

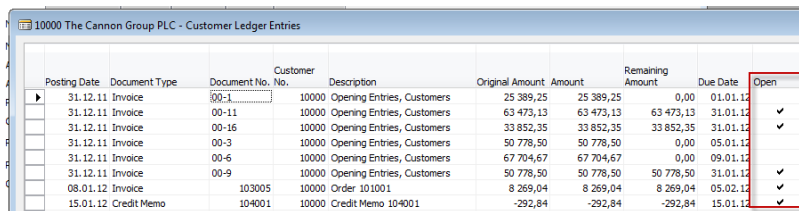
## Simple scenario (Financial Journal Basics) ERP Microsoft Dynamics NAV session X.

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Created by	:	Jaromír Skorkovský
Date	:	26.4.2017
Reason	:	General Journal basic use (payments)
For	:	MPH_AOMA students and BPH_EPS1 students
Used database	:	MS Dynamics NAV 2009 W1 (British database) or NAV 2016
Used keys	:	F5, F3, F6 and Ctrl-F5 (from card to entries) and Shift-F5 from list to chosen card. F7- to filter one field. F9-Statistics. Keys used NAV 2016 will be presented by TU.
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point, SO=Sales Order, TO=Transfer Order, PO-Purchase Order , MC=Mouse cursor, GJ-General Journal
Related documents	:	PWP related to GJ (number XIII.)
Intention	:	Training and hands on

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1. All created Customer (Vendor) entries are before any payment operations so called Opened, meaning that they are not applies (balance) with appropriate payments. This is visible in the entry field Open.



Posting Date	Document Type	Document No.	Customer	Description	Original Amount	Amount	Remaining Amount	Due Date	Open
31.12.11	Invoice	00-1	10000	Opening Entries, Customers	25 389,25	25 389,25	0,00	01.01.12	✓
31.12.11	Invoice	00-11	10000	Opening Entries, Customers	63 473,13	63 473,13	63 473,13	31.01.12	✓
31.12.11	Invoice	00-16	10000	Opening Entries, Customers	33 852,35	33 852,35	33 852,35	31.01.12	✓
31.12.11	Invoice	00-3	10000	Opening Entries, Customers	50 778,50	50 778,50	0,00	05.01.12	✓
31.12.11	Invoice	00-6	10000	Opening Entries, Customers	67 704,67	67 704,67	0,00	09.01.12	✓
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	Invoice	103005	10000	Order 101001	8 269,04	8 269,04	8 269,04	05.02.12	✓
15.01.12	Credit Memo	104001	10000	Credit Memo 104001	-292,84	-292,84	-292,84	15.01.12	✓

2. Find General Journal (Financial Management-> General Ledger->General Journal)
3. In the header of the GJ you can see Batch name->use Default please!
4. Document Type by use of appropriate Function key (NAV 2009 F6 and NAV 2016 F4) enter Payment. This is a pure information only.
5. Account type enter by use of appropriate Function key (NAV 2009 F6 and NAV 2016 F4) a option Customer.
6. Same way of entering data will be used in the field Account your choice could be e.g. 10000).
7. If you go to Customer Card and Tab Invoicing you can open Field Customer Posting Group and you see directly an G/L account, which will be used (in our British database it should be 2310 representing Receivables).
8. Find Balance Account Type and enter Bank Account and to Balanced Account Number enter Bank code NBL (behind this code a real G/L account representing G/L Bank account can be found. TU will show you).
9. At the and of your GJ line you have to show Field Applied to Document Number (Use right mouse click when cursor is on the titled of the GJ fields and make Show).

it	Account Type	Account No.	Description	G... G... G... B... P... P... P... P... T... G... G... Amount	Bal. Account Type	Bal. Account No.	Bal. Bal. Bal. G... G... G... B... P... A... P... P... P... D... Applies-to	Applies-to Doc. No.
*▶	Customer	10000	The Cannon Group PLC	0,00	Bank Account	NBL		

10. From the field Applied to Document Number go by mouse to the form Applied Customer Entries and make a choice of one open entry with Invoice Type :

10000 The Cannon Group PLC - Apply Customer Entries

General

Posting Date . . . . . 20.09.15 Currency Code . . . . .

Document Type . . . . . Payment Amount . . . . . 0,00

Document No. . . . . G00013 Remaining Amount. . . . . 0,00

Customer No. . . . . 10000

Description . . . . . The Cannon Group PLC

Posting Date	Document Type	Document No.	Customer No.	Description	Remaining Amount	Appl. Remaining Am...	Amount to Apply to Apply	Appl. Amount	Due Date	Pmt. Disc
10.09.15	Invoice	103083	10000	Invoice 1028	40,00	40,00	0,00	0,00	10.10.15	1f
10.09.15	Invoice	103084	10000	Order 1070	154,13	154,13	0,00	0,00	10.10.15	1f
20.09.15	Invoice	103085	10000	Order 1071	3 216,25	3 216,25	0,00	0,00	20.10.15	2f
20.09.15	Invoice	103086	10000	Order 1075	6 454,69	6 454,69	0,00	0,00	20.10.15	2f
20.09.15	Invoice	103087	10000	Order 1074	8 032,50	8 032,50	0,00	0,00	20.10.15	2f

and make OK . You will get in GJ line appropriate amount and Document number as well.

it	Account Type	Account No.	Description	G... G... G... B... P... P... P... P... T... G... G... Amount	Bal. Account Type	Bal. Account No.	Bal. Bal. Bal. G... G... G... B... P... A... P... P... P... D... Applies-to	Applies-to Doc. No.	Applies-to ID
*▶	Customer	10000	The Cannon Group PLC	-7 871,85	Bank Account	NBL		I...	103087

11. Make F11 (F9 if NAV 2016) to Post this GJ line. The NAV will tell you, that GL was posted.

12. Go to Customer Card and make Ctrl-F5 (Ctrl-F7 in case of NAV 2016) to see entries

Posting Date	Document Type	Document No.	Customer No.	Description	Original Amount	Amount	Remaining Amount	Due Date	Open
20.09.15	Invoice	103085	10000	Order 1071	3 216,25	3 216,25	3 216,25	20.10.15	✓
20.09.15	Invoice	103086	10000	Order 1075	6 454,69	6 454,69	6 454,69	20.10.15	✓
20.09.15	Invoice	103087	10000	Order 1074	8 032,50	8 032,50	0,00	20.10.15	
20.09.15	Payment	G00013	10000	The Cannon Group PLC	-7 871,85	-8 032,50	0,00	20.09.15	

13. In Function line you find option Applied Entries- there you can see which entry way closed (applied, balanced) by which one.

14. Go to Financial Management-> General Ledger ->History->Registers and go to the last line.

15. Push button Register and make a choice of General Ledger . There you will see what was posted in General Ledger

Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	G... G... G... P... B... P... T... P... P... Amount	Bal. Bal. A... Bal. T... Account No. i
20.09.15	Payment	G00013	2920	The Cannon Group PLC	SALES		7 871,85 C.. 10000
20.09.15	Payment	G00013	2310	The Cannon Group PLC	SALES		-8 032,50 B.. NBL
20.09.15	Payment	G00013	9250	The Cannon Group PLC	SALES		160,65 G..

16. Make the similar operations sequence for Vendor 10000 !!!!

17. You became a master of using basic functions of GJ ! Congratulations !!!!