

# 1. Introduction scenario – MS Dynamics NAV 2016

**Based on :** MS courses and Jaromír Skorkovský modifications

**Date :** 5.9.2018..16.9.2018

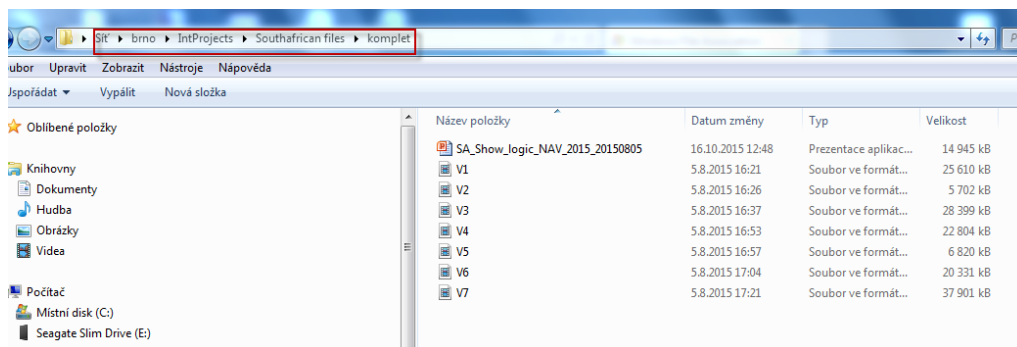
Pictures are parts of PWP show number Intro\_I\_NAV 2016\_20170111

**Materials :** Scenarios, PWP, videos,...

**Resources :** MS courses, internet, MS Dynamics NAV 2016 demo helps,...

---

**HERE YOU WILL FIND VIDEOS (IF CONNECTED TO NVR VPN) – OR WILL BE HANDED OVER TO YOUR HARD DISKS**



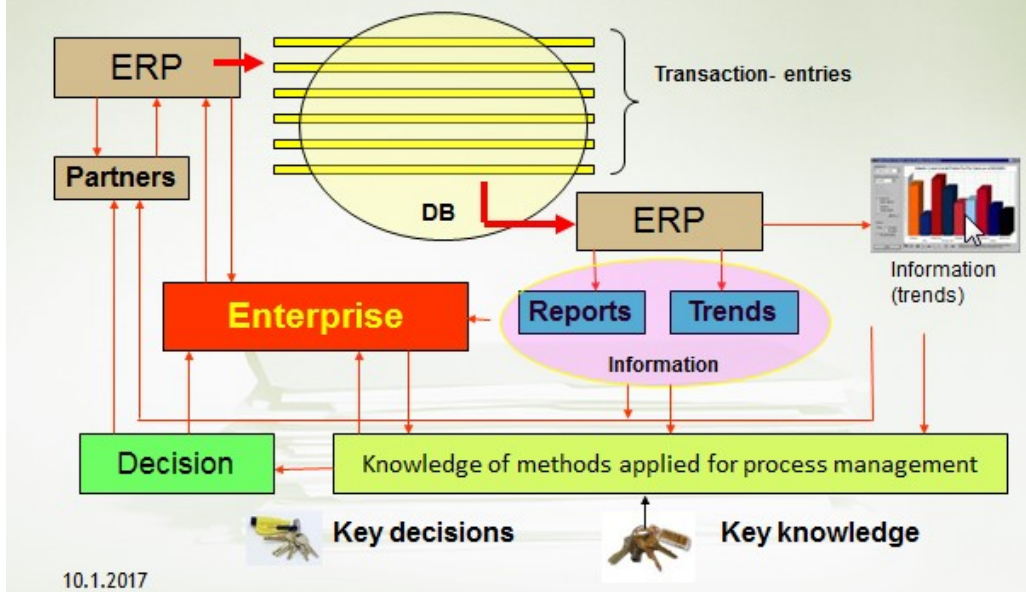
**WHAT ARE THE GOALS FOR THIS SECTION ?**

- **Explain the concept of ERP and Microsoft Dynamics NAV 2016**

**ERP** =Enterprise Resource Planning System

**Resources :** financial resources, machines, people, items,.....

## Simplified schema of ERP usage

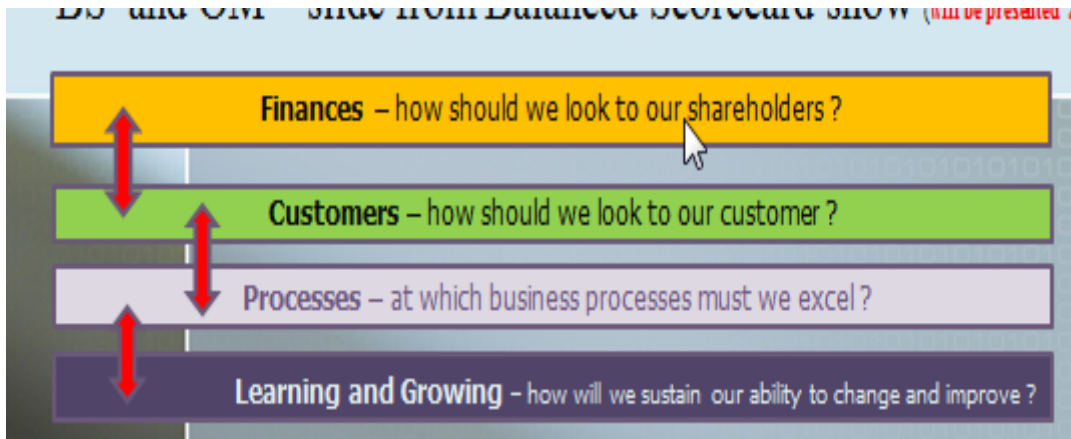


Decision making based on data created and structured by transaction system (ERP) .

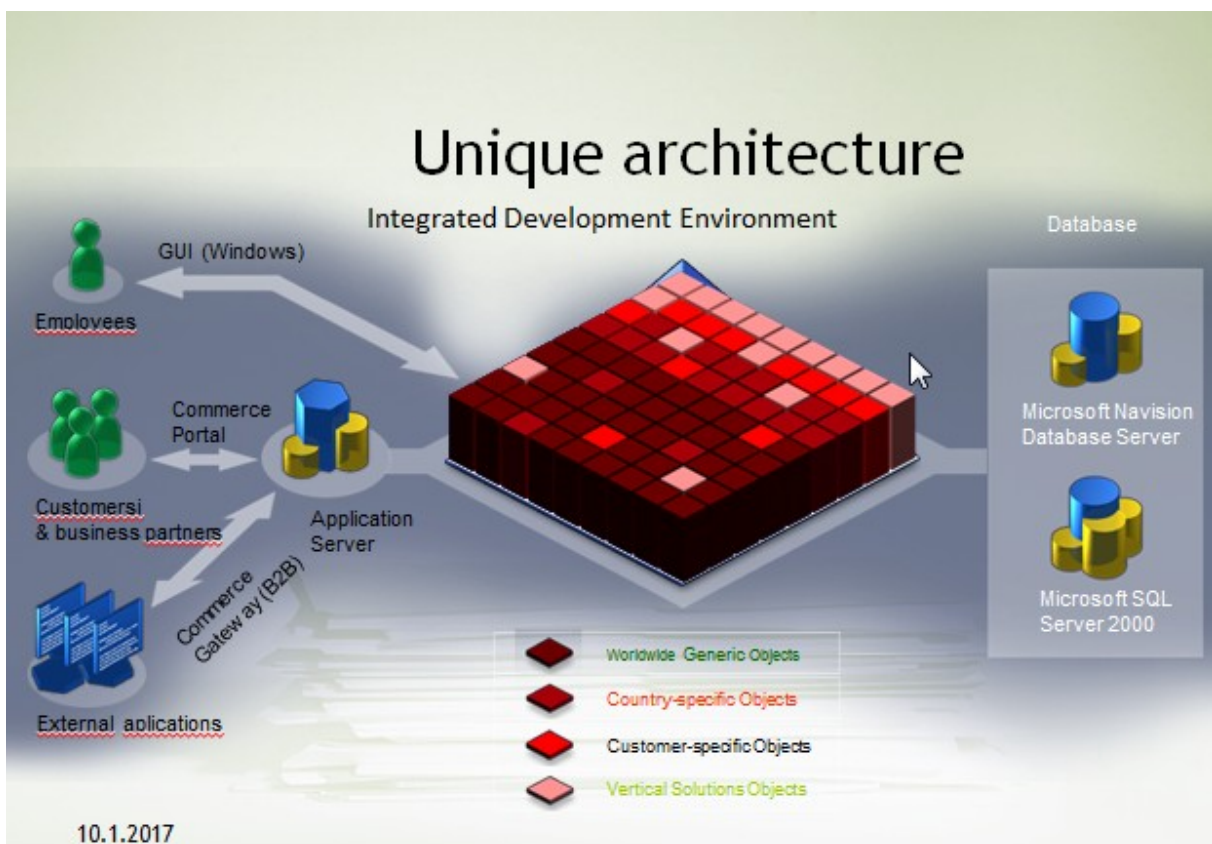
Different data, different requirements in different times, different set of reports ,...

Comment (BSC- trainer se below)





**3 tiers** (will be more in detail presented later in technology section)



**Objects** : tables, forms, reports and data ports.

**Table** : how to store data

**Form**: how to see data

**Reports** : how to give you right information based on stored data

**Menu** : how to navigate user throughout ERP system



a) **What makes MS Dynamics NAV an ERP system ?**

So Microsoft Dynamics NAV is an ERP system. But why is it an ERP system? What are the main features of an ERP system and how do we recognize these in Microsoft Dynamics NAV? Let's have a look at the overview slide. So one of the challenges that some companies might have to address is the one **of island systems**. And that's what you see typically when a company is using bookkeeping software in which only the bookkeeping can be done. That same company might also have a warehouse, might have a production department, is selling goods and services and so on, but in the bookkeeping software, items, physical locations, the actual stock count is not maintained. And what you will see, and that's why we call it island systems, they're using different software products. And in some cases this might also be Excel in which they keep their item master, for example. So they're using different software products to maintain all these data. But they can -- as you can see here in warehouse data, we need items; in production data we also need items; and in sales and customers we also need items. So this means that in a typical island system you have to maintain, you have to enter data several times. And that's, of course, first of all, a lot of work, but also a lot of errors could be made. So and that's why the island system is not, of course, the ideal system. In an ERP system we will work in a different way. In an ERP system we have a common database that contains all the information. So item information is maintained in the common database and can be used by the manufacturing department, by the sales department, and so on. **So everyone working with the system, for example, the bookkeeper in financial management, the sales representative in sales and marketing, the warehouse worker in the warehouse management, the HR manager in human resources and so on, so they all work with the system in their specific application department but with a common database.** And that's very, very important. That's one of the main features of an ERP system. Because the item master should be maintained only one time in that common database and everyone can use items in the way that they prefer and based on the information that they need. So that's a very important feature of ERP. Some other

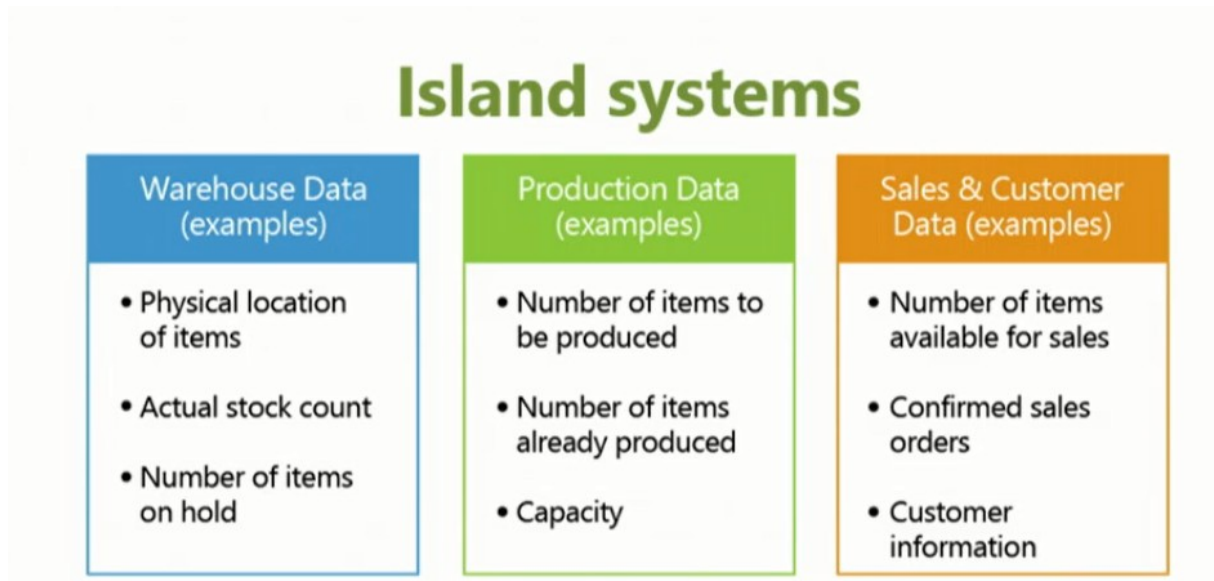
features that are important is, of course, real time. Because of the common database, we have all the information available at **real time**. So we don't have to wait, we don't have to carry out processes, imports, exports. No !!!!!. Everything is there in real time.

Also typically for an ERP system is that it **can grow with a company**. So you can start in a very simple way without, for example, using warehouse management, but if your company grows and you're starting to use a new warehouse, you might be interested in implementing, for example, a warehouse management system. And an ERP system will allow this. So it's tied to the company's business processes and it will grow with the company. So if we require warehouse management at a specific point, then we can start using that in our ERP system. And then of course also typically for an ERP system are the job roles and the authorization. So we can set up a security system, we can assign different job roles, you have bookkeepers, as we just saw in the previous slide, we have salespeople, we have warehouse workers and so on. So all these job roles are based on these job roles we will start using the system in a specific way, and of course we also need a security system in order to define what users can or cannot do in our ERP system. So these are the main features, and that's also why we can consider Microsoft Dynamics NAV as an ERP system. So we have a central database on SQL Server, we can work in real time, we can define users and apply security and so on.

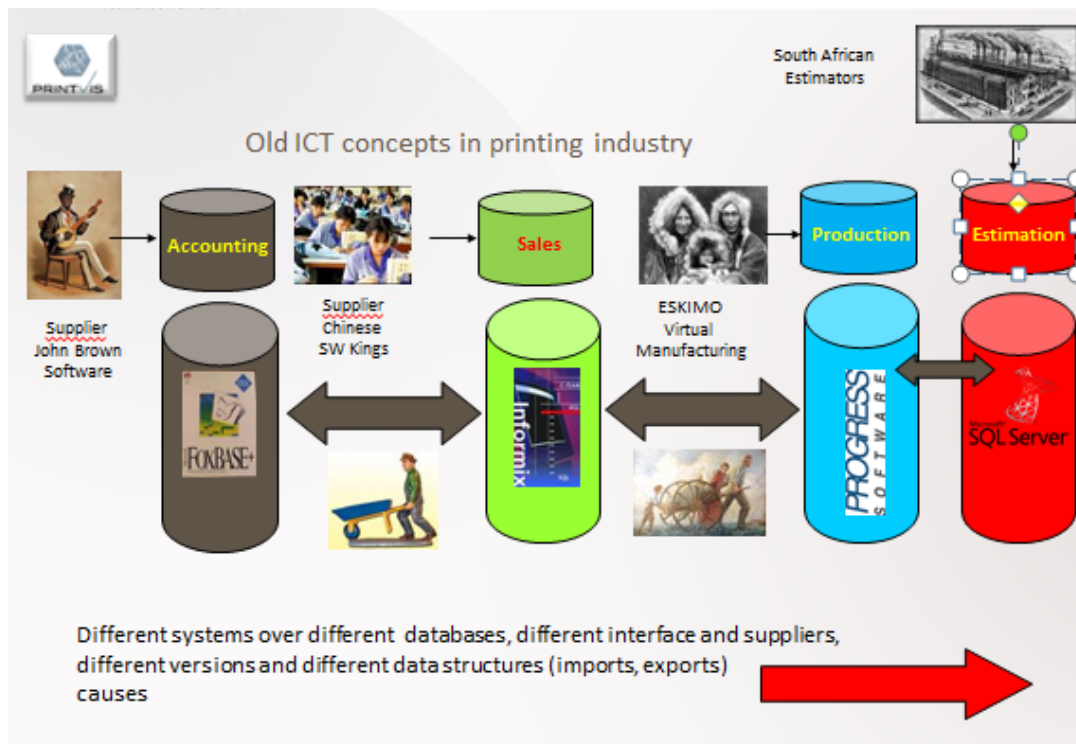




Another example of island system (resource Microsoft)



Simple example about problems related to different applications delivered by different SW suppliers



### Causes

- Difficult communication among different applications ->delays, errors, costs
- Duplicities ->errors , higher costs
- Difficult data transfers->errors, delays, customers are unhappy
- Bad calculation -> bad decision and ratio win/lost cases decline



**Ideal ERP solution** : One Application- one database



**Similar picture about data island (see below)**



**b) Browse application areas**

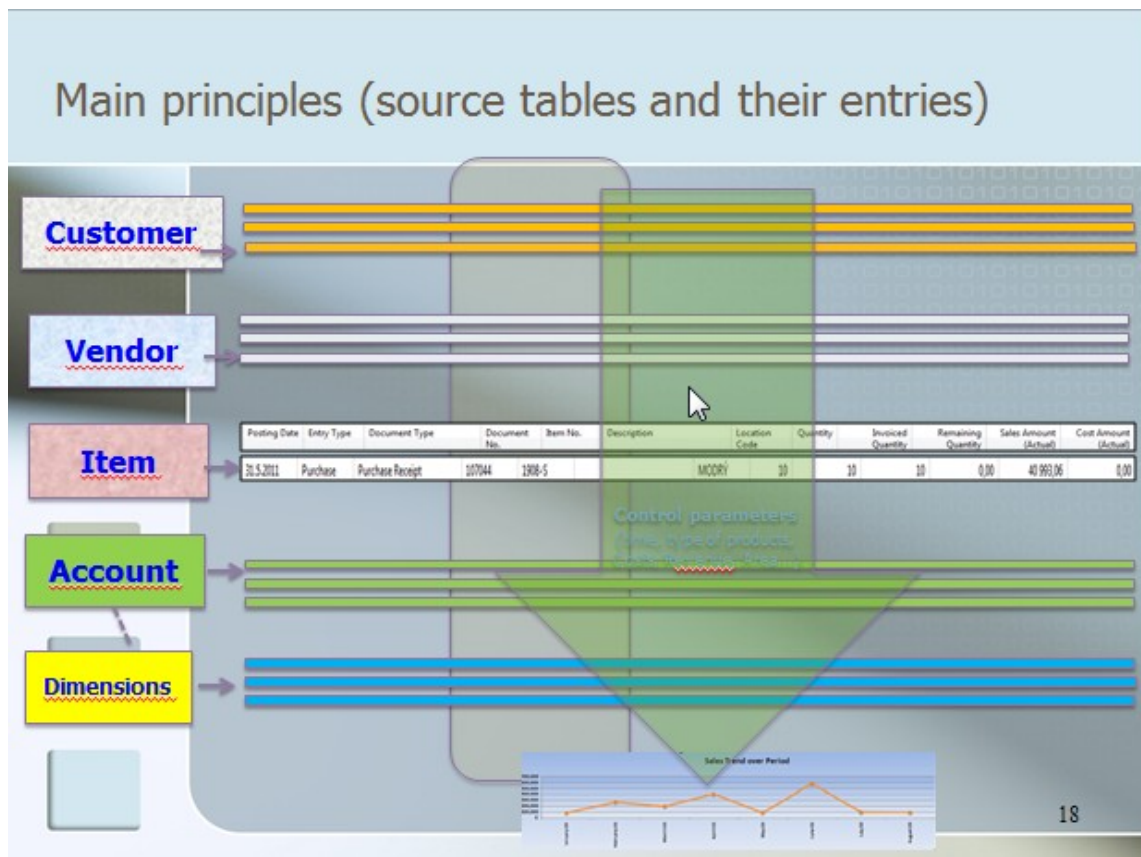
**Module Overview (text part)**

So now that we know why Microsoft Dynamics NAV is an ERP system, I thought it would be interesting to have a look at everything that we can do with NAV because we just saw that one of the main features of an ERP system is the common database around which we have all these different application areas. Now, what are the application areas that we can use in NAV? So in this module we will browse all these application areas. And we will start with financial management, then a little bit combined with financial management we also will have a look at reporting and analysis. Then there's a marketing module and trade. There is, of course, inventory management because the item can be something very important in a NAV application. And we can also extend inventory management with warehouse management. There is manufacturing, so for companies that manufacture and that produce their own items. We have jobs and resources for service-oriented companies. There is a service management and human resources. So these are all the different application areas at which we will have a very short look in the upcoming lessons of this module.

- c) **User interface – profiles, ribbon, ...main working area**
- d) **User personalization ..lines (Hide and Show,...)**
- e) **Basic functionalities (searching filtering,...)**
- f) **Master data : Customer, Item, Vendor, Sales Order and Purchase Order and G/L accounts**



This picture will be part of course section regarding **Dimension and BI**



This 10 bullets represents basic sections during introduction of this course

- Discuss the concept of the ribbon and its different components
- Demonstrate how to use the Navigation pane
- Explain how to customize the Microsoft Dynamics NAV user interface
- Use function keys and basic keyboard shortcuts
- Enter and edit information
- Use zooms, search, filters, and other navigation functions
- Integrate with Microsoft Office products such as OneNote, Word, and Excel
- Introduction to customer cards, vendor cards and item cards and G/L account as well
- Describe the different client types
- Explain the multi-language functionality
- How to enter data (numbers, dates, periods)

## **Marketing (CRM) – only basics (Cards, Profiles, Opportunities)- will be presented later**

Besides a very extended sales application area, we can also set up and use marketing in Microsoft Dynamics NAV. Let's have a look at the main features. So if I go to departments and if I click here on sales and marketing, so you can see, like I just said, we can set up a very extensive order processing based on sales quotes, orders, invoices, return orders, and so on. But we can also start using marketing functionalities. So we can set up, for example, contacts. So this is the main master data in our marketing, and so our relationship application area in Microsoft Dynamics NAV. So if I double click, for example, on a contact, you can see that we can have company contacts but also person contacts. And a person can be linked to a company. For example, here to this company we have Alan Brewer, which is a person working for the Gibson Law Firm, as you can see. Once that we have created companies, that we have created contacts and so on, we can start creating interactions. So each interaction that we have with a contact, and this can be a phone call, this can be sending an email, this can be writing a letter, whatever. Of course also sending a sales quote. So each interaction can then be saved and linked to a specific contact. And in that way I always have a very extended overview of all the interactions that we have that we have had with a specific contact. So let me go to the sales module. What else can we do? So we can also set up opportunities. So if you have a sales opportunity, so it can be linked to a, for example, salesperson. So if there is a sales opportunity, you can start setting up opportunities to which you can assign tasks. So, for example, salespersons will have to carry out specific tasks in order to perform or to try to close the opportunity. So these opportunities can then be included in a sales quote. And then if we win the opportunity, you can start selling to the customers. So a full opportunity management is also included in the system. If I go to marketing, you can also see that we can set up and create segments. So we can create segments in order to address a specific segment based on events that we are doing, based on activities in order to increase sales. So all the typical marketing activities that you want to set up and carry out in real life, you can start using in Microsoft Dynamics NAV. Now, furthermore, in this new version, Microsoft Dynamics NAV 2016, you can set also -- you can also set up an out-of-the-box Microsoft Dynamics CRM integration. So if you have set up contacts in NAV, you can link them, for example, with accounts in Microsoft Dynamics CRM. So you can also see that there is a link possible with sales orders, with quotes. So if you might be using Dynamics CRM and Dynamics NAV, there's no reason anymore to keep them separated. Out of the box we now have functionalities in which we can fully integrate Dynamics CRM with Microsoft Dynamics NAV. So that makes using marketing in Microsoft Dynamics NAV even more interesting as before.

## The list of contact cards (Companies and Employees)

Kontakty ▾

Typ filtrování (F3) | Číslo ▾ →

Nebyly použity žádné filtry

Číslo	Název	Telefonní číslo	Kód prodejce	Kód teritoria	Vyhledáv... název
KT200081	Greg Chapman		JD	JZ	GREG CHA...
KT200021	Hans Visser		JD	NWAL	HANS VISS...
KT100212	Karen Archer		MD	SWAL	KAREN AR...
KT100223	Magnus Hedlund		PK	CIZÍ	MAGNUS ...
KT200006	Mark McArthur		JM	SWAL	MARK MC...
KT100211	Peter Conelly		JS	J	PETER CO...
<b>KT000063</b>	<b>A &amp; B, s.r.o.</b>		PK	CIZÍ	A & B, S.R....
<b>KT100006</b>	<b>A. Gibson"s Law Firm</b>		PCH	EANG	A. GIBSON...
KT200057	Alan Brewer		PCH	EANG	ALAN BRE...
KT200116	David Oliver Lawrence		PCH	EANG	DAVID OLL...
KT200118	Lori Kane		PCH	EANG	LORI KANE
<b>KT100011</b>	<b>Add-ON Marketing</b>		JS	CIZÍ	ADD-ON ...
KT200008	Gary E. Altman III		JS	CIZÍ	GARY E. A...
KT100190	Chris McGurk		JS	CIZÍ	CHRIS MC...

## One contact card of chosen employee

KT200057 · Alan Brewer

Obecné ^

Číslo: <input type="text" value="KT200057"/>	Město: <input type="text" value="Manchester"/>
Typ: <input type="text" value="Osoba"/>	Kód země/oblasti: <input type="text" value="GB"/>
Číslo společnosti: <input type="text" value="KT100006"/>	Vyhledávací název: <input type="text" value="ALAN BREWER"/>
Název společnosti: <input firm"="" law="" s="" type="text" value="A. Gibson"/>	Telefonní číslo: <input type="text"/>
Registrovaný název: <input type="text"/>	Kód prodejce: <input type="text" value="PCH"/>
Název: <input type="text" value="Alan Brewer"/>	Kód oslovení: <input type="text" value="M"/>
Adresa: <input type="text" value="2570 Swimthorn Street"/>	Změněno dne: <input type="text"/>
Adresa 2: <input type="text"/>	Datum poslední interakce: <input type="text"/>
PSČ: <input type="text" value="GB-MO2 4RT"/>	Poslední datum přístupu: <input type="text"/>
	Datum dalšího úkolu: <input type="text"/>

Řádky ^

Najít

Otázka	Odpověď	Zodpovězených otázek (%)	Datum posled...
Úroveň vzdělání	Odborná kvalifikace		31.1.2016
Rodinný stav	Ženatý/vdaná		31.1.2016
Koníčky	Golf		31.1.2016
Koníčky	Fotbal		31.1.2016
Pohlaví	Muž		31.1.2016

## Opportunity

DOMOVSKÁ STRÁNKA
AKCE
NAVIGACE

Pohled
 Úpravy
 Odstranit

Vytvořit příležitost
 Statistika

Aplikace OneNote
 Oznámení
 Odkazy

Aktualizovat
 Vymazat filtr

Přejít na
 Předchozí
 Další

PR100018 · Nábytek do oddělení prodeje

**Obecné**

Číslo: PR100018	Číslo prodejního dokladu:
Popis: Nábytek do oddělení prodeje	Číslo kampaně:
Číslo kontaktu: KT000063	Priorita: Nizká
Jméno kontaktu: A & B, s.r.o.	Kód prodejního cyklu: PRVNÍMALÝ
Název společnosti kontaktu: A & B, s.r.o.	Stav: Výhra
Kód prodejce: PK	Uzavřeno: <input checked="" type="checkbox"/>
Typ prodejního dokladu:	Datum vytvoření: 8.1.2016
	Datum uzavření: 22.1.2016

**Řádky**

Akti...	Provedená akce	Fáze prodej... cyklu	Datum změny	Očekávané datum uzavření	Předpokládaná hodnota (LM)	Vypočtená akt.hodnota (LM)	Dokončeno %	Šance na úspěch %	Pravděpodobnost %
<input checked="" type="checkbox"/>	Výhra	0	22.1.2016	22.1.2016	21 000,00	21 000,00	100	100	100
<input type="checkbox"/>		1	11.1.2016	22.1.2016	25 000,00	4 000,00	2	30	16
<input type="checkbox"/>	Další	2	15.1.2016	22.1.2016	20 000,00	5 500,00	5	50	28
<input type="checkbox"/>	Další	3	16.1.2016	22.1.2016	21 000,00	11 550,00	40	70	55
<input type="checkbox"/>	Další	4	17.1.2016	22.1.2016	21 000,00	15 225,00	60	85	73
<input type="checkbox"/>	Další	5	18.1.2016	22.1.2016	21 000,00	19 950,00	95	95	95

## Segments

### Segmenty

Číslo	Popis	Číslo kampaně	Kód prodejce	Datum
SRV10001	Zvýšení prodeje	KP1001	JS	28.1.2016
SRV10002	Akce	KP1002	JD	28.1.2016
SRV10003	Návrh pracovního místa, tisk	KP1003	JM	28.1.2016
SRV10004	Návrh pracovního místa, zá...	KP1003	JM	28.1.2016

**Trade (text part) - will be created during course (related to existing PWP presentations) - use of Czech Database**

Many companies using Microsoft Dynamics NAV are companies using items, so their company is purchasing and selling items. They might produce items with manufacturing functionalities. So this means that the trade application area is for many companies a very important application area. Let's look at some of the important and interesting features to use

## List of Items

Zboží ▾

Typ filtrování (F3) | Číslo ▾ | ➔

Nebyly použity žádné filtry

Číslo	Popis	Ku... m...	Základní měrná ...	Nákl... jsou...	Požizovací cena	Jednotková cena	Číslo dodavatele	Vyhledáv... popis	Uza...
1000	Bicykl	Ne	KS	<input type="checkbox"/>	350,595	4 000,00		BICYKL	<input type="checkbox"/>
1001	Cestovní bicykl	Ne	KS	<input checked="" type="checkbox"/>	350,595	4 000,00		CESTOVNÍ ...	<input type="checkbox"/>
1100	Přední kolo	Ne	KS	<input type="checkbox"/>	129,671	1 000,00	20000	PŘEDNÍ K...	<input type="checkbox"/>
1110	Ráfek	Ne	KS	<input checked="" type="checkbox"/>	1,05	0,00	01587796	RÁFEK	<input type="checkbox"/>
1120	Špice	Ne	KS	<input checked="" type="checkbox"/>	2,00	0,00	01587796	ŠPICE	<input type="checkbox"/>
1150	Přední náboj	Ne	KS	<input checked="" type="checkbox"/>	12,441	500,00		PŘEDNÍ N...	<input type="checkbox"/>
1151	Oska předního kola	Ne	KS	<input checked="" type="checkbox"/>	0,45	0,00	32456123	OSKA PŘE...	<input type="checkbox"/>
1155	Přední lůžko	Ne	KS	<input checked="" type="checkbox"/>	0,77	0,00	32456123	PŘEDNÍ LŮ...	<input type="checkbox"/>
1160	Plášť	Ne	KS	<input checked="" type="checkbox"/>	1,23	0,00	01587796	PLÁŠŤ	<input type="checkbox"/>
1170	Plášť	Ne	KS	<input checked="" type="checkbox"/>	1,75	0,00	01587796	PLÁŠŤ	<input type="checkbox"/>

So the trade application area is, of course, based on items. And one of the things that companies want to do is specify specific item prices and discounts. So, for example, if I open here an item, you can see here on the invoicing FastTab that the item has a cost of 3610 and a unit price of 4630.

Now, Microsoft Dynamics NAV allows us to very efficiently add additional prices and discounts.

So, for example, if I want to add additional sales prices for my customers, I can very simply go to the navigate tab in the ribbon, click on prices, and start entering additional prices.

I can target with my prices an individual customer, a group of customers, all customers, or I can combine it with a campaign that we have set up in the relationship management application area in NAV.



## Item Card

**1908-S · Otočná židle LONDÝN, modrá**

Číslo:	1908-S	Vyhledávací popis:	OTOČNÁ ŽIDLE LONDÝN...
Úplný popis:		Zásoby:	305
Popis:	Otočná židle L...	Množ.na nák.objednávce:	50
Základní měrná jednotka:	KS	Množ na výr.zakázce:	0
Kusovník montáže:	Ne	Množ.na řádcích komponent:	0
Číslo police:	D5	Množ.na prod.objednávce:	18
Automat.rozšířené texty:	<input type="checkbox"/>	Množ.na servisní zakázce:	0
Vytvořeno z neskladované...:	<input type="checkbox"/>	Množství na objednávce projek...:	0
Kód kategorie zboží:		Uzavřeno:	<input type="checkbox"/>
Kód skupiny zboží:		Změněno dne:	2.12.2016
Skupina předmětů servisu:		Skladové varování:	Výchozí (ano)
		Zakázat záporné zásoby:	Výchozí (ne)

▼ Zobrazit více polí

---

**Fakturace**

Metoda ocenění:	FIFO	Jednotková cena:	4 630,00
Náklady jsou adjustovány:	<input type="checkbox"/>	Obecná účto skupina zboží:	OBCHOD
Náklady jsou zaúčtovány:	Ne	DPH účto skupina zboží:	DPH25
Pevná pořizovací cena:	3 610,00	Účto skupina zboží:	PRODEJ
Pořizovací cena:	3 610,00	Výchozí šablona časového rozli...:	
Režijní náklady:	0,00	Na skladě (fakturováno):	286
Nepřímé náklady %:	0	Povolit fakturační slevu:	<input checked="" type="checkbox"/>
Poslední pořizovací cena:	3 610,00	Skupina slev zboží:	PRODEJ
Výpočet zisku/ceny:	Zisk=cena-...	Prodejní jednotka:	KS
Zisk %:	22,03024		

## Prices and discounts

### Obecné

Filtr čísla dodavatele:

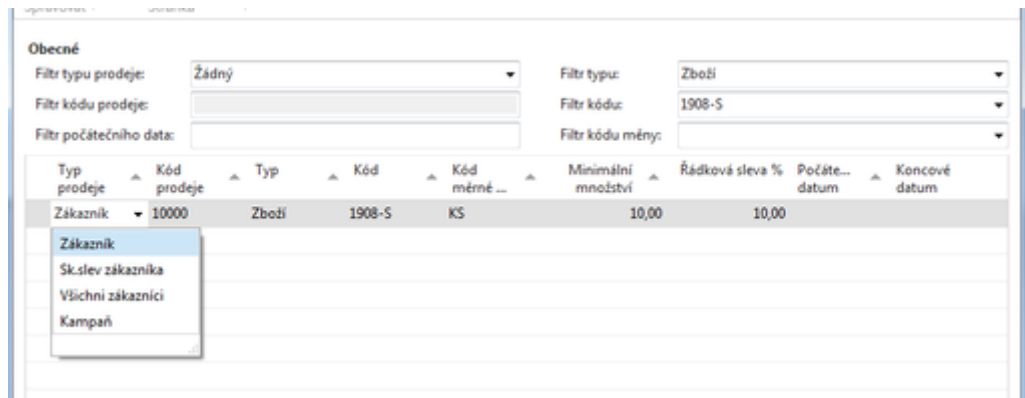
Filtr počátečního data:

Filtr čísla zboží: 1908-S

Číslo dodava...	Číslo zboží	Kód měrné ...	Minimální množství	Nákupní cena	Počáte... datum	Koncové datum
10000	1908-S		10	3 200,00		
20000	1908-S		20	2 900,00		

Next I can combine my price with an item, and I can make it available or make it dependent on the minimum quantity, a starting date, an ending date, and so on. So in that way I can very flexible set up a new price of let's say 3200, but the minimum quantity should be 10. See picture above

Now, similar to what we just saw with prices, we can also set up line discounts. So I can also group my customers here in specific discount groups, and then I can specify, for example, that large accounts on a specific item or even on a specific group of items, so, for example, on finished goods, receive a discount of 10 percent. Maybe also here depending on a specific quantity or on a specific ending date as similar to what we just saw with prices. So this is another thing that we can do, also here very flexible, so set up line discounts in Microsoft Dynamics NAV. See picture below.



Now, besides discounts, another very important component in the trade application area is the workflow component. So let me go to workflows. So this is also something that Microsoft has added in NAV 2016. Now, in previous versions we had document approvals, and based on document approvals workflow has been added. So it's an extended way of integrating workflow in your company. In this case, I've made an example of the purchase order approval workflow. And as you can see, we can set up a number of requirements in the purchase order approval workflow that we have to -- that we have to meet in order to be able to create and process a purchase order. So in this case, you can see that a restriction is added, which is, for example, a specific user, then the document is set to pending approval. So if you send the approval request, for example, an approver request is created for the approver, and the approver request has been sent and a notification is created. So in this way you can see all the different steps that we have to perform in order to get a purchase order approved.

So this is something that we can set up ourselves as a user, and that's very interesting. It's not limited to purchases and sales. So if I click, for example, on create new workflow from template, you can see that in the standard application we have a number of templates already included such as the overdue approval request for workflow but also very interesting a general journal approval. So now we can also use approvals in the finance system. So not only in the purchase and the sales but also in the finance system.

## Šablony workflow ▾

Popis

- ▷ **Správa**
- ▷ **Finance**
- ▷ **Integrace**
- ▾ **Nákupní doklady**
  - Workflow schvalování hromadné nákupní objednávky
  - Workflow schvalování nákupního dobropisu
  - Workflow schvalování nákupní faktury
  - Workflow nákupní faktury
  - Workflow schvalování nákupní objednávky**
  - Workflow schvalování nákupní poptávky
  - Workflow schvalování objednávky nákupní vratky
- ▷ **Prodej a marketing**
- ▷ **Prodejní doklady**

### MS-POAPW · Workflow schvalování nákupní objednávky

Kód: MS-POAPW  
Popis: Workflow schvalování nákupní objednávky  
Kategorie: PURCHDOC  
Povoleno:

Kroky workflow

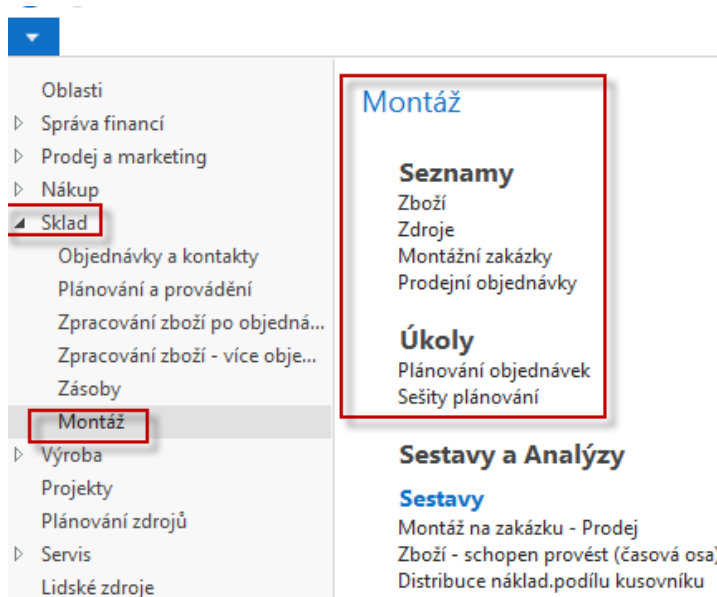
Najít

Když událost	Předpoklad	Potom odezva
Je požadováno schválení nákupního dok...	Typ dokladu: Objednávka, Stav: Otvře...	(+) Přidat omezení záznamu.
Požadavek ke schvalování byl schválen.	Čeká na schválení: 0	(+) Odstranit omezení záznamu.
Požadavek ke schvalování byl schválen.	Čeká na schválení: >0	Zaslat požadavek ke schvalování pro zá...
Požadavek ke schvalování byl odmítnut.	<Always>	(+) Odmítnout požadavek ke schvalová...
Požadavek ke schvalování pro nákupní...	Typ dokladu: Objednávka, Stav: Čeká n...	(+) Stornovat požadavek ke schvalován...
Požadavek ke schvalování byl delegov...	<Always>	Zaslat požadavek ke schvalování pro zá...

Odezvy workflow

- Přidat omezení záznamu.
- Nastavit stav dokladu na Čeká na...
- Vytvořit požadavek ke schvalová...
- Zaslat požadavek ke schvalování ...

And you can also see that there is an integration with the incoming document function where we can set -- where we can also set up a workflow in NAV. So also that is very interesting to use in the trade application area. Another thing that we can do is set up assembly management. Now, in one of the following lessons in this module, we will have a look at manufacturing. But manufacturing could be too complicated for a specific company that still wants to put items together but not with a manufacturing process. Now, for these companies, we can use assembly management. So with assembly management I can set up assembly items.



So, for example, here you can see the assembly bill of material. And if I click on one of the assembly items, you can see the bill of material.

Typ	Číslo	Popis	Va...	Množství za nadřazené	Kód měrné jednotky	Systém doplnění
└ Zboží	<b>1952-W</b>	<b>Skříň s policemi OSLO</b>		1	KS	Montáž
└ Zboží	70000	Boční deska		2	KS	Nákup
└ Zboží	70001	Základ		1	KS	Nákup
└ Zboží	70002	Horní deska		1	KS	Nákup
└ Zboží	70003	Zadní deska		1	KS	Nákup
└ Zboží	70041	Police		1	KS	Nákup

So in this case a simple item with two side panels, a base, a top, a rear panel, and a shelf. And this assembly item can now be used in assembly orders. So if I go back one step, so if I click on assembly, you can see here that we can create assembly orders.

So if I create a new assembly order, if I assign a number, and if I then retrieve my item, so for example 1952, the one that we just had a look at, you can see now that based on the quantity the system will, first of all, in this case give me a stock out warning because I don't have enough components in order to assemble the storage units. But if I click on yes, we can still proceed.

And you can see now that all my components that we just had a look at are now inserted here in the lines section of my assembly order.

#### A00001 · Skříň s policemi OSLO

Obecné

Číslo:	A00001	Datum plánování:	31.1.2016
Číslo zboží:	1952-W	Počáteční datum:	30.1.2016
Popis:	Skříň s policemi OSLO	Koncové datum:	30.1.2016
Množství:	1	Zůstatek (množství):	1
Množství k montáži:	1	Smontované množství:	0
Kód měrné jednotky:	KS	Montáž na objednávku:	Ne
Zúčtovací datum:	31.1.2016	Stav:	Otevřeno

Řádky

Va... do...	Typ	Číslo	Popis	Kód lokace	Kód měrné jednotky	Množství za	Množství	Množství ke spotřebě	Spotřebované množství	Zůstatek (množství)	Pořizovací cena	Částka ná
	Zboží	70000	Boční deska		KS	2	2	2	0	2	590,00	1
	Zboží	70001	Základ		KS	1	1	1	0	1	770,00	
Ano	Zboží	70002	Horní deska		KS	1	1	1	0	1	550,00	
	Zboží	70003	Zadní deska		KS	1	1	1	0	1	570,00	
Ano	Zboží	70041	Police		KS	1	1	1	0	1	450,00	

If I would have all these components on stock, then I could post. And posting the assembly order means that we have put together all the different components and created the assembly item. So this is a very simple way of assembling items, but -- **and that's the big advantage** -- fully integrated with the rest of Microsoft Dynamics NAV. So you just had a look at the stock out warning that we saw. We can also make reservations. We can also use item tracking searches, lot number, serial numbers and so on. So that is the big advantage of assembly management. It's a simple way to assemble, to put components together, but fully integrated with Microsoft Dynamics NAV. The last thing I want to show you in the trade application area is **order promising**. So also a very interesting function that you can use in order to have the system calculate the delivery date, so the date that we can deliver items at our customer's site. So something very important because most customers are interested and they will also ask, of course, the delivery dates. So let me create a new sales order to demonstrate.



Nebyly použity žádné filtry

Číslo	Zákazník-...	Zákazník-název	Číslo externíh...	Kód lokace	Přiřazené ID uživatele	Stav	Kód prodejce	Číslo kampaně	Kód n
101005	30000	UNIVERSAL-TREND a.s.				Vydáno	PK		
101009	38128456	MEMA Ljubljana d.o.o.		ČERVENÝ		Vydáno	JM		EUR
101011	43687129	Designstudio Gmunden		ČERVENÝ		Vydáno	JM		EUR
101013	46897889	Englunds Kontorsmöbler AB		ŽLUTÝ		Vydáno	JM		SEK
101015	49633663	Autohaus Mielberg KG		ZELENÝ		Vydáno	JM		EUR
101016	10000	BYT-KOMPLET s.r.o.		MODRÝ		Vydáno	PK		
101017	20000	J & V v.o.s.				Otevřeno	PK		
101018	01454545	New Concepts Furniture		ŽLUTÝ		Otevřeno	JM		USD
101019	31987987	Candoxy Nederland BV		ŽLUTÝ		Vydáno	JM		EUR
101020	32789456	Lovaina Contractors		ŽLUTÝ		Otevřeno	JM		EUR
101022	38128456	MEMA Ljubljana d.o.o.		ČERVENÝ		Otevřeno	JM		EUR
101023	30000	UNIVERSAL-TREND a.s.				Otevřeno	PK		
104001	10000	BYT-KOMPLET s.r.o.		MODRÝ		Otevřeno	PK		
104002	20000	J & V v.o.s.				Otevřeno	PK		

And I will sell to customer 10000. So the customer orders a specific item. So they're ordering an item, 80001. And so you can see a computer, and they ordered 10 computers. Here I can see now that we don't have the computer on stock, and there's also no earliest availability date which means that it's not included in a purchase order, a purchase, production planning or whatsoever.

## Sales Line of created Sales order

Typ	Číslo	Popis	Kód lokace	Množství	Mn. k montáži na zakázku	Rezervované množství	Kód n jedno
Zboží	80001	Počítač III 533 MHz	MODRÝ	10	...		KS

So we don't have the item on stock. Now, in order to be able to sell the 10 computers to the customer, I can go now to the order promising functionality in the ribbon. In this case, I can run the available order capable to promise. Now, the available to promise wouldn't make sense because we just saw that the item is not available. We don't have it on stock, and it's also not planned in the near future. So what I can do now is run capable to promise.

Nový - Prodejní objednávka - 1001 - BYT-KOMPLET s.r.o.

DOMOVSKÁ STRÁNKA AKCE NAVIGACE

Pohled Vydát Znovu otevřít Účtovat... Kopírovat doklad... Přislíb.vyřízení obj. Statistika Montážní zakázky Archivovat doklad

Spravovat Vydát Účtování Připravit Objednávka

Úpravy - Řádky příslibů objednávek - Prodejní objednávka

DOMOVSKÁ STRÁNKA CRONUS CZ s.r.o.

Odstranit Přijmout Lze slibit Možné slibit Aktualizovat Najít  
Spravovat Proces Vypočítat Stránka

Číslo: 1001

Číslo zboží	Popis	Požadované datum do...	Požadované datum do...	Plánované datum d...	Původní datum ...	Datum nejbliž...	Množství	Požadované množství	Dostupnost	Datum nedostupn...	Nedostupné množství	Kód měr jednotky
80001	Počítač III 533 MHz	31.1.2016	31.1.2016	13.2.2016	31.1.2016	12.2.2016	10	10	0	1.5.2016	10	KS

Now, the system will do now an order promising. It will look at the lead time of the item, so how much time will it take the vendor to deliver the item at our location and how much time do we need in order to ship it to the customer. And in that way, it will calculate the planned delivery date. So now if I click on accept, you will see that the system will, first of all, **make a reservation**.

## Sales Line of credited Sales order after running Capable to promise

Řádky

Řádek Funkce Objednávka Nový Najít Filtr Vymazat filtr

Typ	Číslo	Popis	Kód lokace	Množství	Mn. k montáži na zakázku	Rezervované množství	Kód měrné jednotky	Jednotková cena bez DPH	Čas
Zboží	80001	Počítač III 533 MHz	MODRÝ	10	...	10	KS	470,00	

So in this case it's reserved with the requisition line that it has created in the requisition worksheet. So it will plan the item now in order to purchase it in this case from the vendor.

Úpravy - Sešit požadavků - VÝCHOZÍ · Výchozí list deníku

DOMOVSKÁ STRÁNKA SESTAVY

Odstranit Vypočítat plán... Přímá dodávka Speciální objednávka K dispozici dle Karta Dimenze Rezervace Řádky sledování zboží Sledování zakázky Provést hlášené akce... Microsoft Excel Aktualizovat Najít  
Spravovat Připravit Řádek Provést Odeslat do Stránka

Název: VÝCHOZÍ

Typ	Číslo	Hlášení akce	Přij... hláš...	Popis	Kód lokace	Původní množství	Množství	Kód měrné jednotky	Nákupní cena	Pů da
Zboží	80001	Nová	<input checked="" type="checkbox"/>	Počítač III 533 MHz	MODRÝ		10	KS	220,00	

and related **Purchase order** based on **REQ Worksheet Planning tool**

106024 · ElektroProfi s.r.o.

Obecné

Nákup od dodavatele: 50000 Datum DPH pův.dokladu:   
 Číslo kontaktu dodavatele: KT000128 Datum objednávky: 31.1.2016   
 Název dodavatele: ElektroProfi s.r.o. Datum dokladu: 31.1.2016   
 Město dodavatele: Blansko Číslo obj.dodavatele:   
 Kód textu položky: Číslo dodávky dodavatele:   
 Text položky: Objednávka 106024 Číslo faktury dodavatele: \*   
 Zúčtovací datum: 31.1.2016 Stav: Otevřeno   
 Datum DPH: 31.1.2016

Zobrazit více polí

Řádky

Řádek Funkce Objednávka Nový Najít Filtr Vymazat filtr

Typ	Číslo	Popis	Kód lokace	Množství	Rezervované množství	Kód měrné jednotky	Nákupní cena bez DPH	Částka na řádku bez DPH
Zboží	80001	Počítač III 533 MHz	MODRÝ	10		KS	220,00	2 200,00

### Sales Line again

Řádky

Řádek Funkce Objednávka Nový Najít Filtr Vymazat filtr

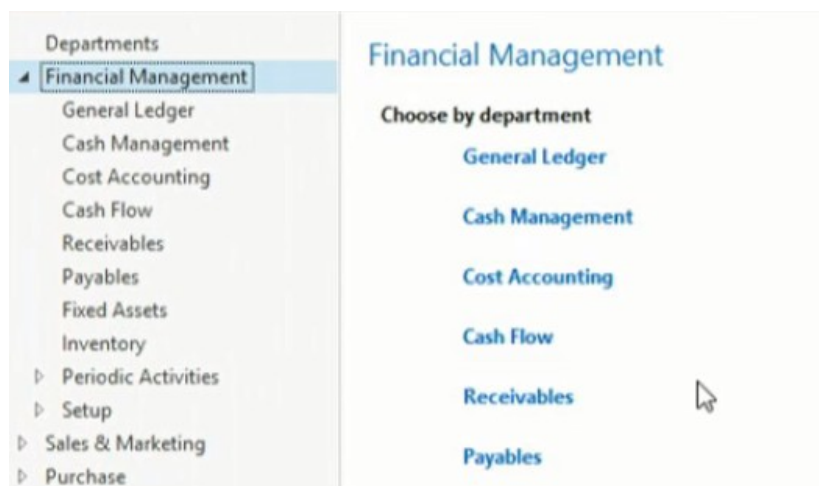
Typ	Číslo	Množství	K fakturaci	Fakturované množství	Množk. přiřazení	Přiřazené množství	Plánované datum d...	Plánované datum o...	Datum odeslání	Přímá dod...	Kód nákupov
Zboží	80001	10					13.2.2016	12.2.2016	12.2.2016		

And you will also see, if I scroll to the right, that it has entered a number of dates. So in this case you will see that we will be ready on the 12 th of February to start shipping the item from our location. There is, as you can see, so let me show you, here on the shipping FastTab we have -- if I click here, we have an outbound warehouse handling time of one day, which means that on the 13 th of February we are ready to start shipping the item to the customer. So also here with only a simple couple of clicks, you can see that the system will fully calculate, based on the availability figures, when we can have the item at our facilities, when we can start shipping to the customer, and, very important, when the customer can expect the order that they have placed. So this is also a very interesting function that we can use in the trade application area. Also here we only covered a couple of features of the trade application area, and also here there's a specific training that you can follow to learn more, which is the training Trade in Microsoft Dynamics NAV.

**Inventory Management (text part) - will be created during course**(related to existing PWP presentations)

**Financial Management (text part) –already created** (related to existing PWP presentations) – be aware of one simple condition :this part here is created by used of English version of MS Dynamics NAV database

Let's start with looking at financial management. So a very important application area that most companies that use NAV will also set up and use. Now, I will not show everything because that would take me several days, but let's have a look at the main features of financial management in NAV. So here if I go to departments, you will get an overview of all the different application areas. You will see that the first one is financial management. Now, like I just said, there is quite a lot of functionality in financial management. You can see the different departments such as general ledger, cash management, and so on.



And so one of the main parts in financial management is of course general ledger in which we have the chart of accounts. So the chart of accounts which is a list of all the different G/L accounts that a company has set up and can use in sales and purchases and so on. So that's one of the main features, so a very basic one, but a very important one.

Chart of Accounts ▾

Type to filter (F3) | No.

No.	Name	Income/B...	Account Type	Totaling	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Net Change	Balance	Cost Typ No.
5995	<b>Short-term Liabilities, Total</b>	Balance Sh...	End-Total	5300..5995				-2 153 735,98	-2 153 735,98	
5997	<b>Total Liabilities</b>	Balance Sh...	End-Total	5000..5997				-2 526 357,53	-2 526 357,53	
5999	<b>TOTAL LIABILITIES AND EQUITY</b>	Balance Sh...	Total	3000..599...				-3 517 674,53	-3 517 674,53	
6000	<b>INCOME STATEMENT</b>	Income St...	Heading							
6100	<b>Revenue</b>	Income St...	Begin-Total							
6105	<b>Sales of Retail</b>	Income St...	Begin-Total							
6110	Sales, Retail - Dom.	Income St...	Posting		Sale	NATIONAL	RETAIL	-762 878,03	-762 878,03	6110
6120	Sales, Retail - EU	Income St...	Posting		Sale	EU	RETAIL	-98 141,58	-98 141,58	6120
6130	Sales, Retail - Export	Income St...	Posting		Sale	EXPORT	RETAIL	-128 946,18	-128 946,18	6130
6190	Job Sales Applied, Retail	Income St...	Posting							6190
6191	Job Sales Adjmt., Retail	Income St...	Posting							6191
6195	<b>Total Sales of Retail</b>	Income St...	End-Total	6105..6195				-989 965,79	-989 965,79	
6205	<b>Sales of Raw Materials</b>	Income St...	Begin-Total							
6210	Sales, Raw Materials - Dom.	Income St...	Posting		Sale	NATIONAL	RAW MAT	-4 449 575,12	-4 449 575,12	6210
6220	Sales, Raw Materials - EU	Income St...	Posting		Sale	EU	RAW MAT	-531 350,66	-531 350,66	6220
6230	Sales, Raw Materials - Export	Income St...	Posting		Sale	EXPORT	RAW MAT	-880 171,63	-880 171,63	6230

Now, also important in Microsoft Dynamics NAV is that G/L accounts can be used directly. So if I go to in the G/L account, you can see that there is a field, direct posting, in which I can define that we can post directly on a G/L account such as, for example, the expense account office supplies. But we also have G/L accounts in which we cannot post directly.

6710 · Consulting Fees - Dom.

**General**

No.:	6710	Search Name:	CONSULTING FEES - DOM.
Name:	Consulting Fees - Dom.	Balance:	-235 592,91
Income/Balance:	Income Statement	Reconciliation Account:	<input type="checkbox"/>
Debit/Credit:	Both	Automatic Ext. Texts:	<input type="checkbox"/>
Account Type:	Posting	Direct Posting:	<input checked="" type="checkbox"/>
Totaling:		Blocked:	<input type="checkbox"/>
No. of Blank Lines:	0	Last Date Modified:	
New Page:	<input type="checkbox"/>	Omit Default Descr. in Jnl.:	<input type="checkbox"/>

**Posting**

Gen. Posting Type:	Sale	VAT Prod. Posting Group:	VAT10
Gen. Bus. Posting Group:	NATIONAL	Default IC Partner G/L Acc. No.:	
Gen. Prod. Posting Group:	SERVICES	Default Deferral Template:	
VAT Bus. Posting Group:	NATIONAL		



So, for example, if I scroll up to the balance sheet accounts, and if I go, for example, to the account customers domestic, you can see that our demo company, Cronus, doesn't allow to directly post on this account.

2310 · Customers Domestic

General

No.:	<input type="text" value="2310"/>	Search Name:	<input type="text" value="CUSTOMERS DOMESTIC"/>
Name:	<input type="text" value="Customers Domestic"/>	Balance:	617 600,43
Income/Balance:	Balance Sheet	Reconciliation Account:	<input type="checkbox"/>
Debit/Credit:	Both	Automatic Ext. Texts:	<input type="checkbox"/>
Account Type:	Posting	Direct Posting:	<input type="checkbox"/>
Totaling:		Blocked:	<input type="checkbox"/>
No. of Blank Lines:	<input type="text" value="0"/>	Last Date Modified:	<input type="text"/>
		Omit Default Descr. in Jnl.:	<input type="checkbox"/>

Now, why is this? Well, this is because a very important concept in NAV, and that's the concept of **posting groups**. So if I click here, posting groups, I can go, for example, to the customer posting group, and there you can see that we can set up posting groups to which we can link G/L accounts.

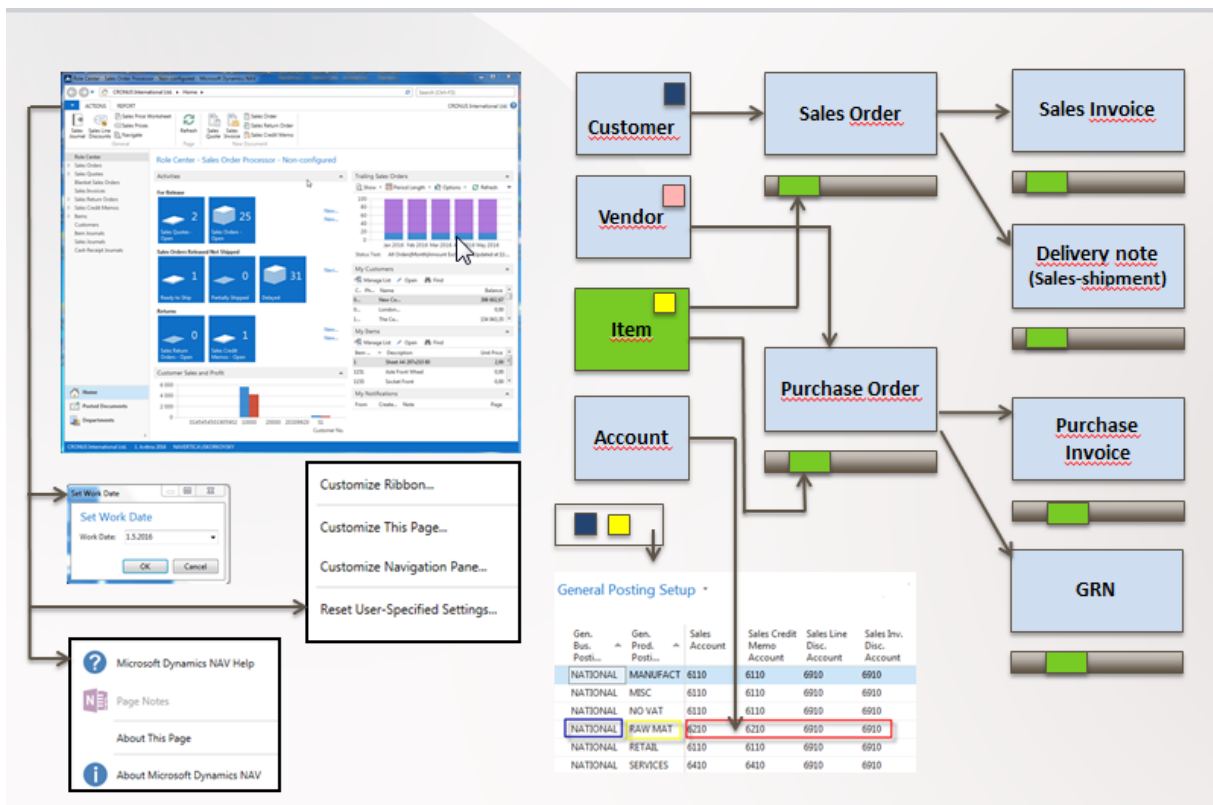
Customer Posting Groups

Type to filter (F3) | Code

No filters applied

Code	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Interest Account	Additional Fee Account	Add. Fee per Line Account	Invoice Rounding Account	Debit Curr. Appln. Rndg. Acc.
DOMESTIC	2310	6810	9250	9255	9120	9120		9140	9150
EU	2320	6810	9250	9255	9120	9120		9140	9150
FOREIGN	2320	6810	9250	9255	9120	9120		9140	9150

And following picture will clearly specify how it works (see PWP I.)



So that's one of the main concepts in financial management. So by setting up posting groups, we can start assigning them, for example, to customers. And in that way we can start posting on customers. For example, we can start selling to customers. And the system will be able to fully automatically retrieve G/L accounts on which to post. So a very important concept that is used throughout the whole application, the concept of posting groups. Now, besides general ledger, besides G/L accounts, we can of course also start using cash management.

The screenshot shows the NAV menu structure. Under 'Financial Management', 'Cash Management' is highlighted. A red box and arrow point to 'Cash Management' in the menu and the main content area. The main content area is divided into three sections: Lists, Tasks, and Reports and Analysis.

**Cash Management**

**Lists**

- Bank Accounts
- Payment Reconciliation Journals
- Bank Account Reconciliations
- Posted Payment Reconciliations

**Tasks**

- Cash Receipt Journals
- Payment Journals
- Receivables-Payables
- Payment Registration
- Payment Application Rules

**Reports and Analysis**

**Reports**

- Bank Account Register
- Bank Account - Check Details
- Bank Account - Labels
- Bank Account - List
- Bank Acc. - Detail Trial Bal.
- Receivables-Payables

So companies have bank accounts that they use to pay vendors to receive payments from customers and so on. In NAV, this is done based on bank account cards. So for each bank account that we want to process in NAV, we can set up a bank account card with information, general information, but also information that I will show you here that we can use to process payments electronically, to process bank statements electronically.

Bank Accounts ▾ Type to filter (F3)

No.	Name	Phone No.	Contact	Search Name
GIRO	Giro Bank		Paula Nartker	GIRO BANK
NBL	New Bank of London		Holly Dickson	NEW BAN...
WWB-EUR	World Wide Bank		Grant Culbertson	WORLD WI...
WWB-OPERATING	World Wide Bank		Grant Culbertson	WORLD WI...
WWB-TRANSFERS	World Wide Bank		Grant Culbertson	WORLD WI...
WWB-USD	World Wide Bank		Grant Culbertson	WORLD WI...

## NBL · New Bank of London

General			
No.:	<input type="text" value="NBL"/>	Bank Branch No.:	<input type="text" value="NB54366"/>
Name:	<input type="text" value="New Bank of London"/>	Bank Account No.:	<input type="text" value="78-66-345"/>
Address:	<input type="text" value="4 Baker Street"/>	Search Name:	<input type="text" value="NEW BANK OF LON..."/>
Address 2:	<input type="text"/>	Balance:	<input type="text" value="2 846,54"/>
Post Code:	<input type="text" value="W1 3AL"/>	Balance (LCY):	<input type="text" value="2 846,54"/>
City:	<input type="text" value="London"/>	Min. Balance:	<input type="text" value="0,00"/>
Country/Region Code:	<input type="text"/>	Our Contact Code:	<input type="text" value="JR"/>
Phone No.:	<input type="text"/>	Blocked:	<input type="checkbox"/>
Contact:	<input type="text" value="Holly Dickson"/>	Last Date Modified:	<input type="text" value="26.11.2015"/>

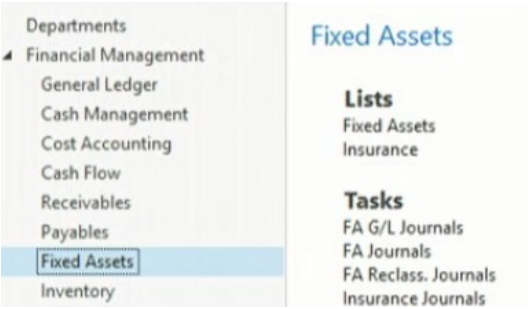
Posting			
Currency Code:	<input type="text"/>	Balance Last Statement:	<input type="text" value="2 846,54"/>
Last Check No.:	<input type="text"/>	Bank Acc. Posting Group:	<input type="text" value="LCY"/>

You can also see here that Microsoft Dynamics NAV is fully **SEPA** compliant. (not for SA)

**Single Euro Payments Area (SEPA)** is a payment-integration initiative of the [European Union](#) for simplification of bank transfers denominated in [euro](#). As of July 2015, SEPA consists of the 28 [member states of the European Union](#), the four member states of the [European Free Trade Association](#) ([Iceland](#), [Liechtenstein](#), [Norway](#) and [Switzerland](#)), [Monaco](#) and [San Marino](#).<sup>1</sup>

Transfer			
Bank Branch No.:	<input type="text" value="BG99999"/>	SEPA Direct Debit Exp. For...	<input type="text" value="SEPADD"/>
Bank Account No.:	<input type="text" value="99-33-456"/>	Credit Transfer Msg. Nos.:	<input type="text" value="SEPACT-MSG"/>
Transit No.:	<input type="text"/>	Direct Debit Msg. Nos.:	<input type="text" value="SEPADD-MSG"/>
SWIFT Code:	<input type="text"/>	Creditor No.:	<input type="text"/>
IBAN:	<input type="text" value="GB 80 RBOS 161732 ..."/>	Bank Name - Data Convers...	<input type="text"/>
Bank Statement Import For...	<input type="text"/>	Bank Clearing Standard:	<input type="text"/>
Payment Export Format:	<input type="text" value="SEPACT"/>	Bank Clearing Code:	<input type="text"/>

So we can create electronic payment files, we can import bank statements and so on. So this is done by using functions such as the payment reconciliation journals, such as the bank account reconciliation and so on. So if I open a payment reconciliation journal, you can see, for example, that I can start importing bank transactions. So these are some basic functionalities that you can use to implement an electronic banking system out of the box. So very interesting. Now, in financial management we can also set up fixed assets management. So each company has a number of fixed assets.



Think of buildings, machinery, cars, computer equipment, and so on. So by creating fixed assets cards for all these fixed assets, as such, for example, a computer, you can start assigning depreciation methods, number of depreciation years and so on.

Fixed Assets Type to filter

No.	Description	Vendor No.	Maintena... Vendor No.	Responsi... Employee	Search Description
FA000010	Mercedes 300	44127914	44127914	JR	MERCEDES...
FA000020	Toyota Supra 3.0	44127914	44127914	PS	TOYOTA S...
FA000030	VW Transporter	44127914	44127914	RL	VW TRANS...
FA000040	Conveyor, Main Asset	44127904	44127904	MH	CONVEYO...
FA000050	Conveyor Belt	44127904	44127904	MH	CONVEYO...
FA000060	Conveyor Lift	44127904	44127904	MH	CONVEYO...
FA000070	Conveyor Computer	44127904	44127904	MH	CONVEYO...

And the system will then be able to fully automatically calculate and post depreciations.

FA00070 - Conveyor Computer

General

No.: FA00070  
 Description: Conveyor Computer  
 Serial No.: 23 111 SW3  
 Main Asset/Component: Component  
 Component of Main Asset: FA000040

Search Description: CONVEYOR COMPUTER  
 Responsible Employee: MH  
 Inactive:   
 Blocked:   
 Last Date Modified: 8/15/15

Lines

Depr. Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	Depreciation Ending Date	No. of Depreciation Years	Disp. Of	Book Value
COMPANY	MACHINERY	Straight-Line	3/1/16	2/29/20	4.00	<input type="checkbox"/>	2,394.00

FA00070 - Conveyor Computer

General

No.: FA00070  
 Description: Conveyor Computer  
 Serial No.: 23 111 SW3  
 Main Asset/Component: Component  
 Component of Main As...: FA000040

Search Description: CONVEYOR COM...  
 Responsible Emplo...: MH  
 Inactive:   
 Blocked:   
 Last Date Modified: 8/15/15

Lines

Depr. Book Code	FA Posting Group	Depreciation Method	Depreciation Starting Date	Depreciation Ending Date	No. of Depreciation Years	Disp. Of
COMPANY	MACHINERY	Straight-Line	3/1/16	2/29/20	4.00	<input type="checkbox"/>

So all different fixed asset transactions can then be processed in the fixed asset module with, for example, the purpose of running a number of interesting depreciation or fixed asset reports. So let me show you one. So I will show you, for example, a typical depreciation table. So if I click on preview, you can see here a depreciation table of our demo company, Cronus International.

Fixed Asset - Book Value 01

September 21, 2015  
 Page 1  
 PLATAAN-STUDIO\PLATAAN

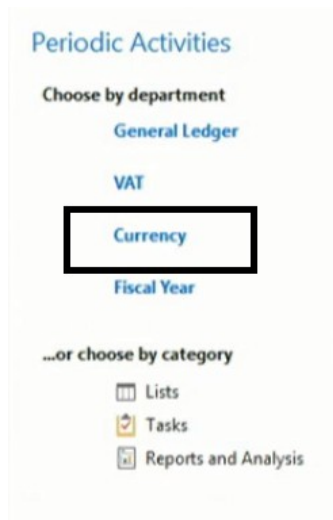
CRONUS International Ltd.  
 Depreciation Book: COMPANY

Fixed Asset: FA Posting Date Filter: 01/01/16..12/31/16

No.	Description	Acquisition Cost 12/31/15	Addition in Period	Disposal in Period	Acquisition Cost 12/31/16	Depreciation 12/31/15	Depreciation in Period	Disposal Depreciation in Period	Depreciation 12/31/16	Book Value 12/31/15	Book Value 12/31/16
FA000010	Mercedes 300	0.00	30,000.00	0.00	30,000.00	0.00	-6,000.00	0.00	-6,000.00	0.00	24,000.00
FA000020	Toyota Supra 3.0	0.00	42,000.00	0.00	42,000.00	0.00	-5,600.00	0.00	-5,600.00	0.00	36,400.00
FA000030	VW Transporter	0.00	15,000.00	0.00	15,000.00	0.00	-1,750.00	0.00	-1,750.00	0.00	13,250.00
FA000050	Conveyor Belt	0.00	6,600.00	0.00	6,600.00	0.00	-660.00	0.00	-660.00	0.00	5,940.00
FA000060	Conveyor Lift	0.00	4,512.00	0.00	4,512.00	0.00	-517.00	0.00	-517.00	0.00	3,995.00
FA000070	Conveyor Computer	0.00	3,024.00	0.00	3,024.00	0.00	-630.00	0.00	-630.00	0.00	2,394.00
FA000080	Lift for Furniture	0.00	3,840.00	0.00	3,840.00	0.00	-360.00	0.00	-360.00	0.00	3,480.00
FA000090	Switchboard	0.00	7,140.00	0.00	7,140.00	0.00	-935.00	0.00	-935.00	0.00	6,205.00
<b>Total</b>		<b>0.00</b>	<b>112,116.00</b>	<b>0.00</b>	<b>112,116.00</b>	<b>0.00</b>	<b>-16,452.00</b>	<b>0.00</b>	<b>-16,452.00</b>	<b>0.00</b>	<b>95,664.00</b>

So with the acquisitions, with the depreciations, and with the book value based on the date filter. So that's basically typically something that we can use in fixed asset management.

Then the last component that I would like to show you in financial management is the one of currencies. So we can also very efficiently, very easily work with foreign currencies in NAV.



So if I go to currencies, you can see that that demo company has a number of currencies so that I can see here. So they use quite a lot of foreign currencies. And based on the specific currency, I can set up, for example, currency exchange rates.

The image shows a table titled "Currencies" with a search bar on the right. The table has the following columns: Code, Description, Exchange Rate Date, Exchange Rate, EMU Cur..., Realized Gains Acc., Realized Losses Acc., Unrealized Gains Acc., and Unrealized Losses Acc. The row for "CZK Czech koruna" is highlighted with a red box. The exchange rate for CZK is 0.023548.

Code	Description	Exchange Rate Date	Exchange Rate	EMU Cur...	Realized Gains Acc.	Realized Losses Acc.	Unrealized Gains Acc.	Unrealized Losses Acc.
AED	United Arab Emi...	1/1/15	0.151006	<input type="checkbox"/>	9330	9340	9310	9320
AUD	Australian dollar	1/1/15	0.427001	<input type="checkbox"/>	9330	9340	9310	9320
BGN	Bulgarian leva	1/1/15	0.353631	<input type="checkbox"/>	9330	9340	9310	9320
BND	Brunei Darussale...	1/1/15	0.337992	<input type="checkbox"/>	9330	9340	9310	9320
BRL	Brazilian real	1/1/15	0.244852	<input type="checkbox"/>	9330	9340	9310	9320
CAD	Canadian dollar	1/1/15	0.460862	<input type="checkbox"/>	9330	9340	9310	9320
CHF	Swiss franc	1/1/15	0.443416	<input type="checkbox"/>	9330	9340	9310	9320
<b>CZK</b>	<b>Czech koruna</b>	1/1/15	<b>0.023548</b>	<input type="checkbox"/>	<b>9330</b>	<b>9340</b>	<b>9310</b>	<b>9320</b>
DKK	Danish krone	1/1/15	0.0924	<input type="checkbox"/>	9330	9340	9310	9320

So if I click here for a currency on the exchange rates button in the ribbon, so I can specify, for example, the currency on the 1st of January 2016 and the exchange rate is, for example, 57.



Edit - Currency Exchange Rates - USD

CRONUS International Ltd.

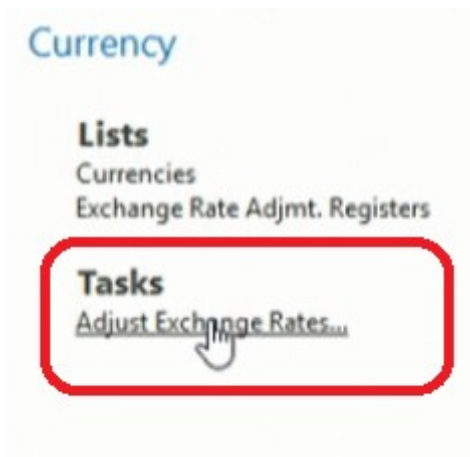
Currency Exchange Rates

Type to filter (F3) | Starting Date

Filter: USD

Starting Date	Curre... Code	Relational Currency Code	Exchange Rate Amount	Relational Exch. Rate Amount	Adjustment Exch. Rate Amount	Relational Adjmt. Exch Rate Amt	Fix Exchange Rate Amount
1/1/15	USD		100.0	55.7551	100.0	55.7551	Currency
1/1/16	USD		100.0	57.0	100.0	57.0	Currency

So based on the new exchange rates, I can run then an update of the exchange rates.



So, for example, I can specify that I would like to update the exchange rates on the 31st of December 2016. So and I will enter EX001.

Edit - Adjust Exchange Rates

ACTIONS CRONUS Internatio... ?

Clear Filter Page

Options

**Adjustment Period**

Starting Date: [ ]

Ending Date: 12/31/16

Posting Description: Adjmt. of %1 %2, Ex.Ra...

Posting Date: 12/31/16

Document No.: EX001

Adjust Customer, Vendor and Bank Accounts:

Adjust G/L Accounts for Add.-Reporting Currency:

Currency

And if I now click on OK, you will see that the system has calculated the exchange rates.

Microsoft Dynamics NAV

Adjusting exchange rates...

Bank Account:  100%

Customer:  100%

Vendor:  0%

Adjustment: 4,962.2

Cancel

And if I go, for example, to the archive in order to have a look at the posting, you will see now that the system fully automatically has posted all the different exchange rates based on the new currency that we have entered in the system.



How to display G/L entries->this is part of hands on part of the course

General Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ | Filter: 2816..2819

Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
12/31/16		EX001	2320	Adjmt. of USD 398,602.67, E...				4,962.20	G/L Account	
12/31/16		EX001	9310	Adjmt. of USD 398,602.67, E...				-4,962.20	G/L Account	
12/31/16		EX001	5420	Adjmt. of USD -190,351.54, ...				-2,369.69	G/L Account	
12/31/16		EX001	9320	Adjmt. of USD -190,351.54, ...				2,369.69	G/L Account	

So this is also a very important component of financial management, especially for these companies working with foreign currencies. So these are some of the components of financial management in Microsoft Dynamics NAV, but, of course, not all of them. You can also set up intercompany, you can set up consolidation and so on. So in order to have a more detailed overview of everything that you can do with financial management, I could advise you to have a look at the courses Financial Essentials and Finance Advanced in Microsoft Dynamics NAV.

## Financial Reporting and Analysis

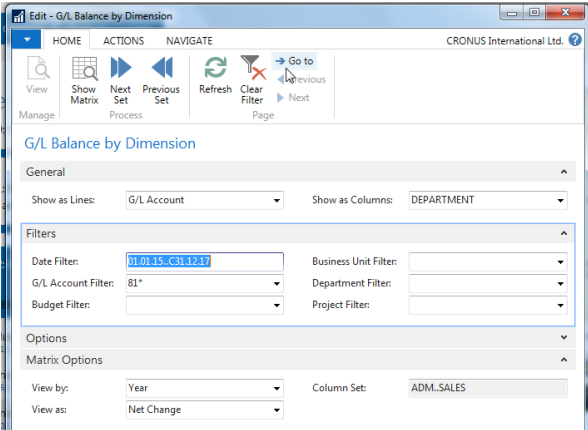
So with the financial management functions that we just had a look at, we're putting quite a lot of financial data in the system. But typically decision takers, business owners and so on, they also want to take information out of the system, and that's something that they want to do based on financial reporting and analysis. Let's have a look at the main features in NAV. So if we're looking at financial reporting and analysis, then we can go to departments, and the financial reporting and analysis starts with some basic reports that we have available in the chart of accounts. So if I go to a typical expense account to show you a first example, so, for example, here office supplies, I can go to the G/L account balance, and there you can have a look at the postings. So everything that we have posted on this G/L account, for example, based on months.

The screenshot displays the Microsoft Dynamics NAV interface. The main window shows the 'Chart of Accounts' for 'CRONUS International Ltd.' under 'Financial Management' > 'General Ledger' > 'Chart of Accounts'. The 'Office Supplies' account (No. 8210) is highlighted in red. A red arrow points from this account to the 'G/L Account Balance' button in the ribbon. A second window, titled 'Edit - G/L Account Balance - 8210 - Office Supplies', is open over the main window. This window shows the 'Options' section with 'View by' set to 'Month' and 'View as' set to 'Net Change'. Below this, a table displays the 'Lines' for the account, showing monthly debit and credit amounts from August 2016 to February 2017.

Period Start	Period Name	Debit Amount	Credit Amount
1.8.2016	August	5 400,84	
1.9.2016	September	5 576,50	
1.10.2016	October	5 192,56	
1.11.2016	November	5 335,80	
1.12.2016	December	4 749,93	
1.1.2017	January	10,78	
1.2.2017	February		

So in this way I can compare my office supply expenses of 2016 month by month or week by week or even year by year if you want. So this is a very simple example of a typical report that you can run from the chart of accounts. Another very nice example is a G/L balance by dimension. So in the G/L balance by dimension, I can include my analytical dimensions to retrieve

a report. So, for example, suppose that I would like to have a look at my expenses per department. In this way I can choose my department dimension here in the show as columns fields. Next I can specify, for example, that I want to have a look at the 2016 expenses, so I will click here on year. My G/L account filter is 81 star because the G/L accounts start with 81. And I want to have a look at 2016. So now if I click on show matrix, you can see here my expenses, so my building expenses in this case compared month -- sorry, department by department. So in 2016 the administration department had this amount on cleaning expenses, the production department, the sales department, and so on. So this is a second report that we can run from the chart of accounts.



G/L Balance by Dim. Matrix					
Code	Name	Total Amount	ADM	PROD	SALES
<b>8100</b>	<b>Building Maintenance Expenses</b>				
8110	Cleaning	26 665,75	5 299,77	7 949,71	13 249,48
8120	Electricity and Heating	35 528,08	7 081,00	10 621,48	17 702,49
8130	Repairs and Maintenance	234 008,75	45 295,45	70 704,92	117 841,59
<b>8190</b>	<b>Total Bldg. Maint. Expenses</b>	<b>296 202,58</b>	<b>57 676,22</b>	<b>89 276,11</b>	<b>148 793,56</b>

And the advantage of these kind of reports is that they are very easy to use. So I don't need to do an extended setup, so the only thing I need to do is apply a couple of simple filters, and I can run my report. Now, if we want to go a step further, we can also use account schedules. So if I go to reports and analysis, I can click here on account schedules. And with account schedules the system will allow me to set up some reports based on G/L accounts, but where I will have the

flexibility to define what I would like to report. So if I run one of the typical account schedules that our demo company Cronus is using -- so let me click here on overview -- you can see here that I get a report in which I can see current assets, their net change, their net change debit, their net change credit. But let me switch, for example, to quarter. So here I can see now the net change of the current quarter, debit and credit, the balance at date, and so on.

Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
ACID-TEST ANALYSIS					
Current Assets					
101	Inventory	5 124,30		1 176 458,70	
102	Accounts Receivable		158 974,40	950 806,95	
103	Securities			11 860,69	
104	Liquid Assets		12 550,38	240 670,77	
105	Current Assets, Total		166 400,48	2 379 797,11	
Short-term Liabilities					
111	Revolving Credit		33 432,45		1 383 092,73
112	Accounts Payable	153 845,25			433 889,18
113	VAT	3 844,35			168 815,73
114	Personnel-related Items				138 520,65
115	Other Liabilities				34 572,80
116	Short-term Liabilities, Total	124 257,15			2 158 891,09
Current Assets minus Short-term Liabili...			42 143,33	220 906,02	

Again, so this is a report showing the current assets and the short-term liabilities. But more important, this report is created by the user. So if I go back one step and if I go to the edit account schedule function, you can see that as a user I can fully define what I would like to see in this report. And my report is based on G/L accounts but can also be based on cost accounting and even cash flow. And so in that way I can very easily define what I would like to see. And by setting up column layouts, I can also define the columns I would like to see.

Name: **ACT/BUD**

Column No.	Column Header	Column Type	Ledger Entry Type	Amount Type	Formula	Show Opp...	Comparison Date Formula	Show	Rounding Factor
A	Net Change	Net Change	Entries	Net Amount		<input type="checkbox"/>		Always	None
B	Budget	Net Change	Budget Entries	Net Amount		<input type="checkbox"/>		Always	None
C	Variance	Formula	Entries	Net Amount	A - B	<input type="checkbox"/>		Always	None
D	A - B	Formula	Entries	Net Amount	A / B * 100	<input type="checkbox"/>		Always	None

I would like to see, for example, a net change, compare it with a budget, I would also like to see the variants between the two and so on. You see? So that's a function, the account schedule, a

very flexible function that we can use as a financial user to set up our own reports and run them in the system.

Name: ANALYSIS

Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show	New Page	Bold
	ACID-TEST ANALYSIS	Posting Acc...		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
		Posting Acc...		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Current Assets	Posting Acc...		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
101	Inventory	Total Accou...	2190	Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
102	Accounts Receivable	Total Accou...	2390	Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
103	Securities	Posting Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
104	Liquid Assets	Total Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
105	Current Assets, Total	Formula		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
		Set Base For Percent		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Short-term Liabilities	Cost Type		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
111	Revolving Credit	Cost Type Total		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
112	Accounts Payable	Cash Flow Entry Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
113	VAT	Cash Flow Total Accounts		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
114	Personnel-related Items			Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
115	Other Liabilities	Total Accou...	5990	Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
		Posting Acc...		Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>
	Current Assets minus Short-term Liabili...	Formula	105 116	Net Change	Net Amount	Yes	<input type="checkbox"/>	<input type="checkbox"/>

Now, in one of the reports that I just showed you, you saw me using departments. Now, department is a dimension, and that's of course also something very important in Microsoft Dynamics NAV. So we can use dimensions in order to be able to report on these dimensions. So, for example, as a company I am interested in the sales that we did by area.

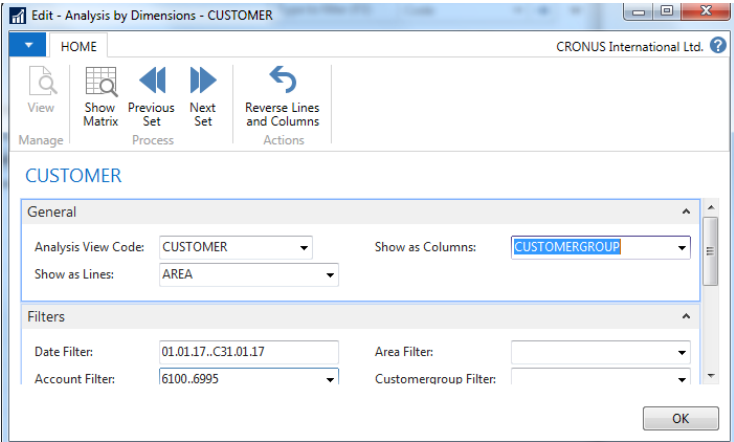
Dimensions

Code	Name	Code Caption	Filter Caption
AREA	Area	Area Code	Area Filter
BUSINESSGR...	Business Group	Businessgroup Code	Businessgroup Filter
CUSTOMER...	Customer Group	Customergroup Code	Customergroup Filter
DEPARTMENT	Department	Department Code	Department Filter
PROJECT	Project	Project Code	Project Filter
PURCHASER	Purchaser	Purchaser Code	Purchaser Filter
SALESCAMP...	Sales campaign	Salescampaign Code	Salescampaign Filter
SALESPERSON	Salesperson	Salesperson Code	Salesperson Filter

So did we sell quite a lot in our local area, or did we sell quite a lot in other countries? How much did we sell by customer group and so on. So you can set up as many dimensions as you want as a company in order to start using them in financial reporting. So also here let me show you an example. So what I can do is go to the analysis by dimensions, and here, for example, we have an analysis in which I would like to analyse my sales by customer group, by area. So let me do this. If I go to edit analysis view, you can see that here I have the flexibility to define the dimensions to see as lines. So, for example, I would like to see my areas as lines and my customer groups as columns. So now I can see my sales by area, by customer group. By going to matrix options, I can



define that I want to see this by year. And in filters I can, for example, switch from 2017 to 2016, which is a typical year in which my demonstration company has quite a lot of data.



So now if I click on show matrix, you can see now my sales by area, by customer group. So now I can very clearly see that we have sold to large customers, 1 million 2 in Europe North; that we have sold to medium customers in the same area, 1 million 4; that we have sold to medium customers, 112,000, in America North.

Analysis by Dimensions Matrix Type to filter (F3) | Code ▾ | → ▾

No filters applied

Code	Name	Total Amount	INSTITUTION	INTERCOMP...	LARGE	MEDIUM	PRIVATE	SMALL
<b>10</b>	<b>Europe</b>							
<b>20</b>	<b>Europe North</b>							
30	Europe North (EU)	-5 925 356,04			-1 284 545,23	-1 500 179,49		-3 140 631,32
40	Europe North (Non EU)	-20 882,66				-11 187,36		-9 695,30
<b>45</b>	<b>Europe North, Total</b>	<b>-5 946 238,70</b>			<b>-1 284 545,23</b>	<b>-1 511 366,85</b>		<b>-3 150 326,62</b>
50	Europe South	-371 995,41				-11 693,62		-360 301,79
<b>55</b>	<b>Europe, Total</b>	<b>-6 318 234,11</b>			<b>-1 284 545,23</b>	<b>-1 523 060,47</b>		<b>-3 510 628,41</b>
<b>60</b>	<b>America</b>							
70	America North	-299 415,68			-1 499,02	-112 860,88		-185 055,78
80	America South	-212 009,49						-212 009,49
<b>85</b>	<b>America, Total</b>	<b>-511 425,17</b>			<b>-1 499,02</b>	<b>-112 860,88</b>		<b>-397 065,27</b>
<b>90</b>	<b>South Africa</b>							
91	LP							
92	GA							
93	KWN							
<b>95</b>	<b>Total Africa</b>							

You see? So that's a typical dimension analysis that I'm doing here. So I would like to see my sales based on a number of dimensions. Also very interesting in this report is that we can export it to Excel. So you will see that a lot of these financial reports are fully integrated with Microsoft Office. So in this case I have a very nice export to Excel in which the system will create a pivot table. So based here on my data sheets, so in which I have all the data of my analysis view, you will see now that the system will create a pivot table that I can start working with now in Microsoft Dynamics NAV.

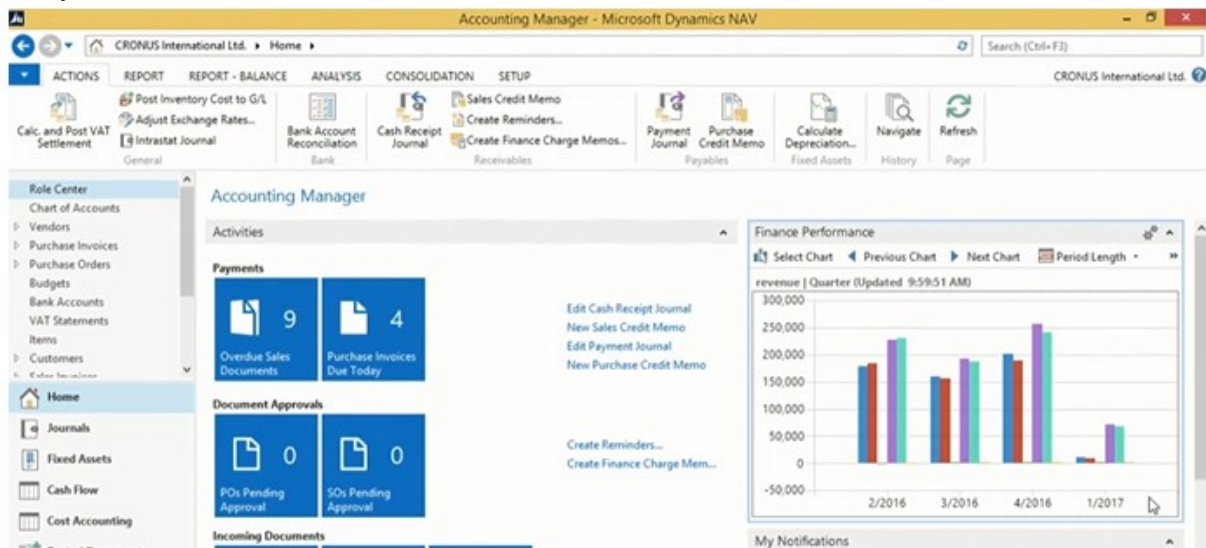
AREA Level 2	INSTITUTION	INTERCOMPANY	LARGE	MEDIUM	PRIVATE
30			1,277,784.39	1,460,545.23	
40				7,560.25	
50				11,693.62	
70				112,860.88	
80					
(blank)					
Grand Total			1,277,784.39	1,592,659.98	

And in Czech Language

AREA Level 2	INSTITUTION	INTERCOMPANY	LARGE	MEDIUM	PRIVATE	SMALL	(prázdné)
30			-1284 545,23	-1500 179,49		-3140 631,32	
40				-11 187,36		-9 895,30	
50				-11 693,62		-360 301,79	
70			-1 499,02	-112 860,88		-185 055,78	
80						-212 009,49	
91							
92							
93							
(prázdné)							
Celkový součet			-1286 044,25	-1635 921,35		-3907 693,68	-240 765,7

So these are a number of financial reports that we have out of the box. So we can run reports from the chart of accounts, we can use account schedules, or we can set up analysis views based on a number of dimensions that we can then also export to Microsoft Excel. Now, finally, there are also a number of ways that we can show financial information graphically. And one of the ways or one of the things that we can do is, for example, add a finance performance in a Role Center. So here we can see that I'm using the accounting manager Role Center, and based on an account schedule, in this case the revenue account schedule, you can see that Cronus has displayed graphically the financial data. So instead of running the account schedule in the way I

just did in the previous section, you can also display it graphically. So in this case I can see, for example, now my sales retail domestic for the second quarter 2016. You can see, for example, what we have budgeted and so on. You can see the difference between the two, and there is only a very small difference.



So, again, this is one of the many ways that we can use in NAV to display our financial data in a graphic way. So very interesting to extend the typical reports that we just had a look at graphically in the system.

## Trade (text part)

## Inventory Management (text part)