

About NAV 2013 Core Setup & Finance:

The certification consists of topics from the following courses:

- 80434: Fixed Assets in Microsoft Dynamics NAV 2013
- 80435: Application Setup in Microsoft Dynamics NAV 2013
- 80439: Introduction to Microsoft Dynamics NAV 2013
- 80534: Finance Essentials in Microsoft Dynamics NAV 2013
- 80535: Finance Advanced in Microsoft Dynamics NAV 2013

The Certification Exam is:

- Prometric Exam #MB7-701 Microsoft Dynamics NAV 2013 – Core Setup and Finance

Experience shows that many errors occur because we do not read the question properly. We think that we know what they are going to ask, and therefore we jump right to a conclusion.

Do not do that.

Here is some advice that can help you in the certification room:

- 45 Questions (the total pool of questions are 75 and two different sets of questions will be generated from these)
- Each question is weighted depending on the level of complexity.
- Points will be given for partly correct answers.
- Time is approx. 100 minutes (depending on language)
- Don't panic when you get the Printing dialog box before the test starts, it always does that
- Read and understand the question in its full length
- Make notes on the paper if that helps you to understand the question better
- Read all options even if the first option is correct. The second might be more correct and the third even more
- You will always be given the number of options required
- If you identify more options than they require, then you have not read the question properly; Read it again!
- If you are the least in doubt, answer the question with your initial suggestion, mark the question, and move on to the next. Don't get stuck on one question
- Marking questions will highlight the question later, so that you will be able to return to the question and revise the answer after having answered all questions
- Missing options in the answer will also highlight the question in the revision window
- When you return to a marked question, DO NOT ALTER THE ANSWER, unless something else has made you remember the correct answer, or you might even have been given the answer in a later question
- Look for the keywords in the question; Is it a "NAV server installation" or a "NAV installation"?
- Be aware of the little word "not"; "Which is not an option" can easily become "which is an option" when being a little stressed

- Identify pairing of options like (A+B) (A-B) (C+D) (C-D), then you will know that you need one with A and B and one with C and D, which again makes easier to choose
- Look for the options that can be eliminated
- Look for the options that are different from the others. If only one option is different, it is usually not the correct option and can be eliminated (however exceptions to this have been seen)
- Don't be fooled by options that contain a number of unknown technical terms, that does not make it correct
- Go with your "gut feeling"

This advice given, let's take an overview of the certification. This will give a clue as to which topics should be prioritized. The Exam topics are:

Set Up the Microsoft Dynamics NAV Environment – 21%

Set Up an Application – 21%

Configure Fixed Assets – 14%

Manage Finance Essentials – 24%

Manage Advanced Finance – 20%

Note that the topics are spread evenly between the chapters. The only exception is that only one question represents "Rapid Start Services". Furthermore Microsoft will focus on all areas that were not a part of the 2009 certification. In this case: Cost Accounting, Cash Flow Management and Fixed Assets.

Set Up the Microsoft Dynamics NAV Environment

- Perform user personalization.
 - This topic may include:
 - customize the ribbon and navigation pane
 - choose columns on List pages
 - add and remove a FactBox from the FactBox pane
 - add and remove FastTabs on pages
 - customize charts
 - customize parts on the Role Center page
 - change the profile and role center
- Perform basic functions.
 - This topic may include:
 - use keyboard shortcuts

- enter and edit information
- add Microsoft OneNote to a record
- add notes and links to records
- send pages to Microsoft Word and Excel
- send pages as email attachments
- print reports and documents
- sort and search information
- use FactBoxes
- post documents
- Configure master data for sales and purchase processes.
 - This topic may include:
 - add general ledger (G/L) account cards
 - add Chart of Accounts pages
 - add customers and vendors
 - add item cards
- Create and process sales and purchase orders.
 - This topic may include:
 - create and process purchase orders
 - receive multiple purchase orders
 - create purchase invoices by using the Get Receipt Lines function
 - create sales quotes
 - convert quotes to sales orders
 - process sales orders

Set Up an Application

- Manage user rights and profiles.
 - This topic may include:
 - set up authentication
 - set up user rights
 - create permission sets
 - apply security filters
 - describe the setup of users and user profiles
- Set up number series and trail codes.
 - This topic may include:
 - set up and assign number series and number series relationships
 - assign customer numbers in the Sales & Receivables Setup window
 - set up source codes and reason codes
 - navigate the audit trail
- Set up general journal templates and batches.

- This topic may include:
 - describe general journal template fields and batch fields
 - create general journal templates
 - open general journal batches from a general journal
- Set up posting groups.
 - This topic may include:
 - set up and assign specific posting groups, including customer, vendor, inventory and bank account posting groups
 - set up and assign general posting groups
 - set up and assign value added tax (VAT) posting groups
 - post and review sales transactions
- Set up dimensions.
 - This topic may include:
 - set up and use dimensions and dimension values
 - describe
 - dimension combinations,
 - default dimensions,
 - account type default dimensions,
 - default dimension priority,
 - and conflicting default dimensions
- Set up and manage document approvals.
 - This topic may include:
 - set up document approvals
 - set up the notification system
 - set up and use a sales document approval system

Configure Fixed Assets

- Set up fixed asset components.
 - This topic may include:
 - set up fixed asset posting groups
 - set up depreciation books
 - set up fixed asset pages
 - set up main assets and asset components
 - record open transactions
 - make duplicate entries
 - copy fixed assets and fixed asset ledger entries
- Set up fixed asset transactions.
 - This topic may include:
 - describe journals for fixed assets
 - describe the purchase of fixed assets

- calculate and post depreciation
 - describe write-down and appreciation of fixed assets, fixed asset disposals, correction of entries, documenting and budgeting fixed asset transactions, fixed asset reports, cost-accounting depreciation, indexation, and minor assets
- Set up reclassification, maintenance, and insurance of fixed assets.
 - This topic may include:
 - set up asset transfer
 - set up partial disposal of an asset
 - combine assets
 - set up maintenance information
 - set up maintenance registration and costs
 - set up maintenance cost reporting
 - set up insurance information
 - assign assets to insurance policies
 - monitor insurance coverage
 - update insurance information
 - describe index insurances

Manage Finance Essentials

- Set up business processes.
 - This topic may include:
 - set up the general ledger
 - set up accounting periods
 - use the G/L account card ribbon
 - use the Chart of Accounts page
- Set up general journals.
 - This topic may include:
 - create and post journal entries
 - create standard journals
 - process recurring journals
 - process reversals and corrections
- Set up cash management.
 - This topic may include:
 - set up bank accounts
 - create customer and vendor accounts
 - set up cash receipt and payment journals
 - suggest vendor payments
 - print and post payables checks
 - void checks
 - apply payments

- unapply customer and vendor ledger entries
 - reverse posted journals
 - describe bank reconciliation
- Manage receivables and payables.
 - This topic may include:
 - set up and process sales and purchase payment discounts
 - set up and process payment and payment discount tolerances
 - review posted payment discount tolerances and payment tolerance entries
 - review customer and vendor statistics
 - set up and assign reminder terms
 - create and issue reminders
 - set up and assign finance charge terms
 - create and issue finance charge memos
 - calculate interest on reminders
 - set up Intrastat journals
 - prepare Intrastat reports
- Manage VAT.
 - This topic may include:
 - describe VAT calculation types
 - display VAT amounts in sales and purchase documents
 - adjust VAT amounts in sales and purchase documents and journals
 - describe unrealized VAT, VAT statements, and VAT settlement
 - set up the VAT rate change tool
 - perform VAT rate conversions
- Set up prepayments.
 - This topic may include:
 - set up general posting groups
 - set up unrealized VAT for prepayments
 - set up number series for prepayment documents
 - set up prepayment percentages for customers and vendors
 - set up prepayment verification
 - set up prepayment processing flows
 - set up and process prepayment sales and purchase orders
 - correct prepayments
- Set up year-end closing processes.
 - This topic may include:
 - close a fiscal year
 - transfer income statement account balances
 - post journals

Manage Advanced Finance

- Manage multiple currencies.
 - This topic may include:
 - set up currency pages and currency exchange rates
 - set up multiple currencies for customers, vendors, and bank accounts
 - process sales and purchase documents
 - process cash receipts
 - process payments
 - adjust exchange rates for customers, vendors, and bank accounts
 - set up and use additional reporting currencies
 - adjust exchange rates for G/L accounts
 - display the exchange rate adjustment register
- Manage budgets.
 - This topic may include:
 - set up G/L budgets
 - set up budget pages
 - create budgets manually
 - copy budgets
 - export and import budgets
- Manage cost accounting.
 - This topic may include:
 - explain a cost accounting workflow
 - set up cost accounting
 - describe cost entries, cost budgets, cost allocation, cost accounting history, and reporting
- Manage cash flow forecast.
 - This topic may include:
 - set up and create cash flow forecasts
 - describe cash flow forecast reporting
- Manage financial reporting and analysis.
 - This topic may include:
 - analyze the chart of accounts
 - describe account schedules
 - describe analysis by dimensions
 - export analysis views to Microsoft Excel
 - describe dimension-based reports
 - combine analysis views with account schedules
 - describe financial performance charts