HUMAN RESOURCES

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.
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.
**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.

**Recommended Microsoft Dynamics NAV granules:**

- Basic Human Resources
- Employee Portal

**Roles that are empowered:**

- HR assistant
- HR manager
- Payroll administrator
- Staffing and recruitment manager
- HR generalist

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<table>
<thead>
<tr>
<th>Human resources</th>
<th>Impact roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage organization</strong></td>
<td>HR manager, HR assistant, HR generalist, Staffing and recruitment manager, Payroll administrator, All employees</td>
</tr>
<tr>
<td><strong>Recruit workforce</strong></td>
<td>Source jobs, Manage recruitment, On board workers</td>
</tr>
<tr>
<td><strong>Retain workforce</strong></td>
<td>Manage training, Manage time and attendance, Manage knowledge, skills, and abilities</td>
</tr>
<tr>
<td><strong>Motivate workforce</strong></td>
<td>Manage performance, Manage benefits, Manage compensation</td>
</tr>
</tbody>
</table>

**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.

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**Recommended Microsoft Dynamics NAV granules:**
- Basic Human Resources

**Roles that are empowered:**
- HR assistant
- HR manager
- Training and development manager
- Staffing and recruitment manager
- Compensation and benefits administrator
**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 READY LICENSING

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 XBR
  - Bills of Materials
  - Bin
  - Budgets
  - C/Front
  - C/OCA
  - C/QBSC
  - 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
  - IntraSite
- 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

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

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-Ups
- 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

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.