Introduction to MS Dynamics NAV

(Basic of payments)

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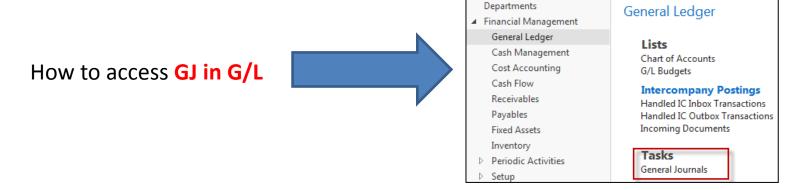
General Journals and its use in G/L

- It enables to post and apply payment to "open" invoices
- It enables to post an amount from one account to another
- Recurring operations (periodic posting of similar transactions) are much more easier

General Journals and its use in G/L

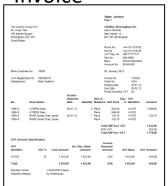
You use the General Journal window to post transactions to G/L, bank, customer, vendor and fixed assets accounts. In a General Journal (GJ), you enter the relevant information for the planned transaction, such as the posting date, amount and the accounts you want to post to. The information you enter in a Journal is temporary and can be changed as long as it is in the General Journal.

 If you often use the General Journal to post the same or similar journal lines, for example, in connection with payroll expenses you can you periodic one call Recurring Journals.



Applying principles

Invoice



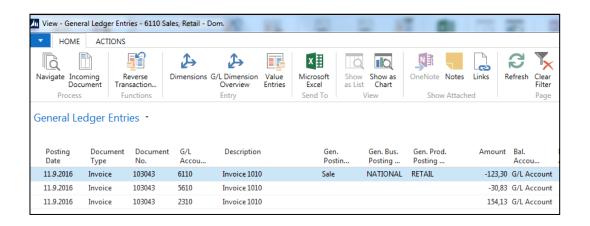


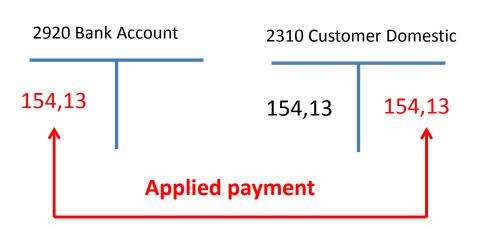


From customer 10000 by Ctrl-F7

Customer Le	edger Entri	ies 🕶							Type to f
Posting _	Document Type	Document No.	Cust No.	Description	Curre Code	Open	Original Amount	Amount	Remaining Due Date Amount
31.12.2015	Invoice	00-1	10000	Opening Entries, Customers			25 389,25	25 389,25	0,00 1.1.2016
31.12.2015	Invoice	00-11	10000	Opening Entries, Customers		V	63 473,13	63 473,13	63 473,13 31.1.201
31.12.2015	Invoice	00-16	10000	Opening Entries, Customers		V	33 852,35	33 852,35	7 905,62 31.1.201
31.12.2015	Invoice	00-3	10000	Opening Entries, Customers			50 778,50	50 778,50	0,00 7.1.2016
31.12.2015	Invoice	00-6	10000	Opening Entries, Customers			67 704,67	67 704,67	0,00 11.1.2016
31.12.2015	Invoice	00-9	10000	Opening Entries, Customers		V	50 778,50	50 778,50	20 778,50 31.1.201
10.1.2016	Invoice	103015	10000	Order 101001			8 269,04	8 269,04	0,00 7.2.2016
17.1.2016	Credit Me	104001	10000	Credit Memo 104001		V	-292,84	-292,84	-292,84 17.1.201
17.1.2016	Payment	2596	10000	Payment 2016			-25 389,25	-25 389,25	0,00 17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016			-50 778,50	-50 778,50	0,00 17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016			-67 704,67	-67 704,67	0,00 17.1.2016
20.1.2016	Invoice	103028	10000	Order 6005			4 101,88	4 101,88	0,00 20.2.2016
25.1.2016	Invoice	103001	10000	Invoice 103001			8 182,35	8 182,35	0,00 25.2.2016
28.1.2016	Invoice	103032	10000	Invoice 1005			3 500,00	3 500,00	0,00 28.2.2016
28.1.2016	Invoice	103033	10000	Order 1001		V	343 750,00	343 750,00	343 750,00 28.2.201

Impacts to G/L (General ledger entries)



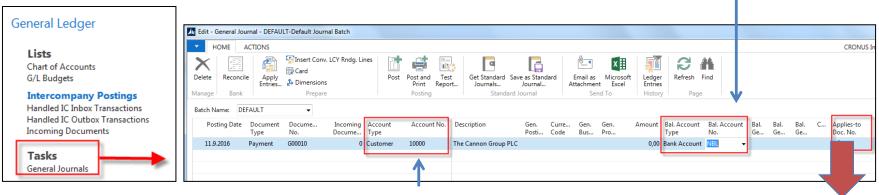




154,13=123,30+30,83

General Journal Structure





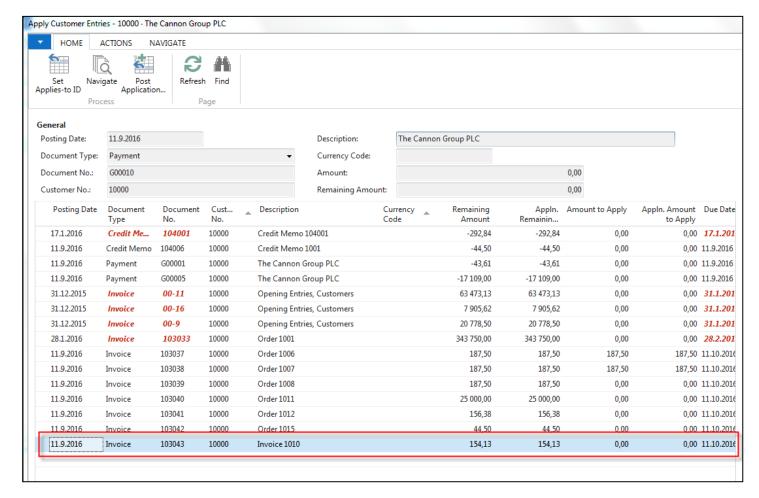
Code 10000 represents through Customer Posting Group G/L Account 2310

F4 or mouse cursor to access list of open documents (Invoices and Credit Memos)

See list of open documents on the next slide

Firstly you must display a new field that is not yet shown so far. It is necessary to find the Select column option with the right mouse button and to find the required field in the left segment - Apply to Doc. The number and move it to the right of the screen.

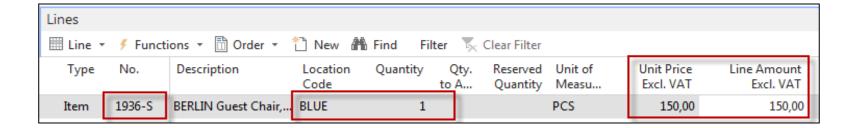
Posted Entries of different types (Customer ledger entries, Payment entries, Credit Memo entries,.....)



Select document and click on the OK button to see it (or use Navigate icon)

New Sales Order creation

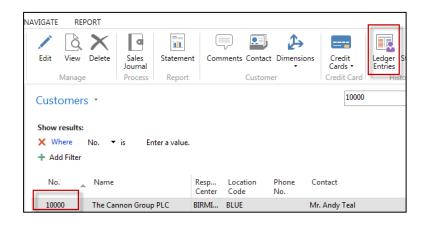
Customer 10000



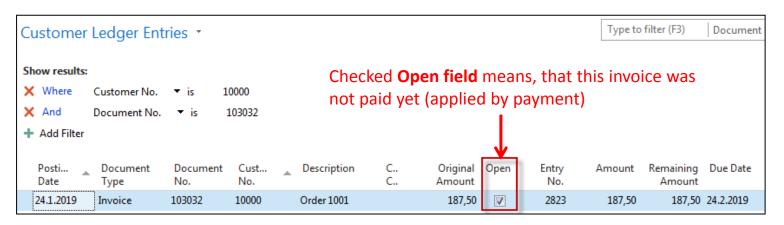
Change manually Unit price to 150 to get more simple data later!



Customer ledger entries (CLE) – see our PWP show about SO

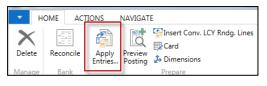


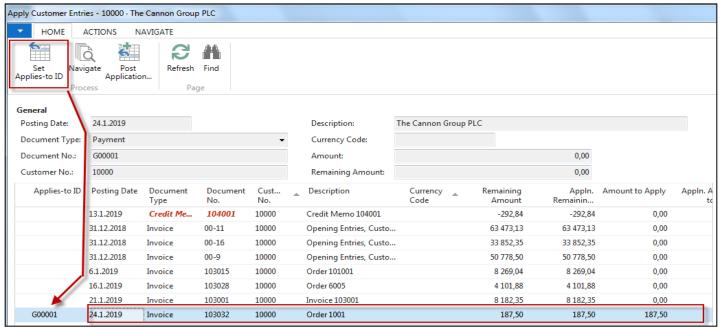
Author modified columns of CLE to see fields Open and Entry number as well!



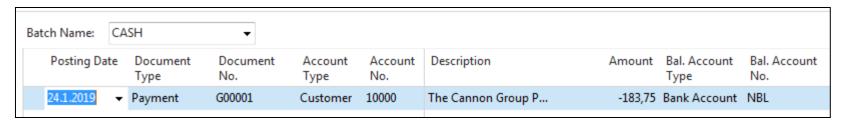
G/L Journal is prepared to be posted

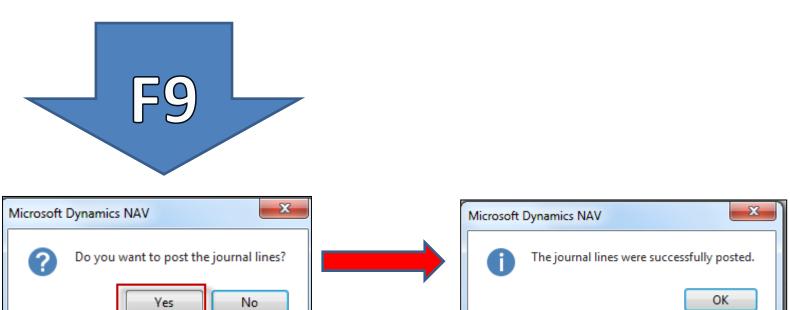






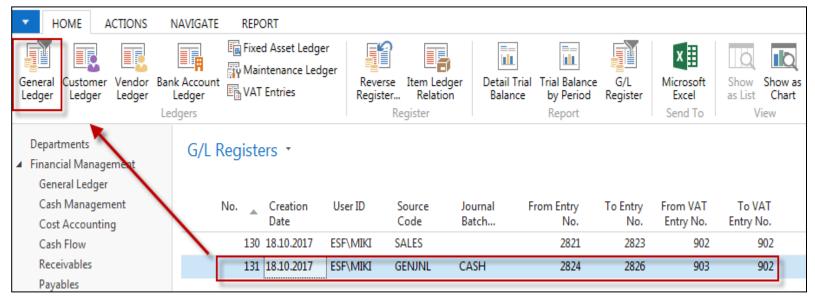
GJ after application entry for setup payment





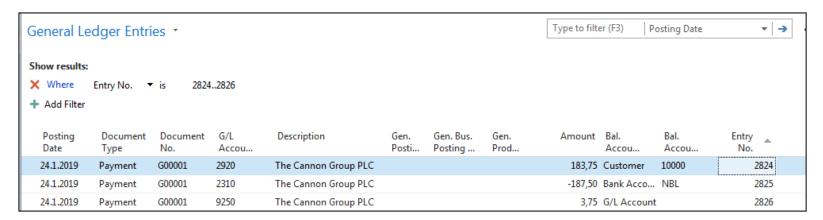
How to find out what we have done so far





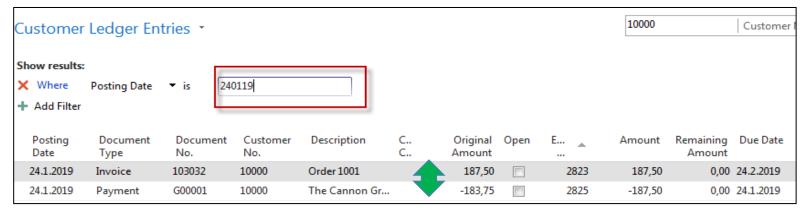
In NAV 2018w1 go to the first line please!

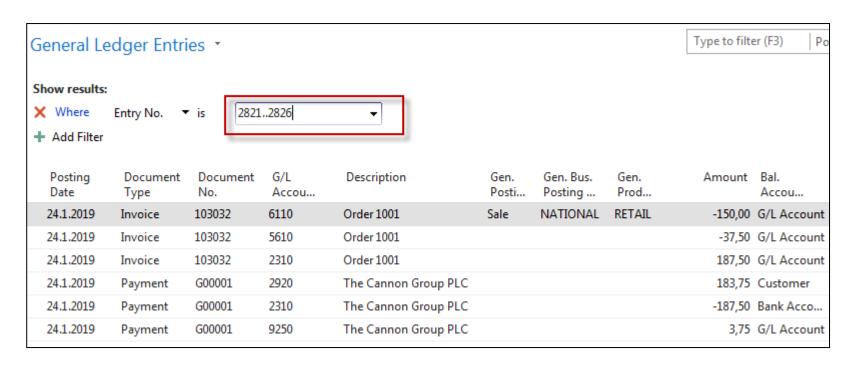
How to find out what we have done so far

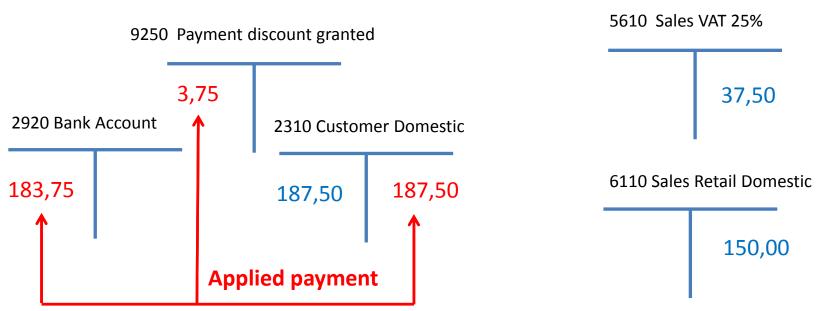




Debit side = plus sign and Credit side=minus sign - syntax rule



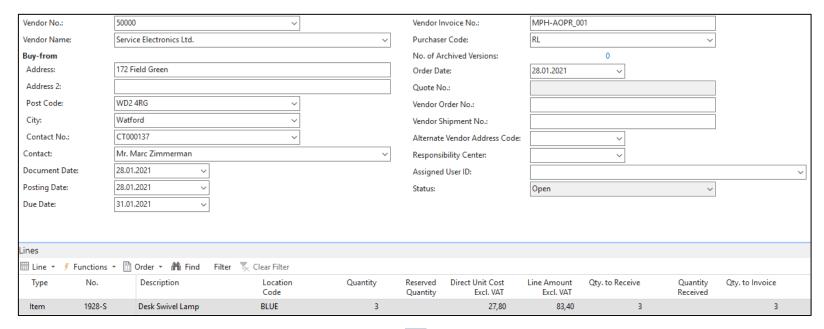




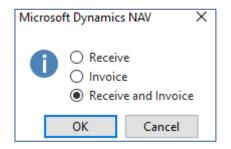
Additional tasks

- Prepare Purchase order and post it by F9
- Enter data to General Journal (Vendor and Bank Account)
- Find unapplied Vendor entry related to just posted PO (by us of Appl. To doc. No filed)
- Post GJ (General Journal)
- See Vendor entries to see application
- Use icon Applied entries to see applied pair !!
- Can we unapply entries for Customer (Vendor) entry window?

Purchase Order



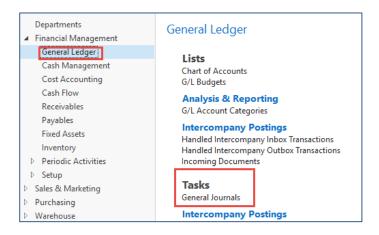




Vendor ledger entries

Vendor Ledger Entries *													
Posting Date	Document Type	Document No.	External Docume	Vendor No.	Description	Currency Code	Payment Metho	Origin Amou		Amount (LCY)	Open	Remaining Amount	Remaining Due Date Amt. (LCY)
28.01.2021	Invoice	108038	MPH-AOPR	50000	Order 106026			-104	25 -104,25	-104,25	\checkmark	-104,25	-104,25 31.01.2021

General Journal I.



Batch Name: CASH V													
Posting Date	Docume Type	Document No.	Account Type	Account No.	Description	Gen. Posting Type	Gen. Bus. Posting	Gen. Prod. Posting	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Bal. Gen. Posting Type
28.01.2021 ~		G00001	G/L Account						0,00	0,00	G/L Account	2910	

General Journal II.



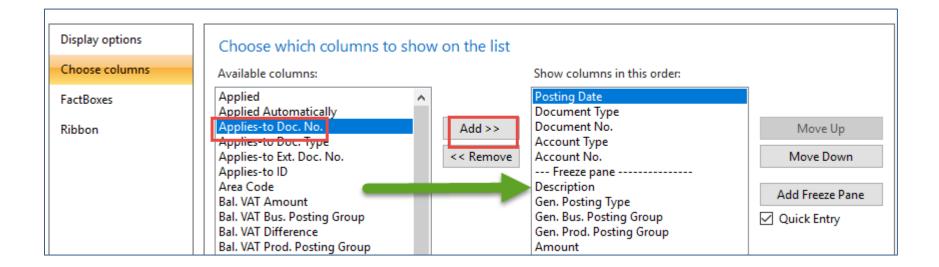
When changing the value in the Batch field from Cash to Default, it is necessary to delete a possible system design (about ten lines) with the help of the selection and the Delete icon



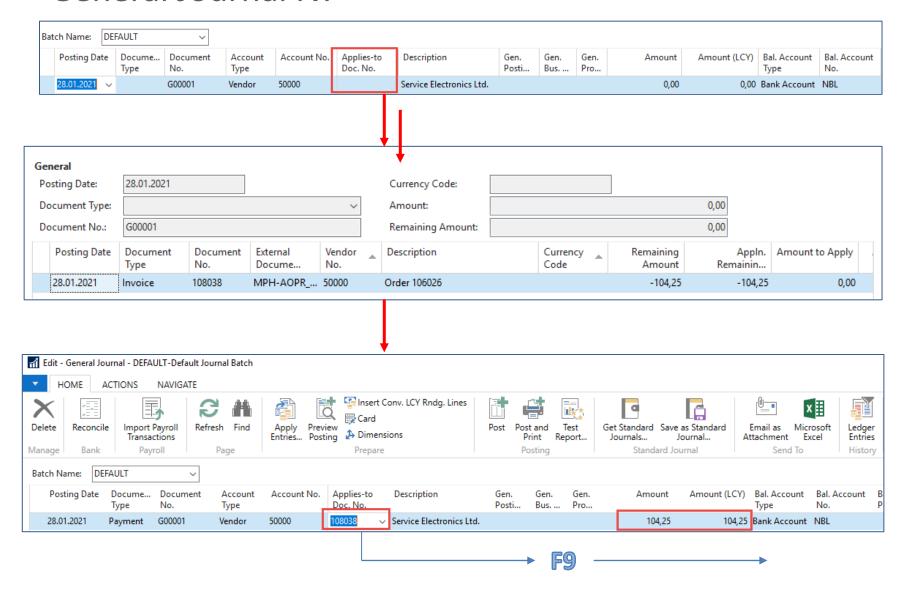
General Journal III.



Completion of the required field. Firstly you must display a new field that is not yet shown so far. It is necessary to find the Select column option with the right mouse button and see the required field in the left segment - Apply to Doc. The number and move it to the right of the screen.



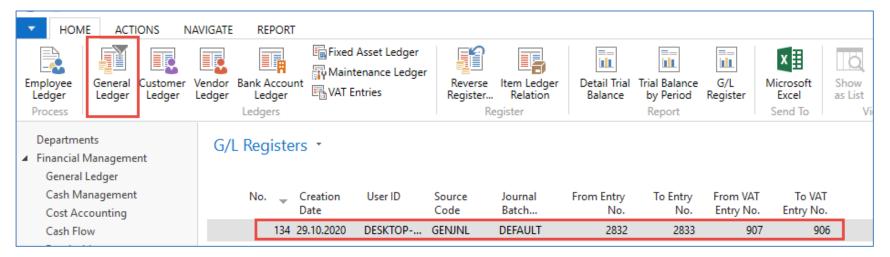
General Journal IV.



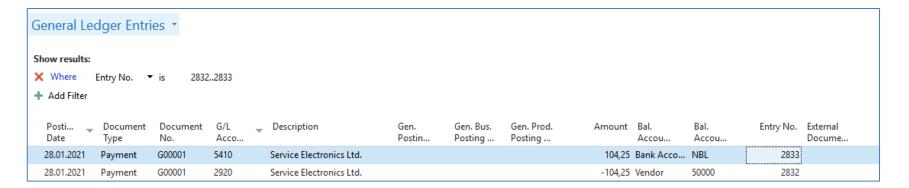
Vendor ledger entries and access to General ledger entries

Vendor Ledger Entries *													
Posting Date	Document Type	Document No.	External Docume	Vendor No.	Description	Currency Code	Payment Metho	Original Amount	Amount	Amount (LCY)	Open	Remaining Amount	Remaining Due Date Amt. (LCY)
28.01.2021	Invoice	108038	MPH-AOPR	50000	Order 106026			-104,25	-104,25	-104,25		0,00	0,00 31.01.2021
28.01.2021	Payment	G00001		50000	Service Electro			104,25	104,25	104,25		0,00	0,00 28.01.2021





General ledger entries



End of the section

(Basic of Payments)

