YOUR HUMAN RESOURCES BUSINESS SOLUTIONS ROADMAP

The right way to strategically manage your people

To maximize your business potential, you need to strategically manage your organization's most important business asset—your employees. With Microsoft Dynamics® NAV business management solutions, you have the human resources, benefits, staffing, compensation, time and attendance, and talent management tools you need to manage your employees more effectively.

Manufacturing

Supply Chain Management

Field Service

Financial Management

Human Resources

Project Management

Business Intelligence

Risk Management

Microsoft Dynamics NAV

Human resources and payroll solutions overview

Time-consuming manual and nonintegrated processes greatly increase the risk of redundant data entry and the margin for error. Microsoft Dynamics NAV business management solutions help you manage all facets of your human resources (HR) more easily and accurately.

The result: Increased employee satisfaction and an empowered staff that can access critical information quickly and perform routine business activities more efficiently.

Gain greater control

Microsoft Dynamics NAV enables your people to take control of demanding HR processes to ensure accuracy and meet increasingly complex compliance, regulatory, and reporting requirements. Through the integration of core functions, critical data is available at your employees' fingertips—where and when they need it. Tight security features and role-tailored access help to ensure that sensitive information is delivered only to the right people.

Streamline processes

Automated time-and-attendance systems have become a cornerstone for effective workforce management systems. Microsoft Dynamics NAV helps you improve productivity and reduce human error by eliminating manual data, tracking, and calculations, without adding to your overhead. It also empowers HR employees to maximize efficiency and reduce costs through the automation of routine tasks.

Save time

With flexible reporting options enabled by fully integrated data sharing, Microsoft Dynamics NAV delivers strategic information on demand to help you identify trends, comply with mandated programs, and track expenses for internal reporting, budgeting, and compliance. This information enables you to strategically plan and manage your HR budget and to provide personnel management, reporting, services, and other organizational support in a cost-effective manner.

Make more confident decisions

Automating employee data empowers your HR staff with the visibility they need to make faster, more informed organizational decisions on critical matters such as on-boarding and off-boarding workers, as well as benefit management. The integrated systems of Microsoft Dynamics NAV enable quick and convenient transformation of HR data into useful information to help you minimize risks and maximize productivity.
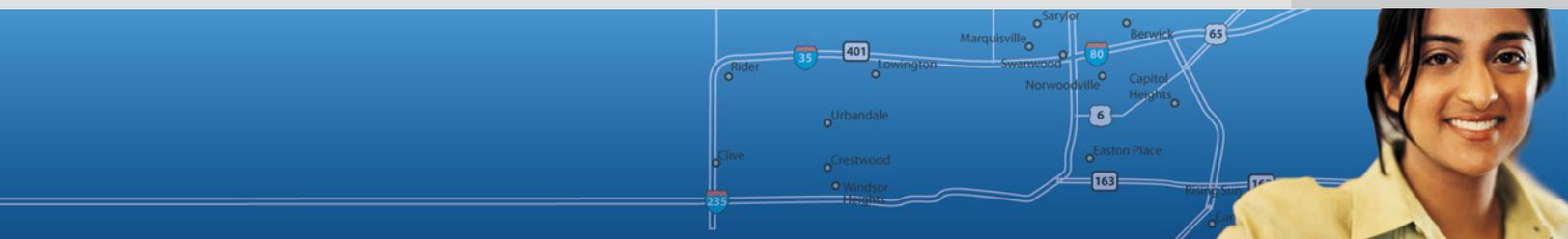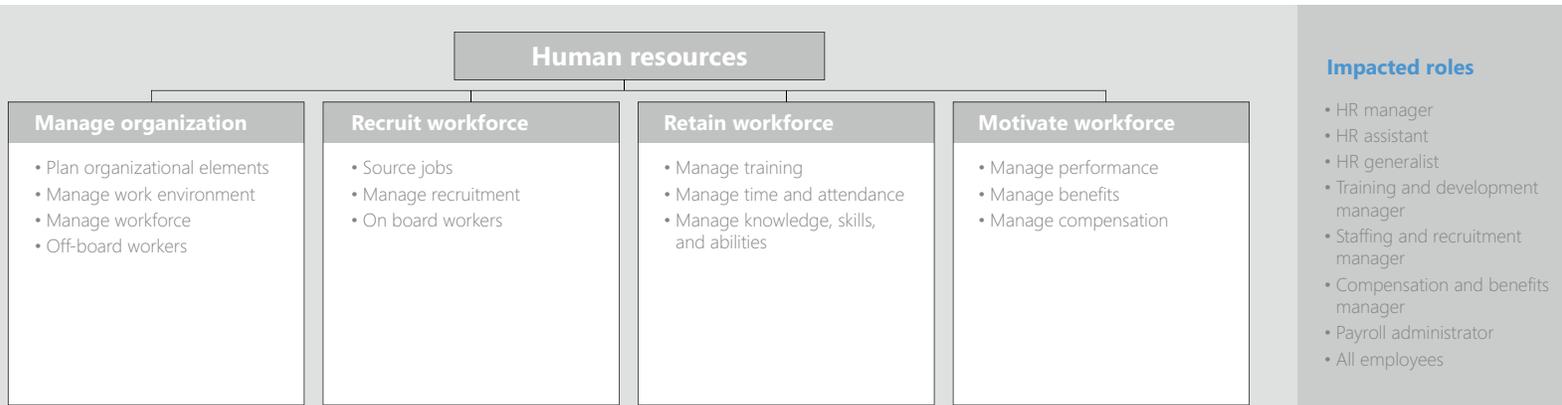
Microsoft Dynamics® NAV

Business process: Manage organization

With scattered data converging from many locations across your organization, managing your workforce and work environment effectively can be challenging. Integrated and automated HR processes can help you better manage employee time, maximize productivity, and optimize the return on your labor investment.

The human resources solutions of Microsoft Dynamics NAV adjust to the way you work to help you efficiently manage the unique needs of your organization. These innovative tools facilitate effective communication with your staff and create better services and programs for your employees. The customizable schedules, pay rates, and hiring process functionality within Microsoft Dynamics NAV fit smoothly with your existing systems and work like and with other Microsoft® products, so your employees and managers can adopt the solution quickly.

Key benefits:
- **Increase visibility.** Give your management team the pertinent information they need to make better-informed organizational decisions.
- **Reduce overhead costs.** Streamline and automate reporting requirements to eliminate time consuming and costly manual procedures.
- **More consistent hiring practices.** Customizable hiring processes, scheduling, and performance evaluation tools help increase productivity and ensure fairness.

Human resources

Manage organization	Recruit workforce	Retain workforce	Motivate workforce
• Plan organizational elements • Manage work environment • Manage workforce • Off-board workers	• Source jobs • Manage recruitment • On board workers	• Manage training • Manage time and attendance • Manage knowledge, skills, and abilities	• Manage performance • Manage benefits • Manage compensation

Impacted roles

- HR manager
- HR assistant
- HR generalist
- Training and development manager
- Staffing and recruitment manager
- Compensation and benefits manager
- Payroll administrator
- All employees

Business process: Recruit workforce

Your business success depends on attracting the right people to do the right job. Manually tracking job applicants can slow down the interviewing process and cost your hiring managers valuable time. Streamlining the recruitment process for your HR team helps them more quickly identify top applicants and monitor hiring procedures.

Real-time access to pertinent information such as job applications and interview evaluations is essential to enabling strong hiring and employee management decisions. From applicant tracking to on-boarding and beyond, Microsoft Dynamics NAV streamlines the entire recruitment process in one place. Using standardized and automated hiring processes, you can attract, screen, and hire the best talent, giving you an edge over the competition.

By automating both external and internal personnel recruitment, you can control the process from the moment an application is received, through correspondence and interviews, right up to the point of employment or rejection. All this information is then stored and easily retrieved for future reference. The recruitment features in Microsoft Dynamics NAV provide standard and customizable hiring forms and letters to give applicants a professional and efficient introduction to your company.

Key benefits:
- **Make faster, more strategic decisions.** Attract and retain top talent using customizable hiring, scheduling, and performance evaluation tools.
- **Streamline the application process.** Increase efficiency using customizable interview forms and letter templates.
- **Standardize hiring processes.** Identify top applicants, and maintain a fair and consistent hiring process with customized interview forms and templates for acknowledgement, invitation, offer, and rejection letters.
- **Empower employees to apply for internal job openings.** Allows managers to post job openings online and then view the status of employee-submitted applications.

Microsoft Dynamics® NAV

Business process: Retain workforce

Losing skilled employees impacts your bottom line and your productivity. By maximizing the potential of your existing workforce, you can provide your organization with significant benefits—from improved employee morale to reduced turnover. Treating employees consistently and providing access to educational, training, and internal growth opportunities can help you retain a highly skilled workforce that can fuel your business success.

Keeping manual records of your employees' training and skills can be time consuming and challenging. Through a series of automated self-service tools, Microsoft Dynamics NAV empowers your employees to manage their own personal development and track their own career paths.

Key benefits:
- **Meet industry and customer requirements.** Keep your employees up-to-date on mandatory certifications.
- **Manage recruitment.** Automate the tracking of job applicants and make more well-informed decisions by identifying qualified employees or applicants quickly.
- **Track staff development.** View which employees have completed the training programs and certifications necessary to respond to growth opportunities.
- **Retain high-performing employees.** Build companywide confidence by treating employees consistently with timely and effective performance reviews and benefits life-cycle management.
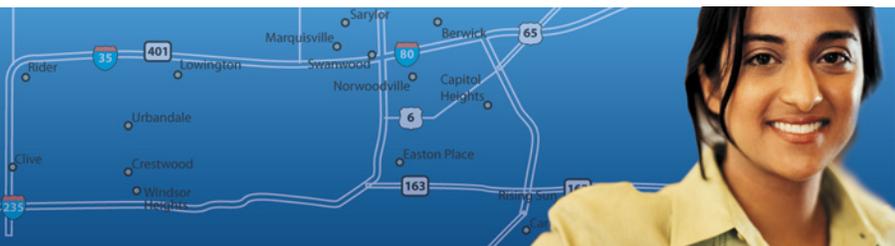
Basic Human Resources: Make fast, strategic decisions for attracting and retaining top talent, and offer employees better services and programs with customizable hiring processes, scheduling, and performance evaluation tools.

Employee Portal: Give employees the ability to view, create, update, and delete data in an easy-to-use, well-known environment, as well as view reports, execute business logic, and perform searches.
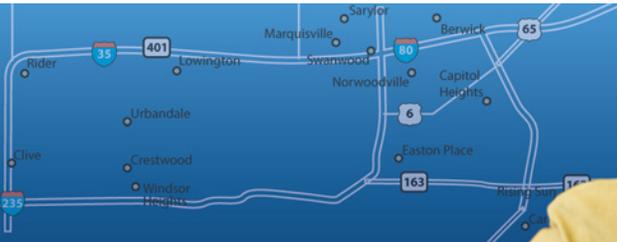
Business Essentials

Includes *all* of the following components:

Accounts Schedules
Advanced Dimensions
Allocations
Alternative Order Addresses
Alternative Ship-To's
Alternative Vendors
Analysis Reports
Application Server
Bank Account Management
Bank Reconciliation
Basic Dimensions
Basic Fixed Assets
Basic General Ledger
Basic Human Resources
Basic Inventory
Basic Payables
Basic Receivables
Basic Resources
Basic XBRL
Bills of Materials
Bin
Budgets
C/FRONT
C/OCX
C/ODBC
Change Log
Check Writing
Codeunits
Consolidation
Contact Management
Drop Shipments
Extended Text
Fixed Assets—Allocations
Fixed Assets—Reclassification
Form/Page Designer
Microsoft FRx® Desktop users
Intrastat®

Item Budgets
Item Charges
Item Cross References
Item Substitution
Item Tracking
Job Queue
Location Transfers
Microsoft SQL Server Desktop Engine
Microsoft SQL Server Option
Multiple Currencies
Multiple Document Languages
Multiple Locations
Nonstock Items
Outlook Client Integration
Per Database License
Permissions
Purchase Invoicing
Purchase Invoice Discounts
Purchase Line Discounting
Purchase Line Pricing
Purchase Order Management
Purchase Return Order Management
Reason Codes
Report and Dataport Designer
Requisition Management
Sales Invoice Discounts
Sales Invoicing
Sales Line Discounting
Sales Line Pricing
Sales Order Management
Sales Return Order Management
Sales Tax
Salespeople/Purchasers
Shipping Agents
Stockkeeping Units
Subsidiary
Task Management
User IDs & Passwords
Unlimited Companies
Windows® NT

Advanced Management

The Advanced Management Edition includes *all* of the Business Essentials Components plus the following components:

Basic Capacity Planning
Budgets/Estimates
Calendars
Campaign Management
Campaign Pricing
Capacity Management
Client Monitor
Contact Classification
Contact Search
Cycle Counting
Inter-company Postings
Interaction/Document Management
Jobs
Mail Logging for Microsoft Exchange
Multiple Costs
Opportunity Management
Order Promising
Production Bill of Materials
Production Orders
Production Schedule
Reclassification
Standard Cost Worksheet
XML Port Designer

Advanced Management Enterprise

Advanced Management Enterprise components are compatible with the Advanced Management Edition. These a la carte components must be purchased individually.

Agile Manufacturing
Application Builder
Automated Data Capture System
Basic Supply Planning
Bin Set-Up
BRL Service Management Package
Business Analytics Base Functionality
Business Analytics Advanced
Business Notification
Business Notification Worksheet
Demand Forecasting
Demand Planner Collaborative

Demand Planner Power Base
Developer's Toolkit—Compare & Merge
Developer's Toolkit—Source Analyzer
Electronic Payments (ACH)
Employee Portal
Finite Loading
Insurance
Job Scheduling
Machine Centers
Maintenance
Pick
Planning and Dispatching

Put Away
Responsibility Centers
Service Contract Management
Service Item Management
Service Order Management
Service Price Management
Solution Developer
Version Management
Warehouse Receipt
Warehouse Shipment

A la carte

A la carte components are compatible with the Business Essentials or Advanced Management Editions. These additional components must be purchased individually.

Commerce Gateway
Codeunits
Dataports
DCO
Dynamics NAV Server
Electronic Payments (ACH)
Employee Portal
External Connector

Jobs
Kitting
FRx Currency Translator
FRx Drilldown Viewer™
FRx Report Launcher
FRx Report Manager
FRx Report Server
FRx WebPort

Mobile CAL
Multiple Languages
Pages/Forms
Reports
Table Designer
Tables
XML Ports

Disclaimers:
• Refer to the price lists for the official list of components by edition.
• Availability of components may vary by country.
• Illustrations represent packaging in a user model.

Microsoft Dynamics® NAV