

Introduction to MS Dynamics NAV

(Basic of payments)

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General Journals and its use in G/L

- It enables to post and apply payment to „open“ invoices
- It enables to post an amount from one account to another
- Recurring operations (periodic posting of similar transactions) are much more easier

General Journals and its use in G/L

- You use the General Journal window to post transactions to G/L, bank, customer, vendor and fixed assets accounts. In a General Journal (**GJ**), you enter the relevant information for the planned transaction, such as the posting date, amount and the accounts you want to post to. The information you enter in a Journal is temporary and can be changed as long as it is in the Journal.
- If you often use the General Journal to post the same or similar journal lines, for example, in connection with payroll expenses you can you periodic one call Recurring Journals.

How to access **GJ in G/L**



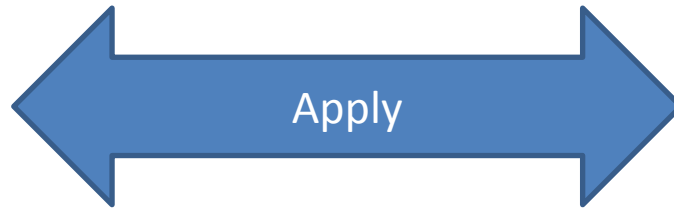
Departments	General Ledger
▾ Financial Management	
General Ledger	
Cash Management	
Cost Accounting	
Cash Flow	
Receivables	
Payables	
Fixed Assets	
Inventory	
▸ Periodic Activities	
▸ Setup	

General Ledger
Lists
Chart of Accounts
G/L Budgets
Intercompany Postings
Handled IC Inbox Transactions
Handled IC Outbox Transactions
Incoming Documents
Tasks
General Journals

Applying principles

Invoice

The Customer Group PLC 10, Canal Quay Birmingham, B27 4BT United Kingdom		Sales Invoice Page 1 CREDIT, Birmingham HC. Account Name 888 0106 14 827 407 Birmingham 888 0106 14							
Bill to Customer No. 10000 VAT Registration No. 799450276 Salesperson Peter Salford		Phone No. +44-161-819192 Fax No. +44-161-819193 VAT Reg. No. GB079797719 IBAN GB08 0868 0000 0000 0000 0000 Bank Standard Chartered Account No. 30-90-000							
26 January 2016 Invoice No. 103028 Order No. 4391 Posting Date 26.11.12 Due Date 26.12.12 Prices Including VAT No									
No.	Description	Quantity	Unit of Measure	Unit Price	Disc. %	Disc. Amount	VAT %	VAT Amount	Total
1000-0	ATHENS Desk	26.01.12	2	Paye	646.43		VAT25	1,282.86	1,282.86
1000-0	ATHENS Desk	26.01.12	1	Paye	646.43		VAT25	1,293.26	1,293.26
1000-0	ROBE Guest Chair, green	26.01.12	1	Paye	125.10		VAT25	125.10	125.10
1000-0	ROBE Guest Chair, green	26.01.12	1	Paye	125.10		VAT25	125.10	125.10
Total GBP Excl. VAT								1,433.30	1,433.30
Total GBP Incl. VAT								1,779.80	1,779.80
VAT Amount Specification									
VAT Identifier	VAT %	Line Amount	Disc. Base Amount	Disc. Amount	VAT Base Amount	VAT Amount			
VAT25	25	1,433.30	1,433.30	0.00	1,433.30	355.50			
Total		1,433.30	1,433.30	0.00	1,433.30	355.50			
Supplier Name: Birmingham & Black Supplier Address: Ex-warehouse									



From customer 10000 by Ctrl-F7

Customer Ledger Entries											Type to filter (
Posting Date	Document Type	Document No.	Cust... No.	Description	Curre... Code	Open	Original Amount	Amount	Remaining Amount	Due Date	
31.12.2015	Invoice	00-1	10000	Opening Entries, Customers		<input type="checkbox"/>	25 389,25	25 389,25	0,00	1.1.2016	
31.12.2015	Invoice	00-11	10000	Opening Entries, Customers		<input checked="" type="checkbox"/>	63 473,13	63 473,13	63 473,13	31.1.2016	
31.12.2015	Invoice	00-16	10000	Opening Entries, Customers		<input checked="" type="checkbox"/>	33 852,35	33 852,35	7 905,62	31.1.2016	
31.12.2015	Invoice	00-3	10000	Opening Entries, Customers		<input type="checkbox"/>	50 778,50	50 778,50	0,00	7.1.2016	
31.12.2015	Invoice	00-6	10000	Opening Entries, Customers		<input type="checkbox"/>	67 704,67	67 704,67	0,00	11.1.2016	
31.12.2015	Invoice	00-9	10000	Opening Entries, Customers		<input checked="" type="checkbox"/>	50 778,50	50 778,50	20 778,50	31.1.2016	
10.1.2016	Invoice	103015	10000	Order 101001		<input type="checkbox"/>	8 269,04	8 269,04	0,00	7.2.2016	
17.1.2016	Credit Me...	104001	10000	Credit Memo 104001		<input checked="" type="checkbox"/>	-292,84	-292,84	-292,84	17.1.2016	
17.1.2016	Payment	2596	10000	Payment 2016		<input type="checkbox"/>	-25 389,25	-25 389,25	0,00	17.1.2016	
17.1.2016	Payment	2596	10000	Payment 2016		<input type="checkbox"/>	-50 778,50	-50 778,50	0,00	17.1.2016	
17.1.2016	Payment	2596	10000	Payment 2016		<input type="checkbox"/>	-67 704,67	-67 704,67	0,00	17.1.2016	
20.1.2016	Invoice	103028	10000	Order 6005		<input type="checkbox"/>	4 101,88	4 101,88	0,00	20.2.2016	
25.1.2016	Invoice	103001	10000	Invoice 103001		<input type="checkbox"/>	8 182,35	8 182,35	0,00	25.2.2016	
28.1.2016	Invoice	103032	10000	Invoice 1005		<input type="checkbox"/>	3 500,00	3 500,00	0,00	28.2.2016	
28.1.2016	Invoice	103033	10000	Order 1001		<input checked="" type="checkbox"/>	343 750,00	343 750,00	343 750,00	28.2.2016	

Impacts to G/L (General Ledger Entries)

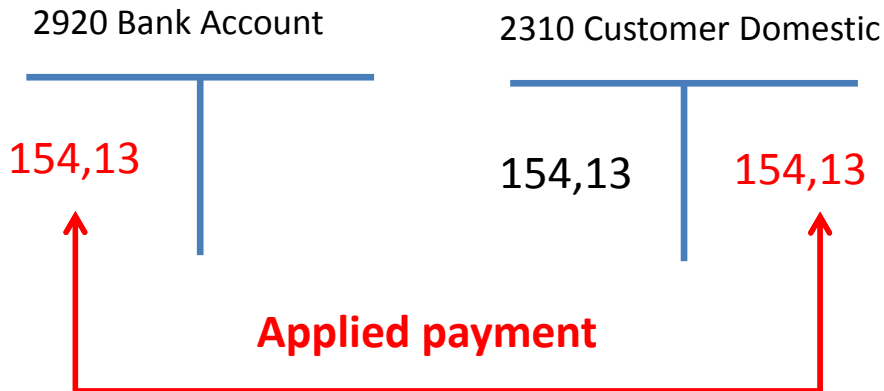
View - General Ledger Entries - 6110 Sales, Retail - Dom.

HOME ACTIONS

Navigate Incoming Document Reverse Transaction... Dimensions G/L Dimension Overview Value Entries Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh Clear Filter

General Ledger Entries ▾

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
11.9.2016	Invoice	103043	6110	Invoice 1010	Sale	NATIONAL	RETAIL	-123,30	G/L Account
11.9.2016	Invoice	103043	5610	Invoice 1010				-30,83	G/L Account
11.9.2016	Invoice	103043	2310	Invoice 1010				154,13	G/L Account



5610 Sales VAT 25%



6110 Sales Retail Domestic



General Journal Structure

Code NBL represents through Bank Account Posting Group G/L Account 2920

General Ledger

Lists
 Chart of Accounts
 G/L Budgets

Intercompany Postings
 Handled IC Inbox Transactions
 Handled IC Outbox Transactions
 Incoming Documents

Tasks
 General Journals

Posting Date	Document Type	Docume... No.	Incoming Docume...	Account Type	Account No.	Description	Gen. Posti...	Cur... Code	Gen. Bus...	Gen. Pro...	Amount	Bal. Account Type	Bal. Account No.	Bal. Ge...	Bal. Ge...	Bal. Ge...	C...	Applies-to Doc. No.
11.9.2016	Payment	G00010	0	Customer	10000	The Cannon Group PLC					0,00	Bank Account	NBL					

Code 10000 represents through Customer Posting Group G/L Account 2310

F4 or mouse cursor to access list of open documents (Invoices and Credit Memos)

See list of open documents on the next slide

Posted Entries of different types(Customer Entries, Payment Entries, Credit Memo Entries,.....)

Apply Customer Entries - 10000 - The Cannon Group PLC

HOME ACTIONS NAVIGATE

Set Applies-to ID | Navigate | Post Application... | Refresh | Find

Process Page

General

Posting Date: 11.9.2016 Description: The Cannon Group PLC

Document Type: Payment Currency Code:

Document No.: G00010 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
17.1.2016	Credit Me...	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	0,00	17.1.2016
11.9.2016	Credit Memo	104006	10000	Credit Memo 1001		-44,50	-44,50	0,00	0,00	11.9.2016
11.9.2016	Payment	G00001	10000	The Cannon Group PLC		-43,61	-43,61	0,00	0,00	11.9.2016
11.9.2016	Payment	G00005	10000	The Cannon Group PLC		-17 109,00	-17 109,00	0,00	0,00	11.9.2016
31.12.2015	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13	0,00	0,00	31.1.2016
31.12.2015	Invoice	00-16	10000	Opening Entries, Customers		7 905,62	7 905,62	0,00	0,00	31.1.2016
31.12.2015	Invoice	00-9	10000	Opening Entries, Customers		20 778,50	20 778,50	0,00	0,00	31.1.2016
28.1.2016	Invoice	103033	10000	Order 1001		343 750,00	343 750,00	0,00	0,00	28.2.2016
11.9.2016	Invoice	103037	10000	Order 1006		187,50	187,50	187,50	187,50	11.10.2016
11.9.2016	Invoice	103038	10000	Order 1007		187,50	187,50	187,50	187,50	11.10.2016
11.9.2016	Invoice	103039	10000	Order 1008		187,50	187,50	0,00	0,00	11.10.2016
11.9.2016	Invoice	103040	10000	Order 1011		25 000,00	25 000,00	0,00	0,00	11.10.2016
11.9.2016	Invoice	103041	10000	Order 1012		156,38	156,38	0,00	0,00	11.10.2016
11.9.2016	Invoice	103042	10000	Order 1015		44,50	44,50	0,00	0,00	11.10.2016
11.9.2016	Invoice	103043	10000	Invoice 1010		154,13	154,13	0,00	0,00	11.10.2016

Select one document and click on the OK button to see it (or use Navigate icon)

Create new Sale Order

Customer 10000

Type	No.	Description	Location Code	Quantity	Qty. to A...	Reserved Quantity	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT
Item	1936-S	BERLIN Guest Chair,...	BLUE	1			PCS	150,00	150,00

Change manually Unit price to 150 in order to get more simple data later!

F9

Microsoft Dynamics NAV

Ship
 Invoice
 Ship and Invoice

OK Cancel

Customer Ledger Entries (CLE) – see our PWP show about SO

NAVIGATE REPORT

Edit View Delete Sales Journal Statement Comments Contact Dimensions Credit Cards Ledger Entries

Customers 10000

Show results:

Where No. is Enter a value.

+ Add Filter

No.	Name	Resp... Center	Location Code	Phone No.	Contact
10000	The Cannon Group PLC	BIRMI...	BLUE		Mr. Andy Teal

Author modified columns of CLE to see fields Open and Entry number as well!

Customer Ledger Entries

Type to filter (F3) | Document

Show results:

Where Customer No. is 10000

And Document No. is 103032

+ Add Filter

Posti... Date	Document Type	Document No.	Cust... No.	Description	C.. C..	Original Amount	Open	Entry No.	Amount	Remaining Amount	Due Date
24.1.2019	Invoice	103032	10000	Order 1001		187,50	<input checked="" type="checkbox"/>	2823	187,50	187,50	24.2.2019

Checked **Open** field means, that this invoice was not paid yet (applied by payment)

G/L Journal is prepared to be posted

Batch Name: CASH

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Gen. Postin...
24.1.2019	Payment	G00001	Customer	10000	The Cannon Group P...	0,00	Bank Account	NBL	

HOME ACTIONS NAVIGATE

Delete Reconcile **Apply Entries...** Preview Posting Dimensions

Manage Bank Prepare

Apply Customer Entries - 10000 - The Cannon Group PLC

HOME ACTIONS NAVIGATE

Set Applies-to ID Navigate Post Application... Refresh Find

Process Page

General

Posting Date: 24.1.2019 Description: The Cannon Group PLC

Document Type: Payment Currency Code:

Document No.: G00001 Amount: 0,00

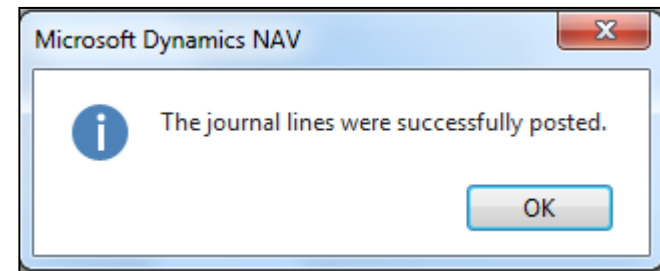
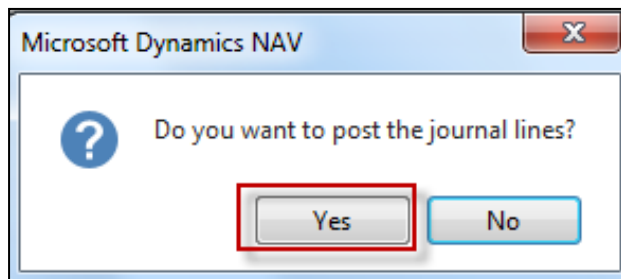
Customer No.: 10000 Remaining Amount: 0,00

Applies-to ID	Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply	Appln. A tc
	13.1.2019	Credit Me...	104001	10000	Credit Memo 104001		-292,84	-292,84	0,00	
	31.12.2018	Invoice	00-11	10000	Opening Entries, Cust...		63 473,13	63 473,13	0,00	
	31.12.2018	Invoice	00-16	10000	Opening Entries, Cust...		33 852,35	33 852,35	0,00	
	31.12.2018	Invoice	00-9	10000	Opening Entries, Cust...		50 778,50	50 778,50	0,00	
	6.1.2019	Invoice	103015	10000	Order 101001		8 269,04	8 269,04	0,00	
	16.1.2019	Invoice	103028	10000	Order 6005		4 101,88	4 101,88	0,00	
	21.1.2019	Invoice	103001	10000	Invoice 103001		8 182,35	8 182,35	0,00	
G00001	24.1.2019	Invoice	103032	10000	Order 1001		187,50	187,50	187,50	

GJ after application entry for setup payment

Batch Name: CASH

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.
24.1.2019	Payment	G00001	Customer	10000	The Cannon Group P...	-183,75	Bank Account	NBL



How to find out what we have done so far

Archive

History

G/L Registers

General Ledger Entries

G/L Budget Entries

VAT Entries

HOME ACTIONS NAVIGATE REPORT

General Ledger Customer Ledger Vendor Ledger Bank Account Ledger

Fixed Asset Ledger Maintenance Ledger VAT Entries

Reverse Register... Item Ledger Relation Detail Trial Balance Trial Balance by Period G/L Register

Microsoft Excel Send To Show as List Show as Chart

Departments

Financial Management

General Ledger

Cash Management

Cost Accounting

Cash Flow

Receivables

Payables

G/L Registers

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
130	18.10.2017	ESF\MIKI	SALES		2821	2823	902	902
131	18.10.2017	ESF\MIKI	GENJNL	CASH	2824	2826	903	902

In NAV 2018w1 go to the first line please!

How to find out what we have done so far

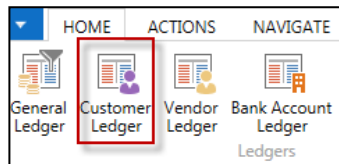
General Ledger Entries ▾ Type to filter (F3) | Posting Date ▾ →

Show results:

✗ Where Entry No. ▾ is 2824..2826

+ Add Filter

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Posti...	Gen. Bus. Posting ...	Gen. Prod...	Amount	Bal. Accou...	Bal. Accou...	Entry No. ▲
24.1.2019	Payment	G00001	2920	The Cannon Group PLC				183,75	Customer	10000	2824
24.1.2019	Payment	G00001	2310	The Cannon Group PLC				-187,50	Bank Acco...	NBL	2825
24.1.2019	Payment	G00001	9250	The Cannon Group PLC				3,75	G/L Account		2826



Debit side = plus sign and Credit side=minus sign - syntax rule

Customer Ledger Entries ▾ 10000 | Customer

Show results:

✗ Where Posting Date ▾ is

+ Add Filter

Posting Date	Document Type	Document No.	Customer No.	Description	C.. C..	Original Amount	Open	E... ▲	Amount	Remaining Amount	Due Date
24.1.2019	Invoice	103032	10000	Order 1001	↕	187,50	<input type="checkbox"/>	2823	187,50	0,00	24.2.2019
24.1.2019	Payment	G00001	10000	The Cannon Gr...		-183,75	<input type="checkbox"/>	2825	-187,50	0,00	24.1.2019

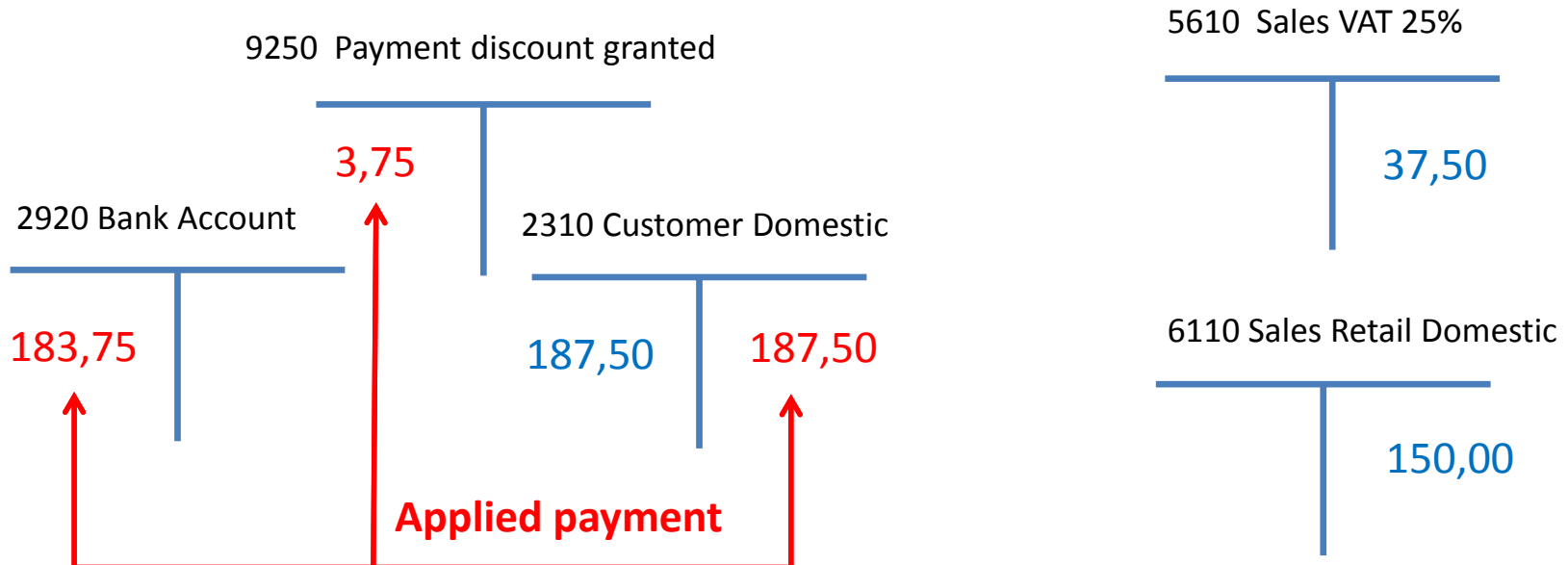
General Ledger Entries ▾ Type to filter (F3) | Po

Show results:

✗ Where Entry No. ▾ is 2821..2826 ▾

+ Add Filter

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Posti...	Gen. Bus. Posting ...	Gen. Prod...	Amount	Bal. Accou...
24.1.2019	Invoice	103032	6110	Order 1001	Sale	NATIONAL	RETAIL	-150,00	G/L Account
24.1.2019	Invoice	103032	5610	Order 1001				-37,50	G/L Account
24.1.2019	Invoice	103032	2310	Order 1001				187,50	G/L Account
24.1.2019	Payment	G00001	2920	The Cannon Group PLC				183,75	Customer
24.1.2019	Payment	G00001	2310	The Cannon Group PLC				-187,50	Bank Acco...
24.1.2019	Payment	G00001	9250	The Cannon Group PLC				3,75	G/L Account



Additional tasks

- Prepare Purchase order and post it (F9)
- Enter data to General Journal (Vendor, Bank account and so on)
- Post GJ (General Journal)
- See Vendor entries
- Use icon Applied entries to see applied pair !!
- Can we Unapply entries for Customer (Vendor) entry window ?

End of the section

(Basic of Payments)

