# User Manual on Master Data Creation

## Master Creation Overview

Microsoft Dynamics Navision Version W1 11:0

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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:

	000 · Service Electronics Ltd.					CDONIUS	
View Delete	Create Payments  Create Payments  Purchase Journal  pply plate  Statistics	Send Approval Cancel App Request Request	t Invoice	e Purchase Purchase One Order Credit Memo	Note Notes Links Ref	CRONUS Intern G Go to Fresh Clear Filter Next	iational Ltd
Manage 50000 · Service Ele	Process ectronics Ltd.	Request Ap	pproval	New Document	Show Attached	Page	
General					** ^	Vendor Picture	*
No.:	50000		Document Sending Profile:		~	Vendor Statistics	^
Name:	Service Electronics Ltd.		Search Name:	SERVICE ELECTRONICS LTD.		Balance (LCY):	0.00
Blocked:		~	IC Partner Code:		~	Outstanding Orde	0.0
Last Date Modified:	22-11-2017		Purchaser Code:	RL	~	Amt. Rcd. Not Inv Outstanding Invoi	0.0
Balance (LCY):		0.00	Responsibility Center:	~		Total (LCY):	0.00
Balance Due (LCY):		0.00				Overdue Amounts	0.0
					<ul> <li>Show fewer fields</li> </ul>	Invoiced Prepaym	0.0
Address & Contact				WD2 4RG Mr. Ma	rc Zimmerman 🔹 🗸	Buy-from Vendor Histo	ory ·
Invoicing					•	Quotes:	(
	205257405		Posting Details			Blanket Orders:	
VAT Registration No.:	295267495		Gen. Bus. Posting Group:	DOMESTIC	~	Orders:	
GLN:			VAT Bus. Posting Group:	DOMESTIC	~	Invoices:	
Pay-to Vendor No.:		~	Vendor Posting Group:	DOMESTIC		Return Orders: Credit Memos:	
Invoice Disc. Code:	50000	~		DOWESTIC	Ť	Pstd. Return Ship	
Prices Including VAT:			Foreign Trade Currency Code:	~		Pstd. Receipts:	
			currency code.	*		Pstd. Invoices:	
					<ul> <li>Show fewer fields</li> </ul>	Pstd. Credit Memos:	
Payments					CM 🗸 👻	Incoming Docume	0
Receiving					^	Links	8.
Location Code:	~	Ì	Lead Time Calculation:			Link Address	
Shipment Method Code:	CIF ~		Base Calendar Code:	~			
			Customized Calendar:	No		There is nothing to show	w in this

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.

	er Card:						
🚮 Edit - Customer Card - C00010 -	- Ananad Misra						
HOME ACTIONS N	AVIGATE REPORT					CRONUS Inter	rnational Lto
View View Delete Manage	es Send	Approval Cancel A quest Requ Request	est A	Bank Ship-to counts Addresses Custor		OneNote Refresh Notes Clear Filter Links Go to W Attached Page	
C00010 · Ananad Misra							
General					Ananad Misra 👻	Customer Picture	^
Address & Contact					IN-110002 -	🗋 Import 📑 Export	imes Delete
Invoicing					*		
Bill-to Customer:		~	Prices and Discounts				
VAT Registration No.:			Currency Code:		~		1
GLN:			Customer Price Group:		~		
Copy Sell-to Addr. to Qte From:	Company	~	Customer Disc. Group:		~		
	0	~	Allow Line Disc.:			$\vee$	
Invoice Copies:	U		Invoice Disc. Code:	C00010	~		
Posting Details Gen. Bus. Posting Group:	DOMESTIC	~	Prices Including VAT:				
VAT Bus. Posting Group:	DOMESTIC	· · ·				Sell-to Customer Sale	es ^
	DOMESTIC	~				Ongoing Sales Qu	0
Customer Posting Group:	DOMESTIC	~				Ongoing Sales Bla	0
					<ul> <li>Show fewer fields</li> </ul>	Ongoing Sales Or	0
Payments					1M(8D) *	Ongoing Sales Inv	0
Shipping					^	Ongoing Sales Ret	0
Location Code:	GREEN ~		Shipment Method			Ongoing Sales Cre	1
Combine Shipments:			Code:	EXW	~	Posted Sales Ship Posted Sales Invoi	1
Reserve:	Optional	~	Agent:		~	Posted Sales Invol	1
Shipping Advice:	Partial	~	Agent Service:		~	Posted Sales Credi	1
suppling horizon		~	Shipping Time:				
			Base Calendar Code:		~	Customer Statistics	** ^
			base Calendar Code:		×	Balance (LCY):	-50,000.00
			Customized Calendar:	No		Sales	

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**.

Edit - Item Card - 1896-S - ATHENS E							- 0
HOME ACTIONS NAVI		( ) · · · · · · · · · · · · · · · · · ·		10 10			CRONUS International Lt
View Delete Journal Reclass		Phys. Inventory Ledger Entries History		cel Approval	OneNote Notes Links	Refresh Clear	<ul> <li>Go to</li> <li>(Previous</li> <li>Next</li> </ul>
1896-S · ATHENS Desk						1	
Item						*° ^	Picture ^
Description:	ATHENS Desk		Base Unit of Measure:	PCS v		1	🗅 Import 🗋 Export 🗙 Delete
Blocked:	0		Item Category Code:	TABLE	~	1	
						<ul> <li>Show more fields</li> </ul>	
nventory						365 365 -	
Costs & Posting						^	
Cost Details			Posting Details				
Costing Method:	FIFO	~	Gen. Prod. Posting Group:	RETAIL	~		
Standard Cost:		506.60	Inventory Posting Group:	RESALE	~		
Unit Cost:		507.77096	Default Deferral Template:	~			Item Attributes
Net Invoiced Qty .:		372	Foreign Trade				/ Edit
Cost is Adjusted:			Tariff No.:	9403 30 11	~		Attribute Value
Special Purch. Prices & Discounts:	Create New						Color Black
						<ul> <li>Show more fields</li> </ul>	Depth 60 CM
Prices & Sales						649.40 *	Width 200 CM
Replenishment						Purchase 👻	Height 170 CM
Planning						None *	Material Descr., Wood
tem Tracking						*	
Warehouse						v	

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

4. Fixed Asset Card:

Edit - Fixed Asset Card - FA	000070 - Conveyor Computer				- 0
HOME ACTIONS	NAVIGATE REPORT				CRONUS International
View Delete Manage		OneNote Notes Links Show Attached	evious		
A000070 · Convey	or Computer				
General				\$ ^	Fixed Asset Picture
Description:	Conveyor Computer	Component of Main Asset:	FA000040		🕒 Import 🖹 Export 🗡 Delet
Class Code:	TANGIBLE ~	Search Description:	CONVEYOR COMPUTER		
Subclass Code:	MACHINERY ~	Responsible Employee:	MH ~		
Location Code:	BUILD_2 ~	Inactive:			Mar Q
Budgeted Asset:		Blocked: Acquired:	Yes		
Serial No.:	23 111 SW3	Last Date Modified:	22-11-2017		$\square$
Main Asset/Component:	Component ~				
				<ul> <li>Show fewer fields</li> </ul>	
Depreciation Book				^	Notes
Depreciation Book Code:	COMPANY ~	Depreciation Starting Date:	01-03-2018 ~		Click here to create a new note.
Posting Group:	MACHINERY ~	No. of Depreciation Years:	4.00		There is nothing to show in this
Depreciation Method:	Straight-Line ~	Depreciation Ending Date:	28-02-2022 ~		
		Book Value:	2,394.00		
		Add More Depreciation Bo	oks		
				<ul> <li>Show fewer fields</li> </ul>	
laintenance				^	
Vendor No.:	44127904 ~	Next Service Date:	13-08-2019 ~		
Maintenance Vendor No.:	44127904 ~	Warranty Date:			
			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).

<u>Capital Work-in-Progress (CWIP)</u>: 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.

Edit - Depreciation Book Card	I - COMPANY - Company Book	- 0
HOME ACTIONS	NAVIGATE	CRONUS International Lt
X Delete	Notes Links W Attached Refersh Clear Page Book	
General		
Code: Description: Default Final Rounding Amoun Default Ending Book Value: Disposal Calculation Method: Subtract Disc. in Purch. Inv: Allow Changes in Depr. Fields Allow Changes in Depr. Fields	0.00 Net ~	VAT on Net Disposal Entries: Allow identical Document No: Allow indexation: Allow Dept. below Zero: Live FA Ledger Check: Use Rounding in Periodic Dept: Use Same FA-QL Rosting Dates: Fiscal Vear 365 Days:
ntegration		
G/L Integration - Acq. Cost: 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 - Mainteanace		
Duplication	-	
Reporting		

5. Depreciation Card:

Enable **G/L Integration** options.

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

6. Insurance Card:

HOME NAVIO	SATE REPORT					
View Cedit View Delete Manage	atistics Insured per FA Process	List Register List Report SAS Report Show Attached	Filter Next	ious		
INS000040 · Mad	hinery Insurance					
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						
	TANGIBLE	×	FA Location Code:	~		
FA Class Code:						

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.

CRONUS Inte	ernational Ltd. >	Departments	General Ledger + Chart of A	Accounts		0	Search (Ctrl+F3)
HOME ACTIONS	NAVIGATE	REPORT					CRONUS International Ltd.
Departments	Chart of A	Accounts *		Type to filte	er (F3) Name	• → •	Notes
Financial Management					No f	ilters applied	
General Ledger Cash Management	No.	Name	Income/Balance	Account Category	Account Subcategory	A: Ty	There is nothing to show in this view
Cost Accounting Cash Flow	2290	Job WIP, Total	Balance Sheet	Assets	Assets	En	
Receivables	2300	Accounts Receivable	Balance Sheet	Assets	Accounts Receivable	Be	
Payables	2310	Customers Domestic	Balance Sheet	Assets	Accounts Receivable	Po	
Fixed Assets	2320	Customers, Foreign	Balance Sheet	Assets	Accounts Receivable	Po	
Inventory	2325	Customers, Intercompany	Balance Sheet	Assets	Accounts Receivable	Po	
Periodic Activities	2330	Accrued Interest	Balance Sheet	Assets	Accounts Receivable	Po	
<ul> <li>Setup</li> <li>Sales &amp; Marketing</li> </ul>	2340	Other Receivables	Balance Sheet	Assets	Accounts Receivable	Po	
<ul> <li>Purchasing</li> </ul>	2390	Accounts Receivable, Total	Balance Sheet	Assets	Accounts Receivable	En	
Warehouse	2400	Purchase Prepayments	Balance Sheet	Assets	Prepaid Expenses	Be	
Manufacturing	2410	Vendor Prepayments VAT 0 %	Balance Sheet	Assets	Prepaid Expenses	Po	
Jobs	2420	Vendor Prepayments VAT 10 %	Balance Sheet	Assets	Prepaid Expenses	Po	
Resource Planning	2430	Vendor Prepayments VAT 25 %	Balance Sheet	Assets	Prepaid Expenses	Po	
Service Human Resources	2440	Purchase Prepayments, Total	Balance Sheet	Assets	Prepaid Expenses	En	
Home	2800	Securities	Balance Sheet	Assets	Assets	Be	
	2810	Bonds	Balance Sheet	Assets	Assets	Po	
Posted Documents	2890	Securities, Total	Balance Sheet	Assets	Assets	En	
Self-Service	2900	Liquid Assets	Balance Sheet	Assets	Cash	Be	
Departments	2910	Cash-In-Hand	Balance Sheet	Assets	Cash	Po	
	2920	Bank, LCY	Balance Sheet	Assets	Cash	Po	

#### 8. G/L Account Card: General Ledger Account

Edit - G/L Account Card -	2910 · Cash					
HOME ACTIONS						
View Delete Manage	Coming Documents without Coming Documents Without Gold Register Process	P Ledger Comments Dimension		ccount Balance Balance	OneNote Notes Links F	Refresh Clear Filter Page
2910 · Cash						
General						
No.:	2910		Totaling:			~
Name:	Cash-In-Hand		Balance:		199.01	
ncome/Balance:	Balance Sheet	~	Reconciliation Account:			
Account Category:	Assets	~	Automatic Ext. Texts:			
Account Subcategory:	Cash		Direct Posting:     Blocked:			
Debit/Credit:	Both	~	Last Date Modified:			
Account Type:	Posting	~	Omit Default Descr. in Jnl.:			)
						✓ Show more fi
sting						
insolidation					A	verage Rate (Manual)
porting						No Adjustment
ost Accounting						
Cost Type No.:						
9. Ban	k Account Card:			Kall		
Edit - Bank Account C	ard - WWB-OPERATING · World Wide Bank					- 0
HOME NAVIG	ATE REPORT				CRO	ONUS International L
View Ca Manage	sh Receipt Journals Payment Receivables-Payables Process	List Detail Trial Check Balance Report	Statistics Statements	ons OneNote Notes Link		vious
WB-OPERATIN	G · World Wide Bank					
No.:	WWB-OPERATING	Direct De	bit Msg. Nos.:		Click here to o	create a new note.
a construction of the						

	WB-OPERATING · World Wide Ban							- 0	^
HOME NAVIGATE	REPORT							CRONUS Internation	nal Ltd. 🦿
View Cash Rece Journals	pt Payment Receivables-Payable Journals Process	s List Detail Rep	Trial Check Ice Details	Statistics Statements Bank Acc	Dimensions	OneNote Notes Link		Go to Clear Filter Page	
WWB-OPERATING · W	orld Wide Bank								
	1		<b>`</b>					Notes	^
No.:	WWB-OPERATING		Direct De	ebit Msg. Nos.:			I	Click here to create a new not	ie.
Name:	World Wide Bank		Creditor	No.:					
Bank Branch No.:	BG99999		Bank Nar	me - Data Conversion:			~	There is nothing to show in the	his view.
Bank Account No.:	99-99-888		Bank Cle	aring Standard:			~		
Balance:		-13,89,234.38	Bank Cle	aring Code:					
Balance (LCY): Our Contact Code:	JR	-13,89,234.38	Last Date	Modified:	16-01-2019				
Blocked:		~		Match Tolerance					
SEPA Direct Debit Exp. Format:				olerance Type:	Percentage				
Credit Transfer Msg. Nos.:			Match To	olerance Value:			0		
create manaler mag. Hos.									
						<ul> <li>Show few</li> </ul>	er fields		
Communication							Ť		
Posting									
Currency Code:	v		Last Payn	nent Statement No.:					
Last Check No.:	199		-	Last Statement:		-12,3-	4,256.60		
Transit No.:			Bank Acc	. Posting Group:	OPERATING		~		
Last Statement No.:	25								
Transfer							^		
Transit No.:			Bank Star	tement Import Format:	SEPA CAMT		~		
SWIFT Code:				Export Format:			~		
IBAN:							— I		

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.