**A simple scenario (Payment–General Journal) ERP Microsoft Dynamics NAV 2018w1**

Created by : Jaromír Skorkovský

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For : MPH\_AOMA and AOPR and BPH\_EPS1

Database : MS Dynamics NAV 2016 W1

Keys : Ctrl-N=New, F4=Look-up, Ctrl-F7-entries, F7-statistics, F9-post

Shorthand : G/L General Ledger, TO-Transfer Order. SO-Sales Order, PO-Purchase Order

 Tutor-**TU**

1. Main menu-> Financial Management-> General Ledger -> Tasks-> General Journals



1. Enter the Type **Payment** into Document Type field. Account Type = Customer and Account number =10000. TU will explain that a real account number related to the Customer is hidden behind a code 10000. Enter the Bank Account (balancing account) and NBL bank code into fields Balanced Account Type and Balance Account Number. NBL bank represents Bank Card and from there you could see real bank account number.



Move the cursor to field description area, and use by right mouse click an option Find column and move from left part a field **Applies-to Doc. No**. to the right area and then run it up close the position to **Bal.Account No**. It is set up of working, and it is not related to the knowledge of the basic use of the General Journal. See red arrow above.



Comment (Přidat=ADD) Move the cursor to this field, and a new form will open.



All these invoices (entries) are open (see the related field), which means that they are not applied by payment. Choose one of them and use the **OK** button to confirm your choice, and You will get the general journal filled with all the necessary data.



The amount will appear in line with a minus, which means that the amount will look after the registration of the credit side. Post it by the key **F9** (or the appropriate icon).

 

To see the impact of just processed payment see General Ledger->Archive->History->G/L Registers and go to the first line



and on the upper left corner of the BAR, you will see icon **General Ledger**. Use it, and you will get this form



Let´s find our Customer list via the searching window, and from there go to our customer 10000 and go to Customer ledger entries by use of key combination **Ctrl-F7** or appropriate icon above.



Be aware of applied filter -> the reason that only two entries are visible. Notice that both entries are closed. As a matter of training, we will look for any reason (**TU** will explain) to Unapply these entries by use of icon **Unapply**.

You will get (confirmation, that **Unepply** happens )



Here you have to confirm it by the **Unapply** icon. (**ANO=YES=OK**)





You will get following entries



Next task will be applying our open payment to another open invoice from this window (Customer Ledger entries one) by use of icon **Set Apply-to ID**



Post it by icon **Post Application**



and you will get:



Go back to **General Journal** and enter this data (we will use sending payment to Vendor now)



By use of icon **Applied entries,** which isadifferent way to access open entries – in our case opened Vendor Ledger entries) go to the window. Repeat operation, which we have already done.



and confirm by button **OK**.

 You will get:



Post it by **F9** and go again to General Ledger->Archive->History ->G/L Registers and go to the last line



Now we will manually transfer an amount from one account to another account. We enter both G/L Journal sides and post it by F9.

 

 General Ledger->Archive->History->G/L Register





You may reverse this transaction if for instance incorrect amount was used. Use Reverse Transaction and then Reverse icon.



The result will be as follows

