Microsoft® Navision Axapta®

Microsoft Navision Axapta Human Resource Management (HRM) I helps you gather and structure information to get an optimal overview of your employees and your organization.

Key Benefits:

- Strengthened focus on employee competency
- Centralized and dynamic employee information
- Simple and dynamic restructuring of organizational units

Key Features:

- Core HRM administrative functionality
- Payroll information
- Job application information storage
- Management of line, matrix and project organizations
- Visual, function-oriented organizational charts

Microsoft Navision Axapta Human Resource Management I

Microsoft Navision Axapta Human Resource Management I helps you manage employees as well as structure knowledge and competence areas. Your business must be able to keep up with the changing business environment, and an agile HRM system will make it possible for you to quickly adapt your organization to meet these new challenges.

Axapta Human Resource Management is divided into three modules. This means you can get the functionality you need right now, and implement more modules as your business grows.

HRM I: Core administration for employees and HR professionals

HRM II: Recruitment and absence management

HRM III: Strategic HR

Core functionality

With Axapta Resource Management I, you can store employment information and agreements, note the reasons for a resignation and keep track of transfers between departments. The framework is easily adapted to fit the specific needs and requirements of your business so you can pull out exactly the data and information you need.

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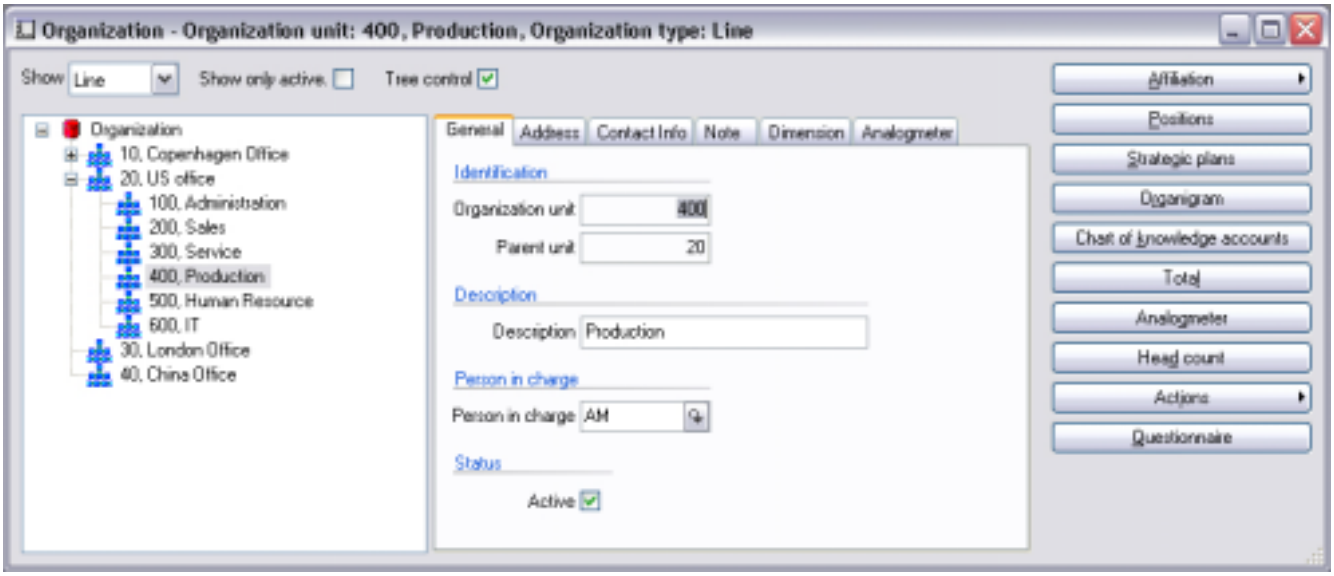
Modeling organizational units

Keep track of the organizational changes going on in your business. With the visual, function-oriented diagrams you can create organizational charts of the entire organization, a matrix organization or even a project organization. You can easily change the program framework to reflect any changes in your organizational structure and create new cross-units simply by using the drag and drop function.



Create organizational charts

The employee database

Store all the information about your employees in the employee database. Use this central database to store résumés, primary contacts, and contract and payroll information. This is the only place you will have to look for employee-related information and the only place you need to update.

Historical data is available at any time from the system view of employees or organizational units. If you want to see the older versions of an organizational chart or the employment history of a specific employee, it is all there in the database and you can retrieve it just by clicking a button.

Employee profiles

Axapta Human Resource Management I provides a framework for maintaining employee profiles. You can use the profiles to maintain basic data, enter key dates, document employee accomplishments or store information regarding education. The database can also be used to record information regarding an employee's title, responsibility, qualifications, project participation and business experience.

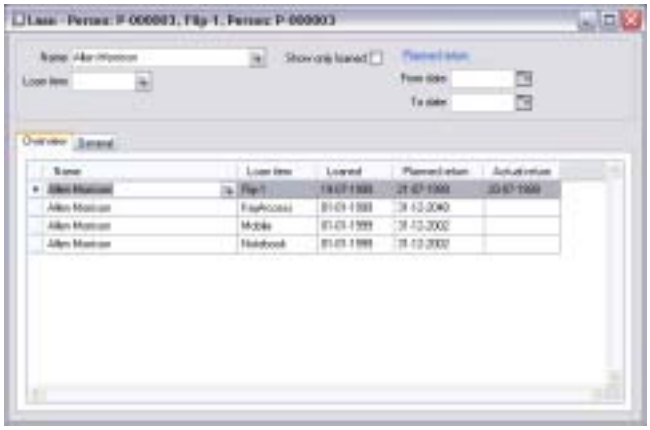
When you need to find the most suitable person for a specific project or for a new position, the employee profiles can immediately show you which of your resources would be best suited for the job.

Supplementary employee information

In addition to the employee profiles, you can maintain payroll information for every single employee. Bank account numbers, tax numbers, pension schemes and accrued vacation can all be stored for each employee. You can also keep track of variables such as bonuses, stock options, health insurance, and other employee-specific supplements.

Manage benefits and loans

Axapta Human Resource Management makes it easy to monitor benefits that have been agreed with an employee. It also provides effective tracking of items that are loaned out, such as mobile phones, computers and access cards. All these items can be categorized, with administration of responsibility by defined time periods for the loans. This means that you can optimize the usage of the loan items and also be sure that they will be returned.



Loan administration

Contact your partner

To learn more about Microsoft Navision Axapta, contact your local Navision Solution Center. They have the expertise necessary to meet your specific business needs.

About Microsoft Business Solutions

Microsoft Business Solutions, which includes the businesses of Great Plains®, Microsoft bCentral™ and Navision a/s, offers a wide range of business applications designed to help small and midmarket businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions' applications automate end-to-end business processes across financials, distribution, project accounting, electronic commerce, human resources and payroll, manufacturing, supply chain management, business intelligence, sales and marketing management, and customer service and support.

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More information about Microsoft Business Solutions can be found at:

http://www.microsoft.com/BusinessSolutions

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Data Summary Sheet

Key Features	Description
Easy to Use	• Intuitive layout and structure • User-adjustable menus, forms and reports • User-adjustable layout of main tables and journals • Windows commands incl. 'copy and paste' from and to Axapta • Direct access to main tables from journals • Advanced sorting and filter options • Built-in user help including an integrated manual • Option to mail and fax directly from Axapta • Application can be run in different languages
Core HRM	• Core human resource management administrative functionality • Payroll information • Historical data storage • Job application information storage • Registration of benefits • Management of loans • Reports for follow-up, periodic reporting and decision support for management
Organization	• Manage line, matrix and project organizations • Maintain the organizational structure and create new cross-units • Visual, function-oriented organizational charts

System Requirements

To obtain all of the features mentioned in this fact sheet, the following modules and technologies are required:

- Microsoft Navision Axapta 3.0
- Microsoft Navision Axapta Human Resource I

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