Simple scenario Accounting Schedules   MS NAV 2019/20

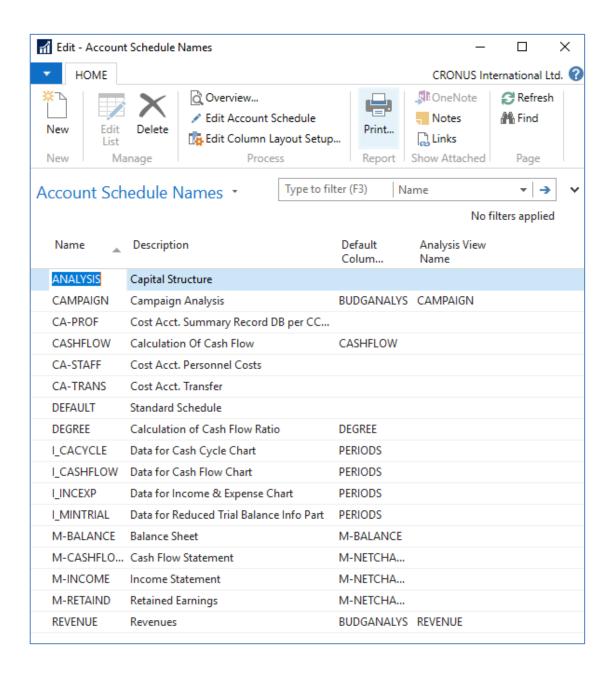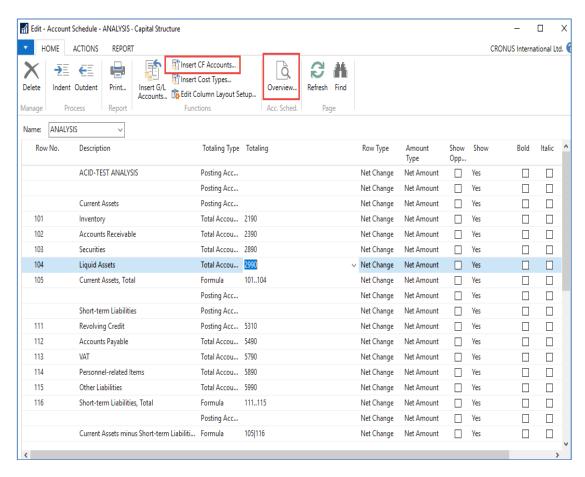|		
Created by	:	Jaromír Skorkovský, Department of corporate economy
Date	:	6.11.2019
Reason	:	Orientation in the MS Dynamics NAV 2018w1. Material helping to understand basic Accounting schedule principles and one basic type of financial budget
For	:	MPH_AOMA, MPH_AOPR, winter term 2019
Used database	:	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.** 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 chosen **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:

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. IWhen a totaling type=Formula, then you can enter arithmetic operations (+,-,x,..,|). The alphanumeric character "|" which you can enter by key combination right Alt+W represents substruction.

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.

	HOME	ACTIONS										CRONUS International Ltd.

New | View List | Edit List | Delete | Previous Column | Next Column | Next Period / Previous Period | Show as List | Show as Chart | Refresh | Clear Filter | Find

New — Manage — Process — View — Page

General

Account Schedule Name:	ANALYSIS		View by:	Day
Column Layout Name:	DEFAULT		Date Filter:	01.01.18..26.06.19

Dimension Filters

Department Filter:		G/L Budget Filter:	
Project Filter:			

Show more fields

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	

OK

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

General						▲
Account Schedule Name:	ANALYSIS ⌄	View by:	Day ⌄			
Column Layout Name:	BUDGANALYS ⌄	Date Filter:	01.01.19..28.02.19			

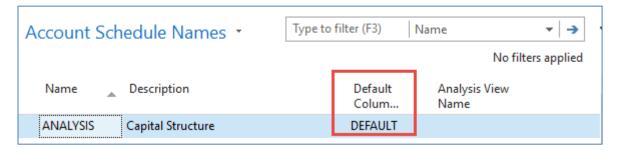| Dimension Filters				⚙ ▲
Department Filter:	⌄	G/L Budget Filter:	⌄	
Project Filter:	⌄			

⌄ Show more fields

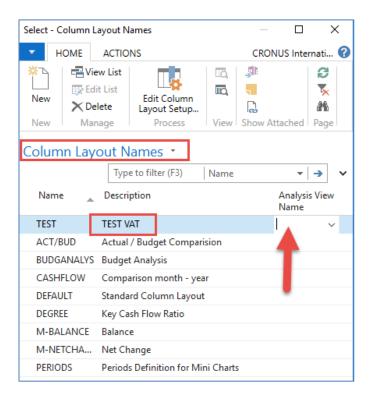| Row No.	Description	Net Change	Budget	Variance%
	ACID-TEST ANALYSIS			
	Current Assets			
101	Inventory		6 100,00	-100,00
102	Accounts Receivable	-163 251,88	40 000,00	-508,13
103	Securities			*-100,00*
104	Liquid Assets	3 023,72		*-100,00*
105	Current Assets, Total	-160 228,16	46 100,00	-447,57
	Short-term 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

OK

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.
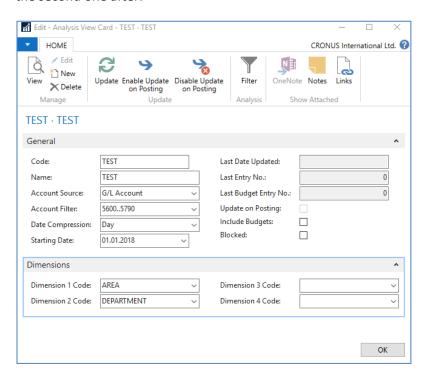

Enter default column layout = **DEFAULT**. By use of mouse or **F4** to see and chose this possibility.

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** icon. 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 as we did before.

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 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

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 the 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	Totaling:	⌄
Name:	AI consultation	Balance:	0,00
Income/Balance:	Income Statement ⌄	Reconciliation Account:	☐
Account Category:	Income ⌄	Automatic Ext. Texts:	☐
Account Subcategory:	⌄	Direct Posting:	☑
Debit/Credit:	Both ⌄	Blocked:	☐
Account Type:	Posting ⌄	Last Date Modified:	31.10.2019
		Omit Default Descr. in Jnl.:	☐

⌄ Show more fields

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

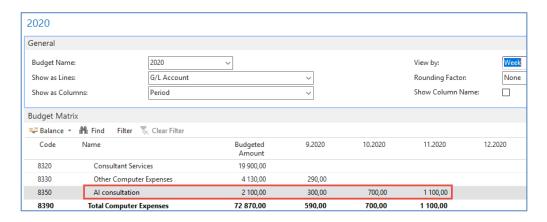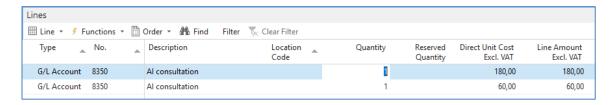| Name	Description	Global Dimensio...	Global Dimensio...	Budget Dimensio...	Budget Dimensio...
2020	2020 budget	DEPARTME...	PROJECT		
2021	2021 budget	DEPARTME...	PROJECT	AREA	SALESCA...

G/L Budgets ▾

Now, you must enter data into the budget of 2020. So open budget and before check that the working date is 26.2.2020. Use icon **Edit Budget**. In Filters below the main matrix 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**					

The tutor will explain how to enter budget entries by use **tree-dots** button and how to assign to created budget entry a dimension value (s). Primarily use View by =Day. Finally, you will get for View by=Week this form.

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

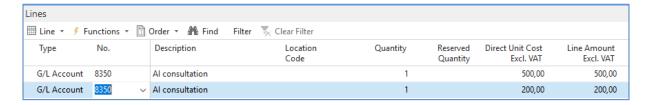| Code	Name	Budgeted Amount	9.2020	10.2020	11.2020	12.2020
8320	Consultant Services	19 900,00				
8330	Other Computer Expenses	4 130,00	290,00			
8350	AI consultation	2 100,00	300,00	700,00	1 100,00	
8390	**Total Computer Expenses**	72 870,00	590,00	700,00	1 100,00	

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). You can use the **Purchase Invoice** instead of **Purchase Order**. The vendor will be 10000. Be careful about the working date (remember it). It is crucial for 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 Purchase invoice (purchase order)t 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 the date of document creation is 26.2.2020.

Lines

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

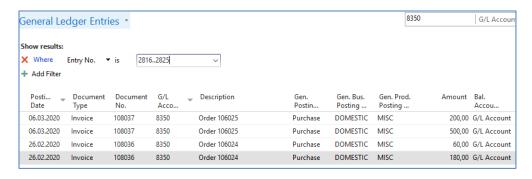| Dimen... Code		Dimension Value Code	Dimension Value Name
AREA		30	Europe North (EU)
BUSINESSGR...		INDUSTRIAL	Industrial
PURCHASER		RL	Richard Lum
SALESCAMP...		SUMMER	Summer
DEPARTMENT		SALES	

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

Lines

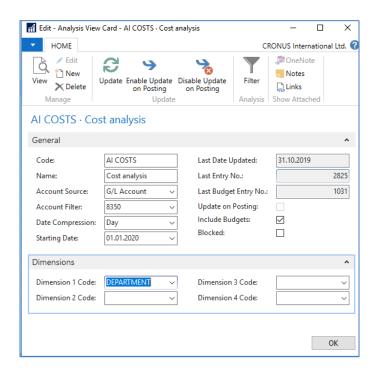| Type	No.	Description	Location Code	Quantity	Reserved Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
G/L Account	8350	AI consultation		1		500,00	500,00
G/L Account	8350	AI consultation		1		200,00	200,00

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).

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

General Ledger Entries ·
Show results:
✕ Where   Entry No. ▾ is   2816..2825
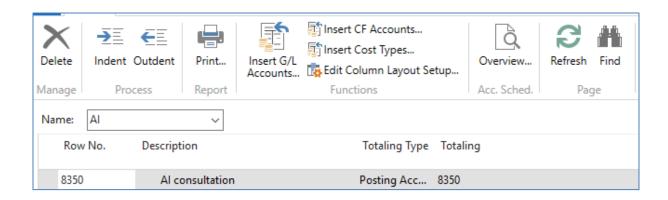✚ Add Filter

8350   G/L Account

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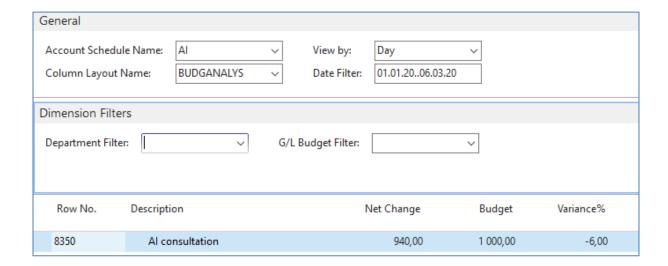
Account Schedule Names ·

Name	Description	Default Colum...	Analysis View Name
AI	AI analysis budget	BUDGANALYS	AI COSTS

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 a tutor.

Edit - Analysis View Card - AI COSTS · Cost analysis

CRONUS International Ltd.

AI COSTS · Cost analysis

General

Code:	AI COSTS	Last Date Updated:	31.10.2019
Name:	Cost analysis	Last Entry No.:	2825
Account Source:	G/L Account	Last Budget Entry No.:	1031
Account Filter:	8350	Update on Posting:	☐
Date Compression:	Day	Include Budgets:	☑
Starting Date:	01.01.2020	Blocked:	☐

Dimensions

Dimension 1 Code:	DEPARTMENT	Dimension 3 Code:	
Dimension 2 Code:		Dimension 4 Code:	

OK

Now we have to add a 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)

General

Account Schedule Name:	AI	View by:	Day
Column Layout Name:	BUDGANALYS	Date Filter:	01.01.20..06.03.20

Dimension Filters

Department Filter:	ADM	G/L Budget Filter:	

Row No.	Description	Net Change	Budget	Variance%
8350	AI consultation	680,00	400,00	70,00