

# Introduction to MS Dynamics

## NAV XVIII. (Reminders)

Ing.J.Skorkovský,CSc.

MASARYK UNIVERSITY BRNO, Czech Republic  
Faculty of economics and business administration  
Department of corporate economy

# Reminders

- **Reminders – better control over receivables**
    - In MS Dynamics NAV, a reminder is similar to an invoice. When you create a reminder, you must fill in a reminder header and one or more reminder lines.
    - You can fill in a header manually and have the program fill in the lines.
- OR**
- you can have the program create reminders for all customers automatically.

# Reminder Terms

**Administration**

- Financial Management
  - General Ledger Setup
  - Sales & Receivables Setup
  - Purchases & Payables Setu
  - Accounting Periods
  - Payment Terms
  - Payment Methods
  - Reminder Terms**
  - Finance Charge Terms
  - FA Setup

Reminder Terms

Code	Description	Max. No. of Post Reminders	Post Interest	Post Additional Fee	Minimum Amount (LCY)
▶ DOMESTIC	Domestic Customers				0,00
FOREIGN	Foreign Customers	0			0,00

Levels Help

DOMESTIC Domestic Customers - Reminder Levels

No.	Grace Period	Due Date Calculation	Calculate Interest	Additional Fee (LCY)
▶ 1		5D		5,00
2		1M		10,00
3		1M		15,00

Level Help

Beginning Text

Ending Text

Currencies

# Reminder Setup

Code	Description	Max. No. of Reminders	Post Interest	Post Additional Fee	Minimum Amount (LCY)
DOMESTIC	Domestic Customers	4		✓	100,00
FOREIGN	Foreign Customers	4			0,00

DOMESTIC Domestic Customers - Reminder Levels

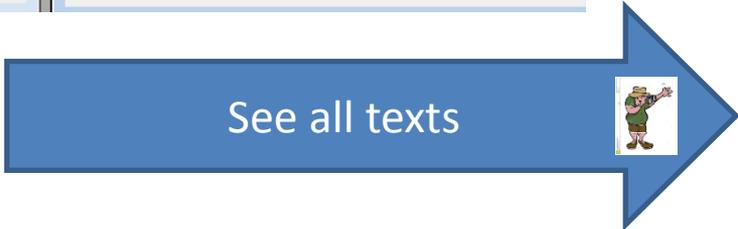
No.	Grace Period	Due Date Calculation	Calculate Interest	Additional Fee (LCY)
1	5D			5,00
2	1M			10,00
3	1M			15,00

DOMESTIC 1 Beginning - Re...

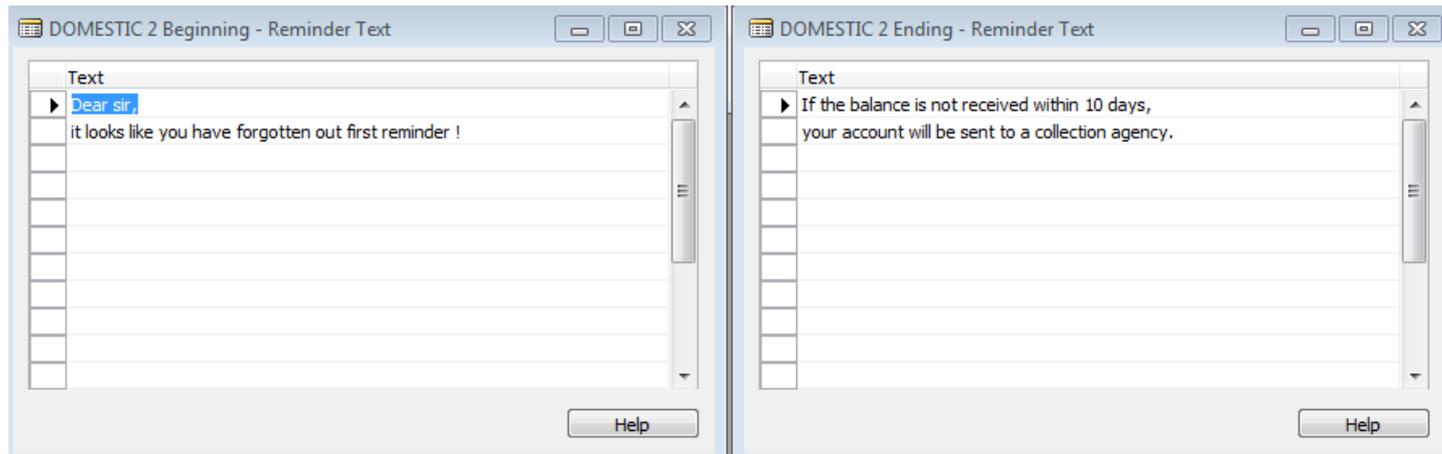
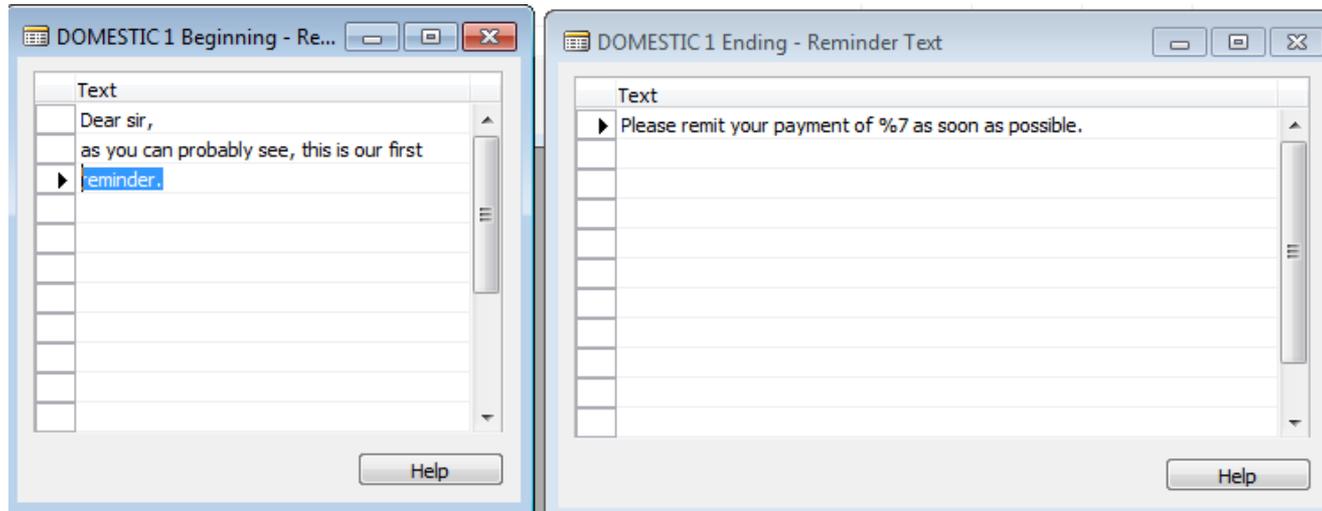
Text

Dear sir,  
as you can probably see, this is our first  
reminder.

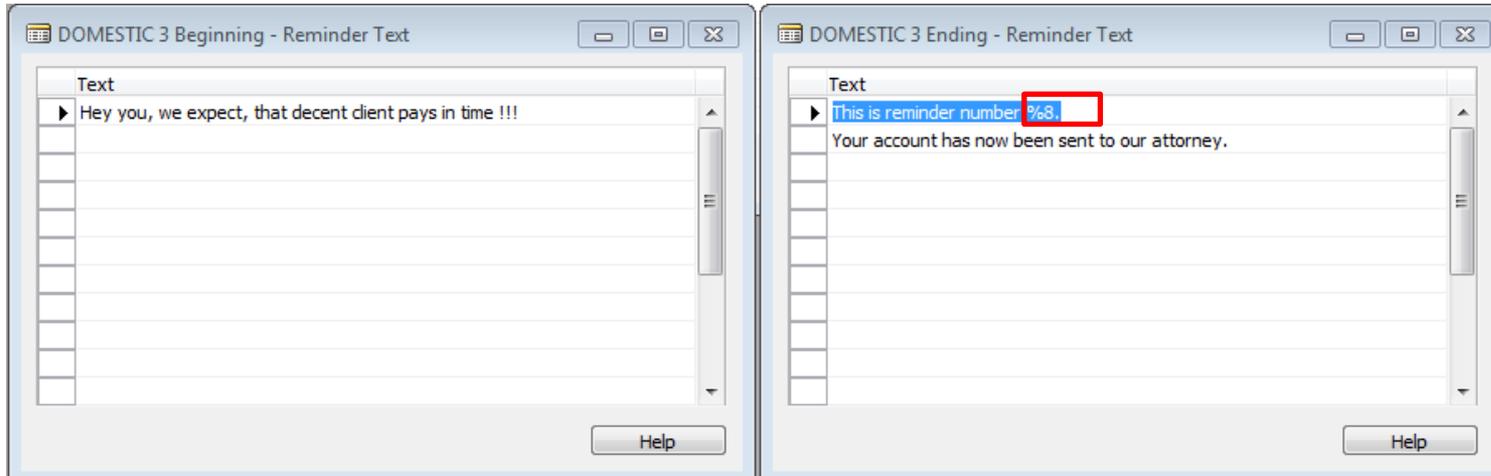
Level Help



# Reminder Setup



# Reminder Setup



## Text Variables for Reminders

When you create texts to be printed on reminders, you can use certain predefined variables which the program will replace with the appropriate information before printing.

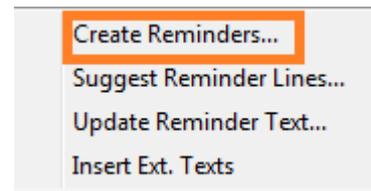
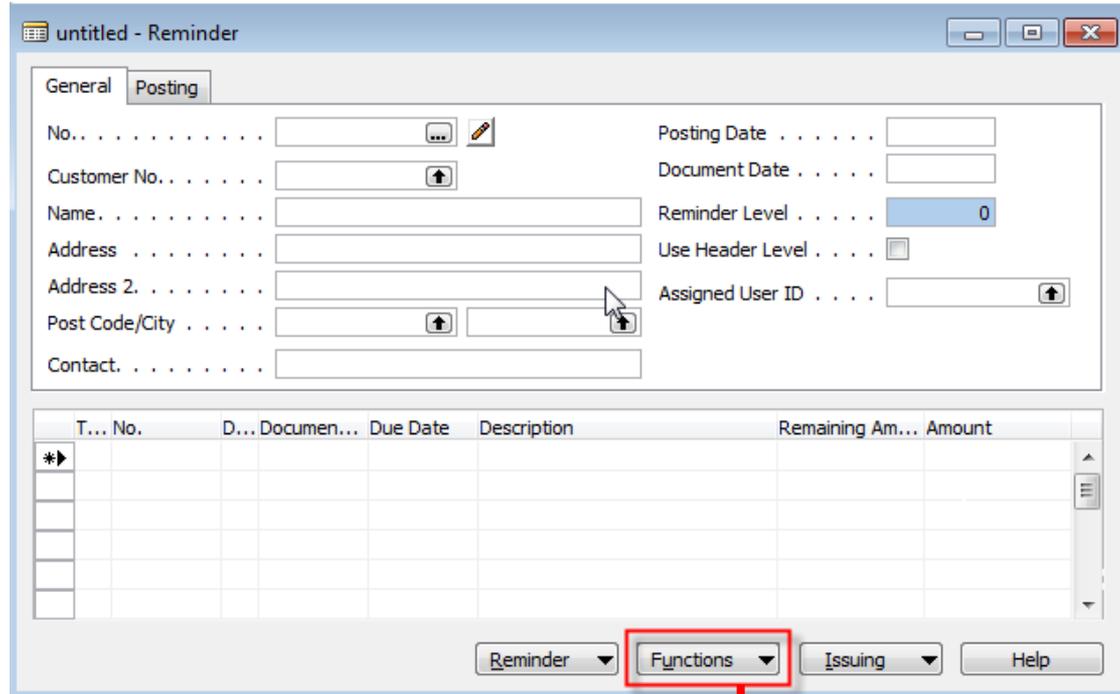
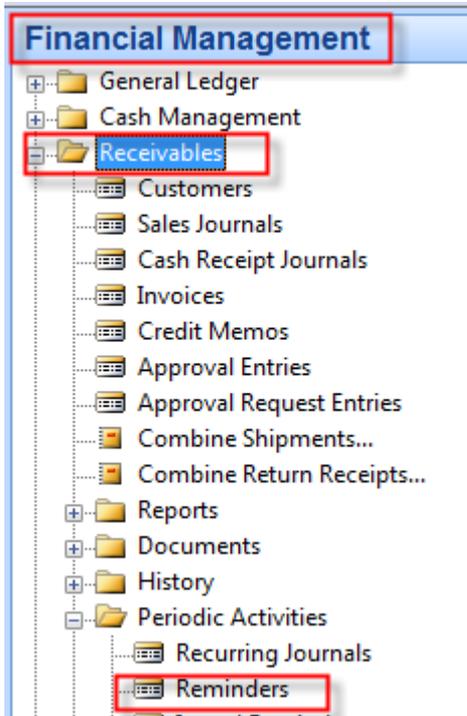
The following predefined options are available:

- %1 = Document Date (from the reminder header)
- %2 = Due Date (from the reminder header)
- %3 = Interest Rate (from finance charge terms)
- %4 = Remaining Amount (from the reminder header)
- %5 = Interest Amount (from the reminder header)
- %6 = Additional Fee (from the reminder header)
- %7 = Total (Remaining Amount + Interest Amount + Additional Fee + VAT).
- %8 = Reminder Level (from the reminder header)**
- %9 = Currency Code (from the reminder header)
- %10 = Posting Date (from the reminder header)

# Automatic Reminder creation

- Open the Reminder window.
- In the Reminder window, click Functions, Create Reminders. The Create Reminders batch job request form appears.
- Set a filter on the Customer and/or the Customer Ledger Entry tab if you want to create reminders for selected customers and/or for specific entries.
- On the Options tab, fill in the fields with the relevant information. For Help about a specific field, click the field and press F1.
- Click OK to start the batch job.

# Reminder window



# Reminder creation

Create Reminders

Customer Cust. Ledger Entry Options

Field	Filter
No.	10000

OK Cancel Help

Create Reminders

Customer Cust. Ledger Entry Options

Field	Filter
Document Type	Invoice

OK Cancel Help

Create Reminders

Customer Cust. Ledger Entry Options

Posting Date . . . . . 10.07.13

Document Date . . . . . 10.07.13

Only Entries with Overdue Amounts . . . .

Include Entries On Hold . . . .

Use Header Level . . . .

OK Cancel Help



# Created Reminder

1001 The Cannon Group PLC - Reminder

General Posting

No. . . . . 1001 [edit] [icon] Posting Date . . . . . 10.07.13  
Customer No. . . . . 10000 [up] Document Date . . . . . 10.07.13  
Name . . . . . The Cannon Group PLC Reminder Level . . . . . 1 ←  
Address . . . . . 192 Market Square Use Header Level . . . . . [checkbox]  
Address 2. . . . . [text] Assigned User ID . . . . . [up]  
Post Code/City . . . . . B27 4KT [up] Birmingham [up]  
Contact. . . . . Mr. Andy Teal

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, as you can probably see, this is our first reminder.		
Custom...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custom...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custom...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custom...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custom...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custom...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
▶ G/L Account	9120						Additional Fee		5,00
							Please remit your payment of 168 662,25 as soon as possible.		

Reminder Functions Issuing Help

# Test report

**Reminder - Test**  
CRONUS International Ltd.

30. October 2014  
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jskorkovsky

Reminder No.: 1001

**1001 The Cannon Group PLC**

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

Posting Date 10.07.13  
Document Date 10.07.13  
Due Date 10.07.13

Reminder Level 1

Reminder Terms Code DOMESTIC  
Fin. Charge Terms Code 1.5 DOM.

Customer No. 10000  
VAT Registration No. 789456278

Post Interest No  
Post Additional Fee Yes

Document Date	Document Type	Document No.	Due Date	Original Amount	Remaining Amount
Dear sir, as you can probably see, this is our first reminder.					
31.12.11	Invoice	00-11	31.01.12	63 473,13	63 473,13
31.12.11	Invoice	00-16	31.01.12	33 852,35	33 852,35
31.12.11	Invoice	00-9	31.01.12	50 778,50	50 778,50
05.01.12	Invoice	103005	05.02.12	8 269,04	8 269,04
18.01.12	Invoice	103018	18.02.12	4 101,88	4 101,88
23.01.12	Invoice	103001	23.02.12	8 182,35	8 182,35

9120 Additional Fee 5,00

Please remit your payment of 168 662,25 as soon as possible.

**Total GBP 168 662,25**

# Customer Ledger Entry and G/L Entries

10000 The Cannon Group PLC - Customer Ledger Entries

Posting D...	Document Type	Documen...	Customer...	Description	Curre...	Original Amount	Amount	Remaining Am...	Due Date	Pmt. Disc...	Pmt. Disc
10.07.13	Invoice	103023	10000	Order 1001		50,00	50,00	0,00	10.08.13	18.07.13	18.07
10.07.13	Credit Memo	104006	10000	Credit Memo 1001		-50,00	-50,00	0,00	10.07.13		
10.07.13	Invoice	103024	10000	Order 1002		525,00	525,00	525,00	10.08.13	18.07.13	18.07
10.07.13	Reminder	105001	10000	Reminder 1001		5,00	5,00	5,00	10.07.13		

9120 Finance Charges from Customers - General Ledger Entries

Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... G... B... G... P... Amount	Bal. A... Account No.	Bal. Entry No.
10.07.13	R.. 105001	9120	Reminder 1001	S.. N.. N.. -5,00	G..	2813
10.07.13	R.. 105001	2310	Reminder 1001		G..	2814



# Issued Reminder level 1

105001 The Cannon Group PLC - Issued Reminder

General Posting

No. . . . . 105001

Customer No. . . . . 10000

Name. . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2. . . . .

Post Code/City . . . . . B27 4KT Birmingham

Contact. . . . . Mr. Andy Teal

Posting Date . . . . . 10.07.13

Document Date . . . . . 10.07.13

Pre-Assigned No. . . . . 1001

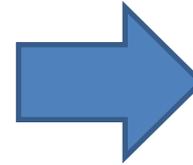
Reminder Level . . . . . 1

No. Printed . . . . . 0

T... No.	D... Documen...	Due Date	Description	Remaining Am...	Amount
			Dear sir, as you can probably see, this is our first reminder.		
C..	I... 00-11	31.01.12	Opening Entries, Customers	63 473,13	
C..	I... 00-16	31.01.12	Opening Entries, Customers	33 852,35	
C..	I... 00-9	31.01.12	Opening Entries, Customers	50 778,50	
C..	I... 103005	05.02.12	Order 101001	8 269,04	
C..	I... 103018	18.02.12	Order 6005	4 101,88	
C..	I... 103001	23.02.12	Invoice 103001	8 182,35	
G..	9120		Additional Fee		5,00
			Please remit your payment of 168 662,25 as soon as possible.		

Reminder Print... Navigate Help

# Reminder level 2 after change of the WD to 10.11.13 and posting and document date



Customer Cust. Ledger Entry Options

Posting Date . . . . . 10.11.13

Document Date . . . . . 10.11.13

Only Entries with Overdue Amounts . . . .

Include Entries On Hold . . .

Use Header Level . . . . .

1004 The Cannon Group PLC - Reminder

General Posting

No. . . . . 1004

Customer No. . . . . 10000

Name . . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2 . . . . .

Post Code/City . . . . . B27 4KT Birmingham

Contact . . . . . Mr. Andy Teal

Posting Date . . . . . 10.11.13

Document Date . . . . . 10.11.13

Reminder Level . . . . . 2

Use Header Level . . . .

Assigned User ID . . . . .

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, it looks like you have forgotten out first reminder !		
Custom...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custom...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custom...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custom...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custom...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custom...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
Custom...		10.07.13	10.07.13	Invoice	103024	10.08.13	Order 1002	525,00	
G/L Account	9120						Additional Fee		10,00
							If the balance is not received within 10 days, your account will be sent to a collection agency.		

Reminder Functions Issuing Help

# Issued Reminder level 2

1004 The Cannon Group PLC - Reminder

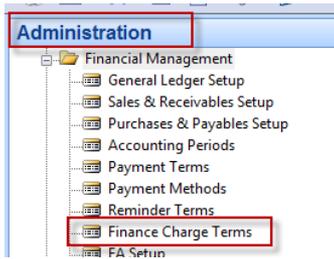
General Posting

No. . . . . 1004 Posting Date . . . . . 10.11.13  
Customer No. . . . . 10000 Document Date . . . . . 10.11.13  
Name . . . . . The Cannon Group PLC Reminder Level . . . . . 2  
Address . . . . . 192 Market Square Use Header Level . . . . .   
Address 2 . . . . . Assigned User ID . . . . .  
Post Code/City . . . . . B27 4KT Birmingham  
Contact . . . . . Mr. Andy Teal

Type	No.	Posting Date	Document Date	Docu... Type	Document No.	Due Date	Description	Remaining Amount	Amount
							Dear sir, it looks like you have forgotten out first reminder !		
Custome...		31.12.11	31.12.11	Invoice	00-11	31.01.12	Opening Entries, Customers	63 473,13	
Custome...		31.12.11	31.12.11	Invoice	00-16	31.01.12	Opening Entries, Customers	33 852,35	
Custome...		31.12.11	31.12.11	Invoice	00-9	31.01.12	Opening Entries, Customers	50 778,50	
Custome...		08.01.12	05.01.12	Invoice	103005	05.02.12	Order 101001	8 269,04	
Custome...		18.01.12	18.01.12	Invoice	103018	18.02.12	Order 6005	4 101,88	
Custome...		23.01.12	23.01.12	Invoice	103001	23.02.12	Invoice 103001	8 182,35	
Custome...		10.07.13	10.07.13	Invoice	103024	10.08.13	Order 1002	525,00	
G/L Account	9120						Additional Fee		10,00
							If the balance is not received within 10 days, your account will be sent to a collection agency.		

Reminder Functions Issuing Help

# Finance Charge Terms



## Text Variables for Reminders

When you create texts to be printed on reminders, you can use certain predefined variables which the program will replace with the appropriate information before printing.

The following predefined options are available:

- %1 = Document Date (from the reminder header)
- %2 = Due Date (from the reminder header)
- %3 = Interest Rate (from finance charge terms)
- %4 = Remaining Amount (from the reminder header)
- %5 = Interest Amount (from the reminder header)
- %6 = Additional Fee (from the reminder header)
- %7 = Total (Remaining Amount + Interest Amount + Additional Fee + VAT).
- %8 = Reminder Level (from the reminder header)
- %9 = Currency Code (from the reminder header)
- %10 = Posting Date (from the reminder header)

A screenshot of the 'Finance Charge Terms' window. The window title is 'Finance Charge Terms'. It contains a table with the following columns: Code, Description, Interest Calculation, Interest Calculation Method, Interest Rate, Interest Period (Days), Minimum Amount (LCY), Additional Fee (LCY), Grace Period, Due Date Calculation, and Line Description. The table has two rows of data.

Code	Description	Interest Calculation	Interest Calculation Method	Interest Rate	Interest Period (Days)	Minimum Amount (LCY)	Additional Fee (LCY)	Grace Period	Due Date Calculation	Line Description
1.5 DOM.	1.5 % for Domestic Customers	Open Entries	Average Daily Balance	1,5	30	10,00	10,00	5D	1M	%4% finance charge of %6
2.0 FOR.	2.0 % for Foreign Customers	Open Entries	Average Daily Balance	2	30	0,00	0,00	7D	1M	%4% finance charge of %6

At the bottom right of the window, there are two buttons: 'Terms' and 'Help'.

# Finance Charge Terms

Finance Charge Terms

Code	Description	Interest Calculation	Interest Calculation Method	Interest Rate	Interest Period (Days)	Minimum Amount (LCY)	Additional Fee (LCY)	Grace Period	Due Date Calculation	Line Description
1.5 DOM.	1.5 % for Domestic Customers	Open Entries	Average Daily Balance	1,5	30	10,00	10,00	5D	1M	%4% finance charge of %6
2.0 FOR.	2.0 % for Foreign Customers	Open Entries	Average Daily Balance	2	30	0,00	0,00	7D	1M	%4% finance charge of %6

Terms Help

1.5 DOM. 1.5 % for Domestic Customers - Finance Charge Terms Card

General

Code . . . . .	1.5 DOM.	Due Date Calculation . .	1M
Description . . . . .	1.5 % for Domestic Customers	Grace Period . . . . .	5D
Line Description . . . . .	%4% finance charge of %6	Post Interest . . . . .	<input checked="" type="checkbox"/>
Minimum Amount (LCY) .	10,00	Post Additional Fee . . .	<input checked="" type="checkbox"/>
Additional Fee (LCY). .	10,00		
Interest Rate . . . . .	1,5		
Interest Calculation . .	Open Entries		
Interest Calculation M...	Average Daily...		
Interest Period (Days) .	30		

Help



# Finance Charge Memos

The screenshot shows the 'Suggest Fin. Charge Memo Lines' dialog box with the 'Finance Charge Memo' tab selected. The 'Cust. Ledger Entry' tab is also visible. A table with two columns, 'Field' and 'Filter', is displayed. The first row has 'No.' in the 'Field' column and '1002' in the 'Filter' column. Below the table is an upward-pointing arrow icon. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Field	Filter
▶ No.	1002

The screenshot shows the 'Suggest Fin. Charge Memo Lines' dialog box with the 'Finance Charge Memo' tab selected. The 'Cust. Ledger Entry' tab is also visible. A table with two columns, 'Field' and 'Filter', is displayed. The first row has 'Document Type' in the 'Field' column. Below the table is an upward-pointing arrow icon. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Field	Filter
▶ Document Type	

# Finance Charge Memos

1002 The Cannon Group PLC - Finance Charge Memo

General Posting

No. . . . . 1002 [edit] Posting Date . . . . . 10.12.13

Customer No. . . . . 10000 [up] Document Date . . . . . 10.12.13

Name . . . . . The Cannon Group PLC Assigned User ID . . . . . [up]

Address . . . . . 192 Market Square

Address 2. . . . .

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

Contact. . . . . Mr. Andy Teal

Type	No.	D... Document T... No.	Due Date	Description	Original Amount	Remaining Amount	Amount
▶ Customer L...		I... 00-11	31.01.12	1,5% finance charge of 1 436 608,51	63 473,13	63 473,13	21 549,13
Customer L...		I... 00-16	31.01.12	1,5% finance charge of 766 191,52	33 852,35	33 852,35	11 492,87
Customer L...		I... 00-9	31.01.12	1,5% finance charge of 1 149 286,72	50 778,50	50 778,50	17 239,30
Customer L...		I... 103005	05.02.12	1,5% finance charge of 185 777,77	8 269,04	8 269,04	2 786,67
Customer L...		I... 103018	18.02.12	1,5% finance charge of 90 378,09	4 101,88	4 101,88	1 355,67
Customer L...		I... 103001	23.02.12	1,5% finance charge of 178 920,72	8 182,35	8 182,35	2 683,81
Customer L...		I... 103025	26.02.12	1,5% finance charge of 3 403,87	156,38	156,38	51,06
Customer L...		I... 103034	09.09.12	1,5% finance charge of 4 960,43	325,63	325,63	74,41
Customer L...		I... 103033	09.10.12	1,5% finance charge of 9 153,46	1 181,88	643,10	137,30
G/L Account	9120			Additional Fee			10,00
				Please pay the total of 227 162,58.			

Memo Functions Issuing Help

# Finance charge memo

Finance Charge Memo - Test  
CRONUS International Ltd.

31. October 2014  
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Finance Charge Memo: No.: 1002

## 1002 The Cannon Group PLC

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

Posting Date 10.12.13  
Document Date 10.12.13  
Due Date 10.01.14

Fin. Charge Terms Code 1.5 DOM.

Post Interest Yes  
Post Additional Fee Yes

Customer No. 10000  
VAT Registration No. 789456278

Document Date	Document Type	Document No.	Due Date	Description	Original Amount	Remaining Amount	Amount
31.12.11	Invoice	00-11	31.01.12	1,5% finance	63 473,13	63 473,13	21 549,13
31.12.11	Invoice	00-16	31.01.12	1,5% finance	33 852,35	33 852,35	11 492,87
31.12.11	Invoice	00-9	31.01.12	1,5% finance	50 778,50	50 778,50	17 239,30
05.01.12	Invoice	103005	05.02.12	1,5% finance	8 269,04	8 269,04	2 786,67
18.01.12	Invoice	103018	18.02.12	1,5% finance	4 101,88	4 101,88	1 355,67
23.01.12	Invoice	103001	23.02.12	1,5% finance	8 182,35	8 182,35	2 683,81
26.01.12	Invoice	103025	26.02.12	1,5% finance	156,38	156,38	51,06
09.09.12	Invoice	103034	09.09.12	1,5% finance	325,63	325,63	74,41
09.09.12	Invoice	103033	09.10.12	1,5% finance	1 181,88	643,10	137,30
				Additional Fee			10,00
				<b>Total GBP</b>			<b>57 380,22</b>

Please pay the total of 227 162,58.

# General Ledger entries and Customer Ledger entries after issuing of FCHM

9120 Finance Charges from Customers - General Ledger Entries

Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... P...	Amount	Bal. A... T...	Bal. Account No.	Entry No.
10.12.13	F.. 106001	9120	Finance Charge Memo 1002	S..	N..	N..	-10,00	G..		3402
10.12.13	F.. 106001	9120	Finance Charge Memo 1002	S..	N..	N..	-57 370,22	G..		3403
10.12.13	F.. 106001	2310	Finance Charge Memo 1002				57 380,22	G..		3404

Entry Functions Navigate Help

Customer Ledger Entries

Posting Date	Document Type	Document No.	Customer...	Description	Original Amount	Amount	Remaining Am...	Due Date	Open
10.12.13	Finance Charge Memo	106001	10000	Finance Charge Memo 1002	57 380,22	57 380,22	57 380,22	10.01.14	✓

End of the section XVIII.

