

Introduction to MS Dynamics

NAV XIII. (General Journal and its use)

Ing.J.Skorkovský,CSc.

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

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, you enter the relevant information for the 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 journal.
- If you often use the general journal to post the same or similar journal lines, for example, in connection with payroll expenses.

Applying principle

The Cannon Group PLC
Mr. Andy Teal
192 Market Square
Birmingham, B27 4KT
Great Britain

Sales - Invoice
Page 1

CRONUS, Birmingham RC.
Aaron Nicholls
Main Street, 14
B27 4KT Birmingham

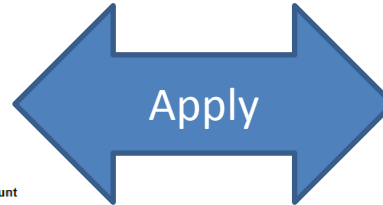
Phone No. +44-161 818192
Fax No. +44-161 818100
VAT Reg. No. GB77777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888

Bill-to Customer No. 10000

26. January 2012

VAT Registration No. 789456278
Salesperson Peter Saddow

Invoice No. 103022
Order No. 1001
Posting Date 26.01.12
Due Date 26.02.12
Prices including VAT No



No.	Description	Posted Shipmen Date	Quantity	Unit Measure	Unit Price	Disc. %	VAT Identifier	Amount
1896-S	ATHENS Desk	26.01.12	2	Piece	649,40		VAT25	1 298,80
1896-S	ATHENS Desk			Piece	649,40		VAT25	
1960-S	ROME Guest Chair, green	26.01.12	1	Piece	125,10		VAT25	125,10
1960-S	ROME Guest Chair, green			Piece	125,10		VAT25	
Total GBP Excl. VAT								1 423,90
25% VAT								355,98
Total GBP Incl. VAT								1 779,88

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	1 423,90	1 423,90	0,00	1 423,90	355,98
Total		1 423,90	1 423,90	0,00	1 423,90	355,98

Payment Terms 1 Month/2% 8 days
Shipment Method Ex Warehouse

From customer 10000 by Ctrl-F5

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt. Dis
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓	13.01.12	13.0
18.01.12	Invoice	103018	10000	Order 6005	4 101,88	4 101,88	4 101,88	18.02.12	✓	26.01.12	26.0
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓	31.01.12	31.0
26.01.12	Invoice	103022	10000	Order 1001	1 779,88	1 779,88	1 779,88	26.02.12	✓	03.02.12	03.0
26.01.12	Invoice	103023	10000	Order 1004	2 591,63	2 591,63	2 591,63	26.02.12	✓	03.02.12	03.0
26.01.12	Invoice	103024	10000	Order 1007	2 249,00	2 249,00	2 249,00	26.02.12	✓	03.02.12	03.0
26.01.12	Invoice	103025	10000	Order 1008	156,38	156,38	156,38	26.02.12	✓	03.02.12	03.0

Impacts to G/L (General Ledger Entries)

Posting Date	Document Type	Document No.	G/L Acco...	Description	G... G... G... Amount	Bal. Accou... E
11.12.13	Invoice	103044	6110	Order 1057	S.. N.. R.. -123,30	G/L A... ▾
11.12.13	Invoice	103044	5610	Order 1057		-30,83 G/L Account
11.12.13	Invoice	103044	2310	Order 1057		154,13 G/L Account

221 000 Účet v bance- CZ
2920 Bank Account

154,13

311000 Zákazník
2310 Customer Domestic

154,13

154,13

343 xxx DPH 25%
5610 Sales VAT 25%

30,83


602000 Tržba
6110 Sales Retail Domestic

123,30

Setup of General Journal

Financial Management

- General Ledger
 - Chart of Accounts
 - Budgets
 - General Journals**
 - Analysis & Reporting


Batch Name **DEFAULT**  **Use F6 to look up**

Posting Date	D... Document T... No.	A... T... Account No.	Description	G... G... P... P... P... T... G... G... Amount	Bal. A... Bal. T... Account No.	Bal. Bal. G... G... P... P... P... D... G... G... T...	Applies-to Doc. No.	Applies-to ID
*▶ 09.09.12	G00003	G..			0,00 G..			

Enter a new line by F3 and batch name e.g. Classic and add balancing Banking Account with code NBL and then click OK !!!!

Name	Description	Bal. Account...	Bal. Acco...	No. Series	Posting N...	Reason C...	Copy VAT...
CASH	Cash receipts and payments	G/L Account		2910 GJNL-GEN			✓
CLASSIC	Classic test	Bank Account	NBL	GJNL-GEN			✓
▶ DEFAULT	Default Journal Batch	G/L Account		GJNL-GEN			✓

Enter two new fields by right mouse click on the GJ bar. The name of the fields are specified by red rectangle above. Then click OK.

Batch Name **CLASSIC** 

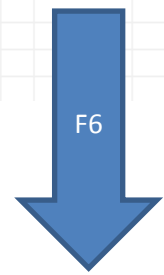
Posting Date	D... Document T... No.	A... T... Account No.	Description	G... G... P... P... P... T... G... G... Amount	Bal. A... Bal. T... Account No.	Bal. Bal. G... G... P... P... P... D... G... G... T...	Applies-to Doc. No.	Applies-to ID
*▶ 09.09.12	G00003	G..			0,00 B.. NBL			

Entering data to G/L and Apply

Batch Name CLASSIC

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	G... G... G... B... P... P... P... P... T... G... G... Amount	Bal. A... Bal. T... Account No.	Bal. Bal. Bal. G... G... G... B... P... A... P... P... P... D... T... G... G... T...	Applies-to Doc. No.	Applies-to ID
09.09.12	Payment	G00003	Customer	10000	The Cannon Group PLC		0,00 B... NBL			

Use F6 to choose appropriate values



General

Posting Date 09.09.12 Currency Code

Document Type Payment Amount 0,00

Document No. G00003 Remaining Amount 0,00

Customer No. 10000

Description The Cannon Group PLC

List of all open invoices

Posting Date	D... T...	Document No.	Customer No.	Description	Remaining Amount	Appl. Remaining Am...	Appln. Amount Amount to Apply to Apply	Due Date	Pmt. Discount ...	Remaining Pmt. Disc. Possible	Open	
15.01.12	C..	104001	10000	Credit Memo 104001	-292,84	-292,84	0,00	0,00	15.01.12	0,00	✓	
09.09.12		G00001	10000	The Cannon Group PLC	-96 124,37	-96 124,37	0,00	0,00	09.09.12	0,00	✓	
31.12.11	I... 00-11		10000	Opening Entries, Customers	63 473,13	63 473,13	0,00	0,00	31.01.12	08.01.12	1 269,46	✓
31.12.11	I... 00-16		10000	Opening Entries, Customers	33 852,35	33 852,35	0,00	0,00	31.01.12	08.01.12	677,05	✓
31.12.11	I... 00-9		10000	Opening Entries, Customers	50 778,50	50 778,50	0,00	0,00	31.01.12	08.01.12	1 015,57	✓
08.01.12	I... 103005		10000	Order 101001	8 269,04	8 269,04	0,00	0,00	05.02.12	13.01.12	165,38	✓
18.01.12	I... 103018		10000	Order 6005	4 101,88	4 101,88	0,00	0,00	18.02.12	26.01.12	82,04	✓
23.01.12	I... 103001		10000	Invoice 103001	8 182,35	8 182,35	0,00	0,00	23.02.12	31.01.12	163,65	✓
26.01.12	I... 103022		10000	Order 1001	1 779,88	1 779,88	0,00	0,00	26.02.12	03.02.12	35,60	✓
26.01.12	I... 103023		10000	Order 1004	2 591,63	2 591,63	0,00	0,00	26.02.12	03.02.12	51,83	✓
26.01.12	I... 103024		10000	Order 1007	2 249,00	2 249,00	0,00	0,00	26.02.12	03.02.12	44,98	✓
26.01.12	I... 103025		10000	Order 1008	156,38	156,38	0,00	0,00	26.02.12	03.02.12	3,13	✓

Entering data to G/L and Apply

General

Posting Date 09.09.12 Currency Code

Document Type Payment Amount 0,00

Document No. G00003 Remaining Amount. 0,00

Customer No. 10000

Description The Cannon Group PLC

Posting Date	D... T... No.	Document No.	Customer No.	Description	Remaining Amount	Appl. Remaining Am...	Amount to Apply	Appl. Amount to Apply	Due Date	Pmt. Discount ...	Remaining Pmt. Disc. Possible	Open
▶ 15.01.12	C...	104001	10000	Credit Memo 104001	-292,84	-292,84	0,00	0,00	15.01.12		0,00	✓
09.09.12	G00001		10000	The Cannon Group PLC	-96 124,37	-96 124,37	0,00	0,00	09.09.12		0,00	✓
31.12.11	I... 00-11		10000	Opening Entries, Customers	63 473,13	63 473,13	0,00	0,00	31.01.12	08.01.12	1 269,46	✓
31.12.11	I... 00-16		10000	Opening Entries, Customers	33 852,35	33 852,35	0,00	0,00	31.01.12	08.01.12	677,05	✓
31.12.11	I... 00-9		10000	Opening Entries, Customers	50 778,50	50 778,50	0,00	0,00	31.01.12	08.01.12	1 015,57	✓
08.01.12	I... 103005		10000	Order 101001	8 269,04	8 269,04	0,00	0,00	05.02.12	13.01.12	165,38	✓
18.01.12	I... 103018		10000	Order 6005	4 101,88	4 101,88	0,00	0,00	18.02.12	26.01.12	82,04	✓
23.01.12	I... 103001		10000	Invoice 103001	8 182,35	8 182,35	0,00	0,00	23.02.12	31.01.12	163,65	✓
26.01.12	I... 103022		10000	Order 1001	1 779,88	1 779,88	0,00	0,00	26.02.12	03.02.12	35,60	✓
26.01.12	I... 103023		10000	Order 1004	2 591,63	2 591,63	0,00	0,00	26.02.12	03.02.12	51,83	✓
26.01.12	I... 103024		10000	Order 1007	2 240,00	2 240,00	0,00	0,00	26.02.12	03.02.12	44,98	✓
26.01.12	I... 103025		10000	Order 1008	156,38	156,38	0,00	0,00	26.02.12	03.02.12	3,13	✓

Make a choice of one of them and enter OK

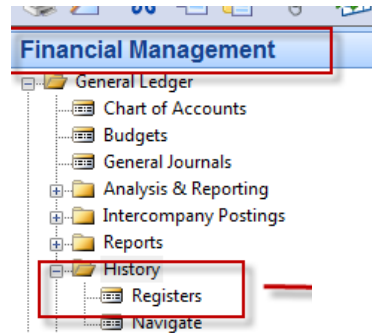
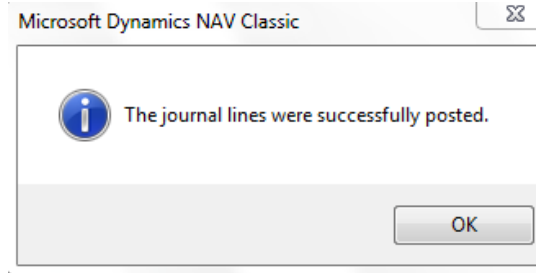
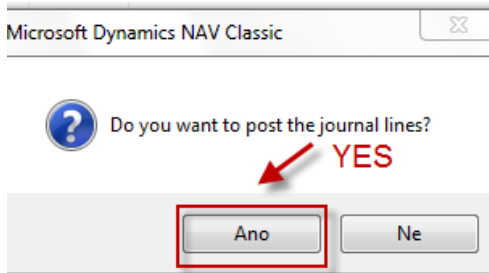
OK Cancel Entry Application Navigate



Batch Name CLASSIC

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account No.	Bal. G... G... T... G... G...	Applies-to Doc. No.	Applies-to ID
▶ 09.09.12	Payment	G00003	Customer	10000	The Cannon Group PLC	-156,38	B... NBL		I... 103025	

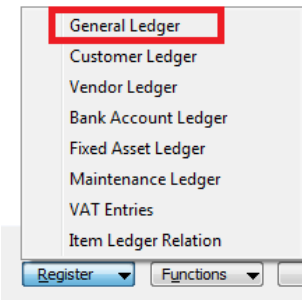
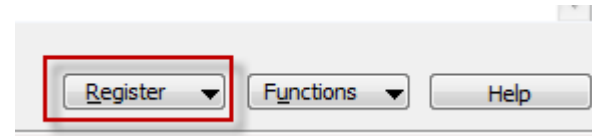
Post GJ with correct data by F11



See next slide

Results in General Ledger

No.	Creation Date	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
▶ 147	15.10.14		GENJNL	CLASSIC	3306	3307	895	894



2920 Bank Account

156,38	
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2310 Customer Domestic

156,38	156,38
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Posting Date	D... T...	Document No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P...	Amount	Bal. A... T...	Bal. Account No.
▶ 09.09.12	P..	G00003	2920	The Cannon Group PLC				156,38	C..	10000
09.09.12	P..	G00003	2310	The Cannon Group PLC				-156,38	B..	NBL

Results in Customer Ledger Entry

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) 78 860,55

Credit Limit (LCY) 0,00

Salesperson Code PS

Responsibility Center BIRMINGHAM

Service Zone Code M

Blocked.

Last Date Modified 11.12.10

Customer Sales Functions Help

Find appropriate
Customer Card and CTRL-F5

See next slide

Results in Customer Ledger Entry

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-9	10000	Opening Entries, Customers	50 778,50	50 778,50	50 778,50	31.01.12	✓	08.01.12	
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓	13.01.12	
15.01.12	Credit Me...	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	✓	26.01.12	
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓	31.01.12	
26.01.12	Invoice	103022	10000	Order 1001	1 779,88	1 779,88	1 779,88	26.02.12	✓	03.02.12	
26.01.12	Invoice	103023	10000	Order 1004	2 591,63	2 591,63	2 591,63	26.02.12	✓	03.02.12	
26.01.12	Invoice	103024	10000	Order 1007	2 249,00	2 249,00	2 249,00	26.02.12	✓	03.02.12	
26.01.12	Invoice	103025	10000	Order 1008	156,38	156,38	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103026	10000	Order 1009	1 576,50	1 576,50	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103027	10000	Order 1010	343,75	343,75	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103028	10000	Order 1011	343,75	343,75	0,00	26.02.12		03.02.12	
09.09.12	Invoice	103029	10000	Order 1012	1 491,63	1 491,63	0,00	09.10.12		17.09.12	
09.09.12	Invoice	103031	10000	Order 1016	120,00	120,00	0,00	09.10.12		17.09.12	
09.09.12		G00001	10000	The Cannon Group PLC	-100 000,00	-100 000,00	-96 124,37	09.09.12	✓		
09.09.12	Payment	G00003	10000	The Cannon Group PLC	-156,38	-156,38	0,00	09.09.12			

!!!

Entry Functions Navigate Help

 = Application

Unapply in Customer Ledger Entry

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-9	10000	Opening Entries, Customers	50 778,50	50 778,50	50 778,50	31.01.12	✓	08.01.12	
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓	13.01.12	
15.01.12	Credit Me...	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	✓	26.01.12	
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓	31.01.12	
26.01.12	Invoice	103022	10000	Order 1001	1 779,88	1 779,88	1 779,88	26.02.12	✓	03.02.12	
26.01.12	Invoice	103023	10000	Order 1004	2 591,63	2 591,63	2 591,63	26.02.12	✓	03.02.12	
26.01.12	Invoice	103024	10000	Order 1007	2 249,00	2 249,00	2 249,00	26.02.12	✓	03.02.12	
26.01.12	Invoice	103025	10000	Order 1008	156,38	156,38	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103026	10000	Order 1009	1 576,50	1 576,50	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103027	10000	Order 1010	343,75	343,75	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103028	10000	Order 1011	343,75	343,75	0,00	26.02.12		03.02.12	
09.09.12	Invoice	103029	10000	Order 1012	1 491,63	1 491,63	0,00	09.10.12		17.09.12	
09.09.12	Invoice	103031	10000	Order 1016	120,00	120,00	0,00	09.10.12		17.09.12	
09.09.12		G00001	10000	The Cannon Group PLC	-100 000,00	-100 000,00	-96 124,37	09.09.12	✓		
09.09.12	Payment	G00003	10000	The Cannon Group PLC	-156,38	-156,38	0,00	09.09.12			

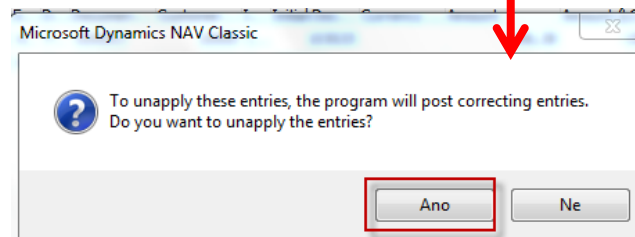
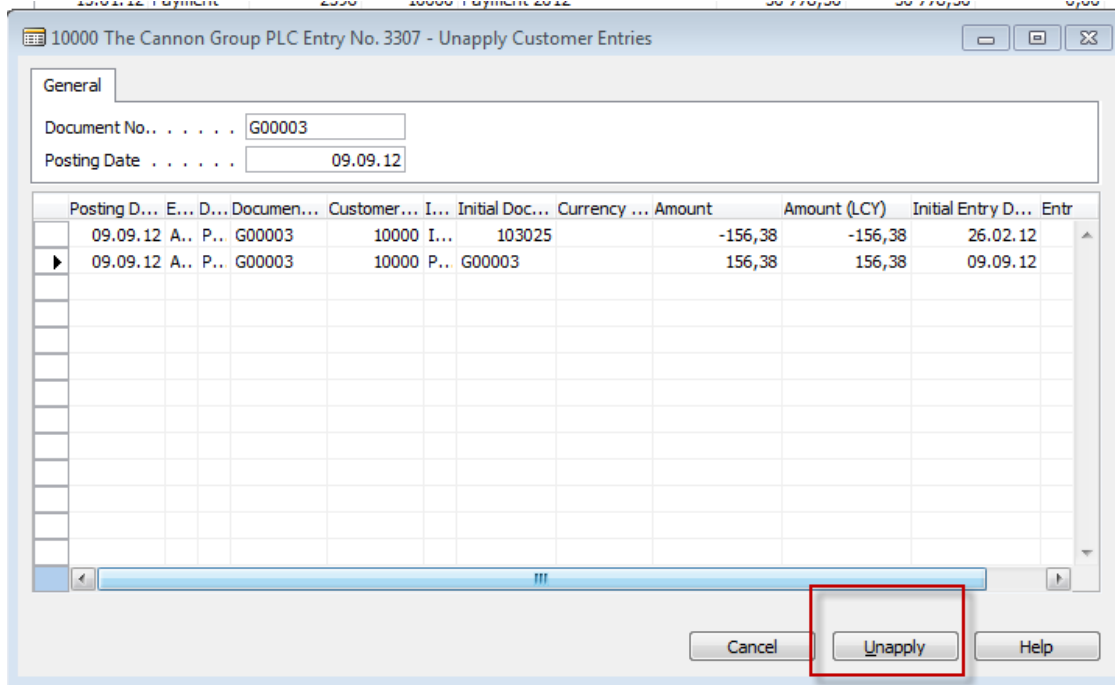
Entry Functions Navigate Help

Apply Entries Shift+F9

Unapply Entries...

Reverse Transaction...

Unapply in Customer Ledger Entry



See next slide

Unapply in Customer Ledger Entry

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-9	10000	Opening Entries, Customers	50 778,50	50 778,50	50 778,50	31.01.12	✓	08.01.12	
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓	13.01.12	
15.01.12	Credit Me...	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	✓	26.01.12	
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓	31.01.12	
26.01.12	Invoice	103022	10000	Order 1001	1 779,88	1 779,88	1 779,88	26.02.12	✓	03.02.12	
26.01.12	Invoice	103023	10000	Order 1004	2 591,63	2 591,63	2 591,63	26.02.12	✓	03.02.12	
26.01.12	Invoice	103024	10000	Order 1007	2 249,00	2 249,00	2 249,00	26.02.12	✓	03.02.12	
26.01.12	Invoice	103025	10000	Order 1008	156,38	156,38	156,38	26.02.12	✓	03.02.12	
26.01.12	Invoice	103026	10000	Order 1009	1 576,50	1 576,50	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103027	10000	Order 1010	343,75	343,75	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103028	10000	Order 1011	343,75	343,75	0,00	26.02.12		03.02.12	
09.09.12	Invoice	103029	10000	Order 1012	1 491,63	1 491,63	0,00	09.10.12		17.09.12	
09.09.12	Invoice	103031	10000	Order 1016	120,00	120,00	0,00	09.10.12		17.09.12	
09.09.12		G00001	10000	The Cannon Group PLC	-100 000,00	-100 000,00	-96 124,37	09.09.12	✓		
09.09.12	Payment	G00003	10000	The Cannon Group PLC	-156,38	-156,38	-156,38	09.09.12	✓		

!!!

Entry Functions Navigate Help

Both entries are open again !!!!

Apply Entries by use of Shift-F9

CLASSIC Classic test - General Journal

Batch Name CLASSIC

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal.	Bal.	Bal.	Bal.
*→ 09.09.12	Payment	G00008	Customer	10000	The Cannon Group PLC	-30 000,00	B..	NBL		

Account Name: The Cannon Group PLC Bal. Account Name: New Bank of London Balance: 0,00 Total Balance: 0,00

Line Account Functions Posting Help

Shit-F9 Apply Entries

See next slide



Only for the course
BPH_PIS2 in Czech language

Apply Entries by use of Shift-F9

10000 The Cannon Group PLC - Apply Customer Entries

General

Posting Date 09.09.12 Currency Code

Document Type Payment Amount -30 000,00

Document No. G00008 Remaining Amount . . . -30 000,00

Customer No. 10000

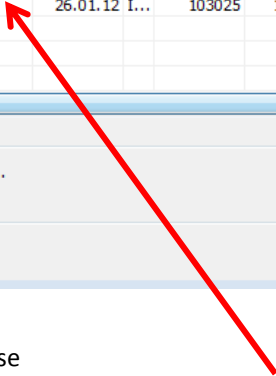
Description The Cannon Group PLC

Applies-to ID	Posting Date	D... T...	Document No.	Customer No.	Description	Remaining Amount	Appl. Remaining Am...	Amount to Apply	Appl. Amount to Apply	Due Date	Pri Dis
	15.01.12	C..	104001	10000	Credit Memo 104001	-292,84	-292,84	0,00	0,00	15.01.12	
	09.09.12		G00001	10000	The Cannon Group PLC	-96 124,37	-96 124,37	0,00	0,00	09.09.12	
	09.09.12	P..	G00003	10000	The Cannon Group PLC	-156,38	-156,38	0,00	0,00	09.09.12	
	31.12.11	I...	00-11	10000	Opening Entries, Customers	63 473,13	63 473,13	0,00	0,00	31.01.12	
	31.12.11	I...	00-16	10000	Opening Entries, Customers	33 852,35	33 852,35	0,00	0,00	31.01.12	
	31.12.11	I...	00-9	10000	Opening Entries, Customers	50 778,50	50 778,50	0,00	0,00	31.01.12	
	08.01.12	I...	103005	10000	Order 101001	8 269,04	8 269,04	0,00	0,00	05.02.12	
	18.01.12	I...	103018	10000	Order 6005	4 101,88	4 101,88	0,00	0,00	18.02.12	
	23.01.12	I...	103001	10000	Invoice 103001	8 182,35	8 182,35	0,00	0,00	23.02.12	
▶ G00008	26.01.12	I...	103022	10000	Order 1001	1 779,88	1 779,88	1 779,88	1 779,88	26.02.12	
G00008	26.01.12	I...	103023	10000	Order 1004	2 591,63	2 591,63	2 591,63	2 591,63	26.02.12	
G00008	26.01.12	I...	103024	10000	Order 1007	2 249,00	2 249,00	2 249,00	2 249,00	26.02.12	
	26.01.12	I...	103025	10000	Order 1008	156,38	156,38	0,00	0,00	26.02.12	

Appl. Cu... Amount to Ap... Pmt. Disc. Am... Rounding Applied Amount Available Amo... Balance

6 620,51 0,00 0,00 6 620,51 -30 000,00 -23 379,49

OK Cancel Entry Application Navigate Help



Only for the course
BPH_PIS2 in Czech language

By use of toggle switch (key) F9 and OK

Apply Entries by use of Shift-F9

Amount to Ap...	Pmt. Disc. Am...	Rounding	Applied Amount	Available Amo...	Balance
6 620,51	0,00	0,00	6 620,51	-30 000,00	-23 379,49

OK Cancel Entry Application Navigate Help

CLASSIC Classic test - General Journal

Batch Name CLASSIC

Type	Document No.	Account Type	Account No.	Description	G... G... G... B... P... P... P... P... T... G... G...	Amount	Bal. A... Bal. T...	Account No.	Bal. Bal. Bal. G... G... G... B... P... A... P... P... P... D... T... G... G... T...	Applies-to Doc. No.	Applies-to ID
	G00008	Customer	10000	The Cannon Group PLC		-30 000,00	B..	NBL			G00008

Account Name: The Cannon Group PLC Bal. Account Name: New Bank of London

Balance: 0,00 Total Balance: 0,00

Line Account Functions Posting Help

Reconcile Ctrl+F9

Test Report...

Post F11

Post and Print Shift+F11



Only for the course
BPH_PIS2 in Czech language

Apply Entries from Customer Card by use of Ctrl-F5 and Applied Entries

10000 The Cannon Group PLC - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-1	10000	Opening Entries, Customers	25 389,25	25 389,25	0,00	01.01.12		08.01.12	
31.12.11	Invoice	00-11	10000	Opening Entries, Customers	63 473,13	63 473,13	63 473,13	31.01.12	✓	08.01.12	
31.12.11	Invoice	00-16	10000	Opening Entries, Customers	33 852,35	33 852,35	33 852,35	31.01.12	✓	08.01.12	
31.12.11	Invoice	00-3	10000	Opening Entries, Customers	50 778,50	50 778,50	0,00	05.01.12		08.01.12	
31.12.11	Invoice	00-6	10000	Opening Entries, Customers	67 704,67	67 704,67	0,00	09.01.12		08.01.12	
31.12.11	Invoice	00-9	10000	Opening Entries, Customers	50 778,50	50 778,50	50 778,50	31.01.12	✓	08.01.12	
08.01.12	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓	13.01.12	
15.01.12	Credit Me...	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	✓	26.01.12	
23.01.12	Invoice	103001	10000	Invoice 103001	8 182,35	8 182,35	8 182,35	23.02.12	✓	31.01.12	
26.01.12	Invoice	103022	10000	Order 1001	1 779,88	1 779,88	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103023	10000	Order 1004	2 591,63	2 591,63	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103024	10000	Order 1007	2 249,00	2 249,00	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103025	10000	Order 1008	156,38	156,38	156,38	26.02.12	✓	03.02.12	
26.01.12	Invoice	103026	10000	Order 1009	1 576,50	1 576,50	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103027	10000	Order 1010	343,75	343,75	0,00	26.02.12		03.02.12	
26.01.12	Invoice	103028	10000	Order 1011	343,75	343,75	0,00	26.02.12		03.02.12	
09.09.12	Invoice	103029	10000	Order 1012	1 491,63	1 491,63	0,00	09.10.12		17.09.12	
09.09.12	Invoice	103031	10000	Order 1016	120,00	120,00	0,00	09.10.12		17.09.12	
09.09.12		G00001	10000	The Cannon Group PLC	-100 000,00	-100 000,00	-96 124,37	09.09.12	✓		
09.09.12	Payment	G00003	10000	The Cannon Group PLC	-156,38	-156,38	-156,38	09.09.12	✓		
09.09.12	Payment	G00008	10000	The Cannon Group PLC	-30 000,00	-30 000,00	-23 379,49	09.09.12	✓		

Payment G00008 - Applied Customer Entries

Posting Date	Document Type	Document No.	Description	Original Amount	Amount	Closed by Amount	Entry No.
26.01.12	Invoice	103022	Order 1001	1 779,88	1 779,88	1 779,88	2776
26.01.12	Invoice	103023	Order 1004	2 591,63	2 591,63	2 591,63	2779
26.01.12	Invoice	103024	Order 1007	2 249,00	2 249,00	2 249,00	2782

Entry | Navigate | Help



Enter payment 100 000 into GJ (Customer)

(another type of Payment application from Customer Ledger Entries : only presentation)

CLASSIC Classic test - General Journal

Batch Name CLASSIC

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal.	Account No.	T...	Ap	Do
09.09.12	Payment	G00005	Customer	20000	Selangorian Ltd.	-100 000,00	B...	NBL			

Account Name: Selangorian Ltd. Bal. Account Name: New Bank of London

Balance: 0,00 Total Balance: 0,00

Line Account Functions Posting Help

Microsoft Dynamics NAV Classic

Do you want to post the journal lines?

Ano Ne



Only for the course BPH_PIS2 in Czech language



The journal lines were successfully posted.

Open entries from Customer Card by Ctrl-F5 so you can see unapplied payment

(another type of Payment application from Customer Ledger Entries : only presentation)

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-12	20000	Opening Entries, Customers	55 010,04	55 010,04	0,00	31.01.12		31.12.11	3
31.12.11	Invoice	00-14	20000	Opening Entries, Customers	38 083,88	38 083,88	38 083,88	31.01.12	✓	31.12.11	3
31.12.11	Invoice	00-2	20000	Opening Entries, Customers	42 315,42	42 315,42	0,00	05.01.12		31.12.11	3
31.12.11	Invoice	00-5	20000	Opening Entries, Customers	25 389,25	25 389,25	0,00	06.01.12		31.12.11	3
31.12.11	Invoice	00-8	20000	Opening Entries, Customers	50 778,50	50 778,50	48 845,77	12.01.12	✓	31.12.11	3
12.01.12	Payment	2594	20000	Payment 2012	-42 315,42	-42 315,42	0,00	12.01.12			
12.01.12	Payment	2594	20000	Payment 2012	-25 389,25	-25 389,25	0,00	12.01.12			
12.01.12	Payment	2594	20000	Payment 2012	-55 010,04	-55 010,04	0,00	12.01.12			
15.01.12	Invoice	103008	20000	Order 101004	787,40	787,40	787,40	25.01.12	✓	11.01.12	1
17.01.12	Invoice	103009	20000	Order 101012	215,83	215,83	215,83	29.01.12	✓	15.01.12	1
17.01.12	Credit Me...	104002	20000	Credit Memo 104002	-787,40	-787,40	0,00	17.01.12			
20.01.12	Credit Me...	104003	20000	Credit Memo 104003	-1 145,33	-1 145,33	0,00	20.01.12			
23.01.12	Invoice	103014	20000	Order 101007	1 145,33	1 145,33	1 145,33	30.01.12	✓	16.01.12	1
23.01.12	Invoice	103002	20000	Invoice 103002	6 971,78	6 971,78	6 971,78	06.02.12	✓	23.01.12	2
09.09.12	Payment	G00005	20000	Selangorian Ltd.	-100 000,00	-100 000,00	-100 000,00	09.09.12	✓		



Only for the course
BPH_PIS2 in Czech language

From Function Button  Enter Shift-F9

Apply open payment to more than one open invoices

(another type of Payment application from Customer Ledger Entries : only presentation)

Choice of two invoices by use of **F9** key and then

Applies-to ID	Posting Date	D... T... No.	Customer No.	Description	Remaining Amount	Appl. Remaining
	31.12.11	I... 00-14	20000	Opening Entries, Customers	38 083,88	38 083,88
	31.12.11	I... 00-8	20000	Opening Entries, Customers	48 845,77	48 845,77
	15.01.12	I... 103008	20000	Order 101004	787,40	787,40
	17.01.12	I... 103009	20000	Order 101012	215,83	215,83
	23.01.12	I... 103014	20000	Order 101007	1 145,33	1 145,33
	23.01.12	I... 103002	20000	Invoice 103002	6 971,78	6 971,78

Appln. Cu...	Amount to Ap...	Pmt. Disc. Am...	Rounding	Applied Amount	Available Amo...	Balance
	8 117,11	0,00	0,00	8 117,11	-100 000,00	-91 882,89

Set Applies-to ID	F9
Post Application...	F11
Show Only Selected Entries to Be Applied	

General	
Document No..	G00005
Posting Date	09.09.12

OK Cancel Help



Applied Entries from Entry button

(another type of Payment application from Customer Ledger Entries : only presentation)



Only for the course
BPH_PIS2 in Czech language

20000 Selangorian Ltd. - Customer Ledger Entries

Posting Date	Document...	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open	Pmt. Disc...	Pmt
31.12.11	Invoice	00-12	20000	Opening Entries, Customers	55 010,04	55 010,04	0,00	31.01.12		31.12.11	
31.12.11	Invoice	00-14	20000	Opening Entries, Customers	38 083,88	38 083,88	38 083,88	31.01.12	✓	31.12.11	
31.12.11	Invoice	00-2	20000	Opening Entries, Customers	42 315,42	42 315,42	0,00	05.01.12		31.12.11	
31.12.11	Invoice	00-5	20000	Opening Entries, Customers	25 389,25	25 389,25	0,00	06.01.12		31.12.11	
31.12.11	Invoice	00-8	20000	Opening Entries, Customers	50 778,50	50 778,50	48 845,77	12.01.12	✓	31.12.11	
12.01.12	Payment	2594	20000	Payment 2012	-42 315,42	-42 315,42	0,00	12.01.12			
12.01.12	Payment	2594	20000	Payment 2012	-25 389,25	-25 389,25	0,00	12.01.12			
12.01.12	Payment	2594	20000	Payment 2012	-55 010,04	-55 010,04	0,00	12.01.12			
15.01.12	Invoice	103008	20000	Order 101004	787,40	787,40	787,40	25.01.12	✓	11.01.12	
17.01.12	Invoice	103009	20000	Order 101012	215,83	215,83	215,83	29.01.12	✓	15.01.12	
17.01.12	Credit Me...	104002	20000	Credit Memo 104002	-787,40	-787,40	0,00	17.01.12			
20.01.12	Credit Me...	104003	20000	Credit Memo 104003	-1 145,33	-1 145,33	0,00	20.01.12			
23.01.12	Invoice	103014	20000	Order 101007	1 145,33	1 145,33	0,00	30.01.12		16.01.12	
23.01.12	Invoice	103002	20000	Invoice 103002	6 971,78	6 971,78	0,00	06.02.12		23.01.12	
09.09.12	Payment	G00005	20000	Selangorian Ltd.	-100 000,00	-100 000,00	-91 882,89	09.09.12	✓		

Entry Functions Navigate Help

Payment G00005 - Applied Customer Entries

Posting Date	Document Type	Document No.	Description	Original Amount	Amount	Closed by Amount	Entry No.
23.01.12	Invoice	103014	Order 101007	1 145,33	1 145,33	1 145,33	2696
23.01.12	Invoice	103002	Invoice 103002	6 971,78	6 971,78	6 971,78	2706



Only for the course BPH_PIS2 in Czech language

Amount transfer from one account to another one and Reverse

Account 2910 (261000 in Czech CHoA)
must have Direct Posting ticked

CLASSIC Classic test - General Journal

Batch Name CLASSIC

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	G... G... G... B... P... P... P... P... T... G... G... Amount	Bal. A... Bal. T... Account No.	Bal. Bal. Bal. G... G... G... B... P... A... P... P... P... D... Ap T... G... G... T... Do
09.09.12		G00007	G/L Account	2910	Cash	1 000,00	B.. NBL	



2910 Cash - General Ledger Entries

Posting Date	D... Document T... No.	G/L Account No.	Description	G... G... G... P... B... P... T... P... P... Amount	Bal. A... Bal. T... Account No.	Entry No.
09.09.12	G00007	2910	Cash	1 000,00	B.. NBL	3320
09.09.12	G00007	2920	Cash	-1 000,00	G.. 2910	3321

Entry Functions Navigate Help



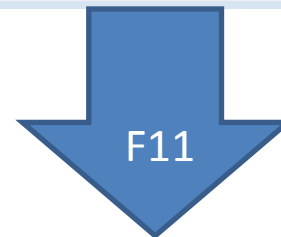
Reverse Transaction...



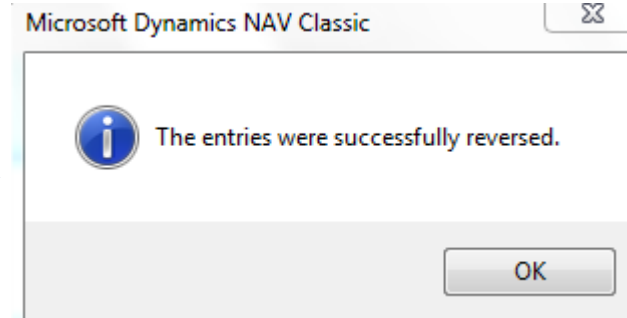
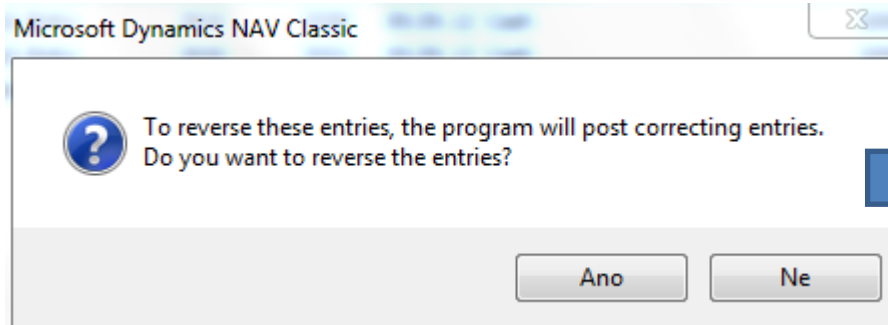
Only for the course
BPH_PIS2 in Czech language

Amount transfer from one account to another one and Reverse

Transacti...	Entry Type	Account No.	Entry No.	Posting D...	Description	D... Documen...	
▶	366 G/L Entry	2910	3320	09.09.12	Cash	G00007	
	366 G/L Entry	2920	3321	09.09.12	Cash	G00007	
	366 Bank Acc...	NBL	3321	09.09.12	Cash	G00007	



Amount transfer from one account to another and Reverse



G/L Registers

No.	Creation Date	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From VAT Entry No.
146	14.10.14		REVERSAL		3304	3305	89!
147	15.10.14		GENJNL	CLASSIC	3306	3307	89!
148	15.10.14		UNAPPSALES		3308	3309	89!
149	15.10.14		GENJNL	CLASSIC	3310	3311	89!
150	15.10.14		GENJNL	CLASSIC	3312	3313	89!
151	15.10.14		UNAPPSALES		3314	3315	89!
152	15.10.14		SALESAPPL		3316	3317	89!
153	15.10.14		GENJNL	CLASSIC	3318	3319	89!
154	15.10.14		GENJNL	CLASSIC	3320	3321	89!
155	15.10.14		REVERSAL		3322	3323	89!

Register Functions Help



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BPH_PIS2 in Czech language

Amount transfer from one account to another and Reverse

2920 Bank, LCY - General Ledger Entries

Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... P...	Amount	Bal. A... T...	Bal. Account No.	Entry No.
09.09.12	G00007	2920	Cash				1 000,00	G..	2910	3322
09.09.12	G00007	2910	Cash				-1 000,00	B..	NBL	3323

Entry Functions Navigate Help



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End of the section XIII.

