

# Introduction to MS Dynamics

## NAV II.

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# Basic source tables I.(sales)

- Customer

- Balance
- Credit limit
- General Posting group (we will go over it later in this course in section General Ledger setup)
- VAT Posting Group (we will go over it later in this course in section General Ledger setup)
- Customer Posting Group (we will go over it later in this course in section General Ledger setup)
- Allow Line Discount
- Payment Term Code
- Location Code (inventory)
- Fields related to Shipping Agent
- Currency Code
- Language Code

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . 10000

Name. . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2. . . . .

Post Code/City . . . . . B27 4KT Birmingham

Country/Region Code . . . . . GB

Phone No. . . . .

Primary Contact No. . . . .

Contact. . . . . Mr. Andy Teal

Search Name . . . . . THE CANNON GR...

Balance (LCY) . . . . . 421 319,79

Credit Limit (LCY) . . . . . 100 000,00

Salesperson Code . . . . . PS

Responsibility Center . . . . . BIRMINGHAM

Service Zone Code . . . . . M

Blocked . . . . .

Last Date Modified . . . . . 28.11.13

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Bill-to Customer No. . . . .

Invoice Copies . . . . . 0

Invoice Disc. Code . . . . . 10000

Copy Sell-to Addr. to . . . . . Company

Gen. Bus. Posting Group . . . . . NATIONAL

VAT Bus. Posting Group . . . . . NATIONAL

Customer Posting Group . . . . . DOMESTIC

Customer Price Group . . . . .

Customer Disc. Group . . . . .

Allow Line Disc. . . . .

Prices Including VAT . . . . .

Prepayment % . . . . . 0

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Application Method . . . . . Manual

Payment Terms Code . . . . . 1M(8D)

Payment Method Code . . . . .

Reminder Terms Code . . . . . DOMESTIC

Fin. Charge Terms Code . . . . . 1.5 DOM.

Print Statements . . . . .

Last Statement No. . . . . 0

Block Payment Tolerance . . . . .

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . .

Language Code . . . . . ENG

VAT Registration No. . . . . 789456278

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . .

Language Code . . . . . ENG

VAT Registration No. . . . . 789456278

# Basic information - buttons (sales)

The image shows three screenshots from an SAP system. The leftmost screenshot is a navigation menu with several items highlighted in red boxes. Red arrows point from these boxes to the other two screenshots. The top-right screenshot shows the 'Customer Sales History' for '10000 The Cannon Group PLC', displaying a list of sales documents with columns for document number, date, status, and description. The bottom-right screenshot shows the 'Customer Statistics' for the same customer, with the 'Sales' tab selected, displaying various financial metrics.

**Navigation Menu (Left):**

- List (F5)
- Ledger Entries (Ctrl+F5)
- Sales History
- Issued Documents
- Comments
- Dimensions (Shift+Ctrl+D)
- Bank Accounts
- Ship-to Addresses
- Contact
- Statistics (F9)
- Statistics by Currencies
- Entry Statistics
- Sales
- Cross References
- Service Contracts
- Service Items
- Jobs
- Online Map
- Credit Cards
- Credit Cards Transaction Log Entries

**Customer Sales History (Top Right):**

Document...	Shipment...	T...	No.	Description	Unit of Me...	Quantity	L
102001	05.01.12 I...	1968-S	MEXICO Swivel Chair, black	PCS	2		
	05.01.12 I...	1996-S	ATLANTA Whiteboard, base	PCS	3		
102002	05.01.12 I...	1968-S	MEXICO Swivel Chair, black	PCS	1		
	05.01.12 I...	1996-S	ATLANTA Whiteboard, base	PCS	2		
102003	05.01.12 I...	1968-S	MEXICO Swivel Chair, black	PCS	2		
	05.01.12 I...	1996-S	ATLANTA Whiteboard, base	PCS	2		
102024	23.01.12 R...	TIMOTHY	Assembling Furniture, January	HOUR	25		
	23.01.12 R...	TIMOTHY	Assembling Furniture, January	MILES	120		
102028	26.01.12 I...	1920-S	ANTWERP Conference Table	PCS	1		
102029	18.01.12 I...	1964-W	INNSBRUCK Storage Unit/G.Door	PCS	10		
	18.01.12 I...	70011	Glass Door	PCS	5		
102033	28.11.13 I...	1968-S	MEXICO Swivel Chair, black	PCS	100		
102035	28.11.13 I...	70102	Paint, blue	CAN	1 000		
102036	28.11.13 I...	RC_001	Red Crawdad	PCS	10		
102040	15.12.13 I...	RC_001	Red Crawdad	PCS	100		

**Customer Statistics (Bottom Right):**

Field	Value
Balance (LCY)	421 319,79
Outstanding Orders (L...)	5 071,01
Shipped Not Invd. (LCY)	525,50
Outstanding Serv. Ord...	6,63
Serv Shipped Not Invo...	0,00
Outstanding Invoices (...)	0,00
Total (LCY)	426 916,30
Credit Limit (LCY)	100 000,00
Overdue Amounts (LCY) as of 11.12.13	167 785,16

# Basic source tables II.(sales)

- Item

- Number
- Basic Unit of Measure
- Item Category Code
- Product Group Code
- Inventory
- Quantity of this item on diverse types of document
- **Costing method -> see next slide (only basics)**
- Unit Cost
- General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- VAT Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Inventory Posting (we will go over it later in this course in section General Ledger setup and (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Allow Invoice Discount
- Replenishment System and Vendor Number
- Reordering Policy (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Safety Stock Quantity and Reordering point (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Item Tracking Code

# Costing methods concisely

- **FIFO** : An item's unit cost is the actual value of any receipt of the item, selected by the FIFO rule. In inventory valuation, it is assumed that the first items placed in inventory are sold first.
  - Used when business environments where product cost is stable.
- **Average** : An item's unit cost is calculated as the average unit cost at each point in time after a purchase.
  - Used in business environments where product cost is unstable. When inventories are piled or mixed together and cannot be differentiated, such as chemicals.

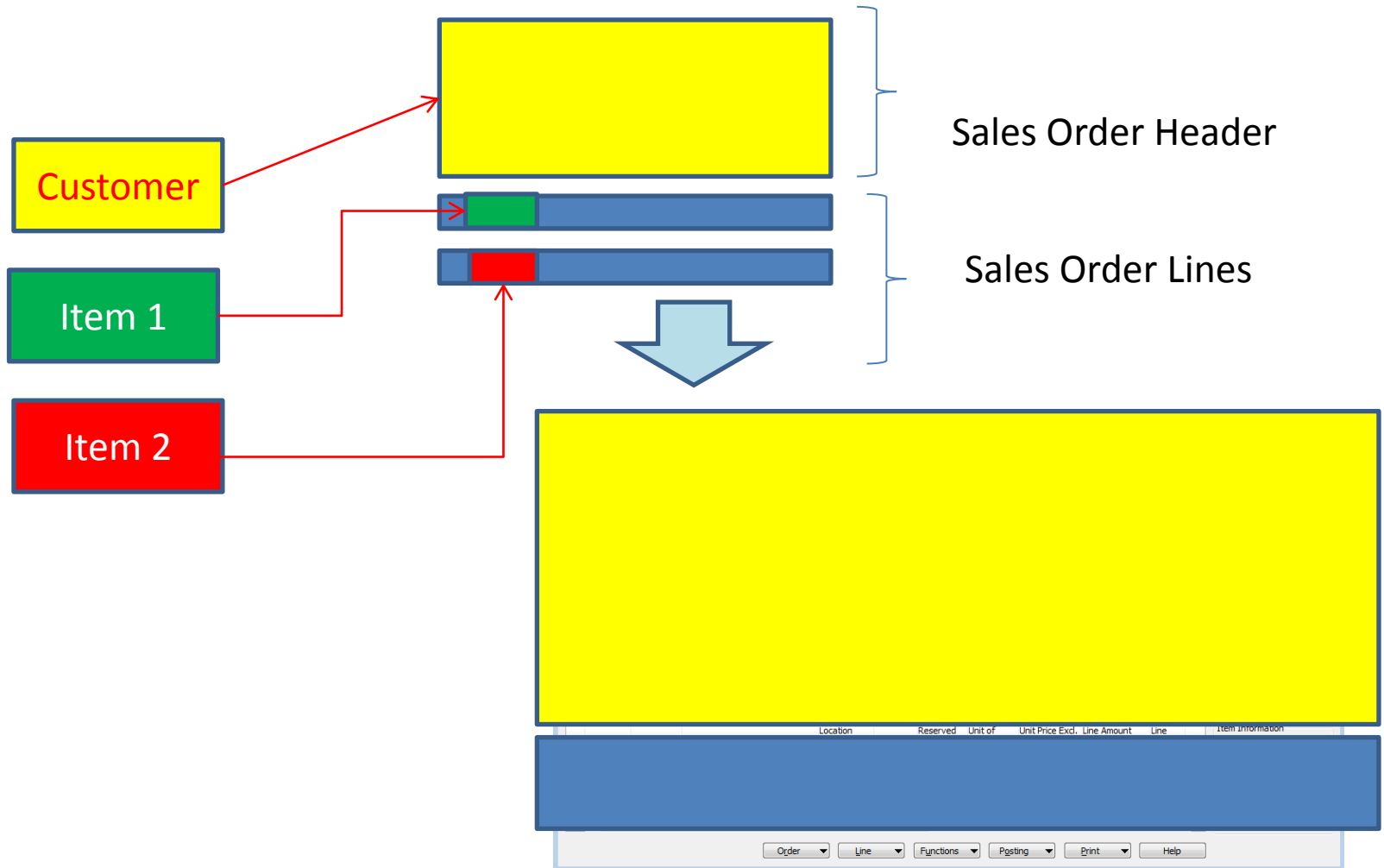
# Item card

The screenshot shows the 'Item Card' for item '1906-S ATHENS Mobile Pedestal'. The window has a title bar with standard OS controls and a menu bar with tabs: General, Invoicing, Replenishment, Planning, Foreign Trade, Item Tracking, E-Commerce, and Warehouse. The 'General' tab is active. The main area contains two columns of fields. The left column includes: No. (1906-S), Description (ATHENS Mobile Pedestal), Base Unit of Measure (PCS), Bill of Materials (checkbox), Shelf No. (D4), Automatic Ext. Texts (checkbox), Created From Nonstoc... (checkbox), Item Category Code, Product Group Code, and Test. The right column includes: Search Description (ATHENS MOBILE ...), Inventory (254), Qty. on Purch. Order (50), Qty. on Prod. Order (0), Qty. on Component Lines (0), Qty. on Sales Order (34), Qty. on Service Order (0), Service Item Group, Blocked (checkbox), and Last Date Modified (18.09.14). At the bottom, there are buttons for Item, Sales, Purchases, Functions, and Help.

Field	Value
No.	1906-S
Description	ATHENS Mobile Pedestal
Base Unit of Measure	PCS
Inventory	254
Qty. on Purch. Order	50
Qty. on Prod. Order	0
Qty. on Component Lines	0
Qty. on Sales Order	34
Qty. on Service Order	0
Last Date Modified	18.09.14

Some basic information related to the button Item will be presented on-line during tuition

# Sales order






# How to create a simple Sales Order

- Sales and Marketing menu
- Order Processing->Orders
- F3 to create new document- by confirming by use of ENTER a new and unique document number is created
- Look-up by use of F6 from the field Customer
- Chosen Customer must be confirmed by one click on the key Enter
- If warning is automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- Lines->Type Item->from the field No. By use of F6 pick your chosen item ->ENTER to confirm your choice
- Enter stock location **BLUE** and specify Quantity
- If warning is again automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- See Statistics of this document by F9
- Button Print->Order Confirmation->Preview
- Post it by use of F11
- Make a choice (for this first simple sales order model)

# Check credit limit

 This customer has an overdue balance and the customer's credit limit has been exceeded. Do you still want to record the amount?

No. . . . .	10000
Name. . . . .	The Cannon Group PLC
Balance (LCY) . . . . .	421 319,79
Outstanding Amt. (LCY) . . . . .	5 225,14
Shipped/Ret. Rcd. Not... . . . .	525,50
Current Amount (LCY) . . . . .	0,00
Total Amount (LCY) . . . . .	427 070,43
Credit Limit (LCY) . . . . .	100 000,00
Overdue Amounts (LCY) as of 11.12.13 . . . . .	167 785,16

# Created Sales Order

1057 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 1057

Sell-to Customer No. . . . . 10000

Sell-to Contact No. . . . . CT000001

Sell-to Customer Name . . . . . The Cannon Group PLC

Sell-to Address . . . . . 192 Market Square

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . B27 4KT Birmingham

Sell-to Contact . . . . . Mr. Andy Teal

No. of Archived Versions. . . . . 0

Posting Date . . . . . 11.12.13

Order Date . . . . . 11.12.13

Document Date . . . . . 11.12.13

Requested Delivery Date . . . . .

Promised Delivery Date . . . . .

Quote No. . . . .

External Document No. . . . .

Salesperson Code . . . . . PS

Campaign No. . . . .

Opportunity No. . . . .

Responsibility Center . . . . . BIRMINGHAM

Assigned User ID . . . . .

Status . . . . . Open

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure ...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disco...	Qty. to Ship	Quantity Shipped	Qt In
Item	1908-S	LONDON Swivel Chair, blue	BLUE	1		PCS	123,30	123,30		1		

Customer Information

Sell-to Customer

- Ship-to Addresses (2)
- Contacts (5)
- Sales History

Bill-to Customer

- Avail. Credit -327 070

Item Information

- Item Card
- Availability (233)
- Substitutions (0)
- Sales Prices (0)
- Sales Line D...

Order Line Functions Posting Print Help

# Sales Order confirmation (preview)

## Order Confirmation

Page 1

The Cannon Group PLC  
Mr. Andy Teal  
192 Market Square  
Birmingham, B27 4KT  
Great Britain

CRONUS, Birmingham RC.  
Aaron Nicholls  
Main Street, 14  
B27 4KT Birmingham

Phone No. +44-161 818192  
Fax No. +44-161 818100  
VAT Reg. No. GB777777777  
Giro No. 888-9999  
Bank World Wide Bank  
Account No. 99-99-888

Bill-to Customer No. 10000

11. December 2013

VAT Registration No. 789456278  
Salesperson Peter Sadow

Shipment Date 11.12.13  
Order No. 1057  
Prices Including VAT No

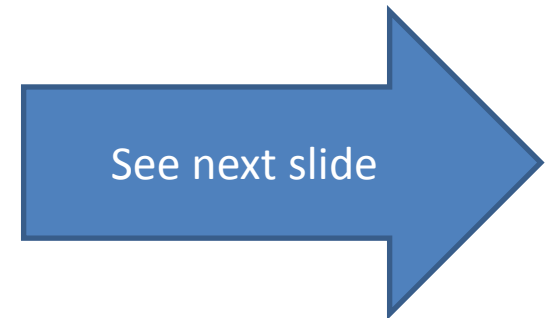
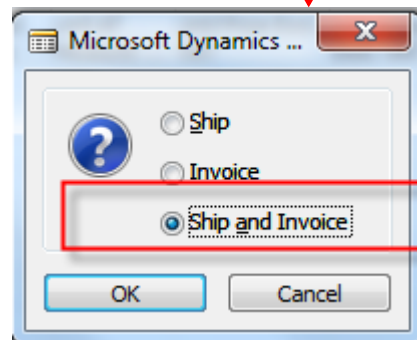
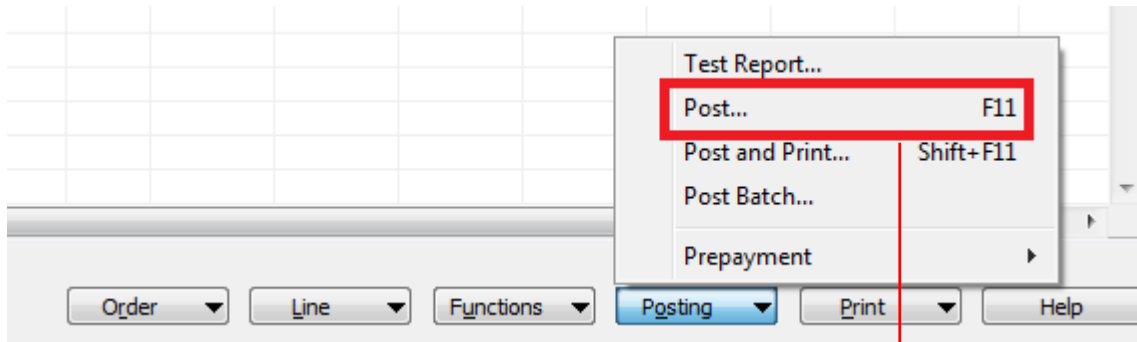
No.	Description	Quantity	Unit of Measu	Unit Price	Allow		Amount
					Disc. %	Invoice VAT Identifier	
1908-S	LONDON Swivel Chair, blue	1	Piece	123,30	Yes	VAT25	123,30
<b>Total GBP Excl. VAT</b>							<b>123,30</b>
25% VAT							30,83
<b>Total GBP Incl. VAT</b>							<b>154,13</b>

### VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	123,30	123,30	0,00	123,30	30,83
<b>Total</b>		<b>123,30</b>	<b>123,30</b>	<b>0,00</b>	<b>123,30</b>	<b>30,83</b>

Payment Terms 1 Month/2% 8 days  
Shipment Method Ex Warehouse

# Lower part of the Sales Order form



# Posted invoice and delivery list

The screenshot displays the Microsoft Dynamics NAV Classic interface. The window title is "CRONUS International Ltd. - Microsoft Dynamics NAV Classic". The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons, with a red box highlighting the "Next" (right arrow) icon. The left-hand pane shows the "Sales & Marketing" folder structure, with "History" and "Posted Invoices" highlighted by red boxes and a red arrow pointing to the main window. The main window displays a "Posted Sales Invoice" for "103044 The Cannon Group PLC". The "General" tab is active, showing fields for No. (103044), Posting Date (11.12.13), Sell-to Customer No. (10000), Sell-to Contact No. (CT000001), Sell-to Customer Name (The Cannon Group PLC), Sell-to Address (192 Market Square), Sell-to Post Code/City (B27 4KT Birmingham), and Sell-to Contact (Mr. Andy Teal). Below the form is a table with the following data:

T... No.	Description	Quantity	Unit of M...	Unit Price...	Line Amount E...	Line ...
I... 1908-S	LONDON Swivel Chair, blue	1	PCS	123,30	123,30	

At the bottom of the window, there are buttons for "Invoice", "Line", "Functions", "Print...", "Navigate", and "Help".

# Direct „jump“ to the item card from Posted Invoice (F6)

T... No.	Description	Quantity	Unit of M...	Unit Price...	Line Amount E...	Line ...
I... 1908-S	LONDON Swivel Chair, blue	1	PCS	123,30	123,30	

**F6 = Look-Up in order to see Item card (list)**

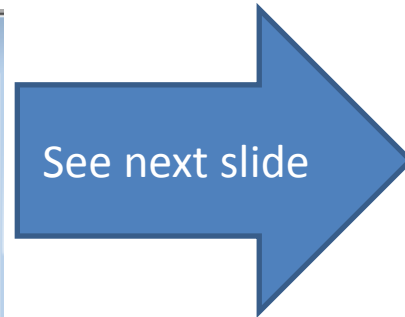
Invoice Line Functions Print... Navigate Help

} Posted Sales Invoice Lines

No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...	Ur
LS-2	Cables for Loudspeakers					BOX	✓	
LS-75	Loudspeaker, Cherry, 75W					PCS	✓	
LS-81	Loudspeaker, Walnut, 80W					PCS	✓	
RC_001	Red Crawdad					PCS	✓	
SPK-100	Spike for LS-100					PCS	✓	
T0	Test item					PCS	✓	
1896-S	ATHENS Desk					PCS	✓	4
1900-S	PARIS Guest Chair, black					PCS	✓	
1906-S	ATHENS Mobile Pedestal					PCS	✓	2
1908-S	LONDON Swivel Chair, blue					PCS	✓	

**Use Shift-F5 to go directly to the item, which was sold**

OK Cancel Item Sales Purchases Functions Help



# Item card and its entries (Ctrl-F5)

1908-S LONDON Swivel Chair, blue - Item Card

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

No. . . . . 1908-S Search Description . . . LONDON SWIVEL ...

Description . . . . . LONDON Swivel Chair, blue Inventory. . . . . 304

Base Unit of Measure . . . PCS Qty. on Purch. Order . . . 50

Bill of Materials . . . . . Qty. on Prdct. Order . . . 0

Shelf No. . . . . DS Qty. on Component Lines . . . 0

Automatic Ext. Texts . . . Qty. on Sales Order . . . 138

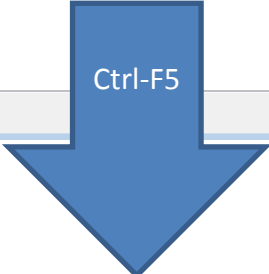
Created From Nonstoc... Qty. on Service Order . . . 0

Item Category Code. . . . . Service Item Group . . .

Product Group Code. . . . . Blocked . . . . .

Test . . . . . Last Date Modified . . . 11.12.10

Item Sales Purchases Functions Help



Item 1908-S LONDON Swivel Chair, blue - Item Ledger Entries

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open
31.12.11	Positive A...		START	1908-S		BLUE	234	234	233	0,00	21 363,03	0,00	
31.12.11	Positive A...		START	1908-S		RED	5	5	4	0,00	456,48	0,00	
31.12.11	Positive A...		START	1908-S		GREEN	47	47	37	0,00	4 290,86	0,00	
23.01.12	Sale	Sales Shipment	102022	1908-S		RED	-1	0	0	0,00	0,00	0,00	
26.01.12	Transfer	Transfer Shipment	108002	1908-S		GREEN	-10	-10	0	0,00	-912,95	0,00	
26.01.12	Transfer	Transfer Shipment	108002	1908-S		OWN LOG.	10	10	0	0,00	912,95	0,00	
26.01.12	Transfer	Transfer Receipt	109001	1908-S		OWN LOG.	-10	-10	0	0,00	-912,95	0,00	
26.01.12	Transfer	Transfer Receipt	109001	1908-S		RED	10	10	10	0,00	912,95	0,00	
23.01.12	Purchase	Purchase Receipt	107028	1908-S	LONDON Kontoristol, blé	GREEN	20	0	20	0,00	0,00	0,00	
11.12.13	Sale	Sales Shipment	102055	1908-S		BLUE	-1	-1	0	123,30	-91,29	0,00	



# Direct „jump“to the Customer card from Posted Invoice (F6)

103044 The Cannon Group PLC - Posted Sales Invoice

General Invoicing Shipping Foreign Trade BizTalk

No. . . . . 103044

Sell-to Customer No. . . . . 10000

Sell-to Contact No. . . . . CT000001

Sell-to Customer Name . . . . . The Cannon Group PLC

Sell-to Address . . . . . 192 Market Square

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . B27 4KT Birmingham

Sell-to Contact . . . . . Mr. Andy Teal

Posting Date . . . . . 11.12.13

Document Date . . . . . 11.12.13

Quote No. . . . .

Order No. . . . . 1057

Pre-Assigned No. . . . .

External Document No. . . . .

Salesperson Code . . . . . PS

Responsibility Center . . . . . BIRMINGHAM

No. Printed . . . . . 0

Posted Sales Invoice Header

F6

Customer List

No.	Name	Responsi...	Location ...	Phone No.	Contact
10000	The Cannon Group PLC	BIRMING...	BLUE		Mr. Andy Teal
20000	Selangorian Ltd.				Mr. Mark McArthur
30000	John Haddock Insurance Co.				Miss Patricia Doyle
40000	Deerfield Graphics Company		YELLOW		Mr. Kevin Wright
50000	Guildford Water Department	LONDON			Mr. Jim Stewart
60000	Blanemark Hifi Shop	LONDON	WHITE		
61000	Fairway Sound	LONDON	WHITE		
62000	The Device Shop	LONDON	WHITE		
01121212	Spotsmeyer's Furnishings		YELLOW		Mr. Mike Nash
01445544	Progressive Home Furnishings		YELLOW		Mr. Scott Mitchell

OK Cancel Customer Sales Help

Shift-F5

See next slide

# Customer card and its entries (Ctrl-F5)

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . 10000 Search Name . . . . . THE CANNON GR...

Name . . . . . The Cannon Group PLC Balance (LCY) . . . . . 421 473,92

Address . . . . . 192 Market Square Credit Limit (LCY) . . . . . 100 000,00

Address 2 . . . . . Salesperson Code . . . . . PS

Post Code/City . . . . . B27 4KT Birmingham Responsibility Center . . . . . BIRMINGHAM

Country/Region Code . . . . . GB Service Zone Code . . . . . M

Phone No. . . . . Blocked . . . . .

Primary Contact No. . . . . Last Date Modified . . . . . 28.11.13

Contact . . . . . Mr. Andy Teal

Customer Sales Functions Help

Ctrl-F5

10000 The Cannon Group PLC - Customer Ledger Entries

Posting D...	Document Type	Documen...	Customer...	Description	Curre...	Original Amount	Amount	Remainin
28.11.13	Invoice	103025	10000	Order 1004		25,00	25,00	
03.12.13	Invoice	103029	10000	Order 1010		600,00	600,00	
03.12.13	Payment	G00002	10000	The Cannon Group PLC		-588,00	-588,00	
03.12.13	Invoice	103030	10000	Order 1011		62 750,00	62 750,00	62
10.12.13	Invoice	103031	10000	Order 1012		62 500,00	62 500,00	62
10.12.13	Invoice	103032	10000	Order 1014		125 000,00	125 000,00	125
10.12.13	Invoice	103033	10000	Order 1015		37,13	37,13	
10.12.13	Invoice	103034	10000	Order 1016		25,00	25,00	
10.12.13	Invoice	103035	10000	Order 1017		25,00	25,00	
10.12.13	Invoice	103036	10000	Order 1018		25,00	25,00	
10.12.13	Invoice	103038	10000	Order 1019		10,00	10,00	
10.12.13	Invoice	103039	10000	Order 1020		6,25	6,25	
11.12.13	Invoice	103044	10000	Order 1057		154,13	154,13	

Entry Functions Navigate Help

# Impacts to G/L

CRONUS International Ltd. - Microsoft Dynamics NAV Classic

File Edit View Tools Window Help

**Financial Management**

- General Ledger
  - Chart of Accounts
  - Budgets
  - General Journals
- Analysis & Reporting
- Intercompany Postings
- Reports
- History
  - Registers**
  - Navigate
- Periodic Activities
- Cash Management
- Receivables
- Payables
- Fixed Assets
- Inventory
- Setup

**G/L Registers**

No.	Creation Date	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From Entr'
191	20.03.14		GENJNL	DEFAULT	3158	3159	
192	20.03.14		GENJNL	DEFAULT	3160	3161	
193	20.03.14		GENJNL	DEFAULT	3162	3163	
194	18.09.14		GENJNL	DEFAULT	3164	3165	
195	18.09.14		INVTPCOST		3166	3167	
196	18.09.14		SALES		3168	3170	
197	18.09.14		INVTPCOST		3171	3172	
198	18.09.14		INVTPCOST		3173	3184	

*Normally it is a last line. In our model i have run some batch, which created another two lines (INVTPCOST)*

Register Functions Help

- General Ledger**
- Customer Ledger
- Vendor Ledger
- Bank Account Ledger
- Fixed Asset Ledger
- Maintenance Ledger
- VAT Entries
- Item Ledger Relation

# Impacts to G/L (General Ledger Entries)

Posting Date	Document Type	Document No.	G/L Acco...	Description	G... G... G... Amount	Bal. Accou... E
11.12.13	Invoice	103044	6110	Order 1057	S.. N.. R.. -123,30	G/L A... ▾
11.12.13	Invoice	103044	5610	Order 1057		-30,83 G/L Account
11.12.13	Invoice	103044	2310	Order 1057		154,13 G/L Account

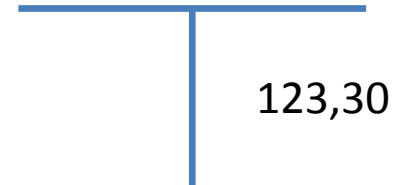
2310 Customer Domestic



5610 Sales VAT 25%



6110 Sales Retail Domestic



# Creation of the brand new customer

- Manually – only for NAV expert
- By use of Customer template – easier way

**By use of F5 (list)  
we will get**

Code	Description	Country/...	Territory ...	Currency ...
DK-LARGE	Denmark, large customers	DK	FOREIGN	EUR
DK-SMALL	Denmark, small customers	DK	FOREIGN	DKK
GB LND	GB London Customers	GB	LND	
GB SCOT	GB Scottish Customers	GB	SCOT	
GB-LARGE	Great Britain, large customers	GB		EUR
GB-SMALL	Great Britain, small customers	GB		

# Creation of the new template

**F3**- enter Name and Description of the template and by **F6** (look-up ) we will Choose Country, Currency and Territory code (if territory code for Brno is not there, please simply enter by use of keyboard and confirm by Enter. See partly created template below.

CZECH BIG - Customer Template Card

General

Code . . . . . CZECH BIG

Description . . . . . Big company in South Mopravia

Country/Region Code . . CZ

Territory Code . . . . . BM

Currency Code . . . . . CZK

Gen. Bus. Posting Group .

VAT Bus. Posting Group .

Customer Posting Group .

Customer Price Group . .

Customer Disc. Group . .

Allow Line Disc. . . . .

Invoice Disc. Code . . . CZECH BIG

Payment Terms Code . .

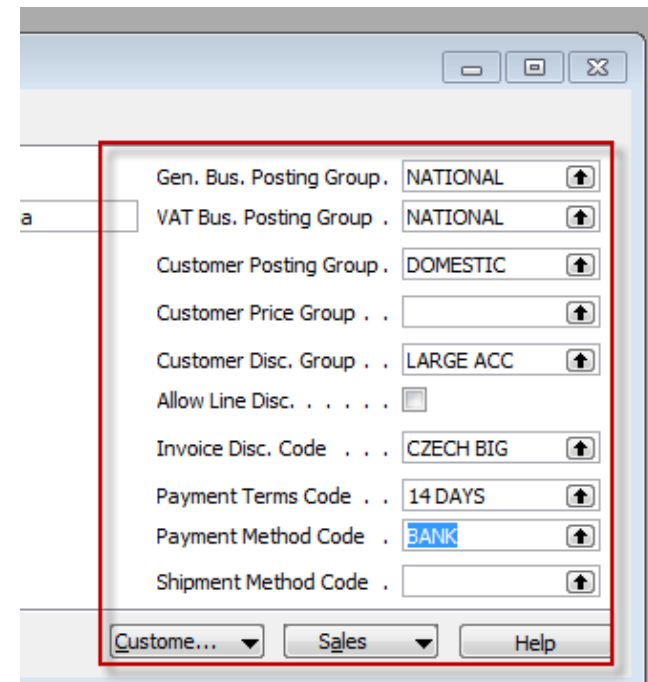
Payment Method Code .

Shipment Method Code .

Custome... Sales Help

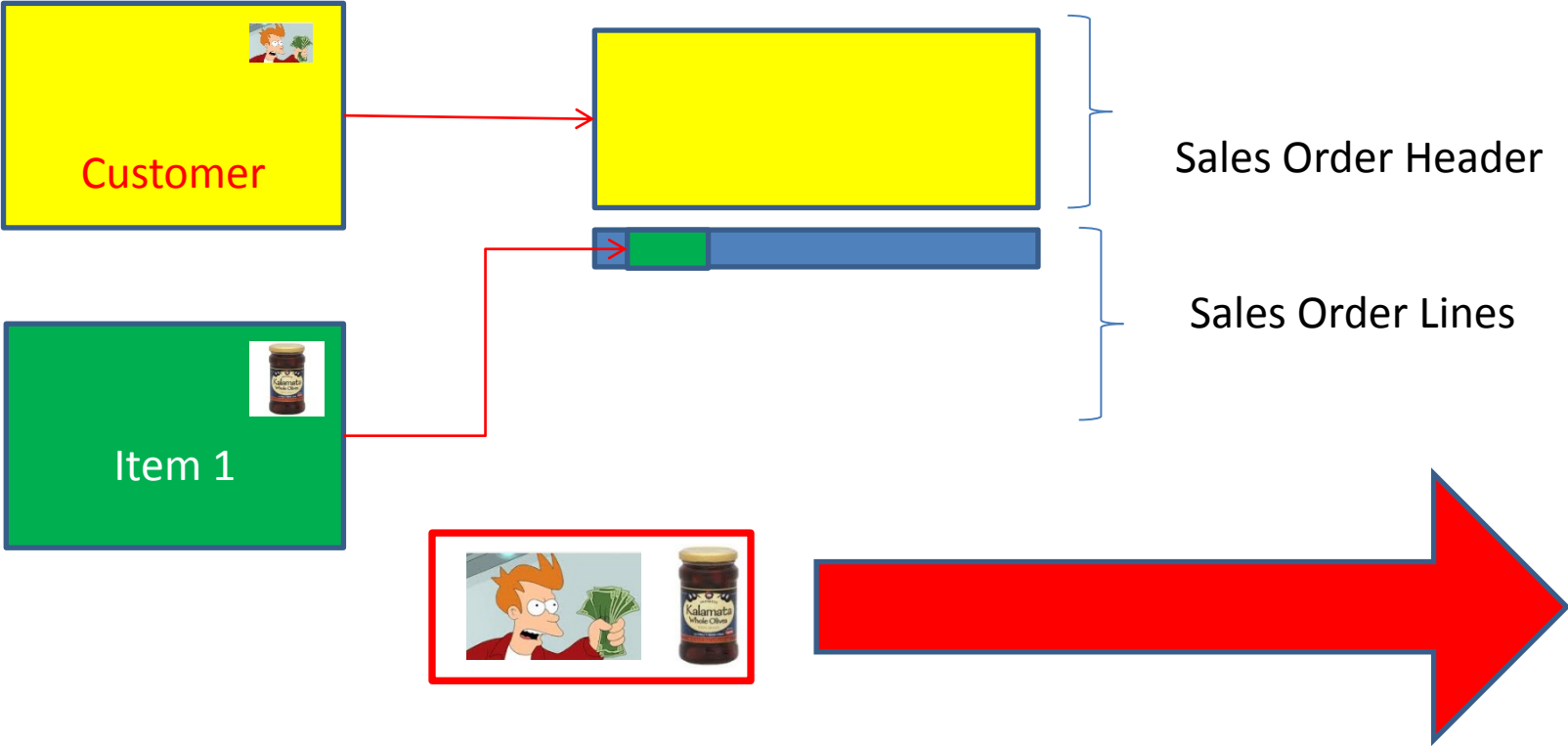
# Creation of the new template

- The next step is the setup of the template by entering :
  - General Business **Posting Group**
  - VAT **Posting Group**
  - Customer **Posting Group**
  - Payment condition and other fields
  - Teacher will explain basics about **Posting groups** (see next slide)



**Right part of  
the template window**

# Posting Groups



= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)



# Posting Groups

Gen. Bus. Posting Group: NATIONAL

VAT Bus. Posting Group: NATIONAL

Customer Posting Group: DOMESTIC

Customer Price Group:

Customer Disc. Group: LARGE ACC

Allow Line Disc. :

Invoice Disc. Code: CZECH BIG

Payment Terms Code: 14 DAYS

Payment Method Code: BANK

Shipment Method Code:

Buttons: Custome..., Sales, Help

Gen. Business Posting Groups

Code	Description	Def. VAT ...	Auto Inse...
EU	Customers and vendors in EU	EU	✓
EXPORT	Other customers and vendors (...)	EXPORT	✓
INTERC...	Intercompany		✓
▶ NATIONAL	Domestic customers and vendors	NATIONAL	✓

Buttons: OK, Cancel, Setup, Help

NATIONAL Domestic customers and vendors - General Posting Setup

Gen. Bus. Posting Group	Gen. Prod. Posting Group	Sales Account	Sales Credit Memo Account	Sales Line Disc. Account	Sales Inv. Disc. Account	Purch. Account	Purch. Credit Memo Ac...	Purch. Line Disc. Account	Purch. Inv. Disc. Account	COGS Account	Sales Disc. I Acc.
▶ NATIONAL	MANUFACT	6110	6110	6910	6910	7110	7110	7140	7140		
NATIONAL	MISC	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	NO VAT	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	RAW MAT	6210	6210	6910	6910	7210	7210	7240	7240	7290	
NATIONAL	RETAIL	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	SERVICES	6410	6410	6910	6910	7110	7110	7140	7140	7190	

# Let's go to international Brno Fair

- We are Greek Olive supplier and you are trying to find new customers in the Czech Republic
- Contacts visit your booth (stand) and taste your olives a lot
- Some of them will offer a visit card



} Data used by marketing department  
New Contact Cards are created in MS  
Dynamics NAV

# Contact Card

The screenshot displays a CRM application interface. On the left is a sidebar titled 'Sales & Marketing' with a tree view containing folders like Sales, Order Processing, Marketing, Reports, and Setup. The 'Marketing' folder is expanded, and 'Contacts' is highlighted with a red box and a red arrow pointing to the main window. The main window is titled 'CT000001 The Cannon Group PLC - Contact Card' and has tabs for 'General', 'Communication', 'Segmentation', and 'Foreign Trade'. The 'General' tab is active, showing fields for No., Type, Company No., Company Name, Name, Address, Address 2, Post Code/City, and Country/Region Code. To the right of these fields are search and interaction fields like Search Name, Phone No., Salesperson Code, Salutation Code, Last Date Modified, Date of Last Interaction, Last Date Attempted, and Next To-do Date. Below the form is a table with columns 'Question', 'Answer', 'Ques...', and 'Last Date ...'. The table contains several rows of data, including 'Discount (%) Last Year', 'Customer Purchase Frequency...', 'Turnover (LCY), Last Year', 'Turnover (LCY), Current Year', 'Discount (%) Current Year', 'Profit (LCY) Current Year', 'Company Ownership', and 'No. of employees'. At the bottom of the window are buttons for 'Contact', 'Functions', 'Create Interact', and 'Help'.

**Sales & Marketing**

- Sales
- Order Processing
- Marketing
  - Contacts**
  - Contact Search
  - Campaigns
  - Segments
  - Logged Segments
  - To-dos
- Reports
- Periodic Activities
- Setup

**Financial Management**

**Sales & Marketing**

**Purchase**

**Warehouse**

**Manufacturing**

**CT000001 The Cannon Group PLC - Contact Card**

General | Communication | Segmentation | Foreign Trade

No. . . . . CT000001

Type . . . . . Company

Company No. . . . . CT000001

Company Name . . . . . The Cannon Group PLC

Name. . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2. . . . .

Post Code/City . . . . . B27 4KT Birmingham

Country/Region Code . . . . . GB

Search Name . . . . . THE CANNON GR...

Phone No. . . . .

Salesperson Code . . . . . PS

Salutation Code . . . . . COMPANY

Last Date Modified . . . . . 11.12.10

Date of Last Interaction . . . . . 26.01.12

Last Date Attempted . . . . . 26.01.12

Next To-do Date . . . . . 24.01.12

Question	Answer	Ques...	Last Date ...
▶ Discount (%) Last Year	Low discount usage		31.01.12
Customer Purchase Frequency...	> 5 times a year		31.01.12
Customer Purchase Frequency...	> 5 times a year		31.01.12
Turnover (LCY), Last Year	low (below 1,000)		31.01.12
Turnover (LCY), Current Year	High (over 4,000)		31.01.12
Discount (%) Current Year	Medium discount usage		31.01.12
Profit (LCY) Current Year	Top 25 % of Customers		31.01.12
Company Ownership	Stock Exchange		31.01.12
No. of employees	1.99		31.01.12

Contact Functions Create Interact Help

# Contact Card-F3 (new)

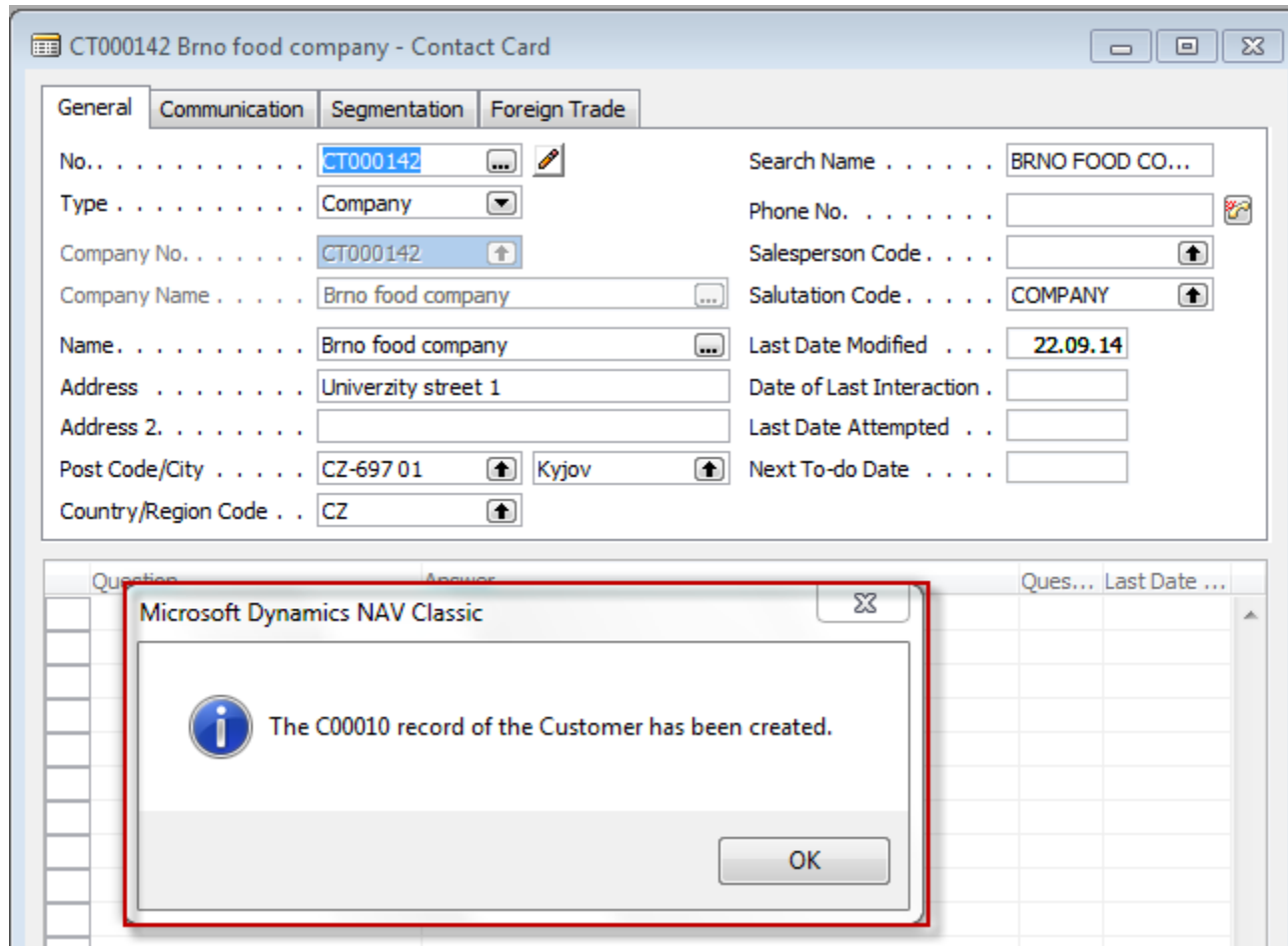
The screenshot shows a software window titled "CT000142 Brno food company - Contact Card". The window has several tabs: "General", "Communication", "Segmentation", and "Foreign Trade". The "General" tab is active, displaying various fields for company information:

- No.: CT000142
- Type: Company
- Company No.: CT000142
- Company Name: Brno food company
- Name: Brno food company
- Address: University street 1
- Address 2:
- Post Code/City: CZ-697 01, Kyjov
- Country/Region Code: CZ
- Search Name: BRNO FOOD CO...
- Phone No.:
- Salesperson Code:
- Salutation Code: COMPANY
- Last Date Modified: 22.09.14
- Date of Last Interaction:
- Last Date Attempted:
- Next To-do Date:

Below the form is a table with columns "Question", "Answer", "Ques...", and "Last Date ...".

At the bottom of the window, there is a "Functions" dropdown menu. The "Functions" menu is open, showing options: "Launch Web Source", "Print Cover Sheet", "Create as", "Link with existing", "Contact Search", and "Apply Template...". The "Create as" option is highlighted, and a sub-menu is open showing "Customer", "Vendor", and "Bank". The "Customer" option is highlighted with a red box.

# Contact Card-by use your template



The screenshot displays the 'Contact Card' for 'CT000142 Brno food company' in Microsoft Dynamics NAV Classic. The card is divided into several tabs: General, Communication, Segmentation, and Foreign Trade. The 'General' tab is active, showing fields for No., Type, Company No., Company Name, Name, Address, Address 2, Post Code/City, Country/Region Code, Search Name, Phone No., Salesperson Code, Salutation Code, Last Date Modified, Date of Last Interaction, Last Date Attempted, and Next To-do Date. A red box highlights a confirmation message box that reads: 'Microsoft Dynamics NAV Classic' and 'The C00010 record of the Customer has been created.' with an 'OK' button.

Field	Value
No.	CT000142
Type	Company
Company No.	CT000142
Company Name	Brno food company
Name	Brno food company
Address	Univerzity street 1
Address 2	
Post Code/City	CZ-697 01 Kyjov
Country/Region Code	CZ
Search Name	BRNO FOOD CO...
Phone No.	
Salesperson Code	
Salutation Code	COMPANY
Last Date Modified	22.09.14
Date of Last Interaction	
Last Date Attempted	
Next To-do Date	

# New Customer card

C00010 Brno food company - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . C00010 Search Name . . . . . BRNO FOOD CO...

Name. . . . . Brno food company Balance (LCY) . . . . . 0,00

Address . . . . . Univerzity street 1 Credit Limit (LCY) . . . . . 0,00

Address 2. . . . . Salesperson Code . . . . . JR

Post Code/City . . . . . CZ-697 01 Kyjov Responsibility Center . . . . .

Country/Region Code . . . . . CZ Service Zone Code . . . . .

Phone No. . . . . Blocked . . . . .

Primary Contact No. . . . . Last Date Modified . . . . . 22.09.14

Contact. . . . .

Customer Sales Functions Help

C00010 Brno food company - Customer Card

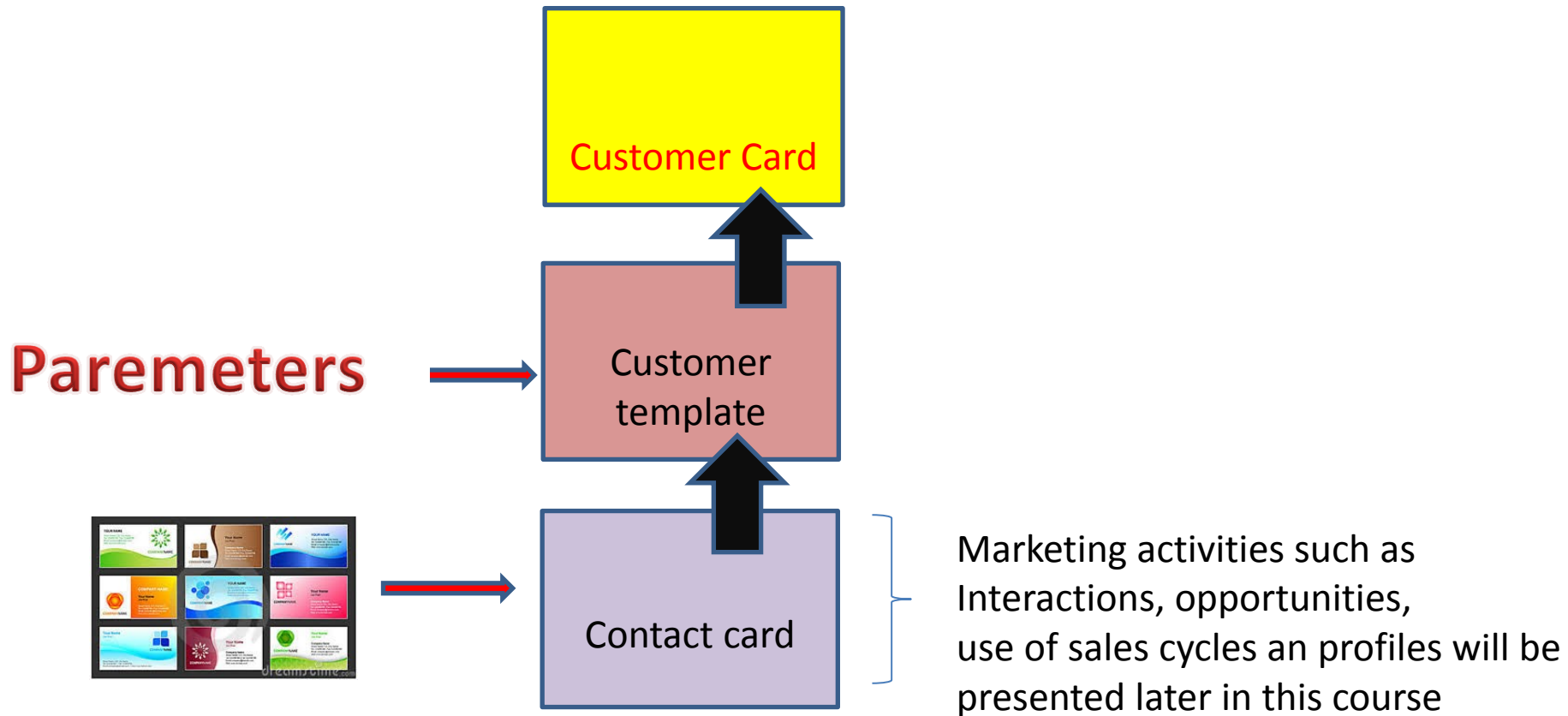
General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . . CZK

Language Code . . . . .

VAT Registration No. . . . . CZ123456789

# Presented principle



# End of the section II.

