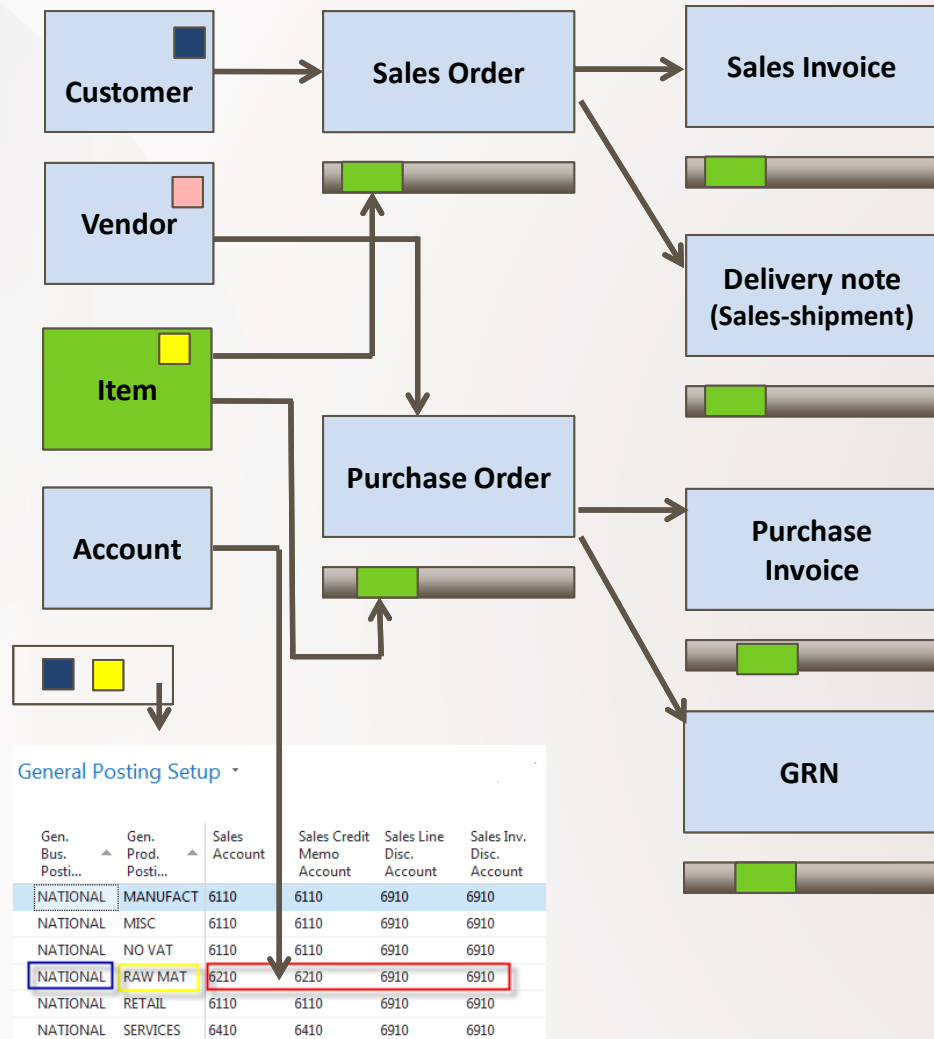
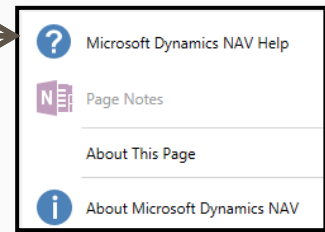
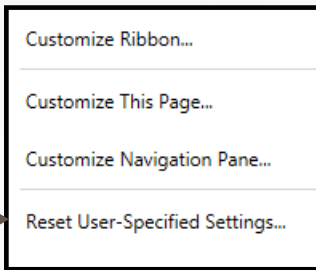
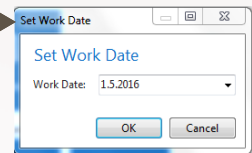
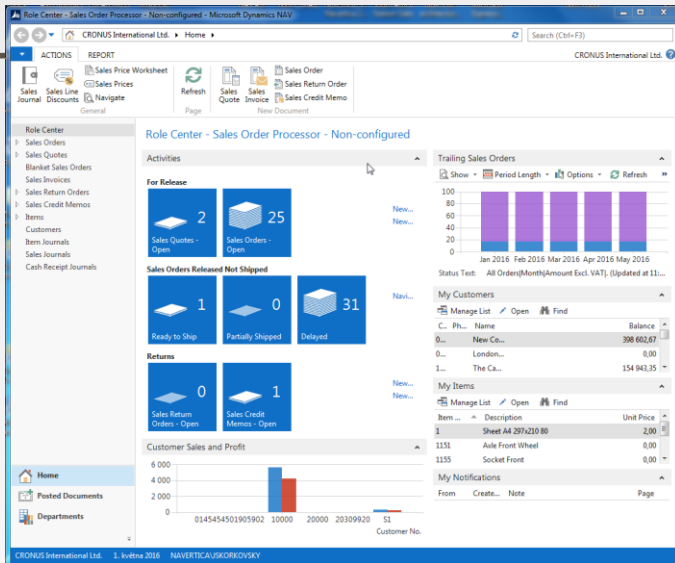


Chosen set of Add-Ons basics



J.Skorkovský
18.8.2014 Brno



Entries – result of posting I.

NAVIGATE REPORT CRONUS International Ltd. ?

Edit View Delete Cash Receipt Journal Ledger Entries Sales Journal Statistics Customer - Top 10 List Customer - Order Summary Customer - Sales List Statement Aged Accounts Receivable Customer - Balance to Date Customer - Payment Receipt Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Manage Process Report View Show Attached Page

Customers ▾ Type to filter (F3) | No. ▾ →

Show results:
✗ Where No. ▾ is ▾ Enter a value.
+ Add Filter

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name
S1	Printing wizards	CAPE TO...	CAPE			PRINTING ...
IC1030	Cronus Cardoxy Procurement					CRONUS C...
IC1020	Cronus Cardoxy Sales					CRONUS C...
C00010	Miki's toys					MIKI'S TOYS
62000	The Device Shop	LONDON	WHITE			THE DEVIC...
61000	Fairway Sound	LONDON	WHITE			FAIRWAY ...
60000	Blanemark Hifi Shop	LONDON	WHITE			BLANEMA...
50000	Guildford Water Department	LONDON			Mr. Jim Stewart	GUILDFOR...
49858585	Hotel Pferdesee		GREEN		Herrn Jonathan Haas	HOTEL PF...
49633663	Autohaus Mielberg KG		GREEN			AUTOHAU...
49525252	Beef House		GREEN		Frau Karin Fleischer	BEEF HOUSE
47586954	Sjødøden		YELLOW		Flemming Pedersen	SJØBODEN
47563218	Klubben		YELLOW		Thomas Andersen	KLUBBEN
47523687	Slubrevik Senger AS		YELLOW		Jenny Lysaker	SLUBREVIK...
46897889	Englunds Kontorsmøbler AB		YELLOW			ENGLUND...
46525241	Konberg Tapet AB		YELLOW			KONBERG ...
46251425	Marsholm Karmstol		YELLOW			MARSHOL...
45979797	Lauritzen Kontormøbler A/S		YELLOW		Fr. Jenny Gottfried	LAURITZE...

See entries on the next slide

Role Center

- Sales Orders
- Sales Quotes
- Blanket Sales Orders
- Sales Invoices
- Sales Return Orders
- Sales Credit Memos
- Items
- Customers**
- Item Journals
- Sales Journals
- Cash Receipt Journals

Sell-to Customer Sal... ▾

- Customer No.: S1
- Quotes: 0
- Blanket Orders: 0
- Orders: 5
- Invoices: 0
- Return Orders: 0
- Credit Memos: 0
- Pstd. Shipments: 8
- Pstd. Invoices: 7
- Pstd. Return Rece...: 0
- Pstd. Credit Mem...: 0

Customer Statistics -... ▾

- Customer No.: S1
- Balance (LCY): 290,40
- Sales**
- Outstanding Ord...: 1 383,50
- Shipped Not Inv...: 26,40
- Outstanding Inv...: 0,00
- Service**
- Outstanding Ser...: 0,00
- Serv Shipped No...: 0,00
- Outstanding Ser...: 0,00
- Total (LCY): **1 700,30**
- Credit Limit (LCY): 0,00
- Overdue Amount...: 290,40
- Total Sales (LCY): 0,00
- Invoiced Prepay...: 0,00

Entries – result of posting (**Ctrl-F7**) II.

HOME ACTIONS NAVIGATE

View List Edit List Navigate Incoming Document Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Manage Process View Show Attached Page

See **NAV**igation results on the next slides

Customer Ledger Entries

Type to filter (F3) Posting Date

Posting Date	Document Type	Document No.	Custo... No.	Description	Currency Code	Original Amount	Amount	Open	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date
6.9.2015	Invoice	103033	S1	Order 1018		8,80	8,80	<input type="checkbox"/>	0,00	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Invoice	103034	S1	Order 1022		169,40	169,40	<input checked="" type="checkbox"/>	169,40	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Invoice	103035	S1	Order 1023		48,40	48,40	<input checked="" type="checkbox"/>	48,40	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Invoice	103036	S1	Order 1020		0,00	0,00	<input type="checkbox"/>	0,00	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Invoice	103038	S1	Order 1027		26,40	26,40	<input checked="" type="checkbox"/>	26,40	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Invoice	103039	S1	Order 1028		46,20	46,20	<input checked="" type="checkbox"/>	46,20	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Payment	G00003	S1	Printing wizards		-8,80	-8,80	<input type="checkbox"/>	0,00	6.9.2015		
6.9.2015	Invoice	103040	S1	Order 1029		44,00	44,00	<input type="checkbox"/>	0,00	27.9.2015	6.9.2015	6.9.2015
6.9.2015	Payment	G00005	S1	Printing wizards		-44,00	-44,00	<input type="checkbox"/>	0,00	6.9.2015		

Filter: S1

Customer Ledger Entry...

- Document: Invoice 1...
- Due Date: 27.9.2015
- Pmt. Discount Date: 6.9.2015
- Reminder/Fin. Charg...: 0
- Applied Entries: 1
- Detailed Ledger Entri...: 2

Result of Navigation I.

The screenshot shows a software window titled "Edit - Navigate - Selected - Posted Sales Invoice". The interface includes a top navigation bar with "HOME" and "ACTIONS" tabs. Under "ACTIONS", the "Show Related Entries" button is highlighted with a red box. Other buttons include "View", "Find", "Print...", "Find by Document", "Find by Business Contact", "Find by Item Reference", "Refresh", "Clear Filter", "Go to", "Previous", and "Next".

Below the navigation bar, the window displays "Selected - Posted Sales Invoice" with a "Document" section containing input fields for "Document No.: 103033" and "Posting Date: 06.09.15".

A table titled "Related Entries" is shown below, listing various entry types and their counts:

Related Entries	No. of Entries
Posted Sales Invoice	1
G/L Entry	5
VAT Entry	1
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	1
Value Entry	1

The "Source" section is visible at the bottom of the window, and an "OK" button is located in the bottom right corner.

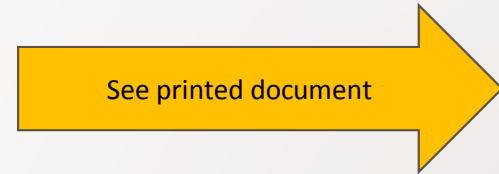
Result of Navigation – Sales invoice

View - Posted Sales Invoice - 103033 · Printing wizards

HOME ACTIONS NAVIGATE

View Edit Delete **Print...** Navigate Statistics OneNote Notes Links Refresh Clear Filter Go to Previous Next

Manage Process Show Attached Page



103033 · Printing wizards

General

No.:	<input type="text" value="103033"/>	Posting Date:	<input type="text" value="6.9.2015"/>
Sell-to Customer No.:	<input type="text" value="S1"/>	Document Date:	<input type="text" value="6.9.2015"/>
Sell-to Contact No.:	<input type="text" value="CT000142"/>	Quote No.:	<input type="text"/>
Sell-to Customer Name:	<input type="text" value="Printing wizards"/>	Order No.:	<input type="text" value="1018"/>
Sell-to Address:	<input type="text"/>	Pre-Assigned No.:	<input type="text"/>
Sell-to Address 2:	<input type="text" value="Steiner Street 1"/>	External Document No.:	<input type="text"/>
Sell-to Post Code:	<input type="text" value="ZA-8000"/>	Salesperson Code:	<input type="text" value="RL"/>
Sell-to City:	<input type="text" value="Cape Town"/>	Responsibility Center:	<input type="text" value="CAPE TOWN"/>
Sell-to Contact:	<input type="text"/>	No. Printed:	<input type="text" value="0"/>

Notes

[Click here to create a new note.](#)

Lines

Line Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT
Item	1	Sheet A4 297x210 80	10	PCS	0,80

Print Preview

Sales - Invoice

1 of 2 100% Find | Next

Printing wizards
Steiner Street 1
Cape Town, ZA-8000
South Africa

Bill-to Customer No. 51

Invoice No. 103033
Order No. 1018
Posting Date 6. September 2015
Due Date 27. September 2015
Document Date 6. September 2015
Payment Terms Net 21 days
Shipment Method
Prices Including VAT No

Sales - Invoice
Page 1 of 2

Cap Town branch
mandela str
Cape Town, ZA-8000
South Africa

Phone No.
E-Mail
Home Page
VAT Reg. No. GB77777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888
Salesperson Richard Lum

No.	Description	Posted Shipment Date	Quantity	Unit of Measure	Unit Price	Discount %	VAT Identifier	Amount
1	Sheet A4 297x210 80	06.09.15	10	Piece	0,80		VAT10	8,00
							Total GBP Excl. VAT	8,00
							10% VAT	0,80
							Total GBP Incl. VAT	8,80

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT10	10	8,00	8,00	0,00	8,00	0,80
Total		8,00	8,00	0,00	8,00	0,80

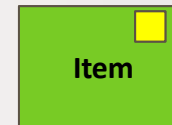
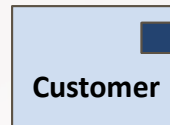
Result of Navigation – G/L

General Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ →

Filter: 103033 • 06.09.15

Posti... Date	Document Type	Docu... No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
6.9.2015		103033	2110	Direct Cost S1 on 06.09.15				-4,00	G/L Account	
6.9.2015		103033	7290	Direct Cost S1 on 06.09.15				4,00	G/L Account	
6.9.2015	Invoice	103033	6210	Order 1018	Sale	NATIONAL	RAW MAT	-8,00	G/L Account	
6.9.2015	Invoice	103033	5611	Order 1018				-0,80	G/L Account	
6.9.2015	Invoice	103033	2310	Order 1018				8,80	G/L Account	



See next slide

General Business Posting Group I. (will be explained more in detail during next sessions)

Customers - Microsoft Dynamics NAV

CRONUS International Ltd. ▶ Home ▶ Customers

HOME ACTIONS NAVIGATE REPORT

New Sales Quote Sales Invoice Sales Order Reminder

Manage Edit View Delete

Process Cash Receipt Journal Sales Journal Ledger Entries Statistics

Report Customer - Top 10 List Customer - Order Summary Customer - Sales List Statement Aged Accounts Receivable Customer - Balance to Date Customer - Payment Receipt

Customers

Show results:

Where No. is Enter a value.

Add Filter

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name
S1	Printing wizards	CAPE TO...	CAPE			PRINTING ...
IC1030	Cronus Cardoxy Procurement					CRONUS C...
IC1020	Cronus Cardoxy Sales					CRONUS C...

Specifies to which general business posting group this particular customer belongs. When you post transactions that involve this customer, this code is used in combination with a general product posting group code in the **General Posting Setup** window. The general posting setup specifies the accounts (for sales, discount amounts, and so on) that the customer's transactions are posted to.

General Business Posting Group II. (will be explained more in detail during next sessions)

Edit - Customer Card - S1 - Printing wizards

HOME ACTIONS NAVIGATE REPORT

Sales Invoice Sales Order Reminder View Edit New Delete Manage Cash Receipt Journal Sales Journal Apply Template... Statistics Process Customer - Balance to Date Report Invoice Discounts Prices Line Discounts Prepayment Percentages Std. Cust. Sales Codes Sales Show Attached OneNote Notes Links Refresh Clear Filter Page Go to Previous Next

S1 - Printing wizards

General

No.: S1
 Name: Printing wizards
 Address:
 Address 2: Steiner Street 1
 Post Code: ZA-8000
 City: Cape Town
 Country/Region Code: ZA
 Phone No.:
 Primary Contact No.:
 Contact:
 Search Name: PRINTING WIZARDS
 Balance (LCY): 290,40
 Credit Limit (LCY): 0,00
 Salesperson Code: RL
 Responsibility Center: CAPE TOWN
 Service Zone Code:
 Blocked:
 Last Date Modified: 9.6.2014

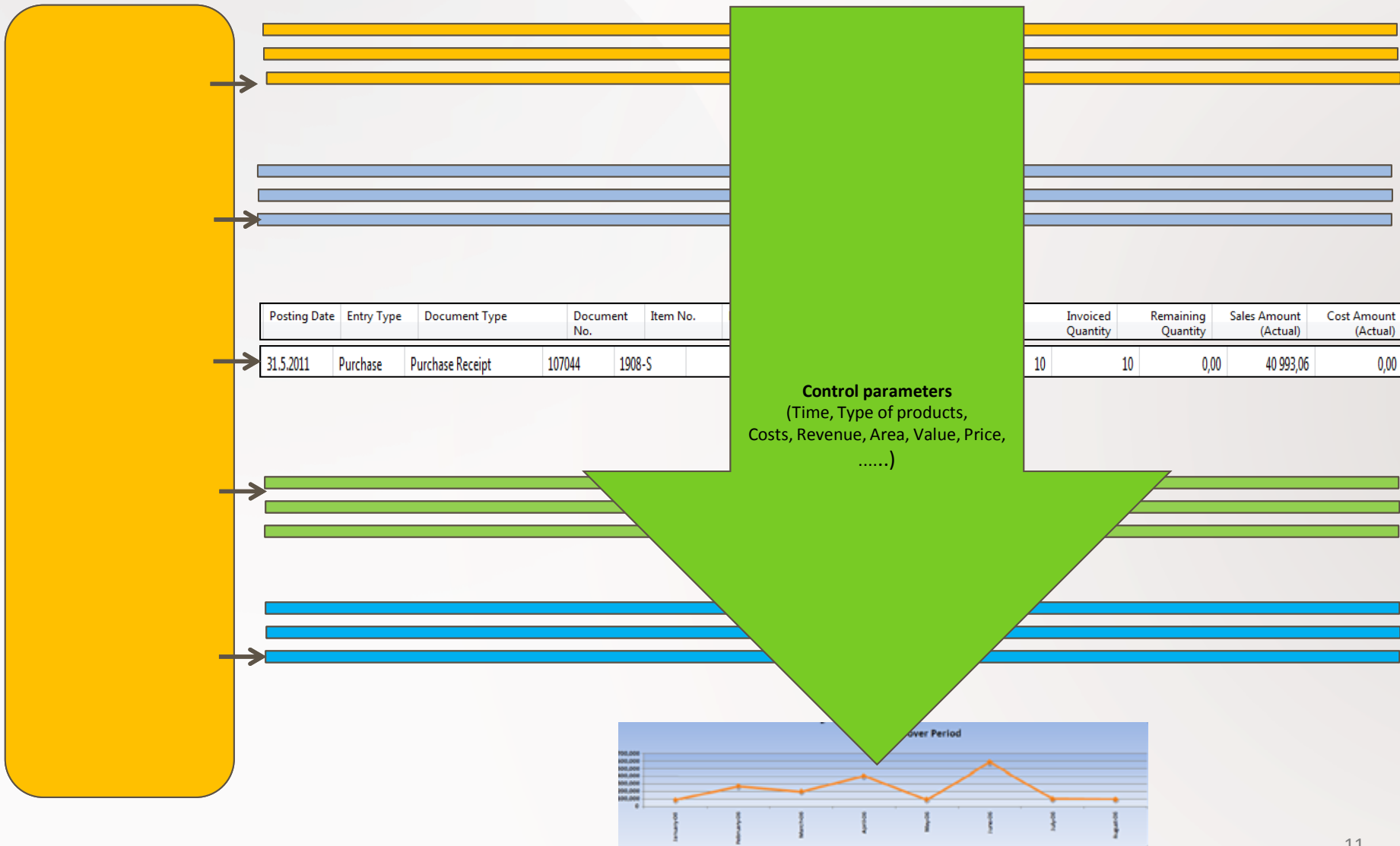
Communication

Invoicing

Bill-to Customer No.:
 Invoice Copies: 0
 Invoice Disc. Code: S1
 Copy Sell-to Addr. to Qte From: Company
 Gen. Bus. Posting Group: NATIONAL
 VAT Bus. Posting Group: NATIONAL
 Customer Posting Group: DOMESTIC
 Customer Price Group:
 Customer Disc. Group:
 Allow Line Disc.:
 Prices Including VAT:
 Prepayment %: 0

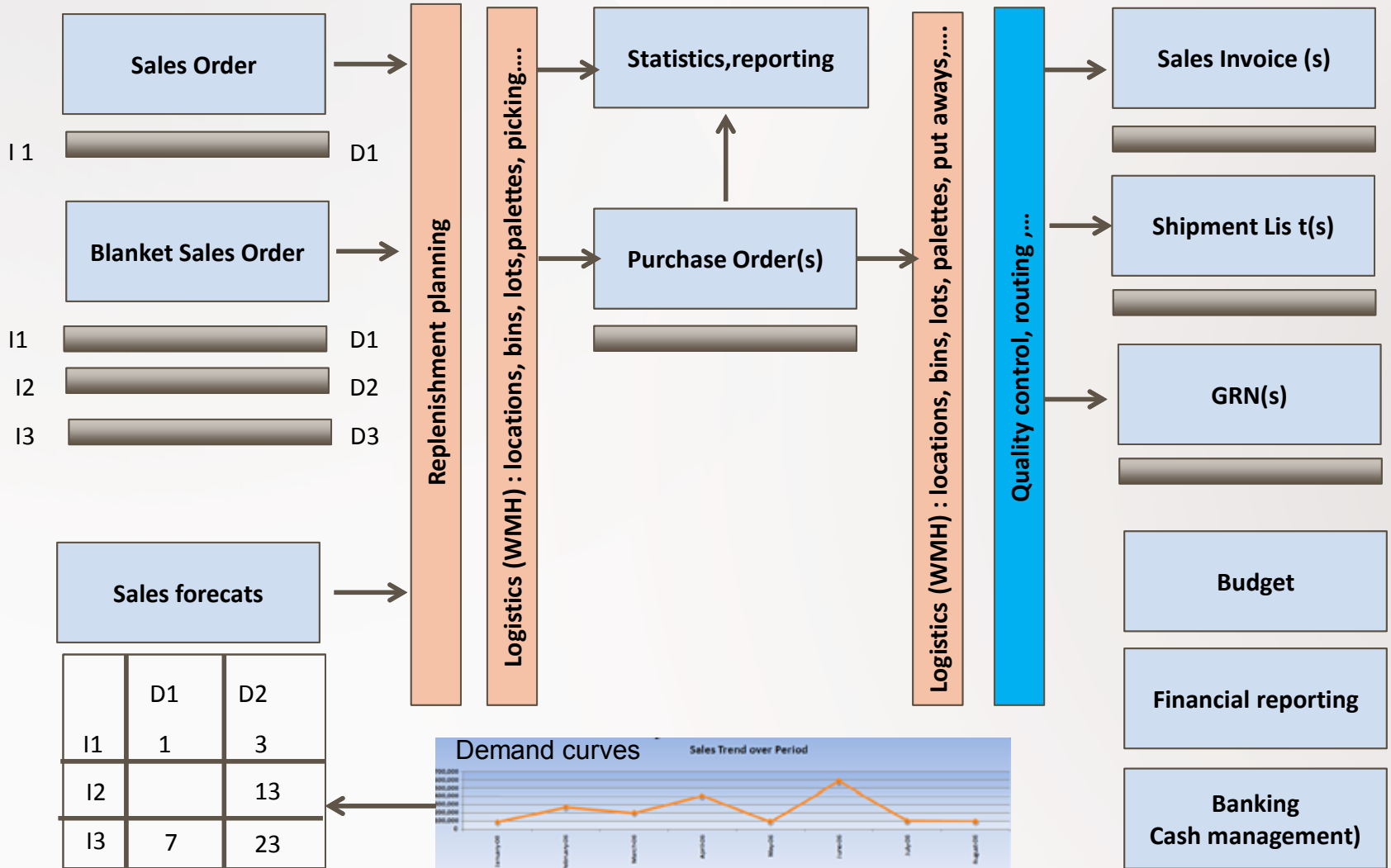
Payments

Main principles (source tables and their entries after posting-F7)



Financial management

I=item ; D=date



Standard Keyboard Shortcuts for 2016 –I.

Learn keyboard shortcuts for Microsoft Dynamics NAV. [Keyboard Shortcuts](#)

Microsoft Dynamics NAV 2013 R2
Getting Started Community MSDN

- Help
 - Getting Started with Microsoft Dynamics NAV 2013 R2
 - Application Changes
 - Platform Changes for Microsoft Dynamics NAV 2013 R2
 - Finding Information in Help
 - Working with Microsoft Dynamics NAV 2013 R2
 - Work with Data**
 - Work with Application-Wide Features

- Microsoft Dynamics NAV Help
- Page Notes
- About This Page
- About Microsoft Dynamics NAV

Keyboard Shortcuts

The following table provides an overview of shortcut key combinations in the Microsoft Dynamics NAV Windows client and the Microsoft Dynamics NAV Development Environment.

Microsoft Dynamics NAV Windows client	Development environment	Action
Right Arrow	Right Arrow	Move to the next field or character
Left Arrow	Left Arrow	Move to the previous field or character
Up Arrow	Up Arrow	Move to the field above in the same column
Down Arrow	Down Arrow	Move to the field below in the same column
Delete	Delete	Clear selected text
Esc	Esc	Close the window or undo the data entry
End	End	Move to the last field on a line
Home	Home	Move to the first field on a line
Tab	Arrow, Tab, Enter	Move to the next field on non-line FastTabs
Enter		Move to the next editable field
F1	F1	Open Help
F2		Edit
F3		Select Type to filter (field filter)

See next slides to see the rest ...mind you, that you will use regularly only few of them !!! They are marked by red colour

Standard Keyboard Shortcuts for 2013 R2 –II.

F4		Drop-down or look up to select
F5		Refresh the active window
F6		Go to the next frame
F7		Display statistics
F8		Copy the field above
F9		Post
F10, Alt	F10, Alt	Select the menu bar and display access keys
F12		Select the navigation pane
Shift+F1		View error message
Shift+F3		Select Show Results (FlowFilter)
Shift+F4	F6	Open a lookup window (from an ellipsis button)
Shift+F6		Go to the previous frame
Shift+F7		Open the related card
Shift+F8	F6	Drop-down or look up to view
Shift+F9		Post and print
Shift+F10		Display a shortcut menu
Shift+F11		Apply entries, get source documents, or get warehouse documents
Shift+F12		Open the Role Center from the navigation pane
Shift+Tab	Arrow, Shift+Tab	Move to the previous field
Ctrl+F1		Collapse or expand the ribbon

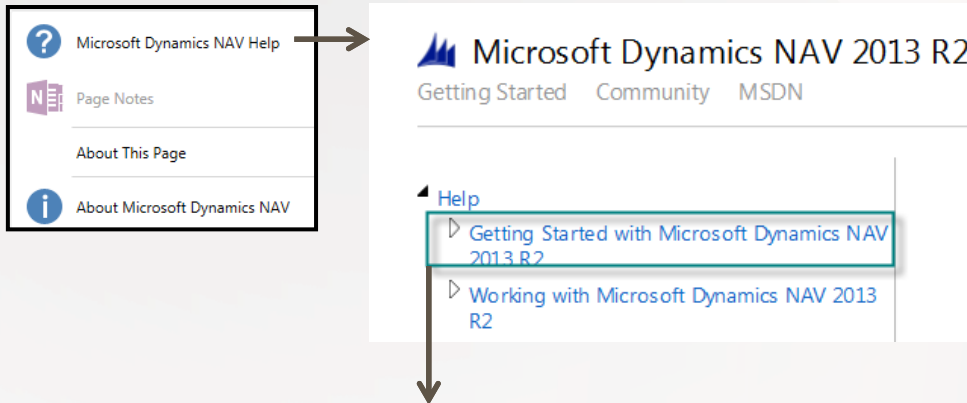
Ctrl+F2		Create a new document
Ctrl+F3		Select Search pages
Ctrl+F4		Look up to the related list
Ctrl+F7		View entries
Ctrl+F9		Release document
Ctrl+F10		Select the ribbon and display key tips
Ctrl+F11		Reconcile or split lines
Ctrl+F12		Select the address bar
Ctrl+C	Ctrl+C	Copy
Ctrl+G		Go to
Ctrl+E		Export to Microsoft Office Excel
Ctrl+L		Show links
Ctrl+N		Create a new record
Ctrl+O	Ctrl+O or F12	Open the company
Ctrl+P		Print
Ctrl+T		Select sorting
Ctrl+V	Ctrl+V	Paste
Ctrl+W		Export to Microsoft Office Word

Standard Keyboard Shortcuts for MS Dynamics NAV 2016 –III.

Ctrl+X	Ctrl+X	Cut
Ctrl+Z	Ctrl+Z	Undo
Ctrl+Page Down		Display next document or card in a list
Ctrl+Page Up		Display previous document or card in a list
Ctrl+Up Arrow		Move up while the selected line stays selected
Ctrl+Down Arrow		Move down while the selected line stays selected
Ctrl+Left Arrow		Move to the first field on a line
Ctrl+Right Arrow		Move to the last field on a line
Ctrl+Alt+F1		Open the About this Page/Report window (Zoom)
Ctrl+Delete		Delete the selected line
Ctrl+Home	Ctrl+Home	Move to the first line in a list
Ctrl+End	Ctrl+End	Move to the last line in a list
Ctrl+Enter	Esc	Save and close window (equivalent to choosing the OK button)
Ctrl+Insert	F3	Insert new line
Ctrl+Shift+F3		Select Limit totals to (table filter)
Ctrl+Shift+A		Clear all filters
Ctrl+Shift+C		Copy Rows
Ctrl+Shift+D		Show dimensions
Ctrl+Shift+E		Edit list

Ctrl+Shift+R		View list
Ctrl+Shift+Q		Collapse/expand a line in a hierarchy
Ctrl+Shift+V		Paste rows
Ctrl+Shift+W		Open a list place in a separate window
Ctrl+Shift+Enter		Save and close the window and open a new window
Alt		Display access keys in the ribbon
Alt+F2		Toggle to display/hide FactBoxes
Alt+F3		Filter to the value in the field
Alt+F4	Alt+F4	Close window or close program
Alt+F6		Collapse or expand the active frame
Alt+F12		Optimize space for the current page
Alt+Left Arrow		Go to the previous window in the navigation history
Alt+Right Arrow		Go to the next window in the navigation history
Alt+Enter		Move to the field below without opening the drop-down menu
Alt+Tab		Toggle between open windows

Standard Keyboard Shortcuts for MS Dynamics NAV 2016



Getting Started

Microsoft Dynamics NAV features a RoleTailored interface that is designed to provide easy access to the tasks performed by different business roles. This section begins with information about what is new in Microsoft Dynamics NAV. It then helps you to prepare yourself for using the product effectively by using the Help and by learning the keyboard shortcuts. To help you get familiar with the business features, there is also a link to a series of end-to-end business scenarios that you can simulate performing in the demonstration database.

The following table provides links to and descriptions of the topics in this section.

To	See
Find information about enhancements and improvements to Microsoft Dynamics NAV, including new application features and RoleTailored client additions.	What's New: Application Changes for Microsoft Dynamics NAV 2013 R2 and Microsoft Dynamics NAV 2013

New Keyboard Shortcuts	
With the introduction of the ribbon, some new keyboard shortcuts have been added.	
Keyboard shortcut	Functionality
Ctrl+F1	Toggle between collapsing and expanding the ribbon.
Alt	Display access keys in the ribbon.
Alt+F2	Toggle between hiding and displaying FactBoxes.
F12	Move to the main window.
Shift+F12	Move to the Role Center from a task page.
Alt+F12	Optimize space for the current page.

You have to list down to get there



THANKS FOR YOUR ATTENTION AND TIME