

Course 80435:

**Application Setup in
Microsoft Dynamics® NAV 2013**

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Revised September 2012

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We created this additional Table of Contents to assist you in quickly finding out the areas that are new and, or changed from the Microsoft Dynamics NAV earlier version for this course. These areas are identified with this icon  throughout the training material.

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INTRODUCTION

Training is an important component of maintaining the value of a Microsoft Dynamics® investment. Quality training from industry experts keeps you up-to-date and helps you develop the skills necessary for fully maximizing the value of your solution. Microsoft Dynamics provides different kinds of training to meet everyone's needs, from online training, classroom training, or training materials. Select the training type that will best help you stay ahead of the competition.

Online Training

Online training delivers convenient, detailed training in the comfort of your own home or office. Online training provides immediate access to training 24 hours a day. It is perfect for the customer who does not have the time or budget to travel. Online training options combine the efficiency of online training with the thorough product coverage of classroom training.

Classroom Training

Classroom training provides, comprehensive learning through hands-on interaction. From demonstrations to presentations to classroom activities, you receive practical experience with instruction from our certified staff of experts.

Training Materials

Training materials help you learn at your own pace, in your own time, with information-packed training manuals. The many training manuals features many tips, tricks, and insights that you can reference continuously.

Microsoft Dynamics Courseware

The Microsoft Dynamics courseware consists of detailed training manuals that are designed from a training perspective. These manuals include advanced topics, in addition to training objectives, exercises, interactions, and quizzes.

Look for a complete list of manuals that are available for purchase on CustomerSource or PartnerSource.

Microsoft Dynamics Courseware Contents

Microsoft Dynamics courseware contains labs and quick interactions. These help

Lab

Within the Microsoft Dynamics training materials, you will find labs. These labs are typically offered in two levels to accommodate each student's variety of knowledge and expertise. We suggest that you try the High level steps first. If you need help completing the task, look to the information in the Detailed steps.


High level steps

High levels steps are the most challenging. These steps are designed for the experienced student who requires little instruction to complete the required task.

Detailed steps

Detailed steps are geared toward new users who require detailed instructions and explanations to complete the lab. Detailed steps guide you through the whole task. This includes navigation.

What's New Icon

This training material might include content for new features that is specific to this software version, and to any updated features. To assist in finding the content for the new features, an icon () is placed next to the heading. The icon identifies areas that are new and, or changed from the earlier version. However, it is important to review all content to make sure there is a thorough understanding of this information.

Student Objectives

What do you hope to learn by participating in this course?

List three main objectives here.

1.

2.

3.

MODULE 1: SET UP A COMPANY BY USING RAPIDSTART SERVICES

Module Overview

RapidStart Services helps meet the needs of Microsoft partners responsible for creating, setting up, and initializing new installations of Microsoft Dynamics NAV. RapidStart Services increases the speed and quality of those implementation steps and complements the Microsoft Dynamics Sure Step methodology efforts toward quick-to-market offerings.

Those in charge of application setup are provided with the tools to set up a new company by using RapidStart Services in addition to creating new records based on RapidStart Services templates.

RapidStart Services reduce implementation time by the following means:

- Importing tables that contain predefined data and setup.
- Additionally defining system setup with configuration questionnaires. These can be exported and imported into Microsoft Dynamics NAV by using Excel worksheets or answered directly inside Microsoft Dynamics NAV.
- Simplifying data migration by exporting and importing Excel files based on filtered table fields.
- Using configuration templates when importing data or directly creating data in the database.
- Validating migration data before applying it to the database.
- Reducing the need for highly skilled users in the initial implementation phase.

RapidStart Services can be used in various situations:

- To configure an add-on solution.
- To prepare a NAV demo.
- For mass deployment.
- When switching from trial to production.
- To configure a subsidiary.

The components of RapidStart Services include the following:

- Configuration Worksheet
- Configuration Packages

- Configuration Questionnaires
- Configuration Templates
- RapidStart Services Wizard
- RapidStart Services Role Center



Note: To follow the demonstrations and labs correctly, make sure that you assign the *RAPIDSTART SERVICES* profile to your user ID.

Objectives

The objectives are:

- Explain the dependencies between RapidStart Services and manual setup work.
- Describe the different components and processes of RapidStart Services.
- Explain and demonstrate all tasks in a RapidStart Services process.
- Create a configuration worksheet.
- Create a configuration package.
- Create a configuration questionnaire.
- Create a configuration template.
- Initialize a new company with a configuration package.
- Migrate customer data.
- Transfer opening balances.

Manual Setup vs. RapidStart Services

RapidStart Services is an important part of Microsoft Dynamics NAV. We recommend it as the quickest and most stable way to create and initialize a new installation. However, some setup work is also performed as ongoing maintenance of a running application by an internal or external administrator or super user.

Therefore, Application Setup training covers both RapidStart Services and selected manual setup tasks.

RapidStart Services helps prepare a new Microsoft Dynamics NAV company with default setup data before the customer's legacy data is migrated into the database. This predefined default setup is based on typical needs of most companies. Therefore, the default setup data may not fully meet the customer's needs. This varies with the complexity and maturity of the company where the product is being implemented. For example, an advanced manufacturing company with 10 years in business will require more manual setup in addition to the default RapidStart Services data, whereas a small and young company can perhaps use the default setup exactly as prepared by RapidStart Services.

Some categories of setup data are not included in RapidStart Services because they are too specialized to justify a default. Such setup data must be created manually. Examples of setup data that is not created by RapidStart Services include the following:

- Journal templates
- Dimensions
- Location codes and salespeople codes
- Users

RapidStart Services Process Flow

The steps that may be involved in using RapidStart Services when you set up a database for a new customer include the following:

1. Manually set up a company.
2. Assemble a configuration worksheet with tables that contain standard data and setup you want to import into the new company, and those tables that require data migration.
3. Create a configuration package.
4. On the package card, select the table fields that must be included in the package.
5. On the package card, add filters to tables if you want to limit the number of data records to be exported from the demo database and imported into the new database.

6. On the configuration worksheet, remove tables that contain standard data records and setup. These will not have to be changed when you set up the new company.
7. Create a configuration questionnaire.
8. Create configuration templates.
9. Export the configuration package to *.rapidstart file. The configuration package includes the following:
 - **Package Card**
 - **Configuration Worksheet**
 - **Configuration Questionnaires**
 - **Configuration Templates**
 - **(filtered) table data**
10. Create a new company in Microsoft Dynamics NAV Development Environment.
11. Start the Windows Client. Use the RapidStart Services Wizard to fill in basic company information and import the configuration package.
12. Apply the configuration package to import standard data (for example, post codes, currencies, and payment terms) and setup.
13. Open the configuration worksheet.
14. Open the configuration questionnaire, and complete with the customer information.
15. Apply answers from the configuration questionnaire.
16. If it is necessary, add tables that you must configure for the new company.
17. Export an Excel template for those tables that require data migration.
18. Customer fills out the Excel template.
19. On the package card, add configuration templates to the tables if you want to apply the template to all the imported data.
20. Import the Excel template.
21. Validate imported data.
22. Apply imported data.
23. To register opening balances, create journal lines.
24. Export an Excel template for the related journal lines.
25. Instruct customer to fill in the Excel template.
26. Import the Excel template.
27. Validate imported journal lines.
28. Apply imported journal lines.
29. Go to the related journal, and post the journal lines.

Module 1: Set Up a Company by Using RapidStart Services

Demonstrations and exercises in practical use of these components are provided in the lessons of this module.



Note: *Different variations on this process flow are possible, depending on the situation in which you want to use RapidStart Services.*

Create and Export a Configuration Package

The topics in this lesson explain how to create the components that are necessary in a configuration package, and how to export a configuration package.

Create a Configuration Worksheet

After you set up a default company, you can start to assemble the different elements of the configuration package. Most important is the overview of tables that you will need when you set up a new company.

Necessary tables include the following:

- Those that contain default data records that are the same for each company, for example, country codes.
- Those that contain default setup that is the same for each company, for example, source code setup.
- Area setup tables, for example, Sales & Receivables Setup
- Supplementary setup tables, for example, posting groups, payment terms.
- Those that require data migration.
- Those that help in posting opening balances.

These tables will be listed in the **Configuration Worksheet** before they are assigned to the **Configuration Package**.

To access the **Configuration Worksheet**, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Worksheet**, and then click **New**.

To manually list the tables in the **Configuration Worksheet**, follow these steps:

1. In the **Line Type** field, enter **Table**.
2. In the **Table ID** field, enter the ID of the table that you will need for setting up a company.

3. The system will then automatically fill in the following fields:
 - **Name** – name of the table.
 - **Page ID** and **Page Name** – primary page through which the database records can be viewed directly from the worksheet by clicking **Database Data** on the **Actions** tab in the ribbon.



Note: *These fields will only be filled in for selected W1 tables. For other tables, the user should select the page manually.*

- **No. of Records** – the number of database records. Additional settings will determine whether these records will be included in the configuration package.
 - **Licensed Table** and **Licensed Page** – indicator of whether the table and page are included in the license.
4. In the **Reference** field, type text to provide more information about the table, or a URL linking to more detailed information.

You can also generate a list of tables by using the **Get Tables** function in the ribbon. Follow these steps:

1. On the **Actions** tab, click **Get Tables**.
2. Expand the **Options** FastTab.
3. Select the **Include with Data Only** check box if you only want to include those tables that contain database records.
4. Select the **Include Related Tables** check box if you want to include all tables that are related to the list of tables, as filtered in the **Object** FastTab.
5. Select the **Include Dimension Tables** check box if you want to include the dimension tables that contain the dimension details of the database records from the filtered tables.
6. Select the **Include Licensed Table Only** check box if you want to eliminate those tables that cannot be used because of license restrictions.
7. Click **OK** to add the tables into the configuration worksheet.

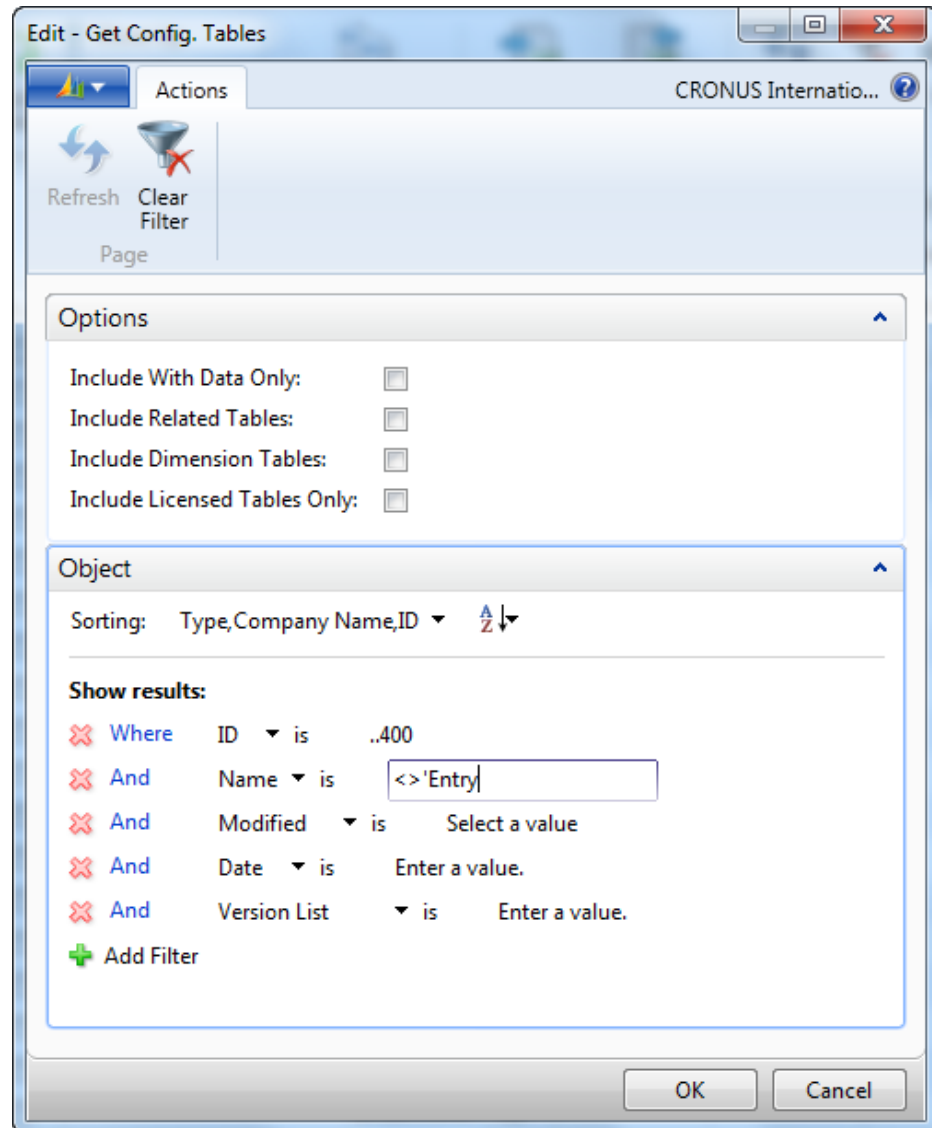


FIGURE 1.1: CONFIGURATION WORKSHEET - GET TABLES FUNCTION

For each table added to the configuration worksheet, you can quickly view all related tables in the **Related Tables** FactBox, indicating whether they are already included in the worksheet.

Or, instead of adding all related tables manually into the worksheet, you can use the **Get Related Tables** function in the ribbon. Follow these steps:

1. Select the appropriate table line in the worksheet.
2. In the **Related Tables** FactBox, check whether related tables are available and not yet added into the worksheet.
3. On the **Actions** tab, click **Get Related Tables**.
4. All related tables are added at the bottom of the worksheet.



Note: Not all related tables can be found by using the **Get Related Tables** function:

- It cannot find tables linked by a conditional table relation.
*For example, on the Sales Line, the **No.** field is linked to several different tables, depending on the Type of the line.*
- It cannot find tables linked on a basis of a filter.
For example, TableRelation: Location WHERE (Code= FIELD("Location Code")).

As soon as all required tables are added into the worksheet, you can organize the long list of tables into more specific areas and groups. Follow these steps:

1. Click **New** to add a new line to the worksheet.
2. In the **Line Type** field, enter **Area**.
3. In the **Name** field, type a short description of the area of tables that you want to assemble, for example, "Sales Company".
4. Click **New** to add a new line to the worksheet.
5. In the **Line Type** field, enter **Group**. Groups are an additional breakdown of a specific area.
6. In the **Name** field, type a short description of the group of tables that you want to assemble under the specified area, for example, "Master Tables".
7. Select the table that you want to add to the group, and then click **Move Up** or **Move Down** in the **Actions** tab to position the table line under the desired group.
8. Repeat all steps as frequently as necessary.



In this case, remember to also assign the created area or group to the configuration package. Otherwise, the Package Code for the lines of type Area/Group will be blank, and they will not be exported when the package is exported.

More information about creating packages is handled in the next topic.

Create a Configuration Package

After assembling all required tables in the **Configuration Worksheet**, you will now have to attach the lines to a configuration package.

To create the **Configuration Package** and attach the package to the configuration worksheet lines, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Worksheet**.
3. Select all the lines that you want to combine into one package.
4. On the **Actions** tab, click **Assign Package**.
5. On the **Config. Packages** page, click **New**.
6. Expand the **General** FastTab.
7. Enter a **Code** and **Package Name** to identify the package.
8. In the **Product Version** field, you can specify the version of the

product that you are configuring. You can use this field to help differentiate among various versions of a solution. You can enter no more than 80 characters, both numbers and letters.

9. In the **Language ID** field, you can specify the ID of the Windows language to use for the configuration package.
10. When multiple configuration packages will be imported to configure a new company, you can specify the order in which the package is to be processed in the **Processing Order** field.
11. Select the **Exclude Config. Tables** check box if you want to exclude configuration tables (Worksheet lines, Configuration Filters, Questionnaires, and Templates) from the package.
12. Click **OK** to close the **Config. Package Card** page.
13. Select the newly created package on the **Config. Packages** page, and then click **OK**.

For all selected lines on the configuration worksheet, the **Package Code** field is now filled in with the code of the newly created package. The package now contains all the necessary tables, but can be additionally modified as follows:

- Limit the number of fields to be exported with the package.
- Determine whether to validate the fields before applying the value, when configuring a new company.
- Determine the processing order of the fields.
- Filter the table data to be exported with the package.
- Connect configuration templates to be used when applying data into the new company.

You can open the package either from the worksheet, by clicking **Package Card** on the ribbon, or by following these steps:

1. On the navigation pane, click **Home**.
2. Click **Packages**.
3. Select the desired package, and then click **Edit**.
4. Expand the **Tables** FastTab.

All the tables that you selected on the worksheet, are added to the package when the user clicks on **Assign Package** action, but not in the same order. In the package, the tables are organized by number.



Note: Removing a table from the worksheet does not automatically delete the table from the package. Also, removing a table from the package, does not automatically delete the table from the worksheet. However, the connection to the package will be lost, and the **Package Code** field on the worksheet line will be empty again.

Module 1: Set Up a Company by Using RapidStart Services

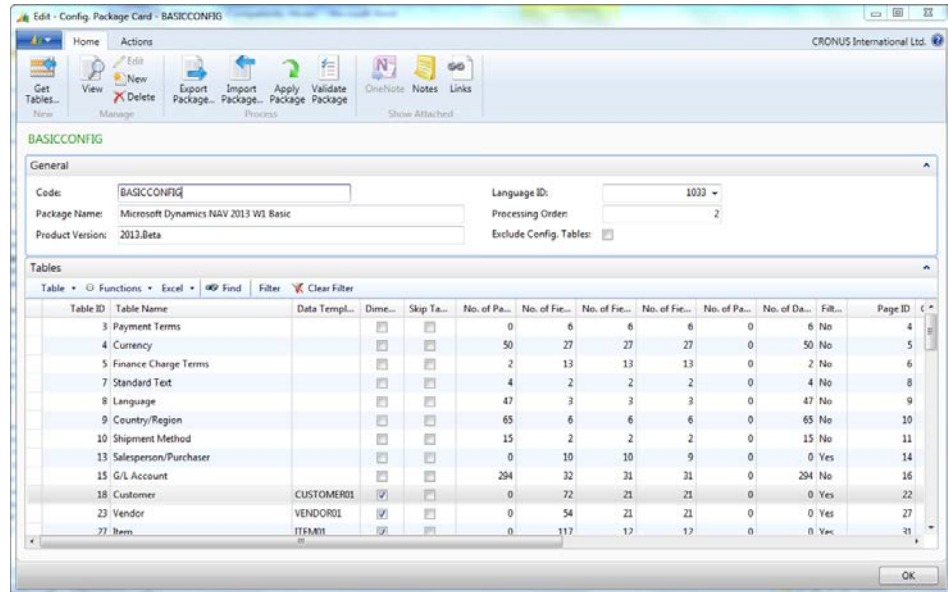


FIGURE 1.3: CONFIGURATION PACKAGE CARD

5. Select a line in the package, for example, table 18 Customers, click **Table**, and then click **Fields**.

The **Config. Package Fields** page contains all fields available for the selected table.

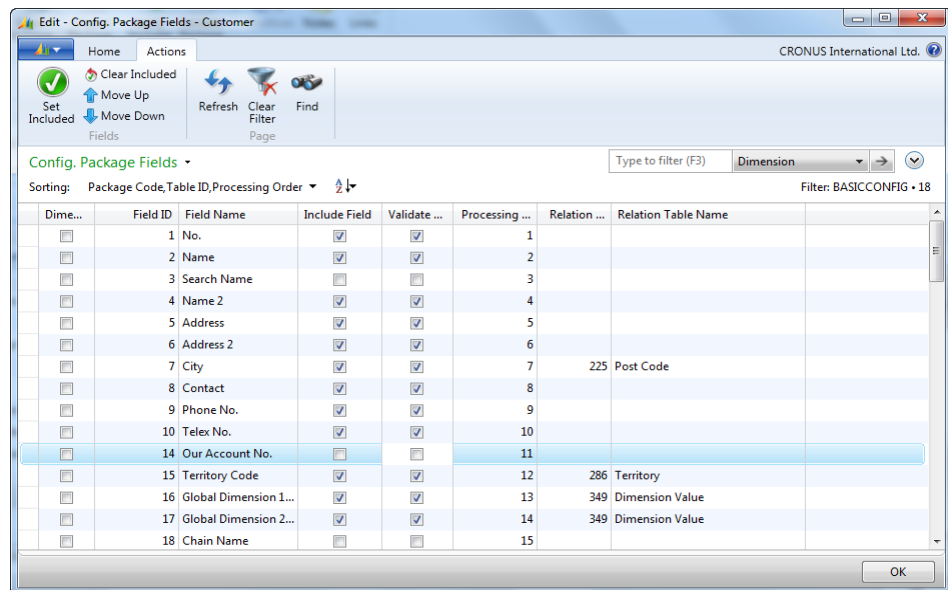


FIGURE 1.4: CONFIGURATION PACKAGE CARD – TABLE FIELDS

By default all fields are included in the package. You can take the following actions:

- Click **Clear Included** on the **Actions** tab to clear the **Include Field** for all fields.
 - Click **Set Included** on the **Actions** tab, to select the **Include Field** for all fields.
 - Select or clear the **Include Field** for a specific field.
 - By default all fields are to be validated when table data is added to the new company.
 - When the **Include Field** is cleared, the **Validate Field** is automatically cleared also.
 - Select or clear the **Validate Field** for a specific field.
6. When the field value is a code, the **Relation Table ID** and **Relation Table Name** fields indicate the related table.
 7. Click **OK** to close the **Config. Package Fields** page.
 8. Note that on the **Config. Package Card** page, the following fields provide information about the table fields:
 - **No. of Fields Available** – the number of fields provided in the table.
 - **No. of Fields Included** – the number of fields where the **Include Field** is selected.
 - **No. of Fields to Validate** – the number of fields where the **Validate Field** is selected.
 9. When the table contains data that you want to migrate to the new company, you can limit the number of records that will be exported, by adding a filter. For example, you may only want to migrate the domestic customers. Select table 18, Customers, then click **Table**, and then click **Filter**.

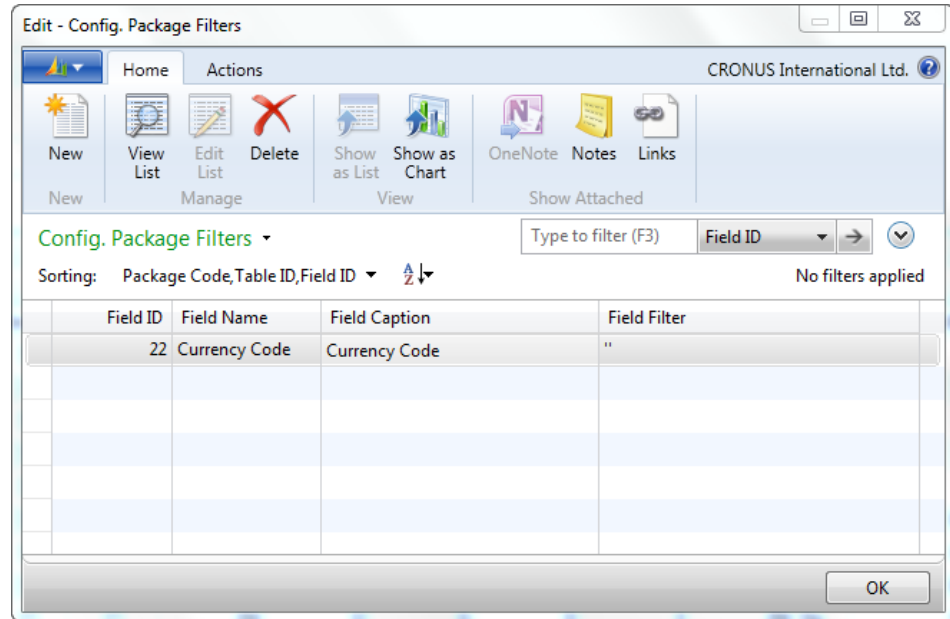




FIGURE 1.5: CONFIGURATION PACKAGE CARD – TABLE FILTERS

10. In the **Field ID** field, enter 22. This is the **Currency Code** field.
11. In the **Field Filter** field, enter "", to select the local currency.
12. Click **OK** to close the **Config. Package Filters** page.
13. Note that on the **Config. Package Card** page, the following fields provide information about the table fields:
 - **Filtered** – yes/no
 - **No. of Database Records** – contains the number of records in the table that are included in the filter and that will be included in the package when it is exported.

 **Note:** If you do not want to migrate any of the existing records to the new company, but you just need the table for data migration purposes, you can enter the following filter:

- **Field ID** – select the **No.** field
- **Field Filter** – ="

The **No. of Database Records** field on the **Config. Package Card** page then contains the number zero.

 **Note:** Table Filters are intended to be used only for export, not for import.

Create a Configuration Questionnaire

In addition to the configuration worksheet, RapidStart Services offers configuration questionnaires that relate to some specific setup tables, included in the worksheet. The setup questionnaire can reduce the implementation workload by providing more information about the fields to be set up.

The configuration questionnaire is generated in Microsoft Dynamics NAV by the consultant and is then included in the configuration package when the package is exported for setting up a new company. Each questionnaire can relate to multiple setup tables. For example, one may be used for each application area within Microsoft Dynamics NAV. Default answers can be provided in the questionnaire to match the typical setup of the Dynamics Partners customer type. However, all default values can be changed to match customer needs more specifically.

To create a configuration questionnaire, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Questionnaires**, and then click **New**.
3. Enter a **Code** and **Description** to create a new questionnaire.
4. On the **Navigate** tab, click **Question Areas**, and then click **New**.
5. Expand the **General** FastTab.
6. Enter a **Code** and **Description** for the new configuration questionnaire area.
7. In the **Table ID** field, enter the number of the setup table that you want to include in the questionnaire.
8. Notice that the **Table Name** field is automatically filled in when you enter a table ID.
9. Expand the **Lines** FastTab.
10. On the **Actions** tab, click **Update Questions**.
11. For each field of the table, a line will be created. You can delete those lines for which no specific setup has to be performed.
12. Notice that the **No.** field contains the number of the field in the table.
13. The **Question** field is automatically filled in with the name of the field and a question mark. Change this to a more specific question.
14. The **Answer Option** field contains all options for the specific field.
15. The **Field Value** field contains the current value of the field for the company in which you are creating the questionnaire.
16. In the **Reference** field, you can provide more information on the specific field and how to set it up by adding either text or a URL.

Module 1: Set Up a Company by Using RapidStart Services

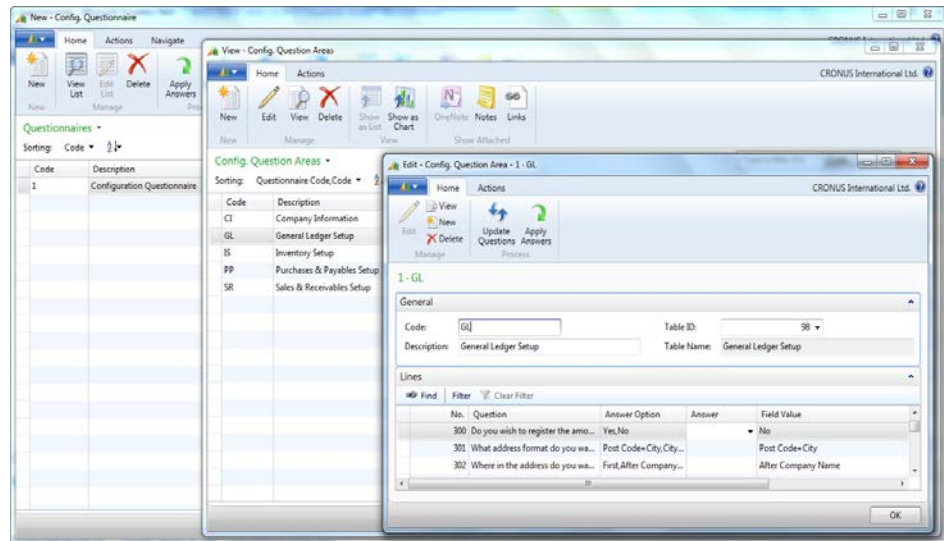


FIGURE 1.6: CONFIGURATION QUESTIONNAIRE CONTAINING MULTIPLE QUESTION AREAS

17. Click **OK** to close the **Edit - Config. Question Area** page.
18. Add as many setup tables to the questionnaires as you want by adding more question areas.
19. Click **Close** to close the **View – Config. Question Areas** page.
20. Click **OK** to close the **Config. Questionnaire** page.

From the configuration worksheet, you can view the tables for which a questionnaire was created. Follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Worksheet**.
3. Use the **Choose Columns** function to add the **No. of Question Groups** field.
4. Select the line for table 98 General Ledger Setup.
5. In the **No. of Question Groups** field, notice that one **Config. Question Area** was created for this table.
6. Review the questions either through the **Questions** FactBox or by clicking **Questions** on the **Navigate** tab in the ribbon.

Create a Configuration Template

Master data can be created in Microsoft Dynamics NAV either by migrating data from a legacy system using RapidStart Services or by entering a new record manually.

Frequently master data records can be grouped into typical master data types. Therefore, some field values on the master data card are identical for a specific type. For example, customers can be divided into domestic, foreign, and export

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types. These fields together with their default value can be combined into a configuration template.

Some fields on the master data card are considered mandatory. Although Microsoft Dynamics NAV will not prohibit the creation of the record when these mandatory fields are left blank, it will block the use of these records in transactions. For example, if the **Customer Posting Group** field is not filled in on a customer card, you will be unable to enter sales orders into the database and you will receive a warning message.

To create a configuration template, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Templates**, and then click **New**.

Field Name	Field Caption	Default Value	Mandatory	Reference
Customer Postin...	Customer Posting Group		<input checked="" type="checkbox"/>	
Payment Terms ...	Payment Terms Code	1M(80)	<input checked="" type="checkbox"/>	
Fin. Charge Ter...	Fin. Charge Terms Code	1.5 DOM.	<input checked="" type="checkbox"/>	
Shipment Meth...	Shipment Method Code	EXW	<input checked="" type="checkbox"/>	
Country Code	Country/Region Code	GB	<input checked="" type="checkbox"/>	
Currency Code	Currency Code		<input checked="" type="checkbox"/>	
Language Code	Language Code	ENU	<input checked="" type="checkbox"/>	
Payment Metho...	Payment Method Code	GIRO	<input checked="" type="checkbox"/>	
Application Met...	Application Method	Manual	<input checked="" type="checkbox"/>	
Gen. Bus. Postin...	Gen. Bus. Posting Group	NATIONAL	<input checked="" type="checkbox"/>	
VAT Bus. Postin...	VAT Bus. Posting Group	NATIONAL	<input checked="" type="checkbox"/>	

FIGURE 1.7: CONFIGURATION TEMPLATE - EXAMPLE

3. Expand the **General** FastTab.
4. Enter a **Code** and **Description** to identify the configuration template, for example, Domestic Customers.
5. In the Table ID and Table Name fields, you can enter the table for which you want to use the configuration template when you create records, for example, 18, Customers
6. Expand the **Lines** FastTab.
7. In the **Field Name** field, enter the name of the field that you want to add to the template.
8. In the **Default Value** field, enter the field value that will be automatically applied when a new database record is created using the template.

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Note: Make sure that you enter the default value correctly, because there is no drop-down list to help the user select the appropriate value. However, when unexpected data is added into the database, you will receive a warning.

9. Select the **Mandatory** field, if this field should be filled in for each new record.



Note: Selecting the **Mandatory** field has no effect on the creation of the record, but is a strictly informative field. Even when the 'mandatory' field is not filled in, the record will still be created into the database.

10. In the **Reference** field, you can provide more information about the correct use of this field by entering text or a URL.
11. Click **OK** to close the **Config. Template Header**.

The configuration templates support the following two business scenarios:

- Data migration from a legacy system, using RapidStart Services.
- Daily operation, by using the following:
 - the **Create Instance** function on the template.
 - the **Apply Template** function on the following cards:
 - Contact
 - Customer
 - Item
 - Vendor
 - G/L Account



Note: Although the **Apply Template** function is available only for certain cards, templates can be created for other data and it would require little customization to apply the template to any relevant master data table.

To apply the configuration template when it migrates data into the new company, the template must be assigned to the master table. Follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Packages**.
3. Select the desired package, and then click **Edit**.
4. Expand the **Tables** FastTab.

5. Select the table to which you want to apply the template, for example, table 18 Customers. This table was previously filtered to contain only domestic customers.
6. In the **Data Template** field, enter the configuration template for domestic customers. When later applying the package data or migrating other data into the new company, the default values of the template will be applied to the imported records.
7. Click **OK** to close the **Config. Package Card** page.

Export a Configuration Package

To apply a configuration package to a new company, you must first export the package from your default company.

The configuration package is exported as a .rapidstart or .Excel file and contains the following:

- Configuration worksheet.
- Configuration package card.
- Table data as filtered on the configuration package.
- Configuration questionnaires, regardless of whether the related table is added to the configuration package.
- Configuration templates, regardless of whether the template was linked to the master table on the configuration package.

To export the configuration package, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Packages**.
3. Select the package that you want to export.
4. On the **Actions** tab, click **Export Package** to create a .rapidstart file or click **Export to Excel** to create an .Excel file.
5. Click **Save**, and determine the location where the file should be stored.
6. Click **Save**.

The file is now created and is ready to be imported into a new company.

Standard vs. Partner-Specific Configuration Packages

If you frequently use RapidStart Services and feel that the included standard configuration package is lacking specific (for example, vertical) datasets, you can create your own specific .rapidstart files to be used with RapidStart Services.

To create a partner-specific configuration package to be used with RapidStart Services, follow these steps:

1. Create a blank Microsoft Dynamics NAV database.
2. Create a new company for each vertical dataset.
3. Import the standard configuration package into each company.
4. Edit, change, or add to the configuration worksheet.
5. Edit, change, or add to the configuration package.
6. Edit, change, or add to configuration templates.
7. Edit, change, or add to data records.
8. Export your partner-specific configuration package.

Configure a New Company Using RapidStart Services

As soon as the configuration package is created, you can start to configure new companies based on the default setup, default data, questionnaires, and templates that are provided in the package. The new company must first be created in Microsoft Dynamics NAV 2013 Development Environment. Then open the new company by clicking **Select Company**.



Note: A new company, named CRONUS UK, has been created in the Microsoft Dynamics NAV 2013 demo database and is used for the rest of this module.

RapidStart Services Wizard

You can use the RapidStart Services Wizard to perform the following actions:

- Quickly fill in the new company's information.
- Import and apply the desired configuration package.
- Set up users and select a profile for your user ID.




Note: For more user set up information, read the module, *Manage User Rights and Profiles*, of this course.

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To open the **RapidStart Services Wizard**, follow these steps:

1. From the Role Center, in the ribbon, click **RapidStart Services Wizard**.
2. In the first three FastTabs, enter general company information:
 - **Step 1: Enter your company details**
 - **Step 2: Enter communication details**
 - **Step 3: Enter payment details**

 **Note:** The answers to these questions will be filled in on table 79, Company Information, but do not cover all the fields available on this table.

You can do the following:

- Use the **RapidStart Services Wizard** to complete a configuration questionnaire with a question area for this specific table.
- Skip these steps, and use only the configuration questionnaire.
- Complete the setup manually on the **Company Information** page.

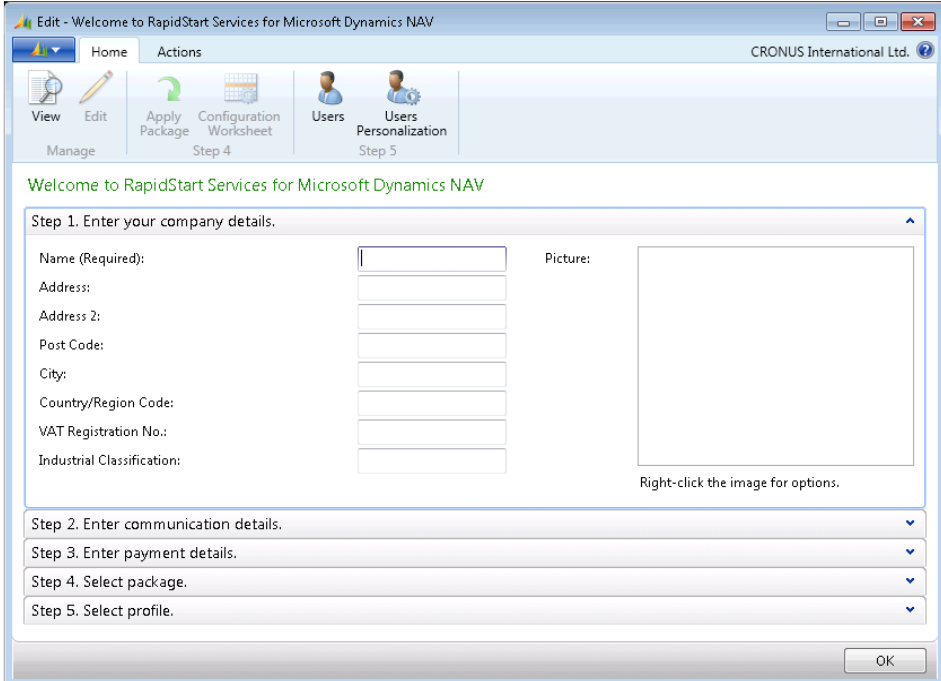


FIGURE 1.8: RAPIDSTART SERVICES WIZARD – COMPANY INFORMATION

3. Expand the **Step 4: Select package** FastTab.
4. In the **Select the configuration package you want to load** field, enter the location of the configuration package.

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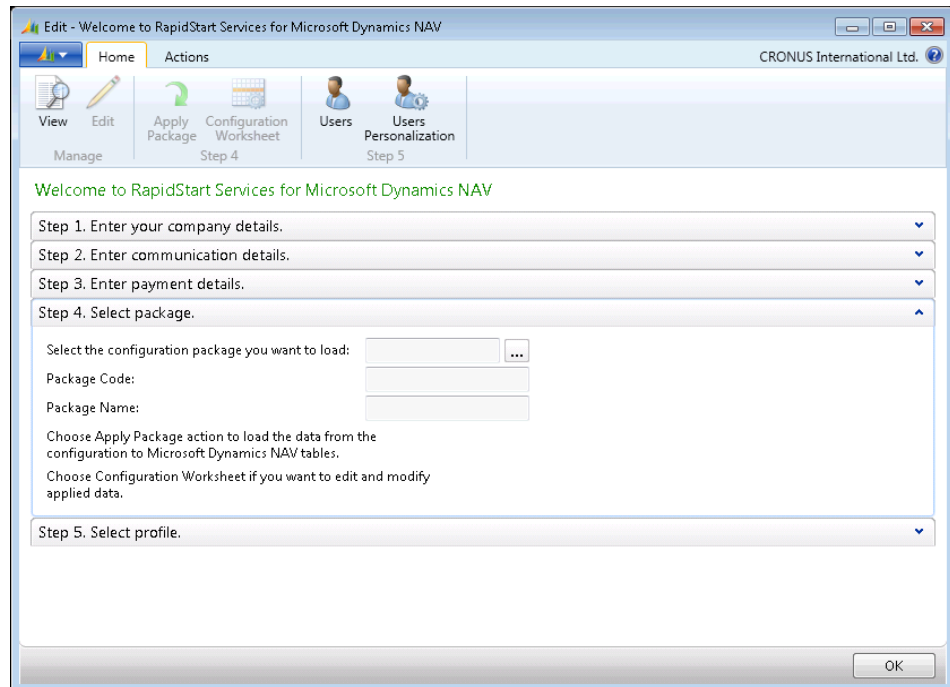


FIGURE 1.9: RAPIDSTART SERVICES WIZARD – IMPORT CONFIGURATION PACKAGE

5. On the **Actions** tab, click **Apply Package**.
6. The configuration package will now be imported and immediately the imported data transfers to the database tables.
7. Expand the **Step 5: Select profile** FastTab.
8. Select the profile to be assigned to your user ID. Generally this would be the last step. However, if additional setup is required, you can always return to the configuration worksheet.



Note: You can also set up other users and complete the user personalization. Both options are available in the ribbon.

How to set up users is discussed in the module, Manage User Rights and Profiles. Therefore, it is not discussed here.

9. Click **OK** to close the **Welcome to the RapidStart Services for Microsoft Dynamics NAV** page.

Import, Validate, and Apply the Configuration Package

Although the configuration package can be imported and directly applied by using the wizard, it does not let you first validate the imported data.

Instead of using the wizard, you can also import the configuration package manually by following these steps:

1. On the navigation pane, click **Home**.
2. Click **Packages**.
3. On the **Actions** tab, click **Import Package** to import the .rapidstart file or click **Import from Excel** to import the .Excel file.
4. Select the imported package, and then click **Edit**.

In the **No. of Database Records** field, notice that the tables currently contain **no database records**.



Note: *There are some exceptions to this rule.*

- *The following tables are automatically populated with database records during new company initialization when Codeunit 2 is run (that is, before importing the configuration package):*
 - *The tables related to source codes.*
 - *The tables related to the setup of the main application areas. For example, in General Ledger Setup only the primary key is inserted. The actual values for the fields should be filled in by the user (directly or through questionnaires)*
 - *The tables related to profiles and permissions.*
 - *When importing the configuration package, the package metadata records, required to process the package, are automatically applied.*
 - *Templates*
 - *Questionnaires*
 - *Configuration worksheet lines*
-

5. Notice that the **No. of Package Records** field shows the number of data records that will be imported into the actual table, as soon as you apply the package.
6. Click **Table**, and then click **Package Data** to view these package records and make changes if they are necessary.
7. Click **OK** to close the **Config. Package Records** page.

Before you apply the package into the database, the package data can first be checked for errors. Follow these steps:

1. On the **Navigate** tab, click **Validate Package**.
2. Notice that the **No. of Package Errors** field shows how many of the package records are invalid. The number appears in italic and in red. For example, table 294, Reminder Text, contains 10 package records and all these records are invalid.

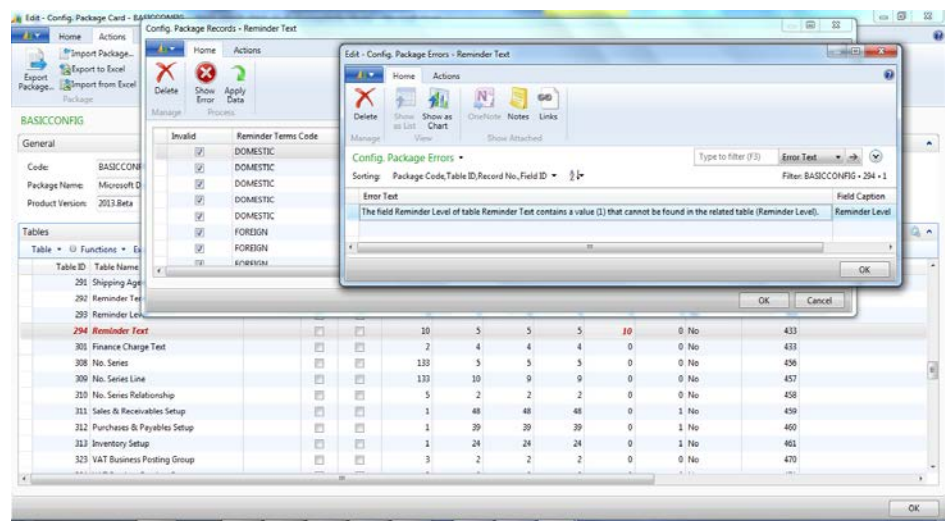
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3. Click **Table**, and then click **Errors**, to see which records contain an error.
4. Again the **Config. Package Records** page will be opened, but will now only contain those records where the **Invalid** field is selected.
5. Select the first invalid record, and on the **Actions** tab, click **Show Error**.
6. The **Field Caption** field, shows which field of the record contains an error. In the example, the **Reminder Level** field is invalid.

The **Error Text** field gives a brief and clear explanation of the exact error. In the example, the following text is displayed: "The field Reminder Level of table Reminder Text contains a value (1) that cannot be found in the related table (Reminder Level)".

It is indeed correct that currently in the actual database there are no records in the Reminder Level table. However, table 293, Reminder Level, is also a part of the configuration package and will be processed before table 294, Reminder Text. By the time that the reminder texts are applied to the database, the error will be resolved, and no additional action is required here.

7. Click **OK** to close the **Config. Package Errors** page.
8. Click **OK** to close the **Config. Package Records** page.



After validating the package data and resolving possible errors, you can apply the package data to the database, either on a table-by-table basis or by applying the package.

To apply one table or selected tables, follow these steps:

1. Select table 292, Reminder Level.
2. Click **Functions**, and then click **Apply Data**.

The **No. of Package Records** field is now zero.

The **No. of Database Records** field now contains two records.

3. Click **Table**, and then click **Database Data** to view the two applied reminder terms. It is only possible to view these records if the page through which you want to view the database records is indicated in the **Page ID** field.
4. Click **OK** to close the **Reminder Terms** page.

To apply all tables, follow these steps:

1. On the **Actions** tab, click **Apply Package**.
2. Click **OK** to close the **Config. Package Card** page.

We strongly recommend that you apply all tables at the same time or at least apply related tables together. When you click **Apply Package** (or **Apply Data**), the program automatically calculates the optimal order of applying the tables. For example, if you have a customer, customer posting group, and G/L account tables in one package, the program analyzes the relations between these tables and inserts the G/L account first, then customer posting groups, and only then customers, so no errors occur. However, if the user applies only the customer table alone, the errors of missing posting groups are displayed.

Use the Configuration Questionnaire

Applying the configuration package only creates some setup tables in the Microsoft Dynamics NAV 2013 database. For other setup tables, questionnaires were prepared and must be answered by the customer. You can do the following:

- Export the questionnaires to Excel, complete the questionnaire together with the customer, and then import and apply the answers.
- Directly answer the questionnaires on the **Config. Question Area** pages. These can be reached from the following locations:
 - The Questionnaires page.
 - The Worksheet page.

Data Migration Using RapidStart Services

When you apply the configuration package, some standard data has already been imported into the database. However, frequently the user already has some data he or she wants to use in the new company, such as customer information, items, or vendors.

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Through the configuration worksheet, it is now possible to create Excel files that contain all or specific fields of the data table. The Excel file has to be completed by the customer and can then be imported again into the worksheet either by themselves or by the consultant. Before you apply the data, you can review and correct where it is necessary.

When you apply the data, you can use a configuration template that will automatically complete the records with default values.

Data Migration without Configuration Templates

To migrate data using an Excel file created from the configuration worksheet, follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Worksheet**.
3. Select table 18, Customers.
4. On the **Actions** tab, click **Package Card**.
5. Select table 18, Customers.
6. Click **Table**, and then click **Fields**.
7. The **Include Field** check box is not selected for all fields. Most contact information-related fields are selected, but the fields that relate to Microsoft Dynamics NAV-specific tables like posting groups or payment terms is not.
8. Click **OK** to close the **Config. Package Fields** page.
9. Remove the configuration template CUSTOMER01 from the **Data Template** field.
10. Click **OK** to close the **Config. Package Card** page.
11. From the **Worksheet** page, on the **Actions** tab, click **Export to Template** to create an Excel file for the data migration of customers.
12. Save the Excel template to the desired location, and the file will automatically open. Only the fields that were indicated to be included on the configuration package card are now shown as columns.



Note: You can also select multiple tables and then perform the **Export to Template** function. One Excel file will be created that contains multiple sheets, one for each exported table.

13. Let the customer complete the file and then import the file by clicking **Import from Template**, on the **Actions** tab in the ribbon.

14. From the **Package Table** FactBox, you can see the number of imported records in the **No. of Package Records** field. By clicking the field or by clicking **Package Data** on the **Actions** tab in the ribbon, you can see the records and adjust or complete where it is necessary.
15. On the **Actions** tab, click **Apply Data**.
16. Click **OK**.
17. Possible errors will be reported. View and correct these by clicking **Errors** on the **Actions** tab.
18. From the **Package Table** FactBox, notice that the **No. of Package Records** field is zero.
19. On the worksheet line, in the **No. of Records** field, notice the number of records in the database. By clicking the field or by clicking **Database Data** on the **Actions** tab in the ribbon, you can see the applied records.

In the example of migrating data into the Customer table, much information is still missing. Possible ways to complete the customer cards are as follows:

- Adjust the fields to be included on the configuration package card, again create a template by exporting to Excel, complete the information, import the template from excel, and apply the data.
- Manually adjust the customer cards.
- Use configuration templates.

Data Migration with Configuration Templates

You must first generate an Excel template with only the domestic customers. Then again import the Excel template and apply it using the configuration template. Follow these steps:

1. On the navigation pane, click **Home**.
2. Click **Worksheet**.
3. Select table 18, Customers.
4. On the **Actions** tab, click **Package Card**.
5. Select table 18, Customers.
6. Click **Table**, and then click **Fields**.
7. Make sure the **Include Field** check box is not selected for the **Customer Posting Group**, **Gen. Bus. Posting Group**, and **VAT Bus. Posting Group** fields.



Note: You do not have to include the fields in the configuration package table that contain a default value in the configuration template.

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8. Click **OK** to close the **Config. Package Fields** page.
9. In the **Data Template** field, enter CUSTOMER01.
10. Click **Table**, and then click **Filters** to create a filter that will only allow information for domestic customers to be exported to the Excel template.
11. In the **Field ID** field, enter 35, this is the **Country/Region Code** field.
12. In the **Field Filter** field, enter GB.
13. Click **OK** to close the **Config. Package Filters** page.
14. Click **OK** to close the **Config. Package Card** page.
15. From the **Worksheet** page, on the **Actions** tab, click **Export to Template** to create an Excel file that contains only the domestic customers.
16. Save the Excel template to the desired location. The Excel file automatically opens and shows that, for example, Customer The Cannon Group is part of the domestic customer group. Close the Excel file.
17. On the **Actions** tab, click **Import from Template**.
18. On the **Actions** tab, click **Apply Data**.
19. Click **OK**.
20. Repeat these steps for each customer template.

Of course you can also use configuration templates when there are no existing records within the database. In this case, you can do the following:

- Immediately create different Excel templates, one for each configuration template, and then switch the configuration template on the assigned configuration package table before you apply the package records.



Note: You cannot create one Excel template, because the table filter on the configuration package card only works when it exports data, not when importing data.

- Create different configuration packages, one for each configuration template, where you can immediately connect the correct configuration template to the assigned configuration package table.



Note: You cannot create one configuration package and add the same table with a different configuration template set up.

Transfer Opening Balances Using RapidStart Services

After finishing the company's setup and data migration, you may have to transfer opening balances (general ledger, customer, vendor, and item). Instead of moving data directly in ledger entries, we must use journals to make sure that the data is added to the ledger entries in a consistent and reliable manner. For this purpose, tables 81 General Journal Line and table 83 Item Journal Line were added to the configuration package and can be found in the configuration worksheet.

RapidStart Services offers an additional function for preparing the journal lines and helps reduce the time that is required to transfer opening balances.



Note: Before transferring opening balances for general ledger through a general journal, make sure that the **Direct Posting** field is selected for all relevant G/L accounts. After the transfer, make sure that you clear the field again for the required accounts.

To select the **Direct Posting** field for a G/L account, follow these steps:

1. In the **Search** box, type **Chart of Accounts**, and choose the related link.
2. Locate the line for the relevant G/L account, and double-click.
3. In the **General** FastTab, select **Direct posting**.

Demonstration: Transfer Open Customer Balances

This demonstration shows you how to transfer open customer balances.

Demonstration Steps

1. Transfer open customer balances.
 - a. On the navigation pane, click **Home**.
 - b. Click **Worksheet**.
 - c. On the **Report** FastTab, click **Create Customer Journal Lines**.

Edit - Create Customer Journal Lines

Actions

Refresh Clear Filter

Page

Options

Document Type: [dropdown]

Posting Date: [date field]

Document Date: [date field]

Journal Template: GENERAL

Batch Name: DEFAULT

Standard General Journal: [dropdown]

Customer

Show results:

- Where No. is Enter a value.
- And Currency Code is Enter a value.
- And Country/Region Code is Enter a value.
- And Salesperson Code is Enter a value.
- And Customer Posting Group is Enter a value.
- And Blocked is Select a value.

+ Add Filter

OK Cancel

FIGURE 1.11: CREATE CUSTOMER JOURNAL LINES BATCH JOB

- Expand the **Options** FastTab.
- In the **Posting Date** field, enter the date on which the new company will start to use Microsoft Dynamics NAV2013.
- In the **Journal Template** field, click the drop-down button to open the **General Journal Templates** window.
- On the **Navigate** tab, click **Batches** to open the **General Journal Batches** window.
- In the **Home** tab, click **New**.
- In the **Name** field, enter OPEN.
- In the **Description** field, enter "Opening balances."
- Click **OK** to return to the **General Journal Templates** window.

- l. Click **OK** to return to the **Create Customer Journal Lines** request page.
Make sure GENERAL is selected in the **Journal Template** field.
- m. In the **Batch Name** field, enter OPEN.
- n. Expand the **Customer** FastTab. You can add filters to limit the number of customers for which you want to prepare the journal. Leave the filters blank to include all customers.
- o. Click **OK** to run the batch job.
- p. Click **OK**.
- q. In the worksheet, select table 81, Gen. Journal Line.
- r. On the **Actions** tab, click **Database Data** to open the journal.
- s. Make sure OPEN is selected in the **Batch Name** field.
- t. Notice that a journal line is created for each customer. It is now up to the user or consultant to enter the opening balances. You can do this directly in the journal or an Excel template can be created.
- u. Click **OK** to close the **General Journal** page.
- v. In the worksheet, table 81 is still selected.
- w. On the **Actions** tab, click **Export to Template**. The fields to be included in this Excel template are determined through the assigned configuration package card and can vary, depending on whether you are transferring one balance per customer or transferring all open ledger entries for each customer.
- x. Click **Yes** to export data to the Excel template.
- y. In the information dialog page, click the correct server access to Microsoft Office Excel Application option, and then click **OK**.



Note: More information about the correct use of the general journal is covered in the course *Finance Essentials in Microsoft Dynamics NAV 2013*.

- z. Complete the created Excel file, and then import the file by clicking **Import from Template** on the **Actions** tab in the ribbon.
- aa. Click **Yes** to import data from the Excel template.
- bb. On the **Actions** tab, click **Apply Data** to import the package records into the database, meaning into the journal.
- cc. Click **Yes** to apply package data for the selected tables.
- dd. On the **Actions** tab, click **Database Data** to open the journal.
- ee. Review and adjust if it is necessary.
- ff. On the **Actions** tab, click **Post** to create the customer ledger entries.
- gg. Click **Yes** to post the journal lines.

Module Review

Module Review and Takeaways

RapidStart Services helps reduce the time that is required to implement Microsoft Dynamics NAV by presetting the new database with default setup data, providing questionnaires for main application areas, preparing the database to import and apply legacy data in a structured way, and offering templates to apply to migration data.

RapidStart Services, used as intended, enables companies to have a new Microsoft Dynamics NAV system up and running in a minimum number of days. Plus, the cost is greatly reduced because automation replaces manual consultancy tasks.

Test Your Knowledge

Test your knowledge with the following questions.

1. Some categories of setup data are not included in RapidStart Services because they are too specialized. Which of the following setup data is not created by RapidStart Services?
 - () VAT Business Posting Groups
 - () Dimensions
 - () Countries/Regions
 - () FA Posting Groups
2. Which of the following is not included in the configuration package?
 - () The Configuration Worksheet
 - () The Configuration Questionnaires
 - () The Configuration Templates
 - () The Configuration Journals
3. Which of the following statements on configuration questionnaires is true?
 - () You can change default answers to match customer needs more specifically.
 - () Default answers are provided for all questions in a configuration questionnaire.

Application Setup in Microsoft Dynamics® NAV 2013

- () Each questionnaire can only relate to one setup table.
- () You cannot change default answers to match customer needs more specifically.

Test Your Knowledge Solutions

Module Review and Takeaways

1. Some categories of setup data are not included in RapidStart Services because they are too specialized. Which of the following setup data is not created by RapidStart Services?
 - ☐ VAT Business Posting Groups
 - ☒ Dimensions
 - ☐ Countries/Regions
 - ☐ FA Posting Groups
2. Which of the following is not included in the configuration package?
 - ☐ The Configuration Worksheet
 - ☐ The Configuration Questionnaires
 - ☐ The Configuration Templates
 - ☒ The Configuration Journals
3. Which of the following statements on configuration questionnaires is true?
 - ☒ You can change default answers to match customer needs more specifically.
 - ☐ Default answers are provided for all questions in a configuration questionnaire.
 - ☐ Each questionnaire can only relate to one setup table.
 - ☐ You cannot change default answers to match customer needs more specifically.

MODULE 2: MANAGE USER RIGHTS AND PROFILES

Module Overview

An enterprise business solution must have a built-in security system that protects the database and the information that it contains from being accessed by unauthorized people. It must also allow the application administrator to specify what authorized users are allowed to do the following in the database:

- Read data
- Insert data
- Modify data
- Delete data
- Execute data

(The five database actions are referred to as RIMDEX in short.)

The minimum acceptable level of security requires that each user is assigned an ID and a password. This ensures that only authorized personnel can gain access to the database. This is database-level security.

A medium level of security enables you to limit users' access to only certain types of information stored in the database. In other words, they can only gain access to particular tables in the database. This is table-level security.

A high level of security enables you to limit users' access to only specified records stored in the tables. This is record-level security.

It is the responsibility of the application administrator to manage the security system. To control user access, the application consultant can use several tools provided by Microsoft Dynamics® NAV. Along with logons and SQL Server® security filters, companies can control user access to Microsoft Dynamics NAV data by means of permission sets and permissions. Additionally, administrators can set up and assign users to profiles for use in the Windows client.

Objectives

The objectives are:

- Explain how authentication works in Microsoft Dynamics NAV.
- Manage security for Windows client users.
- Set up a new user.
- Explain the concepts of permission sets and permissions.
- Create a new permission set, and assign permissions to it.

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- Apply security filters in Microsoft Dynamics NAV.
- Perform user-specific setup.
- Create, assign, and work with user profiles.

Authentication

With several security systems interacting, the terminology can be confusing. So before explaining how the Microsoft Dynamics NAV security system works, it is necessary to clarify two key concepts:

- **Authentication:** The process by which the system validates the user's identity. This can be done by having users enter an ID and password when they log on. Microsoft Dynamics NAV supports three credential authorization mechanisms: Windows®, Username, and NavUserPassword authentication.
- **Logon:** When a user has identified himself or herself and has been recognized by the system, he or she is granted access to the parts of the system for which he or she has permission.



Note: You specify which credential type is used for a particular Microsoft Dynamics NAV Server instance by modifying the relevant Windows client configuration file and Microsoft NAV Server instance configuration.



Note: All users of a given Microsoft Dynamics NAV Server instance must be using the same credential type.

Windows Authentication

With this credential type, users are authenticated using their Windows credentials (Active Directory®, the local workgroup, or just the local computer's users and groups). Before you create a Windows user in the Windows client, there must already be a corresponding user or group in Windows.

Windows users, because they are authenticated through Windows, are not prompted for credentials when they start the Windows client.

Username Authentication

With this setting, the user is prompted for username/password credentials when starting the Windows client. These credentials are then validated against Windows authentication by Microsoft Dynamics NAV Server. Security certificates are required to protect the passing of credentials across a wide area network.

This setting should typically be used when the Microsoft Dynamics NAV Server computer is part of the authenticating Active Directory domain, but the computer where the Windows client is installed is not.

NavUserPassword Authentication

With this setting, authentication is managed by Microsoft Dynamics NAV Server but is not based on Windows users or Active Directory. The user is prompted for username/password credentials when starting the Windows client. The credentials are then validated by an external mechanism. Security certificates are required to protect the passing of credentials.

This mode is intended for hosted environments – for example, where Microsoft Dynamics NAV is implemented in SQL Azure™.



Note: How to configure the credential type is described in the Installation and Configuration in Microsoft Dynamics NAV 2013 course.

Set Up User Rights

Microsoft Dynamics NAV gives you complete control over the information that each user can access. You can create users and grant them the appropriate permission sets from within Microsoft Dynamics NAV.

Procedure: Set Up a New User Card

When you create users in Microsoft Dynamics NAV, they receive an identity within the database that allows them to log on to the system. Depending on the authentication mechanism, separate procedures are followed for creating users.



Note: You can create users with only one of the available credential types or with multiple credential types. For example, you could create a user who would automatically be logged on to the Windows client without having to present credentials when the credential type is **Windows**, but would be prompted for a username (the value of the **User Name** field) and a password when the credential type is **Username**.

When users log on to the database, they can perform tasks in accordance with the permissions that they have been allocated.

Follow these steps to open the **Users** page.

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **IT Administration**.
3. On the **IT Administration** page, click **General**, and then click **Users**.
4. Click **New** to open a new **User Card** page.

General FastTab

Field	Description
User Name	Enter a unique short name to identify the user.
Full Name	Enter the user's full name (first name, last name).
State	Specify whether the user should initially be Enabled or Disabled . This field is used to create new users using Username and NavUserPassword authentication.
Expiry Date	Click a date, if you want to set a time limit on the user's access. This field is used to create new users using Username and NavUserPassword authentication.

Windows Integrated Security FastTab

Do one of the following:

- Type the name of a valid Active Directory user in the **Windows User Name** field, using the format **domain\username**.
- Alternatively, view the options by clicking the **Windows User Name** field, then click **Allow for the Session**, and then use the Active Directory **Select User** or **Group** dialog box to identify a Windows user.

Set Password

To create new users using Username and NavUser Password authentication, a password will be set up.

On the **Navigate** tab, click **Set Password** and specify a password for the user. At the first log on, the user is prompted to change the password.

User Permission Sets FastTab

A permission set is a collection of permissions that will give a user access to certain domains within the Microsoft Dynamics NAV database. One or more permission sets can be given to one user.

From this place it is possible to review or change the permissions granted per permission set.



Note: When you change the permissions, you will change the permissions belonging to a permission set and thus change it for every user that has been granted this permission set.

Permission Sets

Follow these steps to review the permissions to the objects granted by a permission set.

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **IT Administration**.
3. On the **IT Administration** page, click **General** and then click **Permission Sets**.
4. On the **Navigate** tab of the **Permission Sets** page, click **Permissions**.

Object Types

Each permission set in Microsoft Dynamics NAV describes a set of access permissions to the objects in the following table.

Object	Description
Table Data	The actual data stored in the tables.
Table	The tables themselves.
Report	The reports used to present the data.
Codeunit	The codeunits used in the database.
XMLport	The XMLports used to import and export data in XML format.
MenuSuite	The object that contains the menus displayed in the Navigation pane. This is a legacy object from versions prior to Microsoft Dynamics NAV 2013.
Page	The pages used to view and enter data.
Query	The query used to retrieve data from multiple tables and combine in a single dataset.
System	The system tables in the database that allow the user to make backups, change the license file, and so on.

Permission Types

The following table shows the various permission types that a role can have on an object.

Permission	Description
Read	You can read this object.
Insert	You can insert data into this object.
Modify	You can modify data in this object.

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Permission	Description
Delete	You can delete data from this object.
Execute	You can run this object.

Permission Options

The following table shows the options that appear in the permissions fields.

Option	Description
<blank>	Not selected (the field is empty), and you do not have this permission.
Yes	This permission is granted, and you have full access to this object. You can always, for example, read this object.
Indirect	<p>This permission is granted indirectly. An indirect permission allows you to, for example, read the object through another object that you have permission to use, such as a codeunit or a page.</p> <p>Example: You have permission to run Codeunit 80, Sales-Post. The Sales-Post codeunit performs many tasks. One of these is to modify Table 39, Purchase Line. When you run the Sales-Post codeunit, Microsoft Dynamics NAV checks whether you have permission to modify the Purchase Line table or not.</p> <ul style="list-style-type: none">• If you do not have permission to modify the Purchase Line table, the codeunit cannot complete its tasks and you receive an error message.• If you have permission to modify the Purchase Line table, the codeunit runs successfully. However, you do not need to have full access to the Purchase Line table to run the codeunit.• If you have indirect permission to modify the entries in the Purchase Line table, the Sales-Post codeunit runs successfully. <p>When you have indirect permission, you can only modify the Purchase Line table when you run the Sales-Post codeunit or another object that has permission to modify the Purchase Line table.</p>

Security Filters

Microsoft Dynamics NAV 2013 supports record-level security and allows you to tailor the security system to meet the needs of your organization. You may, for example, want some of your employees to be able to read, edit, and enter information in the accounts of a particular customer or of a particular department.

This is done by applying security filters that limit the access your users have to the records stored in specific tables in the database. Security filters can only be applied to tables and the records that they contain.

These changes only take affect the next time the users who have been assigned this permission set in the database log on. If any are currently logged on, their permissions are not affected by this security filter.



Note: When you apply a security filter to a permission set, you modify that permission set. This means that all the other users who have been assigned that permission set will have their permissions changed as well.

If you do not want these modified permissions to apply to all the other users who have been assigned this permission set, consider creating new permission sets before changing any of the standard permission sets. You might also want to create new permission sets that contain security filters which reflect the security needs of your company. Each department may need its own permission set each with its own individual security filters.

Merge Security Filters

When you choose a process-driven security approach, setting up one security filter does not ensure that the user can only see those records specified in the filter. Each user generally has more than one permission set in the current database and receives permissions from each of these permission sets. The permissions that the user possesses are the sum of all the permissions specified for all the permission sets the user has been assigned.

If more than one permission set gives the user permissions to access data from the same table, the security filter specified for this table in one permission set will have no effect if another permission set gives the user permissions to perform the same operations on the same table but without any security filter. Not applying a security filter means that the user can, for example, read all the entries in that table.

In the same way, if the user has two permission sets that give permission to the same table and both permission sets have security filters applied to them, it is the sum of these filters that is applied. This means that if one filter specifies that the user must only be able to read entries 1 to 10, and the other filter specifies entries 5 to 20, the user will be able to read entries 1 to 20.

With a role-driven security setup, objects only appear once in the permissions of a user, which means that merging security filters is not necessary.

Special Permission Sets

Permission sets can be either process-driven or role-driven. Process-driven permission sets, such as FA-FIXED ASSET, EDIT, which includes permissions to edit fixed assets, are used in conjunction with other permission sets to encompass all processes that a user needs to perform. Role-driven permission sets, such as Bookkeeper, include permissions necessary to work in the Bookkeeper profile. Additional permission sets can be added to the user for processes not covered in the Bookkeeper role.

A number of predefined permission sets are provided by default in the Windows client. Before assigning permission sets to users, review the predefined permission sets. You can use these permission sets as they are, modify them, or set up completely different ones.





Note: The provided default permission sets are all process driven. Role-driven permission sets must be created new by the Microsoft Dynamics NAV Partner.



Note: While users can modify the default provided permission sets, it is recommended to create new permission sets based on the defaults since upgrades and updates can overwrite user changes. This can be done by copying permissions from an existing Microsoft Dynamics NAV permission set, pasting those permissions into a new permission set, and then making modifications.

The following table describes the permissions of special predefined permission sets in Microsoft Dynamics NAV.

Permission Set	Permissions
BASIC	This permission set can use fundamental (but not high security) tables, system table, and functions. The permissions the user gains with this permission set can only be used in the tables that users normally have access to, such as the navigation pane menu.
SECURITY	This permission set has access to the tables and functions related to security information (users, permissions). Users within this permission set can grant permissions to others, but only those permissions they themselves have. Therefore, if you want to create an "area superuser," give the person the SECURITY role plus permissions for the areas (such as Purchases & Payables) in which they can grant and revoke permissions for other users.

Permission Set	Permissions
SUPER	<p>This permission set can read, use, change, and delete all data and all application objects (that your license permits). Microsoft Dynamics NAV requires that at least one user is assigned this role in each database. This user is then responsible for creating additional users and for assigning appropriate permission sets to those users. You cannot alter the permissions that have been granted to this role.</p> <hr/> <p> Note: When a user creates a Microsoft Dynamics NAV database, that user is automatically assigned the SUPER permission set in the Microsoft Dynamics NAV security system.</p> <p> Note: Before starting to set security filters and/or permission sets, always make sure that one user authentication remains as "SUPER" to prevent locking access to parts of the database, which can only be enabled by the 'SUPER Access Permission Set'.</p> <hr/>
SUPER (DATA)	<p>This permission set can read, use, change, and delete all data. This is a permission set that you usually assign to an accounting manager or another person who can access all the data, but who does not need to make changes in the program.</p>

System Access Permission Set

Any user who is not a superuser must be assigned the BASIC permission set in addition to permission sets and permissions that give access to the required areas of the program. The BASIC permission set provides fundamental permissions to:

- Log on.
- Access the **navigation** pane menus.
- Move around in the program.

This permission set does not permit access to tables, table data, forms, and so on without further permissions, so there is no logic in assigning it only to a user.

A user who administrates security in only certain areas (such as department managers who administrate security for their own departments) must be assigned at least three roles: BASIC, SECURITY, and the role that provides access to the relevant areas of the database (such as Sales & Receivables).

There is no point in granting permissions to areas that the license file does not include. However, granting such permissions does not cause any problems. Remember to change or add to the permissions if Microsoft Dynamics NAV is customized or additional application areas are purchased.

Create a New Permission Set

If the existing permission sets do not meet the needs of the organization, create new ones or modify permissions of existing permission sets.

Demonstration: Create the New Permission Set and Grant Permissions

Scenario: CRONUS International, Ltd. needs a new permission set called G/L Accounts Only.

Demonstration Steps

1. Create the G/L Accounts Only permission set.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Permission Sets**.
 - d. Click **New** on the **Home** tab to insert a new line.
 - e. In the **Permission Set** field, type "G/L Accounts Only".
 - f. In the **Name** field, type "Works in G/L accounts".
 - g. Press ENTER or click the next line to accept the new permission set.
 - h. Then click the new permission set again.
 - i. On the **Navigate** tab of the **Permission Sets** page, click **Permissions**. The **Permissions** page for this new permission set appears. Because this is a new permission set, the window will be empty.
 - j. In the **Object Type** field, ensure that Table Data is selected as the type of object for which you want to grant permission.
 - k. In the **Object ID** field, enter **15, G/L Account** as the specific instance of that object.
 - l. Accept the default of **Yes** in all permissions.

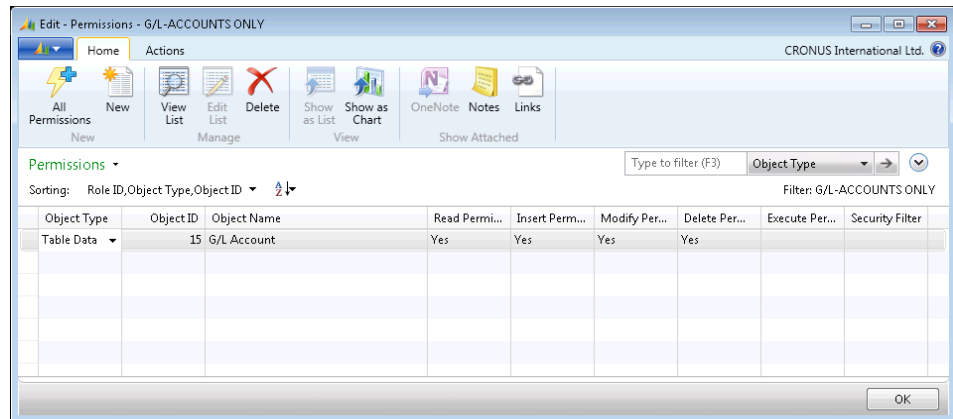


FIGURE 2.1: PERMISSIONS GIVEN TO G/L ACCOUNTS ONLY PERMISSION SET

Demonstration: Restrict the Permissions of the New Permission Set

Scenario: Later, the administrator must modify the permission set with a restriction to delete data in G/L Accounts.

Demonstration Steps

1. Restrict the deletion permissions of the G/L Accounts Only role.
 - a. On the **Permissions** page for the G/L Accounts Only permission set, clear the **Yes** value in the **Delete Permission** field.
 - b. Click the next line.

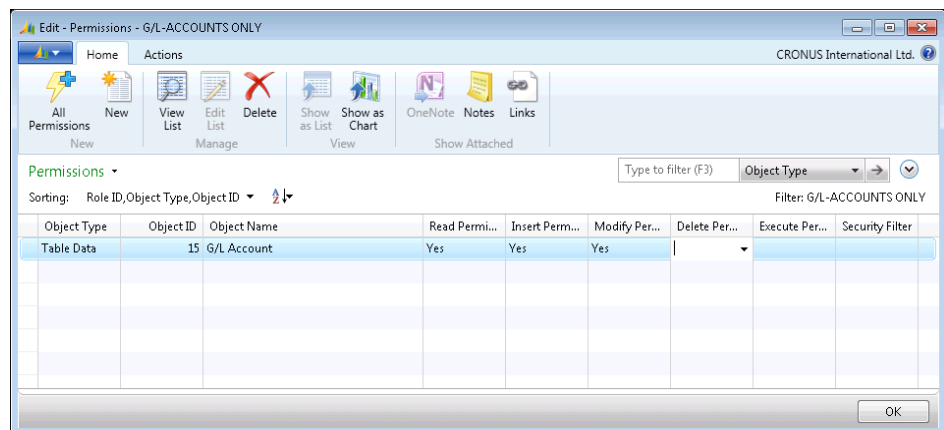


FIGURE 2.2: DELETE PERMISSION REMOVED FOR G/L ACCOUNT TABLE DATA

Demonstration: Extend the Permissions of the New Permission Set

You can also give permissions to multiple objects. This is a useful time-saving feature if you want to radically modify the permissions that apply to a permission set.

Demonstration Steps

1. Extend the permissions of the G/L Accounts Only permission set to also include read permissions in the Payment Terms and Finance Charge Terms tables.
 - a. On the **Permissions** page for the G/L Accounts Only permission set, on the **Actions** tab, click **All Permissions**.
 - b. In the **Read Permission** field for the Payment Terms table, enter **Yes**.
 - c. In the **Read Permission** field for the Finance Charge Terms table, enter **Yes**.
 - d. Click **OK** to save the selections.
 - e. Close all open windows.

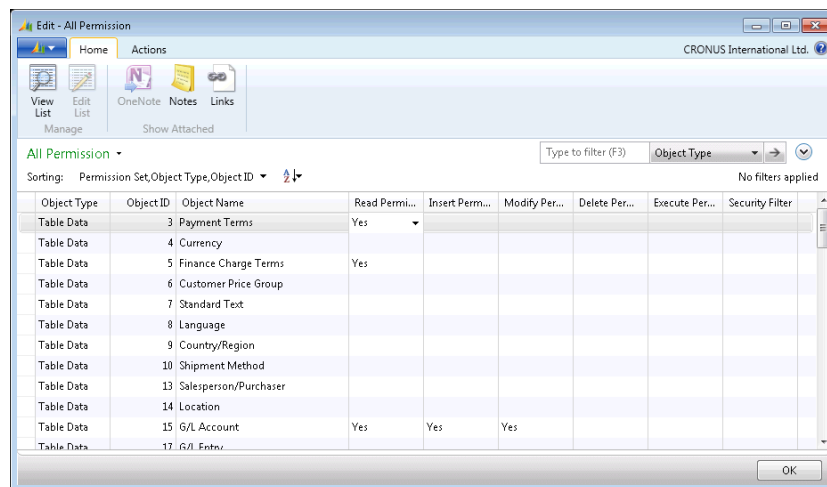


FIGURE 2.3: READ PERMISSION ADDED FOR PAYMENT TERMS AND FINANCE CHARGE TERMS TABLE DATA

Apply Security Filters

In the following demonstration, security filters are applied that limit the access a user has to the entries in the database. The filters applied are based on Department (Global Dimension 1). After the filters have been applied, the user can only see the accounts and entries that have to do with the Sales department.

Scenario: The existing G/L-ACCOUNT permission set in the CRONUS company must be extended to include security filters.

Demonstration: Apply the Security Filter to the G/L-ACCOUNT Permission Set

Demonstration Steps

1. Apply the security filter.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Permission Sets**.
 - d. On the **Permission Sets** page, select the G/L-ACCOUNT permission set.
 - e. On the **Navigate** tab, click **Permissions**.
 - f. On the **Permissions** page, select the G/L Account table and then, on the **Security Filter** field, click **AssistEdit**.
 - g. On the **Table Filter** page, click the **Field Number** field to view the options.
 - h. On the **Field Lookup** page, select **Global Dimension 1 Filter** and click **OK**.
 - i. On the **Table Filter** page, fill in SALES in the **Field Filter** field.
 - j. Click **OK** to apply the filter.

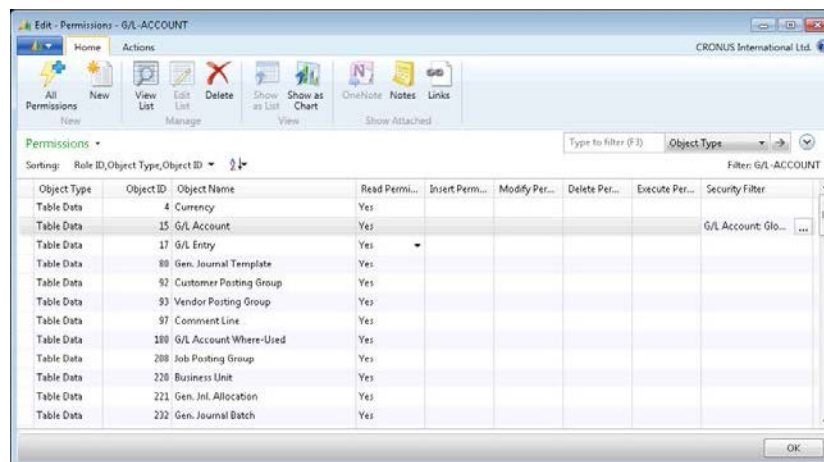


FIGURE 2.4: SECURITY FILTER ADDED TO THE PERMISSION SET CONCERNING THE G/L ACCOUNT TABLE

You have now applied the security filter to the G/L-ACCOUNT permission set.

When a user who has the G/L-ACCOUNT permission set opens the **Chart of Accounts** window, less information appears in the **Net Change** and **Balance** fields.

Demonstration: Apply the Security Filter to the G/L Entry Table

The G/L entries are stored in a separate table. Therefore, you must remember to apply the same filter to the G/L Entry table. You must apply the filter to both tables to ensure that the user does not gain access to entries that are not specified in the filter applied to the G/L Account table. This ensures that the user can only see the accounts and the entries that comply with the security filter. Security permissions and filters are table specific.

Demonstration Steps

1. Apply the security filter.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Permission Sets**.
 - d. On the **Permission Sets** page, select the G/L-ACCOUNT permission set.
 - e. On the **Navigate** tab, click **Permissions**.
 - f. On the **Permissions** page, select the G/L Entry table and, on the **Security Filter** field, click **AssistEdit**.
 - g. On the **Table Filter** page, click the **Field Number** field to view the options.
 - h. On the **Field Lookup** page, select **Global Dimension 1 Code** and click **OK**.
 - i. On the **Table Filter** page, in the **Field Filter** field, enter SALES.
 - j. Click **OK** to apply the filter.

Application Setup in Microsoft Dynamics® NAV 2013

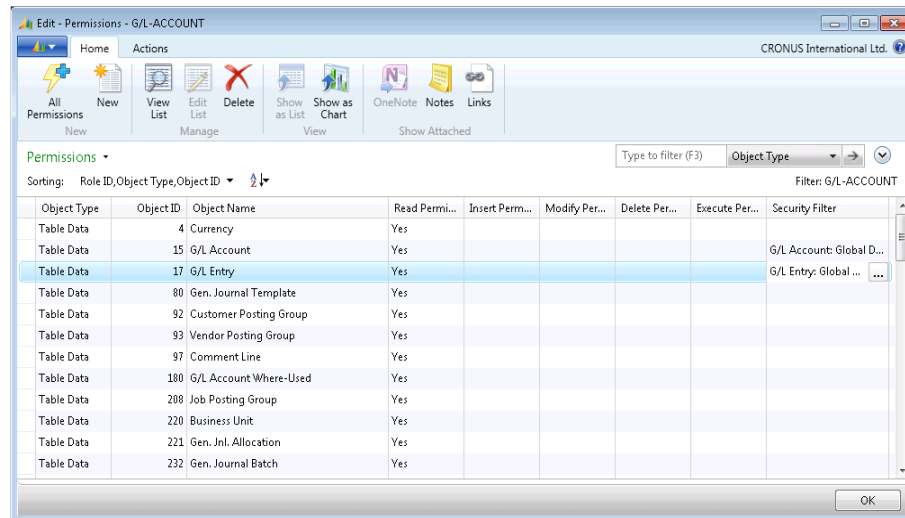


FIGURE 2.5: SECURITY FILTER ADDED TO THE PERMISSION SET CONCERNING THE G/L ENTRY TABLE

Review the Result in the General Ledger Entries Window

You have now applied a security filter to the G/L-ACCOUNT role. After you have applied this security filter, the users who have this role can only see the G/L accounts and ledger entries that relate to the Sales department (Global Dimension 1). G/L Account 8530 contains ledger entries that relate to all the departments. After you have applied the security filter, the users who have the G/L-ACCOUNT role can only see 14 of these entries, namely those relating to the SALES dimension.

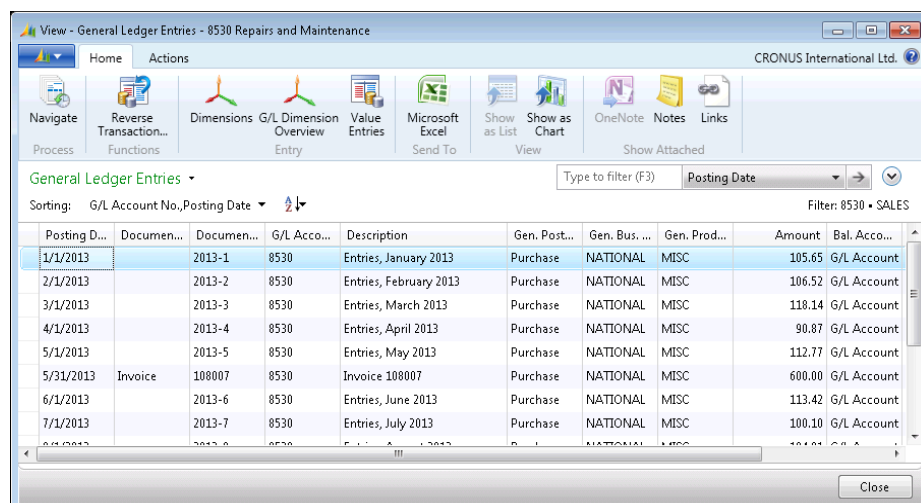


FIGURE 2.6: THE GENERAL LEDGER ENTRIES PAGE LIMITED BY THE SECURITY FILTER TO ONLY SHOW G/L ENTRIES RELATING TO SALES

User-Specific Setup

With Microsoft Dynamics NAV, you can put time limits on user IDs. Time limits can be set to either the user IDs in Microsoft Dynamics NAV or to the passwords within the Windows domain, when using Windows authentication. Alternatively, the **User Setup** page provides the possibility to restrict when a particular user is allowed to post to a particular company. In addition, the **Time Registers** page allows the program to register the amount of time that an individual user works in the company. This can be used, for example, for accountants who post entries for other users, to document the amount of time they spent working on the accounts of the various companies.

User Setup Page

Follow these steps to open the **User Setup** page.

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Users** and then click **User Setup**.

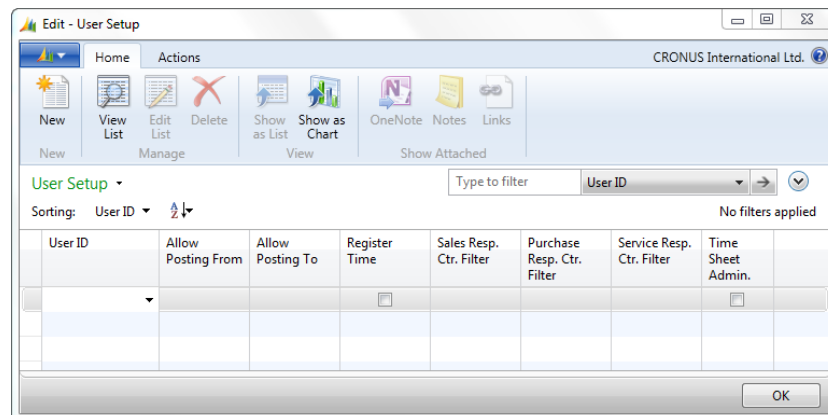



FIGURE 2.7: USER SETUP PAGE

The fields shown in the following table are included in the **User Setup** page.

Field	Description
User ID	Enter the user ID for which you want to set up conditions. The user must have been set up already. If you cannot remember the user ID, look up in the User ID field to see a list of the user IDs that have been set up in the current database.

Field	Description
Allow Posting From and Allow Posting To	<p>Enter the period (starting and ending date) in which the user will be allowed to post.</p> <hr/> <p> Note: Other fields for posting periods are found on the General Ledger Setup page. These periods refer to the entire company and thus apply to all users. Anything entered for a particular user in the User Setup page takes precedence over the general choice made in the General Ledger Setup page.</p> <hr/>
Register Time	If you want to register the amount of time a user works on the company, enter a check mark by clicking the field or pressing the spacebar.
Sales Resp. Ctr. Filter, Purchase Resp. Ctr. Filter and Service Resp. Ctr. Filter	Enter the code for the responsibility center to which you want to assign the user. Click the field to see the responsibility centers that have been created. This responsibility center will be the default responsibility center when the user respectively creates new sales, purchase, or service documents. The user only sees sales, purchase or service orders created from his or her responsibility center. If you leave this field blank, the default responsibility center in Customer or Company Information (in order of priority) will be used.

You can also use the **User Setup** page to complete the setup on document approval and time sheet management. These fields will be discussed in detail in the appropriate courseware.

User Time Registers

If the **Register Time** field in the **User Setup** page contains a check mark, the **Time Registers** page will contain information about when and how long individual users have been logged on to the company.

To open the **User Time Registers** page, on the **Application Setup** page, click **Users**, and then click **Time Registers**.

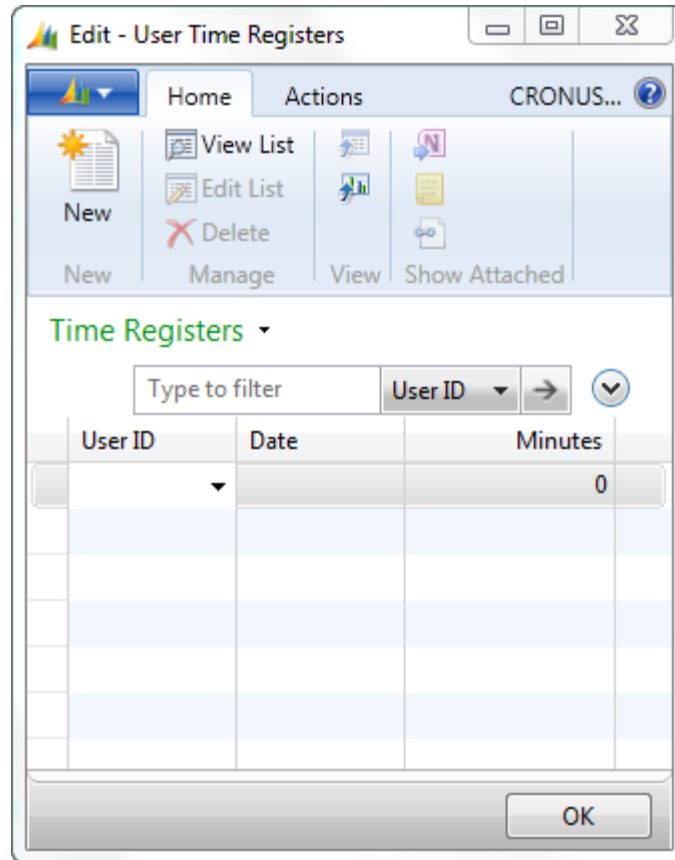


FIGURE 2.8: TIME REGISTER PAGE

This page displays the time use registers for users. Each time the user leaves the program, the lines are generated automatically, containing information about the user ID, date, and number of minutes worked.

However, lines can also be created manually.


Time use is registered in whole minutes, rounded to the nearest minute. The program creates one line for each user, each day. If the same user uses the company more than once in a day, the line displays the total time used on that day. If a user finishes using the company after midnight, the time use will be registered to the date when work began—not the date it was completed.

User Profile Setup

For the Windows client, Microsoft Dynamics NAV 2013 includes pre-defined Role Centers and Profiles to fit many of the fundamental roles in companies. Creating or modifying Role Centers is a development task, but the creation and assignment of Profiles is a setup task performed by an administrator. Typically Profiles are created and then the appropriate Role Center is assigned. Once users are set up, they are assigned to a Role Center through the Profile.

Application Setup in Microsoft Dynamics® NAV 2013

For example, when Alicia, the Purchasing Agent opens the Windows client, she sees the Purchasing Agent Role Center, which has been configured to help her carry out her daily tasks. This Role Center was assigned to her login through the Purchasing Agent profile.

 **Note:** Before assigning profiles, set up the user with the proper security access to the corresponding Role Center page and to the objects (tasks, lists, reports, and documents) that can be found in the corresponding Home section on the **navigation** pane.

Procedure: Create a Profile

The Profile Card is used to create unique profiles for end users. Each profile is associated with a Role Center that can then be configured to suit the specific needs for the user. Often profiles are associated with a job title in a company.

To create a profile, follow these steps:

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **RoleTailored Client** and then click **Profiles**.
4. Click **New** to create a new **Profile Card**.

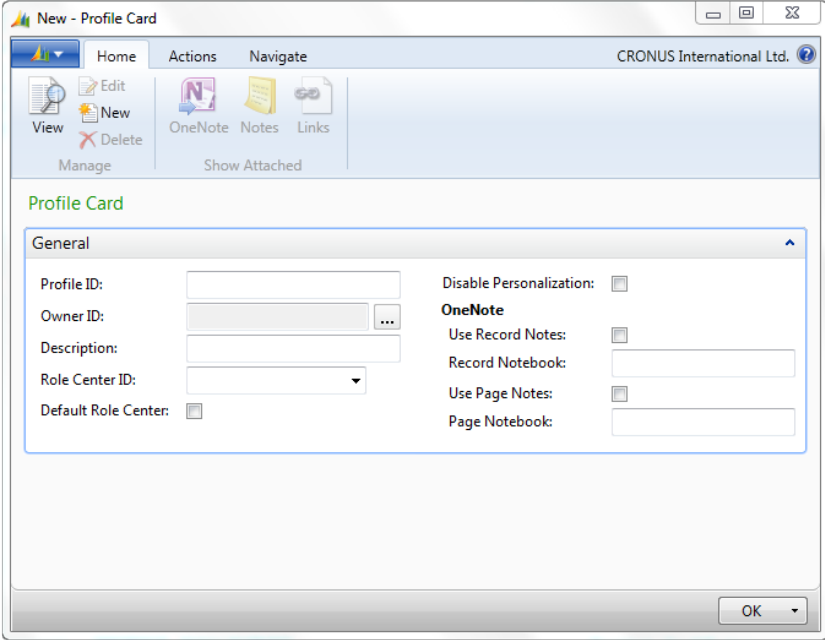



FIGURE 2.9: NEW PROFILE CARD WINDOW

The fields shown in the following table are included in the **Profile Card** page.

Module 2: Manage User Rights and Profiles

Field	Description
Profile ID	Type a short, appropriate name that describes the intended role of the user.
Owner ID	Click AssistEdit to view all available users. Select a user, and then click OK .
Description	Type a description of the Profile ID, for example, "Order Processor".
Role Center ID	Click the field to view all available Role Centers. Select the Role Center , and click OK .
Default Role Center	Select the check box to make this the default Profile ID for all users. This is optional.
Use Record Notes and Use Page Notes	Select the check box if you want to activate the OneNote integration on a record and/or page level.
Record Notebook and Page Notebook	Indicate the location of the OneNote Notebook for a record and/or page.  Note: See online help for how to Set Up OneNote Integration for a Group of Users.

Procedure: Assign a Profile to a New User

The User Personalization Card is used to assign newly configured profiles to end users. End users cannot access their new profile until this step has been completed. This task must be completed by an administrator.

To assign a profile to a new user, follow these steps:

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **RoleTailored Client** and then click **User Personalization**.
4. Click **New**.

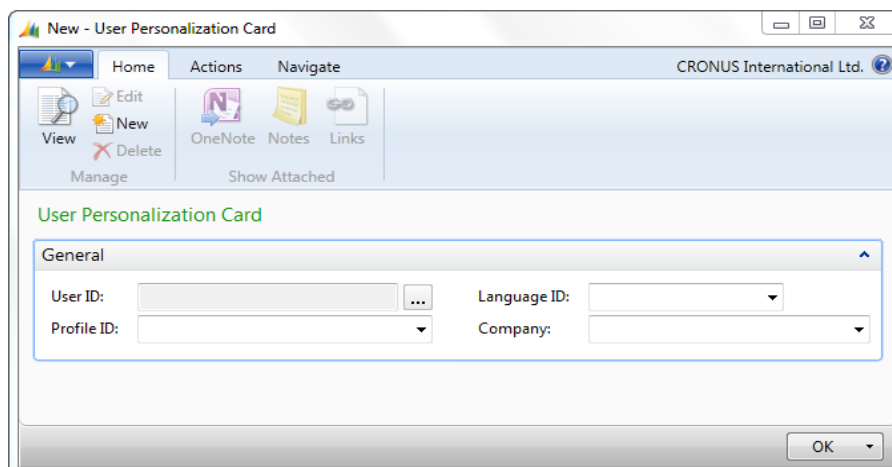


FIGURE 2.10: NEW USER PERSONALIZATION CARD WINDOW

The fields shown in the following table are included in the User Personalization page.

Field	Description
User ID	Click AssistEdit , select the line for the relevant user, and then click OK .
Profile ID	Enter the relevant user, and then click OK .
Language ID	Enter an appropriate language ID or leave this field blank.
Company	Enter a company for which this user/profile combination is relevant.

Procedure: Copy a Profile

Use the **Copy Profile** function to create a copy of an existing profile.

To copy a profile, follow these steps:

1. In the **navigation** pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **RoleTailored Client** and then click **Profiles**.
4. Select the line of the profile to copy.
5. On the **Actions** tab, click **Copy Profile**.
6. In the **New Profile ID** field, type a short, descriptive name of the new profile.
7. Click **OK** to copy the profile and a new line is created.

The new profile with the same information as the copied profile is added to the **Profiles** page. Update the profile information as needed.

Best Practices

Superuser Responsibilities

The Microsoft Dynamics NAV security system is initiated when you create the first logon. The first logon must therefore be for a superuser who is given the SUPER role. The superuser then owns and administers all access to this database from within Microsoft Dynamics NAV. Until you create a superuser, any user with access to the system can carry out any transactions in a Microsoft Dynamics NAV database.

One of the first things the superuser must do is create user IDs for the other people who will have access to the database and assign permission sets to these users. Permissions are allocated at company level in Microsoft Dynamics NAV. Microsoft Dynamics NAV allows only users that have been given the SUPER or SECURITY roles to administer security. These Microsoft Dynamics NAV users can only grant to other users permissions that they themselves possess.

Process-Driven vs. Role-Driven Setup

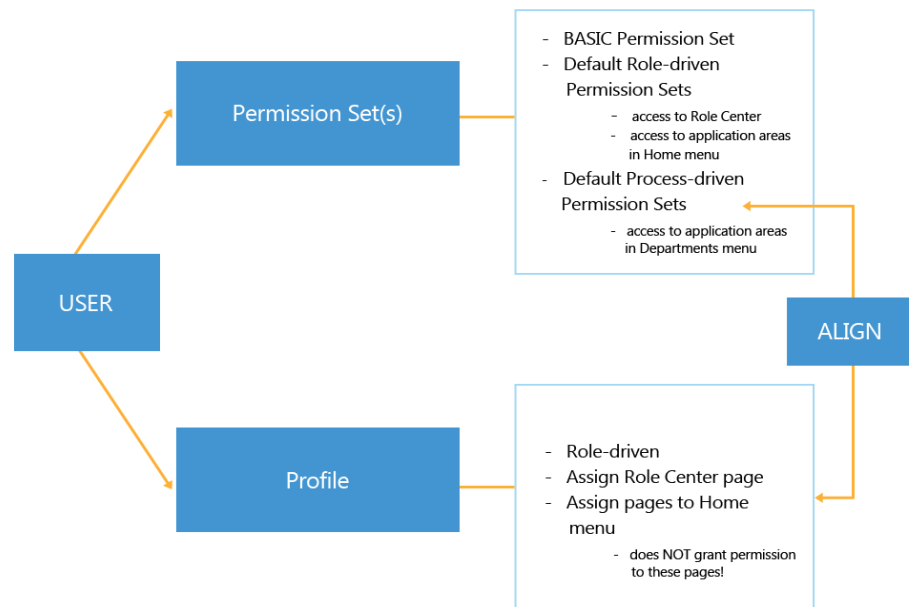


FIGURE 2.11: USER SETUP OVERVIEW

When new users need to be created and security needs to be set up for these users, the application administrator can use two different approaches in mapping out the user security requirements:

- **Process-driven approach:** The application administrator lists the different tasks a user needs to perform within the different Microsoft Dynamics NAV 2013 database. Typically, the administrator will use the default process-driven permission sets available in the system and the user will not be assigned a profile, thus he or she will be using the default Role Center.
- **Role-driven approach:** The application consultant looks at the job description, the role a user has been given within the company. Typically, the consultant will use the default role-driven permission sets, to be downloaded and imported within the Microsoft Dynamics NAV 2013 database. Also, the user will be assigned a profile that is aligned with his company role and the role-driven permission set.



Note: A user's profile will determine the user's Home menu (containing the Role Center page and other most used pages from job-related application areas), but it is the permission set that will determine whether a user can access these pages, data, and functions. It is up to the application administrator to make sure the profiles and permission sets are in perfect alignment.

When a user needs to have more access than given by a single default role-driven permission set, you can create new role-driven permission sets and profiles.

When a user has more than one role within the company or within different companies in the same database, you can create a new profile, design a new role center, and create a new aligned permission set.

Lab: Set Up New Users

Scenario

Simon, the System Implementer/Consultant at CRONUS, needs to set up users with access to both their relevant Role Centers and other application areas through Departments. All users will work in the English language. CRONUS uses Windows authentication as credential type. (Windows ID: CONTOSO\Name')

He sets up the following users:

1. A new employee, Susan Burk, has accepted the role of Sales Order Processor and is responsible for the maintenance of customer data at CRONUS International, Ltd.
2. Alicia, the purchasing agent, is responsible for the maintenance of vendor data.
3. Cassie, the bookkeeper at CRONUS, has been asked to manage some of the XBRL financial reporting. The BOOKKEEPER permission set and Role Center profile do not accommodate these tasks, thus Cassie will have to access the XBRL area from the Departments page.

Exercise 1: Susan

Task 1: Susan

High Level Steps

1. Create a user for Susan, using Windows authentication as specified in the scenario.
2. Assign the appropriate permission sets.
3. Assign the profile to Susan's user ID.

Detailed Steps

1. Create a user for Susan, using Windows authentication as specified in the scenario.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration** and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Users**.
 - d. Click **New** to open a new **User Card**.
 - e. In the **Windows User Name** field, type "CONTOSO\Susan".
2. Assign the appropriate permission sets.
 - a. Go to the **User Permission Sets** FastTab.
 - b. Add a new line and, in the **Permission Set** field, enter **BASIC**.

- c. Add a new line and, in the **Permission Set** field, enter **S&R-CUSTOMER, EDIT**.
 - d. Click the next line.
 - e. Click **OK** to close the **User Card**.
3. Assign the profile to Susan's user ID.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **RoleTailored Client**, and then click **User Personalization**.
 - d. Click **New**.
 - e. In the **User ID** field, click the **AssistEdit (...)** button.
 - f. Select the line for **CONTOSO\Susan**, and then click **OK**.
 - g. In the **Profile ID** field, enter **ORDER PROCESSOR**.
 - h. In the **Language ID** field, enter **1033**.
 - i. In the **Company** field, enter **CRONUS International Ltd.**
 - j. Click **OK** to close the user personalization card.

Exercise 2: Alicia

Task 1: Alicia

High Level Steps

1. Create a user for Alicia, using Windows authentication as specified in the scenario.
2. Assign the appropriate permission sets.
3. Assign the profile to Alicia's user ID.

Detailed Steps

1. Create a user for Alicia, using Windows authentication as specified in the scenario.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Users**.
 - d. Click **New** to open a new **User Card**.
 - e. In the **Windows User Name** field, type "CONTOSO\Alicia".
2. Assign the appropriate permission sets.
 - a. Go to the **User Permission Sets** FastTab.
 - b. Add a new line and, in the **Permission Set** field, enter **BASIC**.
 - c. Add a new line and, in the **Permission Set** field, enter **P&P-VENDOR, EDIT**.

- d. Click the next line.
- e. Click **OK** to close the **User Card**.
3. Assign the profile to Alicia's user ID.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **RoleTailored Client**, and then click **User Personalization**.
 - d. Click **New**.
 - e. In the **User ID** field, click the **AssistEdit** (...) button.
 - f. Select the line for **CONTOSO\Alicia**, and then click **OK**.
 - g. In the **Profile ID** field, enter **PURCHASING AGENT**.
 - h. In the **Language ID** field, enter **1033**.
 - i. In the **Company** field, enter **CRONUS International Ltd.**
 - j. Click **OK** to close the user personalization card.

Exercise 3: Cassie

Task 1: Cassie

High Level Steps

1. Create a user for Cassie, using Windows authentication as specified in the scenario.
2. Assign the appropriate permission sets.
3. Assign the profile to Cassie's user ID as specified in the scenario.

Detailed Steps

1. Create a user for Cassie, using Windows authentication as specified in the scenario.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Users**.
 - d. Click **New** to open a new **User Card**.
 - e. In the **Windows User Name** field, type "CONTOSO\Cassie".
2. Assign the appropriate permission sets.
 - a. Go to the **User Permission Sets** FastTab.
 - b. Add a new line and, in the **Permission Set** field, enter **BASIC**.
 - c. Add a new line, and enter **G/L-XBRL, EDIT**.
 - d. Click the next line.
 - e. Click **OK** to close the **User Card**.

3. Assign the profile to Cassie's user ID as specified in the scenario.
 - a. In the **navigation** pane, click **Departments**.
 - b. Click **Administration** and then click **Application Setup**.
 - c. On the **Application Setup** page, click **RoleTailored Client**, and then click **User Personalization**.
 - d. Click **New**.
 - e. In the **User ID** field, click the **AssistEdit (...)** button.
 - f. Select the line for **CONTOSO\Cassie**, and then click **OK**.
 - g. In the **Profile ID** field, enter **BOOKKEEPER**.
 - h. In the **Language ID** field, enter **1033**.
 - i. In the **Company** field, enter **CRONUS International Ltd.**
 - j. Click **OK** to close the user personalization card.

Module Review

Module Review and Takeaways

Microsoft Dynamics NAV provides the tools for a company to effectively secure data in the system through the use of logons, permission sets, permissions, and SQL Server security filters. A secure environment is also managed through the use of data posting restrictions and time registries.

Application administrators will benefit from the concepts and demonstrations provided in this course before taking on the responsibility of setting up and managing the company's security system.

Test Your Knowledge

Test your knowledge with the following questions.

1. What is the minimum acceptable level of security?
 - () Table-level security
 - () Database-level security
 - () Record-level security
 - () RIMDEX
2. Which security level limits access to certain data?
 - () Table-level security
 - () Database-level security
 - () Record-level security
 - () RIMDEX
3. Which of the following statements is incorrect?
 - () Logon refers to when a user identifies oneself, and is recognized by the system, thus allowing access.
 - () Authentication is the process by which the system validates the user's identity.
 - () The five database actions are referred to as RIMDEX in short.

Application Setup in Microsoft Dynamics® NAV 2013

- ☐ Microsoft Dynamics NAV supports two credential authorization mechanisms: Windows authentication and NavUserPassword authentication.
- 4. Which user must be created before all others in Microsoft Dynamics NAV?
 - ☐ A superuser
 - ☐ A database administrator
 - ☐ A Windows domain administrator
 - ☐ A Windows Server 2003 local administrator
- 5. What happens when you apply a security filter to a permission?
 - ☐ It changes the Role Center.
 - ☐ It does not change the permissions that other users with the same role have.
 - ☐ It changes the permissions for all users with the permission set.
 - ☐ It only changes the permissions for the users who subsequently get the role.
- 6. Where can setup be performed to prevent a specific user's posting timeframe capabilities?
 - ☐ General Ledger Setup page
 - ☐ Users page
 - ☐ User Setup page
 - ☐ Database/Windows Logins window(s)

Test Your Knowledge Solutions

Module Review and Takeaways

1. What is the minimum acceptable level of security?
 - ☐ Table-level security
 - ☒ Database-level security
 - ☐ Record-level security
 - ☐ RIMDEX
2. Which security level limits access to certain data?
 - ☒ Table-level security
 - ☐ Database-level security
 - ☐ Record-level security
 - ☐ RIMDEX
3. Which of the following statements is incorrect?
 - ☐ Logon refers to when a user identifies oneself, and is recognized by the system, thus allowing access.
 - ☐ Authentication is the process by which the system validates the user's identity.
 - ☐ The five database actions are referred to as RIMDEX in short.
 - ☒ Microsoft Dynamics NAV supports two credential authorization mechanisms: Windows authentication and NavUserPassword authentication.
4. Which user must be created before all others in Microsoft Dynamics NAV?
 - ☒ A superuser
 - ☐ A database administrator
 - ☐ A Windows domain administrator
 - ☐ A Windows Server 2003 local administrator

5. What happens when you apply a security filter to a permission?
- ☐ () It changes the Role Center.
 - ☐ () It does not change the permissions that other users with the same role have.
 - ☒ (√) It changes the permissions for all users with the permission set.
 - ☐ () It only changes the permissions for the users who subsequently get the role.
6. Where can setup be performed to prevent a specific user's posting timeframe capabilities?
- ☐ () General Ledger Setup page
 - ☐ () Users page
 - ☒ (√) User Setup page
 - ☐ () Database/Windows Logins window(s)

MODULE 3: SET UP NUMBER SERIES

Module Overview

Before end-users in your company can start to process business documents in Microsoft Dynamics NAV, you must set up a number series so that every new record receives a unique identification number by which it can be organized and tracked.

Manual Setup vs. Rapid Start

Using Rapid Start, most basic setup data is created automatically when you create a new company. This includes number series setup.

Manually setting up number series is useful in the following situations:

- During Rapid Start, when more or different number series are needed.
- In a running installation, when new records or documents are introduced.
- When you create number series relations.

Objectives

The objectives are:

- Explain the purpose of company-wide number series.
- Set up number series.
- Create number series relations.

Number Series

In Microsoft Dynamics NAV, number series are used to create unique identification numbers for the following types of records:

- Master tables, such as the following:
 - Customers
 - Vendors
 - Items
- Sales and purchase documents, such as the following:
 - Orders
 - Invoices
 - Shipments and receipts
 - Credit memos
 - Posted documents
- Journals
 - Batches
 - Journal lines

The numbering system can have the following characteristics:

- An unlimited amount of number series for all types of basic information (except G/L accounts) and documents.
- A combination of automatic and manual numbering for specific areas.
- Manual numbering entirely.

Number series are first set up in the **No. Series** page and then specified in the setup page for each application area and in the journal templates.

Procedure: Set Up Number Series

Number series are first set up to define the code and type of numbering, and then the numbers and date ranges are defined. To set up a number series, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **General**, and then click **No. Series**.
4. Click **New** to insert a new line.

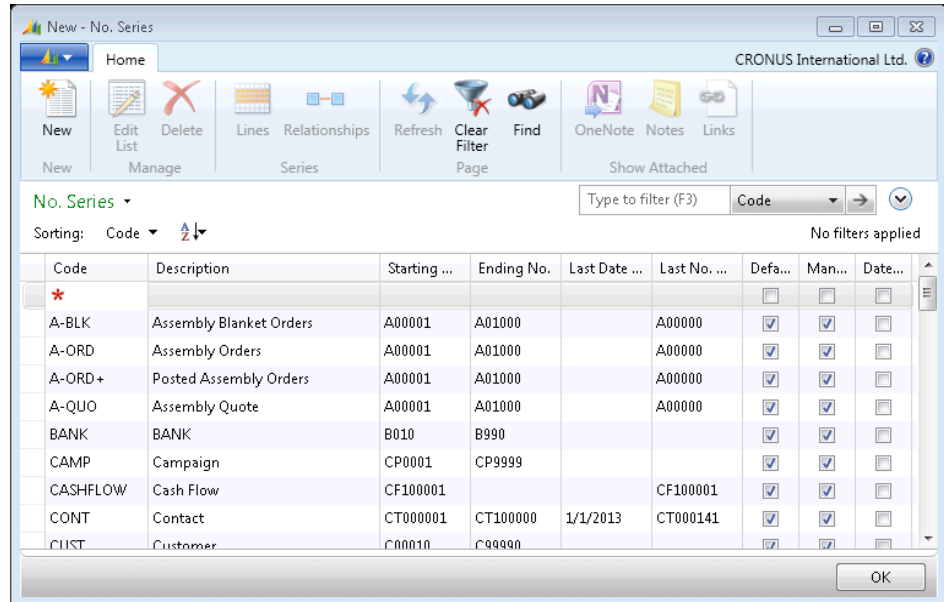


FIGURE 3.1: NO. SERIES PAGE TO ENTER NEW NUMBER SERIES

5. In the **Code** field, type a unique identifier for this number series.
6. In the **Description** field, type a short description of the number series.
7. Select the **Default Nos.** check box if this number series uses automatic numbering. If the **Default Nos.** check box is cleared, users must manually look up the value from the **No.** field and select from number series.
8. Select the **Manual Nos.** check box if this number series allows manual numbering instead of always requiring automatic numbering.
9. Select the **Date Order** check box if the numbers from this range are assigned chronologically.

The following fields are automatically updated in the **No. Series** page after No. Series line information is entered:

- Starting No.
- Ending No.
- Last Date Used
- Last No. Used

To establish the numbers for the number series, including starting and ending numbers, follow these steps:

1. On the **Home** tab, click **Lines**.
2. In the **Starting Date** field, enter the date when this number series can be used.
3. In the **Starting No.** field, type the first number in the series.

4. In the **Ending No.** field, type the last number in the series.
5. In the **Warning No.** field, type the number that, as soon as it is reached, will generate a warning that the number series is coming to an end.
6. In the **Increment-by No.** field, type the size of the interval the numbering is to increase. For example, if the number is B010 and the **Increment-by No.** is set to 10, the next number assigned is B020.

The other fields on this page are updated automatically:

- The **Last Date Used** and **Last No. Used** fields are updated automatically when the number series is used. These fields will display the last date a number is assigned and the last number in the series used.
 - The **Open** field is noneditable and is cleared automatically when the last number in the number series is used.
7. Click **OK** to close the **No. Series Lines** page.
 8. On the **Actions** tab, click **Refresh**.
 9. Notice that the **Starting No.** and **Ending No.** fields on the new number series are populated with the numbers entered on the **No. Series Lines** page.

Procedure: Assign Number Series

After number series are set up, they are specified in the setup page for the following application areas:

- General Ledger Setup
- FA Setup
- Cash Flow Setup
- Sales & Receivables Setup
- Marketing Setup
- Purchases & Payables Setup
- Inventory Setup
- Assembly Setup
- Warehouse Setup
- Manufacturing Setup
- Jobs Setup
- Resources Setup
- Service Mgt. Setup
- Human Resources Setup

- the Journal Templates:
 - Journal templates
 - FA journal templates
 - Cash Flow journal templates
 - Item journal templates
 - Warehouse journal templates

Demonstration: Assign Customer Numbers on the Sales & Receivables Setup Page

To assign customer numbers on the Sales & Receivables Setup Page, follow these steps.

Demonstration Steps

1. Assign the number series for customers in the specified application area.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management** and then click **Finance**.
 - d. On the **Finance Setup** page, click **Sales & Receivables Setup**.
 - e. Click the **Numbering** FastTab.
 - f. In the **Customer No.** field, type the code of the customer number series.

Numbering			
Customer Nos.:	CUST	Posted Shipment Nos.:	S-SHPT
Quote Nos.:	S-QUO	Posted Return Receipt Nos.:	S-RCPT
Blanket Order Nos.:	S-BLK	Reminder Nos.:	S-REM
Order Nos.:	S-ORD-1	Issued Reminder Nos.:	S-REM+
Return Order Nos.:	S-RETORD	Fin. Chrg. Memo Nos.:	S-FIN
Invoice Nos.:	S-INV	Issued Fin. Chrg. M. Nos.:	S-FIN+
Posted Invoice Nos.:	S-INV+	Posted Prepm. Inv. Nos.:	S-INV+
Credit Memo Nos.:	S-CR	Posted Prepm. Cr. Memo Nos.:	S-CR+
Posted Credit Memo Nos.:	S-CR+		

Background Posting

FIGURE 3.2: SALES & RECEIVABLES SETUP PAGE TO ASSIGN NUMBER SERIES

Then, every time that a new customer is created, the program uses the information associated with the code to assign the next customer number.

Procedure: Set Up Number Series Relationships

You may have to assign more than one code to a single number series for the same kind of basic information or transactions. If this occurs, you can create relationships between the related codes. Number series relationships offer the ability to use one of the related number series where another related number series is typically used.

To review the existing number relationships for items, follow these steps:

1. On the **No. Series** page, locate the five codes for the following items: ITEM1, ITEM2, ITEM3, ITEM4, and ITEM5. Each number series has:
 - Different numbers.
 - Varying automatic and manual numbering capabilities.
2. Click the line for ITEM1.
3. On the **Home** tab, click **Relationships**.

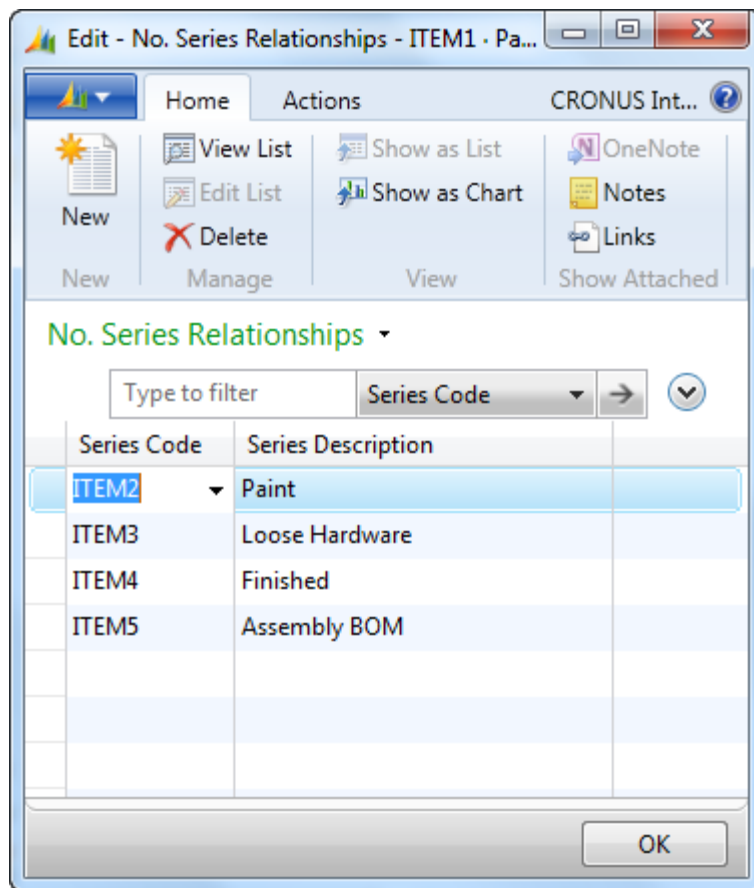


FIGURE 3.3: NUMBER SERIES RELATIONS BETWEEN NUMBER SERIES FOR DIFFERENT ITEM TYPES

4. In the **No. Series Relationships** page, notice that ITEM2, ITEM3, ITEM4, and ITEM5 are set up to relate to ITEM1.
5. Close the **No. Series Relationships** page.

Procedure: Assign Number Series Relationships

The number series ITEM1 is assigned in the **Inventory Setup** page as the number series code for item numbers. To review this setup, follow these steps:

1. On the **Application Setup** page, under **Warehouse**, click **Inventory** and then click **Inventory Setup**.
2. Click the **Numbering** FastTab.
3. Notice that the ITEM1 number series is assigned to the **Item Nos.** field.
4. Close the **Inventory Setup** page.

Demonstration: Use Default and Other Numbers

The following steps explain how to default numbers and other numbers.

Demonstration Steps

1. Review how the assignment of default numbers works.
 - a. In the navigation pane, click the **Warehouse** department.
 - b. Click **Planning & Execution**, and then click **Items**.
 - c. Click **New**, and then click the **Description** field. The **No.** field is populated with the next available number from the ITEM1 number series. This is because ITEM1 is the default.
 - d. Close the **New - Item Card** page.

To use a number other than the default, follow these steps:

- e. Click **New** to insert a new item.
- f. In the **No.** field, click the **AssistEdit** (...) button. Notice that all five number series are available.
- g. Click the appropriate number series for this item, and then click **OK**. The next number in the series for this number series appears in the **No.** field.
- h. Close the **New - Item Card** page.

Lab 3.1: Create a Number Series

Scenario

As the controller for CRONUS International Ltd., you have decided to use number series to distinguish sales orders entered for retail customers. Use the following criteria to set up the number series:

- The new number series is S-ORD-R, with a description of Sales Order (Retail).
- The first number in the number series is R-SO-1001.
- The first date the number series should use is 01/01/10.
- The new number series is related to the S-ORD-1 number series.

Objectives

This lab reinforces your understanding of the process required to create a number series.

Exercise 1: Create a Number Series

Task 1: Create a Number Series

High Level Steps

1. Add the number series as specified in the scenario.
2. Set up the relationship as specified in the scenario.

Detailed Steps

1. Add the number series as specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **General** and then click **No. Series**.
 - d. Click **New**.
 - e. In the **Code** field, type "S-ORD-R".
 - f. In the **Description** field, type "Sales Order (Retail)".
 - g. On the **Home** tab, click **Lines**.
 - h. In the **Starting Date** field, enter 01/01/10.
 - i. In the **Starting No.** field, type "R-SO-1001".
 - j. Click **OK** to close the **No. Series Lines** page.
 - k. Locate and then click the line for S-ORD-1.

2. Set up the relationship as specified in the scenario.
 - a. On the **Home** tab, click **Relationships**.
 - b. Click **New**.
 - c. In **Series Code** field, enter S-ORD-R.
 - d. Click **OK** to close the **No. Series Relationships** page.
 - e. Click **OK** to close the **No. Series** page.

Module Review

Module Review and Takeaways

Assign number series to accounts, invoices, and other documents to enable the identification of records, make the company more manageable and easy to analyze, and reduce the number of errors that occur in data entry.

Although number series are typically created by using Rapid Start, make sure that the administrator masters the functionality for number series setup so that additional number series can be created as new document types are introduced.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which of the following record types does not use number series?
 - ☐ Documents
 - ☐ Master tables
 - ☐ G/L Accounts
 - ☐ Journals
2. What is the **Increment-by No.** field used for?
 - ☐ It is used to enter the size of the interval that the numbering is to increase by.
 - ☐ It is used for automatic numbering.
 - ☐ It is used to assign numbers chronologically.
 - ☐ It indicates the last used number from the number series.
3. The numbering system cannot combine automatic with manual numbering for specific areas.
 - ☐ True
 - ☐ False
4. Which field on the **No. Series** page is used for automatic numbering?
 - ☐ Manual No. field
 - ☐ Default No. field

- ☐ Starting No. field
 - ☐ Last No. Used field
5. No. Series Relationships allow you to use a related number series where another related number series is usually used.
- ☐ True
 - ☐ False
6. What is the **Date Order** field on the No. Series page used for?
- ☐ It is used to enter the size of the interval that the numbering is to increase by.
 - ☐ It is used for automatic numbering.
 - ☐ It is used to assign numbers chronologically.
 - ☐ It indicates the last used number from the number series.

Test Your Knowledge Solutions

Module Review and Takeaways

1. Which of the following record types does not use number series?
 - ☐ Documents
 - ☐ Master tables
 - ☒ G/L Accounts
 - ☐ Journals
2. What is the **Increment-by No.** field used for?
 - ☒ It is used to enter the size of the interval that the numbering is to increase by.
 - ☐ It is used for automatic numbering.
 - ☐ It is used to assign numbers chronologically.
 - ☐ It indicates the last used number from the number series.
3. The numbering system cannot combine automatic with manual numbering for specific areas.
 - ☐ True
 - ☒ False
4. Which field on the **No. Series** page is used for automatic numbering?
 - ☐ Manual No. field
 - ☒ Default No. field
 - ☐ Starting No. field
 - ☐ Last No. Used field
5. No. Series Relationships allow you to use a related number series where another related number series is usually used.
 - ☒ True
 - ☐ False

6. What is the **Date Order** field on the No. Series page used for?
- () It is used to enter the size of the interval that the numbering is to increase by.
 - () It is used for automatic numbering.
 - (√) It is used to assign numbers chronologically.
 - () It indicates the last used number from the number series.

MODULE 4: SET UP TRAIL CODES

Module Overview

For audit purposes, you may have to trace a posted transaction back to its original point of entry in Microsoft Dynamics NAV 2013 or even know the reason why a certain entry was created.

Audit trails in Microsoft Dynamics NAV 2013 begin with trail codes. There are three elements to set up in relation to trail codes:

- Source codes
- Source code setup
- Reason codes

When a new company is set up, the **Source Code** and **Source Code Setup** tables are automatically populated. Reason codes must be set up manually.

Objectives

The objectives are:

- Explain and set up trail codes, source codes, and reason codes.

Source Codes

Entries are created in the financial statements in the following circumstances:

1. When journals, orders, invoices, or credit memos are posted.
2. When various batch jobs are run.

Use source codes to help find the point of origin for an entry. Source codes are the basis for the audit trail in Microsoft Dynamics NAV 2013 and are assigned to transactions and journals.

Microsoft Dynamics NAV 2013 provides source code system defaults. As new journals or data entry points are added, source codes have to be added to determine where the transaction originated.

System defaults and access to the posted entries for each source code are available from the **Source Code** window. To open this window and review the entries, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management**. Then click **Trail Codes**, and then click **Source Codes**.
4. Click the **Navigate** tab to select the relevant register.

Set up a new source code by clicking **New** in the **Home** tab and entering the new code and description in the line.

Source Code Setup

The **Source Code Setup** window is used to define or change source codes. Additionally, it contains several FastTabs, one for each application area. Each FastTab contains the source codes that apply to that application area.

Typically, the default source code setup is not changed. However, if a different source code identification is required, the changes can be made from the **Source Code Setup** page.

To change a source code, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management**. Then click **Trail Codes**, and then click **Source Code Setup**.

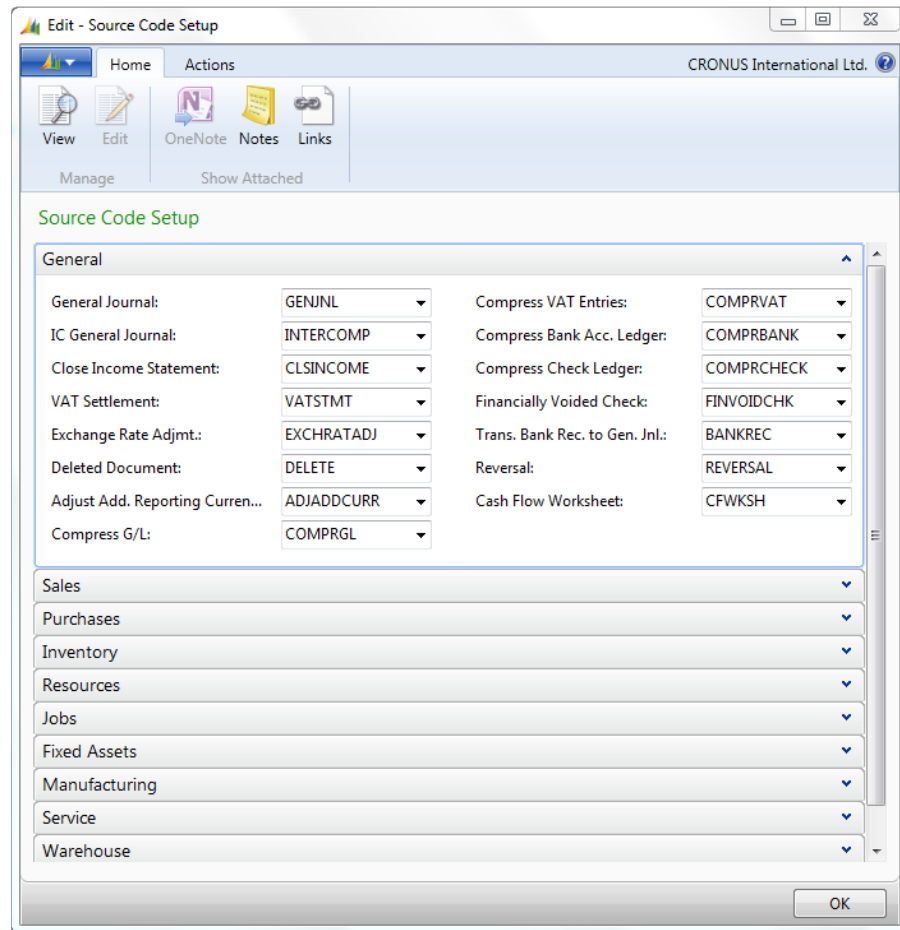


FIGURE 4.1: SOURCE CODE SETUP WINDOW

4. To view the options for each appropriate field, click the field. The **Source Code** list appears.
5. In the **Code** field, select the new code.
6. Press **TAB** or **ENTER** to commit the change to the field.

All the next posted entries will have the new source code.

Reason Codes

Reason codes are used to indicate why an entry was created. For example, if items from a sale must be returned, a reason code is set up to mark the reason, such as damaged, wrong color, or wrong size.

Reason codes can be assigned on transactions, such as sales and purchase invoices, or to specific journal templates and journal batches.

When the codes are linked to a journal line or a sales or purchase header, Microsoft Dynamics NAV 2013 marks all entries with the reason code during posting. This allows the posted ledger entries to be filtered by reason code.

To create reason codes, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management**. Click **Trail Codes**, and then click **Reason Codes**.
4. Click **New** to create a new reason code.
5. In the **Code** field, type a unique identifier.
6. In the **Description** field, type a short description of the reason code.
7. Close the **Reason Code** window.

Navigate the Audit Trail

Sometimes, you may have to trace information back to the entry source. Source codes and reason codes are important pieces of this audit trail.

When activity is posted in Microsoft Dynamics NAV 2013, the transaction is assigned a register number, and each line within the transaction is assigned an entry number.

In addition to the register number, the following information is recorded for each transaction:

- Creation date
- User ID
- Source code
- Journal batch name
- If the journal was reversed
- From entry number and to entry number
- From VAT entry number and to VAT entry number

To open the window where this information is recorded, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management**, and then click **General Ledger**.
3. In the bottom of the window under **History**, select **G/L Registers**.

The **G/L Register** page is used to determine which transactions, based on the assigned source code, were posted in the system. Each transaction can contain different types of entries, which can all be viewed from this page. In the **Navigate**

FastTab, the following views are available:

- General Ledger
- Customer Ledger
- Vendor Ledger
- Bank Account Ledger
- Fixed Assets Ledger
- Maintenance Ledger
- VAT Entries

The following views are not available from the **G/L Register** page:

- Item Ledger
- Resource Ledger
- Job Ledger
- Service Ledger

Module Review

Module Review and Takeaways

Source codes and reason codes give the company a good basis for an audit trail. It also provides documentation for the financial reporting.

Test Your Knowledge

Test your knowledge with the following questions.

1. What is the basis of the audit trail in Microsoft Dynamics NAV 2013?
 - () Entry number
 - () Reason codes
 - () Source codes
 - () Register number
2. When activity is posted in Microsoft Dynamics NAV 2013, which of the following is not assigned to each transaction?
 - () Posting date
 - () Register number
 - () Creation date
 - () Lines with entry numbers

Test Your Knowledge Solutions

Module Review and Takeaways

1. What is the basis of the audit trail in Microsoft Dynamics NAV 2013?
 - ☐ Entry number
 - ☐ Reason codes
 - ☒ Source codes
 - ☐ Register number
2. When activity is posted in Microsoft Dynamics NAV 2013, which of the following is not assigned to each transaction?
 - ☒ Posting date
 - ☐ Register number
 - ☐ Creation date
 - ☐ Lines with entry numbers

MODULE 5: SET UP GENERAL JOURNAL TEMPLATES AND BATCHES

Module Overview

With general journals, users can enter data in both general ledger accounts and other accounts, such as customer, vendor, and bank accounts. The system includes other journal templates throughout, but those can only be used to enter data in the accounts of the specified area, such as job accounts, fixed assets accounts, and cost accounts.

There are several types of general journal templates, such as the cash receipt journal and the sales journal. Each type has a separate page with particular functions and the fields needed to support those functions.

If necessary, users can set up multiple journal batches (individual journals) for each journal template. For example, employees in the accounts receivable department can each have their own cash receipt journal.

Objectives

The objectives are:

- Explain the purpose and organization of journal templates and journal batches.
- Create general journal templates and general journal batches.

General Journal Templates, Batches, and Lines

The three layers of the general journal entry system are:

- General Journal templates
- General Journal batches
- General Journal lines

General Journal Templates

Journals are used for different types or groups of entries, such as purchases, payments, sales, and receivables. Each journal type is set up with its own journal template. Journal templates provide the basic journal structure where users can specify default information for all batches created using the template.

General Journal Batches

Journal batches are created based on the journal templates. All journal batches created from a specific template have the same structure, default settings, and information defined in the template. However, since these settings are defaults, users can change them for a specific journal batch.

Batches are typically used to separate one user's entries from another. For example, Phyllis and Cassie both work on general journal entries. Phyllis typically makes entries and posts them later when they are approved. To keep Cassie's entries from becoming mixed with Phyllis' entries, separate batches can be assigned to the two users.

General Journal Lines

Journal lines hold the values that users want to post as journal entries, including account number, posting date, and amount.

General Journal Template Fields

To open the **General Journal Templates** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management**, then click **General**, and then click **Journal Templates**.

The **General Journal Templates** page contains the basic journal templates set up for most companies.

Module 5: Set Up General Journal Templates and Batches

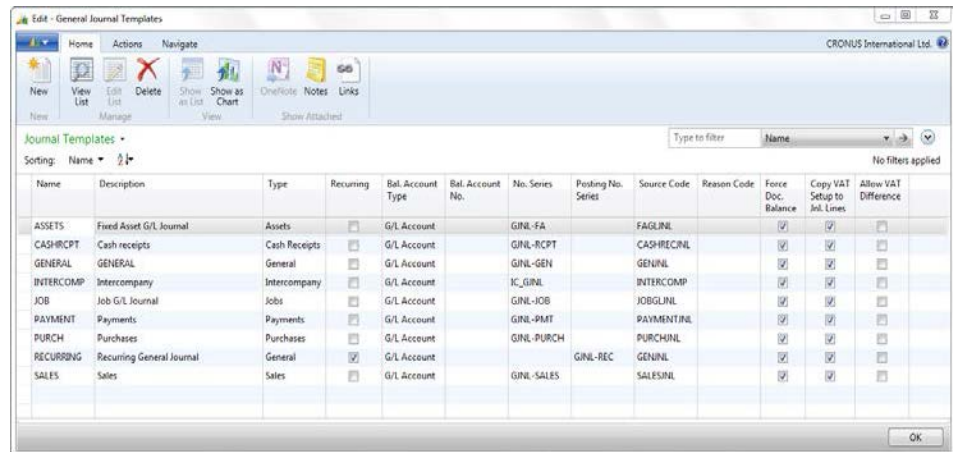


FIGURE 5.1: GENERAL JOURNAL TEMPLATES WINDOW

The fields shown in the following table are included in the **General Journal Templates** page.

Field	Description
Name and Description	Provides unique identifier and short description for the template.
Type	<p>Determines the structure and functions of the journal page.</p> <p>Types:</p> <ul style="list-style-type: none"> • General • Sales • Purchases • Cash receipts • Payments • Assets • Intercompany • Jobs
Recurring	<p>Determines if the journal is to be used to make recurring entries. Each journal type can be used for recurring purposes. Typically, journal lines are removed from the journal once they are posted. Recurring journals however keep the journal lines for reposting during the next period.</p> <p>As a consequence, the No. Series field must be blank as it will always be replaced with the posting number series. (Entries can never be posted using the same document number)</p> <p>How to set up and use a recurring journal will be discussed in the Finance Essentials in Microsoft Dynamics NAV 2013.</p>

Field	Description
Bal. Account Type and Bal. Account No.	Identifies the default balancing account for all journal lines in all batches created under this template.
No. Series and Posting No. Series	<p>Identifies the default number series (No. Series field) used to assign document numbers to journal lines in journal batches created using this template.</p> <p>Identifies the document number (Posting No. Series field) used to assign to ledger entries posted from journal batches created using this template.</p> <p>The following setup combinations are possible:</p> <ul style="list-style-type: none"> • No. Series field and Posting No. Series field are left blank. <p>Document numbers must be manually entered in the journal lines and the same manual number will be assigned to all ledger entries after posting the journal batch.</p> <p>This is used, for example, with temporary journal postings that are not important to track.</p> <ul style="list-style-type: none"> • No. Series field is filled in and Posting No. Series field is left blank. <p>Document numbers are filled in automatically in the journal lines and the same number will be assigned to all ledger entries after posting the journal batch.</p> <ul style="list-style-type: none"> • No. Series field is left blank and Posting No. Series field is filled in. <p>Document numbers must be manually entered in the journal lines. When the journal batch is posted, document numbers from the indicated number series will be assigned to all ledger entries.</p> <ul style="list-style-type: none"> • No. Series field and Posting No. Series field are filled in (with different number series). <p>Document numbers are filled in automatically in the journal lines. When the journal batch is posted, the document number will be replaced by the next number from the posting number series and assigned to all ledger entries.</p>

Module 5: Set Up General Journal Templates and Batches

Field	Description
	This is used, for example, with important journal postings that must be traceable.
Source Code	Identifies the point of origin for an entry and forms the basis for the audit trail. It is filled in automatically when selecting the Type of the General Journal template. It is assigned to all journal batches created from this template. Module 4, Set Up Trail Codes, describes how to set up and use source codes.
Reason Code	Describes why an entry was made and can be used for the audit trail. Reason codes also provide opportunities for problem patterns analysis. The selected reason code is assigned as a default to all journal batches created from this template. Module 4, Set Up Trail Codes, describes how to set up and use reason codes.
Force Doc. Balance	Specifies whether entries posted in this general journal template must balance by document number and document type. If this field is empty, the program balances the journal by date only.
Copy VAT Setup to Jnl. Lines	When selected, directs the program to automatically fill in the general posting type and VAT posting groups on the journal lines of the selected journal template with the defaults from the accounts and balancing accounts. When the check box is selected or cleared, a message appears asking if the journal batches must be updated. Click Yes or No , as applicable.
Allow VAT Difference	When selected, determines the manual adjustment of VAT amounts in journals is allowed. When the check box is selected or cleared, a message appears asking if the journal batches must be updated. Click Yes or No , as applicable. Finance Essentials in Microsoft Dynamics NAV 2013 discusses the correct set up and use of VAT differences.

There are additional hidden fields on the **General Journal Templates** page. Use the **Choose Columns** function to display these fields, and press **F1** to access online help for more information.

General Journal Batch Fields

To open the **General Journal Batches** page, on the **General Journal Template** page, on the **Navigate** tab, click **Batches**.

For each general journal template, a default general journal batch is automatically created, containing default information from the journal template. Click **New** to insert a new line.

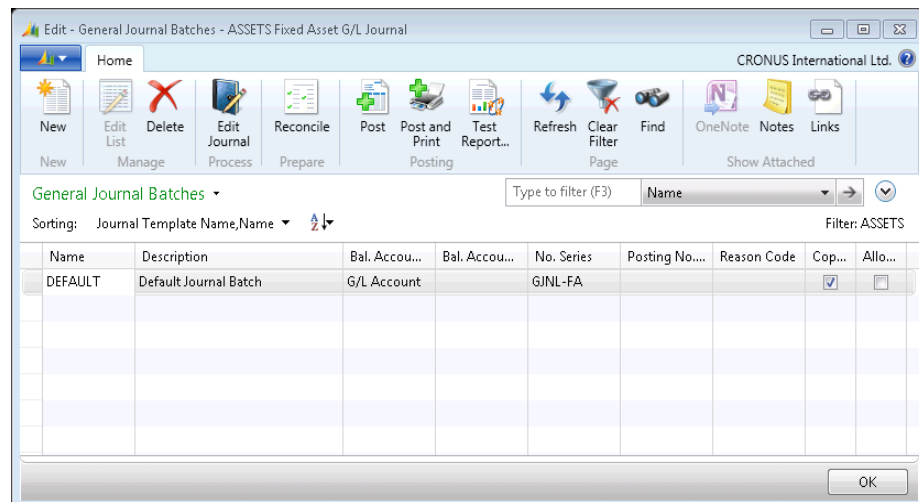


FIGURE 5.2: GENERAL JOURNAL BATCHES WINDOW

The following fields from the **General Journal Batches** page are filled in with defaults from the corresponding journal template, but can be changed for each batch individually.

- Bal. Account Type
- Bal. Account No.
- No. Series
- Posted No. Series
- Reason Code
- Copy VAT Setup to Jnl. Lines
- Allow VAT Difference

The following setup is inherited from the corresponding journal template. These fields cannot be found on the **General Journal Batches** page and therefore cannot be changed for an individual batch.

- Type
- Recurring
- Source Code
- Force Doc. Balance

Best Practices

Choosing between a new General Journal Template or a new General Journal Batch

Generally, a new journal template is created in the following situations:

- When setting up a new company in Microsoft Dynamics NAV2013, separate journal templates are created for opening processes and for daily postings.
- When changes occur in the following setup fields:
 - **Type**
 - **Recurring**
 - **Source Code**
 - **Force Doc. Balance**

A new journal batch can be created in the following situations:

- When different users are working simultaneously with the same journal template, a different batch can be created for each user.
- When the same journal template is used for different processes, a different batch can be created for each process. For example, the general journal is used for both correction entries and for monthly closing entries. Two batches can be created for each transaction type and, if necessary, two reason codes can be set up as defaults to each batch.
- When changes occur in the following setup fields:
 - **Bal. Account Type**
 - **Bal. Account No.**
 - **No. Series**
 - **Posted No. Series**
 - **Reason Code**
 - **Copy VAT Setup to Jnl. Lines**
 - **Allow VAT Difference**

Setting Up Different Number Series for Different General Journal Batches

Set up different number series for each journal batch whenever:

- People are working simultaneously within the different batches.
- A batch is not posted before journal lines are created in another batch from the same journal template.
This is a result of the fact that the Last No. Used field of a number series is only updated during the posting process, not while journal lines are created. Using the same number series in the previously described situations would result in the following process (regardless of any other setup fields on the journal template or batch).
 - Journal lines are created in batch A with document number.
 - Journal lines are created in batch B also with document number X.
 - Batch A is posted.
 - Last No. Used field of the number series is updated.
 - When posting batch B, a warning will appear that the document number is incorrect.
 - The posting process will be stopped.

Create Journal Templates and Batches

A number of basic journal templates are set up by default, but you can create new journal templates. If you need multiple journals of a certain type, you can also create multiple journal batches for a journal template.

Procedure: Create a Journal Template

Follow these steps to create a new general journal template:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under **Financial Management**, click **General** and then click **Journal Templates**.
4. Click **New** to insert a journal template.
5. In the **Name** field, type a unique identifier for the template.
6. In the **Description** field, type a short description of the template.
7. In the **Type** field, enter the relevant journal type.
8. Select the **Recurring** check box if this is a recurring journal.
9. In the **Bal. Account Type** and **Bal. Account No.** fields, enter the default balancing account.
10. In **No. Series** field, enter the default number series for this template.

Module 5: Set Up General Journal Templates and Batches

11. In the **Posting No. Series** field, enter the relevant number series if a different document number is required for the ledger entries than the document number on the journal lines.
12. In the **Source Code** field, change the source code if necessary.
13. In the **Reason Code** field, enter the relevant default reason code.
14. If necessary, select the **Force Doc. Balance** check box to ensure that documents balance by **Document No.** and **Document Type**.
15. If necessary, select the **Copy VAT Setup to Jnl. Lines** check box to automatically fill in the Gen. Posting Type and VAT posting groups.
16. If selected, click **Yes** or **No** as necessary to update the batches.
17. If necessary, select the **Allow VAT Difference** check box to allow the manual adjustment of VAT amounts in journals.
18. If selected, click **Yes** or **No** as necessary to update the batches.
19. Click **OK** to close the **New - General Journal Templates** page.

Demonstration: Create Two Journal Batches

Scenario: Phyllis, the accounting manager at CRONUS International Ltd., has decided to set up two general journal batches based on the general journal template:

- General Journal Batch Name and Description: Phyllis, Phyllis' Journal Batch
- General Journal Batch Name and Description: Cassie, Cassie's Journal Batch

Demonstration Steps

1. Open the **General Journal Batches** page for the GENERAL journal template.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **General** and then click **Journal Templates**.
 - d. Highlight the line for the GENERAL template. Notice the fields that are populated for this template:
 - i. **No. Series**
 - ii. **Source Code**
 - iii. **Force Doc. Balance**
 - iv. **Copy VAT Setup to Jnl. Lines**
 - e. On the **Navigate** tab, click **Batches**.

2. Create the user batches.
 - a. Click **New**.
 - b. In the **Name** field, type "Phyllis".
 - c. In the **Description** field, type "Phyllis' Journal Batch".
 - d. Press tab to move to the next field.
 - e. Click **New**.
 - f. In the **Name** field, type "Cassie".
 - g. In the **Description** field, type "Cassie's Journal Batch".
 - h. Move to the next field.
 - i. Review the default values from the GENERAL journal template on both batches. Remember that these are default settings and can be changed on each batch.
 - j. Click **OK** to close the **General Journal Batches** page.

Procedure: Open General Journal Batches from a General Journal

The **General Journal Batches** page can also be accessed from the **General Journal** page as follows:

1. In the navigation pane, click **Financial Management**.
2. Click **General Ledger**, and then click **General Journals**.
3. When multiple general journal templates of the type General are created, the **General Journal Template List** page opens. Highlight the line for the desired general journal, and click **OK** to open the **General Journal** page.
4. In the **Batch Name** field, click the drop-down button to open the **General Journal Batches** page.
5. Click **OK** to close the **General Journal Batches** page.

Lab 5.1: Create a Journal Batch

Scenario

As the accounting manager at CRONUS, you want to create a new journal batch for yourself. This batch must be created from the GENERAL journal template, and none of the defaults need to be changed.

Close the open pages when finished.

Objectives

The purpose of this lab is to reinforce your understanding of the process required to create a journal batch.

Exercise 1: Create a Journal Batch

Task 1: Create a Journal Batch

High Level Steps

1. Access the GENERAL journal template.
2. Create a new general journal batch using your name.
3. Close the open pages.

Detailed Steps

1. Access the GENERAL journal template.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **General** and then click **Journal Templates**.
2. Create a new general journal batch using your name.
 - a. Click the line for the general template.
 - b. On the **Navigate** tab, click **Batches**.
 - c. Click **New**.
 - d. In the **Name** field, type your name.
 - e. In the **Description** field, type a brief description.
3. Close the open pages.
 - a. Click **OK** to close the **General Journal Batches** page.

Module Review

Module Review and Takeaways

With general journal templates, you can work in a journal page that is designed for a specific purpose. That is, the fields contained in each journal are exactly the ones needed for a particular part of the program. For example, you do not need to use the same fields when you post a sales invoice as when you post a payment.

You can create multiple general journal batches under each general journal template. That is, several batches, each with its own name, can display the same page. This can be practical, for example, if every user needs to have his or her own journal.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which of the following is not part of the layers of the journal entry system?
 - () Journal Headers
 - () Journal Templates
 - () Journal Batches
 - () Journal Lines
2. On the **General Journal Templates** page, which of the following fields must be blank when the **Recurring** check box is selected?
 - () Force Doc. Balance
 - () Posting No. Series
 - () Reason Code
 - () No. Series
3. Which of the following fields is specific to templates and therefore not defaulted into the batches?
 - () Force Doc. Balance
 - () Posting No. Series
 - () Reason Code
 - () No. Series

Test Your Knowledge Solutions

Module Review and Takeaways

1. Which of the following is not part of the layers of the journal entry system?
 - ☒ Journal Headers
 - ☐ Journal Templates
 - ☐ Journal Batches
 - ☐ Journal Lines
2. On the **General Journal Templates** page, which of the following fields must be blank when the **Recurring** check box is selected?
 - ☐ Force Doc. Balance
 - ☐ Posting No. Series
 - ☐ Reason Code
 - ☒ No. Series
3. Which of the following fields is specific to templates and therefore not defaulted into the batches?
 - ☒ Force Doc. Balance
 - ☐ Posting No. Series
 - ☐ Reason Code
 - ☐ No. Series

MODULE 6: SET UP POSTING GROUPS

Module Overview

Companies use posting groups to create links between accounts in the different application areas and the G/L accounts in the General Ledger application area. When users record and post sales, purchases, and other transactions where a specific G/L account is not directly specified, posting groups provide the mapping to the correct accounts. Therefore, users must set up the chart of accounts before setting up posting groups.

Typically, three types of G/L accounts are required for a transaction. Therefore, three types of posting groups are used when selling inventory and resources to customers and buying inventory from vendors. The following table shows the link between the posting group type and the type of G/L account:

Posting group	G/L account
Specific posting groups	Balance sheet account
General posting groups	Income statement account
VAT posting groups	VAT account

In addition to knowing the three types of posting groups, companies must be able to set them up. This involves becoming familiar with the functions of a posting group structure using a posted sales invoice.

Example: From Posted Sales Invoice to General Ledger Entries

The following posted sales invoice is used to review the general ledger entries created. Throughout the rest of this module, this example explains how each posting group was set up to map to that particular G/L account.

1. In the navigation pane, click **Posted Documents**.
2. Click **Posted Sales Invoices**.
3. Select sales invoice 103019.
4. On the **Actions** tab, click **Navigate**.
5. Notice the three G/L entries created when you post the sales invoice.
6. Click the **G/L Entry** line and then click **Show**, to view the G/L entries.
7. The following G/L accounts are affected:
 - 2310 - balance sheet account
 - 6110 - income statement account
 - 5610 - VAT account

Posting D...	Documen...	Documen...	G/L Acco...	Description	Gen. Post...	Gen. Bus. ...	Gen. Prod...	Amount
12/9/2013	Invoice	103019	6110	Invoice 1001	Sale	NATIONAL	RETAIL	-1,063.10
12/9/2013	Invoice	103019	5610	Invoice 1001				-265.78
12/9/2013	Invoice	103019	2310	Invoice 1001				1,328.88

FIGURE 6.1: GENERAL LEDGER ENTRIES FOR POSTED SALES INVOICE

Manual Setup vs. Rapid Start

Most basic setup data is automatically created when you use Rapid Start to create a new company. This includes posting groups.

Manually setting up posting groups is relevant in the following circumstances:

- During the Rapid Start process, additional or different posting groups are needed.
- If running an installation, new posting groups must be set up.

Objectives

The objectives are:

- Explain and set up specific posting groups.
- Explain and set up general posting groups.
- Create a General posting setup.
- Create an Inventory posting setup.
- Explain and set up VAT posting groups.
- Create a VAT posting setup.
- Describe posting setups based on the chart of accounts.
- Demonstrate how posting groups direct a sales transaction.

Specific Posting Groups

The main purpose of specific posting groups is to identify the balance sheet account for each subsidiary, or supporting ledger. For example, the total outstanding accounts receivable balance of all customers must correspond to the total balance of the accounts receivable accounts in the balance sheet.



Note: Generally these balance sheet accounts are set up not to allow direct posting. The only postings that can be done are through the supporting ledger, avoiding differences between the total balance on the supporting ledger side and the general ledger.

The following table provides descriptions of specific posting groups and where they are assigned to.

Specific posting group	Description	Assigned to
Customer posting group	Maps the accounts receivable account, payment discount accounts, invoice and application rounding accounts, and interest and fee accounts that relate to customers.	Customers
Vendor posting group	Maps the accounts payable account, payment discount accounts, invoice and application rounding accounts, and interest and fee accounts that relate to vendors.	Vendors
Inventory posting group/Inventory posting setup	Inventory posting groups specify the type of inventory and are then combined with location codes in the Inventory Posting Setup page. Each combination is then mapped to the inventory accounts, WIP account, and other variance accounts that relate to inventory in the chart of accounts.	Items
Bank Account posting group	Maps a bank account to a bank G/L account.	Bank Accounts
Fixed Asset posting group	Specifies the accounts to which transactions involving fixed assets are posted.	Fixed Assets
Job posting groups	Specifies the accounts to which transactions involving jobs are posted.	Jobs

Set Up and Assign Specific Posting Groups

There are two steps in creating specific posting groups:

1. Set up the specific posting group.
2. Assign the specific posting group to the corresponding master item:
 - Customer
 - Vendor
 - Item
 - Bank Account
 - Fixed Asset
 - Job

Procedure: Set Up Customer Posting Groups

To set up customer posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under **Financial Management**, click **Posting Groups**, and then click **Customer Posting Groups**.
4. Click **New**.

Code	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Interest Account	Additional Fee Account	Invoice Rounding Account	Appln. Rndg. Acc.	Credit Curr. Appln. Rndg. Acc.
DOMESTIC	2310	6810	9250	9255	9120	9120	9140	9150	9150
EU	2320	6810	9250	9255	9120	9120	9140	9150	9150
FOREIGN	2320	6810	9250	9255	9120	9120	9140	9150	9150

FIGURE 6.2: CUSTOMER POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier.
6. In each relevant account field, enter the G/L accounts that are used to post transactions for:
 - Receivables
 - Service charges

- Payment discounts
 - Additional fees
 - Interest
 - Invoice rounding
 - Payment tolerances
7. Repeat steps 4-6 to set up additional customer posting groups.
 8. Click **OK** to close the **Customer Posting Groups** page.



Note: The primary G/L account associated with the customer posting group is the **Receivables Account**. Other accounts are only required when specific application areas are used and is covered in detail in the course *Finance Essentials in Microsoft Dynamics NAV 2013*.

Procedure: Assign Customer Posting Groups

To assign a customer posting group to a customer account, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management** and then click **Receivables**.
3. On the **Receivables** page, click **Customers**.
4. Locate the customer, and open the **Customer Card**.
5. Expand the **Invoicing** FastTab.
6. In the **Customer Posting Group** field, enter the appropriate posting group.
7. Click **OK** to close the **Customer Card**.

When customer-related transactions, such as orders, invoices, credit memos, and payments are posted, Microsoft Dynamics NAV uses the customer posting group to locate and post the specified accounts.

Example: From Posted Sales Invoice to Balance Sheet Account

For sales invoice 103019 a general ledger entry was created for the balance sheet account 2310. The sales invoice was for customer 40000 Deerfield Graphics Company. To review that the customer posting group was used for the link between the customer ledger and the G/L account, perform following steps:

1. In the navigation pane, click **Home**, and then click **Customers**.
2. Select customer 40000, and open the **Customer Card**. Notice that on the **Invoicing** FastTab, the **Customer Posting Group** field contains the value DOMESTIC.

3. Click the **Customer Posting Group** field, and then click **Advanced** to open the **Customer Posting Groups** page. Notice that the **Receivables Account** field contains G/L account 2310 for the **Customer Posting Group** DOMESTIC.

Procedure: Set Up Vendor Posting Groups

Setting up vendor posting groups is the same process as setting up customer posting groups and a similar page is used.

To set up vendor posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under **Financial Management**, click **Posting Groups**, and then click **Vendor Posting Groups**.
4. Click **New**.

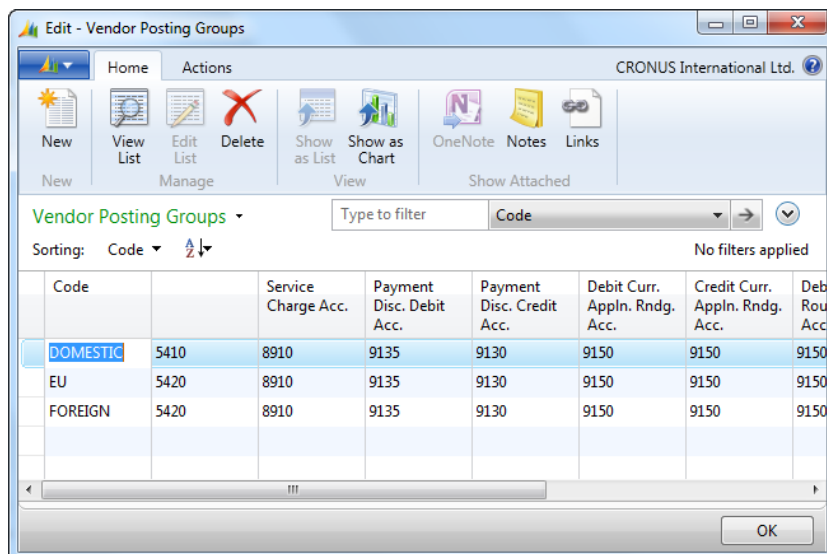


FIGURE 6.3: VENDOR POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier.
6. In each relevant account field, enter the G/L accounts that are used to post transactions for:
 - Payables
 - Service charges
 - Payment discounts
 - Invoice rounding
 - Payment tolerances
7. Repeat steps 2-4 to set up additional vendor posting groups.

8. Click **OK** to close the **Vendor Posting Groups** page.



Note: At first, you are only required to fill a G/L account on the **Payables Account** field. Other accounts are only necessary when specific application areas are used. This is covered into detail in the course *Finance Essentials in Microsoft Dynamics NAV 2013*.

Procedure: Assign Vendor Posting Groups

To assign a vendor posting group to a vendor account, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management**, and then click **Payables**.
3. On the **Payables** page, click **Vendors**.
4. Locate the vendor, and open the **Vendor Card**.
5. Expand the **Invoicing** FastTab.
6. In the **Vendor Posting Group** field, enter the appropriate posting group.
7. Click **OK** to close the **Vendor Card**.

When vendor-related transactions, such as orders, invoices, credit memos, and payments are posted, Microsoft Dynamics NAV uses the vendor posting group code to locate and post to the specified accounts.

Inventory Posting Groups and Inventory Posting Setup

Inventory posting groups are used to group items and map to inventory accounts, WIP accounts, and other accounts that relate to inventory. Reports, such as the **Inventory Valuation**, and batch jobs, such as the Post Inventory Cost to G/L, use inventory posting groups to list the results.

The inventory posting group setup is slightly different from the setup of customer and vendor posting groups because two pages are used:

- Inventory Posting Groups
- Inventory Posting Setup

In the **Inventory Posting Groups** page, inventory item groups are specified. With this setup, users can link G/L accounts to item groups instead of specific items.

The **Inventory Posting Setup** page holds the links between the inventory posting group, inventory locations, and G/L accounts.



Note: When items are not tracked in the warehouse, it is common to set up inventory posting groups without locations.

Application Setup in Microsoft Dynamics® NAV 2013

As soon as the inventory posting group is assigned to an item, Microsoft Dynamics NAV posts to the G/L account specified for the combination of inventory posting group and location code specified on the item line entry of the transaction.

Procedure: Set Up Inventory Posting Groups

To set up an inventory posting group, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under **Financial Management**, click **Posting Groups**, and then click **Inventory Posting Groups**.
4. Click **New**.

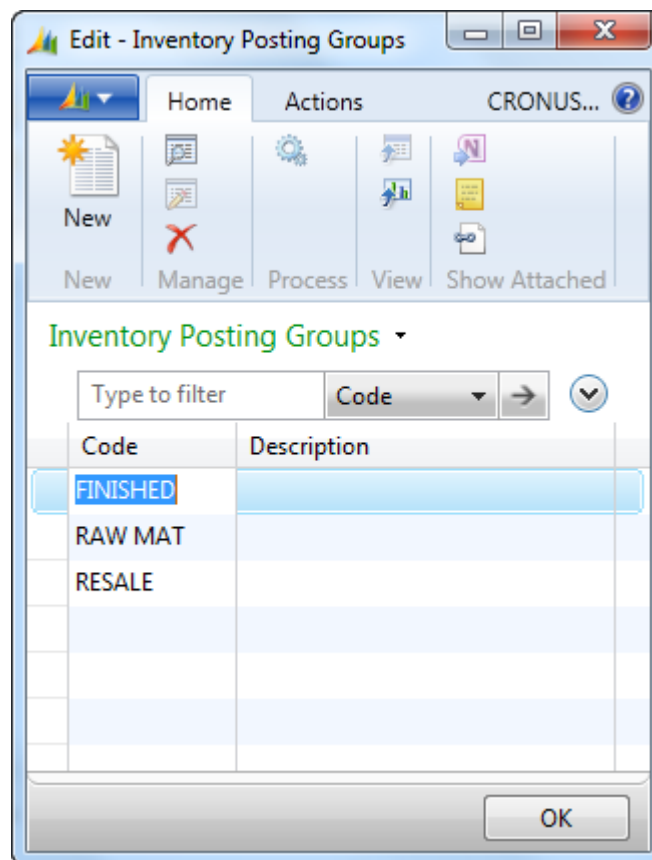


FIGURE 6.4: INVENTORY POSTING GROUPS WINDOW

5. In the **Code** field, type a unique, descriptive identifier. This code is used on reports.
6. In the **Description** field, type a short description of the inventory posting group.
7. Repeat steps 4-6 to set up additional inventory posting groups.
8. Click **OK** to close the **Inventory Posting Groups** page.

Procedure: Set Up Inventory Posting

To complete the setup accounts for inventory posting, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under **Financial Management**, click **Posting Groups**, and then click **Inventory Posting Setup**.



Note: The **Inventory Posting Setup** page can also be accessed from the **Inventory Posting Groups** page, by selecting **Setup** on the **Actions** tab.

Location Code	Invt. Posting Group Code	Inventory Account	Inventory Account (Interim)	WIP Account	Material Variance Account	Capacity Variance Account	Subcontrac... Variance Account	Cap. Overhead Variance...	Mfg. Overhead Variance...
	FINISHED	2120	2121	2140	7890	7891	7892	7893	7894
	RAW MAT	2130	2131	2140	7890	7891	7892	7893	7894
	RESALE	2110	2111	2140	7890	7891	7892	7893	7894
BLUE	FINISHED	2120	2121	2140	7890	7891	7892	7893	7894
BLUE	RAW MAT	2130	2131	2140	7890	7891	7892	7893	7894
BLUE	RESALE	2110	2111	2140	7890	7891	7892	7893	7894
GREEN	FINISHED	2120	2121	2140	7890	7891	7892	7893	7894
GREEN	RAW MAT	2130	2131	2140	7890	7891	7892	7893	7894
GREEN	RESALE	2110	2111	2140	7890	7891	7892	7893	7894

Location Code: Invt. Posting Group Code: FINISHED

OK

FIGURE 6.5: INVENTORY POSTING SETUP WINDOW

4. Insert a new line (Ctrl+Ins).
5. In the **Location Code** field, enter the relevant location to combine with the inventory posting group.
6. In the **Inventory Posting Group Code** field, enter the relevant inventory posting group.
7. In each relevant account field, enter the G/L accounts that will be used to post transactions to the following:
 - o Inventory accounts
 - o WIP accounts
 - o Manufacturing accounts
8. Repeat steps 4-7 to set up additional inventory posting group accounts.
9. Click **OK** to close the **Inventory Posting Groups** page.



Note: The primary G/L accounts associated with the inventory posting group are the **Inventory Account** and **Inventory Account (Interim)**. Other accounts are only necessary when specific application areas are used.

Procedure: Assign Inventory Posting Groups

To assign a inventory posting groups to items, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Warehouse**, and then click **Planning & Execution**.
3. On the **Planning & Execution** page, click **Items**.
4. Locate the item, and open the **Item Card**.
5. Expand the **Invoicing** FastTab.
6. In the **Inventory Posting Group** field, enter the appropriate posting group.
7. Click **OK** to close the **Item Card**.

Procedure: Set Up Bank Account Posting Groups

Bank account posting groups are used to link bank accounts to the general ledger. To simplify tracing transactions and bank reconciliations, we recommend that you do the following:

- Set up unique G/L accounts for all bank accounts.
- Create bank account posting groups for each G/L account.
- Assign each bank account with the unique posting group.

To set up a bank account posting group, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, under Financial Management, click **Posting Group**, and then click **Bank Account Posting Groups**.
4. Click **New**.

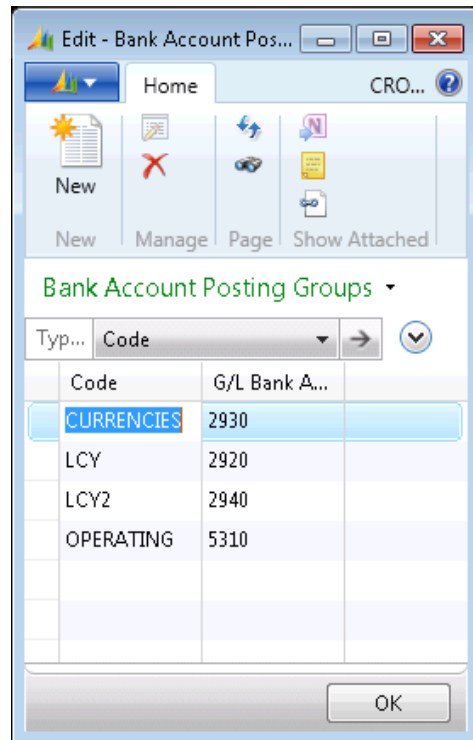


FIGURE 6.6: BANK ACCOUNT POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier that corresponds to one of the bank accounts set up in the program.
6. In the **G/L Bank Account No.** field, enter the account number that corresponds to the bank account set up in the program.
7. Click **OK** to close the **Bank Account Posting Groups** page.

Procedure: Assign Bank Account Posting Groups

To assign a bank account posting group to a bank account, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management**, and then click **Cash Management**.
3. On the **Cash Management** page, click **Bank Accounts**.
4. Locate the bank account, and open the **Bank Account Card**.
5. Expand the **Posting** FastTab.
6. In the **Bank Acc. Posting Group** field, enter the appropriate posting group.
7. Click **OK** to close the **Bank Account Card**.

When bank transactions are posted, Microsoft Dynamics NAV uses the bank account posting group code to locate and post to the specified account.

Lab 6.1: Set Up and Assign a Vendor Posting Group

Scenario

CRONUS International, Ltd. currently has three vendor posting groups:

- Domestic
- EU
- Foreign

Management has decided to add an intercompany vendor posting group to accommodate the intercompany purchases between business partners.

As the accounting manager, it is your responsibility to set up an intercompany vendor posting group, with the description of intercompany vendors.

Because they only have domestic intercompany business partners, you can use the same G/L accounts as for the Domestic vendor posting group, except for the Payables account for which G/L account 5425 is used.

Assign the new vendor posting group to the existing vendor Mortimor Car Company.

Objectives

This lab reinforces your understanding of the process required to set up a Vendor posting group.

Exercise 1: Set Up and Assign a Vendor Posting Group

Task 1: Set Up and Assign a Vendor Posting Group

High Level Steps

1. Create a new vendor posting group.
2. Assign the new vendor posting group.

Detailed Steps

1. Create a new vendor posting group.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **Posting Groups > Vendor Posting Groups**.
 - d. Click **New**.
 - e. In the **Code** field, type "IC".
 - f. In the **Payables Account** field, type "5425".

- g. Copy the other accounts from the vendor posting group DOMESTIC.
 - h. Click **OK** to close the **Vendor Posting Groups** page.
 2. Assign the new vendor posting group.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Financial Management**, and then click **Payables**.
 - c. On the **Payables** page, click **Vendors**.
 - d. Locate the vendor Mortimor Car Company, and open the **Vendor Card**.
 - e. Expand the **Invoicing** FastTab.
 - f. In the **Vendor Posting Group** field, enter **IC**.
 - g. Click **OK** to close the **Vendor Card**.

General Posting Groups

The main purpose for general posting groups is to identify the Income Statement accounts for each subsidiary, or supporting ledger. General posting groups are used to link the general ledger to the following:

- Item transactions, resource transactions, or both from purchases and sales documents.
- Item journals and job journals.
- Machine centers, work centers, and item charges.

The following table shows the two types of general posting groups.

General posting group	Description
General business posting group	Specifies who is sold to (customers) and who is purchased from (vendors).
General product posting group	Specifies what is being sold (items and resources) and what is being purchased (items).

General Business Posting Groups

General business posting groups are assigned to the following:

- Customers
- Vendors
- G/L Accounts



Best Practice: Only G/L accounts that are used in sales and purchase documents, and journals with VAT calculation require a general business posting group.

When you set up general business posting groups, consider how many groups are needed to analyze the following:

- Sales by customers
- Purchases by vendors

For example, general business posting groups can be divided by:

- Geographical area
- Type of business
- Type of industry

Procedure: Set Up General Business Posting Groups

To set up general business posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Posting Groups**, and then click **Gen. Business Posting Groups**.
4. Click **New**.

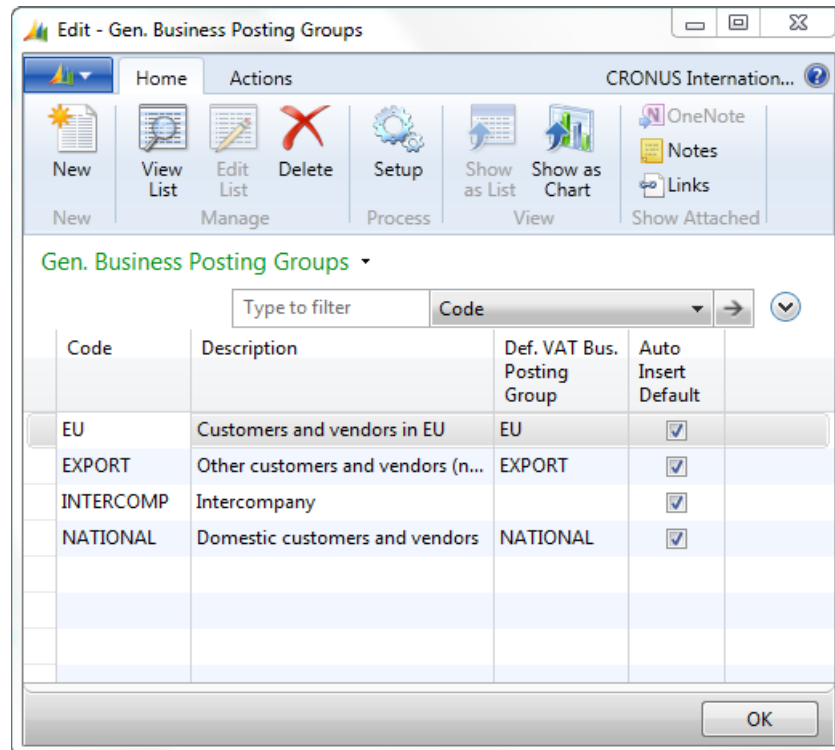


FIGURE 6.7: GENERAL BUSINESS POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier for the business group.
6. In the **Description** field, type a short description.
7. In the **Def. VAT Bus. Posting Group** field, enter the VAT business posting group to be used as the default for transactions involving this business group.
8. Select the **Auto Insert Default** check box to automatically insert the **Def. VAT Bus. Posting Group** when the corresponding general business posting group is assigned to a customer, vendor, or G/L account.
9. Click **OK** to close the **Gen. Business Posting Groups** page.



Note: Messages appear when you change the contents of the **Def. VAT Bus. Posting Group** field that ask you to update any G/L accounts, customers, and vendors affected by this change.

General Product Posting Groups

General product posting groups are used to specify what is being sold and what is being purchased. They are assigned to the following:

- Items
- Resources
- G/L accounts
- Machine centers
- Work centers
- Item charges

When you are setting up general product posting groups, consider how many groups are needed to analyze the following:

- Sales by products (items and resources)
- Purchases by items

For example, general product posting groups can be divided by the following:

- Raw material items
- Retail items
- Resources
- Capacities

General product posting groups provide the major product groups reflected in the chart of accounts. Each inventory item and resource is assigned a product posting group.

Procedure: Set Up General Product Posting Groups

To set up general product posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Posting Groups**, and then click **Gen. Product Posting Groups**.
4. Click **New**.

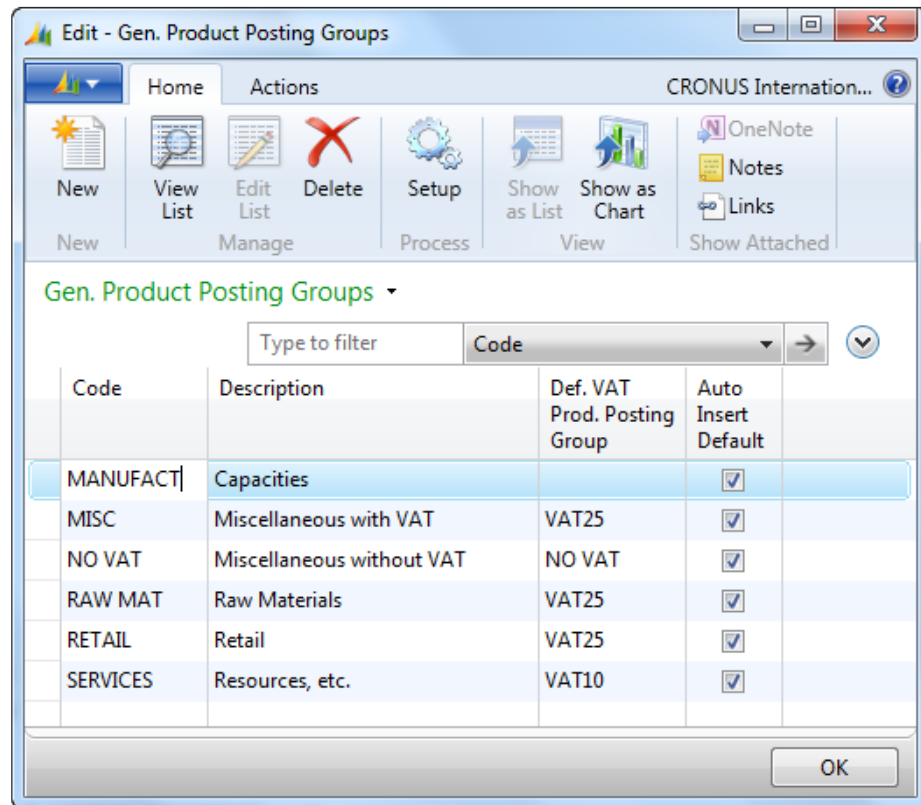


FIGURE 6.8: GENERAL PRODUCT POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier for the product group.
6. In the **Description** field, type a short description.
7. In the **Def. VAT Prod. Posting Group** field, enter the VAT Product posting group to be used as the default for transactions involving this product group.
8. Select the **Auto Insert Default** check box to automatically insert the **Def. VAT Prod. Posting Group** when the corresponding general product posting group is assigned to an item, resource, or G/L account.
9. Click **OK** to close the **Gen. Product Posting Groups** page.



Note: Messages appear when you change the contents of the **Def. VAT Prod. Posting Group** field that ask you to update any G/L accounts, items, resources, and item charges affected by this change.

Procedure: Assign General Posting Groups

To assign general posting groups to G/L accounts, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management**.
3. On the **Financial Management** page, click **General Ledger**, and then click **Chart of Accounts**.
4. Open the relevant **G/L Account Card**.
5. On the **Posting** FastTab, in the **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group** field, enter the relevant business and product group.
6. Click **OK** to close the **G/L Account Card**.

Lab 6.2: Set Up and Assign a Product Posting Group

Scenario

As the accounting manager at CRONUS, it is your responsibility to set up general posting groups. A new product group is needed for the newly acquired Home and Garden division of the company.

Use Home as the code and VAT25 as the default VAT posting group. Confirm all messages generated during this setup process, and make sure that the default VAT posting group is always used with this product group.

Assign the new general product posting group to the existing item 1500 - Lamp.

Objectives

This lab is to reinforce your understanding of the process required to set up a product posting group.

Exercise 1: Set Up and Assign a Product Posting Group

Task 1: Set Up and Assign a Product Posting Group

High Level Steps

1. Create the product posting group as specified in the scenario.
2. Assign the new general product posting group.

Detailed Steps

1. Create the product posting group as specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **Posting Groups > Gen. Product Posting Groups**.
 - d. Click **New**.
 - e. In the **Code** field, type "Home".
 - f. In the **Description** field, type "Home and Garden".
 - g. In the **Def. VAT Prod. Posting Group**, enter VAT25.
 - h. Leave the field by choosing another field or pressing TAB.
 - i. Click **Yes** to all requests to change all occurrences of this VAT product posting group.
 - j. Make sure that the **Auto Insert Default** check box is selected.
 - k. Click **OK** to close the **Gen. Product Posting Groups** page.

2. Assign the new general product posting group.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Warehouse**, and then click **Planning & Execution**.
 - c. On the **Planning & Execution** page, click **Items**.
 - d. Locate item 1500 - Lamp, and open the **Item Card**.
 - e. Expand the **Invoicing** FastTab.
 - f. In the **Gen. Prod. Posting Group** field, type "HOME".
 - g. Click **OK** to close the **Item Card**.

General Posting Setup

The **General Posting Setup** page is a matrix that combines business and product posting groups. Each combination determines the accounts that are used to post:

- Sales and purchases
- Sales and purchase credit memos
- Sales and purchase prepayments
- Sales and purchase invoice discounts and payment discounts
- Cost of goods sold and inventory adjustments
- Direct cost applied and overhead applied
- Purchase variances

For each combination of business and product posting groups, users can assign a different set of G/L accounts. Therefore, users can post the sale of the same item to different sales accounts in the general ledger because customers are assigned different general business posting groups.

Users can populate the **General Posting Setup** matrix in the following ways:

- On the **General Posting Setup** page:
 - Manually
 - Using a copy feature
- From the individual general posting group pages.

Procedure: Manually Enter General Posting Setup Lines

To manually fill in the **General Posting Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Posting Groups**, and then click **General Posting Setup**.
4. Click **New** to open a new **General Posting Setup Card**.

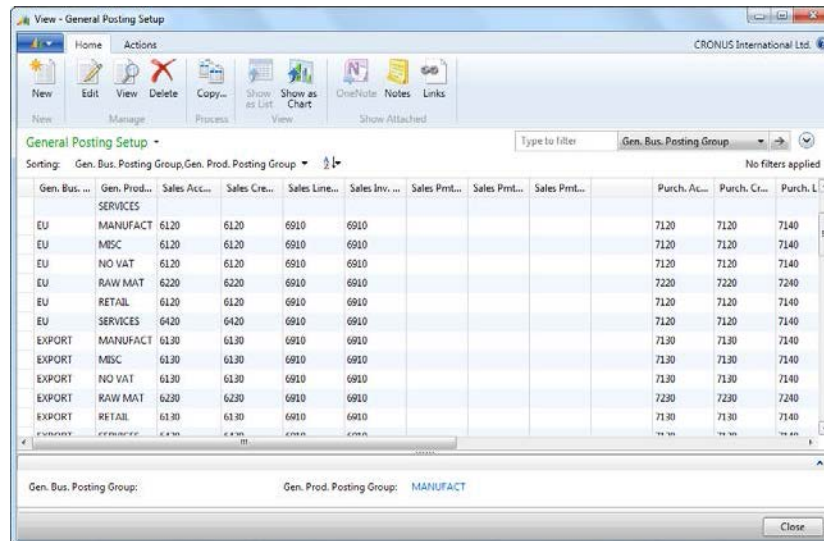


FIGURE 6.9: GENERAL POSTING SETUP WINDOW

5. On the **General** FastTab, in the **Gen. Bus. Posting Group** field, enter the relevant business group.
6. In the **Gen. Prod. Posting Group** field, enter the relevant product group to complete the combination.
7. On the **Sales, Purchase, and Inventory** FastTabs, in each relevant account field, enter the G/L accounts that were used to post transactions for the selected general posting combination.
8. Click **OK** to close the **General Posting Setup Card**.
9. Repeat steps 4-8 to set up additional combinations.
10. Click **OK** to close the **General Posting Setup** page.

Note: If you use inventory, in addition to entering every possible combination of general business and general product posting groups, enter a line for each general product posting group that has a blank general business posting group. This combination is necessary, for example, for posting activity from item journals when there is no customer or vendor assigned to the transaction.


Note: The primary G/L accounts associated with the general posting setup are the sales account and purchase account. Other accounts are only required when specific application areas are used. This is discussed in detail in appropriate courses.

Procedure: Copy General Posting Setup Lines

The more business and product posting groups, the more combinations have to be set up in the **General Posting Setup** page. Although there may be many combinations, frequently, the G/L account numbers are the same (or approximately the same) on several lines.

Application Setup in Microsoft Dynamics® NAV 2013

To limit the amount of manual entry, Microsoft Dynamics NAV provides a **Copy** function that fills in G/L accounts on a line with the G/L account numbers from an already completed line.

 **Note:** Before you use the **Copy** function, the **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group** fields on the line that you want to copy must be filled in.

To run the **Copy General Posting Setup** batch job, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Posting Groups > General Posting Setup**.
4. Click **New** to open a new **General Posting Setup Card**.
5. On the **General** FastTab, fill in the **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group** fields.
6. Click **OK** to close the **General Posting Setup Card**.
7. Make sure that the new line is selected, and then on the **Actions** tab, click **Copy**.
8. The **Copy – General Posting Setup** batch job appears.

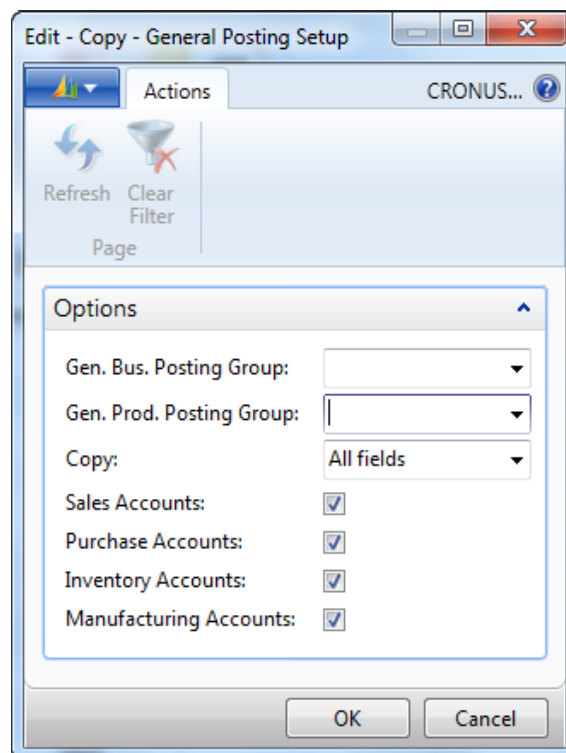


FIGURE 6.10: COPY – GENERAL POSTING SETUP WINDOW

9. Specify the **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group** of the line to copy from.
10. In the **Copy** field, select either **All fields** or **Selected fields**.
11. Click **OK**.
12. Click **Yes** to copy the General Posting Setup.
13. Adjust the copied account numbers as needed.
14. Click **OK** to close the **General Posting Setup** page.

Procedure: Create Posting Setup Lines from General Posting Groups

Instead of setting up all general posting groups at the same time in the **General Posting Setup** page, general business and product posting groups can be set up individually from the respective pages by selecting **Setup** on the **Action** FastTab in the ribbon.

In the following example, the general business posting group is used; however, the process is the same for the general product posting group.

To review or fill in the **General Posting Setup** page from the **Gen. Business Posting Groups** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Posting Groups**, and then click **Gen. Business Posting Groups**.
4. Select the general business posting group line to review or set up.
5. Click **Setup**.
6. The **General Posting Setup** page for the selected general business posting group appears. The posting setup lines are filtered to only show those combinations with the selected general business posting group.
7. Click **New** to open a new **General Posting Setup Card**.
8. On the **General** FastTab, the **Gen. Bus. Posting Group** field is automatically populated based on the selected general business posting group.
9. In the **Gen. Prod. Posting Group** field, enter the relevant product group to complete the combination.
10. On the **Sales**, **Purchase**, and **Inventory** FastTab, in each relevant account field, enter the G/L accounts that are used to post transactions for the selected general posting combination.
11. Click **OK** to close the **General Posting Setup Card**.

12. Repeat steps 7-11 to set up additional combinations.
13. Click **OK** to close the **General Posting Setup** page.
14. Complete the general product posting group fields and account fields as necessary.

Example: From Posted Sales Invoice to Income Statement Account

For sales invoice 103019 a general ledger entry was created for the income statement account 6110. Items 8908-W Computer – Highline Package, 8916-W Computer – TURBO Package, and 8924-W Server – Enterprise Package were sold to customer 40000 Deerfield Graphics Company. To review that the general posting groups were used for the link to the G/L account, follow these steps:

1. In the navigation pane, click **Home**, and then click **Customers**.
2. Select customer 40000, and open the **Customer Card**. Notice that in the **Invoicing** FastTab, the **Gen. Bus. Posting Group** field contains the value **NATIONAL**.
3. In the navigation pane, click **Home**, and then click **Items**.
4. Select item 8908-W, and open the **Item Card**.
5. On the **Invoicing** FastTab, the **Gen. Prod. Posting Group** field contains the value **RETAIL**.
6. Repeat steps 4-6 for the items 8916-W and 8924-W. Notice that all three items have the same general product posting group set up.
7. In the navigation pane, click **Departments**.
8. Click **Administration**, and then click **Application Setup**.
9. On the **Application Setup** page, click **Posting Groups** and then click **General Posting Setup**. The **Sales Account** field contains G/L account 6110 for the combination of **Gen. Bus. Posting Group** **NATIONAL** and **Gen. Prod. Posting Group** **RETAIL**.



Note: Only one general ledger entry was created for G/L account 6110, because the three item lines contain the same posting and dimension information.

Lab 6.3: Copy a General Posting Setup Line

Scenario

Previously, you set up a general product posting group for the newly acquired Home and Garden division of the company. It is now time to set up the posting combination by using the general business posting group NATIONAL.

Because this new posting set up combination uses the same G/L accounts as the NATIONAL/RETAIL combination, use the **Copy** function to copy all fields.

Objectives

This lab reinforces your understanding of the process required to copy a General Posting Setup line.

Exercise 1: Copy a General Posting Setup Line

Task 1: Copy a General Posting Setup Line

High Level Steps

1. Create the new general posting setup combination specified in the scenario.
2. Run the **Copy** function as specified in the scenario.

Detailed Steps

1. Create the new general posting setup combination specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **Posting Groups > General Posting Setup**.
 - d. Click **New** to open a new **General Posting Setup Card**.
 - e. On the **General** FastTab, in the **Gen. Bus. Posting Group** field, enter NATIONAL.
 - f. On the **General** FastTab, in the **Gen. Prod. Posting Group** field, enter HOME .
 - g. Click **OK** to close the **General Posting Setup Card**.
2. Run the **Copy** function as specified in the scenario.
 - a. In the **General Posting Setup** page, make sure the new line is selected and then, on the **Actions** tab, click **Copy**. The **Copy - General Posting Setup** batch job appears.
 - b. In the **Gen. Bus. Posting Group** field, enter NATIONAL.
 - c. In the **Gen. Prod. Posting Group** field, enter RETAIL.

- d. Make sure that the **Copy** field is set to **All fields**, and then click **OK**.
- e. Click **Yes** to copy the general posting setup.
- f. Click **Close** to close the **General Posting Setup** page.

VAT Posting Groups

Value-added tax (VAT) is a transaction tax paid by the end consumer, including businesses.

VAT posting groups define how VAT is calculated and posted according to the following:

- Who is sold to or purchased from (customers and vendors).
- What is sold or purchased (items and resources).

The principles for setting up VAT posting groups resemble those for setting up general posting groups:

- VAT business posting groups are set up and assigned to customers and vendors.
- VAT product posting groups are set up and assigned to items and resources.
- Combinations of VAT business and product posting groups are specified in the **VAT Posting Setup** page.

Procedure: Set Up VAT Business Posting Groups

VAT business posting groups determine the calculation and posting of VAT according to the location (country/region) of the customer or vendor involved in a transaction.

When you set up VAT business posting groups, consider how many groups are needed, based on several factors, including the following:

- Local legislation
- Trading both domestically and internationally

To set up VAT business posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **VAT Posting Group**, and then click **VAT Business Posting Groups**.
4. Click **New**.

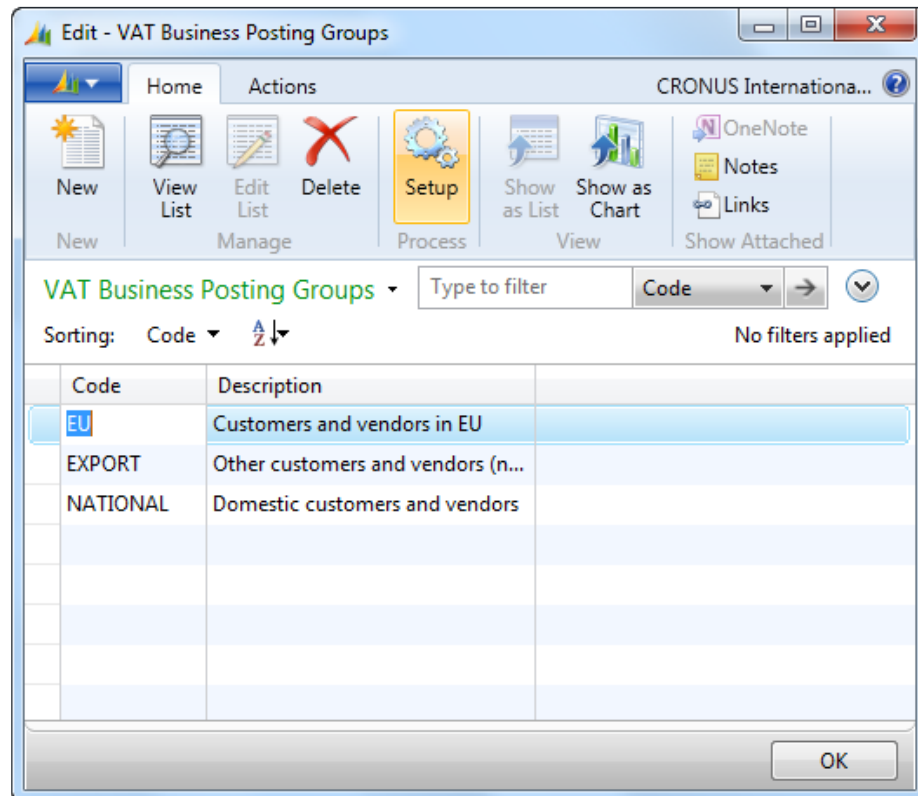


FIGURE 6.11: VAT BUSINESS POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier for the business group.
6. In the **Description** field, type a short description.
7. Click **OK** to close the **VAT Business Posting Groups** page.

Procedure: Set Up VAT Product Posting Groups

VAT product posting groups determine the calculation and posting of VAT according to the type of:

- Item being purchased
- Item or resource being sold
- Costs such as item charges

When you set up VAT product posting groups, consider how many groups are needed, based on the tax liability for items and resources. For example, VAT product posting groups can be set up to group items into food items that require 10 percent VAT, and non-food items that require 15 percent VAT.

Application Setup in Microsoft Dynamics® NAV 2013

To set up VAT product posting groups, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **VAT Posting Group**, and then click **VAT Product Posting Groups**.
4. Click **New**.

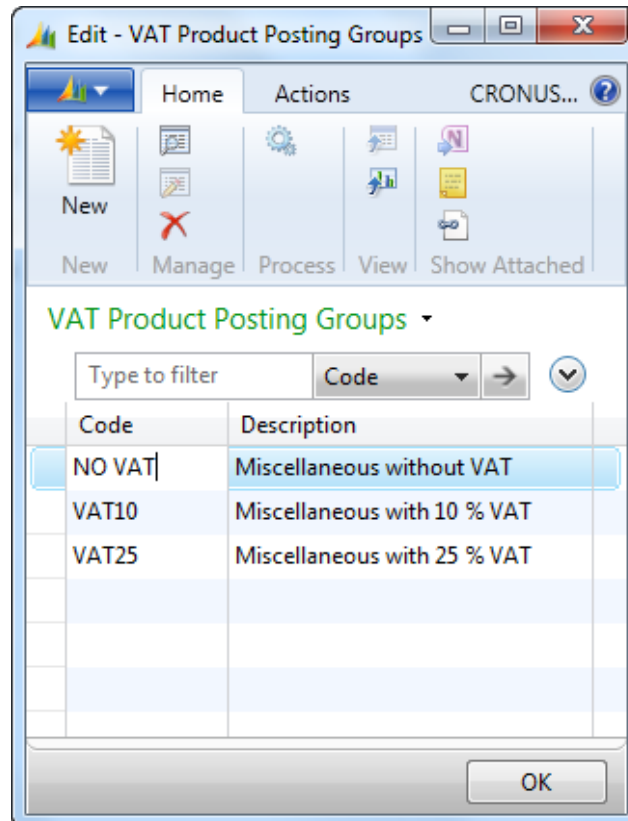


FIGURE 6.12: VAT PRODUCT POSTING GROUPS WINDOW

5. In the **Code** field, type a unique identifier for the product group.
6. In the **Description** field, type a short description.
7. Click **OK** to close the **VAT Product Posting Groups** page.

Assign Default VAT Posting Groups

As soon as the VAT posting groups are set up, they must be assigned to the following:

- Customers and vendors
- Items and resources
- G/L accounts (where applicable)

Instead of manually assigning these groups to accounts, assign them as follows:

- Default VAT business posting groups to general business posting groups.
- Default VAT product posting groups to general product posting groups.

Microsoft Dynamics NAV then automatically inserts the relevant code as the VAT business or product posting group when the relevant general business or product posting group is assigned to a customer, vendor, item, resource, or G/L account. When it is required the VAT business or product posting group can be changed for an individual record.

Procedure: Manually Assign VAT Posting Groups

If the default feature is not used, manually assign VAT posting groups to customers, vendors, items, resources, and G/L accounts.

To assign VAT business posting groups to customers, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Financial Management**, and then click **Receivables**.
3. On the **Receivables** page, click **Customers**.
4. Expand the **Invoicing** FastTab.
5. In the **VAT Bus. Posting Group** field, enter the relevant business group.
6. Click **OK** to close the **Customer Card**.

When customer-related transactions, such as orders, invoices, credit memos, and payments are posted, Microsoft Dynamics NAV uses the customer posting group to locate and post the specified accounts.

Lab 6.4: Create and Assign a VAT Product Posting Group

Scenario

The EU has announced a percent change in VAT, from 25 percent to 26 percent. As the accounting manager at CRONUS, it is your responsibility to create a new VAT product posting group named VAT26. Use a similar description as that used for the VAT25 line.



Note: Usually, the setup to accommodate VAT percent changes would be handled with the VAT Rate Change Tool.

Assign the new VAT product posting group to the existing item 1600 - Bell.

Exercise 1: Create and Assign a VAT Product Posting Group

Task 1: Create and Assign a VAT Product Posting Group

High Level Steps

1. Set up the new VAT posting group as specified in the scenario.
2. Assign the new vat product posting group.

Detailed Steps

1. Set up the new VAT posting group as specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **VAT Posting Group**, and then click **VAT Product Posting Groups**.
 - d. Click **New**.
 - e. In the **Code** field, type "VAT26".
 - f. In the **Description** field, type "Miscellaneous with 26 % VAT".
 - g. Click **OK** to close the **VAT Product Posting Groups** page.
2. Assign the new vat product posting group.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Warehouse**, and then click **Planning & Execution**.
 - c. On the **Planning & Execution** page, click **Items**.
 - d. Locate the item 1600 - Bell, and open the **Item Card**.

- e. Expand the **Invoicing** FastTab.
- f. In the **VAT Prod. Posting Group** field, enter VAT26.
- g. Click **OK** to close the **Item Card**.

VAT Posting Setup

The **VAT Posting Setup** page is a matrix that combines VAT business and product posting groups, similar to the **General Posting Setup** page. Each combination determines the accounts that are used to post sales and purchase VAT.

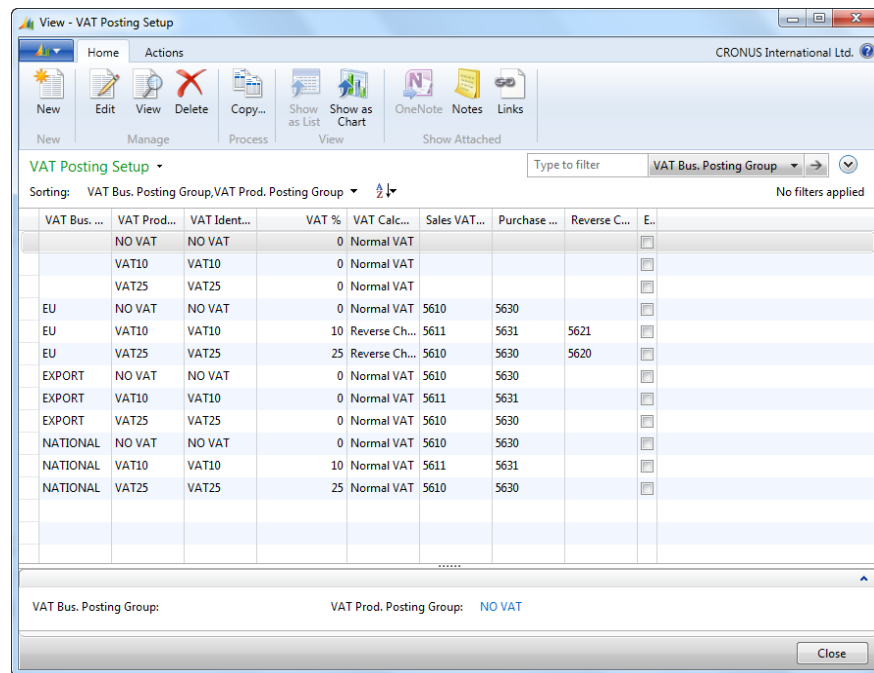


FIGURE 6.13: VAT POSTING SETUP WINDOW

However, the **VAT Posting Setup** page contains additional fields specific to VAT recording and posting:

- VAT percentage
- VAT calculation type
- Record unrealized VAT
- Adjust VAT for payment discounts



Note: This course is limited to the setup of the G/L accounts for all VAT posting group combinations. This course does not address the different VAT calculation types, unrealized VAT, or adjusting VAT for payment discounts. These areas are covered in the course *Finance Essentials in Microsoft Dynamics NAV2013*.

Users can populate the **VAT Posting Setup** matrix in the following ways:

- On the **VAT Posting Setup** page:
 - Manually
 - Using a copy feature
- From the individual VAT posting group pages.
- Using the VAT Rate Change Tool.



Note: The VAT Rate Change Tool is covered in the course *Finance Advanced in Microsoft Dynamics NAV2013*.

Procedure: Manually Enter VAT Posting Setup Lines

To manually fill in the **VAT Posting Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration > Application Setup > VAT Posting Group > VAT Posting Setup**.
3. Click **New** to open a new **VAT Posting Setup Card**.
4. On the **General** FastTab, in the **VAT. Bus. Posting Group** field, enter the relevant VAT business group.
5. In the **VAT Prod. Posting Group** field, enter the relevant VAT product group to complete the combination.
6. In the **VAT Identifier** field, type a VAT grouping identifier.
7. In the **VAT %** field, type the relevant VAT rate. Do not enter the percentage sign (%).
8. In the **VAT Calculation Type** field, enter the relevant calculation method.
9. On the **Sales and Purchase** FastTab, in each relevant account field, enter the G/L accounts that are used to post transactions for the selected VAT posting combination.
10. Click **OK** to close the **VAT Posting Setup Card**.
11. Repeat steps 4-11 to set up additional VAT posting combinations.
12. Click **OK** to close the **VAT Posting Setup** page.




Note: If you use inventory, in addition to entering every possible combination of VAT business and VAT product posting groups, enter a line for each VAT product posting group that has a blank VAT business posting group. This combination is necessary, for example, for posting activity from item journals when there is no customer or vendor assigned to the transaction.

Procedure: Copy VAT Posting Setup Lines

The more VAT business and product posting groups, the more combinations have to be set up in the **VAT Posting Setup** page.

To limit the amount of manual entry, Microsoft Dynamics NAV provides a **Copy** function that fills all fields or selected fields from an already completed line.

 **Note:** Before you use the **Copy** function, the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** fields on the line that you want to copy must be filled in.

To run the **Copy - VAT Posting Setup** batch job, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration > Application Setup > VAT Posting Group > VAT Posting Setup**.
3. Click **New** to open a new **VAT Posting Setup Card**.
4. On the **General** FastTab, in the **VAT. Bus. Posting Group** field, enter the relevant VAT business group.
5. In the **VAT Prod. Posting Group** field, enter the relevant VAT product group to complete the combination.
6. Make sure that the new line is selected and then, on the **Actions** tab, click **Copy**.
7. The **Copy - VAT Posting Setup** batch job appears.

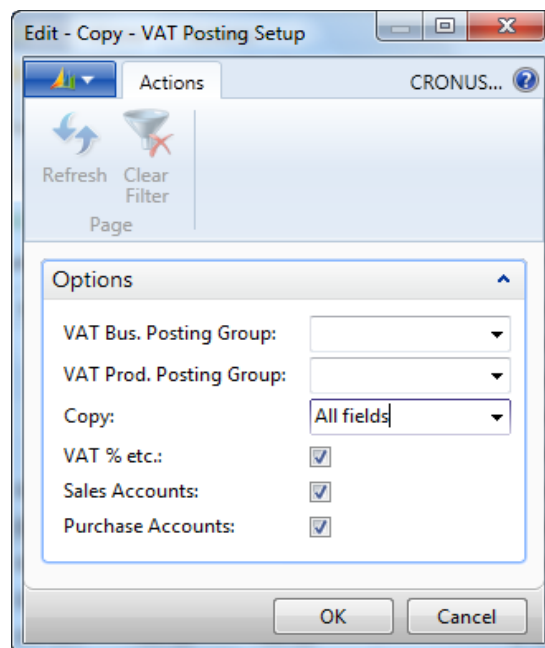


FIGURE 6.14: COPY – VAT POSTING SETUP WINDOW

8. Specify the **VAT Bus. Posting Group** and **VAT Prod. Posting Group** of the line to copy from.
9. In the **Copy** field, select either **All fields** or **Selected fields**. The following table shows the fields copied.

Option	Includes
VAT % etc.	VAT % , VAT Calculation Type , Unrealized VAT Type , and Adjust for Payment Discount fields.
Sales Accounts	All sales account information.
Purchase Accounts	Purchases and reverse charge account information.

10. Click **OK**.
11. Click **Yes** to copy the VAT posting setup.
12. Adjust the copied information as needed.
13. Click **OK** to close the **VAT Posting Setup** page.

Procedure: Create Posting Setup Lines from VAT Posting Groups

Instead of setting up all VAT posting groups at the same time in the **VAT Posting Setup** page, VAT business and product posting groups can be set up individually from the respective pages by selecting **Setup** on the **Action** tab in the ribbon.

In the following example, the VAT business posting group is used; however, the process is the same for the VAT product posting group.

To review or fill in the **VAT Posting Setup** page from the **VAT Business Posting Groups** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **VAT Posting Group**, and then click **VAT Business Posting Groups**.
4. Select the VAT business posting group line to review or set up.
5. Click **Setup**. The **VAT Posting Setup** page for the selected VAT business posting group appears. The posting setup lines are filtered to only show those combinations with the selected VAT business posting group.
6. Click **New** to open a new **VAT Posting Setup Card**.
7. On the **General** FastTab, the **VAT Bus. Posting Group** field is automatically populated based on the selected VAT business posting group.
8. In the **VAT Prod. Posting Group** field, enter the relevant product group to complete the combination.

9. In the **VAT Identifier** field, type a VAT grouping identifier.
10. In the **VAT %** field, type the relevant VAT rate. Do not enter the percentage sign (%).
11. In the **VAT Calculation Type** field, enter the relevant calculation method.
12. On the **Sales and Purchase** FastTab, in each relevant account field, enter the G/L accounts that are used to post transactions for the selected general posting combination.
13. Click **OK** to close the **VAT Posting Setup Card**.
14. Repeat steps 6-13 to set up additional combinations.
15. Click **OK** to close the **General Posting Setup** page.
16. Complete the VAT product posting group fields and account fields as necessary.

Example: From Posted Sales Invoice to VAT Account

For sales invoice 103019 a general ledger entry was created for the VAT account 5610. Items 8908-W Computer – Highline Package, 8916-W Computer – TURBO Package, and 8924-W Server – Enterprise Package were sold to customer 40000 Deerfield Graphics Company. To review that the VAT posting groups were used for the link to the G/L account, perform following steps:

1. In the navigation pane, click **Home**, and then click **Customers**.
2. Select customer 40000, and open the **Customer Card**.
3. On the **Invoicing** FastTab, the **VAT Bus. Posting Group** field contains the value NATIONAL.
4. In the navigation pane, click **Home**, and then click **Items**.
5. Select item 8908-W, and open the **Item Card**. Notice that on the **Invoicing** FastTab, the **VAT Prod. Posting Group** field contains the value VAT25.
6. Repeat steps 4-6 for the items 8916-W and 8924-W. Notice that all three items have the same general product posting group set up.
7. In the navigation pane, click **Departments**.
8. Click **Administration**, and then click **Application Setup**.
9. On the **Application Setup** page, click **VAT Posting Groups > VAT Posting Setup**. Note the **Sales VAT Account** field contains G/L account 5610 for the combination of **VAT Bus. Posting Group** NATIONAL and **VAT Prod. Posting Group** VAT25.



Note: Only one general ledger entry was created for G/L account 6110, because the three item lines contain the same posting and dimension information.

Lab 6.5: Copy a VAT Posting Setup

Scenario

Previously, you set up a VAT product posting group for the new EU percentage change in VAT, from 25 to 26 percent. As the accounting manager at CRONUS, it is your responsibility to do the following:

- Create a posting combination of the new VAT product posting group together with the existing VAT business posting group for the EU.
- Make sure that the new combination uses the same information and G/L accounts as the VAT25 posting group.



Note: Usually, new G/L accounts are created to post the G/L entries with the new VAT percentage to separate accounts. However, setting up new accounts is not the focus of this exercise.

Objectives

This lab reinforces your understanding of the process required to copy a VAT posting setup.

Exercise 1: Copy a VAT Posting Setup

Task 1: Copy a VAT Posting Setup

High Level Steps

1. Create the VAT posting combination as specified in the scenario.
2. Run the **Copy** function as specified in the scenario.

Detailed Steps

1. Create the VAT posting combination as specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, under **Financial Management**, click **VAT Posting Group > VAT Posting Setup**.
 - d. Click **New** to open a new **VAT Posting Setup Card**.
 - e. On the **General** FastTab, in the **VAT. Bus. Posting Group** field, enter EU.
 - f. In the **VAT Prod. Posting Group** field, enter VAT26.
 - g. Click **OK** to close the **VAT Posting Setup Card**.

2. Run the **Copy** function as specified in the scenario.
 - a. In the **VAT Posting Setup** page, make sure that the new line is selected and then, on the **Actions** tab, click **Copy**. The **Copy - VAT Posting Setup** batch job appears.
 - b. In the **VAT Bus. Posting Group** field, enter EU.
 - c. In the **VAT Prod. Posting Group** field, enter VAT25.
 - d. Make sure that the **Copy** field is set to **All fields**, and then click **OK**.
 - e. Click **Yes** to copy the VAT posting setup.
 - f. Double-click the new line to open the **VAT Posting Setup Card** page.
 - g. In the **VAT %** field, type "26".
 - h. In the **VAT Identifier** field, type "VAT26".
 - i. Click **Close** to close the **VAT Posting Setup** page.

Best Practices

Procedure: Determine Posting Groups

The posting group structure is set up to use the chart of accounts as a guide. To provide more explanation of posting group setup decisions, this lesson discusses how general posting groups were established in CRONUS.

One of the first considerations is the segregation of products. For CRONUS, the primary categories of products are as follows:

- Retail
- Raw materials
- Resources (services)
- Capacities

These categories are set up as general product posting groups.

The next consideration is the division of customers and vendors. The following primary classifications of customers and vendors are used in CRONUS:

- Domestic (or national)
- EU
- Export for the sales accounts and the purchases accounts

These categories are set up as general business posting groups.

In the CRONUS company, the names that are used in the general posting groups correspond with account names that are used in the chart of accounts.

Application Setup in Microsoft Dynamics® NAV 2013

To compare the chart of accounts that use the general business posting groups, as set up in CRONUS, follow these steps:

1. In the navigation pane, click **Financial Management**.
2. On the **Financial Management** page, click **General Ledger** and then click **Chart of Accounts**.
3. Locate account 6100, Revenue in the list of accounts (do not set a filter).
4. Note the account classifications of Revenue:
 - 6105, Sales of Retail
 - 6205, Sales of Raw Material
 - 6405, Sales of Resources

These charts of account classifications correspond to the general product posting groups.

Each revenue classification has subcategories including:

- Dom
- EU
- Export

These chart of accounts sub-classifications correspond to the general business posting groups.

To compare the general posting groups with the chart of accounts as set up in CRONUS, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Posting Groups > Gen. Product Posting Groups**. Notice that the general product posting group names resemble the chart of account names attached to the product classifications.
4. On the address bar, click **Posting Groups** to reopen the **Posting Groups** page.
5. Click **Gen. Business Posting Groups**. Notice that general business posting group names resemble the chart of account names attached to the sub-categories of the product classifications.

The following reviews how the chart of accounts is mapped to posting groups in the **General Posting Setup** page in CRONUS for:

- The combination of Export general business posting group and Retail general product posting group.
- The sales account posting.

To review the mapping, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Posting Groups > General Posting Setup**.
4. Locate the EXPORT general business posting group and RETAIL general product posting group combination.
5. Review the account in the **Sales Account** field. Based on this setup, when a sales transaction is posted by using this posting group combination, the amount is posted to G/L Account 6130, the Sales, Retail - Export account.
6. Close the **General Posting Setup** page.

General Posting Groups vs. Dimensions

General posting groups and dimensions have similar characteristics. Both are used for analyzing and grouping sales and purchases. For example, grouping sales by geographical area can be done by using general business posting groups, but also by using dimensions.

Whereas general posting groups only provide a link to G/L accounts, dimensions offer more extensive analysis and reporting functionalities.

Also, when expanding business, it is less difficult to create new dimensions and dimension values than it is to create new general posting groups that have accompanying G/L accounts.



Note: Dimensions and their setup are described in the "Set Up Dimensions" module of this course.

Post and Review a Sales Transaction

The following demonstrations use an analysis of a posted sales transaction to review the effect of posting on the chart of accounts and the impact of the posting setup.

Demonstration: Review Customer Posting Setup from the Sales Invoice Header

Scenario: Arnie, the Accounts Receivable Administrator at CRONUS, creates a sales invoice to customer 10000 for items 1964-W and 70011. He reviews the posting groups for the customer and items to compare them to the posted G/L entries.

Demonstration Steps

1. Create the sales invoice header and review the customer posting setup.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales & Marketing**, and then click **Order Processing**.
 - c. On the **Order Processing** page, click **Sales Invoices**.
 - d. Click **New**, and press ENTER to automatically assign the **Sales Invoice No.**
 - e. In the **Sell-to Customer No.** field, enter 10000.
 - f. Leave the field by selecting another field or pressing TAB. The sales invoice header is populated.
 - g. In the **Customer Details** FactBox, click Customer No. 10000 to open the **Customer Card**.
 - h. Expand the **Invoicing** FastTab. This customer is set up with the following posting setup:
 - **Gen. Bus. Posting Group:** NATIONAL
 - **VAT Bus. Posting Group:** NATIONAL
 - **Customer Posting Group:** DOMESTIC
 - i. Click the **Customer Posting Group** field, to view all the options, and then click **Advanced** to review the posting setup for domestic customers.

Account 2310 appears in the **Receivables Account** field. This is the account to which Microsoft Dynamics NAV posts the receivables amount (sales amount including VAT) for this sales invoice.

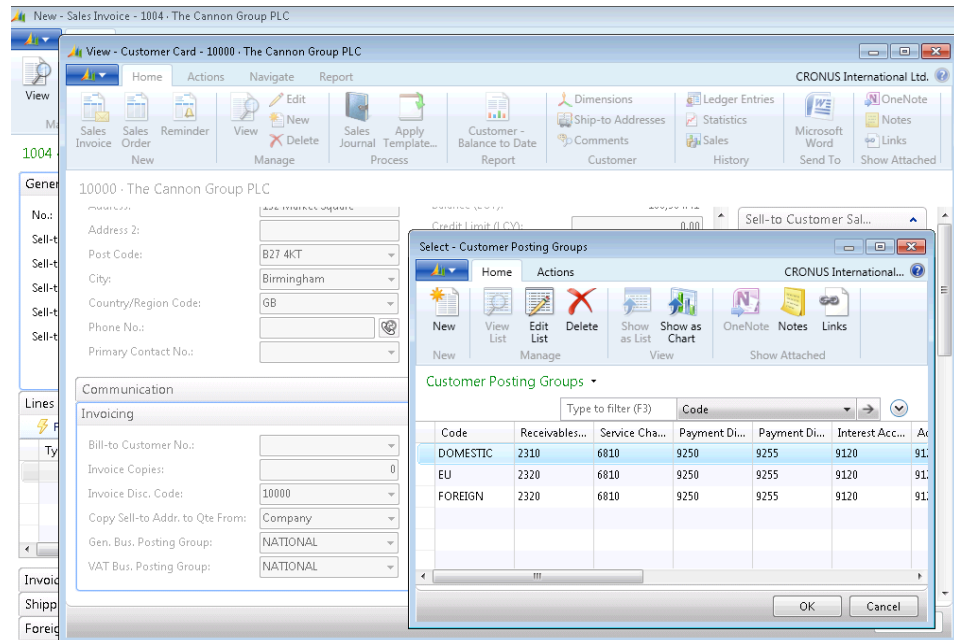


FIGURE 6.15: POSTING GROUPS AND G/L ACCOUNTS ASSIGNED TO CUSTOMER 10000

- j. Close the **Customer Posting Groups** and **Customer Card** pages.
- k. On the **Sales Invoice** page, in the **Posting Date** field, type "01/24/14" and then press ENTER.

Demonstration: Review Item Posting Setup from the Sales Invoice Line

Follow these steps to create the sales invoice lines and review the posting setup for two items.

Demonstration Steps

1. Create the sales invoice lines and review the posting setup for two items.
 - a. Select the sales invoice lines.
 - b. In the **Type** field, enter **Item**.
 - c. In the **No.** field, type "1964-W", and then press TAB.
 - d. In the **Quantity** field, type "10", and then press ENTER.
 - e. In the **Item Details - Invoicing** FactBox, click Item No. **1964-W** to open the **Item Card**.
 - f. Expand the **Invoicing** FastTab. This item uses the following posting setup:

- **Gen. Prod. Posting Group:** RETAIL
 - **VAT Prod. Posting Group:** VAT25
 - **Inventory Posting Group:** FINISHED
- g. Close the **Item Card** page.
- h. On the **Sales Invoice** page, click the next sales invoice line.
- i. In the **Type** field, enter **Item**.
- j. In the **No.** field, type "70011" and then press ENTER.
- k. In the **Quantity** field, type "10" and then press ENTER.
- l. In the **Item Details - Invoicing** FactBox, click Item No. **70011**.
- m. Review the **Invoicing** FastTab. This item uses the following posting setup:
- **Gen. Prod. Posting Group:** RAW MAT
 - **VAT Prod. Posting Group:** VAT25
 - **Inventory Posting Group:** RAW MAT
- n. Close the **Item Card** page.

The following table shows how general and VAT posting group combinations are used when you post the invoice, based on the customer and item posting setup.

	Gen. Bus. Posting Group	Gen. Prod. Posting Group	VAT Bus. Posting Group	VAT Prod. Posting Group
Sale of item 1964-W	NATIONAL	RETAIL	NATIONAL	VAT 25
Sale of item 70011	NATIONAL	RAW MAT	NATIONAL	VAT 25

Demonstration: Review the General Posting Setup

Follow these steps to review the general posting combinations in the **General Posting Setup** page.

Demonstration Steps

1. Review the general posting combinations in the **General Posting Setup** page.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Posting Groups** and then click **General Posting Setup**.

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d. Review the posting combinations:

- For the item 1964-W combination, NATIONAL and RETAIL, account 6110 appears in the **Sales Account** field.
- For the item 70011 combination, NATIONAL and RAW MAT, account 6210 appears in the **Sales Account** field.

Gen. Bus. Posting Group	Gen. Prod. Posting Group	Sales Account	Sales Credit Memo Account	Sales Line Disc. Account	Sales Inv. Disc. Account	Sales Pmt. Disc. Debit Acc.	Sales Pmt. Disc. Credit Acc.	Sales Pmt. Tol. Debit Acc.	Sales Pmt. Tol. Credit Acc.
INTERCOMP	RETAIL	6120	6120	6910	6910				
INTERCOMP	SERVICES	6120	6120	6910	6910				
NATIONAL	MANUFACT	6110	6110	6910	6910				
NATIONAL	MISC	6110	6110	6910	6910				
NATIONAL	NO VAT	6110	6110	6910	6910				
NATIONAL	RAW MAT	6210	6210	6910	6910				
NATIONAL	RETAIL	6110	6110	6910	6910				
NATIONAL	SERVICES	6410	6410	6910	6910				

FIGURE 6.16: G/L ACCOUNTS RELATED TO THE POSTING GROUP COMBINATIONS OF THE TWO ITEMS

e. Close the **General Posting Setup** page.

By combining the posting groups of customer 10000 and items 1964-W and 70011, Microsoft Dynamics NAV will post the following amounts when the sales invoice is posted:

- 2920.00 to account 6110 for item 1964-W.
- 723.00 to account 6210 for item 70011.

Demonstration: Review the VAT Posting Setup

Follow these steps to review the VAT posting combinations in the **VAT Posting Setup** page.

Demonstration Steps

- Review the VAT posting combinations in the **VAT Posting Setup** page.
 - In the navigation pane, click **Departments**.
 - Click **Administration**, and then click **Application Setup**.

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- c. On the **Application Setup** page, under **Financial Management**, click VAT Posting Group > **VAT Posting Setup**.
- d. Review the posting combination of NATIONAL and VAT25:
 - Account 5610 appears in the **Sales VAT Account** field.
 - The **VAT %** field contains 25, so VAT for the sale of each item is as follows:
 - For item 1964-W, $2920 \times 25\% = 730.00$
 - For item 70011, $723 \times 25\% = 180.75$

VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT %	VAT Calculation Type	Sales VAT Account	Purchase VAT Account	Reverse Chrg. VAT Acc.	EU Service
EU	NO VAT	NO VAT	0	Normal VAT	5610	5630		<input type="checkbox"/>
EU	VAT10	VAT10	10	Reverse Ch...	5611	5631	5621	<input type="checkbox"/>
EU	VAT25	VAT25	25	Reverse Ch...	5610	5630	5620	<input type="checkbox"/>
EXPORT	NO VAT	NO VAT	0	Normal VAT	5610	5630		<input type="checkbox"/>
EXPORT	VAT10	VAT10	0	Normal VAT	5611	5631		<input type="checkbox"/>
EXPORT	VAT25	VAT25	0	Normal VAT	5610	5630		<input type="checkbox"/>
NATIONAL	NO VAT	NO VAT	0	Normal VAT	5610	5630		<input type="checkbox"/>
NATIONAL	VAT10	VAT10	10	Normal VAT	5611	5631		<input type="checkbox"/>
NATIONAL	VAT25	VAT25	25	Normal VAT	5610	5630		<input type="checkbox"/>

VAT Bus. Posting Group: NATIONAL VAT Prod. Posting Group: VAT25

FIGURE 6.17: VAT POSTING SETUP OF BOTH ITEMS

- e. Close the **VAT Posting Setup** page.

By combining the posting groups of customer 10000 and items 1964-W and 70011, Microsoft Dynamics NAV will perform the following when the sales invoice is posted:

- Determine the sales VAT account and VAT percentage.
- Calculate VAT on the sale.
- Post two separate VAT entries (730.00 and 180.75) for account 5610.

Demonstration: Post the Sales Invoice

The following table shows the expected results of posting the sales invoice:

Account	Debit	Credit
6210 Sales, Raw Materials - Domestic		Sale amount (723.00)
6110 Sales, Retail - Domestic		Sale amount (2920.00)
5610 Sales VAT 25% Account		VAT (180.75+730.00)
2310 Customers, Domestic	Sale Amount (723.00+2920.00) + VAT (180.75+730.00) = 4,553.75	

Demonstration Steps

1. Post the sales invoice.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales & Marketing**, and then click **Order Processing**.
 - c. On the **Order Processing** page, click **Sales Invoices**.
 - d. On the **Sales Invoice List** select the new sales invoice to customer 10000, The Cannon Group PLC.
 - e. On the **Home** tab, click **Post**.
 - f. Click **Yes** to post the sales invoice.

Demonstration: Review a Sales Transactions in G/L**Demonstration Steps**

1. Review the posted G/L entries.
 - a. In the navigation pane, click **Posted Documents** and then click **Posted Sales Invoices**.
 - b. Locate and select the sales invoice posted to customer 10000, The Cannon Group PLC, in the amount of 3,643.00 or 4,553.75, including VAT.
 - c. On the **Actions** tab, click **Navigate** to review the list of all documents and ledger entries related to this posted invoice. When the sales invoice was posted, Microsoft Dynamics NAV also created and posted:
 - G/L entries
 - VAT entries

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- Customer ledger entries
 - Detailed customer ledger entries
 - Value entries for the items
- d. Select the **G/L Entry** line and then, on the **Home** tab, click **Show**. The **General Ledger Entries** page appears and shows only entries related to the posted sales invoice.

Posting D...	Documen...	Documen...	G/L Acco...	Description	Gen. Post...	Gen. Bus. ...	Gen. Prod...	Amount	B
1/23/2014	Invoice	103022	6210	Invoice 1004	Sale	NATIONAL	RAW MAT	-723.00	G/
1/23/2014	Invoice	103022	5610	Invoice 1004				-180.75	G/
1/23/2014	Invoice	103022	6110	Invoice 1004	Sale	NATIONAL	RETAIL	-2,920.00	G/
1/23/2014	Invoice	103022	5610	Invoice 1004				-730.00	G/
1/23/2014	Invoice	103022	2310	Invoice 1004				4,553.75	G/

FIGURE 6.18: G/L ENTRIES RELATED TO THE POSTED SALES INVOICE

- e. The G/L accounts and the posted amounts match the expected results earlier.
- f. Close all open pages.

Lab 6.6: Post and Review a Purchase Transaction

Scenario

Alicia, the purchasing agent at CRONUS International, Ltd., is responsible for all intercompany purchases. Recently she ordered 25 lamps from Mortimor Car Company at 20.00 LCY (excl VAT) per piece. Today, the items were delivered and Alicia posts the purchase invoice.

Review the posting groups to compare them to the posted G/L entries.

- Vendor posting group: IC – vendor Mortimor Car Company – payables account 5425
- Product posting group: HOME – NATIONAL Purch. Account 7110
- VAT product posting group : VAT25 – NATIONAL Purchase VAT Account 5630 , VAT% 25



Note: In order to complete this lab successfully, you must first complete all previous labs in this module.



Note: Log on as the user Alicia. This user was set up in the module, "Manage User Rights and Profiles." Make sure she is assigned the profile PURCHASING AGENT.

If you have not created this user in the previous module, just assign the PURCHASING AGENT profile to your own user ID in order to follow the detailed steps that follow.

Exercise 1: Post and Review a Purchase Transaction

Task 1: Post and Review a Purchase Transaction

High Level Steps

1. Review Vendor posting setup from the Purchase Invoice header.
2. Review Item posting setup from the Purchase Invoice line.
3. Review the General posting setup.
4. Review the VAT posting setup.
5. Post the purchase invoice.
6. Review a purchase transactions in G/L

Detailed Steps

1. Review Vendor posting setup from the Purchase Invoice header.
 - a. In the **Search** box, type **Purchase Invoices**, and choose the related link.
 - b. Click **New**, and press ENTER to automatically assign the **Purchase Invoice No.**
 - c. In the **Buy-from Vendor No.** field, enter 44127914.
 - d. Leave the field by choosing another field or pressing TAB. The purchase invoice header is populated.
 - e. In the **Vendor Invoice No.** field, type MCC001.
 - f. In the **Vendor Statistics** FactBox, click Vendor No. **44127914** to open the **Vendor Card**.
 - g. Expand the **Invoicing** FastTab. This vendor is set up as follows:
 - **Gen. Bus. Posting Group:** NATIONAL
 - **VAT Bus. Posting Group:** NATIONAL
 - **Vendor Posting Group:** IC
 - h. Click the **Vendor Posting Group** field to view all the options, and then click **Advanced** to review the posting setup for IC vendors.

Account 5425 appears in the **Payables Account** field. This is the account to which Microsoft Dynamics NAV posts the payables amount (purchase amount including VAT) for this purchase invoice.

- i. Close the **Vendor Posting Groups** and **Vendor Card** pages.
2. Review Item posting setup from the Purchase Invoice line.
 - a. Select the purchase invoice lines.
 - b. In the **Type** field, enter **Item**.
 - c. In the **No.** field, type 1500 and then press TAB.
 - d. In the **Quantity** field, type "25" and then press ENTER.
 - e. In the **Direct Unit Cost Excl. VAT** field, type 20.00 and then press ENTER.
 - f. In the Microsoft Dynamics NAV Application menu, choose **Customize > Customize this page**, and then click **FactBoxes**.
 - g. From the available FactBoxes, select the **Purchase Line Details** FactBox and then click **Add**.
 - h. Click **OK** to close the **Customize Purchase Invoice** page.
 - i. In the **Purchase Line Details** FactBox, click Item No. **1500** to open the **Item Card**.
 - j. Expand the **Invoicing** FastTab. This item is set up as follows:
 - **Gen. Prod. Posting Group:** HOME
 - **VAT Prod. Posting Group:** VAT25
 - **Inventory Posting Group:** RAW MAT

- k. Close the **Item Card** page.
3. Review the General posting setup.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Posting Groups** and then click **General Posting Setup**.
 - d. Review the posting combination NATIONAL/HOME; account 7110 appears in the **Purch. Account** field.
 - e. Close the **General Posting Setup** page.

When you combine the posting groups of vendor 44127914 and item 1500, Microsoft Dynamics NAV will post 500.00 to account 7110 when the purchase invoice is posted.

4. Review the VAT posting setup.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **VAT Posting Group** and then click **VAT Posting Setup**.
 - d. Review the posting combination of NATIONAL and VAT25:
 - o Account 5630 appears in the **Purchase VAT Account** field.
 - o The **VAT %** field contains 25, so VAT for the purchase of item 1500 is $500.00 \times 25\% = 125$
 - e. Close the **VAT Posting Setup** page.
5. Post the purchase invoice.
 - a. On the **Purchase Invoice** page, on the **Actions** tab, click **Post**.
 - b. Click **Yes** to post the invoice.
6. Review a purchase transactions in G/L.
 - a. In the navigation pane, click **Posted Documents** and then click **Posted Purchase Invoices**.
 - b. Locate and select the purchase invoice posted to vendor 44127914 , in the amount of 500.00 or 625.00, including VAT.
 - c. On the **Actions** tab, click **Navigate** to review the G/L entries related to this posted invoice.
 - d. Select the **G/L Entry** line, and then, on the **Actions** tab, click **Show**. The **General Ledger Entries** page appears and shows only entries related to the posted purchase invoice.
 - e. The G/L accounts and the posted amounts match the expected results.
 - f. Close all open pages.

Module Review

Module Review and Takeaways

The three types of posting groups that are used when selling inventory and resources to customers, in addition to buying inventory from vendors are as follows:

- Specific posting groups
- General posting groups
- VAT posting groups

Using the chart of accounts as a guide, posting groups provide the link between the general ledger and the other application areas in Microsoft Dynamics NAV.

To make sure that posting groups are set up correctly and support the defined business strategy, the person in charge of application setup must understand how posting groups are used in Microsoft Dynamics NAV.

Test Your Knowledge

Test your knowledge with the following questions.

1. Which type of posting group is used to identify balance sheet accounts for each subsidiary or supporting ledger?
 - () All posting groups
 - () Specific posting groups
 - () General posting groups
 - () VAT posting groups
2. Which type of posting group is used to identify income statement accounts for each subsidiary or supporting ledger?
 - () All posting groups
 - () Specific posting groups
 - () General posting groups
 - () VAT posting groups

3. Which of the following does not apply to the definition of VAT?

- ☐ Tax paid by the end consumer, including businesses
- ☐ Value-added tax
- ☐ A transaction tax
- ☐ Value assessment tax

4. Which of the following is not a specific posting groups?

- ☐ Item
- ☐ Customer
- ☐ Resource
- ☐ Fixed Asset

5. Which of the following is not assigned general posting groups?

- ☐ Fixed asset
- ☐ Resource
- ☐ Customer
- ☐ Item

6. Which of the following is not assigned VAT posting groups?

- ☐ Item
- ☐ Vendor
- ☐ Resource
- ☐ Bank account

Test Your Knowledge Solutions

Module Review and Takeaways

1. Which type of posting group is used to identify balance sheet accounts for each subsidiary or supporting ledger?
 - ☐ All posting groups
 - ☒ Specific posting groups
 - ☐ General posting groups
 - ☐ VAT posting groups
2. Which type of posting group is used to identify income statement accounts for each subsidiary or supporting ledger?
 - ☐ All posting groups
 - ☐ Specific posting groups
 - ☒ General posting groups
 - ☐ VAT posting groups
3. Which of the following does not apply to the definition of VAT?
 - ☐ Tax paid by the end consumer, including businesses
 - ☐ Value-added tax
 - ☐ A transaction tax
 - ☒ Value assessment tax
4. Which of the following is not a specific posting groups?
 - ☐ Item
 - ☐ Customer
 - ☒ Resource
 - ☐ Fixed Asset

5. Which of the following is not assigned general posting groups?

☒ Fixed asset

☐ Resource

☐ Customer

☐ Item

6. Which of the following is not assigned VAT posting groups?

☐ Item

☐ Vendor

☐ Resource

☒ Bank account

MODULE 7: SET UP DIMENSIONS

Module Overview

When a company wants to analyze its sales and purchase accounts, it can adjust the chart of accounts by breaking down the accounts into several smaller accounts. For example, a G/L Account can be created for each country where sales are generated or for each customer group to which the company sells. The most profitable regions or customer groups can then be easily determined from the chart of accounts. However, the more breakdowns and analysis a company wants to perform, the more difficult the chart of account structures becomes and the more setup and maintenance the posting groups will require.

To avoid these complications, you can use dimensions, therefore keeping the chart of account structure simple and clean. With each entry, additional data can be entered so that entries with similar characteristics and posted to the same (or different) G/L accounts can easily be retrieved and grouped for analysis. Dimensions can be used throughout Microsoft Dynamics NAV on entries in journals, documents, and budgets. Additionally, dimensions offer more extensive analysis and reporting functionalities.

The term dimension is used to describe how analysis occurs. A two-dimensional analysis, for example, is sales for every area. When you use more than two dimensions to create an entry, a more complex analysis is achieved, such as sale for every sale, campaign for every customer, and group for each area.



Note: Financial analysis and reporting possibilities are covered in the course Finance Advanced in Microsoft Dynamic NAV 2013.

Users must allocate enough time to set up the dimensions structure, because it is the basis for all the benefits the Dimensions functionality offers. The dimensions structure must be determined in combination with the chart of accounts, posting group structure, and reporting and analysis requirements of the company. Additionally, by using dimensions and simplifying the chart of accounts provides a better analysis of financial information.

The aspects of defining and setting up dimensions include the following:

- Dimensions and dimension values
- Dimension combinations
- Default dimensions
- Account type default dimensions
- Default dimension priority

Objectives

The objectives are:

- Explain and set up dimensions and dimension values.
- Explain and set up global and shortcut dimensions.
- Explain and show how dimension combinations are set up.
- Explain and show how single and multiple default dimensions are set up.
- Explain and show how account type default dimensions are set up.
- Explain and show how default dimension priorities are set up.
- Explain the possibility and resolution of conflicting default dimensions.
- Show how to use dimension and dimension values in journals and documents under different dimension setup scenarios.

Dimensions and Dimension Values

A “dimension” is the type of information that you want to add to your entry. For example the cost controller wants to analyze the expenses per department. Therefore, a dimension called Department can be set up.

A “dimension value” is one of the possible values for a particular dimension that you can add to your entry. For example for each department a dimension value will be set up, which is named Sales, Administration, and so on.

Each dimension can have an unlimited series of dimension values that are sub-units of that dimension. Dimensions and dimension values are user defined and unlimited. This means dimensions are customized for each company.

Dimensions Page

To access the dimension setup, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.

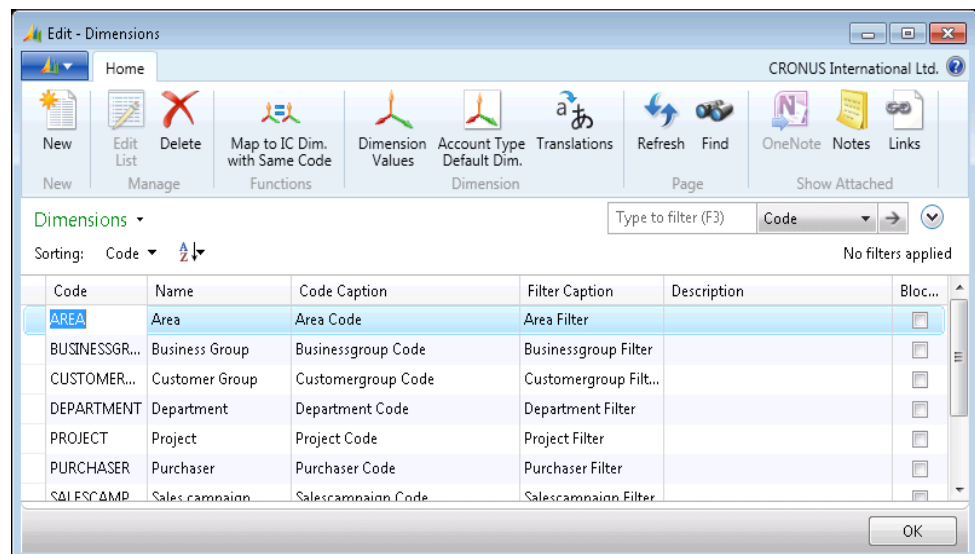


FIGURE 7.1: DIMENSIONS WINDOW

The **Dimensions** page contains the fields shown in the following table:

Field	Description
Code	Provides a unique code for the dimension.
Name	Provides the full name of the dimension.

Application Setup in Microsoft Dynamics® NAV 2013

Field	Description
Code Caption	Determines the field name of a shortcut dimension. When a dimension is set up as a shortcut dimension, the dimension will be shown as a field when you are entering dimensions in a journal or document.
Filter Caption	Determines the name of the dimension filter field when a dimension is used as a filter.
Description	Describes the dimension to clarify its purpose.
Blocked	Blocks the posting of journals that contain specific dimensions.
Map-to IC Dimension Code	Indicates which intercompany dimension corresponds to the dimension. When a dimension code is entered on an intercompany sales or purchase line, the corresponding intercompany dimension code is entered on the line sent to the intercompany partner.
Consolidation Code	Indicates code when a whole company, including dimensions, is transferred to a merged company during the consolidation process. If a whole company is transferred, enter the dimension code in the merged company that corresponds to the dimension code in this business unit. The same consolidation code can be given to several dimensions if these dimensions are added together when you are combining.



Note: The **Map-to IC Dimension Code** and **Consolidation Code** fields are hidden, but can be made available by using the **Choose Columns** function.

They are used in the Consolidation and intercompany multi-company operations.

The following setup can be accessed through the **Navigate** tab of the **Dimensions** page:

- Dimension translations
- Dimension values
- Account type default dimensions

Dimension Values

A dimension value:

- Is a subset in a dimension.
- Is used on ledger entries.
- Can have an infinite number of values, with unique value codes in a dimension.

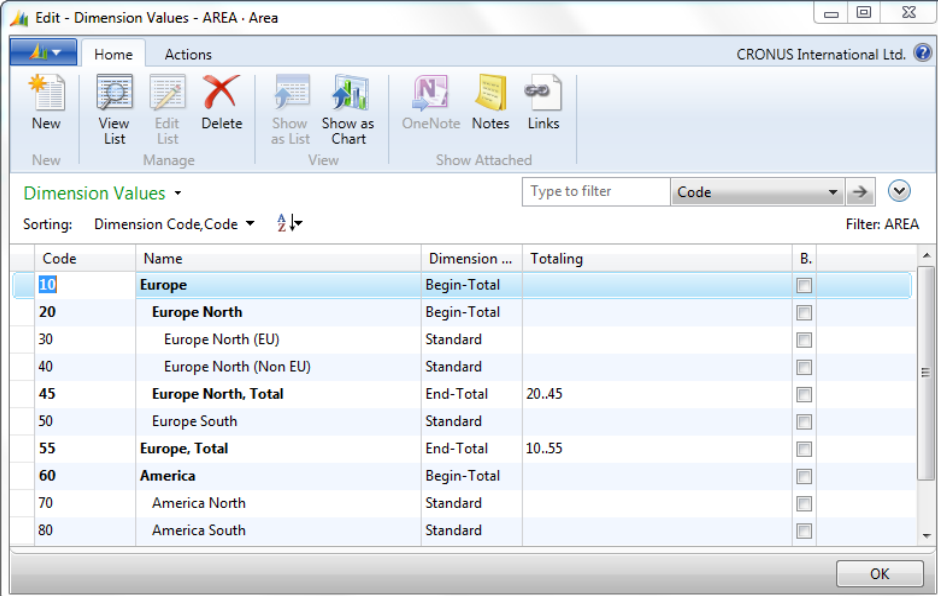
Dimensions and dimension values make it possible to do the following:

- Gain an accurate picture of a company's activities.
- Analyze relationships between dimensions and dimension values.

Users can create a hierarchical relationship between dimension values so that Microsoft Dynamics NAV will consider some dimension values as subsets of another dimension value. This relationship is achieved by using dimension value types.

To access the **Dimension Values** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management** > **Dimensions** > **Dimensions**.
4. Select the AREA dimension.
5. On the **Home** tab, click **Dimension Values**.



Code	Name	Dimension ...	Totaling	B.
10	Europe	Begin-Total		<input type="checkbox"/>
20	Europe North	Begin-Total		<input type="checkbox"/>
30	Europe North (EU)	Standard		<input type="checkbox"/>
40	Europe North (Non EU)	Standard		<input type="checkbox"/>
45	Europe North, Total	End-Total	20.45	<input type="checkbox"/>
50	Europe South	Standard		<input type="checkbox"/>
55	Europe, Total	End-Total	10.55	<input type="checkbox"/>
60	America	Begin-Total		<input type="checkbox"/>
70	America North	Standard		<input type="checkbox"/>
80	America South	Standard		<input type="checkbox"/>

FIGURE 7.2: DIMENSION VALUES PAGE FOR THE AREA DIMENSION

Application Setup in Microsoft Dynamics® NAV 2013

The **Dimension Values** page contains the fields shown in the following table:

Field	Description
Code	Provides unique code for the dimension value.
Name	Provides descriptive name for the dimension value.
Dimension Value Type	Determines how a dimension value is used when posted. The options are as follows: <ul style="list-style-type: none">• Standard• Heading• Total• Begin-Total• End-Total
Totaling	Identifies a dimension value interval or a list of dimension values, used to total the entries for the dimension values displayed in the field to give a total balance.
Blocked	Blocks the posting of journals that contain specific dimension values.
Map-to IC Dimension Value Code	Indicates which intercompany dimension value corresponds to the dimension value. When a dimension value code is entered on an intercompany sales or purchase line, the corresponding intercompany dimension value code is entered on the line sent to the intercompany partner.
Consolidation Code	Indicates code when a whole company, including dimensions, is transferred to a merged company during the consolidation process. If a whole company is transferred, enter the dimension value code in the merged company that corresponds to the dimension value code, in this business unit. The same consolidation code can be given to several dimensions values if these dimensions are added together when you are consolidating.



Note: The **Map-to IC Dimension Code** and **Consolidation Code** fields are hidden, but can be made available by using the **Choose Columns** function.

The **Dimension Value Type** and **Totaling** fields together create the hierarchical relationship in dimension values. The **Dimension Value Type** options are shown in the following table.

Option	Description
Standard	Standard posting of dimension values.
Heading	Heading for a group of dimension values.
Total	Total of a series of balances on dimension values that do not immediately come before the total dimension value.
Begin-Total	Marker for the beginning of a series of dimension values to be totaled. Used with the End-Total dimension value type.
End-Total	Total of a series of dimension values. Used with the Begin-Total dimension value type.



Note: You can only post to dimension values set up with **Standard** or **Begin-Total** value types.

The **Totaling** field is completed based on the selection made in the **Dimension Value Types** field:

- If the dimension value type is **Standard**, **Heading**, or **Begin-Total**, the **Totaling** field must be blank.
- If **Total** is selected, the **Totaling** field must be manually populated to indicate which dimension values will be totaled.
- If **End-Total** is selected, the **Totaling** field is automatically populated when the **Indent Dimension Values** function runs.



Note: For dimension values of the **End-Total** type, you can manually fill in the **Totaling** field. However, we recommend that you use the **Indent Dimension Values** function to populate the field.

The **Indent Dimension Values** function:

- Indents all dimension values between a **Begin-Total** and the matching **End-Total** by one level.
- Totals all dimension values within the same range and updates the **Totaling** field for each **End-Total**.

Access the **Indent Dimension Values** function from the **Dimension Values** page by clicking **Indent Dimension Values** on the **Actions** tab.

Procedure: Set Up a Dimension with Dimension Values

To set up a dimension with dimension values not used with multi-company operations, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.
4. Click **New** to create a new line.
5. In the **Code** field, type a unique code for the dimension.
6. Update the **Name**, **Code Caption**, **Filter Caption**, and **Description** fields as needed.
7. On the **Home** tab, click **Dimension Values**.
8. On the **Dimension Values** page, in the **Code** field, type a unique code for the dimension value.
9. In the **Name** field, type a descriptive name for the dimension value.
10. If a dimension value hierarchy is required:
 - a. Change the **Dimension Value Type** as needed.
 - b. Update the **Totaling** field if selecting the **Total** value type.
11. Repeat steps 4-10 to set up additional dimension values.
12. If a dimension value hierarchy was specified, using the **Begin-Total** and **End-Total** value types, the final step is to run the **Indent Dimension Values** function:
 - a. On the **Actions** tab, click **Indent Dimension Values**.
 - b. Click **Yes** to run the indent function.
13. Click **OK** to close the **Dimension Values** page.
14. Click **OK** to close the **New - Dimensions** page.

Demonstration: Set Up a Dimension with Dimension Values

To set up a dimension with dimension values, perform the steps in the following demonstration.

Demonstration Steps

1. Set up the new dimension PRODUCTGROUP with dimension values not used with multi-company operations.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.

- d. Click **New** to create a new line.
- e. In the **Code** field, type "PRODUCTGROUP".
- f. Update the **Name**, **Code Caption**, **Filter Caption**, and **Description** fields as needed.
- g. On the **Home** tab, click **Dimension Values**.
- h. On the **Dimension Values** page, create three dimension values: BICYCLE, IT, and FURNITURE.
 - i. In the **Code** field, type "BICYCLE".
 - ii. In the **Name** field, type "bicycles & parts".
 - iii. In the **Dimension Value Type** field, enter **Standard**.
 - iv. Click **New**, to create another dimension value.
 - v. In the **Code** field, type "IT".
 - vi. In the **Name** field, type "computers & parts".
 - vii. In the **Dimension Value Type** field, enter **Standard**.
 - viii. Click **New**, to create another dimension value.
 - ix. In the **Code** field, type "FURNITURE".
 - x. In the **Name** field, type "office furniture & supplies".
 - xi. In the **Dimension Value Type** field, enter **Standard**.
- i. Click **OK** to close the **Dimension Values** page.
- j. Click **OK** to close the **New - Dimensions** page.

Dimension Posting and Storing

Each unique combination of dimension values is given a unique **Dimension Set ID**. When dimensions and dimension values are assigned to a document header, document line, journal line, worksheet line, or G/L budget entry, through the **Edit Dimension Set Entries** page, a check is performed to see whether the combination of dimension values exists as a dimension set in the table.

- If the combination occurs in the table, then the corresponding Dimension Set ID is assigned to the document header, document line, journal line, or budget line.
- If the combination does not occur in the table, a new dimension set is added to the table, and the new Dimension Set ID is assigned to the document header, document line, journal line, or budget line.

As soon as the journal or document is posted, the **Dimension Set ID** is stored on:

- The posted document header and lines.
- Different posted entries.

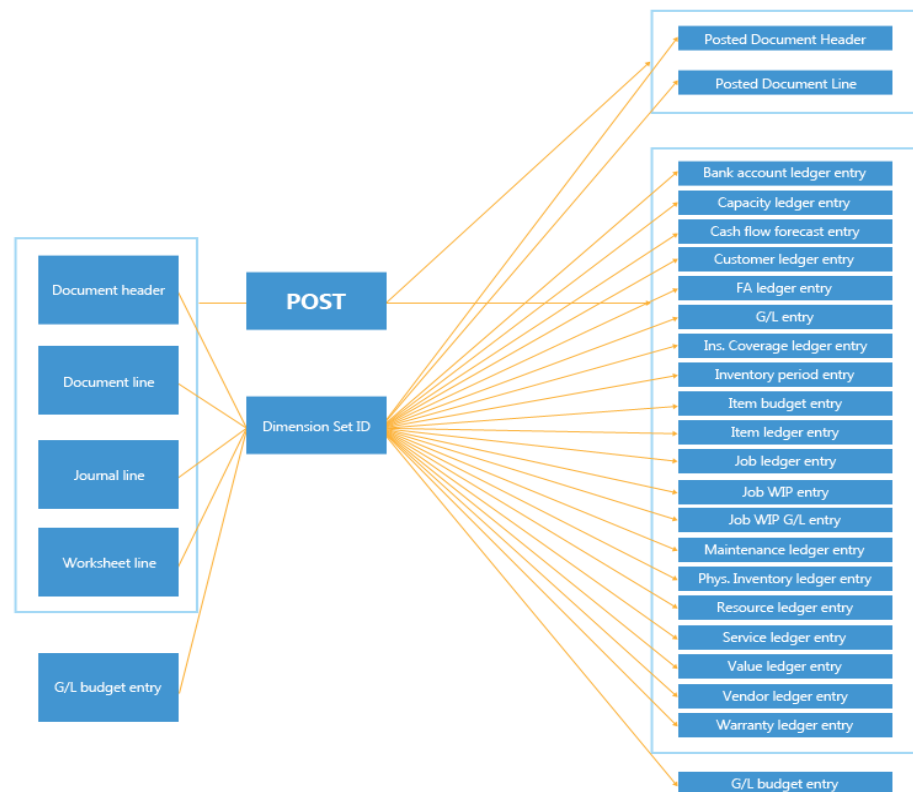


FIGURE 7.3: DIMENSION POSTING AND STORING



Note: The *Dimension Storing and Posting* figure provides a complete list of all entries on which the **Dimension Set ID** is stored. Notice that the dimension set is not stored on all posted entries. For example, the VAT entries and detailed customer or vendor ledger entries do not contain a **Dimension Set ID**.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

Before you start with the following demonstration, please remove some dimension setup from the Microsoft Dynamics NAV 2013 database. The setup will be explained and demonstrated in subsequent lessons.

Demonstration Steps

1. Remove default dimension priorities for sales documents.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. In the **Application Setup** page, click **Financial Management > Dimensions > Default Dimension Priorities**.

- d. Click the **Source Code** field to view all options.
 - e. On the **Source Code** page, select **SALES** and click **OK**.
 - f. Select the two existing lines on the **Default Dimension Priorities**, and on the **Home** tab click **Delete**.
 - g. Click **Yes** to delete the **Default Dimension Priorities**.
 - h. Click **OK** to close the **Default Dimension Priorities** page.
2. Remove default dimensions from salesperson Linda Marten.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales & Marketing**, and then click **Sales**.
 - c. On the **Sales** page, click **Salespeople**.
 - d. Select the line for salesperson Linda Marten.
 - e. On the **Navigate** tab, click **Dimensions – Single**.
 - f. Select all lines and then click **Delete** on the **Home** tab.
 - g. Click **Yes** to delete the Default Dimensions.
 - h. Click **OK** to close the **Default Dimensions** page.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from Linda Marten, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = SMALL
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM



Note: The previous demonstration Set Up a Dimension with Dimension Values has to be performed to successfully complete this demonstration

3. Enter the sales order with dimension information.
 - a. In the **Search** box, type **Sales Orders**, and choose the related link.
 - b. Click **New** to create a new sales order.

- c. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
- d. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
- e. In the **Salesperson Code** field, enter LM.
- f. On the **Navigate** tab, click **Dimensions**.



Note: *The dimensions will now be added on the header level of the sales order. This has the following consequences:*

- *This dimension information will automatically be added as defaults on all sales order lines. However, you can still change this information on line level.*
 - *This dimension information will be compared to the existing dimension sets and an existing or new Dimension Set ID will be assigned to the sales order header.*
 - *The Dimension Set ID will be stored on the posted sales order header, on the G/L entry of the balance sheet account, and on the customer ledger entry as soon as the sales order is posted.*
-

- g. On the **Edit Dimension Set Entries** page, add all dimensions and dimension values as described in the scenario, except the PRODUCTGROUP dimension. This is item specific and therefore line dependent.
 - i. Click **New** to enter a new line.
 - ii. In the **Dimension Code** field enter AREA, and in the **Dimension Value Code** field enter 30.
 - iii. Click **New** to enter a new line.
 - iv. In the **Dimension Code** field enter BUSINESSGROUP, and in the **Dimension Value Code** field enter INDUSTRIAL.
 - v. Click **New** to enter a new line.
 - vi. In the **Dimension Code** field enter CUSTOMERGROUP, and in the **Dimension Value Code** field enter SMALL.
 - vii. Click **New** to enter a new line.
 - viii. In the **Dimension Code** field enter DEPARTMENT, and in the **Dimension Value Code** field enter SALES.
 - ix. Click **New** to enter a new line.
 - x. In the **Dimension Code** field enter SALESPERSON, and in the **Dimension Value Code** field enter LM.
 - xi. Click OK to close the Edit Dimension Set Entries page.

FIGURE 7.4: NEW SALES ORDER HEADER WITH DIMENSION SET ENTRIES

- h. On the **Lines** FastTab, create a new line for each item.
- i. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- j. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- k. The **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
- l. On the **Lines** FastTab, click **Line** and then click **Dimensions**.



Note: The dimensions will now be added on the line level of the sales order. This has the following consequences:

- The dimension information filled on the header level is taken as default to the line level. The default dimension information can be changed or deleted, or other dimension information can be added without changing the dimension information on the header level.
- This dimension information will be compared to the existing dimension sets and an existing or new **Dimension Set ID** will be assigned to the sales order line.
 - When the dimension information on the sales order line is the same as on the sales order header, the **Dimension Set ID** will also be the same.

- *When the dimension information on the sales order line differs from that on the sales order header, another existing or new **Dimension Set ID** will be assigned to the sales order line.*
 - *The **Dimension Set ID** will be stored on the posted sales order line, on the G/L entry of the income statement, on the G/L entry of the VAT account, and on the value ledger entry as soon as the sales order is posted.*
-

- m. On the **Edit Dimension Set Entries** page, leave all dimensions and dimension values inherited from the sales order header, and only add the PRODUCTGROUP dimension as described in the scenario.
 - i. Click **New** to enter a new line.
 - ii. In the **Dimension Code** field enter PRODUCTGROUP, and in the **Dimension Value Code** field enter BICYCLE.
 - iii. Click **OK** to close the **Edit Dimension Set Entries** page.
- n. On the **Lines** FastTab of the new sales order, go to the next line by selecting the **Type** field.
- o. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- p. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**. The **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- q. On the **Lines** FastTab, click **Line** and then click **Dimensions**.
- r. On the **Edit Dimension Set Entries** page, leave all dimensions and dimension values inherited from the sales order header, and only add the PRODUCTGROUP dimension as described in the scenario.
 - i. Click **New** to enter a new line.
 - ii. In the **Dimension Code** field enter PRODUCTGROUP, and in the **Dimension Value Code** field enter FURNITURE.
 - iii. Click **OK** to close the **Edit Dimension Set Entries** page.
- s. On the **Home** tab, click **Post**.
- t. Click **Ship and Invoice**, and then click **OK**. During the posting process, one or more dimension sets will be created and the **Dimension Set ID** will be stored on the appropriate entries.

Demonstration: Review Dimensions on Ledger Entries

To review dimension on ledger entries, perform the steps in the following demonstration.

Demonstration Steps

1. Review how the dimension information is stored.
 - a. In the navigation pane, click **Posted Documents**.
 - b. Click **Posted Sales Invoices**.
 - c. Select the posted sales invoice, created through the previous demonstration.
 - d. On the **Actions** tab, click **Navigate** to review the list of all documents and ledger entries related to this posted invoice.
 - e. Select the **G/L Entry** line, and then on the **Home** tab click **Show**. The **General Ledger Entries** page appears and shows only entries related to the posted sales invoice.
 - f. Select the G/L entry for the balance sheet account 2310.
 - g. Click **Help**, and then click **About This Page**.
 - h. Click the **Table Field** FastTab to view the **Dimension Set ID** field and its corresponding value for the selected G/L entry.
 - i. Press Esc to close the **About This Page** page.

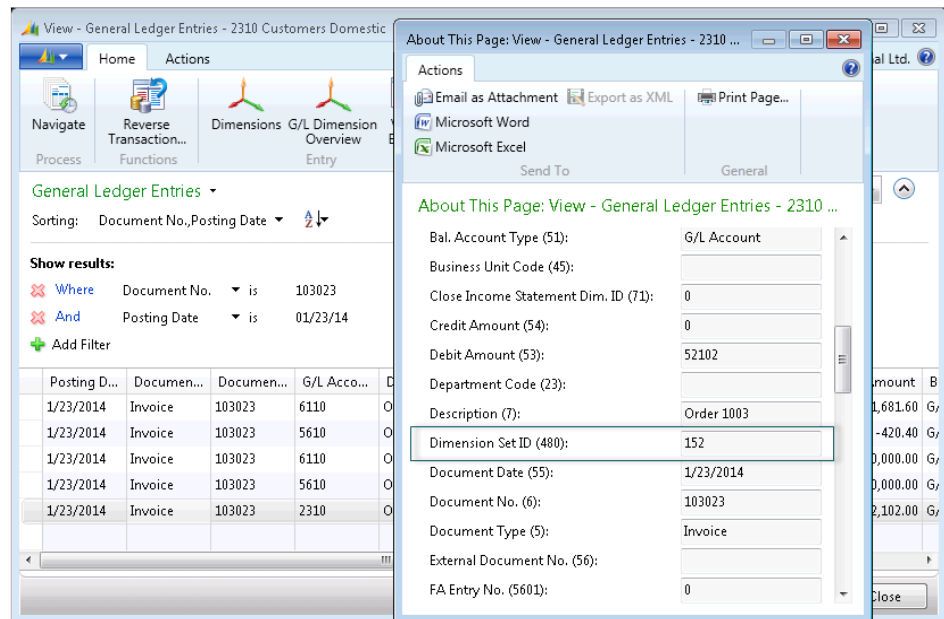


FIGURE 7.5: G/L ENTRY OF ACCOUNT 2310 – DIMENSION SET ID

- j. Repeat steps 6-9 to review the **Dimension Set ID** field value for each G/L entry. You see that three ID's were created:
 - One for the sales order header, taken to the G/L entry of the balance sheet account.

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- One for the sales order line for item 1001, taken to the G/L entries of the corresponding income statement and VAT account.
 - One for the sales order line for item 1962-S, taken to the G/L entries of the corresponding income statement and VAT account.
- k. To review the dimensions of the G/L entry, follow these steps:
- i. On the **Home** tab, click **Dimensions** to review the dimension set of the selected G/L entry.
 - ii. On the **Home** tab, click **G/L Dimension Overview** to review the dimension sets of all G/L entries related to the posted sales invoice.
- l. On the **Navigate** tab, click **G/L Dimension Overview**.
- m. In the **Column Set** field, enter a filter to include or exclude any dimensions. Enter AREA..SALESPERSON. This includes all dimensions.
- n. On the **Actions** tab, click **Show Matrix**.
- o. The matrix will show all G/L entries related to the posted sales invoice as lines and all dimensions as columns.
- p. Click **OK** to close the **G/L Entries Dim. Overv. Matrix** page.



FIGURE 7.6: G/L ENTRIES DIMENSION OVERVIEW MATRIX FOR POSTED SALES INVOICE

- q. Click **OK** to close the **G/L Entries Dimension Overview** page.
- r. Click **Close** to close the **General Ledger Entries** page.
- s. Click **Close** to close the **Navigate** page.

Lab 7.1: Set Up a Dimension with Dimension Values

Scenario

CRONUS International Ltd. wants to analyze sales figures connected to trade shows its representatives attend. As the accounting manager, you have to set up a new dimension to meet this requirement.

The new dimension is called Exhibition and includes the following values:

- Hanover
- Frankfurt
- Munich
- London
- Paris

The dimension name, description, and captions do not have to be modified and the values are all standard types.

Objectives

This lab reinforces your understanding of the process required to set up a dimension with dimension values.

Exercise 1: Set Up a Dimension with Dimension Values

Task 1: Set Up a Dimension with Dimension Values

High Level Steps

1. Create the new dimension as stated in the scenario.
2. Assign dimension values as stated in the scenario.

Detailed Steps

1. Create the new dimension as stated in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.
 - d. Click **New** to create a new line.
 - e. In the **Code** field, type "EXHIBITION".
 - f. Do not update the **Name**, **Code Caption**, **Filter Caption**, and **Description** fields.

2. Assign dimension values as stated in the scenario.
 - a. On the **Home** tab, click **Dimension Values**.
 - b. On the **Dimension Values** page, create five dimension values: HANOVER, FRANKFURT, MUNICH, LONDON, and PARIS.
 - i. In the **Code** field, type "HANOVER".
 - ii. In the **Name** field, type "Hanover".
 - iii. In the **Dimension Value Type** field, enter **Standard**.
 - iv. Click **New** to create another dimension value.
 - v. In the **Code** field, type "FRANKFURT".
 - vi. In the **Name** field, type "Frankfurt".
 - vii. In the **Dimension Value Type** field, enter **Standard**.
 - viii. Click **New** to create another dimension value.
 - ix. In the **Code** field, type "MUNICH".
 - x. In the **Name** field, type "Munich".
 - xi. In the **Dimension Value Type** field, enter **Standard**.
 - xii. Click **New** to create another dimension value.
 - xiii. In the **Code** field, type "LONDON".
 - xiv. In the **Name** field, type "London".
 - xv. In the **Dimension Value Type** field, enter **Standard**.
 - xvi. Click **New** to create another dimension value.
 - xvii. In the **Code** field, type "PARIS".
 - xviii. In the **Name** field, type "Paris".
 - xix. In the **Dimension Value Type** field, enter **Standard**.
 - c. Click **OK** to close the **Dimension Values** page.
 - d. Click **OK** to close the **New - Dimensions** page.

Setting Up Dimensions in General Ledger Setup

Through the **General Ledger Setup** page, dimensions can be set up as either a global dimension or a shortcut dimension. When a dimension is selected as a global or shortcut, Microsoft Dynamics NAV automatically renames all fields that use that dimension type with the **Code Caption** specified for the selected dimension in the **Dimension** page.

To access the **General Ledger Setup** page, follow these steps:

1. On the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Finance > General Ledger Setup**.
4. Unfold the **Dimensions** FastTab.

The screenshot shows the 'Edit - General Ledger Setup' window. The 'Dimensions' FastTab is active, displaying the following configuration:

Field	Value
Global Dimension 1 Code:	DEPARTMENT
Global Dimension 2 Code:	PROJECT
Shortcut Dimension 1 Code:	DEPARTMENT
Shortcut Dimension 2 Code:	PROJECT
Shortcut Dimension 3 Code:	CUSTOMERGROUP
Shortcut Dimension 4 Code:	AREA
Shortcut Dimension 5 Code:	BUSINESSGROUP
Shortcut Dimension 6 Code:	SALESCAMPAIGN
Shortcut Dimension 7 Code:	
Shortcut Dimension 8 Code:	

FIGURE 7.7: GENERAL LEDGER SETUP – DIMENSIONS FASTTAB

5. On the **Actions** tab, click **Change Global Dimensions** to set up two of the dimensions from the **Dimensions** page as global dimensions.
6. Click the **Global Dimension 1 Code** and **Global Dimension 2 Code** fields to view a list of all the options, and select the dimension that you want to specify as a global dimension.
7. Click **OK**.
8. Click **Yes** to run the **Change Global Dimensions** batch job, and then click **OK**.
Notice that on the **Dimensions** FastTab, the **Global Dimension 1 Code**, **Global Dimension 2 Code**, **Shortcut Dimension 1 Code**, and **Shortcut Dimension 2 Code** are filled in.
9. Notice that six other dimensions from the **Dimensions** page can be set up as shortcut dimensions by choosing the appropriate field.
10. Click **OK** to close the **General Ledger Setup** page.



Note: Microsoft Dynamics NAV 2013 has to be reopened before the renaming of all fields that have the **Code Caption** will have an effect.

Global Dimensions

Two dimensions can be set up as global dimensions. Typically they are the most used and important dimensions. The advantage of setting them up as global dimensions is their availability throughout the Microsoft Dynamics NAV 2013 database, because of the way that they are stored.

Global dimensions affect the posting and storing process as follows. When a journal or document is posted, and the dimension set includes a dimension value from a global dimension, not only the **Dimension Set ID** is stored on the posted document header and lines, and on the different posted entries, but also the **Global Dimension 1 Code** and the **Global Dimension 2 Code**.

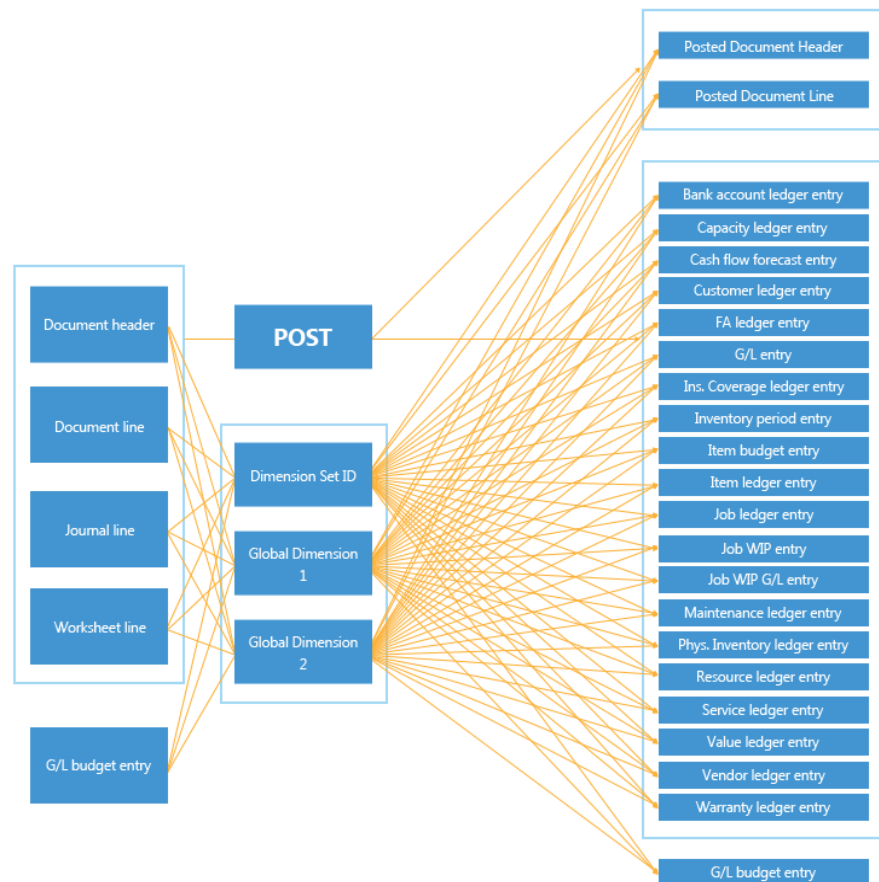


FIGURE 7.8: DIMENSION POSTING AND STORING – INCLUDING GLOBAL DIMENSIONS

Global dimensions can be used as filters for:

- Different posted entries
- Chart of Accounts
- Budgets
- Account schedules
- Reports
- Batch jobs



Note: The figure *Dimension Posting and Storing* provides a complete list of all entries on which global dimensions are stored, and therefore on which entries you can use the global dimensions as filters.

Shortcut Dimensions

Eight dimensions can be set up as shortcut dimensions. When you set up global dimensions, two dimensions are automatically set up as shortcut dimensions, leaving the option of choosing another six shortcut dimensions.

Shortcut dimensions do not influence the dimension posting and storing process, but have the advantage of being easy to access as a column (made visible by clicking the **Click columns** function) when assigning dimensions and dimension values on a

- document line
- journal line
- worksheet line

The two shortcut dimensions that are also set up as global dimensions are also available:

- As a field on the document header on the **Invoicing** FastTab.
- As a column on the G/L budget entry.



Note: Even when a dimension is set up as a shortcut dimension, you can still add the dimension and dimension value through the **Edit Dimension Set Entries** page.

Demonstration: Set Up Shortcut Dimensions

To set up PRODUCTGROUP and SALESPERSON as shortcut dimensions, perform the steps in the following demonstration.

Demonstration Steps

1. Set up the dimensions PRODUCTGROUP and SALESPERSON as shortcut dimensions.
 - a. On the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Finance > General Ledger Setup**.

- d. Unfold the **Dimensions** FastTab.
- e. Click the **Shortcut Dimension 7 Code** field, to view all the options.
- f. Select the dimension PRODUCTGROUP and press Enter.
- g. Click the **Shortcut Dimension 8 Code** field to view all the options.
- h. Select the dimension SALESPERSON and press Enter.
- i. Click **OK** to close the **General Ledger Setup** page.
- j. Close the Microsoft Dynamics NAV 2013 database so that all fields that use that dimension type will be renamed with the **Code Caption** specified for the selected dimension in the **Dimension** page.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

This demonstration completes the same scenario as the demonstration from the previous lesson Dimensions and Dimension Values. However, now global and shortcut dimensions are set up so that you can see the influence on the sales order process and the dimension posting and storing process.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from Linda Marten, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = SMALL
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM



Note: The previous demonstration, *Set Up Shortcut Dimensions*, has to be performed to successfully complete this demonstration.

Demonstration Steps

1. Enter the sales order with dimension information.
 - a. In the navigation pane, click **Home**.
 - b. Click **Sales Orders**.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
 - f. In the **Salesperson Code** field, enter LM.
 - g. Unfold the **Invoicing** FastTab.
 - h. Click **Department Code** field to view all the options. Select the dimension SALES and press ENTER.



Note: Notice that the dimension DEPARTMENT, set up as a global dimension and therefore available as a field on the sales order header, is presented with the **Code Caption** as specified on the **Dimensions** page.

- i. On the **Navigate** tab, click **Dimensions**.
- j. On the **Edit Dimension Set Entries** page, add all dimensions and dimension values as described in the scenario, except the PRODUCTGROUP dimension. This is item specific and therefore line dependent.



Note: For the sales order header, the dimensions not set up as global dimensions still have to be assigned through the **Edit Dimension Set Entries** page.

*By filling in the DEPARTMENT dimension on the sales order header, a line was automatically created on the **Edit Dimension Set Entries** page.*

- k. Click **New** to enter a new line.
- l. In the **Dimension Code** field enter AREA, and in the **Dimension Value Code** field enter 30.
- m. Click **New** to enter a new line.
- n. In the **Dimension Code** field enter BUSINESSGROUP, and in the **Dimension Value Code** field enter INDUSTRIAL.
- o. Click **New** to enter a new line.
- p. In the **Dimension Code** field enter CUSTOMERGROUP, and in the **Dimension Value Code** field enter SMALL.
- q. Click **New** to enter a new line.

- r. In the **Dimension Code** field enter SALESPERSON, and in the **Dimension Value Code** field enter LM.
- s. Click **OK** to close the **Edit Dimension Set Entries** page.
- t. On the **Lines** FastTab, right-click the column header, and then click **Choose Columns**.
- u. From the **Available columns** add the following fields: **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Productgroup Code**, and **Salesperson Code**.
- v. Click **OK** to close the **Customize Lines** page. The **Sales Order** page will automatically close and reopen.
- w. On the **Lines** FastTab, create a new line for each item.
- x. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- y. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- z. Note the **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
- aa. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, and **Salesperson Code** fields already contain a dimension value. This is inherited from the sales order header.
- bb. In the **Productgroup Code** field, enter the dimension value BICYCLE by choosing the field and selecting the value.



Note: When you open the **Edit Dimension Set Entries** page, you see that the different lines are automatically created for each dimension and corresponding dimension value, as entered directly on the sales order line.

- cc. On the **Lines** FastTab of the new sales order, go to the next line by clicking the **Type** field.
- dd. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- ee. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- ff. Note the **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- gg. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, and **Salesperson Code** fields already contain a dimension value. This is inherited from the sales order header.

Module 7: Set Up Dimensions

hh. In the **Productgroup Code** field, enter the dimension value FURNITURE, by choosing the field and selecting the value.

FIGURE 7.9: NEW SALES ORDER LINES WITH SHORTCUT DIMENSIONS

- ii. On the **Home** tab, click **Post**.
- jj. Click **Ship and Invoice**, and then choose **OK** During the posting process, one or more dimension sets will be created and the **Dimension Set ID** will be stored on the appropriate entries.

Demonstration: Review Dimensions on Ledger Entries

To review dimensions on ledger entries, perform the steps in the following demonstration.

Demonstration Steps

1. Review how the global dimension information is stored.
 - a. In the navigation pane, click **Posted Documents**.
 - b. Click **Posted Sales Invoices**.
 - c. Select the posted sales invoice, created through the previous demonstration.
 - d. On the **Actions** tab, click **Navigate** to review the list of all documents and ledger entries related to this posted invoice.
 - e. Select the **G/L Entry** line, and then click **Show** on the **Home** tab. The **General Ledger Entries** page appears and shows only entries related to the posted sales invoice.

- f. Right-click the column header, and then click **Choose Columns**.
- g. From the **Available columns** add the **Department Code** field.
- h. Click **OK** to close the **Customize General Ledger Entries** page.
- i. Reopen the **General Ledger Entries** page.
- j. Select the G/L entry for the balance sheet account 2310. The dimension value SALES for dimension DEPARTMENT is directly stored on the G/L entry.
- k. Click **Close** to close the **General Ledger Entries** page.
- l. Click **Close** to close the **Navigate** page.

Dimension Combinations

Dimension combinations let you prevent (block) particular dimensions from being combined on a document header, document line, journal line, worksheet line, or G/L budget entry, and under what circumstances. The blocking may be, for example, that a specific project team cannot post certain expense types or that a certain item cannot be sold in a particular area.

In addition, a particular dimension combination can be restricted, depending on which dimension value combination is being used for the two dimensions.

Dimension combinations affect the posting and storing process as follows. When a journal or document is posted, and the dimension set includes dimension combinations that are restricted, the posting process cannot occur until the dimension set on the journal line, document header, or document line is adjusted.

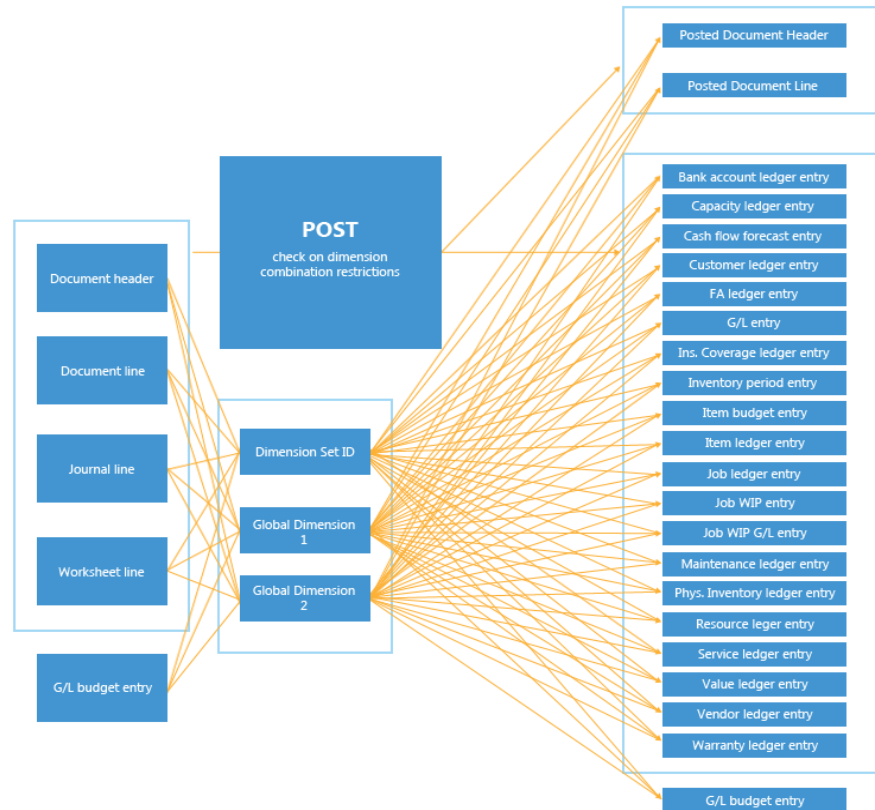


FIGURE 7.10: DIMENSION POSTING AND STORING – INCLUDING DIMENSION COMBINATIONS

Dimension Combinations Page

To access the **Dimension Combinations** page, follow these steps:

1. On the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Dimensions > Dimension Combinations**.

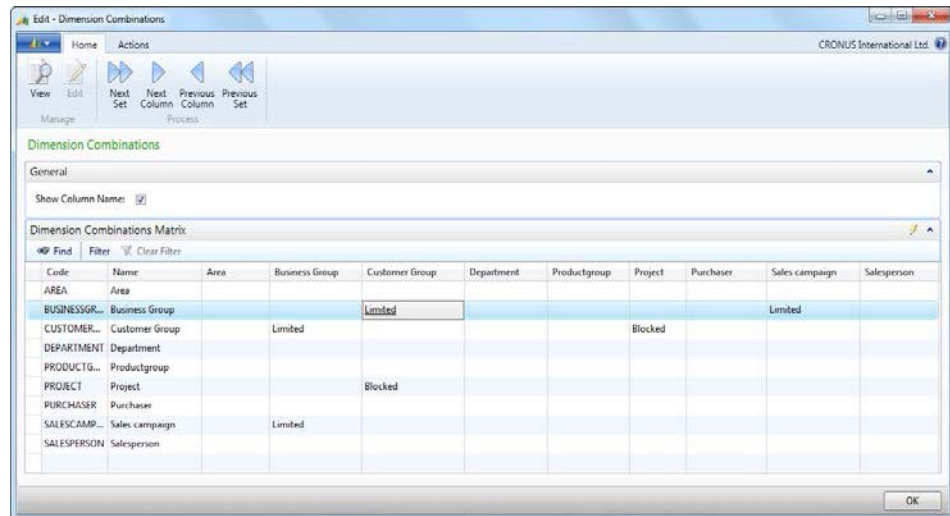


FIGURE 7.11: DIMENSIONS COMBINATIONS WINDOW

The **Dimension Combinations Matrix** FastTab displays a matrix of all combinations of dimensions created in Microsoft Dynamics NAV. The dimensions displayed in the rows of the matrix are also represented as dimension columns. The column headings can be changed from the dimension code to the dimension name by selecting the **Show Column Name** check box on the **General** FastTab. Dimension restrictions are set in the fields.

Dimension Combination Restrictions

The fields in the **Dimension Combinations Matrix** are called combination restriction fields. The combination restriction options can be selected by right-clicking the field and choosing **AssistEdit** (Shift+F4).

The following table displays all combination restriction options.

Option	Description
No limitations	The dimension combination is always allowed on entries. Every dimension value of the dimension in the row can be combined with every dimension value of the dimension in the column. This is the default setting for dimension combinations.
Limited	The dimension combination is only allowed in certain circumstances, depending on which dimension values are selected when you are creating an entry. Not every dimension value of the dimension in the row can be combined with every dimension value of the dimension in the column.

Option	Description
Blocked	The dimension combination is excluded from use on entries. None of the dimension values of the dimension in the row can be combined with the dimension values of the dimension in the column.

Dimension Value Combinations

If the **Limited** option is selected in the **Dimension Combinations Matrix**, the restricted dimension value combinations must be specified on the **Dimension Value Combinations** page.

To access the **Dimension Value Combinations** page, follow these steps:

1. On the **Dimension Combinations** page, on the **Dimension Combinations Matrix** FastTab, select the combination restriction field that has the **Limited** option.
2. Right-click the combination restriction field that has the **Limited** option, and then choose **Drill-Down** (Shift+F8).
3. Note the **Dimension Value Combinations** page is now opened.

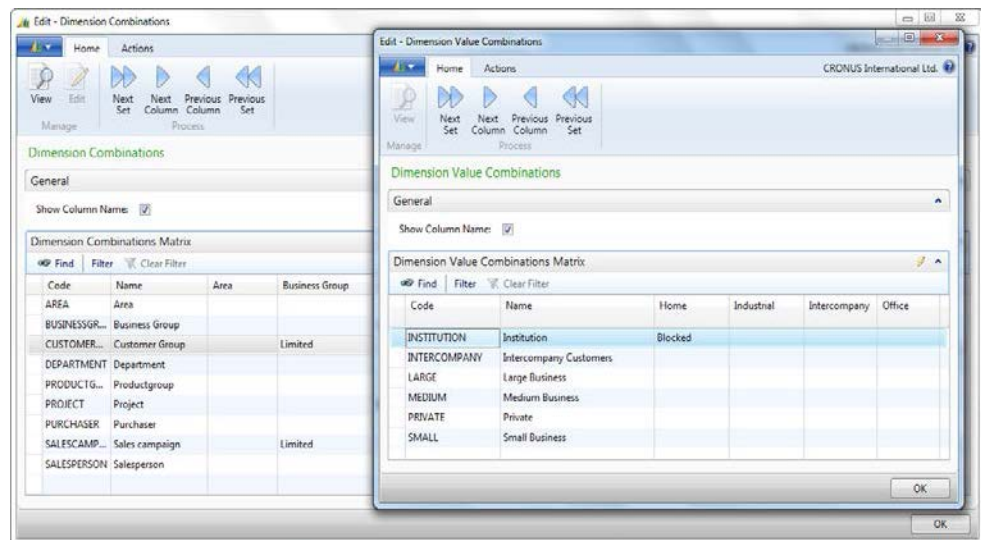


FIGURE 7.12: DIMENSION VALUE COMBINATIONS PAGE FOR THE CUSTOMERGROUP/BUSINESSGROUP COMBINATION

The **Dimension Values Combinations Matrix** FastTab displays a matrix of all combinations of dimension values for a particular dimension combination. The rows represent the dimension values of the dimension selected in the rows of the **Dimension Combinations Matrix** page. The columns represent the dimension values of the dimension selected in the column of the **Dimension Combinations Matrix** page. The column headings can be changed from the dimension code to the dimension name by selecting the **Show Column Name** check box on the **General** FastTab. Dimension restrictions are set in the fields.

Dimension Value Combination Restrictions

The fields in the **Dimension Values Combinations Matrix** are called combination restriction fields. The combination restriction options can be selected by right-clicking the field and choosing **AssistEdit** (Shift+F4).

The following table displays all combination restriction options.

Option	Description
Open	The dimension value combination is always allowed on entries. This is the default setting for dimension value combinations.
Blocked	The dimension value combination is excluded from use on entries.

Demonstration: Set Up a Dimension Combination

Scenario: Phyllis, the accounting manager at CRONUS, has completed setting up all dimensions and now has to set up the following restrictions:

Purchasers cannot post to any sales campaigns.

Furniture is sold only to medium to large business customers.

Demonstration Steps

1. Set up a dimension combination.
 - a. On the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimension Combinations**.
 - d. On the **Dimension Combinations** page, select the combination restriction field for the combination SALESCAMPAIGN – PURCHASER.
 - e. Right-click the field, and choose **AssistEdit**.
 - f. Select the **Blocked** combination restriction option.
 - g. Click **OK** to confirm.
 - h. On the **Dimension Combinations** page, select the combination restriction field for the combination PRODUCTGROUP – CUSTOMERGROUP.
 - i. Right-click the field and choose **AssistEdit**.
 - j. Select the **Limited** combination restriction option.
 - k. Click **OK** to confirm.
 - l. Right-click the field again, and choose **Drill-down**.

- m. On the **Dimension Values Combinations** page, select the combination restriction filed for the combination FURNITURE – INSTITUTION.
- n. Right-click the field, and choose **AssistEdit**.
- o. Select the **Blocked** combination restriction option.
- p. Click **OK** to confirm.
- q. Repeat steps m to p for the combination of FURNITURE with INTERCOMPANY, PRIVATE, and SMALL.

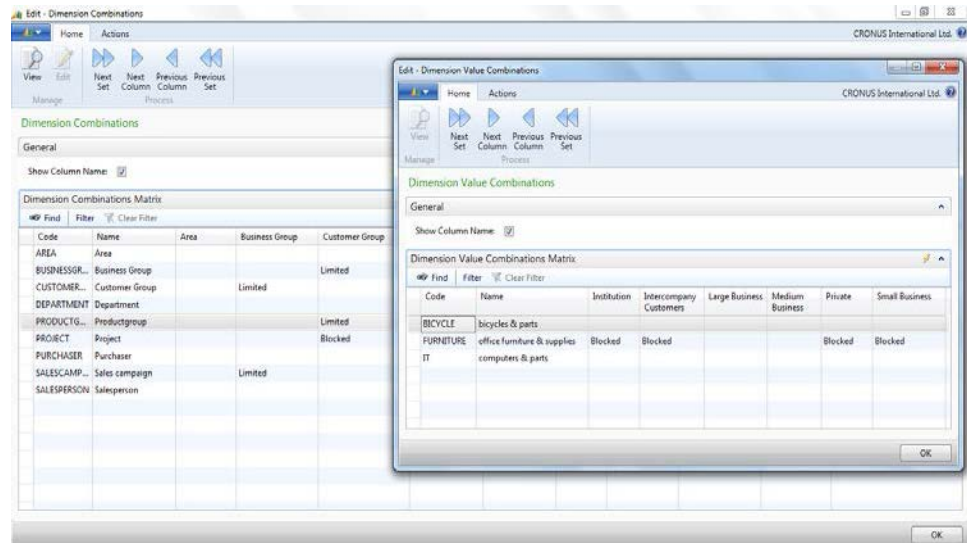


FIGURE 7.13: DIMENSION COMBINATIONS PAGE AND DIMENSION VALUE COMBINATIONS PAGE FOR THE PRODUCTGROUP/CUSTOMERGROUP COMBINATION

- r. Click **OK** to close the **Dimension Values Combinations** page.
- s. Click **OK** to close the **Dimension Combinations** page.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

This demonstration completes the same scenario as the demonstration from the previous lesson, Setting Up Dimensions in General Ledger Setup. However, now dimension combinations are set up to demonstrate the influence on the sales order process.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from Linda Marten, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.

- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = SMALL
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM



Note: The previous demonstration, *Set Up a Dimension Combination*, has to be performed to successfully complete this demonstration.

Demonstration Steps

1. Enter the sales order with dimension information.
 - a. In the navigation pane, click **Home**.
 - b. Click **Sales Orders**.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
 - f. In the **Salesperson Code** field, enter LM.
 - g. Unfold the **Invoicing** FastTab.
 - h. Click **Department Code** field to view all the options. Select the dimension SALES and enter.
 - i. On the **Navigate** tab, click **Dimensions**.
 - j. On the **Edit Dimension Set Entries** page, add all dimensions and dimension values as described in the scenario, except the PRODUCTGROUP dimension. This is item specific and therefore line dependent.
 - k. Click **New** to enter a new line.
 - l. In the **Dimension Code** field enter AREA, and in the **Dimension Value Code** field enter 30.
 - m. Click **New** to enter a new line.
 - n. In the **Dimension Code** field enter BUSINESSGROUP, and in the **Dimension Value Code** field enter INDUSTRIAL.
 - o. Click **New** to enter a new line.

- p. In the **Dimension Code** field enter CUSTOMERGROUP, and in the **Dimension Value Code** field enter SMALL.
- q. Click **New** to enter a new line.
- r. In the **Dimension Code** field enter SALESPERSON, and in the **Dimension Value Code** field enter LM.
- s. Click **OK** to close the **Edit dimension Set Entries** page.
- t. On the **Lines** FastTab, create a new line for each item.
- u. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- v. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- w. Note the **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
- x. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, and **Salesperson Code** fields already contain a dimension value. This is inherited from the sales order header.
- y. In the **Productgroup Code** field, enter the dimension value BICYCLE by clicking the field and selecting the value.
- z. On the **Lines** FastTab of the new sales order, go to the next line by clicking the **Type** field.
- aa. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- bb. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- cc. Note the **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- dd. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, and **Salesperson Code** fields already contain a dimension value. This is inherited from the sales order header.
- ee. In the **Productgroup Code** field, enter the dimension value FURNITURE by clicking the field and selecting the value.
- ff. On the **Home** tab, click **Post**.
- gg. Click **Ship and Invoice**, and then click **OK**.

A message box appears, warning about dimension combination restrictions on the sales order line for product 1920-S. The combination of CUSTOMERGROUP – SMALL and PRODUCTGROUP – FURNITURE is not allowed.

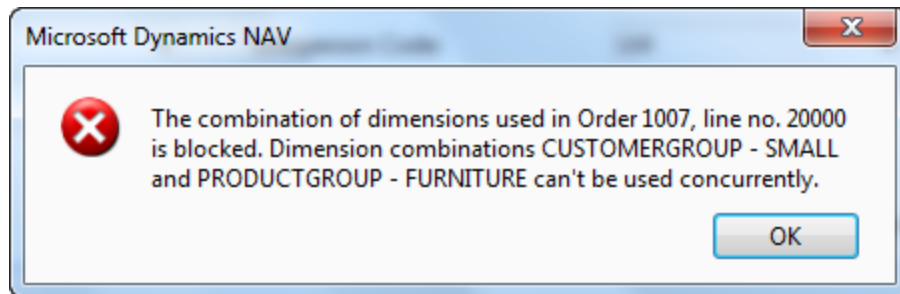


FIGURE 7.14: DIMENSION COMBINATION RESTRICTION MESSAGE BOX

- hh. Click **OK** to close the message box.
- ii. Change the dimension values as follows (the sales order cannot be posted unless you change the dimension values):
 - i. On the **Navigate** tab, click **Dimensions**.
 - ii. In the **Dimension Code** field for CUSTOMERGROUP, change the **Dimension Value Code** field from SMALL to MEDIUM.
 - iii. Click OK to close the Edit Dimension Set Entries page.
- jj. Click **Yes** to update the lines.



Note: When you click **Yes**, the CUSTOMERGROUP dimension will also have the new value MEDIUM for the sales order lines.

When you click **No**, the dimension combination restriction on the sales order line for product 1920-S remains unchanged, and you would still be unable to post the sales order.



Note: Although it is possible, make sure that you change the CUSTOMERGROUP dimension on the sales header, and not just on the sales order line for product 1920-S.

You would bypass the dimension combination restriction, but you would create differences on the analytical reports. A different result would appear if you analyzed sales by customer group from the customer ledger entries or from the item ledger entries.

- kk. On the **Home** tab, click **Post**.
- ll. Click **Ship and Invoice**, and then click **OK**.

Lab 7.2: Set Up a Dimension Combination

Scenario

It is now necessary to set up combination restrictions on the Exhibition dimension. Because this dimension is strictly related to trade shows, it must never be posted in connection with the Sales Campaign dimension.

In addition, the Exhibition dimension is only applicable to the business groups Industrial, Intercompany, and Office.

Objectives

This lab reinforces your understanding of the process required to set up dimension combinations.

Exercise 1: Set Up a Dimension Combination

Task 1: Set Up a Dimension Combination

High Level Steps

1. Assign the Sales Campaign restriction to the Exhibition dimension.
2. Assign the Business Group restriction to the Exhibition dimension.

Detailed Steps

1. Assign the Sales Campaign restriction to the Exhibition dimension.
 - a. On the navigation pane, choose **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimension Combinations**.
 - d. On the **Dimension Combinations** page, select the combination restriction field for the combination SALESCAMPAIGN – EXHIBITION.
 - e. Right-click the field, and then choose **AssistEdit**.
 - f. Select the **Blocked** combination restriction option.
 - g. Click **OK** to confirm.
2. Assign the Business Group restriction to the Exhibition dimension.
 - a. On the **Dimension Combinations** page, select the combination restriction field for the combination EXHIBITION – BUSINESSGROUP.
 - b. Right-click the field, and choose **AssistEdit**.
 - c. Select the **Limited** combination restriction option.
 - d. Click **OK** to confirm.
 - e. Right-click the field again, and choose **Drill-down**.

- f. On the **Dimension Values Combinations** page, select the combination restriction field for the combination HANOVER – HOME.
- g. Right-click the field, and choose **AssistEdit**.
- h. Select the **Blocked** combination restriction option.
- i. Click **OK** to confirm.
- j. Repeat steps g to i for the combination of FRANKFURT, MUNICH, LONDON, and PARIS with HOME.
- k. Click **OK** to close the **Dimension Values Combinations** page.
- l. Click **OK** to close the **Dimension Combinations** page.

Default Dimensions

When dimension codes and dimension values are set up, you can define default dimensions. Default dimensions are set up on account level and determine how particular accounts use dimensions and dimension values.

Default dimensions provide the advantage that much dimension information is already filled in when you process documents, journals, and worksheets.



Note: Default dimensions are not filled in when you enter G/L budget entries.

Default dimensions can be entered for a single account or for multiple accounts. Setting up default dimensions for multiple accounts will save setup time. For example, all customers who have a **Country/Region Code** GB (Great-Britain) will be assigned the dimension AREA with dimension value 30 (Europe North (EU)). Instead of entering the default dimension customer per customer (**Dimensions – single**), you can first put a filter on the **Customer** page, select all the customers, and set the default dimension for all customers combined (**Dimensions – Multiple**).

Value Posting Rules

Default dimensions contain three main areas that are used together:

- Dimension
- Dimension value
- Value posting rule

The value posting rules determine in what way dimension information may be posted, and therefore affect the posting and storing process as follows. When a journal or document is posted, and the dimension set includes dimensions and dimension values that are not aligned with the default dimension value posting rules, the posting process cannot occur until the dimension set on the journal line, document header, or document line is adjusted.

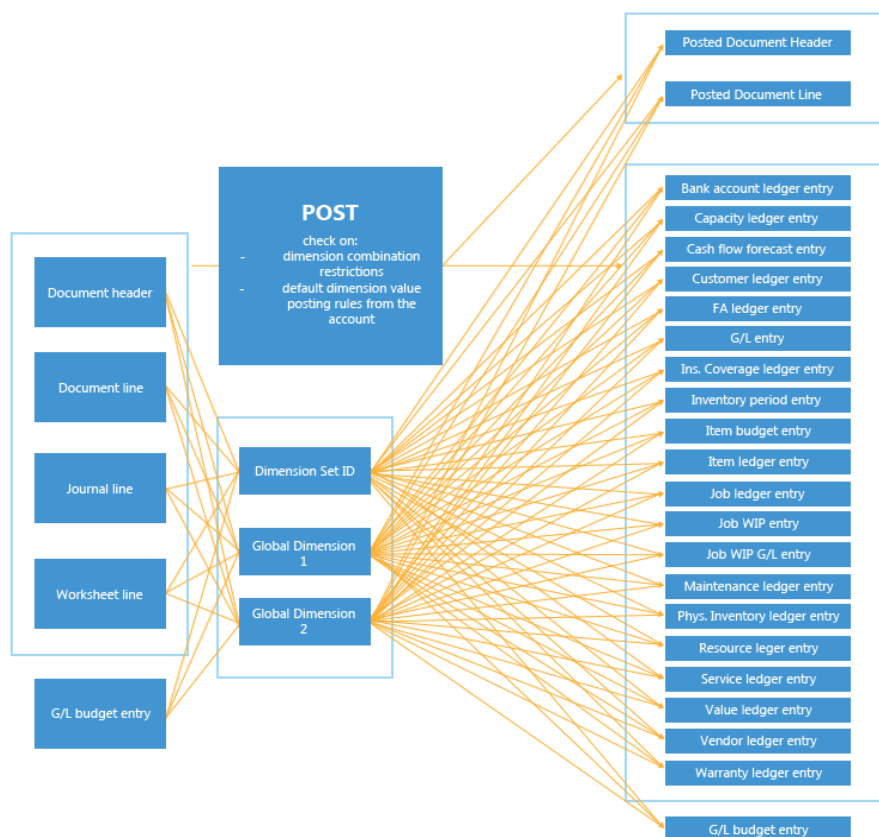


FIGURE 7.15: DIMENSION POSTING AND STORING – INCLUDING DEFAULT DIMENSION ON ACCOUNT LEVEL

The value posting rules options are shown in the following table.

Rule	Description
Blank	There is no posting restriction. This default dimension for this account can be posted with any dimension value or without a dimension value.
Code Mandatory	The default dimension for this account must have a dimension value when you are posting, but any dimension value is acceptable.
Same Code	The default dimension for this account must always have the same dimension value code as that selected in the Dimension Value Code field.
No Code	Dimension value codes must not be used with this account.

Note: Using the value posting rules **Code Mandatory** and **Same Code** for G/L Accounts may cause problems for automatic posting, such as VAT settlement posting.

Demonstration: Assign Default Dimensions to Multiple Accounts

Scenario: Customer accounts 60000-62000 must be assigned the multiple default dimensions shown in the following table.

Dimension	Dimension Value and Value Posting
Area	30 is the default; a value is required but can be any value.
Business Group	Industrial is the default; value not required.
Customer Group	Small is the required code.
Department	Sales is the default; value not required.

Demonstration Steps

Assign the default dimensions on customer accounts 60000-62000.

- a. In the navigation pane, click **Departments**.
- b. Click **Sales&Marketing > Sales > Customers**.
- c. Highlight the 60000-62000 range of customers.
- d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions-Multiple**.
- e. Click **New**.
- f. In the **Dimension Code** field, enter AREA.
- g. In the **Dimension Value Code** field, enter 30.
- h. In the **Value Posting** field, enter **Code Mandatory**.
- i. Click **New**.
- j. In the **Dimension Code** field, enter BUSINESSGROUP.
- k. In the **Dimension Value Code** field, enter INDUSTRIAL.
- l. Leave the **Value Posting** field blank.
- m. Click **New**.
- n. In the **Dimension Code** field, enter CUSTOMERGROUP.
- o. In the **Dimension Value Code** field, enter SMALL.
- p. In the **Value Posting** field, enter **Same Code**.
- q. Click **New**.
- r. In the **Dimension Code** field, enter DEPARTMENT.
- s. In the **Dimension Value Code** field, enter SALES.
- t. In the **Value Posting** field, enter **Code Mandatory**.
- u. Leave the **Value Posting** field blank.

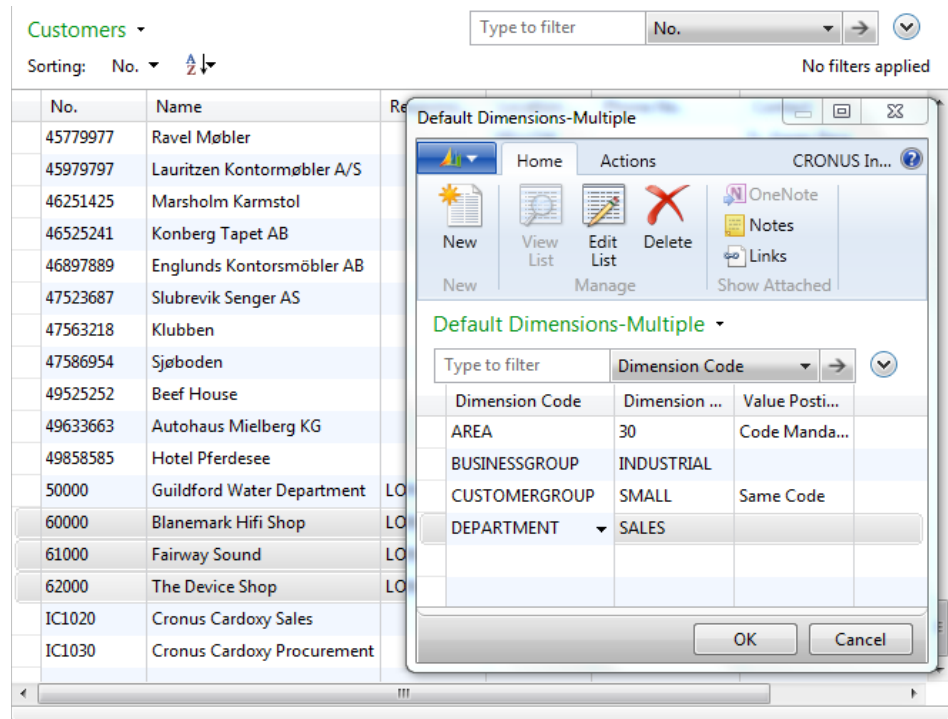


FIGURE 7.16: DEFAULT DIMENSIONS ASSIGNED TO MULTIPLE CUSTOMER ACCOUNTS

- v. Click **OK** to close the **Default Dimensions – Multiple** page.
- w. From the **Customers** page, verify the default dimension settings on each customer account by clicking **Dimensions**, and then selecting **Dimensions-Single** on the **Navigate** tab.

Demonstration: Assign Default Dimensions to a Single Account

Scenario: The following accounts must be set up with default dimensions.

Account	Dimension	Dimension Value and Value Posting
Customer 61000	CUSTOMERGROUP	MEDIUM is the required code.
Item 1001	PRODUCTGROUP	BICYCLE is the required code.
Item 1920-S	PRODUCTGROUP	FURNITURE is the required code.
Salesperson LM	SALESPERSON	LM is the required code.

Demonstration Steps

1. Assign the default dimension on customer account 61000.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales&Marketing**, then click **Sales**, and then click **Customers**.
 - c. Select customer 61000.
 - d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions-Single**.
 - e. For the **Dimension Code** CUSTOMERGROUP, change the **Dimension Value Code** field from SMALL to MEDIUM.
 - f. In the **Value Posting** field, leave the option **Code Mandatory**.
 - g. Click **OK** to close the **Default Dimensions** page.
2. Assign the default dimensions on item accounts 1001 and 1920-S.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Warehouse**, then click **Planning&Execution**, and then click **Items**.
 - c. Select item 1001.
 - d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions-Single**.
 - e. Click **New**.
 - f. In the **Dimension Code** field, enter PRODUCTGROUP.
 - g. In the **Dimension Value Code** field, enter BICYCLE.
 - h. In the **Value Posting** field, enter **Same Code**.
 - i. Click **OK** to close the **Default Dimensions** page.
 - j. Repeat steps 3-9 for item 1920-S and select FURNITURE as the dimension value.
3. Assign the default dimension on salesperson account LM
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales&Marketing**, then click **Sales**, and then click **Salespeople**.
 - c. Select salesperson LM.
 - d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions – Single**.
 - e. Click **New**.
 - f. In the **Dimension Code** field, enter SALESPERSON.
 - g. In the **Dimension Value Code** field, enter LM.
 - h. In the **Value Posting** field, enter **Same Code**.
 - i. Click **OK** to close the **Default Dimensions** page.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

We will now complete the same scenario as the demonstration from the previous lesson Dimension Combinations. However, now default dimensions are set up and we will demonstrate the influence on the sales order process.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from Linda Marten, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = MEDIUM
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM



Note: The previous demonstration 'Assign Default Dimensions to a Single Account' has to be performed, in order to successfully complete this demonstration.

Demonstration Steps

1. Enter the sales order with dimension information.
 - a. In the navigation pane, click the **Home** button.
 - b. Click **Sales Orders**.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
 - f. In the **Salesperson Code** field, enter LM.
 - g. Unfold the **Invoicing** FastTab.

- h. The **Department Code** field is automatically populated with the dimension SALES.
- i. On the **Navigate** tab, click **Dimensions**.
- j. On the **Edit Dimension Set Entries** page, all dimensions and dimension values are automatically filled in, except for the PRODUCTGROUP dimension.
- k. Remove the line for the **Dimension Code** AREA.
- l. For the **Dimension Code** BUSINESSGROUP, change the **Dimension Value Code** field from INDUSTRIAL to OFFICE.
- m. Click OK to close the Edit dimension Set Entries page.
- n. On the **Lines** FastTab, create a new line for each item.
- o. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- p. Click **Yes** on the **Check Availability** message box, warning about insufficient inventory.
- q. The **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
- r. The **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Salesperson Code**, and **Productgroup Code** fields already contain a dimension value.
- s. In the **Area Code** field, enter the dimension value 30, by clicking the field and selecting the value.
- t. In the **Productgroup Code** field, change the dimension value BICYCLE to FURNITURE, by clicking the field and selecting the value.
- u. On the **Lines** FastTab of the new sales order, go to the next line by clicking the **Type** field.
- v. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- w. Click **Yes** on the **Check Availability** message box, warning about insufficient inventory.
- x. The **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- y. The **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Salesperson Code**, and **Product Group** fields already contain a dimension value.
- z. In the **Area Code** field, enter the dimension value 30, by clicking the field and selecting the value.
- aa. On the **Actions** tab, click **Post**.
- bb. Click **Ship and Invoice**, and then click **OK..**

- cc. A message box appears, warning about invalid dimensions on the sales order header for customer 61000. The dimension AREA must be filled in.



Note: Notice that the AREA dimension was filled in on the sales order lines. However the dimension value posting rules from the customer account only review the dimensions and dimension values on the sales order header.

Customer 61000 was set up with default dimension AREA, default dimension value 30, and value posting type **Code Mandatory**. This means that a dimension value must be filled in.

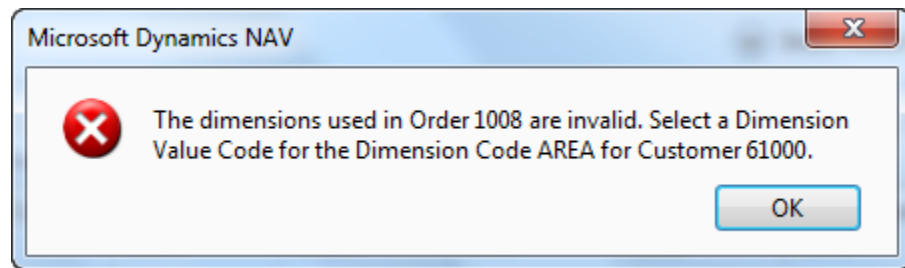


FIGURE 7.17: DIMENSION VALUE POSTING MESSAGE BOX

- dd. On the **Navigate** tab, click **Dimensions**.
- ee. Click **New**.
- ff. In the **Dimension Code** field enter AREA, and in the **Dimension Value Code** field enter 30.
- gg. Click **OK** to close the **Edit Dimension Set Entries** page.
- hh. Click **Yes** to update the sales order lines.



Note: In this case it is not strictly necessary to update the lines, because the dimension value 30 was already filled in for each item.

- ii. On the **Actions** tab, click **Post**.
- jj. Click **Ship and Invoice**, and then click **OK**.
- kk. A message box appears, warning about invalid dimensions on the sales order line for item 1001. The dimension PRODUCTGROUP must have the dimension value BICYCLE.



Note: Item 1001 was set up with default dimension PRODUCTGROUP, default dimension value BICYCLE, and value posting type **Same Code**. This means that only this dimension value must be filled in.

Application Setup in Microsoft Dynamics® NAV 2013

- ll. On the **Lines** FastTab, select the sales order line for item 1001.
- mm. For the **Productgroup Code** field, change the dimension value from FURNITURE to BICYCLE.
- nn. On the **Actions** tab, click **Post**.
- oo. Click **Ship and Invoice**, and then click **OK**.



Note: Notice that changing the *BUSINESSGROUP* dimension on the sales order header, did not stop the posting process. Customer 61000 was set up with default dimension *BUSINESSGROUP*, default dimension value *INDUSTRIAL*, and a blank value posting. This means that any or no dimension value could be filled in on the sales order header.

- pp. Click **OK** to close the **Sales Order** page.

Lab 7.3: Assign Default Dimensions to a Single Account

Scenario

As the accounting manager at CRONUS, you are responsible for setting up default dimensions. You currently have to set up the following single default:

- Account number 8110 must always be posted with a Department dimension.
- The default value is Administration, but you want to let users override this with another nonblank value.

Access the **Default Dimensions** page from the **Chart of Accounts** page.

Objectives

This lab reinforces your understanding of the process required to assign default dimensions to a single account.

Exercise 1: Assign Default Dimensions to a Single Account

Task 1: Assign Default Dimensions to a Single Account

High Level Steps

1. Set up the default dimension on G/L Account 8110 as specified in the scenario.

Detailed Steps

1. Set up the default dimension on G/L Account 8110 as specified in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Financial Management > General Ledger > Chart of Accounts**.
 - c. Select G/L Account 8110.
 - d. On the **Navigate** tab, click **Dimensions** and then click **Dimensions-Single**.
 - e. Click **New**.
 - f. In the **Dimension Code** field, enter DEPARTMENT.
 - g. In the **Dimension Value Code** field, enter ADM.
 - h. In the **Value Posting** field, enter **Code Mandatory**.
 - i. Click **OK** to close the **Default Dimensions** page.

Lab 7.4: Assign Default Dimensions to Multiple Accounts

Scenario

CRONUS has three Canadian customers who have to be set up with new dimensions. The customers are as follows:

- 01905893
- 01905899
- 01905902

Using multiple default dimensions, assign these customers to the North America area. This dimension value is the required code for these customers.

In addition, because exhibitions are never marketed to the Canadian customers, the exhibition dimension is never used for them.

Objectives

This lab reinforces your understanding of the process required to assign default dimensions to multiple accounts.

Exercise 1: Assign Default Dimensions to Multiple Accounts

Task 1: Assign Default Dimensions to Multiple Accounts

High Level Steps

1. Assign the Area and Exhibition dimensions as defaults to the three customers as stated in the scenario.

Detailed Steps

1. Assign the Area and Exhibition dimensions as defaults to the three customers as stated in the scenario.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Sales&Marketing > Sales > Customers**.
 - c. Highlight the 01905893-01905902 range of customers.
 - d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions-Multiple**.
 - e. Click **New**.
 - f. In the **Dimension Code** field, enter AREA.
 - g. In the **Dimension Value Code** field, enter 70.
 - h. In the **Value Posting** field, enter **Same Code**.

- i. Click **New**.
- j. In the **Dimension Code** field, enter EXHIBITION.
- k. Leave the **Dimension Value Code** field blank.
- l. In the **Value Posting** field, enter **No Code**.
- m. Click **OK** to close the **Default Dimensions – Multiple** page.

Account Type Default Dimensions

Default dimensions can also be set up on an account type level and determine how particular account types use dimensions and dimension values.

For example, when you have set up all individual customer accounts with a default dimension AREA, by using either the **Dimensions – Single** function or the **Dimensions – Multiple** function, you will have to remember to also assign a default AREA dimension value to a new customer. Posting documents or journals will not prohibit the posting of customers without dimensions and dimension values, unless the account type default dimension was set up for the account type Customer.

Value Posting Rules

Value posting rules for an account type are the same as those for an individual account. The value posting rules determine in what way dimension information may be posted, and therefore affect the posting and storing process as follows. When a journal or document is posted, and the dimension set includes dimensions and dimension values that are not aligned with the account type default dimension value posting rules, the posting process cannot occur until the dimension set on the journal line, document header, or document line is adjusted.

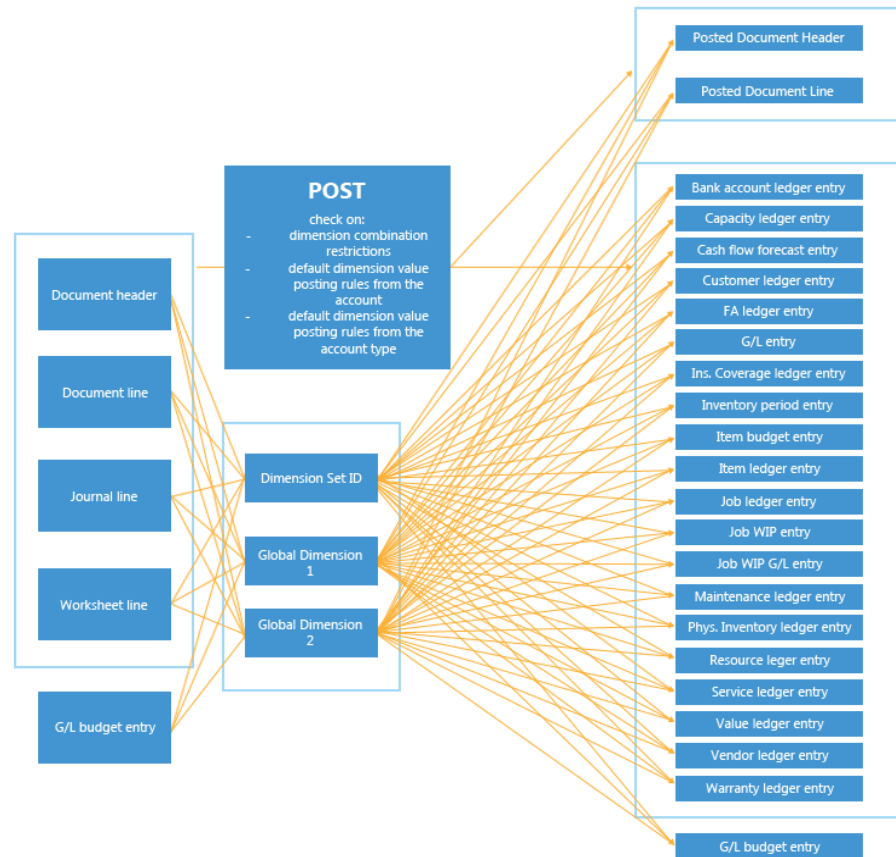


FIGURE 7.18: DIMENSION POSTING AND STORING – INCLUDING DEFAULT DIMENSION ON ACCOUNT TYPE LEVEL

Account Type Default Dimensions can be set up for the following account types.

- Salesperson/Purchaser
- G/L Account
- Customer
- Vendor
- Item
- Resource Group
- Resource
- Job
- Bank Account
- IC Partner
- Cash Flow Manual Revenue
- Cash Flow Manual Expense
- Campaign

- Customer Template
- Employee
- Fixed Asset
- Insurance
- Responsibility Center
- Item Charge
- Service Order Type
- Service Item Group
- Service Item
- Service Contract Header
- Service Contract Template
- Work Center

The value posting rules options are shown in the following table.

Rule	Description
Blank	There is no posting restriction. This default dimension for this account type can be posted with any dimension value or without a dimension value.
Code Mandatory	The default dimension for this account type must have a dimension value when you are posting, but any dimension value is acceptable.
Same Code	The default dimension for this account type must always have the same dimension value code as that selected in the Dimension Value Code field.
No Code	Dimension value codes must not be used with this account type.

Demonstration: Set Up Account Type Default Dimensions

Scenario: To post all customer entries with a specific customer group dimension, instead of entering this dimension every time that a new customer is created, Phyllis wants to set up the customer group dimension as the default account type for the customer table.

Phyllis also wants to analyze all sales per salesperson. Therefore she wants to set up the salesperson dimension as the default account type for the salespeople table.

Demonstration Steps

1. Set up all customers with CUSTOMERGROUP as default dimension
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.
 - d. Select the dimension CUSTOMERGROUP.
 - e. On the **Navigate** tab, click **Account Type Default Dim.**
 - f. In the **Table ID** field, enter 18, Customer.
 - g. In the **Dimension Value Code** field, enter MEDIUM.
 - h. In the **Value Posting** field, enter **Code Mandatory**.

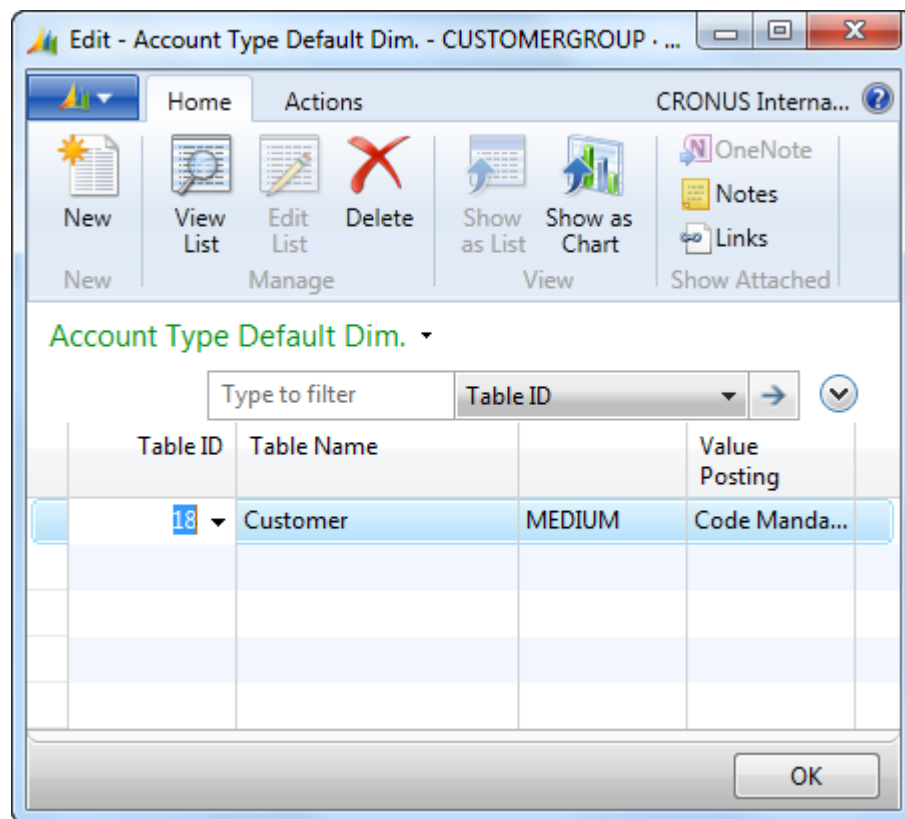


FIGURE 7.19: ACCOUNT TYPE DEFAULT DIMENSION FOR DIMENSION CUSTOMERGROUP

- i. Click **OK** to close the **Account Type Default Dim** page.
2. Set up all salespeople with SALESPERSON as default dimension
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.
 - d. Select the dimension SALESPERSON.

- e. On the **Navigate** tab, click **Account Type Default Dim**.
- f. In the **Table ID** field, enter 13, Salesperson/Purchaser.
- g. Leave the **Dimension Value Code** field blank.
- h. In the **Value Posting** field, enter **Code Mandatory**.
- i. Click **OK** to close the **Account Type Default Dim** page.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

This demonstration completes the same scenario as the demonstration from the previous lesson Dimension Combinations. However, now default dimensions are set up to demonstrate the influence on the sales order process.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from a new salesperson, Benjamin, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = MEDIUM
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = BENJAMIN



Note: The previous demonstration Set Up Account Type Default Dimensions has to be performed to successfully complete this demonstration.

Demonstration Steps

3. Create a dimension value for salesperson Benjamin.
 - a. In the navigation pane, click **Departments > Administration > Application Setup > Financial Management > Dimensions > Dimensions**.
 - b. Select the line for the SALESPERSON dimension, and on the **Home** tab, click **Dimension Values**.
 - c. In the **Home** tab, click **New** to create a new salesperson

- dimension value.
- d. In the **Code** field, type BENJAMIN.
- e. In the **Name** field, type Benjamin.
- f. Click **OK**.
- 4. Enter the sales order with dimension information.
 - a. In the navigation pane, click **Home**.
 - b. Click Sales Orders.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
 - f. Click the **Salesperson Code** field, and then click **New**.
 - g. In the **Code** field, enter BENJAMIN.
 - h. In the **Name** field, enter Benjamin.
 - i. Click **OK** to enter BENJAMIN in the **Salesperson Code** field on the sales order header.
 - j. Unfold the **Invoicing** FastTab.
 - k. The **Department Code** field is automatically populated with the dimension SALES.
 - l. On the **Navigate** tab, click **Dimensions**.
 - m. Notice that on the **Edit Dimension Set Entries** page, all dimensions and dimension values are automatically filled in, except for the SALESPERSON, and PRODUCTGROUP dimension.
 - n. Click OK to close the Edit dimension Set Entries page.
 - o. On the Lines FastTab, create a new line for each item.
 - p. In the Type field enter Item, in the No. field enter 1001, in the Location Code field delete WHITE, and in the Quantity field enter 10.
 - q. On the Check Availability message box, warning about insufficient inventory, click **Yes**.
 - r. Note the **Unit Price Excl VAT** field is automatically filled in with 4,000.00.
 - s. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, and **Productgroup Code** fields already contain a dimension value.
 - t. On the **Lines** FastTab of the new sales order, go to the next line by clicking the **Type** field.

- u. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- v. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- w. Note the **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- x. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Salesperson Code**, and **Product Group** fields already contain a dimension value.
- y. On the **Actions** tab, click **Post**.
- z. Click **Ship and Invoice**, and then click **OK**.
- aa. A message box appears, warning about invalid dimensions on the sales order header for salesperson BENJAMIN. The dimension SALESPERSON must be filled in.



Note: When she created the new salesperson, Phyllis forgot to assign the default dimension and default dimension value to the salesperson account.

However, the table Salesperson/Purchaser is set up with **Account Type Default Dim** SALESPERSON, with value posting **Code Mandatory**.

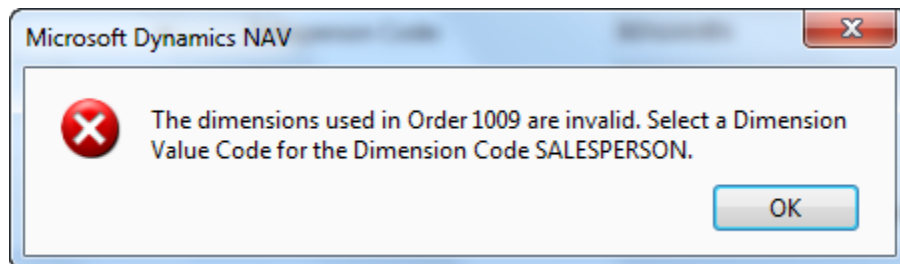


FIGURE 7.20: DIMENSION VALUE POSTING MESSAGE BOX

- bb. On the **Navigate** tab, click **Dimensions**.
- cc. Click **New**.
- dd. In the **Dimension Code** field enter SALESPERSON, and in the **Dimension Value Code** field enter BENJAMIN.
- ee. Click **OK** to close the **Edit Dimension Set Entries** page.
- ff. Click **Yes** to update the sales order lines.



Note: Make sure that you change the SALESPERSON dimension on the sales header, not just on the sales order lines. The dimension value posting rules from the salesperson account only review the dimensions and dimension values on the sales order header.

- gg. On the **Actions** tab, click **Post**.
- hh. Click **Ship and Invoice**, and then click **OK**.
- ii. A message box appears, warning about invalid dimensions on the sales order line for item 1001. The dimension PRODUCTGROUP must have the dimension value BICYCLE.
- jj. Click **OK** to close the **Sales Order** page.

Lab 7.5: Assign Vendor Account Type Default Dimensions

Scenario

The finance department at CRONUS has noticed that the Department and Project dimensions are missing on many of the purchase postings therefore it has decided that all vendors must be set up with Department and Project dimensions.

To make sure that all transactions related to vendors are posted with department and projects, without a particular values, you are asked to set up the Vendor account type to accommodate this requirement.

Objectives

This lab reinforces your understanding of the process required to assign vendor account type default dimensions.

Exercise 1: Assign Vendor Account Type Default Dimensions

Task 1: Assign Vendor Account Type Default Dimensions

High Level Steps

1. Access the Department dimension and set up the vendor posting requirement.
2. Access the Project dimension and set up the vendor posting requirement.

Detailed Steps

1. Access the Department dimension and set up the vendor posting requirement.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions>Dimensions**.
 - d. Select the dimension DEPARTMENT.
 - e. On the **Home** tab, click **Account Type Default Dim**.
 - f. In the **Table ID** field, enter 23, Vendor.
 - g. Leave the **Dimension Value Code** field blank.
 - h. In the **Value Posting** field, enter **Code Mandatory**.
 - i. Click **OK** to close the **Account Type Default Dim**. page.

2. Access the Project dimension and set up the vendor posting requirement.
 - a. On the **Dimensions** page, select the dimension PROJECT.
 - b. On the **Navigate** tab, click **Account Type Default Dim.**
 - c. In the **Table ID** field, enter 23, Vendor.
 - d. Leave the **Dimension Value Code** field blank.
 - e. In the **Value Posting** field, enter **Code Mandatory**.
 - f. Click **OK** to close the **Account Type Default Dim** page.

Default Dimension Priority

Default dimensions are set up on different accounts, and different accounts are used on one document or in one journal. So which default dimension will be filled in, when different default dimension values for the same dimension are set up on the different accounts or account types.

Microsoft Dynamics NAV 2013 applies the following rules when you enter default dimensions and default dimension values on documents and journals, when no default dimension priorities are set up.

- The default dimension values of the last entered account take priority over the default dimension values of the previously entered account. For example, on a sales document, the default dimension values of an item account take priority over the default dimension values of the customer account.
- If there is a conflict between the default dimension values set up on a specific account and those set up in an account table, the individual account default dimension value is prioritized. This occurs because default dimension values are usually set up on the individual accounts that have a specific purpose. When a more general prioritization rule is needed, a default dimension value can be assigned to the table.

Default dimension priorities determine which default dimensions are used based on the prioritization of the source account.

Microsoft Dynamics NAV 2013 applies the following rules when you enter default dimensions and default dimension values on documents and journals, when default dimension priorities are set up.

- The dimension values of the account that has the highest priority will be entered on the document or journal. For example, if G/L Accounts are given a higher priority than customer accounts, a conflict between the dimension values suggested for a customer account and the dimension values suggested for a G/L Account are resolved in favor of the G/L Account.

- If two accounts have equal priority or are the same account type, again the default dimension values of the last entered account take priority over the default dimension values of the previously entered account.

Demonstration: Work without Default Dimension Priorities in a Journal

Scenario: Cassie, the accountant at CRONUS, is using the Cash general journal to post an entry for customer 10000 for the amount of 100.00. Currently, no dimension priorities are defined.

This particular journal is set up with the G/L balancing account 2910 (cash) so only the customer has to be entered. Therefore, if there is no specific prioritization, the customer's default dimensions are prioritized when you post since it is the last account entered on the journal line.

Demonstration Steps

1. Assign AREA 40 to the cash G/L Account (2910).
 - a. In the navigation pane, click **Departments**.
 - b. Click **Financial Management > General Ledger > Chart of Accounts**.
 - c. Select G/L Account 2910.
 - d. On the **Navigate** tab, click **Dimensions**, and then click **Dimensions-Single**.
 - e. In the **Dimension Code** field, enter AREA.
 - f. In the **Dimension Value Code** field, enter 40.
 - g. In the **Value Posting** field, enter **Code Mandatory**.
 - h. Click **OK** to close the **Default Dimensions** page.
2. Fill in the general journal.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Financial Management > General Ledger > General Journals**.
 - c. Click the **Batch Name** field to view all general journal batches.
 - d. Select CASH, and then click **OK**.
 - e. In the **Account Type** field, enter **Customer**.
 - f. In the **Account No.** field, enter 10000.
 - g. In the **Amount** field, enter 100.
 - h. On the **Actions** tab, click **Test Report**.
 - i. On the **Options** FastTab, select the **Show Dimensions** check box.

Application Setup in Microsoft Dynamics® NAV 2013

- j. On the **General Journal Line** FastTab, in the **Journal Template Name** filter, enter GENERAL, and in the **Journal Batch Name** filter, enter CASH.
- k. Click **Preview** to view the report.

The dimension AREA has a dimension value 30. This is the default dimension of customer 10000. The last account entered was used to determine which Area dimension to use. Because Customer was the last account, Area 30 was selected.

General Journal - Test
CRONUS International Ltd.

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Journal Template Name: GENERAL
Journal Batch: CASH
Gen. Journal Line: Journal Template Name: GENERAL, Journal Batch Name: CASH

Posting Date	Document Type	Document No.	Account No.	Name	Description	Amount	Bal. Account No.	Balance (LCY)
24/01/14		G00004	Cust 10000	The Cannon Gr	The Cannon Group	100,00	2910	0,00
Dimensions								
AREA - 30; CUSTOMERGROUP - MEDIUM; DEPARTMENT - SALES; SALESPERSON - PS								
Total (LCY)						100,00		0,00

Reconciliation

No.	Name	Net Change in Jnl.	Balance after Posting
2910	Cash	-100,00	99,01

FIGURE 7.21: GENERAL JOURNAL TEST REPORT

- l. Press Esc to close the **Print Preview** page.
- m. Click **OK** to close the **General Journal** page.

Demonstration: Work with Default Dimension Priorities in a Journal

This demonstration completes the same scenario as the previous demonstration. However, now default dimensions priorities will be changed.

Scenario: Based on the Test Report results, Cassie realizes that priorities have to be set. As of today, the G/L Account must always have first priority in general journals.

Demonstration Steps

1. Set the dimension priority.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Default Dimension Priorities**.
 - d. In the **Source Code** field, enter **GENJNL**.
 - e. Click the **Table ID** field, to view all the options. Select **15**, G/L Account, and then click **OK**.
 - f. In the **Priority** field, enter 1. This represents the highest priority.
 - g. Click **OK** to close the **Default Dimension Priorities** page.
2. Fill in the general journal.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Financial Management > General Ledger > General Journals**.
 - c. Click the **Batch Name** field to view all general journal batches.
 - d. Select CASH, and then click **OK**.
 - e. Select a new line.
 - f. In the **Account Type** field, enter **Customer**.
 - g. In the **Account No.** field, enter 10000.
 - h. In the **Amount** field, enter 100.
 - i. On the **Actions** tab, click **Test Report**.
 - j. On the **Options** FastTab, select the **Show Dimensions** check box.
 - k. On the **General Journal Line** FastTab, in the **Journal Template Name** filter, enter GENERAL, and in the **Journal Batch Name** filter, enter CASH.
 - l. Click **Preview** to view the report.
 - m. The dimension AREA has a dimension value 40, which is the default dimension of G/L Account 2910. The default dimension priorities were followed, instead of the last entered account.

Print Preview

General Journal - Test

CRONUS International Ltd.

3/05/2012 11:10
Page 1
Plataan/PlataanAcer02

Journal Template Name: GENERAL
Journal Batch: CASH
Gen. Journal Line: Journal Template Name: GENERAL, Journal Batch Name: CASH

Posting Date	Document Type	Document No.	Account No.	Name	Description	Amount	Bal. Account No.	Balance (LCY)
24/01/14		G00004	Cust 10000	The Cannon Gr	The Cannon Group	100,00	2910	0,00
Dimensions								
24/01/14		G00006	Cust 10000	The Cannon Gr	The Cannon Group	100,00	2910	0,00
Dimensions								
Warning! There is a gap in the number series.								
Total (LCY)						200,00		0,00

Reconciliation

No.	Name	Net Change in Jnl.	Balance after Posting
2910	Cash	-200,00	-0,99

FIGURE 7.22: GENERAL JOURNAL TEST REPORT

- n. Press Esc to close the **Print Preview** page.
- o. Click OK to close the General Journal page.

Demonstration: Set Up Default Dimension Priority

Scenario: When You Enter sales documents, the default dimensions filled in on the document header should always have priority over the default dimensions filled in on the sales document line.

Demonstration Steps

1. Set up the default dimension priority.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Financial Management > Dimensions > Default Dimension Priorities**.
 - d. In the **Source Code** field, enter **SALES**.
 - e. In the **Table ID** field, enter 18, Customer; in the **Priority** field enter 1.
 - f. On the next line, in the **Table ID** field, enter 13, Salesperson/Purchase; in the **Priority** field enter 1.

- g. On the next line, in the **Table ID** field, enter 15, G/L Account; in the **Priority** field enter 2.
- h. On the next line, in the **Table ID** field, enter 27, Item; in the **Priority** field, enter 2.



Note: The Customer and Salesperson/Purchaser account types are given the same priority, because both are filled in on the document header.

The G/L Account and Item account types are given the same priority, because both are filled in on the document lines.

- i. Click **OK** to close the **Default Dimension Priorities** page.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

We now complete the same scenario as the demonstration from the previous lesson Default Dimensions. First, we will add default dimensions and then demonstrate the influence of the default dimension priorities set up on the sales order process.

Scenario: The following additional default dimensions must be set up.

Account	Dimension	Dimension Value and Value Posting
Item 1001	SALESPERSON	JR is the default, a value is required but can be any value.
Item 1920-S	SALESPERSON	JR is the default, a value is required but can be any value.

Demonstration Steps

1. Assign the default dimensions on item accounts 1001 and 1920-S.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Warehouse > Planning&Execution > Items**.
 - c. Select item 1001.
 - d. On the **Navigate** tab, click **Dimensions** and then click **Dimensions-Single**.
 - e. Click **New**.
 - f. In the **Dimension Code** field, enter SALESPERSON.
 - g. In the **Dimension Value Code** field, enter JR.
 - h. In the Value Posting field, enter Code Mandatory.
 - i. Click **OK** to close the **Default Dimensions** page.
 - j. Repeat steps 3-9 for item 1920-S.

Application Setup in Microsoft Dynamics® NAV 2013

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from a new salesperson, Benjamin, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
- Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
- Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
- Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = MEDIUM
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM



Note: The previous demonstration Set Up Default Dimension Priority has to be performed to successfully complete this demonstration.

2. Enter the sales order with dimension information.
 - a. In the navigation pane, click **Home**.
 - b. Click **Sales Orders**.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.
 - f. In the **Salesperson Code** field, enter LM.
 - g. Unfold the **Invoicing** FastTab.
 - h. Note the **Department Code** field is automatically populated with the dimension SALES.
 - i. On the **Navigate** tab, click **Dimensions**.
 - j. Note on the **Edit Dimension Set Entries** page, all dimensions and dimension values are automatically filled in, except for the PRODUCTGROUP dimension.
 - k. Click **OK** to close the **Edit dimension Set Entries** page.
 - l. On the **Lines** FastTab, create a new line for each item.

- m. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- n. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.

The **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.

The **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Productgroup Code**, and **Salesperson Code** fields already contain a dimension value.



Note: The **Salesperson Code** field is filled in with the dimension value LM. This is the default from the salesperson account that has a higher priority than the item account.

- o. On the Lines FastTab of the new sales order, go to the next line by clicking the Type field.
- p. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- q. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- r. Note the **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- s. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Salesperson Code**, **Product Group**, and **Salesperson Code** fields already contain a dimension value.
- t. On the **Actions** tab, click **Post**.
- u. Click **Ship and Invoice**, and then click **OK**.

Conflicting Default Dimensions

When default dimensions are set up on different accounts, the program may be confronted with conflicting default dimension values when it enters the default settings on the documents and journals. This issue is resolved by the rules described in the previous lesson Default Dimension Priority.

In some circumstances, conflicts may exist between the value posting setup of the default dimension on different accounts or account types. With or without default dimension priorities this may result in the inability to post the document or journal.

Value posting conflicts exist in the following situations:

- On a document, when the account from the document header has a higher priority than the account of the document line, a value posting conflict on the document line will exist if:
 - The default dimension value posting option of both accounts is set to **Same Code**, but with different default dimension values.
 - The default dimension value posting option of the account on the document header is set to **Same Code** or **Code Mandatory**. However, the default dimension value posting option of the account on the document line is set to **No Code**.
 - The default dimension value posting option of the account on the document line is set to **No Code**. However, the default dimension value posting option of the account on the document line is set to **Same Code** or **Code Mandatory**.
- On a document header, a document line or a journal line, a value posting conflict will exist if:
 - The default dimension value posting option of the account and the account type is set to **Same Code**, but with different default dimension values.
 - The default dimension value posting option of the account is set to **Same Code** or **Code Mandatory**. However, the default dimension value posting option of the account type is set to **No Code**.
 - The default dimension value posting option of the account is set to **No Code**. However, the default dimension value posting option of the account type is set to **Same Code** or **Code Mandatory**.
- On a journal line, a value posting conflict will exist if:
 - The default dimension value posting option of the account and the balancing account is set to **Same Code**, but with different default dimension values.
 - The default dimension value posting option of the account is set to **Same Code** or **Code Mandatory**. However, the default dimension value posting option of the balancing account is set to **No Code**.
 - The default dimension value posting option of the account is set to **No Code**. However, the default dimension value posting option of the balancing account is set to **Same Code** or **Code Mandatory**.



Note: In a journal, you can resolve conflicts by not using a balancing account and entering the balancing journal line on a separate line.

Check Value Posting

To avoid value posting conflicts between accounts and account types, you can use the **Check Value Posting** function when you set up account type default dimensions. This function checks if other default dimensions exist that conflict with the account type value posting rule created on the **Account Type Default Dim.** page.

To check for conflicting dimension values in table 18, Customer, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Financial Management > Dimensions > Dimensions**.
4. Select the dimension CUSTOMERGROUP.
5. On the **Home** tab, click **Account Type Default Dim**.
Notice that the CUSTOMERGROUP was set up as a default dimension for account type 18, Customer, in previous demonstrations: "Assign Default Dimensions for Single Accounts" or "Assign Default Dimensions for Multiple Accounts".
6. On the **Actions** tab, click **Check Value Posting**.
7. On the **Default Dimension** FastTab, set a filter, for example, CUSTOMERGROUP, if it is necessary.
8. Click **Preview** to view the report.

The **Check Value Posting** report is displayed. It lists any customers who have dimension values other than the one defined in the **Account Type Default Dim** page for the table. In this case, no conflicts exist.

Demonstration: Use Dimensions and Dimension Values in a Sales Document

This demonstration completes the same scenario as the demonstration from the previous lesson Default Dimensions. First, it shows how to add default dimensions and the influence of the default dimension priorities set up on the sales order process.

Scenario: The following additional default dimensions must be set up.

Account	Dimension	Dimension Value and Value Posting
Item 1001	SALESPERSON	JR is the required code.
Item 1920-S	SALESPERSON	JR is the required code.

Demonstration Steps

1. Assign the default dimensions on item accounts 1001 and 1920-S.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Warehouse**, then click **Planning&Execution**, and then click **Items**.
 - c. Select item 1001.
 - d. On the **Navigate** tab, click **Dimensions > Dimensions-Single**.
 - e. Select the dimension SALESPERSON.
 - f. In the **Value Posting** field, change the option from **Code Mandatory** to **Same Code**.
 - g. Click **OK** to close the **Default Dimensions** page.
 - h. Repeat steps 3-7 for item 1920-S.

Scenario: Susan, a sales order processor at CRONUS International Ltd., receives sales information from a new salesperson, Benjamin, who has made a sale to customer Fairway Sound. Susan has to enter the corresponding sales order into the Microsoft Dynamics NAV database by using the following information:

- Customer 61000 Fairway Sound
 - Item 1001 touring bicycle – 10 pieces at 4,000.00 LCY/pcs.
 - Item 1920-S ANTWERP conference table – 4 pieces at 420.40 LCY/pcs.
 - Dimension Information:
 - AREA = 30 (Europe North (EU))
 - BUSINESSGROUP = INDUSTRIAL
 - CUSTOMERGROUP = MEDIUM
 - DEPARTMENT = SALES
 - PRODUCTGROUP = BICYCLE for item 1001
 - PRODUCTGROUP = FURNITURE for item 1920-S
 - SALESPERSON = LM
2. Enter the sales order with dimension information.
 - a. In the navigation pane, click **Home**.
 - b. Click **Sales Orders**.
 - c. Click **New** to create a new sales order.
 - d. Press ENTER to go to the next field. The **No.** field is automatically populated with the next sales order number according to the set up number series.
 - e. In the **Sell-to Customer No.** field, enter 61000. The sales order header is automatically populated with default information from the customer card.

- f. In the **Salesperson Code** field, enter LM.
- g. Unfold the **Invoicing** FastTab. The **Department Code** field is automatically populated with the dimension SALES.
- h. On the **Navigate** tab, click **Dimensions**.
- i. Note on the **Edit Dimension Set Entries** page, all dimensions and dimension values are automatically filled in, except for the PRODUCTGROUP dimension.
- j. Click OK to close the Edit dimension Set Entries page.
- k. On the **Lines** FastTab, create a new line for each item.
- l. In the **Type** field enter **Item**, in the **No.** field enter 1001, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 10.
- m. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- n. Note the **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
 - o. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Productgroup Code**, and **Salesperson Code** fields already contain a dimension value.
- o. On the **Lines** FastTab of the new sales order, go to the next line by clicking the **Type** field.
- p. In the **Type** field enter **Item**, in the **No.** field enter 1920-S, in the **Location Code** field delete WHITE, and in the **Quantity** field enter 4.
- q. On the **Check Availability** message box, warning about insufficient inventory, click **Yes**.
- r. Note the **Unit Price Excl. VAT** field is automatically filled in with 420.40.
- s. Note the **Area Code**, **Businessgroup Code**, **Customergroup Code**, **Department Code**, **Salesperson Code**, **Product Group**, and **Salesperson Code** fields already contain a dimension value.
- t. On the **Actions** tab, click **Post**.
- u. Click **Ship and Invoice**, and then click **OK**.

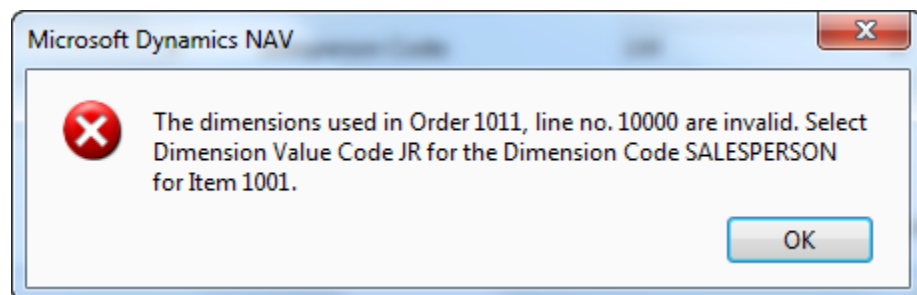


FIGURE 7.23: DIMENSION VALUE POSTING MESSAGE BOX

- v. A message box appears, warning about invalid dimensions on the sales order line for item 1001. The dimension SALESPERSON must have the dimension value JR. Resolve this conflict in one of the following ways:
 - Change the dimension values on the sales order lines. You can then post the sales order. The sales order header will have the dimension value LM. This is not in conflict with the default dimension set up for the salesperson account. The sales order lines will have the dimension value JR. This is not in conflict with the default dimension setup for the item account.
 - Change the default dimension value posting setup. This would be the best option.
- w. Click **OK** to close the message box.
- x. Click **OK** to close the **Sales Order** page.

Module Review

Module Review and Takeaways

Dimensions are an integral aspect of Microsoft Dynamics NAV and are used throughout the product. The ability to set up dimensions and dimension values helps companies customize their reporting needs to their business. By using dimension defaults, combinations, and priorities, companies can control of how dimension entries are posted.

Setting up and using dimensions correctly the first time assists in achieving better financial analysis results later.

Test Your Knowledge

Test your knowledge with the following questions.

1. How can value posting conflicts be identified and resolved?
 - ☐ Check Value Posting function
 - ☐ Dimension Value Conflict function
 - ☐ Dimensions-Multiple page
 - ☐ Default Dimension Priorities
2. Which value posting rule may cause automatic posting problems when it is used on G/L accounts?
 - ☐ All Codes
 - ☐ No Code
 - ☐ Code Mandatory
 - ☐ Blank
3. Which default dimension setup is used to make sure that all items (new or old) are posted with a global dimension requirement?
 - ☐ Posting Group
 - ☐ Account Type
 - ☐ Multiple
 - ☐ Single

4. Which dimension combination restriction option is used to define dimension value combinations?
- ☐ All
 - ☐ Blank
 - ☐ Blocked
 - ☐ Limited
5. Which of the following dimension value types can you post to?
- ☐ Total
 - ☐ End-Total
 - ☐ Standard
 - ☐ Begin-Total
6. An entry is made in a general journal by using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L account 8210, with the Department of ADM and Same Code.
7. The journal batch is set up with G/L balancing account 8210 and there are no default dimension priorities defined. When the vendor is entered in the **Account No.** field, which Department dimension is used on the line?
- ☐ The Department dimension used is ADM because the value posting option is Same Code on the G/L Account 8210. This journal line will not post because there is a value posting conflict.
 - ☐ The Department dimension used is ADM because the value posting option is Same Code on the G/L Account 8210. This journal line will post.
 - ☐ The Department dimension used is SALES because the vendor was the last account entered. This journal line will not post because there is a value posting conflict.
 - ☐ The Department dimension used is SALES because the vendor was the last account entered. This journal line will post.
8. An entry is made in a general journal by using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L Account 8210, with the Department of ADM and Same Code.

9. The journal batch is set up with G/L balancing account 8210 and a default dimension priority was set up on general journals with vendors at a level 2 and G/L Accounts at a level 1. When the vendor is entered in the **Account No.** field, which Department dimension is used on the line?
- () The Department dimension used is ADM because the value posting option is Same Code on the G/L Account 8210.
 - () The Department dimension used is ADM because G/L Accounts are priority.
 - () The Department dimension used is SALES because the vendor was the last account entered.
 - () The Department dimension used is SALES because the value posting option is Code Mandatory on the vendor account.

Test Your Knowledge Solutions

Module Review and Takeaways

1. How can value posting conflicts be identified and resolved?
 - ☒ Check Value Posting function
 - ☐ Dimension Value Conflict function
 - ☐ Dimensions-Multiple page
 - ☐ Default Dimension Priorities
2. Which value posting rule may cause automatic posting problems when it is used on G/L accounts?
 - ☐ All Codes
 - ☐ No Code
 - ☒ Code Mandatory
 - ☐ Blank
3. Which default dimension setup is used to make sure that all items (new or old) are posted with a global dimension requirement?
 - ☐ Posting Group
 - ☒ Account Type
 - ☐ Multiple
 - ☐ Single
4. Which dimension combination restriction option is used to define dimension value combinations?
 - ☐ All
 - ☐ Blank
 - ☐ Blocked
 - ☒ Limited

5. Which of the following dimension value types can you post to?
- ☐ Total
 - ☐ End-Total
 - ☒ Standard
 - ☐ Begin-Total
6. An entry is made in a general journal by using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L account 8210, with the Department of ADM and Same Code.
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 - ☐ The Department dimension used is ADM because the value posting option is Same Code on the G/L Account 8210. This journal line will post.
 - ☒ The Department dimension used is SALES because the vendor was the last account entered. This journal line will not post because there is a value posting conflict.
 - ☐ The Department dimension used is SALES because the vendor was the last account entered. This journal line will post.
8. An entry is made in a general journal by using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L Account 8210, with the Department of ADM and Same Code.
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- ☒ The Department dimension used is ADM because the value posting option is Same Code on the G/L Account 8210.
 - ☐ The Department dimension used is ADM because G/L Accounts are priority.

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- () The Department dimension used is SALES because the vendor was the last account entered.
- () The Department dimension used is SALES because the value posting option is Code Mandatory on the vendor account.

MODULE 8: SET UP AND MANAGE DOCUMENT APPROVALS

Module Overview

The sales and purchase document approval system in Microsoft Dynamics® NAV enables users to submit a document, usually a sales order or purchase order, for approval according to a predefined hierarchy of approval managers with specified approval amount limits.

The approvals setup is usually done in close cooperation with the accounting manager or some other person with a similar significant role in the company. This role is responsible for the company's sales and purchase departments and can define which documents should be approved and where users should be placed in the approval hierarchy.

In addition to the manager responsible for defining the approval hierarchy, the system requires an approval administrator who has rights above all other users and is authorized to do the following:

- Add new users.
- Set substitute approvers.
- Connect new documents to approve.
- View pending approvals for all users.

Objectives

The objectives are:

- Set up the general features of the document approval system.
- Set up approval templates.
- Set up user logons for use with document approvals.
- Set up approval users in a hierarchy.
- Set up the notification system for approvals.
- Send an approval request.
- Approve a sales or purchase document.
- Maintain substitute approvers.
- Manage overdue notifications.

Set Up Document Approvals

The initial setup of the sales and purchase document approval system involves approval administration, users and approvers, and the types of documents to include in the approval process. This lesson describes the pages related to these tasks so that users can complete the initial document approval setup.

Approval Setup

To access the **Approval Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.

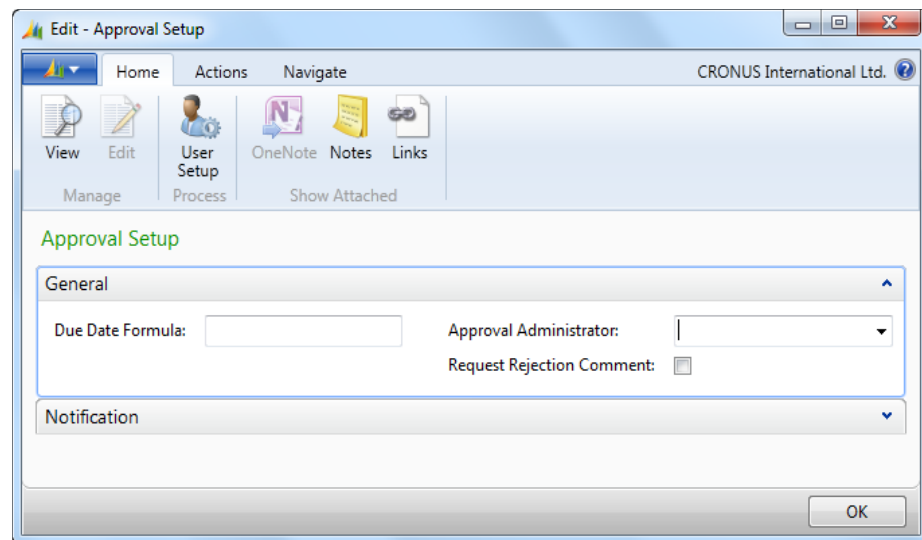


FIGURE 8.1: APPROVAL SETUP – GENERAL FASTTAB


The overall settings are defined on the **General** FastTab and include the following:

- The formula for the date by which approvals must be made, for example within one week (1W).
- The administrator of the approval system. The administrator has access to all setup functions, maintains the hierarchy of approvers, and defines which sales and purchase documents can be approved. This role will also be responsible for sending the overdue notifications and whether the rejection of a document must be explained by the approver in a comment or not.

Approval User Setup

The approval user cannot be set up before all involved users are defined as Windows logons with roles and permissions.

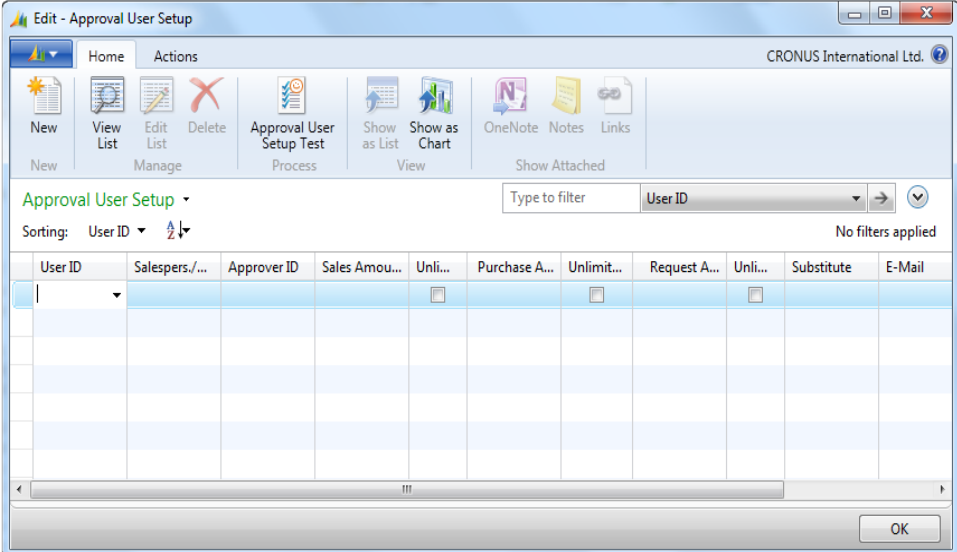
The **Approval User Setup** page is the central setup page because it is where the approvals flow is defined in a hierarchy of users and rules.

 **Note:** The **User Setup** page and the **Approval User Setup** page are both based on the same table and contain user-specific setup for different functionalities.

After you have defined a line in the **User Setup** page for a user, a line will automatically appear on the **Approval User Setup** page for the same user. The same is true for lines added to the **Approval User Setup**. They will appear in the **Approval User Setup** page.

To access the **Approval User Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
4. On the **Home** tab of the **Approval Setup** page, click **User Setup**.



User ID	Salespers./...	Approver ID	Sales Amou...	Unli...	Purchase A...	Unlimit...	Request A...	Unli...	Substitute	E-Mail
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

FIGURE 8.2: APPROVAL USER SETUP WINDOW

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The following fields appear in the **Approval User Setup** page:

Field	Description
User ID	The user ID from the user's logon information, for example Admin.
Salesperson/Purchaser Code	<p>The code that can be used to refer to this person from a document, for example sales order or purchase order.</p> <p>In this way, the system can be set up to use the approval flow from the user creating the document (user ID mentioned in the status bar), or from the salesperson or purchaser responsible for the document (user ID related to the salesperson or purchaser code on the sales or purchase document).</p>
Approver ID	User ID of the approving person, for example the manager.
Sales Amount Approval Limit	Limit for the sales order process. When the sales order exceeds this limit, the document is sent to the approver.
Purchase Amount Approval Limit	Limit for the purchase order process. When the purchase order exceeds this limit, the document is sent to the approver.
Request Amount Approval Limit	Amount limit for the purchase request process. When the purchase request exceeds this limit, the document is sent to the approver.
Unlimited (Sales, Purchase, and Request) Approval	Unlimited approval limits for sales, purchases, or requests when selected. Instead of specifying an amount, a check mark is placed in the relevant unlimited field.
Substitute	User ID of a substitute approver, when the original approver is not available. Delegating to a substitute approver is a manual process.

The following figure shows an example of an approval hierarchy.

Module 8: Set Up and Manage Document Approvals

User ID	Salespers./ Purch. Code	Approver ID	Sales Amount Approval Limit	Unlimited Sales Approval	Purchase Amount Approval Limit	Unlimited Purchase Approval	Request Amount Approval Limit	Unlimited Request Approval	Substitute
Admin				✓		✓		✓	
Alicia		Pmanager	50000		50000				
Director		Admin		✓	100000		100000		
Pmanager		Director	100000		100000				
PS	PS	Director	100000						Admin
Smanager		Director	100000		100000				
Susan		Smanager	50000		50000				

FIGURE 8.3: EXAMPLE OF APPROVAL USER SETUP

In this hierarchy, Susan is the sales order processor and Alicia is the purchasing agent. They have amount limits set to 50,000 LCY for both sales and purchases. Susan's manager is the sales manager (SManager), and Alicia's manager is the purchase manager (PManager). The managers have limits of 100,000 LCY for both sales and purchases. PS is a salesperson who has approval rights for all related sales and has the Admin assigned as his substitute approver because he or she is frequently unavailable.

Heading the two managers and the salesperson is an overall company director. The director has unlimited sales approval and a high request amount approval limit because he or she collects purchase receipts for the whole company.

The administrator (Admin) is the highest level in this hierarchy. The administrator has unlimited approval rights in all categories, even above the director.

Approval User Setup Test

Because the approver hierarchy is set up in a sequential order, meaning that one approver may need approval from another, it is important to test the hierarchy for consistency. Make sure that no circular hierarchies occur.

Before users begin to work based on the approval user setup, you can test the setup by running the **Approval User Setup Test**. You can test the setup on a user-by-user approach for any of the following options:

1. Sales Approval Setup
2. Purchase Approval Setup
3. Request Approval Setup
4. All

To access the **Approval User Setup Test** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.

4. On the **Home** tab of the **Approval Setup** page, click **User Setup**.
5. On the **Actions** tab, click **Approval User Setup Test**.

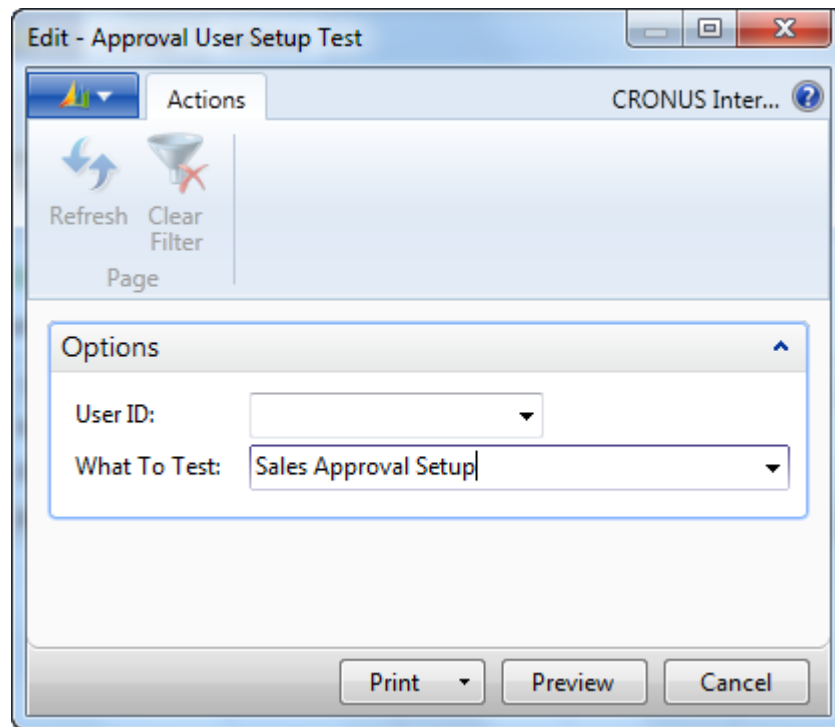


FIGURE 8.4: APPROVAL USER SETUP TEST WINDOW



Note: A typical error in the approval user report occurs when an approver's amount limit is lower than that of the user under the approver.

Approval Templates

Templates for document approvals let users select which types of sales or purchase documents to include in the approval process, and which approval and limit type to use for each document.

A set of standard templates is provided for this purpose.

To access the **Approval Templates** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Templates**.

Module 8: Set Up and Manage Document Approvals

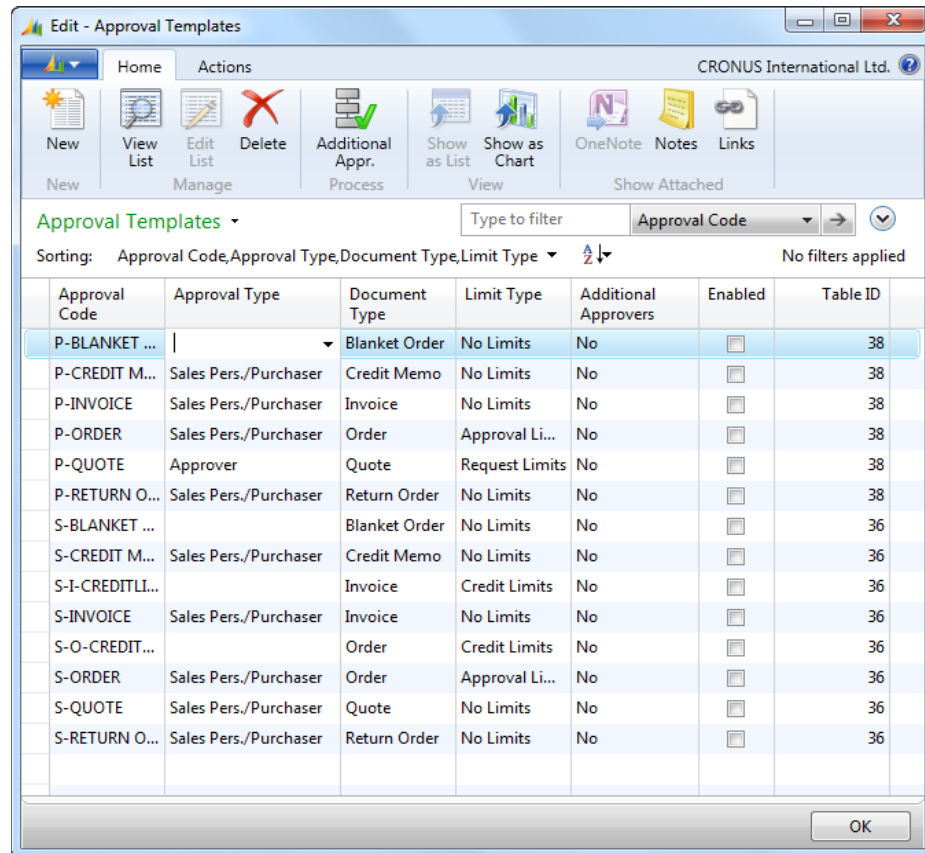


FIGURE 8.5: APPROVAL TEMPLATES WINDOW

The following document type templates are supported in the standard version:

- Quote
- Order
- Invoice
- Credit memo
- Return order
- Blanket order


All the templates mentioned are created for both purchases (P) and sales (S).

An approval template defines for each document type how the approval process is managed, such as the flow it must follow and the field values that it must check.




Note: Document approvals functionality can be developed on any other table to expand it to other domains, such as manufacturing.

The following table describes the fields on the **Approval Templates** page.

Field	Description
Approval Code	Specifies the name of the approval template.
Approval Type	<p>Defines the approval flow for the specific sales or purchase template. The following approval types are used:</p> <ul style="list-style-type: none"> Approver – approval flow from the user (user ID mentioned in the status bar) creating the document will be used. Sales Pers. or Purchaser – approval flow from the salesperson or purchaser responsible for the document (salesperson or purchaser code on the sales or purchase document) will be used. <p> Note: For Sales Pers. or Purchaser types, the Salesperson/Purchaser Code must be filled in on the Approval User Setup page. For example, a salesperson is the logical user to connect to a sales order approval flow.</p>
Document Type	Specifies to which document type the approval template relates.
Limit Type	<ul style="list-style-type: none"> Explains how amount limits, set up on the Approval User Setup page, are handled when approving the document in question. The options are as follows: Approval Limits: There is a check on the approver's approval limit when you are approving a document. The Sales Amount Approval Limit, Unlimited Sales Approval, Purchase Amount Approval Limit, and Unlimited Purchase Approval fields on the Approval User Setup page are checked. Credit Limits: The credit limit on a customer is checked. This only applies for sales orders. The amount limits set up on the Approval User Setup page are ignored. Request Limits: There is a check on the approver's permission to make a purchase request on that amount. The Request Amount Approval Limit and Unlimited Request Approval fields on the Approval User Setup page are checked.

Module 8: Set Up and Manage Document Approvals

Field	Description
	<div> Note: Although this limit type is intended for purchase quotes, it can also be used in combination with all other approval templates. This provides an alternative approval flow.</div> <ul style="list-style-type: none">• No Limits: There is no check on amount limits. The amount limits set up on the Approval User Setup page are ignored. This option is typically used in the situation where a hierarchy of users is not established, but where the same person approves everything. The setup of at least one additional approver is required.
Additional Approvers	Indicates if the document requires approval by someone outside the usual hierarchy of approvers. For example, sales orders may always require approval of someone in credit control.
Enabled	Starts approval template and applies it to the document type in question. By default, in CRONUS International, Ltd., all approval templates are disabled to enable free posting of all documents from the beginning. As soon as a document is enabled, start the approval flow for it by selecting Send Approval Request on the Actions tab of the ribbon.
Table ID	Displays the table connected to the template. This indicates whether it is a sales or purchase document. All sales document types are connected to table 36, Sales header. All purchase document types are connected to table 38, Purchase header. For example, the P-BLANKET ORDER approval template is connected to table 38, Purchase header.

Additional Approvers

If a particular document requires two reviewers, you can set this up for an approval template by selecting a User ID in the **Additional Approvers** page.

To access the **Additional Approvers** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.

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3. On the **Application Setup** page, click **Document Approval** and then click **Approval Templates**.
4. Select the template for which you want to set up one or more additional approvers.
5. Click **Additional Appr.** on the **Actions** tab.
6. Fill in the **Approver ID** field for each additional approver you want to set up.

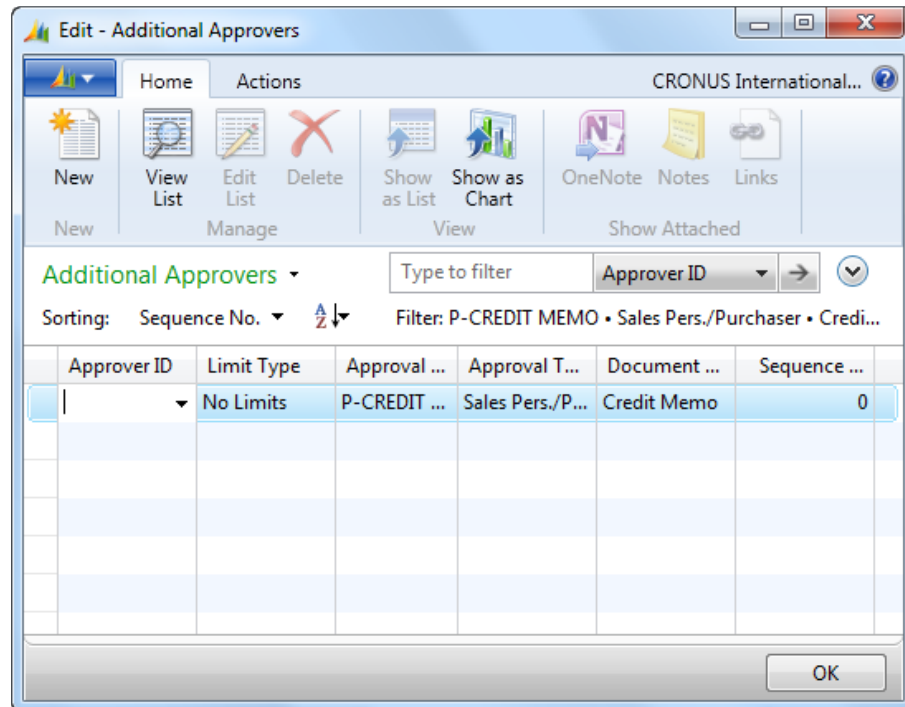


FIGURE 8.6: ADDITIONAL APPROVERS PAGE FOR A PURCHASE CREDIT MEMO

Additional approvers can be used as a simple way to define the approval hierarchy if you do not want to specify all the roles and management levels in the **Approval User Setup** page.

For example, this setup may be used in a small company where the manager or the owner has to approve everything. Then, the manager can be set as additional approver for all documents.

Set Up the Notification System

The notification system communicates the status of relevant documents to users and approvers.

The use of the notification system is optional. If the company does not want to use email notifications, the following setup does not have to be performed. As an alternative to email messages, users can always view the traffic of approvals in the **Approval Entries** and **Approval Request Entries** pages.

Approval Setup

When and how email messages are sent is set up on the **Approval Setup** page.

To access the **Approval Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.

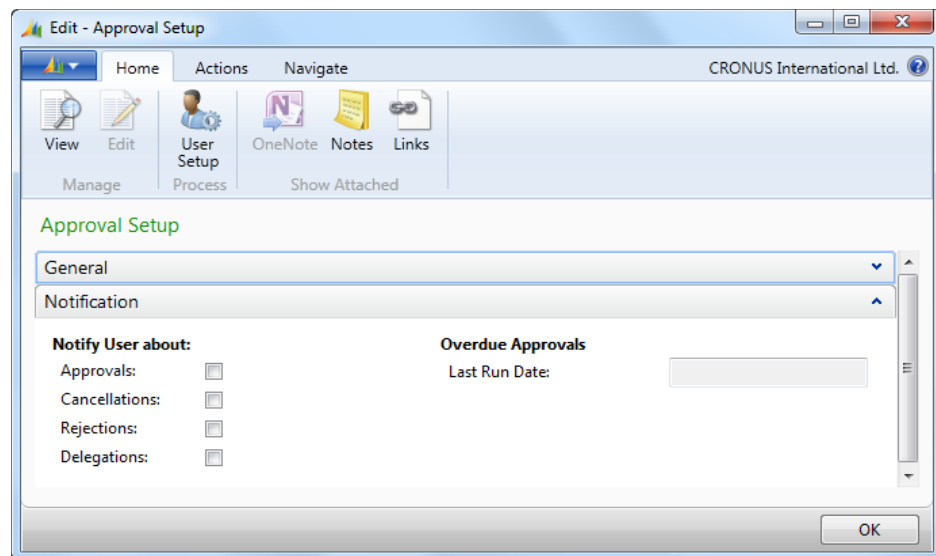


FIGURE 8.7: APPROVAL SETUP – NOTIFICATION FASTTAB

The following table explains the fields on the **Notification** FastTab.

Field	Description
Approvals	Select to notify by email message when documents need approval.
Cancellations	Select to notify approvers of cancellations made on documents that they have previously approved.

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Field	Description
Rejections	Select to notify users of document approval rejections.
Delegations	Select to notify when an approval task is delegated.
Last Run Date	Displays when the Send Overdue Mails function was last run.



Note: It may be helpful to follow the process for an approved document, but the volume of email messages can also affect performance of the system.

Approval User Setup

When the notification system is enabled, each user must be set up with an appropriate email address on the **Approval User Setup** page.

To access the **Approval User Setup** page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
4. On the **Home** tab of the **Approval Setup** page, click **User Setup**.

The following table shows the field that appears in the **Approval User Setup** page, which is related to the setup of the notification system.

Field	Description
E-Mail	When the notification system is used, an email address of each user is specified so that the notification system can send out email messages, for example, when approvals are needed.



Note: Although the use of email notifications may be convenient for users who do not have to approve many documents a day, it can generate a lot of email traffic for users who have to approve regularly. Take this into account.

Server Setup for Notifications

When you decide to use the notification system, the Simple Mail Transfer Protocol (SMTP) server must be set up to send email messages to the involved users.

This setup is performed in the **SMTP Mail Setup** page. To open this page, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **IT Administration**.

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3. On the **IT Administration** page, click **General** and then click **SMTP Mail Setup**.
4. Fill in the **SMTP Server** and **Authentication** fields by using data relevant for users.

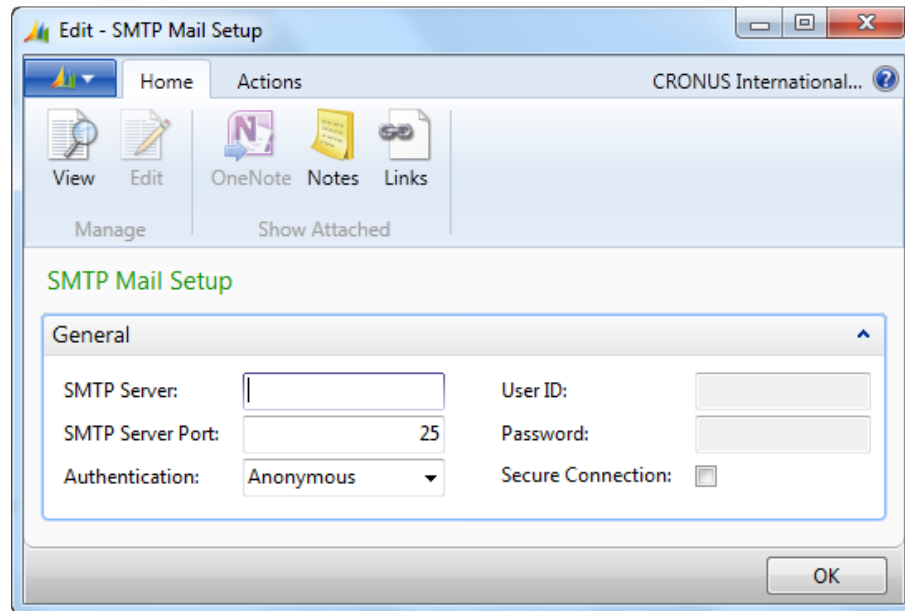


FIGURE 8.8: SMTP MAIL SETUP WINDOW

Mail Templates

Default mail templates are used for all email notifications to be sent to approvers. However, for the notifications dealing with approvals and overdue approvals, you can customize these templates. The setup is performed through the **Approval Setup** page, which you can access following these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
4. On the **Navigate** tab of the **Approval Setup** page, click **Approval Mail Template** or **Overdue Mail Template**.
5. Click **Import**, **Export**, or **Delete**.



Note: Microsoft delivers these templates with the CRONUS demo company. They must be copied from here to other databases. It is important to do it in this manner for the templates to work correctly.

Set Up a Sales Document Approval System

An administrator must set up a complete Sales Document Approval system. First the administrator sets up all users involved to make sure that they have the correct access to the database. Then the administrator creates the approval setup, the approval hierarchy, and the notification system. After the setup is complete, the administrator runs the Approval User Setup Test.

Demonstration: Set Up a Sales Document Approval System

The Sales Document Approval system for CRONUS International Ltd. requires the following:

- Phyllis, the accounting manager, must be appointed as the approval administrator.
- Susan, the order processor, must always obtain approval from Kevin, the sales manager.
- Kevin, the sales manager, can approve sales for amounts up to 10,000 LCY. He must obtain approval from Julia, his manager, for larger amounts.
- When Julia's sales orders exceed 50,000 LCY, she must obtain approval from Phyllis.
- Phyllis is set up with unlimited sales approval.
- All sales orders must be reviewed by Connie, the credit and collections manager.
- Because Kevin is frequently out on business meetings with future prospects, Phyllis will fulfill his approval duties when he is unavailable.
- In order not to overload the system, approvers will have to use the **Approval Entries** and **Approval Request Entries** to keep track of any approvals that have to be performed. However, the administrator will send out overdue notifications weekly.
- All users have the following email address: firstname@cronus.com.



Note: To successfully perform the demonstrations and labs in this module, you must assign the administrator role to all users in Active Directory by performing the following steps:

1. Click **Start**, point to **Administrative Tools**, and then click **Active Directory Users and Computers**.
2. Expand **contoso.com**, and click **Employees**.
3. Select all the users in the **Employees Organizational Unit**, right-click the selection, and click **Add to a group**.

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4. Enter **Administrators** in the textbox and click **Check Names**.
 5. Click **OK > OK**, to close the **Active Directory Users and Computers** window.
-

Demonstration Steps

1. Create the required users.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Users**.
 - d. Click **New** to open a new **User Card** page.
 - e. In the **User Name** field, type Phyllis.
 - f. In the **Full Name** field, type Phyllis.
 - g. In the **Windows User Name** field, type CONTOSO\Phyllis.
 - h. Click **Yes**.
 - i. Expand the **User Permission Set** FastTab.
 - j. In the **Permission Set** field, type SUPER.
 - k. Click **OK**.

Repeat these steps for all required users: Susan, Kevin, Julia, and Connie.

2. Set up the users in an approval user hierarchy.
 - a. In the **Search** box, type **Approval Setup**, and choose the related link.
 - b. On the **Home** tab of the **Approval Setup** page, click **User Setup**.
 - c. Create a new line for Phyllis.
 - d. Select the **Unlimited Sales Approval** check box.
 - e. In the **E-mail** field, type Phyllis@cronus.com.
 - f. Create a new line for Connie.
 - g. Select the **Unlimited Sales Approval** check box.
 - h. In the **E-mail** field, type Connie@cronus.com.
 - i. Create a new line for Julia.
 - j. In the **Approver ID** field, enter CONTOSO\Phyllis.
 - k. In the **Sales Amount Approval Limit** field, type 50000.
 - l. In the **E-mail** field, type Julia@cronus.com.
 - m. Create a new line for Kevin.
 - n. In the **Approver ID** field, enter CONTOSO\Julia.
 - o. In the **Sales Amount Approval Limit** field, type 10000.
 - o. In the **E-mail** field, type Kevin@cronus.com.

- p. Create a new line for Susan.
 - q. In the **Approver ID** field, enter CONTOSO\Kevin.
 - r. In the **E-mail** field, type Susan@cronus.com.
 - s. On the line with **User ID** CONTOSO\Phyllis, in the **Substitute field**, enter CONTOSO\Connie.
 - t. On the line with **User ID** CONTOSO\Connie, in the **Substitute field**, enter CONTOSO\Phyllis.
 - u. On the line with **User ID** CONTOSO\Julia, in the **Substitute field**, enter CONTOSO\Phyllis.
 - v. On the line with **User ID** CONTOSO\Kevin, in the **Substitute field**, enter CONTOSO\Julia.
 - w. Click **OK > OK**.
3. Create the approval setup.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
 - d. In the **Due Date Formula** field, enter **1W**.
 - e. In the **Approval Administrator** field, enter CONTOSO\Phyllis.

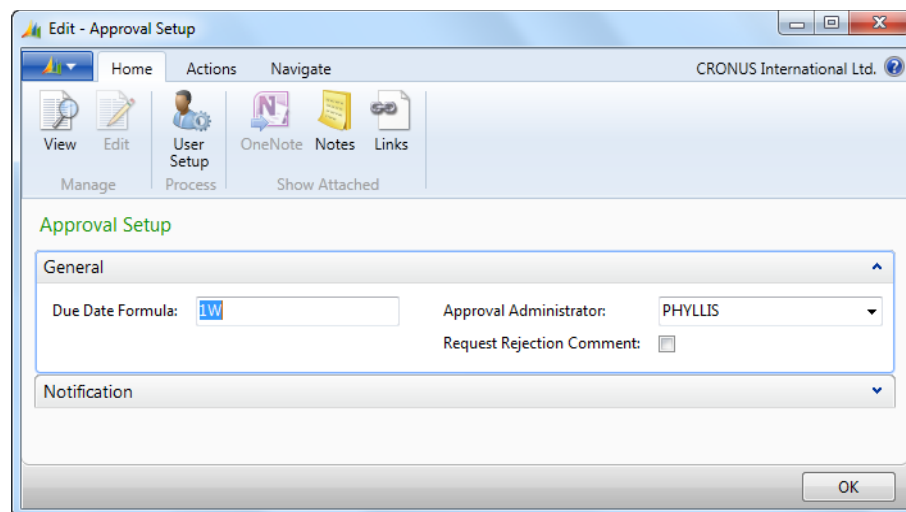


FIGURE 8.9: APPROVAL SETUP PAGE – DEMONSTRATION SALES DOCUMENT APPROVAL SYSTEM

4. Test the current approval user setup based on Susan.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
 - d. On the **Home** tab of the **Approval Setup** page, click **User Setup**.

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- e. On the **Home** tab, click **Approval User Setup Test**.
- f. In the **User ID** field, enter CONTOSO\Susan.
- g. In the **What To Test** field, enter **Sales Approval Setup** and then click **Preview**.

The test report displays the actual hierarchy and specifies for each user that the setup is okay.

5. Enable the sales order template.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Templates**.
 - d. In the **Home** tab, click **Edit List**.
 - e. Select the line for the sales orders (**S-ORDER** in the **Approval Code** field).
 - f. On the **Actions** tab, click **Additional Appr.**
 - g. Enter CONTOSO\Connie in the **Approver ID** field, and then click **OK**.
 - h. In the **Approval Type** field, enter **Approver**.
 - i. In the **Limit Type** field, enter **Approval Limits**.
 - j. Select the **Enabled** check box.
 - k. Click **OK**.
 - l. Click **Yes**.

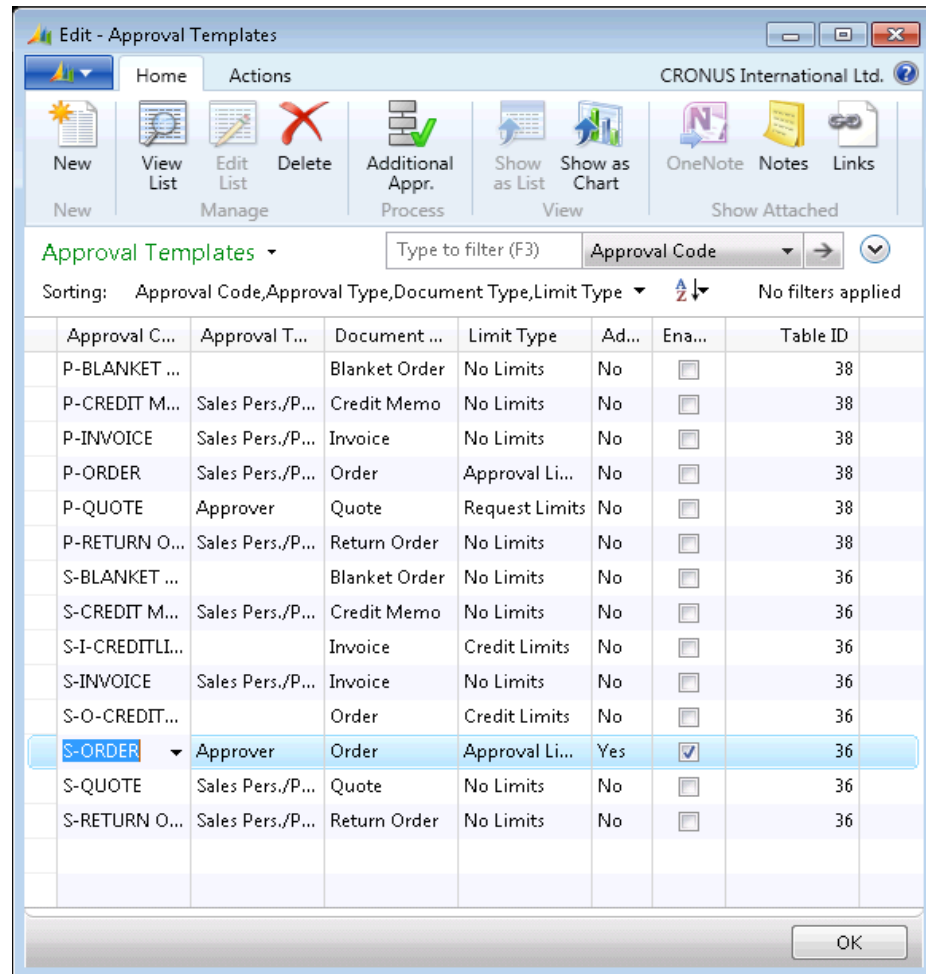


FIGURE 8.10: APPROVAL TEMPLATE PAGE – DEMONSTRATION SALES DOCUMENT APPROVAL SYSTEM

Use the Document Approval System

After the approval system is enabled for a specific sales or purchase document type, the approval flow must be initiated manually for each document.

Each document must run through the approval flow and be approved at the end before the document is released for more processing.

Demonstration: Send an Approval Request

As soon as each document is enabled, start the approval flow by selecting **Send Approval Request** on the **Actions** tab of the ribbon.

Scenario: Susan, the order processor, enters a sales order for customer The Canon Group PLC (customer no. 10000). They order two bicycles (item no. 1000) at 4,000 LCY per piece.

Module 8: Set Up and Manage Document Approvals

Demonstration Steps

1. Enter the sales order and send the approval request.
 - a. Make sure that you open the Microsoft Dynamics NAV database as Susan.
 - b. In the navigation pane, click **Home** and then click **Sales Orders**.
 - c. Click **New** to open a new **Sales Order** page.
 - d. On the **General** FastTab, in the **Sell-to Customer No.** field, enter 10000.
 - e. On the **Lines** FastTab, create a new line for the bicycles.
 - f. In the **Type** field, enter **Item**, in the **No.** field, enter 1000, and in the **Quantity** field, enter 2.
 - g. Click **Yes** to accept the **Check Availability** message.
 - h. The **Unit Price Excl. VAT** field is automatically filled in with 4,000.00.
 - i. On the **Actions** tab, click **Send Approval Request**. A message box appears: ' Order xxxx requires additional approval. Approval Entries have been created'.
 - j. Note the **Status** field on the **General** FastTab of the sales order is automatically set to **Pending Approval**. The sales order is now blocked for any further changes.



Note: The sales order is now blocked for any further changes. If you want to make changes, you first have to click **Cancel Approval Request**, and then click **Reopen** on the **Actions** tab. After you have made the changes that you want, you will have to send the approval request.

Approval Request Entries Page

After the approval request is sent, both the sender and the administrator can see all the entries in the document approval system related to the specific document in the **Approval Request Entries** page. An entry is created for each approver and the status of the approval process can be checked.



Note: When the sender differs from the first approver, in other words if the document was created by someone other than the person responsible for the document, the entries can only be viewed in the **Approval Request Entries** page of the sender and not of the responsible user.

First add the **Approval Request Entries** page to **Home** on Susan's navigation pane. After the document approval functionality is set up, it is part of a user's daily operations and role within the company and should therefore be easy to access. To add the **Approval Request Entries** page and review the approval request entries, follow these steps:

- a. Make sure that you are still logged on with the user ID SUSAN.
- b. Click **Customize** Navigation **Pane**.
- c. Click **Home**, and then click **Add**.
- d. From the available list, click **Sales Marketing > Order Processing > Approval Request Entries**.
- e. Click **OK**, and then click **Yes** to restart the application for the changes to take effect.
- f. In the navigation pane, click **Home** and then click **Approval Request Entries**.

You can see who requested the document to be approved, **Sender ID**, when it was sent, and when it is scheduled to be approved.

A new entry is created for each user who has to approve the sales document, according to the approval user setup. In this case Kevin has to approve the sales order.

The status **Open** indicates that the approval request was sent to Kevin. This means that an entry was created in the **Approval Entries** page viewed with the user ID KEVIN.

The status **Created** indicates that the approval request was created, but not yet sent to Connie. This means that no entry was created in the **Approval Entries** page viewed with the user ID CONNIE. The request will only be sent to Connie after Kevin has approved the sales document.

Demonstration: Approve a Document

Scenario: We continue with the previous scenario. Kevin has received a request for approval and after carefully reviewing the sales order, he decides to approve the document.

Approval Entries Page

When a user has to approve a document, he or she will receive a request that can be viewed on the **Approval Entries** page. When the notification system is set up, he or she will receive an email message, from which the **Approval Entries** page can be opened. Otherwise the **Approval Entries** page has to be opened manually regularly.

The **Approval Entries** page is user specific and contains only the entries of documents that are awaiting approval by the logged on user. After the document is handled, it is removed from the page.

First add the **Approval Entries** page to **Home** on Kevin's navigation pane. After the document approval functionality is set up, it is part of a user's daily operations and role within the company and should therefore be easy to access.

Demonstration Steps

1. Add the **Approval Entries** page and approve the document.
 - a. Make sure that you open the Microsoft Dynamics NAV database as Kevin.
 - b. Click **Customize Navigation Pane**.
 - c. Click **Home**, and then click **Add**.
 - d. From the available list, click **Sales Marketing > Order Processing > Approval Entries**.
 - e. Click **OK**, and then click **Yes** to restart the application for the changes to take effect.
 - f. In the navigation pane, click **Home** and then click **Approval Entries**.
 - i. Kevin can first review the sales order, by selecting **Document** on the **Home** tab.
 - ii. From the **Approval Entries** page, Kevin can approve, reject or delegate the sales order, and add a comment to explain his decision.
 - g. Click **Approve** on the **Home** tab. The approval entry is removed from the page.
 - h. Open the Microsoft Dynamics NAV database as Susan (or the approval administrator Phyllis).
 - i. In the navigation pane, click **Home**, and then click **Approval Request Entries**.
 - For the approval request entry for user Kevin, the status has changed to **Approved**.
 - The status on the approval request entry for approver Connie has changed to Open.

Demonstration: Delegate to Substitute Approvers

When a substitute approver is assigned to a user, all approval documents will be sent directly to the substitute person when the document is delegated.

An approval document can be delegated by:

- The original approver by selecting **Delegate** on the **Actions** tab of the **Approval Entries** page.
- The administrator by selecting **Delegate** on the **Actions** tab of the **Approval Request Entries** page.
- The original sender by selecting **Delegate** on the **Actions** tab of the **Approval Request Entries** page.



Note: The original sender can only delegate when it is also his or her approval flow that was followed.

The approval request entries are always shown on the page of the user



Note: If the approver's substitute is also unavailable, the substitute approver must be changed manually in the **Approval User Setup** page.

Scenario: We continue with the previous scenario. Kevin is on vacation for two weeks and will be unable to approve documents. Therefore the administrator, Phyllis, will delegate all Kevin's approval entries.

First add the **Approval Request Entries** page and the **Approval Entries** page to **Home** on the administrator's navigation pane. After the document approval functionality is set up, it is part of a user's daily operations and role within the company and should therefore be easy to access.

Demonstration Steps

1. Add the **Approval Request Entries** and **Approval Entries** page and delegate the document.
 - a. Make sure that you open the Microsoft Dynamics NAV database as Phyllis.
 - b. Click **Customize Navigation Pane**.
 - c. Click **Home**, and then click **Add**.
 - d. From the available list, click **Sales Marketing > Order Processing > Approval Request Entries**.
 - e. From the available list, click **Sales Marketing > Order Processing > Approval Entries**.
 - f. Click **OK**, and then click **Yes** to restart the application for the changes to take effect.
 - g. In the navigation pane, click **Home** and then click **Approval Request Entries**.
 - h. Select the approval request entry for approver CONNIE.
 - i. On the **Actions** tab, click **Delegate**.
 - j. Note the approver ID changed from **CONNIE** to **PHYLLIS**, according the substitute that was set up in the **Approval User Setup** page.

Send Overdue Notifications

The system automatically enters a creation date for all documents and calculates a due date by using the due date formula, set up on the **Approval Setup** page. Documents are overdue if the current date exceeds the due date.

For example, consider a situation where overdue messages are sent out today. The approvals that have a due date before today's date receive an overdue notification. When the overdue check is run next time, the system checks on last run date plus one week (according to the due date formula). Everything that has a due date before this date receives a notification.

A list of all the overdue approvals that were found and sent out is shown in the **Overdue Notification Entries** page. This is a log that displays any entries. If the page is empty, there are no overdue entries.

The approval administrator sends out overdue notifications, for example, as a weekly routine, to make sure all users remember to approve their documents.

To run this functionality, follow these steps:

1. In the navigation pane, click **Departments**.
2. Click **Administration**, and then click **Application Setup**.
3. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
4. On the **Navigate** tab, click **Send Overdue Mails**.
5. Click **Yes** to run the overdue check by the current system date.
6. The **Last Run Date** field on the **Notifications** FastTab is updated automatically with the system date.

The email messages are then sent to the approvers. The date formula makes sure that overdue approvals already sent out are not sent out again. It is calculated as the last run date plus the due date formula specified in the **Due Date Formula** field on the **General** FastTab of the **Approval Setup** page.

Lab: Set Up a Purchase Document Approval System

Scenario

You must set up a complete Purchase Document Approval system. First you must set up all users involved to make sure that they have the appropriate access to the database. Then create the approval setup, the approval hierarchy, and the notification system.

The Purchase Document Approval system requires the following:

- Phyllis, the accounting manager, must be appointed as the approval administrator.
- The following purchase quote approval hierarchy:
 - Oscar, Eduardo, and Karl can enter purchase requests by entering a purchase quote in the Microsoft Dynamics NAV database, or ask Alicia, the purchasing agent to enter the quote for them. These purchasers have the authority to approve up to 1,000 LCY.
 - These quotes are then evaluated by Inga, the purchasing manager, for amounts up to 5,000 LCY.
 - Quotes up to 10,000 LCY, and related to stock items, are evaluated by Ellen, the warehouse manager. Quotes not related to stock items will be delegated by Ellen to Vince, the operations manager.
 - Quotes for larger amounts will be approved by Vince, the operations manager.
 - Users have to be informed when a purchase request is rejected, and they expect to see a comment, explaining the rejection reason.
- The following purchase order approval hierarchy:
 - Alicia, the purchasing agent, processes all purchase orders and must always obtain approval from Inga, the purchasing manager, when Alicia enters purchase orders in the system.
 - Inga can approve purchase orders up to 10,000 LCY and Ellen can approve the orders up to 50,000 LCY before passing it on to Vince.
 - All purchase orders must be reviewed by Ken, the controller.

Module 8: Set Up and Manage Document Approvals

- All users have the following email address: firstname@cronus.com



Note: If you have performed the “Set Up a Sales Document Approval System” demonstration in this module, you have to delete the user setup before you begin this lab.

To delete the user setup, follow these steps:

1. In the **Search** box, type **Approval Setup**, and click the related link.
2. In the **Home** tab, click **User Setup**.
3. Select all the lines, and in the **Home** tab, click **Delete > Yes**.
4. Click **OK**.

Exercise 1: Set Up a Purchase Document Approval System

Task 1: Set Up a Purchase Document Approval System

High Level Steps

1. Create the required users.
2. Set up the approval user hierarchy.
3. Create the approval setup.
4. Set up the approval template for the purchase quotes.
5. Set up the approval template for the purchase orders.

Detailed Steps

1. Create the required users.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **IT Administration**.
 - c. On the **IT Administration** page, click **General** and then click **Users**.
 - d. Click **New** to open a new **User Card** page.
 - e. In the **User Name** field, type Alicia.
 - f. In the **Full Name** field, type Alicia.
 - g. In the **Windows User Name** field, type CONTOSO\Alicia.
 - h. Click **Yes**.
 - i. Expand the **User Permission Set** FastTab.
 - j. In the **Permission Set** field, type SUPER.
 - k. Click **OK**.

Repeat these steps for all required users: Phyllis, Inga, Ellen, Vince, Ken, Oscar, Eduardo, and Karl.

2. Set up the approval user hierarchy.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
 - d. On the **Home** tab of the **Approval Setup** page, click **User Setup**.
 - e. Create a new line for Phyllis.
 - f. Select the **Unlimited Purchase Approval** check box.
 - g. Select the **Unlimited Request Approval** check box.
 - h. In the **E-mail** field, type Phyllis@cronus.com.
 - i. Create a new line for Vince.
 - j. Select the **Unlimited Purchase Approval** check box.
 - k. Select the **Unlimited Request Approval** check box.
 - l. In the **E-mail** field, type Vince@cronus.com.
 - m. Create a new line for Ellen.
 - n. In the **Approver ID** field, enter **VINCE**.
 - o. In the **Purchase Amount Approval Limit** field, type 50000
 - o. In the **Request Amount Approval Limit** field, type 10000.
 - p. In the **Substitute** field, enter CONTOSO\Vince.
 - q. In the **E-mail** field, type "Ellen@cronus.com".
 - r. Create a new line for Inga.
 - s. In the **Approver ID** field, enter **ELLEN**.
 - t. In the **Purchase Amount Approval Limit** field, type 10000.
 - u. In the **Request Amount Approval Limit** field, type 5000.
 - v. In the **E-mail** field, type Inga@cronus.com.
 - w. Create a new line for Alicia.
 - x. In the **Approver ID** field, enter **INGA**.
 - y. In the **E-mail** field, type Alicia@cronus.com.
 - z. Create a new line for Ken.
 - aa. In the **E-mail** field, type Ken@cronus.com.
 - bb. Create a new line for Oscar.
 - cc. In the **Approver ID** field, enter **INGA**.
 - dd. In the **Request Amount Approval Limit** field, type 1000.
 - ee. In the **E-mail** field, type Oscar@cronus.com.
 - ff. Create a new line for Eduardo.
 - gg. In the **Approver ID** field, enter **INGA**.
 - hh. In the **Request Amount Approval Limit** field, type 1000.
 - ii. In the **E-mail** field, type Eduardo@cronus.com
 - jj. Create a new line for Karl.

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- kk. In the **Approver ID** field, enter **INGA**.
- ll. In the **Request Amount Approval Limit** field, type 1000.
- mm. In the **E-mail** field, type Karl@cronus.com.
 - o Click **OK**.
- 3. Create the approval setup.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Setup**.
 - d. In the **Approval Administrator** field, enter CONTOSO\Phyllis.
 - e. Select the **Request Rejection Comment** check box.
 - f. Click **OK**.
- 4. Set up the approval template for the purchase quotes.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration**, and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Templates**.
 - d. In the **Home** tab, click **Edit List**.
 - e. Select the line for the purchase quotes (**P-QUOTE** in the **Approval Code** field).
 - f. In the **Approval Type** field, enter **Sales Pers./Purchaser**.
 - g. In the **Limit Type** field, enter **Request Limits**.
 - h. Select the **Enabled** check box.
- 5. Set up the approval template for the purchase orders.
 - a. In the navigation pane, click **Departments**.
 - b. Click **Administration** and then click **Application Setup**.
 - c. On the **Application Setup** page, click **Document Approval** and then click **Approval Templates**.
 - d. In the **Home** tab, click **Edit List**.
 - e. Select the line for the purchase orders (**P-ORDER** in the **Approval Code** field).
 - f. On the **Actions** tab, click **Additional Appr.**
 - g. Enter CONTOSO\Ken in the **Approver ID** field, and then click **OK**.
 - h. In the **Approval Type** field, enter **Approver**.
 - i. In the **Limit Type** field, enter **Approval Limits**.
 - j. Select the **Enabled** check box.
 - k. Click **OK**.

Module Review

Module Review and Takeaways

The sales and purchase order document approval system is a comprehensive tool to use for documents that need approval from other people in the company.

The hierarchy of approval users and amount limits must be considered carefully to make sure of a balance between the number of steps in the approval flow.

The optional email notification function is flexible and can be customized to suit the individual company's needs.

The approval administrator must master all setup aspects of the approvals system because it affects the productivity of users in the database and because the system must be updated regularly, for example to plan for substitute approvers.

Test Your Knowledge

Test your knowledge with the following questions.

1. On approval templates, what field enables the approval process for the selected document?
 - () Activated
 - () Started
 - () Enabled
 - () Initiated
2. Which of the following tasks is an approval administrator not responsible for?
 - () View pending approvals for all users.
 - () Add new users.
 - () Assign security rights (roles) to users.
 - () Set substitute approvers.
3. Which of the following document type templates is not supported in the standard version?
 - () Order
 - () Invoice

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- ☐ Receipt
 - ☐ Credit Memo
4. The **Approval Request Entries** page shows all entries in the document approval system. This includes the status and dates for the approvals. Which status indicates which approver has to approve the document next?
- ☐ Approved
 - ☐ Open
 - ☐ Next
 - ☐ Created
5. Considering overdue notifications, when the overdue messages are sent out, the system checks the **Last Run Date** and what other field on the **Approval Setup** page?
- ☐ Next Run Date
 - ☐ Due Date Formula
 - ☐ Run Date Formula
 - ☐ Message Send Date
6. Which of the following amount limits cannot be set up on document approvals?
- ☐ Approval limits
 - ☐ All limits
 - ☐ Request limits
 - ☐ Credit limits

Test Your Knowledge Solutions

Module Review and Takeaways

1. On approval templates, what field enables the approval process for the selected document?
 - ☐ Activated
 - ☐ Started
 - ☒ Enabled
 - ☐ Initiated
2. Which of the following tasks is an approval administrator not responsible for?
 - ☐ View pending approvals for all users.
 - ☐ Add new users.
 - ☒ Assign security rights (roles) to users.
 - ☐ Set substitute approvers.
3. Which of the following document type templates is not supported in the standard version?
 - ☒ Order
 - ☐ Invoice
 - ☐ Receipt
 - ☐ Credit Memo
4. The **Approval Request Entries** page shows all entries in the document approval system. This includes the status and dates for the approvals. Which status indicates which approver has to approve the document next?
 - ☐ Approved
 - ☒ Open
 - ☐ Next
 - ☐ Created

Module 8: Set Up and Manage Document Approvals

5. Considering overdue notifications, when the overdue messages are sent out, the system checks the **Last Run Date** and what other field on the **Approval Setup** page?
- ☐ Next Run Date
 - ☒ Due Date Formula
 - ☐ Run Date Formula
 - ☐ Message Send Date
6. Which of the following amount limits cannot be set up on document approvals?
- ☐ Approval limits
 - ☒ All limits
 - ☐ Request limits
 - ☐ Credit limits

