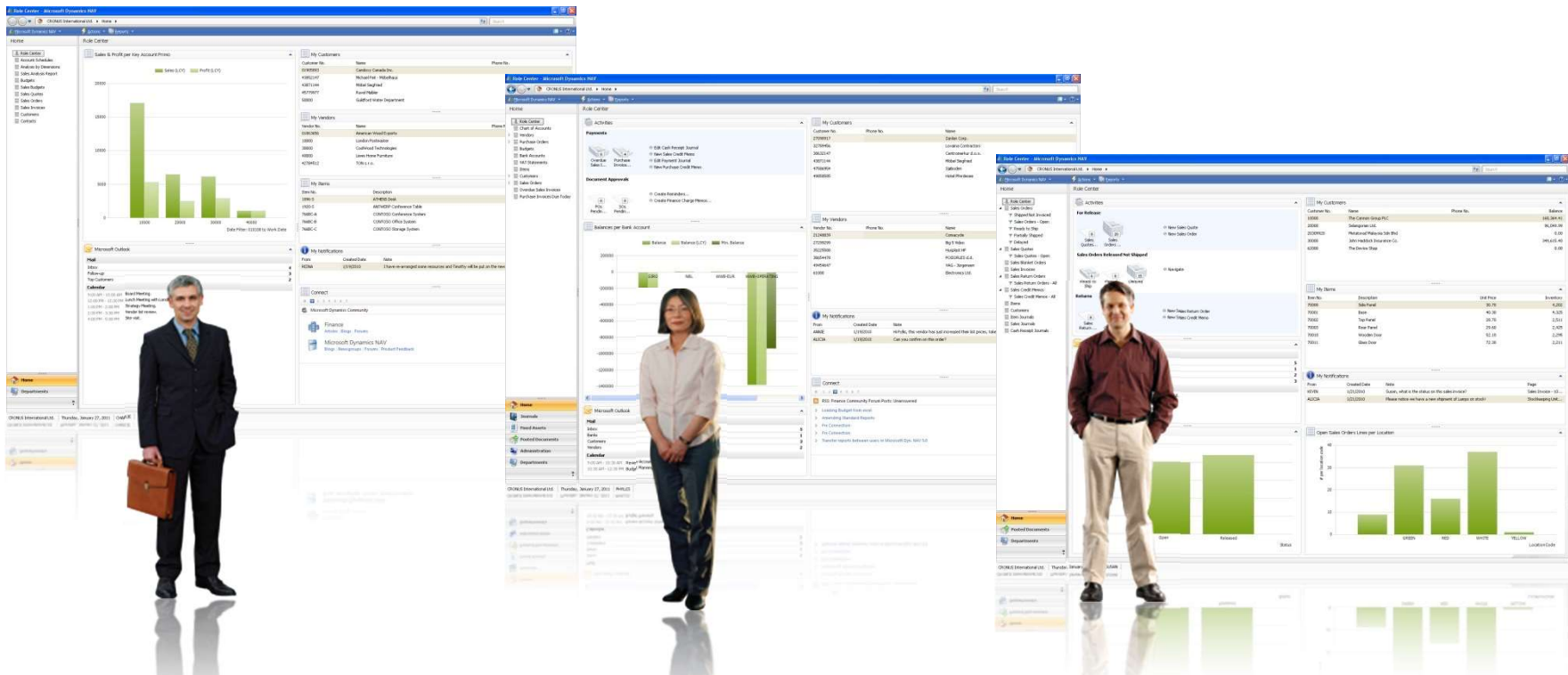


To use Microsoft Dynamics NAV 2009, your employees log into a User Profile which provides a Role Center and links to relevant Places in your business management system. Whether it's for a bookkeeper, a warehouse worker, or a purchaser, each User Profile has its own Role Center designed to help the user or users who do this job. Users will be able to take effective actions by easily finding and using the information they need. They will only see the data and tasks that they work with and the work that lies ahead of them. The Role Centers can be customized and personalized so that a user always feels at home; as a result, you'll see increased user productivity.

# Role Center



Cues    Activities part    List Part - My Vendors    **Role Center Page**

My Notifications part

My Outlook part

List part - My Items

Chart part

The Role Center is the main page of the RoleTailored client. You can configure the Role Center for an individual user or a User Profile. The Role Center provides the user with an overview of the work of the day, where the user can quickly access information and tasks on which to focus for the day. The Role Center provides an overview of the work in front of you: The ordinary work (the stacks of paper) and the extraordinary tasks (the notifications). You also have single-click access to the frequently used List Places.

# Two Window Types

Navigation Window
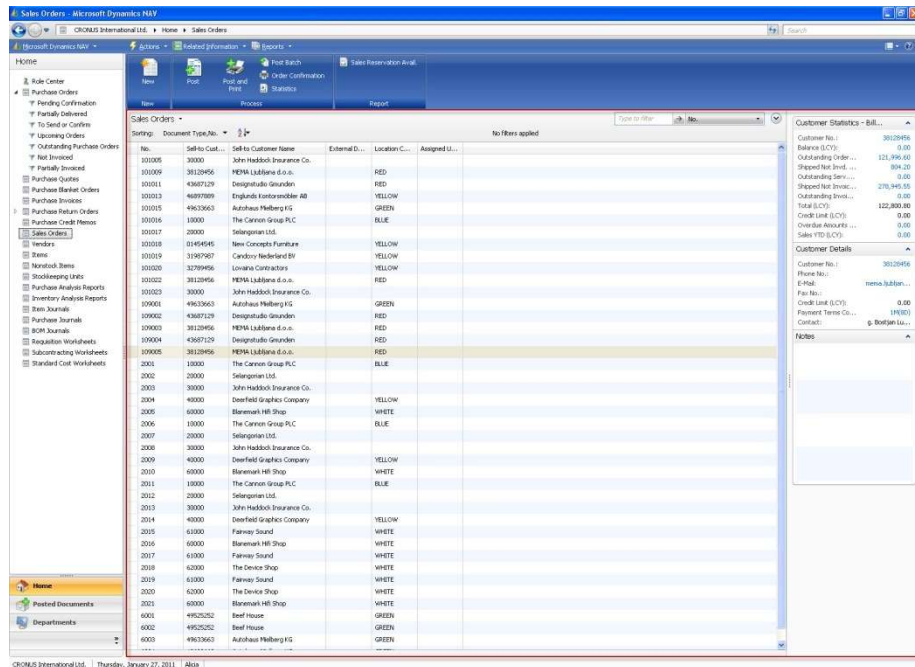
Task Window
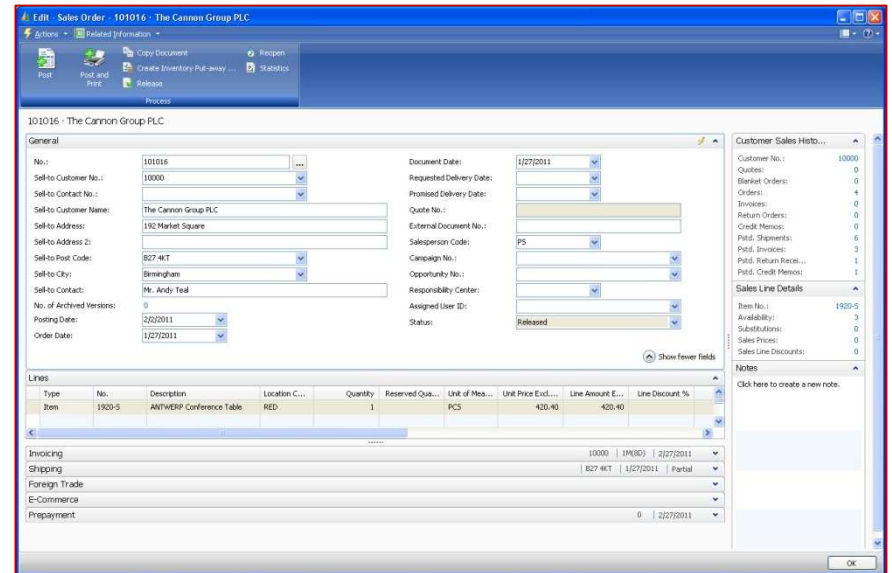


Similar to Microsoft Office Outlook, there are two basic types of pages in Microsoft Dynamics NAV: Pages shown in the Navigation Window provide an overview and help users to find the data they need to work with. Pages in pop-up Task Windows show details about the record selected in the Navigation Window and help users to complete tasks with that record.

In Microsoft Dynamics NAV 2009, pages replace forms as the way to display and organize data. You can create pages to offer users a visual experience that is closely aligned with Microsoft Office and Windows Vista. There are different page types that you use for different situations. The page type you choose depends on the application task you want to support, the content you want to display, and how you want to display it.

# Navigation Window Controls
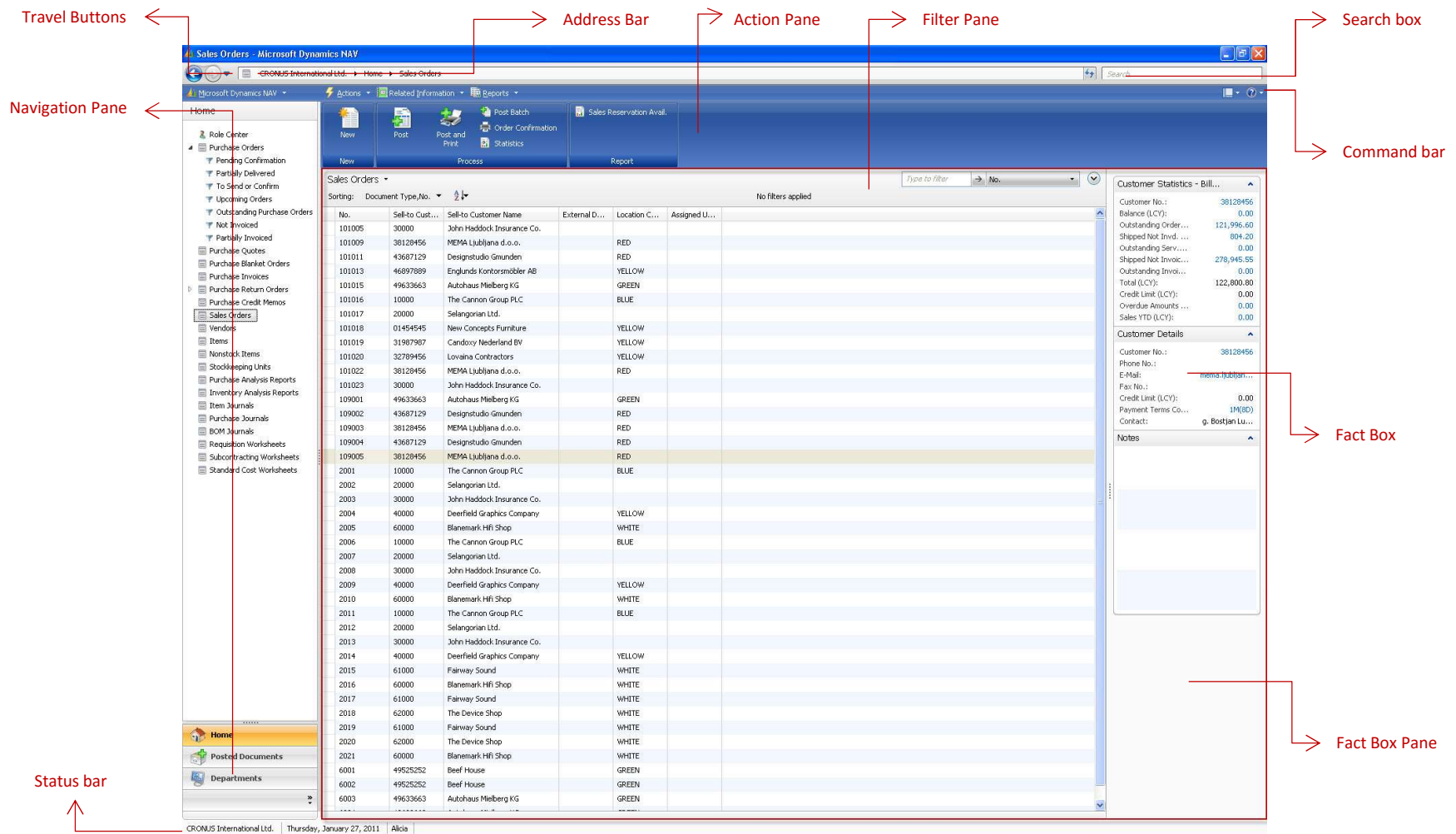


The RoleTailored client uses a number of windows to display information. Two of the key window types are the navigation window and the task page window. The navigation window (shown here) is the main window in which users find the information they need to work with. The navigation window is used for the Role Center, List Places, and Departments. A task page opens in a separate window when a user selects an action from the navigation window or from other task page windows. It is common for a user to have more than one task page window open at a time.

5

# Task Page Controls



Expanded FastTab

Collapsed FastTab

Page Footer

Location of "Show more fields" button when it is present

Promoted fields in FastTab

In Task Pages information is grouped in FastTabs if multiple groups exist. The header of the FastTab displays a name, such as "Payments" or "General" on the Vendor Card as shown. Organizing data using FastTabs helps users to find key information more quickly, while providing an overview of the content of multiple FastTabs at the same time.

# Details on Action Pane



Large icon size          Default Action Pane Groups

The Action pane is located under the Command bar on task pages and list places and contains shortcuts to commonly used actions. Actions display as icons plus text which the user can click to initiate a task or view information. To include an action in the Action pane, you use the Action Designer (available from the View menu when a Page Designer window is open) and promote the action. You should use the Action pane to display the tasks most frequently used by the user in the context of the page. For example, on an Items List Place, you should promote action to create more records and actions to process the selected record (or records). You should also include actions to display frequently accessed information related to the records such as statistics and reports.

# Navigation Window - List Place



A List Place displays information from a table in a list format with rows and columns. Typical use of List Places include displaying sale orders or customers. Similar to the Role Center, List Places display in the navigation window. List Places only appear in the navigation window, but the same page definition is used to open a List Task Page in a separate window. To create a List Place, you create a page of the type List and then add an action to the relevant Role Center page using the Action Designer to create a link to it in the navigation pane.

# Navigation Window – Departments Place



Page Search

Navigation Pane

Content Area - Departments
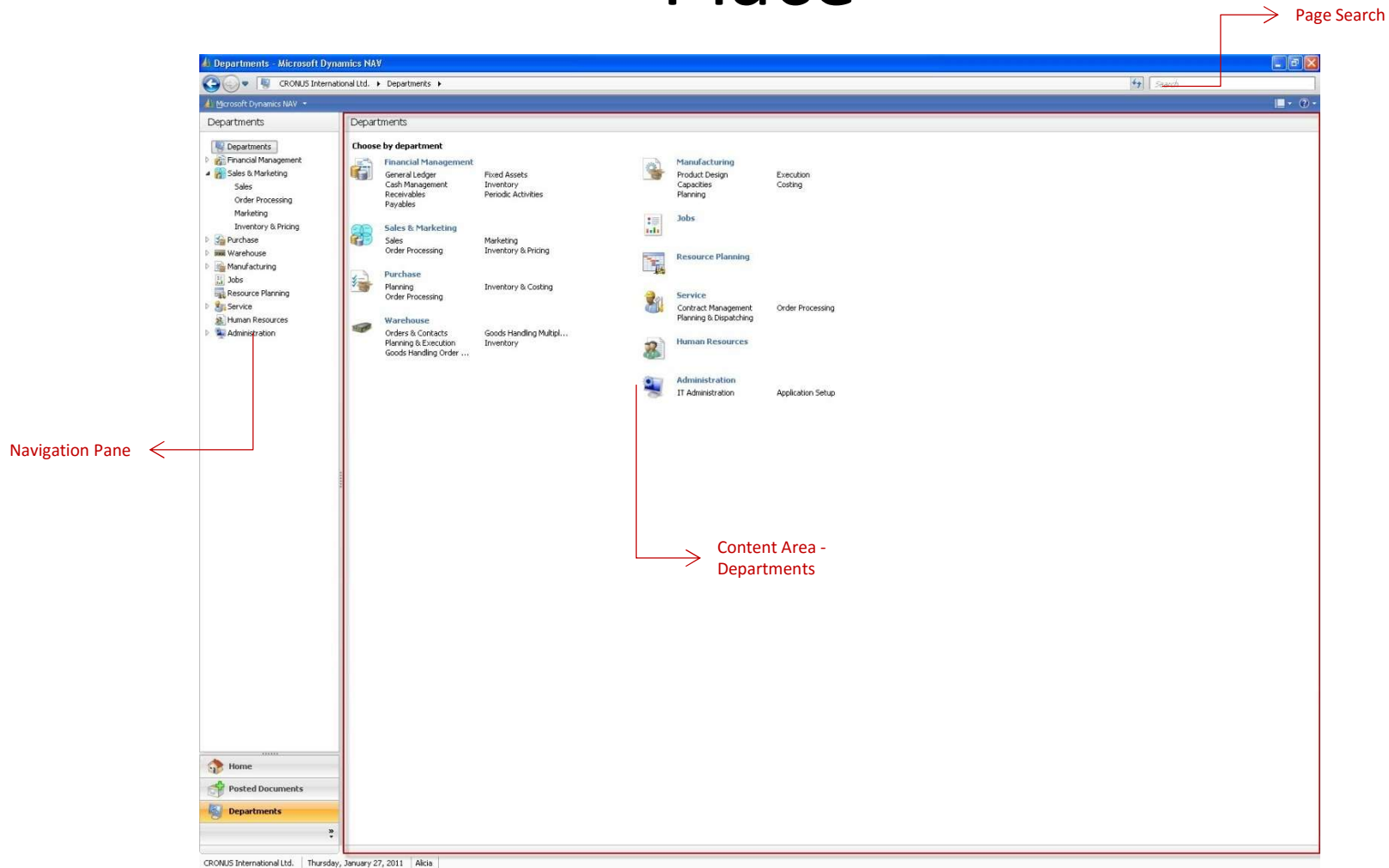
Departments serve as the index of the book where users can go to find links to pages that they don't use frequently and for that reason don't want to clutter their Navigation Pane. Users click their way down through department names until they reach a bottom-level page which shows links to all the pages related to that department. Users can also filter the links by a category (such as lists, tasks or reports). If users find a link they want to use frequently they can right-click it and choose to add it to their Navigation Pane. The pages under Departments are generated automatically based on the menu suite of the RoleTailored client user.

# Task Window – Documents



This is a "Sales Order" Task Page of the page type Document. Task pages are similar in concept to the pop-up windows in Microsoft Office Outlook that show an e-mail, contact, or a task. It is typical for users to have multiple task pages open at the same time. Similar to the Navigation window, a Task window includes a Command bar and Action pane. Unlike the Navigation window, it does not include the navigation pane or status bar. The user can work with more than one Task window open at a time. You create a Task window by creating a page and then linking the page to actions on other pages. The most common page types for Task windows are Document, Card and List (journal/worksheet).

# Task Window - Card
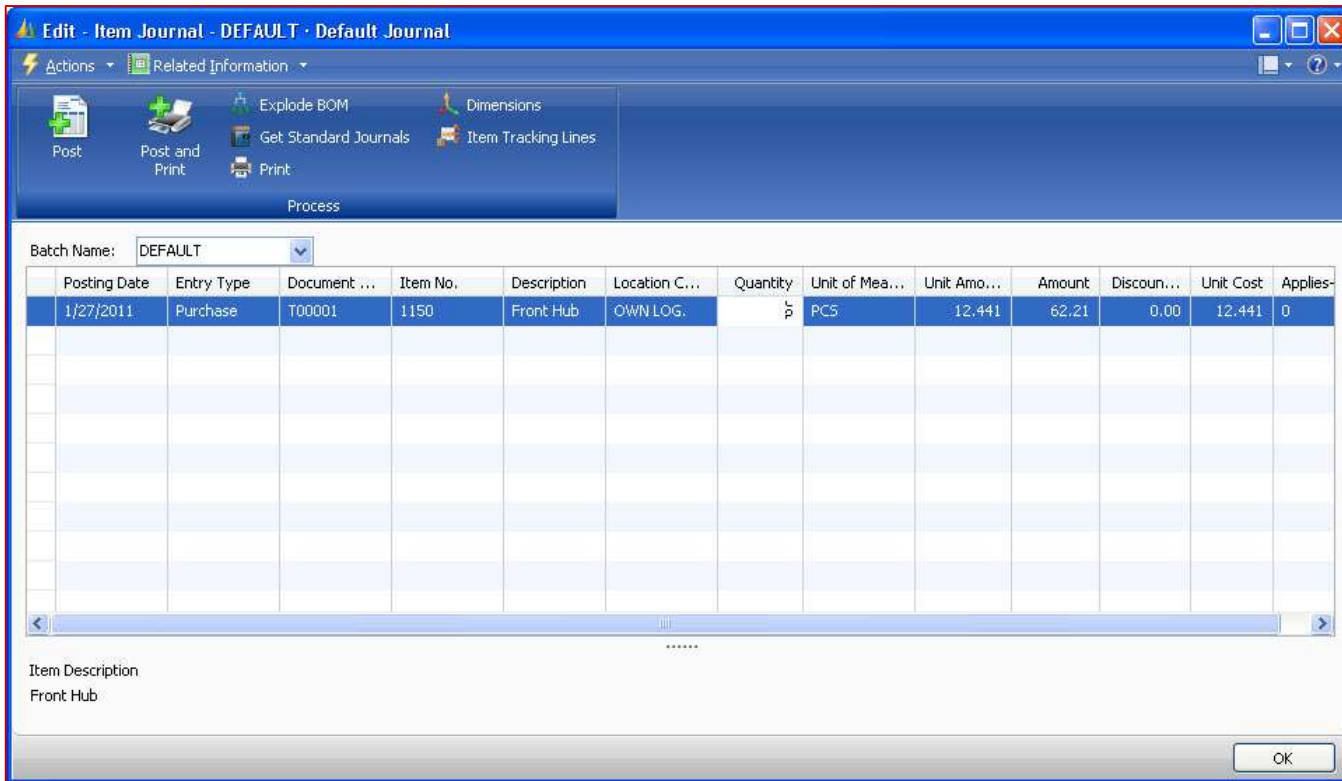


A Card page is used to view and edit one record or entity from a table. The Card page displays selected fields from the table. An example of using a Card page is for editing a customer.

# Task Window – Jounals/Worksheets



You use a Worksheet page type for creating worksheet or journal task pages. The Worksheet page consists of a single grid in the content area and a section at the bottom with details about the selected grid line or totals for the grid.

# List Part & Card Part Pages



A Card Part page or List Part page are not intended to be launched in separate windows. Instead they are intended to be embedded in RoleCenters (in the Navigation Window only) or in Fact Box Panes (in List Places and in pop-up Task Windows). The parts are typically used in a FactBox to view the most important fields from a record related to the selected entity in the page. The illustration shows an example of a List Part page embedded in a Role Center. And then a Card Part page embedded in a List Place.

# Confirmation Dialog
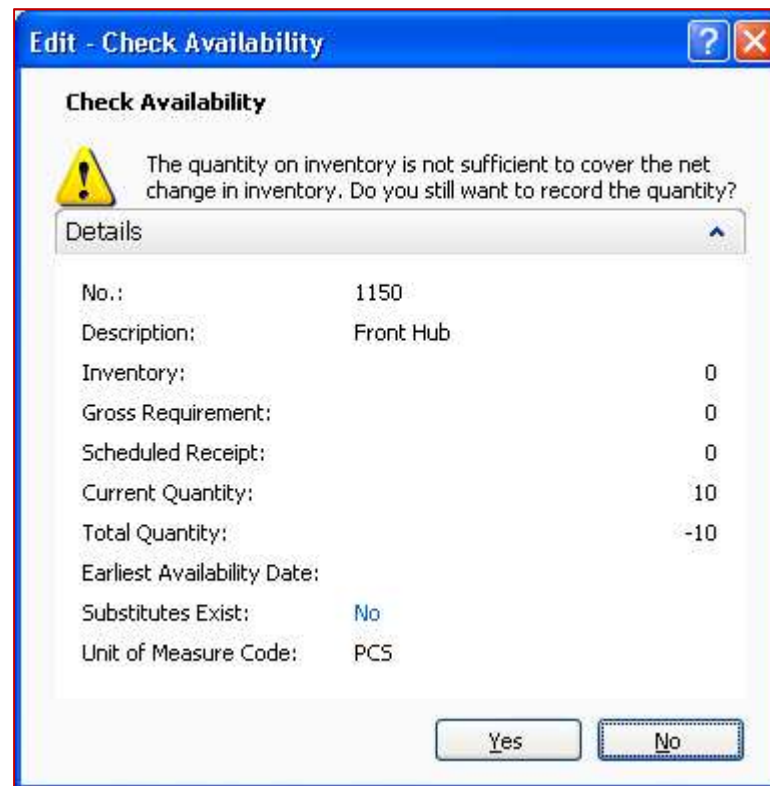


The NAV client uses the Confirmation Dialog page to display messages or prompt users with a confirmation before they continue with the task that they are working on. For example, when filling out a sales order, a user can select a quantity for an item. This quantity might exceed the item's availability. Using a Confirmation Dialog page, you can display a message that indicates this condition to the user. The user can then choose to continue or cancel filling out the sales order.

# Welcome team Members

# SFO Technologies

**A NeST Group Company**

*engineering your dreams*

# Business Outlook

## Concept to Product  Service Provider

- **Established in1990**
- **Vertically Integrated ODM Company**
- **Offers one-stop engineering & manufacturing solutions**

### Market  Verticals



Pie chart legend:
- Automotive — 2%
- Communication — 14%
- Defence & Aerospace — 4%
- Energy — 16%
- Healthcare — 31%
- Industrial — 32%
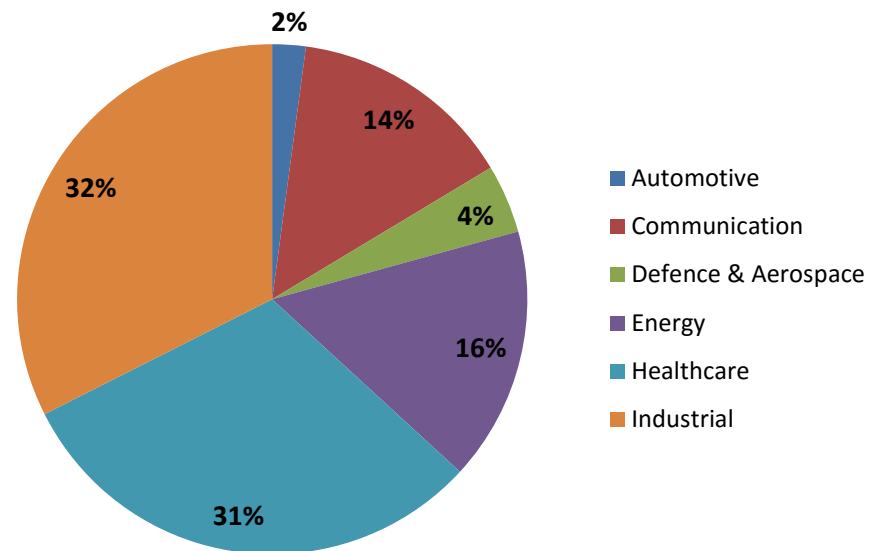
# Key Customer Profile

| Healthcare | Industrial | Energy | Transportation | Communication | Defense & Aerospace |
|---|---|---|---|---|---|
| GE | StanleyBlack&Decker | GE | NEW FLYER | HITACHI | IAI ISRAEL AEROSPACE INDUSTRIES |
| PHILIPS | DIEBOLD | ENERCON INDIA | THALES | Nokia Siemens Networks | UTC Aerospace Systems |
| TOSHIBA | ALSTOM | Bloomenergy | GE | BHARAT SANCHAR NIGAM LIMITED | THALES |
| SIEMENS | RGIS | WIND WORLD Clean Energy Forever | ALSTOM | Sterlite | L3 |
| COVIDIEN | GILBARCO VEEDER-ROOT | ABB | TOYOTA Quality Revolution | Brand-Rex | DEFENCE R&D ORGANISATION MINISTRY OF DEFENCE |

**Proven track record and long term partnership**

# Our WORKS in India

Cochin



Cochin



Cochin

| Engineering and Manufacturing | Firmware & Application Software | | Magnetics |
|---|---|---|---|
| 14956 M² | 5388 M² | | 3720 M² |
| Employees - 2000 | Employees - 530 | | Employees - 230 |
| Electronics / RF Manufacturing (SMT lines - 9) | Testing & Certification | | Power Transformers |
| Design and Development Center | Product Development Software | | Current Transformers |
| Fiber Optics | GIS | | HF Transformers & Inductors |
| Wire Harness | Business Application Software | | |
| Tool room | Telecom Application Software | | |
| Power Supplies & High Level Product Assembly | | | |

# End to end Processes in details..

| Product Design | Manufacturing Engg | Test Engg. | Manufacturing | Post Sales |
|---|---|---|---|---|

**Product Design**
- Proof of Concept
- Hardware Design
- Electronics, RF, Power, Fiber Optics, ID, Tooling, Enclosure
- Software Design
- Prototypes
- Compliance testing
- Reliability estimation
- Product Launch
- Value Engg

**Manufacturing Engg**
- DFM,DFT,DFA
- EOL
- Jigs, Fixtures
- Component Engg
- Documentation
- FMEA
- Vendor evaluation
- PPAP
- Pilot run
- Line set up
- Process Engg
- Yield improvement

**Test Engg.**
- Hardware Design
- Software Design
- ICT fixture
- Test programs
- Test automation

**Manufacturing**
- Electronics (SMT,TH,COB)
- RF assembly
- Power Supply
- Wire Harness
- Fiber Optics
- Mechanical
- Plastics
- Magnetics
- Tools and Molds

**Post Sales**
- Sustenance Engg
- Reverse Logistics
- RMA service
- EOL management
- Value Engineering

# SFO - Vertically Integrated Manufacturing (VIM)

**SFO TECHNOLOGIES**

## 90,000 Sq. Meters of Manufacturing space

I 12 SMT Lines I 1,000,000 CPH I 12 mil I RoHS I 1~24 layer I
Certifications: I ISO 9001:2008, ISO 14001:2004 I ISO13485 I TL9000 I IPC 610 I AS9100

**Electronics - Kochi**

**Fiber Optics - Kochi**

**Cable and Wire Harness - Kochi**

**Tool Room - Kochi**

**Magnetics  Kochi**

# Electronics

- State of the Art factories at Cochin & Bangalore

- High mix. Low volume and High volume capability

- 12 SMT lines with total placement capability of 900,000 CPH

- Manual and Auto Through Hole lines, Selective Soldering & HLA

- Dedicated ROHS Line

- No clean, Water Wash capability

- Automatic Conformal coating

- 2D/3D X Ray, ICT, FCT and Flying Probe Test equipments

- Environmental Stress Screening Chamber

7

Creating Innovative Solutions

# DOMAIN EXPERTISE

- **Ultrasound Scanners**
- **CT Scanners**
- **ECG machines**
- **Infant Care Units**
- **Patient Monitoring Consoles**
- **X-Ray Equipments**
- **MRI Scanner**
- **Nuclear Medicine**
- **Bioscience lab equipments**
- **Bed side controls**

Creating Innovative Solutions

# Transportation

- **Metro Fare Collection Gates**
- **Ticket Vending Machines**
- **Locomotive Engine Electronics**
- **Automotive Electronics**
- **Control Room Panels & Consoles**

10

Creating Innovative Solutions

# Communication

- **Fiber Optic Devices**
- **Fiber Optic Modules**
- **Fully integrated FO communication system.**
- **FTTH System**
- **Fiber Optic Security Systems**
- **Cable Modem**
- **RF Communication Systems**
- **Set Top Box**
- **Wi-fi terminals**



| COMPONENTS | MODULES / SUBSYSTEMS | SYSTEMS |
|---|---|---|
| PLC 1XN SPLITTER | EDFA | |
| FTTH 1X4 SPLITTER | PLC SPLITTER STACK | |
| COUPLER / WDM | SPLICE TRAY STACK | |
| MODE CONDITIONING PATCH CORDS | LGX MODULE | |
| FAN OUTS | SPLITTER MODULES | |
| Indoor cable | CPE MODULE | |

**SFO TECHNOLOGIES**

- **Under water Sensing**
- **EMC cabinets**
- **Optical Gyros**
- **Electronics and wire harness for commercial aircrafts.**
- **Data Acquisition Systems**

*Creating Innovative Solutions*
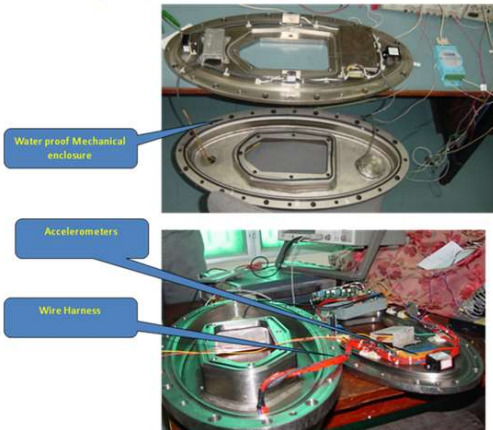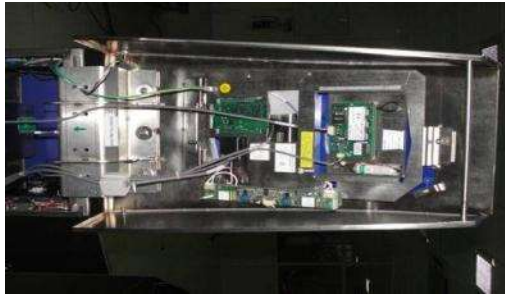
Cash Dispenser


Underwater Sensor


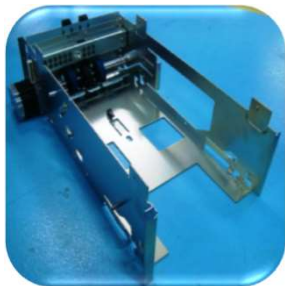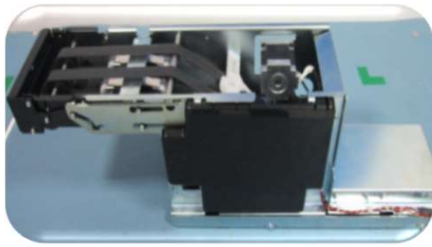Electrical Control &Instrumentation


Metro gate


ATM


EMC cabinet

# HLA- Energy Segment

# Quality : Milestones

TS16949 (Plan) Nadcap | **2016-17**

AS9100, TL9000, ISO9001:2008 | **2009**

ISO 13485 | **2008**

ISO 27001 / BS7799 ISO14001 | **2007**

CMMI L5 V1.1 | **2003**

ISO 9001:2000 | **2001**

CMM Level 5 | **2000**

CMM Level 3 | **1998**

ISO 9001:1994 | **1994**

# Awards & Recognition

**Best Performance Award - TYCO 2007**

**Global Award for Growth- GE 2008**

**Excellence Award – Govt of India 2008**

**Global Award - GEHC for Quality**

**Award for Performance – New Flyer 2011**

**Tyco Award -2008 Star Performance**
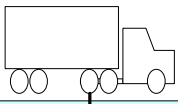
**GE - AWARD for Best Supplier Quality - 2015**

**Honeywell – Most Innovative Supplier AWARD 2015**

**ELCINA –EFY AWARD for Outstanding Achievements in "Exports" for the year 2012-13**
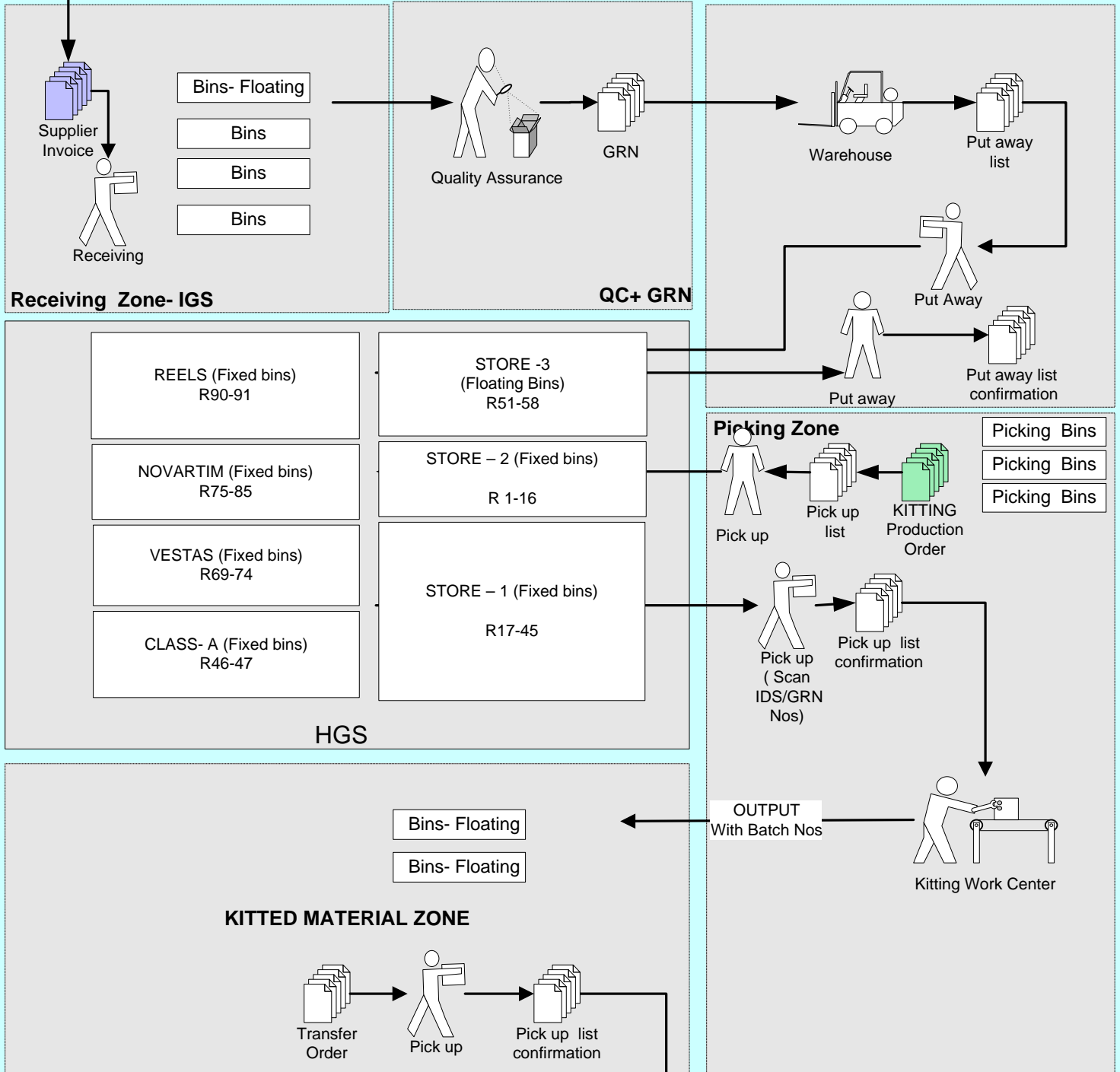
# Thank You

**Suppliers**

**SFO TECHNOLOGIES PVT LTD**

**LOCATION:PLOT 40.**

Supplier Invoice

Receiving

**Receiving Zone- IGS**

| Bins- Floating |
| Bins |
| Bins |
| Bins |

Quality Assurance

GRN

Warehouse

Put away list

Put Away

Put away

Put away list confirmation

**QC+ GRN**

| REELS (Fixed bins) R90-91 | STORE -3 (Floating Bins) R51-58 |
| NOVARTIM (Fixed bins) R75-85 | STORE – 2 (Fixed bins) R 1-16 |
| VESTAS (Fixed bins) R69-74 | STORE – 1 (Fixed bins) R17-45 |
| CLASS- A (Fixed bins) R46-47 | |

**HGS**

**Picking Zone**

| Picking Bins |
| Picking Bins |
| Picking Bins |

Pick up

Pick up list

KITTING Production Order

Pick up ( Scan IDS/GRN Nos)

Pick up list confirmation

**KITTED MATERIAL ZONE**

| Bins- Floating |
| Bins- Floating |

OUTPUT With Batch Nos

Kitting Work Center

Transfer Order

Pick up

Pick up list confirmation

**Transfer To plot 36**

CUSTOMER
RETURNS

PLOT 40

Material From
PLOT 40

SFO TECHNOLOGIES PVT LTD     PLOT 36  .

**RECEIPT-TRANSFER ZONE**

Material Transfer Bin ( MTS)

Material Returns Bin
(PRODUCTION RETURNS)

Material Returns Bin
(SALES RETURNS)

Putaway
List

STORAGE AREA BINS

Putaway
List

**RMA ZONE**
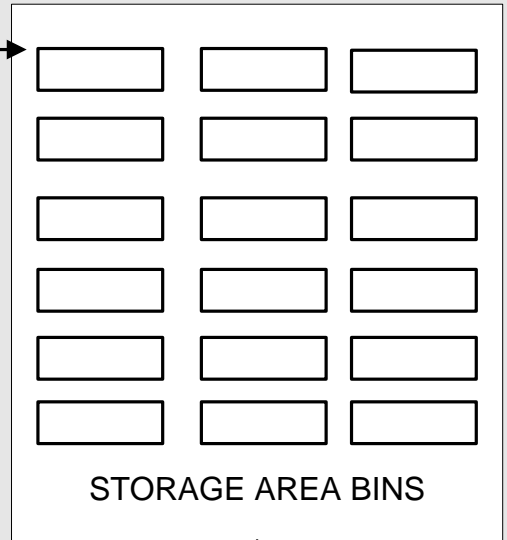
RTV  BIN

RGP  BIN

Pick up
List

ISSUE
Against
RMA WO

Pick up
List

ISSUE
Against
RMA WO

PRODUCTION BIN

**( WIP)**

**PRODUCTION   ZONE**

Returning
Against
Production WO

PRODUCTION INPUT BIN

Posting Of
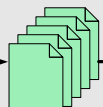Production
Journal

PRODUCTION OUTPUT BIN

Movement
Worksheet

**PRODUCTION STORE**

FG BIN

RMA SHIPMENTS

Instruction
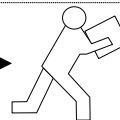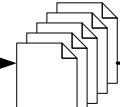from
BDG

Shipment
Order

Pick up
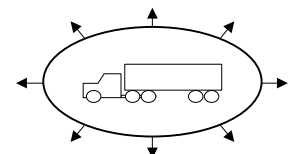List

SHIPBIN

**FG STORE**

Customer
Invoice
(Finance)

Shipping

Gate Pass
& Packing List

Virtual Bins

Return Bins

**Shipment**