

# **MICROSOFT DYNAMICS<sup>®</sup> NAV 2009**

## **FINANCE**

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# INTRODUCTION

## Welcome

We know training is a vital component of retaining the value of your Microsoft Dynamics® NAV 2009 investment. Our quality training from industry experts keeps you up-to-date on your solution and helps you develop the skills necessary for fully maximizing the value of your solution. Whether you choose Online Training, Classroom Training, or Training Materials; there is a type of training to meet everyone's needs. Choose the training type that best suits you so you can stay ahead of the competition.

### Online Training

Online Training delivers convenient, in-depth training to you in the comfort of your own home or office. Online training provides immediate access to training 24 hours-a-day. It is perfect for the customer who does not have the time or budget to travel. Our newest online training option, eCourses, combine the efficiency of online training with the in-depth product coverage of classroom training, with at least two weeks to complete each course.

### Classroom Training

Classroom Training provides serious, in-depth learning through hands-on interaction. From demonstrations to presentations to classroom activities, you receive hands-on experience with instruction from our certified staff of experts. Regularly scheduled throughout North America, you can be sure you will find a class convenient for you.

### Training Materials

Training Materials enable you to learn at your own pace, on your own time with information-packed training manuals. Our wide variety of training manuals feature an abundance of tips, tricks, and insights you can refer to again and again:

### Microsoft Dynamics Courseware

The Microsoft Dynamics Courseware consists of detailed training manuals, designed from a training perspective. These manuals include advanced topics as well as training objectives, exercises, interactions and quizzes.

Look for a complete list of manuals available for purchase on the Microsoft Dynamics website: [www.microsoft.com/Dynamics](http://www.microsoft.com/Dynamics).

## Microsoft Dynamics Courseware Contents

### Test Your Skills

Within the Microsoft Dynamics Training Materials you find a variety of different exercises. These exercises are offered in three levels to accommodate the variety of knowledge and expertise of each student. We suggest you try the level three exercises first, if you need help completing the task look to the information in the level two exercises. If you need further assistance each step of the task is outlined in the level one exercise.

### Challenge Yourself!

Level 3 exercises are the most challenging. These exercises are designed for the experienced student who requires little instruction to complete the required task.

### Need a Little Help?

Level 2 exercises are designed to challenge students, while providing some assistance. These exercises do not provide step by step instructions, however, do provide you with helpful hints and more information to complete the exercise.

### Step by Step

Level 1 exercises are geared towards new users who require detailed instructions and explanations to complete the exercise. Level 1 exercises guide you through the task, step by step, including navigation.

### Quick Interaction: Lessons Learned

At the end of each chapter within the Microsoft Dynamics Training Material, you find a Quick Interaction: Lessons Learned page. This interaction is designed to provide the student with a moment to reflect on the material they have learned. By outlining three key points from the chapter, the student is maximizing knowledge retention, and providing themselves with an excellent resource for reviewing key points after class.

## Documentation Conventions

The following conventions and icons are used throughout this documentation to help you quickly and effectively navigate through the information.

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**CAUTION:** *Cautions are found throughout the training manual and are preceded by the word CAUTION in bold. Cautions are used to remind you of a specific result of a specific action which may be undesirable.*

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**HINT:** *Hints are found throughout the training manual and are preceded by the word HINT in bold. Hints are used to suggest time-saving features or alternative methods for accomplishing a specific task.*

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**NOTE:** *Notes are found throughout the training manual and are preceded by the word NOTE in bold. Notes are used to provide information which, while not critical, may be valuable to an end user.*

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**BEYOND THE BASICS:** *Advanced information found throughout the training manual is preceded by the words BEYOND THE BASICS in bold. Beyond the Basics provides additional detail, outside of standard functionality, that may help you to more optimally use the application.*

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**EXAMPLE:** *Examples are found throughout the training manual and are preceded by the word EXAMPLE in bold. Examples bring to light business scenarios that may better explain how an application can be used to address a business problem.*

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## Student Objectives

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

List three main objectives below.

1.

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2.

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3.

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# CHAPTER 1: FINANCIAL MANAGEMENT SETUP

## Objectives

The objectives are:

- Explain the fields on the General Ledger Setup window.
- Explain and set up Accounting Periods.
- Explain and set up Trail Codes, Source Codes, and Reason Codes.

## Introduction

Financial Management Setup describes in detail each area that needs to be set up to use financials in Microsoft Dynamics® NAV 2009.

- General Ledger
- Accounting Periods
- Trail Codes, including:
  - Source Codes
  - Reason Codes

---

***NOTE:** There are other setup areas in the General Ledger, such as Currencies, No. Series, Dimensions, and Posting Groups. The setup of these areas is discussed in the Application Setup Microsoft Dynamics® NAV 2009 courseware.*

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## General Ledger Setup

The **General Ledger Setup** window is used to specify default setting for the general ledger and all finance related application areas. The **General Ledger Setup** window must be completed for each company that is set up in Microsoft Dynamics NAV 2009.

The five FastTabs on the **General Ledger Setup** window are:

- General
- Numbering
- Dimensions
- Reporting
- Application

To access the **General Ledger Setup** window:

- Select the **Departments** button in the Navigation Pane.
- Select **Administration** and click **Application Setup**.
- Click **Financial Management** and then select **Finance**.
- In the **Finance** window, under **Tasks**, select **General Ledger Setup**.

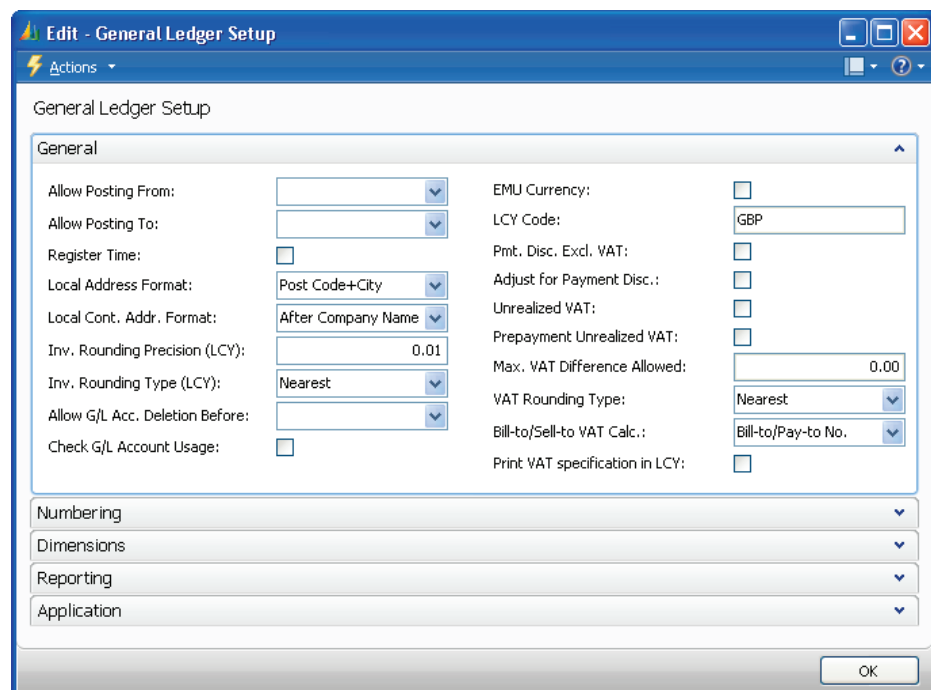


FIGURE 1.1 GENERAL LEDGER SETUP, GENERAL FASTTAB

## General FastTab

The **General** FastTab contains the basic setup defaults for General Ledger and has the following fields:

- **Allow Posting From / Allow Posting To** - Specify the company default posting dates; that is, the date range that all users can post transactions in.

Because a period closing process is not required in Microsoft Dynamics NAV 2009, setting the posting date range prevents users from posting entries that can change prior period data.

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***NOTE:** Specific user posting date restrictions are specified in the User Setup window. If there are no user restrictions, the company defaults are in effect. If there are no company defaults, there are no restrictions on dates for data entry and posting*

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- **Register Time** - Specify whether the system registers the user's time usage.
- **Local Address Format** - Specify the address format that is used on printed documents
- **Local Cont. Addr. Format** - Specify where the contact name has to appear in mailing addresses.

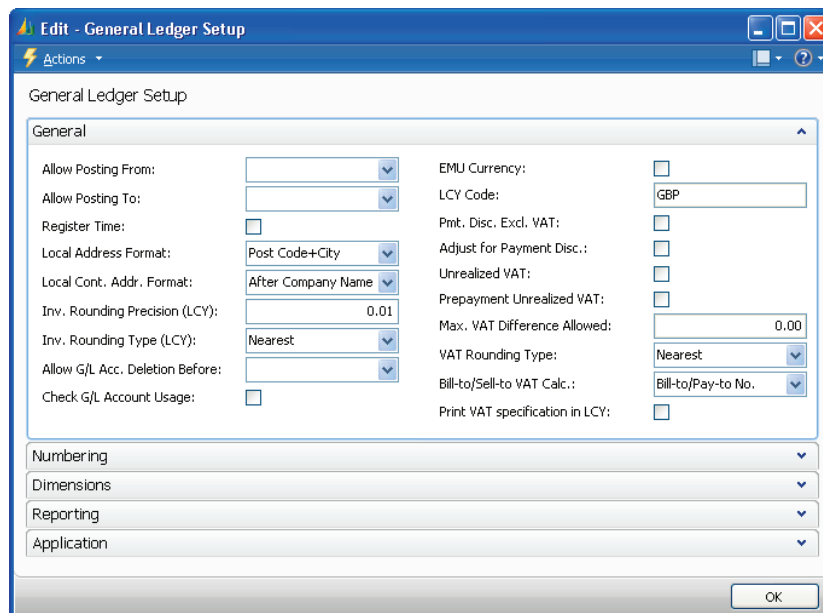


FIGURE 1.2 GENERAL LEDGER SETUP, GENERAL FASTTAB

- **Invoice Rounding Precision (LCY)** - Specify the size of the interval to be used when users are rounding amounts in local currency (LCY).
- **Invoice Rounding Type (LCY)** - Specify if invoice amounts are rounded up or down. The option selected here is used with the rounding interval specified in the **Invoice Rounding Precision (LCY)** field.
- **Allow G/L Acc. Deletion Before** - The date in this field determines whether and when G/L accounts can be deleted. G/L accounts that have entries on or after the date specified in this field cannot be deleted.
- **Check G/L Account Usage** - If selected, the system prevents G/L accounts that are used in setup tables, such as posting groups, from being deleted.
- **EMU Currency** - Select this field if LCY is an EMU currency. Use this field only when applying entries in different currencies.
- **LCY Code** - Enter the currency code for LCY. The value is only used on printouts because the system uses <Blank> as the indicator for LCY when displaying information in tables.
- **Pmt. Disc. Excl. VAT** - Specify whether the payment discount is based on amounts including or excluding VAT.
- **Adjust for Payment Disc.** - If selected, the system recalculates VAT amounts when you are posting payments that trigger payment discounts.
- **Unrealized VAT** - Specify whether the system manages unrealized VAT.
- **Prepayment Unrealized VAT** - Specify whether the system manages prepayments for unrealized VAT.
- **Max. VAT Difference Allowed** - Enter the maximum VAT correction amount allowed for the local currency.
- **VAT Rounding Type** - Select how VAT is rounded when it is calculated for the local currency.
- **Bill-to/Sell-to VAT Calc.** - By default, this field is set to Bill-to/Pay-to No., which indicates that the VAT Business Posting Group is taken from the Bill-to customer or Pay-to vendor for orders/invoices. Select Sell-to/Buy-from No. to use the VAT Business Posting Group for the Sell-to customer or Buy-from vendor for orders/invoices.
- **Print VAT Specification in LCY** - If selected, a line is added on printed sales documents that specifies the VAT details in LCY, in addition to the invoicing currency. When not selected, VAT details will only print in the invoicing currency.



## Numbering FastTab

**Bank Account Nos.** is the only field on the **Numbering** FastTab. In this field, enter the code for the number series that will be used to assign numbers to bank accounts.

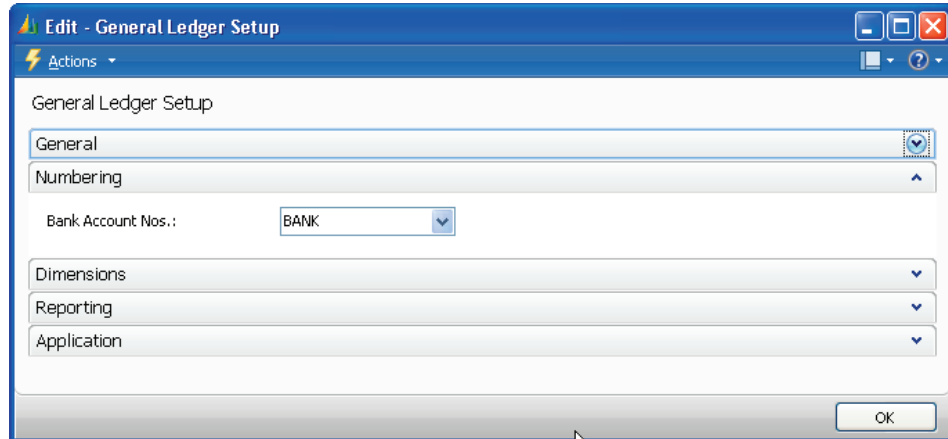


FIGURE 1.3 GENERAL LEDGER SETUP, NUMBERING FASTTAB

No. Series are described and set up in the Application Setup in Microsoft Dynamics® NAV 2009 courseware.

## Dimensions FastTab

The **Dimensions** FastTab, specify the global and the shortcut dimensions to be used for financial reporting.

The codes specified here are selected from the dimensions set up in the Dimension table, as described in the Dimensions section in the Application Setup in Microsoft Dynamics NAV 2009 courseware.

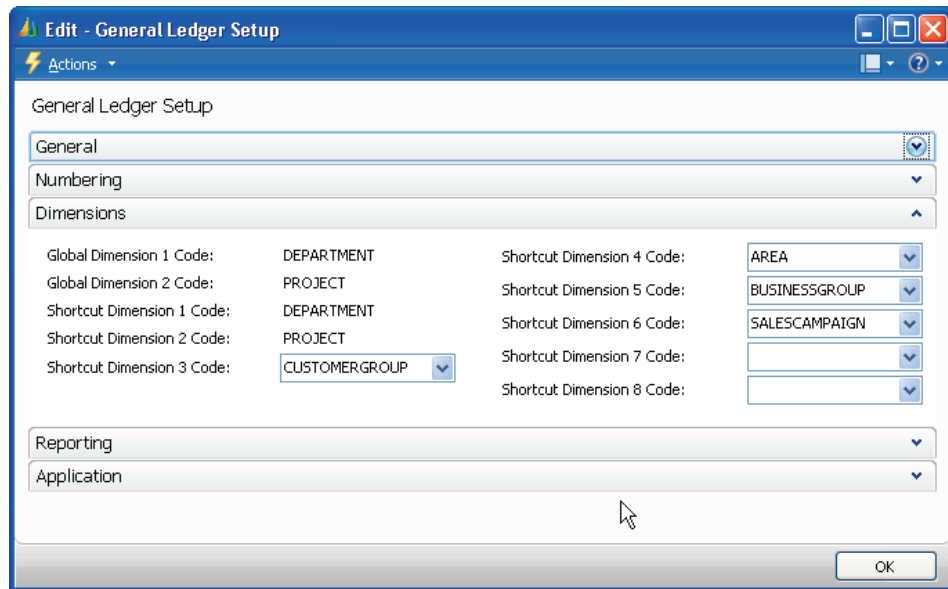


FIGURE 1.4 GENERAL LEDGER SETUP, DIMENSIONS FASTTAB

Global dimensions can be used as filters for G/L entries or on all reports, account schedules, and batch jobs.

Determine which two dimensions are likely to be analyzed most frequently and select these as the two global dimensions.

Shortcut dimensions offer a fast and convenient way to enter dimension information directly on the line in journals, sales and purchase documents. The system automatically creates the first two shortcut dimensions by using the Global Dimensions. The other six shortcut dimensions are available only if Advanced Dimensions are purchased.

## Global Dimensions

To change the **Global Dimensions**, click **Actions**, point to **Functions** and then select **Change Global Dimensions**

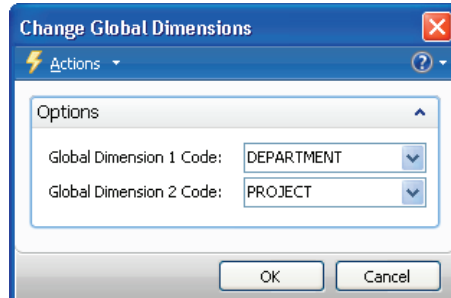


FIGURE 1.5 CHANGE GLOBAL DIMENSIONS

Use the drop-down list to change one or both of the global dimensions and then click **OK** to run the **Change Global Dimensions** batch job.

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***NOTE:** Changing a global dimension code requires that the system change entries already posted. Carefully consider which dimension codes are designated as a global dimension to minimize the need for future changes.*

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## Payment Tolerance

To change the **Payment Tolerance**, click **Actions**, point to **Functions** and then select **Change Payment Tolerance**

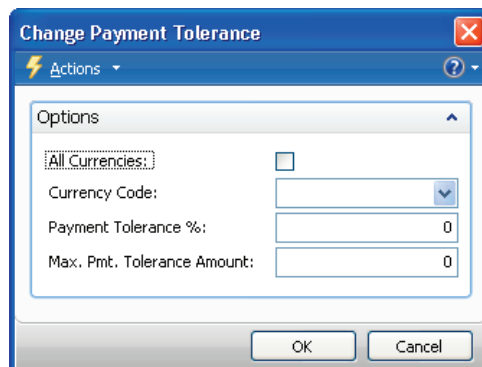


FIGURE 1.6 CHANGE PAYMENT TOLERANCE

The options for **Change Payment Tolerance** are:

- **All Currencies:** Insert a check mark to change the tolerance setup for both local and all foreign currencies.
- **Currency Code:** Enter the code of the currency for which to change the tolerance setup.

- **Payment Tolerance %:** Enter the percentage by which the payment or refund can be less than the amount on the invoice or credit memo.
- **Max. Payment Tolerance:** Enter the maximum amount that the payment or refund can differ from the amount on the invoice or credit memo.

## Reporting FastTab

The **Reporting** FastTab is used to determine whether and how additional reporting currency is used. Additional reporting currency is used when transaction information also must be available in a currency other than local currency.

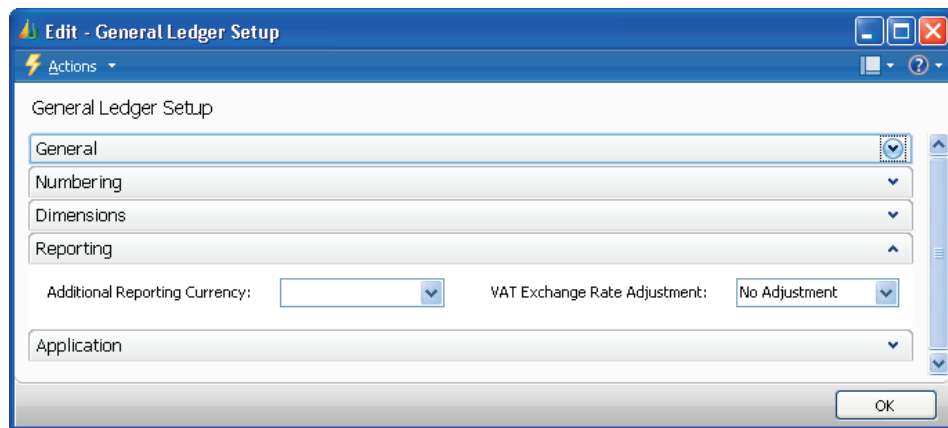


FIGURE 1.7 GENERAL LEDGER SETUP, RAPORTING FASTTAB

The fields on the **Reporting** FastTab are as follows:

- **Additional Reporting Currency** - Specify the currency used as an additional reporting currency in the General Ledger area. If specified:
  - G/L and other entries that include VAT entries in both LCY and additional reporting currency are automatically recorded.
  - Reports are printed in either LCY or the additional reporting currency
- **VAT Exchange Rate Adjustment** - Used with the Additional Reporting Currency field to specify how the accounts set up for VAT posting in the VAT Posting Setup table are adjusted for exchange rate fluctuations between LCY and the additional reporting currency.

## Application FastTab

The fields on the **Application** FastTab are used to specify:

- Currency rounding tolerance