CHAPTER 5: SET UP DIMENSIONS

Objectives

The objectives are:

- Explain and set up dimensions and dimension values
- Explain the different dimensions types: Global, Shortcut, and Budget
- Explain and demonstrate how dimension combinations are set up
- Explain and demonstrate the three levels of default dimensions, including single, multiple, and account type
- Explain the purpose of default dimension priorities
- Demonstrate the use of default dimension priorities in general journals

Introduction

A dimension is data added to an entry so that entries with similar characteristics can be grouped and easily retrieved for analysis purposes. Dimensions can be used throughout Microsoft Dynamics® NAV on entries in journals, documents, and budgets.

The term dimension is used to describe how analysis occurs. A two-dimensional analysis, for example, is sales for every area. When you use more than two dimensions when creating an entry, a more complex analysis is achieved, such as sale for every sale, campaign for every customer, and group for each area.

Users must allocate adequate time when setting up the dimensions structure, since it is the basis for all the benefits the Dimensions functionality offers. The dimensions structure must be determined in combination with the chart of accounts and posting group structure. Additionally, using dimensions and simplifying the chart of accounts provides a better analysis of financial information.

The aspects of defining and setting up dimensions include:

- Dimension Values
- Dimension Combinations
- Default Dimensions
- Default Dimension Priority

For training on how to analyze transaction entries by dimensions, refer to the Business Intelligence for Information Workers in Microsoft Dynamics NAV course.
Manual Setup vs. RIM

The RIM tool does not create any setup data for dimensions. Therefore, it is a manual process to set up dimensions and dimension values.

Dimensions and Dimension Values

Each dimension can have an unlimited series of dimension values that are sub-units of that dimension. For example, a dimension called Department can have the dimension values Sales, Administration, and so on, as department names.

Dimensions and dimension values are user-defined and unlimited, which means dimensions are tailored for each company.

Dimensions Page

To access the dimension setup, follow these steps:

1. In the navigation pane, click the Departments button.
2. Click Administration and then click Application Setup.
3. On the Application Setup page, under Financial Management, click Dimensions and then click Dimensions again.

FIGURE 5.1 DIMENSIONS PAGE

There are two hidden fields in the Dimension page: Map-to IC Dimension Code and Consolidation Code; these are explained in the "Dimensions and Multicompany Operations" lesson.

Set up the following in the Dimensions page by clicking the Related Information menu and then pointing to Dimension:

- Dimension values
Chapter 5: Set Up Dimensions

- Account type default dimensions
- Dimension translations

**Dimension Values**

A dimension value:

- Is a subset within a dimension.
- Is used on ledger entries.
- Can have an infinite number of values, with unique value codes within a Dimension.

Dimensions and dimension values make it possible to:

- Gain an accurate picture of a company's activities.
- Analyze relationships between dimensions and dimension values.

Users can create a hierarchical relationship between dimension values so that Microsoft Dynamics NAV will consider some dimension values as subsets of another dimension value. This relationship is achieved using dimension value types.

Dimension values are set up in the **Dimension Values** page, located on the **Dimensions** page by clicking the **Related Information** menu, pointing to **Dimension**, and then clicking **Dimension Values**.

![Figure 5.2 Dimension Values Page for the Area Dimension](image)
The **Dimension Values** page contain the fields shown in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Unique code for the dimension value.</td>
</tr>
<tr>
<td>Name</td>
<td>Descriptive name for the dimension value.</td>
</tr>
<tr>
<td><strong>Dimension Value Type</strong></td>
<td>Determines the manner in which a Dimension Value is used when posted. The options are:</td>
</tr>
<tr>
<td>Standard</td>
<td>Used for standard posting of dimension values.</td>
</tr>
<tr>
<td>Heading</td>
<td>Heading for a group of dimension values.</td>
</tr>
<tr>
<td>Total</td>
<td>Used to total a series of balances on dimension values that do not immediately precede the Total dimension value.</td>
</tr>
<tr>
<td>Begin-Total</td>
<td>Marker for the beginning of a series of dimension values to be totaled and ends with an End-Total dimension value type.</td>
</tr>
<tr>
<td>End-Total</td>
<td>Total of a series of dimension values that starts with the dimension value type Begin-Total.</td>
</tr>
<tr>
<td>Totaling</td>
<td>Identifies a dimension value interval or a list of dimension values, used to total the entries for the dimension values displayed in the field to give a total balance.</td>
</tr>
<tr>
<td>Blocked</td>
<td>Used to block the posting of journals containing specific dimension values.</td>
</tr>
</tbody>
</table>

The **Dimension Value Type** and **Totaling** fields together create the hierarchical relationship in dimension values. The **Dimension Value Type** options are shown in the following table.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>Used for standard posting of dimension values.</td>
</tr>
<tr>
<td>Heading</td>
<td>Heading for a group of dimension values.</td>
</tr>
<tr>
<td>Total</td>
<td>Used to total a series of balances on dimension values that do not immediately precede the Total dimension value.</td>
</tr>
<tr>
<td>Begin-Total</td>
<td>Marker for the beginning of a series of dimension values to be totaled and ends with an End-Total dimension value type.</td>
</tr>
<tr>
<td>End-Total</td>
<td>Total of a series of dimension values that starts with the dimension value type Begin-Total.</td>
</tr>
</tbody>
</table>

**NOTE**: You can only post to dimensions values set up with Standard or Begin-Total value types.

The **Totaling** field is completed based on the selection made in the **Dimension Value Types** field:

- If the dimension value type is Standard, Heading, or Begin-Total, the **Totaling** field must be blank.
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- If **Total** is selected, the **Totaling** field must be manually populated to indicate which dimension values will be totaled.

- If **End-Total** is selected, the **Totaling** field is automatically populated when the **Indent Dimension Values** function is run.

The **Indent Dimension Values** function:

- Indents all dimension values between a Begin-Total and the matching End-Total by one level.

- Totals all dimension values within the same range and updates the **Totaling** field for each End-Total.

Access the **Indent Dimension Values** function from the **Dimension Values** page by clicking the **Actions** menu, pointing to **Functions**, and then clicking **Indent Dimension Values**.

**NOTE**: For dimension values of the *End-Total* type, you can manually fill in the **Totaling** field. It is, however, recommended to use the **Indent Dimension Values** function to populate the field.

### Procedure: Set Up a Dimension with Dimension Values

Follow these steps to set up a dimension with dimension values not used with multicompany operations:

1. On the **Application Setup** page, click **Dimensions** and then click **Dimensions** again.
2. Click **New**.
3. In the **Code** field, type a unique identifier.
4. Update the **Name**, **Code Caption**, **Filter Caption**, and **Description** fields as needed.
5. On the **Related Information** menu, point to **Dimension**, and then click **Dimension Values**.
6. In the **Code** field, type a unique code for this value.
7. In the **Name** field, type a short description for this value.
8. If a dimension value hierarchy is required:
   a. Change the **Dimension Value Type** as needed.
   b. Update the **Totaling** field if selecting the **Dimension Value Type** of Total.
9. Click **New**.
10. Repeat steps 6-9 to set up additional dimension values.
11. If a dimension value hierarchy was specified, the final step is to run the **Indent Dimension Values** function:
   a. On the **Actions** menu, point to **Functions** and then click **Indent Dimension Values**.
   b. Click **Yes** to run the indent function.

12. Close the **Dimension Values** and **New - Dimensions** pages.

**Dimensions and Multicompany Operations**

Dimension and dimension values are used in the following Microsoft Dynamics NAV multicompany operations:

- Consolidations
- Intercompany

The fields in the following table are hidden, but available using the Choose Columns function on the **Dimensions** and **Dimension Values** pages.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map-to IC Dimension Code</td>
<td>Indicates which intercompany dimension corresponds to the dimension, or dimension value, on the line.</td>
</tr>
<tr>
<td></td>
<td>When a dimension code, or dimension value code, is entered on an intercompany sales or purchase line, the corresponding intercompany dimension code, or dimension value code, is entered on the line sent to the intercompany partner.</td>
</tr>
<tr>
<td>Consolidation Code</td>
<td>Used only when an entire company, including dimensions, is transferred to a consolidated company during the consolidation process.</td>
</tr>
<tr>
<td></td>
<td>If an entire company is transferred, enter the dimension code in the consolidated company that corresponds to the dimension code, or dimension value code, in this business unit.</td>
</tr>
<tr>
<td></td>
<td>The same consolidation code can be given to several dimensions if these dimensions are added together when you are consolidating.</td>
</tr>
</tbody>
</table>

The **Dimensions** page also contains a function called **Map to IC Dim. with Same Code**, accessed by clicking the **Actions** menu and then pointing to **Functions**. This function is used to specify how dimensions map to the intercompany dimensions.

For more information about multicompany operations, refer to the Multi Site Operations in Microsoft Dynamics NAV 2009 course.
Lab 5.1 - Set Up a Dimension with Dimension Values

The purpose of this lab is to reinforce your understanding of the process required to set up a Dimension with Dimension Values.

Scenario

CRONUS International Ltd. wants to analyze sales figures in connection with trade shows they attend. As the accounting manager, you need to set up a new dimension to meet this requirement.

The new dimension is called Exhibition and includes the following values:

- Hanover
- Frankfurt
- Munich
- London
- Paris

The dimension name, description, and captions do not need to be modified and the values are all standard types.

Challenge Yourself!

1. Create the new dimension as stated in the scenario.
2. Assign dimension values as stated in the scenario.

Need a Little Help?

1. Access the Dimensions page.
2. Insert the new dimension as stated in the scenario.
3. Access the Dimension Values page.
4. Assign dimension values as stated in the scenario.

Step by Step

1. In the navigation pane, click the Departments button.
2. Click Administration, and then click Application Setup.
3. On the Application Setup page, click Dimensions and then click Dimensions again.
4. Click New.
5. In the Code field, type Exhibition.
6. Press ENTER or click the next field.
7. On the Related Information menu, point to Dimension and then click Dimension Values.
8. In the Code and Description fields, type Hanover.
9. Insert a new line.
10. In the Code and Description fields, type Frankfurt.
11. Insert a new line.
12. In the Code and Description fields, type Munich.
13. Insert a new line.
15. Insert a new line.
16. In the Code and Description fields, type Paris.
17. Click OK to close the Dimension Values page.
18. Click OK to close the Dimensions page.

**Dimension Types**

There are three types of dimensions in Microsoft Dynamics NAV:

- Global
- Shortcut
- Budget

Global and shortcut dimensions are specified in the General Ledger Setup page and budget dimensions are specified in the G/L Budget Names page. For more information about specifying dimension types, refer to the lessons in the Finance in Microsoft Dynamics NAV 2009 course that cover setup and budgets.

When a dimension is selected as a global, shortcut, or budget dimension, Microsoft Dynamics NAV automatically renames all fields that use that dimension type with the Code Caption specified for the selected dimension in the Dimension page.

**Global Dimensions**

Global dimensions are the most used and important dimensions because of their availability throughout Microsoft Dynamics NAV. Two dimensions can be specified as global dimensions.

Global dimensions can be used as filters for:

- G/L entries
- Reports
- Account schedules
- Batch jobs
Both global dimensions are also available as Shortcut Dimensions 1 and 2 for use on:

- Document headers
- Entry lines

**Shortcut Dimensions**

Shortcut dimensions are used to enter dimensions and dimension values directly on the lines in:

- Journals
- Sales and purchase documents

There are a total of eight shortcut dimensions available:

- The first two shortcut dimensions are automatically defined as global dimensions.
- The remaining six shortcut dimensions:
  - Are selected from the dimensions previously set up
  - Can be changed regularly, as needed

Use either of the following methods to assign dimensions to document entry lines:

- Enter dimension values for a dimension directly on the line by using the **Choose Column** function to add shortcut dimensions to the lines.
- Enter dimensions information in the **Document Dimensions** page by clicking the **Actions** menu (lightning bolt icon) on the **Lines** FastTab, pointing to **Line**, and then clicking **Dimensions**.

**Budget Dimensions**

For each budget, four dimensions can be defined, in addition to the two global dimensions. These budget-specific dimensions are called budget dimensions.

Budget dimensions are assigned to each budget from among the dimensions previously set up and can be used to:

- Set filters on a budget
- Add dimension information to budget entries
Dimension Types

Categorize the following items based on the dimension type.

1. Categories (Dimension Type):
   1. Global Dimensions
   2. Shortcut Dimensions
   3. Budget Dimensions

____ Item 1: Used as shortcut dimensions 1 and 2 on document headers and entry lines.

____ Item 2: Used as filters for G/L entries, reports, account schedules, and batch jobs.

____ Item 3: Four are available.

____ Item 4: Used to enter dimensions directly in journals and sales and purchase document lines.

____ Item 5: Two are available.

____ Item 6: Eight are available.

Dimension Combinations

Dimension combinations provide the ability to prevent (block) particular dimensions from being combined on a journal or in a document, and under what circumstances. The blocking may be, for example, that a specific project team cannot post certain expense types or that a certain item cannot be sold in a particular area.

In addition, the use of a particular dimension combination can be restricted, depending on which dimension value combination is being used for the two dimensions.

Dimension Combinations Page

To access the Dimension Combinations page, follow these steps:

1. On the Application Setup page, click Dimensions and then click Dimension Combinations.
2. Set filters on the **Dimension Combinations** page and then click **Show Matrix**.

![Dimension Combinations Matrix](image)

**FIGURE 5.3 DIMENSION COMBINATIONS MATRIX**

This page displays a matrix of all combinations of dimensions created in Microsoft Dynamics NAV.

The dimensions displayed in the rows of the matrix are also represented as dimension columns. The column headings can be changed from the dimension code to the dimension name by clicking the **Show Column Name** check box on the **Dimension Combinations** page. Dimension restrictions are set in the columns.

**Dimension Combination Restrictions**

The columns in the **Dimension Combinations Matrix** are called combination restriction fields. The combinations for these fields are accessed by clicking the field, and include the options shown in the following table.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No limitations</td>
<td>The dimension combination is always allowed on entries. This is the default setting for dimension combinations.</td>
</tr>
<tr>
<td>Limited</td>
<td>The dimension combination is only allowed in certain circumstances, depending on which dimension values are selected when you are creating an entry.</td>
</tr>
<tr>
<td>Blocked</td>
<td>The dimension combination is excluded from use on entries.</td>
</tr>
</tbody>
</table>

If the Limited option is selected, the restricted dimension value combinations must be specified. Dimension value combinations are only applicable to the Limited option.
Dimension Value Combinations

Dimension value combinations are set up by drilling down in the relevant restriction field on the Dimension Combinations Matrix to define restrictions in the Dimension Value Combinations Matrix page.

The Dimension Value Combinations Matrix page is a matrix of all combinations of dimension values for a particular dimension combination.

The rows represent the dimension values of the dimension selected in the rows of the Dimension Combinations Matrix page. The columns represent the dimension values of the dimension selected in the column of the Dimension Combinations Matrix page.

The dimension value combination restrictions are set up by clicking the relevant field and selecting Blocked. If Blocked is not selected, the combinations are allowed for these dimension values.

Demonstration: Set Up a Dimension Combination

Scenario: Phyllis, the accounting manager at CRONUS, has completed setting up all dimensions and now needs to set up the following restrictions:

- Purchasers cannot post to any sales campaigns.
- Activity for the Administration Department cannot post to Toyota, Mercedes, or VW Projects.
Follow these steps to set up a dimension combination:

1. On the Application Setup page, click Dimensions and then click Dimension Combinations.
2. Set filters and then click Show Matrix.
3. In the SALES CAMPAIGN row, in the PURCHASER column, click the restriction field, select Blocked and then click OK.
4. In the PROJECT row, in the DEPARTMENT column, click the restriction field, select Limited and then click OK.
5. Drill-down in the field (now with the Limited value) and then click Show Matrix.
6. In the Dimension Value Combinations Matrix (for PROJECT/DEPARTMENT), in the ADM column, click the restriction fields and select Blocked in all three rows:
   - Mercedes
   - Toyota
   - VW

7. Close the Dimension Value Combinations Matrix and Dimension Value Combinations pages.

Now, purchasers cannot post sales campaigns and the Administration department has limited posting rights because they cannot post car projects.
Lab 5.2 - Set Up a Dimension Combination

The purpose of this lab is to reinforce your understanding of the process required to set up dimension combinations.

Scenario

It is now necessary to set up combination restrictions on the Exhibition dimension. Since this dimension is strictly related to trade shows, it must never be posted in connection with the Sales Campaign dimension.

In addition, the Exhibition dimension is only applicable to the business groups Industrial, Intercompany, and Office.

Challenge Yourself!

1. Assign the Business Group restriction to the Exhibition dimension.
2. Assign the Sales Campaign restriction to the Exhibition dimension.

Need a Little Help?

1. Access the Dimension Combinations Matrix.
2. Locate the EXHIBITION dimension column.
3. Locate the BUSINESSGROUP row.
4. Assign the restriction as stated in the scenario.
5. Locate the SALES CAMPAIGN row.
6. Assign the restriction as stated in the scenario.

Step by Step

1. On the Application Setup page, click Dimensions and then click Dimension Combinations.
2. Click Show Matrix.
3. Locate the EXHIBITION dimension row.
4. Locate the BUSINESSGROUP column.
5. Click the restriction field and then select Limited.
6. Click OK.
7. Drill-down to open the Dimension Value Combinations Matrix for the EXHIBITION/BUSINESSGROUP combination.
8. Click Show Matrix.
9. In the HOME column, for each EXHIBITION Dimension Value, click the field, and select Blocked.
11. In the **EXHIBITION** row, locate the **SALES CAMPAIGN** column.
12. Click the restriction field and then select **Blocked**.
13. Click **OK**.

**Default Dimensions**

When dimension codes and dimension values are set up, you can define default dimensions. Default dimensions determine how particular accounts or account types use dimensions and dimension values. Default dimension values can be defined for:

- All dimensions on all accounts
- Individual accounts
- Groups of accounts
- An entire account type, for example the customer account type

Each default can also be set up with value posting rules that determine in what way dimension information may be posted.

Default dimensions can be entered at three levels:

- **Dimensions - Single**: Single Account
- **Dimensions - Multiple**: Multiple Accounts
- **Account Type Default Dimensions**: All Accounts

**Value Posting Rules**

Default dimensions contain three main areas that are used together to create the default:

- Dimension
- Dimension value
- Value posting rule

Default dimensions, at any level, use the same value posting rules, shown in the following table.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blank</strong></td>
<td>There is no posting restriction. This default dimension for this account or account type can be posted with any dimension value or with no dimension value.</td>
</tr>
<tr>
<td><strong>Code Mandatory</strong></td>
<td>The default dimension for this account or account type must have a dimension value when you are posting, but any dimension value is acceptable.</td>
</tr>
</tbody>
</table>
### Rule Description

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same Code</td>
<td>The default dimension for this account or account type must always have the same dimension value code as that selected in the Dimension Value Code field.</td>
</tr>
<tr>
<td>No Code</td>
<td>Dimension value codes must not be used with this account or account type.</td>
</tr>
</tbody>
</table>

### Conflicting Default Dimensions

When setting up default dimensions, consider whether the program will, in some circumstances, suggest conflicting default dimension values.

For example, a conflict will exist if:

- A customer account is set up with the value posting rule No Code.
- The Account Type default is set up so that all customer accounts use a particular default dimension value code.

In this example, Microsoft Dynamics NAV cannot disallow the use of a dimension value code while also allowing the use of a default dimension value code.

Conflicts can be identified and resolved:

- In the Default Dimensions-Multiple page
- Using the Check Value Posting function
- Using the Default Dimension Priorities feature

### Review Default Dimensions

Default dimensions can be set up on any account in Microsoft Dynamics NAV.

Follow these steps to review default dimensions on customer account 10000:

1. In the navigation pane, click Financial Management department.
2. Click Receivables and then click Customers.
3. Locate and select the line for customer 10000, The Cannon Group PLC.
4. On the Related Information menu, point to Customer and then to Dimensions, and then click Dimensions-Single.

![Image of Dimensions-Single window]

FIGURE 5.6 DEFAULT DIMENSIONS ASSIGNED TO CUSTOMER 10000

The default dimensions for The Cannon Group PLC are:

- **Area:**
  - A required dimension
  - Any area can be selected, but 30 is the default

- **Customer Group:**
  - A required dimension
  - Medium is the only customer group that is valid

- **Department:**
  - Not a required dimension
  - Sales is the default

Users can set up default dimensions for multiple accounts in one action by using the Dimensions-Multiple function. Refer to the "Assign Default Dimensions to Multiple Accounts" lesson in this course for more details.

Additionally, users can set up default dimensions on an account card, such as the Customer Card, by clicking the Related Information menu, pointing to Customer, and then clicking Dimensions.
Demonstration: Assign Default Dimensions to Multiple Accounts

Scenario: Customer accounts 60000-62000 must be assigned the multiple default dimensions shown in the following table.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Dimension Value and Value Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>30 is the default, a value is required but can be any value</td>
</tr>
<tr>
<td>Business Group</td>
<td>Industrial is the default, not required</td>
</tr>
<tr>
<td>Customer Group</td>
<td>Small is the required code</td>
</tr>
<tr>
<td>Department</td>
<td>Sales is the default, not required</td>
</tr>
</tbody>
</table>

Follow these steps to assign the first two default dimensions on customer accounts 60000-62000:

1. On the Financial Management page, click Receivables and then click Customers.
2. Highlight the 60000-62000 range of customers.
3. On the Related Information menu, point to Customer and then to Dimensions, and then click Dimensions-Multiple.
4. Click New.
5. In the Dimension Code field, enter AREA.
7. In the Value Posting field, enter Code Mandatory.
8. Click the next line.
9. In the Dimension Code field, enter BUSINESSGROUP.
10. In the Dimension Value Code field, enter INDUSTRIAL.

Follow these steps to assign the last two default dimensions on customer accounts 60000-62000:

1. Click the next line.
2. In the Dimension Code field, enter CUSTOMERGROUP.
3. In the Dimension Value Code field, enter SMALL.
4. In the Value Posting field, enter Same Code.
5. Click the next line.
6. In the Dimension Code field, enter DEPARTMENT.
7. In the Dimension Value Code field, enter SALES.
8. Click OK in the Default Dimensions-Multiple page.
9. From the Customers page, verify the default dimension settings on each customer account by clicking the Related Information menu, pointing to Customer and then to Dimensions, and then clicking Dimensions-Single.

![Image of Default Dimensions-Multiple page]

**FIGURE 5.7 DEFAULT DIMENSIONS ASSIGNED TO MULTIPLE CUSTOMER ACCOUNTS**

**Demonstration: Resolve Conflicting Default Dimensions**

If a default dimension is changed in an account that is assigned multiple default dimensions along with other accounts, this conflict is identified in the Default Dimensions-Multiple page.

**Scenario:** Phyllis, the accounting manager at CRONUS, sets up customer account 62000 with a winter sales campaign default dimension. Months after Phyllis sets up this default, Cassie, the accountant, opens the multiple dimensions for accounts 60000-62000 to set up summer sales campaign defaults.

**Steps: Resolve Conflicting Default Dimension**

Follow these steps to assign a conflicting default dimension value:

1. On the Financial Management page, click Receivables and then click Customers.
2. Locate and select customer 62000.
3. On the Related Information menu, point to Customer and then to Dimensions, and then click Dimensions-Single.
4. Click New or an empty line.
5. In the Dimension Code field, enter SALESCAMPAIGN.
6. In the Dimension Value Code field, enter WINTER.
7. Click **OK** to close the Default Dimensions page.
8. Highlight customer accounts 60000-62000.
9. On the **Related Information** menu, point to **Customer** and then to **Dimensions**, and then click **Dimensions-Multiple**. A dimension value conflict appears for SALESCAMPAIGN as indicated by the blank **Dimension Value Code** field.

![Default Dimensions-Multiple](image)

**FIGURE 5.8 NEW DEFAULT DIMENSION, SALESCAMPAIGN/WINTER, CONFLICTS WITH OTHER DEFAULT DIMENSIONS ASSIGNED AS MULTIPLE DEFAULT DIMENSIONS.**

**Scenario:** Cassie contacts Phyllis, who assures her that all sales campaigns for these accounts must be set to Summer.

Follow these steps to resolve the conflict by assigning SALESCAMPAIGN/SUMMER to all three customer accounts:

1. On the **Actions** menu, click **Edit List**.
2. For the Sales Campaign dimension, in the **Dimension Value Code** field, enter SUMMER. The new value is applied to all selected customers.
3. Click **OK** in the Default Dimensions-Multiple page.
4. Select customer account 62000.
5. On the **Related Information** menu, point to **Customer** and then to **Dimensions**, and then click **Dimensions-Single**.
6. Notice that the Sales Campaign is set to Summer.
7. Close the Default Dimensions page.
8. Review the Sales Campaign defaults for the customer accounts 60000 and 61000.

![Figure 5.9 Conflict Resolved by Assigning SalesCampaign/Summer to All Three Customers.]

FIGURE 5.9 CONFLICT RESOLVED BY ASSIGNING SALES CAMPAIGN/SUMMER TO ALL THREE CUSTOMERS.

Demonstration: Set Up Account Type Default Dimensions

The final level of managing default dimensions is to set up default dimensions for all accounts for a specific account type.

Scenario: To post all customer entries with a specific customer group dimension, rather than entering this dimension each time a new customer is created, Phyllis wants to set up the customer group dimension as the default account type for the entire customer table.

Steps: Set Up Account Type Default Dimensions

Follow these steps to set up all customers with a Customer Group default dimension:

1. On the Application Setup page, click Dimensions and then click Dimensions again.
2. Click the Customer Group dimension line.
3. On the Related Information menu, point to Dimension and click Account Type Default Dim.
4. In the Table ID field, enter 18, Customer.
5. In the Dimension Value Code field, enter MEDIUM.
6. In the **Value Posting** field, enter **Code Mandatory**.

![FIGURE 5.10 ACCOUNT TYPE DEFAULT DIMENSION DEFINED FOR CUSTOMERGROUP](image)

This setup ensures that a customer group dimension is specified when you are posting to customers.

**CAUTION**: Using the value posting rules **Code Mandatory** and **Same Code for G/L accounts** may cause problems in connection with automatic posting, such as VAT settlement posting.

To check if other default dimensions exist that conflict with the account type value posting rule just created, use the Check Value Posting function in the **Account Type Default Dim.** page.
Follow these steps to check for conflicting dimension values in table 18, Customer:

1. On the Actions menu, point to Functions and then click Check Value Posting.

![Figure 5.11: Checking for Conflicting Dimension Values in the Customer Table](image)

**FIGURE 5.11 CHECKING FOR CONFLICTING DIMENSION VALUES IN THE CUSTOMER TABLE**

2. Set a filter, such as CUSTOMERGROUP, if necessary.
3. Click Preview.

The Check Value Posting report appears, listing any customers that have dimension values other than the one defined in the Account Type Default Dim. page for the entire table. In this case, no conflicts exist.
Lab 5.3 - Assign Default Dimensions to a Single Account

The purpose of this lab is to reinforce your understanding of the process required to assign default dimensions to a single account.

Scenario

As the accounting manager at CRONUS, you are responsible for setting up default dimensions. You currently need to set up the following single default:

- Account number 8110 must always be posted with a Department dimension.
- The default value is Administration, but you want to allow users to override this with another non-blank value.

Access the Default Dimensions page from the Chart of Accounts page.

Challenge Yourself!

Set up the default dimension on G/L Account 8110 as specified in the scenario.

Need a Little Help?

1. Filter on G/L Account 8110.
2. Access the Default Dimensions page.
3. Set the Department dimension with the Administration value.
4. Set the Value Posting as noted in the scenario.

Step by Step

1. In the navigation pane, click the Financial Management department.
2. Click General Ledger and then click Chart of Accounts.
3. In the filter field, type 8110.
4. On the Related Information menu, point to Account and then to Dimensions, and then click Dimensions-Single.
5. In the Dimension Code field, enter DEPARTMENT.
6. In the Dimensions Value Code field, enter ADM.
7. In the Value Posting field, enter Code Mandatory.
8. Click OK to close the Default Dimensions page.
Lab 5.4 - Assign Default Dimensions to Multiple Accounts

The purpose of this lab is to reinforce your understanding of the process required to assign default dimensions to multiple accounts.

Scenario

CRONUS has three Canadian customers that need to be set up with new dimensions. The customers are:

- 01905893
- 01905899
- 01905902

Using multiple default dimensions, assign these customers to the North America area. This dimension must always be used for these customers.

In addition, since exhibitions are never marketed to the Canadian customers, the exhibition dimension is never used for them.

Challenge Yourself!

1. Select the three customers as stated in the scenario.
2. Assign the Area and Exhibition dimensions as stated in the scenario.

Need a Little Help?

1. Open the Customers page.
2. Highlight the three customers stated in the scenario.
3. Access the Default Dimensions-Multiple page.
4. Assign the Area dimension as stated in the scenario.
5. Assign the Exhibition dimension as stated in the scenario.

Step by Step

1. In the navigation pane, click the Financial Management department.
2. Click Receivables and then click Customers.
3. Locate and highlight customer numbers 01905893-01905902.
4. On the Related Information menu, point to Customer and then to Dimensions, and then click Dimensions-Multiple.
5. Click New.
6. In the Dimension Code field, enter AREA.
7. In the **Dimension Value Code** field, enter **70**.
8. In the **Value Posting** field, enter **Same Code**.
9. Click **New**.
10. In the **Dimension Code** field, enter **EXHIBITION**.
11. In the **Value Posting** field, enter **No Code**.
12. Click **OK** to close the **Default Dimensions-Multiple** page.
Lab 5.5 - Assign Vendor Account Type Default Dimensions

The purpose of this lab is to reinforce your understanding of the process required to assign vendor account type default dimensions.

Scenario

The finance department at CRONUS has noticed that the Department and Project dimensions have been missing on many of the purchase postings so it has been decided that all vendors must be set up with Department and Project dimensions.

To ensure that all transactions related to vendors are posted with department and projects, with no particular values, you are asked to set up the Vendor account type to accommodate this requirement.

Challenge Yourself!

1. Access the Department dimension and set up the vendor posting requirement.
2. Access the Project dimension and set up the vendor posting requirement.

Need a Little Help?

1. Access the Department dimension in the Dimensions page.
2. Access the Account Type Default Dim. page.
3. Set up the vendor posting requirement as stated in the scenario.
4. Close the Account Type Default Dim. page.
5. Access the Project dimension.
6. Access the Account Type Default Dim. page.
7. Set up the vendor posting requirement as stated in the scenario.

Step by Step

1. On the Application Setup page, click Dimensions and then click Dimensions again.
2. Select the Department dimension.
3. On the Related Information menu, point to Dimension and click Account Type Default Dim.
4. In the Table ID field, enter 23, Vendor.
5. In the Value Posting field, enter Code Mandatory.
6. Click OK to close the Account Type Default Dim. page.
7. Select the Project dimension.
8. On the Related Information menu, point to Dimension and click Account Type Default Dim.
9. In the Table ID field, enter 23, Vendor.
10. In the Value Posting field, enter Code Mandatory.
11. Click OK to close the Account Type Default Dim. page.

Default Dimension Priority

In Microsoft Dynamics NAV, conflicts between default dimension values for the same dimension can be resolved using default dimension priorities. These priorities determine which default dimensions are used based on the prioritization of the source account.

For example, if G/L accounts are given a higher priority than customer accounts, a conflict between the dimension values suggested for a customer account and the dimension values suggested for a G/L account are resolved in favor of the G/L account.

Default dimension conflicts can arise between:

- Accounts or account types in documents and journals
- Headers and lines in documents

By prioritizing account types in relation to each other, the program can resolve situations where dimension values are in conflict.

Additional Conflict Resolution Rules

When a conflict between default dimensions is not resolved by a defined priority, the following rules apply:

- If two accounts have conflicting dimension values for default dimensions and they have equal priority, or are of the same account type, the conflict is resolved in favor of the last entered account.
- Non-blank dimension values are normally prioritized higher than blank dimension values.
- If there is a conflict between the default dimension values set up on an individual account and those set up in an account table, the individual account default dimension value is prioritized. This occurs because default dimension values are normally set up on the individual accounts with a specific purpose. When a more general prioritization rule is needed, a default dimension value can be assigned to the entire table.
In regards to value posting rules, posting will not occur if there is a value posting conflict between dimension values, with or without priorities. For example:

- **With priorities:** If one account is prioritized to override another account, but the account with lower priority has a value posting option Same Code, posting will not occur.

- **Without priorities:** If a single journal line is entered and the dimensions for both accounts have conflicting value posting rules, for example, one account is Same Code and the other is No Code, posting will not occur.

**NOTE:** In journals, you can resolve conflicts by not using a balancing account and entering the balancing journal line on a separate line.

**Demonstration: Work with Default Dimension Priorities**

In this demonstration, a general journal is used to show how an entry works with and without using default dimension priorities.

**Scenario:** Cassie, the accountant at CRONUS, is using the Cash general journal to post an entry for customer 10000 for the amount of 100.00. Currently, there are no defined dimension priorities.

This particular journal is set up with the G/L Balancing Account 2910 (Cash) so only the customer needs to be entered. Therefore, in the absence of specific prioritization, the customer's default dimensions are prioritized when posting since it is the last account entered on the journal line.

**Steps: Prepare the General Journal Line**

Follow these steps to review default dimension priorities:

1. In the navigation pane, click the **Financial Management** department.
2. Click **General Ledger** and then click **General Journals**.
3. Ensure that CASH is selected in the **Batch Name** field.
4. In the **Posting Date** field, type 01/01/10.
5. In the **Account Type** field, enter **Customer**.
6. In the **Account No.** field, type 10000.
7. In the **Amount** field, type 100.

![GENERAL JOURNAL LINE PREPARED](image)

**FIGURE 5.12 GENERAL JOURNAL LINE PREPARED**

**Steps: Assign Default Dimensions to G/L Account**

Follow these steps to assign AREA 40 to the cash G/L account (2910):

1. On the **General Journal** page, in the **Bal. Account No.** field, click the drop-down arrow and then click **Advanced** to access the **G/L Account List** for the cash account (2910).
2. On the **Related Information** menu, point to **Account** and then click **Dimensions**.
3. In the **Dimension Code** field, enter **AREA**.
4. In the **Dimension Value Code** field, enter **40**.
5. In the **Value Posting** field, enter **Code Mandatory**.
6. Click **OK** to close the **Default Dimensions** and **G/L Account List** pages.

**Steps: Review the Assigned Default Dimension**

Follow these steps to review the default dimension assignment in the journal's test report:

1. On the **General Journal** page, on the **Account No.** field, click the drop-down arrow and then click **Advanced** to access the **Customer List**.
2. With customer 10000 selected, click the **Related Information** menu, point to **Customer** and then to **Dimensions**, and then click **Dimensions-Single**. Note that this customer is set up with Area 30 and Code Mandatory.
3. Close the **Default Dimensions** page.
4. Click OK to close the Customer List page and then press ENTER to update the journal line so that the last entered account is the customer.

5. On the Actions menu, point to Posting and then click Test Report.

6. On the Options FastTab, select the Show Dimensions check box.

7. Click Preview.

---

**FIGURE 5.13 TEST REPORT SHOWING THAT THE AREA DIMENSION CODE IS 30**

The Test Report shows that the Area code for the journal is 30. The last account entered was used to determine which Area dimension to use. Since Customer was the last account, Area 30 was selected.


**Scenario:** Based on the Test Report results, Cassie realizes that priorities need to be set. As of today, the G/L Account must always have first priority in general journals.

**Steps: Set a Default Dimension Priority and Review Result**

Follow these steps to set the dimension priority:

1. On the Application Setup page, click Dimensions and then click Default Dimension Priorities.
2. In the Source Code field, enter GENJNL.
3. In the Table ID field, enter 15, G/L Account.
4. Click OK.
5. In the Priority field, type 1. This represents the highest priority.
6. Click OK to close the Default Dimension Priorities page.
7. Open the **General Journal** page again.
8. In the **Account No.** field, type 10000 and then press ENTER to update the journal line so that the last entered account is the customer.
9. On the **Actions** menu, point to **Posting** and then click **Test Report**.
10. On the **Options** FastTab, select the **Show Dimensions** check box.
11. Click **Preview**.

FIGURE 5.14 TEST REPORT SHOWING THAT THE AREA DIMENSION CODE IS 40 DUE TO G/L ACCOUNT PRIORITY

The Test Report shows that the Area code for the journal is 40. The prioritization of the G/L Account was used to determine which Area dimension to use. Since G/L Account 2910 uses Area 40, Area 40 was selected.

12. Close the **Print Preview** and **General Journal** pages.
Default Dimension Priority, Part 1

1. An entry is made in a general journal using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L Account 8210, with the Department of ADM and Same Code.

The journal batch is set up with G/L Balancing Account 8210 and there are no default dimension priorities defined. When the vendor is entered in the Account No. field, which Department dimension is used on the line?

Default Dimension Priority, Part 2

2. In the same scenario used in Default Dimension Priority, Part 1, if a default dimension priority was set up on general journals with Vendors at a level 2 and G/L Accounts at a level 1, which Department dimension is used?
Summary

Dimensions are an integral aspect of Microsoft Dynamics NAV and are used throughout the product. The ability to set up the various types of dimensions and dimension values help companies tailor their reporting needs to their business, and through the use of dimension defaults, combinations, and priorities, companies can retain control of how dimension entries are posted.

Setting up and using dimensions properly initially assists in achieving better financial analysis results later.
Test Your Knowledge

Test your knowledge with the following questions.

1. How can default dimension conflicts be identified and/or resolved? (Select all that apply)
   - ( ) Check Value Posting function
   - ( ) Dimension Value Conflict function
   - ( ) Dimensions-Multiple page
   - ( ) Default Dimension Priorities

2. Which value posting rules may cause automatic posting problems when used on G/L Accounts? (Select all that apply)
   - ( ) All Codes
   - ( ) No Code
   - ( ) Code Mandatory
   - ( ) Same Code

3. Which default dimension setup is used to ensure that all items (new or old) are posted with a global dimension requirement?
   - ( ) Posting Group
   - ( ) Account Type
   - ( ) Multiple
   - ( ) Single

4. Which dimension combination restriction option is used to define dimension value combinations?
   - ( ) All
   - ( ) Blank
   - ( ) Blocked
   - ( ) Limited

5. When are consolidation codes used on dimensions?
   - ( ) Only when a company's dimensions are transferred to the consolidated company during the consolidation process
   - ( ) Each time a dimension is set up
   - ( ) On all dimension values
   - ( ) Only when the entire company, including dimensions, are transferred to the consolidated company during the consolidation process
6. In a dimension value hierarchy, which of the following dimension value types can you post to? (Select all that apply)
   - ( ) Total
   - ( ) End-Total
   - ( ) Standard
   - ( ) Begin-Total

7. What are the three levels of default dimensions?
   - ( ) Account Type
   - ( ) Single
   - ( ) Multiple
   - ( ) Posting Group
Quick Interaction: Lessons Learned

Take a moment and write down three key points you have learned from this chapter

1.

2.

3.
Solutions

Test Your Knowledge

Categorize the following items based on the dimension type.

1. Categories (Dimension Type):
   1. Global Dimensions
   2. Shortcut Dimensions
   3. Budget Dimensions

   ____  Item 1: Used as shortcut dimensions 1 and 2 on document headers and entry lines.

   ____  Item 2: Used as filters for G/L entries, reports, account schedules, and batch jobs.

   ____  Item 3: Four are available.

   ____  Item 4: Used to enter dimensions directly in journals and sales and purchase document lines.

   ____  Item 5: Two are available.

   ____  Item 6: Eight are available.

Default Dimension Priority, Part 1

1. An entry is made in a general journal using the following accounts: Vendor 20000, with the Department of SALES and Code Mandatory, and G/L Account 8210, with the Department of ADM and Same Code.

   The journal batch is set up with G/L Balancing Account 8210 and there are no default dimension priorities defined. When the vendor is entered in the Account No. field, which Department dimension is used on the line?

   MODEL ANSWER: The Department dimension used is SALES because the Vendor was the last account entered. Value Posting rules do not override this rule, however, this journal line will not post because there is a value posting conflict.
Default Dimension Priority, Part 2

2. In the same scenario used in Default Dimension Priority, Part 1, if a default dimension priority was set up on general journals with Vendors at a level 2 and G/L Accounts at a level 1, which Department dimension is used?

MODEL ANSWER: The Department dimension used is ADM because G/L Accounts are the priority.

Test Your Knowledge

1. How can default dimension conflicts be identified and/or resolved? (Select all that apply)
   - (√) Check Value Posting function
   - ( ) Dimension Value Conflict function
   - (√) Dimensions-Multiple page
   - (√) Default Dimension Priorities

2. Which value posting rules may cause automatic posting problems when used on G/L Accounts? (Select all that apply)
   - ( ) All Codes
   - ( ) No Code
   - (√) Code Mandatory
   - (√) Same Code

3. Which default dimension setup is used to ensure that all items (new or old) are posted with a global dimension requirement?
   - ( ) Posting Group
   - (●) Account Type
   - ( ) Multiple
   - ( ) Single

4. Which dimension combination restriction option is used to define dimension value combinations?
   - ( ) All
   - ( ) Blank
   - ( ) Blocked
   - (●) Limited
5. When are consolidation codes used on dimensions?
   ( ) Only when a company's dimensions are transferred to the consolidated company during the consolidation process
   ( ) Each time a dimension is set up
   ( ) On all dimension values
   (●) Only when the entire company, including dimensions, are transferred to the consolidated company during the consolidation process

6. In a dimension value hierarchy, which of the following dimension value types can you post to? (Select all that apply)
   ( ) Total
   ( ) End-Total
   (√) Standard
   (√) Begin-Total

7. What are the three levels of default dimensions?
   (√) Account Type
   (√) Single
   (√) Multiple
   ( ) Posting Group