

Introduction to MS Dynamics NAV

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

Assigned to students of courses BPH_EPS1, MPH_AOMA and MPH_AOPR

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Customer Card

One customer record

The screenshot shows a software interface with a navigation menu on the left and a main content area on the right. The navigation menu includes categories like Departments, Financial Management, Sales & Marketing, Sales, Marketing, Inventory & Pricing, Microsoft Dynamics CRM, Purchase, Warehouse, Manufacturing, Jobs, Resource Planning, Service, Human Resources, and Administration. The 'Order Processing' option is highlighted with a red arrow. The main content area is titled 'Order Processing' and contains sections for Lists, Tasks, Reports and Analysis, and Documents. The 'Lists' section is highlighted with a red box, and the 'Customers' option is highlighted with a red box. A blue arrow labeled 'Mouse click' points from the 'Customers' option to the right.

Mouse click



List of customers

See next slide

List of Customers

Customers ▾

Type to filter (F3) | No. ▾ →

No filters applied

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name	Blocked	Credit
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young	CANDOXY...		
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner	ELKHORN ...		
01905902	London Candoxy Storage C...		YELLOW		Mr. John Kane	LONDON ...		
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	THE CAN...		
20000	Selangorian Ltd.				Mr. Mark McArthur	SELANGO...		
20309920	Metatorad Malaysia Sdn Bhd		YELLOW		Mrs. Azleen Samat	METATOR...		
20312912	Highlights Electronics Sdn ...		GREEN		Mr. Mark Darrell Boland	HIGHLIGH...		
20339921	TraxTonic Sdn Bhd		YELLOW		Mrs. Rubina Usman	TRAXTONI...		
21233572	Somadis		YELLOW		M. Syed ABBAS	SOMADIS		
21245278	Maronegoce		BLUE		Mme. Fadoua AIT MOUSSA	MARONEG...		
21252947	ElectroMAROC		YELLOW			ELECTRO...		
27090917	Zanlan Corp.		YELLOW		Mr. Derik Stenerson	ZANLAN C...		
27321782	Karoo Supermarkets		YELLOW		Mr. Pieter Wycoff	KAROO SU...		
27489991	Durbandit Fruit Exporters		YELLOW		Mr. Eric Lang	DURBANDI...		
30000	John Haddock Insurance Co.				Miss Patricia Doyle	JOHN HA...		
31505050	Woonboulevard Kuitenbrou...		YELLOW		Maryann Barber	WOONBO...		
31669966	Meersen Meubelen		YELLOW		Michael Vanderhyde	MEERSEN ...		
31987987	Candoxy Nederland BV		YELLOW		Rob Verhoff	CANDOXY...		
32124578	Nieuwe Zandpoort NV		YELLOW		Kevin Verboort	NIEUWE Z...		
32656565	Antarctcopy		YELLOW		Michael Zeman	ANTARCTI...		2

Sell-to Customer Sale... ^

Customer No.:	20000
Quotes:	0
Blanket Orders:	0
Orders:	4
Invoices:	0
Return Orders:	0
Credit Memos:	0
Pstd. Shipments:	4
Pstd. Invoices:	4
Pstd. Return Recei...	2
Pstd. Credit Memos:	2

Customer Statistics ^

Customer No.:	20000
Balance (LCY):	96 049,99
Sales	
Outstanding Ord...	9 351,34
Shipped Not Invd...	0,00
Outstanding Invo...	0,00
Service	
Outstanding Serv...	0,00
Serv Shipped Not...	0,00
Outstanding Serv...	0,19
Total (LCY):	105 401,...
Credit Limit (LCY):	0,00
Overdue Amounts...	49 633,17

See balance (calculated field) and explain it! See business history and explain as well!
Use Edit Icon in order to open chosen customer card !

HOME ACTIONS NAVIGATE REPORT

Sales Order Reminder New

Sales Quote Invoice New

Manage Edit View Delete

Process Sales Journal Statement Report

Customer Comments Contact Dimensions

Credit Card Credit Cards

History Ledger Entries Statistics

To open one chosen Customer Card

Customer Card

See following tabs :

- General - basic fields (Country (Region, Salesperson, Balance, Credit limit,...))
- Communication – basic fields (e-mail,...)
- Invoicing - basic fields (Posting groups- will part of the accounting section of this course)
- Payments – basic fields (Payment terms- enter new one by use of **formula date**)
- Receiving – basic fields (Location)
- Foreign trade – basic fields (Currency code and Language)



↓
1D, 2W,1M..

Customer Ledger Entries

Customer card



Customer Ledger Entries

HOME ACTIONS NAVIGATE REPORT

Dimensions Bank Accounts Contact Order Addresses Online Map Vendor

Comments Cross References

Items Invoice Discounts Prices Purchases

Line Discounts Prepayment Percentages Std. Vend. Purchase Codes

Quotes Orders Return Orders Blanket Orders Documents

Ledger Entries Statistics

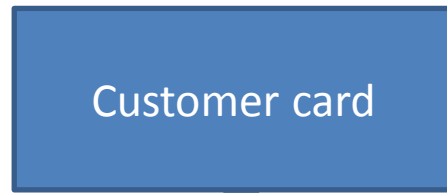
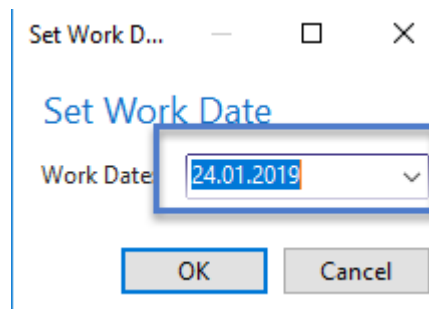
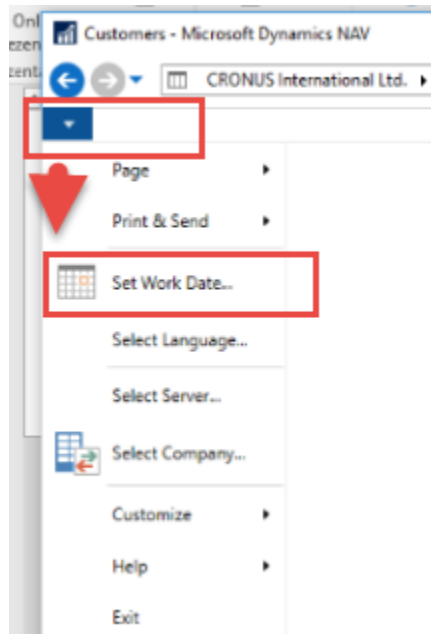
Customer Ledger Entries were created due to posted documents such as invoices, credit memos, and payments

Customer Ledger Entries

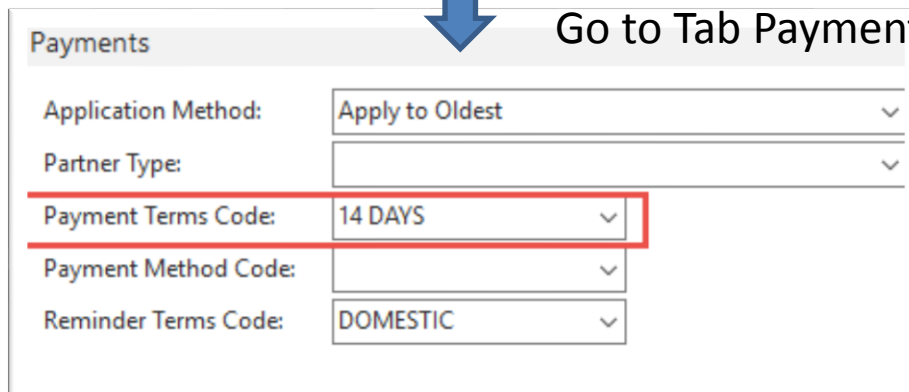
Type to filter (F3) | Posting Date

Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date
31.12.2018	Invoice	00-12	20000		Opening Entries, Customers		55 010,04	55 010,04	0,00	31.01.2019
31.12.2018	Invoice	00-14	20000		Opening Entries, Customers		38 083,88	38 083,88	38 083,88	31.01.2019
31.12.2018	Invoice	00-2	20000		Opening Entries, Customers		42 315,42	42 315,42	0,00	03.01.2019
31.12.2018	Invoice	00-5	20000		Opening Entries, Customers		25 389,25	25 389,25	0,00	04.01.2019
31.12.2018	Invoice	00-8	20000		Opening Entries, Customers		50 778,50	50 778,50	48 845,77	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-42 315,42	-42 315,42	0,00	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-25 389,25	-25 389,25	0,00	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-55 010,04	-55 010,04	0,00	10.01.2019
13.01.2019	Invoice	103018	20000		Order 101004		787,40	787,40	787,40	23.01.2019
15.01.2019	Invoice	103019	20000		Order 101012		215,83	215,83	215,83	27.01.2019
15.01.2019	Credit Memo	104002	20000		Credit Memo 104002		-787,40	-787,40	0,00	15.01.2019
18.01.2019	Credit Memo	104003	20000		Credit Memo 104003		-1 145,33	-1 145,33	0,00	18.01.2019
21.01.2019	Invoice	103024	20000		Order 101007		1 145,33	1 145,33	1 145,33	28.01.2019
21.01.2019	Invoice	103002	20000		Invoice 103002		6 971,78	6 971,78	6 971,78	04.02.2019

Working date, Payment condition and **red marked** Customer Ledger Entries



Go to Tab Payments of Customer card



Business parameters

Customer Ledger Entries (filtered to only one red marked invoice entry)

Customer card

HOME ACTIONS NAVIGATE REPORT

Sales Order
Sales Quote
Sales Invoice
Reminder
New

Edit
View
Delete

Sales Journal
Statement

Comments
Contact
Dimensions

Credit Cards
Ledger Entries
Statistics

Customer Ledger Entries ▾

13.01.19 | Posting Date ▾ | Filter: 20000

Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pmt. D Tolerat
13.01.2019	Invoice	103018	20000		Order 101004		787,40	787,40	787,40	23.01.2019	09.01.2019	09.01.2019

By use of Navigate tool you can see document (invoice)

HOME ACTIONS

View List
Manage

Edit List
Manage

Show Posted Document
Process

Navigate
Process

Apply Entries
Process



Invoice in question

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS

Show Related Entries Find Print...

Document

Document No. 103018

Related Entries

- Posted Sales Invoice
- G/L Entry
- VAT Entry
- Cust. Ledger Entry
- Detailed Cust. Ledg. Entry
- Value Entry

103018 · Selangorian Ltd.

General

No.:	103018	Document Date:	09.01.2019
Sell-to Customer No.:	20000	Document Exchange Status:	Not Sent
Sell-to Contact No.:		Quote No.:	
Sell-to Customer Name:	Selangorian Ltd.	Order No.:	101004
Sell-to Address:	153 Thomas Drive	Pre-Assigned No.:	
Sell-to Address 2:		External Document No.:	
Sell-to Post Code:	CV6 1GY	Salesperson Code:	PS
Sell-to City:	Coventry	Responsibility Center:	
Sell-to Contact:	Mr. Mark McArthur	No. Printed:	0
Posting Date:	13.01.2019		

Lines

Line	Type	No.	Description	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
	Item	1896-S	ATHENS Desk	1	PCS	649,40	649,40

Invoice Discount Amount Excl. VAT: 19,48

Total Excl. VAT (GBP):	629,92
Total VAT (GBP):	157,48
Total Incl. VAT (GBP):	787,40

Invoicing

Bill-to Customer No.:	20000	Project Code:	
Bill-to Contact No.:		Payment Terms Code:	14 DAYS
Bill-to Name:	Selangorian Ltd.	Due Date:	23.01.2019
Bill-to Address:	153 Thomas Drive	Payment Discount %:	0
Bill-to Address 2:		Post. Discount Date:	09.01.2019

One day after due date

Set Work D... [] [X]

Set Work Date

Work Date:

Document Date:

Document Exchange Status: Not Sent

Quote No.:

Order No.: 101004

Pre-Assigned No.:

External Document No.:

Salesperson Code: PS

Responsibility Center:

No. Printed: 0

Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
1	PCS	649,40	649,40

19,48 Total Excl. VAT (GBP):

Total VAT (GBP):

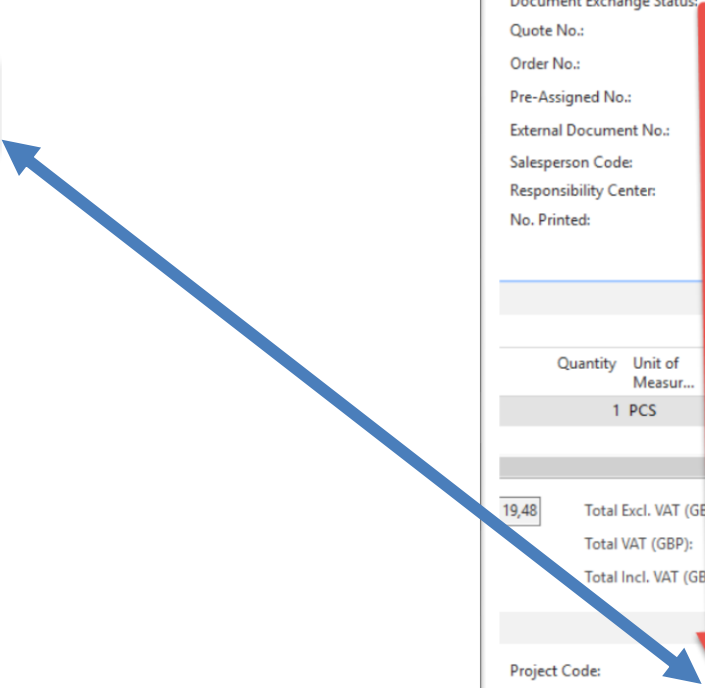
Total Incl. VAT (GBP):

Project Code:

Payment Terms Code: 14 DAYS

Due Date:

Payment Discount %:



Item list (use search window)

Items ▾

Type to filter (F3) | Description

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

No.	Description	As... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1720	Hand front wheel Brake	No	PCS	<input checked="" type="checkbox"/>	4,80	0,00	01587796	HAND FR...
1800	Handlebars	No	PCS	<input type="checkbox"/>	2,12	0,00	01587796	HANDLEB...
1850	Saddle	No	PCS	<input type="checkbox"/>	7,20	0,00	01587796	SADDLE
1896-S	ATHENS Desk	No	PCS	<input type="checkbox"/>	506,60	649,40	30000	ATHENS D...
1900	Frame	No	PCS	<input type="checkbox"/>	15,70	0,00	01587796	FRAME
1900-S	PARIS Guest Chair, black	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	PARIS GUE...
1906-S	ATHENS Mobile Pedestal	No	PCS	<input type="checkbox"/>	219,50	281,40	30000	ATHENS ...
1908-S	LONDON Swivel Chair, blue	No	PCS	<input type="checkbox"/>	96,10	123,30	30000	LONDON ...
1920-S	ANTWERP Conference Table	No	PCS	<input type="checkbox"/>	328,00	420,40	20000	ANTWERP ...
1924-W	CHAMONIX Base Storage U...	Yes	PCS	<input type="checkbox"/>	81,70	136,40	20000	CHAMONI...
1928-S	AMSTERDAM Lamp	No	PCS	<input type="checkbox"/>	27,80	35,60	10000	AMSTERD...
1928-W	ST.MORITZ Storage Unit/Dr...	Yes	PCS	<input type="checkbox"/>	191,90	342,10		ST.MORIT...
1936-S	BERLIN Guest Chair, yellow	No	PCS	<input type="checkbox"/>	97,50	125,10		
1952-W	OSLO Storage Unit/Shelf	Yes	PCS	<input type="checkbox"/>	93,60	158,50		
1960-S	ROME Guest Chair, green	No	PCS	<input type="checkbox"/>	97,50	125,10		
1964-S	TOKYO Guest Chair, blue	No	PCS	<input type="checkbox"/>	97,50	125,10		

CRONUS International Ltd. ▾

HOME ACTIONS NAVIGATE REPORT - IN

New

- Edit
- View
- Delete
- Item Availability by
- Item Journal
- Statistics



Item Card

1936-S · BERLIN Guest Chair, yellow

General ⚙️ ^

No.:	<input type="text" value="1936-S"/> ...	Qty. on Purch. Order:	0
Description:	<input type="text" value="BERLIN Guest Chair, yellow"/>	Qty. on Prod. Order:	0
Base Unit of Measure:	<input type="text" value="PCS"/> ▼	Qty. on Component Lines:	0
Assembly BOM:	No	Qty. on Sales Order:	23
Shelf No.:	<input type="text" value="D8"/>	Qty. on Service Order:	0
Automatic Ext. Texts:	<input type="checkbox"/>	Qty. on Job Order:	0
Created From Nonstock Item:	<input type="checkbox"/>	Qty. on Assembly Order:	0
Item Category Code:	<input type="text"/> ▼	Qty. on Asm. Component:	0
Product Group Code:	<input type="text"/> ▼	Blocked:	<input type="checkbox"/>
Service Item Group:	<input type="text"/> ▼	Last Date Modified:	<input type="text" value="24.8.2017"/>
Search Description:	<input type="text" value="BERLIN GUEST CHAIR, YE..."/>	Stockout Warning:	<input type="text" value="Default (Yes)"/> ▼
Inventory:	136	Prevent Negative Inventory:	<input type="text" value="Default (No)"/> ▼

^ Show fewer fields

See basic fields (Inventory, Quantity on Sales and Purchase orders,...)

Item Card

Invoicing			
Costing Method:	FIFO	Unit Price:	125,10
Cost is Adjusted:	<input type="checkbox"/>	Gen. Prod. Posting Group:	RETAIL
Cost is Posted to G/L:	No	VAT Prod. Posting Group:	VAT25
Standard Cost:	97,50	Inventory Posting Group:	RESALE
Unit Cost:	97,50	Default Deferral Template:	
Overhead Rate:	0,00	Net Invoiced Qty.:	136
Indirect Cost %:	0	Allow Invoice Disc.:	<input checked="" type="checkbox"/>
Last Direct Cost:	97,50	Item Disc. Group:	RESALE
Price/Profit Calculation:	Profit=Price-Cost	Sales Unit of Measure:	PCS
Profit %:	22,06235		

Product posting group will be explained later (impact to accounting)

Item Card

Replenishment			
Replenishment System:	Purchase	Production	
Lead Time Calculation:		Manufacturing Policy:	Make-to-Stock
Purchase		Routing No.:	
Vendor No.:	20000	Production BOM No.:	
Vendor Item No.:	20-123	Rounding Precision:	1
Purch. Unit of Measure:	PCS	Flushing Method:	Manual
		Scrap %:	0
		Lot Size:	0
		Assembly	
		Assembly Policy:	Assemble-to-Stock
Planning			

Item Ledger Entries

Items - Microsoft Dynamics NAV

CRONUS International Ltd. Home Items

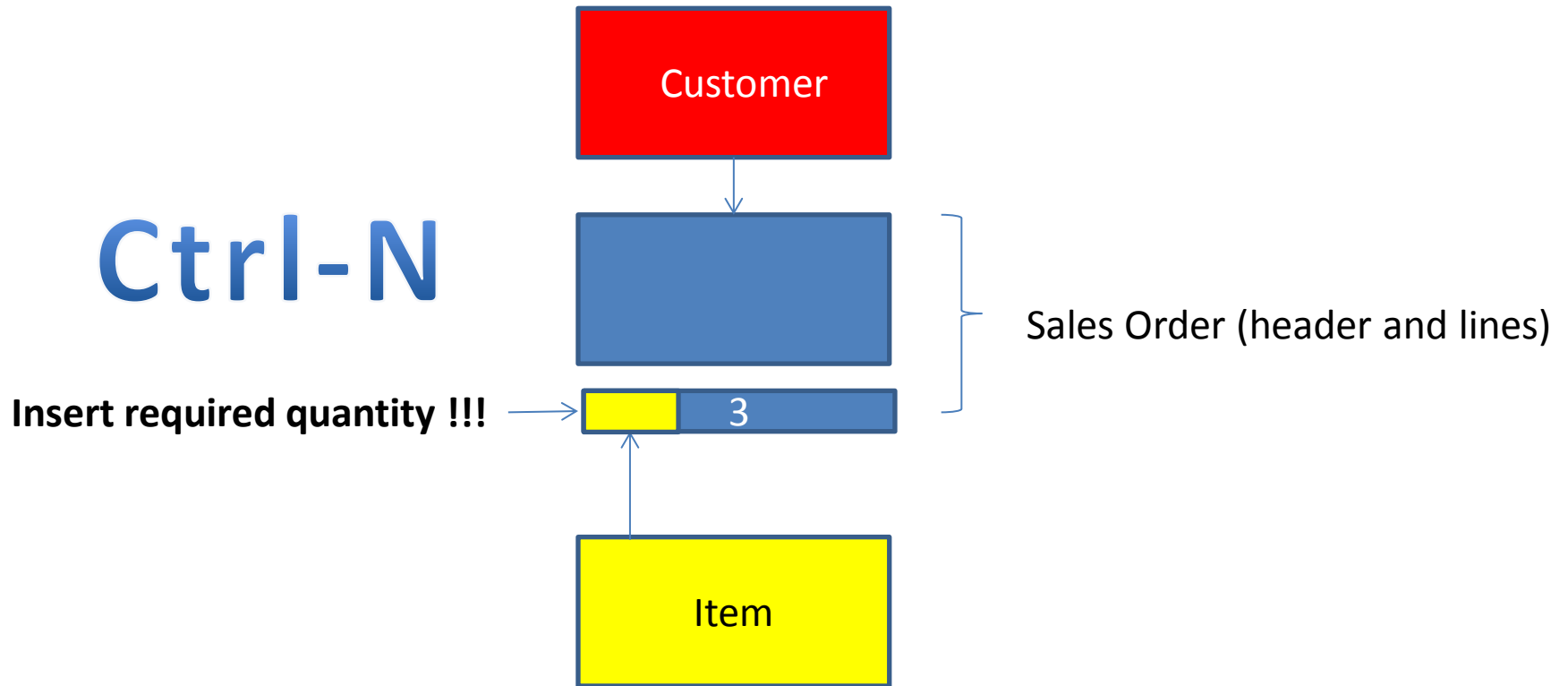
HOME ACTIONS NAVIGATE REPORT - INVENTORY REPORT - SALES REPORT - PURCHASES REPORT - FINANCE & COSTI REPORT - MANUFACTURING

New Edit View Delete Item Availability by Item Journal Statistics Sales Prices Orders Returns Orders Sales Vendors Requisition Worksheet Purchases Orders Return Orders History Entries Comments Inventory Availability Price List Inventory Cost and Price List Report

Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.
TART	1936-S		BLUE	36	36	36	0,00	3 510,00	0,00	<input checked="" type="checkbox"/>		45
TART	1936-S		RED	50	50	46	0,00	4 875,00	0,00	<input checked="" type="checkbox"/>		46
TART	1936-S		GREEN	50	50	46	0,00	4 875,00	0,00	<input checked="" type="checkbox"/>		47
18002	1936-S		GREEN	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	245
18002	1936-S		OWN LOG.	4	4	0	0,00	390,00	0,00	<input type="checkbox"/>	Transfer	246
19001	1936-S		OWN LOG.	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	249
19001	1936-S		RED	4	4	4	0,00	390,00	0,00	<input checked="" type="checkbox"/>	Transfer	250
18005	1936-S		RED	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	270
18005	1936-S		OUT. LOG.	4	4	4	0,00	390,00	0,00	<input checked="" type="checkbox"/>	Transfer	271

By removing filter value see other entry types (purchases, transfers sales,...) !

Sales Order creation



Sales Order creation

The screenshot displays the Microsoft Dynamics NAV interface for 'Order Processing'. The breadcrumb trail at the top indicates the path: CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing. The left-hand navigation pane shows a tree structure where 'Departments' is highlighted, and under it, 'Sales & Marketing' is expanded to show 'Sales', 'Order Processing', 'Marketing', 'Inventory & Pricing', and 'Microsoft Dynamics CRM'. 'Order Processing' is selected and highlighted. The main content area is titled 'Order Processing' and is divided into two sections: 'Lists' and 'Tasks'. Under 'Lists', the following items are listed: Customers, Contacts, Sales Quotes, Sales Orders (highlighted with a red box), Blanket Sales Orders, Sales Return Orders, Sales Invoices, Sales Credit Memos, Requests to Approve, Approval Request Entries, and Certificates of Supply. Under 'Tasks', the following items are listed: Order Planning and Create Recurring Sales Invoices.

Order Processing - Microsoft Dynamics NAV

CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing >

Departments

- Financial Management
- Sales & Marketing
 - Sales
 - Order Processing
 - Marketing
 - Inventory & Pricing
 - Microsoft Dynamics CRM
- Purchase
- Warehouse
- Manufacturing
- Jobs
- Resource Planning
- Service
- Human Resources
- Administration

Order Processing

Lists

- Customers
- Contacts
- Sales Quotes
- Sales Orders
- Blanket Sales Orders
- Sales Return Orders
- Sales Invoices
- Sales Credit Memos
- Requests to Approve
- Approval Request Entries
- Certificates of Supply

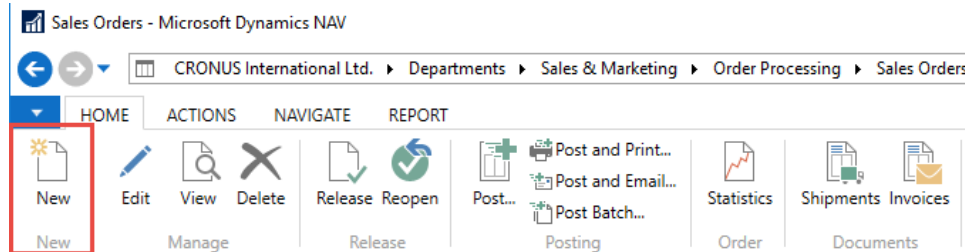
Tasks

- Order Planning
- Create Recurring Sales Invoices

List of already existing Sales Orders

Sales Orders ▾										
Type to filter (F3) No. ▾ →										
Limit totals: "..23.01.19										
No.	▲ Sell-to Custom...	Sell-to Customer Name	External Docume...	Location Code	Assigned User ID	Status	Salespers... Code	Campaign No.	Currency Code	Do Dat
101005	30000	John Haddock Insurance Co.				Released	PS			10.0
101009	38128456	MEMA Ljubljana d.o.o.		RED		Released	JR		EUR	18.0
101011	43687129	Designstudio Gmunden		RED		Released	JR		EUR	11.0
101013	46897889	Englunds Kontorsmöbler AB		YELLOW		Released	JR		SEK	17.0
101015	49633663	Autohaus Mielberg KG		GREEN		Released	JR		EUR	20.0
101016	10000	The Cannon Group PLC		BLUE		Released	PS			24.0
101017	20000	Selangorian Ltd.				Open	PS			25.0
101018	01454545	New Concepts Furniture		YELLOW		Open	JR		USD	25.0
101019	31987987	Candoxy Nederland BV		YELLOW		Released	JR		EUR	21.0
101020	32789456	Lovina Contractors		YELLOW		Open	JR		EUR	25.0
101022	38128456	MEMA Ljubljana d.o.o.		RED		Open	JR		EUR	03.0
101023	30000	John Haddock Insurance Co.				Open	PS			20.0
104001	10000	The Cannon Group PLC		BLUE		Open	PS			16.0
104002	20000	Selangorian Ltd.				Open	PS			16.0

Sales Order (SO) – new one



Double click on icon New

Empty form of SO structure ->Enter and
The new document number is created automatically

A screenshot of the 'Sales Order' form in Microsoft Dynamics NAV, showing the 'General' tab. The form contains various fields for customer and order information. The 'Sell-to Customer No.' field is highlighted with a red rectangular box. A red arrow points from a callout bubble to this field. The callout bubble contains the text 'Use F4 to choose Customer'. Other fields include 'No.', 'Sell-to Contact No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code', 'Sell-to City', 'Sell-to Contact', 'No. of Archived Versions', 'Posting Date', 'Order Date', 'External Document No.', 'Salesperson Code', 'Campaign No.', 'Opportunity No.', 'Responsibility Center', 'Assigned User ID', 'Job Queue Status', and 'Status'.

Sales Order (SO) – new

(To enter data use F4 or mouse)

Fields with default data are marked by orange *

Enter chosen Customer and confirm by key ENTER !

Enter type of the Sales Order line (by F4 or mouse) = Item !

Enter chosen item (Berlin chair 1936-S) and confirm by key ENTER !

Enter quantity 10 and Stock location= **BLUE !!!!**




See next slide

Sales Order (SO)

You will get probably a warning message ! Will be explained by tutor!
To continue push button YES

View - Check Credit Limit ? X

 An action is requested regarding the Credit Limit check.

This customer has an overdue balance. Do you still want to record the amount?

Details ^

No.:	30000
Name:	John Haddock Insurance Co.
Balance (LCY):	349 615,40
Outstanding Amt. (LCY):	9 512,81
Shipped/Ret. Rcd. Not Invd. (LCY):	1 996,90
Current Amount (LCY):	0,00
Total Amount (LCY):	361 125,11
Credit Limit (LCY):	0,00
Overdue Amounts (LCY) as of 24.01.19:	110 020,08
Invoiced Prepayment Amount (LCY):	0,00

Sales Order (SO)

1001 · John Haddock Insurance Co.

General

No.: 1001
 Sell-to Customer No.: 30000
 Sell-to Contact No.: CT000018
 Sell-to Customer Name: John Haddock Insurance Co.
 Sell-to Address: 10 High Tower Green
 Sell-to Address 2:
 Sell-to Post Code: MQ2 4RT
 Sell-to City: Manchester
 Sell-to Contact: Miss Patricia Doyle
 No. of Archived Versions: 0
 Posting Date: 24.01.2019
 Order Date: 24.01.2019

Document Date: 24.01.2019
 Requested Delivery Date:
 Promised Delivery Date:
 Quote No.:
 External Document No.:
 Salesperson Code: PS
 Campaign No.:
 Opportunity No.:
 Responsibility Center:
 Assigned User ID:
 Job Queue Status:
 Status: Open

Sell-to Customer Sal...
 Customer No.: 30000
 Quotes: 0
 Blanket Orders: 0
 Orders: 6
 Invoices: 0
 Return Orders: 0
 Credit Memos: 0
 Pstd. Shipments: 5
 Pstd. Invoices: 2
 Pstd. Return Rece...: 0
 Pstd. Credit Mem...: 0

Sales Line Details
 Item No.: 1936-S
 Required Quantity: 10
Availability
 Shipment Date: 24.01.2019
 Item Availability: 26
 Available Invent...: 36
 Scheduled Recei...: 0
 Reserved Receipt: 0
 Gross Requireme...: 10
 Reserved Requir...: 0
Item
 Unit of Measure ...: PCS
 Qty. per Unit of ...: 1
 Substitutions: 0
 Color Drive: 1

Lines

Type	No.	Description	Location Code	Quantity	Qty. to Assemble...	Reserved Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Qua Invo
Item	1936-S	BERLIN Guest Chair, ye...	BLUE	10			PCS	143,90	1 367,05	5	10		10	

Invoice Discount Amount: 0,00
 Invoice Discount %: 0
 Total Excl. VAT (GBP): 1 367,05
 Total VAT (GBP): 341,76

Print (Preview)

New - Sales Order - 1001 · John Haddock Insurance Co.

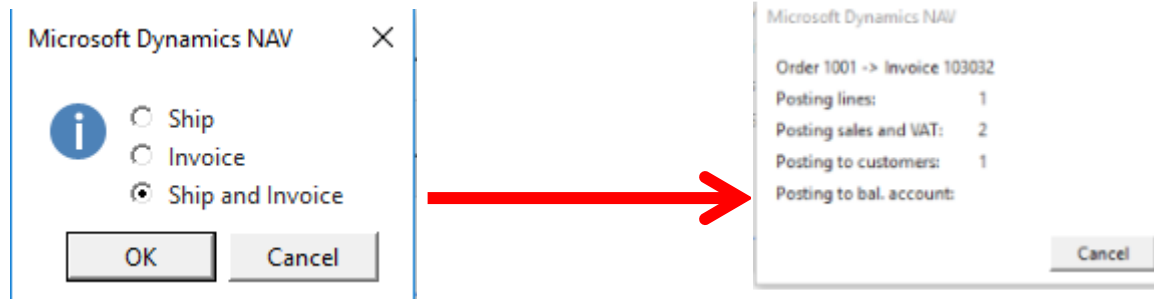
HOME ACTIONS NAVIGATE

View Manage Edit New Delete Release Reopen Post... Posting Post and Print... Post and Email... Test Report... Copy Document... Prepare Order Promising Statistics Assembly Orders Order Archive Document Shipments Invoices Documents Email Confirmation... Order Confirmation **Print Confirmation...**

1001 · John Haddock Insurance Co.

John Haddock Insurance Co.		Order Confirmation						
Miss Patricia Doyle 10 High Tower Green Manchester, M02 4RT Great Britain		Page 1 of 1						
VAT Registration No. 53345789		Phone No. 0666-666-6666		Home Page				
Bill-to Customer No. 30000		E-Mail		CRONUS International Ltd.				
Payment Terms Current Month		VAT Registration No. GB77777777		5 The Ring				
Shipment Method Ex Warehouse		Giro No. 888-9999		Westminster				
Prices Including VAT No		Bank World Wide Bank		W2 8HG London				
Document Date 24.01.19		Account No. 99-99-888						
Shipment Date 24.01.19		Salesperson Peter Saddow						
Order No. 1001								
No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1936-S	BERLIN Guest Chair, yellow	10	Piece	143,90	5	Yes	VAT25	1 367,05
							Total GBP Excl. VAT	1 367,05
							25% VAT	341,76
							Total GBP Incl. VAT	1 708,81
VAT Amount Specification								
VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount		
VAT25	25	1 367,05	1 367,05	0,00	1 367,05	341,76		
Total		1 367,05	1 367,05	0,00	1 367,05	341,76		

Post SO by use of key F9 (or icon)



See Customer Ledger Entries :

- Search window
- Customer
- Filter to Customer 30000
- Icon Ledger Entries –Option Entries or Ctrl-F7

Customer Ledger Entries											Document No.
Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	
14.01.2019	Invoice	103031	30000		Invoice 1003		861,13	861,13	861,13	31.01.2019	
21.01.2019	Invoice	103003	30000		Invoice 103003		5 999,40	5 999,40	5 999,40	31.01.2019	
24.01.2019	Invoice	103032	30000		Order 1001		1 708.81	1 708.81	1 708.81	31.01.2019	

Customer Ledger Entries

Customer Ledger Entries ▾ | Document No.

Posting Date ▲	Document Type	Document No.	Cust... No.	Message to Recipient ▲	Description	Curre... Code ▲	Original Amount	Amount	Remaining Amount	Due Date
14.01.2019	Invoice	103031	30000		Invoice 1003		861,13	861,13	861,13	31.01.2019
21.01.2019	Invoice	103003	30000		Invoice 103003		5 999,40	5 999,40	5 999,40	31.01.2019
24.01.2019	Invoice	103032	30000		Order 1001		1 708,81	1 708,81	1 708,81	31.01.2019



See next slide

Item Ledger Entries

inal Ltd. ▶ Domovská stránka ▶ Items

NAVIGACE SESTAVY

Journal Inventory - Reorders Cross References Send Approval Request
 Classification Journal Inventory - Sales Back Orders Approvals Cancel Approval Request

Process Report Item Request Approval

Items * Typ filtrovaní

No.	Description	Type	Inventory	Sub... Exist	As... BO...	Production BOM No.	Routing No.			
1000	Bicycle	Inventory	32	Ne	Ne	1000	1000			
1001	Touring Bicycle	Inventory	0	Ne	Ne	1000	1000			
1100	Front Wheel	Inventory	152	Ne	Ne	1100	1100			
1110	Rim	Inventory	400	Ne	Ne			PCS	<input checked="" type="checkbox"/>	1,05
1120	Spokes	Inventory	10 000	Ne	Ne			PCS	<input checked="" type="checkbox"/>	2,00
1150	Front Hub	Inventory	200	Ne	Ne	1150	1150	PCS	<input checked="" type="checkbox"/>	12,441
1151	Axle Front Wheel	Inventory	200	Ne	Ne			PCS	<input checked="" type="checkbox"/>	0,45
1155	Socket Front	Inventory	200	Ne	Ne			PCS	<input checked="" type="checkbox"/>	0,77
1160	Tire	Inventory	200	Ne	Ne			PCS	<input checked="" type="checkbox"/>	1,23
1170	Tube	Inventory	200	Ne	Ne			PCS	<input checked="" type="checkbox"/>	1,75
1200	Back Wheel	Inventory	152	Ne	Ne	1200	1200	PCS	<input type="checkbox"/>	129,6815

Indirect Cost %: 0
 Last Direct Cost: 0,00
 Profit %: 91,23515
 Unit Price: 4 000,00

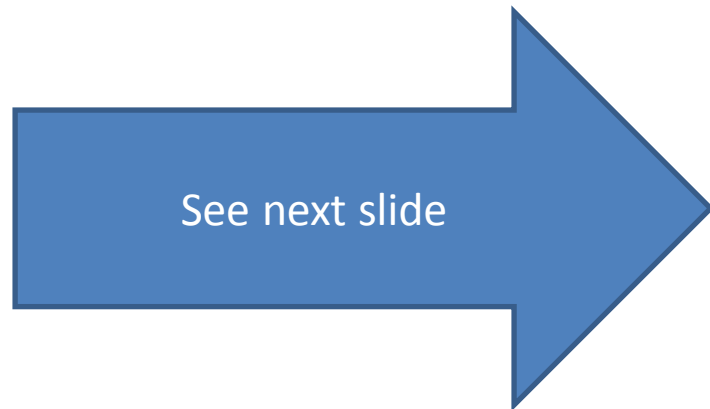
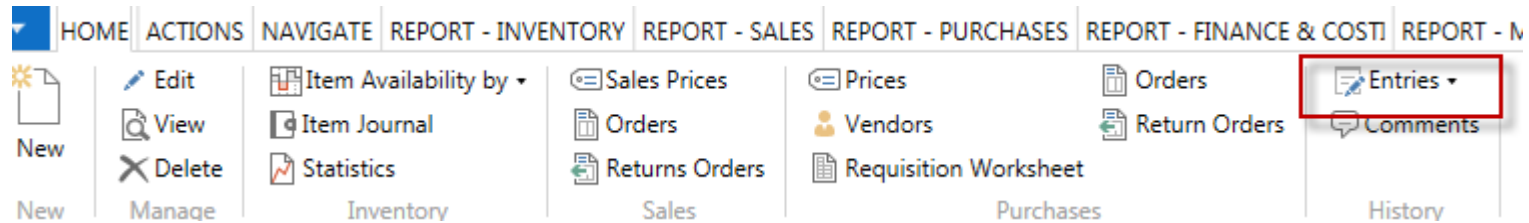
Item Details - Planning
 Item No.: 1000
 Reordering Policy: Fixed Reo...
 Reorder Point: 0

Inventory decreased by 10 !!

Item Ledger Entries

See Item Ledger Entries :

- Search window (See previous slide)
- Item
- Filter to Item 1936-S
- Find icon Entries ->Option=Entries

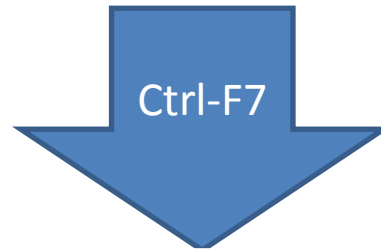


Item Ledger Entries

Items ▾

1936-S | No. ▾ |  ▾

No.	Description	Type	Inventory	Su... Exist	As... BO...	Production BOM No.	Routing No.	Base Unit of Measure	Cost is ...	Unit Cost
1936-S	BERLIN Guest Chair, yellow	Inventory	136	Ne	Ne			PCS	<input type="checkbox"/>	97,50



Inventory was decreased by 10 !!

Item Ledger Entries ▾

24.01.19 | Posting Date ▾ |  ▾

Filter: 1936-S

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaini Quant
24.01.2019	Transfer	Transfer Shipment	108002	1936-S		GREEN	-4	-4	
24.01.2019	Transfer	Transfer Shipment	108002	1936-S		OWN LOG.	4	4	
24.01.2019	Transfer	Transfer Receipt	109001	1936-S		OWN LOG.	-4	-4	
24.01.2019	Transfer	Transfer Receipt	109001	1936-S		RED	4	4	
24.01.2019	Transfer	Transfer Shipment	108005	1936-S		RED	-4	-4	
24.01.2019	Transfer	Transfer Shipment	108005	1936-S		OUT. LOG.	4	4	
24.01.2019	Sale	Sales Shipment	102043	1936-S		BLUE	-10	-10	

General Ledger (home study)

- What is it ?

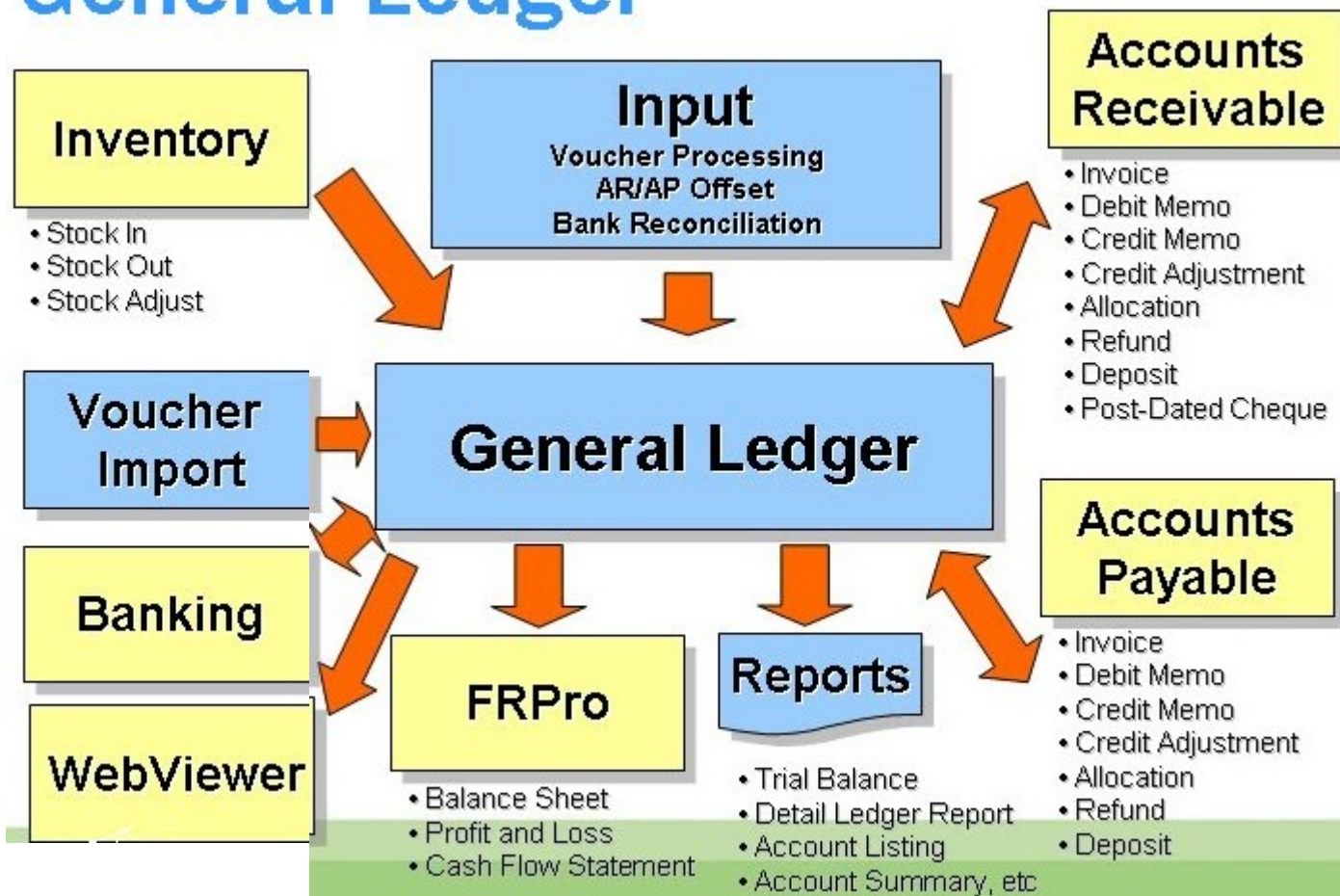
A **general ledger** contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equities, revenues, and expenses.

In modern accounting software or ERP, the general ledger works as a central repository for accounting data transferred from all sub-ledgers or modules like account payable, account receivable, cash management, fixed assets, purchasing and projects.

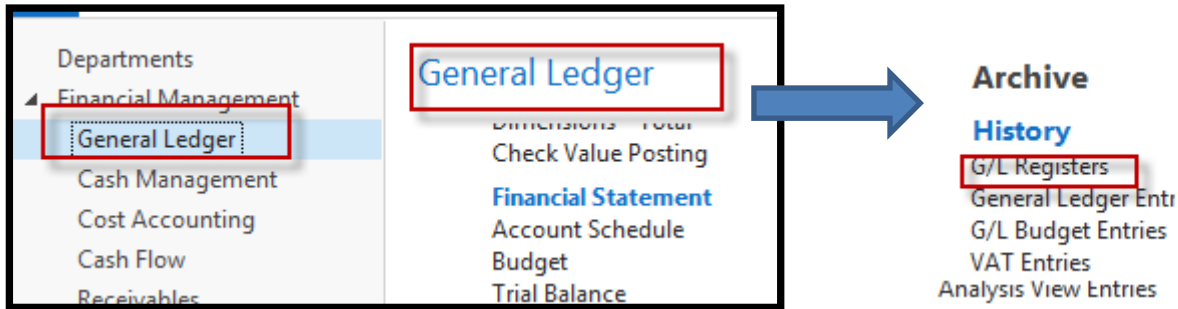
The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization. The collection of all accounts is known as the general ledger

General Ledger (home study)

General Ledger



Impacts in General Ledger



Go to last line of G/L register

G/L Registers ▾

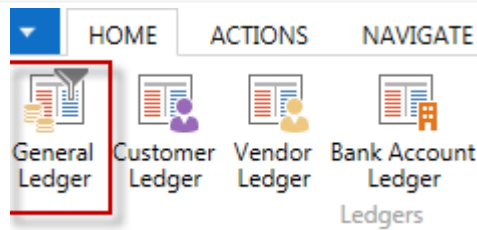
Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
129	03.10.2017	NAVERTIC...	SALES		2818	2822	901	902

Go to icon General Ledger



Impacts in General Ledger

General Ledger Entries ▾

Type to filter (F3)

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
24.01.2019	Invoice	103032	6910	Order 1001	Sale	NATIONAL	RETAIL	71,95	G/L Account
24.01.2019	Invoice	103032	5610	Order 1001				17,99	G/L Account
24.01.2019	Invoice	103032	6110	Order 1001	Sale	NATIONAL	RETAIL	-1 439,00	G/L Account
24.01.2019	Invoice	103032	5610	Order 1001				-359,75	G/L Account
24.01.2019	Invoice	103032	2310	Order 1001				1 708,81	G/L Account

Sales Retail Domestic
6110

1439,00

Sales VAT 25%
5610

17,99 359,75

Customer Domestic
2310

1 708,81

Debit	Credit
17,99	1439
71,95	359,75
1708,81	1798,75
1798,75	

Discount granted
6910

71,95

Use of Navigate tool

- Go to Icon Customer Ledger Entries (from the same working space (General Ledger))

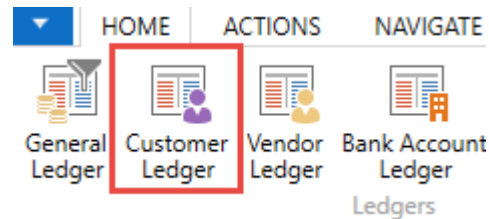
G/L Registers ▾

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
129	03.10.2017	NAVERTIC...	SALES		2818	2822	901	902



Use of Navigate tool

HOME ACTIONS

View List Edit List Show Posted Document **Navigate** Apply Entries Incoming Document Unapply Entries... Reverse Transaction... Reminder/Fin. Charge Entries Applied Entries Dimensions Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh

Manage Process Functions Entry Send To View Show Attached Refr

Customer Ledger Entries

Type to filter (F3) Document No.

Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date
24.01.2019	Invoice	103032	30000		Order 1001		1 708,81	1 708,81	1 708,81	31.01.2019

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS CRONUS Internatio... ?

Show Related Entries Find Print... Find by Document Refresh Find by Business Contact Find Find by Item Reference

Process Find By Page

Document

Document No.: 103032 Posting Date: 24.01.19

Related Entries	No. of Entries
Posted Sales Invoice	1
G/L Entry	5
VAT Entry	2
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	1
Value Entry	1



Result of Navigation

103032 · John Haddock Insurance Co.

General

No.:	103032	Document Date:	24.01.2019
Sell-to Customer No.:	30000	Document Exchange Status:	Not Sent
Sell-to Contact No.:	CT000018	Quote No.:	
Sell-to Customer Name:	John Haddock Insurance Co.	Order No.:	1001
Sell-to Address:	10 High Tower Green	Pre-Assigned No.:	
Sell-to Address 2:		External Document No.:	
Sell-to Post Code:	MO2 4RT	Salesperson Code:	PS
Sell-to City:	Manchester	Responsibility Center:	
Sell-to Contact:	Miss Patricia Doyle	No. Printed:	0
Posting Date:	24.01.2019		

Lines

Line Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
Item	1936-S	BERLIN Guest Chair, yellow	10	PCS	143,90	1 367,05

< >

Invoice Discount Amount Excl. VAT:	0,00	Total Excl. VAT (GBP):	1 367,05
		Total VAT (GBP):	341,76
		Total Incl. VAT (GBP):	1 708,81

End of the section SALES

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

