

Table of Contents

1	What is Microsoft Dynamics AX?	1
1.1	Axapta and the History of Dynamics AX.....	1
1.2	Dynamics AX 2009 Product Overview	2
1.3	Technology and System Architecture.....	4
1.4	Application Components	8
2	Getting Started: Navigation and Basic Setup	13
2.1	User Interface and Common Tasks.....	13
2.1.1	Logon and Authentication	13
2.1.2	User Interface	14
2.1.3	Navigation.....	21
2.1.4	Working with Records.....	25
2.1.5	Role Centers	31
2.1.6	Filter, Find and Sort.....	32
2.1.7	Printing and Reporting	39
2.1.8	Help System	44
2.1.9	Case Study Exercises.....	45
2.2	Advanced Options	46
2.2.1	User Options and Personalization.....	46
2.2.2	Record Information and Templates	49
2.2.3	Document Management	53
2.2.4	Alert Rules and Notifications.....	55
2.2.5	Case Study Exercises.....	57
2.3	Security and Information Access.....	57
2.3.1	User Groups and Permissions	58
2.3.2	Users and Employees.....	60
2.3.3	Security Domains.....	62
2.3.4	Case Study Exercise.....	63

Table of Contents

2.4 Organizational Structures.....64

 2.4.1 Organizational Units64

 2.4.2 Company Accounts66

 2.4.3 Virtual Company Accounts.....69

 2.4.4 Sites70

 2.4.5 Case Study Exercise71

2.5 General Settings71

 2.5.1 Number Sequences72

 2.5.2 Currencies74

 2.5.3 Periods.....75

 2.5.4 Global Address Book.....77

 2.5.5 Other Settings78

3 Purchasing79

 3.1 Business Processes in Purchasing.....79

 3.1.1 Basic Approach.....79

 3.1.2 At a Glance: Purchase Order Processing in Dynamics AX82

 3.2 Vendor Management.....84

 3.2.1 Vendor Records.....84

 3.2.2 Payment Terms and Cash Discount87

 3.2.3 Ledger Integration90

 3.2.4 Case Study Exercises91

 3.3 Item Management.....92

 3.3.1 Item Records in Purchasing.....92

 3.3.2 Purchase Price and Discount.....94

 3.3.3 Case Study Exercises97

 3.4 Purchase Orders.....98

 3.4.1 Basics of Purchase Order Processing.....98

 3.4.2 Planned Orders100

 3.4.3 Purchase Requisitions103

 3.4.4 Requests for Quote.....105

3.4.5	Purchase Orders.....	108
3.4.6	Blanket Purchase Orders	114
3.4.7	Order Cancellation	115
3.4.8	Purchase Order Printing.....	116
3.4.9	Case Study Exercises	119
3.5	Item Receipt.....	121
3.5.1	Receipts List.....	121
3.5.2	Inventory Registration	122
3.5.3	Packing Slip Receipt.....	124
3.5.4	Partial Delivery, Over and Under Delivery	126
3.5.5	Order Status and Inquiries	128
3.5.6	Case Study Exercises	131
3.6	Invoice Receipt.....	132
3.6.1	Invoice Receipt Posting.....	133
3.6.2	Collective Invoice	135
3.6.3	Order Status and Inquiries	138
3.6.4	Case Study Exercises	140
3.7	Credit Notes and Item Returns.....	141
3.7.1	Crediting Item Returns	141
3.7.2	Other Ways of Crediting	143
3.7.3	Case Study Exercise.....	144
4	Sales and Distribution.....	145
4.1	Business Processes in Sales and Distribution	145
4.1.1	Basic Approach	145
4.1.2	At a Glance: Sales Order Processing in Dynamics AX	148
4.2	Customer Management	150
4.2.1	Basic Data and Comparison to Vendors Records.....	150
4.2.2	Case Study Exercises	153
4.3	Item Management.....	153
4.3.1	Item Records in Sales	153

Table of Contents

4.3.2	Sales Price and Discount	154
4.3.3	Case Study Exercises	159
4.4	Sales Orders	159
4.4.1	Basics of Sales Order Processing	159
4.4.2	Order Registration	161
4.4.3	Pricing.....	165
4.4.4	Miscellaneous Charges.....	167
4.4.5	Order Confirmation.....	169
4.4.6	Case Study Exercises	169
4.5	Distribution.....	170
4.5.1	Picking List	173
4.5.2	Output Order and Shipment	174
4.5.3	Packing Slip	176
4.5.4	Case Study Exercises	178
4.6	Invoicing	179
4.6.1	Invoicing Sales Orders	179
4.6.2	Free Text Invoices	181
4.6.3	Credit Notes and Item Returns	183
4.6.4	Case Study Exercises	185
4.7	Direct Delivery	187
4.7.1	Processing Direct Deliveries.....	187
4.7.2	Case Study Exercise.....	188
5	Manufacturing.....	189
5.1	Business Processes in Manufacturing	189
5.1.1	Basic Approach.....	189
5.1.2	At a Glance: Production Order Processing in Dynamics AX.....	192
5.1.3	Multisite Functionality in the Production Module.....	194
5.2	Items and Bills of Materials	194
5.2.1	Item Records in Manufacturing	195
5.2.2	Bills of Materials (BOM).....	196

5.2.3	Case Study Exercises.....	202
5.3	Work Centers and Routes.....	203
5.3.1	Production Units.....	203
5.3.2	Work Center Groups.....	204
5.3.3	Works Centers.....	206
5.3.4	Routes and Operations	208
5.3.5	Case Study Exercises.....	213
5.4	Production Orders.....	214
5.4.1	Basics of Production Order Processing.....	215
5.4.2	Order Registration.....	218
5.4.3	Estimation.....	220
5.4.4	Scheduling	221
5.4.5	Releasing.....	222
5.4.6	Starting.....	222
5.4.7	Case Study Exercises.....	223
5.5	Production Journal Transactions.....	224
5.5.1	Picking List.....	225
5.5.2	Working Time Registration.....	227
5.5.3	Case Study Exercises.....	228
5.6	Reporting as Finished and Ending Production	228
5.6.1	Reporting as Finished	228
5.6.2	Ending and Costing.....	230
5.6.3	Case Study Exercise.....	231
6	Operations Planning	233
6.1	Business Processes in Operations Planning.....	233
6.1.1	Basic Approach	233
6.1.2	At a Glance: Master Planning in Dynamics AX	234
6.2	Forecasting	235
6.2.1	Basics of Forecasting	235
6.2.2	Forecast Settings	236

Table of Contents

- 6.2.3 Forecasts and Forecast Scheduling238
 - 6.2.4 Case Study Exercises240
- 6.3 Master Planning241
 - 6.3.1 Basics of Master Planning241
 - 6.3.2 Master Planning Setup243
 - 6.3.3 Item Coverage and Item Settings.....245
 - 6.3.4 Master Scheduling and Planned Orders.....248
 - 6.3.5 Case Study Exercises252
- 7 Inventory Management.....253
 - 7.1 Principles of Inventory Transactions253
 - 7.1.1 Basic Approach.....253
 - 7.1.2 At a Glance: Inventory Journal Transactions in Dynamics AX256
 - 7.2 Item Management.....258
 - 7.2.1 Item Records.....258
 - 7.2.2 Inventory Dimension Groups261
 - 7.2.3 Inventory Model Groups264
 - 7.2.4 Cost Price Settings.....267
 - 7.2.5 Transactions Inquiry.....268
 - 7.2.6 Quantity on Hand271
 - 7.2.7 Case Study Exercises273
 - 7.3 Inventory Valuation274
 - 7.3.1 Valuation Method275
 - 7.3.2 Inventory Closing and Adjustment.....278
 - 7.3.3 Case Study Exercises279
 - 7.4 Business Processes in Inventory280
 - 7.4.1 Inventory Structures and Parameters280
 - 7.4.2 Journal Transactions.....283
 - 7.4.3 Inventory Counting286
 - 7.4.4 Quarantine287
 - 7.4.5 Case Study Exercises289

8 Finance Administration.....	291
8.1 Principles of Ledger Transactions.....	291
8.1.1 Basic Approach	291
8.1.2 At a glance: Ledger Journal Transactions in Dynamics AX.....	292
8.2 Setting up Finance.....	293
8.2.1 Chart of Accounts.....	293
8.2.2 Customer, Vendor and Bank Accounts	295
8.2.3 System accounts.....	296
8.2.4 Financial Dimensions.....	297
8.2.5 VAT / Sales Tax Settings.....	298
8.2.6 Case Study Exercises.....	301
8.3 Business Processes in Finance.....	301
8.3.1 Basics Setup for Journal Transactions.....	301
8.3.2 General Journals	303
8.3.3 Invoices	307
8.3.4 Payments.....	310
8.3.5 Reversing Transactions.....	314
8.3.6 Case Study Exercises.....	315
8.4 Ledger Integration.....	316
8.4.1 Basics of Ledger Integration.....	317
8.4.2 Ledger Integration in Inventory	317
8.4.3 Ledger Integration in Production.....	320
Appendix.....	323
Appendix A: Setup of the Test/Learning Company	323
Appendix B: Setup Checklist	323
Basic Setup.....	324
Master Data and Further Essential Setup.....	328
Appendix C: Icons and Shortcut Keys.....	331
Bibliography.....	333
Index.....	335