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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Department of corporate economy

Customer Card

One customer record

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

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

Reports and Analysis

Reports
Customer - Order Detail
Customer - Order Summary
Work Order
Sales Statistics
Customer/Item Sales
Customer - Sales List
Sales Invoice Nos.
Sales Credit Memo Nos.
EC Sales List
Sales Reservation Avail.

Documents

Documents
Order Confirmation
Sales Document Test
Sales Quote
Blanket Sales Order
Sales Invoice

Home
Posted Documents
Departments

Mouse click

List of customers

See next slide

List of Customers

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

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
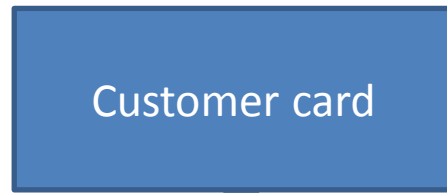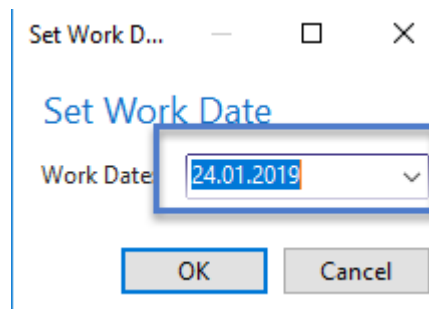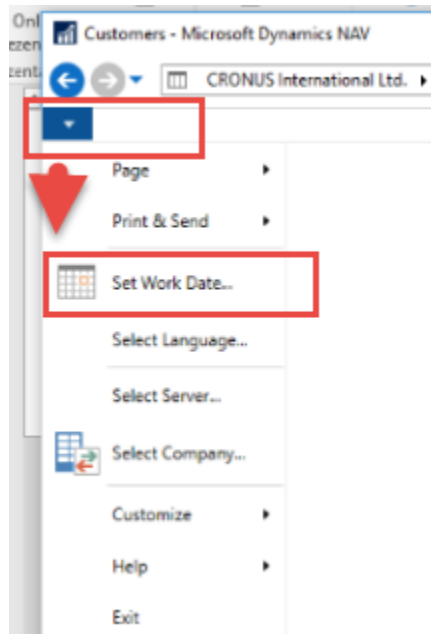
Customer Ledger Entries

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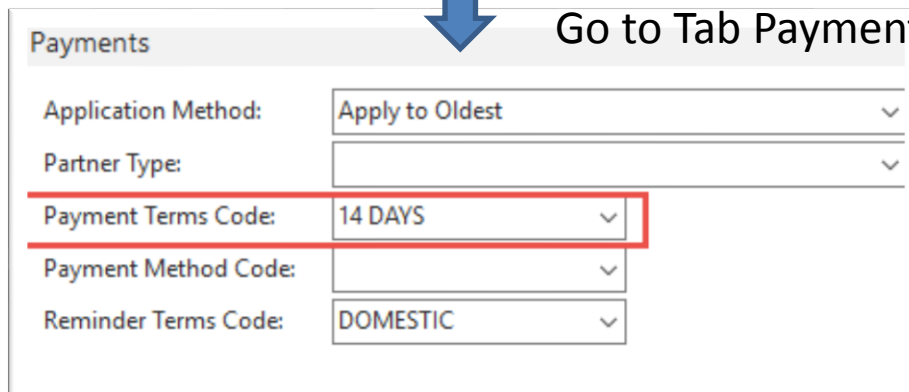
Customer Ledger Entries

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

Customer card

Business parameters

Go to Tab Payments od Customer card

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

Customer card

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

See next slide

Invoice in question

One day after due date

Item list (use search window)

Item Card

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

Item Card

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

Item Card

Item Ledger Entries

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

Sales Order creation

Customer

Ctrl-N

Sales Order (header and lines)

Insert required quantity !!! → 3

Item

Sales Order creation

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	Lovaina 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
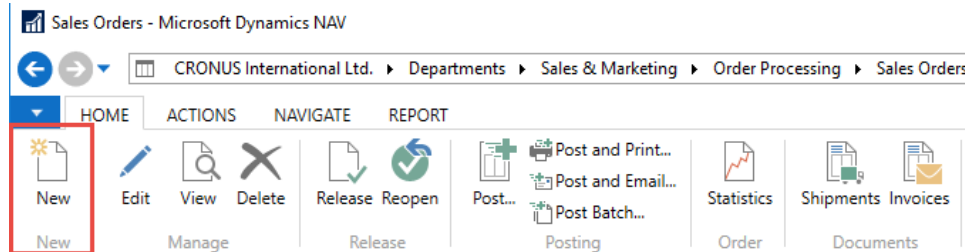
Double click on icon New

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

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   ?   ✕

❓ 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

[Yes]   [No]

Sales Order (SO)

Print (Preview)

Post SO by use of key F9 (or icon)

Microsoft Dynamics NAV ×

- ○ Ship
- ○ Invoice
- ⦿ Ship and Invoice

[OK] [Cancel]

→

Microsoft Dynamics NAV

Order 1001 -> Invoice 103032

Posting lines:	1
Posting sales and VAT:	2
Posting to customers:	1
Posting to bal. account:	

[Cancel]
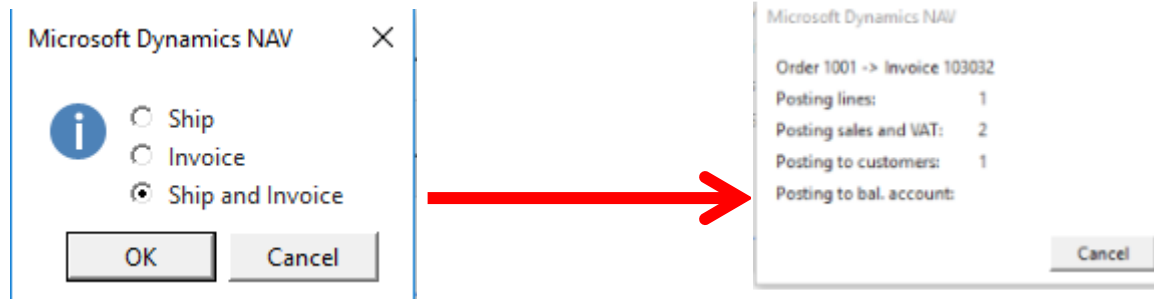
See Customer Ledger Entries :

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

Customer Ledger Entries ▾

									ǀ˙	ǀ 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

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 ▾

Document No.

See next slide

Item Ledger Entries

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

See next slide
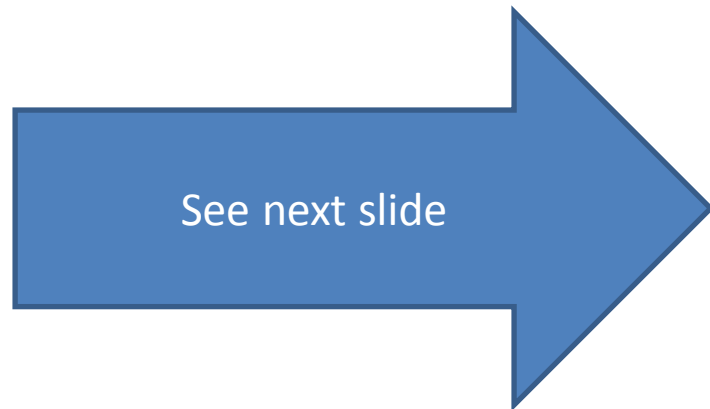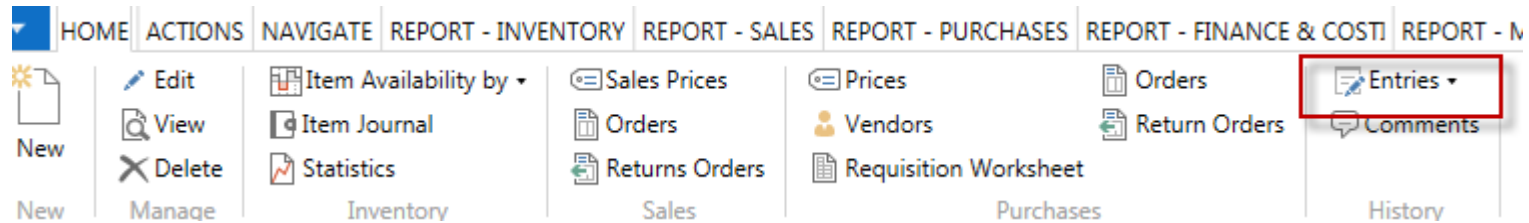
Item Ledger Entries

					1936-S		No.		▾ 🔻ₓ	∨

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	☐	97,50

Ctrl-F7
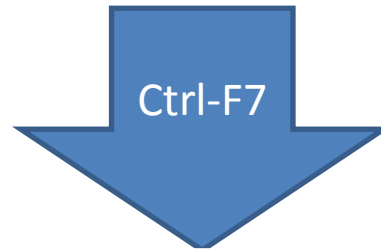
Inventory was decreased by 10 !!

Item Ledger Entries ▾

				24.01.19	Posting Date	▾ 🔻ₓ	∨

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)
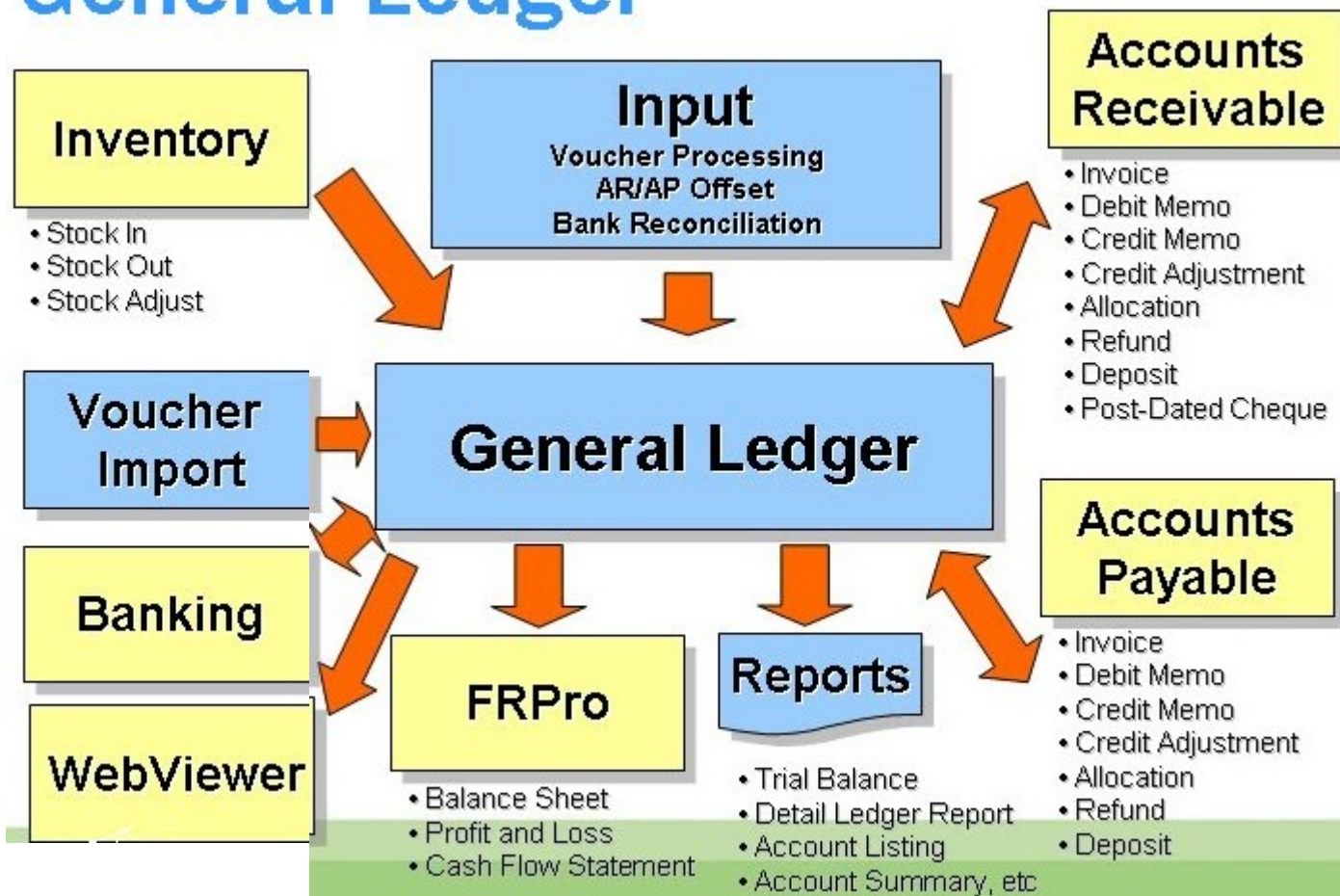
Impacts in General Ledger

Go to last line of G/L register

Go to icon General Ledger

Impacts in General Ledger

General Ledger Entries ▾

Type to filter (F3)

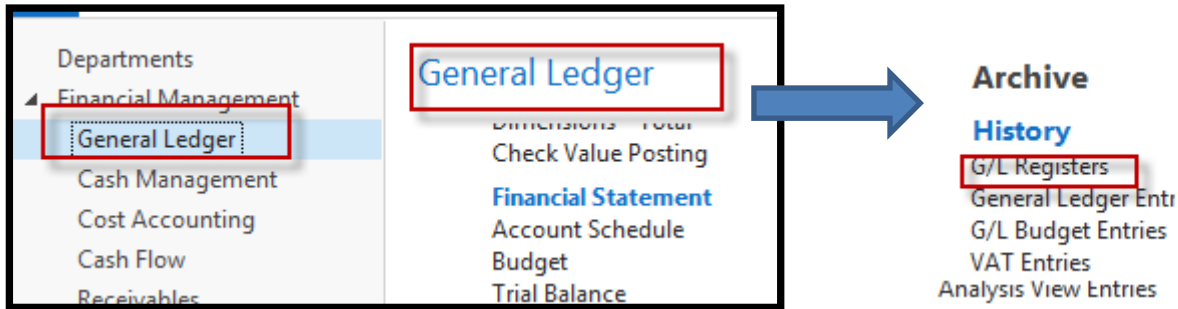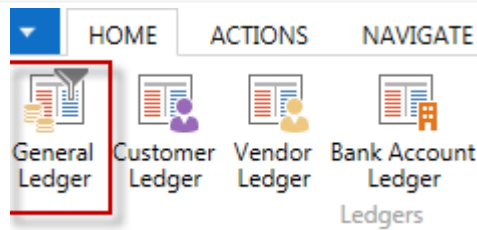| Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
24.01.2019	Invoice	103032	6910	Order 1001	Sale	NATIONAL	RETAIL	71,95	G/L Account
24.01.2019	Invoice	103032	5610	Order 1001				17,99	G/L Account
24.01.2019	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

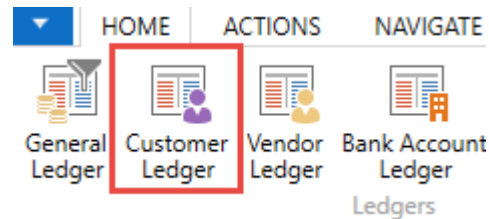- Go to Icon Customer Ledger Entries (from the same working space (General Ledger)

Use of Navigate tool

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 Ledge)