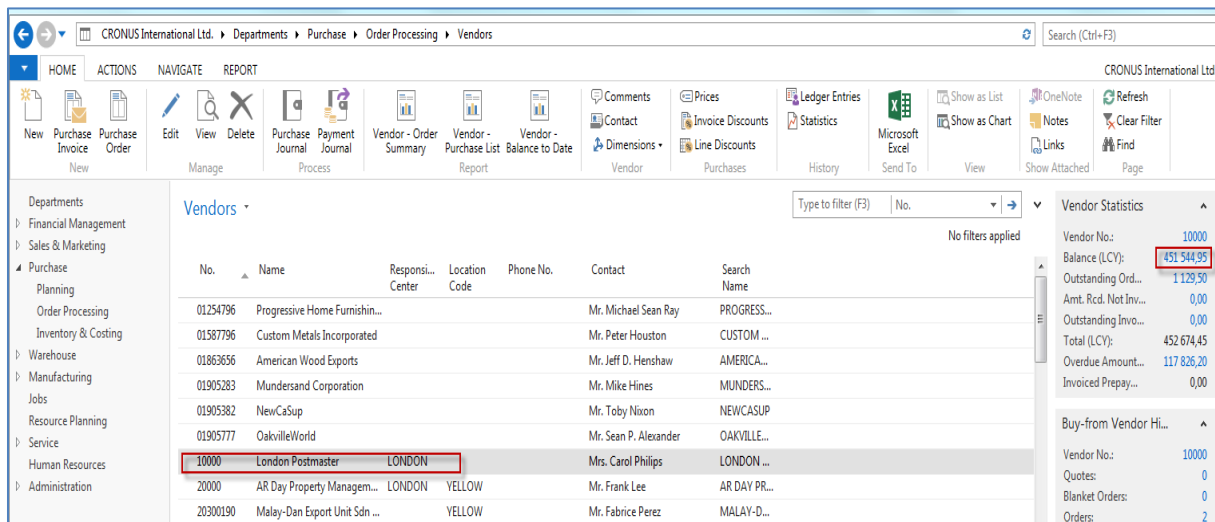


Simple scenario Purchase Order MS Dynamics NAV 2018w1

- Created by : Jaromír Skorkovský
- Date : 21.10.2020
- Reason : Orientation in the MS Dynamics NAV 2018. Material helping to understand basic purchase principles
- For : **MPH_AOPR**,
[BPH_PIS1 and MPH_RIOP for summer term 2019 \(if required\)](#)
- Used database : MS Dynamics NAV 2018 W1 (British one) – RTS (role tailored client)
MS Dynamics NAV 2018 Czech – RTS
- Used abbreviations : Q=question, G/L=General Ledger, Simple Scenario = SS,
PWP=Power-Point. PO-Purchase Order
- Accompanying material: Introduction MS Dynamics Purchase NAV RTC 20201021

This material is very useful for better understanding of Purchase Order creation.

1. Go to menu **Departments** (down the menu) - **>Purchase - > Order Processing** (main part of the screen) -**>List->Vendors**. You will see the list of all Vendors used in our ERP system



The screenshot shows the 'Vendors' list in MS Dynamics NAV 2018. The interface includes a navigation pane on the left, a main table of vendors, and a 'Vendor Statistics' pane on the right. The 'London Postmaster' vendor record is highlighted in red. The 'Vendor Statistics' for this vendor are also visible on the right.

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name
01254796	Progressive Home Furnishin...				Mr. Michael Sean Ray	PROGRESS...
01587796	Custom Metals Incorporated				Mr. Peter Houston	CUSTOM ...
01863656	American Wood Exports				Mr. Jeff D. Henshaw	AMERICA...
01905283	Mundersand Corporation				Mr. Mike Hines	MUNDERS...
01905382	NewCaSup				Mr. Toby Nixon	NEWCASUP
01905777	OakvilleWorld				Mr. Sean P. Alexander	OAKVILLE...
10000	London Postmaster	LONDON			Mrs. Carol Philips	LONDON ...
20000	AR Day Property Managem...	LONDON	YELLOW		Mr. Frank Lee	AR DAY PR...
20300190	Malay-Dan Export Unit Sdn ...		YELLOW		Mr. Fabrice Perez	MALAY-D...

Vendor Statistics for 10000:

- Vendor No.: 10000
- Balance (LCY): 451,544.95
- Outstanding Ord...: 1,129.50
- Amt. Rcd. Not Inv...: 0.00
- Outstanding Invo...: 0.00
- Total (LCY): 452,674.45
- Overdue Amount...: 117,826.20
- Invoiced Prepay...: 0.00

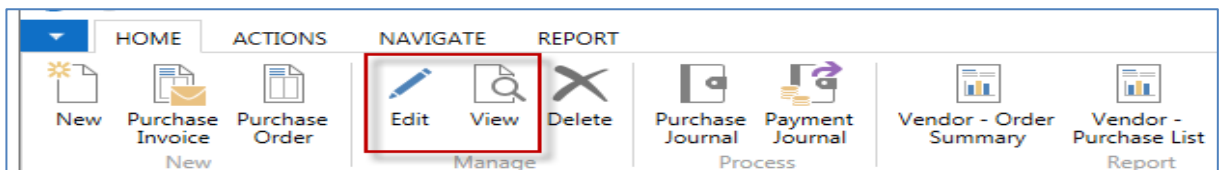
2. You can move up and down cursor by arrows or even mouse clicks. To go to the first Vendor record, you can use Ctrl-Home and vice-versa to the end of the list by Ctrl-End. These rules are valid for all kinds of the list in the ERP system
3. You see on the left-hand side Vendor statistics (Balance and other fields)

4. Click on figure Balance, and you will see all document already issued by all users

Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Due Date
31.12.2018	Invoice	5578	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	18.1.2019
31.12.2018	Invoice	5672	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	19.1.2019
2.1.2019	Invoice	108026	23047	10000	Order 106002	-8 132,00	-8 132,00	-8 132,00	-8 132,00	31.1.2019
5.1.2019	Invoice	108027	23587	10000	Order 106003	-8 245,76	-8 245,76	-8 245,76	-8 245,76	31.1.2019
16.1.2019	Invoice	108031	24521	10000	Order 106006	-15 846,00	-15 846,00	-15 846,00	-15 846,00	31.1.2019
24.1.2019	Invoice	108036	B1	10000	Order 106024	-1 218,75	-1 218,75	-1 218,75	-1 218,75	31.1.2019
1.3.2019	Invoice	108041	20190201	10000	Order 106025	-2 250,00	-2 250,00	-2 250,00	-2 250,00	31.3.2019
1.4.2019	Invoice	108042	20190401	10000	Order 106027	-5 250,00	-5 250,00	-5 250,00	-5 250,00	30.4.2019
1.4.2019	Invoice	108043	MIKI_0987654	10000	Invoice 1005	-1 468,75	-1 468,75	-1 468,75	-1 468,75	30.4.2019
1.4.2019	Invoice	108045	MIKI776	10000	Order 106029	-250 000,00	-250 000,00	-250 000,00	-250 000,00	30.4.2019
1.4.2019	Invoice	108046	WWWWW	10000	Order 106030	-77 000,00	-77 000,00	-77 000,00	-77 000,00	30.4.2019

5. Go back to list by key ESC.

6. Open one chosen Vendor card by icon Edit (or View)



10000 · London Postmaster

General		Vendor Statistics	
No.:	10000	Vendor No.:	10000
Name:	London Postmaster	Balance (LCY):	451 544,95
Address:	10 North Lake Avenue	Outstanding Ord...:	1 129,50
Address 2:		Amt. Rcd. Not Inv...:	0,00
Post Code:	N12 5XY	Outstanding Invo...:	0,00
Country/Region Code:	GB	Total (LCY):	452 674,45
Phone No.:		Overdue Amount...:	117 826,20
Primary Contact No.:		Invoiced Prepay...:	0,00
Contact:	Mrs. Carol Philips	Buy-from Vendor Hi...:	
City:	London	Vendor No.:	10000
Search Name:	LONDON POSTMASTER	Quotes:	0
Balance (LCY):	451 544,95	Blanket Orders:	0
Purchaser Code:	RL		
Responsibility Center:	LONDON		
Blocked:			
Last Date Modified:	24.8.2017		

Investigate some other most essential Tabs of Vendor Card such as Payment Terms Code, Currency code, and language.

- Go back by ESC and go to the searching window (upper right corner) and write there Item and "jump" to list of items.

No.	Description	Assem... BOM	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group ...	Item Categor...	Assembly Policy	Item Track
1000	Bicycle	No	PCS	<input type="checkbox"/>	350,594	4 000,00		BICYCLE	<input type="checkbox"/>			Assemble...	
1001	Touring Bicycle	No	PCS	<input checked="" type="checkbox"/>	350,594	4 000,00		TOURING ...	<input type="checkbox"/>			Assemble...	
1100	Front Wheel	No	PCS	<input type="checkbox"/>	129,671	1 000,00	20000	FRONT W...	<input type="checkbox"/>			Assemble...	
1110	Rim	No	PCS	<input checked="" type="checkbox"/>	1,05	0,00	01587796	RIM	<input type="checkbox"/>			Assemble...	
1120	Spokes	No	PCS	<input checked="" type="checkbox"/>	2,00	0,00	01587796	SPOKES	<input type="checkbox"/>			Assemble...	
1150	Front Hub	No	PCS	<input checked="" type="checkbox"/>	12,441	500,00		FRONT HUB	<input type="checkbox"/>			Assemble...	
1151	Axle Front Wheel	No	PCS	<input checked="" type="checkbox"/>	0,45	0,00	32456123	AXLE FRO...	<input type="checkbox"/>			Assemble...	
1155	Socket Front	No	PCS	<input checked="" type="checkbox"/>	0,77	0,00	32456123	SOCKET F...	<input type="checkbox"/>			Assemble...	

- By use of the filter, the engine goes to the Item 1932 – Berlin chair. How to do so? In the upper part of the list, you have filter pane where you can choose what kind of filter you would like to use. In our case we know, that item number is 1932, but we do not know if there is any other character of the number after 1932, so you put there * to saying to filter engine, that it could be any character or number after it. Character * represents a wildcard.

No.	Description	Assem... BOM	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group ...	Item Categor...	Assembly Policy	Item Trackin
1936-S	BERLIN Guest Chair, yellow	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	BERLIN GU...	<input type="checkbox"/>			Assemble...	

- Open this item card in the same way as you already did in the Vendor list area. (Icons Edit or View)

1936-S · BERLIN Guest Chair, yellow

General

No.:	<input type="text" value="1936-S"/>	Inventory:	139
Description:	<input type="text" value="BERLIN Guest Chair, ..."/>	Qty. on Purch. Order:	0
Base Unit of Measure:	<input type="text" value="PCS"/>	Qty. on Prod. Order:	0
Assembly BOM:	No	Qty. on Component Lines:	0
Shelf No.:	<input type="text" value="D8"/>	Qty. on Sales Order:	23
Automatic Ext. Texts:	<input type="checkbox"/>	Qty. on Service Order:	0
Created From Nonstock Item:	<input type="checkbox"/>	Qty. on Job Order:	0
Item Category Code:	<input type="text"/>	Blocked:	<input type="checkbox"/>
Product Group Code:	<input type="text"/>	Last Date Modified:	<input type="text" value="24.8.2017"/>
Service Item Group:	<input type="text"/>	Stockout Warning:	<input type="text" value="Default (Yes)"/>
Search Description:	<input type="text" value="BERLIN GUEST CHAI..."/>	Prevent Negative Inventory:	<input type="text" value="Default (No)"/>

Show more fields

Here you see how much do we have in this very moment in our stock (Inventory field) and how many of this item is in our case (database) already ordered (but not delivered so far).

See next Invoicing Tab, where you can see the cost of the item and its Unit price as well.

Invoicing			
Costing Method:	FIFO	Unit Price:	125,10
Cost is Adjusted:	<input type="checkbox"/>	Gen. Prod. Posting Group:	RETAIL
Cost is Posted to G/L:	No	VAT Prod. Posting Group:	VAT25
Standard Cost:	97,50	Inventory Posting Group:	RESALE
Unit Cost:	97,50	Default Deferral Template:	
Overhead Rate:	0,00	Net Invoiced Qty.:	139
Indirect Cost %:	0	Allow Invoice Disc.:	<input checked="" type="checkbox"/>
Last Direct Cost:	97,50	Item Disc. Group:	RESALE
Price/Profit Calculation:	Profit=Price-Cost	Sales Unit of Measure:	PCS
Profit %:	22,06235		

After investigating all procedures, press ESC and got to clause 10.

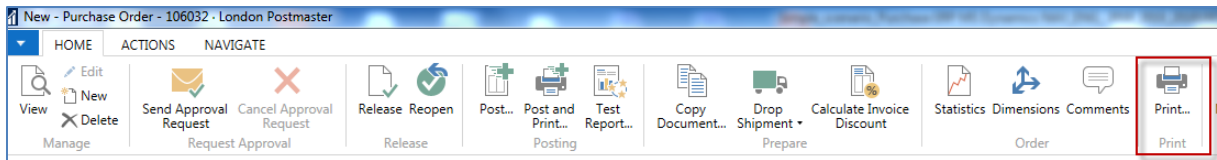
- Go to menu **Departments** (down the menu) **->Purchase ->Order Processing->List->Purchase Orders** and you will see a list of existing Purchase orders which were issued previously but not posted (ordered items but not delivered so far). Click on Icon NE (upper left corner). By use of mouse of key F4 enter your chosen Vendor number to the header of our new Purchase Order and confirm your choice by key ENTER. You will get the header of our newly created document:

106032 · London Postmaster

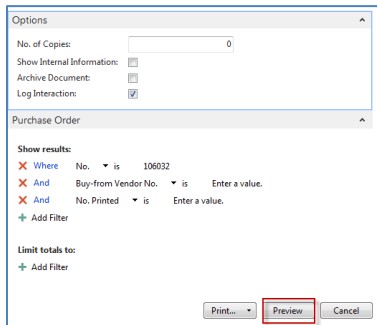
General	
Buy-from Vendor No.:	10000
Buy-from Contact No.:	CT000072
Buy-from Vendor Name:	London Postmaster
Buy-from Address:	10 North Lake Avenue
Buy-from Address 2:	
Buy-from Post Code:	NL2 5XY
Buy-from City:	London
Buy-from Contact:	Mrs. Carol Philips
No. of Archived Versions:	0
Posting Date:	1.4.2019
Order Date:	1.4.2019

- Below Purchase Order header you could see so far empty PO line, where you have to specify what do you want to order (Type=Item, Number is 1936-S, stock location= Blue and quantity= 10)

Lines													
Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measur...	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced
Item	1936-S	BERLIN Guest Chair, yellow	BLUE	10		PCS	97,50	975,00		10		10	



By use of the icon on the picture in above preview your document



Order
Page 1

London Postmaster
Mrs. Carol Philips
10 North Lake Avenue
London, N12 5XY
Great Britain

CRONUS, London RC.
Jack S. Richins
Kensington Street, 22
London, N12 5XY
Great Britain

Buy-from Vendor No. 10000
VAT Registration No. 895741963

Order No. 106032
Document Date 1. April 2019
Payment Terms Current Month
Shipment Method Cost Insurance and Freight
Prices Including VAT No

Phone No. +44-999 154642
Home Page
E-Mail
VAT Registration No. GB77777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888
Purchaser Richard Lum

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1936-S	BERLIN Guest Chair, yellow	10	PIECE	97,50		Yes	VAT25	975,00
Total GBP Excl. VAT								975,00
25% VAT								243,75
Total GBP Incl. VAT								1 218,75

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	975,00	975,00	0,00	975,00	243,75
Total		975,00	975,00	0,00	975,00	243,75

Ship-to Address
CRONUS International Ltd.
5 The Ring
Westminster
London, W2 8HG
Great Britain

12. The vendor will get this document by post or e-mail. After the expected delivery time, you will get ten chairs and two documents (Delivery list and Purchase Invoice) issued by your Vendor. Enter any alphanumeric string (e.g., ABC123) to the header of PO to the field Vendor invoice number (marked by orange *)

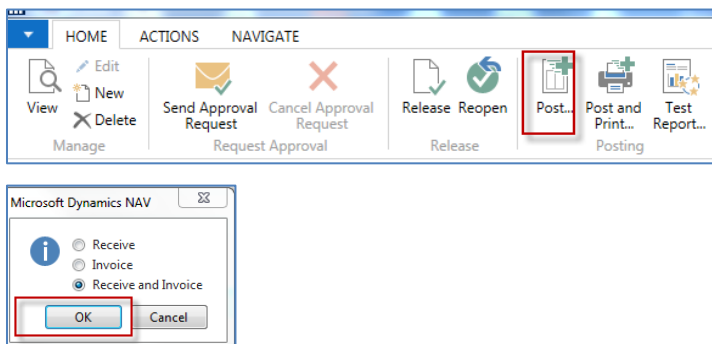
106032 · London Postmaster

General

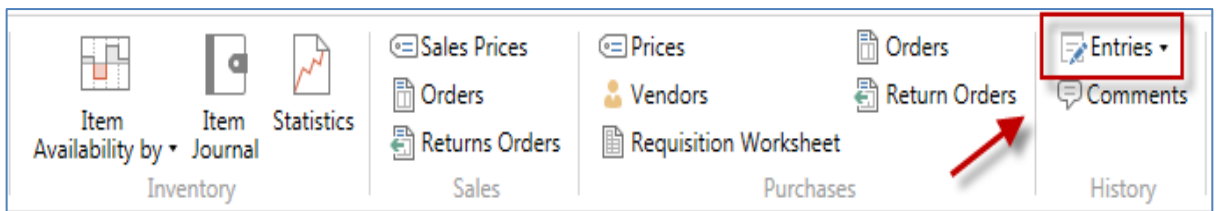
Buy-from Vendor No.: 10000
Buy-from Contact No.: CT000072
Buy-from Vendor Name: London Postmaster
Buy-from Address: 10 North Lake Avenue
Buy-from Address 2:
Buy-from Post Code: NI2 5XY
Buy-from City: London
Buy-from Contact: Mrs. Carol Phillips
No. of Archived Versions: 0
Posting Date: 1.4.2019
Order Date: 1.4.2019

Document Date: 1.4.2019
Quote No.:
Vendor Order No.:
Vendor Shipment No.:
Vendor Invoice No.: ABC123
Order Address Code:
Purchaser Code: RL
Responsibility Center: LONDON
Assigned User ID:
Job Queue Status:
Status: Open

13. Next significant action is Posting this document to the system. Use either icon Post or Key **F9**. The result will be visible in stock (one item ledger entry with ten chairs), Vendor entry (new invoice (our payables) and in G/L.



14. Item ledger entry (go to the searching window, write down Item, go to the list of items, find item 1936-S (the same procedure used in clause 8) and see entries by **Ctrl-F7** or icon Entries :



Item ledger entries:

Item Ledger Entries

Purchase Entry Type

Show results:
Where Item No. is 1936-S

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remain... Quant...	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.	Lo
24.1.2019	Purchase	Purchase Receipt	107037	1936-S	BLUE		10	10	0	0,00	975,00	0,00	<input type="checkbox"/>		333	
1.4.2019	Purchase		T00001	1936-S	BLUE		22	22	15	0,00	2 145,00	0,00	<input checked="" type="checkbox"/>		360	
1.4.2019	Purchase		T00003	1936-S	BLUE		22	22	22	0,00	2 145,00	0,00	<input checked="" type="checkbox"/>		368	
1.4.2019	Purchase	Purchase Receipt	107049	1936-S	BLUE		10	10	10	0,00	975,00	0,00	<input checked="" type="checkbox"/>		383	

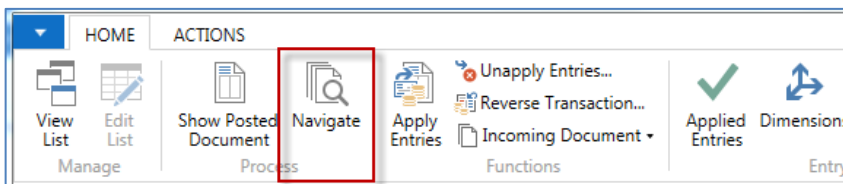
15. Go to menu **Departments** (down the menu) ->**Purchase** ->**Order Processing** (main part of the screen) ->**List**->**Vendors**. You will see the list of all Vendors used in our ERP system

16. Find Vendor 10000 and make key combination **Ctrl-F7** to get Vendor ledger entries

Vendor Ledger Entries 01.04.19 Posting

Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...	Original Pmt. Disc. Possible	Remaining Pmt. Disc. Possible	Max. Payment Tolerance	Open
1.4.2019	Invoice	108042	20190401	10000	Order 106027	-5 250,00	-5 250,00	-5 250,00	-5 250,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input checked="" type="checkbox"/>
1.4.2019	Invoice	108043	MIKI_0987654	10000	Invoice 1005	-1 468,75	-1 468,75	-1 468,75	-1 468,75	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input checked="" type="checkbox"/>
1.4.2019	Invoice	108045	MIKI776	10000	Order 106029	-250 000,00	-250 000,00	-250 000,00	-250 000,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input checked="" type="checkbox"/>
1.4.2019	Invoice	108046	WWWWWWW	10000	Order 106030	-77 000,00	-77 000,00	-77 000,00	-77 000,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input checked="" type="checkbox"/>
1.4.2019	Invoice	108047	2222222	10000	Order 106031	0,00	0,00	0,00	0,00	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input type="checkbox"/>
1.4.2019	Invoice	108048	ABC123	10000	Order 106032	-1 218,75	-1 218,75	-1 218,75	-1 218,75	30.4.2019	1.4.2019	1.4.2019	0,00	0,00	0,00	<input checked="" type="checkbox"/>

17. From there, we can show you how the Navigate function works. So you find icon Navigate and click on it



moreover, you will get a picture from where you can see all likely impacts of posting PO.

Edit - Navigate - Selected - Posted Purchase Invoice CRONUS Internatio... ?

Process	Find By	Page
Show Related Entries	Find by Document	Refresh
Find	Find by Business Contact	Find
Print...	Find by Item Reference	

Document	
Document No.:	108042
Posting Date:	01.04.19
Related Entries	No. of Entries
Posted Purchase Invoice	1
G/L Entry	5
VAT Entry	2
Vendor Ledger Entry	1
Detailed Vendor Ledg. Entry	1
Cost Entry	2

18. To see document use icon Show related entries. To see G/L transactions (Entries) use the same icon.

108048 · London Postmaster

No.:	108048	Posting Date:	1.4.2019
Buy-from Vendor No.:	10000	Document Date:	1.4.2019
Buy-from Contact No.:	CT000072	Quote No.:	
Buy-from Vendor Name:	London Postmaster	Order No.:	106032
Buy-from Address:	10 North Lake Avenue	Pre-Assigned No.:	
Buy-from Address 2:		Vendor Order No.:	
Buy-from Post Code:	N12 5XY	Vendor Invoice No.:	ABC123
Buy-from City:	London	Order Address Code:	
Buy-from Contact:	Mrs. Carol Philips	Purchaser Code:	RL
No. Printed:	0	Responsibility Center:	LONDON

Lines

Type	No.	Description	Quantity	Unit of Measur...	Direct Unit Cost Excl. VAT	Unit Price (LCY)
Item	1936-S	BERLIN Guest Chair, yellow	10	PCS	97,50	125,10

Moreover, General Ledger entries

General Ledger Entries

Type to filter (F3) | Posting Date

Show results:

- Where Document No. is 108048
- And Posting Date is 01.04.19
- + Add Filter

Posti... Date	Docum... Type	Docu... No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...	Bal. Accou...
1.4.2019	Invoice	108048	7110	Order 106032	Purchase	NATIONAL	RETAIL	975,00	G/L Account	
1.4.2019	Invoice	108048	5630	Order 106032				243,75	G/L Account	
1.4.2019	Invoice	108048	5410	Order 106032				-1 218,75	G/L Account	

NAV syntax of amount: if positive sign then **Debit side** or Debtor side if negative, then **Credit side** or Creditors

<u>Account 7110</u> <u>(Purchase Retail)</u> <hr/> 975,00	<u>Account 5630</u> <u>(VAT 25% Purchase)</u> <hr/> 243,75	<u>Account 5410</u> <u>(Vendors)</u> <hr/> 1218,75
$1218,75 = 975,99 + 243,75$		