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

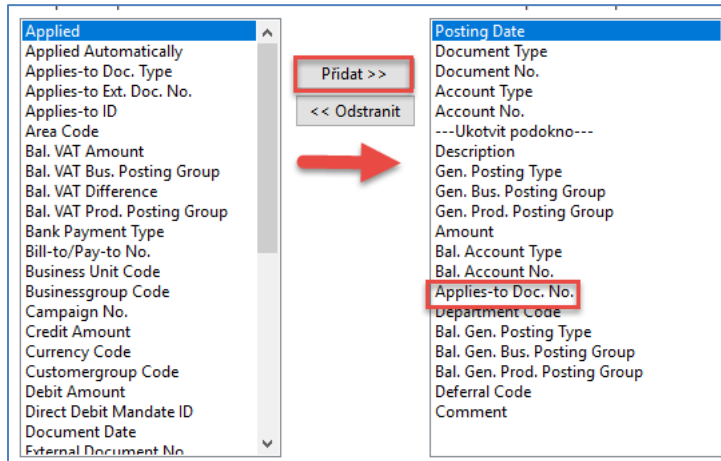|		
Created by	:	Jaromír Skorkovský
Date	:	16.10.2019
For	:	MPH_AOMA and AOPR and BPH_EPS1
Database	:	MS Dynamics NAV 2016 W1
Keys	:	Ctrl-N=New, F4=Look-up, Ctrl-F7-entries, F7-statistics, F9-post
Shorthand	:	G/L General Ledger, TO-Transfer Order. SO-Sales Order, PO-Purchase Order
		Tutor-**TU**

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

2. 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).

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The journal lines were successfully posted.

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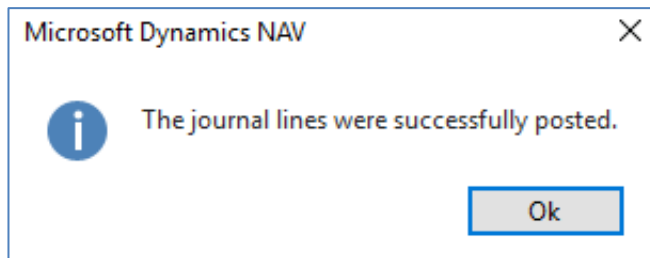
To see the impact of just processed payment see General Ledger->Archive->History->G/L Registers and go to the first line

148	23.10.2018	NAVERTICA\JSKORKOVSKY	GENJNL	CASH	2879	2881	919	918

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

General Ledger Entries

Zobrazit výsledky:
X Kde   Entry No. ▼ je   2879..2881
+ Přidat filtr

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
01.02.2019	Payment	G00005	2920	The Cannon Group PLC				2 450,00	Customer	10000	2879
01.02.2019	Payment	G00005	2310	The Cannon Group PLC				-2 500,00	Bank Acco	NBL	2880
01.02.2019	Payment	G00005	9250	The Cannon Group PLC				50,00	G/L Account		2881

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.

Úpravy - Customer Ledger Entries - 10000 · The Cannon Group PLC

Customer Ledger Entries

Posting Date	Document Type	Document No.	Cust... No.	Open	Message to Recipient	Description	Cur... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pm Tol
01.02.2019	Invoice	103042	10000	☐		Order 1013		2 500,00	2 500,00	0,00	01.03.2019	09.02.2019	09.0
01.02.2019	Payment	G00005	10000	☐		The Cannon Group PLC		-2 450,00	-2 500,00	0,00	01.02.2019		

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)

Posting Date	Entry Type	Document Type	Document No.	Customer No.	Initial Docume...	Initial Docume...	Currency Code	Amount	Amount (LCY)
General									
Document No.: G00005					Posting Date:	01.02.2019			
01.02.2019	Payment Dis...	Payment	G00005	10000	Payment	G00005		-50,00	-50,00
01.02.2019	Application	Payment	G00005	10000	Invoice	103042		-2 500,00	-2 500,00
01.02.2019	Application	Payment	G00005	10000	Payment	G00005		2 500,00	2 500,00

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

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? To unapply these entries, correcting entries will be posted.
Do you want to unapply the entries?

Ano   Ne

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i The entries were successfully unapplied.

You will get following entries
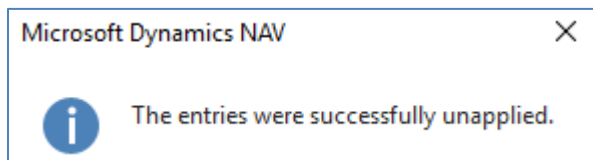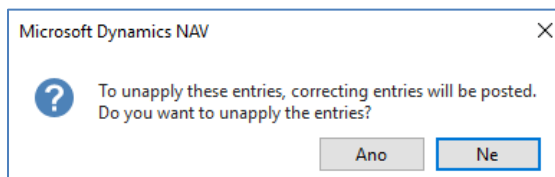
Customer Ledger Entries

Posting Date	Document Type	Document No.	Cust... No.	Open	Message to Recipient	Description	Cur... Code	Original Amount	Amount	Remaining Amount	Due Date
01.02.2019	Invoice	103042	10000	☑		Order 1013		2 500,00	2 500,00	2 500,00	01.03.2019
01.02.2019	Payment	G00005	10000	☑		The Cannon Group PLC		-2 450,00	-2 450,00	-2 450,00	01.02.2019

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**

Applies-to ID	Posting Date	Document Type	Document No.	Cust... No.	Description	Currency Code	Remaining Amount	Appln. Remainin...	Amount to Apply	Appln. Amount to Apply	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...	Remaining Disc. Poss
General														
Posting Date:	01.02.2019				Description:	The Cannon Group PLC								
Document Type:	Payment				Currency Code:									
Document No.:	G00005				Amount:	-2 450,00								
Customer No.:	10000				Remaining Amount:	-2 450,00								
	13.01.2019	Credit Me	104001	10000	Credit Memo 104001		-292,84	-292,84		0,00	13.01.2019			
	31.12.2018	Invoice	00-11	10000	Opening Entries, Customers		63 473,13	63 473,13		0,00	31.01.2019	08.01.2019	08.01.2019	1 26
	31.12.2018	Invoice	00-16	10000	Opening Entries, Customers		33 852,35	33 852,35		0,00	31.01.2019	08.01.2019	08.01.2019	67
	31.12.2018	Invoice	00-9	10000	Opening Entries, Customers		50 778,50	50 778,50		0,00	31.01.2019	08.01.2019	08.01.2019	1 01
	06.01.2019	Invoice	103015	10000	Order 101001		8 269,04	8 269,04		0,00	03.02.2019	11.01.2019	11.01.2019	16
JSKORKOVSKY	16.01.2019	Invoice	103028	10000	Order 6005		4 101,88	4 101,88	4 101,88	4 101,88	16.02.2019	24.01.2019	24.01.2019	6
	21.01.2019	Invoice	103001	10000	Invoice 103001		8 182,35	8 182,35		0,00	21.02.2019	29.01.2019	29.01.2019	16
	30.01.2019	Invoice	103033	10000	Order 101016		525,50	525,50		0,00	24.02.2019	01.02.2019	01.02.2019	1
	30.01.2019	Invoice	103035	10000	Order 1005		25 000,00	25 000,00		0,00	28.02.2019	07.02.2019	07.02.2019	50
	30.01.2019	Invoice	103040	10000	Order 1011		312,75	312,75		0,00	28.02.2019	07.02.2019	07.02.2019	
	30.01.2019	Invoice	103041	10000	Order 1012		25 000,00	25 000,00		0,00	28.02.2019	07.02.2019	07.02.2019	50
	01.02.2019	Invoice	103042	10000	Order 1013		2 500,00	2 500,00		0,00	01.03.2019	09.02.2019	09.02.2019	5

Post it by icon **Post Application**

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ℹ The application was successfully posted.

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 is a different 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:

Batch Name:	DEFAULT											
Posting Date	Document Type	Document No.	Account Type	Account No.	Description		Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. ...	Amount	Bal. Account Type	Bal. Account No.
01.02.2019 ∨	Payment	G00006	Vendor	10000	London Postmaster					1 650,00	Bank Account	NBL

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

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
01.02.2019	Payment	G00006	2920	London Postmaster				-1 650,00	Vendor	10000	2884
01.02.2019	Payment	G00006	5410	London Postmaster				1 650,00	Bank Acco	NBL	2885

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.

| Batch Name:	DEFAULT												
Posting Date	Document Type	Document No.	Account Type	Account No.	Description		Gen. Posting Type	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.
28.01.2021	Refund	G00001	G/L Account	8720	Salaries					1 111,00	1 111,00	nk Account ∨	NBL

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

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
131	16.10.2019	ESF\MIKI	GENJNL	DEFAULT	2821	2822	903	902

General Ledger Entries

Posti... Date	Document Type	Document No.	G/L Acco...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...
28.01.2021	Refund	G00001	8720	Salaries				1 111,00	Bank Acco...	NBL
28.01.2021	Refund	G00001	2920	Salaries				-1 111,00	G/L Account	8720

You may reverse this transaction if for instance incorrect amount was used. Use Reverse Transaction and then Reverse icon.
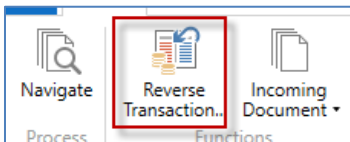
The result will be as follows

General Ledger Entries ▾

Posti... Date	Document Type	Document No.	G/L Acco...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...	Entry No.	External Docume...
28.01.2021	Refund	G00001	8720	Salaries				-1 111,00	Bank Acco...	NBL	2824	
28.01.2021	Refund	G00001	2920	Salaries				1 111,00	G/L Account	8720	2823	