

## **Introduction to Navision 4.00**

 **Jaromír Skorkovský, MS., PhD.**

 **ESF –MU, Czech Republic**

## **Class Information**

Starting time

Ending time

Breaks

Lunch

Telephones

Prerequisites

Language

## **Training Materials**

- Navision DEMO 4.00 (description of limits)
- Courseware 8324A
- PWP FEAS (not a part of the standard materials, could be purchased upon request)
- Courseware (Slides MBS Navision for every course)
- Training plan for every course

## **Training Plan I 8324A**

- Getting started
- Terminology (see Appendix B in the Courseware)
- Basic principles (shortcut keys, icons, links, sorting, searching, online help, windows, copy and paste, editing fields,...)
- Instruction on how to change the look of your Navision (moving, showing, changing column width and changing row height)
- License File – pricing – granules

## **Training Plan II 8324A**

- Filters ( Field Filter, Table Filter, Flow Filter)
- Used Shortcuts (W,T,C,CM,CY,...)
- Objects (Tables, Forms, Reports,...) –see C/SIDE to see other
- Navigation – drill down features
- **Technology** (database, versions, backup, companies, security levels, Navision Application Server (middle tier used to execute Business Logic without User Intervention, ), MS SQL Server , SIFT Technology, C/SIDE, Optimistic Concurrency, Relations between Tables

## **Training Plan III 8324A**

- Order Processing (Purchases) – short introduction to Inventory
- Payables and General Ledger Basic Principles
- Order Processing (Sales)
- Receivables and General Ledger
- Dimensions (Dimension Types : Global, Shortcut and Budget)
- Finance- reporting (basics)
- Manufacturing (upon request)
- Marketing
- Resource Planning
- Service Management (basics)
- HR

## License file part I (header)

```
.....  
Microsoft Business Solutions ApS Licensefile  
.....  
(C) Microsoft Business Solutions ApS  
.....  
License number      : CZ-ZA-000-EHLZ9-Q  
Licensed to        : CRONUS s.r.o.  
                    Jaroslav Rambousek  
                    Na nábřeží 258  
  
                    600 02 Brno  
                    Czech Republic  
                    +420-5-4323-6577  
.....
```



## License file part II (lines)

```
*****  
Granule ID      Name                                          Amount E  
-----  
      540 Demonstration Basic Granule                1  
    1,200 Session                                    2  
    1,310 Database Expansion per 1 MB              100  
    1,370 Database Expansion per 1 GB                1  
    1,520 Server - Windows NT (Intel)                1  
    1,700 C/ODBC                                      1  
    1,960 Test Integration                            1  
    2,010 Server - Microsoft SQL Server Option      1  
    2,105 Allow new versions                          1  
    4,803 Application Wide - Chinese (PRC)            1  
    4,804 Application Wide - Chinese (Taiwan)         1  
    4,805 Application Wide - English (Phillippines)   1  
    4,806 Application Wide - English (Zimbabwe)       1  
    4,807 Application Wide - French (Monaco)          1  
    4,808 Application Wide - Hindi                    1
```



## License file part III (lines)

3,010	General Ledger - Basic General Ledger	1
3,020	General Ledger - Allocations	1
3,030	General Ledger - Budgets	1
3,040	General Ledger - Account Schedules	1
3,050	General Ledger - Consolidation	1
3,060	General Ledger - Responsibility Centers	1
3,070	General Ledger - Basic XBRL	1
3,080	General Ledger - Change Log	1
3,250	Sales & Receivables	1
3,260	Sales & Receivables - Basic Receivables	1
3,270	Sales & Receivables - Sales Invoicing	1
3,280	Sales & Receivables - Sales Order Management	1
3,290	Sales & Receivables - Sales Invoice Discounts	1
3,300	Sales & Receivables - Customer/Item Discounts	1
3,310	Sales & Receivables - Alternative Ship-to's	1
3,320	Sales & Receivables - Order Promising	1
3,340	Sales & Receivables - Shipping Agents	1
3,350	Sales & Receivables - Sales Return Order Mgt.	1
3,360	Sales & Receivables - Calendars	1
3,370	Sales & Receivables - Sales Line Discount	1
3,380	Sales & Receivables - Sales Line Pricing	1

**Other groups : Purchase and Payables, Inventory, Resources and Jobs, Cash Management, Relationship Management (CRM), Fixed Assets, Service Management, Manufacturing,..... see license itself**

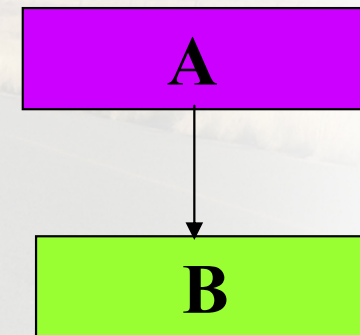
## Price List (part of it)

General Ledger					
<input type="checkbox"/>	Basic General Ledger (Includes 1 User)	3010	1 500	450,00	0,00
<input type="checkbox"/>	Allocations	3020	1 000	300,00	0,00
<input type="checkbox"/>	Budgets	3030	1 000	300,00	0,00
<input type="checkbox"/>	Accounts Schedules	3040	1 000	300,00	0,00
<input type="checkbox"/>	Consolidation	3050	2 500	750,00	0,00
<input type="checkbox"/>	Responsibility Centers	3060	2 500	750,00	0,00
<input type="checkbox"/>	Basic XBRL	3070	500	150,00	0,00
<input type="checkbox"/>	Change Log	3080	500	150,00	0,00
<input type="checkbox"/>	Inter-company Postings (version 4.00 or later only)	3090	7 000	2 100,00	0,00

## License (granules) description (~ 62 pages)

Purchase Invoice Discounts (3,540) Supply Chain	This granule lets you calculate invoice discounts automatically. The discount can differ from vendor to vendor with different minimum amounts (also in different currencies) and different rates, depending on the size of the invoice. The discount is calculated on the individual item lines and becomes part of the net sum of the invoice. Requirements: Purchase Invoicing
Requisition Management (3,550) Supply Chain	You use this granule to automate the requisition procedure. Requisition Management automatically generates suggested purchases based on a variety of data such as minimum and maximum quantities, reorder quantities, and so on. Requirements: Purchase Order Management and Basic Inventory
Alternative Order Addresses (3,560) Supply Chain	You use this granule for vendors with more than one order address. The number of possible order addresses is unlimited. Requirements: Purchase Invoicing
Purchase Return Order Management (3570) Supply Chain	This granule allows you to create a purchase return order, to compensate your own company for wrong or damaged items. Items can be picked from the purchase return order. It is possible to do partial return shipments and to combine return shipments in one credit memo. With this granule you can link purchase return orders with replacement purchase orders. Requirements: Purchase Order Management and Basic Inventory
Purchase Line Discount (3,580) Supply Chain	You use this granule to work with purchase discounts that are vendor specific. With a line discount, you negotiate the percentage that the vendor, will give as a discount Requirements: Basic Inventory and Purchase Invoicing

### Dependency



**To have B you have to Acquire A**

## Filters I

Tool bar



Field

Table

Flow

No.	Name	Responsibility Center	Location Code	Phone No.	Contact
10000	UP Liberec s.p.	LIBEREC			Paní Nicholas Christopol
20000	TON s.r.o.	LIBEREC	ŽLUTÝ		Pan Pavel Czernek
30000	Mach a spol. v.o.s.				Pan Alexander Eggerer
40000	PILA s.r.o.		ZELENÝ		Pan Vít Freit
50000	ElektroProfi s.r.o.				Pan Marek Zachoval

## Filters II

Meaning	Sample Expression	Record Content Displayed
Equal to	377	377
Interval	1100..2100	1100 through 2100.
	..2500	Up to and including 2500.
	P8..	Information for accounting Period 8 and thereafter.
Either/or	1200 1300	Those with 1200 or 1300. If there is a record with each number, both will be displayed.
And	<2000&>1000	Numbers that are less than 2000 and greater than 1000. (The "&" sign cannot be used by itself with numbers because records cannot contain two numbers.)

## Filters III

Different from (not equal to)	$\neq 0$ $\neq 1000 \& \neq 2000$	All numbers except 0. All numbers that are not 1000 and not 2000
Greater than	$> 1200$	Numbers greater than 1200.
Greater than or equal to	$\geq 1200$	Numbers greater than or equal to 1200.
Less than	$< 1200$	Numbers less than 1200.
Less than or equal to	$\leq 1200$	Numbers less than or equal to 1200.

## Filters IV


Meaning	Sample Expression	Record Content Displayed
An unspecified number of unknown characters (may be none)	*Co*	Textual matter than contains *co* such as uncooperative, company, etc.
	Co*	Textual matter than begins with co* such as coordinate, company, etc.
	*co	Textual matter than ends with *co such as Debtco.
One unknown character	Hans?n	Textual matter than contains the specified letters, and one unspecified, such as Hanson or Hansen.
Calculate first	30 (>=10&<=20)	Those records with number 30, or with a number between 10 and 20 (the result of the calculation within parentheses).
Ignore case	@department	Textual matter containing Department or department.

## Filters V








Combination	Meaning
5999 8100..8490	Include any records with the number 5999 or a number from the interval 8100 through 8490.
..1299 1400..	Include records with a number less than or equal to 1299 or a number equal to 1400 or greater, that is, all numbers except 1300 through 1399.
>50&<100	Include records with numbers that are greater than 50 and less than 100, that is, numbers 51 through 99.
*C*&*D*	Texts containing both C and D.
@*co?*	Texts containing co., CO., Co., cot, cope, incorporated... (CO, cO, co or Co must be present, followed by at least one character, but there can be an indefinite number of characters before and after these, and case is unimportant).



## Quick View of Icons and F Keys I

Function	Keyboard Shortcut
Search for information from a list of contents	F5 (List  )
View a list of general ledger entries	CTRL + F5 (Ledger Entries)

## Quick View of Icons and F Keys II

Function	Keyboard Shortcut
Search for information from a list of valid entries	F6 (Lookup  )
Search for related background information	F6 (Drill-down  )
Look up available options for a field	F6 (Options  )
All fields in a card	CTRL + F8 (Zoom in)
Find contents of a field	CTRL + F (Find  )
Limit window to certain contents in field	F7(Field Filter  )
Limit window to certain contents in multiple fields at one time	CTRL + F7 (Table Filter  )
Work with lines/accounts in the same dept., date, project, budget, business unit, or any combination	SHIFT + F8 (FlowFilter  )
Search for the next or previous card in the database	PAGE DOWN or PAGE UP

## Quick View Shortcut Keys I

Function	Keyboard Shortcut
Find	CTRL + F
Card to List	F5
List to Card	SHIFT + F5
Ledger Entries	CTRL + F5
Statistics	F9
Look Up	F6
Drill Down	F6
Option List	F6
Sort	SHIFT + F8
Post	F11
Post & Print	SHIFT + F11
Next Window	CTRL + F6
Navigation Pane	F12
Toggle Mark	CTRL + F1
Show Marked Only	ALT+V, M
Next Record	PAGE DOWN

## Quick View Shortcut Keys II

Function	Keyboard Shortcut
Previous Record	PAGE UP
Open Company Record	CTRL + O
Edit	F2
Insert	F3
Delete	F4
Copy	CTRL + C
Paste	CTRL + V
Copy from above	F8
Field Filter	F7
Table Filter	CTRL + F7
Flow Filter	SHIFT + F7
Show All	SHIFT + CTRL + F7
Return to Previous Value	ESC
Close	ESC

## Searching

No.	Description	Inventory	Product ...	Bill of Ma...	Substitut...	Inventory
1000	Jízdní kolo	31			✓	31
1001	Cestovní bicykl	0			✓	0

**Description - Find**

Find What . . . . . zd

Match . . . . .  Whole Field  
 Beginning of Field  
 Any Part of Field

Match Case . . . . .

Use the Best Key . . . . .

Find As You Type . . . . .

Find First

Find Next

Find Previous

Go Back

Close

Replace...

Help

No.	Description	Inventory	Product ...	Bill of Ma...	Substitut...	Inventory
1700	Brzda	152				152
1710	Brzda zadního kola	200				200
1720	Brzda předního kola	200				200

## Sorting I

No.	Description
1700	Brzda
1710	Brzda zadního kola
1720	Brzda předního kola
1800	Řídítka
1850	Sedlo
1900	Rám
2200	Houpací židle
3100	Počítačový stůl
70000	Boční panel
70001	Podstavec

**Item - Sort**

Key

No.

Search Description

Inventory Posting Group

Shelf No.

Order

Ascending

Descending

OK Cancel Apply Help

## Sorting II

No.	Description
1700	Brzda
1720	Brzda předního kola
1710	Brzda zadního kola
B2	B2
80209	CD-ROM 20/48x IDE
80210	CD-RW 8x/4x/32x IDE
CEM 1	Cement
1001	Cestovní bicykl
80202	Čip 32 MB
80214	Disky 250 MB/2 balení
80215	Disky 250 MB/4 balení
70010	Dřevěné dveře
1170	Duše
2-00903...	Dveře
70201	Dveřní úchytka

**Item - Sort**

Key

- Search Description
- Inventory Posting Group
- Shelf No.
- Vendor No.

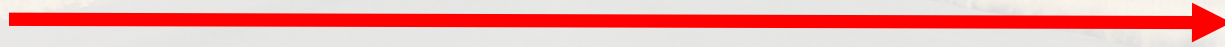
Order

Ascending

Descending

## **Sorting III**

**Creation of the Table 60000  
and Form 60000 – and enter data  
and keys ....**





## Sorting IV

Key	Description	Amount
1	ABC	
D1	Frequency analyser	
A1	Handle	
11	Housing	
ABC	LED diode	
A1C	PC Unit	
3AA	Pommery	
2A	Printer	
F1	QMS 887 Fourier	1 000,00
BD1	Rod small	200,00
A2D	Rod 1	6,00
123	Rotor	3 000,00
AB1	Screw	0,00
F2	Tonner	205,00
D2	UMT 100	1 000,00
		2 020,00
		7 653,00
		3 210,00
		12 039,00
		2 000,00
		20,00
		987,00
		78,00

Key	Description	Amount
1	ABC	
D1	Frequency analyser	
A1	Handle	
11	Housing	
ABC	LED diode	
A1C	PC Unit	
3AA	Pommery	
2A	Printer	
F1	QMS 887 Fourier	1 000,00
BD1	Rod small	200,00
A2D	Rod 1	6,00
123	Rotor	3 000,00
AB1	Screw	0,00
F2	Tonner	205,00
D2	UMT 100	1 000,00
		2 020,00
		7 653,00
		3 210,00
		12 039,00
		2 000,00
		20,00
		987,00
		78,00

Sort testing table - Sort

Key

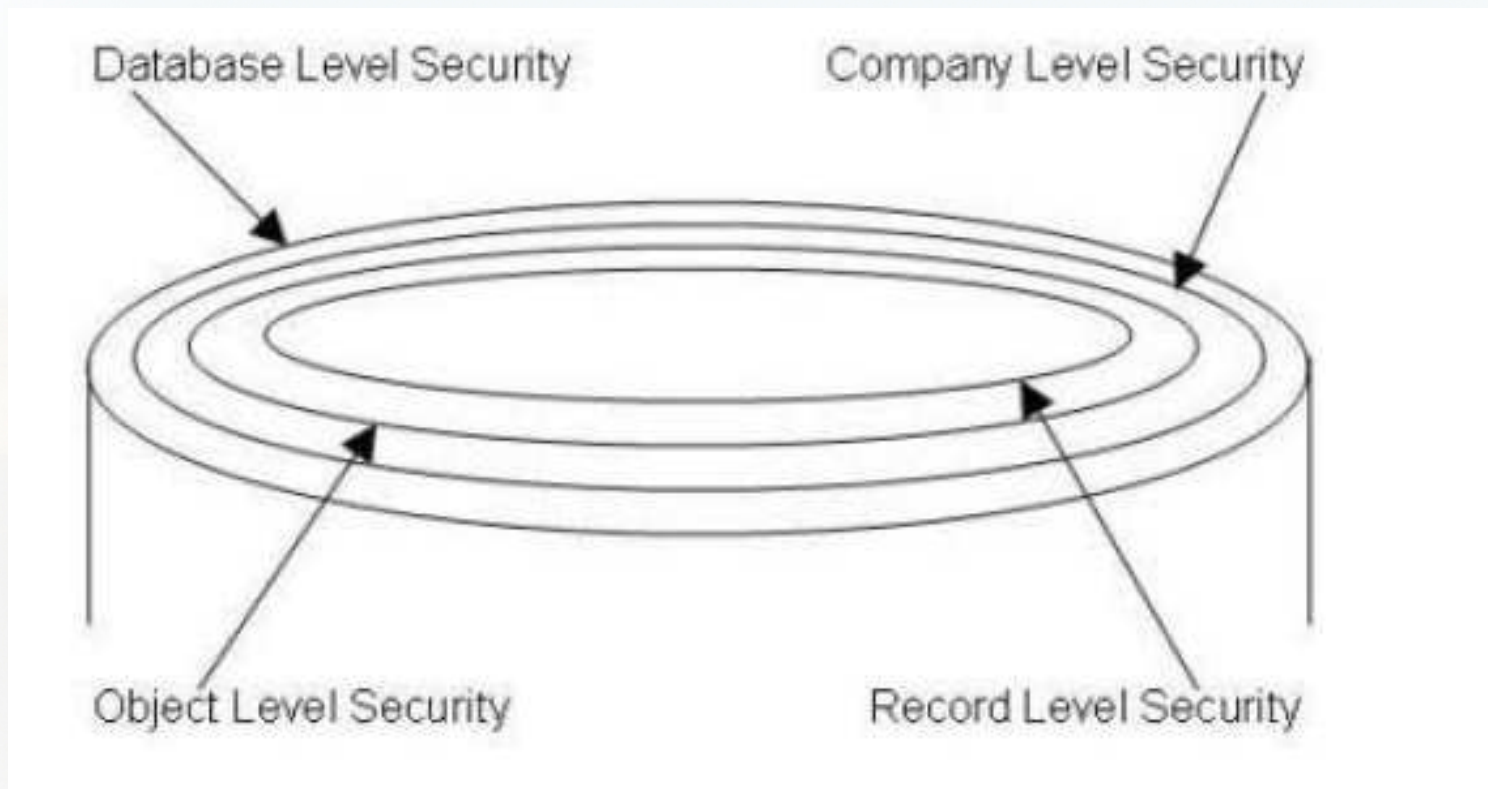
- Key
- Description
- Amount

Order

Ascending

Descending

## DATA SECURITY



## CHANGE LOG SETUP Security and control

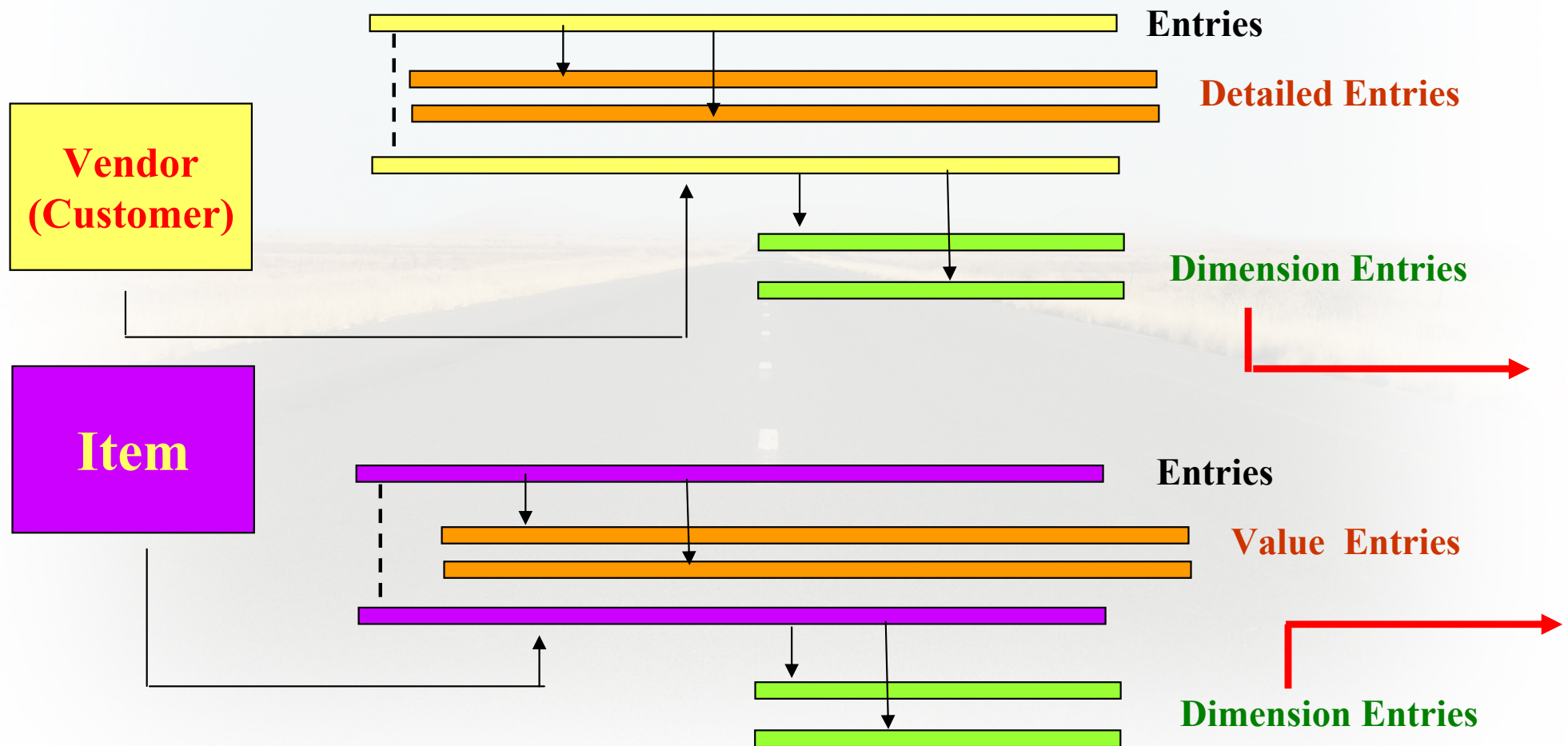
**Administration**

- [-] Commerce Portal
- [-] Smart Tags
- [-] General Setup
  - [-] **Change Log Setup**
  - [-] Company Note Setup
  - [-] Business Notification Setup
  - [-] No. Series
  - [-] Change Log
  - [-] Post Codes
  - [-] Territories
  - [-] Languages
  - [-] Countries/Regions
  - [-] Printer Selections
  - [-] Setup Checklist
  - [-] Recurring Journals

ID	Name	Log Insertion	Log Modification	Log Deletion
15	G/L Account			
17	G/L Entry			
18	Customer			
19	Cust. Invoice Disc.			
21	Cust. Ledger Entry			
23	Vendor	Some File	Some Fields	Some Fields
24	Vendor Invoice Disc.			

6	Address 2	<input type="checkbox"/>		
7	City			
8	Contact			
9	Phone No.			
10	Telex No.			
14	Our Account No.			
15	Territory Code			
16	Global Dimension 1 Code			
17	Global Dimension 2 Code			

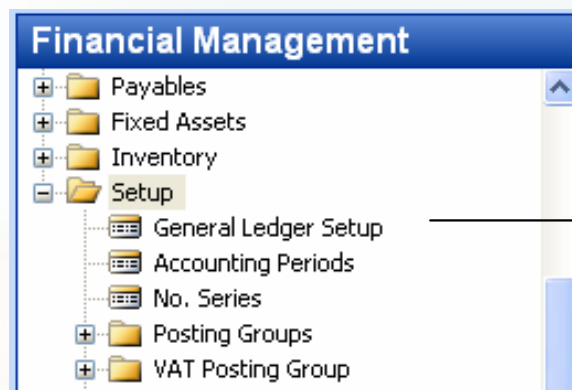
## ERP and its entries



## **Dimensions I**

- Global dimensions
- Shortcut dimensions
- Budget dimensions

## Dimensions II

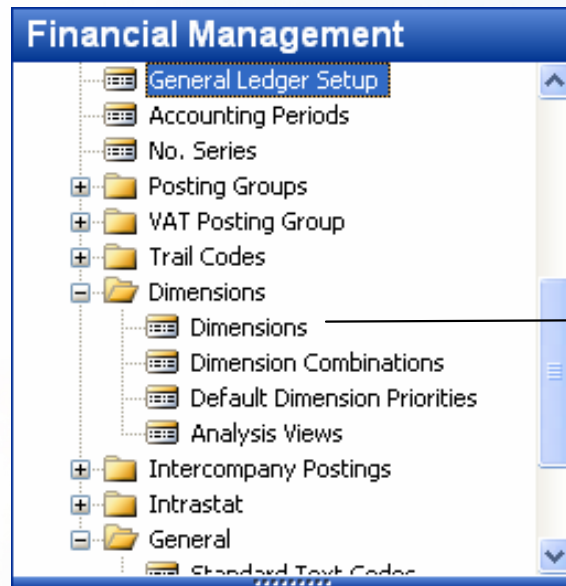


General	Numbering	Dimensions	Reporting
Global Dimension 1 Code .		STŘEDISKO	
Global Dimension 2 Code .		PROJEKT	
Shortcut Dimension 1 ...		STŘEDISKO	
Shortcut Dimension 2 ...		PROJEKT	
Shortcut Dimension 3 ...		SKZÁKAZNÍKŮ	↑
Shortcut Dimension 4 ...		OBLAST	↑
Shortcut Dimension 5 ...		OBCHSKUPINA	↑
Shortcut Dimension 6 ...		PRODEJNÍKA...	↑
Shortcut Dimension 7 ...		PRODEJCE	↑
Shortcut Dimension 8 ...			↑

Code	Name
NÁKUPČÍ	Purchaser
OBCHSK...	Business Group
OBLAST	Area
PRODEJCE	Sales Person
PRODEJ...	Sales Campaign
PROJEKT	Project
SKUPINA...	Skupina zboží
SKZÁKA...	Customer Group
STŘEDISKO	Department

**Oblast= Area**

## Dimensions III



Code	Name	Code Caption
NÁKUPČÍ	Nákupčí	Nákupčí Kód
OBCHSK...	Obchodní skupina	Obchskupina Kód
OBLAST	Oblast	Oblast Kód
PRODEJCE	Prodejce	Prodejce Kód
PRODEJ...	Prodejní kampaň	Prodejnikampaň Kód
PROJEKT	Skupina	Projekt Kód
SKUPINA...	Skupina zboží	Skupina zboží Kód
SKZÁKA...	Skupina zákazníků	Skzákazníků Kód
STŘEDISKO	Středisko	Středisko Kód

### Dimension Values

Code	Name	D..	Totaling
10	<b>Evropa</b>	B..	
20	<b>Severní Evropa</b>	B..	
30	Severní Evropa (EU)	S..	
40	Severní Evropa (mimo EU)	S..	
45	<b>Severní Evropa, celkem</b>	E..	20..45
50	Jižní Evropa	S..	
55	<b>Evropa, celkem</b>	E..	10..55
60	<b>Amerika</b>	B..	
70	Severní Amerika	S..	
80	Jižní Amerika	S..	
85	<b>Amerika, celkem</b>	E..	60..85
90	<b>Asie</b>	B..	
100	Čína	S..	
110	Indie	S..	
120	<b>Asie celkem</b>	E..	90..120

Go to the Navision  
to see combinations..



## Dimensions (Budget Dim) IV

Financial Management

- General Ledger
  - Chart of Accounts
  - Budgets
  - General Journals
- Analysis & Reporting
- Intercompany Postings
- Reports
- History
- Periodic Activities

General Filters Options

Date Filter . . . . .

G/L Account Filter . . . . .

Department filter . . . . .

Project filter . . . . .

Customer Group filter . . . . .

Area filter . . . . . **110**

Business Group filter . . . . .

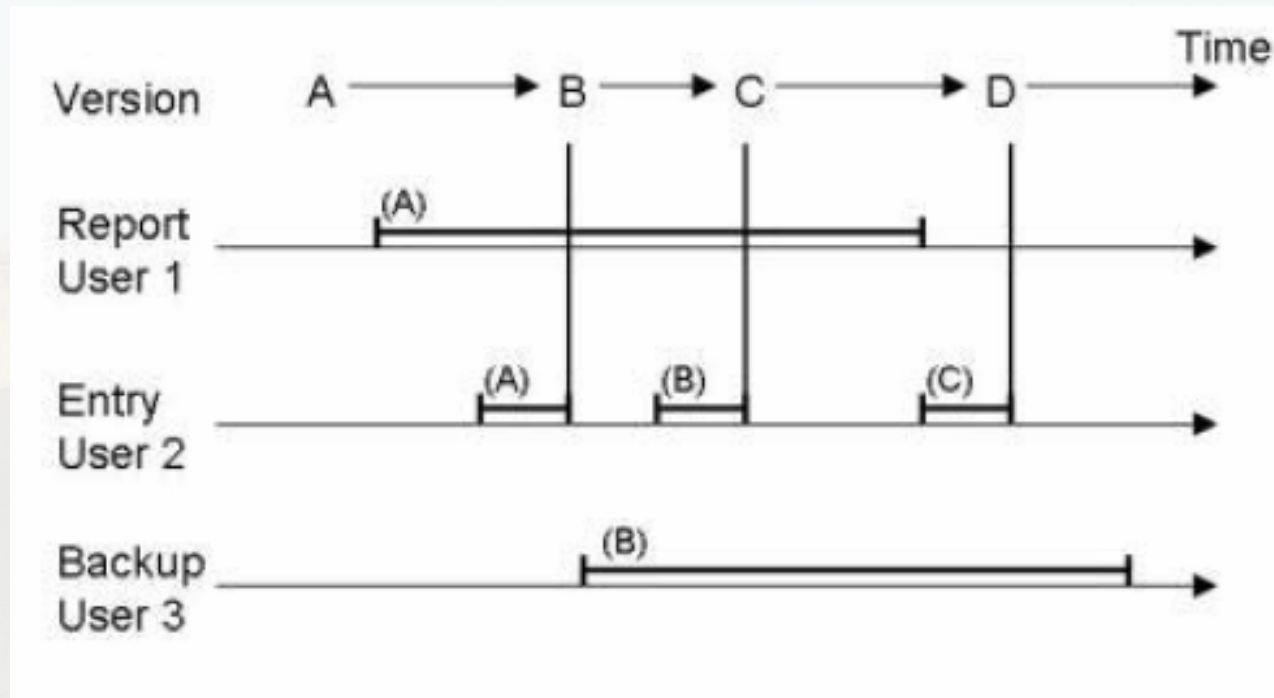
Budget Dimension 4 Filter . . . . .

Code	Name	Budgeted Am...	01.01.05	01.01.06	01.01.07	01.01.08	0
▶ 010003	Dlouhodobý majetek						
010005	DNM						
013000	Software						
018000	Ostatní DNM						
019990	DNM celkem						

Code	Name
10	Evropa
20	Severní Evropa
30	Severní Evropa (EU)
40	Severní Evropa (mimo EU)
45	Severní Evropa, celkem
50	Jižní Evropa
55	Evropa, celkem
60	Amerika
70	Severní Amerika
80	Jižní Amerika
85	Amerika, celkem
90	Asie
100	Čína
110	Indie
120	Asie celkem

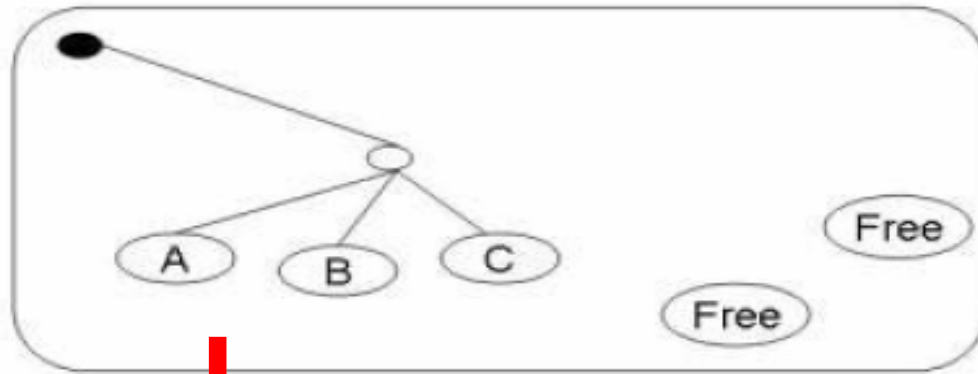


## Database Version I - Optimistic Concurrency

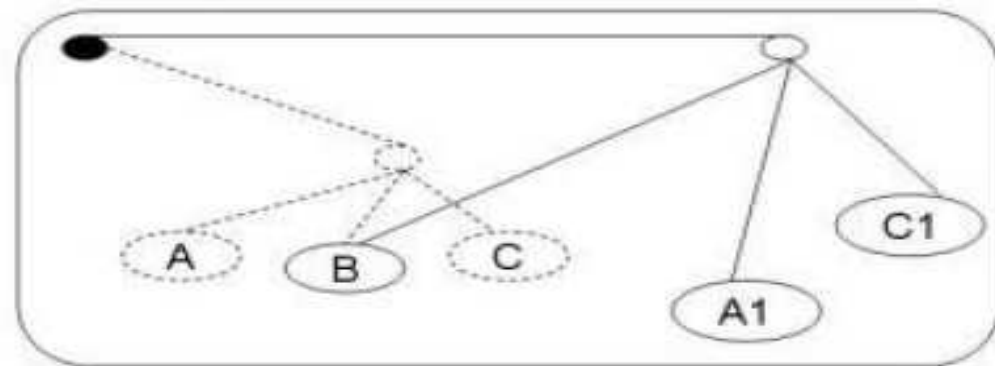


## Database Version II

Database Version 1



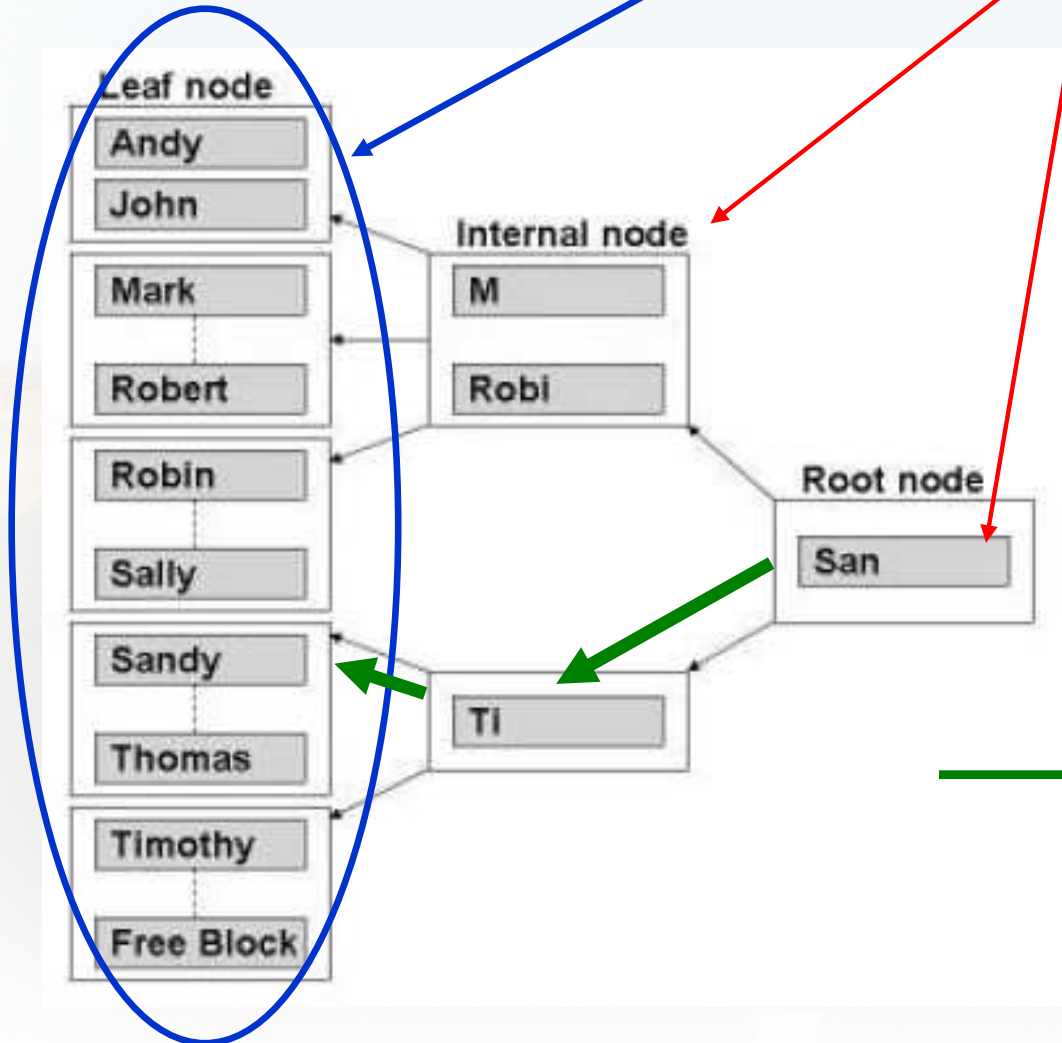
Database Version 2



# B + tree

Data

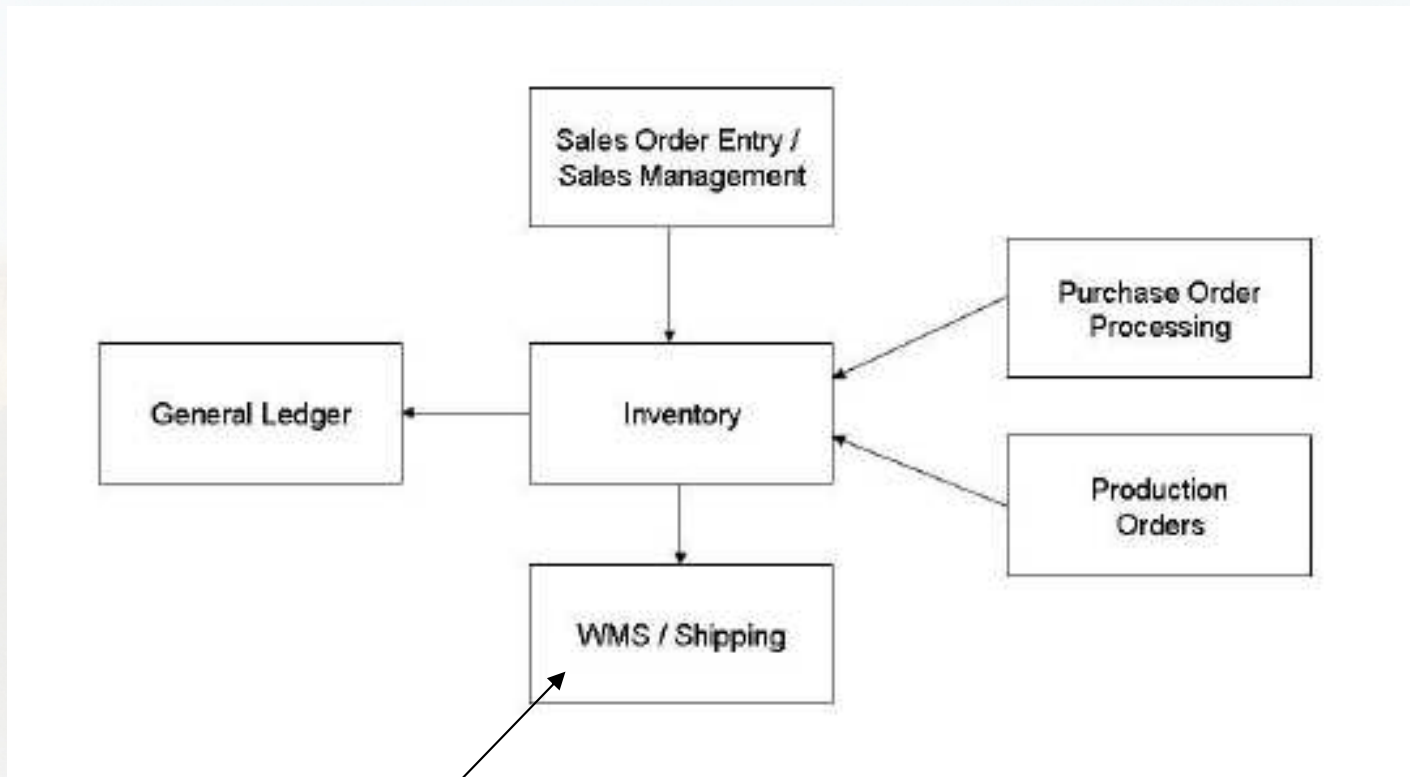
Dividers (no data)



Searching „Sandy“

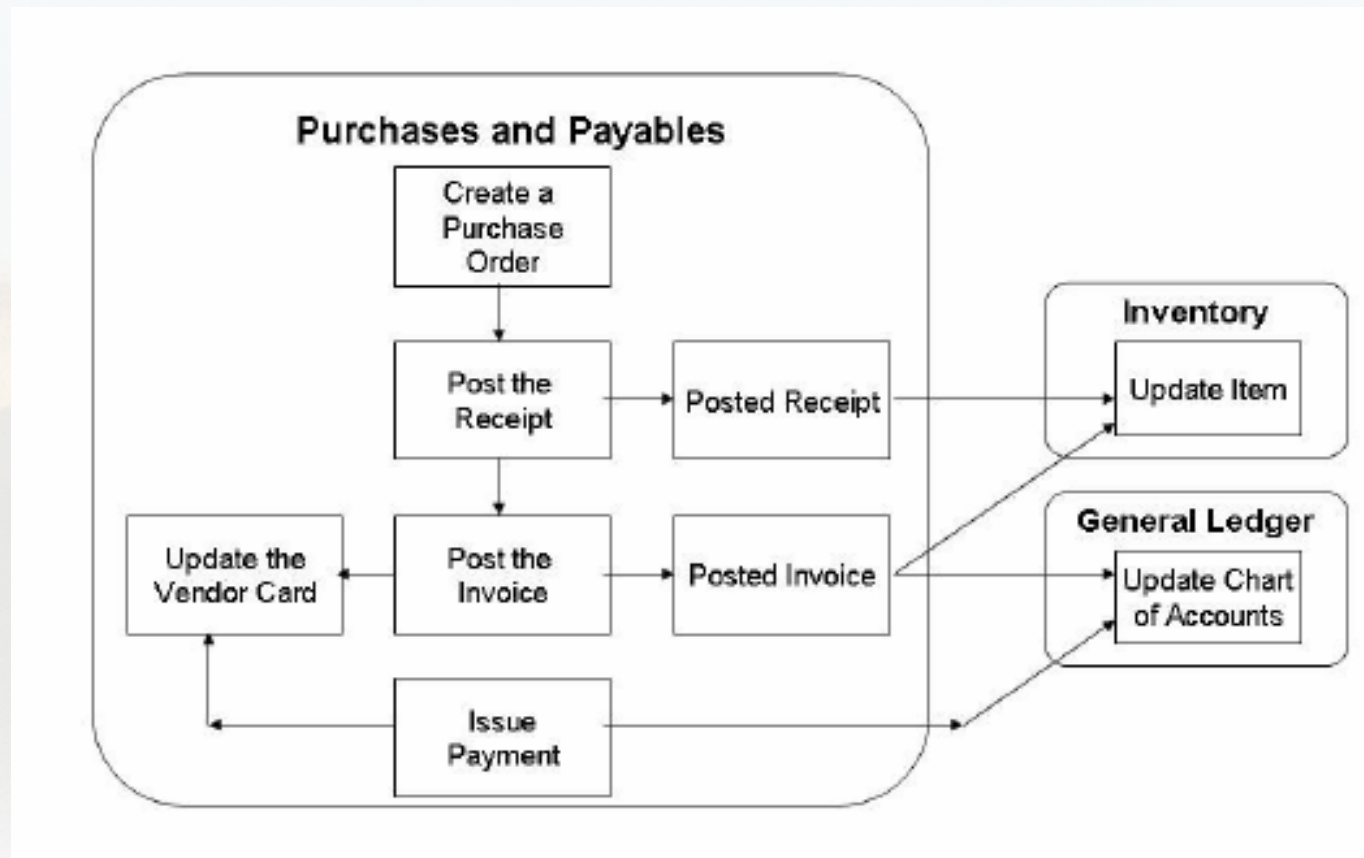
→ = Search path

## Processing overview – chapter 3 (8324A)

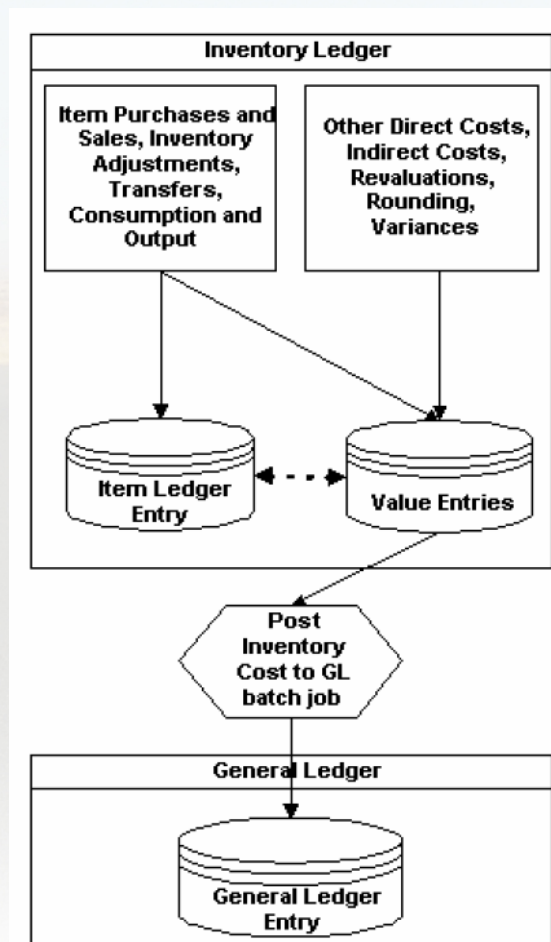


**Warehouse Management System**

## Purchase, payables and General ledger Processing – chapter 3 (8324A)



## Inventory posting as a result of Business Cases (Sale, Purchase,..) – 2 phases



**Phase 1 :**  
Quantity posting,  
Modification of the  
Value Entries, **GL**  
not affected

**Phase 2 :**  
Value posting to the **GL**

## Vendor setup

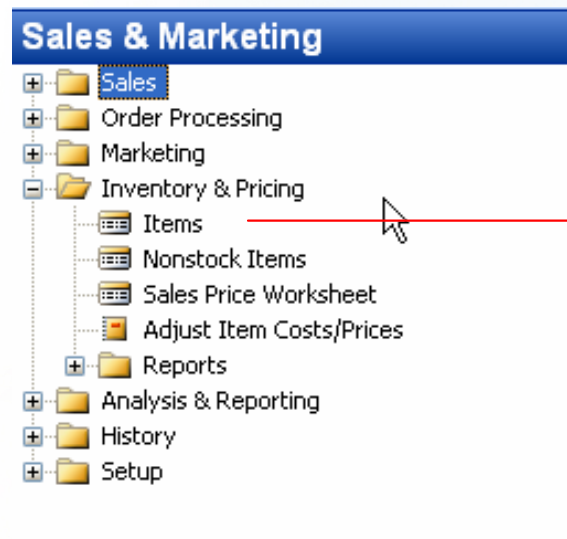
The screenshot shows a software window titled "10000 UP Liberec s.p. - Vendor Card" with a blue title bar and standard window controls. The window contains several tabs: "General", "Communication", "Invoicing", "Payments", "Receiving", "Foreign Trade", and "Commerce Portal". The "General" tab is active. The form fields are as follows:

No.	10000	Search Name	UP LIBEREC S.P.
Name	UP Liberec s.p.	Balance (LCY)	4 790 595,79
Address	Masarykova 12	Purchaser Code	RL
Address 2		Responsibility Center	LIBEREC
Post Code/City	CZ-460 01 Liberec	Blocked	
Country Code	CZ	Last Date Modified	11.01.05
Phone No.			
Primary Contact No.			
Contact	Paní Nicholas Christopoulos		

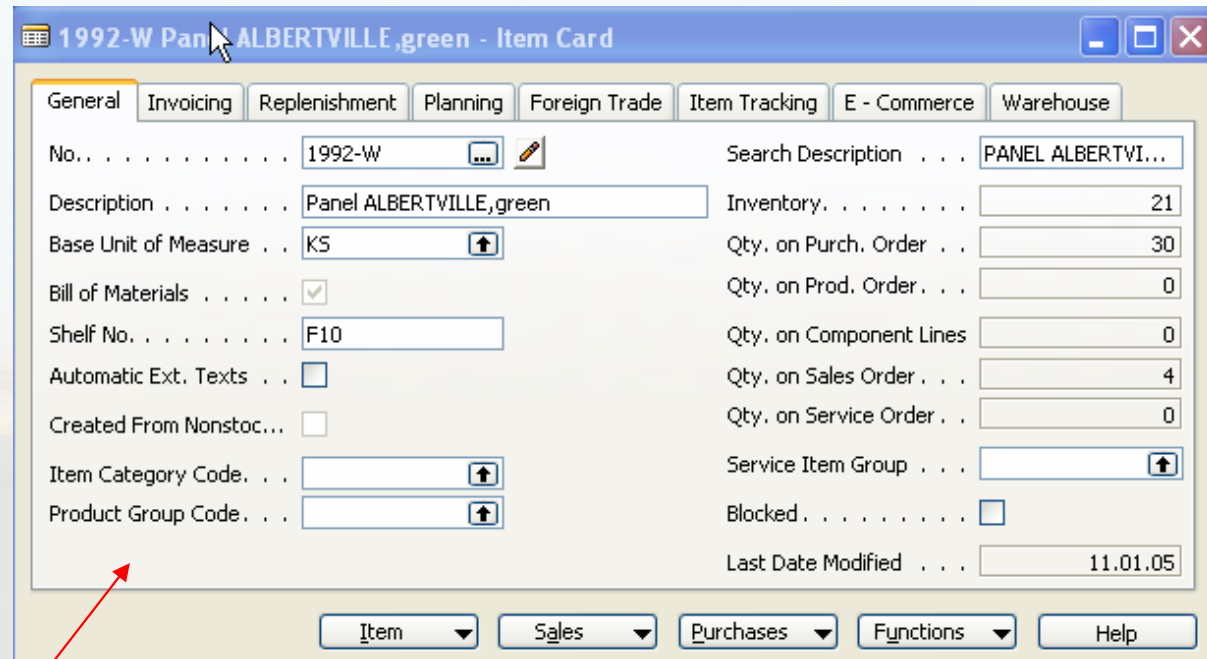
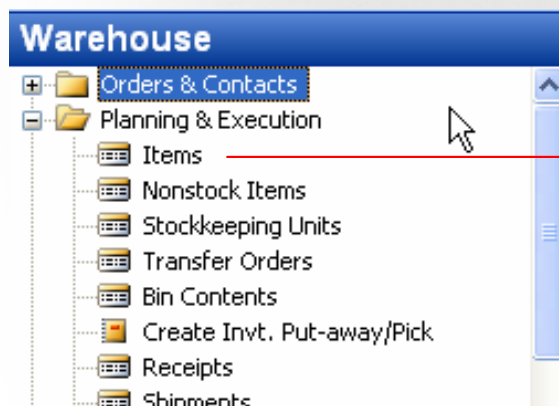
At the bottom of the window, there are three buttons: "Vendor" (with a dropdown arrow), "Purchases" (with a dropdown arrow), and "Help".

**Other folders will be explained ON-LINE**

## Item setup



OR



**Other folders will be explained ON-LINE**



# Purchase Order Processing

**Vendor**

**Purchase**

- Order Processing
  - Vendors
  - Contacts
  - Quotes
  - Orders
  - Blanket Orders
  - Return Orders
  - Transfer Orders
  - Invoices
  - Credit Memos
  - Advances
  - Reverse Auctions

106113 UP Liberec s.p. - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Advance

No. 106113  
Buy-from Vendor No. 10000  
Buy-from Contact No. KT000066  
Buy-from Vendor Name UP Liberec s.p.  
Buy-from Address Masarykova 12  
Buy-from Address 2  
Buy-from Post Code/City CZ-460 01 Liberec  
Buy-from Contact Pani Nicholas Christopoulos  
No. of Archived Versions 0

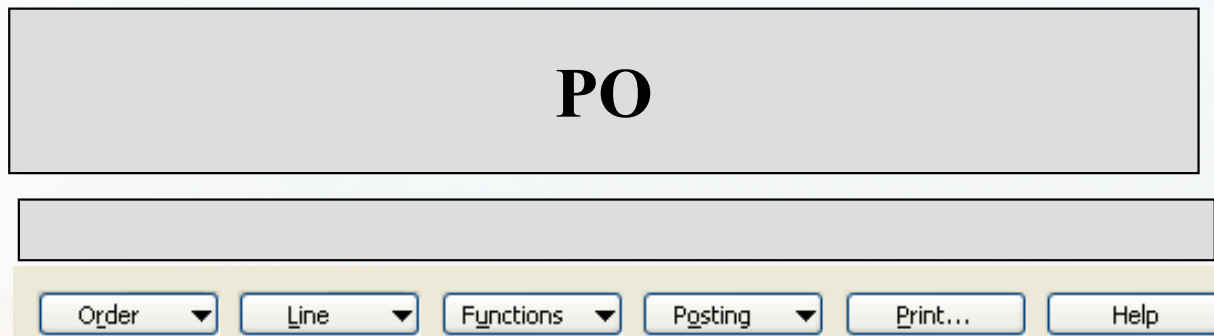
Posting Date 29.08.05  
Order Date 29.08.05  
Document Date 29.08.05  
Vendor Order No.  
Vendor Shipment No.  
Vendor Invoice No.  
Order Address Code  
Purchaser Code RL  
Responsibility Center LIBEREC  
Status Open

T..	No.	Description	Location ...	Quantity	Reserve...	Unit of M...	Direct U...
*▶	I...	1992-W Panel ALBERTVILLE,green		10		KS	20 000,00

Order Line Functions Posting Print... Help

**Item**

## Posting of the Purchase Order (PO)



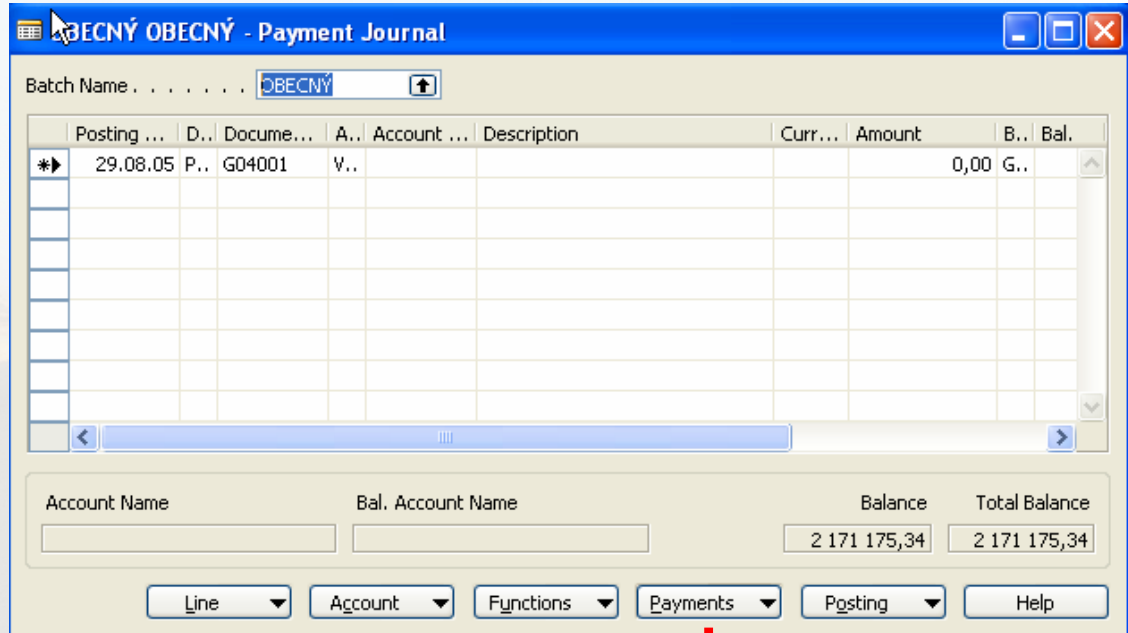
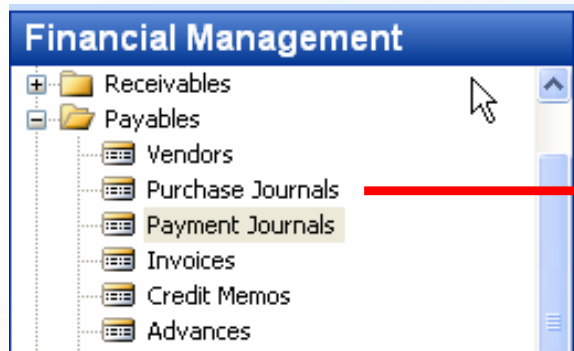
**Vendor Ledger Entries (VLE)**  
**Detailed VLE**  
**Item Ledger Entries (ILE)**  
**Value Entries**

## Payables Processing Vendor –Summary Aging Report

The screenshot illustrates the process of generating a Summary Aging Report for Payables Processing Vendor. It shows three main components:

- Financial Management Tree:** A tree view on the left under the 'Reports' folder, listing various reports. 'Aged Accounts Payable' is highlighted, and a red arrow points from it to the dialog box.
- Aged Accounts Payable Dialog Box:** A window titled 'Aged Accounts Payable' with two tabs: 'Vendor' and 'Options'. The 'Vendor' tab is active, showing a table with columns 'Field' and 'Filter'. The first row contains 'No.' in the 'Field' column. A red arrow points from the 'Options' tab to the right-hand dialog box.
- Options Tab:** A detailed view of the 'Options' tab for the 'Aged Accounts Payable' report. It includes the following settings:
  - Aged As Of: 29.08.05
  - Aging by:  Due Date,  Posting Date,  Document Date
  - Period Length: [Empty text box]
  - Print Amounts in LCY:
  - Print Details:
  - Heading Type: Date ... [Dropdown menu]
  - New Page per Vendor:

# Payables Processing Vendor – Payment Journals I



## Payables Processing Vendor – Payment Journals II

Suggest Vendor Payments

Vendor Options

Last Payment Date . . . 31.12.05

Find Payment Discounts .

Summarize per Vendor . .

By Dimension . . . . .

Use Vendor Priority . . .

Available Amount (LCY) . 1 000 000,00

Posting Date . . . . . 29.08.05

Starting Document No. . . G04001

New Doc. No. per Line . .

Bal. Account Type . . . . G/L Account

Bal. Account No. . . . .

Bank Payment Type . . .

OK Cancel Help



OBECNÝ OBECNÝ - Payment Journal

Batch Name . . . . . OBECNÝ

Posting ...	D..	Docume...	A..	Account ...	Description	Curr...	Amount	B..	Bal.
▶ 29.08.05	P..	G04001	V..	10000	Payment to vendor 10000		919 052,65	G..	

Line Account Functions Payments Posting Help

See ON-LINE operations

## Brno from Spilberg



## Brno by night



*solutions for your future*

**Future**<sup>®</sup>  
*engineering*



**Thanks a lot for Your time**