

## ERP Microsoft Dynamics NAV 5.0 W1 Training –basic operation – tutorial

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Date : 13.3.2011  
For : ERP 1 course

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### Tasks (use Your demo vision MS Dynamics NAV 5.0 in VT2 or VT1 or Your personal PC)

1. From menu find Customer Cards (from Menu Sales and Order processing)
2. See the list of the customers using key F5 .Go to the 1<sup>st</sup> one and last one
3. Chose Customer with the number 30000 by use of the filter F7
4. Find all customers with currency code USD
5. Find all customer with language code ENU
6. Find all customers using currency ZAR
7. Observe the calculation field balance and see Entries by Ctrl-F5
8. Where you can also find entries using button cccc-F5 ? Find key combination from buttons and Help as well !
9. ESC back to the card and find Payment condition!
10. How you can change to 3 weeks ? 35 days ?
11. Using Help button or F1 when staying on field Payment Condition and try to understand what does that means! How you can enter 14 days ? 5 weeks ?
12. Go back to Customer ledger entries and go the last invoice created
13. Show the document whose posting was the reason why the entry of the Type Invoice was created ! Use Navigate !
14. See G/L entries connected to the chosen entry !
15. Remember syntax : + Amount = ?, +Amount = ? ->you have two possibility (debit =+ and credit = - ). Chose the right one for plus and minus !
16. Close the windows in the working area and go back to the menu !
17. Find Item cards and go to the card and then back to list and by filter F7 find all chairs in your stock. Mind you, that filtering is case sensitive, so try to find the right filter criteria by using help when you push F7 (use\*,@,.....)
18. By Shift-F5 go to the card specifying Munich chair !
19. See the Item ledger entries ! Which key combination do You use ? See above to specify similarity in showing Customer ledger entries !!!
20. Filter only Item ledger entries of the type Sales!
21. Find related document to the chosen entry! Again use Navigate
22. Go back to the Card and find Costing Methods - which on is set on this card? Do you understand what does that means? How you can make a choice (which Fx) ?
23. What is the Unit Price on the Item card?
24. From the menu Go to the Purchase->Order processing and Orders
25. How do you create a new Purchase order?
26. Create header of the Purchase order with the vendor Progressive Home Furnishing!
27. Which currency will be used if this vendor will be your supplier?
28. Go to the line and there purchase 10 pcs of the chair Munich to the location Blue (use always F6 to find vendor, item and location)
29. See F9 – Statistic of the order
30. Show hard copy

31. Enter Vendor invoice number and post it. Which fiction key will be used to do so?
32. Go to the menu Purchase->History and find Posted invoice
33. From posted Invoice for by using F6 and Ctrl-F5 see Vendor ledger entries and item ledger entries
34. Go to Menu Financial management->General Ledger->History->last line and see G/L entries related to posted purchase order!!