

User Manual on Master Data Creation

Master Creation Overview

Microsoft Dynamics Navision
Version W1 11:0

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MASTER CREATION IN DYNAMICS NAVISION VERSION 2018 W1

Use the search box to enter the term **"Vendors"** this will open a list page.

Click on **NEW** to start creating a New **Vendor Card**.

If you want to **View** an Existing Master, select that Vendor using Vendor List page (here, apply filter of Vendor No. or Name and then click on search), or for applying some new changes/modification in record of an Existing Master, use **Edit** option.

1. Vendor Card:

The screenshot displays the Dynamics NAV Vendor Card form for 'Service Electronics Ltd.' (Vendor No. 50000). The form is organized into several tabs: **General**, **Address & Contact**, **Invoicing**, **Payments**, and **Receiving**. The **General** tab is currently active, showing fields for 'No.', 'Name', 'Blocked', 'Last Date Modified', 'Balance (LCY)', and 'Balance Due (LCY)'. The **Invoicing** tab is also visible, showing 'VAT Registration No.', 'GLN', 'Pay-to Vendor No.', 'Invoice Disc. Code', and 'Prices Including VAT'. The **Posting Details** section in the Invoicing tab is highlighted, showing 'Gen. Bus. Posting Group', 'VAT Bus. Posting Group', and 'Vendor Posting Group', all set to 'DOMESTIC'. The **Foreign Trade** section shows 'Currency Code'. The **Payments** and **Receiving** tabs are partially visible at the bottom of the form.

Use the **General, Address & Contact, Invoicing, Payments & Receiving** Tabs to enter all the essential data.

In **Invoicing** Tab, fill the **Posting Details** of **Gen. Bus. Posting Group, VAT Bus. Posting Group, Vendor Posting Group**.

You may also select Material Receiving Location in **Location Code**.

Hint: If a Vendor is a Foreign Vendor (its means he/she belong to outside your country), you may select Currency Code in **Foreign Trade** field. Apply this approach to Customer as well.

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Click on **NEW** to start creating a New **Customer Card**.

2. Customer Card:

The screenshot shows the Dynamics NAVISION Customer Card form for 'C00010 - Ananad Misra'. The form is divided into several tabs: General, Address & Contact, Invoicing, Posting Details, Payments, and Shipping. The 'General' tab is active, showing fields for 'Currency Code' (set to C00010), 'Customer Price Group', 'Customer Disc. Group', 'Allow Line Disc.' (checked), 'Invoice Disc. Code' (C00010), and 'Prices Including VAT'. The 'Posting Details' tab shows 'Gen. Bus. Posting Group', 'VAT Bus. Posting Group', and 'Customer Posting Group' all set to 'DOMESTIC'. The 'Shipping' tab shows 'Location Code' set to 'GREEN' and 'Shipment Method' set to 'EXW'. The right-hand side of the form displays 'Customer Picture', 'Sell-to Customer Sales' summary, and 'Customer Statistics'.

Use the **General, Address & Contact, Invoicing, Payments & Shipping** Tabs to enter all the essential data. You may also select Shipping/Removing Location in **Location Code**. If you are dealing with Local Customer, then leave the **Currency Code** field Blank.

3. Item Card:

Click on **NEW** to start creating a New **Item Card**.

The screenshot shows the Dynamics NAVISION Item Card form for '1896-S - ATHENS Desk'. The form is divided into several tabs: Item, Inventory, Costs & Posting, Prices & Sales, Replenishment, Planning, Item Tracking, and Warehouse. The 'Item' tab is active, showing fields for 'Description' (ATHENS Desk), 'Base Unit of Measure' (PCS), and 'Item Category Code' (TABLE). The 'Inventory' tab shows 'Costing Method' set to 'FIFO', 'Standard Cost' (506.60), 'Unit Cost' (507.77096), and 'Net Invoiced Qty.' (372). The 'Posting Details' tab shows 'Gen. Prod. Posting Group' (RETAIL), 'Inventory Posting Group' (RESALE), and 'Foreign Trade' (9403 30 11). The right-hand side of the form displays 'Picture' (a desk), 'Item Attributes', and 'Material Description' (Wood).

Select the required **Item Number Series** from the multiple Codes Number Series List.

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4. Fixed Asset Card:

The screenshot shows the 'Edit - Fixed Asset Card - FA000070 - Conveyor Computer' window. The 'General' section includes fields for Description (Conveyor Computer), Class Code (TANGIBLE), Subclass Code (MACHINERY), Location Code (BUILD_2), Budgeted Asset (unchecked), Serial No. (23 111 SW3), and Main Asset/Component (Component). The 'Depreciation Book' section shows Depreciation Book Code (COMPANY), Posting Group (MACHINERY), Depreciation Method (Straight-Line), Depreciation Starting Date (01-03-2018), No. of Depreciation Years (4.00), Depreciation Ending Date (28-02-2022), and Book Value (2,394.00). The 'Maintenance' section includes Vendor No. (44127904), Maintenance Vendor No. (44127904), Next Service Date (13-08-2019), Warranty Date, and Insured (Yes).

You may define here, Fixed Asset Class, Subclass etc. Check all the available field options and enter values based on your business requirement.

For Example: Select Location Code if this is a Fixed Assets of Capital Work-in-Progress (CWIP).

Capital Work-in-Progress (CWIP): CWIP represents the cost incurred on under-construction fixed assets like building, machinery etc. to the date of preparation of the balance sheet.

The cost that is incurred on these assets cannot be recognized as fixed assets because they are not operational.

5. Depreciation Card:

The screenshot shows the 'Edit - Depreciation Book Card - COMPANY - Company Book' window. The 'General' section includes Code (COMPANY), Description (Company Book), Default Final Rounding Amount (10.00), Default Ending Book Value (0.00), Disposal Calculation Method (Net), and various checkboxes for VAT on Net Disposal Entries, Allow Identical Document No., Allow Indexation, Allow Depr. below Zero, Allow more than 360/365 Days, Use FA Ledger Check, Use Rounding in Periodic Depr., Use Same FA+G/L Posting Dates, and Fiscal Year 365 Days. The 'Integration' section includes checkboxes for G/L Integration - Acq. Cost, G/L Integration - Depreciation, G/L Integration - Write-Down, G/L Integration - Appreciation, G/L Integration - Custom 1, G/L Integration - Custom 2, G/L Integration - Disposal, and G/L Integration - Maintenance, all of which are checked.

Enable **G/L Integration** options.

Note: In Indian Localization, we may create two Depreciation Cards (1) Company, and (2) Income-Tax.

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6. Insurance Card:

General

No.: INS000040 Policy No.: MA 18425 A
Description: Machinery Insurance Search Description: MACHINERY INSURANCE
Insurance Vendor No.: Annual Premium: 10,000.00
Effective Date: 01-01-2019 Policy Coverage: 30,000.00
Expiration Date: Blocked:
Insurance Type: MACHINERY Last Date Modified: 22-11-2017

Posting

FA Class Code: TANGIBLE FA Location Code:
FA Subclass Code: MACHINERY

Use this “**Insurance**” Master, when it is required. This relates to FA Module.

7. Chart of Accounts (COA): List of All General Ledger (G/L) Accounts.

Chart of Accounts

Type to filter (F3) Name

No filters applied

No.	Name	Income/Balance	Account Category	Account Subcategory	Ar Ty
2290	Job WIP, Total	Balance Sheet	Assets	Assets	En
2300	Accounts Receivable	Balance Sheet	Assets	Accounts Receivable	Be
2310	Customers Domestic	Balance Sheet	Assets	Accounts Receivable	Po
2320	Customers, Foreign	Balance Sheet	Assets	Accounts Receivable	Po
2325	Customers, Intercompany	Balance Sheet	Assets	Accounts Receivable	Po
2330	Accrued Interest	Balance Sheet	Assets	Accounts Receivable	Po
2340	Other Receivables	Balance Sheet	Assets	Accounts Receivable	Po
2390	Accounts Receivable, Total	Balance Sheet	Assets	Accounts Receivable	En
2400	Purchase Prepayments	Balance Sheet	Assets	Prepaid Expenses	Be
2410	Vendor Prepayments VAT 0 %	Balance Sheet	Assets	Prepaid Expenses	Po
2420	Vendor Prepayments VAT 10 %	Balance Sheet	Assets	Prepaid Expenses	Po
2430	Vendor Prepayments VAT 25 %	Balance Sheet	Assets	Prepaid Expenses	Po
2440	Purchase Prepayments, Total	Balance Sheet	Assets	Prepaid Expenses	En
2800	Securities	Balance Sheet	Assets	Assets	Be
2810	Bonds	Balance Sheet	Assets	Assets	Po
2890	Securities, Total	Balance Sheet	Assets	Assets	En
2900	Liquid Assets	Balance Sheet	Assets	Cash	Be
2910	Cash-In-Hand	Balance Sheet	Assets	Cash	Po
2920	Bank, LCY	Balance Sheet	Assets	Cash	Po

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8. G/L Account Card: General Ledger Account

The screenshot shows the 'Edit - G/L Account Card - 2910 - Cash' window. The 'General' tab is active, displaying fields for 'No.' (2910), 'Name' (Cash-In-Hand), 'Income/Balance' (Balance Sheet), 'Account Category' (Assets), 'Account Subcategory' (Cash), 'Debit/Credit' (Both), and 'Account Type' (Posting). The 'Posting' section is expanded, showing 'Consolidation', 'Reporting', and 'Cost Accounting' options. The 'Totaling' field shows a balance of 199.01.

9. Bank Account Card:

The screenshot shows the 'Edit - Bank Account Card - WWB-OPERATING - World Wide Bank' window. The 'Bank Account' tab is active, displaying fields for 'No.' (WWB-OPERATING), 'Name' (World Wide Bank), 'Bank Branch No.' (BG99999), 'Bank Account No.' (99-99-888), 'Balance' (-13,89,234.38), 'Balance (LCY)' (-13,89,234.38), 'Our Contact Code' (JR), 'Blocked' (unchecked), 'SEPA Direct Debit Exp. Format', and 'Credit Transfer Msg. Nos.'. The 'Communication' section is expanded, showing 'Posting' and 'Transfer' tabs. The 'Posting' section is highlighted with a red box, showing 'Currency Code', 'Last Check No.' (199), 'Transit No.', 'Last Statement No.' (25), 'Last Payment Statement No.', 'Balance Last Statement' (-12,34,256.60), and 'Bank Acc. Posting Group' (OPERATING). The 'Transfer' section shows 'Transit No.', 'SWIFT Code', 'IBAN', 'Bank Statement Import Format' (SEPA CAMT), and 'Payment Export Format'.

Select **Bank Code** in **No.** field, then enter Bank **Name** and **Bank Acc. Posting Group** (Connect this with **Bank G/L** in **COA**). To write down the bank's website address and branch contact information, use the **Communication** tab. If this is a Foreign Bank, then select Currency in **Currency Code** field.