

## Complex example MS Dynamics NAV 2016w1

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Reason	:	Orientation in the MS Dynamics NAV 2016w1. Material helping to understand basic ERP principles and use of it
For	:	MPH_AOMA, MPH_AOPR, EPS1 and MPH_RIOP <a href="#">BPH_PIS1 and MPH_RIOP for summer terms 2018</a>
Used database	:	MS Dynamics NAV 2016/17 W1 (British one) – RTS MS Dynamics NAV 2016/17 Czech – RTS
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point
Accompanying material:		All materials use in winter term 2017 (AOMA-AOPR) Purchase, transfer, sales, payment and Account schedules

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1. Searching window->Item-> use filter to find item 1936-S (e.g.193\*). Open the item card by Edit icon. How many item do we have? Try to drill down to Item ledger entries. Explain what is calculated field!
2. Icon Item by location- see how many items 1936-S do we have in every location. What is it location? Can you see bins and bin content in location blue (use searching windows – Locations)
3. Back to the Item 1936-S. Can you explain what is Costing Method FIFO? What is Unit cost and Unit price?
4. Go to area Navigate (top of the screen) and find Prices and Line discounts setup (icons)
5. Setup there new Unit price for customer 10000 (Sales code) and for Minimum quantity 5 pcs setup new Unit price 100 (instead of 125). Confirm by OK
6. Setup there Line discount for customer 10000 (Sales code) and Minimum quantity 7 pcs 10 %. Confirm by OK
7. Go to Department->Purchase ->Orders processing and Purchase order->Icon New ->enter to appropriate field in the header Vendor 10000 and in the same time Vendor invoice number ESF\_20171206 (any alphanumeric string)
8. Enter in Line Type =Item and enter 1936 Quantity =7 and location =RED.
9. Print confirmation (preview only !!!)
10. Post it (F9). See Item ledger entries for item 1936-S.
11. Go to Purchase->Order processing – Transfer order and create new one. From location RED to location BLUE.

12. In Transfer order line insert item 1936-S and quantity 7. By use of right click (cursor is located on description of line fields) and choose column. Move (Add) field from left sector Apply-to-item-Entry to right sector and confirm OK. Reopen Transfer order to see changes. (Use EDIT icon). Click on new field Apply-to-Item entry and choose the one from last Purchase (7 pcs) and Enter key to confirm application.
13. Post Two times (F9 and F9). Explain why do we have two posting. Where the item is located if it is not in Blue neither in Red ?
14. See item 1936-S and see directly from list of items Item ledger entries. How many of them do represent last transfer?
15. Go to Sales and Marketing ->Order processing and Sales orders->New->Customer =10000. To the line put Type=Item and Item 1936-S 7pc and location=BLUE. See implication of Discounts setup. New unit price and line discount 10 %.
16. Print (preview) and Post it (F9)
17. Financial management->General Ledger->Tasks->General journals.
18. Enter Document type =Payment (use F4). Account type =Customer and Account number =10000. Contra account is automatically setup due to Batch name=cash. The account **2910** is for direct payment by cash. You can use also Account type=Bank and make a choice for New Bank of London if you wish. To find open entry type invoice in order to apply you have two possibilities :
  - Use icon Apply Entries – choose the right one (remaining amount 787) and marked it by icon Set-Applies-to-ID and confirm by OK
  - Use of right click (cursor is located on description of line fields) and Choose column Move (Add) field from left sector Apply-to-document-number to right sector and confirm by OK. And then from this field you can find also Open entries. This concept was used during tuition and in related PWP presentation
19. F9 and General journal line is posted. See customer 10000 and Customer ledger entries
20. Financial management->General Ledger->Archive->History->G/L Register and go to the last line marked by Source code GENJNL
21. See upper left corner of the screen and there you have General ledger entries and Customer ledger entries in order to observe all transactions related to this payment.
22. Previous lines in G/L Register represent our purchase and sales
23. Try to interpret what you can see (mind you syntax for debit and credit sides)
24. By use of searching window find Questionnaires setup and find your last PARETO profile
25. Use icon edit Questionnaire setup and explain what is in NAVIGATE section Question details. If you change values FROM-TO in order to split up your customers into categories A, B and C ->what you have to do before observing new classification?
26. Find Account Schedule and start overview of one of these schedules (e.g. Analysis or the one you have created during tuition – VAT one). Observe how the account schedule template looks like.