



Course Syllabus

Microsoft® Business Solutions–Axapta® Trade & Logistics, Series 1

Elements of this syllabus are subject to change.

Key Data

Course #: 8352A

Number of Days: 3

Format: Instructor-Led

Certification Exams: None

Certification Track: None

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.

Course content, prices, and availability are subject to change without notice.

Introduction

The three-day Microsoft® Business Solutions–Axapta® Trade & Logistics, Series 1, course explores the basics of trade and inventory flow in Axapta. This course shows you how to manage sales and purchase transactions; manage inventory, including quarantine management; post sales and purchase transactions; assign, manage, and trace serial and batch numbers; allow for over/under delivery of both sales and purchases; assign miscellaneous charges; adjust and cost inventory; assign ABC Classifications to items; and report on inventory, sales, and purchasing activities.

Audience

Customers wishing to learn the basic features and to develop a working knowledge of the typical day-to-day procedures required to effectively use Microsoft Axapta Trade & Logistics functionality.

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 and logistics, and inventory management functionality.

At Course Completion

After completing this course, students will be able to:

- Create Purchase and Sales orders
- Create and manage inventory and inventory dimensions
- Post Purchase and Sales transactions
- Assign and manage serial and batch numbers
- Allow for over/under delivery of goods
- Assign miscellaneous charges
- Adjust inventory
- Determine and assign inventory costing methods
- Set up and manage quarantine management functionality
- Assign ABC Classifications to items
- Report on inventory, sales, and purchasing activities

Prerequisites

Before attending this course, students must have:

- General knowledge of Microsoft® Windows®
- The ability to use Microsoft Axapta for basic processing

In addition, students should have:

- Basic knowledge of trade and logistics
- Basic knowledge of inventory management concepts

For a referral to a Microsoft Certified Technical Education Center in your area, see the Microsoft Training and Certification Web site at <http://www.microsoft.com/traincert>. Call your local Microsoft Certified Technical Education Center for more information and to register for classes.

Chapter 1: Introduction

The purpose of this chapter is to introduce students to the course and its goals.

Lessons
<ul style="list-style-type: none"> ▪ Logistics and Trade Definition ▪ Inventory Management ▪ Axapta Features: Physical and Financial Inventory ▪ Understanding the Information Flow in Axapta

After completing this chapter, students will be able to:

- Understand the purpose of the Trade & Logistics Series 1 training course
- Define Trade and Logistics
- Have a basic understanding of inventory in Axapta

Chapter 2: Working with Purchase and Sales Orders

This chapter focuses on creating purchase and sales orders; using the Simple and Advanced views of purchase and sales orders; purchase and sales order types; and purchase and sales parameters.

Lessons
<ul style="list-style-type: none"> ▪ Purchase Orders – Simple View ▪ Create Purchase Order Lines ▪ Purchase Orders – Advanced View ▪ Purchase Order Types ▪ Sales Orders – Simple View ▪ Sales Orders – Advanced View ▪ Sales Order Types ▪ Purchase Parameters ▪ Sales Parameters
Lab 1: Working with Purchase Orders
<ul style="list-style-type: none"> ▪ Entering a New Purchase Order
Lab 2: Working with Sales Orders
<ul style="list-style-type: none"> ▪ Entering a New Sales Order
Lab 3: Processing Sales Orders
<ul style="list-style-type: none"> ▪ Creating a sales order

After completing this chapter, students will be able to:

- Create a new purchase order using the simple and advanced views
- Add items to a purchase order
- Understand the purchase order type options
- Create a new sales order using the simple and advanced views
- Add items to a sales order
- Understand the sales order type options
- Understand which parameters affect how a purchase order is created and which parameters can affect how the purchase order is printed
- Understand which parameters affect how a sales order is created

Chapter 3: Inventory

In this chapter we concentrate on creating and setting up new items. Creating new items is completed through the Inventory Management module. All item-based data that is created in this module is used by the company accounts for purchases, sales, warehouse management, inventory journals, production, and projects.

Lessons
<ul style="list-style-type: none"> ▪ Creating Inventory Items ▪ Setting up Item Groups ▪ Setting up Inventory Model Groups ▪ Setting up Dimension Groups ▪ Setting up Inventory Dimensions ▪ Setting up Inventory Parameters ▪ Creating Items ▪ Creating Units of Measure ▪ Setting up a Warehouse ▪ Setting Purchase, Cost, and Sales Pricing of Items
Lab 1: Creating Inventory Items
<ul style="list-style-type: none"> ▪ Create Item Group
Lab 2: Setting up Inventory Model Groups
<ul style="list-style-type: none"> ▪ Create Inventory Model Group
Lab 3: Setting up Inventory Dimension Groups
<ul style="list-style-type: none"> ▪ Create Inventory Dimension Group ▪ Rename Item Dimension ▪ Inventory Dimension Example
Lab 4: Creating Items
<ul style="list-style-type: none"> ▪ Create New Item
Lab 5: Creating Units of Measure
<ul style="list-style-type: none"> ▪ Unit of Measure Conversion Setup Example
Lab 6: Setting up a Warehouse
<ul style="list-style-type: none"> ▪ Create New Warehouse
Lab 7: Setting Purchase, Cost, and Sales Pricing of Items
<ul style="list-style-type: none"> ▪ Item Pricing Examples

After completing this chapter, students will be able to:

- Set up Item Groups
- Set up Inventory Model Groups
- Set up a Dimension group
- Create a Unit of Measure
- Set up a Warehouse
- Create an Item
- Set up default fields needed for creating an Item
- Understand inventory model and negative inventory options
- Understand how model groups integrate with other areas of Microsoft Axapta
- Understand how the Model Group can determine the physical update of an item

- Understand how Dimension Groups are used to define the physical characteristics of an item
- Understand how items are stored in inventory, as determined by Dimension Groups
- Understand purchase, cost and sales pricing of an item.

Chapter 4: Sales and Purchase Order Postings

In this chapter you will learn a variety of posting techniques and processes that you will need to apply when working with sales and purchase orders in Microsoft Axapta. In addition, you will learn about inventory posting profiles. Inventory posting profiles control what ledger accounts are used and when they are used when purchasing and selling inventory.

Lessons
<ul style="list-style-type: none">▪ What is Posting?▪ Updating Purchase Orders▪ Updating Sales Orders▪ Sales Order Posting Profile▪ Purchase Order Posting Profile
Lab 1: Updating Purchase Orders
<ul style="list-style-type: none">▪ Post a Purchase Order
Lab 2: Updating Sales Orders
<ul style="list-style-type: none">▪ Post a Sales Order
Lab 3: Sales and Purchase Order Posting Profiles
<ul style="list-style-type: none">▪ Create Inventory Posting▪ Test Inventory Posting▪ Set up Posting for a Service Type Item▪ Transactions

After completing this chapter, students will be able to:

- Understand the basics of posting
- Purchase and sales posting techniques and processes
- Inventory posting and inventory posting profiles
- Posting a purchase order
- Posting a sales order
- The use of inventory sales order posting
- How sales posting profiles integrate with other areas of Microsoft Axapta
- Setting up an Inventory sales posting profile

Chapter 5: Serial and Batch Numbers

In this chapter you will learn how serial numbers and batch numbers are used, and how to set up, allocate, and change serial numbers and batch numbers. In addition, we will focus on how to use the serial and batch number tracing functionality in Microsoft Axapta.

Lessons
<ul style="list-style-type: none"> ▪ Setting up Serial and Batch Numbers as Inventory Dimensions ▪ Manually Allocating Serial and/or Batch Numbers ▪ Automatically Allocating Serial and/or Batch Numbers ▪ Creating Number Groups for Automatic Allocation ▪ Understanding Tracing ▪ Tracing the Receipt and Issue of Serialized Items ▪ Trace Inventory Dimensions ▪ Changing Serial and Batch Numbers ▪ Edit Dimensions Form ▪ Transfer Journal
Lab 1: Manually Allocating Serial and Batch Numbers
<ul style="list-style-type: none"> ▪ Set up a Manually Allocated Serialized Item
Lab 2: Automatically Allocating Serial and/or Batch Numbers
<ul style="list-style-type: none"> ▪ Set up an Automatically Allocated Serialized Item
Lab 3: Changing Serial and Batch Numbers
<ul style="list-style-type: none"> ▪ Change the Batch Number on an Item Transaction

After completing this chapter, students will be able:

- To understand the concept of a serial number and a batch number
- To understand the setup of serial and batch numbers as Inventory dimensions
- To learn how to manually allocate serial and batch numbers
- To learn how to automatically allocate serial and batch numbers
- To understand how to create a number group that will be used to automatically allocate serial and batch numbers
- To understand the importance and relevance of tracing via serial and batch numbers
- To be able to trace the receipt and issue of serialized items within Microsoft Axapta
- To learn how to change a serial or batch number

Chapter 6: Over/Under Delivery and Miscellaneous Charges

In this chapter, you will learn how to handle discrepancies between ordered and received or delivered quantities in Microsoft Axapta. In addition, you will learn how to handle miscellaneous charges in Sales and Purchase orders, including how to allocate charges to items and how to include landed costs in an item's total cost.

Lessons
<ul style="list-style-type: none"> ▪ Over/Under Delivery Setup ▪ Parameter Setup ▪ Item Setup ▪ Over/Under Delivery Transactions ▪ Miscellaneous Charges ▪ Fixed Charges ▪ Miscellaneous Charges Codes ▪ Setting up Manual Miscellaneous Charges ▪ Setting up Automatic Miscellaneous Charges ▪ Editing Automatic Miscellaneous Charges ▪ Miscellaneous Charges Transactions ▪ Landed Cost Miscellaneous Charges
Lab 1: Over/Under Delivery Setup
<ul style="list-style-type: none"> ▪ Set up an Item for Under Delivery
Lab 2: Over/Under Delivery Transactions
<ul style="list-style-type: none"> ▪ Under Delivery Transaction
Lab 3: Miscellaneous Charges
<ul style="list-style-type: none"> ▪ Test Your Skills
Lab 4: Setting up Manual Miscellaneous Charges
<ul style="list-style-type: none"> ▪ Test Your Skills
Lab 5: Setting up Automatic Miscellaneous Charges
<ul style="list-style-type: none"> ▪ Test Your Skills
Lab 6: Miscellaneous Charges Transactions
<ul style="list-style-type: none"> ▪ Sales Order Example ▪ Purchase Order Example
Lab 7: Landed Cost Miscellaneous Charges
<ul style="list-style-type: none"> ▪ Landed Cost Scenario 1: Vendor Incurred Cost ▪ Landed Cost Scenario 2: Company Incurred Cost ▪ Adding Landed Cost Miscellaneous Charges

After completing this chapter, students will:

- Understand the parameter settings for over/under delivery
- Understand the item settings for over/under delivery
- Be able to adjust over/under delivery on an item for everyday and exception handling
- Know how to closing orders that haven't been fully received
- Understand working with miscellaneous charges, including fixed charges
- Be able to set up and define sales and purchase charge codes
- Be able to set up miscellaneous charges on order headers and lines

- Know how to allocate fixed fee costs to purchase order lines
- Be able to set up automatic miscellaneous charges
- Be able to define and use automatic miscellaneous charge codes
- Know how to assign Landed Cost

Chapter 7: Inventory Costing and Adjusting

In this chapter, you will learn how Microsoft Axapta calculates an item's cost price, average cost price, and utilizes standard cost price. The principles of Axapta's financial inventory, the purposes of different inventory models, and the purpose of adjusting and closing inventory will be covered. Also, you will learn how to adjust inventory according to the desired inventory model, close inventory, and calculate the final item consumption.

Lessons
<ul style="list-style-type: none">▪ Inventory Value▪ Average Cost Price▪ Floating Value▪ Standard Cost Price▪ Inventory Recalculation▪ Closing Adjustments▪ Closing Inventory▪ Inventory Costing Methods: FIFO, LIFO/LIFO Date, Weighted Average, Date Weighted Average▪ Adjusting Inventory▪ Inventory Costing and Adjusting Reports
Test Your Skills
<ul style="list-style-type: none">▪ Adjust Transactions▪ Recalculation▪ Close Inventory▪ Adjust On-Hand Inventory▪ Cancel Inventory Closing

After completing this chapter, students will be able:

- To understand the formula used by Microsoft Axapta for average cost price
- To understand why inventory value must be calculated
- To be able to define and determine Floating Value
- To learn how to include physical value in your physical inventory
- To understand how to utilize standard costs
- To be able to create an item using Standard Cost Method
- To learn how to recalculate Inventory Cost Price
- To be able to view settlements made via the recalculation
- To be able to perform and view a closing adjustment
- To be able to close inventory
- To be able to reopen closed inventory
- To understand FIFO; LIFO/LIFO Date; Weighted Average; and Date Weighted Average costing models
- To be able to perform and view inventory adjustments
- To be able to view the standard inventory costing and adjusting reports

Chapter 8: Quarantine Management

In this chapter you will learn how Microsoft Axapta utilizes Quarantine orders. Items can be set aside to await either manual or automatic approval, depending on set up. The item may be in quarantine for a certain period, for instance, for quantity control purposes. Document management can be utilized, along with a Quarantine order, in order to document data for a specific order. Quarantine management is part of the Axapta Inventory management module.

Lessons
<ul style="list-style-type: none"> ▪ Quarantine Management Setup ▪ Quarantine Warehouse Setup ▪ Quarantine Parameters ▪ Quarantine Item Management ▪ Quarantine Processing ▪ Manual Quarantine Orders ▪ Automatic Quarantine Management ▪ Quarantine Order Processing Options ▪ Inventory Transactions on Quarantine Items
Lab 1: Quarantine Warehouse Setup
<ul style="list-style-type: none"> ▪ Set up a Quarantine Warehouse
Lab 2: Quarantine Parameters
<ul style="list-style-type: none"> ▪ Create Quarantine Inventory
Lab 3: Quarantine Processing
<ul style="list-style-type: none"> ▪ Purchase to Quarantine Inventory
Test Your Knowledge
<ul style="list-style-type: none"> ▪ Quarantine Managed Items

After completing this chapter, students will be able to:

- Set up a warehouse for quarantine usages
- Understand the relationship between default and quarantine warehouses
- Set up parameters necessary for quarantine management
- Understand the quarantine process
- Determine the statuses of a quarantined order
- Understand the transactions created in the quarantine management process

Chapter 9: Reporting and Statistics

In this chapter we introduce how the ABC Inventory Classification System is used in Axapta. We will also discuss how to use Microsoft Axapta reports to assist in forecasting sales and purchase expectations.

Lessons
<ul style="list-style-type: none"> ▪ ABC Inventory Classification ▪ Pareto's Law ▪ ABC Codes ▪ ABC Classification Job ▪ Inventory Forecasting Reports ▪ Purchase Order Analysis ▪ Deciding Item Coverage ▪ Sales Order Analysis
Lab 1: ABC Inventory Classification
<ul style="list-style-type: none"> ▪ Making an ABC Forecast ▪ Establishing Inventory Control
Lab 2: Reports
<ul style="list-style-type: none"> ▪ Run the ABC Classification Report ▪ Run the Item/Customer Statistics Report

After completing this chapter, students will be able to:

- Understand the ABC Inventory Classification System and its use in Microsoft Axapta
- Understand the use of Axapta reports in forecasting sales and purchase expectations