

# Introduction MS Dynamics NAV I.

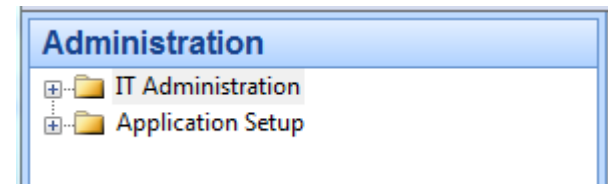
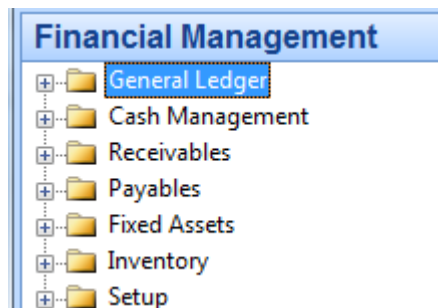
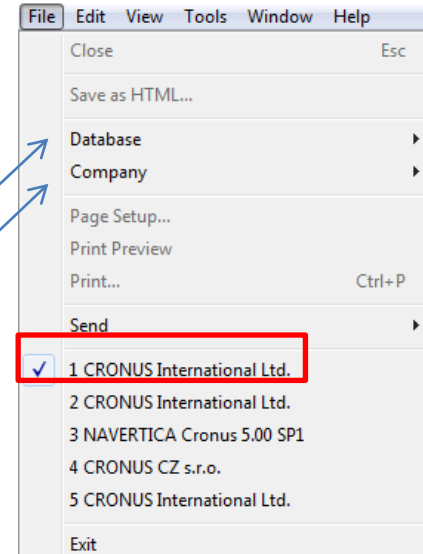
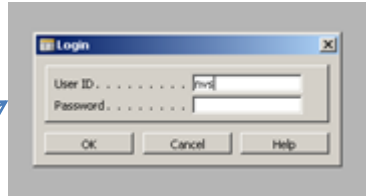
(First Steps)

Ing.J.Skorkovský,CSc.

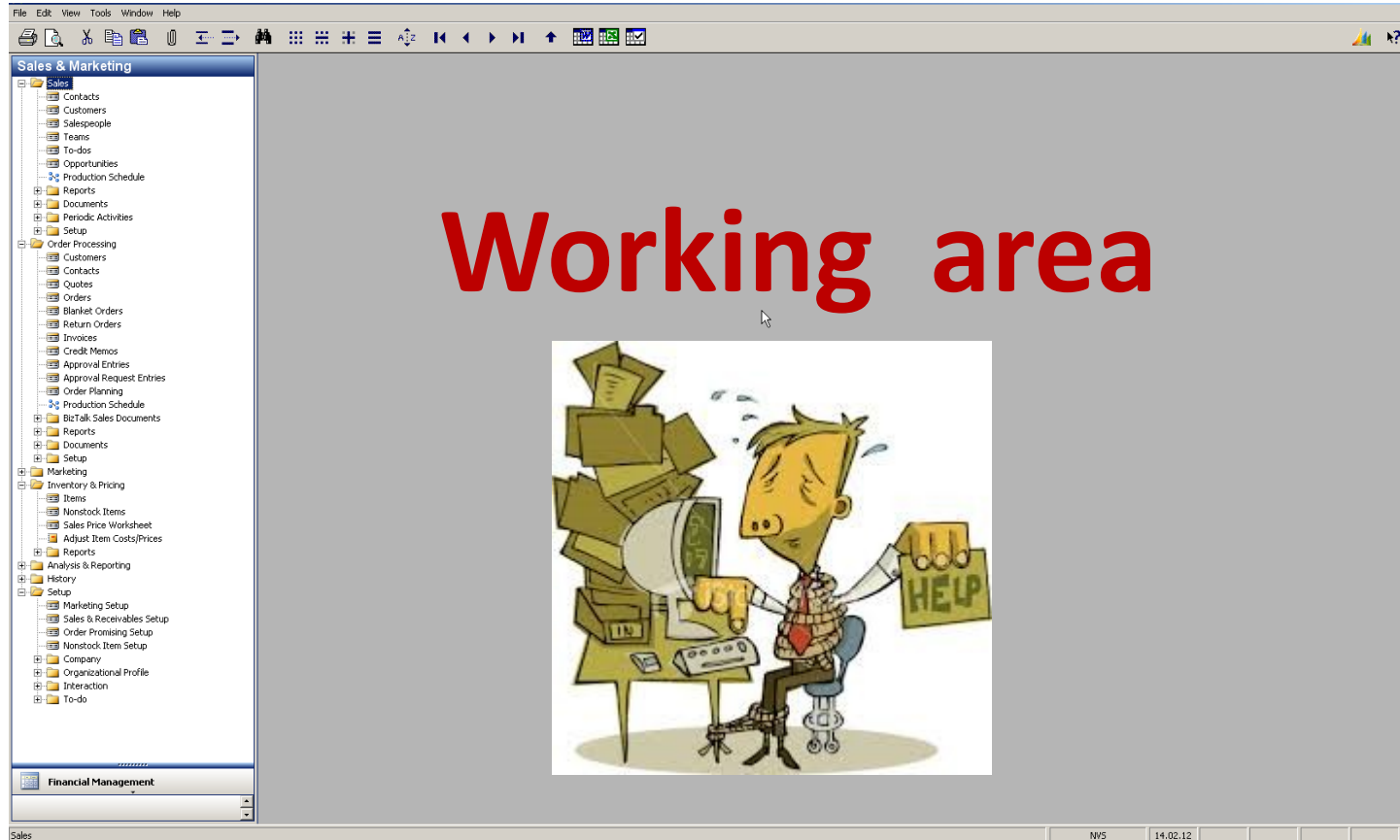
MASARYK UNIVERSITY BRNO, Czech Republic  
Faculty of economics and business administration  
Department of corporate economy

# First steps

- F12 to open
- Password (if applied)
- Menu File->database
- Menu File->company
- Application menu : Financial Management, Sales, Purchase, Warehouse Management....Administration



# Working area



The image shows a screenshot of a software application window. The window has a menu bar at the top with 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. On the left side, there is a tree view titled 'Sales & Marketing' with a list of folders and sub-items. The main area of the window is a large grey rectangle. Overlaid on this area is the text 'Working area' in a large, bold, red font. Below this text is a cartoon illustration of a man sitting at a desk with a computer, looking stressed and holding a sign that says 'HELP'. The man has a large stack of papers on his desk. At the bottom of the window, there is a status bar with the text 'Sales', 'MWS', and '14.02.12'.

**Working area**



# Source data

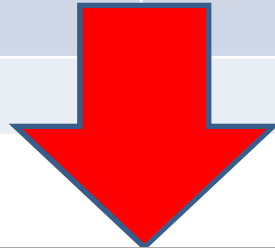
- Customer
- Vendor =Supplier=Creditor
- Item
- Account



Number	Name	Balance	Credit limit
10000	The Cannon Group PL	Balance (LCY) . . . . . <input type="text" value="421 319,79"/>	100000
20000	Selangorian Ltd.	Balance (LCY) . . . . . <input type="text" value="-903 812,51"/>	300000

# Table->form (window) to display data

Number	Name	Balance	Credit limit
10000	The Cannon Group PL	Balance (LCY) . . . . . 421 319,79	100000
20000	Selangorian Ltd.	Balance (LCY) . . . . . -903 812,51	300000



List (F5)

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . 10000

Name . . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2. . . . .

Post Code/City . . . . . B27 4KT Birmingham

Country/Region Code . . . . . GB

Phone No. . . . .

Primary Contact No. . . . .

Contact. . . . . Mr. Andy Teal

Search Name . . . . . THE CANNON GR...

Balance (LCY) . . . . . 421 319,79

Credit Limit (LCY) . . . . . 100 000,00

Salesperson Code . . . . . PS

Responsibility Center . . . . . BIRMINGHAM

Service Zone Code . . . . . M

Blocked . . . . .

Last Date Modified . . . . . 28.11.13

Customer Sales Functions Help



Customer List

No.	Name	Responsi...	Location ...	Phone No.	Contact
10000	The Cannon Group PLC	BIRMING...	BLUE		Mr. Andy Teal
20000	Selangorian Ltd.				Mr. Mark McArthur
30000	John Haddock Insurance Co.				Miss Patricia Doyle
40000	Deerfield Graphics Company		YELLOW		Mr. Kevin Wright
50000	Guildford Water Department	LONDON			Mr. Jim Stewart
60000	Blanemark Hifi Shop	LONDON	WHITE		
61000	Fairway Sound	LONDON	WHITE		
62000	The Device Shop	LONDON	WHITE		
01121212	Spotsmeyer's Furnishings		YELLOW		Mr. Mike Nash
01445544	Progressive Home Furnishings		YELLOW		Mr. Scott Mitchell

OK Cancel Customer Sales Help

# Item

**Sales & Marketing**

- Sales
- Order Processing
- Marketing
- Inventory & Pricing
  - Items**
  - Nonstock Items
  - Sales Price Worksheet
  - Adjust Item Costs/Prices
- Reports
- Analysis & Reporting
- History
- Setup

**Purchase**

- Planning
- Order Processing
- Inventory & Costing
  - Items**
  - Nonstock Items
  - Stockkeeping Units

**Warehouse**

- Orders & Contacts
- Planning & Execution
  - Items**
  - Nonstock Items
  - Stockkeeping Units
  - Transfer Orders
  - Bin Contents
  - Create Invt. Put-away/Pick

1952-W OSLO Storage Unit/Shelf - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

No. . . . . 1952-W Search Description . . . OSLO STORAGE ...

Description . . . . . OSLO Storage Unit/Shelf Inventory. . . . . 15

Base Unit of Measure . . PCS Qty. on Purch. Order . . 88

Bill of Materials . . . .  Qty. on Prod. Order . . . 0

Shelf No. . . . . F3 Qty. on Component Lines . . 0

Automatic Ext. Texts . .  Qty. on Sales Order . . . 1

Created From Nonstoc...  Qty. on Service Order . . 0

Item Category Code . . . . . Service Item Group . . . . .

Product Group Code . . . . . Blocked . . . . .

Test . . . . . Last Date Modified . . . 11.12.10

Item Sales Purchases Functions Help

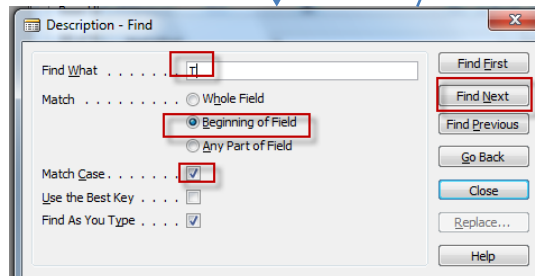
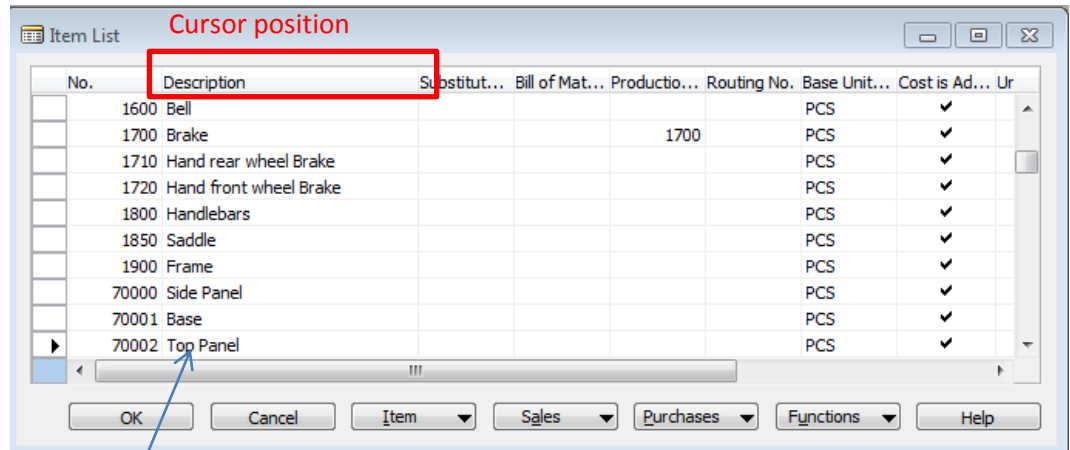
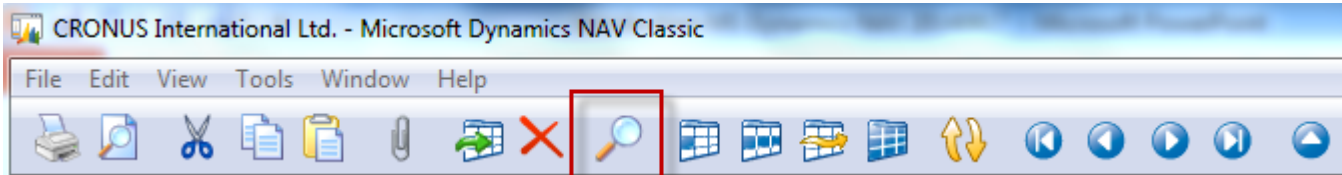
List (F5)

Item List

No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...	Ur
1928-W	ST.MORITZ Storage Unit/Draw...		<input checked="" type="checkbox"/>			PCS	<input checked="" type="checkbox"/>	
1936-S	BERLIN Guest Chair, yellow					PCS	<input checked="" type="checkbox"/>	
▶ 1952-W	OSLO Storage Unit/Shelf		<input checked="" type="checkbox"/>			PCS	<input checked="" type="checkbox"/>	
1960-S	ROME Guest Chair, green					PCS	<input checked="" type="checkbox"/>	
1964-S	Measuring probe TOKYO					PCS	<input checked="" type="checkbox"/>	
1964-W	INNSBRUCK Storage Unit/G.Door		<input checked="" type="checkbox"/>			PCS	<input checked="" type="checkbox"/>	
1968-S	MEXICO Swivel Chair, black	<input checked="" type="checkbox"/>				PCS	<input checked="" type="checkbox"/>	
1968-W	GRENOBLE Whiteboard, red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PCS	<input checked="" type="checkbox"/>	
1972-S	MUNICH Swivel Chair, yellow					PCS	<input checked="" type="checkbox"/>	
1972-W	SAPPORO Whiteboard, black	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			PCS	<input checked="" type="checkbox"/>	

OK Cancel Item Sales Purchases Functions Help

# Searching in lists



# Sorting in lists

The screenshot shows a software window with a list of items and a 'GRN' dialog box. The list has columns for 'No.', 'Description', 'Substitut...', 'Bill of Mat...', 'Productio...', 'Routing No.', 'Base Unit...', and 'Cost is Ad...'. The 'GRN' dialog box has a 'Key' section with a list of fields: 'No.', 'Search Description', 'Inventory Posting Group', and 'Shelf No.'. The 'Search Description' field is highlighted with a blue selection bar and a red box. Below the key section is an 'Order' section with two radio buttons: 'Ascending' (selected) and 'Descending'. The 'Ascending' radio button is also highlighted with a red box. At the bottom of the dialog box are buttons for 'OK', 'Cancel', 'Apply', and 'Help'. A red arrow points from the sorting icon in the toolbar to the 'GRN' dialog box, and another red arrow points from the 'Search Description' field to the 'Base' item in the list.

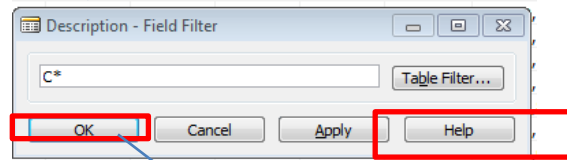
No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...
80208	Advanced Mouse					PCS	✓
1992-W	ALBERTVILLE Whiteboard, green		✓			PCS	✓
1896-S	ATHENS Desk					PCS	✓
1906-S	ATHENS Mobile Pedestal					PCS	✓
1996-S	ATLANTA Whiteboard, base					PCS	✓
1251	Axle Back Wheel						
1151	Axle Front Wheel						
1250	Back Hub						
1200	Back Wheel						
70001	Base						
LSU-15	Base speaker unit 15" 100W						
80207	Basic Mouse						
1600	Bell						
1936-S	BERLIN Guest Chair, yellow						
1000	Bicycle						
1700	Brake						
LS-2	Cables for Loudspeakers						
C-100	Cabling for LS-100						
1988-W	CALGARY Whiteboard, yellow						
1310	Chain						
1300	Chain Assy						
1330	Chain Wheel Back					PCS	✓
1320	Chain Wheel Front					PCS	✓



# Simple filter setup (one field only)



To get filtering criteria



See next slide

Cursor position

No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...	Unit Cost	Un
70104	Paint, green					CAN	✓	1,40	
70200	Hinge					PCS	✓	0,70	
70201	Doorknob					PCS	✓	0,60	
80001	Computer III 533 MHz					PCS	✓	5,80	
80002	Computer III 600 MHz					PCS	✓	7,00	
80003	Computer III 733 MHz					PCS	✓	8,20	
80004	Computer III 800 MHz					PCS	✓	9,30	
80005	Computer III 866 MHz					PCS	✓	10,50	
80006	Team Work Computer 533 MHz					PCS	✓	93,40	
80007	Enterprise Computer 667 MHz					PCS	✓	128,50	
80010	64 MB PC800 ECC					PCS	✓	5,80	
80011	128 MB PC800 ECC					PCS	✓	10,50	
80012	256 MB PC800 ECC					PCS	✓	14,00	
80013	384 MB PC800 ECC					PCS	✓	17,50	
80014	512 MB PC800 ECC					PCS	✓	18,70	
80021	10.2 GB ATA-66 IDE					PCS	✓	7,00	
80022	20.4 GB ATA-66 IDE					PCS	✓	10,50	
80023	27GB ATA-66 IDE					PCS	✓	12,80	
80024	40GB ATA-66 IDE					PCS	✓	18,10	
80025	9GB Ultra 160/M SCSI					PCS	✓	9,30	
80026	18GB Ultra 160/M SCSI					PCS	✓	10,50	
80027	36GB Ultra 160/M SCSI					PCS	✓	17,50	
80100	Printing Paper					BOX	✓	3,00	
80101	15" 1501 FP Flat Panel					PCS	✓	11,70	
80102	17" M780 Monitor					PCS	✓	17,50	
80103	19" M009 Monitor					PCS	✓	21,00	
80104	21" UltraScan P1110					PCS	✓	23,40	
80105	24" Ultrascan					PCS	✓	26,90	

No.	Description	St
1300	Chain Assy	
1310	Chain	
1320	Chain Wheel Front	
1330	Chain Wheel Back	
80001	Computer III 533 MHz	
80002	Computer III 600 MHz	
80003	Computer III 733 MHz	
80004	Computer III 800 MHz	
80005	Computer III 866 MHz	
80202	Chip 32 MB	
C-100	Cabling for LS-100	
LS-2	Cables for Loudspeakers	
1924-W	CHAMONIX Base Storage Unit	
1988-W	CALGARY Whiteboard, yellow	
766BC-A	CONTOSO Conference System	
766BC-B	CONTOSO Office System	
766BC-C	CONTOSO Storage System	
8904-W	Computer - Basic Package	
8908-W	Computer - Highline Package	
8912-W	Computer - Trendy Package	
8916-W	Computer - TURBO Package	

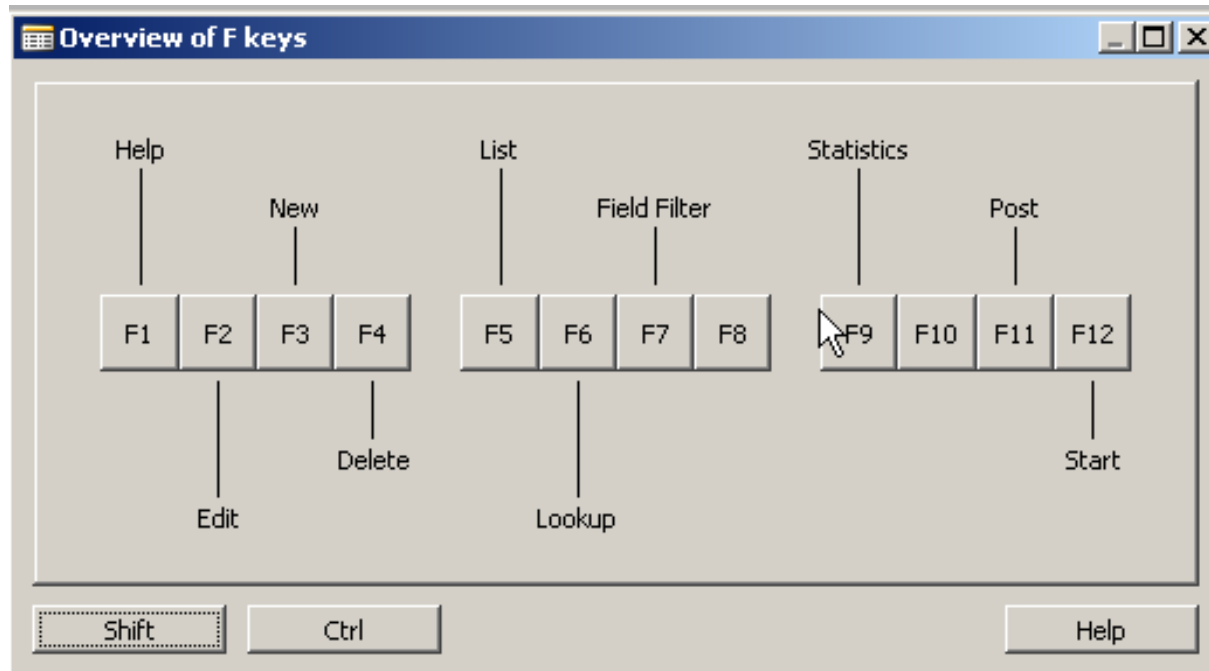
# Filtering criteria

## Entering Criteria in Filters

When you enter criteria, you can use all the numbers and letters that you can normally use in the field. In addition, you can use some special symbols or mathematical expressions. Here are the available formats:

Symbol	Meaning	Sample Expression	Records Displayed
=	Equal to	377	Number 377
		BLUE	Those with the BLUE code, for example, the BLUE warehouse code
		22	A datetime: from 22-current month-current year 0:00:00 to 22-current month-current year 22:59:59
		22 10	An exact datetime: 22-01-01 10:00:00
..	Interval	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 of time 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	1200 1300	Those with number 1200 or 1300
&	And	<2000&>1000	Numbers that are less than 2000 and greater than 1000.  The & sign cannot be used by itself with numbers because no record can have two numbers.
<>	Not equal to	<>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 texts that start with A.
>	Greater than	>1200	Numbers greater than 1200
>=	Greater than or equal to	>=1200	Numbers greater than or equal to 1200
<	Less than	<1200	Numbers less than 1200
<=	Less than or equal to	<=1200	Numbers less than or equal to 1200
*	An indefinite number of unknown characters	*Co*	Texts that contain "Co"
		*Co	Texts that end with "Co"

# Fuction keys



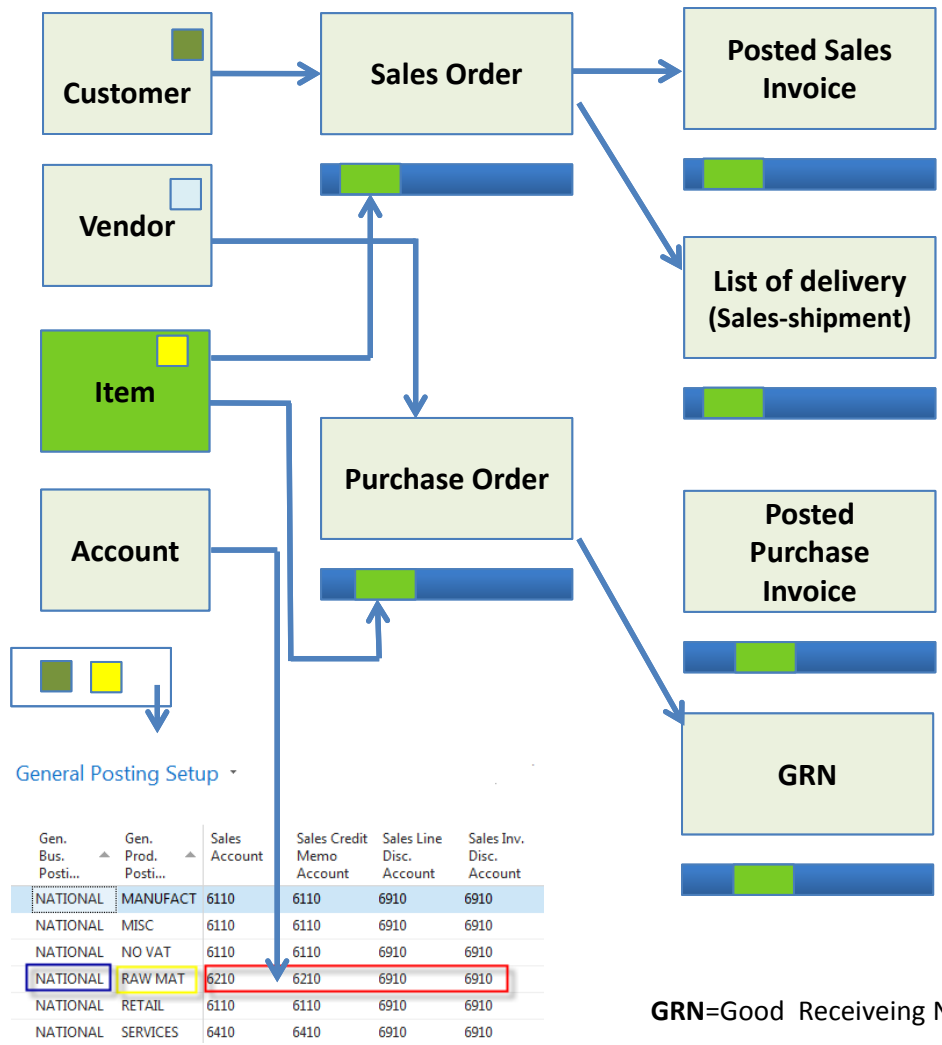
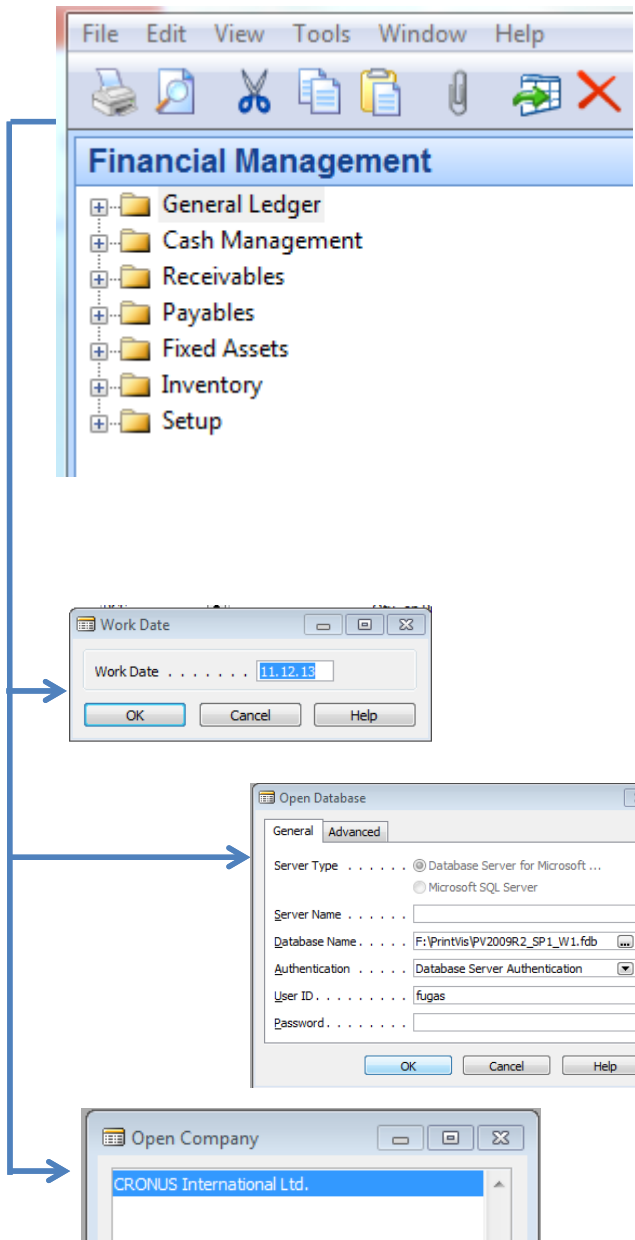
# Header-lines (documents)

- Sales quote
- **Sales order**
- Sales Invoice
- Delivery list
- Purchase quote
- Purchase order
- Purchase invoice
- Receipt
- Credit memo

The screenshot shows the SAP Sales Order header and line items for document 1056. The header section is labeled "HEADER" and contains various fields for customer information, dates, and addresses. The line items section is labeled "Line(s)" and contains a table with columns for item number, description, location, quantity, reserved quantity, unit of measure, and unit price. The line items are:

T... No.	Description	Location ...	Quantity	Reserved...	Unit of M...	Unit Price... L
I... 1906-S	ATHENS Mobile Pedestal	BLUE	1		PCS	281,40
I... 1920-S	Solar panel ANTWERP	BLUE	2		PCS	420,40
I... 1928-W	ST.MORITZ Storage Unit/Draw...	BLUE	3		PCS	342,10
I... 1964-S	Measuring probe TOKYO	BLUE	1		PCS	125,10
I... 1972-S	MUNICH Swivel Chair, yellow	BLUE	4		PCS	123,30

The interface also includes a "Customer Information" panel on the right and a "Functions" panel at the bottom.



GRN=Good Receiving Note

# After posting (registering) document (F11) a system creates entries (transactions)

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . 10000 Search Name . . . . . THE CANNON GR...

Name . . . . . The Cannon Group PLC Balance (LCY) . . . . . **421 319,79**

Address . . . . . 192 Market Square Credit Limit (LCY) . . . . . 100 000,00

Address 2. . . . . Salesperson Code . . . . . PS

Post Code/City . . . . . B27 4KT Birmingham Responsibility Center . . . . . BIRMINGHAM

Country/Region Code . . . . . GB Service Zone Code . . . . . M

Phone No. . . . . Blocked . . . . .

Primary Contact No. . . . . Last Date Modified . . . . . 28.11.13

Contact . . . . . Mr. Andy Teal

Customer Sales Functions Help

Sum of these amounts is Balance (calculated field)

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓
15.01.12	Credit M...	104001	10000	Credit Memo 104001	-292,84	-292,84	-292,84	15.01.12	✓
15.01.12	Payment	2596	10000	Payment 2012	-25 389,25	-25 389,25	0,00	15.01.12	
15.01.12	Payment	2596	10000	Payment 2012	-50 778,50	-50 778,50	0,00	15.01.12	
15.01.12	Payment	2596	10000	Payment 2012	-67 704,67	-67 704,67	0,00	15.01.12	
18.01.12	Invoice	103018	10000	Order 6005	4 101,88	4 101,88	4 101,88	18.02.12	✓
18.01.12	Invoice	103037	10000	Order 2001	8,75	8,75	8,75	18.02.12	✓
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓
28.11.13	Invoice	103022	10000	Order 1001	15 412,50	15 412,50	0,00	28.12.13	
28.11.13	Payment	G00001	10000	The Cannon Group PLC	-15 104,25	-15 412,50	0,00	28.11.13	
▶ 28.11.13	Invoice	103024	10000	Order 1003	2 531,25	2 531,25	2 531,25	28.12.13	✓
28.11.13	Invoice	103025	10000	Order 1004	25,00	25,00	25,00	28.12.13	✓
03.12.13	Invoice	103029	10000	Order 1010	600,00	600,00	600,00	03.01.14	✓
03.12.13	Payment	G00002	10000	The Cannon Group PLC	-588,00	-588,00	-588,00	03.12.13	✓