

## Microsoft Dynamics NAV Database Reporting Cheat Sheet

### Overview:

Every ERP database contains a unique structure of tables, fields, and records. It can be challenging, and time-consuming, figuring out the right places to go when building reports. Lucky for you, our data enthusiasts at Jet Reports have built this helpful reference aid when creating business reports from Microsoft Dynamics NAV. It provides information about how the most commonly-used data is stored in the standard NAV database. Next to each table name, you'll find details about what records it contains, unique identifiers, and helpful reporting tips.

<p><b>Customer</b></p>	<p><b>Each record is a unique:</b> Customer</p> <p><b>Description:</b> The Customer table is used to record information about all your customers. Each record contains basic information such as customer name and other contact information as well as balance and payment information.</p> <p>Each customer must also have an identifying number. When you enter the customer number elsewhere in the program (on a sales quote, for example), the program will automatically use information from the Customer table for that particular customer.</p>
<p><b>Cust. Ledger Entry</b></p>	<p><b>Each record is a unique:</b> Posted Invoice, Credit Memo, or Payment.</p> <p><b>Description:</b> This table contains posted entries from sales orders, sales invoices, sales credit memos, journal lines, finance charge memos, reminders and refunds. Each record contains elements such as document type, posting date, due date, original and remaining amounts, customer number, salesperson code, etc...</p>
<p><b>Location</b></p>	<p><b>Each record is a unique:</b> Location</p> <p><b>Description:</b> Each record in the Location table contains basic information such as the location name, address, contact information, etc...</p> <p>Each location must also have a location code, which can consist of numbers and/or letters. The program uses the location's code in other tables to link information specific to the individual location with the location code.</p>
<p><b>G/L Account</b></p>	<p><b>Each record is a unique:</b> General Ledger Account</p> <p><b>Description:</b> The G/L Account table contains all general ledger accounts. Each record contains basic information such as the name of the account and the account type as well as balance information.</p> <p>The account must also have an identifying number. When you enter this number in various fields in the program - in a journal, for example - the program will automatically use the basic information from the account.</p>
<p><b>G/L Entry</b></p>	<p><b>Each record is a unique:</b> Debit or Credit to a General Ledger Account</p> <p><b>Description:</b> When you post to a G/L account, the program creates a record in the G/L entry that contains information such as posting date, amount posted, G/L account, description, etc...</p>

# Microsoft Dynamics NAV

## Database Reporting Cheat Sheet

<p><b>Item</b></p>	<p><b>Each record is a unique:</b> Inventory Item</p> <p><b>Description:</b> The item table contains information about items in your inventory. Each record contains basic information, such as name, units of measure, inventory location, unit price, total sales, and quantity on hand.</p> <p>Each item must have a number for identification purposes. When you enter the number in Item No. fields elsewhere in the program (on a sales quote, for example), the program automatically uses the information associated with the number.</p>
<p><b>Item Ledger Entry</b></p>	<p><b>Each record is a unique:</b> Posted Item Purchase, Sale, Consumption, Transfer, Adjustment, or Output.</p> <p><b>Description:</b> Item ledger entries are created every time you post a change to your inventory quantity. This change could be a result of a receipt or shipment of goods, because you post a negative or positive adjustment of quantity or consumption or output due to production.</p> <p>Each record in the Item Ledger Entry contains information such as entry type, posting date, description, quantity, etc. . .</p>
<p><b>Salesperson/ Purchaser</b></p>	<p><b>Each record is a unique:</b> Salesperson or Purchaser</p> <p><b>Description:</b> Each record in the Salesperson/Purchaser table contains basic information such as the name, commission rate, contact information, etc. . . for each Salesperson or Purchaser.</p> <p>The Salesperson/Purchaser table allows you to assign a code to each salesperson or purchaser. This code can be entered elsewhere in the program, for example on G/L account, customer, and vendor cards. After this, when you post or set up orders, invoices, and so on, the program will automatically use the information indicated by the code.</p>
<p><b>Vendor</b></p>	<p><b>Each record is a unique:</b> Vendor</p> <p><b>Description:</b> Each record in the Vendor table contains basic information such as name, address and the kinds of discounts that are available.</p> <p>Each vendor must also have a number for identification purposes. When you enter the number in vendor number fields elsewhere in the program (on purchase quotes, for example), the program will automatically use the information associated with the number.</p>
<p><b>Vendor Ledger Entry</b></p>	<p><b>Each record is a unique:</b> Posted Payment, Invoice, Credit Memo, Finance Charge Memo, Reminder, or Refund</p> <p><b>Description:</b> This table contains posted entries from purchase orders, purchase invoices, purchase credit memos, journal lines, finance charge memos, reminders and refunds.</p> <p>Each record in the Vendor Ledger Entry contains information such as document type, vendor, posting date, due date, original and remaining amounts, etc. . .</p>

For more helpful information about reporting from Microsoft Dynamics NAV, and using the Jet Reports solution, [visit us online today.](#)

**Over 11,300 companies rely on Jet Reports every day for their financial reporting.**