Introduction to MS Dynamics NAV III. (Purchase Order)

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Basic source tables I.(purchase)

• Vendor

- Balance
- General Posting group (we will go over it later in this course in section General Ledger setup)
- VAT Posting Group (we will go over it later in this course in section General Ledger setup)
- Vendor Posting Group (we will go over it later in this course in section General Ledger setup)
- Purchaser
- Pay to Vendor
- Payment Term Code
- Location Code (Inventory)
- Currency Code
- Language Code

🗐 20000 AR Day Property Management - Vendor Card	🗊 20000 AR Day Property Management - Vendor Card
General Communication Invoicing Payments Receiving Foreign Trade	General Communication Invoicing Payments Receiving Foreign Trade
No 2000 Image: Construction of the second s	Pay-to Vendor No Gen. Bus. Posting Group . NATIONAL VAT Bus. Posting Group . NATIONAL Vendor Posting Group DOMESTIC Invoice Disc. Code 20000 Prices Including VAT Prepayment % 0
Contact Mr. Frank Lee Vendor Vendor Functions Help	Vendor

🗐 20000 AR Day Property Management - Vendor Card	🗐 20000 AR Day Property Management - Vendor Card
General Communication Invoicing Payments Receiving Foreign Trade Application Method Apply to Oldest Our Account No	General Communication Invoicing Payments Receiving Foreign Trade Location Code

Basic information- some of them - buttons (purchases)

Relence III VI

	. 💷 2	20000 AR Da	ay Property Management - Vendor	Ite 🗖 🖻 🖾	
	•	Item No.	Vendor Item No.	Lead Tim	
		1900-S	1	1W 🔺	
Vendor Purchases Functions Help		1924-W	2	2W	
Items		1936-S	3	3D	
Invoice Discounts					
Prices					
Line Discounts					
Prepayment Percentages				-	
Std. Vend. Purchase Codes			[Vendor I	Help	
Quotes					
Blanket Orders				V	
Orders		0000 AR Day	/ Property Management Item 1900	-S - Purchase Prices	
Return Orders		ndor No. Filte	er 20000 🗈	Item No. Filter	
Item Tracking Entries				Starting Date Filter	
		Vendor No.	Item No. Unit of Me Minimum	Qua Direct Unit Cost Starting D End	ing Date
	•	20000	1900-S	10,00 260,00	
		20000) 1900-S	20,00 240,00	
Ŕ	List o	of D	O (if any)		
		JI F			

Basic source tables II.(purchase

• Item

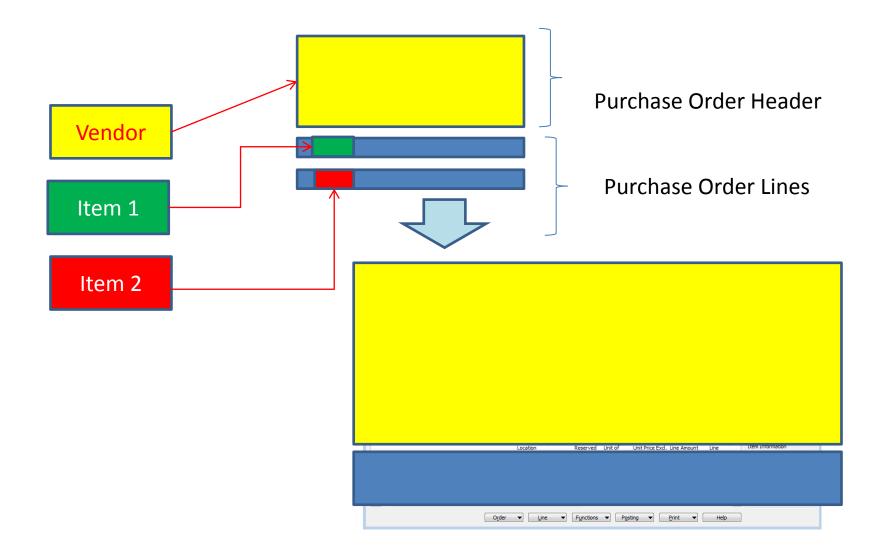
- Number
- Basic Unit of Measure
- Item Category Code
- Product Group Code
- Inventory
- Quantity of this item on diverse types of document
- Costing method
- Unit Cost
- General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- VAT Production Posting Group (we will go over it later in this course in section General Ledger setup and Inevntory Costing)
- Inventory Posting (we will go over it later in this course in section General Ledger setup and (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Allow Invoice Discount
- Replenishment System and Vendor Number (for purchase= Purchase)
- Reordering Policy (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Safety Stock Quantity and Reordering point (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Item Tracking Code (if applied)

Item card

🛅 1906-S ATHENS Mobile Pedestal - Item Card	
General Invoicing Replenishment Planning Foreign Trade It	em Tracking E-Commerce Warehouse
No	Search Description ATHENS MOBILE
Description ATHENS Mobile Pedestal	Inventory
Base Unit of Measure PCS	Qty. on Purch. Order 50
Bill of Materials	Qty. on Prod. Orde 0
Shelf No	Qty. on Component Lines 0
Automatic Ext. Texts	Qty. on Sales Order 34
Created From Nonstoc	Qty. on Service Order 0
Item Category Code	Service Item Group
Product Group Code	Blocked
Test	Last Date Modified 18.09.14
	Sales ▼ Purchases ▼ Functions ▼ Help

Some basic information related to the button Item will be presented on-line during tuition

Purchase Order



How to create a simple Purchase Order

- Purchase menu
- Order Processing->Orders
- F3 to create new document- by confirming by use of ENTER a new and unique document number is created
- Look-up by use of F6 from the field Vendor
- Chosen Vendor must be confirmed by one click on the key Enter
- Lines->Type Item->from the field No. By use of F6 pick your chosen item ->ENTER to confirm your choice
- Enter stock location **BLUE** and specify Quantity of the Item
- See Statistics of this document by F9
- Button Print->Order Confirmation->Preview
- Post it by use of F11
- Make a choice (for this first simple purchase order model)

Purchase Order

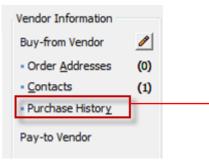
🇰 106036 CoolWood Technologies - Purchase Order		
General Invoicing Shipping Foreign Trade E-Commerce Prep	payment	Vendor Information
No 106036 Buy-from Vendor No. 30000 Buy-from Contact No. CT000068 Buy-from Vendor Name CoolWood Technologies Buy-from Address 33 Hitech Drive Buy-from Post Code/City PO7 2HI Buy-from Contact Mr. Richard Bready No. of Archived Versions. 0	Posting Date 11.12.13 Order Date 11.12.13 Document Date 11.12.13 Quote No. 11.12.13 Vendor Order No. 11.12.13 Vendor Shipment No. 11.12.13 Vendor Invoice No. 11.12.13 Order Address Code. 11.12.13 Purchaser Code. RL Purchaser Code. 11.12.13 Assigned User ID 11.12.13 Status Open	Buy-from Vendor ✓ • Order Addresses (0) • Contacts (1) • Purchase History Pay-to Vendor
Description Location Quantity Reser	rved Unit of M Direct Uni Line Amount E Line Qty. to	Item Information
Solar panel ANTWERP BLUE 10	PCS 100,00 1 000,00	• Ite <u>m</u> Card
CHAMONIX Base Storage Unit BLUE 20	PCS 81,60 1 632,00	• Availa <u>b</u> ility (21)
		Purchase Prices (0)
		• Purchase Line Di (0)
	Functions ▼ Posting ▼ Print Help	

Item availability

Item Information	
- Ite <u>m</u> Card	Ø
- Availa <u>b</u> ility	(21)
 Purchase Prices 	(0)
Purchase Line <u>D</u> i	(0)

ocation Filter .	BLUE		Varia	nt Filter	••••		١
Period Start	Period Name	Gross Re	Schedule	Planned	Projected	Planned	
01.06.13	June	0	0	0	1	0	
01.07.13	July	0	0	0	1	0	
01.08.13	August	0	0	0	1	0	
01.09.13	September	0	0	0	1	0	
01.10.13	October	0	0	0	1	0	
01.11.13	November	0	0	0	1	0	
• 01.12.13	December	0	20	0	21	0	
01.01.14	January	0	0	0	21	0	
01.02.14	February	0	0	0	21	0	
01.03.14	March	0	0	0	21	0	
01.04.14	April	0	0	0	21	0	
01.05.14	May	0	0	0	21	0	

History



		Do	cument	. T	No.	Description		Unit of M	Quantity	Line	
 <u>Q</u>uotes 	(0)										
Blanket Orders	(0)										
Orders	(5)										
Invoices	(0)										
<u>R</u> eturn Orders	(0)										
Credit Memos	(0)										Ξ
Posted Receipts	(4)										
Posted Invoices	(4)										
Posted Return	(1)										
Posted Cr. Me	(1)										-
Archived Orders	(0)										Ŧ

Quotes	(0)	Document.	T	Description		Unit of M	Quantity	Line	
		10702	1 I	PARIS Guest Chair, black		PCS	160		~
<u>B</u> lanket Orders	(0)	10702	6 I	INNSBRUCK Storage Unit/G.Door		PCS	8		
Orders	(5)			INNSBRUCK Storage Unit/G.Door		PCS	9		
Invoices	(0)			MEXICO Swivel Chair, black		PCS	2		
Return Orders	(0)	10703	8 I	MEXICO Swivel Chair, black		PCS	23		
Cre <u>d</u> it Memos	(0)								
Posted Receipts	(4)								
Posted Invoices	(4)								
Posted Return	(1)								
Posted Cr. <u>M</u> e	(1)								
Archived Orders	(0)								-
					Copy to Doc	Sho		Help	
					Cop <u>T</u> to bottim			e.p	_

You can see chosen document

Purchase Order confirmation (preview)

Order Page 1

Order No.

Total GBP Incl. VAT

CoolWood Technologies Mr. Richard Bready 33 Hitech Drive Portsmouth, PO7 2HI Great Britain	5 The Ring Westminster				
	Phone No. Fax No. VAT Reg. No. Giro No. Bank Account No.	0666-666-666 0666-666-666 GB77777777 888-9999 World Wide Ba 99-99-888			
Buy-from Vendor No. 30000	11. December	2013			

VAT Registration No. 697528465 Purchaser Richard Lum

Prices Including VAT No Allow

0666-666-6666 0666-666-6660 GB777777777 888-9999 World Wide Bank 99-99-888

106036

3 290,00

No.	Description	Quantity	Unit of Meas	Direct Unit Disc. Cost %	Invoice Disc.	VAT Identifier	Amount
1920-S	Solar panel ANTWERP	10	Piece	100,00	Yes	VAT25	1 000,00
1924-W	CHAMONIX Base Storage Unit	20	Piece	81,60	Yes	VAT25	1 632,00
				Total GBP	Excl. VA	т	2 632,00
				25% VAT			658,00

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	2 632,00	2 632,00	0,00	2 632,00	658,00
Total		2 632,00	2 632,00	0,00	2 632,00	658,00

Payment Terms Current Month Shipment Method Cost Insurance and Freight

Ship-to Address

CRONUS International Ltd. 5 The Ring Westminster London, W2 8HG Great Britain

General Invoicing Shipping Foreign Trade E-Commerce Pre	payment
No 106036 📖 🥒	Posting Date 11.12.13
Buy-from Vendor No 30000 🗈	Order Date
Buy-from Contact No CT000068	Document Date 11.12.13
Buy-from Vendor Name . CoolWood Technologies	Quote No
Buy-from Address 33 Hitech Drive	Vendor Order No
Buy-from Address 2	Vendor Shipment No.
Buy-from Post Code/City PO7 2HI 🕥 Portsmouth 🍙	
Buy-from Contact Mr. Richard Bready	Order Address Code.
No. of Archived Versions.	Purchaser Code RL 🕥
	Responsibility Center
	Assigned User ID
	Status Open

	Description	Location	Quantity	Reserved	Unit of M	Direct Uni	Line Amount E	Line	Qty. to R	Quantity	Qty. 1	
	Solar panel ANTWERP	BLUE	10		PCS	100,00	1 000,00		10			*
►	CHAMONIX Base Storage Unit	BLUE	20		PCS	81,60	1 632,00		20			
			Micro	osoft Dynam	nics NA	22						
\vdash				Receiv	/e							
F				 <u>I</u> nvoic			This form com		en by F11 ey for pos		6	
F				Received in the second seco	ve <u>a</u> nd Invoid	e						
				ОК	Cance							
							See	next	slide			
								1				

Posted Purchase Invoice and Receipt

Microsoft Dynamics NAV Classic	
Order 106036 -> Invoice 108038	
Posting lines	. 2
Posting purchases and VAT	. 1
Posting to vendors	. 1
Posting to bal. account	
[Cancel

Purchase	
🕀 🔁 Planning	2
🖶 🫅 Order Proces	sing
🗄 🛅 Inventory &	Costing
🙃 🧰 Analysis & R	eporting
🖻 🗁 History	
- 💷 Purchase	Quote Archive
- 📼 Purchase	Order Archive
- 📼 Purchase	Return Order Archives
- 📼 Posted In	voices
Posted Re	eturn Shipments
- 📼 Posted Ci	redit Memos
- 📼 Posted Re	eceipts
- 📼 G/L Regis	ters
- 💷 Item Trac	ing
🕀 🧰 Setup	

No	Posting Date 11.12.13 Document Date 11.12.13
Buy-from Vendor No 30000 Buy-from Contact No CT000068 Buy-from Vendor Name . CoolWood Technologies Buy-from Address 33 Hitech Drive Buy-from Address 2 Buy-from Address 2	Quote No. Image: Second s
Buy-from Post Code/City PO7 2HI Portsmouth	Vendor Order No IN_007 Order Address Code IN_007
Buy-from Contact Mr. Richard Bready	
	Purchaser Code RL Responsibility Center
Buy-from Contact Mr. Richard Bready No. Printed 0 T No.	Purchaser Code RL

Direct "jump"to the Item card from Posted Invoice (F6)

	T	No.	Description	Quantity	Unit of M	Direct Uni	Unit Price (LCY)	Line Amount E Lin
•	I	1920-S	Solar panel ANTWERP	10	PCS	100,00	420,40	1 000,00
	I	1924-W	CHAMONIX Base Storage Unit	20	PCS	81,60	136,40	1 632,00
		•						
	1	F6						

Posted Purchase Invoice Lines

			S	hift-F	5	See	e next s	slide
					100		192,00	
		928-W	ST.MORITZ Storage Unit/Drawers	·	PCS	~	192,00	342,10
		924-W 928-S	CHAMONIX Base Storage Unit Panel cable sling AMSTERDAM	·	PCS PCS	~	81,60 26,41	136,40 35,60
Ч		920-S	Solar panel ANTWERP		PCS	~	293,35862	420,40
Г	-	3 800	LONDON Swivel Chair, blue		PCS	~	91,61112	123,30
		906-S	ATHENS Mobile Pedestal		PCS	~	209,38917	281,40
	19	900-S	PARIS Guest Chair, black		PCS	~	95,23368	125,10
	18	896-S	ATHENS Desk		PCS	~	481,46945	649,40

Item card and its entries (Ctrl-F5)

1908-S LONDON Swivel Chair, blue -	Item Card			
General Invoicing Replenishment P	lanning Foreign Trade It	em Tracking E-Commerce	Warehouse	
No 1908-S		Search Description	LONDON SWIVEL	
Description LONDON Swiv	el Chair, blue	Inventory	304	
Base Unit of Measure PCS		Qty. on Purch. Order	50	
Bill of Materials		Qty. on Prod. Order	0	
Shelf No		Qty. on Component Lines	0	
Automatic Ext. Texts		Qty. on Sales Order	138	
Created From Nonstoc		Qty. on Service Order	0	
Item Category Code	۲	Service Item Group	٦	
Product Group Code		Blocked		
Test		Last Date Modified	11.12.10	
Ctrl-F5	Item 🔻	Sales V Purch	ases 💌 Functions 🔻	r Help

Item 1908-S LONDON Swivel Chair, blue - Item Ledger Entries

	osting ate	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity			Sales Amount (Actual)		Cost Amount (Non-Invtbl.)	Op
•	31.12.11	Positiv		START	1908-S	3	BLUE	234	234	233	0,00	21 363,03	0,00)
	31.12.11	Positive A		START	1908-S		RED	5	5	4	0,00	456,48	0,00)
	31.12.11	Positive A		START	1908-S		GREEN	47	47	37	0,00	4 290,86	0,00)
	23.01.12	Sale	Sales Shipment	102022	1908-S		RED	-1	. 0	0	0,00	0,00	0,00)
	26.01.12	Transfer	Transfer Shipment	108002	1908-S		GREEN	-10	-10	0	0,00	-912,95	0,00)
	26.01.12	Transfer	Transfer Shipment	108002	1908-S		OWN LOG.	10	10	0	0,00	912,95	0,00)
	26.01.12	Transfer	Transfer Receipt	109001	1908-S		OWN LOG.	-10	-10	0	0,00	-912,95	0,00)
	26.01.12	Transfer	Transfer Receipt	109001	1908-S		RED	10	10	10	0,00	912,95	0,00)
	23.01.12	Purchase	Purchase Receipt	107028	1908-S	LONDON Kontorstol, blć	GREEN	20	•					-
Т	11.12.13	Sale	Sales Shipment	102055	1908-S		BLUE	-1	-1	0	123,30	-91,29	0,00	5

Item card and its entries

General	Invoicing	Replenishment	Planning	Foreign Trade	Item Tracking	E-Commerce	Warehouse]
No		<u>1920-S</u>		/	Search Des	cription	SOLAR PANEL	AN
Descripti	on	Solar pane	ANTWERP		Inventory.			106
Base Uni	t of Measure	ePCS	٦		Qty. on Pu	rch. Order		0
Bill of Ma	terials	🗌			Qty. on Pro	od. Order		0
Shelf No.		D6			Qty. on Co	mponent Lines		0
Automat	ic Ext. Texts	s 🗖			Qty. on Sa	les Order		9
Created	From Nonsto	oc			Qty. on Se	rvice Order		0
Item Cat	egory Code				Service Ite	m Group		۲
Product	Group Code		•		Blocked			
т	est				Last Date N	Modified	10	. 12. 13
T	est				Last Date N	Modified	10	. 12. 13



osting ate	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity		Remaining Quantity	Sales Amount (Actual)
11.12.13	Purchase	Purchase R	107039	1920-S		BLUE	10	10	10	0,
13.01.12	Sale	Sales Shipm	102009	1920-S		GREEN	-2	-2	- 0	840,
12.01.12	Sale	Sales Shipm	102007	1920-S		RED	-2	0	0	0,
17.01.12	Sale	Sales Shipm	102014	1920-S		RED	-1	0	0	0,
22.01.12	Sale	Sales Shipm	102020	1920-S		RED	-1	0	0	0,
26.01.12	Sale	Sales Shipm	102028	1920-S		RED	-1	0	0	0,
31, 12, 11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,
31, 12, 11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,
31, 12, 11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,
03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,

Item card and its entries

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106
0
0
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). 12. 13



osting ate	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity		Remaining Quantity	Sales Amount (Actual)
11.12.13	Purchase	Purchase R	107039	1920-S		BLUE	10	10	10	0,
13.01.12	Sale	Sales Shipm	102009	1920-S		GREEN	-2	-2	- 0	840,
12.01.12	Sale	Sales Shipm	102007	1920-S		RED	-2	0	0	0,
17.01.12	Sale	Sales Shipm	102014	1920-S		RED	-1	0	0	0,
22.01.12	Sale	Sales Shipm	102020	1920-S		RED	-1	0	0	0,
26.01.12	Sale	Sales Shipm	102028	1920-S		RED	-1	0	0	0,
31, 12, 11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,
31, 12, 11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,
31, 12, 11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,
03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,

Vendor Card and its entries (Ctrl-F5)

General Communication Invoicing Payments Receiving Forei No	Search Name COOLWOOD TEC Balance (LCY)		
Contact Mr. Richard Bready			
Posting D Document Type Docum	en External Vendor No. Description	Curre Original Amount	Amount Remaining Am

Posting D	Document Type	Documen	External	Vendor No.	Description	Curre Original Amount	Amount	Remaining Am D
31, 12, 11	Invoice	12388	12388	30000	Opening Entries, Vendors	-105 952,82	-105 952,82	-105 952,82
12.01.12	Credit Memo	109001	KR95-02	30000	Credit Memo 109001	35 430,00	35 430,00	35 430,00
15.01.12	Invoice	108021	. 563	30000	Order 106005	-19 500,00	-19 500,00	-19 500,00
26.01.12	Invoice	108026	599	30000	Order 106008	-3 638,00	-3 638,00	-3 638,00
11.12.13	Invoice	108036	SSSS	30000	Order 106033	-250,00	-250,00	-250,00
11.12.13	Invoice	108037	3123	30000	Order 106034	-2 875,00	-2 875,00	-2 875,00
11.12.13	Invoice	108038	IN_007	30000	Order 106036	-3 290,00	-3 290,00	-3 290,00
S								

Impacts to G/L

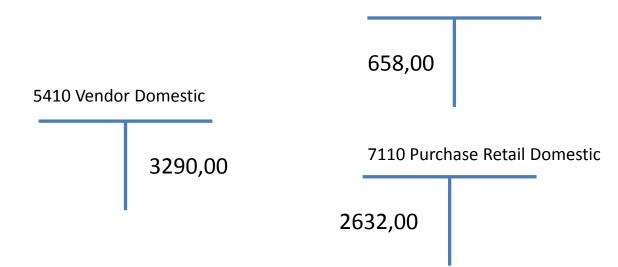
🛿 General Ledger	192	20.03.14	GENJNL	DEFAULT	3160	3161	916	915
	194	18.09.14	GENJNL	DEFAULT	3164	3165	916	915
	194	18.09.14	GENJNL	DEFAULT	3164	3165	916	915
	195	18.09.14	INVTPCOST		3166	3167	916	915
- 🔁 Analysis & Reporting	197	18.09.14	INVTPCOST		3171	3172	917	916
Intercompany Postings	197	18.09.14	INVTPCOST		3171	3172	917	916
Reports	198	18.09.14	INVTPCOST		3173	3184	917	916
History	200	26.09.14	PURCHASES		3189	3191	917	917
Navigate								

Register Functions Help General Ledger Customer Ledger Bank Account Ledger Fixed Asset Ledger Maintenance Ledger VAT Entries Item Ledger Relation

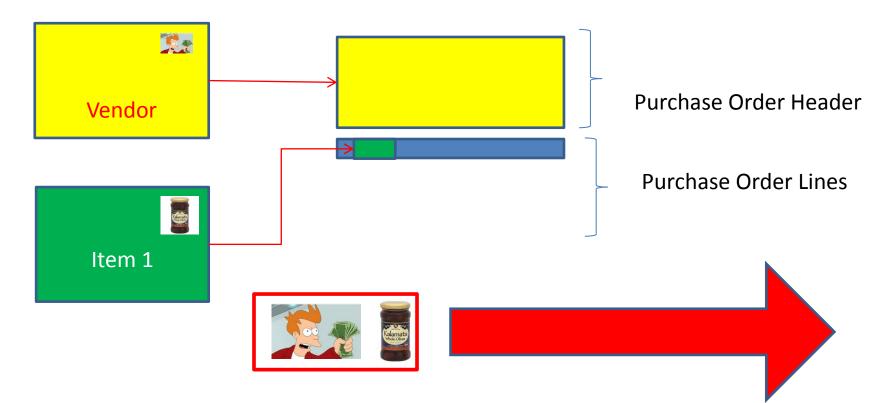
Impacts to G/L (General Ledger Entries)

	-		. Document			Ρ.		B	G			Bal.	
	Date		. No.		Description							Account No.	
Þ	11.12.13				Order 106036	Р.	••	N	R				3189
_	11.12.13				Order 106036					658,00			3190
	11.12.13	I	. 108038	5410	Order 106036					-3 290,00	G.,		319

5630 Purchase VAT 25%



Posting Groups



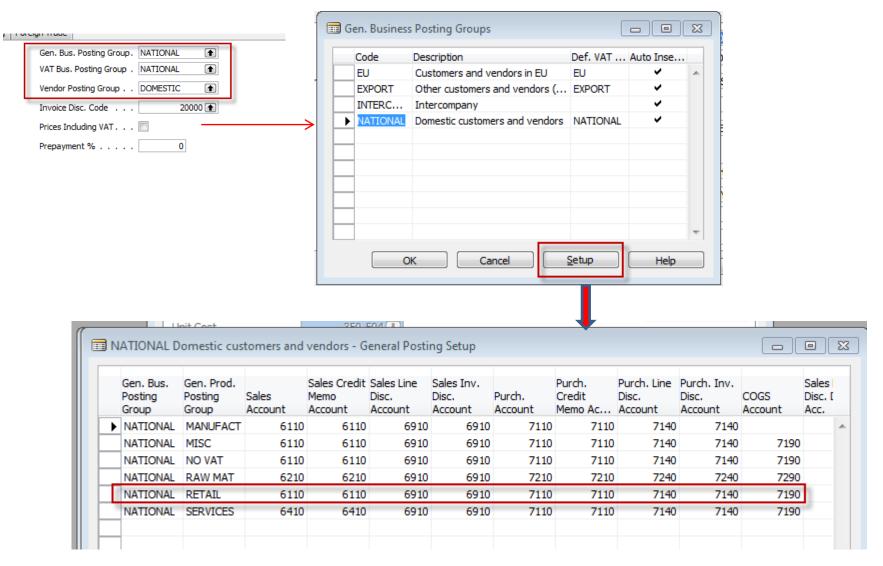


= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

Posting Groups



End of the section III.

