Introduction to MS Dynamics NAV III. (Purchase Order)

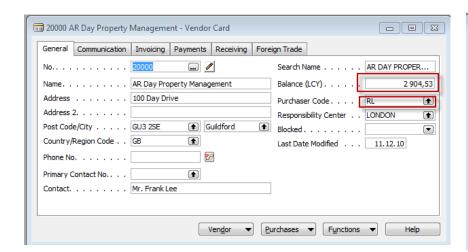
Ing.J.Skorkovský,CSc.

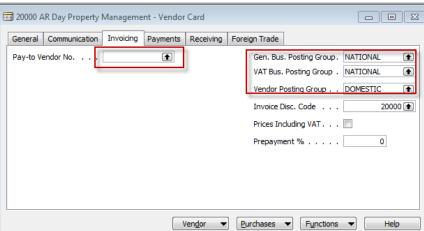
MASARYK UNIVERSITY BRNO, Czech Republic
Faculty of economics and business administration
Department of corporate economy

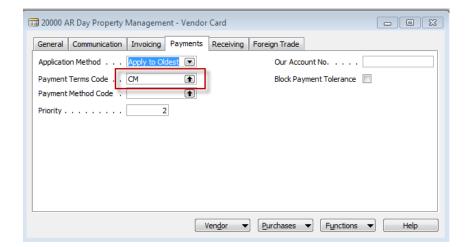
Basic source tables I.(purchase)

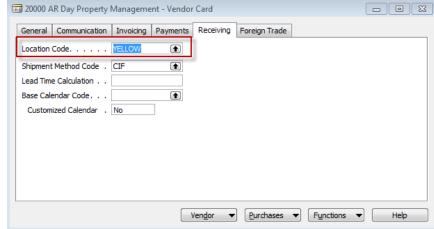
Vendor

- 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

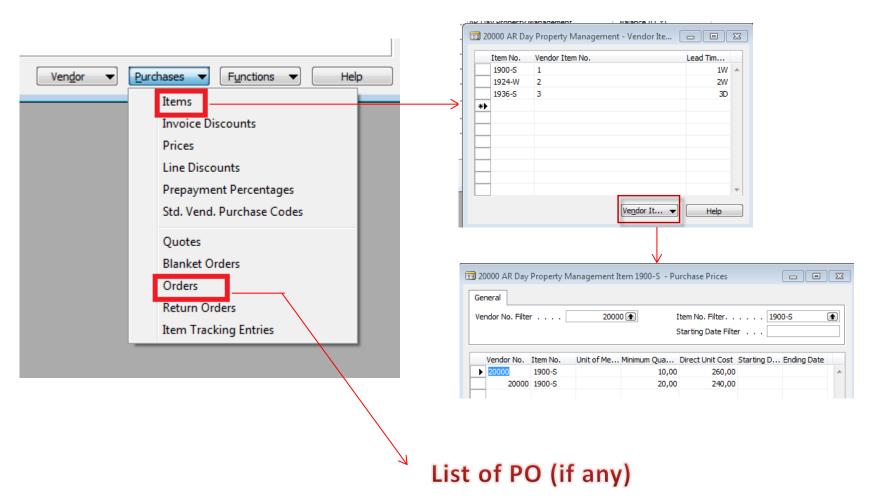








Basic information- some of them - buttons (purchases)

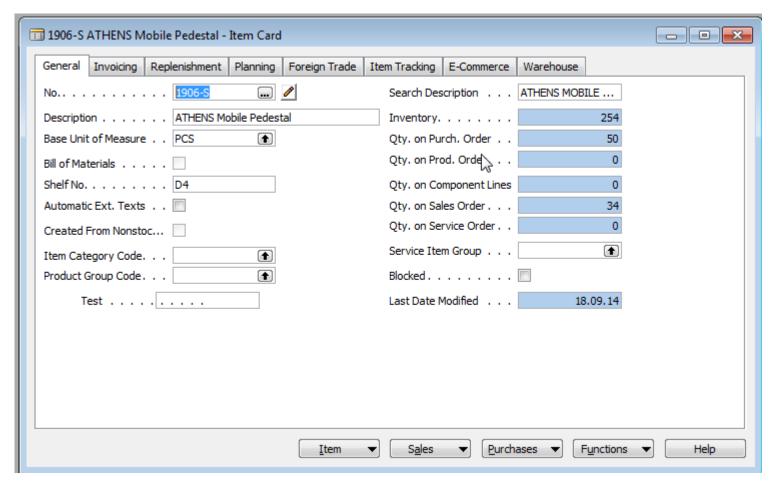


Basic source tables II.(purchase

Item

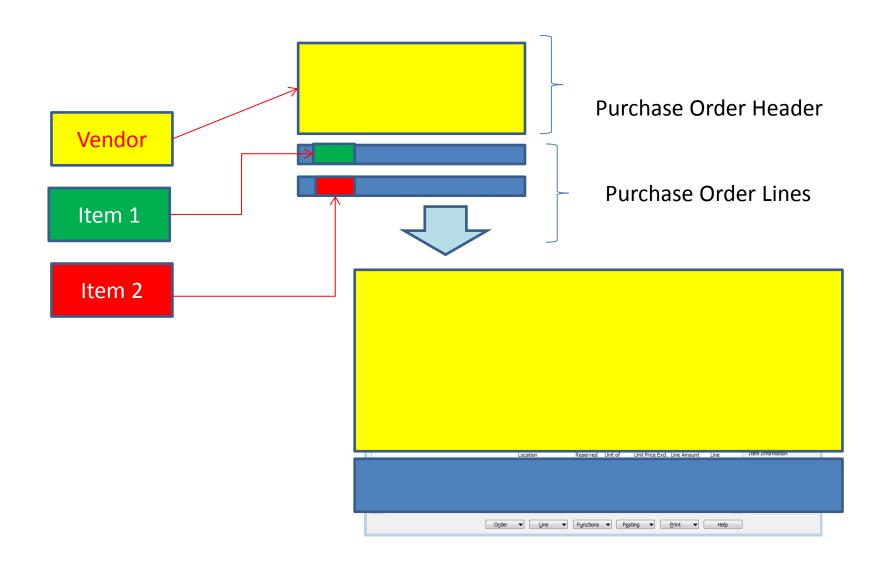
- Number
- Basic Unit of Measure
- Item Category Code
- Product Group Code
- Inventory
- Quantity of this item on diverse types of document
- Costing method
- Unit Cost
- General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- 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



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

Purchase Order



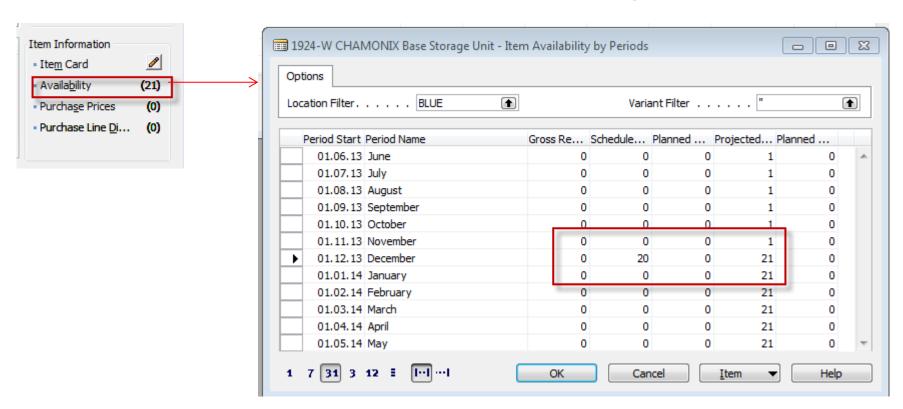
How to create a simple Purchase Order

- 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)

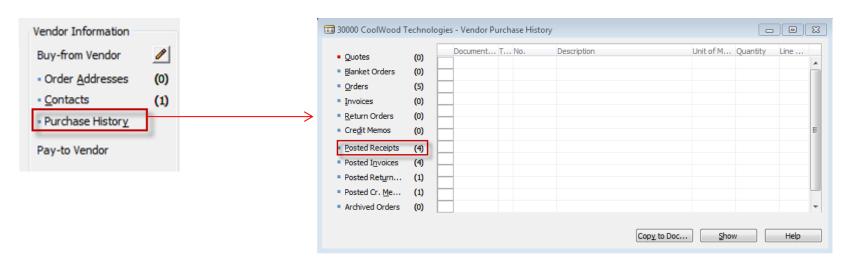
Purchase Order

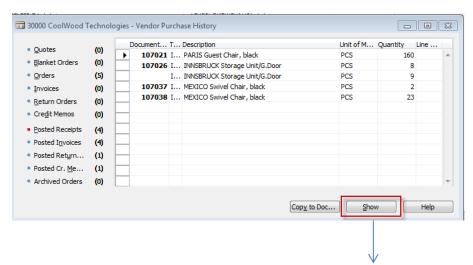
106036 CoolWood Technologies - Purchase Order		
General Invoicing Shipping Foreign Trade E-Commerce Prep	payment	Vendor Information
No	Posting Date 11.12.13	Buy-from Vendor
Buy-from Vendor No 30000 ♠	Order Date	Order <u>A</u> ddresses (0) <u>C</u> ontacts (1)
Buy-from Contact No CT000068	Document Date 11.12.13	Purchase History
Buy-from Vendor Name . CoolWood Technologies	Quote No	_
Buy-from Address 33 Hitech Drive	Vendor Order No	Pay-to Vendor
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. 0	Purchaser Code RL	
	Responsibility Center	
	Status Open	
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)
	4	Purchase Line <u>D</u> i (0)
· · · · · · · · · · · · · · · · · · ·	Þ.	
Order ▼ Line ▼ F	unctions ▼ Posting ▼ Print Help	

Item availability



History





You can see chosen document

Purchase Order confirmation (preview)

CoolWood Technologies Mr. Richard Bready 33 Hitech Drive Portsmouth, PO7 2HI Great Britain

Buy-from Vendor No. 30000

VAT Registration No. 697528465 Purchaser Richard Lum Order Page 1

CRONUS International Ltd.

5 The Ring Westminster W2 8HG London

Phone No. 0666-666-6666
Fax No. 0666-666-6660
VAT Reg. No. GB77777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888

11. December 2013

Order No. 106036 Prices Including VAT No

Allow

No.	Description	Quantity	Unit of Meas	Direct Unit Di Cost		Invoice Disc.	e 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 G	SBP I	Excl. V	AT	2 632,00
				25% V	AΤ			658,00
				Total C	SBD I	lact W	NT.	3 200 00

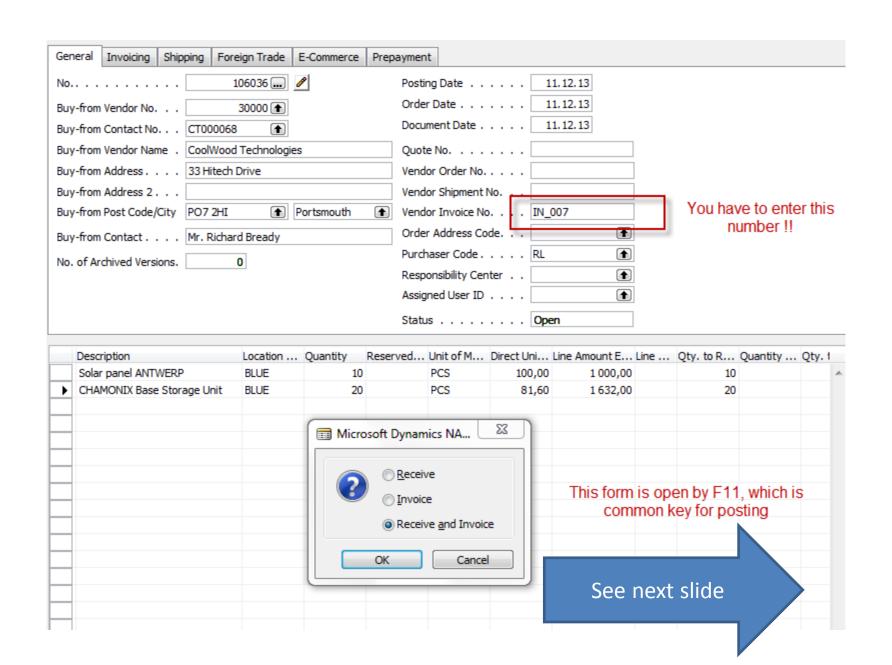
VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	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

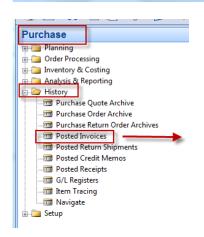
Shipment Method Cost Insurance and Freight

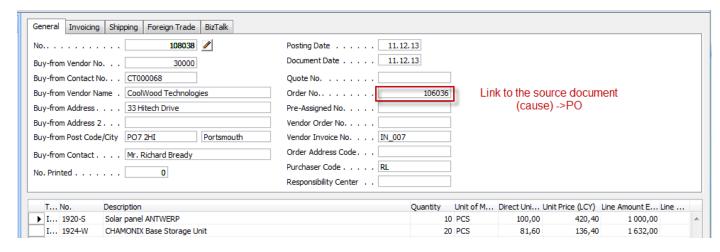
Ship-to Address CRONUS International Ltd. 5 The Ring Westminster London, W2 8HG Great Britain



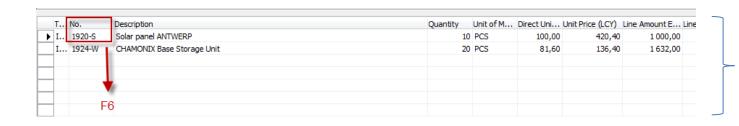
Posted Purchase Invoice and Receipt document

	icrosoft Dynamics NAV Classic Order 106036 -> Invoice 108038
F	Posting lines
F	Posting purchases and VAT
F	Posting to vendors
F	Posting to bal. account
	Cancel

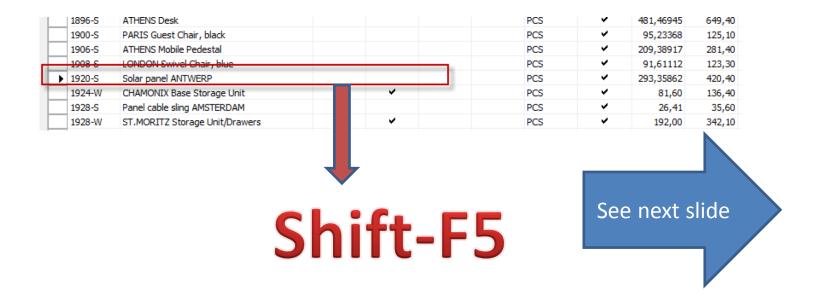




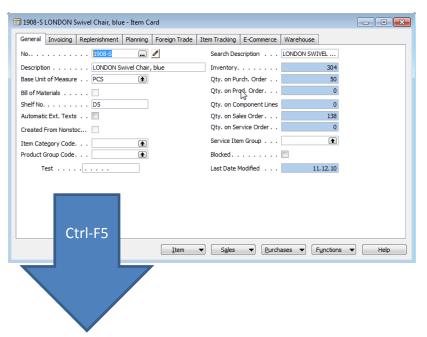
Direct "jump" to the Item card from Posted Invoice (F6)



Posted Purchase Invoice Lines

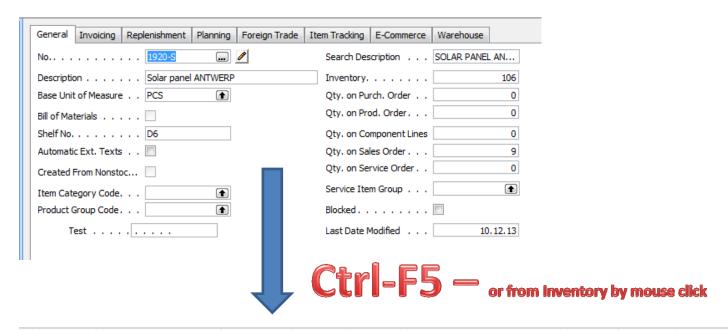


Item card and its entries (Ctrl-F5)



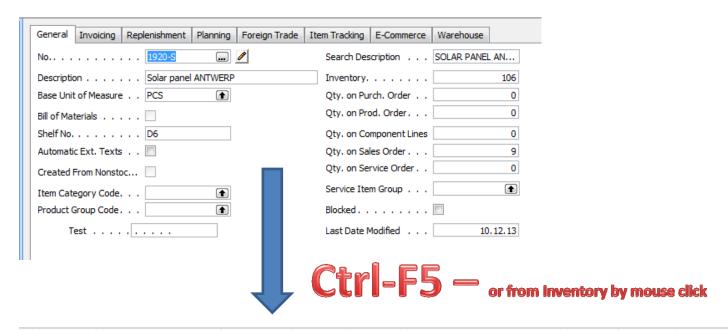
	Posting Date Er	ntry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Ор
١	31.12.11 P	ositiv 💌		START	1908-S	No.	BLUE	234	234	233	0,00	21 363,03	0,00	r
	31.12.11 Po	ositive A		START	1908-S		RED	5	5	4	0,00	456,48	0,00	r
	31.12.11 P	ositive A		START	1908-S		GREEN	47	47	37	0,00	4 290,86	0,00	r
	23.01.12 S	Sale	Sales Shipment	102022	1908-S		RED	-1	. 0	0	0,00	0,00	0,00	r
	26.01.12 To	ransfer	Transfer Shipment	108002	1908-S		GREEN	-10	-10	0	0,00	-912,95	0,00	r
	26.01.12 Ti	ransfer	Transfer Shipment	108002	1908-S		OWN LOG.	10	10	0	0,00	912,95	0,00	r
	26.01.12 To	ransfer	Transfer Receipt	109001	1908-S		OWN LOG.	-10	-10	0	0,00	-912,95	0,00	r
	26.01.12 Ti	ransfer	Transfer Receipt	109001	1908-S		RED	10	10	10	0,00	912,95	0,00	ſ
d	23.01.12 P	urchase	Purchase Receipt	107028	1908-S	LONDON Kenterstel, blć	GREEN	20	0	20	0,00	0,00	0,00	_
1	11.12.13 S	Sale	Sales Shipment	102055	1908-S		BLUE	-1	-1	. 0	123,30	-91,29	0,00	

Item card and its entries



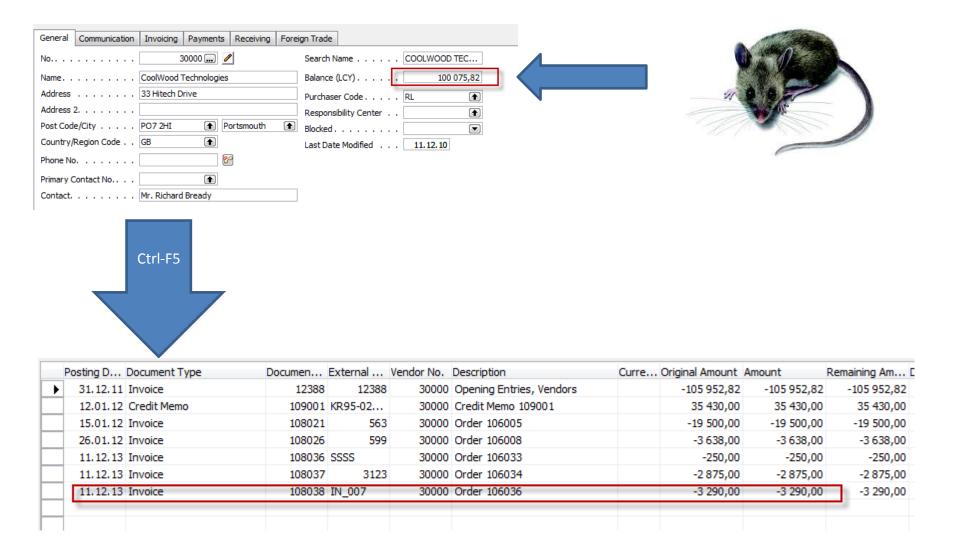
	Posting D <u>ate</u>	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)
•	11.12.13	Purchase	Purchase R	107039	1920-S		BLUE	10	10	10	0,00
	13.01.12	Sale	Sales Shipm	102009	1920-S		GREEN	-2	-2	0	840,80
	12.01.12	Sale	Sales Shipm	102007	1920-S		RED	-2	0	0	0,00
	17.01.12	Sale	Sales Shipm	102014	1920-S		RED	-1	0	0	0,00
	22.01.12	Sale	Sales Shipm	102020	1920-S		RED	-1	0	0	0,00
	26.01.12	Sale	Sales Shipm	102028	1920-S		RED	-1	0	0	0,00
	31.12.11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,00
	31.12.11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,00
	31.12.11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,00
	03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,00

Item card and its entries



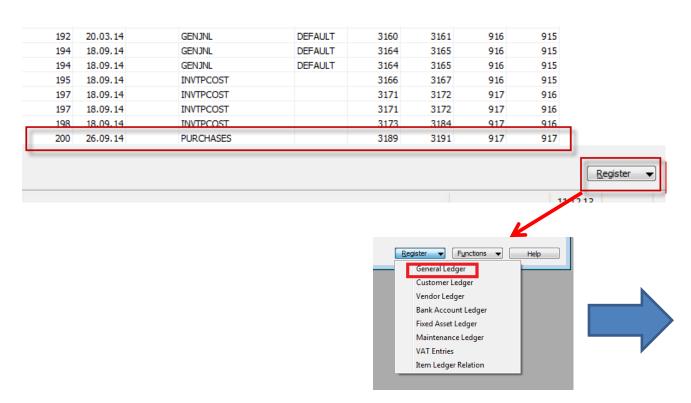
	Posting D <u>ate</u>	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)
•	11.12.13	Purchase	Purchase R	107039	1920-S		BLUE	10	10	10	0,00
	13.01.12	Sale	Sales Shipm	102009	1920-S		GREEN	-2	-2	0	840,80
	12.01.12	Sale	Sales Shipm	102007	1920-S		RED	-2	0	0	0,00
	17.01.12	Sale	Sales Shipm	102014	1920-S		RED	-1	0	0	0,00
	22.01.12	Sale	Sales Shipm	102020	1920-S		RED	-1	0	0	0,00
	26.01.12	Sale	Sales Shipm	102028	1920-S		RED	-1	0	0	0,00
	31.12.11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,00
	31.12.11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,00
	31.12.11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,00
	03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,00

Vendor Card and its entries (Ctrl-F5)



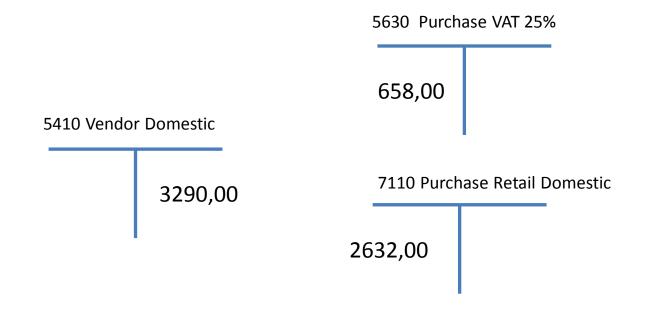
Impacts to G/L



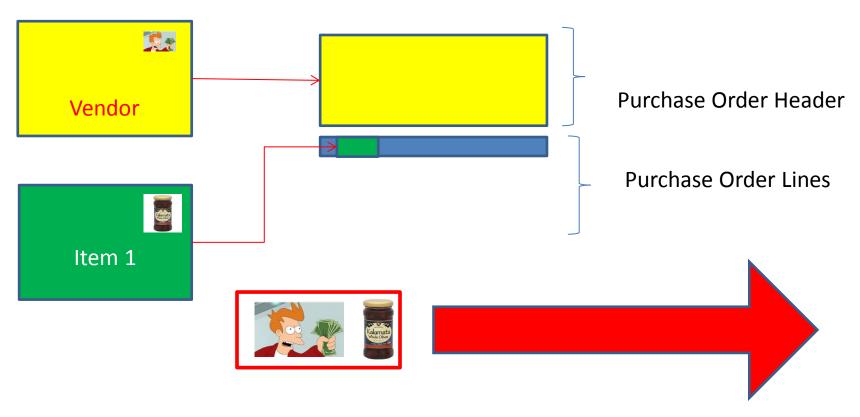


Impacts to G/L (General Ledger Entries)

	_			G/L Account	Description		В	P		Bal. A T	Bal. Account No.	Entry No.
Þ	11.12.13	I	108038	7110	Order 106036	P	N.,	R	2 632,00	G		3189
	11.12.13	I	108038	5630	Order 106036				658,00	G		3190
	11.12.13	I	108038	5410	Order 106036				-3 290,00	G		3191



Posting Groups



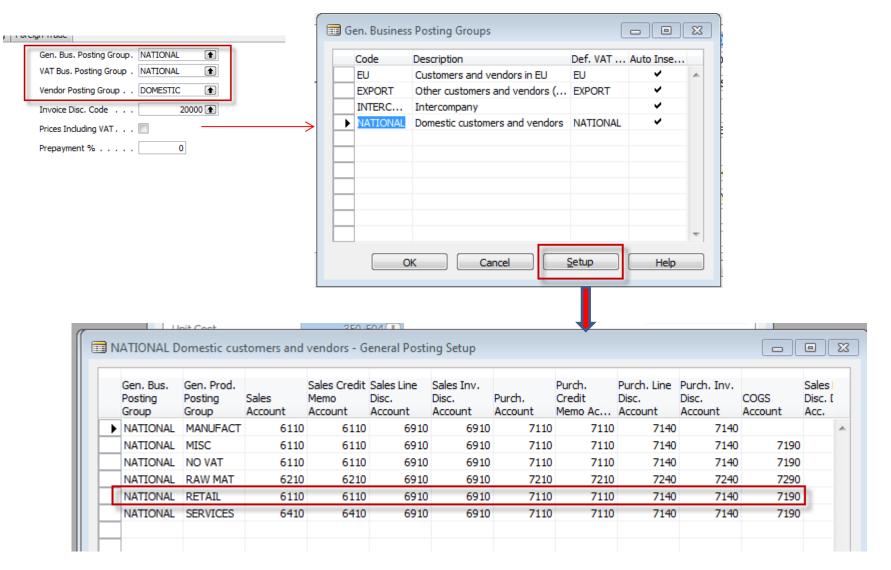


= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

Posting Groups



End of the section III.

