

## MICROSOFT BUSINESS SOLUTIONS—NAVISION

### GENERAL LEDGER

General Ledger is the central application area of Microsoft® Business Solutions Financial Management—Navision® where all financial information is posted, summarised and reported.

#### Key benefits:

- Generate complete audit trails
- Make reports using historical data
- Show amounts in an alternative currency on financial reports such as VAT reports, annual reports and income statements
- Define an unlimited number of formats
- Automate procedures to improve workflow

### Optimise data management

With its online integration and flexible work tools, the General Ledger application area offers an efficient means of centralising your company's accounting information, posting specifications and other core data.

Online integration means that:

- Figures are continually updated
- You can drill down throughout the system to trace the individual entries that a figure is based on
- All users can enter and post data simultaneously
- Input of redundant data is dramatically reduced

Flexible work tools help you use online information in a way that is meaningful in your particular work environment. There are many facilities for both internal and external analysis, which enable you to produce a wide range of trial balances and customised financial statements. You can create intercompany transactions and you can consolidate domestic and/or foreign subsidiaries with organisational roll-ups and reporting. You can filter balances by specific criteria (such as time period, department or project). You can view or print reports of summarised information or make a side-by-side comparison of profit centers throughout the application. And, you can tailor windows, menus and fields to your needs.

Furthermore, you can view and print reports in an alternative currency. So, if you've converted your general ledger base currency to euros, you can still issue your annual report in any currency appropriate for your audience: U.S. dollars or Japanese yen, for example.

Total integration and flexible work tools in the General Ledger application area increase efficiency and effectiveness in your organisation's work processes.

### Drill down to the details

Drill-down functionality and on-the-fly filters transform your chart of accounts from a passive summary to a practical instrument that offers precise statements with fully updated information. After you set up the chart of accounts exactly as you want it, you are ready to find specific aspects of your company's finances – with data from both the current fiscal year and previous years.

You can set up all the accounts that you need in the chart of accounts and add more whenever necessary. You can decide which columns of information and figures you want displayed and the order they should appear in. You can insert headings, blank lines and page breaks wherever you wish. You can also view total accounts wherever needed. A G/L account card provides a complete summary of each account. Account numbers containing both numbers and letters can be made up of up to 20 characters.

### View continually updated balances and net changes

In the 'chart of accounts', you can see continually updated balances and net changes for each account. They can be combined with a filter for date, project, department, budget and business-unit dimensions. The filters can easily be defined, changed or cancelled. And, with a single click of the mouse, you can drill down to see a record of all the ledger entries that comprise a given figure.

### View balance/budget by period or dimension

For each account you establish, there is a Balance/Budget window that shows budget figures and/or actual figures for the entire chart of accounts. You can also look at the figures for individual accounts. You can choose whether an amount is shown per day, week, month, quarter, year or accounting period. Additionally, the date filter can be combined with various dimensions, such as departments, projects or business units. When you change the settings, the figures are immediately updated according to your specifications. Just as easily, you can open a list of the entries that a figure is based on.

### Track entries throughout the program

Every posted G/L entry is documented, making tracking of entries efficient throughout the application. You can access a record of ledger entries in the chart of accounts. The entry lists include information about balancing entries, VAT, the effective dimensions and more.

Each posted G/L entry is assigned an entry number plus a transaction number. Together, these give the entry a precise definition in the application. The entry numbers are the basis of the G/L registers. Entries are also assigned a source code, a reason code and a user ID so the source of an entry is always documented.

### Work effectively in a multiuser environment

The 'general journal', which is used for posting directly to G/L accounts, provides flexible functionality for handling international business. It gives all users rapid and simultaneous access to data and reduces the need to re-enter text.

You can create as many journals as you want, for example, one for each employee. Thus employees can each work in their own general journal, with its own document number series, and all employees can enter and post data at the same time. You can choose to post either in debit and credit columns or in amount columns with credits posted as negative amounts.

You can reverse entries that were posted incorrectly. It is possible to reverse single entries as well as an entire journal of entries.

### Transfer data easily

In the 'journals', you have direct access to information tables where you can select the information you need to enter in the journals. The data is transferred directly from table to journal. There is also direct access to the ledger entry list, the G/L account cards and the chart of accounts from anywhere in the journals. You can use either the account number or the search name to enter an account in the journal.

### Reduce redundant input

You can copy the contents of a field to another line, so you never need to retype the data. You can also enter frequently used texts from a table of standard texts. And, using an extended text table, you can describe inventory items, resources and G/L accounts – with an unlimited number of lines. You are also allowed to use a different language in an alternative text.

### Enter figures in any currency

The multicurrency functionality in the program helps you perform international business efficiently. Figures can be entered in the general journal in any currency.

After you set up a currency in the system and specify the format, amounts will always be shown in the correct format. When a foreign currency amount is posted, the appropriate exchange rate, as of the posting date, is applied. The exchange rate adjustments can be posted to separate accounts for realised and unrealised gains and losses.

### Automate common transactions

Transactions that occur frequently with little or no change can be posted efficiently with a recurring journal. For each line in the journal, you define the calculation method and time interval. You can assign a fixed amount to a line or choose how often the line should be posted with updated data.

### Allocate amounts

You can save time by allocating fixed amounts that are posted from a recurring journal, among various accounts, departments or projects. The specific allocations can be determined by quantity, percentage or value.

### Check journals before posting

Microsoft Navision offers you a means of effectively managing posting and of checking journals before posting. A journal must balance before it can be posted, and by default, the system balances by date. You can, however, choose to have it balance by document as well. The balance of the amounts entered is carried forward from line to line, so imbalances can be found quickly.

### See the consequences before posting

Before a journal is posted, you can see how its entries will affect the liquid accounts. You can check the new balance and adjust the journal entries before posting. You can create any number of liquid accounts. Before posting, you can also print a test report on the general journal that can be used for documentation or for obtaining approval.

You can also choose to have the system check that the journal balances before the entries are posted. The posted entries are automatically saved in a register that you can print and use for documentation.

If you post an entry with incorrect information, for example an inaccurate date or currency, you have the possibility to reverse the entire journal.

### Manage posting securely

You can manage posting securely by limiting access. You can limit the dates on which posting is permitted and specify permitted dates for each employee. This gives you complete, centralised control of access to posting.

### Automate tax handling and documentation

All aspects of tax handling and reporting are automatically managed by the system. You have a choice of using sales tax or VAT. You can create records of sales to customers, which are used to produce a complete tax statement including information about tax rules and figures. Microsoft Navision gives you the flexibility of posting with different tax percentages for different types of products. It also enables you to have separate sales and purchase accounts for each VAT or sales tax percentage, if necessary.

### Define accounting periods

You can define your fiscal year as beginning on any date, and you can divide it into accounting periods. The periods can be used with budgets, statistics and reports. At the conclusion of a fiscal year, the Close Income Statement batch job transfers the year's results to the balance sheet and at the same time balances out all the income statement accounts to zero. You can also post ledger entries for a fiscal year that has been closed. The entries are marked as prior-year entries. In addition to defining periods for closing the fiscal year, you can also set filters to view and print results for specific periods at any given time.

### Choose the currency for standard reports

Microsoft Navision offers many flexible features that help you deal with the unique circumstances that were brought about by the implementation of the euro. For example, in the General Ledger, you can maintain the euro as your base currency and still issue reports to authorities in a different currency.

The General Ledger also contains standard reports for all aspects of accounting and business management: balance sheet with budget; balance sheet with preceding year, budget, journals, registers, chart of accounts and detail trial balances; sales tax or VAT; account schedules; intercompany postings; and consolidation and financial statements.

### Create customised reports

With account schedules, you can define and format an unlimited number of alternative reports with data from the General Ledger. For example, if you have an account schedule with the net change and the budget, you might want to define a new column in which the program will calculate and show the difference between these two.

In an account schedule, you combine accounts and totals from the chart of accounts to produce exactly the report that you need. You can create as many schedules as you wish and save them in a table, so you won't have to go through the whole process the next time you need that specific type of information. Furthermore, you can avoid having to export your figures to another program by performing calculations on rows and columns using standard arithmetic operators and parentheses (\*,/,+,-).

For each column, you can choose if you want to view or print the net change, balance, beginning balance, year to date, rest of year or entire fiscal year. For each row, you can decide if you want to summarise a range of G/L accounts or if the row should be a total of the other rows. Each time you view or print the report, the program makes an on-the-fly calculation, updating the columns you have defined. You can also apply filters for date, department, project and business unit dimensions.

You can view predefined key performance indicators (KPIs) using a simple bar chart diagram, and drill down into the details.

### Create detailed budgets

You can create budgets with a breakdown of every general ledger account and every total in the chart of accounts. Once you have created a budget in a matrix window, you can print a balance compared to the budget, showing variances by percentages. The budget can be defined for a day, week, month, quarter, year or any accounting period you may wish to define. Budgets can also be made for any number of years ahead and can be based on department, project or business unit. There is no limit to the number of budgets you can assign for a given period, and you can always compare the original budget with any number of revised budgets. For each budget, changes in the figures are registered and a summary of each change, identified by dimension, is compiled. A budget can be copied, wholly or partly, to another period, department, project or company.

### Navigate throughout the program to review documents

The Navigate function is an online facility in Microsoft Navision that saves both your accountant's and your employees' time in their daily work. When you click Navigate, you are shown a complete record of ledger entries with the same document number and date as those posted in various application areas. The Navigate function offers a quick and easy way of reviewing a document.

### Combine subsidiaries' financial statements

This feature helps you to tailor your financial statements to match your company's particular structure. You can consolidate domestic subsidiaries, foreign subsidiaries or both. Different chart of accounts structures can be consolidated into a merged or parent company in Microsoft Navision. Microsoft Navision handles consolidations on a departmental basis, on a project basis, or by groups (consolidated companies). You can choose which translation method to use when translating the G/L account from a foreign entity. For example, you can

translate a foreign entity's financial statement using the transaction-date currency exchange rate. Microsoft Navision also handles partial ownerships, different fiscal years, and exchange rate issues for foreign subsidiaries.

You can also carry out eliminations from the companies in a journal. There are special reports that show the effect of the eliminations before you post. In addition, data can be exported from subsidiaries for consolidation in a group financial statement.

#### Save database space

Data from closed fiscal years remains stored in the database and can be included in balances and statistics whenever you wish. But, if you want to conserve space in the database, you can compress portions of the data. This is done by compressing several ledger entries into one. For example, a result can be contained in one entry per month, per account. You set the specifications for compression yourself. For example, you can choose whether to keep the various dimensions on the posted entries.

#### Ask your Partner

To learn more about Microsoft Business Solutions—Navision, contact your Microsoft Certified Business Solutions Partner. They have the expertise to design a solution that fits your specific business needs.

Alternatively, visit our website at:

[www.microsoft.com/uk/businesssolutions](http://www.microsoft.com/uk/businesssolutions)

#### About Microsoft Business Solutions

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Key features	Description
<p><b>FLOWFIELDS AND LOOKUP BUTTONS</b></p>	<p>Use FlowFields to receive the most up-to-date financial data:</p> <ul style="list-style-type: none"> <li>• The system continually updates and recalculates contents of a FlowField online.</li> <li>• You can drill down from all FlowField amounts to view which entries were included in the calculation of the amount.</li> <li>• Use the Navigate feature to see a summary of the number and type of entries with the same document number as a particular entry.</li> </ul> <p>Specify which information should be displayed in a window by using filters on FlowFields and tables:</p> <ul style="list-style-type: none"> <li>• You can set a table filter on one or more fields in a table. <i>(For example, you can specify that only German customers should be shown in the Customer List window.)</i></li> <li>• You can use filters on FlowFields to limit which entries are used in calculating the amounts or quantities presented in a FlowField. <i>(For example, you might exclude entries from certain departments from being part of a FlowField calculation.)</i></li> </ul> <p>Lookup buttons in many fields give you direct access to information in a table <i>(for example, from a journal line)</i>:</p> <ul style="list-style-type: none"> <li>• You only have to enter information correctly once, and it can be reused consistently on all later occasions.</li> <li>• Data input is quicker because you don't have to re-enter information.</li> </ul>
<p><b>DIMENSIONS</b></p>	<ul style="list-style-type: none"> <li>• Define an unlimited number of dimensions and dimension values at any time.</li> <li>• Name dimensions as you please, so that your dimensions setup reflects the specific needs of your company at all times.</li> <li>• Set up dimension value hierarchies to reflect your reporting and accounting needs.</li> <li>• Use defaults effectively to avoid a lot of manual data entry and ensure that the desired dimensions data is always posted.</li> <li>• Use analysis views to investigate relationships between dimensions and monitor performance.</li> <li>• Attach an infinite number of dimensions to each budget entry.</li> </ul>
<p><b>FLEXIBLE ACCOUNTING PERIODS</b></p>	<p>Define any starting date for the fiscal year and specify your own accounting periods with an unlimited number of periods of any duration:</p> <ul style="list-style-type: none"> <li>• You can divide your fiscal year into quarterly periods, monthly periods or daily periods. <i>(This can be effectively used to have your accounting periods match seasonal variations or local accounting requirements.)</i></li> <li>• Use filters to view and print financial data across periods, regardless of starting and closing dates.</li> </ul> <p>Transfer income statement balances to your balance sheet with ease using the Close Income Statement batch job:</p> <ul style="list-style-type: none"> <li>• Closing entries can be created per business unit, department code, and/or project code, or per G/L account, and are retained by the program in a specified journal for scrutiny before posting.</li> <li>• Closing entries are sorted and marked, making them easy to view and filter on.</li> <li>• The batch job can be carried out as many times as necessary so you can make corrections to your income statement, even after transferring balances to your balance sheet.</li> </ul> <p>Securely close your fiscal year while retaining the flexibility to ensure correct accounting data:</p> <ul style="list-style-type: none"> <li>• Post prior-year entries and adjust entries even though a fiscal year is closed. <i>(Both entry types are marked, making them easy to view and filter.)</i></li> </ul>

Key features	Description
FOREIGN TRADE AND CURRENCY MANAGEMENT	<ul style="list-style-type: none"> <li>• Maintain the General Ledger in two different currencies so you can view balances online and print financial reports for two currencies simultaneously.</li> <li>• Invoice a customer or a vendor in an unlimited number of currencies.</li> <li>• Manage entire customer and vendor accounts in a foreign currency.</li> <li>• Define an unlimited number of currencies and determine the way in which foreign currency amounts are rounded and posted.</li> <li>• Set up relational exchange rates in the format applicable in your country.</li> </ul>
TRACEABILITY	<ul style="list-style-type: none"> <li>• Transactions leave a complete audit trail, so that even complex business transactions become transparent.</li> <li>• View all G/L entries for all accounts or specific accounts from your chart of accounts, journals, account cards, and so on.</li> <li>• Use the Navigate feature to locate all entries posted with the same document number and posting date. In the Navigate window, you can see the type and number of entries made and can view them directly from the window. <i>(This is possible for both internal and external document numbers.)</i></li> <li>• G/L registers record every entry made and where and when it originated.</li> <li>• Use the Find function on any field and in any window to locate information <i>(for example, specific document numbers)</i>.</li> <li>• Define your own source codes, which are allocated to each entry to show that entry's origin. You can supplement this information by combining source codes with reason codes in journals and invoices.</li> </ul>
SECURITY AND BUSINESS RULES	<p>Specify which personnel and roles may see which information using record-level security:</p> <ul style="list-style-type: none"> <li>• Use mandatory filters on table data to ensure that certain roles only have permission to access the data you have specified. For example, a salesperson may only see sales figures for their region or managers may only see budgetary amounts for their departments. <i>(This is only applicable for the Microsoft® SQL Server™ option.)</i></li> <li>• Automate procedures and policies in an organisation by using business rules. Influence how your accounting is conducted and increase the consistency of data entry and thereby, data output.</li> <li>• Business rules can be applied to individual accounts, account types, dimensions, VAT accounting and many other areas of Microsoft Navision.</li> </ul>
GENERAL JOURNALS	<p>Use your general journals to post to G/L accounts, bank accounts, customer accounts and so on:</p> <ul style="list-style-type: none"> <li>• Set up an unlimited number of journal batches, for example, per user or for specific purposes like corrections.</li> <li>• Define rules for each individual batch. <i>(For example, you can assign a default balancing account and define rules for VAT calculation per journal batch.)</i></li> <li>• Force documents to balance for each document type and document number before a journal can be posted.</li> <li>• Print a test report that highlights any corrections that need to be made before posting the journal. Present your journals as you please.</li> <li>• Using the Show/Hide function, you can select which fields are shown in the Journal window.</li> <li>• Use recurring journals for frequent transactions, whether they are of fixed or variable amounts. You can also set an expiry date for when a series of recurring posts should end.</li> </ul> <p>Use allocation keys to allocate an entry in a recurring journal to more than one account. Allocate by:</p> <ul style="list-style-type: none"> <li>• Quantity</li> <li>• Percentage</li> <li>• Amount</li> </ul> <ul style="list-style-type: none"> <li>• Reverse ledger postings for a transaction entered and posted manually in a journal, including reversal of general ledger entries, customer and vendor ledger entries, bank ledger entries, fixed asset entries and VAT entries.</li> </ul>

Key features	Description
BUDGETS	<ul style="list-style-type: none"> <li>• Create and maintain budgets in an easy to comprehend matrix form.</li> <li>• Investigate budgetary performance using account schedules and specific budget reports.</li> <li>• Have as many budgets as you want, of any period length, with the level of detail necessary to direct and control your business. Attach an infinite number of dimensions to each budget entry.</li> <li>• Allocate budgets on total accounts (<i>for example, on accounts where a monetary ceiling has been set but no specific expenditures have been identified as yet</i>).</li> <li>• Create very specific 'sub-budgets' within an overall budget, such as a sales budget for a particular customer target group per department over a specified period.</li> <li>• Monitor how individual units are performing and compare performance with other units, previous periods, and budgeted amounts, using dimensions on budget entries.</li> <li>• Create budgets quickly and efficiently by copying budgets from previous periods to a new period using an adjustment factor.</li> <li>• The adjustment factor can be applied to both G/L entries and G/L budget entries.</li> <li>• Exporting budgets to Microsoft® Excel and importing adjusted budgets back into Microsoft Navision gives you the flexibility to distribute your budgets easily in the form best suited to your organisation.</li> </ul>
ACCOUNT SCHEDULES	<p>Create an unlimited number of unique, company-specific reports based on G/L data, budget data and dimensions data:</p> <ul style="list-style-type: none"> <li>• Save reports and scrutinise them online using the 'drill down' feature.</li> <li>• Specify rows using any accounts or account totals from your chart of accounts.</li> <li>• Create formulas on rows and columns for on-the-spot calculations, so you don't need to import or recalculate total rows each time new entries have been created.</li> <li>• Specify an unlimited number of columns. (<i>For example, you can easily compare G/L figures with budget figures using the Net Change, Formula, and Balance at Date column types.</i>)</li> <li>• Use the Comparison Period Formula to compare figures for current periods and previous periods.</li> <li>• Select budget and date filters, and choose whether to show amounts in your company's additional reporting currency.</li> <li>• View KPIs using simple bar chart diagrams, allowing you to drill down into the details.</li> <li>• Export your account schedules to Excel to make full use of Excel's visual and presentation capabilities.</li> </ul>
CONSOLIDATION	<p>Consolidate financial statements for a series of business units from:</p> <ul style="list-style-type: none"> <li>• A single database</li> <li>• Other Microsoft Navision databases</li> <li>• Other programs</li> <li>• Transfer from different accounting structures to your own by dimension or business units.</li> <li>• Ensure that financial statements in different currencies are consolidated trouble-free, using the well-developed Exchange Rate functionality in Microsoft Navision.</li> <li>• Choose which method to use when translating the G/L account from a foreign entity. (<i>For example, translate a foreign entity's financial statement using the transaction-date currency exchange rate.</i>)</li> <li>• View the effects eliminations will have on the consolidated company using the Eliminations report prior to posting eliminations.</li> <li>• Ensure that you have set up consolidation procedures correctly using the Consolidation – Check Database report.</li> </ul>



Key features	Description
INTERCOMPANY POSTINGS	<ul style="list-style-type: none"> <li>• Create intercompany transactions between any two companies within a group controlled by the same legal entity. You can make correct due to/due from entries in more than one company, using relevant intermediary accounts.</li> <li>• Handle transactions such as orders, invoices, credit memos, return orders and general journal entries.</li> <li>• Intercompany Postings can handle companies using different databases. The data transfer takes place using XML-files that are placed in a specific network folder or mailed to a designated receiving email account, using the sending user's email client.</li> <li>• The Intercompany Transaction report documents all of your intercompany transactions, eases the intercompany reconciliation process and provides an audit trail.</li> <li>• Use different currencies and different charts of accounts to facilitate interactions with international intercompany partners.</li> </ul>
CHANGE LOG	<ul style="list-style-type: none"> <li>• Log user changes made to Microsoft Navision master data.</li> <li>• Log all direct modifications a user makes to the data in the database, except changes to 'working documents' such as journals and sales and purchase orders.</li> <li>• The Change Log functionality makes it possible to get a chronological list of all changes to any field in any table (<i>except the above mentioned</i>) and to see who (<i>what user ID</i>) made the changes.</li> </ul>
XBRL	<ul style="list-style-type: none"> <li>• Import unlimited numbers of taxonomies from public authorities, credit institutions, banks and so on.</li> <li>• Import both XBRL Specification 1 and Specification 2 taxonomies.</li> <li>• View and export taxonomies in more than one language when supported by a multilanguage taxonomy.</li> <li>• View information attached to taxonomy.</li> <li>• Map taxonomy lines to any combination of general ledger accounts, using standard Microsoft Navision filters.</li> <li>• View and print out an XBRL document file for appraisal before sending.</li> <li>• Export an XBRL-document that can then be sent as an email message.</li> </ul>

System requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:

- Basic General Ledger
- Budgets
- Basic Dimensions
- Advanced Dimensions
- Account Schedules
- Consolidation
- Multiple Currencies
- Allocations
- Change Log
- Intercompany Postings
- Basic XBRL