Simple scenario Accounting Schedules MS NAV 2019/20

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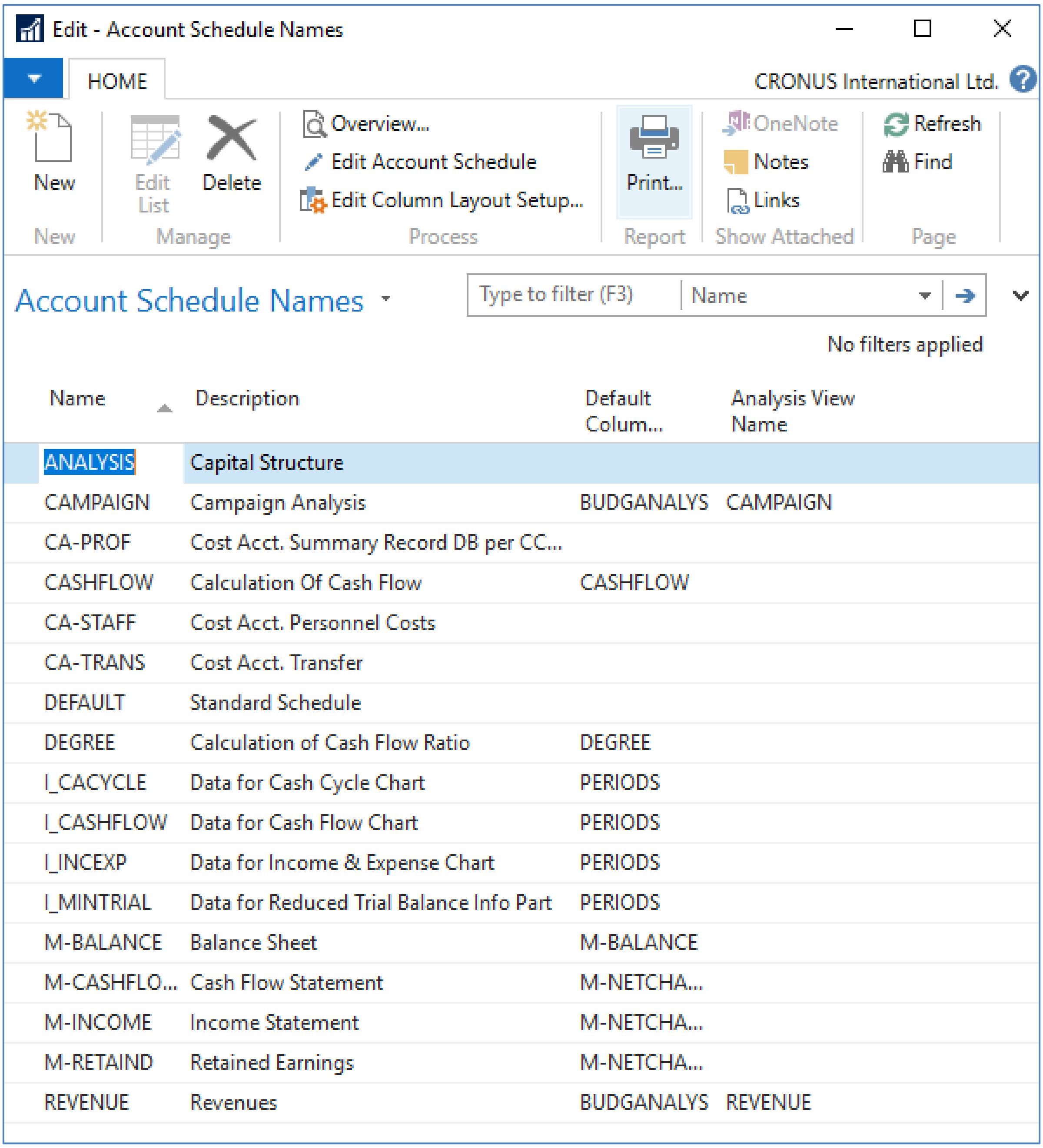
Date	:	6.11.2019
Reason	:	Orientation in the MS Dynamics NAV 2016|17. Material helping to understand basic discount principles and one basic type of financial reporting (accounting schedules)
For	:	MPH_AOMA, MPH_AOPR, winter term 2019
Used database	:	MS Dynamics NAV 2018w1 – RTS
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point
Accompanying material:		PWP-Accounting Schedules

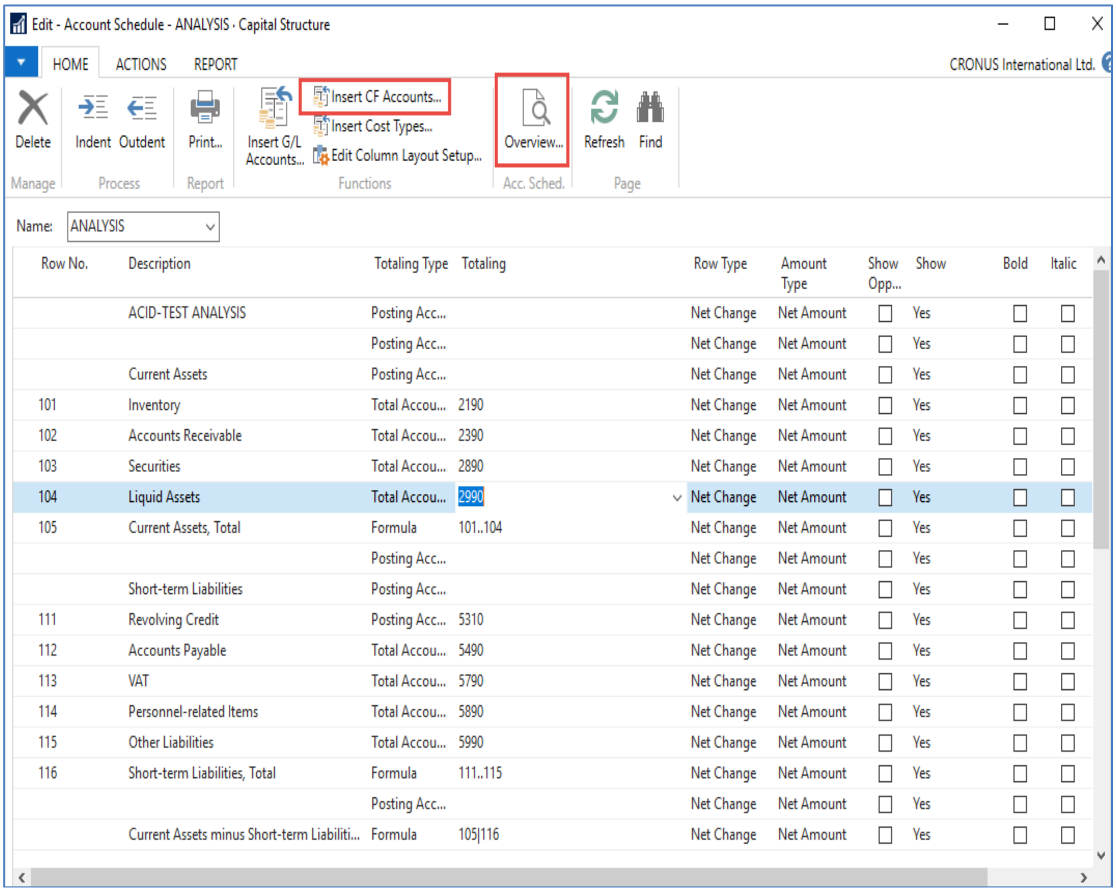
1. A useful tool to create new financial reports used for financial analysis without programming. This tool complements standard mighty reporting system (hundreds of reports)

2. Basic financial reporting is provided by running user-defined reports called Account Schedules. It is, besides hundreds of predefined and existing reports, a basic tool to access data of vital importance. All these reports use as resource data. General Ledger Entries created automatically by posting various documents (e.g., Sales and Purchase orders) by key F9. You can also calculate different parameters, such as IRR, ROI, and many more.

3. Go to menu **Financial Management ->General Ledger ->Reporting & Analysis ->Analysis & Reporting**. There you can see **Account Schedules.**



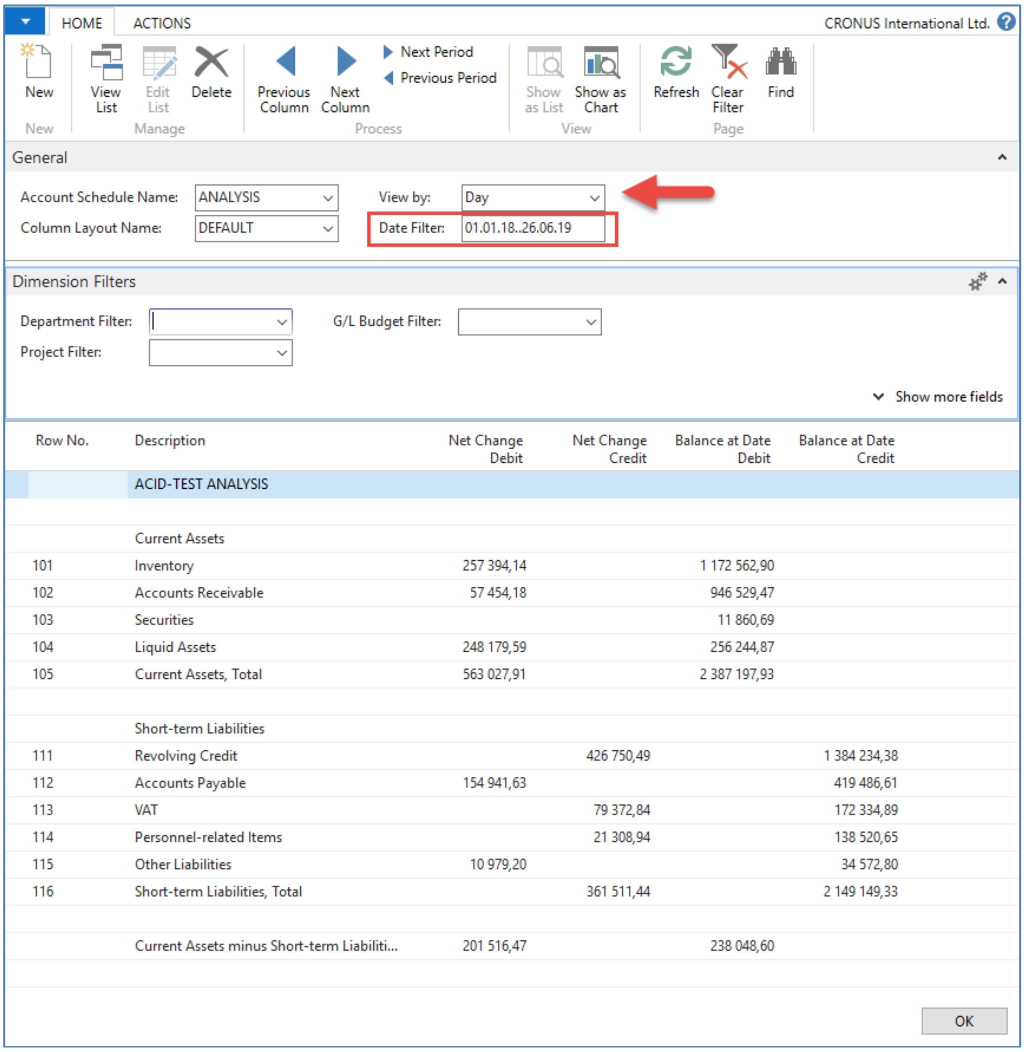
4. In this form, go to the field Name in the header and find Analysis (one of many). There you see a template of the report created by somebody who already created this Accounting schedule in the demo database. To see data, go to the icon **Edit Account Schedule** and push this icon. There you see all G/L accounts used in this report. The tutor will explain the structure. Then you push the icon overview to see data. The structure of the Account schedule uses data taken from G/L entries based on the initial setup of matrix lines and columns:



Row No.	Description	Totaling Type	Totaling	Row Type	Amount Type	Show Opp...	Show	Bold	Italic
	ACID-TEST ANALYSIS	Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
		Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
	Current Assets	Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
101	Inventory	Total Accou...	2190	Net Change	Net Amount	☐	Yes	☐	☐
102	Accounts Receivable	Total Accou...	2390	Net Change	Net Amount	☐	Yes	☐	☐
103	Securities	Total Accou...	2890	Net Change	Net Amount	☐	Yes	☐	☐
104	Liquid Assets	Total Accou...	2990	Net Change	Net Amount	☐	Yes	☐	☐
105	Current Assets, Total	Formula	101..104	Net Change	Net Amount	☐	Yes	☐	☐
		Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
	Short-term Liabilities	Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
111	Revolving Credit	Posting Acc...	5310	Net Change	Net Amount	☐	Yes	☐	☐
112	Accounts Payable	Total Accou...	5490	Net Change	Net Amount	☐	Yes	☐	☐
113	VAT	Total Accou...	5790	Net Change	Net Amount	☐	Yes	☐	☐
114	Personnel-related Items	Total Accou...	5890	Net Change	Net Amount	☐	Yes	☐	☐
115	Other Liabilities	Total Accou...	5990	Net Change	Net Amount	☐	Yes	☐	☐
116	Short-term Liabilities, Total	Formula	111..115	Net Change	Net Amount	☐	Yes	☐	☐
		Posting Acc...		Net Change	Net Amount	☐	Yes	☐	☐
	Current Assets minus Short-term Liabiliti...	Formula	105|116	Net Change	Net Amount	☐	Yes	☐	☐

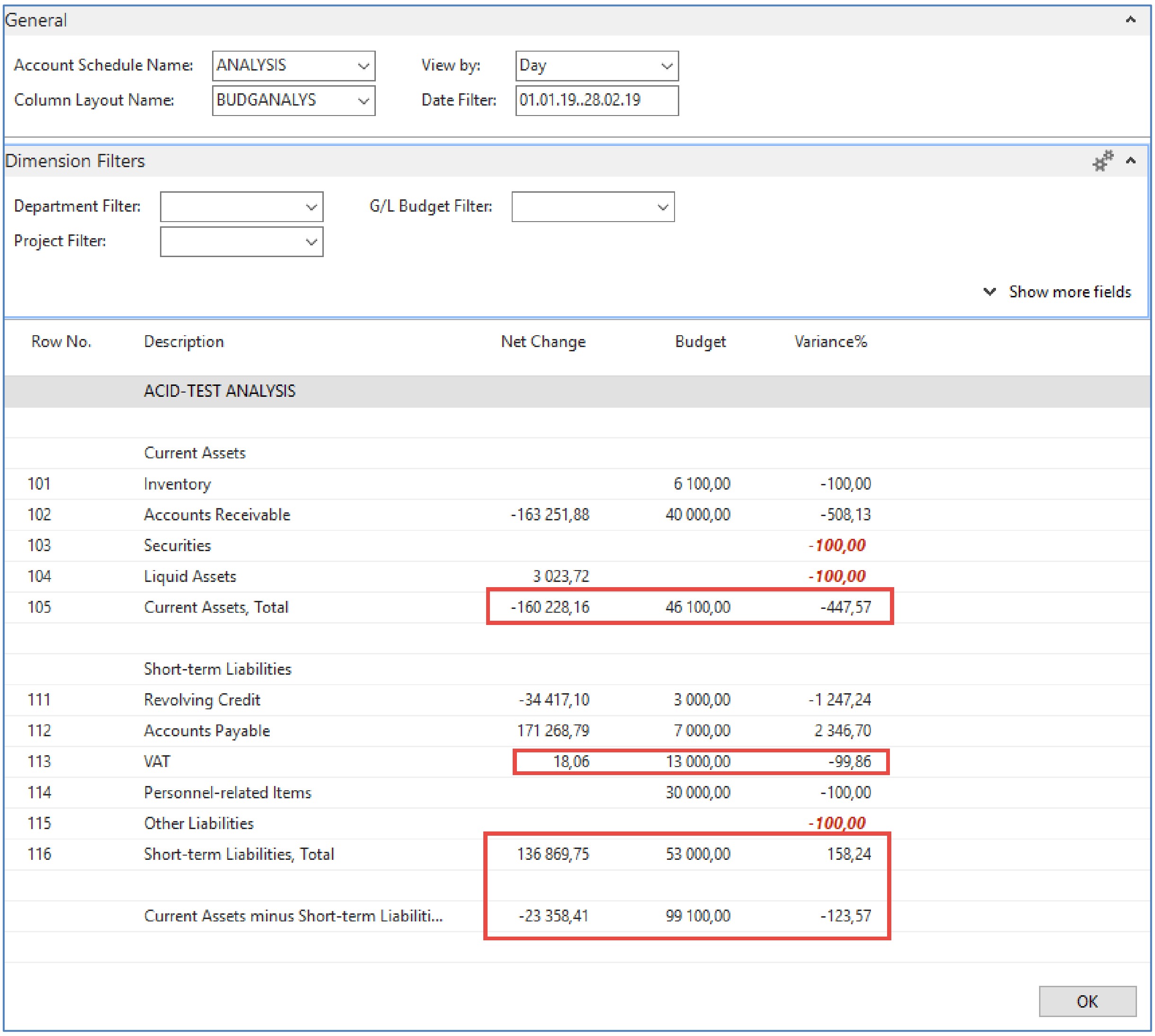
As you can see in the above form in the Row No, we do have variables (entered when created manually). In our case we do have 101,102 and so on. In the totaling column, we can see accounts.

And to see real data, you can also change periods by related fields (by date, dimension filters such as Department, a project of G/L budget filter). Dates window from to may be different on Autumn 2019 courses.



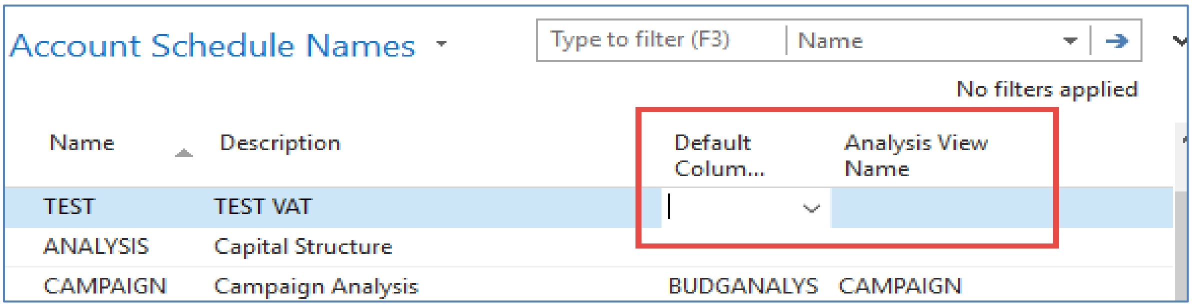
Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
	ACID-TEST ANALYSIS				
	Current Assets				
101	Inventory	257 394,14		1 172 562,90	
102	Accounts Receivable	57 454,18		946 529,47	
103	Securities			11 860,69	
104	Liquid Assets	248 179,59		256 244,87	
105	Current Assets, Total	563 027,91		2 387 197,93	
	Short-term Liabilities				
111	Revolving Credit		426 750,49		1 384 234,38
112	Accounts Payable	154 941,63			419 486,61
113	VAT		79 372,84		172 334,89
114	Personnel-related Items		21 308,94		138 520,65
115	Other Liabilities	10 979,20			34 572,80
116	Short-term Liabilities, Total		361 511,44		2 149 149,33
	Current Assets minus Short-term Liabiliti...	201 516,47		238 048,60	

5. If you change Default Column layout Name to BUDGANAL (Budget Analysis) you close and open it again by Overview, you will get the different data overview. You have to have some data in a budget matrix.

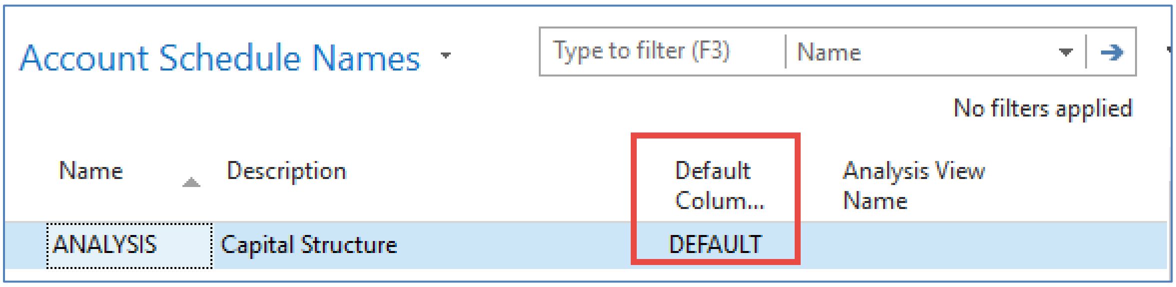


Row No.	Description	Net Change	Budget	Variance%
	ACID-TEST ANALYSIS			
	Current Assets			
101	Inventory		6 100,00	-100,00
102	Accounts Receivable	-163 251,88	40 000,00	-508,13
103	Securities			*-100,00*
104	Liquid Assets	3 023,72		*-100,00*
105	Current Assets, Total	-160 228,16	46 100,00	-447,57
	Short-term Liabilities			
111	Revolving Credit	-34 417,10	3 000,00	-1 247,24
112	Accounts Payable	171 268,79	7 000,00	2 346,70
113	VAT	18,06	13 000,00	-99,86
114	Personnel-related Items		30 000,00	-100,00
115	Other Liabilities			*-100,00*
116	Short-term Liabilities, Total	136 869,75	53 000,00	158,24
	Current Assets minus Short-term Liabiliti...	-23 358,41	99 100,00	-123,57

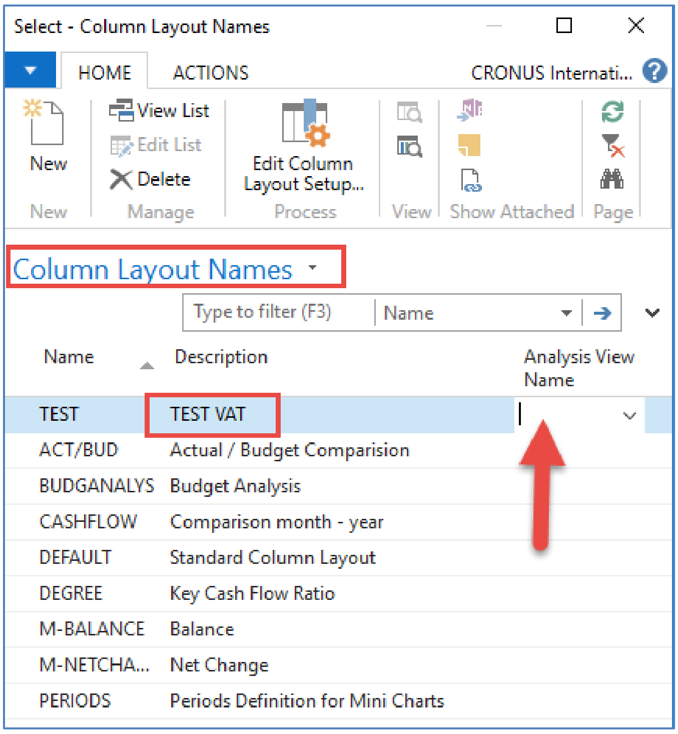
6. Let´s create your analysis!! Go to the Name field and in the list enter new analysis name (e.g., TEST), as you can see below.



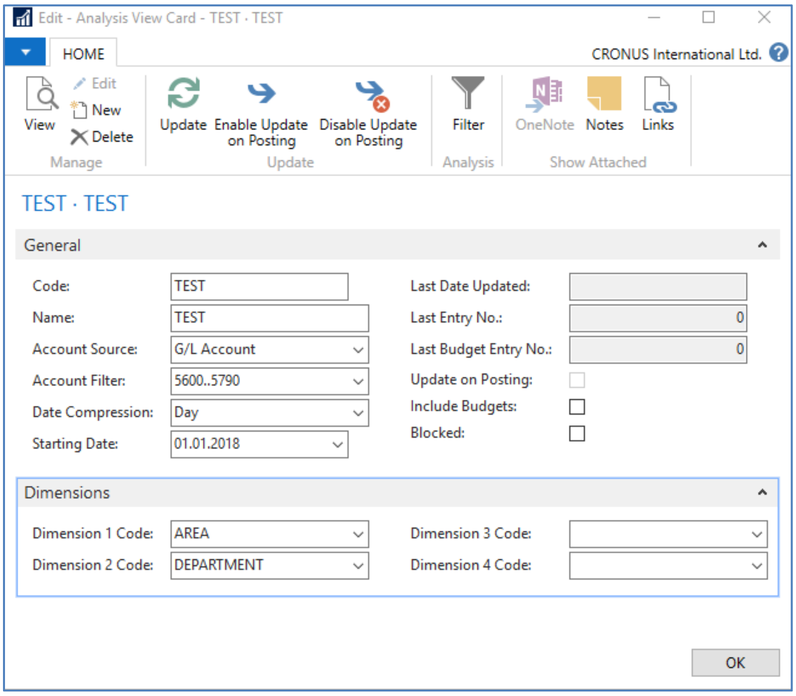
And enter Default column layout = DEFAULT! By use of mouse or **F4** to see and chose this possibility.



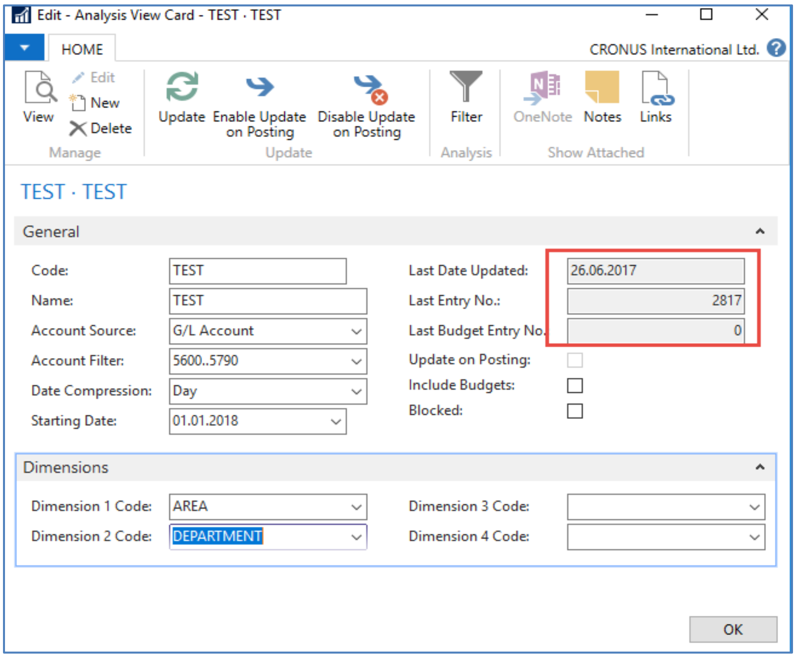
7. With the help of **F4** from the field Default column layout (see above) and by use of Advanced you will get this form after the creation of new line by **Ctrl-N** or icon=**NEW**:



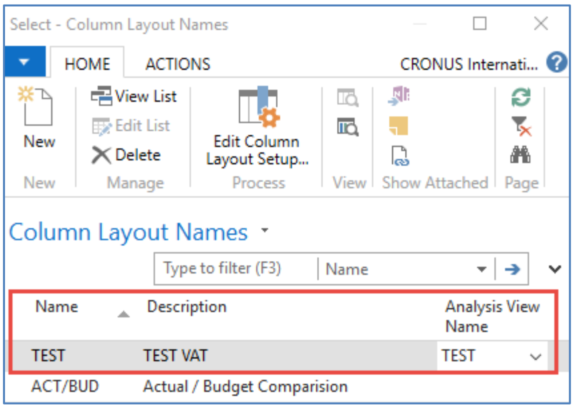
Next, you have to Create **Analysis View Name**. Use the **F4** and **Advanced** button and the **New**. Enter VAT accounts From-To (5600-5790), which are G/L account used for VAT posting, dimensions (Area and Department), and use icon Update. It will create a subset of data used in our Accounting schedule. The last entry numbers are visible in the form below. The first picture is before Update and the second one after.



After the update you will get :

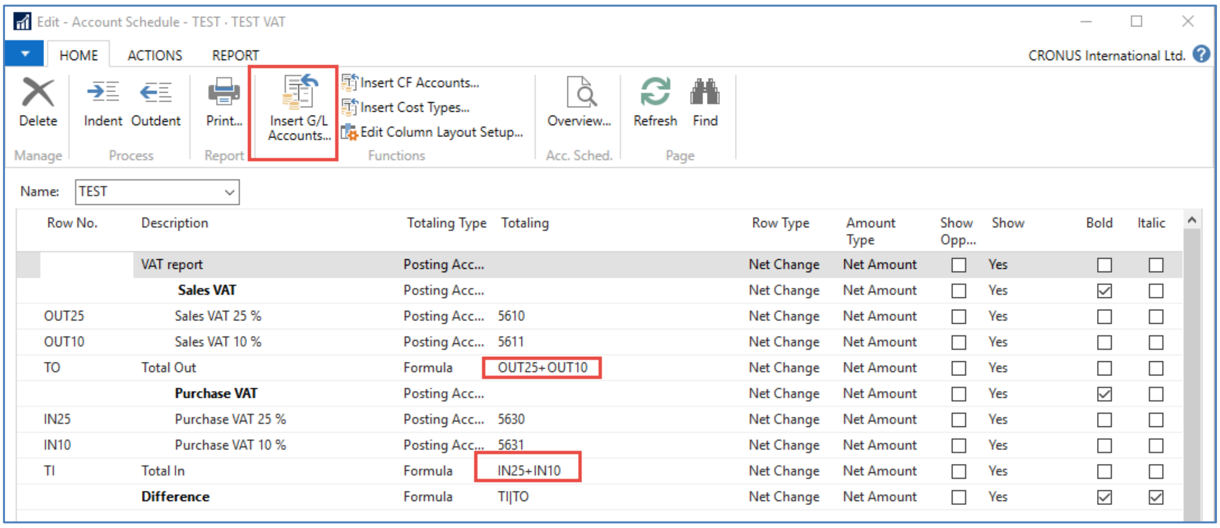


Finally, you will get this and use the layout of column=Default. Anyhow, this was already presented.

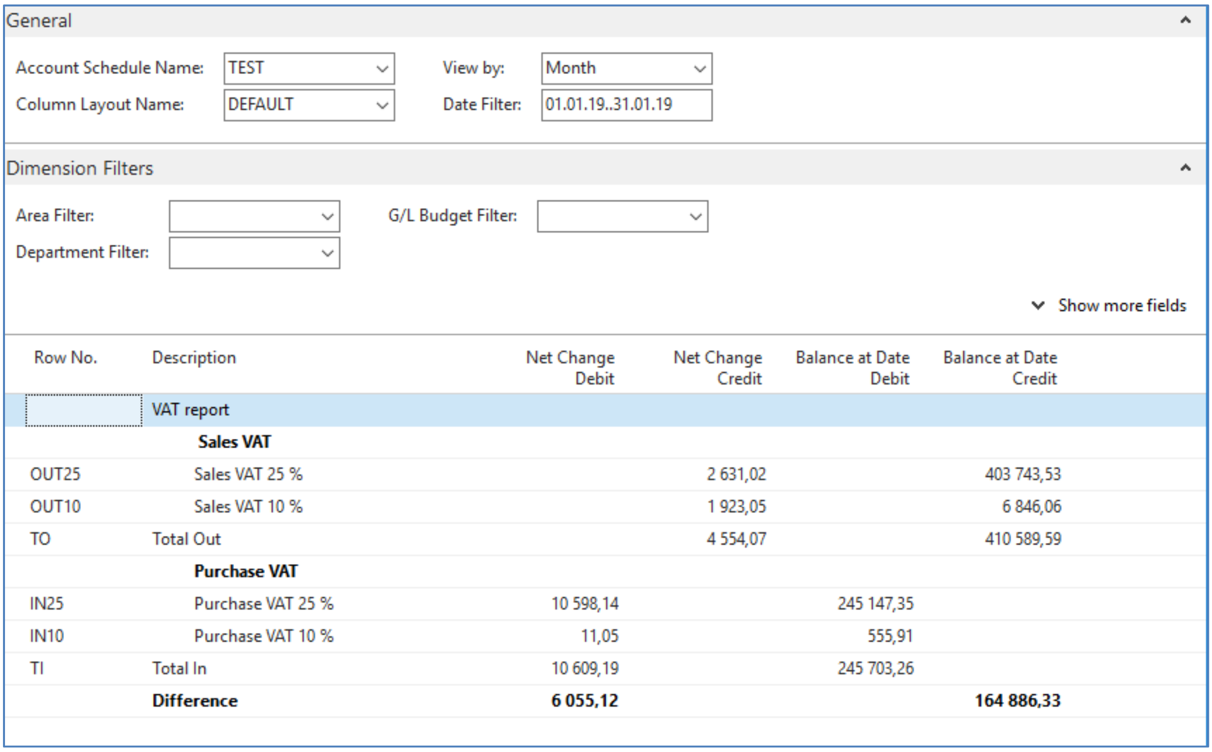


Go to Account Schedule Names, choose the TEST, and **Edit Account Schedule** icon. Then use icon create and enter two VAT account for purchase and two for sales and formulas as shown in the next form (use G/L account icon) and modify the first column manually to chosen variable names IN 10, IN 25….). These are in fact, variables that may be used in the calculation.

To enter new lines with description, use right-click and New line!



And you will get (after using icon Overview)


General

Account Schedule Name: TEST
View by: Month
Column Layout Name: DEFAULT
Date Filter: 01.01.19..31.01.19

Dimension Filters

Area Filter:
G/L Budget Filter:
Department Filter:

Show more fields

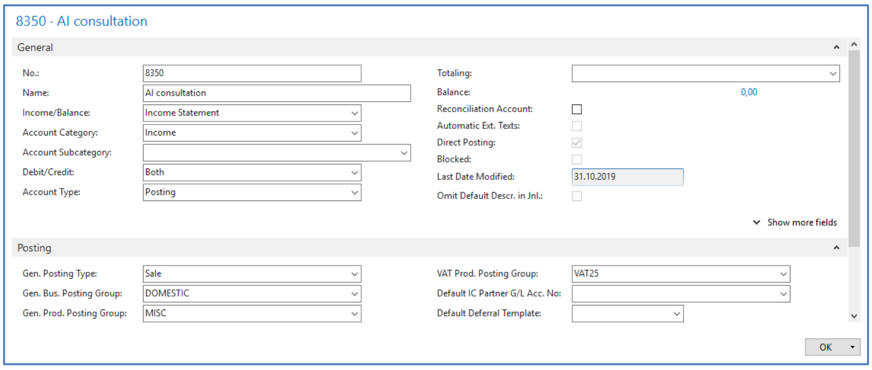
Row No.	Description	Net Change Debit	Net Change Credit	Balance at Date Debit	Balance at Date Credit
	VAT report				
	Sales VAT				
OUT25	Sales VAT 25 %		2 631,02		403 743,53
OUT10	Sales VAT 10 %		1 923,05		6 846,06
TO	Total Out		4 554,07		410 589,59
	Purchase VAT				
IN25	Purchase VAT 25 %	10 598,14		245 147,35	
IN10	Purchase VAT 10 %	11,05		555,91	
TI	Total In	10 609,19		245 703,26	
	Difference	**6 055,12**			**164 886,33**

Next example related to budget creation with Dimension use, G/L entries creation and accounting schedule to see how actual and budgeted amount fit together *(also used for South African clients)*

1. Create a new **G/L account** by use of icon new from **Chart of account** window and the indent chart of the account by the icon with this name. The number of the G/L account will be **8350** and name Artificial Intelligence Consultation. General Posting Type=Purchase, General Business Posting Group=National, General Production Posting Group=Services

   Before adding new G/L account

8300	**Computer Expenses**	Income St...	Begin-Total				
8310	Software	Income St...	Posting	Purchase	NATIONAL	MISC	44 175,11
8320	Consultant Services	Income St...	Posting	Purchase	NATIONAL	SERVICES	20 285,12
8330	Other Computer Expenses	Income St...	Posting	Purchase	NATIONAL	MISC	4 374,45


8350 · AI consultation

General

No.: 8350
Name: AI consultation
Income/Balance: Income Statement
Account Category: Income
Account Subcategory:
Debit/Credit: Both
Account Type: Posting
Totaling:
Balance: 0,00
Reconciliation Account:
Automatic Ext. Texts:
Direct Posting:
Blocked:
Last Date Modified: 31.10.2019
Omit Default Descr. in Jnl.:

Show more fields

Posting

Gen. Posting Type: Sale
Gen. Bus. Posting Group: DOMESTIC
Gen. Prod. Posting Group: MISC
VAT Prod. Posting Group: VAT25
Default IC Partner G/L Acc. No:
Default Deferral Template:

OK

You must indent created Account by the icon above chart of account

After adding an indenting a new G/L account

8300	**Computer Expenses**	Income St...	Begin-Total	
8310	Software	Income St...	Posting	
8320	Consultant Services	Income St...	Posting	
8330	Other Computer Expenses	Income St...	Posting	
8350	AI consultaion	Income St...	Posting	
8390	**Total Computer Expenses**	Income St...	End-Total	8300..8390

Create a new budget 2020

G/L Budgets

Name	Description	Global Dimensio...	Global Dimensio...	Budget Dimensio...	Budget Dimensio...
2020	2020 budget	DEPARTME...	PROJECT		
2021	2021 budget	DEPARTME...	PROJECT	AREA	SALESCA...

You have enter data into budget 2020. So open budget and before check that the working date is 26.2.2020 Use icon Edit Budget. In Filters remove data From-To, if any. To enter data, use the tree-dots button and afterward icon New.

General

Budget Name:	2020	View by:	Day
Show as Lines:	G/L Account	Rounding Factor:	None
Show as Columns:	Period	Show Column Name:	☐

Budget Matrix

Balance Find Filter Clear Filter

Code	Name	Budgeted Amount	26.02.20	27.02.20	28.02.20	29.02.20
8320	Consultant Services	19 900,00				
8330	Other Computer Expenses	4 130,00				
8350	AI consultation		...			
8390	**Total Computer Expenses**	**70 770,00**				
8400	**Selling Expenses**					

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2020

General

Budget Name:	2020	View by:	Week
Show as Lines:	G/L Account	Rounding Factor:	None
Show as Columns:	Period	Show Column Name:	☐

Budget Matrix

Balance Find Filter Clear Filter

Code	Name	Budgeted Amount	9.2020	10.2020	11.2020	12.2020
8320	Consultant Services	19 900,00				
8330	Other Computer Expenses	4 130,00	290,00			
8350	AI consultation	2 100,00	300,00	700,00	1 100,00	
8390	**Total Computer Expenses**	**72 870,00**	**590,00**	**700,00**	**1 100,00**	

2. The next step will be the Purchase of services, meaning two lines in Purchase Order and every line assigned to different dimension values (Department=SALES and Department=ADM). Use **Purchase Invoice** instead of **Purchase Order**. Vendor=10000. Be careful about the working date (remember it). It is crucial for the next example of the following steps. Mind you, that type of the purchase line will be **G/L account** (the one which we just created). For Sales dimension value this will be 1 hour and 180 GBP per hour. The second line for Dimension value ADM will be 1 hour and 60 GBP. To assign dimension values, use icon **Line** and, therefore, icon Dimension and icon New to add Dimension Department. Post it by **F9.** Below you can see firstly two purchase lines and then How to assign one of the two values to them. In our case, this will be Department=SALES. Mind you, that document was created on 26.2.2020.

Lines

Line ▾ Functions ▾ Order ▾ Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
G/L Account	8350	AI consultation		1		180,00	180,00
G/L Account	8350	AI consultation		1		60,00	60,00

Edit Dimension Set Entries ▾

Type to filter (F3) | Dimension Code

Dimen... Code	Dimension Value Code	Dimension Value Name
AREA	30	Europe North (EU)
BUSINESSGR...	INDUSTRIAL	Industrial
PURCHASER	RL	Richard Lum
SALESCAMP...	SUMMER	Summer
DEPARTMENT	SALES	

3. Change the date to 6.3.2020 and create new purchase order with two lines as we have done previously. For ADM dimension the value will be 500 GBP, and fro Sales dimension the value will be 200 GDP

Lines

Line ▾ Functions ▾ Order ▾ Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
G/L Account	8350	AI consultation		1		500,00	500,00
G/L Account	8350	AI consultation		1		200,00	200,00

After posting the purchase invoice, you can see General Ledger Entries. In NAV 2018w1 we will use different dates (26.2.2020, 6.3.2020, and 14.3.2020

General Ledger Entries ▾ 8350 | G/L Accoun

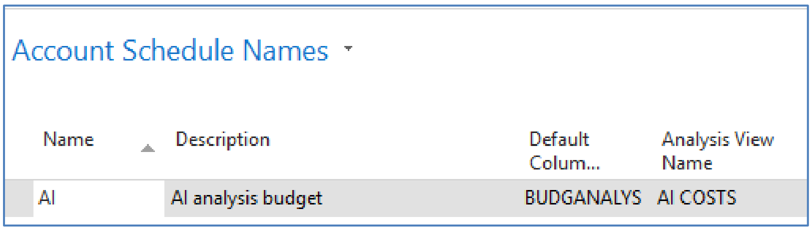
Show results:

Where Entry No. ▾ is 2816..2825

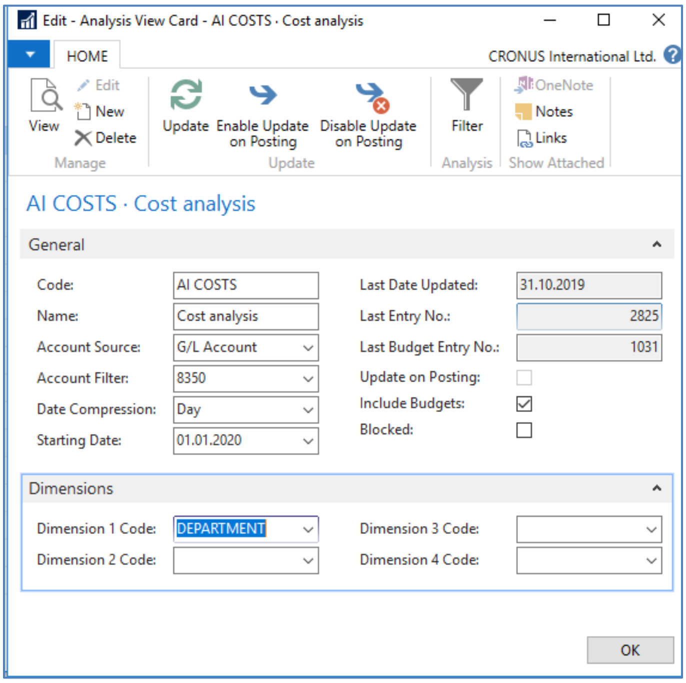
Add Filter

Posti... Date	Document Type	Document No.	G/L Acco...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
06.03.2020	Invoice	108037	8350	Order 106025	Purchase	DOMESTIC	MISC	200,00	G/L Account
06.03.2020	Invoice	108037	8350	Order 106025	Purchase	DOMESTIC	MISC	500,00	G/L Account
26.02.2020	Invoice	108036	8350	Order 106024	Purchase	DOMESTIC	MISC	60,00	G/L Account
26.02.2020	Invoice	108036	8350	Order 106024	Purchase	DOMESTIC	MISC	180,00	G/L Account

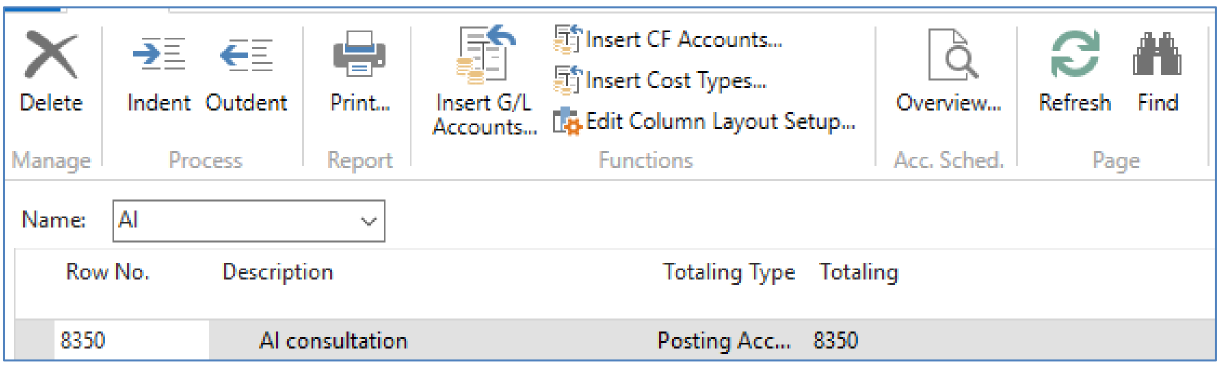
4. We have to create a new Account schedule to see differences between budgeted and actual (real amounts). Go to Account schedule area and use NEW:

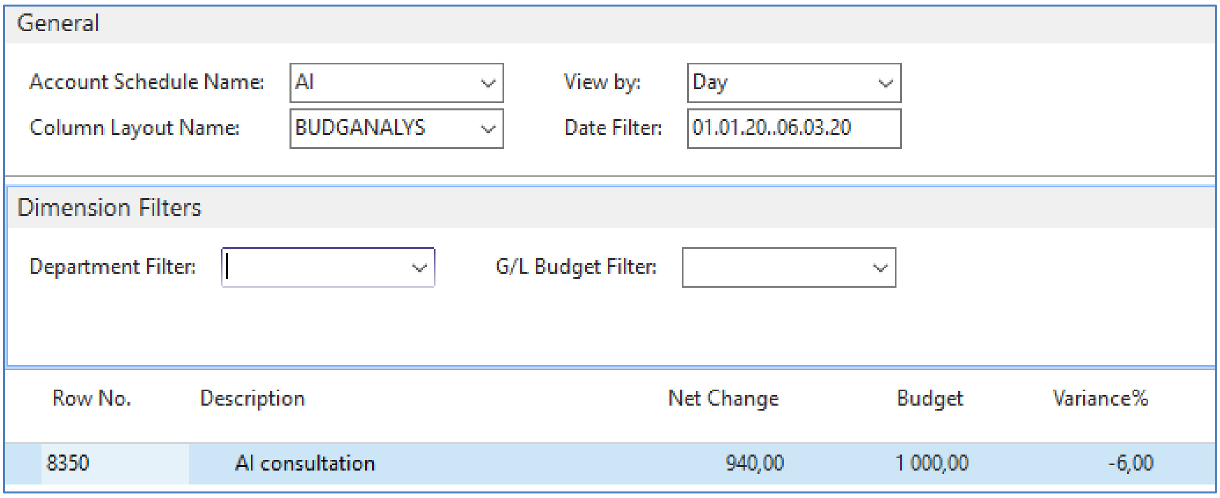


We enter New name=AI and already predefined Default Column=BUDGETANALYS. Then we enter brand new name for Analysis View Name, and the card will be as follows (parallelly follow the creation of this card and its update done by tutor.



No we have to add new line into our new Accounting schedule AI by use of Edit icon and Insert G/L accounts





And then enter filter fro chosen dimension Deparment values (ADM od SALES)