## 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

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- Customer Card (more in detail- especially Balance, Payment, languages and currencies). Customer ledger entry .Use of the statistics by using F9
- 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.
- Show similarity Customer-Vendor, Purchase order creation
  - Header –F3 number of the document
  - F6->find a chosen Vendor enter
  - Data transferred from vendor Card (table) to Purchase Header structure- see right part of the header window (form)
  - Move cursor to lines- see type of the line, choose Item by F6 (using filter \*(@blue\*).
  - Be careful ,that location (stock location will be chosen as a blue)
  - 3.6. Enter quantity of the item
  - See right part of the window (form) information about availability and so on
  - 3.8. Print created document (preview)
  - See statistics using F9
  - 3.10. Mind you automatically created VAT entries
  - Post by using F11
- Go to History (Purchase menu) and find there posted orders (invoices) show; document.
- From posted document go from the header from field Vendor number by using F6 to Vendor eard and by using Ctrl-F5 see posted Vendor entries. ESC
- 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.
- 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.