



Business Briefing - 28th November 2018

Dynamics NAV: Tips & Tricks

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- ❑ Common Issues in Dynamics Nav
- ❑ Useful Features in Dynamics Nav

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Common Issues in Dynamics Nav

Edit - General Journal - CHEQUEPAY-

HOME ACTIONS NAVIGATE


 Delete |
  Reconcile |
  Apply Entries... |
  Preview Posting |
  Card |
  Dimensions |
  Insert Conv. LCY Rndg. Lines |
  Post |
  Post and Print |
  Test Report... |
  Get Standard Journals... |
  Save as Standard Journal... |
  Email as Attachment |
  Microsoft Excel

Manage | Bank | Prepare | Posting | Standard Journal | Send To

Batch Name: CHEQUEPAY

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.
28/09/2018	Payment	G00002	Vendor	10000	London Postmaster	-400.00	Bank Account	WWB-EUR

Microsoft Dynamics NAV

 Amount must be positive in Gen. Journal Line Journal Template Name='GENERAL', Journal Batch Name='CHEQUEPAY', Line No.='10000'.

OK

Common Issues in Dynamics Nav

Check contents of 'Document Type'.

If 'Account Type' is **Vendor** and **Amount** is negative, 'Document Type' must be **Invoice** or **Refund**

Batch Name:

Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Bal. Account Type	Bal. Account No.
28/09/2018	Payment	G00002	Vendor	10000	London Postmaster	-400.00	Bank Account	WWB-EUR

Common Issues in Dynamics Nav

Encounter error below when trying to insert a general ledger account on purchase/sales order/invoice line

106028 · London Postmaster

✘ The VAT Posting Setup does not exist. Identification fields and values: VAT Bus. Posting Group='NATIONAL',VAT Prod. Posting Group=""

Buy-from Vendor No.:	10000	Document Date:	27/11/2010
Buy-from Contact No.:	CT000072	Quote No.:	
Buy-from Vendor Name:	London Postmaster	Vendor Order No.:	
Buy-from Address:	10 North Lake Avenue	Vendor Shipment No.:	
Buy-from Address 2:		Vendor Invoice No.:	

Common Issues in Dynamics Nav

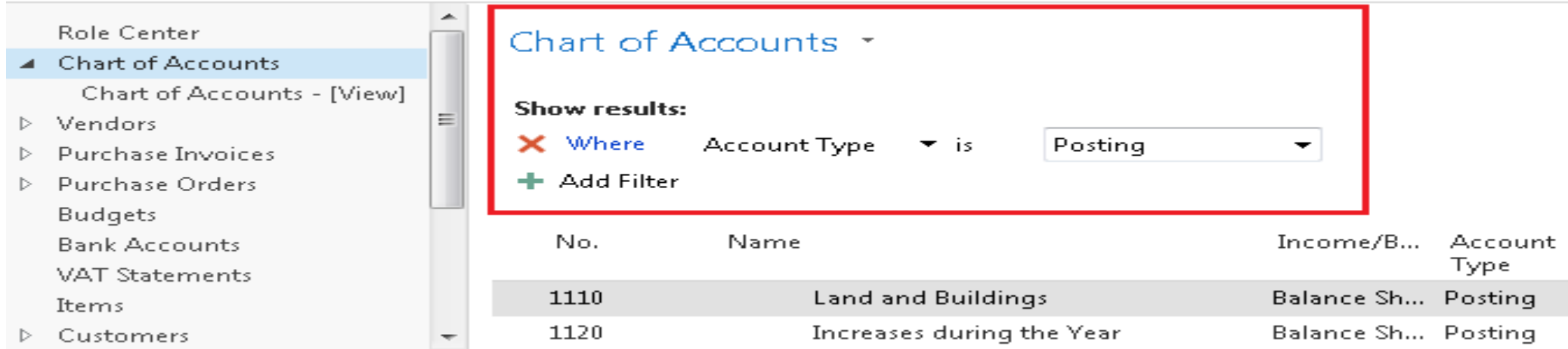
Ensure the general account you would like to insert on the purchase/sales order/invoice line has default values in the fields highlighted below.

Posting

Gen. Posting Type:	<input type="text"/>	VAT Prod. Posting Group:	<input type="text"/>
Gen. Bus. Posting Group:	<input type="text"/>	Default IC Partner G/L Acc. No:	<input type="text"/>
Gen. Prod. Posting Group:	<input type="text"/>	Default Deferral Template:	<input type="text"/>
VAT Bus. Posting Group:	<input type="text"/>		

Common Issues in Dynamics Nav

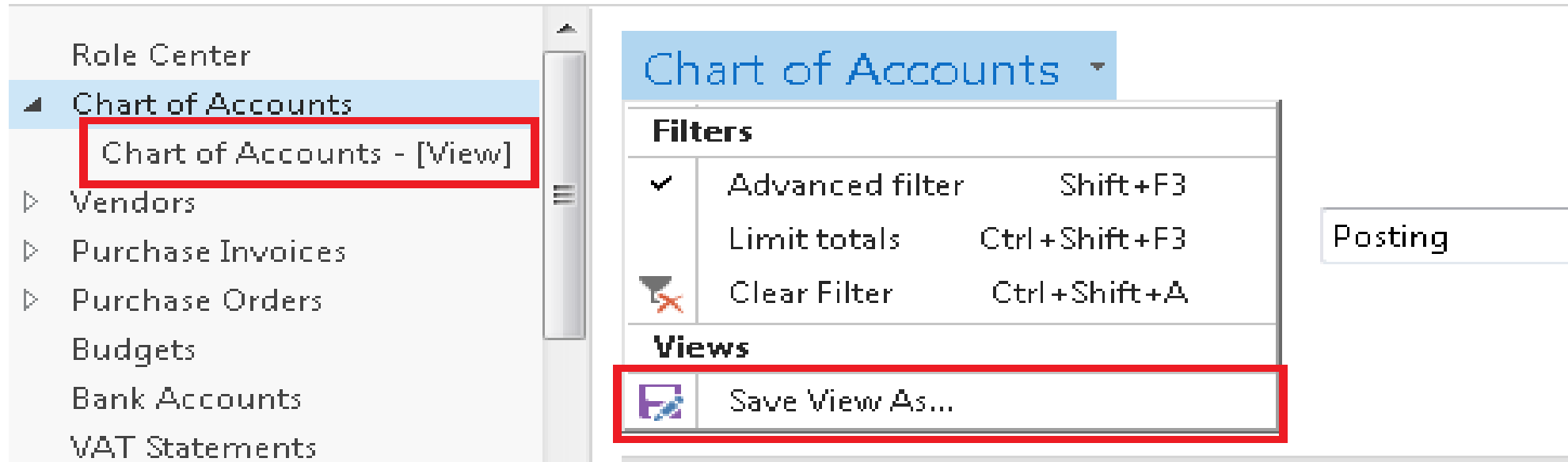
- ❑ How to create a View of a page
- ❑ Use Chart of Accounts as an example




The screenshot shows the Dynamics Nav interface. On the left is a navigation pane with 'Role Center' and 'Chart of Accounts' selected. The main area displays a table of accounts with a filter applied. The filter is highlighted with a red box and reads: 'Chart of Accounts' followed by 'Show results: Where Account Type is Posting'. Below the filter is a table with the following data:


No.	Name	Income/B...	Account Type
1110	Land and Buildings	Balance Sh...	Posting
1120	Increases during the Year	Balance Sh...	Posting

Common Issues in Dynamics Nav



The screenshot shows the Dynamics Nav interface. On the left, the navigation pane is open to 'Chart of Accounts', with 'Chart of Accounts - [View]' selected and highlighted with a red box. The main area displays the 'Chart of Accounts' context menu, also with a red box around the 'Save View As...' option. The context menu includes a 'Filters' section with 'Advanced filter' (Shift+F3), 'Limit totals' (Ctrl+Shift+F3), and 'Clear Filter' (Ctrl+Shift+A). The 'Views' section contains 'Save View As...'. A 'Posting' button is visible on the right side of the main area.

Filters		
✓	Advanced filter	Shift+F3
	Limit totals	Ctrl+Shift+F3
	Clear Filter	Ctrl+Shift+A

Views	
	Save View As...



Common Issues in Dynamics Nav



No. Series

If you have **not** used a numeric series of fixed length, you can encounter problems when using filters.. To avoid such problems, it is normally recommended to work with fixed number of digits. The screenshots below show the filtering problem where 3 and 4 digits were used.

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Common Issues in Dynamics Nav



General Ledger Entries ▾ | Posting Date ▾ | → | ^

Show results:

✗ Where Document No. ▾ is **986..1004**

+ 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..
There is nothing to show in this view.										

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Common Issues in Dynamics Nav

General Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ | → ^

Show results:

✗ Where Document No. ▾ is

986..987|1000..1004

+ 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..
10/10/2018		1002	8320	Consultant Services				560.00	G/L Account	8320
10/10/2018		1002	8320	Consultant Services				-560.00	G/L Account	8320
10/10/2018		1003	8320	Consultant Services				457.00	G/L Account	8320
10/10/2018		1003	8320	Consultant Services				-457.00	G/L Account	8320
10/10/2018		986	8320	Consultant Services				567.00	G/L Account	8320
10/10/2018		986	8320	Consultant Services				-567.00	G/L Account	8320
10/10/2018		987	8320	Consultant Services				789.00	G/L Account	8320
10/10/2018		987	8320	Consultant Services				-789.00	G/L Account	8320

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Common Issues in Dynamics Nav

Question: **How do I reverse a general ledger entry?**

Answer: From the general ledger entries window, identify the general ledger entry to be reversed. Next, click on **Reverse Transaction** function on ribbon. You use the Reverse Transaction Entries window to reverse (undo) incorrect postings that you have made in a journal. You cannot change the information in the fields on the line, except for the Description field, if relevant. When reversing, the program creates and posts one **correcting entry** (an entry identically to the original entry but with opposite sign in the amount field) for each of the lines shown in the window. To cancel the reversal, simply close the window

Common Issues in Dynamics Nav

View - General Ledger Entries - 8320 Consultant Services

HOME ACTIONS

Reverse Transaction... (highlighted in red)

Set Dimension Filter...
G/L Dimension Overview
Value Entries

Microsoft Excel
Send To

Show as List
Show as Chart

OneNote
Notes
Links

Show Attached

Refresh
Clear Filter
Page

Find

General Ledger Entries ▾

Type to filter (F3) | Posting Date

Show results:

Where G/L Account No. is 8320

+ Add Filter

Po... Date	Document Type	Document No.	G/L Ac... No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
01/11/2019		2019-11	8320	Entries, November 2019	Purchase	DOMESTIC	SERVICES	427.59	G/L Account	
01/11/2019		2019-11	8320	Entries, November 2019	Purchase	DOMESTIC	SERVICES	285.06	G/L Account	

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Common Issues in Dynamics Nav



Note: You can reverse entries generated from a general journal line or entries derived from a previous reversal.

The program can not reverse:

- Closed bank account ledger entries or linked to a check ledger entry.
- Closed VAT ledger entries.
- Journal ledger entries from an unbalanced transaction.
- Fixed assets ledger entries where the fixed assets were sold.
- Fixed assets ledger entries, if the reversal results in a negative book value.
- Entries that have been date compressed

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Common Issues in Dynamics Nav

Question: **What steps should I take to close my fiscal year?**

Answer: Completing the year end closing process in Microsoft Dynamics Nav involves three steps:

- Closing the fiscal year using **the** Close Year function on the **Accounting Periods** window
- Generating a year-end closing entry using the Close Income Statement batch job;
- Posting the year-end closing entries



Common Issues in Dynamics Nav



Closing a year is not required by Microsoft Dynamics Nav. However, completing the closing process ensures that balances are displayed only for open year(s); for example, in the **Chart of Accounts** window.

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Preview Posting



On every document and journal that can be posted, you can choose the Preview Posting button to review the different types of entries that will be created when you post the document or journal.

To preview G/L entries that will result from posting a purchase invoice












1. Choose the Search for Page or Report icon, enter Purchase Invoices, and then choose the related link.
2. Create a purchase invoice
3. Choose Preview Posting.
4. In the Posting Preview window, select G/L Entry, and then choose Show Related Entries.

The G/L Entries Preview window shows which entries will be created when you post the purchase invoice.

Preview Posting

New - Purchase Invoice - 1001 - London Postmaster

HOME ACTIONS

 Statistics
 Comments
 Release
 Get Recurring Purchase Lines...
 Copy Document...
 Calculate Invoice Discount
 Move Negative Lines...
 Preview Posting
 Test Report...
 Post and Print
 Post Batch...

1001 - London Postmaster

Vendor No.:	<input type="text" value="10000"/>	Invoice Receipt Date:	<input type="text" value="22/10/2018"/>
Vendor Name:	<input type="text" value="London Postmaster"/>	Posting/Tax Point Date:	<input type="text" value="22/10/2018"/>
Buy-from		Due Date:	<input type="text" value="22/10/2018"/>
Address:	<input type="text" value="10 North Lake Avenue"/>	Vendor Invoice No.:	<input type="text" value="TEST01"/>
Address 2:	<input type="text"/>	Purchaser Code:	<input type="text" value="RL"/>
City:	<input type="text" value="London"/>	Campaign No.:	<input type="text"/>
Postcode:	<input type="text" value="N12 5XY"/>	Alternate Vendor Address Code:	<input type="text"/>
Country/Region:	<input type="text" value="GB"/>	Responsibility Centre:	<input type="text" value="LONDON"/>
Contact No.:	<input type="text" value="CT000129"/>	Assigned User ID:	<input type="text"/>
Contact:	<input type="text" value="Mrs. Carol Philips"/>	Status:	<input type="text" value="Open"/>
Document Date:	<input type="text" value="22/10/2018"/>		



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Deferred Revenue/Cost



To recognise a revenue or an expense in a period other than the period in which the transaction was posted, you can use functionality to automatically defer revenues and expenses over a specified schedule.

To distribute revenues or expenses on the involved accounting periods, you set up a deferral template for the resource, item, or G/L account that the revenue or expense will be posted for. When you post the related sales or purchase document, the revenue or expense are deferred to the involved accounting periods, according to a deferral schedule that is governed by settings in the deferral template and the posting date.

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RapidStart Services




The RapidStart Services implementer helps new customers get started with setting up Microsoft Dynamics NAV. The implementer creates and helps apply configuration packages using a toolset designed to speed up deployment times, improve quality of implementation, introduce a repeatable approach to implementations, and enable productivity by automating and simplifying recurring tasks

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RapidStart Services

 Edit - Configuration Worksheet

HOME ACTIONS NAVIGATE REPORT

 New
 View List
 Edit List
 Delete
 Apply Data
 Export to Template
 Import from Template
 Package Card
 Promoted Only
 Database Data
 Package Data
 Questions
 Show as List
 Show as Chart
 OneNote
 Notes
 Links
 Refresh
 Clear Filter
 Find

Configuration Worksheet ▾ Line Type ▾ → ▾

No filters applied

Line Type	Table ID	Name	Pro... Table	Reference	Package Code	Pa... Ex...	Responsible ID	Status	Page ID	Page Caption
Area ▾		Sales Company	<input type="checkbox"/>		GB.ENG.EX...	Yes				
Group		Master Data	<input type="checkbox"/>		GB.ENG.EX...	Yes				
Table	18	Customer	<input type="checkbox"/>		GB.ENG.EX...	Yes			22	Customer List
Table	23	Vendor	<input type="checkbox"/>		GB.ENG.EX...	Yes			27	Vendor List
Table	27	Item	<input type="checkbox"/>		GB.ENG.EX...	Yes			31	Item List
Table	270	Bank Account	<input type="checkbox"/>		GB.ENG.EX...	Yes			371	Bank Account List
Table	13	Salesperson/Purchaser	<input type="checkbox"/>		GB.ENG.EX...	Yes			14	Salespersons/Purch

Keyboard Shortcuts

Microsoft Dynamics NAV Windows client	Development environment	Action
Right Arrow	Right Arrow	Move to the next field or character
Left Arrow	Left Arrow	Move to the previous field or character
Up Arrow	Up Arrow	Move to the field above in the same column
Down Arrow	Down Arrow	Move to the field below in the same column
Delete	Delete	Clear selected text
Esc	Esc	Close the window or undo the data entry
End	End	Move to the last field on a line
Home	Home	Move to the first field on a line
Tab	Arrow, Tab, Enter	Move to the next field on non-line FastTabs
Enter		Move to the next editable field

Keyboard Shortcuts

F1	F1	Open Help
F2		Edit
F3		Select Type to filter (field filter)
F4	F6	Drop-down or look up to select
F5		Refresh the active window
F6		Go to the next frame
F7		Display statistics
F8		Copy the field above
F9		Post
F10, Alt	F10, Alt	Select the menu bar and display access keys
F12		Select the navigation pane
Shift+F1		View error message
Shift+F3		Select Show Results (FlowFilter)

Keyboard Shortcuts

Shift+F4	F6	Open a lookup window (from an ellipsis button)
Shift+F6		Go to the previous frame
Shift+F7		Open the related card
Shift+F8	F6	Drop-down or look up to view
Shift+F9		Post and print
Shift+F10		Display a shortcut menu
Shift+F11		Apply entries, get source documents, or get warehouse documents
Shift+F12		Open the Role Center from the navigation pane
Shift+Tab	Arrow, Shift+Tab	Move to the previous field
Ctrl+F1		Collapse or expand the ribbon
Ctrl+F2		Create a new document
Ctrl+F3		Select Search pages
Ctrl+F4		Look up to the related list



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Keyboard Shortcuts



Ctrl+F7		View entries
Ctrl+F9		Release document
Ctrl+F10		Select the ribbon and display key tips
Ctrl+F11		Reconcile or split lines
Ctrl+F12		Select the address bar
Ctrl+C	Ctrl+C	Copy
Ctrl+G		Go to
Ctrl+E		Export to Microsoft Office Excel
Ctrl+L		Show links
Ctrl+N		Create a new record
Ctrl+O	Ctrl+O or F12	Open the company
Ctrl+P		Print
Ctrl+T		Select sorting
Ctrl+V	Ctrl+V	Paste
Ctrl+W		Export to Microsoft Office Word

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Keyboard Shortcuts

Ctrl+X	Ctrl+X	Cut
Ctrl+Z	Ctrl+Z	Undo
Ctrl+Page Down		Display next document or card in a list
Ctrl+Page Up		Display previous document or card in a list
Ctrl+Up Arrow		Move up while the selected line stays selected
Ctrl+Down Arrow		Move down while the selected line stays selected
Ctrl+Left Arrow		Move to the first field on a line
Ctrl+Right Arrow		Move to the last field on a line
Ctrl+Alt+F1		Open the About this Page/Report window (Zoom)

Keyboard Shortcuts

Ctrl+Delete		Delete the selected line
Ctrl+Home	Ctrl+Home	Move to the first line in a list
Ctrl+End	Ctrl+End	Move to the last line in a list
Ctrl+Enter	Esc	Save and close window (equivalent to choosing the OK button)
Ctrl+Insert	F3	Insert new line
Ctrl+Shift+F3		Select Limit totals to (table filter)
Ctrl+Shift+A		Clear all filters
Ctrl+Shift+C		Copy Rows
Ctrl+Shift+D		Show dimensions
Ctrl+Shift+E		Edit list
Ctrl+Shift+R		View list
Ctrl+Shift+Q		Collapse/expand a line in a hierarchy
Ctrl+Shift+V		Paste rows
Ctrl+Shift+W		Open a list place in a separate window

Keyboard Shortcuts

Ctrl+Shift+Enter		Save and close the window and open a new window
Alt		Display access keys in the ribbon
Alt+F2		Toggle to display/hide FactBoxes
Alt+F3		Filter to the value in the field
Alt+F4	Alt+F4	Close window or close program
Alt+F6		Collapse or expand the active frame
Alt+F12		Optimize space for the current page
Alt+Left Arrow		Go to the previous window in the navigation history
Alt+Right Arrow		Go to the next window in the navigation history
Alt+Enter		Move to the field below without opening the drop-down menu
Alt+Tab		Toggle between open windows

Prize Draw

Remember to fill in your feedback form for a chance to win a brand new Nintendo Switch

Draw taking place at the end of the day

