Introduction to MS Dynamics NAV II.
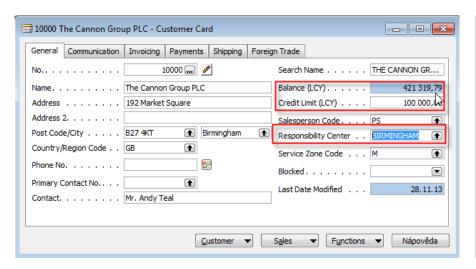
Ing.J.Skorkovský,CSc.
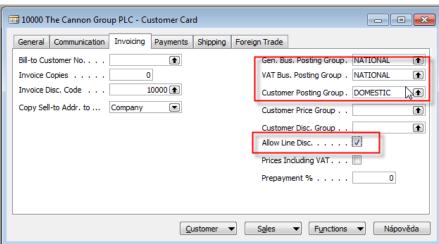
MASARYK UNIVERSITY BRNO, Czech Republic

Faculty of economics and business administration
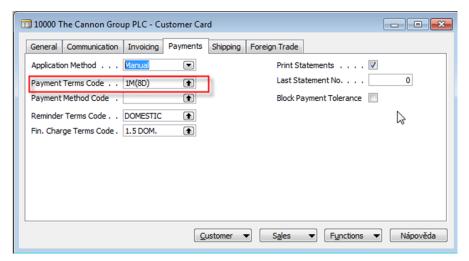
Department of corporate economy
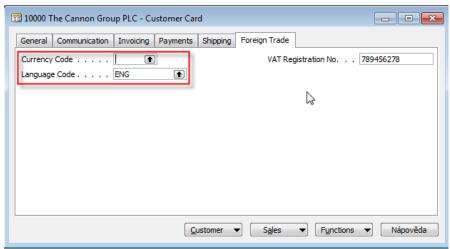
Basic source tables I.(sales)

- 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
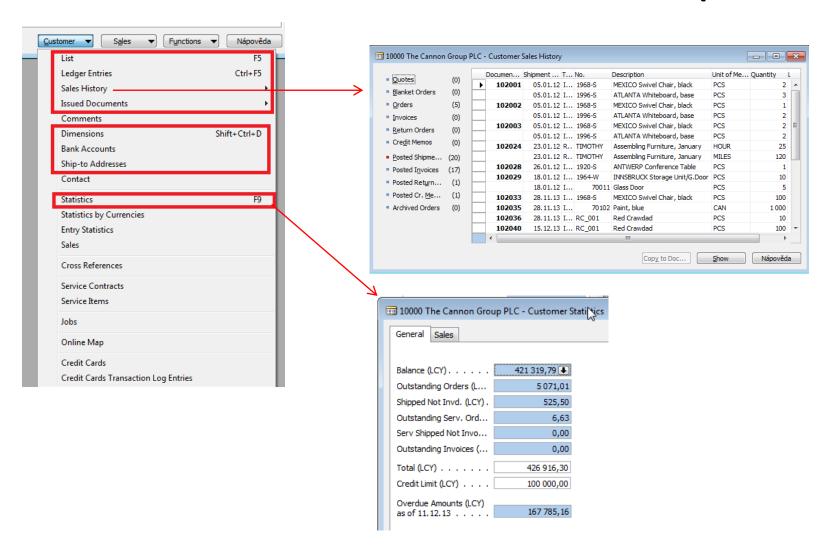 - Currency Code
  - Language Code

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)	100 000,0
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)

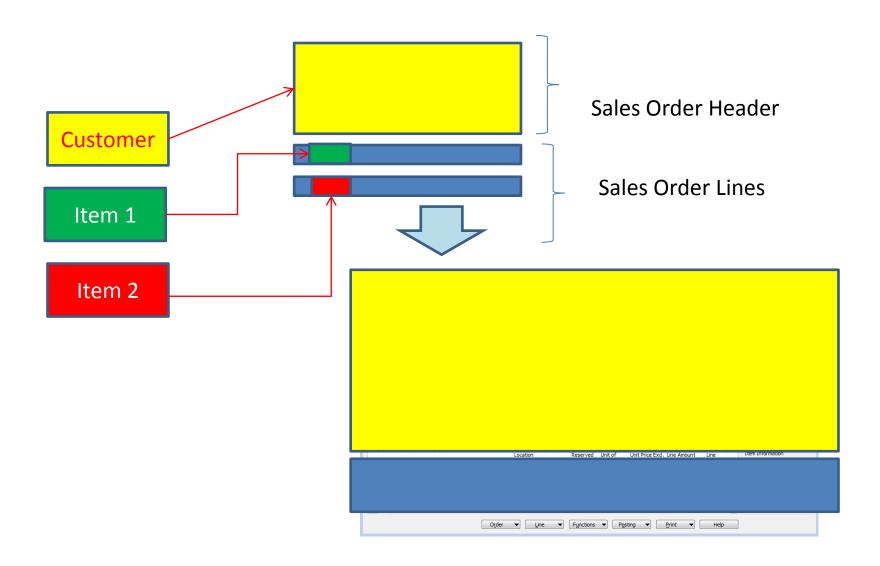# Basic source tables II.(sales)

- 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 Inevntory 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

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

Created Sales Order

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 Saddow

Shipment Date   11.12.13
Order No.   1057
Prices Including VAT   No

No.	Description	Quantity	Unit of Measu	Unit Price	Disc. %	Allow Invoice Disc.	VAT Identifier	Amount
1908-S	LONDON Swivel Chair, blue	1	Piece	123,30		Yes	VAT25	123,30

Total GBP Excl. VAT	123,30
25% VAT	30,83
Total GBP Incl. VAT	154,13

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
Total		123,30	123,30	0,00	123,30	30,83

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

Lower part of the Sales Order form

Test Report...
Post...   F11
Post and Print...   Shift+F11
Post Batch...

Prepayment

Order   Line   Functions   Posting   Print   Help

Microsoft Dynamics ...

Ship
Invoice
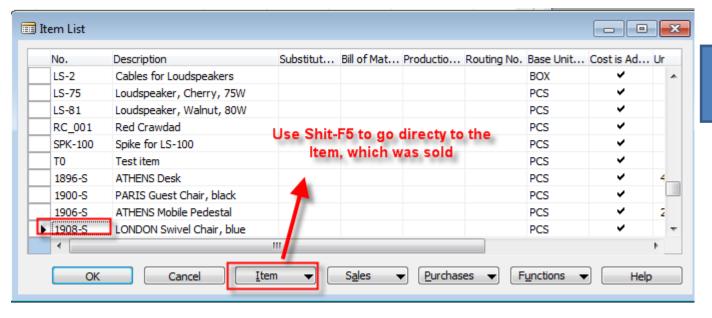Ship and Invoice

OK   Cancel

See next slide

Posted invoice and delivery list

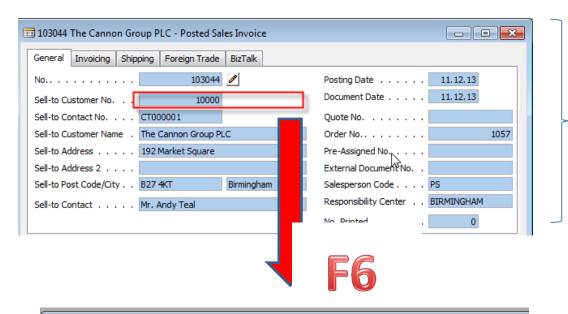# Direct „jump"to the item card from Posted Invoice (F6)

Posted Sales Invoice Lines
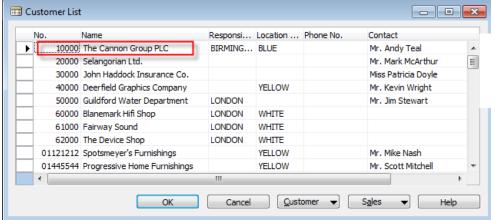
See next slide

Item card and its entries (Ctrl-F5)

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

Posted Sales
Invoice Header

F6

Shift-F5   See next slide

Customer card and its entries (Ctrl-F5)

Impacts to G/L

Impacts to G/L (General Ledger Entries)

Posting Date	Document Type	Document No.	G/L Acco...	Description	G...	G...	G...	Amount	Bal. Accou...
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

6110 Sales, Retail - Dom. - General Ledger Entries

5610 Sales VAT 25%

30,83

2310 Customer Domestic

154,13

6110 Sales Retail Domestic

123,30

Creation of the brand new customer

- Manually – only for NAV expert

- By use of Customer template – easier way
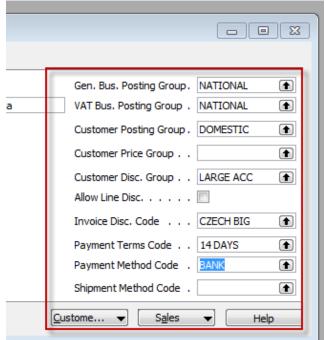
Creation of the new template

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.
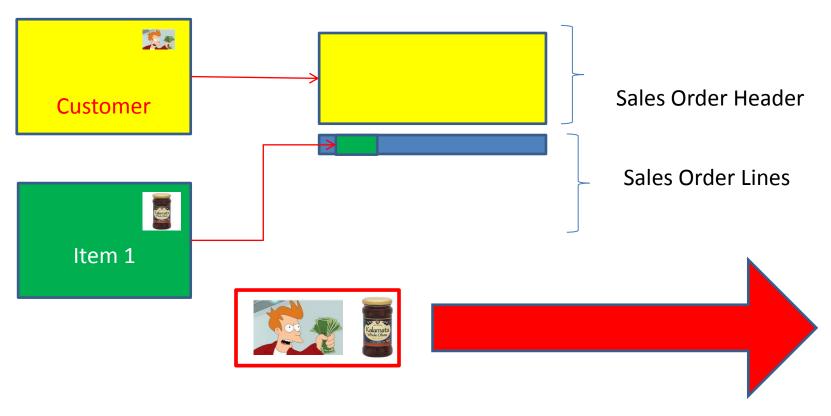
Creation of the new template

- ## 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)
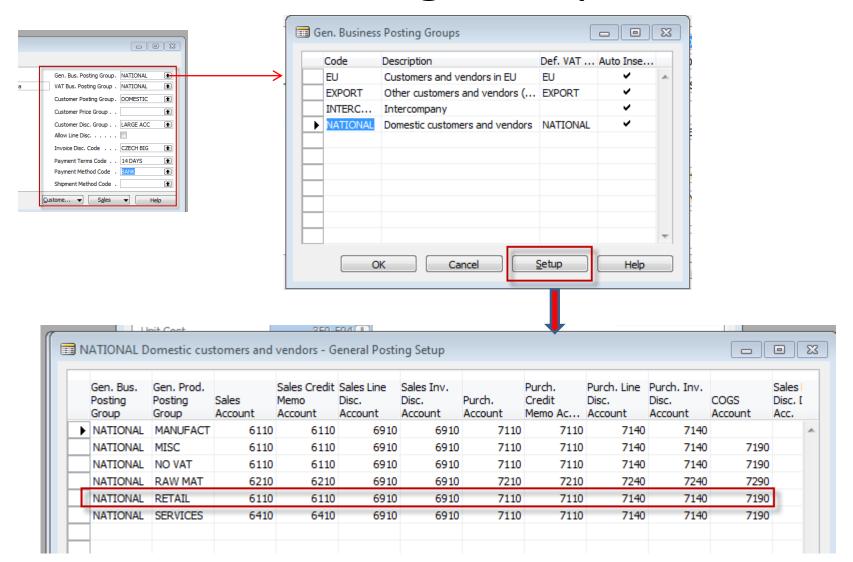
**Right part of
the template window**

Posting Groups

Customer

Item 1

Sales Order Header

Sales Order Lines

= General Business Posting Group (chosen code=NATIONAL)

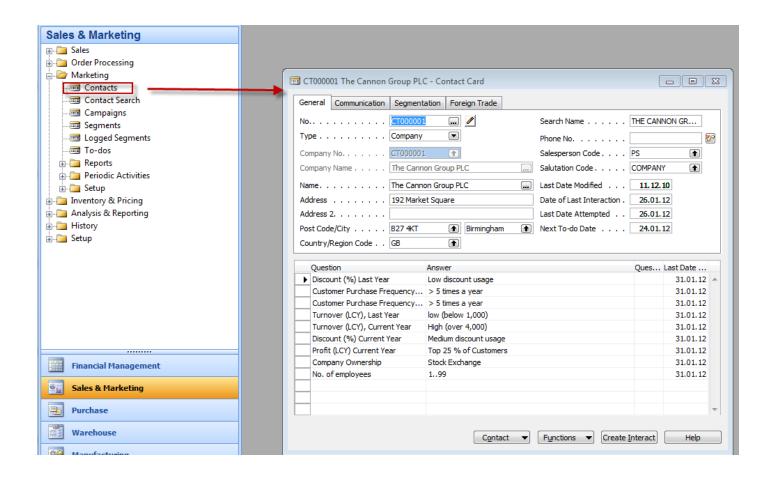= General Product Posting Group (chosen code=Retail)

Posting Groups

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

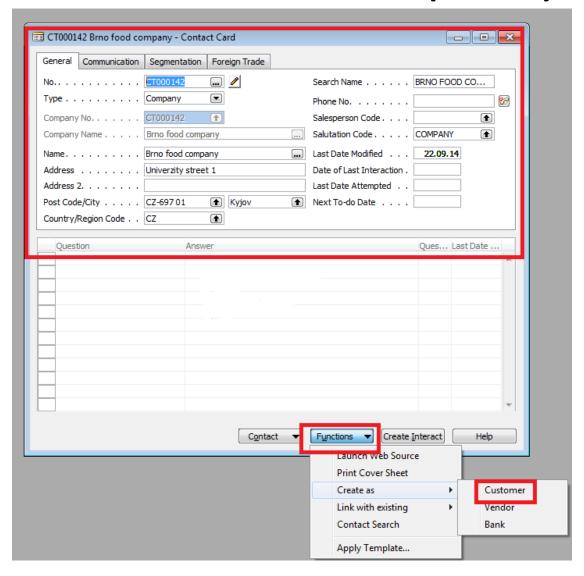- Some of them will offer a visit card

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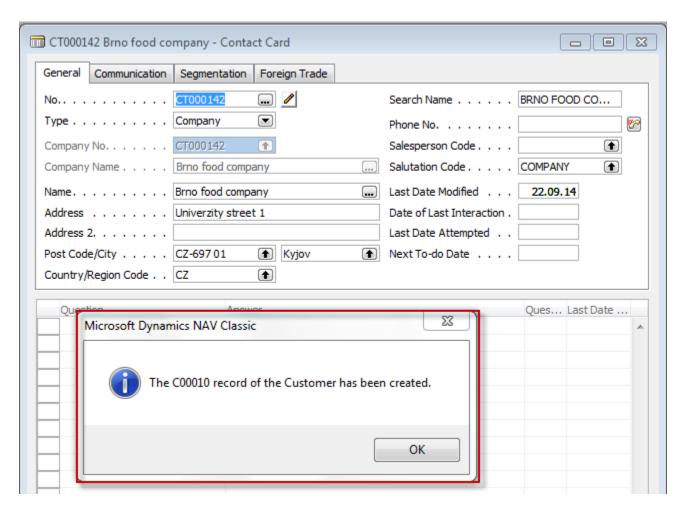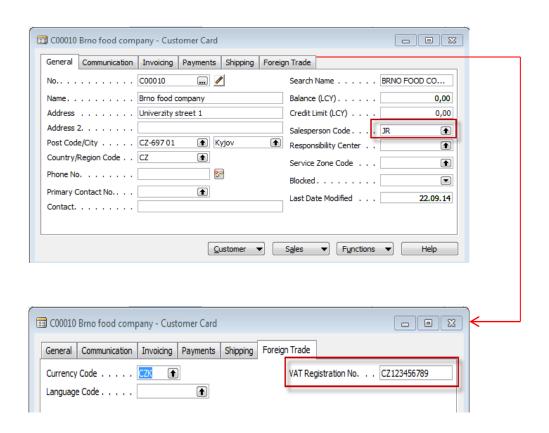New Contact Cards are created in MS Dynamics NAV
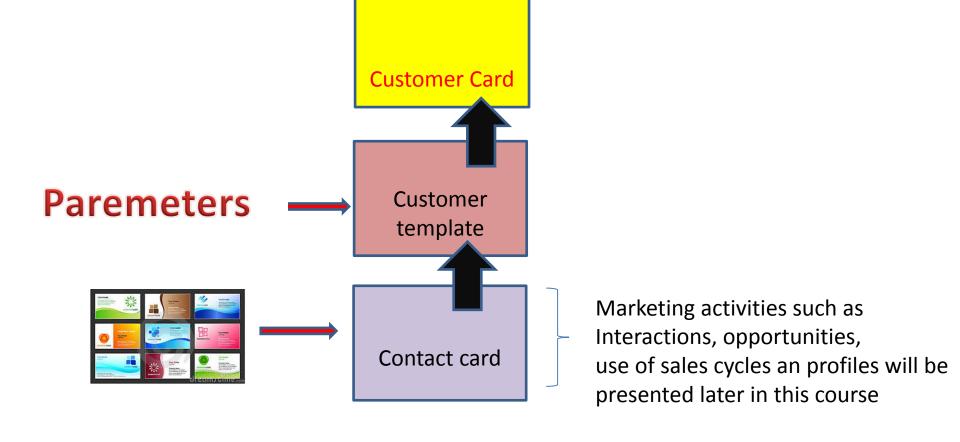
Contact Card

Contact Card-F3 (new)

Contact Card-by use your template

New Customer card

Presented principle

End of the section II.