Introduction to MS Dynamics NAV

(Accounting Schedule)

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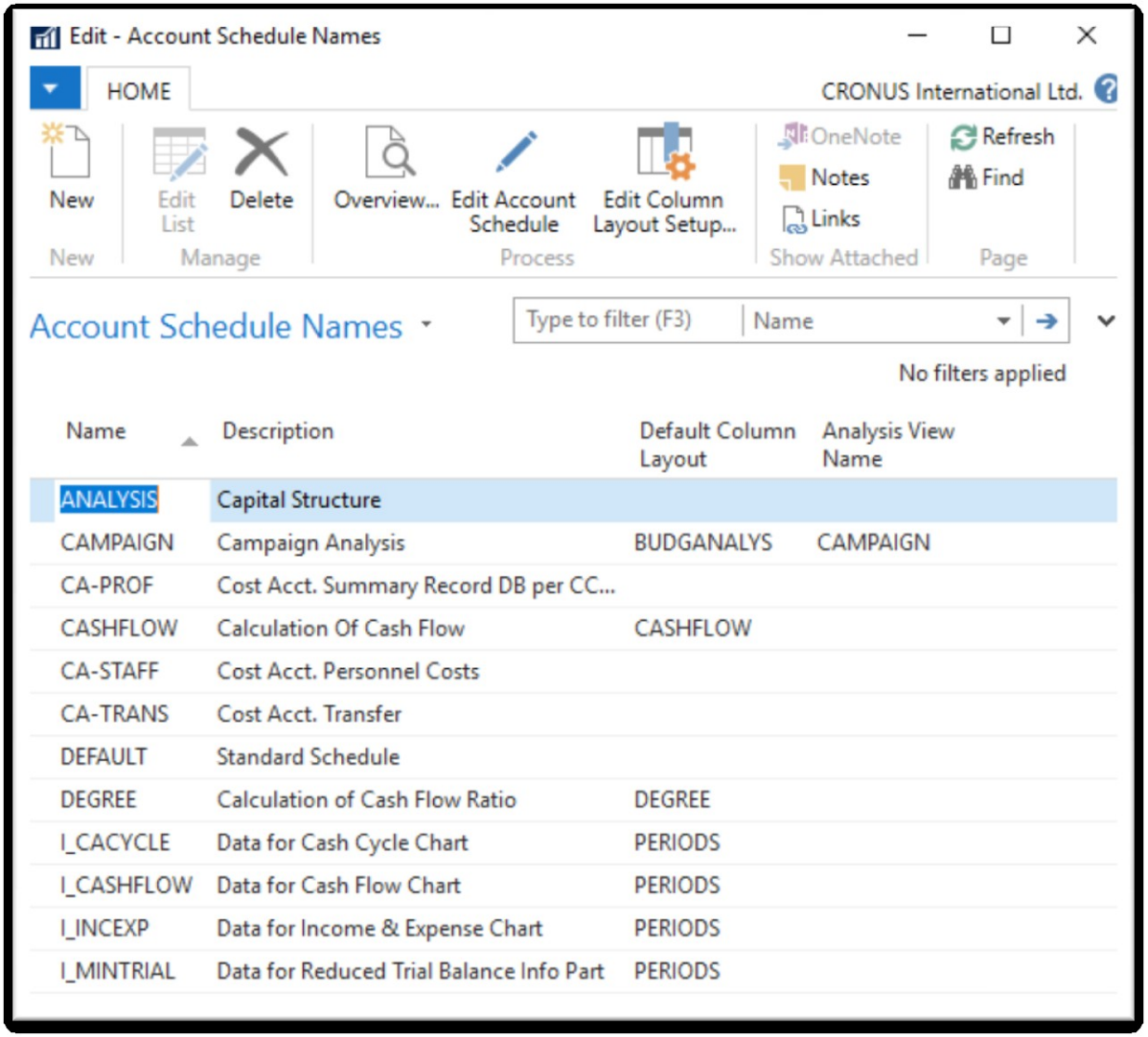
Department of corporate economy

Accounting Schedules

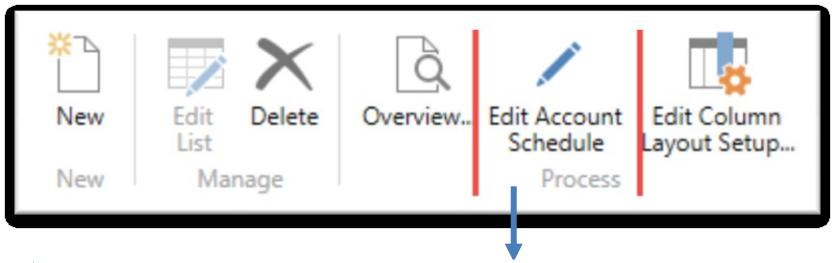
- Benefits
  - **User defined templates** used to get reports
  - Programming services necessary to create required specific reports are not used – **lower costs and faster access to important data**
  - You can use Account schedules to analyse figures in G/L accounts or to compare G/L entries with G/L budget entries
  - By employing **user-defined** rows and columns, you can decide exactly which figures you wish to compare and how !!
  - This means that you can create as many customized financial statements as you want **without using the Report Designer**.

Accounting Schedules-already created - access from searching window



Accounting Schedules (AS)-already created -

access from searching window



To see layout of the AS

HOME ACTIONS

Delete | Print... | Insert G/L Accounts... | Insert CF Accounts... | Insert Cost Types... | Edit Column Layout Setup... | Overview... | Refresh | Find

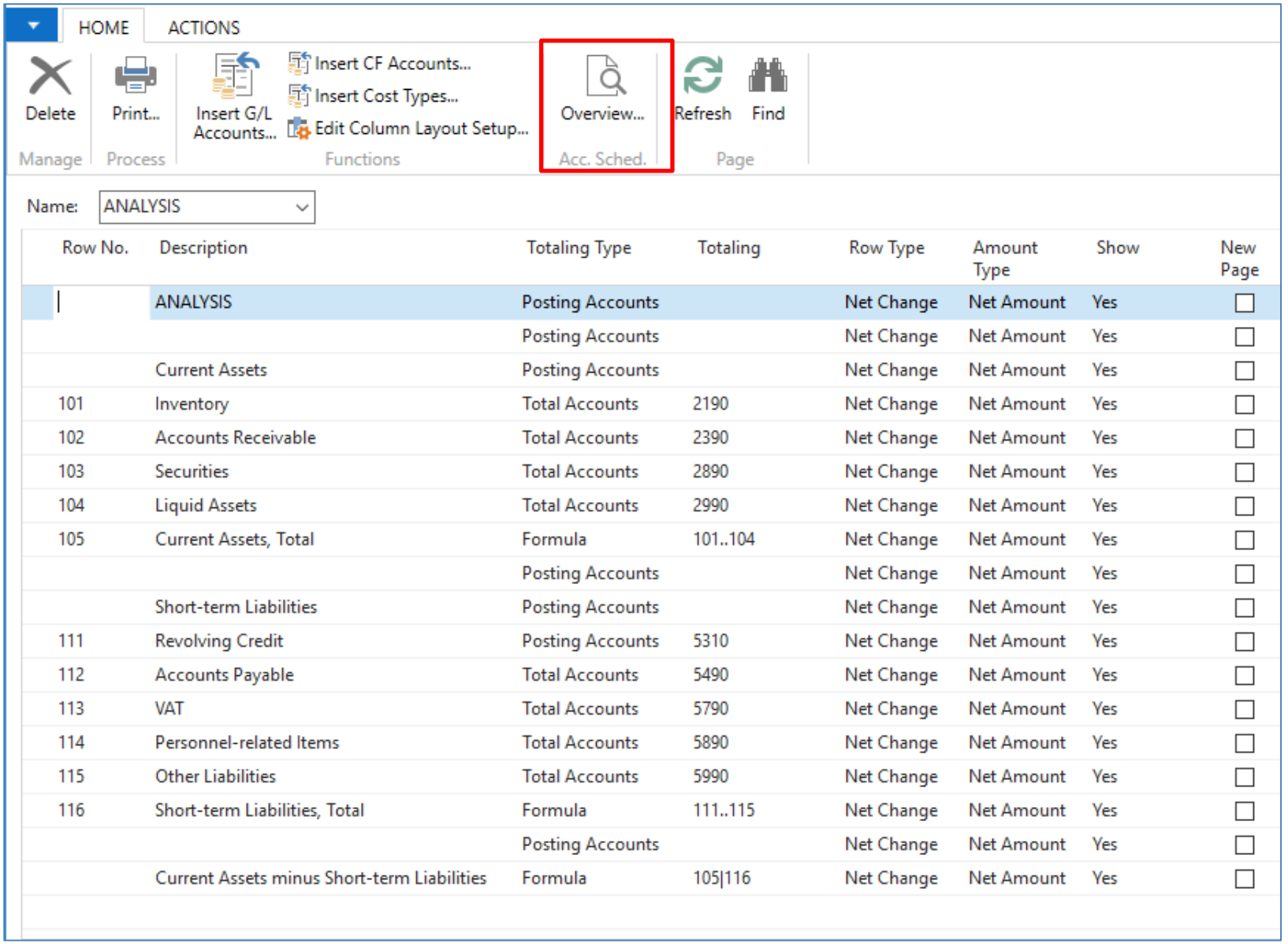
Manage | Process | Functions | Acc. Sched. | Page

Name: ANALYSIS

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	ANALYSIS	Posting Accounts		Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Current Assets	Posting Accounts		Net Change	Net Amount	Yes	☐
101	Inventory	Total Accounts	2190	Net Change	Net Amount	Yes	☐
102	Accounts Receivable	Total Accounts	2390	Net Change	Net Amount	Yes	☐
103	Securities	Total Accounts	2890	Net Change	Net Amount	Yes	☐
104	Liquid Assets	Total Accounts	2990	Net Change	Net Amount	Yes	☐
105	Current Assets, Total	Formula	101..104	Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Short-term Liabilities	Posting Accounts		Net Change	Net Amount	Yes	☐
111	Revolving Credit	Posting Accounts	5310	Net Change	Net Amount	Yes	☐
112	Accounts Payable	Total Accounts	5490	Net Change	Net Amount	Yes	☐
113	VAT	Total Accounts	5790	Net Change	Net Amount	Yes	☐
114	Personnel-related Items	Total Accounts	5890	Net Change	Net Amount	Yes	☐
115	Other Liabilities	Total Accounts	5990	Net Change	Net Amount	Yes	☐
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Current Assets minus Short-term Liabilities	Formula	105|116	Net Change	Net Amount	Yes	☐

Larger picture

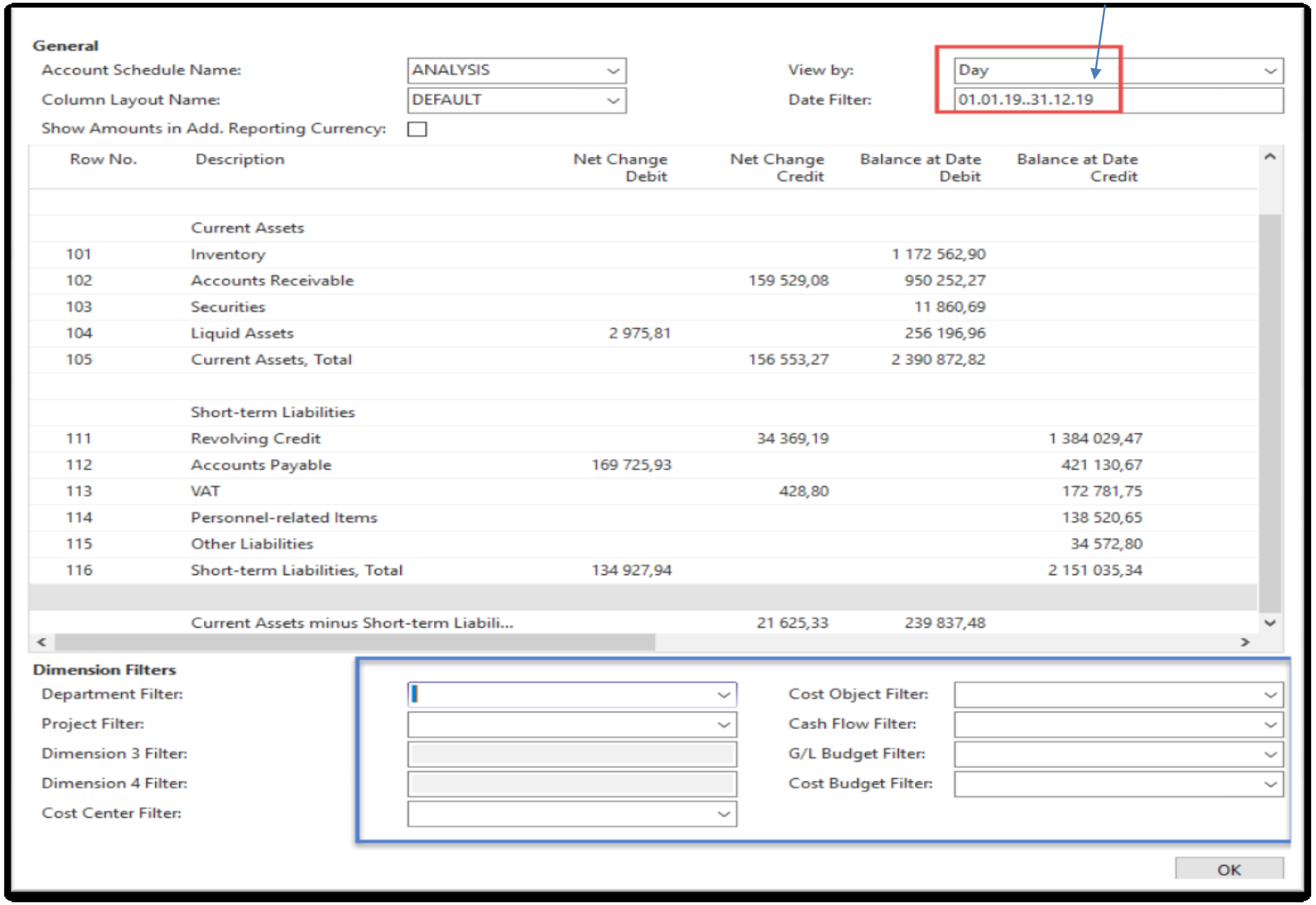
Accounting Schedules (AS) -already created - access from searching window



Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	ANALYSIS	Posting Accounts		Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Current Assets	Posting Accounts		Net Change	Net Amount	Yes	☐
101	Inventory	Total Accounts	2190	Net Change	Net Amount	Yes	☐
102	Accounts Receivable	Total Accounts	2390	Net Change	Net Amount	Yes	☐
103	Securities	Total Accounts	2890	Net Change	Net Amount	Yes	☐
104	Liquid Assets	Total Accounts	2990	Net Change	Net Amount	Yes	☐
105	Current Assets, Total	Formula	101..104	Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Short-term Liabilities	Posting Accounts		Net Change	Net Amount	Yes	☐
111	Revolving Credit	Posting Accounts	5310	Net Change	Net Amount	Yes	☐
112	Accounts Payable	Total Accounts	5490	Net Change	Net Amount	Yes	☐
113	VAT	Total Accounts	5790	Net Change	Net Amount	Yes	☐
114	Personnel-related Items	Total Accounts	5890	Net Change	Net Amount	Yes	☐
115	Other Liabilities	Total Accounts	5990	Net Change	Net Amount	Yes	☐
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Current Assets minus Short-term Liabilities	Formula	105|116	Net Change	Net Amount	Yes	☐

AS - overview

Modify Date filter **From - To**



General

Account Schedule Name: ANALYSIS
Column Layout Name: DEFAULT
Show Amounts in Add. Reporting Currency:
View by: Day
Date Filter: 01.01.19..31.12.19

Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
	Current Assets				
101	Inventory			1 172 562,90	
102	Accounts Receivable		159 529,08	950 252,27	
103	Securities			11 860,69	
104	Liquid Assets	2 975,81		256 196,96	
105	Current Assets, Total		156 553,27	2 390 872,82	
	Short-term Liabilities				
111	Revolving Credit		34 369,19		1 384 029,47
112	Accounts Payable	169 725,93			421 130,67
113	VAT		428,80		172 781,75
114	Personnel-related Items				138 520,65
115	Other Liabilities				34 572,80
116	Short-term Liabilities, Total	134 927,94			2 151 035,34
	Current Assets minus Short-term Liabili...		21 625,33	239 837,48	

Dimension Filters

Department Filter:
Project Filter:
Dimension 3 Filter:
Dimension 4 Filter:
Cost Center Filter:
Cost Object Filter:
Cash Flow Filter:
G/L Budget Filter:
Cost Budget Filter:

OK

AS-different way of data display

- **Use button Account Schedule Name** = Revenue
- **Use Column Layout Name** = BudgAnalys

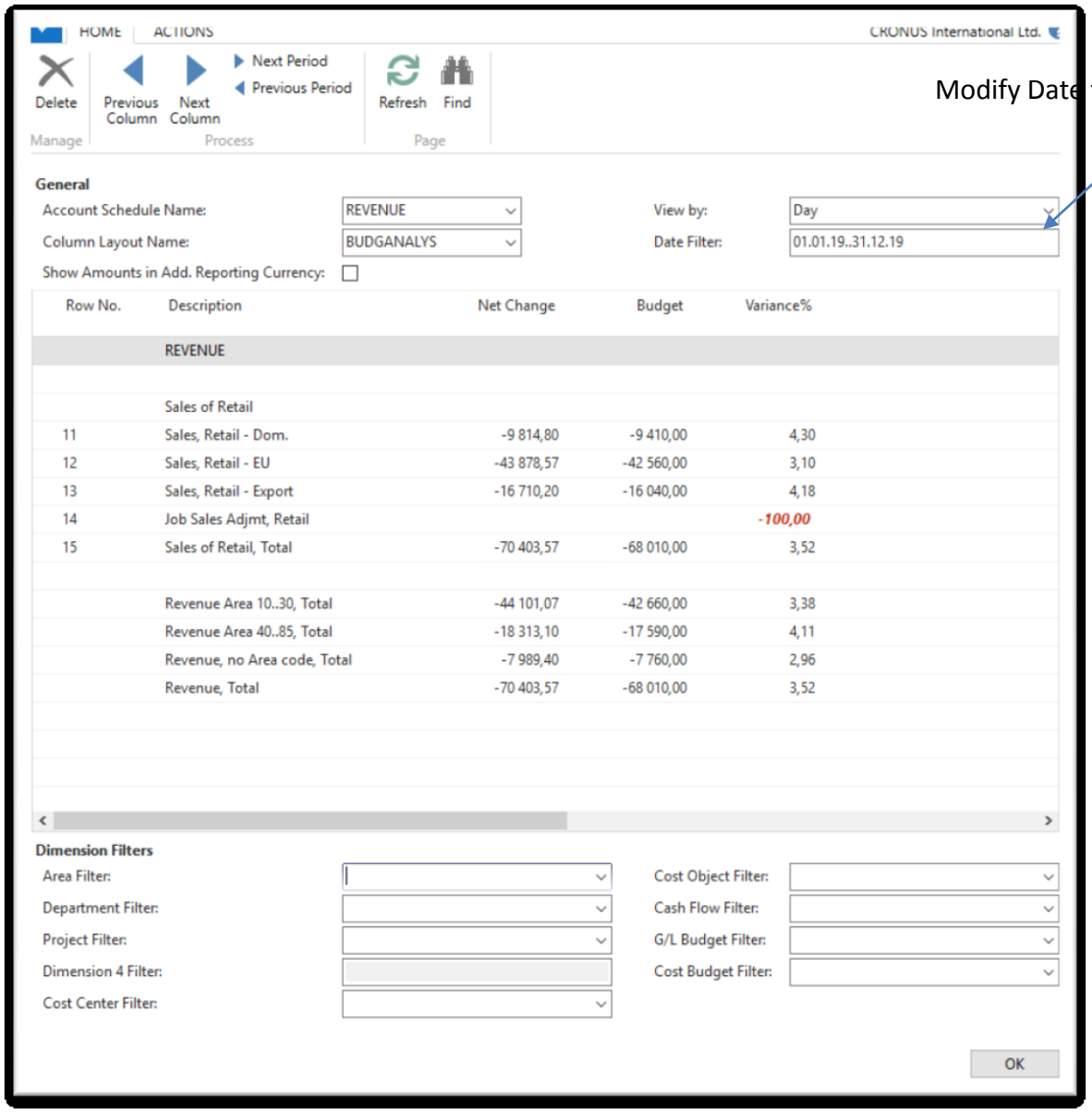
REVENUE	Revenues	BUDGANALYS	REVENUE

Name: REVENUE

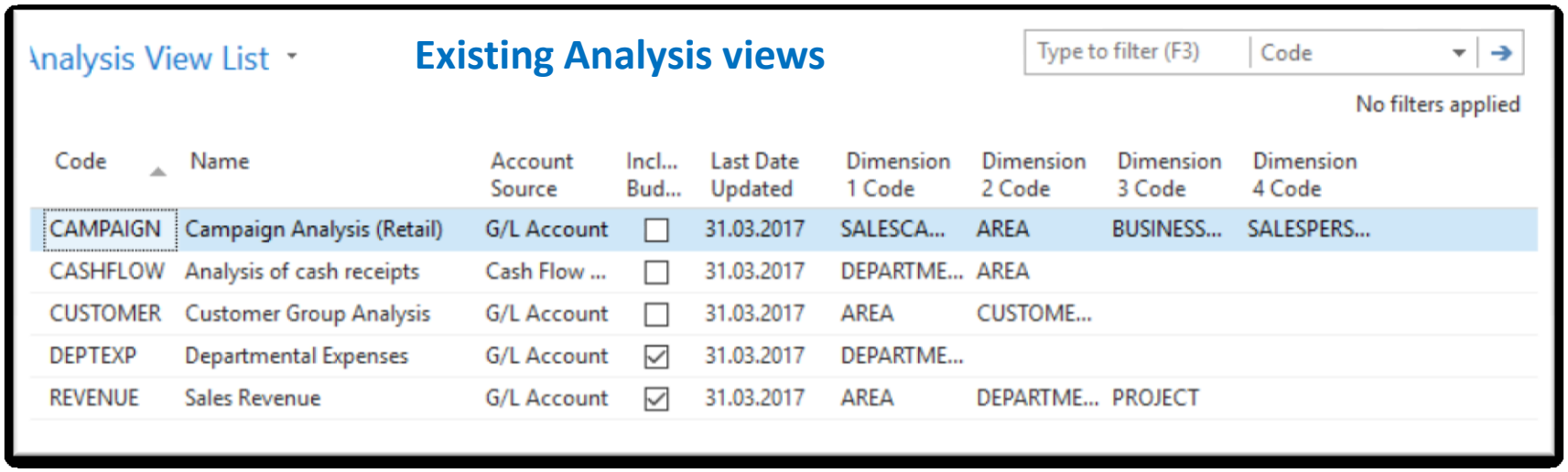
Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
	REVENUE	Posting Accounts		Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Sales of Retail	Posting Accounts		Net Change	Net Amount	Yes	☐
11	Sales, Retail - Dom.	Posting Accounts	6110	Net Change	Net Amount	Yes	☐
12	Sales, Retail - EU	Posting Accounts	6120	Net Change	Net Amount	Yes	☐
13	Sales, Retail - Export	Posting Accounts	6130	Net Change	Net Amount	Yes	☐
14	Job Sales Adjmt, Retail	Posting Accounts	6190	Net Change	Net Amount	Yes	☐
15	Sales of Retail, Total	Total Accounts	6195	Net Change	Net Amount	Yes	☐
		Posting Accounts		Net Change	Net Amount	Yes	☐
	Revenue Area 10..30, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	☐
	Revenue Area 40..85, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	☐
	Revenue, no Area code, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	☐
	Revenue, Total	Posting Accounts	6110..6195	Net Change	Net Amount	Yes	☐

Layout

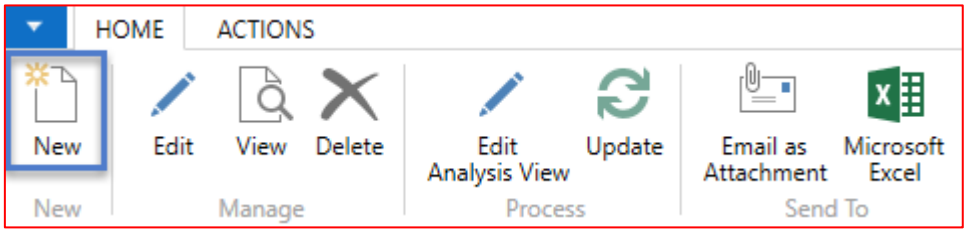
AS-different way of data display - overview icon



Create a simple report - access from searching window

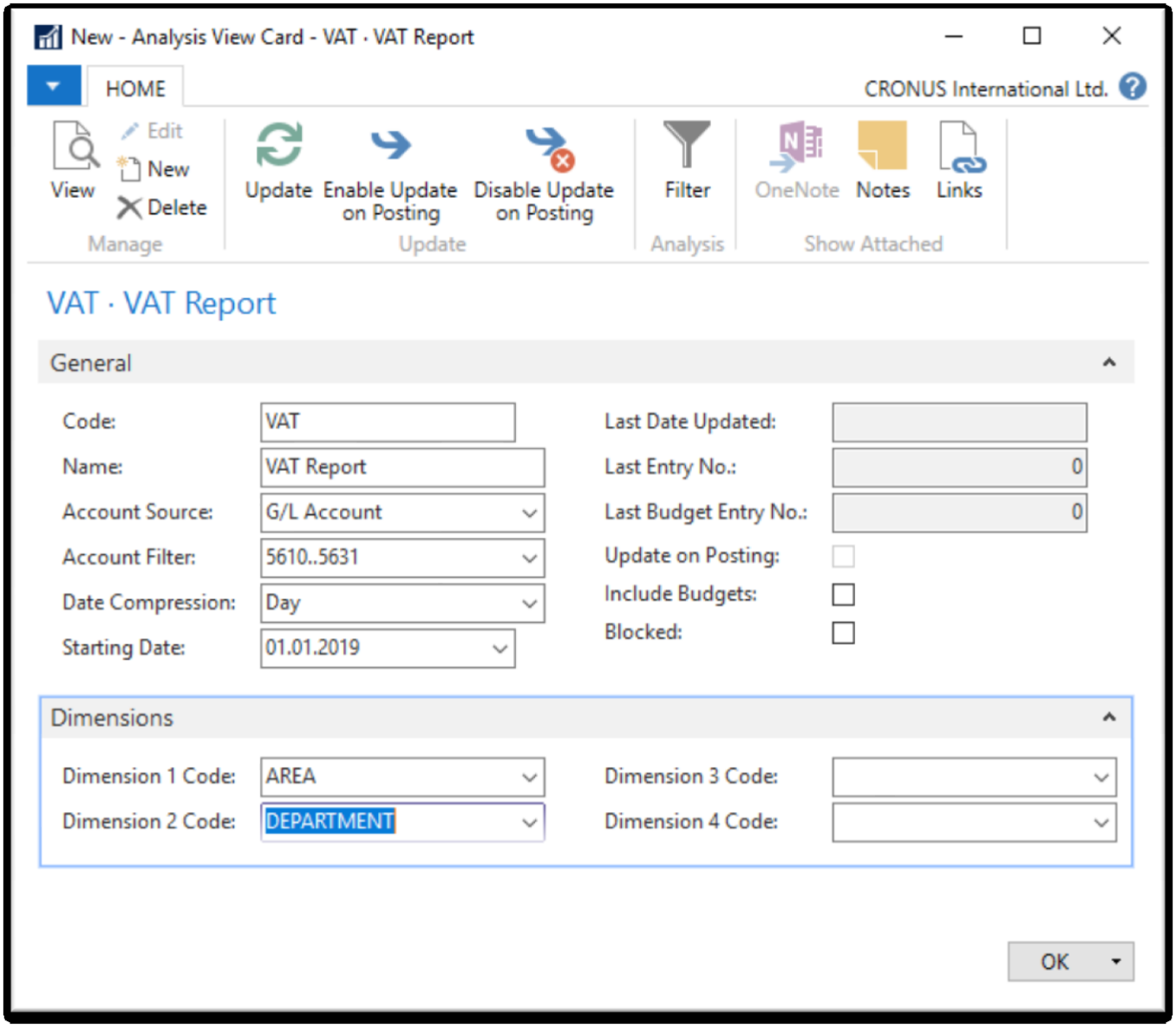


Code	Name	Account Source	Incl... Bud...	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code	Dimension 4 Code
CAMPAIGN	Campaign Analysis (Retail)	G/L Account	☐	31.03.2017	SALESCA...	AREA	BUSINESS...	SALESPERS...
CASHFLOW	Analysis of cash receipts	Cash Flow ...	☐	31.03.2017	DEPARTME...	AREA		
CUSTOMER	Customer Group Analysis	G/L Account	☐	31.03.2017	AREA	CUSTOME...		
DEPTEXP	Departmental Expenses	G/L Account	☑	31.03.2017	DEPARTME...			
REVENUE	Sales Revenue	G/L Account	☑	31.03.2017	AREA	DEPARTME...	PROJECT	



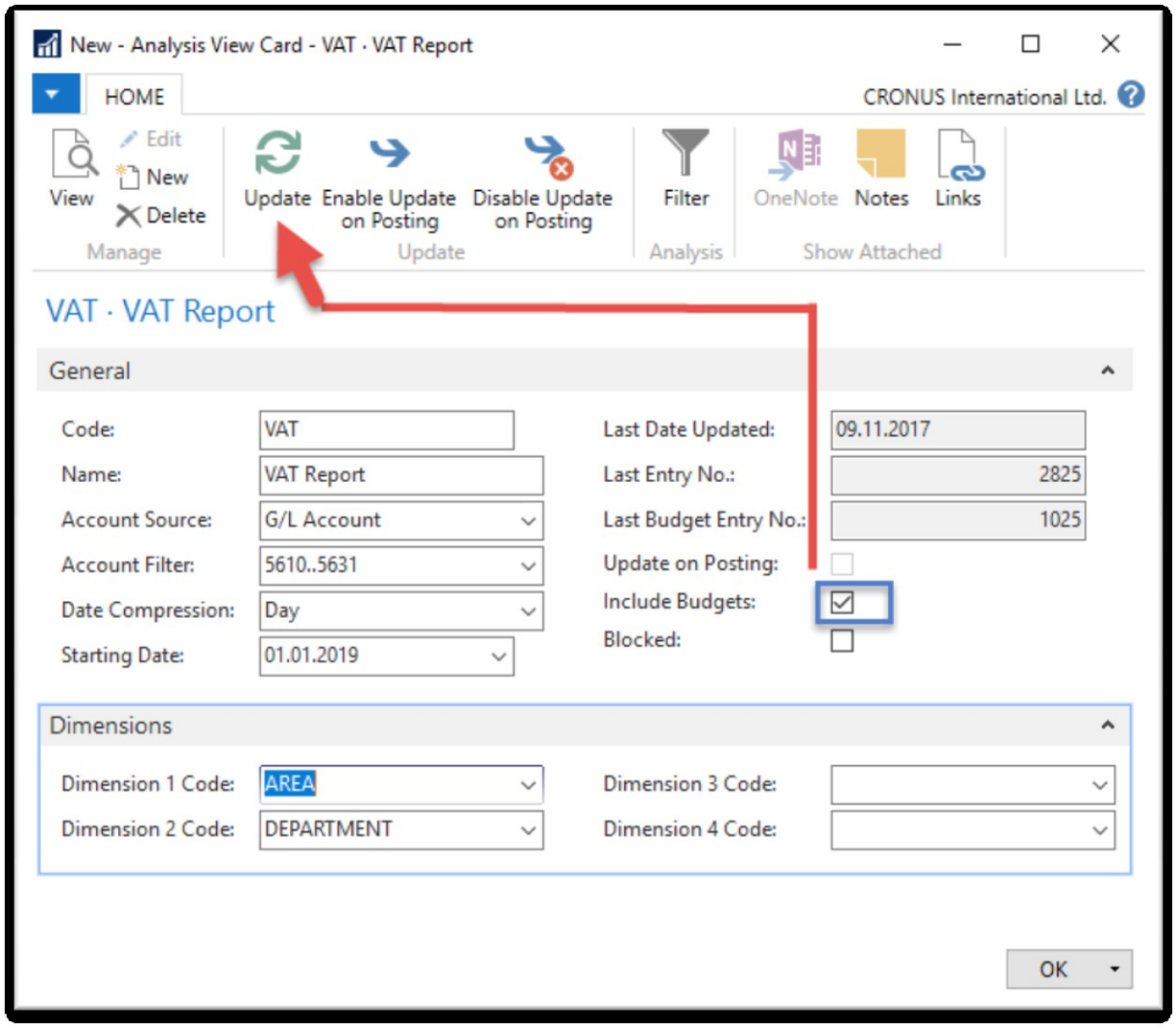
See next slide

Create a simple report



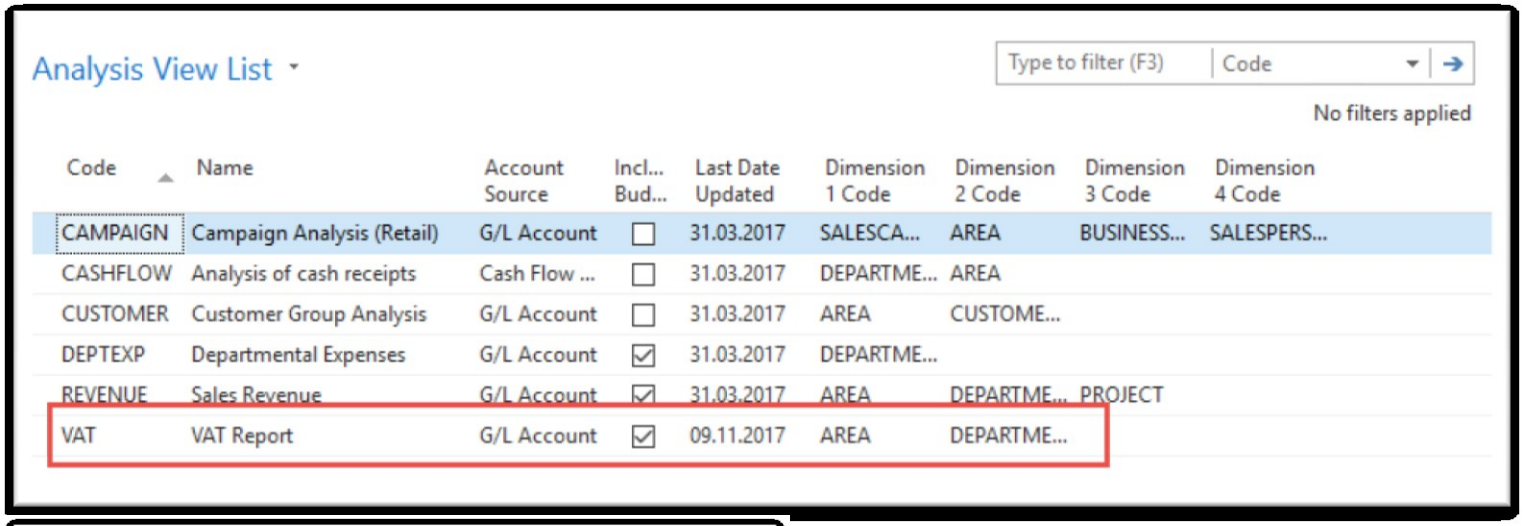
Create a simple report

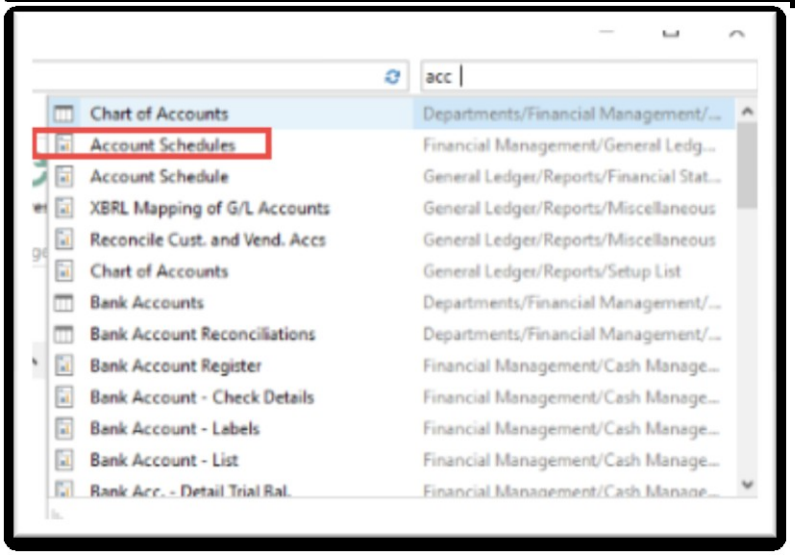
Check Include Budgets and then use icon Update



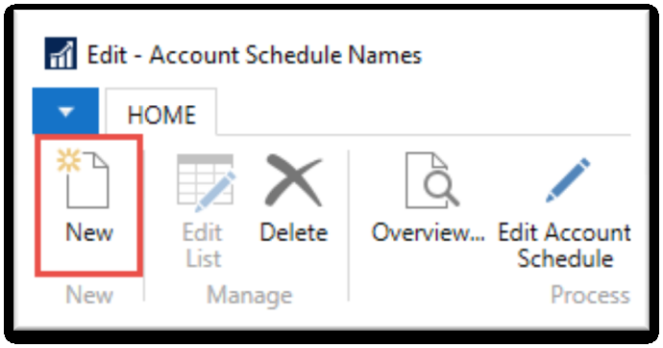
ESC

Create a simple report



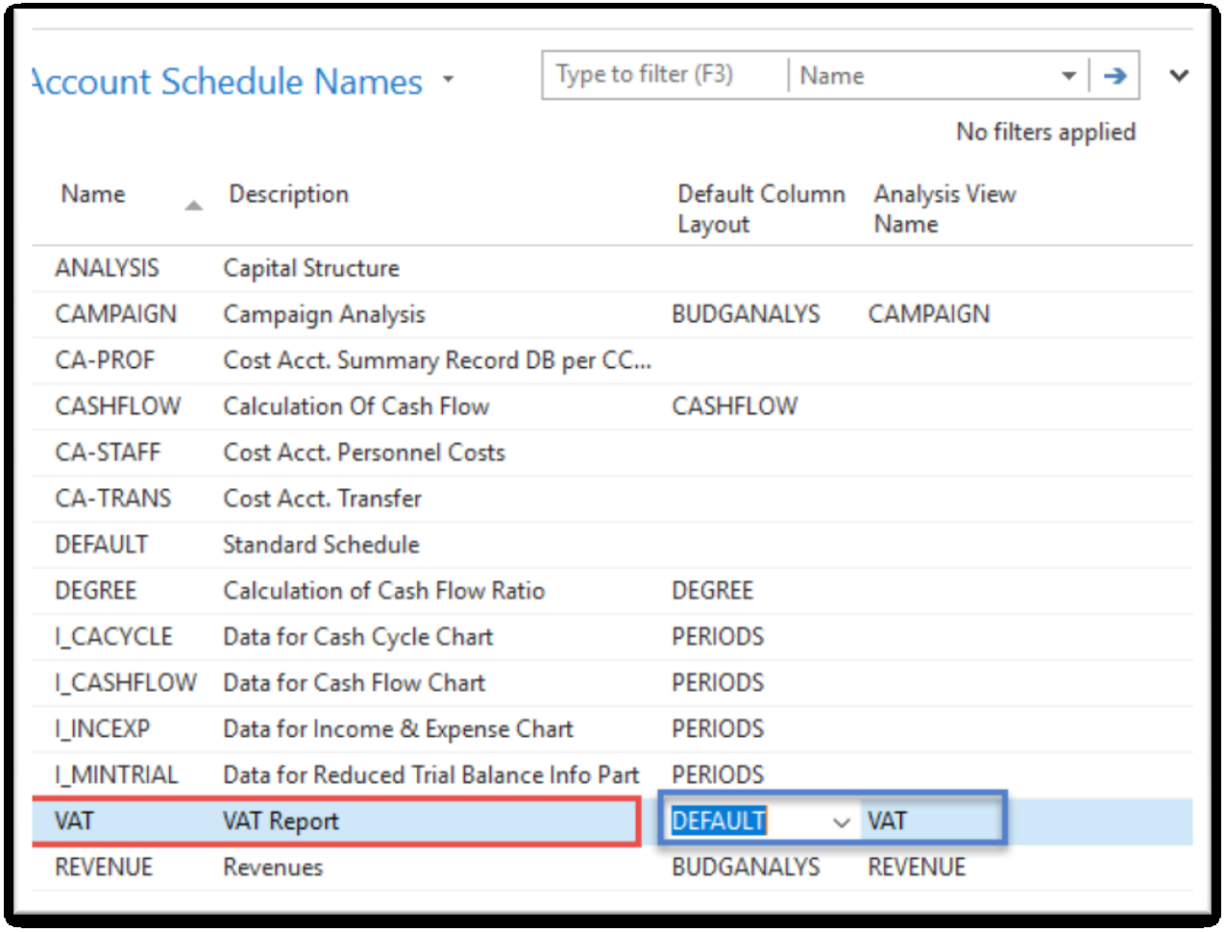


Next slide

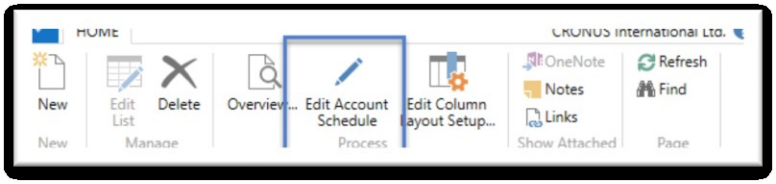


Create a simple report

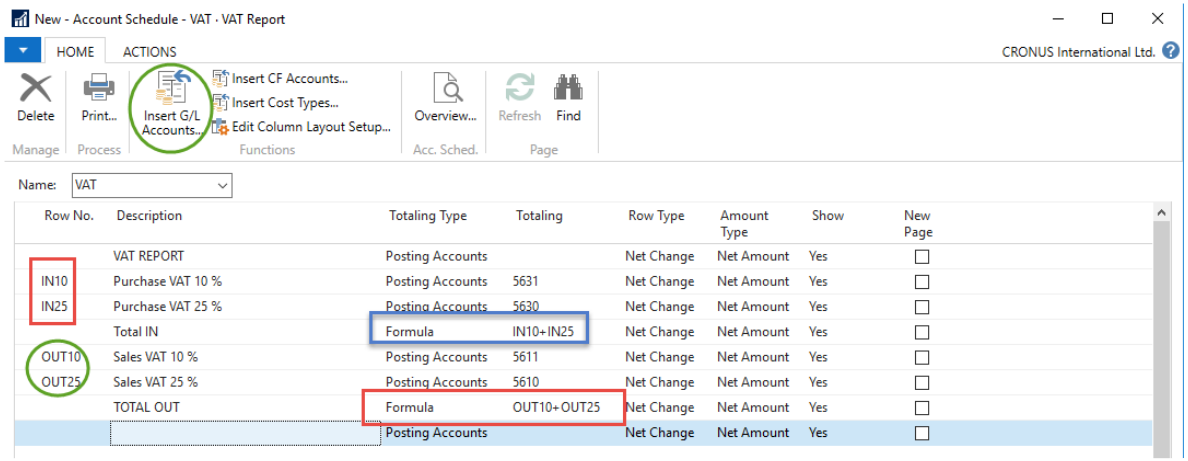
Red marked enter manually, **blue ones** by use of F4 or mouse



Create a simple report

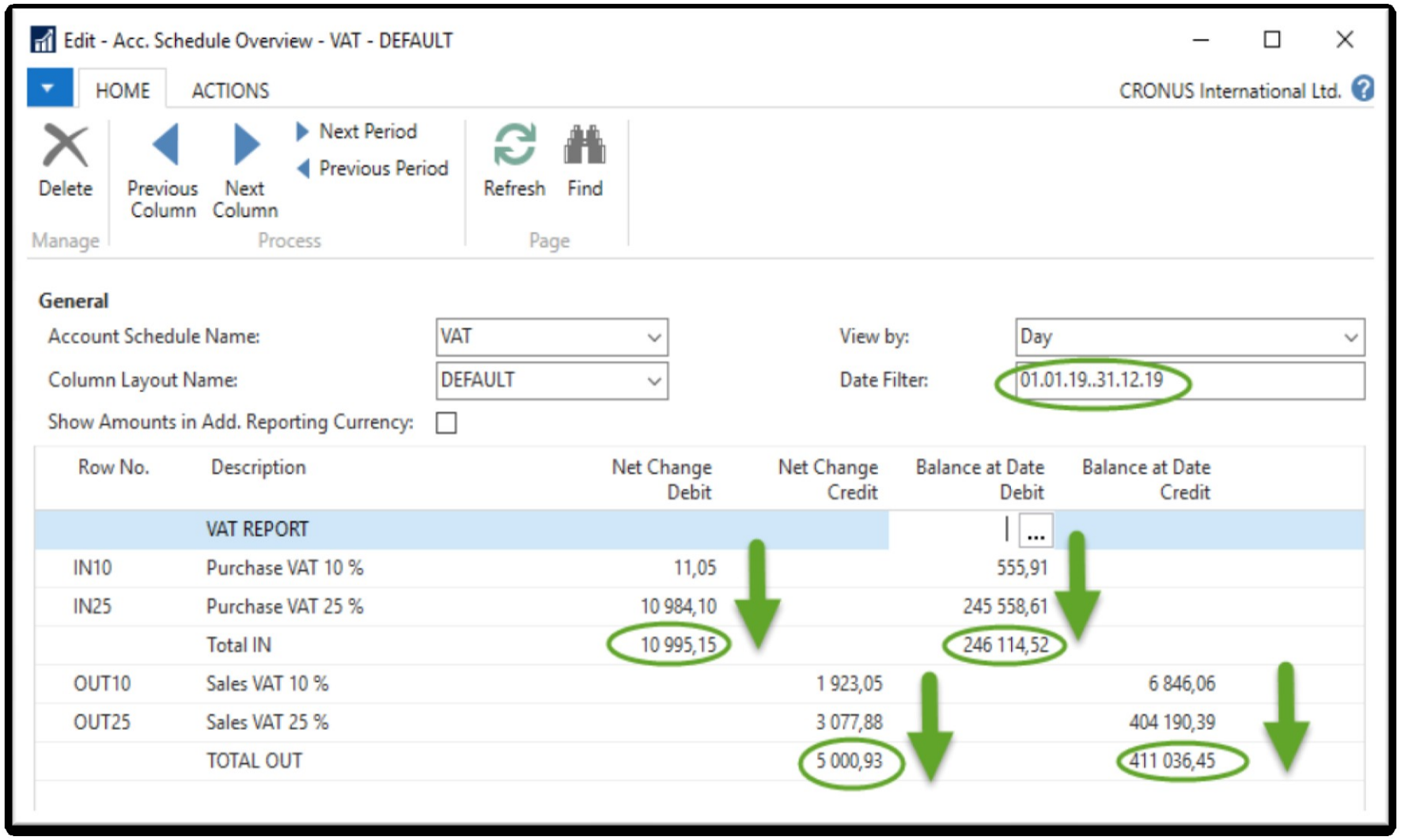


Enter Accounts by use of Function from **Chart of accounts** and rewrite account . In the row columns enter your own variables (e.g. IN10 and IN25 for VAT10% and VAT 25% and so on). Add line formula to calculate total for purchase and sales VAT accounts.

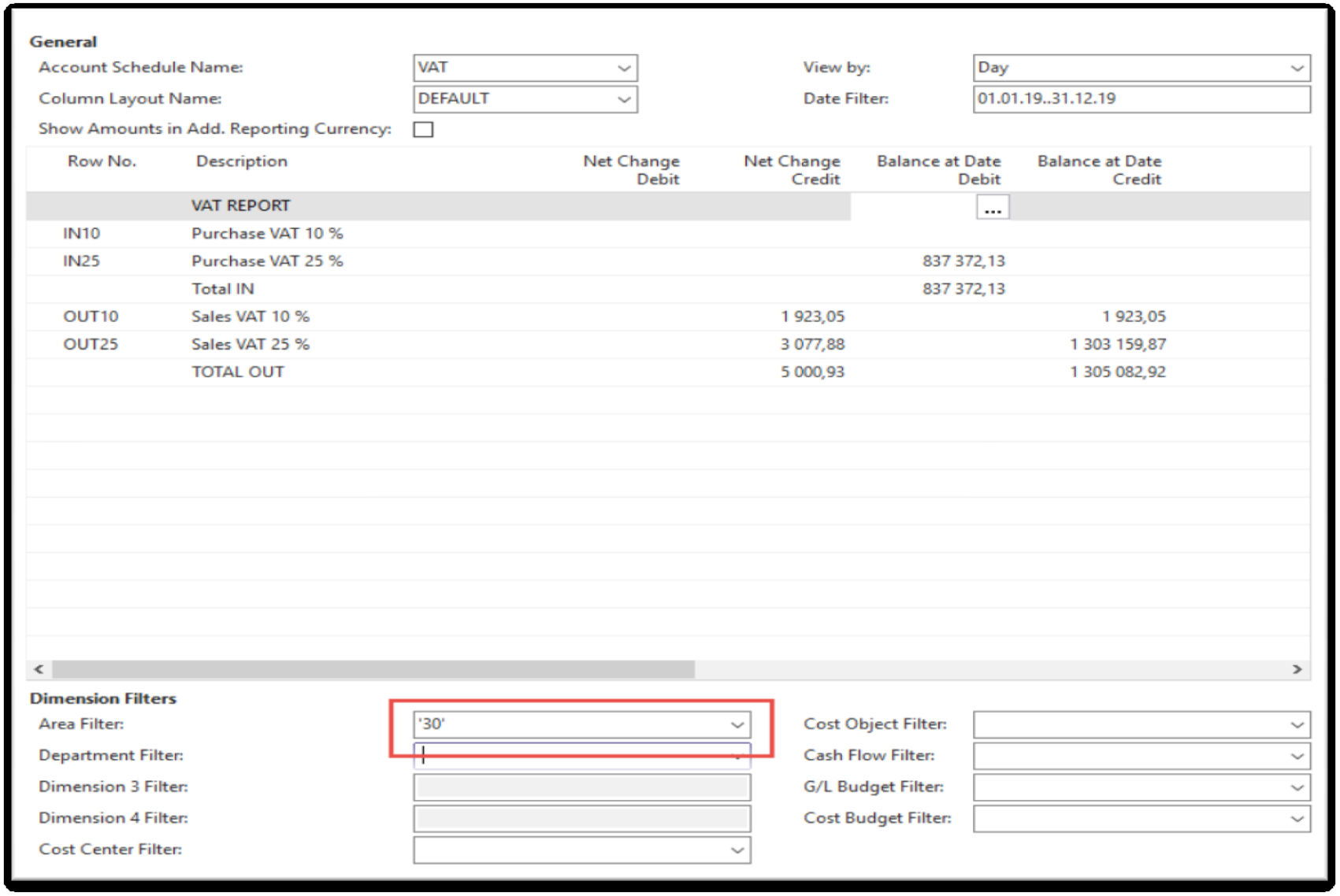


Larger picture

Create a simple report

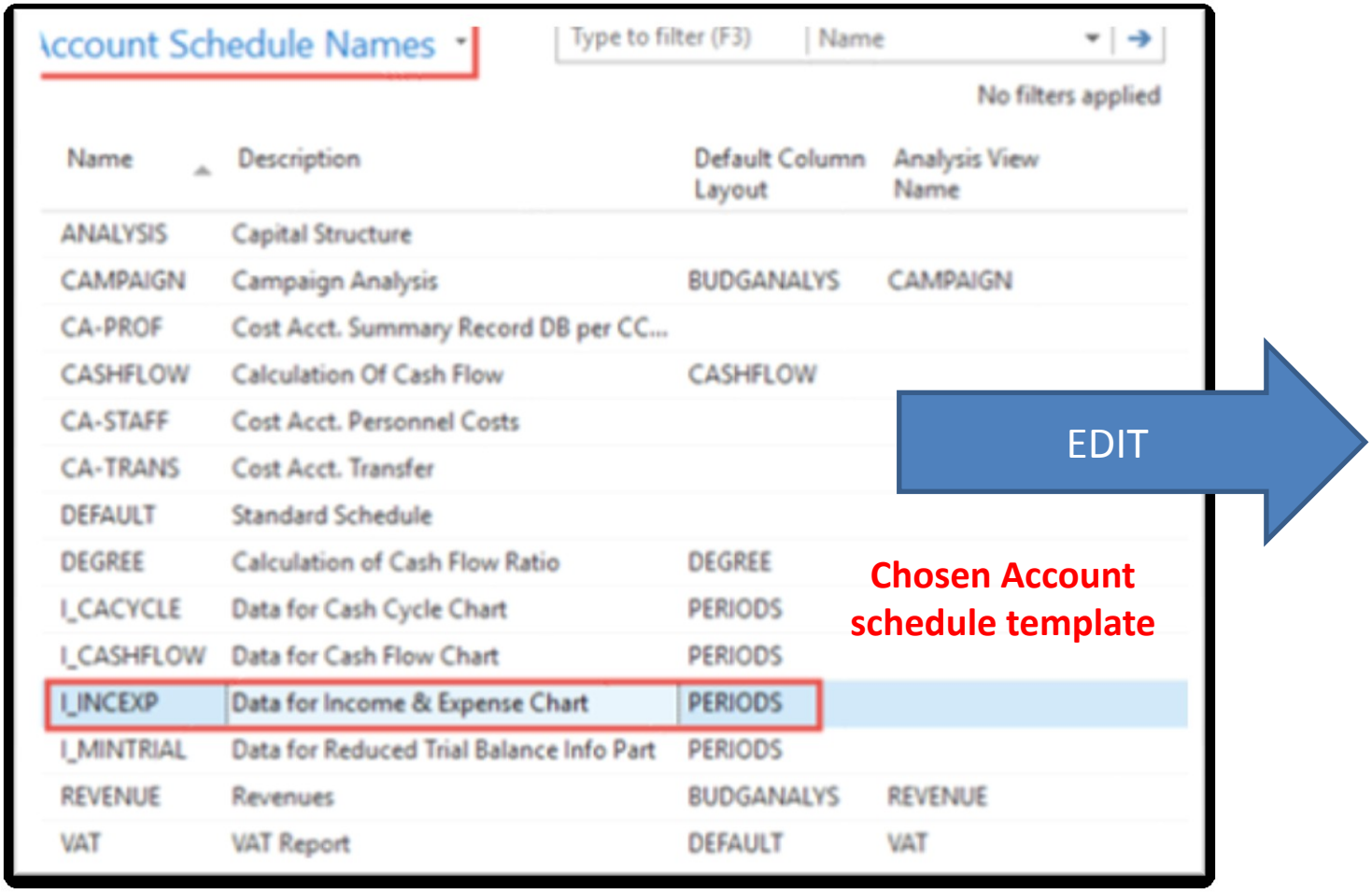


Use of dimensions

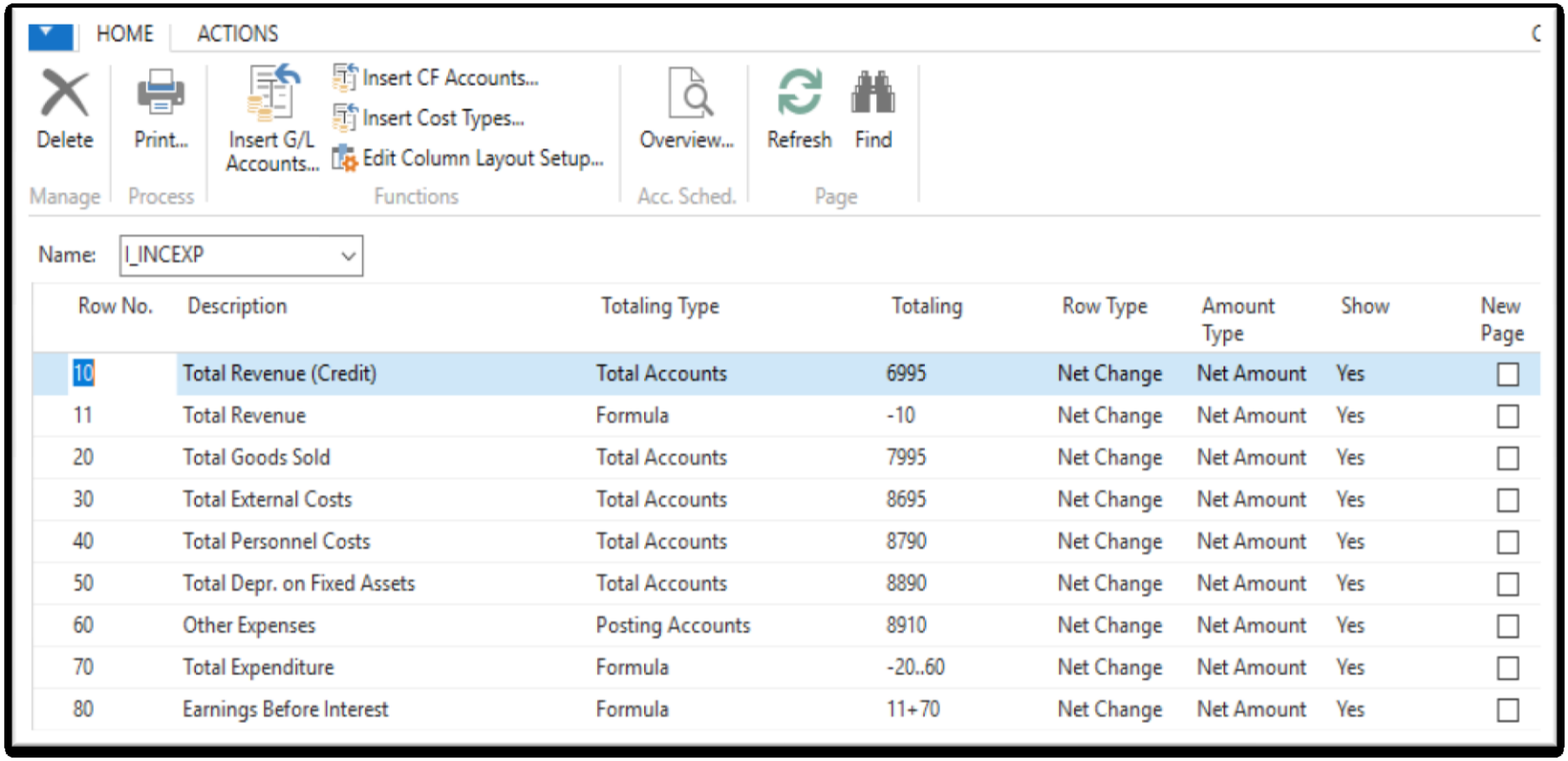


Another Account schedule

Access from searching window …

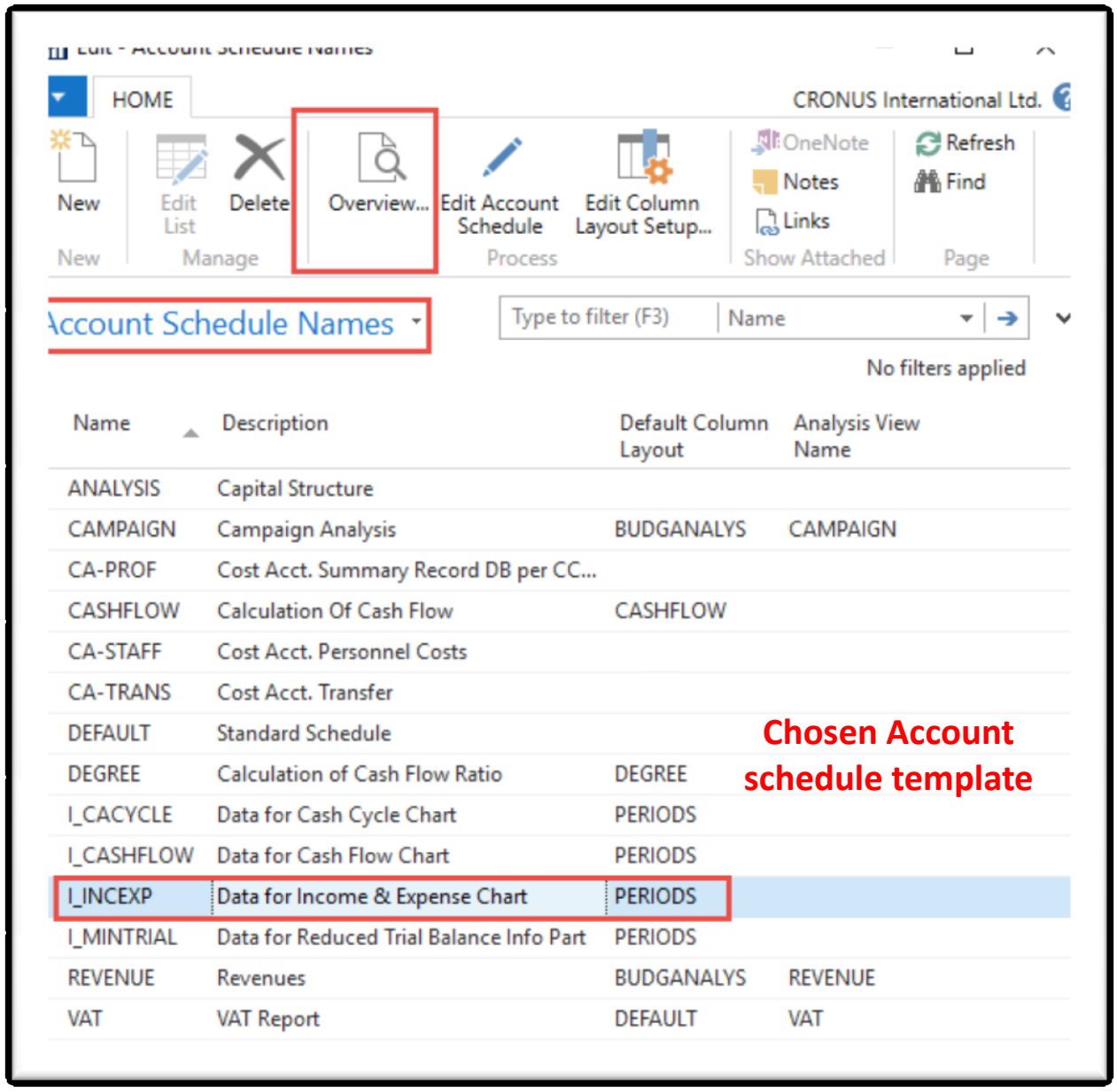


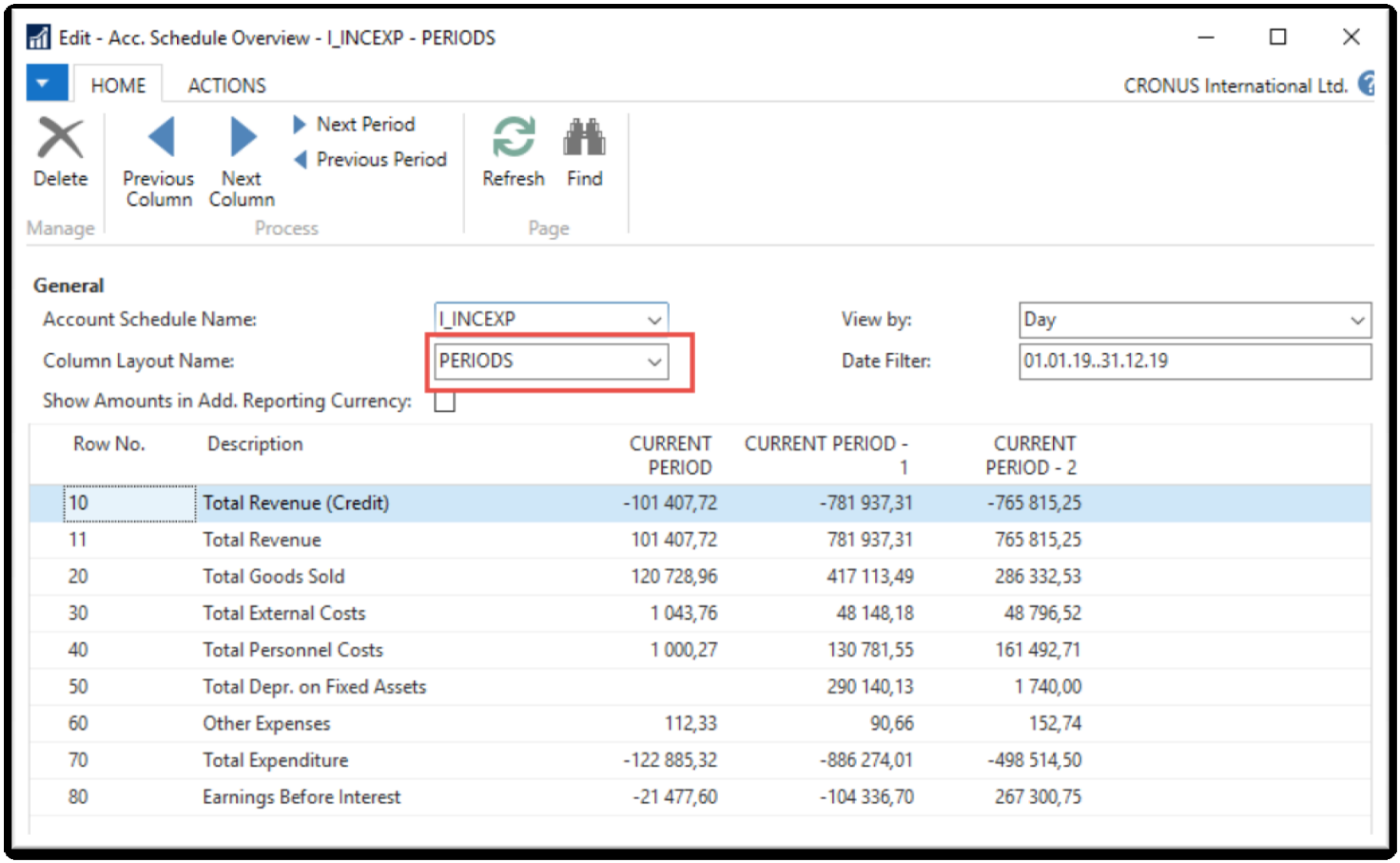
Another Account schedule



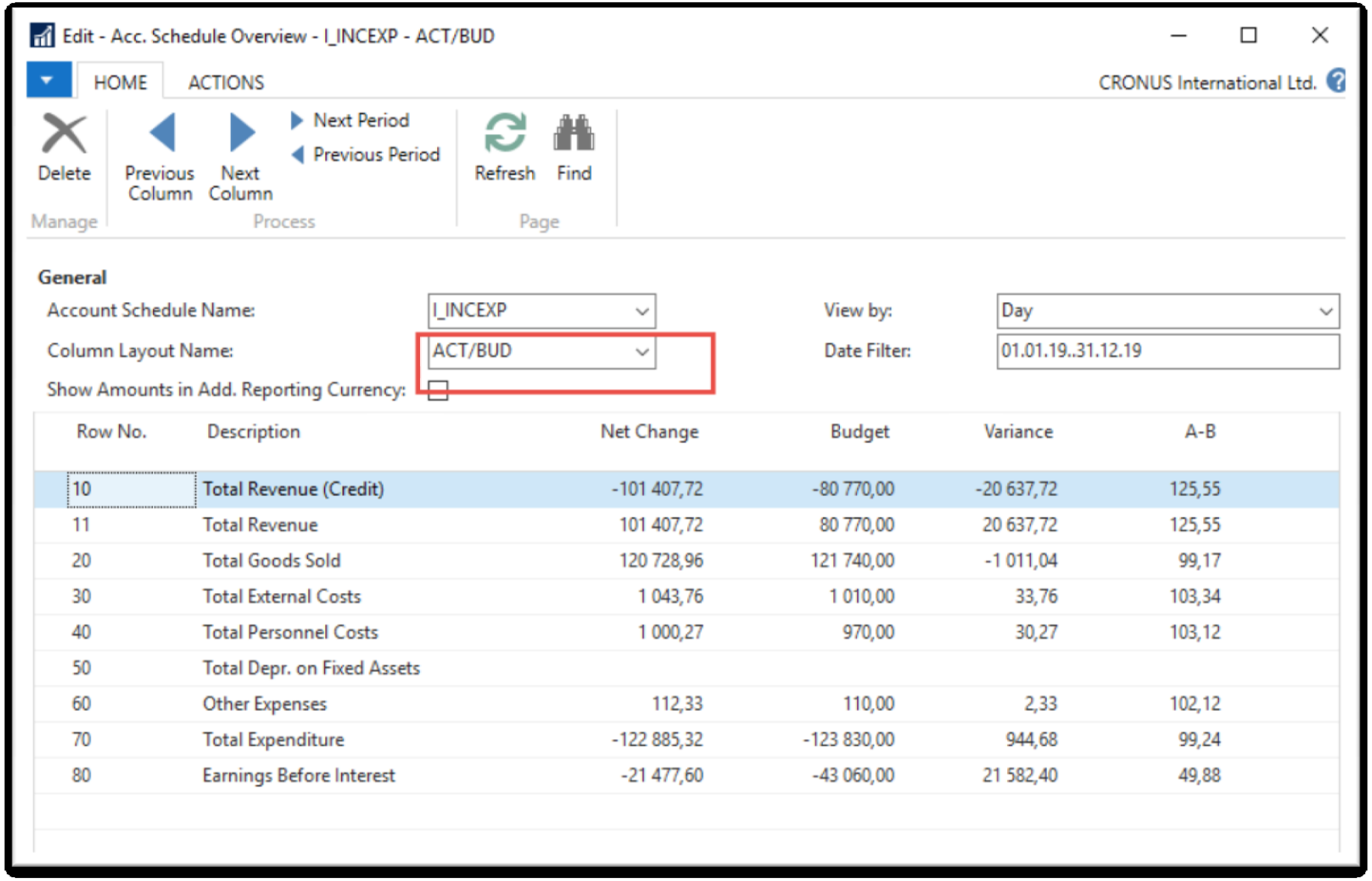
Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page
10	Total Revenue (Credit)	Total Accounts	6995	Net Change	Net Amount	Yes	☐
11	Total Revenue	Formula	-10	Net Change	Net Amount	Yes	☐
20	Total Goods Sold	Total Accounts	7995	Net Change	Net Amount	Yes	☐
30	Total External Costs	Total Accounts	8695	Net Change	Net Amount	Yes	☐
40	Total Personnel Costs	Total Accounts	8790	Net Change	Net Amount	Yes	☐
50	Total Depr. on Fixed Assets	Total Accounts	8890	Net Change	Net Amount	Yes	☐
60	Other Expenses	Posting Accounts	8910	Net Change	Net Amount	Yes	☐
70	Total Expenditure	Formula	-20..60	Net Change	Net Amount	Yes	☐
80	Earnings Before Interest	Formula	11+70	Net Change	Net Amount	Yes	☐

Layout

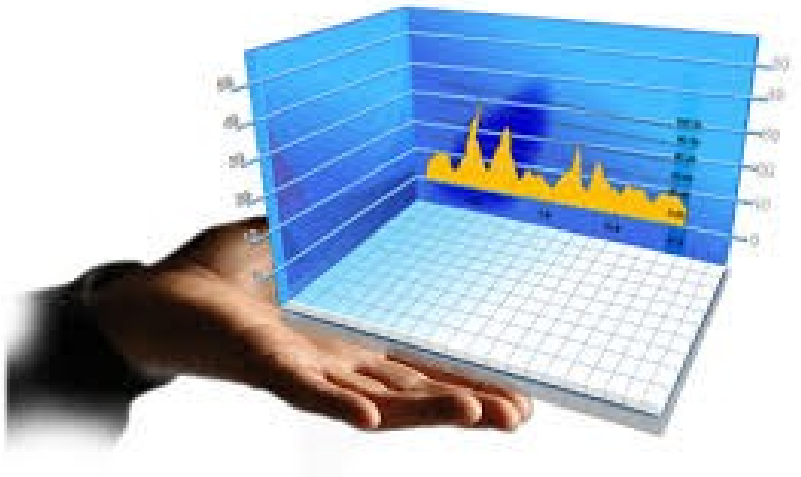

HOME
CRONUS International Ltd.
New
Edit List
Delete
Overview...
Edit Account Schedule
Edit Column Layout Setup...
OneNote
Notes
Links
Refresh
Find
New
Manage
Process
Show Attached
Page
Account Schedule Names
Type to filter (F3)
Name
No filters applied
Name
Description
Default Column Layout
Analysis View Name
ANALYSIS Capital Structure
CAMPAIGN Campaign Analysis BUDGANALYS CAMPAIGN
CA-PROF Cost Acct. Summary Record DB per CC...
CASHFLOW Calculation Of Cash Flow CASHFLOW
CA-STAFF Cost Acct. Personnel Costs
CA-TRANS Cost Acct. Transfer
DEFAULT Standard Schedule
DEGREE Calculation of Cash Flow Ratio DEGREE
I_CACYCLE Data for Cash Cycle Chart PERIODS
I_CASHFLOW Data for Cash Flow Chart PERIODS
I_INCEXP Data for Income & Expense Chart PERIODS
I_MINTRIAL Data for Reduced Trial Balance Info Part PERIODS
REVENUE Revenues BUDGANALYS REVENUE
VAT VAT Report DEFAULT VAT
Chosen Account schedule template


Edit - Acc. Schedule Overview - I_INCEXP - PERIODS
HOME
ACTIONS
CRONUS International Ltd.
Delete
Previous Column
Next Column
Next Period
Previous Period
Refresh
Find
Manage
Process
Page
General
Account Schedule Name: I_INCEXP
Column Layout Name: PERIODS
Show Amounts in Add. Reporting Currency:
View by: Day
Date Filter: 01.01.19..31.12.19
Row No. | Description | CURRENT PERIOD | CURRENT PERIOD - 1 | CURRENT PERIOD - 2
10 | Total Revenue (Credit) | -101 407,72 | -781 937,31 | -765 815,25
11 | Total Revenue | 101 407,72 | 781 937,31 | 765 815,25
20 | Total Goods Sold | 120 728,96 | 417 113,49 | 286 332,53
30 | Total External Costs | 1 043,76 | 48 148,18 | 48 796,52
40 | Total Personnel Costs | 1 000,27 | 130 781,55 | 161 492,71
50 | Total Depr. on Fixed Assets | | 290 140,13 | 1 740,00
60 | Other Expenses | 112,33 | 90,66 | 152,74
70 | Total Expenditure | -122 885,32 | -886 274,01 | -498 514,50
80 | Earnings Before Interest | -21 477,60 | -104 336,70 | 267 300,75

Change of column layout name



Row No.	Description	Net Change	Budget	Variance	A-B
10	Total Revenue (Credit)	-101 407,72	-80 770,00	-20 637,72	125,55
11	Total Revenue	101 407,72	80 770,00	20 637,72	125,55
20	Total Goods Sold	120 728,96	121 740,00	-1 011,04	99,17
30	Total External Costs	1 043,76	1 010,00	33,76	103,34
40	Total Personnel Costs	1 000,27	970,00	30,27	103,12
50	Total Depr. on Fixed Assets				
60	Other Expenses	112,33	110,00	2,33	102,12
70	Total Expenditure	-122 885,32	-123 830,00	944,68	99,24
80	Earnings Before Interest	-21 477,60	-43 060,00	21 582,40	49,88

End of the section

(Accounting schedules)