Inroduction MS Dynamics NAV I.

(First Steps)

Ing.J.Skorkovský,CSc.

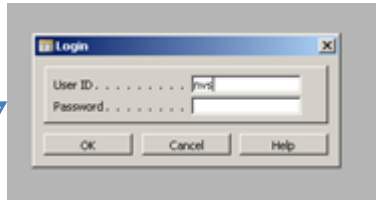
MASARYK UNIVERSITY BRNO, Czech Republic

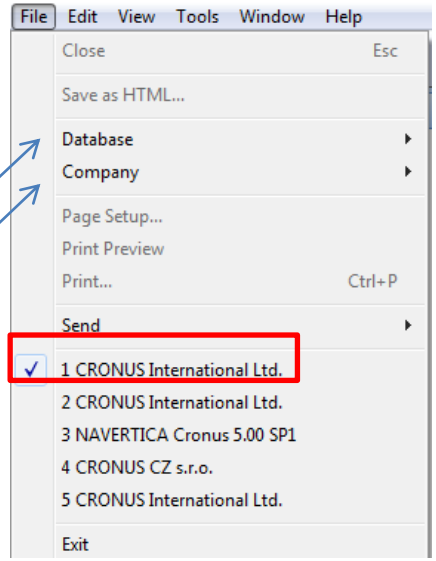
Faculty of economics and business administration

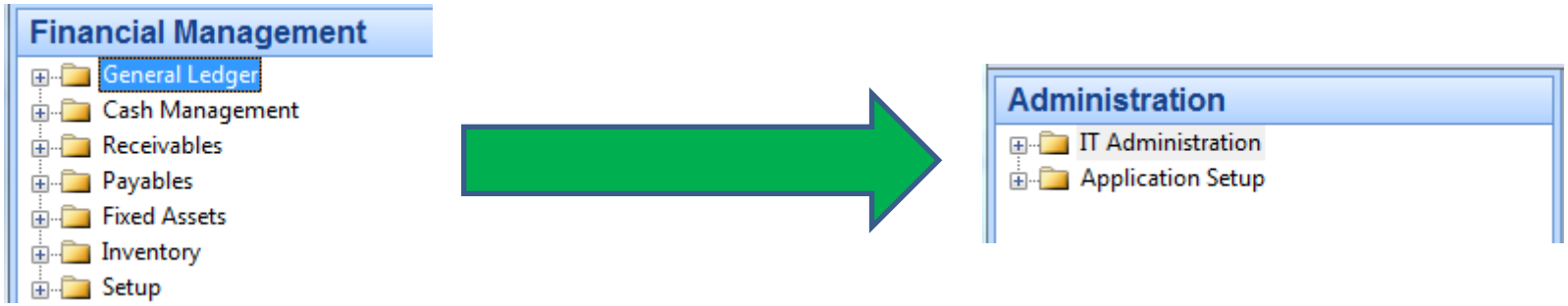
Department of corporate economy

First steps

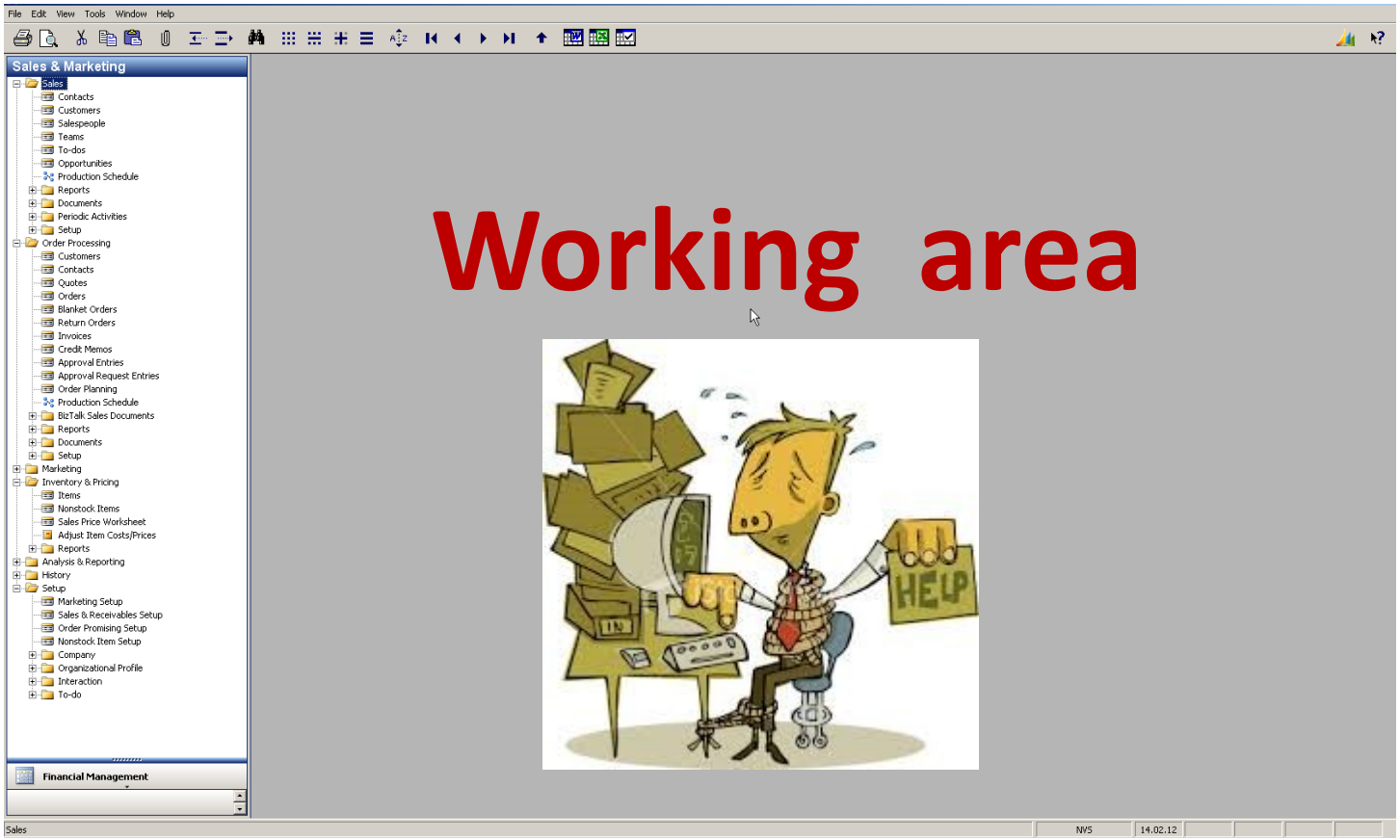
- F12 to open
- Password (if applied)
- Menu File->database
- Menu File->company
- Application menu : Financial Management, Sales, Purchase, Warehouse Management….Administration







Working area



Source data

- Customer
- Vendor =Supplier=Creditor
- Item
- Account

Number	Name	Balance	Credit limit
10000	The Cannon Group PL	Balance (LCY) 421 319,79	100000
20000	Selangorian Ltd.	Balance (LCY) . . . . . -903 812,51	300000

Table->form (window) to display data

Number	Name	Balance	Credit limit
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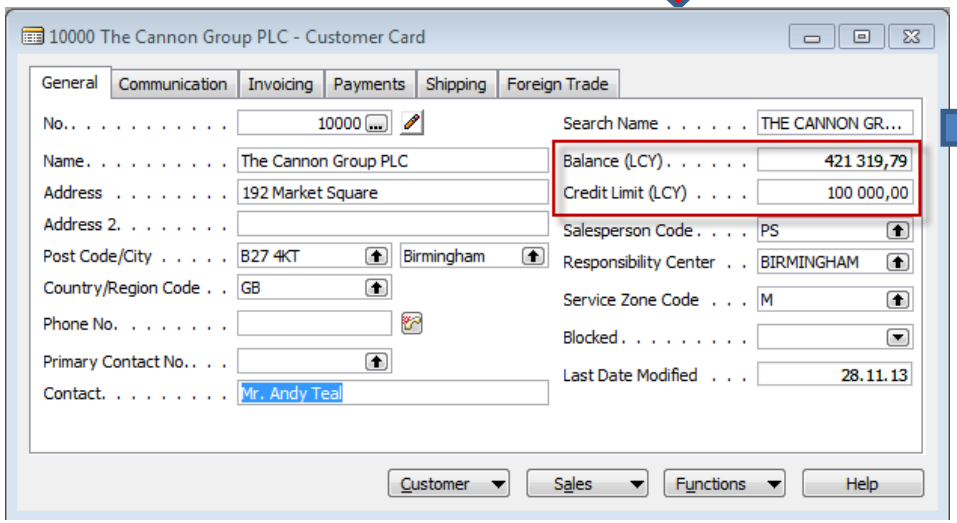
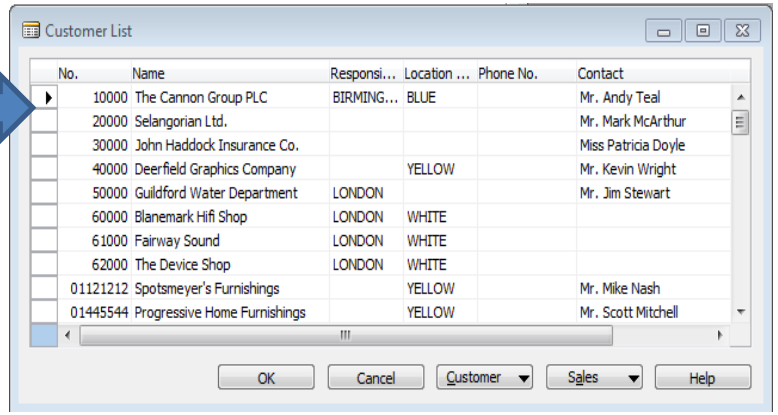
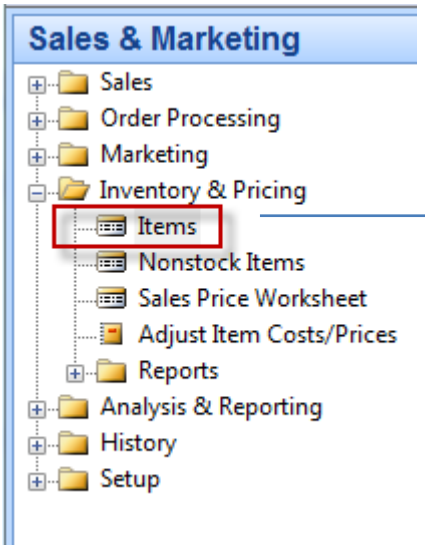
20000	Selangorian Ltd.	Balance (LCY) . . . . . -903 812,51	300000

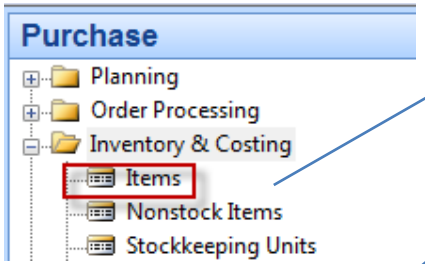


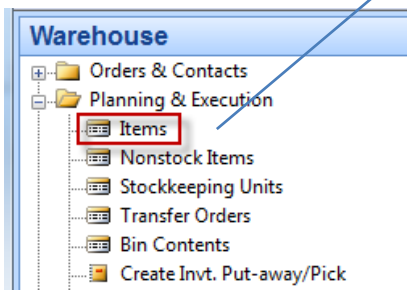
List (F5)

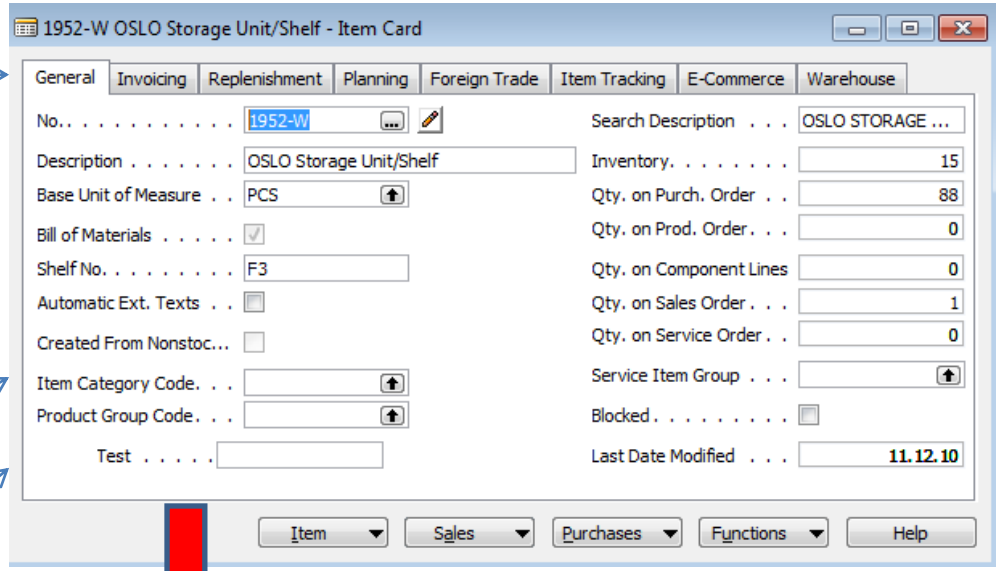


Item

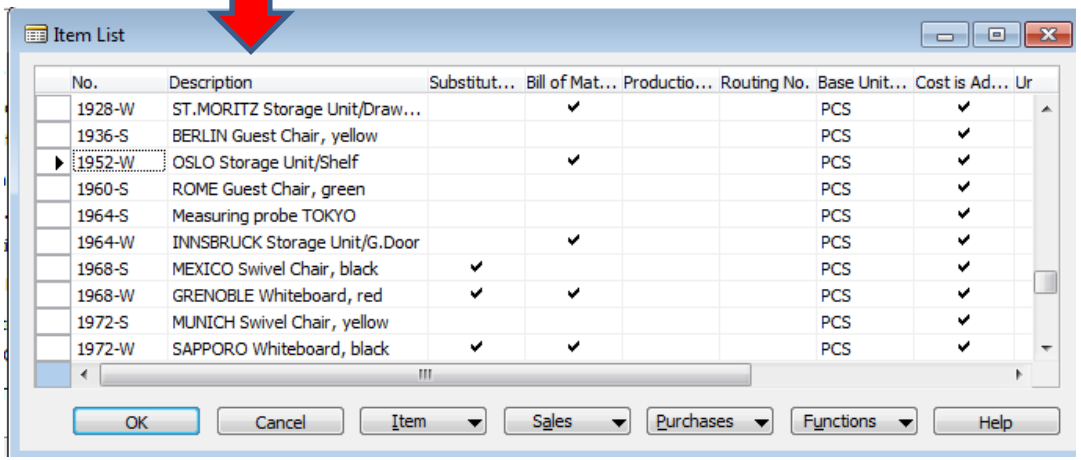

Sales & Marketing
Sales
Order Processing
Marketing
Inventory & Pricing
Items
Nonstock Items
Sales Price Worksheet
Adjust Item Costs/Prices
Reports
Analysis & Reporting
History
Setup


Purchase
Planning
Order Processing
Inventory & Costing
Items
Nonstock Items
Stockkeeping Units

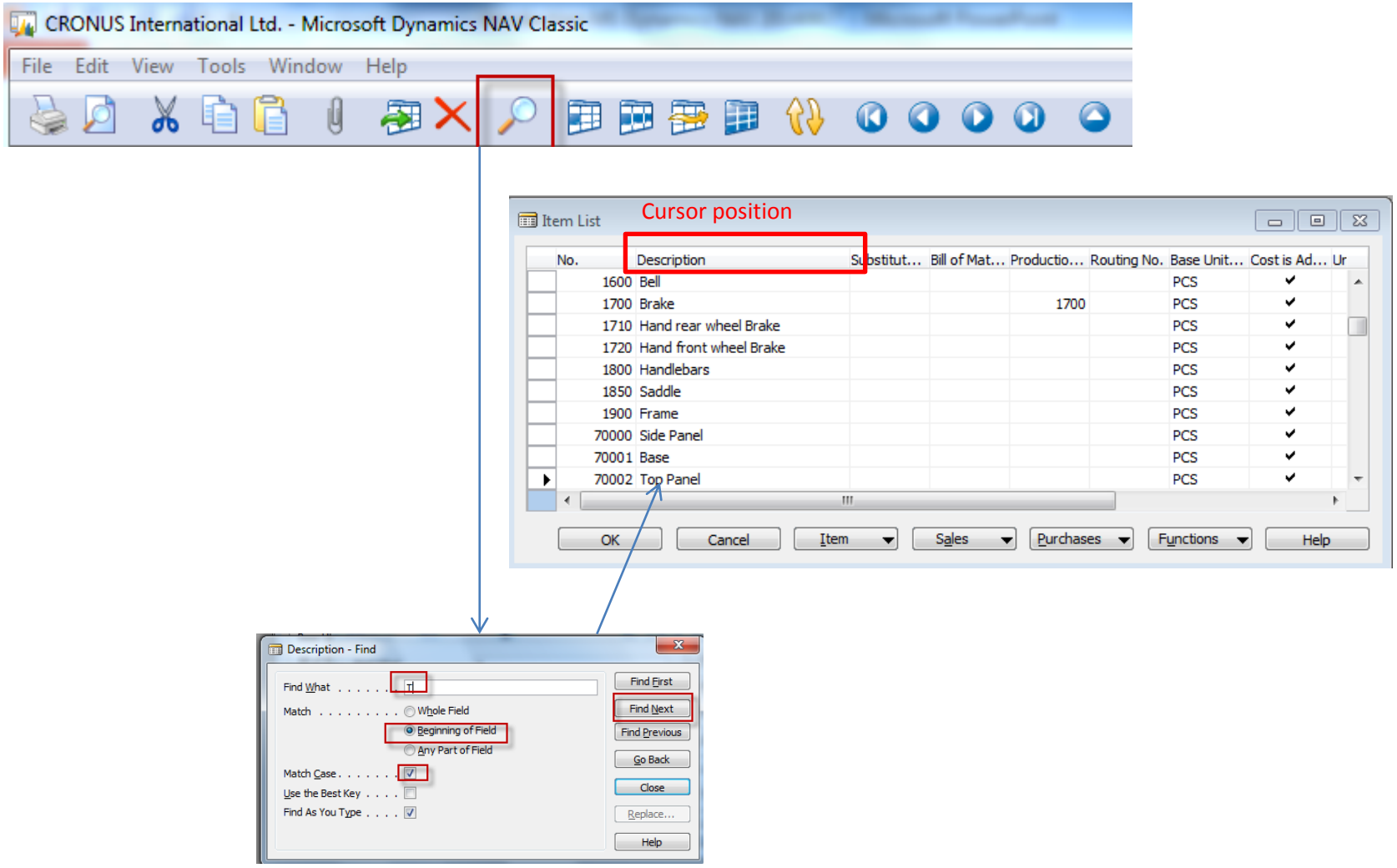

Warehouse
Orders & Contacts
Planning & Execution
Items
Nonstock Items
Stockkeeping Units
Transfer Orders
Bin Contents
Create Invt. Put-away/Pick


1952-W OSLO Storage Unit/Shelf - Item Card
General
Invoicing
Replenishment
Planning
Foreign Trade
Item Tracking
E-Commerce
Warehouse
No. 1952-W
Description OSLO Storage Unit/Shelf
Base Unit of Measure PCS
Bill of Materials
Shelf No. F3
Automatic Ext. Texts
Created From Nonstoc...
Item Category Code.
Product Group Code.
Test
Search Description OSLO STORAGE ...
Inventory 15
Qty. on Purch. Order 88
Qty. on Prod. Order 0
Qty. on Component Lines 0
Qty. on Sales Order 1
Qty. on Service Order 0
Service Item Group
Blocked
Last Date Modified 11.12.10
Item
Sales
Purchases
Functions
Help

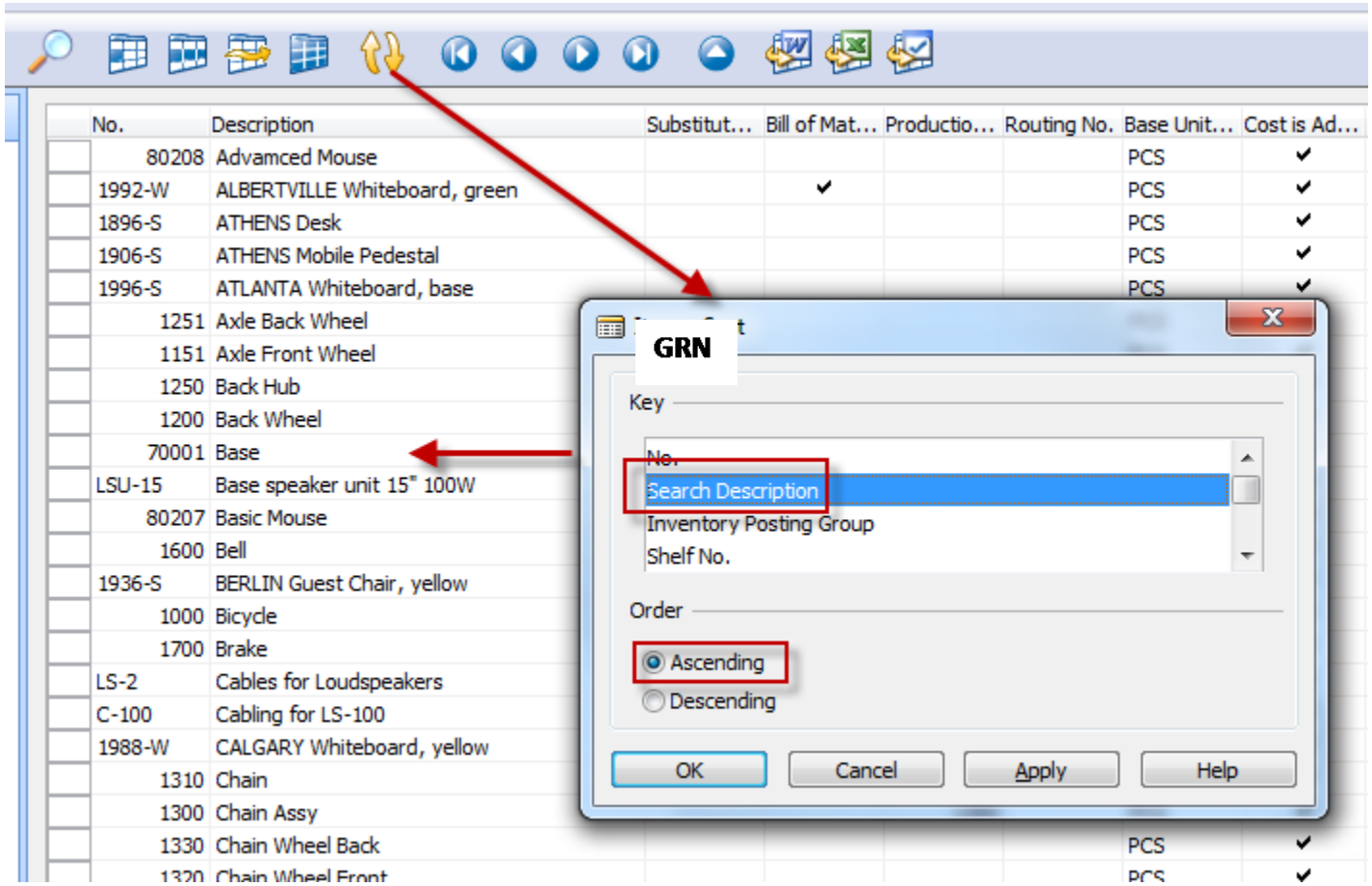
List (F5)


Item List
No. Description Substitut... Bill of Mat... Productio... Routing No. Base Unit... Cost is Ad... Ur
1928-W ST.MORITZ Storage Unit/Draw... PCS
1936-S BERLIN Guest Chair, yellow PCS
1952-W OSLO Storage Unit/Shelf PCS
1960-S ROME Guest Chair, green PCS
1964-S Measuring probe TOKYO PCS
1964-W INNSBRUCK Storage Unit/G.Door PCS
1968-S MEXICO Swivel Chair, black PCS
1968-W GRENOBLE Whiteboard, red PCS
1972-S MUNICH Swivel Chair, yellow PCS
1972-W SAPPORO Whiteboard, black PCS
OK
Cancel
Item
Sales
Purchases
Functions
Help

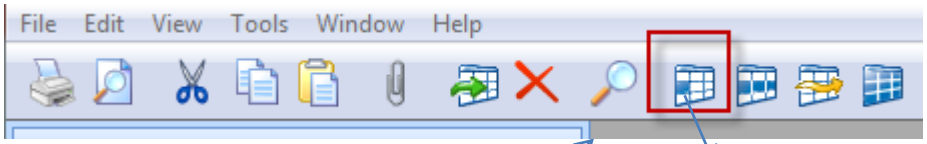
Searching in lists



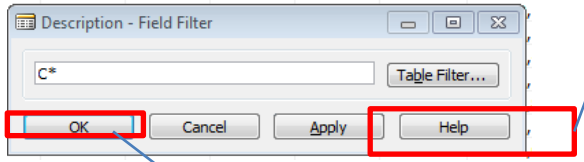
Sorting in lists



Simple filter setup (one field only)



To get filtering criteria



See next slide

Cursor position

Item List

No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...	Unit Cost	Un
	[illegible]					CAN	✓	1,40	
70104	Paint, green					CAN	✓	1,40	
70200	Hinge					PCS	✓	0,70	
70201	Doorknob					PCS	✓	0,60	
80001	Computer III 533 MHz					PCS	✓	5,80	
80002	Computer III 600 MHz					PCS	✓	7,00	
80003	Computer III 733 MHz					PCS	✓	8,20	
80004	Computer III 800 MHz					PCS	✓	9,30	
80005	Computer III 866 MHz					PCS	✓	10,50	
80006	Team Work Computer 533 MHz					PCS	✓	93,40	
80007	Enterprise Computer 667 MHz					PCS	✓	128,50	
80010	64 MB PC800 ECC					PCS	✓	5,80	
80011	128 MB PC800 ECC					PCS	✓	10,50	
80012	256 MB PC800 ECC					PCS	✓	14,00	
80013	384 MB PC800 ECC					PCS	✓	17,50	
80014	512 MB PC800 ECC					PCS	✓	18,70	
80021	10.2 GB ATA-66 IDE					PCS	✓	7,00	
80022	20.4 GB ATA-66 IDE					PCS	✓	10,50	
80023	27GB ATA-66 IDE					PCS	✓	12,80	
80024	40GB ATA-66 IDE					PCS	✓	18,10	
80025	9GB Ultra 160/M SCSI					PCS	✓	9,30	
80026	18GB Ultra 160/M SCSI					PCS	✓	10,50	
80027	36GB Ultra 160/M SCSI					PCS	✓	17,50	
80100	Printing Paper					BOX	✓	3,00	
80101	15" 1501 FP Flat Panel					PCS	✓	11,70	
80102	17" M780 Monitor					PCS	✓	17,50	
80103	19" M009 Monitor					PCS	✓	21,00	
80104	21" UltraScan P1110					PCS	✓	23,40	
80105	24" Ultrascan					PCS	✓	26,90	

Item List

No.	Description	Su
1300	Chain Assy	
1310	Chain	
1320	Chain Wheel Front	
1330	Chain Wheel Back	
80001	Computer III 533 MHz	
80002	Computer III 600 MHz	
80003	Computer III 733 MHz	
80004	Computer III 800 MHz	
80005	Computer III 866 MHz	
80202	Chip 32 MB	
C-100	Cabling for LS-100	
LS-2	Cables for Loudspeakers	
1924-W	CHAMONIX Base Storage Unit	
1988-W	CALGARY Whiteboard, yellow	
766BC-A	CONTOSO Conference System	
766BC-B	CONTOSO Office System	
766BC-C	CONTOSO Storage System	
8904-W	Computer - Basic Package	
8908-W	Computer - Highline Package	
8912-W	Computer - Trendy Package	
8916-W	Computer - TURBO Package	

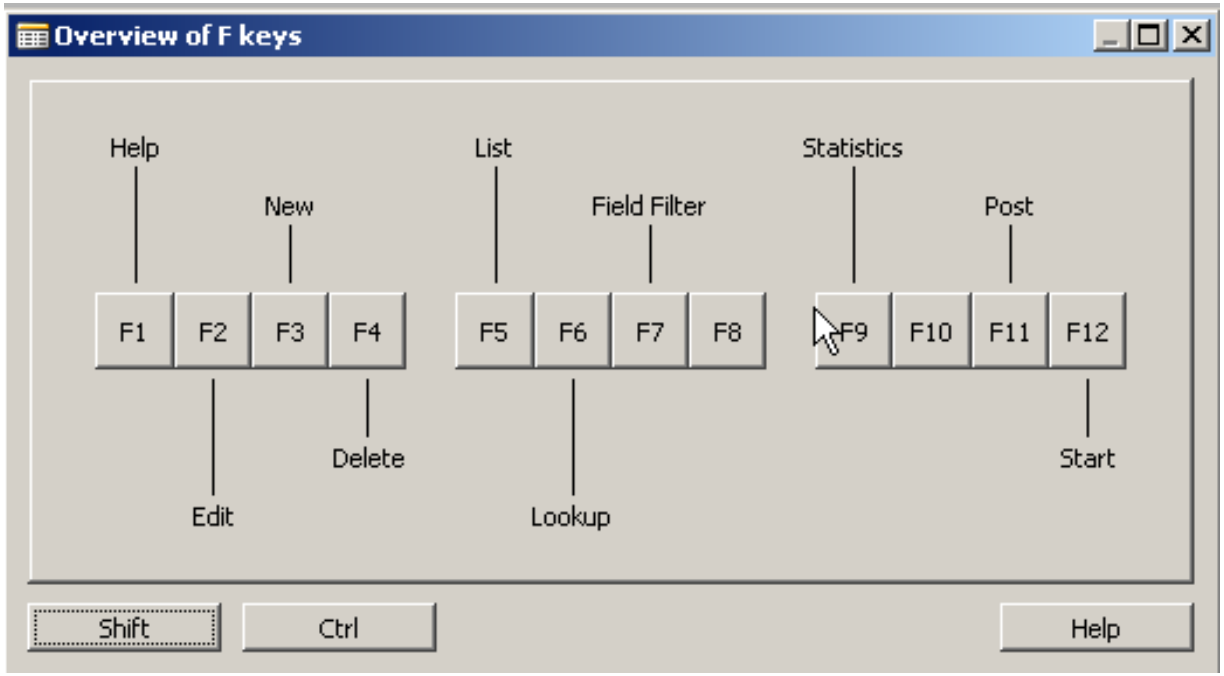
Filtering criteria

Entering Criteria in Filters

When you enter criteria, you can use all the numbers and letters that you can normally use in the field. In addition, you can use some special symbols or mathematical expressions. Here are the available formats:

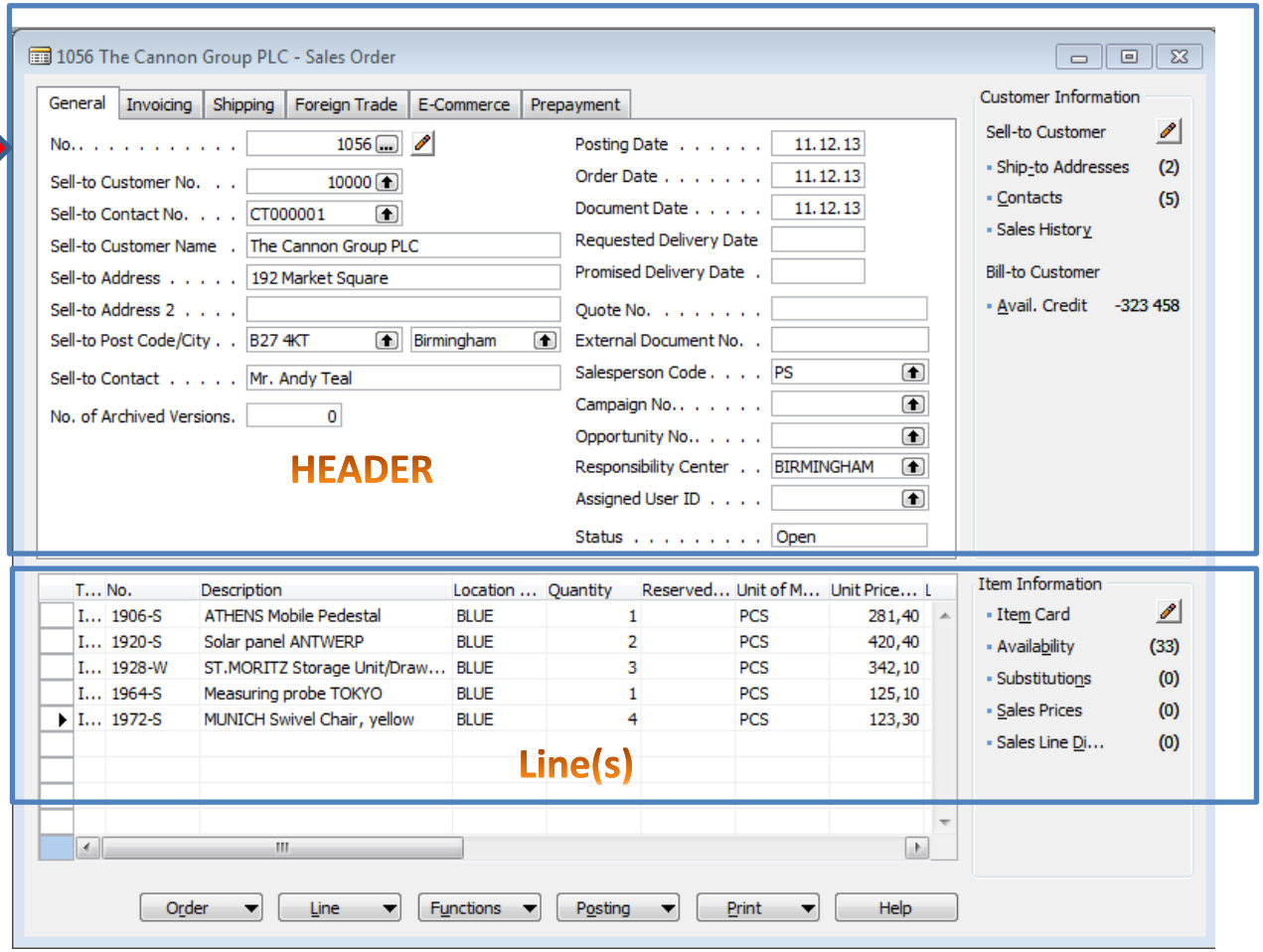
Symbol	Meaning	Sample Expression	Records Displayed
=	Equal to	377	Number 377
		BLUE	Those with the BLUE code, for example, the BLUE warehouse code
		22	A datetime: from 22-current month-current year 0:00:00 to 22-current month-current year 22:59:59
		22 10	An exact datetime: 22-01-01 10:00:00
..	Interval	1100..2100	Numbers 1100 through 2100
		..2500	Up to and including 2500
		..12 31 00	Dates up to and including 12 31 00
		P8..	Information for accounting period 8 and thereafter
		..23	From the beginning of time until 23-current month-current year 23:59:59
		23..	From 23-current month-current year 0:00:00 until the end of time
		22..23	From 22-current month-current year 0:00:00 until 23-current month-current year 23:59:59
|	Either/or	1200|1300	Those with number 1200 or 1300
&	And	<2000&>1000	Numbers that are less than 2000 and greater than 1000. The & sign cannot be used by itself with numbers because no record can have two numbers.
<>	Not equal to	<>0	All numbers except 0 The SQL Server Option allows you to combine this symbol with a wild card expression. For example, <>A* meaning not equal to any texts that start with A.
>	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
*	An indefinite number of unknown characters	*Co*	Texts that contain "Co"
		*Co	Texts that end with "Co"

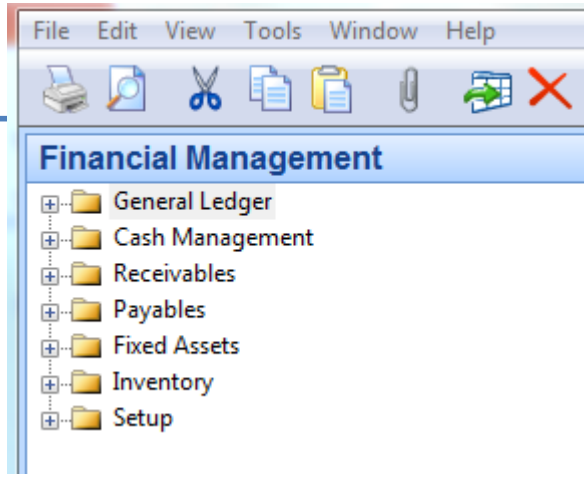
Fuction keys

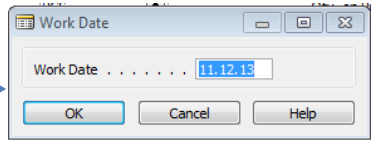


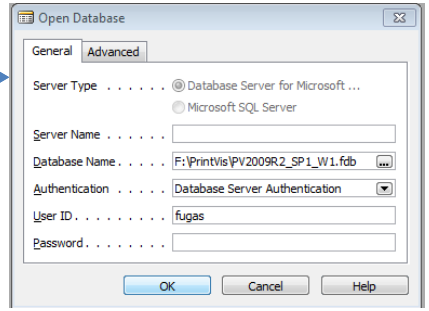
Header-lines (documents)

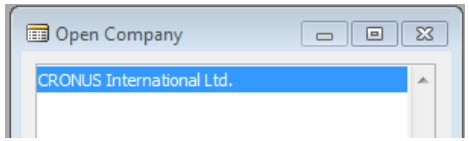
- Sales quote
- Sales order
- Sales Invoice
- Delivery list
- Purchase quote
- Purchase order
- Purchase invoice
- Receipt
- Credit memo

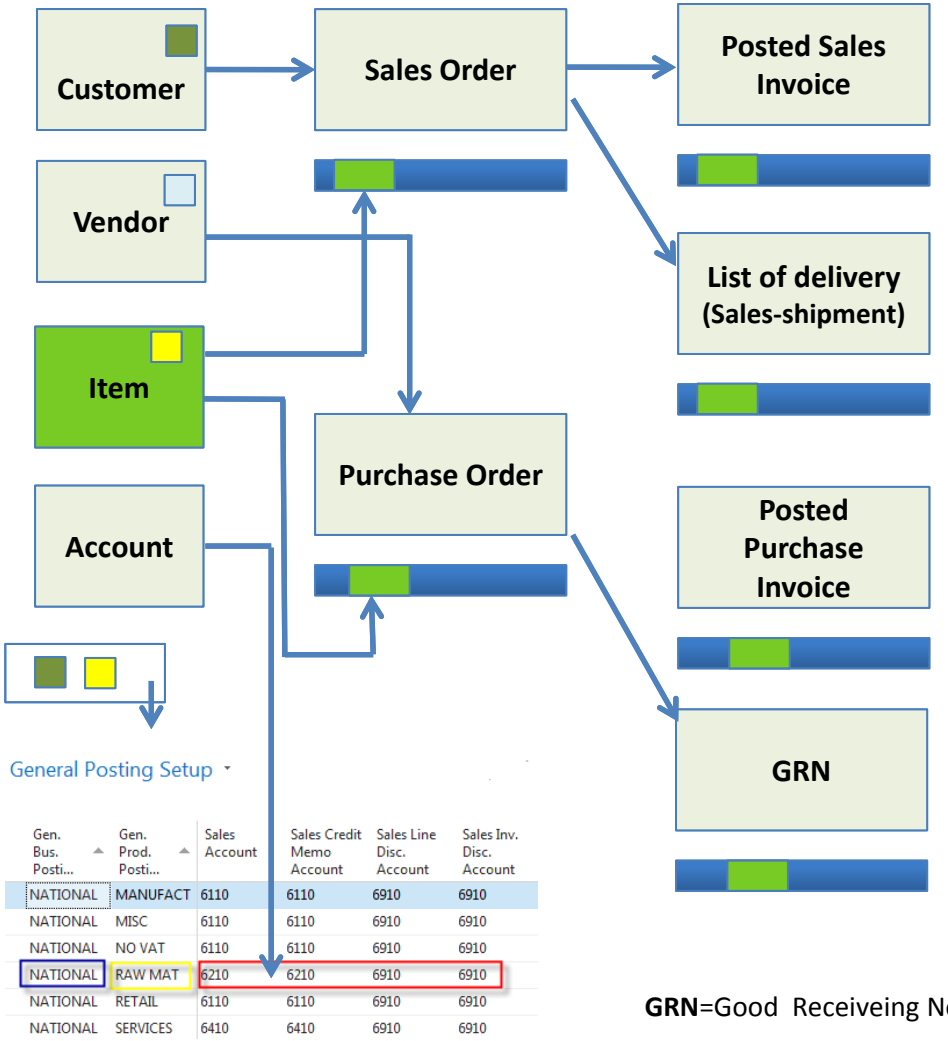






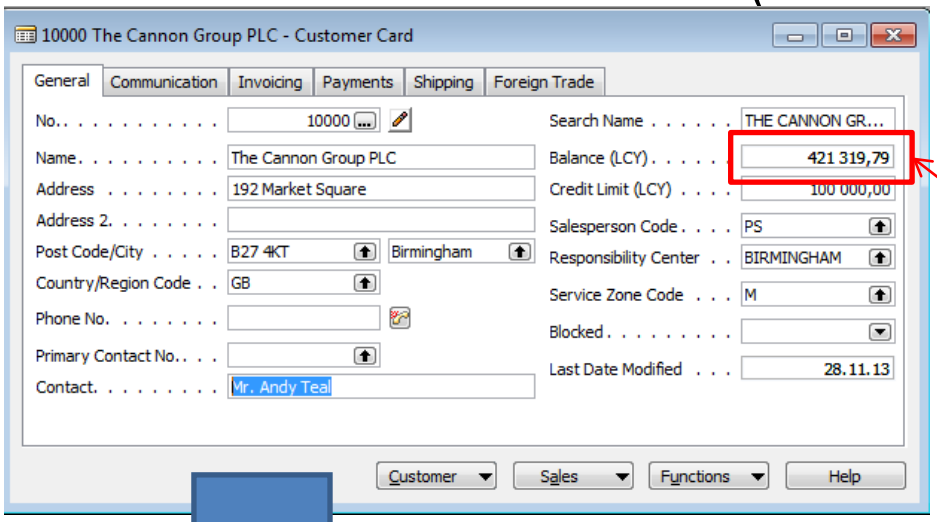






GRN=Good Receiveing Note

After posting (registering) document (F11) a system creates entries (transactions)



Ctrl-F5

Sum of these amounts is Balance (calculated field)

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✔
15.01.12	Credit M...	104001	10000	Credit Memo 104001	-292,84	-292,84	-292,84	15.01.12	✔
15.01.12	Payment	2596	10000	Payment 2012	-25 389,25	-25 389,25	0,00	15.01.12	
15.01.12	Payment	2596	10000	Payment 2012	-50 778,50	-50 778,50	0,00	15.01.12	
15.01.12	Payment	2596	10000	Payment 2012	-67 704,67	-67 704,67	0,00	15.01.12	
18.01.12	Invoice	103018	10000	Order 6005	4 101,88	4 101,88	4 101,88	18.02.12	✔
18.01.12	Invoice	103037	10000	Order 2001	8,75	8,75	8,75	18.02.12	✔
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✔
28.11.13	Invoice	103022	10000	Order 1001	15 412,50	15 412,50	0,00	28.12.13	
28.11.13	Payment	G00001	10000	The Cannon Group PLC	-15 104,25	-15 412,50	0,00	28.11.13	
28.11.13	Invoice	103024	10000	Order 1003	2 531,25	2 531,25	2 531,25	28.12.13	✔
28.11.13	Invoice	103025	10000	Order 1004	25,00	25,00	25,00	28.12.13	✔
03.12.13	Invoice	103029	10000	Order 1010	600,00	600,00	600,00	03.01.14	✔
03.12.13	Payment	G00002	10000	The Cannon Group PLC	-588,00	-588,00	-588,00	03.12.13	✔