

## **MICROSOFT<sup>®</sup> DYNAMICS - NAV - TRADE**

### ***Introduction***

The 2.5 day Microsoft Navision Trade course explores all of the activities required to handle the purchase, sale, and return of inventory in the program. This course will show you how to manage sales and purchase transactions, including prices and discounts, item charges and order promising. Requisition management will be covered, as well as returns management and customer service features.

### ***Audience***

The intended audience is individuals wanting to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Navision Trade.

The class is targeted toward sales and purchase managers, salespeople and purchasers, and others in an organization who are responsible for the setup and administration of trade functionality, including item prices, discounts, and substitutions.

### ***At Course Completion***

After completing this course, students should be able to:

- Manage sales transactions
- Create and use sales prices and discounts
- Process sales of items with substitutions and cross references
- Process sales of nonstock items
- Manage purchase transactions
- Create and process purchase requisitions
- Set up and use item charges
- Use the order promising functionality
- Process returns from customers and to vendors
- Create analysis reports
- Perform analysis by dimensions
- Create sales and purchase budgets

### ***Prerequisites***

Before attending this course, students must have:

- General knowledge of Windows
- The ability to use Microsoft Navision financials for financials processing

In addition, students should have:

- Basic knowledge of distribution and logistics