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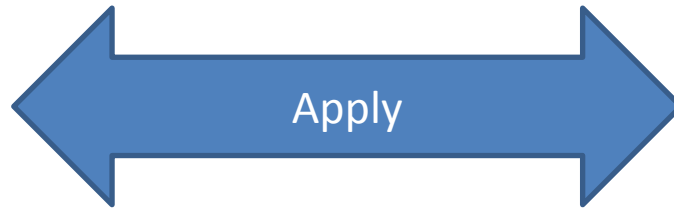
How to access **GJ in G/L**

General Ledger

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

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

Apply

From customer 10000 by Ctrl-F7

Customer Ledger Entries

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		☐	25 389,25	25 389,25	0,00	1.1.2016
31.12.2015	Invoice	00-11	10000	Opening Entries, Customers		☑	63 473,13	63 473,13	63 473,13	31.1.2016
31.12.2015	Invoice	00-16	10000	Opening Entries, Customers		☑	33 852,35	33 852,35	7 905,62	31.1.2016
31.12.2015	Invoice	00-3	10000	Opening Entries, Customers		☐	50 778,50	50 778,50	0,00	7.1.2016
31.12.2015	Invoice	00-6	10000	Opening Entries, Customers		☐	67 704,67	67 704,67	0,00	11.1.2016
31.12.2015	Invoice	00-9	10000	Opening Entries, Customers		☑	50 778,50	50 778,50	20 778,50	31.1.2016
10.1.2016	Invoice	103015	10000	Order 101001		☐	8 269,04	8 269,04	0,00	7.2.2016
17.1.2016	Credit Me...	104001	10000	Credit Memo 104001		☑	-292,84	-292,84	-292,84	17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016		☐	-25 389,25	-25 389,25	0,00	17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016		☐	-50 778,50	-50 778,50	0,00	17.1.2016
17.1.2016	Payment	2596	10000	Payment 2016		☐	-67 704,67	-67 704,67	0,00	17.1.2016
20.1.2016	Invoice	103028	10000	Order 6005		☐	4 101,88	4 101,88	0,00	20.2.2016
25.1.2016	Invoice	103001	10000	Invoice 103001		☐	8 182,35	8 182,35	0,00	25.2.2016
28.1.2016	Invoice	103032	10000	Invoice 1005		☐	3 500,00	3 500,00	0,00	28.2.2016
28.1.2016	Invoice	103033	10000	Order 1001		☑	343 750,00	343 750,00	343 750,00	28.2.2016

Impacts to G/L (General Ledger Entries)

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%

30,83

2920 Bank Account

154,13

2310 Customer Domestic

154,13   154,13

Applied payment

6110 Sales Retail Domestic

123,30

General Journal Structure

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

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,.....)

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

Create new Sale Order

Customer 10000

Lines
▦ Line ▾ ⚡ Functions ▾ ▤ Order ▾ ⌖ New 🔍 Find Filter ⟲ Clear Filter

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

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

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

G/L Journal is prepared to be posted

GJ after application entry for setup payment

How to find out what we have done so far

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

HOME   ACTIONS   NAVIGATE

General Ledger | Customer Ledger | Vendor Ledger | Bank Account Ledger
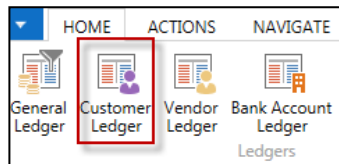
Ledgers

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

Customer Ledger Entries ▾

10000	Customer

Show results:
✕ Where   Posting Date ▾ is   **240119**
✚ 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	☐	2823	187,50	0,00	24.2.2019
24.1.2019	Payment	G00001	10000	The Cannon Gr...		-183,75	☐	2825	-187,50	0,00	24.1.2019

General Ledger Entries ▾

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

9250 Payment discount granted

3,75

2920 Bank Account

183,75

2310 Customer Domestic

187,50   187,50

Applied payment

5610 Sales VAT 25%

37,50

6110 Sales Retail Domestic

150,00
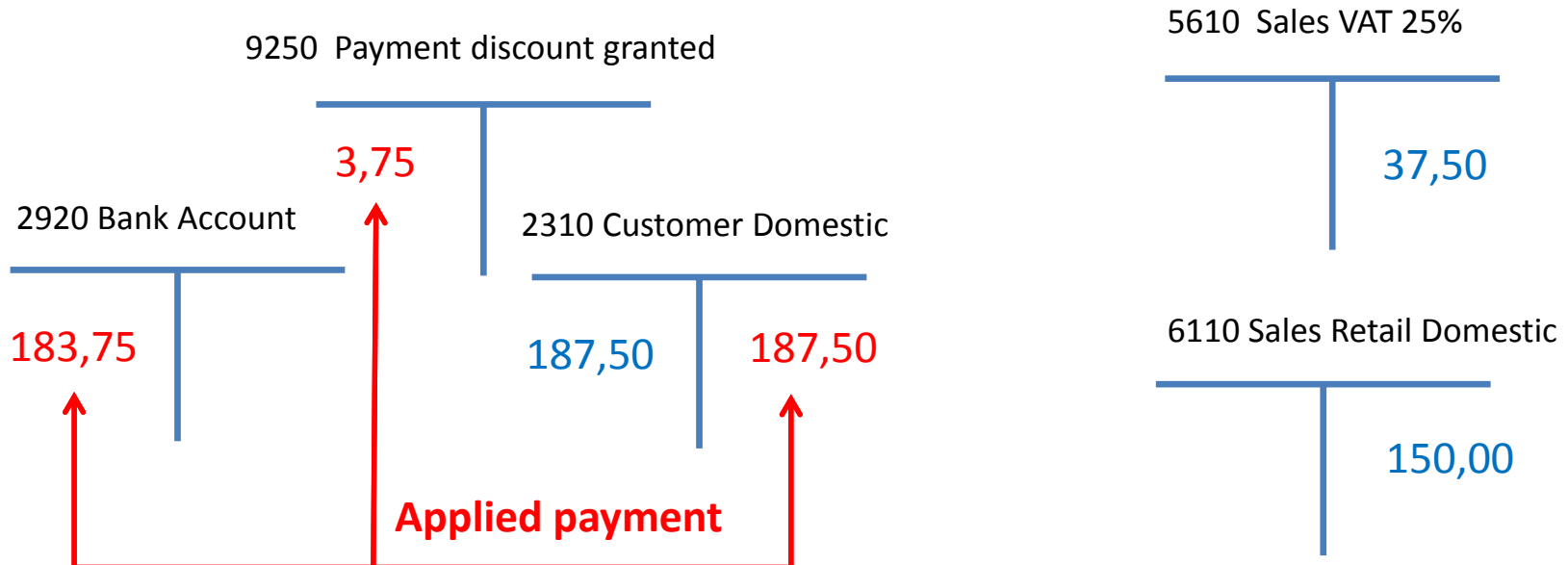
Additional tasks

- 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)