

## Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part one

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Reason : Concise instrument helping in tuition and study

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1. Menu->application areas
2. Windows – Card <-> List and Header and Lines (Form and Subform) and basic characteristics. How to open more windows- active window – what it is ?
3. **Keyboard shortcuts** | : F5 (list from card ) and Shift-F5 (card from list)
4. Basic explanations of 4 main windows displaying main data tables of ERP
  - 4.1. Customer
  - 4.2. Vendor
  - 4.3. Item
  - 4.4. General Ledger Account
5. **Keyboard shortcuts** | : F6 (Lookup, Drill Down and Option)
6. Entries and its specifications and how they are created :
  - 6.1. Customer Ledger Entry ->**calculation field explanation**
  - 6.2. Vendor ledger Entry
  - 6.3. Item Ledger Entry
  - 6.4. G/L Entry
7. **Keyboard shortcuts** : Ctrl-F5 (from Card to Entries)
8. Navigation tool and the meaning of it (effect and causes)
9. Help and its use
10. Date entry : t=today, ddmmyy (061010->6.10.2010 without full stops)
11. Date formula : D=day, W=Week, Y=Year , 14D=2W, ....help
12. Relation of above mentioned date formula to payment term (as an example of use of it)
13. Filtering in the system ( F7 – field filter and how to find all possibilities in help)
14. Searching
15. Sorting
16. Entering data into cards (its fields) and lists (its fields)
17. **Keyboard shortcuts** : F2 – Edit
18. How to enter new record (table record)
19. **Keyboard shortcuts** : F3 – New
20. Structure of the chart of accounts – (grouping into group of similar account) and meaning of IAS,IFRS,GAAP- see our remark about Uniform System of Accounts use in Hotel industry
21. Receivables-Payables from chart of account window
22. See balance of chosen account and its related G/L entries

