

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

Created by : Jaromír Skorkovský  
 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 Order  
 Tutor-TU

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

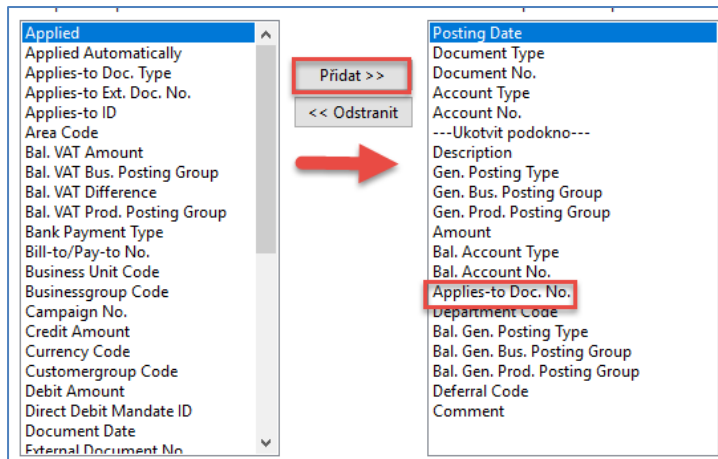
Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Gen. Posting Type	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Account Type	Bal. Account No.
01.02.2019		G00005	G/L Account						0,00	G/L Account	2910

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)

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. ...	Amount	Bal. Account Type	Bal. Account No.	Applies-to Doc. No.
01.02.2019	Payment	G00005	Customer	10000	The Cannon Group PLC				0,00	Bank Account	NBL	

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.

Apply Customer Entries - 10000 - The Cannon Group PLC

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Set Applies-to ID Navigate Post Application... Aktualizovat Najít

Proces Stránka

**General**

Posting Date: 01.02.2019 Description: The Cannon Group PLC

Document Type: Payment Currency Code:

Document No.: G00005 Amount: 0,00

Customer No.: 10000 Remaining Amount: 0,00

Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply	Appln. Amount to Apply	Due Date
13.01.2019	Credit Me	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	0,00	13.01.2019
31.12.2018	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13	0,00	0,00	31.01.2019
31.12.2018	Invoice	00-16	10000	Opening Entries, Customers		33 852,35	33 852,35	0,00	0,00	31.01.2019
31.12.2018	Invoice	00-9	10000	Opening Entries, Customers		50 778,50	50 778,50	0,00	0,00	31.01.2019
06.01.2019	Invoice	103015	10000	Order 101001		8 269,04	8 269,04	0,00	0,00	03.02.2019
16.01.2019	Invoice	103028	10000	Order 6005		4 101,88	4 101,88	0,00	0,00	16.02.2019
21.01.2019	Invoice	103001	10000	Invoice 103001		8 182,35	8 182,35	0,00	0,00	21.02.2019
30.01.2019	Invoice	103033	10000	Order 101016		525,50	525,50	0,00	0,00	24.02.2019
30.01.2019	Invoice	103035	10000	Order 1005		25 000,00	25 000,00	0,00	0,00	28.02.2019
30.01.2019	Invoice	103040	10000	Order 1011		312,75	312,75	0,00	0,00	28.02.2019
30.01.2019	Invoice	103041	10000	Order 1012		25 000,00	25 000,00	0,00	0,00	28.02.2019
01.02.2019	Invoice	103042	10000	Order 1013		2 500,00	2 500,00	0,00	0,00	01.03.2019

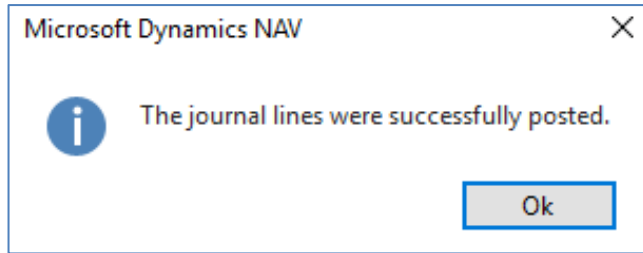
All these invoices (entries ) are opened (see the related field), which means that they are not applied by payment. Choose one of them and use the **OK** button to confirm your choice and You will get the general journal filled with all the necessary data.

Batch Name: CASH

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. ...	Amount	Bal. Account Type	Bal. Account No.	Applies-to Doc. No.
01.02.2019	Payment	G00005	Customer	10000	The Cannon Group PLC				-2 450,00	Bank Account	NBL	103042

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

148	23.10.2018	NAVERTICA\JSKORKOVSKY	GENJNL	CASH	2879	2881	919	918
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and on the upper left corner of the BAR, you will see icon General Ledger. Use it, and you will get this form

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
01.02.2019	Payment	G00005	2920	The Cannon Group PLC				2 450,00	Customer	10000	2879
01.02.2019	Payment	G00005	2310	The Cannon Group PLC				-2 500,00	Bank Acco	NBL	2880
01.02.2019	Payment	G00005	9250	The Cannon Group PLC				50,00	G/L Account		2881

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.

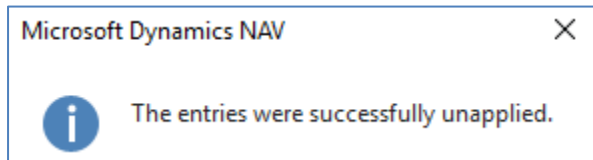
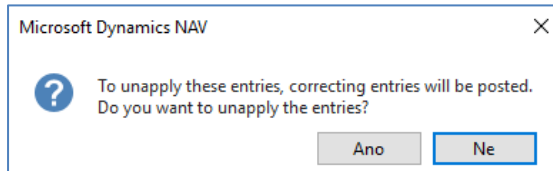
Posting Date	Document Type	Document No.	Cust... No.	Open	Message to Recipient	Description	Cur... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pm Tol
01.02.2019	Invoice	103042	10000	<input type="checkbox"/>		Order 1013		2 500,00	2 500,00	0,00	01.03.2019	09.02.2019	09.0
01.02.2019	Payment	G00005	10000	<input type="checkbox"/>		The Cannon Group PLC		-2 450,00	-2 500,00	0,00	01.02.2019		

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 uneply will be registered )

General									
Document No.:		G00005			Posting Date:		01.02.2019		
Posting Date	Entry Type	Document Type	Document No.	Customer No.	Initial Docume...	Initial Docume...	Currency Code	Amount	Amount (LCY)
01.02.2019	Payment Dis...	Payment	G00005	10000	Payment	G00005		-50,00	-50,00
01.02.2019	Application	Payment	G00005	10000	Invoice	103042		-2 500,00	-2 500,00
01.02.2019	Application	Payment	G00005	10000	Payment	G00005		2 500,00	2 500,00

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



You will get following entries

Customer Ledger Entries											
								01.02.19	Posting Date		
Posting Date	Document Type	Document No.	Cust... No.	Open	Message to Recipient	Description	Cur... Code	Original Amount	Amount	Remaining Amount	Due Date
01.02.2019	Invoice	103042	10000	<input checked="" type="checkbox"/>		Order 1013		2 500,00	2 500,00	2 500,00	01.03.2019
01.02.2019	Payment	G00005	10000	<input checked="" type="checkbox"/>		The Cannon Group PLC		-2 450,00	-2 450,00	-2 450,00	01.02.2019

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

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Set Apply-to ID

General

Posting Date: 01.02.2019 Description: The Cannon Group PLC

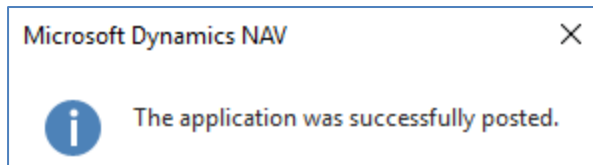
Document Type: Payment Currency Code:

Document No.: G00005 Amount: -2 450,00

Customer No.: 10000 Remaining Amount: -2 450,00

Applies-to ID	Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remain...	Amount to Apply	Appln. Amount to Apply	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...	Remaining F Disc. Poss
	13.01.2019	Credit Me	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	0,00	13.01.2019			
	31.12.2018	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13	0,00	0,00	31.01.2019	08.01.2019	08.01.2019	12
	31.12.2018	Invoice	00-16	10000	Opening Entries, Customers		33 852,35	33 852,35	0,00	0,00	31.01.2019	08.01.2019	08.01.2019	61
	31.12.2018	Invoice	00-9	10000	Opening Entries, Customers		50 778,50	50 778,50	0,00	0,00	31.01.2019	08.01.2019	08.01.2019	1 01
	05.01.2019	Invoice	103015	10000	Order 101001		8 269,04	8 269,04	0,00	0,00	03.02.2019	11.01.2019	11.01.2019	16
USKORKOVSKY	16.01.2019	Invoice	103028	10000	Order 6005		4 101,88	4 101,88	4 101,88	4 101,88	16.02.2019	24.01.2019	24.01.2019	8
	21.01.2019	Invoice	103001	10000	Invoice 103001		8 182,35	8 182,35	0,00	0,00	21.02.2019	29.01.2019	29.01.2019	16
	30.01.2019	Invoice	103033	10000	Order 101016		525,50	525,50	0,00	0,00	24.02.2019	01.02.2019	01.02.2019	1
	30.01.2019	Invoice	103035	10000	Order 1005		25 000,00	25 000,00	0,00	0,00	28.02.2019	07.02.2019	07.02.2019	50
	30.01.2019	Invoice	103040	10000	Order 1011		312,75	312,75	0,00	0,00	28.02.2019	07.02.2019	07.02.2019	
	30.01.2019	Invoice	103041	10000	Order 1012		25 000,00	25 000,00	0,00	0,00	28.02.2019	07.02.2019	07.02.2019	50
	01.02.2019	Invoice	103042	10000	Order 1013		2 500,00	2 500,00	0,00	0,00	01.03.2019	09.02.2019	09.02.2019	5

Post it by icon Post Application



and you will get

Posting Date	Document Type	Document No.	Cust... No.	Open	Message to Recipient	Description	Cur... Code	Original Amount	Amount	Remaining Amount	Due Date
16.01.2019	Invoice	103028	10000	<input checked="" type="checkbox"/>		Order 6005		4 101,88	4 101,88	1 651,88	16.02.2019
01.02.2019	Payment	G00005	10000	<input type="checkbox"/>		The Cannon Group PLC		-2 450,00	-2 450,00	0,00	01.02.2019

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

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. ...	Amount	Bal. Account Type	Bal. Account No.
01.02.2019	Payment	G00006	Vendor	10000	London Postmaster				0,00	Bank Account	NBL

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.

Applies-to ID	Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Description	Currency Code	Remaining Amount
	31.12.2018	Invoice	5578	5578	10000	Opening Entries, Vendors		-24 156,97
	31.12.2018	Invoice	5672	5672	10000	Opening Entries, Vendors		-57 976,72
	02.01.2019	Invoice	108026	23047	10000	Order 106002		-8 132,00
	05.01.2019	Invoice	108027	23587	10000	Order 106003		-8 245,76
	16.01.2019	Invoice	108031	24521	10000	Order 106006		-15 846,00
	30.01.2019	Invoice	108036	111111	10000	Order 106024		-853,13
G00006	01.01.2019	Invoice	108037	07012019-FIRST_SAL...	10000	Order 106025		-1 650,00
	01.02.2019	Invoice	108038	07022019_ADM	10000	Order 106026		-110,00

and confirm by button **OK**.

You will get

Batch Name: <input type="text" value="DEFAULT"/>											
Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. ...	Amount	Bal. Account Type	Bal. Account No.
01.02.2019	Payment	G00006	Vendor	10000	London Postmaster				1 650,00	Bank Account	NBL

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

General Ledger Entries											
Typ filtrování (F3)   Posting Date											↕
Zobrazit výsledky:											
✖ Kde Entry No. je 2884,2885											
+ Přidat filtr											
Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
01.02.2019	Payment	G00006	2920	London Postmaster				-1 650,00	Vendor	10000	2884
01.02.2019	Payment	G00006	5410	London Postmaster				1 650,00	Bank Acco	NBL	2885