Introduction to MS Dynamics NAV

(Basic of payments)

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General Journals and its use in G/L

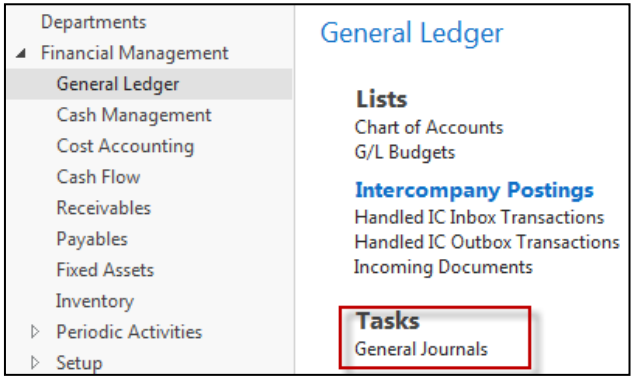
- It enables to post and apply payment to „open“ invoices
- It enables to post an amount from one account to another
- Recurring operations (periodic posting of similar transactions) are much more easier

General Journals and its use in G/L

- You use the General Journal window to post transactions to G/L, bank, customer, vendor and fixed assets accounts. In a General Journal (**GJ**), you enter the relevant information for the planned transaction, such as the posting date, amount and the accounts you want to post to. The information you enter in a Journal is temporary and can be changed as long as it is in the Journal.

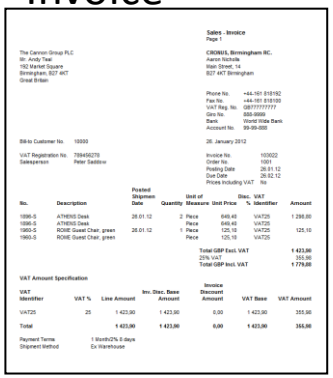
- If you often use the General Journal to post the same or similar journal lines, for example, in connection with payroll expenses you can you periodic one call Recurring Journals.

How to access **GJ**



Applying principles

Invoice



Apply

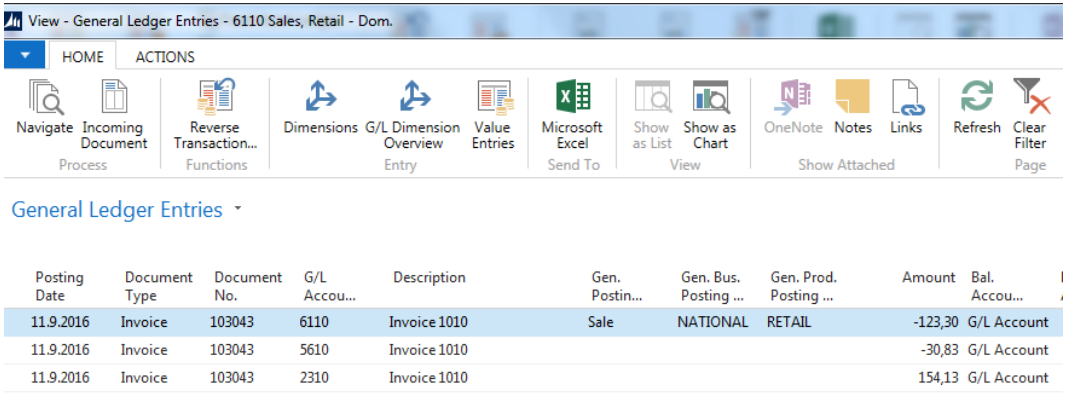
From customer 10000 by Ctrl-F7

Customer Ledger Entries

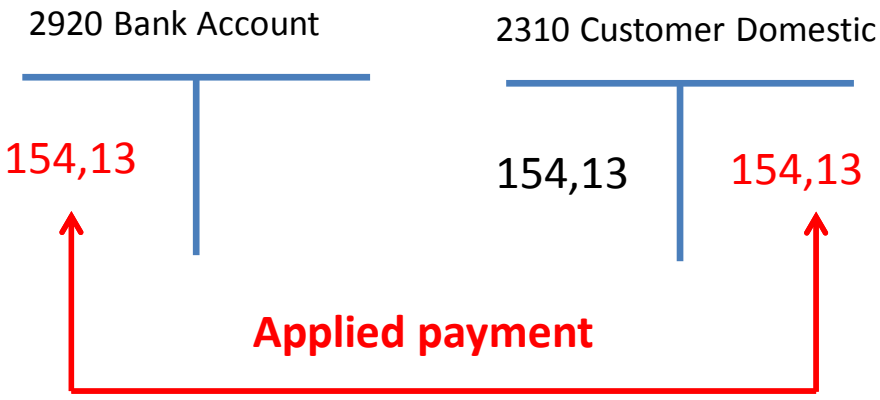
Type to filter (

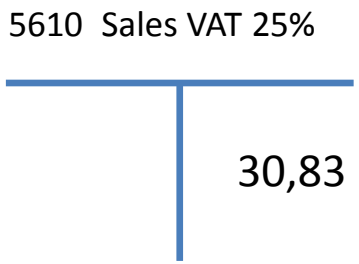
Posting Date	Document Type	Document No.	Cust... No.	Description	Curre... Code	Open	Original Amount	Amount	Remaining Amount	Due Date
31.12.2015	*Invoice*	*00-1*	10000	Opening Entries, Customers		☐	25 389,25	25 389,25	0,00	*1.1.2016*
31.12.2015	***Invoice***	***00-11***	10000	Opening Entries, Customers		☑	63 473,13	63 473,13	63 473,13	***31.1.2016***
31.12.2015	***Invoice***	***00-16***	10000	Opening Entries, Customers		☑	33 852,35	33 852,35	7 905,62	***31.1.2016***
31.12.2015	*Invoice*	*00-3*	10000	Opening Entries, Customers		☐	50 778,50	50 778,50	0,00	*7.1.2016*
31.12.2015	*Invoice*	*00-6*	10000	Opening Entries, Customers		☐	67 704,67	67 704,67	0,00	*11.1.2016*
31.12.2015	***Invoice***	***00-9***	10000	Opening Entries, Customers		☑	50 778,50	50 778,50	20 778,50	***31.1.2016***
10.1.2016	*Invoice*	*103015*	10000	Order 101001		☐	8 269,04	8 269,04	0,00	*7.2.2016*
17.1.2016	***Credit Me...***	***104001***	10000	Credit Memo 104001		☑	-292,84	-292,84	-292,84	***17.1.2016***
17.1.2016	Payment	2596	10000	Payment 2016		☐	-25 389,25	-25 389,25	0,00	17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016		☐	-50 778,50	-50 778,50	0,00	17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016		☐	-67 704,67	-67 704,67	0,00	17.1.2016
20.1.2016	*Invoice*	*103028*	10000	Order 6005		☐	4 101,88	4 101,88	0,00	*20.2.2016*
25.1.2016	*Invoice*	*103001*	10000	Invoice 103001		☐	8 182,35	8 182,35	0,00	*25.2.2016*
28.1.2016	*Invoice*	*103032*	10000	Invoice 1005		☐	3 500,00	3 500,00	0,00	*28.2.2016*
28.1.2016	***Invoice***	***103033***	10000	Order 1001		☑	343 750,00	343 750,00	343 750,00	***28.2.2016***

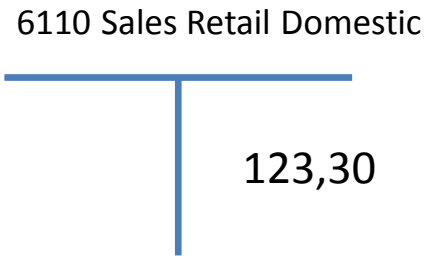
Impacts to G/L (General Ledger Entries)



Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
11.9.2016	Invoice	103043	6110	Invoice 1010	Sale	NATIONAL	RETAIL	-123,30	G/L Account
11.9.2016	Invoice	103043	5610	Invoice 1010				-30,83	G/L Account
11.9.2016	Invoice	103043	2310	Invoice 1010				154,13	G/L Account

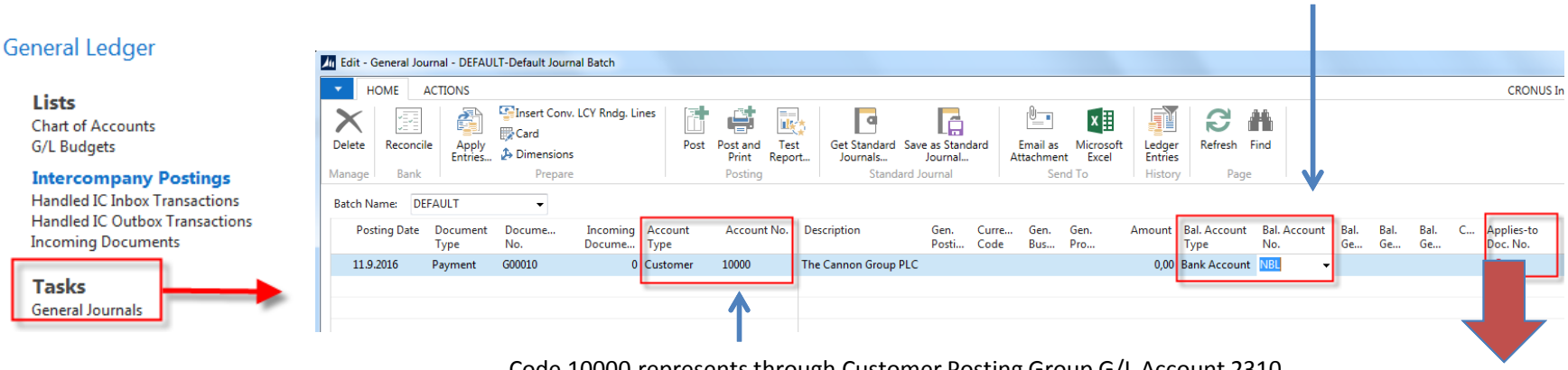






General Journal Structure

Code NBL represents through Bank Account Posting Group G/L Account 2920

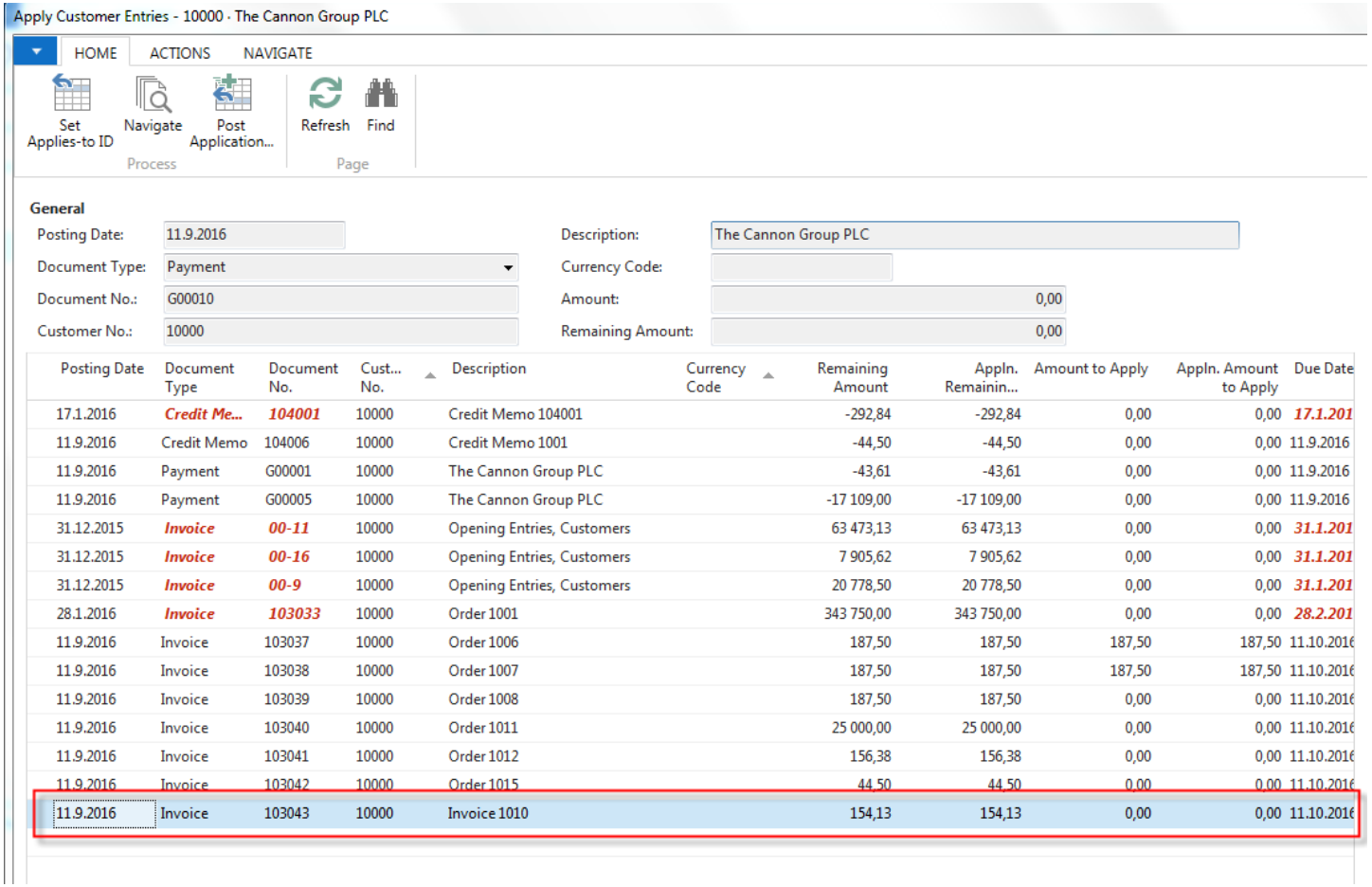


Code 10000 represents through Customer Posting Group G/L Account 2310

F4 to access list of open documents (Invoices and Credit Memos)

See list of open documents on the next slide

Posted Entries of different types(Customer Entries, Payment Entries, Credit Memo Entries,.....)



Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply	Appln. Amount to Apply	Due Date
17.1.2016	Credit Me...	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	0,00	17.1.201
11.9.2016	Credit Memo	104006	10000	Credit Memo 1001		-44,50	-44,50	0,00	0,00	11.9.2016
11.9.2016	Payment	G00001	10000	The Cannon Group PLC		-43,61	-43,61	0,00	0,00	11.9.2016
11.9.2016	Payment	G00005	10000	The Cannon Group PLC		-17 109,00	-17 109,00	0,00	0,00	11.9.2016
31.12.2015	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13	0,00	0,00	31.1.201
31.12.2015	Invoice	00-16	10000	Opening Entries, Customers		7 905,62	7 905,62	0,00	0,00	31.1.201
31.12.2015	Invoice	00-9	10000	Opening Entries, Customers		20 778,50	20 778,50	0,00	0,00	31.1.201
28.1.2016	Invoice	103033	10000	Order 1001		343 750,00	343 750,00	0,00	0,00	28.2.201
11.9.2016	Invoice	103037	10000	Order 1006		187,50	187,50	187,50	187,50	11.10.2016
11.9.2016	Invoice	103038	10000	Order 1007		187,50	187,50	187,50	187,50	11.10.2016
11.9.2016	Invoice	103039	10000	Order 1008		187,50	187,50	0,00	0,00	11.10.2016
11.9.2016	Invoice	103040	10000	Order 1011		25 000,00	25 000,00	0,00	0,00	11.10.2016
11.9.2016	Invoice	103041	10000	Order 1012		156,38	156,38	0,00	0,00	11.10.2016
11.9.2016	Invoice	103042	10000	Order 1015		44,50	44,50	0,00	0,00	11.10.2016
11.9.2016	Invoice	103043	10000	Invoice 1010		154,13	154,13	0,00	0,00	11.10.2016

Select document and click on the OK button to see it (or use Navigate icon)

Create new Sale Order

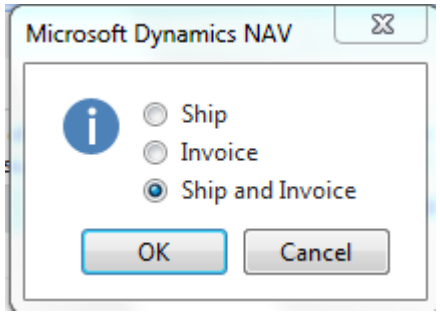
Customer 10000

Lines

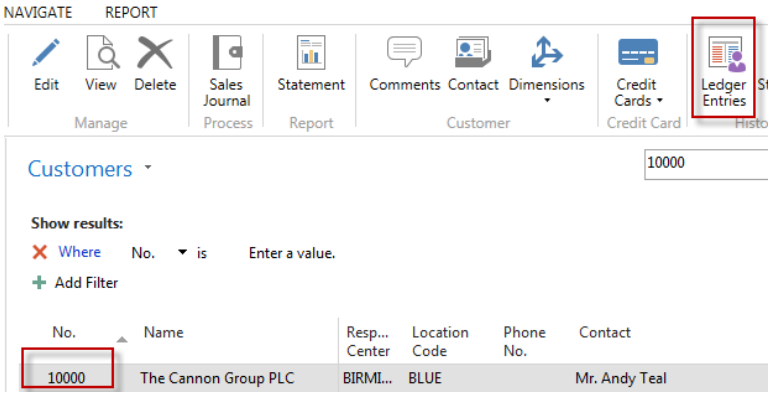
Line ▾ | Functions ▾ | Order ▾ | New | Find | Filter | Clear Filter

Type	No.	Description	Location Code	Quantity	Qty. to A...	Reserved Quantity	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT
Item	1936-S	BERLIN Guest Chair,...	BLUE	1			PCS	150,00	150,00

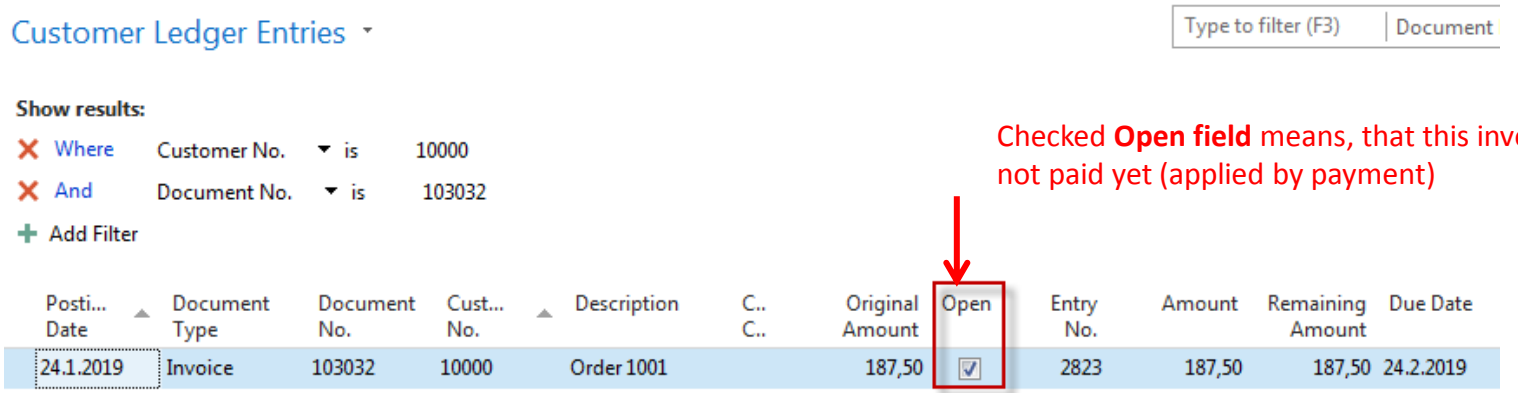
Change manually Unit price to 150 in order to get more simple data later !!!



Customer Ledger Entries (CLE) – see our PWP show about SO



Author modified columns of CLE to se fields Open and Entry number as well !!!!

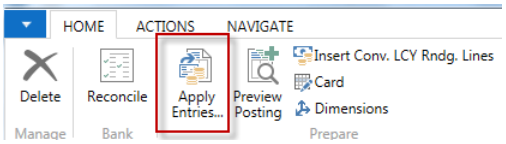


Checked **Open field** means, that this invoice was not paid yet (applied by payment)

G/L Journal is prepared to be posted

Batch Name: CASH

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Gen. Postin...
24.1.2019	Payment	G00001	Customer	10000	The Cannon Group P...	0,00	Bank Account	NBL	



Apply Customer Entries - 10000 · The Cannon Group PLC

HOME ACTIONS NAVIGATE

Set Applies-to ID | Navigate | Post Application... | Refresh | Find

Process Page

General

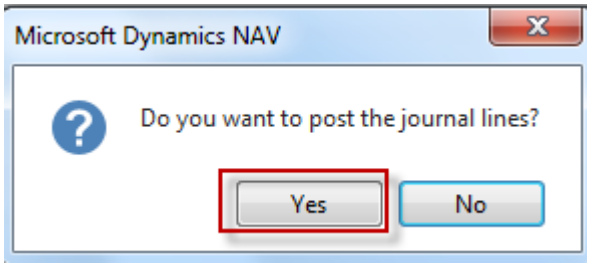
Posting Date:	24.1.2019	Description:	The Cannon Group PLC
Document Type:	Payment	Currency Code:	
Document No.:	G00001	Amount:	0,00
Customer No.:	10000	Remaining Amount:	0,00

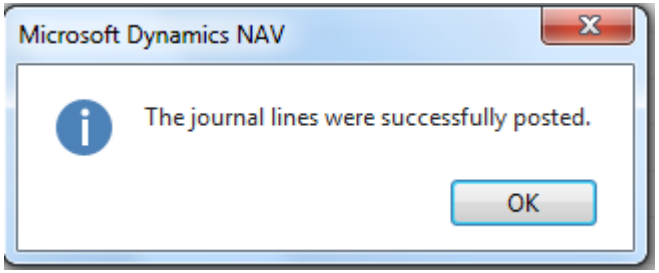
Applies-to ID	Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply	Appln. A to
	13.1.2019	Credit Me...	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	
	31.12.2018	Invoice	00-11	10000	Opening Entries, Custo...		63 473,13	63 473,13	0,00	
	31.12.2018	Invoice	00-16	10000	Opening Entries, Custo...		33 852,35	33 852,35	0,00	
	31.12.2018	Invoice	00-9	10000	Opening Entries, Custo...		50 778,50	50 778,50	0,00	
	6.1.2019	Invoice	103015	10000	Order 101001		8 269,04	8 269,04	0,00	
	16.1.2019	Invoice	103028	10000	Order 6005		4 101,88	4 101,88	0,00	
	21.1.2019	Invoice	103001	10000	Invoice 103001		8 182,35	8 182,35	0,00	
G00001	24.1.2019	Invoice	103032	10000	Order 1001		187,50	187,50	187,50	

GJ after application entry for setup payment

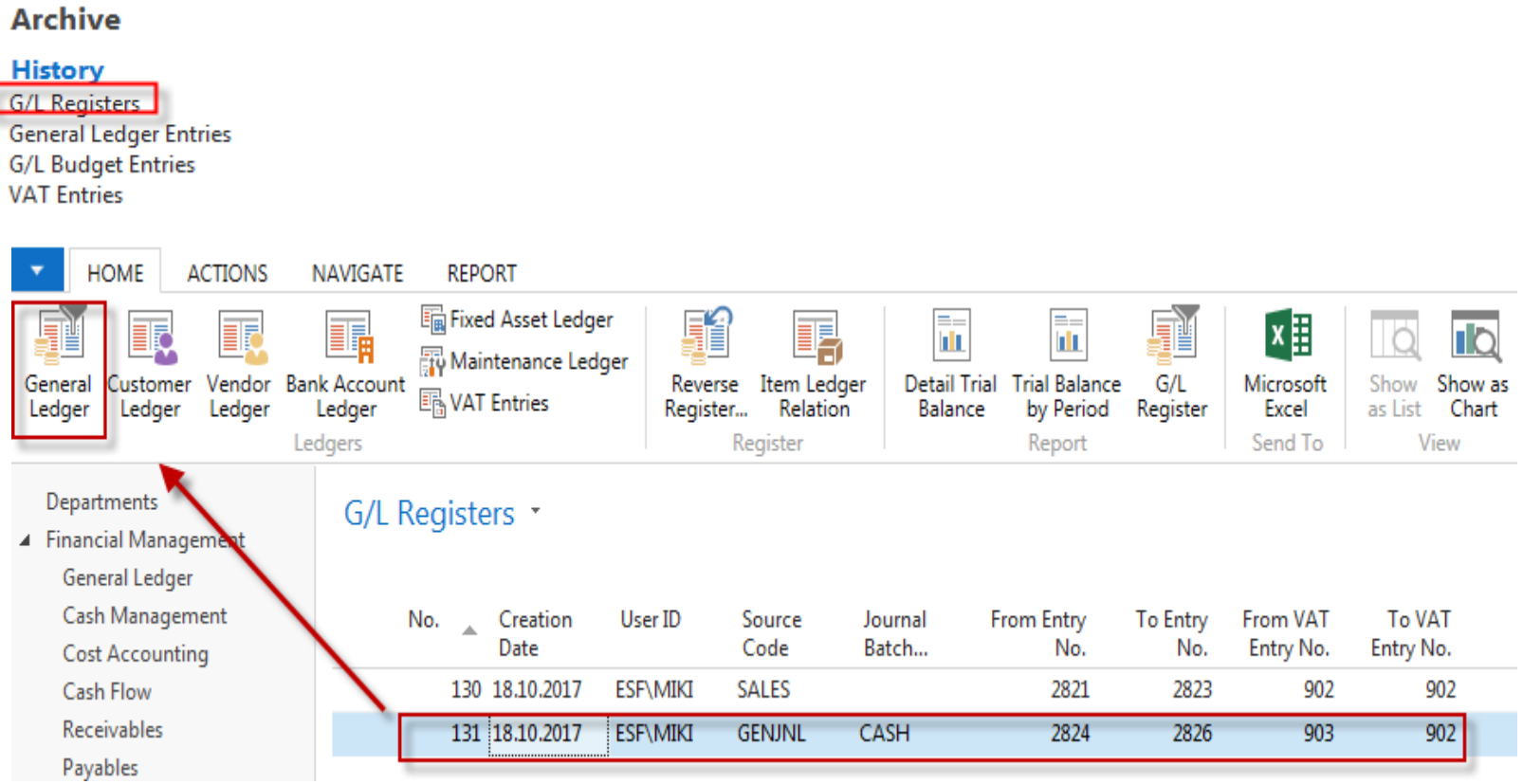
Batch Name: CASH

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.
24.1.2019	Payment	G00001	Customer	10000	The Cannon Group P...	-183,75	Bank Account	NBL

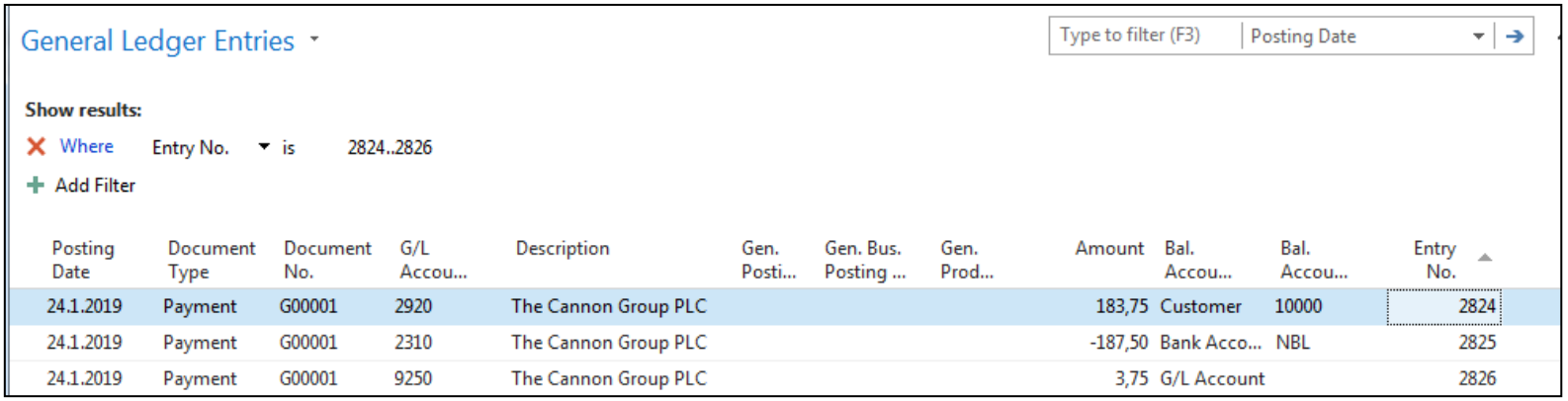


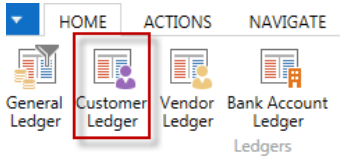


How to find out what we have done so far

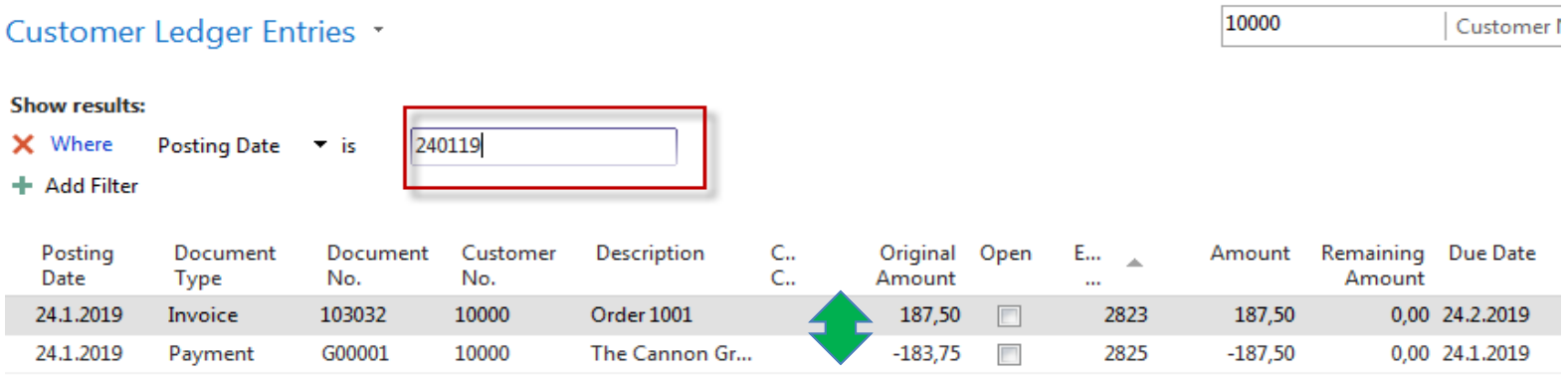


How to find out what we have done so far





(Debit side = plus and Credit side=minus- syntax rule) !!!!!!



General Ledger Entries

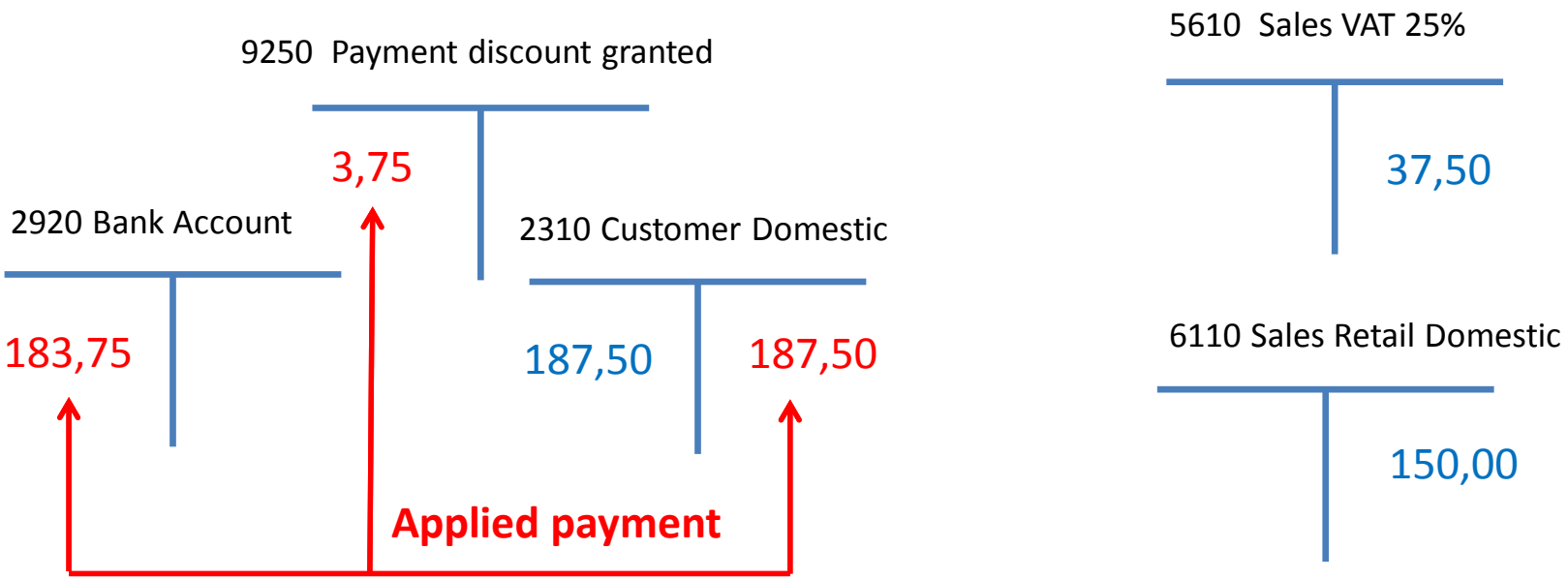
Type to filter (F3) | Po

Show results:

Where Entry No. is 2821..2826

Add Filter

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Posti...	Gen. Bus. Posting ...	Gen. Prod...	Amount	Bal. Accou...
24.1.2019	Invoice	103032	6110	Order 1001	Sale	NATIONAL	RETAIL	-150,00	G/L Account
24.1.2019	Invoice	103032	5610	Order 1001				-37,50	G/L Account
24.1.2019	Invoice	103032	2310	Order 1001				187,50	G/L Account
24.1.2019	Payment	G00001	2920	The Cannon Group PLC				183,75	Customer
24.1.2019	Payment	G00001	2310	The Cannon Group PLC				-187,50	Bank Acco...
24.1.2019	Payment	G00001	9250	The Cannon Group PLC				3,75	G/L Account



Additional tasks

- Prepare Purchase order and post it (F9)
- Enter data to General Journal (Vendor, bank account and so on)
- Post GJ
- See Vendor entries
- Use icon Applied entries to see applied pair !!
- Can we do Unapply entries for Customer (Vendor) entry window ?

End of the section

(Basic of payments)