Simple scenario of the seventh ERP Microsoft Dynamics NAV session VII.

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Reason	:	Example covering three functional ERP areas which we already discussed (went through) :**Purchase->Transfers->Sales**
For	:	MPH_AOMA students and **BPH_EPS1** students
Used database	:	MS Dynamics NAV 2009 W1 (British database)
Used keys	:	F5, F3, F6 and Ctrl-F5 (from card to entries) and Shift-F5 from list to chosen card. F7- to filter one field. F9-Statistics
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point, SO=Sales Order, TO=Transfer Order, PO-Purchase Order , **MC=Mouse cursor**
Related documents	:	Scenarios IV (Purchase) V (Sales) and VI (Transfers)
Intention	:	Training and hands on

1. Menu Purchase->Order Processing ->Orders->use see already created PO by your predecessor
2. Put mouse cursor (further MC) to the header (not to the some field!!) and klick to activate PO header and then **F3** (new) and key Enter to confirm.
3. The new document number is automatically created (see Number of series and Purchase setup). You put MC to the field Buy from Vendor number and make a choice of your Vendor (Supplier). Use Vendor 10000 and Enter id you please.
4. Data from Vendor table are transferred to the PO header. Confirm by **Enter.**
5. Go to PO line and put MC to the field Item and make choice (look up use by **F6**) of the Item which will be purchase. Use e.g. **8920-W**. When you are on that list before transferring this Item to the PO line make combination **Ctrl-F5** to see if some entries were created already by your predecessor. If this file (form) is empty, meaning no Item Ledger entries make Enter to confirm. If not go to next Item 8912-W.
6. Enter Location Blue and end enter purchased quantity=10 and see preview of the document by use of button print.
7. Enter Vendor Invoice number to the header (any alphanumeric string) and register (post) by F11.
8. See History and posted invoices. Our posted invoice is the last one in the list. Open it by **Shift-F5**.
9. Go to the line and by MC or F6 to the list of Items and make key combination **Ctrl-F5** to see Item Ledger entry as a reaction (effect) to posted document (cause).
10. ESC and go to menu Warehouse->Orders->Transfer Orders.
11. F3 to create new TO (to confirm new TO number make key Enter) and make choice by **F6** in order to enter actual location **Blue** and destination location **Red.** You can see, that In Transit location is automatically refilled by OUT.LOG. = Outer Logistics. See Inbound and Outbound Warehouse Handling times fields in location blue, tab Warehouse.
12. In line by use of **F6** or MC use Item **8920-W** ore the other number mentioned above and enter Quantity =10.
13. Observe 4 fields in the TO line (Quantity to Ship and Quantity Shipped and Quantity to Receive and Quantity Received.
14. Make **F11** in order to make transfer from **Blue** to location OUT.LOG (rented transport company). The choice is Ship.
15. Observe impacts of **F11** in four fields mentioned in Paragraph (bullet) 13.

16. Go from Line field Item number by mouse or **F6** to list of Item where cursor is anchored to Item **8920-W.** Make key combination **Ctrl-F5** in order to see Item Ledger entries. What can you see? Two Item Ledger entries with type Transit.

17. Go by ESC back and make **F11** again – the choice is Receive.

18. As you can see TP was deleted. Where you can see posted TO? History->Posted documents->Posted Transfer Receipts and go to the last one and **Shift-F5**.

19. Go to menu Sales&Marketing-> Order Processing (here you can find subset of important economic documents such as Sales Orders, Sales Invoices and Sales Credit Memo.

20. Open by mouse Orders - what do you see?

21. Created Sales order by your predecessor! Observe header and lines!

22. If you use key **F5 (to display list)** you can see all created Sales orders so far not posted Sales orders!

23. Make **ESC** key and put cursor to header of existing SO! Klick left mouse button to activate header of your document and then make key **F3 (new)** in order to create blank new Sales order.

24. The result of making **F3** and subsequent confirmation by **ENTER** is creation of empty document. SO. This automatically create new unique SO number. Why this number is unique?

25. Go to the field **Sell to Customer number** and by use of **F6** make a choice of your Customer. Select Customer 10000. See warning considering overdue balance and Customer´s Credit limit which has been exceeded (action what to do is described just below and then **ENTER** again to confirm your choice. If you will get message, that chosen customer has an overdue balance and his credit limit has been exceeded, say **YES** to continue.

26. Header is ready. See all header tabs to see relevant information

27. Go to the first line of SO and put cursor to the field No (Number of an Item)! Use **F6** to make your choice. Select please **8920-W** or other Item number, which was previously purchase and transferred by you! Further go to field Quantity and put there how many do you intend to buy (in our example 10). You can see unit cost and total!

28. Add to PO line inventory location (use of **F6**) **RED**.

29. Make button Print and then Order Confirmation and Preview. What can you see? Then **ESC** (going back to SO), which was not posted (registered) so far.

30. Post SO by key **F11.** After choice Ship and Invoice option is your SO posted.

31. Go to Menu Sales->Order Processing->Customers. Find Customer 10000 and make **Ctrl-F5**. Go to the last Customer Ledger entry (you can use key combination **Ctrl-END** and there use button Navigate to see posted document.

32. From posted document go from posted invoice line, field Item to the list of Items (you should be on the line of Item **8920-W**) and make **Ctrl-F5** to see Item Ledger Entries. You see history of all your actions. Tutor will then explain apply principles.

33. Thank for your attention !!!!!!!!!!!!!!! Congratulations !!!!