

# Introduction to MS Dynamics

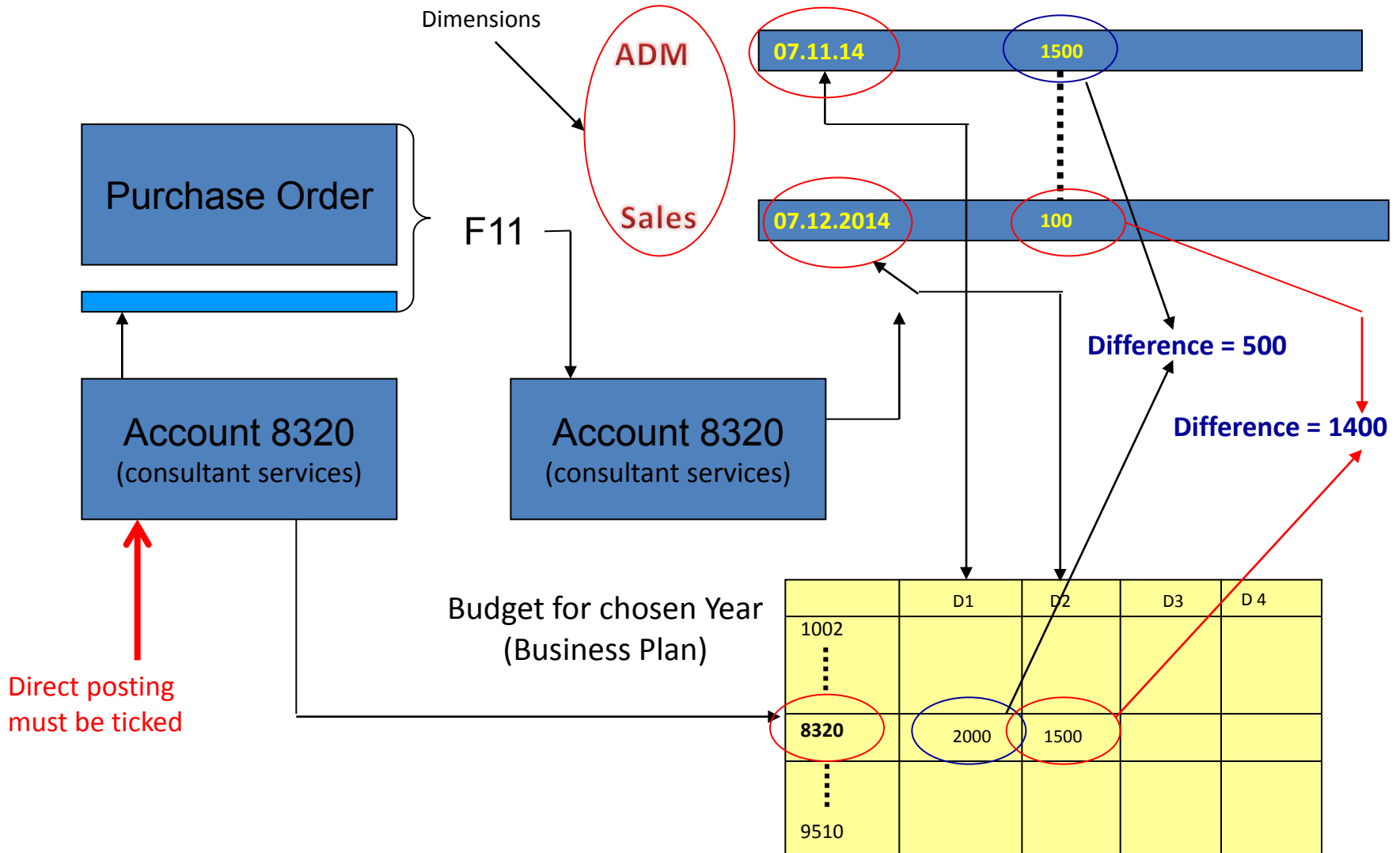
## NAV XXII.

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# Basic principles

General Ledger Item Entries (Debit amounts)



# Purchase Order I.

106037 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 106037 Posting Date . . . . . 07.11.14  
Buy-from Vendor No. . . . . 10000 Order Date . . . . . 07.11.14  
Buy-from Contact No. . . . . CT000066 Document Date . . . . . 07.11.14  
Buy-from Vendor Name . . . . . London Postmaster Quote No. . . . .  
Buy-from Address . . . . . 10 North Lake Avenue Vendor Order No. . . . .  
Buy-from Address 2 . . . . . Vendor Shipment No. . . . .  
Buy-from Post Code/City N12 5XY London Vendor Invoice No. . . . . C2  
Buy-from Contact . . . . . Mrs. Carol Philips Order Address Code . . . . .  
No. of Archived Versions. 0 Purchaser Code . . . . . RL  
Responsibility Center . . . . . LONDON  
Assigned User ID . . . . .  
Status . . . . . Open

Vendor Information  
Buy-from Vendor  
Order Addresses (2)  
Contacts (3)  
Purchase History  
Pay-to Vendor

| Type   | No.  | Description         | Location Code | Quantity | Reserved Quantity | Unit of Measure ... | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT | Line Disc... | Q | R |
|--------|------|---------------------|---------------|----------|-------------------|---------------------|----------------------------|-----------------------|--------------|---|---|
| G/L... | 8320 | Consultant Services |               | 15       |                   | HOUR                | 100,00                     | 1 500,00              |              |   |   |

Item Information  
Item Card  
Availability (0)  
Purchase Prices (0)  
Purchase Line Di... (0)

Purchase Header ...

| Dimensio... | Dimensio... |
|-------------|-------------|
| AREA        | 30          |
| BUSINES...  | INDUST...   |
| DEPART...   | ADM         |
| PURCHASE    | RL          |

Functions Posting Print... Help

# Purchase Order II.

106036 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 106036 Posting Date . . . . . 07.12.14  
Buy-from Vendor No. . . . . 10000 Order Date . . . . . 07.12.14  
Buy-from Contact No. . . . . CT000066 Document Date . . . . . 07.12.14  
Buy-from Vendor Name . . . . . London Postmaster Quote No. . . . .  
Buy-from Address . . . . . 10 North Lake Avenue Vendor Order No. . . . .  
Buy-from Address 2 . . . . . Vendor Shipment No. . . . .  
Buy-from Post Code/City N12 5XY London Vendor Invoice No. . . . . C1  
Buy-from Contact . . . . . Mrs. Carol Philips Order Address Code. . . . .  
No. of Archived Versions. 0 Purchaser Code . . . . . RL  
Responsibility Center . . . . . LONDON  
Assigned User ID . . . . .  
Status . . . . . Open

Vendor Information  
Buy-from Vendor  
Order Addresses (2)  
Contacts (3)  
Purchase History  
Pay-to Vendor

| Type   | No.  | Description         | Location Code | Quantity | Reserved Quantity | Unit of Measure | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT | Line Disc... | Q... |
|--------|------|---------------------|---------------|----------|-------------------|-----------------|----------------------------|-----------------------|--------------|------|
| G/L... | 8320 | Consultant Services |               | 10       |                   | HOUR            | 10,00                      | 100,00                |              |      |

Item Information  
Item Card  
Availability (0)  
Purchase Prices (0)  
Purchase Line Di... (0)

Purchase Header ...  
Dimensio... Dimensio...  
AREA 30  
BUSINES... INDUST...  
DEPART... SALES  
PURCHA... RL

Functions Posting Print... Help

# General Ledger Entries

Account  
8320

Ctrl-F5

| Posting Date | Document Type | Document No. | G/L Account No. | Description      | Department Code | G... P... T... | G... B... P... | G... P... P... | Amount    | Bal. A... T... | Bal. Account No. | Entry No. |
|--------------|---------------|--------------|-----------------|------------------|-----------------|----------------|----------------|----------------|-----------|----------------|------------------|-----------|
| 07.11.14     | Invoice       | 108037       | 8320            | Order 106034     |                 | P..            | N..            | S..            | 1 000,00  | G..            |                  | 3425      |
| 07.11.14     | Credit Memo   | 109007       | 8320            | Credit Memo 1005 |                 | P..            | N..            | S..            | -1 000,00 | G..            |                  | 3428      |
| 07.11.14     | Invoice       | 108039       | 8320            | Order 106037     | ADM             | P..            | N..            | S..            | 1 500,00  | G..            |                  | 3434      |
| 07.12.14     | Invoice       | 108038       | 8320            | Order 106036     | SALES           | P..            | N..            | S..            | 100,00    | G..            |                  | 3431      |

# Comparison between G/L and budget entries at the end of 2014

| <b>BUDGET</b> |          |                 |             |                 |          |  |
|---------------|----------|-----------------|-------------|-----------------|----------|--|
| Budget Name   | Date     | G/L Account No. | Description | Department Code | Amount   |  |
| 2014          | 07.11.14 | 8320            |             | ADM             | 2 000,00 |  |
| 2014          | 07.12.14 | 8320            |             | SALES           | 1 500,00 |  |

Use filter :

Table Filter...

OK
Cancel
Apply
Help

| <b>G/L Entries</b> |               |              |                 |                  |                 |  |  |
|--------------------|---------------|--------------|-----------------|------------------|-----------------|--|--|
| Posting Date       | Document Type | Document No. | G/L Account No. | Description      | Department Code | G... P... T...<br>G... P... S...<br>G... P... S...<br>Amount | Bal. A... T...<br>B... A...<br>G... A... |
| 07.11.14           | Invoice       | 108037       | 8320            | Order 106034     |                 | P.. N.. S... 1 000,00  | G..                                      |
| 07.11.14           | Credit Memo   | 109007       | 8320            | Credit Memo 1005 |                 | P.. N.. S... -1 000,00                                       | G..                                      |
| 07.11.14           | Invoice       | 108039       | 8320            | Order 106037     | ADM             | P.. N.. S... 1 500,00  | G..                                      |
| 07.12.14           | Invoice       | 108038       | 8320            | Order 106036     | SALES           | P.. N.. S... 100,00  | G..                                      |

# Basic principles

**Financial Management**

- General Ledger
  - Chart of Accounts
  - Budgets
  - General Journals
  - Analysis & Reporting
  - Account Schedules

Name . . . . . COST

| Row No. | Description         | Total... | Totaling | R... A... S... |
|---------|---------------------|----------|----------|----------------|
| ▶ 8320  | Consultant Services | Posti... | 8320     | N.. N.. Y..    |
|         |                     | Posti... |          | N.. N.. Y..    |

8320 account have to be inserted by Function and Insert Account (see also next slide)

F6

| Name       | Description       | Default Column Layout | Analysis View Name |
|------------|-------------------|-----------------------|--------------------|
| ▶ ANALYSIS | Capital Structure |                       |                    |
| CAMPAIGN   | Campaign Analysis | BUDGANALYS            | CAMPAIGN           |
| COSTS      | Cost analysis     | BUDGANALYS            |                    |
| DEFAULT    | Standard Schedule |                       |                    |
| REVENUE    | Revenues          | BUDGANALYS            | REVENUE            |

You have to enter the data in red frame and thereafter enter by F6 and button Analysis a new Analysis View Card (see this card creation on the next slide)

# Basic principles

General Dimensions

Dimension 1 Code . . . . DEPARTMENT ↑

Dimension 2 Code . . . . ↑

Dimension 3 Code . . . . ↑

Dimension 4 Code . . . . ↑

General Dimensions

Code . . . . . COST

Name . . . . . Cost analysis

G/L Account Filter . . . . 8320 ↑

Date Compression . . . . Day ↓

Starting Date . . . . . 01.11.14

Last Date Updated . . . . 07.11.14

Last Entry No. . . . . 3436

Last Budget Entry No. . . . 1042

Update on Posting . . . .

Include Budgets . . . .

Blocked . . . . .


Analysis ▾ Update



Enter manually

| Name     | Description       | Default Column Layout | Analysis View Name |
|----------|-------------------|-----------------------|--------------------|
| ANALYSIS | Capital Structure |                       |                    |
| CAMPAIGN | Campaign Analysis | BUDGANALYS            | CAMPAIGN           |
| COSTS    | Cost analysis     | BUDGANALYS            | COST               |
| DEFAULT  | Standard Schedule |                       |                    |
| REVENUE  | Revenues          | BUDGANALYS            | REVENUE            |



# Basic principles




Name . . . . . COSTS 

| Row No. | Description         | Totali...  | Totaling | R... | A... | S... | New Page  |
|---------|---------------------|--|----------|------|------|------|---|
| ▶ 8320  | Consultant Services | Post  | 8320     | N... | N... | Yes  |  |

*Note: The 'Functions' dropdown is circled in red in the original image.*

After starting accounting schedule and overview you will get for applied (chosen) filters :

| General                 |  | Dimension Filters       | Options  |
|-------------------------|--|-------------------------|--|
| Account Schedule Name . | COST        | Date Filter . . . . .   | 01.11.14..31.12.14   |
| Column Layout Name . .  | BUDGANALYS  | Budget Filter . . . . . | 2014  |

| Row No. | Description         | Net Change | Budget   | Variance% |
|---------|---------------------|------------|----------|-----------|
| ▶ 8320  | Consultant Services | 1 600,00   | 3 500,00 | -54,29    |

# Filtering by Dimension Department

| General                    |     | Dimension Filters          |  | Options |  |
|----------------------------|-----|----------------------------|--|---------|--|
| Department Filter . . . .  | ADM | Dimension 3 Filter . . . . |  |         |  |
| Dimension 2 Filter . . . . |     | Dimension 4 Filter . . . . |  |         |  |

| Row No. | Description         | Net Change | Budget   | Variance% |
|---------|---------------------|------------|----------|-----------|
| ▶ 8320  | Consultant Services | 1 500,00   | 2 000,00 | -25,00%   |

| General                    |       | Dimension Filters          |  | Options |  |
|----------------------------|-------|----------------------------|--|---------|--|
| Department Filter . . . .  | SALES | Dimension 3 Filter . . . . |  |         |  |
| Dimension 2 Filter . . . . |       | Dimension 4 Filter . . . . |  |         |  |

| Row No. | Description         | Net Change | Budget   | Variance% |
|---------|---------------------|------------|----------|-----------|
| ▶ 8320  | Consultant Services | 100,00     | 1 500,00 | -93,33%   |

End of the section XXII.

