

MS Dynamics NAV most frequently used hot keys

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F3 (create new)

- Create new object (card, line,...)

2004 Deerfield Graphics Company - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 2004
Sell-to Customer No. 40000
Sell-to Contact No. CT000004
Sell-to Customer Name Deerfield Graphics Company
Sell-to Address 10 Deerfield Road
Sell-to Address 2
Sell-to Post Code/City GL1 9HM Gloucester
Sell-to Contact Mr. Kevin Wright
No. of Archived Versions. 0

Posting Date 18.01.12
Order Date 18.01.12
Document Date 18.01.12
Requested Delivery Date
Promised Delivery Date
Quote No.
External Document No.
Salesperson Code PS
Campaign No.
Opportunity No.
Responsibility Center
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 Disc. %	Qty. to
Item	LS-10PC	Loudspeakers, White for PC	WHITE	30		BOX	59,00	1.770,00		
Item	1908-S	LONDON Swivel Chair, blue	YELLOW	120		PCS	123,30	14.796,00		

Order Line Functions Posting Print Help

untitled - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 1060
Sell-to Customer No.
Sell-to Contact No.
Sell-to Customer Name
Sell-to Address
Sell-to Address 2
Sell-to Post Code/City
Sell-to Contact
No. of Archived Versions. 0

Posting Date
Order Date
Document Date
Requested Delivery Date
Promised Delivery Date
Quote No.
External Document No.
Salesperson Code
Campaign No.
Opportunity No.
Responsibility Center
Assigned User ID
Status Open

pe	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disc. %	Qty. to
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Order Line Functions Posting Print Help

1060 - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 1060
Sell-to Customer No.
Sell-to Contact No.

Posting Date 11.12.13
Order Date 11.12.13
Document Date 11.12.13

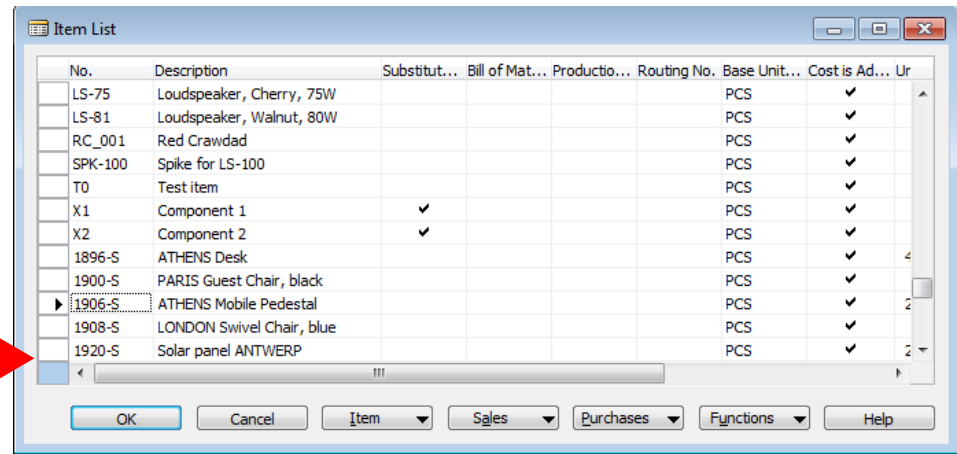
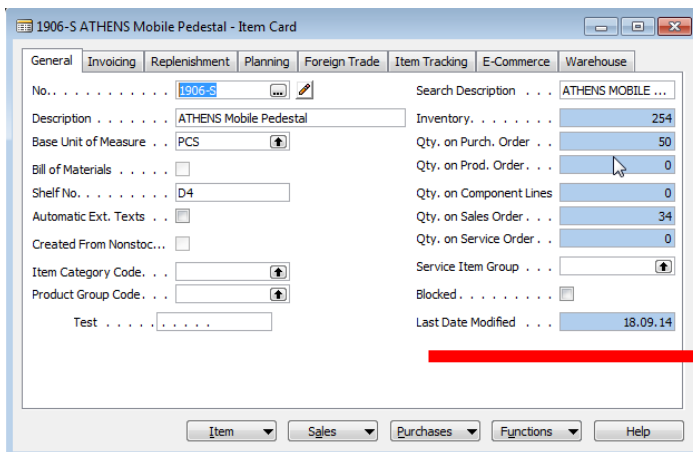
Customer Information
Sell-to Customer
Ship-to Addresses (0)
Contacts (0)
Bill-to Customer
Avail. Credit 0

Item Information
Item Card
Availability (-26)
Substitutions (0)
Sales Prices (0)
Sales Line Q...

Sales Order already created by somebody else.
You have to put cursor into the header area
and by use of F3 you will get new empty forms.
By subsequent press key Enter you create automatically
new document number

F5-List

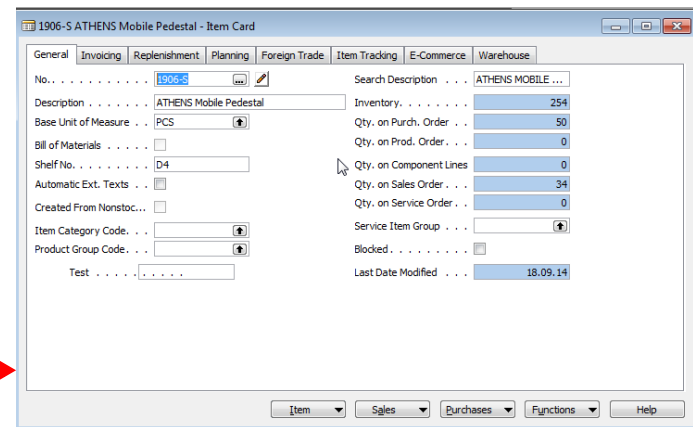
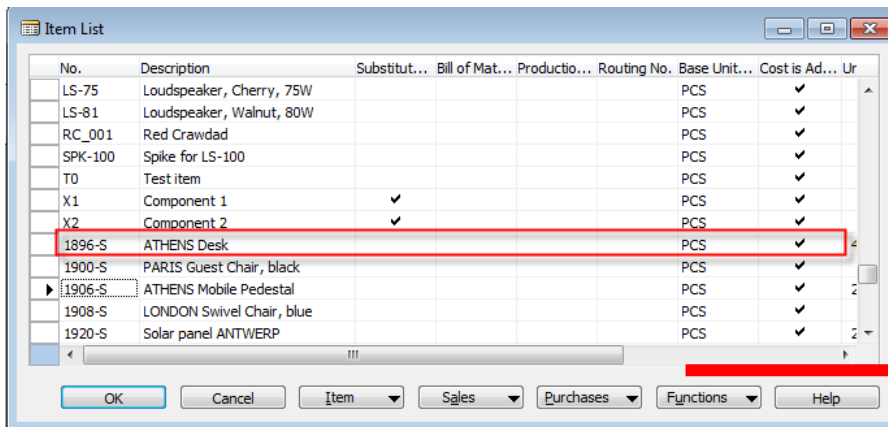
- You display list of objects such as Item cards, Customers, Vendors, Created documents,...



By use of F5 you will get a list of chosen objects

Shift-F5 (from List to Card)

- „Jump“ from List to one concrete object which was chosen from the list



Ctrl-F5 (from Card to Entries)-I.

- From chosen object such as Item, Customer, Vendor, General Ledger Account to Entries (results of posting document by F11)

1906-S ATHENS Mobile Pedestal - Item Card

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

No. 1906-S
Description ATHENS Mobile Pedestal
Base Unit of Measure PCS
Inventory 254
Qty. on Purch. Order 50
Qty. on Prp'd. Order 0
Qty. on Component Lines 0
Qty. on Sales Order 34
Qty. on Service Order 0
Created From Nonstoc.
Service Item Group
Blocked
Last Date Modified 18.09.14

Item | Sales | Purchases | Functions | Help

Item 1906-S ATHENS Mobile Pedestal - 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 (Nc)
31.12.11	Positive A...	START	1906-S			BLUE	70	70	70	0,00	14 596,75	
31.12.11	Positive A...	START	1906-S			RED	63	63	56	0,00	13 137,07	
31.12.11	Positive A...	START	1906-S			GREEN	108	108	68	0,00	22 520,70	
14.01.12	Sale	Sales Shipment	102010	1906-S		RED	-1	-1	0	281,40	-208,52	
22.01.12	Sale	Sales Shipment	102021	1906-S		RED	-6	0	0	0,00	0,00	
23.01.12	Purchase	Purchase Receipt	107028	1906-S	ATHEN Skuffemodul	GREEN	20	0	20	0,00	0,00	
26.01.12	Transfer	Transfer Shipment	108003	1906-S		GREEN	-40	-40	0	0,00	-8 341,00	
26.01.12	Transfer	Transfer Shipment	108003	1906-S		OWN LOG.	40	40	40	0,00	8 341,00	

Ctrl-F5 (from Card to Entries)-II.

- From chosen object such as Item, Customer, Vendor, General Ledger Account to Entries (results of posting document by F11)

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) 421 528,92

Address 192 Market Square Credit Limit (LCY) 100'00,00

Address 2 Salesperson Code PS

Post Code/City B37 4Y 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

10000 The Cannon Group PLC - Customer Ledger Entries

Posting D...	Document Type	Documen...	Customer...	Description	Curre...	Original Amount	Amount	Remain
31.12.11	Invoice	00-1	10000	Opening Entries, Customers		25 389,25	25 389,25	
31.12.11	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13	63
31.12.11	Invoice	00-16	10000	Opening Entries, Customers		33 852,35	33 852,35	33
31.12.11	Invoice	00-3	10000	Opening Entries, Customers		50 778,50	50 778,50	
31.12.11	Invoice	00-6	10000	Opening Entries, Customers		67 704,67	67 704,67	
31.12.11	Invoice	00-9	10000	Opening Entries, Customers		50 778,50	50 778,50	50
08.01.12	Invoice	103005	10000	Order 101001		8 269,04	8 269,04	8
15.01.12	Credit Memo	104001	10000	Credit Memo 104001		-292,84	-292,84	
15.01.12	Payment	2596	10000	Payment 2012		-25 389,25	-25 389,25	
15.01.12	Payment	2596	10000	Payment 2012		-50 778,50	-50 778,50	
15.01.12	Payment	2596	10000	Payment 2012		-67 704,67	-67 704,67	
18.01.12	Invoice	103018	10000	Order 6005		4 101,88	4 101,88	4
18.01.12	Invoice	103037	10000	Order 2001		8,75	8,75	

Entry Functions Navigate Help

6110 Sales, Retail - Dom. - G/L Account Card

General Posting Consolidation Reporting

No. 6110 Search Name SALES, RETAIL - ...

Name Sales, Retail - Dom. Balance -977 075,53

Income/Balance Income State... Reconciliation Account.

Debit/Credit Both Automatic Ext. Texts

Account Type Posting Direct Posting

Totalling Blocked

No. of Blank Lines 0 Last Date Modified

New Page

Account Balance Functions Help

6110 Sales, Retail - Dom. - General Ledger Entries

Posting D...	Document Type	Document No.	G/L Acco...	Description	G... G... G.
17.01.12	Invoice	103009	6110	Order 101012	S.. N.. R.
17.01.12	Credit Memo	104002	6110	Credit Memo 104002	S.. N.. R.
18.01.12	Invoice	103018	6110	Order 6005	S.. N.. R.
18.01.12	Invoice	103037	6110	Order 2001	S.. N.. R.
20.01.12	Credit Memo	104003	6110	Credit Memo 104003	S.. N.. R.
23.01.12	Invoice	103014	6110	Order 101007	S.. N.. R.
28.11.13	Invoice	103022	6110	Order 1001	S.. N.. R.
28.11.13	Invoice	103025	6110	Order 1004	S.. N.. R.
28.11.13	Invoice	103026	6110	Order 1005	S.. N.. R.
28.11.13	Invoice	103027	6110	Order 1006	S.. N.. R.

Entry Functions Navigate Help

F9 Statistics I.

- You can display by F9 Statistics of chosen objet such as e.g. Sales Order, Purchase Order, Customer, Vendor, Item and so on

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. 10000 [edit] [icon]

Name The Cannon Group PLC

Address 192 Market Square

Address 2

Post Code/City B27 4KT [up] Birmingham [down]

Country/Region Code GB [up]

Phone No. [icon]

Primary Contact No. [up]

Contact Mr. Andy Teal

Search Name THE CANNON GR...

Balance (LCY) 421 528,92

Credit Limit (LCY) 100 000,00

Salesperson Code PS [up]

Responsibility Center BIRMINGHAM [up]

Service Zone Code M [up]

Blocked [down]

Last Date Modified 28.11.13

Customer Sales Functions Help

10000 The Cannon Group PLC - Customer Statistics

General Sales

Balance (LCY)	421 528,92 [down]
Outstanding Orders (L...	5 071,01
Shipped Not Invo(LCY) .	525,50
Outstanding Serv. Ord...	6,63
Serv Shipped Not Invo...	0,00
Outstanding Invoices (...)	0,00
Total (LCY)	427 125,43
Credit Limit (LCY)	100 000,00
Overdue Amounts (LCY) as of 11.12.13	167 785,16

Help

F9 Statistics II.

- You can display by F9 Statistics of chosen objet such as e.g. Sales Order, Purchase Order, Customer, Vendor, Item and so on

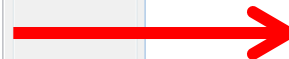
2006 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 2006 (a) Posting Date 18.01.12
 Sel-to Customer No. 10000 Order Date 18.01.12
 Sel-to Contact No. CT000001 Document Date 18.01.12
 Sel-to Customer Name The Cannon Group PLC Requested Delivery Date
 Sel-to Address 192 Market Square Promised Delivery Date
 Sel-to Address 2
 Sel-to Post Code/City B27 4KT Birmingham Quote No.
 Sel-to Contact Mr. Andy Teal External Document No.
 No. of Archived Versions 0 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
Item	LS-MAN-10	Manual for Loudspeakers	BLUE	10		PCS		
Item	1906-S	ATHENS Mobile Pedestal	BLUE	20		PCS	281,40	5 628,00
Item	1964-S	Measuring probe TOKYO	BLUE	11		S	125,10	1 376,10

Order Line Functions Posting Print Help



The Cannon Group PLC - Sales Order Statistics

General Invoicing Shipping Prepayment Customer

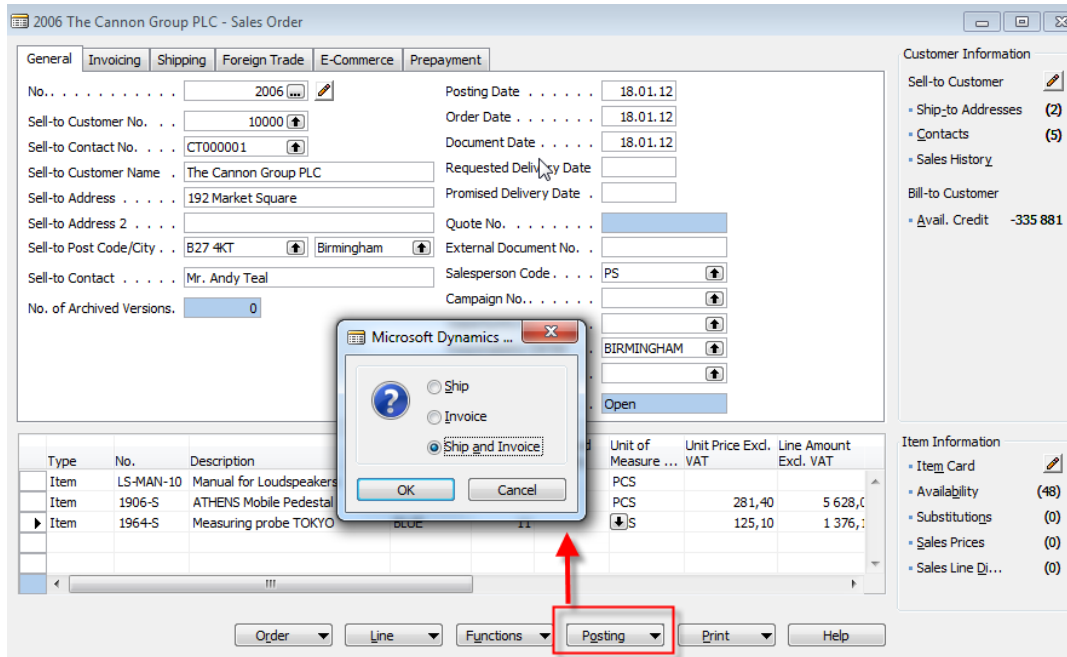
Amount Excl. VAT	7 004,10	Quantity	41
Inv. Discount Amount	0,00	Parcels	0
Total Excl. VAT	7 004,10	Net Weight	433,3
25% VAT	1 751,03	Gross Weight	498,45
Total Incl. VAT	8 755,13	Volume	7,95
Sales (LCY)	7 004,10	Original Cost (LCY)	5 322,32
Original Profit (LCY)	1 681,78	Adjusted Cost (LCY)	5 322,32
Adjusted Profit (LCY)	1 681,78	Cost Adjmt. Amount (LCY)	0,00
Original Profit %	24,0		
Adjusted Profit %	24,0		

VAT %	Line Amount	VAT Base	VAT Amount	Amount Inclu...

Help

F11-Posting

- You can Post chosen objects (Sales and Purchase orders, Credit notes, Transfer orders and so on....)



The main impact of F1 is creation of set of entries such as e.g. Customer Ledger Entry, Item Ledger Entry and G/L Entry

F6-Look up

- You can go from field marked by below depicted Icons to the list from where you can chose required object

2007 Selangorian Ltd. - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce

No. 2007

Sell-to Customer No. 20000

Sell-to Contact No. CT000002

20000 Selangorian Ltd. - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade

No. 20000 Search Name SELANGORIAN LTD.

Name Selangorian Ltd. Balance (LCY) -903 812,31

Address 153 Thomas Drive Credit Limit (LCY) 300 000,00

Customer List

No.	Name	Responsi...	Location ...	Phone No.	Contact
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. Tim Stewart

20000 Selangorian Ltd. - Customer Ledger Entries

Posting D...	Document Type	Documen...	Customer...	Description	Curre...	Original Amount	Amount	Remain
23.01.12	Invoice	103002	20000	Invoice 103002		6 971,78	6 971,78	6
10.12.13		G00004	20000	Selangorian Ltd.		-1 000 000,00	-1 000 000,00	-910

1906-S ATHENS Mobile Pedestal - Item Card

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

Costing Method FIFO

Cost is Adjusted.

Cost is Posted to G/L

Standard Cost 219,50

Gen. Prod. Posting Group: RETAIL

VAT Prod. Posting Group: VAT25

Inventory Posting Group: RESALE

Net Invoiced Qty. 220

- FIFO
- LIFO
- Specific
- Average
- Standard