

## Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part five

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 Accompanying mat. : no

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1. Go to Customer 10000 and Ctrl-F5 – see entries. Put cursor to Document type column and by F7 and then F6 enter filter for Invoice. Then go to the column Open and by F6 and F6 make a choice for Yes =Open and you will get only open (not paid) entries which were generated by posting orders or invoices by F11.
2. Our client decided to pay us ,so we have got from bank a statement of customer payment and we have to enter manually this payment an apply this payment to appropriate invoice specified by variable symbol (number of the posted invoice)
3. Go to the menu :



and open general Journal and by use of show column function add field Applies-to Doc.No. (right click on the upper part of the window and check the appropriate filed and OK.)

The image shows a screenshot of the 'DEFAULT Default Journal Batch - General Journal' window. The window title is 'DEFAULT Default Journal Batch - General Journal'. Below the title bar, there is a 'Batch Name' field with the value 'DEFAULT'. The main area is a table with the following columns: Posting Date, Document Type, Document No., Account Type, Account No., Description, Amount, Bal. Account Type, Bal. Account No., and Applies-to Doc. No. The 'Applies-to Doc. No.' column is highlighted with a red rectangular box. The first row of data shows a posting date of 10.11.10, a document type of G00015, and an amount of 0,00 G/L Account.

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Applies-to Doc. No.
10.11.10		G00015	G/L ...			0,00	G/L Account		

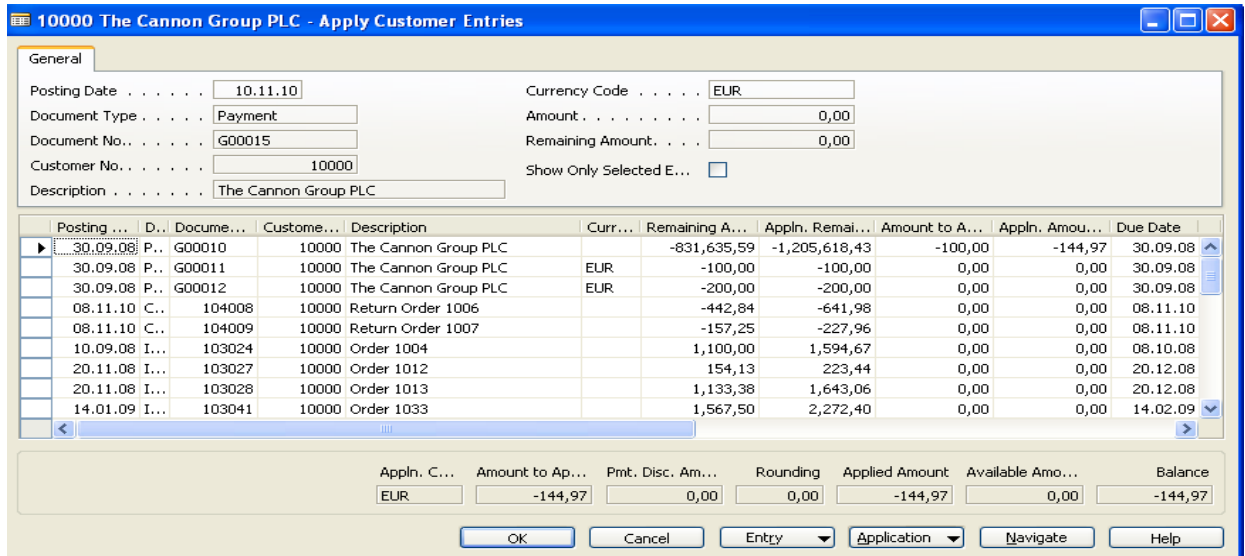
### 4. We will start to enter payment parameters :

1. Document type=Payment
2. Account Type = Customer - tutor will show you how you can find on customer card appropriate G/L Account related to the customer number
3. Make a choice for our model customer 10000
4. Go to the other (right part of the General Journal)

5. Enter Account Type=bank and make a choice for bank

Bal. Account Type	Bal. Account No.	Applies-to Doc. No.
Bank Account	WWB-EUR	

6. By use of the key F6 from the field Applies-to Doc.No. you will enter window with the list of all open invoices :



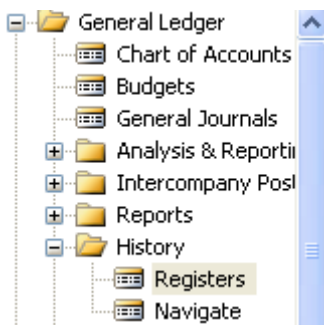
6. Make a choice of one of them and confirm by OK :

You will get the following window:

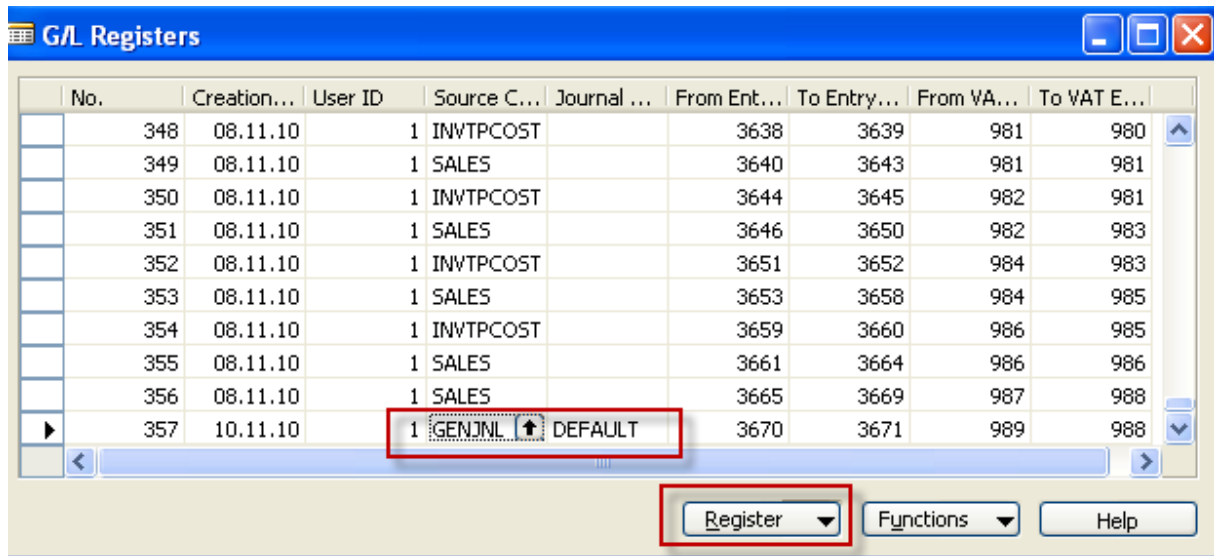
Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Applies-to Doc. No.
10.11.10	Payment	G00015	Customer	10000	The Cannon Group PLC	-1,133,38	Bank Account	GIRO	103028

Post it by F11 and go to the Customer 10000 and see the entries by Ctrl-F5 and you will see closed invoice by entered payment.

7. Go to the menu Financial Management –Registers:



and go by cursor to the last line of this window and by button Register show General ledger entries



General ledger Entries looks like :

The screenshot shows the '2940 Giro Account - General Ledger Entries' window with a table of entries.

Posting Date	Document Type	Document No.	G/L Account ...	Debit Amount	Credit Amount	Description	G. P.	G. B.	G. P.	Amount	Bal. Account ...	Bal. Account No.
10.11.10	Payment	G00015	2940	1,133,38		The Cannon Group PLC				1,133,38	Customer	10000
10.11.10	Payment	G00015	2310		1,133,38	The Cannon Group PLC				-1,133,38	Bank Acc...	GIRO

Go from the account by use of F6 to the chart of account to see the names of the accounts.

**Do the same operation for chosen Vendor !!!**

**Try to find button on the entries window to find applied entries of close ones.**