

# Introduction to MS Dynamics

## NAV II.

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# Basic source tables I.(sales)

- Customer

- Balance
- Credit limit
- General Posting group (we will go over it later in this course in section General Ledger setup)
- VAT Posting Group (we will go over it later in this course in section General Ledger setup)
- Customer Posting Group (we will go over it later in this course in section General Ledger setup)
- Allow Line Discount
- Payment Term Code
- Location Code (inventory)
- Fields related to Shipping Agent
- Currency Code
- Language Code

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 Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Bill-to Customer No. . . . .

Invoice Copies . . . . . 0

Invoice Disc. Code . . . . . 10000

Copy Sell-to Addr. to . . . . . 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

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Application Method . . . . . Manual

Payment Terms Code . . . . . 1M(8D)

Payment Method Code . . . . .

Reminder Terms Code . . . . . DOMESTIC

Fin. Charge Terms Code . . . . . 1.5 DOM.

Print Statements . . . . .

Last Statement No. . . . . 0

Block Payment Tolerance . . . . .

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . .

Language Code . . . . . ENG

VAT Registration No. . . . . 789456278

Customer Sales Functions Nápověda

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . .

Language Code . . . . . ENG

VAT Registration No. . . . . 789456278

# Basic information - buttons (sales)

The image shows a sequence of three SAP screenshots illustrating navigation from a menu to data and then to statistics.

**Left Panel: SAP Menu**

- Customer
- Sales
- Functions
- Nápověda
- List (F5)
- Ledger Entries (Ctrl+F5)
- Sales History (highlighted with a red box and arrow pointing to the right)
- Issued Documents
- Comments
- Dimensions (Shift+Ctrl+D)
- Bank Accounts
- Ship-to Addresses
- Contact
- Statistics (F9, highlighted with a red box and arrow pointing to the bottom)
- Statistics by Currencies
- Entry Statistics
- Sales
- Cross References
- Service Contracts
- Service Items
- Jobs
- Online Map
- Credit Cards
- Credit Cards Transaction Log Entries

**Middle Panel: 10000 The Cannon Group PLC - Customer Sales History**

| Document... | Shipment...   | T...    | No.                           | Description | Unit of Me... | Quantity | L |
|-------------|---------------|---------|-------------------------------|-------------|---------------|----------|---|
| 102001      | 05.01.12 I... | 1968-S  | MEXICO Swivel Chair, black    | PCS         | 2             |          |   |
|             | 05.01.12 I... | 1996-S  | ATLANTA Whiteboard, base      | PCS         | 3             |          |   |
| 102002      | 05.01.12 I... | 1968-S  | MEXICO Swivel Chair, black    | PCS         | 1             |          |   |
|             | 05.01.12 I... | 1996-S  | ATLANTA Whiteboard, base      | PCS         | 2             |          |   |
| 102003      | 05.01.12 I... | 1968-S  | MEXICO Swivel Chair, black    | PCS         | 2             |          |   |
|             | 05.01.12 I... | 1996-S  | ATLANTA Whiteboard, base      | PCS         | 2             |          |   |
| 102024      | 23.01.12 R... | TIMOTHY | Assembling Furniture, January | HOUR        | 25            |          |   |
|             | 23.01.12 R... | TIMOTHY | Assembling Furniture, January | MILES       | 120           |          |   |
| 102028      | 26.01.12 I... | 1920-S  | ANTWERP Conference Table      | PCS         | 1             |          |   |
| 102029      | 18.01.12 I... | 1964-W  | INNSBRUCK Storage Unit/G.Door | PCS         | 10            |          |   |
|             | 18.01.12 I... | 70011   | Glass Door                    | PCS         | 5             |          |   |
| 102033      | 28.11.13 I... | 1968-S  | MEXICO Swivel Chair, black    | PCS         | 100           |          |   |
| 102035      | 28.11.13 I... | 70102   | Paint, blue                   | CAN         | 1 000         |          |   |
| 102036      | 28.11.13 I... | RC_001  | Red Crawdad                   | PCS         | 10            |          |   |
| 102040      | 15.12.13 I... | RC_001  | Red Crawdad                   | PCS         | 100           |          |   |

**Bottom Panel: 10000 The Cannon Group PLC - Customer Statistics**

| Field                                | Value      |
|--------------------------------------|------------|
| Balance (LCY)                        | 421 319,79 |
| Outstanding Orders (L...)            | 5 071,01   |
| Shipped Not Invd. (LCY)              | 525,50     |
| Outstanding Serv. Ord...             | 6,63       |
| Serv Shipped Not Invo...             | 0,00       |
| Outstanding Invoices (...)           | 0,00       |
| Total (LCY)                          | 426 916,30 |
| Credit Limit (LCY)                   | 100 000,00 |
| Overdue Amounts (LCY) as of 11.12.13 | 167 785,16 |

# Basic source tables II.(sales)

- Item

- Number
- Basic Unit of Measure
- Item Category Code
- Product Group Code
- Inventory
- Quantity of this item on diverse types of document
- Costing method
- Unit Cost
- General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- VAT Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Inventory Posting (we will go over it later in this course in section General Ledger setup and (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Allow Invoice Discount
- Replenishment System and Vendor Number
- Reordering Policy (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Safety Stock Quantity and Reordering point (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Item Tracking Code

# Item card

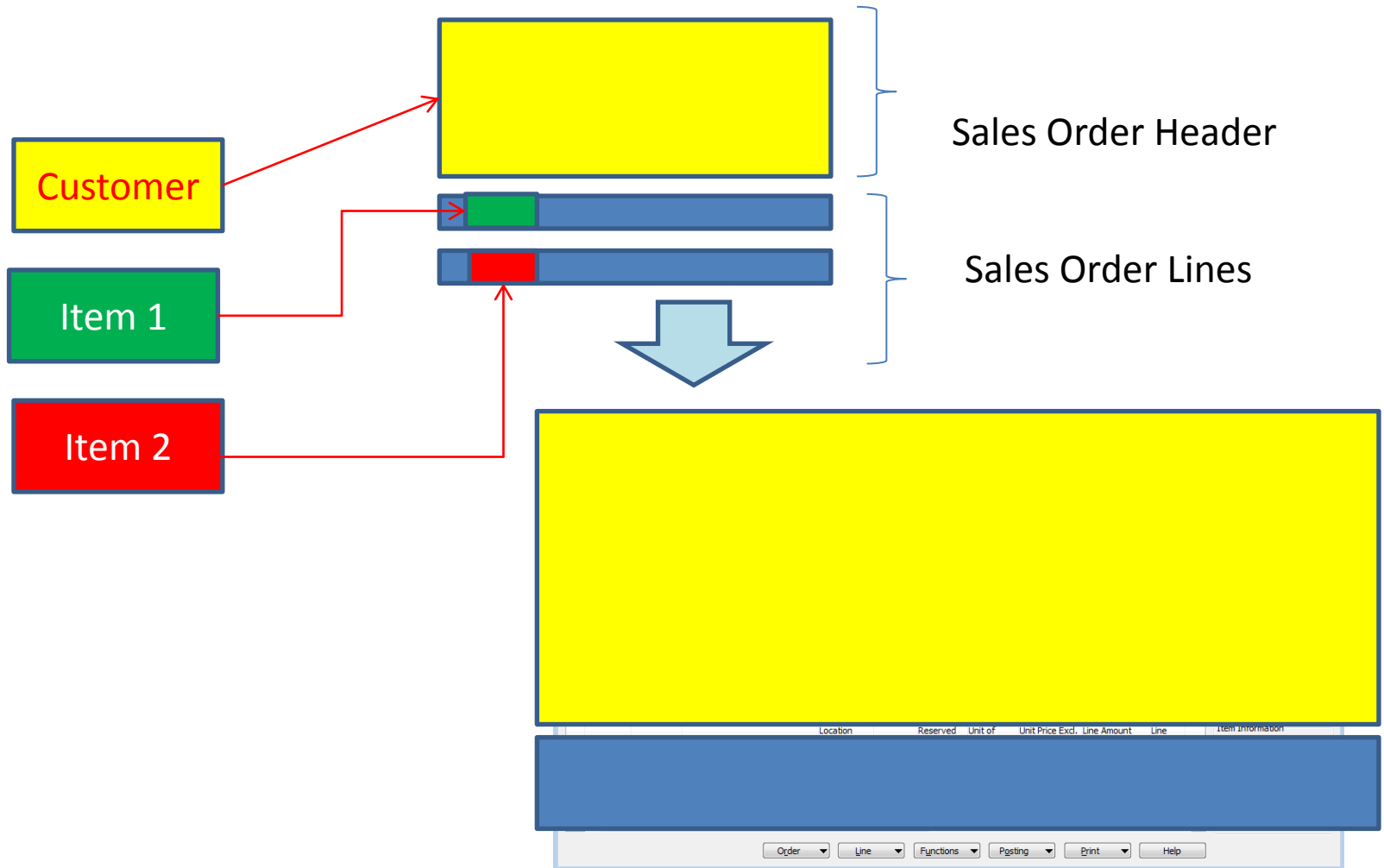
The screenshot shows the SAP Item Card for item 1906-S, 'ATHENS Mobile Pedestal'. The window has a title bar '1906-S ATHENS Mobile Pedestal - Item Card' and standard window controls. Below the title bar are tabs for 'General', 'Invoicing', 'Replenishment', 'Planning', 'Foreign Trade', 'Item Tracking', 'E-Commerce', and 'Warehouse'. The 'General' tab is active, displaying the following fields:

|                         |                          |                         |                          |
|-------------------------|--------------------------|-------------------------|--------------------------|
| No.                     | 1906-S                   | Search Description      | ATHENS MOBILE ...        |
| Description             | ATHENS Mobile Pedestal   | Inventory               | 254                      |
| Base Unit of Measure    | PCS                      | Qty. on Purch. Order    | 50                       |
| Bill of Materials       | <input type="checkbox"/> | Qty. on Prod. Order     | 0                        |
| Shelf No.               | D4                       | Qty. on Component Lines | 0                        |
| Automatic Ext. Texts    | <input type="checkbox"/> | Qty. on Sales Order     | 34                       |
| Created From Nonstoc... | <input type="checkbox"/> | Qty. on Service Order   | 0                        |
| Item Category Code      |                          | Service Item Group      |                          |
| Product Group Code      |                          | Blocked                 | <input type="checkbox"/> |
| Test                    |                          | Last Date Modified      | 18.09.14                 |

At the bottom of the window, there are buttons for 'Item', 'Sales', 'Purchases', 'Functions', and 'Help'.

Some basic information related to the button Item will be presented on-line during tuition

# Sales order




# How to create a simple Sales Order

- Sales and Marketing menu
- Order Processing->Orders
- F3 to create new document- by confirming by use of ENTER a new and unique document number is created
- Look-up by use of F6 from the field Customer
- Chosen Customer must be confirmed by one click on the key Enter
- If warning is automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- Lines->Type Item->from the field No. By use of F6 pick your chosen item ->ENTER to confirm your choice
- Enter stock location **BLUE** and specify Quantity
- If warning is again automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- See Statistics of this document by F9
- Button Print->Order Confirmation->Preview
- Post it by use of F11
- Make a choice (for this first simple sales order model)



# Check credit limit

 This customer has an overdue balance and the customer's credit limit has been exceeded. Do you still want to record the amount?

|   |                      |
|---|----------------------|
| No. . . . .                                       | 10000                |
| Name. . . . .                                     | The Cannon Group PLC |
| Balance (LCY) . . . . .                           | 421 319,79           |
| Outstanding Amt. (LCY) . . . . .                  | 5 225,14             |
| Shipped/Ret. Rcd. Not... . . . .                  | 525,50               |
| Current Amount (LCY) . . . . .                    | 0,00                 |
| Total Amount (LCY) . . . . .                      | 427 070,43           |
| Credit Limit (LCY) . . . . .                      | 100 000,00           |
| Overdue Amounts (LCY)<br>as of 11.12.13 . . . . . | 167 785,16           |

# Created Sales Order

1057 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 1057

Sell-to Customer No. . . . . 10000

Sell-to Contact No. . . . . CT000001

Sell-to Customer Name . . . . . The Cannon Group PLC

Sell-to Address . . . . . 192 Market Square

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . B27 4KT Birmingham

Sell-to Contact . . . . . Mr. Andy Teal

No. of Archived Versions. . . . . 0

Posting Date . . . . . 11.12.13

Order Date . . . . . 11.12.13

Document Date . . . . . 11.12.13

Requested Delivery Date . . . . .

Promised Delivery Date . . . . .

Quote No. . . . .

External Document No. . . . .

Salesperson Code . . . . . PS

Campaign No. . . . .

Opportunity No. . . . .

Responsibility Center . . . . . BIRMINGHAM

Assigned User ID . . . . .

Status . . . . . Open

| Type | No.    | Description               | Location Code | Quantity | Reserved Quantity | Unit of Measure ... | Unit Price Excl. VAT | Line Amount Excl. VAT | Line Disco... | Qty. to Ship | Quantity Shipped | Qt In |
|------|--------|---------------------------|---------------|----------|-------------------|---------------------|----------------------|-----------------------|---------------|--------------|------------------|-------|
| Item | 1908-S | LONDON Swivel Chair, blue | BLUE          | 1        |                   | PCS                 | 123,30               | 123,30                |               | 1            |                  |       |

Customer Information

Sell-to Customer

- Ship-to Addresses (2)
- Contacts (5)
- Sales History

Bill-to Customer

- Avail. Credit -327 070

Item Information

- Item Card
- Availability (233)
- Substitutions (0)
- Sales Prices (0)
- Sales Line D...

Order Line Functions Posting Print Help

# Sales Order confirmation (preview)

## Order Confirmation

Page 1

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

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

Phone No. +44-161 818192  
Fax No. +44-161 818100  
VAT Reg. No. GB777777777  
Giro No. 888-9999  
Bank World Wide Bank  
Account No. 99-99-888

Bill-to Customer No. 10000

11. December 2013

VAT Registration No. 789456278  
Salesperson Peter Sadow

Shipment Date 11.12.13  
Order No. 1057  
Prices Including VAT No

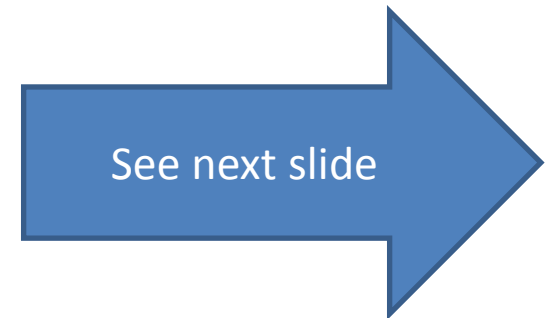
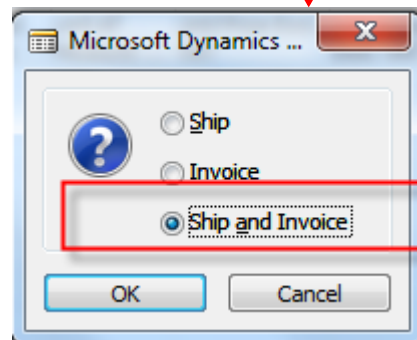
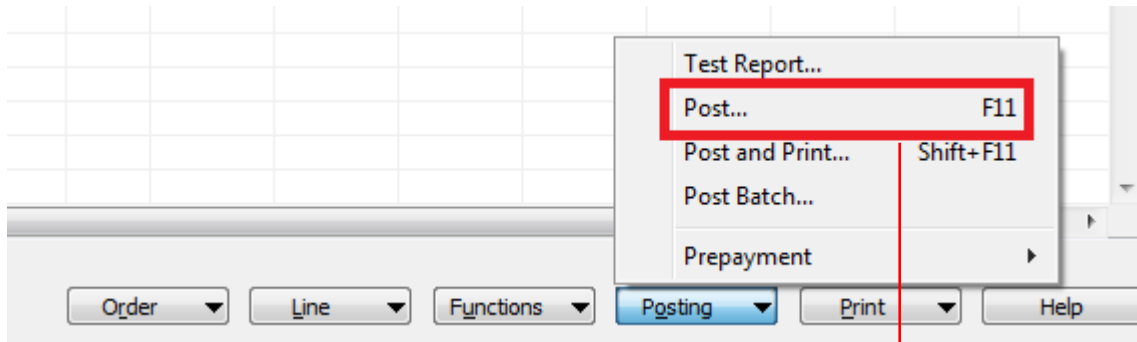
| No.                        | Description               | Quantity | Unit of Measu | Unit Price | Allow   |                        | Amount        |
|----------------------------|---------------------------|----------|---------------|------------|---------|------------------------|---------------|
|                            |                           |          |               |            | Disc. % | Invoice VAT Identifier |               |
| 1908-S                     | LONDON Swivel Chair, blue | 1        | Piece         | 123,30     | Yes     | VAT25                  | 123,30        |
| <b>Total GBP Excl. VAT</b> |                           |          |               |            |         |                        | <b>123,30</b> |
| 25% VAT                    |                           |          |               |            |         |                        | 30,83         |
| <b>Total GBP Incl. VAT</b> |                           |          |               |            |         |                        | <b>154,13</b> |

### VAT Amount Specification

| VAT Identifier | VAT % | Line Amount   | Inv. Disc. Base Amount | Invoice Discount Amount | VAT Base      | VAT Amount   |
|----------------|-------|---------------|------------------------|-------------------------|---------------|--------------|
| VAT25          | 25    | 123,30        | 123,30                 | 0,00                    | 123,30        | 30,83        |
| <b>Total</b>   |       | <b>123,30</b> | <b>123,30</b>          | <b>0,00</b>             | <b>123,30</b> | <b>30,83</b> |

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

# Lower part of the Sales Order form



# Posted invoice and delivery list

The screenshot displays the Microsoft Dynamics NAV Classic interface. The window title is "CRONUS International Ltd. - Microsoft Dynamics NAV Classic". The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar contains various icons, with a red box highlighting the "Print" icon (a printer with a document). The left-hand pane shows the "Sales & Marketing" navigation tree, with "History" and "Posted Invoices" highlighted by red boxes and a red arrow pointing to the main window. The main window displays a "Posted Sales Invoice" for "103044 The Cannon Group PLC". The "General" tab is active, showing fields for No. (103044), Posting Date (11.12.13), Sell-to Customer No. (10000), Document Date (11.12.13), Sell-to Contact No. (CT000001), Quote No., Order No. (1057), Sell-to Customer Name (The Cannon Group PLC), Pre-Assigned No., Sell-to Address (192 Market Square), External Document No., Sell-to Address 2, Salesperson Code (PS), Sell-to Post Code/City (B27 4KT Birmingham), Responsibility Center (BIRMINGHAM), Sell-to Contact (Mr. Andy Teal), and No. Printed (0). Below the fields is a table with columns: T... No., Description, Quantity, Unit of M..., Unit Price..., Line Amount E..., and Line ... The table contains one row: I... 1908-S, LONDON Swivel Chair, blue, 1 PCS, 123,30, 123,30. At the bottom of the window are buttons for Invoice, Line, Functions, Print..., Navigate, and Help.

| T... No.    | Description               | Quantity | Unit of M... | Unit Price... | Line Amount E... | Line ... |
|-------------|---------------------------|----------|--------------|---------------|------------------|----------|
| I... 1908-S | LONDON Swivel Chair, blue | 1        | PCS          | 123,30        | 123,30           |          |

# Direct „jump“ to the item card from Posted Invoice (F6)

| T... No.    | Description               | Quantity | Unit of M... | Unit Price... | Line Amount E... | Line ... |
|-------------|---------------------------|----------|--------------|---------------|------------------|----------|
| I... 1908-S | LONDON Swivel Chair, blue | 1        | PCS          | 123,30        | 123,30           |          |

**F6 = Look-Up in order to see Item card (list)**

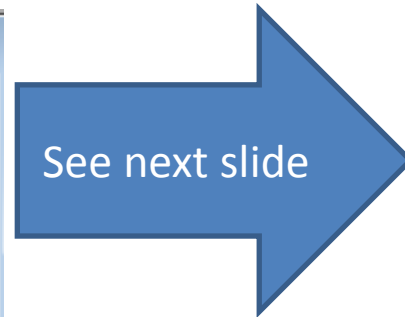
Invoice Line Functions Print... Navigate Help

Posted Sales Invoice Lines

| No.     | Description               | Substitut... | Bill of Mat... | Productio... | Routing No. | Base Unit... | Cost is Ad... | Ur |
|---------|---------------------------|--------------|----------------|--------------|-------------|--------------|---------------|----|
| LS-2    | Cables for Loudspeakers   |              |                |              |             | BOX          | ✓             |    |
| LS-75   | Loudspeaker, Cherry, 75W  |              |                |              |             | PCS          | ✓             |    |
| LS-81   | Loudspeaker, Walnut, 80W  |              |                |              |             | PCS          | ✓             |    |
| RC_001  | Red Crawdad               |              |                |              |             | PCS          | ✓             |    |
| SPK-100 | Spike for LS-100          |              |                |              |             | PCS          | ✓             |    |
| T0      | Test item                 |              |                |              |             | PCS          | ✓             |    |
| 1896-S  | ATHENS Desk               |              |                |              |             | PCS          | ✓             | 4  |
| 1900-S  | PARIS Guest Chair, black  |              |                |              |             | PCS          | ✓             |    |
| 1906-S  | ATHENS Mobile Pedestal    |              |                |              |             | PCS          | ✓             | 2  |
| 1908-S  | LONDON Swivel Chair, blue |              |                |              |             | PCS          | ✓             |    |

**Use Shift-F5 to go directly to the item, which was sold**

OK Cancel Item Sales Purchases Functions Help



# Item card and its entries (Ctrl-F5)

1908-S LONDON Swivel Chair, blue - Item Card

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

No. . . . . 1908-S Search Description . . . LONDON SWIVEL ...

Description . . . . . LONDON Swivel Chair, blue Inventory. . . . . 304

Base Unit of Measure . . . PCS Qty. on Purch. Order . . . 50

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

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

Automatic Ext. Texts . . . Qty. on Sales Order . . . 138

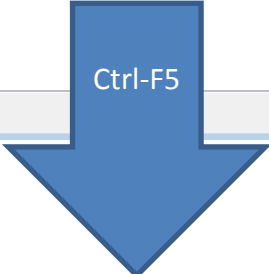
Created From Nonstoc... Qty. on Service Order . . . 0

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

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

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

Item Sales Purchases Functions Help



Item 1908-S LONDON Swivel Chair, blue - Item Ledger Entries

| Posting Date | Entry Type    | Document Type     | Document No. | Item No. | Description            | Location Code | Quantity | Invoiced Quantity | Remaining Quantity | Sales Amount (Actual) | Cost Amount (Actual) | Cost Amount (Non-Invtbl.) | Open |
|--------------|---------------|-------------------|--------------|----------|------------------------|---------------|----------|-------------------|--------------------|-----------------------|----------------------|---------------------------|------|
| 31.12.11     | Positive A... |                   | START        | 1908-S   |                        | BLUE          | 234      | 234               | 233                | 0,00                  | 21 363,03            | 0,00                      |      |
| 31.12.11     | Positive A... |                   | START        | 1908-S   |                        | RED           | 5        | 5                 | 4                  | 0,00                  | 456,48               | 0,00                      |      |
| 31.12.11     | Positive A... |                   | START        | 1908-S   |                        | GREEN         | 47       | 47                | 37                 | 0,00                  | 4 290,86             | 0,00                      |      |
| 23.01.12     | Sale          | Sales Shipment    | 102022       | 1908-S   |                        | RED           | -1       | 0                 | 0                  | 0,00                  | 0,00                 | 0,00                      |      |
| 26.01.12     | Transfer      | Transfer Shipment | 108002       | 1908-S   |                        | GREEN         | -10      | -10               | 0                  | 0,00                  | -912,95              | 0,00                      |      |
| 26.01.12     | Transfer      | Transfer Shipment | 108002       | 1908-S   |                        | OWN LOG.      | 10       | 10                | 0                  | 0,00                  | 912,95               | 0,00                      |      |
| 26.01.12     | Transfer      | Transfer Receipt  | 109001       | 1908-S   |                        | OWN LOG.      | -10      | -10               | 0                  | 0,00                  | -912,95              | 0,00                      |      |
| 26.01.12     | Transfer      | Transfer Receipt  | 109001       | 1908-S   |                        | RED           | 10       | 10                | 10                 | 0,00                  | 912,95               | 0,00                      |      |
| 23.01.12     | Purchase      | Purchase Receipt  | 107028       | 1908-S   | LONDON Kantorstol, blé | GREEN         | 20       | 0                 | 20                 | 0,00                  | 0,00                 | 0,00                      |      |
| 11.12.13     | Sale          | Sales Shipment    | 102055       | 1908-S   |                        | BLUE          | -1       | -1                | 0                  | 123,30                | -91,29               | 0,00                      |      |

# Direct „jump“to the Customer card from Posted Invoice (F6)

103044 The Cannon Group PLC - Posted Sales Invoice

General Invoicing Shipping Foreign Trade BizTalk

No. . . . . 103044

Sell-to Customer No. . . . . 10000

Sell-to Contact No. . . . . CT000001

Sell-to Customer Name . . . . . The Cannon Group PLC

Sell-to Address . . . . . 192 Market Square

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . B27 4KT Birmingham

Sell-to Contact . . . . . Mr. Andy Teal

Posting Date . . . . . 11.12.13

Document Date . . . . . 11.12.13

Quote No. . . . .

Order No. . . . . 1057

Pre-Assigned No. . . . .

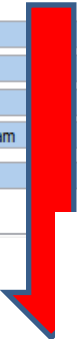
External Document No. . . . .

Salesperson Code . . . . . PS

Responsibility Center . . . . . BIRMINGHAM

No. Printed . . . . . 0

Posted Sales Invoice Header



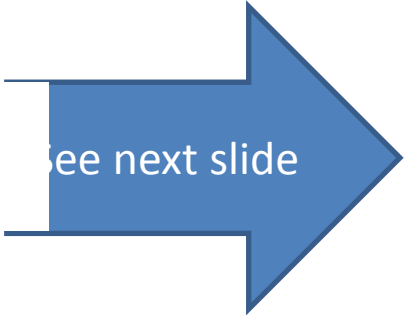
F6

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

Shift-F5



see next slide



# Customer card and its entries (Ctrl-F5)

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) . . . . . 421 473,92

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

Ctrl-F5

10000 The Cannon Group PLC - Customer Ledger Entries

| Posting D... | Document Type | Documen... | Customer... | Description          | Curre... | Original Amount | Amount     | Remainin |
|--------------|---------------|------------|-------------|----------------------|----------|-----------------|------------|----------|
| 28.11.13     | Invoice       | 103025     | 10000       | Order 1004           |          | 25,00           | 25,00      |          |
| 03.12.13     | Invoice       | 103029     | 10000       | Order 1010           |          | 600,00          | 600,00     |          |
| 03.12.13     | Payment       | G00002     | 10000       | The Cannon Group PLC |          | -588,00         | -588,00    |          |
| 03.12.13     | Invoice       | 103030     | 10000       | Order 1011           |          | 62 750,00       | 62 750,00  | 62       |
| 10.12.13     | Invoice       | 103031     | 10000       | Order 1012           |          | 62 500,00       | 62 500,00  | 62       |
| 10.12.13     | Invoice       | 103032     | 10000       | Order 1014           |          | 125 000,00      | 125 000,00 | 125      |
| 10.12.13     | Invoice       | 103033     | 10000       | Order 1015           |          | 37,13           | 37,13      |          |
| 10.12.13     | Invoice       | 103034     | 10000       | Order 1016           |          | 25,00           | 25,00      |          |
| 10.12.13     | Invoice       | 103035     | 10000       | Order 1017           |          | 25,00           | 25,00      |          |
| 10.12.13     | Invoice       | 103036     | 10000       | Order 1018           |          | 25,00           | 25,00      |          |
| 10.12.13     | Invoice       | 103038     | 10000       | Order 1019           |          | 10,00           | 10,00      |          |
| 10.12.13     | Invoice       | 103039     | 10000       | Order 1020           |          | 6,25            | 6,25       |          |
| 11.12.13     | Invoice       | 103044     | 10000       | Order 1057           |          | 154,13          | 154,13     |          |

Entry Functions Navigate Help

# Impacts to G/L

CRONUS International Ltd. - Microsoft Dynamics NAV Classic

File Edit View Tools Window Help

**Financial Management**

- General Ledger
  - Chart of Accounts
  - Budgets
  - General Journals
- Analysis & Reporting
- Intercompany Postings
- Reports
- History
  - Registers**
  - Navigate
- Periodic Activities
- Cash Management
- Receivables
- Payables
- Fixed Assets
- Inventory
- Setup

**G/L Registers**

| No. | Creation Date | User ID | Source Code | Journal Batch Name | From Entry No. | To Entry No. | From Entr' |
|-----|---------------|---------|-------------|--------------------|----------------|--------------|------------|
| 191 | 20.03.14      |         | GENJNL      | DEFAULT            | 3158           | 3159         |            |
| 192 | 20.03.14      |         | GENJNL      | DEFAULT            | 3160           | 3161         |            |
| 193 | 20.03.14      |         | GENJNL      | DEFAULT            | 3162           | 3163         |            |
| 194 | 18.09.14      |         | GENJNL      | DEFAULT            | 3164           | 3165         |            |
| 195 | 18.09.14      |         | INVTPCOST   |                    | 3166           | 3167         |            |
| 196 | 18.09.14      |         | SALES       |                    | 3168           | 3170         |            |
| 197 | 18.09.14      |         | INVTPCOST   |                    | 3171           | 3172         |            |
| 198 | 18.09.14      |         | INVTPCOST   |                    | 3173           | 3184         |            |

Normally it is a last line. In our model i have run some batch, which created another two lines (INVTPCOST)

Register Functions Help

- General Ledger**
- Customer Ledger
- Vendor Ledger
- Bank Account Ledger
- Fixed Asset Ledger
- Maintenance Ledger
- VAT Entries
- Item Ledger Relation

# 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 |

2310 Customer Domestic



154,13

5610 Sales VAT 25%



30,83

6110 Sales Retail Domestic



123,30

# Creation of the brand new customer

- Manually – only for NAV expert
- By use of Customer template – easier way

**By use of F5 (list)  
we will get**

| Code     | Description                    | Country/... | Territory ... | Currency ... |
|----------|--------------------------------|-------------|---------------|--------------|
| DK-LARGE | Denmark, large customers       | DK          | FOREIGN       | EUR          |
| DK-SMALL | Denmark, small customers       | DK          | FOREIGN       | DKK          |
| GB LND   | GB London Customers            | GB          | LND           |              |
| GB SCOT  | GB Scottish Customers          | GB          | SCOT          |              |
| GB-LARGE | Great Britain, large customers | GB          |               | EUR          |
| GB-SMALL | Great Britain, small customers | GB          |               |              |

# Creation of the new template

**F3**- enter Name and Description of the template and by **F6** (look-up ) we will Choose Country, Currency and Territory code (if territory code for Brno is not there, please simply enter by use of keyboard and confirm by Enter. See partly created template below.

CZECH BIG - Customer Template Card

General

Code . . . . . CZECH BIG

Description . . . . . Big company in South Mopravia

Country/Region Code . . CZ

Territory Code . . . . . BM

Currency Code . . . . . CZK

Gen. Bus. Posting Group .

VAT Bus. Posting Group .

Customer Posting Group .

Customer Price Group . .

Customer Disc. Group . .

Allow Line Disc. . . . .

Invoice Disc. Code . . . CZECH BIG

Payment Terms Code . .

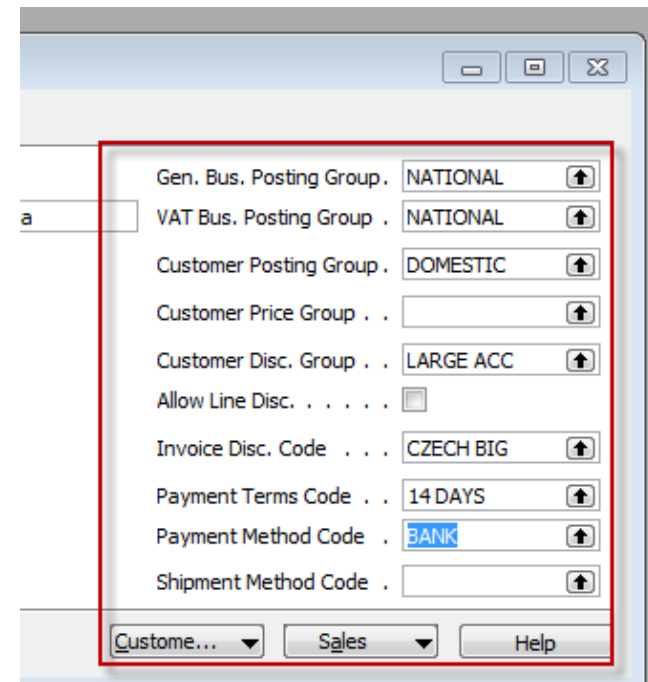
Payment Method Code .

Shipment Method Code .

Custome... Sales Help

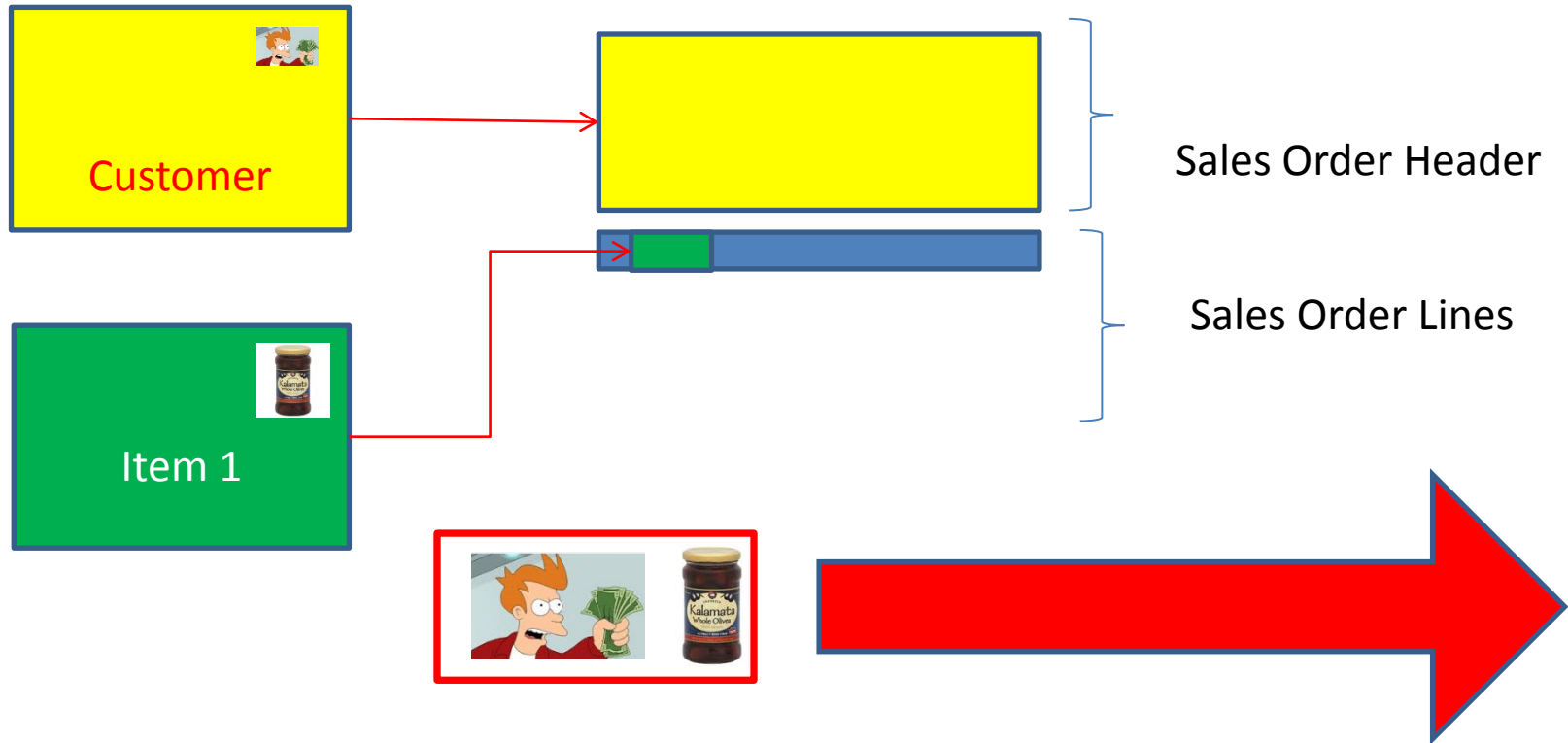
# Creation of the new template

- The next step is the setup of the template by entering :
  - General Business **Posting Group**
  - VAT **Posting Group**
  - Customer **Posting Group**
  - Payment condition and other fields
  - Teacher will explain basics about **Posting groups** (see next slide)



**Right part of  
the template window**

# Posting Groups



= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

# Posting Groups

Gen. Bus. Posting Group: NATIONAL

VAT Bus. Posting Group: NATIONAL

Customer Posting Group: DOMESTIC

Customer Price Group:

Customer Disc. Group: LARGE ACC

Allow Line Disc. :

Invoice Disc. Code : CZECH BIG

Payment Terms Code : 14 DAYS

Payment Method Code : BANK

Shipment Method Code :

Buttons: Custome..., Sales, Help

Gen. Business Posting Groups

| Code       | Description                       | Def. VAT ... | Auto Inse... |
|------------|-----------------------------------|--------------|--------------|
| EU         | Customers and vendors in EU       | EU           | ✓            |
| EXPORT     | Other customers and vendors (...) | EXPORT       | ✓            |
| INTERC...  | Intercompany                      |              | ✓            |
| ▶ NATIONAL | Domestic customers and vendors    | NATIONAL     | ✓            |

Buttons: OK, Cancel, Setup, Help

NATIONAL Domestic customers and vendors - General Posting Setup

| Gen. Bus. Posting Group | Gen. Prod. Posting Group | Sales Account | Sales Credit Memo Account | Sales Line Disc. Account | Sales Inv. Disc. Account | Purch. Account | Purch. Credit Memo Ac... | Purch. Line Disc. Account | Purch. Inv. Disc. Account | COGS Account | Sales Disc. I Acc. |
|-------------------------|--------------------------|---------------|---------------------------|--------------------------|--------------------------|----------------|--------------------------|---------------------------|---------------------------|--------------|--------------------|
| ▶ NATIONAL              | MANUFACT                 | 6110          | 6110                      | 6910                     | 6910                     | 7110           | 7110                     | 7140                      | 7140                      |              |                    |
| NATIONAL                | MISC                     | 6110          | 6110                      | 6910                     | 6910                     | 7110           | 7110                     | 7140                      | 7140                      | 7190         |                    |
| NATIONAL                | NO VAT                   | 6110          | 6110                      | 6910                     | 6910                     | 7110           | 7110                     | 7140                      | 7140                      | 7190         |                    |
| NATIONAL                | RAW MAT                  | 6210          | 6210                      | 6910                     | 6910                     | 7210           | 7210                     | 7240                      | 7240                      | 7290         |                    |
| NATIONAL                | RETAIL                   | 6110          | 6110                      | 6910                     | 6910                     | 7110           | 7110                     | 7140                      | 7140                      | 7190         |                    |
| NATIONAL                | SERVICES                 | 6410          | 6410                      | 6910                     | 6910                     | 7110           | 7110                     | 7140                      | 7140                      | 7190         |                    |



# Let's go to international Brno Fair

- We are Greek Olive supplier and you are trying to find new customers in the Czech Republic
- Contacts visit your booth (stand) and taste your olives a lot
- Some of them will offer a visit card



} Data used by marketing department  
New Contact Cards are created in MS  
Dynamics NAV

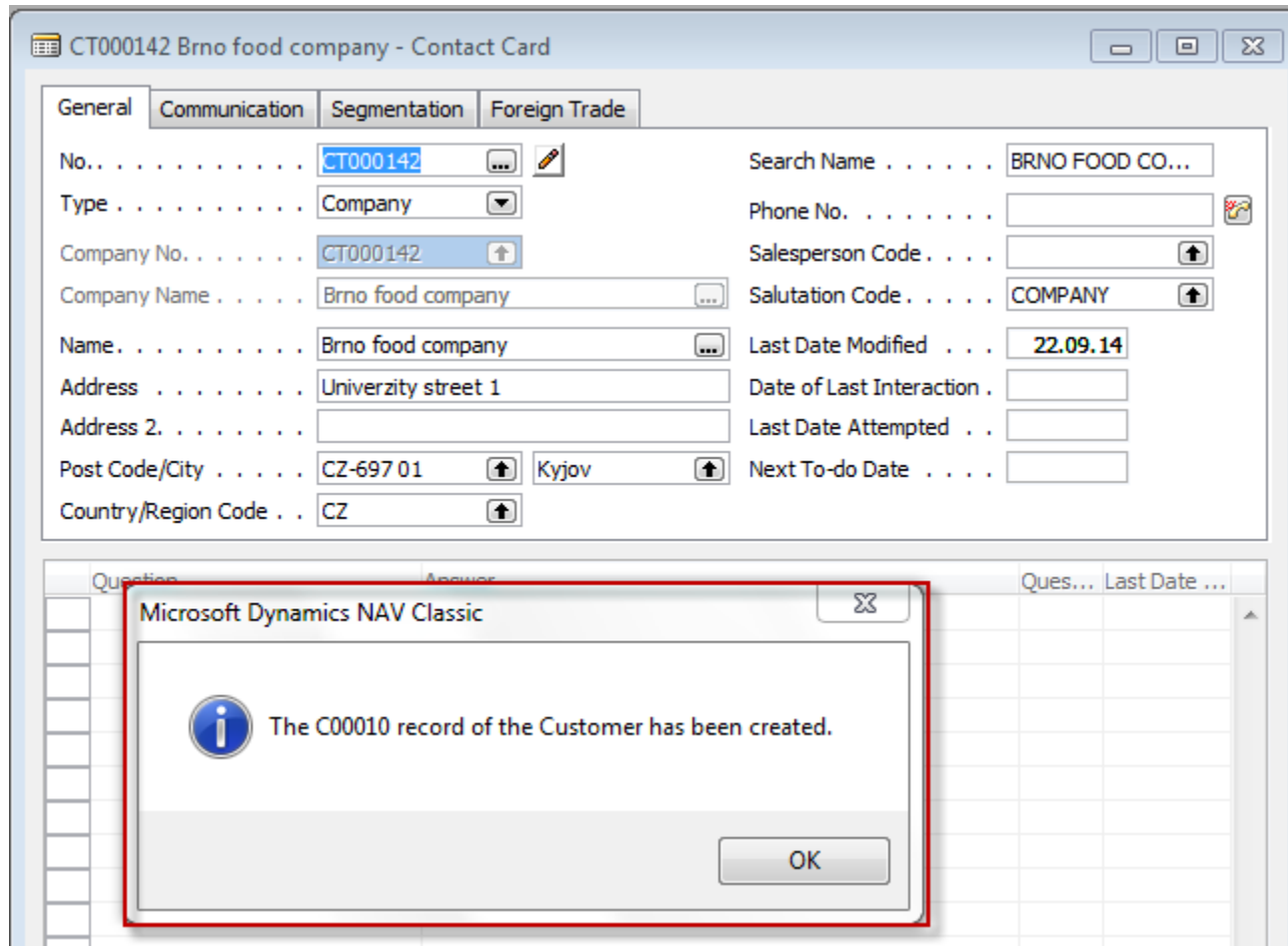
# Contact Card

The screenshot displays a CRM application interface. On the left is a sidebar titled 'Sales & Marketing' with a tree view containing folders like Sales, Order Processing, Marketing, Reports, and Setup. The 'Marketing' folder is expanded, and 'Contacts' is highlighted with a red box and a red arrow pointing to the main window. The main window is titled 'CT000001 The Cannon Group PLC - Contact Card' and has tabs for 'General', 'Communication', 'Segmentation', and 'Foreign Trade'. The 'General' tab is active, showing fields for No., Type, Company No., Company Name, Name, Address, Address 2, Post Code/City, and Country/Region Code. To the right of these fields are fields for Search Name, Phone No., Salesperson Code, Salutation Code, Last Date Modified, Date of Last Interaction, Last Date Attempted, and Next To-do Date. Below the form is a table with columns 'Question', 'Answer', 'Ques...', and 'Last Date ...'. The table contains several rows of data. At the bottom of the window are buttons for 'Contact', 'Functions', 'Create Interact', and 'Help'.

| Question                       | Answer                | Ques... | Last Date ... |
|--------------------------------|-----------------------|---------|---------------|
| Discount (%) Last Year         | Low discount usage    |         | 31.01.12      |
| Customer Purchase Frequency... | > 5 times a year      |         | 31.01.12      |
| Customer Purchase Frequency... | > 5 times a year      |         | 31.01.12      |
| Turnover (LCY), Last Year      | low (below 1,000)     |         | 31.01.12      |
| Turnover (LCY), Current Year   | High (over 4,000)     |         | 31.01.12      |
| Discount (%) Current Year      | Medium discount usage |         | 31.01.12      |
| Profit (LCY) Current Year      | Top 25 % of Customers |         | 31.01.12      |
| Company Ownership              | Stock Exchange        |         | 31.01.12      |
| No. of employees               | 1.99                  |         | 31.01.12      |




# Contact Card-by use your template



The image shows a screenshot of the Microsoft Dynamics NAV Classic interface. The main window is titled "CT000142 Brno food company - Contact Card" and has several tabs: "General", "Communication", "Segmentation", and "Foreign Trade". The "General" tab is active, displaying various fields for the contact card. Below the main form, a confirmation message box is overlaid, indicating that a record has been created.

| Field                    | Value               |
|--------------------------|---------------------|
| No.                      | CT000142            |
| Type                     | Company             |
| Company No.              | CT000142            |
| Company Name             | Brno food company   |
| Name                     | Brno food company   |
| Address                  | Univerzity street 1 |
| Address 2                |                     |
| Post Code/City           | CZ-697 01 Kyjov     |
| Country/Region Code      | CZ                  |
| Search Name              | BRNO FOOD CO...     |
| Phone No.                |                     |
| Salesperson Code         |                     |
| Salutation Code          | COMPANY             |
| Last Date Modified       | 22.09.14            |
| Date of Last Interaction |                     |
| Last Date Attempted      |                     |
| Next To-do Date          |                     |

Microsoft Dynamics NAV Classic

 The C00010 record of the Customer has been created.

OK

# New Customer card

C00010 Brno food company - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. . . . . C00010 Search Name . . . . . BRNO FOOD CO...

Name. . . . . Brno food company Balance (LCY) . . . . . 0,00

Address . . . . . Univerzity street 1 Credit Limit (LCY) . . . . . 0,00

Address 2. . . . . Salesperson Code . . . . . JR

Post Code/City . . . . . CZ-697 01 Kyjov Responsibility Center . . . . .

Country/Region Code . . . . . CZ Service Zone Code . . . . .

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

Primary Contact No. . . . . Last Date Modified . . . . . 22.09.14

Contact. . . . .

Customer Sales Functions Help

C00010 Brno food company - Customer Card

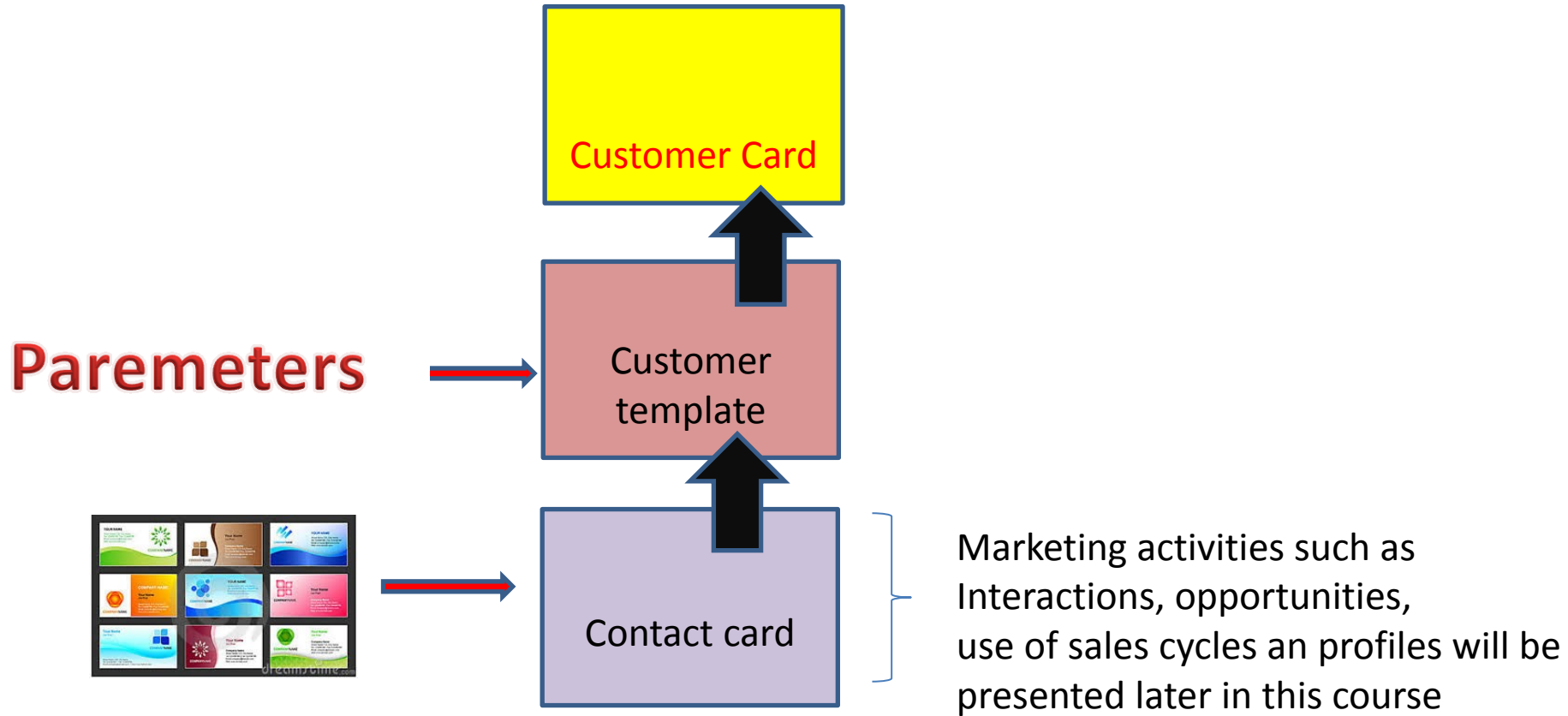
General Communication Invoicing Payments Shipping Foreign Trade

Currency Code . . . . . CZK

Language Code . . . . .

VAT Registration No. . . . . CZ123456789

# Presented principle



# End of the section II.

