

## Microsoft® Dynamics NAV Not-for-Profit Industry Solution Serenic Navigator

With its high performance client/server technology and "ERP" functionality for not-for-profit organizations and government agencies, Microsoft Dynamics NAV allows you to focus on fulfilling your organization's mission instead of dwelling on your system's reliability. Microsoft Dynamics NAV allows you to:

- Manage multiple funds efficiently with automated balancing of funds.
- Increase the efficiency of your procurement functions.
- Have instant access to critical financial data across any time frame.
- Eliminate tedious and expensive paper-based approvals and budgetary controls.
- Empower non-accounting users through user portals for data entry, inquiry and reporting.
- Secure your long-term investment in technology with unparalleled data integrity.



With Microsoft Dynamics NAV, you don't have to hope for a miracle to get a database that never crashes, data that never gets corrupted and funds that are always balanced. Finally, you can implement an accounting system without compromising between great functionality and great technology. Microsoft Dynamics NAV provides great fund accounting software, as well as a comprehensive "ERP" solution to handle inventory, sales orders and job cost.

### Software That's Easy to Learn

Your staff does not need lengthy, expensive training to learn Microsoft Dynamics NAV. The system's intuitive, Microsoft certified user interface allows your staff to use it with a minimal amount of training. Microsoft standard functions such as cut, copy, paste, edit and replace can be found as in any Microsoft application such as Word or Excel. New users can easily learn the application and become productive quickly. Microsoft Dynamics NAV allows you to focus on your mission, not on your software.

### Automatically Balance your Fund Transactions

Microsoft Dynamics NAV ensures that each fund is balanced automatically at both the fund and fund class levels. Due to/from entries are generated automatically and are immediately visible to allow you instant inquiry and reporting. Advanced options allow you to distribute control entries for accounts payable and cash transactions, thus eliminating the need for due-to/from entries in many instances.

### Manage your entire procurement cycle

Requisitions may be entered by both local and remote users utilizing web portals or Windows, and then tracked all the way through the purchasing, invoicing and payment cycles. All line-level purchase transactions may be electronically verified for budget availability, as well as routed for approvals based on your organizational policies.

All electronic transactions are supported by email notifications with customizable text messages. Direct interfaces are provided for the purchasing of inventory items, as well as acquisition of fixed assets.

### **Allocate and Track Expenses Proactively**

With the ability to allocate transactions as they are entered and posted, plus the ability to check against available budget amounts, Microsoft Dynamics NAV allows you to anticipate control issues rather than react to them. Use multiple user-defined criteria to learn about budget overruns immediately. Reduce your month-end surprises with proactive allocations and budgeting.

### **Monitor Budget Availability in Real Time**

Microsoft Dynamics NAV generates both commitment and encumbrance transactions as purchase requisitions and purchase orders are approved. This allows you to monitor available budget in real-time as the net balance after commitments, encumbrances and actual expenditures. Any new transaction entered is checked against budget based on your policy, thereby ensuring that budget transfers and exceptions are made proactively with a comprehensive audit trail.

### **Eliminate Paper**

Microsoft Dynamics NAV allows you to set up multiple business rules to govern how transactions should be evaluated for budget availability and other management approvals. All transactions entered into the system may be evaluated based on amount thresholds and sequentially routed to multiple people for electronic approvals. Budget control rules may be established by threshold percentages and then either stopped until budget amounts are made available, or until management approval is provided. All transaction events are monitored automatically with email notifications being sent to all interested parties. Eliminating paper increases operational efficiencies, dramatically reduces administrative costs, and improves the visibility of the purchasing cycle to all your users.

### **Reporting is a Snap**

As a government or not-for-profit organization, you must report to multiple constituents on a regular basis to support your funding requests. Microsoft Dynamics NAV makes reporting easy. Standard account schedules allow accounting users to quickly and easily define row and column formats. On-line account schedules provide instant drill-down to transactions, as well as quick navigation to

supporting sub-ledger entries and source documents. With NAV Analyst you can report on any fund, program, object or combination of these using Microsoft Excel, as well as deploy financial reports via the web.

You can also export financial statements using XBRL taxonomies and publish them electronically so they are readily available to your fund providers, board members or auditors. With Microsoft Dynamics NAV's flexible reporting capabilities, you will be able to produce accurate reports in the correct format every time.

### **Satisfy Your Need For Knowledge**

Advanced relational database technology inherent to NAV, called Sum Index Flow Technology or SIFT™, lets you examine individual transaction and event information - easily and immediately. Microsoft Dynamics NAV continuously updates data to provide instant access to the latest information from anywhere in the system. Investigate specific transactions with on-the-fly drill down capabilities. Find the core details on vendors, employees, items, fixed assets, customers and general ledger accounts.

Transactions leave a complete audit trail so that even your complex business transactions become transparent. Microsoft Dynamics NAV's speed and easy access to real-time data leads to better operational efficiency for all your users.

Take advantage of the flexibility of the Internet to empower non-accounting personnel. Use the web to allow the entry of purchase requisitions, time sheets and expense reports. Also deploy financial reports using Web Analyst to program managers and other department heads. Integrated web applications reduce your transactions costs by eliminating errors due to redundant data entry, as well as streamlining your operations by eliminating paper based systems.

### **Save Time and Money**

You want to spend your funding on your organization's programs and goals - not to compensate for software deficiencies. Microsoft Dynamics NAV's rich features allow you to optimize consulting services to provide real, measurable value to improve your processes. Don't waste expensive consulting time. Conserve your precious funding resources for your organization's mission and long-term success.

# Key Features and Descriptions

## **General Ledger and Financial Reporting:**

- Logical chart of accounts with 10 segments, 110 alphanumeric characters
- Track and report financial activity for multiple funds
- Comply with GASB 34/SFAS 117 regulations
- Perform allocations automatically
- Balance funds automatically in real-time
- Financials with Excel-based reporting capabilities
- Balance by fund and by fund class
- Budget, Commitment, Encumbrance, Actual and Statistical transactions
- Give accounting and non-accounting users immediate access to critical financial data
- Consolidate domestic and/or foreign affiliates

## **Advanced Budgeting**

- Construct multiple budget plan sheets
- Copy budget from history
- Import budgets from spreadsheets
- Monitor expenditures against multiple fiscal year budgets
- Implement budget alerts with email notifications

## **Purchases & Payables**

- Automate the entire purchasing process including quotes, requisitions, blanket orders and purchase orders
- Manage budgetary control rules proactively with multiple thresholds
- Approve transactions against organizational spending rules electronically
- Perform commitment and encumbrance accounting
- Transfer funds electronically
- Organize and manage fixed assets, inventory and capital projects accounting
- Allow users to enter expenses from remote locations
- Allocate purchases by line-item
- Enter requisitions via web browser
- Enter expense reports via the web with automatic interface for expense checks and advances

## **Cash Management**

- Maintain balances in both local and foreign currencies
- Track receipts and payments by bank account
- Unlimited number of bank accounts
- Make AP and payroll disbursements manually, with computer checks or electronically
- Reconciliation of all bank accounts with bank statements
- Distributed entries to GL to automate cash disbursements by fund

# Key Features and Descriptions

## Human Resources & Payroll

- Process payroll with full fund accounting integration
- Distribute labor costs including burden expenses using allocation codes
- Increase efficiency in recording employee time
- Calculate earnings and benefits
- Offer self-service functionality for employees
- Enter timesheets from remote locations
- Offer direct deposit of paychecks
- Write manual checks and print W2s, 940s and 941s
- Process deductions and contributions automatically including taxes, withholdings, insurance, 401k, Section 125, garnishments, advances and loans.
- Calculate salary pay, hourly pay, vacations and sick time and other accruals automatically

## Revenue and Receivables

- Track and manage cash received from constituents
- Manage revenue activity from funding sources and the delivery of goods and services
- Capture revenue based on expended or disbursed program expenses
- Perform reimbursement billing
- Integrate with the Inventory functional area
- Manage sales orders and multiple shipments
- Keep detailed records for aging, posted invoices and credit memos

## Inventory

- Multiple costing methods
- Identify reorder points and reorder quantities by item
- Item transfers, physical count worksheets and bills of material
- Import pictures of items
- Fully integrated with all purchasing and sales functions

## Fixed Assets

- Manage fixed assets in real-time
- Define and group assets
- Multiple depreciation methods including custom methods
- Periodic depreciation calculations and partial disposals
- Allocate assets transactions across funds
- Fully integrated with all purchasing documents

## Project Costing

- Track inventory, resources or other usage on capital projects or detailed projects
- Record purchases through purchase orders or vendor invoices
- Create project-level budgets
- Compare actual usage to budgets
- Incorporate project phases, tasks, steps and work types if needed

# Key Features and Descriptions

## Advanced Security

- By user
- By role
- By application object (i.e. forms, reports, tables)
- By GL segment
- By field

## Advanced Technology

- Improve data integrity and reliability
- Adapt easily to the changing needs of your organization
- Microsoft certified for Windows, Office, BackOffice and SQL Server
- Support remote users with browser interface
- Convert data and integrate with external software easily
- Customize forms, reports and tables
- Retrieve information instantly with high performance indexing
- Avoid loss of data with the fault-tolerant database design featuring rollback/recovery
- Learn the system, with its intuitive Microsoft certified Windows design, quickly

## Allocations

- Assign allocations to any document line or journal entry
- Allocate by fixed percentage, derived percentage, fixed amount
- Payroll allocations allocate all employees and employer expenses in real-time
- Base allocations on statistical data
- Allocated amounts can be checked for budget availability and approvals
- Generate indirect cost markup transactions automatically

## System Requirements

Microsoft Dynamics NAV was built using graphical 32-bit technology. The following operating systems are recommended:

- Client 32-bit: Windows 2000, Windows XP
- Server 32-bit: Windows 2000
- Database: Navision Server, Microsoft SQL Server 2000

Microsoft Dynamics NAV's Not-for-Profit Industry Solution was developed by Serenic Software, Inc. in partnership with Microsoft. Serenic is a Certified Microsoft ISV Partner with over 20 years experience with fund accounting software and modern accounting systems. Serenic understands the business and technical issues faced by not-for-profit and governmental agencies today. Serenic's mission is to deliver the most comprehensive high-performance client/server technology and advanced functionality to these organizations.

AVF Consulting, Inc. is a leading representative of Microsoft Dynamics NAV's Not-for-Profit Industry Solution. Our team of CPAs and accountants provides customer-specific systems design, analysis, development, implementation, training and support. For more information on Microsoft Dynamics NAV's Not-for-Profit Industry Solution, contact AVF Consulting, Inc. at 410-296-5100 or on the web at [www.avfconsulting.com](http://www.avfconsulting.com).