

Introduction to MS Dynamics NAV

(Basic of payments)

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General Journals and its use in G/L

- It enables to post and apply payment to „open“ invoices
- It enables to post an amount from one account to another
- Recurring operations (periodic posting of similar transactions) are much more easier

General Journals and its use in G/L

- You use the General Journal window to post transactions to G/L, bank, customer, vendor and fixed assets accounts. In a General Journal (**GJ**), you enter the relevant information for the planned transaction, such as the posting date, amount and the accounts you want to post to. The information you enter in a Journal is temporary and can be changed as long as it is in the General Journal.
- If you often use the General Journal to post the same or similar journal lines, for example, in connection with payroll expenses you can you periodic one call Recurring Journals.

How to access **GJ in G/L**



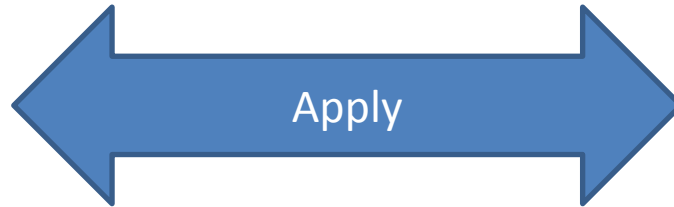
| | |
|------------------------|----------------|
| Departments | General Ledger |
| ▾ Financial Management | |
| General Ledger | |
| Cash Management | |
| Cost Accounting | |
| Cash Flow | |
| Receivables | |
| Payables | |
| Fixed Assets | |
| Inventory | |
| ▸ Periodic Activities | |
| ▸ Setup | |

| |
|--------------------------------|
| General Ledger |
| Lists |
| Chart of Accounts |
| G/L Budgets |
| Intercompany Postings |
| Handled IC Inbox Transactions |
| Handled IC Outbox Transactions |
| Incoming Documents |
| Tasks |
| General Journals |

Applying principles

Invoice

| The Customer Group PLC 10, Canal Quay Birmingham, B27 4BT United Kingdom | | Sales Invoice Page 1 CREDIT, Birmingham HC. Account No. 1000 0001 0000 14 827 407 Birmingham | | | | | | | |
|--|-------------------------|---|--------------|-------------------|------------|----------|--------------|---------------------|----------|
| Bill to Customer No. 10000 VAT Registration No. 799450276 Salesperson Peter Salford | | Phone No. +44-161-819192 Fax No. +44-161-819193 VAT Reg. No. GB079797719 0001 0000 Bank: Standard Chartered Account No. 30-50-0000 | | | | | | | |
| 26 January 2016 Invoice No. 10002 Order No. 43991 Posting Date 26.11.12 Due Date 26.12.12 Prices Including VAT No | | | | | | | | | |
| No. | Description | Planned Date | Quantity | Unit of Measure | Unit Price | Disc. % | Disc. Amount | VAT % | Amount |
| 1000-0 | ATHENS Desk | 26.01.12 | 2 | Piece | 645.40 | | | VAT25 | 1 290.80 |
| 1000-0 | ATHENS Desk | 26.01.12 | 1 | Piece | 645.40 | | | VAT25 | 645.40 |
| 1000-0 | ROSE Guest Chair, green | 26.01.12 | 1 | Piece | 125.10 | | | VAT25 | 125.10 |
| 1000-0 | ROSE Guest Chair, green | 26.01.12 | 1 | Piece | 125.10 | | | VAT25 | 125.10 |
| | | | | | | | | Total GBP Excl. VAT | 1 433.90 |
| | | | | | | | | Total GBP Incl. VAT | 1 779.80 |
| VAT Amount Specification | | | | | | | | | |
| VAT Identifier | VAT % | Line Amount | Disc. Amount | Disc. Base Amount | VAT Amount | VAT Base | VAT Amount | | |
| VAT25 | 25 | 1 433.90 | 1 433.90 | 0.00 | 1 433.90 | 358.90 | 358.90 | | |
| Total | | 1 433.90 | 1 433.90 | 0.00 | 1 433.90 | 358.90 | 358.90 | | |
| Supplier Name: Birmingham & Black Supplier Method: Ex-warehouse | | | | | | | | | |



From customer 10000 by Ctrl-F7

| Customer Ledger Entries ▾ | | | | | | | | | | | Type to filter (|
|---------------------------|---------------------|---------------|-------------|----------------------------|---------------|-------------------------------------|-----------------|------------|------------------|-----------|------------------|
| Posting Date | Document Type | Document No. | Cust... No. | Description | Curre... Code | Open | Original Amount | Amount | Remaining Amount | Due Date | |
| 31.12.2015 | Invoice | 00-1 | 10000 | Opening Entries, Customers | | <input type="checkbox"/> | 25 389,25 | 25 389,25 | 0,00 | 1.1.2016 | |
| 31.12.2015 | Invoice | 00-11 | 10000 | Opening Entries, Customers | | <input checked="" type="checkbox"/> | 63 473,13 | 63 473,13 | 63 473,13 | 31.1.2016 | |
| 31.12.2015 | Invoice | 00-16 | 10000 | Opening Entries, Customers | | <input checked="" type="checkbox"/> | 33 852,35 | 33 852,35 | 7 905,62 | 31.1.2016 | |
| 31.12.2015 | Invoice | 00-3 | 10000 | Opening Entries, Customers | | <input type="checkbox"/> | 50 778,50 | 50 778,50 | 0,00 | 7.1.2016 | |
| 31.12.2015 | Invoice | 00-6 | 10000 | Opening Entries, Customers | | <input type="checkbox"/> | 67 704,67 | 67 704,67 | 0,00 | 11.1.2016 | |
| 31.12.2015 | Invoice | 00-9 | 10000 | Opening Entries, Customers | | <input checked="" type="checkbox"/> | 50 778,50 | 50 778,50 | 20 778,50 | 31.1.2016 | |
| 10.1.2016 | Invoice | 103015 | 10000 | Order 101001 | | <input type="checkbox"/> | 8 269,04 | 8 269,04 | 0,00 | 7.2.2016 | |
| 17.1.2016 | Credit Me... | 104001 | 10000 | Credit Memo 104001 | | <input checked="" type="checkbox"/> | -292,84 | -292,84 | -292,84 | 17.1.2016 | |
| 17.1.2016 | Payment | 2596 | 10000 | Payment 2016 | | <input type="checkbox"/> | -25 389,25 | -25 389,25 | 0,00 | 17.1.2016 | |
| 17.1.2016 | Payment | 2596 | 10000 | Payment 2016 | | <input type="checkbox"/> | -50 778,50 | -50 778,50 | 0,00 | 17.1.2016 | |
| 17.1.2016 | Payment | 2596 | 10000 | Payment 2016 | | <input type="checkbox"/> | -67 704,67 | -67 704,67 | 0,00 | 17.1.2016 | |
| 20.1.2016 | Invoice | 103028 | 10000 | Order 6005 | | <input type="checkbox"/> | 4 101,88 | 4 101,88 | 0,00 | 20.2.2016 | |
| 25.1.2016 | Invoice | 103001 | 10000 | Invoice 103001 | | <input type="checkbox"/> | 8 182,35 | 8 182,35 | 0,00 | 25.2.2016 | |
| 28.1.2016 | Invoice | 103032 | 10000 | Invoice 1005 | | <input type="checkbox"/> | 3 500,00 | 3 500,00 | 0,00 | 28.2.2016 | |
| 28.1.2016 | Invoice | 103033 | 10000 | Order 1001 | | <input checked="" type="checkbox"/> | 343 750,00 | 343 750,00 | 343 750,00 | 28.2.2016 | |

Impacts to G/L (General Ledger Entries)

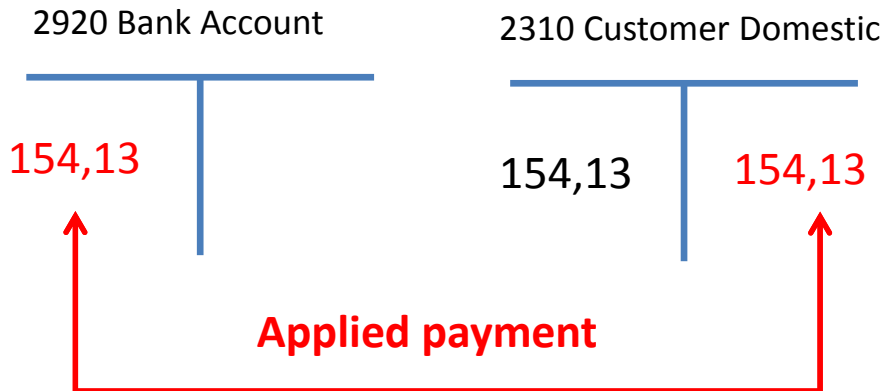
View - General Ledger Entries - 6110 Sales, Retail - Dom.

HOME ACTIONS

Navigate Incoming Document Reverse Transaction... Dimensions G/L Dimension Overview Value Entries Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh Clear Filter

General Ledger Entries ▾

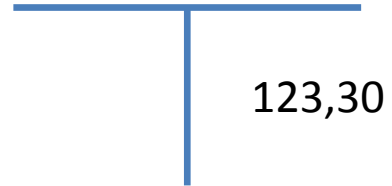
| Posting Date | Document Type | Document No. | G/L Accou... | Description | Gen. Postin... | Gen. Bus. Posting ... | Gen. Prod. Posting ... | Amount | Bal. Accou... |
|--------------|---------------|--------------|--------------|--------------|----------------|-----------------------|------------------------|---------|---------------|
| 11.9.2016 | Invoice | 103043 | 6110 | Invoice 1010 | Sale | NATIONAL | RETAIL | -123,30 | G/L Account |
| 11.9.2016 | Invoice | 103043 | 5610 | Invoice 1010 | | | | -30,83 | G/L Account |
| 11.9.2016 | Invoice | 103043 | 2310 | Invoice 1010 | | | | 154,13 | G/L Account |



5610 Sales VAT 25%



6110 Sales Retail Domestic



$$154,13 = 123,30 + 30,83$$


General Journal Structure

General Ledger

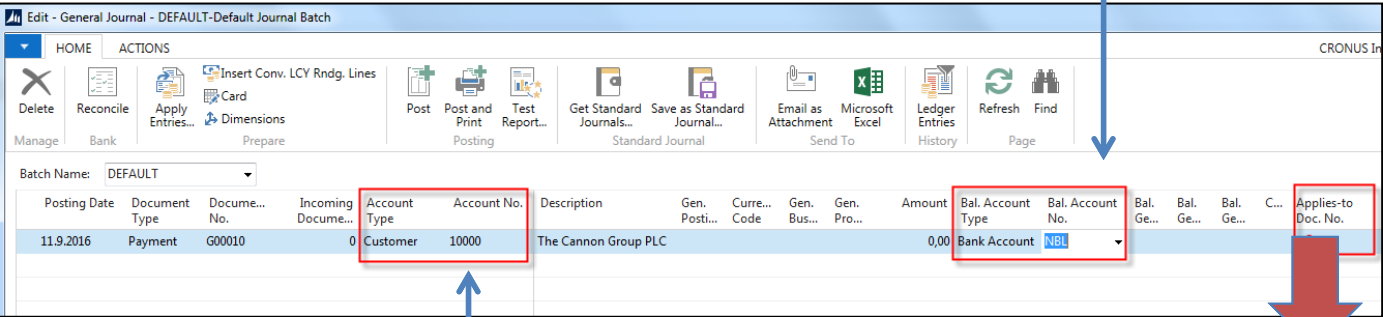
Lists
 Chart of Accounts
 G/L Budgets

Intercompany Postings
 Handled IC Inbox Transactions
 Handled IC Outbox Transactions
 Incoming Documents

Tasks
 General Journals



Code NBL represents through Bank Account Posting Group G/L Account 2920



| Posting Date | Document Type | Docume... No. | Incoming Docume... | Account Type | Account No. | Description | Gen. Posti... | Cur... | Gen. Code | Gen. Bus... | Gen. Pro... | Amount | Bal. Account Type | Bal. Account No. | Bal. Ge... | Bal. Ge... | Bal. Ge... | C... | Applies-to Doc. No. |
|--------------|---------------|---------------|--------------------|--------------|-------------|----------------------|---------------|--------|-----------|-------------|-------------|--------|-------------------|------------------|------------|------------|------------|------|---------------------|
| 11.9.2016 | Payment | G00010 | 0 | Customer | 10000 | The Cannon Group PLC | | | | | | 0,00 | Bank Account | NBL | | | | | |

Code 10000 represents through Customer Posting Group G/L Account 2310

F4 or mouse cursor to access list of open documents (Invoices and Credit Memos)

See list of open documents on the next slide

Firstly you must display a new field that is not yet shown so far.
 It is necessary to find the Select column option with the right mouse button
 and to find the required field in the left segment - Apply to Doc.
 The number and move it to the right of the screen.

Posted Entries of different types(Customer Entries, Payment Entries, Credit Memo Entries,.....)

Apply Customer Entries - 10000 - The Cannon Group PLC

HOME ACTIONS NAVIGATE

Set Applies-to ID | Navigate | Post Application... | Refresh | Find

Process Page

General

Posting Date: 11.9.2016 Description: The Cannon Group PLC

Document Type: Payment Currency Code:

Document No.: G00010 Amount: 0,00

Customer No.: 10000 Remaining Amount: 0,00

| Posting Date | Document Type | Document No. | Cust... No. | Description | Currency Code | Remaining Amount | Appln. Remainin... | Amount to Apply | Appln. Amount to Apply | Due Date |
|--------------|---------------|--------------|-------------|----------------------------|---------------|------------------|--------------------|-----------------|------------------------|------------|
| 17.1.2016 | Credit Me... | 104001 | 10000 | Credit Memo 104001 | | -292,84 | -292,84 | 0,00 | 0,00 | 17.1.2016 |
| 11.9.2016 | Credit Memo | 104006 | 10000 | Credit Memo 1001 | | -44,50 | -44,50 | 0,00 | 0,00 | 11.9.2016 |
| 11.9.2016 | Payment | G00001 | 10000 | The Cannon Group PLC | | -43,61 | -43,61 | 0,00 | 0,00 | 11.9.2016 |
| 11.9.2016 | Payment | G00005 | 10000 | The Cannon Group PLC | | -17 109,00 | -17 109,00 | 0,00 | 0,00 | 11.9.2016 |
| 31.12.2015 | Invoice | 00-11 | 10000 | Opening Entries, Customers | | 63 473,13 | 63 473,13 | 0,00 | 0,00 | 31.1.2016 |
| 31.12.2015 | Invoice | 00-16 | 10000 | Opening Entries, Customers | | 7 905,62 | 7 905,62 | 0,00 | 0,00 | 31.1.2016 |
| 31.12.2015 | Invoice | 00-9 | 10000 | Opening Entries, Customers | | 20 778,50 | 20 778,50 | 0,00 | 0,00 | 31.1.2016 |
| 28.1.2016 | Invoice | 103033 | 10000 | Order 1001 | | 343 750,00 | 343 750,00 | 0,00 | 0,00 | 28.2.2016 |
| 11.9.2016 | Invoice | 103037 | 10000 | Order 1006 | | 187,50 | 187,50 | 187,50 | 187,50 | 11.10.2016 |
| 11.9.2016 | Invoice | 103038 | 10000 | Order 1007 | | 187,50 | 187,50 | 187,50 | 187,50 | 11.10.2016 |
| 11.9.2016 | Invoice | 103039 | 10000 | Order 1008 | | 187,50 | 187,50 | 0,00 | 0,00 | 11.10.2016 |
| 11.9.2016 | Invoice | 103040 | 10000 | Order 1011 | | 25 000,00 | 25 000,00 | 0,00 | 0,00 | 11.10.2016 |
| 11.9.2016 | Invoice | 103041 | 10000 | Order 1012 | | 156,38 | 156,38 | 0,00 | 0,00 | 11.10.2016 |
| 11.9.2016 | Invoice | 103042 | 10000 | Order 1015 | | 44,50 | 44,50 | 0,00 | 0,00 | 11.10.2016 |
| 11.9.2016 | Invoice | 103043 | 10000 | Invoice 1010 | | 154,13 | 154,13 | 0,00 | 0,00 | 11.10.2016 |

Select document and click on the OK button to see it (or use Navigate icon)

NewsSale Order creation

Customer 10000

| Type | No. | Description | Location Code | Quantity | Qty. to A... | Reserved Quantity | Unit of Measu... | Unit Price Excl. VAT | Line Amount Excl. VAT |
|------|--------|------------------------|---------------|----------|--------------|-------------------|------------------|----------------------|-----------------------|
| Item | 1936-S | BERLIN Guest Chair,... | BLUE | 1 | | | PCS | 150,00 | 150,00 |

Change manually Unit price to 150 to get more simple data later!

F9

Microsoft Dynamics NAV

Ship
 Invoice
 Ship and Invoice

OK Cancel

Customer Ledger Entries (CLE) – see our PWP show about SO

NAVIGATE REPORT

Edit View Delete Sales Journal Statement Comments Contact Dimensions Credit Cards Ledger Entries

Customers 10000

Show results:

Where No. is Enter a value.

Add Filter

| No. | Name | Resp... Center | Location Code | Phone No. | Contact |
|-------|----------------------|-------------------|------------------|--------------|---------------|
| 10000 | The Cannon Group PLC | BIRMI... | BLUE | | Mr. Andy Teal |

Author modified columns of CLE to see fields Open and Entry number as well!

Customer Ledger Entries Type to filter (F3) Document

Show results:

Where Customer No. is 10000

And Document No. is 103032

Add Filter

Checked **Open field** means, that this invoice was not paid yet (applied by payment)

| Posti... Date | Document Type | Document No. | Cust... No. | Description | C.. C.. | Original Amount | Open | Entry No. | Amount | Remaining Amount | Due Date |
|------------------|------------------|-----------------|----------------|-------------|------------|--------------------|-------------------------------------|--------------|--------|---------------------|-----------|
| 24.1.2019 | Invoice | 103032 | 10000 | Order 1001 | | 187,50 | <input checked="" type="checkbox"/> | 2823 | 187,50 | 187,50 | 24.2.2019 |

G/L Journal is prepared to be posted

Batch Name: **CASH**

| Posting Date | Document Type | Document No. | Account Type | Account No. | Description | Amount | Bal. Account Type | Bal. Account No. | Gen. Postin... |
|--------------|----------------|--------------|-----------------|--------------|-----------------------|--------|---------------------|------------------|----------------|
| 24.1.2019 | Payment | G00001 | Customer | 10000 | The Cannon Group P... | 0,00 | Bank Account | NBL | |

HOME ACTIONS NAVIGATE

Delete Reconcile **Apply Entries...** Preview Posting Dimensions

Apply Customer Entries - 10000 - The Cannon Group PLC

HOME ACTIONS NAVIGATE

Set Applies-to ID Navigate Post Application... Refresh Find

Process Page

General

Posting Date: 24.1.2019 Description: The Cannon Group PLC

Document Type: Payment Currency Code:

Document No.: G00001 Amount: 0,00

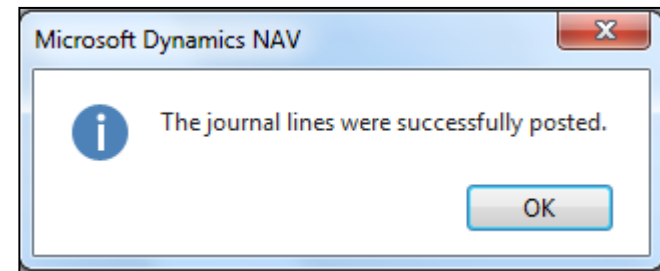
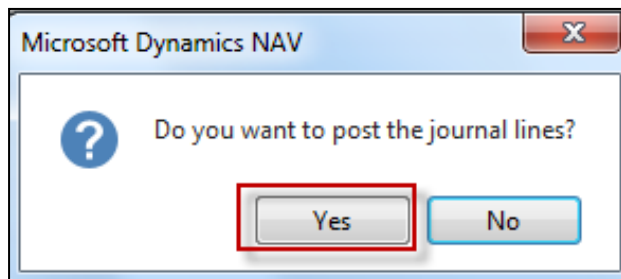
Customer No.: 10000 Remaining Amount: 0,00

| Applies-to ID | Posting Date | Document Type | Document No. | Cust... No. | Description | Currency Code | Remaining Amount | Appln. Remainin... | Amount to Apply | Appln. A tc |
|---------------|------------------|---------------------|---------------|--------------|--------------------------|---------------|------------------|--------------------|-----------------|-------------|
| | 13.1.2019 | Credit Me... | 104001 | 10000 | Credit Memo 104001 | | -292,84 | -292,84 | 0,00 | |
| | 31.12.2018 | Invoice | 00-11 | 10000 | Opening Entries, Cust... | | 63 473,13 | 63 473,13 | 0,00 | |
| | 31.12.2018 | Invoice | 00-16 | 10000 | Opening Entries, Cust... | | 33 852,35 | 33 852,35 | 0,00 | |
| | 31.12.2018 | Invoice | 00-9 | 10000 | Opening Entries, Cust... | | 50 778,50 | 50 778,50 | 0,00 | |
| | 6.1.2019 | Invoice | 103015 | 10000 | Order 101001 | | 8 269,04 | 8 269,04 | 0,00 | |
| | 16.1.2019 | Invoice | 103028 | 10000 | Order 6005 | | 4 101,88 | 4 101,88 | 0,00 | |
| | 21.1.2019 | Invoice | 103001 | 10000 | Invoice 103001 | | 8 182,35 | 8 182,35 | 0,00 | |
| G00001 | 24.1.2019 | Invoice | 103032 | 10000 | Order 1001 | | 187,50 | 187,50 | 187,50 | |

GJ after application entry for setup payment

Batch Name: CASH

| Posting Date | Document Type | Document No. | Account Type | Account No. | Description | Amount | Bal. Account Type | Bal. Account No. |
|--------------|---------------|--------------|--------------|-------------|-----------------------|---------|-------------------|------------------|
| 24.1.2019 | Payment | G00001 | Customer | 10000 | The Cannon Group P... | -183,75 | Bank Account | NBL |



How to find out what we have done so far

Archive

History

G/L Registers

General Ledger Entries

G/L Budget Entries

VAT Entries

HOME ACTIONS NAVIGATE REPORT

General Ledger Customer Ledger Vendor Ledger Bank Account Ledger Fixed Asset Ledger Maintenance Ledger VAT Entries Reverse Register... Item Ledger Relation Detail Trial Balance Trial Balance by Period G/L Register Microsoft Excel Show as List Show as Chart

Departments

- Financial Management
 - General Ledger
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables

G/L Registers

| No. | Creation Date | User ID | Source Code | Journal Batch... | From Entry No. | To Entry No. | From VAT Entry No. | To VAT Entry No. |
|-----|---------------|----------|-------------|------------------|----------------|--------------|--------------------|------------------|
| 130 | 18.10.2017 | ESF\MIKI | SALES | | 2821 | 2823 | 902 | 902 |
| 131 | 18.10.2017 | ESF\MIKI | GENJNL | CASH | 2824 | 2826 | 903 | 902 |

In NAV 2018w1 go to the first line please!

How to find out what we have done so far

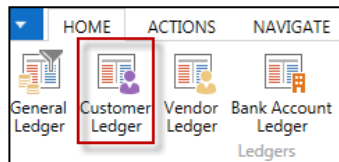
General Ledger Entries ▾ Type to filter (F3) | Posting Date ▾ →

Show results:

✗ Where Entry No. ▾ is 2824..2826

+ Add Filter

| Posting Date | Document Type | Document No. | G/L Accou... | Description | Gen. Posti... | Gen. Bus. Posting ... | Gen. Prod... | Amount | Bal. Accou... | Bal. Accou... | Entry No. ▲ |
|--------------|---------------|--------------|--------------|----------------------|---------------|-----------------------|--------------|---------|---------------|---------------|-------------|
| 24.1.2019 | Payment | G00001 | 2920 | The Cannon Group PLC | | | | 183,75 | Customer | 10000 | 2824 |
| 24.1.2019 | Payment | G00001 | 2310 | The Cannon Group PLC | | | | -187,50 | Bank Acco... | NBL | 2825 |
| 24.1.2019 | Payment | G00001 | 9250 | The Cannon Group PLC | | | | 3,75 | G/L Account | | 2826 |



Debit side = plus sign and Credit side=minus sign - syntax rule

Customer Ledger Entries ▾ 10000 | Customer

Show results:

✗ Where Posting Date ▾ is

+ Add Filter

| Posting Date | Document Type | Document No. | Customer No. | Description | C.. C.. | Original Amount | Open | E... ▲ | Amount | Remaining Amount | Due Date |
|--------------|---------------|--------------|--------------|------------------|---------|-----------------|--------------------------|--------|---------|------------------|-----------|
| 24.1.2019 | Invoice | 103032 | 10000 | Order 1001 | ↕ | 187,50 | <input type="checkbox"/> | 2823 | 187,50 | 0,00 | 24.2.2019 |
| 24.1.2019 | Payment | G00001 | 10000 | The Cannon Gr... | ↕ | -183,75 | <input type="checkbox"/> | 2825 | -187,50 | 0,00 | 24.1.2019 |

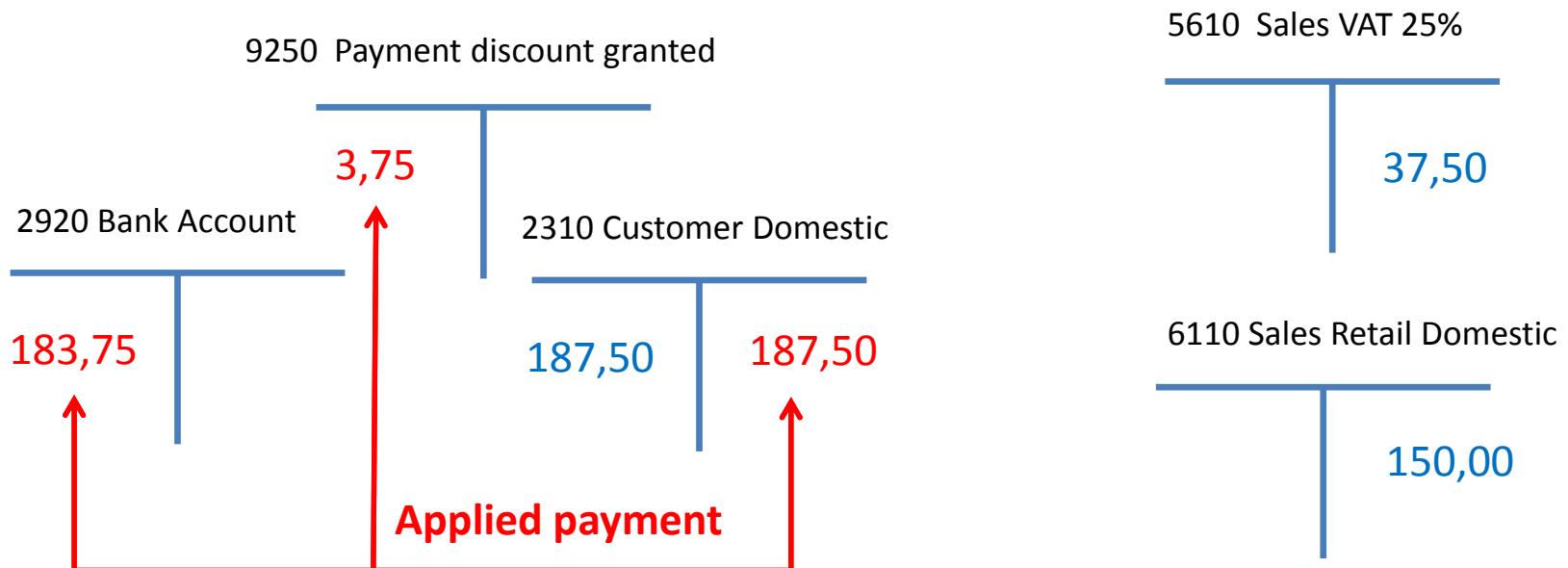
General Ledger Entries ▾ Type to filter (F3) | Po

Show results:

✗ Where Entry No. ▾ is 2821..2826 ▾

+ Add Filter

| Posting Date | Document Type | Document No. | G/L Accou... | Description | Gen. Posti... | Gen. Bus. Posting ... | Gen. Prod... | Amount | Bal. Accou... |
|--------------|---------------|--------------|--------------|----------------------|---------------|-----------------------|--------------|---------|---------------|
| 24.1.2019 | Invoice | 103032 | 6110 | Order 1001 | Sale | NATIONAL | RETAIL | -150,00 | G/L Account |
| 24.1.2019 | Invoice | 103032 | 5610 | Order 1001 | | | | -37,50 | G/L Account |
| 24.1.2019 | Invoice | 103032 | 2310 | Order 1001 | | | | 187,50 | G/L Account |
| 24.1.2019 | Payment | G00001 | 2920 | The Cannon Group PLC | | | | 183,75 | Customer |
| 24.1.2019 | Payment | G00001 | 2310 | The Cannon Group PLC | | | | -187,50 | Bank Acco... |
| 24.1.2019 | Payment | G00001 | 9250 | The Cannon Group PLC | | | | 3,75 | G/L Account |



Additional tasks

- Prepare Purchase order and post it by **F9**
- Enter data to General Journal (Vendor and Bank Account)
- Find unapplied Vendor entry related to just posted PO (by us of Appl. To doc. No filed)
- Post GJ (General Journal)
- See Vendor entries to see application
- Use icon Applied entries to see applied pair !!
- Can we unapply entries for Customer (Vendor) entry window?

Purchase Order


| | | | |
|-----------------|--------------------------|--------------------------------|--------------|
| Vendor No.: | 50000 | Vendor Invoice No.: | MPH-AOPR_001 |
| Vendor Name: | Service Electronics Ltd. | Purchaser Code: | RL |
| Buy-from | | No. of Archived Versions: | 0 |
| Address: | 172 Field Green | Order Date: | 28.01.2021 |
| Address 2: | | Quote No.: | |
| Post Code: | WD2 4RG | Vendor Order No.: | |
| City: | Watford | Vendor Shipment No.: | |
| Contact No.: | CT000137 | Alternate Vendor Address Code: | |
| Contact: | Mr. Marc Zimmerman | Responsibility Center: | |
| Document Date: | 28.01.2021 | Assigned User ID: | |
| Posting Date: | 28.01.2021 | Status: | Open |
| Due Date: | 31.01.2021 | | |

| Type | No. | Description | Location Code | Quantity | Reserved Quantity | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT | Qty. to Receive | Quantity Received | Qty. to Invoice |
|------|--------|------------------|---------------|----------|-------------------|----------------------------|-----------------------|-----------------|-------------------|-----------------|
| Item | 1928-S | Desk Swivel Lamp | BLUE | 3 | | 27,80 | 83,40 | 3 | | 3 |



F9-Post

Microsoft Dynamics NAV ✕

 Receive

Invoice

Receive and Invoice

Vendor entries

Vendor Ledger Entries ▾

| Posting Date | Document Type | Document No. | External Docume... | Vendor No. | Description | Currency Code | Payment Metho... | Original Amount | Amount | Amount (LCY) | Open | Remaining Amount | Remaining Amt. (LCY) | Due Date |
|--------------|---------------|--------------|--------------------|------------|--------------|---------------|------------------|-----------------|---------|--------------|-------------------------------------|------------------|----------------------|------------|
| 28.01.2021 | Invoice | 108038 | MPH-AOPR_... | 50000 | Order 106026 | | | -104,25 | -104,25 | -104,25 | <input checked="" type="checkbox"/> | -104,25 | -104,25 | 31.01.2021 |

General Journal I.

- Departments
- ▾ Financial Management
 - General Ledger I**
 - Cash Management
 - Cost Accounting
 - Cash Flow
 - Receivables
 - Payables
 - Fixed Assets
 - Inventory
 - Periodic Activities
 - Setup
 - Sales & Marketing
 - Purchasing
 - Warehouse

General Ledger

Lists
Chart of Accounts
G/L Budgets

Analysis & Reporting
G/L Account Categories

Intercompany Postings
Handled Intercompany Inbox Transactions
Handled Intercompany Outbox Transactions
Incoming Documents

Tasks
General Journals

Intercompany Postings

| Batch Name: CASH | | Posting Date | Docume... 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. | Bal. Gen. Posting Type |
|------------------|--|--------------|-------------------|-----------------|-----------------|-------------|-------------|----------------------|--------------------------|---------------------------|--------|--------------|----------------------|---------------------|---------------------------|
| | | 28.01.2021 | ▾ | G00001 | G/L Account | | | | | | 0,00 | 0,00 | G/L Account | 2910 | |

General Journal II

| Batch Name: CASH | | | | | | | | | | | | | |
|------------------|-------------------|-----------------|-----------------|-------------|-------------|----------------------|--------------------------|---------------------------|--------|--------------|----------------------|---------------------|---------------------------|
| Posting Date | Docume... 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. | Bal. Gen. Posting Type |
| 28.01.2021 | | G00001 | G/L Account | | | | | | 0,00 | 0,00 | G/L Account | 2910 | |

When changing the value in the Batch field from Cash to Default, it is necessary to delete a possible system design (about ten lines) with the help of the selection and the Delete icon

| Batch Name: DEFAULT | | | | | | | | | | | | | |
|---------------------|-------------------|-----------------|-----------------|-------------|--------------------------|---------------|---------------|-------------|--------|--------------|----------------------|---------------------|---------------------------|
| Posting Date | Docume... Type | Document No. | Account Type | Account No. | Description | Gen. Posti... | Gen. Bus. ... | Gen. Pro... | Amount | Amount (LCY) | Bal. Account Type | Bal. Account No. | Bal. Gen. Posting Type |
| 28.01.2021 | | G00001 | Vendor | 5000D | Service Electronics Ltd. | | | | 0,00 | 0,00 | Bank Account | NBL | |

General Journal III.

| Batch Name: DEFAULT | | | | | | | | | | | | | |
|---|-------------------|-----------------|-----------------|-------------|--------------------------|------------------|------------------|----------------|--------|--------------|----------------------|---------------------|---------------------------|
| Posting Date | Docume... Type | Document No. | Account Type | Account No. | Description | Gen. Posti... | Gen. Bus. ... | Gen. Pro... | Amount | Amount (LCY) | Bal. Account Type | Bal. Account No. | Bal. Gen. Posting Type |
| 28.01.2021 | | G00001 | Vendor | 5000 | Service Electronics Ltd. | | | | 0,00 | 0,00 | Bank Account | NBL | |

Completion of the required field. Firstly you must display a new field that is not yet shown so far. It is necessary to find the Select column option with the right mouse button and to see the required field in the left segment - Apply to Doc.

The number and move it to the right of the screen.

Display options

Choose columns

FactBoxes

Ribbon

Choose which columns to show on the list

Available columns:

- Applied
- Applied Automatically
- Applies-to Doc. No.
- Applies-to Doc. Type
- Applies-to Ext. Doc. No.
- Applies-to ID
- Area Code
- Bal. VAT Amount
- Bal. VAT Bus. Posting Group
- Bal. VAT Difference
- Bal. VAT Prod. Posting Group

Add >>

<< Remove

Show columns in this order:


- Posting Date
- Document Type
- Document No.
- Account Type
- Account No.
- Freeze pane -----
- Description
- Gen. Posting Type
- Gen. Bus. Posting Group
- Gen. Prod. Posting Group
- Amount

Move Up

Move Down

Add Freeze Pane

Quick Entry



General Journal IV.

Batch Name:

| Posting Date | Docume... Type | Document No. | Account Type | Account No. | Applies-to Doc. No. | Description | Gen. Posti... | Gen. Bus. ... | Gen. Pro... | Amount | Amount (LCY) | Bal. Account Type | Bal. Account No. |
|--------------|----------------|--------------|--------------|-------------|---------------------|--------------------------|---------------|---------------|-------------|--------|--------------|-------------------|------------------|
| 28.01.2021 | | G00001 | Vendor | 50000 | | Service Electronics Ltd. | | | | 0,00 | 0,00 | Bank Account | NBL |



General

Posting Date: Currency Code:

Document Type: Amount:

Document No.: Remaining Amount:

| Posting Date | Document Type | Document No. | External Docume... | Vendor No. | Description | Currency Code | Remaining Amount | Appln. Remainin... | Amount to Apply |
|--------------|---------------|--------------|--------------------|------------|--------------|---------------|------------------|--------------------|-----------------|
| 28.01.2021 | Invoice | 108038 | MPH-AOPR_... | 50000 | Order 106026 | | -104,25 | -104,25 | 0,00 |



Edit - General Journal - DEFAULT-Default Journal Batch

HOME ACTIONS NAVIGATE

Batch Name:

| Posting Date | Docume... Type | Document No. | Account Type | Account No. | Applies-to Doc. No. | Description | Gen. Posti... | Gen. Bus. ... | Gen. Pro... | Amount | Amount (LCY) | Bal. Account Type | Bal. Account No. |
|--------------|----------------|--------------|--------------|-------------|---------------------|--------------------------|---------------|---------------|-------------|--------|--------------|-------------------|------------------|
| 28.01.2021 | Payment | G00001 | Vendor | 50000 | 108038 | Service Electronics Ltd. | | | | 104,25 | 104,25 | Bank Account | NBL |



Vendor Entries and access to General Ledger entries

Vendor Ledger Entries ▾

| Posting Date | Document Type | Document No. | External Docume... | Vendor No. | Description | Currency Code | Payment Metho... | Original Amount | Amount | Amount (LCY) | Open | Remaining Amount | Remaining Amt. (LCY) | Due Date |
|--------------|---------------|--------------|--------------------|------------|--------------------|---------------|------------------|-----------------|---------|--------------|--------------------------|------------------|----------------------|------------|
| 28.01.2021 | Invoice | 108038 | MPH-AOPR_... | 50000 | Order 106026 | | | -104,25 | -104,25 | -104,25 | <input type="checkbox"/> | 0,00 | 0,00 | 31.01.2021 |
| 28.01.2021 | Payment | G00001 | | 50000 | Service Electro... | | | 104,25 | 104,25 | 104,25 | <input type="checkbox"/> | 0,00 | 0,00 | 28.01.2021 |

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General Ledger Entries

HOME ACTIONS NAVIGATE REPORT

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| No. | Creation Date | User ID | Source Code | Journal Batch... | From Entry No. | To Entry No. | From VAT Entry No. | To VAT Entry No. |
|-----|---------------|-------------|-------------|------------------|----------------|--------------|--------------------|------------------|
| 134 | 29.10.2020 | DESKTOP-... | GENJNL | DEFAULT | 2832 | 2833 | 907 | 906 |

General Ledger entries

General Ledger Entries ▾

Show results:

✗ Where Entry No. ▾ is 2832..2833

+ Add Filter

| 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 | Payment | G00001 | 5410 | Service Electronics Ltd. | | | | 104,25 | Bank Acco... | NBL | 2833 | |
| 28.01.2021 | Payment | G00001 | 2920 | Service Electronics Ltd. | | | | -104,25 | Vendor | 50000 | 2832 | |

End of the section

(Basic of Payments)

