Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part two

Created by	:	Skorkovský
Date	:	4.3.2013
Reason	:	Concise instrument helping in tuition and study- Purchase order

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Date	:	13.10.2010
Reason	:	Concise instrument helping in tuition and study

1. Customer Card (more in detail- especially Balance, Payment, languages and currencies). Customer ledger entry .Use of the statistics by using F9

2. Item Card (more in detail- especially Inventory Balance, Basic Unit of Measure, calculation fields on the Gen tab, Minimum –Safety stock, Item by Location, availability by period- basics ....Using statistics by using F9.

3. Show similarity Customer-Vendor, Purchase order creation

   3.1. Header –F3 – number of the document
   3.2. F6->find a chosen Vendor – enter
   3.3. Data transferred from vendor Card (table) to Purchase Header structure- see right part of the header window (form)
   3.4. Move cursor to lines- see type of the line, choose Item by F6 (using filter *@blue*).
   3.5. Be careful ,that location (stock location will be chosen as a blue)
   3.6. Enter quantity of the item
   3.7. See right part of the window (form) – information about availability and so on
   3.8. Print created document (preview)
   3.9. See statistics using F9
   3.10. Mind you automatically created VAT entries
   3.11. Post by using F11

4. Go to History (Purchase menu) and find there posted orders (invoices) – show : document.

5. From posted document go from the header from field Vendor number by using F6 to Vendor card and by using Ctrl-F5 see posted Vendor entries. ESC

6. From posted Invoice line from the field Item go by using F6 and Shift-F5 to Item card and then by using Ctrl-F5 go to Item entries and see relevant entries created by posting purchase order.

7. Go to General Ledger and find Journal, tutor will show you how to see posted General Ledger Entries and VAT Entries.

8. From posted General Ledger Entries go from field Account number to chart of account to see the name and type of the account.