

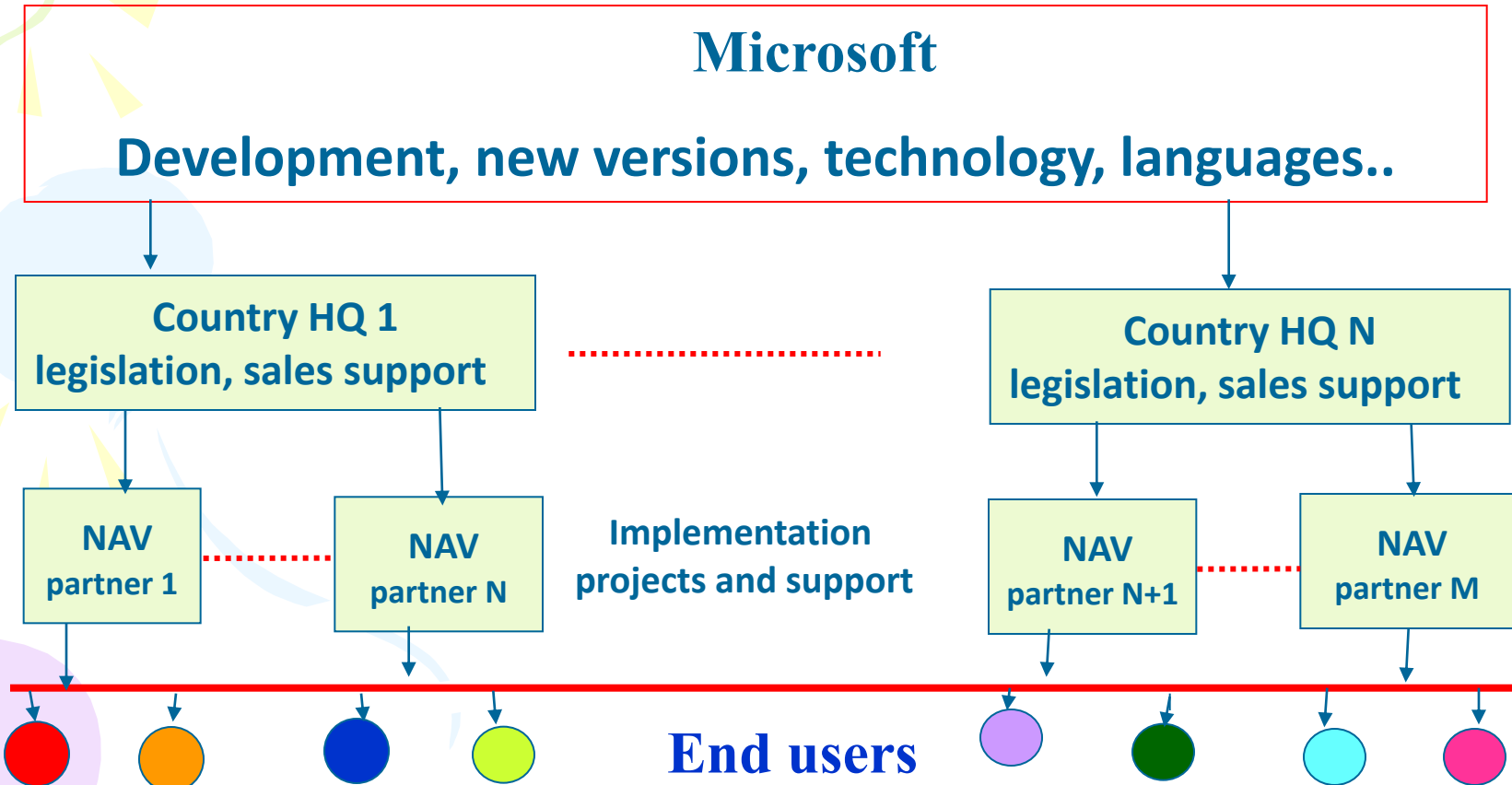


Introduction to Navision 4.00

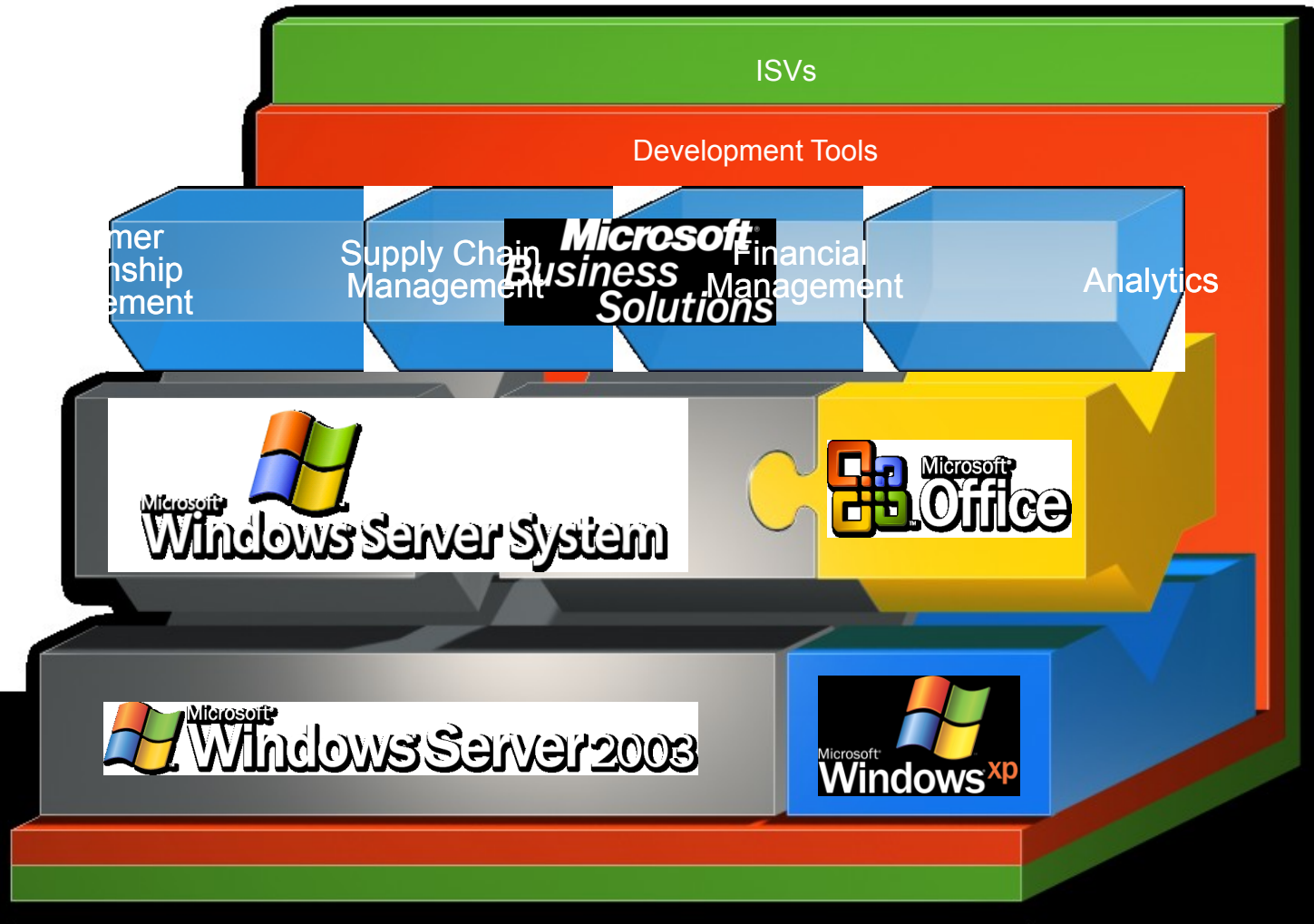
 **Jaromír Skorkovský, MS., PhD.**

 ESF –MU, Czech Republic

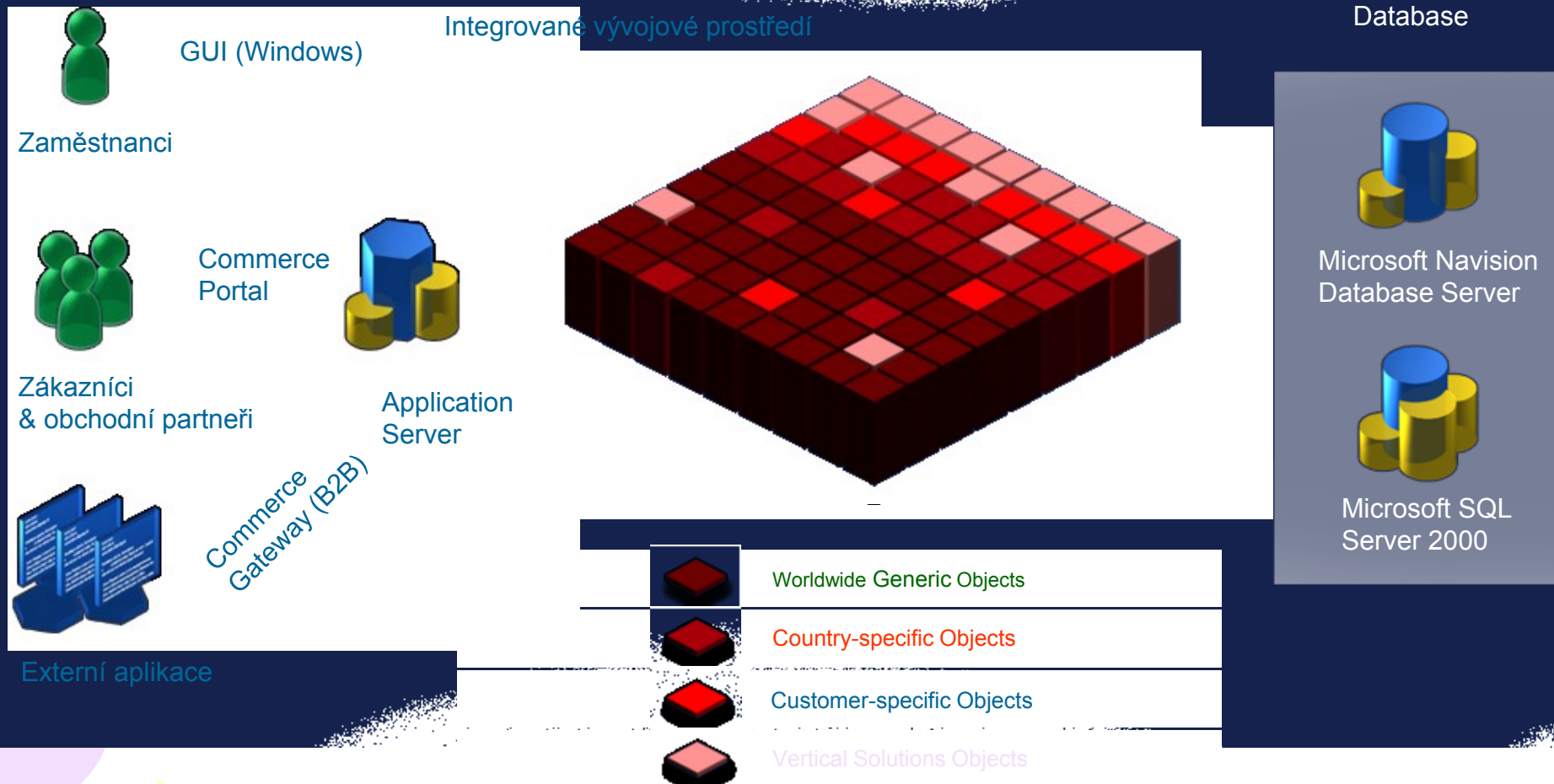
Distribution channels



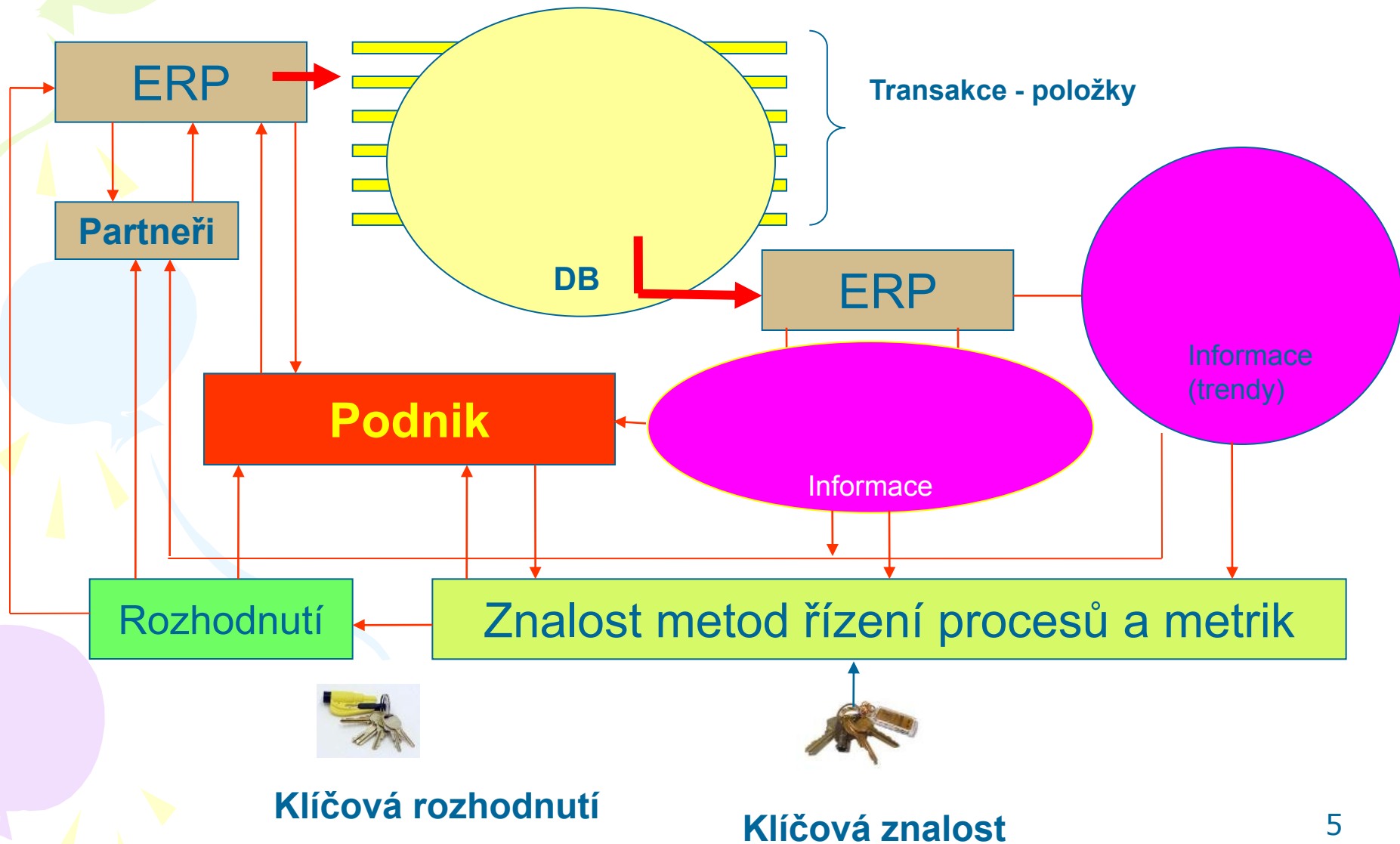
Integrované homogenní řešení



Unikátní architektura



Zjednodušené schéma využívání ERP

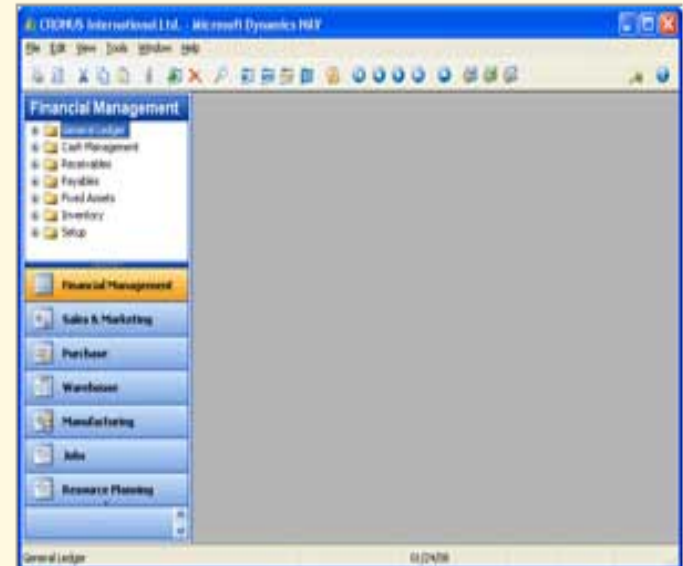


Introduction

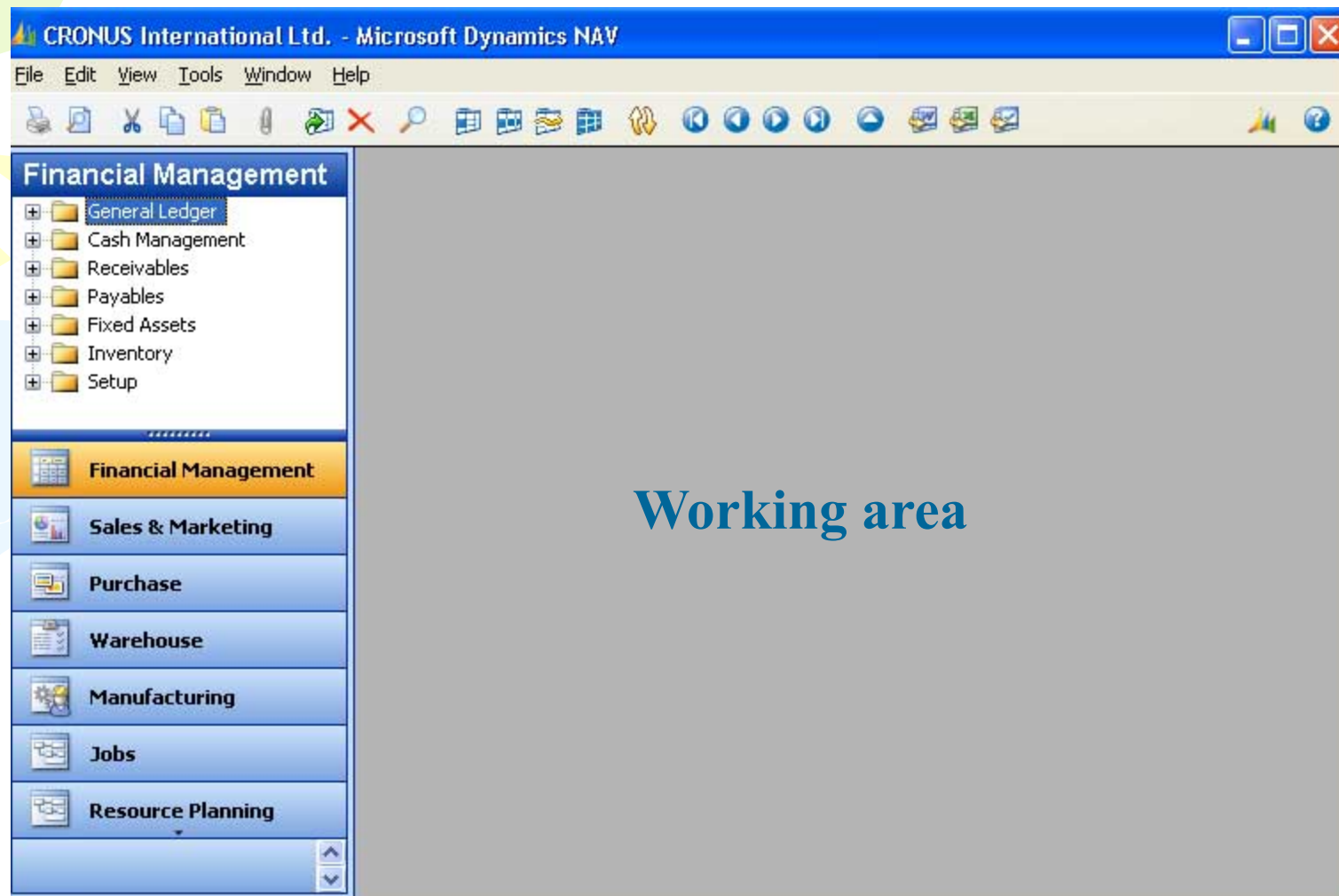
The general concepts of the user interface design in Microsoft Dynamics™ NAV 5.0 are introduced, and an outline of all general functions in the program are provided, including how to edit, view, delete, and extract information. New users learn how to navigate from the main menu and between windows, as well as how to perform simple customizations of their windows and personal menu.

The lessons are structured as mostly conceptual descriptions and several listings of the basic functions. No labs are created for this basic content, however substantial tests are provided to test navigation skills and knowledge of the general functions.

For anyone learning to use the program, it is a natural first step that they know the basic functions and how to navigate between windows.



Click image to zoom



Working area

CRONUS International Ltd. - Microsoft Dynamics NAV

File Edit View Tools Window Help

Financial Management

- General Ledger
- Cash Management
- Receivables
- Payables
 - Vendors
 - Purchase Journals
 - Payment Journals
 - Invoices
 - Credit Memos
 - Approval Entries
 - Approval Request Entries
- Reports
- Documents
- Periodic Activities
- History
- Setup
- Fixed Assets
- Inventory
- Setup

Financial Management

Sales & Marketing

Purchase

Warehouse

10000 London Postmaster - Vendor Card

General Communication Invoicing Payments Receiving Foreign Trade

No. 10000 Search Name LONDON POSTM...

Name London Postmaster Balance (LCY) 114,357.45

10000 London Postmaster - Vendor Ledger Entries

Posting Date	D.. T..	Document No.	External Document No.	Vendor No.	Description	Original Amount
12/31/07	I...	5437	5437	10000	Opening Entries, Vendors	-72,470.91

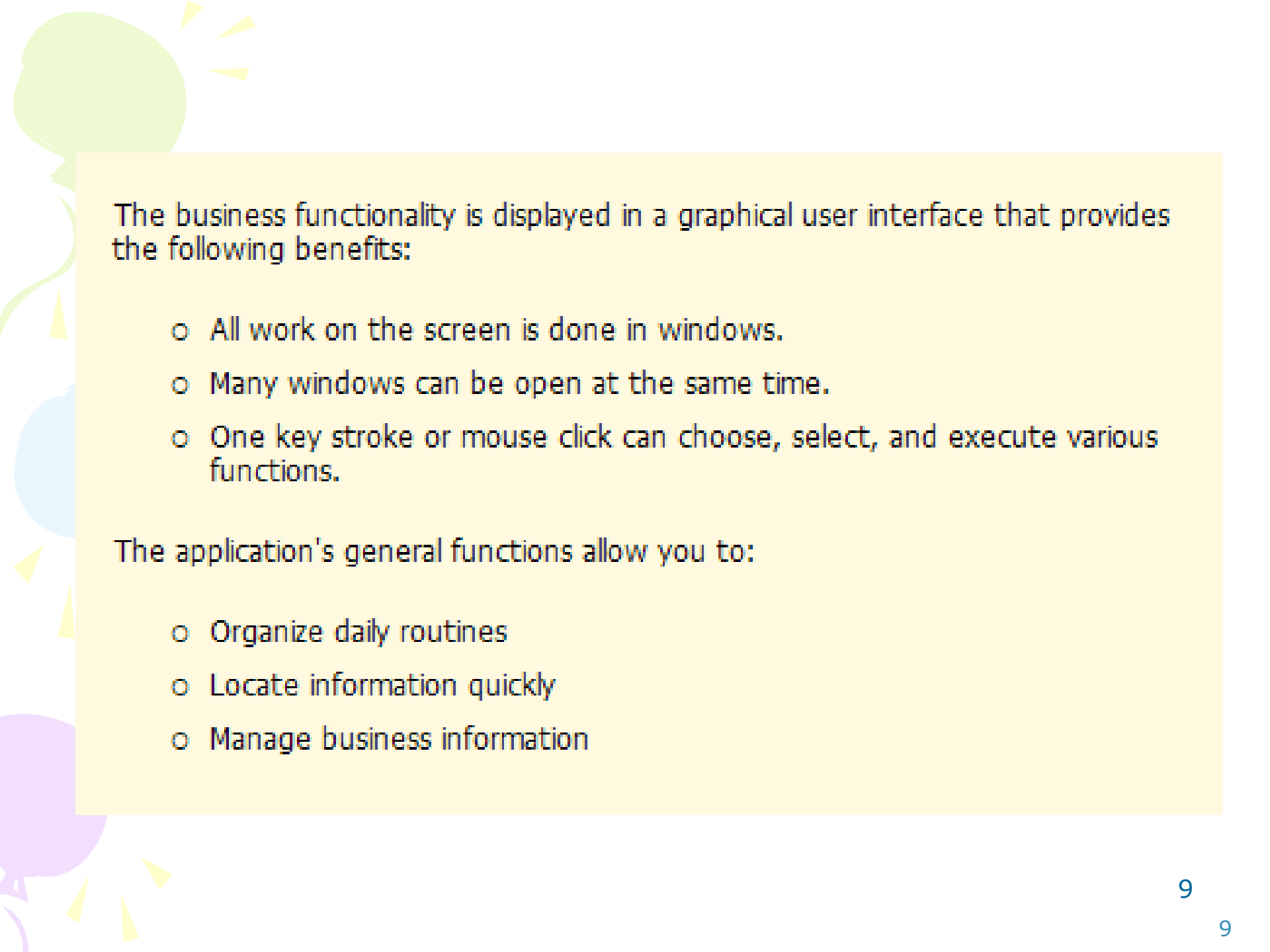
2481 10000 London Postmaster - Detailed Vendor Ledg. Entries

Posting Date	E.. T..	Document Type	Document No.	Vendor No.	Amount	Amount (LCY)	Initial Entry Due Date
12/31/07	I...	Invoice	5437	10000	-72,470.91	-72,470.91	01/13/08
01/09/08	A..	Payment	2593	10000	72,470.91	72,470.91	01/13/08

Entry No.: 70

01/24/08

FILTER



The business functionality is displayed in a graphical user interface that provides the following benefits:

- All work on the screen is done in windows.
- Many windows can be open at the same time.
- One key stroke or mouse click can choose, select, and execute various functions.

The application's general functions allow you to:

- Organize daily routines
- Locate information quickly
- Manage business information



Things to note

- Windows
- Passwords
- Database and its behavior
- Companies
- User Access
- Objects
- Mouse or keyboard

Use the Mouse and Keyboard Shortcuts

Function Keys

The following table lists the functions of the F-keys:

	F-Key	Shift + F-Key	Ctrl + F-Key
F1	Help		Toggle Mark
F2	Edit	AssistEdit (Lookup/Drop-down)	
F3	New		
F4	Delete		Close
F5	List	Card	Entries
F6	Lookup	Drill-down	Cycle through open windows
F7	Field filter	FlowFilter	Table filter
F8	Copy previous	Sort	
F9	Statistics	Apply entries	Reconcile
F10	Focus on menu bar		
F11	Post	Post and Print	
F12	Focus on Navigation Pane		

Goal	Mouse	Keyboard
Select field contents	Double-click field or drag mouse over field.	Use the Tab or arrow keys to move the cursor to the field you want. The contents will be highlighted.
Execute a function on selected field contents	Select the text and activate the function by clicking it on the menu bar, toolbar or a button in the window.	Select the text. If the function is on the menu bar, press F10 or ALT and then press the underlined letter in the menu name. Use the arrow keys to select the menu item. If the function is a button in the window, use the arrow keys or CTRL+ the down-arrow to get to the row of buttons, and then use the arrow keys to move between buttons. Press ENTER to activate the selected button or menu item.
Enter contents in an empty field	Click where you want to type. Type. Click outside the field to save.	Move the cursor to the field using ENTER, TAB and/or the arrow keys, and then start typing. Press ENTER to save what you have entered.
Leave menu bar	Click outside the menu bar.	Press ALT or ESC.
Choose button in the window	Click the button you want to activate.	Press ALT and then the underlined letter on the button. Or press the arrow keys or CTRL + the down-arrow to move to the first (left) button, and then use the right-arrow if you want to move to another button. Press ENTER to activate it.
Go to first record	Click the button.	Press CTRL+HOME.
Go to last record.	Click the button.	Press CTRL + END.
Go to next record	Click the button.	Press Page Down.
Go to previous record	Click the button.	Press Page Up.



Use the Toolbars

This lesson describes and illustrates the purpose and use of central functions that you access from the main application window.

The main application window is a modified Microsoft Windows component that makes up the background of the Microsoft Dynamics NAV application.


The main application window includes the following parts:

- Title bar
- Menu bar
- Toolbar
- Status bar
- Login window



Windows types

- Card
- List (tabular windows)
- Form and sub-form (header and lines)
- Allowed changes in the windows by user
- Buttons
- Matrix window



Extract Information

There are several features in the program that help you gather the information you need - whether the purpose is to analyze it within the program or to extract it to another program or as a printout. The following features are available to extract information from the program:

- Drill down - from a calculated quantity or amount (displayed in FlowFields) to open another window showing the individual entries that make up the calculated value.
- Filters - to limit the scope of the information that appears in a window or report with one of these three filter types:
 - Field filter
 - Table filter
 - FlowFilter
- Sorting - to organize information in a way that makes it easier to analyze.
- Statistics - to see a summary of relevant figures per record and drill into details.
- The **Navigate** window - to find, view, and print all related database records from one place.
- Information Pane - for quick links to sales-related information.
- Reports - to view and print filtered information with a variety of standard reports for typical business needs.
- Integration to Microsoft Office products - to manage information in Word, Excel, or another product.

Enter and Edit Information

Enter Dates

Microsoft Dynamics NAV is very flexible in how you enter dates. The following table shows valid entries in a date field.

User Input	Result
w	Work date entered in Tools→Work Date
t	Today's date
c	Closing date
#	Number of the day in the current work month
Month-day-year	122502, 12 25 02, 12-25-02, 12/25/02
Weekday-weeknumber-year	Fr5202, fr 52 02, fr-52-02, fr/52/02

License file part I (header)

```
.....  
Microsoft Business Solutions ApS Licensefile  
.....  
(C) Microsoft Business Solutions ApS  
.....  
License number      : CZ-2A-000-EHLZ9-Q  
Licensed to        : CRONUS s.r.o.  
                    Jaroslav Rambousek  
                    Na nábřeží 258  
  
                    600 02 Brno  
                    Czech Republic  
                    +420-5-4323-6577  
.....
```

License file part II (lines)

```
*****  
Granule ID      Name                                          Amount  
-----  
540 Demonstration Basic Granule              1  
1,200 Session                                2  
1,310 Database Expansion per 1 MB           100  
1,370 Database Expansion per 1 GB            1  
1,520 Server - Windows NT (Intel)            1  
1,700 C/ODBC                                  1  
1,960 Test Integration                        1  
2,010 Server - Microsoft SQL Server Option  1  
2,105 Allow new versions                      1  
4,803 Application Wide - Chinese (PRC)       1  
4,804 Application Wide - Chinese (Taiwan)    1  
4,805 Application Wide - English (Phillippines) 1  
4,806 Application Wide - English (Zimbabwe)  1  
4,807 Application Wide - French (Monaco)     1  
4,808 Application Wide - Hindi                1
```

License file part III (lines)

3,010	General Ledger - Basic General Ledger	1
3,020	General Ledger - Allocations	1
3,030	General Ledger - Budgets	1
3,040	General Ledger - Account Schedules	1
3,050	General Ledger - Consolidation	1
3,060	General Ledger - Responsibility Centers	1
3,070	General Ledger - Basic XBRL	1
3,080	General Ledger - Change Log	1
3,250	Sales & Receivables	1
3,260	Sales & Receivables - Basic Receivables	1
3,270	Sales & Receivables - Sales Invoicing	1
3,280	Sales & Receivables - Sales Order Management	1
3,290	Sales & Receivables - Sales Invoice Discounts	1
3,300	Sales & Receivables - Customer/Item Discounts	1
3,310	Sales & Receivables - Alternative Ship-to's	1
3,320	Sales & Receivables - Order Promising	1
3,340	Sales & Receivables - Shipping Agents	1
3,350	Sales & Receivables - Sales Return Order Mgt.	1
3,360	Sales & Receivables - Calendars	1
3,370	Sales & Receivables - Sales Line Discount	1
3,380	Sales & Receivables - Sales Line Pricing	1

Other groups : Purchase and Payables, Inventory, Resources and Jobs, Cash Management, Relationship Management (CRM), Fixed Assets, Service Management, Manufacturing,..... see license itself

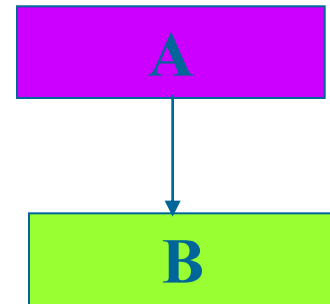
Price List (part of it)

General Ledger						
<input type="checkbox"/>	Basic General Ledger (Includes 1 User)	3010	1 500	450,00	0,00	
<input type="checkbox"/>	Allocations	3020	1 000	300,00	0,00	
<input type="checkbox"/>	Budgets	3030	1 000	300,00	0,00	
<input type="checkbox"/>	Accounts Schedules	3040	1 000	300,00	0,00	
<input type="checkbox"/>	Consolidation	3050	2 500	750,00	0,00	
<input type="checkbox"/>	Responsibility Centers	3060	2 500	750,00	0,00	
<input type="checkbox"/>	Basic XBRL	3070	500	150,00	0,00	
<input type="checkbox"/>	Change Log	3080	500	150,00	0,00	
<input type="checkbox"/>	Inter-company Postings (version 4.00 or later only)	3090	7 000	2 100,00	0,00	

License (granules) description (~ 62 pages)

Purchase Invoice Discounts (3,540) Supply Chain	This granule lets you calculate invoice discounts automatically. The discount can differ from vendor to vendor with different minimum amounts (also in different currencies) and different rates, depending on the size of the invoice. The discount is calculated on the individual item lines and becomes part of the net sum of the invoice. Requirements: Purchase Invoicing
Requisition Management (3,550) Supply Chain	You use this granule to automate the requisition procedure. Requisition Management automatically generates suggested purchases based on a variety of data such as minimum and maximum quantities, reorder quantities, and so on. Requirements: Purchase Order Management and Basic Inventory
Alternative Order Addresses (3,560) Supply Chain	You use this granule for vendors with more than one order address. The number of possible order addresses is unlimited. Requirements: Purchase Invoicing
Purchase Return Order Management (3570) Supply Chain	This granule allows you to create a purchase return order, to compensate your own company for wrong or damaged items. Items can be picked from the purchase return order. It is possible to do partial return shipments and to combine return shipments in one credit memo. With this granule you can link purchase return orders with replacement purchase orders. Requirements: Purchase Order Management and Basic Inventory
Purchase Line Discount (3,580) Supply Chain	You use this granule to work with purchase discounts that are vendor specific. With a line discount, you negotiate the percentage that the vendor, will give as a discount Requirements: Basic Inventory and Purchase Invoicing

Dependency



To have B you have to Acquire A

Filters I

- Tool bar



Field

Table

Flow

Vendor List

No.	Name	Responsibility Center	Location Code	Phone No.	Contact
10000	UP Liberec s.p.	LIBEREC			Paní Nicholas Christopol
20000	TON s.r.o.	LIBEREC	ŽLUTÝ		Pan Pavel Czernek
30000	Mach a spol. v.o.s.				Pan Alexander Eggerer
40000	PILA s.r.o.		ZELENÝ		Pan Vit Freit
50000	ElektroProfi s.r.o.				Pan Marek Zachoval

Filters II

Meaning	Sample Expression	Record Content Displayed
Equal to	377	377
Interval	1100..2100	1100 through 2100.
	..2500	Up to and including 2500.
	P8..	Information for accounting Period 8 and thereafter.
Either/or	1200 1300	Those with 1200 or 1300. If there is a record with each number, both will be displayed.
And	<2000&>1000	Numbers that are less than 2000 and greater than 1000. (The "&" sign cannot be used by itself with numbers because records cannot contain two numbers.)

Filters III

Different from (not equal to)	$\neq 0$ $\neq 1000 \& \neq 2000$	All numbers except 0. All numbers that are not 1000 and not 2000
Greater than	> 1200	Numbers greater than 1200.
Greater than or equal to	≥ 1200	Numbers greater than or equal to 1200.
Less than	< 1200	Numbers less than 1200.
Less than or equal to	≤ 1200	Numbers less than or equal to 1200.

Filters IV

Meaning	Sample Expression	Record Content Displayed
An unspecified number of unknown characters (may be none)	*Co*	Textual matter than contains *co* such as uncooperative, company, etc.
	Co*	Textual matter than begins with co* such as coordinate, company, etc.
	*co	Textual matter than ends with *co such as Debtco.
One unknown character	Hans?n	Textual matter than contains the specified letters, and one unspecified, such as Hanson or Hansen.
Calculate first	30 (>=10&<=20)	Those records with number 30, or with a number between 10 and 20 (the result of the calculation within parentheses).
Ignore case	@department	Textual matter containing Department or department.








Filters V

Combination	Meaning
5999 8100..8490	Include any records with the number 5999 or a number from the interval 8100 through 8490.
..1299 1400..	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater, that is, all numbers except 1300 through 1399.
>50&<100	Include records with numbers that are greater than 50 and less than 100, that is, numbers 51 through 99.
C&*D*	Texts containing both C and D.
@*co?*	Texts containing co., CO., Co., cot, cope, incorporated.... (CO, cO, co or Co must be present, followed by at least one character, but there can be an indefinite number of characters before and after these, and case is unimportant).

Quick View of Icons and F Keys I

Function	Keyboard Shortcut
Search for information from a list of contents	F5 (List 🌐)
View a list of general ledger entries	CTRL + F5 (Ledger Entries)

Quick View of Icons and F Keys II

Function	Keyboard Shortcut
Search for information from a list of valid entries	F6 (Lookup )
Search for related background information	F6 (Drill-down )
Look up available options for a field	F6 (Options )
All fields in a card	CTRL + F8 (Zoom in)
Find contents of a field	CTRL + F (Find )
Limit window to certain contents in field	F7(Field Filter )
Limit window to certain contents in multiple fields at one time	CTRL + F7 (Table Filter )
Work with lines/accounts in the same dept., date, project, budget, business unit, or any combination	SHIFT + F8 (FlowFilter )
Search for the next or previous card in the database	PAGE DOWN or PAGE UP

Quick View Shortcut Keys I

Function	Keyboard Shortcut
Find	CTRL + F
Card to List	F5
List to Card	SHIFT + F5
Ledger Entries	CTRL + F5
Statistics	F9
Look Up	F6
Drill Down	F6
Option List	F6
Sort	SHIFT + F8
Post	F11
Post & Print	SHIFT + F11
Next Window	CTRL + F6
Navigation Pane	F12
Toggle Mark	CTRL + F1
Show Marked Only	ALT+V, M
Next Record	PAGE DOWN

Quick View Shortcut Keys II

Function	Keyboard Shortcut
Previous Record	PAGE UP
Open Company Record	CTRL + O
Edit	F2
Insert	F3
Delete	F4
Copy	CTRL + C
Paste	CTRL + V
Copy from above	F8
Field Filter	F7
Table Filter	CTRL + F7
Flow Filter	SHIFT + F7
Show All	SHIFT + CTRL + F7
Return to Previous Value	ESC
Close	ESC

Searching

No.	Description	Inventory	Product ...	Bill of Ma...	Substitut...	Inventory
1000	Jízdní kolo	31			✓	31
1001	Cestovní bicykl	0			✓	0

Description - Find

Find What zd

Match Whole Field
 Beginning of Field
 Any Part of Field

Match Case

Use the Best Key

Find As You Type

Find First

Find Next

Find Previous

Go Back

Close

Replace...

Help

No.	Description	Inventory	Product ...	Bill of Ma...	Substitut...	Inventory
1700	Brzda	152				152
1710	Brzda zadního kola	200				200
1720	Brzda předního kola	200				200

Sorting I

No.	Description
1700	Brzda
1710	Brzda zadního kola
1720	Brzda předního kola
1800	Řidítka
1850	Sedlo
1900	Rám
2200	Houpací židle
3100	Počítačový stůl
70000	Boční panel
70001	Podstavec

Item - Sort

Key

No.
Search Description
Inventory Posting Group
Shelf No.

Order

Ascending
 Descending

OK Cancel Apply Help

Sorting II

No.	Description
1700	Brzda
1720	Brzda předního kola
1710	Brzda zadního kola
B2	B2
80209	CD-ROM 20/48x IDE
80210	CD-RW 8x/4x/32x IDE
CEM 1	Cement
1001	Cestovní bicykl
80202	Čip 32 MB
80214	Disky 250 MB/2 balení
80215	Disky 250 MB/4 balení
70010	Dřevěné dveře
1170	Duše
2-00903...	Dveře
70201	Dveřní úchytky

Item - Sort

Key

- Search Description
- Inventory Posting Group
- Shelf No.
- Vendor No.

Order

Ascending

Descending

Sorting III

**Creation of the Table 60000
and Form 60000 – and enter data
and keys**

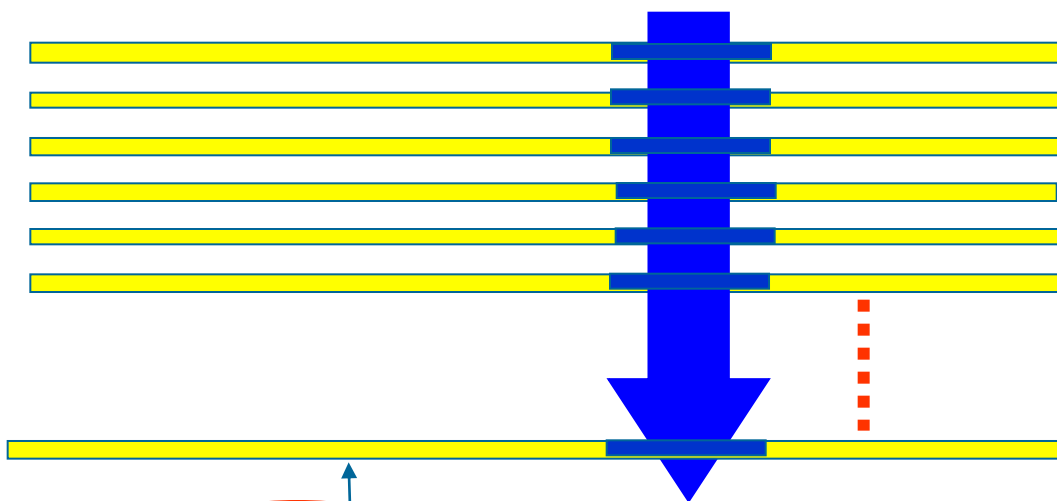


Sorting

Key	Description	Amount
1	ABC	
D1	Frequency analyser	
A1	Handle	
11	Housing	
ABC	LED diode	
A1C	PC Unit	205,00
3AA	Pommery	1 000,00
2A	Printer	2 020,00
F1	QMS 887 Fourier	7 653,00
BD1	Rod small	3 210,00
A2D	Rod 1	12 039,00
123	Rotor	2 000,00
AB1	Screw	20,00
F2	Tonner	987,00
D2	UMT 100	78,00

Kalkulované pole a položky (transakce - pohyby nad kartami)

Příklad : Pole Částka = 

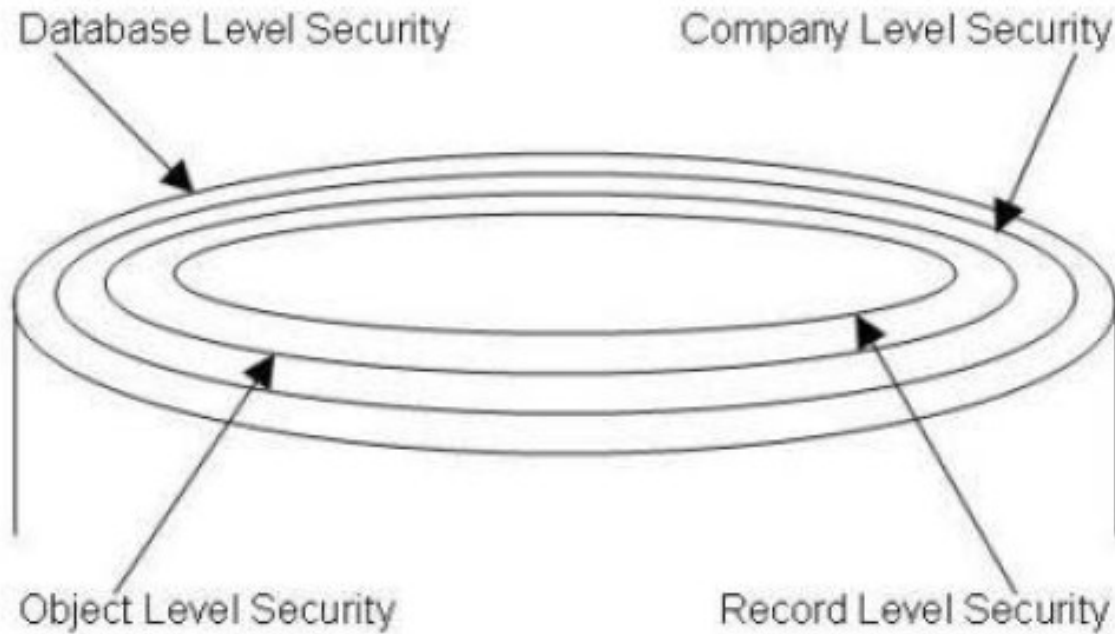


Příklad : 100
milionů transakcí
(položek)

ERP

Může být kdekoliv a nad jakýmkoliv polem
a počítá to **součty**, **průměry**,... a **okamžitě**
se to spočítá při otevření okna, ve kterém
se kalkulované pole zobrazuje

DATA SECURITY



CHANGE LOG SETUP Security and control

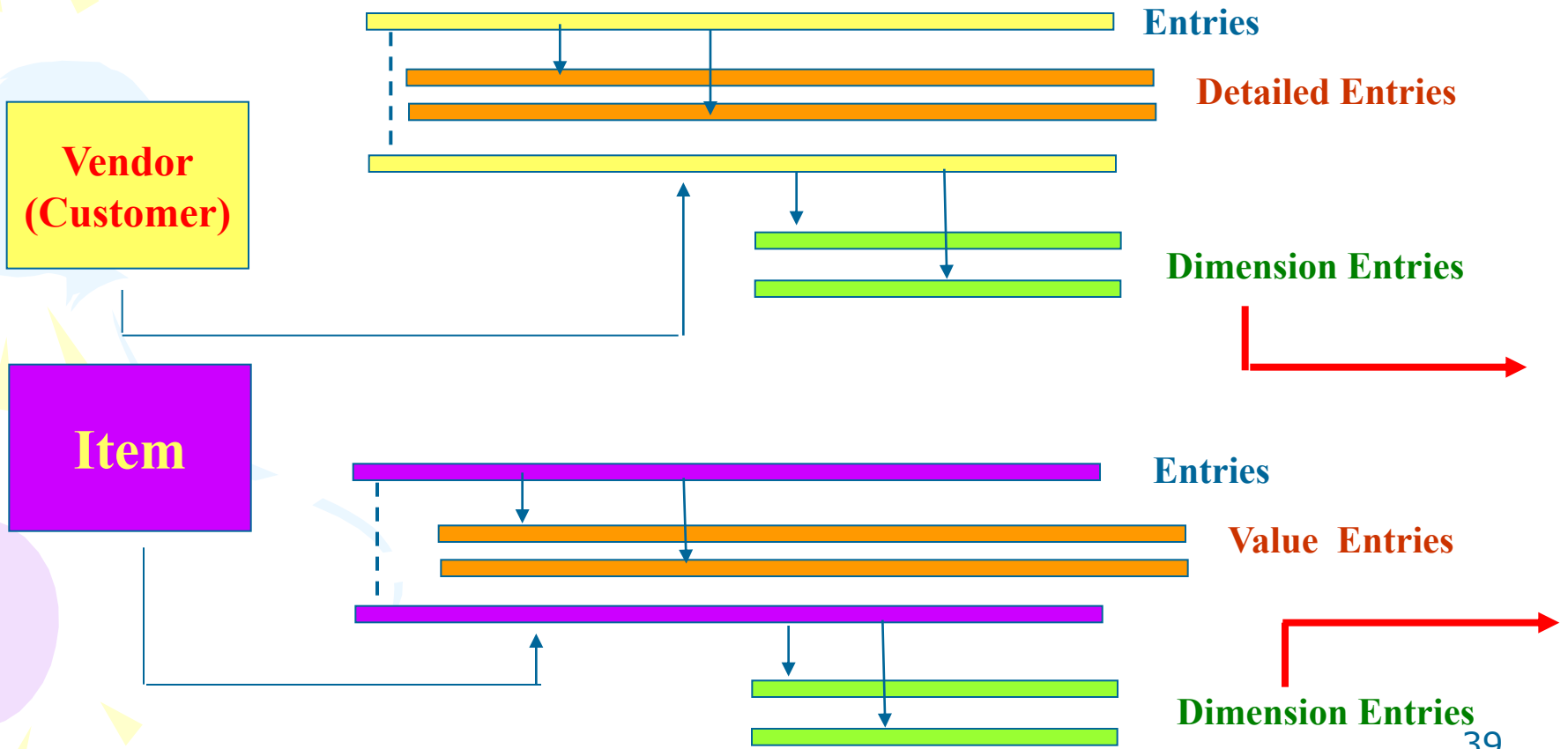
Administration

- Commerce Portal
- Smart Tags
- General Setup
 - Change Log Setup**
 - Company Note Setup
 - Business Notification Setup
 - No. Series
 - Change Log
 - Post Codes
 - Territories
 - Languages
 - Countries/Regions
 - Printer Selections
 - Setup Checklist
 - Recurring Journals

ID	Name	Log Insertion	Log Modification	Log Deletion
15	G/L Account			
17	G/L Entry			
18	Customer			
19	Cust. Invoice Disc.			
21	Cust. Ledger Entry			
23	Vendor	Some File	Some Fields	Some Fields
24	Vendor Invoice Disc.			

6	Address 2	<input type="checkbox"/>		
7	City			
8	Contact			
9	Phone No.			
10	Telex No.			
14	Our Account No.			
15	Territory Code			
16	Global Dimension 1 Code			
17	Global Dimension 2 Code			

ERP and its entries

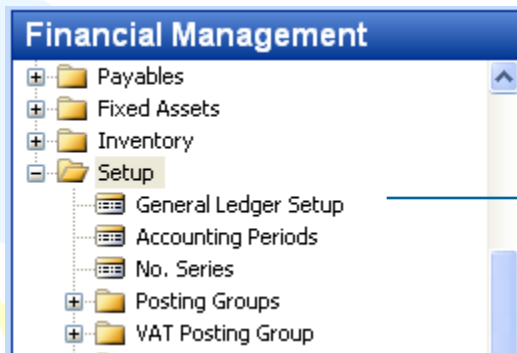




Dimensions I

- Global dimensions
- Shortcut dimensions
- Budget dimensions

Dimensions II



Code	Name
NÁKUPČÍ	Purchaser
OBCHSK...	Business Group
OBLAST	Area
PRODEJCE	Sales Person
PRODEJ...	Sales Campaign
PROJEKT	Project
SKUPINA...	Skupina zboží
SKZÁKA...	Customer Group
STŘEDISKO	Department

General | Numbering | Dimensions | Reporting

Global Dimension 1 Code . STŘEDISKO

Global Dimension 2 Code . PROJEKT

Shortcut Dimension 1 ... STŘEDISKO

Shortcut Dimension 2 ... PROJEKT

Shortcut Dimension 3 ... SKZÁKAZNÍKŮ

Shortcut Dimension 4 ... OBLAST

Shortcut Dimension 5 ... OBCHSKUPINA

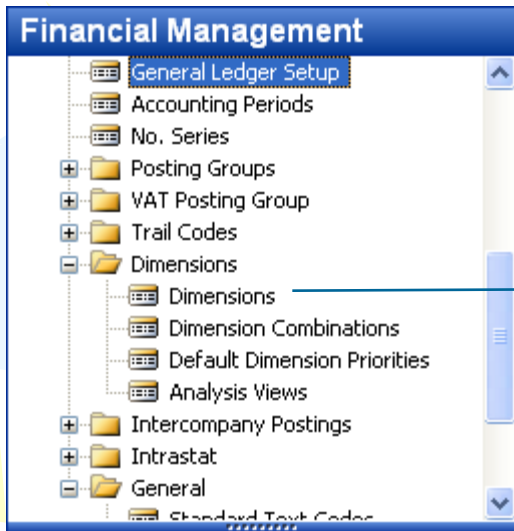
Shortcut Dimension 6 ... PRODEJNÍKA...

Shortcut Dimension 7 ... PRODEJCE

Shortcut Dimension 8 ...

Oblast= Area

Dimensions III



Code	Name	Code Caption
NÁKUPČÍ	Nákupčí	Nákupčí Kód
OBCHSK...	Obchodní skupina	Obchskupina Kód
OBLAST	Oblast	Oblast Kód
PRODEJCE	Prodejce	Prodejce Kód
PRODEJ...	Prodejní kampaň	Prodejnikampaň Kód
PROJEKT	Skupina	Projekt Kód
SKUPINA...	Skupina zboží	Skupina zboží Kód
SKZÁKA...	Skupina zákazníků	Skzákazníků Kód
STŘEDISKO	Středisko	Středisko Kód

Dimension Values

Code	Name	D..	Totaling
▶ 10	Evropa	B..	
20	Severní Evropa	B..	
30	Severní Evropa (EU)	S..	
40	Severní Evropa (mimo EU)	S..	
45	Severní Evropa, celkem	E..	20..45
50	Jižní Evropa	S..	
55	Evropa, celkem	E..	10..55
60	Amerika	B..	
70	Severní Amerika	S..	
80	Jižní Amerika	S..	
85	Amerika, celkem	E..	60..85
90	Asie	B..	
100	Čína	S..	
110	Indie	S..	
120	Asie celkem	E..	90..120

Go to the Navision
to see combinations..



Dimensions (Budget Dim) IV

Financial Management

- General Ledger
 - Chart of Accounts
 - Budgets**
 - General Journals
- Analysis & Reporting
- Intercompany Postings
- Reports
- History
- Periodic Activities

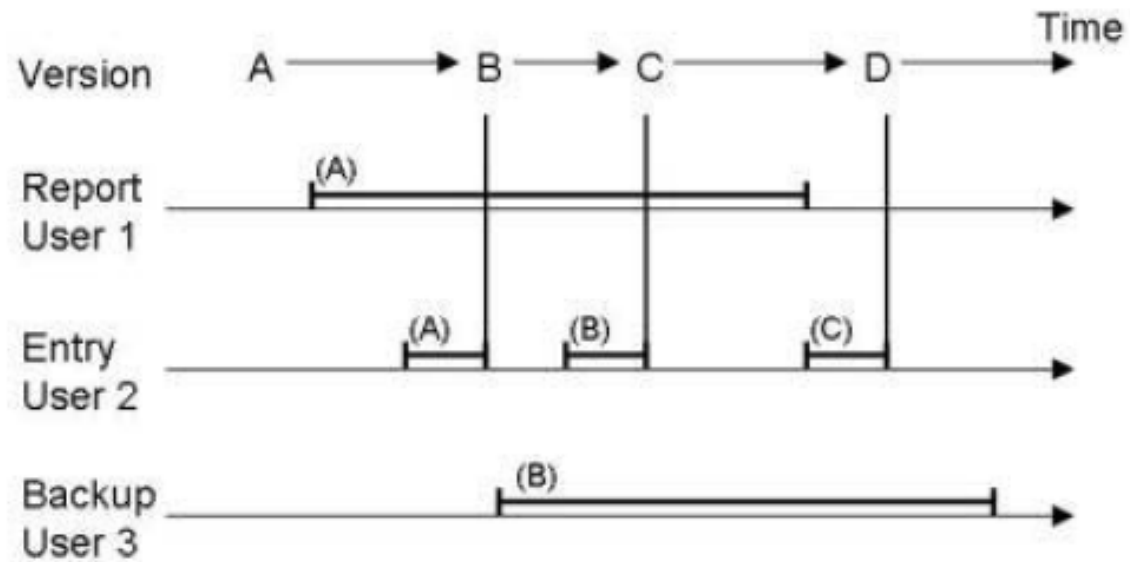
Filters

Date Filter
G/L Account Filter
Department filter
Project filter
Customer Group filter
Area filter **110**
Business Group filter
Budget Dimension 4 Filter

Code	Name	Budgeted Am...	01.01.05	01.01.06	01.01.07	01.01.08	0
▶ 010003	Dlouhodobý majetek						
010005	DNM						
013000	Software						
018000	Ostatní DNM						
019990	DNM celkem						

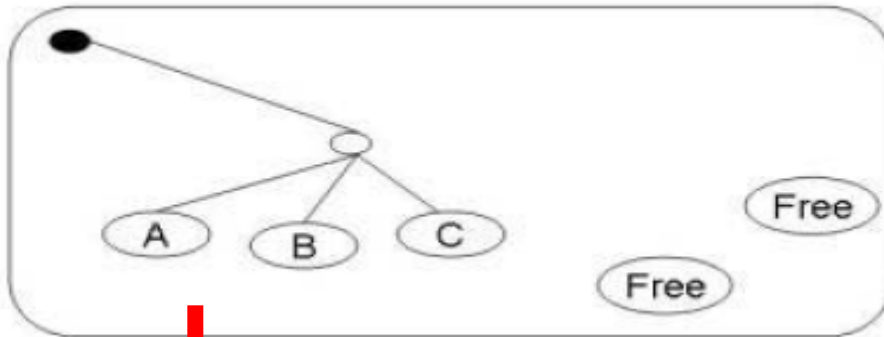
Code	Name
10	Evropa
20	Severní Evropa
30	Severní Evropa (EU)
40	Severní Evropa (mimo EU)
45	Severní Evropa, celkem
50	Jižní Evropa
55	Evropa, celkem
60	Amerika
70	Severní Amerika
80	Jižní Amerika
85	Amerika, celkem
90	Asie
100	Čína
110	Indie
120	Asie celkem

Database Version I - Optimistic Concurrency

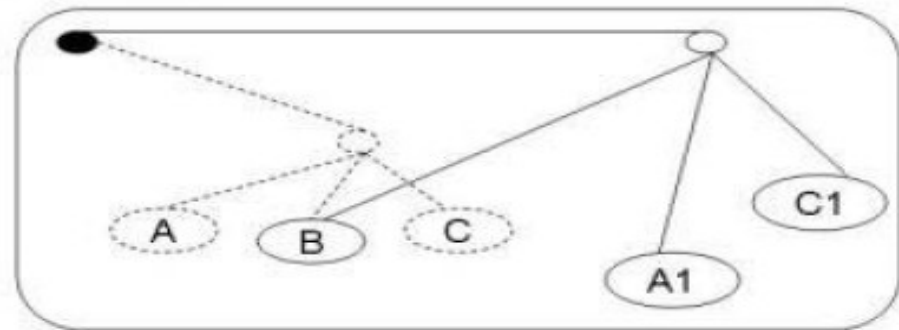


Database Version II

Database Version 1



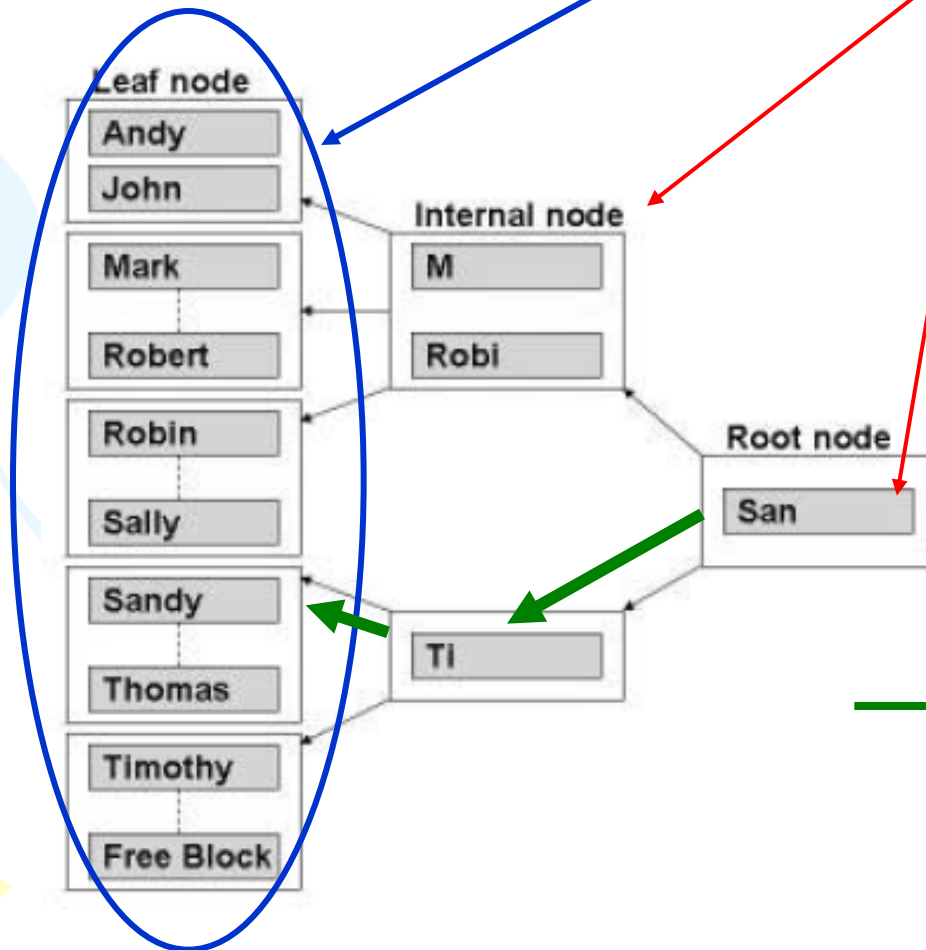
Database Version 2



B + tree

Data

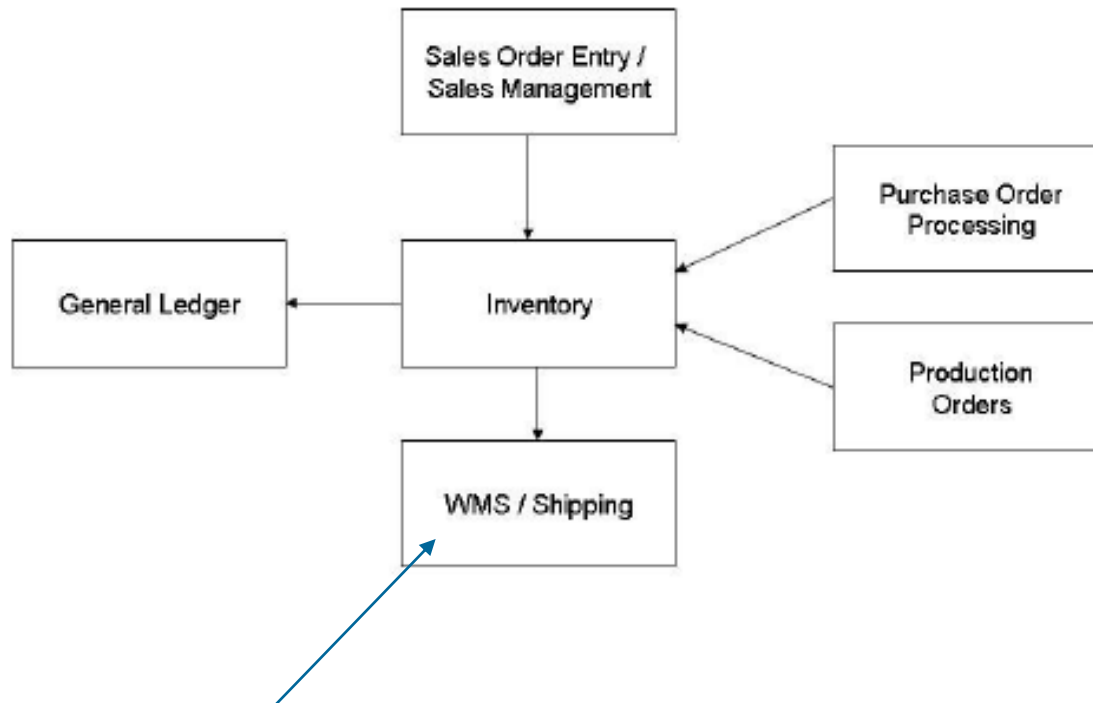
Dividers (no data)



Searching „Sandy“

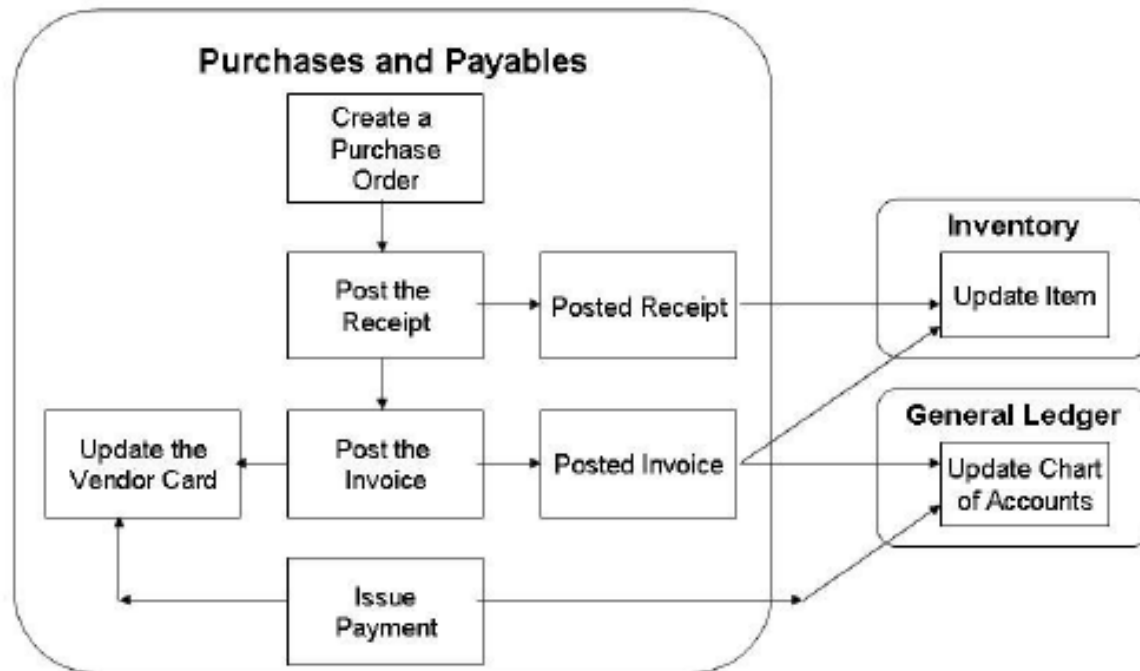
→ = Search path

Processing overview – chapter 3 (8324A)

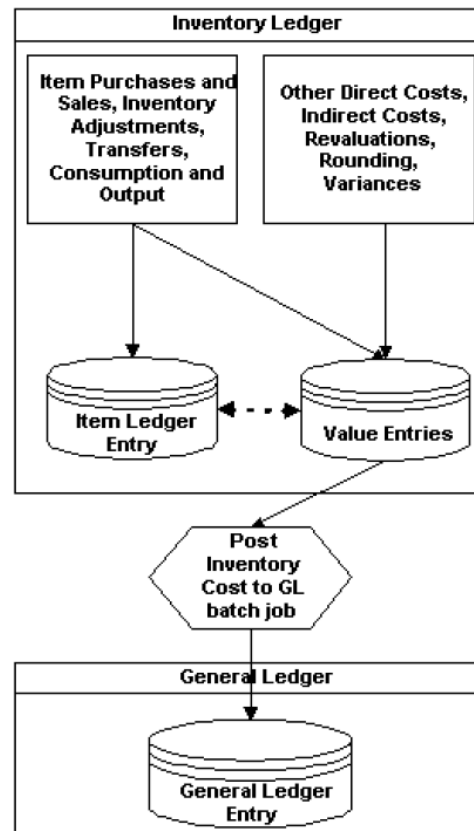


Warehouse Management System

Purchase, payables and General ledger Processing – chapter 3 (8324A)



Inventory posting as a result of Business Cases (Sale, Purchase,..) – 2 phases



Phase 1 :
Quantity posting,
Modification of the
Value Entries, **GL**
not affected

Phase 2 :
Value posting to the **GL**

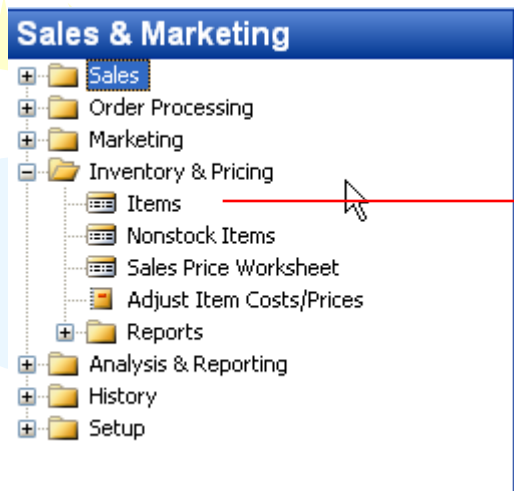
Vendor setup

The screenshot shows the SAP Vendor Card for vendor 10000, UP Liberec s.p. The window title is "10000 UP Liberec s.p. - Vendor Card". The "General" tab is active, showing various fields for vendor information. The fields are organized into two columns. The left column contains: No. (10000), Name (UP Liberec s.p.), Address (Masarykova 12), Address 2., Post Code/City (CZ-460 01, Liberec), Country Code (CZ), Phone No., Primary Contact No., and Contact (Paní Nicholas Christopoulos). The right column contains: Search Name (UP LIBEREC S.P.), Balance (LCY) (4 790 595,79), Purchaser Code (RL), Responsibility Center (LIBEREC), Blocked, and Last Date Modified (11.01.05). At the bottom, there are buttons for "Vendor", "Purchases", and "Help".

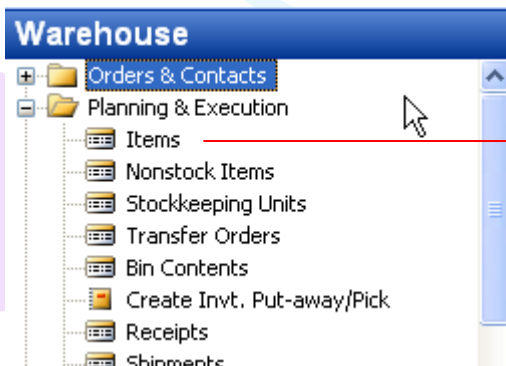
Field	Value
No.	10000
Name	UP Liberec s.p.
Address	Masarykova 12
Address 2.	
Post Code/City	CZ-460 01, Liberec
Country Code	CZ
Phone No.	
Primary Contact No.	
Contact	Paní Nicholas Christopoulos
Search Name	UP LIBEREC S.P.
Balance (LCY)	4 790 595,79
Purchaser Code	RL
Responsibility Center	LIBEREC
Blocked	
Last Date Modified	11.01.05

Other folders will be explained ON-LINE

Item setup



OR



1992-W Panel ALBERTVILLE,green - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

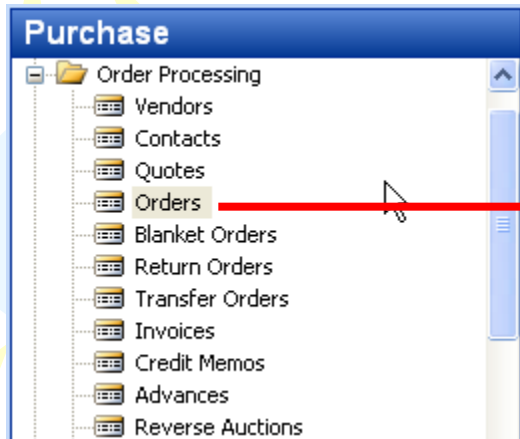
No.	1992-W	Search Description . . .	PANEL ALBERTVI...
Description	Panel ALBERTVILLE,green	Inventory.	21
Base Unit of Measure . . .	KS	Qty. on Purch. Order . .	30
Bill of Materials	<input checked="" type="checkbox"/>	Qty. on Prod. Order . . .	0
Shelf No.	F10	Qty. on Component Lines	0
Automatic Ext. Texts . . .	<input type="checkbox"/>	Qty. on Sales Order . . .	4
Created From Nonstock . .	<input type="checkbox"/>	Qty. on Service Order . .	0
Item Category Code. . . .		Service Item Group . . .	
Product Group Code. . . .		Blocked	<input type="checkbox"/>
		Last Date Modified . . .	11.01.05

Item Sales Purchases Functions Help

Other folders will be explained ON-LINE

Purchase Order Processing

Vendor



The main window displays a "Purchase Order" form for "106113 UP Liberec s.p.". The form has several tabs: "General", "Invoicing", "Shipping", "Foreign Trade", "E - Commerce", and "Advance". The "General" tab is active, showing fields for "No.", "Buy-from Vendor No.", "Buy-from Contact No.", "Buy-from Vendor Name", "Buy-from Address", "Buy-from Post Code/City", "Buy-from Contact", "Posting Date", "Order Date", "Document Date", "Vendor Order No.", "Vendor Shipment No.", "Vendor Invoice No.", "Order Address Code", "Purchaser Code", "Responsibility Center", and "Status".

T..	No.	Description	Location ...	Quantity	Reserve...	Unit of M...	Direct U...
*I...	1992-W	Panel ALBERTVILLE,green		10		KS	20 000,00

At the bottom of the form, there are buttons for "Order", "Line", "Functions", "Posting", "Print...", and "Help".

Item

Posting of the Purchase Order (PO)



Vendor Ledger Entries (VLE)
Detailed VLE
Item Ledger Entries (ILE)
Value Entries

Payables Processing Vendor – Summary Aging Report

The image shows a sequence of three screenshots from a financial management software interface. The first screenshot shows a tree view under 'Financial Management' with 'Reports' expanded, and 'Aged Accounts Payable' selected. A red arrow points from this menu item to the second screenshot. The second screenshot shows the 'Aged Accounts Payable' dialog box with the 'Vendor' tab selected. A red arrow points from the 'Options' tab to the third screenshot. The third screenshot shows the 'Options' tab of the 'Aged Accounts Payable' dialog box, which includes fields for 'Aged As Of' (29.08.05), 'Aging by' (Due Date), 'Period Length', and various checkboxes for printing options.

Financial Management

- History
- Setup
- Reports
 - Vendor - Summary Aging
 - Aged Accounts Payable**
 - Vendor - Balance to Date
 - Vendor - Trial Balance
 - Vendor - Detail Trial Balance
 - Vendor - List
 - Vendor Register
 - Vendor - Order Summary
 - Vendor - Order Detail
 - Vendor - Top 10 List
 - Vendor - Purchase List
 - Vendor Labels

Aged Accounts Payable

Vendor Options

Field	Filter
No.	

Sort...

Print... Preview Cancel Help

Aged Accounts Payable

Vendor Options

Aged As Of 29.08.05

Aging by Due Date
 Posting Date
 Document Date

Period Length

Print Amounts in LCY. . .

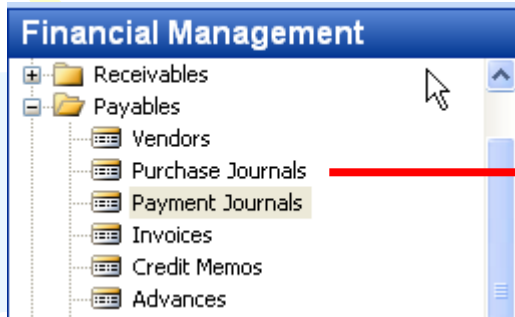
Print Details

Heading Type Date ... ▾

New Page per Vendor . .

Print... Preview Cancel Help

Payables Processing Vendor – Payment Journals I



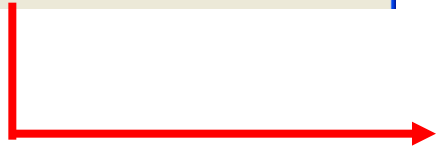
Batch Name OBECNÝ

Posting ...	D..	Docume...	A..	Account ...	Description	Curr...	Amount	B..	Bal.
*▶	29.08.05	P..	G04001	V..				0,00	G..

Account Name Bal. Account Name Balance Total Balance

2 171 175,34 2 171 175,34

Line Account Functions Payments Posting Help



Payables Processing Vendor – Payment Journals II

Suggest Vendor Payments

Vendor Options

Last Payment Date . . . 31.12.05

Find Payment Discounts .

Summarize per Vendor . .

By Dimension

Use Vendor Priority . . .

Available Amount (LCY) . 1 000 000,00

Posting Date 29.08.05

Starting Document No. . . G04001

New Doc. No. per Line . .

Bal. Account Type G/L Account

Bal. Account No.

Bank Payment Type

OK Cancel Help



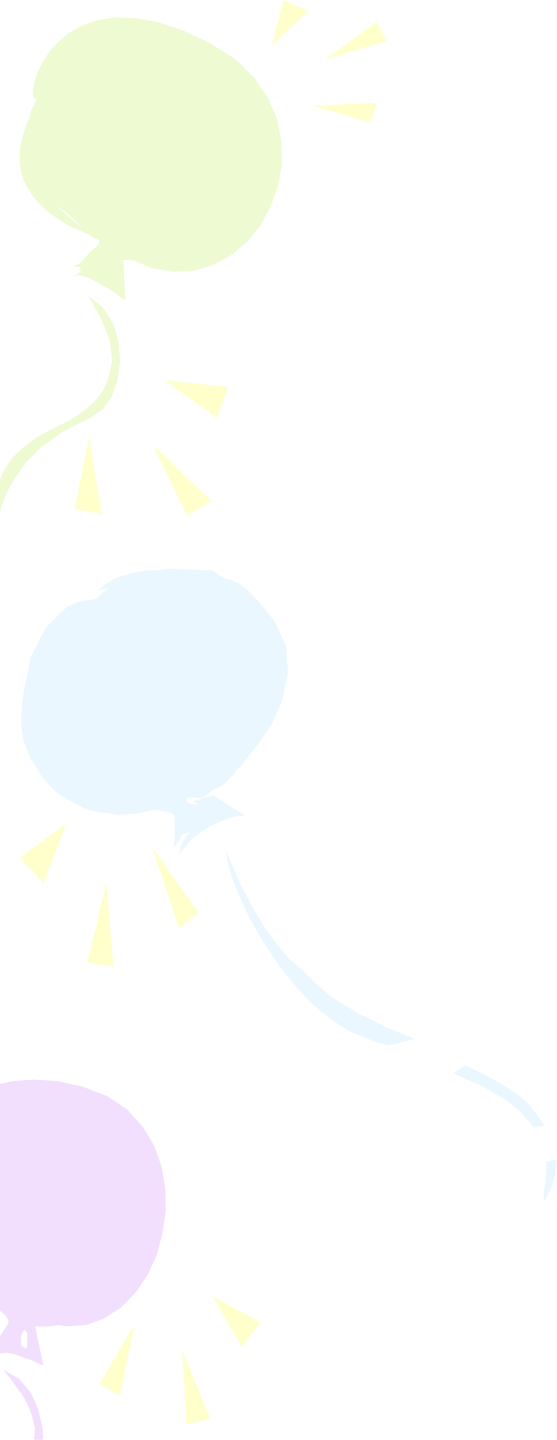
OBECNÝ OBECNÝ - Payment Journal

Batch Name OBECNÝ

Posting ...	D..	Docume...	A..	Account ...	Description	Curr...	Amount	B..	Bal.
▶ 29.08.05	P..	G04001	V..	10000	Payment to vendor 10000		919 052,65	G..	

Line Account Functions Payments Posting Help

See ON-LINE operations



Thanks a lot for Your time