

Introduction to MS Dynamics NAV 2018w1

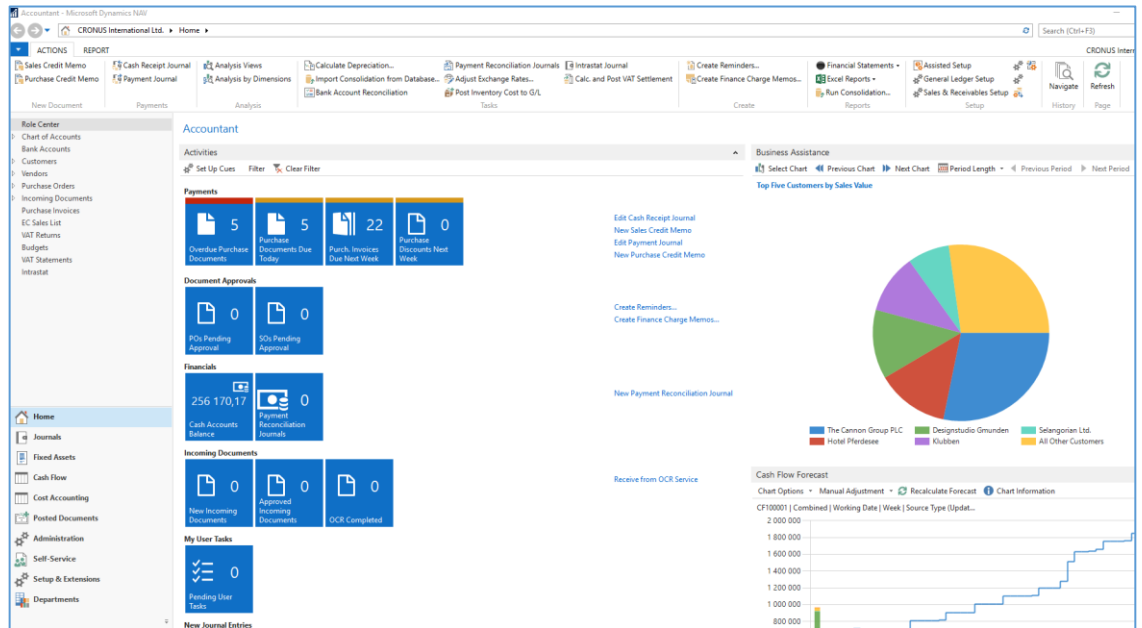
Ing.J.Skorkovský,CSc.

MASARYK UNIVERSITY BRNO, Czech Republic
Faculty of economics and business administration
Department of corporate economy

Introduction

- Relation to the file and the questions asked in this file
- Simple scenario of the first and second ERP Microsoft Dynamics NAV session I.

Created by	:	Skorkovský
Date	:	14.10.2020
Reason	:	Basic terminology and principles (new concept)
For	:	AOPR_students
Used database	:	MS Dynamics NAV 2018w1 (British database)



Questions I

1. What we need every day when running the business?
2. What is data?
3. Data + Structure = Information
4. What is the data field?
5. What is a record?
6. What is the table?
7. How can we see data?
8. What is the form (window)?
9. What types of forms does ERP use?
10. What is ERP?
11. What is the working area?
12. What is the menu?
13. How to see only one record?
14. How to see a list of records?
15. What is the relation between fields (F4)?

Questions II

16. What is customer balance?
17. What is the calculated field?
18. What is the customer credit limit?
19. Name are four main tables (Customer, Vendor, Item and G/L Account)
20. Where can you find help to see a list of used function keys combinations to control ERP?
21. Name essential economic documents used to control business!
22. Quote, order, invoice, credit note, shipment list, delivery list, good receive note
23. Explain the structure of these documents! (header and lines)
24. Find Customer or Vendor
25. Find Item card
26. Find Chart of account
27. Find help related to Customer (Vendor, Item) card

Questions III

- 28. Find help to one chosen field (**F1**)
- 29. What is an entry (created transaction)?
- 30. To which objects belong entries?
- 31. How to display entries (**Ctrl-F7**)?
- 32: Name essential professions of ERP users
- 33. How to post a document (order, invoice, credit memo,..) (F9)

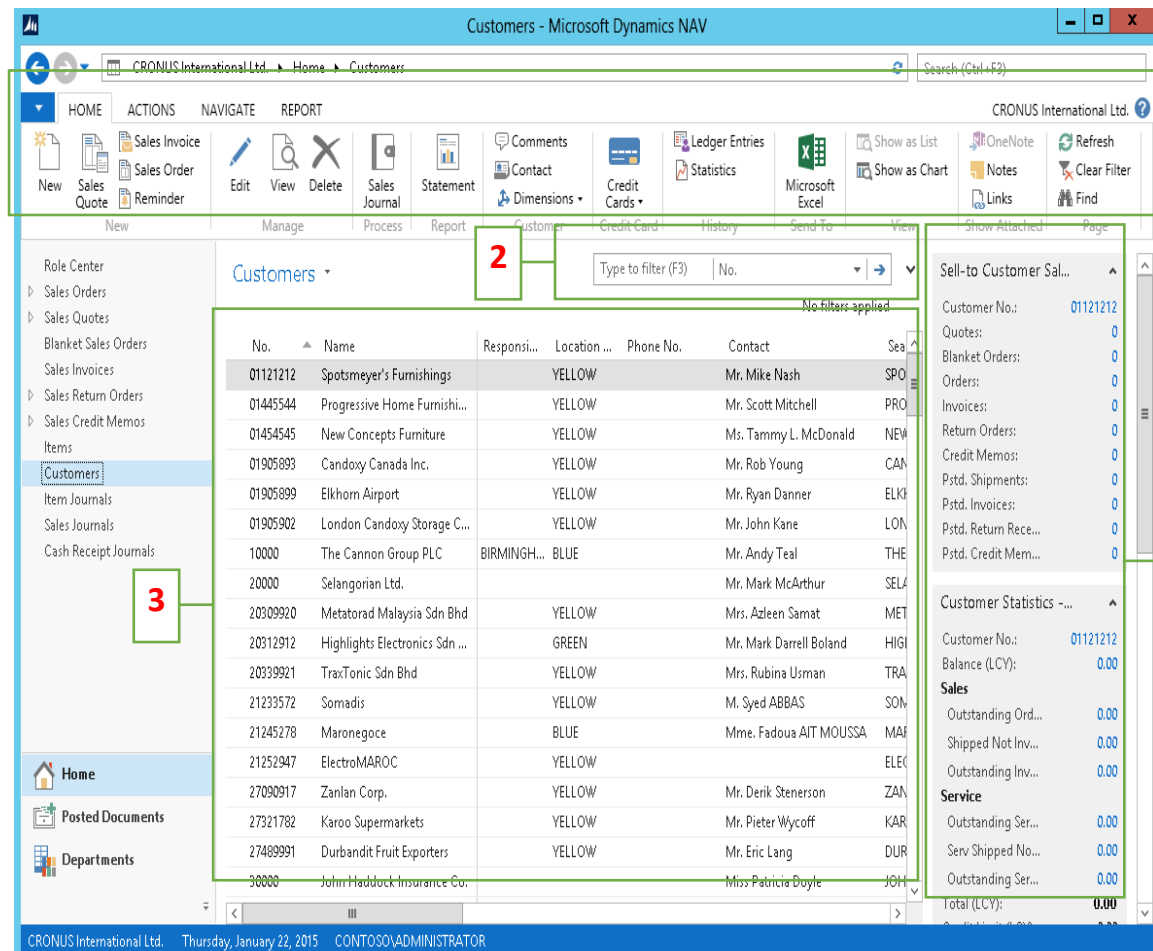
What we need every day when running the business?

- **Perfect overview of processes**
 - Accounting
 - Reports (Profit and loss account, Balance sheet, Vat reports)
 - Budgets
 - Cash flow
 - Cost
 - **Purchases**
 - Availability
 - Delivery times
 - Costs
 - **Sales**
 - Availability
 - Timing
 - Unit prices, discounts,..
 - **Inventory and warehouse management**
 - **Production**

What we need every day when running the business?

- **Perfect overview of processes**
- Inventory and warehouse management
 - Positions of stored items (location)
 - Transfers of items
 - Costs
- **Production**
 - Bill of material – structure of the product
 - Routings – how the product is made, which machines they use, what the capacities of the machines are
 - Production times

The main screen of our ERP MS Dynamics system



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

What is data?

Vendors ▾

Show results:

✗ Where No. ▾ is Enter a value.

✗ And Balance (LCY) ▾ is <>0

+ Add Filter

Limit totals to:

✗ Where Date Filter ▾ is ..28.01.21

+ Add Filter

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name	Balance (LCY)	Balance Due (LCY)
01254796	Progressive Home Furnishin...				Mr. Michael Sean Ray	PROGRESS...	106 130,69	0,00
01863656	American Wood Exports				Mr. Jeff D. Henshaw	AMERICA...	77 793,33	-3 020,02
10000	London Postmaster	LONDON			Mrs. Carol Philips	LONDON ...	114 248,90	82 025,14
20000	AR Day Property Managem...	LONDON	YELLOW		Mr. Frank Lee	AR DAY PR...	2 904,53	0,00
30000	CoolWood Technologies				Mr. Richard Bready	COOLWO...	93 660,82	-35 430,00
31580305	Beekhuysen BV				Alex Roland	BEEKHUYS...	728,39	0,00
32554455	PURE-LOOK				Rob Caron	PURE-LOOK	606,99	0,00
33012999	Club Euroamis		YELLOW		M. Francois GERARD	CLUB EUR...	1 456,78	0,00
33299199	Belle et Belle				Mme. Nicole CARON	BELLE ET B...	1 820,98	0,00
38458653	IVERKA POHISTVO d.o.o.				g. Lojze Dolenc	IVERKA PO...	1 120,08	0,00
43589632	Paul Brettschneider KG				Hr. Michael L. Rothkugel	PAUL BRET...	3 034,97	0,00
46558855	Kinnareds Träindustri AB					KINNARED...	576,00	0,00
49454647	VAG - Jürgensen					VAG - JÜR...	9 325,00	0,00
49494949	KKA Büromaschinen GmbH					KKA BÜRO...	7 168,39	0,00

List of our vendors

Posting Date	Document Type	Document No.	External Document No.	Vendor No.	M... to...	Description	Cur... Code	P... M...	Pa... Re...	C. N.	Original Amount	Amount	Amount (LCY)	Remaining Amount
31.12.2020	Invoice	2344	2344	01254796		Opening Entries, Vendors	USD				-163 573,93	-163 573,93	-106 130,69	-163 573,93

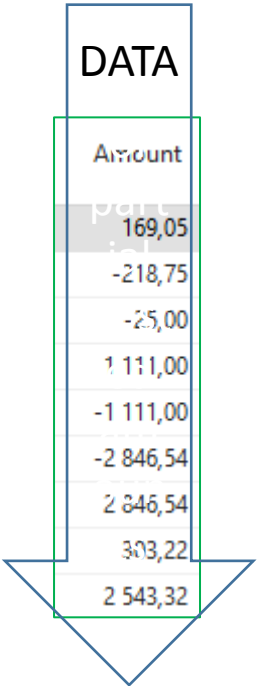
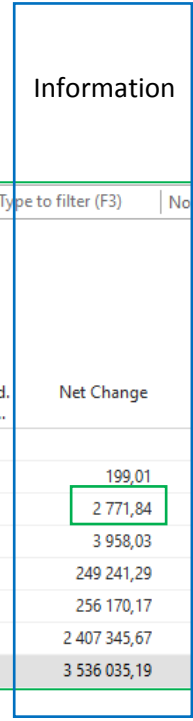
Information

- Information = Data + Structure of the data

Chart of Accounts

Show results:
 Where No. is 2900..2999
 Add Filter

No.	Name	Income/B...	Account Subcategory	Account Type	Totaling	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Net Change	Balance
2900	Liquid Assets	Balance Sh...	Cash	Begin-Total						
2910	Cash	Balance Sh...	Cash	Posting					199,01	199,01
2920	Bank, LCY	Balance Sh...	Cash	Posting					2 771,84	2 771,84
2930	Bank Currencies	Balance Sh...	Cash	Posting					3 958,03	3 958,03
2940	Giro Account	Balance Sh...	Cash	Posting					249 241,29	249 241,29
2990	Liquid Assets, Total	Balance Sh...	Cash	End-Total	2900..2990				256 170,17	256 170,17
2995	Current Assets, Total	Balance Sh...	Assets	End-Total	2000..2995				2 407 345,67	2 407 345,67
2999	TOTAL ASSETS	Balance Sh...	Assets	End-Total	1002..2999				3 536 035,19	3 536 035,19



The balance is the sum of all sub-amounts in Customer ledger entries. This number is a so-called floating or calculated field, and this field is not stored in the database. Each time the window (s) is opened, it is always recalculated. Each entry(not only the customer but also supplier entries, item ledger entries, etc.) is associated with the posted document.

Sum of partial posted amounts
Calculated field 2771,84

What is the data field?

1924-W · CHAMONIX Base Storage Unit

Item

No.: 1924-W ... Last Date Modified: 31.05.2019
Description: CHAMONIX Base Storage Unit GTIN: ...
Blocked: Item Category Code: ...
Type: Inventory Service Item Group: ...
Base Unit of Measure: PCS Automatic Ext. Texts:

Inventory

Shelf No.: F1 Qty. on Job Order: 0
Created From Nonstock Item: Qty. on Assembly Order: 0
Search Description: CHAMONIX BASE STORAGE UNIT Qty. on Asm. Component: 0
Inventory:

26

 Stockout Warning: Default (Yes) ...
Qty. on Purch. Order: 0 Prevent Negative Inventory: Default (No) ...
Qty. on Prod. Order: 0 Net Weight: 13,7
Qty. on Component Lines: 0 Gross Weight: 15,77
Qty. on Sales Order: 0 Unit Volume: 0,84
Qty. on Service Order: 0

Costs & Posting

Cost Details Costing Method: Standard
Standard Cost: 81,70 ...
Unit Cost: 81,70 ...
Indirect Cost %: 0

Posting Details Gen. Prod. Posting Group: RETAIL ...
VAT Prod. Posting Group: VAT25 ...
Inventory Posting Group: FINISHED ...
Default Deferral Template: ...

One item card in our warehouse.

There are many data fields on the card.

The card is divided into tabs .

You can see data fields that belong to every tab.

The grouping of the data fields relates to the logic of warehouse processes on each tab.

Different types of data in data fields, which are fields that are part of data tables. It can be, for example, numbers, selected options represented by text strings, Boolean variables, time, date, ...

What is the data record

Items ▾

No.	Description	Inventory	Su... Exist	As... BO...	Production BOM No.	Routing No.	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.
1906-S	ATHENS Mobile Pedestal	254	No	No			PCS	<input type="checkbox"/>	219,50	281,40	30000
1908-S	LONDON Swivel Chair, blue	293	No	No			PCS	<input type="checkbox"/>	96,10	123,30	30000
1920-S	ANTWERP Conference Table	96	No	No			PCS	<input type="checkbox"/>	328,00	420,40	20000
1924-W	CHAMONIX Base Storage U...	26	No	Yes			PCS	<input type="checkbox"/>	81,70	136,40	20000

4 data records
(list of inventory
items in the stock)

Item Ledger Entries ▾

Show results:

✗ Where Item No. ▾ is 1924-W

+ Add Filter

CTRL-F7 From List or Card to Item ledger entries

Posting Date	Entry Type	Document Type	Document No.	Item No.	Des...	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open
20.01.2021	Purchase	Purchase Receipt	107023	1924-W		YELLOW	15	15	15	0,00	1 225,50	0,00	<input checked="" type="checkbox"/>
20.01.2021	Purchase	Purchase Receipt	107023	1924-W		GREEN	5	5	5	0,00	408,50	0,00	<input checked="" type="checkbox"/>
31.12.2020	Positive Adjmt.		START	1924-W		GREEN	3	3	3	0,00	245,10	0,00	<input checked="" type="checkbox"/>
31.12.2020	Positive Adjmt.		START	1924-W		RED	2	2	2	0,00	163,40	0,00	<input checked="" type="checkbox"/>
31.12.2020	Positive Adjmt.		START	1924-W		BLUE	1	1	1	0,00	81,70	0,00	<input checked="" type="checkbox"/>

5 inventory
transactions.
Item ledger
entries.

What is the table?

Items ▾

No.	Description	Inventory	Su... Exist	As... BO...	Production BOM No.	Routing No.	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1000	Bicycle	32	No	No	1000	1000	PCS	<input type="checkbox"/>	350,594	4 000,00		BICYCLE
1001	Touring Bicycle	0	No	No	1000	1000	PCS	<input checked="" type="checkbox"/>	350,594	4 000,00		TOURING ...
1100	Front Wheel	152	No	No	1100	1100	PCS	<input type="checkbox"/>	129,671	1 000,00	20000	FRONT W...
1110	Rim	400	No	No			PCS	<input checked="" type="checkbox"/>	1,05	0,00	01587796	RIM
1120	Spokes	10 000	No	No			PCS	<input checked="" type="checkbox"/>	2,00	0,00	01587796	SPOKES
1150	Front Hub	100	No	No	1150	1150	PCS	<input type="checkbox"/>	12,441	500,00		FRONT HUB
1151	Axle Front Wheel	0	No	No			PCS	<input type="checkbox"/>	0,45	0,00	10000	AXLE FRO...

How to access data (use of searching window)?

The screenshot displays the Microsoft Dynamics NAV interface for 'CRONUS International Ltd.' The main window shows the 'Items' table with columns: No., Description, As... BO..., Base Unit of Measure, Cost is..., and Unit. The table lists items such as Bicycle (No. 1000), Touring Bicycle (No. 1001), Front Wheel (No. 1100), Rim (No. 1110), Spokes (No. 1120), Front Hub (No. 1150), Axle Front Wheel (No. 1151), and Socket Front (No. 1155). A search window is open on the right, titled 'item', with a search bar containing 'item'. The search results list various reports and views related to items, such as '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', and 'Item Register - Value'. The 'Item Register - Value' report is selected.

No.	Description	As... BO...	Base Unit of Measure	Cost is...	Unit
1000	Bicycle	No	PCS		350,594
1001	Touring Bicycle	No	PCS		350,594
1100	Front Wheel	No	PCS		129,671
1110	Rim	No	PCS		1,05
1120	Spokes	No	PCS		2,00
1150	Front Hub	No	PCS		12,441
1151	Axle Front Wheel	No	PCS		0,45
1155	Socket Front	No	PCS		0,77

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

How can we see data?

Customer number	Customer name	Balance	Payment condition	Currency
10000	SW Kings	20000	1M	USD
20000	China computers	432444	21D	USD
30000	Navertica	902	14D	CZK
40000	Berlin Experts	20002	1W	EUR

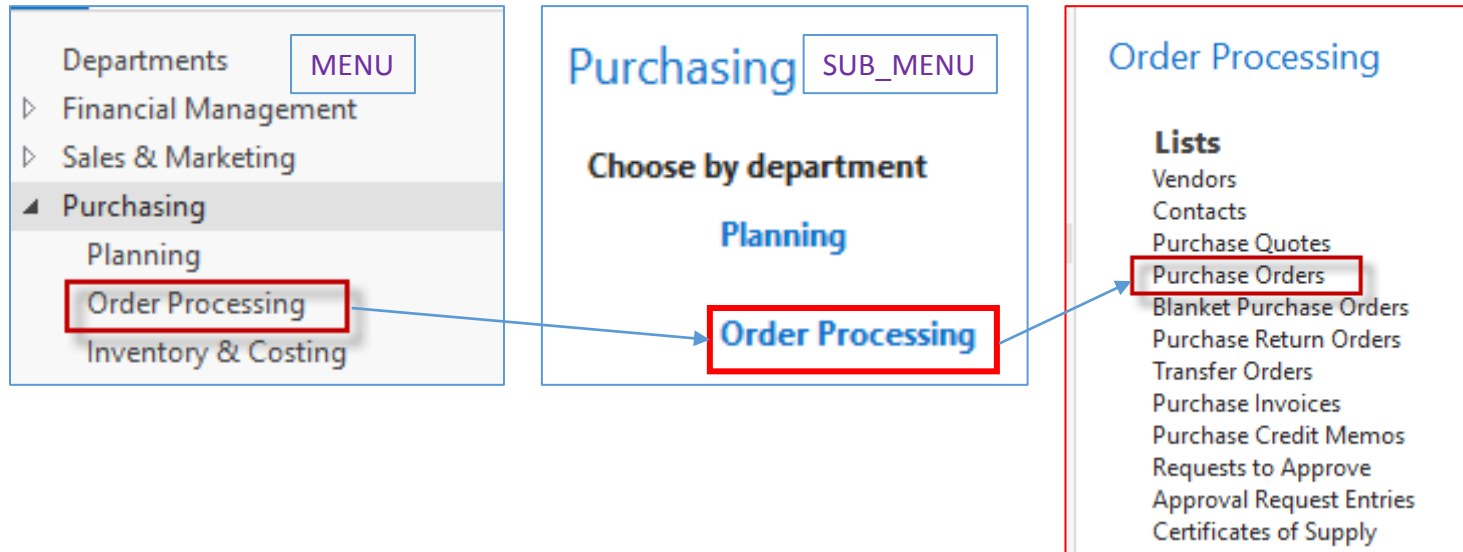
Data



How to
see
data
(Windows - forms)

How can we see data?

- From the different window structures accessed by use of menu of Hot keys combination
 - Card
 - List (many cards)
 - Matrix
 - Form and Sub-form (Documents – header and lines)



How can we see data?

Order Processing

Lists SUB_MENU

- Vendors
- Contacts
- Purchase Quotes
- Purchase Orders**
- Blanket Purchase Orders
- Purchase Return Orders
- Transfer Orders
- Purchase Invoices
- Purchase Credit Memos
- Requests to Approve
- Approval Request Entries
- Certificates of Supply

New Edit View Delete

New Manage

106009 · London Postmaster

General

Vendor No.: 10000 Vendor Invoice No.:
 Vendor Name: London Postmaster Purchaser Code:
 Buy-from: Address: 10 North Lake Avenue No. of Archived Versions:
 Address 2: Quote No.:
 Post Code: N12 5XY Vendor Order No.:
 City: London Vendor Shipment No.:
 Contact No.: CT000129 Alternate Vendor Address:
 Contact: Mrs. Carol Philips Responsibility Center:
 Document Date: 30.01.2021 Assigned User ID:
 Posting Date: 30.01.2021 Status:
 Due Date: 31.01.2021

Lines

Line	Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT
Item	1976-W		INNSBRUCK Storage Unit/W.Door	BLUE	2		150,60
Item	1976-W		INNSBRUCK Storage Unit/W.Door	RED	4		150,60

Purchase Orders ▾

No.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authoriza...	Location Code	Assigned User ID	Document Date	Amount	Amount Including VAT
106009	10000	London Postmaster				30.01.2021	903,60	1 129,50
106025	10000	London Postmaster			ESF\MIKI	28.01.2021	288,30	360,38

What is the form?

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)	Sales (LCY)
01445544	Progressive Home Furnishin...		YELLOW		Mr. Scott Mitchell	1 499,03	0,00	1 499,03
01454545	New Concepts Furniture		YELLOW		Ms. Tammy L. McDonald	222 241,32	0,00	0,00
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	185 073,35	9 341,68	30 540,10

LIST

10000 · The Cannon Group PLC

General

No.: 10000

Name: The Cannon Group PLC

IC Partner Code:

Balance (LCY): 185 073,35

Balance Due (LCY): 9 341,68

Credit Limit (LCY): 0,00

Blocked:

Privacy Blocked:

Salesperson Code: PS

Responsibility Center: BIRMINGHAM

Service Zone Code: M

Document Sending Profile:

Total Sales: 19 551,00

Costs (LCY): 15 353,00

Profit (LCY): 7 479,50

Profit %: 32,8

Last Date Modified: 13.09.2019

Disable Search by Name:

Customer Picture

Import Export

Customer Picture

Address & Contact

Invoicing

B27 4KT | Mr. Andy Teal

DOMESTIC | DOMESTIC

Sell-to Customer Sal...

Ongoing Sales Q... 0

CARD

What is the form related to documents?

106009 · London Postmaster

General

Vendor No.: 10000
Vendor Name: London Postmaster
Buy-from
Address: 10 North Lake Avenue
Address 2:
Post Code: N12 5XY
City: London
Contact No.: CT000129
Contact: Mrs. Carol Philips
Document Date: 30.01.2021
Posting Date: 30.01.2021
Due Date: 31.01.2021

Vendor Invoice No.:
Purchaser Code:
No. of Archived Versions:
Order Date:
Quote No.:
Vendor Order No.:
Vendor Shipment No.:
Alternate Vendor Address:
Responsibility Center:
Assigned User ID:
Status:

Lines

Line Functions Order Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT
Item	1976-W	INNSBRUCK Storage Unit/W.Door	BLUE	2		150,60
Item	1976-W	INNSBRUCK Storage Unit/W.Door	RED	4		150,60

HEADER

LINES

Matrix type form

- Role Center
- Sales Orders
 - Sales Orders - Microsoft Dyna...
- Sales Quotes
 - Blanket Sales Orders
 - Sales Invoices
- Sales Return Orders
- Sales Credit Memos
- Items
- Customers
- Item Journals
- Sales Journals
- Cash Receipt Journals
- Transfer Orders

Double click

Items - Microsoft Dynamics NAV

CRONUS International Ltd. Home Items

HOME ACTIONS NAVIGATE REPORT

Items by Location Structure Production Prices Orders Vendors Prepayment Percentages Nonstock Items Set Special Prices

Item Availability by Cost Shares Statistics Line Discounts Returns Orders Prices Orders Set Special Discounts

Assembly/Production Comments Prepayment Percentages Line Discounts Return Orders Special Prices & Discounts Overview

Special Purchase Prices & Discounts

Role Center

Sales Orders

Sales Orders - Microsoft Dyna...

Sales Quotes

Blanket Sales Orders

Sales Invoices

Sales Return Orders

Sales Credit Memos

Items

Customers

Item Journals

Sales Journals

Cash Receipt Journals

Transfer Orders

Show results:

Where No. is Enter a value.

+ Add Filter

No.	Description	Inventory	Su... Exist	Assembly BOM	Production BOM No.	Routing No.	Base Unit of Measure	Cost is Adjusted	Unit Cost	Unit Price
1920-S	ANTWERP Conference Table	96	No	No			PCS	<input type="checkbox"/>	328,00	420,40
1924-W	CHAMONIX Base Storage U...	26	No	Yes			PCS	<input type="checkbox"/>	81,70	136,40
1925-W	Conference Bundle 1-6	0	No	No			PCS	<input checked="" type="checkbox"/>	0,00	122,50
1928-S	AMSTERDAM Lamp	272	No	No			PCS	<input type="checkbox"/>	27,80	35,60
1928-W	ST.MORITZ Storage Unit/Dr...	67	No	Yes			PCS	<input type="checkbox"/>	191,90	342,10

What is the form (matrix type form)?

Items by Location

Options

Show Items in Transit: Column Set: UNSPECIFIED..YELLOW

Show Column Name:

Items by Location Matrix

Item Find

No.	Description	UNSPECIFIED	BLUE	DAY	GREEN	RAL10	RED
1896-S	ATHENS Desk				49		20
1900	Frame	152					
1900-S	PARIS Guest Chair, black		42		41		46
1906-S	ATHENS Mobile Pedestal		70		88		56
1908-S	LONDON Swivel Chair, blue		222		57		14
1920-S	ANTWERP Conference Table	-10	38		65		3
1924-W	CHAMONIX Base Storage Unit		1		8		2
1925-W	Conference Bundle 1-6						
1928-S	AMSTERDAM Lamp	-10	149		-19		55
1928-W	ST.MORITZ Storage Unit/Drawers		4		23		-1

MATRIX

What is MS Dynamics NAV (home study) ?

- If your business is growing and ready to take on more opportunities, MS Dynamics NAV can help. An easily adaptable enterprise resource planning (ERP) solution, it helps your business automate and connect your sales, purchasing, operations, accounting, and inventory management
- Microsoft Dynamics NAV enables every individual in your company to turn hunches (intuitions, feelings) into genuine insight, and insight into decisions. With access to real-time data and a wide range of analytical and reporting tools—including graphical displays, online analytical processing (OLAP) cubes, and Web-based delivery options—people can make informed, confident decisions that help drive business success.



Navigation (NAV) - tool

- To find the way in the see of big data and to get important information



Information = data + structure (see slide 6)



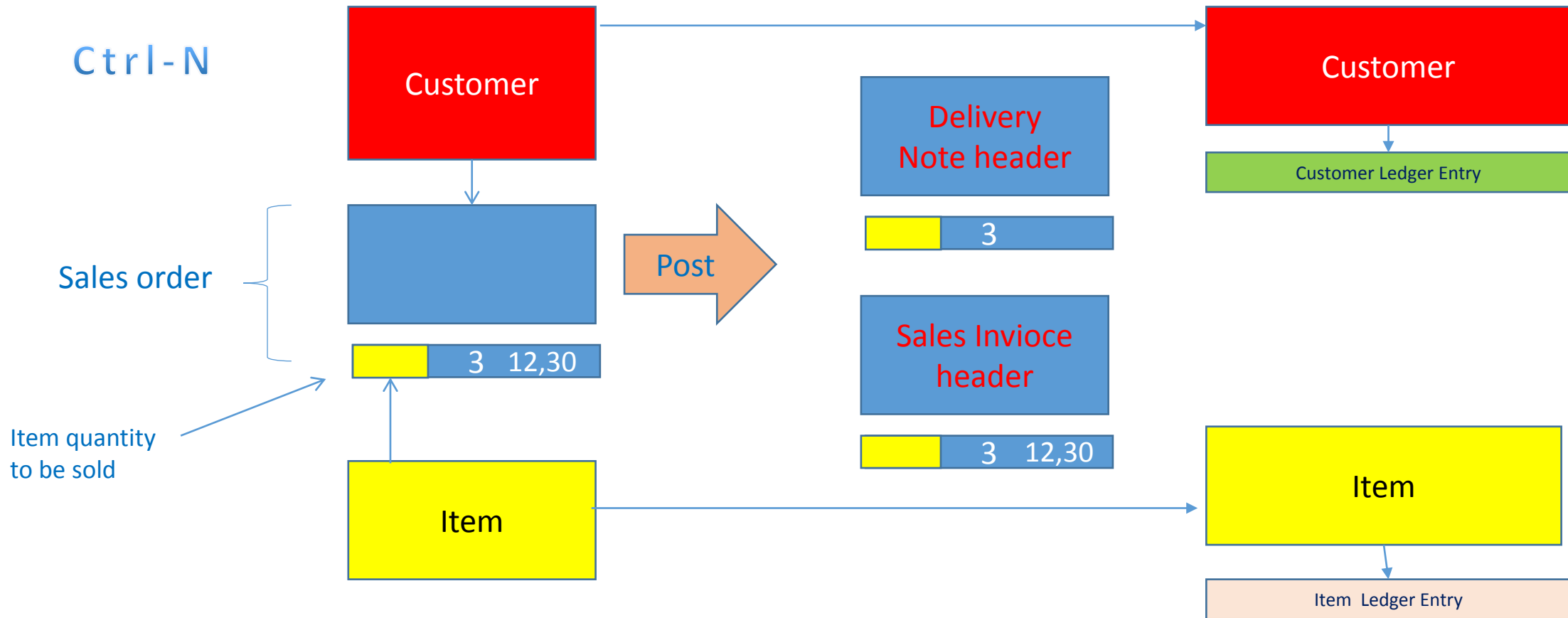
Ranked according to Sales (LCY)

No.	Name	Sales (LCY)	Balance (LCY)
10000	The Cannon Group PLC	174 802,33	350 162,63
43687129	Designstudio Gmunden	14 498,04	14 498,04
49858585	Hotel Pferdesee	14 450,00	14 450,00
47563218	Klubben	11 772,20	11 772,20
20000	Selangorian Ltd.	6 510,64	96 049,99
30000	John Haddock Insurance Co.	6 396,73	349 932,69
49525252	Beef House	6 000,00	12 346,16
49633663	Autohaus Mielberg KG	4 331,40	8 188,80
32656565	Antarctcopy	2 582,81	2 582,81
35963852	Heimilisprydi	2 024,21	2 024,21
	Total	243 368,36	862 007,53
	Total Sales	250 016,99	1 090 897,43
	% of Total Sales	97,30	79,00

Navigation- explanation (home study)

- The navigation tool traces the cause-effect relations.
- Let's have a look at the posting of a sales order. It represents, in our example, the cause.
- This action's consequences are two created documents, such as a delivery note and a sales invoice.
- Furthermore, the system creates a Customer ledger entry for the customer and an item ledger entry for the item sold. Eventually, system creates other records in the General ledger area on predefined accounts. It will all take place in the background.

Posting of Sales Order - process diagram



Post

Document Type	Document No.	G/L Acco...	Description	Gen. Postin...	Gen. Bus. Posting ...	Departme... Code	Gen. Prod. Posting ...	Amount
Invoice	103034	6110	Order 1005	Sale	DOMESTIC	SALES	RETAIL	-8,00
Invoice	103034	5610	Order 1005			SALES		-2,00
Invoice	103034	2310	Order 1005			SALES		10,00

What is an entry (created transaction)

- The entry represents created transaction
- You create for example a document called Sales Order
- When you have completed all the lines and entered all the information on the sales order, you can post it. Posting creates a shipment and an invoice.
- When a sales order is posted, the customer's account, the general ledger, and the item ledger entries are updated.
- For each sales order, a sales entry is created in the G/L Entry table. An entry is also created in the customer's account in the Customer Ledger Entry table and a general ledger entry is created in the relevant receivables account. Besides, posting the order may result in a VAT entry and a general ledger entry for the discount amount.

Navigation (NAV)

Customer Ledger Entries 01.02.20 | Posting Date

Show results:

Where Customer No. is 10000

+ Add Filter

Posting Date	Document Type	Document No.	Customer No.	M t...	Description	Curre... Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date
01.02.2020	Invoice	103044	10000		Order 1024		1 557,00	1 557,00	1 557,00	1 557,00	1 557,00	01.03.2020
01.02.2020	Invoice	103042	10000		Order 1018		2 019,38	2 019,38	2 019,38	2 019,38	2 019,38	01.03.2020

Edit - Customer Ledger Entries - 10000 · The

HOME ACTIONS NAVIGATE

View List Edit List Show Posted Document Navigate

Manage Process

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS

Show Related Entries Find Print... Find by Document Find by Business Contact Find by Item Reference

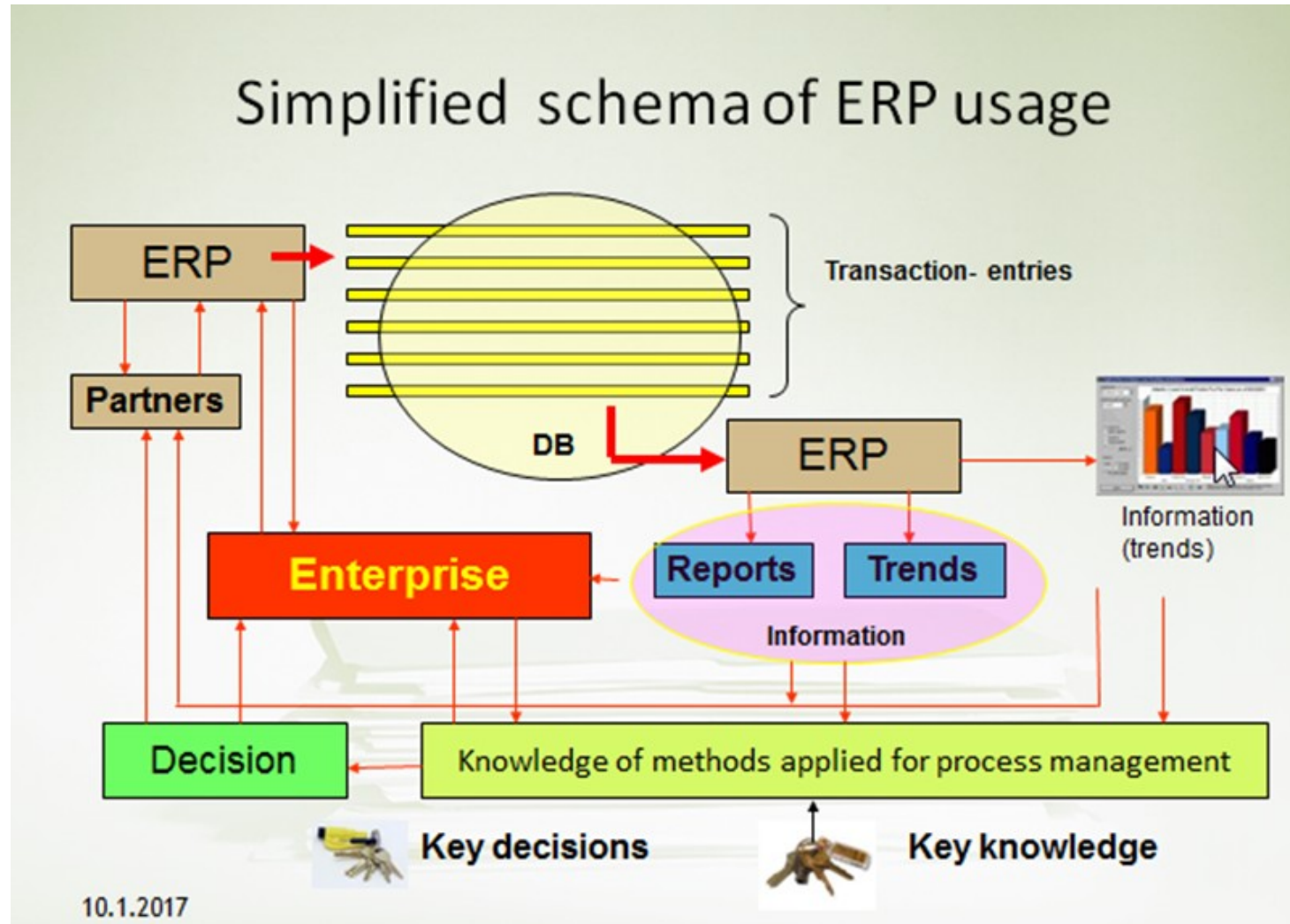
Document

Document No.: 103044

Related Entries	No. of Entries
Posted Sales Invoice	1
G/L Entry	5
VAT Entry	2
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	1
Value Entry	4

Posti... Date	Document Type	Document No.	G/L Acco...	Description	Gen. Postin...	Gen. Bus. Posting ...	Departme... Code	Gen. Prod. Posting ...	Amount
01.02.2020	Invoice	103044	6110	Order 1024	Sale	DOMESTIC	SALES	MANUFACT	-500,40
01.02.2020	Invoice	103044	6110	Order 1024	Sale	DOMESTIC	SALES	RETAIL	-745,20
01.02.2020	Invoice	103044	5610	Order 1024			SALES		-125,10
01.02.2020	Invoice	103044	5610	Order 1024			SALES		-186,30
01.02.2020	Invoice	103044	2310	Order 1024			SALES		1 557,00

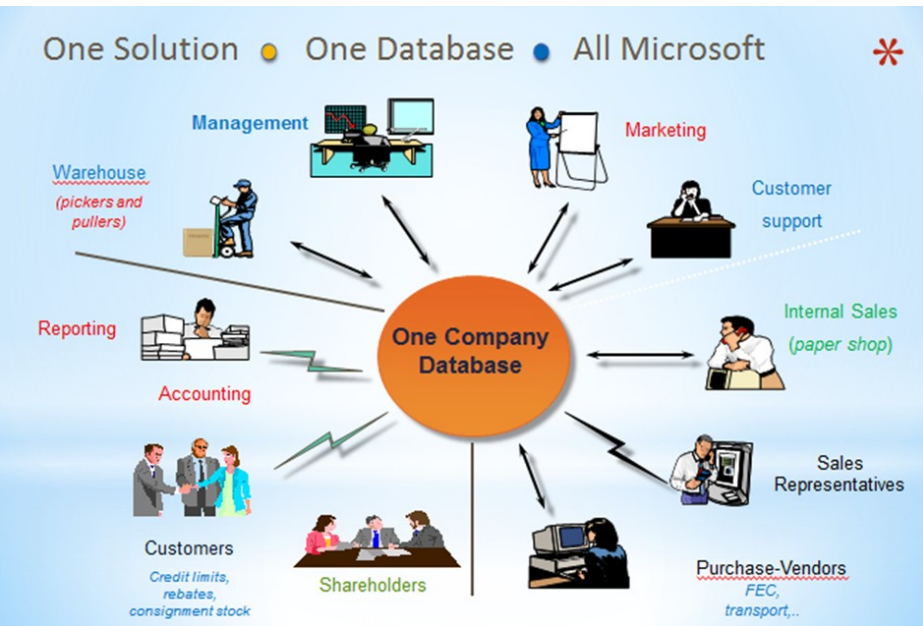
Feedback to control all processes



What is ERP = Enterprise Resource Planning System ?

Microsoft Dynamics NAV 2018 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 one of **island systems**.



What is ERP (home study)?

- 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 **shared database**. And that's very, very important. **That's one of the main features of an ERP system** which stands as Enterprise Resource Planning System

What is the relation between fields (key F4 or mouse click)?

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	185 073,35	9 341,68

How many relations are shown in this slide ?

Code	Name
BLUE	Blue Warehouse
DAY	DAY
GREEN	Green Warehouse
RAL10	RAL10
RED	Red Warehouse
SILVER	Silver Warehouse
WHITE	White Warehouse
YELLOW	Yellow Warehouse

Code	Name
BLUE	Blue Warehouse
DAY	DAY
GREEN	Green Warehouse
RAL10	RAL10
RED	Red Warehouse
SILVER	Silver Warehouse
WHITE	White Warehouse
YELLOW	Yellow Warehouse

WHITE - White Warehouse

General

Code: WHITE

Address & Contact

Address

Address: Merrily Grove Avenue 6, 2

Address 2:

Post Code: WC1 2GS

City: West End Lane

Country/Region Code: GB

Show on Map

Warehouse

No.	Description	Inventory
LS-75	Loudspeaker, Cherry, 75W	23

Bin Code	Fixed	Defa...	Dedi...	Item No.	Quantity
W-01-0001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LS-75	4

Code	Description	Emp...	Dedi...
W-01-0001		<input type="checkbox"/>	<input type="checkbox"/>
W-01-0002		<input checked="" type="checkbox"/>	<input type="checkbox"/>
W-01-0003		<input checked="" type="checkbox"/>	<input type="checkbox"/>
W-02-0001		<input type="checkbox"/>	<input type="checkbox"/>

Resource Locations Zones Bins

Location

What is the Customer (Vendor) balance ?

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:

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

It is Calculated field.
This figure (amount)
is not stored in
database !

Customer Ledger Entries

Type to filter (F3) Posting Date

Show results:

Where Customer No. is 10000

+ Add Filter

What has been posted in the past

Posti... Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	C... C...	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pmt Tok
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 is the meaning of Customer credit limit (one of many examples) ?

If the amount on already invoiced and not yet paid invoices exceeds this credit limit, the user will receive a message that the limit has been exceeded, and no other invoices are issued.

10000 · The Cannon Group PLC

General

No.: 10000 ...

Name: The Cannon Group PLC

IC Partner Code: ...

Balance (LCY): 185 073,35

Balance Due (LCY): 9 341,68

Credit Limit (LCY): 0,00

Blocked: ...

Privacy Blocked:

Salesperson Code: PS

Sales & Receivables Setup

General

Discount Posting: All Discounts

Credit Warnings: Both Warnings

Stockout Warning: Both Warnings

Shipment on Invoice: Credit Limit

Return Receipt on Credit Memo: Overdue Balance

Invoice Rounding: No Warning

Default Item Quantity: ...

Create Item from Description:

Ext. Doc. No. Mandatory:

Name essential economic documents used to control enterprise

- Quotes
- Sales and Purchase Orders
- Invoices
- Delivery lists
- Credit memos
- Transfer orders
- Production orders

Sales

Order Processing

Lists

Customers
Contacts
Sales Quotes
Sales Orders
Blanket Sales Orders
Sales Return Orders
Sales Invoices
Sales Credit Memos
Requests to Approve
Approval Request Entries
Certificates of Supply

Purchase

Order Processing

Lists

Vendors
Contacts
Purchase Quotes
Purchase Orders
Blanket Purchase Orders
Purchase Return Orders
Transfer Orders
Purchase Invoices
Purchase Credit Memos
Requests to Approve
Approval Request Entries
Certificates of Supply

Explain the structure of standard documents generated in ERP

106009 · London Postmaster

General

Vendor No.:	10000	Vendor Invoice No.:	26874
Vendor Name:	London Postmaster	Purchaser Code:	RL
Buy-from		No. of Archived Versions:	0
Address:	10 North Lake Avenue	Order Date:	30.01.2021
Address 2:		Quote No.:	
Post Code:	N12 5XY	Vendor Order No.:	
City:	London	Vendor Shipment No.:	
Contact No.:	CT000129	Alternate Vendor Address Code:	
Contact:	Mrs. Carol Philips	Responsibility Center:	
Document Date:	30.01.2021	Assigned User ID:	
Posting Date:	30.01.2021	Status:	Open
Due Date:	31.01.2021		

Lines

Line Functions Order Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Qty. to Assign	Qty. Assigned	Planned Receipt Date
Item	1976-W	INNSBRUCK Storage Unit/W.Door	BLUE	2		150,60	301,20	2		2		0		30.01.2021
Item	1976-W	INNSBRUCK Storage Unit/W.Door	RED	4		150,60	602,40	4		4		0		30.01.2021

Header

Lines

Find Customer or Vendor or Item card (any card)

Use of the searching window

The screenshot illustrates the process of finding a customer card in Microsoft Dynamics NAV. It shows the following components:

- Order Processing > Purchase Orders** breadcrumb at the top.
- A **Search (Ctrl+F3)** button highlighted with a red box.
- A **Customers** table with the following data:

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Balance (LCY)
01121212	Spotsmeyer's Furnishings		YELLOW		Mr. Mike Nash	0,00
01445544	Progressive Home Furnishin...		YELLOW		Mr. Scott Mitchell	1 499,03
01454545	New Concepts Furniture		YELLOW		Ms. Tammy L. McDonald	222 241,32
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young	0,00
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner	0,00
01905902	London Candoxy Storage C...		YELLOW		Mr. John Kane	0,00
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	185 073,35

- A search window titled **Customer** with a list of options including **Customers**, **Customer - Summary Aging**, **Customer - Summary Aging Simp.**, **Customer Detailed Aging**, **Customer - Balance to Date**, **Customer - Trial Balance**, **Customer - Detail Trial Bal.**, **Customer - List**, **Customer Register**, **Customer - Order Summary**, **Customer - Order Detail**, and **Customer - Top 10 List**.
- The **Customers - Microsoft Dynamics NAV** ribbon with the **HOME** tab selected. The **Edit** and **View** buttons are highlighted with a red box.
- A large blue arrow pointing right with the text **See next slide**.

Customer Card

10000 · The Cannon Group PLC


General

No.:	10000	...	Responsibility Center:	BIRMINGHAM	▼
Name:	The Cannon Group PLC		Service Zone Code:	M	▼
IC Partner Code:	▼		Document Sending Profile:	▼	
Balance (LCY):	185 073,35		Total Sales:	19 551,00	
Balance Due (LCY):	9 341,68		Costs (LCY):	15 353,00	
Credit Limit (LCY):	0,00		Profit (LCY):	7 479,50	
Blocked:	▼		Profit %:	32,8	
Privacy Blocked:	<input type="checkbox"/>		Last Date Modified:	13.09.2019	
Salesperson Code:	PS		Disable Search by Name:	<input type="checkbox"/>	

^ Show fewer fields

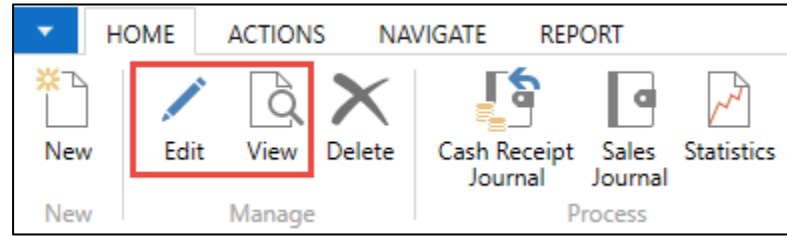
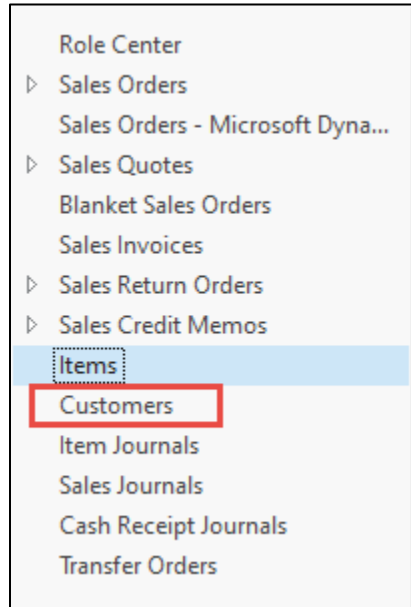
Customer Picture

Import Export >>



Each card has a number of tabs, where there are different fields according to their similar meaning.

Customer Card – another important tab



For example, if we post a sales order where it will be on March 10, 2020, a sales invoice will be entered, the due date of which will be according to Payment Term code = **14D** is 24.3.2020.



Code 14D means fourteen days in the MS Dynamics NAV syntax, as in another example 1M = one month and so on.

Payments


Prepayment %:	<input type="text" value="0"/>	Fin. Charge Terms Code:	<input type="text" value="1.5 DOM."/>
Application Method:	<input type="text" value="Apply to Oldest"/>	Cash Flow Payment Terms Code:	<input type="text"/>
Partner Type:	<input type="text"/>	Print Statements:	<input checked="" type="checkbox"/>
Payment Terms Code:	<input type="text" value="14 DAYS"/>	Last Statement No.:	<input type="text" value="0"/>
Payment Method Code:	<input type="text"/>	Block Payment Tolerance:	<input type="checkbox"/>
Reminder Terms Code:	<input type="text" value="DOMESTIC"/>	Preferred Bank Account Code:	<input type="text"/>


Filters – how to display only chosen part of the data (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...



Filters – how to display only chosen part of the data (multiple filter)

Items ▾

Type to filter (F3) | No. ▾ → ^


Show results:

✗ Where No. ▾ is 1*

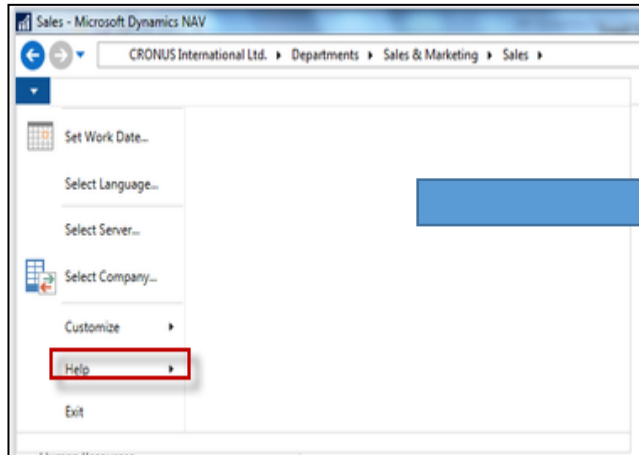
✗ And Description ▾ is

+ 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
 - Application Changes for Microsoft Dynamics NAV 2016
 - Platform Changes for Microsoft Dynamics NAV 2016
 - Learn About the RoleTailored Design Roles
 - Accessibility for People with Disabilities
 - Business Process Walkthroughs
 - CRONUS International Ltd. Demonstration Database
 - Finding Information in Help
 - Copyrights and Trademarks
 - Application Design Details
- ▲ 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

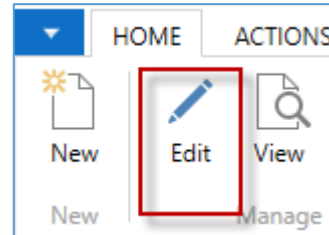
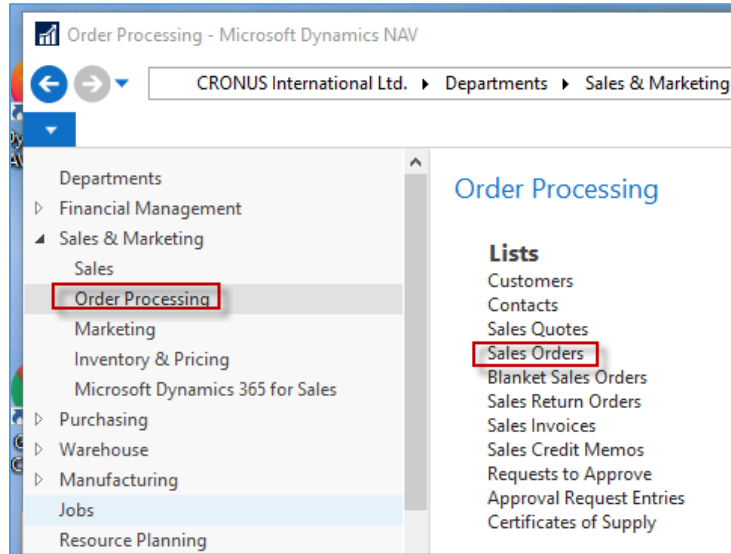
Sample Expression	Records Displayed
1200 1300	Numbers with 1200 or 1300

(<>) 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 the tutor and experienced by students.

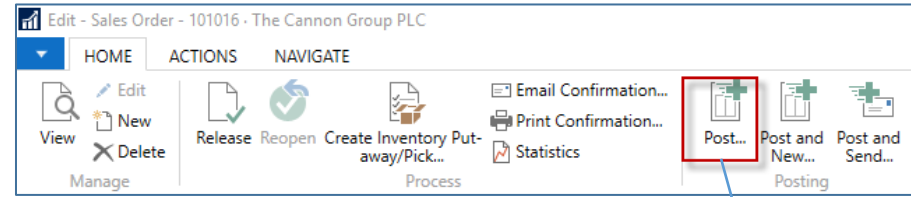
Sales Order (SO)



You can edit one SO chosen from the list of already created documents



Sales Order (SO)



101016 · The Cannon Group PLC

General

Customer No.: 10000
 Customer Name: The Cannon Group PLC

Sell-to

Address: 192 Market Square
 Address 2:
 Post Code: B27 4KT
 City: Birmingham
 Contact No.: CT000008
 Contact: Mr. Andy Teal

No. of Archived Versions: 0

Document Date: 28.01.2021
 Posting Date: 03.02.2021
 Order Date: 28.01.2021

Due Date: 28.02.2021
 Requested Delivery Date:
 Promised Delivery Date:
 External Document No.:
 Salesperson Code: PS
 Campaign No.:
 Opportunity No.:
 Responsibility Center:
 Assigned User ID:
 Status: Open

Work Description

Lines

Line Order Find Filter Clear Filter

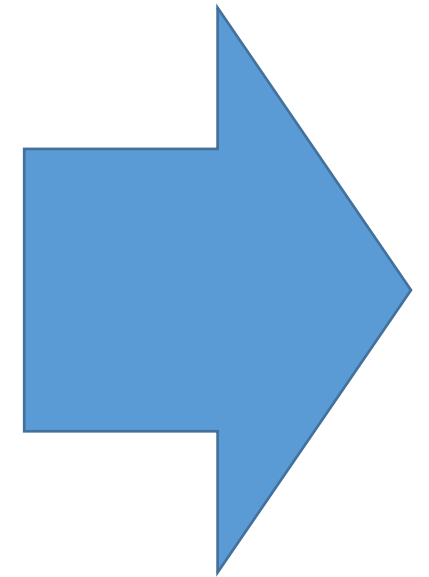
Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Ship
Item	1920-S	ANTWERP Conference Table	RED	1		PCS	420,40		420,40	
Item	1936-S	BERLIN Guest Chair, yellow	BLUE	2		PCS	143,90		287,80	2
Resource	MARK	Mark Hanson		2		HOOR	54,00		108,00	2

Microsoft Dynamics NAV

i

Ship
 Invoice
 Ship and Invoice

OK Cancel



How to access created Customer Ledger Entries

The screenshot shows the Microsoft Dynamics NAV 2018 interface. The ribbon is set to the 'CUSTOMERS' group, and the 'Ledger Entries' icon is highlighted with a red box. The main window displays a list of customers with the following data:

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)	Sales (LCY)
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	168 364,41	-292,84	17 100,96

Overlaid text on the screenshot reads: "We always have two options for displaying items in NAV2018. One using the item icon and the other using Ctrl-F7".

The bottom status bar shows the company name 'CRONUS International Ltd.', the date 'čtvrtek 28. ledna 2021', and the user 'NAVERTICA\JSKORKOVSKY'. The Windows taskbar at the bottom indicates the time is 11:00 on 06.10.2020.

Created entries (Customer Ledger Entry and Item Ledger Entry)

Customer Ledger Entries 103047 | Document No.

Related to created invoice

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

Posting Date	Document Type	Document No.	Customer No.	M Description t...	Curre... Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date
03.02.2021	Invoice	103047	10000	Order 101016		1 004,05	1 004,05	1 004,05	1 004,05	1 004,05	28.02.2021

Item Ledger Entries **Related to one of the sold items (inventory level is decreased)**

Show results:
✗ Where Item No. is 1936-S
+ Add Filter

Posting Date	Entry Type	Document Type	Document No.	Item No.	Des... Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)
03.02.2021	Sale	Sales Shipment	102058	1936-S	BLUE	-2	-2	0	287,80	-195,00

Created General Ledger Entries

General Ledger Entries

Type to filter (F3) | Posting Date

Show results:

Where Entry No. is 2903..2907

+ Add Filter

Posting Date	Document Type	Document No.	G/L Account	Description	Gen. Posting	Gen. Bus. Posting	Department Code	Gen. Prod. Posting	Amount	Bal. Account	Bal. Account
03.02.2021	Invoice	103047	6410	Order 101016	Sale	DOMESTIC	SALES	SERVICES	-108,00	G/L Account	
03.02.2021	Invoice	103047	6110	Order 101016	Sale	DOMESTIC	SALES	RETAIL	-708,20	G/L Account	
03.02.2021	Invoice	103047	5611	Order 101016			SALES		-10,80	G/L Account	
03.02.2021	Invoice	103047	5610	Order 101016			SALES		-177,05	G/L Account	
03.02.2021	Invoice	103047	2310	Order 101016			SALES		1 004,05	G/L Account	

Related to the chart of account

These General Ledger Entries serve as source data used by the MS Dynamics NAV 201 8 system. System uses this data to create all key reports used in the management of the company. It can be, for example, a **profit and loss account, balance sheet, or cash flow reports**

Chart of account

The chart of accounts shows the ledger accounts that store your financial data. Microsoft Dynamics NAV includes a standard chart of accounts that is ready to support your business. However, you can change the default accounts, and you can add new accounts.

Chart of Accounts - Type to filter (F3)

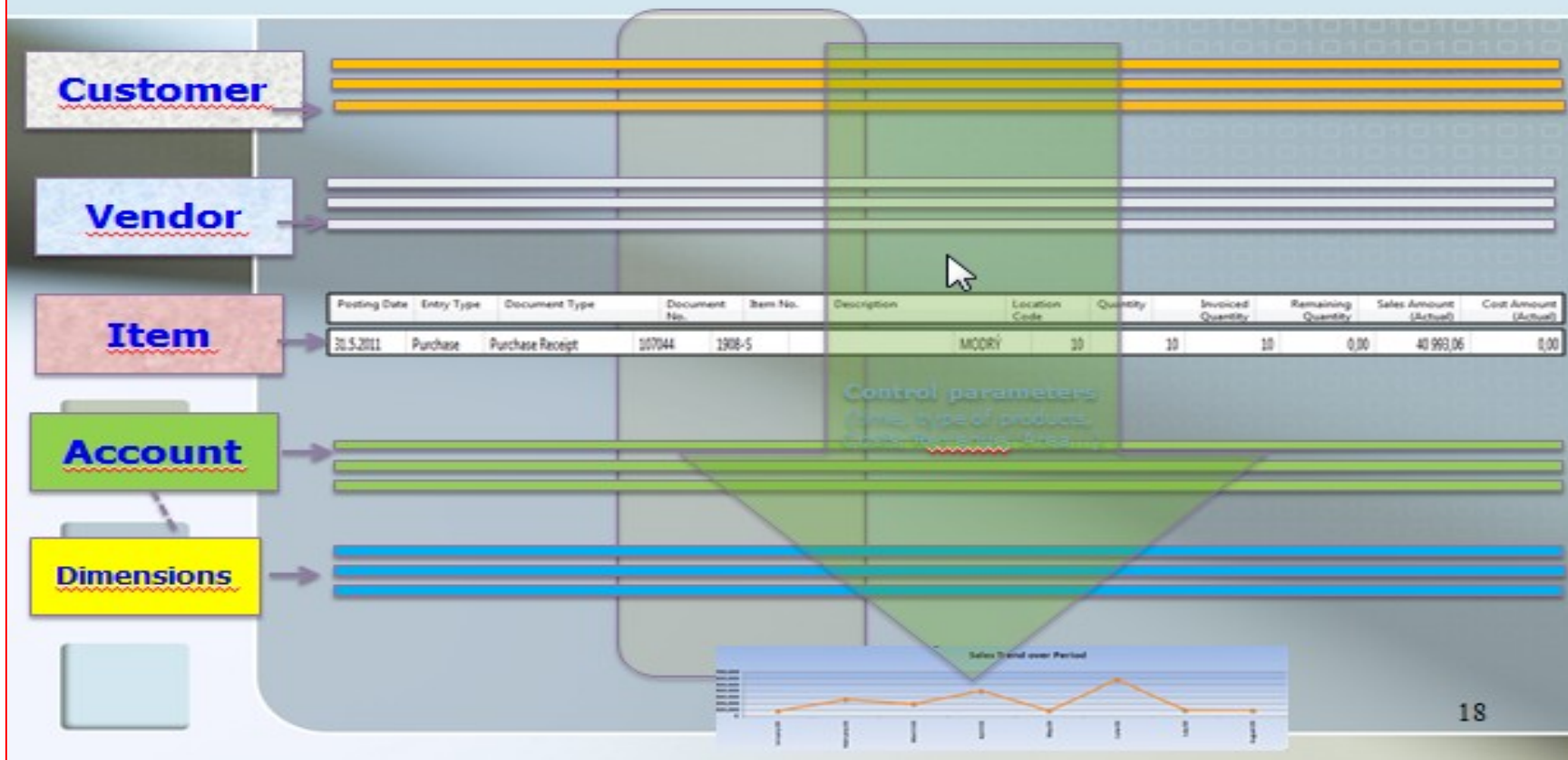
Show results:
 X Where No. is Enter a value.
 + Add Filter

Limit totals to:
 + Add Filter

No.	Name	Income/Balance	Account Subcategory	Account Type	Totaling	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Net Change	Balance	Cost Type No.
6291	Job Sales Adjmt., Raw Mat.	Income Statement	Income, Product Sales	Posting							6291
6295	Total Sales of Raw Materials	Income Statement	Income, Product Sales	End-Total	6205..6295				-5 859 916,25	-5 859 916,25	
6405	Sales of Resources	Income Statement	Income	Begin-Total							
6410	Sales, Resources - Dom.	Income Statement	Income, Services	Posting		Sale	DOMESTIC	SERVICES	-19 926,00	-19 926,00	6410
6420	Sales, Resources - EU	Income Statement	Income, Services	Posting		Sale	EU	SERVICES			6420
6430	Sales, Resources - Export	Income Statement	Income, Services	Posting		Sale	EXPORT	SERVICES			6430
6490	Job Sales Applied, Resources	Income Statement	Income, Services	Posting							6490
6491	Job Sales Adjmt., Resources	Income Statement	Income, Services	Posting							6491
6495	Total Sales of Resources	Income Statement	Income, Services	End-Total	6405..6495				-19 926,00	-19 926,00	
6605	Sales of Jobs	Income Statement	Income, Services	Begin-Total							
6610	Sales, Other Job Expenses	Income Statement	Income, Services	Posting		Sale	DOMESTIC	MISC			6610
6620	Job Sales	Income Statement	Income, Services	Posting							6620
6695	Total Sales of Jobs	Income Statement	Income, Services	End-Total	6605..6695						
6710	Consulting Fees - Dom.	Income Statement	Income, Services	Posting		Sale	DOMESTIC	SERVICES	-236 192,91	-236 192,91	6710
6720	Project management	Income Statement	Income	Posting		Sale	DOMESTIC	MISC	-2 800,00	-2 800,00	
6810	Fees and Charges Rec. - Dom.	Income Statement	Income, Services	Posting		Sale	DOMESTIC	MISC	-961,03	-961,03	6810
6910	Discount Granted	Income Statement	Sales Discounts	Posting					39 967,85	39 967,85	6910
6950	Sales of Service Contracts	Income Statement	Income, Services	Begin-Total							
6955	Service Contract Sale	Income Statement	Income, Services	Posting		Sale	DOMESTIC	SERVICES			
6959	Total Sale of Serv. Contracts	Income Statement	Income	End-Total	6950..6959						
6995	Total Revenue	Income Statement	Income	End-Total	6100..6995				-7 083 502,71	-7 083 502,71	

Entries and their use

Main principles (source tables and their entries)



One of many reports generated from entries

Customer - Balance to Date

1 of 1 | 100% | Find | Next

Customer - Balance to Date 19. September 2017
Page 1
CRONUS International Ltd. 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	

Thank you for your attention and patience

