



Microsoft

Dynamics NAV 2015 Financials

Certification

Courseware

Version 1.0

www.firebrandtraining.com

Introduction to Microsoft Dynamics NAV 2015

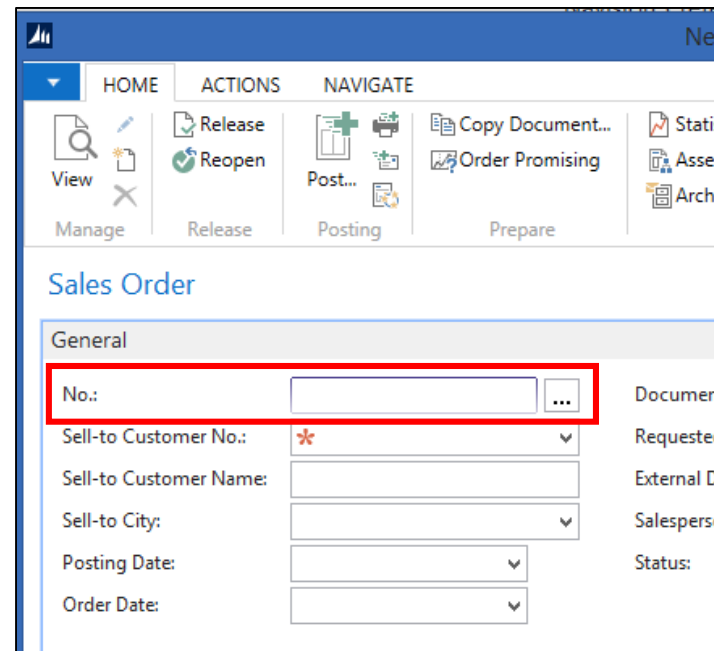
User Interface

Source: Simplified UX - White Paper - Brian Nielsen (Principal Program Manager), Nikola Kukrika (Software Engineer), Jacob Winther (Senior UX Designer), July 2014, Microsoft

1. Mandatory Fields

Less experienced users often do not know which fields to fill in as a minimum, for example on the customer card, for the customer to be used in processes, such as invoice posting. All the help they get is an error message when they try to complete the process.

To help users with this issue, the ShowMandatory property has been introduced. In this context, “mandatory” means that a field is marked with red asterisk to indicate to users that they are expected to fill the field. The user can still leave page without getting error messages if the field is not otherwise validated by business logic.



The screenshot shows the Microsoft Dynamics NAV 2015 Finance user interface for a Sales Order. The ribbon at the top includes tabs for HOME, ACTIONS, and NAVIGATE. The ACTIONS tab is active, showing icons for View, Reopen, Post..., Order Promising, Copy Document..., and Status. Below the ribbon, the 'Sales Order' form is displayed. The 'General' section is visible, containing several fields: 'No.' (highlighted with a red box), 'Sell-to Customer No.' (marked with a red asterisk), 'Sell-to Customer Name', 'Sell-to City', 'Posting Date', and 'Order Date'. The 'No.' field is currently empty and has a red asterisk next to it, indicating it is a mandatory field. The 'Sell-to Customer No.' field also has a red asterisk. The 'Posting Date' and 'Order Date' fields are dropdown menus.

2. Enhanced Cues

Source: Microsoft Dynamics NAV 2015 - Enhanced Cues - Jonathan Davis (Program Manager), August 2014, Microsoft

Enhanced Cues are special cue tiles that apply custom formatting to any computed numerical value such as the number of open sales invoices and a custom tile icon (or no icon).

Enhanced Cues can also show an indicator that changes colour based on the data values that the tile reflects. This provides a visual signal of the status of the data based on conditions for favourable and unfavourable thresholds. For example, the tile can show a red bar if the number of open sales invoices is less than 5.

The initial thresholds for the visual clues are set by an administrator or super user, but the end user can modify them to better fit their workflow or situation.

Features of enhanced cues:

- Show any computed value that can be calculated in Microsoft Dynamics NAV (not just counts).
- Support for integers and decimals.
- Automatic font scaling to support large numbers.
- Custom suffixes and prefixes (e.g. \$12M or -67%).
- Choose from a set of 20 new tile icons (or show no icon).
- Automatically apply visual clues with colour indicators linked to tile values.
- Tile are configurable on a global, per-company or per-user basis.
- End-users can configure their own sentiments in the Microsoft Dynamics NAV Windows client or the Microsoft Dynamics NAV Web client.

Role Center - Small Business

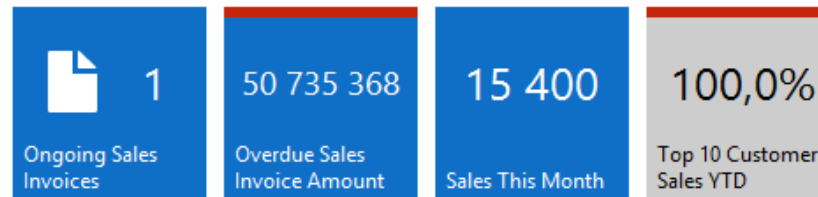
Activities

Set Up Cues

Getting Started

Manage Your Business

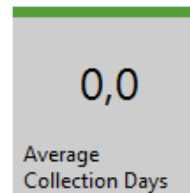
Sales



Purchases



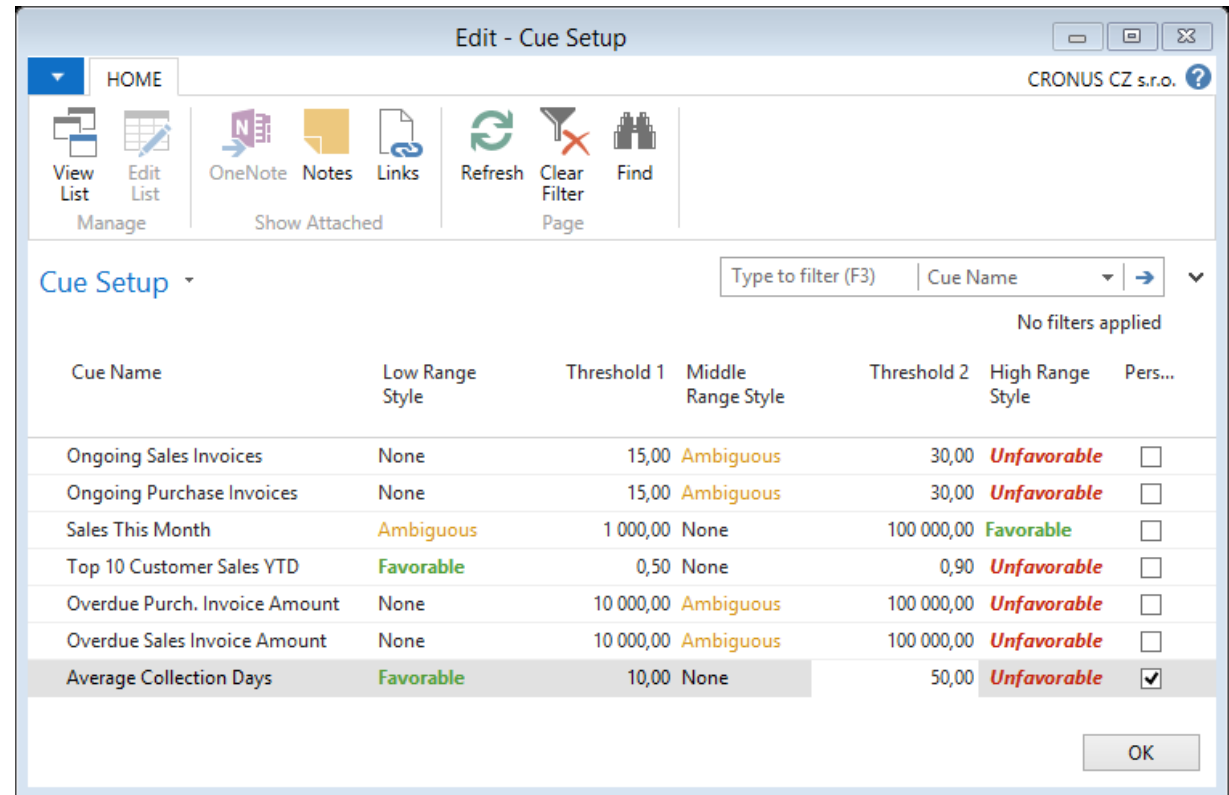
Financial Performance



To setup the cue stack for you as an individual user, do the following:

- Open the Role Centre, Activities part.
- Select the Set Up Cues item, above the Cue Stacks.
- Edit Cue Setup, modify values for Threshold 1 and Threshold 2 and decide what style to use, fields Low Range Style, Middle Range Style and High Range Style.

To setup the cue stack for your company as an Administrator, go to **Departments/Administration/Application Setup/General/Cue Setup** or search for Cue Setup.



The screenshot shows the 'Edit - Cue Setup' window with the following data table:

Cue Name	Low Range Style	Threshold 1	Middle Range Style	Threshold 2	High Range Style	Pers...
Ongoing Sales Invoices	None	15,00	Ambiguous	30,00	Unfavorable	<input type="checkbox"/>
Ongoing Purchase Invoices	None	15,00	Ambiguous	30,00	Unfavorable	<input type="checkbox"/>
Sales This Month	Ambiguous	1 000,00	None	100 000,00	Favorable	<input type="checkbox"/>
Top 10 Customer Sales YTD	Favorable	0,50	None	0,90	Unfavorable	<input type="checkbox"/>
Overdue Purch. Invoice Amount	None	10 000,00	Ambiguous	100 000,00	Unfavorable	<input type="checkbox"/>
Overdue Sales Invoice Amount	None	10 000,00	Ambiguous	100 000,00	Unfavorable	<input type="checkbox"/>
Average Collection Days	Favorable	10,00	None	50,00	Unfavorable	<input checked="" type="checkbox"/>

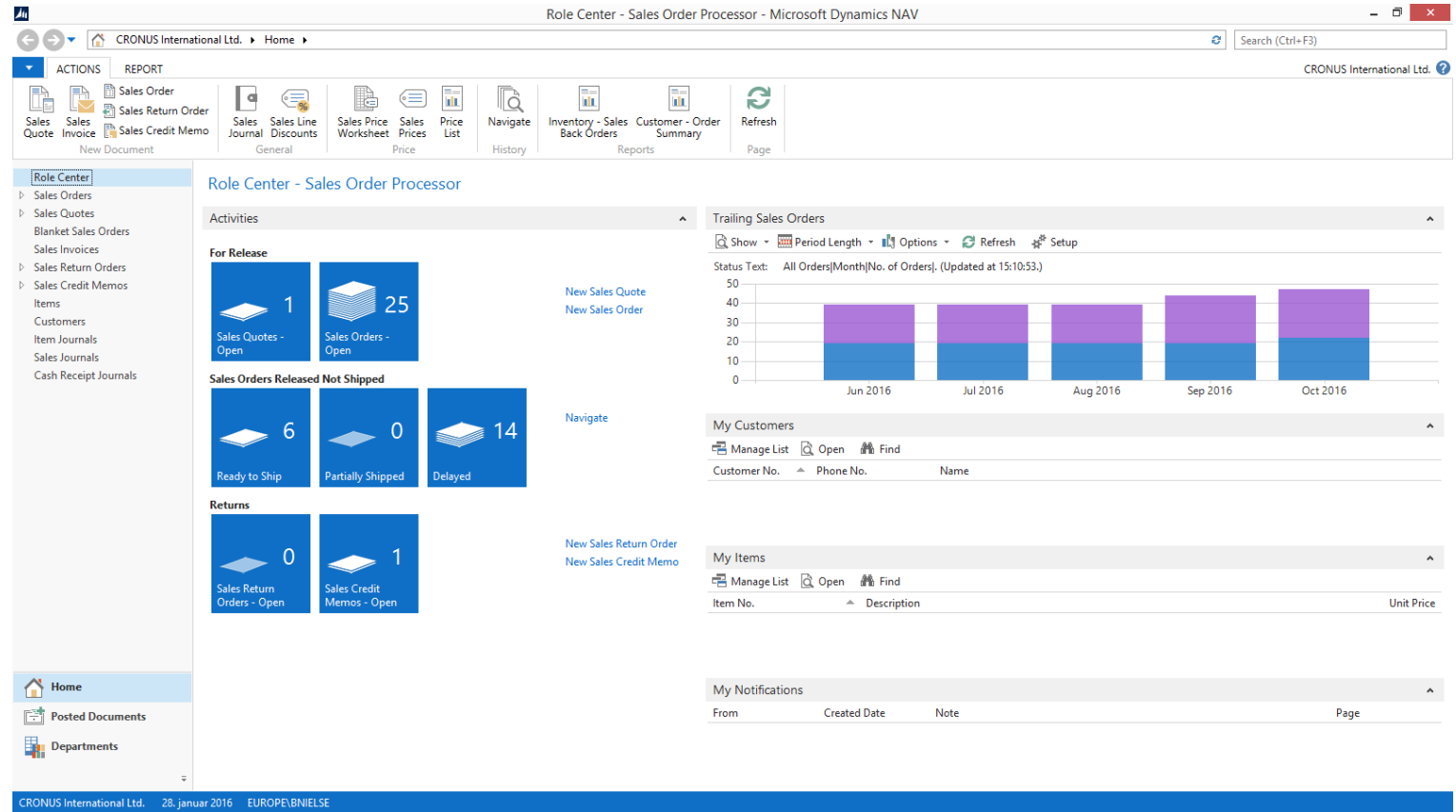
3. Removal of UI elements

Source: Microsoft Dynamics NAV 2015 - Simplified UX - Brian Nielsen (Principal Program Manager), March 2014, Microsoft

NAV 2015 remove UI Elements not in the user's license or permissions set the UI can be made very simple, only showing the things the user have access to.

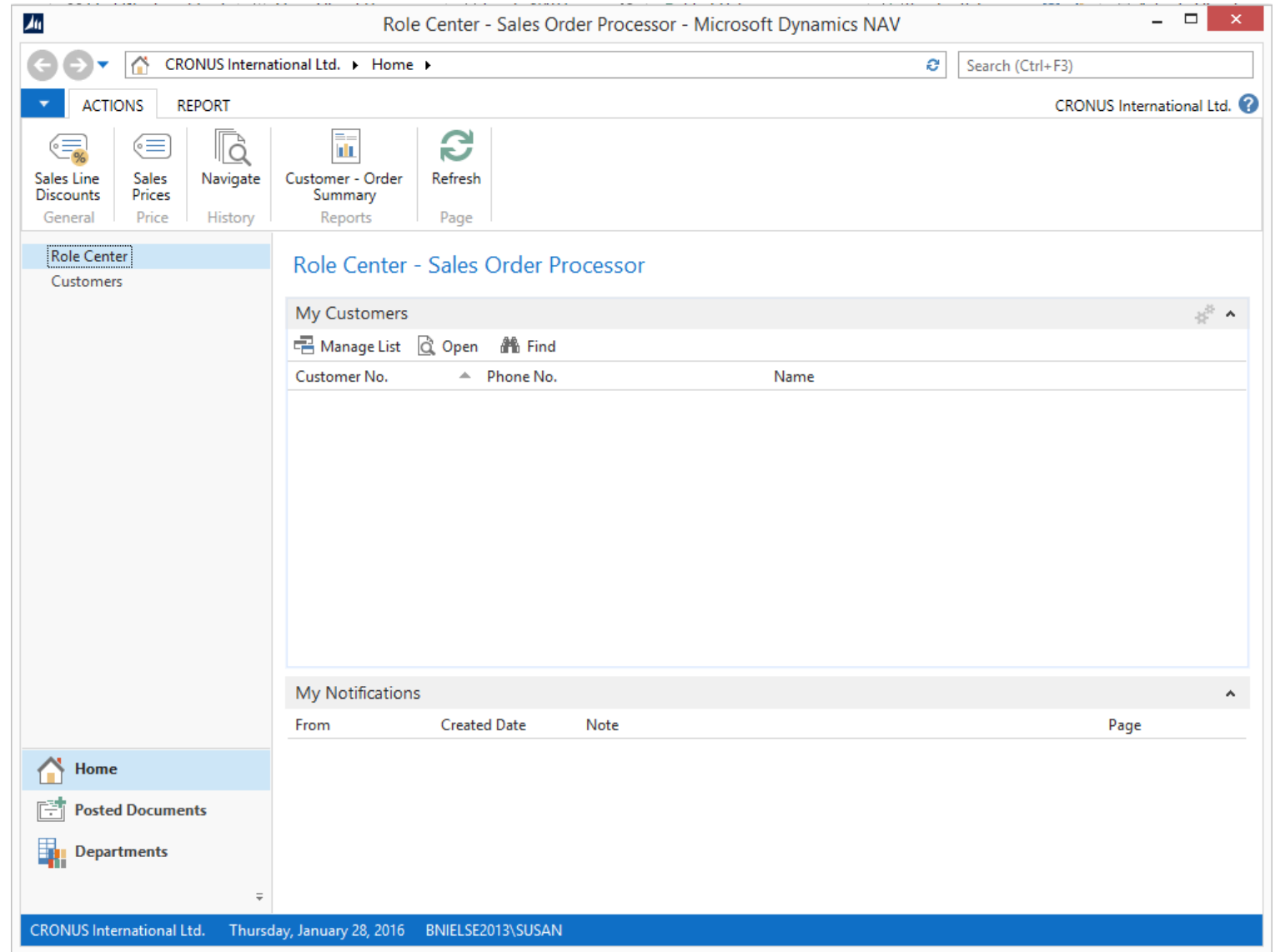
Example with a sales order processor with a very restricted permission set before and after the system removes UI elements not in the user's permissions.

Before UI Elements were removed.



The screenshot displays the Microsoft Dynamics NAV 2015 Role Center for a Sales Order Processor. The interface is clean and focused on the user's permissions. The left-hand navigation pane shows the 'Role Center' expanded to 'Sales Orders', with sub-items like Sales Orders, Sales Quotes, Blanket Sales Orders, Sales Invoices, Sales Return Orders, Sales Credit Memos, Items, Customers, Item Journals, Sales Journals, and Cash Receipt Journals. The main content area is titled 'Role Center - Sales Order Processor' and features an 'Activities' section with three main categories: 'For Release', 'Sales Orders Released Not Shipped', and 'Returns'. Each category contains one or more cards with icons and counts. For example, 'For Release' has 'Sales Quotes - Open' (1) and 'Sales Orders - Open' (25). 'Sales Orders Released Not Shipped' has 'Ready to Ship' (6), 'Partially Shipped' (0), and 'Delayed' (14). 'Returns' has 'Sales Return Orders - Open' (0) and 'Sales Credit Memos - Open' (1). To the right of these cards are links for 'New Sales Quote', 'New Sales Order', 'Navigate', 'New Sales Return Order', and 'New Sales Credit Memo'. The right-hand side of the screen features a 'Trailing Sales Orders' section with a chart showing the number of orders per month from June to October 2016. Below the chart are sections for 'My Customers', 'My Items', and 'My Notifications', each with a 'Manage List' button and search fields.

After UI Elements were removed.



The screenshot shows the Microsoft Dynamics NAV 2015 Finance interface. The window title is "Role Center - Sales Order Processor - Microsoft Dynamics NAV". The breadcrumb navigation shows "CRONUS International Ltd. > Home". A search bar is present with the text "Search (Ctrl+F3)".

The main area is divided into two sections: "Role Center" on the left and "Role Center - Sales Order Processor" on the right.

Role Center (Left Panel):

- Customers
- Home
- Posted Documents
- Departments

Role Center - Sales Order Processor (Right Panel):

The right panel contains a "My Customers" section with a table and a "My Notifications" section with a table.

My Customers Table:

Customer No.	Phone No.	Name

My Notifications Table:

From	Created Date	Note	Page

The bottom status bar displays: "CRONUS International Ltd. Thursday, January 28, 2016 BNIELSE2013\SUSAN".

4. Master Data for Sales and Purchases

Source: Simplified UX - White Paper - Brian Nielsen (Principal Program Manager), Nikola Kukrika (Software Engineer), Jacob Winther (Senior UX Designer), July 2014, Microsoft

Create Customers and Vendors on the Fly

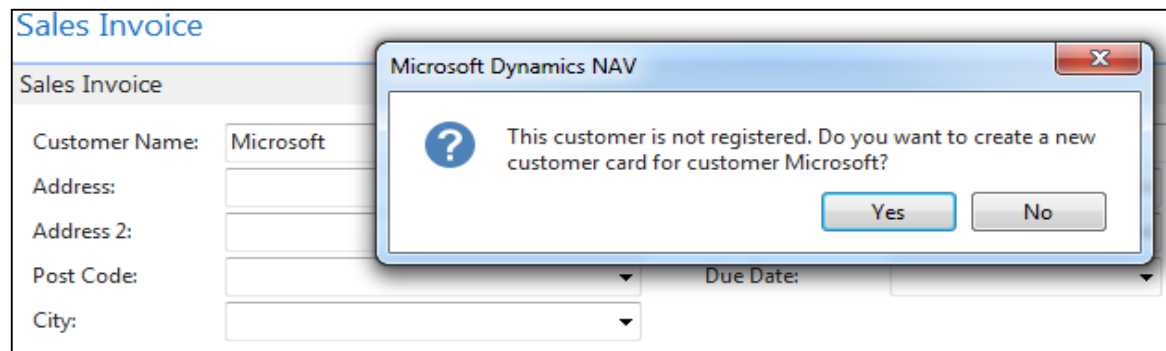
In small companies where few users cover multiple roles, the product must support the business users in creating master data records as they perform their business tasks. When no dedicated role exists to register new customers, the sales order processor must be able to register new customers on the fly as they prepare the first invoice for the customer.

In the standard product, the user has to go and open a new customer card, enter all the required information, and then go back to the newly created invoice to finish registering the remaining information. With Simplified UX, the new customer card can be filled from templates with a few steps while creating the invoice.

Mandatory fields on the templates can be auto-filled with predefined values so that the user only has in a few customer-specific details.

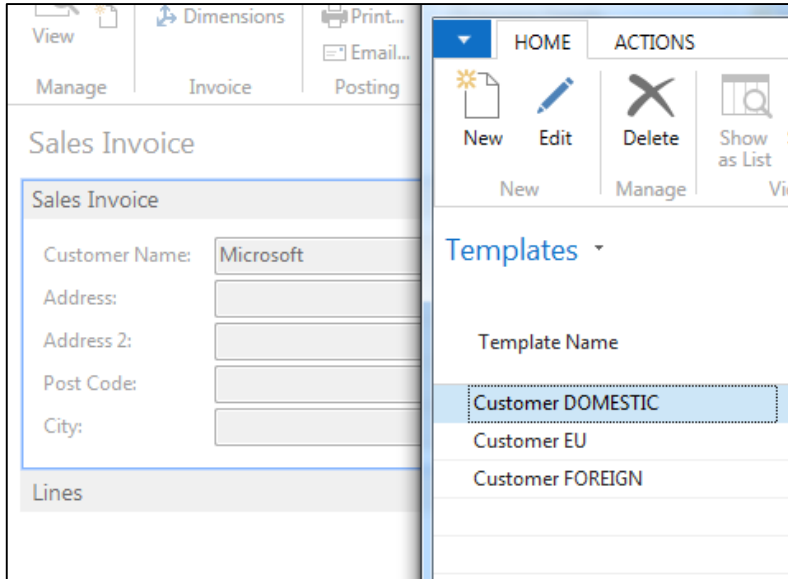
New customer can be created on the fly using following steps:

Enter a non-existing customer name on a sales invoice.



The screenshot shows the 'Sales Invoice' form in Microsoft Dynamics NAV. The 'Customer Name' field is filled with 'Microsoft'. A modal dialog box is displayed over the form, asking: 'This customer is not registered. Do you want to create a new customer card for customer Microsoft?' with 'Yes' and 'No' buttons.

Select a customer template.



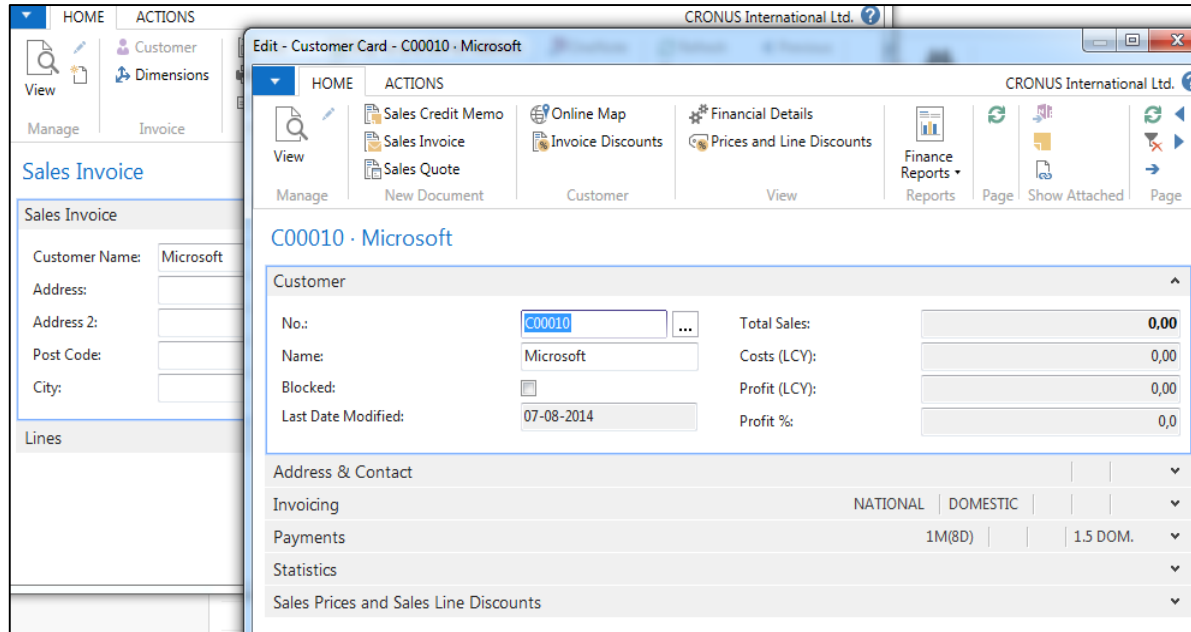
The screenshot shows the Microsoft Dynamics NAV 2015 Finance interface for a Sales Invoice. The main form area is titled "Sales Invoice" and contains the following fields:

- Customer Name: Microsoft
- Address: [Empty]
- Address 2: [Empty]
- Post Code: [Empty]
- City: [Empty]

Below these fields is a section labeled "Lines". To the right of the main form is a ribbon with tabs for "HOME" and "ACTIONS". The "ACTIONS" tab is active, showing icons for "New", "Edit", "Delete", and "Show as List". Below the ribbon is a "Templates" dropdown menu with the following options:

- Template Name
- Customer DOMESTIC (highlighted)
- Customer EU
- Customer FOREIGN

The customer card is auto-filled with the template values.



The screenshot shows the 'Edit - Customer Card - C00010 - Microsoft' window in Microsoft Dynamics NAV 2015 Finance. The window is divided into several sections:

- Customer Information:**
 - No.: C00010
 - Name: Microsoft
 - Address: (empty)
 - Address 2: (empty)
 - Post Code: (empty)
 - City: (empty)
 - Blocked:
 - Last Date Modified: 07-08-2014
- Financial Summary:**
 - Total Sales: 0,00
 - Costs (LCY): 0,00
 - Profit (LCY): 0,00
 - Profit %: 0,0
- Address & Contact:** (Dropdown menu)
- Invoicing:** NATIONAL | DOMESTIC (Dropdown menu)
- Payments:** 1M(8D) | 1.5 DOM. (Dropdown menu)
- Statistics:** (Dropdown menu)
- Sales Prices and Sales Line Discounts:** (Dropdown menu)

Create Master Data Records from Templates

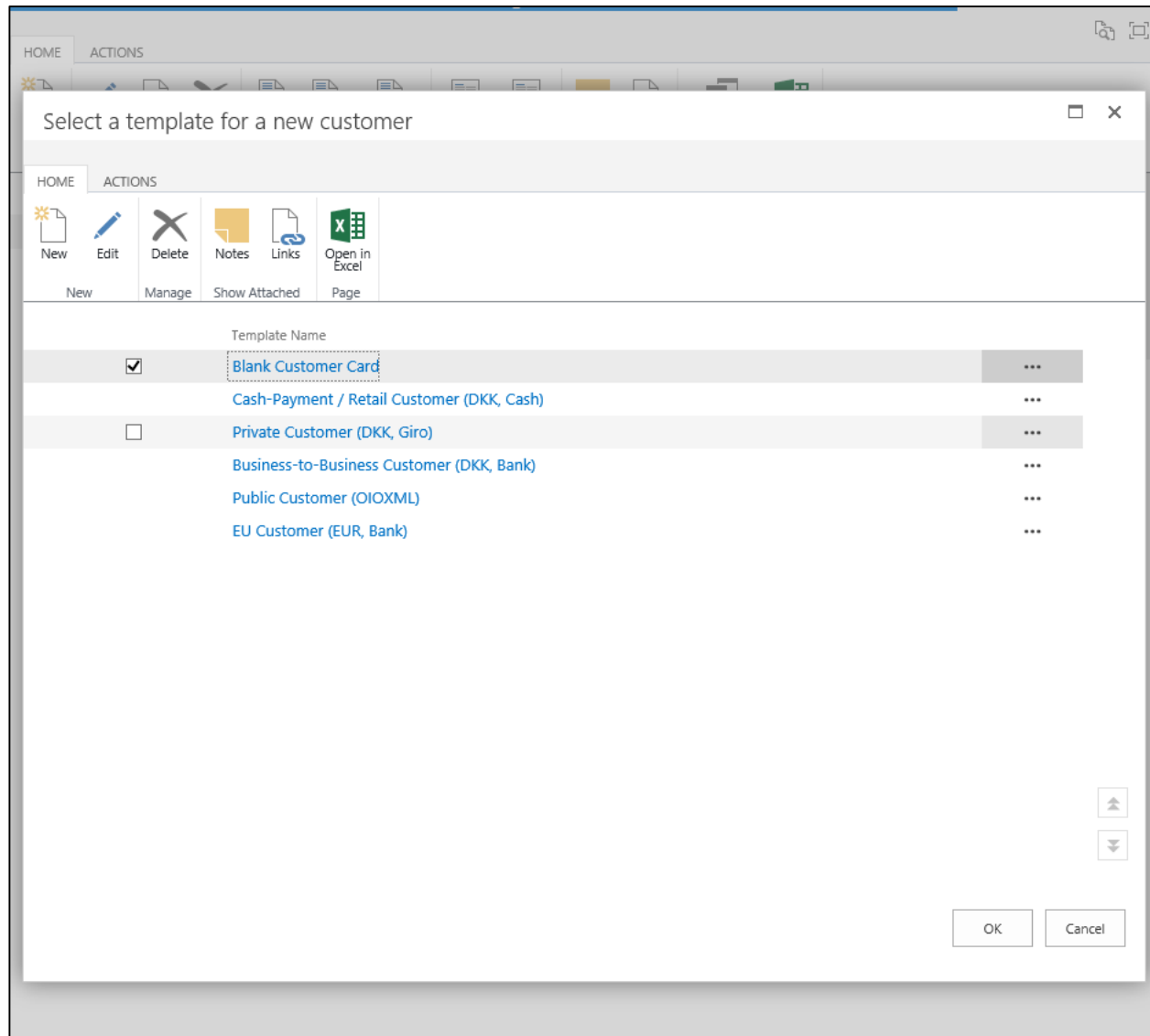
Many new users struggle with the basic task of creating new customers or items. They have problems knowing which fields they must fill and what are the correct data combinations, for example for VAT groups and payment terms. In addition, it is tedious and error prone that users must repeatedly fill the same sets of data.

To enable a simple experience for small-business users, they can create certain master data records (customer, vendor, and item cards) from templates. This simplifies the creation process and makes users more productive.

Create Master Data Records from Templates

When users select New in the Customers window, they are prompted to select from the following list of templates.

The Blank Customer Card template opens an empty customer card where the user must populate all the mandatory fields. All other templates open customer cards where all mandatory and other relevant fields are pre-filled, so that the user only has to provide the customer's name and contact information. This saves a lot of time, because it is normally necessary to fill 9-12 fields on a customer card before it can be used to post a sales document.



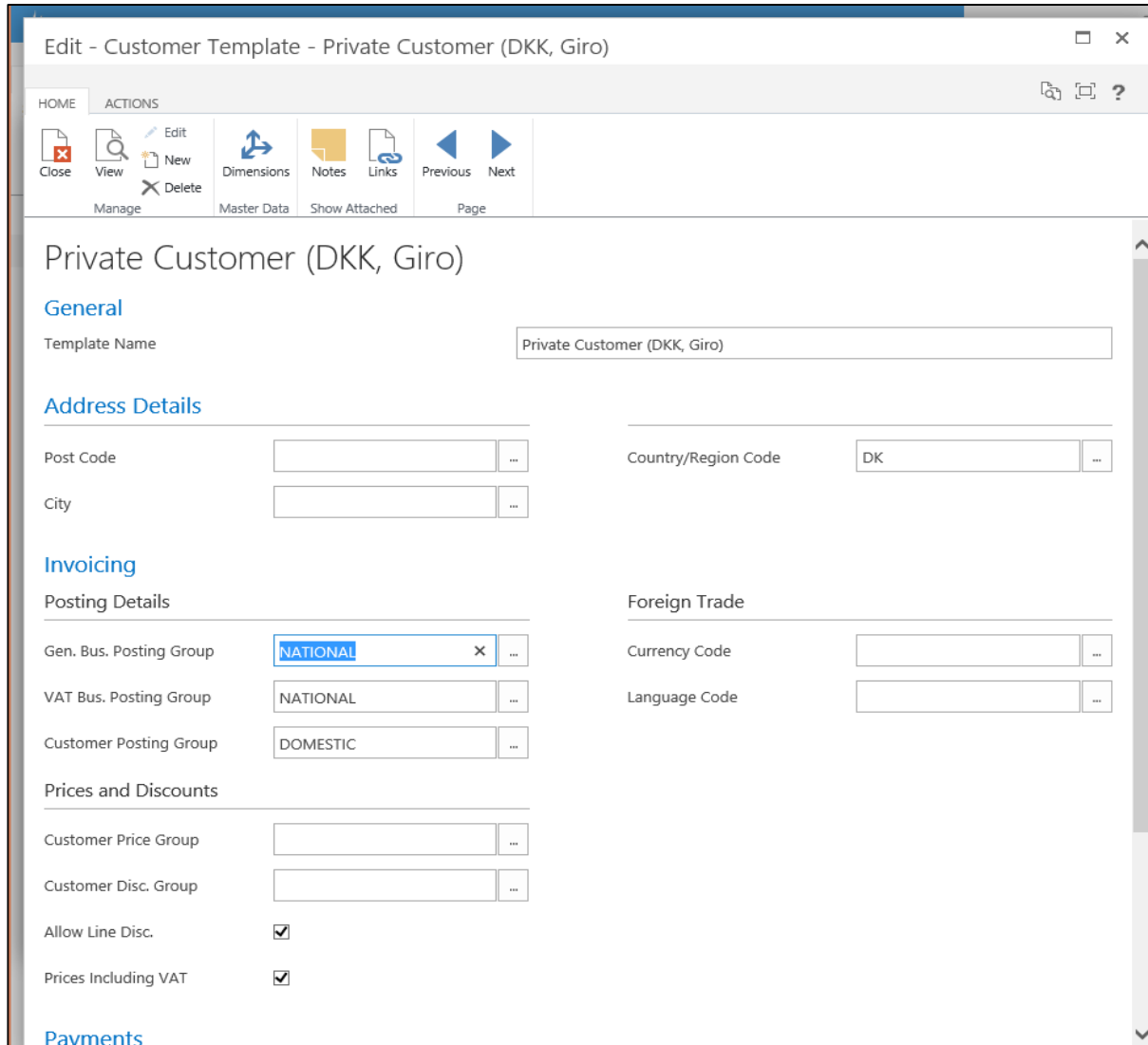
Creating and Updating Templates

It is possible to view and edit templates at any time, so that users can quickly make updates while performing business tasks.

The template window is designed to resemble the master data card that it represents. It is implemented with simple validation and support for lookup to setup options.

To create new or update current customer template go to: **Departments/Administration/Application Setup/Sales & Marketing/Sales/Customer Templates** or use Search and enter Customer Templates.

To create new or update current vendor template go to: **Departments/Administration/Application Setup/Purchase/Vendor Templates** or use Search and enter Vendor Templates.



Edit - Customer Template - Private Customer (DKK, Giro)

HOME ACTIONS

Close View Edit New Delete Dimensions Notes Links Previous Next

Manage Master Data Show Attached Page

Private Customer (DKK, Giro)

General

Template Name Private Customer (DKK, Giro)

Address Details

Post Code Country/Region Code DK

City

Invoicing

Posting Details Foreign Trade

Gen. Bus. Posting Group NATIONAL Currency Code

VAT Bus. Posting Group NATIONAL Language Code

Customer Posting Group DOMESTIC

Prices and Discounts

Customer Price Group

Customer Disc. Group

Allow Line Disc.

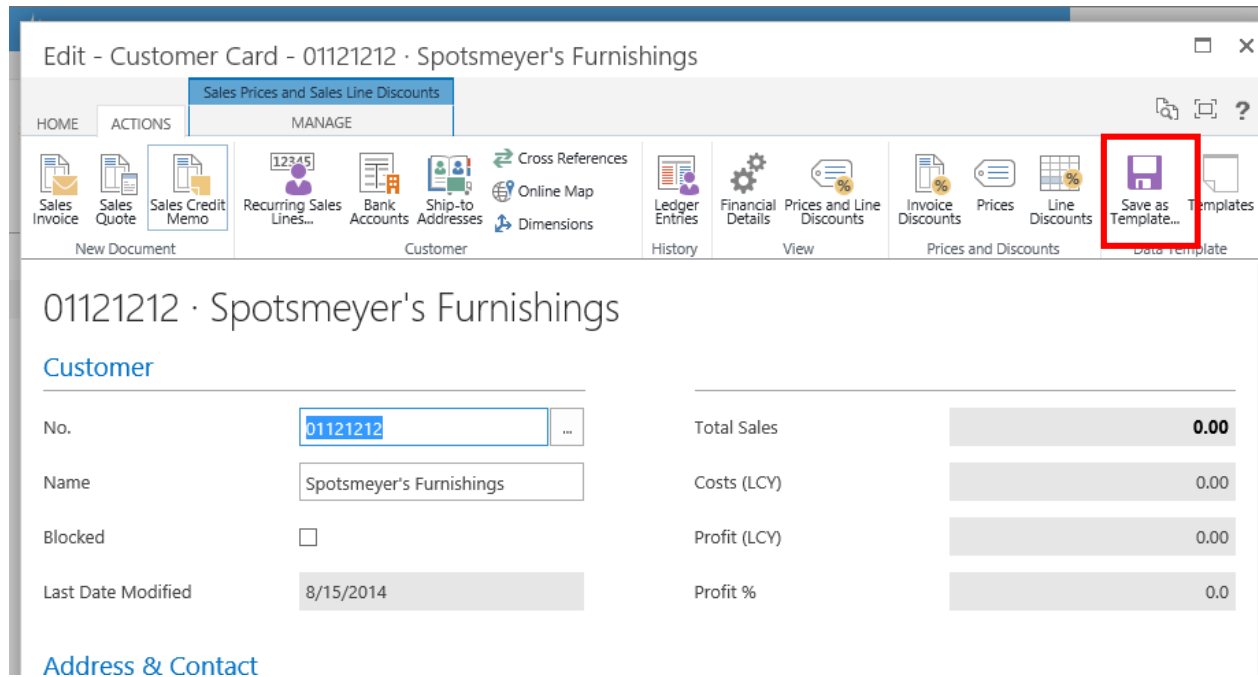
Prices Including VAT

Payments

Save Existing Records as Templates

User can save an existing master data record as a template. The customer, vendor, and item cards contain a Save as Template action that will create a template based on the master data record.

Customer/Vendor Card/Actions/ Save as Template action.



The screenshot shows the 'Edit - Customer Card - 01121212 · Spotsmeyer's Furnishings' window. The ribbon includes 'HOME', 'ACTIONS', and 'MANAGE'. The 'ACTIONS' ribbon has a 'Save as Template...' button highlighted with a red box. The main area displays customer information for '01121212 · Spotsmeyer's Furnishings'.

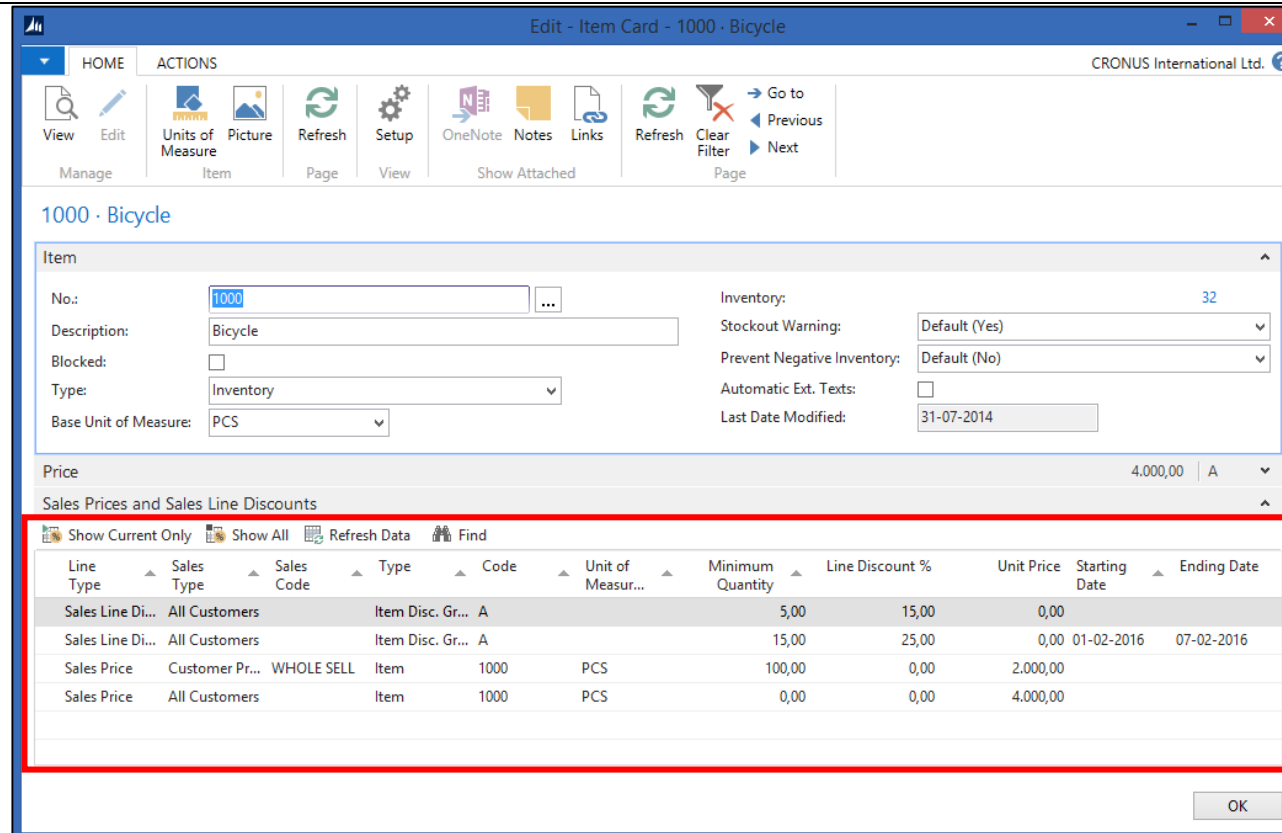
Customer			
No.	01121212	Total Sales	0.00
Name	Spotsmeyer's Furnishings	Costs (LCY)	0.00
Blocked	<input type="checkbox"/>	Profit (LCY)	0.00
Last Date Modified	8/15/2014	Profit %	0.0

[Address & Contact](#)

Prices and Line Discounts on Master Data Cards

While entering a price or a discount for an item (or a customer), the user should be able to view and edit the item's sales prices and sales line discounts directly on the card.

Using Small Business profile, sales prices and sales line discounts are shown together on a FastTab on item and customer cards.



The screenshot shows the 'Edit - Item Card - 1000 - Bicycle' window. The 'Sales Prices and Sales Line Discounts' table is highlighted with a red border. The table contains the following data:

Line Type	Sales Type	Sales Code	Type	Code	Unit of Measur...	Minimum Quantity	Line Discount %	Unit Price	Starting Date	Ending Date
Sales Line Di...	All Customers		Item Disc. Gr...	A		5,00	15,00	0,00		
Sales Line Di...	All Customers		Item Disc. Gr...	A		15,00	25,00	0,00	01-02-2016	07-02-2016
Sales Price	Customer Pr...	WHOLE SELL	Item	1000	PCS	100,00	0,00	2.000,00		
Sales Price	All Customers		Item	1000	PCS	0,00	0,00	4.000,00		

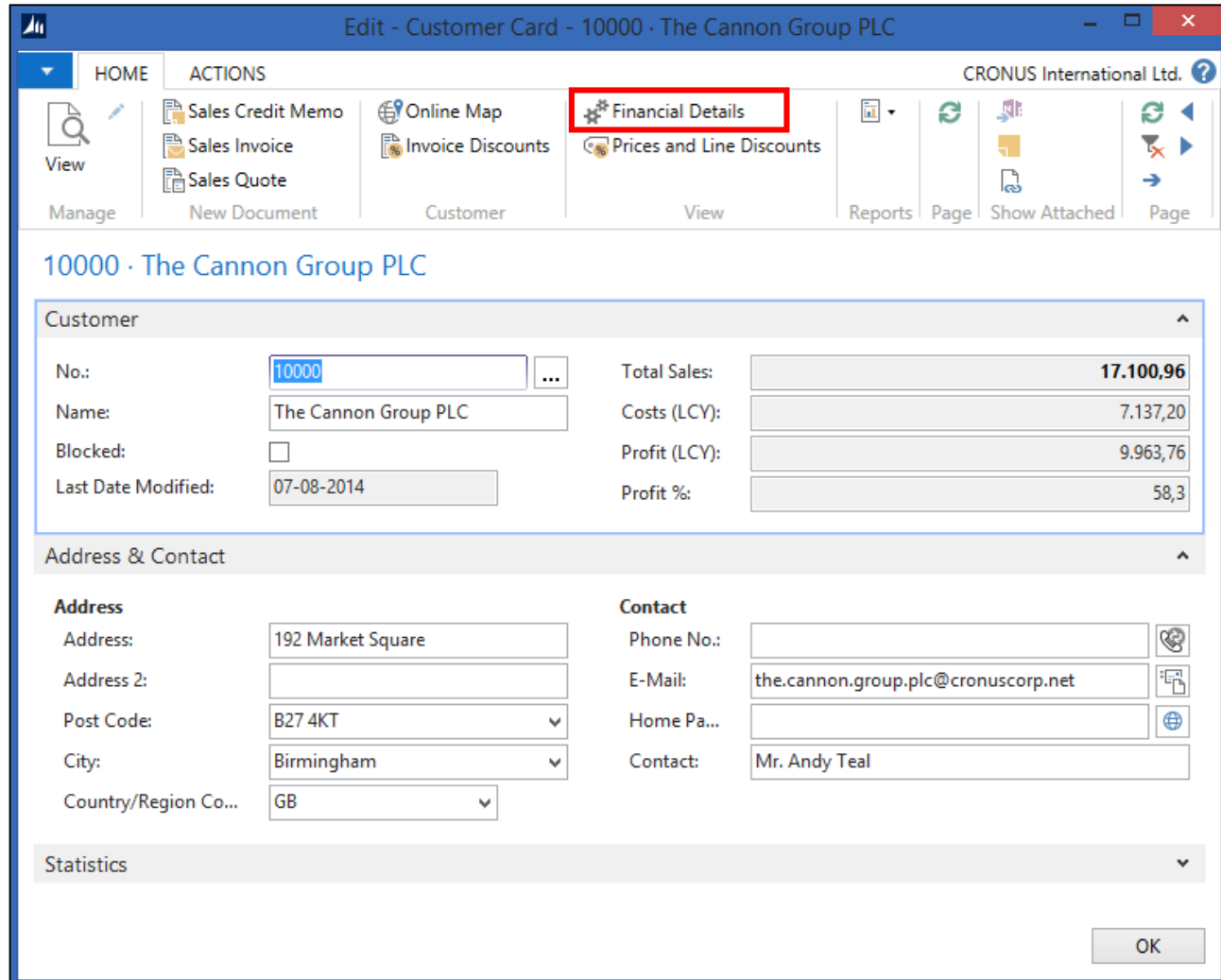
Toggle Financial Setup on Master Data Cards

Toggle Financial Setup on Master Data Cards

Users typically only need to set up financial data for a master data record once, and some of these fields must be filled to be able to post. However, a customer's VAT registration number, payment method, and posting groups practically never change, so once the fields are filled, the user would like to hide them from the daily view of the card.

When using Small Business profile, the FastTabs with financial setup fields (Invoicing and Payments) is shown until the main fields on the FastTabs are filled. When the fields are filled, the user can choose the Financial Details button to show/hide the FastTabs.

Use **Customer/Vendor Card/Home/Financial Details** to show/hide financial details.



10000 · The Cannon Group PLC

Customer	
No.:	10000
Name:	The Cannon Group PLC
Blocked:	<input type="checkbox"/>
Last Date Modified:	07-08-2014
Total Sales:	17,100.96
Costs (LCY):	7,137.20
Profit (LCY):	9,963.76
Profit %:	58,3

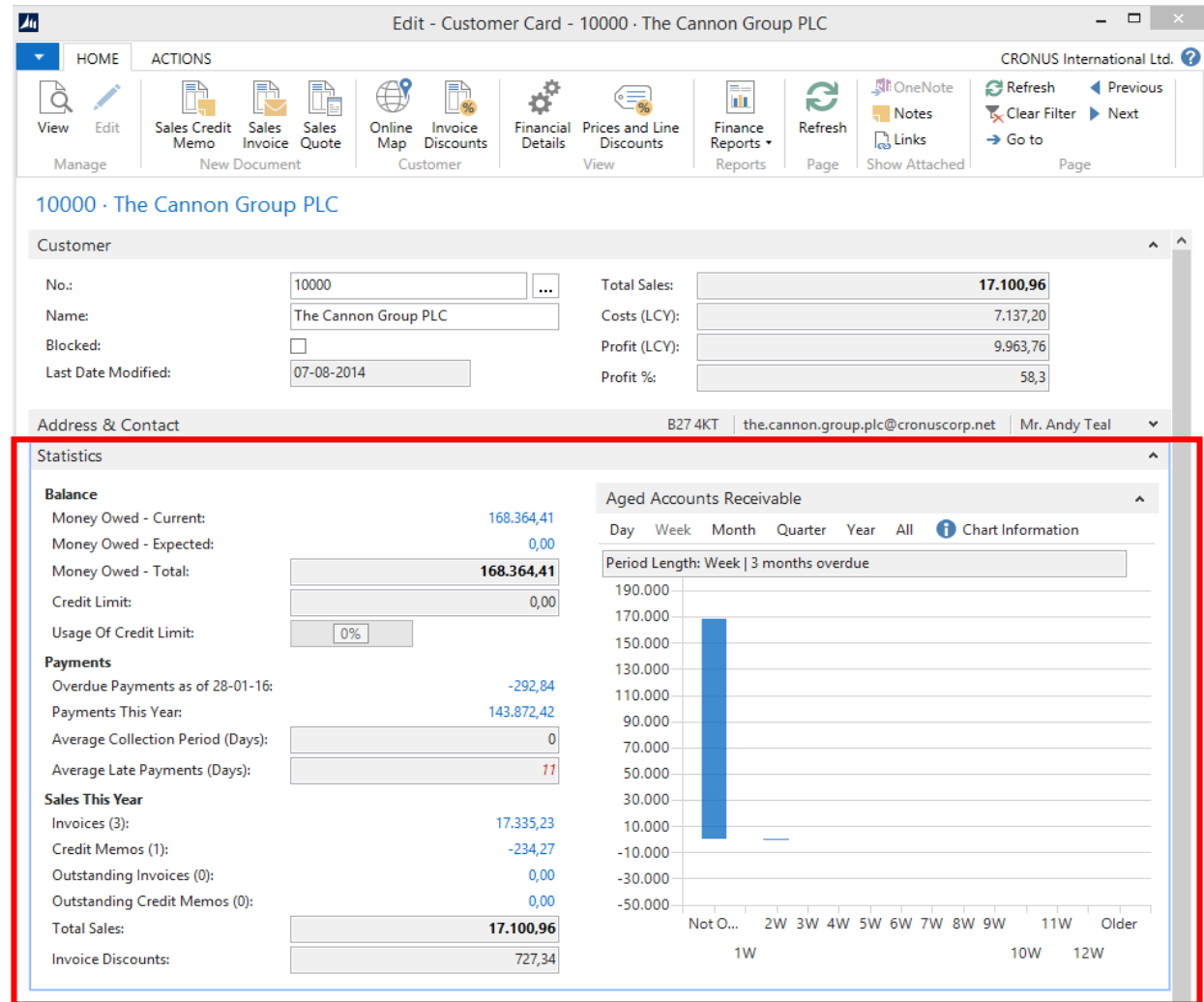
Address & Contact	
Address	Contact
Address:	192 Market Square
Address 2:	
Post Code:	B27 4KT
City:	Birmingham
Country/Region Co...:	GB
Phone No.:	
E-Mail:	the.cannon.group.plc@cronuscorp.net
Home Pa...:	
Contact:	Mr. Andy Teal

Statistics

OK

KPIs on Master Data Cards

In the standard product, all statistics information for master data records exists on separate page or in FactBoxes. For Simplified UX, selected statistics information is moved to a Statistics FastTab on the customer, vendor, and item cards, so the user has immediate access to it.



10000 - The Cannon Group PLC

Customer

No.: 10000
 Name: The Cannon Group PLC
 Blocked:
 Last Date Modified: 07-08-2014

Total Sales: 17.100,96
 Costs (LCV): 7.137,20
 Profit (LCV): 9.963,76
 Profit %: 58,3

Address & Contact: B27 4KT | the.cannon.group.plc@cronuscorp.net | Mr. Andy Teal

Statistics

Balance

Money Owed - Current:	168.364,41
Money Owed - Expected:	0,00
Money Owed - Total:	168.364,41
Credit Limit:	0,00
Usage Of Credit Limit:	0%

Payments

Overdue Payments as of 28-01-16:	-292,84
Payments This Year:	143.872,42
Average Collection Period (Days):	0
Average Late Payments (Days):	11

Sales This Year

Invoices (3):	17.335,23
Credit Memos (1):	-234,27
Outstanding Invoices (0):	0,00
Outstanding Credit Memos (0):	0,00
Total Sales:	17.100,96
Invoice Discounts:	727,34

Aged Accounts Receivable

Day Week Month Quarter Year All [Chart Information](#)

Period Length: Week | 3 months overdue

Period	Amount
Not O...	168.364,41
1W	-10.000,00
2W	-10.000,00
3W	-10.000,00
4W	-10.000,00
5W	-10.000,00
6W	-10.000,00
7W	-10.000,00
8W	-10.000,00
9W	-10.000,00
10W	-10.000,00
11W	-10.000,00
12W	-10.000,00
Older	-10.000,00

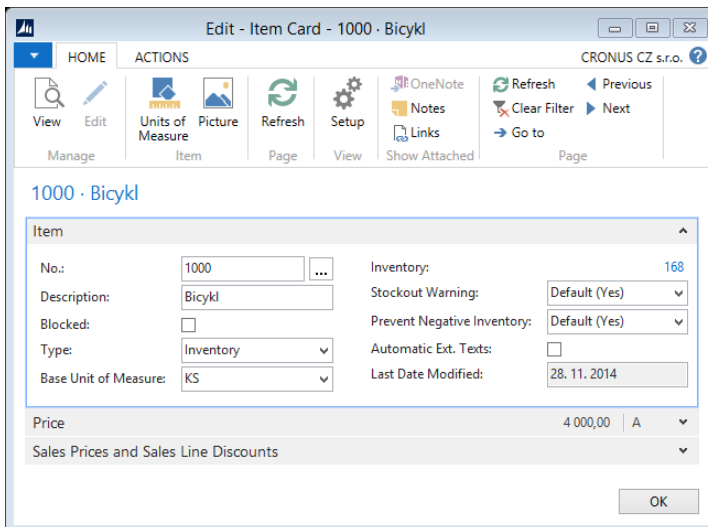
Items as a Service

In the standard version, the purchase and sale of goods is done using Item entity while the purchase and sale of services is done using the Resource entity. Because the Resource and Item entities are maintained in separate data structures, the following issues prevent a seamless experience for companies trading in both goods and services:

- Poor usability. Users have to switch between two lists by choosing the appropriate type on document lines. From the user's point of view, goods and services are both products that should exist in the same list.
- Different look and feel and functionality gaps. Functionality for the Item and Resource entities has evolved unevenly over time, so that the Item entity is more advanced today. For example, the Item entity has richer price and discount functionality compared to the Resource entity.

To solve these issues, the Item entity has been extended in Simplified UX to allow defining it as either a service or as an inventory item. This is achieved by introducing the Type field on the item card to allow the user to categorize the item as an inventory item or as a service. As a consequence, the Type field on document lines is removed, so that users no longer have to select a type before selecting the product.

A new option field, Type=Inventory, Service, is introduced on the Item table. When Type=Inventory, the item will have same behaviour as before this change. However, when Type=Service, the item can only participate in functionality and capabilities that are not related to physical goods.



1000 · Bicykl

No.:	1000	Inventory:	168
Description:	Bicykl	Stockout Warning:	Default (Yes)
Blocked:	<input type="checkbox"/>	Prevent Negative Inventory:	Default (Yes)
Type:	Inventory	Automatic Ext. Texts:	<input type="checkbox"/>
Base Unit of Measure:	KS	Last Date Modified:	28. 11. 2014

Price: 4 000,00 | A

Sales Prices and Sales Line Discounts

OK

The following table outlines the functionality and capabilities that support items of type Service.

	Supported	Not Supported
Usage	<ul style="list-style-type: none"> • Purchasing • Sales • Service • Jobs 	<ul style="list-style-type: none"> • Production • Item Journals • Transfer • Assembly • Warehouse
Reports	<ul style="list-style-type: none"> • Purchase Analysis • Sales Analysis 	<ul style="list-style-type: none"> • Inventory • Availability • Item Tracing
Functionality	<ul style="list-style-type: none"> • Dimensions • Pricing / Discounts • Extended Texts • Variants 	<ul style="list-style-type: none"> • Multiple Locations • SKU • Revaluation • Planning • Item Tracking • Reservations • Order Tracking • Intrastat
Posting	<ul style="list-style-type: none"> • Item Ledger Entry <i>Open=FALSE, Remaining Quantity=0. The entries are closed immediately since they have no inbound/outbound relationship.</i> • Value Entry <i>Inventoriable=FALSE to prevent it from affecting the Inventory account.</i> 	<ul style="list-style-type: none"> • Item Application Entry <i>No entries are created because they have no inbound/outbound relationship.</i> • Post Inventory To G/L <i>No entries are created because inventory accounts will be affected.</i> • Average Cost Adjustment Point Buffer <i>No entries are created because the cost will be tracked differently due to the lack of costing method.</i> • Item.CostIsAdjusted <i>Adjustment will be turned off.</i> • Item.CostingMethod <i>Only necessary for inventory</i> • Item.UnitCost <i>Is not affected by posting</i>

5. Process Sales and Purchases

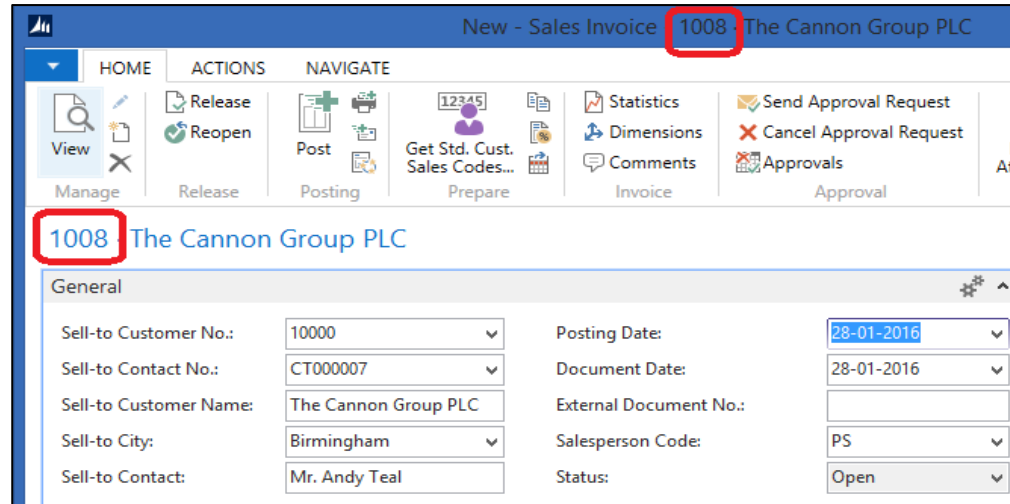
Auto-fill and Hide the No. Field on Sales and Purchase Documents

No. is not completely visible. Users still can see No. in two places, as shown.

The No. field is automatically filled and hidden in the following cases:

- The No. field is shown on all posted documents.
- The No. field is hidden for already created documents.
- When creating a document, the No. field is only hidden if all the following are true:
 - One number series is assigned.
 - No related number series exists.
 - The assigned number series is set as the default, and manual entry is disallowed.
 - The next number in the series is available (it is not the last one).

In all other cases, the No. field is shown.

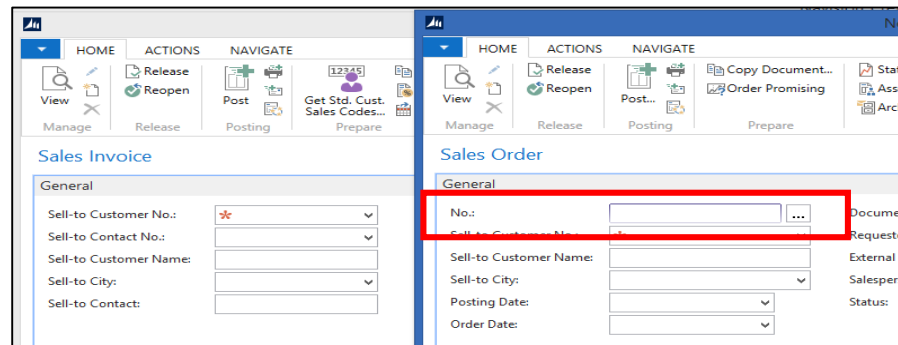


New - Sales Invoice **1008** The Cannon Group PLC

1008 The Cannon Group PLC

General

Sell-to Customer No.:	10000	Posting Date:	28-01-2016
Sell-to Contact No.:	CT000007	Document Date:	28-01-2016
Sell-to Customer Name:	The Cannon Group PLC	External Document No.:	
Sell-to City:	Birmingham	Salesperson Code:	PS
Sell-to Contact:	Mr. Andy Teal	Status:	Open



Sales Invoice

General

Sell-to Customer No.:	*
Sell-to Contact No.:	
Sell-to Customer Name:	
Sell-to City:	
Sell-to Contact:	

Sales Order

General

No.:	
Sell-to Customer No.:	
Sell-to Customer Name:	
Sell-to City:	
Posting Date:	
Order Date:	

Total and Discount Amounts Placed on Sales and Purchase Documents

Total and Discount Amounts Placed on Sales and Purchase Documents

A small-business user wants to see all important information about a document directly on the document. The information must be updated when the user changes values on the document, such as quantities, prices, currencies, and discounts.

The most important information that users need to see is totals and discount amounts. Therefore, all sales and purchase document pages are enhanced with information about totals, VAT, and discounts at the bottom of the page. In addition, functionality for updating this information on the fly is implemented so that any change that affects these attributes are automatically calculated and presented to the user.

The layout of the information fields is made to resemble how such information is typically placed on a printed document. The currency code is included in the caption of the three Total fields to clearly indicate which currency the invoice uses.

Totals are implemented on both active documents and their related posted documents.

Item No.	Description/Comment	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT												
1000	Bicycle	10	PCS	4,000,00	15	34,000,00												
<table border="0"> <tr> <td>Invoice Discount Amount:</td> <td><input type="text" value="1,000,00"/></td> <td>Total Excl. VAT (GBP):</td> <td><input type="text" value="33,000,00"/></td> </tr> <tr> <td>Customer Invoice Discount %:</td> <td><input type="text" value="0"/></td> <td>Total VAT (GBP):</td> <td><input type="text" value="8,250,00"/></td> </tr> <tr> <td colspan="2"></td> <td>Total Incl. VAT (GBP):</td> <td><input type="text" value="41,250,00"/></td> </tr> </table>							Invoice Discount Amount:	<input type="text" value="1,000,00"/>	Total Excl. VAT (GBP):	<input type="text" value="33,000,00"/>	Customer Invoice Discount %:	<input type="text" value="0"/>	Total VAT (GBP):	<input type="text" value="8,250,00"/>			Total Incl. VAT (GBP):	<input type="text" value="41,250,00"/>
Invoice Discount Amount:	<input type="text" value="1,000,00"/>	Total Excl. VAT (GBP):	<input type="text" value="33,000,00"/>															
Customer Invoice Discount %:	<input type="text" value="0"/>	Total VAT (GBP):	<input type="text" value="8,250,00"/>															
		Total Incl. VAT (GBP):	<input type="text" value="41,250,00"/>															

Send Documents as Email

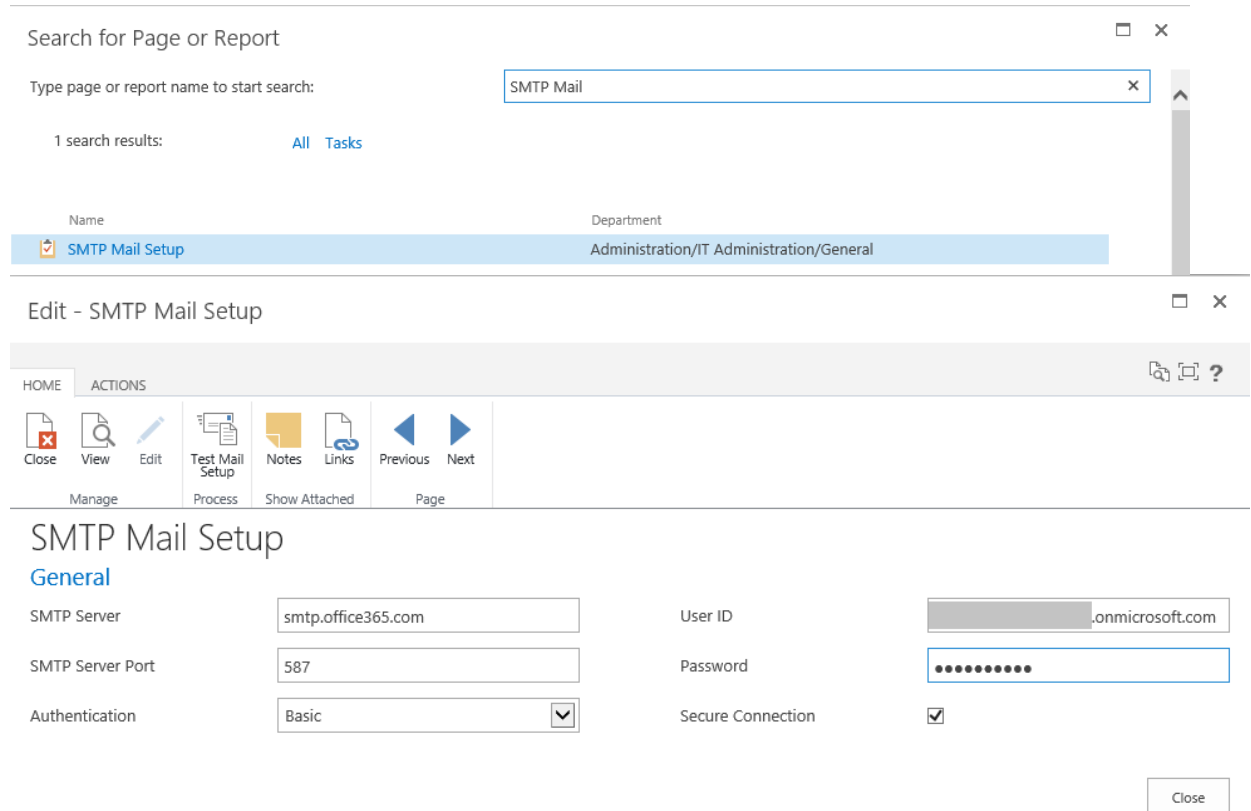
Source: Simplified email with a Report Attachment - Vlad Precup (Software Engineer), April 2014, Microsoft

In order to be able to send email via SMTP from Microsoft Dynamics NAV, the user needs to set up their email account and the SMTP server that is used to send email for that account.

This can be done by entering the requested values in the SMTP Mail Setup page:

- Navigate to the Microsoft Dynamics NAV Web client address.
- Choose Search for Page or Report.
- Search for the **SMTP Mail Setup** page and open it.
- Configure the email setup for your email address. In this case, an Exchange Online / Office 365 account has been configured.
- The SMTP Server for Office 365 is smtp.office365.com and the SMTP Server Port is 587.
- Select Basic Authentication and Ensure the Secure Connection checkbox is checked.
- Ensure your configuration was successful by choosing the Test Mail Setup action from the SMTP Mail Setup page.

Once the information has been entered, the user can ensure that the setup is valid and Microsoft Dynamics NAV can send email using their address by actually sending an email to and



The screenshot shows the Microsoft Dynamics NAV interface. At the top, there is a search bar for pages or reports. The search results show one result: "SMTP Mail Setup" under the "Administration/IT Administration/General" department. Below this, the "Edit - SMTP Mail Setup" page is displayed. The page has a ribbon with "HOME" and "ACTIONS" tabs. The "ACTIONS" tab is active, showing icons for "Close", "View", "Edit", "Test Mail Setup", "Notes", "Links", "Previous", and "Next". The "Test Mail Setup" icon is highlighted. Below the ribbon, the "SMTP Mail Setup" page is shown with the "General" tab selected. The configuration fields are as follows:

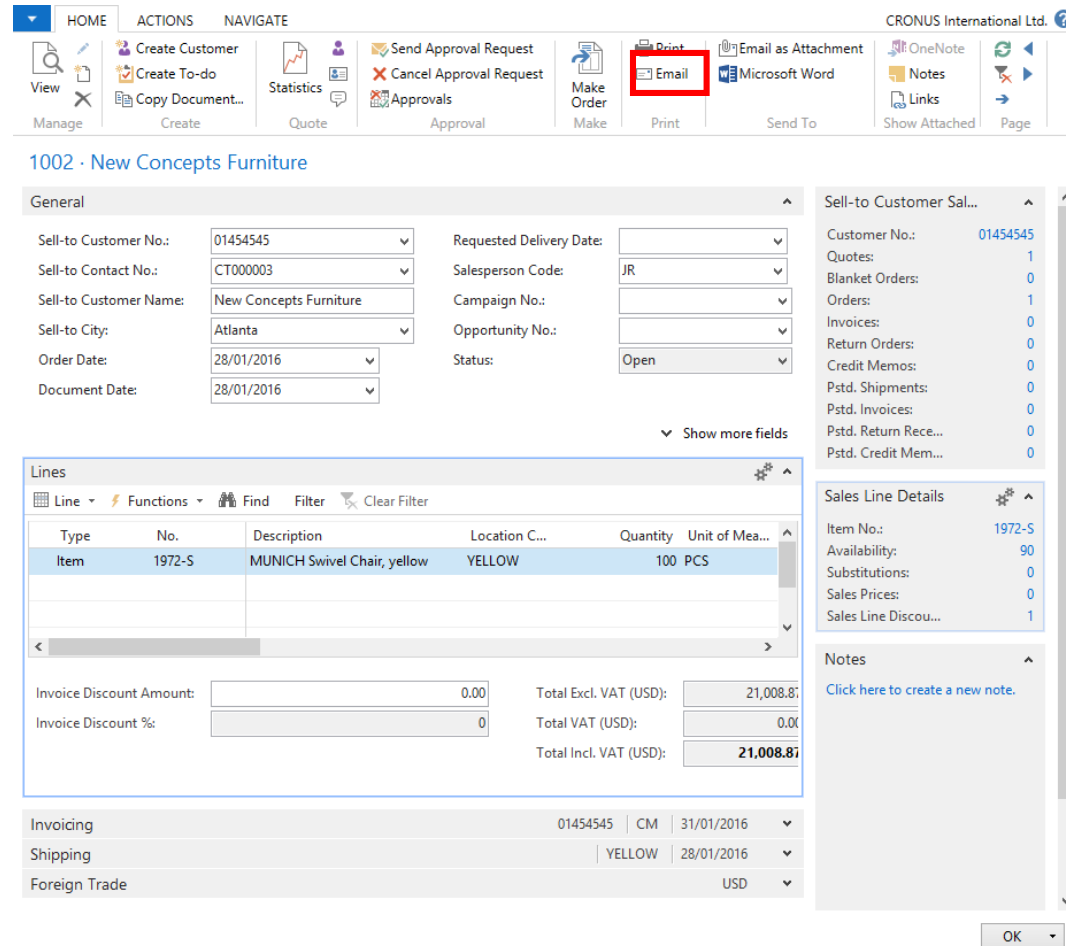
Field	Value	Field	Value
SMTP Server	smtp.office365.com	User ID	[redacted]@onmicrosoft.com
SMTP Server Port	587	Password	[redacted]
Authentication	Basic	Secure Connection	<input checked="" type="checkbox"/>

A "Close" button is located at the bottom right of the configuration page.

from their address. If the check is successful, Microsoft Dynamics NAV will show a success message.

Once you are in the **Sales Order Processor** role centre in the Microsoft Dynamics NAV Windows client, you select the **Sales Quotes** list page from the navigation pane.

You first create a new sales quote for the customer. For practicality reasons, only one item line is added to this sales quote.



The screenshot displays the Microsoft Dynamics NAV 2015 Finance interface. The top navigation bar includes 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' menu is open, showing options like 'Create Customer', 'Send Approval Request', 'Email', and 'Microsoft Word'. The 'Email' option is highlighted with a red box. Below the navigation bar, the main window shows a sales quote for '1002 · New Concepts Furniture'. The 'General' section contains fields for 'Sell-to Customer No.', 'Requested Delivery Date', 'Sell-to Contact No.', 'Salesperson Code', 'Sell-to Customer Name', 'Campaign No.', 'Sell-to City', 'Opportunity No.', 'Order Date', 'Status', and 'Document Date'. The 'Lines' section shows a table with one item line: 'MUNICH Swivel Chair, yellow' with a quantity of 100 PCS. The 'Sales Line Details' section shows 'Item No.: 1972-S' and 'Availability: 90'. The 'Notes' section has a link to 'Click here to create a new note.'. The bottom of the window shows 'Invoicing', 'Shipping', and 'Foreign Trade' information.

Type	No.	Description	Location C...	Quantity	Unit of Mea...
Item	1972-S	MUNICH Swivel Chair, yellow	YELLOW	100	PCS

Invoice Discount Amount:	0.00	Total Excl. VAT (USD):	21,008.81
Invoice Discount %:	0	Total VAT (USD):	0.00
		Total Incl. VAT (USD):	21,008.81

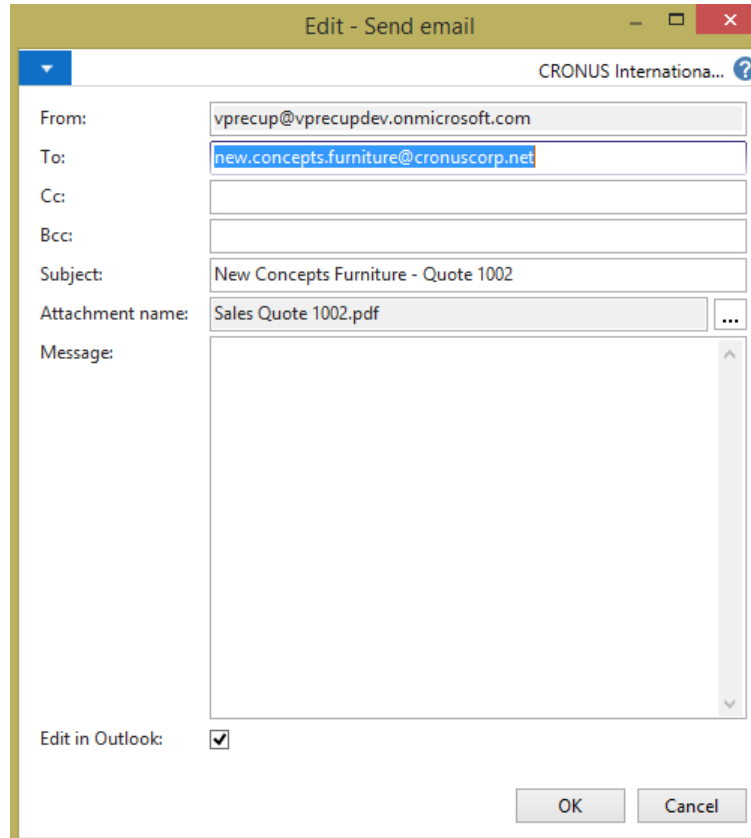
Invoicing	01454545	CM	31/01/2016
Shipping		YELLOW	28/01/2016
Foreign Trade			USD

Once you click this action, the **Send email** dialog will appear. Notice how the recipient's email address (from the To field) is automatically filled in. The same goes for the From and the Subject fields.

This enables you to perform a quick text-mode edit to the email that you would like the customer to receive along with the sales quote that you've created at the previous steps.

You can also validate the contents of the attached document by pressing the Assist Edit button associated to the Attachment name control.

Once you click the **OK** button from the bottom of the dialog window, the content that you add or edit in the Send email dialog is sent to specified recipient or further to Microsoft Outlook for further customization if Edit in Outlook was used.



The screenshot shows the 'Edit - Send email' dialog box. The fields are as follows:

- From: vprecup@vprecupdev.onmicrosoft.com
- To: new.concepts.furniture@cronuscorp.net
- Cc:
- Bcc:
- Subject: New Concepts Furniture - Quote 1002
- Attachment name: Sales Quote 1002.pdf
- Message:

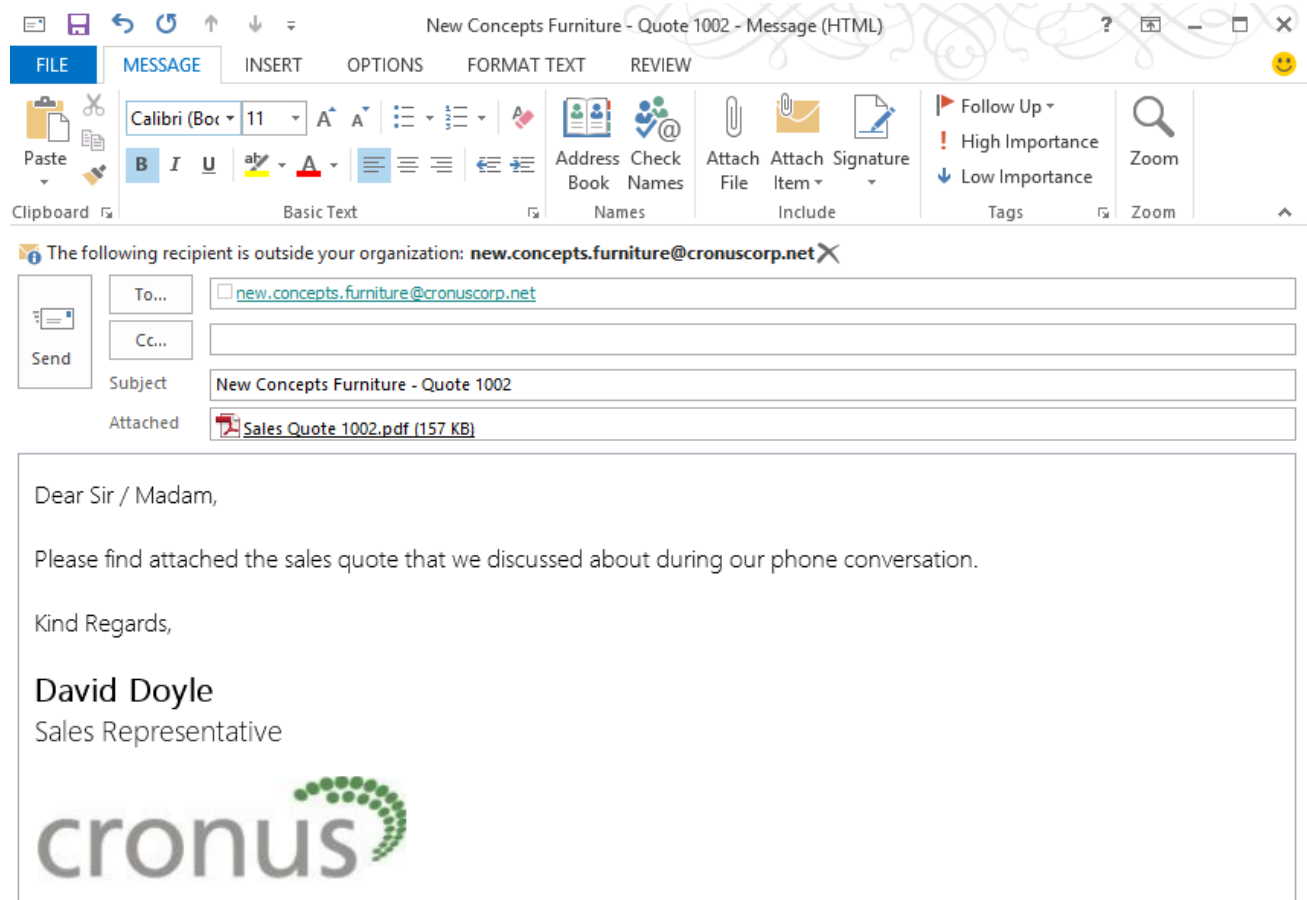
At the bottom, the 'Edit in Outlook' checkbox is checked. The 'OK' and 'Cancel' buttons are visible.

Microsoft Outlook is started and a new email item is automatically generated.

Notice that the To, Subject and Attached fields are automatically populated with the data from Microsoft Dynamics NAV.

Now you can personalize the email the way you would like it. Once you are done, you just need to send it to the customer.

Take note that the email address which is set up in Outlook can be different from the one that you had set up in the SMTP Mail Setup page.



The screenshot shows the Microsoft Outlook interface for composing a new email. The window title is "New Concepts Furniture - Quote 1002 - Message (HTML)". The ribbon includes FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The MESSAGE ribbon is active, showing options for font (Calibri, size 11), bold, italic, underline, text color, and background color. There are also options for address book, check names, attaching files or items, and signatures. The email fields are populated as follows:

- To:** new.concepts.furniture@cronuscorp.net
- Cc:** (empty)
- Subject:** New Concepts Furniture - Quote 1002
- Attached:** Sales Quote 1002.pdf (157 KB)


The email body contains the following text:

Dear Sir / Madam,

Please find attached the sales quote that we discussed about during our phone conversation.

Kind Regards,

David Doyle
Sales Representative



Simplified Correction of Posted Sales and Purchase Invoices

When using Small Business profile, user can use actions to cancel or correct posted sales and purchase invoices in a simple way.

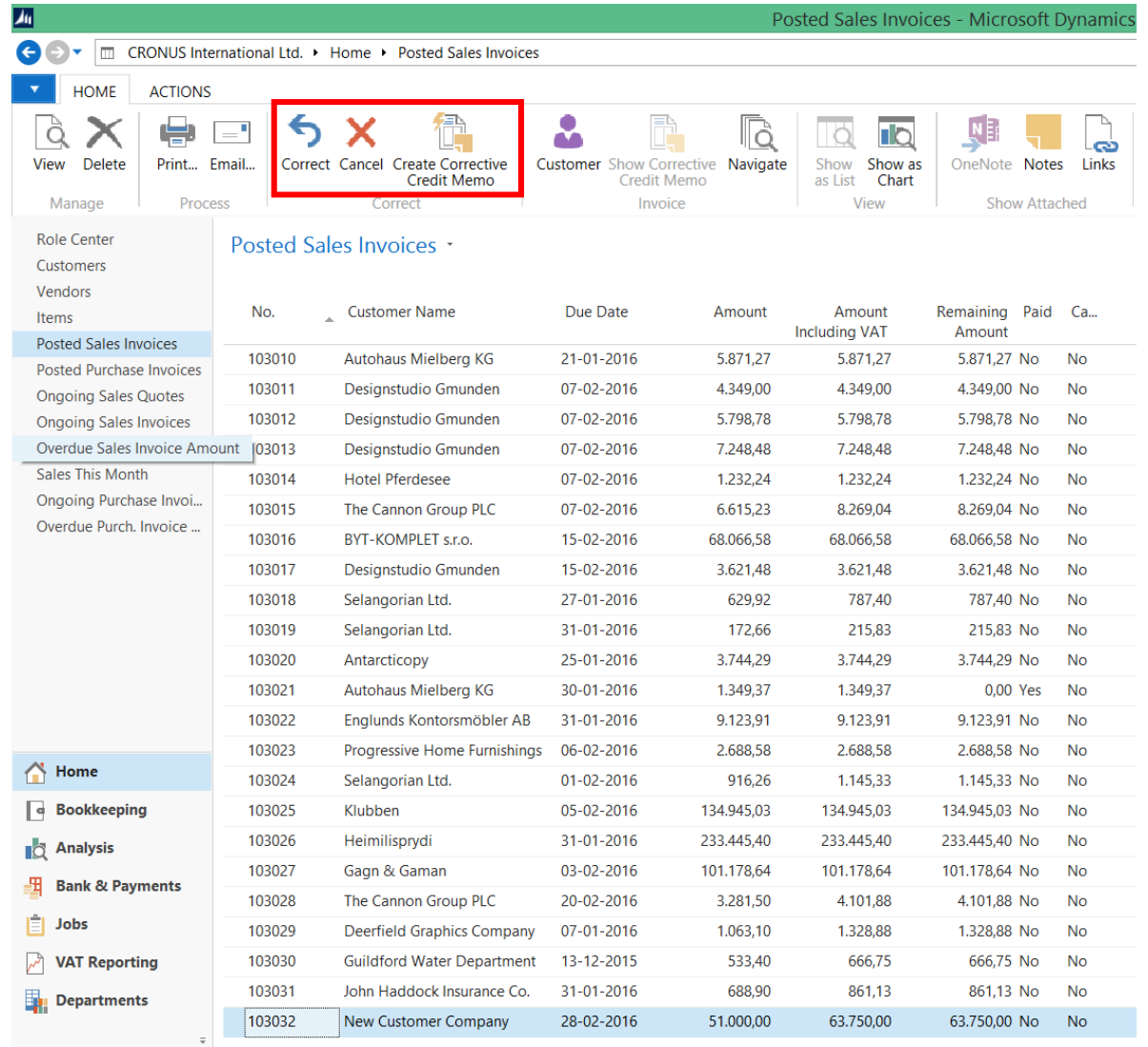
There are three actions:

- Correct
- Cancel
- Create Corrective Credit Memo

Correct action will reverse posted invoice and automatically create a new invoice with the same information that user can correct before posting. This posted invoice will be automatically cancelled.

Cancel action will create and post a sales credit memo that reverses this posted sales invoice. This posted sales invoice will be cancelled.

Create Corrective Credit Memo action will create a credit memo for this posted invoice that you complete and post manually to reverse the posted invoice.



The screenshot shows the Microsoft Dynamics NAV 2015 Finance interface. The top navigation bar indicates the current page is 'Posted Sales Invoices - Microsoft Dynamics'. The breadcrumb trail shows 'CRONUS International Ltd. > Home > Posted Sales Invoices'. The 'ACTIONS' ribbon contains three icons: 'Correct' (a blue arrow pointing left), 'Cancel' (a red X), and 'Create Corrective Credit Memo' (a document icon with a plus sign). These three icons are highlighted with a red rectangular box. Below the ribbon, the 'Posted Sales Invoices' table is displayed with columns for No., Customer Name, Due Date, Amount, Amount Including VAT, Remaining Amount, Paid, and Ca... The table contains 32 rows of invoice data, with the last row (103032) highlighted in blue.

No.	Customer Name	Due Date	Amount	Amount Including VAT	Remaining Amount	Paid	Ca...
103010	Autohaus Mielberg KG	21-01-2016	5.871,27	5.871,27	5.871,27	No	No
103011	Designstudio Gmunden	07-02-2016	4.349,00	4.349,00	4.349,00	No	No
103012	Designstudio Gmunden	07-02-2016	5.798,78	5.798,78	5.798,78	No	No
103013	Designstudio Gmunden	07-02-2016	7.248,48	7.248,48	7.248,48	No	No
103014	Hotel Pferdese	07-02-2016	1.232,24	1.232,24	1.232,24	No	No
103015	The Cannon Group PLC	07-02-2016	6.615,23	8.269,04	8.269,04	No	No
103016	BYT-KOMPLET s.r.o.	15-02-2016	68.066,58	68.066,58	68.066,58	No	No
103017	Designstudio Gmunden	15-02-2016	3.621,48	3.621,48	3.621,48	No	No
103018	Selangorian Ltd.	27-01-2016	629,92	787,40	787,40	No	No
103019	Selangorian Ltd.	31-01-2016	172,66	215,83	215,83	No	No
103020	Antarcticopy	25-01-2016	3.744,29	3.744,29	3.744,29	No	No
103021	Autohaus Mielberg KG	30-01-2016	1.349,37	1.349,37	0,00	Yes	No
103022	Englunds Kontorsmöbler AB	31-01-2016	9.123,91	9.123,91	9.123,91	No	No
103023	Progressive Home Furnishings	06-02-2016	2.688,58	2.688,58	2.688,58	No	No
103024	Selangorian Ltd.	01-02-2016	916,26	1.145,33	1.145,33	No	No
103025	Klubben	05-02-2016	134.945,03	134.945,03	134.945,03	No	No
103026	Heimilispyrdi	31-01-2016	233.445,40	233.445,40	233.445,40	No	No
103027	Gagn & Gaman	03-02-2016	101.178,64	101.178,64	101.178,64	No	No
103028	The Cannon Group PLC	20-02-2016	3.281,50	4.101,88	4.101,88	No	No
103029	Deerfield Graphics Company	07-01-2016	1.063,10	1.328,88	1.328,88	No	No
103030	Guildford Water Department	13-12-2015	533,40	666,75	666,75	No	No
103031	John Haddock Insurance Co.	31-01-2016	688,90	861,13	861,13	No	No
103032	New Customer Company	28-02-2016	51.000,00	63.750,00	63.750,00	No	No

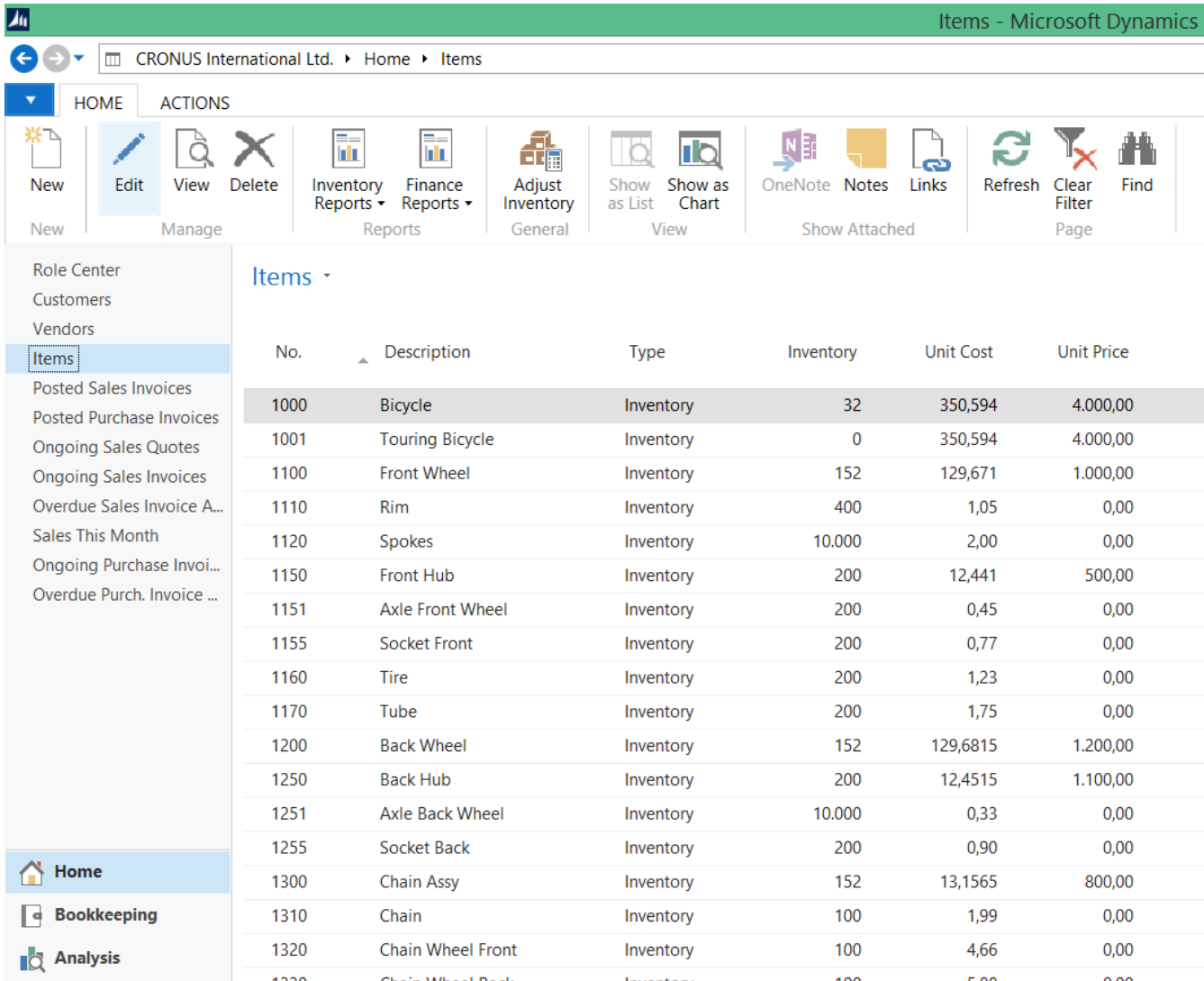
Small Business Profile Lab

Lab data preparation

1. Open the Microsoft Dynamics NAV windows client to connect to the demonstration database.
2. Set Small Business Role Centre to be the default role centre:
 - a. In the **Search** box, enter **Profiles**, and then choose the related link.
 - b. Select the SMALL BUSINESS profile, and on the **Home** tab, in the **Manage** group, choose **Edit**.
 - c. In the **Profile Card** window, select the **Default Role Centre** check box.
3. Close and reopen the Microsoft Dynamics NAV Windows client. The client opens showing the Small Business Role Centre.

Lab 1 — Set Sales Prices and Discounts for an Item

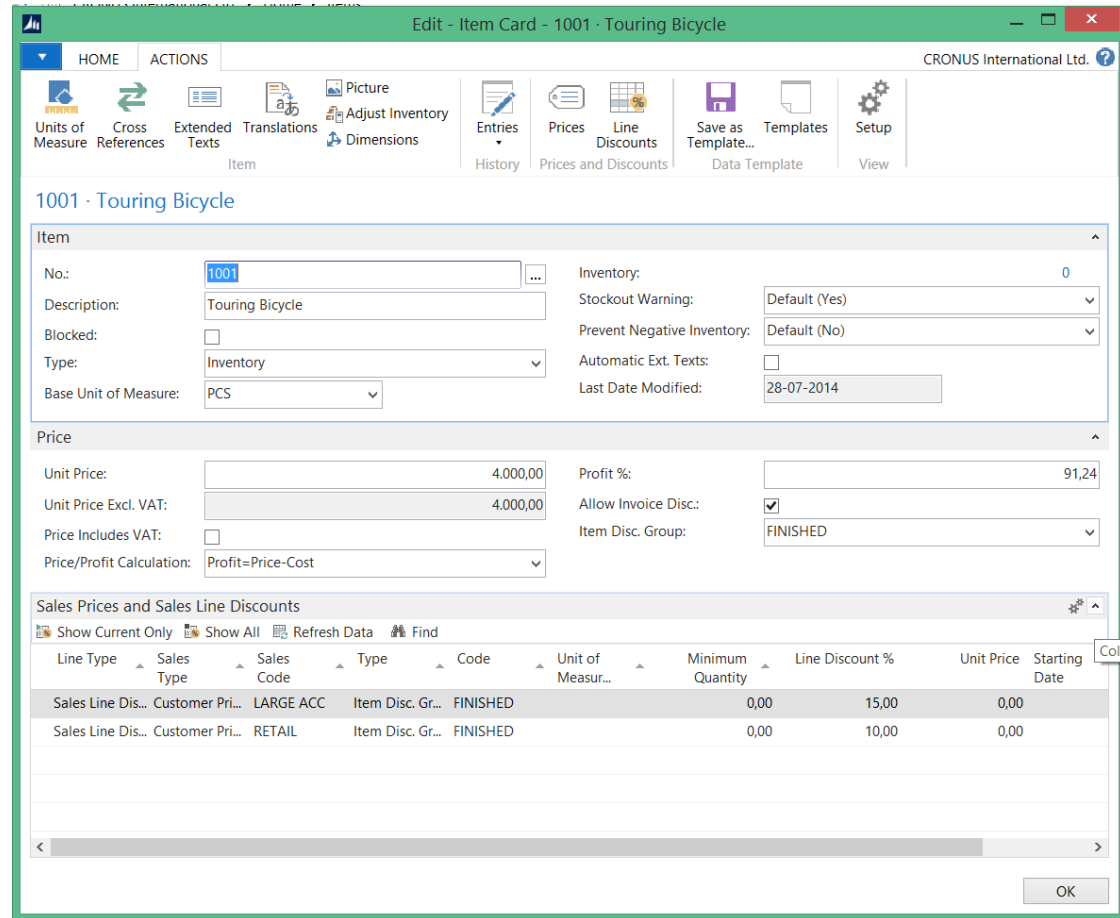
Lab story: In this scenario you will add prices and discounts to an existing item. You also adjust the stock level of the item and review the setup data for the item.

What to do	What to say	Screenshots																																																																																																																		
<p>1. On the Role Centre, choose Items to open the list of items.</p>	<p>Open the list of items.</p> <p>Notice that the list has information about the inventory level for each item in the Inventory column.</p>	 <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Type</th> <th>Inventory</th> <th>Unit Cost</th> <th>Unit Price</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Bicycle</td> <td>Inventory</td> <td>32</td> <td>350,594</td> <td>4.000,00</td> </tr> <tr> <td>1001</td> <td>Touring Bicycle</td> <td>Inventory</td> <td>0</td> <td>350,594</td> <td>4.000,00</td> </tr> <tr> <td>1100</td> <td>Front Wheel</td> <td>Inventory</td> <td>152</td> <td>129,671</td> <td>1.000,00</td> </tr> <tr> <td>1110</td> <td>Rim</td> <td>Inventory</td> <td>400</td> <td>1,05</td> <td>0,00</td> </tr> <tr> <td>1120</td> <td>Spokes</td> <td>Inventory</td> <td>10.000</td> <td>2,00</td> <td>0,00</td> </tr> <tr> <td>1150</td> <td>Front Hub</td> <td>Inventory</td> <td>200</td> <td>12,441</td> <td>500,00</td> </tr> <tr> <td>1151</td> <td>Axle Front Wheel</td> <td>Inventory</td> <td>200</td> <td>0,45</td> <td>0,00</td> </tr> <tr> <td>1155</td> <td>Socket Front</td> <td>Inventory</td> <td>200</td> <td>0,77</td> <td>0,00</td> </tr> <tr> <td>1160</td> <td>Tire</td> <td>Inventory</td> <td>200</td> <td>1,23</td> <td>0,00</td> </tr> <tr> <td>1170</td> <td>Tube</td> <td>Inventory</td> <td>200</td> <td>1,75</td> <td>0,00</td> </tr> <tr> <td>1200</td> <td>Back Wheel</td> <td>Inventory</td> <td>152</td> <td>129,6815</td> <td>1.200,00</td> </tr> <tr> <td>1250</td> <td>Back Hub</td> <td>Inventory</td> <td>200</td> <td>12,4515</td> <td>1.100,00</td> </tr> <tr> <td>1251</td> <td>Axle Back Wheel</td> <td>Inventory</td> <td>10.000</td> <td>0,33</td> <td>0,00</td> </tr> <tr> <td>1255</td> <td>Socket Back</td> <td>Inventory</td> <td>200</td> <td>0,90</td> <td>0,00</td> </tr> <tr> <td>1300</td> <td>Chain Assy</td> <td>Inventory</td> <td>152</td> <td>13,1565</td> <td>800,00</td> </tr> <tr> <td>1310</td> <td>Chain</td> <td>Inventory</td> <td>100</td> <td>1,99</td> <td>0,00</td> </tr> <tr> <td>1320</td> <td>Chain Wheel Front</td> <td>Inventory</td> <td>100</td> <td>4,66</td> <td>0,00</td> </tr> <tr> <td>1330</td> <td>Chain Wheel Back</td> <td>Inventory</td> <td>100</td> <td>5,88</td> <td>0,00</td> </tr> </tbody> </table>	No.	Description	Type	Inventory	Unit Cost	Unit Price	1000	Bicycle	Inventory	32	350,594	4.000,00	1001	Touring Bicycle	Inventory	0	350,594	4.000,00	1100	Front Wheel	Inventory	152	129,671	1.000,00	1110	Rim	Inventory	400	1,05	0,00	1120	Spokes	Inventory	10.000	2,00	0,00	1150	Front Hub	Inventory	200	12,441	500,00	1151	Axle Front Wheel	Inventory	200	0,45	0,00	1155	Socket Front	Inventory	200	0,77	0,00	1160	Tire	Inventory	200	1,23	0,00	1170	Tube	Inventory	200	1,75	0,00	1200	Back Wheel	Inventory	152	129,6815	1.200,00	1250	Back Hub	Inventory	200	12,4515	1.100,00	1251	Axle Back Wheel	Inventory	10.000	0,33	0,00	1255	Socket Back	Inventory	200	0,90	0,00	1300	Chain Assy	Inventory	152	13,1565	800,00	1310	Chain	Inventory	100	1,99	0,00	1320	Chain Wheel Front	Inventory	100	4,66	0,00	1330	Chain Wheel Back	Inventory	100	5,88	0,00
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What to do What to say Screenshots

2. In the list of items, select item 1001.
3. On the **Home** tab, in the **Manage** group, choose **Edit**.
4. Expand the **Sales Prices and Sales Line Discounts** FastTab.

Open item 1001 for editing and expand the **Sales Prices and Sales Line Discounts** FastTab to add a discount specification for the item.



1001 · Touring Bicycle

Item

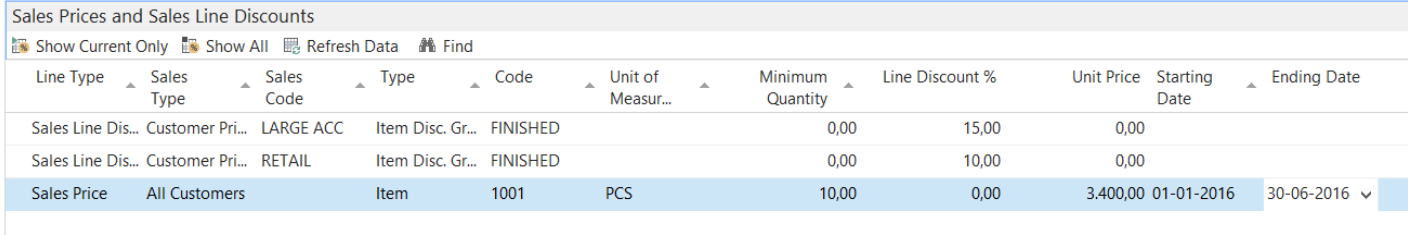
No.: 1001
 Description: Touring Bicycle
 Blocked:
 Type: Inventory
 Base Unit of Measure: PCS

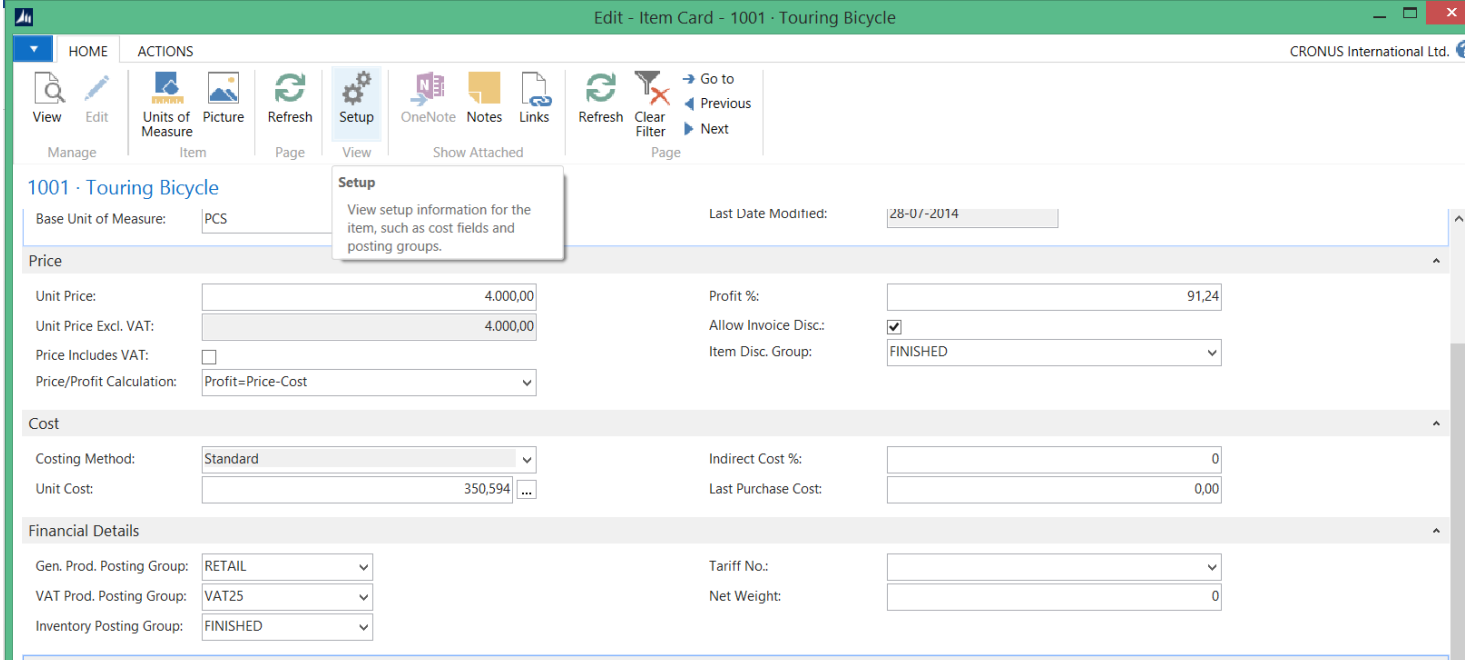
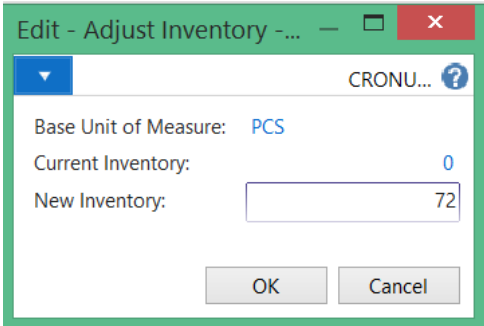
Price

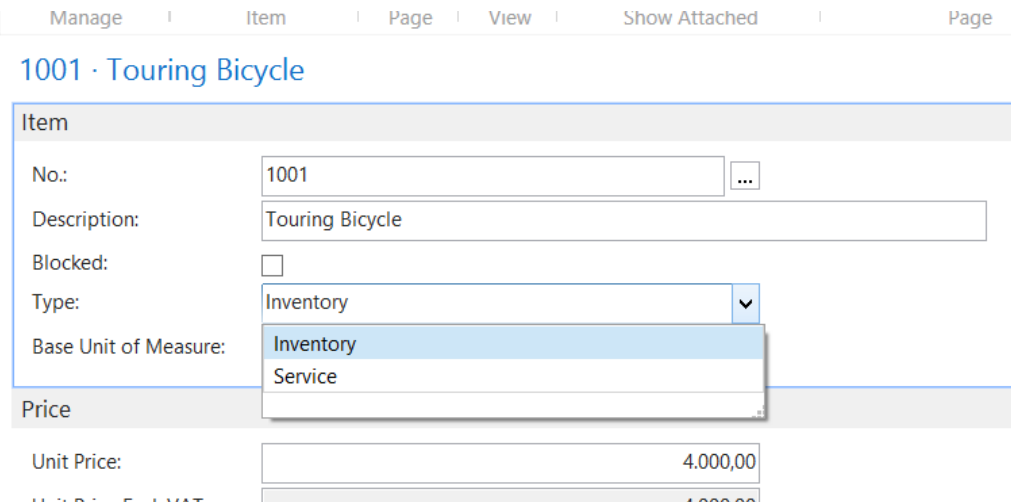
Unit Price: 4,000,00
 Unit Price Excl. VAT: 4,000,00
 Price Includes VAT:
 Price/Profit Calculation: Profit=Price-Cost

Sales Prices and Sales Line Discounts

Line Type	Sales Type	Sales Code	Type	Code	Unit of Measur...	Minimum Quantity	Line Discount %	Unit Price	Starting Date
Sales Line Dis...	Customer Pri...	LARGE ACC	Item Disc. Gr...	FINISHED		0,00	15,00	0,00	
Sales Line Dis...	Customer Pri...	RETAIL	Item Disc. Gr...	FINISHED		0,00	10,00	0,00	

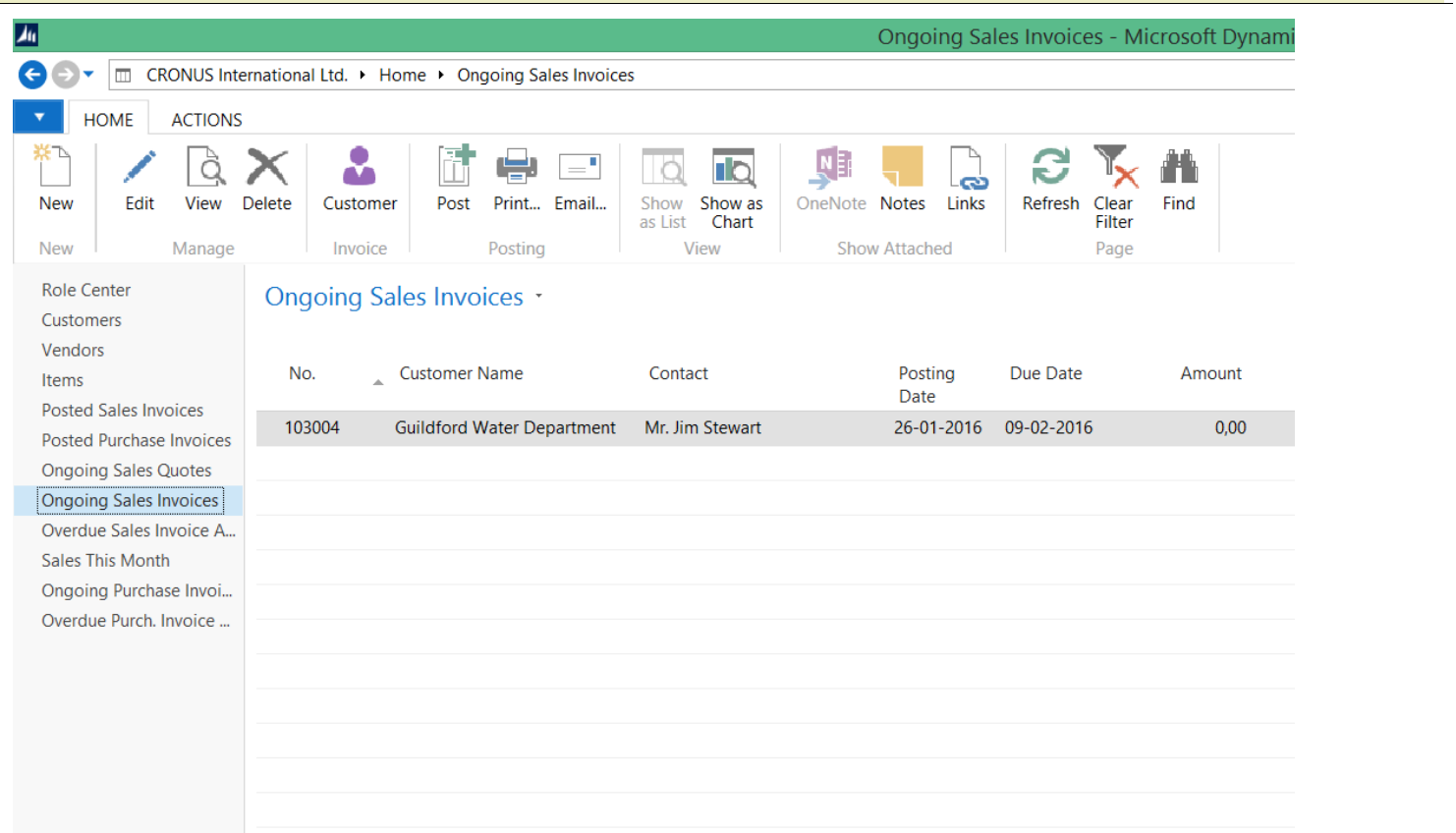
What to do	What to say	Screenshots																																												
<p>5. On the Sales Prices and Sales Line Discounts FastTab, add the following new line:</p> <p>Line Type: Sales Price Sales Type: All Customers Type: Item Code: 1001 Unit of Measure: PCS Minimum Quantity: 10 Stating date: Jan 1, 2016 Ending date: June 30, 2016</p>	<p>Add the discount information needed to give all customers a 15% reduced sales price if they buy 10 or more bikes in the period of Jan-June, 2016.</p>	 <table border="1"> <caption>Sales Prices and Sales Line Discounts</caption> <thead> <tr> <th>Line Type</th> <th>Sales Type</th> <th>Sales Code</th> <th>Type</th> <th>Code</th> <th>Unit of Measur...</th> <th>Minimum Quantity</th> <th>Line Discount %</th> <th>Unit Price</th> <th>Starting Date</th> <th>Ending Date</th> </tr> </thead> <tbody> <tr> <td>Sales Line Dis...</td> <td>Customer Pri...</td> <td>LARGE ACC</td> <td>Item Disc. Gr...</td> <td>FINISHED</td> <td></td> <td>0,00</td> <td>15,00</td> <td>0,00</td> <td></td> <td></td> </tr> <tr> <td>Sales Line Dis...</td> <td>Customer Pri...</td> <td>RETAIL</td> <td>Item Disc. Gr...</td> <td>FINISHED</td> <td></td> <td>0,00</td> <td>10,00</td> <td>0,00</td> <td></td> <td></td> </tr> <tr style="background-color: #e1f5fe;"> <td>Sales Price</td> <td>All Customers</td> <td></td> <td>Item</td> <td>1001</td> <td>PCS</td> <td>10,00</td> <td>0,00</td> <td>3.400,00</td> <td>01-01-2016</td> <td>30-06-2016</td> </tr> </tbody> </table>	Line Type	Sales Type	Sales Code	Type	Code	Unit of Measur...	Minimum Quantity	Line Discount %	Unit Price	Starting Date	Ending Date	Sales Line Dis...	Customer Pri...	LARGE ACC	Item Disc. Gr...	FINISHED		0,00	15,00	0,00			Sales Line Dis...	Customer Pri...	RETAIL	Item Disc. Gr...	FINISHED		0,00	10,00	0,00			Sales Price	All Customers		Item	1001	PCS	10,00	0,00	3.400,00	01-01-2016	30-06-2016
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Sales Line Dis...	Customer Pri...	RETAIL	Item Disc. Gr...	FINISHED		0,00	10,00	0,00																																						
Sales Price	All Customers		Item	1001	PCS	10,00	0,00	3.400,00	01-01-2016	30-06-2016																																				

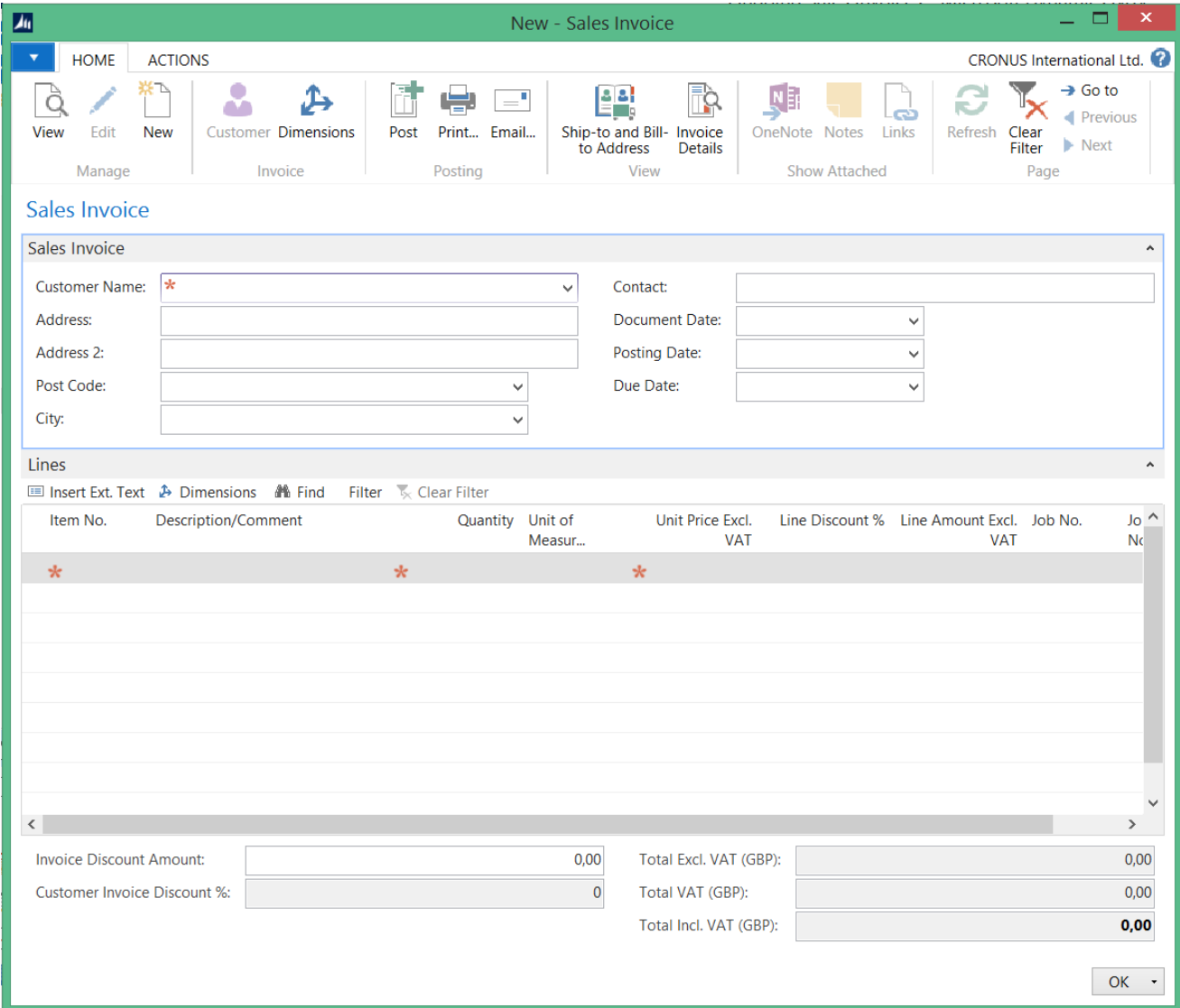
What to do	What to say	Screenshots
<p>6. On the Home tab, in the View group, select Setup to view the Financial Details FastTab for the item.</p>	<p>View the setup for the Item</p> <p>The Setup action functions as a toggle for the Financial Details FastTab.</p>	
<p>7. On the Actions tab, in the Item group, select Adjust Inventory.</p>	<p>Adjust the inventory level of the item, e.g. when you have performed a physical count.</p> <p>The posting of the required adjustments happens in the background.</p>	

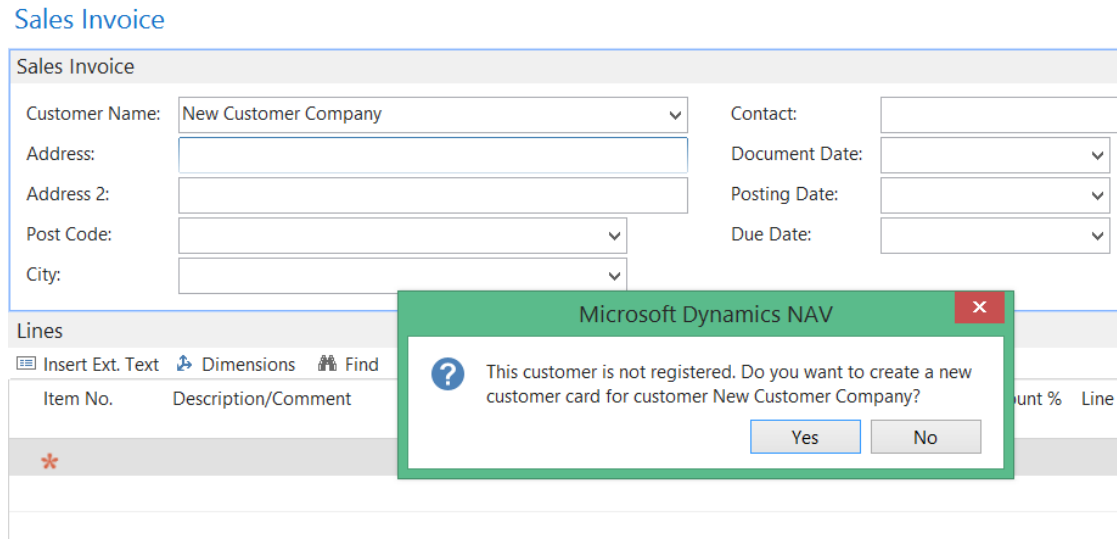
What to do	What to say	Screenshots
<p>8. Choose the dropdown button in the Type field on the Item FastTab.</p>	<p>There are only two possible item types for an item: Inventory or Service. Service items will not result in item ledger entries.</p>	 <p>The screenshot shows the 'Item' card for '1001 - Touring Bicycle'. The 'Type' field is set to 'Inventory', and its dropdown menu is open, showing 'Inventory' and 'Service' as options. The 'Unit Price' is 4,000.00. The 'Unit Price Excl. VAT' is also 4,000.00.</p>

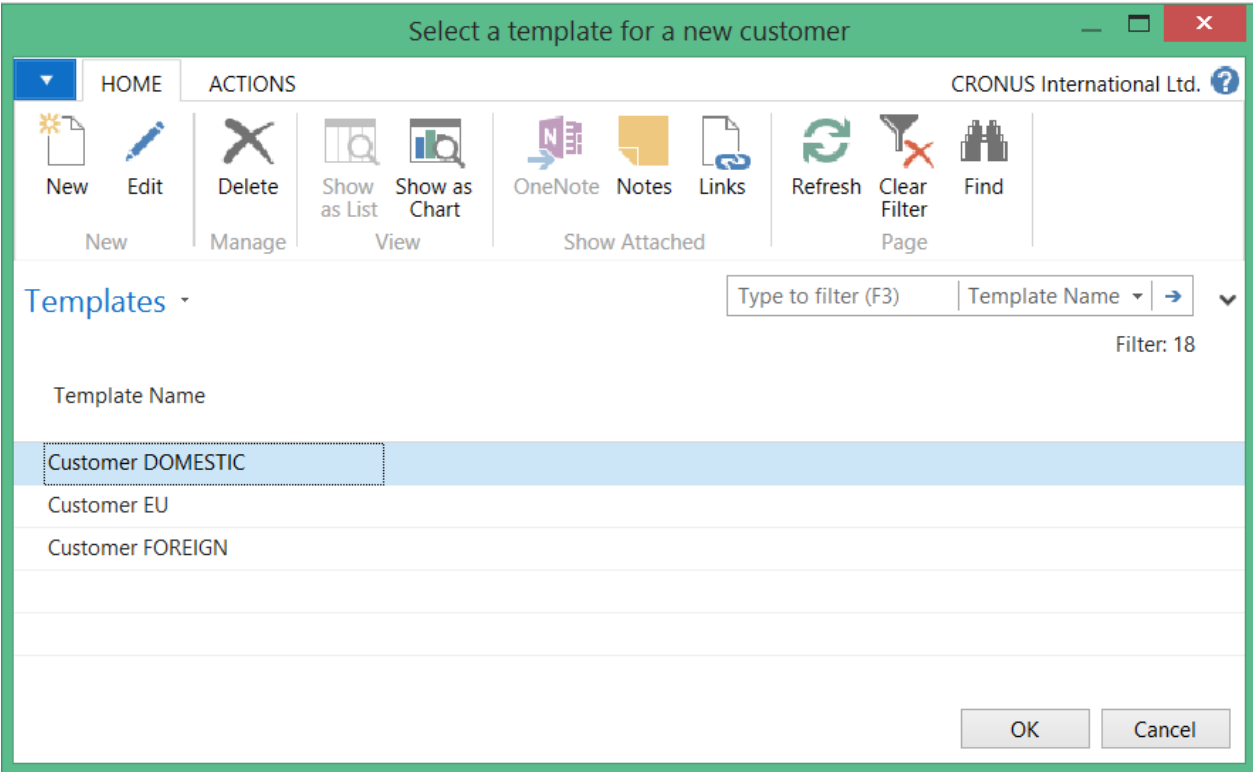
Lab 2 — Create a Sales Invoice for a new Customer

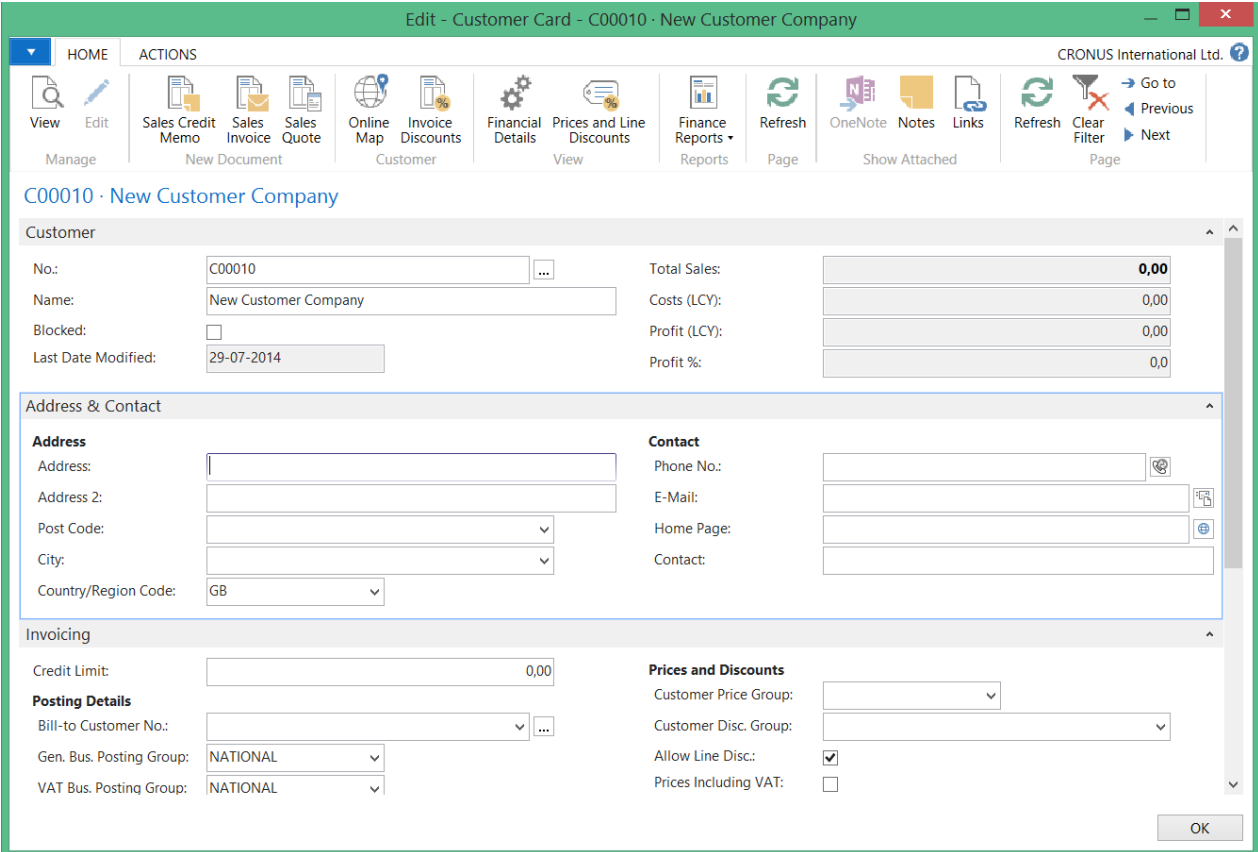
Lab story: In this scenario you will create a sales invoice for a new customer.

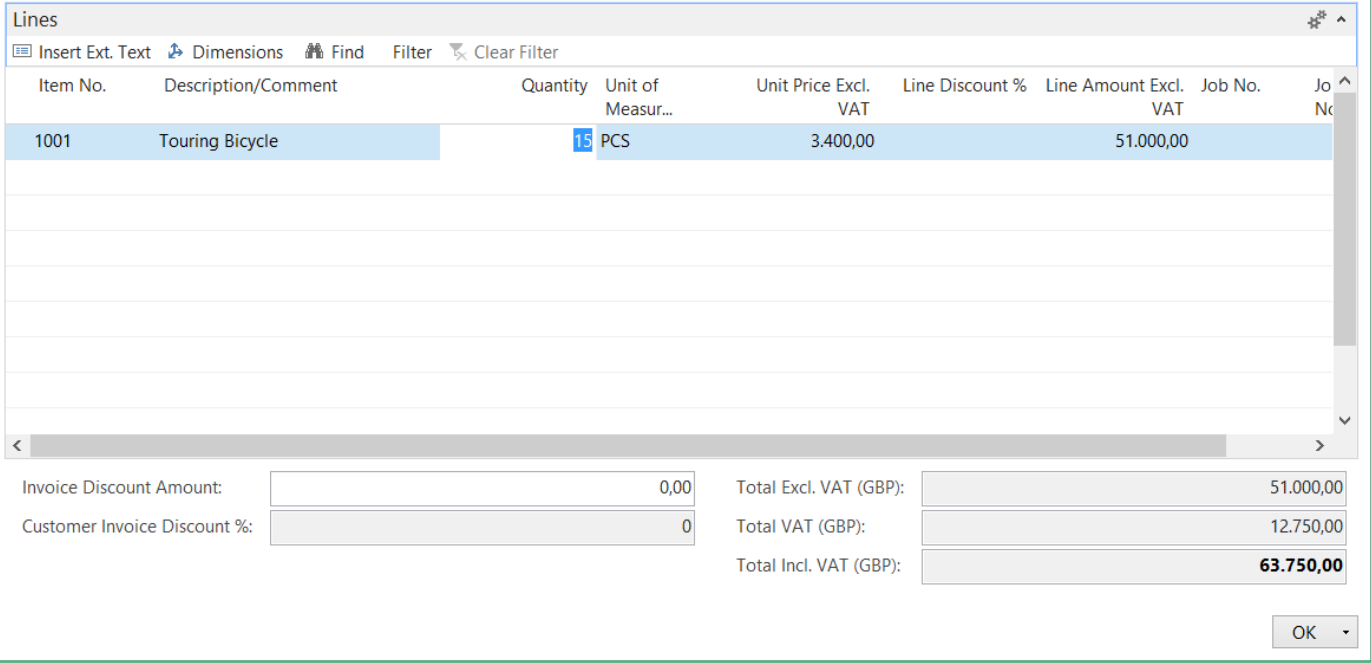
What to do	What to say	Screenshots
<ol style="list-style-type: none"> On the Role Centre, choose Ongoing Sales Invoices to open the list of ongoing sales Invoices. On the Home tab, in the New group, choose New to create a new sales invoice. 	<p>Open the list of ongoing sales invoices.</p>	

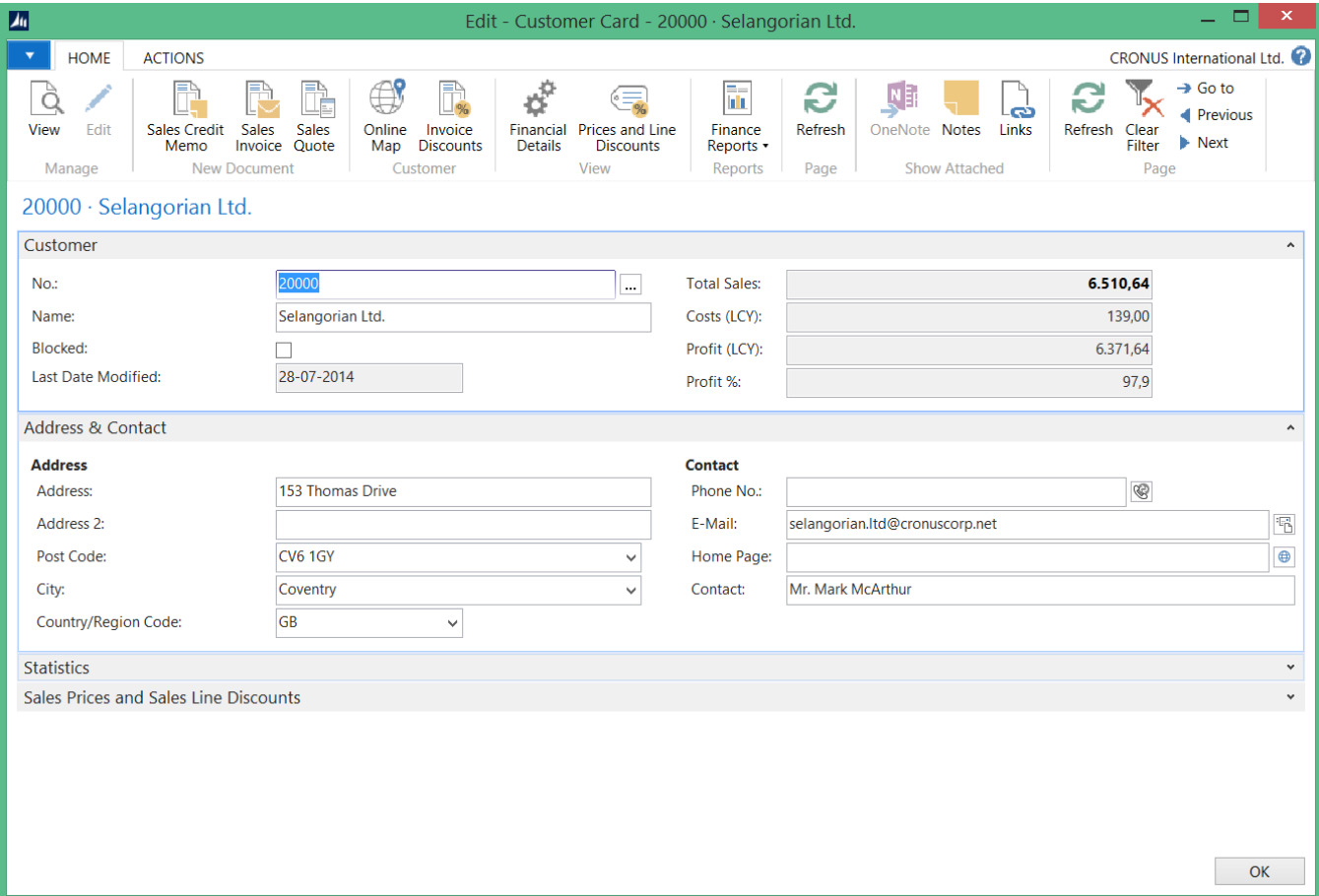
What to do	What to say	Screenshots
<p>3. In the Customer Name field, type the name of the new customer, and then press Enter or Tab to leave the field.</p>	<p>Create the sales invoice for the new customer.</p> <p>Notice that some fields are marked with red asterisks to tell which fields must be filled.</p>	

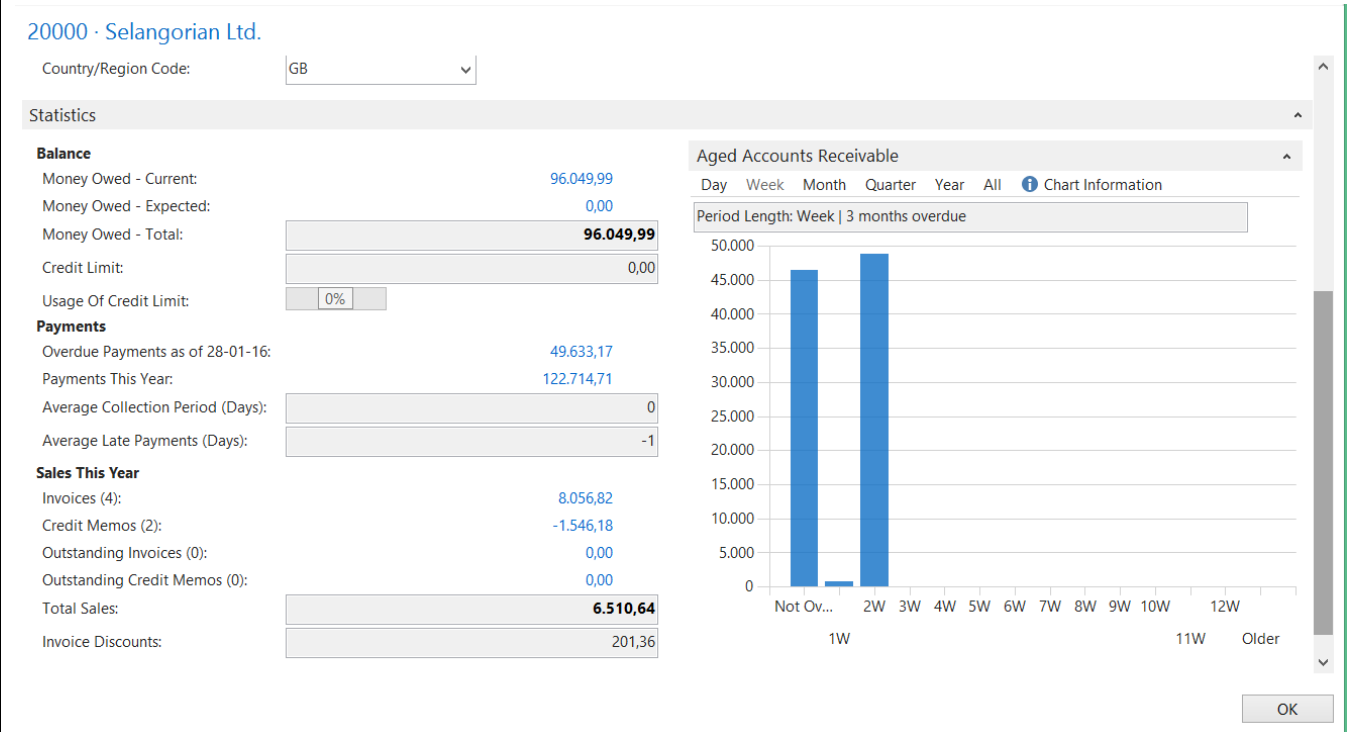
What to do	What to say	Screenshots
<p>4. In the pop-up dialog, choose Yes to create the new customer.</p>	<p>Create the new customer.</p>	 <p>The screenshot shows the 'Sales Invoice' form in Microsoft Dynamics NAV. The 'Customer Name' field is set to 'New Customer Company'. A confirmation dialog box is overlaid on the form, asking: 'This customer is not registered. Do you want to create a new customer card for customer New Customer Company?'. The dialog has 'Yes' and 'No' buttons. The 'Lines' table below the dialog is empty, with columns for 'Item No.', 'Description/Comment', 'Amount %', and 'Line'.</p>

What to do	What to say	Screenshots
<p>5. In the Templates window, select Customer DOMESTIC, and then choose the OK button.</p>		 <p>The screenshot shows a dialog box titled "Select a template for a new customer" for the company "CRONUS International Ltd.". It features a ribbon with "HOME" and "ACTIONS" tabs. The "ACTIONS" tab is active, showing icons for New, Edit, Delete, Show as List, Show as Chart, OneNote, Notes, Links, Refresh, Clear Filter, and Find. Below the ribbon is a "Templates" list with a search filter "Type to filter (F3)" and "Template Name" dropdown. The list contains "Customer DOMESTIC", "Customer EU", and "Customer FOREIGN". The "Customer DOMESTIC" item is selected. At the bottom right, there are "OK" and "Cancel" buttons.</p>

What to do	What to say	Screenshots
<p>6. The Customer Card window opens in edit mode. Choose the OK button to close it.</p> <p>7. The page closes and focus is back on the sales invoice that is now updated with the customer data.</p>	<p>The customer card can now be completed with the customer information, e.g. address info.</p> <p>Notice that by using a template, all the required fields to set up a customer are prepared by the system.</p>	

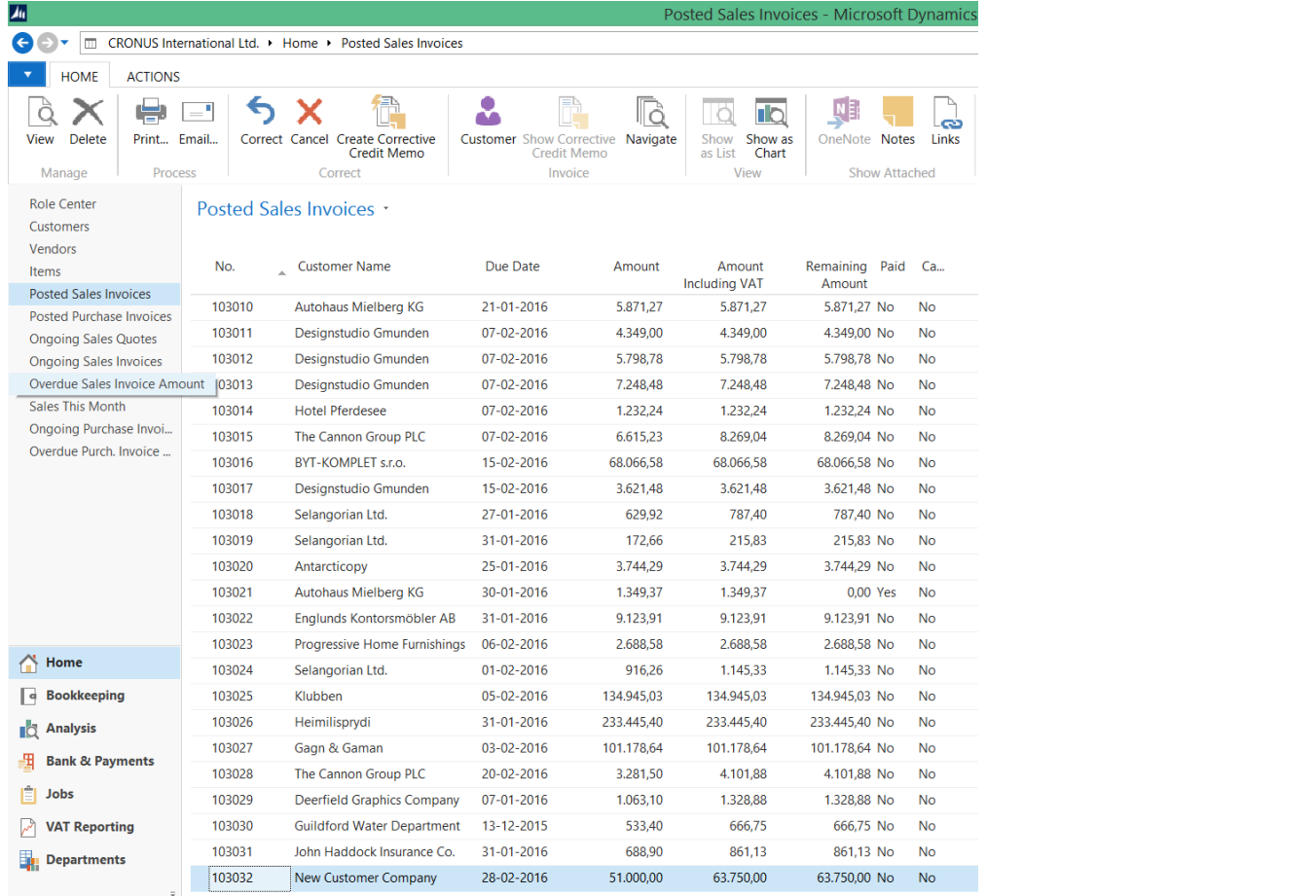
What to do	What to say	Screenshots																														
<p>8. In the Sales Invoice window, on the Lines FastTab, create a new line: Item No.: 1001 Quantity: 15</p>	<p>Create a sales line. Notice that the sales invoice total is shown at the bottom of the page for quick review.</p>	 <p>The screenshot shows the 'Lines' window in Microsoft Dynamics NAV. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Description/Comment</th> <th>Quantity</th> <th>Unit of Measur...</th> <th>Unit Price Excl. VAT</th> <th>Line Discount %</th> <th>Line Amount Excl. VAT</th> <th>Job No.</th> <th>Job No.</th> </tr> </thead> <tbody> <tr> <td>1001</td> <td>Touring Bicycle</td> <td>15</td> <td>PCS</td> <td>3,400,00</td> <td></td> <td>51,000,00</td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there are summary fields:</p> <table border="1"> <tr> <td>Invoice Discount Amount:</td> <td>0,00</td> <td>Total Excl. VAT (GBP):</td> <td>51,000,00</td> </tr> <tr> <td>Customer Invoice Discount %:</td> <td>0</td> <td>Total VAT (GBP):</td> <td>12,750,00</td> </tr> <tr> <td></td> <td></td> <td>Total Incl. VAT (GBP):</td> <td>63,750,00</td> </tr> </table> <p>An 'OK' button is visible at the bottom right of the window.</p>	Item No.	Description/Comment	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Job No.	Job No.	1001	Touring Bicycle	15	PCS	3,400,00		51,000,00			Invoice Discount Amount:	0,00	Total Excl. VAT (GBP):	51,000,00	Customer Invoice Discount %:	0	Total VAT (GBP):	12,750,00			Total Incl. VAT (GBP):	63,750,00
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Customer Invoice Discount %:	0	Total VAT (GBP):	12,750,00																													
		Total Incl. VAT (GBP):	63,750,00																													
<p>9. On the Home tab, in the Posting group, choose Post. 10. Choose Yes. 11. Choose No to review the posted sales invoice</p>	<p>Post the sales invoice. There is no need to review the posted sales invoice for now.</p>																															

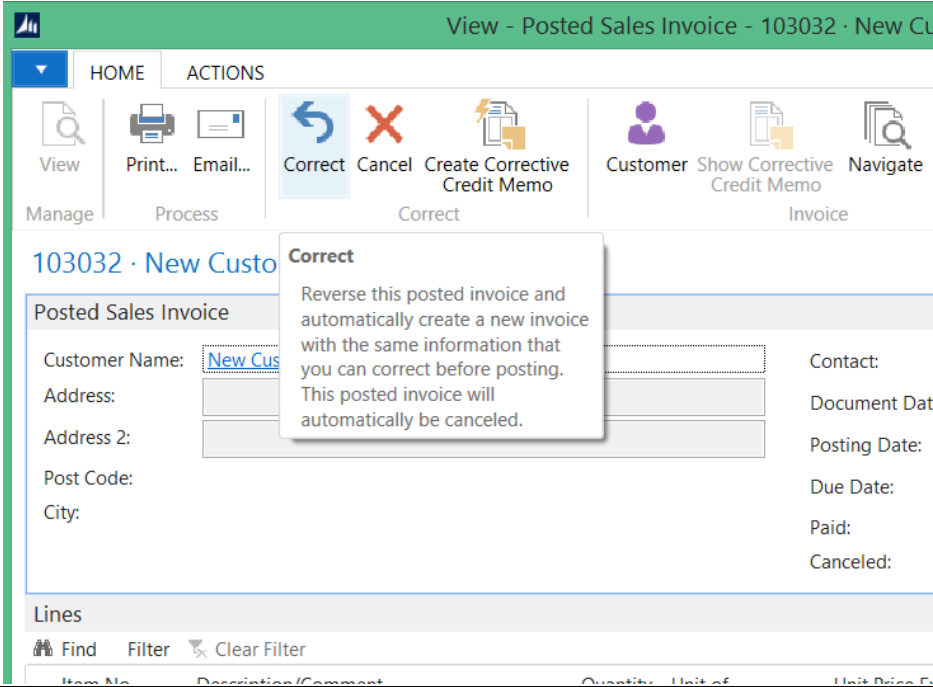
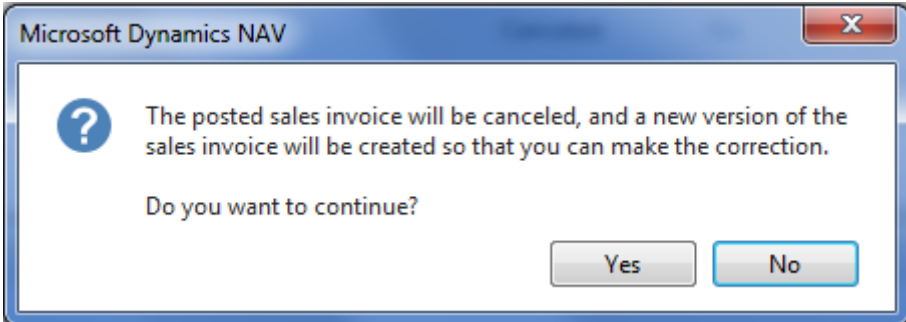
What to do	What to say	Screenshots
<p>12. On the Role Centre, choose Customer to open the list of customers.</p> <p>13. In the Customers window, select customer 20000.</p>	<p>Open customer 2000 to review the information on the customer page.</p>	 <p>The screenshot shows the 'Edit - Customer Card - 20000 - Selangorian Ltd.' window. The interface includes a ribbon with 'HOME' and 'ACTIONS' tabs, and a 'CRONUS International Ltd.' header. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> Customer: <ul style="list-style-type: none"> No.: 20000 Name: Selangorian Ltd. Blocked: <input type="checkbox"/> Last Date Modified: 28-07-2014 Total Sales: 6.510,64 Costs (LCY): 139,00 Profit (LCY): 6.371,64 Profit %: 97,9 Address & Contact: <ul style="list-style-type: none"> Address: <ul style="list-style-type: none"> Address: 153 Thomas Drive Address 2: Post Code: CV6 1GY City: Coventry Country/Region Code: GB Contact: <ul style="list-style-type: none"> Phone No.: E-Mail: selangorian.ltd@cronuscorp.net Home Page: Contact: Mr. Mark McArthur Statistics: <ul style="list-style-type: none"> Sales Prices and Sales Line Discounts <p>An 'OK' button is visible at the bottom right of the window.</p>

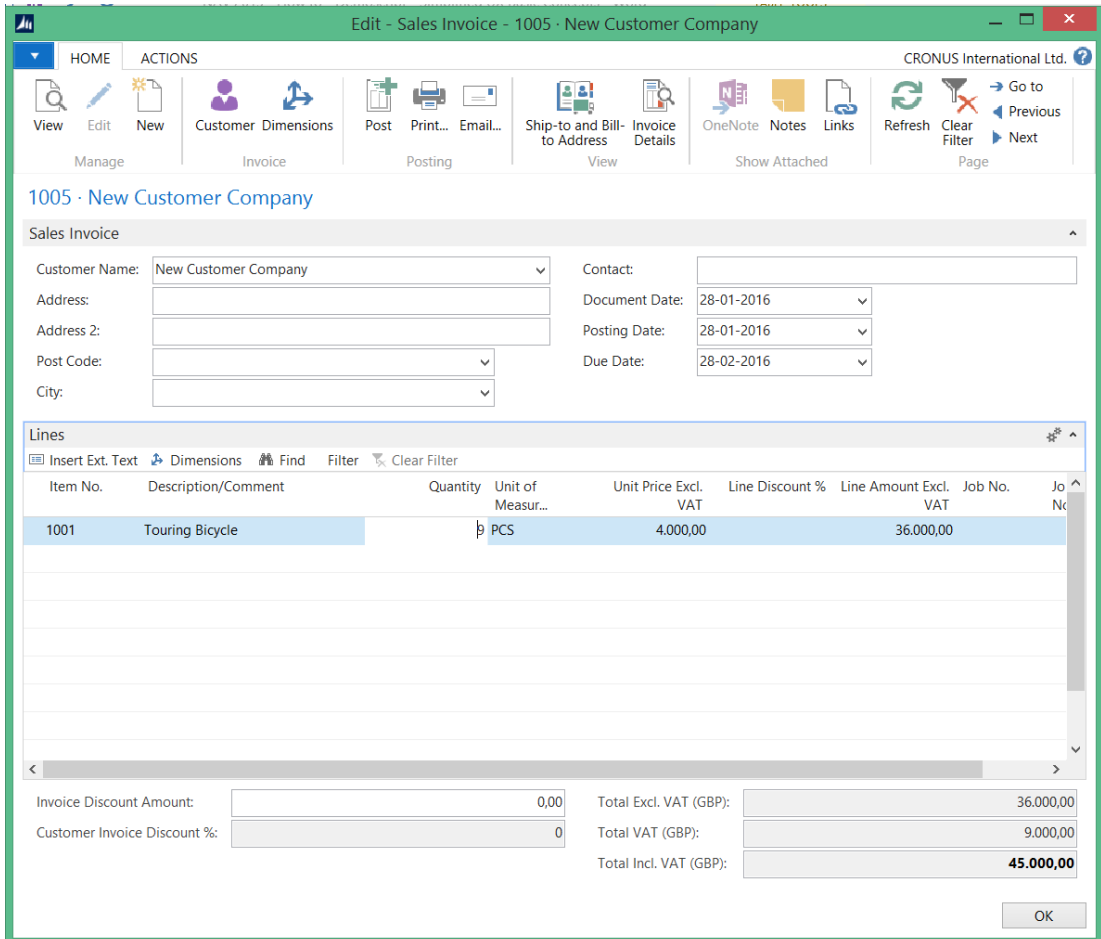
What to do	What to say	Screenshots																																																												
<p>14. Expand the Statistics FastTab</p>	<p>Review the customer's statistics.</p> <p>Notice that both statistics with drilldowns and charts are available on this page.</p>	 <p>The screenshot displays the 'Statistics' window for customer '20000 - Selangorian Ltd.' with the Country/Region Code set to 'GB'. It is divided into three main sections: Balance, Payments, and Sales This Year. The 'Aged Accounts Receivable' chart shows a significant amount in the '1W' (1 week) category, with a much smaller amount in the '2W' category. The Y-axis represents the amount, ranging from 0 to 50,000.</p> <table border="1"> <caption>Balance</caption> <tr><td>Money Owed - Current:</td><td>96,049,99</td></tr> <tr><td>Money Owed - Expected:</td><td>0,00</td></tr> <tr><td>Money Owed - Total:</td><td>96,049,99</td></tr> <tr><td>Credit Limit:</td><td>0,00</td></tr> <tr><td>Usage Of Credit Limit:</td><td>0%</td></tr> </table> <table border="1"> <caption>Payments</caption> <tr><td>Overdue Payments as of 28-01-16:</td><td>49,633,17</td></tr> <tr><td>Payments This Year:</td><td>122,714,71</td></tr> <tr><td>Average Collection Period (Days):</td><td>0</td></tr> <tr><td>Average Late Payments (Days):</td><td>-1</td></tr> </table> <table border="1"> <caption>Sales This Year</caption> <tr><td>Invoices (4):</td><td>8,056,82</td></tr> <tr><td>Credit Memos (2):</td><td>-1,546,18</td></tr> <tr><td>Outstanding Invoices (0):</td><td>0,00</td></tr> <tr><td>Outstanding Credit Memos (0):</td><td>0,00</td></tr> <tr><td>Total Sales:</td><td>6,510,64</td></tr> <tr><td>Invoice Discounts:</td><td>201,36</td></tr> </table> <table border="1"> <caption>Aged Accounts Receivable</caption> <thead> <tr> <th>Age Group</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Not Overdue</td><td>~46,000</td></tr> <tr><td>1W</td><td>~48,000</td></tr> <tr><td>2W</td><td>~1,000</td></tr> <tr><td>3W</td><td>0</td></tr> <tr><td>4W</td><td>0</td></tr> <tr><td>5W</td><td>0</td></tr> <tr><td>6W</td><td>0</td></tr> <tr><td>7W</td><td>0</td></tr> <tr><td>8W</td><td>0</td></tr> <tr><td>9W</td><td>0</td></tr> <tr><td>10W</td><td>0</td></tr> <tr><td>11W</td><td>0</td></tr> <tr><td>12W</td><td>0</td></tr> <tr><td>Older</td><td>0</td></tr> </tbody> </table>	Money Owed - Current:	96,049,99	Money Owed - Expected:	0,00	Money Owed - Total:	96,049,99	Credit Limit:	0,00	Usage Of Credit Limit:	0%	Overdue Payments as of 28-01-16:	49,633,17	Payments This Year:	122,714,71	Average Collection Period (Days):	0	Average Late Payments (Days):	-1	Invoices (4):	8,056,82	Credit Memos (2):	-1,546,18	Outstanding Invoices (0):	0,00	Outstanding Credit Memos (0):	0,00	Total Sales:	6,510,64	Invoice Discounts:	201,36	Age Group	Amount	Not Overdue	~46,000	1W	~48,000	2W	~1,000	3W	0	4W	0	5W	0	6W	0	7W	0	8W	0	9W	0	10W	0	11W	0	12W	0	Older	0
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Lab 3 — Correct a Posted Sales Invoice

In this scenario you will correct a posted sales invoice. In previous versions of Microsoft Dynamics NAV, this required a number of steps. This scenario demonstrates how to perform the same action in Microsoft Dynamics NAV 2015.

What to do	What to say	Screenshots																																																																																																																																																																																																
<ol style="list-style-type: none"> On the Role Centre, choose Posted Sales Invoices to open the list of posted sales invoices. In the list of posted sales invoices, select the sales invoice that you posted in Demo 3. On the Home tab, in the Manage group, choose View. 	<p>Open a posted sales invoice.</p>	 <p>The screenshot shows the Microsoft Dynamics NAV interface for 'Posted Sales Invoices'. The left-hand navigation pane is open, and the 'View' button in the 'Manage' group is highlighted. The main window displays a list of sales invoices with the following columns: No., Customer Name, Due Date, Amount, Amount Including VAT, Remaining Amount, Paid, and Ca... The invoice number 103032 is selected.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Customer Name</th> <th>Due Date</th> <th>Amount</th> <th>Amount Including VAT</th> <th>Remaining Amount</th> <th>Paid</th> <th>Ca...</th> </tr> </thead> <tbody> <tr> <td>103010</td> <td>Autohaus Mielberg KG</td> <td>21-01-2016</td> <td>5.871,27</td> <td>5.871,27</td> <td>5.871,27</td> <td>No</td> <td>No</td> </tr> <tr> <td>103011</td> <td>Designstudio Gmunden</td> <td>07-02-2016</td> <td>4.349,00</td> <td>4.349,00</td> <td>4.349,00</td> <td>No</td> <td>No</td> </tr> <tr> <td>103012</td> <td>Designstudio Gmunden</td> <td>07-02-2016</td> <td>5.798,78</td> <td>5.798,78</td> <td>5.798,78</td> <td>No</td> <td>No</td> </tr> <tr> <td>103013</td> <td>Designstudio Gmunden</td> <td>07-02-2016</td> <td>7.248,48</td> <td>7.248,48</td> <td>7.248,48</td> <td>No</td> <td>No</td> </tr> <tr> <td>103014</td> <td>Hotel Pferdesee</td> <td>07-02-2016</td> <td>1.232,24</td> <td>1.232,24</td> <td>1.232,24</td> <td>No</td> <td>No</td> </tr> <tr> <td>103015</td> <td>The Cannon Group PLC</td> <td>07-02-2016</td> <td>6.615,23</td> <td>8.269,04</td> <td>8.269,04</td> <td>No</td> <td>No</td> </tr> <tr> <td>103016</td> <td>BYT-KOMPLET s.r.o.</td> <td>15-02-2016</td> <td>68.066,58</td> <td>68.066,58</td> <td>68.066,58</td> <td>No</td> <td>No</td> </tr> <tr> <td>103017</td> <td>Designstudio Gmunden</td> <td>15-02-2016</td> <td>3.621,48</td> <td>3.621,48</td> <td>3.621,48</td> <td>No</td> <td>No</td> </tr> <tr> <td>103018</td> <td>Selangorian Ltd.</td> <td>27-01-2016</td> <td>629,92</td> <td>787,40</td> <td>787,40</td> <td>No</td> <td>No</td> </tr> <tr> <td>103019</td> <td>Selangorian Ltd.</td> <td>31-01-2016</td> <td>172,66</td> <td>215,83</td> <td>215,83</td> <td>No</td> <td>No</td> </tr> <tr> <td>103020</td> <td>Antarcticopy</td> <td>25-01-2016</td> <td>3.744,29</td> <td>3.744,29</td> <td>3.744,29</td> <td>No</td> <td>No</td> </tr> <tr> <td>103021</td> <td>Autohaus Mielberg KG</td> <td>30-01-2016</td> <td>1.349,37</td> <td>1.349,37</td> <td>0,00</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>103022</td> <td>Englunds Kontorsmöbler AB</td> <td>31-01-2016</td> <td>9.123,91</td> <td>9.123,91</td> <td>9.123,91</td> <td>No</td> <td>No</td> </tr> <tr> <td>103023</td> <td>Progressive Home Furnishings</td> <td>06-02-2016</td> <td>2.688,58</td> <td>2.688,58</td> <td>2.688,58</td> <td>No</td> <td>No</td> </tr> <tr> <td>103024</td> <td>Selangorian Ltd.</td> <td>01-02-2016</td> <td>916,26</td> <td>1.145,33</td> <td>1.145,33</td> <td>No</td> <td>No</td> </tr> <tr> <td>103025</td> <td>Klubben</td> <td>05-02-2016</td> <td>134.945,03</td> <td>134.945,03</td> <td>134.945,03</td> <td>No</td> <td>No</td> </tr> <tr> <td>103026</td> <td>Heimilisprydi</td> <td>31-01-2016</td> <td>233.445,40</td> <td>233.445,40</td> <td>233.445,40</td> <td>No</td> <td>No</td> </tr> <tr> <td>103027</td> <td>Gagn & Gaman</td> <td>03-02-2016</td> <td>101.178,64</td> <td>101.178,64</td> <td>101.178,64</td> <td>No</td> <td>No</td> </tr> <tr> <td>103028</td> <td>The Cannon Group PLC</td> <td>20-02-2016</td> <td>3.281,50</td> <td>4.101,88</td> <td>4.101,88</td> <td>No</td> <td>No</td> </tr> <tr> <td>103029</td> <td>Deerfield Graphics Company</td> <td>07-01-2016</td> <td>1.063,10</td> <td>1.328,88</td> <td>1.328,88</td> <td>No</td> <td>No</td> </tr> <tr> <td>103030</td> <td>Guildford Water Department</td> <td>13-12-2015</td> <td>533,40</td> <td>666,75</td> <td>666,75</td> <td>No</td> <td>No</td> </tr> <tr> <td>103031</td> <td>John Haddock Insurance Co.</td> <td>31-01-2016</td> <td>688,90</td> <td>861,13</td> <td>861,13</td> <td>No</td> <td>No</td> </tr> <tr> <td>103032</td> <td>New Customer Company</td> <td>28-02-2016</td> <td>51.000,00</td> <td>63.750,00</td> <td>63.750,00</td> <td>No</td> <td>No</td> </tr> </tbody> </table>	No.	Customer Name	Due Date	Amount	Amount Including VAT	Remaining Amount	Paid	Ca...	103010	Autohaus Mielberg KG	21-01-2016	5.871,27	5.871,27	5.871,27	No	No	103011	Designstudio Gmunden	07-02-2016	4.349,00	4.349,00	4.349,00	No	No	103012	Designstudio Gmunden	07-02-2016	5.798,78	5.798,78	5.798,78	No	No	103013	Designstudio Gmunden	07-02-2016	7.248,48	7.248,48	7.248,48	No	No	103014	Hotel Pferdesee	07-02-2016	1.232,24	1.232,24	1.232,24	No	No	103015	The Cannon Group PLC	07-02-2016	6.615,23	8.269,04	8.269,04	No	No	103016	BYT-KOMPLET s.r.o.	15-02-2016	68.066,58	68.066,58	68.066,58	No	No	103017	Designstudio Gmunden	15-02-2016	3.621,48	3.621,48	3.621,48	No	No	103018	Selangorian Ltd.	27-01-2016	629,92	787,40	787,40	No	No	103019	Selangorian Ltd.	31-01-2016	172,66	215,83	215,83	No	No	103020	Antarcticopy	25-01-2016	3.744,29	3.744,29	3.744,29	No	No	103021	Autohaus Mielberg KG	30-01-2016	1.349,37	1.349,37	0,00	Yes	No	103022	Englunds Kontorsmöbler AB	31-01-2016	9.123,91	9.123,91	9.123,91	No	No	103023	Progressive Home Furnishings	06-02-2016	2.688,58	2.688,58	2.688,58	No	No	103024	Selangorian Ltd.	01-02-2016	916,26	1.145,33	1.145,33	No	No	103025	Klubben	05-02-2016	134.945,03	134.945,03	134.945,03	No	No	103026	Heimilisprydi	31-01-2016	233.445,40	233.445,40	233.445,40	No	No	103027	Gagn & Gaman	03-02-2016	101.178,64	101.178,64	101.178,64	No	No	103028	The Cannon Group PLC	20-02-2016	3.281,50	4.101,88	4.101,88	No	No	103029	Deerfield Graphics Company	07-01-2016	1.063,10	1.328,88	1.328,88	No	No	103030	Guildford Water Department	13-12-2015	533,40	666,75	666,75	No	No	103031	John Haddock Insurance Co.	31-01-2016	688,90	861,13	861,13	No	No	103032	New Customer Company	28-02-2016	51.000,00	63.750,00	63.750,00	No	No
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What to do	What to say	Screenshots
<p>4. On the Home tab, in the Correct group, choose Correct, and then choose the Yes button.</p>	<p>Correct the posted sales invoice.</p> <p>The posted sales invoice is now cancelled with a credit memo. A new sales invoice has been created for you.</p>	
<p>5. To open the automatically generated credit memo that was created, choose Yes.</p>	<p>The first sales invoice is cancelled by an automatically created sales credit memo, and a new sales invoice is created.</p>	

What to do	What to say	Screenshots																														
<p>6. On the new sales invoice on the Lines FastTab, change the quantity to 9.</p> <p>7. On the Home tab, in the Posting group, choose Post to post the corrected sales invoice.</p>	<p>Correct the quantity of items in the invoice before you post it.</p>	 <p>The screenshot displays the 'Edit - Sales Invoice - 1005 - New Customer Company' window. The 'Customer Name' is 'New Customer Company'. The 'Lines' table contains one entry:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Description/Comment</th> <th>Quantity</th> <th>Unit of Measur...</th> <th>Unit Price Excl. VAT</th> <th>Line Discount %</th> <th>Line Amount Excl. VAT</th> <th>Job No.</th> <th>Job No.</th> </tr> </thead> <tbody> <tr> <td>1001</td> <td>Touring Bicycle</td> <td>9</td> <td>PCS</td> <td>4.000,00</td> <td></td> <td>36.000,00</td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom, the summary section shows:</p> <table border="1"> <tr> <td>Invoice Discount Amount:</td> <td>0,00</td> <td>Total Excl. VAT (GBP):</td> <td>36.000,00</td> </tr> <tr> <td>Customer Invoice Discount %:</td> <td>0</td> <td>Total VAT (GBP):</td> <td>9.000,00</td> </tr> <tr> <td></td> <td></td> <td>Total Incl. VAT (GBP):</td> <td>45.000,00</td> </tr> </table>	Item No.	Description/Comment	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Job No.	Job No.	1001	Touring Bicycle	9	PCS	4.000,00		36.000,00			Invoice Discount Amount:	0,00	Total Excl. VAT (GBP):	36.000,00	Customer Invoice Discount %:	0	Total VAT (GBP):	9.000,00			Total Incl. VAT (GBP):	45.000,00
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6. Dynamics NAV for tablets

Source: Microsoft Dynamics NAV 2015 for tablets – Business Value – Mike Borg Cardona (Program Manager), September 2014, Microsoft

Dynamics NAV for tablets (also referred as tablet client) allows users in small and mid-sized businesses to get access to the data they need from the device they prefer.

While the Microsoft Dynamics NAV Windows Client and Dynamics NAV Web Client are designed for mouse and keyboard interaction, Dynamics NAV for tablets has a modern, fast and fluid interface built exclusively for touch.

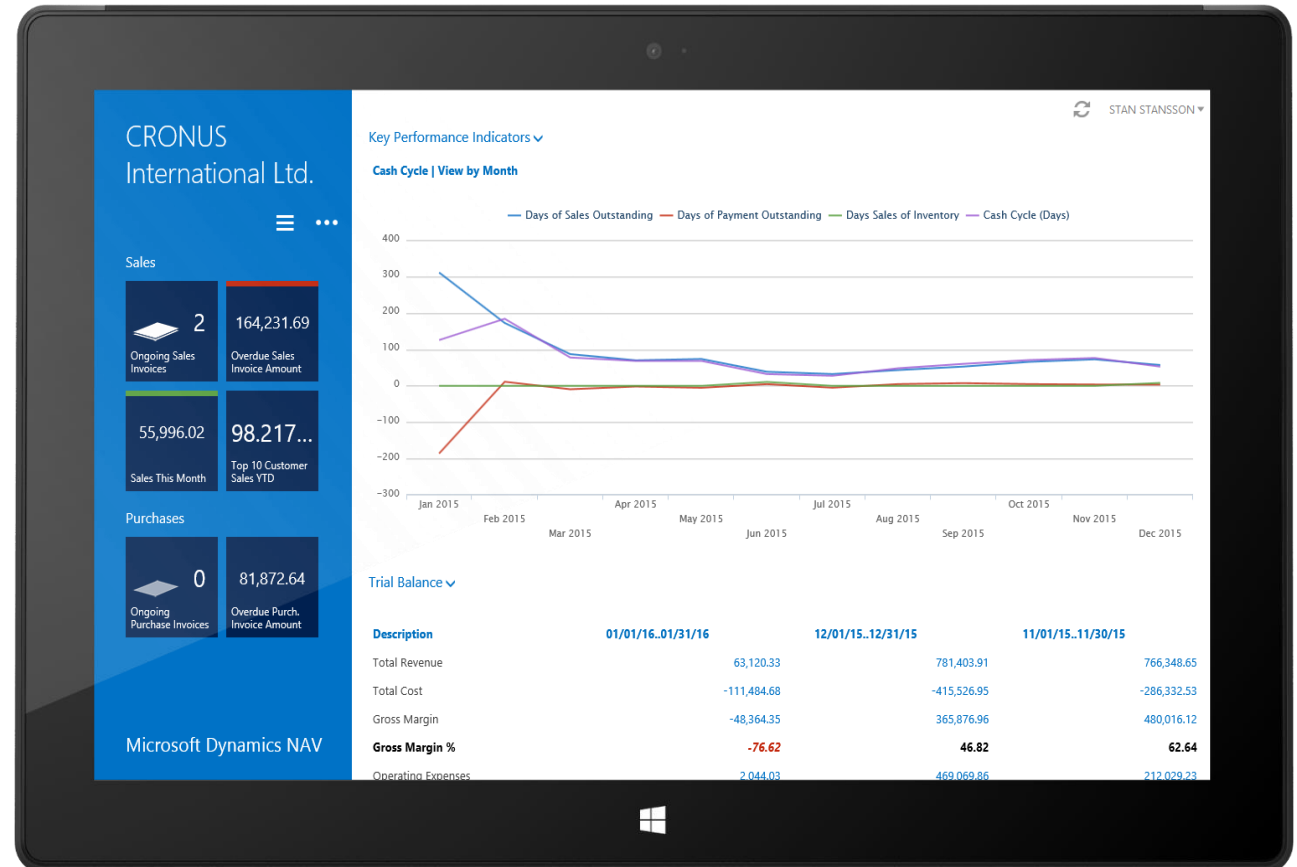
NAV Tablet client is available on 3 platforms – Microsoft Windows tablets, Apple iOS (iPads) and Android.

User can also run tablet client from web browser (Internet Explorer and Chrome for Windows).

Tablet client can be used only on tablets with 7" screen size or larger. Screen resolution has to be at least 960 x 510.

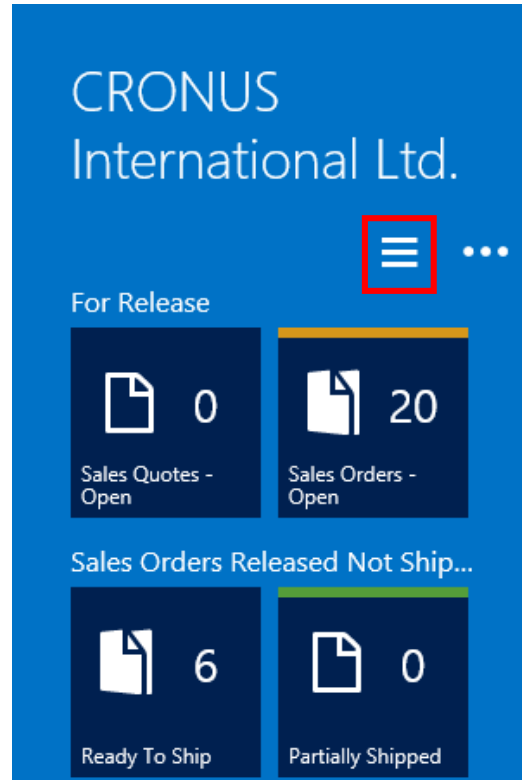
Microsoft Dynamics NAV for tablets does not provide the following capabilities:

- Offline reading and writing of data
- The ability to directly control device hardware such as GPS





Navigation pane

In order to access Navigation Pane user has to click three lines icon above cues.





CRONUS
International Ltd.

For Release

 0 Sales Quotes - Open	 20 Sales Orders - Open
--	--

Sales Orders Released Not Ship...

 6 Ready To Ship	 0 Partially Shipped
---	--

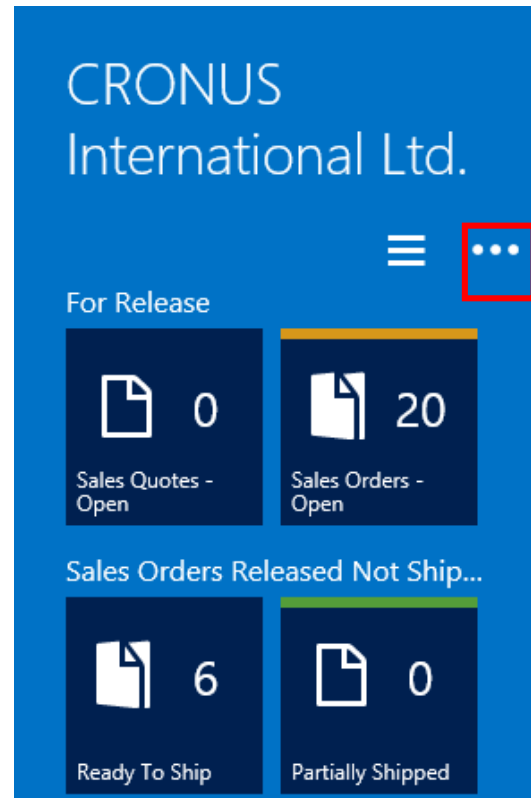
Show list







Sales Orders ^

*All**Shipped Not Invoiced**Completely Shipped Not Invoiced**Pending Approval**Approved**Sales Orders - Open**Ready To Ship**Partially Shipped**Delayed*

Role Centre Action Ribbon

In order to access Role Centre Action Ribbon user has to click three dots icon above cues.

**New Document**

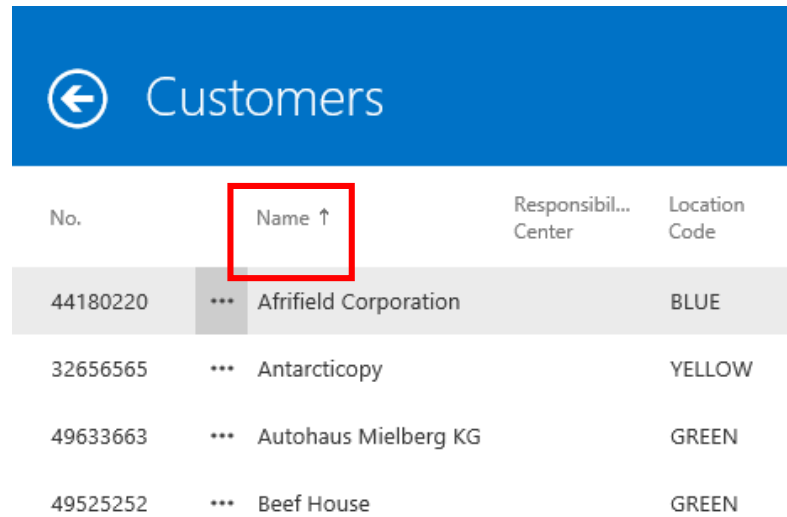
-  Sales Quote
 -  Sales Invoice
 -  Sales Order
 -  Sales Return Order
 -  Sales Credit Memo
- Price
-  Sales Price Worksheet

Online Help

User can access Online Help by going into Role Centre Action Ribbon and choosing Microsoft Dynamics NAV Help.

Sorting of List Page

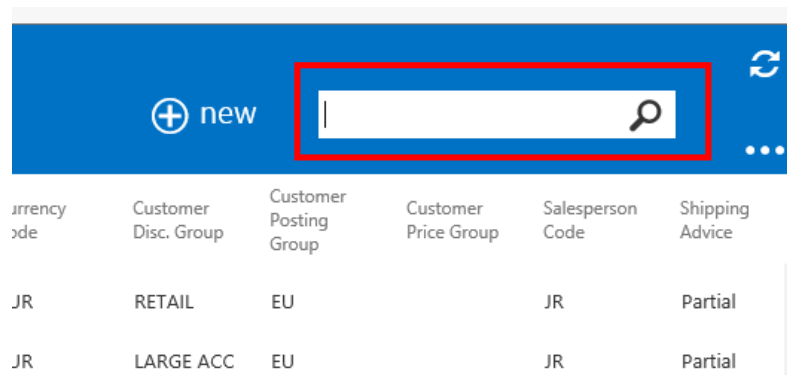
In order to sort records in list page use can simply click on column header name for column which should be used to sort.



No.	Name ↑	Responsibil... Center	Location Code
44180220	*** Afrifield Corporation		BLUE
32656565	*** Antarcticopy		YELLOW
49633663	*** Autohaus Mielberg KG		GREEN
49525252	*** Beef House		GREEN

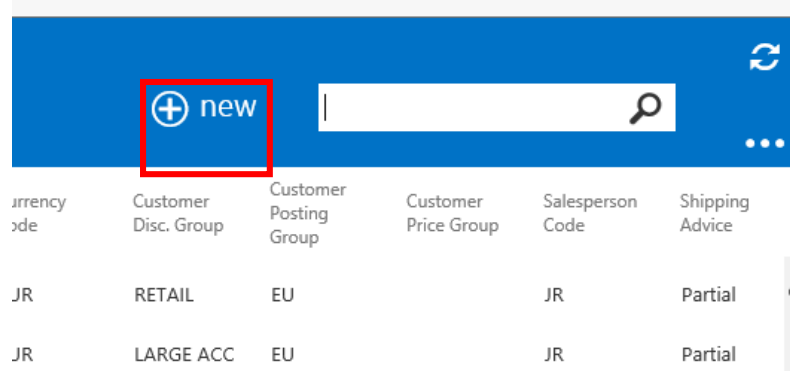
Filtering of List Page

User can filter records by using filter field.



Currency Code	Customer Disc. Group	Customer Posting Group	Customer Price Group	Salesperson Code	Shipping Advice
JR	RETAIL	EU		JR	Partial
JR	LARGE ACC	EU		JR	Partial

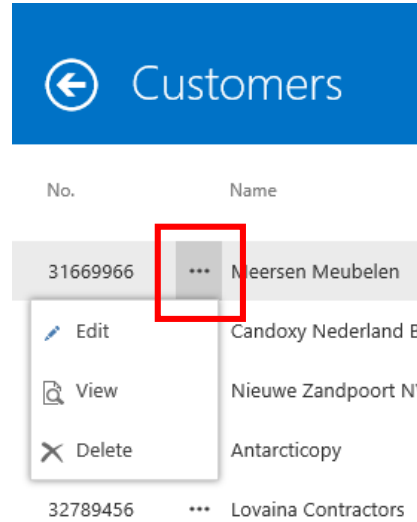
New Record



The screenshot shows the top header of the 'Customers' list in Dynamics NAV. A blue bar contains a '+ new' button (highlighted with a red box), a search field, a refresh icon, and a menu icon. Below the header is a table with columns: Currency Code, Customer Disc. Group, Customer Posting Group, Customer Price Group, Salesperson Code, and Shipping Advice.

Currency Code	Customer Disc. Group	Customer Posting Group	Customer Price Group	Salesperson Code	Shipping Advice
JR	RETAIL	EU		JR	Partial
JR	LARGE ACC	EU		JR	Partial

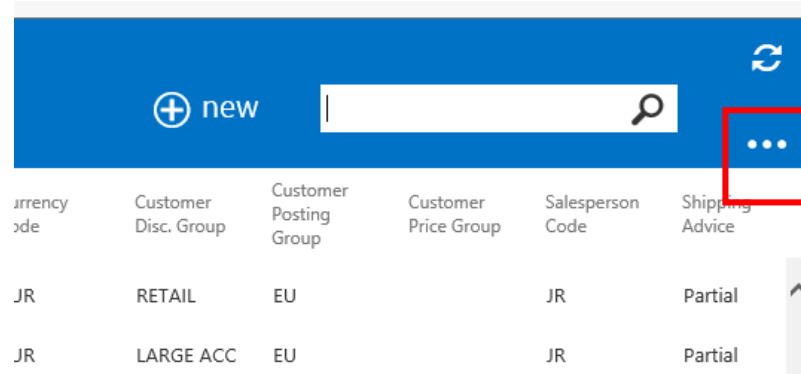
Edit/View/Delete Record



The screenshot shows the 'Customers' list with a context menu open for the record '31669966 Meersen Meubelen'. The menu options are Edit, View, and Delete. A red box highlights the three-dot menu icon for this record.

No.	Name
31669966	Meersen Meubelen
	... Edit Candoxy Nederland BV
	... View Nieuwe Zandpoort NV
	... Delete Antarcticopy
32789456	Lovina Contractors

Page Action Ribbon



The screenshot shows the Page Action Ribbon in Microsoft Dynamics NAV 2015 Finance. The ribbon is blue and contains a '+ new' button, a search box, and a refresh icon. A red box highlights the 'More' menu icon (three dots) in the ribbon. Below the ribbon is a table with the following columns: Currency Code, Customer Disc. Group, Customer Posting Group, Customer Price Group, Salesperson Code, and Shipping Advice. The table contains two rows of data.

Currency Code	Customer Disc. Group	Customer Posting Group	Customer Price Group	Salesperson Code	Shipping Advice
JR	RETAIL	EU		JR	Partial
JR	LARGE ACC	EU		JR	Partial

Dynamics NAV for tablets Lab

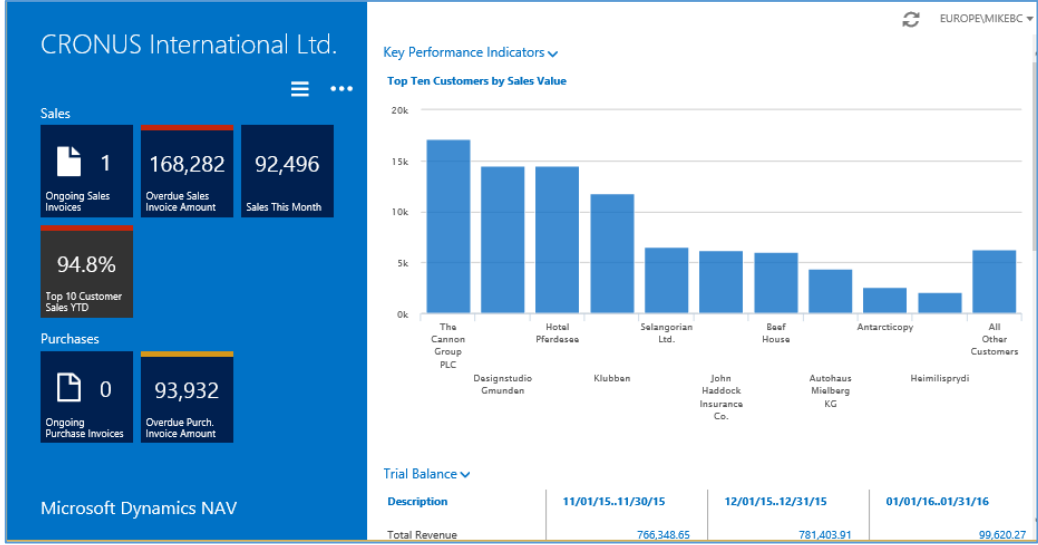
Source: Microsoft Dynamics NAV 2015 for tablets – Business Value – Mike Borg Cardona (Program Manager), September 2014, Microsoft

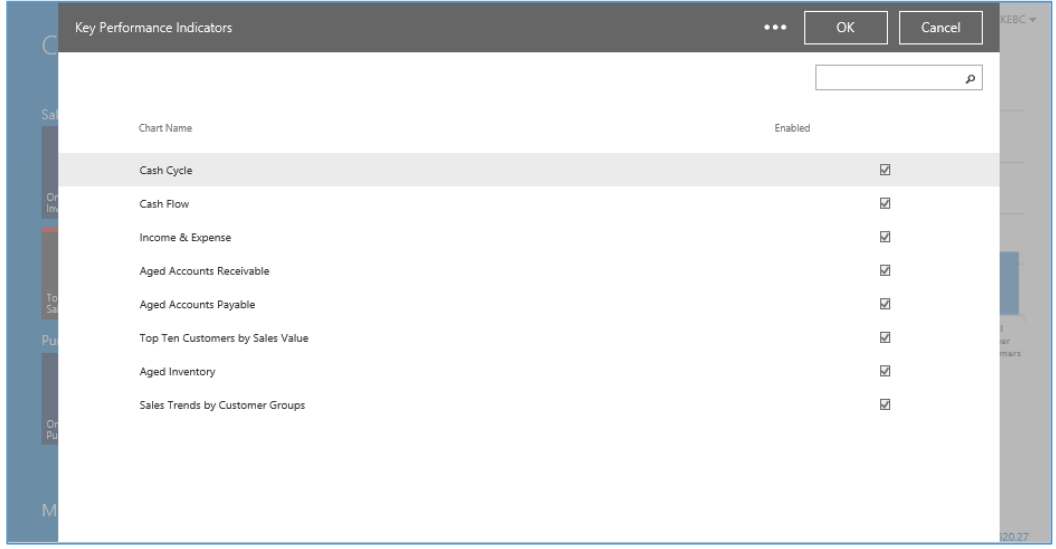
Lab data preparation

1. In the Microsoft Dynamics NAV Windows client, locate the Profiles list page.
2. Select and open the card page for the profile “SMALL BUSINESS - TABLET”.
3. Select the Default Role Centre checkbox.
4. Choose the OK button.
5. Sign into the Microsoft Dynamics NAV Tablet client and, on the Role Centre, tap Key Performance Indicators.
6. In the menu, select the Select Chart item. This will show a list of available charts.
7. Select the Top Ten Customers by Sales Value chart.

Lab 1 — A salesperson prepares to engage with a customer

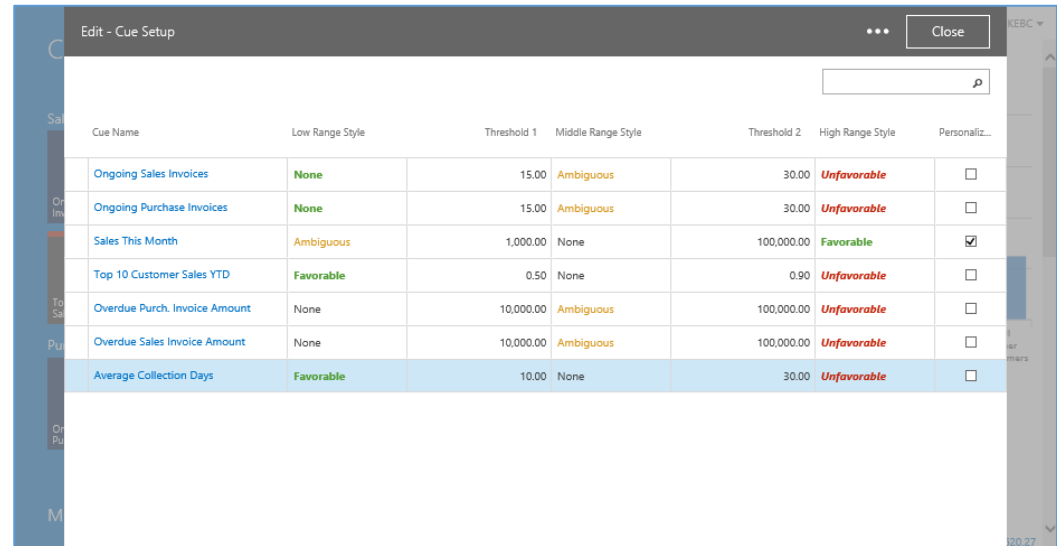
Lab story: In this short demo, we focus on how a salesperson can prepare for engaging with a customer, by quickly looking up information, and by setting sales goals directly in the Role Centre. This demo also serves as an initial explanation of the Role Centre.

What to do	What to say	Screenshots								
<p>1. On the Start screen, tap the Dynamics NAV tile to launch Microsoft Dynamics NAV.</p>	<p>Here on my Start screen I have all my favourite apps, including Dynamics NAV. If I tap that tile, the app takes me to my Role Centre.</p>									
<p>2. Pause for a moment to observe the Role Centre.</p>	<p>This is where I can get an overview of my work at a glance.</p> <p>On the left we have the cues which show me where I need to take action. For example, I can see the Overdue Sales Invoice amount is particularly high today.</p>	 <p>The screenshot displays the Role Centre for CRONUS International Ltd. It features several key performance indicators (KPIs) and a bar chart. The Sales KPIs include Ongoing Sales Invoices (1), Overdue Sales Invoice Amount (168,282), and Sales This Month (92,496). The Purchases KPIs include Ongoing Purchase Invoices (0) and Overdue Purch. Invoice Amount (93,932). The Top 10 Customer Sales YTD is shown as 94.8%. The bar chart shows the Top Ten Customers by Sales Value, with The Cannon Group PLC being the highest. The Trial Balance table shows Total Revenue for three periods: 11/01/15..11/30/15 (766,348.65), 12/01/15..12/31/15 (781,403.91), and 01/01/16..01/31/16 (99,620.27).</p> <table border="1" data-bbox="1400 1077 2069 1155"> <thead> <tr> <th>Description</th> <th>11/01/15..11/30/15</th> <th>12/01/15..12/31/15</th> <th>01/01/16..01/31/16</th> </tr> </thead> <tbody> <tr> <td>Total Revenue</td> <td>766,348.65</td> <td>781,403.91</td> <td>99,620.27</td> </tr> </tbody> </table>	Description	11/01/15..11/30/15	12/01/15..12/31/15	01/01/16..01/31/16	Total Revenue	766,348.65	781,403.91	99,620.27
Description	11/01/15..11/30/15	12/01/15..12/31/15	01/01/16..01/31/16							
Total Revenue	766,348.65	781,403.91	99,620.27							

<ol style="list-style-type: none"> 3. In the content pane, tap Key Performance Indicators. 4. In the menu, tap on Previous Chart, pause, then tap on Next Chart to return to Top 10 Customers By Sales Value. 	<p>On the right, I have my chart. I can easily switch between various charts to get an overview of my data.</p>	
<ol style="list-style-type: none"> 5. Gently scroll down the content area until Favorited Customers is in view. 	<p>I can have various forms of BI displayed directly on my Role Centre, such as my personal list of Favorited Customers.</p>	
<ol style="list-style-type: none"> 6. Tap on the tile named Sales This Month. 7. Pause on the list of sales, and tap the back arrow. 8. Tap to show the Action Pane and select Set Up Cues. 9. In the row with Cue Name set to Sales This Month, tap the cell in column Middle Range Style and set it to Unfavourable. 	<p>If I take a look at Sales This Month, I can see that I am close to the 100,000 mark.</p> <p>I can tap to drill down and see specifically which sales are included.</p> <p>As a salesperson, I want to make it my personal goal to reach that target. Maybe the customer I am meeting today is interested in</p>	

10. Tap the Close button.

purchasing some of our more expensive products which will help me reach that goal.
I can personalize my cues to use colours to indicate if I have reached my goal or not. Here the upper threshold is already set to 100,000 so I just need to set which colour will be shown below that value.



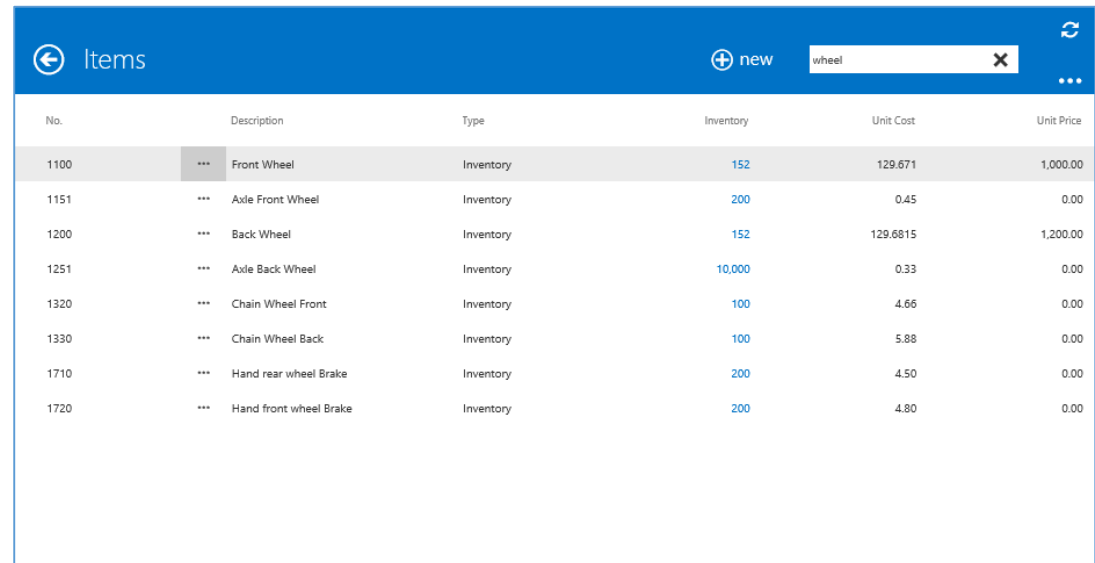
Cue Name	Low Range Style	Threshold 1	Middle Range Style	Threshold 2	High Range Style	Personaliz...
Ongoing Sales Invoices	None	15.00	Ambiguous	30.00	Unfavorable	<input type="checkbox"/>
Ongoing Purchase Invoices	None	15.00	Ambiguous	30.00	Unfavorable	<input type="checkbox"/>
Sales This Month	Ambiguous	1,000.00	None	100,000.00	Favorable	<input checked="" type="checkbox"/>
Top 10 Customer Sales YTD	Favorable	0.50	None	0.90	Unfavorable	<input type="checkbox"/>
Overdue Purch. Invoice Amount	None	10,000.00	Ambiguous	100,000.00	Unfavorable	<input type="checkbox"/>
Overdue Sales Invoice Amount	None	10,000.00	Ambiguous	100,000.00	Unfavorable	<input type="checkbox"/>
Average Collection Days	Favorable	10.00	None	30.00	Unfavorable	<input type="checkbox"/>

11. Bring up the Navigation Pane and tap on Items
12. Gently scroll through the long list of items
13. In the Items list, tap in the Search field, enter the text "wheel" and tap the spy glass to begin searching.

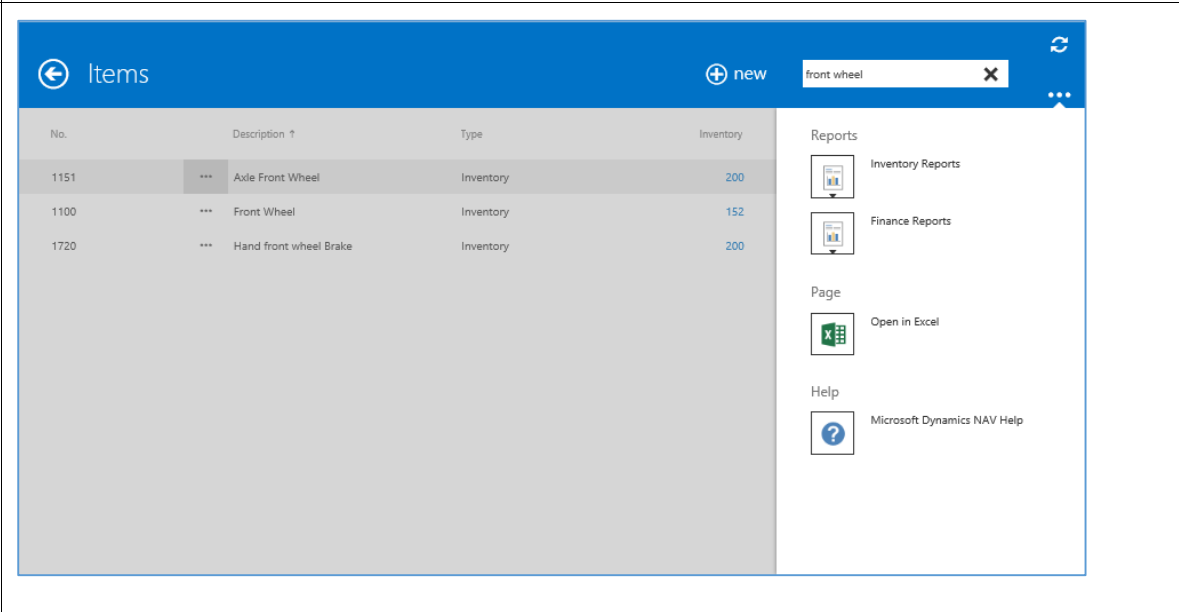
Let's find the price for our more expensive items.

As you can see, this is quite a long list but I'm looking for something specific.

This customer has always purchased a stock of wheels so let us first search for that. Note, how I did not need to specify which columns to search on, and items were found regardless of where the term "wheel" was used.

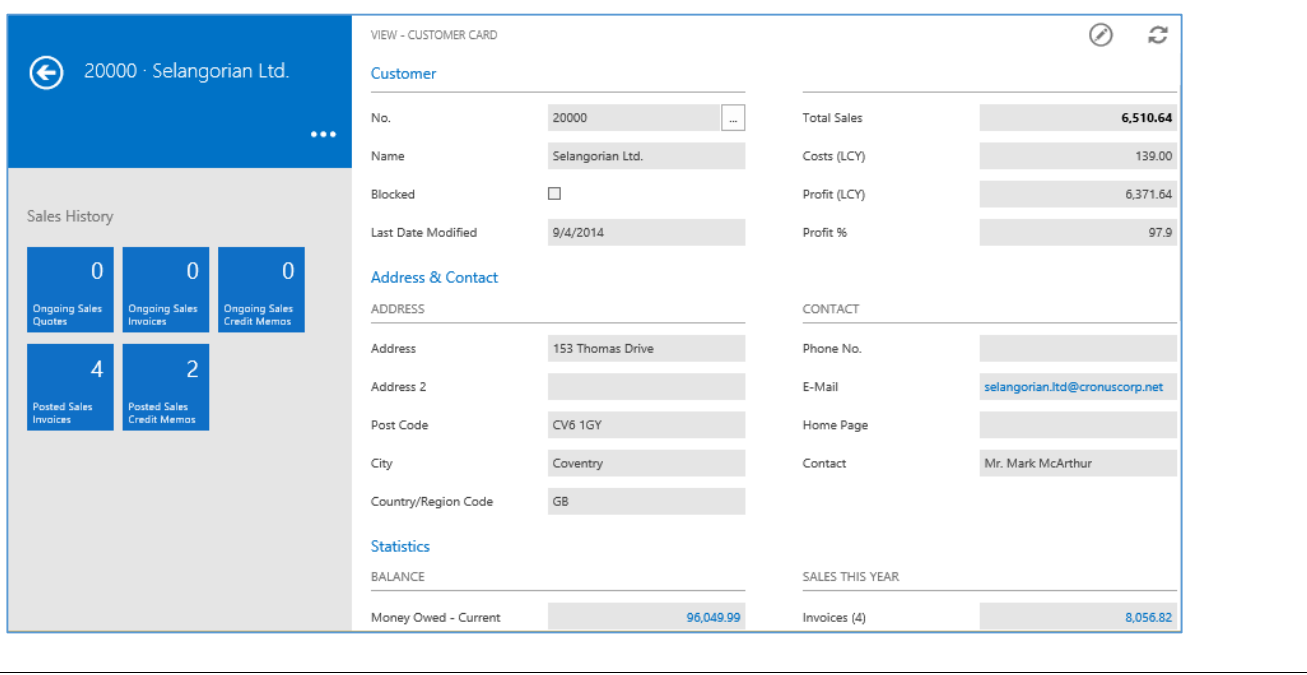


No.	Description	Type	Inventory	Unit Cost	Unit Price
1100	*** Front Wheel	Inventory	152	129.671	1,000.00
1151	*** Axle Front Wheel	Inventory	200	0.45	0.00
1200	*** Back Wheel	Inventory	152	129.6815	1,200.00
1251	*** Axle Back Wheel	Inventory	10,000	0.33	0.00
1320	*** Chain Wheel Front	Inventory	100	4.66	0.00
1330	*** Chain Wheel Back	Inventory	100	5.88	0.00
1710	*** Hand rear wheel Brake	Inventory	200	4.50	0.00
1720	*** Hand front wheel Brake	Inventory	200	4.80	0.00

<p>14. Tap in the Search field again, and change the text to “front wheel” and tap Enter on the on-screen keyboard.</p> <p>15. Tap on the column header Description to sort alphabetically.</p>	<p>I can refine my search further, and also sort my list.</p> <p>Now I can see that Front Wheels can be sold at 1,000 for a good profit.</p>	
<p>16. Bring up the Action Pane and tap on the Open in Excel action.</p>	<p>I can also send this list to Microsoft Excel if I want to perform some quick calculations on pricing directly on my tablet.</p>	
<p>17. Switch back to Dynamics NAV and tap the back button to return to the Role Centre.</p>	<p>As always, the Role Centre is only a tap away.</p>	

Lab 2 — A salesperson updates customer information

Lab story: In this short demo, we focus on how a salesperson could easily update the details for a specific customer, such as the phone number. Dynamics NAV is not just for reading data, but also for writing just like in any other Dynamics NAV client.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> 1. In Dynamics NAV, from the Role Centre, bring up the Navigation Pane and tap on Customers. 2. Tap on the row with Name set to Selangorian Ltd. 3. Tap the Edit button in the top right to enter Edit mode. 4. In the Phone Number field, enter a valid phone number. 	<p>After talking with my favourite customer, Selangorian Ltd., I learn that they often use phone calls or Skype for communication. Let's add their phone number to the customer card.</p>	 <p>The screenshot shows the 'VIEW - CUSTOMER CARD' for '20000 · Selangorian Ltd.'. It includes sections for Sales History, Customer details, Address & Contact, and Statistics. The 'CONTACT' section has a 'Phone No.' field that is highlighted.</p>
<ol style="list-style-type: none"> 5. Tap on the AssistEdit button for the City field. 6. Gently scroll through the list of cities in the lookup. 	<p>The customer address is also incorrect. Let's quickly update the city.</p>	

7. Tap on Luton.
8. Tap the back button to return to the list of customers.

← 20000 · Selangorian Ltd.

Sales History

0 Ongoing Sales Quotes	0 Ongoing Sales Invoices	0 Ongoing Sales Credit Memos
4 Posted Sales Invoices	2 Posted Sales Credit Memos	

EDIT - CUSTOMER CARD

Customer

No.

Name

Blocked

Last Date Modified

Address & Contact

ADDRESS

Address

Address 2

Post Code

City

Country/Region Code

Statistics

BALANCE

Money Owed - Current 96,049.99

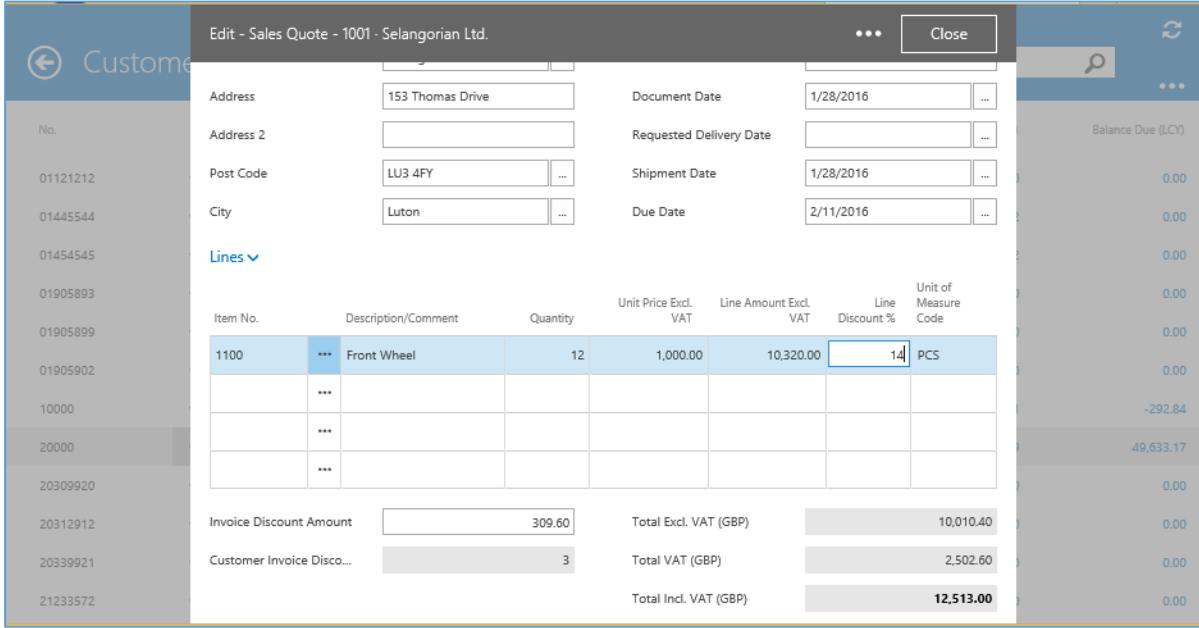
Select

@new

Code	City	Search City
B27 4KT	Birmingham	BIRMINGHAM
B31 2AL	Birmingham	BIRMINGHAM
B32 4TF	Sparkhill, Birmingham	SPARKHILL, BIR
B68 5TT	Bromsgrove	BROMSGROVE
BA24 6KS	Bath	BATH
BR1 2ES	Bromley	BROMLEY
BS3 6KL	Bristol	BRISTOL
CB3 7GG	Cambridge	CAMBRIDGE
CF22 1XU	Cardiff	CARDIFF
CT6 21ND	Hythe	HYTHE
CV6 1GY	Coventry	COVENTRY
DA5 3EF	Sidcup	SIDCUP

Lab 3 — A salesperson creates a Sales Quote for a customer

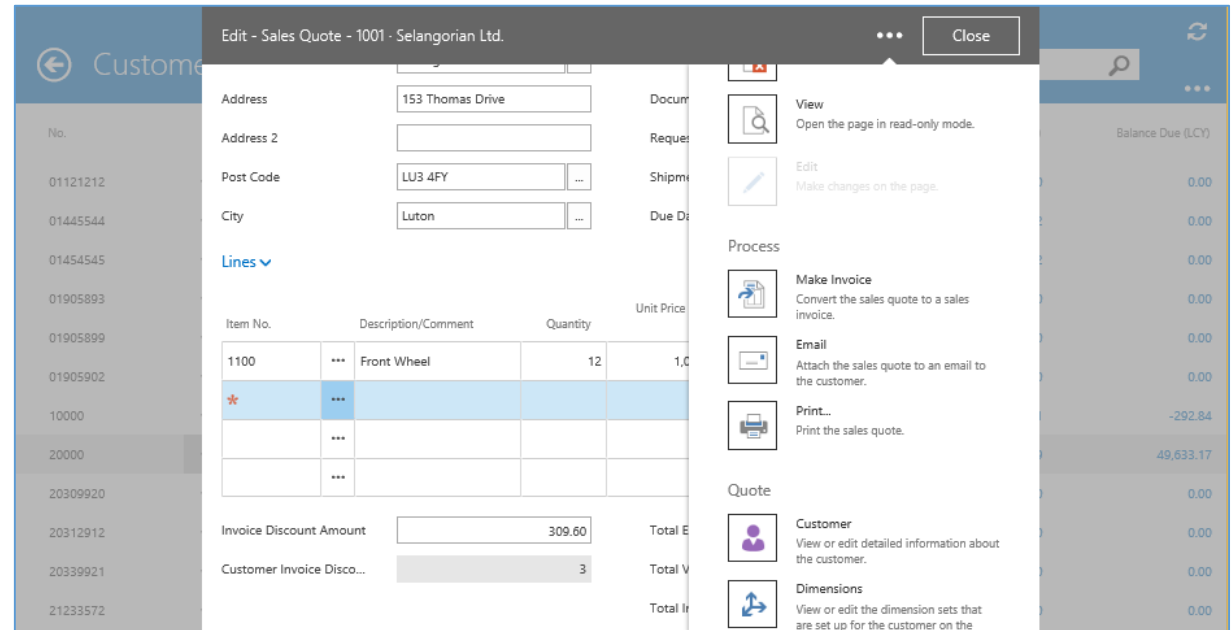
Lab story: In this short demo, we focus on creating a Sales Quote and instantly mailing this to the customer. Creating sales or purchase documents is a common task while a continuation from Demo 2 where we will now send the quote to customer Selangorian Ltd.

What to do	What to say	Screenshots														
<ol style="list-style-type: none"> In the Customers list page, bring up the menu for customer Selangorian Ltd. Tap on Sales Quote. Under the Lines section, in the first empty row, tap the AssistEdit button for Item No. In the lookup pane, tap in the Search field, enter "front wheel" and then tap Enter on the keyboard. Tap on the Quantity field and enter value 12. Tap in the Line Discount % field and set the value to 14. 	<p>Let's quickly create a sales quote for this customer. Note, how the customer information has been prefilled in the quote.</p> <p>With a few taps, I can prepare the quote. Since this is one of my favourite customers, I will raise the discount to 14%. See how the total changes accordingly.</p>	 <p>The screenshot shows the 'Edit - Sales Quote - 1001 - Selangorian Ltd.' window. The customer information is prefilled: Address (153 Thomas Drive), Post Code (LU3 4FY), City (Luton), Document Date (1/28/2016), Requested Delivery Date, Shipment Date (1/28/2016), and Due Date (2/11/2016). The 'Lines' section contains one item:</p> <table border="1"> <thead> <tr> <th>Item No.</th> <th>Description/Comment</th> <th>Quantity</th> <th>Unit Price Excl. VAT</th> <th>Line Amount Excl. VAT</th> <th>Line Discount %</th> <th>Unit of Measure Code</th> </tr> </thead> <tbody> <tr> <td>1100</td> <td>Front Wheel</td> <td>12</td> <td>1,000.00</td> <td>10,320.00</td> <td>14</td> <td>PCS</td> </tr> </tbody> </table> <p>Summary values at the bottom of the quote:</p> <ul style="list-style-type: none"> Invoice Discount Amount: 309.60 Customer Invoice Discount: 3 Total Excl. VAT (GBP): 10,010.40 Total VAT (GBP): 2,502.60 Total Incl. VAT (GBP): 12,513.00 	Item No.	Description/Comment	Quantity	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Unit of Measure Code	1100	Front Wheel	12	1,000.00	10,320.00	14	PCS
Item No.	Description/Comment	Quantity	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Unit of Measure Code										
1100	Front Wheel	12	1,000.00	10,320.00	14	PCS										

7. Bring up the Action pane and, in the Process action group, tap the Email action.
8. In the task dialog, enter the following message: "Thank you for today's meeting – here is the quote we talked about. I am looking forward to hearing from you."
9. Tap the OK button to proceed with sending the mail.

Now let's send the quote to the customer with a few more taps.

The email is sent with the sales quote attached as a PDF document.



The screenshot displays the 'Edit - Sales Quote - 1001 - Selangorian Ltd.' window. On the left, a list of sales quotes is visible, with '10000' selected. The main area shows the quote details for 'Selangorian Ltd.' with fields for Address (153 Thomas Drive), Post Code (LU3 4FY), and City (Luton). A table of items is shown with one item: '1100 Front Wheel' with a quantity of 12 and a unit price of 1.00. Below the table, the 'Invoice Discount Amount' is 309.60 and the 'Customer Invoice Disco...' is 3. On the right, an action pane is open, showing the 'Process' group with the 'Email' action selected. The 'Email' action description is 'Attach the sales quote to an email to the customer.' Other actions in the pane include 'View', 'Edit', 'Make Invoice', 'Print...', 'Customer', and 'Dimensions'.

Application Setup in Microsoft Dynamics NAV 2015

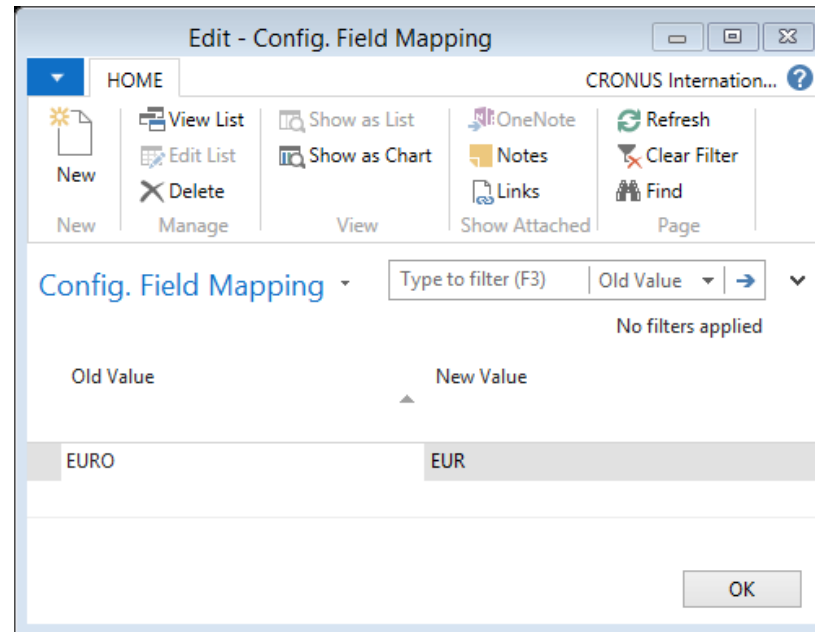
Set Up a Company Using RapidStart Services

1. Field Mapping

Source: Microsoft IT Academy – 80663 - What's New Functional in Microsoft Dynamics NAV 2015 - Module 02: RapidStart Services for Microsoft Dynamics NAV - Field Mapping, Microsoft

It can happen that data provided by a customer for a particular field doesn't match with the values set up in NAV. With new field mapping functionality user can define value translation. It can be done in **Departments/Administration/Application Setup/RapidStart Services for Microsoft Dynamics NAV/Configuration Worksheet** calling **Fields** from **Action** tab for table where user want to define field mapping. Field mapping is set in Config. Field Mapping by calling **Mapping** action from **Home** tab.

Here user can define Old Value and its translation in New Value field.



2. Create Missing Codes

Source: Microsoft IT Academy – 80663 - What's New Functional in Microsoft Dynamics NAV 2015 - Module 02: RapidStart Services for Microsoft Dynamics NAV - Create Missing Codes, Microsoft

When user import data from Excel it can happen that he receives validation errors because of missing related data in NAV. User can define that NAV will create missing related data by selecting Create Missing Codes field in Config. Package Fields table. It can be done in

Departments/Administration/Application Setup/RapidStart Services for Microsoft Dynamics NAV/Configuration Worksheet calling **Fields** from **Action** tab for table where user want to select Create Missing Codes.

Edit - Config. Package Fields - Customer

HOME ACTIONS

View List Edit List Set Included Clear Included Mapping... Show as List Show as Chart OneNote Notes Links

Manage Process View Show Attached

Config. Package Fields Type to filter

Dim...	Field ID	Field Name	Include Field	Validate Field	Create Missing Codes	Proces... Order	Rel Tal
<input type="checkbox"/>	21	Customer Posting ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	
<input type="checkbox"/>	22	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	19	
<input type="checkbox"/>	23	Customer Price Gro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	
<input type="checkbox"/>	24	Language Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	

Finance Essentials in Microsoft Dynamics NAV 2015

Cash Management

1. Create and Manage Electronic Payments

Source: Demo Script - Create and Manage Electronic Payments - Heidi Andreasen (Program Manager), Dmytro Kryshtalov (SDE), August 2014, Microsoft

Demo data

Please make the following adjustments before running the demos:

Suggest Vendor Payments – Remove Check Mark

- Go to the **Payment Journal** window and choose the Suggest Vendor Payments action. In the **Suggest Vendor Payments** window, deselect **Skip Exported Payments** field.

Payment Journal - Adjust Columns

- Adjust the header height for all columns in the **Payment Journal** window so that it becomes 3 instead of 2
- Reorder the columns so that they are shown in the following order:
 - 1) Has Payment Export Error
 - 2) Posting Date
 - 3) Applies-to Doc-Due Date
 - 4) Document Type
 - 5) Document No.
 - 6) Amount
 - 7) Exported to Payment File
 - 8) Total Exported Amount
 - 9) Message to Recipient
 - 10) Applies-to-Ext. Doc.No.
 - 11) Account Type
 - 12) Account No.
 - 13) Recipient Bank Account

Screen shot of the adjusted columns:

Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	1	1.127,89	<input type="checkbox"/>	0,00	Payment of Invoice INV4444	INV4444	Vendor	31580305	COM

Purchase Invoices – Post Documents

1) Post a purchase invoice with the following values:

Buy-from Vendor No.	33299199 (Belle et Belle)
Vendor Invoice No.	123404
Type	Item
No.	1100
Quantity	10
Due Date	28-01-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 1.879,83.

2) Post a purchase invoice with the following values:

Buy-from Vendor No.	33299199 (Belle et Belle)
Vendor Invoice No.	123405
Type	Item
No.	1100
Quantity	3
Due Date	28-01-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 563,95.

3) Post a purchase invoice with the following values:

Buy-from Vendor No.	33299199 (Belle et Belle)
---------------------	---------------------------

Vendor Invoice No.	123406
Type	Item
No.	1100
Quantity	2
Due Date	28-01-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 375,96.

4) Post a purchase invoice with the following values:

Buy-from Vendor No.	31580305 (Beekhuysen BV)
Vendor Invoice No.	INV5555
Type	Item
No.	1100
Quantity	6
Due Date	28-01-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 1.127,89.

5) Post a purchase invoice with the following values:

Buy-from Vendor No.	32554455 (PURE-LOOK)
Vendor Invoice No.	REF1000
Type	Item
No.	1100
Quantity	5
Due Date	28-01-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 939,91.

6) Post a purchase invoice with the following values:

Buy-from Vendor No.	34280789 (Transporte Roas)
Vendor Invoice No.	99999
Type	Item
No.	1100
Quantity	12
Due Date	05-02-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 2.255,78.

7) Post a purchase invoice with the following values:

Buy-from Vendor No.	49454647 (VAG – Jürgensen)
Vendor Invoice No.	5555
Type	Item
No.	1100
Quantity	30
Due Date	05-02-2016

Before posting, validate that the **Total Incl. VAT (EUR)** field contains 5.639,46.

8) Post a purchase invoice with the following values:

Buy-from Vendor No.	38458653 (IVERKA)
Vendor Invoice No.	AAA-555
Type	Item
No.	1100
Quantity	25
Due Date	05-02-2016

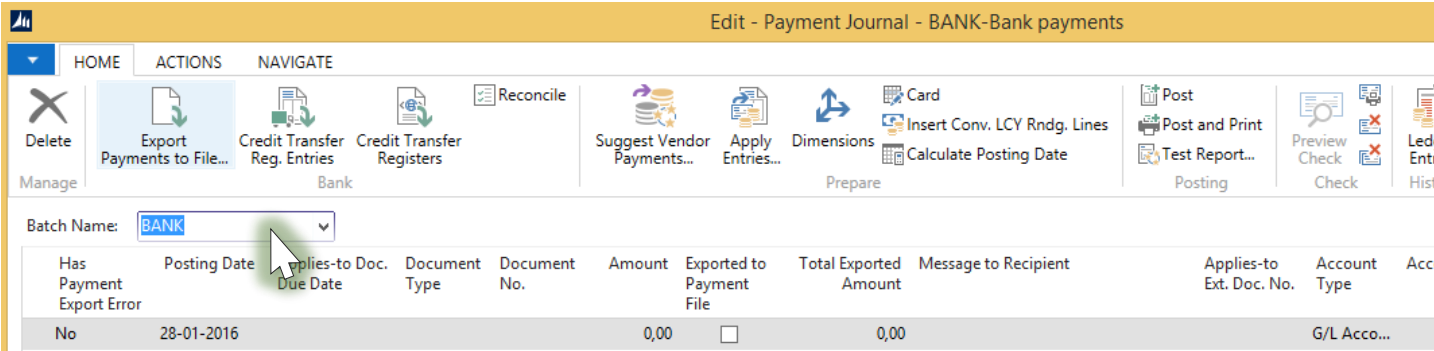
Before posting, validate that the **Total Incl. VAT (EUR)** field contains 4.699,55.

Payment Journal – Post Payments for Purchase Invoices with Posting Dates in 2015

- 1) In the **Search** box, enter **Payment Journal**, and then choose the related link.
- 2) In the **Batch Name** field, choose the dropdown button.
- 3) In the **General Journal Batches** window, on the **Home** tab, in the **New** group, choose **New**.
- 4) In the **Name** field, enter WWB-EUR.
- 5) In the **Description** field, enter EURO PAYMENTS.
- 6) In the **Bal. Account Type** field, enter Bank Account.
- 7) In the **Bal. Account No.** field, enter WWB-EUR.
- 8) In the **No. series** field, enter GJNL-PMT.
- 9) Select the **Copy VAT Setup to Jnl. Lines**.
- 10) Leave the field **Allow Payment Export** as selected
- 11) Choose the **OK** button.
- 12) In the **Payment Journal** window, on the **Home** tab, in the **Prepare** group, choose **Suggest Vendor Payments**.
- 13) In the **Suggest Vendor Payments** window, in the **Last Payment Date** field, enter 30-06-2015. In the **Bal. Account Type** field, enter Bank Account. In the **Bal. Account No.** field, enter WWB-EUR.
- 14) Choose the **OK** button.
- 15) In the **Payment Journal** window, on the **Home** tab, in the **Posting** group, choose **Post**.
- 16) In the **Batch Name** field, choose the dropdown button.
- 17) In the **General Journal Batches** window, select WWB-EUR, and then, on the **Home** tab, in the **Manage** group, choose **Delete**.

Demo 1 — Setup

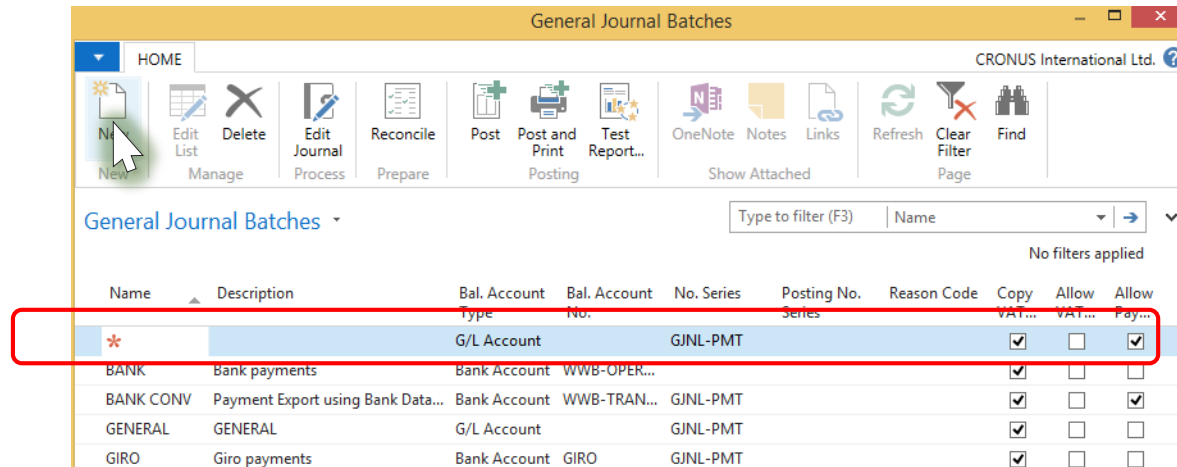
Demo story: Annie, the bookkeeper, has established a new bank account for her company, and she now wants to prepare to create electronic payments for this bank account.

What to do	What to say	Screenshots																								
<ol style="list-style-type: none"> In the Search box, enter Payment Journal, and then choose the related link. In the Batch Name field, choose the dropdown button. 	<p>Annie’s company has established a new bank account called WWB-EUR and Annie has set up a corresponding bank account card in the system. She now wants to create electronic payments to vendors from this bank account for the first time. To do this, she must first set up a payment journal batch.</p>	 <table border="1"> <thead> <tr> <th>Has Payment Export Error</th> <th>Posting Date</th> <th>Applies-to Doc. Due Date</th> <th>Document Type</th> <th>Document No.</th> <th>Amount</th> <th>Exported to Payment File</th> <th>Total Exported Amount</th> <th>Message to Recipient</th> <th>Applies-to Ext. Doc. No.</th> <th>Account Type</th> <th>Acc</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>28-01-2016</td> <td></td> <td></td> <td></td> <td>0,00</td> <td><input type="checkbox"/></td> <td>0,00</td> <td></td> <td></td> <td>G/L Acco...</td> <td></td> </tr> </tbody> </table>	Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Acc	No	28-01-2016				0,00	<input type="checkbox"/>	0,00			G/L Acco...	
Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Acc															
No	28-01-2016				0,00	<input type="checkbox"/>	0,00			G/L Acco...																

3. In the **General Journal Batches** window, on the **Home** tab, in the **New** group, choose **New**.
4. In the **Name** field, enter WWB-EUR.
5. In the **Description** field, enter EUR Payments.
6. In the **Bal. Account Type** field, enter Bank Account.
7. In the **Bal. Account No.** field, enter WWB-EUR.
8. In the **No. Series** field, enter GJNL-PMT.
9. Select the **Copy VAT Setup to Jnl. Lines** check box.
10. Leave the field **Allow Payment Export** as selected
11. Choose the **OK** button.

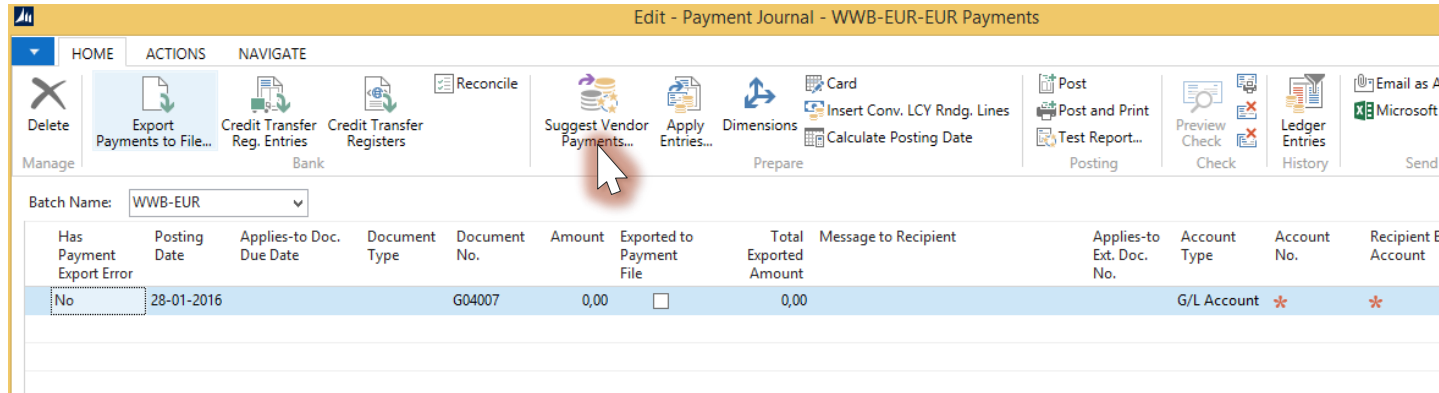
She creates a batch for WWB-EUR. Going forward, whenever she uses this batch as basis for creating payment files, the system will automatically create payment files of the type that she defined in the **Payment Export Format** field when she set up the bank account card for WWB-EUR.

Annie is now ready to start creating electronic payments for WWB-EUR.



Demo 2 — Create Payment Proposal and Export to a Payment File

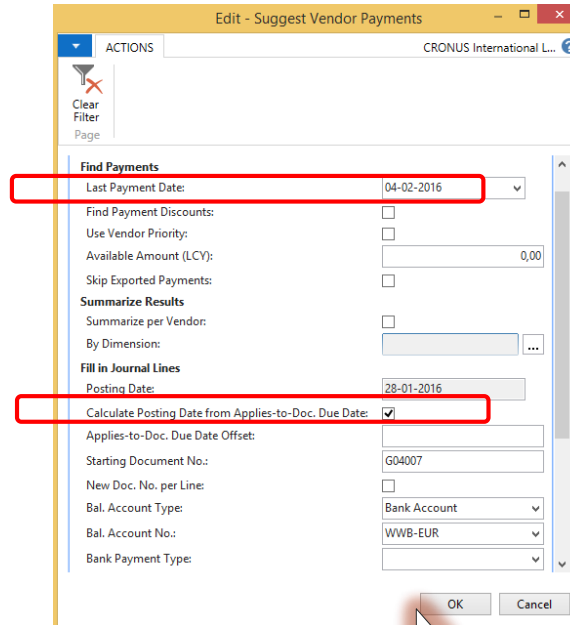
Demo story: Annie, the bookkeeper, now proceeds to creating a payment proposal for WWB-EUR based on open vendor entries in the system. To make sure that postings in her system are correct and reflect as accurately as possible the true cash status, she does not want to post the payments until she has confirmation from the bank that the payments have actually been executed.

What to do	What to say	Screenshots																										
<ol style="list-style-type: none"> In the Search box, enter Payment Journal, and then choose the related link. In the Batch Name field, choose WWB-EUR. On the Home tab, in the Prepare group, choose Suggest Vendor Payments. 	<p>On the 28th of January 2016, Annie opens up the batch for WWB-EUR and starts creating a payment proposal using the function Suggest Vendor Payments.</p>	 <p>The screenshot shows the 'Edit - Payment Journal - WWB-EUR-EUR Payments' window. The 'Batch Name' is set to 'WWB-EUR'. The 'Prepare' group on the ribbon is active, and the 'Suggest Vendor Payments...' button is highlighted with a mouse cursor. Below the ribbon, a table displays the payment journal entries:</p> <table border="1"> <thead> <tr> <th>Has Payment Export Error</th> <th>Posting Date</th> <th>Applies-to Doc. Due Date</th> <th>Document Type</th> <th>Document No.</th> <th>Amount</th> <th>Exported to Payment File</th> <th>Total Exported Amount</th> <th>Message to Recipient</th> <th>Applies-to Ext. Doc. No.</th> <th>Account Type</th> <th>Account No.</th> <th>Recipient B Account</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>28-01-2016</td> <td></td> <td></td> <td>G04007</td> <td>0,00</td> <td><input type="checkbox"/></td> <td>0,00</td> <td></td> <td></td> <td>G/L Account</td> <td>*</td> <td>*</td> </tr> </tbody> </table>	Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient B Account	No	28-01-2016			G04007	0,00	<input type="checkbox"/>	0,00			G/L Account	*	*
Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient B Account																
No	28-01-2016			G04007	0,00	<input type="checkbox"/>	0,00			G/L Account	*	*																

4. In the Suggest Vendor Payments window, in the Last Payment Date field, enter 04-02-2016.
5. Select the Calculate Posting Date from Applies-to-Doc.-Due Date check box.
6. Choose the OK button.

Annie wants to create payment for purchase invoices due up until the 4th of February 2016. To optimize her cash flow, she wants the payments to be executed by the bank on the due date, and she therefore selects the **Calculate Posting Date from Applies-to-Doc.-Due Date** field. This means that the due date is inserted in the **Posting Date** field when she uses the **Suggest Vendor Payments** function.

To learn more about the **Suggest Vendor Payments** function, refer to the demo video, “How do I Instruct my Bank to Execute Payments Based on Due Date in Microsoft Dynamics NAV 2013 R2”.

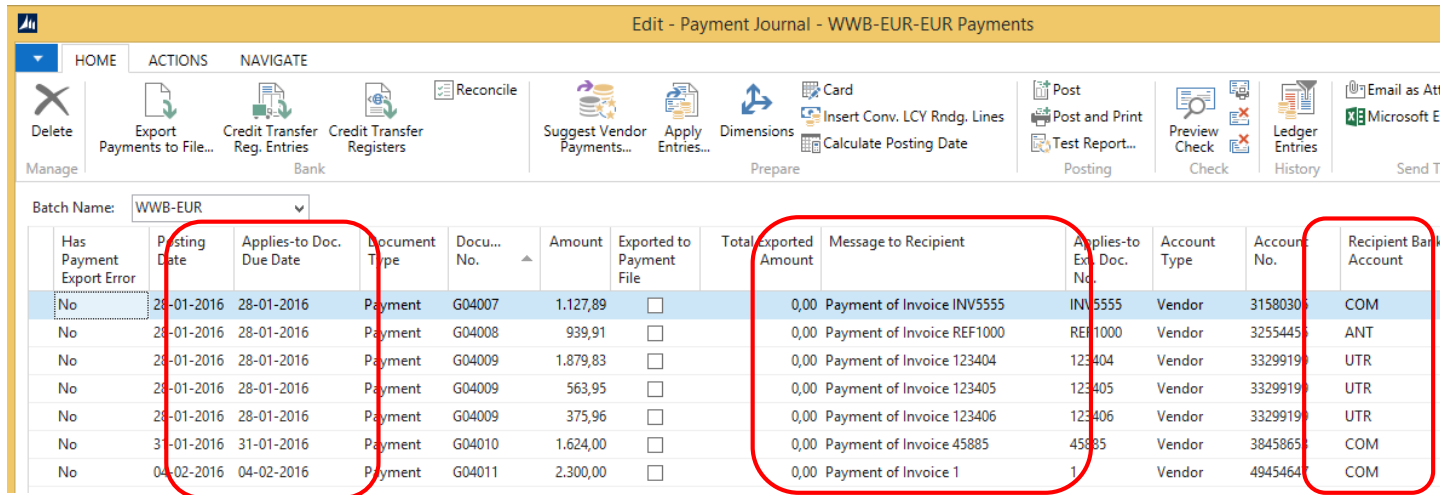


The screenshot shows the 'Edit - Suggest Vendor Payments' dialog box. The 'Last Payment Date' field is highlighted with a red box and contains the date '04-02-2016'. Below it, the 'Calculate Posting Date from Applies-to-Doc. Due Date' checkbox is also highlighted with a red box and is checked. At the bottom of the dialog, the 'OK' button is highlighted with a mouse cursor.

Annie chooses **OK**, and the system now automatically creates a payment proposal.

As you can see, the system has automatically inserted a posting date that corresponds to the date in the **Applies-to-Doc. Due Date** field for each document. When Annie later creates the payment file, the system will insert the date from the **Posting Date** field as execution date for the payment in the bank.

Also, the system has proposed a text in the **Message to Recipient** field that refers to the external document number on the purchase invoice that is being paid. This text



Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Docu... No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ex. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	G04007	1.127,89	<input type="checkbox"/>	0,00	Payment of Invoice INV5555	INV5555	Vendor	3158030	COM
No	28-01-2016	28-01-2016	Payment	G04008	939,91	<input type="checkbox"/>	0,00	Payment of Invoice REF1000	REF1000	Vendor	3255445	ANT
No	28-01-2016	28-01-2016	Payment	G04009	1.879,83	<input type="checkbox"/>	0,00	Payment of Invoice 123404	123404	Vendor	3329919	UTR
No	28-01-2016	28-01-2016	Payment	G04009	563,95	<input type="checkbox"/>	0,00	Payment of Invoice 123405	123405	Vendor	3329919	UTR
No	28-01-2016	28-01-2016	Payment	G04009	375,96	<input type="checkbox"/>	0,00	Payment of Invoice 123406	123406	Vendor	3329919	UTR
No	31-01-2016	31-01-2016	Payment	G04010	1.624,00	<input type="checkbox"/>	0,00	Payment of Invoice 45885	45885	Vendor	3845865	COM
No	04-02-2016	04-02-2016	Payment	G04011	2.300,00	<input type="checkbox"/>	0,00	Payment of Invoice 1	1	Vendor	4945464	COM

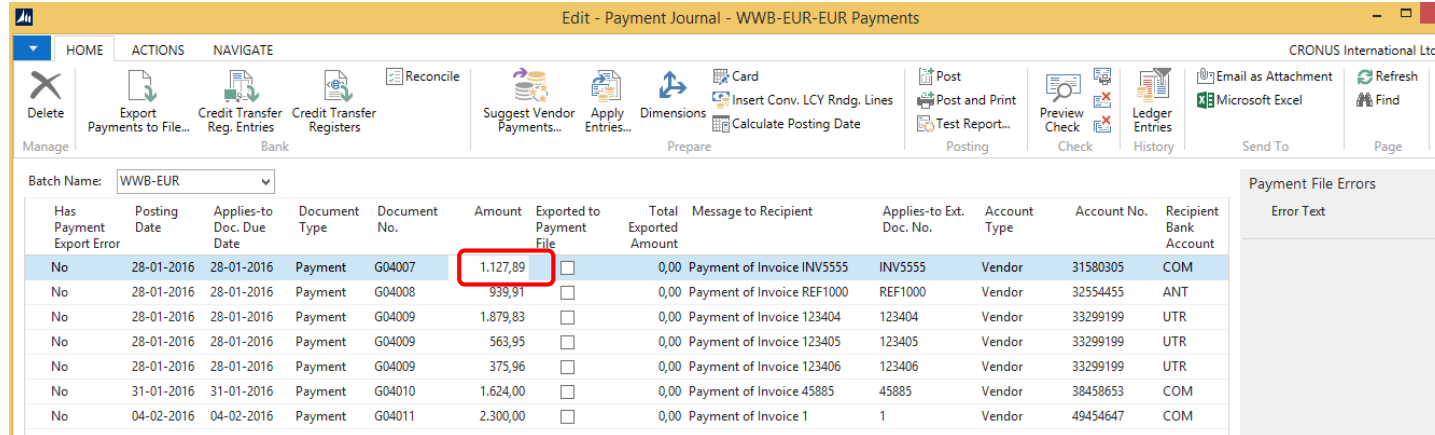
will be inserted in the payment file as remittance information.

Finally, in the **Recipient Bank Account** field, the system has proposed what bank account to transfer the payment to. The proposed bank account corresponds to the preferred bank account that is set up for each vendor. If no preferred vendor bank account is set up before you create a purchase invoice for the vendor, then no bank account is proposed when you generate the payment proposal. Therefore, setting up vendor bank account details when you create new vendors helps to ensure efficiency in

the payment process later on.

- On the first line, in the Amount field, enter 500.

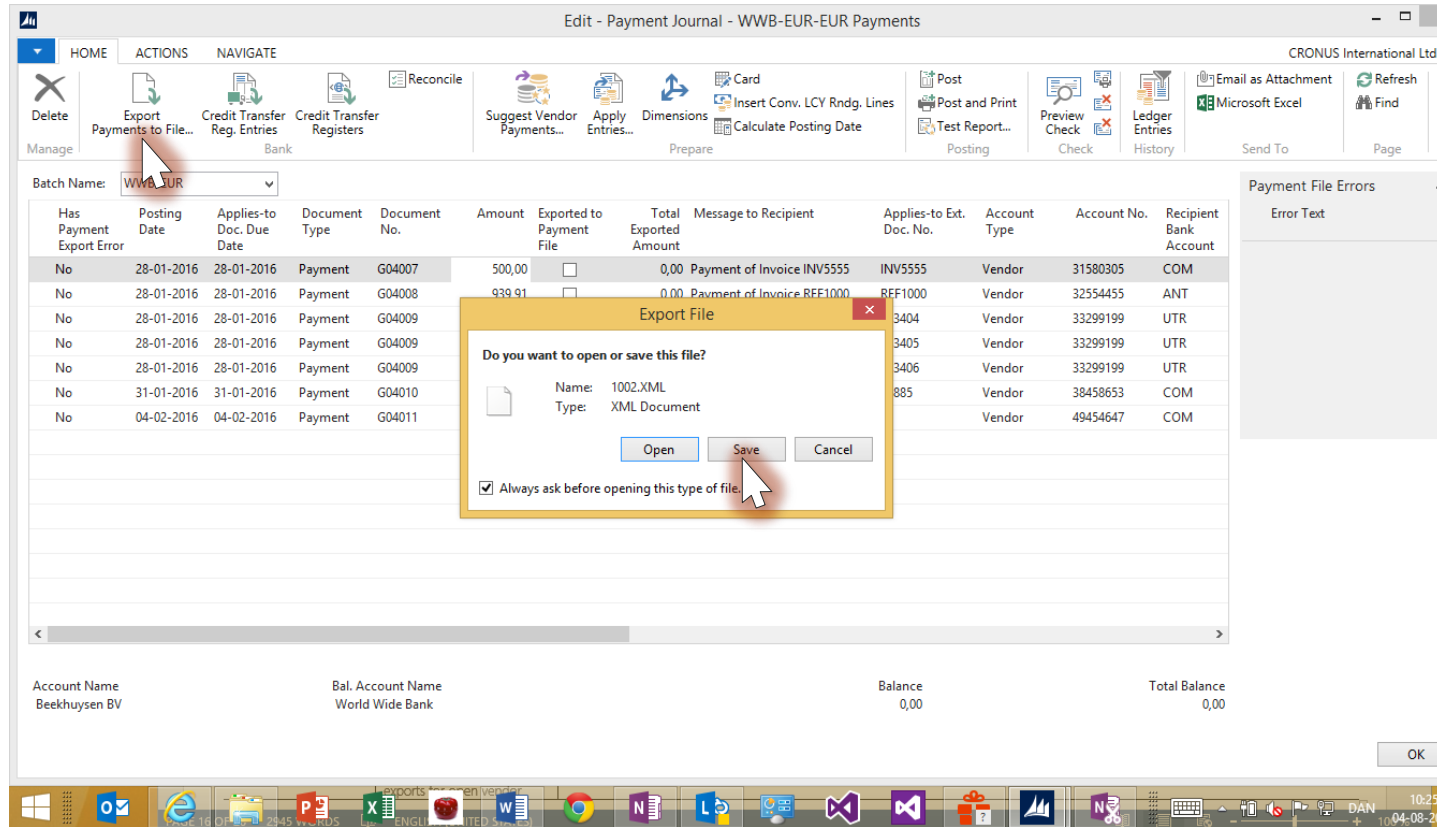
Before creating the payment file, Annie wants to adjust the amount being paid to vendor Beekhuysen BV. The goods sent from this vendor did not match expectations, so at this point in time Annie's company only wants to make a partial payment of 500 EUR. She therefore changes the amount from 1.127,89 to 500.



Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	G04007	1.127,89	<input type="checkbox"/>	0,00	Payment of Invoice INV5555	INV5555	Vendor	31580305	COM
No	28-01-2016	28-01-2016	Payment	G04008	939,91	<input type="checkbox"/>	0,00	Payment of Invoice REF1000	REF1000	Vendor	32554455	ANT
No	28-01-2016	28-01-2016	Payment	G04009	1.879,83	<input type="checkbox"/>	0,00	Payment of Invoice 123404	123404	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009	563,95	<input type="checkbox"/>	0,00	Payment of Invoice 123405	123405	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009	375,96	<input type="checkbox"/>	0,00	Payment of Invoice 123406	123406	Vendor	33299199	UTR
No	31-01-2016	31-01-2016	Payment	G04010	1.624,00	<input type="checkbox"/>	0,00	Payment of Invoice 45885	45885	Vendor	38458653	COM
No	04-02-2016	04-02-2016	Payment	G04011	2.300,00	<input type="checkbox"/>	0,00	Payment of Invoice 1	1	Vendor	49454647	COM

- On the Home tab, in the Bank group, choose Export Payments to File.

Annie is now happy with the payment proposal and proceeds to create the electronic file by using the **Export Payments to File** function.



The screenshot shows the 'Edit - Payment Journal - WWB-EUR-EUR Payments' window. The 'Export Payments to File...' button in the 'Bank' group is highlighted. An 'Export File' dialog box is open, asking 'Do you want to open or save this file?' with the file name '1002.XML' and type 'XML Document'. The 'Save' button is highlighted. The background table shows payment entries with columns for Has Payment, Posting Date, Applies-to Doc. Due Date, Document Type, Document No., Amount, Exported to Payment File, Total Exported Amount, Message to Recipient, Applies-to Ext. Doc. No., Account Type, Account No., and Recipient Bank Account.

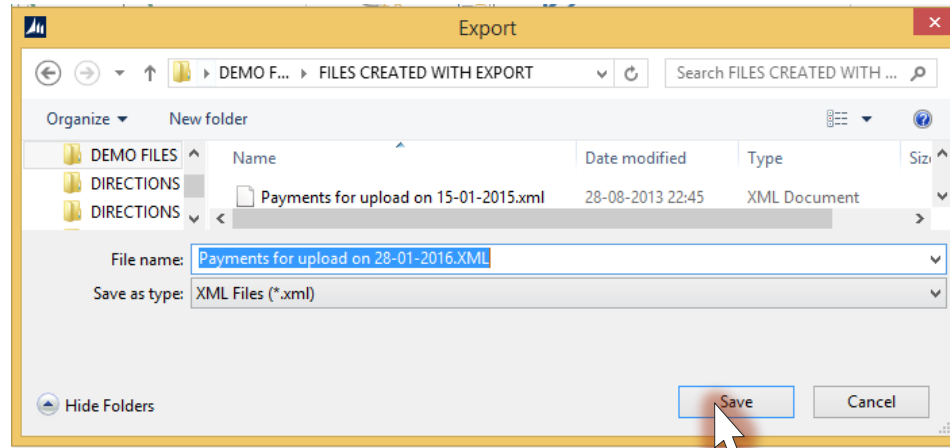
Has Payment	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	G04007	500,00	<input type="checkbox"/>	0,00	Payment of Invoice INV5555	INV5555	Vendor	31580305	COM
No	28-01-2016	28-01-2016	Payment	G04008	939.91	<input type="checkbox"/>	0,00	Payment of Invoice REF1000	REF1000	Vendor	32554455	ANT
No	28-01-2016	28-01-2016	Payment	G04009					3404	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009					3405	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009					3406	Vendor	33299199	UTR
No	31-01-2016	31-01-2016	Payment	G04010					885	Vendor	38458653	COM
No	04-02-2016	04-02-2016	Payment	G04011						Vendor	49454647	COM

Account Name: Beekhuysen BV, Bal. Account Name: World Wide Bank, Balance: 0,00, Total Balance: 0,00

9. In the **Export** window, in the **File name** field, enter Payments for upload on 28-01-2016.
10. Choose the **Save** button.

Annie saves the file under the name **Payments for upload on 28-01-2016**.

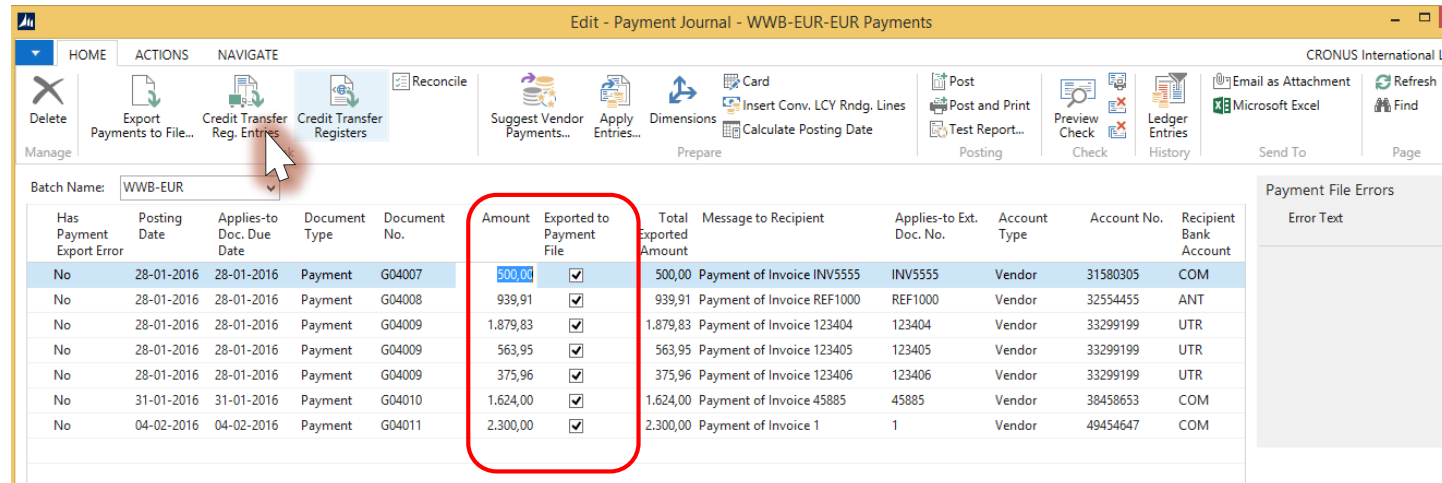
She then logs on to her web bank and uploads the file for processing in the bank.



11. Position the cursor on the first line.
12. On the **Home** tab, in the **Bank** group, choose **Credit Transfer Reg. Entries**.

In the payment journal, the values in the **Exported to Payment File** and **Total Exported Amount** fields have been updated to reflect the payment export that Annie just made.

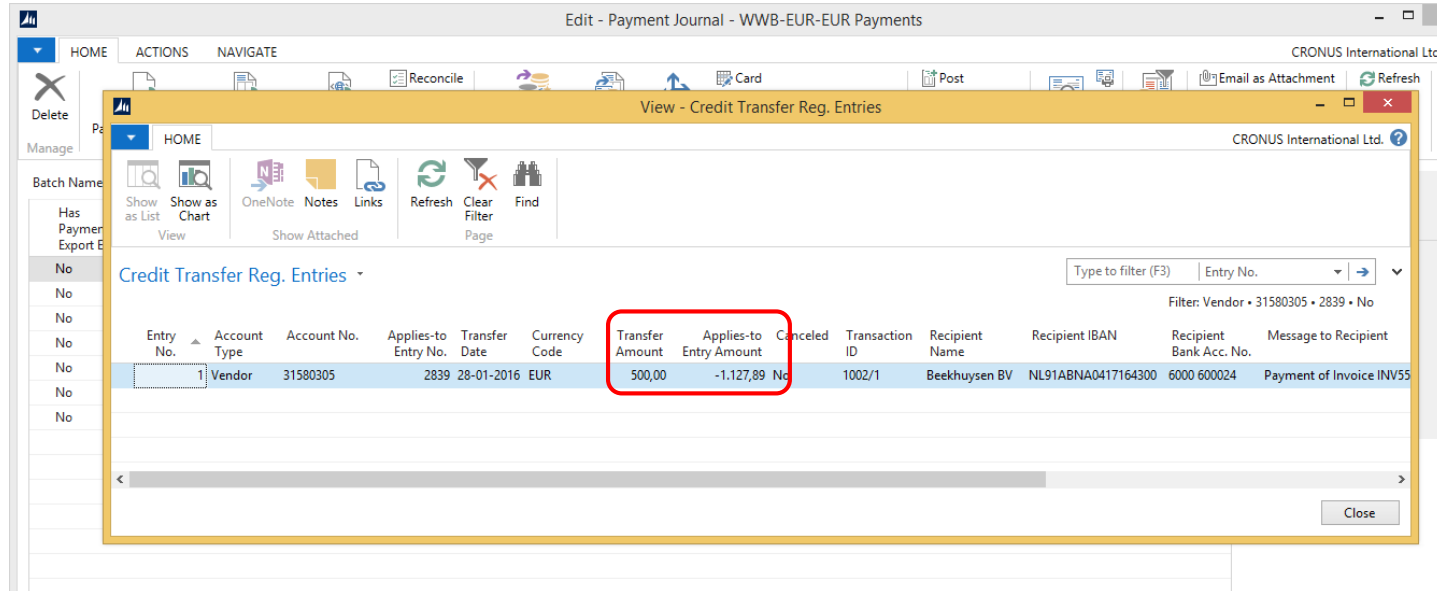
Annie can also investigate the payment export history for a document further by selecting the line and then use



Credit Transfer Reg. Entries function.

This shows details about any payment exports that are made for this open document. In this case, we can see that only one payment export has been made for this document, namely an export of 500. We can also see that the original amount on the document was 1.127,89. In other words, the payment exports made so far only covers the invoice amount partially.

In summary, the export history features help Annie keep track of the payment status for any open vendor document and provides Annie with

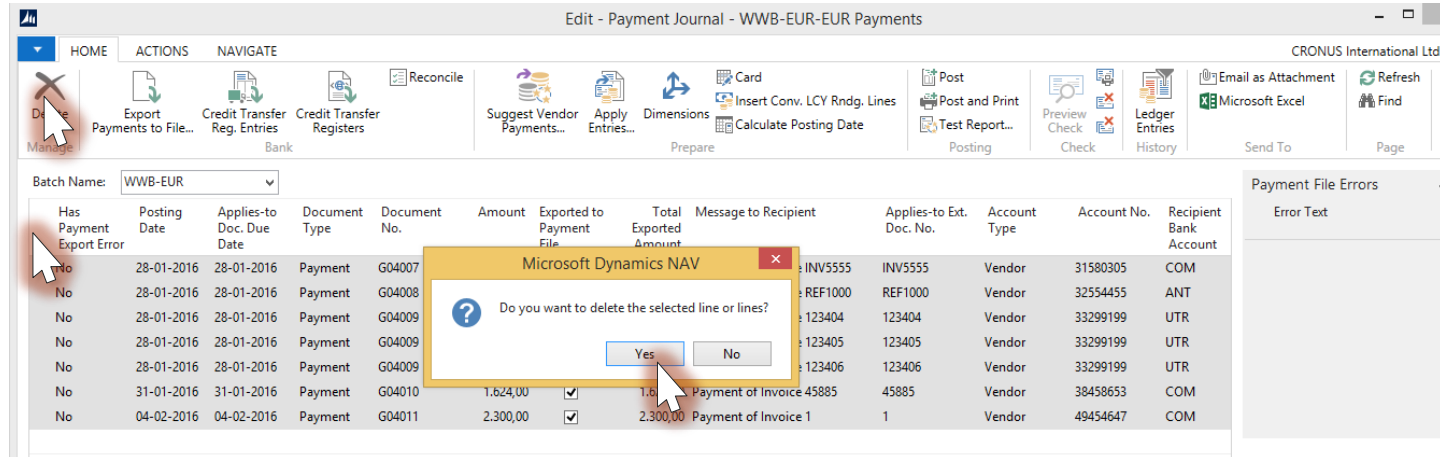


Entry No.	Account Type	Account No.	Applies-to Entry No.	Transfer Date	Currency Code	Transfer Amount	Applies-to Entry Amount	Canceled	Transaction ID	Recipient Name	Recipient IBAN	Recipient Bank Acc. No.	Message to Recipient
1	Vendor	31580305	2839	28-01-2016	EUR	500,00	-1.127,89	No	1002/1	Beekhuysen BV	NL91ABNA0417164300	6000 600024	Payment of Invoice INV55

tools to reduce the risk of errors, such as paying vendors twice or losing the overview in partial payment scenarios.

13. Select all lines in the **Payment Journal** window.
14. On the **Home** tab, in the **Manage** group, choose **Delete**.
15. Choose **Yes** on the message that appears.

Annie is now done with the payment process. She does not want to post any payments until she has confirmation from the bank that the payments are executed. Therefore, she simply deletes the lines in the payment journal, because she wants to wait and register the payments in the **Payment Reconciliation Journal** window as they get executed by the bank. This way, she is sure of having accurate cash postings in her system.

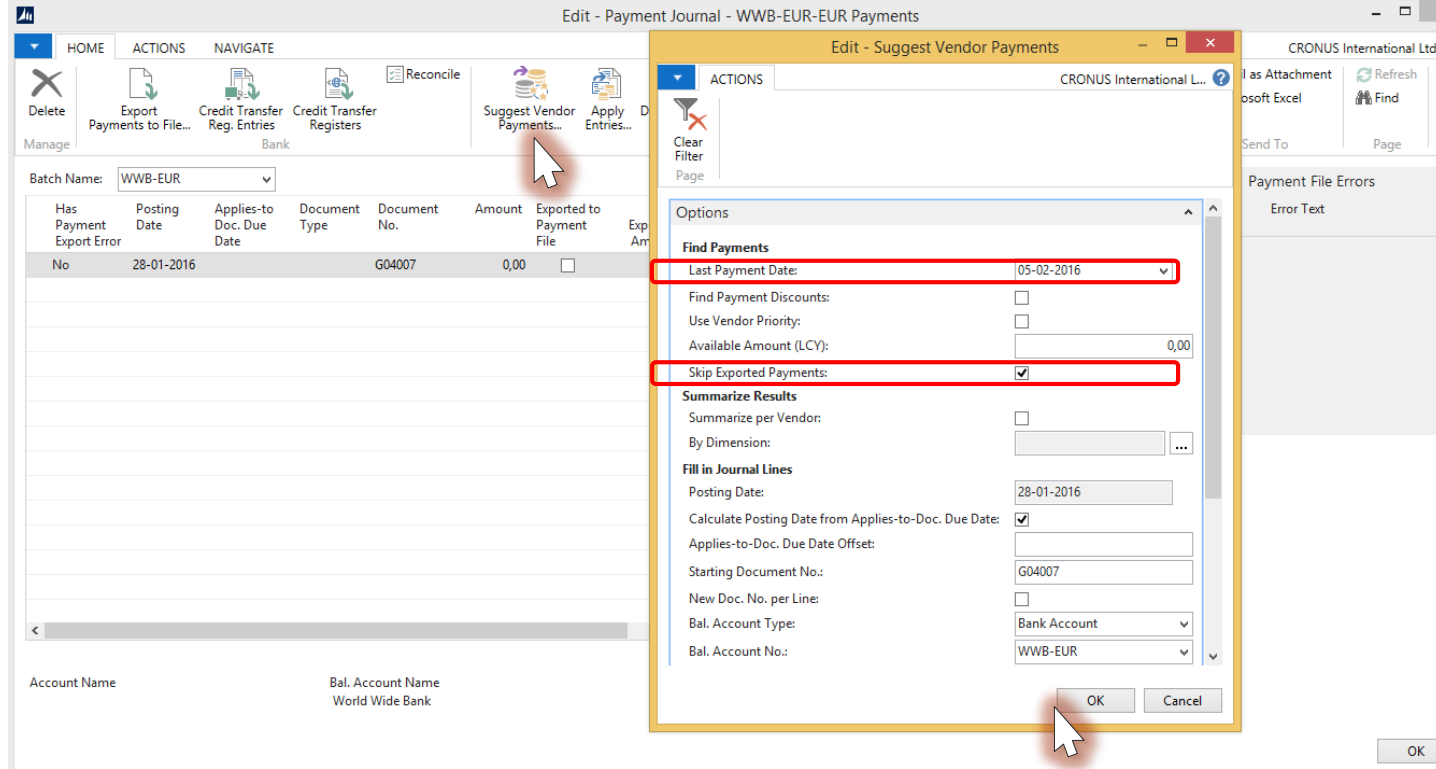


Has Payment	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	G04007				INV5555	INV5555	Vendor	31580305	COM
No	28-01-2016	28-01-2016	Payment	G04008				REF1000	REF1000	Vendor	32554455	ANT
No	28-01-2016	28-01-2016	Payment	G04009				123404	123404	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009				123405	123405	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009				123406	123406	Vendor	33299199	UTR
No	31-01-2016	31-01-2016	Payment	G04010	1.624,00	<input checked="" type="checkbox"/>	1.624,00	Payment of Invoice 45885	45885	Vendor	38458653	COM
No	04-02-2016	04-02-2016	Payment	G04011	2.300,00	<input checked="" type="checkbox"/>	2.300,00	Payment of Invoice 1	1	Vendor	49454647	COM

To learn more about how to register bank transaction data automatically in the **Payment Reconciliation Journal** window, refer to the demo video, “How do I Reconcile Incoming and Outgoing Bank Payments in a Payments Reconciliation Journal in Microsoft Dynamics NAV 2015”.

Demo 3 — Manage Open Documents for Which Payment Exports Have Been Made Previously

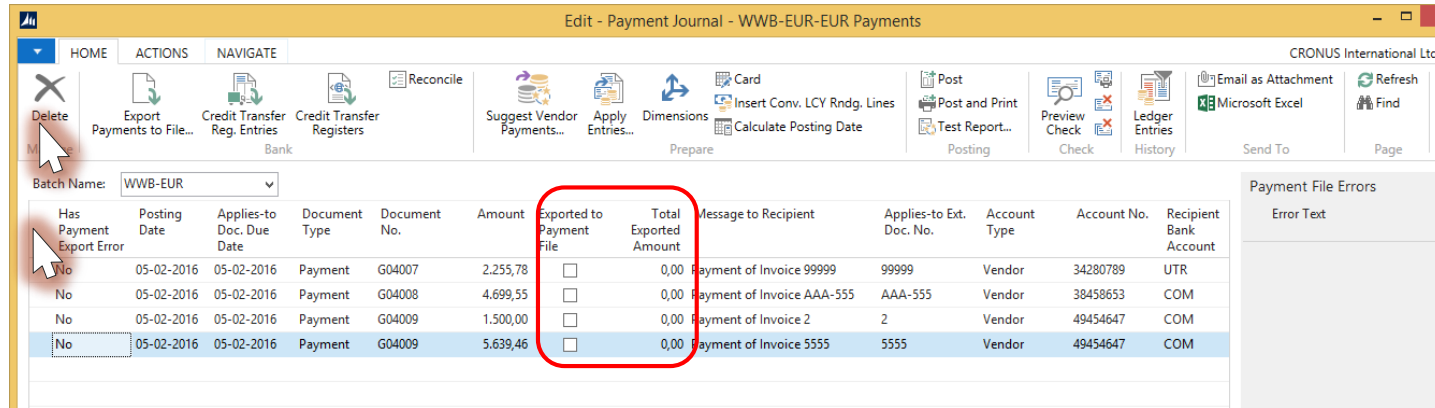
Demo story: A few days later, on Monday the 1st of February 2016, Annie must create electronic payments again for the WWB-EUR bank account covering invoices that are due up until the fifth of February 2016. At this point, the payments made in Demo 2 are still not posted, and Annie therefore needs help to avoid accidentally paying vendors twice or too much.

What to do	What to say	Screenshots																
<ol style="list-style-type: none"> In the Search box, enter Payment Journal, and then choose the related link. In the Batch Name field, choose WWB-EUR. On the Home tab, in the Prepare group, choose Suggest Vendor Payments. In the Suggest Vendor Payments window, in the Last Payment Date field, enter 05-02-2016. Select the Skip Exported Payments check box. Choose the OK button. 	<p>Annie opens the Payment Journal window and asks the system to suggest payments for invoices that are due up until the fifth of February 2016. She does not want to create payment proposals for open vendor documents for which electronic payments previously have been created, and she therefore selects the Skip Exported Payments check box.</p>	 <p>The screenshot displays the 'Suggest Vendor Payments' dialog box in Microsoft Dynamics NAV 2015 Finance. The dialog box is titled 'Edit - Suggest Vendor Payments' and is open over the 'Payment Journal' window. The 'Payment Journal' window shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Posting Date</th> <th>Applies-to Doc. Due Date</th> <th>Document Type</th> <th>Document No.</th> <th>Amount</th> <th>Exported to Payment File</th> <th>Exp. Arr</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>28-01-2016</td> <td></td> <td></td> <td>G04007</td> <td>0,00</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>In the 'Suggest Vendor Payments' dialog box, the 'Last Payment Date' is set to 05-02-2016, and the 'Skip Exported Payments' checkbox is checked. The 'Bal. Account No.' is set to WWB-EUR. The 'OK' button is highlighted with a mouse cursor.</p>	No	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Exp. Arr	No	28-01-2016			G04007	0,00	<input type="checkbox"/>	
No	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Exp. Arr											
No	28-01-2016			G04007	0,00	<input type="checkbox"/>												

7. Select all lines in the window.
8. On the Home tab, in the Manage group, choose Delete.
9. Choose Yes on the message that appears.

As you can see, because we selected the **Skip Exported Payments** check box, the system only proposes payments for open documents for which no payment exports have been made yet. In other words, the **Exported to Payment File** and **Total Exported Amount** fields are both empty for the proposed payments, and the lines proposed in Demo 2 are not part of this payment proposal.

This way Annie does not risk paying vendor documents for which payments have already been made or which still need to be registered in the system.

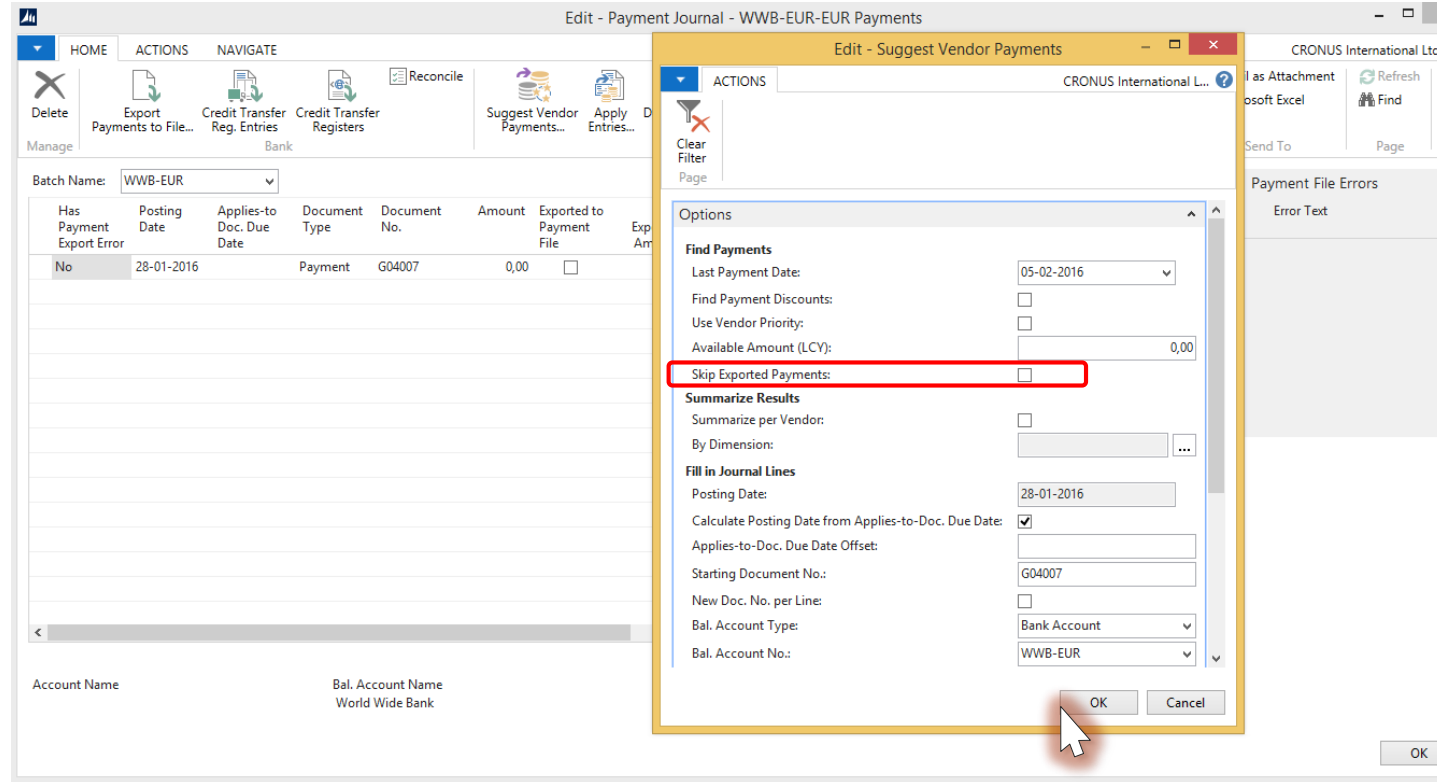


The screenshot shows the 'Edit - Payment Journal - WWB-EUR-EUR Payments' window. The ribbon includes 'HOME', 'ACTIONS', and 'NAVIGATE'. The 'ACTIONS' group contains 'Delete', 'Export Payments to File...', 'Credit Transfer Reg. Entries', and 'Credit Transfer Registers'. The 'NAVIGATE' group contains 'Reconcile', 'Suggest Vendor Payments...', 'Apply Entries...', and 'Dimensions'. The 'Posting' group contains 'Post', 'Post and Print', 'Test Report...', 'Preview Check', and 'Ledger Entries'. The 'Check' group contains 'Email as Attachment' and 'Microsoft Excel'. The 'Send To' group contains 'Send To' and 'Page'. The 'Payment File Errors' group contains 'Error Text'. The main area shows a table with columns: 'Has Payment Export Error', 'Posting Date', 'Applies-to Doc. Due Date', 'Document Type', 'Document No.', 'Amount', 'Exported to Payment File', 'Total Exported Amount', 'Message to Recipient', 'Applies-to Ext. Doc. No.', 'Account Type', 'Account No.', and 'Recipient Bank Account'. The 'Exported to Payment File' and 'Total Exported Amount' columns are highlighted with a red box, showing empty values for all rows.

Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	05-02-2016	05-02-2016	Payment	G04007	2.255,78		0,00	Payment of Invoice 99999	99999	Vendor	34280789	UTR
No	05-02-2016	05-02-2016	Payment	G04008	4.699,55		0,00	Payment of Invoice AAA-555	AAA-555	Vendor	38458653	COM
No	05-02-2016	05-02-2016	Payment	G04009	1.500,00		0,00	Payment of Invoice 2	2	Vendor	49454647	COM
No	05-02-2016	05-02-2016	Payment	G04009	5.639,46		0,00	Payment of Invoice 5555	5555	Vendor	49454647	COM

10. On the Home tab, in the Prepare group, choose Suggest Vendor Payments.
11. In the Suggest Vendor Payments window, select the Skip Exported Payments check box.
12. Choose the OK button.

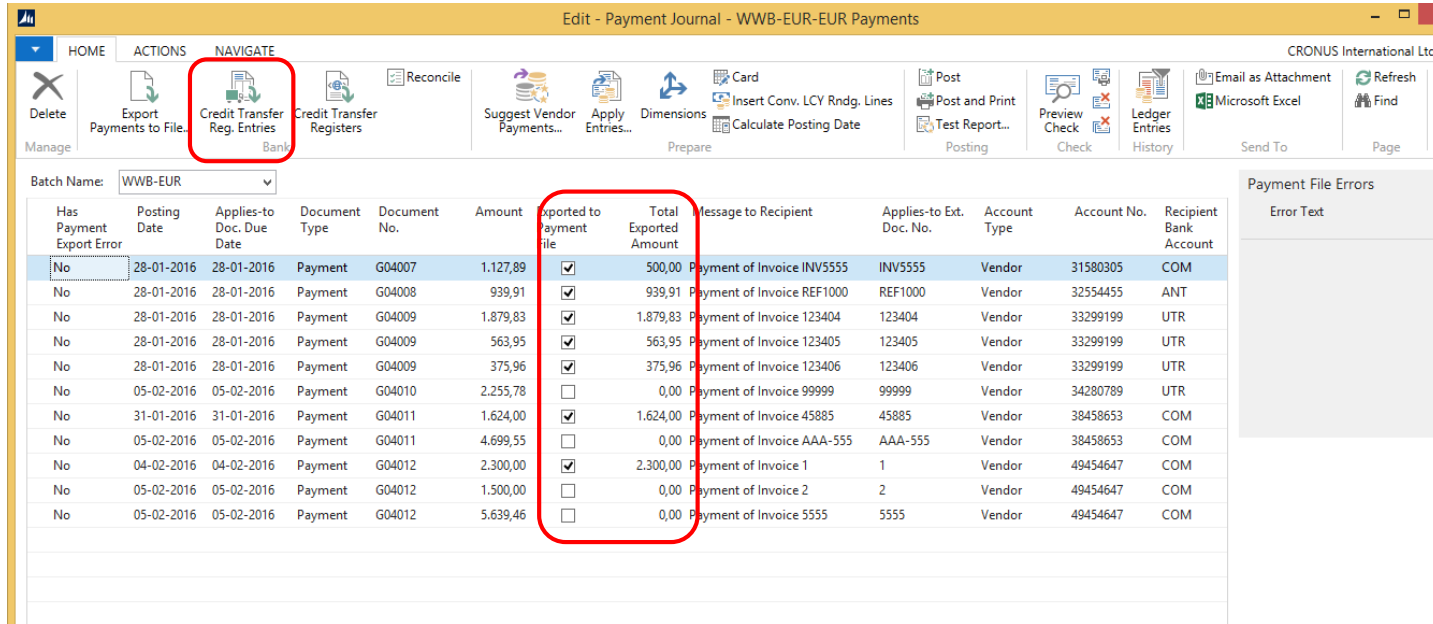
Another way of controlling the payment process is to manually go through which proposed payment lines to keep in the payment proposal and which to delete before creating the payment file. This is useful, for example, when Annie also has open documents that are only partially paid. In this case, she may not want to filter out all open documents for which payment exports have been made previously. Instead, she probably wants to make additional partial payments for these documents at some point.



The screenshot shows the 'Edit - Payment Journal - WWB-EUR-EUR Payments' window with the 'Suggest Vendor Payments' dialog box open. The dialog box has several sections: 'Find Payments', 'Summarize Results', and 'Fill in Journal Lines'. The 'Skip Exported Payments' checkbox in the 'Find Payments' section is highlighted with a red box. A mouse cursor is pointing at the 'OK' button at the bottom right of the dialog box.

Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Exp. Am
No	28-01-2016		Payment	G04007	0,00	<input type="checkbox"/>	

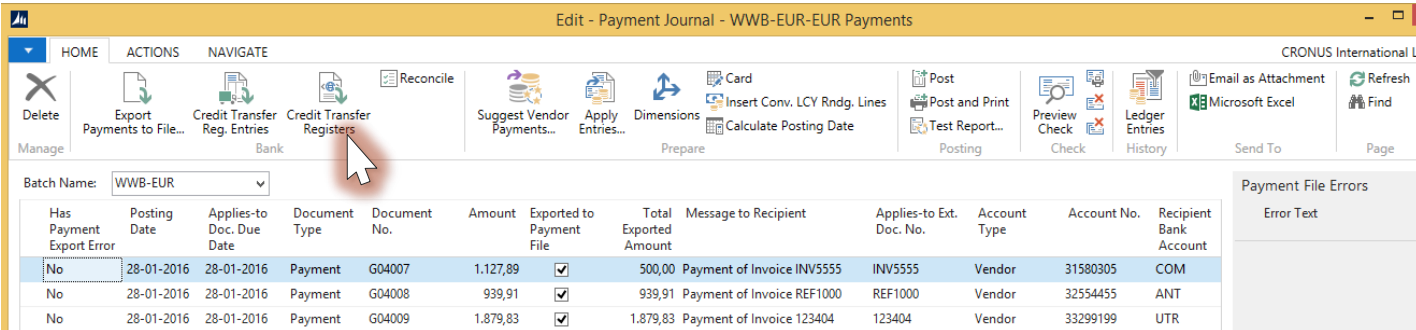
When she runs the **Suggest Vendor Payments** function without selecting the **Skip Exported Payments** check box, she will get payment proposals for all open documents, including for those where payment files are already exported. She can then manually edit the list of payment proposals, for example by changing amounts or deleting proposals for open documents where payment files are already exported. Identifying and investigating the payment history for open documents is easy, as demonstrated in Demo 2.



Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to payment file	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account
No	28-01-2016	28-01-2016	Payment	G04007	1.127,89	<input checked="" type="checkbox"/>	500,00	Payment of Invoice INV5555	INV5555	Vendor	31580305	COM
No	28-01-2016	28-01-2016	Payment	G04008	939,91	<input checked="" type="checkbox"/>	939,91	Payment of Invoice REF1000	REF1000	Vendor	32554455	ANT
No	28-01-2016	28-01-2016	Payment	G04009	1.879,83	<input checked="" type="checkbox"/>	1.879,83	Payment of Invoice 123404	123404	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009	563,95	<input checked="" type="checkbox"/>	563,95	Payment of Invoice 123405	123405	Vendor	33299199	UTR
No	28-01-2016	28-01-2016	Payment	G04009	375,96	<input checked="" type="checkbox"/>	375,96	Payment of Invoice 123406	123406	Vendor	33299199	UTR
No	05-02-2016	05-02-2016	Payment	G04010	2.255,78	<input type="checkbox"/>	0,00	Payment of Invoice 99999	99999	Vendor	34280789	UTR
No	31-01-2016	31-01-2016	Payment	G04011	1.624,00	<input checked="" type="checkbox"/>	1.624,00	Payment of Invoice 45885	45885	Vendor	38458653	COM
No	05-02-2016	05-02-2016	Payment	G04011	4.699,55	<input type="checkbox"/>	0,00	Payment of Invoice AAA-555	AAA-555	Vendor	38458653	COM
No	04-02-2016	04-02-2016	Payment	G04012	2.300,00	<input checked="" type="checkbox"/>	2.300,00	Payment of Invoice 1	1	Vendor	49454647	COM
No	05-02-2016	05-02-2016	Payment	G04012	1.500,00	<input type="checkbox"/>	0,00	Payment of Invoice 2	2	Vendor	49454647	COM
No	05-02-2016	05-02-2016	Payment	G04012	5.639,46	<input type="checkbox"/>	0,00	Payment of Invoice 5555	5555	Vendor	49454647	COM

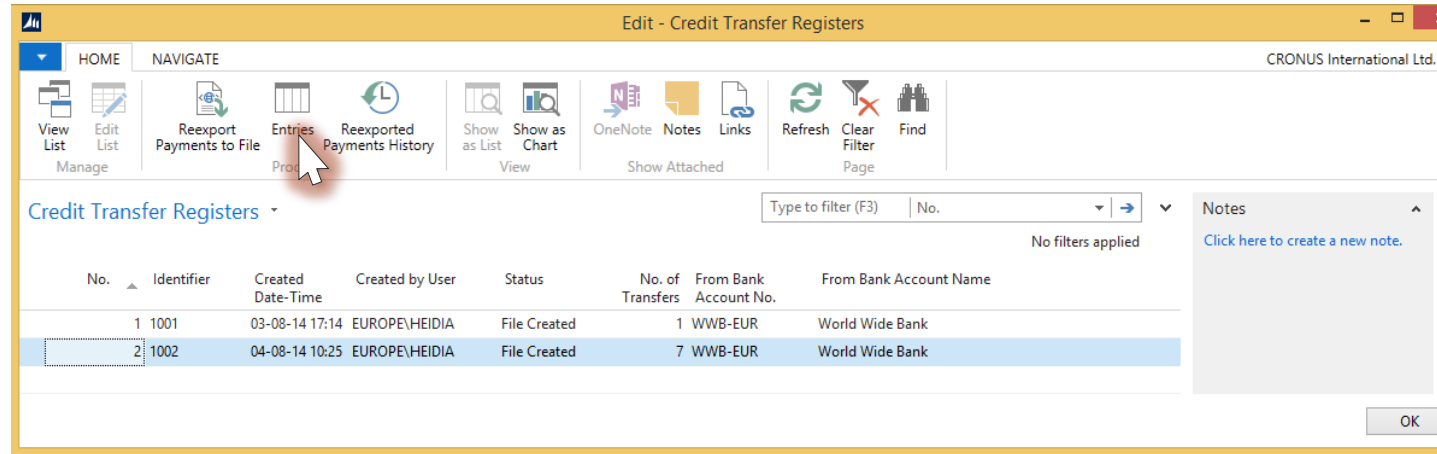
Demo 4 — Track Payment History and Re-export Electronic Payments

Demo story: Annie, or the auditor, sometimes needs to investigate previous electronic payments. Also, when Annie has misplaced an electronic payment file that she has created, she wants to be able recreate it again.

What to do	What to say	Screenshots																																																				
<ol style="list-style-type: none"> In the Search box, enter Payment Journal, and then choose the related link. In the Batch Name field, enter EUR. On the Home tab, in the Bank group, choose Credit Transfers Registers. 	<p>Annie, or the auditor, must sometimes investigate previous electronic payments. Fortunately, the history of electronic payments is captured in a register. It is easy for Annie to navigate from the Payment Journal window to the register by using the Credit Transfer Registers action. Alternatively, she can navigate to the register by entering Credit Transfer Registers in the Search box.</p>	 <table border="1"> <thead> <tr> <th>Has Payment Export Error</th> <th>Posting Date</th> <th>Applies-to Doc. Due Date</th> <th>Document Type</th> <th>Document No.</th> <th>Amount</th> <th>Exported to Payment File</th> <th>Total Exported Amount</th> <th>Message to Recipient</th> <th>Applies-to Ext. Doc. No.</th> <th>Account Type</th> <th>Account No.</th> <th>Recipient Bank Account</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>28-01-2016</td> <td>28-01-2016</td> <td>Payment</td> <td>G04007</td> <td>1.127,89</td> <td><input checked="" type="checkbox"/></td> <td>500,00</td> <td>Payment of Invoice INV5555</td> <td>INV5555</td> <td>Vendor</td> <td>31580305</td> <td>COM</td> </tr> <tr> <td>No</td> <td>28-01-2016</td> <td>28-01-2016</td> <td>Payment</td> <td>G04008</td> <td>939,91</td> <td><input checked="" type="checkbox"/></td> <td>939,91</td> <td>Payment of Invoice REF1000</td> <td>REF1000</td> <td>Vendor</td> <td>32554455</td> <td>ANT</td> </tr> <tr> <td>No</td> <td>28-01-2016</td> <td>28-01-2016</td> <td>Payment</td> <td>G04009</td> <td>1.879,83</td> <td><input checked="" type="checkbox"/></td> <td>1.879,83</td> <td>Payment of Invoice 123404</td> <td>123404</td> <td>Vendor</td> <td>33299199</td> <td>UTR</td> </tr> </tbody> </table>	Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account	No	28-01-2016	28-01-2016	Payment	G04007	1.127,89	<input checked="" type="checkbox"/>	500,00	Payment of Invoice INV5555	INV5555	Vendor	31580305	COM	No	28-01-2016	28-01-2016	Payment	G04008	939,91	<input checked="" type="checkbox"/>	939,91	Payment of Invoice REF1000	REF1000	Vendor	32554455	ANT	No	28-01-2016	28-01-2016	Payment	G04009	1.879,83	<input checked="" type="checkbox"/>	1.879,83	Payment of Invoice 123404	123404	Vendor	33299199	UTR
Has Payment Export Error	Posting Date	Applies-to Doc. Due Date	Document Type	Document No.	Amount	Exported to Payment File	Total Exported Amount	Message to Recipient	Applies-to Ext. Doc. No.	Account Type	Account No.	Recipient Bank Account																																										
No	28-01-2016	28-01-2016	Payment	G04007	1.127,89	<input checked="" type="checkbox"/>	500,00	Payment of Invoice INV5555	INV5555	Vendor	31580305	COM																																										
No	28-01-2016	28-01-2016	Payment	G04008	939,91	<input checked="" type="checkbox"/>	939,91	Payment of Invoice REF1000	REF1000	Vendor	32554455	ANT																																										
No	28-01-2016	28-01-2016	Payment	G04009	1.879,83	<input checked="" type="checkbox"/>	1.879,83	Payment of Invoice 123404	123404	Vendor	33299199	UTR																																										

4. In the Credit Transfers Registers window, select the line for the most recent credit transfer, and then, on the Home tab, in the Process group, choose Entries.

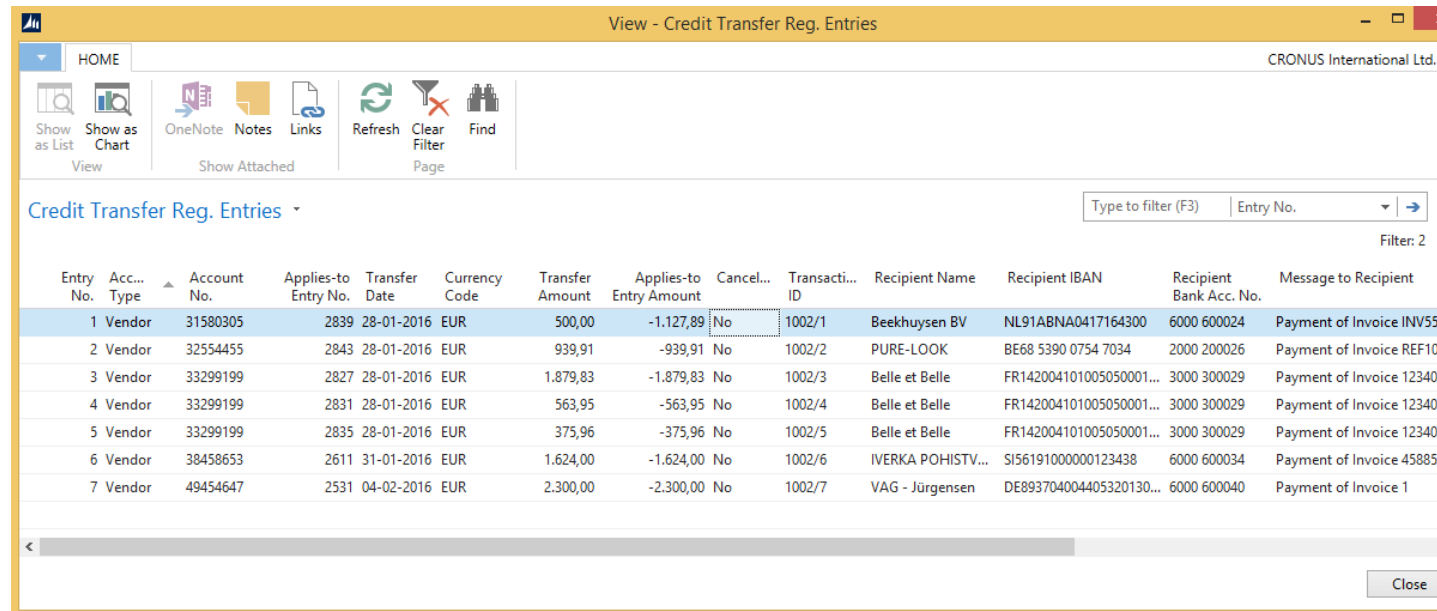
The **Credit Transfer Registers** window contains all credit transfers that have been exported to payment files. Annie can open credit transfer to see the detailed payment lines by placing the cursor on the credit transfer and choosing the **Entries** action.



No.	Identifier	Created Date-Time	Created by User	Status	No. of Transfers	From Bank Account No.	From Bank Account Name
1	1001	03-08-14 17:14	EUROPE\HEIDIA	File Created	1	WWB-EUR	World Wide Bank
2	1002	04-08-14 10:25	EUROPE\HEIDIA	File Created	7	WWB-EUR	World Wide Bank

5. Choose the Close button.

The list of entries contained in the credit transfer enable Annie, or the auditor, to track details, such as the Recipient IBAN and Recipient Bank Acc. No. of previous payment exports.

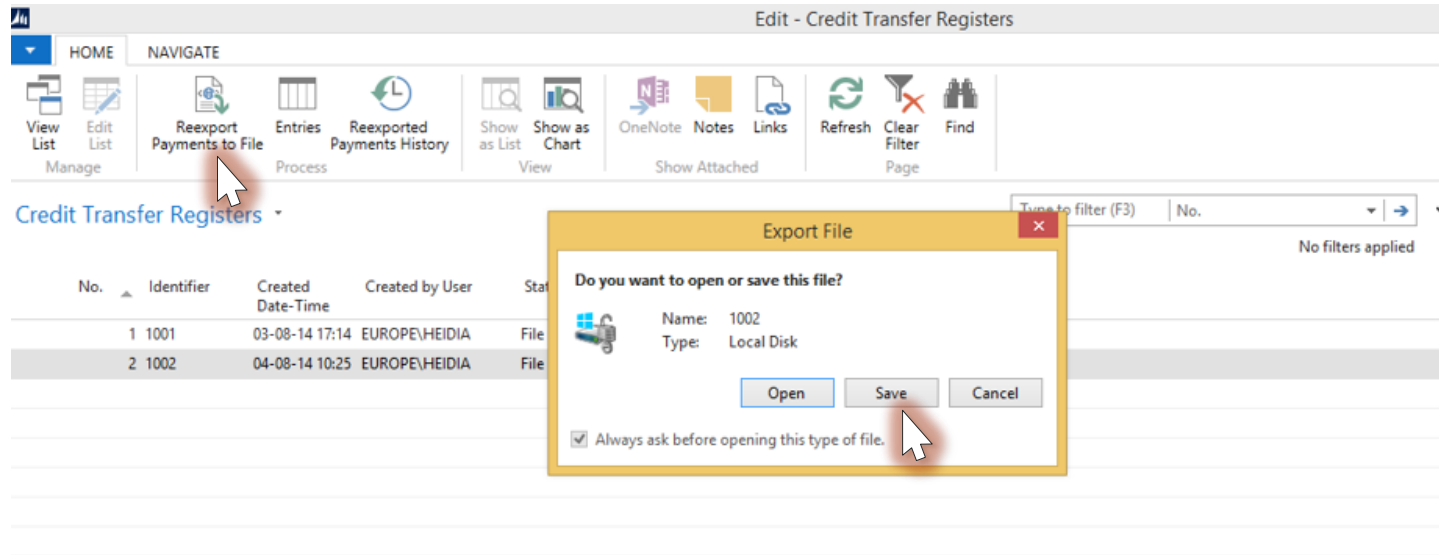


Entry No.	Acc... Type	Account No.	Applies-to Entry No.	Transfer Date	Currency Code	Transfer Amount	Applies-to Entry Amount	Cancel...	Transacti... ID	Recipient Name	Recipient IBAN	Recipient Bank Acc. No.	Message to Recipient
1	Vendor	31580305	2839	28-01-2016	EUR	500,00	-1.127,89	No	1002/1	Beekhuysen BV	NL91ABNA0417164300	6000 600024	Payment of Invoice INV555
2	Vendor	32554455	2843	28-01-2016	EUR	939,91	-939,91	No	1002/2	PURE-LOOK	BE68 5390 0754 7034	2000 200026	Payment of Invoice REF100
3	Vendor	33299199	2827	28-01-2016	EUR	1.879,83	-1.879,83	No	1002/3	Belle et Belle	FR142004101005050001...	3000 300029	Payment of Invoice 123404
4	Vendor	33299199	2831	28-01-2016	EUR	563,95	-563,95	No	1002/4	Belle et Belle	FR142004101005050001...	3000 300029	Payment of Invoice 123405
5	Vendor	33299199	2835	28-01-2016	EUR	375,96	-375,96	No	1002/5	Belle et Belle	FR142004101005050001...	3000 300029	Payment of Invoice 123406
6	Vendor	38458653	2611	31-01-2016	EUR	1.624,00	-1.624,00	No	1002/6	IVERKA POHISTV...	SI56191000000123438	6000 600034	Payment of Invoice 45885
7	Vendor	49454647	2531	04-02-2016	EUR	2.300,00	-2.300,00	No	1002/7	VAG - Jürgensen	DE893704004405320130...	6000 600040	Payment of Invoice 1

6. In the Credit Transfer Registers window, select the line for the most recent credit transfer.
7. On the Home tab, in the Process group, choose Reexport Payments to File.
8. In the Save As window, specify the location that the file is exported to, and then choose Save. You may want to replace the previous version of the payment file.

The **Credit Transfer Registers** window also gives Annie the possibility to recreate payment files. This is useful, for example, if Annie loses a payment file or the file is corrupt, for some reason.

In order to recreate a payment file, Annie simply places the cursor on the relevant credit transfer, and then select the **Reexport Payments to File** action. The payment file is then recreated for Annie to save to her drive and, when she is ready, upload to her web bank.



The screenshot shows the 'Edit - Credit Transfer Registers' window. The ribbon has 'HOME' and 'NAVIGATE' tabs. Under 'NAVIGATE', the 'Process' group contains the 'Reexport Payments to File' action, which is highlighted by a mouse cursor. Below the ribbon is a table with columns: No., Identifier, Created Date-Time, Created by User, and Status. The table contains two rows:

No.	Identifier	Created Date-Time	Created by User	Status
1	1001	03-08-14 17:14	EUROPE\HEIDIA	File
2	1002	04-08-14 10:25	EUROPE\HEIDIA	File

An 'Export File' dialog box is overlaid on the table. It asks 'Do you want to open or save this file?' and shows 'Name: 1002' and 'Type: Local Disk'. There are 'Open', 'Save', and 'Cancel' buttons. The 'Save' button is highlighted by a mouse cursor. A checkbox at the bottom is checked and labeled 'Always ask before opening this type of file.'

As you can see, after recreating the payment file, the status of the credit transfer changes from **File Created** to **File Re-exported**. This helps Annie identify which credit transfers have been re-exported to payment files.

Edit - Credit Transfer Registers

HOME NAVIGATE

View List Edit List Manage Reexport Payments to File Entries Process Reexported Payments History Show as List Show as Chart View OneNote Notes Links Show Attached Refresh Clear Filter Page Find

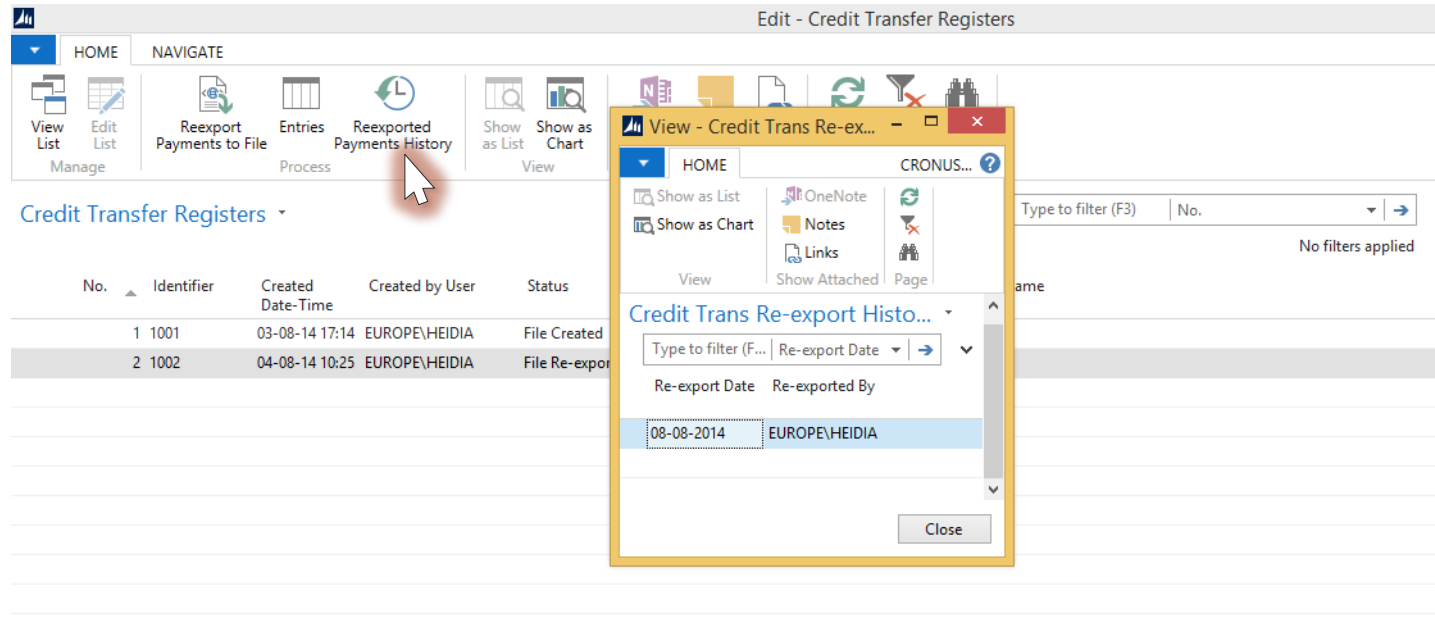
Credit Transfer Registers

Type to filter (F3) No. No filters applied

No.	Identifier	Created Date-Time	Created by User	Status	No. of Transfers	From Bank Account No.	From Bank Account Name
1	1001	03-08-14 17:14	EUROPE\HEIDIA	File Created	1	WWB-EUR	World Wide Bank
2	1002	04-08-14 10:25	EUROPE\HEIDIA	File Re-exported	7	WWB-EUR	World Wide Bank

- On the Home tab, in the Process group, choose Payment Re-export History.

Annie can view the history of files that she or other users have re-exported by selecting the **Payment Re-export History** action.



The screenshot shows the 'Edit - Credit Transfer Registers' window. The ribbon is set to 'HOME' and the 'NAVIGATE' group is active. The 'Reexported Payments History' action is highlighted with a mouse cursor. Below the ribbon, the 'Credit Transfer Registers' table is visible, showing two entries:

No.	Identifier	Created Date-Time	Created by User	Status
1	1001	03-08-14 17:14	EUROPE\HEIDIA	File Created
2	1002	04-08-14 10:25	EUROPE\HEIDIA	File Re-export

A dialog box titled 'View - Credit Trans Re-ex...' is open, showing a list of re-exported items. The dialog has a search filter 'Type to filter (F...)' and a dropdown for 'Re-export Date'. The list contains one entry:

Re-export Date	Re-exported By
08-08-2014	EUROPE\HEIDIA

The dialog also includes a 'Close' button at the bottom right.

2. Payment Reconciliation Journal

Source: Demo Script - How to Handle Payments with Payment Discounts in the Payment Reconciliation Journal – Nikola Kukrika (Software Engineer II), Heidi Andreasen (Program Manager), August 2014, Microsoft

Demo data

The demonstration scenarios require demo data preparation. You must place this demo file on your computer drive before running the demos: Demo_file_1.txt

You must prepare the following demo data in the system:

Set up a bank account:

- Open the card for the WWB-EUR bank account.
- In the **Bank Statement Import Format** field, select SEPA CAMT.
- In the **Match Tolerance Type** field, select **Amount**.
- In the **Match Tolerance Value** field, enter 0,5.

Post the following sales invoice:

- Customer No= 34010602 (Helguera industrial)
- Type= Item
- No.=1100 (Front Wheel)
- Quantity= 2
- Before posting the invoice, verify that the value in the **Total Incl. VAT (EUR)** field is 2.464,48.

Post the following sales invoice:

- Customer No= 34010602 (Helguera industrial)
- Type= Item
- No.=1100 (Front Wheel)
- Quantity= 5
- Before posting the invoice, verify that the value in the **Total Incl. VAT (EUR)** field is 6.161,21.

Post the following sales invoice:

- Customer No= 34010602 (Helguera industrial)
- Type= Item
- No.=1000 (Bicycle)
- Quantity= 2
- Before posting the invoice, verify that the value in the **Total Incl. VAT (EUR)** field is 11.597,56.

Post the following sales invoice:

- Customer No= 31505050 (Woonboulevard Kuitenbrouwer)
- Type= Item
- No.=1000 (Bicycle)
- Quantity= 3
- Before posting the invoice, verify that the value in the **Total Incl. VAT (EUR)** field is 17.396,35.

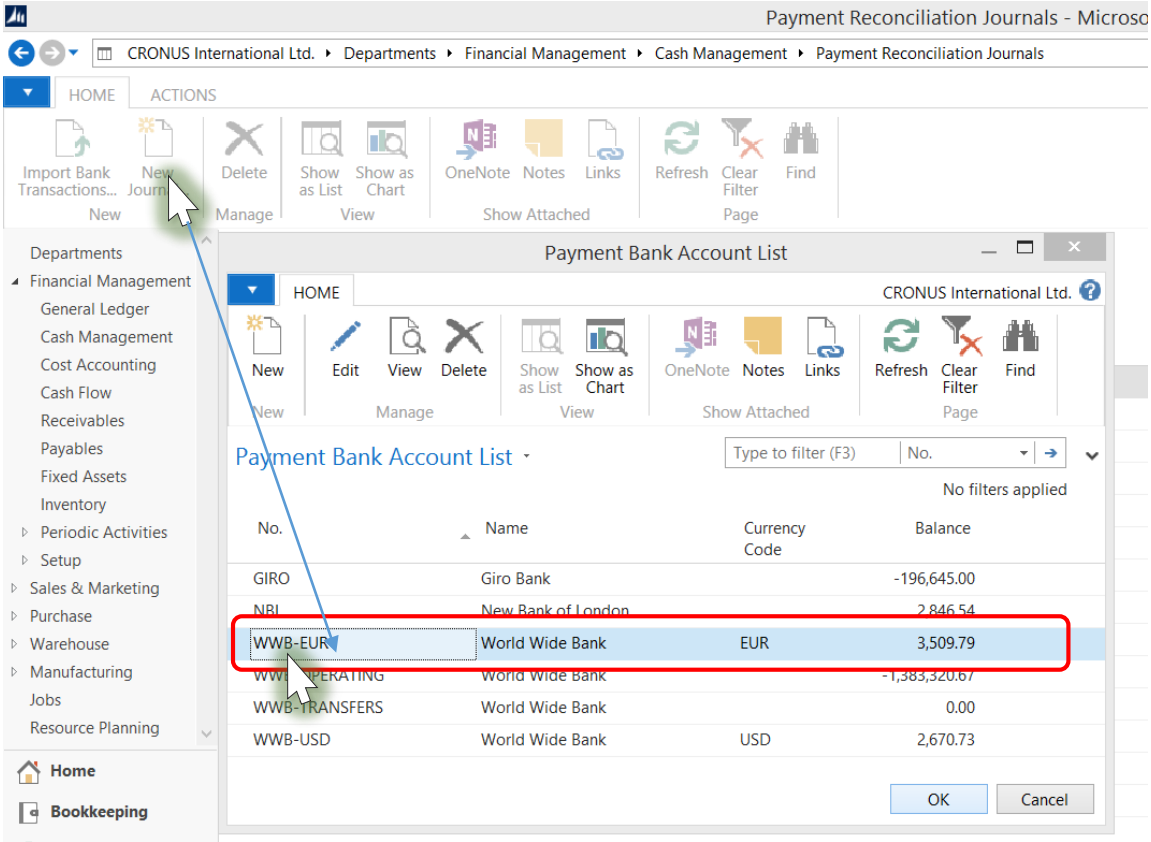
Post the following sales invoice:

- Customer No= 31505050 (Woonboulevard Kuitenbrouwer)
- Type= Item
- No.=1000 (Bicycle)
- Quantity= 2
- Before posting the invoice, verify that the value in the **Total Incl. VAT (EUR)** field is 11.597,56.

Demo 1 – Automatically Reconcile Payments with Payment Discounts

Demo story: Annie, the bookkeeper, frequently (usually daily or several times a day) reconciles incoming and outgoing bank payments to get an updated picture of the cash situation in her company. The company offers payment discounts to customers if they pay within a specified date discount date.

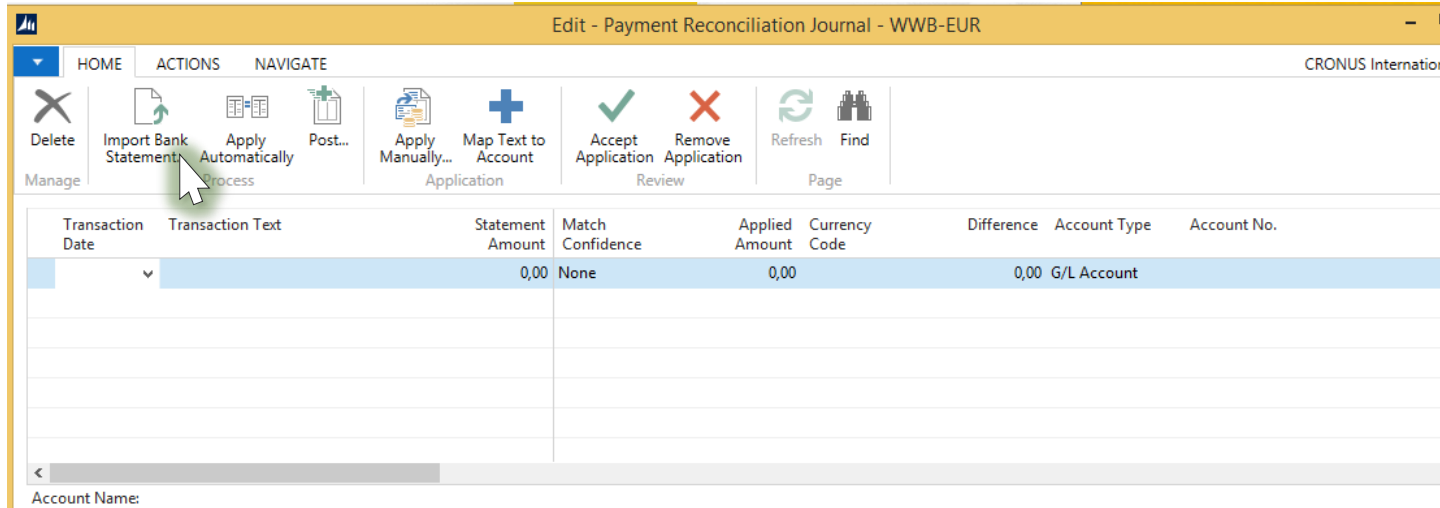
Today, Annie is going to reconcile payments for the WWB-EUR bank account by using the **Payment Reconciliation Journal** window. For this purpose, she has chosen a bank statement file from her bank that contains a payment that she has decided to apply.

What to do	What to say	Screenshots																												
<ol style="list-style-type: none"> In the Search box, enter Payment Reconciliation Journals, and then choose the related link. On the Home tab, in the New group, choose New Journal. In the Payment Bank Account List window, select WWB-EUR, and then choose the OK button. 	<p>In Microsoft Dynamics NAV 2015, it is easy for Annie to get started with the automatic payment reconciliation as she can do the necessary setup on the fly. She simply opens a new journal for the bank account that she wants to reconcile payments. In this case, the WWB-EUR bank account.</p>	 <p>The screenshot shows the 'Payment Bank Account List' window in Microsoft Dynamics NAV 2015. The window title is 'Payment Bank Account List' and it is for 'CRONUS International Ltd.'. The window contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Name</th> <th>Currency Code</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>GIRO</td> <td>Giro Bank</td> <td></td> <td>-196,645.00</td> </tr> <tr> <td>NBI</td> <td>New Bank of London</td> <td></td> <td>2,846.54</td> </tr> <tr> <td>WWB-EUR</td> <td>World Wide Bank</td> <td>EUR</td> <td>3,509.79</td> </tr> <tr> <td>WWB-OPERATING</td> <td>World wide Bank</td> <td></td> <td>-1,383,320.67</td> </tr> <tr> <td>WWB-TRANSFERS</td> <td>World Wide Bank</td> <td></td> <td>0.00</td> </tr> <tr> <td>WWB-USD</td> <td>World Wide Bank</td> <td>USD</td> <td>2,670.73</td> </tr> </tbody> </table> <p>The 'WWB-EUR' row is highlighted in blue, and a red box is drawn around it. A blue arrow points from the 'New Journal' button in the 'Payment Reconciliation Journals' window to the 'WWB-EUR' account in the 'Payment Bank Account List' window.</p>	No.	Name	Currency Code	Balance	GIRO	Giro Bank		-196,645.00	NBI	New Bank of London		2,846.54	WWB-EUR	World Wide Bank	EUR	3,509.79	WWB-OPERATING	World wide Bank		-1,383,320.67	WWB-TRANSFERS	World Wide Bank		0.00	WWB-USD	World Wide Bank	USD	2,670.73
No.	Name	Currency Code	Balance																											
GIRO	Giro Bank		-196,645.00																											
NBI	New Bank of London		2,846.54																											
WWB-EUR	World Wide Bank	EUR	3,509.79																											
WWB-OPERATING	World wide Bank		-1,383,320.67																											
WWB-TRANSFERS	World Wide Bank		0.00																											
WWB-USD	World Wide Bank	USD	2,670.73																											

4. In the **Payment Reconciliation Journal** window, on the **Home** tab, in the **Application** group, choose **Import Bank Statement**.

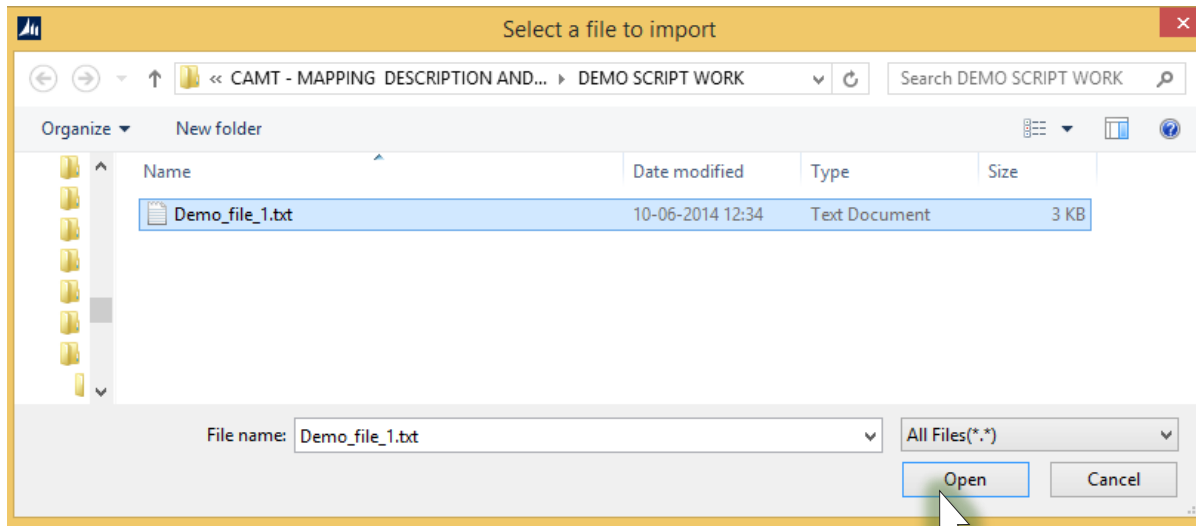
When she chooses the **OK** button, the **Payment Reconciliation Journal** window opens prepared for the selected bank account.

She then proceeds to fill it with payments by importing the related bank statement file.



5. In the **Select a file to import** window, select the file **Demo_file_1**, and then choose the **Open** button.

The system now asks **Annie** to select the file on her computer drive that she wants to import. She selects **Demo_file_1.txt**.
















- On the Home tab, in the Process group, choose Apply Automatically.

The payment data from the bank statement file is imported into the journal for the WWB-EUR bank account. In this file, there are five payments.

Edit - Payment Reconciliation Journal - WWB-EUR

HOME ACTIONS NAVIGATE

 Delete
  Import Bank Transactions...
  Map Text to Account
  Apply Automatically
  Post...
  Accept Applications
  Remove Applications
  Apply Manually...
  Bank Transaction Details
  Sort for Review Descending
  Sort for Review Ascending
  Refresh
  Find

Match Confidence Transaction Date Transaction Text Transaction Amount Difference from Remaining Am... Document No. Description Due Date Account Typ

None	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19					G/L Account
None	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00					G/L Account
None	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56					G/L Account
None	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00					G/L Account
None	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61					G/L Account

- Choose **OK** on the message that appears.

A message tells Annie that the system has all five payments to open entries, representing unpaid documents.

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No
None	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		
None	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00		
None	2/5/2016	Helguera industrial - P...			
None	2/5/2016	Woonboulevard Kuiten...			
None	2/10/2016	Woonboulevard Kuiten...			

- In the **Payment Reconciliation Journal** window, select the first line.
- On the **Home** tab, in the **Review** group, choose **Apply Manually**.

Annie can see that two lines have been applied with high match confidence and that three lines have been applied with low match confidence.

To investigate if the amounts match, Annie selects the first line

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due Date	Account Type	Account No.
High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/2016	Customer	3401060
High	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00	0.01	103033	Invoice 1005	2/28/2016	Customer	3401060
Low	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56	231.95	103034	Invoice 1006	2/28/2016	Customer	3401060
Low	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00	-1,396.35	103035	Invoice 1007	2/28/2016	Customer	3150505
Low	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61	-231.95	103036	Invoice 1008	2/28/2016	Customer	3150505

and then selects **Apply Manually**.

10. In the **Payment Application** window, on the **Home** tab, in the **Review** group, choose **Accept Applications**.

The window closes.

In the **Payment Application** window, Annie can see that the correct invoice is selected for application.

In the **FactBox**, the **Amount Incl. Tolerance Match** field is set to **Yes - Single**, meaning that only one invoice in the system with this amount exists.

Annie chooses **Accept Applications** to mark it as reviewed.

Payment Information

Payment Status: **Applied Automatically - Match Confidence: High** Transaction Amount: 2,415.19

Transaction Date: 2/5/2016 Transaction Text: Helguera industrial - Payment for 2 front wheels

Applied Amount	App...	Remaining Amount Affe...	Applies-to Entry No.	Due Date	Document Type	Document No.	External Documen...	Description
2,415.19	<input checked="" type="checkbox"/>	0.00	2826	2/28/2016	Invoice	103032		Invoice 1004
	<input type="checkbox"/>	0.00	2829	2/28/2016	Invoice	103033		Invoice 1005
	<input type="checkbox"/>	0.00	2831	2/28/2016	Invoice	103034		Invoice 1006
	<input type="checkbox"/>	2,500.00	2895	2/28/2016	Invoice	2001		Boof House 2016

Payment-to-Entry Match

Match Confidence: High

Related Party Match: Full

Document No./Ext. D...: N

Amount Incl. Tolerance Match: Yes - Single

No. of Open Entries f...: Helguera i

Within Amount Toler...:

Outside Amount Tole...:

Additional Match Details

11. In the **Payment Reconciliation Journal** window, select the second line.
12. On the **Home** tab, in the **Review** group, choose **Apply Manually**.

Annie proceeds to investigate the second payment journal line.

Edit - Payment Reconciliation Journal - WWB-EUR CRC

HOME ACTIONS NAVIGATE

Delete Import Bank Transactions... Map Text to Account Apply Automatically Post... Accept Applications Remove Applications Apply Manually... Bank Transaction Details Sort for Review Descending Sort for Review Ascending Refresh Find

Manage Process Review Details Custom Sorting Page

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due Date	Account Type
High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/2016	Customer
High	2/5/2016	Helguera industrial - Payment for 5 front v	6,038.00	0.01	103033	Invoice 1005	2/28/2016	Customer
Low	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56	231.95	103034	Invoice 1006	2/28/2016	Customer
Low	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00	-1,396.35	103035	Invoice 1007	2/28/2016	Customer
Low	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61	-231.95	103036	Invoice 1008	2/28/2016	Customer

13. In the **Payment Application** window, on the **Home** tab, in the **Review** group, choose **Accept Applications**.

14. Choose **Yes** on the message that appears to credit the customer for the rounding amount.

The window closes.

In the **Payment Application** window, Annie can see that the correct invoice is selected.

In the **FactBox**, the **Amount Incl. Tolerance Match** field is set to **Yes - Single**, meaning that only one invoice in the system with this amount exists.

System has matched the invoice based on the remaining amount including discount and the amount tolerance that is specified on the bank account card.

When she chooses **Accept Applications**, or posts the application, the system will credit the customer account with remaining amount.

Payment Information

Payment Status: **Applied Automatically - Match Confidence: High**

Transaction Date: 2/5/2016

Transaction Amount: 6,038.00

Transaction Text: Helguera industrial - Payment for 5 front wheels

Open Entries

Applied Amount	App...	Remaining Amount Afte...	Document Type	Document No.	Description	Remaining Amount Inc...	Pmt. Discount Date	Remaining Pmt. Discount Possible	Account
6,037.99	<input checked="" type="checkbox"/>	0.00	Invoice	103033	Invoice 1005	6,037.99	2/5/2016	123.22	Custc
	<input type="checkbox"/>	0.00	Invoice	103032	Invoice 1004	2,415.19	2/5/2016	49.29	Custc
	<input type="checkbox"/>	0.00	Invoice	103034	Invoice 1006	11,365.61	2/5/2016	231.95	Custc
	<input type="checkbox"/>	5,871.27	Invoice	103010	Invoice 103010	5,871.27		0.00	Custc
	<input type="checkbox"/>	5,798.78	Invoice	103012	Invoice 103012	5,798.78	1/15/2016	115.98	Custc
	<input type="checkbox"/>	4,928.96	Invoice	103007	Invoice 103007	4,928.96	1/15/2016	98.58	Custc
	<input type="checkbox"/>	4,928.96	Invoice	103008	Invoice 103008	4,928.96	1/15/2016	98.58	Custc
	<input type="checkbox"/>	7,248.48	Invoice	103013	Invoice 103013	7,248.48	1/15/2016	144.97	Custc
	<input type="checkbox"/>	7,248.48	Invoice	103006	Invoice 103006	7,248.48	1/15/2016	144.97	Custc
	<input type="checkbox"/>	4,349.00	Invoice	103011	Invoice 103011	4,349.00	1/15/2016	86.98	Custc
	<input type="checkbox"/>	4,000.00	Invoice	2808	Autohaus Mielberg KG 2016	4,000.00		0.00	Custc
	<input type="checkbox"/>	3,744.29	Invoice	103020	Order 101003	3,744.29		0.00	Custc
	<input type="checkbox"/>	3,621.48	Invoice	103017	Order 101011	3,621.48	1/23/2016	72.43	Custc
	<input type="checkbox"/>	3,500.00	Invoice	2803	Beef House 2016	3,500.00	1/19/2016	70.00	Custc
	<input type="checkbox"/>	2,500.00	Invoice	2801	Beef House 2016	2,500.00	1/16/2016	50.00	Custc
	<input type="checkbox"/>	2,500.00	Invoice	2809	Autohaus Mielberg KG 2016	2,500.00		0.00	Custc

Account Name: Helguera industrial

Applied Amount: 6,037.99

Remaining Amount to Apply: 0.01

Payment-to-Entry Match

Match Confidence: High

Related Party Match: Full

Document No./Ext. D... N

Amount Incl. Toleran... Yes - Sing

No. of Open Entries f... Helguera i

Within Amount Toler... Helguera i

Outside Amount Tole... Helguera i

Additional Match Details

OK

15. In the **Payment Reconciliation Journal** window, select the third line.
16. On the **Home** tab, in the **Review** group, choose **Apply Manually**.

Annie proceeds to investigate the third line.

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due Date	Account Type	Account No.
High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/2016	Customer	340106
High	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00	0.01	103033	Invoice 1005	2/28/2016	Customer	340106
Low	2/5/2016	Helguera industrial - Payment for 2 bicycle	11,597.56	231.95	103034	Invoice 1006	2/28/2016	Customer	340106
Low	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00	-1,396.35	103035	Invoice 1007	2/28/2016	Customer	315050
Low	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61	-231.95	103036	Invoice 1008	2/28/2016	Customer	315050

17. In the **Payment Application** window, on the **Home** tab, in the **Review** group, choose **Accept Applications**.

18. Choose **Yes** on the message that appears to credit the customer for the overpaid amount.

The window closes.

In the **Payment Application** window, Annie can see that the user has paid the full amount by mistake.

The system does not consider this amount, since the payment discount should have been applied.

As the invoice has been paid within the payment discount date, the system closes the invoice with an amount corresponding to value in the **Remaining Amount Incl. Payment Discount** field.

Concerning the difference, Annie can decide if she wants to refund the customer immediately or credit the customer.

Payment Information

Payment Status: **Applied Automatically - Match Confidence: Low** Transaction Amount: 11,597.56
 Transaction Date: 2/5/2016 Transaction Text: Helguera industrial - Payment for 2 bicycles

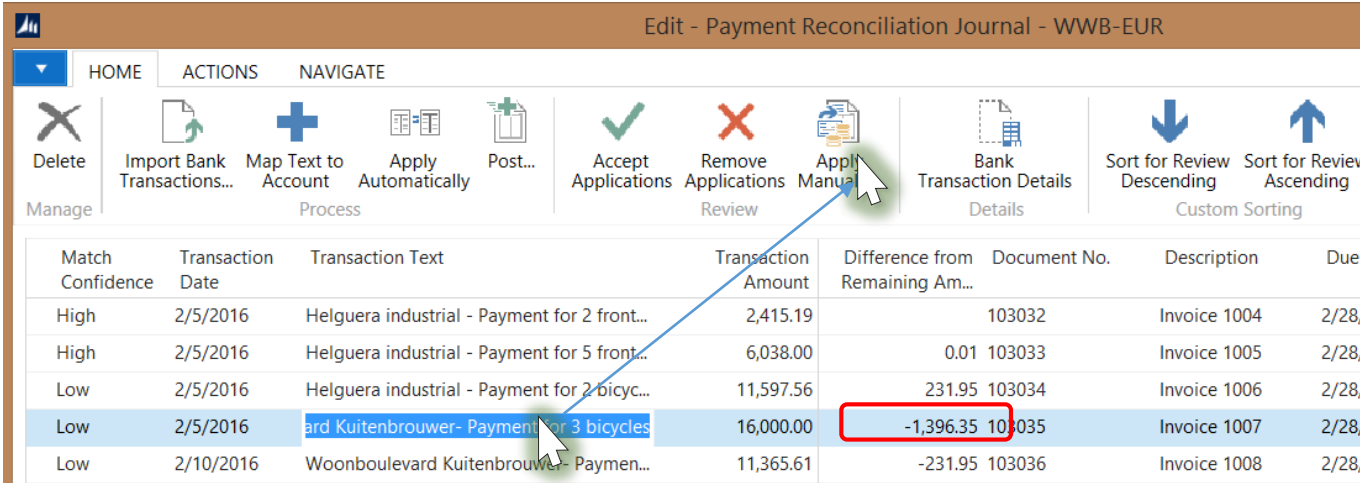
Document	External Document...	Description	Remaining Amount Inc...	Pmt. Discount Date	Remaining Pmt. Discount Possible	Account Type	Account No.	Match Confidence
34		Invoice 1006	11,365.61	2/5/2016	231.95	Customer	34010602	Low
33		Invoice 1005	6,037.99	2/5/2016	123.22	Customer	34010602	Low
32		Invoice 1004	2,415.19	2/5/2016	49.29	Customer	34010602	Low
36		Invoice 1008	11,365.61	2/5/2016	231.95	Customer	31505050	None
09		Invoice 103009	9,857.93	1/15/2016	197.16	Customer	49858585	None
13		Invoice 103013	7,248.48	1/15/2016	144.97	Customer	43687129	None
06		Invoice 103006	7,248.48	1/15/2016	144.97	Customer	49525252	None
10		Invoice 103010	5,871.27		0.00	Customer	49633663	None
12		Invoice 103012	5,798.78	1/15/2016	115.98	Customer	43687129	None
35		Invoice 1007	17,048.42	2/5/2016	347.93	Customer	31505050	None
07		Invoice 103007	4,928.96	1/15/2016	98.58	Customer	49858585	None
08		Invoice 103008	4,928.96	1/15/2016	98.58	Customer	49858585	None
11		Invoice 103011	4,349.00	1/15/2016	86.98	Customer	43687129	None
		Autohaus Mielberg KG 2016	4,000.00		0.00	Customer	49633663	None
20		Order 101003	3,744.29		0.00	Customer	32656565	None
17		Order 101011	3,621.48	1/23/2016	72.43	Customer	43687129	None

Account Name: Helguera industrial

Applied Amount: 11,365.61 Remaining Amount to Apply: 231.95

Demo 2 – Manually Handle Payment Discounts

Demo story: In some cases, the bookkeeper, Annie, wants to update the payment discount details to close an open entry. This demonstration shows how to manually handle cases where a user has paid the discounted amount after the payment discount due date or has paid an insufficient amount.

What to do	What to say	Screenshots																																																
<ol style="list-style-type: none"> In the Payment Reconciliation Journal window, select the fourth line. On the Home tab, in the Review group, choose Apply Manually. 	<p>For the fourth line, Annie sees that the amounts do not match. She selects a line and chooses Apply Manually to investigate.</p>	 <table border="1" data-bbox="882 655 2215 901"> <thead> <tr> <th>Match Confidence</th> <th>Transaction Date</th> <th>Transaction Text</th> <th>Transaction Amount</th> <th>Difference from Remaining Am...</th> <th>Document No.</th> <th>Description</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>High</td> <td>2/5/2016</td> <td>Helguera industrial - Payment for 2 front...</td> <td>2,415.19</td> <td></td> <td>103032</td> <td>Invoice 1004</td> <td>2/28/</td> </tr> <tr> <td>High</td> <td>2/5/2016</td> <td>Helguera industrial - Payment for 5 front...</td> <td>6,038.00</td> <td>0.01</td> <td>103033</td> <td>Invoice 1005</td> <td>2/28/</td> </tr> <tr> <td>Low</td> <td>2/5/2016</td> <td>Helguera industrial - Payment for 2 bicyc...</td> <td>11,597.56</td> <td>231.95</td> <td>103034</td> <td>Invoice 1006</td> <td>2/28/</td> </tr> <tr> <td>Low</td> <td>2/5/2016</td> <td>ard Kuitenbrouwer- Payment for 3 bicycles</td> <td>16,000.00</td> <td>-1,396.35</td> <td>103035</td> <td>Invoice 1007</td> <td>2/28/</td> </tr> <tr> <td>Low</td> <td>2/10/2016</td> <td>Woonboulevard Kuitenbrouwer- Paymen...</td> <td>11,365.61</td> <td>-231.95</td> <td>103036</td> <td>Invoice 1008</td> <td>2/28/</td> </tr> </tbody> </table>	Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due	High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/	High	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00	0.01	103033	Invoice 1005	2/28/	Low	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56	231.95	103034	Invoice 1006	2/28/	Low	2/5/2016	ard Kuitenbrouwer- Payment for 3 bicycles	16,000.00	-1,396.35	103035	Invoice 1007	2/28/	Low	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61	-231.95	103036	Invoice 1008	2/28/
Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due																																											
High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/																																											
High	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00	0.01	103033	Invoice 1005	2/28/																																											
Low	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56	231.95	103034	Invoice 1006	2/28/																																											
Low	2/5/2016	ard Kuitenbrouwer- Payment for 3 bicycles	16,000.00	-1,396.35	103035	Invoice 1007	2/28/																																											
Low	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61	-231.95	103036	Invoice 1008	2/28/																																											

- In the **Payment Application** window, in the **Remaining Pmt. Discount Possible** field, enter 1,396.35 instead of the existing discount amount.
- On the **Home** tab, in the **Review** group, choose **Accept Applications**.

The window closes.

Annie can see that the user has underpaid the invoice. User has negotiated a larger discount and the payment discount needs to be updated.

Annie enters 1,396.35 instead of the existing discount amount.

She can see that the remaining amount after posting has turned to zero, and that the invoice will be closed after posting.

She chooses **Accept Applications** to mark the invoice as reviewed and proceeds with the review.

Edit - Payment Application

HOME ACTIONS NAVIGATE

Accept Applications Remove Applications
All Open Entries Related-Party Open Entries Applied Entries
Bank Transaction Details Refresh Find

Review Show Details Page

Payment Information

Payment Status: **Applied Manually** Transaction Amount: 16,000.00

Transaction Date: 2/5/2016 Transaction Text: Woonboulevard Kuitenbrouwer- Payment for 3 bicycles

Open Entries

Document	External Document	Description	Remaining Amount Inc...	Pmt. Discount Date	Remaining Pmt. Discount Possible	Account Type	Account No.	Match Confidence
35		Invoice 1007	16,000.00	2/5/2016	1,396.35	Customer	31505050	Low
36		Invoice 1008	11,365.61	2/5/2016	231.95	Customer	31505050	Low
34		Invoice 1006	11,365.61	2/5/2016	231.95	Customer	34010602	None
09		Invoice 103009	9,857.93	1/15/2016	197.16	Customer	49858585	None

5. In the **Payment Reconciliation Journal** window, select the fifth line.
6. On the **Home** tab, in the **Review** group, choose **Apply Manually**.

For the fifth line, Annie sees that the amounts do not match. She selects a line and chooses **Apply Manually** to investigate.

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due Da
High	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/20
High	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00	0.01	103033	Invoice 1005	2/28/20
Low	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56	231.95	103034	Invoice 1006	2/28/20
Manual	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00		103035	Invoice 1007	2/28/20
Low	2/10/2016	Woonboulevard Kuitenbrouwer- Payment	11,365.61	-231.95	103036	Invoice 1008	2/28/20

7. In the **Payment Application** window, in the **Pmt. Discount Date**, change the data to match transaction date, 02/10/2016.

Annie can see that the customer has paid the discounted amount after the payment discount date.

She still decides to grant the payment discount anyway. To do this, she changes the payment discount date to equal the transaction date.

She can see that the remaining amount after posting has turned to zero, and that the invoice will be closed after posting.

Payment Information

Payment Status: **Applied Automatically - Match Confidence: Low** Transaction Amount: 11,365.61

Transaction Date: 2/10/2016 Transaction Text: Woonboulevard Kuitenbrouwer- Payment for 2 bicycles

Open Entries

Document	External Documen...	Description	Remaining Amount Inc...	Pmt. Discount Date	Remaining Pmt. Discount Possible	Account Type	Account No.	Match Confidence
36		Invoice 1008	11,597.56	2/5/2016	231.95	Customer	31505050	Low
35		Invoice 1007	17,396.35	2/5/2016	1,396.35	Customer	31505050	Low
34		Invoice 1006	11,597.56	2/5/2016	231.95	Customer	34010602	None

She chooses **Accept Applications** to mark the invoice as reviewed and proceeds with the review.

8. In the **Payment Reconciliation Journal** window, on the **Home** tab, in the **Process** group, choose **Post**.

Annie sees that all the five payments are reviewed and the differences in amounts are handled. She posts the journal to post the invoices as paid and close the open entries as applied.

Match Confidence	Transaction Date	Transaction Text	Transaction Amount	Difference from Remaining Am...	Document No.	Description	Due Date	Account Type	Account I
Accepted	2/5/2016	Helguera industrial - Payment for 2 front...	2,415.19		103032	Invoice 1004	2/28/2016	Customer	34010602
Accepted	2/5/2016	Helguera industrial - Payment for 5 front...	6,038.00		103033	The payment has...		Customer	34010602
Accepted	2/5/2016	Helguera industrial - Payment for 2 bicyc...	11,597.56		103034	The payment has...		Customer	34010602
Accepted	2/5/2016	Woonboulevard Kuitenbrouwer- Paymen...	16,000.00		103035	Invoice 1007	2/28/2016	Customer	31505050
Accepted	2/10/2016	Woonboulevard Kuitenbrouwer- Paymen...	11,365.61		103036	Invoice 1008	2/28/2016	Customer	31505050

3. Bank Data Conversion Service

Source: Demo Script - Using the Bank Data Conversion Service to Export Payment Files and Import Bank Statement Files, Rikke Lassen (Program manager), June 2014, Microsoft

Set Up the Bank Data Conversion Service

In the **Search** box, enter **Bank Data Conv. Service Setup**, and then choose the related link. In the **Bank Data Conv. Service Setup** window, demo data is set up to connect to the bank data conversion service with a demo account that can be used to try out the functionality. This service allows conversion of exported payment files for a demo bank and conversion of imported bank statement files in a predefined format. Accordingly, it does not create fully functional data files.

To set up a fully functional solution, the customer must sign up for the service and get a user name and a password. Information on signing up to the bank data conversion service is provided as Help by AMC-Consult A/S.

Integration to the bank data conversion service requires a password, which is stored in the database. It is recommended that you encrypt the password for security reasons. The **Bank Data Conv. Service Setup** window will guide you to the **Data Encryption Management** window where you can encrypt the password.

Note: Data encryption is not required for this demonstration of the Bank Data Conversion Service feature, so choose **No** when you are asked to open the **Data Encryption Management** window.

Demo Data Preparation

In the demo company, the following data has been preconfigured to use with the bank data conversion service.

Bank account:

- WWB-TRANSFERS is set up to handle the connection with the Demo Bank GB format and uses the predefined payment export format. Furthermore, the import of bank statement files will use a specific demo format.
- The defined definitions of fields to export and import are defined in the Data Exchange Framework with the definitions for credit transfers BANKDATACONVSERVCT, and bank statement import format, BANKDATACONVSERVSTMT. These are also the definitions to be used in an actual implementation.
- The WWB-TRANSFERS bank account is set up to be used for demonstration purposes with IBAN GB29 RBOS 6016 1331 9268 19
- It also contains the value in the **Credit Transfer Msg. No.** field to be used in the export of payment files.

Payment methods

- The BNKDOMCONV and BNKINTCONV payment methods are created to enable both domestic and international payments. Adding these codes on the vendor card that is selected for demo will prefill required fields in the **Payment Journal** window.

Payment Journal Batch

- The BANK CONV payment journal batch is preset to enable export. The **Allow Payment Export** check box is selected.

Vendors

To exporting payments, you must fill the following bank information on the vendor card:

Vendor – no. 10000 (London Postmaster)

- On the vendor card, the **Preferred Bank Account** field is set up with bank account numbers. Ensure that ECA is set as the preferred bank.
- On the vendor card, in the **Payment Method Code** field, enter BNKCONVDOM.

Vendor – no. 20000 (AR Day Property Management)

- On the vendor card, the **Preferred Bank Account** field is set up with bank account numbers. Ensure that ECA is set as the preferred bank.
- On the vendor card, in the **Payment Method Code** field, enter BNKCONVDOM.

Purchase invoices

Post a purchase invoice with the following values:

Buy-from Vendor No.	10000
Vendor Invoice No.	1111
Type	Item
No.	1110
Quantity	10
Due Date	28-01-2015
Posting Date	28-01-2015

Post a purchase invoice with the following values.

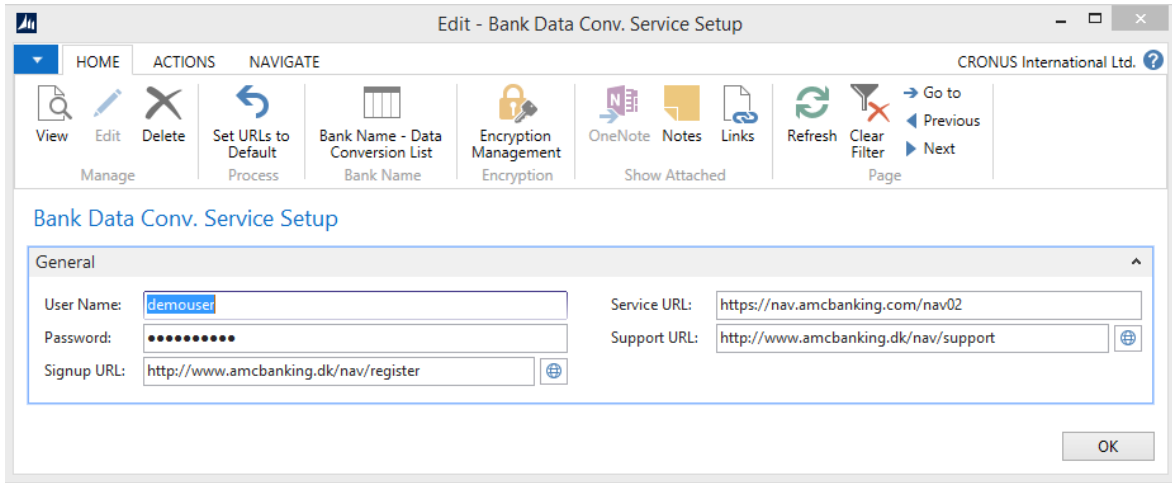
Buy-from Vendor No.	20000
Vendor Invoice No.	1111
Type	Item
No.	1110
Quantity	10
Due Date	28-01-2015
Posting Date	28-01-2015

Note that the posting date is important to set correctly as the bank data conversion service will validate if the date is acceptable for the bank.

Demo 0 — Set Up the Bank Data Conversion Service

Demo Story: When banks in corporate online banking offer their customers to upload payment files with payment instructions exported directly from the ERP system, the user can save a lot of time and reduce errors compared to manually keying in payment instructions in the online bank. This demo will show how to set up Microsoft Dynamics NAV to export payment data and integrate to the bank data conversion service to create an electronic bank file that can be uploaded to corporate online banks.

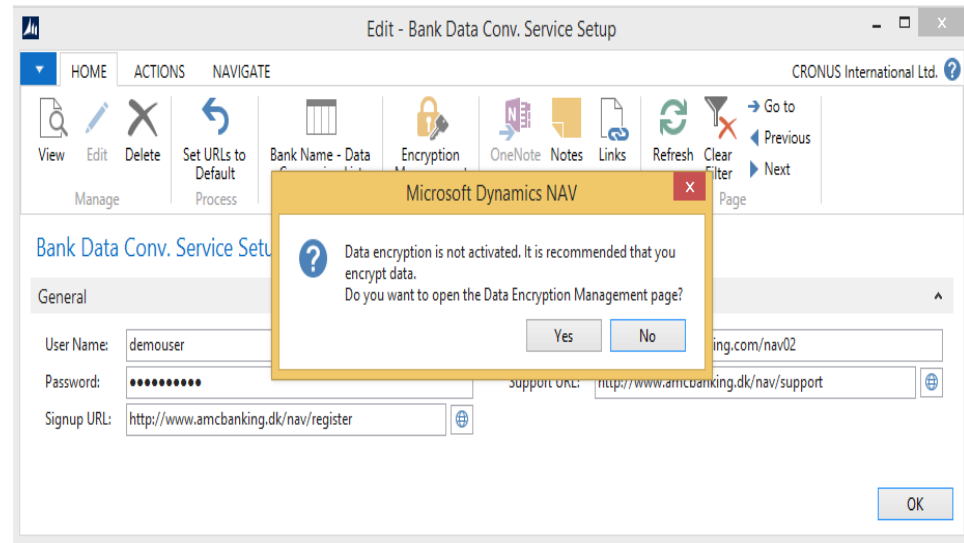
Payment upload requires that the electronic bank file generated by the ERP system matches the file type that the bank is able to receive and process. You can set up the bank account in Microsoft Dynamics NAV so that payments created for the related bank can be exported to a file of the correct type and converted to the correct bank file by using Bank Data Conversion Service.

What to do	What to say	Screenshots
<ol style="list-style-type: none">1. In the Search box, enter Bank Data Conversion Service, and then choose the related link.2. Validate that the service is set up.	<p>To use the service, you must sign up at the service provider. Connecting to the provider's sign-up page from this window allows the user to sign up for the service and create the user name and password that is required for the service to connect.</p> <p>This is also the place to get a quick entry to the status of the service and to see support information for the service.</p> <p>Sign-up is a precondition to use the service. Demo data is set up to connect with a demo user and will produce a demo file.</p>	

3. Reminder to turn on encryption for the password.

To secure your password for connecting to the service, it is recommended that you turn on data encryption. This is enforced by showing a dialog box when you close the **Bank Data Conversion Service** window. If you choose **Yes**, you will be taken to the **Data Encryption Management** window for further setup.

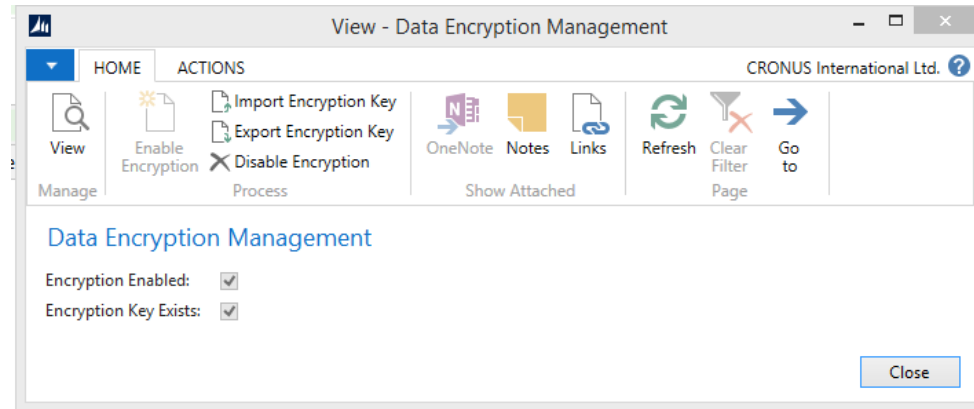
Choose **No** in this demonstration.



4. Enable data encryption

To enable data encryption, select the **Enable Encryption** check box. This will generate an encryption key on the server. It is recommended to export the key and keep it in a secure place as a backup. This is simple to do using the **Export Encryption Key** action.

Encryption is now turned on, and the password is stored safely.

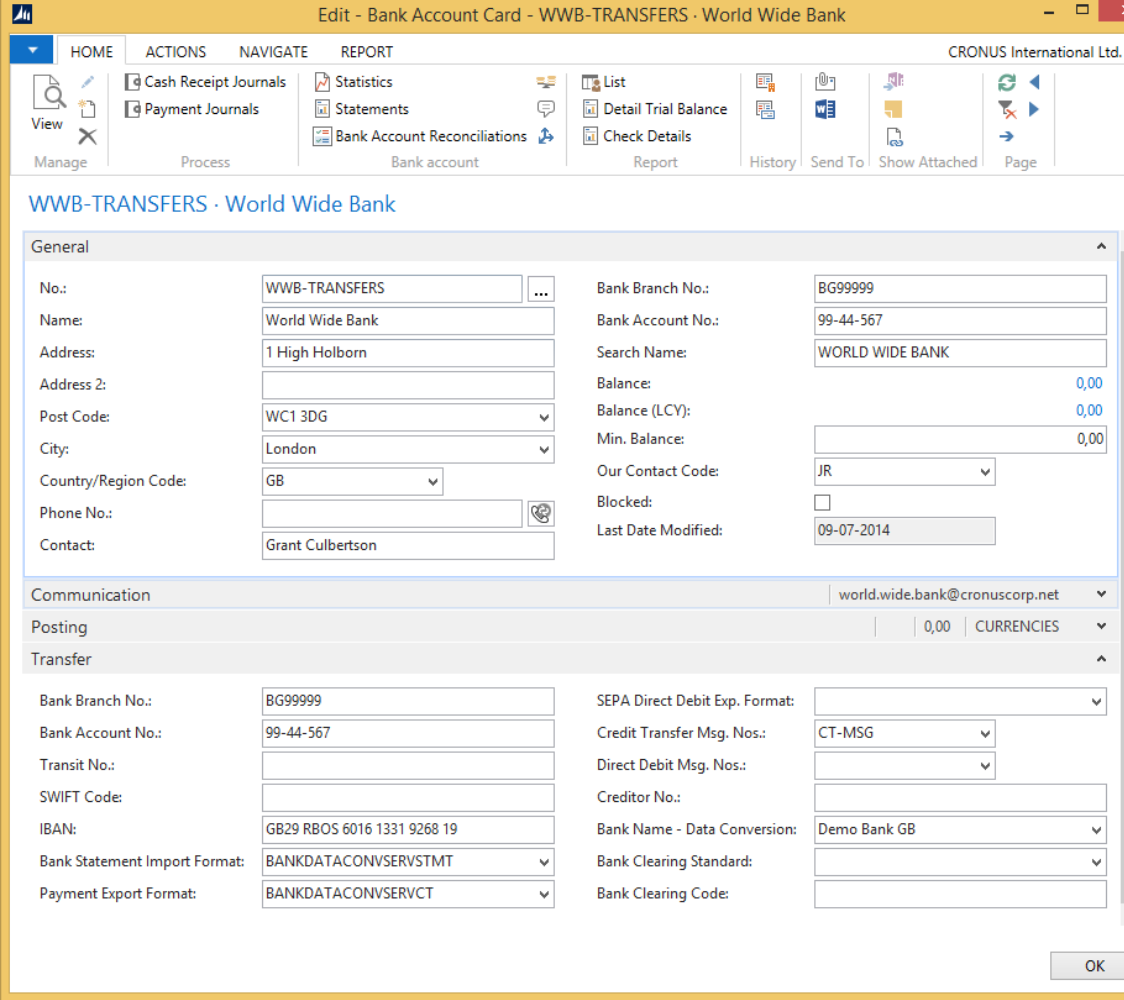


Demo 1 — Set Up Payment Export for a Bank Account

Demo Story: When banks in corporate online banking offer their customers to upload payment files with payment instructions exported directly from the ERP system, the user can save a lot of time and reduce errors compared to manually keying in payment instructions in the online bank. This demo will show how to set up Microsoft Dynamics NAV to export payment data to an electronic bank file that can be uploaded to corporate online banks.

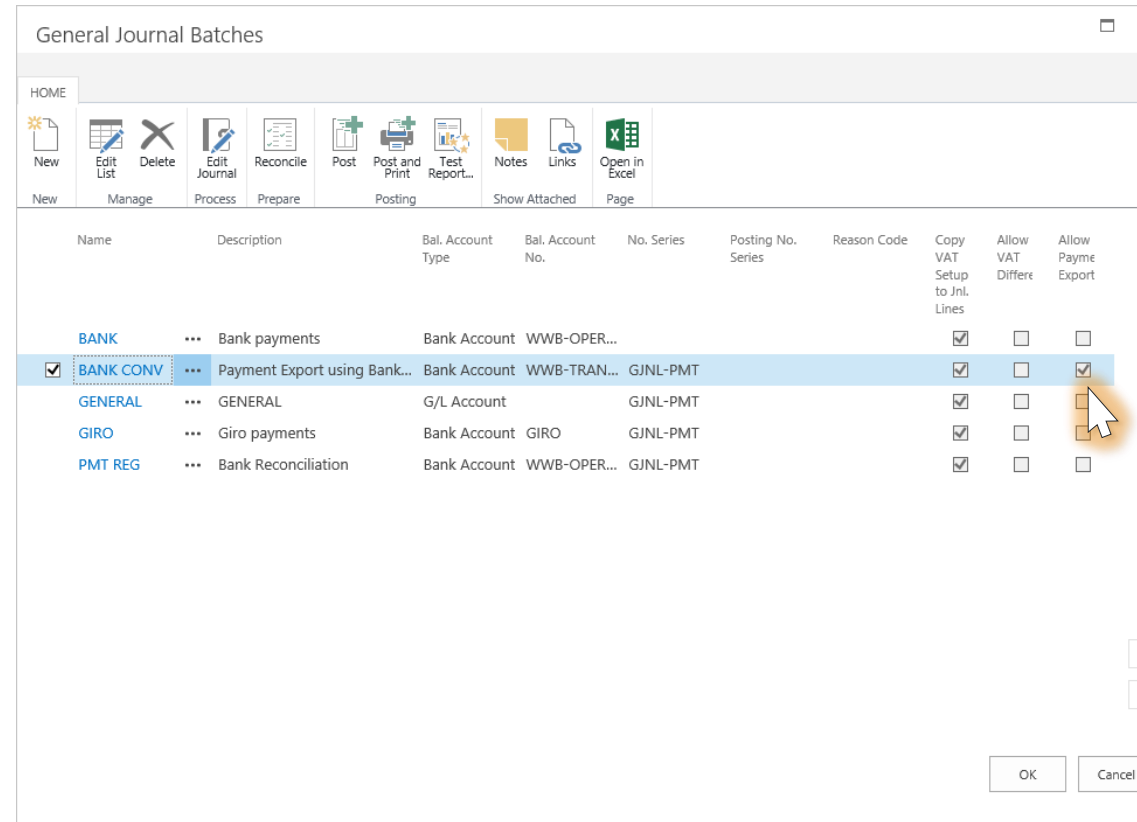
Payment upload requires that the electronic bank file generated by the ERP system matches the file type that the bank is able to receive and process. You can set up the bank account in Microsoft Dynamics NAV so that payments created for the related bank can be converted to a file of the correct type.

Note: For demonstration purposes, use the WWB-Transfer bank account, which is set up with a demo account. The Bank Conv. Payment journal batch is preset to exporting payments

What to do	What to say	Screenshots
<ol style="list-style-type: none"> In the Search box, enter Bank Accounts, and then choose the related link. Select the bank account WWB-TRANSFER. On the Home tab, in the Manage group, choose Edit. Choose the OK button. 	<p>First, you must set the right file format for the bank account that you want to pay from. The bank that holds the account will indicate what file types are supported. On the bank account card, in the dropdown menu, select the Payment Export Format field, and then choose BANKDATACONSERVCT.</p> <p>For import of bank statements, the Bank Statement Import Format field must be set to BANKDATACONVSEVSTMT.</p> <p>The Bank Name – Data Conversion field must be set up by pointing to the selected bank from the bank data conversion service. The lookup provides a list of supported formats. The list is filtered by the country/region on the bank and on the company setup</p> <p>Your bank account must have either have a bank account number filled or the IBAN field filled. For some formats, it is required to fill the Bank Clearing Standard and the Bank Clearing Code fields. For demo purposes, the IBAN field has been preset with information.</p>	 <p>The screenshot shows the 'Edit - Bank Account Card' window for 'WWB-TRANSFERS' in 'World Wide Bank'. The window is divided into several sections:</p> <ul style="list-style-type: none"> General: Fields include No. (WWB-TRANSFERS), Name (World Wide Bank), Address (1 High Holborn), Post Code (WC1 3DG), City (London), Country/Region Code (GB), Phone No., Contact (Grant Culbertson), Bank Branch No. (BG99999), Bank Account No. (99-44-567), Search Name (WORLD WIDE BANK), Balance (0,00), Balance (LCY) (0,00), Min. Balance (0,00), Our Contact Code (JR), Blocked (checkbox), and Last Date Modified (09-07-2014). Communication: Field for email address (world.wide.bank@cronuscorp.net). Posting: Field for currency (0,00 CURRENCIES). Transfer: Fields include Bank Branch No. (BG99999), Bank Account No. (99-44-567), Transit No., SWIFT Code, IBAN (GB29 RBOS 6016 1331 9268 19), Bank Statement Import Format (BANKDATACONVSEVSTMT), Payment Export Format (BANKDATACONSERVCT), SEPA Direct Debit Exp. Format, Credit Transfer Msg. Nos. (CT-MSG), Direct Debit Msg. Nos., Creditor No., Bank Name - Data Conversion (Demo Bank GB), Bank Clearing Standard, and Bank Clearing Code.

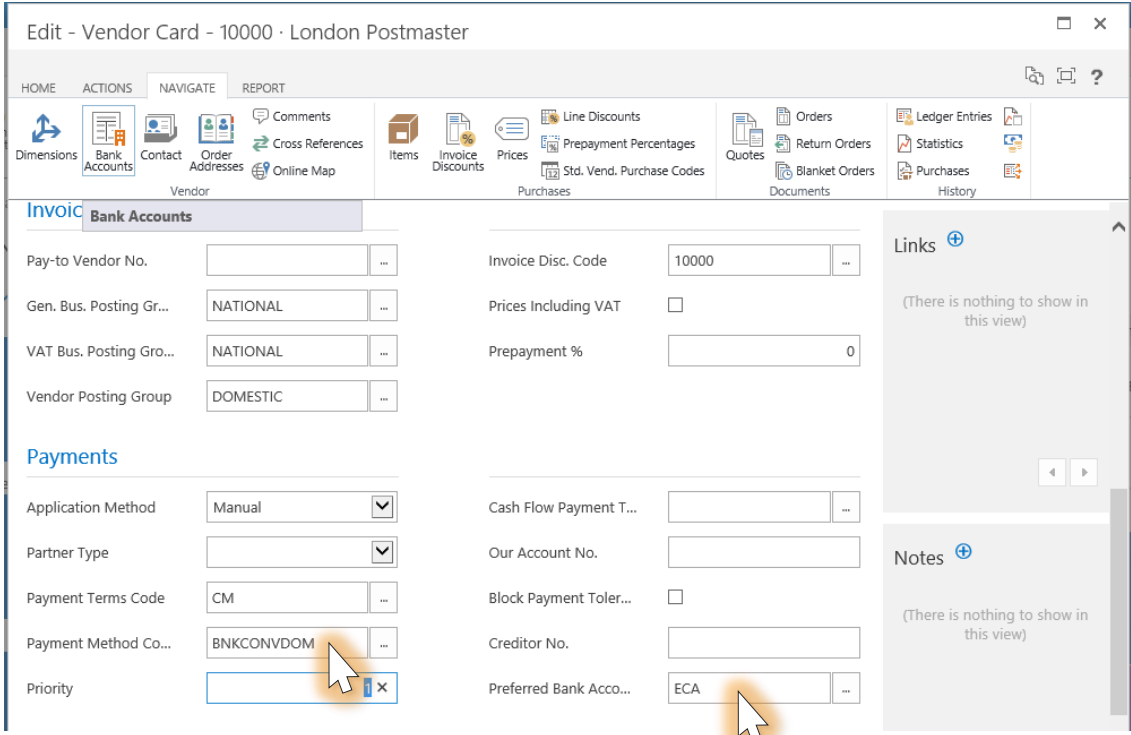
4. In the **Search** box, enter **Payment Journals**, and then choose the related link.
5. Choose the drop-down button in the **Batch Name** field.
6. In the **General Journal Batches** window, choose **New**.
7. Validate that the **BANK CONV** payment has been set up correctly
8. Choose the **OK** button.

You use a specific batch in the **Payment Journal** window for the bank account that you want to pay your vendors from. In this batch, you will be creating vendor payments and exporting the payment data. The payment journal must allow export which is defined in the definition of the general journal batch by selecting the **Allow Payment Export** check box.



Demo 2 — Set Payment Information on a Vendor Card

Demo Story: When you expect to pay a vendor on a recurring basis, there are efficiency gains from setting up default payment details for the vendor. Once payment details are set up in the **Vendor Card** window, future purchase documents will automatically be linked to the payment information and this will automate the creation of the payment line in the **Payment Journal** window.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> In the Search box, enter Vendors, and then choose the related link. Select vendor number, 10000 London Postmaster, and then double-click on the line to open the Vendor Card window. In the Vendor Card window, on the Payments FastTab, in the Preferred Bank Account field, select ECA. In the Payment Method Code field, select BNKCONVDOM. Choose the OK button. 	<p>If you buy from a vendor on a recurring basis, you can set up payment details on the vendor card so that whenever you create purchasing invoices or lines in the journal for that vendor, the payment details are automatically filled with the payment details from the vendor card.</p> <p>Go to the vendor card and set the payment method code and the preferred bank account.</p>	 <p>The screenshot shows the 'Edit - Vendor Card - 10000 · London Postmaster' window. The 'Payments' FastTab is selected. The 'Preferred Bank Account' field is set to 'ECA'. The 'Payment Method Code' field is set to 'BNKCONVDOM'. Other fields include 'Application Method' (Manual), 'Partner Type', 'Payment Terms Code' (CM), and 'Priority'. The 'Bank Accounts' section shows 'Pay-to Vendor No.', 'Gen. Bus. Posting Gr...' (NATIONAL), 'VAT Bus. Posting Gro...' (NATIONAL), and 'Vendor Posting Group' (DOMESTIC). The 'Payments' section includes 'Cash Flow Payment T...', 'Our Account No.', 'Block Payment Toler...', 'Creditor No.', and 'Preferred Bank Acco...' (ECA). A mouse cursor is pointing at the 'ECA' field in the 'Preferred Bank Acco...' field.</p>

<ol style="list-style-type: none"> 6. In the Search box, enter Purchase Invoice, and then choose the related link. 7. On the Home tab, in the New group, choose New. 8. On the General FastTab, in the Buy-from Vendor No. field, enter 10000. 9. In the Vendor Invoice No. field, enter 3. 10. On the Lines FastTab, in the Type field, enter Item. 11. In the No. field, enter 1110. 12. In the Quantity field, enter 10. 13. On the Invoicing FastTab, in the Due Date field, change the date to 30-01-2015. 14. On the Home tab, in the Posting group, choose Post. 	<p>Going forward, when you create purchase documents in the system for this vendor (either in the Purchase Invoice window or in a journal), the payment details on the vendor card will automatically be linked to the new purchase document. This helps automate the generation of payment lines later in the Payment Journal window. Beware that when payment details are added to a vendor card, they will NOT automatically be linked to purchase documents that are already created in the system.</p> <p>To illustrate how new purchase documents are automatically linked to the vendor's payment information, we create a purchase</p>	
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invoice for the vendor London postmaster. In the next demo where we generate a line for this document in the **Payment Journal** window, we will see that the payment details are automatically filled.

Edit - Posted Purchase Invoice - 108028 · London Postmaster

CRONUS International Ltd. ?

HOME ACTIONS

View Edit Delete Navigate Statistics Comments Dimensions Approvals Print... Email as Attachment Show Attached Refresh Next Go to Previous Page

108028 · London Postmaster

General

No.: 108028 Posting Date: 28-01-2015
 Buy-from Vendor No.: 10000 Document Date: 28-01-2015
 Buy-from Contact No.: CT000072 Quote No.:
 Buy-from Vendor Name: London Postmaster Order No.:
 Buy-from Address: 10 North Lake Avenue Pre-Assigned No.: 1001
 Buy-from Address 2: Vendor Order No.:
 Buy-from Post Code: N12 5XY Vendor Invoice No.: 3
 Buy-from City: London Order Address Code:
 Buy-from Contact: Mrs. Carol Philips Purchaser Code: RL
 No. Printed: 0 Responsibility Center: LONDON

Lines

Line Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Measur...	Direct Unit Cost Excl. VAT	Unit Price (LCY)	Line Amount Excl. VAT
Item	1110	Rim	10	PCS	1,05	0,00	10,50

Invoice Discount Amount Excl. VAT: 0,00 Total Excl. VAT (GBP): 10,50
 Total VAT (GBP): 2,63
 Total Incl. VAT (GBP): 13,13

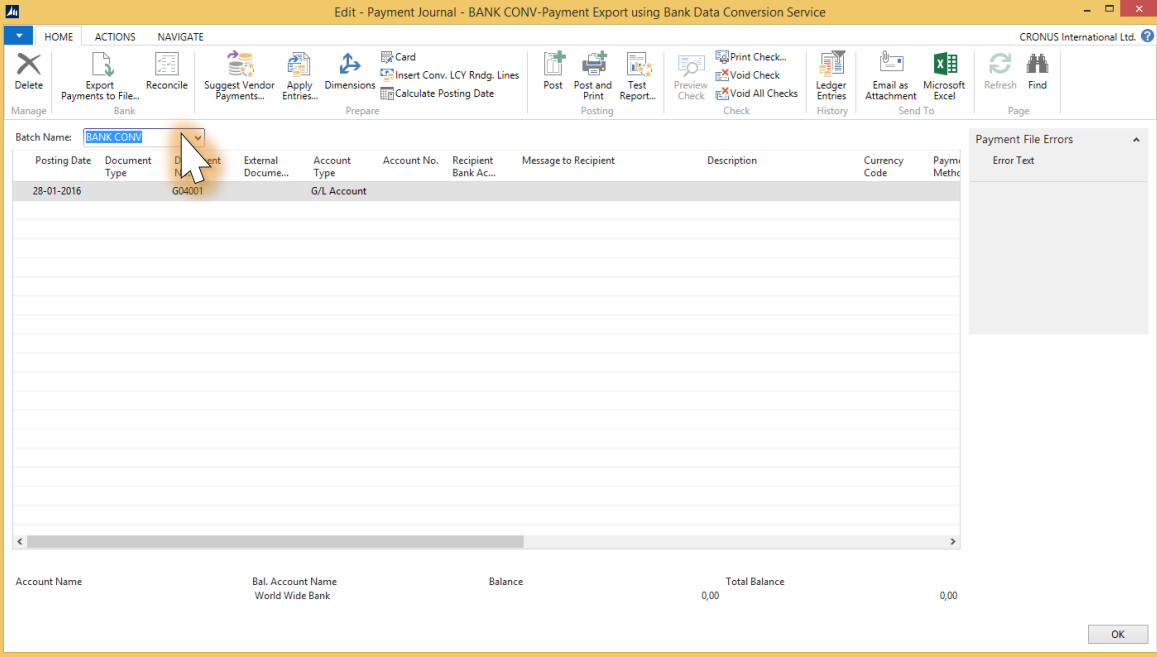
Invoicing

Pay-to Vendor No.: 10000 Project Code:
 Pay-to Contact No.: CT000072 Payment Terms Code: CM

OK

Demo 3 — Create Payment Data in the Payment Journal and Export it to a Payment File

Demo Story: You will create payment data in the **Payment Journal** window. To create the payment lines that need to be exported, you can either use the **Posted Purchase Invoices** window as a starting point or enter payments directly in the payment journal.

What to do	What to say	Screenshots																												
<ol style="list-style-type: none"> In the Search box, enter Payment Journals, and then choose the related link. Choose the drop-down button in the Batch Name field. In the General Journal Batches window, select BANK CONV Choose the OK button. 	<p>Go to the Payment Journal window and choose the batch for the bank account that you want to create a payment proposal for, in this case, BANK CONV.</p>	 <p>The screenshot shows the 'Edit - Payment Journal - BANK CONV - Payment Export using Bank Data Conversion Service' window. The 'Batch Name' dropdown menu is open, showing 'BANK CONV' as the selected option. The main table below has the following data:</p> <table border="1"> <thead> <tr> <th>Posting Date</th> <th>Document Type</th> <th>External Docume...</th> <th>Account Type</th> <th>Account No.</th> <th>Recipient Bank Ac...</th> <th>Message to Recipient</th> <th>Description</th> <th>Currency Code</th> <th>Paymi Methc</th> </tr> </thead> <tbody> <tr> <td>28-01-2016</td> <td></td> <td>G04001</td> <td>G/L Account</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the window, there is a summary table:</p> <table border="1"> <thead> <tr> <th>Account Name</th> <th>Bal. Account Name</th> <th>Balance</th> <th>Total Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td>World Wide Bank</td> <td></td> <td>0,00</td> </tr> </tbody> </table> <p>An 'OK' button is visible in the bottom right corner of the window.</p>	Posting Date	Document Type	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description	Currency Code	Paymi Methc	28-01-2016		G04001	G/L Account							Account Name	Bal. Account Name	Balance	Total Balance		World Wide Bank		0,00
Posting Date	Document Type	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description	Currency Code	Paymi Methc																					
28-01-2016		G04001	G/L Account																											
Account Name	Bal. Account Name	Balance	Total Balance																											
	World Wide Bank		0,00																											

You are now ready to start creating a payment proposal for WWB-Transfer in the payment journal. Note the following about fields in relation to payment export:

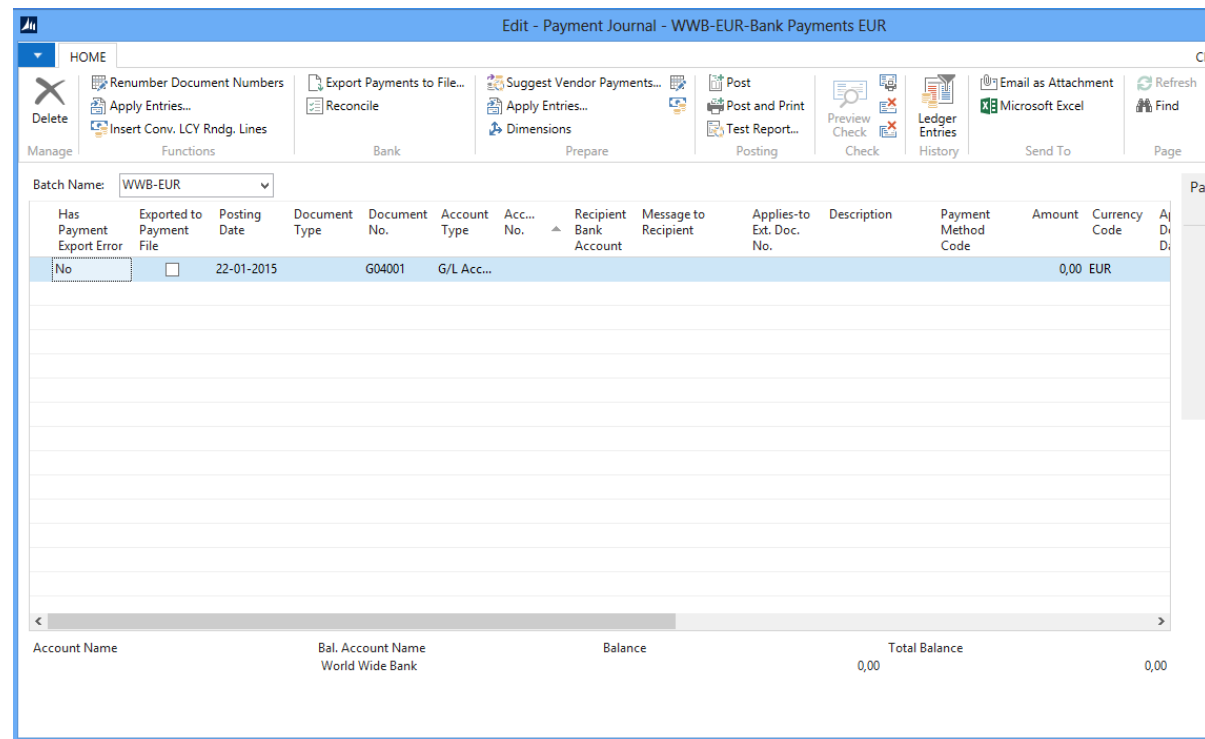
Has Payment Export Error: If the value is **Yes**, then one or more errors exist for the journal line, which prevents creation of the payment file.

Exported to Payment File: If this check box is selected, it means that the line has already been exported to a payment file. You can choose to export it again if you want to.

Posting Date: The system will insert this date in the bank file as the dispatch date, meaning the date that you want the bank to process the payment.

Document Type: Must be set to **Payment**.

Recipient Bank Account: Must be filled with a vendor bank. For demo purposes the IBAN field has been preset with information.



Batch Name:	WVB-EUR															
Has Payment Export Error	Exported to Payment File	Posting Date	Document Type	Document No.	Account Type	Acc. No.	Recipient Bank Account	Message to Recipient	Applies-to Ext. Doc. No.	Description	Payment Method Code	Amount	Currency Code	Al	Di	D:
No	<input type="checkbox"/>	22-01-2015	G04001	G/L Acc...								0,00	EUR			

Account Name	Bal.	Account Name	Balance	Total Balance
		World Wide Bank		0,00
				0,00

5. On the **Home** tab, in the **Prepare** group, choose **Suggest Vendor Payments**
6. In the **Suggest Vendor Payments** window, in the **Last Payment Date** field, enter 2801-2015. In the **Bal. Account Type** field, select Bank Account. In the **Bal. Account No.** field, select WWB-TRANSFER.
7. Choose the **OK** button.

You can either create payment lines by manually creating lines in the payment journal or you can use the **Suggest Vendor Payments** function that will propose payments for open purchase documents in the system. In this demo, we use the **Suggest Vendor Payments** function to find documents where the vendors must be paid on the 31st of January 2015 at the latest.

Please note that as a new thing, the **Suggest Vendor Payments** function has a **Skip Exported Payments** check box.

Note that setting the **Bal.Account No.** and **Bal. Account Type** fields will preset the fields in the journal correctly.

Edit - Suggest Vendor Payments CRONUS International Ltd.

ACTIONS

Clear Filter
Page

Options

Find Payments

Last Payment Date: 28-02-2015

Find Payment Discounts:

Use Vendor Priority:

Available Amount (LCY): 0,00

Skip Exported Payments:

Summarize Results

Summarize per Vendor:

By Dimension: ...

Fill in Journal Lines

Posting Date: 28-02-2015

Calculate Posting Date from Applies-to-Doc. Due Date:

Applies-to-Doc. Due Date Offset: ...

Starting Document No.: G04001

New Doc. No. per Line:

Bal. Account Type: Bank Account

Bal. Account No.: WWB-TRANSFERS

Bank Payment Type: ...

Vendor

Show results:

Where Payment Method Code is BNKCONVDOM

And No. is Enter a value.

OK Cancel

8. Select the first line, and then in the **Message to Recipient** field, enter "From Cronus, Invoice 1111."
9. Select the three lines with the value set to 31-01-2015 in the **Applies-to Doc. Due Date** field.
10. On the **Home** tab, in the **Manage** group, choose **Delete**.

The system has found three open purchase documents and created payment lines for them in the journal. Now you need to decide which of the open documents you want to pay.

Also, we add a message to the payment to vendor number 10000 telling the vendor that the payment comes from Cronus and referring to his invoice number 1111. We can see this number in the **Applies-to-Ext. Doc. No.** field.

Batch Name: BANK CONV

Posting Date	Document Type	Document No.	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description
28-02-2015	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice 1111	Payment of Invoice 10802
28-02-2015	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice1112	Payment of Invoice 10803
28-02-2015	Payment	G04002		Vendor	20000	ECA	From Cronus: Invoice 9999	AR Day Property Manage

This posting date will cause an overdue payment.

Account Name	Bal. Account Name	Balance
London Postmaster	World Wide Bank	0,00

11. On the **Home** tab, in the **Bank** group, choose **Export Payments to File**.
12. Choose **OK** on the error message that appears.

We are now satisfied with the payment proposal and we export the payment data to an electronic bank file so that we can upload this file with payment instructions to our online bank. We select the function that creates the payment file, but we get an error message.

Note: The payment method must be set to either **BNKDOMCONV** or **BNKINTCONV** to get to the correct format. This can be set up as default on the vendor card as well.

Microsoft Dynamics NAV

The bank data conversion service has found one or more errors.
For each line to be exported, resolve the errors that are displayed in the FactBox.
Choose an error to see more information.

Posting Date	Document Type	Document No.	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description
28-01-2016	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice 1111	Payment of Invoice 10802
28-01-2016	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice1112	Payment of Invoice 10803
28-01-2016	Payment	G04002		Vendor	20000	ECA	From Cronus: Invoice 9999	AR Day Property Manage

13. Go to the first line that has **Yes** in the field, and then choose the link.
14. On the same line, in the **Recipient Bank Account** field, select UTR in the dropdown.
15. Go to the next line that has no value in the **Recipient Bank Account** field, and then select UTR in the dropdown.

We close the error message box, and the system indicates that two lines have errors that block the creation of the payment file. We choose the **Yes** value in the **Has Payment Export Error** field, and we can then read in the FactBox to the right what the problem is. The message says that the payment date is more than 365 days ahead and that we can adjust the posting date.

When we double-click on the FactBox line, we get more information from the service provider.

The screenshot shows the 'Edit - Payment Journal' window for 'BANK CONV - Payment Export using Bank Data Conversion Service'. The interface includes a ribbon with various actions like 'Delete', 'Export Payments to File...', 'Credit Transfer Reg. Entries', 'Reconcile', 'Suggest Vendor Payments...', 'Apply Entries...', 'Dimensions', 'Card', 'Insert Conv. LCY Rndg. Lines', 'Calculate Posting Date', 'Post', 'Post and Print', 'Test Report...', 'Preview Check', 'Ledger Entries', 'Email as Attachment', 'Microsoft Excel', and 'Refresh'. Below the ribbon is a table with columns: Posting Date, Document Type, Document No., External Docume..., Account Type, Account No., Recipient Bank Ac..., Message to Recipient, Description, Currency Code, and P. M. The table contains three rows of payment entries. A mouse cursor is pointing at the first row. A red line highlights the 'Message to Recipient' and 'Description' columns for the first row. A 'Payment File Errors' dialog box is open on the right, showing an error text: 'The payment date is more than 3...'. A 'View - Payment File Error Details' dialog box is also open, showing the error text: 'The payment date is more than 365 days ahead', additional information: 'Please adjust the payment date to less than 365 days ahead', and a support URL: 'http://amcbanking.com/support/10492'. At the bottom of the window, there is a summary table with columns: Account Name, Bal. Account Name, Balance, and Total Balance. The summary table shows 'AR Day Property Management' with a balance of 0,00 and 'World Wide Bank' with a total balance of 0,00. An 'OK' button is visible at the bottom right of the window.

Posting Date	Document Type	Document No.	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description	Currency Code	P. M.
28-01-2016	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice 1111	Payment of Invoice 108028	BN	
28-01-2016	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice 1112	Payment of Invoice 108030	BN	
28-01-2016	Payment	G04002		Vendor	20000	ECA	From Cronus: Invoice 9999	AR Day Property Management	BN	

Account Name	Bal. Account Name	Balance	Total Balance
AR Day Property Management	World Wide Bank	0,00	0,00

16. On the **Home** tab, in the **Bank** group, choose **Export Payments to File**.
17. In the **Export File** window, choose **Open**. A window opens with bank file in the format that have been specified with bank data conversion service setup
18. Close the window with the XML-file.

We try to export again and this time there is no data missing. The system gives us the option to either view the bank file that has been created or save it. We want to check the file before saving it to a drive, so we select **Open**.

The screenshot shows the 'Edit - Payment Journal - BANK CONV-Payment Export using Bank Data Conversion Service' window. The 'Export File' dialog box is open, asking 'Do you want to open or save this file?'. The file name is 'BANKDATACONVSERVCT' and the type is 'Local Disk'. There are 'Open', 'Save', and 'Cancel' buttons. A checkbox at the bottom is checked, labeled 'Always ask before opening this type of file.'

Posting Date	Document Type	Document No.	External Docume...	Account Type	Account No.	Recipient Bank Ac...	Message to Recipient	Description	Currency Code	Pa
28-01-2015	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice 1111	Payment of Invoice 108028	BN	M
28-01-2015	Payment	G04001		Vendor	10000	ECA	From Cronus: Invoice1112	Payment of Invoice 108030	BN	M
28-01-2015	Payment	G04002		Vendor	20000	ECA	From Cronus: Invoice 9999	AR Day Property Management	BN	M

19. In the **Payment Journal** window, on the **Home** tab, in the **Bank** group, choose **Export Payments to File**.
20. In the **Export File** window, choose the **Save** button.

Back in the payment journal, we choose the **Export Payments to File** function again and this time we want to save the file.

After saving the file on the drive, we can upload it to the online bank for processing.

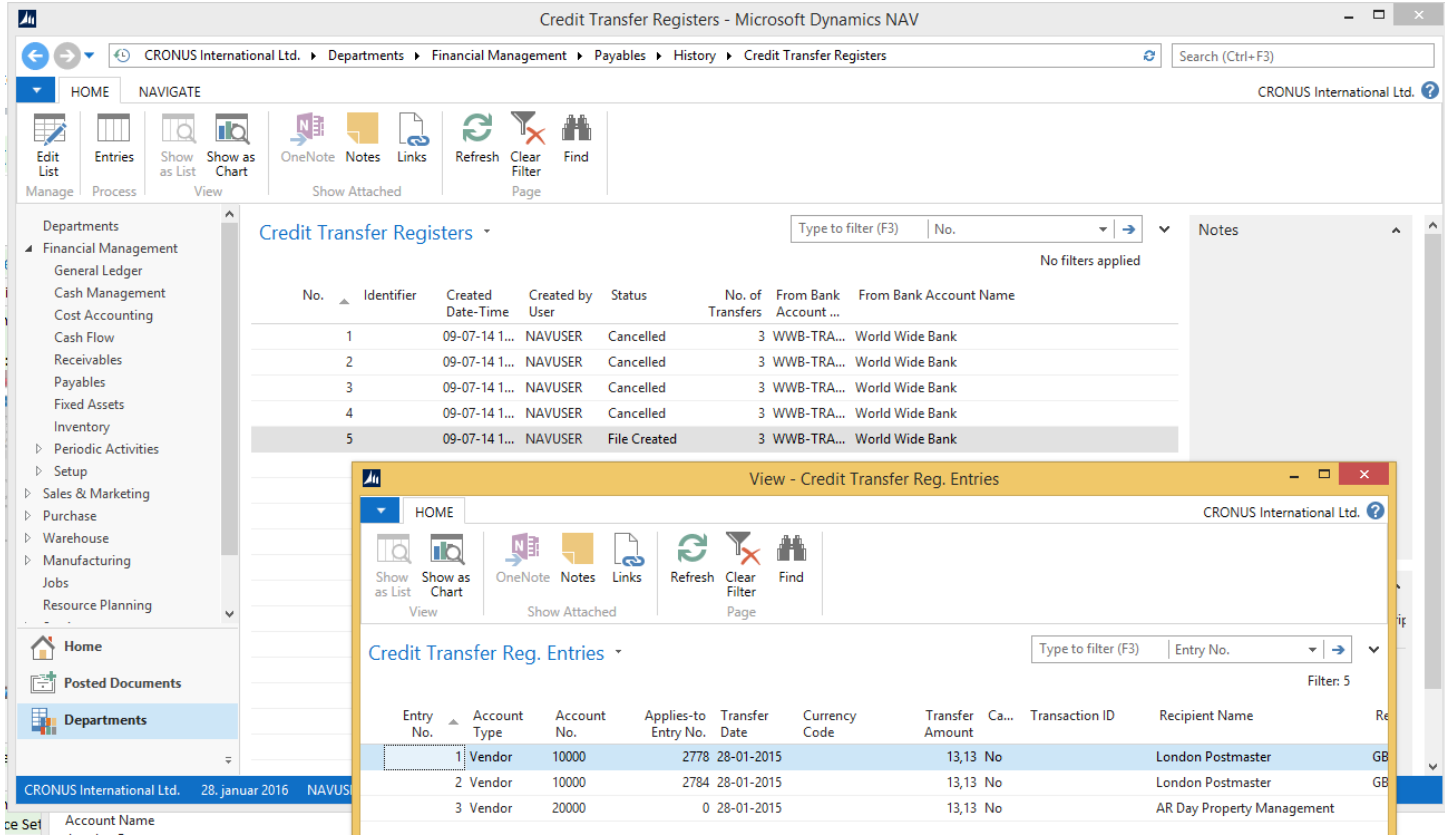
The screenshot shows the 'Payment Journal' window in Microsoft Dynamics NAV. The window title is 'Edit - Payment Journal - BANK CONV-Payment Export using Bank Data Conversion Service'. The ribbon includes 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. Under the 'ACTIONS' tab, the 'Export Payments to File...' button is highlighted. Below the ribbon is a table with the following data:

Posting Date	Document Type	Document No.	External Docume...	Account Type	Account No.	Recipient Bank	Message to Recipient	Description
28-01-2015	Payment	G04001		Vendor	10000	ECA		
28-01-2015	Payment	G04001		Vendor	10000	ECA		
28-01-2015	Payment	G04002		Vendor	20000	ECA		

Overlaid on the right side of the window is a Windows Explorer window showing the 'OSDisk (C:)' drive. The file name is 'BANKDATACONVSERVCT' and the save type is 'All Files (*.*)'. The file is being saved in the 'Export payment Files' folder.

Demo 4 – View a Register with Exported Payments

Demo Story: You might want to check what payments that have been exported to an electronic bank file.

What to do	What to say	Screenshots																																								
<ol style="list-style-type: none"> In the Search box, enter Credit Transfer Register, and then choose the related link. Go to the last posted line. On the ribbon, choose Entries. 	<p>If you want to view what payments have been exported previously and into which files, you can go to the Credit Transfer Register window. In the bottom of the list, you find a line for the bank file that was created in the previous demo.</p> <p>When you choose Entries on the Home tab, in the Process group, a new window opens to show</p>	 <p>The screenshot displays the 'Credit Transfer Registers' window in Microsoft Dynamics NAV. The main window shows a list of registers with columns: No., Identifier, Created Date-Time, Created by User, Status, No. of Transfers, From Bank Account, and From Bank Account Name. Five entries are listed, all from 'World Wide Bank'.</p> <p>An inset window titled 'View - Credit Transfer Reg. Entries' is open, showing a detailed view of the entries. The columns include: Entry No., Account Type, Account No., Applies-to Entry No., Transfer Date, Currency Code, Transfer Amount, Ca..., Transaction ID, and Recipient Name. Three entries are visible in the inset window:</p> <table border="1"> <thead> <tr> <th>Entry No.</th> <th>Account Type</th> <th>Account No.</th> <th>Applies-to Entry No.</th> <th>Transfer Date</th> <th>Currency Code</th> <th>Transfer Amount</th> <th>Ca...</th> <th>Transaction ID</th> <th>Recipient Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Vendor</td> <td>10000</td> <td>2778</td> <td>28-01-2015</td> <td></td> <td>13,13</td> <td>No</td> <td></td> <td>London Postmaster</td> </tr> <tr> <td>2</td> <td>Vendor</td> <td>10000</td> <td>2784</td> <td>28-01-2015</td> <td></td> <td>13,13</td> <td>No</td> <td></td> <td>London Postmaster</td> </tr> <tr> <td>3</td> <td>Vendor</td> <td>20000</td> <td>0</td> <td>28-01-2015</td> <td></td> <td>13,13</td> <td>No</td> <td></td> <td>AR Day Property Management</td> </tr> </tbody> </table>	Entry No.	Account Type	Account No.	Applies-to Entry No.	Transfer Date	Currency Code	Transfer Amount	Ca...	Transaction ID	Recipient Name	1	Vendor	10000	2778	28-01-2015		13,13	No		London Postmaster	2	Vendor	10000	2784	28-01-2015		13,13	No		London Postmaster	3	Vendor	20000	0	28-01-2015		13,13	No		AR Day Property Management
Entry No.	Account Type	Account No.	Applies-to Entry No.	Transfer Date	Currency Code	Transfer Amount	Ca...	Transaction ID	Recipient Name																																	
1	Vendor	10000	2778	28-01-2015		13,13	No		London Postmaster																																	
2	Vendor	10000	2784	28-01-2015		13,13	No		London Postmaster																																	
3	Vendor	20000	0	28-01-2015		13,13	No		AR Day Property Management																																	

the details of the payment lines that were exported to the file.

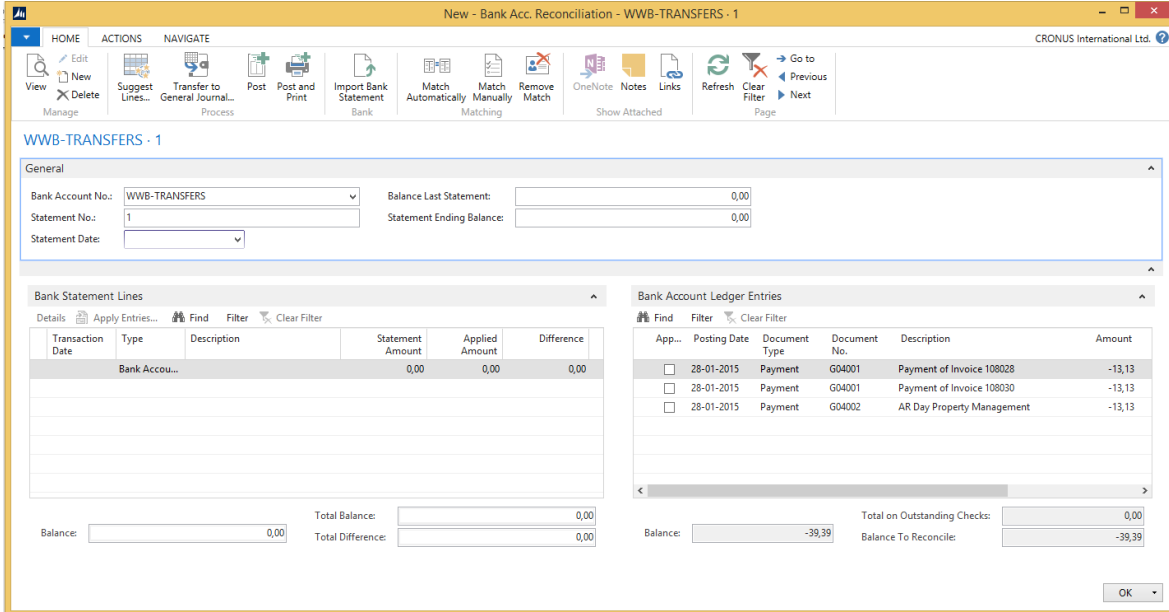
What to do	What to say	Screenshots
<ol style="list-style-type: none">4. In the Search box, enter Credit Transfer Register, and then choose the related link.5. Go to the last posted line.6. On the Home tab, in the Process group, choose Entries.	<p>If you want to view what payments have been exported previously and into which files, you can go to the Credit Transfer Register window. In the bottom of the list, you find a line for Payment Transfer file that was created in the previous demo. When you choose Entries on the Home tab, in the Process group, a new window opens to show the details of the payment lines that were exported to the file.</p>	

Demo 5 – Prepare for Bank Account Reconciliation by Importing Bank Statements Using the Bank Data Conversion Service

Demo Story: Importing bank statements combined with automatic matching against bank ledger entries eliminates trivial, repetitive, and time-consuming tasks and makes bank reconciliation both fast and easy to do. Once in a while, for example, biweekly, you do a periodic reconciliation of the bank account ledger entries by matching the bank statement lines for a period to the posted bank account entries. The integration to Bank Data Conversion Service enables you to import in the format that your bank provides without changing the data exchange setup.

Note that it is also possible to import the bank statement file to the **Payment Reconciliation Journal** window to prepare for application of payments to their related business documents. For more information, see the “Reconcile Payments” demo script for Microsoft Dynamics NAV 2015.

The following file to be used for demonstration contains three statement lines that can be matched manually: Bank Conversion Demo Statement.txt

What to do	What to say	Screenshots
<ol style="list-style-type: none"> In the Search box, enter Bank Account Reconciliations, and then choose the related link. On the Home tab, in the Manage group, choose New. In the Bank Account No. field, select WBB-Transfer In the Statement No. field, enter 1. In the Statement Date field, enter 26-01-2015 	<p>First, you create a new bank reconciliation record for your bank account.</p> <p>Since WWB-transfers has not been used before, the statement ending balance is 0, and the statement number can be set to 1.</p> <p>The Bank Account Ledger Entries pane shows the three purchase invoice that were posted in the previous steps.</p>	

What to do

- On the **Home** tab, in the **Bank** group, choose **Import Bank Statement**.
- Select the bank statement file from its location on the drive. Use the file that is attached to this document.

What to say

You import the bank statement file, and lines will now be populated in the **Bank Statement Lines** pane on the left side.

Screenshots

The screenshot displays the Microsoft Dynamics NAV 2020 interface. The main window is titled 'New - Bank Acc. Reconciliation - WWB-TRANSFERS - 1'. The 'Bank Statement Lines' pane is active on the left. The 'Import Bank Statement' button in the ribbon is highlighted with a mouse cursor. A 'Select file to import' dialog box is open, and a 'Choose File to Upload' dialog box is also open, showing a list of files in the 'Test' folder. The files listed are:

Name	Date modified	Type	Size
camt.053.001.02 - instance - USTRD	27-05-2014 10:16	XML File	6 KB
camt.053.001.02 - instance	27-05-2014 10:16	XML File	4 KB
MT940_Extended_OCR_Example	27-05-2014 10:16	Text Document	1 KB
Nordea Corporate	27-05-2014 10:16	Text Document	2 KB

What to do	What to say	Screenshots
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8. Match the bank statement lines to the bank account ledger entries
9. To manually match select the two lines that should match and select Match Manually action.

After importing the file, it is possible to hopefully match the lines automatically or manually.

Bank Statement Lines

Transaction Date	Type	Description	Statement Amount	Applied Amount	Difference
02-02-2015	Bank Accou...		-13,13	0,00	-13,13
02-02-2015	Bank Accou...		-13,13	0,00	-13,13
02-02-2015	Bank Accou...		-13,13	0,00	-13,13

Bank Account Ledger Entries

App..	Posting Date	Document Type	Document No.	Description	Amount
<input type="checkbox"/>	28-01-2015	Payment	G04001	Payment of Invoice 108028	-13,13
<input type="checkbox"/>	28-01-2015	Payment	G04001	Payment of Invoice 108030	-13,13
<input type="checkbox"/>	28-01-2015	Payment	G04002	AR Day Property Management	-13,13

Summary fields:
 Balance: -13,13 Total Balance: -39,39 Total Difference: -39,39
 Total on Outstanding Checks: 0,00
 Balance To Reconcile: -39,39

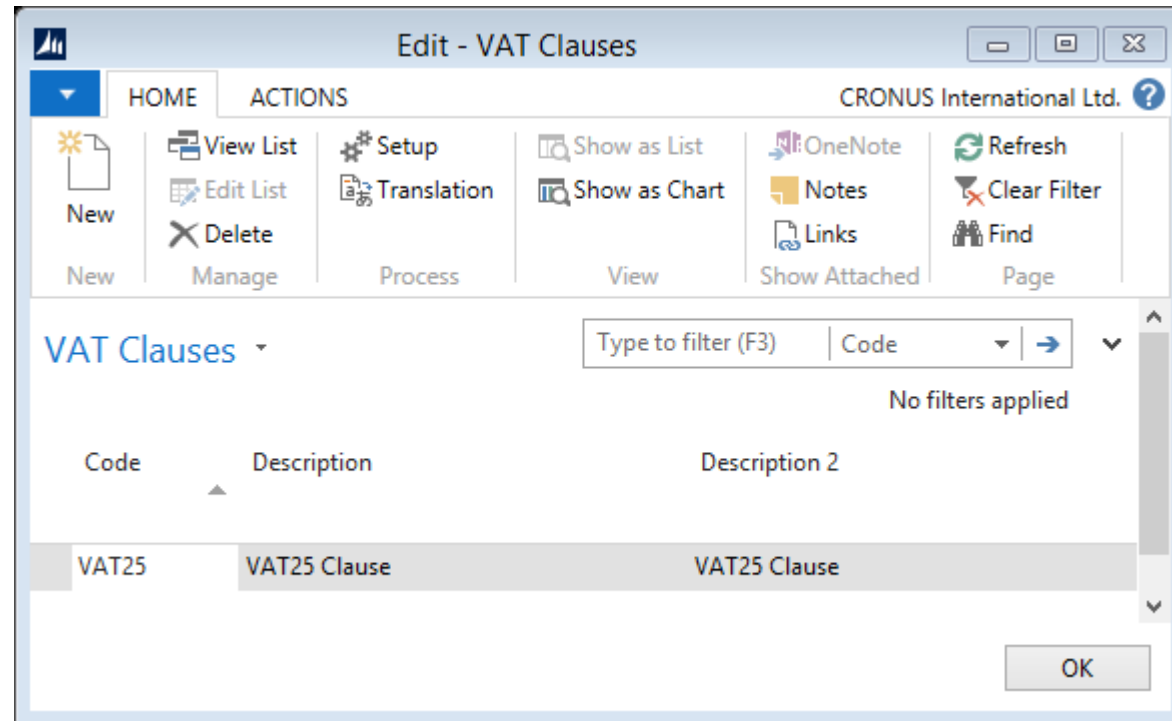
VAT

1. VAT Clauses

Source: Microsoft IT Academy – 80663 - What's New Functional in Microsoft Dynamics NAV 2015 - Module 05: Other Application Enhancements - VAT Clauses, Microsoft

VAT clauses are used to provide descriptive information about VAT on sales document. VAT clause is displayed on a printed document alongside the VAT identifier or VAT rate.

User can define VAT clauses in **Departments/Financial Management/Setup/VAT Posting Group/VAT Clauses**.



VAT clause is linked with VAT posting setup. So the combination of VAT business posting group and VAT product posting group can carry a VAT clause.

User can link VAT clause and VAT posting setup in **Departments/Financial Management/Setup/VAT Posting Group/VAT Posting Setup**.

VAT Posting Setup

Show results:

✗ Where VAT Bus. Posting Group ▼ is NATIONAL

+ Add Filter

VAT Bus. Posti...	VAT Prod. Posti...	VAT Identifier	VAT Clause Code	VAT %
NATIONAL	NO VAT	NO VAT		0
NATIONAL	VAT10	VAT10		10
NATIONAL	VAT25	VAT25	VAT25	25

VAT clause is copied to the sales line and it is supported in the following documents:

- Sales – Invoice
- Sales – Credit Memo
- Service - Invoice
- Service - Credit Memo
- Reminder
- Finance Charge Memo

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	114,20	114,20	0,00	114,20	28,55
Total		114,20	114,20	0,00	114,20	28,55

VAT Identifier	VAT Clause	VAT Amount
VAT25	VAT25 Clause VAT25 Clause	28,55

2. VAT Registration No. Verification

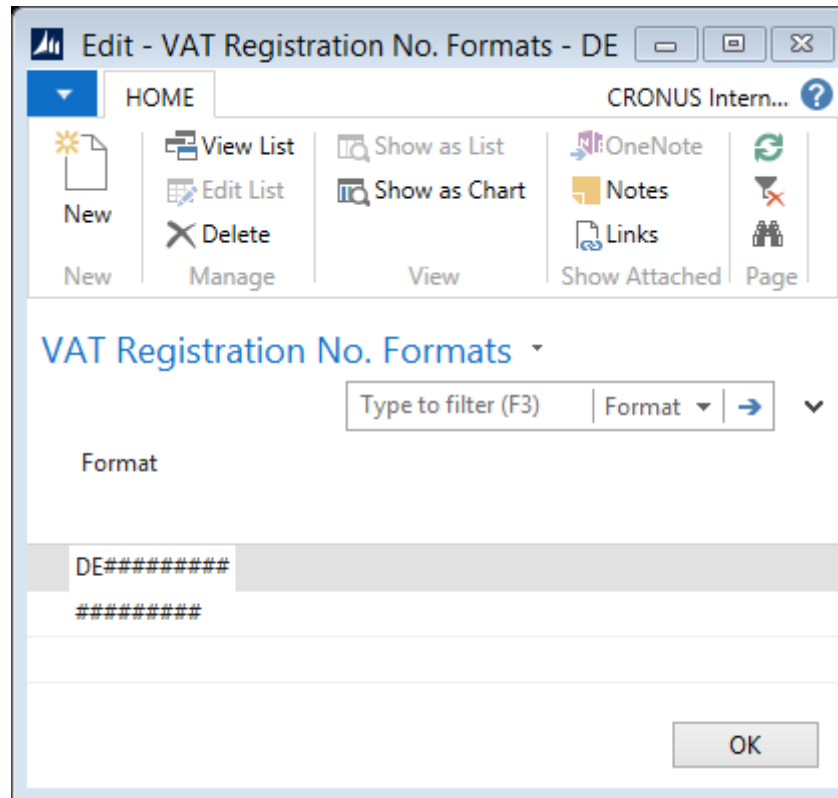
Source: Microsoft IT Academy – 80663 - What's New Functional in Microsoft Dynamics NAV 2015 - Module 05: Other Application Enhancements - VAT Registration No. Verification, Microsoft

VAT Registration No. Verification uses EU web service to verify whether provided VAT Registration No. for Contact, Vendor or Customer is valid. EU web service URL is defined in **General Ledger Setup** in **VAT Reg. No. Validation URL** field. Valid URL is http://ec.europa.eu/taxation_customs/vies/services/checkVatService

The screenshot shows the 'Edit - General Ledger Setup' window. The 'Reporting' section is expanded, and the 'VAT Reg. No. Validation URL' field is highlighted with a red box. The URL entered is 'http://ec.europa.eu...'. Other fields in the 'Reporting' section include 'Additional Reporting Currency' and 'VAT Exchange Rate Adjustme...' with a dropdown set to 'No Adjustment'. The 'Application' section contains various fields for rounding, tolerance, and discount settings.

It also checks formats of VAT Registration No. defined per country.

To set VAT Registration No formats go to **Departments/Administration/Application Setup/General/Countries/Regions**, select country and run **VAT Reg. No. Formats** from **Navigate** tab.



VAR Registration No. Check can be called from customer, vendor or contact card by clicking assist-edit button next to **VAT Registration No.** field.

VAT Registration No.: ...

To run the check run **Verify Registration No.** action on **Home** tab.

The screenshot shows a software window titled "Edit - VAT Registration Log - 43687129 - Designstudio Gmunden". The interface includes a top navigation bar with "HOME" and "ACTIONS" tabs, and a user profile for "CRONUS International Ltd.". Below this is a ribbon of action buttons: "Verify Registration No. Process", "Show as List View", "Show as Chart View", "OneNote", "Notes", "Links", "Refresh", "Clear Filter Page", and "Find".

The main content area is titled "VAT Registration Log" and features a search bar "Type to filter (F3)" and a filter dropdown "Entry No.". A filter is applied: "Filter: Customer • 43687129".

Entry No.	Country/... Code	VAT Registration No.	Status	Verified Date	Verified Name
68	AT	ATU89759098	Invalid	29. 8. 2015 17:50	
15	AT	ATU89759098	Not Verified		

An "OK" button is located at the bottom right of the window.

Microsoft Dynamics NAV 2015

Reports Enhancements

1. Word Document Reports

Source: Demo Script – Word Document Reports and Custom Layout, Microsoft

Benefits:

- Users are familiar with Word
- Flexible layout
- WYSIWYG

Limitations

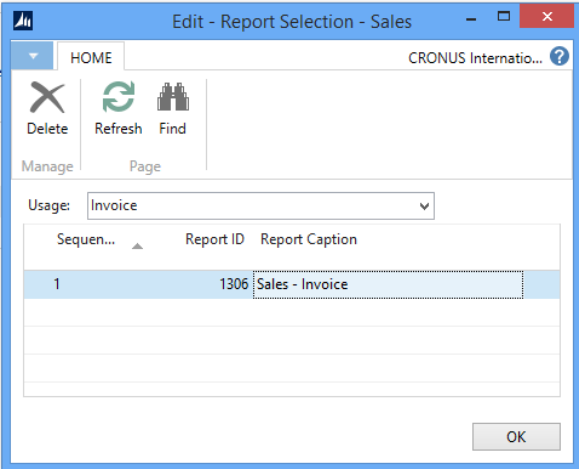
- Not suitable for complex layout or very large documents
- Conditional formatting is not supported
- Number formatting limited to built-in NAV numbers

Lab 1 — Using Report Selector to run Report 1306 Instead of Report 206

Lab story: Microsoft Dynamics NAV 2015 ships with the following a set of new and simplified sales document reports:

- 1304 Mini Sales – Quote
- 1305 Mini Sales – Confirmation
- 1306 Mini Sales – Invoice
- 1307 Mini Sales – Credit Memo

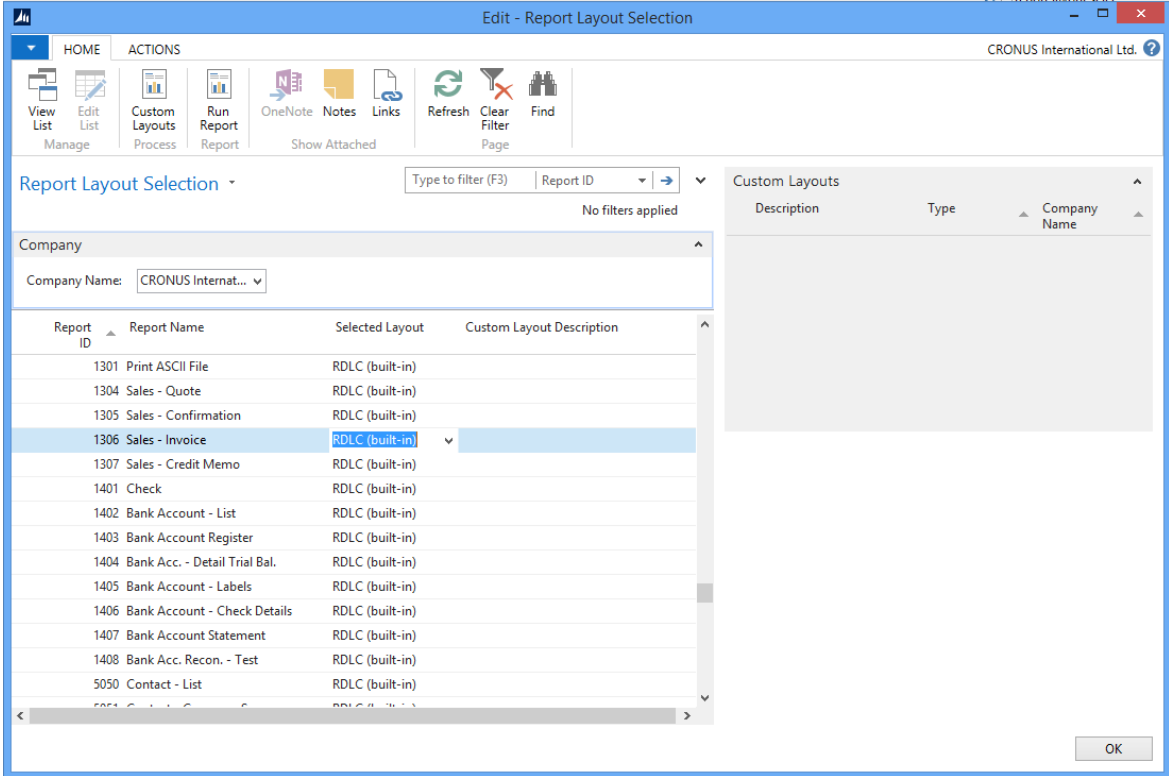
Out of the box, the customary reports 204, 205, 206, and 207 are still enabled by default. To use the new reports, you set them up by using the report selection feature. In this lab, the required steps to use the new sales document reports are shown

What to do	What to say	Screenshots
<p>1. Open the Report Selection – Sales page by doing one of the following:</p> <ul style="list-style-type: none"> • In the Search box, enter Report Selection – Sales, and then choose the related link. • In the navigation pane, choose Departments, Administration, IT Administration, and then Reports. 	<p>For the remaining labs, instead of running the default report “206 Sales – Invoice”, we want to run the newly designed Sales Invoice report, that is, report “1306 Mini Sales – Invoice.”</p> <p>To do this, we will use the Report Selection feature.</p>	
<p>2. In the Report Selection – Sales window, do the following:</p> <ol style="list-style-type: none"> Set the Usage field to Invoice. In the Report ID field, replace 206 with 1306. Choose the OK button. 	<p>Set up the report selection to run report 1306 instead of report 206 when printing invoices.</p>	

Lab 2 — Managing Report Layouts

Lab story: Microsoft Dynamics NAV 2015 enables reports to have a single built-in RDLC and Word layout, shared among tenants, as well as any number of customized layouts per tenant. To browse and manage which layout is currently used for a given report, a new Report Layout Selection list page has been introduced.

In this lab, we will use the Report Layout Selection page to switch between and run the RDLC and Word layouts that are shipped as part of the new Sales Invoice report 1306.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> Open Report Layout Selection page by doing one of the following: <ul style="list-style-type: none"> In the Search box, enter Report Layout Selection, and then choose the related link. In the navigation pane, choose Departments, Administration, IT Administration, Reports, and then Report Layout Selection. In the Small Business Role Center, on the Actions tab, choose Setup, Company Information, and then choose Report Layouts. Ensure that the Company Name field is set to the correct company because reports layouts are company-specific. 	<p>The Report Layout Selection page lists all of the reports that are available for the company that is specified in the Company field at the top of the window.</p> <p>The Selected Layout field specifies the layout that is currently used for a given report.</p> <p>A report can be set up with more than one report layout, which you can then switch among as needed.</p>	

	<p>Depending on the layouts that are available for a report, you can choose to use a built-in RDLC layout, a built-in Word layout, or a custom layout.</p> <p>From the Report Layout Selection page, it is also possible to manage custom layouts for reports.</p>	
<ol style="list-style-type: none"> 3. In the list, locate the document report 1306 Sales – Invoice by doing one of the following: <ul style="list-style-type: none"> • Scroll down through the list. • Filter on the Report ID equal to 1306. 4. Select the row for report 1306. 5. Choose the down arrow in the Selected Layout field to show the options (RDLC, Word, and Custom). 	<p>First we will have a look at the new report 1306 Sales - Invoice, which has a built-in RDLC and Word layout. Out of the box, it does not have any custom layouts – we will add these in later labs.</p>	

As you can see, the **RDLC (built-in)** is typically the layout that selected by default. This can, however, be controlled by using the Default Layout property on the specific report object in Microsoft Dynamics NAV Development Environment. Notice that the page also contains a Custom Layouts FactBox. This lists any available custom layouts for a selected report in the list. If there are no custom layouts for the report, then you will have to create one first.

6. In the row for report 1306, set the **Selected Layout** field to **RDLC (built-in)**.
7. On the **Home** tab, in the **Report** group, choose **Run Report**.
8. In the resulting report request page, use default values, and then select the **Print** button and choose **PDF**.
9. Open and inspect the resulting PDF file for report, which is based on the RDLC layout.

We will now select and run the built-in RDLC layout for report 1306 Sales – Invoice from the Report Layout Selection list page.

Page 1 / 1

Invoice


Selangorian Ltd. Mr. Mark McArthur 153 Thomas Drive Coventry, CV6 1GY Great Britain	CRONUS International Ltd. 5 The Ring Westminster W2 8HG London Peter Sadow
Your Reference Bill-to Customer No. VAT Registration No.	20000 254687456
Invoice No. Order No. Document Date Due Date Payment Terms Partner Type	103002 25. January 2016 8. February 2016 Net 14 days
Sales person Email Home Page Phone No. VAT Registration No. World Wide Bank Giro No. IBAN SWIFT Code	Peter Sadow 0666-666-6666 GB777777777 BG999999 99-99-888 888-9999 GB 12 CPBK 08929965044991

No.	Description	Shipment Date	Quantity	Unit of Measure	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
TIMOTHY	Assembling Furniture, January	25-01-16	25	Hour	54,00	10	1.350,00
TIMOTHY	Assembling Furniture, January	25-01-16	96	Miles	54,00	10	5.184,00
Subtotal							6.534,00
Invoice Discount							-196,02
Total GBP Excl. VAT							6.337,98
VAT Amount							633,80
Total GBP Incl. VAT							6.971,78

VAT Amount Specification			
VAT Identifier	VAT %	VAT Base	VAT Amount
VAT10	10	6.337,98	633,80

10. In the Report Layout Selection page, select the line for report 1306, and then set the Selected Layout field to Word (built-in).
11. On the Home tab, in the Report group, choose Run Report.
12. In the resulting report request page, use default values, and then select the Print button and choose PDF. [Note: This might not work for all client setups because it relies on server-side PDF conversion. As an alternative, use the Preview option on the request page, which will result in a Word document.]
13. Open and inspect the resulting PDF file for the report, which is based on the Word layout.

Finally, we will change the layout to the built-in Word layout and then run the report.

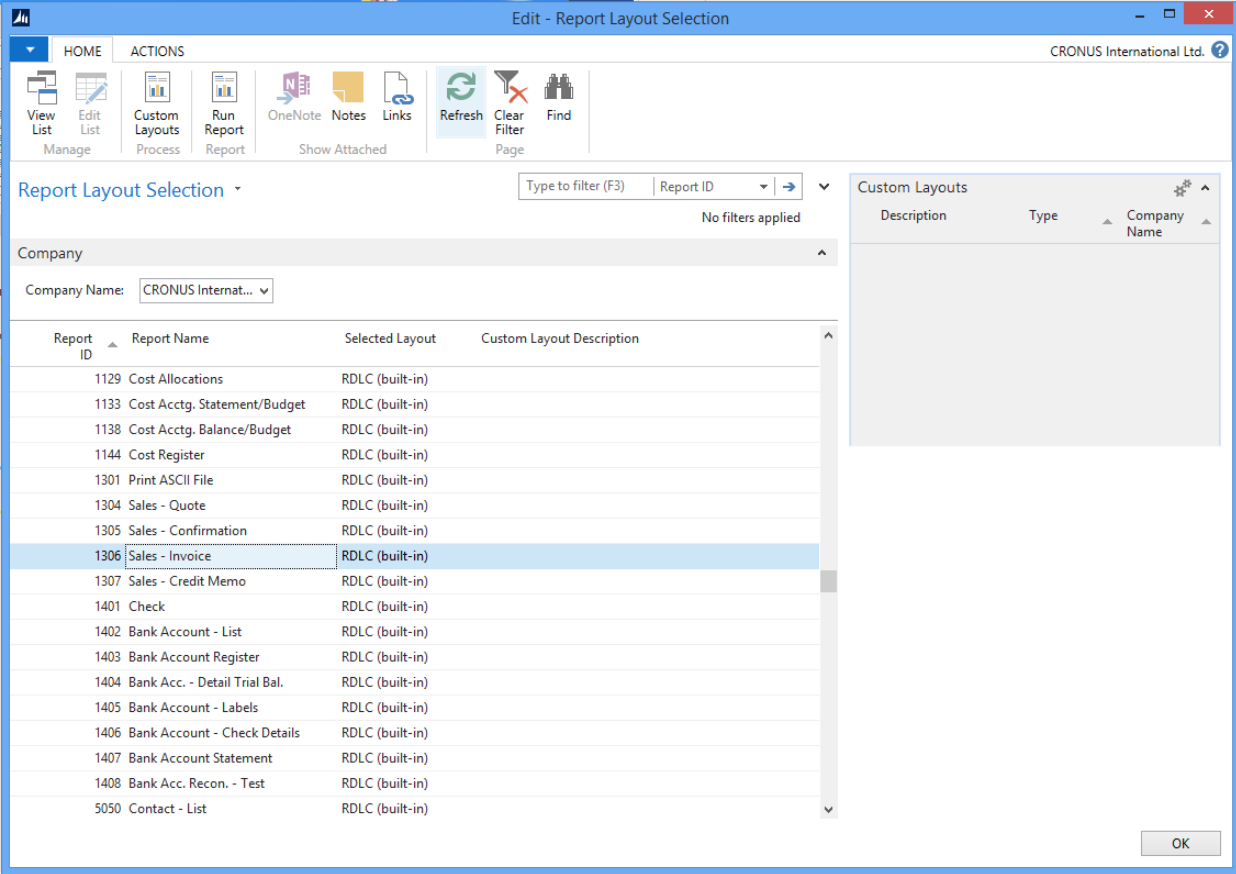
							 Invoice 103002 Page 1 / 2	
Selangorian Ltd. Mr. Mark McArthur 153 Thomas Drive Coventry, CV6 1GY Great Britain				CRONUS International Ltd. 5 The Ring Westminster W2 8HG London				
Your Reference		Sales person		Peter Sadding				
Bill-to Customer No.		20000		Phone No. 0666-666-6666				
VAT Registration No.		254687456		Email				
Invoice No.		103002		Home Page				
Order No.				VAT Registration No. GB77777777				
Document Date		25. January 2016		World Wide Bank BG99999 99-99-888				
Due Date		8. February 2016		Giro No. 888-9999				
Payment Terms		Net 34 days		IBAN GB 12 CPBK 08929965044991				
Payment Method				SWIFT Code				
Partner Type								
Shipment Method		Ex Warehouse						
No.	Description	Shipment Date	Quantity	Unit of Measure	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT	
TIMOTHY	Assembling Furniture, January	25-01-16	25	Hour	54,00	10	1.350,00	
TIMOTHY	Assembling Furniture, January	25-01-16	96	Miles	54,00	10	5.184,00	
							Subtotal	6.534,00
							Invoice Discount	-196,02
							Total GBP Excl. VAT	6.337,98
							10% VAT	633,80
							Total GBP Incl. VAT	6.971,78
VAT Amount Specification								
VAT %	10	VAT Base	VAT Amount	VAT Base (LCY)	VAT Amount (LCY)			
		6.337,98	633,80	6.337,98	633,80			
		6.337,98	633,80	6.337,98	633,80			
Ship-to Address								
Selangorian Ltd.								
Mr. Mark McArthur								
153 Thomas Drive								
Coventry, CV6 1GY								
Great Britain								

Lab 3 — Customize Report 1306 Sales Invoice Word Layout: Simple Formatting

Lab story: Microsoft Dynamics NAV 2015 enables end users to customize RDLC and Word based report layouts. By default, a report will have a built-in report layout, which can be either an RDLC report layout or Word report layout, or both. You cannot modify built-in layouts. However, you can create your own custom layouts that enable you to change the appearance of a report when it is viewed, printed or saved. You can create multiple custom report layouts for the same report, and then switch the layout that is used by a report as needed.

To create a custom layout, you can either make a copy of an existing custom layout or add a new custom layout, which in most cases is based on a built-in layout. When you add a new custom layout, you can choose to add an RDLC report layout type, Word report layout type, or both. The new custom layout will automatically be based on the built-in layout for the report if one is available. If there is no built-in layout for the type, then a new blank layout is a created, which you will have to modify and design from scratch.

This lab showcases how non-technical end users, such as Annie or Stan, can customize the sales invoice document report by adding a new custom Word layout based on the built-in Word layout, changing the formatting to the desired visual identity, and setting the new custom layout to the active layout for the sales invoice report.

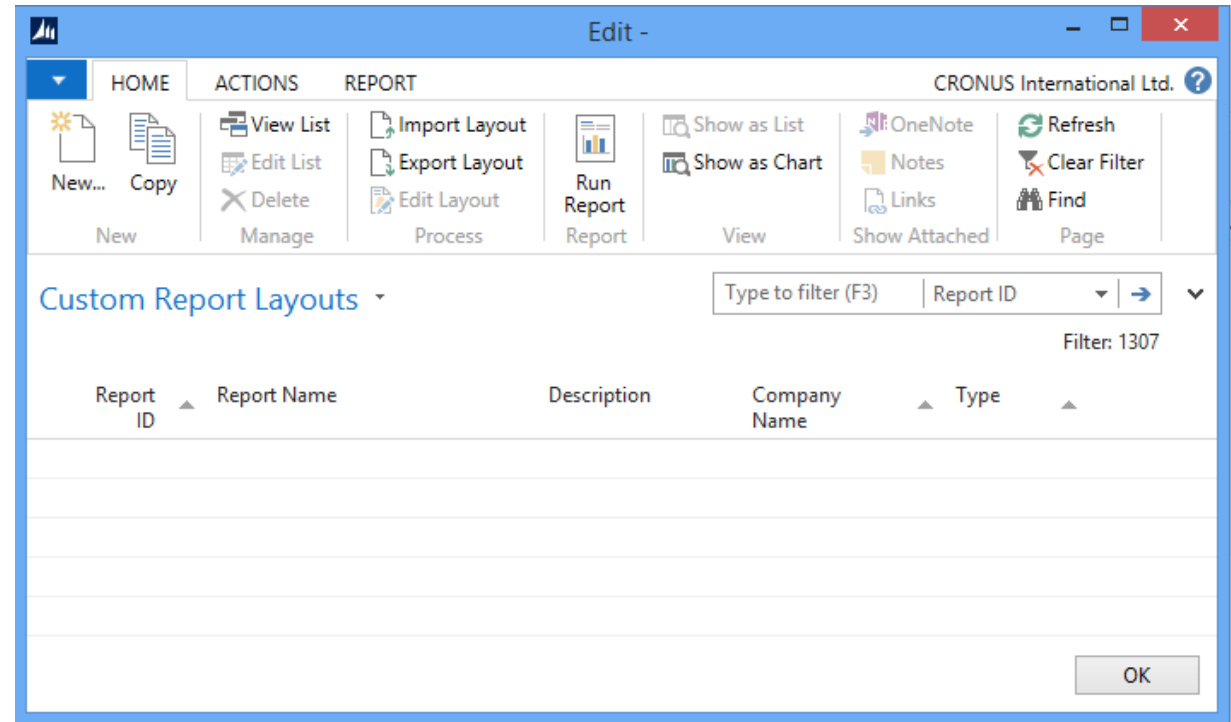
What to do	What to say	Screenshots																																																																												
<ol style="list-style-type: none"> Open Report Layout Selection page by doing one of the following: <ul style="list-style-type: none"> In the Search box, enter Report Layout Selection, and then choose the related link. In the navigation pane, choose Departments, Administration, IT Administration, Reports, and then Report Layout Selection. In the Small Business Role Center, on the Actions tab, choose Setup, Company Information, and then choose Report Layouts. Ensure that the Company Name field is set to the correct company because reports layouts are company specific. In the list, locate the document report 1306 Sales – Invoice by doing one of the following: <ul style="list-style-type: none"> Scroll down through the list. Filter on the Report ID equal to 1306. 	<p>The normal starting point for customizing a report is from the list of reports in the application, i.e., from the Report Layout Selection page.</p> <p>A contextual option, e.g., from the request page, is not yet supported.</p> <p>As we want to customize the 1306 Sales Invoice, the first step is to browse to this in the report list</p>	 <table border="1" data-bbox="929 574 1736 1077"> <thead> <tr> <th>Report ID</th> <th>Report Name</th> <th>Selected Layout</th> <th>Custom Layout Description</th> </tr> </thead> <tbody> <tr><td>1129</td><td>Cost Allocations</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1133</td><td>Cost Acctg. Statement/Budget</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1138</td><td>Cost Acctg. Balance/Budget</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1144</td><td>Cost Register</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1301</td><td>Print ASCII File</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1304</td><td>Sales - Quote</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1305</td><td>Sales - Confirmation</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1306</td><td>Sales - Invoice</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1307</td><td>Sales - Credit Memo</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1401</td><td>Check</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1402</td><td>Bank Account - List</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1403</td><td>Bank Account Register</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1404</td><td>Bank Acc. - Detail Trial Bal.</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1405</td><td>Bank Account - Labels</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1406</td><td>Bank Account - Check Details</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1407</td><td>Bank Account Statement</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>1408</td><td>Bank Acc. Recon. - Test</td><td>RDLC (built-in)</td><td></td></tr> <tr><td>5050</td><td>Contact - List</td><td>RDLC (built-in)</td><td></td></tr> </tbody> </table>	Report ID	Report Name	Selected Layout	Custom Layout Description	1129	Cost Allocations	RDLC (built-in)		1133	Cost Acctg. Statement/Budget	RDLC (built-in)		1138	Cost Acctg. Balance/Budget	RDLC (built-in)		1144	Cost Register	RDLC (built-in)		1301	Print ASCII File	RDLC (built-in)		1304	Sales - Quote	RDLC (built-in)		1305	Sales - Confirmation	RDLC (built-in)		1306	Sales - Invoice	RDLC (built-in)		1307	Sales - Credit Memo	RDLC (built-in)		1401	Check	RDLC (built-in)		1402	Bank Account - List	RDLC (built-in)		1403	Bank Account Register	RDLC (built-in)		1404	Bank Acc. - Detail Trial Bal.	RDLC (built-in)		1405	Bank Account - Labels	RDLC (built-in)		1406	Bank Account - Check Details	RDLC (built-in)		1407	Bank Account Statement	RDLC (built-in)		1408	Bank Acc. Recon. - Test	RDLC (built-in)		5050	Contact - List	RDLC (built-in)	
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4. Select the row for report 1306, and then on the **Home** tab, in the **Process** group, choose **Custom Layouts**.

The **Custom Layouts** page is used to create and manage custom layouts for a selected report.

Out of the box, the list is empty, because there are no custom layouts.

Notice that the **Custom Report Layouts** page can be opened by itself by searching for the page or using the **Departments**, or, as here, from the context of a given report. In the case of the latter, the page is filtered to the selected report ID when opened. If opened on its own, the page lists all custom layouts across all reports, which is useful when



managing layouts for multiple reports.

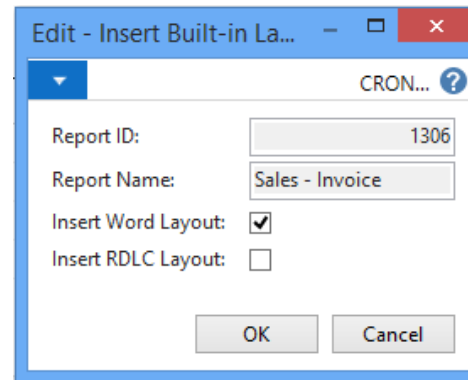
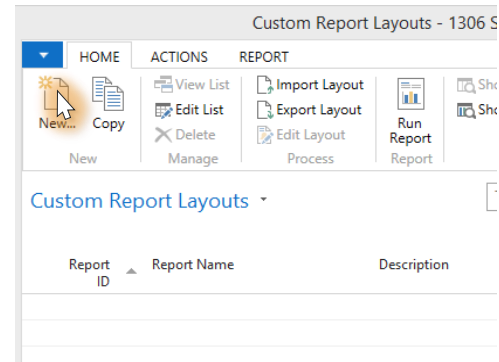
The **Custom Layouts** page is also accessed from the **Selected Layout** field on **Report Layout Selection** page. In this case, the **Custom Layouts** page works as a lookup. In this mode, it is still possible to create and modify layouts. However, when you select a layout in **Custom Layouts** page, and then choose the **OK** button to close the page, the selected layout becomes the active layout for the report.

5. On the **Home** tab, in the **New** group, choose **New** to insert a new custom layout. The **Insert Built-in Layout for a Report** window appears. The **ID** and **Name** fields are automatically filled in
6. To add a custom Word report layout type, select the **Insert Word Layout** check box, and then choose the **OK** button,
7. In the **Custom Report Layouts** page, in the **Description** field, rename the newly created custom layout to "My Word layout".

The built-in layouts themselves cannot be edited, therefore we are going to create a new Word report layout based on (or in other words, a copy of) the built-in Word layout, and then customize that layout further.

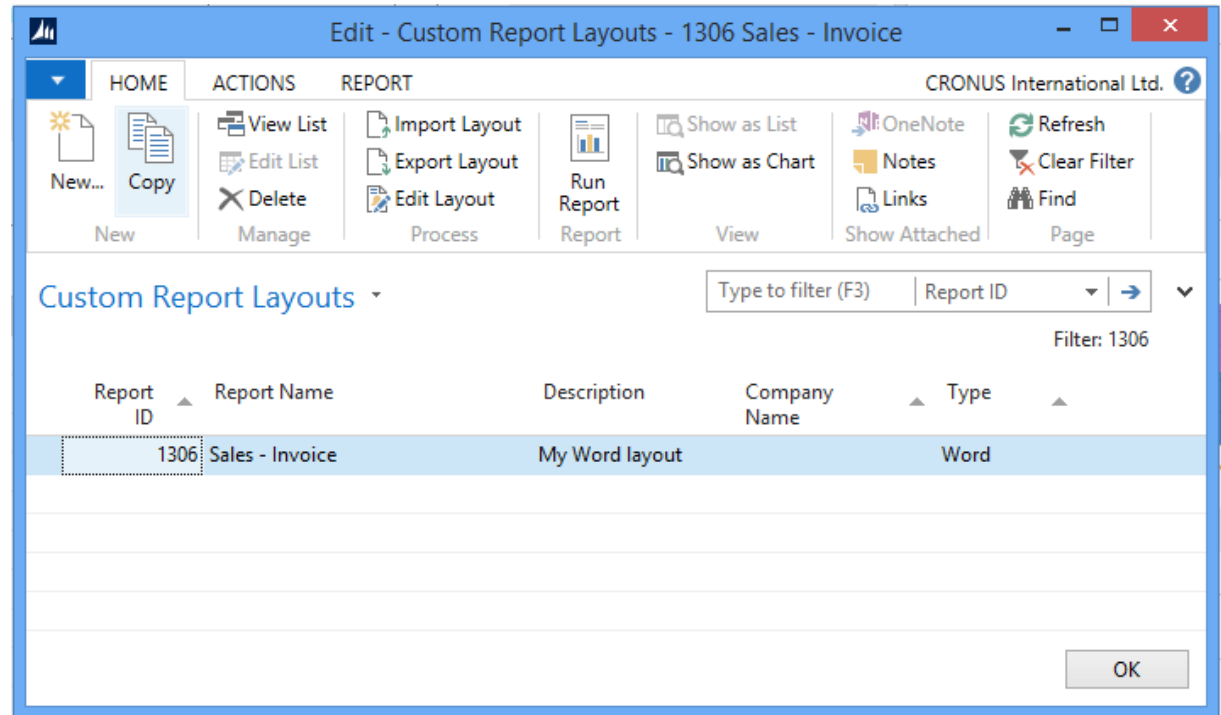
The new custom layout appears in the **Custom Report Layouts** page.

If a new layout is based on a built-in layout, then it has the words **Copy of Built-in Layout** in the **Description** field. If there was no built-in layout for the report, then the new layout has the words **New Layout** in the **Description** field, which indicates that



custom layout is blank.

The **Custom Report Layouts** list includes a **Type** column that indicates whether the custom layout is RDLC or Word based. It also includes the **Company Name** column that allows you to specify whether the layout should be company specific. In this case, we have made the custom layout apply to all companies by leaving the field blank.



The screenshot shows the 'Edit - Custom Report Layouts - 1306 Sales - Invoice' window. The ribbon includes 'HOME', 'ACTIONS', and 'REPORT' tabs. The 'ACTIONS' group contains 'View List', 'Edit List', and 'Delete'. The 'REPORT' group contains 'Import Layout', 'Export Layout', and 'Edit Layout'. The 'View' group contains 'Show as List', 'Show as Chart', 'OneNote', 'Notes', and 'Links'. The 'Page' group contains 'Refresh', 'Clear Filter', and 'Find'. The main area displays a table of custom report layouts with the following data:

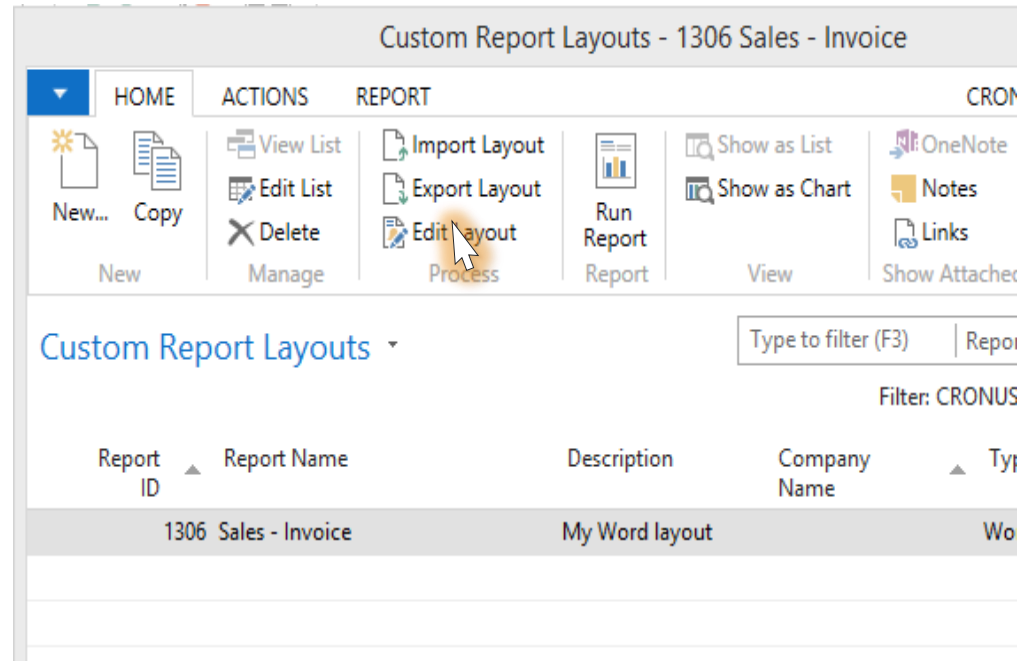
Report ID	Report Name	Description	Company Name	Type
1306	Sales - Invoice	My Word layout		Word

8. On the **Home** tab, in the **Process** group, choose **Edit Layout**.

With the custom layout created, we will now edit it in Word.

Note that the **Edit** function relies on client-side automation, and therefore requires that the Microsoft Dynamics NAV 2015 Windows client and Word 2013 are installed.

If you are using the Microsoft Dynamics NAV 2015 Web client or a device, the custom layout can be edited by manually exporting the layout to a Word (.docx) file, editing it in Word, and then importing the layout file back into the appropriate report.



Report ID	Report Name	Description	Company Name	Type
1306	Sales - Invoice	My Word layout		Wo

9. Look at the Word report layout content.

A Word report layout is a Word document with content controls laid out in either free form or in table structures, which can even be repeating.

The content controls themselves map to fields in the report dataset.

In this lab, we will continue changing some of the formatting, and then in a later lab look at how to add content controls (fields).

✖ This image cannot currently be displayed.

DocumentTitle_Lbl DocumentNo
 Page_Lbl 1 / 2

CustomerPostalBarCode

CustomerAddress1		CompanyAddress1	
CustomerAddress2		CompanyAddress2	
CustomerAddress3		CompanyAddress3	
CustomerAddress4		CompanyAddress4	
CustomerAddress5		CompanyAddress5	
CustomerAddress6		CompanyAddress6	
CustomerAddress7		CompanyLegalOffice	
CustomerAddress8			

CompanyLegalOffice_Lbl

YourReference_Lbl	YourReference	SalesPersonBlank_Lbl	SalesPersonName
BilltoCustomerNo_Lbl	BilltoCustomerNo	CompanyPhoneNo_Lbl	CompanyPhoneNo
VATRegistrationNo_Lbl	VATRegistrationNo	Email_Header_Lbl	CompanyEmail
GlobalLocationNumber_Lbl	GlobalLocationNumber	HomePage_Header_Lbl	CompanyHomePage
DocumentNo_Lbl	DocumentNo	CompanyVATRegistrationNo_Lbl	CompanyVATRegistrationNo
OrderNo_Lbl	OrderNo	CompanyBankName	CompanyBankBranchNo
DocumentDate_Lbl	DocumentDate	CompanyGiroNo_Lbl	CompanyBankAccountNo
DueDate_Lbl	DueDate	CompanyBAN_Lbl	CompanyGiroNo
PaymentTermsDescription_Lbl	PaymentTermsDescription	CompanySWIFT_Lbl	CompanyBAN
PaymentMethodDescription_Lbl	PaymentMethodDescription	PaymentReference_Lbl	CompanySWIFT
LegalEntityType_Lbl	LegalEntityType		PaymentReference
ShipmentMethodDescription_Lbl	ShipmentMethodDescription		

ItemNo_Lbl	Description_Line_Lbl	ShipmentDate_Line_Lbl	Quantity_Line_Lbl	UnitOfMeasure_Line_Lbl	UnitPrice_Line_Lbl	VATPct_Line_Lbl	LineAmount_Line_Lbl
ItemNo_Line	Description_Line	ShipmentDate_Line	Quantity_Line	UnitOfMeasure_Line	UnitPrice_Line	LineDiscountPercentText_Line	LineAmount_Line
Description_ReportTotalsLine							Amount_ReportTotalsLine
TotalIncludingVATText							TotalAmountIncludingVAT

VATAmountSpecification_Lbl

VATPct_VatAmountLine_Lbl	VATBase_VatAmountLine_Lbl	VATAmount_VatAmountLine_Lbl	VATBaseCY_VATAmountLine_Lbl	VATAmountCY_VATAmountLine_Lbl
VATPct_VatAmountLine	VATBase_VatAmountLine	VATAmount_VatAmountLine	VATBaseCY_VATAmountLine	VATAmountCY_VATAmountLine
	TotalNetAmount	TotalVATAmount	TotalVATBaseCY	TotalVATAmountCY

Code_VATClauseLine	Description_VATClauseLine	Description2_VATClauseLine	VATAmount_VATClauseLine
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ShipToAddress_Lbl

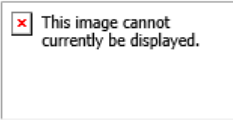
ShipToAddress1

ShipToAddress2

- 15 -

10. Change the fonts as follows:
 - a. Select all text (Ctrl+A).
 - b. On the **Home** tab, in the **Font** group, change the font to Comic Sans.
11. Change the font size and color of document title and document no. as follows:
 - a. In the header, select the **DocumentTitle_Lbl** control, and then increase font size a couple of steps and change the color to Blue, Accent 1 (top row in normal colors).
 - b. Repeat for the **DocumentNo** control.
12. Add a style to the item lines item table as follows:
 - a. Select the item lines table.
 - b. On the **Design** tab under **Table Tools**, expand the **Table Styles** control.
 - c. Select **Grid Table 4, accent 1** (blue, with solid header and alternating rows).
13. Insert a glowing "Enjoy Microsoft Dynamics NAV2015!" greeting as follows:
 - a. Add text to the end of the document.
 - b. Select the text, and then on **Home** tab, in the **Font** group, select the **A** in the **Text Effects and Typography** field.

In Word, we are going to make some customizations and insert a greeting.



DocumentTitle_Lbl DocumentNo
Page_Lbl 1 / 2

CustomerPostalBarCode

CustomerAddress1
CustomerAddress2
CustomerAddress3
CustomerAddress4
CustomerAddress5
CustomerAddress6
CustomerAddress7
CustomerAddress8

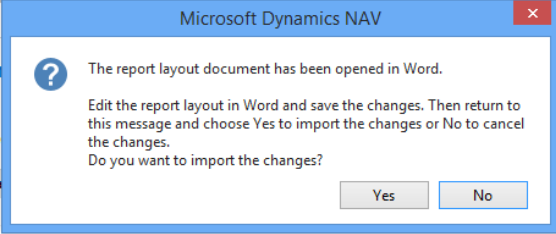
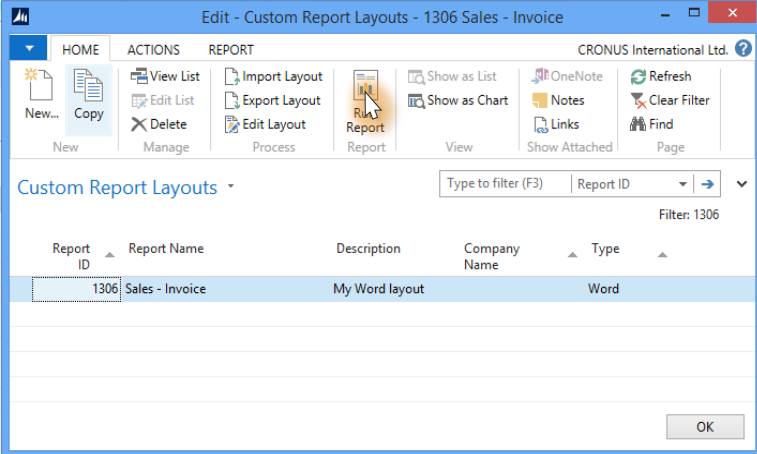
YourReference_Lbl YourReference
BillToCustomerNo_Lbl BillToCustomerNo
VATRegistrationNo_Lbl VATRegistrationNo
GlobalLocationNumber_Lbl GlobalLocationNumber
DocumentNo_Lbl DocumentNo
OrderNo_Lbl OrderNo



DocumentDate_Lbl DocumentDate
DueDate_Lbl DueDate
PaymentTermsDescription_Lbl PaymentTermsDescription
PaymentMethodDescription_Lbl PaymentMethodDescription
LegalEntityType_Lbl LegalEntityType
ShipmentMethodDescription_Lbl ShipmentMethodDescription

CompanyAddress1
CompanyAddress2
CompanyAddress3
CompanyAddress4
CompanyAddress5
CompanyAddress6
CompanyLegalOffice
CompanyLegalOffice

SalesPersonBlank_Lbl SalesPersonName
CompanyPhoneNo_Lbl CompanyPhoneNo
EMail_Header_Lbl CompanyEMail
HomePage_Header_Lbl CompanyHomePage
CompanyVATRegistrationNo_Lbl CompanyVATRegistrationNo
CompanyBankName CompanyBankBranchName
CompanyBankAccountNo
CompanyGiroNo_Lbl CompanyGiroNo
CompanyIBAN_Lbl CompanyIBAN
CompanySWIFT_Lbl CompanySWIFT
PaymentReference_Lbl PaymentReference

ItemNo_Line_Lbl	Description_Line_Lbl	ShipmentDate_Line_Lbl	Quantity_Line_Lbl	UnitOfMeasure_Lbl	UnitPrice_Lbl	VATPct_Line_Lbl	LineAmount_Line_Lbl
ItemNo_Line	Description_Line	ShipmentDate_Line	Quantity_Line	UnitOfMeasure	UnitPrice	LineDiscountPercent_Line	LineAmount_Line
						Description_ReportTotalLine	Amount_ReportTotalLine
						TotalIncludingVATText	TotalAmountIncludingVAT

<p>c. Choose second entry in second row (Gradient Fill – Blue, Accent 1, Reflection).</p> <p>d. Change the font size to 12.</p>												
<p>14. Save the changes and close the Word document.</p> <p>15. On the confirmation dialog that appeared when the layout was opened for editing, choose Yes to import the revised layout in the Microsoft Dynamics NAV client.</p>	<p>With the changes in place, the Word layout is saved and imported back into Microsoft Dynamics NAV 2015.</p>											
<p>16. In the Custom Report Layouts page, select the new custom layout, and then on the Home tab, in the Report group select Run Report.</p> <p>17. In the request page, use default values, choose the Print button, and then choose PDF.</p> <p>18. Open and inspect the result file. Validate the font, color and size changes, the table style, and the greeting.</p>	<p>Before setting the new custom layout as the active layout for the sales invoice report, we are going to test it out by running it from within the Custom Report Layouts page.</p>	 <table border="1" data-bbox="929 853 1657 1077"> <thead> <tr> <th>Report ID</th> <th>Report Name</th> <th>Description</th> <th>Company Name</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1306</td> <td>Sales - Invoice</td> <td>My Word layout</td> <td></td> <td>Word</td> </tr> </tbody> </table>	Report ID	Report Name	Description	Company Name	Type	1306	Sales - Invoice	My Word layout		Word
Report ID	Report Name	Description	Company Name	Type								
1306	Sales - Invoice	My Word layout		Word								

<div style="text-align: right;">  </div> <p style="text-align: right;">Invoice 103002 Page 1 / 2</p> <p>Selangorian Ltd. Mr. Mark McArthur 153 Thomas Drive Coventry, CV6 16Y Great Britain</p> <p>CRONUS International Ltd. 5 The Ring Westminster W2 8HG London</p> <p>Your Reference: 20000 Bill-to Customer No.: 254687456 VAT Registration No.: 103002</p> <p>Invoice No.: 103002 Order No.: 25 January 2016 Document Date: 8 February 2016 Due Date:</p> <p>Payment Terms: Net 14 days Payment Method: Partner Type: Shipment Method: Ex Warehouse</p> <p>Sales person: Peter Soddow Phone No.: 0666-666-6666 Email: Home Page: VAT Registration No.: GB77777777 World Wide Bank: 86999999 99-99-888 Giro No.: 888-9999 IBAN: 88 12 098K 08929965044991 SWIFT Code:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Shipment Date</th> <th>Quantity</th> <th>Unit of Measure</th> <th>Unit Price Excl. VAT</th> <th>VAT %</th> <th>Line Amount Excl. VAT</th> </tr> </thead> <tbody> <tr> <td>TLMOTH Y</td> <td>Assembling Furniture, January</td> <td>25-01-16</td> <td>25</td> <td>Hour</td> <td>54,00</td> <td>10</td> <td>1.350,00</td> </tr> <tr> <td>TLMOTH Y</td> <td>Assembling Furniture, January</td> <td>25-01-16</td> <td>96</td> <td>Miles</td> <td>54,00</td> <td>10</td> <td>5.184,00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Subtotal</td> <td>6.534,00</td> </tr> <tr> <td colspan="7" style="text-align: right;">Invoice Discount</td> <td>-196,02</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total GBP Excl. VAT</td> <td>6.337,98</td> </tr> <tr> <td colspan="7" style="text-align: right;">10% VAT</td> <td>633,80</td> </tr> <tr> <td colspan="7" style="text-align: right;">Total GBP Incl. VAT</td> <td>6.971,78</td> </tr> </tbody> </table> <p>VAT Amount Specification</p> <table border="1"> <thead> <tr> <th>VAT %</th> <th>VAT Base</th> <th>VAT Amount</th> <th>VAT Base (L0Y)</th> <th>VAT Amount (L0Y)</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>6.337,98</td> <td>633,80</td> <td>6.337,98</td> <td>633,80</td> </tr> <tr> <td></td> <td>6.337,98</td> <td>633,80</td> <td>6.337,98</td> <td>633,80</td> </tr> </tbody> </table>	No.	Description	Shipment Date	Quantity	Unit of Measure	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT	TLMOTH Y	Assembling Furniture, January	25-01-16	25	Hour	54,00	10	1.350,00	TLMOTH Y	Assembling Furniture, January	25-01-16	96	Miles	54,00	10	5.184,00	Subtotal							6.534,00	Invoice Discount							-196,02	Total GBP Excl. VAT							6.337,98	10% VAT							633,80	Total GBP Incl. VAT							6.971,78	VAT %	VAT Base	VAT Amount	VAT Base (L0Y)	VAT Amount (L0Y)	10	6.337,98	633,80	6.337,98	633,80		6.337,98	633,80	6.337,98	633,80	<div style="text-align: right;">  </div> <p style="text-align: right;">Invoice 103002 Page 2 / 2</p> <p>Ship-to Address: Selangorian Ltd. Mr. Mark McArthur 153 Thomas Drive Coventry, CV6 16Y Great Britain</p> <p>Enjoy Microsoft Dynamics NAV 2015!</p>
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19. Open Report Layout Selection page again.
20. Locate and select the report 1306 Sales Invoice,
21. Change Selected Layout field to Custom

Being satisfied with the new layout, we are now going to make this the default layout for the sales invoice report.

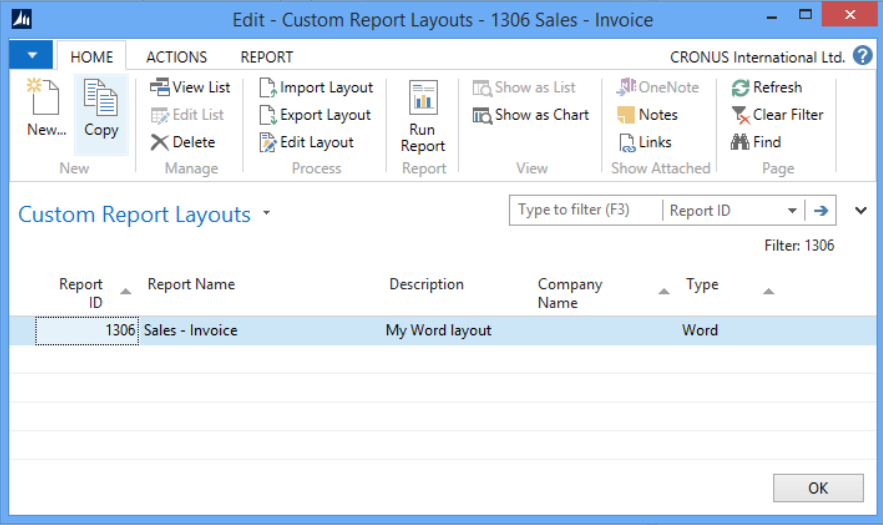
<p>22. In Custom Report Layouts page that appears, select layout "My Word layout" that you just created, and then choose the OK button to close the lookup.</p> <p>23. Verify that the Selected Layout field is now set to Custom and the Custom Layout Description field is set to "My Word layout" for the report 1306.</p>	<p>To do this, we will set the Selected Layout field in the Report Layout Selection page to the newly created custom layout. Note that if the Selected Layout field is already set to Custom, then the actual custom layout is changed by using the lookup in the Custom Layout Description field instead.</p>	
<p>24. Open Posted Sales Invoices by doing one of the following:</p> <ul style="list-style-type: none"> • In the Search box, enter Posted Sales Invoices, and then choose the related link. • In the navigation pane, choose Posted Documents, and then Posted Sales Invoices. <p>25. Select a sales invoice from the list, and then on the Home tab, in the Invoice group, choose Print.</p>	<p>Finally, we will run the sales invoice from a real application context, e.g., Posted Sales Invoices, to verify that the new custom layout is used.</p>	

- | | | |
|--|--|--|
| <p>26. In the print dialog, use default values, select the Print button, and then choose PDF.</p> <p>27. Verify that the resulting PDF file is using the custom layout "My Word layout" that you created previously.</p> | | |
|--|--|--|

Lab 4 — Customize 1306 Sales Invoice Word Layout: Adding Fields and Changing Structure

Lab story: Microsoft Dynamics NAV 2015 enables end users to customize RDLC and Word based report layouts, both from a formatting point of view, as well as changing the structure and adding new fields from the report’s dataset.

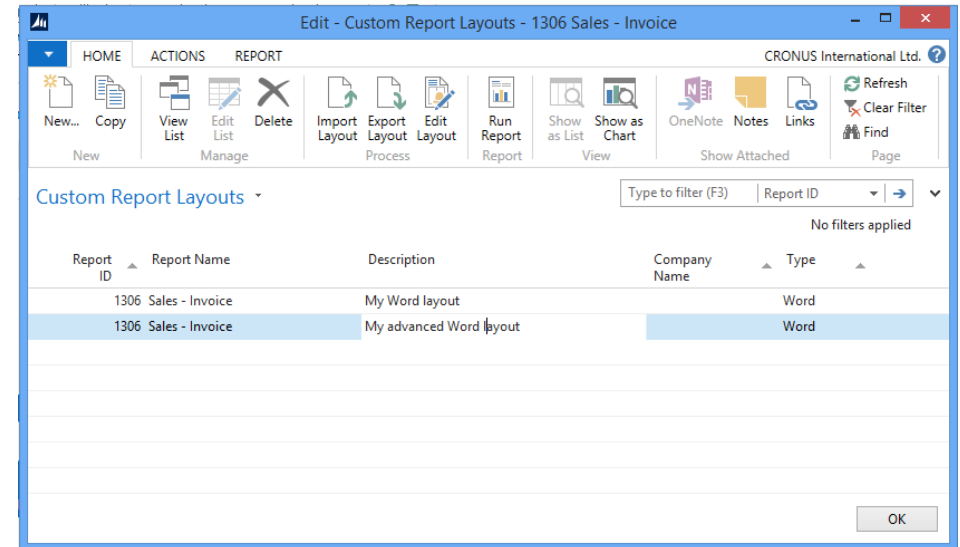
This lab showcases how power users, such as Sean, or technically experienced personas, such as Annie or Stan, can customize the Word based document reports, like the Sales Invoice report, to include desired fields and layout structure. The lab assumes that lab 3 has been completed, and that there is already a custom layout available for the document report 1306 Sales Invoice. If this is not the case, the lab can still be run but with the small variation that a new custom layout based on the built-in Word layout should be used, instead of copying an existing custom layout.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> Open Custom Report Layouts page by doing one of the following: <ul style="list-style-type: none"> In the Search box, enter Custom Report Layouts, and then choose the related link. In the navigation pane, choose Departments, Administration, IT Administration, and then Reports. 	<p>First, we want to make a copy of the previously created custom report and work on that. Once the layout is completed and tested, we will switch over to using the layout created in this lab.</p> <p>Rather than opening Custom Report Layouts from the context of a specific report in the Report Layout Selection list, we are now going to open it directly. Note that doing this will display all custom layouts unfiltered across all reports in the tenant. In this case though, we still only have a single entry from the previous lab.</p>	

An alternative to opening the **Custom Report Layout** page on its own, is to open it for a specific report from the **Report Layout Selection** page, and then remove the report ID filter which has been set.

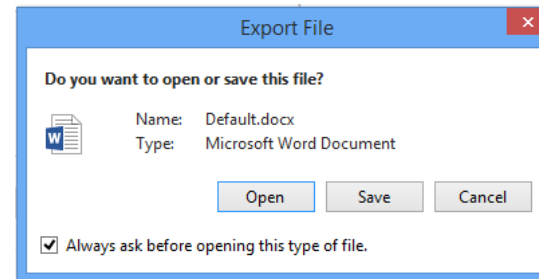
2. Select the "My Word layout" row, and on the **Home** tab, in the **New** group, choose **Copy**.
3. In the **Description** field, rename the newly created layout to "My advanced Word layout".

We are going to add fields to the custom layout made in the previous lab. However, instead of modifying that layout directly, we are going to create a copy. This lets you work with and test the layout without risking impact to an actively used layout.



4. Select the "My advanced Word layout" row, and then on the **Home** tab, in the **Process** group, choose **Export Layout**.
5. In the **Export File** dialog, select **Save**, and save the file to a preferred device location, such as the Desktop.
6. Open the document from the saved location in Word 2013.

With the custom layout created, we will now edit it in Word. In this lab, we will use **Import Layout** and **Export Layout** instead of **Edit Layout**, as you would do when using the Microsoft Dynamics NAV Web client.



7. Select a table structure in the layout, such as the sales lines.
8. In Word, on the **Layout** tab, in the **Table** group, choose **View Gridlines**.

As Word report layouts often use hidden table structures to align content controls (such as field mappings), enabling gridlines in Word is quite useful to understand the structure.

As can be seen, the sales invoice header fields are all arranged in tables for easier alignment in Word.

✘ This image cannot currently be displayed.

[Invoice_Lbl](#) [No_Header](#)
[Page_Lbl](#) 1 / 2

CustomerPostalBarCode

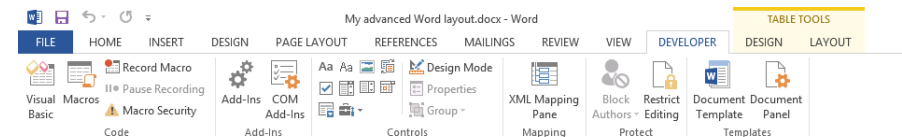
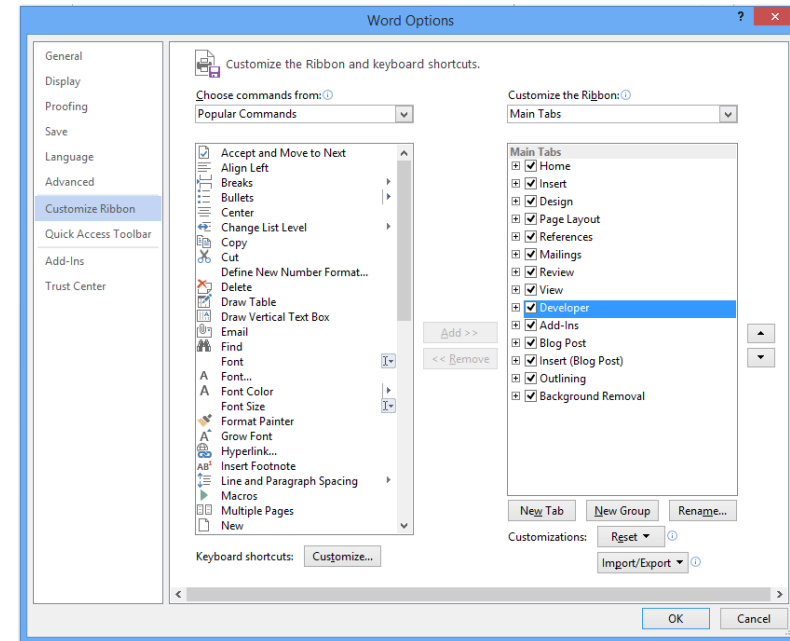
CustomerAddress1			CompanyAddress1
CustomerAddress2			CompanyAddress2
CustomerAddress3			CompanyAddress3
CustomerAddress4			CompanyAddress4
CustomerAddress5			CompanyAddress5
CustomerAddress6			CompanyAddress6
CustomerAddress7		CompanyLegalOffice_Lbl	CompanyLegalOffice
CustomerAddress8			

YourReference_Header_Lbl	YourReference_Header		SalesPersonText_Header_Lbl	SalesPersonName_Header
BilltoCustomerNo_Header_Lbl	BilltoCustomerNo_Header		CompanyPhoneNo_Lbl	CompanyPhoneNo
VATRegistrationNo_Header_Lbl	VATRegistrationNo_Header		EMail_Header_Lbl	CompanyEMail
GlobalLocationNumber_Header_Lbl	GlobalLocationNumber_Header		HomePage_Header_Lbl	CompanyHomePage
No_Header_Lbl	No_Header		CompanyVATRegistrationNo_Lbl	CompanyVATRegistrationNo
OrderNo_Header_Lbl	OrderNo_Header		CompanyBankName	CompanyBankBranchNo
			CompanyBankAccountNo	
DocumentDate_Header_Lbl	DocumentDate_Header		CompanyGiroNo_Lbl	CompanyGiroNo
DueDate_Header_Lbl	DueDate_Header		CompanyIBAN_Lbl	CompanyIBAN
PaymentTermsDescription_Lbl	PaymentTermsDescription		CompanySWIFT_Lbl	CompanySWIFT
PaymentMethodDescription_Lbl	PaymentMethodDescription		PaymentReference_Header_Lbl	PaymentReference_Header
LegalEntityType_Lbl	LegalEntityType			
ShipmentMethodDescription_Lbl	ShipmentMethodDescription			

No_Line_Lbl	Description_Line_Lbl	PostedShipmentDate_Lbl	Quantity_Line_Lbl	UnitOfMeasure_Lbl	UnitPrice_Lbl	VATPct_Line_Lbl	LineAmount_Line_Lbl
No_Line	Description_Line	PostedShipmentDate_Line	Quantity_Line	UnitOfMeasure	UnitPrice	LineDiscountPercent_Line	LineAmount_Line
						VATPct_Line	LineAmount_Line
						Description_ReportTotalsLine	
						Amount_ReportTotalsLine	
						TotalIncludingVATText	
						TotalAmountIncludingVAT	

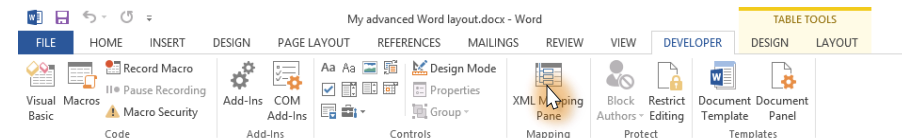
9. In Word, do one of the following:
 - Right click the ribbon, and then select **Customize the Ribbon**.
 - On the **File** menu, choose **Options**, and then select **Customize Ribbon** tab in the **Word Options** dialog box.
10. In the right pane, select the **Developer** check box, and then choose **OK**.
11. Select the **Developer** tab that is now visible in Word.

To insert new fields from the report dataset in the Word layout, we need to take advantage of the custom XML mapping feature in Word. This feature is available in the **Developer** tab in Word, which is hidden by default, so the first task is to enable it.



12. On the **Developer** tab, choose **XML Mapping Pane**.
13. In the **XML Mapping** pane, in the **Custom XML Part** dropdown list, choose the custom XML part for the 1306 Sales Invoice. Typically, this is last in the list. The name of the custom XML part has the following format:
urn:microsoft-dynamics-nav/reports/Mini_Sales_Invoice/1306

Word layouts in Microsoft Dynamics NAV 2015 rely on mapping content controls to dataset fields. To facilitate this, Word's custom XML feature is used.



14. The **XML Mapping** pane now displays the labels and field controls that are available for the report. Browse the structure by expanding the tree and notice heading and different line structures.

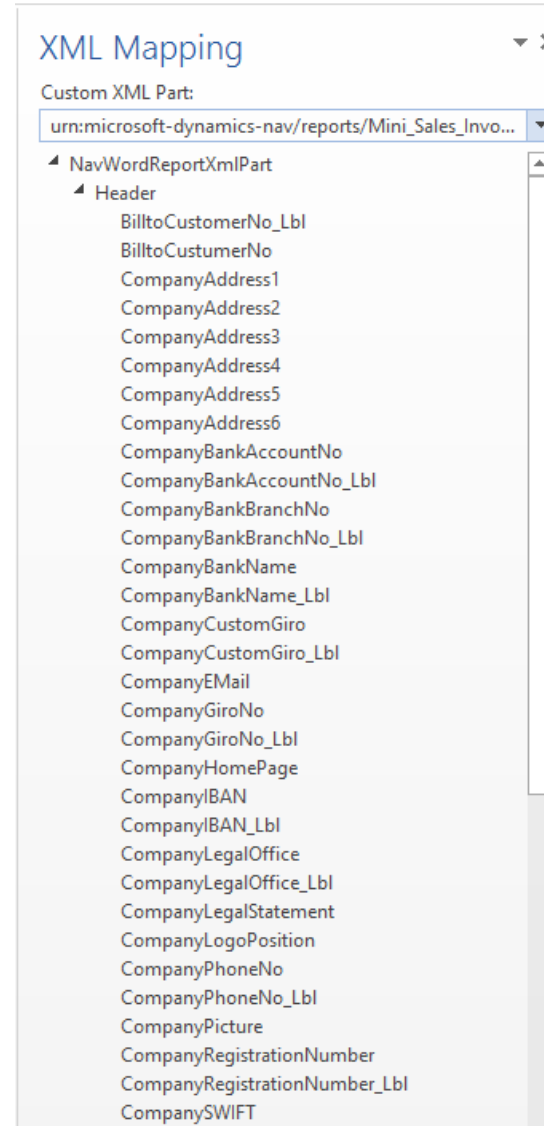
A Word document can contain one or more embedded XML parts with data. When Word layouts are exported or invoked for editing from Microsoft Dynamics NAV 2015, the layout will have a specific Microsoft Dynamics NAV XML ml part added, which represents the dataset structure of the report. This structure is then used when mapping the dataset to content controls.

Therefore, first we need to show the **XML Mapping** pane in Word, and then select the proper embedded XML part that represents the report dataset.

The name of the custom XML part has the following format:

urn:microsoft-dynamics-nav/reports/report_name/ID

Where *report_name* is the normalized name that is assigned to the report as specified by the report's Name Property in the



XML Mapping

Custom XML Part:

urn:microsoft-dynamics-nav/reports/Mini_Sales_Invo...

- NavWordReportXmlPart
 - Header
 - BilltoCustomerNo_Lbl
 - BilltoCustomerNo
 - CompanyAddress1
 - CompanyAddress2
 - CompanyAddress3
 - CompanyAddress4
 - CompanyAddress5
 - CompanyAddress6
 - CompanyBankAccountNo
 - CompanyBankAccountNo_Lbl
 - CompanyBankBranchNo
 - CompanyBankBranchNo_Lbl
 - CompanyBankName
 - CompanyBankName_Lbl
 - CompanyCustomGiro
 - CompanyCustomGiro_Lbl
 - CompanyEMail
 - CompanyGiroNo
 - CompanyGiroNo_Lbl
 - CompanyHomePage
 - CompanyIBAN
 - CompanyIBAN_Lbl
 - CompanyLegalOffice
 - CompanyLegalOffice_Lbl
 - CompanyLegalStatement
 - CompanyLogoPosition
 - CompanyPhoneNo
 - CompanyPhoneNo_Lbl
 - CompanyPicture
 - CompanyRegistrationNumber
 - CompanyRegistrationNumber_Lbl
 - CompanySWIFT

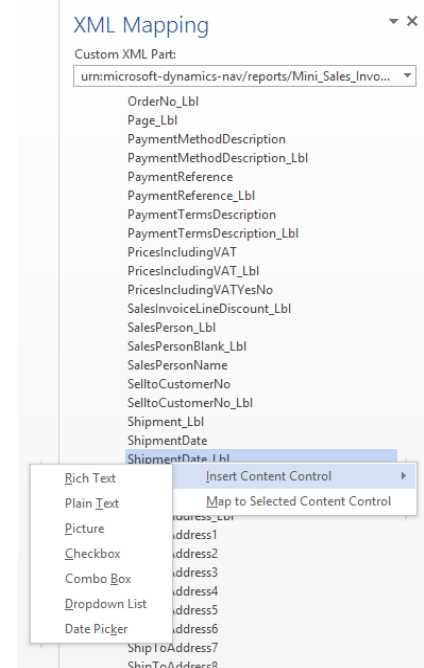
Microsoft Dynamics NAV Development Environment, and *ID* is the identification number of the report.

15. In the document header table, locate the empty cell in the last row and second last column.
16. Insert the text marker by clicking in the cell.
17. In the **XML Mapping** pane, expand the header structure and locate ShipmentDate_Lbl.
18. Right click on ShipmentDate_Lbl, select **Insert Content Control**, and then choose **Plain Text**.
19. Insert the text marker in the last cell in the row.
20. In the **XML Mapping** pane, locate ShipmentDate.
21. Right-click on ShipmentDate, select **Insert Content Control**, and then choose **Plain Text**.

We are going to add a Shipment date field and a corresponding Shipment data label (for the localized field) name to the document header.

We will add these to the empty cells at the bottom of the header, and to the right of the ShipmentMethodDescription field.

When inserting the fields from the **XML Mapping** pane, Word inserts a content control at the text marker in the document, and links that content control to the xpath of the field in the custom XML part that represents the dataset. The content control also gets a visible name/caption which corresponds to the field name – however, this does not determine the mapping. The



name can be changed, but the mapping remains the same.

To remap a content control, either delete the content control and add a new one, or highlight the content control, find the correct field in the **XML Mapping** pane, right click it and then select **Map to Selected Content Control**,

YourReference_Header_Lbl	YourReference_Header	SalesPersonText_Header_Lbl	SalesPersonName_Header
BilltoCustomerNo_Header_Lbl	BilltoCustomerNo_Header	CompanyPhoneNo_Lbl	CompanyPhoneNo
VATRegistrationNo_Header_Lbl	VATRegistrationNo_Header	E-Mail_Header_Lbl	CompanyE-Mail
GlobalLocationNumber_Header_Lbl	GlobalLocationNumber_Header	HomePage_Header_Lbl	CompanyHomePage
No_Header_Lbl	No_Header	CompanyVATRegistrationNo_Lbl	CompanyVATRegistrationNo
OrderNo_Header_Lbl	OrderNo_Header	CompanyBankName	CompanyBankBranchNo CompanyBankAccountNo
DocumentDate_Header_Lbl	DocumentDate_Header	CompanyGiroNo_Lbl	CompanyGiroNo
DueDate_Header_Lbl	DueDate_Header	CompanyIBAN_Lbl	CompanyIBAN
PaymentTermsDescription_Lbl	PaymentTermsDescription	CompanySWIFT_Lbl	CompanySWIFT
PaymentMethodDescription_Lbl	PaymentMethodDescription	PaymentReference_Header_Lbl	PaymentReference_Header
LegalEntityType_Lbl	LegalEntityType	ShipmentDate_Lbl	ShipmentDate
ShipmentMethodDescription_Lbl	ShipmentMethodDescription		

XML Mapping

Custom XML Part:

urn:microsoft-dynamics-nav/reports/Mini_Sales_Invoice/1306/

Header

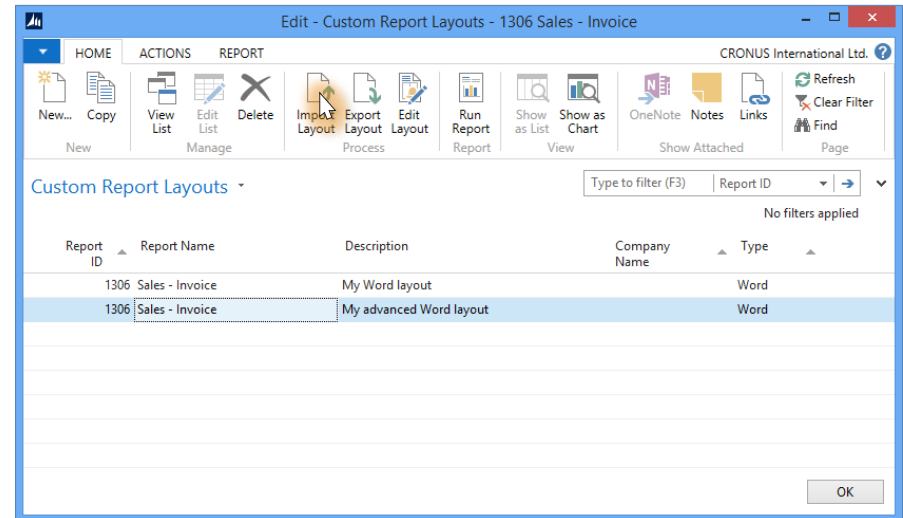
BilltoCustomerNo_Lbl
 BilltoCustomerNo
 CompanyAddress1
 CompanyAddress2
 CompanyAddress3
 CompanyAddress4
 CompanyAddress5
 CompanyAddress6
 CompanyBankAccountNo
 CompanyBankAccountNo
 CompanyBankBranchNo
 CompanyBankBranchNo_Lbl

Insert Content Control

Map to Selected Content Control

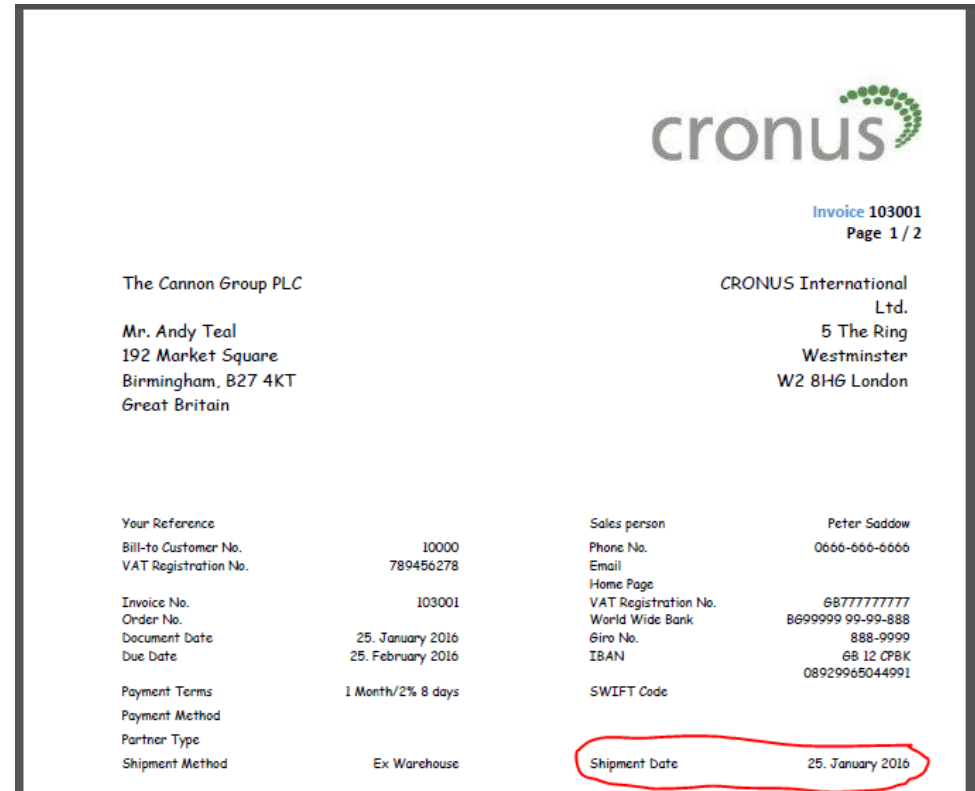
22. Save the document in Word.
23. Go back to the **Custom Report Layouts** page in Microsoft Dynamics NAV 2015 and make sure the new custom layout "My advanced Word layout" is selected.
24. On the **Home** tab, in the **Process** group, choose **Import layout**
25. In the **Import Word Document** dialog box, browse to the location where you exported the layout in the beginning of the lab, select the edited Word file, and choose **OK** to import the layout.

Sean could have continued to add, delete, or move fields around, but for this lab, Sean is content, so he saves his work and imports the layout document back into the new custom Word layout in Microsoft Dynamics NAV.



26. In the **Custom Report Layouts** page, select the "My advanced Word layout" row, and then on the **Home** tab, in the **Report** group, select **Run Report**.
27. In the resulting request page, use default values, select the **Print** button, and then choose **PDF**.
28. Inspect the resulting report and validate that **Shipment Date** is included.

Before setting the new custom layout as the active one, Sean runs it to validate it works as intended.



cronus

Invoice 103001
Page 1 / 2

The Cannon Group PLC

Mr. Andy Teal
192 Market Square
Birmingham, B27 4KT
Great Britain

CRONUS International
Ltd.
5 The Ring
Westminster
W2 8H6 London

Your Reference		Sales person	Peter Sadow
Bill-to Customer No.	10000	Phone No.	0666-666-6666
VAT Registration No.	789456278	Email	
Invoice No.	103001	Home Page	
Order No.		VAT Registration No.	6877777777
Document Date	25. January 2016	World Wide Bank	B699999 99-99-888
Due Date	25. February 2016	Giro No.	888-9999
Payment Terms	1 Month/2% 8 days	IBAN	68 12 CPBK 08929965044991
Payment Method		SWIFT Code	
Partner Type			
Shipment Method	Ex Warehouse	Shipment Date	25. January 2016

29. Open **Report Layout Selection** page
30. Browse to and select the report 1306 Sales Invoice.
31. Assuming that **Selected Layout** field is already set to **Custom**, change **Custom Layout Description** field to the new "My advanced Word layout" layout.
32. Open **Posted Sales Invoices** by doing one of the following:
 - In the Search box, enter **Posted Sales Invoices**, and then choose the related link.

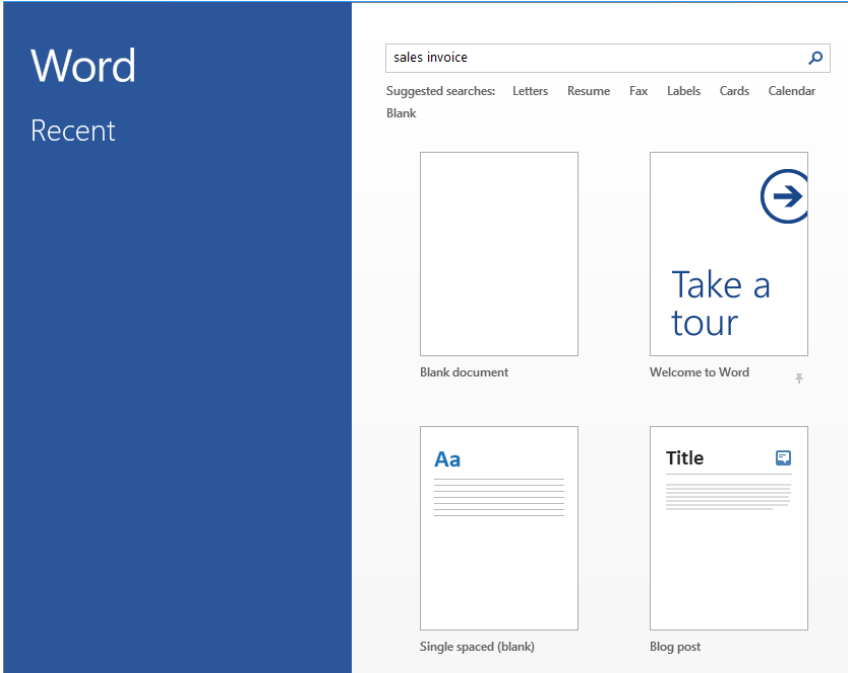
Finally, Sean switches over to use the newly created custom layout, which the **ShipmentDate**, as the active sales invoice Word layout.

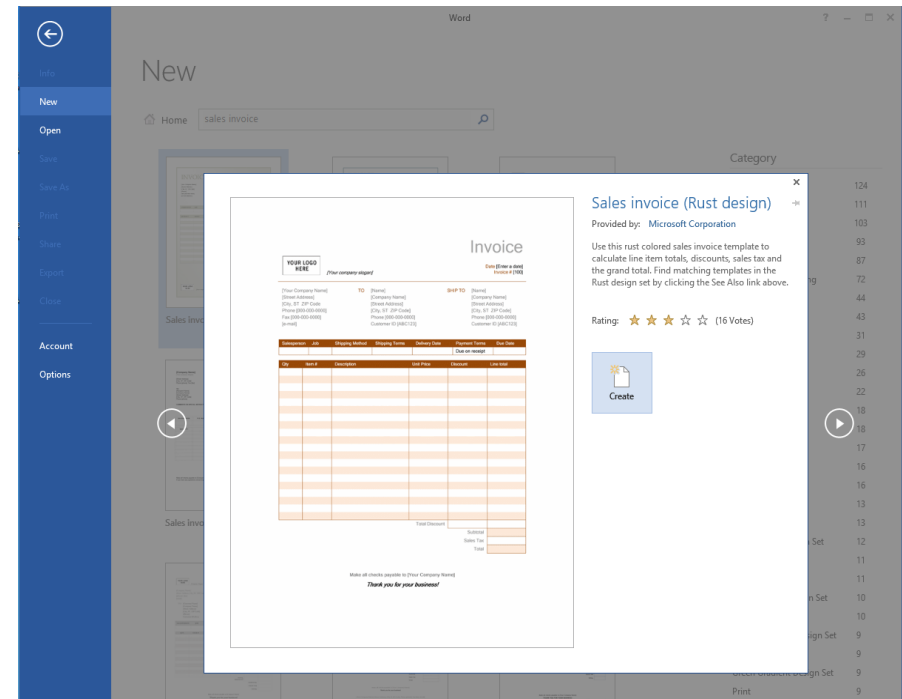
- | | | |
|--|--|--|
| <ul style="list-style-type: none">• In the navigation pane, choose Posted Documents, and then Posted Sales Invoices. <ol style="list-style-type: none">33. Select a sales invoice from the list, and then on the Home tab, in the Invoice group, choose Print.34. In the print dialog, use default values, select Print, and then PDF.35. Validate that the resulting PDF is using the custom layout "My advanced Word layout" that you created previously. | | |
|--|--|--|

Lab 5 — Creating a new Word Document Report Layout Based on an Existing Word Template

Lab story: Microsoft Word supports the creation of great looking documents. Unless a visual identity has already been defined by a designer though, it is often much easier to start with an existing Word template, for example, from the community, than from scratch (although possible), and then tweak the templates visual design instead.

In this lab, we will look at how a power user such as Sean can take an online Word template and add content controls that map to the Microsoft Dynamics NAV report dataset to create a custom sales invoice to fit the desired visual identity of his company relatively easy.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> Browse for invoice templates in Word online, by doing one of the following: <ul style="list-style-type: none"> Open Word 2013 and search for sales invoice. In an existing Word 2013 session, on the File menu, select New, and then search for sales invoice. In the search result, look through the different suggested templates by selecting one and viewing the preview pane. Use left and right arrow buttons to shift through templates that have been found. Locate the Rust template, and select Create in the preview pane to create a document from the template. Save the document to a desired file location. 	<p>First, Sean is selecting the template he would like to work on.</p> <p>As Microsoft Dynamics NAV Word layouts cannot be based on Word .dotx template files directly, Sean will have to create a document using the template.</p> <p>Sean opens Microsoft Word 2013 and browses through available sales invoice templates using the preview capability.</p> <p>He ends up liking the Rust template the most, and selects Create to make a document based on this template.</p>	



5. Open **Report Layout Selection** page by doing one of the following:
 - In the **Search** box, enter **Report Layout Selection**, and then choose the related link.
 - In the navigation pane, choose **Departments, Administration, IT Administration**, and then **Reports**,
 - In the **Small Business** Role Center, on the **Actions** tab, choose **Setup, Company Information**, and then choose **Report Layouts**.
6. Ensure that the correct company is specified in the **Company Name** field, because reports layouts are company specific.

With the Word template in a document, Sean creates a new **Sales Invoice** custom layout in Microsoft Dynamics NAV 2013.

<p>7. Locate the document report 1306 Sales – Invoice in the list by doing one of the following:</p> <ul style="list-style-type: none"> • Scroll down through the list. • Filter on the Report ID equal to 1306. <p>8. Select the row for report 1306, and on the Home tab, in the Process group, choose Custom Layouts.</p> <p>9. On the Home tab, in the New group, choose New to insert a new custom layout. The Insert Built-in Layout for a Report window appears. The ID and Name fields are automatically filled in.</p> <p>10. To add a custom Word report layout type, select the Insert Word Layout check box, and then choose OK.</p> <p>11. In the list, change the Custom Layout Description field of the newly created custom layout to “My Rust Word layout”.</p>		
<p>12. On the Home tab, in the Process group, select Import layout.</p> <p>13. In the Import Word Document dialog, browse to the location where you saved the Word document Word document that is based on the Rust template (in the beginning of the lab), select the document, and then choose OK to import the layout.</p>	<p>As the newly created Word custom layout just contains a copy of the built-in Word layout, Sean imports his template document created in the beginning of the lab to overwrite the content.</p>	
<p>14. On the Home tab, in the Process group, choose Edit Layout.</p>	<p>With the new custom layout containing the Rust template, Sean opens the custom layout for editing to start inserting content controls that represent</p>	

data from Microsoft Dynamics NAV.

Note that the Edit function relies on client-side automation, and therefore requires that the Microsoft Dynamics NAV 2015 Windows client and Word 2013 are installed.

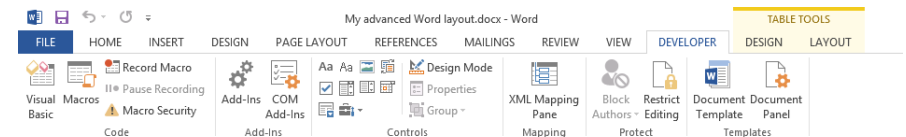
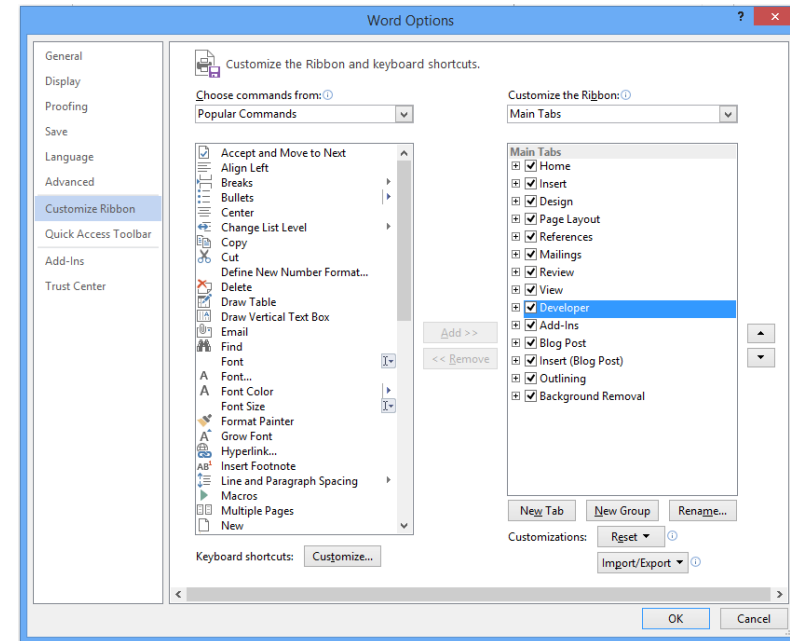
If you are using the Microsoft Dynamics NAV 2015 Web client or a device, the custom layout can be edited by exporting the layout to a Word file, editing it in Word, and then importing the layout file back into the appropriate report.

Also note that when you edit or export the custom layout, the required custom XML part is automatically inserted. Instead of importing the Rust template first before editing or exporting it, Sean could also have exported only the custom XML part from the **Export Word XML Part** in the **General** group on the **Actions** tab. Then, he could have

	<p>manually inserted XML part into the template in Word, done all the content controls, and imported the custom layout into Microsoft Dynamics NAV. However, the lab steps described here are easier to understand.</p>	
<p>15. Select a table structure in the layout, for example, the sales lines. 16. In Word, on the Layout tab, in the Table group, choose View Gridlines.</p>	<p>As Word report layouts often use hidden table structures to align content controls (such as field mappings), enabling gridlines in Word is quite useful to understand the structure.</p> <p>As can be seen, the sales invoice header fields are all arranged in tables for easier alignment in Word.</p>	

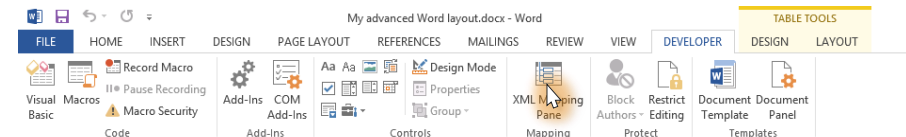
17. In Word, do one of the following:
 - Right click the ribbon, and then select **Customize the Ribbon**.
 - On the **File** menu, choose **Options**, and then select **Customize Ribbon** tab in the **Word Options** dialog box.
18. In the right pane, select the **Developer** check box, and then choose **OK**.
19. Select the **Developer** tab that is now visible in Word.

To insert new fields from the report dataset in the Word layout, we need to take advantage of the custom XML mapping feature in Word. This feature is available in the **Developer** tab in Word, which is hidden by default, so the first task is to enable it.



20. On the **Developer** tab, choose **XML Mapping Pane**.
21. In the **XML Mapping** pane, in the **Custom XML Part** dropdown list, choose the custom XML part for the 1306 Sales Invoice. Typically this is the last in the list. The name of the custom XML part has the following format:
urn:microsoft-dynamics-nav/reports/Mini_Sales_Invoice/1306

Word layouts in Microsoft Dynamics NAV 2015 rely on mapping content controls to dataset fields. To facilitate this, the Words custom XML feature is used.



22. The **XML Mapping** pane now displays the labels and field controls that are available for the report. Browse the structure by expanding the tree and notice heading and different line structures.

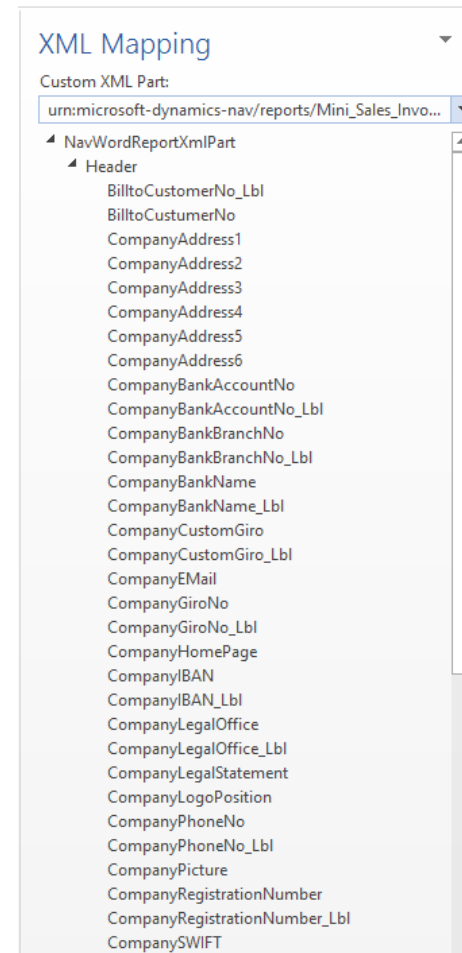
A Word document can contain one or more embedded XML parts with data. When Word layouts are exported or invoked for editing from Microsoft Dynamics NAV 2015, the layout will have a specific Microsoft Dynamics NAV XML part added that represents the dataset structure of the report. This structure is then used when mapping the dataset to content controls.

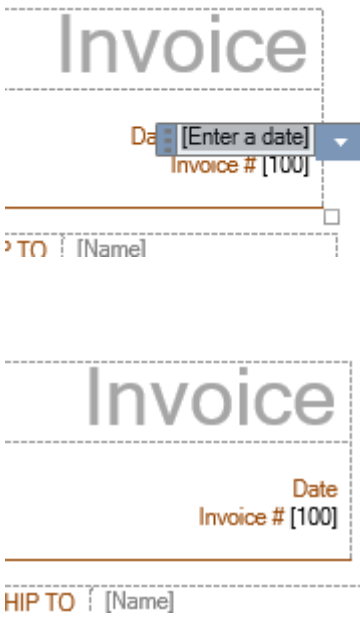
Therefore, first we need to show the **XML Mapping** pane in Word, and select the proper embedded XML part for the report dataset.

The name of the custom XML part has the following format:

urn:microsoft-dynamics-nav/reports/report_name/ID

Where report_name is the normalized name that is assigned to the report as specified by the report's Name Property in the Microsoft Dynamics NAV



	<p>Development Environment, and ID is the identification number of the report.</p>	
<p>23. Locate and select the existing Date content control. 24. Delete it and make sure the text cursor is still located to the right of the Date text. 25. In the XML Mapping pane, expand the header structure and locate DocumentData. 26. Right click on DocumentDate, select Insert Content Control, and then choose Plain Text.</p>	<p>With the XML Mapping pane enabled, Sean can finally start adding content controls for the various placeholders in the Rust based custom layout.</p> <p>As Sean is not going to use the layout in any foreign locale, he is just going to use hardcoded text strings for captions, thus avoiding spending time on inserting content controls for labels.</p> <p>The Rust template already has some content controls. As we are not interested in these controls other than the placeholder, we are going to replace these with Microsoft Dynamics NAV content controls instead.</p> <p>First, Sean is adding the document date in the header.</p>	

Invoice

Date
Invoice # [100]

SHIP TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone [000-000-0000]
Customer ID [ABC123]

Invoice Date	Payment Terms	Due Date
	Due on receipt	

Invoice	Discount	Line total

Invoice

Date DocumentDate
Invoice # [100]

SHIP TO [Name]
[Company Name]

XML Mapping

Custom XML Part:

urn:microsoft-dynamics-nav/reports/Mini_Sales_Invo...

CustomerAddress2
CustomerAddress3
CustomerAddress4
CustomerAddress5
CustomerAddress6
CustomerAddress7
CustomerAddress8
CustomerPostalBarCode
DocumentCopyText
DocumentDate
DocumentNo_Lbl
DocumentTitle_Lbl
DueDate
DueDate_Lbl
EMail_Header_Lbl
ExchangeRateAsText
GlobalLocationNumber
GlobalLocationNumber_Lbl
HomePage_Header_Lbl

Insert Content Control

Rich Text

Map to Selected Content Control

Plain Text

Picture

Checkbox

Combo Box

Dropdown List

Date Picker

27. Create additional header content controls by repeatedly placing the text cursor in the Word layout and inserting a content control for the required field. To insert a control, find it in the XML Mapping pane, right-click it, select **Insert Content Control**, and then choose **Plain Text**.

Sean repeats adding header information to the layout, such as invoice date and number, company address, customer address, ship to address, sales person, shipping method, and so on.

As part of this, Sean tweaks the structure a bit, for example, by adding more address lines because Microsoft Dynamics NAV supports more than those included in the generic Rust template.

Invoice

✘ This image cannot currently be displayed.

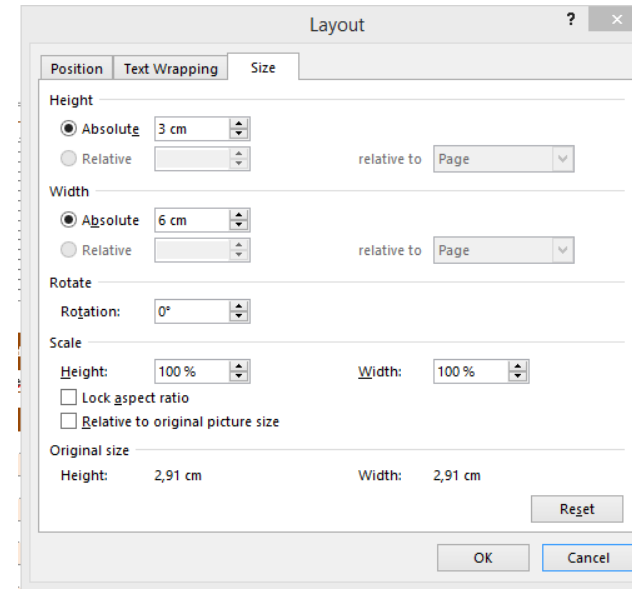
Date DocumentDate
Invoice # DocumentNo

CompanyAddress1	TO	CustomerAddress1	SHIP TO	ShipToAddress1
CompanyAddress2		CustomerAddress2		ShipToAddress2
CompanyAddress3		CustomerAddress3		ShipToAddress3
CompanyAddress4		CustomerAddress4		ShipToAddress4
CompanyAddress5		CustomerAddress5		ShipToAddress5
CompanyAddress6		CustomerAddress6		ShipToAddress6
Phone CompanyPhoneNo		CustomerAddress7		ShipToAddress7
CompanyEMail		CustomerAddress8		ShipToAddress8

Salesperson	Shipping Method	Delivery Date	Payment Terms	Due Date
SalesPersonName	ShipmentMethodDescription	ShipmentDate	PaymentTermsDescription	DueDate

28. To complete the header, delete the logo placeholder from the Rust template, and then merge the cell where it was contained with the one to the right. Then, place the cursor in the cell, and in the **XML Mapping** pane, right-click **CompanyPicture**, select **Insert Content Control**, and then choose **Picture**.
29. Right-click the inserted picture content control, and then choose **Size and Position**.
30. In the **Layout** dialog box, on the **Size** tab, specify the picture dimensions that correspond to the logo that is used. The Cronus demo data logo has a height of 3 cm and width of 6 cm.

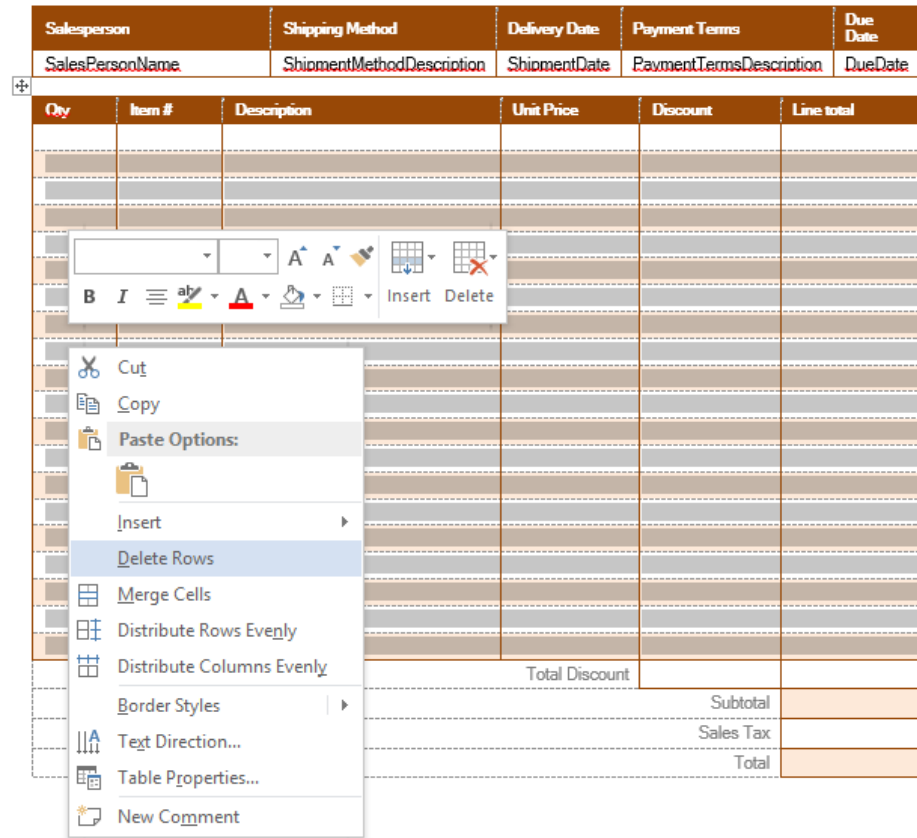
Sean then inserts a logo placeholder.



31. Delete all lines except the first line between the lines header and the totals part. To do this, select the rows, right click, and then choose **Delete Rows**.
32. Select the remaining row in the lines list.
33. In the **XML Mapping** pane, go to the nested **Line** section at the bottom.
34. Right click the **Line** entry, select **Insert Content Control**, and then choose **Repeating**.

Lines and totals are just handled as a number of fixed, empty lines in the Rust template.

As the number of lines are dynamic in normal sales invoices, Sean will remove all of the redundant lines and insert a repeater content control for the line structure requiring repeat capabilities.



Salesperson		Shipping Method	Delivery Date	Payment Terms	Due Date
SalesPersonName		ShipmentMethodDescription	ShipmentDate	PaymentTermsDescription	DueDate
Qty	Item #	Description	Unit Price	Discount	Line total
			Total Discount		
					Subtotal
					Sales Tax
					Total

The screenshot shows a context menu open over the line items, with options: Cut, Copy, Paste Options, Insert, Delete Rows (highlighted), Merge Cells, Distribute Rows Evenly, Distribute Columns Evenly, Border Styles, Text Direction..., Table Properties..., and New Comment.

Salesperson	Shipping Method	Delivery Date	Payment Terms	Due Date	
SalesPersonName	ShipmentMethodDescription	ShipmentDate	PaymentTermsDescription	DueDate	
Qty	Item #	Description	Unit Price	Discount	Line total
Total Discount					
				Subtotal	
				Sales Tax	
				Total	

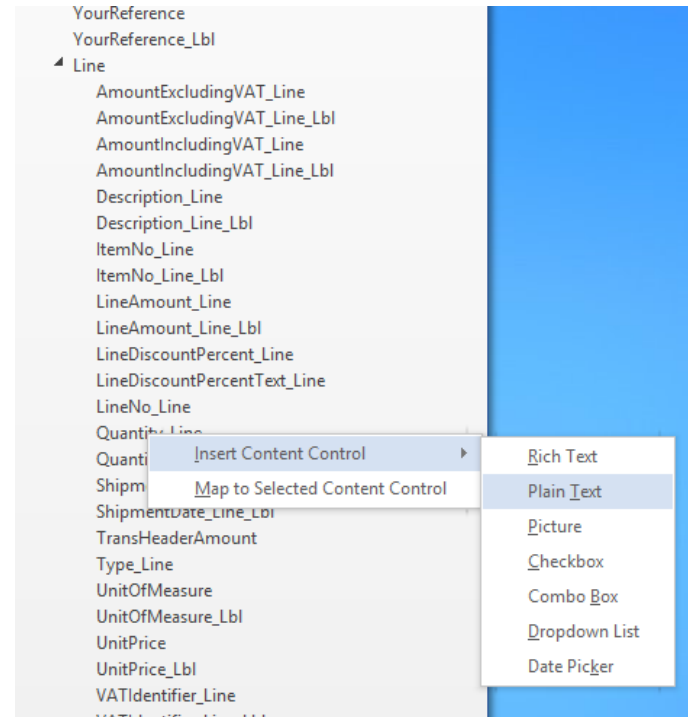
- VATBase_Lbl
- VATClause_Lbl
- VATClauses_Lbl
- VATIdentifier_Lbl
- VATPercentage_Lbl
- VATRegistrationNo
- VATRegistrationNo_Lbl
- YourReference
- YourReference_Lbl
- Line
- VATA
 - Insert Content Control
 - Map to Selected Content Control
- VATC
- ReportTotalsLine
- Totals

Salesperson	Shipping Method	Delivery Date	Payment Terms	Due Date	
SalesPersonName	ShipmentMethodDescription	ShipmentDate	PaymentTermsDescription	DueDate	
Qty	Item #	Description	Unit Price	Discount	Line total
Total Discount					
				Subtotal	
				Sales Tax	
				Total	

35. In the cells of the repeating row, insert content controls for quantity, item no, and so on (These controls are nested content controls in the repeater content control). Find the required fields in the nested Line structure in the XML Mapping pane.

With the repeater control in place, individual content controls for the column values in a line can be inserted.

Again, Sean tweaks the Rust template a bit as needed.



Qty	Item #	Description	Unit Price	Discount	Line total
Quantity_Line	ItemNo_Line	Description_Line	UnitPrice	LineDiscountPercent_Line	LineAmount_Line
Total Discount					
Subtotal					
Sales Tax					
Total					

36. In the total cells, insert content controls for total discount, tax, and so on. Find the required fields in the nested Totals structure in the XML Mapping pane.

With the line structure in place, Sean inserts totals.

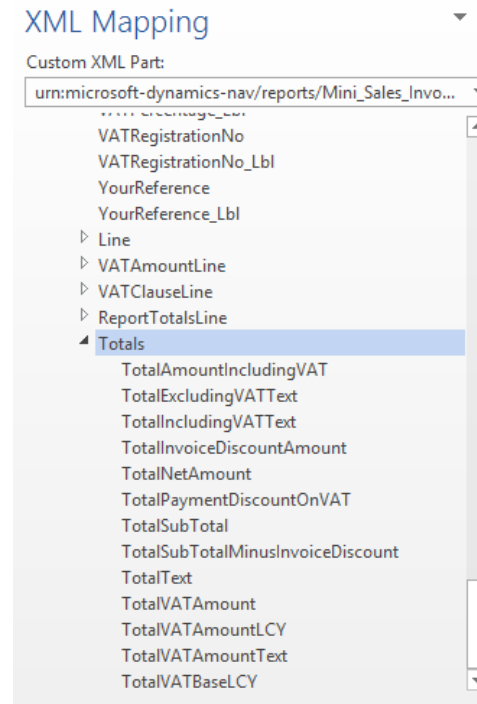
There are two ways totals can be inserted:

Using individual content controls for each total field found in the Totals structure of the XML Mapping pane.


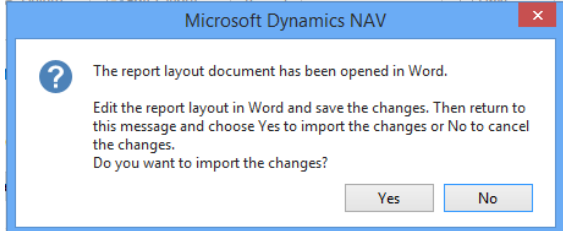
Using a dynamically formatted total repeater by using the ReportTotalsLine structure of the XML Mapping pane.

The former has the advantage that individual total numbers can be formatted and placed as desired. The latter has the advantage that only lines with content (value), such as discount total, are shown.

In this lab, Sean will insert explicit totals. For an example of using the total repeater, see the standard report 1306 Sales Invoice Word layout.




	Unit Price	Discount %	Line total
e	<u>UnitPrice</u>	<u>LineDiscountPercent</u>	<u>Line</u> <u>LineAmount</u>
	Total Discount		<u>TotalInvoiceDiscountAmount</u>
		Subtotal	<u>TotalSubTotalMinusInvoiceDiscount</u>
		Sales Tax	<u>TotalVATAmount</u>
		Total	<u>TotalAmountIncludingVAT</u>

<p>37. Replace the greeting content control with a content control that refers to CompanyAddress1 to get the company name in the greeting.</p>	<p>Finally, Sean updates the greeting and saves the layout</p>	
<p>38. Save the changes and close the Word document. 39. On the confirmation dialog box which appeared when the layout was opened for editing, choose Yes to accept the changes and import the layout into Microsoft Dynamics NAV.</p>	<p>With the layout done, Sean saves the Word document and accepts importing the changes into Microsoft Dynamics NAV.</p>	

40. In the **Custom Report Layouts** page, select the new custom layout, and then on the **Home** tab, in the **Report** group choose **Run Report**.
41. In the resulting request page, use default values, select the **Print** button, then choose **PDF**.
42. Inspect the resultant PDF and validate that the Rust-based Word layout looks good and has correct field values.

Before enabling the new custom layout as the active layout for the sales invoice report, we are going to test it out by running it from within the **Custom Report Layout** page.

Invoice



Date 25. January 2016
 Invoice # 103002

CRONUS International Ltd.
 5 The Ring
 Westminster
 W2 8HG London

TO Selangorian Ltd.
 Mr. Mark McArthur
 153 Thomas Drive
 Coventry, CV6 1GY
 Great Britain

SHIP TO Selangorian Ltd.
 Mr. Mark McArthur
 153 Thomas Drive
 Coventry, CV6 1GY
 Great Britain

Phone 0666-666-6666

Salesperson	Shipping Method	Delivery Date	Payment Terms	Due Date
Peter Sadow	Ex Warehouse	25-01-2016 00:00:00	Net 14 days	8. February 2016

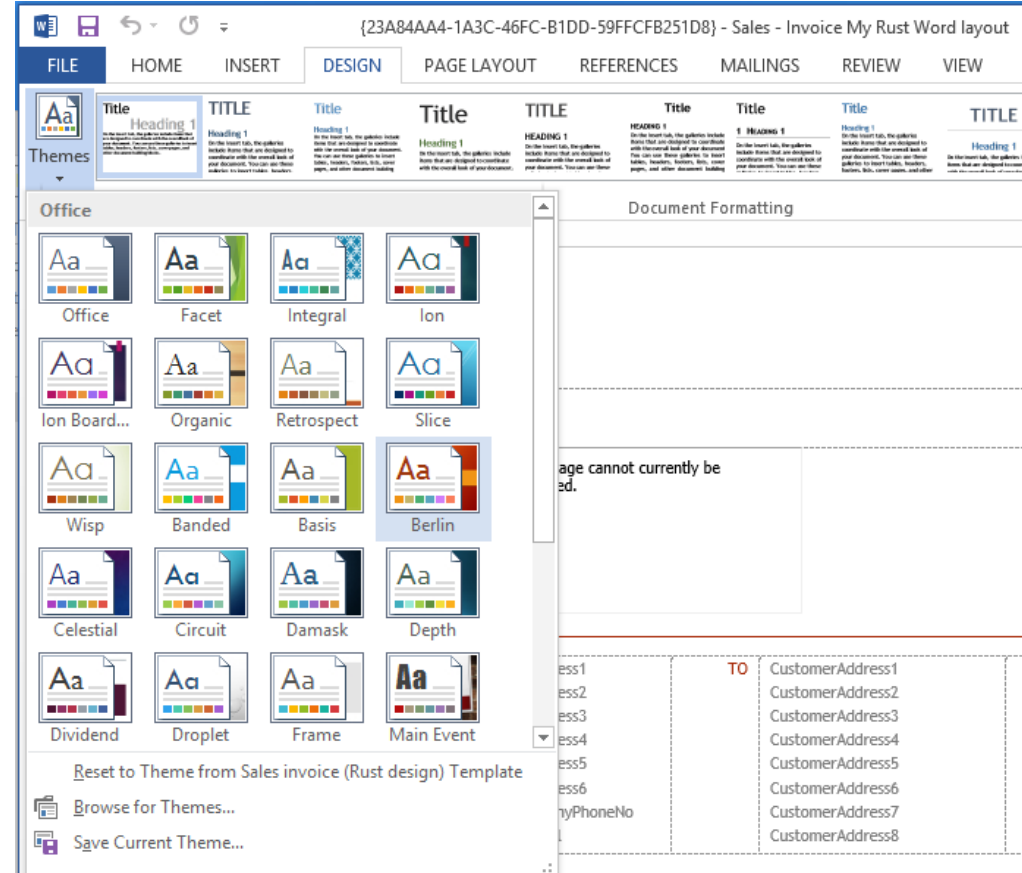
Qty	Item #	Description	Unit Price	Discount %	Line total
25	TIMOTHY	Assembling Furniture, January	54.00	0	1.350.00
96	TIMOTHY	Assembling Furniture, January	54.00	0	5.184.00
Total Discount					-196.02
Subtotal					6.337.98
Sales Tax					633.80
Total					6.971.78

Make all checks payable to CRONUS International Ltd.
Thank you for your business!

43. Go back to the **Custom Report Layouts** page for report 1306 Sales Invoice.
44. Select the new Rust-based custom layout "My Rust Word layout".
45. On the **Home** tab, in the **Process** group, choose **Edit Layout**.
46. In Word, on the **Design** tab, use the left most **Themes** drop down list and apply a couple of different theme options to see the impact in the document.
47. Apply the **Berlin** theme.
48. On the **Design** tab, use the **Color** drop down list to select a couple of different color schemes to see the impact in the document.
49. Apply the **Office** color scheme.

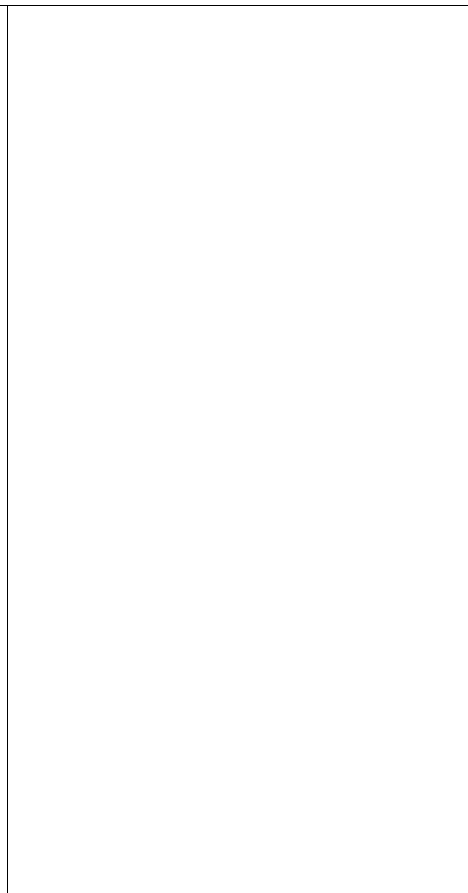
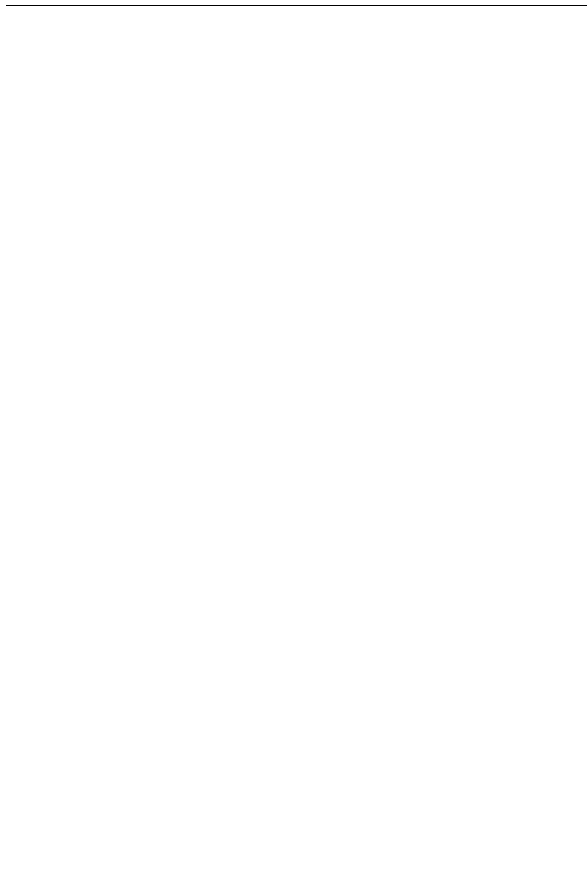
Sean likes the result, but he knows that many templates use styles and support Word themes and color schemes, so he is going to explore these options to see if there are any color and formatting combination he likes better.

Applying different themes and colors, Sean likes the fonts and setup of the Berlin theme the most. However, to get a color scheme that better matches his company "green" profile, he changes the color scheme to Office.



The screenshot shows the Microsoft Word interface with the **DESIGN** tab selected. The **Themes** gallery is open, displaying various theme options. The **Berlin** theme is currently selected. The ribbon also shows **PAGE LAYOUT**, **REFERENCES**, **MAILINGS**, **REVIEW**, and **VIEW** tabs. The document title is "{23A84AA4-1A3C-46FC-B1DD-59FFCFB251D8} - Sales - Invoice My Rust Word layout".

ess1		CustomerAddress1
ess2		CustomerAddress2
ess3		CustomerAddress3
ess4		CustomerAddress4
ess5		CustomerAddress5
ess6		CustomerAddress6
tyPhoneNo		CustomerAddress7
		CustomerAddress8



8) - Sales - Invoice My Rust Word layout

MAILINGS REVIEW VIEW DEVELOPER DESIGN LAYOUT

TABLE TOOLS

Paragraph Spacing ▾

Effects ▾

Set as Default

Colors

Fonts

Office

- Office
- Office 2007 - 2010
- Grayscale
- Blue Warm
- Blue
- Blue II
- Blue Green
- Green
- Green Yellow
- Yellow
- Yellow Orange
- Orange
- Orange Red
- Red Orange
- Red
- Red Violet
- Violet
- Violet II
- Median
- Paper
- Marquee

Customize Colors...

TO CustomerAddress1 SHIP

CustomerAddress2

CustomerAddress3

CustomerAddress4

CustomerAddress5

CustomerAddress6

CustomerAddress7

CustomerAddress8

Method Delivery Date Payment Terms Due Date

50. Save and close the Word document.
51. On the confirmation dialog box which appeared when the layout was opened for editing, choose **Yes** to accept the changes and import the layout into Microsoft Dynamics NAV.

With the layout theme and color scheme changes, Sean saves the Word document and accepts importing the changes into Microsoft Dynamics NAV.

Microsoft Dynamics NAV

?

The report layout document has been opened in Word.

Edit the report layout in Word and save the changes. Then return to this message and choose Yes to import the changes or No to cancel the changes.


Do you want to import the changes?

Yes No

52. In the **Custom Report Layouts** page select the new custom layout, and then on the **Home** tab, in the **Report** group select **Run Report**.
53. In the resulting request page, use default values, select the **Print** button, and then choose **PDF**.
54. Inspect the resulting PDF and validate that the Rust-based Word layout now has a new theme and color scheme.

As a final test, Sean reruns the layout, now with the new theme.

Invoice



Date 25. January 2016
Invoice # 103001

CRONUS International Ltd. 5 The Ring Westminster W2 8HG London	TO	The Cannon Group PLC Mr. Andy Teal 192 Market Square Birmingham, B27 4KT Great Britain	SHIP TO	The Cannon Group PLC Mr. Andy Teal 192 Market Square Birmingham, B27 4KT Great Britain
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Phone 0666-666-6666

Salesperson	Shipping Method	Delivery Date	Payment Terms	Due Date
Peter Sadow	Ex Warehouse	25-01-2016 00:00:00	1 Month/2% 8 days	25. February 2016

Qty	Item #	Description	Unit Price	Discount %	Line total
25	TIMOTHY	Assembling Furniture, January	54,00	0	1.350,00
120	TIMOTHY	Assembling Furniture, January	54,00	0	6.480,00
Total Discount					-391,50
Subtotal					7.438,50
Sales Tax					743,85
Total					8.182,35

Make all checks payable to CRONUS International Ltd.
Thank you for your business!

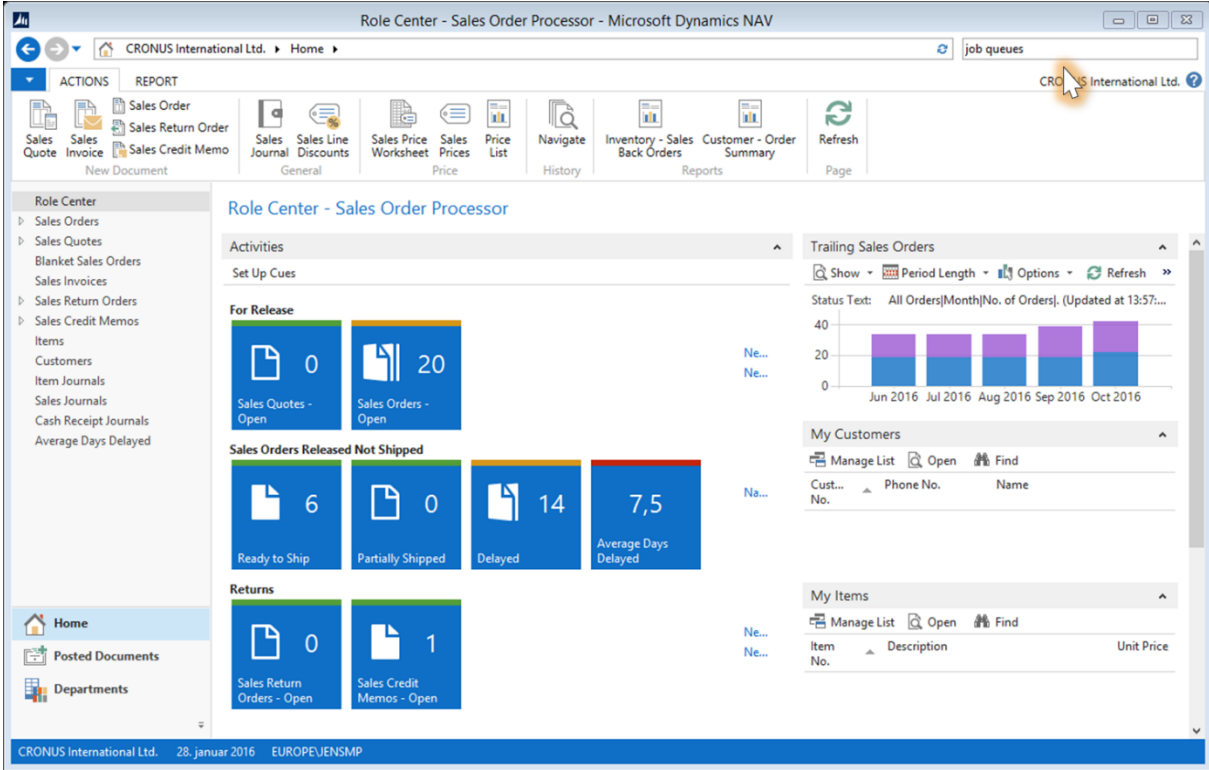
<p>55. Open Report Layout Selection page again.</p> <p>56. Browse to and select the report 1306 Sales Invoice.</p> <p>57. Change Selected Layout field to Custom.</p> <p>58. In the Custom Report Layouts page that appears, select the layout "My Rust Word layout" that you previously created, and choose the OK button to close the page.</p> <p>59. Validate that the Selected Layout field now is set to Custom and that Custom Layout Description field in the list contains "My Rust Word layout" for the report 1306.</p>	<p>Being satisfied with the new layout, we are going to make this the default layout for the sales invoice.</p> <p>To do this, we will set the Selected Layout field in the Report Layout Selection page to the newly defined custom layout. Note that if the Selected Layout field is already set to Custom, the actual custom layout is changed by using the lookup in the Custom Layout Description field instead.</p>	
<p>60. Open Posted Sales Invoices by doing one of the following:</p> <ul style="list-style-type: none"> • In the Search box, enter Posted Sales Invoices, and then choose the related link. • In the navigation pane, choose Posted Documents, and then Posted Sales Invoices. <p>61. Select a sales invoice from the list, and then on the Home tab, in the Invoice group, choose Print.</p> <p>62. In the print dialog, use default values, select the Print button, and then choose PDF.</p> <p>63. Validate that the resulting PDF is using the custom layout "My Rust Word layout" that you previously created.</p>	<p>Finally, Sean runs the sales invoice from a real application context, for example, Posted Sales Invoices, to verify that the new custom layout is used.</p>	

2. Scheduling Reports

Source: Demo Script – Scheduling Reports, Microsoft

Lab 1 — Setting up the job queue to run a report

Lab story: Stan needs to run a number of long running reports and does not want to wait for them to complete. The scenario is simplified because a typical customer setup would involve setting up a NAS instance to process the reports.

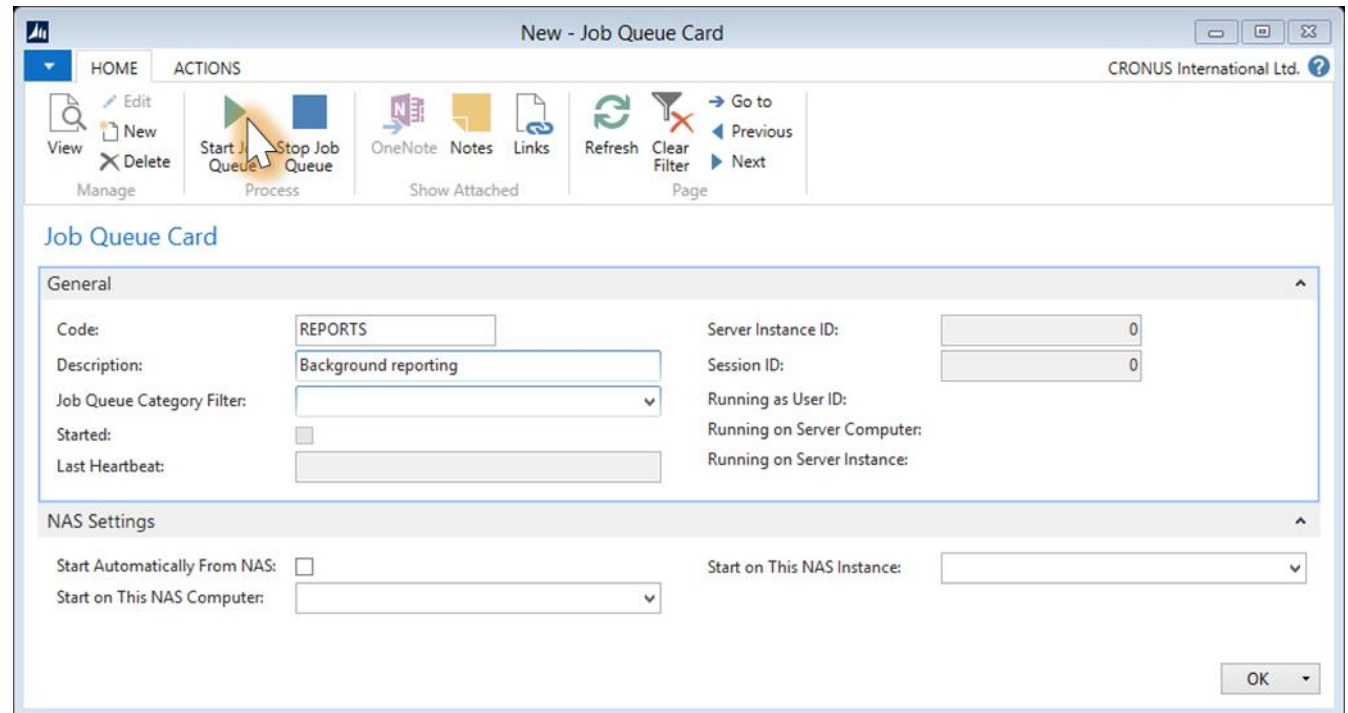
What to do	What to say	Screenshots
<ol style="list-style-type: none"> Open the Job Queues page. On the Home tab, in the New group, choose New to set up a new job queue. 	<p>Usually, a job queue would have been set up and started automatically on startup.</p> <p>For simplicity, in this example, we will start a job queue explicitly.</p> <p>Job queues enable you to specify, request, and control when certain processes are run, such as running a report or executing a codeunit.</p>	

The partner can modify the business logic to direct reports to a specific job queue.

3. In the **Code** field, type REPORTS.
4. Fill in the **Description** field.
5. Leave the **Job Queue Category Filter** field blank.
6. On the **Home** tab, in the **Process** group, choose **Start Job Queue**.
7. **Close the Job Queue Card**

A job queue with no filter runs the reports.

In many customer installations, the reports will be picked up by the DEFAULT job queue



The screenshot shows the 'New - Job Queue Card' window. The ribbon has 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' tab is active, showing a 'Process' group with 'Start Job Queue' and 'Stop Job Queue' buttons. The 'Start Job Queue' button is highlighted. Below the ribbon is the 'Job Queue Card' form. The 'General' section contains the following fields:

- Code: REPORTS
- Description: Background reporting
- Job Queue Category Filter: (blank)
- Started:
- Last Heartbeat: (text field)
- Server Instance ID: 0
- Session ID: 0
- Running as User ID: (text field)
- Running on Server Computer:
- Running on Server Instance: (text field)


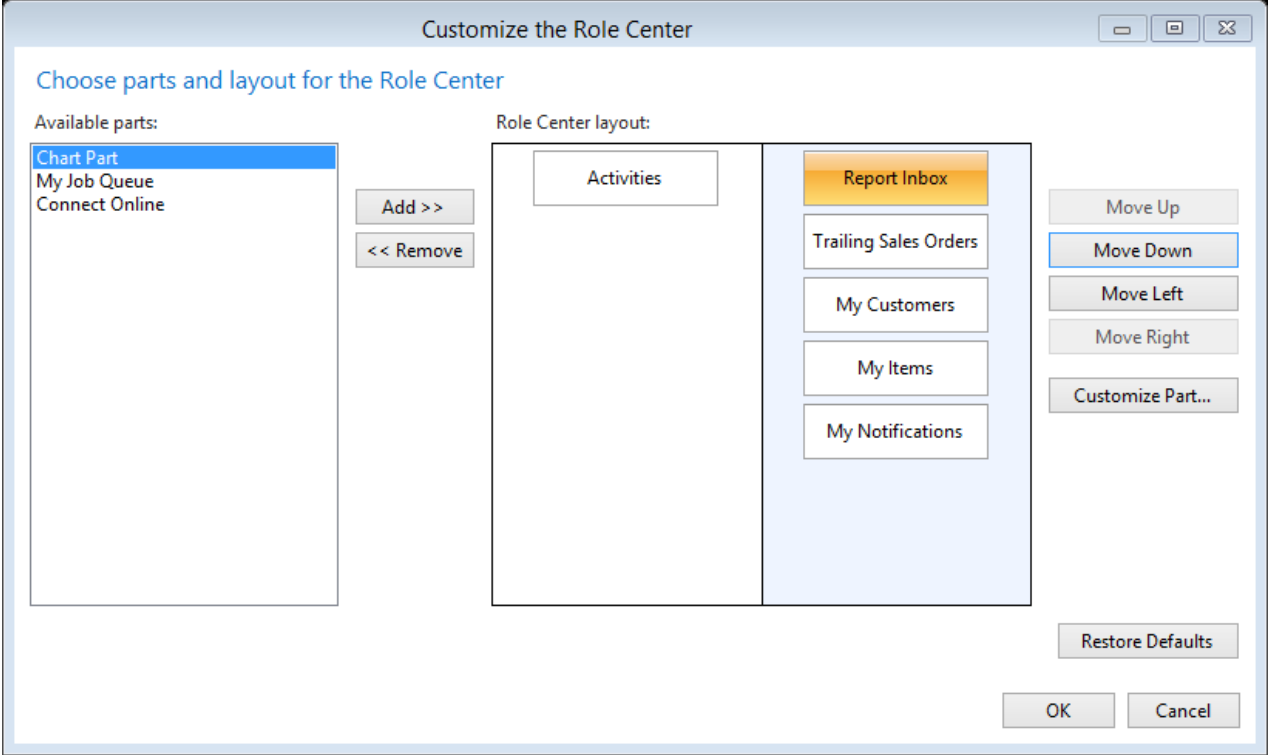
The 'NAS Settings' section contains the following fields:

- Start Automatically From NAS:
- Start on This NAS Computer: (dropdown)
- Start on This NAS Instance: (dropdown)

An 'OK' button is located at the bottom right of the form.

Lab 2 — Adding the Report Inbox to the Role Center

Lab story: The user wants easy access to the reports that he has scheduled, so he adds the Report Inbox part to the Role Center page.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> To open the Role Center page that you want to customize, in the navigation pane, choose the Home button, then choose the Role Center menu item. On the Application menu , choose Customize, and then Customize This Page. In the Available Parts pane, select Report Inbox, and then choose the Add button. To move the Report Inbox part to top of the second column in the Role Center layout pane, select it and then use the Move buttons. 	<p>By default, the Report Inbox is added to most Role Centers Role that are shipped on the DVD. If the Report Inbox is not present, it can be added by customizing the Role Center.</p>	

5. (Optional) To add the **My Job Queue** to the Role Center, in the **Available Parts** pane, select **My Job Queue**, and then choose the **Add** button.
6. (Optional) To move the **My Job Queue** part below the **Report Inbox** in the **Role Center layout** pane, select it and then use the **Move** buttons.

Optional: When the job queue is in use, it can be useful to have easy access to the state of the jobs that are currently running.

The reason for having the two parts is that the job queue can be used for tasks other than running reports.

Also note, that the job queue can be accessed directly from the **Report Inbox** by choosing the **Show Queue** action. So, if there is a need to preserve space on the **Role Center**, then you do not have to include the **My Job Queue** part.

Report Inbox ^

Show Unread Reports All Reports Delete Show Queue Find

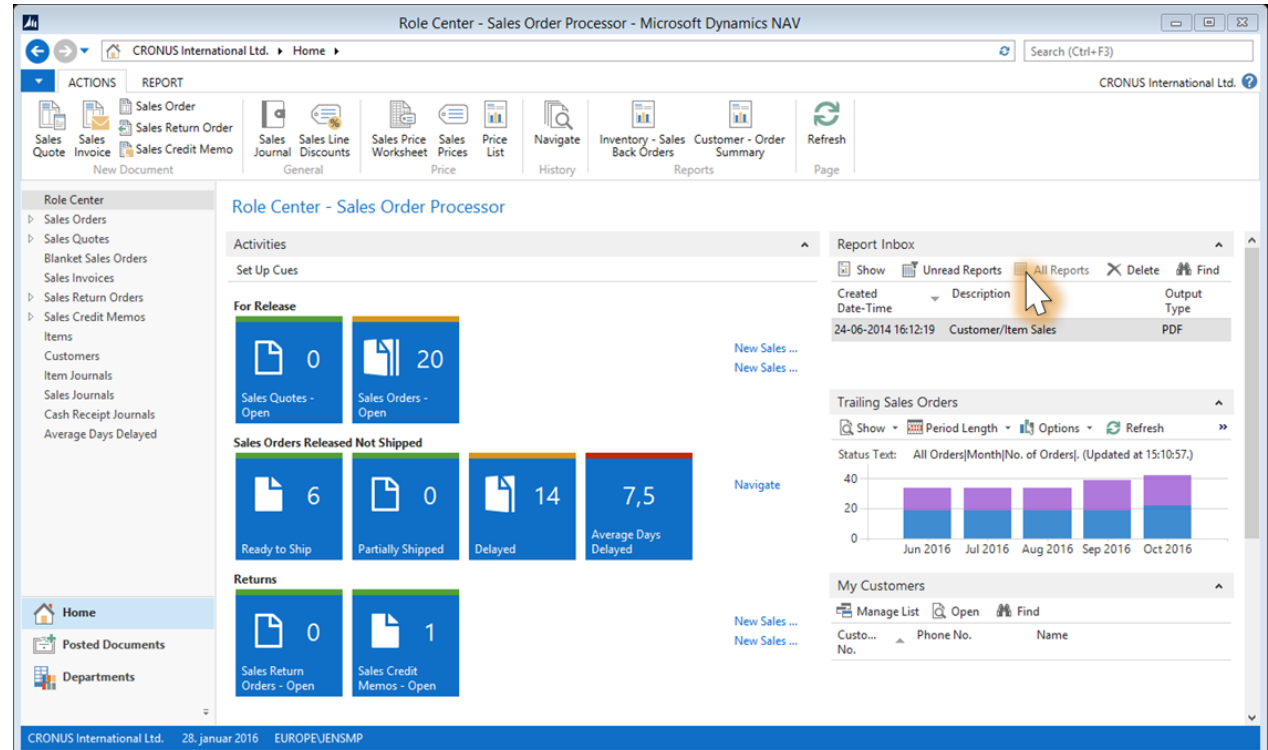
Created Date-Time	Description	Output Type

My Job Queue ^

Show Error Delete Restart Show Record Schedule a Report Edit Job Find

Description	Status

7. Verify that the Report Inbox appears in the Role Center.



Role Center - Sales Order Processor - Microsoft Dynamics NAV

CRONUS International Ltd. Home

Search (Ctrl+F3)

CRONUS International Ltd.

ACTIONS **REPORT**

Sales Quote Sales Invoice Sales Order Sales Return Order Sales Return Order Sales Credit Memo

Sales Journal Sales Line Discounts Sales Price Worksheet Sales Prices Price List

Navigate Inventory - Sales Back Orders Customer - Order Summary Refresh

Role Center

- Sales Orders
- Sales Quotes
- Blanket Sales Orders
- Sales Invoices
- Sales Return Orders
- Sales Credit Memos
- Items
- Customers
- Item Journals
- Sales Journals
- Cash Receipt Journals
- Average Days Delayed

Home Posted Documents Departments

Role Center - Sales Order Processor

Activities

Set Up Cues

For Release

Sales Quotes - Open 0 Sales Orders - Open 20

Sales Orders Released Not Shipped

Ready to Ship 6 Partially Shipped 0 Delayed 14 Average Days Delayed 7,5

Returns

Sales Return Orders - Open 0 Sales Credit Memos - Open 1

Report Inbox

Show Unread Reports All Reports Delete Find

Created Date-Time	Description	Output Type
24-06-2014 16:12:19	Customer/Item Sales	PDF

Trailing Sales Orders

Show Period Length Options Refresh

Status Text: All Orders|Month|No. of Orders|. (Updated at 15:10:57.)

Month	Orders
Jun 2016	~20
Jul 2016	~20
Aug 2016	~20
Sep 2016	~20
Oct 2016	~20

My Customers

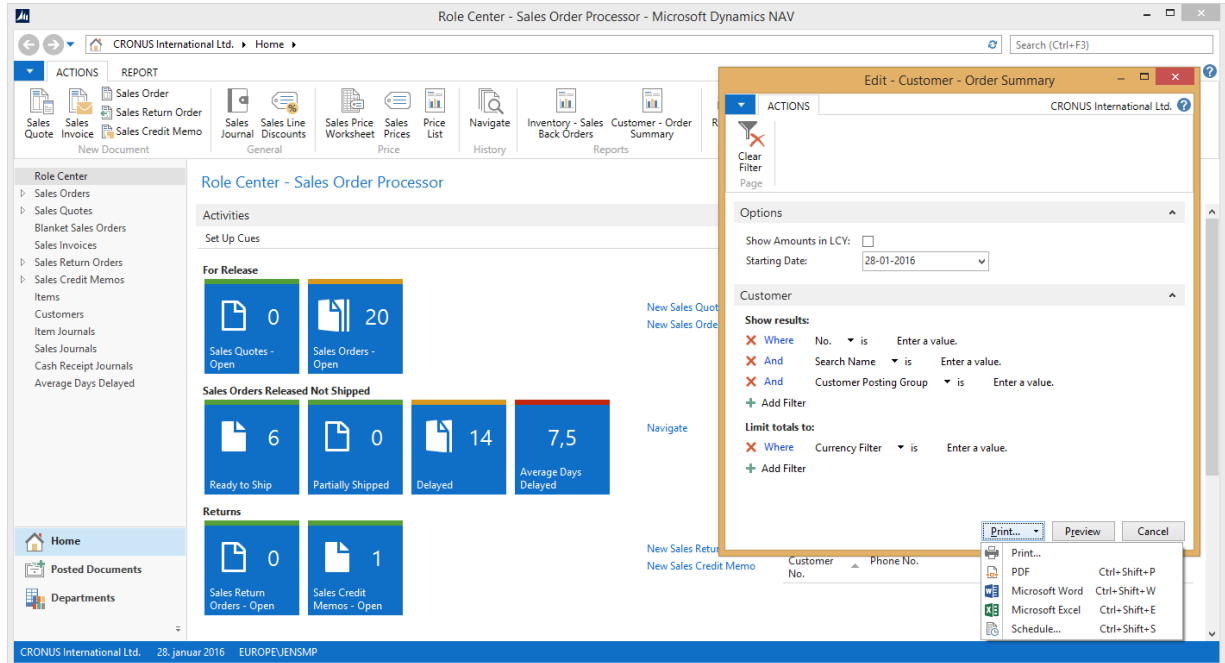
Manage List Open Find

Custom. No.	Phone No.	Name
No.		

CRONUS International Ltd. 28. januar 2016 EUROPEJENSMP

Lab 3 — Scheduling a report and viewing the result

Lab story: The user wants to run a number of reports and view the contents later. He does not want to wait for the reports to finish running – he just wants to continue his work. The first report he needs is the **Customer Order Summary** report. In other scenarios cases, he may need to run reports that require a lot of memory. In these case, the reports can be run more efficiently on Microsoft Dynamics NAV Server.

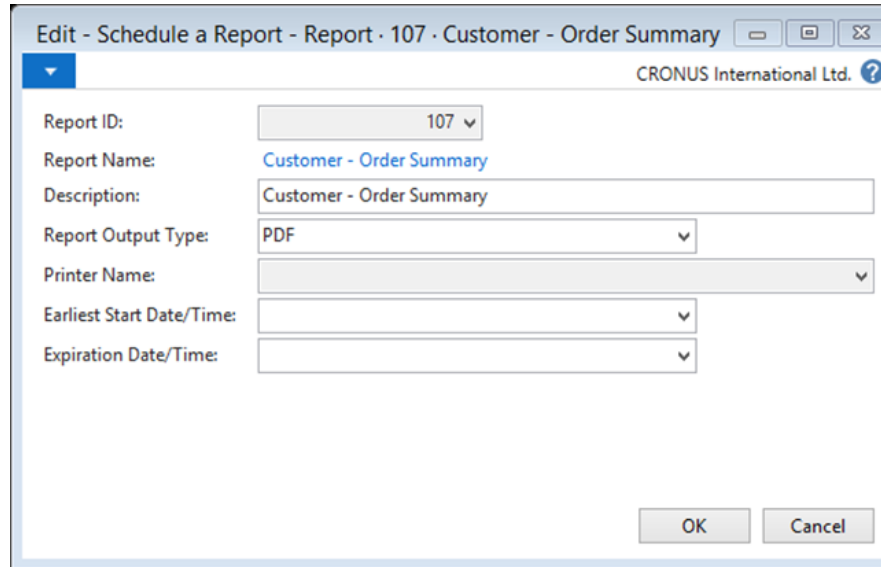
What to do	What to say	Screenshots
<ol style="list-style-type: none"> On the Role Center, on the Report tab, choose Customer Order – Summary. On the report request window, choose the Print button, and then choose Schedule. 	<p>For simplicity, a simple report on the Role Center paged is selected.</p> <p>A good use of this feature is to schedule “long running reports” like the Detail Trial Balance report.</p>	 <p>The screenshot shows the Microsoft Dynamics NAV interface. The main window is titled 'Role Center - Sales Order Processor - Microsoft Dynamics NAV'. The 'REPORT' tab is active, and the 'Customer - Order Summary' report is selected. A 'Print...' dialog box is open, showing the 'Schedule...' option highlighted in the bottom right corner. The dialog box includes options for 'Show Amounts in LCY', 'Starting Date' (28-01-2016), and 'Customer' selection. The 'Show results' section contains filter criteria, and the 'Limit totals to' section also has filter options. The background shows a dashboard with various report tiles for 'For Release', 'Sales Orders Released Not Shipped', and 'Returns'.</p>

3. In the Schedule a Report window that appears, in the Description field type a different text.
4. In the Report Output Type field, select the down arrow, and choose PDF.
5. Choose the OK button.

The user can enter a descriptive name that makes it easier for him to remember his scheduled job.

PDF is the default output format, but you can select other formats.

The user has the option to run the report at a later time. This is particularly useful for long running reports that can be run after normal working hours.



Edit - Schedule a Report - Report - 107 - Customer - Order Summary
 CRONUS International Ltd.

Report ID: 107
 Report Name: Customer - Order Summary
 Description: Customer - Order Summary
 Report Output Type: PDF
 Printer Name:
 Earliest Start Date/Time:
 Expiration Date/Time:

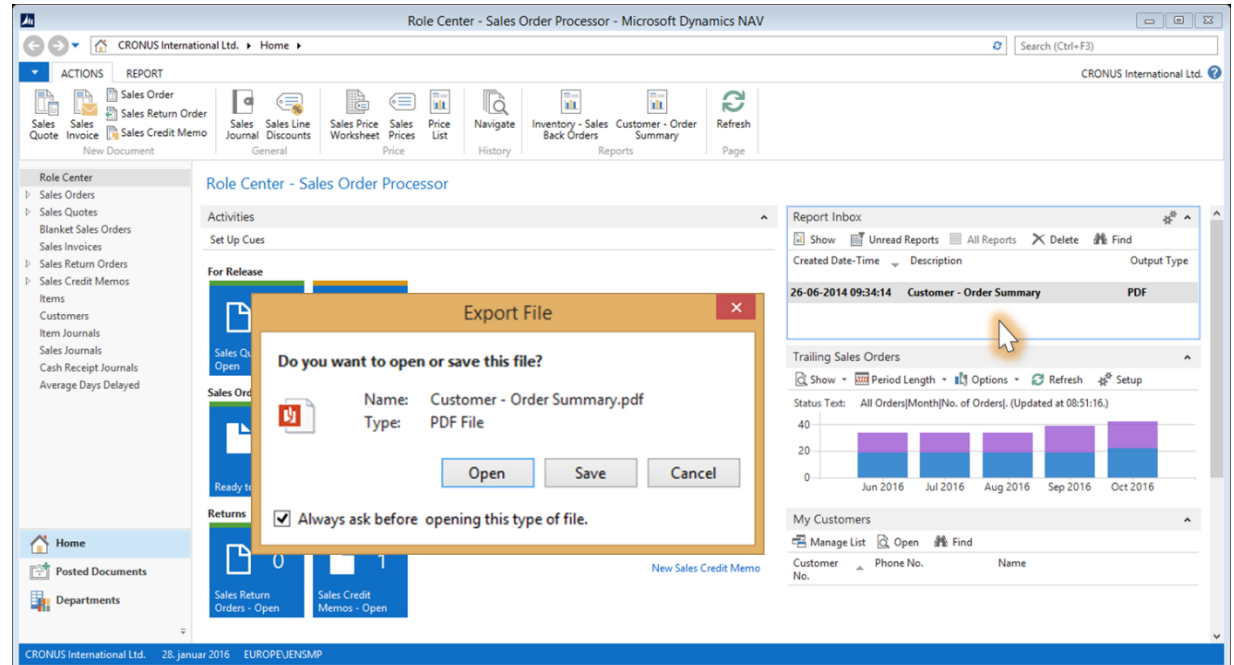
OK Cancel

6. Go to the Report Inbox on the Role Center and show that the report appears when it is finished running.
7. To view the report, select it in the Report Inbox, and then choose Show.

The Report Inbox part will update regularly. You can also force an update by pressing **F5** in the Role Center.


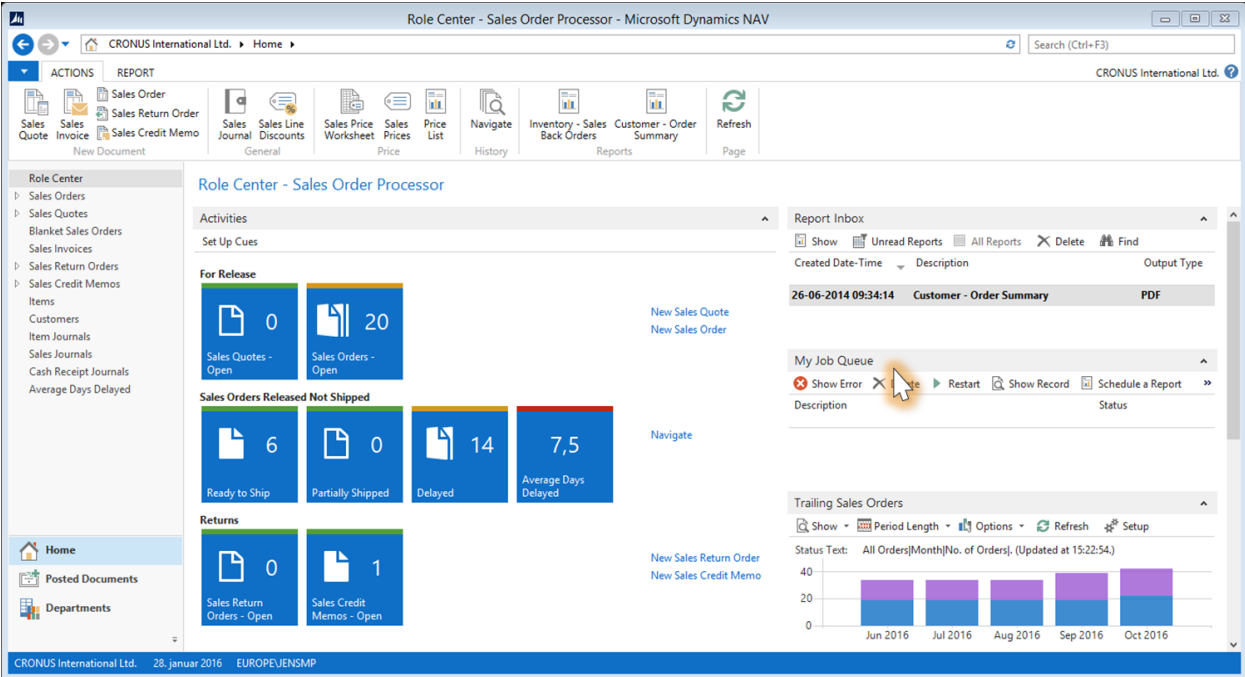
Unread reports are shown in bold

You can show the generated report by double-clicking the item or selecting **Show**.



Lab 4 — When a scheduled report fails

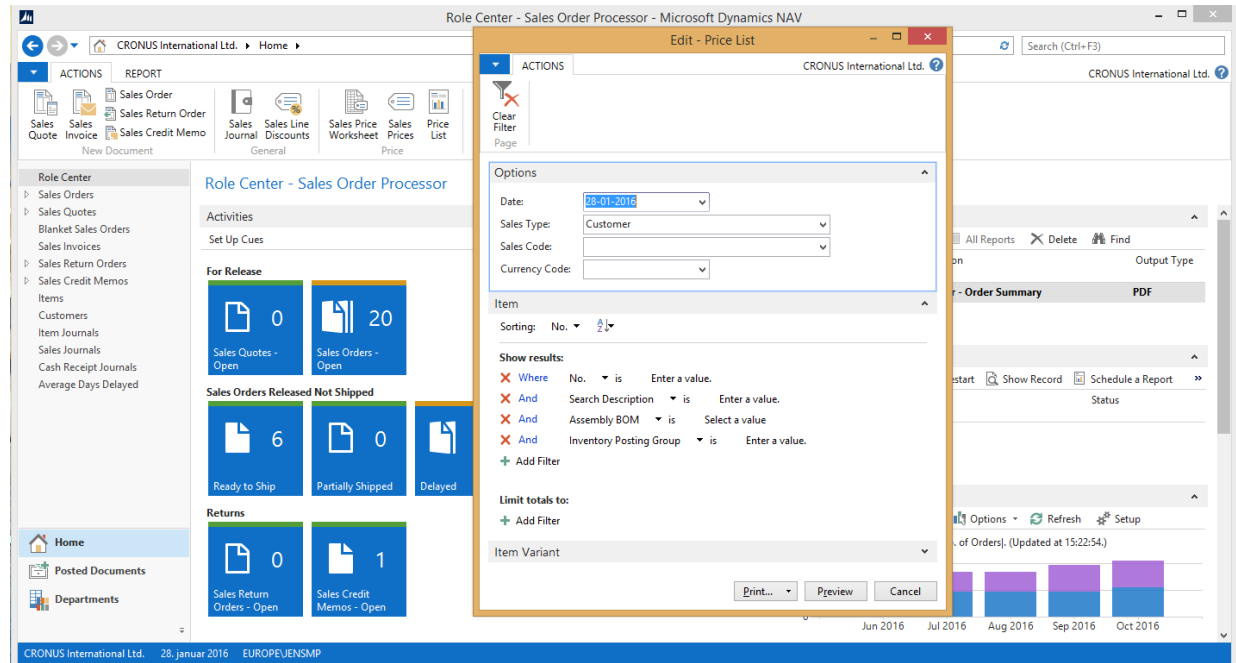
Lab story: Stan schedules a report to be run later, but an error occurred during execution. Stan investigates why the report did not generate an output and realizes that the parameters that were used to run the report are invalid. He changes the parameters, and then reruns the report.

What to do	What to say	Screenshots
<ol style="list-style-type: none"> Open the Role Center. On the Application menu , choose Customize, and then Customize This Page. In the Available Parts pane, select My Job Queue, and then choose the Add button. To move the My Job Queue part below the Report Inbox in the Role Center layout pane, select it and then use the Move buttons In the Role Center, go to the My Job Queue part. 	<p>When the job queue is in use, it is useful to have easy access to the state of the jobs running.</p> <p>The reason for having the Report Inbox and My Job Queue parts is that the job queue can be used for tasks other than running reports.</p> <p>Note, that the job queue can be accessed directly from the Report Inbox by choosing the Show Queue action. So, if there is a need to save space on the Role Center real estate, you do not have to include the My Job Queue part.</p>	

6. On the Role Center, on the Reports tab, choose Price List.
7. In the Sales Type field select Customer.
8. To schedule the report to run later, choose the Print button, then select Schedule.
9. In the Schedule a Report window, leave the default values in fields and choose the OK button.

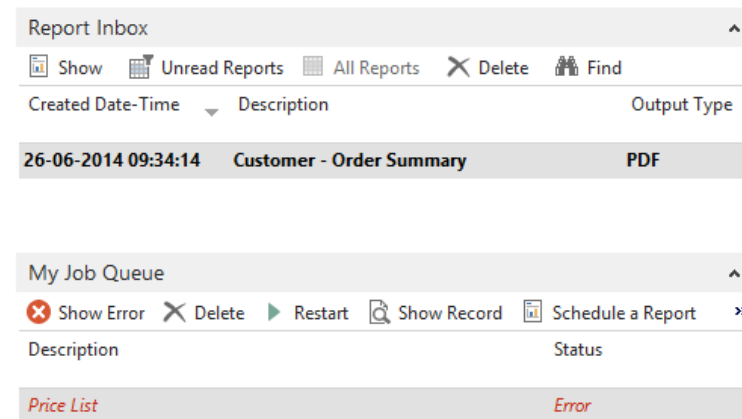
Some reports will generate an error when they are run.

In this example, you must either specify a customer number or select **All Customers** in the Sales Type field.



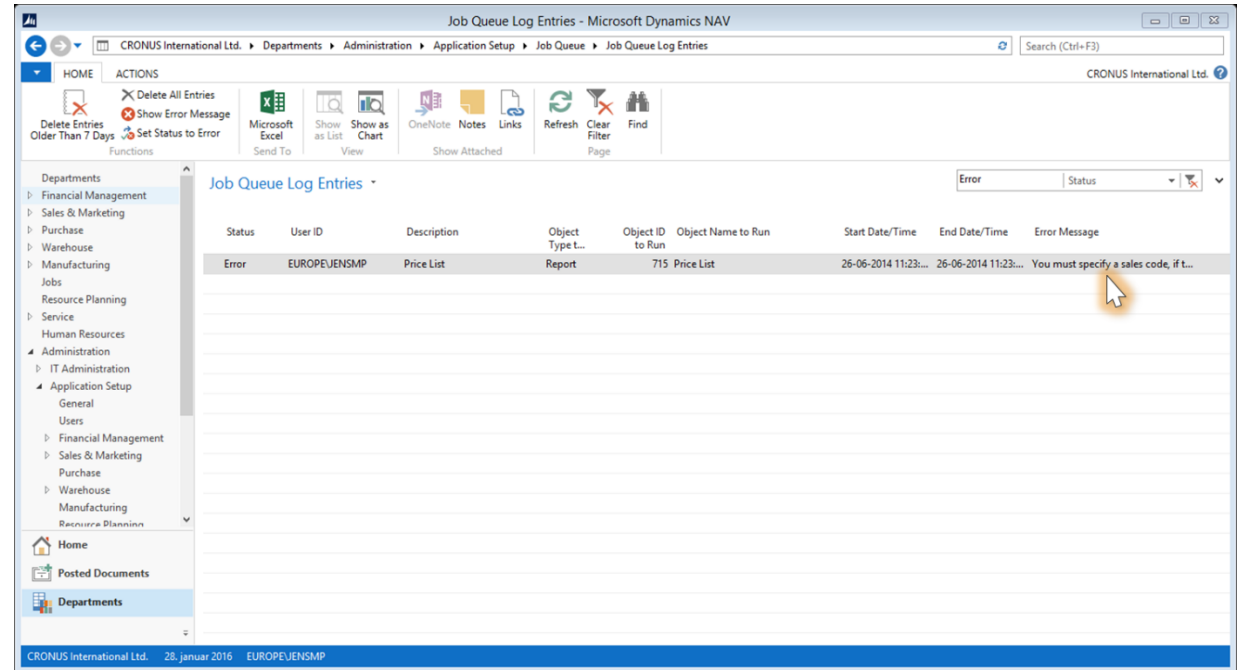
10. When the error shows up in the My Job Queue part, select the error, and then choose Show Error.
11. Read the error message, and then choose the OK button to close it.

The **My Job Queue** part will update regularly. You can also force an update by pressing **F5** in the Role Center.



12. Open the Job Queue Log Entries page.
13. Filter the list to display entries whose **Status** is **Error**.
14. To view the error message, point to the **Error message** field for the entry, or, select the entry, and then on the **Home** tab, choose **Show Error Message**.

Optional: Going to this page is only needed if you want to know more about when the job was started or if you need to look at failed jobs for other users.



Status	User ID	Description	Object Type L...	Object ID to Run	Object Name to Run	Start Date/Time	End Date/Time	Error Message
Error	EUROPEJENSMP	Price List	Report	715	Price List	26-06-2014 11:23:...	26-06-2014 11:23:...	You must specify a sales code, if t...

15. Return to the Role Center, and then run the **Price List** report again.
16. On the report request window, set the **Sales Type** field to **All Customers**, choose **Print**, and then choose **Schedule**.
17. In the **Schedule a Report** window, leave the default

Use the error message information to rerun the report with different parameters.

values in fields and choose the OK button.

18. In the **Report Inbox** on the Role Center, view the completed report.

3. Save Report as PDF/Word/Excel

User can save report results as Pdf, Word or Excel file.

