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Local Functionality

Australia

Austria

Belgium

Canada

Denmark

Finland

France

Germany

Iceland

Italy

Mexico

Netherlands

New Zealand

Norway

Russia

Spain

Sweden

Switzerland

United Kingdom

United States

Welcome to Microsoft Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV is a business management solution for small and mid-sized organizations that automates and streamlines business processes and helps you manage your business. Highly adaptable and rich with features, Dynamics NAV enables companies to manage their business, including finance, manufacturing, sales, shipping, project management, services, and more. Companies can easily add functionality that is relevant to the region of operation, and that is customized to support even highly specialized industries.

Dynamics NAV is fast to implement, easy to configure, and simplicity guides innovations in product design, development, implementation, and usability. In this section, you can find information about using Dynamics NAV in your company. And if you are a partner or customer looking at extending the functionality, you will find relevant links under Development and Administration.

Business Processes	<ul style="list-style-type: none">- Getting Started- Working with Dynamics NAV- Setting up Dynamics NAV- Business Functionality- Business Process Walkthroughs
Development and Administration	<ul style="list-style-type: none">- Getting Started- Deployment- Development in C/AL- Development in AL- Administration- Upgrade- Windows PowerShell Cmdlets
Community Resources	<ul style="list-style-type: none">- Microsoft Dynamics NAV Team Blog- Microsoft Dynamics NAV Forum- Microsoft Dynamics PartnerSource (requires PartnerSource account)- Microsoft Partner Network (requires Microsoft Partner Network membership account)

Previous Versions

If you are looking for online content for Microsoft Dynamics NAV 2016 and earlier versions of Dynamics NAV, this is available in the **Previous Versions** section of the Docs site.

Direct links:

- [Microsoft Dynamics NAV 2016](#)
- [Microsoft Dynamics NAV 2015](#)
- [Microsoft Dynamics NAV 2013 R2](#)
- [Microsoft Dynamics NAV 2013](#)
- [Microsoft Dynamics NAV 2009 R2](#)
- [Microsoft Dynamics NAV 2009](#)

See Also

[Working with Dynamics NAV](#)

[Setting Up Dynamics NAV](#)

[Finance](#)

[Customizing Dynamics NAV Using Extensions](#)

[Using Dynamics NAV as my Business Inbox in Outlook](#)

[Getting Dynamics NAV on Your Mobile Device](#)

[Dynamics 365 documentation](#)

roadmap.dynamics.com

Get Started with Microsoft Dynamics NAV

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Dynamics NAV is a business management solution for small and mid-sized organizations that automates and streamlines business processes and helps you manage your business. The demonstration company contains sample data, but you can create your own sales documents, for example, or set up a bank account.

Get to know Dynamics NAV

In Dynamics NAV, some things will be familiar to you, and other things might be unfamiliar.

For some quick, nice-to-know tricks, see:

- [Find things](#)
- [Searching, Filtering, and Sorting Lists](#)
- [Entering Data](#)

For more information, see [Working with Dynamics NAV](#).

When you're ready to do some heavier lifting, and want to look at some of the business processes that Dynamics NAV supports, see [Overview of Business Functionality](#).

The Home pages

Home pages use a role-centric design to give you fast access to the business process and intelligence tools that you need to do your job. For example, an accountant can monitor payments and approvals, and view finance performance charts. Check out the various Home pages by choosing the **Settings** icon  in the top right corner, choosing **My Settings**, and then the Role Center to explore. Sign in again to apply the change. For more information, see [Changing the Role Center](#).

Each Home page provides a **Setup and Extensions** button. Here you have access to a list of assisted setup that can help you get started by setting selected areas up quickly. If an area is not covered by an assisted setup, choose the **Manual Setup** action to access setup windows where you can fill in setup fields for all areas manually. For more information, see also [Setting Up Dynamics NAV](#).

See Also

[Working with Dynamics NAV](#)

[Setting Up Dynamics NAV](#)

[Finance](#)

[Customizing Dynamics NAV Using Extensions](#)

[Using Dynamics NAV as my Business Inbox in Outlook](#)

[Getting Dynamics NAV on Your Mobile Device](#)

[Changing the Role Center](#)

Minimum Requirements for Using Dynamics NAV

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Before you access Dynamics NAV, we recommend that you verify that your computer or mobile device meets or exceeds the minimum system requirements for the product. This article lists the requirements.

Browsers

Chrome for Windows and Firefox for Windows: Dynamics NAV is designed to work with the current version of these desktop browsers.

Safari: Dynamics NAV is designed to work with the current version of Safari on OSX.

Microsoft Edge: Dynamics NAV is designed to work with the current version of Microsoft Edge.

Internet Explorer: Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

Mobile devices

Windows: Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

iOS: Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

Android: Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

Device size: Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

Outlook

Outlook applications: To use Dynamics NAV as your business inbox in Outlook, you will need Outlook 2013 or later, Outlook Web App, OWA for iPhone, OWA for iPad, or OWA for Android.

Browsers: When using Dynamics NAV as your business inbox in the Outlook Web App (OWA), the add-in requires that your computer is running one of the listed supported browsers that are listed earlier in this article.

Platforms: When using the Dynamics NAV Outlook Add-In in OWA for iPhone, OWA for iPad, and OWA for Android, the add-in requires that your mobile device is running one of the listed supported mobile devices for Dynamics NAV.

See Also

[Welcome to Microsoft Dynamics NAV](#)

Frequently Asked Questions

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This section contains answers to frequently asked questions about signing up for and using Microsoft Dynamics NAV.

What email address can I use with Dynamics NAV?

Dynamics NAV requires that you use a work, or school, email address to sign up. Dynamics NAV does not support email addresses provided by consumer email services or telecommunication providers. This includes outlook.com, hotmail.com, gmail.com, and others.

If you try to sign up with a personal email address, you will get a message indicating to use a work or school email address. For more information, see [Troubleshooting Self-Service Sign-Up](#).

Do I have to buy Office 365?

No. But if you want to experience Dynamics NAV as fully integrated with Office 365, you can sign up for a 1-month free trial of Office 365 [here](#).

What is the integration with Office 365 about?

Dynamics NAV is fully integrated with Office 365 so that you can navigate freely between Office 365 apps and Dynamics NAV using the app launcher. In Dynamics NAV, you can open data in Excel, print reports using Word, and you can work with your Dynamics NAV data in Outlook, for example. For more information, see [Using Microsoft Dynamics NAV as your Business Inbox in Outlook](#).

Can I cancel my subscription?

Yes, but depending on how you signed up to Dynamics NAV, your data can be deleted or preserved. For more information, see [Canceling Dynamics NAV](#).

Where do I go if I have questions?

If you have questions about Dynamics NAV that you can't find an answer for in this documentation, you can ask the Dynamics NAV community. For more information, see [Dynamics NAV, Business edition community](#). Also, our Support team post tips and tricks. For more information, see [Dynamics NAV Support Blog](#).

Is it possible to extend my 30-day "New Company" trial period?

Yes. If you want to extend your trial, you should contact Microsoft at 1-888-477-7989 (US) or 1-800-741-9206 (Canada). NOTE: It may take up to 2 business days to complete the trial extension process.

Our administrator has moved me to another plan to give me another role, but I still see the same Home page in Dynamics NAV?

This is a bit complicated, but it looks like your administrator didn't change your Role Center and assign user groups that match the new license. Essentially, your access to Dynamics NAV is determined by the type of plan (license) that you have - this sets permissions and your default Home page. You can change your Role Center manually in My Settings, but if you are moved to another plan, such as moving you from the Business plan to the Team

Members plan, you might see the old Home because your permissions were not changed.

Why can't I find that capability in my Dynamics NAV?

Did you read about a new capability in the roadmap or on our blog recently? In that case, your Dynamics NAV might not have been upgraded to the latest version yet. If the capability is published as an extension in AppSource, then there is a delay between the extension being announced and its availability in AppSource.

See Also

[Welcome to Microsoft Dynamics NAV](#)

[Using Dynamics NAV as Your Business Inbox in Outlook](#)

[Using Dynamics NAV without Outlook](#)

[How to: Change the Role Center](#)

[Working with Dynamics NAV](#)

Business Functionality

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Dynamics NAV provides functionality for common business processes in small and mid-sized companies, mainly within wholesale and professional services. However, more complex processes, such as assembly, manufacturing, service, and directed warehouse management are also supported.

Dynamics NAV includes standard configurations for most business processes, but you can change the configuration to suit your business' needs. From your Home page, you can access assisted setup guides that help you configure certain scenarios and add features to Dynamics NAV. Several areas of business functionality must be set up manually. For more information, see [Setting Up Dynamics NAV](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Make and collect payments, manage your cash flow, defer income and revenue, prepare year-end closing, and manage fixed assets.	Finance
Get insight to the performance of your business activities through budgets, account schedules, and analysis views.	Business Intelligence
Manage sales processes and information, such as quotes, orders, returns, and customer accounts, and make drop shipments.	Sales
Manage purchasing processes and information, such as invoices, orders, returns, and vendor accounts, and purchase items from sales documents.	Purchasing
Register new inventory or service-type items, categorize items for easy searching, adjust inventory levels, and perform common inventory costing tasks.	Inventory
Create jobs and schedule resources for project, manage job budgets, monitor progress, and track machine and employee hours.	Project Management
Organize your fixed assets, ensure correct periodic depreciation, and keep track of maintenance costs.	Fixed Assets
Manage and support your sales efforts and focus your interactions on preferred customers and contacts.	Relationship Management
Keep detailed records of your employees, and register absence for analysis purposes.	Human Resources
Plan the production operations that are required to transform inputs into finished goods.	Planning
Put sellable items together in simple steps to make a new item, such as a kit.	Assembly Management

TO	SEE
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Define shop floor resources and their capacity, schedule operations, pull production components, and execute production operations.	Manufacturing
Ensure an effective flow of goods that are received and shipped.	Warehouse Management
Schedule service calls and set up service orders, and track repair parts and supplies.	Service Management
Set up and use workflows that connect tasks performed by different users or by the system, such as automatic posting. Requesting and granting approval to create or post documents are typical workflow steps.	Workflow
Enable users to exchange data with external sources during daily tasks, such as sending/receiving electronic documents, importing/exporting bank files, and updating currency exchange rates.	Exchanging Data Electronically
Record external documents in Dynamics NAV, including their file attachments, and then manually create the related documents or automatically convert the files to electronic documents.	Incoming Documents

See Also

[Setting Up Dynamics NAV](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

Troubleshooting Self-Service Sign-Up

8/13/2018 • 3 minutes to read • [Edit Online](#)

Signing up for Dynamics NAV is easy and can be done very quickly. You can create a free account even if you are an existing organization. This article addresses issues that you may have during signup.

What email address can I use with Dynamics NAV?

Dynamics NAV requires that you use a work, or school, email address to sign up. Dynamics NAV does not support email addresses provided by consumer email services or telecommunication providers. This includes outlook.com, hotmail.com, gmail.com, and others.

If you try to sign up with a personal email address, you will get a message indicating to use a work or school email address.

Troubleshooting

In many cases, registering for Dynamics NAV can be achieved by following the sign-up process. However, there are several reasons why you may not be able to complete self-service signup. The table below summarizes some of the most common reasons you may not be able to complete signup and ways you can workaround these issues.

SYMPTOM/ERROR MESSAGE	CAUSE AND WORKAROUND
<p>For Office 365 email addresses that are not registered in the United States, you receive a message like the following during signup:</p> <p>That didn't work, we don't support your country or region yet.</p>	<p>Dynamics NAV currently only supports Office 365 US registered email accounts.</p>
<p>Personal email addresses such as nancy@gmail.com are not supported. You receive a message like the following during signup:</p> <p>You entered a personal email address: Please enter your work email address so we can securely store your company's data.</p> <p>or</p> <p>That looks like a personal email address. Enter your work address so we can connect you with others in your company. And don't worry. We won't share your address with anyone.</p>	<p>Dynamics NAV does not support email addresses provided by consumer email services or telecommunications providers. To complete signup, try again using an email address assigned by your work or school. If you still cannot sign up and are willing to complete a more advanced setup process, you can register for a new Office 365 trial subscription and use that email address to sign up.</p>
<p>.gov or .mil email addresses You receive a message like the following during signup:</p> <p>Dynamics NAV unavailable: Dynamics NAV is not available for users with .gov or .mil email addresses at this time. Use another work email address or check back later.</p> <p>or</p> <p>We can't finish signing you up. It looks like Dynamics NAV isn't currently available for your work or school.</p>	<p>Dynamics NAV does not support .gov or .mil addresses at this time.</p>

SYMPTOM/ERROR MESSAGE	CAUSE AND WORKAROUND
<p>Self-service signup is not enabled. You receive a message like the following during signup:</p> <p>We can't finish signing you up. Your IT department has turned off signup for Dynamics NAV. Contact them to complete signup.</p> <p>or</p> <p>That looks like a personal email address. Enter your work address so we can connect you with others in your company. And don't worry. We won't share your address with anyone.</p>	<p>Your organization's IT administrator has disabled self-service signup for Dynamics NAV. To complete signup, contact your IT administrator and ask them to follow the instructions on the page below to allow existing users to sign up for Dynamics NAV and to allow new users to join your existing tenant. You may also experience this problem if you signed up for Office 365 through a partner.</p>
<p>Email address is not an Office 365 ID. You receive a message like the following during signup:</p> <p>We can't find you at contoso.com. Do you use a different ID at work or school? Try signing in with that, and if it doesn't work, contact your IT department.</p>	<p>Your organization uses IDs to sign in to Office 365 and other Microsoft services that are different than your email address. For example, your email address might be Nancy.Smith@contoso.com but your ID is nancys@contoso.com. To complete signup, use the ID that your organization has assigned to for signing in to Office 365 or other Microsoft services. If you do not know what this is, contact your IT administrator. If you still cannot sign up and are able to complete a more advanced setup process, you can register for a new Office 365 trial subscription and use that email address to sign up.</p>

See Also

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

Importing Business Data from Other Finance Systems

4/16/2018 • 2 minutes to read • [Edit Online](#)

When you sign up for Dynamics NAV, you can choose to create an empty company so that you can upload your own data and to test your new Dynamics NAV company. Depending on the finance solution that your business uses today, you can transfer information about customers, vendors, inventory, and bank accounts.

From Home, you can start an assisted setup guide that helps you transfer the business data from an Excel file or from other formats. The type of files you can upload depends on the extensions that are available. For example, you can migrate data from QuickBooks because Dynamics NAV includes an extension that handles the conversion from QuickBooks. If you want to migrate data from other finance solutions, you must either check if an extension is available for that solution or import from Excel.

Dynamics NAV includes templates for accounts, customers, vendors, and inventory items that you can choose to apply when you import your data.

Importing Data from QuickBooks or Dynamics GP

If your business uses QuickBooks or Dynamics GP today, you can export the relevant information to a file. You can then open the assisted setup guide to transfer the data. For example, if your file includes customers and vendors, you can choose to transfer only the customer data. You can then transfer the rest of the information later.

The assisted setup includes an option to change the default configuration of the transfer, but we recommend that you only enter this advanced setup if you are familiar with database tables. In the vast majority of businesses, the default mapping from QuickBooks or Dynamics GP to Dynamics NAV will transfer the information that you want.

For more information, see [QuickBooks Desktop Data Migration](#), [QuickBooks Online Data Migration](#), or [Dynamics GP Data Migration](#).

Importing Data from Configuration Packages

Dynamics NAV includes a configuration package that you can export to Excel and set up your data there. Then, you can import the data from Excel again. The package consists of 27 tables, including master data such as customers, vendors, items, and accounts, other basic setup tables such as shipping methods, and transactions tables such as sales header and lines.

NOTE

Working with configuration packages is advanced functionality, and we recommend that you contact your administrator. For more information, see [Importing Data from Legacy Accounting Software using a Configuration Package](#).

See Also

[Finance](#)

[Importing Data from Legacy Accounting Software using a Configuration Package](#)

[QuickBooks Desktop Data Migration](#)

[QuickBooks Online Data Migration](#)

[Dynamics GP Data Migration](#)

[Customizing Dynamics NAV Using Extensions](#)

[Setting Up Dynamics NAV](#)

Getting Dynamics NAV on Your Mobile Device

4/16/2018 • 2 minutes to read • [Edit Online](#)

Access your Dynamics NAV data from your mobile device. You can navigate through your business data, use features such as send to Excel or Office 365, view up-to-date charts and KPIs, email sales quotes and invoices, and shoot and attach pictures with your camera. Follow the steps below to download the app and get started.

To get the app on my mobile device

1. Install the Dynamics NAV app on your mobile device by downloading the app from the Windows Store, App Store, or Google Play.



2. Launch the app from your mobile device.
3. Enter your user name and password that you created during sign-up for Dynamics NAV and follow the instructions on the screen.

You should now have access to Dynamics NAV and be able to view and edit data.

See Also

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

Synchronize Contacts in Dynamics NAV with Contacts in Microsoft Outlook

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can see the same contacts in Dynamics NAV as you see in Outlook if you set up contact synchronization. For example, if you are a sales person, you might do some of your work in Outlook and some of your work in Dynamics NAV. If the contacts are the same in both places, your work is more straightforward.

A dedicated folder in Outlook makes contacts easy to find, and you can set a filter to synchronize only the contacts from Dynamics NAV that you want to see in Outlook. Once the contact synchronization is set up, you can start synchronization manually or set up an automatic synchronization that will keep the contacts in sync on a scheduled basis.

Set Up Synchronization

You set up how you want to synchronize contacts with Outlook in the **Exchange Sync. Setup** window in Dynamics NAV. As a prerequisite, your user profile in Dynamics NAV must specify your Office 365 email account. You can check this in the **Office 365 Authentication** section of your user profile in the **Users** list.

Then, in the **Exchange Sync. Setup** window, you can validate that the connection to Exchange is working and then set up contact synchronization. Open the **Contact Sync. Setup** window and start the synchronization. Optionally, set a filter for which contacts to synchronize between Dynamics NAV and Outlook. For example, you can set a filter on name, type, company, or similar. You can also change the default name of the folder that the contacts will synchronize to in Outlook. The default name is *Dynamics NAV*.

Once this synchronization has been set up, any changes to that you make to the contact in either Outlook or in Dynamics NAV is synchronized to the other.

Each of your coworkers can also set up their own Exchange synchronization and set their own filter on which contacts to synchronize.

Synchronize Contacts

If you are used to working with contacts in Dynamics NAV, then you will find it easy to start the synchronization manually whenever it suits you from the **Contacts** list. Simply choose the **Sync with Office 365** action, and then decide if you want to change the filter that you have set up. When you choose the OK button, the synchronization starts immediately, and the latest changes are applied to your contacts in Outlook.

In the **Contacts** list, you can synchronize contacts in two ways:

- **Sync with Office 365**

This action synchronizes all changes from Dynamics NAV to Office 365 since the previous synchronization, based on the last modified date. Any new contacts from Office 365 will be synchronized back to Dynamics NAV as well. This is typically faster than doing a full sync.

- **Full Sync with Office 365**

This action synchronizes all contacts in both directions regardless of the last sync date and last modified date.

In both cases, contacts are only synchronized from Outlook if they have the required fields filled in. The required

fields to synchronize to Office 365 are **Name, Email address** and they must be of type Person. Dynamics NAV is the master of the contact information, so the Dynamics NAV contact information will be saved in the event of duplicates.

In Outlook, the contacts from Dynamics NAV are shown in a folder under **Other contacts** in the **People** view. If you are not familiar with the People view in Outlook, then you can get to it from the navigation options in the bottom left corner of Outlook.

See Also

[Getting Started](#)

[Finance](#)

[Sales](#)

[Purchasing](#)

[Using contacts \(People\) in Outlook on the web](#)

Using Dynamics NAV as your Business Inbox in Outlook

4/16/2018 • 4 minutes to read • [Edit Online](#)

Dynamics NAV introduces the ability to manage business interactions with your customers and vendors, directly in Microsoft Outlook. With the Dynamics NAV Outlook add-ins, you can see financial data related to customers and vendors, as well as create and send financial documents, such as quotes and invoices.

Getting the Add-in

In Dynamics NAV, one of the steps in the Getting Started assisted setup is the **Run your business within Office 365** window. In that window, when you choose the **Set up in Outlook** button, you must specify your Office 365 user name and password. The Dynamics NAV add-ins are then automatically added to your Outlook.

Then, when you open Outlook, you will see an email messages from Dynamics NAV Admin. The new add-in is added to the Outlook ribbon, and in Outlook Web Access, you can see it in the add-in ribbon, immediately above the body of the email message. The add-in itself will be updated periodically, and you'll get notified that a new version is ready for you in Outlook.

Some companies using Office 365 restrict users' permissions to deploy add-ins. So you must make sure that you have an Office 365 subscription that includes email and allows you to deploy add-ins. If you want to try out the add-in anyway, you can [try Office 365 for free](#).

Using the Contact Insights Add-in

Let's say that you get an email from a customer that wants to get a quote on some items. Directly in Outlook, you can open the Dynamics NAV add-in, which recognizes the sender as a customer, and opens the customer card for his company. From this dashboard, you can see overview information for the customer, as well as drill down for more detail on specific documents. You can also dig into the sales history for the customer. If it's a new customer, you can create them as a new customer in Dynamics NAV without leaving Outlook.

In the add-in, you can create a sales quote and send it back to this customer without leaving Outlook. All of the information that you need to send the sales quote is available in your business inbox in Outlook.

Once you have the data entered, you can post the quote. You can then send it by email. Dynamics NAV generates a .PDF file with the sales quote and attaches it to the email message that you draft in the add-in.

Similarly, if you get an email from a vendor, you can use the add-in to work with vendors and purchase invoices.

Sometimes you want to see more fields than you can see in the add-in, such as when you want to fill in lines in an invoice. To give you a bit more space to work with, you can pop out the add-in to a separate window. It's still part of Outlook, but you have more space. As you enter data for the document in the pop-out view, the changes are automatically saved. When you are done entering data for the document, you can choose the **OK** button. Choosing the add-in frame in Outlook automatically refreshes the document with the changes you made in the pop-out view.

Creating Invoices from Your Meeting Appointments

Some businesses record all billable appointments in the Outlook calendar. With Dynamics NAV, you can create the invoice for the customer right from the calendar item: Open the appointment, and then you can open the Dynamics NAV add-in, look up existing information or create an invoice or another sales document right there.

Doing Quick Document Lookup

The Dynamics NAV Document Links add-in gives you quick access to documents mentioned in email messages. The add-in is available for an email message if a document number is recognized in the body of the message. Opening the add-in provides quick access to the document.

For example, if you receive an email message that mentions the text *S-QUO100*, Dynamics NAV identifies that as a sales quote, and so you can open this document in Outlook. In Outlook, choose the **Document Links** button immediately above the body of the email message. In the Outlook Web App, choose the *S-QUO1001* text in the body of the email message.

In the Document Links add-in, you can modify and take actions with the document, just like you can in Dynamics NAV.

Adding the Add-ins Manually

In some cases, the add-ins do not get added automatically to Outlook. Even if you or a colleague ran the assisted setup guide on behalf of the company, Dynamics NAV might not show up in Outlook. If you experience this issue, you can add the Dynamics NAV add-ins manually.

First, you must verify that you have access to the add-ins in your Office 365 account. Quite simply open your Outlook Web Access in a browser, and then add `/owa/#path=/options/manageapps` to the URL in the address bar. This opens the **Manage add-ins** page, where you can enable Dynamics NAV for your Outlook. Then, when you navigate back to Outlook, Dynamics NAV should be available.

Similarly in the Outlook desktop client, you can verify that Dynamics NAV is listed in the **Manage Add-ins** window.

In both cases, if Dynamics NAV is still not available, you have to get the add-in manifest files. For more information, please contact your Office 365 administrator.

See Also

[Welcome to Dynamics NAV](#)

[Finance](#)

[Sales](#)

[Purchasing](#)

Using Dynamics NAV without Outlook

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV has deep integration with Office 365, and you can use Dynamics NAV as your business inbox in Outlook. But if you do not have Outlook, you can work with Dynamics NAV in the browser or on your mobile device.

Sending Email

You can send documents such as invoices as email using your business email address. From your Home page, you can access an assisted setup guide that helps you set up email. If you do not use an Office 365 email account, you must specify technical information about your mail server. If you do not have this information available, please contact your IT support staff.

See Also

[Welcome to Dynamics NAV](#)

[Using Dynamics NAV as your Business Inbox in Outlook](#)

[Getting Dynamics NAV on my Mobile Device](#)

[How to: Send Documents by Email](#)

Enabling Your Business Data for Power BI

8/13/2018 • 5 minutes to read • [Edit Online](#)

Getting insights into your Dynamics NAV data is easy with Power BI and the Dynamics NAV content packs. Power BI retrieves your data and then builds an out-of-the-box dashboard and reports based on that data.

Microsoft has published the following content packs:

APP	DESCRIPTION
Microsoft Dynamics NAV	Provides a dashboard with key financial data over time, such as earnings versus expenses, operating margin, and cash cycle.
Microsoft Dynamics 365 for Sales	Provides a dashboard with key data about sales opportunities and contacts.
Microsoft Dynamics 365 for Sales	Provides a dashboard with key data about sales and inventory.

Using the Dashboards

Each content pack provides reports that you can drill into:

- Choose any visual on the dashboard to bring up one of the underlying reports.
- Filter the report or add fields that you want to monitor.
- Pin this customized view to the dashboard to continue tracking.
You can refresh data manually, and you can set up a refresh schedule. For more information, see [Configuring scheduled refresh](#).

The content packs are preconfigured to work with data from the demonstration company that you get when you sign up for Dynamics NAV. When you install the apps in Power BI, and you connect to your own data, some reports may not work because they rely on data that your company does not have. In those cases, you can simply remove that report from your dashboard.

NOTE

You can also build your own reports and dashboards in Power BI based on your Dynamics NAV data. For more information, see [Connecting Your Business Data to Power BI](#).

Accessing Dynamics NAV in Power BI

To see your Dynamics NAV data in Power BI, you must have the following:

- Access to Dynamics NAV. For more information, see [Dynamics NAV](#).
- Access to Power BI. For more information, see [Power BI](#).

On the Power BI site, you can find additional information about [connecting to services with content packs for Power BI](#).

To access your Dynamics NAV data in Power BI, on the connection page, you must specify the following information:

FIELD	DESCRIPTION
OData Feed URL	The OData URL so Power BI can access data from your company, such as https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company('My%20Business') .
Authentication method	Choose Basic .
User name	Your name as it displays for your account in Dynamics NAV, such as <i>John Smith</i> .
Password	This is the web service access key for your user account in Dynamics NAV.

This means that you must get 2 pieces of information from Dynamics NAV: The *OData URL* and the *web service access key* for your user account.

Getting the URL

When you add Dynamics NAV to Power BI, you must specify a URL so Power BI can access data from your company. On the connection page, the URL is referred to as the **OData Feed URL**, and it must have the following format:

```
https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company('CRONUS%20US')
```

In this example, *mybusiness* is the name of your Dynamics NAV service, and *CRONUS US* is the name of the demonstration company with *%20* representing the space in the name.

To get the URL, in Dynamics NAV, search for and open the **Web Services** window. This window lists the web services that are currently available, and you can copy the link from the **OData URL** field for one of the default OData web services.

Getting the user name and the web service access key

In order to use data from Dynamics NAV in Power BI, in the **Connect to Dynamics NAV** window, you must specify a user name and a password. The user name is your name as it displays for your account in Dynamics NAV so that Power BI can log in to Dynamics NAV. The password is the web service access key that is set up for your user account in Dynamics NAV.

To find this information, in Dynamics NAV, search for the **Users** window, and then open the card for your user account. On the **General** FastTab, copy the content of the **User Name** field, and on the **Web Service Access** FastTab, copy the contents of the **Web Service Access Key** field. If the **Web Service Access Key** field is blank, in the ribbon, choose **Change Web Service Access Key**, choose the **Key Never Expires** field, and then choose the OK button. You can then copy the key.

Getting Data from Dynamics NAV

The Dynamics NAV dashboard shows the most typical reports that you will want to use to track your business. The data is extracted from your Dynamics NAV company using web services to read live data. In Dynamics NAV, the **Web Services** window lists the web services that have been set up for you.

NOTE

If you change the name of any of these web services, the data will not show up in Power BI.

If you want to add use other data in Power BI, you must find the tables in Dynamics NAV, expose them as web services, and then add them to the content pack. This is an advanced scenario, and we recommend that you start with the data that is already available in Power BI.

Troubleshooting

The Power BI dashboard relies on the published web services that are listed above, and it will show data from the demonstration company or your own company if you import data from your current finance solution. However, if something goes wrong, this section provides a workaround for the most typical issues.

"Parameter validation failed, please make sure all parameters are valid"

If you see this error after you enter your Dynamics NAV URL, make sure the following requirements are satisfied:

- The URL follows exactly this pattern:

[https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company\('CRONUS%20US'\)](https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company('CRONUS%20US'))

- Delete any text after the company name in parenthesis
- Make sure there are no trailing forward slash at the end of the URL.
- Make sure that it is a secure connection as indicated by the URL starting with *https*.

"Login failed"

If you get a "login failed" error when you log in to the dashboard, using your Dynamics NAV credentials, then this can be caused by one of the following issues:

- The account you are using does not have permissions to read the Dynamics NAV data from your account.

Verify your user account in Dynamics NAV, and make sure that you have used the right web service access key as the password, and then try again.

- The Dynamics NAV instance that you are trying to connect to does not have a valid SSL certificate. In this case you'll see a more detailed error message ("unable to establish trusted SSL relationship").

NOTE

Self-signed certificates are not supported.

"Oops"

If you see an "Oops" error dialog after you pass the authentication dialog, this is most frequently caused by a problem connecting to the data for the content pack.

- Verify that the URL follows the pattern that was specified earlier:

[https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company\('CRONUS%20US'\)](https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company('CRONUS%20US'))

- A common mistake is to specify the full URL for a specific web service:

[https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company\('CRONUS%20US'\)/powerbifinance](https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/Company('CRONUS%20US')/powerbifinance)

- Or you might have forgotten to specify the company name:

<https://mybusiness.financials.dynamics.com:7048/MS/ODataV4/>

See Also

[Business Intelligence](#)

[Welcome to Microsoft Dynamics NAV](#)

[Migrate Business Data from Other Finance Systems](#)

[Using Microsoft Dynamics NAV as a Power BI Data Source](#)

Using Dynamics NAV as a Power BI Data Source

8/13/2018 • 2 minutes to read • [Edit Online](#)

You can make your Dynamics NAV data available as a data source in Power BI and build powerful reports of the state of your business.

NOTE

You must have a valid account with Dynamics NAV and with Power BI. Also, you must download [Power BI Desktop](#).

To add Dynamics NAV as a data source in Power BI Desktop

1. In Power BI Desktop, in the left navigation pane, choose **Get Data**.
2. In the **Get Data** window, choose **Online Services**, choose **Dynamics NAV**, and then choose the **Connect** button.

Power BI displays a wizard that will guide you through the connection process. The first step will be to enter an OData URL and the company name that is associated with your Dynamics NAV account.

For the *OData URL*, you can copy the OData V4 URL of any of the web services that are listed in the **Web Services** page in Dynamics NAV, such as `https://mycompany.financials.dynamics.com:7048/MS/ODataV4/`.

For the *Company Name*, use the name that is shown in the **Name** field in the **Company Information** window in Dynamics NAV. If your Dynamics NAV contains multiple companies, choose the relevant company name from the list in the **Companies** window. In both cases, make sure that the name that you specify in the Power BI wizard matches exactly the text shown in Dynamics NAV, such as `My Company`.

3. Once you have entered the information, choose the OK button. The next step in the wizard will be to enter your username and password.

NOTE

If there are other authentication options available in the left hand navigation, choose *Basic*.

4. Enter your username and password. You can find this information in the **Users** window in Dynamics NAV. Use the **Web Access Key** as your password.

For example, your username is *ADMIN*, and the web service access key that serves as your password is *EgzeUFQ9Uv0o5O0lUMyqCzo1ueUW9yRF3SsLU=*.

5. Choose the **Connection** button to continue. The Power BI wizard shows a list of Dynamics NAV data sources. These data source represent all the web services that you have published from your Dynamics NAV.

Alternatively, create a new web service URL in Dynamics NAV by using the **Create Data Set** action in the **Web Services** page, using the **Set Up Reporting** Assisted Setup guide, or by choosing the **Edit in Excel** action in any lists.

6. Specify the data you want to add to your data model, and then choose the **Load** button.
7. Repeat the previous steps to add additional Dynamics NAV data to your Power BI data model.

NOTE

Once you have successfully connected to Dynamics NAV, you will not be prompted again for the OData URL, username, or password.

Once the data is loaded it will appear in the right navigation on the page. At this point, you have successfully connected to your Dynamics NAV data and are ready to begin building your Power BI report. For more information, see the [Power BI documentation](#).

See Also

[Business Intelligence](#)

[Welcome to Microsoft Dynamics NAV](#)

[Importing Business Data from Other Finance Systems](#)

[Setting Up Dynamics NAV](#)

[Finance](#)

Customizing Dynamics NAV Using Extensions

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can customize Dynamics NAV by installing extensions that add functionality, change behavior, or give you access to online services. For example, Microsoft offers an extension that provides integration with PayPal Payments Standard, and several that make it easy to import data from other finance apps.

You manage the extensions in the **Extension Management** window. You can access this window from Home. Alternatively, choose the **Search for Page or Report** icon  in the top right corner, enter **Extension**, and then choose the related link.

NOTE

If you think you should have access to an extension but you cannot find its functionality, check the **Extension Management** window - if the extension is not listed there, you can install it as described in the following section.

Installing an Extension

In the **Extension Management** window, you can see the extensions that are currently available, and are either installed or ready to be installed.

NOTE

Extensions might need to be published before they are available in the list. Typically, this is something a Microsoft Partner helps with. For more information, see [How to: Publish and Install an Extension v2.0](#).

If you choose an extension, you can read about what the extension does, and you can access Help for the extension to learn more. When you choose to install an extension, you must agree to the terms of use.

When you install an extension, you might have to set it up, such as specifying an account for use with the **PayPal Payments Standard** extension. Other extensions simply add fields to an existing page, or they add a new page, for example.

If you uninstall an extension, and you then change your mind, you can install it again. When you uninstall an extension that you have been using, the data is preserved so that if you install the extension again, your data is still available.

All extensions are tested before they are made available to you, but we recommend that you access the links that are provided with each extension to learn more about the extension before you choose to install it.

Microsoft provides the following extensions:

- [C5 2012 Data Migration \(DK\)](#)
- [Ceridian Payroll](#)
- [Image Analyzer](#)
- [Microsoft Pay](#)
- [PayPal Payments Standard](#)
- [QuickBooks Data Migration](#)
- [Quickbooks Payroll File Import](#)
- [Sales and Inventory Forecast](#)

See Also

[How to: Enable Customer Payment Through PayPal](#)

[Migrating Business Data from Other Finance Systems](#)

[Dynamics NAV Extensions by Other Providers](#)

[Welcome to Microsoft Dynamics NAV](#)

Working with Microsoft Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

When performing business tasks, you interact with data in different ways, such as creating records and entering data, sorting and filtering data, writing notes, and outputting data to other applications.

For example, you can adjust the size and position of any window, expand the width of columns and increase the height of column headers, and change the sorting of data in columns. And if you want to use the horizontal scroll bar to view all columns on a list page or on document lines, you will see that there is a vertical freeze pane to restrict some columns from scrolling.

The following table lists some of the general functionality with links to topics that describe them.

TO	SEE
Read about including symbols and special characters when searching for data.	Entering Criteria in Filters
See which fields must be filled in.	Mandatory Fields
Use Search to look for a specific page or report.	Using Search for Page or Report
Learn about how to sort data.	Sorting
Change how you view lists of, for example, customers, vendors, or items.	Displaying Lists in Different Ways
Modify the colored indicator on cues.	How to: Set Up a Colored Indicator on Cues
Change basic settings such as company or work date.	Changing Basic Settings
Change the Role Center, and the related Home page, to fit your role.	How to: Change the Role Center
Change which fields and actions are shown in the user interface to fit your company's business processes.	Customizing Dynamics NAV
Get reports to show data from specific date ranges.	Entering Date Ranges in Dynamics NAV

See Also

[General Business Functionality](#)

[Customizing Dynamics NAV](#)

Using Search for Page or Report

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can find pages and reports by choosing the **Search for Page or Report** field in the top right corner of the address bar.

If you use Dynamics NAV in a browser, look for the **Search for Page or Report** icon instead.

When you start typing characters, a drop-down list shows page names containing the character(s) you type. The drop-down list changes as you type more characters, and you can select the correct page from the list when it is displayed. The second column in the drop-down list shows the navigation paths to the found pages. There is also a link that enables you to search the help for the characters that you typed.

NOTE

The **Search for Page or Report** function does not search through data, such as customer names, addresses, or transactions. Instead, you can search for data in list pages by choosing the magnifier symbol in the right corner of the list header. The search applies only to the list you are viewing. For more information, see [Entering Criteria in Filters](#).

See Also

[Work with Dynamics NAV](#)

Changing Basic Settings

4/16/2018 • 2 minutes to read • [Edit Online](#)

In the **My Settings** window, you can see and change basic settings for Dynamics NAV.

Role Center

The Role Center represents the Home page, a starting page that is designed for the needs of the role. On the Home page, you have an overview of the business. To the left you see a navigation bar that gives you easy access to customers, vendors, items, and so on.

In the center you find the Activities tiles. Activities show current data and can be choosed or tapped for easy access to the selected document. The Key Performance Indicators can be set up to display a selected chart for a visual representation of, for example, cash flow or income and expenses.

You can also build up a list of Favorite Customers on the Home page for accounts that you do business with often or need to pay special attention to. Use the arrows to collapse part of the page and make more room to show specific data. At the top of the Home page you will find all of the actions that can be applied to the current content. This too can be collapsed and you only need to choose or tap within the collapsed area to view it again.

The default Role Center is **Business Manager**, but you can select another Role Center that fits your needs better. For more information, see [How to: Change the Role Center](#).

Company

A company functions as a container for data in Dynamics NAV. There can be multiple companies in a database, but only one can be selected at a time.

The default company is called CRONUS and contains demonstration data only.

TIP

If you want to display a different name for your company in the application (such as on the Home page), set the **Name** field on the **Company Information** page or the **Display Name** field on the **Companies** page.

Work Date

The default work date is usually today's date. You may have to temporarily change the work date to be able to perform tasks, such as completing transactions for a date that is not the current date.

TIP

Type **w** to quickly enter the work date in a date field. Write **t** to quickly enter the current date in the date field.

IMPORTANT

The work date is only changed until you close the company or until the date changes. If you open a different company or open the same company the next day and still have to use a different work date, then you must set the work date again.

Region

The **Region** setting determines how dates, times, numbers, and currencies are shown or formatted.

Changing When I Receive Notifications

Choose this link to view or change the notifications that you get about certain events or changes in status, such as when you are about to invoice a customer who has an overdue balance, or the available inventory is lower than the quantity you are about to sell. For more information, see [Smart Notifications](#).

See Also

[Working with Dynamics NAV](#)

[How to: Change the Role Center](#)

[Customizing Dynamics NAV](#)

How to: Change the Role Center

4/16/2018 • 2 minutes to read • [Edit Online](#)

The Home page is your main point of entry into Dynamics NAV. Here you can get an overview of the daily work tasks and their status. Tasks that you perform often are accessed through the tiles in the content area, the navigation pane on the left, and through actions in the ribbon.

The content on the Home page is based on the selected Role Center. The standard Role Center for Dynamics NAV is **Business Manager**, but you can change this and choose between a number of Role Centers.

To change role center

1. In the top right corner, choose the **Settings** icon , and then choose **My Settings**.
2. In the **My Settings** window, in the **Role Center** field, select the Role Center that you want to set as the standard. For example, select **Accountant**.
3. Choose the **OK** button.

See Also

[Welcome to Dynamics NAV](#)

[Working with Dynamics NAV](#)

Customizing Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

There are different ways to customize the application to give you and your colleagues access to the features, functionality, and data that you need most, in a manner that best suits your daily work. This table outlines who typically performs each customization type, and who the customizations affect.

CUSTOMIZATION	WHO DOES IT	DESCRIPTION	WHO SEES THE CHANGES	MORE INFORMATION
Permissions-based	IT Pro, developer	Show or hide user interface elements based on the license or the user's permissions to the underlying tables. All elements, fields, actions, and page parts, can be removed from the user's view.	All users in all companies.	Removing Elements from the User Interface According to Permissions
Install an extension	Administrator	Extensions are like small applications that add functionality, change behavior, provide access to new online services, and more. For example, Microsoft provides an extension that provides integration with PayPal Payments Standard.	All users in all companies.	Customizing Using Extensions
Configuration	Administrator	Customize the user interface for multiple users by adding/removing user interface elements based on permissions, or by customizing a profile that the users are assigned to (using the same personalization features available to users).	All users of a profile.	Configuring the User Interface for Users
Personalizing the Workspace	Any user	Change the layout and content of your pages.	User only.	Personalizing Workspaces

See Also

Letting Dynamics NAV Suggest Values

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV can help you complete tasks quicker and more correctly by prefilling fields or complete lines with data that you would otherwise have to calculate and enter yourself. Although such automatic data entry is always correct, you can change it afterwards if you want to.

Functionality that enters field values for you is typically offered for tasks where you enter large volumes of transactional data and want to avoid errors and save time. This topic contains a selection of such functionality. More sections will be added in future updates of Dynamics NAV.

The **Suggest Balancing Amount** check box in the **General Journal Batches** window

When, for example, you are entering general journal lines for multiple expenses that must all be posted to the same bank account, then each time you enter a new journal line for an expense, you can have the **Amount** field on the bank account line automatically updated to the amount that balances the expenses. For more information about working with general journals, see [Working with General Journals](#).

To have the **Amount** field on balancing general journal lines filled automatically

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. On the line for your preferred general journal batch, choose the **Suggest Balancing Amount** check box.
3. Open the general journal and proceed to register and post transactions using the described functionality for automatic entry of a field value.

For information about how to set up a personal general journal batch, for example, for expense handling, see [Working with General Journals](#).

The **Automatically Fill Date Received** field in the **Payment Registration** window

The **Payment Registration** window shows outstanding incoming payments as lines that represent sales documents where an amount is due for payment. For more information about applying customer payments, see [How to: Reconcile Customer Payments Manually From a List of Unpaid Sales Documents](#).

You main actions in the window are to fill in the **Payment Made** check box and the **Date Received** field. You can set Dynamics NAV up to automatically enter work date in the **Date Received** field when you select the **Payment Made** check box.

To have the **Date Received** field in the **Payment Registration** window filled automatically

1. Choose the  icon, enter **Payment Registration Setup**, and then choose the related link.
2. Select the **Automatically Fill Date Received** check box.
3. Open the **Payment Registration** window and proceed to process incoming customer payments using the described functionality for automatic entry of a field value.

See Also

[Working with Dynamics NAV Finance](#)

an Excel, Word, or PDF, print it to a selected printer, or process the report only. If you choose to save the report to a file, then the processed report is sent to the **Report Inbox** area on your Home page, where you can view it.

You can schedule a report when you open a report. You choose the **Schedule** action and then you enter information such as printer, and time and date. The report is then added to the job queue and will be run at the specified time. When the report is processed, the item will be removed from the job queue. If you saved the processed report to a file, it will be available in the **Report Inbox** area.

Printing a Report

When you want to print a report you have to download the report as a PDF, Word, or Excel document first by choosing **Send to**. Now, you can either open the report document right-away and print it, or save it and print it later.

Using Saved Settings

A report can include one or more entries in the **Saved Settings** box. *Saved settings* are basically a predefined group of options and filters that you can apply to the report before previewing or sending the report to a file. Using saved settings is a fast and reliable way to consistently generate reports that contain the correct data.

The saved settings entry called **Last used options and filters** is always available. This entry sets the report to use options and filters that were used the last time you looked at the report.

NOTE

As an administrator, you can create and manage the saved settings for reports for all users. For more information, see [Managing Saved Settings on Reports](#).

Changing the layout and look of a report

A report layout controls what is shown on a report, how it is arranged, and how it is styled. If you want to switch to a different layout, see [How to: Change Which Layout is Currently Used on a Report](#). Or, if you want to customize your own report layout, see [How to: Create and Modify a Custom Report Layout](#).

See Also

[Specify Printer Selection for Reports](#)

[Managing Report and Document Layouts](#)

[Working with Dynamics NAV](#)

Language and Locale

7/13/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV is supported in a number of markets and available in the languages that those markets require. This is a result of support for multiple languages at runtime in combination with support for legal requirements in the supported markets. This means that Dynamics NAV can present itself in different languages. You can change the language that is used to display texts, and the change is immediate, once you have been automatically signed out and in again. The setting applies to you and not to everyone else in your company.

For example, if you are Canadian, you can see the user interface in English and in French, but it is still the Canadian version of Dynamics NAV in all other aspects. It is not the same as, say, Dynamics NAV in the United Kingdom.

Changing the texts that are stored as application data is not part of the multilanguage capability. This is an application design issue. Examples of such texts are the names of items in the inventory or the comments for a customer. In other words, these types of text are not translated.

NOTE

Dynamics NAV only supports a single character set for data. Therefore some characters may not be supported in your tenant, and you may experience problems when retrieving data that was entered using a different character set. For instance, your tenant may support only English and Russian characters and if you enter data in a different language, it may not be stored correctly. You should contact your system administrator to make sure you understand which languages are supported for your Dynamics NAV.

Changing the Locale

Locale is different from both language and legal requirements in local markets. Locale determines how your data presents itself in terms of comma separator, aligned to the left or to the right, and certain other settings. The locale also determines some of the system elements in the browser, such as the action to create a new item in a list, for example.

You can change the locale in the browser tab that you are using to work in Dynamics NAV. the change applies only to you and not to the other users in your company.

IMPORTANT

When you change the locale, you will see a long list of languages and locales. However, only the locale setting is used in the current version of Dynamics NAV.

To change the locale, go to the **My Settings** window. For more information, see [Changing Basic Settings](#).

See Also

[Languages of the Docs](#)

[Changing Basic Settings](#)

[Welcome to Microsoft Dynamics NAV](#)

Languages of the Dynamics NAV Docs

4/16/2018 • 2 minutes to read • [Edit Online](#)

The Help content for the core functionality in Dynamics NAV publishes to the Microsoft Docs site and available in a number of different languages. If you access the docs from inside Dynamics NAV, the content will display in your language. If a particular page is not available in your language yet, it will be shown in English.

How Do I Change the Language?

It's simple - scroll to the bottom of the browser window and choose the globe symbol in the bottom left corner.

NOTE

The list shows all languages that are supported by the Microsoft Docs site. Dynamics NAV is available in a limited number of countries/regions, but the Help content is made available in more languages. However, the Help content is not available in all languages that the Microsoft Docs site supports.

See Also

[Language and Locale](#)

[Welcome to Microsoft Dynamics NAV](#)

Accessibility and Keyboard Shortcuts in Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

This topic provides information about the features that make Dynamics NAV readily available to people with disabilities. Dynamics NAV supports the following accessibility features:

- Keyboard shortcuts

For more information, see [Keyboard Shortcuts in Microsoft Dynamics NAV Web client](#) and [Keyboard Shortcuts Microsoft Dynamics NAV Windows client](#).

- Navigation
- Headings
- Alternative text for images and links
- Support for common assistive technologies

Navigation

You can navigate between the tabs and actions in the ribbon, elements in the navigation pane, and other controls on Dynamics NAV pages and reports using the keyboard. To move the focus from one tab, action, or control to another, press the Tab key to move forward. Press Shift+Tab to move backward.

By using the tab order, you can also switch between the main browser window and dialog boxes that request confirmation, for example, or the login window.

Headings

The HTML source for Dynamics NAV content uses tags to help users of assistive technology to understand the structure and content of the page. For example, on list pages, the columns are defined in TH tags and the column headings are set with TITLE attribute inside the tag. Captions for elements, such as FastTabs, FactBoxes, and fields are included in heading tags (H1, H2, H3, and H4).

Image and Links

A descriptive text for images is set with the ALT attribute inside the IMG tag. A descriptive text for hyperlinks is set with the title attribute inside the A tag.

Assistive Technologies

Dynamics NAV supports various assistive technologies, such as high contrast, screen readers, and voice recognition software. Some assistive technologies may not work well with certain elements in Dynamics NAV pages.

For more accessibility information

You can find additional information about accessibility with Microsoft products and assistive technologies on the [Microsoft Accessibility](#) site.

See Also

[Working with Dynamics NAV](#)

Setting Up Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV includes standard configurations for most business processes, but you can change the configuration to suit the needs of company.

For example, your chart of accounts is prefilled with a number of posting accounts ready for use. You can, of course, change the chart of accounts to suit your needs. For more information, see [Finance](#).

From your Home page, you can access assisted setup guides that help you configure certain scenarios and add features to Dynamics NAV. For information about how to access all assisted and manual setup windows, see [Getting Ready for Doing Business](#).

Some functionality, either general or for specific business processes, can be set up manually in addition to the assisted setup. The following lists some of functionality that can you can set up manually.

TO	SEE
Set up payment methods, currencies, and the chart of accounts, and define rules and defaults for managing financial transactions.	Setting Up Finance
Set up your own and your vendors' bank accounts and enable services for importing and exporting bank files.	Setting Up Banking
Configure the rules and values that define your company's sales policies, register new customers, and set up how you communicate with customers.	Setting Up Sales
Configure the rules and values that define your company's purchasing policies, register new vendors, and prioritize your vendors for payment processing.	Setting Up Purchasing
Configure the rules and values that define the company's inventory policies, set up locations if you keep inventory in multiple warehouses, and categorize your items to improve searching and sorting .	Setting Up Inventory
Set up resources, time sheets, and jobs to manage projects.	Setting Up Project Management
Configure how to insure, maintain, and depreciate fixed assets, and how you record the costs of fixed assets in your company books.	Setting Up Fixed Assets
Define the general rules and values for warehouse processes and the specific handling at each location.	Setting Up Warehouse Management
Prepare production BOMs and routings to define how end items are produced, and prepare machine or work centers to perform the required operations.	Setting Up Manufacturing
Set up unique identification codes for records, such as cards, documents, and journal lines, to track them in the system.	Creating Number Series

TO	SEE
Set up the SMTP Mail Setup window to send and receive emails from documents within Dynamics NAV.	How to: Set up Email
Set up unique identification codes.	How to: Create Number Series

Some areas require you to be an administrator in your Dynamics NAV subscription. For more information, see [Setup and Administration in Dynamics NAV](#).

See Also

[Finance](#)

[Sales](#)

[Purchasing](#)

[Inventory](#)

[Project Management](#)

[Fixed Assets](#)

[Assembly Management](#)

[Manufacturing](#)

[Warehouse Management](#)

[Working with Dynamics NAV](#)

[Setup and Administration in Dynamics NAV](#)

[Welcome to Dynamics NAV](#)

Setup and Administration in Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

Central administration tasks are usually performed by one role in the company. The scope of these tasks can depend on the company's size and the administrator's job responsibilities. These tasks can include managing database synchronization of job and email queues, setting up users, customizing the user interface, and managing encryption keys.

Entering the correct setup values from the start is important to the success of any new business software. Dynamics NAV includes a number of setup guides that help you set up core data. For more information, see [Setting Up Dynamics NAV](#).

A super user or an administrator can set up the Data Exchange Framework to enable users to export and import data in bank and payroll files, for example for various cash management processes.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Add users, manage permissions and access to data, assign roles.	Users, Profiles, and Role Centers in Dynamics NAV
Track all direct modifications that users make to data in the database to identify the origin of errors and data changes.	Logging Changes in Dynamics NAV
Support your setup decisions with recommendations for selected fields that are known to potentially cause the solution to be inefficient if set up incorrectly	Set Up Complex Application Areas Using Best Practices
Expose pages, codeunits, and queries as web services.	How to: Publish a Web Service
Set up an SMTP server to enable e-mail communication in and out of Dynamics NAV	How to: Set Up Email Manually or Using the Assisted Setup
Enter single or recurring requests to run reports or codeunits.	Use Job Queues to Schedule Tasks
Manage, delete, or compress documents	Manage Documents

See Also

[Business Functionality](#)

[General Business Functionality](#)

[Working with Dynamics NAV](#)

[Welcome to Dynamics NAV](#)

Logging Changes in Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can enable the change log in Dynamics NAV so you have a history of activities. The log is based on changes that are made to data in the tables that you track. In the change log, entries are chronologically ordered and show changes that are made to the fields on the specified tables. The change log collects all changes that are made to the table.

Working with the Change log

A common problem in many financial systems is to locate the origin of errors and changes in data. It could be anything from an incorrect customer telephone number to an incorrect posting to the general ledger. The change log lets you track all direct modifications a user makes to data in the database. You must specify each table and field that you want the system to log, and then you must activate the change log.

You activate and deactivate the change log in the **Change Log Setup** window. When you activate or deactivate the change log, this activity is logged, so you can always see which user deactivated or reactivated the change log. This cannot be turned off.

In the **Change Log Setup** window, if you choose the **Tables** action, you can specify which tables you want to track changes for, and which changes to track. Dynamics NAV also tracks a number of system tables.

After you have set up the change log, activated it, and made a change to data, you can view and filter the changes in the **Change Log Entries** window. If you want to delete entries, you can do that in the **Delete Change Log Entries** window, where you can set filters based on dates and time.

See Also

[Changing Basic Settings](#)

[Sorting](#)

[Using Search for Page or Report](#)

[How to: Manage Users and Permissions](#)

[Working with Dynamics NAV](#)

Users, Profiles, and Role Centers

4/16/2018 • 2 minutes to read • [Edit Online](#)

The people in your company who have access to Dynamics NAV are all assigned a *profile* that gives them access to a *Role Center*. As an administrator, you can assign and change profiles in Dynamics NAV, and you can add and remove users as part of your Dynamics NAV subscription.

Adding Users

To add users in Dynamics NAV, your company's Office 365 administrator must first create the users in the Office 365 Admin Center. For more information, see [How to: Manage Users and Permissions](#).

Profiles

Profiles are collections of Dynamics NAV users who share the same Role Center. A Role Center is a type of page on which you can place different parts. Each part is a container in which you can host other pages or pre-defined system parts, such as an Outlook part or parts for adding tasks, notifications, or notes. For more information, see [Managing Profiles](#).

Configuration and Personalization

The concept of UI customization in Dynamics NAV is divided in two:

- Configuration, performed by the administrator

The administrator configures the user interface for multiple users by customizing the user interface for a profile that the users are assigned to. For more information, see [Configuring the User Interface for Users](#).

- Personalization, performed by users

Users personalize the user interface of their personal version by customizing the user interface under their own user logon. This personalization can be deleted by the administrator. For more information, see, [Personalizing Workspaces](#).

See Also

[How to: Manage Users and Permissions](#)

[Customizing the User Interface](#)

How to: Manage Users and Permissions

7/13/2018 • 6 minutes to read • [Edit Online](#)

If you get a new employee, your company's system administrator or IT pro has to add them to your Dynamics NAV. Then, you can assign them access to the relevant parts of the product based on their work area by assigning user groups and permissions.

Permission sets define which database objects, and thereby which UI elements, users have access to, and in which companies.

A permission set is a collection of permissions for specific objects in the database. All users must be assigned one or more permission sets before they can access Dynamics NAV. A number of predefined permission sets are provided by default. You can use these permission sets as already defined, modify the default permission sets, or create additional permission sets.

You can add users to user groups. This makes it easier to assign the same permission sets to multiple users.

Administrators can use the **User Setup** window to define periods of time during which specified users are able to post, and also specify if the system logs the amount of time users are logged on.

To assign permissions to a user

1. Choose the  icon, enter **Users**, and then choose the related link.
2. Select the user that you want to assign permission to. Any permission sets that are already assigned to the user are displayed in the **Permission Sets** FactBox.
3. Choose the **Edit** action to open the **User Card** window.
4. On the **User Permission Sets** FastTab, on a new line, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To group users in user groups

You can set up users groups to help you manage permission sets for groups of users in your company. You can use a function to copy all permission sets from an existing user group to your new user group. User group members are not copied.

1. Choose the  icon, enter **User Groups**, and then choose the related link.
2. Alternatively, in the **Users** window, choose the **User Groups** action.
3. In the **User Groups** window, select an existing user group that you want to copy, and then choose the **Copy User Group** action.
4. In the **New User Group Code** field, specify the name of the new user group, and then choose the **OK** button.

As an alternative to copying, you can choose the **New** action to create a new line for an empty user group, which you then fill in manually.

5. To add new or additional users, in the **User Group** window, choose the **User Group Members** action.
6. In the **User Group Members** window, on a new line, fill in the fields as necessary by selecting from existing users.

- To add new or additional permission sets, in the **User Group** window, choose the **User Group Permission Sets** action.
- In the **User Group Permission Sets** window, on a new line, fill in the fields as necessary by selecting from existing permission sets.

To create or modify permission sets

If the default permission sets that are provided with Dynamics NAV are not sufficient or not appropriate for your organization, you can create new permission sets. And if the individual object permissions that define a permission set are not adequate, you can modify a permission set. You can create a permission set manually, or you can use a recording function that records your actions as you navigate through a scenario and then generates the required permission set.

To create or modify permission sets manually

- Choose the  icon, enter **Users**, and then choose the related link.
- In the **Users** window, choose the **Permission Sets** action.
- In the **Permission Sets** window, choose the **New** Action.
- On a new line, fill in the fields as necessary.
- Choose the **Permissions** action.
- In the **Permissions** window, fill in the fields on the header as necessary.
- On a new line, fill in the five fields for the different permission types as described in the following table.

OPTION	DESCRIPTION
Blank	Specifies that the permission type is not granted for the object.
Yes	Specifies that the permission type is granted with direct access to the object.
Indirect	Specifies that the permission type is granted with indirect access to the object.

Indirect permission to a table means that you cannot open the table and read from it, but you can view the data in the table through another object, such as a page, that you have direct permission to access. For more information, see the "Example - Indirect Permission" section in this topic.

- In the **Security Filter** field, enter a filter that you want to apply to the permission by selecting the field on which you want to limit a user's access.

For example, if you want to create a security filter so that a user can view only sales with a specific salesperson code, you choose the field number for the **Salesperson Code** field. Then, in the **Field Filter** field, you enter the value of the that you want to use to limit access. For example, to limit a user's access to only Annette Hill's sales, enter AH.

- Repeat steps 7 and 8 to add permissions for additional objects to the permission set.

To create or modify permission sets by recording your actions

- Choose the  icon, enter **Users**, and then choose the related link.
- In the **Users** window, choose the **Permission Sets** action.

3. In the **Permission Sets** window, choose the **New** Action.
4. On a new line, fill in the fields as necessary.
5. Choose the **Permissions** action.
6. In the **Permissions** window, choose the **Start** action.

A recording process starts to capture all your actions in the user interface.

7. Go to the various windows and activities in Dynamics NAV that you want users with this permission set to access. You must carry out the tasks that you want to record permissions for.
8. When you want to finish the recording, return to the **Permissions** window, and then choose the **Stop** action.
9. Choose the **Yes** button to add the recorded permissions to the new permission set.
10. For each object in the recorded list, specify if users are able to insert, modify, or delete records in the recorded tables. See step 7 in the "To create or modify permission sets manually" section.

Example - Indirect Permission

You can assign an indirect permission to use an object only through another object. For example, a user can have permission to run codeunit 80, **Sales-Post**. The **Sales-Post** codeunit performs many tasks, including modifying table 37, **Sales Line**. When the user posts a sales document, the **Sales-Post** codeunit, Dynamics NAV checks if the user has permission to modify the **Sales Line** table. If not, the codeunit cannot complete its tasks, and the user receives an error message. If so, the codeunit runs successfully.

However, the user does not need to have full access to the **Sales Line** table to run the codeunit. If the user has indirect permission to the **Sales Line** table, then the **Sales-Post** codeunit runs successfully. When a user has indirect permission, that user can only modify the **Sales Line** table by running the **Sales-Post** codeunit or another object that has permission to modify the **Sales Line** table. The user can only modify the **Sales Line** table when doing so from supported application areas. The user cannot run the feature inadvertently or maliciously by other methods.

To set up user time constraints

Administrators can define periods of time during which specified users are able to post, and also specify if the system logs the amount of time users are logged on. Administrators can also assign responsibility centers to users.

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. In the **User Setup** window opens, choose the **New** action.
3. In the **User ID** field, enter the ID of a user, or choose the field to see all current Windows users in the system.
4. Fill in the fields as necessary.

See Also

[Getting Ready for Doing Business](#)

[Setup and Administration in Dynamics NAV](#)

[Welcome to Dynamics NAV](#)

[Working with Dynamics NAV](#)

[Creating Microsoft Dynamics NAV Users](#)

Use Job Queues to Schedule Tasks

8/13/2018 • 5 minutes to read • [Edit Online](#)

Job queues in Dynamics NAV enables users to schedule and run specific reports and codeunits. You can set jobs to run one time, or on a recurring basis. For example, you might want to run the **Salesperson - Sales Statistics** report weekly, to track sales by salesperson each week, or you might want to run the **Process Service E-mail Queue** codeunit daily, to make sure pending email messages to customers regarding their service orders are sent out in a timely manner.

Add Jobs to the Job Queue

The **Job Queue Entries** window lists all existing jobs. If you add a new job queue entry that you want to schedule, you must specify information about the type of object you want to run, such as a report or codeunit, and the name and object ID of the object that you want to run. You can also add parameters to specify the behavior of the job queue entry. For example, you can add a parameter to only send posted sales orders. You must have permission to run the particular report or codeunit, or an error will be returned when the job queue is run.

Optionally, you can set a filter in the **Job Queue Category Filter** field. Job queue categories can be used to group jobs in the list.

Dynamics NAV automatically runs the jobs according to the specified schedules for each job queue entry. You can also start, stop, and put a job queue entry on hold manually.

Log Files

Errors are listed in the **Job Queue Log Entries** window that you can access from the ribbon. You can also troubleshoot job queue errors. Data that is generated when a job queue is run is stored in the database.

Background Posting with Job Queues

Job queues are an effective tool to schedule the running of business processes in the background. For example, there may be an instance in which multiple users are trying to post sales orders at the same time, but only one order can be processed at a time. By setting up a background posting routine, you can place the postings in a queue for processing in the background.

Alternatively, you may want to schedule postings for hours when it is convenient for your organization. For example, it may make sense in your business to run certain routines when most of the data entry for the day has concluded. You can achieve this by setting the job queue up to run various batch post reports, such as the **Batch Post Sales Orders**, **Batch Post Sales Invoices**, and **Batch Post Sales Credit Memos** reports.

Dynamics NAV supports background posting for the following document types:

- Sales: sales order, return order, credit memo, invoice
- Purchases: purchase order, return order, credit memo, invoice

If the job queue cannot post the sales order, the status is changed to **Error**, and the sales order is added to the list of sales orders that the user will have to handle.

NOTE

When you schedule a document for posting and the posting process begins, the posting routine is automatically configured to time out within two hours if the posting routine stops responding for any reason.

You set up this use of the job queue in the **Sales & Receivables Setup** window or the **Purchases & Payables** window, respectively. On the **Background Posting** FastTab, you choose the **Post Documents via Job Queue** check box and then fill in the relevant information. Here you can also use the **Job Queue Category Code** field to run all job queue entries with that code. For example, you can use a **SalesPost** category that filters to all sales orders that match any job queue that has the same category code.

IMPORTANT

If you set up a job that will post and print documents, and the printer displays a dialog box, such as a request for credentials or a warning about low printer ink, your document is posted but not printed. The corresponding job queue entry eventually times out and the **Status** field is set to **Error**. Accordingly, we recommend that you do not use a printer setup that requires interaction with the display of printer dialog boxes in conjunction with background posting.

Use the My Job Queue Part

The **My Job Queue** part shows the job queues entries that a user has started, but which are not yet finished. By default, the part is not visible, so you have to add it to your Role Center. For more information, see [How to: Change Role Centers](#).

In this part, you can see those documents that are being processed or that are queued for which your ID is specified in the **Assigned User ID** field. The part helps you keep track of all job queue entries, including those related to background posting. The part can tell you at a glance whether there has been an error in the posting of a document or if there are errors in a job queue entry. The part also lets you cancel a document posting if it is not running.

Security

Job queue entries run based on permissions. Those permissions must allow the execution of the report or codeunit.

When a job queue is activated manually, it is run with the credentials of the user. When a job queue is activated as a scheduled task, it is run with the credentials of the server instance. When a job is run, it is run with the credentials of the job queue that activates it. However, the user who created that job queue entry must also have permissions. When a job is "run in user session" (such as during background posting), it is run with the credentials of the user who created that job.

IMPORTANT

If you use the SUPER permissions set that comes with Dynamics NAV, you and your users have permissions to run all objects. In this case, access for each user is only limited by permissions for data.

Using Job Queues Effectively

The job queue entry record has many fields whose purpose is to carry parameters into a codeunit that you have specified to be run with a job queue. This also means that codeunits that are to be run via the job queue must be specified with the Job Queue Entry record as a parameter in the **OnRun** trigger. This helps provide an extra level of security, as this prevents users from running random codeunits via the job queue. If the user must pass parameters to a report, the only way to do this is by wrapping the report execution into a codeunit, which then parses the input parameters and enters them into the report before executing it.

See Also

[Setup and Administration in Dynamics NAV](#)

How to: Publish a Web Service

8/13/2018 • 2 minutes to read • [Edit Online](#)

Web services are a lightweight way to make application functionality available to a variety of external systems and users. Dynamics NAV includes an number of objects that are exposed as web services by default due to integration with other Microsoft services, but you can also add other web services.

You can set up a web service in the Windows client or in the Web client. You must then publish the web service so that it is available to service requests over the network. Users can discover web services by pointing a browser at the server location and requesting a list of available services. When you publish a web service, it is immediately available over the network for authenticated users. All authorized users can access metadata for web services, but only users who have sufficient permissions can access actual data.

Creating and Publishing a Web Service

The following steps explain how to create and publish a web service.

To create and publish a web service

1. Choose the  icon, enter **Web Services**, and then choose the related link.
2. In the **Web Services** page, choose **New**. Choose a field to read a short description of the field or link to more information.

NOTE

Codeunit and **Page** are valid types for SOAP web services. **Page** and **Query** are valid types for OData web services. Also, if the database contains multiple companies, you can choose an object ID that is specific to one of the companies.

Finally, the service name is visible to consumers of your web service and is the basis for identifying and distinguishing web services, so you should make the name meaningful.

3. Select the check box in the **Published** column.

When you publish the web service, in the **OData URL** and **SOAP URL** fields, you can see the URLs that are generated for the web service. You can test the web service immediately by choosing the links in the **OData URL** and **SOAP URL** fields. Optionally, you can copy the value of the field and save it for later use.

After you publish a web service, it is available to external parties. You can verify the availability of that web service by using a browser, or you can choose the link in the **OData URL** and **SOAP URL** fields in the **Web Services** window. The following procedure illustrates how you can verify the availability of the web service for later use.

To verify the availability of a web service

1. In your browser, enter the relevant URL. The following table illustrates the types of URLs that you can enter. For SOAP web services, use the following format for your URI.

TYPE	SYNTAX	EXAMPLE
SOAP	<code>https://Server:SOAPWebServicePort/ServerInstance/WS/CompanyName/salesDocuments/</code>	<code>https://mycompany.financials.dynamics.com:7047/MS/WS/MyCompany/Page/salesDocuments?tenant=mycompany.financials.dynamics.com</code>

TYPE	SYNTAX	EXAMPLE
OData	<pre>https://Server:ODataWebServicePort/ServerInstance/OData/Company('CompanyName')</pre>	<pre>https://MyCompany.financials.dynamics.com:7048/MS/OData/Company('MyCompany')/salesDocuments?tenant=MyCompany.financials.dynamics.com</pre> <p>The company name is case-sensitive.</p>

2. Review the information that is displayed in the browser. Verify that you can see the name of the web service that you have created.

When you access a web service, and you want to write data back to Dynamics NAV, you must specify the company name. You can specify the company as part of the URI as shown in the examples, or you can specify the company as part of the query parameters. For example, the following URIs point to the same OData web service and are both valid URIs.

```
https://localhost:7048/server/OData/Company('CRONUS International Ltd.)/Customer
```

```
https://localhost:7048/server/OData/Customer?company='CRONUS International Ltd.'
```

See Also

[Setup and Administration in Dynamics NAV](#)

Classifying Data Sensitivity

5/22/2018 • 2 minutes to read • [Edit Online](#)

To classify the fields that hold sensitive or personal data, a Microsoft partner can set the `DataClassification` property on fields. This requires access to the database tables, either through the development environment or by running a Windows PowerShell script. For more information, see [Classifying Data](#).

As a customer, you can add a second level of classification by specifying sensitivity levels for the data you store in standard and custom fields. Classifying data sensitivity helps ensure that you know where you keep personal data in your system, and makes it easier to respond to requests from data subjects. For example, if a contact or customer asks you to export their personal data. For more information, see [Responding to Requests About Personal Data](#).

IMPORTANT

Microsoft is providing this Data Sensitivity Classification feature as a matter of convenience only. It's your responsibility to classify the data appropriately and comply with any laws and regulations that are applicable to you. Microsoft disclaims all responsibility towards any claims related to your classification of the data.

The following table describes data sensitivity levels you can assign.

SENSITIVITY	DESCRIPTION
Sensitive	Information about a data subject's racial or ethnic origin, political opinions, religious beliefs, involvement with trade unions, physical or mental health, sexuality, or details about criminal offenses.
Personal	Information that can be used to identify a data subject, either directly or in combination with other data or information.
Confidential	Business data that you use for accounting or other business purposes, and do not want to expose to other entities. For example, this might include ledger entries.
Normal	General data that does not belong to any other categories.

How Do I Classify My Data?

Classifying the sensitivity of a large number of fields one-by-one would take a long time. To help speed up the process, we provide tools that you can use to bulk classify the sensitivity of fields, and then fine-tune classifications for specific fields. You can find tools on the Data Classification worksheet, which is available on the Administration of users, user groups, and permissions Role Center. You must be a system administrator to use the worksheet.

IMPORTANT

When you open the Data Classification worksheet for the first time, it will be empty. You must run the Data Classification guide to generate the list of fields. To start the guide, choose the **Set Up Data Classifications** action.

For example, the Data Classification worksheet lets you do things like:

- Use the Data Classification guide to export your fields to an Excel worksheet where you can bulk classify them. Using the Excel worksheet is particularly useful if you are collaborating with a Microsoft partner. After you update the worksheet, you can use the guide to import and apply the classifications. You can also use the guide to classify fields manually.
- Choose a field and then filter the list to find similar fields that are likely to belong to the same classification as the field you based the search on.
- Investigate a field by viewing its contents.

TIP

We have defined sample sensitivity classifications for the tables and fields in the Cronus demonstration company. You can use those classifications as inspiration when you classify your own tables and fields.

See Also

[Classifying Data](#)

Responding to Requests About Personal Data

5/22/2018 • 3 minutes to read • [Edit Online](#)

Data subjects can request several types of actions regarding their personal data. If you have classified the sensitivity of your data, and are sure they are correct, an administrator can respond to requests by using the options under **Data Privacy** on the **Manage Users, User Groups, and Permissions** Role Center or, if you are using the Windows client, in the **IT Manager** Role Center. For more information about classifying data and classifying data sensitivity, see [Classifying Data](#) and [Classifying Data Sensitivity](#).

The following table provides examples of the types of requests you can respond to.

NOTE

While we provide capabilities for responding to these types of request, and thereby accessing, personal data, it is your responsibility to ensure that personal and sensitive data are located and classified appropriately.

REQUEST TYPE	DESCRIPTION AND SUGGESTED RESPONSE
Portability requests	<p>A data subject can make a data portability request, meaning, in part, that you must export the data subject's personal data from your systems and provide it in a structured, commonly used format. To respond to these requests you can use the Data Privacy Utility to export personal data to an Excel file or a RapidStart configuration package. Using Excel, you can edit the personal data and save it in a commonly used, machine-readable format, such as .csv or .xml. For RapidStart configuration packages, you can configure master data tables and their related tables that contain personal data.</p> <p>Note: When you export data you specify a minimum sensitivity level. The export will include the minimum and all sensitivity levels above it. For example, if you choose to export data that is classified as Personal the export will also include data that is classified as Sensitive.</p>
Requests for deletion	<p>A data subject can request that you delete their personal data. There are several ways to delete personal data using the customization capabilities, but the decision and implementation is your responsibility. In some cases, you may choose to directly edit your data, for example deleting a contact and then running the Delete Canceled Interaction batch job to delete interactions for the contact.</p> <p>Note: If you have specified a date in the Allow Document Deletion Before field on the Sales & Receivables Setup or Purchases & Payables Setup pages, you might need to change the date so that you can delete posted sales and purchase documents that you have printed and that have posting dates on or before that date.</p>

REQUEST TYPE	DESCRIPTION AND SUGGESTED RESPONSE
Requests for correction	A data subject can request that you correct inaccurate personal data. There are several ways to do so. In some cases, you can export lists to Excel to quickly bulk-edit multiple records, and then import the updated data. For more information, see Exporting your Business Data to Excel . You can also manually edit fields that contain personal data, such as editing information about a customer in the Customer card. However, transaction records such as general, customer, and tax ledger entries are essential to the integrity of the enterprise resource planning system. If you store personal data in business transaction records, consider using the customization capabilities to modify such personal data.

Restrict Data Processing for a Data Subject

A data subject can request that you temporarily stop processing their personal data. To honor such requests, you can mark their record as blocked due to privacy to stop processing their data. When a record is marked as blocked, you cannot create new transactions that use that record. For example, you cannot create a new invoice for a customer when either the customer or the salesperson is blocked. To mark a data subject as blocked, open the card for the data subject, for example the Customer, Vendor, or Contact cards, and choose the **Privacy Blocked** check box. You may need to choose **Show More** to display the field.

Handling Data About Minors

If a contact person's age is below the age of legal consent according to the laws in your region, you can indicate that by choosing the **Minor** check box on the **Contact** card. When you do, the **Privacy Blocked** check box is automatically selected. When you receive consent from the minor's parent or legal guardian, you can choose the **Parental Consent Received** check box to unblock the contact. Though you can process personal data for minors, you cannot use the profiling functionality in Microsoft Dynamics 365 for Sales.

NOTE

The Change Log can record details such as when, and by whom, the **Parental Consent Received** check box was chosen. An administrator can set that up by using the **Change Log Setup** guide, and also choosing the **Log Modification for Parental Consent Received** check box on the **Contact** card. For more information, see [Logging Changes](#).

See Also

[Classifying Data](#)

[Classifying Data Sensitivity](#)

[Exporting your Business Data to Excel](#)

Setting Up Finance

8/13/2018 • 2 minutes to read • [Edit Online](#)

To help you get going quickly, Microsoft Dynamics NAV includes standard configurations for most financial processes. If you need to change the configurations to suit your business, go right ahead. For example, from the Home page you can use an assisted setup guide to set up sales tax rate for your location.

However, there are some things you need to set up yourself. For example, if you want to use dimensions as a basis for business intelligence.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Choose how you pay your vendors.	Defining Payment Methods
Specify the posting groups that map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts.	Setting Up Posting Groups
Set up a tolerance by which the system closes an invoice even though the payment, including any discount, does not fully cover the amount on the invoice.	How to: Work with Payment Tolerances and Payment Discount Tolerances
Set up fiscal periods.	How to: Open a New Fiscal Year
Define how you report value-added tax amounts that you have collected for sales to the tax authorities.	How To: Report VAT to Tax Authorities
Set your Sales and Purchases features up to handle payments in foreign currencies.	How to: Enable Application of Ledger Entries in Different Currencies
Add new accounts to the existing chart of accounts.	Setting Up the Chart of Accounts
Set up business intelligence (BI) charts to analyze cash flow.	Setting Up Cash Flow Analysis
Enable invoicing of a customer who is not set up in the system.	How to: Set Up Cash Customers
Set up Intrastat reporting, and submit the report to an authority	How to: Set Up and Report Intrastat
Set up different interest rates that you can use on finance charges to charge different interests on late payments depending on the period.	How to: Set Up Multiple Interest Rates

See Also

[Finance](#)

[Managing Bank Accounts](#)

[Working with Dimensions](#)

[Importing Business Data from Other Finance Systems](#)

Analyzing Cash Flow in Your Company
Working with Dynamics NAV

Defining Payment Methods

4/16/2018 • 2 minutes to read • [Edit Online](#)

Payment methods define how an invoice will be paid. You can set up any number of payment methods. Examples of payment methods can be BANK, CASH, CHECK, or ACCOUNT. Payment methods are linked to vendors in order to specify how an invoice from the specific vendor must be paid.

To set up a payment methods

Several typical payment methods are already defined in Dynamics NAV. You can define new payment methods in the **Payment Methods** window, which you can find with the search function or open from the **Payment Method** field on an a vendor or customer card.

1. Choose the  icon, enter **Payment Methods**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

See Also

[Finance](#)

[Working with Dynamics NAV](#)

Setting Up Posting Groups

4/16/2018 • 4 minutes to read • [Edit Online](#)

Posting groups map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts. They save time and help avoid mistakes when you post transactions. The transaction values go to the accounts specified in the posting group for that particular entity. The only requirement is that you have a chart of accounts. For more information, see [Set Up the Chart of Accounts](#).

Posting groups are covered under three umbrellas:

- General - Define who you sell to and buy from, and what you sell and what you buy. You can also combine groups to specify things like the income statement accounts to post to, or use groups to filter reports.
- Specific - Use sales documents, for example, instead of posting directly to the general ledger. When you create entries in the customer ledger, corresponding entries are made in the general ledger.
- Tax - Define the tax percentages and calculation types that apply to who you sell to and buy from, and what you sell and what you buy.

The following tables describe the posting groups under each umbrella.

GENERAL POSTING GROUPS	DESCRIPTION
General Business Posting Groups	Assign this group to customers and vendors to specify who you sell to, and who you buy from. Set these up in the Gen. Business Posting Groups window. When you do, think about how many groups you'll need to break down sales and purchases. For example, group customers and vendors by geographical area, or by the type of business.
General Product Posting Groups	Assign this group to items and resources to specify what you sell, and what you buy. Set these up in the Gen. Product Posting Groups window. When you do, consider the number of groups you'll need to break down sales by product (items and resources) and purchases by items. For example, divide these groups by raw materials, retail, resources, capacity, and so on.
General Posting Setups	Combine business and product posting groups and choose the accounts to post to. For each combination of business and product posting groups, you can assign a set of general ledger accounts. For example, this means you can post the sale of the same item to different sales accounts in the general ledger because customers are assigned to different business posting groups. Set these up in the General Posting Setup window.
SPECIFIC POSTING GROUPS	DESCRIPTION
Customer Posting Groups	Define the accounts to use when you post accounts receivable transactions. If you use inventory with receivables, the general business posting group assigned to your customer, and the general product posting group assigned to the inventory item determine the accounts the sales order lines post to. Set these up in the Customer Posting Groups window.

SPECIFIC POSTING GROUPS	DESCRIPTION
Vendor Posting Groups	Define where to post transactions for payables accounts, service charge accounts, and payment discount accounts. This is similar to customer posting groups. Set these up in the Vendor Posting Groups window.
Inventory Posting Groups	Define balance sheet inventory accounts. These also provide a good way to organize your inventory, so you can separate items by their posting group when you generate reports. Set these up in the Inventory Posting Groups window.
Bank Account Posting Groups	Define accounts for bank accounts. For example, this can simplify the processes of tracing transactions and reconciling bank accounts. Set these up in the Bank Account Posting Groups window.
Fixed Assets Posting Groups	Define accounts for different types of expenses and costs, such as acquisition costs, accumulated depreciation amounts, acquisition costs on disposal, accumulated depreciation on disposal, gains on disposal, losses on disposal, maintenance expenses, and depreciation expenses. Set these up in the FA Posting Groups window.
TAX POSTING GROUP	DESCRIPTION
Tax Business Posting Groups	Determine how to calculate and post sales tax for customers and vendors. Set these up in the Tax Business Posting Groups window. When you do, think about how many groups you need. For example, this can depend on factors like local legislation, and whether you trade both domestically and internationally.
Tax Product Posting Groups	Indicate the tax calculations needed for the types of items or resources you buy or sell.
Tax Posting Setup	Combine tax business posting groups and tax product posting groups. When you fill in a general journal line, purchase line, or sales line, we'll look at the combination to identify the accounts to use.

Example of linking posting groups

Here's a scenario.

These posting groups are chosen on the customer card:

- General business posting group
- Customer posting group

These posting groups are chosen on the item card:

- General product posting group
- Inventory posting group

When you create a sales document, the sales header uses the customer card information, and the sales lines use the item card information.

- The revenue posting (income statement) is determined by the combination of the general business posting group and the general product posting group.
- The accounts receivable posting (balance sheet) is determined by the customer posting group.
- The inventory posting (balance sheet) is determined by the inventory posting group.
- The cost of goods sold posting (income statement) is determined by the combination of general business posting group and general product posting group.

Your setup determines when posting happens. For example, the timing is affected by when you do periodic activities, such as posting inventory cost or adjusting cost item entries.

Copying posting setup lines

The more product and business posting groups you have, the more lines you see in the General Posting Setup window. This can mean a lot of data entry to set up the general posting setup for the company. While there may be many different combinations of business and product posting groups, different combinations may still post to the same general ledger accounts. To limit the amount of manual entry, copy the general ledger accounts from an existing line in the **General Posting Setup** window.

See also

[The General Ledger and the Chart of Accounts](#)
[Setting Up Finance](#)
[Working with Dynamics NAV](#)

How to: Work with Payment Tolerances and Payment Discount Tolerances

4/16/2018 • 13 minutes to read • [Edit Online](#)

You can set up a payment tolerance to close an invoice when the payment does not fully cover the amount on the invoice. You can set up a payment discount tolerance to grant a payment discount after the payment discount date has passed.

You can use payment tolerances so that every outstanding amount has a set maximum allowed payment tolerance. If the payment tolerance is met, then the payment amount is analyzed. If the payment amount is an underpayment, then the outstanding amount is fully closed by the underpayment. A detailed ledger entry is posted to the payment entry so that no remaining amount is left on the applied invoice entry. If the payment amount is an overpayment, then a new detailed ledger entry is posted to the payment entry so that no remaining amount is left on the payment entry.

You can use payment discount tolerances so that if you accept a payment discount after the payment discount date, then it is always posted to either the payment discount account or a payment tolerance account.

Applying Payment Tolerance to Multiple Documents

A single document has the same payment tolerance whether it is applied on its own or with other documents. Acceptance of a late payment discount when you are applying payment tolerance to multiple documents automatically occurs for each document where the following rule is true:

payment discount date < payment date on the selected entry <= payment tolerance date

This rule also applies to determine whether to display warnings when you apply payment tolerance to multiple documents. The payment discount tolerance warning is displayed for each entry that meets the date criteria. For more information, see the "Example 2 - Tolerance Calculations for Multiple Documents" section.

You can choose to display a warning that is based on different tolerance situations.

- The first warning is for the payment discount tolerance. You are informed that you can accept a late payment discount. You can then choose whether to accept tolerance on the discount date.
- The second warning is for the payment tolerance. You are informed that all entries can be closed because the difference is in the sum of the maximum payment tolerance for the applied entries. You can then choose whether to accept tolerance on the payment amount.

For more information, see the "To enable or disable payment tolerance warning" section.

To set up tolerances

Tolerance on days and amounts allows you to close an invoice even though the payment does not fully cover the amount on the invoice, whether this is because the due date for the payment discount has been exceeded, goods have been deducted or because of a minor error. This also applies to refunds and credit memos.

To set up tolerance you have to set up various tolerance accounts, specify both payment discount tolerance and payment tolerance posting methods and then run the **Change Payment Tolerance** batch job.

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. In the **General Posting Setup** window, set up a debit and a credit sales payment tolerance account and a debit

and a credit purchase payment tolerance account.

3. Choose the  icon, enter **Customer Posting Groups**, and then choose the related link.
4. In the **Customer Posting Groups** window, set up a debit and a credit payment tolerance account. For more information, see [Setting Up Posting Groups](#).
5. Choose the  icon, enter **Vendor Posting Setup**, and then choose the related link.
6. In the **Vendor Posting Groups** window, set up a debit and a credit payment tolerance account.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. Open the **General Ledger Setup** window.
9. On the **Application** FastTab, fill in the **Pmt. Disc. Tolerance Posting**, **Payment Discount Grace Period** and **Payment Tolerance Posting** fields.
10. Choose the **Change Payment Tolerance** action.
11. In the **Change Payment Tolerance** window, fill in the **Payment Tolerance %** and **Max Payment Tolerance Amount** fields, and then choose the **OK** button.

IMPORTANT

You have now set up tolerance for local currency only. If you want Dynamics NAV to handle tolerance on payments, credit memos, and refunds in a foreign currency, you must run the **Change Payment Tolerance** batch job with a value in the **Currency Code** field.

NOTE

If you want to get a payment tolerance warning every time that you post an application in the tolerance, you must activate the payment tolerance warning. For more information, see the "To enable or disable payment tolerance warning" section.

To deactivate tolerance for a customer or vendor, you must block tolerances on the relevant customer or vendor card. For more information, see the "To block payment tolerance for customers" section.

When you set up tolerance, Dynamics NAV also checks if there are any open entries and calculates the tolerance for these entries.

To enable or disable payment tolerance warnings

The payment tolerance warning appears when you post an application that has a balance in the allowed tolerance. You can then choose how you want to post and document the balance.

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. In the **General Ledger Setup** window, on the **Application** FastTab, select the **Payment Tolerance Warning** check box to activate the warning. To deactivate the warning, clear the check box.

NOTE

The default option for the **Payment Tolerance Warning** window is **Leave the Balance as Remaining Amount**. The default option for the **Pmt. Disc. Tolerance Warning** window is **Do Not Accept the Late Payment Discount**.

To block payment tolerance for customers

The default setting for payment tolerance is allowed. To disallow a certain customer or vendor payment tolerance you need to block tolerance on the respective customer or vendor card. The following describes how to do it for a customer. The steps are similar for a vendor.

1. Choose the , enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Payments** FastTab, select the **Block Payment Tolerance** check box.

NOTE

If the customer or vendor has open entries, you must first remove payment tolerance from entries that are currently open.

Example 1 - Tolerance Calculations for a Single Document

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations.

The **G/L Setup** window contains the following setup:

- Payment Discount Grace Period: 5D
- Max Payment Tolerance: 5

Scenarios with alternative A or B represent the following:

- **A** In this case, the payment discount tolerance warning has been turned off OR the user has the warning on and has selected to allow the late payment discount (Post the Balance as Payment Tolerance).
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount (Leave the Balance as Remaining Amount).

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000	20	5	01/15/03	01/20/03	<=01/15/03	985	Pmt.Tol.	Yes	0	-5
2	1,000	20	5	01/15/03	01/20/03	<=01/15/03	980	None	Yes	0	0
3	1,000	20	5	01/15/03	c	<=01/15/03	975	Pmt.Tol.	Yes	0	5
4A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Disc.Tol.	No, 25 on the Pmt.	20/-20	0
5A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	Pmt.Disc.Tol.	No, 20 on the Pmt.	20/-20	0
6A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Disc.Tol.	No, 15 on the Pmt.	20/-20	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4B	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	1005	Pmt.Tol.	Yes	0	-5
5B	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	1000	None	Yes	0	0
6B	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	995	Pmt.Tol.	Yes	0	5
7	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	985	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	-5
8	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	980	Pmt.Disc.Tol.	Yes	20/-20	0
9	1,000	20	5	01/15 /03	01/20 /03	01/16 /03 01/20 /03	975	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	5
10	1,000	20	5	01/15 /03	01/20 /03	>01/20 /03	1005	Pmt.Tol.	Yes	0	-5
11	1,000	20	5	01/15 /03	01/20 /03	>01/20 /03	1000	None	Yes	0	0
12	1,000	20	5	01/15 /03	01/20 /03	>01/20 /03	995	Pmt.Tol.	Yes	0	5
13	1,000	20	5	01/15 /03	01/20 /03	>01/20 /03	985	None	No, 15 on the invoice	0	0
14	1,000	20	5	01/15 /03	01/20 /03	>01/20 /03	980	None	No, 20 on the invoice	0	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
15	1,000	20	5	01/15/03	01/20/03	>01/20/03	975	None	No, 25 on the invoice	0	0

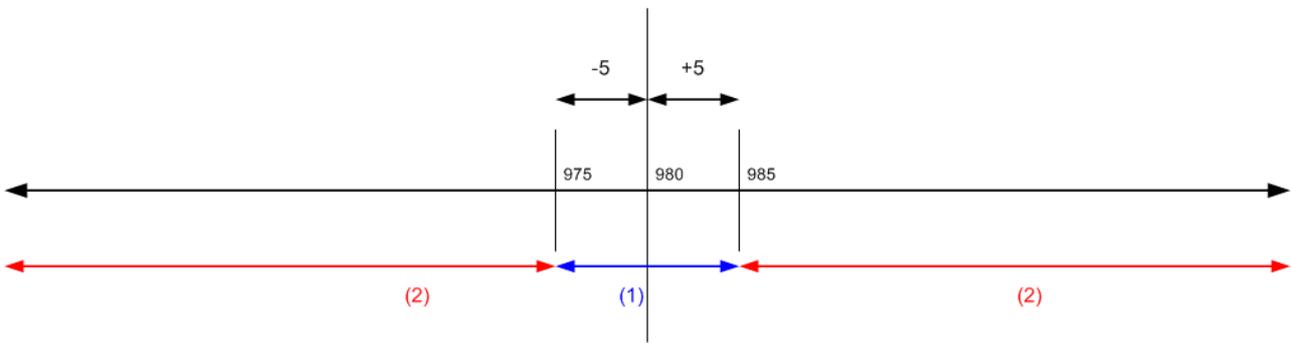
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



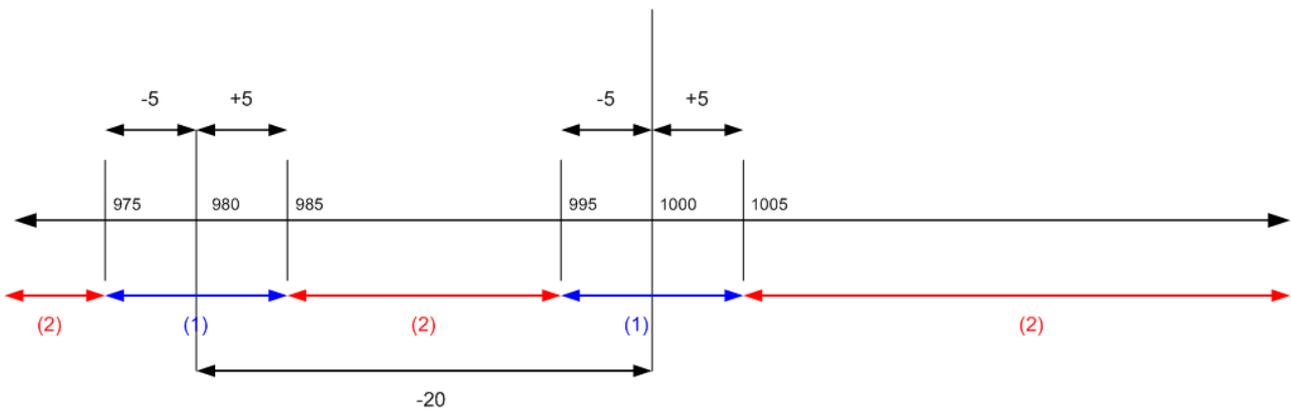
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/20/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



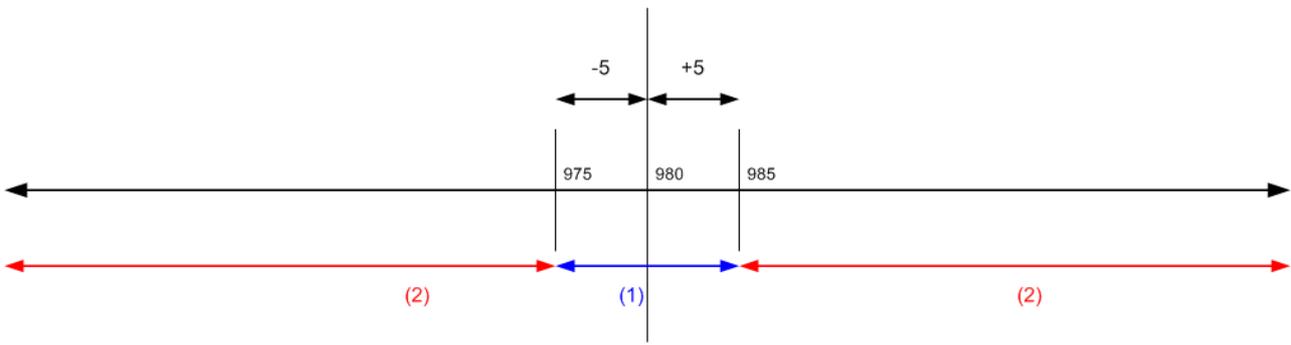
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is after 01/20/03 (Scenarios 10-15)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

Example 2 - Tolerance Calculations for Multiple Documents

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations. The examples are limited to being only those scenarios that result in all entries in the application being closed.

The **G/L Setup** window contains the following setup:

- Payment Discount Grace Period 5D
- Max Payment Tolerance 5

Scenarios with alternative A, B, C, or D represent the following:

- **A** In this case the payment discount tolerance warning has been turned off, OR the user has the warning on and has selected to allow the late payment discount (Post as Tolerance) in any invoice.
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount on any invoice.
- **C** - In this case, the user has the warning on and has selected to allow the late payment discount on the first invoice but not the second.
- **D** - In this case, the user has the warning on and has selected not to allow the late payment discount on the first invoice but allowed it on the second.

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01/ 15/03	1920	Pmt.T ol.	Yes	0 0	-5 -5
2	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1910	None	Yes	0 0	0 0
3	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01/ 15/03	1900	Pmt.T ol.	Yes	0 0	5 5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1980	Pmt.Tol.	Yes	0 0	-5 -5
5B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1970	None	Yes	0 0	0 0
6B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1960	Pmt.Tol.	Yes	0 0	5 5
7A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60 0/0	-5 -5
8A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1910	Pmt.Disc.Tol.	Yes	60/60 0/0	0 0
9A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1900	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60	5 5
10B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2010	Pmt.Tol.	Yes	0 0	-5 -5
11B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2000	None	Yes	0 0	0 0
12B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1990	Pmt.Tol.	Yes	0 0	5 5
13D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/- 30	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
14D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1970	Pmt.Disc.Tol.	Yes	0/0 30/- 30	0 0
15D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/- 30	5 5
16D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1950	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/- 60 0/0	-5 -5
17D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1940	Pmt.Disc.Tol.	Yes	60/- 60 0/0	0 0
18D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1930	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/- 60 0/0	5 5
19A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/- 60 30/- 30	-5 -5
20A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1910	Pmt.Disc.Tol.	Yes	60/- 60 30/- 30	0 0
21A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1900	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/- 60 30/- 30	5 5
22B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2010	Pmt.Tol.	Yes	0 0	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
23B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2000	None	Yes	0 0	0 0
24B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1990	Pmt.Tol.	Yes	0 0	5 5
25A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/30	-5 -5
26A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1970	Pmt.Disc.Tol.	Yes	0/0 30/30	0 0
27A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/30	5 5
28	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2010	Pmt.Tol.	Yes	0	-5
29	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2000	None	Yes	0	0
30	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	1990	Pmt.Tol.	Yes	0	5

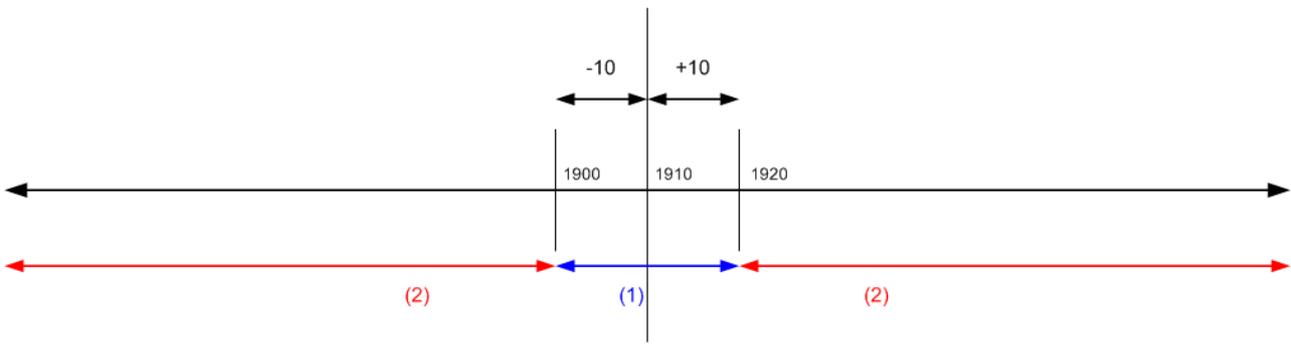
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules

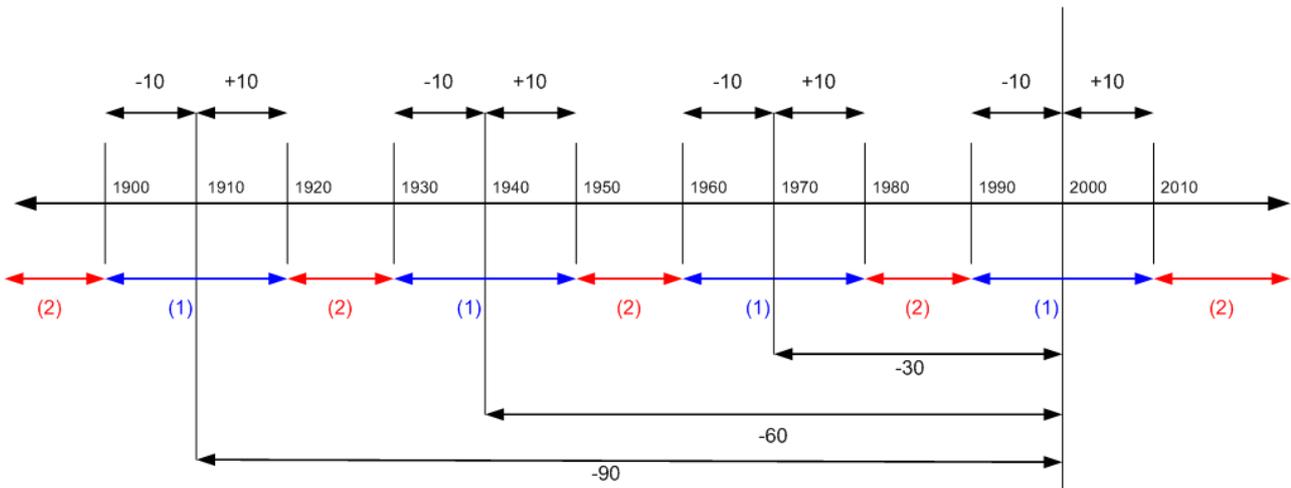


- (1) If payment falls in these ranges, all application entries can be closed with or without tolerance.
- (2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/17/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules

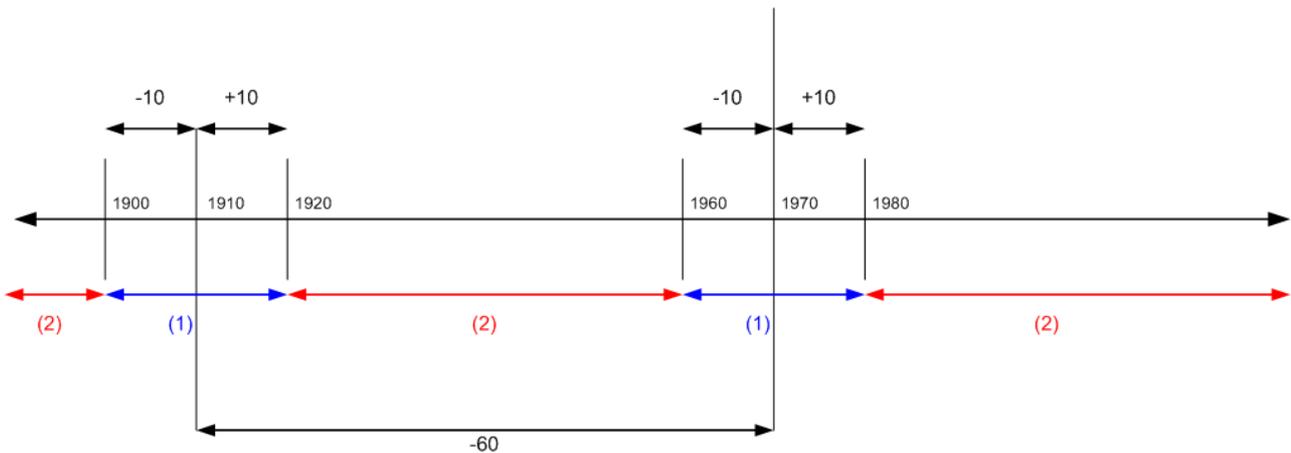


- (1) If payment falls in these ranges, all application entries can be closed with or without tolerance.
- (2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is between 01/18/03 and 01/20/03 (Scenarios 10-21)

Remaining Amount per

Normal Application Rules

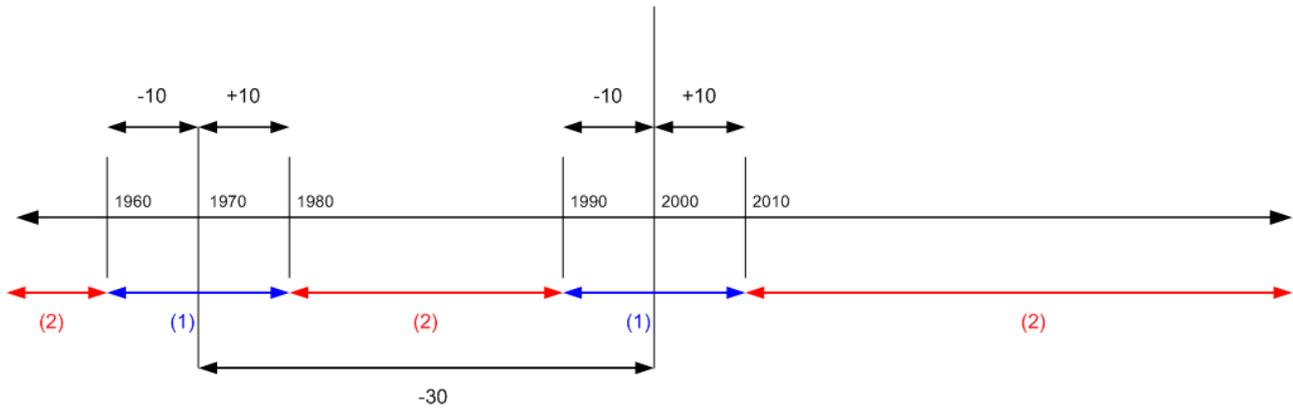


- (1) If payment falls in these ranges, all application entries can be closed with or without tolerance.
- (2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(4) Payment Date is between 01/21/03 and 01/22/03 (Scenarios 22-27)

Remaining Amount per

Normal Application Rules



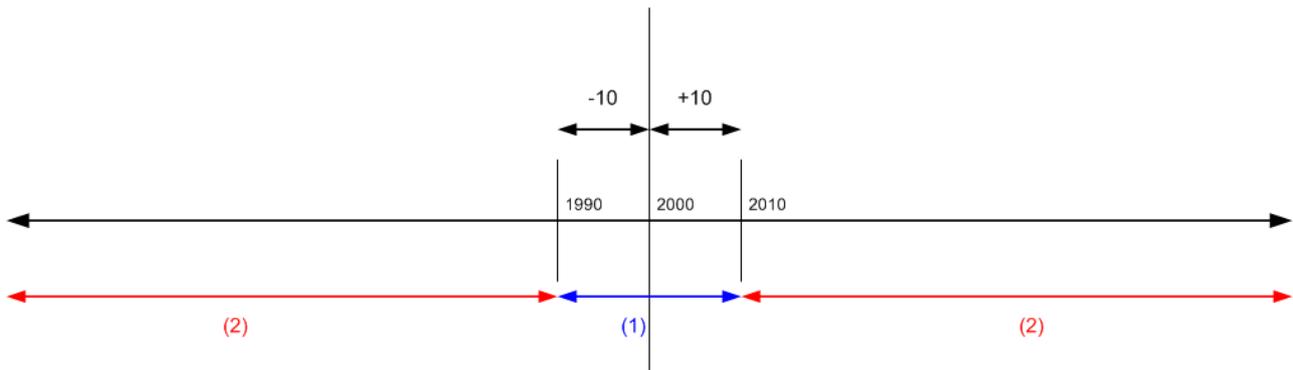
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(5) Payment Date is after 01/22/03 (Scenarios 28-30)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

See Also

[Finance](#)

[Setting Up Finance](#)

[Managing Receivables](#)

[Working with Dynamics NAV](#)

How to: Open a New Fiscal Year and Create Accounting Periods

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can post in a fiscal year, you must open the fiscal year and define its accounting periods.

For many companies, the fiscal year does not coincide with the calendar year. Fiscal periods can be measured in other units of time, such as months or quarters. You can use the **Create Fiscal Year** window to set up the accounting periods that suit your business needs. However,

To open a new fiscal year

1. Choose the  icon, enter **Accounting Periods**, and then choose the related link.
2. In the **Accounting Periods** window, choose the **Create Year** action.
3. Fill in the fields to define the structure of the fiscal year.

The fiscal year is typically 12 periods of one month each, but you can also divide it in other ways.

4. Choose the **OK** button.

The accounting periods are added to the page with the **Starting Date** and **Name** fields filled in. The default names are based on the name of the month from the starting date, but you can change the name. After the last period in the fiscal year, an additional accounting period is inserted with the **New Fiscal Year** check box selected.

See Also

[How to: Specify Posting Periods](#)

[How to: Post the Year-End Closing Entry](#)

[Finance](#)

[Working with Dynamics NAV](#)

Setting Up to Calculations and Posting Methods for Value-Added Tax

8/13/2018 • 15 minutes to read • [Edit Online](#)

Consumers and businesses pay value-added tax (VAT) when they purchase goods or services. The amount of VAT to pay can vary, depending on several factors. In Dynamics NAV, you set up VAT to specify the rates to use to calculate tax amounts based on the following:

- Who you sell to
- Who you buy from
- What you sell
- What you buy

You can set up VAT calculations manually, but that can be tricky and time consuming. To make it easy, we provide an assisted setup guide named **VAT Setup** that will help you with the steps. We recommend that you use the assisted setup guide to set up VAT.

NOTE

You can use the guide only if you have created a My Company, and have not posted transactions that include VAT. Otherwise, it would be very easy to use different VAT rates by mistake, and make VAT-related reports inaccurate.

If you want to set up VAT calculations yourself, or just want to learn about each step, this topic contains descriptions of each step.

To use the VAT Setup assisted setup guide to set up VAT (recommended)

We recommend that you use the VAT Setup assisted setup guide to set up VAT in Dynamics NAV.

To start the assisted setup guide, follow these steps:

1. Choose the  icon, enter **Assisted Setup**.
2. Choose **VAT Setup**.

To set up VAT business posting groups

VAT business posting groups should represent the markets in which you do business with customers and vendors, and define how to calculate and post VAT in each market. Examples of VAT business posting groups are **Domestic** and **European Union (EU)**.

Use codes that are easy to remember and describe the business posting group, such as **EU**, **Non-EU**, or **Domestic**. The code must be unique. You can set up as many codes as you need, but you cannot have the same code more than once in a table.

To set up a VAT business posting group, follow these steps:

1. Choose the  icon, enter **VAT Business Posting Group**, and then choose the related link.
2. Fill in the fields as necessary.

You set up default VAT business posting groups by linking them to general business posting groups. Dynamics NAV automatically assigns the VAT business posting group when you assign the business posting group to a customer, vendor, or general ledger account.

To set up VAT product posting groups

VAT product posting groups represent the items and resources you buy or sell, and determine how to calculate and post VAT according to the type of item or resource that is being bought or sold.

It is a good idea to use codes that are easy to remember and describe the rate, such as **NO-VAT** or **Zero, VAT10** or **Reduced** for 10% VAT, and **VAT25** or **Standard** for 25%.

To set up a VAT business posting group, follow these steps:

1. Choose the  icon, enter **VAT Product Posting Groups**, and then choose the related link.
2. Fill in the fields as necessary.

To combine VAT posting groups in VAT posting setups

Dynamics NAV calculates VAT amounts on sales and purchases based on VAT posting setups, which are combinations of VAT business and product posting groups. For each combination, you can specify the VAT percent, VAT calculation type, and general ledger accounts for posting VAT for sales, purchases, and reverse charges. You can also specify whether to recalculate VAT when a payment discount is applied or received.

Set up as many combinations as you need. If you want to group VAT posting setup combinations with similar attributes, you can define a **VAT Identifier** for each group, and assign the identifier to the group members.

To combine VAT posting setups, follow these steps:

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. Fill in the fields as necessary.

To assign VAT posting groups by default to multiple entities

If you want to apply the same VAT posting groups to multiple entities, you can set up Dynamics NAV to do so by default. There are a couple of ways to do this:

- You can assign VAT business posting groups to general business posting groups, or customer or vendor templates
- You can assign VAT product posting groups on general product posting groups

The VAT business or product posting group is assigned when you choose a business or product posting group for a customer, vendor, item, or resource.

To assign VAT posting groups to individual accounts, customers, vendors, items, and resources

The following sections describe how to assign VAT posting groups to individual entities.

To assign VAT posting groups to individual general ledger accounts

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Open the **G/L Account** card for the account.
3. On the **Posting** FastTab, in the **Gen. Posting Type** field, choose either **Sale** or **Purchase**.
4. Choose the VAT posting groups to use for the sales or purchase account.

To assign VAT business posting groups to customers and vendors

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Customer** or **Vendor** card, expand the **Invoicing** FastTab.
3. Choose the VAT business posting group.

To assign VAT product posting groups to individual items and resources

1. Choose the  icon, enter **Item** or **Resource**, and then choose the related link.
2. Do one of the following:
 - On the **Item** card, expand the **Price & Posting** FastTab, and then choose **Show more** to display the **VAT Product Posting Group** field.
 - On the **Resource** card, expand the **Invoicing** FastTab.
 - Choose the VAT product posting group.

To set up clauses to explain the use of non-standard VAT rates

You set up a VAT clause to describe information about the type of VAT that is being applied. The information may be required by government regulation. After you set up a VAT clause, and associate it with a VAT posting setup, the VAT clause is displayed on printed sales documents that use the VAT posting setup group.

If needed, you can also specify how to translate VAT clauses to other languages. Then, when you create and print a sales document that contains a VAT identifier, the document will include the translated VAT clause. The language code specified on the Customer card determines the language.

You can modify or delete a VAT clause, and your modifications will be reflected in a generated report. However, Dynamics NAV does not keep a history of the change. On the report, the VAT clause descriptions are printed and displayed for all lines in the report alongside the VAT amount and the VAT base amount. If a VAT clause has not been defined for any lines on the sales document, then the whole section is omitted when the report is printed.

To set up VAT clauses

1. Choose the  icon, enter **VAT Clauses**, and then choose the related link.
2. On the **VAT Clauses** page, create a new line.
3. In the **Code** field, enter an identifier for the clause. You use this code to assign the clause to VAT posting groups.
4. In the **Description** field, enter the text that you want to display on documents that can include VAT. In the **Description 2** field, enter additional text, if needed. The text displays on new lines.
5. Optional: To assign the VAT clause to a VAT posting setup right away, choose **Setup**, and then choosing the clause. If you want to wait, you can assign the clause later on the VAT Posting Setup page.
6. Optional: To specify how to translate the VAT clause, choose the **Translations** action.

To assign a VAT clause to a VAT posting setup

1. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
2. In the **VAT Clause** column, choose the clause to use for each VAT posting setup it applies to.

To specify translations for VAT clauses

1. Choose the  icon, enter **VAT Clauses**, and then choose the related link.
2. Choose the **Translations** action.
3. In the **Language Code** field, choose the language you are translating to.
4. In the **Description** and **Description 2** fields, enter the translations of the descriptions. This text displays in the translated VAT report documents.

To create a VAT posting setup to handle Import VAT

You use the Import VAT feature when you need to post a document where the entire amount is VAT. You will use this if you receive an invoice from the tax authorities for VAT for imported goods.

To set up codes for import VAT, follow these steps:

1. Choose the  icon, enter **VAT Product Posting Groups**, and then choose the related link.
2. On the VAT Product Posting Groups page, set up a new VAT product posting group for import VAT.
3. Choose the  icon, enter **VAT Posting Setup**, and then choose the related link.
4. On the VAT Posting Setup page, create a new line, or use an existing VAT business posting groups in combination with the new VAT product posting group for import VAT.
5. In the **VAT Calculation Type** field, choose **Full VAT**.
6. In the **Purchase VAT Account** field, enter the general ledger account to use for posting import VAT. All other accounts are optional.

To verify VAT registration numbers

It is important that the VAT registration numbers you have for customers, vendors, and contacts are valid. For example, companies sometimes change their tax liability status, and in some countries tax authorities might ask you to provide reports, such as the EC Sales List report, that list the VAT registration numbers you use when you do business.

The European Commission provides the VIES VAT Number Validation service on its website, which is public and free. Dynamics NAV can save you a step and let you use the VIES service to validate and track VAT numbers for customers, vendors, and contacts straight from the customer, vendor, and contact cards. The service in Dynamics NAV is named **EU VAT Reg. No. Validation Service**. The service is available on the **Service Connections** page, and you can start using it right away. The service connection is free, and signup is not required.

NOTE

To enable the EU VAT Reg. No. Validation Service, you must have administrator permissions.

When you use our service connection, we record a history of VAT numbers and verifications for each customer, vendor, or contact, in the **VAT Registration Log**, so you can easily track them. The log is specific to each customer. For example, the log is useful for proving that you have verified that the current VAT number is correct. When you verify a VAT number, the **Request Identifier** column in the log will reflect that you have taken action.

You can view the VAT Registration log on the Customer, Vendor, or Contact cards, on the **Invoicing** FastTab, by choosing the lookup button in the **VAT Registration No.** field.

Our service can also save you time when you create a customer or vendor. If you know the customer's VAT number, you can enter it in the **VAT Registration No.** field on the Customer or Vendor cards, and we will fill out the customer name for you. Some countries also provide company addresses in a structured format. In those countries, we fill in the address too.

NOTE

There are a couple of things to note about the VIES VAT Number Validation service:

- The service uses the http protocol, which means that data transferred through the service is not encrypted.
- You may experience downtime for this service for which Microsoft is not responsible. The service is part of a broad EU network of national VAT registers.

Using Reverse Charge VAT for Trade between EU Countries or Regions

Some companies must use reverse charge VAT when trading with other companies. For example this rule applies to purchases from EU countries/regions and sales to EU countries/regions.

NOTE

This rule applies when trading with companies that are registered as VAT liable in another EU country/region. If you do business directly with consumers in other EU countries/regions, then you should contact your tax authority for applicable VAT rules.

TIP

You can verify that a company is registered as VAT liable in another EU country by using the EU VAT Registration Number Validation service. The service is available for free in Dynamics NAV. For more information, see the section titled *Verify VAT registration numbers* in this topic.

Sales to EU countries or regions

VAT is not calculated on sales to VAT-liable companies in other EU countries/regions. You must report the value of these sales to EU countries/regions separately on your VAT statement.

To correctly calculate VAT on sales to EU countries/regions, you should:

- Set up a line for sales with the same information for purchases. If you have already set up lines on the VAT Posting Setup page for purchases from EU countries/regions, then you can also use these lines for sales.
- Assign the VAT business posting groups in the **VAT Bus. Posting Group** field on the **Invoicing** FastTab of the customer card of each EU customer. You should also enter the customer's VAT registration number in the **VAT Registration No.** field on the **Foreign Trade** FastTab.

When you post a sale to a customer in another EU country/region, the VAT amount is calculated, and a VAT entry is created by using the information about the reverse charge VAT and the VAT base, which is the amount that is used to calculate the VAT amount. No entries are posted to the VAT accounts in the general ledger.

Understanding VAT rounding for documents

Amounts in documents that are not yet posted are rounded and displayed to correspond with the final rounding of amounts that are actually posted. VAT is calculated for a complete document, which means that VAT is calculated based on the sum of all lines with the same VAT identifier in the document.

Understanding the VAT Rate Conversion Process

The VAT rate change tool performs VAT rate conversions for master data, journals, and orders in different ways. The selected master data and journals will be updated by the new general product posting group or VAT product post group. If an order has been fully or partially shipped, the shipped items will keep the current general product posting group or VAT product posting group. A new order line will be created for the unshipped items and updated to align current and new VAT or general product posting groups. In addition, item charge assignments, reservations, and item tracking information will be updated accordingly.

There are, however, a few things that the tool does not convert:

- Sales or purchase orders and invoices where shipments have been posted. These documents are posted using the current VAT rate.
- Documents that have posted prepayment invoices. For example, you have made or received prepayments on invoices that have not been completed before you use the VAT rate change tool. In this case, there will be a

difference between the VAT that is due and the VAT that has been paid in the prepayments when the invoice is completed. The VAT rate change tool will skip these documents and you will have to manually update them.

- Drop shipments or special orders.
- Sales or purchase orders with warehouse integration if they are partially shipped or received.
- Service contracts.

To prepare VAT rate change conversions

Before you set up the VAT rate change tool, you must make the following preparations.

- If you have transactions that use different rates, then they must be separated into different groups either by creating new general ledger accounts for each rate or by using data filters to group transactions according to rate.
- If you create new general ledger accounts, then you must create new general posting groups.
- To reduce the number of documents that get converted, post as many documents as possible and reduce unposted documents to a minimum.
- Back up data.

To set up the VAT rate change tool

1. Choose the  icon, enter **VAT Rate Change Setup**, and then choose the related link.
2. On the **Master Data**, **Journals**, and **Documents** FastTabs, choose a posting group value from the option list for needed fields.

To set up product posting group conversion

1. Choose the  icon, enter **VAT Rate Change Setup**, and then choose the related link.
2. On the **VAT Rate Change Setup** page, on the **Home** tab, in the **Process** group, choose either **VAT Prod. Posting Group Conv.** or **Gen Prod. Posting Group Conv.**
3. In the **From Code** field, enter the current posting group.
4. In the **To Code** field, enter the new posting group.

To perform VAT rate change conversion

You use the VAT rate change tool to manage changes in the standard rate of VAT. You perform VAT and general posting group conversions to change VAT rates and maintain accurate VAT reporting. Depending on your setup, the following changes are made:

- VAT and general posting groups are converted.
- Changes are implemented in general ledger accounts, customers, vendors, open documents, journal lines, and so on.

IMPORTANT

Before you perform VAT rate change conversion, you can test the conversion. To do so, follow the steps below, but make sure to clear the **Perform Conversion** and **VAT Rate Change Tool Completed** check boxes. During test conversion, the **Converted** field in the **VAT Rate Change Log Entry** table is cleared and the **Converted Date** field in the **VAT Rate Change Log Entry** table is blank. After the conversion is complete, choose **VAT Rate Change Log Entries** to view the results of the test conversion. Verify each entry before you perform the conversion. In particular, verify transactions that use an old VAT rate.

1. Choose the  icon, enter **VAT Rate Change**, and then choose the **VAT Rate Change Setup** link.
2. Verify that you have already set up the VAT product posting group conversion or general product posting group conversion.
3. Choose the **Perform Conversion** check box.

IMPORTANT

Clear the **VAT Rate Change Tool Completed** check box. The check box is automatically selected when the VAT rate change conversion is completed.

4. Choose the **Convert** action.
5. After the conversion is complete, on the **Home** tab, in the **Process** group, choose **VAT Rate Change Log Entries** to view the results of the conversion.

IMPORTANT

After the conversion, the **Converted** field in the **VAT Rate Change Log Entry** table is chosen and the **Converted Date** field in the **VAT Rate Change Log Entry** table displays the conversion date.

See Also

[Setting Up Unrealized Value Added Tax](#)

[How To: Report VAT to a Tax Authority](#)

[How to: Work with VAT on Sales and Purchases](#)

How to: Update Currency Exchange Rates

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

As companies operate in increasingly more countries/regions, it becomes more important that they be able to review or report financials in more than one currency. The program supports use of multiple currencies. Within the program, your general ledger is set up using your local currency (LCY), and another currency is set up as an additional currency, with a current exchange rate assigned.

By designating a second currency as an additional reporting currency, Dynamics NAV will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and on other entries, such as VAT entries. When G/L entry amounts are calculated in an additional reporting currency, the information in the **Currency Exchange Rates** window is used to find the relevant exchange rate.

WARNING

The Additional Reporting Currency functionality should NOT be used as a basis for financial statement translation. It is not a tool that can perform translation of foreign subsidiary financial statements as part of a company consolidation. The additional reporting currency functionality only provides the option of preparing reports in another currency, as if that currency was the company's local currency.

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into the program must be updated after the daily exchange rate information is entered. The Adjust Exchange Rates batch job is used to adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

Displaying Reports and Amounts in the Additional Reporting Currency

Using an additional reporting currency can assist the reporting process for a company in the following cases:

- Companies in non-EU countries/regions that have a high proportion of transactions with EU country/region companies. In this case, the non-EU company may also wish to report in euro to make its financial reports more usable for its EU trade partners.
- Companies that also wish to display reports in a more internationally traded currency than their own local currency.

Several reports in the General Ledger application area are based on G/L entries. To display the financial data in the report in the additional reporting currency, you simply select the **Show in Add.-Currency** field in the relevant G/L report window.

To set up a currency exchange rate service

You can use an external service, such as Yahoo Currency Exchange Rates, to keep your currency exchange rates up to date.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. In the **Currency Exchange Rate Service** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field in the **Currencies** window is updated with the latest currency exchange rate.

See Also

[Closing Years and Periods](#)

[Working with Dynamics NAV](#)

Setting Up or Changing the Chart of Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

The chart of accounts shows the ledger accounts that store your financial data. Microsoft Dynamics NAV includes a standard chart of accounts that is ready to support your business. However, you can change the default accounts, and you can add new accounts.

Adding or Changing Accounts

From the chart of accounts, you can open each G/L account and add or change settings.

NOTE

You can delete a general ledger account. However, before you delete it, the following must be true:

- The balance on the account must be zero.
- The **Allow G/L Acc. Deletion Before** field must be set in the **General Ledger Setup** window, and the account must not have ledger entries on or after that date.
- If the **Check G/L Account Usage** field in the **General Ledger Setup** window is selected, then the account must not be used in any posting groups or posting setup.

Dynamics NAV will prevent you from deleting a general ledger account that stores data that is needed in the chart of accounts.

See Also

[The General Ledger and the Chart of Accounts](#)

[Managing Bank Accounts](#)

[Working with Dimensions](#)

[Importing from Other Finance Systems](#)

[Working with Dynamics NAV](#)

Setting Up Cash Flow Analysis

4/16/2018 • 4 minutes to read • [Edit Online](#)

If you want some help to decide what to do with your cash, have a look at the charts on the Accountant Role Center:

- **Cash Cycle**
- **Income & Expense**
- **Cash Flow**
- **Cash Flow Forecasts**

This topic describes where the data in the charts comes from and, if necessary, what to do to start using the charts.

The Cash Cycle and Income & Expense charts

The **Cash Cycle** and **Income & Expense** charts are ready to go, based on the Chart of Accounts and account schedules. The accounts are where the data comes from, and account schedules calculate the relationship between sales and receivables. Some accounts and account schedules are provided. You can use them as-is, change them, and add new ones. If you add G/L accounts to your chart of accounts, for example, by importing them from QuickBooks, you'll need to map to the accounts on the **Account Schedules** page for the following account schedule names:

ACCOUNT SCHEDULE NAME	WHERE IT'S USED
I_CACYCLE	Cash Cycle
I_CASHFLOW	Cash Flow
I_INCEXP	Income & Expense
I_MINTRIAL	As an income statement if you don't use the chart of accounts

Note It's a good idea to keep the calculations that are provided for the account schedule.

Enter accounts in the **Totaling** field for **Total Revenue**, **Total Receivables**, **Total Payables**, and **Total Inventory**. To map to a range of accounts, or more than one specific account, enter the account numbers separated by ".." or by a vertical bar, respectively. For example, **1111..4444** or **2222|3333|5555**.

Tip Verify your mapping by choosing the **Overview** action.

Set up the Cash Flow chart

The Cash Flow chart is based on the following:

- A chart of cash flow accounts.
- One or more cash flow setups. These specify the accounts to use for general ledger, purchases, sales, services, and fixed assets.

To help you get going, some accounts and cash flow setups are provided. You can add, change, or remove them.

To set these up, search for **cash flow accounts**, choose the link, and then fill in the fields. Choose a field to read a short description of the field or link to more information. Repeat these steps for **cash flow setup**.

Set up cash flow forecasts

The **Cash Flow Forecast** chart uses cash flow accounts, cash flow setups, and cash flow forecasts. Some are provided, however, you can set up your own by using an assisted setup guide. The guide helps you specify things like how often to update the forecast, the accounts to base it on, information about when you pay taxes, and whether to turn on [Cortana Intelligence](#).

Cash flow forecasts can use Cortana Intelligence to include documents with a due date in the future. The result is a more comprehensive prediction. The connection to Cortana Intelligence is already set up for you. You just need to turn it on. When you sign in to Microsoft Dynamics NAV, a notification displays in a blue bar, and provides a link to the default cash flow setup. The notification displays only once. If you close it, but decide to turn on Cortana Intelligence, you can use the assisted setup guide, or a manual process.

NOTE

Alternatively, you can use your own predictive web service. For more information, see [Create and use your own predictive web service for cash flow forecasts](#).

To use the assisted setup guide:

1. In the Accountant Role Center, under the **Cash Flow Forecast** chart, choose the **Open Assisted Setup** action.
2. Fill in the fields in each step of the guide.
3. On the Home page, choose **Cash Flow Forecast** above the chart, and then **Recalculate Forecast**.

To use a manual process:

1. In the Accountant Role Center, search for **Cash Flow Setup**, and then choose the related link.
2. Expand the **Cortana Intelligence** FastTab, and then choose the **Cortana Intelligence Enabled** check box.
3. On the Home page, choose **Cash Flow Forecast** above the chart, and then **Recalculate Forecast**.

TIP

Consider the length of the periods that the service will use in its calculations. The more data you provide, the more accurate the predictions will be. Also, watch out for large variances in periods. They will also impact predictions. If Cortana Intelligence does not find enough data, or the data varies a lot, the service will not make a prediction.

Create and use your own predictive web service for cash flow forecasts

You can also create your own predictive web service based on a public model named **Forecasting model for Microsoft Dynamics NAV**. This predictive model is available online in the Cortana Intelligence Gallery. To use the model, follow these steps:

1. Open a browser and go to the [Cortana Intelligence Gallery](#).
2. Search for **Forecasting Model for Microsoft Dynamics NAV**, and then open the model in Azure Machine Learning Studio.
3. Use your Microsoft account to sign up for a workspace, and then copy the model.
4. Run the model, and publish it as a web service.
5. Make a note of the API URL and API key. You will use these credentials for a cash flow setup.
6. Choose the  icon, enter **Cash Flow Setup**, and then choose the related link.
7. Expand the **Cortana Intelligence** FastTab, and then fill in the fields.

See Also

Analyzing Cash Flow in Your Company

Setting Up Finance

Working with Dynamics NAV

How to: Set Up Cash Customers

8/13/2018 • 2 minutes to read • [Edit Online](#)

You cannot create an invoice without a customer number. This is true, even if you make a cash sale and do not have anything to record in a customer account.

To set up a cash customer

1. Choose the  icon, enter **Customer**, and then choose the related link.
2. Create a new **Customer** card. For more information, see [How to: Register New Customers](#).
3. In the **No.** field, enter **Cash**, for example.
4. In the **Name** field, enter **Cash Sale**, for example.
5. On the **Invoicing** FastTab, fill in the **Customer Posting Group** and the **Gen. Bus. Posting Group** fields.

Now you have set up a customer that contains sufficient information for invoicing.

NOTE

You may have chosen a posting group that is also used for domestic credit sales. If you want to maintain separate data on cash sales, for example, with a special sales or receivables account, you can set up an extra posting group for this purpose.

You must enter a number for a receivables account for the posting group, even though the balance in this account will always be 0 after you post an invoice.

See Also

[Managing Receivables](#)

[How to: Register New Customers](#)

[Finance](#)

How To: Set Up and Report Intrastat

8/13/2018 • 6 minutes to read • [Edit Online](#)

All companies in the European Union must report their trade with other EU countries/regions. You must report the movement of goods to the statistics authorities in your country/region every month, and the report must be delivered to the tax authorities. This is referred to as Intrastat Reporting. You use the **Intrastat Journal** page to complete periodic Intrastat reports.

Required and Optional Setups

Before you can use the Intrastat journal to report Intrastat information, there are several things you must set up:

- **Intrastat journal templates:** You must set up the Intrastat journal templates and batches you will use. Because Intrastat is reported monthly, you must create 12 Intrastat journal batches based on the same template.
- **Commodity codes:** Customs and tax authorities have established numerical codes that classify items and services. You specify these codes on items.
- **Transaction nature codes:** Countries and regions have different codes for types of Intrastat transactions, such as ordinary purchase and sale, exchange of returned goods, and exchange of non-returned goods. Set up all of the codes that apply to your country/region. You use these codes on sales and purchase documents, and when you process returns.
- **Transport methods:** There are seven, one-digit codes for Intrastat transport methods. **1** for sea, **2** for rail, **3** for road, **4** for air, **5** for post, **7** for fixed installations, and **9** for own propulsion (for example, transporting a car by driving it). Dynamics NAV does not require these codes, however, we recommend that the descriptions provide a similar meaning.

Optionally, you can also set up:

- **Transaction specifications:** Use these to supplement the descriptions from the transaction types.
- **Areas:** Use these to supplement information about countries and regions.
- **Entry/exit points:** Use these to specify the locations where you ship or receive items to or from other countries. Heathrow Airport is an example of an entry or exit point. You enter entry or exit points on sales and purchase documents on the **Foreign Trade** FastTab. This information will also be copied from the item entries when you create the Intrastat journal.

To set up Intrastat templates and batches

The Intrastat batch jobs include only item entries, and not general ledger entries. If you have general ledger entries that qualify for Intrastat reporting, you must enter them manually. For example, if you purchase a computer from another EU country or region, the computer is not placed in inventory, but is posted to a general ledger account. You must manually enter this type of entry in the Intrastat journal.

You can export the entries to a file that you can send to your Intrastat authorities. You can also print a report, manually enter the information on the forms from your authorities, and then submit the information.

NOTE

We recommended that you set up an Intrastat journal batch for each month.

1. Choose the  icon, enter **Intrastat Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information..

Create a template for each Intrastat form you use.

3. To create batches, choose the **Navigate** tab, and then choose **Batches**.
4. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information..
Create a template for each Intrastat form you use..

NOTE

In the **Statistics Period** field, enter the statistics period as a four-digit number, where the first two digits represent the year and the next two digits represent the month. For example, enter 1706 for June, 2017.

To set up commodity codes

All items that you buy or sell must have a commodity code.

1. Choose the  icon, enter **Commodity Codes**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. To assign a commodity code to an item, go to the **Item Card** page, expand the **Costs & Posting** FastTab, and then enter the code in the **Commodity Code** field.

To set up transaction nature codes

1. Choose the  icon, enter **Transaction Nature Codes**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

TIP

If you frequently use a particular transaction nature code, you can make it the default. To do this, go to the **Intrastat Setup** page, and choose the code.

To set up transport methods

1. Choose the  icon, enter **Transport Methods**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To Report Intrastat

After you fill in the Intrastat journal, you can print the **Checklist** report to make sure that that all information in the journal is correct. Afterward, you can print an Intrastat report as a form, or create a file to submit to the tax authority in your country/region.

To fill in Intrastat journals

1. Choose the  icon, enter **Intrastat Journal** and then choose the related link.
2. On the **Intrastat Journal** page, in the **Batch Name** field, choose the relevant journal batch, and then Choose the **OK** button.
3. Choose the **Suggest Lines** action. The **Starting Date** and **Ending Date** fields will already contain the dates specified for the statistics period on the journal batch.
4. In the **Cost Regulation %** field, you can enter a percentage to cover transport and insurance. If you enter a percentage, the content of the **Statistical Value** field in the journal is proportionally higher.
5. Choose **OK** to start the batch job.

The batch job retrieves all the item entries in the statistics period and inserts them as lines in the Intrastat journal. You can edit the lines if needed.

IMPORTANT

The batch job retrieves only the entries that contain a country/region code for which an Intrastat code has been entered on the **Countries/Regions** page. Therefore, you must enter Intrastat codes for the country/region codes for which you will run the batch job.

How to: Report Intrastat on a form or a file

To get the information that is required on the Intrastat form from the statistical authorities, you must print the **Intrastat – Form** report. Before you can do this, you must prepare the Intrastat journal and fill it in. If you have both sales and purchase transactions, you must complete a separate form for each type, so that you must print the report two times.

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. On the **Intrastat Journal** page, choose the relevant journal batch in the **Batch Name** field.
3. If you have not already done this, fill in the journal manually or choose **Suggest Lines**.
4. Choose the **Prints Intrastat Journal** action.
5. On the **Intrastat Jnl. Line** FastTab, add a **Type** filter and then specify whether this is a **Receipt** or a **Shipment**.
6. Choose **Send to** to print the report.

How to: Report Intrastat in a file

You can submit the Intrastat report as a file. Before creating the file, you can print a checklist that contains the same information that will be in the file.

1. Choose the  icon, enter **Intrastat Journal**, and then choose the related link.
2. In the **Intrastat Journal** window, select the relevant journal batch in the **Batch Name** field.
3. If you have not already done this, fill in the journal manually or by choosing **Suggest Lines**.
4. Choose the **Create File** action.
5. In the batch job window, Choose the **OK** button.
6. Choose **Save**.
7. Browse to the location where you want to save the file, enter the file name, and then choose **Save**.

How to: Reorganize Intrastat Journals

Because you must submit an Intrastat report every month, and you create a new journal batch for each report, you will eventually have many journal batches. The journal lines are not deleted automatically. You may want to reorganize the journal batch names periodically. You do this by deleting the journal batches that you no longer need. The journal lines in these batches are also deleted.

1. Choose the  icon, enter **Intrastat Journals**, and then choose the related link.
2. To view the options, choose the **Batch Name** field.
3. Choose the journal batches to deleted, and then choose **Delete**.

See Also

[Financial Management](#)

How to: Set Up Multiple Interest Rates

4/16/2018 • 2 minutes to read • [Edit Online](#)

Multiple interest rates are used for different periods for delayed payments in trade transactions. For example, a government specifies the maximum interest to be levied for a consumer. This interest rate can be changed twice a year on 01 January and 01 July. The interest rate between businesses (B2B) is agreed by the parties and there is no limit to that customer group. The announced rate is usually four percent more than the normal bank interest.

When you create finance charge terms and reminder terms, for delayed payment penalty, you can specify multiple interest rates so that the penalty fee is calculated from different interest rates in different periods. For more information, see [How to: Collect Outstanding Balances](#). For more information, see [How to: Collect Outstanding Balances](#).

To set up multiple interest rates

1. Choose the  icon, enter **Finance Charge Terms**, and then choose the related link.
2. In the **Finance Charge Terms** window, select the required finance term, and then choose the **Interest Rates** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **OK** button.
5. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
6. In the **Reminder Terms** window, select the required reminder term, and then choose the **Levels** action.
7. In the **Reminder Levels** window, select the **Calculate Interest** field.

When you issue a finance charge memo, the memo shows the finance charges with multiple interest rates for a specific time period. The memo also contains the contact details of the customer, the company issuing the memo, the additional amount, and the total amount. The opening entry on the memo is displayed in bold. The finance charges are calculated with multiple interest rates for a specific time period and are printed after the opening entry of the memo.

See Also

[How to: Collect Outstanding Balances](#)

[Setting Up Finance](#)

Setting Up Banking

4/16/2018 • 2 minutes to read • [Edit Online](#)

Using bank account cards, you can keep track of all your bank accounts, in any currency. After you have set up the bank accounts, you can also use the check printing option.

To use electronic banking services to import bank statements and export payments, you must set up and enable the involved services.

TO	SEE
Set up bank account cards for each of your bank accounts, so you can keep track of banking transactions.	How to: Set Up Bank Accounts
Set up an external service that enables you to export your payments to the bank for processing and import bank statements as bank files for payment application and bank reconciliation.	How to: Set Up the Bank Data Conversion Service

See Also

[Managing Bank Accounts](#)

[Managing Receivables](#)

[Managing Payables](#)

[Working with Dynamics NAV](#)

How to: Set Up Bank Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

You use bank accounts in the Dynamics NAV to keep track of your banking transactions. Accounts can be denominated in your local currency or in a foreign currency. After you have set up bank accounts, you can also use the check printing option.

To set up bank accounts

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. In the **Bank Accounts** window, choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

To fill in the **Balance** field with an opening balance, you must post a bank account ledger entry with the amount in question. You can do this by performing a bank account reconciliation. For more information, see [How to: Reconcile Bank Accounts Separately](#). Alternatively, you can implement the opening balance as a part of general data creation in new companies by using the **Migrate Business Data** assisted setup. For more information, see [Welcome to Dynamics NAV](#).

To set up your bank account for import or export of bank files

Fields on the **Transfer** FastTab in the **Bank Account Card** window are related to import and export of bank feeds and files. For more information, see [How to: Set Up the Bank Data Conversion Service](#).

1. Choose the  icon, enter **Bank Accounts**, and then choose the related link.
2. Open the card for a bank account that you will export or import bank files for.
3. On the **Transfer** FastTab, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

Different file export services and their formats require different setup values in the **Bank Account Card** window. You will be informed about wrong or missing setup values as you try to export the file. So read the short descriptions of the fields carefully or refer to the related procedure topics. For example, exporting a payment file for North American electronic funds transfer (EFT) requires that both the **Last Remittance Advice No.** field and the **Transit No.** field are filled in. For more information, see [How to: Export Payments to a Bank File](#).

To set up vendor bank accounts for export of bank files

Fields on the **Transfer** FastTab in the **Vendor Bank Account Card** window are related to export of bank feeds and files. For more information, see [How to: Set Up the Bank Data Conversion Service](#) and [How to: Export Payments to a Bank File](#).

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the card for a vendor whose bank account you will export payment bank files to.
3. Choose the **Bank Accounts** action.
4. In the **Vendor Bank Account Card** window, on the **Transfer** FastTab, fill in the fields as necessary. Choose a

field to read a short description of the field or link to more information.

See Also

[Setting Up Banking](#)

[Managing Bank Accounts](#)

[Working with Dynamics NAV](#)

How to: Set Up the Bank Data Conversion Service

8/13/2018 • 3 minutes to read • [Edit Online](#)

A global provider of services to convert payment information to any data format that your bank requires is connected and ready to be enabled in Dynamics NAV. This is referred to in Dynamics NAV as the bank data conversion service.

You can export payment lines from the **Payment Journal** window to a file or a data stream that you then upload to your bank for automatic processing so that you do not have to make electronic payments individually. For more information, see [How to: Export Payments to a Bank File](#).

You can import bank statement files into the **Payment Reconciliation Journal** window by using the bank data conversion service to convert a file that you receive from your bank to a data stream that Dynamics NAV can import. For more information, see [How to: Apply Payments Automatically and Reconcile Bank Accounts](#).

To import or export bank files, you must set up your own bank account and your vendors' bank accounts. For more information, see [How to: Set Up Bank Accounts](#).

NOTE

The bank data conversion service may impose a limit on the number of lines that can be exported in one file. You will receive an error message if the limit is exceeded. It is recommended that bank statement files do not exceed 1000 lines as the processing time in the bank data conversion service may otherwise increase significantly.

To sign your company up for the bank data conversion service

1. Choose the  icon, enter **Bank Data Conv. Service Setup**, and then choose the related link.
2. The **Bank Data Conv. Service Setup** window opens with three fields prefilled with relevant URLs of the provider of bank data conversion service.

NOTE

In the CRONUS International Ltd. demonstration database, the User Name and Password fields are prefilled with demonstration logon information, which you will replace with your company's actual information as you sign up for the bank data conversion service.

3. In the **Sign-up URL** field, choose the browser button to open the service provider's sign-up page.
4. On the sign-up page of the bank data service provider, enter the user name and password for your company's subscription to the service, and then complete the sign-up process as instructed by the service provider.

Your company is now signed up for the bank data conversion service. Proceed to enter the user name and password that you specified for the service in the related setup fields in Dynamics NAV.

5. In the **Bank Data Conv. Service Setup** window, in the User **Name** field, enter the same value that you entered as logon name on the service provider's page in step 4.
6. In the **Password** field, enter the same value that you entered in the **Password** field on the service provider's page in step 4.

To encrypt your login information

It is recommended that you protect the logon information that you enter in the **Bank Data Conv. Service Setup** window. You can encrypt data on the Dynamics NAV server by generating new or importing existing encryption keys that you enable on the Dynamics NAV server instance that connects to the database.

1. In the **Bank Data Conv. Service Setup** window, choose the **Encryption Management** action.
2. In the **Data Encryption Management** window, enable encryption of your data.

To view or update the list of currently supported bank data formats

1. Choose the  icon, enter **Bank Data Conv. Service Setup**, and then choose the related link.
2. In the **Bank Data Conv. Service Setup** window, choose the **Bank Name - Data Conversion List** action to open the list of bank names representing bank data formats that are supported by the conversion service.
3. In the **Bank Name - Data Conversion List** page, choose the **Update Bank Name List** action.

The list of bank data formats that are supported by the bank data conversion service is now updated. This is the list of bank names, filtered by the country/region, that you can select from in the **Bank Name - Data Conversion** field in the **Bank Account Card** window.

NOTE

The update of supported bank data formats also occurs when you select or enter a value in the **Bank Name - Data Conversion** field on the bank account.

You have now signed up for the bank data conversion service. Proceed to reflect the sign-up information on every bank account that will use the service.

See Also

[Setting Up Banking](#)

[Managing Bank Accounts](#)

[Working with Dynamics NAV](#)

Setting Up Sales

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can manage sales processes, you must configure the rules and values that define the company's sales policies.

You must define the general setup, such as which sales documents are required and how their values are posted. This general setup is typically performed once during the initial implementation.

A separate series of tasks related to registering new customers is to record any special price or discount agreements that you have with each customer.

Finance-related sales setup, such as payment methods and currencies, are covered in the Finance Setup section. For more information, see [Setting Up Finance](#).

TO	SEE
Create a customer card for each customer that you sell to.	How to: Register New Customers
Enable customers to pay through PayPal by choosing the PayPal logo on sales documents.	How to: Enable Customer Payment Through PayPal
Enter the different discounts and special prices that you grant to customers depending on item, quantities, and/or date.	How to: Record Sales Price, Discount, and Payment Agreements
Set up salespeople so that you can assign them to customer contacts or measure salespeople's performance as a basis for calculating the sales commission or bonus.	How to: Set Up Salespeople
Specify for individual customers or for all customers how sales documents are sent by default when you choose the Post and Send action.	How to: Set Up Document Sending Profiles
Set your email up to contain a summary of information in the sales document that is being sent.	How to: Send Documents by Email.
Use an EU web service to verify a customer's VAT registration number.	How to: Verify VAT Registration Numbers
Enter information about the different transportation vendors you use, including a link to their package tracking service.	How to: Set Up Shipping Agents

See Also

[Sales](#)

[Working with Dynamics NAV](#)

How to: Register New Customers

4/16/2018 • 2 minutes to read • [Edit Online](#)

Customers are the source of your income. You must register each customer you sell to as a customer card. Customer cards hold the information that is required to sell products to the customer. For more information, see [How to: Invoice Sales](#) and [How to: Register New Items](#).

Before you can register new customers, you must set up various sales codes that you can select from when you fill in customer cards. For more information, see [Set Up Sales](#).

NOTE

If customer templates exist for different customer types, then a window appears when you create a new customer card from where you can select an appropriate template. If only one customer template exists, then new customer cards always use that template.

To create a new customer card

1. On the Home page, choose the **Customers** action to open the list of existing customers.
2. In the **Customers** window, choose the **New** action.

If only one customer template exists, then a new customer card opens with some fields filled with information from the template.

If more than one customer template exists, then a window opens from which you can select a customer template. In that case, follow the next two steps.

3. In the **Select a template for a new customer** window, choose the template that you want to use for the new customer card.
4. Choose the **OK** button. A new customer card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the customer card as necessary. Choose a field to read a short description of the field or link to more information.

On the **Sales Prices** FastTab, you can view special prices or discounts that you grant for the customer if certain criteria are met, such as item, minimum order quantity, or ending date. Each row represents a special price or line discount. Each column represents a criterion that must apply to warrant the special price that you enter in the **Unit Price** field, or the line discount that you enter in the **Line Discount %** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

The customer is now registered, and the customer card is ready to be used on sales documents.

If you want to use this customer card as a template when you create new customer cards, you can save it as a template. For more information, see the following section.

To save the customer card as a template

1. In the **Customer Card** window, choose the **Save as Template** action. The **Customer Template** window opens showing the customer card as a template.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** window opens showing any dimension codes that are set up for the customer.
4. Edit or enter dimension codes that will apply to new customer cards created by using the template.
5. When you have completed the new customer template, choose the **OK** button.

The customer template is added to the list of customer templates, so that you can use it to create new customer cards.

See Also

[Sales](#)

[Setting Up Sales](#)

[Working with Dynamics NAV](#)

How to: Enable Customer Payments Through Payment Services

8/13/2018 • 2 minutes to read • [Edit Online](#)

As an alternative to collecting payments through bank transfer or credit cards, your customers can pay you through their account with payment services, such as PayPal and WorldPay.

After you enable a payment service in Dynamics NAV, a link to the service is available on sales documents that you send by email to your customers. Customers can use the link to go to the payment service and pay the bill, directly from the sales document. If you don't want to include the link, for example, if a customer will pay with cash, you can remove the payment service from the invoice before posting.

The PayPal Payments Standard and WorldPay Payments Standard extensions are installed in Dynamics NAV, and are ready for you to enable.

To enable a payment service in Dynamics NAV

1. Choose the  icon, enter **Payment Services**, and then choose the related link.
2. In the **Payment Services** window, choose the **New** action.
3. Select the payment service, and then close the window.
4. In the **Payment Services** window, choose the **Setup** action.
5. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
6. Close the window.

To select a payment service on a sales invoice

1. On the Home page, choose **Sales Invoices**.
2. Open the sales invoice that you want to pay by using the payment service.
3. In the **Payment Service** field, choose the payment service.

NOTE

The **Payment Service** field is available only if you've enabled the payment service.

See Also

[Setting Up Sales](#)

[Sales](#)

[Customizing Dynamics NAV Using Extensions](#)

[Working with Dynamics NAV](#)

How to: Record Special Sales Prices and Discounts

8/13/2018 • 7 minutes to read • [Edit Online](#)

The different price and discount agreements that apply when selling to different customers must be defined so that the agreed rules and values are applied to sales documents that you create for the customers.

When you have recorded special prices and line discounts for sales and purchases, Dynamics NAV ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines. For more information, see "Best Price Calculation" section.

Concerning prices, you can have a special sales price inserted on sales lines if a certain combination of customer, item, minimum quantity, unit of measure, or starting/ending date exists.

Concerning discounts, you can set up and use two types of sales discounts:

DISCOUNT TYPE	DESCRIPTION
Sales Line Discount	An amount discount that is inserted on sales lines if a certain combination of customer, item, minimum quantity, unit of measure, or starting/ending date exists. This works in the same way as for sales prices.
Invoice Discount	A percentage discount that is subtracted from the document total if the value amount of all lines on a sales document exceeds a certain minimum.

Because sales prices and sales line discounts are based on a combination of item and customer, you can also perform this configuration from the item card of the item where the rules and values apply.

To set up a sales price for a customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Prices** action.

The **Sales Type** field is prefilled with **Customer**, and the **Sales Code** field is prefilled with the customer number.

3. Fill in the fields on the line as necessary. Choose a field to read a short description of the field or link to more information. Fill a line for each combination that will grant a special sales price to the customer.

To set up a sales line discount for a customer

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Line Discounts** action.

The **Sales Type** field is prefilled with **Customer**, and the **Sales Code** field is prefilled with the customer number.

3. Fill in the fields on the line as necessary. Choose a field to read a short description of the field or link to more information. Fill a line for each combination that will grant a sales line discount to the customer.

To set up an invoice discount for a customer

When you have decided which customers are eligible for invoice discounts, enter the invoice discount code on the customer cards and set up the terms for each code.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer card for a customer that will be eligible for invoice discounts.
3. In the **Invoice Disc. Code** field, select a code for the relevant invoice discount terms to use to calculate invoice discounts for the customer.

NOTE

Invoice discount codes are represented by existing customer cards. This enables you to quickly assign invoice discount terms to customers by picking the name of another customer who will have the same terms.

Proceed to set up new the sales invoice discount terms.

4. In the **Customer Card** window, choose the **Invoice Discounts** action. The **Cust. Invoice Discounts** window opens.
5. In the **Currency Code** field, enter the code for a currency that the invoice discount terms on the line applies to. Leave the field blank to set up invoice discount terms in USD.
6. In the **Minimum Amount** field, enter the minimum amount that an invoice must have to be eligible for the discount.
7. In the **Discount %** field, enter the invoice discount as a percentage of the invoice amount.
8. Repeat steps 5 through 7 for each currency that the customer will receive a different invoice discount for.

The invoice discount is now set up and assigned to the customer in question. When you select the customer code in the **Invoice Disc. Code** field on other customer cards, the same invoice discount is assigned to those customers.

To work with sales invoice discounts and service charges

When you use invoice discounts, the size of the invoice amount determines the size of the discount that is granted.

In the **Cust. Invoice Discounts** window, you can also add a service charge to invoices over a certain amount.

Before you can use invoice discounts with sales, you must enter certain information in the program. You must decide:

- which customers will be granted this type of discount.
- which discount percentages you will use.

If you invoice discounts to be calculated automatically, you can specify this in the **Sales & Receivables Setup** window.

For each customer, you can specify whether you will grant invoice discounts if the requirement is satisfied (that is, if the invoice amount is large enough). You can define the terms of the invoice discount in local currency for domestic customers and in foreign currency for foreign customers.

You link discount percentages to specific invoice amounts in **Cust. Invoice Discounts** windows. You can enter any number of percentages in each window. Each customer can have its own window, or you can link several

customers to the same window.

In addition to (or instead of) a discount percentage, you can link a service charge amount to a specific invoice amount.

TIP

Before you start entering this information in the program, it is a good idea to prepare an outline of the discount structure you want to use. This makes it easier to see which customers can be linked to the same invoice discount window. The fewer windows you have to set up, the faster you can enter the basic information.

Best Price Calculation

When you have recorded special prices and line discounts for sales and purchases, Dynamics NAV ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines.

The best price is the lowest permissible price with the highest permissible line discount on a given date. Dynamics NAV automatically calculates this when it inserts the unit price and the line discount percentage for items on new document and journal lines.

NOTE

The following describes how the best price is calculated for sales. The calculation is the same for purchases.

1. Dynamics NAV checks the combination of the bill-to customer and the item and then calculates the applicable unit price and line discount percentage, using the following criteria:
 - Does the customer have a price/discount agreement, or does the customer belong to a group that does?
 - Is the item or the item discount group on the line included in any of these price/discount agreements?
 - Is the order date (or the posting date for the invoice and credit memo) within the starting and ending date of the price/discount agreement?
 - Is a unit of measure code specified? If so, Dynamics NAV checks for prices/discounts with the same unit of measure code, and prices/discounts with no unit of measure code.
2. Dynamics NAV checks if any price/discount agreements apply to information on the document or journal line, and then inserts the applicable unit price and line discount percentage, using the following criteria:
 - Is there a minimum quantity requirement in the price/discount agreement that is fulfilled?
 - Is there a currency requirement in the price/discount agreement that is fulfilled? If so, the lowest price and the highest line discount for that currency are inserted, even if local currency would provide a better price. If there is no price/discount agreement for the specified currency code, Dynamics NAV inserts the lowest price and the highest line discount in your local currency.

If no special price can be calculated for the item on the line, then either the last direct cost or the unit price from the item card is inserted.

To copy sales prices

If you want to copy sales prices, such as an individual customer's sales prices to use for a customer price group, you must run the **Suggest Sales Price on Wksh.** batch job. You find the batch job in the **Sales Price Worksheet** window.

1. Choose the  icon, enter **Sales Price Worksheet**, and then choose the related link.

2. Choose the **Suggest Sales Price on Wksh.** action.
3. On the **Sales Prices** FastTab, fill in the **Sales Type** and **Sales Code** fields with the original sales prices you want to copy.
4. In the top section of the request window, fill in the **Sales Type** and **Sales Code** with the type and name you want the sales prices copied to.
5. If you want the batch job to create new prices, select the **Create New Prices** field.
6. Choose the **OK** button to fill in the lines on the **Sales Price Worksheet** window with the suggested new prices, indicating that they are valid for the selected **Sales Type**.

NOTE

This batch job only creates suggestions and it does not implement the suggested changes. If you are satisfied with the suggestions and want to implement them, that is insert them in the **Sales Prices** table, you can use the **Implement Price Changes** batch job, which is found on the **Actions** tab, in the **Functions** group, in the **Sales Price Worksheet** window.

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Salespeople

4/16/2018 • 2 minutes to read • [Edit Online](#)

Many companies want to follow an individual employee's performance as a basis for calculating the sales commission or bonus. See, for example, the **Salesperson Commissions** report. A company may also want to assign a salesperson to each of their contacts.

When you have set up a salesperson in the **Salespeople** window, you can select it in the **Salesperson Code** field on all relevant records, such as G/L account, customer, vendor, contacts, and campaign cards. Then, when you post or set up invoices, credit memos, journal lines, finance charge activities, and so on, the salesperson code is carried to the resulting ledger entries.

To set up a salesperson code

1. Choose the  icon, enter **Salespeople**, and then choose the related link.
2. In the **Salespeople** window, choose the **New** action.

You can use salespeople in various relationship management and marketing work. For example, you can assign tasks to salespeople, so that the tasks are incorporated in sales opportunities that the salesperson are assigned to. For more information, see [How to: Set Up Opportunity Sales Cycles and Cycle Stages](#).

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Document Sending Profiles

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set each customer up with a preferred method of sending sales documents, so that you do not have to select a sending option every time you choose the **Post and Send** action.

In the **Document Sending Profiles** window, you set up different sending profiles that you can select from in the **Document Sending Profile** field on a customer card. You can select the **Default** check box to specify that the document sending profile is the default profile for all customers, except for customers where the **Document Sending Profile** field is filled with another sending profile.

When you choose the **Post and Send** action on a sales document, the **Post and Send Confirmation** dialog box shows the sending profile used, either the one set up for the customer or the default for all customers. In the dialog box, you can change the sending profile for the sales document. For more information, see [How to: Invoice Sales](#).

To set up a document sending profile

1. Choose the  icon, enter **Document Sending Profiles**, and then choose the related link.
2. In the **Document Sending Profiles** window, choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To specify a sending profile on a customer card

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card of the customer who you want to set up a sending profile for.
3. In the **Document Sending Profile** field, select a profile that you have set up as described in the previous procedure.

See Also

[Setting Up Sales](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Send Documents by Email

4/16/2018 • 4 minutes to read • [Edit Online](#)

To communicate the contents of business documents quickly to your business partners, such as the payment information on sales documents to customers, you can use the Report Layout feature to define document-specific content that gets inserted in email bodies automatically. For more information, see [Managing Report and Document Layouts](#).

To enable emails from within Dynamics NAV, start the **Set Up Email** assisted setup on the Home page.

You can email practically all document types as attachments to email messages directly from the window that shows the document. In addition to the attachment, you can set up document-specific email bodies with core information from the document preceded by standard text that greets the mail recipient and introduces the document in question. To offer your customers to pay for sales electronically using a payment service, such as PayPal, you can also have the PayPal information and hyperlink inserted in the email body.

From all supported documents, you initiate emailing by choosing the **Send** action, on posted documents, or the **Post and Send** action, on non-posted documents.

If the **Email** field in the **Send Document to** window is set to **Yes (Prompt for Settings)**, then the **Send Email** window opens prefilled with the contact person in the **To:** field and the document attached as a PDF file. In the **Body** field, you can either enter text manually or you can have the field filled with a document-specific email body that you have set up.

The following procedure describes how to set the **Sales - Invoice** report up to be used for document-specific email bodies when you email posted sales invoices.

To set up a document-specific email body for sales invoices

1. Choose the  icon, enter **Report Selections Sales**, and then choose the related link.
2. In the **Report Selection - Sales** window, in the **Usage** field, select **Invoice**.
3. On a new line, in the **Report ID** field, select, for example, standard report 1306.
4. Select the **Use for Email Body** check box.
5. Choose the **Email Body Layout Code** field, and then select a layout from the drop-down list.

Report layouts define both the style and the content of the email body, including the standard text that precedes the core document information in the email body. You can see all available report layouts if you choose the **Select from full list** button in the drop-down list.

6. To view or edit the layout that the email body is based on, select the layout in the **Custom Report Layouts** window, and then choose the **Edit Layout** action.
7. If you want to offer customers to pay for sales electronically, you can set up the related payment service, such as PayPal, and then have the PayPal information and hyperlink inserted in the email body as well. For more information, see [How to: Enable Customer Payments Through PayPal](#).
8. Choose the **OK** button.

Now, when you choose, for example, the **Send** action in the **Posted Sales Invoice** window, the email body will contain the document information of report 1306 preceded by styled standard text according to the report layout

that you selected in step 5.

The following procedure describes how to send a posted sales invoice as an email message with the document attached as a PDF file and with a document-specific email body.

To send documents by email

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the relevant posted sales invoice, and then choose the **Send** action. The **Send Document to** window opens.
3. In the **Email** field, select **Yes (Prompt for Settings)**. For more information, see [How to: Set Up Document Sending Profiles](#).
4. Choose the **OK** button. The **Send Email** window opens.
5. In the **To:** field, enter a valid email address. The default value is the customer email address.
6. In the **Subject** field, enter a descriptive subject text. The default value is the customer name and invoice number.
7. In the **Attachment** field, the generated invoice is attached by default as a PDF file. Choose the lookup button to open the file or attach another one.
8. In the **Body** field, enter a short message to the recipient.

If a document-specific email body is set up in the **Report Selection - Sales** window, then the **Body** field is filled in automatically. For more information, see the "To set up a document-specific email body for sales invoices" section in this topic.

9. Choose the **OK** button to send the email message.

NOTE

If you do not want to specify email settings each time you email a document, you can select the **Yes (Use Default Settings)** option in the **Email** field in the **Send Document to** window. In that case, the **Send Email** window will not open. See Step 4. For more information, see [How to: Set Up Document Sending Profiles](#).

See Also

[Managing Report and Document Layouts](#)

[How to: Set up Email](#)

[How to: Invoice Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Shipping Agents

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up a code for each of your shipping agents and enter information about them.

If you enter an Internet address for the shipping agent, and the agent provides package tracking services on the Internet, you can use the automatic package tracking feature. For more information, see [How to: Track Packages](#).

When you set up shipping agents on your sales orders, you can also specify the services that each shipping agent offers.

For each shipping agent, you can set up an unlimited number of services, and you can specify a shipping time for each service.

When you have assigned a shipping agent service to a sales order line, the shipping time of the service will be included in the order promising calculation, for that line. For more information, see [How to: Calculate Order Promising Dates](#).

To set up a shipping agent

1. Choose the  icon, enter **Shipping Agents**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information..
3. Choose the **Shipping Agent Services** action.
4. In the **Shipping Agent Services**, fill in the fields as necessary.

NOTE

If you delete the shipping agent on the order line, the shipping agent service code is also deleted. The contents of fields that were based in part on the shipping agent service are recalculated.

See Also

[How to: Track Packages](#)

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Setting Up Purchasing

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can manage purchase processes, you must configure the rules and values that define the company's purchase policies.

You must define the general setup, such as which purchase documents are required and how their values are posted. This general setup is typically performed once during the initial implementation.

A separate series of tasks related to registering new vendors is to record any special price or discount agreements that you have with each vendor.

Finance-related purchase setup, such as payment methods and currencies, are covered in the Finance Setup section. For more information, see [Setting Up Finance](#).

TO	SEE
Create a vendor card for each vendor that you purchase from	How to: Register New Vendors
Enter the different discounts and special prices that vendors grant you depending on item, quantities, and/or date	How to: Record Purchase Price, Discount, and Payment Agreements
Prioritize vendors	How to: Prioritize Vendors
Set up purchasers	How to: Set Up Purchasers

See Also

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Register New Vendors

4/16/2018 • 2 minutes to read • [Edit Online](#)

Vendors provide the products that you sell. Each vendor that you purchase from must be registered as a vendor card.

Before you can register new vendors, you must set up various purchase codes that you can select from when you fill vendor cards. When all of the required master data is created, you can perform additional configuration of the vendor, such as prioritize the vendor for payment purposes and list items that the vendor and other vendors can supply. Another group of setup tasks for vendors is to record your agreements concerning discounts, prices, and payment methods. For more information, see [Setting Up Purchasing](#).

Vendor cards hold the information that is required to buy products from the vendor. For more information, see [How to: Record Purchases](#) and [How to: Register New Items](#).

NOTE

If vendor templates exist for different vendor types, then a window appears when you create a new vendor card from where you can select an appropriate template. If only one vendor template exists, then new vendor cards always use that template.

To create a new vendor card

1. On the Home page, choose **Vendors** to open the list of existing vendors.
2. In the **Vendors** window, Choose **New**.

If more than one vendor template exists, then a window opens from which you can select a vendor template. In that case, follow the next two steps.
3. In the **Select a template for a new vendor** window, choose the template that you want to use for the new vendor card.
4. Choose the **OK** button. A new vendor card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the vendor card as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

If you do not know the invoicing address that will be used for every invoice from a vendor, do not fill in the **Pay-to** field. Instead, choose the pay-to vendor number after you have set up a purchase quote, order, or invoice header.

The vendor is now registered, and the vendor card is ready to be used on purchase documents.

If you want to use this vendor card as a template when you create new vendor cards, you can save it as a vendor template. For more information, see the following section.

To save the vendor card as a template

1. In the **Vendor Card** window, choose the **Save as Template** action. The **Vendor Template** window opens showing the vendor card as a template.

2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** window opens showing any dimension codes that are set up for the vendor.
4. Edit or enter dimension codes that will apply to new vendor cards created by using the template.
5. When you have completed the new vendor template, choose the **OK** button.
The vendor template is added to the list of vendor templates, so that you can use it to create new vendor cards.

See Also

[Purchasing](#)

[How to: Record Purchases](#)

[Working with Dynamics NAV](#)

How to: Record Special Purchase Prices and Discounts

8/13/2018 • 7 minutes to read • [Edit Online](#)

The different price and discount agreements that apply when you buy from different vendors must be defined so that the agreed rules and values are applied to purchase documents that you create for the vendors.

When you have recorded special prices and line discounts for sales and purchases, Dynamics NAV ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines. For more information, see the "Best Price Calculation" section.

Concerning prices, you can have a special purchase price inserted on purchase lines if a certain combination of vendor, item, minimum quantity, unit of measure, or starting/ending date exists.

Concerning discounts, you can set up and use two types of purchase discounts:

DISCOUNT TYPE	DESCRIPTION
Purchase Line Discount	An amount discount that is inserted on purchase lines if a certain combination of vendor, item, minimum quantity, unit of measure, or starting/ending date exists. This works in the same way as for purchase prices.
Invoice Discount	A percentage discount that is subtracted from the document total if the value amount of all lines on a purchase document exceeds a certain minimum.

Because purchase line discounts and purchase prices are based on a combination of item and vendor, you can also enter this configuration from the item card, where the rules and values are defined. For more information, see [How to: Register New Items](#).

To set up a special purchase price for a vendor

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card, and then choose the **Prices** action.

The **Purchase Type** field is prefilled with **Vendor**, and the **Purchase Code** field is prefilled with the vendor number.

3. Fill in the fields on the line as necessary. Choose a field to read a short description of the field or link to more information.
4. Fill a line for each combination for which the vendor grants you a purchase line discount.

To set up a line discount for a vendor

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card, and then choose the **Line Discounts** action.

The **Purchase Type** field is prefilled with **Vendor**, and the **Purchase Code** field is prefilled with the vendor number.

- Fill in the fields on the line as necessary. Choose a field to read a short description of the field or link to more information.
- Fill a line for each combination for which the vendor grants you a purchase line discount.

To set up an invoice discount for a vendor

When your vendors have informed you which invoice discounts they grant, enter the invoice discount code on the vendor cards and set up the terms for each code.

- Choose the  icon, enter **Vendors**, and then choose the related link.
- Open the vendor card for a vendor that will be eligible for invoice discounts.
- In the **Invoice Disc. Code** field, select a code for the relevant invoice discount terms to use to calculate invoice discounts for the vendor.

NOTE

Invoice discount codes are represented by existing vendor cards. This enables you to quickly assign invoice discount terms to vendors by picking the name of another vendors who will have the same terms.

Proceed to set up new the purchase invoice discount terms.

- In the **Vendor Card** window, choose the **Invoice Discounts** action. The **Vend. Invoice Discounts** window opens.
- In the **Currency Code** field, enter the code for a currency that the invoice discount terms on the line applies to. Leave the field blank to set up invoice discount terms in USD.
- In the **Minimum Amount** field, enter the minimum amount that an invoice must have to be eligible for the discount.
- In the **Discount %** field, enter the invoice discount as a percentage of the invoice amount.
- Repeat steps 5 through 7 for each currency that the vendor will receive a different invoice discount for.

The invoice discount is now set up and assigned to the vendor in question. When you select the vendor code in the **Invoice Disc. Code** field on other vendor cards, the same invoice discount is assigned to those vendor.

To choose a principle for posting purchase discounts

When you post a purchase invoice that includes one or more discounts, you can choose between two principles for posting discount amounts. You can post discounts separately or you can subtract discounts from invoice discounts.

Before you can do this, you must have already set up the necessary accounts for posting discount amounts in the chart of accounts. You must also check that you have entered the correct account numbers in the general posting setup in the **Purch. Line Disc. Account** and **Purch. Inv. Disc. Account** fields.

- Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
- In the **Discount Posting** field, choose one of the following principles for posting discounts.

DISCOUNT POSTING PRINCIPLE	INVOICE DISCOUNT	LINE DISCOUNT
All Discounts	Posted separately	Posted separately
Invoice Discounts	Posted separately	Subtracted

DISCOUNT POSTING PRINCIPLE	INVOICE DISCOUNT	LINE DISCOUNT
----------------------------	------------------	---------------

Line Discounts	Subtracted	Posted separately
No Discounts	Subtracted	Subtracted

Purchase Invoice Discounts and Service Charges

If you have fixed terms for invoice discounts with any vendors, you can enter them for those vendors. Then the discount will be calculated when you fill in a purchase invoice.

Before you can use invoice discounts with purchases, you must specify the vendors that offer you the discounts.

You link discount percentages to specific invoice amounts in **Vend. Invoice Discounts** windows. You can enter any number of percentages in each window. Each vendor can have its own window, or you can link several vendors to the same window.

In addition to a discount percentage, you can link a service charge amount to a specific invoice amount.

You can define the terms of the invoice discount in LCY for domestic vendors and in foreign currency for foreign vendors.

You can choose to have Dynamics NAV automatically calculate the invoice discounts for quotes, blanket orders, orders, invoices, or credit memos.

TIP

Before you enter this information, it is a good idea to prepare an outline of the discount structure that you want to use. This makes it easier to see which vendors can be linked to the same invoice discount window. The fewer windows that you have to set up, the faster that you can enter the basic information.

Best Price Calculation

When you have recorded special prices and line discounts for sales and purchases, Dynamics NAV ensures that your profit on item trade is always optimal by automatically calculating the best price on sales and purchase documents and on job and item journal lines.

The best price is the lowest permissible price with the highest permissible line discount on a given date. Dynamics NAV automatically calculates this when it inserts the unit price and the line discount percentage for items on new document and journal lines.

NOTE

The following describes how the best price is calculated for sales. The calculation is the same for purchases.

1. Dynamics NAV checks the combination of the bill-to customer and the item and then calculates the applicable unit price and line discount percentage, using the following criteria:
 - Does the customer have a price/discount agreement, or does the customer belong to a group that does?
 - Is the item or the item discount group on the line included in any of these price/discount agreements?
 - Is the order date (or the posting date for the invoice and credit memo) within the starting and ending date of the price/discount agreement?

- Is a unit of measure code specified? If so, Dynamics NAV checks for prices/discounts with the same unit of measure code, and prices/discounts with no unit of measure code.
2. Dynamics NAV checks if any price/discount agreements apply to information on the document or journal line, and then inserts the applicable unit price and line discount percentage, using the following criteria:
- Is there a minimum quantity requirement in the price/discount agreement that is fulfilled?
 - Is there a currency requirement in the price/discount agreement that is fulfilled? If so, the lowest price and the highest line discount for that currency are inserted, even if LCY would provide a better price. If there is no price/discount agreement for the specified currency code, Dynamics NAV inserts the lowest price and the highest line discount in LCY.

If no special price can be calculated for the item on the line, then either the last direct cost or the unit price from the item card is inserted.

See Also

[Setting Up Purchasing](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Prioritize Vendors

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV can suggest various payments to vendors, for example, payments that will be due soon or payments where a discount is available. For more information, see [How to: Suggest Vendor Payments](#).

First, you must prioritize your vendors by assigning numbers to them.

To prioritize vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Select the relevant vendor, and then choose **Edit**.
3. In the **Priority** field, enter a number.

Dynamics NAV considers the lowest number, except 0, to have the highest priority. So, for example, if you use 1, 2, and 3, then 1 will have the highest priority.

If you do not want to prioritize a vendor, leave the **Priority** field blank. Then, if you use the payment suggestion feature, the vendor will be listed after all the vendors that have a priority number. You can enter as many priority levels as necessary.

See Also

[Setting Up Purchasing](#)

[Managing Payables](#)

[Working with Dynamics NAV](#)

How to: Set Up Purchasers

4/16/2018 • 2 minutes to read • [Edit Online](#)

If several purchasers work at your company, you can set them up in a window and assign them each a code. You can then use the codes to prepare statistics and to filter information in printed reports.

To set up purchasers

1. Choose the  icon, enter **Salespeople/Purchasers**, and then choose the related link.
2. In the **Salespeople/Purchasers** window, choose **New**.
3. In the **Salesperson/Purchaser Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign purchasers to vendors

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card for the vendor that will be assigned a purchaser.
3. In the **Purchaser Code** field, select the applicable purchaser code and then close the window.

See Also

[Setting Up Purchasing](#)

[Managing Payables](#)

[Working with Dynamics NAV](#)

Setting Up Inventory

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can manage warehouse activities and inventory costing, you must configure the rules and values that define the company's inventory policies.

You can provide better customer service and optimize your supply chain by organizing your inventory at different addresses. You can then buy, store, or sell items at different locations and transfer inventory between them.

When you have set up your inventory, you can manage various processes related to item transactions. For more information, see [Manage Inventory](#) and [Warehouse Management](#).

TO	SEE
Define the general inventory setup, such as number series and how to use locations.	How to: Set Up General Inventory Information
Configure an efficient distribution model with a combination of different locations and responsibility centers assigned to business partners or employees.	How to: Work with Responsibility Centers
Organize your inventory at multiple locations, including transfer routes.	How to: Set Up Locations
Create item cards for inventory items that you trade in.	How to: Register New Items
As a supplement to item cards, record information about your items in a specific location or of a specific variant.	How to: Set Up Stockkeeping Units
Assign items to categories and give them attributes to help you and customers find items.	How to: Categorize Items

See Also

[Managing Inventory](#)

[Managing Purchasing](#)

[Managing Sales](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

How to: Set Up General Inventory Information

4/16/2018 • 2 minutes to read • [Edit Online](#)

You specify your general inventory setup in the **Inventory Setup** window.

To set up general inventory information

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. In the **Inventory Setup** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

If you want to include warehouse handling time in the order promising calculation on the purchase line, you can set it up as a default for the inventory, in the **Inventory Setup** window, and for your location. For more information, see [How to: Calculate Order Promising Dates](#).

See Also

[Set Up Inventory](#)

[Manage Inventory](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

[General Business Functionality](#)

How to: Work with Responsibility Centers

4/16/2018 • 3 minutes to read • [Edit Online](#)

Responsibility centers provide the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.

Using multiple locations together with responsibility centers provides the ability to manage business operations in the most flexible, yet optimal way.

Multiple locations allows companies to manage their inventory in multiple locations using one database. Two concepts, locations and stockkeeping units, are the cornerstones of this granule. A location is defined as a place that handles physical placement and quantities of items. The concept is broad enough to include locations such as plants or production facilities as well as distribution centers, warehouses, showrooms and service vehicles. A stockkeeping unit is defined as an item at a specific location and/or as a variant. Using stockkeeping units, companies with multiple locations are able to add replenishment information, addresses, and some financial posting information at the location level. As a result, they have the ability to replenish variants of the same item for each location as well as to order items for each location on the basis of location-specific replenishment information.

Responsibility centers extends the multiple locations functionality by providing users the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.

To set up a responsibility center

1. Choose the  icon, enter **Responsibility Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

If you are using responsibility centers to administer your company, it can be useful to have a default responsibility center for your company.

4. Choose the  icon, enter **Company Information**, and then choose the related link.
5. In the **Responsibility Center** field, enter a responsibility center code.

This code will be used on all purchase, sales, or service documents, if the user, customer, or vendor has no default responsibility center. On any sales, purchase, or service document, you can enter another responsibility center than the default.

NOTE

When you enter a responsibility center code on a document, it affects the address, dimensions, and prices on the document.

To assign responsibility centers to users

You can set up users so that in their daily routines the program retrieves only the documents relevant for their particular work areas. Users are usually associated with one responsibility center and work only with documents related to specific application areas at that particular center.

To set this up, you assign responsibility centers to users in three functional areas: Purchases, Sales, and Service Management.

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. In the **User Setup** window, select the user you want to assign a responsibility center to. If the user not is on the list, you must enter a user ID in the **User ID** field.
3. In the **Sales Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to sales.
4. In the **Purchase Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to purchasing.
5. In the **Service Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to service management.

NOTE

Users will still be able to view all posted documents and ledger entries, not just those related to their own responsibility center.

See Also

[Setting Up Inventory](#)

[Setting Up Warehouse Management Inventory Warehouse Management](#)

[Warehouse Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Set Up Locations

4/16/2018 • 2 minutes to read • [Edit Online](#)

If you buy, store, or sell items at more than one place or warehouse, you must set each location up with a location card and define transfer routes.

You can then create document lines for a specific location, view availability by location, and transfer inventory between locations. For more information, see [Manage Inventory](#).

To create a location card

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Choose the **New** action.
3. In the **Location Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Repeat steps 2 and 3 for every location where you want to keep inventory.

NOTE

Many fields on the location card refer to the handling of items in inbound and outbound warehouse processes. For more information, see [Setting Up Warehouse Management](#).

To create a transfer route

1. Choose the  icon, enter **Transfer Routes**, and then choose the related link.
2. Alternatively, from any **Location Card** window, choose the **Transfer Routes** action.
3. Choose the **New** action.
4. In the **Location Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

You can now transfer inventory items between two locations. For more information, see [How to: Transfer Inventory Between Locations](#).

See Also

[Manage Inventory](#)

[How to: Transfer Inventory Between Locations](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

[General Business Functionality](#)

How to: Register New Items

8/13/2018 • 4 minutes to read • [Edit Online](#)

Items, among other products, are the basis of your business, the goods or services that you trade in. Each item must be registered as an item card.

Item cards hold the information that is required to buy, store, sell, deliver, and account for items.

An item can be structured as a parent item with underlying child items in a bill of materials (BOM). In Dynamics NAV, a bill of material can be either an assembly BOM or a production BOM, depending on its use. For more information, see [How to: Work with Bills of Material](#).

NOTE

If item templates exist for different item types, then a window appears when you create a new item card from where you can select an appropriate template. If only one item template exists, then new item cards always use that template.

If you purchase the same item from more than one vendor, you can connect those vendors to the item card. The vendors will then appear in the **Item Vendor Catalog** window, so that you can easily select an alternate vendor.

To create a new item card

1. On the Home page, choose the **Items** action to open the list of existing items.
2. In the **Items** window, choose the **New** action.

If only one item template exists, then a new item card opens with some fields filled with information from the template.
3. In the **Select a template for a new item** window, choose the template that you want to use for the new item card.
4. Choose the **OK** button. A new item card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the item card as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

In the **Costing Method** field, you set up how the item's unit cost is calculated by making assumptions about the flow of physical items through your company. Five costing methods are available, depending on the type of item. For more information, see [Design Details: Costing Methods](#).

If you select **Average**, then the item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. With this setting, you can choose the **Unit Cost** field to view, in the **Average Cost Calc. Overview** window, the history of transactions that the average cost is calculated from.

On the **Price and Posting** FastTab, you can view special prices or discounts that you grant for the item if certain criteria are met, such as customer, minimum order quantity, or ending date. Each row represents a special price or line discount. Each column represents a criterion that must apply to warrant the special price that you enter in the **Unit Price** field, or the line discount that you enter in the **Line Discount %** field. For more information, see [Record](#)

[Sales Price, Discount, and Payment Agreements.](#)

The item is now registered, and the item card is ready to be used on purchase and sales documents.

If you want to use this item card as a template when you create new item cards, you can save it as a template. For more information, see the following section.

To save the item card as a template

1. In the **Item Card** window, choose the **Save as Template** action. The **Item Template** window opens showing the item card as a template.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** window opens showing any dimension codes that are set up for the item.
4. Edit or enter dimension codes that will apply to new item cards created by using the template.
5. When you have completed the new item template, choose the **OK** button.

The item template is added to the list of item templates, so that you can use it to create new item cards.

To set up multiple vendors for an item

If you purchase the same item from more than one vendor, you must enter information about each vendor of the item, such as prices, lead time, discounts, and so on.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the relevant item, and then choose the **Edit** action.
3. Choose the **Vendors** action.
4. Choose the **Vendor No.** field, and then select the vendor that you want to set up for the item.
5. Optionally, fill in the remaining fields.
6. Repeat steps 2 through 5 for each vendor that you want to buy the item from.

The vendors will now appear in the **Item Vendor Catalog** window, which you open from the item card, so that you can easily select an alternate vendor.

See Also

[Inventory](#)

[Purchasing](#)

[Sales](#)

[Working with Microsoft Dynamics NAV](#)

How to: Set Up Stockkeeping Units

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can use stockkeeping units to record information about your items for a specific location or a specific variant code.

Stockkeeping units are a supplement to item cards. They do not replace them, although they are related to them. Stockkeeping units allow you to differentiate information about an item for a specific location, such as a warehouse or distribution center, or a specific variant, such as different shelf numbers and different replenishment information, for the same item.

To set up a stockkeeping unit

1. Choose the  icon, enter **Stockkeeping Units**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the card. The following fields are required: **Item No.**, **Location Code**, and/or **Variant Code**.
Choose a field to read a short description of the field or link to more information.

When you have set up the first stockkeeping unit for an item, the **Stockkeeping Unit Exists** check box on the **Item** card is selected.

To create several stockkeeping units for an item, use the **Create Stockkeeping Unit** batch job.

NOTE

The information on the **Stockkeeping Unit** card has priority over the **Item** card.

See Also

[How to: Register New Items](#)

[Setting Up Warehouse Management](#)

[Warehouse Management](#)

[Inventory](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Categorize Items

4/16/2018 • 2 minutes to read • [Edit Online](#)

To maintain an overview of your items and to help you sort and find items, it is useful to organize your items in item categories.

To find items by characteristics, you can assign item attributes to items and also to item categories. For more information, see [How to: Work with Item Attributes](#).

To create an item category

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. In the **Item Categories** window, choose the **New** action.
3. In the **Item Category Card** window, on the **General** FastTab, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. On the **Attributes** FastTab, specify any item attributes for the item category. For more information, see the "To assign item attributes to an item category" section in [How to: Work with Item Attributes](#).

NOTE

If the item category has a parent item category, as indicated by the **Parent Category** field, then any item attributes that are assigned to that parent item category are prefilled on the **Attributes** FastTab.

NOTE

Item attributes that you assign to an item category will automatically apply to the item that the item category is assigned to.

To assign an item category to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to assign to an item category.
3. Choose the lookup button in the **Item Category Code** field and select an existing item category. Alternatively, choose the **New** action to first create a new item category as explained in the "To create an item category" section.

See Also

[How to: Work with Item Attributes](#)

[How to: Register New Items](#)

[Inventory](#)

[Working with Dynamics NAV](#)

Setting Up Project Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can use Dynamics NAV to manage projects, you must set up resources, time sheets, and jobs.

Then you can create jobs and schedule resources for projects as well as manage budgets and track machine and employee hours with time sheets. For more information, see [Managing Projects](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up your resources and the related costs and prices, either for individual resources, resource groups, or for all available resources of the company.	How to: Set Up Resources
Enable resources to report time usage for an individual or a machine and enable a manager to review the usage and its allocation.	How to: Set Up Time Sheets
Create job cards and prepare job tasks. Set up prices for job items and job resources and define job posting groups.	How to: Set Up Jobs

See Also

[Managing Projects](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Resources

4/16/2018 • 3 minutes to read • [Edit Online](#)

To correctly manage resource activities, you must set up your resources and the related costs and prices. The job-related prices, discounts, and cost factor rules are set up on the job card. You can specify the costs and prices for individual resources, resource groups, or all available resources of the company.

When resources are used or sold in a job, the prices and costs associated with them are retrieved from the information that you set up.

You specify the default amount per hour when the resource is created. For example, if you use a specific machine on a job for five hours, the job would be calculated based on the amount per hour.

To set up a resource

Create a card for each resource that you want to use in projects.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up a resource group

You can combine several resources in one resource group. All capacities and budgets of resource groups are accumulated from the individual resources. It is also possible to enter capacities for resource groups either independently of the accumulated values or in addition to them.

1. Choose the  icon, enter **Resource groups**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.

To set capacity for a resource

To calculate how much time a resource can spend on jobs, their capacity must first be set up as available time per period on the work calendar. This setup is used when you fill in job planning lines that contain the resource. For more information, see [How to: Create Jobs](#).

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Open the relevant resource card, and then choose the **Resource Capacity** action.
3. In the **Resource Capacity** window, in the **View By** field, specify the length of the period, such as **Day**, that is shown on columns on the **Resource Capacity Matrix** FastTab.
4. For each resource on a line, specify for each period on the columns the number of hours that the resource is available.
5. Alternatively, to detail the resource's weekly capacity within a starting and ending date, choose the **Set Capacity** action.
6. In the **Resource Capacity Settings** window, fill in the fields as necessary.
7. Choose the **Update Capacity** action. The **Resource Capacity** window is updated with the entered capacity.
8. Close the window.

To set up alternate resource costs

In addition to the cost specified on the resource card, you can set up alternate costs for each resource. For example, if you pay an employee a higher hourly rate for overtime, you can set up a resource cost for the overtime rate. The alternate cost that you set up for the resource will override the cost on the resource card when you use the resource in the resource journal.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for that you want to set up one or more alternate costs for, and then choose the **Costs** action.
3. In the **Resource Costs** window, fill in the fields on a line as necessary.
4. Repeat step 3 for each alternate resource cost that you want to set up.

Note. To set up resource costs that will apply to all resources and resource groups, open the **Resource Costs** window and fill in the fields.

To set up alternate resource prices

In addition to price specified on the resource card, you can set up alternate prices for each resource. These alternate prices can be conditional. They can depend on whether the resource is used with a specific job or work type.

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for that you want to set up one or more alternate prices for, and then choose the **Prices** action.
3. In the **Resource Prices** window, fill in the fields on a line as necessary.
4. Repeat step 3 for each alternate resource price that you want to set up.

See Also

[Setting Up Project Management](#)

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Time Sheets

4/16/2018 • 2 minutes to read • [Edit Online](#)

Time sheets in Dynamics NAV handle time registration in weekly increments of seven days. You use them to track the time used on jobs, and you can use them to record simple resource time registration. Before you can use time sheets, you must specify how you want them to be set up and configured.

After you have set up how your organization will use time sheets, you can specify if and how time sheets are approved. Depending on the needs of your organization, you can designate:

- One or more users as the time sheet administrator and approver for all time sheets.
- A time sheet approver for each resource.

When you have set up time sheets, you can create time sheets for resources, assign them to job planning lines, and post time sheet lines. For more information, see [How to: Use Time Sheets](#).

To set up general information for time sheets

1. Choose the  icon, enter **Resources Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. For the **Time Sheet by Job Approval** field, select one of the following options.

OPTION	DESCRIPTION
Never	The user in the Time Sheet Approver User ID field on the resource card approves the time sheet.
Always	The user in the Person Responsible field on the job card approves the time sheet.
Machine Only	If the machine time sheet is linked with a job, then the user in the Person Responsible field on the job card approves the time sheet. If the machine time sheet is linked with a resource, then the user in the Time Sheet Approver User ID field on the resource card approves the time sheet.

To assign a time sheet administrator

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. Add a new user if the user list does not include the person who you want to be the time sheet administrator. For more information, see [How to: Manage Users and Permissions](#).
3. Select a user to be a time sheet administrator, and then select the **Time Sheet Admin.** check box.

TIP

It is recommended that you designate only one user to be the time sheet administrator for a company. In the following procedure, you set up a time sheet owner and approver where the time sheet approver is assigned for each resource.

To assign a time sheets owner and approver

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Select the resource for which you want to set up the ability to use time sheets, and then select the **Use Time Sheet** check box.
3. In the **Time Sheet Owner User ID** field, enter the ID of the owner of the time sheet. The owner can enter time usage on a time sheet and submit it for approval. In general, when the resource is a person, that person is also the owner.
4. In the **Time Sheet Approver User ID** field, enter the ID of the approver of the time sheet. The approver can approve, reject, or reopen a time sheet.

NOTE

You cannot change the ID of the time sheet approver if there are time sheets that have not yet been processed and have the status of **Submitted** or **Open**.

See Also

[Setting Up Project Management](#)

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Set Up Jobs

4/16/2018 • 7 minutes to read • [Edit Online](#)

In the **Jobs Setup** window, you must specify how you want to use certain job features.

On the individual job cards, you must set up prices for job items, job resources, and job G/L accounts, and you must set up job posting groups.

To set general information for jobs

1. Choose the  icon, enter **Jobs Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

The **Apply Usage Link** check box is rather complex and is therefore explained in the following section.

To set up job usage tracking

When you are executing a job, you might want to know how your usage is tracking against your plan. To easily do this, you can create a link between your job planning lines and the actual usage. This lets you track your costs and to easily see at how much work remains to be done. By default, the job planning line type is **Budget**, but using the line type **Both Budget and Billable** has similar effects.

If you select the **Apply Usage Link** check box, then you can review information on the job planning line. You can set the quantity of the resource, item, or general ledger account and then indicate what quantity you want to transfer to the job journal. The **Remaining Quantity** field on the job planning line will tell you what remains to be transferred and posted to the job journal.

When the **Apply Usage Link** check box is selected, and the job planning line type is **Billable**, the Financial creates a job planning line of type **Budget** after you post the journal line.

NOTE

If the **Apply Usage Link** check box on the job card is selected, and the **Line Type** field on the job journal line is blank, then new job planning lines of line type **Budget** are created when you post job journal lines. If the **Apply Usage Link** check box on the job card is not selected, and the **Line Type** field on the job journal line is blank, then no job planning lines are created when you post job journal lines. For more information, see [How to: Record Usage for Jobs](#).

1. Choose the  icon, enter **Jobs Setup**, and then choose the related link.
2. Select or deselect the **Apply Usage Link** check box.

NOTE

You can make a different setting of the **Apply Usage Link** check box on the individual job cards. In that case, the setting for that job overrides the general default described above.

To set up prices for job resources

You can set up specific prices for resources for a job. You use the **Job Resource Prices** window to do this.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Resource** action.
3. In the **Job Resource Prices** window, fill in the fields as necessary.

The optional information in the **Job Task No.**, **Work Type**, **Currency Code**, **Line Discount %**, and **Unit Cost Factor** fields will be used on the job planning lines and usage journals when this resource is entered and added to the job.

The value in the **Unit Price** field for the resource will be used on the job planning lines and job journals when this resource, a resource assigned to the resource group, or any resource is entered.

NOTE

This price will always override any prices set up in the existing **Resource Price/Resource Group Prices** window.

To set up prices for job items

You can set up specific prices for items for a job. You use the **Job Item Prices** window to do this.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Item** action.
3. In the **Job Item Prices** window, fill in the fields as necessary.

The optional information in the **Job Task No.**, **Currency Code**, and **Line Discount %** fields will be used in the job planning lines and job journals when this item is entered or added to the job.

The value in the **Unit Price** field for the item will be used on the job planning lines and job journals when this item is entered.

NOTE

This price will always override the regular customer price (the “best price” mechanism) for items. If you want to use the regular customer price mechanisms, then you should not create any job item prices for the job.

To set up prices for job general ledger accounts

You can set up specific prices for general ledger expenses for a job. You use the **Job G/L Account Prices** window to do this.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **G/L Account** action.
3. In the **Job G/L Account Prices** window, fill in the fields as necessary.

The optional information in the **Job Task No.**, **Currency Code**, **Line Discount %**, **Unit Cost Factor**, and **Unit Cost** fields will be used on the job planning lines and job journals when this general ledger account is entered and added to a job.

The value in the **Unit Price** field for the general ledger job expense will be used on the job planning lines and job journals when this general ledger account is entered.

To set up job posting groups

One aspect of planning jobs is deciding which posting accounts to use for job costing. To be able to post jobs, you set up accounts for posting for each job posting group. A posting group represents a link between the job and how it should be treated in the general ledger. When you create a job, you specify a posting group, and by default, each task you create for the job is associated with that posting group. However, as you create tasks, you can override the default and select a posting group that is more appropriate.

NOTE

The necessary accounts in the chart of accounts must be set up before you set up posting groups. For more information, see [Set Up or Change the Chart of Accounts](#).

1. Choose the  icon, enter **Job Posting Groups**, and then choose the related link.
2. Choose the **New** action, and then fill in the account fields as described in the following table.

ACCOUNT FIELD	DESCRIPTION
Code	A code for the posting group. You can enter up to 10 characters, including spaces.
WIP Costs Account	The WIP account for the calculated cost of the job WIP, which is a balance sheet capital asset account.
WIP Accrued Costs Account	An account for the Cost Value or Cost of Sales method of WIP calculation, which is a balance sheet accrued expense liability account. This will be posted to when the WIP adjustment requires that usage costs posted to the income statement be increased.
Job Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Item Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Resource Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Costs Applied Account	A balancing account to the WIP Costs Account, which is a contra for a negative expense account.
Job Costs Adjustment Account	The balancing account to the WIP Accrued Costs account, which is an expense account.
G/L Expense Acc. (Budget)	The sales account that will be used for general ledger expenses in job tasks with this posting group. If left empty, the general ledger account entered on the job planning line is used.
WIP Accrued Sales Account	The WIP account for the calculated sales value of the WIP, which is a balance sheet Accrued Revenue account. This is posted to when the WIP adjustment requires the recognized revenue to be increased.

ACCOUNT FIELD	DESCRIPTION
WIP Invoiced Sales Account	The account for the invoiced sales value of the WIP that is not able to be recognized. It is a balance sheet Unearned Revenue account.
Job Sales Applied Account	The balancing account to the WIP Invoiced Sales account, which is a contra income account.
Job Sales Adjustment Account	The balancing account to the WIP Job Sales Account, which is an income account.
Recognized Costs Account	The expense account that contains the recognized costs for the job. It is a debit expense account ordinarily.
Recognized Sales Account	The income account that contains the recognized income for the job. It is a credit income account ordinarily.

See Also

[Set Up Project Management](#)

[Managing Projects](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

Setting Up Fixed Assets

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can work with Fixed Assets, you need to define a few things:

- How you insure, maintain, and depreciate fixed assets.
- How you record costs and other values in the general ledger.

The table below has links to more information. After you set those things up, you can start various activities. For more information, see [Fixed Assets](#).

NOTE

You can record fixed asset transactions in the **Fixed Asset G/L Journal** or **Fixed Asset Journal** windows, depending on whether the transactions are for financial reporting or for internal management. Help for Fixed Assets only describes how to use the **Fixed Asset G/L Journal** window.

When you enable a fixed asset activity in the **G/L Integration** section in the **Depreciation Book Card** window, the **Fixed Asset G/L Journal** window is used to post transactions for the activity.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up default G/L accounts, allocation keys, journal templates and batches for fixed asset posting, and set up fixed asset classes and subclasses, such as Tangible and Intangible.	How to: Set Up General Fixed Assets Information
Create depreciation books, define various depreciation methods, integrate with the general ledger, and enable duplication of entries in several depreciation books.	How to: Set Up Fixed Asset Depreciation
Enable insurance of fixed assets, set up general insurance information, an insurance card per policy, and prepare journals to post insurance costs.	How to: Set Up Fixed Asset Insurance
Enable maintenance of fixed assets, set up general maintenance information, set up maintenance posting accounts, and define types of maintenance work.	How to: Set Up Fixed Asset Maintenance
Learn about different fixed asset depreciation methods.	Depreciation Methods

See Also

[Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up General Fixed Assets Information

8/13/2018 • 5 minutes to read • [Edit Online](#)

Before you can manage fixed assets, you must set up default G/L accounts, allocation keys, journal templates and batches for fixed asset posting and reclassification, and you can classify fixed assets in classes, such as Tangible and Intangible.

To set up general default values for fixed assets

You define the general behavior or the fixed asset functionality and set up document number series in the in the **Fixed Assets Setup** window.

1. Choose the  icon, enter **Fixed Assets Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up fixed asset posting groups

You use posting groups to define groups of fixed assets. Entries for these posting groups are posted to the same general ledger accounts.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. Choose the **New** action.
3. In the **FA Posting Group Card** window, fill in the fields as necessary.

NOTE

To make sure that balancing accounts for different fixed assets postings are automatically inserted when you choose the **Insert FA Bal. Account** action on journal lines, follow the next step, based on appreciation posting.

4. On the **Balancing Account** FastTab, in the **Appreciation Bal. Account** field, select the general ledger account to which you want to post balancing entries for appreciation.

For more information about using the **Insert FA Bal. Account** action on fixed asset G/L journal lines, see, for example, [How to: Revalue Fixed Assets](#).

To set up fixed asset allocation keys

Transactions can be allocated to various departments or projects, according to user-defined allocation keys. For example, you could set up an allocation key to allocate depreciation costs on cars with 35 percent to the administration department and 65 percent to the sales department. For more information, see [How to: Allocate Costs and Income](#).

Allocation keys apply to fixed asset classes, not to individual assets.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. In the **FA Posting Groups** window, choose the **Allocations** action, and then choose a posting type.
3. In the **FA Allocations** window, fill in the fields as necessary.
4. Repeat steps 2 and 3 for each posting type that you want to define allocation keys for.

To set up fixed asset journal templates

A template is a predefined layout for a journal. The template contains information about trace codes, reports, and number series. For more information, see [Working with General Journals](#).

Dynamics NAV automatically creates a fixed asset journal template the first time that you open the **Fixed Asset Journal** window, but you can set up additional journal templates.

1. Choose the  icon, enter **FA Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.

To set up fixed asset journal batches

You can set up multiple journal batches, which are individual journals for each journal template. For example, employees can have their own journal batch that uses the employee's initials as the journal batch name. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Journal Templates**, and then choose the related link.
2. Select the relevant journal template, and then choose the **Batches** action.
3. In the **FA Journal Batches** window, fill in the fields as necessary.

To set up fixed asset reclassification journal templates

You use dedicated reclassification journals when you need to transfer, split, or combine fixed assets. Dynamics NAV automatically creates a fixed asset reclassification journal template the first time that you open the **FA Reclass. Journal** window, but you can set up additional reclassification journal templates. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Reclass. Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.

To set up fixed asset reclassification journal batches

You can set up multiple journal batches, which are individual journals for each reclassification journal template. For example, employees can have their own reclassification journal batch that uses the employee's initials as the reclassification journal batch name. For more information, see [Work with General Journals](#).

1. Choose the  icon, enter **FA Reclass. Journal Templates**, and then choose the related link.
2. Select the relevant journal template, and then choose the **Batches** action.
3. In the **FA Reclass. Journal Batches** window, fill in the fields as necessary.

To set up fixed asset class codes

Fixed asset class codes can be used to group fixed assets, for example, in tangible and intangible assets.

1. Choose the  icon, enter **FA Classes**, and then choose the related link.
2. Enter codes and names for the classes that you want to create.

To set up fixed asset subclass codes

You use fixed asset subclass codes to group your fixed assets into categories, such as buildings, vehicles, furniture, or machinery.

1. Choose the  icon, enter **FA Subclasses**, and then choose the related link.

2. Enter codes and names for the classes that you want to create.

To set up fixed asset location codes

You use fixed asset location codes to register the location of the fixed asset, such as sales department, reception, administration, production, or warehouse. This information is useful for insurance and inventory purposes.

1. Choose the  icon, enter **FA locations**, and then choose the related link.
2. Enter codes and names for the fixed asset locations that you want to create.

To register opening entries

If you are using the fixed assets in Dynamics NAV for the first time, you must set up the general ledger application area before you set up fixed assets. How you do this depends on whether fixed assets is integrated with general ledger.

The following procedure is used if fixed asset transactions are to be posted to the general ledger.

1. Make sure that you have completed the basic setup procedures for fixed assets.
2. Create a fixed asset card for each existing asset.
3. Set up fixed asset depreciation books.
4. Enable general ledger integration by following the next steps.
5. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
6. Select the relevant depreciation book. On the **Home** tab, in the **Manage** group, choose **Edit** to open the **Depreciation Book Card** window.
7. On the **Integration** FastTab, make sure all fields are blank by clearing all check marks. If you have more than one depreciation book, turn on general ledger integration for each one.
8. In the fixed asset journal, enter the following lines for each asset:
 - A line with the acquisition cost.
 - A line with the accumulated depreciation to the end of the previous fiscal year.
 - A line with the accumulated depreciation from the start of the current fiscal year to the date that Dynamics NAV is set to start calculating the depreciation.

If you have other opening balances you can also enter them now, such as write-down and appreciation.

If the fixed assets are not integrated with the general ledger, skip steps 4 through 7.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up Fixed Asset Depreciation

8/13/2018 • 4 minutes to read • [Edit Online](#)

You can use various methods of depreciation for preparing financial statements and income tax returns. Many large corporations use straight-line depreciation in their financial statements because this generally permits reporting higher earnings. For income tax purposes, however, many businesses use an accelerated depreciation method. For more information, see [Depreciation Methods](#).

When you have created the relevant depreciation books, you must assign one or more depreciation books to each fixed asset. A depreciation book that is assigned to a fixed asset is referred to as a fixed asset depreciation book. Accordingly, the window for assigned depreciation books is called **FA Depreciation Books**.

To create a depreciation book

In a fixed asset depreciation book, you specify how fixed assets are depreciated. To accommodate various methods of depreciation, you can set up multiple depreciation books.

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. In the **Depreciation Books List** window, choose the **New** action.
3. In the **Depreciation Book Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

You can record fixed asset transactions in the **Fixed Asset G/L Journal** window or in the **Fixed Asset Journal** window, depending on whether the transactions are for financial reporting or for internal management. Follow the next step to define which type of journal is used for the different fixed asset activities by default.

4. On the **Integration** FastTab, select the check box for each fixed asset activity whose transactions you want to post using the **Fixed Asset G/L Journal** window.
5. Repeat steps 2 through 4 for each depreciation method or posting method that you want to assign to fixed assets as a depreciation book.

To assign a depreciation book to a fixed asset

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to set up a fixed asset depreciation book for.
3. On the **Depreciation Book** FastTab, fill in the fields as necessary.
4. If you need to assign more than one depreciation book to the fixed asset, choose the **Add More Depreciation Books** action.
5. Alternatively, choose the **Depreciation Books** action to specify one or more fixed asset depreciation books.

NOTE

When you use the manual depreciation method, you must enter depreciation manually in the fixed asset G/L journal. The **Calculate Depreciation** function omits fixed assets that use the manual depreciation method. You can use this method for assets that are not subject to depreciation, such as land.

To assign a depreciation book to multiple fixed assets with a batch job

If you want to assign a depreciation book to several fixed assets, you can use the **Create FA Depreciation Books** batch job to create fixed asset depreciation books.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to set up a assign a depreciation book to, and then choose the **Edit** action.
3. In the **Depreciation Book Card** window, choose the **Create FA Depreciation Books** action.
4. In the **Create FA Depreciation Books** window, fill in the **Depreciation Book** field.
5. Choose the **Copy from FA No.** field, and then select the fixed asset number that you want to use as the basis for creating new fixed asset depreciation books.

If you fill in this field, the depreciation fields in the new fixed asset depreciation books will contain the same information as the corresponding fields in the fixed asset depreciation book that you copy from. Leave the field blank if you want to create new fixed asset depreciation books with empty depreciation fields.

6. On the **Fixed Asset** FastTab, you can set a filter to select the assets that you want to create the fixed asset depreciation books for.
7. Choose the **OK** button.

To set up depreciation posting types

For each depreciation book, you must set up how you want Dynamics NAV to handle various posting types. For example, whether posting should be debit or credit and whether the posting type should be included in the depreciable basis.

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Select the depreciation book that you want to set up, and them choose the **FA Posting Type Setup** action.
3. In the **FA Posting Type Setup** window, fill in the fields as necessary.

NOTE

You cannot insert or delete lines in the **FA Posting Type Setup** window. You can only modify the existing lines.

We recommend that you do not change the setup for depreciation books for entries that have already been posted. Changes will not affect the entries that are already posted, which would make depreciation book statistics misleading.

To set up default templates and batches for fixed asset depreciation

For each depreciation book, you define a default setup of templates and batches. You use these defaults to duplicate lines from one journal to another, create journal lines using the **Calculate Depreciation** or **Index**

Fixed Assets batch jobs, duplicate acquisition costs in the insurance journal.

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Select the depreciation book that you want to define default journals for, and then choose the **FA Journal Setup** action.
3. If you want to have a default setup for each user, choose the **User ID** field to select from the **Users** window.
4. In the other fields, select the journal template or journal batch that must be used by default.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up Fixed Asset Insurance

4/16/2018 • 2 minutes to read • [Edit Online](#)

To manage fixed asset insurance coverage, you must first set up some general insurance information and an insurance card per policy.

To set up general insurance information

To use the insurance features in Dynamics NAV, you must set up some general insurance information.

1. Choose the  icon, enter **FA Setups**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up insurance types

You can group your insurance policies into categories, such as insurance against theft or fire insurance. The insurance types are used on the insurance card.

1. Choose the  icon, enter **Insurance Types**, and then choose the related link.
2. Fill in the fields as necessary.

To set up insurance cards

You may accumulate information about each insurance policy on the insurance card.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. In the **Insurance** window, choose the **New** action to create a new insurance card.
3. Fill in the fields as necessary.

To set up insurance journal templates

Dynamics NAV automatically creates an insurance journal template the first time that you open the **Insurance Journal** window, but you can set up additional journal templates. For more information, see [Working with General Journals](#).

1. Choose the  icon, enter **Insurance Journal Templates**, and then choose the related link.
2. Fill in the fields as necessary.

To set up insurance journal batches

You can set up batches in an insurance journal template. The values in the journal batch are used as default values if the fields are not filled in on the journal lines. For more information, see [Work with General Journals](#)

1. Choose the  icon, enter **Insurance Journal Templates**, and then choose the related link.
2. Select an insurance journal template, and then choose the **Batches** action.
3. In the **Insurance Journal Batches** window, fill in the fields as necessary.

NOTE

Numbers have a special function in journal names. If a journal template name or journal batch name contains a number, the number automatically advances by one every time that the journal is posted. For example, if HH1 is entered in the **Name** field, the journal name will change to HH2 after the journal named HH1 has been posted.

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up Fixed Asset Maintenance

4/16/2018 • 2 minutes to read • [Edit Online](#)

To manage fixed asset maintenance, you must first set up some general maintenance information, a posting account for maintenance costs, and maintenance codes for types of work, such as Routine Service or Repair.

To set up general maintenance information

If you set up the fields for maintenance, you can post maintenance expenses from the fixed asset journal.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you to define insurance coverage for, and then choose the **Edit** action.
3. On the **Maintenance** FastTab, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up maintenance codes

When you post maintenance costs from a general journal, you fill in the **Maintenance Code** field to record what kind of maintenance has been performed, such as routine service or repair.

1. Choose the  icon, enter **Maintenance**, and then choose the related link.
2. In the **Maintenance** window, set up codes for different types of maintenance work.

To set up maintenance expense accounts

To post maintenance costs, you must first enter an account number in the **FA Posting Groups** window.

1. Choose the  icon, enter **FA Posting Groups**, and then choose the related link.
2. Fill in the **Maintenance Expense Account** field for each posting group.

NOTE

To define that maintenance costs are allocated to departments or projects, set up an allocation keys. For more information, see [How to: Set Up General Fixed Assets Features](#).

See Also

[Setting Up Fixed Assets](#)

[Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

Setting Up Warehouse Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

A company's distribution strategy is reflected in the configuration of its warehouse processes. This includes defining how different items are handled in different warehouse locations, such as the degree of bin control and the extend of workflow required between warehouse activities.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Get an overview of the capabilities of basic versus advanced warehouse functionality.	Design Details: Warehouse Overview
Set up eight different bin types, such as Picking Bin, to define the flow activities that relate to each bin type.	How to: Set Up Bin Types
Create bins, either manually or automatically, with information, such as name, number series, and category, according to a bin template.	How to: Create Bins
Define which items you want to store in any given bin and set the rules that decide when to fill the bin with a particular item.	How to: Create Bin Contents
Set an item up to always be placed in a specific bin.	How to: Assign Default Bins to Items
Create templates to govern where and how items are put away during directed put-away.	How to: Set Up Put-away Templates
Set users up as warehouse employees at specific locations.	How to: Set Up Warehouse Employees
Define different types of bins across the warehouse to control where items are placed according to their type, rank, or handling level.	How to: Set Up Locations to Use Bins
Make additional settings to an existing location to enable it for warehouse activities.	How to: Convert Existing Locations to Warehouse Locations
Enable picking, moving, and putting away for assembly or production orders in basic warehouse configurations.	How to: Set Up Basic Warehouses with Operations Areas
Set items and locations up for the most advanced scope of warehouse management where all activities must follow a strict workflow.	How to: Set Up Items and Locations for Directed Put-away and Pick
Define when and how items in warehouse locations are counted for maintenance or financial reporting purposes.	How to: Count, Adjust, or Reclassify Inventory
Enable warehouse workers to break a larger unit of measure into smaller units of measure to fulfill the needs of source documents.	How to: Enable Automatic Breaking Bulk with Directed Put-away and Pick

TO	SEE
Set up the warehouse to automatically suggest items to be picked that expire first.	How to: Enable Picking by FEFO
Integrate bar code readers to your warehouse management solution.	Use Automated Data Capture Systems (ADCS)
Get tips on how to reorganize locations, bins, or zones to obtain more efficient warehouse activities.	How to: Restructure Warehouses

See Also

[Warehouse Management](#)

[Inventory](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Design Details: Warehouse Overview

4/16/2018 • 2 minutes to read • [Edit Online](#)

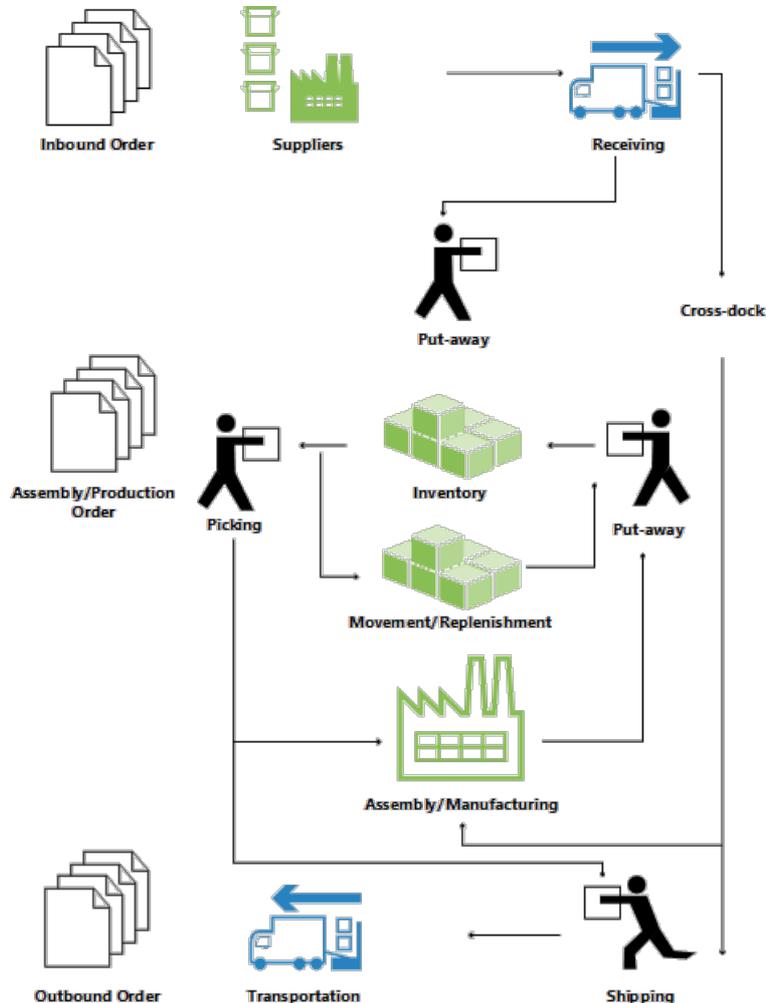
To support the physical handling of items on the zone and bin level, all information must be traced for each transaction or movement in the warehouse. This is managed in the **Warehouse Entry** table. Each transaction is stored in a warehouse register.

Warehouse documents and a warehouse journal are used to register item movements in the warehouse. Every time that an item in the warehouse is moved, received, put away, picked, shipped, or adjusted, warehouse entries are registered to store the physical information about zone, bin, and quantity. For more information, see [Design Details: Inbound Warehouse Flow](#).

The **Bin Content** table is used to handle all the different dimensions of the contents of a bin per item, such as unit of measure, maximum quantity, and minimum quantity. The **Bin Content** table also contains flow fields to the warehouse entries, warehouse instructions, and warehouse journal lines, which ensures that the availability of an item per bin and a bin for an item can be calculated quickly. For more information, see [Design Details: Availability in the Warehouse](#).

When item postings occur outside the warehouse module, a default adjustment bin per location is used to synchronize warehouse entries with inventory entries. During physical inventory of the warehouse, any differences between the calculated and counted quantities are recorded in the adjustment bin and then posted as correcting item ledger entries. For more information, see [Design Details: Integration with Inventory](#).

The following illustration outlines typical warehouse flows.



Basic or Advanced Warehousing

Warehouse functionality in Dynamics NAV can be implemented in different complexity levels, depending on a company's processes and order volume. The main difference is that activities are performed order-by-order in basic warehousing when they are consolidated for multiple orders in advanced warehousing.

To differentiate between the different complexity levels, this documentation refers to two general denominations, Basic and Advanced Warehousing. This simple differentiation covers several different complexity levels as defined by product granules and location setup, each supported by different UI documents. For more information, see [Design Details: Warehouse Setup](#).

NOTE

The most advanced level of warehousing is referred to as "WMS installations" in this documentation, since this level requires the most advanced granule, Warehouse Management Systems.

The following different UI documents are used in basic and advanced warehousing.

Basic UI Documents

- **Inventory Put-away**
- **Inventory Pick**
- **Inventory Movement**
- **Item Journal**
- **Item Reclassification Journal**
- (Various reports)

Advanced UI Documents

- **Warehouse Receipt**
- **Put-away Worksheet**
- **Warehouse Put-away**
- **Pick Worksheet**
- **Warehouse Pick**
- **Movement Worksheet**
- **Warehouse Movement**
- **Internal Whse. Pick**
- **Internal Whse. Put-away**
- **Bin Creation Worksheet**
- **Bin Content Creation Worksheet**
- **Whse. Item Journal**
- **Whse. Item Reclass. Journal**
- (Various reports)

For more information about each document, see the respective window topics.

Terminology

To align with the financial concepts of purchases and sales, Dynamics NAV warehouse documentation refers to the following terms for item flow in the warehouse.

TERM	DESCRIPTION
Inbound flow	Items moving into the warehouse location, such as purchases and inbound transfers.
Internal flow	Items moving inside the warehouse location, such as production components and output.
Outbound flow	Items moving out of the warehouse location, such as sales and outbound transfers.

See Also

[Design Details: Warehouse Management](#)

How to: Set Up Bin Types

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can direct the flow of items through bins that you have defined for particular warehouse activities. You give each bin its basic flow activities, and thereby define the way the way a bin is used, by assigning it a bin type.

There are eight bin types. You can operate your warehouse with all of the eight possible bin types, or you can choose to operate with just the RECEIVE, PUTPICK, SHIP and QC bin types. These four bin types enable suggestions to be made that support the flow of items and allow you to record inventory discrepancies.

To set up the bin types you want to use

1. Choose the  icon, enter **Bin Types**, and then choose the related link.
2. In the **Bin Types** window, create a 10-character code for a bin type.
3. Select the activities that can be performed with each bin type.

NOTE

Bin types are only applicable if you are using directed put-away and pick for your location.

The bin type determines only how a bin is used when processing the flow of items through the warehouse. You can always override the suggestions for any warehouse document, and you can move items in or out of any bin by performing a warehouse movement.

The bin types that you can create are listed below.

BIN TYPE	DESCRIPTION
RECEIVE	Items registered as posted receipts but not yet put away.
SHIP	Items picked for warehouse shipment lines but not yet posted as shipped.
PUT AWAY	Typically, items to be stored in large units of measure but that you do not want to access for picking purposes. Because these bins are not used for picking, either for production orders or shipments, your use of a Put Away type bin might be limited, but this bin type could be useful if you have purchased a large quantity of items. Bins of this type should always have a low bin-ranking, so that when received items are put away, other higher-ranking PUTPICK bins fixed to the item are put away first. If you are using this type of bin, you must regularly perform bin replenishment so that the items stored in these bins are also available in PUTPICK or PICK type bins.
PICK	Items to be used only for picking, for example, for items with an approaching expiration date that you have moved into this type of bin. You would place a high bin ranking on these bins so they are suggested for picking first.

BIN TYPE	DESCRIPTION
PUTPICK	<p>Items in bins that are suggested for both the put-away and pick functions. Bins of this type probably have different bin rankings. You can set up your bulk storage bins as this type of bin with low bin rankings compared to your ordinary pick bins or forward picking area bins.</p>
QC	<p>This bin is used for inventory adjustments if you specify this bin on the location card in the Adjustment Bin Code field. You can also set up bins of this type for defective items and items being inspected. You can move items to this type of bin if you want to make them inaccessible to the usual item flow.</p> <p>NOTE: Unlike all other bin types, the QC bin type has none of the item handling check boxes selected by default. This indicates that any content you place in a QC bin is excluded from item flows.</p>

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Create Bins

4/16/2018 • 3 minutes to read • [Edit Online](#)

The most effective way to create the bins of your warehouse is to generate groups of similar bins in the bin creation worksheet, but you can also create your bins individually from the location card. You can also use a function in the **Bin Creation Worksheet** window to create bins automatically.

To create a bin from the location card

1. Choose the  icon, enter **Locations**, and choose the related link.
2. Select the location that you want to create a bin from, and then choose the **Bins** action.
3. Choose the **New** action.
4. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To create bins individually in the bin creation worksheet

1. Choose the  icon, enter **Bin Creation Worksheet**, and choose the related link.
2. Fill in on each line the fields that are necessary to name and characterize the bins you are creating.
3. Choose the **Create Bins** action.

To make bins automatically in the bin creation worksheet

Before you start creating bins automatically, you should determine the kind of bins that are essential for your operations, as well as the most practical flow of items through the physical structure of your warehouse.

NOTE

As soon as you use a bin, you cannot delete it unless it is empty. But if you want to use another bin-naming system, you can use the reclassification journal to in effect move your items to a new bin system. This process is manual and takes time, however, so it is best to set up your bins correctly from the start.

To work with the **Bin Creation Worksheet** window, you must be set up as a warehouse employee at the location where the bins exist. For more information, see [How to: Set Up Warehouse Employees](#).

1. Choose the  icon, enter **Bin Creation Worksheet**, and then choose the related link.
2. Choose the **Calculate Bins** action.
3. In the **Calculate Bins** window, in the **Bin Template Code** field, select the bin template that you want to use as the model for the bins you are creating.
4. Fill in a description for the bins you are in the process of creating.
5. To create the bin codes, fill in the **From No.** and **To No.** fields in the three categories shown in the window: **Rack**, **Section**, and **Level**. The bin code can contain up to 20 characters.

NOTE

The number of characters that you have entered in the three categories for either field, for example, the characters you have entered in the three **From No.** fields, plus the field separators, if any, must be 20 or less.

You can use letters in the code as an identifying combination, but the letter you use must be the same in the **From No.** and **To No.** fields. For example, you might define the Rack part of the code as **From No. A01** and **To No. A10**. The program is not set up to generate codes with letter sequences, for example, from A01 to F05.

6. If you want a character, such as a hyphen, to separate the category fields you have defined as part of the bin code, fill in the **Field Separator** field with this character.
7. If you want the program not to create a line for a bin if it exists already, select the **Check on Existing Bin** field.
8. When you have finished filling in the fields, choose the **OK** Button.

The program creates a line for each bin in the worksheet. You can now delete some of the bins, for example, if you have a rack with a passageway through the first two levels of a couple of sections.

9. When you have deleted all unnecessary bins, choose the **Create Bins** action, and the program will create bins for each line in the worksheet.

Repeat the process for another set of bins until you have created all the bins in your warehouse.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Create Bin Contents

4/16/2018 • 3 minutes to read • [Edit Online](#)

After you have set up your bins, you can set up the bin contents. In other words, you can set up the items you want to store in any given bin and set the rules that govern filling the bin with a particular item. You can do this manually in the **Bin Contents** window or automatically with the **Create Bin Content Worksheet** window.

To create bin content manually

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to set up bin contents, and then choose the **Bins** action.
3. Select the bin where you want to set up contents, and then choose the **Contents** action.
4. For each item that you want to store in the bin, fill in a line in the **Bin Contents** window with the appropriate information. Some of the fields are filled in already with information about the bin.
5. First fill in the **Item No.** field, and then, if you are using directed put-away and pick, fill in the other fields such as the **Unit of Measure Code**, **Max. Qty.**, and **Min. Qty.** fields.

Select the **Fixed** field if necessary. If the bin is to be used as the default bin for the item, select the **Default Bin** field.

If you are using directed put-away and pick, and if you have entered the correct dimensional information on the item card about each item's units of measure, the maximum quantity that you enter in the **Bin Contents** window is verified against the physical capabilities of the bin. The minimum and maximum quantities are used when calculating bin replenishment and suggested put-aways.

If you select the **Fixed** field, you are fixing the item to the bin, meaning that Dynamics NAV will try to put this item in the bin if there is space for it, and it will preserve the record fixing the item to the bin even when the quantity in the bin is 0. Other items can be put into the bin, even though a particular item has been fixed to the bin.

NOTE

You can set up several bin contents at the same time in the **Bin Content Creation Worksheet** window.

To create bin content with a worksheet

When you have created your bins, you can create the bin content that you want for each bin in the bin content creation worksheet.

1. Choose the  icon, enter **Bin Content Creation Worksheet**, and then choose the related link.
2. On the worksheet header, in the **Name** field, select the worksheet of the location where you want to create bin contents.
3. In the **Bin Code** field, select the code of the bin for which you want to define bin content.

If you are using directed put-away and pick in this location, the fields relating to that particular bin, such as **Bin Type**, **Warehouse Class Code**, and **Bin Ranking**, will be filled in automatically. This is information that you need to consider as you define the bin content.

4. Select the item that you want to assign to the bin, and fill in the fields related to the bin content. If you are using directed put-away and pick, and you want to use the **Calculate Bin Replenishment** function, fill in

the **Max. Qty.** and **Min. Qty.** fields.

To set this bin as the preferred bin for the item even if the bin quantity is **0** and all other put-away criteria equal, select the **Fixed** field.

5. Repeat steps 3 through 4 for each item you want to assign to a bin.
6. Choose the **Print** action to preview and print the bin content you have entered in the worksheet. Continue to revise the bin content until you are satisfied.
7. When you are ready, choose the **Create Bin Content** action.

In this worksheet, you can work with a number of bin content lines for a number of bins and thereby obtain a good overview of what you are putting into various bins in a given zone, aisle, or rack.

See Also

[How to: Calculate Bin Replenishment](#)
[Warehouse Management](#)
[Inventory](#)
[Setting Up Warehouse Management](#)
[Assembly Management](#)
[Design Details: Warehouse Management](#)
[Working with Dynamics NAV](#)

How to: Set Up Put-away Templates

4/16/2018 • 2 minutes to read • [Edit Online](#)

With directed put-away and pick functionality, the most appropriate bin for your items at any given time is suggested, according to the put-away template that you have set up for the warehouse, the bin rankings you have given to the bins, and the minimum and maximum quantities that you have set up for fixed bins.

You can set up a number of put-away templates and select one of them to govern put-aways in general in your warehouse. You can also select a put-away template for any item or stockkeeping unit that might have special put-away requirements.

To set up put-away templates

1. Choose the  icon, enter **Put-away Templates**, and then choose the related link.
2. Choose the **New** action.
3. Enter a code that is the unique identifier of the template you are about to create.
4. Enter a short description, if you wish.
5. Fill in the first line with the bin requirements that you want fulfilled first and foremost when suggesting a put-away.
6. Fill in the second line with the bin requirements that would be your second choice to fulfill in finding a bin for put-away. The second line is used only if a bin that meets the requirements of the first line cannot be found.
7. Continue to fill in the lines until you have described all the acceptable bin placements that you want to use in the put-away process.
8. On the last line in the put-away template, select the **Find Floating Bin** check box.

You can create various put-away templates and then apply them as you see fit. The put-away template that you selected for the item or stockkeeping unit, if any is used first. If these fields are not filled in, then the put-away template that you selected for the warehouse on the **Bin Policies** FastTab on the location card is used.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Set Up Warehouse Employees

4/16/2018 • 2 minutes to read • [Edit Online](#)

Each user who performs warehouse activities must be set up as a warehouse employee assigned to one default location and potentially more non-default locations. This user setup filters all warehouse activities across the database to the employee's location so that the employee can only perform the warehouse activities at the default location. A user can be assigned to additional non-default locations for which the employee can view activity lines but not perform the activities.

To set up warehouse employees

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **New** action.
3. Select the **User ID** field, and then select the user to be added as a warehouse employee. Choose the **OK** button.
4. In the **Location Code** field, enter the code of the location where the user will be working.
5. Select the **Default** check box to define the location as the only location where the employee can perform warehouse activities.
6. Repeat these steps to assign other employees to locations or assign non-default locations to existing warehouse employees.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Set Up Locations to Use Bins

4/16/2018 • 2 minutes to read • [Edit Online](#)

Bins represent the basic warehouse structure and are used to make suggestions about the placement of items. When you have created your bins, you can define very specifically the contents that you want to place in each bin, or the bin can function as a floating bin without specified contents.

To use the bin functionality at a location, you first activate the functionality on the **Location** card. Then you design the item flow at the location by specifying bin codes in setup fields that represent the different flows.

NOTE

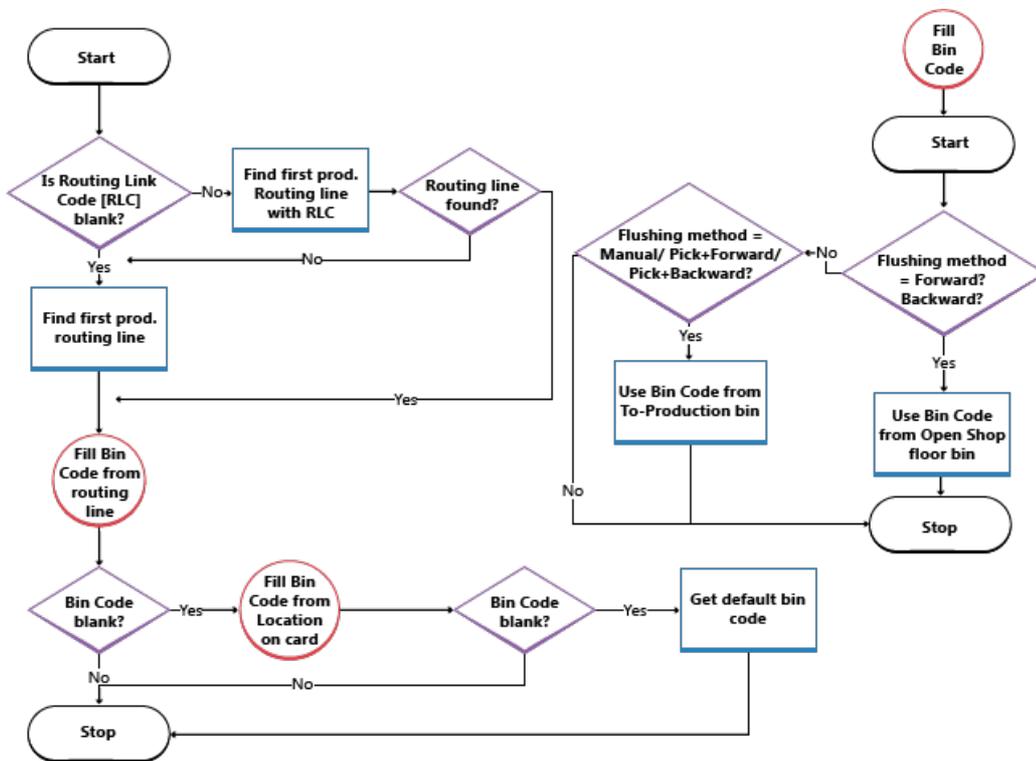
Before you can specify bin codes on the location card, the bin codes must be created. For more information, see [How to: Create Bins](#).

To set up a location to use bins

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to use bins.
3. Choose the **Edit** action.
4. On the **Warehouse** FastTab, select the **Bin Mandatory** check box.
5. If you are not using directed put-away and pick for the location, fill in the **Default Bin Selection** field with the method the system should use when assigning a default bin to an item.
6. Open the card for the location that you want to set up bins for.
7. On the **Bins** FastTab, select the bins that you want to use as the default for receipts, shipments, inbound, outbound, and open shop floor bins.
8. The bin codes you fill in here will appear automatically on the headers and on the lines of various warehouse documents. The default bins define all starting or ending placements of items in the warehouse.
9. If you are using directed put-away and pick, select a bin for your warehouse adjustments. The bin code in the **Adjustment Bin Code** field defines the virtual bin in which to record discrepancies in inventory when you register either observed differences registered in the warehouse item journal, or differences calculated when you register a warehouse physical inventory.
10. Fill in the fields on the **Bin Policies** FastTab if they are relevant to your warehouse. The most important fields are **Bin Capacity Policy**, **Allow Breakbulk**, and **Put-away Template Code** fields.
11. On the **Warehouse** FastTab, fill in the **Outbound Whse. Handling Time**, **Inbound Whse. Handling Time**, and the **Base Calendar Code** fields. For more information, see [How to: Set Up Base Calendars](#).

Filling the Consumption Bin

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your location setup.



See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Convert Existing Locations to Warehouse Locations

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can enable an existing inventory location to use zones and bins and to operate as a warehouse location.

The batch job to enable a location for warehouse operation creates initial warehouse entries for the warehouse adjustment bin for all items that have inventory in the location. These initial entries will be balanced when warehouse physical inventory entries are entered after the batch job is run.

You can create zones and bins either before or after the conversion. The only bin that you must create before the conversion is the one that is to be used as the future adjustment bin.

IMPORTANT

To clear all negative inventory and any open warehouse documents before you convert the location for warehouse handling, run a report to identify the items with negative inventory and open warehouse documents for the location. For more information, see [Check on Negative Inventory](#).

To enable an existing location to operate as a warehouse location

1. Choose the  icon, enter **Create Warehouse Location**, and then choose the related link.
2. In the **Location Code** field, specify the location that you want to enable for warehouse processing.
3. In the **Adjustment Bin Code** field, specify the bin at the location where unsynchronized warehouse entries are stored. For more information, see the "To synchronize the adjusted warehouse entries with the related item ledger entries" section in [How to: Count, Adjust, and Reclassify Inventory](#).

Using the open item ledger entries for the specified location, warehouse journal lines are created that sum up every combination of Item No., Variant Code, Unit of Measure Code, and, if necessary, Lot No. and Serial No. in the item ledger entries. The warehouse journal lines are then posted. This posting creates warehouse entries that place the inventory in the warehouse adjustment bin. The **Adjustment Bin Code** on the location card is also set.

4. To see which items were added to the adjustment bin during the batch job, run the **Warehouse Adjustment Bin** report.
5. When the **Create Warehouse Location** batch job has completed, perform and post a warehouse physical inventory. For more information, see [How to: Count, Adjust, and Reclassify Inventory](#).

NOTE

It is recommended that you run the **Create Warehouse Location** batch job at a time when it will not impact the daily work in the system. This job processes each entry in the **Item Ledger Entry** table, and if there are a large number of item ledger entries, the job can last several hours.

For those locations that did not use warehouse management documents before the conversion, you must re-open and release any source documents that were partially received or partially shipped before the conversion.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Set Up Basic Warehouses with Operations Areas

4/16/2018 • 8 minutes to read • [Edit Online](#)

If internal operation areas such as production or assembly exist in basic warehouse configurations where locations use the **Bin Mandatory** setup field and possibly the **Require Pick** and **Require Put-away** setup fields, then you can use the following basic warehouse documents to record your warehouse activities for internal operation areas:

- **Inventory Movement** window.
- **Inventory Pick** window.
- **Inventory Put-away** window.

NOTE

Even though the settings are called **Require Pick** and **Require Put-away**, you can still post receipts and shipments directly from the source business documents at locations where you select these check boxes.

To use these windows with internal operations, such as to pick and move components to production, you must make some or all the following setup steps depending on how much control you need:

- Enable the inventory pick, move, and put-away documents.
- Define default bin structures for components and end items flowing to and from operation resources.
- Make to- and from- bins that are dedicated to specific operation resources to prevent the items from being picked for outbound documents.

Bin codes that are set up on location cards define a default warehouse flow for certain activities, such as components in an assembly department. Additional functionality exists to make sure that when items are placed in a certain bin, they cannot be moved or picked to other activities. For more information, see the "To create dedicated component bins" section.

The following procedures are based on setting up basic warehouse activities around a production area. The steps are similar for other operation areas, such as assembly, service management, and jobs.

NOTE

In the following procedure, the **Bin Mandatory** setup field on location cards is selected as a precondition because that is considered the foundation for any level of warehouse management.

To enable inventory documents for internal operation activities

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location card you want to set up.
3. On the **Warehouse** FastTab, select the **Require Put-away** check box to indicate that, when an inbound or internal source document with a bin code is released, an inventory put-away or an inventory movement document can be created.
4. Select the **Require Pick** check box to indicate that when an outbound or internal source document with a bin code is created, an inventory pick or an inventory movement document must be created.

To define a default bin structure in the production area

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. On the **Bins** FastTab, in the **Open Shop Floor Bin Code** field, enter the code of the bin in the production area with plenty of components that the machine operator can consume from without requesting a warehouse activity to bring them to the bin. Items that are placed in this bin are typically set up for automatic posting, or flushing. This means that the **Flushing Method** field contains **Forward** or **Backward**.
4. In the **To-Production Bin Code** field, enter the code of the bin in the production area where components that are picked for production at this location are placed by default before they can be consumed. Items that are placed in this bin are typically set up for manual consumption posting. This means that the **Flushing Method** field contains **Manual** or **Pick + Forward** or **Pick + Backward** for warehouse picks and inventory movements.

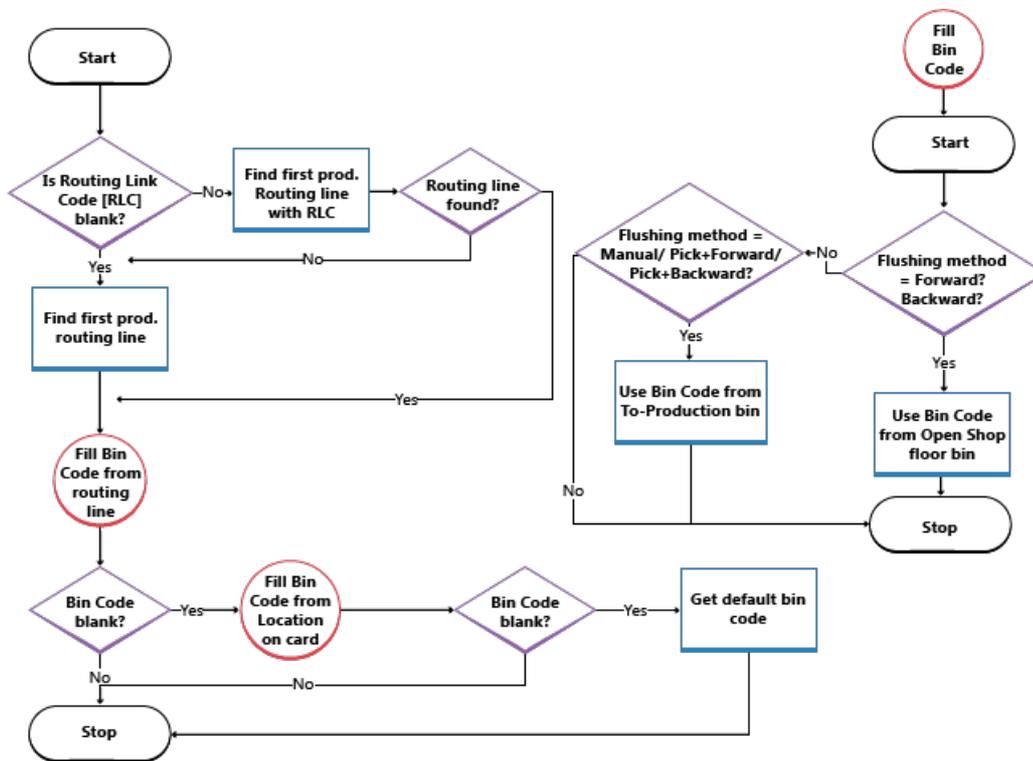
NOTE

When you use inventory picks, the **Bin Code** field on a production order component line defines the *take* bin from where components are decreased when posting consumption. When you use inventory movements, the **Bin Code** field on production order component lines defines the *place* bin in the operation area where the warehouse worker must place the components.

5. On the **Bins** FastTab, in the **From-Production Bin Code** field, enter the code of the bin in the production area where finished end items are taken from by default when the process involves a warehouse activity. In basic warehouse configurations, the activity is recorded as an inventory put-away or an inventory movement.

Now, production order component lines with the default bin code require that forward-flushed components are placed there. However, until the components are consumed from that bin, other component demands may pick or consume from that bin because they are still considered available bin contents. To make sure that bin content is only available to component demand that uses that to-production bin, you must select the **Dedicated** field on the line for that bin code in the **Bins** window that you open from the location card.

This flow chart shows how the **Bin Code** field on production order component lines is filled according to your setup.



To define a default bin structure in the assembly area

Components for assembly orders cannot be picked or posted with inventory picks. Instead, use the **Inventory Movement** window. For more information, see [How to: Move Components to an Operation Area in Basic Warehousing](#).

When picking and shipping sales line quantities that are assembled to the order, you must follow certain rules when creating the inventory pick lines. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [How to: Pick Items with Inventory Picks](#).

For more information, see [Assembly Management](#).

To set up that an inventory movement is automatically created when the inventory pick for the assembly item is created

1. Choose the  icon, enter **Assembly Setup**, and then choose the related link.
2. Select the **Create Movements Automatically** check box.

To set up the bin in the assembly area where components are placed by default before they can be consumed in assembly

The value in this field is automatically inserted in the **Bin Code** field on assembly order lines when this location is entered in the **Location Code** field on the assembly order line.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **To-Assembly Bin Code** field.

To set up the bin in the assembly area where finished assembly items are posted to when they are assembled to stock

The value in this field is automatically inserted in the **Bin Code** field on assembly order headers when this location code is filled into the **Location Code** field on the assembly order header.

Bin codes that are set up on location cards define a default warehouse flow for specific warehouse activities, such as consumption of components in an assembly area. Additional functionality exists to make sure that when items are placed in a default bin, they cannot be moved or picked to other activities.

NOTE

This setup is only possible for locations where the Bin Mandatory field is selected.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **From-Assembly Bin Code** field.

To set up the bin where finished assembly items are posted to when they are assembled to a linked sales order

From this bin, the assembly items are shipped immediately, via an inventory pick, to fulfill the sales order.

NOTE

This field cannot be used if the location is set up to use directed pick and put-away.

The bin code is copied from the sales order line to the assembly order header to communicate to assembly workers where to place the output to ready it for shipping. It is also copied to the inventory pick line to communicate to warehouse workers where to take it from to ship it.

NOTE

The Assemble-to-Order Shipment bin is always empty. When you post an assemble-to-order sales line, then the bin content is first positively adjusted with the assembly output. Immediately after, it is negatively adjusted with the shipped quantity.

The value in this field is automatically inserted in the Bin Code field on sales order lines that contain a quantity in the **Qty. to Assemble to Order** field or if the item to be sold has **Assemble-to-Order** in the **Replenishment System** field.

If the **Asm.-to-Order Shpt. Bin Code** is blank, then the **From-Assembly Bin Code** field is used instead. If both setup fields are blank, then the last used bin with content is used in the **Bin Code** field on sales order lines.

The same bin code is in turn copied to the **Bin Code** field on the inventory pick line that manages the shipment of the assemble-to-order quantity. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [How to: Pick Items with Inventory Picks](#).

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the Location you want to set up.
3. Fill in the **Asm.-to-Order Shpt. Bin Code** field.

To create dedicated component bins

You can specify that quantities in a bin are protected from being picked for other demands than demand from their current purpose.

Quantities in dedicated bins can still be reserved. Accordingly, the quantities in dedicated bins are included in the **Total Available Quantity** field in the **Reservation** window.

For example, if a work center is set up with a bin code in the **To-Production Bin Code** field. Production order component lines with that bin code require that forward-flushed components are placed there. However, until the components are consumed from that bin, other component demands may pick or consume from that bin because they are still considered available bin contents. To make sure that bin content is only available to component demand that uses that to-production bin, you must select the **Dedicated** field on the line for that bin code in the **Bins** window that you open from the location card.

Making a bin dedicated provides similar functionality to using bin types, which is only available in advanced warehousing. For more information, see [How to: Set Up Bin Types](#).

Caution

Items in dedicated bins are not protected when they are picked and consumed as production components with the Inventory Pick window.

1. Choose the  icon, enter **Locations**, and then choose the related link. Select the location that you want to update.
2. Choose the **Bins** action.
3. Select the **Dedicated** field for each bin that you want to use exclusively for certain internal operations and where you want quantities to be reserved for that internal operation once placed there.

NOTE

The bin must be empty before you can select or clear the **Dedicated** field.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Set Up Items and Locations for Directed Put-away and Pick

4/16/2018 • 3 minutes to read • [Edit Online](#)

When you set up a warehouse location for directed put-away and pick, you have new functionality available to you to help run the warehouse in the most efficient way possible. In order to make full use of this functionality, you provide additional information about the items, which in turn helps to make the calculations necessary to suggest the most efficient and effective ways to conduct warehouse activities. For more information, see [Design Details: Warehouse Setup](#).

To set up an item for directed put-away and pick

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to set up for directed put-away and pick.
3. On the **Warehouse** FastTab of the item card, fill in the fields to define how the item should be handled in the warehouse.
4. Choose the **Units of Measure** action.
5. In the **Item Units of Measure** window, fill in the fields to define the different units of measure in which the item may be transacted, including the height, width, length, cubage, and weight for the unit of measure.
6. Choose the **Bin Contents** action.
7. In the **Bin Contents** window, define the location and bin to which the item should be associated. The **Default** field is not used when the location is set up for directed put-away and pick.

To activate directed put away and pick functionality

Directed put-away and pick gives you access to advanced warehouse configuration features that can greatly enhance your efficiency and data reliability. In order to use this functionality, you must first set up a number of parameters in your warehouse location.

To use the directed put-away and pick functionality, you must activate the functionality on the location card.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to use directed put-away and pick, and then choose the **Edit** action.
3. On the **Warehouse** FastTab, select the **Directed Put-away and Pick** check box.

You do not need to fill in any other fields on the location card until later in the setup process.

NOTE

You cannot set up the warehouse to use bins when the location has open item ledger entries.

The next step is to define the type of bins you want to operate. For more information, see [How to: Set Up Bin Types](#). The bin type defines how to use a given bin when processing the flow of items through the warehouse. You can assign a bin type to both a zone and to a bin.

You can also define warehouse class codes, if the warehouse carries items that need various storage conditions. Warehouse class codes are used when suggesting item placement in bins. You assign the warehouse class codes to product groups, which are then assigned to items and SKUs, or to zones and bins that can accommodate the

storage conditions required by the warehouse class codes.

You are now ready to set up zones, if you want to operate zones in your warehouse. Using zones reduces the number of fields you need to fill in when you set up your bins, because bins created within zones inherit several properties from the zone. Zones can also make it easier for new or temporary employees to orient themselves in your warehouse. Note that flow is controlled by bins, therefore it is possible to operate with bins and only one zone.

To set up a zone in your warehouse

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to set up zone and open the location card, and then choose the **Zones** action.
3. In the **Zones** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

When you change a zone parameter, all bins created thereafter in that zone will have the new characteristics, but the original bins will not be changed.

NOTE

If you want to operate without zones, you must still create one zone code that is undefined except for the code.

The next step in setting up the warehouse is to define bins. For more information, see [How to: Set Up Locations to Use Bins](#).

In addition, you must create put-away templates and counting periods. For more information, see [How to: Set Up Put-away Templates](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Count, Adjust, and Reclassify Inventory

8/13/2018 • 15 minutes to read • [Edit Online](#)

At least once every fiscal year you must take a physical inventory, that is, count all the items on inventory, to see if the quantity registered in the database is the same as the actual physical quantity in the warehouses. When the actual physical quantity is known, it must be posted to the general ledger as a part of period-end valuation of inventory.

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items. For more information, see the "To perform cycle counting" section.

If you need to adjust recorded inventory quantities, in connection with counting or for other purposes, you can use an item journal to change the inventory ledger entries directly without posting business transactions. Alternatively, you can adjust for a single item on the item card.

If you need to change attributes on item ledger entries as well as the quantities, you can use the item reclassification journal. Typical attributes to reclassify include serial/lot numbers, expiration dates, and dimensions.

NOTE

In advanced warehouse configurations, items are registered in bins as warehouse entries, not as item ledger entries. Therefore, you perform counting, adjusting, and reclassifying in special warehouse journals that support bins. Then, you use special functions to synchronize the new or changed warehouse entries with their related item ledger entries to reflect the changes in inventory quantities and values. This is described in specific procedures below where relevant.

To perform a physical inventory

You must take a physical inventory, that is, count the actual items on hand, to check if the quantity registered is the same as the physical quantity in stock at the end of a fiscal year, if not more often. If there are differences, you must post them to the item accounts before you do the inventory valuation.

Apart from the physical counting task, the complete process involves the following three tasks:

- Calculate the expected inventory.
- Print the report to be used when counting.
- Enter and post the actual counted inventory.

You can perform the physical inventory in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** window in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** window, and then you use the **Item Journal** window to run the **Calculate Whse. Adjustment** function.

To calculate the expected inventory in basic warehouse configurations

1. Choose the  icon, enter **Phys. Inventory Journals**, and then choose the related link.

2. Choose the **Calculate Inventory** action.
3. In the **Calculate Inventory** window, specify the conditions to use to create the journal lines, such as whether to include items that have zero recorded inventory.
4. Set filters if you only want to calculate inventory for certain items, bins, locations, or dimensions.
5. Choose the **OK** button.

NOTE

The item entries are processed according to the information that you specified, and lines are created in the physical inventory journal. Notice that the **Qty. (Phys. Inventory)** field is automatically filled in with the same quantity as the **Qty. (Calculated)** field. With this feature, it is not necessary for you to enter the counted inventory on hand for items that are the same as the calculated quantity. However, if the quantity counted differs from what is entered in the **Qty. (Calculated)** field, you must overwrite it with the quantity actually counted.

To calculate the expected inventory in advanced warehouse configurations

1. Choose the  icon, enter **Item Journal**, and choose the related link.
2. Choose the **Calculate Whse. Adjustment** action.
3. Fill in the batch job request window with the numbers of the items you want to count and with your location.
4. Choose the **OK** button, and post the adjustments if any.

If you do not do this before you perform the warehouse physical inventory, the results you post to the physical inventory journal and item ledger in the second part of the process will be the physical inventory results combined with other warehouse adjustments for the items that were counted.

5. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
6. Choose the **Calculate Inventory** action. The **Whse. Calculate Inventory** batch job request window opens.
7. Set the filters to limit the items that will be counted in the journal, and then choose the **OK** button.

The program creates a line for each bin that fulfills the filter requirements. You can at this point still delete some of the lines, but if you want to post the results as a physical inventory, you must count the item in all the bins that contain it.

If you only have time to count the item in some bins and not others, you can discover discrepancies, register them, and later post them in the item journal using the **Calculate Whse. Adjustment** function.

8. Choose the  icon, enter **Whse. Phys. Inventory List**, and choose the related link.
9. Open the report request page and print the lists on which you want employees to record the quantity of items that they count in each bin.
10. When the counting is done, enter the counted quantities in the **Qty. (Phys. Inventory)** field in the warehouse physical inventory journal.

NOTE

In the warehouse physical inventory journal, **Qty. (Calculated)** field is filled in automatically on the basis of warehouse bin records and copies these quantities are copied to the **Qty. (Physical)** field on each line. If the quantity counted by the warehouse employee differs from what the program has entered in the **Qty. (Physical)** field, you must enter the quantity actually counted.

11. When you have entered all the counted quantities, choose the **Register** action.

When you register the journal, the program creates two warehouse entries in the warehouse register for every line that was counted and registered:

- If the calculated and the physical quantities differ, a negative or positive quantity is registered for the bin, and a balancing quantity is posted to the adjustment bin of the location.
- If the quantity calculated is equal to the physical quantity, the program registers an entry of 0 for both the bin and the adjustment bin. The entries are the record that on the registering date, a warehouse physical inventory was performed, and there was no discrepancy in inventory for the item.

When you register the warehouse physical inventory, you are not posting to the item ledger, the physical inventory ledger, or the value ledger, but the records are there for immediate reconciliation whenever necessary. If you like to keep precise records of what is happening in the warehouse, however, and you counted all of the bins where the items were registered, you should immediately post the warehouse results as an inventory physical inventory. For more information, see the "To enter and post the actual counted inventory in advanced warehouse configurations" section.

To print the report to be used when counting

1. In the **Phys. Inventory Journal** window containing the calculated expected inventory, Choose the **Print** action.
2. In the **Phys. Inventory List** window, specify if the report should show the calculated quantity and if the report should list inventory items by serial/lot numbers.
3. Set filters if you only want to print the report for certain items, bins, locations, or dimensions.
4. Choose the **Print** button.

Employees can now proceed to count inventory and record any discrepancies on the printed report.

To enter and post the actual counted inventory in basic warehouse configurations

1. On each line in the **Phys. Inventory Journal** window where the actual inventory on hand, as determined by the physical count, differs from the calculated quantity, enter the actual inventory on hand in the **Qty. (Phys. Inventory)** field.

The related fields are updated accordingly.

NOTE

If the physical count reveals differences that are caused by items posted with incorrect location codes, do not enter the differences in the physical inventory journal. Instead, use the reclassification journal or a transfer order to redirect the items to the correct locations. For more information, see Item Reclass. Journal or How to: Create Transfer Orders.

2. To adjust the calculated quantities to the actual counted quantities, choose the **Post** action.

Both item ledger entries and physical inventory ledger entries are created. Open the item card to view the resulting physical inventory ledger entries.

3. Choose the  icon, enter **Items**, and then choose the related link.
4. To verify the inventory counting, open the item card in question, and then, choose the **Phys. Inventory ledger Entries** action.

To enter and post the actual counted inventory in advanced warehouse configurations

1. Choose the  icon, enter **Item Journal**, and choose the related link.
2. Choose the **Calculate Whse. Adjustment** action.
3. Select the same items that you counted in the cycle counting physical inventory you just performed, and any

other items that require adjustment, and then choose the **OK** button.

The **Inventory Journal** window opens and lines are created for these items. Note that the net quantities that you just counted and registered bin by bin are now ready to be consolidated and synchronized as item ledger entries.

4. Post the journal without changing any quantities.

The quantities in the item ledger (item entries) and the quantities in the warehouse (warehouse entries) are now once again the same for these items, and the program has updated the last counting date of the item or stockkeeping unit.

To perform cycle counting

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items.

You can perform the cycle counting in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** window in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** window, and then you use the **Item Journal** window to run the **Calculate Whse. Adjustment** function.

To set up counting periods

A physical inventory is typically taken at some recurring interval, for example monthly, quarterly, or annually. You can set up whatever inventory counting periods necessary.

You set up the inventory counting periods that you want to use and then assign one to each item. When you perform a physical inventory and use the **Calculate Counting Period** in the physical inventory journal, lines for the items are created automatically.

1. Choose the  icon, enter **Phys. Invt. Counting Periods**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign a counting period to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item to which you want to assign a counting period.
3. In the **Phys Invt Counting Period Code** field, select the appropriate counting period.
4. Choose the **Yes** button to change the code and calculate the first counting period for the item. The next time you choose to calculate a counting period in the physical inventory journal, the item appears as a line in the **Phys. Invt. Item Selection** window. You can then begin to count the item on a periodic basis.

To initiate a count based on counting periods in basic warehouse configurations

1. Choose the  icon, enter **Phys. Inventory Journal**, and then choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** window opens showing the items that have counting periods assigned and need to be counted according to their counting periods.

3. Perform the physical inventory. For more information, see the "To perform a physical inventory" section.

To initiate a count based on counting periods in advanced warehouse configurations

1. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** window opens showing the items that have counting periods assigned and need to be counted according to their counting periods.

3. Perform the physical inventory. For more information, see the "To perform a physical inventory" section.

NOTE

You must count the item in all the bins that contain the particular item. If you delete some of the bin lines that the program has retrieved for counting in the **Whse. Phys. Inventory** window, then you will not be counting all the items in the warehouse. If you later post such incomplete results in the Phys. Inventory Journal, the amounts posted will be incorrect.

To adjust the inventory of one item

After you have made a physical count of an item in your inventory area, you can use the **Adjust Inventory** function to record the actual inventory quantity.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item for which you want to adjust inventory, and then choose the **Adjust Inventory** action.
3. In the **New Inventory** field, enter the inventory quantity that you want to record for the item.
4. Choose the **OK** button.

The item's inventory is now adjusted. The new quantity is shown in the **Current Inventory** field in the **Adjust Inventory** window and in the **Inventory** field in the **Item Card** window.

You can also use the **Adjust Inventory** function as a simple way to place purchased items on inventory if you do not use purchase invoices or orders to record your purchases. For more information, [How to: Record Purchases](#).

NOTE

After you have adjusted inventory, you must update it with the current, calculated value. For more information, see [How to: Revalue Inventory](#).

To adjust the inventory quantity of multiple items in basic warehouse configurations

In the **Item Journal** window, you can post item transaction directly to adjust inventory in connection with purchases, sales, and positive or negative adjustments without using documents.

If you often use the item journal to post the same or similar journal lines, for example, in connection with material consumption, you can use the **Standard Item Journal** window to make this recurring work easier. For more information, see the "Standard Journals" section in [Working with General Journals](#).

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **Post** action to make the inventory adjustments.

NOTE

After you have adjusted inventory, you must update it with the current, calculated value. For more information, see [How to: Revalue Inventory](#).

To adjust bin quantities in advanced warehouse configurations

If your location uses directed put-away and pick, use the **Whse. Item Journal** to post, outside the context of the physical inventory, all positive and negative adjustments in item quantity that you know are real gains, such as items previously posted as missing that show up unexpectedly, or real losses, such as breakage.

Unlike posting adjustments in the inventory item journal, using the warehouse item journal gives you an additional level of adjustment that makes your quantity records even more precise at all times. The warehouse thus always has a complete record of how many items are on hand and where they are stored, but each adjustment registration is not posted immediately to the item ledger. In the registering process, credits or debits are made to the real bin with the quantity adjustment and a counterbalancing entry is made in an adjustment bin, a virtual bin with no real items. This bin is defined in the **Invt. Adjustment Bin Code** on the location card.

1. Choose the  icon, enter **Whse. Item Journal**, and then choose the related link.
2. Fill in the header information.
3. Fill in the **Item No.** field on the line.
4. Enter the bin in which you are putting the extra items or where you have found items to be missing.
5. Fill in the quantity that you observe as a discrepancy in the **Quantity** field. If you have found extra items, enter a positive quantity. If items are missing, enter a negative quantity.
6. Choose the **Register** action.

To synchronize the adjusted warehouse entries with the related item ledger entries

At appropriate intervals as defined by company policy, you must post the warehouse adjustment bin records in the item ledger. Some companies find it appropriate to post adjustments to the item ledger every day, while others may find it adequate to reconcile less frequently.

1. Choose the  icon, enter **Item Journal**, and then choose the related link.
2. Fill in the fields on each journal line.
3. Choose the **Calculate Whse. Adjustment** action, and fill in the filters as appropriate in the batch job request window. The adjustments are calculated only for the entries in the adjustment bin that meet filter requirements.
4. On the **Options** FastTab, fill in the **Document No.** field with a number that you enter manually. Because no number series has been set up for this batch job, use the number scheme set up by the warehouse, or enter the date followed by your initials.
5. Choose the **OK** button. The positive and negative adjustments are totaled for each item and lines are created in the item journal for any items where the sum is a positive or negative quantity.
6. Post the journal lines to enter the quantity differences in the item ledger. The inventory in the warehouse bins now corresponds precisely to the inventory in the item ledger.

To reclassify an item's lot number

1. Choose the  icon, enter **Item Reclass. Journals**, and then choose the related link.
2. In the **Item Reclass. Journal** window, fill in the fields as necessary.
3. In the **Lot No.** field, enter the items current lot number.
4. In the **New Lot No.** field, enter the item's new lot number.

5. Choose the **Post** action.

Special steps apply when you want to reclassify serial or lot numbers. For more information, see [How to: Work with Serial and Lot Numbers](#).

See Also

[Inventory Warehouse Management](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Enable Automatic Breaking Bulk with Directed Put-away and Pick

4/16/2018 • 2 minutes to read • [Edit Online](#)

For locations that use directed put-away and pick, Dynamics NAV can, in various situations, automatically breakbulk, that is, break a larger unit of measure into smaller units of measure, when it creates warehouse instructions that fulfill the needs of source documents, production orders, or internal picks and put-aways. To breakbulk sometimes also means gathering smaller units of measure, if necessary, to meet outbound requests by breaking the larger unit of measure on the source document or production order into the smaller units of measure that are available in the warehouse.

Breakbulking in Picks

If you want to store items in several different units of measure and allow them to be automatically combined as needed in the picking process, select the **Allow Breakbulk** field on the location card.

To fulfill a task, the program automatically looks for an item in the same unit of measure. But if it cannot find this form of the item, and this field is selected, the program will suggest that you break a larger unit of measure into the unit of measure that is needed.

If the system can only find smaller units of measure, it will suggest that you gather items to fulfill the quantity on the shipment or production order. In effect, it breaks the larger unit of measure on the source document into smaller units for picking.

Breakbulking in Put-aways

In the warehouse put-away, the program automatically suggests Place action lines in the put-away unit of measure, for example, pieces, even though the items arrive in a different unit of measure.

Breakbulking in Movements

The program also breakbulks automatically in replenishment movements, if the **Allow Breakbulk** field is selected on the **Option** FastTab in the **Calculate Bin Replenishment** window.

You can view the results of the conversion process from one unit of measure to another as intermediate breakbulk lines in the put-away, pick, or movement instructions.

NOTE

If you select the **Set Breakbulk Filter** field on the warehouse instruction header, the program will hide the breakbulk lines whenever the larger unit of measure is going to be completely used. For example, if a pallet is 12 pieces and you are going to use all 12 pieces, the pick will then direct you to take 1 pallet and place 12 pieces. However, if you have to pick only 9 pieces, then the breakbulk lines will not be hidden, even if you have selected the **Breakbulk Filter** field, because you have to place the remaining three pieces somewhere in the warehouse.

NOTE

If you want your units of measure to perform optimally in the warehouse, also in connection with the breakbulk functionality, you should wherever possible try to:

- Set up the base unit of measure for an item as the smallest unit of measure that you expect to handle in your warehouse processes.
- Set up your alternative units of measure for the item as multiples of the base unit of measure.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Enable Picking Items by FEFO

8/13/2018 • 2 minutes to read • [Edit Online](#)

First-Expired-First-Out (FEFO) is a sorting method that ensures that the oldest items, those with the earliest expiration dates, are picked first.

This functionality only works when the following criteria are met:

- The item must have a serial/lot number.
- On the item's item tracking code setup, the **SN-Specific Warehouse Tracking** field or the **Lot-Specific Warehouse Tracking** field must be selected.
- The item must be posted to inventory with an expiration date.
- On the location card, the **Require Pick** check box must be selected.
- On the location card, the **Pick According to FEFO** check box must be selected.
- On the location card, the **Bin Mandatory** check box must be selected.

When all the criteria are met, then serial/lot-numbered items to be picked are sorted with the oldest first in all picks and movements, except for items that use SN-specific or lot-specific tracking.

NOTE

If some serial/lot-numbered items use specific tracking, then those are respected first and under them, the remaining, non-specific, serial/lot numbers are listed according to FEFO.

If two serial/lot-numbered items have the same expiration date, then the program selects the item with the lowest serial or lot number. If the serial or lot numbers are the same, then the program selects the item that was registered first.

NOTE

- When picking serial/lot-numbered items in locations set up for directed put-away and pick, only quantities on bins of type *Pick* are picked according to FEFO.
 - To enable movements according to FEFO, either in the **Inventory Movement** window or the **Movement Worksheet** window, you must leave the **From Bin** field empty.
 - If the **Strict Expiration Posting** field is selected, then only items that are not expired will be included in the pick. This applies even if you are not using Pick according to FEFO.

See Also

[Picking Items](#)

[How to: Pick Items for Warehouse Shipment](#)

[How to: Pick Items with Inventory Picks](#)

[Design Details: Warehouse Management](#)

[Inventory](#)

[Working with Dynamics NAV](#)

How to: Enable Automated Data Capture Systems (ADCS)

4/16/2018 • 5 minutes to read • [Edit Online](#)

You can use your automatic data capture system (ADCS) to register the movement of items in the warehouse and to register some journal activities, such as quantity adjustments in the warehouse item journal and physical inventories.

To use ADCS, you must give each item stored in the warehouse an item identifier. You must also set up miniforms, handheld functions, data exchanges, and specify settings for fields that control ADCS. You specify whether to use ADCS on the location card of a warehouse.

Based on the needs of your warehouse, you define the amount of information displayed in the miniform setup for the particular handheld device. The following are examples of information that you can display:

- Data from tables within Dynamics NAV, such as a list of pick documents from which the user can select.
- Text information.
- Messages to show confirmations or errors about activities performed and registered by the handheld device user.

For more information, see [Configuring an Automated Data Capture System](#) in the developer and IT-pro help.

To set up a warehouse to use ADCS

To use ADCS, you must specify which warehouse locations use the technology.

NOTE

We recommend that you do not set up a warehouse to use ADCS if the warehouse also has a bin capacity policy.

1. Choose the  icon, enter **Locations**, and choose the related link.
2. Select a warehouse from the list for which you want to enable ADCS, and then choose the **Edit** action.
3. In the **Location Card** window, select the **Use ADCS** check box.

To specify an item to use ADCS

Each warehouse item that you want to use with ADCS must be assigned an identifier code to link it with its item number. For example, you can use the item's bar code as the identifier code. An item can also have multiple identifier codes. You may find this useful in the case where an item is available in various units of measures, such as pieces and pallets. In this case, assign an identifier code to each.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item from the list that is part of your ADCS solution, and then choose the **Edit** action.
3. In the **Item Card** window, choose the **Identifiers** action.
4. In the **Item Identifiers** window, choose the **New** action.
5. In the **Code** field, specify the identifier for the item. For example, the identifier could be the item's bar code number.

You can also enter a **Variant Code** and a **Unit of Measure** code.

6. If needed, enter multiple codes for each item.
7. Choose the **OK** button.
8. To review the information, choose the **Identifier Code** field to open the **Item Identifiers** window.

To add an ADCS user

You can add any user as a user of an Automated Data Capture System (ADCS). When you do this, the user must also provide a password. Optionally, you can also provide a connection that identifies the ADCS user as a warehouse employee. The ADCS user password can be different from the Windows logon password of the user. For more information, see [How to: Manage Users and Permissions](#).

1. Choose the  icon, enter **ADCS Users**, and then choose the related link.
2. Choose the **New** action.
3. In the **Name** field, enter a name for the user. The name cannot contain more than 20 characters, including spaces.
4. In the **Password** field, enter a password. The password is masked.

To specify that a warehouse employee is an ADCS user

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. If needed, add a new warehouse employee. For more information, see [How to: Set Up Warehouse Employees](#).
3. Choose the **Edit List** action.
4. Select a warehouse employee from the list. In the **ADCS User** field, choose the drop-down arrow, and then select the name of an ADCS user from the list.

NOTE

The default warehouse for the employee must be one that uses ADCS.

To create and customize miniforms

You use miniforms to describe the information that you want to present on a handheld device. For example, you can create miniforms to support the warehouse activity of picking items. After you create a miniform, you can add functions to it for the common actions that a user takes with handheld devices, such as moving up or down a line.

To implement or change the functionality of a miniform function, you must create a new codeunit or modify an existing one to perform the required action or response. You can learn more about ADCS functionality by examining codeunits such as 7705, which is the handling codeunit for logon functionality. Codeunit 7705 shows how a Card-type miniform works.

To create a miniform for ADCS

1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Choose the **New** action.
3. In the **Code** field, enter a code for the miniform. Optionally, enter values in all other fields.

Select the **Start Miniform** check box to indicate that the miniform is the first form that the user sees at logon.

4. On the **Lines** FastTab, define the fields that appear on the miniform. The order in which you enter lines is the order in which the lines appear on the handheld device.

When you have created a miniform, the next steps are to create functions and to associate functionality for various keyboard inputs.

To add support for a function key

1. Add code similar to the following example to the.xml file for the plug-in. This creates a function for the **F6** key. The key sequence information can be obtained from the device manufacturer.

```
<xsl:template match="Function[.='F6']">
  <Function Key1="27" Key2="91" Key3="49" Key4="55" Key5="126" Key6="0"><xsl:value-of select="."/>
</Function>
</xsl:template>
```

2. In the Dynamics NAV development environment, open table 7702 and add a code representing the new key. In this example, create a key that is named **F6**.
3. Add C/AL code to the relevant function of the miniform-specific codeunit to handle the function key.

To customize miniform functions

1. Choose the  icon, enter **Miniforms**, and then choose the related link.
2. Select a miniform from the list, and then choose the **Edit** action.
3. Choose the **Functions** action.
4. In the **Function Code** drop-down list, select a code to represent the function that you want to associate with the miniform. For example, you can select ESC, which associates functionality with the press of the ESC key.

In the Dynamics NAV development environment, edit the code for the **Handling Codeunit** field to create or modify code to perform the required action or response.

For more information, see [Configuring an Automated Data Capture System](#) in the developer and IT-pro help.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Restructure Warehouses

4/16/2018 • 4 minutes to read • [Edit Online](#)

You may want to restructure your warehouse with new bin codes and new bin characteristics. You will not undertake this kind of activity very often, but situations can occur where a reclassification is necessary to achieve or maintain a more efficient operation. For example:

- You might want to switch to bin codes that support the use of automatic data capture, for example, with hand-held devices.
- The warehouse may have purchased a new rack system that gives new possibilities in item storage.
- The company may have altered its item assortment and moved the warehouse to a new physical location to accommodate this change.

If your warehouse is set up to use bins but not directed put-away and pick, restructure your warehouse by creating the new bins that you want to use in the future.

To restructure a basic warehouse that uses bins only

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. On the **Warehouse** FastTab, set the **Default Bin Selection** field to **Last-Used Bin**.
3. Move all the contents of your current bins to the new bins that you have just created.
 - a. Choose the  icon, enter **Item Reclassification Journal**, and then choose the related link.
 - b. Select a journal line, and then choose the **Get Bin Content** action.
 - c. On the **Bin Content** FastTab, set filters in the **Location Code**, **Bin Code**, and **Item No.** fields to specify the content that you want to move.
 - d. Choose the **OK** button to fill a journal line.
 - e. In the **New Bin Code** field, select the bin to which the items should be moved.
 - f. Repeat steps b through e for all bin content that you want to move.
 - g. Choose the **Post** action.

You have now emptied the bins where the items used to be. The default bins for your items have now been changed to the new bins.

To restructure an advanced warehouse that uses directed put-away and pick

1. Create the new bins that you want to use in the future. For more information, see [How to: Create Bins](#).
2. Move all the contents of your current bins to the new bins that you just created.
 - a. Choose the  icon, enter **Warehouse Reclassification Journal**, and then choose the related link.
 - b. For the bins where no real movement of items is involved, create a line for each of your current bins in the **Warehouse Reclassification Journal** with the old bin code, **From Bin Code**, and the new bin code, **To Bin Code**.
 - c. If some of the movements involve actual physical movements that you want employees to perform, use **Movement Worksheets** to prepare movement instructions instead of using the warehouse reclassification journal. For more information, see [How to: Move Items in Advanced Warehouse](#)

Configurations.

3. When the old bins are emptied, reclassify them as **QC** type bins to ensure that they are not included in item flows.
 - a. Choose the  icon, enter **Locations**, and then choose the related link.
 - b. Select the line with the location, and then choose the **Bins** action.
 - c. In the **Bins** window, in the **Bin Type Code** field, enter **QC** for each of the old bins that you emptied in step 3 in the previous procedure.

You have now removed the bins from the warehouse flow, and reclassified them as QC bins. QC bins have none of the activity fields in the **Bin Types** window selected and are therefore not considered by the item flow. For more information, see [How to: Set Up Bin Types](#).

To delete a bin

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to delete bins. Choose the **Bins** action.
3. Select the lines for the bins that you want to delete.
4. Choose the **Delete** action.

If you choose the **Yes** button, the bin is deleted for use in the future, but the bin code in all warehouse entries remains the same.

If you want to rename a bin so that all records associated with the bin are also renamed, including bin contents, warehouse activity lines, registered warehouse activity lines, warehouse worksheet lines, warehouse receipt lines, posted warehouse receipt lines, warehouse shipment lines, posted warehouse shipment lines, and warehouse entries, you can do so in the **Bins** window.

To rename a bin and change the bin code in all records

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Select the location where you want to rename a bin or change the bin code, and then choose the **Bins** action.
3. Select the bin that you want to change and enter a new bin code in the **Code** field.
4. Choose the **Yes** button.

NOTE

If you choose **Yes** and there are many entries concerning this bin, for example, because you have not deleted warehouse documents for some time, it may take some time to rename all the records. Therefore, if you use this method, consider running the batch job **Delete Registered Whse. Documents** before you start the renaming process. Also note that the only documents that are deleted in this batch job are put-aways, picks, and movements.

If you are renaming a receiving bin or a shipping bin, all the posted receipts or shipments that refer to the bin in question are renamed.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Setting Up Manufacturing

4/16/2018 • 2 minutes to read • [Edit Online](#)

To convert material into produced end items, production resources, such as bills of material, routings, machine operators, and machinery must be set up in the system.

Operators and machines are represented in the system as machine centers that may be organized in work centers and work center groups. When these resources are established, they can be loaded with operations according to the item's defined material (BOM) and process (routing) structure, and according to the capacity of the machine or work center. You can also set the production capacity of each resource. Capacity is defined by the work time available in the machine and work centers, and is governed by calendars for each level. A work center calendar specifies the working days or hours, shifts, holidays, and absence that determine the work center's gross available capacity (typically measured in minutes). All of this is determined by defined efficiency and capacity values.

When you have set up manufacturing, you can plan and execute production orders. For more information, see [Planning](#) and [Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Configure the manufacturing features, such as defining shop floor work hours and selecting planning principles.	The Manufacturing Setup page.
Define a standard working week in the manufacturing department in terms of starting and ending times of each work day and related work shift.	How to: Create Shop Calendars
Organize fixed values and requirements of production resources as work centers or machine centers to govern their output of production performed.	How to: Set Up Work Centers and Machine Centers
Organize production operations in the required order and assign them to work or machine centers with the required work times.	How to: Create Routings
Organize production components or subassemblies under a produced parent item and certify the BOM for execution at work centers.	How to: Create Production BOMs
Make sure that the right component quantity is available when produced items are stocked in one unit of measure but produced in another.	How to: Work With Manufacturing Batch Units of Measure
Define families of production items with similar manufacturing processes to save consumption. For example, four pieces of the same item can be produced from one sheet and 10 pieces of another, different, item at the same time.	How to: Work With Production Families
Use standard tasks to simplify the creation of routings by quickly attaching extra information to recurring operations.	How to: Set Up Standard Routing Lines

TO	SEE
Prepare work centers and routings to represent subcontracted production operations.	How to: Subcontract Manufacturing

See Also

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Set Up Shop Calendars

4/16/2018 • 4 minutes to read • [Edit Online](#)

A work center or machine calendar specifies the working days and hours, shifts, holidays, and absences that determine the center's gross available capacity, measured in time, according to its defined efficiency and capacity values.

As a foundation for calculating a specific work or machine center calendar, you must first set up one or more general shop calendars. A shop calendar defines a standard work week according to start and end times of each working day and the work shift relation. In addition, the shop calendar defines the fixed holidays during a year.

The following describes how to set up work center calendars. The steps are similar when setting up machine center calendars.

To create work shifts

1. Choose the  icon, enter **Work Shifts**, and then choose the related link.
2. On a blank line, enter a number in the **Code** field to identify the work shift, for example, **1**.
3. Describe the work shift in the **Description** field, for example, **1st shift**.
4. Optionally, fill in lines for a second or third work shift.

Even if your work centers do not work in different work shifts, enter at least one work shift code.

To set up a shop calendar

1. Choose the  icon, enter **Shop Calendars**, and then choose the related link.
2. On a blank line, enter a number in the **Code** field to identify the shop calendar.
3. Describe the shop calendar in the **Description** field.
4. Choose the **Working Days** action.
5. In the **Shop Calendar Working Days** window, define a complete work week, with the start and end times for each day.

In the **Work Shift Code** field, select one of the shifts that you previously defined. Add a line for every working day and every shift. For example:

Monday 07:00 15:00 1
Tuesday 07:00 15:00 1

If you need a shop calendar with two work shifts, you must fill it in in this manner:

Monday 07:00 15:00 1
Monday 15:00 23:00 2
Tuesday 07:00 15:00 1
Tuesday 15:00 23:00 2

Any week days that you do not define in the shop calendar, such as Saturday and Sunday, are considered non-working days and will have zero available capacity in a work center calendar.

When all the working days of a week are defined, you can close the **Shop Calendar Working Days** window and proceed to enter holidays.

6. In the **Shop Calendars** window, select the shop calendar, and then choose the **Holidays** action.
7. In the **Shop Calendar Holidays** window, define the holidays of the year by entering the start date and time, the end time, and description of each holiday on individual lines. For example:

04/07/14 0:00:00 23:59:00 Summer Holiday

05/07/14 0:00:00 23:59:00 Summer Holiday

06/07/14 0:00:00 23:59:00 Summer Holiday

The defined holidays will have zero available capacity in a work center calendar.

The shop calendar can now be assigned to a work center to calculate the work shop calendar that will govern all operation scheduling at that work center.

To calculate a work center calendar

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the work center that you want to update.
3. In the **Shop Calendar Code** field, select which shop calendar to use as the foundation for a work center calendar.
4. Choose the **Calendar** action.
5. In the **Work Center Calendar** window, choose the **Show Matrix** action.

The left side of the matrix window lists the work centers that are set up. The right side shows a calendar displaying the available capacity values for each working day in the defined unit of measure, for example, **480** minutes. Each line represents the calendar of one work center.

NOTE

You can also select to view the capacity values for each week or month by changing the selection in the **View By** field in the **Work Center Calendar** window.

To reflect the new shop calendar as a line on the selected work center, it must first be calculated.

6. Choose the **Calculate** action.
7. On the **Work Center** FastTab, you can set a filter to only calculate for one work center. If you do not set a filter, all existing work center calendars will be calculated.
8. Define the starting and ending dates of the calendar period that should be calculated, for example, one year from 01/01/14 to 31/12/14.
9. Choose the **OK** button to calculate capacity.

Calendar entries are now created or updated displaying the available capacity for each period according to the following three sets of master data:

- The working days and shift defined in the assigned shop calendar.
- The value in the **Capacity** field on the work center card.
- The value in the **Efficiency** field on the work center card.

The calculated work center calendar will now define when and how much capacity is available at this work center. This controls the detailed scheduling of operations performed at the work center.

To record work center absence

1. In the **Work Center Calendar** window, choose the **Show Matrix** action.
2. In the **Work Center Calendar Matrix** window, select the work center and calendar day when the absence time should be recorded, and then choose the **Absence** action.
3. In the **Absence** window, define the starting time, ending time, and description of that day's absence. For example:

25/01/01 08:00 10:00 Maintenance
4. Choose the **Update** action, and then close the **Absence** window.

The capacity of the selected day has now decreased by the recorded absence time.

See Also

[How to: Set Up Base Calendars](#)

[How to: Set Up Work Centers and Machine Centers](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Working with Dynamics NAV](#)

How to: Set Up Work Centers and Machine Centers

8/13/2018 • 7 minutes to read • [Edit Online](#)

The program distinguishes between three types of capacities. These are arranged hierarchically. Each level contains the subordinate levels.

The top level is the work center group. Work centers are assigned to the work center groups. Every work center can only belong to one work center group.

You can assign various machine centers to every work center. A machine center may only belong to one work center.

The planned capacity of a work center consists of the availability of the corresponding machine centers and the additional planned availability of the work center. The planned availability of the work center group is, therefore, the sum of all corresponding availabilities of the machine centers and work centers.

The availability is stored in calendar entries. Before you set up work or machine centers, you must set up shop calendars. For more information, see [How to: Create Shop Calendars](#).

To set up a work center

The following primarily describes how to set up a work center. The steps to set up a machine center calendar are similar except for the **Routing Setup** FastTab.

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. In the **Work Center Group** field, select the higher-level resource grouping that the work center is organized under, if relevant. Choose the **New** action in the drop-down list.
5. Select the **Blocked** field if you want to prevent the work center from being used in any processing. This means that output cannot be posted for an item that is produced at the work center. For more information, see [How to: Post Production Output](#).
6. In the **Direct Unit Cost** field, enter the cost of producing one unit of measure at this work center, excluding any other cost elements. This cost is often referred to as the *direct labor rate*.
7. In the **Indirect Cost %** field, enter the general operation costs of using the work center as a percentage of the direct unit cost. This percentage amount is added to the direct cost in the calculation of the unit cost.
8. In the **Overhead Rate** field, enter any non-operational costs, for example maintenance expenses, of the work center as an absolute amount.

The **Unit Cost** field contains the calculated unit cost of producing one unit of measure at this work center, including all cost elements, as follows:

Unit Cost = Direct Unit Cost + (Direct Unit Cost x Indirect Cost %) + Overhead Rate.

9. In the **Unit Cost Calculation** field, define whether the above calculation should be based on the amount of time used: **Time**, or on the number of produced units: **Units**.

10. Select the **Specific Unit Cost** field if you want to define the work center's unit cost on the routing line where it is being used. This may be relevant for operations with dramatically different capacity costs than what would normally be processed at that work center.
11. In the **Flushing Method** field, select whether output posting at this work center should be calculated and posted manually or automatically, using either of the following methods.

OPTION	DESCRIPTION
Manual	Consumption is posted manually in the output journal or production journal.
Forward	Consumption is calculated and posted automatically when the production order is released.
Backward	Consumption is calculated and posted automatically when the production order is finished.

NOTE

If necessary, the flushing method selected here and on the **Item** card, can be overridden for individual operations by changing the setting on routing lines.

12. In the **Unit of Measure Code** field, enter the time unit in which this work center's cost calculation and capacity planning are made. In order to be able to constantly monitor consumption, you must first set up a method of measure. The units you enter are basic units. For example, the processing time is measured in hours and minutes.

NOTE

If you select to use Days then remember that 1 day = 24 hours - and not 8 (working hours).

13. In the **Capacity** field, define whether the work center has more than one machine or person working at the same time. If your Dynamics NAV installation does not include the Machine Center functionality, then the value in this field must be **1**.
14. In the **Efficiency** field, enter the percentage of the expected standard output that this work center actually outputs. If you enter **100**, it means that the work center has an actual output that is the same as the standard output.
15. Select the **Consolidated Calendar** check box if you are also using machine centers. This ensures that calendar entries are rolled up from machine center calendars.
16. In the **Shop Calendar Code** field, select a shop calendar. For more information, see [How to: Create Shop Calendars](#).
17. In the **Queue Time** field, specify a fixed time span that must pass before assigned work can begin at this work center. Note that queue time is added to other non-productive time elements such as wait time and move time that you may define on routing lines using this work center.

Example - Different Machine Centers Assigned to a Work Center

It is important to plan which capacities are to make up the total capacity when setting up the machine centers and work centers.

If different machine centers (such as 210 Packing table 1, 310 Painting Cabin ...) are assigned to a work center, the consideration of the single capacities of the machine centers is significant because failure of one machine center can interrupt the entire process. The machine groups can be entered according to their capacity but may not be included in the planning. By deactivating the **Consolidated Calendar** field only the capacity of the work center but not the machine center is assigned in the planning.

If, however, identical machine centers (such as 210 Packing table 1 and 220 Packing table 2) are combined in a work center, the consideration of the work center as a sum of the assigned machine centers is of interest. Therefore, the work center would be listed with zero capacity. By activating the **Consolidated Calendar** field, the common capacity is assigned to the work center.

If capacities of work centers are to make no contribution to the total capacity, you can achieve this with efficiency = 0.

To set up a capacity constrained machine or work center

You must set up production resources that you regard as critical and mark them to accept a finite load instead of the default infinite load that other production resources accept. A capacity-constrained resource can be a work center or machine center that you have identified as a bottleneck and would like to establish a limited, finite load for.

Dynamics NAV does not support detailed shop floor control. It plans for a feasible utilization of resources by providing a rough-cut schedule, but it does not automatically create and maintain detailed schedules based on priorities or optimization rules.

In the **Capacity-Constrained Resources** window, you can make setup that avoids overload of specific resources and ensure that no capacity is left unallocated if it could increase the turn-around time of a production order. In the **Dampener (% of Total Capacity)** field, you can add dampener time to resources to minimize operation splitting. This enables the system to schedule load on the last possible day by exceeding the critical load percent slightly if this can reduce the number of operations that are split.

When planning with capacity-constrained resources, the system ensures that no resource is loaded above its defined capacity (critical load). This is done by assigning each operation to the nearest available time slot. If the time slot is not big enough to complete the entire operation, then the operation will be split into two or more parts placed in the nearest available time slots.

1. Choose the  icon, enter **Capacity Constrained Resources**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.

NOTE

Operations on work centers or machine centers that are set up as constrained resources will always be planned serially. This means that if a constrained resource has multiple capacities, then those capacities can only be planned in sequence, not in parallel as they would be if the work or machine center was not set up as a constrained resource. In a constrained resource, the Capacity field on the work center or machine center is greater than 1.

In case of operation splitting, the setup time is only assigned once because it is assumed that some manual adjustment is done to optimize the schedule.

See Also

[How to: Create Shop Calendars](#)
[Setting Up Manufacturing](#)
[Manufacturing](#)

Planning

Inventory

Purchasing

Working with Dynamics NAV

How to: Create Routings

8/13/2018 • 6 minutes to read • [Edit Online](#)

Manufacturing companies use routings to visualize and direct the manufacturing process.

The routing is the basis of process scheduling, capacity scheduling, scheduled assignment of material needs, and manufacturing documents.

As for production BOMs, the routings are assigned to the manufacturing end item. A routing holds master data that captures the process requirements of a given produced item. Once a production order is created for that item, its routing will govern the scheduling of operations as represented in the **Prod. Order Routing** window under the production order.

Before you can set up a routing, the following must be in place:

- Item cards are created for parent items that take part in manufacturing. For more information, see [How to: Register New Items](#).
- Production resources are set up. For more information, see [How to: Set Up Work Centers and Machine Centers](#).

To create a routing

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. In the **Type** field, select **Serial** to calculate the production routing according to the value in the **Operation No.** field.
Select **Parallel** to calculate the operations according to the value in the **Next Operation No.** field.
5. To edit the routing, set the **Status** field to **New** or **Under Development**. To activate it, set the **Status** field to **Certified**.
Proceed to fill in the routing lines.
6. In the **Operation No.** field, enter the number of the first operation, for example, **10**.
7. In the **Type** field, specify which kind of resource is used, for example, **Work Center**.
8. In the **No.** field, select the resource to be used, or type it in the field.
9. In the **Routing Link Code** field, enter a code to connect the component to a specific operation. For more information, see the "To create routing links" section.
10. In the **Run Time** and **Setup Time** fields, enter the process times needed to perform the operation.

NOTE

Setup time is calculated per production order, whereas run time is calculated per produced item.

11. In the **Concurrent Capacities** field, specify how many units of the selected resource are used to perform

the operation. For example, two people allocated to one packing operation will halve the run time.

12. Continue to fill in lines for all operations involved in producing the item in question.
13. To copy lines from an existing routing, choose the **Copy Routing** action to select existing lines.
14. Certify the routing.
15. You can now attach the new routing to the card of the production item in question, by filling in the **Routing No.** field. For more information, see [How to: Register New Items](#).

NOTE

Remember also to recalculate the item's standard cost from the **Item** card: Choose the **Manufacturing** action, select the **Calc. Standard Cost** action, and then select the **All Levels** action.

To create routing links

You can create routing links to connect components to specific operations in order to retain their relationship even though the production BOM or routing is modified. It also facilitates just-in-time flushing of components, namely when the specific linked operation starts, not when the complete production order is released. For more information see [How to: Flush Components According to Operation Output](#).

Another important benefit is that linked components and operations are displayed in a logical process structure when you use the **Production Journal** window for output and consumption posting.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the routing that contains the operations that you want to link.

Make sure the routing status is **Under Development**.

3. On the relevant routing line, in the **Routing Link Code** field, select a code.
4. Proceed to add different routing link codes to other operations in the routing, if relevant.

NOTE

You should not use the same routing link code in different operations on a routing because you may incorrectly link a component to two different operations, so that it is consumed two times.

It is a good idea to name the routing link code after the operation in order to ensure operation-specific routing links.

5. Set the routing status to **Certified**.

Routing link codes are now assigned to operations. Next, you must create the actual link by assigning the same codes to specific components in the relevant production BOM.

6. Open the **Production BOM** that contains the components that you want to link to the above operations. For more information, see [How to: Create Production BOMs](#).
7. Make sure the BOM status is **Under Development**.
8. On the relevant production BOM line, in the **Routing Link Code** field, select the code that you have just assigned to the relevant operation.
9. Proceed to add routing link codes to other components according to the unique operations where they are used.

10. Set the production BOM status to **Certified**.

NOTE

To enable the routing links on an existing production order, you must refresh the production order. For more information, see [How to: Create Production Orders](#).

The selected components will now be linked to the selected operations when you create or refresh a production order using the production BOM and routing in question. This is visible in the **Prod. Order Components** window under the production order, and here you can also remove and add the defined routing link codes at any time.

To assign personnel, tools, and quality measures to routing operations.

If you require personnel with qualifications, special knowledge, or special authorization for an operation, you can assign these personnel to the operation. In addition, you can assign tools and quality requirements to the operation. This procedure describes how to assign personnel. The steps are similar for other types of operation information.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the relevant routing.
3. On the **Lines** FastTab, select the line that you want to process, and then choose the **Personnel** action.
4. Fill in the fields in the **Routing Personnel** window.
5. Choose the **OK** button to exit the window. The entered values are copied and assigned to the operation.

To create a new versions of a routing

The version principle enables you to manage several versions of a routing. The structure of the routing version corresponds to the structure of the routing consisting of the routing version header and the routing version lines. The basic difference is defined by the starting date.

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Select the routing to be copied, and then choose the **Versions** action.
3. In the **Routing Versions** window, choose the **New** action.
4. Fill in the fields as necessary.
5. In the **Version Code** field, enter the unique identification of the version. Any combination of numbers and letters is permitted.

The newly created version is automatically assigned the status **New**.

6. To create operation lines, select the first blank line, and then fill in the **Operation No.** field according to the sequence of operations.

The operation lines are sorted in ascending order by operation numbers. To be able to make changes later, we recommend you to select adequate step widths. The **Next Operation No.** field refers to the following operation. The number of the operation can be entered directly.

7. When the routing version is completed, setting the **Status** field to **Certified**.

The time validity of the version is specified by the **Starting Date** field.

See Also

[How to: Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Create Production BOMs

4/16/2018 • 5 minutes to read • [Edit Online](#)

A production bill of material (BOM) holds master data that describes the components and subassemblies used in the production of a parent item. Once a production order is created for that parent item, its production BOM will govern the calculation of material requirements as represented in the **Prod. Order Components** window.

Dynamics NAV also support assembly BOMs. You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item. For more information, see the "Assembly BOMs or Production BOMs" section in [How to: Work with Bills of Material](#).

Before you can set up a routing, the following must be in place:

- Item cards are created for parent items that take part in manufacturing. For more information, see [How to: Register New Items](#).
- Production resources are set up. For more information, see [How to: Set Up Work Centers and Machine Centers](#).

To create a production BOM

1. Choose the  icon, enter **Production BOM**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. To edit the BOM, set the **Status** field to **New** or **Under Development**. To activate it, set the **Status** field to **Certified**.

Proceed to fill in the production BOM lines.

5. In the **Type** field, select whether the item on this BOM line is an ordinary item or a production BOM. If the item on the line is a production BOM, then it must already exist as a certified production BOM.
6. In the **No.** field, look up and select the item or production BOM in question, or type it in the field.
7. In the **Quantity Per** field, enter how many units of the item go into the parent item, for example, 4 wheels for 1 car.
8. In the **Scrap %** field you can enter a fixed percentage of components that are scrapped during production. When the components are ready to be consumed in a released production order, this percentage will be added to the expected quantity in the **Consumption Quantity** field in a production journal. For more information, see [How to: Register Consumption and Output](#).

NOTE

This scrap percentage represents components that are scrapped during production when picking from inventory, whereas the scrap percentage on routing lines represents scrapped output before putting on inventory.

9. In the **Routing Link Code** field, enter a code to connect the component to a specific operation. For more

information, see the "To create routing links" section in [How to: Create Routings](#).

10. To copy lines from an existing production BOM, choose the **Copy BOM** action to select existing lines.
11. Certify the production BOM.
12. You can now attach the new production BOM to the card of the parent item in question. For more information, see [How to: Register New Items](#).

NOTE

To recalculate the item's standard cost from the item card, choose the **Manufacturing** action, and then choose the **Calc. Standard Cost** action.

To create a new versions of a production BOM

New versions of production BOMs are used when, for example, an item is replaced by another item, or when a customer requires a special version of a product. The version principle enables various versions of a production BOM to be managed. The structure of the production BOM version corresponds to the structure of the production BOM. The basic difference is in the time validity of the versions. The validity is defined by the starting date.

The starting date indicates the start of the period in which this version is valid. For all other considerations, the starting date is a filter criterion for calculations and evaluations. The BOM version is valid until the next version becomes valid for its starting date.

1. Choose the  icon, enter **Production BOM**, and then choose the related link.
2. Select the production BOM to be copied, and then choose the **Versions** action.
3. On the **Home** tab, in the **New** group, choose **New**.
4. Fill in the fields as necessary.
5. In the **Version Code** field, enter the unique identification of the version. Any combination of numbers and letters is permitted.

The newly created version is automatically assigned the status **New**.

6. When the BOM version is completed, setting the **Status** field to **Certified**.

The time validity of the version is specified by the **Starting Date** field.

NOTE

Select the **Item** option in the **Type** field to use an item from your item master data in the production BOM. If the item also has a production BOM, whereby the **Production BOM No.** field is filled in on the item card, this production BOM is also considered.

Select the **Production BOM** option if you want to use a phantom production BOM on the line.

Phantom production BOMs serve for structuring products. This production BOM type never leads to a finished product, but is used exclusively for determining the dependent demand. Phantom production BOMs do not have their own item master data.

Quantity Calculation Formula on Production BOMs

The quantity is calculated taking into consideration different dimensions which are also entered on the

production BOM lines. The dimensions refer to an order unit of the respective item. The length, width, depth and weight can be entered as dimensions.

The Calculation Formula, Length, Width, Depth and Weight columns are not displayed, because they are only used by some users. If you wish to use the calculation of the quantity, you must first display these columns.

The relation of the individual components is defined by the calculation formula. The following possibilities are available as a calculation formula:

- **Empty** - No consideration of dimensions. (Quantity = Quantity per.)
- **Length** - Quantity = Quantity per * Length
- **Length x Width** - Quantity = Quantity per * Length x Width
- **Length x Width x Depth** - Quantity = Quantity per x Length x Width x Depth
- **Weight** - Quantity = Quantity per x Weight

Example

In a production BOM, seventy metal parts with the dimensions length = 0.20 m and width = 0.15 m are required. The values are entered as follows: Calculation Formula = Length x Width, Length = 20, Width = 15, Quantity per = 70. The quantity is given by the Quantity per x Length * Width, that is, Quantity = 70 x 0.20 m x 0.15 m = 2.1 m².

See Also

[How to: Create Routings](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Flush Components According to Operation Output

4/16/2018 • 2 minutes to read • [Edit Online](#)

For items that are set up with backward flushing method, the default behavior is to calculate and post component consumption when you change the status of a released production order to **Finished**.

If you also define routing link codes, then calculation and posting occurs when each operation is finished, and the quantity that was actually consumed in the operation is posted. For more information, see [How to: Create Routings](#).

For example, if a production order to produce 800 meters requires 8 kg of a component, then when you post 200 meters as output, 2 kg are automatically posted as consumption.

This functionality is useful for the following reasons:

- **Inventory Valuation** - Value entries for output and consumption are created in parallel as the production order progresses. Without routing link codes, the inventory value will increase as output is posted and then decrease at a later point in time when the value of component consumption is posted together with the finished production order.
- **Inventory Availability** - With gradual consumption posting, the availability of component items is more up-to-date, which is important to maintain the internal balance between demand and supply. Without routing link codes, other demands for the component may believe that it is available as long as it is pending a delayed consumption posting.
- **Just-in-Time** – With the ability to customize products to customer requests, you can minimize waste by making sure that work and system changes only occur when it is necessary.

The following procedure shows how to combine backward flushing and routing link codes so that the quantity that is flushed for each operation is proportional to the actual output of the finished operation.

To flush components according to operation output

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Edit** action.
3. On the **Replenishment** FastTab, in the **Flushing Method** field, select **Forward**.

NOTE

Select **Pick+ Forward** if the component is used in a location that is set up for directed put-away and pick.

4. Choose the  icon, enter **Routings**, and then choose the related link.
5. Define routing link codes for every operation that consumes the component. For more information, see [How to: Create Routings](#).
6. Choose the  icon, enter **Production BOM**, and then choose the related link.
7. Define routing link codes from each instance of the component to the operation where it is consumed.

IMPORTANT

The component must have a routing link to the last operation in the routing.

See Also

[How to: Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Work with Manufacturing Batch Units of Measure

4/16/2018 • 2 minutes to read • [Edit Online](#)

If an item is stocked in one unit of measure but produced in another, a production order is created that uses a manufacturing batch unit of measure to calculate the correct quantity of the components during the **Refresh Production Order** batch job. An example of a manufacturing batch unit of measure calculation is when a manufactured item is stocked in pieces but produced in tons.

To create a production BOM using a batch unit of measure

1. The manufacturing batch unit of measure is set up as an alternative unit of measure in the **Item Units of Measure** window on the item to be produced. The batch unit of measure will not replace the base unit of measure on the item.
2. Create a production BOM for the item set up with the manufacturing batch unit of measure. For more information, see [How to: Create Production BOMs](#).
3. In the **Unit of Measure Code** field, select the manufacturing batch unit of measure.
4. For each production BOM line, in the **Quantity Per** field, enter the quantity of this component item that is required to create this batch unit of measure.
5. Open the **Item Card** for the related item.

On the **Replenishment** FastTab, in the **Production BOM No.** field, select the production BOM created above.

6. Create a production order header using the item set up with the manufacturing batch unit of measure. For more information, see [How to: Create Production Orders](#).
7. Choose the **Refresh** action, and then choose the **OK** button.

On the **Lines** FastTab, choose the **Line** action, and then choose the **Components** action to view the result. The program calculates the correct quantity of the components needed to satisfy the production BOM based on the manufacturing batch unit of measure.

To calculate a manufacturing batch unit of measure on a production order

1. Create a production order header using the item set up with the manufacturing batch unit of measure.
2. In the **Item No.** field in the Production Order line, type the same item number used in the header.
3. In the **Quantity** field, enter the same quantity used in the header.
4. In the **Unit of Measure Code** field, select the manufacturing batch unit of measure code.
5. Choose the **Refresh** action.
6. On the **Calculate** FastTab, clear the **Lines** check box.
7. Choose the **OK** button.
8. On the **Lines** FastTab, choose the **Line** action, and then choose the **Components** action to view the result. The correct quantity of the components needed to satisfy the production BOM is calculated based on the manufacturing batch unit of measure.

See Also

[How to: Create Routings](#)

[How to: Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Work with Production Families

11/20/2018 • 2 minutes to read • [Edit Online](#)

A production family is a group of individual items whose relationship is based on the similarity of their manufacturing processes. By forming production families, some items can be manufactured twice or more in one production, which will optimize material consumption.

In the **Quantity** field in the **Family** window, you enter the quantity that will be produced when the whole family has been manufactured once.

Example

In punching processes, four pieces of the same item can be produced from one sheet and 10 pieces of another, different, item at the same time. The punching machine will punch all 14 pieces in one step.

Forming production families reduces the scrap quantity because what would normally be leftover scrap, when producing big pieces, will be used instead to produce small items.

To set up a production family

1. Choose the  icon, enter **Families**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To produce based on a production family

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Create a new production order. For more information, see [How to: Create Production orders](#).
3. In the **Source Type** field, select **Family**.
4. In the **Source No.** field, select the relevant production family.

See Also

[How to: Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Set Up Standard Routing Lines

4/16/2018 • 2 minutes to read • [Edit Online](#)

The use of standard tasks simplifies the creation and maintenance of routings. They allow you to quickly attach extra information to recurring operations.

To set up a standard task

1. Choose the  icon, enter **Standard Tasks**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Tools, Personnel, Description, or Tools** action.
5. In the window that opens, describe the standard task in question.

To add a standard task to an operation

1. Choose the  icon, enter **Routings**, and then choose the related link.
2. Open the relevant routing.
3. Select a relevant routing line, choose the **Operations** action, and then choose the **Tools, Personnel, Description, or Tools** action.

See Also

[How to: Create Routings](#)

[How to: Create Production BOMs](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Subcontract Manufacturing

4/16/2018 • 6 minutes to read • [Edit Online](#)

Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

The program provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the program can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. Then the program automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [How to: Create Routings](#).

Subcontracting Worksheet

Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

How to: Calculate Subcontracting Worksheets and Create Subcontract Purchase Orders

The **Subcontracting Worksheet** window functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE

Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. In the **Calculate Subcontracts** window, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines in the **Subcontracting Worksheet** window. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. On the **Actions** tab, in the **Process** group, choose **Carry Out Action Message**.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.

If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Setting Up Service Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can start using Service Management features in Dynamics NAV, there are a few things to set up. For example, you can establish coding for standard services, symptoms, and fault codes, and the service items and service item types that your company's customer service needs require.

When you set up Service Management, you must decide what services to offer customers and the schedule for those services. A service is a type of work performed by one or more resources and provided to a customer. For example, a service could be a type of computer repair. A service item is the equipment or item needing servicing, for example, the computer needing repair, installed at a specific customer. You can set up services as part of a group of related repair or maintenance items.

When you define a service, you can associate it with the skills required to perform the service. To help your service representatives be efficient, you can also set up real time troubleshooting guidelines and assign typical startup costs, such as travel costs or other fees.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up codes that automatically assign lines on service documents for services you deliver often.	How to: Set Up Codes for Standard Services
Establish general settings that control aspects of Service Management Processes.	How to: Configure Service Processes
Define how your organization works with fault reporting.	How to: Set Up Fault Reporting
Set up the service offerings that your company delivers to customers.	How to: Set Up Service Offerings
Provide troubleshooting guidelines that help service reps deliver faster service.	How to: Set Up Troubleshooting
Set up resource allocation to make it easy to assign the right resource to a service task.	How to: Set Up Resource Allocation
Define pricing for services, and set up additional service costs to assess on service orders.	How to: Set Up Pricing and Additional Costs for Services
Set things up so you can track resource hours and service order status in order to forecast workloads and service needs.	How to: Set Up Work Hours and Service Hours
Set up repair status options so that you can monitor progress on repairs.	How to: Set Up Statuses for Service Orders and Repairs
Set up a loaner program, so you can lend a substitute while you work on a service item.	How to: Set Up a Loaner Program
Set up service items and service item components.	How to: Set Up Service Items

TO	SEE
Lay the groundwork for creating service contracts and contract quotes.	How to: Set Up Service Contracts

See also

[Service Management](#)

[Welcome to Microsoft Dynamics NAV](#)

How to: Set Up Standard Service Codes

4/16/2018 • 2 minutes to read • [Edit Online](#)

When you perform typical service, you often have to create service documents that use service lines that contain similar information. To make it easy to create these lines, you can set up standard service codes that have a predefined set of service lines. When you choose the code on a service document, the lines are entered automatically. You can set up any number of standard service codes, and each code can have an unlimited number of service lines of different types, including item, resource, cost, or standard text linked to it. You create service lines of each standard service code on the **Standard Service Code** card. You then assign standard service codes to service item groups on the **Standard Serv. Item Gr. Codes** page. Later, when you create a service document, you can use the **Get Standard Service Codes** action to add service lines.

TIP

You can use the same concept to create lines on sales and purchase documents. For more information, see [How to: Create Recurring Sales and Purchase Lines](#).

To set up a standard service code

1. Choose the  icon, enter **Standard Service Codes**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Fill in the service lines linked to this service code.

To assign a standard service code to a service item group

1. Choose the  icon, enter **Service item Groups**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Fill in the service lines linked to this service code.

See Also

[Service Management](#)

How to: Configure Service Processes

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following are some examples of the settings that you can apply to service management processes:

- Some overall settings for various processes, such as warnings, next service calculations for service items, the starting fee to assess, the fault reporting level to use, and so on.
- The types of information that a technician must enter on service documents. For example, you can require them to specify the type of order, the start and/or end dates for the work, and the type of work that was done.
- Some default settings for response times and warranties. These include a default response time for starting service, warranty discount percentages for parts and labor, and how long warranties are valid for.
- Settings for contracts, such as the maximum number of days that you can use for contract service orders, whether to use reason codes when a contract is canceled, standard texts for contract descriptions, and contract values.
- The number sequences to use for service-related documents and items.

To enter general and mandatory settings

1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

See Also

[How to: Set Up Fault Reporting](#)

[How to: Set Up Resource Allocation](#)

[How to: Set Up Codes for Standard Services](#)

[How to: Set Up Additional Costs for Services](#)

[How to: Set Up Troubleshooting](#)

[Service Management](#)

How to: Set Up Fault Reporting

4/16/2018 • 2 minutes to read • [Edit Online](#)

Fault reporting lets you establish standards for recording fault information for service items. For example, you can specify what the problem is, the symptoms you see, the reason for the problem, and how to resolve it.

Fault codes describe the typical service item faults or the actions taken on service items. Depending on the level of fault reporting in your company, you might need to set up fault area codes and symptom codes before you set up fault codes. Fault areas describe areas of service item faults. Fault reason codes describe the reason for service item faults and, if needed, whether to exclude warranty and contract discounts. For example, you might want to exclude warranty and contract discounts if the customer was somehow responsible for the fault in the service item. You assign fault reason codes to service orders. For more information, see [How to: Work on Service Tasks](#).

To specify the overall level of fault reporting to use

1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. In the **Fault Reporting Level** field, choose one of the options described in the following table.

FAULT LEVEL	DESCRIPTION
None	No reporting codes are used.
Fault	Codes are listed in the Fault Codes table. These codes identify service item faults or actions to take on service items. You can cluster related codes into Fault Area Code groupings.
Fault + Symptom	You provide a combination of codes in the Fault Codes and Symptom Codes tables. Typical symptom codes include indicators that a customer might use to describe a problem, such as a noise or a quality.
Fault + Symptom + Area	You use fault, symptom, and fault area codes as an implementation of the International Repair Coding System (IRIS).

To complete the setup of fault reporting, you can also specify what repairs or resolutions are associated with a fault or defect. You set that up on the **Fault/Resolution Code Relationships** page, where you set up combinations of codes for the service item group of the service item from which you accessed the window and the number of occurrences for each one.

To create fault and resolution code relationships

To be able to see the most common methods of repair for particular item faults when you are servicing the items, you need to build up information on fault/resolution codes relationships. Use the **Insert Fault/Resol. Codes Relationships** batch job to find all the combination of fault and resolution codes in posted service orders and record them on the **Fault/Resol. Codes Relationships** page.

1. Choose the  icon, enter **Insert Fault/Resol. Codes Relationships**, and then choose the related link.
2. Enter dates to define the period you want to include in the batch job.

3. To group the relationships by service item group, choose the **Relation Based on Service Item Group** check box.
4. To retain the records that you have already inserted manually in the **Fault/Resol. Codes Relationships** page, choose the **Retain Manually Inserted Rec.** check box.

See Also

[Setting Up Service Management](#)
[Service Management](#)

How to: Set Up Service Offerings

4/16/2018 • 2 minutes to read • [Edit Online](#)

When you set up service management, you must decide what services to offer customers and the schedule for those services. A service is a type of work performed by one or more resources and provided to a customer. For example, a service could be a type of computer repair. A service item is the equipment or item that needs servicing, for example, the computer that needs repair, installed at a specific customer. You can set up services as part of a group of related repair or maintenance items.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Enter information about the service items that your service organization is tracking.	How to: Create Service Items
Establish a workflow for service when the service items consists of several components. The component list is always connected to a service item, but these components can also be based on bill of materials (BOMs).	How to: Set Up Service Items and Service Item Components

See Also

[Setting Up Service Management](#)

Setting Up Troubleshooting for Service Items

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up troubleshooting guidelines that help technicians solve problems when providing service. For example, guidelines might be a list of steps to perform a repair, or a series of questions to ask about the items. After you set up troubleshooting guidelines, you can assign them to service item groups, service items, and items. There is an inheritance hierarchy for guidelines. If you assign them to a service item group, the items included in the group will inherit the guidelines unless you specify them for the items. Similarly, service items will inherit guidelines from items.

To set up troubleshooting guidelines

1. Choose the  icon, enter **Troubleshooting**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign troubleshooting guidelines to items, service items, or service item groups

1. Choose the  icon, enter **Items**, **Service Items**, or **Service Item Groups**, and then choose the related link.
2. Choose the relevant entity, and then choose the **Troubleshooting** action.

See Also

[Service Management](#)

How to: Set Up Resource Allocation

4/16/2018 • 3 minutes to read • [Edit Online](#)

To ensure that a service task is performed well, it's important to find a resource who is qualified to do the work. You can set up Dynamics NAV so that it's easy to allocate someone who has the right skills for the job. In Dynamics NAV, we call this *resource allocation*. You can allocate resources based on their skill, availability, or whether they are in the same service zone as the customer.

To use resource allocation, you must set up:

- The skills required to repair and maintain service items. You assign these to service items and resources.
- Geographic regions, called zones, that you define for your market. For example, East, West, Central, and so on. You assign these to customers and resources.
- Whether to display resource skills and zones, and whether to display a warning if someone chooses unqualified resource, or a resource that is not in the customer zone.

To set up skills

1. Choose the  icon, enter **Skills**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign skills to service items and resources

1. Choose the  icon, enter **Service Items** or **Resources**, and then choose the related link.
2. Open the card for the service item or resource, and then choose one of the following:
 - For service items, choose **Resource Skills**.
 - For resources, choose **Skills**.

To set up zones

1. Choose the  icon, enter **Zones**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign zones to customers and resources

1. Choose the  icon, enter **Customers** or **Resources**, and then choose the related link.
2. Open the card for the service item or resource, and then choose one of the following:
 - For customers, choose a zone in the **Service Zone Code** field.
 - For resources, choose the **Service Zones** action.

To specify what to show when a resource is chosen

1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. In the **Resource Skills Option** field, choose one of the options described in the following table.

OPTION	DESCRIPTION
Code Shown	Displays the code only.
Warning Displayed	Shows the information and displays a warning if you choose a resource that is not qualified.
Not Used	Does not show this information.

To update resource capacity

You may need to change the capacity of resources.

1. Choose the  icon, enter **Resource Capacity**, and then choose the related link.
2. Choose the resource, and then choose the **Set Capacity** action.
3. Make the changes, and then choose **Update Capacity**.

To update skills for items, service items, or service item groups

If you want to change the skill codes assigned to items, for example from **PC** to **PCS**, you can do so either for an item, service item, or for all items in a service item group.

1. Choose the  icon, enter **Items** or **Service Item**, or **Service Item Group**, and then choose the related link.
2. Choose the entity to update, and then choose the **Resource Skills** action.
3. On the line with the code to be changed, in the **Skill Code** field, choose the relevant skill code.
4. If the item has associated service items, a dialog box opens with the following two options:
 - Change the skill codes to the selected value: Select this option if you want to replace the old skill code with the new one on all the related service items.
 - Delete the skill codes or update their relation: Select this option if you want to change the skill code on this item only. The skill code on the related service items will be reassigned, that is, the **Assigned From** field will be updated.

See Also

[How to: Allocate Resources](#)

[How to: Set Up Work Hours and Service Hours](#)

[How to: Set Up Fault Reporting](#)

[How to: Set Up Codes for Standard Services](#)

How to: Set Up Pricing and Additional Costs for Services

8/13/2018 • 3 minutes to read • [Edit Online](#)

You can use the Dynamics NAV pricing features to set up and customize your application so that you apply and adjust pricing on service items, repairs, and orders. These pricing decisions are then easily transmitted to the invoicing process.

As your implementation requires, you can set up pricing groups and map them to specific time periods, customers, or currency. You can set up fixed, minimum, or maximum pricing, depending on the service contracts that you have with customers. Finally, as you adjust your prices, you can view and approve the changes before committing them to the ledger.

To set up a service price group

You can set up groups containing service items that you want to receive the same special service pricing. You assign service price groups to service items on service item lines. You can also assign service price groups to service item groups.

1. Choose the  icon, enter **Service Price Groups**, and then choose the related link.
2. Create a new service price group.
3. Fill in the **Code** and **Description** fields.
4. Choose the **Setup** action.
5. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

TIP

The **Adjustment Type** and **Amount** fields work together to specify whether an adjustment concerns a fixed amount, or applies only when the total service price exceeds or is lower than the amount in the **Amount** field.

To set up a service price adjustment group

You can set up price adjustment groups to adjust service pricing of service items. For example, you can set up price adjustment groups that adjust price of freight or spare parts.

1. Choose the  icon, enter **Service Price Adjustment Groups**, and then choose the related link.
2. Create a new service price adjustment group.
3. Fill in the **Code** and **Description** fields.
4. In the **Type** field, enter the type of the entry that you want to adjust.
 - To adjust only one specific entry, enter the number of this entry in the **No.** field. When you leave this field blank, your adjustment group will adjust all entries of the type defined in the **Type** field.
 - To adjust service prices related to only one specific service, fill in the **Work Type** field. When you leave this field blank, it will just be ignored.

5. In the **Description** field, enter a short description of the service price adjustment.
6. To adjust service prices related to only one specific general product posting group, fill in the **Gen. Prod. Posting Group** field.

TIP

You can choose **Details** to add additional information about the adjustment group. For example, you can specify which item belongs to the service price adjustment group, and whether this is an item, a resource, a resource group, or a service charge.

To set up additional costs for services

When you work with service items and service orders, you may need to register additional costs, such as travel costs to particular service zones or starting fees. When you create a service order, you can insert these costs and a line with the type **Cost** will be added to the order. Alternatively, if you want to apply the cost to all service orders, you can set up a default cost. For example, if you always want to apply a starting fee.

To set up service costs

1. Choose the  icon, enter **Service Costs**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To specify a default cost for service orders

1. Choose the  icon, enter **Service Setup**, and then choose the related link.
2. In the **Service Order Starting Fee** field, choose the appropriate service cost.

See Also

[Setting Up Service Management](#)
[Service Management](#)

How to: Set Up Service Items and Service Item Components

4/16/2018 • 2 minutes to read • [Edit Online](#)

To work with service items, you must set up the following

- Service item groups.
- Optional

To set up service item groups

You can set up groups of items that are related in terms of repair and maintenance. You can define default values for service items in a service item group, such as response time, contract discount percent, and service price group. For items in a service item group, you can select whether you want them to be automatically registered as service items when they are sold.

You assign service item groups to items on the **Item** card, and to service items on the **Service Item** card.

1. Choose the  icon, enter **Service Item Groups**, and then choose the related link.
2. Create a new service item group.
3. Fill in the **Code** and **Description** fields.
4. In the **Default Contract Discount %** field, enter the default contract discount percentage that you want the service items in the group to have.
5. In the **Default Serv. Price Group Code** field, enter the default service price group code that you want the service items in the group to have.
6. In the **Default Response Time (Hours)** field, enter the default response time in hours that you want the service items in the group to have.
7. If you want to register the items in the group as service items when they are sold, select the **Create Service Item** field.

To set up service item components

A service item can consist of several components, which can be replaced with spare parts when the item is serviced. These components are set up on the **Service Item Component List** page. Additionally, if you want to set up components for service items that are BOMs, you can copy the BOM items and create them as service item components.

1. Choose the  icon, enter **Service Items**, and then choose the related link.
2. Open the service item for which you want to set up components.
3. Choose the **Components** action. The **Service Item Component List** window opens.
4. Add a new component.
5. In the **Type** field, choose **Service Item** if the component itself is a registered service item. Otherwise, select **Item**.
6. In the **No.** field, choose the item or service item that is a component of the service item.

To set up service item components from a BOM

1. Choose the  icon, enter **Service Items**, and then choose the related link.

2. Open the service item for which you want to set up components from a BOM.
3. Choose the **Components** action. The **Service Item Component List** window opens.
4. Choose the **Copy from BOM** action.

If the item that the service item is linked to is a BOM, the components for all the items in the BOM are created automatically.

To set up a service shelf

You can set up service shelves that identify where you store your service items. You assign service shelves to service items on the **Service Order** and **Service Item Worksheet** pages.

1. Choose the  icon, enter **Service Shelves**, and then choose the related link.
2. Fill in the fields as necessary.

See Also

[How to: Set Up Codes for Standard Services](#)

[How to: Set Up Troubleshooting](#)

How to: Set Up Work Hours and Service Hours

4/16/2018 • 2 minutes to read • [Edit Online](#)

Typically, a service management system tracks resource hours and service order status in order to forecast workloads and service needs. Dynamics NAV has built-in tools that you can customize to record this kind of information.

After you set the default service hours of your company, you can calculate response times for service orders or send warnings or alerts when service calls come in. The alert feature is implemented together with the job scheduler.

As you work on a service order, you will want to update it's status so that you can monitor progress. The service order status reflects the repair status of all the service items in the service order. For more information, see [Understanding Service Order and Repair Status](#).

To set up default service hours

You use the **Default Service Hours** window to set up the usual service working hours in your company. These service hours are used to calculate the response date and time for service orders and quotes and to send response time warnings. The default service hours are used for service contracts unless you specify special service hours for a contract.

1. Choose the  icon, enter **Default Service Hours**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

IMPORTANT

If you leave the lines in the **Default Service Hours** window empty, the default value is 24 hours, valid only for calendar working days.

To set up work-hour templates

You can use the **Work-Hour Template** window to set up templates that contain the typical working hours in your company. For example, you can create templates for full time technicians and part time technicians. You can use work-hour templates when you add capacity to resources.

1. Choose the  icon, enter **Work Hour Templates**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

After you enter work hours for each day, the value in the **Total per Week** field is calculated automatically.

To set up contract specific service hours

You can use the **Service Hours** window to set up specific service hours for the customer that owns the service contract. Service hours are used to calculate the response date and time for service orders and quotes that belong to the service contract.

If you do not set up specific service hours for the service contract, the default service hours for service contracts

are used.

1. Choose the  icon, enter **Service Contracts**, and then choose the related link.
2. Open the service contract you want to set up specific service hours for, and choose **Service Hours**.
3. To set up service hours based on default service hours, choose the **Copy Default Service Hours** action.
4. Edit the fields in the service hours entries. Insert or delete entries to set up the service hours for the contract.
Note that the fields **Day**, **Starting Time** and **Ending Time** are required for each line.
5. If you want the service hours to be valid from a specific date, fill in the **Starting Date** field.
6. If you want the service hours to be valid on holidays, select the check box in the **Valid on Holidays** field.

See Also

[Understanding Allocation Status and Repair Status](#)

[Setting Up Service Management](#)

[Understanding Service Order and Repair Status](#)

How to: Set Up Statuses for Service Orders and Repairs

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You must set up repair status options that identify the progress of repair and maintenance of service items in service orders. You must set up at least nine repair status options that identify situations or actions taken when servicing service items.

You can set the priority level for service order status options. There four priorities are High, Medium High, Medium Low, and Low.

When you change the repair status of a service item in a service order, the service order status is updated. The repair status of each service item is linked to the service order status. If the service items are linked to two or more service order status options, the service order status with the highest priority is selected.

To set up a repair status

1. Choose the  icon, enter **Repair Status**, and then choose the related link. 2. Create a new repair status.
2. Fill in the **Code** and **Description** fields.
3. In the **Service Order Status** field, choose the order status to link the repair status to. The **Priority** field displays the priority of the service order status you have chosen.
4. Choose a repair status. You can choose only one.
5. To be able to post service orders, including service items, with this repair status, choose the **Posting Allowed** field.
6. To be able to manually change the service order status option to **Pending** in service orders including service items with this repair status, choose the **Pending Status Allowed** check box.
7. Choose the **In Process Status Allowed**, **Finished Status Allowed**, and **On Hold Status Allowed** check boxes in the same way.

To set up service status priorities

1. Choose the  icon, enter **Service Order Status**, and then choose the related link.
2. Select the service order status you want to set a priority for.
3. In the **Priority** field, choose the priority you want for this service order status. Repeat this step for each status.

See Also

[Setting Up Service Management](#)

How to: Set Up a Loaner Program

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Sometimes you must provide a customer a loaner item for use when your customer service team makes a repair. In Dynamics NAV, you can set up a loaner program, loan items to your customers, and track receipts when customers return the items. Additionally, you can add comments about loaners in one of two ways:

- Enter a note or comment about the loaner itself.
- Enter a note on a service item about the need for a loaner.

To set up a loaner

1. Choose the  icon, enter **Loaners**, and then choose the related link.
2. Create a new loaner card.
3. In the **No.** field, enter a number for the loaner. Alternatively, if you have set up number series for loaners in the **Service Mgt. Setup** window, you can press the Enter key to enter the next available loaner number.
4. Fill in the **Description**, **Description 2**, and **Serial No.** fields.
5. In the **Unit of Measure Code** field, choose the relevant unit of measure.

See Also

[How to: Lend and Receive Loaners](#)
[Setting Up Service Management](#)
[Delivering Service](#)

How to: Set Up Service Contracts

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can work with contracts, you must set up the following:

- **Service contract groups**, which gather service contracts that are related in some way.
- **Service contract account groups**, which are used to group the service contract accounts together for service invoices created for service contracts. You assign these groups to service contracts.
- **Contract templates** that define contract layouts of contracts that include the most commonly used service contract details. When you create service contract quotes, you can create them by using templates. When you create a contract quote, the fields automatically contain the contents of the template fields.
- **Customer templates** that let you create quotes for contacts or potential customers who are not registered as customers in Dynamics NAV.

To set up a service contract group

1. Choose the  icon, enter **Service Contract Groups**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **Disc. on Contr. Orders Only** check box if you want contract or service discounts to be valid only for contract service orders, such as maintenance.

To set up a service contract account group

1. Choose the  icon, enter **Serv. Contract Account Groups**, and then choose the related link.
2. Create a new service contract account group.
3. Fill in the **Code** and **Description** fields. These fields describe the service account group.
4. Fill in the **Non-Prepaid Contract Acc.** field, choose general ledger account number for the non-prepaid account.
5. In the **Prepaid Contract Acc.** field, choose the general ledger account number for the prepaid account.

To set up a contract template

1. Choose the  icon, enter **Service Contract Templates**, and then choose the related link.
2. Create a new service contract template.
3. In the **No.** field, enter a number for the contract template.

Alternatively, if you have set up number series for contract templates in the **Service Mgt. Setup** window, you can press the Enter key to enter the next available contract template number. Fill in the other fields if appropriate.

4. On the **Invoice** FastTab, fill in the **Serv. Contract Acc. Group Code** field, the **Invoice Period**, and so on. Fill in the other fields if appropriate.
5. Choose the **Service Discounts** action to add contract discounts.

To set up a customer template

1. Choose the  icon, enter **Customer Templates**, and then choose the related link.

2. Create a new customer template card.
3. On the **General** FastTab, enter a code and a description for the customer template in the **Code** and **Description** fields respectively.
4. To define search criteria, fill in the other fields, such as **Country/Region Code**, **Territory Code**, and **Language Code**.
5. Fill in the **Gen. Bus. Posting Group** and **Customer Posting Group** fields.

See Also

[Setting Up Service Management](#)

Depreciation Methods

8/13/2018 • 12 minutes to read • [Edit Online](#)

There are eight methods of depreciation available:

- Straight-Line
- Declining-Balance 1
- Declining-Balance 2
- DB1/SL
- DB2/SL
- User-defined
- Manual

NOTE

Use this method for assets that are not subject to depreciation, for example, land. You must enter depreciation in the fixed asset G/L journal. The **Calculate Depreciation** batch job omits fixed assets that use this depreciation method.

- Half-Year Convention

NOTE

When you use this method, a fixed asset is depreciated by the same amount each year.

Straight-Line Depreciation

When you use the straight-line method, you must specify one of the following options in the fixed asset depreciation book:

- The depreciation period (years or months) or a depreciation ending date
- A fixed yearly percentage
- A fixed yearly amount
- Depreciation period

Depreciation Period

If you enter the depreciation period (the number of depreciation years, the number of depreciation months, or the depreciation ending date), the following formula calculates the depreciation amount:

$$\text{Depreciation Amount} = ((\text{Book value} - \text{Salvage Value}) \times \text{Number of Depreciation Days}) / \text{Remaining Depreciation Days}$$

Remaining depreciation days are calculated as the number of depreciation days minus the number of days between the depreciation starting date and the last fixed asset entry date.

Book value may be reduced by posted appreciation, write-down, custom 1 or custom 2 amounts, depending on whether the **Include in Depr. Calculation** field is deactivated and whether the **Part of Book Value** field is activated in the **FA Posting Type Setup** window. This calculation ensures that the fixed asset is fully depreciated

at the depreciation ending date.

Fixed Yearly Percentage

If you enter a fixed yearly percentage, the program uses the following formula to calculate the depreciation amount:

$$\text{Depreciation Amount} = (\text{Straight-Line \%} \times \text{Depreciable Basis} \times \text{Number of Depr. Days}) / (100 \times 360)$$

Fixed Yearly Amount

If you enter a fixed yearly amount, the program uses this formula to calculate the depreciation amount:

$$\text{Depreciation Amount} = (\text{Fixed Depreciation Amount} \times \text{Number of Depreciation Days}) / 360$$

Example - Straight-Line Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The estimated life is eight years. The **Calculate Depreciation** batch job is run biannually.

For this example, the fixed asset ledger entry looks like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-6,250.00	93,750.00
12/31/10	Depreciation	180	-6,250.00	87,500.00
06/30/11	Depreciation	180	-6,250.00	81,250.00
12/31/11	Depreciation	180	-6,250.00	75,000.00
06/30/17	Depreciation	180	-6,250.00	6,250.00
12/31/17	Depreciation	180	-6,250.00	0

- Depreciation starting date

Declining-Balance 1 Depreciation

This accelerated depreciation method allocates the largest portion of the cost of an asset to the early years of its useful lifetime. If you use this method, you must enter a fixed yearly percentage.

The following formula calculates depreciation amounts:

$$\text{Depreciation Amount} = (\text{Declining-Bal. \%} \times \text{Number of Depreciation Days} \times \text{Depr. Basis}) / (100 \times 360)$$

The depreciable basis is calculated as the book value less posted depreciation since the starting date of the current fiscal year.

The posted depreciation amount can contain entries with various posting types (write-down, custom1, and custom2) posted since the starting date of the current fiscal year. These posting types are included in the posted depreciation amount if there are check marks in the **Depreciation Type** and the **Part of Book Value** fields in the **FA Posting Type Setup** window.

Example - Declining-Balance 1 Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Declining-Balance %** field is 25. The **Calculate Depreciation** batch job is run biannually.

The following table shows how the fixed asset ledger entries look.

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-12,500.00	87,500.00
12/31/10	Depreciation	180	-12,500.00	75,000.00
06/30/11	Depreciation	180	-9,375.00	65,625.00
12/31/11	Depreciation	180	-9,375.00	56,250.00
06/30/12	Depreciation	180	-7,031.25	49,218.75
12/31/12	Depreciation	180	-7,031.25	42,187.50
06/30/13	Depreciation	180	-5,273.44	36,914.06
12/31/13	Depreciation	180	-5,273.44	31,640.62
06/30/14	Depreciation	180	-3,955.08	27,685.54
12/31/14	Depreciation	180	-3,955.08	23,730.46

- Depreciation starting date

Calculation Method:

1st Year: 25% of 100,000 = 25,000 = 12,500 + 12,500

2nd Year: 25% of 75,000 = 18,750 = 9,375 + 9,375

3rd Year: 25% of 56,250 = 14,062.50 = 7,031.25 + 7,031.25

The calculation continues until the book value equals the final rounding amount or the salvage value that you entered.

Declining-Balance 2 Depreciation

The Declining-Balance 1 and Declining-Balance 2 methods calculate the same total depreciation amount for each year. However, if you run the **Calculate Depreciation** batch job more than once a year, the Declining-Balance 1 method will result in equal depreciation amounts for each depreciation period. The Declining-Balance 2 method, on the other hand, will result in depreciation amounts that decline for each period.

Example - Declining-Balance 2 Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Declining-Balance %** field is 25. The **Calculate Depreciation** batch job is run biannually. The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-13,397.46	86,602.54

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
12/31/10	Depreciation	180	-11,602.54	75,000.00
06/30/11	Depreciation	180	-10,048.09	64,951.91
12/31/11	Depreciation	180	-8,701.91	56,250.00

- Depreciation starting date

Calculation Method:

- BV = Book value
- ND = Number of depreciation days
- DBP = Declining-balance percent
- P = DBP/100
- D = ND/360

The formula for calculating the depreciation amounts is:

$$DA = BV \times (1 - (1 - P)^D)$$

The depreciation values are:

DATE	CALCULATION
06/30/10	DA = 100,000.00 x (1 - (1 - 0.25) ^{0.5}) = 13,397.46
12/31/10	DA = 86,602.54 x (1 - (1 - 0.25) ^{0.5}) = 11,602.54
06/30/11	DA = 75,000.00 x (1 - (1 - 0.25) ^{0.5}) = 10,048.09
12/31/11	DA = 64,951.91 x (1 - (1 - 0.25) ^{0.5}) = 8,701.91

DB1/SL Depreciation

DB1/SL is an abbreviated combination of Declining-Balance 1 and Straight-Line. The calculation continues until the book value equals the final rounding amount, or the salvage value that you entered.

The **Calculate Depreciation** batch job calculates a straight-line amount and a declining balance amount, but only the greater of the two amounts is transferred to the journal.

You can use various percentages to calculate declining-balance.

If you use this method, you must enter the estimated useful lifetime and a declining balance percentage in the **FA Depreciation Books** window.

Example - DB1-SL Depreciation

A fixed asset has an acquisition cost of LCY 100,000. In the **FA Depreciation Books** window, the **Declining-Balance %** field contains 25 and the **No. of Depreciation Years** field contains 8. The **Calculate Depreciation** batch job is run biannually.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Costs	*	100,000.00	100,000.00
06/30/10	Depreciation	180	-12,500.00	87,500.00
12/31/10	Depreciation	180	-12,500.00	75,000.00
06/30/11	Depreciation	180	-9,375.00	65,625.00
12/31/11	Depreciation	180	-9,375.00	56,250.00
06/30/12	Depreciation	180	-7,031.25	49,218.75
12/31/12	Depreciation	180	-7,031.25	42,187.50
06/30/13	Depreciation	180	-5,273.44	36,914.06
12/31/13	Depreciation	180	-5,273.44	31,640.62
06/30/14	Depreciation	180	-3,955.08	27,685.54
12/31/14	Depreciation	180	-3,955.08	23,730.46
06/30/15	Depreciation	180	-3,955.08	19,775.38 SL
12/31/15	Depreciation	180	-3,955.08	15,820.30 SL
06/30/16	Depreciation	180	-3,955.08	11,865.22 SL
12/31/16	Depreciation	180	-3,955.07	7,910.15 SL
06/30/17	Depreciation	180	-3,955.08	3,955.07 SL
12/31/17	Depreciation	180	-3,955.07	0.00 SL

- Depreciation starting date

"SL" after the book value means that the straight-line method has been used.

Calculation method:

1st year:

Declining-balance amount: 25% of 100,000 = 25,000 = 12,500 + 12,500

Straight-line amount = 100,000 / 8 = 12,500 = 6,250 + 6,250

The declining-balance amount is used because it is the greater amount.

6th year (2015):

Declining-balance amount: 25% of 23,730.46 = 4,943.85 = 2,471.92 + 2,471.92

Straight-line amount = 23,730.46/3 = 7,910.15 = 3,995.07 + 3,995.08

The straight-line amount is used because it is the greater amount.

User-defined Depreciation

The program has a facility that allows you to set up user-defined depreciation methods.

With a user-defined method, you use the **Depreciation Tables** window, where you must enter a depreciation percentage for each period (month, quarter, year, or accounting period).

The formula for calculating the depreciation amounts is:

$$\text{Depreciation Amount} = (\text{Depreciation \%} \times \text{Number of Depreciation Days} \times \text{Depr. Basis}) / (100 \times 360)$$

Depreciation Based on Number of Units

This user-defined method can also be used to depreciate based on number of units, for example, in the case of production machines with an established lifetime capacity. In the **Depreciation Tables** window, you can enter the number of units that can be produced in each period (month, quarter, year, or accounting period).

To set up user-defined depreciation methods

In the **Depreciation Table** window, you can set up user-defined depreciation methods. For example, you can set up depreciation based on number of units.

1. Choose the  icon, enter **Depreciation Tables**, and then choose the related link.
2. In the **Depreciation Table List** window, choose the **New** action.
3. **Depreciation Table Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

Example - User-defined Depreciation

You use a depreciation method that allows you to depreciate assets in an accelerated manner for income tax purposes.

You would use the following depreciation rates for a fixed asset with a three-year lifetime for tax purposes:

- year 1: 25%
- year 2: 38%
- year 3: 37%

The acquisition cost is LCY 100,000, and the depreciable lifetime is five years. Depreciation is calculated annually.

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	360	-25,000.00	75,000.00
12/31/11	Depreciation	360	-38,000.00	37,000.00
12/31/12	Depreciation	360	-37,000.00	0
12/31/13	Depreciation	None	None	0
12/31/14	Depreciation	None	None	0

- Depreciation starting date

If you use a user-defined method, the **First User-Defined Depr. Date** and **Depreciation Starting Date** fields must be filled in in the **FA Depreciation Books** window. The **First User-Defined Depr. Date** field and the contents in the **Period Length** field in the **Depreciation Tables** window are used to determine the time intervals

to be used for depreciation calculations. This ensures that the program will start using the specified percentage on the same day for all assets. The **Depreciation Starting Date** field is used to calculate the number of depreciation days.

In the previous example, both the **First User-Defined Depr. Date** and **Depreciation Starting Date** fields contain 01/01/01. If, however, the **First User-Defined Depr. Date** field contained 01/01/10 and the **Depreciation Starting Date** field contained 04/01/11, the result would be:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
01/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	270	-18,750.00	81,250.00
12/31/11	Depreciation	360	-38,000.00	42,250.00
12/31/12	Depreciation	360	-37,000.00	6,250.00
12/31/13	Depreciation	90	-6,250.00	0
12/31/14	Depreciation	None	None	0

- Depreciation starting date

Half-Year Convention Depreciation

The Half-Year Convention method will only be applied if you have placed a check mark in the **Use Half-Year Convention** field in the fixed **FA Depreciation Book** window.

This depreciation method can be used in conjunction with the following depreciation methods in the program:

- Straight-Line
- Declining-Balance 1
- DB1/SL

When you apply the Half-Year Convention, a fixed asset has six months of depreciation in the first fiscal year, regardless of the contents of the **Depreciation Starting Date** field.

NOTE

The estimated life of the fixed asset that is remaining after the first fiscal year will always contain a half-year using the Half-Year Convention Method. Thus, for the Half-Year Convention method to be applied correctly, the **Depreciation Ending Date** field in the **FA Depreciation Book** window must always contain a date which is exactly six months before the final date of the fiscal year in which the fixed asset will fully depreciate.

Example - Half-Year Convention Depreciation

A fixed asset has an acquisition cost of LCY 100,000. The **Depreciation Starting Date** is 03/01/10. The estimated life is five years, so the **Depreciation Ending Date** must be 06/30/15. The **Calculate Depreciation** batch job is run annually. This example is based on a calendar fiscal year.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
03/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	270	-10,000.00	90,000.00
12/31/11	Depreciation	360	-20,000.00	70,000.00
12/31/12	Depreciation	360	-20,000.00	50,000.00
12/31/13	Depreciation	360	-20,000.00	30,000.00
12/31/14	Depreciation	360	-20,000.00	10,000.00
12/31/15	Depreciation	180	-10,000.00	0.00

- Depreciation starting date

Example - DB1/SL Depreciation Using Half-Year Convention

A fixed asset has an acquisition cost of LCY 100,000. The **Depreciation Starting Date** is 11/01/10. The estimated life is five years, so the **Depreciation Ending Date** must be 06/30/15. In the **FA Depreciation Books** window, the **Declining-Balance %** field contains 40. The **Calculate Depreciation** batch job is run annually. This example is based on a calendar fiscal year.

The fixed asset ledger entries look like this:

DATE	FA POSTING TYPE	DAYS	AMOUNT	BOOK VALUE
11/01/10	Acquisition Cost	*	100,000.00	100,000.00
12/31/10	Depreciation	60	-20,000.00	80,000.00
12/31/11	Depreciation	360	-32,000.00	48,000.00
12/31/12	Depreciation	360	-19,200.00	28,800.00
12/31/13	Depreciation	360	-11,520.00	17,280.00
12/31/14	Depreciation	360	-11,520.00	5,760.00 SL
12/31/15	Depreciation	180	-5,760.00	0.00 SL

- Depreciation starting date

"SL" after the book value means that the straight-line method has been used.

Calculation method:

1st year:

Declining-balance amount = Full year amount = 40% of 100,000 = 40,000. Thus, for half a year $40,000 / 2 = 20,000$

Straight-line amount = Full year amount = $100,000 / 5 = 20,000$. Thus, for half a year $= 20,000 / 2 = 10,000$

The declining-balance amount is used because it is the greater amount.

5th year (2004):

Declining-balance amount = 40% of 17,280.00 = 6,912.00

Straight-line amount = 28,800 / 1.5 = 11,520.00

The straight-line amount is used because it is the greater amount.

Duplicating Entries to More Depreciation Books

If you have three depreciation books, B1, B2 and B3, and you want to duplicate entries from B1 to B2 and B3, you can place a check mark in the **Part of Duplication List** field on the depreciation book cards for B2 and B3. This can be useful if depreciation book B1 is integrated with the general ledger and uses the fixed asset G/L journal, and depreciation books B2 and B3 are not integrated with the general ledger and use the fixed asset journal.

When you enter an entry in B1 in the fixed asset G/L journal and place a check mark in the **Use Duplication List** field, the program will duplicate the entry in book B2 and B3 in the fixed asset journal when the entry is posted.

NOTE

You cannot duplicate in the same journal and journal batch as you are duplicating from. If you post entries in the fixed asset G/L journal, you can duplicate them in the fixed asset journal or in the fixed asset G/L journal using another batch.

NOTE

You cannot use the same number series in the fixed asset G/L journal and the fixed asset journal. When you post entries in the fixed asset G/L journal, you must leave the **Document No.** field empty. If you enter a number in the field, the number is duplicated in the fixed asset journal. You'll have to manually change the document number before you can post the journal.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up Email Manually or Using the Assisted Setup

4/16/2018 • 2 minutes to read • [Edit Online](#)

To send and receive emails from within Dynamics NAV, you must fill in the fields in the **SMTP Mail Setup** window.

NOTE

Instead of entering the SMTP server details, you can use a function to enter them with information from your Office 365 subscription.

You can either set email up manually or you can get help by using the **Email Setup** assisted setup. For more information, see [Getting Ready for Doing Business](#).

To set up email

1. Choose the  icon, enter **SMTP Email Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Alternatively, choose the **Apply Office 365 Server Settings** action to insert any information that is already defined for your Office 365 subscription.
4. When all the fields are correctly filled in, choose the **Test Email Setup** action.
5. When the test succeeds, close the window.

See Also

[Working with Dynamics NAV](#)

[Setting Up Dynamics NAV](#)

[How to: Send Documents by Email](#)

[Customizing Dynamics NAV Using Extensions](#)

[Using Dynamics NAV as Your Business Inbox in Outlook](#)

[Getting Dynamics NAV on My Mobile Device](#)

How to: Create Number Series

4/16/2018 • 3 minutes to read • [Edit Online](#)

For each company that you set up, you need to assign unique identification codes to things such as general ledger accounts, customer and vendor accounts, invoices, and other documents. Numbering is important not only for identification. A well-designed numbering system also makes the company more manageable and easy to analyze, and can reduce the number of errors that occur in data entry.

NOTE

We recommend that you use the same number series codes as you see listed in the **No. Series List** window in the CRONUS demonstration company. Codes such as *P-INV+* might not make immediate sense to you, but Dynamics NAV has a number of default settings that depend on these number series codes.

You create a numbering system by setting up one or more codes for each type of master data or document. For example, you can set up one code for numbering customers, another code for numbering sales invoices, and another code for numbering documents in general journals. After you have set up a code, you must set up at least one number series line. The number series line contains information such as the first and last number in the series and the starting date. You can set up more than one number series line per number series code, with a different starting date for each line. The series will be used consecutively, starting each series on the respective starting date.

You typically set up your number series to automatically insert the next consecutive number on new cards or documents that you create. However, you can also set a number series up to allow that you manually enter the new number. You specify this with the **Manual Nos.** check box.

If you want to use more than one number series code for one type of master data - for example, if you want to use different number series for different categories of items - you can use number series relationships.

To create a new number series

1. Choose the  icon, enter **No. Series**, and then choose the related link.
2. Choose the **New** action.
3. On the new line, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

TIP: To allow manual entry of a number on new cards or documents, deselect the **Default Nos.** check box and select the **Manual Nos.** check box.

Now when you create a new card or document that is set up to use the number series in question, you can manually fill in the **No.** field with any value.

To set up where a number series is used

The following procedure shows how to set number series up for the Sales area. The steps are similar for other areas.

1. Choose the  icon, enter **Sales & Receivables**, and then choose the related link.
2. In the **Sales & Receivables** window, on the **Number Series** FastTab, select the desired number series for each sales card or document.

The selected number will now be used to fill in the **No.** field on the card or document in question, according to the settings you made on the number series line.

To create relationships between number series

If you have set up more than one number series code for the same kind of basic information or transactions, you can create relationships between the codes. This feature can assist you in deciding among the codes when you use a number.

1. Choose the  icon, enter **No. Series**, and then choose the related link.
2. Select the line with the number series you want to create relationships for and then choose **Relationships**.
3. In the **Series Code** field, enter the code for the number series that you want to relate to the series you selected in step 2.
4. Add a line for each code that you want to relate to the selected number series.
5. Close the window.

Now when you set up something that requires a number, you can use the relationships you created to select among the related number series.

See Also

[Setting Up Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Set Up Extended Item Text

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can extend a standard text for items by adding extra lines, and you can set up conditions for use of the extra lines. You do this from item cards.

To define extended text for an item description

1. Open the card for an item that you want to add extended text to, and then choose the **Extended Text** action.
2. In the **Code** field, enter the code, and in the **Description** field, enter the desired text.
3. Choose **Extended Texts**.
4. Fill in the lines in the **Extended Text** window with the additional text.
5. Fill in the **Language Code** field or the **All Language Codes** field if you use language codes.
6. Fill in the **Starting Date** and **Ending Date** fields if you want to limit the dates on which the extended text is used.
7. Select relevant check boxes for the document types where you want the extended text printed.
8. Close the window.

See Also

[Setting Up Inventory](#)

[Working with Dynamics NAV](#)

How to: Set Up Base Calendars

8/13/2018 • 6 minutes to read • [Edit Online](#)

You can assign a base calendar to your company and its business partners, such as customers, vendors, or locations. Delivery and receipt dates on future sales order, purchase order, transfer order, and production order lines are calculated according to the calendar's specified working days. The main task in setting up a new base calendar is to specify and define the non-working days that you want to apply.

To set up a base calendar

1. Choose the  icon, enter **Base Calendar**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the **Code** field.
4. Choose the **Maintain Base Calendar Changes** action.
5. In the **Base Calendar Changes** window, use the **Recurring System** field to mark a particular date or day as a recurring nonworking day. You can select either the **Annual Recurring** or **Weekly Recurring** option.

If you select **Annual Recurring**, you must also enter the relevant date in the **Date** field.

If you select **Weekly Recurring**, you must also select the relevant day of the week in the **Day** field. If you leave the field empty, you must fill in the **Date** field. The **Day** field is filled in automatically.

When you make an entry, the **Nonworking** field is selected. You can choose to clear the check mark to make it a working day.

When you return to the base calendar card, you will observe that the nonworking day entries that you made have been updated. These entries now appear in red and the **Nonworking** field is selected.

NOTE

When setting up a new base calendar, you can select and copy lines from an existing calendar. You do this in the relevant **Base Calendar Changes** window.

IMPORTANT

Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days. Specifies a date formula for the time that it takes to replenish the item. It is used to calculate the **Planned Receipt Date** field, if calculating forward, and **Order Date** field, if calculating backwards. See the "Lead Time Calculation" section.

Lead Time Calculation

Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days. Accordingly, the two date fields on purchase order lines are calculated as follows under different conditions.

CALCULATION DIRECTION	VENDOR CALENDAR DEFINED	VENDOR CALENDAR NOT DEFINED
Forward	planned receipt date = order date + vendor lead time (per the vendor calendar and rounded to the next working day in first the vendor calendar and then the location calendar)	planned receipt date = order date + vendor lead time (per the location calendar)
Backward	order date = planned receipt date - vendor lead time (per the vendor calendar and rounded to the previous working day in first the vendor calendar and then the location calendar)	order date = planned receipt date - vendor lead time (per the location calendar)

NOTE

In addition to the lead time calculation that affects the planned receipt date and order date, as shown in the above table, warehouse handling time and safety lead time may be added to the formulas to make up the value in the **Expected Receipt Date** field, as follows: Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.

IMPORTANT

If your location uses a significantly different calendar than your vendors do, then it is important that you set up specific calendars for those vendors, to calculate optimal vendor lead times. For information about how to set up vendor calendars, see the "To assign a base calendar" section.

The contents of the **Lead Time Calculation** field is copied from either the item card or the SKU card, if the lead time is defined for the item, or in the **Item Vendor Catalog** window, if the lead time is defined for the vendor.

To customize a calendar

The main task in customizing a base calendar for your company, or one of its business partners, is to enter any changes to working and nonworking day status.

For example, while a base calendar would typically list all Saturdays as non-working days, the customized calendar for a particular location may list all Saturdays during the months of November and December, and leading up to the holiday season, as working days.

The following procedure uses the case of the location as an example. Note that at this point, you have already assigned a base calendar to the location.

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location that you want to update, and then select the **Customized Calendar** field. Note that a calendar must be selected in the **Base Calendar Code** field.
3. In the **Customized Calendar Entries** window opens, choose the **Maintain Customized Calendar Changes** action.
4. In the **Customized Calendar Changes**, add lines for customized calendar entries.

When you enter a line, the **Nonworking** check box is selected. You can clear the check box if you want to change the status to a working day.

You can use the **Recurring System** field to set a particular date or day as a recurring nonworking day. You

can select either the **Annual Recurring** or **Weekly Recurring** option.

If you select **Annual Recurring**, you must also enter the relevant date in the **Date** field. If you select **Weekly Recurring**, you must also select the relevant day of the week in the **Day** field. If you leave the field empty, you must fill in the **Date** field. The **Day** field is then filled in automatically. This could be useful if you want to mark an individual date as a nonworking or working day.

5. Choose the **OK** button.

In the **Customized Calendar Entries** window, you will observe that the date entries are updated with the changes that you made.

On the Location card, you will observe that the **Customized Calendar** field contains **Yes**, indicating that a customized calendar has been set up.

IMPORTANT

If you do not fill in the **Location Code** field on an order line, your company's calendar is used.

If you do not fill in the **Shipping Agent Code** field on the order line, your company's calendar is used.

NOTE

If you make changes to a base calendar for which customized calendar changes exist, all existing customized calendars are updated automatically.

To assign a base calendar

The following procedure schedules delivery dates on sales order lines for a customer as an example.

Base calendars are assigned to your own company, customers, vendors, locations, and shipping agents as follows:

- On the **Company Information** and **Customer** cards, the base calendar is assigned on the **Shipping** FastTab.
- On the **Vendor** card, the base calendar is assigned on the **Receiving** FastTab.
- On the **Location** card, the base calendar is assigned on the **Warehouse** FastTab.
- In the **Shipping Agents** window, the base calendar is assigned in the **Shipping Agent Services** window.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the **Customer** card for whom you will assign a base calendar.
3. On the **Shipping** FastTab, in the **Base Calendar Code** field, select the base calendar that you want to assign.

IMPORTANT

- If you do not assign a base calendar to a company, all dates are calculated as working days.
 - If you enter a blank location on an order line, all dates are calculated as working days.
 - Any base calendar defined for the vendor or the location affects how the dates are calculated and rounded to working days.

NOTE

Before you can make customized calendar entries, you must first assign a base calendar to the company.

See Also

[Purchasing](#)

[Manufacturing](#)

[Inventory](#)

[Working with Dynamics NAV](#)

Set Up Complex Application Areas Using Best Practices

4/16/2018 • 2 minutes to read • [Edit Online](#)

Entering the correct setup values from the start is important to the success of any new business software.

Whether you use Rapid Start to implement setup values or you manually enter them in the new company, you can support your setup decisions with some general recommendations for selected setup fields that are known to potentially cause the solution to be inefficient if defined incorrectly.

Help in Dynamics NAV includes best-practice information about how to set up key fields in the following application areas:

- [Setup Best Practices: Supply Planning](#)
- [Setup Best Practices: Costing Method](#)

See Also

[Design Details: Supply Planning](#)

[Design Details: Costing Methods](#)

[Working with Dynamics NAV](#)

Setup Best Practices: Supply Planning

4/16/2018 • 2 minutes to read • [Edit Online](#)

Supply planning is a critical business area. When set up and used correctly, supply planning helps a company avoid stock out and reduce both ordering costs and inventory costs.

It is not possible to prescribe one optimal setup of all planning fields as this varies from company to company because of business variables, such as market situation and business strategy. However, there are best practices for selecting options in items cards and global setup fields to help get the company started with timely and cost-effective inventory flows.

The following topics provide best-practice information about how to set up selected planning fields that are key to inventory and supply planning.

TO	SEE
Learn the best practices for selecting the best reordering policy to plan efficiently and economically for an item according to carrying costs and demand patterns.	Setup Best Practices: Reordering Policies
Learn the best practices for specifying selected planning parameters under the defined reordering policy to plan efficiently and economically for an item according to critical elements, such as lead time, carrying costs, and seasonality.	Setup Best Practices: Planning Parameters
Learn the best practices for applying a general supply strategy to all item cards, such as always receiving items one day before they are needed or dampening the system's reaction to small demand fluctuations.	Setup Best Practices: Global Planning Setup

See Also

[Design Details: Supply Planning](#)

[Design Details: Planning Parameters](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Dynamics NAV](#)

Setup Best Practices: Costing Method

4/16/2018 • 2 minutes to read • [Edit Online](#)

The **Costing Method** on the item card defines item's cost flow is recorded and whether an actual or budgeted value is capitalized and used in the cost calculation.

Setting the correct costing method according to item type and business environment is important to ensure economical inventories.

The following table provides best practices on how to set up the **Costing Method** field. For more information, see [Design Details: Costing Methods](#).

SETUP OPTION	BEST PRACTICE	COMMENT
FIFO	<p>Use where the product cost is stable.</p> <p>Use for items with a limited shelf life, because the oldest goods need to be sold before they pass their sell-by date.</p>	<p>An item's unit cost is the actual value of any receipt of the item, selected by the FIFO rule.</p> <p>In inventory valuation, it is assumed that the first items placed in inventory are sold first. Note: When prices are rising, the balance sheet shows greater value. This means that tax liabilities increase, but credit scores and the ability to borrow cash improve.</p>
LIFO	<p>Use where levels of inventories are consistently maintained or increased over time.</p>	<p>An item's unit cost is the actual value of any receipt of the item, selected by the LIFO rule.</p> <p>In inventory valuation, it is assumed that the last items placed in inventory are sold first. Note: When prices are rising, the value on the income statement decreases. This means that tax liabilities decrease, but the ability to borrow cash deteriorates. Important: Disallowed in many countries/regions, as it can be used to depress profit.</p>
Average	<p>Use where the product cost is unstable.</p> <p>Use where inventories are piled or mixed together and cannot be differentiated, such as chemicals.</p>	<p>An item's unit cost is the exact cost at which the particular unit was received.</p>
Specific	<p>Use in production or trade of easily identifiable items with fairly high unit costs.</p> <p>Use for items that are subject to regulation.</p> <p>Use for items with serial numbers.</p>	<p>An item's unit cost is calculated as the average unit cost at each point in time after a purchase.</p> <p>For inventory valuation, it is assumed that all inventories are sold simultaneously.</p>

SETUP OPTION	BEST PRACTICE	COMMENT
Standard	<p>Use where cost control is critical.</p> <p>Use in repetitive manufacturing, to value the costs of direct material, direct labor, and manufacturing overhead.</p> <p>Use where there is discipline and staff to maintain standards.</p>	<p>An item's unit cost is preset based on estimated.</p> <p>When the actual cost is realized later, the standard cost must be adjusted to the actual cost through variance values.</p>

See Also

[Design Details: Costing Methods](#)

[Design Details: Inventory Costing](#)

[Set Up Complex Application Areas Using Best Practices](#)

[Working with Dynamics NAV](#)

Finance

4/16/2018 • 2 minutes to read • [Edit Online](#)

Microsoft Dynamics NAV includes a standard configuration of most financial processes, but you can change the configuration to suit your business. For more information, see [Setting Up Finance](#).

The default configuration includes a chart of accounts and standard posting groups that make the process of assigning default general ledger posting accounts to customers, vendors, and items more efficient.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply incoming payments, reconcile bank accounts during payment application, and collect outstanding balances.	Managing Receivables
Make payments, apply outgoing payments, and work with checks.	Managing Payables
Make your customers submit payment before you ship to them, or submit payment to your vendors before they ship to you.	Invoicing Prepayments
Reconcile bank accounts and transfer funds between bank accounts.	Managing Bank Accounts
Set up intercompany partners and process transactions, manually or automatically, between legal entities within the same company.	Managing Intercompany Transactions
Analyze the costs of running your business by allocating actual and budgeted costs of operations, departments, products, and projects to cost centers.	Accounting for Costs
Manage inventory and manufacturing costs, report costs, and reconcile costs with the general ledger.	Managing Inventory Costs
Understand the general ledger and the chart of accounts.	Understanding the General Ledger and the COA
Add dimensions for richer business intelligence.	Working with Dimensions
Create budgets to forecast different financial activities and assign dimensions for business intelligence purposes.	How to: Create Budgets
Record income or expenses directly in the general ledger without posting dedicated business documents.	How to: Post Transactions Directly to the General Ledger

TO	SEE
Post reversing entries to undo value postings in the general journal or quantity postings on purchase and sales documents.	How to: Reverse Postings
Allocate an entry in a general journal to several different accounts when you post the journal.	How to: Allocate Costs and Income
Assign extra costs, such as freight and physical handling that you incur during trade, to the involved items so that the cost is reflected in inventory valuation.	How to: Use Item Charges to Account for Additional Trade Costs
Post employees' personal expenses for business-related activities and reimburse employees by making payment to their bank account.	How to: Record and Reimburse Employees' Expenses
Recognize revenues and expenses in other periods than when the transactions were posted.	How to: Defer Revenues and Expenses
Learn how to use additional currencies and update currency exchange rates automatically.	How to: Update Currency Exchange Rates
Import salary transactions from your payroll provider into the general ledger.	How to: Import Payroll Transactions
Monitor the flow of cash in and out of your business.	Analyzing Cash Flows in Your Company
Work with financial statements and overviews in Excel.	Analyzing Financial Statements in Excel
Prepare to close a fiscal year or period.	Closing Years and Periods
Prepare a report that lists VAT from sales, and submit the report to tax authorities in the EU.	How to: Report VAT to Tax Authorities

See Also

[Setting Up Finance](#)

[Sales](#)

[Purchasing](#)

[Closing Fiscal Periods](#)

[Managing Projects](#)

[Importing from Other Finance Systems](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

Managing Receivables

8/13/2018 • 2 minutes to read • [Edit Online](#)

A regular step in any financial rhythm is to reconcile bank accounts, which requires that you apply payments to customer or vendor ledger entries to close sales invoices and purchase credit memos.

In Dynamics NAV, one of the fastest ways to register payments from the **Payment Reconciliation Journal** window by importing a bank statement file or feed. The payments are applied to open customer or vendor ledger entries based on data matches between payment text and entry information. You can review and change the matches before you post the journal, and close bank account ledger entries for ledger entries when you post the journal. The bank account is reconciled when all payments are applied.

There are, however, other handy places to apply payments and reconcile bank accounts:

- The **Bank Account Reconciliations** window, which also lets you check ledger entries. For more information, see [How to: Reconcile Bank Accounts Separately](#).
- The **Payment Registration** window, where you can apply and manually check payments received as cash, check, or bank transaction against a generated list of unpaid sales documents. Note that this functionality is available only for sales documents.
- The **Cash Receipt Journal** window, where you manually post receipts to the relevant general ledger, customer, or other account by entering a payment line. You can either apply the receipt or refund to one or more open entries before you post the cash receipt journal, or from the customer ledger entries.

Another part of managing receivables is to collect outstanding balances, including finance charges, and issue reminders. Dynamics NAV offers ways to do those things as well. For more information, see [How to: Collect Outstanding Balances](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries based on an imported bank statement file or feed, and reconcile the bank account when all payments are applied.	Applying Payments Automatically and Reconciling Bank Accounts
Apply payments to open customer ledger entries based on manual entry in a list of unpaid sales documents.	How to: Reconcile Customer Payments Manually From a List of Unpaid Sales Documents
Post cash receipts or refunds for customers in the cash receipt journal and apply to customer ledger entries, either from the journal or from posted ledger entries.	How to: Reconcile Customer Payments Manually
Remind customers of overdue amounts, calculate interest and finance charges, and manage accounts receivable.	How to: Collect Outstanding Balances
Ensure that you know the cost of shipped items by assigning added item costs, such as freight, physical handling, insurance, and transportation that you incur after selling.	How to: Use Item Charges to Account for Additional Trade Costs
Set up a tolerance by which the system closes an invoice even though the payment, including any discount, does not fully cover the amount on the invoice.	How to: Work with Payment Tolerances and Payment Discount Tolerances

See Also

[Sales](#)

[Managing Payables](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

Applying Payments Automatically and Reconciling Bank Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related unpaid invoices and credit memos or other open entries in Microsoft Dynamics NAV.

You can perform this task in the **Payment Reconciliation Journal** window by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

To import bank statements as a bank feed, you must first set up and enable the bank data conversion service. For more information, see [How to: Set Up the Bank Data Conversion Service](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	How to: Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	How to: Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	How to: Reconcile Payments That Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	How to: Map Text on Recurring Payments to Accounts for Automatic Reconciliation

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Reconcile Customer Payments Manually From a List of Unpaid Sales Documents

8/13/2018 • 11 minutes to read • [Edit Online](#)

When your customers have made payments to your electronic bank account, you must apply each amount paid to the related sales document and then post the payment to update the customer, general ledger, and bank ledger entries.

NOTE

You can perform the same tasks, including vendor payments, in the **Payment Reconciliation Journal** window using functions for bank statement import, automatic application, and bank account reconciliation. For more information, see [Reconcile Payments Using Automatic Application](#).

The **Payment Registration** window is designed to support you in tasks involved in balancing internal accounts by using actual cash figures to make sure that payments are collected efficiently from customers. This payment processing tool enables you to quickly verify and post individual or lump payments, process discounted payments, and find specific unpaid documents for which payment is made.

Payments for different customers that have different payment dates must be posted as individual payments. Payments for the same customer that have the same payment date can be posted as a lump payment. This is useful, for example, when a customer has made a single payment that covers multiple sales invoices.

To set up the payment registration journal

Because you can post different payment types to different balancing accounts, you must select a balancing account in the **Payment Registration Setup** window before you start processing customer payments. If you always post to the same balancing account, you can set that account as the default and avoid this step every time that you open the **Payment Registration** window.

1. Choose the  icon, enter **Payment Registration Setup**, and then choose the related link.

Alternatively, in the **Payment Registration** window, choose the **Setup** action.

2. Fill in the fields in the **Payment Registration Setup** window. Choose a field to read a short description of the field or link to related information.

To reconcile payments individually

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.

2. Select the **Payment Made** check box on the line that represents the posted document for which a payment has been made.

If the **Auto Fill Date Received** check box is selected in the **Payment Registration Setup** window, then the work date is entered in the **Date Received** field.

3. In the **Date Received** field, enter the date when the payment was made. This date may be different from the work date.
4. In the **Amount Received** field, enter the amount that has been paid.

For full payments, this is the same as the amount in the **Remaining Amount** field on the line. For partial payments, this is lower than the amount in the **Remaining Amount** field on the line.

- Repeat steps 2-4 for other lines that represent posted documents for which payments are made.
- Choose the **Post Payments** action.

The payment information is posted for documents represented by lines where the **Payment Made** check box is selected.

Payments entries are posted to general ledger, bank, and customer accounts. Each payment is applied to the related posted sales document.

To reconcile lump payments

- Choose the  icon, enter **Payment Registration**, and then choose the related link.
- Select the **Payment Made** check box on the lines that represent posted documents for the same customer for which a lump payment has been made.

NOTE

The customer in the **Name** field must be the same on all lines that will be posted as a lump payment.

If the **Auto Fill Date Received** check box is selected in the **Payment Registration Setup** window, then the work date is filled in the **Date Received** field.

- In the **Date Received** field, enter the date when the payment was made. This date may be different from the work date.

NOTE

This date must be the same on all lines that will be posted as a lump payment.

- In the **Amount Received** field, enter amounts on multiple lines that sum up to the lump payment amount.

TIP

Try to post as many full payments as possible with the lump amount. Enter amounts that are the same as the amount in the **Remaining Amount** field on as many lines as possible.

- Repeat steps 2-4 for other lines that represent posted documents for the same customer for which a lump payment has been made.
- Choose the **Post As Lump Payment** action. The entered payment information is posted for documents represented by lines where the **Payment Made** check box is selected.

Payment entries are posted to general ledger, bank, and customer accounts. Each payment is applied to the related posted sales document.

If a payment in the bank is not represented by line in the **Payment Registration** window, it may be because the related document has not yet been posted. In that case, you can use a search function to quickly find the document and post it to process the payment. For more information, see the "To find a specific sales document that is not fully invoiced" section.

If a payment in the bank is not represented by any document in Dynamics NAV, then you can open a prefilled

general journal from the **Payment Registration** window to post the payment directly to the balancing account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been resolved. For more information, see the "To record or post a payment without a related document" section.

To process customer payments with discounts manually

If you have agreed on a payment discount with your customer, then the payment amounts can be lower than the invoice amounts if payment occurs before the agreed discount date.

The following procedures explains four different ways to post discounted payments in the **Payment Registration** window.

- The payment amount is equal to the remaining discounted amount, and the payment date is before the discount date. You post the payment as is.
- The payment amount is equal to the remaining discounted amount, but the payment date is after the discount date. You post the payment as partial. The document remains open to collect/pay the remaining amount. Alternatively, you set the discount date later to allow the payment in full.
- The payment amount is lower than the remaining discounted amount. You post the payment as partial. The document remains open to collect/pay the remaining amount.
- The payment amount is more than the remaining discounted amount. You post the payments as is. Only the remaining amount is posted. The additional amount is credited to the customer.

To process a payment amount that is equal to the discounted amount and where the payment date is before the discount date

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is equal to the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains zero (0).
5. Choose the **Post Payments** action to post the full payment to general ledger, bank, and customer accounts.

To process a payment amount that is equal to the discounted amount but where the payment date is after the discount date

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is equal to the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter a payment date that is after the date in the **Pmt. Discount Date** field. Date fields change to red font, and an error message is shown at the bottom of the window.

TIP

If you want to make an exception and grant the discount even though the payment is late, follow these steps:

4. Choose the **Details** action.
5. In the **Payment Registration Details** window, in the **Pmt. Discount Date** field on the **Payment Discount** FastTab, enter a date that is after the date in the **Date Received** field in the **Payment Registration** window.

The error message and the red font disappear, and you can proceed to process the discounted payment.

6. Verify that the **Remaining Amount** field contains the amount that remains to pay the full invoice amount.
7. Choose the **Post Payments** action to post the partial payment to general ledger, bank, and customer accounts.

The related document remains open.

To process a payment that is lower than the remaining discounted amount

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is lower than the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains the amount that remains to pay the discounted amount.
5. Choose the **Post Payments** action to post the partial payment to general ledger, bank, and customer accounts.

The related document remains open.

To process a payment that is more than the remaining discounted amount

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. Enter the payment amount in the **Amount Received** field. The amount is more than the amount in the **Rem. Amt. after Discount** field.

The **Payment Made** check box is automatically selected, and the **Date Received** field is filled with the work date.

3. In the **Date Received** field, enter the payment date. The date is before the date in the **Pmt. Discount Date** field.
4. Verify that the **Remaining Amount** field contains zero (0).
5. Choose the **Post Payments** action to post the full payment to general ledger, bank, and customer accounts.

The related document is closed, and the customer is credited the excess payment amount.

To find a specific sales document that is not fully invoiced

The **Payment Registration** window supports you in tasks needed to balance internal accounts with actual cash figures to ensure effective collection from customers. It shows outstanding incoming payments as lines that represent sales documents where an amount is due for payment.

Typically, when a payment has been made, recorded in the bank or otherwise, the related sales or purchase document is represented as a line in the **Payment Registration** window because the document in question is

waiting for the payment to be posted against the outstanding amount. However, sometimes a payment that has been made is not represented by a line in the **Payment Registration** window, typically because the document in question has not been fully invoice posted.

In the **Document Search** window, you can search among documents that are not fully invoiced. You can search based on one or more of the following criteria:

- Document number
- Amount or amount range

The following procedure explains how to find a specific document by using both search criteria.

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.
2. With the pointer on any line, Choose the **Search Documents** action.
3. In the **Document Search** window, enter a search value in the **Document No.** field.

NOTE

The value that you enter in this field is enclosed in hidden wildcard characters. This means that the function searches for all document numbers that contain the entered value.

4. In the **Amount** field, enter the specific amount that exists on the document that you want to find.
5. In the **Amount Tolerance %** field, enter a percentage value to define the range of amounts that you want to search to find the open document.

If you enter 10, then the function will search for amounts in a range between ten percent lower and ten percent higher than the value in the **Amount** field.

6. Choose the **Search** action.

The Search function searches among documents that are not fully invoiced based on the specified criteria.

If one or more documents match the criteria, then the **Document Search Result** window opens to display lines that represent those documents. Each line contains a document number, description, and amount so that you can easily find a specific document, for example based on information on your bank statement.

If a payment in the bank is not represented by any document in Dynamics NAV, then you can open a prefilled general journal from the **Payment Registration** window to post the payment directly to the balancing account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been resolved.

To record or post a payment without a related document

If a payment in the bank is not represented by any document Dynamics NAV, then you can open a prefilled general journal line from the **Payment Registration** window to post the payment directly to the balancing account without applying the payment to a document. Alternatively, you may want to record the payment in the journal until the origin of the payment has been clarified.

1. Choose the  icon, enter **Payment Registration**, and then choose the related link.

Proceed to record an undocumented payment.

1. Choose the **General Journal** action.

The **General Journal** window opens with one line prefilled with the balancing account of the journal batch

that is set up in the **Payment Registration Setup** window.

2. Fill in the remaining fields on the general journal line, such as the amount and the customer number or other information from the bank statement. For more information, see [How to: Post Transactions Directly to the General Ledger](#).

You can either post the journal line to update the total on the balancing account. Alternatively, you can leave the journal line unposted, and perhaps append it with a note that the payment needs more analysis.

If you leave the journal line unposted, it will add to the value in the **Unposted Balance** field at the bottom of the **Payment Registration** window.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Reconcile Customer Payments Manually

4/16/2018 • 9 minutes to read • [Edit Online](#)

When you receive a cash receipt from a customer, or you make a cash refund, you must decide whether to apply the payment or refund to close one or more open debit or credit entries. You can specify the amount you want to apply. For example, you can apply partial payments to customer ledger entries. Closing customer ledger entries makes sure that information such as customer statistics, account statements, and finance charges are correct.

NOTE

In the **Customer Ledger Entries** window, red font means that the related payment is past its due date.

You can apply customer ledger entries in several ways:

- By entering information in dedicated windows, such as the **Cash Receipt Journal** and **Payment Reconciliation Journal** windows.
- From sales credit memo documents.
- From customer ledger entries after sales documents are posted but not applied.

NOTE

If the **Application Method** field on the customer card contains **Apply to Oldest**, payments are applied to the oldest open credit entry, unless you manually specify an entry. If the application method is **Manual**, you always apply entries manually.

You can apply customer payments manually in the **Cash Receipt Journal** window. A cash receipt journal is a type of general journal, so you can use it to post transactions to general ledger, bank, customer, vendor, and fixed assets accounts. You can apply the payment to one or more debit entries when you post the payment, or you can apply from the posted entries later.

You can also apply customer and vendor payments in the **Payment Reconciliation Journal** window, by using functions for bank statement import, automatic application, and bank account reconciliation. For more information, see [Reconcile Payments Using Automatic Application](#). Alternatively, you can reconcile customer payments based on a list of unpaid sales documents in the **Payment Registration** window. For more information, see [How to: Reconcile Customer Payments From a List of Unpaid Sales Documents](#)

To fill and post a cash receipt journal

1. Choose the  icon, enter **Cash Receipt Journal**, and then choose the related link.
2. Choose the **Edit Journal** action.
3. Select the relevant batch in the **Batch Name** field.
4. Fill in the **Posting Date** field.
5. In the **Document Type** field, select **Payment**.

The **Document No.** field is filled by the number series assigned to the batch.

6. Use the **External Document No.** field to store an identifier, such as the customer's check number.
7. In the **Account Type** field, select **Customer**.

8. In the **Account No.** field, select the relevant G/L account.
9. If you want to post the application at the same time as you post the journal, do one of the following.
10. In the **Balancing Account Type** field, select **G/L Account** for cash payments, and **Bank Account** for other payments.
11. In the **Balancing Account No.** field, select the cash account for cash payments, or the relevant bank account for other payments.
12. Post the journal.

To apply a payment to a single customer ledger entry

1. Choose the  icon, enter **Cash Receipt Journal** and choose the related link.
2. Choose the **Edit Journal** action.
3. On the first journal line, enter the relevant information about the entry to be applied.
4. In the **Document Type** field, enter **Payment**.
5. In the **Account Type** field, enter **Customer**.
6. In the **Bal. Account Type** field, enter **Bank Account**.
7. In the **Applies-to Doc. No.** field, choose the field to open the **Apply Customer Entries** window.
8. In the **Apply Customer Entries** window, select the entry to apply the payment to.
9. In the **Amount to Apply** field, enter the amount you want to apply to the entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** window, you can see the specific amount in the **Applied Amount** field and also whether the application balances.

10. Choose the **OK** button. The **Cash Receipt Journal** window now shows the entry you have selected entered in the **Applies-to Doc. Type** and **Applies-to Doc. No.** fields.
11. Post the cash receipt journal.

To apply a payment to multiple customer ledger entries

1. Choose the  icon, enter **Cash Receipt Journal**, and then choose the related link.
2. Choose the **Edit Journal** action.
3. On the first journal line, enter the relevant information about the entry to be applied.
4. In the **Document Type** field, enter **Payment**.
5. In the **Account Type** field, enter **Customer**.
6. In the **Bal. Account Type** field, enter **Bank Account**.
7. In the **Amount** field, enter the full payment as a negative amount.
8. To apply the payment to multiple customer ledger entries when posting, choose the **Apply Entries** action.
9. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.

10. On each line, in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** window, you can see the specific amount in the **Applied Amount** field and also whether the application balances.

11. Choose the **OK** button.
12. Post the cash receipt journal.

To apply a credit memo to a single customer ledger entry

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Open the relevant sales credit memo.
3. To apply the credit memo to a single customer ledger entry when posting, in the **Applies-to Doc. No.** field, select the entry to which you want to apply the payment.
4. On the line in the **Amount to Apply** field, enter the amount you want to apply to the entry.

If you do not enter an amount, the program automatically applies the maximum amount. At the bottom of the **Apply Customer Entries** window, you can see the specific amount in the **Applied Amount** field and also whether the application balances.

5. Choose the **OK** button. The **Sales Credit Memo** window now shows the entry you have selected entered in the **Applies-to Doc. Type** and **Applies-to Doc. No.** fields. And the amount of the credit memo to be posted, adjusted for any possible payment discounts.
6. Post the credit memo.

To apply a credit memo to multiple customer ledger entries

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Open the relevant sales credit memo.
3. To apply the credit memo to multiple customer ledger entries when posting, choose the **Apply Entries** action.
4. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.
5. On each line, in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** window, you can see the specific amount in the **Applied Amount** field and also whether the application balances.

6. Choose the **OK** button. The **Sales Credit Memo** window now shows the amount of the credit memo to be posted, adjusted for any possible payment discounts.
7. Post the credit memo.

To apply posted customer ledger entries

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the customer card for the customer with entries that you want to apply.

3. Choose the **Ledger Entries** action, and then select the line with the entry that will be the applying entry.
4. Choose the **Apply Entries** action. The **Apply Customer Entries** window opens showing the open entries for the customer.
5. Select the lines with the entries that you want the applying entry to be applied to, and then choose the **Set Applies-to ID** action.
6. For each line in the **Amount to Apply** field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the maximum amount is applied.

At the bottom of the **Apply Customer Entries** window, you can see the specific amount in the **Applied Amount** field.

7. Choose the **Post Application** action. The **Post Application** window appears with the document number of the applying entry and the posting date of the entry with the most recent posting date.
8. Choose the **OK** button to post the application.

If the posted application has resulted in closed customer ledger entries, the **Open** field is cleared for these ledger entries.

9. To see the ledger entries, choose the  icon, enter **Customers**, and then choose the related link. Browse to the card for the relevant customer to see the ledger entries.

On the ledger entry list, on the line that contains the ledger entry that was fully applied to, you can see that the **Open** check box is not selected.

NOTE

After you select an entry in the **Apply Customer Entries** window, or several entries by setting the **Applies-to ID**, the **Applied Amount** field on the journal line will contain the sum of the remaining amounts for the posted entries you have selected, unless the field contains something already. If you select **Apply to Oldest** in the **Application Method** field on the customer card, the application occurs automatically.

To apply customer ledger entries in different currencies to one another

If you sell to a customer in one currency and receive payment in another currency, you can still apply the invoice to the payment.

If you apply an entry (Entry 1) in one currency to an entry (Entry 2) in a different currency, the posting date on Entry 1 is used to find the relevant exchange rate to convert amounts on Entry 2. The relevant exchange rate is found in the **Currency Exchange Rates** window.

Applying customer ledger entries in different currencies must be enabled. For more information, see [How to: Enable Application of Ledger Entries in Different Currencies](#).

1. Choose the  icon, enter **Cash Receipts Journal**, and then choose the related link.
2. Open the journal you want, and fill in the first empty journal line using a currency code.
3. Choose the **Apply Entries** action.
4. Select the line with the entry you want to apply to the entry in the cash receipt journal, choose the **Set Applies-to ID** action, and then select the entry you want to apply to.
5. Choose the **OK** button to return to the cash receipt journal.
6. Post the sales journal.

IMPORTANT

When you apply entries in different currencies, the entries are converted to USD. Although the exchange rates for the two currencies are fixed, for example between USD and EUR, there may be a small residual amount when they are converted to USD. These small residual amounts are posted as gains and losses to the account specified in the **Realized Gains Account** or **Realized Losses Account** fields in the **Currencies** window. The **Amount (USD)** field is also adjusted on the vendor ledger entries.

To correct an application of customer entries

When you correct an application, correcting entries that are identical to the original entry but with opposite sign in the amount field are created and posted for all entries, including all general ledger posting derived from the application, such as payment discount and currency gains/losses. The entries that were closed by the application are reopened.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card.
3. Choose the **Ledger Entries** action.
4. Select the relevant ledger entry, and then choose the **Unapply Entries** action.
5. Alternatively, choose the **Detailed Ledger Entry** action.
6. Select the application entry, and then choose the **Unapply Entries** action.
7. Fill in the fields in the header, and then choose the **Unapply** action.

IMPORTANT

If an entry has been applied by more than one application entry, you must unapply the latest application entry first.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Collect Outstanding Balances

4/16/2018 • 14 minutes to read • [Edit Online](#)

Managing receivables includes checking whether amounts due are paid on time. If customers have overdue payments, you can begin by sending the Customer Statement report as a reminder. Alternatively, you can issue reminders.

You can use reminders to remind customers about overdue amounts. You can also use reminders to calculate finance charges, such as interest or fees and include them on the reminder. Use finance charge memos if you want to debit customers for interest or fees without reminding them of overdue amounts.

Reminders

Before you can create reminders, you must set up reminder terms and assign them to your customers. Each reminder term has predefined reminder levels. Each reminder level includes rules about when the reminder will be issued, for example, how many days after the invoice due date or the date of the previous reminder. The contents of the **Finance Charge Terms** window determines whether interest is calculated on the reminder.

You can periodically run the **Create Reminders** batch job to create reminders for all customers with overdue balances, or you can manually create a reminder for a specific customer and have the lines calculated and filled in automatically.

After you create the reminders, you can modify them. The text that appears at the beginning and end of a reminder is determined by the reminder level terms, and can be seen in the **Description** column. If a calculated amount has been inserted automatically in the beginning or ending text, the text will not be adjusted if you delete lines. Then you must use the **Update Reminder Text** function.

A customer ledger entry with the **On Hold** field filled in will not prompt the creation of a reminder. However, if a reminder is created on the basis of another entry, an overdue entry marked on hold will also be included on the reminder. Interest is not calculated on lines with these entries.

After you have created reminders and made any needed modifications, you can either print test reports or issue the reminders, typically as email.

Finance Charges

When a customer does not pay by the due date, you can have finance charges calculated automatically and add them to the overdue amounts on the customer's account. You can inform customers of the added charges by sending finance charge memos.

NOTE

You use finance charge memos to calculate interest and finance charges and to inform your customers about interest and finance charges without reminding them of overdue payments. Alternatively, you can calculate interest on overdue payments when you create reminders.

You can manually create a finance charge memo for an individual customer, and fill in the lines automatically. Alternatively, you can use the **Create Finance Charge Memos** function job to create finance charge memos for all or selected customers with overdue balances.

After you create the finance charge memos, you can modify them. The text that appears at the beginning and end

of the finance charge memo is determined by the finance charge terms, and can be seen in the **Description** column on the lines. If a calculated amount has been inserted automatically in the beginning or ending text, the text will not be adjusted if you delete lines. Then you must use the **Update Finance Charge Text** function.

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos, typically as email.

Multiple Interest rates

When you set up finance charge terms and reminder terms, for delayed payment penalty, you can specify multiple interest rates so that the penalty fee is calculated from different interest rates in different periods. If multiple interest rates are not set up, then the interest rate and period that is defined in the **Finance Charge Terms** and **Reminder Terms** windows for the whole period of calculation will be used. For more information, see [How to: Set Up Multiple Interest Rates..](#)

To send the Customer Statement report

1. Choose the  icon, enter **Customer Statement**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Under **Output Options**, select how to send the report to the customer.

NOTE

If you are using multiple currencies, the Customer Statement report is always printed in the customer's currency. The last date in a statement period is also used as the statement date and the aging date, if aging is included.

To set up reminder terms

If customers have overdue payments, you must decide when and how to send them a reminder. In addition, you may want to debit their accounts for interest or fees. You can set up any number of reminder terms. For each reminder terms code, you can define an unlimited number of reminder levels.

1. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
2. Fill in the fields as necessary.
3. To use more than one combination of reminder terms, set up a code for each one.

To set up reminder levels

The first time a reminder is created for a customer, the setting from level 1 is used. When the reminder is issued, the level number is registered on the reminder entries that are created and linked to the individual customer ledger entries. If it is necessary to remind the customer again, all reminder entries linked to open customer ledger entries are checked to locate the highest level number. The conditions from the next level number will then be used for the new reminder.

If you create more reminders than you have defined levels for, the conditions for the highest level will be used. You can create as many reminders as are allowed by the **Max. No of Reminders** field in the reminder terms.

1. Choose the  icon, enter **Reminder Terms**, and then choose the related link.
2. In the **Reminder Terms** window, select the line with the terms you want to set up levels for, and then choose **Levels** action.
3. Fill in the fields as necessary.

For each reminder level, you can specify individual conditions, which can include additional fees in both LCY and in foreign currency. You can define many additional fees in foreign currencies for each code in the **Reminder Levels** window.

4. Choose the **Currencies** action.
5. In the **Currencies for Reminder Levels** window, define for each reminder level code and corresponding reminder level number a currency code and an additional fee.

NOTE

When you create reminders in a foreign currency, the foreign currency conditions that you set up here will be used to create reminders. If there are no foreign currency reminder conditions set up, the LCY reminder conditions that are set up in the **Reminder Levels** window will be used and then converted to the relevant currency.

For each reminder level, you can specify text that will be printed before (**Beginning Text**) or after (**Ending Text**) on the entries on the reminder.

6. Choose the **Beginning Text** or **Ending Text** actions respectively, and fill in the **Reminder Text** window.
7. To automatically insert related values in the resulting reminder text, enter the following placeholders in the **Text** field.

PLACEHOLDER	VALUE
%1	Content of the Document Date field on the reminder header
%2	Content of the Due Date field on the reminder header
%3	Content of the Interest Rate field on the related finance charge terms
%4	Content of the Remaining Amount field on the reminder header
%5	Content of the Interest Amount field on the reminder header
%6	Content of the Additional Fee field on the reminder header
%7	The total amount of the reminder
%8	Content of the Reminder Level field on the reminder header
%9	Content of the Currency Code field on the reminder header
%10	Content of the Posting Date field on the reminder header
%11	The company name
%12	Content of the Add. Fee per Line field on the reminder header

For example, if you write **You owe %9 %7 due on %2.**, then the resulting reminder will contain the following text:
You owe USD 1.200,50 due on 02-02-2014..

After you have set up the reminder terms, with additional levels and text, enter one of the codes on each of the customer cards. For more information, see [How to: Register New Customers](#).

To create a reminder automatically

A reminder is similar to an invoice. When you create a reminder, a reminder header as well as one or more reminder lines must be filled in. You can use a function to create reminders for all customers automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. In the **Reminder** window, choose the **Create Reminders** action.
3. In the **Create Reminders** window, fill in the fields to define how and to whom the reminders are created.
4. Choose the **OK** button.

To create a reminder manually

In the **Reminder** window, you can fill in the **General** FastTab manually and then have the lines filled in automatically.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Suggest Reminder Lines** action.
5. In the **Suggest Reminder Lines** batch job, fill in the fields to define how and to whom the reminders are created.
6. Select the **Include Entries On Hold** check box if you want the reminders to contain overdue open entries that are on hold.

IMPORTANT

Open entries that are on hold will be inserted, irrespective of the setting in the Only Entries with Overdue Amounts check box.

7. Choose the **OK** button.

To replace reminder texts

There are several ways you can determine the text that appears on the printed reminder. In some cases, you may want to replace the beginning and ending texts that have been defined for the current level with those from a different level.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Open the relevant reminder, and then choose the **Update Reminder Text** action.
3. In the **Update Reminder Text** window, enter the required level in the **Reminder Level** field.
4. Choose the **OK** button to update the beginning and ending texts.

To issue a reminder

After you have created reminders and made any needed modifications, you can either print test reports or issue the reminders.

When you issue a reminder, the data is transferred to a separate window for issued reminders. At the same time, reminder entries are posted. If interest or an additional fee has been calculated, entries are posted to the customer ledger and the general ledger.

When a reminder is issued, the entries are posted according to your specifications in the **Reminder Terms** window. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup in the **Customer Posting Groups** window determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created in the **Reminder/Fin. Charge Entries** window.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected in the **Reminder Terms** window, then the following entries are also created:

- One entry in the **Cust. Ledger Entries** window
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the reminder may result in VAT entries.

1. Choose the  icon, enter **Reminders**, and then choose the related link.
2. Select the relevant reminder, and then choose the **Issue** action.
3. In the **Issue Reminders** window, fill in the fields as necessary.
4. Choose the **OK** button

The reminder is either printed for sent to an specified email as a PDF attachment.

To set up finance charge terms

You must set up a code representing each finance charge calculation. Then you can enter this code in the **Fin. Charge Terms Code** field on customer or vendor cards.

Finance charges can be calculated using either the average daily balance method or the balance due method.

With the balance due method, the finance charge is simply a percentage of the overdue amount:

$$\text{Balance Due method - Finance Charge} = \text{Overdue Amount} \times (\text{Interest Rate} / 100)$$

With the average daily balance method, the number of days the payment is overdue is taken into account:

$$\text{Average Daily Balance method - Finance Charge} = \text{Overdue Amount} \times (\text{Days Overdue} / \text{Interest Period}) \times (\text{Interest Rate}/100)$$

In addition, each code in the Finance Charge Terms table is linked to a subtable, the Finance Charge Text table. For each set of finance charge terms, you can define a beginning and/or an ending text to be included on the finance charge memo.

1. Choose the  icon, enter **Finance Charge Terms**, and then choose the related link.
2. Fill in the fields as necessary.
3. To use more than one combination of finance charge terms, set up a code for each one.

For each finance charge term, you can specify individual conditions, which can include additional fees in both LCY and in foreign currency. You can define many additional fees in foreign currencies for each code

in the **Finance Charge Terms** window.

4. Choose the **Currencies** action.
5. In the **Currencies for Fin. Chrg. Terms** window, define for each term a currency code and an additional fee.

NOTE

When you create finance charges in a foreign currency, the foreign currency conditions that you set up here will be used to create finance charge memos. If there are no foreign currency finance charge conditions set up, then the LCY finance charge conditions that are set up in the **Finance Charge Terms** window will be used and then converted to the relevant currency.

For each finance charge term, you can specify text that will be printed before (**Beginning Text**) or after (**Ending Text**) on the entries on the finance charge memo.

6. Choose the **Beginning Text** or **Ending Text** actions respectively, and fill in the **Finance Charge Text** window.
7. To automatically insert related values in the resulting finance charge text, enter the following placeholders in the **Text** field.

PLACEHOLDER	VALUE
%1	Content of the Document Date field on the finance charge memo header
%2	Content of the Due Date field on the finance charge memo header
%3	Content of the Interest Rate field on the related finance charge terms
%4	Content of the Remaining Amount field on the finance charge memo header
%5	Content of the Interest Amount field on the finance charge memo header
%6	Content of the Additional Fee field on the finance charge memo header
%7	The total amount of the reminder
%8	Content of the Currency Code field on the finance charge memo header
%9	Content of the Posting Date field on the finance charge memo header

To create a finance charge memo manually

A finance charge memo is similar to an invoice. You can fill in a header manually and have the lines filled in for you, or you can create finance charge memos for all customers automatically.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary.
3. Choose **Suggest Fin. Charge Memo Lines** action.
4. In the **Suggest Finance Charge Memo Lines** window, set a filter on the **Cust. Ledger Entry** FastTab if you want to create finance charge memos only for specific entries.
5. Choose the **OK** button to start the batch job.

To update finance charge memo texts

In some cases, you may want to modify the beginning and ending text that you have set up for the finance charge terms. If you do this at a time when you have created, but not yet issued, finance charge memos, you can update the memos with the modified text.

1. Choose the  icon, enter **Finance Charge Memo**, and then choose the related link.
2. open the finance charge memo that you want to change text for, and then choose the **Update Finance Charge Text** action.
3. In the **Update Finance Charge Text** window, you can set a filter if you want to update several memos.
4. Choose the **OK** button to update the beginning and ending texts.

To issue finance charge memos

After you have created finance charge memos and made any needed modifications, you can either print test reports or issue the finance charge memos.

When a reminder is issued, the entries are posted according to your specifications in the **Finance Charge Terms** window. This specification determines whether interest and/or additional fees are posted to the customer's account and the general ledger. Setup in the **Customer Posting Groups** window determines which accounts are posted to.

For each customer ledger entry on the finance charge memo, an entry is created in the **Reminder/Fin. Charge Entries** window.

If the **Post Interest** or the **Post Additional Fee** check boxes are selected in the **Finance Charge Terms** window, then the following entries are also created:

- One entry in the **Cust. Ledger Entries** window
- One receivables entry in the relevant G/L account
- One interest and/or one additional fee entry in the relevant G/L account

In addition, issuing the finance charge memo may result in VAT entries.

1. Choose the  icon, enter **Finance Charge Memos**, and then choose the related link.
2. Select the relevant memo, and then choose the **Issue** action.
3. In the **Issue Finance Charge Memos** window, fill in the fields as necessary.
4. Choose the **OK** button

The finance charge memo is either printed for sent to an specified email as a PDF attachment.

To view reminder and finance charge entries

When you issue a reminder, a reminder entry is created in the **Reminder/Fin. Charge Entries** window for each reminder line that contains a customer ledger entry. You can then get an overview of the created reminder entries for a specific customer.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the relevant customer card, and then choose the **Ledger Entries** action.
3. In the **Customer Ledger Entries** window, select the line with the ledger entry you want to see the reminder entries for, and then choose the **Reminder/Fin. Charge Entries** action.

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Use Item Charges to Account for Additional Trade Costs

4/16/2018 • 4 minutes to read • [Edit Online](#)

To ensure correct valuation, your inventory items must carry any added costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing or selling the items. For purchases, the landed cost of a purchased item consists of the vendor's purchase price and all additional direct item charges that can be assigned to individual receipts or return shipments. For sales, knowing the cost of shipping sold items can be as vital to your company as knowing the landed cost of purchased items.

In addition to recording the added cost in you inventory value, you can use the Item Charges feature for the following:

- Identify the landed cost of an item for making more accurate decisions on how to optimize the distribution network.
- Break down the unit cost or unit price of an item for analysis purposes.
- include purchase allowances into the unit cost and sales allowances into the unit price.

Before you can assign item charges, you must set up item charge numbers for the different types of item charges, including to which G/L accounts costs related to sales, purchases, and inventory adjustments are posted to. An item charge number contains a combination of general product posting group, tax group code, VAT product posting group, and item charge. When you enter the item charge number on a purchase or sales document, the relevant G/L account is retrieved based on the setup of the item charge number and the information on the document.

For both purchase and sales documents, you can assign an item charge in two ways:

- On the document where the items that the item charge relates to are listed. This you typically do for documents that are not yet fully posted.
- On a separate invoice by linking the item charge to a posted receipt or shipment where the items that the item charge relate to are listed.

NOTE

You can assign item charges to orders, invoices, and credit memos, for both sales and purchases. The following procedures describe how to work with item charges for a purchase invoice. The steps are similar for all other purchase and sales documents.

To set up item charge numbers

You use item charge numbers to distinguish between the different kinds of item charges that are used in your company.

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. In the **Item Charges** window, choose the **New** action to create a new line.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign an item charge directly to the purchase invoice for the item

If you know the item charge at the time when you post a purchase invoice for the item, follow this procedure.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice. For more information, see [How to: Record Purchases](#).
3. Make sure the purchase invoice has one or more lines of type Item.
4. On a new line, in the **Type** field, select **Charge (Item)**.
5. In the **Quantity** field, enter the units of the item charge that you have been invoiced for.
6. In the **Direct Unit Cost** field, enter the amount of the item charge.
7. Fill in the remaining fields as necessary. Choose a field to read a short description of the field or link to more information.

In the following steps, you will perform the actual assignment. Until the item charge is fully assigned, the value in the **Qty. to Assign** field is in red font.

8. On the **Lines** tab, choose the **Item Charge Assignment** action.

The **Item Charge Assignment** window opens showing one line for each line of type Item on the purchase invoice. To assign the item charge to one or more invoice lines, you can use a function that assigns and distributes it for you or you can manually fill in the **Qty. to Assign** field. The following steps describe how to use the Suggest Item Charge Assignment function.

9. In the **Item Charge Assignment** window, choose the **Suggest Item Charge Assignment** action.
10. If there are more than one invoice lines of type Item, choose one of the four distribution options.

If the item charge is fully assigned, the value in the **Qty. to Assign** field on the purchase invoice is zero.

The item charge is now assigned to the purchase invoice. When you post the receipt of the purchase invoice, the items' inventory values are updated with the cost of the item charge.

To assign an item charge from a separate invoice to the purchase invoice for the item

If you received an invoice for the item charge after you posted the original purchase receipt, follow this procedure.

1. Repeat steps 1 through 8 in the "To assign an item charge directly to the purchase invoice for the item" section.
2. In the **Item Charge Assignment** window, choose the **Get Receipt Lines** action.
3. In the **Purch. Receipt Lines** window, select the posted purchase receipt for the item that you want to assign the item charge to, and then choose the **OK** button.
4. Choose the **Suggest Item Charge Assignment** action.

The item charge on the separate purchase invoice is now assigned to the item on the posted purchase receipt, thereby updating the item's inventory value with the cost of the item charge.

See Also

[Managing Payables](#)

[How to: Record Purchases](#)

[How to: Invoice Sales](#)

[Working with Dynamics NAV](#)

How to: Work with Payment Tolerances and Payment Discount Tolerances

4/16/2018 • 13 minutes to read • [Edit Online](#)

You can set up a payment tolerance to close an invoice when the payment does not fully cover the amount on the invoice. You can set up a payment discount tolerance to grant a payment discount after the payment discount date has passed.

You can use payment tolerances so that every outstanding amount has a set maximum allowed payment tolerance. If the payment tolerance is met, then the payment amount is analyzed. If the payment amount is an underpayment, then the outstanding amount is fully closed by the underpayment. A detailed ledger entry is posted to the payment entry so that no remaining amount is left on the applied invoice entry. If the payment amount is an overpayment, then a new detailed ledger entry is posted to the payment entry so that no remaining amount is left on the payment entry.

You can use payment discount tolerances so that if you accept a payment discount after the payment discount date, then it is always posted to either the payment discount account or a payment tolerance account.

Applying Payment Tolerance to Multiple Documents

A single document has the same payment tolerance whether it is applied on its own or with other documents. Acceptance of a late payment discount when you are applying payment tolerance to multiple documents automatically occurs for each document where the following rule is true:

payment discount date < payment date on the selected entry <= payment tolerance date

This rule also applies to determine whether to display warnings when you apply payment tolerance to multiple documents. The payment discount tolerance warning is displayed for each entry that meets the date criteria. For more information, see the "Example 2 - Tolerance Calculations for Multiple Documents" section.

You can choose to display a warning that is based on different tolerance situations.

- The first warning is for the payment discount tolerance. You are informed that you can accept a late payment discount. You can then choose whether to accept tolerance on the discount date.
- The second warning is for the payment tolerance. You are informed that all entries can be closed because the difference is in the sum of the maximum payment tolerance for the applied entries. You can then choose whether to accept tolerance on the payment amount.

For more information, see the "To enable or disable payment tolerance warning" section.

To set up tolerances

Tolerance on days and amounts allows you to close an invoice even though the payment does not fully cover the amount on the invoice, whether this is because the due date for the payment discount has been exceeded, goods have been deducted or because of a minor error. This also applies to refunds and credit memos.

To set up tolerance you have to set up various tolerance accounts, specify both payment discount tolerance and payment tolerance posting methods and then run the **Change Payment Tolerance** batch job.

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. In the **General Posting Setup** window, set up a debit and a credit sales payment tolerance account and a debit

and a credit purchase payment tolerance account.

3. Choose the  icon, enter **Customer Posting Groups**, and then choose the related link.
4. In the **Customer Posting Groups** window, set up a debit and a credit payment tolerance account. For more information, see [Setting Up Posting Groups](#).
5. Choose the  icon, enter **Vendor Posting Setup**, and then choose the related link.
6. In the **Vendor Posting Groups** window, set up a debit and a credit payment tolerance account.
7. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
8. Open the **General Ledger Setup** window.
9. On the **Application** FastTab, fill in the **Pmt. Disc. Tolerance Posting**, **Payment Discount Grace Period** and **Payment Tolerance Posting** fields.
10. Choose the **Change Payment Tolerance** action.
11. In the **Change Payment Tolerance** window, fill in the **Payment Tolerance %** and **Max Payment Tolerance Amount** fields, and then choose the **OK** button.

IMPORTANT

You have now set up tolerance for local currency only. If you want Dynamics NAV to handle tolerance on payments, credit memos, and refunds in a foreign currency, you must run the **Change Payment Tolerance** batch job with a value in the **Currency Code** field.

NOTE

If you want to get a payment tolerance warning every time that you post an application in the tolerance, you must activate the payment tolerance warning. For more information, see the "To enable or disable payment tolerance warning" section.

To deactivate tolerance for a customer or vendor, you must block tolerances on the relevant customer or vendor card. For more information, see the "To block payment tolerance for customers" section.

When you set up tolerance, Dynamics NAV also checks if there are any open entries and calculates the tolerance for these entries.

To enable or disable payment tolerance warnings

The payment tolerance warning appears when you post an application that has a balance in the allowed tolerance. You can then choose how you want to post and document the balance.

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. In the **General Ledger Setup** window, on the **Application** FastTab, select the **Payment Tolerance Warning** check box to activate the warning. To deactivate the warning, clear the check box.

NOTE

The default option for the **Payment Tolerance Warning** window is **Leave the Balance as Remaining Amount**. The default option for the **Pmt. Disc. Tolerance Warning** window is **Do Not Accept the Late Payment Discount**.

To block payment tolerance for customers

The default setting for payment tolerance is allowed. To disallow a certain customer or vendor payment tolerance you need to block tolerance on the respective customer or vendor card. The following describes how to do it for a customer. The steps are similar for a vendor.

1. Choose the  icon, enter **Customer** or **Vendor**, and then choose the related link.
2. On the **Payments** FastTab, select the **Block Payment Tolerance** check box.

NOTE

If the customer or vendor has open entries, you must first remove payment tolerance from entries that are currently open.

Example 1 - Tolerance Calculations for a Single Document

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations.

The **G/L Setup** window contains the following setup:

- Payment Discount Grace Period: 5D
- Max Payment Tolerance: 5

Scenarios with alternative A or B represent the following:

- **A** In this case, the payment discount tolerance warning has been turned off OR the user has the warning on and has selected to allow the late payment discount (Post the Balance as Payment Tolerance).
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount (Leave the Balance as Remaining Amount).

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000	20	5	01/15/03	01/20/03	<=01/15/03	985	Pmt.Tol.	Yes	0	-5
2	1,000	20	5	01/15/03	01/20/03	<=01/15/03	980	None	Yes	0	0
3	1,000	20	5	01/15/03	c	<=01/15/03	975	Pmt.Tol.	Yes	0	5
4A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Disc.Tol.	No, 25 on the Pmt.	20/-20	0
5A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	Pmt.Disc.Tol.	No, 20 on the Pmt.	20/-20	0
6A	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Disc.Tol.	No, 15 on the Pmt.	20/-20	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1005	Pmt.Tol.	Yes	0	-5
5B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	1000	None	Yes	0	0
6B	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	995	Pmt.Tol.	Yes	0	5
7	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	985	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	-5
8	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	980	Pmt.Disc.Tol.	Yes	20/-20	0
9	1,000	20	5	01/15/03	01/20/03	01/16/03 01/20/03	975	Pmt.Disc.Tol. & Pmt.Tol.	Yes	20/-20	5
10	1,000	20	5	01/15/03	01/20/03	>01/20/03	1005	Pmt.Tol.	Yes	0	-5
11	1,000	20	5	01/15/03	01/20/03	>01/20/03	1000	None	Yes	0	0
12	1,000	20	5	01/15/03	01/20/03	>01/20/03	995	Pmt.Tol.	Yes	0	5
13	1,000	20	5	01/15/03	01/20/03	>01/20/03	985	None	No, 15 on the invoice	0	0
14	1,000	20	5	01/15/03	01/20/03	>01/20/03	980	None	No, 20 on the invoice	0	0

—	INV.	PMT. DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT.	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
15	1,000	20	5	01/15/03	01/20/03	>01/20/03	975	None	No, 25 on the invoice	0	0

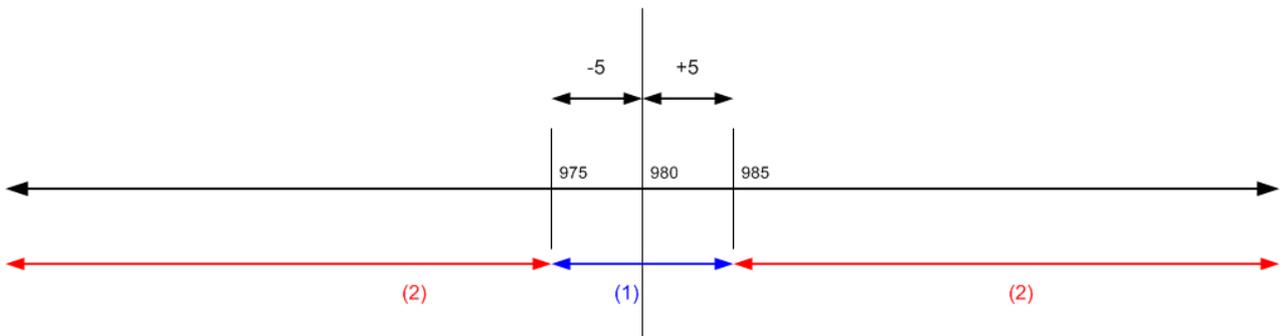
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



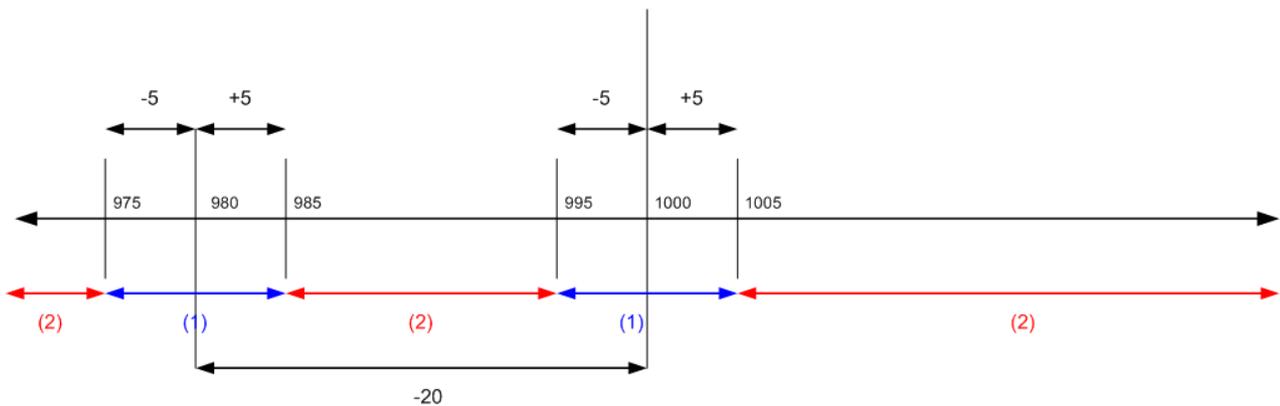
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/20/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



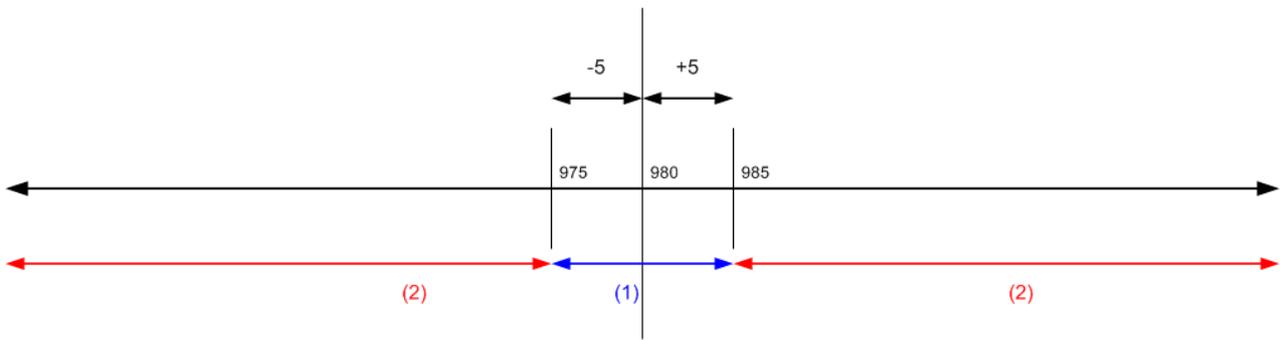
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is after 01/20/03 (Scenarios 10-15)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

Example 2 - Tolerance Calculations for Multiple Documents

The following are some example scenarios showing the expected tolerance calculations and postings occurring in different situations. The examples are limited to being only those scenarios that result in all entries in the application being closed.

The **G/L Setup** window contains the following setup:

- Payment Discount Grace Period 5D
- Max Payment Tolerance 5

Scenarios with alternative A, B, C, or D represent the following:

- **A** In this case the payment discount tolerance warning has been turned off, OR the user has the warning on and has selected to allow the late payment discount (Post as Tolerance) in any invoice.
- **B** In this case, the user has the warning on and has selected not to allow the late payment discount on any invoice.
- **C** - In this case, the user has the warning on and has selected to allow the late payment discount on the first invoice but not the second.
- **D** - In this case, the user has the warning on and has selected not to allow the late payment discount on the first invoice but allowed it on the second.

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
1	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1920	Pmt.Tol.	Yes	0 0	-5 -5
2	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1910	None	Yes	0 0	0 0
3	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	<=01 /15/0 3	1900	Pmt.Tol.	Yes	0 0	5 5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
4B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1980	Pmt.Tol.	Yes	0 0	-5 -5
5B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1970	None	Yes	0 0	0 0
6B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1960	Pmt.Tol.	Yes	0 0	5 5
7A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1920	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60 0/0	-5 -5
8A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1910	Pmt.Disc.Tol.	Yes	60/60 0/0	0 0
9A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/16 /03 01/17 /03	1900	Pmt.Disc.Tol. & Pmt.Tol.	Yes	60/60	5 5
10B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2010	Pmt.Tol.	Yes	0 0	-5 -5
11B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	2000	None	Yes	0 0	0 0
12B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1990	Pmt.Tol.	Yes	0 0	5 5
13D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/- 30	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
14D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1970	Pmt.D isc.Tol.	Yes	0/0 30/- 30	0 0
15D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1960	Pmt.D isc.Tol. & Pmt.T ol.	Yes	0/0 30/- 30	5 5
16D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1950	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 0/0	-5 -5
17D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1940	Pmt.D isc.Tol.	Yes	60/- 60 0/0	0 0
18D	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1930	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 0/0	5 5
19A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1920	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 30/- 30	-5 -5
20A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1910	Pmt.D isc.Tol.	Yes	60/- 60 30/- 30	0 0
21A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/18 /03 01/20 /03	1900	Pmt.D isc.Tol. & Pmt.T ol.	Yes	60/- 60 30/- 30	5 5
22B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2010	Pmt.T ol.	Yes	0 0	-5 -5

—	INV.	PMT DISC.	MAX PMT. TOL.	PMT. DISC. DATE	PMT. DISC. TOL. DATE	PAYMENT DATE	PMT	TOLERANCE TYPE	ALL ENTRIES CLOSED	PMT. DISC. TOL. GL/CL	PMT. TOL. G/L
23B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	2000	None	Yes	0 0	0 0
24B	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1990	Pmt.Tol.	Yes	0 0	5 5
25A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1980	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/30	-5 -5
26A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1970	Pmt.Disc.Tol.	Yes	0/0 30/30	0 0
27A	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	01/21 /03 01/22 /03	1960	Pmt.Disc.Tol. & Pmt.Tol.	Yes	0/0 30/30	5 5
28	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2010	Pmt.Tol.	Yes	0	-5
29	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	2000	None	Yes	0	0
30	1,000 1,000	60 30	5 5	01/15 /03 01/17 /03	01/20 /03 01/22 /03	>01/2 2/03	1990	Pmt.Tol.	Yes	0	5

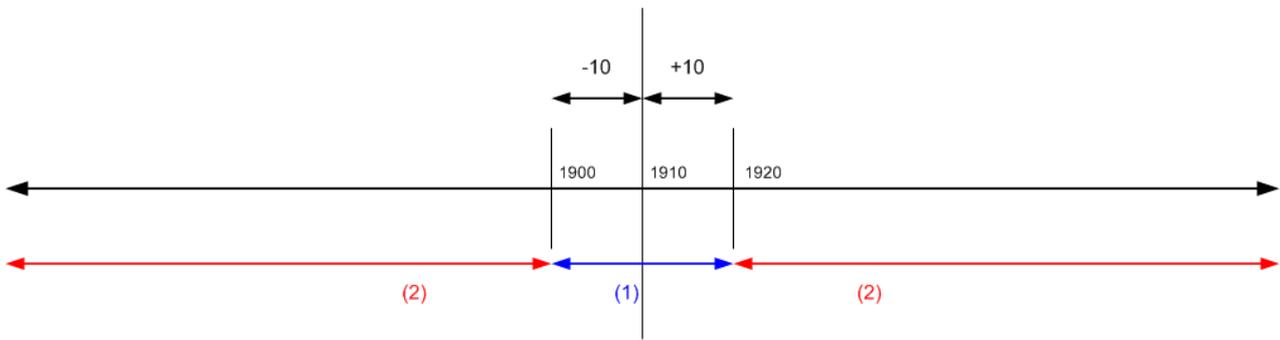
Payment Range Diagrams

In relation to the scenario above, the diagrams of payment ranges are as follows:

(1) Payment Date <=01/15/03 (Scenarios 1-3)

Remaining Amount per

Normal Application Rules



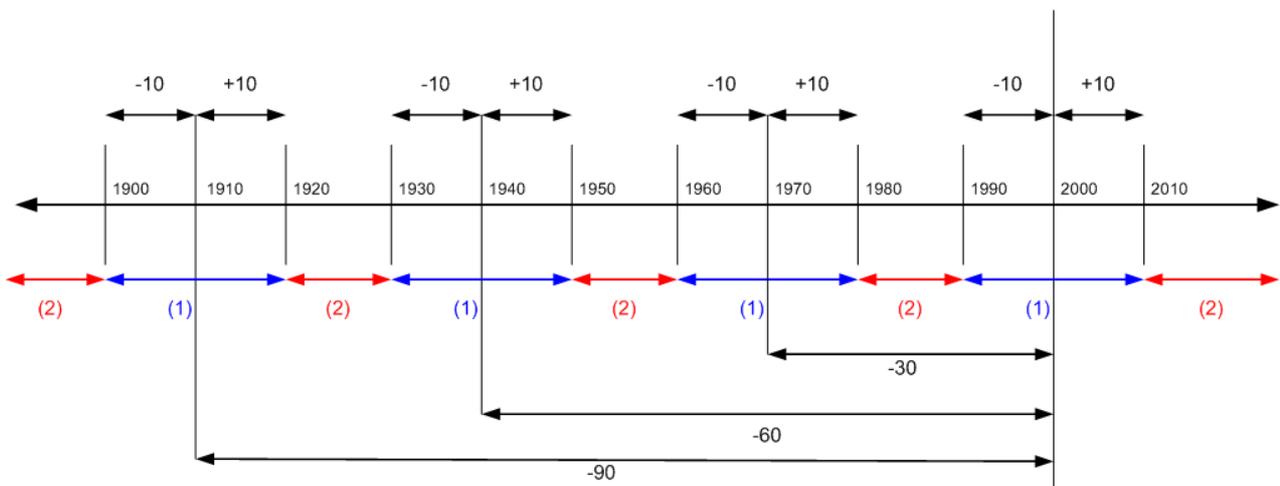
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(2) Payment Date is between 01/16/03 and 01/17/03 (Scenarios 4-9)

Remaining Amount per

Normal Application Rules



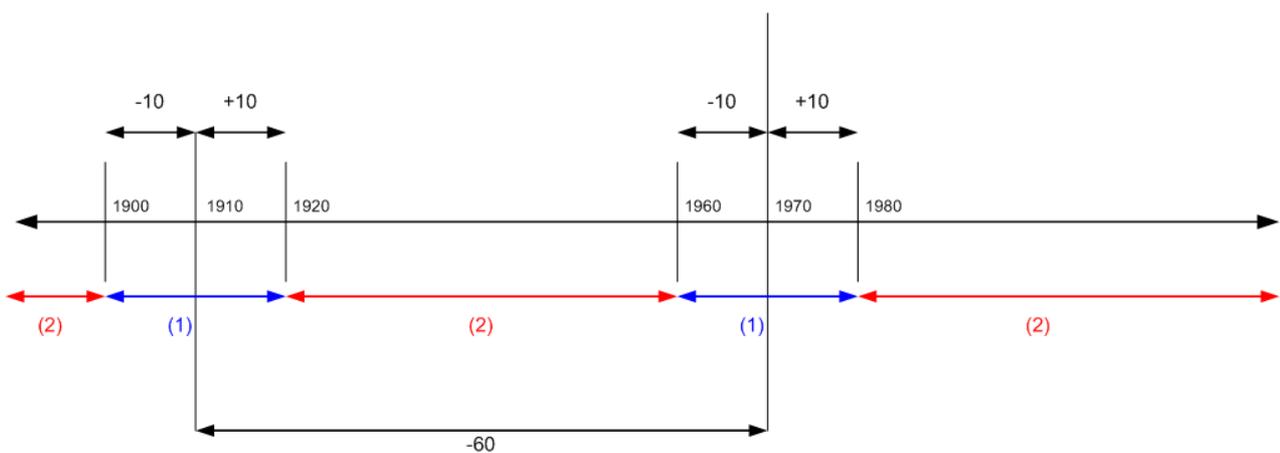
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(3) Payment Date is between 01/18/03 and 01/20/03 (Scenarios 10-21)

Remaining Amount per

Normal Application Rules



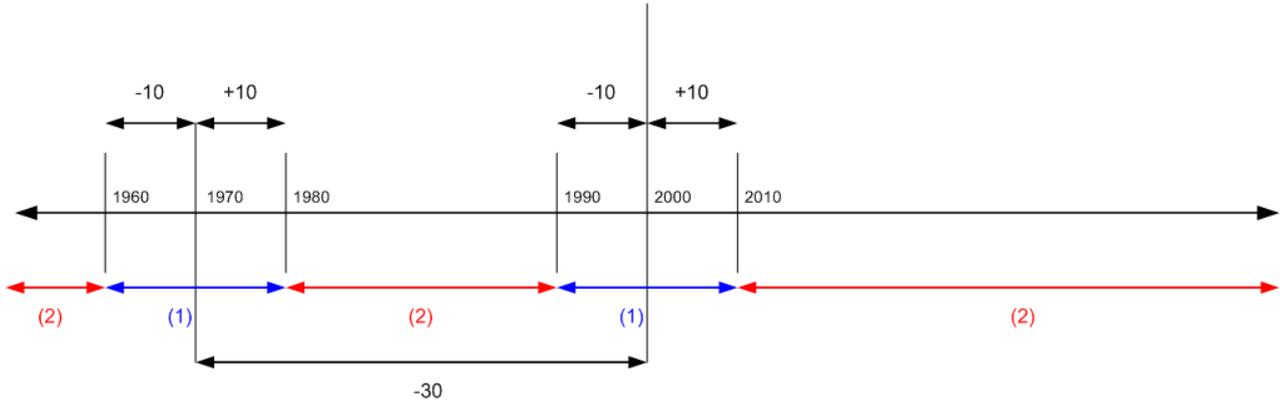
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(4) Payment Date is between 01/21/03 and 01/22/03 (Scenarios 22-27)

Remaining Amount per

Normal Application Rules



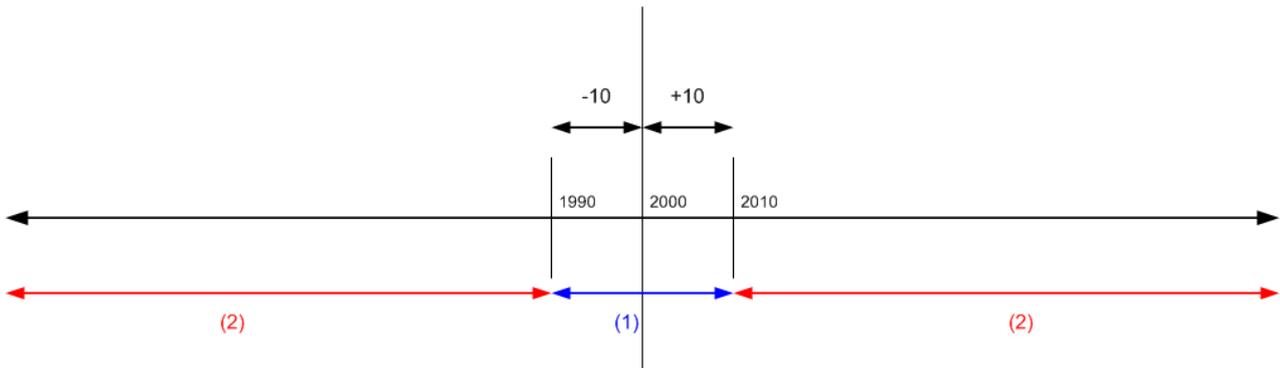
(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

(5) Payment Date is after 01/22/03 (Scenarios 28-30)

Remaining Amount per

Normal Application Rules



(1) If payment falls in these ranges, all application entries can be closed with or without tolerance.

(2) If payment falls in these ranges, all application entries cannot be closed even with tolerance.

See Also

[Finance](#)

[Setting Up Finance](#)

[Managing Receivables](#)

[Working with Dynamics NAV](#)

Managing Payables

4/16/2018 • 2 minutes to read • [Edit Online](#)

A big part of managing accounts payable is paying your vendors, or reimbursing your employees for expenses. You can use functions to add payments lines for purchase invoices that are due in the **Payment Journal** window. To send transactions to your bank, you can export multiple payment journal lines to a file, and then upload the file to your bank. You can also make payments by check, including transmitting checks as electronic payments.

Another typical task is to apply outgoing payments to their related vendor or employee ledger entries in order to close purchase invoices, purchase credit memos, or employee accounts as paid. You can do this in the **Payment Reconciliation Journal** window by importing a bank statement file to register the payments. The payments are applied to open vendor, customer, or employee ledger entries by matching payment text and entry information. There are various ways to review and change the matches before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

Alternatively, you can apply outgoing payments manually in the **Payment Journal** window or from the related vendor or employee ledger entries.

The following table describes a sequence of tasks within accounts payable, with links to the topics that describe them.

TO	SEE
Generate due vendor payments or employee reimbursements, prepare check payments, and export payments to a bank file when posting.	Making Payments
Apply vendor payments automatically to unpaid purchase invoices by importing a bank statement file.	Applying Payments Automatically and Reconciling Bank Accounts
Apply vendor payments to unpaid purchase invoices manually.	How to: Reconcile Vendor Payments Manually
Ensure correct inventory valuation by assigning added item costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing.	How to: Use Item Charges to Account for Additional Trade Costs

See Also

[Purchasing](#)

[Managing Receivables](#)

[How to: Use Item Charges to Account for Additional Trade Costs](#)

[General Business Functionality](#)

[Working with Dynamics NAV](#)

Making Payments

4/16/2018 • 2 minutes to read • [Edit Online](#)

When you make payments to vendors or reimbursements to employees, you post the related payment lines in the **Payment Journal** window. You can use the **Suggest Vendor Payments** function to find vendor payments that are due. You can also use the **Vendor - Summary Aging** report to get an overview of due vendor payments.

From the payment journal, you can print computer checks or record when checks are written. If you select **Computer Check** in the **Bank Payment Type** field, then any lines representing checks must be printed before the payment journal can be posted.

When the payments are posted, you can export them to a bank file for upload to your bank for processing.

After the payments are made at your bank, you must apply them to their related open vendor or employee ledger entries. You can do this manually or by importing a bank statement file and applying the payments automatically. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Use the Payment Journal window, which is based on the general journal, to post payments to vendors or employees.	Working with General Journals
Use a function to suggest vendor payments according to selected criteria, such as due date, discount eligibility, and your liquidity.	How to: Suggest Vendor Payments
Reimburse employees for personal expenses during business activities by making payment to their bank account.	How to: Record and Reimburse Employees' Expenses
Issue checks for vendor payments, either as print-outs or as computer checks. Void checks before or after posting.	How to: Work With Checks
Pay the vendor by cash or check, and post the payment when you post the invoice.	How to: Settle Purchase Invoices Promptly
Make sure that your bank only clears validated checks and amounts by sending them a file that contains vendor, check, and payment information.	How to: Export a Positive Pay file
Export payments from the Payment Journal window to a bank file that you upload to your bank for processing, including EFT (electronic funds transfer) in North America.	How to: Export Payments to a Bank File

See Also

[Managing Payables](#)

[Purchasing](#)

[Managing Receivables](#)

[Working with Dynamics NAV](#)

Applying Payments Automatically and Reconciling Bank Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related unpaid invoices and credit memos or other open entries in Microsoft Dynamics NAV.

You can perform this task in the **Payment Reconciliation Journal** window by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

To import bank statements as a bank feed, you must first set up and enable the bank data conversion service. For more information, see [How to: Set Up the Bank Data Conversion Service](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	How to: Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	How to: Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	How to: Reconcile Payments That Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	How to: Map Text on Recurring Payments to Accounts for Automatic Reconciliation

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Reconcile Vendor Payments Manually

4/16/2018 • 6 minutes to read • [Edit Online](#)

When you send a payment or receive a refund from a vendor, you must decide whether to apply the payment or refund to one or more open entries. You can specify the exact amount that you want to apply to the payment receipt or refund, and then only partially apply vendor ledger entries. You must apply all vendor ledger entries to obtain correct vendor statistics and reports of the account statements and finance charges.

NOTE

Vendors may sometimes give a payment refund instead of a credit memo to offset against future invoices, especially when you return items that you have already paid for or when you have overpaid an invoice.

You can apply vendor ledger entries in three different ways:

- By entering information in dedicated windows, such as the **Payment Journal** window and the **Payment Reconciliation Journal** window.
- From purchase credit memo documents.
- From vendor ledger entries after purchase documents are posted but not applied.

NOTE

If the **Application Method** field on the vendor card contains **Apply to Oldest**, then payments will automatically be applied to the oldest open credit entry if you do not manually specify which entry to apply to. If the application method for a customer is **Manual**, then you must apply entries manually.

You can apply vendor payments manually to their related purchase documents when you post the payments in the **Payment Journal** window. For information about filling the payment journal, see [Making Payments](#).

You can also apply vendor payments, and customer payments, after the payments appear as negative bank transactions in your bank. In the **Payment Reconciliation Journal** window, you can use functions for bank statement import, automatic application, and bank account reconciliation. For more information, see [Reconcile Payments Using Automatic Application](#).

To apply a payment to a single or multiple vendor ledger entries

1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. In the **Payment Journal** window, on the first journal line, enter the relevant information about the payment entry.
3. To apply a single vendor ledger entry:
 - a. In the **Applies-to Doc. No.** field, choose the field to open the **Apply Vendor Entries** window.
 - b. In the **Apply Vendor Entries** window, select the entry to apply the payment to.
 - c. On the line in the **Amount to Apply** field, enter the amount to apply to the entry.
4. Or, to apply multiple vendor ledger entries:
 - a. Choose the **Apply Entries** action.
 - b. In the **Apply Vendor Entries** window, select the lines with the entries to apply the payment to.

- c. Choose the **Set Applies-to ID** action.
- d. On each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. At the bottom of the **Apply Vendor Entries** window, you can see the amount in the Applied Amount field, and you can see whether the application balances.

5. Choose the **OK** button.
6. Choose the **Post** action to post the payment journal.

To apply a credit memo to a single or multiple vendor ledger entries

1. Choose the  icon, enter **Purchase Credit Memo**, and then choose the related link.
2. Open the credit memo that you want to apply.
3. Enter the relevant information in the header.
4. To apply a single vendor ledger entry, on the **Application** FastTab, in the **Applies-to Doc. No.** field, select the entry to apply the credit to, and then, in the **Amount to Apply** field, enter the amount to apply to the entry.
5. Or, to apply multiple vendor ledger entries:
 - a. Choose the **Apply Entries** action.
 - b. Select the lines with the entries to apply the credit memo to.
 - c. Choose the **Set Applies-to ID** action.
 - d. On each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. At the bottom of the **Apply Vendor Entries** window, you can see the amount in the **Applied Amount** field, and you can see whether the application balances.

6. Choose the **OK** button.

The **Purchase Credit Memo** window shows the entry that you have selected in the **Applies-to Doc. Type** field and the **Applies-to Doc. No.** field. The window also shows the amount of the credit memo to be posted, adjusted for any payment discounts.
7. Choose the **Post** button to post the purchase credit memo.

To apply posted vendor ledger entries

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor with entries that have already been posted.
3. Choose the **Ledger Entries** action, and then choose the **Apply Entries** action.
4. In the **Apply Vendor Entries** window, you can see the open entries for the vendor.
5. Select the line with the entry that will be applied.
6. Choose the **Set Applies-to ID** action.

The **Applies-to ID** field displays three asterisks if you work in a single-user system or your user ID if you work in a multiuser system.

7. For each line in the **Amount to Apply** field, enter the amount to apply to the individual entry.

If you do not enter an amount, then the maximum amount is automatically applied. You can see the amount in the **Applied Amount** field at the bottom of the **Apply Vendor Entries** window.

8. Choose the **Post Application** action.

The **Post Application** window opens with the document number of the applying entry and the posting date of the entry with the most recent posting date.

9. Choose the **OK** button to post the application.

To apply vendor ledger entries in different currencies to one another

If you buy from a vendor in one currency and make payment in another currency, you can still apply the invoice to the payment.

If you apply an entry (Entry 1) in one currency to an entry (Entry 2) in a different currency, the posting date on Entry 1 is used to find the relevant exchange rate to convert amounts on Entry 2. The relevant exchange rate is found in the **Currency Exchange Rates** window. In that case, you must enable application of vendor ledger entries in different currencies. For more information, see [How to: Enable Application of Ledger Entries in Different Currencies](#)

1. Choose the  icon, enter **Payment Journal**, and then choose the related link.
2. Open the journal you want, and fill in the first empty journal line using a currency code.
3. Choose the **Apply Entries** action.
4. Select the line with the entry you want to apply to the entry in the payment journal, choose the **Set Applies-to ID** action, and then select the entry you want to apply to.
5. Choose the **OK** button to return to the payment journal.
6. Post the payment journal.

IMPORTANT

When you apply entries in different currencies to one another, the entries are converted to USD. Even though the exchange rates for the two relevant currencies are fixed, for example between USD and EUR, there may be a small residual amount when these foreign-currency amounts are converted to USD. These small residual amounts are posted as gains and losses to the account specified in the **Realized Gains Account** or **Realized Losses Account** field in the **Currencies** window. The **Amount (USD)** field is also adjusted on the relevant vendor ledger entries.

To unapply an application of vendor entries

When you unapply an erroneous application, correcting entries that are identical to the original entry but with opposite sign in the amount field are created and posted for all entries, including all general ledger posting derived from the application, such as payment discount and currency gains/losses. The entries that were closed by the application are reopened.

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Open the relevant vendor card.
3. Choose the **Ledger Entries** action.
4. Select the relevant ledger entry, and then choose the **Unapply Entries** action.
5. Alternatively, choose the **Detailed Ledger Entry** action.
6. Select the application entry, and then choose the **Unapply Entries** action.
7. Fill in the fields in the header, and then choose the **Unapply** action.

IMPORTANT

If an entry has been applied by more than one application entry, you must unapply the latest application entry first.

See Also

[Payables](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Use Item Charges to Account for Additional Trade Costs

4/16/2018 • 4 minutes to read • [Edit Online](#)

To ensure correct valuation, your inventory items must carry any added costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing or selling the items. For purchases, the landed cost of a purchased item consists of the vendor's purchase price and all additional direct item charges that can be assigned to individual receipts or return shipments. For sales, knowing the cost of shipping sold items can be as vital to your company as knowing the landed cost of purchased items.

In addition to recording the added cost in you inventory value, you can use the Item Charges feature for the following:

- Identify the landed cost of an item for making more accurate decisions on how to optimize the distribution network.
- Break down the unit cost or unit price of an item for analysis purposes.
- include purchase allowances into the unit cost and sales allowances into the unit price.

Before you can assign item charges, you must set up item charge numbers for the different types of item charges, including to which G/L accounts costs related to sales, purchases, and inventory adjustments are posted to. An item charge number contains a combination of general product posting group, tax group code, VAT product posting group, and item charge. When you enter the item charge number on a purchase or sales document, the relevant G/L account is retrieved based on the setup of the item charge number and the information on the document.

For both purchase and sales documents, you can assign an item charge in two ways:

- On the document where the items that the item charge relates to are listed. This you typically do for documents that are not yet fully posted.
- On a separate invoice by linking the item charge to a posted receipt or shipment where the items that the item charge relate to are listed.

NOTE

You can assign item charges to orders, invoices, and credit memos, for both sales and purchases. The following procedures describe how to work with item charges for a purchase invoice. The steps are similar for all other purchase and sales documents.

To set up item charge numbers

You use item charge numbers to distinguish between the different kinds of item charges that are used in your company.

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. In the **Item Charges** window, choose the **New** action to create a new line.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign an item charge directly to the purchase invoice for the item

If you know the item charge at the time when you post a purchase invoice for the item, follow this procedure.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice. For more information, see [How to: Record Purchases](#).
3. Make sure the purchase invoice has one or more lines of type Item.
4. On a new line, in the **Type** field, select **Charge (Item)**.
5. In the **Quantity** field, enter the units of the item charge that you have been invoiced for.
6. In the **Direct Unit Cost** field, enter the amount of the item charge.
7. Fill in the remaining fields as necessary. Choose a field to read a short description of the field or link to more information.

In the following steps, you will perform the actual assignment. Until the item charge is fully assigned, the value in the **Qty. to Assign** field is in red font.

8. On the **Lines** tab, choose the **Item Charge Assignment** action.

The **Item Charge Assignment** window opens showing one line for each line of type Item on the purchase invoice. To assign the item charge to one or more invoice lines, you can use a function that assigns and distributes it for you or you can manually fill in the **Qty. to Assign** field. The following steps describe how to use the Suggest Item Charge Assignment function.

9. In the **Item Charge Assignment** window, choose the **Suggest Item Charge Assignment** action.
10. If there are more than one invoice lines of type Item, choose one of the four distribution options.

It the item charge is fully assigned, the value in the **Qty. to Assign** field on the purchase invoice is zero.

The item charge is now assigned to the purchase invoice. When you post the receipt of the purchase invoice, the items' inventory values are updated with the cost of the item charge.

To assign an item charge from a separate invoice to the purchase invoice for the item

If you received an invoice for the item charge after you posted the original purchase receipt, follow this procedure.

1. Repeat steps 1 through 8 in the "To assign an item charge directly to the purchase invoice for the item" section.
2. In the **Item Charge Assignment** window, choose the **Get Receipt Lines** action.
3. In the **Purch. Receipt Lines** window, select the posted purchase receipt for the item that you want to assign the item charge to, and then choose the **OK** button.
4. Choose the **Suggest Item Charge Assignment** action.

The item charge on the separate purchase invoice is now assigned to the item on the posted purchase receipt, thereby updating the item's inventory value with the cost of the item charge.

See Also

[Managing Payables](#)

[How to: Record Purchases](#)

[How to: Invoice Sales](#)

[Working with Dynamics NAV](#)

Invoicing Prepayments

4/16/2018 • 2 minutes to read • [Edit Online](#)

Prepayments are payments that are invoiced and posted to a sales or purchase prepayment order before final invoicing. You might require a deposit before you manufacture items to order, or you might require payment before you ship items to a customer. The prepayments functionality enables you to invoice and collect deposits required from customers or to remit deposits to vendors. Thus, you can ensure that all payments are posted against an invoice.

Prepayment requirements can be defined for a customer or vendor for all items or selected items. After you complete the required setup, you can generate prepayment invoices from sales and purchase orders for the calculated prepayment amount. You can change the amounts on the invoice as needed. For example, you can specify a total amount for the entire order. You can also send additional prepayment invoices if, for example, additional items are added to the order. You can increase quantities or add new lines to an order after issuing a prepayment, and then you can post another prepayment invoice. If you want to delete a line for which a prepayment has already been invoiced, you must issue a prepayment credit memo before you can delete the line.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up prepayment posting groups and number series, and set up default prepayment percentages for customers, vendors, and items.	How to: Set Up Prepayments
Create an order, adjust the prepayment amounts, and issue an invoice for prepayment amounts.	How to: Create Prepayment Invoices
Issue an additional prepayment invoice, either for additional items or for an additional deposit on the original order, or issue a prepayment credit memo.	How to: Correct Prepayments

See Also

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Set Up Prepayments

4/16/2018 • 4 minutes to read • [Edit Online](#)

If you require your customers to submit payment before you ship an order to them, or if your vendor requires you to submit payment before they ship an order to you, you can use the Prepayment functionality. The functionality enables you to invoice and collect deposits required from customers or to remit deposits to vendors, and to ensure that all partial payments are posted against an invoice. For more information, see [How to: Create Prepayment Invoices](#).

Before you can post prepayment invoices, you have to set up the posting accounts in the general ledger, and you have to set up number series for prepayment documents.

You can define the percentage of the line amount that will be invoiced for prepayment, for a customer or vendor, for all items or selected items. After you complete the setup, you can generate prepayment invoices from sales and purchase orders. You can use the default percentages for each sales or purchase line, or you can change the amounts on the invoice as needed. For example, you can specify a total amount for the entire order.

Because the prepaid amount belongs to the buyer until they have received the goods or services, you need to set up general ledger accounts to hold the prepayment amounts until the final invoice is posted. Sales prepayments must be recorded in a liabilities account until the items are shipped. Purchase prepayments must be recorded in an assets account until the items are received. In addition, you must set up a separate general ledger account for each VAT identifier.

To add prepayment accounts to the general posting setup

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. In the **General Posting Setup** window, fill in the following fields:
 - **Sales Prepayments Account**
 - **Purch. Prepayments Account**If you have not already set up general ledger accounts for prepayments, you can do that in the **G/L Account List** window.

To set up number series for prepayment documents

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. In the **Sales & Receivables Setup** window, fill in the following fields:
 - **Posted Prepmt. Inv. Nos.**
 - **Posted Prepmt. Cr. Memo Nos.**
3. Choose the  icon, enter **Purchases & Payables Setup**, and then choose the related link.
4. In the **Purchases & Payables Setup** window, fill in the following fields:
 - **Posted Prepmt. Inv. Nos.**
 - **Posted Prepmt. Cr. Memo Nos.**

NOTE

You can use the same number series for prepayment invoices and regular invoices, or you can use different number series. If you use different series, they must not overlap because there must not be any numbers that exist in both series.

To set up prepayment percentages for items, customers, and vendors

For an item, you can set up a default prepayment percentage for all customers, a specific customer, or a customer price group.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item, and then choose the **Prepayment Percentages** action.
3. In the **Sales Prepayment Percentages** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

For a customer or vendor, you can set up one default prepayment percentage for all items and all types of sales lines. You enter this on the customer or vendor card.

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for a customer.
3. Fill in the **Prepayment %** field.
4. Repeat the steps for other customers or for vendors.

To determine which prepayment percentage has first priority

An order may have a prepayment percentage on the sales header, and a different percentage for the items on the lines. To determine which prepayment percentage applies to each sale line, the system looks for the prepayment percentage in the following order and will apply the first default that it finds:

1. A prepayment percentage for the item on the line and the customer that the order is for.
2. A prepayment percentage for the item on the line and the customer price group that the customer belongs to.
3. A prepayment percentage for the item on the line for all customers.
4. The prepayment percentage on the sales or purchase header.

In other words, the prepayment percentage on the customer card will only apply if there is no prepayment percentage set up for the item. However, if you change the contents of the **Prepayment Percentage** field on the sales or purchase header after you create the lines, the prepayment percentage on all of the lines will be updated. This makes it easy to create an order with a fixed prepayment percentage, regardless of the percentage set up on items.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Understanding the General Ledger and the COA](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Create Prepayment Invoices

8/13/2018 • 3 minutes to read • [Edit Online](#)

If you require your customers to submit payment before you ship an order to them, or if your vendor requires you to submit payment before they ship an order to you, you can use the prepayment functionality.

After you create a sales or purchase order, you can create a prepayment invoice. You can use the default percentages for each sales or purchase line, or you can adjust the amount as necessary. For example, you can specify a total amount for the entire order.

The following procedure describes how to invoice a prepayment for a sales orders. The steps are similar for purchase orders.

To create a prepayment invoice

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a new sales order. For more information, see [How to: sell Products](#).

On the **Prepayment** FastTab, the **Prepayment %** field will be filled in automatically if there is a default prepayment percentage on the customer card. You can change the contents of the field. The prepayment percentage is only copied from the header to lines that do not copy the default prepayment percentage from the item.

If the **Compress Prepayment** field is selected, lines will be combined on the invoice if:

- They have the same general ledger account for prepayments as determined by the general posting setup.
- They have the same dimensions.

Leave the field blank if you want to specify a prepayment invoice with one line for each sales order line that has a prepayment percentage.

3. Fill in the sales lines.

If default prepayment percentages have been set up for your items, they are automatically copied to the **Prepayment %** field on the line. Otherwise, the prepayment percentage is copied from the header. You can change the contents of the **Prepayment %** field on the line.

4. If you want to apply one prepayment percentage to the entire order, change the **Prepayment %** field on the header after filling in the lines.
5. To view the total prepayment amount, choose the **Statistics** action.

If you want to adjust the total prepayment amount for the order, you can change the contents of the **Prepayment Amount** field in the **Sales Order Statistics** window.

If the **Prices Including VAT** field is selected, the **Prepayment Amount Incl. VAT** field is editable.

If you change the contents of the **Prepayment Amount** field, the amount will be distributed proportionately between all lines, except those that have **0** in the **Prepayment %** field.

6. To print a test report before posting the prepayment invoice, choose the **Prepayment** action, and then choose the **Prepayment Test Report** action.

7. To post the prepayment invoice, choose the **Prepayment** action, and then choose the **Post Prepayment Invoice** action.

To post and print the prepayment invoice, choose the **Post and Print Prepmnt. Invoice** action.

You can issue additional prepayment invoices for the order. To do this, increase the prepayment amount on one or more lines, adjust the document date if necessary, and post the prepayment invoice. A new invoice will be created for the difference between the prepayment amounts invoiced so far and the new prepayment amount.

NOTE

If you are located in North America, you cannot change the prepayment percentage after the prepayment invoice has been posted. This is prevented in the North American version of Dynamics NAV because the calculation of sales tax will otherwise be incorrect.

When you are ready to post the rest of the invoice, post it as you would post any invoice, and the prepayment amount will automatically be deducted from the amount due.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Correct Prepayments

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can make a correction to an order after you have posted a prepayment invoice for the order. You can add new lines to an order after issuing a prepayment, and then you can post another prepayment invoice, but you cannot delete a line from an order after a prepayment has been invoiced for the line.

To correct a prepayment

The following procedure shows how to issue a prepayment credit memo to cancel all invoiced prepayments for a sales order.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open the relevant sales order.
3. Choose the **Prepayment** action, and then choose the **Post Prepayment Credit Memo** action or the **Post and Print Prepm. Cr. Memo** action.
4. In the **Sales Credit Memo** window, proceed to correct the relevant entries, as for any sales credit memo. For more information, see [How to: Process Sales Returns or Cancellations](#).

NOTE

To Reduce the amount in the **Line Amount** field, you must first increase the prepayment percentage on the line so that the value in the **Prepm. Line Amount** field is not decreased below the value in the **Prepm. Amt. Inv.** field.

5. To make a prepayment invoice for any new lines in the sales credit memo, choose the **Prepayment** action, and then choose the **Post Prepayment Invoice** action or the **Post and Print Prepm. Invoice** action.
6. To issue an additional prepayment invoice, increase the prepayment amount on one or more lines and post the prepayment invoice. A new invoice will be created for the difference between the prepayment amounts invoiced and the new prepayment amounts.

See Also

[Invoicing Prepayments](#)

[Walkthrough: Setting Up and Invoicing Sales Prepayments](#)

[Finance](#)

[Working with Dynamics NAV](#)

Managing Bank Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

At regular intervals, you must reconcile your bank ledger entries in Dynamics NAV with the related bank transactions in bank accounts at your bank, and then post the balance to your bank account. You can perform this task either as part of processing the payments represented on a bank statement in the **Payment Reconciliation Journal**. Alternatively, you can perform the task separately from payment processing, in the **Bank Acc. Reconciliation** window, which supports check ledger entries. In both cases, you fill in the windows by importing the bank statement into Dynamics NAV.

Sometimes, you need to transfer amounts between bank account in Dynamics NAV to reflect transfers at your bank. You perform this task in the **General Journal** window, in different ways depending on the currency of the funds.

Before you can manage bank accounts, you must set each bank account up as a bank account card. In addition, you must set up electronic services that you may use for bank statement import and payment file export. For more information, see [Set Up Bank Accounts](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Reconcile bank accounts in connection with payment processing in the Payment Reconciliation Journal window.	Applying Payments Automatically and Reconciling Bank Accounts
Reconcile bank accounts, including check ledger entries, as a separate task in the Bank Acc. Reconciliation window.	How to: Reconcile Bank Accounts Separately
Post transfers between bank accounts in the same currency or in different currencies.	How to: Transfer Bank Funds

See Also

[Setting Up Banking](#)

[Managing Receivables](#)

[Managing Payables](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

Applying Payments Automatically and Reconciling Bank Accounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must regularly reconcile your bank, receivables, and payables accounts by applying payments recorded in the bank to their related unpaid invoices and credit memos or other open entries in Microsoft Dynamics NAV.

You can perform this task in the **Payment Reconciliation Journal** window by importing a bank statement file or feed to quickly register the payments. Payments are applied to open customer or vendor ledger entries based on matches between payment text and entry information. You can review and change automatic applications before you post the journal. You can choose to close any open bank account ledger entries related to the applied ledger entries when you post the journal. The bank account is automatically reconciled when all payments are applied.

To import bank statements as a bank feed, you must first set up and enable the bank data conversion service. For more information, see [How to: Set Up the Bank Data Conversion Service](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Apply payments to open customer or vendor ledger entries by importing a bank statement, and reconcile the bank account when all payments are applied.	How to: Reconcile Payments Using Automatic Application
Manually apply payments by viewing detailed information about matched data and suggestions for candidate open entries to apply payments to.	How to: Review or Apply Payments After Automatic Application
Resolve payments that cannot be applied automatically to their related open ledger entries. For example because the amounts differ, or because a related ledger entry does not exist.	How to: Reconcile Payments That Cannot be Applied Automatically
Link text on payments to specific customer, vendor, or general ledger accounts to always post recurring cash receipts or expenses to those accounts when no documents exist to apply to.	How to: Map Text on Recurring Payments to Accounts for Automatic Reconciliation

See Also

[Managing Receivables](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Reconcile Bank Accounts Separately

4/16/2018 • 5 minutes to read • [Edit Online](#)

To reconcile bank accounts in Dynamics NAV with statements received from the bank, you must fill in the lines in the **Bank Acc. Reconciliation** window.

NOTE

You can also reconcile bank accounts in the **Payment Reconciliation Journal** window. Any open bank account ledger entries related to the applied customer or vendor ledger entries will be closed when you choose the **Post Payments and Reconcile Bank Account** action. This means that the bank account is automatically reconciled for payments that you post with the journal. For more information, see [How to: Reconcile Payments Using Automatic Application](#).

To enable import of bank statements as bank feeds, you must first set up and enable the bank data conversion service. For more information, see [How to: Set Up the Bank Data Conversion Service](#).

The lines in the **Bank Acc. Reconciliation** window are divided into two panes. The **Bank Statement Lines** pane shows either imported bank transactions or ledger entries with outstanding payments. The **Bank Account Ledger Entries** pane shows the ledger entries in the bank account.

The activity of finding and applying entries to be reconciled is referred to as *matching*. You can choose to perform matching automatically by using the **Match Automatically** function. Alternatively, you can manually select lines in both panes to link each bank statement line to one or more related bank account ledger entries, and then use the **Match Manually** function. The **Applied** checkbox is selected on lines where entries match.

You can fill in the **Bank Statement Lines** pane in the **Bank Acc. Reconciliation** window in the following ways:

- Automatically, by using the **Import Bank Statement** function to fill in the lines according to actual bank statements based on a file provided by the bank.
- Manually, by using the **Suggest Lines** function to fill in the lines with ledger entries for invoices that have outstanding payments.

When the value in the **Total Balance** field in the **Bank Statement Lines** pane equals the value in the **Balance To Reconcile** field in the **Bank Account Ledger Entries** pane, you can choose the **Post** action to reconcile the applied bank account ledger entries. Any non-applied bank account ledger entries will remain in the window, indicating that payments processed for the bank account are not reflected in the latest bank statement, or that some payments were received on checks.

NOTE

If bank statement lines relate to check ledger entries, then you cannot use the matching functions. Instead, you must choose the **Apply Entries** action, and then select the relevant check ledger entry to match the bank statement line with.

To fill bank reconciliation lines by importing a bank statement

1. Choose the  icon, enter **Bank Account Reconciliation**, and then choose the related link.
2. Choose the **New** action.
3. In the **Bank Account No.** field, select the relevant bank account. The bank account ledger entries that exist on the bank account appear in the **Bank Account Ledger Entries** pane.
4. In the **Statement Date** field, enter the date of the statement from the bank.

5. In the **Statement Ending Balance** field, enter the balance of the statement from the bank.
6. If you have a bank statement file, choose the **Import Bank Statement** action.
7. Locate the file, and then choose the **Open** button to import the bank transactions into the lines of the **Bank Acc. Reconciliation** window.

To fill bank reconciliation lines with the Suggest Lines function

1. In the **Bank Acc. Reconciliation** window, choose the **Suggest Lines** action.
2. In the **Starting Date** field, enter the earliest posting date for the ledger entries to be reconciled.
3. In the **Ending Date** field, enter the latest posting date for the ledger entries to be reconciled.
4. Select the **Include Checks** check box to any suggest check ledger entries instead of the corresponding bank account ledger entries.
5. Choose the **OK** button.

To match bank statement lines with bank account ledger entries automatically

1. In the **Bank Acc. Reconciliation** window, choose the **Match Automatically. The Match Bank Entries** window opens.
2. In the **Transaction Date Tolerance (Days)** field, specify the span of days before and after the bank account ledger entry posting date within which the function will search for matching transaction dates in the bank statement.

If you enter 0 or leave the field blank, then the **Match Automatically** function will only search for matching transaction dates on the bank account ledger entry posting date.

3. Choose the **OK** button.

All bank statement lines and bank account ledger entries that can be matched change to green font, and the **Applied** check box is selected.

4. To remove a match, select the bank statement line, and then choose the **Remove Match** action.

To match bank statement lines with bank account ledger entries manually

1. In the **Bank Acc. Reconciliation** window, select a non-applied line in the **Bank Statement Lines** pane.
2. In the **Bank Account Ledger Entries** pane, select one or more banks account ledger entries that can be matched with the selected bank statement line. To choose multiple lines, press and hold the Ctrl key.
3. Choose the **Match Manually** action.

The selected bank statement line and the selected bank account ledger entries change to green font, and the **Applied** check box in the right pane is selected.

4. Repeat steps 1 through 3 for all bank statement lines that are not matched.

5. To remove a match, select the bank statement line, and then choose the **Remove Match** action.

To create missing ledger entries to match bank transactions with

Sometimes a bank statement contain amounts for interest or fees charged. Such bank transactions cannot be matched because no related ledger entries exist in Dynamics NAV. You must then post a journal line for each transaction to create a related ledger entry that it can be matched with.

1. In the **Bank Acc. Reconciliation** window, choose the **Transfer to General Journal** action.
2. In the **Trans. Bank Rec. to Gen. Jnl.** window, specify which general journal to use, and then choose the **OK** button.

The **General Journal** window opens containing new journal lines for any banks statement lines with missing ledger entries.

3. Complete the journal line with relevant information, such as the balancing account. For more information, see [Working with General Journals](#).
4. Choose the **Post** action.

When the entry is posted, proceed to match the bank transaction with to it.

5. Refresh or reopen the **Bank Acc. Reconciliation** window. The new ledger entry will appear in the **Bank Account Ledger Entries** pane.
6. Match the bank statement line with the bank account ledger entry, either manually or automatically.

See Also

[Managing Bank Accounts](#)

[Setting Up Banking](#)

[Working with Dynamics NAV](#)

How to: Transfer Bank Funds

8/13/2018 • 2 minutes to read • [Edit Online](#)

You may sometimes need to transfer an amount from one bank account to another. To do this, you must post the a transaction in the general journal. The task varies depending on whether the bank accounts use the same currency or different currencies.

To post a transfer between bank accounts with the same currency code

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. On a journal line, fill in the **Posting Date** and **Document No.** fields.
3. In the **Account Type** field, select **Bank Account**.
4. In the **Account No.** field, select the bank from which you want to transfer the funds.
5. In the **Amount** field, enter the amount to be transferred.
6. In the **Bal. Account Type** field, select **Bank Account**.
7. In the **Bal. Account No.** field, select the bank account to which you want to transfer the funds.
8. Post the journal.

To post a transfer between bank accounts with different currency codes

To transfer funds between bank accounts that use different currencies, you must post two general journal lines.

1. Choose the  icon, enter **General Journal**, and then choose the related link.
2. Create two journal lines, and fill in the **Posting Date** and **Document No.** fields.
3. On the first journal line, in the **Type** field, select **Bank Account**.
4. In the **Account No.** field, select the bank account from which you want to transfer the funds.
5. In the **Amount** field, enter the amount in the currency of the bank account. Enter credit amounts with a minus sign. Enter debit amounts without a minus sign.
6. In the **Bal. Account Type** field, select **Bank Account**.
7. In the **Bal. Account No.** field, select the bank account to which you want to transfer the funds.
8. On the second journal line, in the **Type** field, select **Bank Account**.
9. In the **Account No.** field, select the bank account to which you want to transfer the funds.
10. In the **Amount** field, enter the amount in the currency of the bank account. Enter credit amounts with a minus sign. Enter debit amounts without a minus sign.
11. In the **Bal. Account Type** field, select **Bank Account**.
12. In the **Bal. Account No.** field, select the bank account from which you want to transfer the funds.

NOTE

If the exchange rates used in the journal are different than the exchange rates in the **Currency Exchange Rates** window, enter a third line for the exchange rate gain or loss. Enter **G/L Account** in the **Account Type** field. Enter the G/L account number for exchange rate gain or loss in the **Account No.** field. Enter the exchange rate gain or loss in the **Amount** field with or without a minus sign for credits and debits respectively.

13. Post the journal.

See Also

[Managing Bank Accounts](#)

[Setting Up Banking](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

Managing Intercompany Transactions

4/16/2018 • 2 minutes to read • [Edit Online](#)

Your organization may consist of several companies, but might not have the equivalent number of accounting and administrative teams. The Intercompany functionality lets you do business with your subsidiary and internal partner organizations in the same way as you engage with your external vendors and customers. You enter intercompany transaction information only once in the appropriate documents. You can use the functionality you are already familiar with, such as receivables and payables management. Mapping facilities for the chart of accounts and dimensions help ensure that information appears in the right places.

There are four main benefits to the Intercompany functionality:

- Increased productivity as a result of time saved and simplified transactions
- Minimized error potential with one-time entry of information and system-wide, automated updates
- Complete audit trail and full visibility into business activities and transaction histories
- Efficient, cost-effective transactions with affiliate and subsidiary companies

You are in full control of all transaction documents. For example, you can reject a document sent to you and, in this way, reverse postings that were incorrect. Or, when making a purchase from a partner or subsidiary company, you can update the purchase order as long as the selling company has not shipped any goods.

When you enter a transaction, you do not need to specify the accounts for an individual set of books, but simply give the identification of the partner company. The Intercompany functionality creates general journal lines that result in the balancing of the books of both companies involved in a transaction. In receivables and payables, you assign an intercompany partner code to any customer or vendor. From that moment on, all orders and invoices generated pertaining to transactions with these companies will produce corresponding documents in the partner company, resulting in correct balancing of the accounts.

After you set up business partners as customers and vendors in the system, and assign them intercompany partner codes, it is possible to exchange intercompany purchase and sales documents, including items and item charges. The Intercompany functionality allows intercompany transactions between multiple databases, for example, in different countries/regions, as well as multiple currencies, different charts of accounts, different dimensions, and different item numbering.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create your intercompany vendors and customers as so-called intercompany partners, and set up an intercompany chart of accounts.	How to: Set Up Intercompany
Use intercompany documents or journals to post transactions with your intercompany partners.	How to: Work with Intercompany Documents and Journals
Organize and process incoming and outgoing transactions that you exchange with your intercompany partners.	How to: Manage the Intercompany Inbox and Outbox

See Also

[Finance](#)

Setting Up Finance
Working with General Journals
Working with Dynamics NAV

How to: Set Up Intercompany

4/16/2018 • 9 minutes to read • [Edit Online](#)

To send a transaction (such as a sales journal line) from one company and have the corresponding transaction (such as a purchase journal line) automatically created in the partner company, the companies involved must agree on a common chart of accounts and set of dimensions for use on intercompany transactions. The intercompany chart of accounts can be, for example, a simplified version of the parent company's chart of accounts. Each company maps their full chart of accounts to the shared intercompany chart of accounts, and each company maps their dimensions to the intercompany dimensions.

You must also set up an intercompany partner code for each partner company, which is agreed upon by all of the companies, and then assign them to customer and vendor cards respectively by filling in the **Intercompany Partner Code** field.

If you create or receive intercompany lines with items, you can either use your own item numbers, or you can set up your partner's item numbers for each relevant item, either in the **Vendor Item No.** field or in the **Common Item No.** field on the item card. You can also use the **Item Cross Reference** function: To map your items' numbers to your intercompany partners descriptions of the items, open the card of each item, and then choose the **Cross References** action to set up cross-references between your item descriptions and those of the intercompany partner.

If you will make intercompany sales transactions that include resources, you must fill in the **IC Partner Purch. G/L Acc. No.** field on the resource card for each relevant resource. This is the number of the intercompany general ledger account that the amount for this resource will be posted to in your partner's company. For more information, see

To set up companies for intercompany transactions

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. In the **Company Information** window, fill in the **Intercompany Partner Code**, **Intercompany Inbox Type**, and **Intercompany Inbox Details** fields. Choose a field to read a short description of the field or link to more information.

To set intercompany partners

1. Choose the  icon, enter **Intercompany Partners**, and then choose the related link.
2. Choose the **New** action.
3. In the **Intercompany Partner** window, fill in the fields as necessary.

To set up intercompany vendors and intercompany customers

1. Choose the  icon, enter **Vendors**, and then choose the related link.
2. Alternatively, access the vendor from the **Vendor No.** field in the **Intercompany Partner** window.
3. Open the card for a vendor that is an intercompany partner. For more information, see [How to: Register New Vendors](#).
4. In the **Intercompany Partner Code** field, select the relevant intercompany partner code.
5. Repeat steps 1 through 4 for customers.

To set up intercompany charts of accounts

In order for a group of companies to make intercompany transactions, they must agree on a chart of accounts to use as a common reference. You must agree with your partner companies on the account numbers that all of you will use when you create intercompany transactions. For example, the parent company of the group creates a simplified version of their own chart of accounts, exports this intercompany chart of accounts from their database into an XML file and distributes it to each of the companies in the group.

If your company is the parent company and has the defining intercompany chart of accounts that your group will use as a common reference, follow the "To set up the intercompany chart of accounts" procedure.

If your company is a subsidiary company and you receive an XML file containing the common intercompany chart of accounts, follow the "To Import the intercompany chart of accounts" procedure.

To set up the defining intercompany chart of accounts

1. Choose the  icon, enter **IC Chart of Accounts**, and then choose the related link.
2. In the **IC Chart of Accounts** window, enter each account on a line in the window.
3. If your intercompany chart of accounts will be identical or similar to your regular chart of accounts, you can fill in the window automatically by choosing the **Copy from Chart of Accounts** action. You can edit the new lines as needed.

To export an intercompany chart of accounts

To allow your intercompany partners to import the defining chart of accounts, you must export it to a file.

1. Choose the  icon, enter **IC Chart of Accounts**, and then choose the related link.
2. In the **IC Chart of Accounts** window, choose the **Export** action, and then choose the **Save** button.
3. Specify the file name and the location where you want to save the XML file, and then choose the **Save** button.

To import the intercompany chart of accounts

When a file exists for the defining intercompany chart of accounts, intercompany partners can import it to make sure they have the same accounts.

1. Choose the  icon, enter **IC Chart of Accounts**, and then choose the related link.
2. In the **IC Chart of Accounts** window, choose the **Import** action.
3. Select the file name and location of the XML file, and then choose the **Open** button.

The **IC Chart of Accounts** window is filled with new or edited G/L account lines according to the intercompany chart of accounts in the file. Any existing, unrelated lines in the window remain unchanged.

To map the intercompany chart of accounts to your company's chart of accounts

When you have defined or imported the intercompany chart of accounts that you and your intercompany partners have agreed to use, you must associate each of the intercompany G/L accounts with one of your company's G/L accounts. In the **IC Chart of Accounts** window, you specify how intercompany G/L accounts on incoming transactions will be translated into G/L accounts from your company's chart of accounts.

If the accounts in the intercompany chart of accounts have the same numbers as the corresponding accounts in the chart of accounts, you can map the accounts automatically.

1. Choose the  icon, enter **IC Chart of Accounts**, and then choose the related link.
2. Select the lines that you want to map automatically, and then choose the **Map to Acc. with Same No** action.
3. For each intercompany general ledger account that was not mapped automatically, fill in the **Map-to G/L Acc. No.** field.

To set up default intercompany partner general ledger accounts

When you create an intercompany sales or purchase line to send as an outgoing transaction, you enter an account from the intercompany chart of accounts as a default for which account in your partner's company the amount is posted to. In the **Chart of Accounts** window, for accounts that you often use on outgoing intercompany sales or purchase lines, you can specify a default intercompany partner general ledger account. For example, for your receivables accounts, you can enter the corresponding payables accounts from the intercompany chart of accounts.

Then, when you enter a general ledger account in the **Bal. Account No.** field on an intercompany line with **Intercompany Partner** in the **Account Type** field, the **IC Partner G/L Account** field is automatically filled in.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. On the line for a G/L account that is used for intercompany transactions, in the **Default IC Partner G/L Account** field, enter the intercompany general ledger account that your partner will post to when you post to the general ledger account on the line.
3. Repeat step 3 for each account that you often enter in the **Bal. Account No.** field on a line in an intercompany journal or document.

To set up intercompany dimensions

If you and your intercompany partners want to be able to exchange transactions with dimensions linked to them, then you must agree on the dimensions that all of you will use. For example, the parent company of the group creates a simplified version of their own set of dimensions, exports these intercompany dimensions into an XML file and distributes it to each of the companies in the group. Each of the subsidiaries then imports the XML file into the **intercompany Dimensions** window and maps the intercompany dimensions to the dimensions in their own **Dimensions** window.

If your company is the parent company and has the defining set of intercompany dimensions that your group will use as a common reference, follow the "To define the intercompany dimensions" procedure.

If your company is a subsidiary company and you receive an XML file containing the intercompany dimensions that your group will use as a common reference, follow the "To import intercompany dimensions" procedure.

To define the intercompany dimensions

1. Choose the  icon, enter **intercompany Dimensions**, and then choose the related link.
2. In the **intercompany Dimensions** window, enter each dimension on a line in the window.

If your intercompany dimensions will be similar or identical to your company dimensions, you can fill in the window automatically by using the **Copy from Dimensions** function, and then you can edit the resulting lines.

3. To export the intercompany dimensions to an XML file for distribution to your partner companies, choose the **Export** action.
4. Specify the file name and the location where you want to save the XML file, and then choose the **Save** button.

To import the intercompany dimensions

When a file exists for the defining intercompany dimensions, intercompany partners can import it to make sure they have the same dimensions.

1. Choose the  icon, enter **intercompany Dimensions**, and then choose the related link.
2. In the **intercompany Dimensions** window, choose the **Import** action.
3. Specify the file name and location of the XML file, and then choose the **Open** button.

The lines in the **intercompany Dimensions** window and the **intercompany Dimension Values** window are imported.

To map intercompany dimensions to your company's dimensions

When you have defined or imported the dimensions that you and your intercompany partners have agreed to use, you must associate each of the intercompany dimensions with one of your company's dimensions, and vice versa. In the **intercompany Dimensions** window, you specify how intercompany dimensions on incoming transactions will be translated into dimensions from your company's list of dimensions. In the **Dimensions** window, you specify how your dimensions will be translated into intercompany dimensions on outgoing transactions.

If any of the intercompany dimensions have the same code as the corresponding dimensions in your company's list of dimensions, then you can have the program automatically map the dimensions, then you can map the accounts automatically.

1. Choose the  icon, enter **intercompany Dimensions**, and then choose the related link.
2. In the **intercompany Dimensions** window, select the lines that you want to automatically map, and then choose the **Map to Dim. with Same Code** action.
3. For each intercompany dimension that is not mapped automatically, fill in the **Map-to Dimension Code** field.
4. Choose the **intercompany Dimension Values** action.
5. In the **intercompany Dimension Values** window, fill in the **Map-to Dimension Value Code** field.

Proceed to map dimensions to intercompany dimensions by performing similar steps.

6. Choose the  icon, enter **Dimensions**, and then choose the related link.
7. In the **Dimensions** window, select the lines that you want to automatically map, and then choose the **Map to IC Dim. with Same Code** action.
8. For each intercompany dimension that is not mapped automatically, fill in the **Map-to IC Dimension Value Code** field.
9. Choose the **Dimension Values** action.
10. In the **Dimension Values** window, fill in the **Map-to IC Dimension Value Code** field.

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

How to: Work with Intercompany Documents and Journals

4/16/2018 • 2 minutes to read • [Edit Online](#)

You use intercompany documents or journals to post transactions with your intercompany partners. When you post an intercompany document or journal line in your company, a corresponding document or journal line is created in your intercompany outbox that you can transfer to your partner. Your partner can then post the corresponding transaction in their company, without having to re-enter the data.

For sales and purchase documents, the intercompany partner code on the involved customer or vendor ensures that all orders and invoices generated pertaining to transactions with these companies will produce corresponding documents in the partner company, resulting in correct balancing of the accounts.

For intercompany general journal lines, you do not need to specify the accounts for an individual set of books, but simply give the identification of the partner company. Corresponding intercompany general journal lines are then created in the partner company that result in the balancing of the books of both companies involved in a transaction.

To fill in and send an intercompany sales order

You can send sales and purchase orders and return orders before posting. Invoices and credit memos cannot be sent until they are posted.

The following procedure describes how to fill in and send an intercompany sales order. The same steps apply to intercompany purchase orders and return orders, and to posted intercompany invoices and credit memos.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose **New** to create a new sales order. For more information, see [How to: Sell Products](#).
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Make sure the customer is an intercompany partner.
5. To send the sales order before you post it, choose the **Send IC Sales Order** action.

NOTE

If you do perform step 4, then the sales order will be moved to your intercompany outbox where you can send it later. For more information, see [How to: Manage the Intercompany Inbox and Outbox](#).

To fill in and post an intercompany journal

When you post an intercompany general journal line in your company, a corresponding journal line is created in your intercompany outbox that you can transfer to your partner. Your partner can then post the corresponding transaction in their company, without having to re-enter the data.

1. Choose the  icon, enter **IC General Journals**, and then choose the related link.
2. Open the relevant journal batch. For more information, see [Working with General Journals](#).
3. Fill in the fields as necessary.
4. In the **IC Partner G/L Acc. No.** field, enter the intercompany general ledger account that the amount will

be posted to in your partner's company.

NOTE

This field must be filled in on a line with a bank account or general ledger account in either the **Account No.** field or the **Bal. Account No.** field.

5. Choose the **Post** action.

The involved entries are posted in your company and a journal with the corresponding entries are created in your intercompany outbox that you can send to your partner company. For more information, see [How to: Manage the Intercompany Inbox and Outbox](#).

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

How to: Manage the Intercompany Inbox and Outbox

9/21/2018 • 4 minutes to read • [Edit Online](#)

All of the intercompany transactions that you receive electronically from your intercompany partners are listed in the intercompany Inbox.

Organizing the Inbox

You can use the filter fields at the top of the inbox window to determine which transactions are shown in the window. For example, if you only want to look at transactions a particular partner created, you can enter filters in the **Transaction Source** and **Intercompany Partner Code** filters.

Transaction Source

What you can do with a transaction depends whether it was:

- Created by your intercompany partner
- Rejected by your intercompany partner and returned to you

You can use the **Show Transaction Source** field to filter the **Intercompany Inbox Transactions** window so that it displays only one of these types of transactions. (You can also filter by intercompany partner, or by the contents of the **Line Action** field.)

Created by Intercompany Partner

When you receive a new transaction that was created by your partner, you can choose to either:

- Accept the transaction
- Reject the transaction (Return to partner)
- Cancel the transaction (Delete the transaction but do not return it to your partner)

Returned from Intercompany Partner

If the transaction was rejected by your intercompany partner, your only choice is to cancel the transaction in the inbox. Then you must create correction lines or reverse the journal or document in your company.

Re-creating Inbox Entries

If you accepted a transaction in your inbox but then deleted the document or journal instead of posting it, you can re-create the inbox entry and accept it again.

Getting an Overview of Intercompany Transactions for a Period

You can get an overview of all of the intercompany transactions that you have sent and received in a period. The **Intercompany Transactions** report lists all intercompany G/L entries, customer ledger entries, and vendor ledger entries.

NOTE

If the intercompany partners are in the same database, then transactions are transferred without the need for file or email. See the **Transfer Type** field in the **Intercompany Partner** window.

In that case, you can set the system up to bypass the inbox and outbox by selecting the **Auto. Accept Transactions** check box in the **Intercompany Partner** window and the **Auto. Send Transactions** check box in the **Intercompany Setup** window respectively. The ability to automatically accept transactions is currently limited to sales and purchase documents.

To import intercompany transactions from a file

If you have an intercompany partner that is not in the same database as your company, you can receive intercompany transactions from that partner in an .xml file. Then you must import the transactions into your inbox.

1. Choose the  icon, enter **Company Information**, and then choose the related link.
2. Save the file to the location that you specified in the **Intercompany Inbox Details** field in the **Company Information** window.
3. Choose the  icon, enter **Intercompany Inbox Transactions**, and then choose the related link.
4. In the **Intercompany Inbox Transactions** window, choose the **Import Transaction File** action.
5. In the window that appears, select the .xml file that contains the transactions, and then choose the **Open** button.

The transactions are imported into the inbox and you can now process them.

To process incoming intercompany transactions

When your intercompany partners send you intercompany transactions, the transactions end up in your intercompany inbox. You must evaluate each transaction in your inbox and act upon it.

1. Choose the  icon, enter **Intercompany Inbox Transactions**, and then choose the related link.
2. In the **Intercompany Inbox Transactions** window, select a line, and then choose an action, such as **Accept**, to process the line.
3. In the **Complete IC Inbox Action** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **OK** button.

For lines that you processed with the **Accept** action, document or journal lines will be created in your company. Open each document or journal, make any necessary changes, and then post them.

Lines that you processed with the **Return to Partner** action will be moved to the outbox from where you can then send them to your partner.

For lines that you processed with the **Returned by Partner** action, you must now post a correction to the original transaction that you posted in your company.

To process outgoing intercompany transactions

When you post an intercompany journal or document, or send an intercompany order confirmation, the transactions are sent to your intercompany outbox. In order for them to be sent on to your intercompany partners, you must open the outbox and process them.

1. Choose the  icon, enter **Intercompany Outbox Transactions**, and then choose the related link.

2. In the **Intercompany Outbox Transactions** window, select a line, and then choose an action, such as **Return to Inbox**, to process the line.

Lines that you processed with the **Send to Intercompany Partner** action will be sent to the relevant partner's inbox.

Lines that you processed with the **Return to Inbox** action will be moved to the inbox where you can then accept them to create documents or journal lines in your company.

For lines that you processed with the **Cancel** action, you must now post a correction to the original transaction that you posted in your company.

To recreate intercompany inbox transactions

Occasionally, you may want to re-create a transaction in the inbox or outbox. For example, if you accepted a transaction in your inbox but then deleted the document or journal instead of posting it, you can re-create the inbox entry and accept it again.

The following procedure describes to re-create inbox transactions, but the same steps also apply to the outbox.

1. Choose the  icon, enter **Handled IC Inbox Transactions**, and then choose the related link.
2. In the **Handled IC Inbox Transactions** window, select the line with the transaction that you want to re-create in the inbox, and then choose the **Re-create Inbox Transaction** action.

See Also

[Managing Intercompany Transactions](#)

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

Accounting for Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

Cost accounting is used to help you understand the costs of running a business. To get started with cost accounting, see the following topics.

TO	SEE
Understand the terminology that is used in cost accounting.	Terminology in Cost Accounting
Get an overall understanding of cost accounting.	About Cost Accounting
Learn the processes in setting up cost accounting.	Setting Up Cost Accounting
Learn the processes in transferring general ledger entries to cost entries.	Transferring and Posting Cost Entries
Learn the processes in defining and allocating costs.	Defining and Allocating Costs
Learn the processes in creating cost budgets.	Creating Cost Budgets

See Also

[Finance](#)

[Managing Inventory Costs](#)

[Working with Dynamics NAV](#)

Terminology in Cost Accounting

4/16/2018 • 5 minutes to read • [Edit Online](#)

This topic defines the key terms that are used in cost accounting.

Key Terms

The following table shows definitions of the key terms in cost accounting.

TERM	DEFINITION
Allocation key	The allocation key is the basis that is used to allocate costs. It is typically a quantity, such as square meters occupied, number of employees, or man-hours used. For example, two departments, with 20 and 10 employees respectively, share canteen costs. The costs are distributed between the departments by using an allocation key that represents the number of employees. Two thirds of the costs are allocated to the first department, and one third of the costs are allocated to the second department.
Allocation source	The allocation source establishes which costs are allocated. Allocations are defined in allocation source and allocation target tables. Each allocation consists of an allocation source and one or more allocation targets. For example, all costs for the heating cost type, which is an allocation source, can be allocated to the workshop, production, and sales cost centers, which are three allocation targets.
Allocation target	The allocation targets determine where the costs are allocated. Allocations are defined in allocation source and allocation target tables. Each allocation consists of an allocation source and one or more allocation targets. For example, all costs for the heating cost type, which is an allocation source, can be allocated to the workshop, production, and sales cost centers, which are three allocation targets.
Cost accounting	In cost accounting, actual costs of operations, processes, departments, or products are recorded. These costs are allocated to cost centers and cost objects by using different cost allocation methods. Managers use statistics and reports, such as cost distribution sheet and profit and loss analysis to make decisions and reduce costs. Cost accounting retrieves data from the general ledger, but works independently. Therefore transactions posted in cost accounting do not affect the data in the general ledger.
Cost type	The chart of cost types has the same function as the chart of accounts in the general ledger. They are often structured similarly. Therefore it is possible to transfer the general ledger chart of accounts to the chart of cost types and then modify it. The chart of cost types can also be created from scratch.

TERM	DEFINITION
Cost center	Cost centers are most often departments and profit centers that are largely responsible for company's costs and income. Cost centers can be synchronized with dimensions in the general ledger. It is also possible to add new cost centers and define their own sorting with subtotals.
Cost object	Cost objects are products, product groups or services of a company, the finished goods of a company, that in the end carry the costs. Cost objects can be synchronized with dimensions in the general ledger. It is also possible to add new cost objects and define their own sorting with subtotals.
Cost allocation	Cost allocation is a process of allocating costs to cost centers or cost objects. For example, the wage of the truck driver of the sales department is allocated to the sales department cost center. It is not necessary to allocate the wage cost to other cost centers. Another example is that the cost of an expensive computer system is allocated to the products of the company that use the system.
Dynamic allocation	Dynamic allocations are dependent on changeable allocation bases, for example, the number of department employees, or the sales revenue of the project within a certain period of time. There are nine predefined dynamic allocation bases that users can define by using five filters.
Direct cost	Direct costs are the costs that can be directly allocated to a cost object, for example, material purchase for a specific product.
Fixed cost	Fixed costs are the costs that are not dependent on the level of goods or services produced by the company. They tend to be time-related, such as salary or rent being paid per month. They are in contrast to variable costs, which are volume-related, and are paid per quantity produced.
Indirect cost	Indirect costs are not directly accountable to a cost object, such as a particular function or product. Indirect costs may be either fixed or variable. Indirect costs can be tax, administration, personnel, and security costs and are also known as overhead costs.
Level	Level is used to define allocation order. Level is defined as a number between 1 and 99. The allocation posting follows the order of the levels. For example, level ensures that first administration is allocated to workshop before workshop is allocated to vehicle and production.
Static allocation	Static allocations are based on a fixed set of values, for example, the square meters used, or an established allocation ratio, such as 5:2:4.
Operational cost	Operational costs are the recurring expenses which are related to the operation of a business, a device, and a component.

TERM	DEFINITION
Overhead cost	Overhead costs refer to ongoing expenses of operating a business. They are all costs on the income statement except for direct labor, direct materials, and direct expenses. Overhead costs include accounting fees, advertising, depreciation, insurance, interest, legal fees, rent, repairs, supplies, taxes, telephone bills, travel, and utilities costs.
Step variable cost	Step variable costs are costs that change dramatically at certain points because they involve large purchases that cannot be spread out over time. For example, one employee can produce 100 tables in a month. The employee's wage is constant over a production range of 1 to 100 tables. If the company wants to produce 110 tables, the company needs two employees. So the cost will double.
Share	The portion or part that is allocated among cost centers or cost objects.
Static weighting	Costs are allocated according to allocation keys, which can be modified by using a multiplier. For example, two departments, with 20 and 10 employees respectively, share canteen costs. The costs are distributed between the departments by using an allocation key that represents the number of employees that eat in the canteen. In the first department, only 5 employees eat in the canteen, so this department has a multiplier of 0.25. The basis for allocation is $20 \times 0.25 = 5$. The total number of employees that eat in the canteen is 15. One third of the costs are allocated to the first department and two thirds of the costs are allocated to the second department.
Variable cost	Variable costs are expenses that change in proportion to the activity of a business. Variable costs are the sum of marginal costs over all units produced. Fixed costs and variable costs make up the two components of total costs.
Variant	A variant is used as an optional user-defined label for allocations. The purpose of the label is to filter groups of allocation.

See Also

[About Cost Accounting](#)

[Accounting for Costs](#)

[Working with Dynamics NAV](#)

About Cost Accounting

4/16/2018 • 3 minutes to read • [Edit Online](#)

Cost accounting can help you understand the costs of running a business. Cost accounting information is designed to analyze:

- What types of costs that you incur when you run a business?
- Where do the costs occur?
- Who bears the costs?

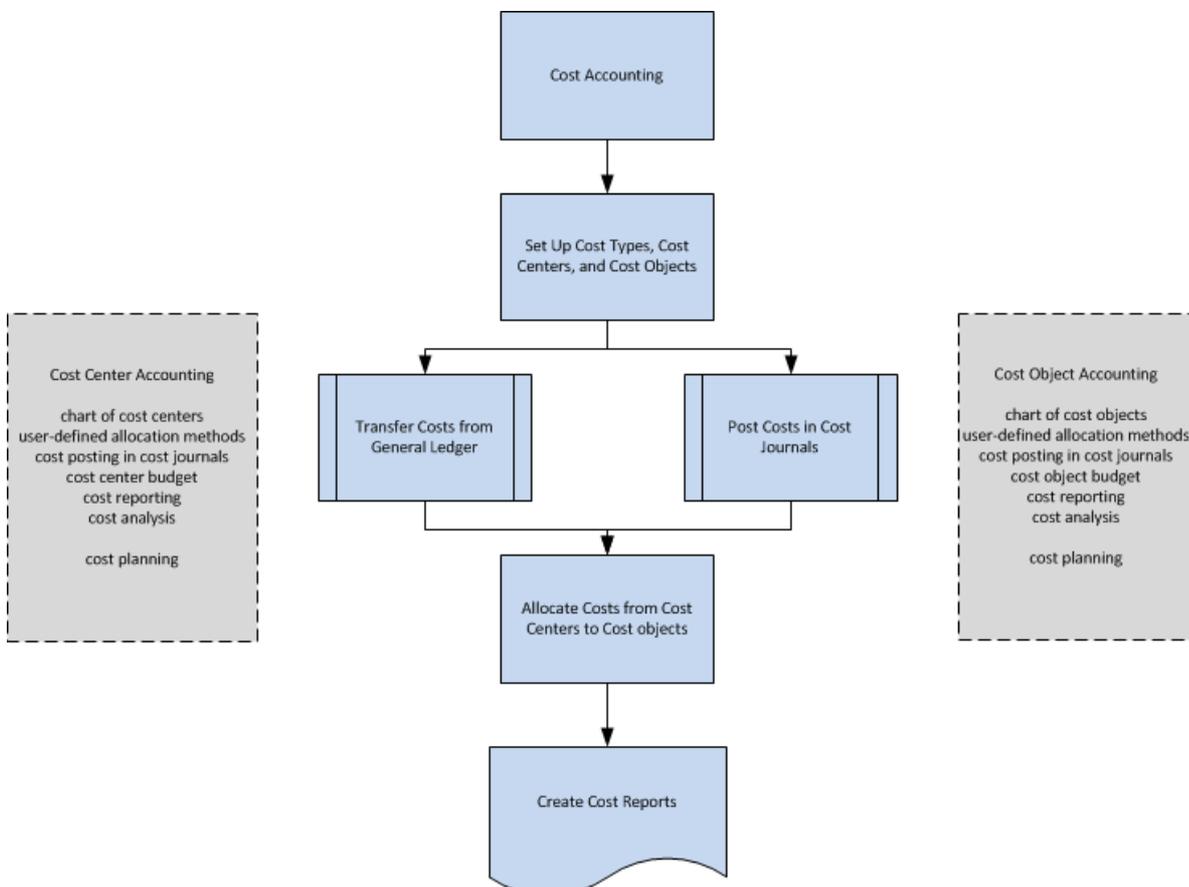
In cost accounting, you allocate actual and budgeted costs of operations, departments, products, and projects to analyze the profitability of your company.

Workflow in Cost Accounting

Cost accounting has the following main components:

- Cost types, cost centers, and cost objects
- Cost entries and cost journals
- Cost allocations
- Cost budgets
- Cost reporting

The following diagram shows the workflow in cost accounting.



Cost Types, Cost Centers, and Cost Objects

You define cost types, cost centers, and cost objects to analyze what the costs are, where the costs come from, and who should bear the costs.

You define a chart of cost types with a structure and functionality that resembles the general ledger chart of accounts. You can transfer the general ledger income statement accounts or create your own chart of cost types.

Cost centers are departments and profit centers that are responsible for costs and income. Often, there are more cost centers set up in cost accounting than in any dimension that is set up in the general ledger. In the general ledger, usually only the first level cost centers for direct costs and the initial costs are used. In cost accounting, additional cost centers are created for additional allocation levels.

Cost objects are products, product groups, or services of a company. These are the finished goods of a company that carry the costs.

You can link cost centers to departments and cost objects to projects in your company. However, you can link cost centers and cost objects to any dimensions in the general ledger and supplement them with subtotals and titles.

Cost Entries and Cost Journals

Operational costs can be transferred from the general ledger. You can automatically transfer the cost entries from the general ledger to cost entries with each posting. You can also use a batch job to transfer the general ledger entries to cost entries based on daily or monthly summary posting.

In cost journals, you can post cost and activities that do not come from the general ledger or are not generated by allocations. For example, you can post pure operational costs, internal charges, allocations, and corrective entries between cost types, cost centers, and cost objects individually or on a recurring basis.

Cost Allocations

Allocations move costs and revenues between cost types, cost centers, and cost objects. Overhead costs are first posted to cost centers and later charged to cost objects. For example, this might be done in a sales department that sells several products at the same time. Direct costs can be directly allocated to a cost object, such as a material purchased for a specific product.

The allocation base that is used and the accuracy of the allocation definition have an influence on the results of cost allocations. The allocation definition is used to allocate costs first from so-called pre-cost centers to main cost centers and then from cost centers to cost objects.

Each allocation consists of an allocation source and one or more allocation targets. You can allocate actual values or budgeted values by using the static allocation method that is based on a definite value, such as square footage, or an established allocation ratio of 5:2:4. You can also allocate actual values or budgeted values by using the dynamic allocation method with nine predefined allocation bases and 12 dynamic date ranges.

Cost Budgets

You can create as many cost budgets as you want. You can copy the cost budget to the general ledger budget and vice versa. You can transfer budgeted costs as actual costs.

Cost Reporting

Most reports and statistics are based on the posted cost entries. You can set the sorting of the results and use filters to define which data must be displayed. You can create reports for cost distribution analysis. In addition, you can use the standard account schedules to define how your reports for the chart of cost types are displayed.

See Also

Accounting for Costs

Finance

Terminology in Cost Accounting

Working with Dynamics NAV

Setting Up Cost Accounting

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you start working with cost accounting, you must perform setup tasks.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create the chart of cost types.	How to: Set Up Cost Types
Learn about the connection between the cost type and the general ledger account.	Defining the Relationship Between Cost Types and General Ledger Accounts
Create the chart of cost centers.	How to: Set Up Cost Centers
Create the chart of cost objects.	How to: Set Up Cost Objects

See Also

[Accounting for Costs](#)

[Transferring and Posting Cost Entries](#)

[Defining and Allocating Costs](#)

[Working with Dynamics NAV](#)

Transferring and Posting Cost Entries

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you define cost allocations, you must understand how cost entries come from the following sources:

- Automatic transfer of general ledger entries.
- Manual cost posting for pure cost entries, internal charges, and manual allocations.
- Automatic allocation postings for actual costs.
- Transfer of budget entries to actual.

TO	SEE
Understand criteria for transferring cost entries from general ledger.	Criteria for Transferring General Ledger Entries to Cost Entries
Transfer general ledger entries to cost entries with a batch job.	How to: Transfer General Ledger Entries to Cost Entries
See the results of the transfer.	Results of the Transfer

See Also

[About Cost Accounting](#)

[Setting Up Cost Accounting](#)

[Defining and Allocating Costs](#)

[Accounting for Costs](#)

Defining and Allocating Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

Cost allocations move costs and revenues between cost types, cost centers, and cost objects. You can define as many allocations as you need. Each allocation consists of:

- An allocation source.
- One or more allocation targets.

The allocation source establishes which costs must be allocated, and the allocation targets determine where the costs must be allocated. For example, an allocation source can be the costs for the Electricity and Heating cost type. You allocate all electricity and heating costs to three cost centers: Workshop, Production, and Sales. These cost centers are your allocation targets.

For each allocation source, you define an allocation level, a validity period, and a variant as grouping identifier. You can use a batch job to set filters to select allocation definitions and then run cost allocations automatically.

For each allocation target, you define an allocation base. The allocation base can be either static or dynamic.

- Static allocation bases are based on a definite value, such as square footage or an established allocation ratio, such as 5:2:4.
- Dynamic allocation bases depend on changeable values, such as the number of employees in a cost center or sales revenue of a cost object throughout a certain time period.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up allocation source and its targets.	How to: Set Up Allocation Source and Targets
Set up various filters for dynamic allocation bases.	Setting Filters for Dynamic Allocation Bases
See an example of how to define a static allocation.	Scenario Example: Defining Static Allocations Based on Allocation Ratio
See an example of how to define a dynamic allocation.	Scenario Example: Defining Dynamic Allocations Based on Items Sold

See Also

[Setting Up Cost Accounting](#)

[Transferring and Posting Cost Entries](#)

[Accounting for Costs](#)

[Terminology in Cost Accounting](#)

[About Cost Accounting](#)

Creating Cost Budgets

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Budgeting in cost accounting resembles budgeting in the general ledger. A cost budget is created based on cost types just as a budget for the general ledger is created based on general ledger accounts.

A cost budget is created for a certain period of time, for example, a fiscal year. You can create as many cost budgets as needed. You can create a new cost budget manually, or by importing a cost budget, or by copying an existing cost budget as the budget base. For more information, see [How to: Create Budgets](#).

You use the following windows to create and analyze cost budgets. Choose the  icon to find a window, and then read the tooltip for each.

TO	SEE
Transfer budgets from the general ledger.	Copy G-L Budget to Cost Acctg. batch job
Copy cost budgets.	Copy Cost Budget batch job
Allocate budgets.	Cost Allocation page
See cost budget registers and cost budget entries.	Cost Budget Registers page
Print cost budget comparisons using various reports.	Cost Acctg. Balance-Budget report Cost Acctg. Statement-Budget report Cost Budget by Cost Center report Cost Budget by Cost Object report

See Also

[Accounting for Costs](#)

[How to: Create Budgets](#)

[Terminology in Cost Accounting](#)

[Defining and Allocating Costs](#)

[Working with Dynamics NAV](#)

Managing Inventory Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

Cost management, also referred to as “costing”, is concerned with recording and reporting business operating costs. It includes the reporting of manufacturing costs and inventory costs, that is, the value of items.

Central principles to understand are that costing methods define how items are valued when they leave inventory, that cost adjustment updates the cost of goods sold with related purchase costs posted after the sale, and that inventory values must be posted to dedicated G/L accounts at regular intervals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Read various conceptual information to understand the principles and definitions that govern the inventory costing accounting functionality in Microsoft Dynamics NAV.	About Inventory Costing
Set up inventory periods, costing methods, and rounding methods.	Setting Up Inventory Valuation and Costing
Appreciate or depreciate the value of one or more items in inventory by posting their current, calculated value.	How to: Revalue Inventory
Adjust item costs, either automatically or manually, to forward cost changes from inbound entries to their related outbound entries.	How to: Adjust Item Costs
Use special costing functions for every-day item transactions in the item operations.	Handling Inventory and Manufacturing Costs
Periodically update the standard costs of components, in assembly or production BOMs, and roll the new costs up to the parent item.	How to: Update Standard Costs
Perform period-end control and reporting tasks, such calculate the value of inventory and post costs to the general ledger.	Reporting Costs and Reconciling with the General Ledger
Learn about all mechanisms in the costing system.	Design Details: Inventory Costing

See Also

[Finance](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

About Inventory Costing

4/16/2018 • 2 minutes to read • [Edit Online](#)

Managing inventory costs is concerned with recording and reporting business operating costs. It includes the reporting of manufacturing costs and inventory costs, that is, the value of items.

Central principles to understand are that costing methods define how items are valued when they leave inventory, that cost adjustment updates the cost of goods sold with related purchase costs posted after the sale, and that inventory values must be posted to dedicated G/L accounts at regular intervals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Distinguish the five different costing methods and their effect on cost flows.	Design Details: Costing Methods
Learn how item application entries dynamically link inventory decreases with increases to keep control of cost flows.	Design Details: Item Application
Learn how an item's unit cost is continuously updated with the cost of its latest transaction according to the item's costing method.	Design Details: Cost Adjustment
Learn how an item's average cost is dynamically calculated according to the selected average cost period.	Design Details: Average Cost
Distinguish expected cost (not yet invoiced) from actual cost and learn how it is managed in the general ledger.	Design Details: Expected Cost Posting
Understand the cost adjustment mechanism, which ensures that costs are brought forward even if inventory transactions happen in a random manner.	Design Details: Cost Adjustment
Read why standard costs are often used by manufacturing companies as a valuation base for components and end items.	About Calculating Standard Cost
Understand how the value of inventory is reflected in the general ledger.	Reporting Costs and Reconciling with the General Ledger
Learn how item charges, such as freight and insurance, can assign additional cost components to an item's unit cost.	How to: Use Item Charges to Account for Additional Trade Costs
Read how inventory periods help a company to control inventory value over time by defining shorter periods that can be closed for posting as the fiscal year progresses.	How to: Work with Inventory Periods
Understand all mechanisms in the costing engine, including what happens when you post assembly and production transactions.	Design Details: Inventory Costing

See Also

Setting Up Inventory Valuation and Costing

4/16/2018 • 2 minutes to read • [Edit Online](#)

To make sure that inventory costs are recorded correctly, you must set up various fields and windows before you begin to make item transactions.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set a costing method for each item to govern how its incoming cost is used to assess inventory value and the cost of goods sold.	How to: Register New Items
Ensure that the cost is automatically posted to the general ledger whenever an inventory transaction is posted.	Automatic Cost Posting field in the Inventory Setup page
Ensure that expected costs are posted to the general ledger to see from the interim G/L accounts an estimate of the amounts due and the cost of the traded items before they are actually invoiced.	Expected Cost Posting to G/L field in the Inventory Setup page
Set the system up to adjust for any cost changes automatically every time you post inventory transactions.	How to: Adjust Item Costs
Define if the average cost is to be calculated per item only or per item for each stockkeeping unit and for each variant of the item.	Average Cost Calc. Type field in the Inventory Setup page
Select the period of time you would like the program to use for calculating the weighted average cost of items that use the average costing method.	Average Cost Period field in the Inventory Setup page
Define inventory periods to control inventory value over time by disallowing transaction posting in closed inventory periods.	How to: Work with Inventory Periods
Ensure that sales returns are applied to the original outbound transaction to preserve inventory value.	Exact Cost Reversing Mandatory field in the Sales & Receivables page
Ensure that purchase returns are applied to the original inbound transaction to preserve inventory value.	Exact Cost Reversing Mandatory field in the Purchases & Payables page
Set up the rounding rules to apply when adjusting or suggesting item prices and when adjusting or suggesting standard costs.	Rounding Method page

See Also

[Managing Inventory Costs](#)

[Working with Dynamics NAV](#)

[Finance](#)

How to: Revalue Inventory

4/16/2018 • 2 minutes to read • [Edit Online](#)

If you want to appreciate or depreciate an item or a specific item ledger entry, you must use the revaluation journal.

To revalue inventory

1. Choose the  icon, enter **Revaluation Journal**, and then choose the related link.
2. Choose the **Calculate Inventory Value** action.
3. In the **Calculate Inventory Value** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **OK** button.
5. On each line in the **Revaluation Journal** window, in the **Unit Cost (Revalued)** field, enter the new unit cost. Alternatively, enter the new total amount in the **Inventory Value (Revalued)** field.

The relevant fields are automatically updated. Note that the **Amount** field shows the actual change in inventory value for the selected item ledger entry. It calculates the difference between the **Inventory Value (Calculated)** field and the **Inventory Value (Revalued)** field.

6. When you have completed all lines in the revaluation journal, choose the **Post** action.

New value entries are now created to reflect the revaluations that you have posted. You can see the new values on the respective item cards.

See Also

[Design Details: Revaluation](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Adjust Item Costs

4/16/2018 • 5 minutes to read • [Edit Online](#)

The cost of an item (inventory value) that you purchase and later sell may change during its lifetime, for example because a freight cost is added to its purchase cost after you have sold the item. Cost adjustment is especially relevant in situations where you sell goods before you invoice the purchase of those goods. To always know the correct inventory value, item costs must therefore regularly be adjusted. This ensures that sales and profit statistics are up to date and that financial KPIs are correct. For more information, see [Design Details: Cost Adjustment](#).

As a rule, the value in the **Unit Cost** field on the item card is based on the standard cost for items with costing method standard. For items with all other costing methods, it is based on the calculation of the inventory available (invoiced costs and expected costs) divided by the quantity on hand. For more information, see the "Understanding Unit Cost Calculation" section.

In Dynamics NAV, item costs are automatically adjusted every time that an inventory transaction occurs, such as when posting a purchase invoice for an item.

You can also use a function to manually adjust the costs of one or more items. This is useful, for example, when you know that item costs have changed for other reasons than item transactions.

Item costs are adjusted by the FIFO or the Average costing method, depending on your selection in the **Set Up My Company** assisted setup or in the **Costing Method** field on the item card. For more information, see [How to: Register New Items](#).

If you use the FIFO costing method, then an item's unit cost is the actual value of any receipt of the item. Inventory is valued with the assumption that the first items placed in inventory are sold first.

If you use the Average costing method, then an item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. For items that use this costing method, you can choose the **Unit Cost** field on the item card to view the history of transactions that the average cost is calculated from

The cost adjustment function processes only value entries that have not yet been adjusted. If the function encounters a situation where changed inbound costs need to be forwarded to associated outbound entries, then new adjustment value entries are created, which are based on the information in the original value entries but contain the adjustment amount. The cost adjustment function uses the posting date of the original value entry in the adjustment entry, unless that date is in a closed inventory period. In that case, the program uses the starting date of the next open inventory period. If inventory periods are not used, then the date in the **Allow Posting From** field in the **General Ledger Setup** window will define when the adjustment entry is posted.

To adjust item costs manually

1. Choose the  icon, enter **Adjust Cost - Item Entries**, and then choose the related link.
2. In the **Adjust Cost - Item Entries** window, specify which items to adjust costs for.
3. Choose the **OK** button.

To make general changes in the direct unit cost

If you need to change the direct unit cost for several items, you can use the **Adjust Item Costs/Prices** batch job.

The batch job changes the contents in the **Unit Price** field on the item card. The batch job changes the content of

the field in the same way for all items or selected items. The batch job multiplies the value in the field by an adjustment factor that you specify.

1. Choose the  icon, enter **Adjust Item Costs/Prices**, and then choose the related link.
2. In the **Adjust Field** field, specify which item or SKU card field you want to adjust.
3. In the **Adjustment Factor** field, specify the factor by which the value will be adjusted. For example, enter **1.5** to increase the value by 50%.
4. On the **Item** FastTab, set filters to specify, for example, which items to process with the batch job.
5. Choose the **OK** button.

Understanding Unit Cost Calculation

As a rule, the value in the **Unit Cost** field on the item card is based on the standard cost for items with costing method standard. For items with all other costing methods, it is based on the calculation of the inventory available (invoiced costs and expected costs) divided by the quantity on hand.

How the contents of the **Costing Method** field influence the unit cost calculation for purchases and sales is described in more detail in the following sections.

Unit Cost Calculation for Purchases

When you purchase items, the value in the **Last Direct Cost** field on the item card is copied to the **Direct Unit Cost** field on a purchase line or to the Unit Amount line on an item journal line.

What you select in the **Costing Method** field influences how Dynamics NAV calculates the contents of the **Unit Cost** field on the lines.

Costing Method FIFO, LIFO, Specific, or Average

Dynamics NAV calculates the contents of the **Unit Cost (LCY)** field on the purchase line or the contents of the **Unit Cost** field on the item journal line according to the following formula:

$$\text{Unit Cost (LCY)} = (\text{Direct Unit Cost} - (\text{Discount Amount} / \text{Quantity})) \times (1 + \text{Indirect Cost \%} / 100) + \text{Overhead Rate}$$

Costing Method Standard

The **Unit Cost (LCY)** field on the purchase line or the **Unit Cost** field is filled on the item journal line by copying the value in the **Unit Cost** field on the item card. By using costing method set as Standard, this is always based on the standard cost.

When you post the purchase, the unit cost from the purchase line or item journal line is copied to the purchase item invoice entry, and it can be seen on the entry list for the item.

All Costing Methods

The unit cost from the source document line is used to calculate the contents of the **Cost Amount (Actual)** field, or if applicable, the **Cost Amount (Expected)** field that relates to this item entry, regardless of the costing method of the item.

Unit Cost Calculation for Sales

When you sell items, the unit cost is copied from the Unit Cost field on the item card to the sales line or the item journal line.

When you post, the unit cost is copied to the sales invoice item entry, and it can be seen on the entry list for the item. Dynamics NAV uses the unit cost from the source document line to calculate the contents of the **Cost Amount (Actual)** field, or if applicable, the **Cost Amount (Expected)** field in the value entry related to this item

entry.

See Also

[Managing Inventory Costs](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Handling Inventory and Manufacturing Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

Although much of the cost accounting functionality is expressed in underlying processes with no user interaction, such as entry application and automatic cost adjustment, a number of fields, windows, and reports are aimed at users who directly or indirectly manage the cost of items or operations.

Assigning item charges to purchase documents is an example of an indirect cost accounting task. Updating the unit cost of assembly or production BOM item is an example of a more direct cost accounting task.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Periodically or automatically update the unit cost of one or multiple items to forward any cost changes from inbound entries, such as those for purchases or production output, to the related outbound entries, such as consumption or transfers.	How to: Adjust Item Costs
Get insight into average cost dynamics to make pricing decisions or to track cost fluctuations caused by data entry errors.	How to: Register New Items
Create a manufacturing item's standard cost by entering the three cost elements: material cost, capacity cost, and subcontractor cost.	About Calculating Standard Cost
Calculate the unit cost of a BOM item based on the unit costs of its underlying components.	How to: Work with Bills of Material
Complete the costing life cycle of a produced item by adjusting the costs and reconciling the value entries with the general ledger.	About Finished Production Order Costs
Change the value of an item in inventory or the value of one item ledger entry, such as a purchase transaction.	How to: Revalue Inventory
Manually undo an item application or reapply item ledger entries created by the program.	How to: Remove and Reapply Item Ledger Entries
Use the Applies-from Entry field in the item journal to manually create a fixed application between an inbound transaction and the original outbound transaction.	How to: Close Open Item Ledger Entries Resulting from Fixed Application in the Item Journal

See Also

[Manage Inventory Costs Design Details: Inventory Costing](#)

How to: Update Standard Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must periodically update the standard costs of components and roll the new costs up to the parent item. The process typically consists of the following four steps:

1. Update costs at the component and capacity levels. For more information, see the **Suggest Item Standard Cost** batch job.
2. Consolidate and roll up the component and capacity costs to calculate the total manufacturing or assembly cost of the items.
3. Implement the standard costs that are entered when you run the previous batch jobs. The standard costs do not take effect until they are implemented. For more information, see [Implement Standard Cost Changes](#).
4. Implement the changes to update the **Unit Cost** field on the item card and perform inventory revaluation. For more information, see [How to: Revalue Inventory](#).

For more information, see [About Calculating Standard Cost](#).

To update standard costs

1. Run the **Adjust Cost-Item Entries** batch job.
2. Run the **Post Inventory Cost to G/L** batch job.
3. Open the **Standard Cost Worksheet** and use one or more of the following functions:
 - a. Run the **Suggest Item Standard Cost** batch job.
 - b. Review the results and make changes as necessary.
 - c. Run the **Suggest Capacity Standard Cost** batch job.
 - d. Review the results and make changes as necessary.
 - e. Run the **Roll Up Standard Cost** batch job.
 - f. Review the results and make changes as necessary.
 - g. Run the **Implement Standard Cost Changes** batch job.
4. Review and post the **Revaluation Journal** window, which has been populated with entries from the previous steps in this process.

See Also

[About Calculating Standard Cost](#)

[Managing Inventory Costs](#)

[Design Details: Costing Methods \[Finance](#)

[Working with Dynamics NAV](#)

Reporting Costs and Reconciling with the General Ledger

4/16/2018 • 2 minutes to read • [Edit Online](#)

At the end of accounting periods, monthly, yearly or other, a sequence of cost control and auditing tasks must be performed to report a correct and balanced inventory value to the finance department. Apart from the posting routine that transfers the individual item value entries to dedicated general ledger accounts, several reports, tracing functions, and a special reconciliation tool are available to the auditor or controller responsible for this business-critical work.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
View the inventory value of selected items, including information about the quantities and values of increases and decreases in inventory over a selected period.	Inventory Valuation report
View the inventory value of selected production orders in your WIP (work in process) inventory, such as the quantities and values of consumption, capacity usage, and output in ongoing production orders.	Inventory Valuation - WIP report
View the inventory value of selected items, including their actual and expected cost on the date specified.	Inv. Valuation - Cost Spec. report
Use a report to analyze the reasons for cost variances or to gain insight into the cost shares of sold items (COGS).	Cost Shares Breakdown report
Periodically post the value entries of item transactions from the inventory ledger to the related G/L accounts to reconcile the two ledgers.	How to: Reconcile Inventory Costs with the General Ledger
Use one window to audit the reconciliation between the inventory ledger and the general ledger.	How to: Reconcile Inventory Costs with the General Ledger
Determine the WIP amount that needs to be posted to balance sheet accounts for period-end reporting.	How to: Monitor Job Progress and Performance

See Also

[Setting Up Inventory Valuation and Costing](#)

[Managing Inventory Costs](#)

[Finance](#)

[Inventory](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Design Details: Inventory Costing

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight to the concepts and principles that are used within the Inventory Costing features in Dynamics NAV.

Inventory costing, also referred to as cost management, is concerned with recording and reporting business operating costs.

In This Section

[Design Details: Costing Methods](#)

[Design Details: Item Application](#)

[Design Details: Cost Adjustment](#)

[Design Details: Expected Cost Posting](#)

[Design Details: Average Cost](#)

[Design Details: Variance](#)

[Design Details: Rounding](#)

[Design Details: Cost Components](#)

[Design Details: Inventory Periods](#)

[Design Details: Inventory Posting](#)

[Design Details: Production Order Posting](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Accounts in the General Ledger](#)

[Design Details: Revaluation](#)

Understanding the General Ledger and the COA

4/16/2018 • 2 minutes to read • [Edit Online](#)

The general ledger stores your financial data, and the chart of accounts shows the accounts that all general ledger entries are posted to. Dynamics NAV includes a standard chart of accounts that is ready to support your business.

General Ledger Setup and General Posting Setup

The setup of the general ledger is at the core of financial processes because it defines how you post data.

In the **General Ledger Setup** window, you specify how to handle certain accounting issues in your company, such as:

- Invoice rounding details
- Address formats
- Financial reporting

Similarly, in the **General Posting Setup** window, you specify how you want to set up combinations of general business and general product posting groups. Posting groups map entities like customers, vendors, items, resources, and sales and purchase documents to general ledger accounts. You fill in a line for each combination of business posting group and product posting group. For more information, see [Posting Group Setups](#)

The Chart of Accounts

The chart of accounts shows all general ledger accounts. From the chart of accounts, you can do things like:

- View reports that show general ledger entries and balances.
- Close your income statement.
- Open the G/L account card to add or change settings.
- See a list of posting groups that post to that account.
- View separate debit and credit balances for a single account

You can add, change, or delete general ledger accounts. However, to prevent discrepancies, you can't delete a general ledger account if its data is used in the chart of accounts.

Account Categories

You can personalize the structure of your financial statements by mapping general ledger accounts to account categories.

The **G/L Account Categories** window shows your categories and subcategories, and the G/L accounts that are assigned to them. You can create new subcategories and assign those categories to existing accounts.

You create a category group by indenting other subcategories under a line in the **G/L Account Categories** window. This makes it easy for you to get an overview, because each grouping shows a total balance. For example, you can create subcategories for different types of assets, and then create category groups for fixed assets versus current assets.

You can specify whether the accounts in each subcategory must be included in specific types of reports. The account categories help define the layout of your financial statements.

For example, the default balance statement has a subcategory for Cash under Current Assets. If you want the balance statement consider petty cash and checking, you can:

1. Add two new subcategories. One for petty cash, and one for your checking account.
2. Specify the additional report definition **Cash Accounts** for these subcategories.
3. Indent them under the **Cash** subcategory.

The next time you generate account schedules your balance statement will show a total balance for cash and two lines with balances for petty cash and the checking account.

See Also

[Finance](#)

[Setting Up or Changing the Chart of Accounts](#)

[Business Intelligence](#)

Working with Dimensions

4/16/2018 • 5 minutes to read • [Edit Online](#)

To make it simpler to perform analysis on documents such as sales orders, you can use dimensions. Dimensions are attributes and values that categorize entries so you can track and analyze them. For example, dimensions can indicate the project or department an entry came from.

For example, instead of setting up separate general ledger accounts for each department and project, you can use dimensions. This gives a rich opportunity for analysis, without creating a complicated chart of accounts. For more information, see [Business Intelligence](#).

Another example is to set up a dimension called *Department*, and use this dimension when you post sales documents. This will let you use business intelligence tools to see which department sold which items. The more dimensions you use, the more detailed reports you can base your business decisions on. For example, a single sales entry can include multiple dimension information, such as:

- The account the item sale was posted to
- Where the item was sold
- Who sold it
- The kind of customer who bought it

Analyzing by Dimensions

The Dimensions functionality plays an important role in business intelligence, such as when defining analysis views. For more information, see [How to: Analyze Data by Dimensions](#).

TIP

As a quick way to analyze transactional data by dimensions, you can filter totals in the chart of accounts and entries in all **Entries** windows by dimensions. Look for the **Set Dimension Filter** action.

Dimension Sets

A dimension set is a unique combination of dimension values. It is stored as dimension set entries in the database. Each dimension set entry represents a single dimension value. The dimension set is identified by a common dimension set ID that is assigned to each dimension set entry that belongs to the dimension set.

When you create a journal line, document header, or document line, you can specify a combination of dimension values. Instead of explicitly storing each dimension value in the database, a dimension set ID is assigned to the journal line, document header, or document line to specify the dimension set.

Setting Up Dimensions

You can define the dimensions and dimension values to categorize journals and documents, such as sales orders and purchase orders. You set up dimensions in the **Dimensions** window, where you create one line for each dimension, such as *Project*, *Department*, *Area*, and *Salesperson*.

You also set up values for dimensions. For example, values might be departments in your company. Dimension values can be set up in a hierarchical structure similar to the chart of accounts, so that data can be broken down into various levels of granularity, and subsets of dimension values can be totaled. You can define as many

dimensions and dimension values as you need, and everyone in your company can use them.

You can also set up some global and shortcut dimensions:

- **Global dimensions** are used as filters, for example, on reports and batch jobs. You can use only two global dimensions, so choose dimensions you will use often.
- **Shortcut dimensions** are available as fields on journal and document lines. You can create up to six of these.

Setting Up Default Dimensions for Customers, Vendors, and Other accounts

You can assign a default dimension for a specific account. The dimension will be copied to the journal or document when you enter the account number on a line, but you can delete or change the code on the line if appropriate. You can also make a dimension required for posting an entry with a specific type of account.

Translating the Names of Dimensions

When you create a dimension, and especially a shortcut dimension, what you're actually creating is a custom field or column heading. If your business is international, you can provide translations for the name of the dimension. Documents that include the dimension will use the translated name, where applicable.

Example of Dimension Setup

Let's say that your company wants to track transactions based on organizational structure and geographic locations. To do that, you can set up two dimensions in the **Dimensions** window:

- **AREA**
- **DEPARTMENT**

CODE	NAME	CODE CAPTION	FILTER CAPTION
AREA	Area	Area Code	Area Filter
DEPARTMENT	Department	Department Code	Department Filter

For **AREA**, you add the following dimension values:

CODE	NAME	DIMENSION VALUE TYPE
10	Americas	Begin-Total
20	North America	Standard
30	Pacific	Standard
40	South America	Standard
50	Americas, Total	End-Total
60	Europe	Begin-Total
70	EU	Standard
80	Non-EU	Standard
90	Europe, Total	End-Total

For the two main geographic areas, Americas and Europe, you add subcategories for regions by indenting the dimension values. This will let you report on sales or expenses in regions, and get totals for the larger geographic

areas. You could also choose to use countries or regions as your dimension values, or counties or cities, depending on your business.

NOTE

To set up a hierarchy, the codes must be in alphabetical order. This includes the codes of the dimension values that are provided in Dynamics NAV.

For **DEPARTMENT**, you add the following dimension values:

CODE	NAME	DIMENSION VALUE TYPE
ADMIN	Administration	Standard
PROD	Production	Standard
SALES	Sales	Standard

With this set up, you then add your two dimensions as the two global dimensions in the **General Ledger Setup** window. This means that you can use AREA and DEPARTMENT as filters for general ledger entries, as well as on all reports and account schedules. Both global dimensions are also automatically available for use on entry lines and document headers as shortcut dimensions.

Using Dimensions

In a document such as a sales order, you can add dimension information for both an individual document line and the document itself. For example, in the **Sales Order** window, you can enter dimension values for the first two shortcut dimensions on the individual sales lines, and you can add more dimension information if you choose the **Dimensions** button.

If you work in a journal instead, you can add dimension information to an entry in the same way, if you have set up shortcut dimensions as fields directly on journal lines.

You can set up default dimensions for accounts or account types, so that dimensions and dimension values are filled in automatically.

See Also

[Business Intelligence](#)

[Finance](#)

[How to: Analyze Data by Dimensions](#)

[Working with Dynamics NAV](#)

How to: Create Budgets

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can have multiple budgets for identical time periods by creating budgets with separate names. First, you set up the budget name and enter the budget figures. The budget name is then included on all the budget entries you create.

When you create a budget, you can define four dimensions for each budget. These budget-specific dimensions are called budget dimensions. You select the budget dimensions for each budget from among the dimensions you have already set up. Budget dimensions can be used to set filters on a budget and to add dimension information to budget entries. For more information, see [Working with Dimensions](#).

Budgets play an important role in business intelligence, such as in financial statement based on account schedules that include budget entries or when analyzing budgeted versus actual amounts in the chart of accounts. For more information, see [Business Intelligence](#).

Budgets play an important role in business intelligence, such as in financial statement based on account schedules that include budget entries or when analyzing budgeted versus actual amounts in the chart of accounts. For more information, see [Business Intelligence](#).

In cost accounting, you work with cost budgets in a similar way. For more information, see [Creating Cost Budgets](#).

To create a new budget

1. Choose the  icon, enter **G/L Budgets**, and then choose the related link.
2. Choose the **Edit List** action, and then fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **Edit Budget** action.
4. At the top of the **Budget** window, fill in the fields as necessary to define what is displayed.

Only entries that contain the budget name that you entered in the **budget Name** field are shown. Because the budget name has just been created, there are no entries that match the filter. Therefore, the window is empty.

5. To enter an amount, choose the relevant cell in the matrix. The **G/L Budget Entries** window opens.
6. Create a new line and fill in the **Amount** field. Close the **G/L Budget Entries** window.
7. Repeat steps 5 and 6 until you have entered all of the budget amounts.

NOTE

On the **Filters** FastTab, you can filter the budget information by budget dimensions you have set up under the budget name.

See Also

[Finance](#)

[Business Intelligence](#)

[Setting Up Finance](#)

How to: Post Transactions Directly to the General Ledger

4/16/2018 • 2 minutes to read • [Edit Online](#)

Most financial transactions are posted to the general ledger through dedicated business documents, such as purchase invoices and sales orders. For business activities that are not represented by a document in Dynamics NAV, such as smaller expenses or cash receipts, you can create the related transactions by posting journal lines in the **General Journal** window.

A typical use of the general journal is to post employees' expenditure of own money during business activities, for later reimbursement. For more information, see [How to: Record and Reimburse Employees' Expenses](#).

General journals post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts. Posting with a general journal always creates entries on general ledger accounts. This is true even when, for example, you post a journal line to a customer account, because an entry is posted to a general ledger receivables account through a posting group. You can personalize your version of a general journal by setting up a journal batch or template. For more information, see [Working with General Journals](#).

Unlike for entries that are posted with documents, which require a credit memo process, you can correctly reverse entries that are posted with the general journal. For more information, see [How to: Reverse Postings](#).

To post a transaction directly to a general ledger account

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Open the relevant general journal batch. For more information, see [Working with General Journals](#).
3. On a new journal line, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Repeat step 3 for all the separate transactions that you want to post.

TIP

If you want to enter multiple transaction lines above one balance-account line, for example, for one bank account, then select the **Suggest Balancing Amount** check box on the line for your batch in the **General Journal Batches** window. Then the **Amount** field on the balance-account line is automatically prefilled with the value that is required to balance the transactions.

5. Choose the **Post** action to record the transactions on the specified G/L accounts.

See Also

[Working with General Journals](#)

[How to: Record and Reimburse Employees' Expenses](#)

[How to: Reverse Postings](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Reverse Postings

4/16/2018 • 2 minutes to read • [Edit Online](#)

To undo an erroneous journal posting, you select the entry and create a reverse entry (entries identical to the original entry but with opposite sign in the amount field) with the same document number and posting date as the original entry. After reversing an entry, you must make the correct entry.

You can only reverse entries that are posted from a general journal line. An entry can only be reversed once.

For more information about posting from a general journal, see [How to: Post Transactions Directly to the General Ledger](#).

If you have made an incorrect negative quantity posting, such as a purchase order with the wrong number of items and posted it as received but not invoiced, then you can undo the posting.

If you have made an incorrect positive quantity posting, such as a purchase return order with the wrong number of items and posted it as shipped but not invoiced, then you can undo the posting.

To reverse the journal posting of a general ledger entry

You can reverse entries from all **Ledger Entries** windows. The following procedure is based on the **General Ledger Entries** window.

1. Choose the  icon, enter **General Ledger Entries**, and then choose the related link.
2. Select the entry that you want to reverse, and then choose the **Reverse Transaction** action. Note that it must originate from a journal posting.
3. In the **Reverse Transaction Entries** window, select the relevant entry, and then choose the **Reverse** action.
4. Choose the **Yes** button on the confirmation message.

To undo a quantity posting on a posted purchase receipt

1. Choose the  icon, enter **Posted Purchase Receipts**, and then choose the related link.
2. Open the posted receipt that you want to undo.
3. Select the line or lines that you want to undo.
4. Choose **Undo Receipt** action.

A corrective line is inserted under the selected receipt line.

If the quantity was received in a warehouse receipt, then a corrective line is inserted in the posted warehouse receipt.

The **Quantity Received** and **Qty. Rcd. Not Invoiced** fields on the related purchase order are set to zero.

To undo and then redo a quantity posting on a posted return shipment

1. Choose the  icon, enter **Posted Return Shipments**, and then choose the related link.
2. Open the posted return shipment that you want to undo.

3. Select the line or lines you want to undo.

4. Choose the **Undo Return Shipment** action.

A corrective line is inserted in the posted document, and the **Return Qty. Shipped** and **Return Shpd. Not Invd.** fields on the return order are set to zero.

Now go back to the purchase return order to redo the posting.

5. In the **Posted Return Shipment** window, take a note of the number in the **Return Order No.** field.

6. Choose the  icon, enter **Purchase Return Orders**, and then choose the related link.

7. Open the return order in question, and then choose the **Reopen** action.

8. Correct the entry in the **Quantity** field and post the purchase return order again.

See Also

[How to: Post Transactions Directly to the General Ledger](#)

[Working with General Journals](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Allocate Costs and Income

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can allocate an entry in a general journal to several different accounts when you post the journal. The allocation can be made by three different methods:

- Quantity
- Percentage (%)
- Amount

The allocation features can be used with recurring general journals and in fixed assets journals.

The following procedures describe how to prepare to allocate costs in a recurring general journal by defining allocation keys. When allocation keys are defined, you complete and post the journal like any other recurring general journal. For more information, see [Working with General Journals](#).

To set up allocation keys

You can allocate an entry in a recurring general journal to several different accounts when you post the journal. The allocation can be made by quantity, percentage, or amount.

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. Choose the **Batch Name** field to open the **General Journal Batches** window.
3. You can either modify allocations on an existing batch in the list or create a new batch with allocations.
 - To create a new batch, choose the **New** action, and go to the next step.
 - To change the allocations of an existing journal, select the journal and go to step 7.
4. In the **Name** field, enter a name for the batch, such as CLEANING. In the **Description** field, enter a description, such as Cleaning Expenses Journal.
5. When you are done, close the window. A new, empty recurring journal opens.
6. Fill in the fields on the line.
7. Choose the **Allocations** action.
8. Add a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** window. The **Allocated Amt. (USD)** field is filled in and matches the **Amount** field.
11. Post the journal.

To change an allocation key that has already been set up

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. In the **Recurring General Journal** window, select the journal with the allocation.
3. Choose the line with the allocation, and then choose **Allocations** action.
4. Change the relevant fields, and then choose the **OK** button.

See Also

[Closing Years and Periods](#)

[Working with General Journals](#)

[Posting Documents and Journals](#)

[Working with Dynamics NAV](#)

How to: Use Item Charges to Account for Additional Trade Costs

4/16/2018 • 4 minutes to read • [Edit Online](#)

To ensure correct valuation, your inventory items must carry any added costs, such as freight, physical handling, insurance, and transportation that you incur when purchasing or selling the items. For purchases, the landed cost of a purchased item consists of the vendor's purchase price and all additional direct item charges that can be assigned to individual receipts or return shipments. For sales, knowing the cost of shipping sold items can be as vital to your company as knowing the landed cost of purchased items.

In addition to recording the added cost in you inventory value, you can use the Item Charges feature for the following:

- Identify the landed cost of an item for making more accurate decisions on how to optimize the distribution network.
- Break down the unit cost or unit price of an item for analysis purposes.
- include purchase allowances into the unit cost and sales allowances into the unit price.

Before you can assign item charges, you must set up item charge numbers for the different types of item charges, including to which G/L accounts costs related to sales, purchases, and inventory adjustments are posted to. An item charge number contains a combination of general product posting group, tax group code, VAT product posting group, and item charge. When you enter the item charge number on a purchase or sales document, the relevant G/L account is retrieved based on the setup of the item charge number and the information on the document.

For both purchase and sales documents, you can assign an item charge in two ways:

- On the document where the items that the item charge relates to are listed. This you typically do for documents that are not yet fully posted.
- On a separate invoice by linking the item charge to a posted receipt or shipment where the items that the item charge relate to are listed.

NOTE

You can assign item charges to orders, invoices, and credit memos, for both sales and purchases. The following procedures describe how to work with item charges for a purchase invoice. The steps are similar for all other purchase and sales documents.

To set up item charge numbers

You use item charge numbers to distinguish between the different kinds of item charges that are used in your company.

1. Choose the  icon, enter **Item Charges**, and then choose the related link.
2. In the **Item Charges** window, choose the **New** action to create a new line.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign an item charge directly to the purchase invoice for the item

If you know the item charge at the time when you post a purchase invoice for the item, follow this procedure.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice. For more information, see [How to: Record Purchases](#).
3. Make sure the purchase invoice has one or more lines of type Item.
4. On a new line, in the **Type** field, select **Charge (Item)**.
5. In the **Quantity** field, enter the units of the item charge that you have been invoiced for.
6. In the **Direct Unit Cost** field, enter the amount of the item charge.
7. Fill in the remaining fields as necessary. Choose a field to read a short description of the field or link to more information.

In the following steps, you will perform the actual assignment. Until the item charge is fully assigned, the value in the **Qty. to Assign** field is in red font.

8. On the **Lines** tab, choose the **Item Charge Assignment** action.

The **Item Charge Assignment** window opens showing one line for each line of type Item on the purchase invoice. To assign the item charge to one or more invoice lines, you can use a function that assigns and distributes it for you or you can manually fill in the **Qty. to Assign** field. The following steps describe how to use the Suggest Item Charge Assignment function.

9. In the **Item Charge Assignment** window, choose the **Suggest Item Charge Assignment** action.
10. If there are more than one invoice lines of type Item, choose one of the four distribution options.

It the item charge is fully assigned, the value in the **Qty. to Assign** field on the purchase invoice is zero.

The item charge is now assigned to the purchase invoice. When you post the receipt of the purchase invoice, the items' inventory values are updated with the cost of the item charge.

To assign an item charge from a separate invoice to the purchase invoice for the item

If you received an invoice for the item charge after you posted the original purchase receipt, follow this procedure.

1. Repeat steps 1 through 8 in the "To assign an item charge directly to the purchase invoice for the item" section.
2. In the **Item Charge Assignment** window, choose the **Get Receipt Lines** action.
3. In the **Purch. Receipt Lines** window, select the posted purchase receipt for the item that you want to assign the item charge to, and then choose the **OK** button.
4. Choose the **Suggest Item Charge Assignment** action.

The item charge on the separate purchase invoice is now assigned to the item on the posted purchase receipt, thereby updating the item's inventory value with the cost of the item charge.

See Also

[Managing Payables](#)

[How to: Record Purchases](#)

[How to: Invoice Sales](#)

[Working with Dynamics NAV](#)

How to: Record and Reimburse Employees' Expenses

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV supports transactions for employee in a similar way as for vendors. Accordingly, employee posting groups exist to make sure that employee ledger entries are posted to the relevant accounts in the general ledger.

NOTE

Employee transactions can be posted in the local currency only. Reimbursement payments to employees do not support discounts and payment tolerances.

If employees spend their own money during business activities, you can post the expense to the employee's account. Then you can reimburse the employee by making a payment to the employee's bank account, similarly to how you pay vendors.

To record an employee's expense

You post employees' expenses in the **General Journal** window.

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. Open the relevant general journal batch. For more information, see [Working with General Journals](#).
3. On a new journal line, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Repeat step 3 for all the expenses that the employee has incurred.

TIP

If you want to enter multiple expense lines above one balance-account line for the employee's bank account, then select the **Suggest Balancing Amount** check box on the line for your batch in the **General Journal Batches** window. Then the **Amount** field on the balance-account line is automatically prefilled with the value that is required to balance the expenses.

5. Choose the **Post** action to record the expenses on the employee's account.

To reimburse an employee

You reimburse employees by posting payments to their bank account in the **Payment Journal** window.

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. Open the relevant payment journal batch. For more information, see [Working with General Journals](#).
3. Fill in the fields as necessary. For more information, see [Making Payments](#).
4. Alternatively, choose the **Suggest Employee Payment** action to automatically insert journal lines for pending employee reimbursements.
5. Choose the **Post** action to register the reimbursement.

To reconcile reimbursements with employee ledger entries

You apply employee payments to their related open employee ledger entries in the same way as you do for vendor payments, for example in the **Payment Reconciliation Journal** window, based on the related bank statement entries. For more information, see [Applying Payments Automatically and Reconciling Bank Accounts](#). Alternatively, you can apply manually in the **Employee Ledger Entries** window. For more information, see the related [How to: Reconcile Vendor Payments Manually](#).

See Also

[How to: Post Transactions Directly to the General Ledger](#)

[Working with General Journals](#)

[How to: Reverse Postings](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Defer Revenues and Expenses

4/16/2018 • 4 minutes to read • [Edit Online](#)

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

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

To set up a G/L account for deferral

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary to create a G/L account for deferred revenues. For more information, see [The General Ledger and the Chart of Accounts](#).
4. Repeat steps 2 and 3 to create a new G/L account for deferred expenses.

For both types of deferral, select **Balance Sheet** in the **Type** field, and name the accounts appropriately, such as "Unearned Income" for deferred revenues and "Unpaid Expenses" for deferred expenses.

To set up a deferral template

1. Choose the  icon, enter **Deferral Templates**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary.
4. In the **Calc. Method** field, specify how the **Amount** field for each period in the **Deferral Schedule** window is calculated. You can choose between the following options:
 - **Straight-Line:** The periodic deferral amounts are calculated according to the number of periods, distributed according to period length.
 - **Equal Per Period:** The periodic deferral amounts are calculated according to the number of periods, distributed evenly on periods.
 - **Days Per Period:** The periodic deferral amounts are calculated according to the number of days in the period.
 - **User-Defined:** The periodic deferral amounts are not calculated. You must manually fill the **Amount** field for each period in the Deferral Schedule window. For more information, see the "To change a deferral schedule from a sales invoice" section.
5. In the **Period Desc.** field, specify a description that will be shown on entries for the deferral posting. You can enter the following placeholder codes for typical values, which will be inserted automatically when the period description is displayed.
 - %1 = The day number of the period posting date
 - %2 = The week number of the period posting date
 - %3 = The month number of the period posting date
 - %4 = The month name of the period posting date

- %5 = The accounting period name of the period posting date
- %6 = The fiscal year of the period posting date

Example: The posting date is 02/06/2016. If you enter "Expenses deferred for %4 %6", then the description displayed will be "Expenses deferred for February 2016".

To assign a deferral template to an item

1. Choose the  icon, enter **Deferral Templates**, and then choose the related link.
2. Open the card for the item for which revenues or expenses must be deferred to the accounting periods when the item was sold or purchased.
3. In the **Default Deferral Template** field, select the relevant deferral template.

To change a deferral schedule from a sales invoice

NOTE

The steps in this procedure are the same as when you change a deferral schedule, for expenses, from a purchase invoice.

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Create a sales invoice for an item that has a deferral template assigned. For more information, see [How to: Invoice Sales](#).

Notice that as soon as you enter the item (or resource or G/L account) on the invoice line, the **Deferral Code** field is filled with the code of the assigned deferral template.

3. Choose the **Deferral Schedule** action.
4. In the **Deferral Schedule** window, change settings on the header or values on the lines, for example to defer the amount to an additional accounting period.
5. Choose the **Calculate Schedule** action.
6. Choose the **OK** button. The deferral schedule is updated for the sales invoice. The related deferral template is unchanged.

To preview how deferred revenues or expenses will be posted to the general ledger

NOTE

The steps in this procedure are the same as when you preview how expense deferrals are posted.

1. In the **Sales Invoice** window, choose the **Preview Posting** action.
2. In the **Posting Preview** window, choose the **G/L Entry** action, and then choose the **Show Related Entries** action.

G/L entries to be posted to the specified deferral account, for example, Unearned Income, are denoted by the description that you entered in the **Period Desc.** field in the deferral template, for example, "Expenses deferred for February 2016".

To review posted deferrals in the Sales Deferral Summary report

NOTE

The steps in this procedure are the same as when you review the Purchasing Deferral Summary report.

1. Choose the  icon, enter **Sales Deferral Summary**, and then choose the related link.
2. In the **Sales Deferral Summary** window, in the **Balance as of** field, enter the date up to which you want to see deferred revenues.
3. Choose the **Preview** button.

See Also

[Finance](#)

[Setting Up Finance](#)

[Working with General Journals](#)

[Working with Dynamics NAV](#)

How to: Import Payroll Transactions

8/13/2018 • 2 minutes to read • [Edit Online](#)

To account for salary payments and related transactions, you must import and post financial transactions made by your payroll provider to the general ledger. To do this, you first import a file that you receive from the payroll provider into the **General Journal** window. Then you map the external accounts in the payroll file to the relevant G/L accounts. Lastly, you post the payroll transactions according to the account mapping.

NOTE

To use this functionality, an extension for payroll import must be installed and enabled. The Ceridian Payroll and the Quickbooks Payroll File Import extensions are pre-installed in Dynamics NAV. For more information, see [Customizing Dynamics NAV Using Extensions](#).

To import a payroll file

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. In the relevant general journal batch, choose the **Import Payroll Transactions** action. An assisted setup guide opens.
3. Follow the steps in the **Import Payroll Transactions** window.

TIP

In the step about mapping the external payroll records to your G/L accounts, the mappings that you make will be remembered next time the same records are imported. This will save you time as you do not have to manually fill in the **Account No.** field in the general journal every time you have imported recurring payroll transactions.

When you choose the **OK** button in the assisted setup guide, the **General Journal** window is filled with lines representing the transactions that the payroll file contains and with the relevant accounts prefilled in the **G/L Account** fields according to mappings you made in the guide.

4. Edit or post the journal lines as for any other general ledger transactions. For more information, see [How to: Post Transactions Directly to the General Ledger](#).

See Also

[Finance](#)

[Customizing Dynamics NAV Using Extensions](#)

[Working with General Journals](#)

How To: Report VAT to a Tax Authority

8/13/2018 • 7 minutes to read • [Edit Online](#)

This topic describes the reports in Dynamics NAV that you can use to submit information about value-added tax (VAT) amounts for sales and purchases to tax authorities in your region.

You can use the following reports :

- The **EC Sales List** European Community (EC) Sales List report lists the value added tax (VAT) amounts that you have collected for sales to VAT-registered customers in the European Union (EU) countries.
- The **VAT Return** report includes VAT for sales and purchases to customers in all countries that use VAT.

If you want to view a complete history of VAT entries, every posting that involves VAT creates an entry on the **VAT Entries** page. These entries are used to calculate your VAT settlement amount, such as your payment and refund, for a specific period. To view VAT entries, choose the  icon, enter **VAT Entries**, and then choose the related link.

About the EC Sales List report

In the EU, all companies that sell goods and services to VAT-registered customers, including customers in other European Union (EU) countries, must submit an electronic version of the European Community (EC) Sales List report in XML format through their local tax authority's website, for example in UK, Her Majesty's Revenue and Customs (HMRC). The EC Sales List report works only for countries in the EU.

The report includes one line for each type of transaction with the customer, and displays the total amount for each type of transactions. There are three types of transactions that the report can include:

- B2B Goods
- B2B Services
- B2B Triangulated Goods

B2B goods and services specify whether you sold a good or a service, and are controlled by the **EU Service** setting in the VAT posting setup. B2B Triangulated Goods indicate whether you engaged in trade with a 3rd party, and are controlled by the **EU 3-Party Trade** setting on sales documents, such as sales orders, invoices, credit memos, and so on.

After the tax authority reviews your report, they will send an email to the contact person for your company. In Dynamics NAV, the contact person is specified on the **Company Information** page. Before you submit the report, make sure that a contact person is chosen.

About the VAT Return report

Use this report to submit VAT for sales and purchase documents, such as purchase and sales orders, invoices, and credit memos. The information in the report is in the same format as on the declaration form from the customs and tax authorities.

VAT is calculated based on the VAT posting setup and the VAT posting groups that you have set up.

For the VAT return, you can specify the entries to include:

- Submit open transactions only, or open and closed. For example, this is useful when you prepare your final annual VAT return.

- Submit only entries from the specified periods, or also include entries from previous periods. This is useful for updating a VAT return that you have already submitted, for example, if a vendor sends you a late invoice.

To connect to your tax authority's web service

Dynamics NAV provides service connections to tax authority websites. For example, if you are in the UK, you can enable the **GovTalk** service connection to submit the EC Sales List and VAT Return reports electronically. If you want to submit the report manually, for example by entering your data on the tax authority's website, this is not required.

To report VAT to a tax authority electronically, you need to connect Dynamics NAV to the tax authority's web service. This requires that you set up an account with your tax authority. When you have an account, you can enable a service connection that we provide in Dynamics NAV.

1. Choose the  icon, enter **Service Connections**, and then choose appropriate link.
2. Fill in the required fields. Choose a field to read a short description of the field or link to more information.

NOTE

It's a good idea to test your connection. To do this, choose the **Test Mode** check box, then prepare and submit your VAT report as described in the *To prepare and submit a VAT report* section. While in Test Mode, the service tests whether the tax authority can receive your report, and the status of the report will indicate whether the test submission was successful. It's important to remember that this is not an actual submission. To submit the report for real, you must clear the **Test Mode** check box, and then repeat the submission process.

To set up VAT reports in Dynamics NAV

1. Choose the  icon, enter **VAT Report Setup**, and then choose the related link.
2. To let users change and resubmit this report, choose the **Modify Submitted Reports** check box.
3. Choose the number series to use for each report.

To prepare and submit a VAT report

1. Choose the  icon, enter **EC Sales List** or **VAT Return**, and then choose the related link.
2. Choose **New**, and then fill in the required fields. Choose a field to read a short description of the field or link to more information.
3. To generate the content of the report, choose the **Suggest Lines** action.

NOTE

For the EC Sales List report, you can review the transactions included in the report lines before you submit the report. To do that, choose the line, and then choose the **Show VAT Entries** action.

4. To validate and prepare the report for submission, choose the **Release** action.

NOTE

Dynamics NAV validates whether the report is set up correctly. If the validation fails, the errors display under **Errors and Warnings** so that you know what to fix. Typically, if the message is about a missing setting in Dynamics NAV, you can choose the message to open the page that contains the information to correct.

5. To submit the report, choose the **Submit** action.

After you submit the report, Dynamics NAV monitors the service and keeps a record of your communications. The **Status** field indicates where the report is in the process. For example, when the authorities process your report, the status of the report changes to **Succeeded**. If the tax authority found mistakes in the report you submitted, the status of the report will be **Failed**. You can view the errors under **Errors and Warnings**, correct them, and then submit the report again. To view a list of all your EC Sales List reports, go to the **EC Sales List Reports** page.

Viewing communications with your tax authority

In some countries, you exchange messages with the tax authority when you submit reports. You can view the first and the last message you sent or received by choosing the **Download Submission Message** and **Download Response Message** actions.

Submitting VAT reports manually

If you use another method to submit the report, for example by exporting the XML and uploading it to a tax authority website, afterward you can choose **Mark as Submitted** to close the reporting period. When you mark the report as released, it becomes non-editable. If you must change the report after you mark it as released, you must reopen it.

VAT settlement

Periodically, you must remit the net VAT to the tax authorities. If you need to settle VAT frequently, you can run the **Calc. and Post VAT Settlement** batch job to close the open VAT entries and transfer purchase and sales VAT amounts to the VAT settlement account.

When you transfer VAT amounts to the settlement account, the purchase VAT account is credited, and the sales VAT account is debited with the amounts calculated for the specified period. The net amount is credited or debited, if the purchase VAT amount is larger, to the VAT settlement account. You can post the settlement immediately or print a test report first.

NOTE

When you use the **Calc. and Post VAT Settlement** batch job, if you don't specify a **VAT Bus. Posting Group** and a **VAT Prod. Posting group**, entries with all business posting groups and product posting group codes are included.

Configuring your own VAT reports

You can use the EC Sales List report out-of-the-box, however, you can also create your own reports. This requires that you create a few codeunits. If you need help with that, contact a Microsoft Partner.

The following table describes the codeunits that you must create for your report.

CODEUNIT	WHAT IT MUST DO
Suggest Lines	Fetch information from the VAT Entries table, and display it in lines on the VAT report.
Content	Control the format of the report. For example, whether it is XML or JSON. The format to use depends on the requirements of your tax authority's web service.

CODEUNIT	WHAT IT MUST DO
Submission	Control how, and when, you submit the report based on the requirements of your tax authority.
Response Handler	Handle the return from the tax authority. For example, it might send an email message to your company's contact person.
Cancel	Send a cancellation of a VAT report that was submitted earlier to your tax authority.

NOTE

When you create codeunits for the report, pay attention to the value in the **VAT Report Version** field. This field must reflect the version of the report that is, or was, required by the tax authority. For example, you might enter **2017** in the field to indicate that the report conforms to the requirements that were in place that year. To find the current version, contact your tax authority.

See also

[Setting Up to Calculations and Posting Methods for Value-Added Tax](#)

[How to: Work with VAT on Sales and Purchases](#)

[Set Up Sales](#)

[How to: Invoice Sales](#)

How to: Work with VAT on Sales and Purchases

8/13/2018 • 12 minutes to read • [Edit Online](#)

If your country or region requires you to calculate value-added tax (VAT) on sales and purchase transactions so that you can report the amounts to a tax authority, you can set up Dynamics NAV to calculate VAT automatically on sales and purchase documents. For more information, see [Setting Up to Calculations and Posting Methods for Value-Added Tax](#).

There are, however, some VAT-related tasks that you can do manually. For example, you might need to correct a posted amount if you discover that a vendor uses a different rounding method.

Calculating and Displaying VAT Amounts in Sales and Purchase Documents

You can calculate and display VAT amounts in sales and purchase documents differently, depending on the type of customer or vendor that you are dealing with. You can also override the calculated VAT amount to match the VAT amount calculated by your vendor on a given transaction.

Unit Price and Line Amount Including/Excluding VAT on sales documents

When you choose an item number in the **No.** field on a sales document, Dynamics NAV fills in the **Unit Price** field. The unit price comes from either the **Item** card or the item prices allowed for the item and customer. Dynamics NAV calculates the **Line Amount** when you enter a quantity for the line.

If you are selling to retail consumers, you may want prices on sales documents to include VAT. To do this, choose the **Prices Including VAT** check box on the document.

Including or excluding VAT on prices

If the **Prices Including VAT** check box is chosen on a sales document, the **Unit Price** and **Line Amount** fields include VAT, and the field names will also reflect this. By default, VAT is not included in these fields.

If the field is not selected, the program will fill in the **Unit Price** and **Line Amount** field excluding VAT and the field names will reflect this.

You can set up the default setting of the **Prices Including VAT** for all sales documents for a customer in the **Prices Including VAT** field on the **Customer** card. You can also set up item prices to include or exclude VAT. Normally, item prices contained in the Item Card will be the price excluding VAT. The program uses the information from the **Price Includes VAT** field on the **Item** card to determine the unit price amount for sales documents.

The following table provides an overview of how the program calculates the unit price amounts for a sales document when you have not set up prices in the **Sales Prices** window:

PRICE INCLUDES VAT FIELD ON ITEM CARD	PRICES INCLUDING VAT FIELD IN SALES HEADER	ACTION PERFORMED
No check mark	No check mark	The Unit Price on the Item Card is copied to Unit Price Excl. VAT field on the sales lines.

PRICE INCLUDES VAT FIELD ON ITEM CARD	PRICES INCLUDING VAT FIELD IN SALES HEADER	ACTION PERFORMED
No check mark	Check mark	The program calculates the VAT amount per unit and adds to the Unit Price on the Item Card. This total Unit Price is then entered in the Unit Price Incl. VAT field on the sales lines.
Check mark	No check mark	The program calculates the VAT amount included in the Unit Price on the Item Card using the VAT% related to the VAT Bus. Posting Gr. (Price) and the VAT Prod. Posting Group combination. The Unit Price on the Item Card, reduced by the VAT amount, is then entered in the Unit Price Excl. VAT field in the sales lines.
Check mark	Check mark	The Unit Price on the Item Card is copied to Unit Price Incl. VAT field on the sales lines.

Correcting VAT Amounts Manually in Sales and Purchase Documents

You can make corrections to posted VAT entries. This allows you to change the total sales or purchase VAT amounts without changing the VAT base. You may need to do this, for example, if you receive an invoice from a vendor that has calculated VAT incorrectly.

Although you may have set up one or more combinations to handle import VAT, you must set up at least one VAT product posting group. For example, you can name it **CORRECT** for correction purposes, unless you can use the same general ledger account in the **Purchase VAT Account** field on the VAT posting setup line. For more information, see [Setting Up to Calculations and Posting Methods for Value-Added Tax](#).

If a payment discount has been calculated on the basis of an invoice amount that includes VAT, you revert the payment discount part of the VAT amount when the payment discount is granted. Note that you must activate the **Adjust for Payments Disc.** field in both the general ledger setup in general and the VAT posting setup for specific combinations of a VAT business posting group and a VAT product posting group.

To manually enter VAT in sales documents

1. On the **General Ledger Setup** page, specify a **Max. VAT Difference Allowed** between the amount calculated by the program and the manual amount.
2. On the **Sales & Receivables Setup** page, place a check mark in the **Allow Vat Difference** field.

To adjust VAT for a sales document

1. Open the relevant sales order.
2. Choose the **Statistics** action.
3. Choose the **Invoicing** FastTab.

NOTE

The total VAT amount for the invoice, grouped by VAT identifier, is displayed in the lines. You can manually adjust the amount in the **VAT Amount** field on the lines for each VAT identifier. When you modify the **VAT Amount** field, the program checks to ensure that you have not changed the VAT by more than the amount you have specified as the maximum difference allowed. If the amount is outside the range of the **Max. VAT Difference Allowed**, a warning will be displayed stating the maximum allowed difference. You will be unable to proceed until the amount is adjusted to within the acceptable parameters. Choose **OK** and enter another **VAT Amount** that is within the allowed range. If the VAT difference is equal to or lower than the maximum allowed, the VAT will be divided proportionally among the document lines that have the same VAT identifier.

Calculating VAT Manually Using Journals

You can also adjust VAT amounts in general, sales, and purchase journals. For example, you might need to do this when you enter a vendor invoice in your journal and there is a difference between the VAT amount that Dynamics NAV calculated and the VAT amount on the vendor's invoice.

Before you manually enter VAT on a general journal

1. On the **General Ledger Setup** page, specify a **Max. VAT Difference Allowed** between the amount calculated by the program and the manual amount.
2. On the **General Journal Templates** page, choose the **Allow VAT Difference** check box for the relevant journal.

Before you manually enter VAT on sales and purchase journals

1. On the **Purchases & Payables Setup** page, choose the **Allow VAT Difference** check box.
2. After you complete the setup described above, you can adjust the **VAT Amount** field on the general journal line, or the **Bal. VAT Amount** field on the sales or purchase journal line. Dynamics NAV will check that the difference is not greater than the specified maximum.

NOTE

If the difference is greater, a warning will be displayed stating the maximum allowed difference. To continue, you must adjust the amount. Choose **OK** and then enter an amount that is within the allowed range. If the VAT difference is equal to or lower than the maximum allowed, Dynamics NAV will show the difference in the **VAT Difference** field.

To post import VAT with purchase invoices

Instead of using a general journal to post an import VAT invoice, you can use a purchase invoice.

To set up purchasing for posting import VAT invoices

1. Set up a vendor card for the import authority that sends you the import VAT invoice. The **Gen. Bus. Posting Group** and **VAT Bus. Posting Group** must be set up in the same way as the general ledger account for the import VAT.
2. Create a **Gen. Product Posting Group** for the import VAT and set up an import VAT **Def. VAT Product Posting Group** for the related **Gen. Product Posting Group**.
3. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
4. Select the import VAT general ledger account, and then on the **Home** tab, in the **Manage** group, choose **Edit**.
5. On the **Posting** FastTab, select the **Gen. Prod. Posting Group** setup for import VAT. Dynamics NAV automatically fills in the **VAT Prod. Posting Group** field.
6. Choose the  icon, enter **General Posting Setup**, and then choose the related link.

7. Create a combination of the **Gen. Bus. Posting Group** for the VAT authority and the **Gen. Prod. Posting Group** for import VAT. For this new combination, in the **Purchase Account** field, choose the import VAT general ledger account.

To create a new invoice for the import authority vendor once you have completed the setup

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Create a new purchase invoice.
3. In the **Buy-from Vendor No.** field, choose the import authority vendor, and then choose the **OK** button.
4. In the purchase line, in the **Type** field, choose **G/L Account**, and in the **No.** field, choose the import VAT general ledger account.
5. In the **Quantity** field, type **1**.
6. In the **Direct Unit Cost Excl. VAT** field, specify the VAT amount.
7. Post the invoice.

To process certificates of supply

When you sell goods to a customer in another EU country/region, you must send the customer a certificate of supply that the customer must sign and return to you. The following procedures are for processing certificates of supply for sales shipments, but the same steps apply for service shipments of items, and return shipments to vendors.

To view certificate of supply details

1. Choose the  icon, enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. Choose **Certificate of Supply Details**.
4. By default, if the **Certificate of Supply Required** check box is selected for VAT Posting Group setup for the customer, the **Status** field is set to **Required**. You can update the field to indicate whether the customer has returned the certificate.

NOTE

If the VAT Posting Group setup does not have the **Certificate of Supply Required** check box selected, then a record is created and the **Status** field is set to **Not Applicable**. You can update the field to reflect the correct status information. You can manually change the status from **Not Applicable** to **Required**, and from **Required** to **Not Applicable** as needed.

When you update the **Status** field to **Required**, **Received**, or **Not Received**, a certificate is created.

TIP

You can use the **Certificates of Supply** window to get a view of the status of all posted shipments for which a certificate of supply has been created.

5. Choose **Print Certificate of Supply**.

NOTE

You can preview or print the document. When you choose **Print Certificate of Supply** and print the document, the **Printed** check box is automatically selected. In addition, if not already specified, the status of the certificate is updated to **Required**. If needed, you include the printed certificate with the shipment.

To print a certificate of supply

1. Choose the , enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. Choose the **Print Certificate of Supply** action.

NOTE

Alternatively, you can print a certificate from the **Certificate of Supply** page.

4. To include information from the lines on the shipment document in the certificate, select the **Print Line Details** check box.
5. Choose the **Create Certificates of Supply if Not Already Created** check box to have Dynamics NAV create certificates for posted shipments that do not have one at the moment of execution. When you choose the check box, new certificates will be created for all posted shipments that do not have certificates within the selected range.
6. By default, the filter settings are for the shipment document that you have selected. Fill in the filter information to select a specific certificate of supply that you want to print.
7. On the **Certificate of Supply** page, choose the **Print** action to print the report, or choose the **Preview** action to view it on the screen.

NOTE

The **Certificate of Supply Status** field and the **Printed** field are updated for the shipment in the **Certificates of Supply** page.

8. Send the printed certificate of supply to the customer for signature.

To update the status of a certificate of supply for a shipment

1. Choose the , enter **Posted Sales Shipments**, and then choose the related link.
2. Choose the relevant sales shipment to a customer in another EU country/region.
3. In the **Status** field, choose the relevant option.

If the customer has returned the signed certificate of supply, choose **Received**. The **Receipt Date** field is updated. By default, the receipt date is set to the current work date.

You can modify the date to reflect the date that you received the customer's signed certificate of supply. You can also add a link to the signed certificate using standard Dynamics NAV linking.

If the customer does not return the signed certificate of supply, choose **Not Received**. You must then send the customer a new invoice that includes VAT, because the original invoice will not be accepted by the tax authority.

To view a group of certificates, you start from the **Certificates of Supply** window, and then update the

information about the status of outstanding certificates as you receive them back from your customers. This can be useful when you want to search for all certificates that have a certain status, for example, **Required**, for which you want to update their status to **Not Received**.

To update the status of a group of certificates of supply

1. Choose the  icon, enter **Certificates of Supply**, and choose the related link.
2. Filter the **Status** field to the value that you want in order to create the list of certificates that you want to manage.
3. To update the status information, choose **Edit List**.
4. In the **Status** field, choose the relevant option.

If the customer has returned the signed certificate of supply, choose **Received**. The **Receipt Date** field is updated. By default, the receipt date is set to the current work date.

You can modify the date to reflect the date that you received the signed the certificate of supply. You can also add a link to the signed certificate using standard Dynamics NAV document linking.

NOTE

You cannot create a new certificate of supply in the **Certificate of Supply** window when you navigate to it using this procedure. To create a certificate for a shipment that was not set up to require one, open the posted sales shipment, and use either of two procedures described above:

- To manually create a certificate of supply certificate
- To print a certificate of supply.

See Also

[Setting Up to Calculations and Posting Methods for Value-Added Tax](#)

[How To: Report VAT to a Tax Authority](#)

How to: Convert Service Contracts that Include VAT Amounts

4/16/2018 • 3 minutes to read • [Edit Online](#)

Because the VAT rate change tool cannot convert service contracts, these contracts must be converted manually. This topic describes several alternative methods that you can use for service contract conversion.

NOTE

This topic provides a high-level workflow.

The following procedure describes how to correct an invoice for a prepaid service contract that has been created a year in advance.

NOTE

For this example, you must change your work date to 01.01.2017.

To correct an invoice for a prepaid service contract

1. Choose the  icon, enter **Contract Management**, and then choose the related link.
2. Under **Lists**, choose **Service Contracts**.
3. Create a new prepaid service contract. Enter a start date of **01.01.2017** and an invoice period year for customer **20000**.
4. This contract must be signed. On the **Home** tab, in the **Process** group, choose **Sign Contract**.
5. Create a service invoice.
6. The invoice is listed as an unposted service invoice. To view the service invoice, choose **Service**, choose **Contract Management**, and then choose **Service Invoices**.
7. Post the service invoice.

NOTE

Do not change the unposted service invoice. Since the service ledger entries are created when the invoice is created, a change in the unposted invoice will not change the already created service ledger entries. However, the VAT entries are created when the invoice is posted. This lets you change the general product posting group and the GSP product posting group on the unposted service invoice.

To create a credit memo for VAT difference

The following procedure describes how to create a credit memo that only includes the VAT difference for the already invoiced period starting on **01.07.2017**. In this example, the VAT amount is only posted to the Financial Management module, not to the Service Management module. The VAT entries that are linked to the service ledger entry will not be corrected.

1. Create a new general ledger account for the VAT difference. This account will be used for direct posting of the VAT correction.
2. Add a new line to the VAT posting setup.

To create contract expiration dates in contract lines

The following procedure describes how to create new contracts by working with contract expiration dates in service contract lines.

1. In the **Service Contract** window, set the contract expiration date to **30.06.2017**.
2. Choose the **Create Credit Memo** action to automatically create a credit memo for July 2017 to December 2017.
3. Because the contract has expired, you need to create a new contract for the period with the new VAT rate for July 1, 2017 to December 31, 2017.

To create a new credit memo

The following procedure describes how to create a new credit memo using the **Get Prepaid Contract Entries** batch job. Entries that you do not want to correct from January 2017 to June 2017 will be deleted.

1. Run the VAT rate change tool on July 1, 2017. The general product posting group or the VAT product posting group is changed. For more information, see [How to: Work with VAT on Sales and Purchases](#).
2. After running the VAT rate change tool, enter a contract expiration date for the service contract. You can now delete the service contract line and create a new line that is identical to the old one.
3. Create a new invoice for the period of January 2017 to December 2012 using the new VAT rate.
4. To create another credit memo, in the **Service Credit Memos** window, choose **New** to create a new service credit memo.
5. Choose the **Get Prepaid Contract Entries** action.
6. After the conversion is complete, VAT and service ledger entries will be correct.

See Also

[How to: Work with Service Contracts and Service Contract Quotes](#)
Finance

[How to: Report VAT to Tax Authorities](#)

[How to: Work with VAT on Sales and Purchases](#)

How To: Work with the Consolidated Trial Balance Report

4/16/2018 • 8 minutes to read • [Edit Online](#)

If you have more than one company in Dynamics NAV, the Consolidated Trial Balance Report on the Accountant Role Center can give you an overview of the financial health of your overall business.

The report combines general ledger (G/L) entries from each of your companies in a new company that you create to contain the consolidated data. This company is typically referred to as the "consolidated company." The consolidated company is just a container for the consolidated data, and does not have any live business data. The companies that you include in the consolidated company become **Business Units** in the report.

You can consolidate:

- Across companies that have different charts of accounts.
- Companies that use different fiscal years and different currencies.
- Either the full amount or a percentage of a company's financial information
- Using different currency exchange rates in individual G/L accounts

Depending on the complexity of your businesses, there are two ways to set up the report:

- If you don't need advanced settings, such as including a company that you only own part of, you can use the **Company Consolidation** assisted setup guide to quickly set up a consolidation. The guide helps you through the basic steps.
- If you do need more advanced settings, you can set up the consolidated company and business units yourself.

To do a simple consolidation setup

If your consolidation is straightforward, for example because you wholly-own the business units to consolidate, the **Company Consolidation** assisted setup guide will help you through the following steps:

- Choose whether to create a new consolidated company, or whether to consolidate the data in a company that you have already created for the consolidation. The company should not contain transactions.
- Preview the results. Dynamics NAV verifies that the master data and transactions can be successfully transferred to the consolidated company.

To use the assisted setup guide, follow these steps:

1. On the **Accountant** Role Center, choose the **Assisted Setup** action.
2. Choose **Set up consolidation reporting**, and then complete each step in the assisted setup guide.

To do an advanced consolidation setup

If you need more advanced settings for your consolidation, you can set up consolidation manually. For example, if you have companies that you own only partially, or you have companies that you don't want to include in the consolidation. You set up the consolidated company in the same way that you set up other companies. For more information, see [Getting Ready for Doing Business](#).

Dynamics NAV lets you set up a list of companies to consolidate, verify the accounting data before you consolidate it, import files, and generate consolidation reports.

1. Sign in to the consolidated company.

2. Choose the  icon, enter **Business Units**, and then choose the related link.
3. Choose **New**, and then fill in the required fields.

If your business unit uses a foreign currency, you must specify the exchange rate to use in the consolidation. You must also enter consolidation information about the business unit's general ledger accounts. These processes are described in the following sections.

To prepare general ledger accounts for consolidation

If the chart of accounts in the business unit differs from the consolidated company, you must prepare general ledger accounts for consolidation. You can specify the accounts to post debits and credits to, and the method to use to translate currencies in the consolidated company. For example, this is useful if you frequently run the report.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. Open the card for the account, and then fill in the fields on the **Consolidation** FastTab.

To specify exchange rates for consolidations

If a business unit uses a different currency than the consolidated company, you must specify exchange rate methods for each account before you consolidate. For each account, the content of the **Consol. Translation Method** field determines the exchange rate. On each business unit card, in the **Currency Exchange Rate Table** field, you specify whether consolidation will use exchange rates from the business unit or the consolidated company. If you use exchange rates from the consolidated company, you can change the exchange rates for a business unit. For business units, if the **Currency Exchange Rate Table** field on the business unit card contains **Local**, you can change the exchange rate from the business unit card. The exchange rates are copied from the **Currency Exchange Rate** table, but you can change them before consolidating.

The following table describes the exchange rate methods you can use for accounts.

EXCHANGE RATE	TYPICAL USE
Average Rate (Manual)	You manually calculate the average rate for the period to consolidate. Calculate the average either as an arithmetic average or as a best estimate, and specify the result for each business unit. Used for income statement accounts.
Closing Rate	Used for balance sheet accounts.
Last Closing Rate	The rate that was valid in the foreign exchange market on the date for which the balance sheet or income statement is being prepared. You enter this rate for each business unit. Used for balance sheet accounts.
Historical Rate	The exchange rate that was valid when the transaction occurred.
Composite Rate	The current period amounts are translated at the average rate and added to the previously recorded balance in the consolidated company. This method is typically used for retained earnings accounts because they include amounts from different periods and are therefore a composite of amounts translated with different exchange rates.
Equity Rate	This is similar to Composite . Differences are posted to separate general ledger accounts.

To specify exchange rates for business units, follow these steps:

1. Choose the  icon, enter **Business Units**, and then choose the related link.
2. On the **Business Unit List** page, choose the business unit, and then choose the **Average Rate (Manual)** action.
3. On the **Change Exchange Rate** page, the contents of the **Relational Exch. Rate** field have been copied from the **Currency Exchange Rate** table, but you can modify them. Close the page.
4. On the **Navigate** tab, in the **Exch. Rates** group, choose **Closing Rate**.
5. In the **Relational Exch. Rate Amount** field, enter the exchange rate.

To exclude a company from consolidation

If you do not want to include a business unit in the consolidation, you can exclude it. To do that, go to the business unit card, and clear the **Consolidate** check box.

To include a partially-owned company in consolidation

If you own only part of a company, you can include a percentage of each transaction that corresponds to the percentage of the company you own. For example, if you own 70% of the company, consolidation will include \$70 of an invoice for \$100. To specify the percentage of the company you own, go to the business unit card, and enter the percentage in the **Consolidation %** field.

To test the data before you consolidate

You can test your data before you transfer it to the consolidated company. Dynamics NAV looks for differences in the information in the business units and the consolidated company. For example, whether account numbers or dimension codes are different. You must correct errors before you can run the report. You can test the database or, if you are importing data from an XML file, you can test the file.

1. Open the consolidated company.
2. Choose the  icon, enter **Business Units**, and then choose the related link.
3. Do one of the following:
 - To test a file, choose the **Test File** action, enter the name of the file to test, and then choose **Print**.
 - To test the database, choose **Test Database**.

To run the consolidation

After you have tested the data, you can transfer it to the consolidated company.

1. Sign in to the consolidated company.
2. On the **Accountant Role Center**, choose the **Run Consolidation** action.
3. Fill in the required fields.
4. In the **Where** field, choose **Company Name**, and then choose the consolidated company in the **is** field.

To export data from Dynamics NAV and import it in Dynamics NAV

If data for a business unit is in another database, you must export the data to a file before you can include it in the consolidation. Each company must be exported separately. For this purpose, use the **Export Consolidation** batch job.

After you run the batch job, all entries in general ledger accounts are processed. For every combination of selected dimensions and date, the contents of the entries' **Amount** fields are totaled and exported. The next combination of selected dimensions and date with the same account number is processed, then the combinations in the next account number are processed, and so on.

The exported entries contain the following fields: **Account No.**, **Posting Date**, and **Amount**. If dimensions information was also exported, dimension codes and dimension values are also included.

1. For each exported line, if the total of the **Amount** fields is a debit, the account number that is set up in the business unit's **Consol. Debit Acc.** field is exported to the line. If the total is a credit, the corresponding number in the **Consol. Credit Acc.** field is exported to the line.
2. The date used for each exported line is either the period's ending date or, if the transfer occurs each day, the exact date of the calculation.
3. The dimension value exported for the entry will be the consolidated company dimension value that is set up in the **Consolidation Code** field for that dimension value. If no consolidated company dimension value has been entered in the **Consolidated Code** field for that dimension value, the dimension value itself will be exported to the line.
4. The XML files also contain the currency exchange rates in the consolidation period. These rates are included in a separate section at the beginning of the file.

See Also

[Working with Dynamics NAV](#)

[Exporting Your Business Data to Excel](#)

Analyzing Financial Statements in Microsoft Excel

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Dynamics NAV, you can see KPIs and get overviews of the company's financial state. You can also open lists in Excel and analyze the data there. But you can also export heavy financial statements such as the balance sheet or the income statement to Excel, analyze the data, and print the reports.

In the Business Manager and Accountant Role Centers, you can choose which financial statements to view in Excel from a drop-down menu in the Reports section of the ribbon. When you choose a statement, it will be opened in Excel or Excel Online. An add-in connects the data to Dynamics NAV. However, you have to sign in with the same account that you use with Dynamics NAV.

Getting the Overview and the Details in Excel

In the ribbon, choose the relevant Excel report, and let it open so you can get the overview that you were looking for. In this version of Dynamics NAV, we offer the following Excel reports:

- Balance Sheet
- Income Statement
- Cash Flow Statement
- Retained Earnings Statement
- Aged Accounts Payable
- Aged Accounts Receivable

Let's say you want to dig deeper into your cash flow. From the Business Manager or Accountant Role Center, you can open the Cash Flow Statement report in Excel, but what actually happens is that we export the relevant data for you and create an Excel workbook based on a predefined template. Depending on your browser, you might be prompted to open or save the workbook.

In Excel, you see a tab where the data is laid out for you on the first worksheet. All the data that was exported is also present in other worksheets in case you need it. You can print the report right away, or you can modify it until you have the overview and the details that you want. Use the Dynamics NAV Excel Add-in to further filter and analyze data.

The Dynamics NAV Excel Add-in

Your Dynamics NAV experience includes an add-in for Excel. Depending on your subscription, you are logged in automatically, or you must specify the same login details that you use for Dynamics NAV.

With the add-in, you can get fresh data from Dynamics NAV, and you can push changes back into Dynamics NAV. However, the ability to push data back to the database is disabled for the financial Excel reports in the list above.

See Also

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dynamics NAV](#)

Analyzing Cash Flow in Your Company

4/16/2018 • 2 minutes to read • [Edit Online](#)

As they say, cash is king. The charts on the Accountant Role Center provide insight that can help you make solid decisions about what to do with your cash.

TO ANSWER QUESTIONS LIKE THESE	USE THIS CHART
How long does the sales process tie up my cash? Should I increase or reduce inventory levels?	Cash Cycle
When did cash move in and out of my company? Are some periods better than others?	Cash Flow
Do the numbers seem off for a period? Should I investigate?	Income & Expense
When might a cash surplus or deficit happen? Should I pay down debt, or borrow to meet upcoming expenses?	Cash Flow Forecasts

On the Accountant Role Center, under **Finance Performance**, the **Cash Cycle**, **Cash Flow**, and **Income & Expense** charts offer ways to analyze cash flow:

- See figures for a period by using the timeline slider.
- Filter the chart by choosing the source in the legend.
- Change the length of the period, or go to the previous or next period, by choosing options on the **Finance Performance** drop down.
- View the entries by choosing a point in the chart. For example, a point on the timeline or a column segment. If the numbers seem off, this is where you can make adjustments.

Although it's separate, the **Cash Flow Forecast** chart is similar. You view details, filter results, and change what is displayed in the same ways. If you change a setting, you can refresh the forecast by choosing **Cash Flow Forecast**, and then **Recalculate Forecast**.

If you want to examine the forecast, in addition to forecast entries, you can also look at the cash flow worksheet. For example, you can see how the forecast:

- Handles confirmed sales and purchases.
- Subtracts payables and adds receivables.
- Skips duplicate sales orders and purchase orders.

To view a cash flow worksheet

1. Search for **Cash Flow Forecasts**, and then choose the related link.
2. Choose a cash flow forecast, and then choose the **Cash Flow Worksheet** action.
3. On the **Cash Flow Worksheet** page, choose the **Suggest Worksheet Lines** action.

See Also

[Setting Up Finance](#)

Working with Dynamics NAV
Setting Up Cash Flow Analysis

How to: Print Remittance Advice

8/13/2018 • 2 minutes to read • [Edit Online](#)

You can print remittance advice before posting a payment journal and after posting a payment. This advice displays vendor invoice numbers, which helps vendors to perform reconciliations.

To print remittance advice

1. Choose the  icon, enter **Payment Journals**, and then choose the related link.
2. In the **Payment Journal** window, select the payment for which remittance advice must be printed.
3. Choose the **Print Remittance Advice** action.
4. In the **Remittance Advice - Journal** batch job, on the **Fen. Journal Line** FastTab, choose the appropriate filters.

NOTE

You can filter using the vendor's external document number to match payments with invoices.

5. On the **Vendor** FastTab, choose the appropriate filters.
6. Choose **Print** to print the report, or choose **Preview** to view it now.

Using Remittance Advice Reports

The following table describes the reports that you can use with remittance advice:

REPORT	DESCRIPTION
Remittance Advice - Journal Report	This report indicates which documents are included in the payment. For general journal lines, you can specify the journal template and journal batch from which the remittance advices will be printed, the date of the first activity to print, and filter on a document number. For vendors, you can enter the vendor numbers to include in the report.
Remittance Advice - Entries Report	This report indicates which documents are included in the payment. You define the report contents by setting filters. You can set additional fields on the tab by choosing the Field field. For vendor ledger entries, you can specify the vendors to include in the report, the date of the first activity to print, the currency, and the entry number to include.

NOTE

The Remittance Advice - Journal Report does not support cross currency application scenarios or payment tolerances. For more information, see [How to: Enable Application of Ledger Entries in Different Currencies](#).

TIP

For more information about how to work with reports, see [Viewing Test Reports before Posting](#), [Work with Reports](#), and [Searching, Filtering, and Sorting Data](#).

See Also

[Welcome to Dynamics NAV](#)

Closing Years and Periods

4/16/2018 • 2 minutes to read • [Edit Online](#)

At the end of a fiscal year, there are a number of administrative tasks that you have to perform, like making sure all documents and journals are posted, making sure currency data are up-to-date, closing the books, and more. The actual tasks will depend your company.

The following table provides an overview of tasks that you typically perform to close a year and period.

TO	SEE
Specify system-wide and user-specific posting date ranges. Depending on your business needs, you may want to restrict user posting date ranges at the start of the period-end process or after it.	How to: Specify Posting Periods
Get an overview of activities that are commonly performed at the end of a period, such as posting all documents and journals, or running account schedules.	Closing Periods
Update currency exchange rates and adjust the exchange rates of posted customer, vendor, and bank account entries.	How to: Update Currency Exchange Rates
Allocate costs and income among accounts and dimensions.	Allocating Costs and Income
Prepare to report value-added tax amounts that you have collected for sales to the tax authorities' web service.	How To: Report VAT to Tax Authorities
Print reports to verify general ledger, customer, vendor and bank account balances before closing a period.	Preparing Pre-Closing Reports
Close accounting periods and fiscal year, transfer income statement balances to balance sheet accounts and post the year end closing entry.	Closing Books
Print reports that can assist you in creating financial statements.	Preparing Closing Statements

See Also

[How to: Open a New Fiscal Year](#)

[Working with Dynamics NAV](#)

How to: Specify Posting Periods

4/16/2018 • 2 minutes to read • [Edit Online](#)

Use posting periods to specify when users can post to the general ledger.

To specify posting periods

1. Choose the  icon, enter **General Ledger Setup**, and then choose the related link.
2. In the **General Ledger Setup** window, define the period by entering dates in the **Allow Posting From** and **Allow Posting To** fields.

NOTE

These posting periods apply to the company and to all users. To allow for exceptions, you can define different posting periods for specific users in the **User Setup** window. These posting periods overrule those specified in the **General Ledger Setup** window. For more information, see the "To set up user time constraints" section in [How to: Manage Users and Permissions](#).

See Also

[Finance](#)

[Completing Period-End Processes](#)

[Working with Dynamics NAV](#)

Overview of Tasks to Close Accounting Periods

8/13/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV does not force you to close periods, however, there are many period-end (month-end) activities that you can do. This topic provides an overview of optional processes and activities for closing periods.

General Ledger

- Specify system-wide and user-specific posting periods.

This specifies the dates between which you allow posting. Depending on your business, you may want to allow posting at the start of the period, or toward the end. For more information, see [How to: Specify Posting Periods](#).

- Make all necessary G/L adjustments.
- Update and post Recurring Journals.
- Run account schedules as follows:
 - Open the **Account Schedule** window, and then choose the **Print** action.

Sales and Receivables

- Post all sales orders, invoices, credit memos, and return orders.
- Post all cash receipt journals.
- Update and post recurring journals that are related to sales and receivables.
- Reconcile accounts receivable to the general ledger.
- Run the **Delete Invoiced Sales Orders** batch job.

Purchases and Payables

- Post all purchase orders, invoices, credit memos, and return orders.
- Post all payment journals.
- Update and post recurring journals that are related to purchases & payables.
- Run the **Aged Accounts Payable** report and reconcile accounts payable to the general ledger.
- Run the **Delete Invoiced Purchase Orders** batch job.

Fixed Assets

- Post all maintenance costs have been posted through the fixed asset journals or invoices.
- Post adjustments.
- Post appreciation.
- Post depreciation.
- Update and post the recurring fixed asset journal.

Intercompany

- Process Intercompany Transactions

Calculate and Process Sales Tax

- [Complete Tax Statements.](#)

See Also

[Closing Years and Periods](#)

[Closing Books](#)

[Working with Dynamics NAV](#)

How to: Update Currency Exchange Rates

4/16/2018 • 2 minutes to read • [Edit Online](#)

You must set up a code for each currency you use if you buy or sell in currencies other than your local currency, have receivables or payables in other currencies, or record G/L transactions in different currencies.

As companies operate in increasingly more countries/regions, it becomes more important that they be able to review or report financials in more than one currency. The program supports use of multiple currencies. Within the program, your general ledger is set up using your local currency (LCY), and another currency is set up as an additional currency, with a current exchange rate assigned.

By designating a second currency as an additional reporting currency, Dynamics NAV will automatically record amounts in both LCY and this additional reporting currency on each G/L entry and on other entries, such as VAT entries. When G/L entry amounts are calculated in an additional reporting currency, the information in the **Currency Exchange Rates** window is used to find the relevant exchange rate.

WARNING

The Additional Reporting Currency functionality should NOT be used as a basis for financial statement translation. It is not a tool that can perform translation of foreign subsidiary financial statements as part of a company consolidation. The additional reporting currency functionality only provides the option of preparing reports in another currency, as if that currency was the company's local currency.

Adjusting Exchange Rates

Because exchange rates fluctuate constantly, additional currency equivalents in your system must be adjusted periodically. If these adjustments are not done, amounts that have been converted from foreign (or additional) currencies and posted to the general ledger in LCY may be misleading. In addition, daily entries posted before a daily exchange rate is entered into the program must be updated after the daily exchange rate information is entered. The Adjust Exchange Rates batch job is used to adjust the exchange rates of posted customer, vendor and bank account entries. It can also update additional reporting currency amounts on G/L entries.

Displaying Reports and Amounts in the Additional Reporting Currency

Using an additional reporting currency can assist the reporting process for a company in the following cases:

- Companies in non-EU countries/regions that have a high proportion of transactions with EU country/region companies. In this case, the non-EU company may also wish to report in euro to make its financial reports more usable for its EU trade partners.
- Companies that also wish to display reports in a more internationally traded currency than their own local currency.

Several reports in the General Ledger application area are based on G/L entries. To display the financial data in the report in the additional reporting currency, you simply select the **Show in Add.-Currency** field in the relevant G/L report window.

To set up a currency exchange rate service

You can use an external service, such as Yahoo Currency Exchange Rates, to keep your currency exchange rates up to date.

1. Choose the  icon, enter **Currency Exchange Rate Services**, and then choose the related link.
2. Choose the **New** action.
3. In the **Currency Exchange Rate Service** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Enabled** check box to enable the service.

To update currency exchange rates through a service

1. Choose the  icon, enter **Currencies**, and then choose the related link.
2. Choose the **Update Exchange Rates** action.

The value in the **Exchange Rate** field in the **Currencies** window is updated with the latest currency exchange rate.

See Also

[Closing Years and Periods](#)

[Working with Dynamics NAV](#)

How to: Allocate Costs and Income

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can allocate an entry in a general journal to several different accounts when you post the journal. The allocation can be made by three different methods:

- Quantity
- Percentage (%)
- Amount

The allocation features can be used with recurring general journals and in fixed assets journals.

The following procedures describe how to prepare to allocate costs in a recurring general journal by defining allocation keys. When allocation keys are defined, you complete and post the journal like any other recurring general journal. For more information, see [Working with General Journals](#).

To set up allocation keys

You can allocate an entry in a recurring general journal to several different accounts when you post the journal. The allocation can be made by quantity, percentage, or amount.

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. Choose the **Batch Name** field to open the **General Journal Batches** window.
3. You can either modify allocations on an existing batch in the list or create a new batch with allocations.
 - To create a new batch, choose the **New** action, and go to the next step.
 - To change the allocations of an existing journal, select the journal and go to step 7.
4. In the **Name** field, enter a name for the batch, such as CLEANING. In the **Description** field, enter a description, such as Cleaning Expenses Journal.
5. When you are done, close the window. A new, empty recurring journal opens.
6. Fill in the fields on the line.
7. Choose the **Allocations** action.
8. Add a line for each allocation. You must fill in either the **Allocation %**, **Allocation Quantity**, or **Amount** field. You must also fill in the **Account No.** field and, if you are allocating the transaction among global dimensions, the global dimension fields.
9. If you enter a percentage on a line, the amount in the **Amount** field is calculated automatically. These amounts have the opposite sign from the total amount in the **Amount** field in the recurring journal.
10. After entering the allocations lines, choose **OK** to return to the **Recurring General Journal** window. The **Allocated Amt. (USD)** field is filled in and matches the **Amount** field.
11. Post the journal.

To change an allocation key that has already been set up

1. Choose the  icon, enter **Recurring General Journal**, and then choose the related link.
2. In the **Recurring General Journal** window, select the journal with the allocation.
3. Choose the line with the allocation, and then choose **Allocations** action.
4. Change the relevant fields, and then choose the **OK** button.

See Also

Closing Years and Periods

Working with General Journals

Posting Documents and Journals

Working with Dynamics NAV

Using Pre-Closing Reports

4/16/2018 • 2 minutes to read • [Edit Online](#)

There are many standard reports that you can use to verify the accuracy of the accounts before closing the books at the end of a year or period. For example, you can use the **Customer - Trial Balance** report to verify that the balance for a customer posting group is equal to the balance on the corresponding general ledger account on a certain date.

The following table describes a number of reports that may be useful in this process.

TO	SEE THIS REPORT
Print a detailed trial balance report for one or more bank accounts with additional information about individual entries.	Bank Acc. - Detail Trial Bal.
Print a detail trial balance for selected customers.	Customer - Trial Balance
Print a detail trial balance with detailed information about individual entries, for selected customers during a selected period.	Customer - Detail Trial Bal.
Print a detail trial balance for selected vendors.	Vendor - Trial Balance
Print a detail trial balance with detailed information about individual entries, for selected vendors during a selected period.	Vendor - Detail Trial Balance
Print a trial balance with the current year's and the previous year's figures.	Closing Trial Balance
Print a detailed trial balance report for general ledger account balances.	Detail Trial Balance
Print a trial balance report with balances and net changes for general ledger accounts.	Trial Balance
Print a trial balance for a consolidated company.	Consolidated Trial Balance

To see a report, choose the  icon, type the name as it appears in the table, and then choose the related link.

See Also

[Closing Years and Periods](#)

[Working with Dynamics NAV](#)

Closing the Books

4/16/2018 • 3 minutes to read • [Edit Online](#)

After you ensure that all your accounts are up-to-date, and you allocate costs and income, then you can close the books for a fiscal year or period.

You are not required to close a year, but doing so will make working in the system easier for you because you will be able to take advantage of the convenient filtering options provided. You also do not have to worry about losing details of transactions when you close because all details are retained, even after you close the year.

Closing Book Process

The process for closing the book includes these main tasks:

1. Closing the accounting period.

A fiscal year is defined as one or more open periods as defined in the **Accounting Periods** window. A typical fiscal year contains 12 periods of one month each, but you can also choose another method of defining a year.

For more information, see [How to: Close Accounting Periods](#).

2. Registering prior-year entries.

When you close a fiscal year, you must enter a number of administrative transactions (such as prepaid and accrued items). These transactions are called adjusting entries. There are no special rules for posting these entries, and they (like other entries) contain a check mark in the **Prior-Year Entry** field if they are posted on a date in a closed fiscal year. Even though a fiscal year has been closed, you can still post general ledger entries to it.

3. Transferring balances from the income statement accounts to the balance sheet.

After a fiscal year has been closed and all prior-year entries have been posted, the income statement accounts must be closed and the net income for the year must be transferred to an account under owners' equity on the balance sheet. Use the Close Income Statement batch job for this purpose. The batch job processes all general ledger accounts of the type Income Statement and creates entries that reverse their balances. These entries are placed in a journal from which they can be posted. The batch job does not post them automatically, except when an additional reporting currency is used. When an additional reporting currency is used, the batch job posts directly to the general ledger.

For more information, see [Close Income Statement](#).

4. Posting the year-end closing entry along with the offsetting equity account entries.

When the Close Income Statement batch job is finished, you post the entries generated by the job. If you did not specify a retained earnings account in the batch job, then enter one line with a balancing entry that posts the net income to the correct general ledger account under owners' equity on the balance sheet. Finally, post the journal.

For more information, see [How to: Post Year-End Closing Entry](#).

What Happens When You Close

When you close at the end of the year, the system moves your earnings from calculated earnings to the Retained

Earnings account. The system also marks the fiscal year as "closed," and marks all subsequent entries for the closed year as "prior year entries."

The system then generates a closing entry, but it does not post the entry automatically. You are given the opportunity to make the offsetting equity account entry or entries, which allows you to decide how to allocate your closing entry. For example, if your company has several divisions, you can let the system generate a single closing entry for all the divisions, and you can then make an offsetting entry for each division's equity account.

You can post in a previous fiscal year, even after the income statement accounts have been closed, if you run the Close Income Statement batch job again afterward.

See Also

[How to: Open a New Fiscal Year](#)

[Working with Dynamics NAV](#)

Preparing Closing Statements

4/16/2018 • 2 minutes to read • [Edit Online](#)

There are a number of standard reports that you can use to gather the information that you need to prepare your company's closing statements.

The following table describes a number of reports that may be useful in this process, with links to the topics that describe them.

TO	SEE THIS REPORT
Print a trial balance report with balances and net changes for general ledger accounts.	Trial Balance
Get an overview of accounts receivable, with the age of amounts receivable calculated from the due date, posting date, or document date.	Aged Accounts Receivable
Get an overview of accounts payable, with the age of amounts payable calculated from the due date, posting date or document date.	Aged Accounts Payable
Compare the trial balance with a budget.	Trial Balance/Budget
Print a trial balance report with balances and net changes for general ledger accounts calculated for a series of periods.	Trial Balance by Period
Print an account schedule to analyze figures in general ledger accounts or compare actual general ledger entries with general ledger budget entries.	Account Schedule
Check whether customer and vendor ledger entries balance with corresponding general ledger entries.	Reconcile Cust. and Vend. Accs

To see a report, choose the  icon, type the name as it appears in the table, and then choose the related link.

See Also

[Closing Years and Periods](#)

[Working with Dynamics NAV](#)

[Business Intelligence](#)

Business Intelligence

4/16/2018 • 2 minutes to read • [Edit Online](#)

Businesses capture a tremendous amount of data through daily activity. This data, which reflects such things as the organization's sales figures, purchases, operational expenses, employee salaries, and budgets, can become valuable information, or business intelligence, for decision makers. Dynamics NAV contains a number of features that help you gather, analyze, and share your company data.

The Dimensions functionality plays an important role in business intelligence. A dimension is data that you can add to an entry as a kind of marker. This data is used to group entries with similar characteristics, such as customers, regions, products, and salesperson, and easily retrieve these groups for analysis. Among other uses, you use dimensions when defining analysis views and when creating account schedules for reporting. For more information, see [Working with Dimensions](#).

TIP

As a quick way to analyze transactional data by dimensions, you can filter totals in the chart of accounts and entries in all **Entries** windows by dimensions. Look for the **Set Dimension Filter** action.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
View actual amounts compared to budgeted amounts for all accounts and for several periods.	How to: Analyze Actual Amounts Versus Budgeted Amounts
Create new account schedules to define financial statements for reporting or for display as charts.	How to: Work with Account Schedules
Analyze your financial performance by setting up KPIs based on account schedules, which you then publish as web services. The published account-schedule KPIs can be viewed on a web site or imported to Microsoft Excel using OData web services.	How to: Set Up and Publish KPI Web Services Based on Account Schedules
Set up analysis views to analyze data using dimensions.	How to: Analyze Data by Dimensions
Create new analysis reports for sales, purchases, and inventory, and set up analysis templates.	How to: Create Analysis Reports
Enable global financial reporting by to international accounting organizations with the eXtensible Business Reporting Language standard.	How to: Create Reports with XBRL

See Also

Finance

[Using Dynamics NAV as a Power BI Data Source](#)

[Closing Fiscal Periods](#)

[Importing from Other Finance Systems](#)

[Working with Dynamics NAV](#)

How to: Analyze Actual Amounts Versus Budgeted Amounts

4/16/2018 • 2 minutes to read • [Edit Online](#)

As a part of gathering, analyzing, and sharing your company data, you view actual amounts compared to budgeted amounts for all accounts and for several periods.

To analyze budgeted amounts, you must first create budgets. For more information, see [How to: Create Budgets](#).

To view a budget

In a budget with dimensions, you can filter the entries and see specific budgets.

1. Choose the  icon, enter **G/L Budgets**, and then choose the related link.
2. In the **G/L Budgets** window, open the budget that you want to view.
3. At the top of the window, fill in the fields as necessary to define what is shown. Choose a field to read a short description of the field or link to more information.

NOTE

If you have selected **Period** in either the **Show as Lines** or the **Show as Columns** field, then you must fill in the **View by** field. If you have not selected **Period** in either the **Show as Lines** or **Show as Columns** field, then enter the appropriate period in **Date Filter** field.

NOTE

Only entries from the general ledger budget with the filter codes that you enter on the **Filters** FastTab are included in the calculation. Budget entries with other filter codes or without any filter codes are not included. As long as the filter remains on the window, the budget only displays the budget entries with these filter codes.

TIP

If you want to modify the budget, you can modify the budget entries. Choose an amount to view the underlying general ledger budget entries.

To view actual and budgeted amounts for all accounts

You can view general ledger budgets and compare them with actual figures in several areas of Dynamics NAV.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. In the **Chart of Accounts** window, choose the **G/L Balance/Budget** action.
3. At the top of the window, fill in the fields as necessary to define what is shown.
4. To see a specification that makes up the amount shown, choose the field.

NOTE

The filters you set in the window header will be applied to general ledger entries and also budget entries.

The leftmost columns contain the chart of accounts. Of the five columns on the rightmost side, the first four columns show actual and budgeted debit and credit amounts for each account. The fifth column shows the proportional relationship between the actual and the budgeted amounts on the general ledger account.

TIP

Use the **View by** field in the **G/L Balance/Budget** window to select the period length. Use the **View as** field to select the way the amounts will be calculated, **Net Change** or **Balance at Date**. Choose the **Previous Period** or **Next Period** action to change the period.

To view actual and budgeted amounts for several periods

Instead of viewing the actual and budgeted amounts for all accounts within a single period, you can view a number of periods for a single account.

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. In the **Chart of Accounts** window, select the relevant general ledger account, and then choose the **G/L Account Balance/Budget** action.
3. At the top of the window, fill in the fields as necessary to define what is shown.
4. To see a specification of an amount shown, choose the field.

See Also

[Business Intelligence How to: Work with Account Schedules](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dynamics NAV](#)

How to: Work with Account Schedules

4/16/2018 • 4 minutes to read • [Edit Online](#)

Use account schedules to get insight into the financial data stored in your chart of accounts. Account schedules analyze figures in G/L accounts, and compare general ledger entries with general ledger budget entries. The results display in charts on your Home page, such as the Cash Flow chart.

Dynamics NAV provides a few sample account schedules that you can use right away, or you can set up your own rows and columns to specify the figures to compare. For example, you can create account schedules to calculate profit margins on dimensions like departments or customer groups. You can create as many customized financial statements as you want.

Setting up account schedules requires an understanding of the financial data in the chart of accounts. For example, you can view general ledger entries as percentages of budget entries. This requires that budgets are created. For more information, see [How to: Create Budgets](#).

Account Categories and Account Schedules

You can use account categories to change the layout of your financial statements. After you set up your account categories in the **G/L Account Categories** window, and you choose the **Generate Account Schedules** action, the underlying account schedules for the core financial reports are updated. The next time you run one of these reports, such as the balance statement, new totals and subentries are added, based on your changes. For more information, see [The General Ledger and the Chart of Accounts](#).

To create new account schedules

You use account schedules to analyze figures in general ledger accounts or to compare general ledger entries with general ledger budget entries. For example, you can view the general ledger entries as percentages of the budget entries.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, choose the **New** action to create a new account schedule name.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Edit Account Schedule** action.
5. In the **Account Schedule** window, fill in the fields as necessary.

When you have created a new account schedule and set up the rows, you must set up columns. You can either set them up manually or assign a predefined column layout to your account schedule.

6. Choose the **Edit Column Layout Setup** action.
7. In the **Column Layout** window, fill in the fields as necessary.

NOTE

If you did not assign a default column layout to the account schedule, you must set the columns up manually.

To create a column that calculates percentages

Sometimes you may want to include a column in an account schedule to calculate percentages of a total. For example, if you have a number of rows that break down sales by dimension, you may want a column to indicate the percentage of total sales that each row represents.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, select an account schedule.
3. Choose the **Edit Account Schedule** action to set up an account schedule row to calculate the total on which the percentages will be based.
4. Insert a line immediately above the first row for which you want to display a percentage.
5. Fill in the fields on the line as follows: In the **Totaling Type** field, enter **Set Base for Percent**. In the **Totaling** field, enter a formula for the total that the percentage will be based on. For example, if row 11 contains the total sales, enter **11**.
6. Choose the **Edit Column Layout Setup** action to set up a column.
7. Fill in the fields on the line as follows: In the **Column Type** field, select **Formula**. In the **Formula** field, enter a formula for the amount that you want to calculate a percentage for, followed by %. For example, if column number N contains the net change, enter **N%**.
8. Repeat steps 4 through 7 for each group of rows that you want to break down by percentage.

To set up account schedules with overviews

You can use an account schedule to create a statement comparing general ledger figures and general ledger budget figures.

1. Choose the  icon, enter **Account Schedules**, and then choose the related link.
2. In the **Account Schedule Names** window, select an account schedule.
3. Choose the **Edit Account Schedule** action
4. In the **Account Schedule** window, in the **Name** field, select the default account schedule name.
5. Choose the **Insert Accounts** action.
6. Select the accounts that you want to include in your statement, and then choose the **OK** button.

The accounts are now inserted into your account schedule. If you want you can also change the column layout.

7. Choose the **Overview** action.
8. On the **Dimension Filters** FastTab, set the budget filter to the desired filter name.
9. Choose the **OK** button.

Now you can copy and paste your budget statement into a spreadsheet.

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dynamics NAV](#)

How to: Set Up and Publish KPI Web Services Based on Account Schedules

4/16/2018 • 2 minutes to read • [Edit Online](#)

In the **Account Schedule KPI Web Service Setup** window, you set up how to show the account-schedule KPI data and which specific account schedules to base the KPIs on. When you choose the **Publish Web Service** button, the specified account-schedule KPI data is added to the list of published web services in the **Web Services** window.

To set up and publish a KPI web service that is based on account schedules

1. Choose the  icon, enter **Account Schedule KPI Web Service Setup**, and then choose the related link.
2. On the **General** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Forecasted Values Start	<p>Specify at what point in time forecasted values are shown on the account-schedule KPI graphic.</p> <p>The forecasted values are retrieved from the general ledger budget that you select in the G/L Budget Name field. Note: To obtain KPIs that show forecasted figures after a certain date and actual figures before the date, you can change the Allow Posting From field in the General Ledger Setup window. For more information, see Allow Posting From.</p>
G/L Budget Name	<p>Specify the name of the general ledger budget that provides forecasted values to the account-schedule KPI web service.</p>
Period	<p>Specify the period that the account-schedule KPI web service is based on.</p>
View By	<p>Specify which time interval the account-schedule KPI is shown in.</p>
Web Service Name	<p>Specify the name of the account-schedule KPI web service.</p> <p>This name will appear in the Service Name field in the Web Services window.</p>

Proceed to specify one or more account schedules that you want to publish as a KPI web service according to the setup that you made in the previous table.

3. On the **Account Schedules** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
Acc. Schedule Name	Specify the account schedule that the KPI web service is based on.
Acc. Schedule Description	Specify the description of the account schedule that the KPI web service is based on.

4. Repeat step 3 for all the account schedules that you want to base the account-schedule KPI web service on.
5. To view or edit the selected account schedule, on the **Account Schedule** FastTab, choose the **Edit Account Schedule** action.
6. To view the account-schedule KPI data that you have set up, choose the **Account Schedule KPI Web Service** action.
7. To publish the account-schedule KPI web service, choose the **Publish Web Service** action. The web service is added to the list of published web services in the **Web Services** window.

NOTE

You can also publish the KPI web service by pointing to the **Account Schedule KPI Web Service Setup** page object from the **Web Services** window. For more information, see [How to: Publish a Web Service](#).

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dynamics NAV](#)

How to: Analyze Data by Dimensions

4/16/2018 • 3 minutes to read • [Edit Online](#)

In financial analysis, a dimension is data that you can add to an entry as a kind of marker. This data is used to group entries with similar characteristics, such as customers, regions, products, and salesperson, and easily retrieve these groups for analysis. Dimensions can be used on entries in journals, documents, and budgets. The term dimension describes how analysis occurs. A two-dimensional analysis, for example, would be sales per area. However, by using more than two dimensions when creating an entry, you can carry out a more complex analysis, such as sales per sales campaign per customer group per area. For more information, see [Working with Dimensions](#).

Analyzing data by dimensions gives you greater insight into your business, so you can evaluate information, such as how well your business is operating, where it is thriving and where it is not, and where more resources should be allocated.

TIP

As a quick way to analyze transactional data by dimensions, you can filter totals in the chart of accounts and entries in all **Entries** windows by dimensions. Look for the **Set Dimension Filter** action.

To set up an analysis view

An analysis by dimensions displays a selected combination of dimensions. You can store and retrieve each analysis you have set up. The information for setting up an analysis is stored on an **Analysis View** card to simplify future analysis.

1. Choose the  icon, enter **Analysis Views**, and then choose the related link.
2. In the **Analysis View List** window, choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. To add other dimension codes in addition to the four on the **Dimensions** FastTab, choose the **Filter** action, fill in the fields, and then choose the **OK** button.
5. To update the view, choose the **Update** action.

To analyze by dimensions

You can use the **Analysis by Dimensions** matrix to view the amounts in your general ledger by using the analysis views that you have already set up. You fill in the **Analysis by Dimensions** window to define what will be shown in the matrix, and then you choose the **Show Matrix** action to view the matrix.

- The leftmost columns contain information based on what you have selected in the **Show as Lines** field in the header.
- The rightmost columns contain information based on to what you have selected in the **Show as Columns** field in the header.

1. Choose the  icon, enter **Analysis by Dimensions**, and then choose the related link.
2. Select the relevant analysis view, and then choose the **Edit Analysis View** action.
3. At the top of the **Analysis by Dimensions** window, fill in the fields to define what is shown.
4. e. To see a specification of an amount shown in the matrix window, choose the amount.

IMPORTANT

You cannot select a period length shorter than the period specified for the date compression on the **Analysis View** card. The **Next Set** and **Previous Set** commands are inactive if you have selected **Period** in either the **Show as Lines** or the **Show as Columns** field.

NOTE

You can use the **Dimensions - Detail** report to display a detailed classification of how dimensions have been used on entries over a selected period. You can use the **Dimensions - Total** report to display only the total amounts.

TIP

You can also change the view by changing the contents of the **Show as Lines** field and **Show as Columns** field. To reverse a view setting, choose the **Reverse Lines and Columns** action.

To update an analysis view

The amounts that are displayed in the **Analysis by Dimensions** window give you a picture of the company's state at the time of the last update. To get a picture of the current state, you must update the analysis view by running the update function.

The following procedure is for updating an analysis view from the **Analysis by Dimensions** window. The steps are similar from the **Analysis View Card** and the **Analysis View List** windows.

1. Choose the  icon, enter **Analysis by Dimensions**, and then choose the related link.
2. In the **Analysis by Dimensions** window, choose the **Analysis View Code** field.
3. Select the line with the relevant analysis view.
4. Choose the **Update** action.

TIP

If you select the **Update on Posting** check box on an analysis view card, the view is automatically updated when an involved transaction is posted.

NOTE

To update some or all analysis views at the same time, you must use the **Update Analysis Views** batch job.

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dimensions](#)

[Working with Dynamics NAV](#)

How to: Create Analysis Reports

8/13/2018 • 6 minutes to read • [Edit Online](#)

Sales managers need to analyze turnover, gross profit and other key sales performance indicators on a regular basis. Purchasers, are more interested in the dynamics of purchase volumes, vendors' performance and purchase prices. Whereas logistics/inventory managers need information on inventory turnover, analysis of inventory movement, and statistics on inventory value.

You can use analysis reports to create customized reports based on records of your posted transactions, for example, sales, purchases, transfers and inventory adjustments. In a customizable report, the source data, which is derived from the item ledger (with associated value entries), can be combined, compared and presented in meaningful user-defined ways. In this sense, the analysis report is very similar to a PivotTable report in Microsoft Excel.

You can create your personalized report that focuses on your key accounts in terms of total turnover both in amounts and quantities sold, gross profit and gross profit percentage during the current month, and have it compare those figures with the results from previous months or the same month last year, and calculate deviations. All this can be done in one and the same view, with the possibility to navigate to the cause of identified problem areas by choosing the drop-down button to access details on the level of individual transactions.

The analysis report consists of the objects that you want to analyze, such as customers, customer groups, sales people and so on, represented as lines, and the analysis parameters, that is, the way you want to analyze the object, represented as columns, such as profit calculations, periodic comparisons of sales amounts and volumes or periodic comparisons of actual and budgeted figures.

In addition to analysis reports, you can create and view similar information in analysis views, which are based on dimensions. For more information, see [How to: Analyze Data by Dimensions](#).

Example

You can set up lines like these:

- Computers
- Displays
- Spare Parts

Then you can set up columns like these:

- Sales Current Month
- Sales Last Month
- Sales in Pct. of last Month

Setting Up Line and Column Layouts

In the **Analysis Report** window, you can view different line and column layouts according to what you have set up. You set up your lines or line templates in the **Analysis Line Templates** window. In this window, you can define the name of the report and the objects you want to show in the lines of your report. You set up your columns in the **Analysis Column Templates** window. In this window, you can define the name of the column template and the analysis parameters that you want to show in the report as columns. In the **Analysis Column Templates** window, each line represents a column in your report. Note that analysis lines and analysis columns are independent from each other.

Based on the lines and columns you have set up, the program will aggregate the result of your report in the **Analysis Report** matrix window, such as in this example:

	Sales Current Month	Sales Last Month	Sales Last Month %
Computers			
Displays			
Spare parts			
Total			

You can, for example, set up one set of lines and several sets of column layouts to show monthly and annual reports respectively.

To set up analysis column templates

The following procedure is based on analysis views for sales. The steps are similar for purchase and inventory analysis views.

In an analysis report, your analysis parameters are shown as columns. You can define the columns that you want to include in your analysis report by setting up analysis column templates.

A template contains a set of lines each representing the analysis columns that you see in the analysis report. To define a column you must assign an analysis type code to a line. This analysis type code determines the type of source data in the item ledger entries that the analysis will be based on. Source data includes cost, sales amount, or quantity, and their associated value entries. You can set up as many column templates as you like, and then use them to create new analysis reports.

1. Choose the  icon, enter **Sales Column Templates**, and then choose the related link.
2. Select the first empty line, and then fill in the fields as necessary.
3. Choose the **Columns** action.
4. In the **Analysis Columns** window, fill in the fields to specify the columns that you want to include in your analysis report.

NOTE

To define a column, you must fill in the **Analysis Type Codes** field for all column types except **Formula**. Set up the analysis type codes in the **Analysis Types** window.

Note. In the **Ledger Entry Type** field, if you select **Item Entries**, the actual figures from the item ledger entry are copied. If you select **Item Budget Entries**, the budgeted figures from the budget are copied.

5. Choose the **OK** button to save your changes.

To set up analysis line templates

The following procedure is based on analysis reports for sales. The steps are similar for purchase and inventory analysis reports.

In an analysis report your analysis objects are shown on the lines. You can define the lines that you want to include

in your analysis report by setting up analysis line templates.

A template contains a set of lines representing the analysis lines that you see in the analysis report. A line can specify one or a range of items, customers, vendors, or groups. You can also create a formula in a line to sum up the other lines. You can set up as many line templates as you like, and then use them to create new analysis reports.

1. Choose the  icon, enter **Sales Line Templates**, and then choose the related link.
2. Select the first empty line, and then fill in the fields as necessary.
3. Choose the **Lines** action.
4. In the **Analysis Lines** window, create lines for the items, customers, vendors, or salespeople you want to view figures for in your analysis report. You must fill in the **Type**, **Range**, and the **Description** fields.

NOTE

Alternatively, when you want to create many individual lines for each item, customer, and so on, you can select the appropriate insert option to fill in all the relevant fields on the line. If you need to, you can then edit the lines manually. To insert lines, choose the **Insert Items** action or the **Insert Item Groups** action.

To create a new sales analysis report

The following procedure is based on analysis reports for sales. The steps are similar for purchase and inventory analysis reports.

You use analysis reports to analyze the dynamics of your sales according to key sales performance indicators that you select, for example, sales turnover in both amounts and quantities, contribution margin, or progress of actual sales against the budget. You can also use the report to analyze your average sales prices and evaluate the sales performance of your sales force.

1. Choose the  icon, enter **Sales Analysis Reports**, and then choose the related link.
2. In the **Analysis Report Sale** window, choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Choose the **Edit Analysis Report** action.
5. In the **Sales Analysis Report** window, choose the **Show Matrix** action

NOTE

Building combinations of line and column templates to create reports and assigning them unique names is optional. If you do this, selecting a report name means that you will not need to select line and column templates in the **Sales Analysis Report** window. After you have chosen a report name, you can change line and column templates independently and then later select the report name again to restore the original combination.

See Also

[Business Intelligence](#)

[Finance](#)

[Setting Up Finance](#)

[The General Ledger and the Chart of Accounts](#)

[Working with Dynamics NAV](#)

How to: Create Reports with XBRL

4/16/2018 • 7 minutes to read • [Edit Online](#)

XBRL, which stands for eXtensible Business Reporting Language, is an XML-based language for tagging financial data, and enabling businesses to efficiently and accurately process and share their data. The XBRL initiative enables global financial reporting by numerous ERP software companies and international accounting organizations. The goal of the initiative is to provide a standard for the uniform reporting of financial information for banks, investors, and government authorities. Such business reporting can include:

- Financial statements
- Financial information
- Non-financial information
- Regulatory filings, such as annual and quarterly financial statements

Dynamics NAV enables companies to implement data in XBRL, and take advantage of the flexibility and automation it provides for both collecting and sharing data.

eXtensible Business Reporting Language

XBRL (eXtensible Business Reporting Language) is an XML-based language for financial reporting. XBRL provides a standard for uniform reporting for all users of the financial information supply chain; such as public and private companies, the accounting profession, regulators, analysts, the investment community, capital markets and lenders, as well as key third parties such as software developers and data aggregators.

Taxonomies are maintained by www.xbrl.org. You can download taxonomies or read more detailed information on the XBRL website.

Someone who wants financial information from you, provides you with a taxonomy (an XML document) containing one or more schemas, each with one or more lines to fill out. The lines correspond to the individual financial facts required by the sender. You import this taxonomy into the program and then fill out the schema(s) by entering which account or accounts correspond to each line, what kind of timeframe to use, for example net change or balance at date. In some cases you can enter a constant instead, for example, number of employees. You are now ready to send the instance document (an XML document) to the someone who requests the information. The idea is that this might be a recurring event, so unless changes have been made to the taxonomy, you just export new instance documents for new periods on request.

XBRL is comprised of the following components

The XBRL **Specification** explains what XBRL is, how to build XBRL instance documents and XBRL taxonomies. The XBRL Specification explains XBRL in technical terms and is intended for a technical audience.

The XBRL **Schema** are the core low-level components of XBRL. The schema is the physical XSD file which express how instance documents and taxonomies are to be built.

The XBRL **Linkbases** are the physical XML files which contain various information about the elements defined in the XBRL Schema, such as labels in one or more languages, how they relate to each other, how to sum up elements, etc.

An XBRL **Taxonomy** is a "vocabulary" or "dictionary" created by a group, compliant with the XBRL Specification, in order to exchange business information.

An XBRL **Instance document** is a business report, such as a financial statement prepared to the XBRL

specification. The meaning of the values in the instance document is explained by the taxonomy. An instance document is somewhat useless unless you know the taxonomy to which it is prepared.

Layered Taxonomies

A taxonomy can consist of a base taxonomy, for example, us-gaap or IAS, and then have one or more extensions. To reflect this, a taxonomy refers to one or more schemas which all are separate taxonomies. When the additional taxonomies are loaded into the database, the new elements are simply added to the end of the existing elements.

Linkbases

In XBRL Spec. 2, the taxonomy is described in several XML-files. The primary XML file is the taxonomy schema file itself (.xsd file) which only contains an unordered list of elements or facts to be reported. In addition to this, there are usually associated some linkbase files (.xml). The linkbase files contain data which is complementary to the raw taxonomy (.xsd file). There are six types of linkbases files of which four have relevance for Product Name XBRL. These are:

- **Label linkbase:** This linkbase contains labels or names for the elements. The file may contain labels in different languages which are identified with an XML property called 'lang'. The XML language identifier usually contains a two-letter abbreviation, and although it should be easy to guess what the abbreviation means, there is no connection to the Windows language code or to the language codes defined in the demo data. Therefore, when the user looks up the languages for a specific taxonomy, he will see all the labels for the first element in the taxonomy, meaning that he can then see an example of each language. A taxonomy can have several label linkbases attached to it as long as these linkbases contain different languages.
- **Presentation linkbase:** This linkbase contains information about the structure of the elements, or more precisely; how the issuer of the taxonomy suggests that the program presents the taxonomy to the user. The linkbase contains a series of links that each connect two elements as parent and child. When applying all these links, the elements can be shown in a hierarchical way. Note that the presentation linkbase deals with just that: the presentation of elements to the user.
- **Calculation linkbase:** This linkbase contains information about which elements roll up to which. The structure is quite similar to the presentation linkbase, except that each link or 'arc', as they are called, has a weight property. The weight can be either 1 or -1 indicating whether the element should be added to or subtracted from its parent. Note that the rollups are not necessarily in keeping with the visual presentation.
- **Reference linkbase:** This linkbase is an xml file that contains supplementary information about the data that is required by the taxonomy issuer.

To set up XBRL lines

After you import or update the taxonomy, the lines of the schemas must be supplied with all the information that is required. This information will include basic company information, the actual financial statements, notes to the financial statements, supplemental schedules, and other information that is required to satisfy the particular financial reporting requirements.

You set up the XBRL Lines by mapping the data in the taxonomy to the data in your general ledger.

1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. In the **XBRL Taxonomies** window, select a taxonomy from the list.
3. Choose the **Lines** action.
4. Select a line and fill in the fields.
5. To read detailed information about what to fill in, choose the **Information** action.
6. To set up the mapping of the general ledger accounts in the chart of accounts to the XBRL lines, choose the **G/L**

Map Lines action.

7. To add notes to the financial statement, choose the **Notes** action.

NOTE

You can only export data that correspond to the source type you have selected in the **Source Type** field that includes description and notes.

NOTE

Lines that are not relevant can be marked as line type **NOT APPLICABLE** so the lines are not exported.

To import an XBRL taxonomy

The first step in working with the XBRL functionality is to import the taxonomy into your company database. A taxonomy consists of one or more schemas and some linkbases. After you have completed the import of both schemas and linkbases and have applied the linkbases to the schema, you can set up the lines and map the general ledger accounts in the chart of accounts to the appropriate taxonomy lines.

1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. In the **XBRL Taxonomies** window, create a new line and enter the name and description of the taxonomy.
3. Choose the **Schemas** action, and then insert the description of the schema.
4. To import the schema, in the **XBRL Schemas** window, choose the **Import** action, and then select a folder and an XSD file. Choose the **Open** button.
5. To import the linkbase, in the **XBRL Schemas** window, choose the **Linkbases** action, and then select a folder and an XML file. Choose the **Open** button..
6. You can now choose to apply the linkbase to the schema. Repeat until you have imported all linkbases.
7. Choose the **Apply to Taxonomy** action to apply the linkbase to the schema.

IMPORTANT

Instead of individually applying the linkbases after the import, you can wait until you have imported all linkbases and then apply them at the same time. To do this, choose the **NO** button when you are prompted to apply the newly imported linkbase to the schema. Then select the lines with the linkbases that you want to apply.

To update an XBRL taxonomy

When a taxonomy changes you need to update the current taxonomy accordingly. The reason for the update can be an altered schema, an altered linkbase, or a new linkbase. After updating the taxonomy, you only need to map the lines for the changed or new lines.

1. Choose the  icon, enter **XBRL Taxonomies**, and then choose the related link.
2. In the **XBRL Taxonomies** window, choose the **Schemas** action.
3. To update a schema, select the schema you want to update, and then choose the **Import** action.
4. To update or add a new linkbase, choose the **Linkbases** action.
5. Select the relevant linkbase or press Ctrl+N for a new line, select the type of linkbase, and then insert a description.
6. To import the linkbase, choose the **Import** action.
7. Choose the **Yes** button to apply the linkbase to the schema.

See Also

[Finance](#)

[Business Intelligence](#)

[Working with Dynamics NAV](#)

Sales

4/16/2018 • 3 minutes to read • [Edit Online](#)

You create a sales invoice or sales order to record your agreement with a customer to sell certain products on certain delivery and payment terms.

You must use sales orders if your sales process requires that you can ship parts of an order quantity, for example, because the full quantity is not available at once. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use sales orders. In all other aspects, sales orders work the same way as sales invoices. With sales orders, you can also use the Order Promising functionality to communicate certain delivery dates to your customers.

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales invoice or sales order when you agree on the sale. After the customer has confirmed the agreement, you can send an order confirmation to record your obligation to deliver the products as agreed.

You can easily correct or cancel a posted sales invoice before it is paid. This is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. If the posted sales invoice is paid, then you must create a sales credit memo or a sales return order to reverse the sale.

Good sales and marketing practices are all about how to make the best decisions at the right time. Marketing functionality in Dynamics NAV provides precise and timely overview of your contact information so that you can serve your prospective customers more efficiently and increase customer satisfaction. For more information, see [Relationship Management](#).

In business environments where the customer must pay before products are delivered, such as in retail, you must wait for the receipt of payment before you deliver the products. In most cases, you process incoming payments some weeks after delivery by applying the payments to their related posted, unpaid sales invoices. For more information, see [How to: Reconcile Payments Using Automatic Application](#).

Sales documents can be sent as PDF files attached to email. The email body will contain an extract of the sales document, such as products, total amount, and a link to the PayPal site. For more information, see [How to: Send Documents by Email](#).

For all sales processes, you can incorporate an approval workflow, for example, to require that large sales to certain customers are approved by the accounting manager. For more information, see [Using Workflows](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create a sales quote where you offer products on negotiable terms before converting the quote to a sales invoice.	How to: Make Offers
Create a sales invoice to record your agreement with a customer to sell products on certain delivery and payment terms.	How to: Invoice Sales

TO	SEE
Process a sales order that involves partial shipping or drop shipment.	How to: Sell Products
Set up standard sales or purchase lines that you can quickly insert on documents, for example, for recurring replenishment orders.	How to: Create Recurring Sales and Purchase Lines
Link a sales order to a purchase order to sell a drop-shipment item that will be delivered directly from your vendor to your customer.	How to: Make Drop Shipments
Have a nonstock item shipped from a vendor to your warehouse so that you can ship the item on to your customer.	How to: Create Special Orders
Perform an action on an unpaid posted sales invoice to automatically create a credit memo and either cancel the sales invoice or recreate it so you can make corrections.	How to: Correct or Cancel Unpaid Sales Invoices
Create a sales credit memo to revert a specific posted sales invoice to reflect which products the customer returns and which payment amount you will refund.	How to: Process Sales Returns or Cancellations
Manage your customer's commitment to purchase large quantities delivered in several shipments over time.	How to: Work with Blanket Sales Orders
Sell assembly items that are not currently available by creating a linked assembly order to supply the full or partial sales order quantity.	How to: Sell Items Assembled to Order
Invoice a customer once for multiple shipments by combining the shipments on one invoice.	How to: Combine Shipments on a Single Invoice
Inform your customers of order delivery dates by calculating either the capable-to-promise date or the available-to-promise date.	How to: Calculate Order Promising Dates

See Also

[Setting Up Sales](#)

[How to: Register New Customers](#)

[Managing Receivables](#)

[Managing Payables](#)

[Project Management](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

How to: Make Offers

8/13/2018 • 4 minutes to read • [Edit Online](#)

You create a sales quote to record your offer to a customer to sell certain products on certain delivery and payment terms. You can send the sales quote to the customer to communicate the offer. You can email the document as a PDF attachment. You can also have the email body prefilled with a summary of the quote. For more information, see [How to: Send Documents by Email](#).

While you negotiate with the customer, you can change and resend the sales quote as much as needed. When the customer accepts the quote, you convert the sales quote to a sales invoice or a sales order in which you process the sale. For more information, see [How to: Invoice Sales](#) or [How to: Sell Products](#).

You can fill customer fields on the sales quote in two ways depending on whether the customer is already registered. See steps 2 and 3 in the following procedure.

To create a sales quote

1. On the Home page, choose the **Sales Quote** action.
2. In the **Customer** field, enter the name of an existing customer.

Other fields in the **Sales Quote** window contain standard information of the selected customer. If the customer is not registered, follow these steps:

3. In the **Customer** field, enter the name of the new customer.
4. In the dialog box about registering the new customer, choose the **Yes** button.
5. In the **Select a template for a new customer** window, choose a template to base the new customer card on, and then choose the **OK** button.
6. A new customer card displays the information on the selected customer template. Fill in the remaining fields. For more information, see [How to: Register New Customers](#).
7. When you have completed the customer card, choose the **OK** button to return to the **Sales Quote** window.

Several fields on the sales quote are now filled with information that you specified on the new customer card.

8. Fill in the remaining fields in the **Sales Quote** window as necessary. Choose a field to read a short description of the field or link to more information.

You are now ready to fill in the sales order lines for products that you are selling to the customer or for any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action. 9. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.

10. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases:

- If the line is for a comment. Write the comment in the **Description** field.
- If the line is for a nonstock item. Choose the **Select Nonstock Items** action. For more information, see [How to: Work With Nonstock Items](#).

11. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

12. If you want to give a discount, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

13. Repeat steps 9 through 12 for every product you want to offer the customer.

The totals under the lines are automatically calculated as you create or modify lines.

14. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#). 15.

When the sales quote lines are completed, choose the **Send by Email** action.

16. In the **Send Email** window, fill in any remaining fields and review the embedded sales quote. For more information, see [How to: Send Documents by Email](#).

17. If the customer accepts the quote, choose the **Make Invoice** or the **Make Order** action.

The sales quote is removed from the database. A sales invoice or a sales order is created based on the information in the sales quote in which you can process the sale. In the **Quote No.** field on the sales invoice or sales order, you can see the number of the sales quote that it was made from. For more information, see [How to: Invoice Sales](#) or [How to: Sell Products](#).

See Also

[Sales](#)

[Setting Up Sales](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Invoice Sales

8/13/2018 • 5 minutes to read • [Edit Online](#)

You create a sales invoice or sales order to record your agreement with a customer to sell certain products on certain delivery and payment terms.

There are a couple of scenarios where you must use a sales order instead of a sales invoice:

- If you need to ship only part of an order quantity, for example, because the full quantity is not on hand.
- If you sell items that your vendor delivers directly to your customer, known as drop shipment. For more information, see [How to: Make Drop Shipments](#).

In all other aspects, sales orders and sales invoices work in the same way. For more information, see [How to: Sell Products](#).

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales invoice when you agree on the sale. For more information, see [How to: Make Offers](#).

If the customer decides to buy, you post the sales invoice to create the related quantity and value entries. When you post the sales invoice, you can also email the document as a PDF attachment. You can have the email body prefilled with a summary of the invoice and payment information, such as a link to PayPal. For more information, see [How to: Send Documents by Email](#).

In business environments where the customer must pay before products are delivered, such as in retail, you must wait for the receipt of payment before you deliver the products. In most cases, you process incoming payments some weeks after delivery by applying the payments to their related posted, unpaid sales invoices. For more information, see [How to: Reconcile Payments Using Automatic Application](#).

You can easily correct or cancel a posted sales invoice before it is paid. For example, this is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. For more information, see [How to: Correct or Cancel Unpaid Sales Invoices](#). If the posted sales invoice is paid, then you must create a sales credit memo to reverse the sale. For more information, see [How to: Process Sales Returns or Cancellations](#).

You can fill customer fields on the sales invoice in two ways depending on whether the customer is already registered. See steps 2 and 3 in the following procedure.

To create a sales invoice

1. On the Home page, choose the **Sales Invoice** action.
2. In the **Customer** field, enter the name of an existing customer.

Other fields in the **Sales Invoice** window contain standard information about the selected customer. If the customer is not registered, follow these steps:

3. In the **Customer** field, enter the name of the new customer.
4. In the dialog box about registering the new customer, choose the **Yes** button.
5. In the **Select a template for a new customer** window, choose a template to base the new customer card on, and then choose the **OK** button.
6. A new customer card displays the information on the selected customer template. Fill in the remaining fields. For more information, see [How to: Register New Customers](#).

7. When you have completed the customer card, choose the **OK** button to return to the **Sales Invoice** window.

Several fields on the sales invoice are now filled with information that you specified on the new customer card.

8. Fill in the remaining fields in the **Sales Invoice** window as necessary. Choose a field to read a short description of the field or link to more information.

You are now ready to fill in the sales invoice lines for products that you are selling to the customer or for any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

9. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.

10. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases:

- If the line is for a comment. Write the comment in the **Description** field.
- If the line is for a nonstock item. Choose the **Select Nonstock Items** action. For more information, see [How to: Work With Nonstock Items](#).

11. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

12. If you want to give a discount, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

13. Repeat steps 9 through 12 for every product or charge you want to sell to the customer.

The totals under the lines are automatically calculated as you create or modify lines.

14. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

15. When the sales invoice lines are completed, choose the **Post and Send** action.

The **Post and Send Confirmation** dialog box displays the customer's preferred method of receiving documents. You can change the sending method by choosing the lookup button for the **Send Document to** field. For more information, see [How to: Set Up Document Sending Profiles](#).

The related item and customer ledger entries are now created in your system, and the sales invoice is output as a PDF document. The sales invoice is removed from the list of sales invoices and replaced with a new document in the list of posted sales invoices.

See Also

[Sales](#)

[Setting Up Sales](#)

[Inventory](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Sell Products

8/13/2018 • 8 minutes to read • [Edit Online](#)

You create a sales order or sales invoice to record your agreement with a customer to sell certain products on certain delivery and payment terms.

NOTE

You use sales orders if your sales process requires that you can ship parts of an order quantity, for example, because the full quantity is not available at once. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use sales orders. For more information, see [How to: Make Drop Shipments](#). In all other aspects, sales orders work the same way as sales invoices. For more information, see [How to: Invoice Sales](#).

You can negotiate with the customer by first creating a sales quote, which you can convert to a sales order when you agree on the sale. For more information, see [How to: Make Offers](#).

After the customer has confirmed the agreement, for example after a quote process, you can send an order confirmation to record your obligation to deliver the products as agreed.

When you deliver the products, either fully or partially, you post the sales order as shipped or as shipped and invoiced to create the related item and customer ledger entries in your system. When you post the sales order, you can also email the document as a PDF attachment. You can have the email body prefilled with a summary of the order and payment information, such as a link to PayPal. For more information, see [How to: Send Documents by Email](#).

In business environments where the customer must pay before products are delivered, such as in retail, you must wait for the receipt of payment before you deliver the products. In most cases, you process incoming payments some weeks after delivery by applying the payments to their related posted, unpaid sales invoices. For more information, see [How to: Reconcile Payments Using Automatic Application](#).

You can easily correct or cancel a posted sales invoice resulting from a sales order before it is paid. This is useful if you want to correct a typing mistake or if the customer requests a change early in the order process. For more information, see [How to: Correct or Cancel Unpaid Sales Invoices](#). If the posted sales invoice is paid, then you must create a sales credit memo to reverse the sale. For more information, see [How to: Process Sales Returns or Cancellations](#).

You can fill customer fields on the sales order in two ways depending on whether the customer is already registered. See steps 2 and 3 in the following procedure.

To create a sales order

1. On the Home page, choose the **Sales Order** action.
2. In the **Customer** field, enter the name of an existing customer.

Other fields in the **Sales Order** window are now filled with the standard information of the selected customer. If the customer is not registered, then follow these steps:

3. In the **Customer** field, enter the name of the new customer.
4. In the dialog box about registering the new customer, choose the **Yes** button.
5. In the **Select a template for a new customer** window, choose a template to base the new customer

card on, and then choose the **OK** button.

A new customer card opens, prefilled with the information on the selected customer template. The **Name** field is prefilled with the new customer's name that you entered on the sales order.

6. Proceed to fill in the remaining fields on the customer card. For more information, see [How to: Register New Customers](#).
7. When you have completed the customer card, choose the **OK** button to return to the **Sales Order** window.

Several fields on the sales order are now filled with information that you specified on the new customer card.

8. Fill in the remaining fields in the **Sales Order** window as necessary. Choose a field to read a short description of the field or link to more information.

You are now ready to fill in the sales order lines with inventory items or services that you want to sell to the customer.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

9. On the **Lines** FastTab, in the **Item** field, enter the number of an inventory item or service.
10. In the **Quantity** field, enter the number of items to be sold.

The **Line Amount** field is updated to show the value in the **Unit Price** field multiplied by the value in the **Quantity** field.

The price and line amounts are shown with or without sales tax depending on what you selected in the **Prices Including Tax** field on the customer card.

11. In the **Line Discount %** field, enter a percentage if you want to grant the customer a discount on the product. The value in the **Line Amount** field is updated accordingly.

If you have set up special item prices on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, then the price and amount on the quote line are automatically updated if the agreed price criteria are met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

12. To add a comment about the quote line that the customer can see on the printed sales quote, write a text in the **Description** field on an empty line.
13. Repeat steps 10 through 13 for every item that you want to offer to the customer.

The totals under the lines are automatically calculated as you create or modify lines.

14. A new customer card displays the information on the selected customer template. Fill in the remaining fields. For more information, see [How to: Register New Customers](#).
15. When you have completed the customer card, choose the **OK** button to return to the **Sales Order** window.

Several fields on the sales Order are now filled with information that you specified on the new customer card.

16. Fill in the remaining fields in the **Sales Order** window as necessary. Choose a field to read a short description of the field or link to more information.

You are now ready to fill in the sales order lines for products that you are selling to the customer or for

any transaction with the customer that you want to record in a G/L account.

If you have set up recurring sales lines for the customer, such as a monthly replenishment order, then you can insert these lines on the order by choosing the **Get Recurring Sales Lines** action.

17. On the **Lines** FastTab, in the **Type** field, select what type of product, charge, or transaction that you will post for the customer with the sales line.

18. In the **No.** field, select a record to post according to the value in the **Type** field.

You leave the **No.** field empty in the following cases: -If the line is for a comment. Write the comment in the **Description** field. -If the line is for a nonstock item. Choose the **Select Nonstock Items** action. For more information, see [How to: Work With Nonstock Items](#).

19. In the **Quantity** field, enter how many units of the product, charge, or transaction that the line will record for the customer.

NOTE

If the item is of type **Item - Service** or **Resource**, the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line.

The value in the **Line Amount** field is calculated as *Unit Price x Quantity*.

The price and line amounts are with or without sales tax, depending on what you selected in the **Prices Including Tax** field on the customer card.

20. If you want to give a discount, enter a percentage in the **Line Discount %** field. The value in the **Line Amount** field updates accordingly.

If special item prices are set up on the **Sales Prices and Sales Line Discounts** FastTab on the customer or item card, the price and amount on the sales line automatically update if the price criteria is met. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

21. Repeat steps 9 through 12 for every product or charge you want to sell to the customer.

The totals under the lines are automatically calculated as you create or modify lines.

22. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field.

If you have set up invoice discounts for the customer, then the specified percentage value is automatically inserted in the **Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Inv. Discount Amount Excl. Tax** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

23. To only ship a part of the order quantity, enter that quantity in the **Qty. to Ship** field. The value is copied to the **Qty. to Invoice** field.

24. To only invoice a part of the shipped quantity, enter that quantity in the **Qty. to Invoice** field. The quantity must be lower than the value in the **Qty. to Ship** field.

25. When the sales order lines are completed, choose the **Post and Send** action.

The **Post and Send Confirmation** dialog box displays the customer's preferred method of receiving documents. You can change the sending method by choosing the lookup button for the **Send Document to** field. For more information, see [How to: Set Up Document Sending Profiles](#).

The related item and customer ledger entries are now created in your system, and the sales order is output as a

PDF document. When the sales order is fully posted, it is removed from the list of sales orders and replaced with new documents in the list of posted sales invoices and the list of posted sales shipments.

See Also

[Sales](#)

[Setting Up Sales](#)

[Inventory](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Create Recurring Sales and Purchase Lines

4/16/2018 • 2 minutes to read • [Edit Online](#)

If you often need to create sales and purchase lines with similar information, you can set up standard lines that you can then insert on recurring sales and purchase documents, for example, for recurring replenishment orders.

The following procedure shows how to work with standard sales lines. It works in a similar way for standard purchase lines.

To set up standard sales lines

1. Choose the  icon, enter **Standard Sales Codes**, and then choose the related link.
2. In the **Standard Sales Lines** window, choose the **New** action.
3. On the **General** FastTab, fill the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. On the **Lines** FastTab, enter information in the fields to prepare sales lines that reflect the standard lines that you expect to use as recurring lines on sales documents.

To insert standard sales lines on a sales invoice

1. Choose the  icon, enter **Invoices**, and then choose the related link.
2. Open the sales invoice that you want to insert one or more standard sales lines on.
3. Choose the **Get Recurring Sales Lines** action.
4. In the **Recurring Sales Lines** window, choose the lookup button in the **Code** field, and then select a set of standard sales lines.
5. Choose the **OK** button to insert the standard sales lines on the invoice, where you can reuse as is or edit the information.

To create multiple sales invoices based on standard sales lines

You can use the **Create Recurring Sales Inv.** batch job to create sales invoices according to standard sales lines that are assigned to the customers and with posting dates within the valid-from and valid-to dates that you specify on the standard sales code.

In the **Recurring Sales Lines** window, you can also specify a direct-debit payment method and a direct-debit mandate. The sales invoices that are created with the **Create Recurring Sales Inv.** batch job will then include information required to collect payment for the sales invoices with SEPA direct debit. For more information, see [Collecting Payments with SEPA Direct Debit](#).

1. Choose the  icon, enter **Create Recurring Sales Invoices**, and then choose the related link.
2. In the **Create Recurring Sales Inv.** window, fill in the fields as necessary.
3. In the **Code** field, enter the code for standard sales lines assigned to a customer that you want to create sales invoices for.
4. Choose the **OK** button.

Sales invoices are created for the customers with the specified standard customer sales code, and any specified direct-debit information, for posting on the specified date.

See Also

[Sales](#)

[Working with Dynamics NAV](#)

How to: Make Drop Shipments

4/16/2018 • 2 minutes to read • [Edit Online](#)

A drop shipment is the shipment of items from one of your vendors directly to one of your customers.

When a sales order is marked for drop shipment, and you create a purchase order specifying the customer in the **Sell-to Customer No.** field, you can link the two documents and thereby instruct the vendor to ship directly to the customer.

To create a sales order for drop shipment

To prepare a drop shipment, you create a sales order for an item as normal, except you must indicate on the sales line that the sale requires drop shipment.

1. Create a sales order for an item. For more information, see [How to: Sell Products](#).
2. On the sales order line for the drop shipment, select the **Drop Shipment** check box. If this field is not visible, you will have to add it. For more information, see [Personalization in the Web Client](#) or [Personalization in the Windows Client](#).

To create the purchase order for drop shipment

To prepare a drop shipment for the item to be sold, you create a purchase order as normal, except you must indicate on the purchase order that it must be shipped to your customer, not to yourself.

1. Create a purchase order. Do not fill any fields on the lines. For more information, see [How to: Record Purchases](#).
2. In the **Sell-to Customer No.** field, select the customer that you are selling to.
3. Choose the **Drop Shipments** action, and then choose the **Get Sales Order** action.
4. In the **Sales List** window, select the sales order that you prepared in the "To create a sales order for drop shipment" section.
5. Choose the **OK** button.

The line information from the sales order is inserted on the purchase order line(s).

You can now instruct the vendor to ship the items to your customer, for example, by mailing the purchase order as a PDF.

To view the linked purchase order from the sales order

- Select the drop-shipment sales order line, choose the **Order** action, choose the **Drop Shipment** action, and then choose the **Purchase Order** action.

To post a drop shipment

After the vendor ships the items, you can post the sales order as shipped. You can also post the purchase order, but only with the **Receive** option until the sales order has been invoiced.

1. Choose the  icon, enter **Sales orders**, and then choose the related link.
2. Open the sales order that you created in the "To create a sales order for a drop shipment" section.
3. In the **Qty. to Ship** field, specify how many of the order quantity to ship, the full or a partial order quantity.
4. Choose the **Post** or **Post and Send** action.

5. Choose either the **Ship** option to invoice later, or the **Ship and Invoice** option to invoice immediately.

See Also

[How to: Create Special Orders](#)

[How to: Sell Products](#)

[How to: Record Purchases](#)

[Sales](#)

[Inventory](#)

[Working with Dynamics NAV](#)

How to: Create Special Orders

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can create a special order for a specific nonstock item to be shipped to a specific customer. Your vendor ships the item to your warehouse and you can then ship the item on to your customer either independently or together with other items on another order.

Special orders imply that the purchase and sales order are linked to ensure that the specific nonstock item is picked and delivered to the customer.

Before you can use this feature, you must first set up the customer, vendor, and item cards necessary for the order.

To create a special order

1. Choose the  icon, enter **Sales Order**, and then choose the related link.
2. Choose the **New** action. Create and fill in a sales order for the item. For more information, see [How to: Sell Products](#).
3. On the **Lines** FastTab, fill in the sales line. In the **Purchasing Code** field, select a purchasing code that has the **Special Order** field selected.

You must now create a purchase order from a requisition worksheet.

4. Choose the  icon, enter **Requisition Worksheet**, and then choose the related link.
5. Choose the **Special Order** action, and then choose the **Get Sales Orders** action.
6. In the **Get Sales Orders** window, show results where the **Document No.** is the sales order number. Choose the **OK** button. A requisition worksheet line is created for the item.
7. On the requisition worksheet line, in the **Action Message** field, select **New**.
8. In the **Req. Worksheet** window, choose the **Carry Out Action Message** action. The **Carry Out Action Msg. - Req.** window opens. Choose the **OK** button.

A message appears telling you that the purchase orders have been created. Choose the **OK** button.

A purchase order created as a special order for a sales order is respected by the planning system as it balances demand and supply. That is, the purchase order (supply) remains linked to the sales order (demand), even if that purchase order could supply another earlier demand. For more information, see [Design Details: Reordering Policies](#).

NOTE

You cannot use the special order functionality if the item is already reserved. Therefore, for items that are sold on special orders, make sure the **Reserve** field on the item card is not set to **Always**.

See Also

- [How to: Work with Nonstock Items Sales](#)
- [How to: Make Drop Shipments](#)

How to: Correct or Cancel Unpaid Sales Invoices

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Dynamics NAV, you can correct or cancel a posted sales invoice by issuing a corrective credit memo. This is useful if you make a mistake or if the customer requests a change.

In the **Posted Sales Invoice** window, you can choose the **Create Corrective Credit Memo** action to achieve the effect of cancelling or correcting the sales invoice. For more information, see [How to: Process Sales Returns or Cancellations](#).

See Also

[Sales](#)

[Setting Up Sales](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Process Sales Returns or Cancellations

8/13/2018 • 15 minutes to read • [Edit Online](#)

If a customer wants to return items or be reimbursed for items or services that you have sold and received payment for, you must create and post a sales credit memo that specifies the requested change. To include the correct sales invoice information, you can create the sales credit memo directly from the posted sales invoice or you can create a new sales credit memo with copied invoice information.

If you need more control of the sales return process, such as warehouse documents for the item handling or better overview when receiving items from multiple sales documents with one sales return, then you can create sales return orders. A sales return order automatically issues the related sales credit memo and other return-related documents, such as a replacement sales order, if needed. For more information, see the "To create a sales return order based on one or more a posted sales documents" section.

A return or reimbursement may relate to only some of the items or services on the original sales invoice. In that case, you must edit information on the lines on the sales credit memo or sales return order. When you post the sales credit memo or sales return order, the sales documents that are affected by the change are reversed and a refund payment can be created for the customer. For more information, see [Making Payments](#).

In addition to the original posted sales invoice, you can apply the sales credit memo or sales return order to other sales documents, for example another posted sales invoice because the customer is also returning items delivered with that invoice.

You can send the posted sales credit memo to the customer to confirm the return or cancellation and communicate that the related value will be reimbursed, for example when the items are returned.

The credit memo posting will also revert any item charges that were assigned to the posted document, so that the item's value entries are the same as before the item charge was assigned.

Inventory Costing

To preserve correct inventory valuation, you typically want to put returned items back in inventory at the unit cost that they were sold at, not at their current unit cost. This is referred to as exact cost reversing.

Two functions exist to assign exact cost reversing automatically.

FUNCTION	DESCRIPTION
Get Posted Document Lines to Reverse function in the Sales Return Order window	Copies lines of one or more posted documents to be reversed into the sales return order. For more information, see the "To create a sales return order, and related sales credit memo, for on one or more a posted sales invoices" section.
Copy Document function in the Sales Credit Memo and Sales Return Order windows	Copies both the header and lines of one posted document to be reversed. Requires that the Exact Cost Reversing Mandatory check box is selected in the Sales & Receivables Setup window.

To assign exact cost reversing manually, you must choose the **Appl.-from Item Entry** field on any type of return document line, and then select the number of the original sales entry. This links the sales credit memo or sales return order to the original sales entry and ensures that the item is valued at the original unit cost.

For more information, see [Design Details: Inventory Costing](#).

To create a sales credit memo from a posted sales invoice

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. In the **Posted Sales Invoices** window, select the posted sales invoice that you want to reverse, and then choose the **Create Corrective Credit Memo** action.

The sales credit memo header contains some information from the posted sales invoice. You can edit this, for example, with new information that reflects the return agreement.

3. Edit information on the lines according to the agreement, such as the number of returned items or the amount to reimburse.
4. Choose the **Apply Entries** action.
5. In the **Apply Customer Entries** window, select the line with the posted sales document that you want to apply the sales credit memo to, and then choose the **Applies-to ID** action.

The identifier of the sales credit memo displays in the **Applies-to ID** field.

6. In the **Amount to Apply** field, enter the amount that you want to apply if it's smaller than the original amount.

At the bottom of the **Apply Customer Entries** window, you can see the total amount to apply to reverse all involved entries, namely when the value in the **Balance** field is zero.

7. Choose the **OK** button. When you post the sales credit memo, it is applied to the posted sales documents.

After you create or edit sales credit memo lines, and the single or multiple applications are specified, you can post the sales credit memo.

8. Choose the **Post and Send** action.

The **Post and Send Confirmation** dialog box opens showing the preferred sending method for the customer. You can change the sending method by choosing the lookup button for the **Send Document** field. For more information, see [How to: Set Up Document Sending Profiles](#).

The posted sales documents that you applied the credit memo to are now reversed, and a refund payment can be created for the customer. The sales credit memo is removed and replaced with a new document in the list of posted sales credit memos.

To create a sales credit memo by copying a posted sales invoice

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty sales credit memo.
3. In the **Customer** field, enter the name of an existing customer.
4. Choose the **Copy Document** action.
5. In the **Copy Sales Document** window, in the **Document Type** field, select **Posted Invoice**.
6. Choose the **Document No.** field to open the **Posted Sales Invoices** window, and then select the posted sales invoice that contains lines that you want to reverse.
7. Select the **Recalculate Lines** check box if you want the copied posted sales invoice lines to be updated with any changes in item price and unit cost since the invoice was posted.
8. Choose the **OK** button. The copied invoice lines are inserted in the sales credit memo.
9. Complete the sales credit memo as explained in the "To create a sales credit memo from a posted sales invoice" section in this topic.

To create a sales return order based on one or more a posted sales documents

1. Choose the  icon, enter **Sales Return Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the **General** FastTab as necessary.
4. On the **Lines** FastTab, fill the lines manually, or copy information from other documents to fill the lines automatically:
 - Use the **Get Posted Document Lines to Reverse** function to copy one or more posted document lines from one or more posted documents. This function always exactly reverses the costs from the posted document line. This function is described in the following steps.
 - Use the **Copy Document** function to copy an existing document to the return order. Use this function to copy the entire document. It can be either a posted document or a document that is not yet posted. This function only enables exact cost reversing when the **Exact Cost Reversing Mandatory** check box is selected in the **Sales and Receivables Setup** window.
5. Choose the **Get Posted Document Lines to Reverse** action.
6. At the top of the **Posted Sales Document Lines** window, select the **Show Reversible Lines Only** check box if you want to see only lines that have quantities that have not yet been returned. For example, if a posted sales invoice quantity has already been returned, you may not want to return that quantity on a new sales return document.

NOTE

This field only works for posted shipments and posted invoice lines, not for posted return or posted credit memo lines.

At the left side of the window, the different document types are listed, and the number in brackets shows the number of documents available of each document type.

7. In the **Document Type Filter** field, select the type of posted document lines you would like to use.
8. Select the lines that you would like to copy to the new document.

NOTE

If you use Ctrl+A to select all lines, all lines within the filter you have set are copied, but the **Show Reversible Quantity Only** filter is ignored. For example, suppose you have filtered the lines to a particular document number with two lines, one of which has already been returned. Even if the **Show Reversible Quantity Only** field is selected, if you press Ctrl+A to copy all lines, both lines are copied, instead of only the one that has not yet been reversed.

9. Choose the **OK** button to copy the lines to the new document.

The following processes occur:

- For posted document lines of the type **Item**, a new document line is created that is a copy of the posted document line, with the quantity that has not yet been reversed. The **Appl.-from Item Entry** field is filled in as appropriate with the number of the item ledger entry of the posted document line.
- For posted document lines that are not of the type **Item**, such as item charges, a new document line

is created that is a copy of the original posted document line.

- Calculates the **Unit Cost (LCY)** field on the new line from the costs on the corresponding item ledger entries.
- If the copied document is a posted shipment, posted receipt, posted return receipt, or posted return shipment, the unit price is calculated automatically from the item card.
- If the copied document is a posted invoice or credit memo, the unit price, invoice discounts, and line discounts from the posted document line are copied.
- If the posted document line contains item tracking lines, the **Appl.-from Item Entry** field on the item tracking lines is filled with the appropriate item ledger entry numbers from the posted item tracking lines.

When you copy from a posted invoice or posted credit memo, the program copies any relevant invoice discounts and line discounts as valid at the time of posting that document from the posted document line to the new document line. Be aware, however, that if the **Calc. Inv. Discount** option is activated in the **Sales & Receivables Setup** window, then the invoice discount will be newly calculated when you post the new document line. The line amount for the new line may therefore be different than the line amount for the posted document line, depending on the new calculation of the invoice discount.

NOTE

If part of the quantity of the posted document line has already been reversed or sold or consumed, a line is created for only the quantity that remains in inventory or that has not been returned. If the full quantity of the posted document line has already been reversed, a new document line is not created.

If the flow of goods in the posted document is the same as the flow of goods in the new document, a copy of the original posted document line in the new document is created. The **Appl.-from Item Entry** field is not filled in because, in this case, exact cost reversing is not possible. For example, if you use the **Get Posted Document Lines to Reverse** function to get a posted sales credit memo line for a new sales credit memo, only the original posted credit memo line is copied to the new credit memo.

10. In the **Sales Return Order** window, in the **Return Reason Code** field on each line, select the reason for the return.
11. Choose the **post** action.

To create a replacement sales order from a sales return order

You may decide to compensate a customer for an item that you have sold them by replacing the item. You can make a replacement with the same item or a different item. This situation could occur if you mistakenly shipped the wrong item to the customer, for example.

1. In the **Sales Return Order** window for an active return process, on an empty line, make a negative entry for the replacement item by inserting a negative amount in the **Quantity** field.
2. Choose the **Move Negative Lines** action.
3. In the **Move Negative Sales Lines** window, fill in the fields as necessary.
4. Choose the **OK** button. The negative line for the replacement item is deleted from the sales return order and inserted in a new **Sales Order** window. For more information, see [How to: Sell Products](#).

To create return-related documents from a sales return order

You can have replacement sales orders, purchase return orders, and replacement purchase orders created

automatically during the sales return process. This is useful, for example, in situations where you want to handle items with warranties provided by vendors.

1. In the **Sales Return Order** window for an active return process, choose the **Create Return-Related Documents** action.
2. In the **Vendor No.** field, enter the number of a vendor if you want to create vendor documents automatically.
3. If a returned item must be returned to the vendor, select the **Create Purch. Ret. Order** check box.
4. If a returned item must be ordered from the vendor, select the **Create Purchase Order** check box.
5. If a replacement sales order must be created, select the **Create Sales Order** check box.

To create a restock charge

You may decide to charge your customer a restock fee to cover the physical handling costs of returning an item. This could occur if the customer mistakenly ordered the wrong item or changed their mind after receiving the item you sold them, for example.

You can post this increased cost as an item charge in a credit memo or a return order and assign it to the posted shipment. The following describes it for a sales return order, but the same steps apply to a sales credit memo.

1. Open the **Sales Return Order** window for an active return process.
2. On a new line, in the **Type** field, select **Charge (Item)**.
3. Fill in the fields as for any item charge line. For more information, see [How to: Use Item Charges to Account for Additional Trade Costs](#).

When you post the sales return order, the restock charge is added to the relevant sales entry amount. In this way, you can maintain accurate inventory valuation.

To create a sales allowance

You can send a customer a credit memo with a price reduction if the customer has received slightly damaged items or received the items late.

You can post this reduced price as an item charge in a credit memo or a return order and assign it to the posted shipment. The following describes it for a sales credit memo, but the same steps apply to a sales return order.

1. Choose the  icon, enter **Sales Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty sales credit memo.
3. Fill in the credit memo header with relevant information about the customer that you want to give the sales allowance to.
4. On the **Lines** FastTab, in the **Type** field, select **Charge (Item)**.
5. In the **No.** field, select the appropriate item charge value.
You may want to create a special item charge number to cover sales allowances.
6. In the **Quantity** field, enter **1**.
7. In the **Unit Price** field, enter the amount of the sales allowance.
8. Assign the sales allowance as an item charge to the items in the posted shipment. For more information, see [How to: Use Item Charges to Account for Additional Trade Costs](#). When you have assigned the allowance, return to the **Sales Credit Memo** window.

When you post the sales return order, the sales allowance is added to the relevant sales entry amount. In this way, you can maintain accurate inventory valuation.

To combine return receipts

You can combine return receipts if your customer returns several items that are covered by different sales return

orders.

When you receive the items into your warehouse, post the relevant sales return orders as received. This creates posted return receipts.

When you are ready to invoice this customer, instead of invoicing each sales return order separately, you can create a sales credit memo and automatically copy the posted return receipt lines to this document. Then you can post the sales credit memo and conveniently invoice all the open sales return orders at once.

To combine return receipts, the **Combine Shipments** check box must be selected in the **Customer Card** window.

To manually combine return receipts

1. Choose the  icon, enter **Sales Credit Memo**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Get Return Receipt Lines** action.
5. Select the return receipt lines that you want to include in the credit memo:
 - To insert all lines, select all lines, and then choose the **OK** button.
 - To insert specific lines, select the lines, and then choose the **OK** button.
6. If an incorrect shipment line was selected or you want to start over, you can simply delete the lines on the credit memo and re-run the **Get Return Receipt Lines** function.
7. Post the invoice.

To automatically combine return receipts

You can automatically combine return receipts and have the option of automatically posting the credit memos using the **Combine Return Receipts** function.

1. Choose the  icon, enter **Combine Return Receipts**, and then choose the related link.
2. In the **Combine Return Receipts** window, fill in the fields to select the relevant return receipts.
3. Select the **Post Credit Memos** check box. If not, you must manually post the resulting purchase credit memos.
4. Choose the **OK** button.

To remove a received and invoiced return order

When you invoice return receipts in this way, the return orders from which the return receipts were posted still exist, even if they have been fully received and invoiced.

When return receipts are combined on a credit memo and posted, a posted sales credit memo is created for the credited lines. The **Quantity Invoiced** field on the originating sales return order is updated based on the invoiced quantity.

1. Choose the  icon, enter **Delete Invoiced Sales Return Orders**, and then select the link.
2. Specify in the **No.** filter field which return orders to delete.
3. Choose the **OK** button.

Alternatively, delete individual sales return orders manually.

See Also

[Sales](#)

[Setting Up Sales](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Work with Blanket Sales Orders

8/13/2018 • 6 minutes to read • [Edit Online](#)

A blanket sales order represents a framework for a long-term agreement between you and your customer.

A blanket order is typically made when a customer has committed to purchasing large quantities that are to be delivered in several smaller shipments over a certain period of time. Often blanket orders cover only one item with predetermined delivery dates. The main reason for using a blanket order rather than a sales order is that quantities entered on a blanket order do not affect item availability and thus can be used as a worksheet for monitoring, forecasting, and planning purposes.

On the blanket order, each separate shipment can be set up as an order line, which can then be converted into a sales order at the time of shipping.

An example of when a blanket sales order could be used is if a customer calls and places an order of 1000 units of an item and they want the items to be delivered in 250 units every week over the next month.

NOTE

Blanket purchase orders work in a similar way as blanket sales orders. This documentation does not cover blanket purchase orders.

To create a blanket sales order

1. Choose the  icon, enter **Blanket Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. Leave the **Order Date** field blank. When the separate sales orders are created from the blanket order, the order date of the sales order is set to equal the actual work date.
5. On the **Lines** FastTab, create separate lines for each shipment. For instance, if your customer wants 1000 units split out equally between four weeks, you would enter four separate lines of 250 units each.

To create a sales order from a blanket sales order

1. To create an order for any of the lines in the blanket assembly order, remove the quantity in the **Qty. to Ship** field on all the lines that you DO NOT wish to ship at this time.
2. When you are ready to create orders, choose the **Make Order** action, and then choose **Yes**. A message appears informing you that the blanket order has been assigned an order number. Note that the blanket order has not been deleted.
3. Choose the **OK** button.
4. To see the results of the preceding steps, choose the **Line** action, choose the **Unposted Lines** action, and then choose the **Orders** action.
5. In the **Sales Lines** window, select the appropriate sales order, choose the **Line** action, and then choose the **Show Document** action.

The following applies to sales orders after they have been created from blanket sales orders:

- After the blanket order is converted into a sales order, the sales order contains all the lines from the blanket order. The lines where the quantity in the **Qty. to Ship** field was deleted appear, but with blank **Quantity** fields.

You may choose to leave, edit, or delete the lines.

- It is important to remember that the sales order line quantity must not exceed the quantity of the associated blanket order line. Otherwise, posting of the sales order will not be possible.
- When the sales order is posted as shipped and/or invoiced, the **Quantity Shipped** and **Quantity Invoiced** fields are updated on the related blanket order.
- The blanket order number and line number are recorded as properties of the sales lines when created from a blanket order.
- When sales orders are not created directly from the blanket order but still relate to it, a link between a sales order and a blanket order can be established by entering the associated blanket order number in the **Blanket Order No.** field on the sales order line.
- After the sales order has been created for the total quantity of a blanket order line, no other sales order can be created for the same line. Users are prevented from entering a quantity in the **Qty. to Ship** field. If, however, additional quantities need to be added to a blanket order, the value in the **Quantity** field can be increased and additional orders can then be created.
- The invoiced blanket sales order remains in the system until it is deleted, either by deleting individual blanket orders or by running the **Delete Invoiced Blanket Sales Orders** batch job.
- If a customer is also recorded as a contact in the Marketing application area, and if you have specified an interaction template code for blanket sales order in the **Marketing Setup** window, an interaction is recorded in the Interaction Log Entry table when you select **Print** to print the blanket sales order.

To view the status of a blanket purchase order

You can see the status of a blanket sales order in the **Purchase Blanket Order Statistics** window. This may be relevant when you start to invoice the order that is created from the blanket purchase order.

1. Choose the  icon, enter **Blanket Purchase Orders**, and then choose the related link.
2. Select a blanket purchase order, and then choose the **Statistics** action.
3. In the **Purchase Blanket Order Statistics** window, on the **General** FastTab, you can see summary information about the entire order based on the total quantity in the various **Quantity fields** on the blanket purchase order lines.
 - On the **Invoicing** FastTab, you can see summary information based on the total quantity in the **Qty. to Invoice** fields on the purchase blanket order lines.
 - On the **Shipping** FastTab, you can see summary information based on the total quantity in the **Qty. to Receive** fields on the purchase blanket order lines.
 - On the **Prepayment** FastTab, you can see summary information about any prepaid amounts.
 - On the **Vendor** FastTab, you can see certain basic information about the vendor.

To view unposted and posted blanket sales order lines

The link between the blanket sales order and the originating sales order, and any other sales document, is retained after posting as a list of posted and unposted sales order invoice lines.

1. Choose the  icon enter **Blanket Sales Orders**, and then choose the related link.
2. Open the blanket sales order you want to view.
3. To view unposted entries, select the line in question, choose the **Line** action, and then choose the **Unposted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
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Orders	Specifies open orders associated with the selected line.
Invoices	Specifies open invoices that have been associated with the selected line. Open invoices are manually associated with a blanket order by entering the blanket order number on the sales invoice line.
Return Orders	Specifies open return orders that have been associated with the selected line.
Credit Memos	Specifies open credit memos that have been associated with the selected line.

4. To view posted entries, select the line in question, choose the **Line** action, and then choose the **Posted Lines** action. Choose one of the following options.

OPTION	DESCRIPTION
Shipments	Posted shipments associated with the selected line.
Invoices	Posted invoices associated with the selected line.
Return Receipts	Posted return receipts that have been associated with the selected line.
Credit Memos	Posted credit memos that have been associated with the selected line.

5. In the **Sales Lines** window, choose the **Show Document** action to view the entry.

See Also

[Sales](#)

[Setting Up Sales](#)

[Working with Dynamics NAV](#)

How to: Combine Shipments on a Single Invoice

8/13/2018 • 2 minutes to read • [Edit Online](#)

If you want to invoice more than one shipment at a time, you can use the combined shipments feature.

Before you can create a combined shipment, more than one sales shipment for the same customer in the same currency must be posted. In other words, you must have filled in two or more sales orders and posted them as shipped, but not invoiced. To combine shipments, the **Combine Shipments** check box must be selected on the **Shipping** FastTab of the **Customer** card.

To manually combine shipments on a single invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Choose the **New** action. For more information, see [How to: Invoice Sales](#).
3. In the **Sell-to Customer No.** field, enter the customer who will receive the invoice for the shipped items.
4. On the **Lines** FastTab, choose the **Get Shipment Lines** action.
5. Select the shipment line that you want to include in the invoice:
 - To insert all lines, select all lines and choose the **OK** button.
 - To insert specific lines, select the lines and choose the **OK** button. You can use the Ctrl key to select multiple nonsequential lines.

If an incorrect shipment line was selected or you want to start over, you can simply delete the lines on the invoice and re-run the **Get Shipment Lines** function.

6. To post the invoice, choose the **Post** action.

To automatically combine shipments on a single invoice

1. Choose the  icon, enter **Combine Shipments**, and then choose the related link. The batch job request window opens.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Select the **Post Invoices** check box.
4. Choose the **OK** button.

NOTE

You will need to manually post the invoices if the **Post Invoices** check box was not selected on the batch job.

To remove open sales orders after combined shipment posting

When shipments are combined on an invoice and posted, a posted sales invoice is created for the invoiced lines. The **Quantity Invoiced** field on the originating blanket sales order or sales order is updated based on the invoiced quantity.

When you invoice shipments in this way, the orders from which the shipments were posted still exist, even if they have been fully shipped and invoiced.

1. Choose the  icon, enter **Delete Invoiced Sales Orders**, and then select the link.
2. Specify in the **No.** filter field which sales orders to delete.
3. Choose the **OK** button.

Alternatively, delete individual sales orders manually.

Repeat steps 1 through 3 for any other affected documents, such as blanket sales orders.

See Also

[Sales](#)

[Working with Dynamics NAV](#)

How to: Calculate Order Promising Dates

11/23/2018 • 7 minutes to read • [Edit Online](#)

A company must be able to inform their customers of order delivery dates. The **Order Promising Lines** window enables you to do this from a sales order line.

Based on an item's known and expected availability dates, Dynamics NAV instantly calculates shipment and delivery dates, which can then be promised to the customer.

If you specify a requested delivery date on a sales order line, then that date is used as the starting point for the following calculations:

- requested delivery date - shipping time = planned shipment date
- planned shipment date - outbound whse. handling time = shipment date

If the items are available to pick on the shipment date, then the sales process can continue. If the items are not available to be picked on the shipment date, then a stock-out warning is displayed.

If you do not specify a requested delivery date on a sales order line, or if the requested delivery date cannot be met, then the earliest date on which that the items are available is calculated. That date is then entered in the **Shipment Date** field on the line, and the date on which you plan to ship the items as well as the date on which they will be delivered to the customer are calculated using the following calculations:

- shipment date + outbound whse. handling time = planned shipment date
- planned shipment date + shipping time = planned delivery date

About Order Promising

The Order Promising functionality enables you to promise an order to be shipped or delivered on a specific date. The date that an item is available to promise or capable to promise is calculated, and order lines are created for those dates that you accept. The functionality calculates the earliest possible date that an item is available for shipment or delivery. It also creates requisition lines, in case the items must first be purchases, for those dates that you accept.

Dynamics NAV uses two fundamental concepts:

- Available to Promise (ATP)
- Capable to Promise (CTP)

Available to Promise

Available to promise (ATP) calculates dates based on the reservation system. It performs an availability check of the unreserved quantities in inventory with regard to planned production, purchases, transfers, and sales returns. Based on this information, Dynamics NAV automatically calculates the delivery date of the customer's order because the items are available, either in inventory or on planned receipts.

Capable to Promise

Capable to promise (CTP) assumes a "what if" scenario where the item is not in inventory and no orders are scheduled. Based on this scenario, Dynamics NAV calculates the earliest date that the item can be available if it is to be produced, purchased, or transferred.

Calculations

When Dynamics NAV calculates the customer's delivery date, it performs two tasks:

- Calculates the earliest delivery date when the customer has not requested a specific delivery date.
- Verifies if the delivery date requested by the customer or promised to the customer is realistic.

If the customer does not request a specific delivery date, the shipment date is set to equal the work date, and availability is then based on that date. If the item is in inventory, Dynamics NAV calculates forward in time to determine when the order can be delivered. This is accomplished by the following formulas:

- Shipment Date + Outbound Warehouse Handling Time = Planned Shipment Date
- Planned Shipment Date + Shipping Time = Planned Delivery Date

Dynamics NAV then verifies if the calculated delivery date is realistic by calculating backward in time to determine when the item must be available to meet the promised date. This is accomplished by the following formulas:

- Planned Delivery Date - Shipping Time = Planned Shipment Date
- Planned Shipment Date - Outbound Warehouse Handling = Shipment Date

The shipment date is used to make the availability check. If the item is available on this date, Dynamics NAV confirms that therequested/promised delivery can be met by setting the planned delivery date to equal the requested/promised delivery date. If the item is unavailable, it returns a blank date and the order processor can then use the CTP functionality.

Based on new dates and times, all related dates are calculated according to the formulas listed earlier in this section. The CTP calculation takes longer but it gives an accurate date when the customer can expect to have the item delivered. The dates that are calculated from CTP are presented in the **Planned Delivery Date** and **Earliest Shipment Date** fields in the **Order Promising Lines** window.

The order processor finishes the CTP process by accepting the dates. This means that a planning line and a reservation entry are created for the item before the calculated dates to ensure that the order is fulfilled.

In addition to the external order promising that you can perform in the **Order Promising Lines** window, you can also promise internal or external delivery dates for bill-of-material items. For more information, see [How to: View the Availability of Items](#).

To set up order promising

1. Choose the  icon, enter **Order Promising Setup**, and then choose the related link.
2. Enter a number and time unit code in the **Offset(Time)** field. Select one of the following codes.

CODE	DESCRIPTION
d	Calendar day
w	Week
m	Month
q	Quarter
y	Year

For example, "3w" indicates that the offset time is three weeks. To indicate the current period, prefix to any of these codes with the letter "c". For example, if you want the offset time to be the current month, enter **cm**.

3. Enter a number series in the **Order Promising Nos.** field by selecting a line from the list in the **No. Series** window.

4. Enter an order promising template in the **Order Promising Template** field by selecting a line from the list in the **Req. Worksheet Template List** window.
5. Enter a requisition worksheet in the **Order Promising Worksheet** field by selecting a line from the list on the **Req. Wksh. Names** window.

To enter inbound warehouse handling time in the inventory setup window

If you want to include warehouse handling time in the order promising calculation on the purchase line, you can set it up as a default for the inventory and for your location.

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **General** FastTab, in the **Inbound Whse. Handling Time** field, enter the number of days that you want to include in the order promising calculation.

NOTE

If you have filled in the **Inbound Whse. Handling Time** field on the **Location Card** for your location this field is used as the default inbound warehouse handling time.

To enter inbound warehouse handling time on location cards

1. Choose the  icon, enter **Location**, and then choose the related link.
2. Open the relevant location card.
3. On the **Warehouse** FastTab, in the **Inbound Whse. Handling Time** field, enter the number of days that you want to be included in the order promising calculation.

NOTE

If you leave the **Inbound Whse. Handling Time** field blank, then the calculation uses the value in the **Inventory Setup** window.

To enter outbound warehouse handling time in the inventory setup window

If you want to set up an outbound warehouse handling time to be included in the order promising calculation on the sales line, you can set this up as a default for the inventory.

1. Choose the  icon, enter **Inventory Setup**, and then choose the related link.
2. On the **General** FastTab, in the **Outbound Whse. Handling Time** field, enter the number of days you want to include in the order promising calculation.

NOTE

If you have filled in the **Outbound Whse. Handling Time** field on the Location card for your location, this field is used as the default outbound warehouse handling time.

To enter outbound warehouse handling time on location cards

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the relevant location card.
3. On the **Warehouse** FastTab, in the **Outbound Whse. Handling Time** field, enter the number of days that you want to include in the order promising calculation.

NOTE

If you leave the **Outbound Whse. Handling Time** field blank, then the calculation uses the value in the **Inventory Setup** window.

To make an item critical

Before an item can be included in the order promising calculation, it must be marked as critical. This setup ensures that non-critical items do not cause irrelevant order promising calculations.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the relevant item card.
3. On the **Planning** FastTab, select the **Critical** field.

To calculate an order promising date

1. Choose the  icon, enter **Sales Order**, and then choose the related link.
2. Open the relevant sales order and select the sales order lines that you want the program to calculate.
3. Choose the **Order Promising** action, and then choose the **Order Promising Lines** action.
4. Select a line, and then select one of the following options:
 - Select **Available-to-Promise** if you want to calculate the earliest date that the item will be available with respect to inventory, scheduled receipts, and gross requirements.
 - Select **Capable-to-Promise** if you know that the item is presently out of stock and you want to calculate the earliest date that the item can be available by issuing new replenishment requisitions.
5. Choose the **Accept** button to accept the earliest shipment date available.

See Also

[Sales](#)

[Date Calculation for Purchases](#)

[Working with Dynamics NAV](#)

How to: Track Packages

4/16/2018 • 2 minutes to read • [Edit Online](#)

A number of shipping agents provide services on the Internet that allow you to track parcels you have handed over to the agent. If you use one or more of these shipping agents, you can set up certain basic information and use the automatic tracking feature from posted shipments. For more information, see [How to: Set Up Shipping Agents](#).

To track a package

1. Choose the  icon, enter **Sales Shipments**, and then choose the related link.
2. Open the relevant shipment.
3. In the **Package Tracking No.** field, enter the package number you have received from the shipping agent.
4. Choose the **Track Package** action.

Your default browser opens the shipping agent's tracking page.

See Also

[How to: Set Up Shipping Agents](#)

[Sales](#)

[Setting Up Sales](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

Purchasing

4/16/2018 • 2 minutes to read • [Edit Online](#)

You create a purchase invoice or purchase order to record the cost of purchases and to track accounts payable. If you need to control an inventory, purchase invoices are also used to dynamically update inventory levels so that you can minimize your inventory costs and provide better customer service. The purchasing costs, including service expenses, and inventory values that result from posting purchase invoices contribute to profit figures and other financial KPIs on your Home page.

You must use purchase orders if your purchasing process requires that you record partial receipts of an order quantity, for example, because the full quantity was not available at the vendor. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use purchase orders. For more information, see [How to: Make Drop Shipments](#). In all other aspects, purchase orders work the same way as purchase invoices.

You can have purchase invoices created automatically by using the OCR (Optical Character Recognition) service to convert PDF invoices from your vendors to electronic documents, which are then converted to purchase invoices by a workflow. To use this functionality, you must first sign up for the OCR service, and then perform various setup. For more information, see [How to: Process Incoming Documents](#).

Products can be both inventory items and services. For more information, see [How to: Register New Items](#).

For all purchase processes, you can incorporate an approval workflow, for example, to require that large purchases are approved by the accounting manager. For more information, see [Using Approval Workflows](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create a purchase invoice to record your agreement with a vendor to purchase products on certain delivery and payment terms.	How to: Record Purchases
Create a purchase quote to reflect a request for quote from your vendor, which you can later convert to a purchase order.	How to: Request Quotes
Create a purchase invoice for all or selected lines on a sales invoice.	How to: Purchase Items for a Sale
Perform an action on an unpaid posted purchase invoice to automatically create a credit memo and either cancel the purchase invoice or recreate it so you can make corrections.	How to: Correct or Cancel Unpaid Sales Invoices
Create a purchase credit memo to revert a specific posted purchase invoice to reflect which products you are returning to the vendor and which payment amount you will collect.	How to: Process Purchase Returns or Cancellations

TO	SEE
Prepare to invoice multiple receipts from the same vendor once by combining the receipts on one invoice.	How to: Combine Receipts on a Single Invoice
Learn how Dynamics NAV calculates when you must order an item to receive it on a certain date.	Date Calculation for Purchases

See Also

[Setting Up Purchasing](#)

[How to: Register New Vendors](#)

[Managing Payables](#)

[Managing Projects](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

How to: Record Purchases

8/13/2018 • 4 minutes to read • [Edit Online](#)

You create a purchase invoice or purchase order to record the cost of purchases and to track accounts payable. If you need to control an inventory, purchase invoices and purchase orders are also used to dynamically update inventory levels so that you can minimize your inventory costs and provide better customer service. The purchasing costs, including service expenses, and inventory values that result from posting purchase invoices or orders contribute to profit figures and other financial KPIs on your Home page.

NOTE

You must use purchase orders if your purchasing process requires that you record partial receipts of an order quantity, for example, because the full quantity was not available at the vendor. If you sell items by delivering directly from your vendor to your customer, as a drop shipment, then you must also use purchase orders. For more information, see [How to: Make Drop Shipments](#). In all other aspects, purchase orders work the same way as purchase invoices. The following procedure is based on a purchase invoice. The steps are similar for a purchase order.

When you receive the inventory items, or when the purchased service is completed, you post the purchase invoice or order to update inventory and financial records and to activate payment to the vendor according to the payment terms. For more information, see [Making Payments](#).

Caution

Do not post a purchase invoice until you receive the items and know the final cost of the purchase, including any additional charges. Otherwise, your inventory value and profit figures may be skewed.

You can easily correct or cancel a posted purchase invoice before you pay the vendor. This is useful if you want to correct a typing mistake or if you want to change the purchase early in the order process. For more information, see [How to: Correct or Cancel Unpaid Purchase Invoices](#). If you have already paid for items on the posted purchase invoice, then you must create a purchase credit memo to reverse the purchase. For more information, see [How to: Process Purchase Returns or Cancellations](#).

Items can be type **Inventory** or **Service**. For more information, see [How to: Register New Items](#). The purchase invoice process is the same for both item types.

You can fill vendor fields on the purchase invoice in two ways depending on whether the vendor is already registered.

To create a purchase invoice

1. On the Home page, choose the **Purchase Invoice** action.
2. In the **Vendor** field, enter the name of an existing vendor.

Other fields in the **Purchase Invoice** window are now filled with the standard information of the selected vendor. If the vendor is not registered, then follow these steps:

3. In the **Vendor** field, enter the name of the new vendor.
4. In the dialog box about registering the new vendor, choose the **Yes** button.
5. In the **Select a template for a new vendor** window, choose a template to base the new vendor card on, and then choose the **OK** button.
6. A new vendor card opens, prefilled with the information on the selected vendor template. The **Name**

field is prefilled with the new vendor's name that you entered on the purchase invoice.

7. Proceed to fill in the remaining fields on the vendor card. For more information, see [How to: Register New Vendors](#).
8. When you have completed the vendor card, choose the **OK** button to return to the **Purchase Invoice** window.

Several fields in the **Purchase Invoice** window are filled with information that you specified on the new vendor card.

9. Fill in the remaining fields in the **Purchase Invoice** window as necessary. Choose a field to read a short description of the field or link to more information.

You are now ready to fill in the purchase invoice lines with inventory items or services that you have purchased from the vendor.

NOTE

If you have set up recurring purchase lines for the vendor, such as a monthly replenishment order, then you can insert these lines on the invoice by choosing the **Get Recurring Purchase Lines** action.

10. On the **Lines** FastTab, in the **Item No.** field, enter the number of an inventory item or service.
11. In the **Quantity** field, enter the number of items to be purchased.

NOTE

For items of type **Service**, the quantity is a time unit, such as hours, as indicated in the **Unit of Measure Code** field on the line.

The **Line Amount** field is updated to show the value in the **Direct Unit Cost** field multiplied by the value in the **Quantity** field.

The price and line amount are shown with or without sales tax depending on what you selected in the **Prices Including Tax** field on the vendor card.

12. In the **Invoice Discount Amount** field, enter an amount that should be deducted from the value shown in the **Total Incl. Tax** field at the bottom of the invoice.

NOTE

If you have set up invoice discounts for the vendor, then the specified percentage value is automatically inserted in the **Vendor Invoice Discount %** field if the criteria are met, and the related amount is inserted in the **Invoice Discount Amount** field.

13. When you receive the purchased items or services, choose **Post**.

The purchase is now reflected in inventory and financial records, and the vendor payment is activated. The purchase invoice is removed from the list of purchase invoices and replaced with a new document in the list of posted purchase invoices.

See Also

[Purchasing](#)
[Setting Up Purchasing](#)

[How to: Request Quotes](#)

[How to: Purchase Items for a Sale](#)

[How to: Register New Vendors](#)

[How to: Prepare Drop Shipments](#)

[Working with Dynamics NAV](#)

How to: Request Quotes

4/16/2018 • 2 minutes to read • [Edit Online](#)

A purchase quote can be used as a preliminary draft for a purchase order, and the order can then be converted to a purchase invoice or a order.

To create a purchase quote

1. Choose the  icon, enter **Purchase Quotes**, and then choose the related link.
2. Create a new document, in the same way as you make a purchase order. For more information, see [How to: Record Purchases](#).

To convert a purchase quote to a purchase order

When you have accepted the vendors quote, you can convert it to a purchase invoice or ordfer to process the purchase.

1. Open a purchase quote that is ready to convert, and then choose the **Make Order** action.

The purchase quote is removed from the database. A purchase invoice or a sales order is created based on the information in the purchase quote in which you can process the purchase. In the **Quote No.** field on the purchase invoice or purchase order, you can see the number of the purchase quote that it was made from.

See Also

[Purchasing](#)

[Setting Up Purchasing](#)

[How to: Send Documents by Email](#)

[Working with Dynamics NAV](#)

How to: Purchase Items for a Sale

8/13/2018 • 2 minutes to read • [Edit Online](#)

From sales orders and sales invoices, you can use functions to quickly create purchase documents for missing item quantities that are required by the sale. You can use two different functions depending on the document type.

FUNCTION	DESCRIPTION
Create Purchase Orders	From a sales order, this function creates a purchase order for each vendor of items on the sales order. You can edit the purchase quantity before you create the purchase orders. Only unavailable sales quantities are suggested.
Create Purchase Invoice	From a sales order and from a sales invoice, this function creates a purchase invoice for a selected vendor for all lines or selected lines on the sales document. The full sales quantity is suggested.

To create one or more purchase orders from a sales order

To create a purchase order for each unavailable item quantity on the sales order, you use the **Create Purchase Orders** function.

1. On the Home page, choose the **Ongoing Sales Orders** tile.
2. Open a sales order that you want to purchase items for.
3. Choose the **Create Purchase Orders** action.

The **Create Purchase Orders** window opens showing a line for each different item on the sales order. Lines for both fully available sales quantities and unavailable sales quantities (grayed) are shown by default. You can choose the **Show Unavailable** action to only see lines for unavailable sales quantities.

The **Quantity to Purchase** field contains the unavailable sales quantity by default.

4. To purchase another quantity than the unavailable sales quantity, edit the value in the **Quantity to Purchase** field.

NOTE

You can also change the **Quantity to Purchase** field on grayed lines even though they represent fully available sales quantities.

5. Choose the **OK** button.

A purchase order is created for each vendor of items on the sales order, including any quantity changes that you made in the **Create Purchase Orders** window.

6. Proceed to process the purchase order or orders, for example, by editing or adding purchase order lines. For more information, see [How to: Record Purchases](#).

To create a purchase invoice from a sales order or sales invoice

To create a single purchase invoice for one or more lines on a sales document by first selecting which vendor to buy from, you use the **Create Purchase Invoice** function.

NOTE

This function creates a purchase invoice for the exact item quantity on the selected sales document. To change the purchase quantity, you must edit the purchase invoice after it is created.

1. On the Home page, choose the **Ongoing Sales Invoices** tile.
2. Open a sales invoice that you want to purchase items for.
3. Select one or more sales invoice lines that you want to use on the purchase invoice. To use all the sales invoice lines, select either all of them or do not select any lines.
4. Choose the **Create Purchase Invoice** action.
5. Select either **All Lines** or **Selected Lines**, and then choose the **OK** button.
6. In the list of vendors that appears, select the vendor that you want to buy all the items from, and then choose the **OK** button.

A purchase invoice is created that contains one, more, or all the lines on the sales invoice.

7. Proceed to process the purchase invoice, for example, by editing or adding purchase invoice lines. For more information, see [How to: Record Purchases](#).

See Also

[Purchasing](#)

[How to: Record Purchases](#)

[How to: Invoice Sales](#)

[How to: Register New Vendors](#)

[Working with Dynamics NAV](#)

How to: Correct or Cancel Unpaid Purchase Invoices

8/13/2018 • 2 minutes to read • [Edit Online](#)

You can correct or cancel a posted purchase invoice. This is useful if you want to correct a typing mistake, or if you want to change the purchase early in the order process.

If you have already paid for products on the posted purchase invoice, you cannot correct or cancel it from the posted purchase invoice itself. Instead, you must manually create a purchase credit memo to reverse the purchase, optionally managed with a purchase return order. For more information, see [How to: Process Purchase Returns or Cancellations](#).

In the **Posted Purchase Invoice** window, you can choose the **Correct** button or the **Cancel** button. When you correct or cancel a posted purchase invoice, the corrective purchase credit memo is applied to all general ledger and inventory ledger entries that were created when the initial purchase invoice was posted. This reverses the posted purchase invoice in your financial records and leaves the corrective posted purchase credit memo for your audit trail. In the following the use of **Correct** and **Cancel** is described.

To correct a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. Select the posted purchase invoice that you want to correct.

NOTE

If the **Canceled** check box is selected, then you cannot correct the posted purchase invoice because it has already been corrected or canceled.

3. In the **Posted Purchase Invoice** window, choose **Correct**.

A new purchase invoice with the same information is created where you can make the correction. For more information, see [How to: Record Purchases](#). The **Canceled** field on the initial posted purchase invoice is changed to **Yes**.

A purchase credit memo is automatically created and posted to void the initial posted purchase invoice.

4. Choose **Show Corrective Credit Memo** to view the posted purchase credit memo that voids the initial posted purchase invoice.

To cancel a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. Select the posted purchase invoice that you want to cancel.

NOTE

If the **Canceled** check box is selected, then you cannot cancel the posted purchase invoice because it has already been canceled or corrected.

3. In the **Posted Purchase Invoice** window, choose **Cancel**.

A purchase credit memo is automatically created and posted to void the initial posted purchase invoice. The **Canceled** field on the initial posted purchase invoice is changed to **Yes**.

4. Choose **Show Corrective Credit Memo** to view the posted purchase credit memo that voids the initial posted purchase invoice.

See Also

[Purchasing](#)

[How to: Record Purchases](#)

[Working with Dynamics NAV](#)

How to: Combine Receipts on a Single Invoice

4/16/2018 • 2 minutes to read • [Edit Online](#)

If you want to invoice more than one purchase receipt at a time, you can use the **Combine Receipts** function.

Before you can create a combined purchase receipt, more than one receipt from the same vendor in the same currency must be posted. In other words, you must have filled in two or more purchase orders and posted them as received, but not invoiced.

When purchase receipts are combined on an invoice and posted, then a posted purchase invoice is created for the invoiced lines. The **Quantity Invoiced** field on the originating purchase order, or blanket purchase order, is updated based on the invoiced quantity. However, this original purchase document is not deleted, even if it has been fully received and invoiced, and you must therefore delete the purchase document.

To combine receipts

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the **New** action. For more information, see [How to: Record Purchases](#).
3. On the **Lines** FastTab, choose the **Get Receipt Lines** action.
4. Select multiple receipt lines that you want to include in the invoice.

If an incorrect receipt line was selected or you want to start over, you can just delete the lines on the purchase invoice and then use the **Get Receipt Lines** function again.

5. To post the invoice, choose the **Post** action.

To remove open purchase orders after combined receipt posting

1. Choose the  icon, enter **Delete Invoiced Purchase Orders**, and select the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information..
3. Choose the **OK** button.

Alternatively, delete the individual orders manually.

Repeat steps 1 through 3 for any other affected documents, such as blanket purchase orders.

See Also

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Process Purchase Returns or Cancellations

8/13/2018 • 13 minutes to read • [Edit Online](#)

If you want to return items to your vendor or cancel services that you have purchased, then you can create and post a purchase credit memo that specifies the requested change with regard to the original purchase invoice. To include the correct purchase invoice information, you can create the purchase credit memo directly from the posted purchase invoice or you can create a new purchase credit memo with copied invoice information.

If you need more control of the purchase return process, such as warehouse documents for the item handling or better overview when shipping back items from multiple purchase documents with one purchase return, then you can create purchase return orders. A purchase return order automatically issues the related purchase credit memo. For more information, see the "To create a purchase return order based on one or more a posted purchase documents" section.

NOTE

If a posted purchase invoice has not yet been paid, then you can use the **Correct** or **Cancel** functions on the posted purchase invoice to automatically reverse the involved transactions. These functions only work for unpaid invoices, and they do not support partial returns or cancellations. For more information, see [How to: Correct or Cancel Unpaid Purchase Invoices](#).

Typically, you create a purchase credit memo or purchase return order in reaction to a credit memo sent to you by a vendor. The purchase credit memo or purchase return order functions as your internal documentation of the credit memo process for accounting purposes or to control the shipping of the involved items.

The change may relate to all the products on the original purchase invoice or only to some of the products. Accordingly, you can partially return received items or demand partial reimbursement of received services. In that case, you must edit the information on the purchase credit memo or purchase return order.

In addition to the original posted purchase invoice, you can apply the purchase credit memo or purchase return order to other purchase documents, for example another posted purchase invoice because you are also returning items delivered with that invoice.

The credit memo posting will also revert any item charges that were assigned to the posted document, so that the item's value entries are the same as before the item charge was assigned.

Inventory Costing

To preserve correct inventory valuation, you typically want to pick return items from inventory at the unit cost that they were purchased at, not at their current unit cost. This is referred to as exact cost reversing.

Two functions exist to assign exact cost reversing automatically.

FUNCTION	DESCRIPTION
Get Posted Document Lines to Reverse function in the Purchase Return Order window	Copies lines of one or more posted documents to be reversed into the purchase return order. For more information, see the "To create a purchase return order, and related purchase credit memo, for on one or more a posted purchase invoices" section.

FUNCTION	DESCRIPTION
<p>Copy Document function in the Purchase Credit Memo and Purchase Return Order windows</p>	<p>Copies both the header and lines of one posted document to be reversed.</p> <p>Requires that the Exact Cost Reversing Mandatory check box is selected in the Purchases & Payables Setup window.</p>

To assign exact cost reversing manually, you must choose the **Appl.-from Item Entry** field on any type of return document line, and then select the number of the original purchase entry. This links the purchase credit memo or purchase return order to the original purchase sales entry and ensures that the item is valued at the original unit cost.

For more information, see [Design Details: Inventory Costing](#).

To create a purchase credit memo from a posted purchase invoice

1. Choose the  icon, enter **Posted Purchase Invoices**, and then choose the related link.
2. In the **Posted Purchase Invoices** window, select the posted purchase invoice that you want to reverse, and then choose the **Create Corrective Credit Memo** action.

Most fields on the purchase credit memo header are filled with the information from the posted purchase invoice. You can edit all the fields, for example with new information that reflects the return agreement.

3. Edit information on the lines according to the agreement, such as the number of items returned or the amount to be reimbursement.
4. Choose the **Apply Entries** action.
5. In the **Apply Vendor Entries** window, select the line with the posted purchase document that you want to apply the purchase credit memo to, and then choose the **Applies-to ID** action. The number of the purchase credit memo is inserted in the **Applies-to ID** field.
6. In the **Amount to Apply** field, enter the amount that you want to apply if smaller than the original amount.

At the bottom of the **Apply Vendor Entries** window, you can see the total amount to apply to reverse all involved entries, namely when the value in the **Balance** field is zero.

7. Choose the **OK** button. When you post the purchase credit memo, it will be applied to the specified posted purchase documents.

When you have created or edited the needed purchase credit memo lines and the single or multiple applications are specified, you can proceed to post the purchase credit memo.

8. Choose the **Post** action.

The posted purchase invoices that you apply the credit memo to are now reversed. If you have already paid the original invoice, the vendor should now refund the payment to you. If the credit memo is only for part of the product on the original invoice, you may only pay the remaining amount on the original purchase invoice to close it.

The purchase credit memo is removed and replaced with a new document in the list of posted purchase credit memos.

To create a purchase credit memo by copying a posted purchase invoice

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty purchase credit memo.
3. In the **Vendor** field, enter the name of an existing vendor.
4. Choose the **Copy Document** action.
5. In the **Copy Purchase Document** window, in the **Document Type** field, select **Posted Invoice**.
6. Choose the **Document No.** field to open the **Posted Purchase Invoices** window, and then select the posted purchase invoice that contains lines that you want to reverse.
7. Select the **Recalculate Lines** check box if you want the copied posted purchase invoice lines to be updated with any changes in item price and unit cost since the invoice was posted.
8. Choose the **OK** button. The copied invoice lines are inserted in the purchase credit memo.
9. Complete the purchase credit memo as explained in the "To create a purchase credit memo from a posted purchase invoice" section in this topic.

To create a purchase return order based on one or more a posted purchase documents

1. Choose the  icon, enter **Purchase Return Orders**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields on the **General** FastTab as necessary.
4. On the **Lines** FastTab, fill the lines manually, or copy information from other documents to fill the lines automatically:
 - Use the **Get Posted Document Lines to Reverse** function to copy one or more posted document lines from one or more posted documents. This function always exactly reverses the costs from the posted document line. This function is described in the following steps.
 - Use the **Copy Document** function to copy an existing document to the return order. Use this function to copy the entire document. It can be either a posted document or a document that is not yet posted. This function only enables exact cost reversing when the **Exact Cost Reversing Mandatory** check box is selected in the **Sales and Receivables Setup** window.
5. Choose the **Get Posted Document Lines to Reverse** action.
6. At the top of the **Posted Purchase Document Lines** window, select the **Show Reversible Lines Only** check box if you want to see only lines that have quantities that have not yet been returned. For example, if a posted purchase invoice quantity has already been returned, you may not want to include that quantity on a new purchase return document.

NOTE

This field only works for posted receipts and posted invoice lines, not for posted return or posted credit memo lines.

At the left side of the window, the different document types are listed, and the number in brackets shows the number of documents available of each document type.

7. In the **Document Type Filter** field, select the type of posted document lines you would like to use.
8. Select the lines that you would like to copy to the new document.

NOTE

If you use Ctrl+A to select all lines, all lines within the filter you have set are copied, but the **Show Reversible Quantity Only** filter is ignored. For example, suppose you have filtered the lines to a particular document number with two lines, one of which has already been returned. Even if the **Show Reversible Quantity Only** field is selected, if you press Ctrl+A to copy all lines, both lines are copied, instead of only the one that has not yet been reversed.

9. Choose the **OK** button to copy the lines to the new document.

The following processes occur:

- For posted document lines of the type **Item**, a new document line is created that is a copy of the posted document line, with the quantity that has not yet been reversed. The **Appl.-to Item Entry** field is filled in as appropriate with the number of the item ledger entry of the posted document line.
- For posted document lines that are not of the type **Item**, such as item charges, a new document line is created that is a copy of the original posted document line.
- Calculates the **Unit Cost (LCY)** field on the new line from the costs on the corresponding item ledger entries.
- If the copied document is a posted shipment, posted receipt, posted return receipt, or posted return shipment, the unit price is calculated automatically from the item card.
- If the copied document is a posted invoice or credit memo, the unit price, invoice discounts, and line discounts from the posted document line are copied.
- If the posted document line contains item tracking lines, the **Appl.-to Item Entry** field on the item tracking lines is filled with the appropriate item ledger entry numbers from the posted item tracking lines.

When you copy from a posted invoice or posted credit memo, the program copies any relevant invoice discounts and line discounts as valid at the time of posting that document from the posted document line to the new document line. Be aware, however, that if the **Calc. Inv. Discount** option is activated in the **Purchases & Payables Setup** window, then the invoice discount will be newly calculated when you post the new document line. The line amount for the new line may therefore be different than the line amount for the posted document line, depending on the new calculation of the invoice discount.

NOTE

If part of the quantity of the posted document line has already been reversed or sold or consumed, a line is created for only the quantity that remains in inventory or that has not been returned. If the full quantity of the posted document line has already been reversed, a new document line is not created.

If the flow of goods in the posted document is the same as the flow of goods in the new document, a copy of the original posted document line in the new document is created. The **Appl.-from Item Entry** field is not filled in because, in this case, exact cost reversing is not possible. For example, if you use the **Get Posted Document Lines to Reverse** function to get a posted purchase credit memo line for a new purchase credit memo, only the original posted credit memo line is copied to the new credit memo.

10. In the **Purchase Return Order** window, in the **Return Reason Code** field on each line, select the reason for the return.

11. Choose the **Post** action.

To create a replacement purchase order from a purchase return order

You may agree with your vendor that they compensate you for a purchased item by replacing the item. The replacement item can be the same or it can be different. This situation could occur if the vendor mistakenly shipped the wrong item.

1. In the **Purchase Return Order** window for an active return process, on an empty line, make a negative entry for the replacement item by inserting a negative amount in the **Quantity** field.
2. Choose the **Move Negative Lines** action.
3. In the **Move Negative Purchase Lines** window, fill in the fields as necessary.
4. Choose the **OK** button. The negative line is deleted from the purchase return order, and a new purchase order is created. For more information, see [How to: Record Purchases](#).

To create a purchase allowance

If you receive items from your vendor that are not what you wanted, for example, if they are slightly damaged, the wrong color or the wrong size, the vendor may offer you a purchase allowance.

You can post this reduced purchase cost as an item charge on a credit memo or return order and link it to the posted receipt. The following describes it for a purchase return order, but the same steps apply to a purchase credit memo.

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action to open a new empty purchase credit memo.
3. Fill in the credit memo header with information about the vendor who sent you the purchase allowance.
4. On the **Lines** FastTab, in the **Type** field, select **Charge (Item)**.
5. In the **No.** field, select the appropriate item charge value.

You may want to create a special item charge number to cover purchase allowances.

6. In the **Quantity** field, enter **1**.
7. In the **Direct Unit Cost** field, enter the amount of the purchase allowance.
8. Assign the purchase allowance as an item charge to the items in the posted receipt. For more information, see [How to: Use Item Charges to Account for Additional Trade Costs](#). When you have assigned the allowance, return to the **Purchase Credit Memo** window.

When you post the purchase return order, the purchase allowance is added to the relevant purchase entry amount. In this way, you can maintain accurate inventory valuation.

To combine return shipments

If you want to return items covered by different purchase return orders to the same vendor, then you can use the **Combine Return Shipments** function.

When you ship the items, you post the related purchase return orders as shipped and this creates posted purchase return shipments.

When you are ready to invoice these items, instead of invoicing each purchase return order separately, you can create a purchase credit memo and automatically copy the posted purchase return shipment lines to this document. Then you can post the purchase credit memo and conveniently invoice all the open purchase return orders at the same time.

When return shipments are combined on a credit memo and posted, then a posted purchase credit memo is created for the invoiced lines. The **Quantity Invoiced** field on the originating purchase return order is updated based on the invoiced quantity. However, this original purchase return order is not deleted, even if it has been fully received and invoiced, and you must therefore delete the purchase return order manually.

NOTE

The following procedure assumes that there are several purchase return orders for the vendor, and that they have been posted as shipped.

1. Choose the  icon, enter **Purchase Credit Memos**, and then choose the related link.
2. Choose the **New** action.
3. On the **General** FastTab, fill in the fields as necessary.
4. Choose the **Get Return Shipment Lines** action.
5. Select multiple return shipment lines that you want to include in the invoice.

If an incorrect return shipment line was selected or you want to start over, you can just delete the lines on the purchase credit memo and then use the **Get Return Shipment Lines** function again.

6. Choose the **Post** action.

To remove open purchase return orders after combined return shipment posting

1. Choose the  icon, enter **Delete Invoiced Purchase Return Orders**, and then choose the related link.
2. Fill in the fields as necessary, and then choose the **OK** button.
3. Alternatively, delete the individual purchase return orders manually.

See Also

[Purchasing](#)

[How to: Record Purchases](#)

[How to: How to: Correct or Cancel Unpaid Purchase Invoices](#)

[Working with Dynamics NAV](#)

Date Calculation for Purchases

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV automatically calculates the date on which you must order an item to have it in inventory on a certain date. This is the date on which you can expect items ordered on a particular date to be available for picking.

If you specify a requested receipt date on a purchase order header, then the calculated order date is the date on which the order must be placed to receive the items on the date that you requested. Then, the date on which the items are available for picking is calculated and entered in the **Expected Receipt Date** field.

If you do not specify a requested receipt date, then the order date on the line is used as the starting point for calculating the date on which you can expect to receive the items and the date on which the items are available for picking.

Calculating with a Requested Receipt Date

If there is a requested receipt date on the purchase order line, then that date is used as the starting point for the following calculations.

- requested receipt date - lead time calculation = order date
- requested receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you entered a requested receipt date on the purchase order header, then that date is copied to the corresponding field on all the lines. You can change this date on any of the lines, or you can remove the date on the line.

Calculating without a Requested Delivery Date

If you enter a purchase order line without a requested delivery date, then the **Order Date** field on the line is filled with the date in the **Order Date** field on the purchase order header. This is either the date that you entered or the work date. The following dates are then calculated for the purchase order line, with the order date as the starting point.

- order date + lead time calculation = planned receipt date
- planned receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you change the order date on the line, such as when items are not available at your vendor until a later date, then the relevant dates on the line are automatically recalculated.

If you change the order date on the header, then that date is copied to the **Order Date** field on all the lines, and all the related date fields are then recalculated.

See Also

[Date Calculation for Sales](#)

[How to: Calculate Order Promising Dates](#)

[Working with Dynamics NAV](#)

Inventory

8/13/2018 • 3 minutes to read • [Edit Online](#)

For each physical product that you trade in, you must create an item card of type **Inventory**. Items that you offer to customers but do not keep in inventory you can register as nonstock items, which you can convert to inventory items when necessary. You can increase or decrease the quantity of an item in inventory by posting directly to the item ledger entries, for example, after a physical count or if you do not record purchases.

Inventory increases and decreases are naturally also recorded when you post purchase and sales documents respectively. For more information, see [How to: Record Purchases](#), [How to: Sell Products](#), and [How to: Invoice Sales](#). Transfers between locations changes inventory quantities across your company's warehouses.

To increase your overview of items and to help you find them, you can categorize items and give them attributes to search and sort by.

NOTE

The physical handling of items is referred to as warehouse activities. For more information, see [Warehouse Management](#).

Inventory Reconciliation

When you post inventory transactions, such as sales shipments, purchase invoices, or inventory adjustments, the changed item costs are recorded in item value entries. To reflect this change of inventory value in your financial books, the inventory costs are automatically posted to the related inventory accounts in the general ledger. For each inventory transaction that you post, the appropriate values are posted to the inventory account, adjustment account, and COGS account in the general ledger. For more information, see [How to: Reconcile Inventory Costs with the General Ledger](#).

Even though inventory costs are automatically posted to the general ledger, it is still necessary to ensure that the costs of goods are forwarded to the related outbound sales transaction, especially in situations where you sell goods before you invoice the purchase of those goods. This is referred to as cost adjustment. Item costs are automatically adjusted when you post item transactions, but you can also adjust item costs manually. For more information, see [How to: Adjust Item Costs](#).

TO	SEE
Create item cards for inventory items that you trade in.	How to: Register New Items
Structure parent items that you sell as kits consisting of the parent's components or that you assemble to order or to stock.	How to: Work with Bills of Material
Maintain an overview of items and help you find and sort items by organizing them in categories.	How to: Categorize Items

TO	SEE
Assign item attributes of different value types to your items to help you sort and find items.	How to: Work with Item Attributes
Create special item cards for items that you offer to customers but do not maintain inventory for.	How to: Work with Nonstock Items
Perform physical counting, make negative or positive adjustments, and change information, such as location or lot number, on item ledger entries.	How to: Count, Adjust, and Reclassify Inventory Inventory
View the availability of items per location, by period, by sales or purchase event, or by their use on assembly or production BOMs.	How to: How to: View the Availability of Items
Transfer inventory items between locations with transfer orders, to manage warehouse activities, or with the item reclassification journal.	How to: Transfer Inventory Between Locations
Reserve inventory or inbound items for sales orders, purchase orders, service orders, assembly orders, or production orders.	How to: Reserve Items
Assign serial numbers or lot numbers to any outbound or inbound document or journal line, for example to track items in case of recalls.	How to: Work with Serial and Lot Numbers
Find where any serial or lot number was used in its supply chain, for example in recall situations.	How to: Trace Item-Tracked Items
Manage business operations in sales offices, a purchasing departments, or plant planning offices across multiple locations.	How to: Work with Responsibility Centers

See Also

[Warehouse Management](#)

[Purchasing](#)

[Sales](#)

[Working with Microsoft Dynamics NAV](#)

[General Business Functionality](#)

How to: Register New Items

8/13/2018 • 4 minutes to read • [Edit Online](#)

Items, among other products, are the basis of your business, the goods or services that you trade in. Each item must be registered as an item card.

Item cards hold the information that is required to buy, store, sell, deliver, and account for items.

An item can be structured as a parent item with underlying child items in a bill of materials (BOM). In Dynamics NAV, a bill of material can be either an assembly BOM or a production BOM, depending on its use. For more information, see [How to: Work with Bills of Material](#).

NOTE

If item templates exist for different item types, then a window appears when you create a new item card from where you can select an appropriate template. If only one item template exists, then new item cards always use that template.

If you purchase the same item from more than one vendor, you can connect those vendors to the item card. The vendors will then appear in the **Item Vendor Catalog** window, so that you can easily select an alternate vendor.

To create a new item card

1. On the Home page, choose the **Items** action to open the list of existing items.
2. In the **Items** window, choose the **New** action.

If only one item template exists, then a new item card opens with some fields filled with information from the template.
3. In the **Select a template for a new item** window, choose the template that you want to use for the new item card.
4. Choose the **OK** button. A new item card opens with some fields filled with information from the template.
5. Proceed to fill or change fields on the item card as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

In the **Costing Method** field, you set up how the item's unit cost is calculated by making assumptions about the flow of physical items through your company. Five costing methods are available, depending on the type of item. For more information, see [Design Details: Costing Methods](#).

If you select **Average**, then the item's unit cost is calculated as the average unit cost at each point in time after a purchase. Inventory is valued with the assumption that all inventories are sold simultaneously. With this setting, you can choose the **Unit Cost** field to view, in the **Average Cost Calc. Overview** window, the history of transactions that the average cost is calculated from.

On the **Price and Posting** FastTab, you can view special prices or discounts that you grant for the item if certain criteria are met, such as customer, minimum order quantity, or ending date. Each row represents a

special price or line discount. Each column represents a criterion that must apply to warrant the special price that you enter in the **Unit Price** field, or the line discount that you enter in the **Line Discount %** field. For more information, see [Record Sales Price, Discount, and Payment Agreements](#).

The item is now registered, and the item card is ready to be used on purchase and sales documents.

If you want to use this item card as a template when you create new item cards, you can save it as a template. For more information, see the following section.

To save the item card as a template

1. In the **Item Card** window, choose the **Save as Template** action. The **Item Template** window opens showing the item card as a template.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. To reuse dimensions in templates, choose the **Dimensions** action. The **Dimension Templates** window opens showing any dimension codes that are set up for the item.
4. Edit or enter dimension codes that will apply to new item cards created by using the template.
5. When you have completed the new item template, choose the **OK** button.

The item template is added to the list of item templates, so that you can use it to create new item cards.

To set up multiple vendors for an item

If you purchase the same item from more than one vendor, you must enter information about each vendor of the item, such as prices, lead time, discounts, and so on.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the relevant item, and then choose the **Edit** action.
3. Choose the **Vendors** action.
4. Choose the **Vendor No.** field, and then select the vendor that you want to set up for the item.
5. Optionally, fill in the remaining fields.
6. Repeat steps 2 through 5 for each vendor that you want to buy the item from.

The vendors will now appear in the **Item Vendor Catalog** window, which you open from the item card, so that you can easily select an alternate vendor.

See Also

[Inventory](#)

[Purchasing](#)

[Sales](#)

[Working with Microsoft Dynamics NAV](#)

How to: Work with Bills of Material

4/16/2018 • 6 minutes to read • [Edit Online](#)

You use bills of materials (BOMs) to structure parent items that must be assembled or produced by resources or machine centers from components. An assembly BOM can also be used to sell a parent item as a kit consisting of its components.

Assembly BOMs or Production BOMs

You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item.

An assembly BOM is the master data that defines which component items go into an assembled end item and which resources are used to assemble the assembly item. When you enter an assembly item and a quantity in the header of a new assembly order, then the assembly order lines are automatically filled according to the assembly BOM with one assembly order line per component or resource. For more information, see [Assembly Management](#).

Assembly BOMs are described in this topic.

You use production orders for making end items from components in a complex process that requires a production routing and work or machine centers, which represent production capacities. For example, a production process could be to cut steel plates in one operation, weld them in the next operation, and paint the end item in the last operation. For more information, see [Manufacturing](#).

A production BOM is the master data that defines a production item and the components that go into it. For assembly items, the production BOM must be certified and assigned to the production item before it can be used in a production order. When you enter the production item on a production order line, either manually or by refreshing the order, then the production BOM content becomes the production order components. For more information, see [How to: Create Production BOMs](#).

The concept of resources in production is much more advanced than in assembly management. Work centers and machine centers function as resources, and production steps are represented by operations that are assigned to resources in production routings. For more information, see [How to: Create Routings](#).

Both assembly orders and production orders may be linked directly to sales orders. However, you can only use assembly orders to customize the end item directly for a customer request with the sales order.

To create an assembly BOM

To define a parent item that consists of other items, and potentially of resources required to put the parent together, you must create an assembly BOM.

Assembly BOMs usually contain items but can also contain one or more resources that are required to put the assembly item together.

Assembly BOMs can have multiple levels, which means that a component on the assembly BOM can be an assembly item itself. In that case, the **Assembly BOM** field on the assembly BOM line contains **Yes**.

Special requirements apply to items on assembly BOMs with regards to availability. For more information, see the "To see the availability of an item by its use in assembly BOMs" section in [How to: View the Availability of Items](#).

There are two parts to creating an assembly BOM:

- Setting up a new item
- Defining the BOM structure of the assembly item.

1. Set up a new item. For more information, see [How to: Register New Items](#).

Proceed to enter components or resources on the assembly BOM.

2. In the **Item Card** window for an assembly item, choose the **Assembly** action, and then choose the **Assembly BOM** action.
3. In the **Assembly BOM** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To view the components of an assembly item indented according to the BOM structure

From the **Assembly BOM** window, you can open a separate window that shows the components and any resources indented according to their BOM position under the assembly item.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field in the **Items** window contains **Yes**.)
3. In the **Item Card** window, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. In the **Assembly BOM** window, choose the **Show BOM** action.

To replace the assembly item with its components on document lines

From any sales and purchase document that contains an assembly item, you can use a special function to replace the line for the assembly item with new lines for its components. This function is useful, for example, if you want to sell the components as a kit that represents the assembly item.

Caution: When you have used the **Explode BOM** function, you cannot easily undo it. You must delete the sales order lines representing the components and then reenter a sales order line for the assembly item.

The following procedure is based on a sales invoice. The same steps apply to other sales documents and to all purchase documents.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Sales Invoices**, and then choose the related link.
2. Open a sales invoice that contains a line for an assembly item.
3. Choose the line for an assembly item, and then **Explode BOM** line action.

All fields on the sales invoice line for the assembly item are cleared except for the **Item** and **Description** fields. Complete sales invoice lines are inserted for the components and possible resources that comprise the assembly item.

Note: The Explode BOM function is also available in the **Assembly BOM** window.

To calculate the standard cost of an assembly item

You calculate the unit cost of an assembly item by rolling up the unit cost of each component and resource in the item's assembly BOM.

You can also calculate and update the standard cost for one or many items in the **Standard Cost Worksheet** window. For more information, see [How to: Update Standard Costs](#).

The unit cost of an assembly BOM always equals the total of the unit costs of its components, including other

assembly BOMs, and any resources.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field in the **Items** window contains **Yes**.)
3. In the **Item Card** window, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. In the **Assembly BOM** window, choose the **Calc. Standard Cost** action.
5. Select one of the following options, and then choose the **OK** button.

OPTION	DESCRIPTION
Top Level	Calculates the assembly item's standard cost as the total cost of all purchased or assembled items on that assembly BOM regardless of any underlying assembly BOMs.
All Levels	Calculates the assembly's item standard cost as the sum of: 1) The calculated cost of all underlying assembly BOMs on the assembly BOM. 2) The cost of all purchased items on the assembly BOM.

The costs of the items that make up the assembly BOM are copied from the component item cards. The cost of each item is multiplied by the quantity, and the total cost is shown in the **Unit Cost** field on the item card.

See Also

[How to: Register New Items](#)

[How to: View the Availability of Items](#)

[Inventory](#)

[Working with Microsoft Dynamics NAV](#)

How to: Categorize Items

4/16/2018 • 2 minutes to read • [Edit Online](#)

To maintain an overview of your items and to help you sort and find items, it is useful to organize your items in item categories.

To find items by characteristics, you can assign item attributes to items and also to item categories. For more information, see [How to: Work with Item Attributes](#).

To create an item category

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. In the **Item Categories** window, choose the **New** action.
3. In the **Item Category Card** window, on the **General** FastTab, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. On the **Attributes** FastTab, specify any item attributes for the item category. For more information, see the "To assign item attributes to an item category" section in [How to: Work with Item Attributes](#).

NOTE

If the item category has a parent item category, as indicated by the **Parent Category** field, then any item attributes that are assigned to that parent item category are prefilled on the **Attributes** FastTab.

NOTE

Item attributes that you assign to an item category will automatically apply to the item that the item category is assigned to.

To assign an item category to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for the item that you want to assign to an item category.
3. Choose the lookup button in the **Item Category Code** field and select an existing item category. Alternatively, choose the **New** action to first create a new item category as explained in the "To create an item category" section.

See Also

[How to: Work with Item Attributes](#)

[How to: Register New Items](#)

[Inventory](#)

[Working with Dynamics NAV](#)

How to: Work with Item Attributes

8/13/2018 • 4 minutes to read • [Edit Online](#)

When customers inquire about an item, either in correspondence or in an integrated web shop, they may ask or search according to characteristics, such as height and model year. To provide this customer service, you can assign item attribute values of different types to your items, which can then be used when searching for items.

You can also assign item attributes to item categories, which then apply to the items that use the item categories. For more information, see [How to: Categorize Item](#).

TIP

If you attach pictures to items, the Image Analyzer extension can detect attributes in the image, and suggest the attributes so you can decide whether to assign them. The extension is ready to go. You just need to enable it. For more information, see [The Image Analyzer Extension for Dynamics NAV](#).

To create item attributes

1. Choose the  icon, enter **Item Attributes**, and then choose the related link.
2. In the **Item Attributes** window, choose the **New** action.
3. In the **Item Attribute** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

If you select **Option** in the **Type** field, then you can choose the **Item Attribute Values** action to create values for the item attribute. For more information, see the "To create values for item attributes of type Option" section.

To create values for item attributes of type Option

1. Choose the  icon, enter **Item Attributes**, and then choose the related link.
2. In the **Item Attributes** window, select an item attribute of type **Option** that you want to create values for, and then choose the **Item Attribute Values** action.
3. In the **Item Attribute Values** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign item attributes to items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. In the **Items** window, select the item that you want to assign item attributes to, and then choose the **Attributes** action.
3. In the **Item Attribute Values** window, choose the **New** action.
4. Choose the lookup button in the **Attribute** field and select an existing item attribute. Alternatively, choose the **New** action to first create a new item attribute as explained in the "To create item attributes" section.
5. In the **Value** field, enter the item attribute value, such as "2010" for the **Model Year** attribute.
6. For item attributes of type **Option**, choose the lookup button in the **Value** field and select an item attribute value. Alternatively, choose the **New** action to first create a new item attribute value as explained in the "To

create values for item attributes of type Option" section.

7. Repeat steps 4 through 6 for all item attributes that you want to assign to the item.

To assign item attributes to item categories

1. Choose the  icon, enter **Item Categories**, and then choose the related link.
2. In the **Item Categories** window, select the item category that you want to assign item attributes to, and then choose the **Edit** action.
3. In the **Item Category Card** window, on the **Attributes** FastTab, choose the **New** action.
4. Choose the lookup button in the **Attribute** field and select an existing item attribute. Alternatively, choose the **New** action to first create a new item attribute as explained in the "To create an item attribute" section.
5. In the **Default Value** field, choose the lookup button and select an item attribute value.
6. Repeat steps 4 and 5 for all item attributes that you want to assign to the item category.

NOTE

Item attributes for parent item categories will be inherited to child item categories. This is indicated by the **Inherited From** field on the **Attributes** FastTab. For more information, see [How to: Categorize Items](#).

To filter by item attributes

1. Choose the  icon, enter **Items**, and then choose the related link.
2. In the **Items** window, choose the **Filter by Attributes** action.
3. In the **Filter Items by Attribute** window, choose the lookup button in the **Attribute** field and select an item attribute.
4. In the **Value** field, choose the lookup button and select an attribute value to filter items by.

NOTE

You can only select values directly for item attributes that have fixed values, such as Color. For item attributes that have variable values, such as Width, you must specify the item attribute value by first selecting a condition. See step 5.

5. In the **Value** field for a variable item attribute, choose the lookup button.
6. In the **Specify Filter Value** window, in the **Condition** field, choose the drop-down arrow and select a condition.
7. In the **Value** field, enter an attribute value to filter items by.

Example: To filter on items where the material description begins with "blue", fill in the fields as follows:

Attribute field: Material Description, **Condition** field: Begins With, **Value** field: blue.

8. Choose the **OK** button.

The items in the **Items** window are filtered by the specified item attribute values.

See Also

[How to: Categorize Items](#)

[How to: Register New Items](#)

Inventory

Working with Dynamics NAV

How to: Work with Nonstock Items

4/16/2018 • 3 minutes to read • [Edit Online](#)

You can offer certain items to your customers for their convenience, which you do not want to maintain in inventory until you start selling them. When you want to start maintaining such items in inventory, you can convert them to normal item cards in two ways.

- From a nonstock item card, create a new item card based on a template.
- From a sales order line of type **Item** with an empty **No* field, select a nonstock item. An item card is automatically created for the nonstock item.

NOTE

You cannot select a nonstock item from the **Sales Invoice** window. You can select a nonstock item from the **Sales Quote** window, but the nonstock item will not be converted to a normal item when you use the **Make Order** function.

A nonstock item typically has the item number of the vendor who supplies it. To enable conversion of a nonstock item card to a normal item card, you must first set up how vendor item numbering is converted to your own item numbering.

To create a nonstock item

Nonstock item cards have much less information than normal item cards because you only use them to offer on quotes and in other ways. For that reason, they must be converted to normal item cards before you can post sales transactions for them.

1. Choose the  icon, enter **Nonstock Items**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up how nonstock item numbers are converted to your own numbering

To enable conversion of a nonstock item card to a normal item card, you must first set up how the vendor's item numbering is converted to your own item number format.

1. Choose the  icon, enter **Nonstock Item Setup**, and then choose the related link.
2. Fill in the fields as necessary.

To convert a nonstock item to a normal item

1. Choose the  icon, enter **Nonstock Items**, and then choose the related link.
2. Open the card for a nonstock item that you want to convert to a normal item.
3. In the **Nonstock Item Card** window, choose the **Create Item** action.

A new item card prefilled with information from the nonstock item and a relevant item template is created. You can then fill or edit fields on the new item card as necessary. For more information, see [How to: Register New Items](#).

To sell a nonstock item, and convert it to a normal item

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action. Fill in the fields on the **General** FastTab as for any sales order. For more information, see [How to: Sell Products](#).
3. On a new sales line, in the **Type** field, select **Item**, but leave the **No.** field empty.
4. Choose the **Line** action, and then choose the **Select Nonstock Items** action.

The nonstock item is converted to a normal item. A new item card prefilled with information from the nonstock item and a relevant item template is created.

5. In the **Nonstock Items** window, select the nonstock item that you want to sell, and then choose the **OK** button.
6. When the sales order is complete, choose the **Post** action.

You can then fill or edit fields on the new item card as necessary. For more information, see [How to: Register New Items](#).

NOTE

An Item cross reference record is automatically created for the vendor of the item between the vendor's item number and your new item number.

See Also

[How to: Register New Items](#)

[How to: Create Special Orders|](#)

[Inventory](#)

[Working with Dynamics NAV](#)

How to: Count, Adjust, and Reclassify Inventory

8/13/2018 • 15 minutes to read • [Edit Online](#)

At least once every fiscal year you must take a physical inventory, that is, count all the items on inventory, to see if the quantity registered in the database is the same as the actual physical quantity in the warehouses. When the actual physical quantity is known, it must be posted to the general ledger as a part of period-end valuation of inventory.

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items. For more information, see the "To perform cycle counting" section.

If you need to adjust recorded inventory quantities, in connection with counting or for other purposes, you can use an item journal to change the inventory ledger entries directly without posting business transactions. Alternatively, you can adjust for a single item on the item card.

If you need to change attributes on item ledger entries as well as the quantities, you can use the item reclassification journal. Typical attributes to reclassify include serial/lot numbers, expiration dates, and dimensions.

NOTE

In advanced warehouse configurations, items are registered in bins as warehouse entries, not as item ledger entries. Therefore, you perform counting, adjusting, and reclassifying in special warehouse journals that support bins. Then, you use special functions to synchronize the new or changed warehouse entries with their related item ledger entries to reflect the changes in inventory quantities and values. This is described in specific procedures below where relevant.

To perform a physical inventory

You must take a physical inventory, that is, count the actual items on hand, to check if the quantity registered is the same as the physical quantity in stock at the end of a fiscal year, if not more often. If there are differences, you must post them to the item accounts before you do the inventory valuation.

Apart from the physical counting task, the complete process involves the following three tasks:

- Calculate the expected inventory.
- Print the report to be used when counting.
- Enter and post the actual counted inventory.

You can perform the physical inventory in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** window in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** window, and then you use the **Item Journal** window to run the **Calculate Whse. Adjustment** function.

To calculate the expected inventory in basic warehouse configurations

1. Choose the  icon, enter **Phys. Inventory Journals**, and then choose the related link.
2. Choose the **Calculate Inventory** action.
3. In the **Calculate Inventory** window, specify the conditions to use to create the journal lines, such as whether to include items that have zero recorded inventory.
4. Set filters if you only want to calculate inventory for certain items, bins, locations, or dimensions.
5. Choose the **OK** button.

NOTE

The item entries are processed according to the information that you specified, and lines are created in the physical inventory journal. Notice that the **Qty. (Phys. Inventory)** field is automatically filled in with the same quantity as the **Qty. (Calculated)** field. With this feature, it is not necessary for you to enter the counted inventory on hand for items that are the same as the calculated quantity. However, if the quantity counted differs from what is entered in the **Qty. (Calculated)** field, you must overwrite it with the quantity actually counted.

To calculate the expected inventory in advanced warehouse configurations

1. Choose the  icon, enter **Item Journal**, and choose the related link.
2. Choose the **Calculate Whse. Adjustment** action.
3. Fill in the batch job request window with the numbers of the items you want to count and with your location.
4. Choose the **OK** button, and post the adjustments if any.

If you do not do this before you perform the warehouse physical inventory, the results you post to the physical inventory journal and item ledger in the second part of the process will be the physical inventory results combined with other warehouse adjustments for the items that were counted.

5. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
6. Choose the **Calculate Inventory** action. The **Whse. Calculate Inventory** batch job request window opens.
7. Set the filters to limit the items that will be counted in the journal, and then choose the **OK** button.

The program creates a line for each bin that fulfills the filter requirements. You can at this point still delete some of the lines, but if you want to post the results as a physical inventory, you must count the item in all the bins that contain it.

If you only have time to count the item in some bins and not others, you can discover discrepancies, register them, and later post them in the item journal using the **Calculate Whse. Adjustment** function.

8. Choose the  icon, enter **Whse. Phys. Inventory List**, and choose the related link.
9. Open the report request page and print the lists on which you want employees to record the quantity of items that they count in each bin.
10. When the counting is done, enter the counted quantities in the **Qty. (Phys. Inventory)** field in the warehouse physical inventory journal.

NOTE

In the warehouse physical inventory journal, **Qty. (Calculated)** field is filled in automatically on the basis of warehouse bin records and copies these quantities are copied to the **Qty. (Physical)** field on each line. If the quantity counted by the warehouse employee differs from what the program has entered in the Qty. (Physical) field, you must enter the quantity actually counted.

11. When you have entered all the counted quantities, choose the **Register** action.

When you register the journal, the program creates two warehouse entries in the warehouse register for every line that was counted and registered:

- If the calculated and the physical quantities differ, a negative or positive quantity is registered for the bin, and a balancing quantity is posted to the adjustment bin of the location.
- If the quantity calculated is equal to the physical quantity, the program registers an entry of 0 for both the bin and the adjustment bin. The entries are the record that on the registering date, a warehouse physical inventory was performed, and there was no discrepancy in inventory for the item.

When you register the warehouse physical inventory, you are not posting to the item ledger, the physical inventory ledger, or the value ledger, but the records are there for immediate reconciliation whenever necessary. If you like to keep precise records of what is happening in the warehouse, however, and you counted all of the bins where the items were registered, you should immediately post the warehouse results as an inventory physical inventory. For more information, see the "To enter and post the actual counted inventory in advanced warehouse configurations" section.

To print the report to be used when counting

1. In the **Phys. Inventory Journal** window containing the calculated expected inventory, Choose the **Print** action.
2. In the **Phys. Inventory List** window, specify if the report should show the calculated quantity and if the report should list inventory items by serial/lot numbers.
3. Set filters if you only want to print the report for certain items, bins, locations, or dimensions.
4. Choose the **Print** button.

Employees can now proceed to count inventory and record any discrepancies on the printed report.

To enter and post the actual counted inventory in basic warehouse configurations

1. On each line in the **Phys. Inventory Journal** window where the actual inventory on hand, as determined by the physical count, differs from the calculated quantity, enter the actual inventory on hand in the **Qty. (Phys. Inventory)** field.

The related fields are updated accordingly.

NOTE

If the physical count reveals differences that are caused by items posted with incorrect location codes, do not enter the differences in the physical inventory journal. Instead, use the reclassification journal or a transfer order to redirect the items to the correct locations. For more information, see Item Reclass. Journal or How to: Create Transfer Orders.

2. To adjust the calculated quantities to the actual counted quantities, choose the **Post** action.

Both item ledger entries and physical inventory ledger entries are created. Open the item card to view the resulting physical inventory ledger entries.

3. Choose the  icon, enter **Items**, and then choose the related link.
4. To verify the inventory counting, open the item card in question, and then, choose the **Phys. Inventory ledger Entries** action.

To enter and post the actual counted inventory in advanced warehouse configurations

1. Choose the  icon, enter **Item Journal**, and choose the related link.
2. Choose the **Calculate Whse. Adjustment** action.
3. Select the same items that you counted in the cycle counting physical inventory you just performed, and any other items that require adjustment, and then choose the **OK** button.

The **Inventory Journal** window opens and lines are created for these items. Note that the net quantities that you just counted and registered bin by bin are now ready to be consolidated and synchronized as item ledger entries.

4. Post the journal without changing any quantities.

The quantities in the item ledger (item entries) and the quantities in the warehouse (warehouse entries) are now once again the same for these items, and the program has updated the last counting date of the item or stockkeeping unit.

To perform cycle counting

Although you count all items in inventory at least once a year, you may have decided to count some items more often, perhaps because they are more valuable, or because they are very fast movers and a large part of your business. For this purpose, you can assign special counting periods to those items.

You can perform the cycle counting in either of the following ways depending on your warehouse setup. For more information, see [Setting Up Warehouse Management](#).

- If your location is not using directed put-away and pick (basic warehouse configuration), you use the **Phys. Inventory Journal** window in the **Inventory** menu, and the procedure is much the same as when you conduct a physical inventory without cycle counting.
- If your location is using directed put-away and pick (advanced warehouse configuration), you first use the **Whse. Phys. Invt. Journal** window, and then you use the **Item Journal** window to run the **Calculate Whse. Adjustment** function.

To set up counting periods

A physical inventory is typically taken at some recurring interval, for example monthly, quarterly, or annually. You can set up whatever inventory counting periods necessary.

You set up the inventory counting periods that you want to use and then assign one to each item. When you perform a physical inventory and use the **Calculate Counting Period** in the physical inventory journal, lines for the items are created automatically.

1. Choose the  icon, enter **Phys. Invt. Counting Periods**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To assign a counting period to an item

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item to which you want to assign a counting period.
3. In the **Phys Invt Counting Period Code** field, select the appropriate counting period.
4. Choose the **Yes** button to change the code and calculate the first counting period for the item. The next time you choose to calculate a counting period in the physical inventory journal, the item appears as a line in the

Phys. Invt. Item Selection window. You can then begin to count the item on a periodic basis.

To initiate a count based on counting periods in basic warehouse configurations

1. Choose the  icon, enter **Phys. Inventory Journal**, and then choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** window opens showing the items that have counting periods assigned and need to be counted according to their counting periods.

3. Perform the physical inventory. For more information, see the "To perform a physical inventory" section.

To initiate a count based on counting periods in advanced warehouse configurations

1. Choose the  icon, enter **Whse. Phys. Invt. Journal**, and choose the related link.
2. Choose the **Calculate Counting Period** action.

The **Phys. Invt. Item Selection** window opens showing the items that have counting periods assigned and need to be counted according to their counting periods.

3. Perform the physical inventory. For more information, see the "To perform a physical inventory" section.

NOTE

You must count the item in all the bins that contain the particular item. If you delete some of the bin lines that the program has retrieved for counting in the **Whse. Phys. Inventory** window, then you will not be counting all the items in the warehouse. If you later post such incomplete results in the Phys. Inventory Journal, the amounts posted will be incorrect.

To adjust the inventory of one item

After you have made a physical count of an item in your inventory area, you can use the **Adjust Inventory** function to record the actual inventory quantity.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select the item for which you want to adjust inventory, and then choose the **Adjust Inventory** action.
3. In the **New Inventory** field, enter the inventory quantity that you want to record for the item.
4. Choose the **OK** button.

The item's inventory is now adjusted. The new quantity is shown in the **Current Inventory** field in the **Adjust Inventory** window and in the **Inventory** field in the **Item Card** window.

You can also use the **Adjust Inventory** function as a simple way to place purchased items on inventory if you do not use purchase invoices or orders to record your purchases. For more information, [How to: Record Purchases](#).

NOTE

After you have adjusted inventory, you must update it with the current, calculated value. For more information, see [How to: Revalue Inventory](#).

To adjust the inventory quantity of multiple items in basic warehouse configurations

In the **Item Journal** window, you can post item transaction directly to adjust inventory in connection with purchases, sales, and positive or negative adjustments without using documents.

If you often use the item journal to post the same or similar journal lines, for example, in connection with material consumption, you can use the **Standard Item Journal** window to make this recurring work easier. For more

information, see the "Standard Journals" section in [Working with General Journals](#).

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **Post** action to make the inventory adjustments.

NOTE

After you have adjusted inventory, you must update it with the current, calculated value. For more information, see [How to: Revalue Inventory](#).

To adjust bin quantities in advanced warehouse configurations

If your location uses directed put-away and pick, use the **Whse. Item Journal** to post, outside the context of the physical inventory, all positive and negative adjustments in item quantity that you know are real gains, such as items previously posted as missing that show up unexpectedly, or real losses, such as breakage.

Unlike posting adjustments in the inventory item journal, using the warehouse item journal gives you an additional level of adjustment that makes your quantity records even more precise at all times. The warehouse thus always has a complete record of how many items are on hand and where they are stored, but each adjustment registration is not posted immediately to the item ledger. In the registering process, credits or debits are made to the real bin with the quantity adjustment and a counterbalancing entry is made in an adjustment bin, a virtual bin with no real items. This bin is defined in the **Invt. Adjustment Bin Code** on the location card.

1. Choose the  icon, enter **Whse. Item Journal**, and then choose the related link.
2. Fill in the header information.
3. Fill in the **Item No.** field on the line.
4. Enter the bin in which you are putting the extra items or where you have found items to be missing.
5. Fill in the quantity that you observe as a discrepancy in the **Quantity** field. If you have found extra items, enter a positive quantity. If items are missing, enter a negative quantity.
6. Choose the **Register** action.

To synchronize the adjusted warehouse entries with the related item ledger entries

At appropriate intervals as defined by company policy, you must post the warehouse adjustment bin records in the item ledger. Some companies find it appropriate to post adjustments to the item ledger every day, while others may find it adequate to reconcile less frequently.

1. Choose the  icon, enter **Item Journal**, and then choose the related link.
2. Fill in the fields on each journal line.
3. Choose the **Calculate Whse. Adjustment** action, and fill in the filters as appropriate in the batch job request window. The adjustments are calculated only for the entries in the adjustment bin that meet filter requirements.
4. On the **Options** FastTab, fill in the **Document No.** field with a number that you enter manually. Because no number series has been set up for this batch job, use the number scheme set up by the warehouse, or enter the date followed by your initials.
5. Choose the **OK** button. The positive and negative adjustments are totaled for each item and lines are created in the item journal for any items where the sum is a positive or negative quantity.
6. Post the journal lines to enter the quantity differences in the item ledger. The inventory in the warehouse bins now corresponds precisely to the inventory in the item ledger.

To reclassify an item's lot number

1. Choose the  icon, enter **Item Reclass. Journals**, and then choose the related link.
2. In the **Item Reclass. Journal** window, fill in the fields as necessary.
3. To In the **Lot No.** field, enter the items current lot number.
4. In the **New Lot No.** field, enter the item's new lot number.
5. Choose the **Post** action.

Special steps apply when you want to reclassify serial or lot numbers. For more information, see [How to: Work with Serial and Lot Numbers](#).

See Also

[Inventory Warehouse Management](#)

[Sales](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: View the Availability of Items

4/16/2018 • 7 minutes to read • [Edit Online](#)

From the context of a business task, you can get advanced information about when and where an item is available, such as when talking to a customer about a delivery date.

You can view the availability of all items per location, and you can view the availability of each item by event, by period, or by location. An event is any scheduled item transaction, such as a sales shipment or an inbound transfer receipt.

NOTE

Availability views by location require that you maintain inventory at more than one location. For more information, see [How to: Set Up Locations](#).

In Dynamics NAV, availability figures are shown in two different fields, each with a different definition:

- The **Quantity on Hand** field shows the actual quantity today according to posted item ledger entries.
- The **Projected Available Balance** field is calculated and shows the quantity on hand plus scheduled receipts minus gross requirements. (In Dynamics NAV, scheduled receipts include quantities on purchase orders and inbound transfer orders. Gross requirements include quantities on sales orders and outbound transfer orders.)

TIP

The projected available balance is especially relevant to view in the **Item Availability by Periods** and **Item Availability by Event** windows as they contain the date dimension.

NOTE

The following procedures describe how to view advanced availability information from the items list and item card. You can also access the information from sales document lines, for the item on the line. For more information, see [How to: Sell Products](#).

To view the availability of an item according to when it will be received or shipped

You view the availability of an item according to scheduled item transactions in the **Availability by Event** window.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.
3. Choose the **Item Availability by** action, and then choose the **Event** action.

The **Item Availability by Event** window shows how the inventory quantity of the item will develop over time according scheduled shipment and receipt events. The window gives a condensed view that shows one line of accumulated information per time interval in which inventory quantities change. Time intervals where no events occurred are not shown. You can expand each line to show details about the event or events that caused the accumulated quantity on the line.

4. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of an item in different periods

You view the availability of an item over time for specified time periods in the **Item Availability by Periods** window.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.
3. Choose the **Item Availability by** action, and then choose the **Period** action.

The **Item Availability by Periods** window shows how the inventory quantity of the item will develop over time, shown for a period that you select, such as Day, Week, or Quarter.

4. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of an item at the locations where it is stored

You view the availability of an item at the different places where it is stored in the **Item Availability by Location** window.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card of an item that you want to view availability for.
3. Choose the **Item Availability by** action, and then choose the **Location** action.

The **Item Availability by Location** window shows how the inventory quantity of the item will develop in the future, shown for each location where it is stored.

4. Choose the value in the **Qty. on Hand** field to view the item ledger entries that make up the value.
5. Choose the value in the **Projected Available Balance** field to view the item ledger entries or open documents that make up the value.

To view the availability of all items by the location where they are stored

You view the availability of all your items across all your locations in the **Items by Location** window.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **Items by Location** action.

The **Items by Location** window shows for all your items how many are available at each location.

3. Choose the value in the **Qty. on Hand** field to view the item ledger entries that make up the value.

To view the availability of an item by its use in assembly or production BOMs

If an item exists in assembly or production BOMs, either as a parent item or as a component, then you can view how many units of its are required in the **Item Availability by BOM Level** window. The window shows how many units of a parent you can make based on the availability of child items on underlying lines. Any item that

has an assembly or production BOM is shown in the window as a collapsible line. You can expand this line to see the underlying components and lower-level subassemblies with their own BOMs.

You can use the window to find out whether you can fulfill a sales order for an item on a specified date by looking at its current availability and the quantities that can be supplied by its components. You can also use the window to identify bottlenecks in related BOMs.

On each line in the window for both parent items and child items, the following key fields specify the availability figures. You can use these figures to promise how many units of a parent you can supply if you start the related assembly process.

FIELD	DESCRIPTION
Able to Make Parent	Shows how many units of any subassembly in the top item you can make. The field specifies how many immediate parent units you can assemble. The value is based on availability of the item on the line.
Able to Make Top Item	Shows how many units of the top item you can make. The field specifies how many units of the top-line BOM item you can assemble. The value is based on availability of the item on the line.

Item Availability by BOM Level Window

The **Item Availability by BOM Level** window shows information for the item on the card or document line that the window is opened for. The item is always shown on the top line. You can view information for other items or for all items by changing the value in the **Item Filter** field.

NOTE

By default, availability figures on the lines show the total availability of all items under the top item. These figures are displayed in the **Available Quantity** field, and the focus is on the top item. However, information about how many subassemblies you can make may be skewed. To get a true indication of how many of the shown subassemblies you can make, you must clear the **Show Total Availability** check box and then see the figure in the **Able to Make Parent** field.

The **Bottleneck** field specifies which item in the BOM structure restricts you from making a larger quantity than the quantity that is shown in the **Able to Make Top Item** field. For example, the bottleneck item can be a purchased component with an expected receipt date that is too late to make additional units of the top item by the date in the **Needed by Date** field.

Assembly Availability Window

The **Assembly Availability** window shows detailed availability information for the assembly item. It opens:

- Automatically from a sales order line in assemble-to-order scenarios when you enter a quantity that causes a component availability issue.
- Automatically from an assembly order header when you enter a value in the Quantity field that causes a component availability issue.
- Manually when you open it from an assembly order. On the Actions tab, in the Functions group, choose Show Availability.

The **Details** FastTab shows detailed availability information for the assembly item, including how many of the assembly order quantity can be assembled by the due date based on availability of the required components. This is shown in the Able to Assemble field on the Details FastTab.

The value in the **Able to Assemble** field is shown in red font if the quantity is lower than the quantity in the **Remaining Quantity** field, indicating that there are not enough components available to assemble the full quantity.

The **Lines** FastTab shows detailed availability information for the assembly components.

If one or more assembly components are not available, then this is reflected in the **Able to Assemble** field on the line in question as a quantity less than the quantity in the **Remaining Quantity** field on the **Details** FastTab.

See Also

[Manage Inventory](#)

[Assembly Management](#)

[How to: Work with Bills of Materials](#)

[How to: Set Up Locations](#)

[How to: Transfer Inventory Between Locations](#)

[How to: Sell Products](#)

[Working with Dynamics NAV](#)

[General Business Functionality](#)

How to: Transfer Inventory Between Locations

8/13/2018 • 2 minutes to read • [Edit Online](#)

You can transfer inventory items between locations by creating transfer orders. Alternatively, you can use the item reclassification journal.

With transfer orders, you ship the outbound transfer from one location and receive the inbound transfer at the other location. This allows you to manage the involved warehouse activities and provides more certainty that inventory quantities are updated correctly.

With the reclassification journal, you simply fill in the **Location Code** and the **New Location Code** fields. When you post the journal, the item ledger entries are adjusted at the locations in question. With this method, warehouse activities are not managed.

NOTE

If you have items recorded in your inventory without a location code, for example from a time when you only had one warehouse, then you cannot transfer those items using transfer orders. Instead, you must use the reclassification journal to reclassify the items from a blank location code to an actual location code. For more information, see step 3 in the "To transfer items with the item reclassification journal" section.

To transfer items, locations and transfer routes must be set up. For more information, see [How to: Set Up Locations](#).

To transfer items with a transfer order

1. Choose the  icon, enter **Transfer orders**, and then choose the related link.
2. In the **Transfer Order** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

If you have filled in the **In-Transit Code**, **Shipping Agent Code**, and **Shipping Agent Service** fields in the **Trans. Route Spec.** window when you set up the transfer route, then the corresponding fields on the transfer order are filled in automatically.

When you fill in the **Shipping Agent Service** field, the receipt date at the transfer-to location is calculated by adding the shipping time of the shipping agent service to the shipment date.

As a warehouse worker at the transfer-from location, proceed to ship the items.

3. Choose the **Post** action, choose the **Ship** option, and then choose the **OK** button.

The items are now in transit between the specified locations, according to the specifies transfer route.

As a warehouse worker at the transfer-from location, proceed to receive the items.

4. Choose the **Post** action, choose the **Receive** option, and then choose the **OK** button.

To transfer items with the item reclassification journal

1. Choose the  icon, enter **Item Reclass. Journals**, and then choose the related link.
2. In the **Item Reclass. Journal** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. In the **Location Code** field, enter the location where the items are currently stored.

NOTE

To transfer items that have no location code, leave the **Location Code** field blank.

4. In the **New Location Code** field, enter the location that you want to transfer the items to.
5. Choose the **Post** action.

See Also

[Manage Inventory](#)

[How to: Set Up Locations](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

[General Business Functionality](#)

How to: Reserve Items

4/16/2018 • 4 minutes to read • [Edit Online](#)

You can reserve items for sales orders, purchase orders, service orders, assembly orders, and production orders. You can reserve items on inventory or inbound on open document or journal lines. You perform the work in the **Reservation** window.

Each line in the **Reservation** window, which you open to reserve items, displays information about one type of line (sales, purchase, journal) or inventory entry. The lines describe how many items are available to be reserved from each type of line or entry.

To reserve items for sales

The following describes how to reserve items from a sales order. The steps are similar for purchase, service, and assembly orders.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. On a sales order, on the **Lines** FastTab, choose the **Reserve** action. The **Reservation** window opens.
3. Select the line that you want to reserve the items from.
4. Choose one of the following actions.

FUNCTION	DESCRIPTION
Auto Reserve	To automatically reserve items in the Reservation window.
Reserve from Current Line	To reserve the items from the document on the line you have selected.
Cancel Reservation from Current Line	To cancel reservation of the items from the document on the line you have selected.

NOTE

If item tracking lines exist for the sales order, the reservation system will take you through special steps. For more information, see the "To reserve a specific serial or lot number" section.

To reserve an item for a production order line

You can reserve items for production orders. You have to distinguish between production order lines, meaning the parent item, and production order components.

In the following procedure, a firm planned production order is used.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the firm planned production order you want to reserve parent items for.
3. Select the relevant production order line.
4. On the **Lines** FastTab, choose the **Reserve** action.

5. In the **Reservation** window, select the **Sales Line, Order** line, and then choose the **Reserve from Current Line** action.

The quantity you entered in the firm planned production order line is now reserved.

To reserve items for production order components

You can reserve items for production orders. You have to distinguish between production order lines, meaning the parent item, and production order components.

In the following procedure, a firm planned production order is used.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the firm planned production order you want to reserve component items for.
3. Select the relevant production order line.
4. On the **Lines** FastTab, choose **Line**, and then choose **Components**.
5. Select the relevant component line.
6. Choose On the **Lines** FastTab, choose the **Reserve** action.
7. In the **Reservation** window, select a line, and then choose the **Reserve from Current Line** action.

The quantity you entered in the firm planned production component line is now reserved.

To change a reservation

Sometimes, you may want to change an item reservation.

1. From the document line that you have reserved from, on the **Lines** FastTab, choose the **Reserve** action.
2. In the **Reservation** window, choose the **Reservation Entries** action.
3. The **Reservation Entries** window, update the **Quantity** field on the line you want to change.
4. Confirm the subsequent message, by choosing the **OK** button.

To cancel a reservation

Sometimes, you may want to cancel an item reservation.

1. From the document line that you want to cancel a reservation from, on the **Lines** FastTab, choose the **Reserve** action.
2. In the **Reservation** window, choose **Reservation Entries** action.
3. In the **Reservation Entries** window, choose the **Cancel Reservation** action.
4. Confirm the subsequent message, by choosing the **OK** button.

To reserve a specific serial or lot number

From outbound documents for item-tracked items, such as sales orders or production component lists, you can reserve specific serial or lot numbers. This may be relevant, for example, if you need production components from a specific lot to ensure consistency with earlier production batches, or because a customer has requested a specific serial number. For more information, see [How to: Work with Serial and Lot Numbers](#).

This is referred to as a specific reservation, because you reserve from the quantity of Item X that belongs to Lot X. If you simply reserve from quantities of Item X, then it is a normal, non-specific, reservation. For more information, see [Design Details - Item Tracking and Reservations](#).

The following procedure is based on a sales order.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.

2. Create a sales order line for an item-tracked item.
3. Assign serial and lot numbers to the sales order line. For more information, see [How to: Work with Serial and Lot Numbers](#).
4. On the sales order line, choose the **Reserve** action.
5. Choose the **Yes** button to reserve specific serial or lot numbers.
6. In the **Item Tracking List** window, select the serial and lot number combination that you have just assigned.
7. Choose the **OK** button to open the **Reservation** window showing only supply with the specified item tracking number. If there are any non-specific reservations on any of the item tracking numbers that you have specified for this line, you are informed of the quantity that has already been reserved.
8. Choose either the **Auto Reserve** or the **Reserve from Current Line** action to create the reservation on the specific item tracking numbers.

See Also

[Inventory](#)

[Design Details: Reservation, Order Tracking, and Action Messaging](#)

[Design Details - Item Tracking and Reservations](#)

[How to: Work with Serial and Lot Numbers](#)

[Working with Dynamics NAV](#)

How to: Work with Serial and Lot Numbers

4/16/2018 • 16 minutes to read • [Edit Online](#)

You can assign serial numbers and lot numbers to any outbound or inbound document, and its posted item tracking entries are displayed in the related item ledger entries. You perform the work in the **Item Tracking Lines** window.

The matrix of quantity fields at the top of the **Item Tracking Lines** window displays the quantities and sums of item tracking numbers being defined on the lines. The quantities must correspond to those of the document line, which is indicated by 0 in the **Undefined** fields.

As a performance measure, the program collects the availability information in the **Item Tracking Lines** window only once, when you open the window. This means that the program does not update the availability information during the time that you have the window open, even if changes occur in inventory or on other documents during that time.

Items with serial or lot numbers can be traced both backwards and forward in their supply chain. This is useful for general quality assurance and for product recalls. For more information, see [How to: Trace Item-Tracked Items](#).

About Picking Serial or Lot Numbers in the Warehouse

Outbound handling of serial or lot numbers is a frequent task in different warehouse processes.

In some processes, the inventory items do not carry serial or lot numbers, and the warehouse worker must assign new during the outbound handling, typically from a predefined number series.

In simple processes, the inventory items already carry serial or lot numbers, for example assigned during the put-away, and these numbers are automatically transferred through all outbound warehouse activities without interaction by warehouse workers.

In special situations for serial- or lot-numbered inventory, specific serial or lot numbers are defined on the source document, such as a sales order, which the warehouse worker must respect during the outbound warehouse handling. This may be because the customer requested a specific lot during the order process. When the inventory pick or warehouse pick document is created from an outbound source document where serial or lot numbers are already defined, then all fields in the **Item Tracking Lines** window under the inventory pick are locked for writing, except the **Qty. to Handle** field. In that case, the inventory pick lines specify the item tracking numbers on individual take and place lines. The quantity is already split into unique serial or lot number combinations because the sales order specifies the item tracking numbers to ship.

Item Tracking Availability

When you work with serial and lot numbers, Dynamics NAV calculates availability information for lot and serial numbers and shows it in the various item tracking windows. This lets you see how much of a lot or serial number is currently being used on other documents. This reduces errors and uncertainty caused by double allocations.

In the **Item Tracking Lines** window, a warning icon is shown in the **Availability, Lot No.** or **Availability, Serial No.** field if some or all of the quantity you have selected is already being used in other documents or if the lot or serial number is not available.

In the **Lot No./Serial No.-List** window, the **Lot No./Serial No.-Availability** window, and the **Item Tracking - Select Entries** window, information is displayed about how much quantity of an item is being used. This includes

the following information.

FIELD	DESCRIPTION
Total Quantity	The total number of item currently in inventory
Total Requested Quantity	The total number of items that are requested that will be used in this and other documents
Current Pending Quantity	The number of items that are requested that will be used on the current document but that is not yet committed to the database
Current Requested Quantity	The number of items that are requested that will be used on the current document
Total Available Quantity	The total number of items in inventory, minus the quantity of the item that are requested on this and other documents (total requested quantity), and minus the quantity that is requested but not yet committed on this document (current pending quantity)

If you work in the **Item Tracking Lines** window for a long period of time or if there is a great deal of activity with the item you are working with, then you can choose the **Refresh Availability** action. In addition, the availability of the item is automatically rechecked when you close the window to confirm that there are no availability problems.

To set up item tracking codes

An item tracking code reflects the different considerations a company has regarding the use of serial and lot numbers for items moving through the inventory.

1. Choose the  icon, enter **Item Tracking Codes**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. On the **Serial No.** and the **Lot No.** FastTabs, define policies of item tracking by serial and lot numbers respectively.

To set up expiration rules for serial or lot numbers

For some items you might want to set up specific expiration dates and rules in the item tracking code. This functionality allows you to keep track of when specific serial numbers and lot numbers expire.

1. Select an existing item tracking code, and then choose the **Edit** action.
2. On the **Misc.** FastTab, select the following check boxes.

FIELD	DESCRIPTION
Strict Expiration Posting	Specifies that an expiration date assigned to the item tracking number as it entered inventory must be respected when it exits inventory.
Man. Expir. Date Entry Reqd.	Specifies that you must manually enter an expiration date on the item tracking line.

To set up warranties for serial or lot numbers

For some items, you might want to set up specific warranties in the item tracking code. This functionality allows you to keep track of when the warranties on specific serial or lot numbers in your inventory will run out.

1. Choose the  icon, enter **Item Tracking Codes**, and then choose the related link.
2. Select an existing item tracking code, and then choose the **Edit** action.
3. On the **Misc.** FastTab, fill in the **Warranty Date Formula** field, and then select the check box as follows.

FIELD	DESCRIPTION
Warranty Date Formula	Specifies the last day of warranty for the item.
Man. Warranty Date Entry Reqd.	Specifies that you must manually enter a warranty date on the item tracking line.

To record serial or lot number information

If you need to link special information to a specific item tracking number, for example, for quality assurance, you can do so in a serial or lot number information card.

1. Open a document that has serial or lot numbers assigned.
2. Open the **Item Tracking Lines** window for the document.
3. Choose, for example, the **Serial No. Information Card** action.

The **Serial No.** and **Lot No.** fields are prefilled from the item tracking line.

4. Enter a short piece of information in the **Description** field, for example about the condition of the item.
5. Choose the **Comment** action to create a separate comment record.
6. Select the **Blocked** check box to exclude the serial or lot number from any transactions.

To modify existing serial or lot number information

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Select an item that has an item tracking code and has serial or lot number information.
3. From the **Item Card** window, choose the **Entries** action, and then choose **Ledger Entries**.
4. Choose the **Lot No.** or **Serial No.** field. If information exists for the item tracking number, then the **Lot No. Information List** or **Serial No. Information List** window opens.
5. Select a card, and then choose the **Lot No./Serial No. Information Card** action.
6. Modify the short description text, the comment record, or the **Blocked** field.

You cannot modify the serial or lot numbers or quantities. To do so, you must reclassify the item ledger entry in question. For more information, see the "To reclassifying lot or serial numbers" section.

To assign serial or lot numbers during an inbound transaction

Companies may want to keep track of items from the moment they enter the company. In this situation, the purchase order is often the central document, although item tracking may be handled from any inbound document and its posted entries displayed in the related item ledger entries.

The exact rules for handling item tracking numbers across your company are governed by the setup in the **Item Tracking Code Card** window.

NOTE

To use item tracking numbers in warehouse activities, the **Lot Warehouse Tracking** and **SN Warehouse Tracking** setup fields must be selected, as they define the special principles in handling serial and lot numbers in warehouse activities.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the relevant document line and on the **Lines** FastTab, choose the **Line** action, and then choose the **Item Tracking Lines** action.

You can assign serial or lot numbers in the following ways:

- Automatically, by choosing **Assign Serial No.** or **Assign Lot No.** to assign serial/lot numbers from predefined number series.
 - Automatically, by choosing **Create Customized SN** to assign serial/lot numbers based on number series you define specifically for the arrived items.
 - Manually, by entering serial or lot numbers directly, for example, the vendor's numbers.
 - Manually, by assigning a specific number to each item unit.
3. To assign automatically, choose the **Create Customized SN** action.
 4. In the **Customized SN** field, enter the starting number of a descriptive serial number series, for example **S/N-Vend0001**.
 5. In the **Increment** field, enter 1 to define that each sequential number increases by one.

The **Quantity to Create** field contains the line quantity by default, but you can modify it.

6. Select the **Create New Lot No.** check box to organize the new serial numbers in a distinct lot.
7. Choose the **OK** button.

A lot number with individual serial numbers is created according to the item quantity of the document line, starting from **S/N-Vend0001**.

The matrix of quantity fields in the header displays dynamically the quantities and sums of the item tracking numbers you define in the window. The quantities must correspond to those of the document line, which is signified by 0 in the **Undefined** fields.

When the document is posted, the item tracking entries are carried to the associated item ledger entries.

To assign a serial or lot number during an outbound transaction

There are two ways to add serial and lot numbers to outbound transactions:

- Selecting from existing serial or lot numbers. This applies when item tracking numbers have already been assigned during an inbound transaction. For more information, see the "To select from existing serial numbers and lot numbers" section.
- Assigning new serial or lot numbers during outbound transactions. This applies when item tracking numbers are not assigned to items until they are sold and ready to be shipped.

The different rules for item tracking numbers are set up in the **Item Tracking Code Card** window.

NOTE

To assign item tracking numbers in warehouse activities, the **SN Warehouse Tracking** and **Lot Warehouse Tracking** check boxes must be selected on the item's item tracking code card.

1. Select the relevant document and, on the **Lines** FastTab, choose the **Order** action, and then choose the **Item Tracking Lines** action.

You can assign item tracking numbers in the following ways:

- Automatically, from predefined number series: Choose the **Assign Serial No.** or **Assign Lot No.** action.
 - Automatically, based on parameters you define specifically for the outbound item: Choose the **Create Customized SN** action.
 - Manually, by entering serial or lot numbers, without using a number series.
2. For this procedure, assign a serial number automatically by choosing **Assign Serial No.**

The **Quantity to Create** field contains the line quantity by default, but you can modify it.

3. Select the **Create New Lot No.** field to organize the new serial numbers in a distinct lot.
4. Choose the **OK** button to create a lot number and new individual serial numbers according to the quantity to handle on the related document line.

The matrix of quantity fields at the top displays dynamically the quantities and sums of the item tracking numbers that you define in the window. The quantities must correspond to those of the document line, which is signified by **0** in the **Undefined** fields.

When the document is posted, the item tracking entries are carried to the associated item ledger entries.

To select from existing serial or lot numbers

When you are working with items that require item tracking and you are creating outbound transactions, where the items go out of inventory, you typically need to select the lot or serial numbers from those that already exist in inventory.

The exact rules for handling item tracking numbers across your company are governed by the setup of the **Item Tracking Code** table.

NOTE

To handle item tracking numbers in warehouse activities, the item must be set up with SN/Lot Warehouse Tracking, as this dictates the special principles governing serial and lot numbers in the warehouse.

1. From any outbound document, select the line that you want to select serial or lot numbers for.
2. On the **Lines** FastTab, choose the **Actions** action, choose the **Line** or the **Item** action, and then choose the **Item Tracking Lines** action.
3. In the **Item Tracking Lines** window, you have three options for specifying lot or serial number:
 - Select the **Lot No.** or **Serial No.** field, and then select a number from the **Item Tracking Summary** window.
 - Choose the **Select Entries** action. The **Select Entries** window shows all lot or serial numbers along with availability information.
4. In the **Selected Quantity** field, enter the quantity of each lot or serial number that you would like to use.
5. Choose the **OK** button, and the selected item tracking information is transferred to the **Item Tracking Lines** window.
6. Type or scan in the item tracking number.

The matrix of quantity fields in the header dynamically displays the quantities and sums of the item tracking numbers you define in the window. The quantities must correspond to those of the document line, which is signified by **0** in the **Undefined** fields.

When you post the document line, the item tracking information is transferred to the associated item ledger entries.

To handle serial and lot numbers on transfer orders

Procedures for handling serial and lot numbers that are being transferred between different locations are similar to those applied when items are sold and purchased.

However, the transfer order is unique in that shipment and receipt are both done from the same transfer line and, therefore, use the same instance of the **Item Tracking Lines** window. This means that item tracking numbers shipped from one location must be received unchanged at the other location.

The exact rules for handling item tracking numbers across your company are governed by the setup of the **Item Tracking Code** table.

1. Choose the  icon, enter **Transfer Orders**, and then choose the related link.
2. Open the transfer order you want to process. On the **Lines** FastTab, choose the **Line** action, choose the **Item Tracking Lines** action, and then choose the **Shipment** action.
3. In the **Item Tracking Lines** window, assign or select serial or lot numbers as for any other outbound item transaction.

When handling serial and lot numbers for transfer items, the items typically have numbers already assigned to them. Therefore, the process typically consists of selecting from existing serial or lot numbers.

4. Post the transfer order, first ship and then receive, to record that the items are transferred carrying their item tracking entries.

During the transfer, the **Item Tracking Lines** window remains locked for writing.

To handle serial and lot numbers when getting receipt lines from a purchase invoice

When you use functionality to get posted receipt or shipment lines from related invoices or credit memos, then any item tracking lines on the warehouse documents are transferred automatically, however, they are processed in a special way.

The functionality supports the following inbound processes:

- **Get Receipt Lines** - from a purchase invoice.
- **Get Return Shipment Lines** - from a purchase credit memo.

The functionality supports the following outbound processes:

- **Get Shipment Lines** - from a sales invoice or combined shipments.
- **Get Return Receipt Lines** - from a sales credit memo.

In these situations, the existing item tracking lines are copied automatically to the invoice or credit memo, but the **Item Tracking Lines** window does not permit changes to the serial or lot numbers. Only the quantities can be changed.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.

2. Open a purchase invoice for items that are purchase with serial or lot numbers.
3. From a purchase invoice line, on the **Lines** FastTab, choose the **Get Receipt Lines** action.
4. In the **Get Receipt Lines** window, select a receipt lines that has item tracking lines, and then choose the **OK** button.

The source document is copied to the purchase invoice as a new line, and its item tracking lines are copied to the underlying **Item Tracking Lines** window.

5. In the purchase invoice, select the transferred receipt line.
6. On the **Lines** FastTab, choose the **Line** action, and then choose the **Item Tracking Lines** action to see the transferred item tracking lines.

The contents of the **Serial No.** and **Lot No.** fields are not editable. However, you can delete complete lines or change the quantities to match changes being made on the source line.

To reclassify serial or lot numbers

Reclassifying item tracking for an item means changing a lot or serial number to a new lot or serial number or changing the expiration date to a new expiration date. If you are working with lots, you can also merge multiple lots into one. You perform these tasks using the item reclassification journal.

1. Choose the  icon, enter **Item Reclass. Journal**, and then choose the related link.
2. Fill in the line with the relevant information. For more information, see [How to: Count, Adjust, and Reclassify Inventory](#).
3. Choose the **Item Tracking Lines** action.
4. In the **Serial No.** or **Lot No.** field, select the current serial or lot number.
5. If you want to enter a new item tracking number, enter it in the **New Serial No.** or **New Lot No.** field. If you want, you can merge one or more lots to one new or existing lot.

NOTE

Be aware that when you reclassify expiration dates, then the items with the earliest expiration dates for outbound transactions are suggested first. For more information, see [Picking by FEFO](#).

6. If you would like to enter a new expiration date for the serial or lot number, enter it in the **New Expiration Date** field.

IMPORTANT

If you are reclassifying a lot to the same lot number but with a different expiration date, you must reclassify the entire lot, using one item reclassification journal line. If you are reclassifying more than one lot to one new lot number, meaning that you are merging more than one lot into one new lot, you must enter the same new expiration date for all the lots. If you are reclassifying one existing lot to a second existing lot that has a different expiration date, you must use the expiration date from the second lot. If you leave the **New Expiration Date** field blank, the lot or serial number will be reclassified with a blank expiration date.

7. If you have existing information on the old serial or lot number, you can copy it to the new serial or lot number.
 - a. In the **Item Tracking Lines** window, choose the **New Serial No. Information** action or the **New Lot**

No. Information action.

- b. To copy information from the old lot or serial number, choose the **Copy Info** action.
 - c. In the information list window, select the lot or serial number that you would like to copy from, and choose the **OK** button.
8. If you want to modify the existing information for the lot or serial number, you can record lot or serial information.
 9. Post the journal to link the renewed item tracking numbers or expiration dates to the associated item ledger entry

See Also

[How to: Trace Item-Tracked Items Inventory](#)

[Design Details: Item Tracking Design Details - Item Tracking and Reservations](#)

[How to: Reserve Items](#)

[Working with Dynamics NAV](#)

How to: Work with Responsibility Centers

4/16/2018 • 3 minutes to read • [Edit Online](#)

Responsibility centers provide the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.

Using multiple locations together with responsibility centers provides the ability to manage business operations in the most flexible, yet optimal way.

Multiple locations allows companies to manage their inventory in multiple locations using one database. Two concepts, locations and stockkeeping units, are the cornerstones of this granule. A location is defined as a place that handles physical placement and quantities of items. The concept is broad enough to include locations such as plants or production facilities as well as distribution centers, warehouses, showrooms and service vehicles. A stockkeeping unit is defined as an item at a specific location and/or as a variant. Using stockkeeping units, companies with multiple locations are able to add replenishment information, addresses, and some financial posting information at the location level. As a result, they have the ability to replenish variants of the same item for each location as well as to order items for each location on the basis of location-specific replenishment information.

Responsibility centers extends the multiple locations functionality by providing users the ability to handle administrative centers. A responsibility center can be a cost center, a profit center, an investment center, or other company-defined administrative center. Examples of responsibility centers are a sales office, a purchasing department for several locations, and a plant planning office. Using this functionality, for example, companies can set up user-specific views of sales and purchase documents related exclusively to a particular responsibility center.

To set up a responsibility center

1. Choose the  icon, enter **Responsibility Centers**, and then choose the related link.
2. Choose the **New** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

If you are using responsibility centers to administer your company, it can be useful to have a default responsibility center for your company.

4. Choose the  icon, enter **Company Information**, and then choose the related link.
5. In the **Responsibility Center** field, enter a responsibility center code.

This code will be used on all purchase, sales, or service documents, if the user, customer, or vendor has no default responsibility center. On any sales, purchase, or service document, you can enter another responsibility center than the default.

NOTE

When you enter a responsibility center code on a document, it affects the address, dimensions, and prices on the document.

To assign responsibility centers to users

You can set up users so that in their daily routines the program retrieves only the documents relevant for their particular work areas. Users are usually associated with one responsibility center and work only with documents related to specific application areas at that particular center.

To set this up, you assign responsibility centers to users in three functional areas: Purchases, Sales, and Service Management.

1. Choose the  icon, enter **User Setup**, and then choose the related link.
2. In the **User Setup** window, select the user you want to assign a responsibility center to. If the user not is on the list, you must enter a user ID in the **User ID** field.
3. In the **Sales Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to sales.
4. In the **Purchase Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to purchasing.
5. In the **Service Resp. Ctr. Filter** field, enter the responsibility center where the user will have tasks related to service management.

NOTE

Users will still be able to view all posted documents and ledger entries, not just those related to their own responsibility center.

See Also

[Setting Up Inventory](#)

[Setting Up Warehouse Management Inventory Warehouse Management Warehouse Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Project Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Dynamics NAV, you can perform common project management tasks, such as configuring a job and scheduling a resource, as well as providing the information needed to manage budgets and monitor progress. You can track machine and employee hours on the project by using time sheets. As a project manager, you have a good overview, not only of individual jobs, but also of the allocation of employees, machinery and other resources being used in all projects.

Before you can use Dynamics NAV to manage projects, you must set up resources, time sheets, and jobs. For more information, see [Setting Up Project Management](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create jobs, assign job tasks, and prepare job planning lines.	How to: Create Jobs
Allocate resources to jobs and manage resource prices.	How to: Use Resources for Jobs
Create a time sheet with integrated job task and planning lines and post time sheet lines to a job journal.	How to: Use Time Sheets for Jobs
Budget for resources to be used in jobs and compare actual item and resource usage to budgeted usage to improve the quality and cost efficiency of future projects.	How to: Manage Job Budgets
Review and record usage on various parts of your job, which is automatically updated as you modify and transfer information from job planning lines to job journals or job invoices for posting.	How to: Record Usage for Jobs
Purchase supplies for a job, either on purchase orders or invoices, and record item and time usage.	How to: Manage Job Supplies
Learn about WIP (Work in Process), a feature that ensures correct financial statements and enables you to estimate the financial value of jobs that are ongoing.	Understanding WIP Methods
Post the consumption of materials, resources, and other expenses of job work in process (WIP) to monitor its financial value and to maintain correct financial statements even though you post job expenses before invoicing the job.	How to: Monitor Job Progress and Performance
Record job costs for resource usage, materials, and job-related purchases on an on-going basis and invoice the customer, either when the job is finished or according to an invoicing schedule.	How to: Invoice Jobs

See Also

[Setting Up Project Management](#)

[Customizing Dynamics NAV](#)

[Purchasing](#)

[Sales](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Create Jobs

4/16/2018 • 3 minutes to read • [Edit Online](#)

When you start a new project, you must create a job card with integrated job tasks and job planning lines, structured in two layers.

The first layer consists of job tasks. You must create at least one job task per job because all posting refers to a job task. Having at least one job task in your job enables you to set up job planning lines and to post consumption to the job.

The second layer consists of job planning lines, which specify the detailed use of resources, items and various general ledger expenses.

The layer structure enables you to divide the job into smaller tasks, and therefore use more specific details in budgeting, quotes, and registration. In addition, it gives you insight into how a job is progressing. For example, you can track whether you are meeting designated milestones or if you are on target to meet budget expectations.

NOTE

The **New Job** action on the **Project Manager** Role Center launches an assisted setup that guides you through the steps of creating a job with integrated tasks and planning lines. The following procedure describes how to perform the steps manually.

To create a job card

You create a job card and then create job task lines and job planning lines for it.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. To specify the job with information on other jobs, choose the **Copy Job** action, fill in the fields as necessary, and then choose the **OK** button.

NOTE

If you are using time sheets with your job, you must also designate a person responsible. This person can approve time sheets for the employee tasks associated with the job. For more information, see [How to: Set Up Timesheets](#).

To create tasks for a job

A key part of creating a job is to specify the various tasks involved in the job. You do this by adding new lines on the **Tasks** FastTab in the **Job Card** window, one task per line. Every job must have at least one task.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open the job card for a relevant job.
3. On the **Tasks** FastTab, fill in the fields as necessary on a new line.
4. To indent tasks and create a hierarchy, Choose the **Tasks** action, the then choose **Indent Job Tasks** action.
5. Repeat steps 3 and 4 for all the tasks that you need for the job.
6. To specify the job tasks with information on other job tasks, choose the **Copy Job Tasks from** action, fill in the

fields as necessary, and then choose the **OK** button.

To create planning lines for a job

You can refine your new job tasks on job planning lines. A planning line can be used to capture any information that you want to track for a job. You can use planning lines to add information such as what resources are required or to capture what items are needed to perform the job. For example, if you have a task to obtain customer approval of a job, you can associate that task with planning lines for items such as meeting with the customer and assigning a resource.

A job planning line can have one of the following types.

TYPE	DESCRIPTION
Budget	Provides estimated usage and costs for the job, typically in a time and materials type project. Planning lines of this type cannot be invoiced.
Billable	Provides estimated invoicing to the customer, typically in a fixed price project.
Both Budget and Billable	Provides budgeted usage equal to what you want to invoice.

Note. As you enter information on job planning lines, cost information is automatically filled in. For example, the cost, price, and discount for resources and items are initially based on the information that is defined on the resource and item cards.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job card.
3. Select a job task for which the **Job Task Type** field contains **Posting**, and then choose the **Job Planning Lines** action.
4. In the **Job Planning Lines** window, on a new line, fill in the fields as necessary.
5. Repeat steps 3 and 4 for all planning lines that you need for the job task.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Use Resources for Jobs

4/16/2018 • 2 minutes to read • [Edit Online](#)

You record the usage of resources in the job journal to keep track of costs, prices, and the work types that are linked to jobs. For more information, see [How to: Record Usage for Jobs](#).

You can also post the usage of a resource in a resource journal. Entries posted in a resource journal have no effect on the general ledger.

To assign resources to jobs

You assign resources to jobs by creating job planning lines for the job. For more information, see [How to: Create Jobs](#).

To record resource usage for a job

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Open a relevant job journal batch, and then fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. When the journal is complete, choose the **Post** action.

To adjust resource prices

If you want to change costs or prices for a large number of resources, you can use a batch job.

1. Choose the  icon, enter **Adjust Resource Costs/Prices**, and then choose the related link.
2. Fill in the fields on a line as necessary, and then choose the **OK** button.

NOTE

This batch job does not create or adjust alternate costs or prices for resources. It only changes the contents of the field on the resource card for the **Adjust Field** field that you selected in the batch job. The adjustment will take effect immediately for resources, so check your adjustment factors before you run the batch job.

To get resource price change suggestions based on existing alternate prices

If you have already set up alternate resource price for some resources, you can use a batch job to set up multiple alternate resource prices.

1. Choose the  icon, enter **Resource Price Changes**, and then choose the related link.
2. Choose the **Suggest Res. Price Chg. (Price)** action, and then fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, the **Resource Price Changes** window shows the results of the batch job.

To get resource price change suggestions based on standard prices

If you want to set up multiple alternate resource prices based on the standard prices on the resource cards, you can use a batch job.

1. Choose the  icon, enter **Resource Price Changes**, and then choose the related link.
2. Choose the **Suggest Res. Price Chg. (Res.)** action, and then fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, open the **Resource Price Changes** window to see the results of the batch job.

To get resource price change suggestions based on alternate prices

If you have already set up alternate resource price for some resources, you can use a batch job to set up multiple alternate resource prices.

1. Choose the  icon, enter **Suggest Res. Price Chg. (Price)**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **OK** button.
4. When the batch job is finished, open the **Resource Price Changes** window to see the results of the batch job.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Use Time Sheets for Jobs

8/13/2018 • 7 minutes to read • [Edit Online](#)

You use the **Create Time Sheets** batch job to set up time sheets for a specified number of time periods or weeks. You must have permissions to be able to create time sheets.

You can copy and use your job planning lines in a time sheet. In that way, you must only enter the information in one place and the line information is always correct.

After you have approved time sheet entries for a job, you can post them to the relevant job journal or resource journal.

Before you can use time sheets, you must set up general information and specify an administrator and one or more approvers of time sheets. For more information, see [How to: Set Up Time Sheets](#).

To create a time sheet

You can use the **Create Time Sheets** batch job to set up time sheets for a specified number of time periods or weeks. Then, the time sheet owner can open it and record time that has been spent on a task.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. In the **Time Sheet List** window, choose the **Create Time Sheets** action.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

NOTE

The **Use Time Sheet** and **Time Sheet Owner User ID** fields must be filled in on the card for the resource of the time sheet.

1. Choose the **OK** button.

You can view the time sheets that you have created in the **Time Sheet list** window.

To copy job planning lines to a time sheet

The following procedure describes how to quickly add job planning lines to a time sheet.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. In the **Time Sheet List** window, select a time sheet for the relevant time period, and then choose the **Edit Time Sheet** action.
3. Choose the **Create lines from job planning** action. Any job planning lines in the time sheet time period are copied to the time sheet for the person or machine in the **Resource No.** field on the time sheet.

To define work types and add one to a time sheet

You can define the work type for all time sheet lines for jobs. In this way, you can add information that you need to bill the customer for different types of work.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Open the relevant time sheet.
3. Choose the **Description** field.

4. In the **Time Sheet Line Job Detail** window, choose the **Work Type Code** field, and select a work type from the list, such as **Miles**.
5. If no work types exist, chose the **New** action.
6. In the **Work Types** window, fill in the fields as necessary.
7. Repeat step 4 to assign the new work type to the time sheet.

To reuse time sheet lines in other time sheets

If your time sheet information remains the same from time period to time period, you can save time by copying the lines from the previous time period. Then, you just enter your time usage for the new period.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Open the time sheet for a period later than the period for an existing time sheet with lines.
3. Choose the **Copy Lines from Previous Time Sheet** action.

The lines are copied, including details such as type and description. For example, if the line is related to a job, the **Job No.** is copied. All copied lines have the status **Open**. You can now modify the lines as needed.

To fill in a time sheet lines and submit for approval

Time sheet registration is tracked in hours, the standard base unit of measure for resources. By default, a time sheet shows the common work days of Monday through Friday.

1. Choose the  icon, enter **Time Sheets**, and then choose the related link.
2. Select a time sheet for the relevant time period, and then choose the **Edit Time Sheet** action.
3. Fill in the fields on a line as necessary. Enter the number of hours used by the resource on each day of the week.

TIP

You can review the sum of time sheet hours that you have entered in the **Actual/Budgeted Summary** FactBox.

4. Repeat step 3 for other work types that the resource performs.
5. Choose the **Submit** action, and then choose the **All open lines** action to submit all lines or the **Selected lines only** action to submit only the lines that are selected in the **Time Sheet** window.

NOTE

You can only submit time sheet lines for which you have entered time.

6. To modify information on a line that has been set to **Submitted**, select the line, and then choose the **Reopen** action.

NOTE

A manager may reject a time sheet line that is submitted for approval. If a line has a status of **Rejected**, you can make changes to the line, and then choose **Submit** again.

7. Choose the **OK** button.

To approve or reject a time sheet

A time sheet must be submitted for approval before it can be used. You can approve and reject individual lines on a time sheet or send them back to the submitter for additional action. A time sheet can be approved in two ways:

- A time sheet administrator can approve any time sheet.
- The person who is specified in the **Time Sheet Approver User ID** field on a resource card can approve that resource's time sheets. For more information, see [How to: Set Up Time Sheets](#).

1. Choose the  icon, enter **Manager Time Sheets**, and then choose the related link.
2. Select a time sheet from the list.
3. In the **Time Sheet** window, choose the **Approve** action, and then choose the **All submitted lines** action to approve all lines or the **Selected lines only** action to approve only the lines that are selected in the **Time Sheet** window.
4. Choose the **OK** button.
5. Alternatively, choose the **Reject** action and follow steps 4 through 5.

TIP

Use the **Time Sheet Status** and **Actual/Budgeted Summary** FactBoxes to get an overview of time sheet information.

After you have approved or rejected a time sheet, it cannot be modified unless it is first reopened. The following procedure explains how to reopen an approved or rejected time sheet.

To reopen a time sheet

1. Choose the  icon, enter **Manager Time Sheets** or **Time Sheets**, and then choose the related link.
2. Open a time sheet from the list.

NOTE

You can only reopen lines that have the status **Approved**. You cannot reopen lines that have the status **Rejected**. You cannot reopen a time sheet if it has been posted.

3. In the **Time Sheet** window, choose the **Reopen** action, and then choose the **All submitted lines** action to reopen all lines or the **Selected lines only** action to reopen only the lines that are selected in the **Time Sheet** window.
4. Choose the **OK** button. The status of the time sheets line or lines is changes to **Submitted**.

To post time sheet lines in a resource journal

After you have approved time sheet entries for a resource, you can post them to the relevant resource journal.

1. Choose the  icon, enter **Resource Journal**, and then choose the related link.
2. Choose the **Suggest Lines from Time Sheets** action.
3. Fill in the fields as necessary.
4. Choose the **OK** button. Entries for usage are created in the resource journal, where you can modify the information as needed.
5. Choose the **Post** action.
6. To verify the posting, choose the **Ledger Entries** action. The **Resource Ledger Entries** window opens showing

the result of posting the resource journal.

To post time sheet lines in a job journal

After you have approved time sheet entries for a job, you can post them to the relevant job journal.

1. Choose the  icon, enter **Job Journal**, and then choose the related link.
2. Choose the **Suggest Lines from Time Sheets** action.
3. Fill in the fields as necessary.
4. Choose the **OK** button. Entries for usage are created in the job journal, where you can modify the information as needed.

NOTE

Information about work type and whether the work is chargeable is copied from the time sheet line. If needed, you can reduce the quantity of hours and do a partial posting. If you reduce the quantity, then the next time that you choose the **Suggest Lines From Time Sheets** action, the line that is created will contain the remaining quantity of hours.

5. Choose the **Post** action.
6. To verify the posting, choose the **Ledger Entries** action. The **Job Ledger Entries** window opens showing the result of posting the resource journal.

To archive time sheets

After you have posted time sheets, you can archive them for future reference. All time sheets lines must be posted before a time sheet can be archived.

NOTE

When you archive a time sheet, it is removed from the lists in both the **Time Sheets** window and the **Manager Time Sheets** window.

1. Choose the  icon, enter **Move Time Sheets to Archive**, and then choose the related link.
2. Fill in the fields as necessary, and then choose the **OK** button.
3. To review archived time sheets, choose the  icon, enter **Time Sheet Archives** or **Manager Time Sheet Archives**, and then choose the related link.

See Also

[Project Management](#)

[Setting Up Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Manage Job Budgets

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up a budget for each job. The budget is used to plan the resources that you allocate to a job. The budget can be either general with few entries or it can contain more entries that are divided into activity levels. You can then compare the budgeted amounts with the actual usage as recorded in the job journal. By monitoring differences between actual usage and budgeted usage, you can control an ongoing project and improve the quality of future jobs by reducing the risk of underestimating costs.

The following procedure describes how to estimate budgeted costs during planning. For information about recording budgeted versus actual job prices and costs, see [How to: Record Usage for Jobs](#).

To estimate the budgeted costs for a job

When a customer wants to know the price of a job that will be invoiced based on usage, you must have to determine the budgeted costs for the job. You use the **Job Task Lines** window to do this.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job.
3. Select a task line of type Posting, and then choose the **Job Planning Lines** action.
4. On a new line, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

For the **Line Type** field, refer to the following information.

LINE TYPE	DESCRIPTION
Both Budget and Billable	The cost and price amounts entered on the planning line are the budgeted costs for the particular planning line. The price amount will be invoiced.
Budget	The customer is not charged for usage. Usage is not transferred to an invoice, but will still be used in the calculation of WIP.
Billable	The customer is charged for usage. Usage is transferred to the invoice, based on the quantity specified in the Qty. to Transfer to Invoice field.

NOTE

The **Planning Date** field for the planning line contains the date when usage related to the planning line is expected to be completed. It is also the date when the planning line may be transferred to a sales invoice and posted.

NOTE

When you fill in the **Quantity** field, all total price and total cost information will be calculated and filled in for that planning line. You can edit them at any time.

In the **Job Card** window, you can now see a summary of the total budgeted costs, budgeted price, billable cost and

billable price for each task.

For information about recording budgeted versus actual job prices and costs, see [How to: Record Usage for Jobs](#).

See Also

[Project Management](#)

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[Working with Dynamics NAV](#)

How to: Record Usage for Jobs

4/16/2018 • 4 minutes to read • [Edit Online](#)

In the **Job Planning Lines** window, you can review and record usage on various parts of your job, which is automatically updated as you modify and transfer information between jobs and job journals or job invoices. This requires that you have set up a job so that the **Apply Usage Link** is turned on. For more information, see [How to: Set Up Jobs](#).

For example, for planning lines of type **Budget**, you can enter the quantity of a resource, and indicate what quantity to transfer to the job journal. If the type of the planning line is **Billable**, you can enter the quantity of the resource, and indicate what quantity to transfer to an invoice. By comparing the quantity that has been transferred to the journal or invoice with the remaining quantity, you can quickly review usage information.

The following procedures describe how to record actual (billable) or budgeted job prices and costs. For information about estimating budgeted values during planning, see [How to: Manage Job Budgets](#).

To record usage for a job planning line of type Budget

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Job Planning Lines** action.
3. Select a job planning line of type **Budget** or **Both Budget and Billable** for which you want to record usage.
4. In the **Qty. To Transfer to Journal** field, enter the number that you want to transfer. The default quantity is the value that you enter in the **Quantity** field.

The **Remaining Quantity** field shows the quantity that remains to complete the job and be transferred to the journal.

5. Choose the **Create Job Journal Lines** action.
6. In the **Job Transfer Job Planning Line** window, fill in the fields as necessary, and then choose the **OK** button. Choose a field to read a short description of the field or link to more information.
7. Choose the **Open Job Journal** action.
8. In the **Job Journal** window, select the relevant line and then choose the **Post** action.
9. In the **Job Planning Lines** window, review the recorded usage by observing the **Quantity, Remaining Quantity**, and **Qty. To Transfer to Journal** fields.
10. Repeat steps 3 through 8 to record additional usage.

To record usage for a job planning line of type Billable

In the next task, you also record usage, but for a job planning line of type **Billable**. Typically, in this case, you invoice your usage, but you can also transfer it to a journal. However, when you do that, a job planning line of type **Budget** is created to match the billable line. For more information, see [How to: Manage Job Budgets](#).

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the relevant job, and then choose the **Job Planning Lines** action.

3. Select a job planning line of type **Billable** for which you want to record usage.
4. In the **Qty. To Transfer to Invoice** field, enter the number that you want to transfer. The default quantity is the value that you enter in the **Quantity** field.

The **Quantity to Invoice** field shows the quantity that remains to complete the job and be invoiced.
5. Choose the **Create Sales Invoice** action.
6. In the **Job Transfer to Sales Invoice** window, fill in the fields as necessary, and then choose the **OK** button.
7. In the **Job Planning Lines** window, select the relevant line, and then choose the **Post** action.
8. Review the recorded usage by observing the **Quantity, Quantity to Invoice, Qty. To Transfer to Invoice** fields, and, if the sales invoice is posted, the **Qty. Invoiced** fields.
9. Repeat steps 3 through 8 to record additional usage.
10. To review a related posted sales invoice, choose the **Sales Invoices/Credit Memos** action.
11. In the **Job Invoices** window, select the relevant invoice, and then choose the **Open Sales Invoice/Credit Memo** action.

To create job journal lines from job planning lines

When you are ready to post financial information for jobs, you must create job journal lines that you can post.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select a relevant open job, and then choose the **Job Planning Lines** action.
3. In the **Job Planning Lines** window, on a relevant job planning line, in the **Qty. to Transfer to Journal** field, enter the quantity that you want to transfer to a job journal.
4. Choose the **Create Job Journal Lines** action.
5. In the **Job Transfer Job Planning Line** window, fill in the fields as necessary.
6. Choose the **OK** button. Job journal lines are created.
7. To verify the transfer, open the relevant job journal batch and check the entries.
8. When the job journal lines are complete, choose the **Post** action.

To create job journal lines manually

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. In the **Batch Name** field, choose a relevant job journal batch.
3. On a new line, enter document number, job number, job task number, type, and the quantity of the type being consumed.
4. When the job journal lines are complete, choose the **Post** action.

To review planning lines for a job ledger entry

After you have posted job journal lines, you can see the planning lines that are associated with the job journal entries that have been posted.

NOTE

This requires that the **Apply Usage Link** check box has been selected for the job, or is the default setting for all jobs in your organization. For more information, see [How to: Set Up Jobs](#).

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Select a relevant job journal, and then choose the **Ledger Entries** action.
3. In the **Job Ledger Entries** window, choose **Show Linked Job Planning Lines** action.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Manage Job Supplies

4/16/2018 • 2 minutes to read • [Edit Online](#)

Managing project supplies of items, services, and expenses is an integral and critical aspect of the execution of all jobs. You can use inventory quantities or make job-specific purchases using purchase orders or purchase invoices. For example, a service job on a computer requires a new disk. You create a purchase invoice to buy a new disk and record the job that it will be used on.

If the purchase process does not require that the physical transaction be recorded separately, then a purchase may be processed in the **Job G/L Journal** window. For more information, see [How to: Record Usage for Jobs](#).

To purchase items or services for a job

The following procedure shows how to use a purchase invoice to purchase products for a job. The same steps apply when using a purchase order.

1. Choose the  icon, enter **Purchase Invoices**, and then choose the related link.
2. Choose the **New** action and fill in the fields as necessary. For more information, see [How to: Record Purchases](#).
3. In the **Job No.** and **Job Task No.** fields, select the information of the job that you want to purchase items or services for. If these fields are not visible, you will have to add them. For more information, see [Personalization in the Web Client](#) or [Personalization in the Windows Client](#).

The value that you select in the **Job Line Type** field defines whether a planning line is created when you post the usage of the item. If the field contains **Billable**, then job planning lines that are ready to be invoiced to the customer are created. For more information, see [How to: Invoice Jobs](#).

4. Choose the **Post** action.

To view the value of purchases for a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job card.

On the **Tasks** FastTab, the **Outstanding Orders** field shows the total outstanding amount, in local currency, of inventory items and services on purchase documents for the job task line.

The **Amt. Rec. Not Invoiced** field shows the value of items delivered on purchase documents, but not yet invoiced.

3. Choose either of the fields to open the **Purchase Lines** window where you can review information about the related purchase document lines, including which items or services have been received.

To post a job-related expense

If you incur extraordinary or one-time job expenses, you can use the **Job G/L Journal** window to post them directly to the relevant job account.

1. Choose the  icon, enter **Job G/L Journals**, and then choose the related link.
2. Create a new line and enter information about the expense, including information in the **Job No.** and **Job Task**

No fields.

3. When the journal is complete, choose the **Post** action.

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

Understanding WIP Methods

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV supports the following methods of calculating and recording the value of work in process.

WIP METHOD	CALCULATION FORMULA	CALCULATION DESCRIPTION
<p>Cost Value</p>	<p>Recognized Revenue = Billable Invoiced Price</p> <p>Estimated Total Costs = Billable Total Price x Budget Cost Ratio</p> <p>WIP Costs = (Percentage of Completion - Invoiced %) x Estimated Total Costs</p> <p>Percentage of Completion = Usage Total Costs / Budget Total Costs Invoiced % = Billable Invoiced Price</p> <p>Billable Total Price Recognized Costs = Usage Total Costs - WIP</p>	<p>Cost value calculations start by calculating the value of what has been provided by taking a proportion of the estimated total costs based on percentage of completion. Invoiced costs are subtracted by taking a proportion of the estimated total costs based on the invoiced percentage.</p> <p>This calculation requires that the billable total price, budget total price, and budget total costs be correctly entered for the whole job.</p>
<p>Cost of Sales</p>	<p>Recognized Revenue = Billable Invoiced Price</p> <p>Recognized Costs = Budget Total Cost x Invoiced Percentage</p> <p>Invoiced % = Billable Invoiced Price / Billable Total Price</p> <p>(Invoiced % exists as column on job task lines)</p> <p>WIP Costs = Usage Total Costs – Recognized Costs</p>	<p>Cost of sales calculations begin by calculating the recognized costs. Costs are recognized proportionally based on budget total costs.</p> <p>This calculation requires that the billable total price and budget total costs be correctly entered for the whole job.</p>
<p>Sales Value</p>	<p>Recognized Costs = Usage Total Costs</p> <p>Recognized Revenue = Usage Total Price x Expected invoicing ratio</p> <p>Cost Recovery % = Billable Total Price / Budget Total Price</p> <p>WIP Sales = Recognized Sales - Billable Invoiced Price</p>	<p>Sales value calculations recognize revenue proportionally based on usage total costs and the expected cost recovery ratio.</p> <p>This calculation requires that the billable total price and budget total price be correctly entered for the whole job.</p>

WIP METHOD	CALCULATION FORMULA	CALCULATION DESCRIPTION
Percentage of Completion	<p>Recognized Costs = Usage Total Costs</p> <p>Recognized Revenue = Billable Total Price x Percentage of Completion</p> <p>Percentage of Completion = Usage Total Costs / Budget Total Costs (Referred to as "Cost Completion %" on job task lines)</p> <p>WIP Sales = Recognized Sales - Billable Invoiced Price</p>	<p>Percentage of completion calculations recognize revenue proportionally based on the percentage of completion, that is, usage total costs vs. budget costs.</p> <p>This calculation requires that the billable total price and budget total costs be correctly entered for the whole job.</p>
Completed Contract	<p>WIP Amount = WIP Cost Amount = Usage (Total Cost)</p> <p>WIP Sales Amount = Billable (Invoiced Price)</p>	<p>Completed contract does not recognize revenue and costs until the job is complete. You may want to do this when there is high uncertainty around the estimates of costs and revenue for the job.</p> <p>All usage is posted to the WIP Costs account (asset) and all invoiced sales are posted to the WIP Invoiced Sales account (liability) until the job is complete.</p>

See Also

[Project Management](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Monitor Job Progress and Performance

4/16/2018 • 4 minutes to read • [Edit Online](#)

As a job progresses, materials, resources, and other expenses are consumed and must be posted to the job. Work in Process (WIP) is a feature that enables you to estimate the financial value of jobs in the general ledger while the jobs are ongoing. In many cases, you might post expenses for a job before invoicing a job. When only expenses have been posted, your financial statement will be inaccurate. For more information, see [Understanding WIP Methods](#).

To track the value in the general ledger, you can calculate WIP and post the value to the general ledger.

You can calculate WIP based on the following:

- Cost Value
- Sales Value
- Recognizable Cost
- Percentage of Completion
- Completed Contract

If you want to view the result using a different method, you can change the method and calculate WIP again. There is no limit to the number of times that you calculate WIP. WIP is only calculated, it does not get posted to the general ledger. After you have calculated WIP, you can post to the general ledger.

To create a job WIP method

You can create a job WIP method that reflects the needs of your organization. After you have created it, you can set it as the default job WIP calculation method that will be used in your organization.

NOTE

After you have used your new method to create WIP entries, you cannot delete the method or modify it.

1. Choose the  icon, enter **Job WIP Methods**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Close the window.
4. To make this new method the default, choose the  icon, enter **Jobs Setup**, and then choose the related link.
5. In the **Default WIP Method** field, choose the method from the list.

To define a WIP method for a job

When you create a new job, you must specify which job WIP method that applies. In some cases, which Job WIP method that you can use has been set up for you as a default.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action. For more information, see [How to: Create Jobs](#).
3. In the **Job Card** window, in the **WIP Method** field, select a WIP method from the list. If a default method has been defined, you can select another option if needed.

To calculate WIP

You can determine the WIP amount that is to be posted to balance sheet accounts for the period end reporting. You use the **Job Calculate WIP** batch job to do this.

1. Choose the  icon, enter **Job Calculate WIP**, and then choose the related link.
2. Choose the **Calculate WIP** action.
3. In the **Job Calculate WIP** window, fill in the fields as necessary.
4. Choose the **OK** button.

NOTE

The batch job only calculates the WIP. It is not posted to the general ledger. To do so, you must run the **Post WIP to G/L** batch job when you have calculated the WIP. For more information, see the following procedure.

To post WIP

When you have calculated WIP, you can post it to balance sheet accounts for the period end reporting. You use the **Job Post WIP to G/L** batch job to do this.

1. Choose the  icon, enter **Job Post WIP to G/L**, and then choose the related link.
2. In the **Job Post WIP to G/L** window, fill in the fields as necessary.
3. Choose the **OK** button.

To view job usage estimates and post updates

You can view job usage up to the completion of a project in one step. To do so, you use the **Job Calc. Remaining Usage** batch job for all the tasks up to and including the end of a job.

This lets you track and compare your original estimates against actual results and make modifications or new entries as needed. For example, you may have estimated that a job required 10 hours, and to date, it has taken 15 hours. You can add the extra five hours to the existing journal line or create a new journal line to report these five hours as overtime, which is another work type. The appropriate cost and price are calculated, and you can then post to the journal.

NOTE

Item entries create item ledger entries and reduce the inventory quantity. The **Post Inventory Cost to G/L** batch job transfers the cost from inventory to the general ledger. Resource entries create resource ledger entries.

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. Select a relevant job journal, and then choose the **Calc. Remaining Usage** action.
3. In the **Job Calc. Remaining Usage** window, enter the document number and posting date that is to be inserted in the journal, and then choose the **OK** button.
4. Update the journal with any modifications that may be needed.
5. Choose the **Post**.

To view job ledger entries

All job-related entries are recorded in job registers and are numbered sequentially, starting with 1. From the job register, you can get an overview of all job ledger entries.

1. Choose the  icon, enter **Job Registers**, and then choose the related link.
2. Select a relevant register, and then choose **Job Ledger** action.

In the **Job Ledger Entries** window you can review the entries that are associated with any job.

See Also

[Managing Projects](#) [Managing Inventory Costs](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

How to: Invoice Jobs

4/16/2018 • 3 minutes to read • [Edit Online](#)

During the project, job costs from resource usage, materials, and job-related purchases can accumulate. As the job progresses, these transactions get posted to the job journal. It is important that all costs get recorded in the job journal before you invoice the customer.

You can invoice the whole job from the **Job Task Lines** window or only invoice selected billable lines from the **Planning Lines** window. Invoicing can be done after the job is finished or at certain intervals during the job's progress based on an invoicing schedule.

NOTE

If you select **Billable** in the **Job Line Type** field on the purchase documents for job-related purchases, then job planning lines that are ready to be invoiced to the customer are created. For more information, see [How to: Manage Project Supplies](#).

To create and post a job sales invoice

You can create an invoice for a job or for one or more job tasks for a customer when either the work to be invoiced is complete or the date for invoicing based on an invoicing schedule has been reached.

From the **Jobs** window, you can invoice a customer by selecting the job, and then choosing the **Create Job Sales Invoice** action. The following procedure shows how to use a batch job to invoice multiple jobs.

1. Choose the  icon, enter **Job Create Sales Invoice**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Set filters if you want to limit the jobs that the batch job will process.
4. Choose the **OK** button to create the invoices.

To create multiple job sales invoices from job planning lines

You can create an invoice from a job planning lines, and indicate at that time the quantity of the item, resource, or general ledger account that you want to invoice.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Open a relevant job.
3. Select a job task for which the **Job Task Type** field contains **Posting**, and then choose the **Job Planning Lines** action.
4. On a job planning line, in the **Qty. To Transfer to Invoice** field, enter the quantity of the item, resource, general ledger account type that you want to invoice.
5. Choose the **Create Sales Invoice** action.
6. In the **Job Create Sales Invoice** window, enter the posting date and whether you want to create a new invoice or append this invoice to an existing one.
7. Choose the **OK** button.

On the job planning line, in the **Qty. Transferred to Invoice** field, you can see the quantity.

8. In the **Job Planning Lines** window, choose the **Sales Invoices/Credit Memos** action.

The **Sales Invoice** window opens, showing the quantity that you have transferred to the invoice.

9. Make any additional changes, and then choose the **Post** action.

NOTE

The above procedure is similar for creating, reviewing, and posting a job-related sales credit memo.

To calculate and post job completion entries

When you have completed all activities for a job, including usage posting and invoicing, you must update the job to have a **Status** of **Completed**. Then, you must reverse any WIP that has been posted to the general ledger.

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select an open job, and then choose the **Edit** action.
3. In the **Status** field, select **Completed**.
4. Follow the assistance steps to calculate and post WIP. Alternatively, follows steps 5 and 6 to do so manually.
5. Choose the **Calculate WIP** action.
6. In the **Job Calculate WIP** window, fill in the fields as necessary.

The job WIP entries created by running the batch job will have the **Job Complete** check box selected to show that they are completion entries.

7. Choose the **Job Post WIP to G/L** action.
8. In the **Job Post WIP to G/L** window, fill in the fields as necessary.

The job WIP general ledger entries created by running the batch job will have the **Job Complete** check box selected to show they are completion entries.

See Also

[Managing Projects](#)

[Finance](#)

[Purchasing](#)

[Sales](#)

[Working with Dynamics NAV](#)

Fixed Assets

4/16/2018 • 2 minutes to read • [Edit Online](#)

The Fixed Assets functionality in Dynamics NAV provides an overview of your fixed assets and ensures correct periodic depreciation. It also enables you to keep track of your maintenance costs, manage insurance policies, post fixed asset transactions, and generate various reports and statistics.

For each fixed asset, you must set up a card containing information about the asset. You can set up buildings or production equipment as a main asset with a component list, and you can group them in various ways, such as by class, department, or location. Then you can begin to acquire, maintain, and sell the fixed assets. You can also set up budgeted assets. This makes it possible to include any anticipated acquisitions and sales in reports.

To keep track of fixed asset depreciations as well as other financial transactions related to fixed assets, you set up one or more depreciation books for each fixed asset in your company. Depreciation is done by running a report to calculate periodic depreciation and fill in a journal with the resulting entries, ready to be posted. Dynamics NAV supports several depreciation methods. For more information, see [Depreciation Methods](#). You can set up multiple depreciation books per fixed asset for different purposes, such as one for tax reporting and another for internal reporting.

For each asset, you can record maintenance costs and the next service date. Keeping track of maintenance expenses can be important for budgeting purposes and for making decisions about whether to replace a fixed asset.

Each fixed asset can be attached to one or more insurance policies. You can therefore easily verify that insurance policy amounts are in accordance with the value of the assets that are linked to the policy. This also makes it easy to monitor annual insurance premiums.

NOTE

You can record fixed asset transactions in the **Fixed Asset G/L Journal** window or in the **Fixed Asset Journal** window, depending on whether the transactions are for financial reporting or for internal management. Help for Fixed Assets only describes how to use the **Fixed Asset G/L Journal** window. For more information, see [How to: Set Up Fixed Asset Depreciation](#).

Before you can begin to manage fixed assets, you must set up default values, fixed asset accounting, posting groups, allocation keys, journals, and posting types. For more information, see [Setting Up Fixed Assets](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create fixed assets, assign depreciation methods, post acquisitions, salvage values, and print fixed asset lists.	How to: Acquire Fixed Assets
Record service visits, post maintenance costs, and monitor maintenance costs.	How to: Maintain Fixed Assets
Update insurance information, post acquisition costs to insurance policies, modify insurance coverage, view insurance statistics, and list insurance policies.	How to: Insure Fixed Assets

TO	SEE
Reclassify fixed assets, transfer fixed assets to different locations, split up or combine assets.	How to: Transfer, Split, or Combine Fixed Assets
Adjust values of fixed assets, post appreciation, and post write-down transactions.	How to: Revalue Fixed Assets
Calculate depreciation, post depreciation, and analyze depreciation in fixed assets reports.	How to: Depreciate or Amortize Fixed Assets
Post disposal transactions, view disposal ledger entries, and post partial disposals.	How to: Dispose of or Retire Fixed Assets
Manage fixed asset budgets, budget acquisition costs, budget disposals of fixed assets, and budget depreciation.	How to: Manage Budgets for Fixed Assets

See Also

[Setting Up Fixed Assets](#)

[Customizing Dynamics NAV](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Acquire Fixed Assets

4/16/2018 • 5 minutes to read • [Edit Online](#)

For each fixed asset, you must set up a card containing information about the asset. You can set up buildings or production equipment as a main asset with a component list, and you can group them in various ways, such as by class, department, or location. A depreciation book must be set up and assigned to each fixed asset before you can acquire it.

When a fixed asset is set up and a depreciation book assigned, you must acquire the fixed asset. To acquire a fixed asset, you record its acquisition cost in the relevant G/L account, bank account, or vendor by posting an acquisition transaction from the **Fixed Asset G/L Journal** window. You can use the **Assisted Fixed Asset Acquisition** window to create and post the required general journal lines automatically.

The salvage value is the residual value of a fixed asset when it can no longer be used. You can post the salvage value at the same time as you post the acquisition cost. For more information, see [How to: Depreciate or Amortize Fixed Assets](#).

Indexation is used to adjust values for general price-level changes. The **Index Fixed Assets** batch job can be used to calculate the acquisition costs at replacement costs.

To create a fixed asset and acquire it automatically

The following procedure describes how to create a fixed asset and then acquire it by using the **Assisted Fixed Asset Acquisition** window to create and post the required fixed asset G/L journal lines. You can also create and post the journal lines manually. For more information, see the "To post a fixed asset acquisition manually with the fixed asset G/L journal" section.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **New** action, and then fill in the fields on the **General** FastTab as necessary. Choose a field to read a short description of the field or link to more information.
3. On the **Depreciation Book** FastTab, fill in the fields as necessary. This step assigns a depreciation book to the fixed asset.
4. If you need to assign more than one depreciation book to the fixed asset, choose the **Add More Depreciation Books** action. For more information, see the "To assign a depreciation book to a fixed asset" section in [How to: Set Up Fixed Asset Depreciation](#).

When all fields required to acquire a fixed asset are filled in, the **You are ready to acquire the fixed asset. Acquire** notification appears at the top of the page.

5. Choose the **Acquire** action in the notification.
6. Follow the steps in the **Assisted Fixed Asset Acquisition** window to complete the automatic acquisition of the fixed asset.

NOTE

You can also post acquisition cost as credits. In that case, remember that the value in the **Acquisition Cost Incl. VAT** field must be with a minus sign to indicate a credit.

When you choose **Finish**, the **Book Value** field in the **Fixed Asset Card** window is filled, indicating that the fixed

asset has been acquired at the specified acquisition cost.

To set up a component list for a main asset

You can group your fixed assets into main assets and their components. For example, you may have a production machine that consists of many parts that you want to group in this manner.

Both the main asset and all its components must be set up as individual fixed asset cards. After you have set up a component list, Dynamics NAV automatically fills in the **Main Assets/Component** and **Components of Main Asset** fields on the fixed asset cards.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that is the main asset, and then choose the **Main Asset Components** action.
3. In the **Main Asset Components** window, choose the **FA No.** field, and then select the fixed asset that you want to add as a component of the main asset.
4. Close the window.
5. Repeat steps 3 and 4 for each component asset that you want to add.
6. Choose the  icon, enter **Fixed Asset Setup**, and then choose the related link.
7. Select the **Allow Posting to Main Assets** check box.

To post a fixed asset acquisition manually with the fixed asset G/L journal

The following procedure describes how to acquire a fixed asset manually by creating and posting lines in the **Fixed Asset G/L Journal** window. You can also acquire a fixed asset automatically by using the **Assisted Fixed Asset Acquisition** window. For more information, see step 5 in the "To create a fixed asset and acquire it automatically" section.

NOTE

You can also post acquisition cost as credits. In that case, remember that the value in the **Amount** field must be with a minus sign to indicate a credit.

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. In the **Fixed Asset G/L Journal** window, in the **FA Posting Type** field, select **Acquisition Cost**.
3. Fill in the remaining fields as necessary.
4. Choose the **Post** action.

TIP

If you fill in the **Insurance No.** field in the fixed asset G/L journal when you post an acquisition cost, then Dynamics NAV will also post the acquisition cost of the fixed asset to the insurance coverage ledger. For more information, see [How to: Insure Fixed Assets](#).

To cancel an acquisition cost posting for one fixed asset

If you make an error when posting an acquisition cost, you can remove the entry with the **Cancel FA Entries** batch job and then post the correct acquisition entry. The erroneous entries are transferred to the **FA Error Ledger Entries** window.

For example, if you post an acquisition with the wrong date, you must correct it as soon as possible because the

fixed asset posting date is used in many critical calculations.

IMPORTANT

You cannot use the **Reverse Transactions** function for fixed asset entries.

1. Choose the  icon, enter **Cancel FA Entries**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **OK** button to run the batch job.
4. When the incorrect entry or entries are canceled, proceed to post the correct acquisition cost.

To cancel ledger entries for multiple fixed assets at a time, use the **Cancel FA Ledger Entries** batch job.

To post the salvage value together with the acquisition cost

You can post the salvage value together with the acquisition cost from a fixed asset G/L journal.

1. Choose the  icon, enter **Cancel FA Entries**, and then choose the related link.
2. Create the acquisition journal line. For more information, see the "To post a fixed asset acquisition manually with the fixed asset G/L journal" section.
3. In the **Salvage Value** field on the journal line, enter the salvage value amount as a credit (with a minus sign).
4. Choose the **Post** action.

NOTE

The **Salvage Value** posting type is an option in the **Fixed Asset Journal** window only. It is not available in the **Fixed Asset G/L Journal** window because salvage value is never posted to the general ledger.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Maintain Fixed Assets

8/13/2018 • 4 minutes to read • [Edit Online](#)

Maintenance expenses are routine periodic costs undertaken to preserve the value of fixed assets. Unlike capital improvements, they do not increase values.

You can record and maintain an up-to-date file on maintenance and service of your fixed assets to have complete maintenance records on a fixed asset easily accessible. Each time a fixed asset is sent to service, you record all relevant information such as date of service, vendor number and service agent's phone number. Maintenance registration is recorded for each fixed asset from the relevant fixed asset card.

Indexation is used to adjust values for general price-level changes. The **Index Fixed Assets** batch job can be used to recalculate the maintenance costs.

To record maintenance work on a fixed asset

Every time maintenance has been performed, such as a service visit, you can record it for the relevant fixed asset in the **Maintenance Registrations** window.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to record maintenance for, and then choose the **Maintenance Registration** action.
3. In the **Maintenance Registration** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To post maintenance costs from a fixed asset G/L journal

1. Choose the  icon, enter **Depreciation Book List**, and then choose the related link.
2. Select the depreciation book that is assigned to the fixed asset, and then choose the **Edit** action.
3. In the **Depreciation Book Card** window, make sure the **Maintenance** check box is not selected. This ensures that maintenance costs are not posted to the general ledger.
4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
5. Create an initial journal line and fill in the fields as necessary.
6. In the **FA Posting Type** field, select **Maintenance**.
7. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for maintenance posting.

NOTE

Step 7 only works if you have set up the following: In the **FA Posting Group Card** window for the posting group of the fixed asset, the **Maintenance Account** field contains the general ledger debit account and the **Maintenance Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see the "To set up fixed asset posting groups" section in [How to: Set Up General Fixed Asset Information](#).

8. Choose the **Post** action.

To follow up on fixed assets service visits

You can print the **Maintenance - Next Service** report to see which assets you have scheduled a service visit for. You can also use this report when you are updating the **Next Service Date** field on fixed asset cards.

1. Choose the  icon, enter **Maintenance Next Service**, and then choose the related link.
2. Fill in the **Starting Date** and **Ending Date** fields.
3. Choose the **Print** or **Preview** button.

To monitor maintenance costs

You can view the maintenance costs when you look at the statistics of a fixed asset.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset you want to view maintenance costs for, and then choose the **Depreciation Books** action.
3. In the **FA Depreciation Books** window, select the relevant fixed asset depreciation book, and then choose the **Statistics** action.
4. In the **Fixed Asset Statistics** window, choose the **Maintenance** field.

The **Maintenance Ledger Entries** window opens showing the entries that make up the amount in the **Maintenance** field.

To view or print maintenance costs for multiple fixed assets

In the **Maintenance - Analysis** report, you can select to see maintenance based on one, two, or three maintenance codes for a specified date or period. You can see the total of all selected assets or a total for each asset.

1. Choose the  icon, enter **Maintenance Analysis**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

To view maintenance ledger entries

You can also study maintenance costs by viewing the maintenance ledger entries.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to view ledger entries for, and then choose the **Depreciation Books** action.
3. In the **FA Depreciation Books** window, select the relevant fixed asset depreciation book, and then choose the **Maintenance Ledger Entries** action.

To view or print maintenance ledger entries for multiple fixed assets

In the **Maintenance - Details** report, you can view or print maintenance ledger entries for one or many fixed assets.

1. Choose the  icon, enter **Maintenance Details**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

See Also

[Fixed Assets](#)

Setting Up Fixed Assets

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How to: Insure Fixed Assets

8/13/2018 • 5 minutes to read • [Edit Online](#)

An insurance policy for a fixed asset is represented by an insurance card. You can assign one fixed asset to one insurance policy or multiple fixed assets to one insurance policy.

You assign a fixed asset to an insurance policy by posting to the insurance coverage ledger from the **Insurance Journal** window.

In addition, you can assign a fixed asset to an insurance policy and create coverage ledger entries when you post its acquisition cost. You do this by posting an acquisition cost from the fixed asset journal with the **Insurance No.** field filled in. The **Automatic Insurance Posting** check box in the **Fixed Asset Setup** window must be selected. For more information, see the "To post a fixed asset acquisition manually with the fixed asset G/L journal" section in [How to: Acquire Fixed Assets](#).

If the **Automatic Insurance Posting** check box in the **Fixed Asset Setup** window is not selected, then posting acquisitions from the fixed asset journal will create lines in the **Insurance Journal** window, which you must then post manually.

WARNING

If you do not select the **Automatic Insurance Posting** check box in the **Fixed Asset Setup** window, then your insurance journal should be based on a journal template without a number series. This is because the inserted document numbers from the fixed asset journal line will otherwise conflict with the number series of the insurance journal. For more information about journal templates and batches, see [How to: Set Up General Fixed Assets Information](#).

After you have assigned a fixed asset to an insurance policy, the **Insured** check box is selected on the fixed asset card. When you sell the fixed asset, the check box is automatically deselected.

To create or modify an insurance card

An insurance policy for a fixed asset must be represented by an insurance card.

When you receive information about changes in the coverage amount, you must enter the new information in the **Insurance Card** window to ensure that you analyze insurance policy coverage correctly.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Choose the **New** action to create a new card for an insurance policy. Choose a field to read a short description of the field or link to more information.
3. Alternatively, select the insurance policy that you want to change, and then choose the **Edit** action.

To assign a fixed asset to an insurance policy by posting from the insurance journal

You assign a fixed asset to an insurance policy by posting to the insurance coverage ledger.

The following procedure explains how to create an insurance journal line manually. If the **Automatic Insurance Posting** check box is selected in the **FA Setup** window, then insurance journal lines are automatically created when you post acquisition costs. In that case, all you have to do is to post the journal.

1. Choose the  icon, enter **Insurance Journals**, and then choose the related link.

2. Open the relevant journal, and fill in the journal lines as necessary.
3. To assign multiple fixed assets to one insurance policy, create journal lines with the same value in the **Insurance No.** field and different values in the **FA No.** field.
4. Choose the **Post** action.

NOTE

The entries from an insurance journal are only posted to the insurance coverage ledger.

To update the insurance value of a fixed asset

You can use the **Index Insurance** batch job to update the value of the fixed assets that are covered.

1. Choose the  icon, enter **Index Insurance**, and then choose the related link.
2. Fill in the fields as necessary.

NOTE

In the **Index Figure** field, you enter a decrease of 5%, for example, as 95, whereas you enter an increase of 2% as 102.

3. Choose the **OK** button.

The batch job calculates the new amount as a percentage of the total value insured, as stated in the **Insurance Statistics** window, and then creates a line in the insurance journal.

4. Choose the  icon, enter **Insurance Journals**, and then choose the related link.
5. Open the relevant insurance journal, review the created values, and then post them to the insurance coverage ledger.

To monitor insurance coverage

Dynamics NAV provides dedicated reports and statistics windows for use in analyzing insurance policies and whether your fixed assets are over- or under-insured.

Overview of Insurance Policies

To get an overview of your insurance policies, preview or print the **Insurance - List** report. The report shows all the policies and the most important fields from the insurance cards.

Insurance Coverage

To see which insurance policies cover each asset and by which amount, you can preview or print the **Insurance - Tot. Value Insured** report.

Over/Under Coverage

You can check if fixed assets are over- or under-insured in the following ways:

- The **Insurance Statistics** window. A positive amount in the **Over/Under Insured** field means that the fixed asset is over-insured. A negative amount means that it is underinsured.
- The **Fixed Asset Statistics** window. Choose the **Total Value Insured** field to view the **Ins. Coverage Ledger Entries** window.
- The **Over/Under Coverage** report.

- The **Insurance Analysis** report.

Uninsured Fixed Assets

To check if you have forgotten to assign a fixed asset to an insurance policy, you can print or preview the **Insurance - Uninsured FAs** report. This report displays fixed assets for which amounts have not been posted to the insurance coverage ledger.

To view insurance coverage ledger entries

You can view the entries that you have made in the insurance coverage ledger.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Select the relevant insurance policy, and then choose the **Coverage Ledger Entries** action.

To view the total insurance value of fixed assets

A dedicated matrix window shows the insurance values that are registered for each insurance policy for each fixed asset as a result of insurance-related amounts that you have posted.

1. Choose the  icon, enter **Insurance**, and then choose the related link.
2. Select the relevant insurance policy, and then choose the **Total Value Insures per FA** action.
3. Fill in the fields as necessary.
4. Choose the **Show Matrix** action.
5. To see the underlying insurance coverage ledger entries, choose a value in the matrix.

To correct insurance coverage entries

If a fixed asset has been attached to the wrong insurance policy, you can correct it by creating two reclassification entries from the insurance journal.

1. Choose the  icon, enter **Insurance Journals**, and then choose the related link.
2. Create one journal line for the fixed asset and the correct insurance policy where the value in the **Amount** field is positive.
3. Create another journal line for the fixed asset and the incorrect insurance policy where the value in the **Amount** field is negative.
4. Choose the **Post** action.

The fixed asset will be detached from the incorrect insurance policy, on the second line, and attached to the correct insurance policy, on the first line.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Transfer, Split, or Combine Fixed Assets

4/16/2018 • 4 minutes to read • [Edit Online](#)

You use the fixed asset reclassification journal to transfer, split up, and combine fixed assets. You view or print the results of fixed asset reclassification with the **Fixed Asset-Book Value 02** report.

To transfer a fixed asset to a different department

You may need to transfer a fixed asset to a different department when, for example, you place an asset in the production department while it is under construction and then move it to the administration department when it is finished.

1. Set up a new fixed asset. Enter the new department in the **Department Code** field.
2. Assign a fixed asset depreciation book to the new fixed asset. For more information, see [How to: Acquire Fixed Assets](#).
3. Choose the  icon, enter **FA Reclass. Journals**, and then choose the related link.
4. Create a reclassification journal where the **FA No.** field contains the original fixed asset, and the **New FA No.** field contains the new fixed asset to be moved.
5. Choose the **Reclassify** action.

Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified in the **FA Journal Setup** window for the specified depreciation book. For more information, see [How to: Set Up Fixed Asset Depreciation](#).

6. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
7. In the **Fixed Asset G/L Journal** window, choose the **Post** action to post the reclassification that you performed in steps 4 and 5.

If you have posted an acquisition cost for one asset, you can use the fixed asset reclassification journal to split the acquisition cost among several assets.

To split a fixed asset into three fixed assets

You can split one fixed asset into multiple fixed assets, for example when you need to distribute a fixed asset onto three different departments. In that case, you can move, for example, 25 percent of the acquisition cost and depreciation for the original fixed asset to the second fixed asset and 45 percent to the third asset. The remaining 30 percent will remain on the original fixed asset.

1. Set up two new fixed assets. Enter the new department in the **Department Code** field.
2. Assign fixed asset depreciation books to the new fixed assets. For more information, see [How to: Acquire Fixed Assets](#).
3. Choose the  icon, enter **FA Reclass. Journals**, and then choose the related link.
4. Create two reclassification journal lines, one for each new fixed asset.
5. On the first line, enter the second fixed asset in the **New FA No.** field and 25 in the **Reclassify Acq. Cost %** field.

6. On the second line, enter the third fixed asset in the **New FA No.** field and 40 in the **Reclassify Acq. Cost %** field.
7. On both lines, select the **Reclassify Acquisition Cost** and **Reclassify Depreciation** check boxes.
8. Choose the **Reclassify** action.

Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified in the **FA Journal Setup** window for the specified depreciation book. For more information, see [How to: Set Up Fixed Asset Depreciation](#).

9. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
10. In the **Fixed Asset G/L Journal** window, choose the **Post** action to post the reclassification that you performed in steps 4 through 8.

To combine two fixed assets into one

You can combine multiple fixed assets into one fixed asset, for example when you move distributed fixed assets into one department. If you have posted acquisition costs and depreciation for the fixed asset to be moved, those values will be combined in the single fixed asset.

1. Choose the  icon, enter **FA Reclass. Journals**, and then choose the related link.
2. Create a reclassification journal where the **FA No.** field contains the fixed asset to be moved/combined, and the **New FA No.** field contains the fixed asset that it will be combined with.
3. Leave the **Reclassify Acq. Cost %** field empty to move/combine the entire acquisition cost.
4. Select the **Reclassify Acquisition Cost** and **Reclassify Depreciation** check boxes.
5. On the **Actions** tab, choose **Reclassify**.

Two lines are now created in the fixed asset G/L journal using the template and batch that you have specified in the **FA Journal Setup** window for the specified depreciation book. For more information, see [How to: Set Up Fixed Asset Depreciation](#).

6. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
7. In the **Fixed Asset G/L Journal** window, choose the **Post** action to post the reclassification that you performed in steps 2 through 5.

To view changed depreciation book values due to fixed asset reclassification

1. Choose the  icon, enter **FA Book Value 02**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Revalue Fixed Assets

8/13/2018 • 6 minutes to read • [Edit Online](#)

Revaluation of fixed assets can consist of appreciations, write-downs, or general value adjustments.

When the value of a fixed asset has increased, you post a journal line with a higher amount, an appreciation, to the depreciation book. The new amount is recorded as an appreciation according to the fixed asset posting setup.

When the value of a fixed asset has decreased, you post a journal line with a lower amount, a write-down, to the depreciation book. The new amount is recorded as a write-down according to the fixed asset posting setup.

Indexation is used to adjust multiple fixed asset values, for example per general price changes. The **Index Fixed Assets** batch job can be used to change various amounts, such as write-down and appreciation amounts.

To post an appreciation from the fixed asset G/L journal

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Revaluation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for appreciation posting.

NOTE

Step 4 only works if you have set up the following: In the **FA Posting Group Card** window for the posting group of the fixed asset, the **Appreciation Account** field contains the general ledger debit account and the **Appreciation Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see the "To set up fixed asset posting groups" section in [How to: Set Up General Fixed Asset Information](#).

5. Choose the **Post** action.

To post a write-down from the fixed asset G/L journal

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. Create an initial journal line, and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Write-Down**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for write-down posting.

NOTE

Step 4 only works if you have set up the following: In the **FA Posting Group Card** window for the posting group of the fixed asset, the **Write-Down Account** field contains the general ledger credit account and the **Write-Down Expense Account** field contains the general ledger debit account to which you want to post balancing entries for write-downs. For more information, see the "To set up fixed asset posting groups" section in [How to: Set Up General Fixed Asset Information](#).

5. Choose the **Post** action.

To perform general revaluation of fixed assets

Indexation is used to adjust multiple fixed asset values, for example per general price changes. The **Index Fixed Assets** batch job can be used to change various amounts, such as write-down and appreciation amounts. The **Allow Indexation** check box in the **Depreciation Book** window must be selected.

1. Choose the  icon, enter **Index Fixed Assets**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **OK** button.

Revaluation lines are created per your settings in step 2. The lines are created in either the fixed asset journal or the fixed asset G/L journal, depending on your template and batch setup in the **FA Journal Setup** window. For more information, see [How to: Set Up General Fixed Asset Information](#).

4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
5. Select the journal with the fixed assets that you want to revalue, and then choose the **Ledger Entries** action.
6. Check the created entries, and then choose the **Post** action to post the journal.

TIP

If the index figures are for simulation purposes only, you can create a special depreciation book to store them in. Then these entries will not affect any of the other depreciation books.

To post additional acquisition costs

You post additional acquisition cost for a fixed asset in the same way as you post the original acquisition cost: from a purchase invoice or from a fixed asset journal. For more information, see [How to: Acquire Fixed Assets](#).

If depreciation has already been calculated for the fixed asset, select the **Depr. Acquisition Cost** check box to have the additional acquisition cost less the salvage value depreciated in proportion to the amount by which the previously acquired fixed asset has already been depreciated. This ensures that the depreciation period is not changed.

The depreciation percentage is calculated as:

$$P = (\text{total depreciation} \times 100) / \text{depreciable basis}$$

$$\text{Depreciation amount} = (P/100) \times (\text{extra acquisition cost} - \text{salvage value})$$

Remember to select the **Depr. until FA Posting Date** check box on the invoice, the fixed asset G/L journal, or the fixed asset journal lines to ensure that depreciation is calculated from the last fixed asset posting date to the

posting date of the additional acquisition cost.

Example - Posting Additional Acquisition Costs

A machine is purchased on August 1, 2000. The acquisition cost is 4,800. The depreciation method is straight-line over four years.

On August 31, 2000, the **Calculate Depreciation** batch job is run. Depreciation is calculated as:

$$\text{book value} \times \text{number of depreciation days} / \text{total number of depreciation days} = 4800 \times 30 / 1440 = 100$$

On September 15, 2000, an invoice is posted for painting the machine. The invoice amount is 480.

If you selected the **Depr. until FA Posting Date** check box on the invoice before posting, the following calculation is made:

15 days of depreciation (from 09/01/00 to 09/15/00) is calculated as:

$$\text{book value} \times \text{number of depreciation days} / \text{remaining number of depreciation days} = (4800 - 100) \times 15 / 1410 = 50$$

If you selected the **Depr. Acquisition Cost** check box on the invoice before posting, the following calculation is made:

$$\text{The additional acquisition cost is depreciated by } ((150 \times 100) / 4800) / 100 \times 480 = 15$$

The depreciable basis is now 5280 = (4800 + 480), and the accumulated depreciation is 165 = (100 + 50 + 15), corresponding to 45 days of depreciation of the total acquisition cost. This means that the asset will be totally depreciated within the estimated lifetime of four years.

When the **Calculate Depreciation** batch job is run on 09/30/00, the following calculation is made:

$$\text{Remaining depreciable life is 3 years, 10 months and 15 days} = 1395 \text{ days}$$

$$\text{Book value is } (5280 - 165) = 5115$$

$$\text{Depreciation amount for September 2000: } 5115 \times 15 / 1395 = 55.00$$

$$\text{Total of depreciation} = 165 + 55 = 220$$

If you did not select the **Depr. until FA Posting Date** check box, the asset would lose 15 days of depreciation because the **Calculate Depreciation** batch job run on 09/30/00 would calculate depreciation from 09/15/00 to 09/30/00. This means that when the **Calculate Depreciation** batch job is run on 09/30/00, the calculation is as follows:

$$\text{Remaining life time is 3 years, 10 months and 15 days} = 1395 \text{ days}$$

$$\text{Book value is } (4800 + 480 - 100 - 15) = 5165$$

$$\text{Depreciation amount for September 2000: } 5165 \times 15 / 1395 = 55.54$$

$$\text{Total of depreciation} = 100 + 15 + 55.54 = 170.54$$

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

How to: Depreciate or Amortize Fixed Assets

8/13/2018 • 4 minutes to read • [Edit Online](#)

Depreciation is used to allocate the cost of fixed assets, such as machinery and equipment, over their depreciable life. For each fixed asset, you must define how it will be depreciated.

There are two ways to post depreciation:

- Automatically, by running the **Calculate Depreciation** batch job.
- Manually, by using the fixed asset G/L journal.

Dynamics NAV can calculate daily depreciation, which allows you to calculate depreciation for any period. You can therefore analyze current operating results on, for example, a monthly, quarterly, or annual basis. The calculation uses a standard year of 360 days and a standard month of 30 days. For more information, see [Depreciation Methods](#).

If several departments use a fixed asset, periodic depreciation can be automatically allocated to these departments according to a user-defined allocation table.

You can cancel incorrect depreciation entries by using the **Cancel FA Ledger Entries** batch job. Afterward, you can post the correct amount by running the **Calculate Depreciation** batch job again. The errors you correct are posted as fixed asset error ledger entries.

Indexation is used to adjust values for general price-level changes. You can use the **Index Fixed Assets** batch job to recalculate the depreciation amounts.

To calculate depreciation automatically

Once a month, or whenever you choose, you can run the **Calculate Depreciation** batch job. The batch job ignores fixed assets that have been sold, are blocked or inactive, or use the manual depreciation method.

1. Choose the  icon, enter **Calculate Depreciation**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. Choose the **OK** button.

The batch job calculates the depreciation and creates lines in the fixed asset G/L journal.

4. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.

In the **Fixed Asset G/L Journal** window, in the **No. of Depreciation Days** field you can see how many days of depreciation have been calculated.

5. Choose the **Post** action.

To post depreciation manually from the fixed asset G/L journal

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Depreciation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set

up for depreciation posting. For more information, see the "To set up fixed asset posting groups" section in [How to: Set Up General Fixed Asset Information](#).

5. On the **Home** tab, choose **Post** to post the journal.

If you have set up fixed asset allocation keys to allocate amounts to different departments or projects, the amounts are allocated during posting. For more information, see [How to: Set Up General Fixed Assets Information](#).

To calculate allocations in the fixed asset G/L journal

If a fixed asset is used by several departments, periodic depreciation can be automatically allocated to these departments according to a user-defined allocation table.

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. Create an initial line and fill in the fields as necessary.
3. In the **FA Posting Type** field, select **Allocation**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for allocation posting.
5. On the **Home** tab, choose **Post** to post the journal.

Use duplication lists to prepare to post to multiple depreciation books

When you fill in journal lines to post to a depreciation book, you can duplicate the lines in a separate journal so you can post to a different depreciation book. For more information, see the "To post entries to different depreciation books" section.

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Open the depreciation book, and then select the **Part of Duplication List** check box.

IMPORTANT

If you have selected the **Use Duplication List** field, do not use number series on the journal. The reason is that the number series for the fixed asset G/L journal does not the number series for the fixed asset journal.

To post entries to different depreciation books

1. Choose the  icon, enter **Fixed Asset G/L Journal**, and then choose the related link.
2. In the journal that you want to post depreciation with, select the **Use Duplication List** check box.
3. Fill in the remaining fields as necessary.
4. Choose the **Post** action.
5. Choose the  icon, enter **FA Journals**, and then choose the related link.

NOTE

The **Fixed Asset Journal** window contains new lines for different depreciation books according to the duplication list.

6. Review or edit the lines, and then choose the **Post** action.

NOTE

Another way to duplicate an entry in a separate book is to enter a depreciation book code in the **Duplicate in Depreciation Book** field when you fill in a journal line.

You can copy entries from one depreciation book to another by using the **Copy Depreciation Book** batch job. The batch job creates journal lines in the journal batch that you have specified in the **FA Journal Setup** window for the depreciation book that you want to copy to. For more information, see the following procedure.

To copy fixed asset ledger entries between depreciation books

1. Choose the  icon, enter **Depreciation Books**, and then choose the related link.
2. Open the relevant depreciation book card, and then choose the **Copy Depreciation Book** action.
3. In the **Copy Depreciation Book** window, fill in the fields as necessary.
4. Choose the **OK** button.

The copied lines are created in either the fixed asset G/L journal or the fixed asset journal, depending on whether the depreciation book that you are copying has integration to the general ledger.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Dispose of or Retire Fixed Assets

8/13/2018 • 2 minutes to read • [Edit Online](#)

When you sell or otherwise dispose of a fixed asset, the disposal value must be posted to calculate and record the gain or loss. A disposal entry must be the last entry posted for a fixed asset. For partially disposed fixed assets, you can post more than one disposal entry. The total of all posted disposal amounts must be a credit amount.

NOTE

If you trade-in a fixed asset for another one, you must record both the sale of the old asset (disposal) and the purchase of the new one (acquisition). For more information, see [How to: Acquire Fixed Assets](#).

To post a disposal from the fixed asset G/L journal

1. Choose the  icon, enter **FA G/L Journals**, and then choose the related link.
2. Create an initial journal line and fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. In the **FA Posting Type** field, select **Disposal**.
4. Choose the **Insert FA Bal. Account** action. A second journal line is created for the balancing account that is set up for disposal posting.

NOTE

Step 4 only works if you have set up the following: In the **FA Posting Group Card** window for the posting group of the fixed asset, the **Disposal Account** field contains the general ledger debit account and the **Disposal Bal. Account** field contains the general ledger account to which you want to post balancing entries for appreciation. For more information, see the "To set up fixed asset posting groups" section in [How to: Set Up General Fixed Asset Information](#).

5. Choose the **Post** action.

If you sell or dispose of part of a fixed asset, you must split up the asset before you can record the disposal transaction. For more information, see [How to: Transfer, Split, or Combine Fixed Assets](#).

To view disposal ledger entries

When you sell or dispose of a fixed asset, the disposal value is posted to the general ledger where you can view the result.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset that you want to view entries for, and then choose the **Depreciation Books** action.
3. Select the depreciation book that you want to view entries for, and then choose the **Ledger Entries** action.
4. Select a line with **Disposal** in the **FA Posting Category** field, and then choose the **Navigate** action.
5. In the **Navigate** window, select the general ledger entry line, and then choose the **Show** action.

The **General Ledger Entries** window opens where you can see the entries that the disposal posting resulted in.

See Also

Fixed Assets

Setting Up Fixed Assets

Finance

Welcome to Microsoft Dynamics NAV

Working with Dynamics NAV

How to: Manage Budgets for Fixed Assets

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up budgeted fixed assets. For example, this lets you include anticipated acquisitions and sales in reports.

To prepare your budgeted income statement, budgeted balance sheet, and cash budget, you need information about future investments, disposals and depreciation of fixed assets. You can get this information from the **Fixed Asset - Projected Value** report. Before you print this report, you must prepare the budget.

To budget the acquisition cost of a fixed asset

To prepare a budget, you have to set up fixed asset cards for fixed assets that you intend to buy in the future. The budget fixed assets are set up as ordinary fixed assets, but it must be set up to not post to the general ledger.

When you post the acquisition cost, you enter the number of the budgeted fixed asset in the **Budgeted FA No.** field. This will post an acquisition cost with an opposite sign for the budgeted asset. This means that the total acquisition cost on the budgeted asset is the difference between the budgeted and the actual acquisition cost.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Choose the **New** action to create a new fixed asset card for the budgeted fixed asset.
3. Select the **Budgeted Asset** check box to prevent posting to the general ledger.
4. Fill in the remaining fields, assign a depreciation book, and then post the first acquisition cost with the budgeted fixed asset entered in the **Budgeted FA No.** field on the journal line. For more information, see [How to: Acquire Fixed Assets](#).

To budget the disposal of a fixed asset

If you plan to sell assets within the budget period, you can enter information about sales price and sales date.

1. Choose the  icon, enter **Fixed Assets**, and then choose the related link.
2. Select the fixed asset to be disposed of, and then choose the **Depreciation Books** action.
3. In the **FA Depreciation Books** window, fill in the **Projected Disposal Date** and **Projected Proceeds on Disposal** fields. Choose a field to read a short description of the field or link to more information.

To view projected disposal values

To see the projected disposal values and have the gain and loss calculated, you can use the **FA Projected Value** report.

1. Choose the  icon, enter **FA Projected Value**, and then choose the related link.
2. Fill in the fields as necessary.
3. Choose the **Print** or **Preview** button.

To budget depreciation

You can use the **Fixed Asset - Projected Value** report to calculate future depreciation. The report shows the book value and accumulated depreciation at the start of the selected period, changes during the period, and the book value and accumulated depreciation at the end of the selected period.

1. Choose the  icon, enter **FA Projected Value**, and then choose the related link.
2. Fill in the fields as necessary.
3. To see total values for all assets, clear the **Print per Fixed Asset** check box.
4. Leave the **Fixed Asset** FastTab blank to have all assets included. In the **Budgeted Asset** field, enter **No** to exclude budgeted assets or **Yes** to see budgeted assets only.
5. Choose the **Print** or **Preview** button.

See Also

[Fixed Assets](#)

[Setting Up Fixed Assets](#)

[Finance](#)

[Welcome to Microsoft Dynamics NAV](#)

[Working with Dynamics NAV](#)

Managing Relationships

4/16/2018 • 2 minutes to read • [Edit Online](#)

The relationship management features of Dynamics NAV help you manage and support your sales efforts. With these features, you have access to complete and accurate information so you can focus your interactions on preferred customer/contact segments.

Good sales and marketing practices are all about how to make the best decisions at the right time. Dynamics NAV provides a precise and timely overview of your contact information so that you can serve your prospective customers more efficiently and increase customer satisfaction.

To get started, see the following topics:

[Managing Contacts](#)

[Managing Segments](#)

[Recording Interactions](#)

[Managing Marketing Campaigns](#)

[Managing Sales Opportunities](#)

See Also

[Sales](#)

[Setting Up Relationship Management](#)

[Managing Customers and Sales Created in Dynamics 365 for Sales](#)

[Working with Dynamics NAV](#)

Setting Up Relationship Management

4/16/2018 • 4 minutes to read • [Edit Online](#)

Before you get started working with your contacts and marketing interests, there are a few decisions and steps that you should take to set up how the marketing area manages certain aspects of your contacts. For example, you can decide whether to synchronize the contact card with the customer card, vendor card, and bank account card, how number series are defined, or what the standard salutation should be when writing to your contacts.

Managing your contacts and having a strategy in place to identify, attract, and retain customers will help optimize your business and increase customer satisfaction. Using a good contact management system will also help you create and maintain relationships with your customers. Communication is the key to these relationships. Being able to tailor communication with potential and existing customers, vendors, and business partners according to their needs, is necessary for companies to succeed. Establishing a strategy and defining how your company uses contact information is a primary step. This information will be viewed by many different groups in your company, so having a good system in place will help everyone be more productive.

You set up the marketing and contact management from the **Marketing Setup** window. To open the **Marketing Setup** window, choose the  icon, enter **Marketing Setup**, and then choose the related link.

Automatically Copying Specific Information from the Contact Companies to the Contact Persons

Some information about contact companies is identical to the information about the contact persons working within these companies, for example, the address details. In the **Inheritance** section of the **Marketing Setup** window, you can set the application to automatically copy specific fields from the contact company card to the contact person card each time you create a contact person for a contact company. For example, you can select to copy the salesperson code, address details (address, address 2, city, post code, and county), communication details (fax number, telex answer back, and phone number), and more.

When you modify one of these fields on the contact company card, the program will automatically modify the field on the contact person card (unless you have manually modified the field on the contact person card).

For more information, see [How to: Create Contact Persons](#).

Using Predefined Defaults on New Contacts

You can decide that the application automatically assigns a specific language code, territory code, salesperson code, and country/region code as defaults to each new contact you create. You can also enter a default sales cycle code that the program automatically assigns to each new opportunity you create.

The inheritance of fields overwrites the default values you have set up. For example, if you have set up English as the default language, but the contact company's language is German, the program will automatically assign German as the language code for the contact persons recorded for that company.

Automatically Recording Interactions

Dynamics NAV can automatically record sales and purchase documents as interactions (for example, orders, invoices, receipts, and so on), as well as emails, phone calls, and cover sheets.

For more information, see [Automatically Record Interactions with Contacts](#).

Synchronizing Contacts with Customers and More

In order to synchronize the contact card with the customer card, the vendor card and the bank account card, you must select a business relation code for customers, vendors, and bank accounts. For example, you can only link a contact with an existing customer if you have selected a business relation code for customers in the **Marketing Setup** window.

For more information, see [Synchronizing Contacts with Customers, Vendors and Bank Accounts](#).

Assigning a Number Series to Contacts and Opportunities

You can set up a number series for contacts and opportunities. If you have set up a number series for contacts, when you create a contact, and press Enter in the No. field on the contact card, the program automatically enters the next available contact number.

For more information about number series, see [How to: Create Number Series](#).

Searching for Duplicate Contacts when Contacts are Created

You can choose to have the program automatically search for duplicates each time you create a contact company, or you can choose to search manually after you have created contacts. You can also choose to have the program update the search strings automatically each time you modify contact information or create a contact. You can decide the search hit percentage, that is, the percentage of identical strings two contacts must have for the program to consider them as duplicates.

See Also

[Managing Contacts](#)

[Working with Dynamics NAV](#)

Creating and Managing Contacts

4/16/2018 • 2 minutes to read • [Edit Online](#)

Different groups at your company will have business relationships with various companies. For example, a salesperson might regularly meet prospective customers and at the end of the week record the results of these visits.

All of the external entities that you have business relationships with (for example, customers, prospective customers, vendors, lawyers, and consultants) should be recorded as contacts. Having this data recorded in one central location ensures every group in your company can view and use the information efficiently.

Communication with your contacts will be more successful if all details are readily available. For example, a marketing person might like to know what other products a specific customer has purchased before attempting to interest them in a new product.

You can record information based on a company or a person at that company. You can also create an independent contact person for people who do not work for a particular company, but who work independently or freelance.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up contact management prior to adding contacts.	Preparing to Set Up Contacts
Create a contact card for each new company that you interact with, such as a customer or vendor.	Creating Contact Companies
Create a contact card for each contact person who works for the companies that you interact with.	Creating Contact Persons

See Also

[Managing Sales Opportunities](#)

[Setting Up Relationship Management](#)

[Working with Dynamics NAV](#)

Managing Segments

4/16/2018 • 2 minutes to read • [Edit Online](#)

You create segments to select a group of contacts according to specific criteria. For example, a segment could be the industry that the contacts belong to or your business relationship with the contacts. You can create a segment to select the contacts you want to target with a campaign.

There are two main tasks in creating a segment:

- Enter general information about the segment. Before you can select the contacts within the segment, you must first create the segment.
- Select the contacts to be included within the segment.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create segments which allow you to select a group of contacts. For example, direct mail.	How to: Create Segments
Manage the contacts that are assigned to segments.	How to: Add Contacts to Segments
Learn about using interactions and segments, including logging.	Managing Interaction and Segments

See Also

[Managing Sales Opportunities](#)

[Managing Contacts](#)

[Working with Dynamics NAV](#)

Managing Interactions With Contacts

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Microsoft Dynamics NAV, interactions are all types of communications between your company and your contacts. For example, communications can be by letter, fax, email, telephone, meetings, and so on.

The relationship management area enables you to record all the interactions you have with your contacts in order to keep track of the sales and marketing efforts you have directed at your contacts and to improve your future business interactions with them. Setting up your application to record interactions consists of these tasks:

- Setting up interaction templates
- Creating interactions on contacts or segments
- View and manage recorded interactions

Setting up Interaction Templates

Before you can create and record interactions, you must set up interaction templates. When creating interactions, you must specify the interaction templates they are based on. An interaction template is a model that defines the basic characteristics of an interaction. You set up an interaction template in the **Interaction Templates** window.

Creating Interactions

There are two ways of recording interactions:

- You can manually create interactions that are linked to a single contact or to a segment. For more information, see [How to: Create Interactions on Contacts and Segments](#).
- You can automatically record interactions when you perform actions in the application, for example, when you print an invoice, or quote. For more information, see [Automatically Record Interactions with Contacts](#).

Viewing and managing Recorded Interactions

You can view all the recorded interactions that have not been deleted in the **Interaction Log Entries** window. You can open this window by:

- Using the **Search for Page or Report** icon to search on **Interaction Log Entries**.
- Choosing the **Interaction Log Entries** action on a contact or segment. The **Interaction Log Entry** window contains the interactions you create manually and the interactions that the application records automatically.

In this window, you can:

- View the status of interactions.
- Mark interactions as canceled.

You can delete interaction log entries that have been canceled. To delete interaction log entries, choose the  icon, enter **Delete Canceled Interaction Log Entries**, and then choose the related link, and then fill in the information.

See Also

[Managing Contacts](#)

[Managing Sales Opportunities](#)

[Working with Dynamics NAV](#)

Managing Sales Opportunities

4/16/2018 • 2 minutes to read • [Edit Online](#)

Any incoming lead can be considered a sales opportunity. You can create opportunities and associate them to a salesperson so that you can keep track of potential sales.

Before you can start using opportunity management, you must set up sales cycles and sales cycle stages. As you create opportunities, you should provide information about the contact, salesperson, sales cycle, and dates, as well as your estimates for the sales value of the opportunity and your estimation of the chances of its success.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up the sales cycles that you usually follow, and the different stages within each opportunity sales cycle.	How to: Set Up Opportunity Sales Cycles and Cycle Stages
Create sales opportunities that you have from your contacts.	How to: Create Opportunities
Move a sales opportunity through the sales cycle to completion.	Processing Sales Opportunities

See Also

[Sales](#)

[Creating and Managing Contacts](#)

[Working with Dynamics NAV](#)

Managing Customers and Sales Created in Dynamics 365 for Sales

4/16/2018 • 6 minutes to read • [Edit Online](#)

If you use Dynamics 365 for Sales for customer engagement, you can use Dynamics NAV for order processing and finances and have seamless integration in the lead-to-cash process.

When your application is set up to integrate with Dynamics 365 for Sales, you have access to Sales data from Dynamics NAV and the other way around in some cases. This integration enables you to work with and synchronize data types that are common to both services, such as customers, contacts, and sales information, and keep the data up to date in both locations.

For example, the sales person in Dynamics 365 for Sales can use the price lists from Dynamics NAV when they create a sales order. When they add the item to the sales order line in Dynamics 365 for Sales, they are also able to see the inventory level (availability) of the item from Dynamics NAV.

Conversely, order processors in Dynamics NAV can handle the special characteristics of sales orders transferred automatically or manually from Dynamics 365 for Sales, such as automatically create and post valid sales order lines for items or resources that were entered in Sales as write-in products. For more information, see the "Handling Special Sales Order Data" section.

NOTE

Before you can integrate with Dynamics 365 for Sales, you must make various technical preparations. For more information, see [Setting Up Dynamics 365 for Sales Integration](#) in the Developer and IT-pro help.

Setting Up the Connection

From Home, you can access the **Dynamics 365 for Sales Connection Setup** assisted setup guide that helps you set up the connection. Once that is done, you will have a seamless coupling of Dynamics 365 for Sales records with Dynamics NAV records.

NOTE

The following explains the assisted setup, but you can perform the same tasks manually in the **Dynamics 365 for Sales Connection Setup** window.

In the assisted setup guide, you can choose which data to synchronize between the two services. You can also specify that you want to import your existing Dynamics 365 for Sales solution. In that case, you must specify an administrative user account.

Setting Up the User Account for Importing the Solution

To import an existing Dynamics 365 for Sales solution, the setup guide uses an administrative account. This account must be a valid user in Dynamics 365 for Sales with the following security roles:

- System Administrator
- Solution Customizer

For more information, see [Create users and assign Microsoft Dynamics NAV \(online\) security roles](#) on techNet and [How to: Manage Users and Permissions](#).

This account is only used during the setup. Once the solution is imported into Dynamics NAV, the account is no longer needed.

Setting Up the User Account for Synchronization

The integration relies on a shared user account. So in your Office 365 subscription, you must create a dedicated user that will be used for synchronization between the two services. This account must already be a valid user in Dynamics 365 for Sales, but you do not have to assign security roles to the account because the setup guide will do that for you. You must specify this user account one or more times in the setup guide, depending how much synchronization you want to enable. For more information, see [Create users and assign Microsoft Dynamics NAV \(online\) security roles](#) on techNet.

If you choose to enable *item availability*, the integration user account must have a web services access key. This is a two-step thing in the Dynamics NAV page for that user account, you must choose the **Change Web Service Key** button; and in the Dynamics 365 Connection Setup guide, you must specify that user as the OData web service user.

If you choose to enable *sales order integration*, you must specify a user that can handle this synchronization - the integration user or another user account.

Coupling Records

In the assisted setup guide, you can choose to synchronize between the two services. But later, you can also set up synchronization of specific types of data. This is referred to as *coupling*, and this section provides recommendations for what you must take into consideration.

For example, if you want to see Dynamics 365 for Sales accounts as customers in Dynamics NAV, you must couple the two types of records. It is not very complicated - you open the **Customer List** window in Dynamics NAV, and there is an action in the ribbon to couple this data with Dynamics 365 for Sales. Then you specify which Dynamics NAV customers match which accounts in Dynamics 365 for Sales.

In certain areas, the functionality relies on you couple certain sets of data before other sets of data as shown in the following list:

- Customers and accounts
 - Couple salespeople with Dynamics 365 for Sales users first
- Items and resources
 - Couple units of measure with Dynamics 365 for Sales unit groups first
- Items and resource prices
 - Couple customer price groups with Dynamics 365 for Sales prices first

NOTE

If you are using prices in foreign currencies, make sure that you couple currencies to Dynamics 365 for Sales transaction currencies.

Dynamics 365 for Sales sales orders depends on additional information like customers, units of measure, currencies, customer price groups, items and/or resources. In order for Dynamics 365 for Sales sales orders to work seamlessly, you must couple customers, units of measure, currencies, customer price groups, items and/or resources first.

Synchronizing Records Fully

At the end of the assisted setup guide, you can choose the **Run Full Synchronization** action to start synchronizing all Dynamics NAV records with all related records in the connected Dynamics 365 for Sales solution. In the **CRM Full Synch. Review** window, you choose the **Start** action. The synchronization then begins to execute

jobs according to dependencies. For example, currency records are synchronized before customer records. The full synchronization may take a long time and will therefore run in the background so that you can continue to work in Dynamics NAV.

To check the progress of individual jobs in a full synchronization, drill down on the **Job Queue Entry Status**, **To Int. Table Job Status**, or **From Int. Table Job Status** field in the **CRM Full Synch. Review** window.

From the **Dynamics 365 Connection Setup** window, you can get details about full synchronization at any time. From here, you can also open the **Integration Table Mappings** window to see details about the tables in Dynamics NAV and in the Dynamics 365 for Sales solution that must be synchronized.

Handling Special Sales Order Data

Sales orders in Dynamics 365 for Sales will be transferred to Dynamics NAV automatically if you select the **Automatically Create Sales Orders** check box in the **Microsoft Dynamics 365 for Sales Connection Setup** window. On such sales orders, the **Name** field on the original order is transferred and mapped to the **External Document Number** field on the sales order in Dynamics NAV.

This can also work if the original sales order contains write-in products, meaning items or resources that are not registered in either product. In that case, you must fill in the **Write-in Product Type** and **Write-in Product No.** fields in the **Sales & Receivables Setup** window, so that such non-registered product sales are mapped to a specified item/resource number for financial analysis.

If the item description on the original sales order is very long, then an additional sales order line of type Comment is created to hold the full text on the sales order in Dynamics NAV.

See Also

[Relationship Management](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

[How to: Manage Users and Permissions](#)

Manage Human Resources

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Dynamics NAV, you can keep detailed records of your employees. You can register and maintain employee information, such as employment contracts, confidential information, qualifications, and employee contacts.

You can also register employee absences, which allows you to analyze registered absences as necessary.

To start using the Human Resources functionality, you must set up employees and other basic information. You can then associate various codes to an employee, which allows you to filter information for specific employees.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Register new employees or edit records for existing employees, and attach related information, such as contracts and articles.	How to: Register Employees
Record employees' absence and view absence statistics by various filters.	How to: Manage Employee Absence

See Also

[Finance](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

How to: Register Employees

4/16/2018 • 2 minutes to read • [Edit Online](#)

To use the Human Resources functionality, you must first register each employee by creating a card with all the core and related information.

You can modify an employee's details at any time. Keeping up-to-date records about your employees simplifies personnel tasks. For example, if an employee's address changes, you register this on the employee card.

The following procedures describe how to create an initial employee card and how to assign two types of employee details to an employee. In addition, you can assign various other related information, such as qualifications and causes of inactivity. You assign employee information either by choosing a field or an action in the **Employee Card** window.

NOTE

You can reimburse employees for their expenses during business activities. For this purpose, you must fill in the fields on the **Payments** FastTab in the **Employee Card** window. For more information, see [How to: Record and Reimburse Employees' Expenses](#).

To set up an employee

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Choose the **New** action.
3. In the **Employee Card** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To insert a picture of an employee

If you have a picture of an employee in .bmp format, you can insert it on the employee card.

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Open the card for the relevant employee.
3. In the **Employee Picture** FactBox, choose the drop-down button, and then choose **Import**.
4. In the **Select a picture to upload** window, choose the **Choose** button.
5. Select the file, and then choose **Open**.

The picture is inserted in the **Employee Picture** FactBox.

To register various information about an employee

On the employee card, you can set up information, such as union membership, relatives, and contracts for the employee. The following describes how to set up an alternate address. The steps are similar for all other information that you can set up from an employee card.

You can use alternate addresses to keep track of your employees' location, for example if they are stationed abroad, on a long business trip, or residing at a summer residence.

1. Choose the  icon, enter **Employees**, and then choose the related link.
2. Open the card for the relevant employee.

3. Choose the **Alternate Addresses** action.
4. **In the Alternate Address List** window, fill in the fields as necessary.
5. Repeat step 4 for each alternate address.

See Also

[How to: Record and Reimburse Employees' Expenses](#)

[Finance](#)

[Working with Dynamics NAV](#)

[Customizing Dynamics NAV](#)

How to: Manage Employee Absence

4/16/2018 • 2 minutes to read • [Edit Online](#)

To manage an employee's absence, you must record the absence in the **Absence Registration** window. It can then be viewed in different ways for analysis and reporting needs.

You can view employee absence in two different windows:

- The **Absence Registration** window, where you register all employee absences with a line for each absence.
- The **Employee Absences** window, where the absences for one employee only is shown. This is the information that you entered in the **Absence Registration** window, filtered by the particular employee.

To obtain meaningful statistics, you should always use the same unit of measure (hour or day) when registering employee absences.

To register employee absence

You can register employee absences on a daily basis or at some other interval that meets your organizational needs.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link.
2. Choose the **New** action.
3. Fill in a line for each employee absence you want to register.
4. Close the window.

TIP

To obtain meaningful statistics, always use the same unit of measure, hour or day, when registering employee absences.

To view an individual employee's absence

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Employees**, and then choose the related link.
2. Select the relevant employee, and then choose the **Absences** action.

The **Employee Absences** window opens showing all the absences and the date on which they started and ended.

To view an employee's absence by categories

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Employees**, and then choose the related link.
2. Select the relevant employee, and then choose the **Absences by Categories** action.
3. In the **Empl. Absences by categories** window, fill in the filter fields as necessary, and then choose the **Show Matrix** action.

The **Empl. Absences by Cat. Matrix** window opens showing all absences, broken down by causes of absence.

To view all employee absences by category

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link.
2. In the **Absence Registration** window, choose the **Overview by Categories** action.
3. In the **Absence Overview by Categories** window, set a filter in the **Employee No. Filter** field to view employee absences for individual or a defined group of employees.
4. Choose the **Show Matrix** action.

The **Absence Overview by Categories Matrix** window opens showing all employees' absences broken down by the various causes of absence.

To view all employee absences by period

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Absence Registration**, and then choose the related link. In the **Absence Registration** window, choose the **Overview by Periods** action.
2. In the **Absence Overview by Periods** window, set a filter in the **Cause of Absence Filter** field to view employee absences for specified causes of absence.
3. Choose the **Show Matrix** action.

The **Abs. Overview by Periods Matrix** window opens showing employee absences broken down by periods.

See Also

[Manage Human Resources](#)

[Finance](#)

[Working With Dynamics NAV](#)

[Customizing Dynamics NAV](#)

Planning

8/13/2018 • 3 minutes to read • [Edit Online](#)

The production operations required to transform inputs into finished goods must be planned daily or weekly depending on the volume and nature of the products. Dynamics NAV offers features to supply for anticipated and actual demand from sale, assembly, and production as well as features for distribution planning using stockkeeping units and location transfers.

NOTE

This topic mainly describes planning for companies involved in manufacturing or assembly management where the resulting supply orders can be either production, assembly, transfer, or purchase orders. The main interface for this planning work is the **Planning Worksheet** window.

Dynamics NAV also supports supply planning for wholesale companies where the resulting supply orders can only be transfer and purchase orders. The main interface for this planning work is the **Requisition Worksheet** window, which is described indirectly in this topic as most planning functionality applies to both worksheets.

Before you can plan and execute production orders, you must configure production capacities, such as creating shop calendars, routings, production BOMs, and machine centers. For more information, see [Setting Up Manufacturing](#).

Planning can be seen as the preparation required supply orders in the assembly or manufacturing departments to fulfill demand. For more information, see [Assembly Management](#) and [Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Get a brief introduction to how the planning system can be used to detect and prioritize demand and suggest a balanced supply plan.	About Planning Functionality
Understand how all aspects of the planning system works and how to adjust the algorithms to meet planning requirements in different environments.	Design Details: Supply Planning
Learn how the planning logic differentiates between demand at locations according to the SKU setup and demand without location codes.	Planning With or Without Locations
Forecast production demand presented by expected sales and production orders.	How to: Create a Production Forecast
Create one-to-one production orders automatically from a sales order to cover the exact demand of that sales order line.	How to: Create Production Orders from Sales Orders
Create a project production order directly from a multiline sales order representing a production project.	How to: Plan Project Orders

TO	SEE
Use the Order Planning window to manually plan for sales or production demand one production BOM level at a time.	How to: Plan for New Demand Order by Order
Use the Planning Worksheet window to run both the MPS and MRP options to automatically create either a high-level or detailed supply plan at all item levels.	How to: Run Full Planning, MPS or MRP
Run the requisition worksheet to automatically create a detailed supply plan to cover demand for items that are replenished by purchase or transfer only.	Requisition Worksheet page
Initiate or update a production order as rough-scheduled operations in the master production schedule.	How to: Replan or Refresh Production Orders Directly
Recalculate work or machine center calendars due to planning changes.	"To calculate a work center calendar" section in How to: Set Up Shop Calendars
Track the order demand (tracked quantity), forecast, blanket sales order, or planning parameter (untracked quantity) that has given rise to the planning line in question.	How to: Track Relations Between Demand and Supply
View an item's projected available inventory by different views and see which gross requirements, planned order receipts, and other events influence it over time.	How to: View the Availability of Items
Perform selected planning activities, such as changing or adding planning worksheet lines, in a graphical view of the supply plan.	How to: Modify Planning Suggestions in a Graphical View

See Also

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

About Planning Functionality

4/16/2018 • 5 minutes to read • [Edit Online](#)

The planning system takes all demand and supply data into account, nets the results, and creates suggestions for balancing the supply to meet the demand.

For detailed information, see [Design Details: Supply Planning](#).

NOTE

For all the fields that are mentioned in this topic, read the tooltip to understand their function. Choose a field to read a short description of the field or link to more information.

Demand and Supply

Planning has two elements: demand and supply. These must be held in balance to ensure that the demand is met in a timely and cost-efficient manner.

- Demand is the common term used for any kind of gross requirement such as a sales order, service order, component need from assembly or production orders, outbound transfer, blanket order or forecast. In addition to these, the program allows some other technical types of demand - such as a negative production or purchase order, negative inventory, and purchase return.
- Supply is the common word used for any kind of replenishment such as inventory, a purchase order, assembly order, production order, or inbound transfer. Correspondingly, there can be a negative sales or service order, negative component need or sales return – all of which in some way also represent supply.

Another goal of the planning system is to ensure that the inventory does not grow unnecessarily. In the case of decreasing demand, the planning system will suggest that you postpone, decrease in quantity, or cancel existing replenishment orders.

Planning Calculation

The planning system is driven by anticipated and actual customer demand, as well as inventory reordering parameters. Running the planning calculation will result in the program suggesting specific actions (Action Messages) to take concerning possible replenishment from vendors, transfers between warehouses, or production. If replenishment orders already exist, the suggested actions could be to increase or expedite the orders to meet the changes in demand.

The basis of the planning routine is in the gross-to-net calculation. Net requirements drive planned order releases, which are scheduled based on the routing information (manufactured items) or the item card lead time (purchased items). Planned order release quantities are based on the planning calculation, and are affected by the parameters set on the individual item cards.

Planning with Manual Transfer Orders

As you can see from the **Replenishment System** field on a SKU card, the planning system can be set up to create transfer orders to balance supply and demand across locations.

In addition to such automatic transfer orders, you may sometimes need to perform a general move of inventory quantities to another location, irrespective of existing demand. For this purpose you would manually create a transfer order for the quantity to move. To ensure that the planning system does not try to manipulate this manual

transfer order, you must set the **Planning Flexibility** on the transfer line(s) to None.

Contrarily, if you do want the planning system to adjust the transfer order quantities and dates to existing demand, you must set the **Planning Flexibility** field to the default value, Unlimited.

Planning Parameters

The planning parameters control when, how much, and how to replenish based on the various settings on the item card (or stockkeeping unit - SKU), and the manufacturing setup.

The following planning parameters exist on the item or SKU card:

- Dampener Period
- Dampener Quantity
- Reordering Policy
- Reorder Point
- Maximum Inventory
- Overflow Level
- Time Bucket
- Lot Accumulation Period
- Rescheduling Period
- Reorder Quantity
- Safety Lead Time
- Safety Stock Quantity
- Assembly Policy
- Manufacturing Policy

The following order modifiers exist on the item or SKU card:

- Minimum Order Quantity
- Maximum Order Quantity
- Order Multiple

Global planning setup fields on the **Manufacturing Setup** window include:

- Dynamic Low-Level Code
- Current Production Forecast
- Use Forecast on Locations
- Default Safety Lead Time
- Blank Overflow Level
- Combined MPS/MRP Calculation
- Components at Location
- Default Dampener Period
- Default Dampener Quantity

For more information, see [Design Details: Planning Parameters](#)

Other Important Planning Fields

Planning Flexibility

On most supply orders, such as production orders, you can select **Unlimited** or **None** in the **Planning Flexibility** field on the lines.

This specifies whether the supply represented by the production order line is considered by the planning system when calculating action messages. If the field contains **Unlimited**, then the planning system includes the line when calculating action messages. If the field contains **None**, then the line is firm and unchangeable, and the planning system does not include the line when calculating action messages.

Warning

The **Warning** information field in the **Planning Worksheet** window informs you of any planning line created for an unusual situation with a text, which the user can choose to read additional information. The following warning types exist:

- Emergency
- Exception
- Attention
- Emergency

The emergency warning is displayed in two situations:

- The inventory is negative on the planning starting date.
- Back-dated supply or demand events exist.

If an item's inventory is negative on the planning starting date, the planning system suggests an emergency supply order for the negative quantity to arrive on the planning starting date. The warning text states the starting date and the quantity of the emergency order.

Any document lines with due dates before the planning starting date are consolidated into one emergency supply order for the item to arrive on the planning starting date.

Exception

The exception warning is displayed if the projected available inventory drops below the safety stock quantity.

The planning system will suggest a supply order to meet the demand on its due date. The warning text states the item's safety stock quantity and the date on which it is violated.

Violating the safety stock level is considered an exception because it should not occur if the reorder point has been set correctly.

NOTE

Supply on planning lines with Exception warnings is normally not modified according to planning parameters. Instead, the planning system only suggests a supply to cover the exact demand quantity. However, you can set the planning run up to respect certain planning parameters for planning lines with certain warnings. For more information, see "Respect Planning Parameters for Exception Warnings" in Calculate Plan - Plan. Wksh.

Attention

The attention warning is displayed in two situations:

- The planning starting date is earlier than the work date.
- The planning line suggests to change a released purchase or production order.

NOTE

In planning lines with warnings, the **Accept Action Message** field is not selected, because the planner is expected to further investigate these lines before carrying out the plan.

See Also

[Design Details: Supply Planning
Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Subcontract Manufacturing

4/16/2018 • 6 minutes to read • [Edit Online](#)

Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

The program provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the program can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. Then the program automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [How to: Create Routings](#).

Subcontracting Worksheet

Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

How to: Calculate Subcontracting Worksheets and Create Subcontract Purchase Orders

The **Subcontracting Worksheet** window functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE

Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. In the **Calculate Subcontracts** window, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines in the **Subcontracting Worksheet** window. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. On the **Actions** tab, in the **Process** group, choose **Carry Out Action Message**.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.

If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Planning With or Without Locations

4/16/2018 • 4 minutes to read • [Edit Online](#)

Concerning planning with or without location codes on demand lines, the planning system operates in a straight forward way when:

- demand lines always carry location codes and the system fully uses stockkeeping units, including the relevant location setup.
- demand lines never carry location codes and the system does not use SKUs or any location setup (see last scenario below).

However, if demand lines sometimes have location codes and other times do not, the planning system will follow certain rules depending on setup.

Demand at Location

When the planning system detects demand at a location (a line with a location code), it will behave in different ways depending on 3 critical setup values.

During a planning run, the system checks for the 3 setup values in sequence and plans accordingly:

1. Is there a check mark in the **Location Mandatory** field?

If yes, then:

2. Does SKU exist for the item?

If yes, then:

The item is planned according to planning parameters on the SKU card.

If no, then:

3. Does the **Components at Location** field contain the demanded location code?

If yes, then:

The item is planned according to planning parameters on the item card.

If no, then:

The item is planned according to: Reordering Policy = *Lot-for-Lot*, Include Inventory = *Yes*, all other planning parameters = *Empty*. (Items using reordering policy *Order* remain using *Order* as well as the other settings.)

NOTE

This minimal alternative only covers the exact demand. Any planning parameters defined are ignored.

See variations in the scenarios below.

Demand at "Blank Location"

Even if the **Location Mandatory** check box is selected, the system will allow demand lines to be created without a location code – also referred to as *BLANK* location. This is a deviation for the system because it has various setup

values tuned to dealing with locations (see above) and as a result, the planning engine will not create a planning line for such a demand line. If the **Location Mandatory** field is not selected but any of the location setup values exist, then that is also considered a deviation and the planning system will react by outputting the "minimal alternative":

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order remains Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

See variations in the setup scenarios below.

Setup 1:

- Location Mandatory = *Yes*
- SKU is set up for *RED*
- Component at Location = *BLUE*

Case 1.1: Demand is at *RED* location

The item is planned according to planning parameters on the SKU card (including possible transfer).

Case 1.2: Demand is at *BLUE* location

The item is planned according to planning parameters on the item card.

Case 1.3: Demand is at *GREEN* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order remains Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Case 1.4: Demand is at *BLANK* location

The item is not planned because no location is defined on the demand line.

Setup 2:

- Location Mandatory = *Yes*
- No SKU exists
- Component at Location = *BLUE*

Case 2.1: Demand is at *RED* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order remains Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Case 2.2: Demand is at *BLUE* location

The item is planned according to planning parameters on the item card.

Setup 3:

- Location Mandatory = *No*
- No SKU exists
- Component at Location = *BLUE*

Case 3.1: Demand is at *RED* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order remains Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Case 3.2: Demand is at *BLUE* location

The item is planned according to planning parameters on the item card.

Case 3.3: Demand is at *BLANK* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order remains Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Setup 4:

- Location Mandatory = *No*

- No SKU exists
- Component at Location = *BLANK*

Case 4.1: Demand is at *BLUE* location

The item is planned according to: Reordering Policy = *Lot-for-Lot* (*Order* remains *Order*), Include Inventory = *Yes*, all other planning parameters = *Empty*.

Case 4.2: Demand is at *BLANK* location

The item is planned according to planning parameters on the item card.

As you can see from the last scenario, the only way to get a correct result for a demand line without a location code is to disable all setup values relating to locations. Similarly, the only way to get stable planning results for demand at locations is to use stockkeeping units.

Therefore, if you often plan for demand at locations, it is strongly advised to use the Stockkeeping Units feature.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Create a Production Forecast

4/16/2018 • 5 minutes to read • [Edit Online](#)

You can create sales and production forecasts with the **Production Forecast** window.

Forecasting functionality is used to create anticipated demand; actual demand is created from sales and production orders. During creation of the Master Production Schedule (MPS), the forecast is netted against the sales and production orders. The *Component* option on the forecast determines which type of requirements to take into consideration in the netting process. If the forecast is for a sales item, only sales orders net the forecast. If it is for components, only dependent demand from production order components net the forecast.

Forecasting allows your company to create "what if" scenarios and efficiently and cost-effectively plan for and meet demand. Accurate forecasting can make a critical difference in customer satisfaction levels with regard to order promising dates and on-time delivery.

Sales Forecasts and Production Forecasts

The forecasting functionality in the program can be used to create sales or production forecasts, in combination or independently. For example, most make-to-order companies don't carry finished goods inventory, because each item is produced when it is ordered. Anticipating orders (sales forecasting) is critical for a reasonable turnaround time on the finished goods (production forecasting). As an example, component parts with lengthy delivery times, if not on order or on inventory, can delay production.

- The sales forecast is the sales department's best guess at what will be sold in the future, and is specified by item and by period. However, the sales forecast is not always adequate for production.
- The production forecast is the production planner's projection of how many end items and derived subassemblies to produce in specific periods to meet the forecasted sales.

In most cases, then, the production planner modifies the sales forecast to fit the conditions of production, yet still satisfies the sales forecast.

You create forecasts manually in the **Production Forecast** window. Multiple forecasts can exist in the system, and are differentiated by name and type. Forecasts can be copied and edited as necessary. Note that only one forecast is valid for planning purposes at a time.

The forecast consists of a number of records each stating item number, forecast date, and forecasted quantity. The forecast of an item covers a period, which is defined by the forecast date and the forecast date of the next (later) forecast record. From a planning point of view, the forecasted quantity should be available at the start of the demand period.

You must designate a forecast as *Sales Item*, *Component*, or *Both*. The forecast type *Sales Item* is used for sales forecasting. The production forecast is created using the *Component* type. The forecast type *Both* is only used to give the planner an overview of both the sales forecast and the production forecast. With this option, the forecast entries are not editable. By designating these forecast types here, you can use the same worksheet to enter a sales forecast as you do a production forecast, and use the same sheet to view both forecasts simultaneously. Note that the system treats the different inputs (sales and production) differently when calculating planning, based on item, manufacturing, and production setup.

Component Forecast

The component forecast can be seen as an option forecast in relation to a parent item. This can, for example, be useful if the planner can estimate the demand for the component.

As the component forecast is designed to define options for a parent item, the component forecast should be equal or less than the sales item forecast quantity. If the component forecast is higher than the sales item forecast, the system treats the difference between these two types of forecast as independent demand.

Forecasting Periods

The forecast period is valid from its starting date until the date the next forecast starts. The time interval window gives you multiple choices to insert the demand at a specific date in a period. It is therefore recommended not to change the forecast period scope unless you want to move all forecast entries to the starting date of this period.

Forecast by Locations

It can be stated in the manufacturing setup if. Note, though, that if location-based forecasts are viewed in isolation, the overall forecast may not be representative.

To create a production forecast

1. Choose the  icon, enter **Production Forecast**, and then choose the related link.
2. On the **General** FastTab, select a forecast in the **Production Forecast Name** field. Multiple forecasts can exist and are differentiated by name and forecast type.
3. In the **Location Filter** field, select the location to which this forecast will apply.
4. In the **Forecast Type** field, select **Sales Item**, **Component**, or **Both**. If you select **Sales Item** or **Component**, then you can edit the quantity by period. If you select **Both**, then you cannot edit the quantity, but you can choose the drop-down arrow button and view the production forecast entries.
5. Specify a **Date Filter** if you want to limit the amount of data displayed.
6. On the **Production Forecast Matrix** FastTab, enter the forecasted quantities of **Sales Item** or **Component** forecast for the various periods.
7. On the **Matrix Options** FastTab, set the time interval in the **View by** field to change the period that is displayed in each column. You can select from the following intervals: **Day**, **Week**, **Month**, **Quarter**, **Year**, or the **Accounting Period**, as set up in Financial Management.

NOTE

You should consider which time interval that you want to use for future forecasts so that the time interval is consistent throughout. When you enter a forecast quantity, it is valid on the first day of the time interval that you select. For example, if you select a month, then you enter the forecast quantity on the first day of the month. If you select a quarter, then you enter the forecast quantity on the first day of the first month in the quarter.

8. In the **View as** field, select how the forecast quantities are shown for the time interval. If you select **Net Change**, then the net change in balance is displayed for the time interval. If you select **Balance at Date**, then the window displays the balance as of the last day in the time interval.

NOTE

You can also edit an existing forecast. In the **Production Forecast Matrix** window, choose the **Copy Production Forecast** action and populate the **Production Forecast** window with an existing forecast. You can then edit quantities as appropriate.

See Also

Setting Up Manufacturing

Manufacturing

Inventory

Purchasing

Design Details: Supply Planning

Setup Best Practices: Supply Planning

Working with Dynamics NAV

How to: Create Production Orders from Sales Orders

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can create production orders for produced items directly from sales orders.

To create a production order from a sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order you want to create a production order for.
3. Choose the **Planning** action. In the **Sales Order Planning** window, you can view the availability of the sales order item.
4. Choose the **Create Prod. Order** action.
5. Select the status and order type.
6. Choose the **Yes** button to create the production order.

You can also choose to make a project production order. For more information, see [How to: Plan Project Orders](#).

See Also

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Plan Project Orders

4/16/2018 • 2 minutes to read • [Edit Online](#)

This planning task starts from a sales order and uses the **Sales Order Planning** window. Once you have created a project production order, you can plan it further by using the **Order Planning** window.

To create a project production order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Select the sales order that represents the production project, and then choose the **Planning** action.
3. In the **Sales Order Planning** window, choose the **Create Prod. Order** action.
4. In the **Create Order from Sales** window, in the **Order Type** field, select **Project Order**.
5. Choose the **Yes** button.
6. Choose the  icon, enter **Production Orders**, and then choose the related link.
7. Open the production order just created.

Notice that the **Source Type** field of the production order contains **Sales Header** and the order has multiple lines, one for each sales line item that must be produced.

8. Choose the **Planning** action.
9. In the **Order Planning** window, choose the **Refresh** action to calculate new demand.

The order header line for the project order is displayed with all unfulfilled demand lines expanded under it. Although the production order contains lines for several produced items, the total demand for all production order lines is listed under one order header line in the **Order Planning** window, and the original customer name is displayed. You can now proceed to plan for the demand as described in [How to: Plan for New Demand Order by Order](#).

NOTE

Demand lines in the project production order that have **Prod. Order** in their **Replenishment System** field represent underlying production orders. After you have generated these production orders, you must again calculate a plan in the **Order Planning** window to identify any unfulfilled component demand for them. In that case, they are displayed as demand lines under a normal production order header line, meaning, the project relation is no longer visible in the window. However, if you are using the Order Tracking feature, then you can look back and forth to all supply orders made under the original sales order.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

How to: Plan for New Demand Order by Order

4/16/2018 • 6 minutes to read • [Edit Online](#)

This planning task can be performed in the **Order Planning** window, which displays all new demand along with availability information and suggestions for supply. It provides the visibility and tools needed to effectively plan demand from sales lines and component lines and then create different types of supply orders directly.

You can enter the **Order Planning** window in two ways depending on your focus: From an order that you want to plan for specifically or in batch mode because you want to plan for all and any new demand.

To plan for new production order demand

1. Choose the  icon, enter **Planned Production Orders**, and then choose the related link. (You can perform these steps for planned, firm planned, or released production orders).
2. Open the production order you want to plan for, and then choose the **Planning** action.
3. In the **Order Planning** window, choose the **Calculate Plan** action.

The window displays planning lines according to the view filter **Production Demand**, meaning unfulfilled component lines of all existing production orders. Demand for only the one production order is not shown because it is necessary to plan for one production order with an overview of demand for potentially earlier components lines. Planning lines for the production order in context are expanded.

To plan for any new demand

1. Choose the  icon, enter **Order Planning**, and then choose the related link.
2. In the **Order Planning** window, choose the **Calculate Plan** action.
3. Choose the **Expand (+)** button in front of the date in the **Demand Date** field to see the underlying planning lines that represent demand lines with insufficient availability.
4. For each expanded planning line, that is, demand line, you can see values in information fields at the bottom of the window.

OPTION	DESCRIPTION
Qty. on Other Locations	Shows if the item exists on another location. You can then look up and select it.
Substitutes Exist	Shows if a substitute item is created for the item. You can then look up and select it. Note that this feature only applies to components, that is, from demand lines of type Production .
Quantity Available	Shows the total availability of the item, that is, the Projected Available Balance.
Earliest Date Available	Shows the arrival date of an inbound supply order that can cover the needed quantity on a date later than the demand date.

5. In the **Replenishment System** field, select which type of supply order to create.

The default value is that of the item card, or SKU card, but you can change it to one of three options:

OPTION	DESCRIPTION
Purchase	Creates a purchase order.
Transfer	Creates a transfer order.
Prod. Order	Creates a production order.

In the **Supply From** field you must select a value according to the selected replenishment system.

NOTE

If the field is not filled in, the system will display an error message when you use the **Make Supply Order** function, and no supply order will be created for the planning line in question. This, however, is not the case if the replenishment system is **Prod. Order**.

6. From the **Supply From** field, you can look up in the relevant list and select where the supply should come from:

- If replenishment system is **Purchase**, the look-up button in this field looks up in the **Item Vendor Catalog** window.
- If replenishment system is **Transfer**, the look-up button in this field looks up in the **Location List** window.

In case the item exists in another location, the **Qty. on Other Location** field at the bottom shows a value and you can then look up and select the location from which the item should be supplied when you make the transfer order.

If a substitute exists for the demanded item, the **Substitute Exists** field is set to **Yes**, and you can then look up to the **Item Substitution Entries** window and select the substitute.

7. Select the **Reserve** check box if you want to make a reservation between the supply order you are creating and the demand line that it is created for. It is empty by default.

NOTE

You can only select this check box if the item has **Optional** or **Always** in the **Reserve** field on its item card.

8. In the **Qty. to Order** field, you can enter the quantity that will go on the supply order you are creating. The default value is the same quantity as that in the **Needed Quantity** field. But you may decide to order more or less than this quantity based on your knowledge of the demand situation. If, for example, you see in the **Order Planning** window that several unrelated demand lines are for the same purchased item, and they are due around the same date, you can consolidate these by entering the total needed quantity in the **Qty. to Order** field of one line, and then delete the other, obsolete planning lines for that item.
9. In the **Due Date** and **Order Date** fields, you can enter the dates that should apply to the created supply orders.

These two fields are interrelated according to the **Default Safety Lead Time** field, which can be found in the **Manufacturing Setup** window. By default, the due date is the same as the demand date, but you can change this as you like.

NOTE

If you enter a date later than the demand date, you will receive a warning message.

To make supply orders

1. Choose the  icon, enter **Planned Production Orders**, and then choose the related link. You can perform these steps for a planned, firm planned, or released production order.
2. Open the production order you want to plan for, and then choose the **Planning** action.
3. Place the cursor on a relevant planning line, and then choose the **Make Orders** action.
4. In the **Make Supply Orders** window, on the **Order Planning** FastTab, in the **Make Orders for** field, select one of the following options.

OPTION	DESCRIPTION
The Active Line	Make a supply order only for the line where the cursor is placed.
The Active Order	Make supply orders for all lines in the order where the cursor is placed.
All Lines	Make supply orders for all lines in the Order Planning window.

5. On the **Options** FastTab, define what kind of supply orders, or requisition worksheet lines, should be made.

NOTE

The settings you last made in the **Make Supply Orders** window will be saved under your user ID so that they are the same the next time you use the window.

6. Choose the **OK** button to make the suggested supply orders or requisition worksheet lines.

You have now planned for the unfulfilled demand by making respective supply orders. Details about specific work flows when using the **Order Planning** window would depend on a company's internal policies.

When you have finished your planning work in the **Order Planning** window, for example defined an alternative way to supply the quantity, you can proceed to create supply orders for one or more of the planning lines.

NOTE

The supply orders you create may introduce new dependent demand, for example for underlying production orders, and you should therefore choose **Calculate Plan** again to find and resolve this before moving down the list.

See Also

[Planning](#)
[Setting Up Manufacturing](#)
[Manufacturing](#)
[Inventory](#)
[Purchasing](#)

Design Details: Supply Planning
Setup Best Practices: Supply Planning
Working with Dynamics NAV

How to: Run Full Planning, MPS or MRP

4/16/2018 • 10 minutes to read • [Edit Online](#)

The terms "running the planning worksheet" or "running MRP" refer to the calculation of the master production schedule and material requirements based on actual and forecasted demand. The planning system can calculate either Master Planning Schedule (MPS) or Material Requirements Planning (MRP) on request, or it can calculate both at the same time.

- **MPS** is the calculation of a master production schedule based on actual demand and the production forecast. The MPS calculation is used for end items that have a forecast or a sales order line. These items are called MPS items and are identified dynamically when the calculation starts.
- **MRP** is the calculation of material requirements based on actual demand for components and the production forecast on the component level. MRP is calculated only for items that are not MPS items. The purpose of MRP is to provide time-phased formal plans, by item, to supply the appropriate item, at the appropriate time, in the appropriate location, in the appropriate quantity.

The planning algorithms used for both MPS and MRP are identical. The planning algorithms pertain to netting, reuse of existing replenishment orders, and action messages. The planning system process examines what is needed or will be needed (demand) and what is on-hand or expected (supply). When these quantities are netted against each other, Dynamics NAV provides action messages. Action messages are suggestions to create a new order, change an order (quantity or date), or cancel an order already on order. The term "order" includes purchase orders, assembly orders, production orders, and transfer orders.

Links created by the planning engine between demand and its related supply can be tracked in the **Order Tracking** window. For more information, see [How to: Track Relations Between Demand and Supply](#).

Proper planning results depend on the set up done on item cards, assembly BOMs, production BOMs, and routings.

Methods for Generating a Plan

- **Calculate Regenerative Plan:** This function processes or regenerates the material plan. This process starts by deleting all planned supply orders that are currently loaded. All items in the database are replanned.
- **Calculate Net Change Plan:** This function processes a net change plan. Items are considered in net change planning from two types of changes:
 - **Demand/supply changes:** These include modifications to quantities on sales orders, production forecasts, assembly orders, production orders, or purchase orders. An unplanned inventory level change is also considered a quantity change.
 - **Planning parameter changes:** These include changes in safety stock, reorder point, routing, bill of material, and changes to the time bucket or lead time calculation.
- **Get Action Messages:** This function serves as a short-term planning tool by issuing action messages to alert the user of any modifications made since the last regenerative or net change plan was calculated.

With each planned method, Dynamics NAV generates worksheet entries assuming infinite capacity. Work center and machine center capacity is not considered when you develop schedules.

IMPORTANT

The Calculate Regenerative Plan function is the most common process. The Calculate Plan and Carry out Action Messages functions, however, can be used to run the Calculate Net Change Plan process.

The Get Action Messages Plan function can be run between regenerative and net change planning runs to obtain an immediate view of the effect of schedule changes, but it is not intended as a replacement of full regenerative or net change planning processes.

To calculate the planning worksheet

1. Choose the  icon, enter **Planning Worksheets**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action to open the **Calculate Plan** window.
3. On the **Options** FastTab, fill in the fields as described in the following table.

FIELD	DESCRIPTION
MPS	Select to initiate the calculation of a master production schedule. Items with open sales orders or production forecasts are considered in this run.
MRP	Select to initiate the calculation of material requirements planning. Items with dependent requirements are considered in this run. Typically, MPS and MRP are run at the same time. To run MPS and MRP at the same time, the Combined MPS/MRP Calculation field must be selected on the Planning FastTab in the Manufacturing Setup window.
Starting Date	This date is used to evaluate inventory availability. If an item's on-hand quantity is below the reorder point, the system forward-schedules a replenishment order from this date. If an item is below its safety stock (as of the starting date), the system back-schedules a replenishment order due on the planning starting date.
Ending Date	<p>This is the ending date of the planning horizon. Neither demand nor supply is considered after this date. If the reorder cycle for an item extends beyond the ending date, the effective planning horizon for that item is equal to the order date + reorder cycle.</p> <p>The planning horizon is the time that the plan is extended to. If the horizon is too short, items with a longer lead time are not ordered on time. If the horizon is too long, too much time is spent reviewing and processing information that likely changes before it is needed. It is possible to set one planning horizon for production and a longer one for purchases, although it is not required. A planning horizon for purchases and production should be set to cover the cumulative lead time for components.</p>

FIELD	DESCRIPTION
Stop and Show First Error	Select if you want the planning run to stop as soon as it encounters an error. At the same time, a message is displayed with information about the first error. If an error exists, only the successful planning lines made before the error was encountered will be presented in the planning worksheet. If you do not select this field, the Calculate Plan batch job will continue until it has completed, that is, errors will not interrupt the batch job. If one or more errors exist, a message will display after completion with information about how many items are affected. The Planning Error Log window will then open to provide more details about the error and links to the affected item cards.
Use Forecast	Select a forecast that should be included as demand when you run the planning batch job. The default forecast is set up on the Planning FastTab in the Manufacturing Setup window.
Exclude Forecast Before	Define how much of the selected forecast to include in the planning run by entering a date before which forecast demand is not included, thus allowing you to exclude old information.
Respect Planning Parameters for Exception Warnings	By default, this field is selected. Supply on planning lines with warnings is normally not modified according to planning parameters. Instead, the planning system only suggests a supply to cover the exact demand quantity. However, you can define certain planning parameters for planning lines to be respected with certain warnings.

- On the **Item** FastTab, set filters to run the planning based on item, item description, or location.
- Choose the **OK** button. The batch job runs and then the planning worksheet is populated with the planning lines.

To perform action messages

- In the **Planning Worksheet** window, choose the **Carry Out Action Message** action.
- On the **Options** FastTab, specify how to create the supplies. Fill in the fields as described in the following table.

FIELD	DESCRIPTION
Production Order	Specify how you want to create production orders. You can do this directly from the planning line proposals. You can create either planned or firm planned production orders.
Assembly Order	Specify how you want to create assembly orders. You can do this directly from the planning line proposals.

FIELD	DESCRIPTION
Purchase Order	Specify how you want to create purchase orders. You can do this directly from the planning line proposals. If you chose to copy the planning line proposals for purchase orders to the requisition worksheet, select the template and worksheet name.
Transfer Order	Specify how you want to create transfer orders. You can do this directly from the planning line proposals. If you chose to copy the planning line proposals for transfer orders to the requisition worksheet, select the template and worksheet name.
Combine Transfer Orders	Select if you want to combine transfer orders.
Stop and Show First Error	Select if you want the Carry Out Action Msg. - Plan. batch job to stop as soon as it encounters an error. At the same time, a message is displayed with information about the first error. If an error exists, only the planning lines processed before the error was encountered will create supply orders.

3. On the **Planning Line** FastTab, you can set filters to limit the perform action messages.

4. Choose the **OK** button.

The batch job deletes the lines in the planning worksheet after it has performed the action message. The other lines remain in the planning worksheet until they are either accepted at a later date or else deleted. You can also delete the lines manually.

Action Messages

Action messages are issued by the order tracking system when balance is unattainable in the existing order network. They can be viewed as a suggestion for you to process changes that reestablish equilibrium between supply and demand.

The generation of action messages occurs one level at a time, for each item's low-level code. This makes sure that all items that experience or will experience changes in supply or demand are considered.

To avoid small, superfluous, or unimportant action messages, the user can establish dampeners, which serve to restrict the generation of action messages to only those changes that exceed the defined quantity or number of days.

After you have reviewed the action messages and determined whether to accept some or all of the suggested changes, select the **Accept Action Message** field, and then you are ready to update the schedules accordingly.

NOTE

An action message is a suggestion to create a new order, cancel an order, or change the quantity or date of an order. An order is a purchase order, transfer order, or production order.

In response to any supply/demand imbalances, the following action messages are generated.

ACTION MESSAGE	DESCRIPTION
New	If a demand cannot be fulfilled by suggesting action messages to Change Qty. , Reschedule , or Reschedule & Change Qty. on existing orders, the action message New is generated, which suggests a new order. In addition, the message New is generated if there are no existing supply orders in the reorder cycle of the item in question. This parameter determines the number of periods forward and backward in the availability profile when it searches for an order to reschedule.
Change Quantity	When demand that is tracked to a supply order experiences a quantity change, the action message Change Qty. is generated, which indicates that the related supply should be changed relative to the change in demand. If a new demand emerges, Dynamics NAV searches for the nearest existing unreserved supply order in the reorder cycle, and issues a change of action message for that order.
Reschedule	When a supply or demand order experiences a date modification causing an imbalance in the order network, the action message Reschedule is generated. If there is a one-to-one relationship between demand and supply, an action message is generated suggesting that the supply order be moved accordingly. If the supply-order covers demand from more than one sales order, the supply order is re-scheduled equal to the date of the first demand.
Resch. & Chg. Qty.	If both the dates and quantities of an order have been modified, you must change plans with regard to both circumstances. Action messaging gathers both actions in one message, Resched. and Chg. Qty. , to ensure that the order network returns to balance.
Cancel	If a demand, which has been covered on an order-to-order basis, is deleted, an action message is generated to cancel the related supply order. If the relationship is not order-to-order, an action message is generated to change in order to reduce the supply. If through other factors, such as inventory adjustments, a supply order is not required at the time the action messages are generated by the user, Dynamics NAV suggests an action message of Cancel in the worksheet.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Replan or Refresh Production Orders Directly

8/13/2018 • 3 minutes to read • [Edit Online](#)

The **Replan** function on production orders is typically used after you have added or changed components that constitute underlying production orders. The function calculates changes made to components and routings lines, and it includes items on lower production BOM levels for which it may generate new production orders.

Based on the changes you have made to the components and routing lines, the Replan function calculates and plans for any new demand for the production order.

The **Refresh** function on production orders is typically used after you have done one of the following:

- Created a production order header manually to calculate and create line data for the first time.
- Made changes to the production order header to recalculate all the line data.

The Refresh function calculates changes made to a production order header and does not involve production BOM levels. The function calculates and initiates the values of the component lines and routing lines based on the master data defined in the assigned production BOM and routing, according to the order quantity and due date on the production order's header.

You can either insert the production order lines manually or use the function that calculates the production order lines from the header.

NOTE

If you use the Refresh function to recalculate production order lines, the old production order lines are deleted and new lines are calculated.

To replan a production order

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Open the production order you want to replan.
3. On the **Lines** FastTab, choose the **Lines** action, and then choose the **Components** action.
4. Add a component, which is a produced item or subassembly.
5. From the production order, choose the **Replan** action.

In the **Replan Production Order** window, proceed to define how and what to replan.

6. In the **Scheduling Direction** field, select one of the following options.

OPTION	DESCRIPTION
Back	Calculates the operation sequence backwards from the earliest possible ending date, defined by due date and/or other scheduled orders, to the latest possible starting date. Note: This default option is relevant in the majority of situations.

OPTION	DESCRIPTION
Forward	Calculates the operation sequence forward from the earliest latest possible starting date, defined by due date and/or other scheduled orders, to the earliest possible ending date. Note: This option is only relevant for expedite orders.

7. In the **Plan** field, select whether to calculate production requirements for produced items on the production BOM, as follows.

OPTION	DESCRIPTION
No Levels	Do not consider lower level production. This only updates the item's schedule, like refresh.
One Level	Plan for first-level production demand. First-level production orders may be created.
All Levels	Plan for all-level production demand. All-level production orders may be created.

8. Select **One Level**, and choose the **OK** button to replan the production order, and calculate and create a new underlying production order for the introduced subassembly, if it is not fully available.

NOTE

Changes implemented with the **Replan** function are very likely to change the capacity need of the production order and you may therefore have to reschedule operations afterwards.

To refresh a production order

If you have amended production order lines, components, or routing lines, you must also refresh the information on the production order. In the following procedure, the components are calculated for a firm planned production order. The steps are similar for routing lines.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Choose the **New** action. For more information, see [How to: Create Production orders](#).
3. Choose the **Refresh** action.
4. In the **Refresh Production Order** window, select one of the following options:

OPTION	DESCRIPTION
Scheduling Direction	Forward
	Backward
Calculate	Lines
	Routings
	Component Need

OPTION	DESCRIPTION
Warehouse	Create Inbound Request

5. Choose the **OK** button to confirm your selection. Now the production order lines are calculated.

NOTE

Calculating production order components deletes previous changes in the components.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Track Relations Between Demand and Supply

4/16/2018 • 2 minutes to read • [Edit Online](#)

From any supply or demand document in the so-called order network, you can track the order demand (tracked quantity), forecast, blanket sales order, or planning parameter (untracked quantity) that has given rise to the planning line in question.

The planning worksheets also offers supporting planning information about non-order entities to help the planner obtain an optimal supply plan. For more information, see the "Untracked Planning Elements" section.

To track linked items

Order tracking shows how sales orders, production orders, and purchase orders are related to the manufacturing order through the planning and reservation systems.

The following describes how to track linked items on a firm planned production order. The steps are similar for all other order types, and from planning worksheet lines.

1. Choose the  icon, enter **Firm Planned Prod. Order**, and then choose the related link.
2. Open the relevant firm planned production order from the list.
3. On the **Lines** FastTab, choose the **Functions** action, and then choose the **Order Tracking** action.

The lines in the **Order Tracking** display the documents that are related to the current production order line.

Untracked Planning Elements

The **Untracked Planning Elements** window opens when you choose the **Untracked Qty.** field in the **order Planning** window. It serves two purposes:

1. To hold information about untracked quantities displayed when the user looks up from the Order Tracking window to see untracked quantities.
2. To hold warning messages displayed when the user chooses the **Warning** icon in the **Planning Worksheet** window.

The window contains entries which account for an untracked surplus quantity in order tracking network. These entries are generated during the planning run and explain where the untracked surplus quantity in the order tracking lines came from. This untracked surplus can come from:

- Production forecast
- Blanket orders
- Safety stock quantity
- Reorder point
- Maximum inventory
- Reorder quantity
- Maximum order quantity
- Minimum order quantity
- Order multiple
- Dampener (% of lot size)

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Reservation, Tracking, and Action Messaging](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

How to: Modify Planning Suggestions in a Graphical View

8/13/2018 • 7 minutes to read • [Edit Online](#)

A typical planning activity is to change or add planning worksheet lines to modify the suggested supply orders before you commit them by running the **Carry out Action Message** function. An alternative to doing this in the planning worksheet is to use a graphical view.

In the **Item Availability by Timeline** window, you can modify certain supply orders and suggestions by dragging elements on the x-axis to change quantity or dragging elements on the y-axis to change due date.

In the **Item Availability by Timeline** window and the **Planning Worksheet** window you can make the following changes:

- Modify a suggested supply order that only exists as a planning line.
- Modify an existing supply order that the planning system suggests to change.
- Create a new suggested supply order and modify it.

For more information about the planning line types that are shown, see the Description field on the **Event Changes** FastTab.

When you choose **Save Changes** in the **Item Availability by Timeline** window, the modifications that you have made are copied to the planning or requisition worksheet. You can now implement them using the **Carry Out Action Msg.-Plan.** function.

The following procedure shows how to modify supply suggestions by drag and drop. As an alternative, you can change the **Due Date** and **Quantity** fields on the **Event Changes** FastTab and immediately see the changes graphically on the **Timeline** FastTab in the **Planning Worksheet** window.

To modify suggested supply orders in the graphical view

1. Choose the  icon, enter **Item Availability by Timeline**, and then choose the related link.

The **Item Availability by Timeline** window opens with the item number, location, and variant of the item on the selected planning line prefilled in the **Options** FastTab. The **Timeline** FastTab shows a graphical representation of the item's projected inventory, including planning suggestions.

2. Make sure that the **Include Planning Suggestions** field is selected.
3. Find the suggested supply order that you want to modify. You can identify modifiable elements by the green circle and the disk icon. For more information about the different symbols, see the "Symbols and Icons on the Timeline FastTab" section.
4. Place the pointer over the green circle until it enlarges and the pointer changes to Move shape (four arrows).
5. Press and hold the mouse button while you drag the pointer up or down to modify the quantity. Press and hold the mouse button while you drag the pointer left or right to modify the due date.
6. In addition to moving elements by drag and drop, you can modify planning suggestions by using a number of drop-down menu functions. Access the drop-down menu for the green circle of a suggested supply element and select one the following functions

FUNCTION	DESCRIPTION
<p>Create New Supply</p>	<p>Creates a new element point where you access the drop-down menu, which represents a new suggested supply order. It becomes a new line in the planning worksheet when you choose Save Changes.</p> <p>NOTE: If the Location Filter or Variant Filter fields on the Options FastTab are empty or have more than one filter value, then the new supply is created and later saved to the planning or requisition worksheet with the following codes:</p> <p>* If the filter field is empty, then the new supply is created without a location or variant code.</p> <p>* If more than one filter value is defined, then the new supply is created for the first filter value according to the sorting method.</p> <p>If you want another variant or location code, then you must manually change it on the new planning line.</p>
<p>Auto-Adjust Supply</p>	<p>Optimizes a new supply that you have created in the graph by making sure that it results in zero inventory before the next supply.</p>
<p>Delete Supply</p>	<p>Deletes the element in the Timeline FastTab and deletes the planning line when you choose Save Changes. The icon changes to a disk that has a red cross when the supply has been deleted.</p> <p>NOTE: You can only delete a supply of action message type New. After you choose Save Changes, you must manually delete the planning line in question in the planning or requisition worksheet.</p>

7. Choose the **Reload** action if you want to reset all the changes that you have made after you last opened the **Item Availability by Timeline** window or selected **Reload**.
8. When the elements are placed where you want them in the diagram, choose **Save Changes** to copy modified quantity and date changes to the planning or requisition lines that represent the graphical elements.

To implement the supply plan changes, you must follow the resulting action messages from the planning or requisition worksheet. For more information, see Carry Out Action Msg.-Plan..

Symbols and Icons on the Timeline FastTab

SYMBOL/ICON	DESCRIPTION
<p>Black cross</p>	<p>Orders (both supply and demand).</p> <ul style="list-style-type: none"> - Cannot be modified. - Visible when the Show Projected Inventory field is selected (orange graph).

SYMBOL/ICON	DESCRIPTION
Red circle	Existing supply orders that are not in planning suggestions. <ul style="list-style-type: none"> - Cannot be modified. - Visible when the Show Projected Inventory field is selected (orange graph).
Yellow star	Forecast demand. <ul style="list-style-type: none"> - Cannot be modified. - Visible when the Forecast Name field has a value. <p>When both the Show Projected Inventory and the Include Planning Suggestions fields are selected, then each yellow star has a linked counterpart in the opposite graph. This illustrates how a suggested supply fulfills the forecasted demand.</p>
Green circle with an icon shaped as a disk that has a red cross	Suggested supply order with action message <i>Cancel</i> . <ul style="list-style-type: none"> - Cannot be modified. - Visible when the Include Planning Suggestions field is selected (green graph).
Green circle with an icon shaped as a disk that has a star	Suggested supply orders with action message <i>New</i> . <ul style="list-style-type: none"> - Can be modified. - Visible when the Include Planning Suggestions field is selected (green graph).
Green circle with an icon shaped as a disk that has one or two arrows	Suggested supply orders with action message <i>Reschedule, Change Qty, or Resched. and Chg. Qty.</i> <ul style="list-style-type: none"> - Can be modified. - Visible when the Include Planning Suggestions field is selected (green graph). <p>The arrows reflect the direction of the planning suggestion. For example, a left arrow together with an up arrow reflects a <i>Resched. and Chg. Qty.</i> action message that consists of a backward rescheduling and a quantity increase.</p>

When you access the drop-down menu for the **Timeline** FastTab, the following functions appear depending what you choose

FUNCTION	DESCRIPTION

FUNCTION	DESCRIPTION
Create New Supply	<p>Creates a new element on the point where you access the drop-down menu, which represents a new suggested supply order. It becomes a new line in the planning worksheet when you choose Save Changes on the Process tab.</p> <p>Any filter values that are defined in the Location Filter or Variant Filter fields on the Options FastTab will be applied to the new supply order. Note: If the filter fields are empty or have more than one filter value, then the new supply order is created by using the following codes:</p> <ul style="list-style-type: none"> • If the filter field is empty, then the new supply is created without a location or variant code. • If more than one filter value is defined, then the new supply is created by using the first filter value according to the sorting order. <p>If you want another variant or location code in the new supply order, then you must manually change it on the new planning line.</p>
Auto-Adjust Supply	<p>Optimizes a new supply that you have created in the graph by making sure that it creates zero inventory before the next supply.</p>
Delete Supply	<p>Deletes the element in the Timeline FastTab and deletes the planning line when you choose Save Changes on the Process tab. The icon changes to a disk that has a red cross when the supply has been deleted. Note: You can only delete a supply of action message type <i>New</i>. After you choose Save Changes on the Process tab, you must manually delete the planning line in question in the planning or requisition worksheet.</p>
Show Document	<p>Opens the order, planning line, or forecast that the element represents.</p>
Zoom Out (Ctrl++)	<p>Makes the scale of the x-axis larger, so that fewer days are shown. Note: You can also do this by pressing Ctrl + scroll mouse wheel.</p>
Zoom In (Ctrl+-)	<p>Makes the scale of the x-axis smaller, so that more days are shown. Note: You can also do this by pressing Ctrl + scroll mouse wheel.</p>
Reset Zoom (Ctrl+0)	<p>Reverts the scale of the x-axis to what was used before you zoomed.</p>

In addition to the keyboard actions that were mentioned earlier, you can also use the following keyboard actions in the **TimeLine** FastTab.

KEYBOARD ACTION	DESCRIPTION
Ctrl + scroll mouse wheel	Changes the scale of the x-axis.
Select an element, then press Shift+Arrow	Moves the element in the direction of the arrow stroke.

KEYBOARD ACTION	DESCRIPTION
Tab	Moves to the next element.
Shift+Tab	Moves to the previous element.
While moving an element, press Esc.	Cancels the move. Note: Does not work if you have released the mouse button.

See Also

[Planning](#)

[Setting Up Manufacturing](#)

[Manufacturing](#)

[Inventory](#)

[Purchasing](#)

[Design Details: Supply Planning](#)

[Setup Best Practices: Supply Planning](#)

[Working with Dynamics NAV](#)

Assembly Management

4/16/2018 • 3 minutes to read • [Edit Online](#)

To support companies that supply products to their customers by combining components in simple processes without the need of manufacturing functionality, Dynamics NAV includes features to assemble items that integrate with existing features, such as sales, planning, reservations, and warehousing.

An assembly item is defined as a sellable item that contains an assembly BOM. For more information, see [How to: Work with Bills of Material](#).

Assembly orders are internal orders, just like production orders, that are used to manage the assembly process and to connect the sales requirements with the involved warehouse activities. Assembly orders differ from other order types because they involve both output and consumption when posting. The assembly order header behaves similarly to a sales order line, and the assembly order lines behave similarly to consumption journal lines.

To support a just-in-time inventory strategy and the ability to customize products to customer requests, assembly orders may be automatically created and linked as soon as the sales order line is created. The link between the sales demand and the assembly supply enables sales order processors to customize the assembly item on the fly, promise delivery dates according to component availability, and to post output and shipment of the assembled item directly from their sales order interface. For more information, see [How to: Sell Items Assembled to Order](#).

On one sales order line, you can sell a quantity that is available and must be picked from stock together with a quantity that must be assembled to the order. Certain rules exist to govern the distribution of such quantities to ensure that assemble-to-order quantities take priority over inventory quantities in partial shipping. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

Special functionality exists to govern the shipping of assemble-to-order quantities. When an assemble-to-order quantity is ready to be shipped, the warehouse worker in charge posts an inventory pick for the sales order line(s) in question. This, in turn, creates an inventory movement for the components, posts the assembly output, and the sales order shipment. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [How to: Pick Items with Inventory Picks](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Learn about the difference between assembling items right before shipping sales orders and assembling items that are intended for storage.	Understanding Assemble to Order and Assemble to Stock
Fill in fields on location cards and in inventory setup to define how items flow to and from the assembly department.	How to: Set Up Basic Warehouses with Operations Areas
Customize an assembly item to a customer's request during the sales process, and convert to a sale when accepted.	How to: Quote an Assemble-to-Order Sale

TO	SEE
Combine components to create an item in a simple process, to order or to stock.	How to: Assemble Items
Sell assembly items that are not currently available by creating a linked assembly order to supply the full or partial sales order quantity.	How to: Sell Items Assembled to Order
When some assemble-to-order items are already in inventory, deduct that quantity from the assembly order and reserve it from inventory.	How to: Sell Inventory Items in Assemble-to-Order Flows
When you are selling assembly items from inventory and all items are not available, initiate an assembly order to automatically supply a part or all of the sales order quantity.	How to: Sell Assemble-to-Order Items and Inventory Items Together
Undo a posted assembly order, for example because the order was posted with mistakes that must be corrected.	How to: Undo Assembly Posting
Learn about the difference between assembly BOMs and production BOMs and the involved processing differences.	How to: Work with Bills of Material
Learn how assembly consumption and output are handled when you post assembly orders and how the derived item and resource costs are processed and distributed to the general ledger.	Design Details: Assembly Order Posting

See Also

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Understanding Assemble to Order and Assemble to Stock

8/13/2018 • 5 minutes to read • [Edit Online](#)

Assembly items can be supplied in the following two processes:

- Assemble to order.
- Assemble to stock.

Assemble to Order

You typically use *assemble to order* for items that you do not want to stock because you expect to customize them to customer requests or because you want to minimize the inventory carrying cost. The supporting functionality includes:

- Ability to customize assembly items when taking a sales order.
- Overview of availability of the assembly item and its components.
- Ability to reserve assembly components immediately to guarantee order fulfillment.
- Function to determine profitability of the customized order by rolling up price and cost.
- Integration to the warehouse to make assembly and shipping easier.
- Ability to assemble to order at the point of making a sales quote or a blanket sales order.
- Ability to combine inventory quantities with assemble-to-order quantities.

In the assemble-to-order process, the item is assembled in response to a sales order and with a one-to-one link between the assembly order and the sales order.

When you enter an assemble-to-order item on a sales line, an assembly order is automatically created with a header that is based on the sales line and with lines that are based on the item's assembly BOM multiplied by the order quantity. You can use the **Assemble-to-Order Lines** window to see the linked assembly order lines to support you in customizing the assembly item and in a delivery date that is based on component availability information. For more information, see [How to: Sell Items Assembled to Order](#).

NOTE

Although it is not part of the default process, you can sell inventory quantities with the assemble-to-order quantities. For more information, see [How to: Sell Inventory Items in Assemble-to-Order Flows](#).

To enable this process, the **Assembly Policy** field on the item card must be **Assemble-to-Order**.

Assemble to Stock

You typically use *assemble to stock* for items that you want to assemble ahead of sales, such as to prepare for a kit campaign, and keep in stock until they are ordered. These items are usually standard items such as packaged kits that you do not offer to customize to customer requests.

In the assemble-to-stock process, the item is assembled without an immediate sales demand and is stocked in the warehouse as an inventory item for later sale or consumption as a subassembly. For more information, see [How to: Assemble Items](#). From this point, the item is picked and processed as a single item and is treated like a finished production item.

When you enter an assemble-to-stock item on a sales line, the line like any other item sold from inventory. For example, availability is checked for the assembly item only.

NOTE

Although it is not part of the default process, you can assemble an item to order even if it is set up to be assembled to stock. For more information, see [How to: Sell Assemble-to-Order Items and Inventory Items Together](#).

To enable this process, the **Assembly Policy** field on the item card must be **Assemble-to-Stock**.

Combination Scenarios

A general principle in Assembly Management is that when combined on a sales order line, assemble-to-order quantities must be shipped before inventory quantities.

If an assembly order is linked to a sales order line, then the value in the **Qty. to Assemble to Order** field on the sales order line is copied to the **Quantity to Assemble** field, via the **Quantity** field on the assembly order header. For more information, see [How to: Sell Items Assembled to Order](#).

In addition, the value in the **Quantity to Assemble** field is related to the **Qty. to Ship** field on the sales order line, and this relation manages the shipping of assemble-to-order quantities, both partially and completely. This is true both when the full sales line quantity is assembled to order and in combination scenarios where one part of the sales line quantity is assembled to order and another part is shipped from inventory. However, in the combination scenario, you have additional flexibility when shipping partially in that you can modify the **Quantity to Assemble** field, within predefined rules, to specify how many units to ship partially from inventory and how many to ship partially by assembling to order.

If the full sales line quantity must be assembled to order and shipped, then the value in the **Qty. to Ship** field is copied to **Quantity to Assemble** field on the linked assembly order when you change the quantity to ship. This ensures that the quantity being shipped is fully supplied by the assemble-to-order quantity.

However, in combination scenarios, the full value in the **Qty. to Ship** is not copied to the **Quantity to Assemble** field on the assembly order header. Instead, a default value is inserted in the **Quantity to Assemble** field that is calculated from the **Qty. to Ship** field according to a predefined rule that ensures shipment of assemble-to-order quantities first.

If you want to deviate from this default, for example because you only want to assemble more or less of the quantity in the **Qty. to Ship** field, then you can modify the **Quantity to Assemble** field, but only within predefined rules, as illustrated below

An example why you would want to modify the quantity to assemble is that you want to partially post shipment of inventory quantities before the assembly output can be shipped.

The following explains the rules that define the minimum and maximum values that you can enter manually in the **Quantity to Assemble** to deviate from the default value in a combination scenario. The table shows a combination scenario where the **Qty. to Ship** field on the linked sales order line is changed from 7 to 4, and the **Quantity to Assemble** is therefore defaulted to 4.

	SALES ORDER LINE	ASSEMBLY ORDER HHEADER
	Quantity	Qty. to Ship
Initial	10	7
Change		4

Based on the above situation, you can only modify the **Quantity to Assemble** field as follows:

- The minimum quantity that you can enter is 1. This is because you must at least assemble one unit to be able to sell the four units, assuming that the remaining three are available in the inventory.
- The maximum quantity that you can enter is 4. This is to ensure that you do not assemble more of this assemble-to-order item than what is needed on the sale.

See Also

[Assembly Management](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Quote an Assemble-to-Order Sale

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can use assembly management to customize an assembly item to a customer's request during the sales process. For more information, see [How to: Sell Items Assembled to Order](#).

As when you sell any other type of item, you can also create a sales quote for a customized assembly item before converting it to a sales order. This process involves several extra steps when you compare it to creating a regular sales quote, and it uses a variation of a linked assembly order, which is an assembly quote.

NOTE

Like all types of quotes, the quantities on assembly quotes are not used in availability, planning, or reservations.

To create a sales quote for an assemble-to-order item

1. Choose the  icon, enter **Sales Quote**, and then choose the related link.
2. Create a sales quote line with one line for an assembly item. For more information, see [How to: Make Offers](#).
3. In the **Qty. to Assemble to Order** field, enter the full quantity.

NOTE

You should not quote a partial quantity. Therefore, you must enter the same quantity that you entered in the **Quantity** field on the sales quote line.

4. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**. Alternatively, choose the **Qty. to Assemble to Order** field on the line.
5. In the **Assemble-to-Order Lines** window, review or modify the assembly order lines according to the quote that the customer is requesting. If you want to view more information, choose the **Show Document** action to open the complete blanket quote order. You cannot change the contents of most fields, and you cannot post.
6. When you have adjusted the assembly order lines according to the quote, close the **Assemble-to-Order Lines** window to return to the **Sales Quote** window.
7. If the customer accepts the quote, then create a sales order for the quoted assembly item. For more information, see [How to: Make Offers](#). The linked assembly quote and any customizations are linked to that new sales order to prepare for assembly of the item or items to be sold.

See Also

[Assembly Management](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Assemble Items

4/16/2018 • 4 minutes to read • [Edit Online](#)

If the **Replenishment System** field on the item card contains **Assembly**, then the default method of supplying the item is to assemble it from defined components and potentially by a defined resource.

The components and resources that go into this kind of an assembly item must be defined in an assembly BOM. For more information, see [How to: Work with Bills of Material](#).

Assembly items can be set up for two different assembly processes:

- Assemble to stock.
- Assemble to order.

You typically use **Assemble to Stock** for items that you want to assemble ahead of sales, such as to prepare for a kit campaign, and keep in stock until they are ordered. These items are usually standard items such as packaged kits that you do not offer to customize to customer requests.

You typically use **Assemble to Order** for items that you do not want to stock because you expect to customize them to customer requests or because you want to minimize the inventory carrying cost by supplying them just in time. For more information, see [How to: Sell Items Assembled to Order](#).

For more information about how to set up an assembly item, see [Understanding Assemble to Order and Assemble to Stock](#).

These setup options are default settings that manage how sales and assembly order lines are initially processed. You can depart from these defaults and supply the assembly item in the most optimal way when processing a sale. For more information, see [How to: Sell Inventory Items in Assemble-to-Order Flows](#) and [How to: Sell Assemble-to-Order Items and Inventory Items Together](#).

NOTE

Assembly components are handled in a special way in basic warehouse configurations. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in [How to: Pick Items with Inventory Picks](#).

In this procedure, you create and process an assembly order for items that are assembled to stock, which means without a linked sales order. The steps include initiating the assembly order, handling potential component availability issues, and partially posting assembly item output.

To assemble an item

1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.
2. Choose the **New** action. The **New Assembly Order** window opens.
3. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
4. In the **Item No.** field, select the assembly item that you want to process. The field is filtered to show only items that are set up for assembly, which means that they have assembly BOMs assigned.
5. In the **Quantity** field, enter how many units of the item that you want assembled.

NOTE

If one or more components are not available to fulfill the entered assembly item quantity on the defined due date, then the **Assembly Availability** window automatically opens to provide detailed information about how many assembly items can be assembled based on component availability. For more information, see [How to: View the Availability of Items](#). When you close the window, the assembly order is created with availability alerts on the affected component lines.

The assembly order lines are automatically filled with the contents of the assembly BOM and with line quantities according to the assembly order header.

NOTE

If the **Assembly Availability** window opened when you filled in the assembly order header, then each affected assembly order line contains a **Yes** in the **Avail. Warning** field with a link to detailed availability information. For more information, see [Check Availability](#). You can resolve a component availability issue by postponing the starting date, replacing the component with another item, or selecting an available substitution if one is defined.

6. In the **Quantity to Assemble** field, enter how many units of the assembly item that you want to post as output the next time that you post the assembly order. This quantity can be lower than the value in the **Quantity** field to reflect a partial output posting.

NOTE

To make sure that component consumption posting matches the assembly item output posting, the quantity fields in the assembly order lines automatically adjust to the value that you enter in the **Quantity to Assemble** field.

7. On assembly order lines of type **Item** or **Resource**, in the **Quantity to Consume** field, specify how many units you want to post as consumed the next time that you post the assembly order. By default, the expected quantity to consume according to the assembly BOM and the assembly order header quantity is inserted, but you can increase or decrease it, such as to reflect an overconsumption of components or that extra resources were used.
8. When you are ready to partially or fully post, choose the **Post** action.

NOTE

If warnings are still present in any of the assembly order lines, then the posting is blocked. A message about which component or components are not in inventory is displayed.

After posting succeeds, the assembly item is posted as output to the location code and potential bin code that are defined on the assembly order. For manually created assembly orders, the location may be copied from the **Default Location for Orders** setup field. For assemble-to-order flows, the location code may be copied from the sales order line.

See Also

[Assembly Management](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Sell Items Assembled to Order

4/16/2018 • 3 minutes to read • [Edit Online](#)

If the **Assembly Policy** field on the item card of an assembly item is **Assemble-to-Order**, then the item is not expected to be in inventory, and it must be assembled specifically to a sales order. When you enter the item on a sales order line, then an assembly order is automatically created and linked to the sales order.

NOTE

If some assemble-to-order items are already in inventory, then you can deduct that quantity from the assembly order and reserve it from inventory. For more information, see [How to: Sell Inventory Items in Assemble-to-Order Flows](#).

In this procedure, you process the sale of an item that will be assembled according to specifications that are requested by the customer. The steps include initiating the sales order line, customizing the assembly item by editing its components and resources, checking availability to establish a delivery date, and releasing the sales order to be assembled and immediately shipped.

NOTE

The following procedure does not include the standard sales order steps before the step where you enter the assemble-to-order item on a sales order line.

To sell an item that is assembled to order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a sales order. For more information, see [How to: Sell Products](#).
3. In the **No.** field, enter an item that is set up to be assembled to order.
4. In the **Location Code** field, define which location the item will be sold from. The assembly process will occur at that location.
5. In the **Quantity** field, enter how many units to sell.

NOTE

If one or more components of the requested assembly item quantity are not available, then a detailed availability warning window opens. For more information, see [Assembly Availability](#).

An assembly order is now automatically created and linked to the sales order line. The due date of this assembly order is synchronized with the shipment date of the sales order line.

The quantity to sell is copied to the **Qty. to Assemble to Order** field, which indicates that the item setup expects the full quantity on the sales line to be assembled to the order. You can decrease the quantity to assemble to order, such as if you know that some items are already available. For more information, see [How to: Sell Inventory Items in Assemble-to-Order Flows](#).

6. To reflect that the customer wants an additional item in a kit, on the **Lines** FastTab, choose the **Line** action, choose the **Assemble to Order** action, and then choose the **Assemble-to-Order Lines** action to view

and change the standard assembly components. Alternatively, choose the **Qty. to Assemble to Order** field.

7. In the **Assemble-to-Order Lines** window, create a new line of type **Item** for the requested additional kit content. The line represents an additional assembly component.

You could also customize the order by increasing the quantity of one standard item in the kit. You can do this by increasing the value in the **Quantity Per** field on the specific assembly order line.

NOTE

The **Assemble-to-Order Lines** window only contains the basic fields that a salesperson is expected to use to customize the component list, add item tracking numbers, or to solve component availability issues. To see more assembly order information, such as the assembly order starting date, on the **Home** tab, in the **Process** group, choose **Show Documents**. This opens a full view of the assembly order that is linked to the sales order line. You cannot change the contents of most fields on the assembly order header, and you cannot post assembly output from it because you must use shipment posting of the sales order line.

On the header of linked assembly orders, only the **Starting Date** field can be changed to enable assembly workers to specify a date that is earlier than the due date when they will start the process. All fields on the lines of the linked assembly order can be changed so that warehouse workers can enter consumption figures during the process.

8. Review or react to component availability issues. For example, select an available substitute item or establish a later due date.
9. Close the **Assemble-to-Order Lines** window. The linked assembly order is now ready to start to assemble the customized items by the due date.
10. On the sales order, choose the **Release** action to notify the assembly department that the assembly process can start.
11. In the assembly department, perform the steps of assembling the items that are sold in this procedure. For more information, see [How to: Assemble Items](#).

See Also

[Assembly Management](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Sell Inventory Items in Assemble-to-Order Flows

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If the **Assembly Policy** field on the item card of an assembly item contains **Assemble-to-Order**, then the default sales order process assumes that the item is not in inventory and must be assembled for that specific sales order. Therefore, a linked assembly order is automatically created when you add the item to a sales order line. For more information, see [How to: Sell Items Assembled to Order](#). However, if a part of the sales order quantity is already available in inventory, then you can decrease the assembly order quantity by changing the **Qty. to Assemble to Order** field on the sales order line.

This scenario is rare because assemble-to-order items are expected to always be customized, and the chance that they are in inventory in the configuration that is requested by another customer is low. However, if a company does have assemble-to-order quantities in inventory because of returns or order cancellations, then these quantities should be picked and sold before new ones are assembled.

NOTE

No functionality exists on sales orders that automatically alerts or helps you deduct assembly order quantities that are already available. Instead, you must monitor availability information, such as in the **Sales Line Details** FactBox.

Similar functionality is available when you are selling assembly items from inventory and a part or all of the quantity is unavailable and can be supplied by an assembly order. For more information, see [How to: Sell Assemble-to-Order Items and Inventory Items Together](#).

NOTE

Certain rules apply to the **Qty. to Ship** field on sales order lines that contain a combination of assemble-to-order quantities and inventory quantities. For more information, see the Combination Scenarios section in [Understanding Assemble to Order and Assemble to Stock](#).

In this procedure, you replace assemble-to-order quantities with inventory quantities on a sales order line. The steps include detecting that availability exists, deducting that quantity from the linked assembly order, and then reserving the inventory quantity to make sure that it is picked and shipped for the order.

To sell inventory items in assemble-to-order flows

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Create a sales order. For more information, see [How to: Sell Products](#).
3. On a sales order line for an assemble-to-order item, in the **Quantity** field, enter the demanded quantity.
4. In the **Sales Line Details** FactBox, determine if all or some of the demanded quantity is available.
5. In the **Qty. to Assemble to Order** field, deduct the available quantity so that only the unavailable quantity is assembled to the order. The **Reserved Quantity** field is decreased accordingly to reflect that the order-to-order link, or reservation, only applies to the quantity to be assembled.
6. On the **Lines** FastTab, choose **Functions**, and then choose the **Reserve** action.

7. In the **Reservation** window, select the item ledger entry line or lines that contain the available quantities, choose the **Reserve from Current Line** action, and then choose the **OK** button.

In the **Sales Order** window, the **Reserved Quantity** field now shows that the whole order line quantity is reserved. The **Qty. to Assemble to Order** field still reflects the subquantity that has to be assembled.

8. Release the sales order for picking of the inventory items and for assembly of the unavailable items. For more information, see [How to: Assemble Items](#).

Caution

The **Bin Code** field on the sales order may be prefilled according to the **Assemble-to-Order Shpt. Bin Code** or the **From-Assembly Bin Code** field on the location card. In that case, the **Bin Code** field on the sales order line may be incorrect in this combination of assemble-to-order and assemble-to-stock quantities. It is a good idea to look in the **Bin Code** field and ensure that the placement works for all quantities. Alternatively, enter the two different quantities on separate sales order lines.

See Also

[Assembly Management](#)

[How to: Reserve Items](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Sell Assemble-to-Order Items and Inventory Items Together

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If the **Assembly Policy** field on the item card of an assembly item contains **Assemble-to-Stock**, then the default sales order process assumes that the item is already assembled and can be picked from inventory, if it is available. Therefore, no assembly order is automatically created and linked to the sales order line. However, if a part (or all) of the quantity is not available, then you have the flexibility to create an assembly order for the remaining quantity by filling in the **Qty. to Assemble to Order** field on the sales order line. In this manner, you can assemble the item to order although it is set up to be assembled to stock by default.

Similar flexibility exists when you are selling items to be assembled to the order and a part of the quantity is in inventory, which you want to deduct from the assembly order. For more information, see [How to: Sell Inventory Items in Assemble-to-Order Flows](#).

NOTE

Certain rules apply to the **Qty. to Ship** field on sales order lines that contain a combination of assemble-to-order quantities and inventory quantities. For more information, see the Combination Scenarios section in [Understanding Assemble to Order and Assemble to Stock](#).

NOTE

The following procedure does not include the standard sales order steps that you need to follow before you create an assembly order for unavailable quantities.

To sell assemble-to-order items and inventory items together

1. On a sales order line for an item that is set up to be assembled to stock, enter a quantity in the **Quantity** field that exceeds inventory. The **Check Availability** window appears. For more information, see [How to: View the Availability of Items](#).
2. Note the **Total Quantity** field (a negative value), which you will enter in the next step.
3. In the **Qty. to Assemble to Order** field, enter the value from the previous step.
4. Perform any changes to the assembly components. For more information, see [How to: Sell Items Assembled to Order](#).
5. Proceed to release the sales order, to prepare it for picking of the inventory items and for assembly of the unavailable items. For more information about these standard assembly steps, see [How to: Assemble Items](#).

Caution

The **Bin Code** field on the sales order may be prefilled according to the **Assemble-to-Order Shpt. Bin Code** field or the **From-Assembly Bin Code** field on the location card. In that case, the **Bin Code** field on the sales order line may be incorrect in this combination of assemble-to-order and assemble-to-stock quantities. It is a good idea to examine the **Bin Code** field and make sure that the placement works for all quantities. Alternatively, enter the two different quantities on separate sales order lines.

See Also

[Assembly Management](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Undo Assembly Posting

4/16/2018 • 3 minutes to read • [Edit Online](#)

Sometimes you may need to undo a posted assembly order, for example when the order was posted with mistakes that must be corrected, or because it should not have been posted in the first place and must be rolled back.

When you undo a posted assembly order, a set of corrective item ledger entries is created to reverse the original entries. Each positive output entry for the assembly item is reversed by a negative output entry. Each negative consumption entry for an assembly component is reversed by a positive consumption entry. Fixed cost application is automatically created between the corrective and original entries to ensure exact cost reversal.

When you undo a fully posted assembly order, then you can choose to recreate the assembly order to its original state, for example to make corrections before reposting it. Alternatively, you can choose to not recreate the assembly order.

When you undo a partially posted assembly order, then all affected quantity fields, such as the **Assembled Quantity**, **Consumed Quantity**, and **Remaining Quantity** fields are restored to the values they had before the posting in question.

To recreate or restore assembly orders, the following conditions must apply to the assembly item that was output in the original posting:

- It must still be in inventory, that is, it is not sold or otherwise consumed by outbound transactions.
- It must not be reserved.
- It must exist in the bin that it was output to.

In addition, existing assembly orders can only be restored if the number of lines and the sequence of lines on the original assembly order are not changed.

TIP

To solve conflicts due to line changes, you can manually revert the changes on the lines in question before undoing the related posted assembly order. Alternatively, you can post the assembly order fully and then select to recreate it when undoing the posting.

The following procedure describes how to undo posted assembly orders where the items were assembled to stock. If you want to undo posted assembly orders where the items were assembled to a sales order, then you must use the **Undo Shipment** function on the posted shipment that relates to the posted assembly order. For more information, see [How to: Reverse Postings](#). The undoing of the posted assembly order then happens automatically in the same way as described in this topic.

To undo posting of an assembly order

1. To undo a fully or partially posted assembly order, Choose the  icon, enter **Posted Assembly Orders**, and choose the related link.

The **Posted Assembly Orders** window opens showing one or more posted assembly orders that are posted from the assembly order in question. Each partial posting creates a separate posted assembly order.

2. Open the posted assembly order that you want to undo, and then choose the **Undo Assembly** action.

If the posted assembly order that you want to undo relates to a fully posted assembly order that is now

deleted, then you have the option to recreate it, typically because you want to reprocess it.

3. If you want to recreate the assembly order, choose the **Yes** button. To undo the posting without recreating the related assembly order, choose the **No** button.

The **Reversed** field on the assembly order header changes to **Yes**. The assembly order posting is now reversed, and you can proceed to process the entire assembly order if you chose to recreate it or the open assembly order that you have restored to its original state.

NOTE

To restore quantities from multiple partial postings in an assembly order, you must undo all the posted assembly orders in question by following steps 1 through 3 above for each posted assembly order.

See Also

[Assembly Management](#)

[How to: Reverse Postings](#)

[How to: Process Sales Returns or Cancellations](#)

[How to: Work with Bills of Material](#)

[Inventory](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Work with Bills of Material

4/16/2018 • 6 minutes to read • [Edit Online](#)

You use bills of materials (BOMs) to structure parent items that must be assembled or produced by resources or machine centers from components. An assembly BOM can also be used to sell a parent item as a kit consisting of its components.

Assembly BOMs or Production BOMs

You use assembly orders for making end items from components in a simple process that can be performed by one or more basic resources, which are not machine or work centers, or without any resources. For example, an assembly process could be to pick two wine bottles and one coffee sack and then pack them as a gift item.

An assembly BOM is the master data that defines which component items go into an assembled end item and which resources are used to assemble the assembly item. When you enter an assembly item and a quantity in the header of a new assembly order, then the assembly order lines are automatically filled according to the assembly BOM with one assembly order line per component or resource. For more information, see [Assembly Management](#).

Assembly BOMs are described in this topic.

You use production orders for making end items from components in a complex process that requires a production routing and work or machine centers, which represent production capacities. For example, a production process could be to cut steel plates in one operation, weld them in the next operation, and paint the end item in the last operation. For more information, see [Manufacturing](#).

A production BOM is the master data that defines a production item and the components that go into it. For assembly items, the production BOM must be certified and assigned to the production item before it can be used in a production order. When you enter the production item on a production order line, either manually or by refreshing the order, then the production BOM content becomes the production order components. For more information, see [How to: Create Production BOMs](#).

The concept of resources in production is much more advanced than in assembly management. Work centers and machine centers function as resources, and production steps are represented by operations that are assigned to resources in production routings. For more information, see [How to: Create Routings](#).

Both assembly orders and production orders may be linked directly to sales orders. However, you can only use assembly orders to customize the end item directly for a customer request with the sales order.

To create an assembly BOM

To define a parent item that consists of other items, and potentially of resources required to put the parent together, you must create an assembly BOM.

Assembly BOMs usually contain items but can also contain one or more resources that are required to put the assembly item together.

Assembly BOMs can have multiple levels, which means that a component on the assembly BOM can be an assembly item itself. In that case, the **Assembly BOM** field on the assembly BOM line contains **Yes**.

Special requirements apply to items on assembly BOMs with regards to availability. For more information, see the "To see the availability of an item by its use in assembly BOMs" section in [How to: View the Availability of Items](#).

There are two parts to creating an assembly BOM:

- Setting up a new item
- Defining the BOM structure of the assembly item.

1. Set up a new item. For more information, see [How to: Register New Items](#).

Proceed to enter components or resources on the assembly BOM.

2. In the **Item Card** window for an assembly item, choose the **Assembly** action, and then choose the **Assembly BOM** action.
3. In the **Assembly BOM** window, fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To view the components of an assembly item indented according to the BOM structure

From the **Assembly BOM** window, you can open a separate window that shows the components and any resources indented according to their BOM position under the assembly item.

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field in the **Items** window contains **Yes**.)
3. In the **Item Card** window, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. In the **Assembly BOM** window, choose the **Show BOM** action.

To replace the assembly item with its components on document lines

From any sales and purchase document that contains an assembly item, you can use a special function to replace the line for the assembly item with new lines for its components. This function is useful, for example, if you want to sell the components as a kit that represents the assembly item.

Caution: When you have used the **Explode BOM** function, you cannot easily undo it. You must delete the sales order lines representing the components and then reenter a sales order line for the assembly item.

The following procedure is based on a sales invoice. The same steps apply to other sales documents and to all purchase documents.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Sales Invoices**, and then choose the related link.
2. Open a sales invoice that contains a line for an assembly item.
3. Choose the line for an assembly item, and then **Explode BOM** line action.

All fields on the sales invoice line for the assembly item are cleared except for the **Item** and **Description** fields. Complete sales invoice lines are inserted for the components and possible resources that comprise the assembly item.

Note: The Explode BOM function is also available in the **Assembly BOM** window.

To calculate the standard cost of an assembly item

You calculate the unit cost of an assembly item by rolling up the unit cost of each component and resource in the item's assembly BOM.

You can also calculate and update the standard cost for one or many items in the **Standard Cost Worksheet** window. For more information, see [How to: Update Standard Costs](#).

The unit cost of an assembly BOM always equals the total of the unit costs of its components, including other

assembly BOMs, and any resources.

1. In the top right corner, choose the **Search for Page or Report** icon, enter **Items**, and then choose the related link.
2. Open the card for an assembly item. (The **Assembly BOM** field in the **Items** window contains **Yes**.)
3. In the **Item Card** window, choose the **Assembly** action, and then choose the **Assembly BOM** action.
4. In the **Assembly BOM** window, choose the **Calc. Standard Cost** action.
5. Select one of the following options, and then choose the **OK** button.

OPTION	DESCRIPTION
Top Level	Calculates the assembly item's standard cost as the total cost of all purchased or assembled items on that assembly BOM regardless of any underlying assembly BOMs.
All Levels	Calculates the assembly's item standard cost as the sum of: 1) The calculated cost of all underlying assembly BOMs on the assembly BOM. 2) The cost of all purchased items on the assembly BOM.

The costs of the items that make up the assembly BOM are copied from the component item cards. The cost of each item is multiplied by the quantity, and the total cost is shown in the **Unit Cost** field on the item card.

See Also

[How to: Register New Items](#)

[How to: View the Availability of Items](#)

[Inventory](#)

[Working with Microsoft Dynamics NAV](#)

Design Details: Assembly Order Posting

4/16/2018 • 5 minutes to read • [Edit Online](#)

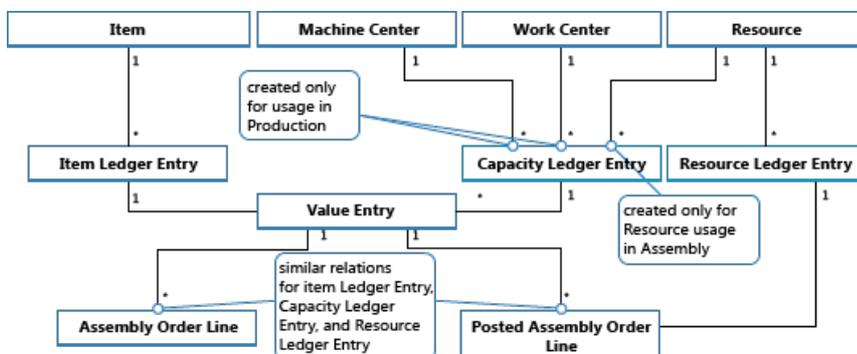
Assembly order posting is based on the same principles as when posting the similar activities of sales orders and production consumption/output. However, the principles are combined in that assembly orders have their own posting UI, like that for sales orders, while the actual entry posting happens in the background as direct item and resource journal postings, like that for production consumption, output, and capacity.

Similarly to production order posting, the consumed components and the used resources are converted and output as the assembly item when the assembly order is posted. For more information, see [Design Details: Production Order Posting](#). However, the cost flow for assembly orders is less complex, especially because assembly cost posting only occurs once and therefore does not generate work-in-process inventory.

The following journal postings occur during assembly order posting:

- The item journal posts positive item ledger entries, representing output of the assembly item, from the assembly order header
- The item journal posts negative item ledger entries, representing consumption of assembly components, from the assembly order lines.
- The resource journal posts usage of assembly resources (time units), from the assembly order lines.
- The capacity journal posts value entries relating to the resource usage, from the assembly order lines.

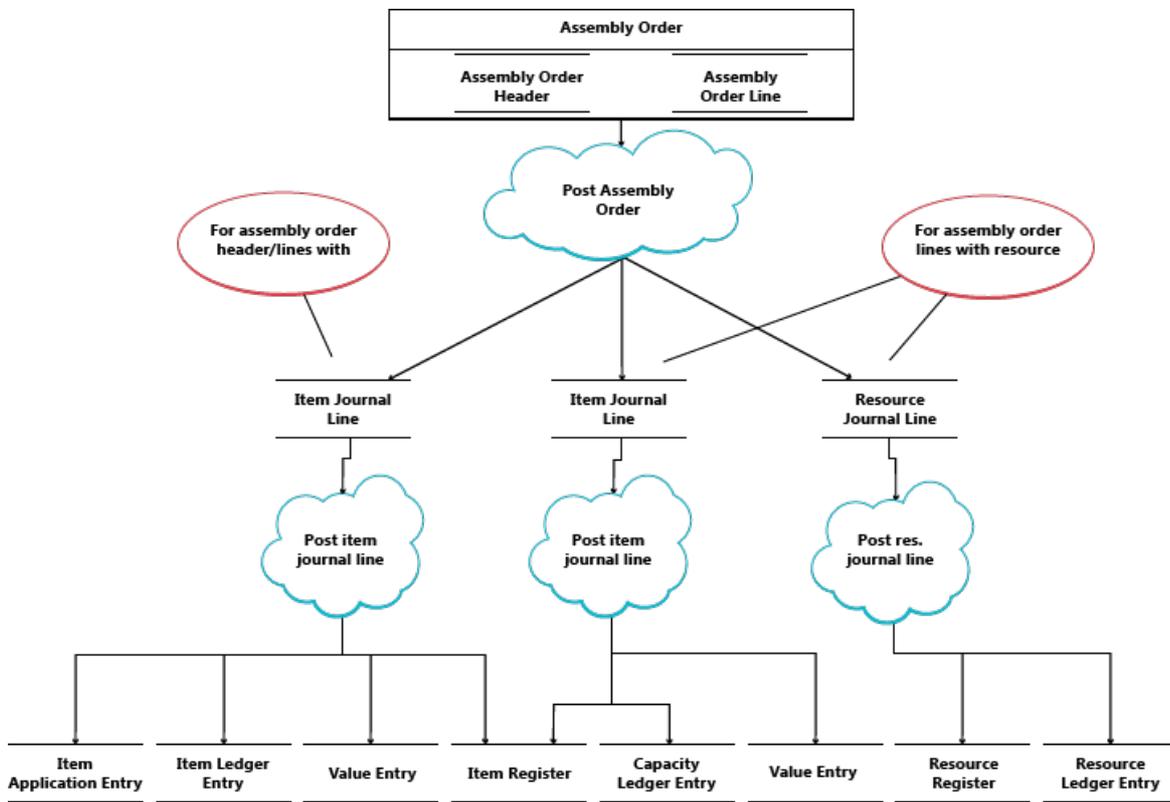
The following diagram shows the structure of item and resource ledger entries that result from assembly order posting.



NOTE

Machine and work centers are included to illustrate that capacity ledger entries are created from both production and assembly.

The following diagram shows how assembly data flows into ledger entries during posting:



Posting Sequence

The posting of an assembly order occurs in the following order:

1. The assembly order lines are posted.
2. The assembly order header is posted.

The following table outlines the sequence of actions.

ACTION	DESCRIPTION
Initialize Posting	<ol style="list-style-type: none"> 1. Make preliminary checks. 2. Add posting number and modify the assembly order header. 3. Release the assembly order.

ACTION	DESCRIPTION
Post	<ol style="list-style-type: none"> 1. Create the posted assembly order header. 2. Copy comment lines. 3. Post assembly order lines (consumption): <ol style="list-style-type: none"> a. Create a status window to calculate assembly consumption. b. Get the remaining quantity on which the item journal line will be based. c. Reset the consumed and remaining quantities. d. For assembly order lines of type Item: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. For assembly order lines of type Resource: <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Post the item journal line. This creates capacity ledger entries. c. Create and post resource journal line. f. Transfer field values from the assembly order line into a newly created posted assembly order line. 4. Post the assembly order header (output): <ol style="list-style-type: none"> a. Populate fields on the item journal line. b. Transfer reservations to the item journal line. c. Post the item journal line to create the item ledger entries. d. Create warehouse journal lines and post them. e. Reset the assembly quantities and remaining quantities.

IMPORTANT

Unlike for production output, which is posted at expected cost, assembly output is posted at actual cost.

Cost Adjustment

Once an assembly order is posted, meaning that components (material) and resources are assembled into a new item, then it should be possible to determine the actual cost of that assembly item, and the actual inventory cost of the components involved. This is achieved by forwarding costs from the posted entries of the source (the components and resources) to the posted entries of the destination (the assembly item). The forwarding of costs is done by calculating and generating new entries, called adjustment entries that become associated with the destination entries.

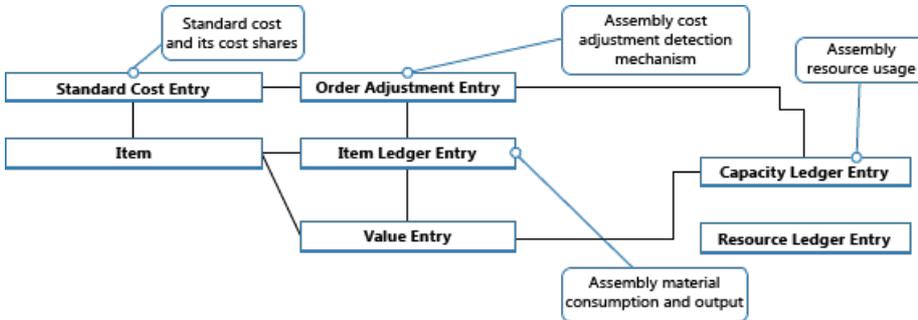
The assembly costs to be forwarded are detected with the Order Level detection mechanism. For information about other adjustment detection mechanisms, see [Design Details: Cost Adjustment](#).

Detecting the Adjustment

The order Level detection function is used in conversion scenarios, production and assembly. The function works as follows:

- Cost adjustment is detected by marking the order whenever a material/resource is posted as consumed/used.
- Cost is forwarding by applying the costs from material/resource to the output entries associated with the same order.

The following graphic shows the adjustment entry structure and how assembly costs are adjusted.



Performing the Adjustment

The spreading of detected adjustments from material and resource costs onto the assembly output entries is performed by the **Adjust Cost – Item Entries** batch job. It contains the Make Multilevel Adjustment function, which consists of the following two elements:

- Make Assembly Order Adjustment – which forwards cost from material and resource usage to the assembly output entry. Lines 5 and 6 in the algorithm below are responsible for that.
- Make Single Level Adjustments – which forwards costs for individual items using their costing method. Lines 9 and 10 in the algorithm below are responsible for that.

```

Make MultiLevel Adjustment
1.   While not Done do
2.     case TRUE of
3.       LevelExceeded:
4.         Done := TRUE;
5.         Assembly To Adjust Exists(TempOrderAdjmtEntry) :
6.           Make Assembly Order Adjustments(TempOrderAdjmtEntry) ;
7.         WIP To Adjust Exists(TempProdOrderLine) :
8.           Make WIP Adjustments(TempProdOrderLine) ;
9.         Inventory To Adjust Exist(TempItem) :
10.          Make Single Level Adjustments(TempItem) ;
11.        ELSE
12.          Done := TRUE;
13.      end case

```

NOTE

The Make WIP Adjustments element, in lines 7 and 8, is responsible for forwarding production material and capacity usage to the output of unfinished production orders. This is not used when adjusting assembly order costs as the concept of WIP does not apply to assembly.

For information about how costs from assembly and production are posted to the general ledger, see [Design Details: Inventory Posting](#).

Assembly Costs are Always Actual

The concept of work in process (WIP) does not apply in assembly order posting. Assembly costs are only posted as actual cost, never as expected cost. For more information, see [Design Details: Expected Cost Posting](#).

This is enabled by the following data structure.

- In the **Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Resource* is

used to identify assembly resource entries.

- In the **Item Ledger Entry Type** field on item journal lines, in the **Capacity Ledger Entry** and **Value Entry** tables, *Assembly Output* and *Assembly Consumption* are used to identify the output assembly item entries and the consumed assembly component entries respectively.

In addition, posting group fields on the assembly order header and assembly order lines are populated by default as follows.

ENTITY	TYPE	POSTING GROUP	GEN. PROD. POSTING GROUP
Assembly Order Header	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Item	Inventory Posting Group	Gen. Prod. Posting Group
Assembly Order Line	Resource		Gen. Prod. Posting Group

Accordingly, only actual costs are posted to the general ledger, and no interim accounts are populated from assembly order posting. For more information, see [Design Details: Accounts in the General Ledger](#)

Assemble to Order

The item ledger entry that results from posting an assemble-to-order sale is fixed applied to the related item ledger entry for the assembly output. Accordingly, the cost of an assemble-to-order sale is derived from the assembly order that it was linked to.

Item ledger entries of type Sale that result from posting assemble-to-order quantities are marked with **Yes** in the **Assemble to Order** field.

Posting sales order lines where a part is inventory quantity and another part is assemble-to-order quantity results in separate item ledger entries, one for the inventory quantity and one for the assemble-to-order quantity.

See Also

[Design Details: Inventory Costing](#)

[Design Details: Production Order Posting](#)

[Design Details: Costing Methods](#)

[Managing Inventory Costs](#)

[Finance](#)

[Working with Dynamics NAV](#)

Manufacturing

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When demand is planned for and the materials have been issued according to production BOMs, then the actual production operations can start and be executed in the sequence defined by the production order routing.

An important part of executing production, from a system point of view, is to post production output to the database to report progress and to update inventory with the finished items. Output posting can be done manually, by filling and posting journal lines after production operations. Or, it can be done automatically with the use of backward flushing. In that case material consumption is automatically posted along with output when the production order changes to finished.

As an alternative to the batch journal for output posting for multiple production orders, you can use the **Production Journal** window to post consumption and/or output for one production order line.

Before you can begin to produce items, you must make various setup, such as work centers, routings, and production BOMs. For more information, see [Setting Up Manufacturing](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Understand how production orders work.	About Production Orders
Create production orders manually.	How to: Create Production Orders
Outsource all or selected operations in a production order to a subcontractor.	How to: Subcontract Manufacturing
Record and post production output along with material and time consumption for a single released production order line.	How to: Post Consumption and Output for One Released Production Order Line
Batch post the quantity of components used per operation in a journal that can processes multiple planned production orders.	How to: Batch Post Consumption
Post the quantity of finished items and the time spent per operation in a journal that can processes multiple released production orders.	How to: Batch Post Output and Run Times
Post the number of items produced in each finished operation which do not qualify as finished output, but as scrapped material.	How to: Post Scrap
View the shop floor load as a result of planned and released production orders.	How to: View the Load in Work and Machine Centers
Use the Capacity Journal window to post consumed capacities that are not assigned to a production order, such as maintenance work.	How to: Post Capacities

TO	SEE
Calculate and adjust the cost of finished production items and consumed components for financial reconciliation.	About Finished Production Order Costs

See Also

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

About Production Orders

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Production orders are used to manage the conversion of purchased materials into manufactured items. Production orders route work through various work or machine centers on the shop floor.

Before proceeding with production, most companies perform supply planning, typically once a week, to calculate how many production orders and purchase orders to execute to fulfill that week's sales demand. Purchase orders supply the components that are required according to the production BOM to produce the end items.

Production orders are the central components of the program's manufacturing functionality and they contain the following information:

- Products planned for manufacturing
- Materials required for the planned production orders
- Products that have just been manufactured
- Materials that have already been selected
- Products that have been manufactured in the past
- Materials that were used in previous manufacturing operations

Production orders are the starting points for:

- Planning future manufacturing
- Controlling current manufacturing
- Tracking of finished manufacturing

Production Order Creation

Production orders can be created on an order-by-order basis manually from the **Production Order** window, or generated from the **Sales Order Planning** or **Order Planning** windows. Multiple orders are created from the **Planning Worksheet** window.

Production orders are created using information from:

- Items
- Production BOMs
- Routings
- Machine centers
- Work centers

Limitations on Production Order Creation

Production orders are automatically reserved and tracked to their source when:

- Created from the **Planning Worksheet**
- Created with the Order function in the **Sales Order Planning** window
- Created from the **Order Planning** window
- Using the **Replan** function on production orders

For more information, see [How to: Track Relations Between Demand and Supply](#).

Production orders created through other means are not automatically reserved and tracked.

Production Order Status

The production order status controls how the production order behaves within the program. The form and content of the production are dictated by the order's status. The production orders are displayed in different windows according to their status. You cannot change the status of a production order manually; you must use the **Change Status** function.

Simulated Production Order

The Simulated Production Order is unique based on the following characteristics:

- As its name implies, it is a simulation and its main purpose is for quoting and costing - such as when the Research and Development department wants to get a cost estimate on a proposed item. A simulated production order serves as an example of a production order.
- It does not influence the planning of orders. Planning (MPS and MRP) neither considers nor is affected by simulated production orders. Also, a simulated production order cannot be used as a template because it disappears when you change its status.

Planned Production Order

The Planned Production Order is unique because of the following characteristics:

- You can automatically create a planned production order from a sales order.
- Planned production orders are like released production orders and provide input to capacity requirements planning by showing the total capacity requirements by work center or machine center.
- A planned production order represents the best estimate of the future load for the work center or machine center load based on available information. Typically, they are generated from planning, but can also be created manually. Because they are erased during subsequent planning generations, manual creation is not practical.
- Their generation in planning results in a suggested "planned order release" that includes quantity, release date, and due date. The planning system logic is based on the replenishment system, reorder policies, and order modifiers that it encounters in the net requirements planning process.
- To view their impact, look at the load for each work center or machine center on the planned production order's routing.

Firm Planned Production Order

The Firm Planned Production Order is unique because of the following characteristics:

- You can automatically create a firm planned production order from a sales order.
- A firm planned production order acts as a placeholder in the planning schedule for some future job released to the floor.
- A firm planned production order can be generated from planning or created manually or from sales orders. They are not erased during subsequent planning.
- Their generation in planning results in a suggested "planned order release" that includes: quantity, release date, and due date. The planning system logic is based on the replenishment system, reorder policies, and order modifiers that it encounters in the net requirements planning process.
- To view their impact, look at the load for each work center or machine center on the firm planned production order's routing.

Released Production Order

The Released Production Order is unique based on the following characteristics:

- You can automatically create a released production order from a sales order.
- When a production order has been released, it does not necessarily mean that materials have been picked or the job has physically moved to its first operation.

- In a MTO (Make-to-Order) environment, it is not unusual to create a released production order immediately after the entry of the sales order.
- Actual material consumption and product output can be recorded manually with a released production order. In addition, automatic flushing of consumption and product output only occurs for released production orders.

Finished Production Order

The Finished Production Order is unique based on the following characteristics:

- A finished production order is typically one that has been manufactured.
- Finishing the production order is an important task in completing the costing lifecycle of the item that is being produced. By finishing a production order, costing can be adjusted and reconciled.
- Finished production orders are used for statistical reporting and to support the ability to track back to other orders (sales, production, and purchase, for example). The ability to track back to a finished production order allows you to review the detailed history.
- Finished production orders can never be changed.

Production Order Execution

Once a production order has been created and scheduled, it has to be released to the shop floor to be executed. During execution of the order, you record:

- Materials picked or consumed
- How much time was spent working on the order
- Quantity of the parent item produced

This information can be recorded manually or through automatic reporting, according to the items setup in the Flushing Method field.

Material Consumption

The program offers a variety of options for how a manufacturing company might want to record material consumption. For example, material consumption may be recorded manually, which might be desirable if there are frequent component substitutions or greater than expected scrap.

Consumption of materials may be processed through the consumption journal, but also may be recorded automatically by the program, known as automatic reporting. The reporting methods are:

- Manual
- Forward
- Backward

Manual consumption reporting uses the consumption journal to specify material picking.

Forward consumption reporting assumes the expected quantity of all materials for the entire order is consumed at the release of a production order, unless using routing link codes. When using routing link codes, the material consumed after the start of the operational step is recorded in the Output Journal. To forward flush the entire production order, you need to do two things:

- All items in the top-level production BOM need to have forward flushing selected on their respective item card.
- All routing link codes on the production BOM must be removed.

Backward consumption reporting records the actual quantity of all material picked or consumed when the status of a production order is changed to *Finished*, unless using routing link codes. When using routing link codes, the material is consumed after a quantity of the parent item is recorded for the operational step in the Output Journal.

When the Production Order is refreshed, the flushing method is copied from the item card. Because the flushing method for each production order component controls how and when the consumption is recorded, it is important

to note that you can change flushing method for specific items directly on the Production Order.

Automatic Consumption Posting (Flushing)

The advantage of automatic flushing is that it greatly reduces data entry. With the ability to automatically flush an operation, the entire consumption and output recording process can be automated. The disadvantage of using automatic flushing is that you may not be accurately recording, or even aware of, scrap. The Automatic Reporting methods are:

- Forward Flush the Entire Order
- Forward Flushing by Operation
- Back Flushing by Operation
- Back Flushing the Entire Order

Automatic Reporting - Forward Flush the Entire Order

If you forward flush the production order at the start of the job, the behavior of the program is very similar to a manual consumption. The major difference is that consumption happens automatically.

- The entire contents of the production BOM are consumed and deducted from inventory at the time the released production order is refreshed.
- The consumption quantity is the quantity per assembly stated on the production BOM, multiplied by the number of parent items you are building.
- There is no need to record any information in the consumption journal if all of the items are to be flushed.
- When consuming items from inventory, it does not matter when output journal entries are made, because the output journal has no effect on this mode of consumption posting.
- No routing link codes can be set.

Forward flushing an entire order is suited in production environments with:

- A low number of defects
- A low number of operations
- High component consumption in early operations

Automatic Reporting - Forward Flushing by Operation

Flushing by operation allows you to deduct inventory during a specific operation in the routing of the parent item. Material is tied to the routing using routing link codes, which correspond to routing link codes applied to components in the production BOM.

The flush takes place when the operation that has the same routing link code is started. Started means that some activity is recorded in the output journal for that operation. And that activity might just be that a setup time is entered.

The amount of the flush is for the quantity per assembly stated on the production BOM multiplied by the number of parent items being built (expected quantity).

This technique is best employed when there are many operations and certain components are not needed until late in the assembly sequence. In fact, a Just-in-Time (JIT) setup might not even have the items on hand when the RPO is begun.

Material can be consumed during operations by using routing link codes. Some components may not be used until final assembly operations and should not be withdrawn from stock until that time.

Automatic Reporting - Back Flushing by Operation

Back flushing by operation records consumption after the operation is posted in the output journal.

The advantage of this method is that the number of parent parts finished in the operation is known.

Material in the production BOM is linked to the routing records using routing link codes. The back flush takes

place when an operation with a particular routing link code is posted with a finished quantity.

The amount of the flush is for the quantity per assembly stated on the production BOM multiplied by the number of parent items that were posted as output quantity at that operation. This might be different from the expected quantity.

Automatic Reporting - Back Flushing the Entire Order

This reporting method does not consider routing link codes.

No components are picked until the released production order status is changed to *Finished*. The amount of the flush is the quantity per assembly stated on the production BOM multiplied by the number of parent items that were finished and placed into inventory.

Backward flushing the entire production order requires the same setup as for forward flushing: The reporting method must be set to backward on each item card for all items within the parent BOM to be reported. In addition, all routing link codes must be removed from the production BOM.

Production Output

The program provides you with the capability to track how much time is spent working on a production order, in addition to recording the quantity produced. This information can help you more accurately determine the costs of production. Also, manufacturers using a standard costing system may want to record actual information in order to help them develop better standards.

Output may be processed through the output journal, but also may be recorded automatically by the program. The program copies the flushing method from the machine center or work center card to the production order routing when refreshing. As with material consumption, there are three reporting methods for output:

- Manual
- Forward
- Backward

Manual method uses the Output Journal to specify time consumed and quantity produced.

Forward method records the expected output (and time), which is automatically recorded at the release of a Production Order. Routing link codes are not a factor in the forward flushing of the output.

Backward method records the expected output (and time), which is automatically recorded at the finish of a Production Order. Routing link codes are not a factor in the back flushing of the output.

Posting Consumption and Output

You can use any combination of automatic flushing and manually recorded information for both consumption and output. For example, you may want to automatically forward flush components, but still use the Consumption Journal to record scrap. Similarly, you may want to automatically record output, but use the Output Journal to record scrap of the parent item or additional time spent on the order.

Finally, if you enter consumption and output manually, you need to determine the sequence in which you are going to record this information. You can record consumption first and use a shortcut method to enter the information, which is based on expected quantity of output. Or, you can enter output first, using the **Explode Routing** function. You would then record consumption based on actual quantity of output.

Production Journal

The Production Journal combines the functions of the Consumption Journal and Output Journals into one journal, which is accessed directly from the Released Production Order.

The purpose of the Production Journal is to provide a single interface for you to register consumption and output from a Production Order.

The Production Journal has a simple view and provides you with the ability to:

- Easily record output and consumption related to a Production Order
- Relate the components to operations
- Relate actual operation data with the standard estimates on the Production Order routing and component lines
- Post and print an overview of registered operation data for the Production Order

The Production Journal performs many of the same functions as the Consumption and Output journals. Dimensions, Item Tracking, and Bin Contents are handled in the same way as on the Consumption and Output journals.

However, the Production Journal differs from the Consumption and Output journals in the following ways:

- It is called directly from a released production order line and preset with the relevant data.
- It allows you to define which types of components to handle based on a flushing method filter on the journal.
- Quantities and times already posted for the order are displayed at the bottom of the journal as actual entries.
- Fields where data entry is irrelevant are blank and non-editable.
- The user can set up the way output quantities are preset in the journal - for example, that the last operation must have zero as Output Quantity.
- If you happen to exit the journal without posting your changes, a request message is displayed allowing you to stay in the journal.
- It displays operations and components together in a logical structure that provides an overview of the production process.

In the production journal, consumption quantities are posted as negative item ledger entries, output quantities are posted as positive ledger entries, and times spent are posted as capacity ledger entries.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Create Production Order Headers

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can create a production order manually, and the first step is to create a production order header.

Production orders are typically created automatically by a planning function to fulfill a known demand. For more information, see [Planning](#).

In the following procedure, a firm planned production order is created. You can also create production orders with a different status.

To create a production order header

1. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, insert the next number in the series.
4. In the **Source Type** field, select the source of the production order.

Here you can select to produce for a family of items. For more information, see [How to: Work With Production Families](#).

5. In the **Source No.** field, select the item number, family, or sales header for which the production order is to be generated.
6. Fill in the **Quantity** and **Due Date** fields according to your specifications.

When production requirements change, such as components or operations, you can quickly replan the production order. For more information, see [How to: Replan or Refresh Production Orders Directly](#).

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Subcontract Manufacturing

4/16/2018 • 6 minutes to read • [Edit Online](#)

Subcontracting selected operations to vendor is common in many manufacturing companies. Subcontracting can be a rare occurrence or can be an integral part of all production processes.

The program provides several tools for managing subcontract work:

- **Work Centers with assigned vendor:** This feature enables you to set up a work center that is associated with a vendor (subcontractor). This is called a subcontract work center. You can specify a subcontract work center on a routing operation, which allows you to easily process the subcontracted activity. In addition, the cost of the operation can be designated at the routing or the work center level.
- **Work Center cost based on units or time:** This feature enables you to specify whether costs associated with the work center are based on the production time or a flat charge per unit. Although subcontractors commonly use a flat charge per unit to charge for their services, the program can handle both options (production time and flat charge per unit).
- **Subcontracting Worksheet:** This feature allows you to find the production orders with material ready to send to a subcontractor and to automatically create purchase orders for subcontract operations from production order routings. Then the program automatically posts the purchase order charges to the production order during the posting of the purchase order. Only production orders with a status of released can be accessed and used from a subcontracting worksheet.

Subcontract Work Centers

Subcontract Work Centers are set up the same as regular work centers with additional information. They are assigned to routings in the same manner as other work centers.

Subcontract Work Center Fields

This **Subcontractor No.** field designates the work center as a subcontract work center. You can enter the number of a subcontractor who supplies the work center. This field can be used to administer work centers, which are not in-house but perform processing under contract.

If you subcontract with the vendor for a different rate for each process, then select the **Specific Unit Cost** field. This lets you set up a cost on each routing line and saves the time of re-entering each purchase order. The cost on the routing line is used in processing instead of the cost on the work center cost fields. Selecting the **Specific Unit Cost** field calculates costs for the vendor by the routing operation.

If you subcontract at a single rate per vendor, leave the **Specific Unit Cost** field blank. The costs will be set up by filling in **Direct Unit Cost**, **Indirect Cost %**, and **Overhead Rate** fields.

Routings that use Subcontract Work Centers

Subcontract work centers can be used for operations on routings in the same way as regular work centers.

You can set up a routing that uses an outside work center as a standard operational step. Alternatively, you can modify the routing for a particular production order to include an outside operation. This might be needed in an emergency such as a server not working correctly, or during a temporary period of higher demand, where the work generally performed in-house must be sent to a subcontractor.

For more information, see [How to: Create Routings](#).

Subcontracting Worksheet

Once you have calculated the subcontracting worksheet, the relevant document, in this case a purchase order, is created.

How to: Calculate Subcontracting Worksheets and Create Subcontract Purchase Orders

The **Subcontracting Worksheet** window functions like the **Planning Worksheet** by calculating the needed supply, in this case purchase orders, which you review in the worksheet and then create with the **Carry Out Action Message** function.

NOTE

Only production orders with status **Released** can be accessed and used from a subcontracting worksheet.

To calculate the subcontracting worksheet

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. To calculate the worksheet, choose the **Calculate Subcontracts** action.
3. In the **Calculate Subcontracts** window, set filters for the subcontracted operations, or the work centers where they are performed, to calculate only the relevant production orders.
4. Choose the **OK** button.

Review the lines in the **Subcontracting Worksheet** window. The information in this worksheet comes from the production order and production order routing lines and flows to the purchase order when that document is created. You can delete a row from the worksheet without affecting the original information, just as you can with the other worksheets. The information will reappear the next time you run the **Calculate Subcontracts** function.

To create the subcontract purchase order

1. Choose the  icon, enter **Subcontracting Worksheet**, and then choose the related link.
2. On the **Actions** tab, in the **Process** group, choose **Carry Out Action Message**.
3. Select the **Print Orders** field to print the purchase order as it is created.
4. Choose the **OK** button.

If all subcontracted operations are sent to the same vendor location, then only one purchase order is created.

The worksheet line that was turned into a purchase order is deleted from the worksheet. Once a purchase order is created, it will not appear in the worksheet again.

Posting Subcontract Purchase Orders

Once the Subcontractor Purchase Orders have been created, they can be posted. Receiving the order posts a Capacity Ledger Entry to the production order and invoicing the order posts the direct cost of the purchase order to the production order.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

To post a subcontract purchase order

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Open a purchase order that is created from the subcontracting worksheet.

On the purchase order lines, you see the same information that was in the worksheet. The **Prod. Order No.**, **Prod. Order Line No.**, **Operation No.**, and **Work Center No.** fields are filled in with the information from the source production order.

3. Choose the **Post** action.

When the purchase is posted as received, then an output journal entry is automatically posted for the production order. This only applies if the subcontract operation is the last operation on the production order routing.

Caution

Posting output automatically for an ongoing production order when subcontracted items are received may not be desired. Reasons for this could be that the expected output quantity that is posted may be different from the actual quantity and that the posting date of the automatic output is misleading.

To avoid that the expected output of a production order is posted when subcontract purchases are received, make sure the subcontracted operation is not the last one. Alternatively, insert a new last operation for the final output quantity.

When the purchase order is posted as invoiced, then the direct cost of the purchase order is posted to the production.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Register Consumption and Output for One Released Production order line

4/16/2018 • 3 minutes to read • [Edit Online](#)

This execution task is performed in the **Production Journal** window. The journal combines the functions of the separate consumption journal and output journals into one journal. The combined journal is accessed directly from a released production order. Its main purpose is to manually post the consumption of components, the quantity of end items produced, and the time spent in operations. The values are posted to ledger entries under the released production order. Consumption quantities are posted as negative item ledger entries, output quantities are posted as positive ledger entries, and times spent are posted as capacity ledger entries. Such posted values can also be viewed at the bottom of the journal as actual quantities.

NOTE

Because consumption data is processed together with output data, this journal offers an opportunity to display linked components and operations in a logical process structure. Components are indented under their respective operation. This requires that you use routing link codes.

NOTE

Components without routing link codes are listed first in the journal.

To register consumption and output

1. Choose the  icon enter **Released Prod. Orders**, and then choose the related link.
2. Open a released production order line that is ready for registration, and then on the **Lines** FastTab, choose the **Line** action, and then choose the **Production Journal** action.

The **Production Journal** window opens showing journal lines for the production order line according to the **Prod. Order Component** and **Prod. Order Routing** windows. These lines originate from the production BOM and routing assigned to the item that is being produced. For more information, see [How to: Create Production BOMs](#).

3. In the **Posting Date** field at the top of the journal, enter a posting date that applies to all lines. The work date is entered by default. The field is meant as a quick way to align posting dates on all lines, if relevant.

NOTE

Posting dates entered on individual lines will override this field.

4. In the **Flushing Method Filter** field at the top of the journal, you can choose to also view consumption and output that is posted automatically according to the flushing methods defined for the item and resource respectively.

On each type of line in the journal, only the relevant fields are shown. The rest are blank and write-protected.

When the journal is opened, it is preset with the quantities to be posted. If nothing is posted so far, all

quantity fields will show by default the expected quantities carried from the production order. If partial postings have been made, the quantity fields on the lines will show the remaining quantities. The quantities and times already posted for the order are displayed at the bottom of the journal as actual entries.

Concerning the quantities in the **Output Quantity** field, you have the option to set up which values to preset when the journal is first opened. This is done from the **Manufacturing Setup** window, **General** FastTab, in the **Preset Output Quantity** field.

5. Proceed to enter the relevant consumption and output quantities in the editable fields.

NOTE

Only the output quantity on the last journal line of entry type **Output** will adjust the inventory level when posting the journal. Therefore, do not to post the journal, with the expected output quantity preset on the last output line, until all end items are actually produced.

6. Select the **Finished** field of output lines to indicate that the operation is finished. This field is related to the **Routing Status** field on a production order routing line.
7. Choose the **Post** action to register the quantities you have entered and then close the journal.

If values remain to be posted, the journal will contain these remaining values next time it is opened. Posted values are shown as actual values in the bottom of the journal.

NOTE

If an item that is being consumed is blocked, the journal will not post consumption quantities for that item. If a machine or work center is blocked, the journal will not post output quantities or process times for the output line in question.

NOTE

If you close the journal without posting, the changes will be lost.

WARNING

The **Production Journal** window cannot be used by two users simultaneously. This means that if User 2 opens the window and enters data when User 1 is already working in the window, then User 2 may lose data when User 1 closes the window.

See Also

- [Manufacturing](#)
- [Setting Up Manufacturing](#)
- [Planning](#)
- [Inventory](#)
- [Purchasing](#)
- [Working with Dynamics NAV](#)

How to: Batch Post Production Consumption

4/16/2018 • 2 minutes to read • [Edit Online](#)

If the flushing method is **Manual**, you must post the components manually, using a consumption journal.

You can also set the system up to automatically post (*flush*) components when you start or finish production orders. For more information, see [Enable Flushing of Components According to Operation Output](#).

To post consumption for one or more production order lines

1. Choose the  icon, enter **Consumption Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the consumption data. Choose a field to read a short description of the field or link to more information.

If the warehouse location where the components are stored is set up to use bins but does not require pick processing, assign a bin code to the journal line to indicate where the items should be taken from in the warehouse. For more information, see [How to: Pick for Production or Assembly](#).

3. Choose the **Post** action to post the consumption. The related item ledger entries are reduced.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Batch Post Output and Run Times

4/16/2018 • 2 minutes to read • [Edit Online](#)

The output quantity represents the work progress in the form of the finished quantity.

NOTE

Only when you post output quantity on the last operation, the inventory is updated automatically.

To post output quantities for one or more production order lines

1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the output data. Choose a field to read a short description of the field or link to more information.
3. If the operation has been completed, select the **Finished** field.

If the warehouse location where the items should be put away uses bins but does not require put-away processing, assign a bin code to the journal line to specify where the items should be placed in the warehouse. For more information, see [How to: Put Away Production or Assembly Output](#).

4. Choose the **Post** action to post the operations. The output quantity will be posted. The item is now available for shipping.

To post run times for one or more production order lines

The run time represents work progress in the form of the necessary working time.

1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields with the production order data and the output data.
3. If the operation is completed, select the **Finished** field.
4. Choose the **Post** action to post the time spent per operation. Capacity ledger entries are updated for the used work or machine centers.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Post Scrap Manually

4/16/2018 • 2 minutes to read • [Edit Online](#)

If scrap is produced during processing, it can be entered in the output journal.

NOTE

The scrap quantity does not increase the output quantity.

To post scrap manually

1. Choose the  icon, enter **Output Journal**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.
3. In the **Scrapped Quantity** field, enter the scrap quantity.
4. In the **Scrap Code** field, enter the scrap code.
5. Choose the **Post** action to post the specified scrap per operation.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: View Load on Work and Machine Centers

4/16/2018 • 2 minutes to read • [Edit Online](#)

In the **Work Center Card** and **Machine Center Card** windows, you can view the shop floor load as a result of planned and released production orders.

To view the load on work centers

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the relevant **Work Center** card from the list, and then choose the **Load** action.

Use the **View by** and **View as** fields on the **Options** FastTab to select the required period.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Post Capacities

4/16/2018 • 2 minutes to read • [Edit Online](#)

In the capacity journal, you post consumed capacities that are not assigned to the production order. For example, maintenance work must be assigned to capacity, but not to a production order.

To post capacities

1. Choose the  icon, enter **Capacity Journals**, and then choose the related link.
2. Fill in the **Posting Date** and **Document No.** fields.
3. In the **Type** field, enter the type of the capacity, either **Machine Center** or **Work Center**, that you are posting.
4. In the **No.** field, enter the number of the machine center or work center.
5. Enter the relevant data in the other fields, such as **Starting Time**, **Ending Time**, **Quantity**, and **Scrap**.
6. Choose the **Post** action to post the capacities.

To view work center ledger entries

In the **Work Center Card** and **Machine Center Card** windows, you can view the posted capacities as a result of finished production orders.

1. Choose the  icon, enter **Work Centers**, and then choose the related link.
2. Open the relevant **Work Center** card from the list, and then choose the **Capacity Ledger Entries** action.

The **Capacity Ledger Entries** window displays the posted entries from the work center in the order they were posted.

See Also

[Manufacturing](#)

[Setting Up Manufacturing](#)

[Planning](#)

[Inventory](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

About Finished Production Order Costs

4/16/2018 • 2 minutes to read • [Edit Online](#)

Finishing the production order is an important task in completing the costing lifecycle of the item that is being produced. Final costs, including variances in a standard cost environment, actuals in a FIFO, Average, or LIFO cost environment, are calculated using the **Adjust Cost - Item Entries** batch job, which allows for financial reconciliation of the costs of item production. For a production order to be considered for cost adjustment, the status must be **Finished**. It is therefore critical that upon completion, the status of a production order is changed to **Finished**.

Example

In a standard cost environment, when you consume material to produce an item, stated simply, the cost of the item plus labor and overhead go into WIP. When the item is produced, WIP is reduced by the amount of the standard cost of the item. Typically, these costs do not net to zero. So that these costs can net to zero, you must run the **Adjust Cost - Item Entries** batch job, noting that only production orders with the status of **Finished** will be considered for adjustment.

See Also

[Managing Inventory Costs](#)

[Manufacturing](#)

[Working with Dynamics NAV](#)

Warehouse Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

After goods are received and before goods are shipped, a series of internal warehouse activities take place to ensure an effective flow through the warehouse and to organize and maintain company inventories.

Typical warehouse activities include putting items away, moving items inside or between warehouses, and picking items for assembly, production, or shipment. Assembling items for sale or inventory may also be considered warehouse activities, but these are covered elsewhere. For more information, see [Assembly Management](#).

In large warehouses, these different handling tasks can be separated by departments and the integration managed by a directed workflow. In simpler installations, the flow is less formalized and the warehouse activities are performed with so-called inventory put-aways and inventory picks. For more information about basic versus advanced warehouse configurations, see [Design Details: Warehouse Overview](#).

Before you can perform warehouse activities, you must set the system up for the relevant complexity of warehouse processing. For more information, see [Setting Up Warehouse Management](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Record the receipt of items at warehouse locations, either with a purchase order only, in simple location setups, or with a warehouse receipt, in case of semi or fully automated warehouse processing at the location.	How to: Receive Items
Bypass the put-away and pick processes to expedite an item straight from receiving or production to shipping.	How to: Cross-Dock Items
Put away items received from purchases, sales returns, transfers, or production output according to the configured warehouse process.	Putting Items Away
Move items between bins in the warehouse.	Moving Items
Pick items to be shipped, transferred, or consumed in assembly or production, according to the configured warehouse process.	Picking Items
Record the shipment of items from warehouse locations, either with a sales order only, in simple location setups, or with a warehouse shipment, in case of semi or fully automated warehouse processes at the location.	How to: Ship Items

See Also

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

How to: Receive Items

4/16/2018 • 4 minutes to read • [Edit Online](#)

When items arrive at a warehouse that is not set up for warehouse receipt processing, you simply record the receipt on the related business document, such as a purchase order, a sales return order, or an inbound transfer order.

When items arrive at a warehouse that is set up for warehouse receipt processing, you must retrieve the lines of the released source document that triggered their receipt. If you have bins, you can either accept the default bin that is filled in, or if the item has never been used before in the warehouse, fill in the bin where the item should be put away. You must then fill in the quantities of the items you have received, and post the receipt.

To receive items with a purchase order

The following describes how to receive items with a purchase order. The steps are similar for sales return orders and transfer orders.

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Open an existing purchase order, or create a new one. For more information, see [How to: Record Purchases](#).
3. In the **Qty. to Receive** field, enter the received quantity.

The value in the **Qty. Received** field is updated. If this is a partial receipt, then the value is lower than the value in the **Quantity** field.

4. Choose the **Post** action.

To receive items with a warehouse receipt

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.

Fill in the fields on **General** FastTab. When you retrieve source document lines, some of the information is copied to each line.

For warehouse configuration with directed put-away and pick, if the location has a default zone and bin for receipts, the **Zone Code** and **Bin Code** fields are filled in automatically, but you can change them as appropriate.

NOTE

If you wish to receive items with warehouse class codes other than the class code of the bin in the **Bin Code** field on the document header, you must delete the contents of the **Bin Code** field on the header before you retrieve source document lines for the items.

3. Choose the **Get Source Documents** action. The **Source Documents** window opens.

From a new or an open warehouse receipt, you can use the **Filters to Get Source Docs.** window to retrieve the released source document lines that define which items to receive or ship.

- a. Choose the **Use Filters to Get Src. Docs.** action.

- b. To set up a new filter, enter a descriptive code in the **Code** field, and then choose the **Modify** action.
- c. Define the type of source document lines that you want to retrieve by filling in the relevant filter fields.
- d. Choose the **Run** action.

All released source document lines that fulfill the filter criteria are now inserted in **Warehouse Receipt** window from which you activated the filter function.

The filter combinations that you define are saved in the **Filters to Get Source Docs.** window until the next time you need it. You can make an unlimited number of filter combinations. You can change the criteria at any time by choosing the **Modify** action.

4. Select the source documents for which you want to receive items, and then choose the **OK** button.

The lines of the source documents appear in the **Warehouse Receipt** window. The **Qty. to Receive** field is filled with the quantity outstanding for each line, but you can change the quantity as necessary. If you deleted the contents of the **Bin Code** field on the **General** FastTab before getting the lines, you must fill in an appropriate bin code on each receipt line.

NOTE

To fill in the **Qty. to Receive** field on all the lines with zero, choose the **Delete Qty. to Receive** action. To fill it in once again with the quantity outstanding, choose the **Autofill Qty. to Receive** action.

NOTE

You cannot receive more items than the number in the **Qty. Outstanding** field on the source document line. To receive more items, retrieve another source document that contains a line for the item by using the filter function to get source documents with the item.

5. Post the warehouse receipt. The quantity fields are updated on the source documents, and the items are recorded as part of company inventory.

If you are using warehouse put-away, the receipt lines are sent to the warehouse put-away function. The items, although received, cannot be picked until they have been put away. The received items are identified as available inventory only when the put-away has been registered.

If you are not using warehouse put-away but you are using bins, the put-away of the items in the bin specified on the source document line is recorded.

NOTE

If you use the **Post and Print** function, you both post the receipt and print a put-away instruction that shows you where to place the items in storage.

If your location uses directed put-away and pick, then the put-away templates are used to calculate the best place to put the items away. This is then printed on the put-away instruction.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Cross-Dock Items

4/16/2018 • 8 minutes to read • [Edit Online](#)

Cross-docking functionality is available to you if you have set up your location to require warehouse receive and put-away processing.

When you cross-dock items, you process items in receiving and shipping without ever placing them in storage, thereby expediting the item through the put-away and pick processes and limiting the physical handling of items. You can cross-dock items for both shipments and for production orders. When you prepare a shipment or pick items for production and you are using bins, the item is automatically picked from a cross-dock bin before any other bin. You must look in the cross-dock area to see if the items you need are available there before you get the items in their usual storage area.

If you have calculated cross-dock quantities, put-away lines to the cross-dock bin for cross-dock calculations are created when you post the receipt. Other put-away lines are created as usual.

If you want to post the cross-dock items right away to make them available for picking, you must also register a put-away for the other items originating from the receipt line, namely those that need to be stored. If only some items on a receipt line are being cross-docked, you must therefore make an effort to put away the remaining items as quickly as possible. Alternatively, your warehouse policy could be to encourage cross-docking of entire receipt lines whenever possible.

In the put-away instruction, you can to your advantage delete both Take and Place instruction lines for each receipt line that concern receipts that are to be fully put away in storage. These lines can later be created as put-away lines from the put-away worksheet or the posted receipt. When they are deleted, you can then put away and register the lines that concern cross-dock items.

If you have selected the **Use Put-away Worksheet** field on the location card and have posted your receipt with calculated cross-docks, all the receipt lines become available in the worksheet. The cross-dock information is lost and cannot be recreated. Therefore, if you wish to use cross-dock functionality, you should relay lines to the put-away worksheet by deleting put-away instructions rather than using the automatic relay function provided in the **Use Put-away Worksheet** field.

If you post the warehouse receipt and you do not have the **Use Put-away Worksheet** field selected, the items to be cross-docked appear as separate lines on the put-away instruction. The **Cross-Dock Information** field on each put-away line shows whether the line contains cross-dock items, items from the same receipt that all need to be stored, or items that need to be stored originating from a receipt line where some of the items are to be cross-docked. With this field, employees can easily see why the full receipt quantity is not being placed in storage.

The program does not keep separate records about items that have been cross-docked, but registers them as ordinary put-away instructions.

To set up the warehouse for cross-docking

1. Set up at least one cross-dock bin, if you are using bins. Set up a cross-dock zone, if you are using directed put-away and pick.

A cross-dock bin has the **Cross-Dock Bin** field selected and must have both **Receive** and **Pick** bin types selected. For more information, see [How to: Create Bins](#) and [How to: Set Up Bin Types](#).

If you are using zones, create a zone for your cross-dock bins, and select the **Cross-Dock Bin Zone** field. For more information, see [How to: Set Up Locations to Use Bins](#).

2. Choose the  icon, enter **Location**, and then choose the related link.
3. In the **Location** window, select the location that you want to set up the warehouse for cross-docking, and then choose the **Edit** action.
4. On the **Warehouse** FastTab, select the **Use Cross-Docking** check box and fill in the **Cross-Dock Due Date Calc.** field with the time to search for cross-dock opportunities.

The **Use Cross-Docking** option is only available if the **Require Receive**, **Require Shipment**, **Require Pick**, and **Require Put-away** fields are selected.

5. If you are using bins, on the **Bins** FastTab, fill in the **Cross-Dock Bin Code** field with the code of the bin you would like to use as the default cross-dock bin.
6. Choose the  icon, enter **Stockkeeping Unit**, and select the related link.
7. For each item or stockkeeping unit that you want to be able to cross-dock, select the item, and then choose the **Edit** action.
8. In the **Stockkeeping Unit Card** window, select the **Use Cross-Docking** check box.

NOTE

Cross-docking is only possible if your location is set up to require warehouse receive and put-away processing.

To cross-dock items without viewing the opportunities

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Create a warehouse receipts for an item that has arrived and can perhaps be cross-docked. For more information, see [How to: Receive Items](#).
3. Fill in the **Qty. to Receive** field, and then choose the **Calculate Cross-Dock** action.

Outbound source documents requesting the items that are scheduled to leave the warehouse within the date formula time period are identified. Dynamics NAV calculates quantities so that you can cross-dock as much as possible and avoid having to put items away, without piling up too many items in the cross-dock area. The value in the **Qty. to Cross-Dock** field is thus the sum of all the outbound lines requesting the item within the look-ahead period minus the quantity of the items that have already been placed in the cross-dock area, or it is the value in the **Qty. to Receive** field on the receipt line, whichever is smaller. You cannot cross-dock more than you have received.

4. If you want to cross-dock the quantity as suggested, post the receipt. You can also decide to change the quantity to cross-dock to a higher or lower value and then post the receipt.

The amounts to be cross-docked now appear as lines in the put-away instruction, assuming the **Use Put-away Worksheet** field is cleared. The quantities not cross-docked also become lines in the put-away instruction.

If you have bins, the cross-docked items have been assigned to the default cross-dock bin defined on the location card.

5. Delete the **Take** and **Place** lines for items that are not going to be cross-docked at all.
6. Print the put-away instruction for the remaining lines, and place the quantities of the receipt that need to be stored in the appropriate bins or in the appropriate area of the warehouse. Place the cross-dock items in the area or bin designated for them by warehouse policy. Sometimes, warehouse policy might require that you to just leave them in the receiving area.

7. To register the cross-docked items as being put-away and available for picking, choose the **Register** action.

To cross-dock items after viewing the opportunities

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Create a warehouse receipts for an item that has arrived and can perhaps be cross-docked. For more information, see [How to: Receive Items](#).

You want to view the source document lines that are requesting the item before you post the receipt.

3. Choose the **Calculate Cross-Dock** action.

In the **Cross-Dock Opportunities** window you can see the most important details about the lines requesting the item, such as type of document, quantity requested, and due date. This information might help you to decide how much to cross-dock, where to place the items in the cross-dock area, or how to group them.

4. Choose **Autofill Qty. to Cross-Dock** action to see how the quantities on the receipt lines are calculated. When you change the number of items in the **Qty. to Cross-Dock** field on each line, the calculation is updated as you make changes. This does not mean that the particular shipment or production order will actually receive the items being suggested for cross-docking, because these manipulations are for testing purposes only. The process can be informative, however, if more than one unit of measure is involved.
5. If you want to reserve a quantity of the item for a particular order line, place your cursor on that line, and then choose the **Reserve** action. In the **Reservation** window, you can now reserve any available quantity of the item for this specific order. This reservation is like any other reservation and does not have higher priority because it was created in connection with cross-docking. For more information, see [How to: Reserve Items](#).
6. When you are finished recalculating or reserving, choose the **OK** button to bring the calculation as you have revised it into the **Qty. to Cross-Dock** field on the receipt line, or choose the **Cancel** button if you want to return to the warehouse receipt, where you can calculate the cross-dock again if you wish.
7. Now post the receipt, and you can continue in the put-away instruction as described in steps 3 through 7 in the "To cross-dock items without viewing the opportunities" section.

NOTE

In the warehouse put-away, you can continue to change the quantities that are being put away in storage or cross-docked, as necessary. For example, you might decide to cross-dock an extra quantity to expedite the cross-dock registration.

To view cross-docked items in a shipment or pick worksheet

If you are using bins, you can see, each time you open a shipment or the pick worksheet, an updated calculation of the quantity of each item in the cross-dock bins. This is valuable information if you are waiting for an item to come in. When you see that the item is available in the cross-dock bin, you can then quickly create a pick for all the items on the shipment. In the pick worksheet, you can modify the lines as appropriate and then create a pick.

You have to look for items in the cross-dock area first when you pick items for shipment. If you have noted during the receipt process the source documents that were the basis for cross-docking, you have a better idea of whether the item can be found in the cross-dock area or not.

When a production order has been released, the lines are available in the pick worksheet, and you can see in the **Qty. on Cross-Dock Bin** field whether the items you are waiting for have arrived and been placed in the cross-

dock bins. When you create a pick instruction, the program suggests that you first pick the cross-docked items and will only later search for the item in storage bins.

If you are not using bins, you must remember to check the cross-dock area from time to time, or rely on notifications from receipts that items for production have arrived.

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Putting Items Away

4/16/2018 • 2 minutes to read • [Edit Online](#)

The warehouse activity of putting items away after they are received or output is performed in different ways depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

If you decide that you want to organize and record put-away information with warehouse documents, you place a check mark in the **Require Put-away** field on the location card. This indicates that when you have items coming into the warehouse location through an inbound source document, you want the put-away of those items to be controlled by the system. An inbound source document can be a purchase order, a sales return order, an inbound transfer order, or a production order whose output is ready for put-away.

If your location is set up to use put-away processing but not receive processing, you use the **Inventory Put-away** window to organize the put-away information, print it, enter the result of the actual put-away and post the put-away information, which in turn posts the receipt information for the source document. In the case of a production order, the posting process posts the output of the order and finishes the production order.

If your location is set up to require both receive and put-away processing, so that you have placed check marks in both the **Require Receive** and the **Require Put-away** field on the location card, there is a different process for putting items away. In this case, you will use the **Warehouse Put-away** window to handle the put-away. The warehouse put-away functions similarly to the inventory put-away, except that instead of posting the information, you register the put-away. Note that the registering of the warehouse put-away does not post the receipt of the items. It merely updates the bin content. As a warehouse manager, you can use a put-away worksheets to organize put-away information before creating the individual warehouse put-away instructions.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Post the receipt of items directly from the inbound order document and thereby record the put away, because no warehouse configuration exists.	How to: Receive Items
Put items away order by order and post the receipt in the same activity, in a basic warehouse configuration.	How to: Put Items Away with Inventory Put-aways
Put items away for multiple orders in an advanced warehouse configuration.	How to: Put Items Away with Warehouse Put-aways
Put produced or assembled items away in a basic or an advanced warehouse configuration.	How to: Put Away Production or Assembly Output
Plan optimized put-away instructions for a number of posted warehouse receipts rather than have warehouse workers act directly on receipts.	How to: Plan Put-aways in Worksheets
Put back items that were picked technically with an internal pick, for example for a production order that did not consume the expected quantity.	How to: Pick and Put Away Without a Source Document

TO	SEE
Split a put-away line to place part of the put-away quantity in available bins because the designated bin is filled up.	How to: Split Warehouse Activity Lines
Get immediate access to put-aways that are assigned to you as a warehouse worker.	How to: Find Your Warehouse Assignments

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Moving Items

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The warehouse activity of moving items within the warehouse is performed in different ways depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

While in one warehouse location, items may need to be moved between bins to support the daily warehouse activities involved in keeping items flowing through the warehouse. Some movements happen in direct relation to internal operations, such as a production order that needs components delivered or end items put away. Other movements happen as mere warehouse space optimization or as ad-hoc movements to and from operations.

Moving items to other locations affects the item ledger entries and must therefore be done by transfer order. For more information, see [How to: Transfer Inventory Between Locations](#).

Additional movement tasks are to periodically replenish picking bins or shop floor bins and to modify bin content information.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Move items between bins in basic warehouse configurations at any time and without source documents.	How to: Move Items in Basic Warehouse Configurations
Use the warehouse movement worksheet to move items in advanced warehouse configurations, both for source documents and ad hoc.	How to: Move Items in Advanced Warehouse Configurations
Bring component items to internal operations in basic warehouse configurations as requested by source documents for those operations.	How to: Move Components to an Operation Area in Basic Warehouse Configurations
Plan which bins to fill or empty to maintain an efficient flow, such as emptying a bulk storage area before a large receipt.	How to: Plan Warehouse Movements in Worksheets
Update the frequency at which bins, such as picking bins, must be replenished as a result of demand fluctuations.	How to: Calculate Bin Replenishment
Restructure your warehouse with new bin codes and new bin characteristics and potentially move them around.	How to: Restructure Warehouses

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Pick Items

4/16/2018 • 3 minutes to read • [Edit Online](#)

The warehouse activity of picking items before they are shipped or consumed is performed in different ways, depending on how warehouse management features are configured. The complexity can rank from no warehouse features, through basic warehouse configurations for order-by-order handling in one or more activities only, to advanced configurations where all warehouse activities must be performed in a directed workflow. For more information, see [Setting Up Warehouse Management](#).

If you decide to organize and record your picking activity with warehouse documents, you place a check mark in the **Require Pick** field on the location card. This indicates that when you have items that need to be picked for an outbound source document you want the picking of those items to be controlled by the system. An outbound source document can be a sales order, a purchase return order, an outbound transfer order, a service order, or a production order whose components should be picked.

NOTE

Even though the setting is called **Require Pick**, you can still post shipments directly from the source business document at location where you select this check box.

If your location is set up to require pick processing but not shipment processing, you use the **Inventory Pick** window to organize the picking information, print the picking information, enter the result of the pick, and post the picking information, which in turn posts the shipment of the items. In the case of picking components for a production order, the posting of the pick also posts the consumption.

If your location is set up to require both pick and shipment processing, so that you have placed check marks in both the **Require Pick** and **Require Shipment** field on the location card, you use the **Warehouse Pick** window to handle the pick. The warehouse pick functions similarly to the inventory pick, except that instead of posting the picking information, you register the pick. This registering process does not post the shipment, but merely makes the items available for shipment. As a warehouse manager, you can use a pick worksheets to organize pick information before creating the individual warehouse pick instructions.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Post the shipment of items directly in the outbound order document because no warehouse features exist. (Works the same for sales orders, outbound transfer orders, and return shipments.)	How to: Ship Items
Pick items order by order and post the shipment in the same activity, in a basic warehouse configuration.	How to: Pick Items with Inventory Picks
Pick items for multiple orders in an advanced warehouse configuration.	How to: Pick Items with Warehouse Picks
Pick components for production or assembly in a basic or an advanced warehouse configuration.	How to: Pick for Production or Assembly

TO	SEE
Plan optimized pick instructions for a number of shipments rather than have warehouse workers act directly on posted shipments.	How to: Plan Picks in Worksheets
Pick items technically for a special purpose, such as a production unit in need of extra components, in such a way that the items do not technically leave the warehouse.	How to: Pick and Put Away Without a Source Document
Understand how to automatically pick items according to their expiration date, for example perishable goods.	Picking By FEFO
Split a pick line into multiple lines, for example because there are not enough items to take from in the designated bin.	How to: Split Warehouse Activity Lines
Get immediate access to picks that are assigned to you as a warehouse worker.	How to: Find Your Warehouse Assignments

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

How to: Ship Items

4/16/2018 • 5 minutes to read • [Edit Online](#)

When you ship items from a warehouse that is not set up for warehouse shipment processing, you simply record the shipment on the related business document, such as a sales order, service order, purchase return order, or outbound transfer order.

When you ship items from a warehouse that is set up for warehouse shipment processing, you can ship items only on the basis of source documents that other company units have released to the warehouse for action.

NOTE

If your warehouse uses cross-docking and bins, for each line, you can view the quantity of items that have been placed in the cross-dock bins. The program calculates these quantities automatically whenever the fields on the shipment are updated. If they are the items that apply to the shipment you are preparing, you can create a pick for all the lines and then complete the shipment. For more information, see [How to: Cross-Dock Items](#).

To ship items with a sales order

The following describes how to receive items with a purchase order. The steps are similar for purchase return orders, service orders, and outbound transfer orders.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open an existing sales order, or create a new one. For more information, see [How to: Sell Products](#).
3. In the **Qty. to Ship** field, enter the received quantity.

The value in the **Qty. Shipped** field is updated. If this is a partial shipment, then the value is lower than the value in the **Quantity** field.

4. Choose the **Post** action.

To ship items with a warehouse shipment

First you create a shipment document from a business source document. Then you pick the specified items for the shipment.

To create a warehouse shipment

Typically, employee responsible for shipping creates a warehouse shipment.

1. Choose the  icon, enter **Warehouse Shipments**, and then choose the related link.
2. Choose the **New** action.

Fill in the fields on **General** FastTab. When you retrieve source document lines, some of the information is copied to each line.

For warehouse configuration with directed put-away and pick, if the location has a default zone and bin for shipments, the **Zone Code** and **Bin Code** fields are filled in automatically, but you can change them as appropriate.

NOTE

If you wish to ship items with warehouse class codes other than the class code of the bin in the **Bin Code** field on the document header, you must delete the contents of the **Bin Code** field on the header before you retrieve source document lines for the items.

3. Choose the **Get Source Documents** action. The **Source Documents** window opens.

From a new or an open warehouse shipment, you can use the **Filters to Get Source Docs.** window to retrieve the released source document lines that define which items to ship.

- a. Choose the **Use Filters to Get Src. Docs.** action.
- b. To set up a new filter, enter a descriptive code in the **Code** field, and then choose the **Modify** action.
- c. Define the type of source document lines that you want to retrieve by filling in the relevant filter fields.
- d. Choose the **Run** action.

All released source document lines that fulfill the filter criteria are now inserted in **Warehouse Shipment** window from which you activated the filter function.

The filter combinations that you define are saved in the **Filters to Get Source Docs.** window until the next time you need it. You can make an unlimited number of filter combinations. You can change the criteria at any time by choosing the **Modify** action.

4. Select the source documents for which you want to ship items, and then choose the **OK** button.

The lines of the source documents appear in the **Warehouse Shipment** window. The **Qty. to Ship** field is filled with the quantity outstanding for each line, but you can change the quantity as necessary. If you deleted the contents of the **Bin Code** field on the **General** FastTab before getting the lines, you must fill in an appropriate bin code on each shipment line.

NOTE

You cannot ship more items than the number in the **Qty. Outstanding** field on the source document line. To ship more items, retrieve another source document that contains a line for the item by using the filter function to get source documents with the item.

When you have the lines you want to ship, you can start the process that sends the lines to warehouse employees to pick.

To pick and ship

Typically, a warehouse worker responsible for picking creates a pick document, or opens an already created pick document.

1. Choose the  icon, enter **Warehouse Shipments**, and then choose the related link.
2. Select the warehouse shipment that you want to pick for, and then choose the **Create Pick** action.
3. Fill in the fields in the request window, and then choose the **OK** button. The specified warehouse pick document is created.

Alternatively, open an existing warehouse pick.

4. Choose the  icon, enter **Picks**, and then choose the related link. Select the warehouse pick that you want to work on.

If the warehouse is set up to use bins, then the pick lines have been converted to Take and Place action lines.

You can sort the lines, assign an employee to the pick, set a break-bulk filter, if you are using directed put-away and pick, and print the pick instructions.

5. Perform the actual picking of items and place them in the specified shipping bin, or in the shipping area, if you do not have bins.
6. Choose the **Register Pick** action.

The **Qty. to Ship** field and the **Document Status** field on the header of the shipment document are updated. The items you have picked are no longer available for picking for other shipments or for internal operations.

7. Print your shipping documents, prepare the shipment packages, and then post the shipment.

For more information about picking for warehouse shipments, see [How to: Pick Items for Warehouse Shipment](#).

You can also use the pick worksheet to make several pick instructions into one instruction (for several shipments) and thereby improve the efficiency of picking in the warehouse. For more information, see [How to: Plan Pick in Worksheets](#).

NOTE

If you are waiting for particular items to arrive at the warehouse, and you use cross-dock functionality, then Dynamics NAV calculates on each shipment or pick worksheet line the quantity of the item that is in the cross-dock bin. It updates this field each time you leave and open the shipment document or worksheet. For more information, see [How to: Cross-Dock Items](#).

See Also

[Warehouse Management](#)

[Inventory](#)

[Setting Up Warehouse Management](#)

[Assembly Management](#)

[Design Details: Warehouse Management](#)

[Working with Dynamics NAV](#)

Service Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

Providing ongoing service to customers is an important part of any business and one that can be a source of customer satisfaction and loyalty, in addition to revenue. However, managing and tracking service is not always easy, and Dynamics NAV provides a set of tools to help. These tools are designed to support repair shop and field service operations, and can be used in business scenarios such as complex customer service distribution systems, industrial service environments with bills of materials, and high volume dispatching of service technicians with requirements for spare parts management.

With these tools you can accomplish the following:

- Schedule service calls and set up service orders.
- Track repair parts and supplies.
- Assign service personnel based on skill and availability.
- Provide service estimates and service invoices.

In addition, you can standardize coding, set up contracts, implement a discounting policy, and create route maps for service employees.

In general, there are two aspects to service management: configuring and setting up your system, and using it for pricing, contracts, orders, service personnel dispatch, and job scheduler.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up Service Management, including fault codes, policies, default documents and templates.	Setting Up Service Management
Manage service pricing, create service items, and understand how to monitor progress.	Planning Service
Create and manage contractual agreements between you and your customers.	Fulfilling Service Contracts
Provide service to customers, and invoice service orders.	Delivering Service

See Also

[Managing Receivables](#)

[Jobs](#)

[Welcome to Microsoft Dynamics NAV](#)

Planning Services

4/16/2018 • 2 minutes to read • [Edit Online](#)

With Dynamics NAV, you can set up the standard tasks that you need to fulfill your customer service requirements. To do this, you must determine what service items and offerings your service organization supports, and at what price.

Dynamics NAV also provides some statistics tools that you can use to determine how well things are going, and identify areas where you can improve.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Establish pricing for the services you provide.	Managing Service Pricing
Set up and customize service items and service groups. This includes establishing which skills a service requires and troubleshooting guidance.	How to: Create Service Items
Know how to manage the status of repairs on service orders, and how to identify their priority.	Understanding Service Order and Repair Status
Understand the relationship between the status of a repair, and the effect they have on allocated resources, and vice versa.	Understanding Allocation Status and Repair Status
Use statistics to analyze your service processes.	Viewing Service Statistics

See Also

[Fulfilling Service Contracts](#)

[Delivering Service](#)

[How to: Set Up Pricing and Additional Costs for Services](#)

[How to: Set Up Service Items and Service Item Components](#)

[How to: Set Up Statuses for Service Orders and Repairs](#)

[Setting Up Service Management](#)

Fulfilling Service Contracts

4/16/2018 • 2 minutes to read • [Edit Online](#)

One way to set up a service management business is to have standard contractual agreements between you and your customers that describe the level of service and the service expectations. You can create contract templates that include necessary information, such as customer, start date of contract, and invoice period.

After you set up the template, you can customize the resulting contract to keep track of service hours, or other items that may vary from customer to customer. You can also set up a contract manually from a service contract quote. Finally, you can adjust your service pricing to keep track of discounts that a specific customer qualifies for, by specifying the discount amount in the **Service Contract** window.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Handle a service item under multiple contracts.	Multiple Contracts
Create service contracts either manually, or from a service contract quote.	How to: Create Service Contracts and Service Contract Quotes
Adjust the annual amount of a service contract or contract quote, so make sure that you invoice the right amount.	How to: Change the Annual Amount on Service Contracts or Contract Quotes

See also

[Planning Service](#)

[Delivering Service](#)

[Setting Up Service Management](#)

[How to: Create Service Contracts and Service Contract Quotes](#)

Delivering Service

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV provides features to help you deliver service according to the contracts that you have created and the service orders that you have committed to fulfilling. Your service technicians or dispatcher will find outstanding service orders easy to locate when they use the **Dispatch Board**. At a glance, the **Dispatch Board** shows which orders are in progress and which orders are complete.

Another way to review pending service orders is to use the **Service Tasks** window. In this view of your service obligations, you can see where in your service workflow an order is and change that status to reflect interactions with your customer.

The following table describes a sequence of tasks, with links to the topics that describe them.

A service management application must interface with a customer request for service. That service request usually is translated into a service order. Dynamics NAV provides tools to create an order both directly in response to a customer request or as part of the contract process, if that is how your application is set up.

If needed, you can manage a loaner program for your customers. You can also determine your pricing structure, put service pricing offerings into logical groupings, and create price adjustments.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Create quotes that are drafts of service orders, and then convert the quotes to service orders.	How to: Create Service Quotes
Create documents that contain information about a service, such as repairs and maintenance, on service items.	How to: Create Service Orders
Plan the delivery of service by using the Dispatch Board . You can also use project management tools in the Jobs department to help in planning.	How to: Allocate Resources
Deliver service to customers by performing service tasks.	How to: Work on Service Tasks
Post service orders for services, so that your accounting is up-to-date.	How to: Post Service Orders and Credit Memos
Create and post invoices for services that you have delivered.	How to: Create Service Invoices or Credit Memos
Keep customers happy by lending them an item while you work on theirs.	How to: Lend and Receive Loaner Items

See Also

[Planning Service](#)

[Fulfilling Service Contracts](#)

[Managing Projects](#)

General Business Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

Dynamics NAV provides dedicated functionality for typical business areas, such as finance and sales. For more information, see [Business Functionality](#).

To support those business area-specific tasks, you can use a variety of general business functionality, such as defining extended text for document lines and organizing connecting business tasks in workflows.

The following table lists these general business areas with links to topics that describe them.

TO	SEE
Set up standard text codes so you can extend standard text by adding extra lines, and set up conditions for use of the extra lines.	How to: Define Extended Text
Learn how to work with general journals, which are used to post to general ledger accounts and other accounts such as bank, customer, vendor, and fixed assets accounts.	Working with General Journals
Archive sales and purchase orders, quotes, return orders, and blanket orders, and use the archived document to recreate the document that it was archived from.	How to: Archive Documents
View documents that are related to sales order lines and purchase order lines, including from archived order lines.	How to: Track Document Lines
Communicate the contents of business documents quickly to your business partners, such as the payment information on sales documents to customers.	How to: Send Documents by Email
Schedule a report to run at a specific date and time.	Schedule a report to run
Manage different types of report layouts.	Managing Report Layouts
Track users' activities.	Logging Changes in Dynamics NAV
Assign permissions to users, modify permission sets, and group users per permissions.	How to: Manage Users and Permissions
Change Dynamics NAV by installing extensions that add functionality, changes behavior, or gives you access to new online services.	Customizing Dynamics NAV Using Extensions
Set up and use workflows that connect tasks performed by different users or by the system, such as automatic posting. Requesting and granting approval to create or post documents are typical workflow steps.	Workflow

TO	SEE
Record external documents in Dynamics NAV, including their file attachments, and then manually create the related documents or automatically convert the files to electronic documents.	Incoming Documents
Set up data exchange definitions to you can send and receive electronic documents.	Exchanging Data Electronically

See Also

[Working with Dynamics NAV](#)

How to: Set Up Extended Item Text

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can extend a standard text for items by adding extra lines, and you can set up conditions for use of the extra lines. You do this from item cards.

To define extended text for an item description

1. Open the card for an item that you want to add extended text to, and then choose the **Extended Text** action.
2. In the **Code** field, enter the code, and in the **Description** field, enter the desired text.
3. Choose **Extended Texts**.
4. Fill in the lines in the **Extended Text** window with the additional text.
5. Fill in the **Language Code** field or the **All Language Codes** field if you use language codes.
6. Fill in the **Starting Date** and **Ending Date** fields if you want to limit the dates on which the extended text is used.
7. Select relevant check boxes for the document types where you want the extended text printed.
8. Close the window.

See Also

[Setting Up Inventory](#)

[Working with Dynamics NAV](#)

Working with General Journals

8/13/2018 • 7 minutes to read • [Edit Online](#)

Most financial transactions are posted to the general ledger through dedicated business documents, such as purchase invoices and sales orders. For business activities that are not represented by a document in Dynamics NAV, such as smaller expenses or cash receipts, you can create the related transactions by posting journal lines in the **General Journal** window. For more information, see [How to: Post Transactions Directly to the General Ledger](#).

For example, you can post employees' expenditure of own money on business-related expenses, for later reimbursement. For more information, see [How to: Record and Reimburse Employees' Expenses](#).

You use general journals to post financial transactions directly to general ledger accounts and other accounts, such as bank, customer, vendor, and employee accounts. Posting with a general journal always creates entries on general ledger accounts. This is true even when, for example, you post a journal line to a customer account, because an entry is posted to a general ledger receivables account through a posting group.

The information that you enter in a journal is temporary and can be changed while it is in the journal. When you post the journal, the information is transferred to entries on individual accounts, where it cannot be changed. You can, however, unapply posted entries, and you can post reversing or correcting entries. For more information, see [How to: Reverse Postings](#).

Using Journal Templates and Batches

There are several general journal templates. Each journal template is represented by a dedicated window with particular functions and the fields that are required to support those functions, such as the **Payment Reconciliation Journal** window to process bank payments and the **Payment Journal** window to pay your vendors or reimburse your employees. For more information, see [Make Payments](#) and [How to: Reconcile Customer Payments Manually](#).

For each journal template, you can set up your own personal journal as a journal batch. For example, you can define your own journal batch for the payment journal that has your personal layout and settings. The following tip is an example of how to personalize a journal.

TIP

If you select the **Suggest Balancing Amount** check box on the line for your batch in the **General Journal Batches** window, then the **Amount** field on, for example, general journal lines for the same document number is automatically prefilled with the value that is required to balance the document. For more information, see [Letting Dynamics NAV Suggest Values](#).

Understanding Main Accounts and Balancing Accounts

If you have set up default balancing accounts for the journal batches on the **General Journals** page, the balancing account will be filled in automatically when you fill in the **Account No.** field. Otherwise, fill in both the **Account No.** field and the **Bal. Account No.** field manually. A positive amount in the **Amount** field is debited to the main account and credited to the balancing account. A negative amount is credited to the main account and debited to the balancing account.

NOTE

VAT is calculated separately for the main account and the balancing account, so they can use different VAT percentage rates.

Working with Recurring journals

A recurring journal is a general journal with specific fields for managing transactions that you post frequently with few or no changes. Using these fields for recurring transactions, you can post both fixed and variable amounts. You can also specify automatic reversal entries for the day after the posting date and use allocation keys with the recurring entries.

Working with Standard Journals

When you have created journal lines which you know you are likely to create again later, you can save them as a standard journal before you post the journal. This functionality applies to item journals and general journals.

NOTE

The following procedure refers to the item journal, but the information also applies to the general journal.

To save a standard journal

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Enter one or more journal lines.
3. Select the journal lines that you want to reuse.
4. Choose the **Save as Standard Journal** action.
5. In the **Save as Standard Item Journal** request window, define a new or existing standard item journal that the lines should be saved in.

If you have already created one or more standard item journals and you want to replace one of these with the new set of item journal lines, in the Code field, select the code you want.
6. Choose the **OK** button to verify that you want to overwrite the existing standard item journal and replace all its content.
7. Select the **Save Unit Amount** field if you want to save the values in the **Unit Amount** field of the standard item journal.
8. Select the **Save Quantity** field if you want the program to save the values in the **Quantity** field.
9. Choose the **OK** button to save the standard item journal.

When you have finished saving the standard item journal, the Item Journal window is displayed so you can proceed to post it, knowing that it can easily be recreated next time you need to post the same or similar lines.

To reuse a standard journal

1. Choose the  icon, enter **Item Journals**, and then choose the related link.
2. Choose the **Get Standard Journals** action.

The Standard Item Journals window opens showing codes and descriptions for all existing standard item journals.

3. To review a standard item journal before you select it for reuse, choose the **Show Journal** action.

Any changes you make in a standard item journal are implemented right away. They will be there next time you open or reuse the standard item journal in question. You should therefore be sure that the change is important enough to apply generally. Otherwise, make the specific change in the item journal after the standard item journal lines have been inserted. See step 4 below.

4. In the **Standard Item Journals** window, select the standard item journal you want to reuse, and then choose the **OK** button.

Now the item journal is filled with the lines you saved as the standard item journal. If journal lines already existed in the item journal, the inserted lines will be placed under the existing journal lines.

If you did not check the **Save Unit Amount** field when you used the **Save as Standard Item Journal** function job, then the **Unit Amount** field on lines that are inserted from the standard journal is automatically filled with the item's current value, copied from the **Unit Cost** field on the item card.

NOTE

If you selected the **Save Unit Amount** or **Save Quantity** fields, you should now make sure the inserted values are correct for this particular inventory adjustment before you post the item journal.

If the inserted item journal lines contain saved unit amounts that you do not want to post, you can quickly adjust it to the current value of the item as follows.

5. Select the item journal lines you want to adjust, and then choose the **Recalculate Unit Amount** action. This will update the Unit Amount field with the current unit cost of the item.
6. Choose the **post** action.

To renumber document numbers in journals

To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post a journal.

In all journals that are based on the general journal, the **Document No.** field is editable so that you can specify different document numbers for different journal lines or the same document number for related journal lines.

If the **No. Series** field on the journal batch is filled, then the posting function in general journals requires that the document number on individual or grouped journal lines be in sequential order. To make sure that you do not receive posting errors because of the document number order, you can use the **Renumber Document Numbers** function before you post the journal. If related journal lines were grouped by document number before you used the function, they will remain grouped but may be assigned a different document number.

This function also works on filtered views.

Any renumbering of document numbers will respect related applications, such as a payment application that has been made from the document on the journal line to a vendor account. Accordingly, the **Applies-to ID** and **Applies-to Doc. No.** fields on the affected ledger entries may be updated.

The following procedure is based on the **General Journal** window, but applies to all other journals that

are based on the general journal, such as the **Payment Journal** window.

1. Choose the  icon, enter **General Journals**, and then choose the related link.
2. When you are ready to post the journal, choose the **Renumber Document Numbers** action.

Values in the **Document No.** field are changed, where required, so that the document number on individual or grouped journal lines are in sequential order. After documents are renumbered, you can proceed to post the journal.

See Also

[How to: Post Transactions Directly to the General Ledger](#)

[How to: Reverse Postings](#)

[How to: Allocate Costs and Income](#)

[Finance](#)

[Working with Dynamics NAV](#)

How to: Archive Documents

2/14/2019 • 2 minutes to read • [Edit Online](#)

You can archive sales and purchase orders, quotes, return orders, and blanket orders, and you can use the archived document to restore the document that it was archived from.

To set up automatic document archiving

You can set up automatic archiving of sales and purchase orders, quotes, blanket orders, and return orders, before you delete documents.

The following procedure describes how to set up automatic archiving of sales documents. The steps are similar for purchase documents.

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. In the **Sales & Receivables Setup** window, fill in the fields as follows.

FIELD	DESCRIPTION
Archiving Sales Quotes	Never to never archive sales quotes when they are deleted. Question to prompt the user to choose whether to archive sales quotes when they are deleted. Always to archive sales quotes automatically when they are deleted.
Archiving Blanket Sales Orders	Select to archive blanket sales orders automatically each time they are deleted.
Arch. Orders and Ret. Orders	Select to automatically archive sales orders each time they are deleted.

To archive a sales order

The following procedure describes how to archive a sales order. The steps are similar for all orders, blanket orders, return orders, and quotes.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales order that you want to archive.
3. Choose the **Archive Document** action.

The sales order is archived. You can view it in the **Archived Sales orders** window. From here, you can also use it to restore the sales order that it was archived from.

To restore a sales order from the archive

The following procedure describes how to restore a sales order. The steps are similar for all orders, blanket orders, return orders, and quotes.

1. Choose the  icon, enter **Archived Sales Orders**, and then choose the related link.
2. Select the archived sales order that you want to restore, and then choose the **Restore** action.

The sales order is restored to the earlier state.

NOTE: An archived version of a sales quote / sales order cannot be restored after deleting an original document.

To delete archived sales orders

The following procedure describes how to delete archived sales orders when the original sales order has been deleted. The steps are similar for other archived sales and purchase documents.

1. Choose the  icon, enter **Delete Archived Sales Order Versions**, and then choose the related link.
2. In the **Delete Archived Sales Order Versions** window, select the appropriate filters.
3. Choose the **OK** button.

See Also

[How to: Track Document Lines](#)

[Sales](#)

[General Business Functionality](#)

[Working with Dynamics NAV](#)

How to: Track Document Lines

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can view documents that are related to sales order lines and purchase order lines, including from archived order lines. Related documents that you can track include quotes, shipments, receipts, and blanket orders. This helps you to identify documents used to process orders.

To track documents related to a sales order line

The following procedure describes how to track from a sales order line. The steps are similar for purchase order and blanket order lines.

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Open a sales order that you want to track from.
3. Select a line, and then choose the **Document Line Tracking** action.
4. In the **Document Lines Tracking** window, select the document that you want to view, and then choose the **Show** action to see the related line.
5. To view the entire document for the selected document line, choose the **Show Document** action.

See Also

[Sales](#)

[General Business Functionality](#)

[Working with Dynamics NAV](#)

How to: Send Documents by Email

4/16/2018 • 4 minutes to read • [Edit Online](#)

To communicate the contents of business documents quickly to your business partners, such as the payment information on sales documents to customers, you can use the Report Layout feature to define document-specific content that gets inserted in email bodies automatically. For more information, see [Managing Report and Document Layouts](#).

To enable emails from within Dynamics NAV, start the **Set Up Email** assisted setup on the Home page.

You can email practically all document types as attachments to email messages directly from the window that shows the document. In addition to the attachment, you can set up document-specific email bodies with core information from the document preceded by standard text that greets the mail recipient and introduces the document in question. To offer your customers to pay for sales electronically using a payment service, such as PayPal, you can also have the PayPal information and hyperlink inserted in the email body.

From all supported documents, you initiate emailing by choosing the **Send** action, on posted documents, or the **Post and Send** action, on non-posted documents.

If the **Email** field in the **Send Document to** window is set to **Yes (Prompt for Settings)**, then the **Send Email** window opens prefilled with the contact person in the **To:** field and the document attached as a PDF file. In the **Body** field, you can either enter text manually or you can have the field filled with a document-specific email body that you have set up.

The following procedure describes how to set the **Sales - Invoice** report up to be used for document-specific email bodies when you email posted sales invoices.

To set up a document-specific email body for sales invoices

1. Choose the  icon, enter **Report Selections Sales**, and then choose the related link.
2. In the **Report Selection - Sales** window, in the **Usage** field, select **Invoice**.
3. On a new line, in the **Report ID** field, select, for example, standard report 1306.
4. Select the **Use for Email Body** check box.
5. Choose the **Email Body Layout Code** field, and then select a layout from the drop-down list.

Report layouts define both the style and the content of the email body, including the standard text that precedes the core document information in the email body. You can see all available report layouts if you choose the **Select from full list** button in the drop-down list.

6. To view or edit the layout that the email body is based on, select the layout in the **Custom Report Layouts** window, and then choose the **Edit Layout** action.
7. If you want to offer customers to pay for sales electronically, you can set up the related payment service, such as PayPal, and then have the PayPal information and hyperlink inserted in the email body as well. For more information, see [How to: Enable Customer Payments Through PayPal](#).
8. Choose the **OK** button.

Now, when you choose, for example, the **Send** action in the **Posted Sales Invoice** window, the email body will contain the document information of report 1306 preceded by styled standard text according to the report

layout that you selected in step 5.

The following procedure describes how to send a posted sales invoice as an email message with the document attached as a PDF file and with a document-specific email body.

To send documents by email

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.
2. Select the relevant posted sales invoice, and then choose the **Send** action. The **Send Document to** window opens.
3. In the **Email** field, select **Yes (Prompt for Settings)**. For more information, see [How to: Set Up Document Sending Profiles](#).
4. Choose the **OK** button. The **Send Email** window opens.
5. In the **To:** field, enter a valid email address. The default value is the customer email address.
6. In the **Subject** field, enter a descriptive subject text. The default value is the customer name and invoice number.
7. In the **Attachment** field, the generated invoice is attached by default as a PDF file. Choose the lookup button to open the file or attach another one.
8. In the **Body** field, enter a short message to the recipient.

If a document-specific email body is set up in the **Report Selection - Sales** window, then the **Body** field is filled in automatically. For more information, see the "To set up a document-specific email body for sales invoices" section in this topic.

9. Choose the **OK** button to send the email message.

NOTE

If you do not want to specify email settings each time you email a document, you can select the **Yes (Use Default Settings)** option in the **Email** field in the **Send Document to** window. In that case, the **Send Email** window will not open. See Step 4. For more information, see [How to: Set Up Document Sending Profiles](#).

See Also

[Managing Report and Document Layouts](#)

[How to: Set up Email](#)

[How to: Invoice Sales](#)

[Working with Dynamics NAV](#)

as an Excel, Word, or PDF, print it to a selected printer, or process the report only. If you choose to save the report to a file, then the processed report is sent to the **Report Inbox** area on your Home page, where you can view it.

You can schedule a report when you open a report. You choose the **Schedule** action and then you enter information such as printer, and time and date. The report is then added to the job queue and will be run at the specified time. When the report is processed, the item will be removed from the job queue. If you saved the processed report to a file, it will be available in the **Report Inbox** area.

Printing a Report

When you want to print a report you have to download the report as a PDF, Word, or Excel document first by choosing **Send to**. Now, you can either open the report document right-away and print it, or save it and print it later.

Using Saved Settings

A report can include one or more entries in the **Saved Settings** box. *Saved settings* are basically a predefined group of options and filters that you can apply to the report before previewing or sending the report to a file. Using saved settings is a fast and reliable way to consistently generate reports that contain the correct data.

The saved settings entry called **Last used options and filters** is always available. This entry sets the report to use options and filters that were used the last time you looked at the report.

NOTE

As an administrator, you can create and manage the saved settings for reports for all users. For more information, see [Managing Saved Settings on Reports](#).

Changing the layout and look of a report

A report layout controls what is shown on a report, how it is arranged, and how it is styled. If you want to switch to a different layout, see [How to: Change Which Layout is Currently Used on a Report](#). Or, if you want to customize your own report layout, see [How to: Create and Modify a Custom Report Layout](#).

See Also

[Specify Printer Selection for Reports](#)

[Managing Report and Document Layouts](#)

[Working with Dynamics NAV](#)

Managing Report and Document Layouts

4/16/2018 • 3 minutes to read • [Edit Online](#)

A report layout controls content and format of the report, including which data fields of a report dataset appear on the report and how they are arranged, text style, images, and more. From Dynamics NAV, you can change which layout is used on a report, create new layout, or modify the existing layouts.

NOTE

In Dynamics NAV, the term "report" also covers externally-facing documents, such as sales invoices and order confirmations that you send to customers as PDF files.

In particular, a report layout sets up the following:

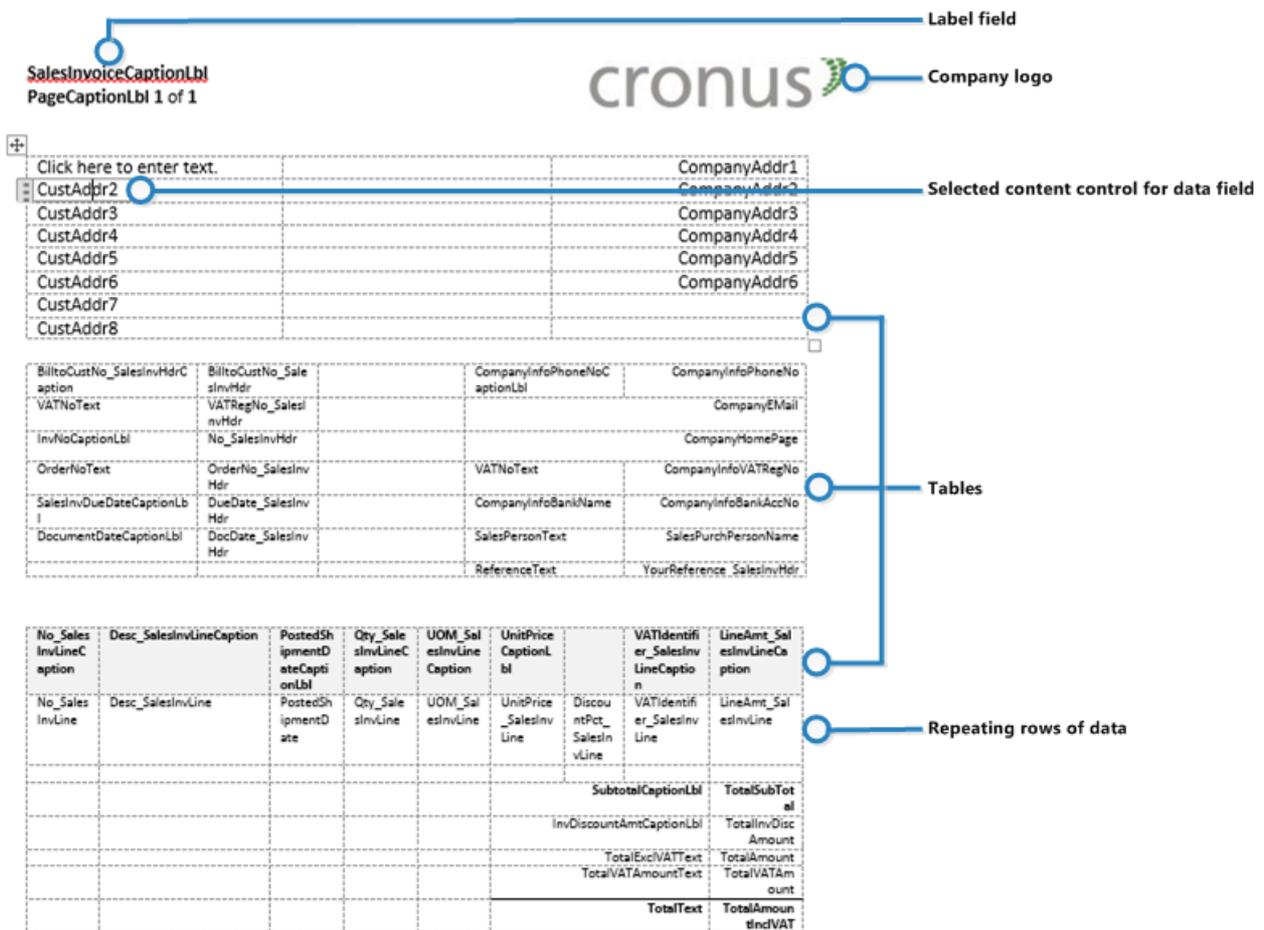
- The label and data fields to include from the dataset of the Dynamics NAV report.
- The text format, such as font type, size, and color.
- The company logo and its position.
- General page settings, such as margins and background images.

A Dynamics NAV can be set up with multiple report layouts, which you can switch among as required. You can use one of the built-in report layouts or you can create custom report layouts and assign them to your reports as needed. For more information, see [How to: Create a Custom Report or Document Layout](#).

There are two types of report layouts that you can use on reports; Word and RDLC.

Word report layout overview

A Word report layout is based on Word document (.docx file type). Word report layouts enable you to design report layouts by using Microsoft Word 2013 or later. A Word report layout determines the report's content - controlling how that content elements are arranged and how they look. A Word report layout document will typically use tables to arrange content, where the cells can contain data fields, text, or pictures.



RDLC layout overview

RDLC layouts are based on client report definition layouts (.rdlc or .rdl file types). These layouts are created and modified by using SQL Server Report Builder. The design concept for RDLC layouts is similar to Word layouts, where the layout defines the general format of the report and determines the fields from the dataset to include. Designing RDLC layouts is more advanced than Word layouts. For more information, see [Designing RDLC Report Layouts](#).

Built-in and custom report layouts

Dynamics NAV includes several built-in layouts. Built-in layouts are predefined layouts that are designed for specific reports. Dynamics NAV reports will have a built-in layout as either an RDLC report layout, Word report layout, or in some cases both. You cannot modify a built-in report layout from Dynamics NAV but you use them as a starting point for building your own custom report layouts.

Custom layouts are report layouts that you design to change the appearance of a report. You typically create a custom layout based on a built-in layout, but you can create them from scratch or from a copy of an existing custom layout. Custom layouts enable you to have multiple layouts for the same report, which you switch among as needed. For example, you can have different layouts for each Dynamics NAV company, or you can have different layouts for the same company for specific occasions or events, like a special campaign or holiday season.

Deciding whether to use a Word or RDLC report layout

A report layout can be based on either a Word document or RDLC file. Deciding on whether to use a Word report layout or RDLC report layout type will depend on how you want the generated report to look and your knowledge of Word and SQL Server Report Builder.

The general design concepts for Word and RDLC layouts are very similar. However each type has certain design

features that affect how the generated report is appears in Dynamics NAV. This means that the same report might look different when using the Word report layout compared to the RDLC report layout.

The process for setting up Word report layouts and RDLC report layouts on reports is the same. The main difference is in the way you modify the layouts. Word report layouts are typically easier to create and modify than RDLC report layouts because you can use Word. RDLC report layouts are modified by using SQL Server Report builder which targets more advanced users.

For information on how to change which layout to use, see [How to: Change Which Layout is Currently Used on a Report](#).

See Also

[Updating Report or Document Layouts](#)

[Working with Dynamics NAV](#)

[How to: Create and Modify a Custom Report or Document Layout](#)

[How to: Import and Export a Custom Report or Document Layout](#)

[How to: Send Documents by Email](#)

[Working with Reports](#)

Customizing Dynamics NAV Using Extensions

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can customize Dynamics NAV by installing extensions that add functionality, change behavior, or give you access to online services. For example, Microsoft offers an extension that provides integration with PayPal Payments Standard, and several that make it easy to import data from other finance apps.

You manage the extensions in the **Extension Management** window. You can access this window from Home. Alternatively, choose the **Search for Page or Report** icon  in the top right corner, enter **Extension**, and then choose the related link.

NOTE

If you think you should have access to an extension but you cannot find its functionality, check the **Extension Management** window - if the extension is not listed there, you can install it as described in the following section.

Installing an Extension

In the **Extension Management** window, you can see the extensions that are currently available, and are either installed or ready to be installed.

NOTE

Extensions might need to be published before they are available in the list. Typically, this is something a Microsoft Partner helps with. For more information, see [How to: Publish and Install an Extension v2.0](#).

If you choose an extension, you can read about what the extension does, and you can access Help for the extension to learn more. When you choose to install an extension, you must agree to the terms of use.

When you install an extension, you might have to set it up, such as specifying an account for use with the **PayPal Payments Standard** extension. Other extensions simply add fields to an existing page, or they add a new page, for example.

If you uninstall an extension, and you then change your mind, you can install it again. When you uninstall an extension that you have been using, the data is preserved so that if you install the extension again, your data is still available.

All extensions are tested before they are made available to you, but we recommend that you access the links that are provided with each extension to learn more about the extension before you choose to install it.

Microsoft provides the following extensions:

- [C5 2012 Data Migration \(DK\)](#)
- [Ceridian Payroll](#)
- [Image Analyzer](#)
- [Microsoft Pay](#)
- [PayPal Payments Standard](#)
- [QuickBooks Data Migration](#)
- [Quickbooks Payroll File Import](#)
- [Sales and Inventory Forecast](#)

See Also

[How to: Enable Customer Payment Through PayPal](#)

[Migrating Business Data from Other Finance Systems](#)

[Dynamics NAV Extensions by Other Providers](#)

[Welcome to Microsoft Dynamics NAV](#)

Incoming Documents

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Some business transactions are not recorded in Dynamics NAV from the outset. Instead, an external business document comes into your company as an email attachment or a paper copy that you scan to file. This is typical of purchases, where such incoming document files represent payment receipts for expenses or small purchases.

From PDF or image files representing incoming documents, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can then be converted to document records inside Dynamics NAV.

In the **Incoming Documents** window, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries.

The incoming document process can consist of the following main activities:

- Record the external documents inside Dynamics NAV by creating lines in the **Incoming Documents** window in either of the following ways:
 - Manually, by using simple functions, either from a PC or from a mobile device, in one of the following ways:
 - Use the **Create from File** button, and then fill relevant fields in the **Incoming Document** window. The file is automatically attached.
 - Use the **New** button, and then fill relevant fields in the **Incoming Document** window and manually attach the related file.
 - From a tablet or phone, use the **Create from Camera** button to create a new incoming document record, and then send the image to the OCR service, for example.
 - Automatically, by receiving the document from the OCR service as an electronic document after you have emailed the related PDF or image file to the OCR service. The **Financial Information** FastTab is automatically filled in the **Incoming Document** window.
- Use the OCR service to have PDF or image files turned into electronic documents that can be converted to document records in Dynamics NAV.
- Create new documents or general journal lines for incoming document records by entering the information as you read it from incoming document files.
- Attach incoming document files to purchase and sales documents of any status, including to the vendor, customer, and general ledger entries that result from posting.
- View incoming document records and their attachments from any purchase and sales document or entry, or find all general ledger entries without incoming document records from the **Chart of Accounts** window.

TO	SEE
Set up the Incoming Documents feature and set up the OCR service.	How to: Set Up Incoming Documents
Create incoming document records, attach files, use OCR to turn PDF files into electronic documents, convert electronic documents to document records, audit incoming document records from posted sales and purchase documents.	Processing Incoming Documents

See Also

[Purchasing](#)

[Working with Dynamics NAV](#)

How to: Set Up Incoming Documents

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If you create general journal lines from incoming document records, you must specify in the **Incoming Documents Setup** window which journal template and batch to use.

If you do not want users to create invoices or general journal lines from incoming document records unless the documents are first approved, you must set up approvers in the **Incoming Document Approvers** window.

To turn PDF and image files into electronic documents that you can convert to, for example, purchase invoices inside Dynamics NAV, you must first set up the OCR feature and enable the service.

When the Incoming Documents feature is set up, you can use different functions to review expense receipts, manage OCR tasks, and convert incoming document files, manually or automatically, to the relevant documents or journal lines. The external files can be attached at any process stage, including to posted documents and to the resulting vendor, customer, and general ledger entries. For more information, see [Processing Incoming Documents](#).

To set up the Incoming Documents feature

1. Choose the  icon, enter **Incoming Document Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To set up approvers of incoming document records

1. Choose the  icon, enter **Incoming Document Setup**, and then choose the related link.
2. In the **Incoming Documents Setup** window, choose the **Approvers** action.

The **Incoming Document Approvers** window shows all users that are set up in Dynamics NAV.

3. Select one or more users that can approve an incoming document before a related document or journal line can be created.

When approvers have been set up in the **Incoming Document Approvers** window, only those users can approve an incoming document if the **Require Approval To Create** check box in the **Incoming Documents Setup** window is selected.

NOTE

This approval setup is not related to approval workflows. For more information, see [How to: Use Approval Workflows](#).

To set up an OCR service

1. Choose the  icon, enter **OCR Service Setup**, and then choose the related link.
2. Fill in the fields as necessary. Choose a field to read a short description of the field or link to more information.

To encrypt your login information

It is recommended that you protect the logon information that you enter in the **OCR Service Setup** window. You can encrypt data on the server by generating new or importing existing encryption keys that you enable on the

server instance that connects to the database.

1. In the **OCR Service Setup** window, choose the **Encryption Management** action.
2. In the **Data Encryption Management** window, enable encryption of your data.

See Also

[Process Incoming Documents](#)

[Incoming Documents](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Processing Incoming Documents

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To record an external document in Dynamics NAV, you must first create or complete an incoming document record. You can do this manually, or you can take a photo of the external document and then create the incoming document record with the image file attached.

From PDF or image files that you receive from your trading partners, you can have an external OCR service (Optical Character Recognition) generate electronic documents that can be converted to document records in Dynamics NAV. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** window. Alternatively, you can send the file to the OCR service by email. Then, when you receive the electronic document back, a related incoming document record is created automatically. After some seconds, you receive the file back from the OCR service as an electronic invoice that can be converted to a purchase invoice for the vendor.

TO	SEE
Create incoming document records manually or automatically by taking a photo of a paper receipt, for example.	How to: Create Incoming Document Records
Use an OCR service to turn PDF and image files into electronic documents that can be converted to purchase invoices in Dynamics NAV, for example. Train the OCR service to avoid errors next time it processes similar data.	How to: Use OCR to Turn PDF and Image Files into Electronic Documents
Connect or remove incoming document records for any non-posted sales or purchase document and to any customer, vendor, or general ledger entry from the document or entry.	How to: How to: Create Incoming Document Records Directly from Documents and Entries
From the Chart of Accounts and General Ledger Entries windows, use a search function to find general ledger entries for posted documents that do not have incoming document records and then centrally link to existing records or create new ones with attached document files.	How to: Find Posted Documents without Incoming Document Records
Get better overview by setting incoming document records to Processed to remove them from the default view.	How to: Manage Many Incoming Document Records

See Also

[Incoming Documents](#)

[Purchasing](#)

[Working with Dynamics NAV](#)

Workflow

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps.

In the **Workflow** window, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code.

The generic version of Dynamics NAV includes a number of preconfigured workflows represented by workflow templates that you can copy to create workflows. The code for workflow templates that are added by Microsoft are prefixed with "MS-". For more information, see the list of workflow templates in the Workflow Templates window.

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them by customizing the application code. For more information, see [Walkthrough: Implementing New Workflow Events and Responses](#) in the developer and IT-pro help.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up workflow users, specify how users get notified, and create new workflows. For new workflows for unsupported scenarios, implement the required workflow elements by customizing the application code.	Setting Up Workflows
Enable workflows, act on workflow notifications, including request approvals and approve requests to perform a workflow step. Archive and delete workflows.	Using Workflows

See Also

[Sales](#)

[Purchasing](#)

[Managing Projects](#)

[Working with Dynamics NAV](#)

Setting Up Workflows

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Using Workflows](#).

Before you begin to use workflows, you must set up workflow users and approval users, specify how users receive notifications about workflow steps, and then create the workflows, potentially preceded by code customization.

In the **Workflow** window, you create a workflow by listing the involved steps on the lines. Each step consists of a workflow event, moderated by event conditions, and a workflow response, moderated by response options. You define workflow steps by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code.

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them by customizing the application code. For more information, see [Walkthrough: Implementing New Workflow Events and Responses](#) in the developer and IT-pro help.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up workflow users and user groups.	How to: Set Up Workflow Users
Set up workflow users who take part in approval workflows.	How to: Set Up Approval Users
Specify how workflow users are notified of workflow steps, including approval requests.	Setting Up Workflow Notifications
Specify when users receive notifications and whether to aggregate notifications in a period to minimize the number of notifications.	How to: Specify When and How to Receive Notifications
Set up the layout and general content of new workflow notifications emails, or export, modify, and reimport existing templates.	How to: Manage Notification Templates
Set up an SMTP server to enable email communication in and out of Dynamics NAV	How to: Set up Email
Specify the different steps of a workflow by connection workflow events with workflow responses.	How to: Create Workflows
Use workflow templates to create new workflows.	How to: Create Workflows from Workflow Templates
Share workflows with other Dynamics NAV databases.	How to: Export and Import Workflows
Learn how to set up a workflow for approving sales documents by following an end-to-end procedure.	Walkthrough: Setting Up and Using a Purchase Approval Workflow

TO	SEE
Add support for a business scenario that requires new workflow events or responses by customizing the application code.	Walkthrough: Implementing New Workflow Events and Responses

See Also

[Using Workflows](#)

[Workflow](#)

[Walkthrough: Setting Up and Using a Purchase Approval Workflow](#)

[Working with Dynamics NAV](#)

Using Workflows

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You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps.

Before you can begin to use workflows, you must set up workflow users, create the workflows, potentially preceded by code customization and specify how users receive notifications. For more information, see [Setting Up Workflows](#).

NOTE

Typical workflow steps are about users who request approval of tasks and approvers accepting or rejecting approval requests. Therefore, many topics about how to use workflows refer to approvals.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set a workflow to start when the first entry-point event occurs.	How to: Enable Workflows
Request approval of a task, as an approver, accept, decline, or delegate approvals, and send or view approval notifications.	How to: Use Approval Workflows
Create workflow steps that restrict a certain record type from being used before a certain event occurs, for example that the record is approved.	How to: Restrict and Allow Usage of a Record
View workflow step instances of status Completed.	How to: View Archived Workflow Step Instances
Delete a workflow that you are sure will no longer be used.	How to: Delete Workflows

See Also

[Setting Up Workflows](#)

[Workflow](#)

[Working with Dynamics NAV](#)

Exchanging Data Electronically

4/16/2018 • 5 minutes to read • [Edit Online](#)

You can use the Data Exchange Framework to exchange business documents, bank files, currency exchange rates, and any other data files with your business partners.

Electronic Documents

As an alternative to emailing as file attachments, you can send and receive business documents electronically. By electronic document is meant a standard-compliant file representing a business document, such as an invoice from a vendor that you can receive and convert to a purchase invoice in Dynamics NAV . The exchange of electronic documents between two trading partners is performed by an external provider of document exchange services. The generic version of Dynamics NAV supports sending and receiving electronic invoices and credit memos in the PEPPOL format, which is supported by the largest providers of document exchange services. A major provider of document exchange services is preconfigured and ready to be set up for your company. To provide support for other electronic document formats, you must create new data exchange definitions using the Data Exchange Framework.

From PDF or image files representing incoming documents, you can have an external OCR service (Optical Character Recognition) create electronic documents that you can then convert to document records in Dynamics NAV, like for electronic PEPPOL documents. For example, when you receive an invoice in PDF format from your vendor, you can send it to the OCR service from the **Incoming Documents** window. After a few seconds, you receive the file back as an electronic invoice that can be converted to a purchase invoice for the vendor. If you send the file to the OCR service by email, then a new incoming document record is automatically created when you receive the electronic document back.

To send, for example, a sales invoice as an electronic PEPPOL document, you select the **Electronic Document** option in the **Post and Send** dialog box. From here, you can also set up the customer's default document sending profile. First, you must set up various master data, such as company information, customers, items, and units of measure. These are used to identify the business partners and items when you convert data in fields in Dynamics NAV to elements in the outgoing document file. The data conversion and sending of the PEPPOL sales invoice are performed by dedicated codeunits and XMLports, represented by the **PEPPOL** electronic document format.

To receive, for example, an invoice from a vendor as an electronic PEPPOL document, you process the document in the **Incoming Documents** window to convert it to a purchase invoice in Dynamics NAV. You can either set up the Job Queue feature to process such files regularly or you can start the process manually. First, you must set up various master data, such as company information, vendors, items, and units of measure. These are used to identify the business partners and items when you convert data in elements in the incoming document file to fields in Dynamics NAV. The receiving and data conversion of PEPPOL invoices are performed by the Data Exchange Framework, represented by the **PEPPOL - Invoice** data exchange definition.

To receive, for example, an invoice as an electronic OCR document, you process it as when you receive an electronic PEPPOL document. The receiving and conversion of electronic documents from OCR are performed by the Data Exchange Framework, represented by the **OCR - Invoice** data exchange definition.

Bank Files

The formats of files for exchange of bank data with ERP systems vary depending on the supplier of the file and on the country/region. The generic version of Dynamics NAV supports import and export of SEPA bank files (Single Euro Payments Area) and a bank data conversion service provided by external provider, AMC Consult. To provide support for other electronic document formats, you use the Data Exchange Framework.

To export SEPA credit transfers, you choose **Export Payments to File** button in the **Payment Journal** window and then upload the file to process the payments in your bank. First you must set up various master data, such as bank account, vendors, and payment methods. The data conversion and export of SEPA bank data is performed by a dedicated codeunit and XMLport, represented by the **SEPA Credit Transfer** bank export/import setup. Alternatively, you can set up the bank data conversion service to perform the export, represented by the **Bank Data Conversion Service - Credit Transfer** data exchange definition.

To export SEPA direct debit instructions, you choose the **Export Direct Debit File** button in the **Direct Debit Collections** window and then send to your bank to automatically collect the involved customer payments. First you must set up bank accounts, customers, direct-debit mandates, and payment methods. The data conversion and export of SEPA bank data is performed by dedicated a codeunit and XMLport, represented by the **SEPA Direct Debit** bank export/import setup.

To import SEPA bank statements, you choose the Import Bank Statement button in the **Payment Reconciliation Journal** and **Bank Acc. Reconciliation** windows and then you proceed to apply each bank statement entry to payments or bank ledger entries, manually or automatically. First you must set up bank accounts. The import and data conversion of SEPA bank data is performed by the Data Exchange Framework, represented by the **SEPA CAMT** data exchange definition. Alternatively, you can set up the bank data conversion service to perform the import, represented by the **Bank Data Conversion Service – Bank Statement** data exchange definition.

In addition, the local versions of Dynamics NAV support various other file formats for import/export of bank data, payroll transactions, and other data. For more information, see the “Local Functionality” Help section in your country version of Dynamics NAV .

Currency Exchange Rates

You can set up an external service to keep your for currency exchange rates up to date. The service that provides updated currency exchange rates is enabled by a data exchange definition. Accordingly, the **Exch. Rate Update Setup Card** window is a condensed view of the **Data Exchange Definition** window for the data exchange definition in question.

For all exchanges of data in XML files, you can prepare the data exchange setup by loading the related XML schema file in the **XML Schema Viewer** window. Here you select the data elements that you want to exchange with Dynamics NAV and then you either initialize a data exchange definition or generate an XMLport.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Learn how the Data Exchange Framework works.	About the Data Exchange Framework
Prepare to exchange data in a file by reusing the file's XML schema. Set up data exchange definitions. Set up master data for electronic document sending. Set up various bank import/export fields.	Setting Up Data Exchange
Based on data exchange definitions, send PEPPOL invoices, receive PEPPOL invoices, import bank statements, and export bank payment files.	Exchanging Data

See Also

[About the Data Exchange Framework](#)

[How to: Use XML Schemas to Prepare Data Exchange Definitions](#)

[Setting Up Data Exchange](#)

Exchanging Data

Incoming Documents

General Business Functionality

About the Data Exchange Framework in Dynamics NAV

4/16/2018 • 2 minutes to read • [Edit Online](#)

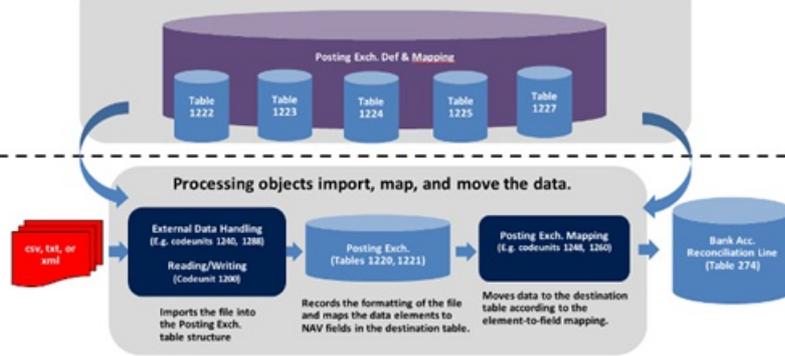
The format of files for exchange of data in bank files, electronic documents, currency exchange rates, and other with ERP systems vary depending on the provider of the data file or stream and on the country/region. Dynamics NAV supports various bank file formats and data service standards. To provide support for other electronic document formats, you use the data exchange framework. For more information, see [Exchanging Data Electronically](#).

The following diagrams show the architecture of the data exchange framework.

Architecture of the Data Exchange Framework - Import

In the Data Exchange Definition and Data Exchange Mapping pages, you describe the format of the file and how the data elements map to NAV fields.

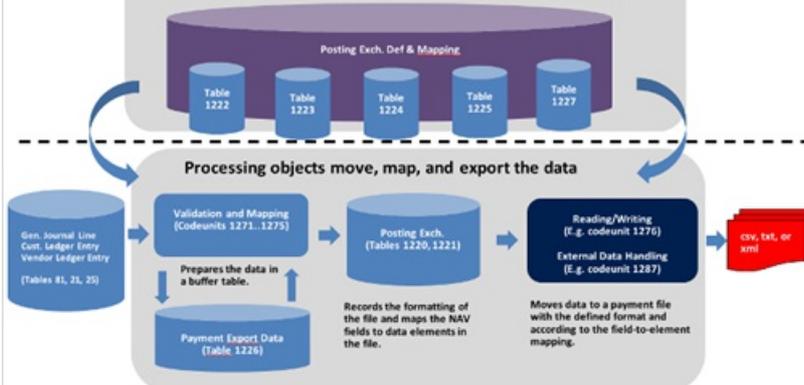
Five tables hold the format definition and the element-to-field mapping.



Architecture of the Data Exchange Framework - Export

In the Data Exchange Definition and Data Exchange Mapping pages, you describe the file format and how NAV fields map to data elements in the file.

Five tables hold the format definition and field-to-element mapping.



See Also

[Exchanging Data Electronically](#)

[How to: Use XML Schemas to Prepare Data Exchange Definitions](#)

Setting Up Data Exchange

Exchanging Data

Incoming Documents

General Business Functionality

Setting Up Data Exchange

4/16/2018 • 2 minutes to read • [Edit Online](#)

Before you can send and receive electronic documents or import and export bank files, you must set up the data exchange framework to process the involved files. In addition, you must set up related areas, such as master data for customers that you send electronic invoices to or the bank data conversion service in case you use the external service provider to convert your bank files. For more information, see [Exchanging Data Electronically](#).

When Dynamics NAV is set up to exchange data with external files, users can use the setup in common business tasks, such as sending and receiving electronic documents and importing and exporting bank files.

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Set up the preconfigured document exchange service to enable sending and receiving electronic documents from and to Dynamics NAV.	How to: Set Up a Document Exchange Service
Set up the preconfigured OCR service to turn PDF or image files into electronic documents that can be converted to document records in Dynamics NAV	How to: Set Up Incoming Documents
Set up one of two preconfigured services for updated exchange rates to get the latest currency exchange rates into the Currencies window.	How to: Update Currency Exchange Rates
Set up various master data, such as company information, customers, vendors, items, and units of measure, related to mapping data in Dynamics NAV	How to: Set Up Electronic Document Sending and Receiving
Set up a bank account, a vendor, and a payment journal for SEPA credit transfer.	How to: Set Up SEPA Credit Transfer
Prepare bank account formats, payment methods, and customer agreements for SEPA direct debit.	How to: Set Up SEPA Direct Debit
Set up user authentication and the URL of the bank data conversion service provider that is required to have bank files converted to your bank's format.	How to: Set Up the Bank Data Conversion Service
Set up and enable an external service that enables you to import bank statements directly as bank feeds.	How to: Set Up the Bank Data Conversion Service
After the bank data conversion service is enabled, link bank accounts in Dynamics NAV	How to: Set Up Bank Accounts
Prepare to set up a new data exchange definition for a data file or stream by using the file's XML schema to prefill the Column Definitions FastTab in the Posting Exchange Definition window.	How to: Use XML Schemas to Prepare Data Exchange Definitions

TO	SEE
Set up the Data Exchange Framework to enable users to receive a new purchase document format, send a new sales document format, import a new bank file, or other data exchange.	How to: Set Up Data Exchange Definitions

See Also

[Exchanging Data Electronically](#)

[Exchanging Data](#)

[Incoming Documents](#)

[General Business Functionality](#)

Exchanging Data

4/16/2018 • 2 minutes to read • [Edit Online](#)

You can exchange data between Dynamics NAV and external files or streams in connection with common business tasks, such as sending and receiving electronic documents and importing and exporting bank files.

Before you can send and receive electronic documents or import and export bank files, you must set up the data exchange framework to process the involved data files or streams. In addition, you must set up related areas. These include master data for customers that you send electronic invoices to and the bank data conversion service in case you distribute bank file conversions to an external service provider. For more information, see [Setting Up Data Exchange](#).

The following table describes a sequence of tasks, with links to the topics that describe them.

TO	SEE
Convert sales document records in Dynamics NAV to a standardized format and send them as electronic documents that your customers can receive into their system.	How to: Send Electronic Documents
Send PDF or image files to a provider of OCR services, and receive them back as electronic documents that can be converted to document records in Dynamics NAV.	How to: Use OCR to Turn PDF and Image Files into Electronic Documents
Receive electronic documents, either from the OCR service or the document exchange service, in a standardized format that you convert to the relevant document records in Dynamics NAV.	How to: Receive and Convert Electronic Documents
Import a bank statement file into the Payment Reconciliation Journal window as the first step in reconciling payments or into the Bank Acc. Reconciliation window as the first step in reconciling bank accounts.	Applying Payments Automatically and Reconciling Bank Accounts
Export payments from the Payment Journal window to a bank file that you upload to your electronic bank account for processing.	How to: Export Payments to a Bank File
Instruct your bank to transfer payment amounts from your customers' bank accounts to your company's account according to your setup of SEPA direct debit.	How to: Create SEPA Direct Debit Collection Entries and Export to a Bank File
Use a service provider of currency exchange rates to update the Currencies window.	How to: Update Currency Exchange Rates
View which file elements are mapped to fields in Dynamics NAV when importing SEPA CAMT statement files.	Field Mapping When Importing SEPA CAMT Files
View which fields in Dynamics NAV are mapped to file elements when exporting payment files by using the Bank Date Conversion Service feature.	Field Mapping When Exporting Payment Files Using Bank Date Conversion Service

See Also

[Setting Up Data Exchange](#)

[Exchanging Data Electronically](#)

[How to: Invoice Sales](#)

[How to: Record Purchases](#)

[Incoming Documents](#)

[General Business Functionality](#)

Business Process Walkthroughs

4/16/2018 • 2 minutes to read • [Edit Online](#)

This selection of walkthroughs provides step-by-step, end-to-end business processes that you can perform using the CRONUS International Ltd. demonstration company. The walkthroughs consist of multiple procedures, some of which would normally be performed by one user, while others incorporate several different user roles. In order to simulate the working environment, some of the walkthroughs contain setup steps necessary to complete the exercises as described. These steps can provide insight into the kind of information users need to share with their company's IT professionals.

The walkthroughs are complete scenarios, and should be performed from beginning to end for the greatest benefit. Many are based on Dynamics NAV demonstrations, and enable you to try those procedures yourself, at your own pace.

To avoid having to log in as many different profiles, navigation steps in the walkthroughs are based on department menus and not on the Role Centers.

TO	SEE
Set up a marketing campaign	Walkthrough: Conducting a Sales Campaign
Use prepayments to part of sales orders	Walkthrough: Setting Up and Invoicing Sales Prepayments
Set up approval users, when and how the users receive notification about approval workflows, and then modify and enable the relevant approval workflow.	Walkthrough: Setting Up and Using a Purchase Approval Workflow
Put received items away in basic warehouse configurations	Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations
Put received items away in advanced warehouse configurations	Walkthrough: Receiving and Putting Away in advanced warehouse configurations
Plan supply orders to fulfill demand manually	Walkthrough: Planning Supplies Manually
Plan supply orders to fulfill demand automatically	Walkthrough: Planning Supplies Automatically
Assemble and ship items that are customized on the sales order	Walkthrough: Selling, Assembling, and Shipping Kits
Plan a project, from start to finish	Walkthrough: Managing Projects with Jobs
Understand the costs of a job	Walkthrough: Calculating Work in Process for a Job
Pick items for shipment in basic warehouse configurations	Walkthrough: Picking and Shipping in Basic Warehouse Configurations
Implement defects management	Walkthrough: Tracing Serial-Lot Numbers

See Also

Walkthrough: Conducting a Sales Campaign

4/16/2018 • 9 minutes to read • [Edit Online](#)

A campaign is any kind of activity that involves several contacts. An important part of setting up a campaign involves selecting the target audience for your campaign. For this purpose, in Dynamics NAV, you create a segment, or a group of contacts using filters.

You use these features in Sales & Marketing to carefully plan your marketing activities and to manage your interactions with contacts and customers. You can create campaigns and set up segments of your contacts for mailings and other types of interactions with your contacts and prospective customers.

The Campaign and Segment features with their automated processes enable you to plan, organize, and keep track of your marketing activities. This will increase the chances of winning new customers and retaining existing customers.

About This Walkthrough

This walkthrough demonstrates the process for following up on a trade show and targeting potential customers (contacts) in a follow-up campaign.

The walkthrough introduces the campaign and segment management feature in the Sales & Marketing department. This walkthrough illustrates the following tasks:

- Setting up a campaign.
- Selecting the target audience.
- Mining data.
- Sending letters to contacts.
- Registering campaign responses.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Marketing Manager or Sales Manager
- Marketing Staffer

Prerequisites

Before you can perform the tasks in the walkthrough, you must install the Dynamics NAV.

Story

The marketing manager in the Sales department of CRONUS is responsible for planning campaigns and for executing them. He also makes decisions about which trade shows to participate in and he evaluates campaign progress.

The marketing staffer in the Marketing department handles producing, distributing, and placing marketing material.

The company has just launched a new product called the Millennium Server. The product was recently promoted at a trade show, Computer Futurus. Many customers expressed great interest in the product, and as part of a promotional effort, customers who bought Millennium Server during a campaign period were offered a special

campaign price.

One of the marketing staffer's tasks after the trade show is to enter all the potential customers as contacts.

The marketing manager sets up a campaign, creates a segment that contains all the new contacts and then mines the contact data to select the target audience for the campaign.

The staffer helps send out thank you letters to all the contacts who left their cards with the staff at the stand, and finally, the manager records all the responses they receive from the prospective customers.

Setting Up a Campaign

As soon as the staffer has entered the business cards received at the trade show, the marketing manager sets up a campaign card to manage the activities involved in the campaign.

To set up a campaign

1. Choose the  icon, enter **Campaigns**, and then choose the related link.
2. Choose the **New** action to create a new campaign. On the campaign card, press Enter to have a campaign number automatically inserted.
3. In the **Description** field, enter a description for the campaign, for example, **FUTURUS trade show**.
4. Choose the **Status Code** field, and select a status code from the list that opens in the **Campaign Status** window.
5. Fill in the **Starting Date** and **Ending Date** fields of the campaign as appropriate.

Selecting the Target Audience

The marketing manager creates a segment to select the contacts that he wants to interact with.

To create a segment with the relevant contacts

1. Choose the **Segments** action.
2. Choose the **New** action to create a new segment. On the segment card, press Enter to have a segment number automatically inserted.
3. On the **General** FastTab, in the **Description** field, enter, for example, **Visitors at the FUTURUS trade show**.

After entering general information about the segment, select the contacts to be included in the segment.

You can use a variety of criteria to select contacts, for example, you can select contact persons who work at a customer site or a prospective customer site who are responsible for purchases at their company.

You use filters to add contacts according to the criteria that best fit your purposes. For example, you can choose to filter by the job responsibility of the contact person or the business relation or industry of the contact company. For this walkthrough, choose the **Job Responsibility** filter to select contacts.

4. In the **Segment** window, choose the **Add Contacts** action to open the **Add Contacts** filter.
5. On the **Job Responsibility** FastTab, select the **Purchase** filter as the **Job Responsibility Code** and choose the **OK** button.

The **Segment** window now contains a list of contacts based on the filter you entered. On the **General** FastTab, in the **No. of Lines** field, you can see at a glance the number of contacts that meet these criteria.

NOTE

You can save your segmentation criteria to be reused at a later stage.

- a. In the **Segment** window, choose the **Segment** action, and then choose the **Save Criteria** action.
- b. In the **Save Segment Criteria** window, enter a code for the segment. In the **Description** field, enter a description of the segment criteria.
- c. Choose the **OK** button.

Mining the Data

The marketing manager takes a closer look at the segmented list of contacts and realizes that the list is much too big. He decides to reduce the list based on actual, prospective customers to make sure he focuses on the correct target group. This process of refining and reducing the data is also referred to as data mining.

To remove contacts from the segment

1. In the **Segment** window, choose the **Contacts** action, and then choose the **Reduce Contacts** action to open the **Remove Contacts – Reduce** window.
2. On the **Business Relation** FastTab, select the **PROS** filter as the **Business Relation Code**, and choose the **OK** button.

The **Segment** window now contains a reduced list of contacts, and in the **No. of Lines** field, you can see the number of contacts that now meet these new criteria.

NOTE

If you have to reverse this removal of a group of contacts, you can do this using the **Go Back** function. In other words, you can undo your last segmentation.

In the **Segment** window, choose the **Segment** action, and then choose the **Go Back** action.

The contacts that you just removed are added back to the list of contacts.

Linking a Segment to a Campaign

The marketing manager decides that the reduced list is the final list of contacts that he wants to be part of the campaign. He therefore links this segment to the campaign FUTURUS trade show.

To link a segment to the campaign

1. In the **Segment** window, on the **Campaign** FastTab, choose the **Campaign No.** field to select the campaign that you want the segment to be attached to, for example, **CP0001**.
2. Since this segment is the target of the campaign, select the **Campaign Target** check box.

Sending Letters and Email Messages to Contacts

The marketing staffer helps the marketing manager send out correspondence to the prospective customers, in which he thanks them for visiting the trade show.

To use a segment to send a letter to a contact

1. Open the **Segment** card for the **Visitors at the FUTURUS trade show**.
2. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.

3. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show.**

NOTE

This template consists of more than one attachment document, each of them written in a different language. Example languages include English and Danish.

4. Choose the **Language Code (Default)** field to open the **Segment Interaction Languages** window. Select a language code and then choose the **OK** button.
5. You can display the document in the selected language. Choose the **Attachment** action, and then choose the **Open** action.

To respond to the message that requests permission to start Word, choose the **Allow for this client session** option.

This opens the attached Word document so that you can inspect it. You can also take this opportunity to edit and modify the letter. Close Word when you are finished.

6. Enter the subject of the letter in the **Subject** field, in the language selected for the template.
7. Choose the **Log** action.
8. Choose the **Send Attachments** check box to have the attachments printed.
 - a. Select the **Create Follow-up Segment** check box.
 - b. Choose the **OK** button to start the **Log Segment** batch job.
9. The attachments are sent. When the process is done, choose the **OK** button for the message that states that the segment has been logged.

The letters are automatically printed and the segment is logged. Because the segment has been logged, it is no longer in the list of segments but is moved to the list of logged segments. To see that list, Choose the  icon, enter **Logged Segments**, and then choose the related link.

10. After the segment is logged, each letter that is sent is recorded as an interaction, which you can view in the log.

Choose the  icon, enter **Interaction Log Entries**, and then choose the related link. There is an entry for each sent letter.

To send an email message to a contact

1. On the **Interaction** FastTab, in the **Interaction Template Code** field, select the Business Letter template, code **BUS**.
2. In the **Subject (Default)** field, enter the following example text: **Thank you for visiting the trade show.**
3. In the **Correspondence Type** field, choose **E-Mail**.
4. Specify language settings, as in the previous procedure.
5. Choose the **Log** action. The **Log Segment** window opens.
6. Select the **Send Attachments** check box to have the attachments sent by email.
7. Select the **Create Follow-up Segment** check box.
8. Choose the **OK** button.

The letters are automatically sent by email, and the segment is logged. Because the segment has been

logged, it is no longer in the list of segments but is saved in the list of logged segments. To see that list, Choose the  icon, enter **Logged Segments**, and then choose the related link.

Registering Campaign Responses

During the next couple of weeks, the prospective customers respond to the letter. The marketing manager wants to keep track of the responses and record these interactions.

For this purpose, set up a segment for the contacts who have responded to the letter.

To register campaign responses

1. In the **Segment** window, expand the **Interaction** FastTab.
2. Choose the **Interaction Template Code** field.

There is no interaction template for recording responses to campaigns. Therefore, create a new template.

3. In the **Interaction Templates** window, choose the **New** action.
4. In the **Code** field, enter **RESP**, and in the **Description** field, enter **Campaign Responses**.
5. Choose the **OK** button.
6. Select this interaction template in the **Interaction Template Code** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.

Now specify that these contacts have responded to the campaign:

7. On the **Campaign** FastTab, in the **Campaign No.** field, select your campaign.
8. Leave the **Campaign No.** field and confirm the message that asks if you want to update the segment lines with the same Interaction Template Code.
9. Select the **Campaign Response** field and confirm the subsequent message.

Log the segment to make sure that the interactions are recorded.

10. In the **Segment** window, choose the **Log** action.
11. In the **Log Segment** window, clear the **Send Attachments** check box, and then choose the **OK** button and confirm the message that appears.

After the segment is logged, an entry for the campaign is automatically created to record this action in the **Campaign Entries** window.

See Also

[Relationship Management](#)

[Business Process Walkthroughs](#)

[Working with Dynamics NAV](#)

Walkthrough: Setting Up and Invoicing Sales Prepayments

4/16/2018 • 9 minutes to read • [Edit Online](#)

Prepayments are payments that are invoiced and posted to a sales or purchase prepayment order before final invoicing. You may require a deposit before you manufacture items to order, or you may require payment before you ship items to a customer. You use the prepayments functionality in Dynamics NAV to invoice and collect deposits that are required from customers or remit deposits to vendors. Thus, you can make sure that all payments are posted against an invoice.

Prepayment requirements can be defined for a customer or vendor for all items or selected items. After you complete the required setup, you can generate prepayment invoices from sales and purchase orders for the calculated prepayment amount. You can change the default amounts on the invoice as needed. For example, you can send additional prepayment invoices if additional items are added to the order.

About This Walkthrough

This walkthrough will take you through the following scenarios:

- Setting up prepayments
- Creating an order that requires a prepayment
- Creating a prepayment invoice
- Correcting the prepayment requirements on an order
- Applying prepayments to an order
- Invoicing the final amount on an order with prepayment

Roles

This walkthrough includes tasks for the following roles:

- Accounting Manager (Phyllis)
- Order Processor (Susan)
- Accounts Receivable Administrator (Arnie)

Story

Phyllis is an accounting manager. She makes decisions about which customers are required to pay a deposit before items are manufactured or shipped. Phyllis sets up Dynamics NAV to calculate prepayments automatically.

Susan is a sales order processor. When a customer calls to place an order, she enters the order into the system while the customer is on the telephone. This way, she can verify prices and payment terms with the customer immediately, and she can make adjustments to the order while she negotiates with the customer.

Arnie works in the Accounts Receivable department, where he posts invoices and payments.

In this scenario, Phyllis sets up prepayment requirements for the customer Selangorian, based on their credit history, and gives Susan instructions for how to handle their orders.

When the customer calls, Susan negotiates with the customer until they reach an agreement. She can then choose to calculate the prepayment in several different ways.

After Susan sends the prepayment invoice, the customer orders an extra item. Susan updates the order and

creates a second prepayment invoice.

Arnie registers the customer's payment and applies it to the invoices, and then sends the final invoice.

Setting Up Prepayments

Phyllis sets up the system to handle prepayments for customers.

- Phyllis decides to have the same number series for prepayments as the one used for sales invoicing.
- Phyllis sets the program to check if prepayments are required before final invoicing on an order.
- Phyllis sets up default values for a required prepayment percentage for particular items and customers.

The following procedures describe how to complete Phyllis' tasks:

To set up number series for prepayments

1. Choose the  icon, enter **Sales & Receivables Setup**, and then choose the related link.
2. In the **Sales & Receivables Setup** window, expand the **Numbering** FastTab.
3. Verify that the number series for posted prepayment invoices in the **Posted Prepmt. Inv. Nos.** field is the same as for posted sales invoices (**Posted Invoice Nos.**) and the number series for posted prepayment credit memos (**Posted Prepmt. Cr. Memo Nos.**) is the same as for posted credit memos (**Posted Credit Memo Nos.**).

To block shipments for unpaid prepayment

1. In the **Sales & Receivables Setup** window, on the **General** FastTab, select the **Check Prepayment when Posting** check box.

Now you cannot ship or invoice an order that has an unpaid prepayment amount.

By default, Phyllis requires customer 20000 to be invoiced for a 30% down payment on all orders. Therefore, she will enter a default prepayment percentage on the customer card.

Phyllis requires all customers to be invoiced a 20% deposit for item 1100. Customer 20000 has a poor payment history. Therefore, she requires a 40% prepayment from customer 20000 for item 1100. The following procedure illustrates how to set up default prepayment percentages.

To assign default prepayment percentages to customers and items

1. Choose the  icon, enter **Customers**, and then choose the related link.
2. Open the card for customer 20000 (Selangorian).
3. In the **Prepayment %** field, type **30**.
4. Choose the **OK** button to close the customer card.
5. Choose the  icon, enter **Items**, and then choose the related link.
6. Open the card for customer 1100.
7. Choose the **Prepayment Percentages** action.
8. Fill in two lines in the **Sales Prepayment Percentages** window as follows.

SALES TYPE	SALES CODE	ITEM NO.	PREPAYMENT %
Customer	20000	1100	40
All Customers		1100	20

IMPORTANT

Depending on your country/region, you must also specify a tax group code on the **Invoicing** FastTab for items 1000 and 1100.

9. Close all windows.

To specify an account for sales prepayments in general posting setup

1. Choose the  icon, enter **General Posting Setup**, and then choose the related link.
2. Select the line where the **Gen. Bus. Posting Group** field is set to **EXPORT**, and the **Gen. Prod. Posting Group** field is set to **RETAIL**, and then choose the **Edit** action.
3. In the **General Posting Setup Card** window, in the **Sales Prepayments Account** field, specify the relevant account.
4. Choose the **OK** button.

Creating an Order that Requires a Prepayment

In the following scenario, Susan, the order processor, creates an order when talking to a customer. The items that the customer orders require a prepayment, and the customer has made some late payments in the past. Therefore, Susan has been instructed to require a fixed amount of 2,000 as a prepayment on the order.

The customer requests to be able to pay 35%, to which Susan can agree. Therefore, she changes the order.

Susan creates the prepayment invoice and sends it to the customer.

To create a sales order with a prepayment

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **Sell-to Customer No.** field, select **20000**.
4. Accept the overdue balance warning that is displayed.
5. Fill in two sales lines with the following information.

TYPE	NO.	QUANTITY
Item	1000	1
Item	1100	1

By default, the prepayment fields on the sales line are hidden, so you must display them.

6. Verify that the **Prepayment %** field on the line with item **1000** contains **30**. The default value was taken from the sales header, which was populated from the customer card.

The **Prepayment %** field on the line with item **1100** contains **40**. This is the percentage you entered in the **Sales Prepayment Percentages** window for item **1100** and customer **20000**.

For more information, see [How to: Set Up Prepayments](#).

7. Choose the **Statistics** action.
8. On the **Prepayment** FastTab, the **Prepmt. Line Amount Excl. VAT** field contains **1,560**. If you create a prepayment invoice for the order now, then this is the amount that is displayed on the invoice.

In this scenario, Susan has been instructed to suggest a total prepayment of 2000 for the order.

IMPORTANT

Depending on your country/region, the following step might not apply.

9. Change the amount in the **Prepmt. Line Amount Excl. VAT** field to **2000** and then close the window.
10. Verify the **Prepayment %** field on the sales lines, and you will see that it has been recalculated to **40.81625**.

The recalculation includes all lines that have a prepayment percentage that is greater than 0.

Now the customer asks if the prepayment percent can be set to 35%. Susan's supervisor approves the change.
11. In the **Sales Order** window, in the **Prepayment %** field, enter **35**.
12. In the warning that appears, choose the **Yes** button. A rate of 35% will be applied as the payment percentage for the whole order.
13. Verify that the lines have been updated accordingly.

Creating a Prepayment Invoice

After entering the correct prepayment values on the order, Susan creates the prepayment invoice and sends it to the customer.

To create a prepayment invoice

1. In the **Sales Order** window, choose the **Post Prepayment Invoice** action.

NOTE

Susan would select **Post and Print Prepmt. Invoice** and mail the invoice to the customer.

Creating an Additional Prepayment Invoice

The following day, the customer calls Susan and makes changes to the order. The customer wants two of item 1100. Susan reopens and updates the order, and then she creates a second prepayment invoice on the order and sends it to the customer.

To create an additional prepayment invoice

1. In the **Sales Order** window, choose the **Reopen** action.
2. On the line for item **1100**, in the **Quantity** field, enter **2**.

Scroll to see the prepayment fields. The **Prepayment Line Amount Excl. VAT** field now contains **630**, and the **Prepmt. Amt. Inv. Excl. VAT** field contains **315**. This shows that there is an additional prepayment amount that has not been invoiced yet.

3. To post an invoice for the additional prepayment amount, on the **Actions** tab, in the **Posting** group, choose **Prepayment**, and then choose **Post Prepayment Invoice**.

Applying the Prepayments

The customer pays the prepayments amount and Arnie, who works in the accounts department, registers the payment and applies it to the prepayment invoices.

To apply a payment to the prepayment invoices

1. Choose the  icon, enter **Cash Receipt Journals**, and then choose the related link.
2. Fill in a journal line with the following information.

FIELD NAME	ENTER
Document Type	Payment
Account Type	Customer
Account No.	20000

3. Choose the **Apply Entries** action.
4. In the **Apply Customer Entries** window, select the first prepayment invoice, and then choose the **Set Applies-to ID** action.
5. Repeat the previous step for the second prepayment.
6. Choose the **OK** button.

The amount field has now been filled in with the sum of the two prepayment invoices.

7. Post the journal.

Invoicing the Remaining Amount

Now Arnie has been informed that the items on the order have been shipped and that the order is ready for invoicing. Arnie creates the invoice for the order.

To invoice the remaining amount

1. Open the sales order.
2. Choose the **Ship and Invoice** action, and then choose the **OK** button.

NOTE

Normally, the shipping department would have already posted the shipment.

Arnie can view the history to verify that the sales invoice was created as intended.

1. Choose the  icon, enter **Posted Sales Invoices**, and then choose the related link.

Next Steps

This walkthrough has taken you through steps to set up Dynamics NAV to handle prepayments. You have set up default prepayment percentages on customers and items, and you have also used different methods to calculate the prepayments on an order. You have tried to assign one total prepayment amount to the order, and you have had the prepayment amount calculated as a percentage of the whole order.

You have also posted a prepayment invoice, created a second prepayment invoice when the order has changed, and posted the final invoice for the remaining amount.

The prepayments functionality in Dynamics NAV makes it easy to set up and enforce prepayment rules for customers and items, and it enables you to post every payment against an invoice.

See Also

[Invoicing Prepayments](#)

[Finance](#)

[Working with Dynamics NAV](#)

[Business Process Walkthroughs](#)

Walkthrough: Setting Up and Using a Purchase Approval Workflow

4/16/2018 • 8 minutes to read • [Edit Online](#)

You can automate the process of approving new or changed records, such as documents, journal lines, and customer cards, by creating workflows with steps for the approvals in question. Before you create approval workflows, you must set up an approver and substitute approver for each approval user. You can also set approvers' amount limits to define which sales and purchase records they are qualified to approve. Approval requests and other notifications can be sent as email or internal note. For each approval user setup, you can also set up when they receive notifications.

You can set up and use workflows that connect business-process tasks performed by different users. System tasks, such as automatic posting, can be included as steps in workflows, preceded or followed by user tasks. Requesting and granting approval to create new records are typical workflow steps. For more information, see [Workflow](#).

About This Walkthrough

This walkthrough illustrates the following tasks:

- Setting up approval users (incl. setting up a user in Windows and in Dynamics NAV).
- Setting up notifications for approval users.
- Modifying and enabling an approval workflow.
- Starting the job queue that dispatches notifications.
- Requesting approval of a purchase order, as Alicia.
- Receiving a notification and then approving the request, as Sean.

Prerequisites

To complete this walkthrough, you will need the CRONUS International Ltd. demonstration company.

Story

Sean is a super user at CRONUS on his own computer.

He creates two approval users. One is Alicia who represents a purchasing agent. The other is himself representing Alicia's approver. Sean then gives himself unlimited purchase approval rights and specifies that he will receive notifications by internal note as soon as a relevant event occurs. Last, Sean creates the required approval workflow as a copy of the existing Purchase Order Approval Workflow workflow template, leaves all existing event conditions and response options unchanged, and then enables the workflow.

To test the approval workflow, Sean first logs into Dynamics NAV as Alicia, and then requests approval of a purchase order. Sean then logs in as himself, sees the note on his Role Center, follows the link to the approval request for the purchase order, and approves the request.

Setting Up the Sample Data

You must create a new user on the local computer and in Dynamics NAV representing Alicia who you will later select as an approval user. Your own user account will represent Sean.

To add Alicia as a user on the local computer

1. Choose **Start**, in the **Search programs and files** box, enter **Edit local users and groups**, and then choose the related link.
2. Open the **Users** folder.
3. On the **Actions** tab, choose **New User**.
4. In the **User Name** field, enter Alicia.
5. In the **Password** and **Confirm Password** fields, enter a valid password.
6. Deselect the **User must change password at next logon** check box.
7. Close the **Local Users and Groups** window.

To add Alicia as a user in Dynamics NAV

1. Choose the  icon, enter **Users**, and then choose the related link.
2. In the **Windows Users** window, on the **Home** tab, in the **New** group, choose **New**.
3. In the **User Card** window, in the **User Name** field, enter Alicia.
4. In the **Windows User Name** field, choose the AssistEdit button.
5. In the **Select User or Group** window, in the **Enter the object name to select** field, enter Alicia, and then choose the **Check Names** button.
6. When [COMPUTER NAME]ALICIA appears in the field, choose the **OK** button.
7. On the **User Permission Sets** FastTab, in the **Permission Set** field, select **SUPER**.
8. In the **Company** field, select **CRONUS International Ltd.**
9. Choose the **OK** button.

Setting Up Approval Users

Using the Windows user that you have just created, set Alicia up as an approval user whose approver is yourself. Set up your approval rights and specify how and when you are notified of approval requests.

To set up yourself and Alicia as approval users

1. Choose the  icon, enter **Approval User Setup**, and then choose the related link.
2. In the **Approval User Setup** window, on the **Home** tab, in the **New** group, choose **New**.

NOTE

You must set up an approver before you can set up users who require that approver's approval. Therefore, you must set up yourself before you set up Alicia.

3. Set up the two approval users by filling the fields as described in the following table.

USER ID	APPROVER ID	UNLIMITED PURCHASE APPROVAL
[COMPUTER NAME][YOU]		Selected
[COMPUTER NAME]ALICIA	[COMPUTER NAME][YOU]	

Setting Up Notifications

Specify how and when you are notified of approval requests.

To set up how and when you are notified

1. In the **Approval User Setup** window, select the line for yourself, and then on the **Home** tab, in the **Process** group, choose **Notification Setup**.

2. In the **Notification Setup** window, in the **Notification Type** field, enter **Approval**.
3. Choose the **Notification Template Code** field, and then choose the **Advanced** button.
4. In the **Notification Templates** window, on the **Home** tab, in the **Manage** group, choose **Edit List**.
5. On the line for the APPROVAL template, in the **Notification Method** field, enter **Note**.
6. Choose the **OK** button.
7. In the **Notification Setup** window, on the **Home** tab, in the **Process** group, choose **Notification Schedule**.
8. In the **Notification Schedule** window, in the **Occurrence** field, choose **Instantly**.
9. Choose the **OK** button.

Creating the Approval Workflow

Create the purchase order approval workflow by copying the steps from the Purchase Order Approval Workflow workflow template. Leave the existing workflow steps unchanged, and then enable the workflow.

To create and enable a purchase order approval workflow

1. Choose the  icon, enter **Workflows**, and then choose the related link.
2. In the **Workflows** window, on the **Actions** tab, in the **General** group, choose **Create Workflow from Template**.
3. On the **Actions** tab, in the **General** group, choose **Create Workflow from Template**. The **Workflow Templates** window opens.
4. Select the workflow template named Purchase Order Approval Workflow, and then choose the **OK** button.

The **Workflow** window opens for a new workflow containing all the information of the selected template. The value in the **Code** field is extended with "-01" to indicate that this is the first workflow that is created from the Purchase Order Approval Workflow workflow template.

5. On the header of the **Workflow** window, select the **Enabled** check box.

Starting a Notification Job Queue

Make sure that a job queue in your installation is set up to handle workflow notifications.

To start the NOTIFY job queue

1. Choose the  icon, enter **Job Queues**, and then choose the related link.
2. In the **Job Queues** window, select the line for the NOTIFY job queue, and then, on the **Home** tab, in the **Process** group, choose **Start Job Queue**.

Using the Approval Workflow

Use the new Purchase Order Approval Workflow workflow by first logging into Dynamics NAV as Alicia to request approval of a purchase order. Then log in as yourself, view the note on the Role Center, follow the link to the approval request, and then approve the request.

To log into Dynamics NAV as different users, you will use the **Run as different user** function.

To log into Dynamics NAV as Alicia

1. For the Dynamics NAV web client, on the browser launch button for the web page, press Shift + Right-Click, and then choose **Run as different user**.

For the Dynamics NAV Windows client, on the launch button for the program, press Shift + Right-Click, and then choose **Run as different user**.

2. In the **Windows Security** window, enter [COMPUTER NAME]ALICIA and the required password.

To request approval of a purchase order, as Alicia

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Select the line for open purchase order 104001, and then on the **Home** tab, in the **Manage** group, choose **Edit**.
3. In the **Purchase Order** window, on the **Actions** tab, in the **Approval** group, choose **Send Approval Request**.

Notice that the value in the **Status** field has changed to **Pending Approval**.

4. Close Dynamics NAV.

To approve the purchase order, as Sean

1. Open Dynamics NAV as you generally do. The program will open with you as the user.
2. On the Role Center, in the **My Notifications** window, look for a new note from Alicia.

NOTE

Although the notification recurrence is set to **Instantly**, the note will arrive approximately one minute after Alicia sent the approval request. This is due to the default recurrence frequency of the Job Queue feature.

3. When the note appears in the **My Notifications** window, choose the **Approval Entry: XX, XX** value in the **Page** field. The **Requests to Approve** window opens with Alicia's request for the purchase order highlighted.
4. In the **Requests to Approve** window, on the **Home** tab, in the **Process** group, choose **Approve**.

The value in the **Status** field on Alicia's purchase order changes to **Released**.

You have now set up and tested a simple approval workflow based on the first two steps of the Purchase Order Approval Workflow workflow. You can easily extend this workflow to automatically post Alicia's purchase order when Sean approves it. To do this, you must enable the Purchase Invoice Workflow workflow, in which the response to a released purchase invoice is to post it. First you must change the event condition on the first workflow step from (purchase) **Invoice** to **Order**.

The generic version Dynamics NAV includes a number of workflow templates for scenarios that are supported by the application code. Most of these are for approval workflows. For more information, see [Workflow Templates](#).

You define variations of workflows by filling fields on workflow lines from fixed lists of event and response values representing scenarios that are supported by the application code. For more information, see [How to: Create Workflows](#).

If a business scenario requires a workflow event or response that is not supported, a Microsoft partner must implement them by customizing the application code. For more information, see [Walkthrough: Implementing New Workflow Events and Responses](#) in the developer and IT-pro help.

See Also

- [How to: Set Up Approval Users](#)
- [Setting Up Workflow Notifications](#)
- [How to: Create Workflows](#)
- [How to: Use Approval Workflows](#)
- [Workflow](#)

Walkthrough: Picking and Shipping in Basic Warehouse Configurations

4/16/2018 • 4 minutes to read • [Edit Online](#)

In Dynamics NAV, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** window to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.

- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at SILVER location by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account in the **Users** window.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001 Note: The item's default bin in CRONUS	20
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.

Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks in the **Inventory Pick** window, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** window defines the company's warehouse flows.

To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.

3. Select the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.

4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

In the **Inventory Pick** window, you can manage all outbound warehouse activities for a specific source document, such as a sales order.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.
3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 30 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[How to: Pick Items with Inventory Picks](#)

[How to: Pick Items for Warehouse Shipment](#)

[How to: Set Up Basic Warehouses with Operations Areas](#)

[How to: Move Components to an Operation Area in Basic Warehouse Configurations](#)

[How to: Pick for Production or Assembly](#)

[How to: Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

Walkthrough: Receiving and Putting Away in Advanced Warehouse Configurations

4/16/2018 • 6 minutes to read • [Edit Online](#)

In Dynamics NAV, the inbound processes for receiving and putting away can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	RECEIPTS	PUT-AWAYS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post receipt and put-away from the order line	X			2
B	Post receipt and put-away from an inventory put-away document			X	3
C	Post receipt and put-away from a warehouse receipt document		X		4/5/6
D	Post receipt from a warehouse receipt document and post put-away from a warehouse put-away document		X	X	4/5/6

For more information, see [Design Details: Inbound Warehouse Flow](#).

The following walkthrough demonstrates method D in the previous table.

About This Walkthrough

In advanced warehouse configurations where your location is set up to require receiving processing in addition to put-away processing, you use the **Warehouse Receipt** window to record and post the receipt of items on multiple inbound orders. When the warehouse receipt is posted, one or more warehouse put-away documents are created to instruct warehouse workers to take the received item and place them in designated places according to bin setup or in other bins. The specific placement of the items is recorded when the warehouse put-away is registered. The inbound source document can be a purchase order, sales return order, inbound transfer order, or assembly or production order with output that is ready to be put away. If the receipt is created from an inbound order, more than one inbound source document can be retrieved for the receipt. By using this method you can register many items arriving from different inbound orders with one receipt.

This walkthrough demonstrates the following tasks.

- Setting up WHITE location for receiving and putting away.
- Creating and releasing two purchase orders for full warehouse handling.
- Creating and posting a warehouse receipt document for multiple purchase order lines from specific vendors.
- Registering a warehouse put-away for the received items.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Purchasing Agent
- Receiving Staff
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at WHITE location by following these steps:

1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
2. Choose the **User ID** field, and select your own user account in the **Users** window.
3. In the **Location Code** field, enter WHITE.
4. Select the **Default** field.

Story

Ellen, the warehouse manager at CRONUS International Ltd., creates two purchase orders for accessory items from vendors 10000 and 20000 to be delivered to WHITE warehouse. When the deliveries arrive at the warehouse, Sammy, who is responsible for receiving items from vendors 10000 and 20000, uses a filter to create receipt lines for purchase orders arriving from the two vendors. Sammy posts the items as received into inventory in one warehouse receipt and makes the items available for sale or other demand. John, the warehouse worker, takes the items from the receiving bin and puts them away. He puts all units away in their default bins, except 40 out of 100 received hinges that he puts away in the assembly department by splitting the put-away line. When John registers the put-away, the bin contents are updated and the items are made available for picking from the warehouse.

Reviewing the WHITE Location Setup

The setup of the **Location Card** window defines the company's warehouse flows.

To review the location setup

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the WHITE location card.
3. Note on the **Warehouse** FastTab that the **Directed Put-away and Pick** check box is selected.

This means that the location is set up for the highest complexity level, reflected by the fact that all warehouse handling check boxes on the FastTab are selected.

4. Note on the **Bins** FastTab that bins are specified in the **Receipt Bin Code** and the **Shipment Bin Code** fields.

This means that when you create a warehouse receipt, this bin code is copied to the header of the warehouse receipt document by default and to the lines of the resulting warehouse put-aways.

Creating the Purchase Orders

Purchase orders are the most common type of inbound source document.

To create the purchase orders

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor 10000 on the work date (January 23) with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70200	WHITE	100 PCS
70201	WHITE	50 PCS

Proceed to notify the warehouse that the purchase order is ready for warehouse handling when the delivery arrives.

4. Choose the **Release** action.

Proceed to create the second purchase order.

5. Choose the **New** action.
6. Create a purchase order for vendor 20000 on the work date with the following purchase order lines.

ITEM	LOCATION CODE	QUANTITY
70100	WHITE	10 CAN
70101	WHITE	12 CAN

Choose the **Release** action.

The deliveries of items from vendors 10000 and 20000 have arrived at WHITE warehouse, and Sammy starts to process the purchase receipts.

Receiving the Items

In the **Warehouse Receipt** window, you can manage multiple inbound orders for source documents, such as a purchase order.

To receive the items

1. Choose the  icon, enter **Warehouse Receipts**, and then choose the related link.
2. Choose the **New** action.
3. In the **Location Code** field, enter WHITE.
4. Choose the **Use Filters to Get Src. Docs.** action.
5. In the **Code** field, enter **ACCESSORY**.

6. In the **Description** field, enter **Vendors 10000 and 20000**.
7. Choose the **Modify** action.
8. On the **Purchase** FastTab, in the **Buy-from Vendor No. Filter** field, enter **10000|20000**.
9. Choose the **Run** action. The warehouse receipt is filled with four lines representing purchase order lines for the specified vendors. The **Qty. to Receive** field is filled because you did not select the **Do not Fill Qty. to Handle** check box in the **Filters to Get Source Docs.** window.
10. Optionally, if you want to use a filter as described earlier in this section, choose the **Get Source Document** action, and then select purchase orders from the vendors in question.
11. Choose the **Post Receipt** action, and then choose the **Yes** button.

Positive item ledger entries are created reflecting the posted purchase receipts of accessories from vendors 10000 and 20000, and the items are ready to be put away in the warehouse from the receiving bin.

Putting the Items Away

In the **Warehouse Put-away** window, you can manage put-aways for a specific warehouse receipt document covering multiple source documents. Like all warehouse activity documents, each item on the warehouse put-away is represented by a Take line and a Place line. In the following procedure, the bin code on the Take lines is the default receiving bin at WHITE location, W-08-0001.

To put the items away

1. Choose the  icon, enter **Put-Aways**, and then choose the related link.
2. Select the only warehouse put-away document in the list, and then on the **Home** tab, in the **Manage** group, choose **Edit**.

The warehouse put-away document opens with a total of eight Take or Place lines for the four purchase order lines.

The warehouse worker is told that 40 hinges are needed in the assembly department, and he proceeds to split the single Place line to specify a second Place line for bin W-02-0001 in the assembly department where he places that part of the received hinges.

3. Select the second line in the **Warehouse Put-away** window, the Place line for item 70200.
4. In the **Qty. to Handle** field, change the value from 100 to 60.
5. On the **Lines** FastTab, choose **Functions**, and then choose **Split Line**. A new line is inserted for item 70200 with 40 in **Qty. to Handle** field.
6. In the **Bin Code** field, enter W-02-0001. The **Zone Code** field is automatically filled.

Proceed to register the put-away.

7. Choose the **Register Put-Away** action, and then choose the **Yes** button.

The received accessories are now put-away in the items' default bins, and 40 hinges are placed in the assembly department. The received items are now available for picking to internal demand, such as assembly orders, or to external demand, such as sales shipments.

See Also

[How to: Put Items Away with Warehouse Put-aways](#)

[How to: Move Items in advanced warehouse configurations](#)

Design Details: Inbound Warehouse Flow

Walkthrough: Receiving and Putting Away in Basic Warehouse Configurations

Business Process Walkthroughs

Walkthrough: Planning Supplies Manually

8/13/2018 • 10 minutes to read • [Edit Online](#)

This walkthrough demonstrates the process of planning supply orders to fulfill new demand. You can initiate supply planning at fixed intervals, for example, every morning or every Monday, or when you are notified by sales or production, depending on the type of demand. In this walkthrough you will use the **Order Planning** window, a simple supply planning tool that is based on manual decision-making instead of parameter-based automatic planning.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Planning a purchase order for manufacturing components.
- Planning a transfer order to fulfill sales demand.
- Planning a production order for a multilevel item.

Roles

This walkthrough demonstrates tasks performed by the following user roles:

- Production Planner
- Purchasing Agent
- Sales Order Processor

Prerequisites

Before you begin this walkthrough, you must install the Dynamics NAV. The following modifications must be made to the database:

- Delete all existing sales orders for bicycles.
- Create one sales order for 10 bicycles at BLUE location.
- Delete all planned and firm planned production orders. Do not delete started orders with entries that are already posted.

As a rule, use the suggested data in this walkthrough because this data has the necessary records.

Story

Eduardo, the Production Planner of a small manufacturing company, is about to plan production and purchase orders to fulfill new sales demand.

Because the products have few BOM levels and the flow of orders is relatively low, Eduardo uses the **Order Planning** window to manually create supply orders, one product level at a time.

In a more complex manufacturing environment, the planning worksheet is used to plan supply based on item parameters such as rescheduling period, safety lead time, reorder point, and batch calculations of consolidated demand from all product levels.

Setting Up the Sample Data

The standard CRONUS demonstration company currently has lots of unplanned demand. During the different planning tasks in this walkthrough, you will have to deviate from the realistic business flow by ignoring demand with close due dates and instead use demand with later due dates.

Using the Order Planning Window

The **Order Planning** window can be accessed from several different locations on the **Departments** menu in the navigation pane:

- Manufacturing, Planning
- Sales & Marketing, Order Processing
- Purchase, Planning
- In addition, you can open this window for a specific production order by choosing **Planning** on the **Navigate** tab in the **Order** group.

To use the Order Planning window

1. Choose the  icon, enter **Order Planning**, and then choose the related link.

When the **Order Planning** window first opens, a plan must be calculated to show the new demand since it was last calculated.

2. Choose the **Calculate Plan** action.

The planning system analyzes any new demand that has been introduced, such as new sales, changed sales, or production orders.

Based on total availability, the quantity needed for each demand line is calculated. This calculation is performed order-by-order. This means that the order which includes the demand line with the earliest due date or shipment date will be calculated first. After that, additional demand lines will be calculated in the same order, regardless of the due date or shipment date.

3. Be sure that the **Order Planning** window is maximized and that column fields are resized to show all the default field names.

When the calculation is completed, the window displays all unfulfilled demand as collapsed order header lines sorted by earliest demand date.

Notice that CRONUS has several orders with unfulfilled demand. Each bold planning line represents an order, sales order, or production order, including at least one order line with insufficient availability.

4. In the **Show Demand As** field, select the **All Demand** filter.

With the **Demand Type** field, you can choose which order types that you want to display.

Orders that do not have availability problems are not shown. If no orders exist when a plan is calculated, a message will display and no planning lines will appear.

Planning a Purchase Order to Fulfill Component Demand

In this procedure, you create a purchase order for needed manufacturing components.

To plan a purchase order to fulfill component need in production

1. Expand the first line (choose the + symbol).
2. Choose the first demand line, with item **LSU-15**, and then choose the **Show Document** action.
3. Close the opened production order to return to the **Order Planning** window.

4. In the **Replenishment System** field, select **Purchase**.

The default value is from the item card, or SKU card, but you can change it to one of the following options:

- **Purchase** – To create a purchase order.
- **Transfer** – To create a transfer order.
- **Prod. Order** – To create a production order.

5. In the **Supply From** field, select one of the following options according to the selected replenishment system:

- **Vendor** – For purchases
- **Location** – For transfers

If the field is not filled in, an error message will display when you try to create the supply orders.

NOTE

If the components have a default vendor number set up on the item cards, the lines will be preset.

6. Choose the **Supply From** field.
7. In the **Item Vendor Catalogue** window, choose the **New** action, and then select vendor **30000**.
8. Choose the **OK** button to return to the **Order Planning** window.
9. Copy vendor **30000** to the other lines for loudspeaker components on this production order.
You are now ready to create a purchase order.
10. Choose the **Make Orders** action. The **Make Supply Orders** window opens.
11. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **Active Order** option.
12. On the **Options** FastTab, in the **Create Purchase Order** field, choose the **Make Purch. Order** option.
13. Choose the **OK** button to create purchase orders for all the components of the order.

The purchase orders are now created and saved as the last orders in the list of purchase orders.

Planning a Transfer Order to Fulfill Sales Demand

In this procedure, you will plan for demand from a sales order. Demand lines represent sales lines and not component lines, as in production demand.

To plan a transfer order to fulfill sales demand

1. Move the pointer to the planning line for order **2008**.
2. Expand the line and move the pointer to the demand line.

Sales order **2008** is for ten loudspeakers, item **LS-120**, ordered by John Haddock Insurance Co.

The item's defined replenishment system and default vendor will display.

NOTE

At the bottom of the window, there are four information fields. In the **Earliest Date Available** field, the ten pieces that are needed will be available, on an inbound supply order, nine days later than the current due date. If this is too late for the customer, the **Available for Transfer** field shows 13 pieces of the item at another location. You will want to plan for this stock.

3. Choose the **Available for Transfer** field to open the **Get Alternative Supply** window.
4. Choose the **OK** button to book the ten items that are available.

NOTE

In the demand line, the suggested purchase has been exchanged with a transfer from GREEN location. The **Make Orders** function creates a transfer order from GREEN to the demanded location. The **Substitutes Exists** field works in the same way.

5. Choose the **Make Orders** action. The **Make Supply Orders** window opens.
6. On the **Order Planning** FastTab, in the **Make Orders for** field, choose the **The Active Order** option.
7. On the **Options** FastTab, in the **Create Transfer Order** field, select the **Make Trans. Orders** option.
8. Choose the **OK** button to create the transfer order to supply the sales order.

The transfer order is now created and saved in the list as the last order in the list of open transfer orders.

Planning a Multilevel Production Order to Fulfill Sales Demand

In this procedure, you will plan to fulfill sales demand for a produced item with multiple product levels, each creating dependent production demand.

To plan multilevel production to fulfill sales demand

1. Select the planning line with sales demand for order **1001**, created earlier as prerequisite data.

This demand is a sales line, but the item has a defined replenishment system of **Prod. Order**. Proceed to add an extra bell to the component need of each bicycle.

2. Choose the **Components** action to open the **Planning Components** window.
3. On the line with the Bell item, change the **Quantity per** field from **1** to **2**.
4. In the **Order Planning** window, consider your planning alternatives. In this case, you have no alternative means of supply, no transfer, substitute, or later delivery. You must create the suggested supply order, a production order.
5. Choose the **Make Orders** action to create the production order.

In the **Order Planning** window, notice that the planning line for sales order **1001** no longer exists and that the initial sales demand has been covered.

6. Close the **Order Planning** window.

Now, you could choose to stay in this view and complete all the planning tasks. Instead, you will now take on the Production Planner role by going to the production order that you just created and access the **Order Planning** window.

As a production planner you now must plan a specific production order.

To plan a specific production order

1. Open the production order **101001**, for ten bicycles, that you just created by using the **Make Orders** function.
2. Open the **Prod. Order Components** window to check that the extra bell is reflected on the production order.
3. Choose the **Planning** action.

The **Order Planning** window opens in a view that is always filtered on the specific production demand. Sales demand is not displayed. You must calculate a plan before you can see any additional demand.

4. Choose the **Calculate Plan** action.

Notice that four new production orders appear as unplanned production demand derived from order **101001**. The new lines represent new production demand from the subassemblies that must be created to produce the order.

5. Choose the **Expand All** action to get an overview of all the production demand for the production orders.

To provide additional information about the demand lines, you may want to add the **Demand Quantity** and **Demand Qty. Available** fields to your view.

Now you must supply ten of each component.

Note that four of the demand lines have replenishment system Prod. Order. These four subassemblies represent the second product level of the bicycle.

The default replenishment settings are already filled in and you can proceed to make orders.

6. Choose the **Make Orders** action.

Before you choose the **OK** button, notice the text on the **Order Planning** FastTab. This text is important because you know that the bicycle has several produced components, subassemblies, in its product structure that might be in demand when you create this production order.

7. In the **Make Supply Order** window, in the **Make Orders for** field, choose the **All Lines** option, and then choose the **OK** button to create production orders for the second product level of the order.

Note that the top-level production demand for production order 101001 no longer exists. This means that the initial production demand for subassemblies has been planned for.

In the **Order Planning** window, you calculate a plan again in order to plan the bicycle structure.

8. Choose the **Calculate Plan** action to recalculate the plan as instructed by the embedded Help text.

The two new lines represent additional production demand derived from the subassemblies planned in the previous steps. It is suggested that you make two production orders to supply the wheel hubs, one for 10 front hubs and one for 10 back hubs.

9. Choose the **Expand All** action to get an overview of all the demand for the two production orders.

The suggested supply plan indicates that a total of four purchase orders will be created for the components. You decide to make the proposed orders.

10. Choose the **Make Orders** action.

11. In the **Make Orders for** field, select the **All Lines** option, and then choose the **OK** button. Check if additional demand exists for the production of the parent item, the bicycle, which is being sold on sales order 1001.

12. Choose the **Calculate Plan** action.

The message indicates that all required items are now supplied. Verify the firm planned production orders that are created.

13. Choose the  icon, enter **Firm Planned Prod. Orders**, and then choose the related link.

In the **Firm Planned Prod. Orders** window review how start times and end times of individual orders are scheduled according to the product structure. The lowest-level components are produced first. Therefore, you must plan multilevel orders as demonstrated in this planning workflow.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Automatically](#)

Walkthrough: Planning Supplies Automatically

8/13/2018 • 14 minutes to read • [Edit Online](#)

Phrases like “run planning” and “run MRP” refer to the calculation of the master production schedule (MPS) and the material requirements plan (MRP) based on actual and forecasted demand.

- MPS is the calculation of a master production schedule based on actual demand and the production forecast. The MPS calculation is used for end items that have a forecast or a sales order line. These items are called “MPS items” and are identified dynamically when the calculation starts.
- MRP is the calculation of material requirements based on actual demand for components and the production forecast on the component level. MRP is calculated only for items that are not MPS items. The overall purpose of MRP is to provide time-phased formal plans, by item, to supply the right item at the right time, in the right place, in the right quantity.

The planning algorithms used for both MPS and MRP are identical. The planning algorithms use netting, reuse of existing supply orders, and action messages. The planning system process examines what is needed or will be needed (demand) and what is available or expected (supply). When these quantities are netted against each other, action messages are displayed in the planning worksheet. Action messages are suggestions to create a new supply order, change a supply order (quantity or date), or cancel an existing supply order. Supply orders can be production orders, purchase orders, and transfer orders. For more information, see [Design Details: Supply Planning](#).

The planning result is calculated partly from the demand-supply sets in the database and partly by the setup of stockkeeping unit cards or item cards, production BOMs, and routings.

About This Walkthrough

This walkthrough demonstrates how to use the supply planning system to automatically plan all the purchase and production orders required to produce 15 touring bicycles demanded on different sales orders. To provide a clear and realistic walkthrough, the number of planning lines is delimited by filtering out all other demand-supply sets in the CRONUS International Ltd. demonstration company except the sales demand at location BLUE.

This walkthrough illustrates the following tasks:

- Creating the sales order and calculating a complete supply plan.
- Viewing planning parameters and order tracking entries behind the planning lines.
- Automatically creating the suggested supply orders.
- Creating new sales demand and replanning accordingly.

Roles

- Production Planner
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The CRONUS International Ltd. demonstration company.
- To change various item setup values by following the steps in the “Preparing Sample Data” section, later in this

walkthrough.

Story

The customer, Cannon Group PLC, orders five touring bikes for shipment on 02-05-2014 (February 5).

Eduardo, the production planner, performs the routine supply planning for the first week of February 2014. He filters on his own location, BLUE, and enters a planning interval of the work date (01-23-2014) to 02-07-2014 before he calculates an initial supply plan.

The only demand that week is for the Cannon Group sales order. Eduardo sees that none of the planning lines have warnings, and he proceeds to create supply orders without changes for the suggested planning lines.

The next day, before any of the initial supply orders are started or posted, Eduardo is notified that another customer has ordered ten touring bikes for shipment on 02-12-2014. He recalculates to adjust the supply plan according to the change of demand. The recalculation gives you a net change plan that suggests changes to both time and quantity of some of the supply orders created in the first run.

During the various planning steps, Eduardo looks up the involved orders, and uses the Order Tracking feature to see which demand is covered by which supply.

Preparing Sample Data

Create stockkeeping units (SKUs) for the touring bike and a selection of its components, item numbers 1001 to 1300. (Some components are excluded to simplify the procedures.) Adjust the planning parameters of the selected components to provide a more transparent planning result.

To create stockkeeping units

1. Open the item card for item 1001, Touring Bicycle.
2. Choose the **Create Stockkeeping Unit** action.
3. In the **Create Stockkeeping Unit** window, leave all options and filters unchanged, and then choose the **OK** button.
4. Repeat steps 1 through 3 for all items in the number range between 1100 and 1300.

To change selected planning parameters

1. Choose the  icon, enter **Stockkeeping Units**, and then choose the related link.
2. Open the BLUE stockkeeping unit card for item 1100, Front Wheel.
3. On the **Planning** FastTab, fill in the fields as described in the following table.

REORDERING POLICY	SAFETY STOCK QUANTITY	LOT ACCUMULATION PERIOD	RESCHEDULING PERIOD
Lot-for-Lot	Blank	2W	2W

4. Repeat steps 2 and 3 for all SKUs in the number range between 1100 and 1300.

This completes the preparation of sample data for the walkthrough.

Creating a Regenerative Supply Plan

In reaction to a new sales order for five touring bikes, Ricardo begins the planning process by setting options, filters, and planning interval to exclude all other demand except that of the first week of February at location BLUE. He begins by calculating a master production schedule (MPS), and then proceeds to calculate a complete supply plan for all lower-level demand (MRP).

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. In the **Sales Order** window, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Cannon Group	02-05-2014	1001	BLUE	5

4. Accept the availability warning and choose the **Yes** button to record the new demand quantity.

To create a regenerative plan to fulfill demand at location BLUE

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. In the **Calculate Plan - Plan. Wksh.** window, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2014	02-07-2014	1001..1300	Location Filter = BLUE
MRP = No	(work date)			

4. Choose the **OK** button to start the planning run.

One planning line is created suggesting that a planned production order be issued to produce the ten touring bikes, item 1001, by 02-05-2014, the shipment date of the sales order.

Next, verify that this planning line relates to the Cannon Group sales order by using the **Order Tracking** function, which dynamically links demand with its planned supply.

5. Select the new planning line, and then choose the **Order Tracking** action.
6. In the **Order Tracking** window, choose the **Show** action.

The sales order for five touring bikes shipping to customer number 10000 on 02-05-2014, is shown.

7. Close the **Sales Order** and **Order Tracking** windows.

To calculate MRP to include underlying component needs

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
2. Choose the **Calculate Regenerative Plan** action.
3. In the **Calculate Plan - Plan. Wksh.** window, fill in the fields as described in the following table.

CALCULATE	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO:
MPS = Yes	01-23-2014	02-07-2014	1001..1300	Location Filter = BLUE
MRP = Yes				

4. Choose the **OK** button to start the planning run.

A total of 14 planning lines are created suggesting supply orders for all the demand that the touring bike

sales order at BLUE location represents.

Analyzing the Planning Result

To analyze the suggested quantities, Eduardo drills down on selected planning lines to view order tracking entries and planning parameters.

In the **Planning Worksheet** window, note in the **Due Date** column that the suggested supply orders are scheduled backward from the due date of the sales order, 02-05-2014. The timeline begins on the top planning line with the production order to produce the finished touring bikes. The timeline ends on the bottom planning line with the purchase order for one of the lowest-level items, 1255, Socket Back, due on 01-30-2014. Like the planning line for item 1251, Axle Back Wheel, this line represents a purchase order for components that are due on the starting date of its produced parent, subassembly item 1250, which in turn is due on 02-03-2014.

Throughout the worksheet, you can see that all underlying items are due on the starting date of their parents.

The planning line for item 1300, Chain Assy, suggests ten pieces. This deviates from the five pieces that we expect to need to fulfill the sales order. Proceed to view the order tracking entries.

To view order tracking entries for item 1300

1. Select the planning line for item 1300, and then choose the **Order Tracking** action.

The two lines in the **Order Tracking** window show that five pieces are tracked from the planning line (first order tracking line) to sales order 1001 (second order tracking line). The last five pieces suggested on the planning line are not related to any document lines, but to a planning parameter, forecast entry, or blanket order entry. Such untracked quantities are summed in the **Untracked Quantity** field in the header of the **Order Tracking** window.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** window shows that item 1300 uses a planning parameter, Minimum Order Quantity, of 10.00. Therefore, the planning line is for ten pieces in total, of which only five can be tracked to a demand. The last five pieces are an untracked quantity to satisfy the planning parameter. Proceed to review the planning parameter.

To check the planning parameter

1. In the **Untracked Planning Elements** window, select the order tracking line for item 1300.
2. Choose the **Item No.** field, and then choose the **Advanced** action.
3. In the **Item List** window, choose the **Stockkeeping Units** action.
4. In the **Stockkeeping Unit List** window, open the BLUE stockkeeping unit card.
5. On the **Planning** FastTab, note that the **Minimum Order Quantity** field contains 10.
6. Close all windows except the **Planning Worksheet** window.

To view more order tracking entries

1. Select the planning line for item 1110, Rim, and then choose the **Order Tracking** action.

The **Order Tracking** window shows that five rims are needed for each production order for front and back wheels respectively.

The same order tracking applies to the planning lines for items 1120, 1160, and 1170. For item 1120, the **Quantity per** field on the production BOM of each wheel item is 50 PCS, which result in a total need of 100.

The planning line for item 1150 for six pieces looks irregular. Proceed to analyze.

2. Select the planning line for item 1150, and then, on then choose the **Order Tracking** action.

The **Order Tracking** window shows that five units are tracked to the front wheel, and one unit is untracked.

Proceed to view the untracked quantity.

3. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** window shows that item 1150 uses a planning parameter, Order Multiple, of 2.00, which specifies that when the item is ordered, it must be in a quantity that is divisible by 2. The closest number to 5 that is divisible by 2 is 6.

The same order tracking applies to the planning lines for the Front Hub components, items 1151 and 1155, except that each need is multiplied by the scrap percentage that is defined for item 1150 in the **Scrap Percentage** field on the item card.

This completes the analysis of the initial supply plan. Notice that the **Accept Action Message** check box is selected in all planning lines indicating that they are ready to be converted to supply orders.

Carrying Out Action Messages

Next, Eduardo converts the suggested planning lines to supply orders by using the **Carry Out Action Msg.** function.

To automatically create the suggested supply orders

1. Select the **Accept Action Message** check box on all planning lines with a warning of type Exception.
2. Choose the **Carry Out Action Message** action.
3. In the **Carry Out Action Msg.-Plan.** window, fill in the fields as described in the following table.

PRODUCTION ORDER	PURCHASE ORDER	TRANSFER ORDER
Firm Planned	Make Purch. Orders	Make Trans. Orders

4. Choose the **OK** button to automatically create all the suggested supply orders.
5. Close the empty **Planning Worksheet** window.

This completes the initial calculation, analysis, and creation of a supply plan for demand at location BLUE in the first week of February. In the following section, another customer orders ten touring bikes, and Eduardo must replan.

Creating a Net Change Plan

The next day, before any supply orders are started or posted, a new sales order arrives from Libros S.A. for ten touring bikes to be shipped on 02-12-2014. Eduardo is notified of the new demand, and he proceeds to replan in order to adjust the current supply plan. Eduardo uses the Net Change Plan function to calculate only the changes that are made to demand or supply since the last planning run. In addition, he expands the planning period to 02-14-2014 to include the new sales demand on 02-12-2014.

The planning system calculates the best way to cover the demand for these two identical products, such as to consolidate some purchase and production orders, reschedule other orders, and create new orders where it is required.

To create the new sales demand and replan accordingly

1. Choose the **New** action.
2. In the **Sales Order** window, fill in the fields as described in the following table.

SELL-TO CUSTOMER NAME	SHIPMENT DATE	ITEM NO.	LOCATION	QUANTITY
Libros S.A.	02-12-2014	1001	BLUE	10

- Accept the availability warning and choose the **Yes** button to record the demand quantity.
- Proceed to replan to adjust the current supply plan.
- Choose the  icon, enter **Planning Worksheet**, and then choose the related link.
- Choose the **Calculate Net Change Plan** action.
- In the **Calculate Plan - Plan. Wksh.** window, fill in the fields as described in the following table.

CALCULATE PLAN	STARTING DATE	ENDING DATE	SHOW RESULTS:	LIMIT TOTALS TO
MPS = Yes	01-23-2014	02-14-2014	1001..1300	Location Filter = BLUE
MRP = Yes				

- Choose the **OK** button to start the planning run.

A total of 14 planning lines are created. Notice in the first planning line that the **Action Message** field contains **New**, the **Quantity** field 10, and the **Due Date** field 02-12-14. This new line for the top parent item, 1001, Touring Bike, is created because the item uses a reordering policy of **Order**, which means that it must be supplied in a one-to-one relationship to its demand, the sales order of ten pieces.

The next two planning lines are the production orders for touring bike wheels. Each existing order of five, in the **Original Quantity** field, is increased to 15, in the **Quantity** field. Both production orders have unchanged due dates, as indicated in the **Action Message** field that contains **Change Qty**. This is also the case for the planning line for item 1300, except its order multiple of 10.00 rounds the tracked demand for 15 pieces up to the 20.

All other planning lines have an action message of **Resched. & Chg. Qty.**. This means that apart from being increased in quantity, the due dates are moved in relation to the supply plan to include the extra quantity in the available production time (capacity). Purchased components are rescheduled and increased to supply the production orders. Proceed to analyze the new plan.

Analyzing the Changed Planning Result

Because all lot-for-lot-planned items within the filter, 1100 to 1300, have a rescheduling period of two weeks, their existing supply orders are all modified to meet the new demand, which occurs within the specified two weeks.

Several planning lines are simply multiplied by three to provide 15 touring bikes instead of 5, and the due dates are moved back in time to provide the increased quantities by the shipment date of the sales order to the Cannon Group. For these planning lines, all quantities can be tracked. The remaining planning lines are increased by ten pieces in addition to moving their due dates. For these planning lines, a part of the quantities are untracked due to different planning parameters. Proceed to view some of these order tracking entries.

To view order tracking entries for item 1250

- Select the planning line for item 1250, and then choose the **Order Tracking** action.

The seven lines in the **Order Tracking** window show that five and ten pieces are tracked through the back wheel to the touring bikes on the two sales orders respectively.

The last five pieces are untracked. Proceed to analyze.

2. Choose the **Untracked Quantity** field.

The **Untracked Planning Elements** window shows that item 1250 uses a planning parameter, Order Multiple, of 10.00. Therefore, the planning line is for 20 pieces in total to round the actual need up to the nearest number divisible by 10. The last five pieces are an untracked quantity to satisfy the planning parameter.

3. Close all windows except the **Planning Worksheet** window.

To view an existing order

1. In the planning line for item 1250, choose the **Ref. Order No.** field.
2. In the **Firm Planned Prod. Order** window for the Back Hub. The existing order for ten pieces, which you created in the first planning run, opens.
3. Close the firm planned production order.

This completes the walkthrough of how the planning system is used to automatically detect demand, calculate the appropriate supply orders according to demand and planning parameters, and then automatically create different types of supply orders with the appropriate dates and quantities.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Planning Supplies Manually](#)

[Design Details: Supply Planning](#)

Walkthrough: Selling, Assembling, and Shipping Kits

8/13/2018 • 20 minutes to read • [Edit Online](#)

To support just-in-time inventory and the ability to customize products to customer requests, assembly orders can be automatically created and linked as soon as the sales order line is created. The link between the sales demand and the assembly supply enables sales order processors to customize the assembly item and promise delivery dates according to component availability. In addition, assembly consumption and output are posted automatically with the shipment of the linked sales order.

Special functionality exists to govern the shipping of assemble-to-order quantities, both in basic and in advanced warehouse configurations. When workers in charge of assembly finish assembling parts or all of the assemble-to-order quantity, they record it in the **Qty. to Ship** field on the warehouse shipment line, in advanced configurations, and then choose **Post Shipment**. The result is that the corresponding assembly output is posted, including the related component consumption, and a sales shipment for the quantity is posted for the linked sales order. This walkthrough illustrates the advanced warehouse process.

In basic warehouse configurations, when an assemble-to-order quantity is ready to be shipped, the warehouse worker in charge posts an inventory pick for the sales order lines. This creates an inventory movement for the components, posts the assembly output, and the sales order shipment. For more information, see the "Handling Assemble-to-Order Items in Inventory Picks" section in Inventory Pick.

About This Walkthrough

This walkthrough demonstrates the following tasks:

Setting up Assembly Items

Assembly items are characterized by their replenishment system and the assembly BOM. The item's assembly policy can be either assemble-to-order (ATO) or assemble-to-stock (ATS). This section covers the following tasks:

- Setting the appropriate replenishment system and assembly policy on a new assembly item card.
- Creating an assembly BOM that lists the assembly components and the resource that go into the assembly item.

Selling Customized Assembly Items

Dynamics NAV provides the flexibility to enter both an inventory quantity and an assemble-to-order quantity on one sales order line. This section covers the following tasks:

- Creating a pure ATO sales order line where the full quantity is unavailable and must be assembled before shipment.
- Customizing ATO items.
- Recalculating the unit price of a customized assembly item.
- Creating a mixed sales order line where parts of the sales quantity is provided from inventory and the remaining part must be assembled before shipment.
- Understanding ATO availability warnings.

Planning for Assembly Items

Assembly demand and supply are handled by the planning system, just like for purchase, transfer, and production. This section covers the following tasks:

- Running a regenerative plan for items with sales demand for assembled supply.
- Generating an assembly order to fulfill a sales line quantity by the demanded shipment date.

Assembling Items

Assembly orders function in a similar way as production orders, except the consumption and output is recorded and posted directly from the order. When the items are assembled to inventory, the assembly worker has full access to all header and line fields. When the items are assembled to an order where the quantity and date are promised to the customer, then certain fields on the assembly order are not editable. In that case, the assembly posting is performed from the warehouse shipment for the linked sales order. This section covers the following tasks.

- Recording and posting assembly consumption and output to inventory.
- Accessing a warehouse shipment line from an ATO assembly order to record assembly work.
- Accessing an ATO assembly order from a warehouse shipment line to review the automatically entered data.

Shipping Assembly Items, from Stock and Assembled to Order

Special functionality exists to govern the shipping of assemble-to-order quantities. This section covers the following tasks:

- Creating a warehouse pick for inventory assembly items and for assembly components to be assembled before shipment.
- Registering warehouse picks for assembly components and then for assembly items.
- Accessing an assembly order from a warehouse shipment to review picked or consumed components.
- Shipping assemble-to-order quantities.
- Shipping inventory assembly items.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Sales Order Processor
- Planner
- Assembly Worker
- Picker
- Shipping Responsible

Prerequisites

Before you can perform the tasks in the walkthrough, you must do the following:

- Install Dynamics NAV.
- Make yourself a warehouse employee at WHITE location by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account in the **Users** window.
 3. In the **Location Code** field, enter WHITE.
 4. Select the **Default** field.

Prepare WHITE location for assembly processing by following these steps:

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the location card for WHITE location.
3. On the **Bins** FastTab, enter **W-10-0001** in the **To-Assembly Bin Code** field.

By entering this non-pick bin code, all assembly order lines are ready to receive their components in the bin.

4. In the **From-Assembly Bin Code** field, enter **W-01-0001**.

By entering this pick bin code, finished assembly items will be output to the bin.

Remove the default lead time for internal processes by following these steps:

1. Choose the  icon, enter **Manufacturing Setup**, and then choose the related link.
2. In the **Manufacturing Setup** window, on the **Planning** FastTab, remove the value in the **Default Safety Lead Time** field.

Create inventory for assembly components by following the "Prepare Sample Data" section in this walkthrough.

Story

On January 23, Susan, the sales order processor takes an order from The Device Shop for three units of Kit B, which is an ATO item. All three units are customized and must contain the strong graphics card and an extra RAM block. The disc drives are upgraded to DWD because the CD drives are unavailable. Susan knows that the units can be assembled immediately, so she leaves the suggested shipment date of January 23.

At the same time, the customer orders fifteen units of Kit A with a special request that five units be customized to contain the strong graphics card. Although Kit A is typically an assemble-to-stock item, the order processor combines the sales line quantities to sell ten units from stock and assemble five customized units to the order. The ten units of Kit A are unavailable and must first be supplied to inventory by an assembly order according to the item's assembly policy. Susan learns from the assembly department that Kit A units cannot be completed in the current week. She sets the shipment date of the second sales order line, for the mixed ATO and inventory quantity, to January 27 and informs the customer that the 15 units of Kit A will be shipped four days later than the three units of Kit B. To signal to the shipping department that this sales order requires assembly processing, Susan creates the warehouse shipment document from the sales order.

Eduardo, the planner, runs the planning worksheet and generates an assembly order for ten standard units of Kit A with an internal due date of January 27.

Sammy, who is responsible for shipping, gets three warehouse shipment lines for the sales order: One line for the three pure ATO units, one line for the five ATO units on the mixed sales order line, and one line for the ten ATS units on the mixed sale order line. He creates a warehouse pick document for all the assembly components that are needed to assemble the total of eight ATO units on the warehouse shipment document.

John, the picker, retrieves components for all the ATO quantities on the warehouse shipment document and brings them to the assembly area. He enters the quantity to handle and registers the warehouse pick.

Linda assembles the three ATO units of Kit B. The components are already picked, and she does not record output and consumption quantities or post the order, because both of these actions are performed automatically through the related warehouse shipment lines.

Sammy records the assembled quantity on the warehouse shipment line and posts the shipment of the three units of Kit B. The first line on the sales order is updated as shipped. The linked assembly order remains open until the sales order is fully invoiced. The two warehouse shipment lines, one ATO and one ATS, for Kit A with due dates on January 27 remain open.

On January 27, Linda processes two assembly orders for Kit A. The first order is the ATO order for five units, which she processes differently than the ATO order for Kit B that she processed on January 23. On this order, she is authorized to access the warehouse shipment line herself to record the completed assembly work. The needed components are ready in the assembly department, as they were picked together with components for Kit B.

The second assembly order is the ATS order for ten units that were created by the planning system. On this ATS order, Linda performs all involved actions from the assembly order. She creates a warehouse pick document for the assembly components that are needed to assemble the ten units. When the PCs are assembled, Linda posts the

assembly order and thereby signals that the items are available in inventory and can be picked for shipment.

Sammy creates a warehouse pick document for any quantities that remain before the warehouse shipment can be posted. A pick document is created for the ten units of Kit A that have just finished. The components needed to assemble the five units of Kit A to order where picked on January 23.

John brings the ten units of Kit A from the warehouse to the specified shipping area, records the quantity to handle, and then registers the pick.

Sammy packs the ten ATS units with the five ATO units that Linda assembled earlier in the day. He fills in the quantity to ship on both lines and then posts the last shipment for The Device Shop. The related assembly order for five units of Kit A is automatically posted. The second line on the sales order is updated as shipped. Two linked assembly order remains open until the sales order is invoiced and closed.

When the sales order is later posted as fully invoiced, the sales order and the linked assembly orders are removed.

Setting Up the Sample Data

1. Choose the  icon, enter **Whse. Item Journals**, and then choose the related link.
2. Choose the **Batch Name** field, and then select the default journal.
3. Create positive inventory adjustments at WHITE location on the work date, January 23, by entering the following information.

ITEM NO.	ZONE CODE	BIN CODE	QUANTITY
80001	PICK	W-01-0001	20
80005	PICK	W-01-0001	20
80011	PICK	W-01-0001	20
80014	PICK	W-01-0001	20
80203	PICK	W-01-0001	20
80209	PICK	W-01-0001	20

4. On the **Home** tab, in the **Registering** group, choose **Register**, and then choose the **Yes** button.

Next, synchronize the new warehouse entries with inventory.

5. Choose the  icon, enter **Item Journals**, and then choose the related link. The **Item Journal** window opens.
6. On the **Actions** tab, in the **Functions** group, choose **Calculate Whse. Adjustment**.
7. In the **Calculate Whse. Adjustment** window, choose the **OK** button.
8. In the **Item Journal** window, on the **Actions** tab, in the **Functions** group, choose **Post**, and then choose the **Yes** button.

Creating the Assembly Items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. On the **Home** tab, in the **Manage** group, choose **New**.

3. Create the first assembly item based on the following information.

FIELD	VALUE
Description	Kit A – Basic PC
Base Unit of Measure	PCS
Item Category Code	Misc.
Replenishment System	Assembly
Assembly Policy	Assemble-to-Stock
Reordering Policy	Lot-for-Lot

NOTE

Kit A is typically supplied by assembly to stock and therefore has a reordering policy to make it part of general supply planning.

4. On the **Navigate** tab, in the **Assembly/Production** group, choose **Assembly**, and then choose **Assembly BOM**.

5. Define an assembly BOM for Kit A with the following information.

TYPE	NO.	QUANTITY PER
Item	80001	1
Item	80011	1
Item	80209	1
Resource	Linda	1

6. Create the second assembly item based on the following information.

FIELD	VALUE
Description	Kit B – Pro PC
Base Unit of Measure	PCS
Item Category Code	Misc.
Replenishment System	Assembly
Assembly Policy	Assemble-to-Order

NOTE

Kit B is usually supplied by assembly to order and therefore does not have a reordering policy, because it should not be part of general supply planning.

7. On the **Navigate** tab, in the **Assembly/Production** group, choose **Assembly**, and then choose **Assembly BOM**.
8. Define an assembly BOM for Kit B with the following information.

TYPE	NO.	QUANTITY PER
Item	80005	1
Item	80014	1
Item	80210	1
Resource	Linda	1

Selling the Assembly Items

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. On the **Home** tab, in the **Manage** group, choose **New**.
3. Create two sales order lines for customer 62000, The Device Shop, on the work date with the following information.

TYPE	DESCRIPTION	QUANTITY	QTY. TO ASSEMBLE TO ORDER	SHIPMENT DATE
Item	Kit B – Pro PC	3	3	January 23
Item	Kit A – Basic PC	15	5	January 27

NOTE

The following availability issue exists for the sales order line for Kit B:

- Assembly component 80210 is not available. This means that the three specified units of Kit B cannot be assembled, indicated by **0** in the **Able to Assemble** field in the **Assembly Availability** window.

The following availability issue exists for the sales order line for Kit A:

- The ten units of Kit A are not available. This indicates to the planning system that the quantity must be assembled to inventory.

Next, customize the sales order.

4. Select the sales order line for three units of Kit B.
5. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**.
6. In the **Assemble-to-Order Lines** window, on the assembly order line for item 80014, enter **2** in the **Quantity per** field.

7. On the assembly order line for item 80210, choose the **No.** field, and then select item 80209 instead.

8. Create a new assembly order line with the following information.

TYPE	NO.	QUANTITY PER
Item	80203	1

9. Close the **Assemble-to-Order Lines** window.

Next, update the unit price of Kit B according to the customization that you just performed. Notice the current value in the **Unit Price Excl. VAT** field.

10. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Roll Up Price**.

11. Choose the **Yes** button. Notice the increased value in the **Unit Price Excl. VAT** field.

12. Select the sales order line for 15 units of Kit A.

13. On the **Lines** FastTab, choose **Line**, choose **Assemble to Order**, and then choose **Assemble-to-Order Lines**.

14. In the **Assemble-to-Order Lines** window, create a new assembly order line with the following information.

TYPE	NO.	QUANTITY PER
Item	80203	1

Next, change the shipment date of the second sales order line according to the assembly schedule.

15. On the sales order line for 15 units of Kit A, enter **01-27-2014** in the **Shipment Date** field.

16. On the **Actions** tab, in the **Release** group, choose **Release**.

17. On the **Actions** tab, in the **Warehouse** group, choose **Create Whse. Shipment**.

18. Close the sales order.

Planning for the Unavailable ATS Items

1. Choose the  icon, enter **Planning Worksheet**, and then choose the related link.

2. On the **Action** tab, in the **Functions** group, choose **Calculate Regenerative Plan**.

3. In the **Calculate Plan** window, set the following filters.

STARTING DATE	ENDING DATE	NO.
01-23-2014	01-27-2014	Kit A – Basic PC

4. Choose the **OK** button.

A new planning line is created for the needed assembly order of ten units, due on January 27. It needs no changes, so now you can create the order.

5. On the **Actions** tab, in the **Functions** group, choose **Carry Out Action Message**.

6. In the **Carry Out Action Msg.** window, choose the **Assembly Order** field, and then select **Make Assembly Orders**.

7. Choose the **OK** button.

Assembling and Shipping the First ATO Quantity

1. Choose the  icon, enter **Warehouse Shipment**, and then choose the related link.

NOTE

In this section, the person who is responsible for shipping is in charge of recording the completed ATO assembly work on the warehouse shipment line. This workflow may occur in environments where the assembly work is performed by the person who is responsible for shipping or by assembly workers in the shipping area.

In this section, actions on the assembly order are performed indirectly from the warehouse shipment line. For more information about how to process an assembly order directly, see the "Assemble Items to Inventory" section in this walkthrough.

2. Open the most recent warehouse shipment that is created at WHITE location.

Notice the three warehouse shipment lines: One line for the ATO quantity of Kit B, due on January 23. One line for the ATO quantity of Kit A, due on January 27. One line for the inventory quantity of Kit A, due on January 27.

The **Assemble to Order** field specifies the assembly method.

Next, create a pick document for all the ATO assembly components that are needed on the warehouse shipment.

3. On the **Actions** tab, in the **Functions** group, choose **Create Pick**, and then choose the **OK** button.

Next, perform the picker's task.

4. Choose the  icon, enter **Picks**, and then choose the related link.

5. Open the warehouse pick document that you created in step 3 in this section.

Notice the value in the **Source Document** field and that all the pick lines are for assembly components.

Next, register the pick without changing the default information.

6. On the **Actions** tab, in the **Functions** group, choose **Autofill Qty. to Handle**.

7. On the **Home** tab, in the **Registering** group, choose **Register Pick**.

Return to performing the shipping tasks.

8. Reopen the **Warehouse Shipment** window.

Notice that the **Qty. Picked** field is still empty on all lines. This is because you still have not picked the items to be shipped, but only the components needed to assemble the ATO quantities.

Proceed to review the related assembly order.

9. Select the shipment line for three units of Kit B.

10. On the **Lines** FastTab, choose **Line**, and then choose **Assemble to Order**. The **Assembly Order** window opens.

Notice that several fields on the assembly order are unavailable because the order is linked to a sales order.

Notice on the assembly order lines that the **Qty. Picked** field is filled. This is due to the pick that you registered in step 7 in this section.

11. In the **Quantity to Assemble** field, try to enter any value lower than **3**.

Read the error message explaining why this field can only be filled through the **Qty. to Ship** field on the related shipment.

The **Quantity to Assemble** field is editable to support situations where you want to partially ship an inventory quantity instead of assembling more units to the order. For more information, see the "Combination Scenarios" section in [Understanding Assemble to Order and Assemble to Stock](#).

12. Close the **Assembly Order** window to return to the **Warehouse Shipment** window.
13. On the shipment line for three units of Kit B, in the **Qty. to Ship** field, enter **3**.
14. On the **Actions** tab, in the **Posting** group, choose **Post Shipment**, and then select **Ship**.

Along with this warehouse shipment posting, the full consumption and output quantities of the related assembly order are posted, and the **Remaining Quantity** field is empty. The sales order line for Kit B is updated to show that the three units are shipped.

Warehouse activities to fulfill the first sales order line by January 23 are completed. Next, fulfill the sales order lines that are shipping on January 27

Assembling and Recording the Second ATO Quantity

1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.

Notice that the ATO order for shipped units of Kit B is still in the list, although the **Remaining Quantity** is empty. This is because the linked sales order is still not fully invoiced.

NOTE

In this section, the assembly worker is responsible for recording the completed ATO assembly work on the warehouse shipment line. This workflow may occur in environments where the assembly work is performed in a separate assembly department and assembly workers are authorized to change the warehouse shipment line.

2. Open the ATO assembly order for five units of Kit A.

Notice that the **Quantity to Assemble** and the **Quantity to Consume** fields are empty because no work is recorded yet.

Notice on the assembly order lines that the **Qty. Picked** field is filled. This is due to the pick that was registered on January 23.

Next, record that the assembly order is completed.

3. On the **Navigate** tab, in the **Warehouse** group, choose **Asm.-to-Order Whse. Shpt. Line**.
4. In the **Asm.-to-Order Whse. Shpt. Line** window, in the **Qty. to Ship** field, enter **5**, and then close the window.

Notice in the **Assembly Order** window that the **Quantity to Assemble** and the **Quantity to Consume** fields are now filled with the output and consumption quantities that will be posted with the shipment.

5. Close the **Assembly Order** window.

Assembling the ATS Quantity

1. Choose the  icon, enter **Assembly Orders**, and then choose the related link.
2. Open the assembly order for ten units of Kit A.

Notice that the **Quantity to Assemble** field is filled with the expected quantity.

Next, create a pick document to retrieve the needed components.

3. On the **Actions** tab, in the **Release** group, choose **Release**.
4. On the **Actions** tab, in the **Warehouse** group, choose **Create Whse. Pick**, and choose the **OK** button.

Next, perform the picker's task.

5. Choose the  icon, enter **Picks**, and then choose the related link.
6. Open the warehouse pick document that you created in step 4 in this section.

Proceed to register the pick without changing the default information.

7. On the **Actions** tab, in the **Functions** group, choose **Autofill Qty. to Handle**.
8. On the **Home** tab, in the **Registering** group, choose **Register Pick**.

Return to the assembly order to perform the last assembly task.

9. In the **Assembly Order**, on the **Actions** tab, in the **Posting** group, choose **Post**, and then choose the **Yes** button.

Notice that the assembly order is removed from the list of open orders.

Shipping the Remaining Items, Partly from Stock and Partly Assembled to the Order

1. Choose the  icon, enter **Warehouse Shipment**, and then choose the related link.
2. Open the most recent warehouse shipment that is created at WHITE location.

Notice on the line for ten units of Kit A that the **Qty. to Ship** and **Qty. Picked** field are empty.

Next, pick any remaining items.

3. On the **Actions** tab, in the **Functions** group, choose **Create Pick**, and then choose the **OK** button.

Next, perform the picker's last task for this warehouse shipment.

4. Choose the  icon, enter **Picks**, and then choose the related link.
5. Open the warehouse pick document that you created in step 3 in this section.

Notice that this pick document is for assembly item, not for assembly components.

Next, register the pick without changing the default information.

6. On the **Actions** tab, in the **Functions** group, choose **Autofill Qty. to Handle**.
7. On the **Home** tab, in the **Registering** group, choose **Register Pick**, and then choose the **Yes** button.

Return to the warehouse shipment to perform the last task.

8. Reopen the **Warehouse Shipment** window.

In the **Warehouse Shipment** window, on the line for ten units of Kit A, notice that the **Qty. to Ship** and **Qty. Picked** fields now contain **10**.

9. On the **Actions** tab, in the **Posting** group, choose **Post Shipment**, and then choose **Ship**.

The warehouse shipment document is removed, which indicates that the involved warehouse activities are completed. Next, verify that the sales order has been processed.

10. Choose the  icon, enter **Sales Orders**, and then choose the related link

11. Open the sales order for The Device Shop.

Notice that the **Quantity Shipped** field contains the full quantity on both lines.

When the The Device Shop pays for their receipt of the 18 PCs from CRONUS, the sales order and its linked assembly orders are removed.

See Also

[Understanding Assemble to Order and Assemble to Stock](#)

[How to: Assemble Items](#)

[How to: Pick Items for Warehouse Shipment](#)

[How to: Sell Items Assembled to Order](#)

[How to: Assemble Items](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Internal Warehouse Flows](#)

[Design Details: Outbound Warehouse Flow](#)

[Walkthrough: Planning Supplies Automatically](#)

Walkthrough: Managing Projects with Jobs

8/13/2018 • 18 minutes to read • [Edit Online](#)

This walkthrough introduces you to the project management features in jobs. Jobs are a way for you to schedule the usage of your company's resources and to keep track of the various costs associated with the resources on a specific project. Jobs involves the consumption of employee hours, machine hours, inventory items, and other types of usage that you may want to track as a job progresses.

This walkthrough covers the setup of a new job in addition to some common tasks such as handling fixed pricing, making payment by installments, posting invoices from jobs, and copying jobs.

About This Walkthrough

This walkthrough demonstrates the following tasks:

Setting Up a Job

With the budget structure set up for jobs, creating a job is straightforward. This walkthrough covers the following procedures:

- Setting up job task lines and planning lines.
- Creating job-specific prices for items, resources, and general ledger accounts.
- Invoicing from a job.

Handling Fixed Prices

In jobs, you can handle fixed prices and the prices for services or goods that are agreed upon in advance with customers. In this walkthrough, you can do the following:

- See how contract and invoice values are determined.
- Allow for extra work in the schedule that has not been invoiced.

Copying a Job

This part of the walkthrough focuses on how to copy part or all of a job in order to reduce manual data entry and improve accuracy. It includes the following:

- Copying part of a job to a new job.
- Copying job-specific prices.
- Copying planning lines.

Making Payment by Installment

When a large, expensive project lasts for a long period, the customer often makes an agreement with the company to pay by installments. This scenario shows how you set up payment by installments and covers:

- Creating payment by installments for a job.
- Invoicing payments to customers.
- Accounting for usage in a job set up for payment by installments.

Roles

This walkthrough includes tasks for the following roles:

- Project Manager

- Project Team Member

Prerequisites

Before you can perform the tasks in the walkthrough, you must do the following:

- Install the CRONUS International Ltd. demonstration database.
- Create sample data by using the steps in the following section.

Story

This walkthrough focuses on CRONUS International Ltd., a design and consultancy firm that designs and fits new infrastructures, such as conference halls and offices, with furniture, accessories, and storage units. Most of its work is project oriented. Prakash is a project manager at CRONUS. He uses jobs to give him an overview of each ongoing job that CRONUS has started, as well as the jobs that are completed. He is usually the one who sets up deals with customers and enters the core of the job, which is task and planning lines in addition to prices, into Dynamics NAV. He finds that creating, maintaining, and reviewing information is straightforward. Prakash also likes the way Dynamics NAV enables copying jobs and payment by installments.

Tricia, a project team member who reports to Prakash, is responsible for monitoring the job day-to-day. She enters her own work in addition to the work performed by technicians on every task. She records the items that they have used and the costs that they have incurred.

Preparing Sample Data

To prepare for this walkthrough, you must add Tricia as a new resource.

To prepare the sample data

1. Choose the  icon, enter **Resources**, and then choose the related link.
2. Choose the **New** action to create a new resource card.
3. On the **General** FastTab, enter the following information:
 - **No.: Tricia**
 - **Name: Tricia**
 - **Type: Person**
4. Choose the **Base Unit of Measure** field, and choose the **New** action to open the **Resource Unit of Measure** window. In the **Code** field, select **Hour**. Choose the **OK** button.
5. On the **Invoicing** FastTab, enter the following information:
 - **Direct Unit Cost: 5**
 - **Indirect Cost %: 4**
 - **Unit Cost: 10**
 - **Gen. Prod. Posting Group: Services**
 - **VAT Prod. Posting Group: VAT 25**
6. Choose the **OK** button to save the changes.

In the next procedure, you create a job journal batch for Tricia in order to post her usage.

To create a Job Journal batch

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. In the **Job Journal** window, choose the **Batch Name** field. The **Job Journal Batches** window opens.

3. Choose the **New** action to create a new line with the following information:

- **Name: Tricia**
- **Description: Tricia**
- **No. Series: JJNL-GEN**

4. Choose the **OK** button to close all open windows.

Setting Up a Job

In this scenario, CRONUS has won a contract with a customer, Progressive Home Furnishings, to design a conference and dining hall. The customer is based in the United States and the project will require special software. The project manager reaches an agreement with the customer and creates a job that covers the agreement.

To set up a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.

2. Choose the **New** action to create a new card.

3. On the **General** FastTab, enter the following information:

- **Description: Advising on conference hall setup**
- **Bill-to-Customer No.: 01445544**

4. On the **Posting** FastTab, enter the following information:

- **Status: Order**
- **Job Posting Group: Setting Up**
- **WIP Method: Cost Value**

5. On the **Duration** FastTab, type today's date into the **Starting Date** and **Ending Date** fields. These dates will help apply currency conversions when the job is invoiced.

6. On the **Foreign Trade** FastTab, set the currency code to **USD**. If you select USD in the **Invoice Currency Code** field, then the job will be invoiced in U.S. dollars and planned in the local currency of CRONUS only.

You can customize the pricing for customers on a per job basis, depending on the agreements you have set up. In the next procedure, the project manager specifies a cost for Tricia's time, sets the price for the required software, and adds in the travel costs that the customer has agreed to pay.

To customize pricing

1. From the job card, choose the **Resource** action.

2. In the **Job Resource Prices** window, enter the following information:

- **Code: Tricia**
- **Unit Price: 20**

3. Choose the **OK** button to close the window.

4. Choose the **Item** action.

5. In the **Job Item Prices** window, enter the following information and customized price:

- a. **Item No.: 80201 (Graphic Program)**
- b. **Unit Price: 200**

6. Choose the **OK** button to close the window.

7. Choose the **G/L Account** action.

8. In the **Job G/L Account Prices** window, enter the following information and the cost of travel, for which

the customer has agreed to pay cost plus 25 percent:

a. **G/L Account: 8430 (Travel)**

b. **Unit Cost Factor: 1.25**

9. Choose the **OK** button to close the window.

The final steps in setting up a job are adding the job tasks and the planning lines that are part of each task.

The planning lines determine what is invoiced to the customer.

To add job tasks

1. On the **Job** card for the new job, choose the **Job Task Lines** action.

2. The following table describes the information that you should enter in the fields.

JOB TASK NO.	DESCRIPTION	JOB TASK TYPE
1000	Consulting on hall setup	Begin-Total
1010	Consultation meeting with customer	Posting
1020	Development	Posting
1090	Consulting Total	End-Total

3. To show that some tasks are subcategories of other tasks, on the **Actions** tab, in the **Functions** group, choose **Indent Job Tasks**.

A planning line can be one of the following types:

- **Schedule:** Added to the schedule, but not invoiced.
- **Contract:** Invoiced, but not added to the schedule.
- **Both Schedule and Contract:** Invoiced and added to the schedule.

In this walkthrough, the project manager uses **Both Schedule and Contract**. He creates three planning lines for task 1010, and two planning lines for task 1020.

To create planning lines

1. Select line 1010, and then choose the **Job Planning Lines** action. Enter the following information:

Line 1

- **Line Type: Both Schedule and Contract**
- **Planning Date: (today's date)**
- **Type: Resource**
- **No.: Tricia**
- **Quantity: 40**

Line 2

- **Line Type: Both Schedule and Contract**
- **Planning Date: (today's date)**
- **Type: Resource**

- **No.: Timothy**

- **Quantity: 40**

Line 3

- **Line Type: Both Schedule and Contract**

- **Planning Date: (today's date)**

- **Type: G/L Account**

- **No.: 8430 (Travel)**

- **Quantity: 2**

- **Unit Cost: 400**

2. Choose the **OK** button to close the window. The totals are updated in the **Job Task Lines** window.

3. Select line 1020, and then choose the **Job Planning Lines** action. Enter the following information:

Line 1

- **Line Type: Both Schedule and Contract**

- **Planning Date: (today's date)**

- **Type: Resource**

- **No.: Tricia**

- **Quantity: 80**

Line 2

- **Line Type: Both Schedule and Contract**

- **Planning Date: (today's date)**

- **Type: Item**

- **No.: 80201 (Graphic program)**

- **Quantity: 1**

4. Choose the **OK** button to close the window. Totals are updated in the **Job Task Lines** window.

Calculating Remaining Usage

Tricia, the team project member, has been working on the job for a while and wants to register her hours and usage on the job. She has not worked more hours than was agreed upon with the customer in advance. She uses the **Calculate Remaining Usage** batch job to calculate remaining usage for the job in a job journal. For each task, the batch job calculates the difference between scheduled usage of items, resources, and general ledger expenses and the actual usage posted in job ledger entries. The remaining usage is then displayed in the job journal from where she can post it.

To calculate remaining usage

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. In the **Job Journal** window, in the **Batch Name** field, open the **Job Journals Batches** list. Select the **Tricia** job journal batch.
3. Choose the **Calc. Remaining Usage** action.

4. In the **Job Calc. Remaining Usage** window, on the **Job Task** FastTab, choose the **Job No.** field, and select the relevant job number, typically job J00010.
5. On the **Options** FastTab, type **J00001** in the **Document No.** field. This makes future tracking of the posting easier.
6. Enter today's date as the posting date.
7. Choose the **OK** button. This will generate job journal lines derived from the planning lines that Prakash created for the job.
8. Choose the **OK** button in the confirmation window. The generated lines are added to the job journal.
9. Make sure that all the document numbers are J00001, and then choose the **Post** action. Choose **Yes** to confirm the posting.
10. The lines are now posted. Choose the **OK** button to close the windows.

Creating and Posting a Job Sales Invoice

Next, Tricia can create a new invoice for the whole job or for part of a job. She can also attach the invoice to another invoice for the same customer for the same job. In this case, she invoices for the whole job, because the project is now completed.

To create a job sales invoice

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the job that you created earlier, and then choose the **Create Job Sales Invoice** action.
3. On the **Job Task** FastTab, clear any filter on **Job Task No.** in order to invoice the job. In the **Job No.** field, select the relevant job.
4. On the **Options** FastTab, fill in the posting date and define whether you want to create one invoice per task or just a single invoice for all tasks.
5. Choose the **OK** button to create the invoice and choose the **OK** button in the confirmation window.

After Tricia creates the invoice, she can access it from **Sales & Marketing** under **Order Processing** and do additional processing.

To post a new sales invoice

1. Choose the  icon, enter **Sales Invoices**, and then choose the related link.
2. Open the invoice for Customer No. 01445544. You can see the information that was entered from the planning lines.
3. Choose the **Post** action. Choose **Yes** to confirm the posting.

To view the posted invoice

1. Open the job, and then choose the **Job Planning Lines** action.
2. Select any of the planning lines that have been invoiced, and then choose the **Sales Invoice/Credit Memo** action.
3. In the **Job Invoices** window, choose the **Open Sales Invoice/Credit Memo** action.

Tricia has a question about the prices, costs, and profits that are relevant to this particular job, so she accesses that information in the **Statistics** window.

To open the Statistics window

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **Statistics** action. You can review detailed information about the job prices, costs, and profits in both local and foreign currencies.

3. Choose the **Close** button to close the **Job Statistics** window.

Handling Fixed Prices

CRONUS has been contracted to set up conference rooms. As the project manager, Prakash wants a good overview of the tasks required for the job with the associated budgeted and incurred costs for each task. In addition, he wants to know the total contracted price for the job and the amount that has been invoiced to this point. He has reached an agreement with the customer regarding fixed pricing for the job.

To manage fixed pricing in jobs

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Select the **Guildford** job number, and then choose the **Jobs Task Lines** action.
3. Select line 1120, and in the **Schedule (Total Cost)** field, right-click the amount and choose **DrillDown**.

By reviewing the Job Planning lines, Prakash determines that he will also need Tricia for 30 hours for this stage of the project. He agrees on a fixed price with the customer.

4. In the **Job Task Lines** window, select line 1120, and then choose the **Job Planning Lines** action.
5. Choose the **New** to create a new line with the following information:
 - **Line Type: Both Schedule and Contract**
 - **Type: Resource**
 - **No.: Tricia**
 - **Quantity: 30**
6. Choose the **OK** button to close the window.
7. In the **Schedule (Total Cost)** field, right-click the field, and choose **Drilldown** again in the **Job Task Lines** window. View the changes to the schedule. You see that 30 hours have been added to the schedule.
8. Choose the **OK** button to close the windows.

After Tricia has been added to the schedule for this task line, she works 25 hours on the job. She enters these hours into the job journal.

To enter hours in the Job Journal

1. Choose the  icon, enter **Job Journals**, and then choose the related link.
2. On a new line, enter the following information:
 - **Line Type: (blank)**
 - **Posting Date: (today's date)**
 - **Document No.: J00002**
 - **Job No.: Guildford**
 - **Job Task No.: 1120**
 - **Type: Resource**
 - **No.: Tricia**
 - **Quantity: 25**
3. Choose the **Post** action.

A few days later, Tricia works for another 10 hours on the job. She has now worked 35 hours in all. Because the agreement is for 30 hours with the customer, only five of these hours will be charged to the customer. Tricia will manually add the additional five hours she worked to the schedule.

- In the **Job Journal** window, choose the **Calc. Remaining Usage** action.
- In the **Job Calc. Remaining Usage** window, on the **Options** FastTab, enter the following information:

- **Document No.: J00003**
- **Posting Date: (today's date)**

- On the **Job Task** FastTab, enter the following information:

- **Job No.: Guildford**
- **Job Task No.: 1120**

Choose the **OK** button to run the calculation. There are five hours of work remaining for Tricia. The **Line Type** field is blank, which indicates that only the usage remains to be posted because the work has already been scheduled.

- In the **Job Journal**, create a new line with the following information. Make sure that both job numbers are sequential with those that you have already used:

- **Line Type: Schedule**
- **Job No.: Guildford**
- **Job Task No.: 1120**
- **Type: Resource**
- **No.: Tricia**
- **Quantity: 5**

By using the **Schedule** line type, there are updates to the scheduled costs and prices, but no updates to the contract costs and prices that are invoiced to the customer.

- Choose the **Post** action. Choose the **OK** button to close the window.
- Open the **Jobs** list.
- Select the GUILDFORD job, and then choose the **Job Task Lines** action.
- Select line 1120 and in the **Schedule (Total Cost)** field, right-click the amount. Choose **DrillDown** to view the information.

Changes are automatically entered on the line for Job Task No. 1120. In the total cost of scheduled work, five additional hours of work by Tricia has been added to the schedule.

- Choose the **Close** button to close the window.
- Right-choose the amount in the **Contract (Total Cost)** field and choose **DrillDown** to view the information.

In the total price for the contract, only the original contracted 30 hours are included, because this is what was agreed upon with the customer.

Copying Jobs

Prakash has reached an agreement with a customer, Selagorian Ltd, to set up 10 conference rooms. The agreement resembles an earlier job. Therefore, it will save time to copy that earlier job.

In the **Copy Job** window, you can select the job and task lines that you want to copy. You can also select to copy the source job ledger entries, which creates planning lines based on actual usage, or you can copy the source job planning lines, which copies the original planning lines to the new job. You can then choose what planning line or

ledger entry line type that you want to include, selecting only what is relevant to this new job. Finally, you can select the job that you want to copy to and define whether prices and quantities should be copied as well.

To copy a job

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. Choose the **New** action to create a new job. Enter the following information:
 - **Description: Setting up 10 Conference Rooms**
 - **Bill-To Customer No.: 20000**
3. Choose the **Copy Job Tasks from** action.
4. In the **Copy Job Tasks** window, enter the following:
 - **Job No.: Guildford**
 - **Job Task No. From: 1000**
 - **Source: Job Planning Lines**
 - **Incl. Planning Line Type: Schedule + Contract**
 - **To Job No.: GuildfordSetting up 10 Conference Rooms**
 - Select the **Copy Dimensions** and **Copy Quantity** fields.
5. Choose the **OK** button to copy the job and then choose the **OK** button to close the confirmation window.

By comparing prices, job task lines, and job planning lines for the two jobs, you can see that the information was successfully copied.

Making Payments by Installments

CRONUS has just landed a large project that will take a year to be completed. Because it requires the dedication of many resources, the project manager sets up the contract so that the customer pays part of the price up front, part when the project is halfway completed, and the final payment upon completion.

To set up a new account

1. Choose the  icon, enter **Chart of Accounts**, and then choose the related link.
2. In the **Chart of Accounts** window, choose the **New** action to create a new card.
3. On the **New G/L Account** card, enter the following information:
 - **No.: 6630**
 - **Name: Job Payment**
4. On the **Posting** FastTab, in the **Gen. Prod. Posting Group** field, select **MISC**. Choose the **OK** button to close the window.
5. In the **Chart of Accounts** window, select **No. 6630 Job Payment**, and then choose the **Indent Chart of Accounts** action. Choose **Yes** to confirm.

The following procedures show how to create a new job, set pricing, and then set up payment by installment. In the job task lines, you can create specific lines dedicated to the payment by installments. All work completed on the job that is added to the schedule will be entered on the usage lines. For each payment task line on the planning lines, the line type is Contract, which means that the customer will be invoiced. Enter a new line for the down payment. On the usage task line, you can enter the information for the items and resources that have been used in this project, which will increase the schedule, such as employee hours and items used on the job.

To make a payment by installment

1. Create a new job.
2. On the new **Job** card, fill in the following information:
 - **Description: Redecoration of Reception Area**
 - **Bill-to-Customer No.: 30000**
 - **Job Posting Group: Setting up**
 - **WIP Method: Cost Value**
3. On the job card, choose the **Resource** action. Enter the following information:

- **Code: Tricia**
- **Unit Price: 10**

Choose the **OK** button to close the window.

4. On the **Job** card, choose the **Job Task Lines** action.

The following table describes the lines that you will create.

LINE	JOB TASK NO.	DESCRIPTION	JOB TASK TYPE
1	1000	Payment-Down Payment	Posting
2	2000	Usage	Posting
3	3000	Payment - Midway	Posting
4	4000	Payment - Completion	Posting

5. In the **Job Task Lines** window, select task 1000, and then choose the **Job Planning Lines** action.
6. Create a planning line with the following information:

- **Line Type: Contract**
- **Planning Date: (today's date)**
- **Type: G/L Account**
- **No.: 6630**
- **Quantity: 1**
- **Unit Price: 5000**

Choose the **OK** button to close the window.

7. In the **Job Task Lines** window, select **task 2000**, and open its **Job Planning Lines**.

The following table describes the planning lines that you will create.

LINE	LINE TYPE	PLANNING DATE	TYPE	NO.	QUANTITY
1	Schedule	(today's date)	Resource	Tricia	120
2	Schedule	(today's date)	Item	70104	10

Choose the **OK** button to close the window. In the **Job Task Lines** window, you can see the schedule amounts have been updated.

- In the **Job Task Lines** window, select **task 3000**.
- Create a planning line with the following information:

- **Line Type: Contract**
- **Planning Date: a future date**
- **Type: G/L Account**
- **No.: 6630**
- **Quantity: 1**
- **Unit Price: 5000**

Choose the **OK** button to close the window.

- Create a similar planning line entry for job task 4000.

Now that the task and planning lines have been entered, Prakash creates an invoice for the first payment. He does this from the job task lines to make sure that the invoice only contains the lines for the first payment. You can open the sales order from the planning lines or the task lines.

To create an invoice

- In the **Job Task Lines** window, select line 1000, and then choose the **Create Sales Invoice** action.
- In the **Create Sales Invoice** window, set today's date as the posting date, specify **Per Task**, and choose the **OK** button to create an invoice with the default information. Choose the **OK** button to close the confirmation window.
- Choose the **Sales Invoice/Credit Memo** action. On the sales invoice, you can see that only the down payment is included in the invoice. You can now send this to the customer as agreed.

Next Steps

This walkthrough has taken you through some of the basic steps of working with jobs in Dynamics NAV. You have learned about how to create a new job, how to copy a job, and how to handle payments. Also, you have seen a demonstration of how to track hours and create invoices.

See Also

[Business Process Walkthroughs](#)

[Setting Up Project Management](#)

[How to: Use Resources](#)

[How to: Monitor Progress and Performance](#)

[How to: Invoice Jobs](#)

[Working with Dynamics NAV](#)

Walkthrough: Calculating Work in Process for a Job

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With jobs, you can schedule the usage of your company's resources and keep track of the various costs associated with the usage of resources on a specific project. Jobs involve the consumption of employee hours, machine hours, inventory items, and other types of usage that have to be tracked as a job progresses. If a job runs over a long period, you may want to transfer these costs to a Work in Process (WIP) account on the balance sheet while the job is being completed. You can then recognize the costs and sales in your income statement accounts when it is appropriate.

About This Walkthrough

This walkthrough illustrates the following tasks:

- Calculating WIP.
- Selecting a WIP calculation method.
- Excluding part of a job from the WIP.
- Posting the WIP to the general ledger.
- Reversing a WIP posting.

Each step of the process calculates the value and moves the job transactions to the general ledger. The calculation and posting steps are separated to help you review your data and to make modifications before posting to the general ledger. Therefore, you should make sure that all information is correct after you run the calculation batch jobs and before you run the posting batch jobs.

Roles

This walkthrough uses the project team member (Tricia) as the persona.

Prerequisites

Before you can perform the tasks in the walkthrough, the Dynamics NAV must be installed on your computer.

Story

This walkthrough focuses on CRONUS International Ltd., a design and consultancy firm that designs and fits new infrastructures, such as conference halls and offices, with furniture, accessories, and storage units. Most of the work at CRONUS is project-oriented and Tricia, a project team member, uses jobs to have an overview of each ongoing job that CRONUS has started and also the jobs that are completed. Some of the jobs can be very lengthy and can run over months. Tricia can use a WIP account to record the work in process and to track the costs throughout the job.

Calculating WIP

CRONUS has taken on a lengthy project that has now extended across reporting periods. Tricia, a project team member, calculates the work in process (WIP) to make sure that the financial statement of the company will be accurate.

During this procedure, Tricia will select a specific group of tasks that will be included in the WIP calculation. In the **Job Task Lines** window, she can specify these lines in the **WIP-Total** column.

The following table describes the three options.

FIELD	DESCRIPTION
	Leave blank if the job task is a part of a group of tasks.
Total	Defines the range or group of tasks that are included in the WIP and recognition calculation. Within the group, any job task with Job Task Type set to Posting will be included in the WIP Total, unless its WIP-Total field is set to Excluded .
Excluded	Applies only to a task with Job Task Type of Posting . The task is not included when WIP and recognition are calculated.

In the following walkthrough, Tricia applies the Cost Value method, her company standard, to calculate WIP. She specifies what part of the job will be included in the WIP calculation by assigning WIP-Total values to various job task lines.

To calculate WIP

1. Choose the  icon, enter **Jobs**, and then choose the related link.
2. In the **Jobs** list, select the **Deerfield** job, and then choose the **Edit** action. This will open the job card in edit mode.

WIP can be calculated based on Cost Value, Sales Value, Cost of Sales, Percentage of Completion, or Completed Contract. In this example, CRONUS uses the Cost Value method.

3. On the **Posting** FastTab, choose the **WIP Method** field, and then select **Cost Value**.
4. Choose the **Job Task Lines** action and set the following values in the **WIP-Total** field.

The following table describes the values.

JOB TASK NO.	WIP-TOTAL FIELD
1130	Excluded
1190	Total
1210	Excluded
1310	Excluded

5. Choose the **WIP** action, and then choose the **Calculate WIP** action.
6. In the **Job Calculate WIP** window, you can select a job that you want to calculate WIP. On the **Job** FastTab, select **Deerfield** in the **No.** field.
7. In the **Posting Date** field, enter a date that is later than the work date.
8. In the **Document No.** field, enter **1**. This creates a document that you can refer to later for traceability.
9. Choose the **OK** button to run the batch job. A message is displayed. Choose the **OK** button to continue. Close the **Job Task Lines** window.

NOTE

The message states that there are warnings associated with the WIP calculation. You will review the warnings in the next procedure.

10. On the **Job** card, expand the **WIP and Recognition** FastTab to see the calculated values. You can also see the **WIP Posting Date** and the values that have been posted to the general ledger, if any.

Notice that the value for **Recog. Costs Amount** is 215.60 in the **To Post** column. This reflects the total costs of two of the items in the group of job tasks 1110 – 1130. The third item was set to **Excluded**, and therefore is not included in the WIP calculation.

To review WIP warnings

1. Choose the  icon, enter **Job WIP Cockpit**, and then choose the related link.
2. Select the **Deerfield** job, and then choose the **Show Warnings** action.
3. In the **Job WIP Warnings** window, review the warning associated with the job.

After the accounting period ends, Tricia has to recalculate the WIP to include completed work to this point.

To recalculate WIP

1. On the **Job** card, choose the **WIP Entries** action to view the WIP calculation.

The **Job WIP Entries** window shows the WIP entries that were last calculated on a job, even if WIP has not yet been posted to the general ledger.

2. You can follow the steps in the procedure that explains how to calculate WIP to recalculate WIP. Every time WIP is calculated, an entry is created in the **Job WIP Entries** window.
3. Close the window.

NOTE

Work in Process and Recognition is only calculated. It is not posted to the general ledger. To do so, you must run **Post WIP to G/L** batch job after you have calculated the WIP and Recognition.

Posting WIP to General Ledger

Now that Tricia has calculated WIP for this job, she can post it to the general ledger.

To post WIP to general ledger

1. From the **Jobs** list, select the **Deerfield** job.
2. Choose the **WIP** action, and then choose the **Post WIP to G/L** action.
3. In the **Job Post WIP to G/L** window, on the **Job** FastTab, select **Deerfield** in the **No.** field.
4. On the **Options** FastTab, in the **Reversal Document No.** field, enter **1**.
5. Choose the **OK** button to post WIP to the general ledger.
6. Choose the **OK** button to close the confirmation window.

After you have completed the posting, you can view the posting information in the **WIP G/L Entries** window.

7. In the **Jobs** list, select the **Deerfield** job, and then choose the **WIP G/L Entries** action.

In the **Job WIP G/L Entries** window, verify that the WIP has been posted to the general ledger.

8. Close the window.
9. Open the **Job** card for the **Deerfield** job.
10. On the **WIP and Recognition** FastTab, notice that in the **Posted** column, the **Recog. Costs G/L Amount** field is now filled in, which indicates that WIP was posted to the general ledger successfully.
11. Choose the **OK** button to close the card.

Reversing a WIP Posting

Tricia determines that the job tasks that were excluded from the calculation of WIP should have been calculated in WIP. She can reverse the incorrect postings without having to post new WIP postings.

To reverse a WIP posting

1. From the **Jobs** list, select the **Deerfield** job.
2. Choose the **WIP** action, and then choose the **Post WIP to G/L** action.
3. In the **Job Post to WIP to G/L** window, on the **Job** FastTab, select **Deerfield** in the **No.** field.
4. On the **Options** FastTab, in the **Reversal Document No.** field, enter **1**.
5. In the **Reversal Posting Date** field, enter the original posting date. It should be the same date that you used to calculate WIP the first time.
6. Select the **Reverse Only** check box. This will reverse previously posted WIP, but does post new WIP to the general ledger.
7. Choose the **OK** button to run the batch job, and choose the **OK** button to close the confirmation window.
8. Open the **Job** card for **Deerfield**.
9. On the **WIP and Recognition** FastTab, verify that there are no posted WIP entries.
10. Close this window.
11. In the **Jobs** list, select the **Deerfield** job, choose the **WIP** action, and then choose the **WIP G/L Entries** action. The WIP entries have the **Reversed** check box selected.
12. Close this window.
13. Open **Job Task Lines** for the job, include the parts of the job that should be in the WIP calculation, and then recalculate and post the new value to the general ledger.

NOTE

Suppose Tricia calculated and posted WIP for a job with incorrect dates. Following the method that was discussed earlier, she can reverse the incorrect postings, correct the dates, and repost to the general ledger.

Next Steps

This walkthrough has taken you through the steps of calculating WIP in Dynamics NAV. In larger jobs, it may be useful to transfer the costs to a WIP account periodically while the job is being completed. This walkthrough has shown you how to exclude task lines from a calculation. It also shows you when you would have to recalculate. And finally, this walkthrough demonstrates how to post the WIP to the general ledger. An example of how to reverse a WIP posting to the general ledger is also included.

See Also

[Business Process Walkthroughs](#)

[Walkthrough: Managing Projects with Jobs](#)

[Understanding WIP Methods](#)

[Monitor Progress and Performance](#)

[Working with Dynamics NAV](#)

Walkthrough: Picking and Shipping in Basic Warehouse Configurations

4/16/2018 • 4 minutes to read • [Edit Online](#)

In Dynamics NAV, the outbound processes for picking and shipping can be performed in four ways using different functionalities depending on the warehouse complexity level.

METHOD	INBOUND PROCESS	BINS	PICKS	SHIPMENTS	COMPLEXITY LEVEL (SEE DESIGN DETAILS: WAREHOUSE SETUP)
A	Post pick and shipment from the order line	X			2
B	Post pick and shipment from an inventory pick document		X		3
C	Post pick and shipment from a warehouse shipment document			X	4/5/6
D	Post pick from a warehouse pick document and post shipment from a warehouse shipment document		X	X	4/5/6

For more information, see [Design Details: Outbound Warehouse Flow](#).

The following walkthrough demonstrates method B in the previous table.

About This Walkthrough

In basic warehouse configurations where your location is set up to require pick processing but not ship processing, you use the **Inventory Pick** window to record and post pick and ship information for your outbound source documents. The outbound source document can be a sales order, purchase return order, outbound transfer order, or a production order with component need.

This walkthrough demonstrates the following tasks:

- Setting up SILVER location for inventory picks.
- Creating a sales order for customer 10000 for 30 loudspeakers.
- Releasing the sales order for warehouse handling.
- Creating an inventory pick based on a released source document.

- Registering the warehouse movement from the warehouse and at the same time posting the sales shipment for the source sales order.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Warehouse Manager
- Order Processor
- Warehouse Worker

Prerequisites

To complete this walkthrough, you will need:

- CRONUS International Ltd. installed.
- To make yourself a warehouse employee at SILVER location by following these steps:
 1. Choose the  icon, enter **Warehouse Employees**, and then choose the related link.
 2. Choose the **User ID** field, and select your own user account in the **Users** window.
 3. In the **Location Code** field, enter SILVER.
 4. Select the **Default** field.
- Make item LS-81 available at SILVER location by following these steps:
 1. Choose the  icon, enter **Item Journals**, and then choose the related link.
 2. Open the default journal, and then create two item journal lines with the following information about the work date (January 23).

ENTRY TYPE	ITEM NUMBER	LOCATION CODE	BIN CODE	QUANTITY
Positive Adjmt.	LS-81	SILVER	S-01-0001 Note: The item's default bin in CRONUS	20
Positive Adjmt.	LS-81	SILVER	S-01-0002	20

3. Choose the **Post** action, and then select the **Yes** button.

Story

Ellen, the warehouse manager at CRONUS, sets up SILVER warehouse for basic pick handling where warehouse workers process outbound orders individually. Susan, the order processor, creates a sales order for 30 units of item LS-81 to be shipped to customer 10000 from the SILVER Warehouse. John, the warehouse worker must make sure that the shipment is prepared and delivered to the customer. John manages all involved tasks in the **Inventory Pick** window, which automatically points to the bins where LS-81 is stored.

Setting Up the Location

The setup of the **Location Card** window defines the company's warehouse flows.

To set up the location

1. Choose the  icon, enter **Locations**, and then choose the related link.
2. Open the SILVER location card.

3. Select the **Require Pick** check box.

Creating the Sales Order

Sales orders are the most common type of outbound source document.

To create the sales order

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a sales order for customer 10000 on the work date (January 23) with the following sales order line.

ITEM	LOCATION CODE	QUANTITY
LS_81	SILVER	30

Proceed to notify the warehouse that the sales order is ready for warehouse handling.

4. Choose the **Release** action.

John proceeds to pick and ship the sold items.

Picking and Shipping Items

In the **Inventory Pick** window, you can manage all outbound warehouse activities for a specific source document, such as a sales order.

To pick and ship items

1. Choose the  icon, enter **Inventory Picks**, and then choose the related link.
2. Choose the **New** action.
3. Select the **Source Document** field, and then select **Sales Order**.
4. Select the **Source No.** field, select the line for the sale to customer 10000, and then choose the **OK** button.

Alternatively, choose the **Get Source Document** action, and then select the sales order.

5. Choose the **Autofill Qty. to Handle** action.

Alternatively, in the **Qty. to Handle** field, enter 10 and 30 respectively on the two inventory pick lines.

6. Choose the **Post** action, select **Ship**, and then choose the **OK** button.

The 30 loudspeakers are now registered as picked from bins S-01-0001 and S-01-0002, and a negative item ledger entry is created reflecting the posted sales shipment.

See Also

[How to: Pick Items with Inventory Picks](#)

[How to: Pick Items for Warehouse Shipment](#)

[How to: Set Up Basic Warehouses with Operations Areas](#)

[How to: Move Components to an Operation Area in Basic Warehouse Configurations](#)

[How to: Pick for Production or Assembly](#)

[How to: Move Items Ad Hoc in Basic Warehouse Configurations](#)

[Design Details: Outbound Warehouse Flow](#)

[Business Process Walkthroughs](#)

Walkthrough: Tracing Serial-Lot Numbers

8/13/2018 • 13 minutes to read • [Edit Online](#)

When product defects occur, the errors must be identified and affected items must be prevented from leaving the company. If defective items have already been shipped, you must trace who received them and, if you need to, recall the items.

The first task of defects management is to investigate where the defective items came from and where they were used. This investigation is based on historic data and is made easier by searching through item tracking entries using the **Item Tracing** window.

The second task of defects management is to determine whether the traced items are planned for in open documents, such as non-posted sales orders or consumption journals. This work is performed in the **Navigate** window. You can use the Navigate feature to search all kinds of database records.

About This Walkthrough

This walkthrough demonstrates how to identify which items are defective, which vendor supplied them, and where they are used so that those orders can be stopped or recalled.

This walkthrough illustrates the following tasks:

- Tracing usage to origin.
- Tracing origin to usage.
- Searching for all current records which hold the traced serial/lot number.

Roles

This walkthrough demonstrates tasks that are performed by the following user roles:

- Quality Controller
- Warehouse Manager
- Order Processor
- Purchasing Agent

Prerequisites

To complete this walkthrough, you will need:

- The Dynamics NAV company.
- To create new items and several business transactions by following the "Prepare Sample Data" section, later in this walkthrough.

Story

Ricardo, the quality controller, is acting on a sales return of item 1002, Racing Bike. The customer, Selangorian Ltd., complained that the frame has cracked welding seams. Quality control engineers have confirmed that the racing frame of the returned bike is defective. The quality controller must now determine:

- Which lot of racing frames was faulty.
- On which purchase order the faulty lot was received.

From the sales department, the quality controller knows that the returned racing bike, item 1002, had the serial number SN1. By using this basic information, he must determine where the finished racing bike was last used, and then he must trace backward to the earliest origin to establish which lot number the faulty component, the racing frame, came from.

The results of this first item tracking task identify which racing frames were defective and which vendor supplied them. Afterward, but in the same overall tracking process, the quality controller must find all the sold racing bikes that contain racing frames from the faulty lot so that those orders can be stopped or recalled. Lastly, the quality controller must find any open documents where the faulty lot is used so that no additional transactions are made.

The first two defects-management tasks are performed in the **Item Tracing** window. The last task is performed in the **Navigate** window in integration with the **Item Tracing** window.

Prepare Sample Data

You must create the following new items:

- 2000, Racing Frame: lot-specific tracking, component of 1002
- 1002, Racing Bike: serial number-specific tracking

Then you must create various purchase, production, and sales transactions with the two items.

To create the items

1. Choose the  icon, enter **Items**, and then choose the related link.
2. Choose the **New** action.
3. In the **No.** field, enter **2000**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	ITEM TRACKING CODE
Racing Frame	PCS	RAW MAT	VAT25	RAW MAT	LOTALL

NOTE

To enter the base unit of measure, choose the **New** button, and then select **PSC** in the **Item Units of Measure** window.

4. All other fields have acceptable default data or do not have to be filled in.
5. Choose the **OK** button to create the first new item card, 2000.
6. Choose **New**.
7. In the **No.** field, enter **1002**, and then proceed to fill in the following fields.

DESCRIPTION	BASE UNIT OF MEASURE	GEN. PROD. POSTING GROUP	VAT PROD. POSTING GROUP	INVENTORY POSTING GROUP	REPLENISHMENT SYSTEM	ITEM TRACKING CODE
Racing Bike	PCS	RETAIL	VAT25	FINISHED	Prod. Order	SNALL

NOTE

To enter the base unit of measure, choose the **New** button, and then select **PSC** in the **Item Units of Measure** window.

Next, define the item's manufacturing setup.

8. On the **Replenishment** FastTab, in the **Routing No.** field, enter **1000**.
9. Choose the **Production BOM No.** field, and then choose **Advanced**.
10. In the **Production BOM List** window, choose the first line, **1000**, and then choose the **Edit** action.
11. In the **Production BOM** window, change the value in the **Status** field to **Under Development**.
12. Go to an empty line, enter **2000** in the **No.** field, and then enter **1** in the **Quantity Per** field.
13. Change the value in the **Status** field back to **Certified**.
14. Choose the **OK** button to insert the production BOM on the item card and close the **Production BOM** window.

Next, purchase racing frames from Custom Metals Incorporated.

To purchase components

1. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
2. Choose the **New** action.
3. Create a purchase order for vendor, Custom Metals Incorporated, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	10	LOT1

4. To enter the lot number, choose the **Item Tracking Lines** action.
5. In the **Item Tracking Lines** window, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the window.
6. In the **Vendor Invoice No.** field, enter any value.
7. Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, purchase racing frames from Coolwood Technologies.

8. Choose the  icon, enter **Purchase Orders**, and then choose the related link.
9. Choose the **New** action.
10. Create a purchase order for vendor, Coolwood Technologies, by filling in the following line fields.

ITEM	QUANTITY	LOT NO.
2000	11	LOT2

11. To enter the lot number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action.
12. In the **Item Tracking Lines** window, fill in the **Lot No.** and **Quantity (Base)** fields, and then close the window.

13. In the **Vendor Invoice No.** field, enter any value.

14. Choose the **Post** action, select the **Receive and Invoice** option, and then choose the **OK** button.

Next, produce two racing bikes, SN1 and SN2.

To produce end items

1. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
2. Choose the **New** group.
3. Create a new released production order by filling in the following fields.

Source No.	Quantity	Serial No.
1002	2	SN1
1002	2	SN2

4. Choose the **Refresh Production Order** action, and then choose the **OK** button to fill the line.
5. To enter the serial numbers, choose the **Item Tracking Lines** action.
6. In the **Item Tracking Lines** window, fill in the **Serial No.** and **Quantity (Base)** fields, and then close the window.

Next, post consumption of racing frames from LOT1.

7. In the **Released Production Order** window, choose the **Production Journal** action.
8. In the **Production Journal** window, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
9. In the **Item Tracking Lines** window, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
10. Leave all other defaults in the **Production Journal** window, and then choose the **Post** action.

Next, produce two more racing bikes, SN3 and SN4.

11. Choose the  icon, enter **Released Prod. Orders**, and then choose the related link.
12. Choose the **New** action.
13. Create a new released production order by filling in the following fields on the header.

SOURCE NO.	QUANTITY	SERIAL NO.
1002	2	SN3
1002	2	SN4

14. Choose the **Refresh Production Order** action to fill the line.
15. To enter the serial numbers, choose the **Item Tracking Lines** action, and then the numbers on two lines in the **Serial No.** field in the **Item Tracking Lines** window.

Next, post more consumption of racing frames from LOT1.

16. In the **Released Production Order** window, choose the **Production Journal** action.
17. In the **Production Journal** window, select the consumption line for item 2000, choose the **Item Tracking Lines** action.
18. In the **Item Tracking Lines** window, choose the **Lot No.** field, choose **LOT1**, and then choose the **OK** button.
19. Leave all other defaults in the **Production Journal** window, and then choose the **Post** action.

You have produced four racing bikes, SN1 to SN4, and consumed four of the ten racing frames from LOT1, two frames in each production order.

20. Close the production journal and the production orders.

Next, sell racing bikes. First sell the racing bike with SN1 to Selangorian Ltd..

To sell the end items

1. Choose the  icon, enter **Sales Orders**, and then choose the related link.
2. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Selangorian Ltd.	1002	1	SN1

3. To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field in the **Item Tracking Lines** window.
4. Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.

Next, sell the racing bike with SN2 to The Cannon Group PLC.

5. Choose the  icon, enter **Sales Orders**, and then choose the related link.
6. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	1002	1	SN2

7. To enter the serial number, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field in the **Item Tracking Lines** window.
8. Choose the **Post** action, select the **Ship and Invoice** option, and then choose the **OK** button.

Finally, sell some racing frames separately. The Cannon Group PLC. also orders four separate racing frames for their own assembly line.

9. Choose the  icon, enter **Sales Orders**, and then choose the related link.
10. Choose the **New** action, and then, create a sales order by filling in the following fields.

CUSTOMER	ITEM	QTY.	SERIAL NO.
Cannon Group PLC.	2000	5	LOT1

11. To enter the serial number, on the **Lines** FastTab, in the **Line** group, choose the **Item Tracking Lines** action, and then the number in the **Serial No.** field in the **Item Tracking Lines** window.

NOTE

Do not post the last sales order for five racing frames.

This completes the preparation of data to demonstrate the Item Tracing and Navigate features.

Tracing from Usage to Origin

From the sales department, the quality controller knows that the returned racing bike, item 1002, has the serial number SN1. By using this basic information, he can determine where the finished racing bike was last used, in this case, on the sales shipment to Selangorian Ltd.. Then, the quality controller must trace backward to the earliest origin to establish which lot number the faulty racing frame came from and which vendor supplied it.

To determine which lot included the faulty frame and who supplied it

1. Choose the  icon, enter **Item Tracing**, and then choose the related link.
2. In the **Item Tracing** window, enter **SN1** in the **Serial No. Filter** field, and then enter **1002** in the **Item Filter** field.
3. Keep the default setting of **Item-Tracked Only** in the **Show Components** field, and keep the default trace method of **Usage – Origin** in the **Trace Method**.
4. Choose the **Trace** action.

Note that one sales shipment header matches the search criteria. Before you continue the trace, verify that the shipment is the one that shipped the faulty racing bike to Selangorian Ltd.

5. Select the trace line, and then choose the **Show Document** action.

Now continue to trace the origin of the sales shipment of the racing bike with number SN1.

6. Choose the + icon on the trace lines to gradually expand and trace backward in the chain of transactions that the sales shipment originates from.

You can trace the following transaction history:

- The first posted document backward in the chain of transactions is the output posting of SN1 from the first released production order.
- The next posted document backward after that is the consumption posting from the first released production order. Here the quality controller sees that a racing frame from LOT1 was used.
- The lowest posted document in this chain is the posted purchase receipt on which racing frames with LOT1 entered inventory.

The quality controller has now established which lot of racing frames was faulty and he can search for the last trace line to see which vendor supplied them, namely Custom Metals Incorporated.

NOTE

Do not make any additional modifications to the trace result, as you will use it in the next section.

This completes the first defects-management task using the **Item Tracing** window. The quality controller must now determine whether other posted documents have processed racing frames from LOT1.

Tracing from Origin to Usage

The quality controller has established that the faulty racing frames came from LOT1. He must now find any other

racing bikes that contain racing frames from the faulty lot so that those bikes can be stopped or recalled.

One way to prepare this trace task in the **Item Tracing** window is to manually enter LOT1 in the **Lot No. Filter** field and 2000 in the **Item Filter** field. However, this walkthrough will use the **Trace Opposite - from Line** function.

To find all usage of the faulty lot

1. In the **Item Tracing** window, select the line of the purchase receipt, the last trace line, and then choose **Trace Opposite – from Line**.

The trace result is now based on the filters of the trace line for the purchase receipt, LOT1 and item 2000, and the result is based on trace method **Origin - Usage**.

To obtain an overview of all usage of item 2000 with LOT1, continue to expand all trace lines.

2. Choose the **Expand All** action.

The first four trace lines refer to the sales shipment to Selangorian Ltd., which is already resolved. The last line indicates that one more racing bike, SN2, was produced in the same released production order and then sold and shipped on another sales shipment.

The quality controller immediately informs the sales department so that they can initiate a recall of the defective racing bike from the customer, Cannon Group PLC.

At the same time, he can see from the last three trace lines that another two items, SN3 and SN4, have been produced based on racing frames from LOT1. He takes action to block these end items in inventory.

This completes the second defects management task using the **Item Tracing** window for defects management. Since the **Item Tracing** window is based on posted entries only, the quality controller must continue to the **Navigate** window to make sure that LOT1 is not used in non-posted documents.

Finding All Records of a Serial/Lot Number

With the **Item Tracing** window, the quality controller learned that LOT1 contained the faulty racing frames, which vendor supplied them, and in which posted transaction they have been used. He must now determine whether LOT1 is in any open documents by integrating from the trace result to the **Navigate** window where he can perform a search through all database records.

To find all occurrences of LOT1 in non-posted records, such as open orders

1. In the **Item Tracing** window, select the first trace line, the purchase receipt of LOT1.
2. Choose the **Navigate** action.

The **Navigate** window is preset with search filters based on the trace result for LOT1. The quality controller recognizes most of the records as pertaining to documents already identified in the **Item Tracing** window. For example, the last Navigate line of type Production Order refers to the two released production orders that consumed racing frames from LOT1.

However, the second Navigate line of type **Sales Line** is a non-posted document line, so the quality controller proceeds to investigate.

3. To open the sales line record, select the second Navigate line, choose the **Show** action. Alternatively, choose the value in the **No. of Records** field.

Here the quality controller sees one open sales line for the faulty racing frames. He immediately suggests to the sales department that this order be canceled and a new production order, based on good racing frames, be initiated.

This completes the walkthrough of how to use the **Navigate** window for defects management in

integration with the **Item Tracing** window.

See Also

[How to: Work with Serial and Lot Numbers](#)

[How to: Trace Item-Tracked Items](#)

[Business Process Walkthroughs](#)

Design Details

4/16/2018 • 2 minutes to read • [Edit Online](#)

This content contains detailed technical information about complex application features in Dynamics NAV.

Design details content is aimed at implementers, developers, and super users who need deeper insight to implement, customize, or set up the features in question.

TO	SEE
Learn about the design for storing and posting dimensions, including code examples on how to migrate and upgrade dimension code.	Design Details: Dimension Set Entries
Learn how the planning system works and how to adjust the algorithms to meet planning requirements in different environments.	Design Details: Supply Planning
Understand mechanisms in the costing engine, such as costing method and cost adjustment, and which accounting principles they are designed for.	Design Details: Inventory Costing
Learn about central principles behind advanced and basic warehouse features and how they integrate with other supply chain features.	Design Details: Warehouse Management
Learn about historic and the current design of item tracking functionality and how it integrates with the reservation system to include serial/lot numbers in availability calculations.	Design Details: Item Tracking
Learn about the General Journal Posting Line feature, including recent simplifications to the design of codeunit 12.	Design Details: General Journal Post Line

See Also

[Planning](#)

[Managing Inventory Costs](#)

[Warehouse Management](#)

[Setting Up Complex Application Areas Using Best Practices](#)

[Working with Dynamics NAV](#)

Design Details: Dimension Set Entries

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight into the concepts and principles that are used to redesign the dimension entry storing and posting feature in Dynamics NAV. The documentation starts by describing conceptual overviews of the redesign. Then it explains the technical architecture to show how the redesign is made. Finally, it provides code examples to prepare you for dimension code migration and upgrade.

In This Section

[Dimension Set Entries Overview](#)

[Design Details: Searching for Dimension Combinations](#)

[Design Details: Table Structure](#)

[Design Details: Codeunit 408 Dimension Management](#)

[Design Details: Code Examples of Changed Patterns in Modifications](#)

Design Details: Supply Planning

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight to the concepts and principles that are used within the Supply Planning features in Dynamics NAV.

It explains how the planning system works and how to adjust the algorithms to meet planning requirements in different environments. It first introduces central solution concepts and then describes the logic of the central mechanism, supply balancing, before proceeding to explain how inventory planning is performed with the use of reordering policies.

In This Section

[Design Details: Central Concepts of the Planning System](#)

[Design Details: Reservation, Order Tracking, and Action Messaging](#)

[Design Details: Balancing Demand and Supply](#)

[Design Details: Handling Reordering Policies](#)

[Design Details: Planning Parameters](#)

[Design Details: Planning Assignment Table](#)

[Design Details: Demand at Blank Location](#)

[Design Details: Transfers in Planning](#)

Design Details: Inventory Costing

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight to the concepts and principles that are used within the Inventory Costing features in Dynamics NAV.

Inventory costing, also referred to as cost management, is concerned with recording and reporting business operating costs.

In This Section

[Design Details: Costing Methods](#)

[Design Details: Item Application](#)

[Design Details: Cost Adjustment](#)

[Design Details: Expected Cost Posting](#)

[Design Details: Average Cost](#)

[Design Details: Variance](#)

[Design Details: Rounding](#)

[Design Details: Cost Components](#)

[Design Details: Inventory Periods](#)

[Design Details: Inventory Posting](#)

[Design Details: Production Order Posting](#)

[Design Details: Assembly Order Posting](#)

[Design Details: Reconciliation with the General Ledger](#)

[Design Details: Accounts in the General Ledger](#)

[Design Details: Revaluation](#)

Design Details: Warehouse Management

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation gives an overview of the concepts and principles that are used in the Warehouse Management features in Dynamics NAV. It explains the design behind central warehouse features and how warehousing integrates with other supply chain features.

To differentiate the different complexity levels of the warehousing, this documentation is divided into two general groups, Basic and Advanced warehouse configurations, indicated by section titles. This simple differentiation covers different complexity levels as defined by product granules and location setup. For more information, see [Design Details: Warehouse Setup](#).

In This Section

[Design Details: Warehouse Overview](#)

[Design Details: Warehouse Setup](#)

[Design Details: Inbound Warehouse Flow](#)

[Design Details: Internal Warehouse Flows](#)

[Design Details: Availability in the Warehouse](#)

[Design Details: Outbound Warehouse Flow](#)

[Design Details: Integration with Inventory](#)

Design Details: Item Tracking

4/16/2018 • 2 minutes to read • [Edit Online](#)

As the flow of goods in today's supply chain becomes more and more complex, the ability to keep track of items is increasingly important to the companies involved. Monitoring an item's transaction flow is a legal requirement in the business of medical and chemical supply, but other businesses may want to monitor products with warranties or expiration dates for customer service reasons.

An item tracking system should provide a company with easy handling of serial and lot numbers, considering each unique piece of merchandise: when and where received, where stored, when and where sold. Dynamics NAV has gradually expanded its coverage of this business requirement and today provides application-wide functionality and a solid core on which to develop extensions.

In This Section

- [Design Details: Item Tracking Design](#)
- [Design Details: Item Tracking Posting Structure](#)
- [Design Details: Active versus Historic Item Tracking Entries](#)
- [Design Details: Item Tracking Lines Window](#)
- [Design Details: Item Tracking Availability](#)
- [Design Details: Item Tracking and Planning](#)
- [Design Details: Item Tracking and Reservations](#)
- [Design Details: Item Tracking in the Warehouse](#)

Design Details: General Journal Post Line

4/16/2018 • 2 minutes to read • [Edit Online](#)

This documentation provides detailed technical insight into the concepts and principles that are used to redesign the general journal posting line feature in Dynamics NAV. The redesign makes codeunit 12 simpler and more maintainable. The documentation starts by describing conceptual overviews of the redesign. Then it explains the technical architecture to show the changes that result from the redesign.

In This Section

[General Journal Post Line Overview](#)

[Design Details: Posting Interface Structure](#)

[Design Details: Posting Engine Structure](#)

[Codeunit 12 Changes: Mapping Global Variables for General Journal Post Line](#)

[Codeunit 12 Changes: Changes in General Journal Post Procedures](#)

See Also

[Working with General Journals](#)

Australia Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Australian version of Dynamics NAV.

In This Section

[Australian Business Numbers and Adjustment Notes](#)

[Business Activity Statements](#)

[Tax](#)

[Addresses](#)

[Electronic Funds Transfer \(EFT\)](#)

[Calculating Distribution Amounts](#)

[How to: Determine Sales Price by Cost Plus Percentage](#)

[How to: Print Income Statements](#)

[How to: Print Balance Sheet Reports](#)

[How to: Compare Bank Cash Flow](#)

[How to: Print Deposit Slip Reports](#)

[How to: Print Bank Account Reconciliation Reports](#)

[How to: Create Check Installments](#)

See Also

[Working with Dynamics NAV](#)

Austria Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Austrian version of Dynamics NAV.

In This Section

[VAT Reporting](#)

[How to: Print General Ledger Setup Information](#)

[How to: Block Shipment for Negative Inventory](#)

[How to: Copy Existing Items to New Items](#)

[How to: Print Sales and Purchase Orders During Batch Posting](#)

[How to: Print Vendor Payments List Reports](#)

See Also

[Working with Dynamics NAV](#)

Belgium Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Belgian version of Dynamics NAV.

In This Section

[Belgian Electronic Banking](#)

[Belgian Intrastat Reporting](#)

[Belgian VAT](#)

[Enterprise Numbers and Branch Numbers](#)

[How to: Set the Work Date as the Posting Date](#)

[How to: Create Financial Journals](#)

[How to: Export to Accon](#)

[How to: Apply and Unapply General Ledger Entries](#)

[How to: Limit the Posting Period](#)

See Also

[Working with Dynamics NAV](#)

Canada Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Canadian version of Dynamics NAV.

In This Section

[How to: Work With GIFL Codes](#)

[How to: Set Up Use Tax and Purchase Tax](#)

[How to: Set Up Unrealized Sales Tax and Sales Payment Discounts](#)

[Reporting Sales Tax in Canada](#)

[How to: Manage Customer Credit Information](#)

[How to: Create Deposits](#)

[How to: Print Troubleshooting Reports](#)

See Also

[Working with Dynamics NAV](#)

Denmark Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Danish version of Dynamics NAV in Denmark.

In This Section

[OIOUBL Electronic Invoicing Overview](#)

[EAN Location Number](#)

[Payments and Reconciliations \(DK\) Extension](#)

[FIK Details in the Payment Reconciliation Journal](#)

[VAT-VIES Reporting](#)

[How to: Print VAT Reconciliation Reports](#)

[C5 2012 Data Migration](#)

See Also

[Working with Dynamics NAV](#)

Finland Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Finnish version of Dynamics NAV.

In This Section

[Automatic Account Codes](#)

[Electronic Banking in Finland](#)

[Posting Depreciation Differences](#)

[SEPA Credit Transfer Payments](#)

[VAT-VIES Declaration in Finland](#)

See Also

[Working with Dynamics NAV](#)

France Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the French version of Dynamics NAV.

In This Section

[General Ledger](#)

[Fiscal Periods and Fiscal Years](#)

[Accelerated Depreciation](#)

[Payment Management](#)

[Simulation of Entries](#)

See Also

[Working with Dynamics NAV](#)

Germany Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the German version of Dynamics NAV.

In This Section

[Process for Data Access and Testability of Digital Documents \(GDPdU\)](#)

[Physical Inventory Documents](#)

[VAT Reporting](#)

[Currency Exchange Rates](#)

[How to: Print General Ledger Setup Information](#)

[How to: Set Up Reports for VAT and Intrastat](#)

[How to: Post a Negative Entry](#)

[How to: Copy Existing Items to New Items](#)

[How to: Block Shipment for Negative Inventory](#)

[How to: Include Company Registration Numbers on Sales Reports and Purchase Reports](#)

[How to: Export and Print Intrastat Reports](#)

[How to: Print Sales and Purchase Orders During Batch Posting](#)

[How to: Print Vendor Payments List Reports](#)

See Also

[Working with Dynamics NAV](#)

Iceland Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Icelandic version of Dynamics NAV

In This Section

[Icelandic Tax Regulations of Conditional Discounts](#)

[Electronic Invoicing Requirement: Issuing Single Copy Invoice](#)

[Deleting Posted Invoices and Credit Memos](#)

[How to: Print VAT Summary Information on Documents](#)

[Special Data Output and Reports for the Tax Authority](#)

See Also

[Working with Dynamics NAV](#)

Italy Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Italian version of Dynamics NAV.

In This Section

[Vendor Payments and Customer Bills Overview](#)

[Fiscal Inventory Valuation](#)

[Italian Fixed Assets](#)

[Italian VAT](#)

[How to: Print Withholding Reports](#)

[How to: Set Up Journal Templates and Batches](#)

[How to: Set Up Company Information](#)

[How to: Define Debit and Credit Amounts](#)

[How to: Close a Fiscal Year](#)

[Reversing Journal Entries](#)

[Italian Subcontracting](#)

See Also

[Working with Dynamics NAV](#)

Mexico Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Mexican version of Dynamics NAV.

In This Section

[How to: Set Up Use Tax and Purchase Tax](#)

[How to: Set Up Unrealized Sales Tax and Sales Payment Discounts](#)

[Reporting Sales Tax in Mexico](#)

[Electronic Invoicing](#)

[Tax Identification Types for Mexico](#)

[VAT Recalculation](#)

[How to: Manage Customer Credit Information](#)

[How to: Create Deposits](#)

[How to: Print Troubleshooting Reports](#)

See Also

[Working with Dynamics NAV](#)

Netherlands Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Dutch version of Dynamics NAV

In This Section

[CMR Notes](#)

[Dutch Electronic Banking](#)

[Electronic Tax Declarations](#)

[General Ledger](#)

[Single EURO Payments Area \(SEPA\)](#)

See Also

[Working with Dynamics NAV](#)

New Zealand Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the New Zealand version of Dynamics NAV

In This Section

[Addresses](#)

[Calculating Distribution Amounts](#)

[How to: Determine Sales Price by Cost Plus Percentage](#)

[How to: Print Deposit Slip Reports](#)

[How to: Print Bank Account Reconciliation Reports](#)

See Also

[Working with Dynamics NAV](#)

Norway Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Norwegian version of Dynamics NAV

In This Section

[How to: Apply General Ledger Entries in Closed Periods](#)

[How to: Import Payroll Transactions](#)

[EHF Electronic Invoicing in Norway](#)

[Electronic Banking in Norway](#)

[Electronic Payments to Vendors in Norway](#)

[Norwegian Sales Documents](#)

[Norwegian VAT Reporting](#)

[Recurring Orders](#)

See Also

[Working with Dynamics NAV](#)

Russia Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

In Dynamics NAV, there are Russian-specific features that you can use to track and manage your business. For example, you can use the local functionality features in Dynamics NAV to calculate VAT due based on Russian VAT rates and regulations.

Getting Started with Russia Local Functionality

Use the following table to learn more about local functionality that is available for Russia.

TOPIC	DESCRIPTION
Account Schedules Overview	Enables you to define information for statutory reports by creating user-defined rows and columns.
Bank and Cash Management	Enables you to manage petty cash and amount differences.
Bank Management	Enables you to create bank directory structures to keep bank reference information in one location, create budget classifications, and print and post required documents.
Fixed Assets	Enables you to manage depreciation and maintenance costs, track the movement of fixed assets, manage the sale or disposal of fixed assets, and generate various reports and statistics.
General Ledger Correspondence	Enables you to create, view, and print account turnover information.
How to: Set Up Responsible Employees and Advance Statements	Enables you to print and view information about payments made to and from employees.
Inventory	Enables you to set up and manage your inventory including item documents, item and inventory acts, and general ledger turnover.
Payables and Receivables	Enables you to manage your payables and receivables reports, prepayments, agreements, and cards.
Statutory Reports	Enables you to import and export data for electronic tax reporting and other documents required by law.
Tax Accounting	Enables you to follow tax accounting principles by setting up tax registers and calculating tax differences.
VAT	Enables you to set up, calculate, and pay VAT amounts based on Russian VAT rates and regulations.

See Also

[Russian Chart of Accounts](#)

[Russian Receivables Reports](#)

[Russian Payables Reports](#)

Spain Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Spanish version of Dynamics NAV.

In This Section

[Calculating Due Dates](#)

[Cartera Module](#)

[Electronic Payments – AEB N34.1](#)

[Transaction Numbers](#)

[Corrective Invoices](#)

[How to: Enter CCC Codes](#)

[How to: Enter NACE Codes](#)

[How to: Ignore Discounts in General Ledger Accounts](#)

[How to: Indent and Validate Chart of Accounts](#)

[How to: Export Account Schedules to ASC Format](#)

[How to: Print Account Book Reports](#)

[How to: Print Sales and Purchase Invoice Books](#)

[How to: Print Intrastat Reports](#)

[How to: Set Up and Close Income Statement Balances](#)

[How to: Set Up Payment Days and Non-Payment Periods](#)

[VAT Reports](#)

[Report 340](#)

[Report 347](#)

[Report 349](#)

See Also

[Working with Dynamics NAV](#)

Sweden Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Swedish version of Dynamics NAV.

In This Section

[Automatic Account Codes](#)

[How to: Import and Export Data in Standard Import Export Format](#)

[How to: Print Balance Sheet and Income Statement Reports](#)

[How to: Post Preliminary Invoices by Using Inward Registration](#)

[How to: Reverse Preliminary Invoices by Using Inward Registration](#)

[How to: Set Up EU Third-Party Purchase Transactions](#)

See Also

[Working with Dynamics NAV](#)

Switzerland Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the Swiss version of Dynamics NAV.

In This Section

[Swiss Electronic Payments](#)

[Swiss Value Added Tax](#)

[Swiss Inventory Management](#)

[Swiss General Ledger Accounts](#)

[Swiss Purchase Documents and Sales Documents](#)

[How to: Print General Ledger Setup Information](#)

See Also

[Working with Dynamics NAV](#)

United Kingdom Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the United Kingdom version of Dynamics NAV.

In This Section

[How to: Enter Statutory Information](#)

[How to: Set Up the GetAddress.io UK Postcodes Extension](#)

[How to: Set Up a Posting Date Warning](#)

[How to: Change VAT Setup in Journals](#)

[How to: Define Accounting Periods for Straight Line Depreciation of Fixed Assets](#)

[How to: Enter External Document Numbers](#)

[How to: Localize Intrastat Reporting](#)

[How to: Print Checks for APACS](#)

[How to: Print Remittance Advice](#)

[How to: Print Direct Sales and Purchase Details Reports](#)

[How to: Print VAT Audit Reports](#)

[How to: Print VAT Reports](#)

[How to: Set Up Reverse Charges on VAT](#)

See Also

[Working with Dynamics NAV](#)

United States Local Functionality

4/16/2018 • 2 minutes to read • [Edit Online](#)

The following topics describe local functionality that is unique to the United States version of [!INCLUDE[d365fin]../(includes/d365fin_md.md)].

In This Section

[How to: Set Up Use Tax and Purchase Tax](#)

[How to: Set Up Unrealized Sales Tax and Sales Payment Discounts](#)

[Reporting Sales Tax in the US](#)

[Reporting Transactions as 1099 Liable in the US](#)

[How to: Manage Customer Credit Information](#)

[How to: Create Deposits](#)

[How to: Print Troubleshooting Reports](#)

See Also

[Working with Dynamics NAV](#)