

MS Dynamics NAV Intro 1

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INTRO 1

- Explain the concept of ERP and Microsoft Dynamics NAV 2016W1
- ERP = Enterprise Resource Planning System
- Resources = financial resources, machines, people, items,.....
- Data = transactions having origin in :
 - Posted documents (invoices, credit notes, deliveries, stock movement..)
 - Hence the type of these transactions- entries
 - Customer
 - Vendor
 - Item (Inventory)
 - General Ledger (Accounts)

Linked to : [Simple scenario of the first and second ERP Microsoft Dynamics NAV session I.](#)

INTRO 2

Customer number	Customer name	Balance	Payment condition	Currency
10000	SW Kings	20000	1M	USD
20000	China computers	432444	21D	USD
30000	Navertica	9	14D	CZK
40000	Berlin Experts	200		

Data



How to see data (Window)

INTRO 3 – Customer card –part of it

10000 · The Cannon Group PLC

General	
No.:	10000
Name:	The Cannon Group PLC
Address:	192 Market Square
Address 2:	
Post Code:	B27 4KT
City:	Birmingham
Country/Region Code:	GB
Phone No.:	
Primary Contact No.:	
Contact:	Mr. Andy Teal
Search Name:	THE CANNON GROUP PLC
Balance (LCY):	168 364,41
Credit Limit (LCY):	0,00
Salesperson Code:	PS
Responsibility Center:	BIRMINGHAM
Service Zone Code:	M
Blocked:	
Last Date Modified:	24.8.2017

Fields

Data + Structure = Information

Important information having origin in transactions-entries

INTRO 4 – Customer entries

10000 · The Cannon Group PLC

General

No.: 10000	Contact: Mr. Andy Teal
Name: The Cannon Group PLC	Search Name: THE CANNON GROUP PLC
Address: 192 Market Square	Balance (LCY): 168 364,41
Address 2:	Credit Limit (LCY): 0,00
Post Code: B27 4KT	Salesperson Code: PS
City: Birmingham	Responsibility Center: BIRMINGHAM
Country/Region Code: GB	Service Zone Code: M

Customer Ledger Entries

Show results: ✗ Where Customer No. is 10000 + Add Filter

Posti... Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	C... C...	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pmt Tol
31.12.2018	Invoice	00-1	10000		Opening Entries, Custo...		25 389,25	25 389,25	0,00	1.1.2019	8.1.2019	8.1.2
31.12.2018	Invoice	00-11	10000		Opening Entries, Custo...		63 473,13	63 473,13	63 473,13	31.1.2019	8.1.2019	8.1.2
31.12.2018	Invoice	00-16	10000		Opening Entries, Custo...		33 852,35	33 852,35	33 852,35	31.1.2019	8.1.2019	8.1.2
31.12.2018	Invoice	00-3	10000		Opening Entries, Custo...		50 778,50	50 778,50	0,00	3.1.2019	8.1.2019	8.1.2
31.12.2018	Invoice	00-6	10000		Opening Entries, Custo...		67 704,67	67 704,67	0,00	7.1.2019	8.1.2019	8.1.2
31.12.2018	Invoice	00-9	10000		Opening Entries, Custo...		50 778,50	50 778,50	50 778,50	31.1.2019	8.1.2019	8.1.2
6.1.2019	Invoice	103015	10000		Order 101001		8 269,04	8 269,04	8 269,04	3.2.2019	11.1.2019	11.1.
13.1.2019	Credit Me...	104001	10000		Credit Memo 104001		-292,84	-292,84	-292,84	13.1.2019		
13.1.2019	Payment	2596	10000		Payment 2019		-25 389,25	-25 389,25	0,00	13.1.2019		
13.1.2019	Payment	2596	10000		Payment 2019		-50 778,50	-50 778,50	0,00	13.1.2019		
13.1.2019	Payment	2596	10000		Payment 2019		-67 704,67	-67 704,67	0,00	13.1.2019		
16.1.2019	Invoice	103028	10000		Order 6005		4 101,88	4 101,88	4 101,88	16.2.2019	24.1.2019	24.1.
21.1.2019	Invoice	103001	10000		Invoice 103001		8 182,35	8 182,35	8 182,35	21.2.2019	29.1.2019	29.1.

What has been posted in the past

INTRO 5 – Customer document- navigation

Customer Ledger Entries ▾

Show results:

✗ Where Customer No. ▾ is 10000

+ Add Filter

Posti... Date	Document Type	Document No.	Cust... No.	Message to Recipient	Des
31.12.2018	<i>Invoice</i>	<i>00-1</i>	10000		Ope
31.12.2018	Invoice	00-11	10000		Ope
31.12.2018	Invoice	00-16	10000		Ope
31.12.2018	<i>Invoice</i>	<i>00-3</i>	10000		Ope
31.12.2018	<i>Invoice</i>	<i>00-6</i>	10000		Ope
31.12.2018	Invoice	00-9	10000		Ope
6.1.2019	Invoice	103015	10000		Ord
13.1.2019	<i>Credit Me...</i>	<i>104001</i>	10000		Cred
13.1.2019	Payment	2596	10000		Pay
13.1.2019	Payment	2596	10000		Pay
13.1.2019	Payment	2596	10000		Pay
16.1.2019	Invoice	103028	10000		Ord
21.1.2019	Invoice	103001	10000		Inv

Sales - Invoice
Page 1 of 1

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

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

Bill-to Customer No. 10000
VAT Registration No. 789456278

Phone No. +44-161 818192
E-Mail
Home Page
VAT Reg. No. GB77777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888
Salesperson Peter Saddow

Invoice No. 103028
Order No. 6005
Posting Date 16. January 2019
Due Date 16. February 2019
Document Date 16. January 2019
Payment Terms 1 Month/2% 8 days
Shipment Method Ex Warehouse
Prices Including VAT No

No.	Description	Posted Shipment Date	Quantity	Unit of Measure	Unit Price	Discount %	VAT Identifier	Amount
1964-W	INNSBRUCK Storage Unit/G Door	16.01.19	10	Piece	292,00		VAT25	2 920,00
70011	Glass Door	16.01.19	5	Piece	72,90		VAT25	3 61,50
Total GBP Excl. VAT								3 281,50
25% VAT								820,38
Total GBP Incl. VAT								4 101,88

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	3 281,50	3 281,50	0,00	3 281,50	820,38
Total		3 281,50	3 281,50	0,00	3 281,50	820,38

INTRO 6 – What is ERP 1

So our Microsoft Dynamics NAV is an ERP system. But why is it an ERP system? What are the main features of an ERP system and how do we recognize these in Microsoft Dynamics NAV?

Let's have a look at the overview slide. So one of the challenges that some companies might have to address is the one of **island systems**.



INTRO 7 – What is ERP 2

Island systems

Warehouse Data (examples)

- Physical location of items
- Actual stock count
- Number of items on hold

Production Data (examples)

- Number of items to be produced
- Number of items already produced
- Capacity

Sales & Customer Data (examples)

- Number of items available for sales
- Confirmed sales orders
- Customer information

INTRO 8 – What is ERP 3

So everyone working with the system, for example, the bookkeeper in financial management, the sales representative in sales and marketing, the warehouse worker in the warehouse management, the HR manager in human resources and so on, so they all work with the system in their specific application department but with a **common database**. And that's very, very important. **That's one of the main features of an ERP system.**

INTRO 9 – Basics of working space

- Card
- List
- Role Center
- Card part
- List part
- Document
- Worksheet
- Confirmation dialog
- List plus
- Navigate page (wizard)
- Standard dialog

Will be shown by tutor and examined on demo student databases by them

List Page Windows Client

The screenshot shows the Microsoft Dynamics NAV interface for the 'Customers' list page. The window title is 'Customers - Microsoft Dynamics NAV'. The ribbon at the top includes tabs for HOME, ACTIONS, NAVIGATE, and REPORT. The HOME tab is active, showing various actions like 'New Sales Invoice', 'Sales Order', 'Reminder', 'Edit', 'View', 'Delete', 'Sales Journal', 'Statement', 'Contact', 'Dimensions', 'Credit Cards', 'Statistics', 'Microsoft Excel', 'Show as List', 'Show as Chart', 'Notes', 'Refresh', and 'Find'. A search bar is located at the top right. The main area displays a table of customer records with columns: No., Name, Responsi..., Location..., Phone No., and Contact. The table is filtered to show 15 records. A filter pane is visible on the right side of the table. The bottom left shows the Role Center with 'Customers' selected. The bottom right shows a FactBox pane with 'Customer Statistics'.

No.	Name	Responsi...	Location...	Phone No.	Contact
01121212	Spotmeyer's Furnishings		YELLOW		Mr. Mike Nash
01445544	Progressive Home Furnishi...		YELLOW		Mr. Scott Mitchell
01454545	New Concepts Furniture		YELLOW		Ms. Tammy L. McDonald
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner
01905902	London Candoxy Storage C...		YELLOW		Mr. John Kane
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal
20000	Selangorian Ltd.				Mr. Mark McArthur
20309920	Metatorad Malaysia Sdn Bhd		YELLOW		Mrs. Azleen Samat
20312912	Highlights Electronics Sdn ...		GREEN		Mr. Mark Darrell Boland
20339921	TraxTonic Sdn Bhd		YELLOW		Mrs. Rubina Usman
21233572	Somadis		YELLOW		M. Syed ABBAS
21245278	Maronegoce		BLUE		Mme. Fadous AIT MOUSSA
21252947	ElectroMAROC		YELLOW		
27090917	Zanlan Corp.		YELLOW		Mr. Derik Stenerson
27321782	Karoo Supermarkets		YELLOW		Mr. Pieter Wycoff
27489991	Durbandit Fruit Exporters		YELLOW		Mr. Eric Lang
30000	John Haddock Insurance Co.				Miss Patricia Doyle

1. Ribbon
2. Filter pane
3. List
4. FactBox pane

Card page – first tab only

Edit - Customer Card - 10000 - The Cannon Group PLC

HOME ACTIONS NAVIGATE REPORT

Send Approval Request Cancel Approval Request Dimensions Ship-to Addresses Ledger Entries Statistics Sales Refresh Previous Clear Filter Next Go to Page

Sales Invoice Sales Order Reminder View New Delete Sales Journal Apply Template... Customer - Balance to Date Request Approval Customer History Send To Show Attached

Microsoft Word OneNote Notes Links

10000 · The Cannon Group PLC

General

No.:	10000	Contact:	Mr. Andy Teal
Name:	The Cannon Group PLC	Search Name:	THE CANNON GROUP PLC
Address:	192 Market Square	Balance (LCY):	168 364,41
Address 2:		Credit Limit (LCY):	0,00
Post Code:	B27 4KT	Salesperson Code:	PS
City:	Birmingham	Responsibility Center:	BIRMINGHAM
Country/Region Code:	GB	Service Zone Code:	M
Phone No.:		Blocked:	
Primary Contact No.:		Last Date Modified:	24.8.2017

Sell-to Customer Sal...
Customer No.: 10000
Quotes: 0
Blanket Orders: 0
Orders: 4
Invoices: 0
Return Orders: 0
Credit Memos: 0
Pstd. Shipments: 6
Pstd. Invoices: 3
Pstd. Return Rece...: 1
Pstd. Credit Mem...: 1

Customer Statistics

Document page

Edit - Sales Order - 109005 · MEMA Ljubljana d.o.o.

HOME ACTIONS NAVIGATE

View Edit New Delete Manage Release Reopen Post... Copy Document... Order Promising Statistics Assembly Orders Archive Document Shipments Invoices Email Confirmation... Print Confirmation... Send Approval Request Cancel Approval Request

109005 · MEMA Ljubljana d.o.o. **Header**

General

Sell-to Customer No.: 38128456 Document Date: 25.9.2019
Sell-to Customer Name: MEMA Ljubljana d.o.o. Requested Delivery Date:
Sell-to City: Ljubljana External Document No.:
Posting Date: 25.9.2019 Salesperson Code: JR
Order Date: 25.9.2019 Status: Open

Lines

Line Functions Order New Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Qty. to A...	Reserved Quantity	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discou...	Qty. to Ship	Quantity Shipped
Item	1000	Bicycle		16			PCS	5 798,782	69 585,38	25	16	
Item	1001	Touring Bicycle		3		3	PCS	5 798,782	17 396,35		3	
Item	1100	Front Wheel		5			PCS	1 449,696	7 248,48		5	
Item	1200	Back Wheel		5			PCS	1 739,635	8 698,18		5	

Lines

Matrix window (form)

Items by Location Matrix ▾

Stock locations

No.	Description	BLUE	GREEN	RED
1960-S	ROME Guest Chair, green	153		24
1964-S	TOKYO Guest Chair, blue	59	60	29
1964-W	INNSBRUCK Storage Unit/G...	21	27	-2
1968-S	MEXICO Swivel Chair, black	236	14	15
1968-W	GRENOBLE Whiteboard, red		4	4
1972-S	MUNICH Swivel Chair, yellow	37	-1	-4
1972-W	SAPPORO Whiteboard, black	4	2	5
1976-W	INNSBRUCK Storage Unit/W...	3	-2	-106,4752
1980-S	MOSCOW Swivel Chair, red	65	14	21
1984-W	SARAJEVO Whiteboard, blue	3	3	4

INTRO 10 – Searching window

The screenshot shows the Microsoft Dynamics NAV search window for 'Items'. The search results are displayed in a table with the following columns: No., Description, As... BO..., Base Unit of Measure, Cost is..., and Unit. The search results are as follows:

No.	Description	As... BO...	Base Unit of Measure	Cost is...	Unit
1000	Bicycle	No	PCS		350,594
1001	Touring Bicycle	No	PCS	<input checked="" type="checkbox"/>	350,594
1100	Front Wheel	No	PCS	<input type="checkbox"/>	1 000,00
1110	Rim	No	PCS	<input checked="" type="checkbox"/>	0,00
1120	Spokes	No	PCS	<input checked="" type="checkbox"/>	0,00
1150	Front Hub	No	PCS	<input checked="" type="checkbox"/>	500,00
1151	Axle Front Wheel	No	PCS	<input checked="" type="checkbox"/>	0,00
1155	Socket Front	No	PCS	<input checked="" type="checkbox"/>	0,00

The search window also includes a search bar at the top right with the text 'Type to find a page, report, or view (Ctrl+F3)'. The search results are displayed in a list view on the right side of the window. The search results are as follows:

- Items
- Item Journals
- Item Ledger Entries
- Item Budget Entries
- Customer/Item Sales
- Vendor/Item Purchases
- Vendor Item Catalog
- Adjust Item Costs/Prices...
- Adjust Cost - Item Entries...
- Item Dimensions - Detail
- Item Dimensions - Total
- Item Age Composition - Value
- Item Register - Value

The search window also includes a search bar at the top left with the text 'Type to filter (F3)'. The search results are displayed in a table on the left side of the window. The search results are as follows:

No.	Description	As... BO...	Base Unit of Measure	Cost is...	Unit
1000	Bicycle	No	PCS		350,594
1001	Touring Bicycle	No	PCS	<input checked="" type="checkbox"/>	350,594
1100	Front Wheel	No	PCS	<input type="checkbox"/>	1 000,00
1110	Rim	No	PCS	<input checked="" type="checkbox"/>	0,00
1120	Spokes	No	PCS	<input checked="" type="checkbox"/>	0,00
1150	Front Hub	No	PCS	<input checked="" type="checkbox"/>	500,00
1151	Axle Front Wheel	No	PCS	<input checked="" type="checkbox"/>	0,00
1155	Socket Front	No	PCS	<input checked="" type="checkbox"/>	0,00

Will be shown by tutor and examined on demo student databases by them (Find Vendor, Item, Customer, General Ledger Account, Profile and so on)

Simple filter

Items ▾

13* | No. ▾ | ✕

Show results:

✕ Where No. ▾ is Enter a value.

+ Add Filter

No.	Description	As... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1300	Chain Assy	No	PCS	<input type="checkbox"/>	13,1565	800,00		CHAIN ASSY
1310	Chain	No	PCS	<input checked="" type="checkbox"/>	1,99	0,00	32456123	CHAIN
1320	Chain Wheel Front	No	PCS	<input checked="" type="checkbox"/>	4,66	0,00	32456123	CHAIN W...
1330	Chain Wheel Back	No	PCS	<input checked="" type="checkbox"/>	5,88	0,00	32456123	CHAIN W...

Multiple filter

Items ▾

Type to filter (F3) | No. ▾ | →



Show results:

✕ Where No. ▾ is 1*

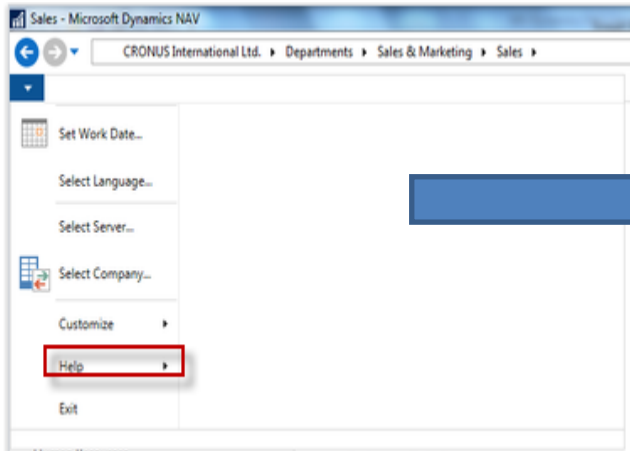
✕ And Description ▾ is

B*

+ Add Filter

No.	Description	As... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1000	Bicycle	No	PCS	<input type="checkbox"/>	350,594	4 000,00		BICYCLE
1200	Back Wheel	No	PCS	<input type="checkbox"/>	129,6815	1 200,00		BACK WH...
1250	Back Hub	No	PCS	<input checked="" type="checkbox"/>	12,4515	1 100,00		BACK HUB
1600	Bell	No	PCS	<input type="checkbox"/>	2,70	0,00	32456123	BELL
1700	Brake	No	PCS	<input type="checkbox"/>	9,765	600,00		BRAKE
1936-S	BERLIN Guest Chair, yellow	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	BERLIN GU...

Example of using help_filter criteria)



▲ Getting Started with Microsoft Dynamics NAV 2016

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▲ Working with Microsoft Dynamics NAV 2016

[Change Basic Settings](#)

[Enter Criteria in Filters](#)

Example of using help _filter criteria)

Sample Expression	Records Displayed
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 date 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

Sample Expression	Records Displayed
1200 1300	Numbers with 1200 or 1300

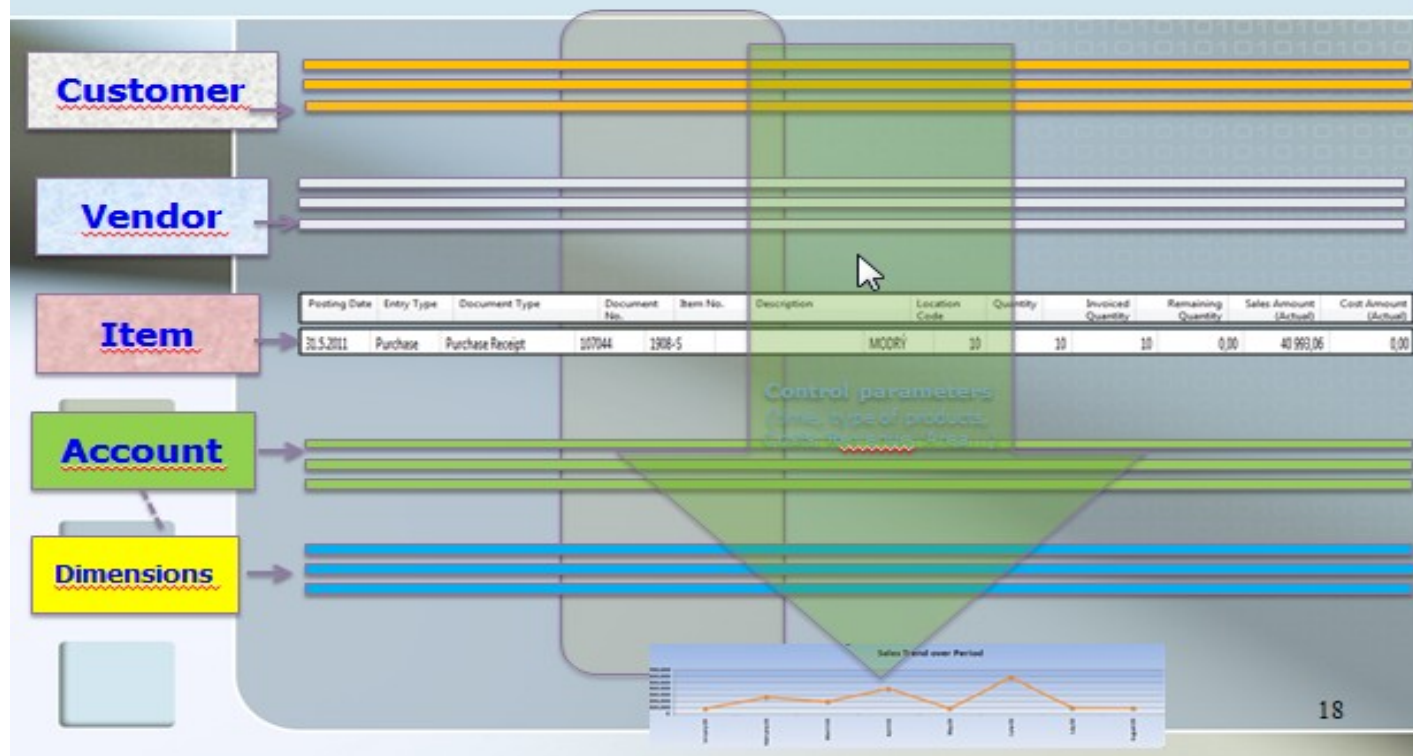
(<>) Not equal to

Sample Expression	Records Displayed
<>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 text that starts with A.

Only part of it !
Will be presented
by tutor and
experienced by
students

Entries and their use

Main principles (source tables and their entries)



Report – example (data resource - Customer Ledger Entries)

Customer - Balance to Date

Customer - Balance to Date						19. September 2017
CRONUS International Ltd.						Page 1
						ESF\MIKI
All amounts are in LCY.						
Balance on 31.12.18						
Customer: No.: 10000						
Posting Date	Document Type	Document No.	Description	Amount	Entry No.	
10000	The Cannon Group PLC					
	Phone No.					
31.12.18	Invoice	00-1	Opening Entries, Customers	25 389,25	2444	
13.01.19	Payment	2596	Application	-25 389,25		
				0,00		
31.12.18	Invoice	00-11	Opening Entries, Customers	63 473,13	2448	
31.12.18	Invoice	00-16	Opening Entries, Customers	33 852,35	2458	
31.12.18	Invoice	00-3	Opening Entries, Customers	50 778,50	2464	
13.01.19	Payment	2596	Application	-50 778,50		
				0,00		
31.12.18	Invoice	00-6	Opening Entries, Customers	67 704,67	2470	
13.01.19	Payment	2596	Application	-67 704,67		
				0,00		
31.12.18	Invoice	00-9	Opening Entries, Customers	50 778,50	2476	
	The Cannon Group PLC			291 976,40		
Total				291 976,40		