**Simple scenario (Payment–General Journal) ERP Microsoft Dynamics NAV 2016**

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Date : 17.10.2018

For : MPH\_AOMA and AOPR and BPH\_EPS1

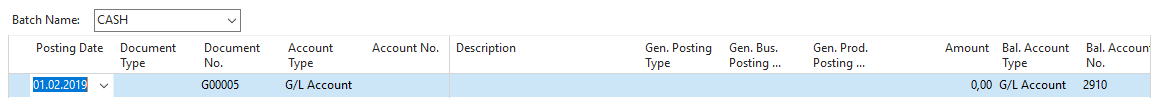
Database : MS Dynamics NAV 2016 W1

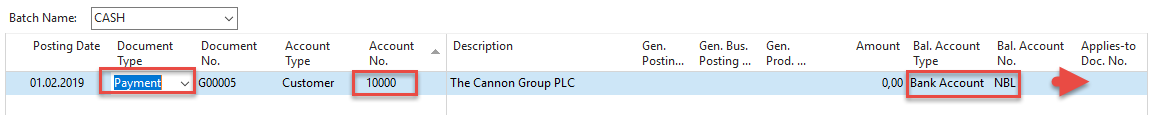
Keys : Ctrl-N=New, F4=Look-up, Ctrl-F7-entries, F7-statistics, F9-post

Shorthands : G/L General Ledger, TO-Transfer Order. SO-Sales Order, PO-Purchase Orer

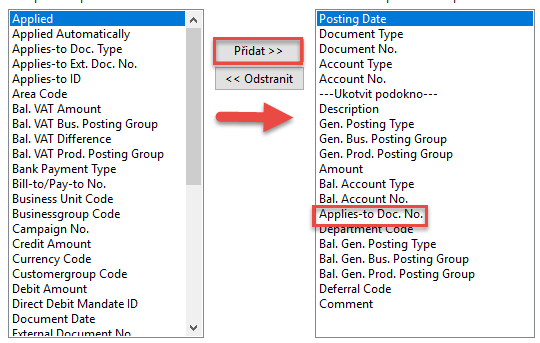
Tutor-**TU**

1. Areas-> Financial Management-> General Ledger -> Tasks-> General Journals

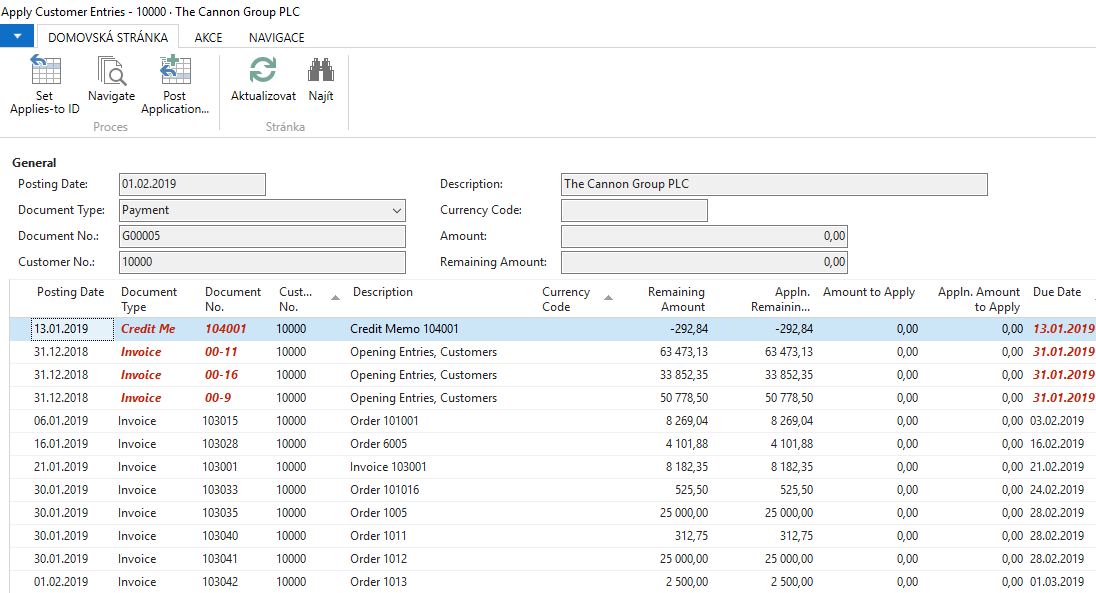


  
2. Enter the Type **Payment** into Document Type field. Account Type= Customer and Account number =10000. TU will explain, that a real account number related to Customer is hidden behind a code 10000. Enter the Bank Account (balancing account) and NBL bank code into fields Balanced Account Type and Balance Account Number.

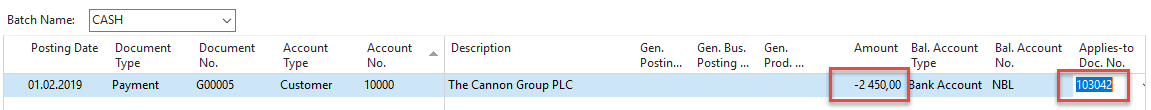
Move cursor to field description area, and use by right mouse click an option Find column and move from left part a field **Applies-to Doc. No**. to the right area and then run it up close the position to **Bal.Account No**. This is in fact setup of working, and it is not related to the knowledge of basic use of General Journal. See red arrow above.



Comment (Přidat=ADD) Move the cursor to this field, and a new form will open.

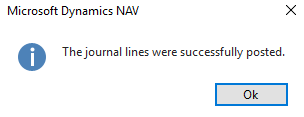


All these invoices (entries ) are opened (see the related field), which means that they are not applied by payment. Choose one of them and use the **OK** button to confirm your choice and You will get the general journal filled with all the necessary data.



The amount will appear in line with a minus, which means that the amount will look after the registration of the credit side.

Post it by **F9**

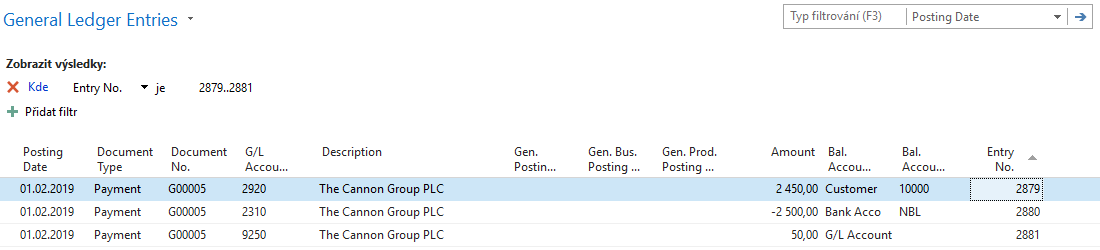


In order to see the impact of just processed payment

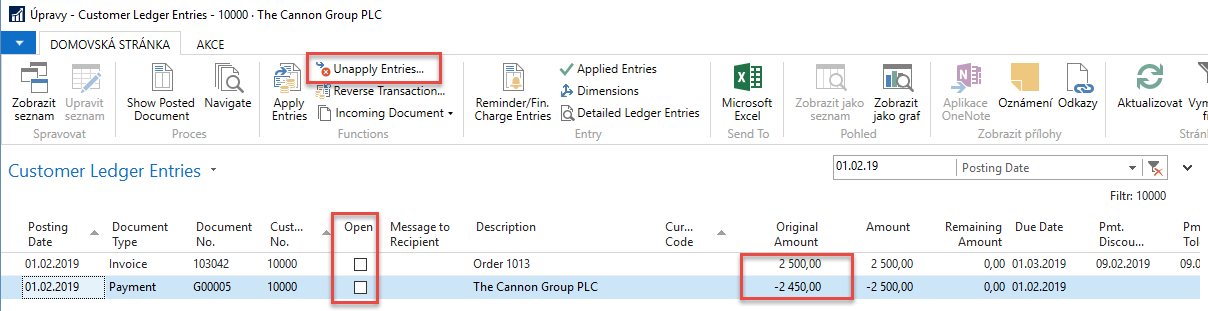
see General Ledger->Archive->History ->G/L Registers and go to the last line



and on the upper left corner of the BAR, you will see icon General Ledger. Use it, and you will get this form

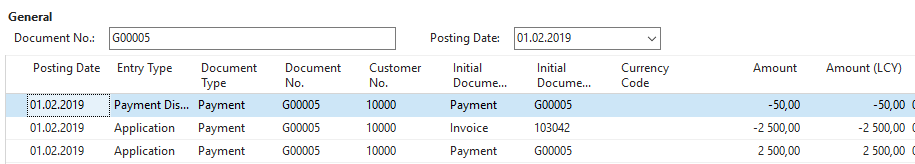


Let´s find our Customer list via searching window and from there go to our customer 10000 and go to Customer ledger entries by use of key combination Ctrl-F7 or appropriate icon above.

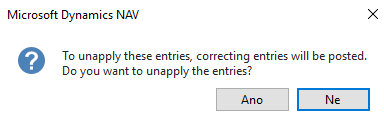


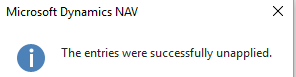
Be aware of applied filter -> the reason that only two entries are visible. Notice that both entries are closed. As a matter of training, we will look for any reason (**TU** will explain) to Unapply these entries by use of icon Unapply.

You will get (confirmation, tah unepply will be registered )

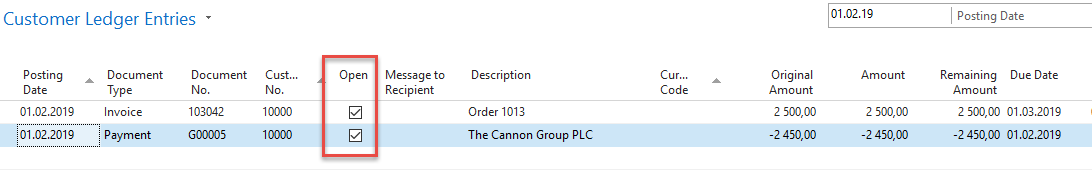


Here you have to confirm it by the Unapply icon. (**ANO=YES=OK**)

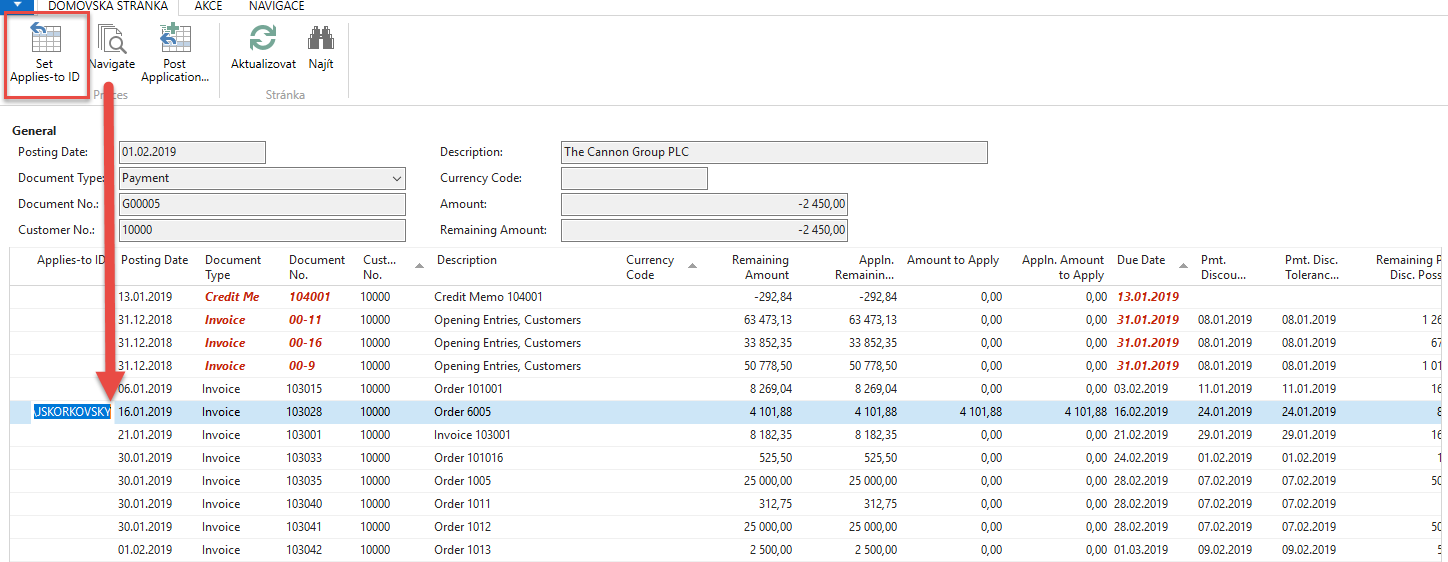


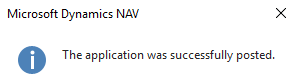


You will get following entries

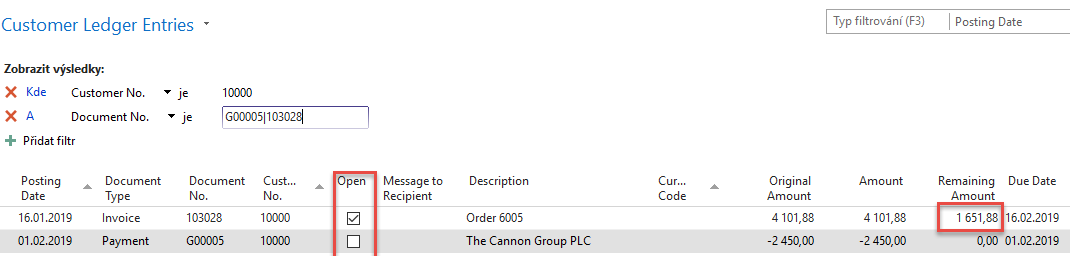


Next task will be apply our open payment to another open invoice from this window (Customer Ledger entries one) by use of icon Set Apply-to ID

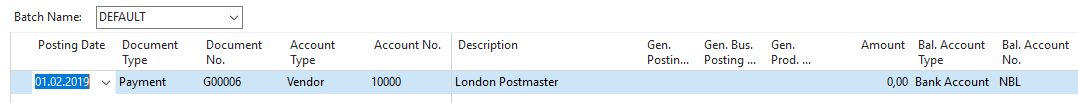
 Post it by icon **Post Application**



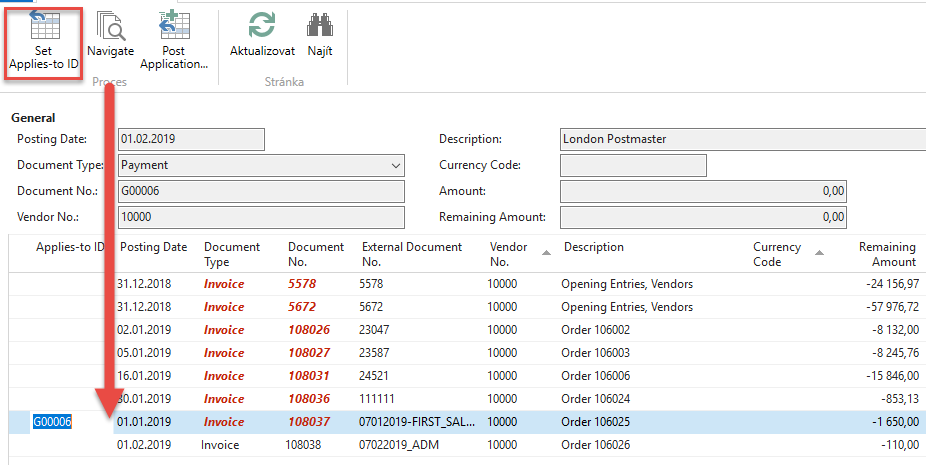
and you will get



Go back to General Journal and enter this data (we will use sedning payment to Vendor now)

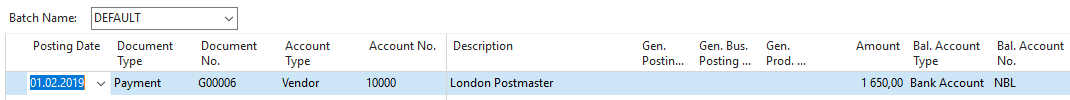


By use of icon Applied entries (a different way to access open entries – in our case opened Vendor Ledger entries) go to the window. Repeat operation which we have already done.



and confirm by button **OK**.

You will get



Post it by **F9** and go again to General Ledger->Archive->History ->G/L Registers and go to the last line

