

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.

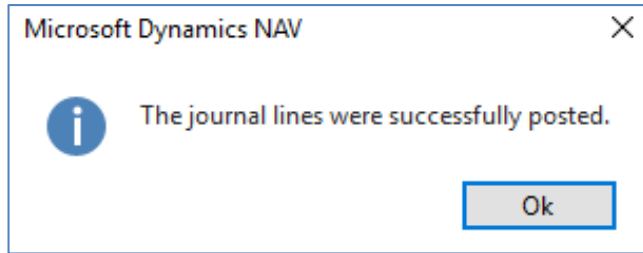
| Posting Date | Document Type | Document No. | Cust... No. | Description | Currency Code | Remaining Amount | Appln. Remainin... | Amount to Apply | Appln. Amount to Apply | Due Date |
|--------------|---------------|--------------|-------------|----------------------------|---------------|------------------|--------------------|-----------------|------------------------|------------|
| 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.

| 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 |
|-----|------------|-----------------------|--------|------|------|------|-----|-----|

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 Account | Description | Gen. Posting | Gen. Bus. Posting | Gen. Prod. Posting | Amount | Bal. Account | Bal. Account | 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.

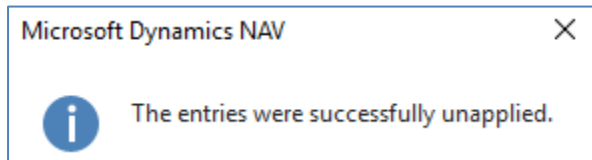
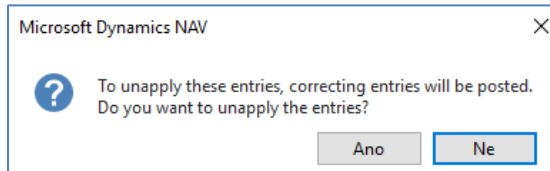
| Posting Date | Document Type | Document No. | Cust. No. | Open | Message to Recipient | Description | Cur. Code | Original Amount | Amount | Remaining Amount | Due Date | Pmt. Discou... | Pm Tol |
|--------------|---------------|--------------|-----------|-------------------------------------|----------------------|----------------------|-----------|-----------------|-----------|------------------|------------|----------------|--------|
| 01.02.2019 | Invoice | 103042 | 10000 | <input checked="" 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 checked="" 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

DOMOVSKA STRANKA AKCE NAVIGACE

Set Apply-to ID

General

Posting Date: 01.02.2019 Description: The Cannon Group PLC

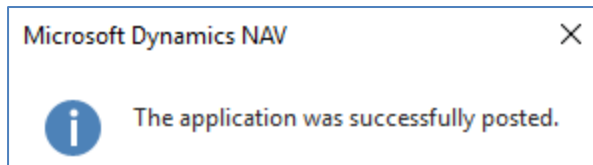
Document Type: Payment Currency Code:

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. Tolercanc... | 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 |
| | 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: 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 |