

# Introduction to MS Dynamics NAV

Purchase example and impacts (Inventory, Vendor Ledger Entries and General Ledger)

Ing.J.Skorkovský,CSc.

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

# Vendor Card

- Departments
- ▷ Financial Management
- ▷ Sales & Marketing
- ▲ Purchase
  - Planning
  - Order Processing**
  - Inventory & Costing
- ▷ Warehouse
- ▷ Manufacturing
- Jobs
- Resource Planning
- ▷ Service
- Human Resources
- ▷ Administration

## Order Processing

### Lists

- Vendors**
- Contacts
- Purchase Quotes
- Purchase Orders
- Blanket Purchase Orders
- Purchase Return Orders
- Transfer Orders
- Purchase Invoices
- Purchase Credit Memos
- Requests to Approve
- Approval Request Entries
- Certificates of Supply

### Tasks

- Subcontracting Worksheets
- Purchase Journals

Click



List of vendors



# List of Vendors

Vendors ▾

Type to filter (F3) | No. ▾ → ▾

No filters applied

| No.      | Name                          | Responsi...<br>Center | Location<br>Code | Phone No. | Contact               | Search<br>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...     |
| 20319939 | KDHSL99 Sdn Bhd               |                       |                  |           | Mr. Toh Chin Theng    | KDHSL99 S...   |
| 20323323 | Tengah Butong Sdn Bhd         |                       |                  |           | Mrs. Anisah Yoosoof   | TENGAH B...    |
| 21201992 | Texpro Maroc                  |                       |                  |           | M. Charaf HAMZAoui    | TEXPRO M...    |
| 21218838 | Top Bureau                    |                       | BLUE             |           | M. Fadi FAKHOURI      | TOP BURE...    |
| 21248839 | Comacycle                     |                       |                  |           |                       | COMACY...      |
| 27299299 | Big 5 Video                   |                       |                  |           | Mr. Kevin Kennedy     | BIG 5 VIDEO    |

**Vendor Statistics** ▲

Vendor No.: 10000  
 Balance (LCY): 114 357,45  
 Outstanding Ord...: 1 129,50  
 Amt. Rcd. Not Inv...: 0,00  
 Outstanding Invo...: 0,00  
 Total (LCY): 115 486,95  
 Overdue Amount...: 82 133,69  
 Invoiced Prepay...: 0,00

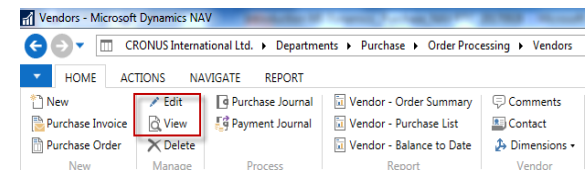
**Buy-from Vendor Hi...** ▲

Vendor No.: 10000  
 Quotes: 0  
 Blanket Orders: 0  
 Orders: 1  
 Invoices: 0  
 Return Orders: 0  
 Credit Memos: 0  
 Pstd. Return Ship...: 0  
 Pstd. Receipts: 3  
 Pstd. Invoices: 3  
 Pstd. Credit Mem...: 0

See balance (calculated field ) and explain !

See business history and explain !

Use Edit icon in order to open chosen vendor card



# Vendor Card

## See following tabs :

- General - basic fields (country, purchase, balance,..)
- Communication – basic fields (e-mail,...)
- Invoicing - basic fields (posting groups- will part of accounting section of this course)
- Payments – basic fields (payment terms- enter new one by use of formula date)
- Receiving – basic fields (location)
- Foreign trade – basic fields (currency code and language)



# Vendor Ledger Entries

Vendor card



Vendor Ledger Entries

HOME ACTIONS NAVIGATE REPORT

Dimensions Bank Accounts Contact Order Addresses Online Map

Comments Cross References

Items Invoice Discounts Prices

Line Discounts Prepayment Percentages Std. Vend. Purchase Codes

Quotes Orders Return Orders Blanket Orders

Ledger Entries Statistics

HOME ACTIONS

View List Edit List Show Posted Document Navigate Apply Entries Unapply Entries... Reverse Transaction... Incoming Document

Applied Entries Dimensions Detailed Ledger Entries Microsoft Excel Show as List Show as Chart OneNote Notes Links

Manage Process Functions Entry Send to View Show Attached

## Vendor Ledger Entries

Type to filter (F3)

| Posting Date | Document Type  | Document No. | External Docume... | Vendor No. | Description              | Original Amount | Amount     | Remaining Amount | Remaining Amt. (LCY) | Open                                | Due Date         |
|--------------|----------------|--------------|--------------------|------------|--------------------------|-----------------|------------|------------------|----------------------|-------------------------------------|------------------|
| 16.1.2019    | Invoice        | 108031       | 24521              | 10000      | Order 106006             | -15 846,00      | -15 846,00 | -15 846,00       | -15 846,00           | <input checked="" type="checkbox"/> | 31.1.2019        |
| 9.1.2019     | Payment        | 2593         |                    | 10000      | Payment 2019             | 72 470,91       | 72 470,91  | 0,00             | 0,00                 | <input type="checkbox"/>            | 9.1.2019         |
| 5.1.2019     | Invoice        | 108027       | 23587              | 10000      | Order 106003             | -8 245,76       | -8 245,76  | -8 245,76        | -8 245,76            | <input checked="" type="checkbox"/> | 31.1.2019        |
| 2.1.2019     | Invoice        | 108026       | 23047              | 10000      | Order 106002             | -8 132,00       | -8 132,00  | -8 132,00        | -8 132,00            | <input checked="" type="checkbox"/> | 31.1.2019        |
| 31.12.2018   | <b>Invoice</b> | <b>5672</b>  | 5672               | 10000      | Opening Entries, Vendors | -57 976,72      | -57 976,72 | -57 976,72       | -57 976,72           | <input checked="" type="checkbox"/> | <b>19.1.2019</b> |
| 31.12.2018   | <b>Invoice</b> | <b>5578</b>  | 5578               | 10000      | Opening Entries, Vendors | -24 156,97      | -24 156,97 | -24 156,97       | -24 156,97           | <input checked="" type="checkbox"/> | <b>18.1.2019</b> |
| 31.12.2018   | Invoice        | 5437         | 5437               | 10000      | Opening Entries, Vendors | -72 470,91      | -72 470,91 | 0,00             | 0,00                 | <input type="checkbox"/>            | 13.1.2019        |

# Item list (use search window)

Items ▾

Type to filter (F3) | Description

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

| No.    | Description                  | As...<br>BO... | Base Unit<br>of Measure | Cost<br>is ...                      | Unit Cost | Unit Price | Vendor No. | Search<br>Description |
|--------|------------------------------|----------------|-------------------------|-------------------------------------|-----------|------------|------------|-----------------------|
| 1720   | Hand front wheel Brake       | No             | PCS                     | <input checked="" type="checkbox"/> | 4,80      | 0,00       | 01587796   | HAND FR...            |
| 1800   | Handlebars                   | No             | PCS                     | <input type="checkbox"/>            | 2,12      | 0,00       | 01587796   | HANDLEB...            |
| 1850   | Saddle                       | No             | PCS                     | <input type="checkbox"/>            | 7,20      | 0,00       | 01587796   | SADDLE                |
| 1896-S | ATHENS Desk                  | No             | PCS                     | <input type="checkbox"/>            | 506,60    | 649,40     | 30000      | ATHENS D...           |
| 1900   | Frame                        | No             | PCS                     | <input type="checkbox"/>            | 15,70     | 0,00       | 01587796   | FRAME                 |
| 1900-S | PARIS Guest Chair, black     | No             | PCS                     | <input type="checkbox"/>            | 97,50     | 125,10     | 20000      | PARIS GUE...          |
| 1906-S | ATHENS Mobile Pedestal       | No             | PCS                     | <input type="checkbox"/>            | 219,50    | 281,40     | 30000      | ATHENS ...            |
| 1908-S | LONDON Swivel Chair, blue    | No             | PCS                     | <input type="checkbox"/>            | 96,10     | 123,30     | 30000      | LONDON ...            |
| 1920-S | ANTWERP Conference Table     | No             | PCS                     | <input type="checkbox"/>            | 328,00    | 420,40     | 20000      | ANTWERP ...           |
| 1924-W | CHAMONIX Base Storage U...   | Yes            | PCS                     | <input type="checkbox"/>            | 81,70     | 136,40     | 20000      | CHAMONI...            |
| 1928-S | AMSTERDAM Lamp               | No             | PCS                     | <input type="checkbox"/>            | 27,80     | 35,60      | 10000      | AMSTERD...            |
| 1928-W | ST.MORITZ Storage Unit/Dr... | Yes            | PCS                     | <input type="checkbox"/>            | 191,90    | 342,10     |            | ST.MORIT...           |
| 1936-S | BERLIN Guest Chair, yellow   | No             | PCS                     | <input type="checkbox"/>            | 97,50     | 125,10     | 20000      | BERLIN ...            |
| 1952-W | OSLO Storage Unit/Shelf      | Yes            | PCS                     | <input type="checkbox"/>            | 93,60     | 158,50     |            | OSLO ...              |
| 1960-S | ROME Guest Chair, green      | No             | PCS                     | <input type="checkbox"/>            | 97,50     | 125,10     | 20000      | ROME ...              |
| 1964-S | TOKYO Guest Chair, blue      | No             | PCS                     | <input type="checkbox"/>            | 97,50     | 125,10     | 20000      | TOKYO ...             |

Items - Microsoft Dynamics NAV

CRONUS International Ltd. ▾

HOME ACTIONS NAVIGATE REPORT - INVE


New Manage Inventory

Edit View Delete

Item Availability by ▾


Item Journal

Statistics



# Item Card

1936-S · BERLIN Guest Chair, yellow

General  ^

|                             |                            |     |                             |                          |
|-----------------------------|----------------------------|-----|-----------------------------|--------------------------|
| No.:                        | 1936-S                     | ... | Qty. on Purch. Order:       | 0                        |
| Description:                | BERLIN Guest Chair, yellow |     | Qty. on Prod. Order:        | 0                        |
| Base Unit of Measure:       | PCS                        | ▼   | Qty. on Component Lines:    | 0                        |
| Assembly BOM:               | No                         |     | Qty. on Sales Order:        | 23                       |
| Shelf No.:                  | D8                         |     | Qty. on Service Order:      | 0                        |
| Automatic Ext. Texts:       | <input type="checkbox"/>   |     | Qty. on Job Order:          | 0                        |
| Created From Nonstock Item: | <input type="checkbox"/>   |     | Qty. on Assembly Order:     | 0                        |
| Item Category Code:         | ▼                          |     | Qty. on Asm. Component:     | 0                        |
| Product Group Code:         | ▼                          |     | Blocked:                    | <input type="checkbox"/> |
| Service Item Group:         | ▼                          |     | Last Date Modified:         | 24.8.2017                |
| Search Description:         | BERLIN GUEST CHAIR, YE...  |     | Stockout Warning:           | Default (Yes) ▼          |
| Inventory:                  | 136                        |     | Prevent Negative Inventory: | Default (No) ▼           |

^ Show fewer fields

See basic fields (Inventory, Quantity on Sales and Purchase orders,...)

# Item Card

| 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.:         | 136                                 |
| 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                 |                            |                                     |

**Product posting group** will be explained later (impact to accounting)



# Item Card

| Replenishment           |          |                       |                   |
|-------------------------|----------|-----------------------|-------------------|
| Replenishment System:   | Purchase | <b>Production</b>     |                   |
| Lead Time Calculation:  |          | Manufacturing Policy: | Make-to-Stock     |
| <b>Purchase</b>         |          | Routing No.:          |                   |
| Vendor No.:             | 20000    | Production BOM No.:   |                   |
| Vendor Item No.:        | 20-123   | Rounding Precision:   | 1                 |
| Purch. Unit of Measure: | PCS      | Flushing Method:      | Manual            |
|                         |          | Scrap %:              | 0                 |
|                         |          | Lot Size:             | 0                 |
|                         |          | <b>Assembly</b>       |                   |
|                         |          | Assembly Policy:      | Assemble-to-Stock |
| Planning                |          |                       |                   |

# Item Ledger Entries

Items - Microsoft Dynamics NAV

CRONUS International Ltd. Home Items

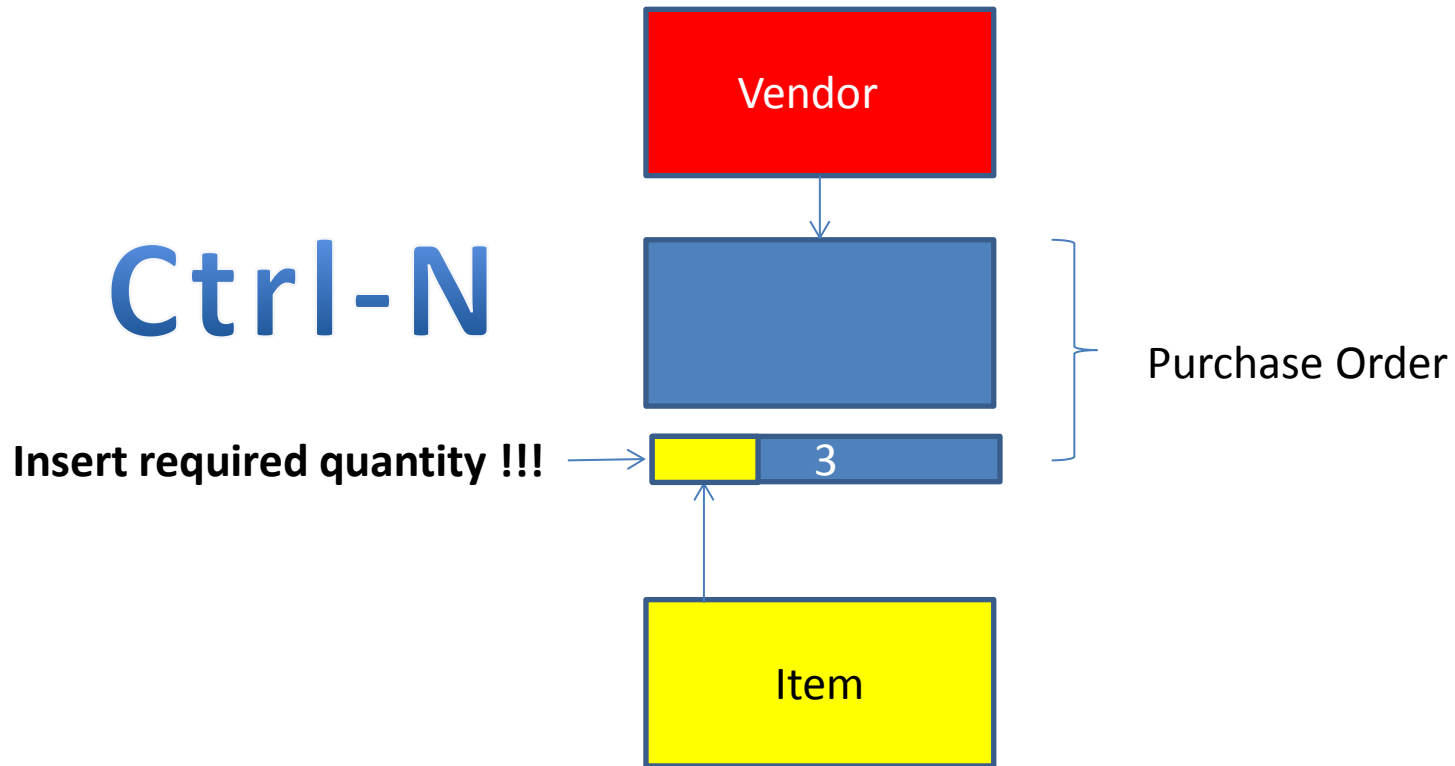
HOME ACTIONS NAVIGATE REPORT - INVENTORY REPORT - SALES REPORT - PURCHASES REPORT - FINANCE & COSTI REPORT - MANUFACTURING

New Edit View Delete Item Availability by Item Journal Statistics Sales Prices Orders Returns Orders Sales Vendors Requisition Worksheet Purchases Orders Return Orders History Entries Comments Inventory Availability Price List Inventory Cost and Price List Report

| Document No. | Item No. | Description | Location Code | Quantity | Invoiced Quantity | Remaining Quantity | Sales Amount (Actual) | Cost Amount (Actual) | Cost Amount (Non-Invtbl.) | Open                                | Order Type | Entry No. |
|--------------|----------|-------------|---------------|----------|-------------------|--------------------|-----------------------|----------------------|---------------------------|-------------------------------------|------------|-----------|
| TART         | 1936-S   | BLUE        |               | 36       | 36                | 36                 | 0,00                  | 3 510,00             | 0,00                      | <input checked="" type="checkbox"/> |            | 45        |
| TART         | 1936-S   | RED         |               | 50       | 50                | 46                 | 0,00                  | 4 875,00             | 0,00                      | <input checked="" type="checkbox"/> |            | 46        |
| TART         | 1936-S   | GREEN       |               | 50       | 50                | 46                 | 0,00                  | 4 875,00             | 0,00                      | <input checked="" type="checkbox"/> |            | 47        |
| 18002        | 1936-S   | GREEN       |               | -4       | -4                | 0                  | 0,00                  | -390,00              | 0,00                      | <input type="checkbox"/>            | Transfer   | 245       |
| 18002        | 1936-S   | OWN LOG.    |               | 4        | 4                 | 0                  | 0,00                  | 390,00               | 0,00                      | <input type="checkbox"/>            | Transfer   | 246       |
| 19001        | 1936-S   | OWN LOG.    |               | -4       | -4                | 0                  | 0,00                  | -390,00              | 0,00                      | <input type="checkbox"/>            | Transfer   | 249       |
| 19001        | 1936-S   | RED         |               | 4        | 4                 | 4                  | 0,00                  | 390,00               | 0,00                      | <input checked="" type="checkbox"/> | Transfer   | 250       |
| 18005        | 1936-S   | RED         |               | -4       | -4                | 0                  | 0,00                  | -390,00              | 0,00                      | <input type="checkbox"/>            | Transfer   | 270       |
| 18005        | 1936-S   | OUT. LOG.   |               | 4        | 4                 | 4                  | 0,00                  | 390,00               | 0,00                      | <input checked="" type="checkbox"/> | Transfer   | 271       |

By removing filter value see other entry types (purchases, transfers sales,...) !

# Purchase Order creation



# Purchase Order creation

The screenshot shows the SAP navigation menu for 'CRONUS International Ltd.' with the path 'Departments' > 'Purchase'. The 'Purchase' menu is expanded, showing 'Order Processing' highlighted with a red box. The 'Order Processing' sub-menu is also expanded, showing 'Purchase Orders' highlighted with a red box. The 'Purchase Orders' sub-menu includes the following items: Vendors, Contacts, Purchase Quotes, Purchase Orders, Blanket Purchase Orders, Purchase Return Orders, Transfer Orders, Purchase Invoices, Purchase Credit Memos, Requests to Approve, Approval Request Entries, and Certificates of Supply.

CRONUS International Ltd. ▶ Departments ▶ Purchase

- Departments
  - ▶ Financial Management
  - ▶ Sales & Marketing
  - ▶ Purchase
    - Planning
    - Order Processing**
      - Inventory & Costing
      - ▶ Warehouse
      - ▶ Manufacturing
      - Jobs
      - Resource Planning
      - ▶ Service
      - Human Resources
      - ▶ Administration

## Order Processing

### Lists

- Vendors
- Contacts
- Purchase Quotes
- Purchase Orders**
  - Blanket Purchase Orders
  - Purchase Return Orders
  - Transfer Orders
  - Purchase Invoices
  - Purchase Credit Memos
  - Requests to Approve
  - Approval Request Entries
  - Certificates of Supply

# List of already existing Purchase Orders

Purchase Orders ▾

Type to filter (F3) | No. ▾ | → ▾

Limit totals: "..23.01.19

| No.    | Buy-from Vendor No. | Buy-from Vendor Name     | Vendor Authoriza... | Location Code | Assigned User ID | Status   | Currency Code | Document Date | Posting Date |
|--------|---------------------|--------------------------|---------------------|---------------|------------------|----------|---------------|---------------|--------------|
| 104001 | 30000               | CoolWood Technologies    |                     |               |                  | Open     |               | 21.1.2019     | 21.1.2019    |
| 104002 | 40000               | Lewis Home Furniture     |                     | GREEN         |                  | Open     |               | 24.1.2019     | 24.1.2019    |
| 104003 | 50000               | Service Electronics Ltd. |                     |               |                  | Open     |               | 26.1.2019     | 26.1.2019    |
| 104004 | 40000               | Lewis Home Furniture     |                     | GREEN         |                  | Released |               | 27.1.2019     | 27.1.2019    |
| 104005 | 50000               | Service Electronics Ltd. |                     |               |                  | Released |               | 1.1.2019      | 1.1.2019     |
| 104006 | 30000               | CoolWood Technologies    |                     |               |                  | Released |               | 21.1.2019     | 21.1.2019    |
| 104007 | 40000               | Lewis Home Furniture     |                     | GREEN         |                  | Released |               | 24.1.2019     | 24.1.2019    |
| 104008 | 60000               | Grassblue Ltd.           |                     | WHITE         |                  | Released |               | 24.1.2019     | 24.1.2019    |
| 104009 | 61000               | Electronics Ltd.         |                     | WHITE         |                  | Released |               | 24.1.2019     | 24.1.2019    |



# Purchase Order (PO) – new

(To enter data use F4 or mouse)

Fields with default data are marked by orange \*

Enter chosen vendor and confirm by key ENTER !

Enter type of the purchase order line (by F4 or mouse) = Item

Enter chosen item (Berlin chair 1936-S) and confirm by key ENTER !

Enter quantity 10 and stock location= **BLUE !!!!**

After delivery (before posting enter Vendor invoice number (any string- e.g. B1)



See next slide

# Purchase Order (PO)

New - Purchase Order - 106024 · London Postmaster

HOME ACTIONS NAVIGATE

View Edit New Delete Manage Send Approval Request Cancel Approval Request Request Approval Release Reopen Release Post... Post and Print... Test Report... Posting Copy Document... Drop Shipment Prepare Calculate Invoice Discount Statistics Dimensions Comments Order Print... Print Microsoft Word Send To Show /

106024 · London Postmaster

General

Buy-from Vendor No.: 10000 Document Date: 24.1.2019

Buy-from Contact No.: CT000072 Vendor Order No.:

Buy-from Vendor Name: London Postmaster Vendor Shipment No.:

Buy-from City: London Vendor Invoice No.: B1

Posting Date: 24.1.2019 Status: Open

Order Date: 24.1.2019

Show more fields

Lines

Line Functions Order New Find Filter Clear Filter

| Type | No.    | Description                | Location Code | Quantity | Reserved Quantity | Unit of Measur... | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT | Line I |
|------|--------|----------------------------|---------------|----------|-------------------|-------------------|----------------------------|-----------------------|--------|
| Item | 1936-S | BERLIN Guest Chair, yellow | BLUE          | 10       |                   | PCS               | 97,50                      | 975,00                |        |



# Print (Preview)

New - Purchase Order - 106024 - London Postmaster

HOME ACTIONS NAVIGATE

View Edit New Delete Manage

Send R

**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. 106024  
Document Date 24. January 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          |
| <b>Total GBP Excl. VAT</b> |                            |          |                 |                  |            |                        |                | <b>975,00</b>   |
| 25% VAT                    |                            |          |                 |                  |            |                        |                | 243,75          |
| <b>Total GBP Incl. VAT</b> |                            |          |                 |                  |            |                        |                | <b>1 218,75</b> |

**VAT Amount Specification**

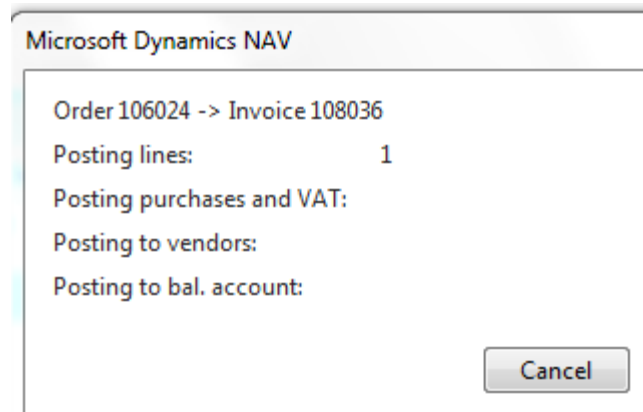
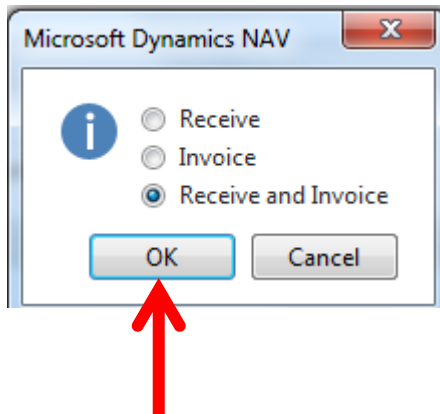
| VAT Identifier | VAT % | Line Amount   | Invoice Discount Base Amount | Invoice Discount Amount | VAT Base      | VAT Amount    |
|----------------|-------|---------------|------------------------------|-------------------------|---------------|---------------|
| VAT25          | 25    | 975,00        | 975,00                       | 0,00                    | 975,00        | 243,75        |
| <b>Total</b>   |       | <b>975,00</b> | <b>975,00</b>                | <b>0,00</b>             | <b>975,00</b> | <b>243,75</b> |

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

Print...  
Print

Microsoft Word  
Send To

# Post PO by use of key F9 (or icon)

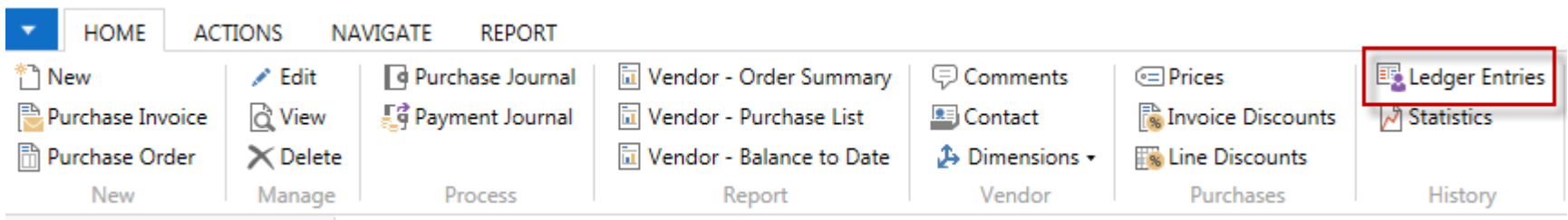


See Vendor Ledger entries :

- Search window
- Vendor
- Filter to vendor 10000
- Icon Ledger Entries –Option Entries

Vendors

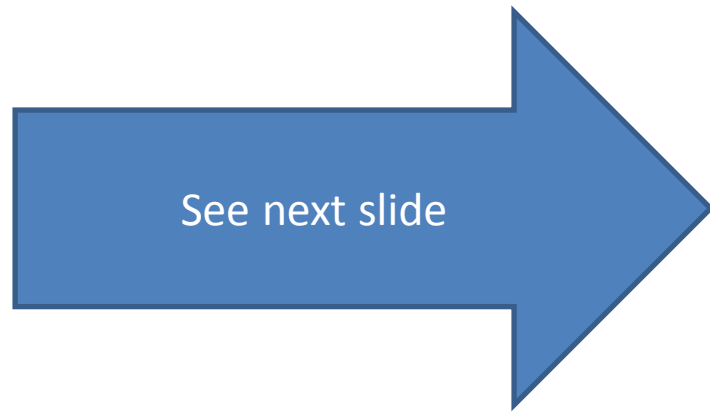
| No.   | Name              | Responsi...<br>Center | Location<br>Code | Phone No. | Contact            | Search<br>Name |
|-------|-------------------|-----------------------|------------------|-----------|--------------------|----------------|
| 10000 | London Postmaster | LONDON                |                  |           | Mrs. Carol Philips | LONDON ...     |



# Vendor Ledger Entries

Vendor Ledger Entries ▾ Type to filter (F3) | Posting Date

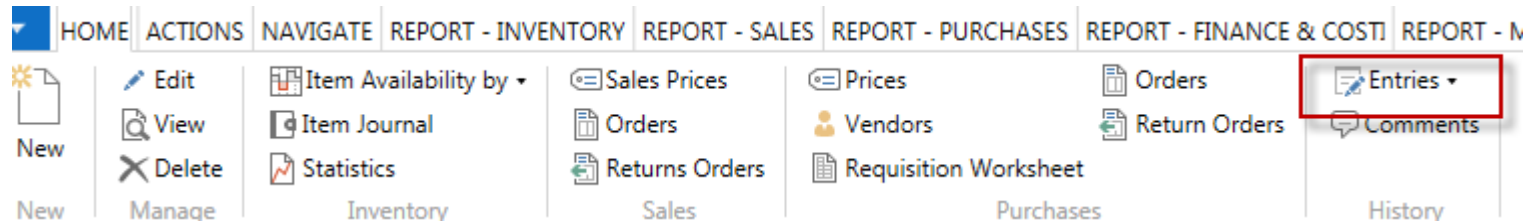
| Post...<br>Date | Document<br>Type | Document<br>No. | External<br>Docume... | Vendor<br>No. | Description              | Original<br>Amount | Amount     | Remaining<br>Amount | Remaining<br>Amt. (LCV) | Open                                | Due Date         | Pmt.<br>Discou... | Pmt. Disc.<br>Toleranc... |
|-----------------|------------------|-----------------|-----------------------|---------------|--------------------------|--------------------|------------|---------------------|-------------------------|-------------------------------------|------------------|-------------------|---------------------------|
| 31.12.2018      | Invoice          | 5437            | 5437                  | 10000         | Opening Entries, Vendors | -72 470,91         | -72 470,91 | 0,00                | 0,00                    | <input type="checkbox"/>            | 13.1.2019        | 31.12.2018        | 31.12.2018                |
| 31.12.2018      | <b>Invoice</b>   | <b>5578</b>     | 5578                  | 10000         | Opening Entries, Vendors | -24 156,97         | -24 156,97 | -24 156,97          | -24 156,97              | <input checked="" type="checkbox"/> | <b>18.1.2019</b> | 31.12.2018        | 31.12.2018                |
| 31.12.2018      | <b>Invoice</b>   | <b>5672</b>     | 5672                  | 10000         | Opening Entries, Vendors | -57 976,72         | -57 976,72 | -57 976,72          | -57 976,72              | <input checked="" type="checkbox"/> | <b>19.1.2019</b> | 31.12.2018        | 31.12.2018                |
| 2.1.2019        | Invoice          | 108026          | 23047                 | 10000         | Order 106002             | -8 132,00          | -8 132,00  | -8 132,00           | -8 132,00               | <input checked="" type="checkbox"/> | 31.1.2019        | 2.1.2019          | 2.1.2019                  |
| 5.1.2019        | Invoice          | 108027          | 23587                 | 10000         | Order 106003             | -8 245,76          | -8 245,76  | -8 245,76           | -8 245,76               | <input checked="" type="checkbox"/> | 31.1.2019        | 5.1.2019          | 5.1.2019                  |
| 9.1.2019        | Payment          | 2593            |                       | 10000         | Payment 2019             | 72 470,91          | 72 470,91  | 0,00                | 0,00                    | <input type="checkbox"/>            | 9.1.2019         |                   |                           |
| 16.1.2019       | Invoice          | 108031          | 24521                 | 10000         | Order 106006             | -15 846,00         | -15 846,00 | -15 846,00          | -15 846,00              | <input checked="" type="checkbox"/> | 31.1.2019        | 16.1.2019         | 16.1.2019                 |
| 24.1.2019       | Invoice          | 108036          | <b>B1</b>             | 10000         | Order 106024             | -1 218,75          | -1 218,75  | -1 218,75           | -1 218,75               | <input checked="" type="checkbox"/> | 31.1.2019        | 24.1.2019         | 24.1.2019                 |



# Item Ledger Entries

## See Item Ledger Entries :

- Search window
- Item
- Filter to Item 1936-S
- Find icon Entries ->Option=Entries



See next slide

# Item Ledger Entries

Item Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ | → ^

Show results:

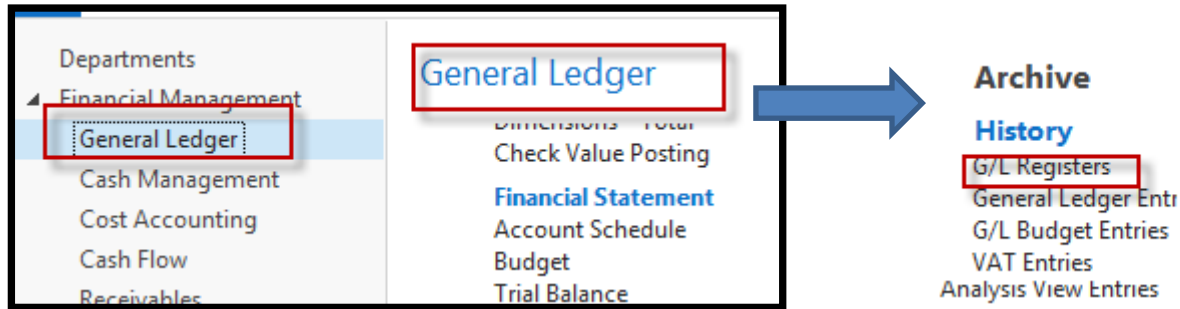
✗ Where Item No. ▾ is 1936-S

+ Add Filter

| Posting Date | Entry Type    | Document Type     | Document No. | It... N... | Descri... | Location Code | Quantity | Invoiced Quantity | Remaining Quantity | Sales Amount (Actual) | Cost Amount (Actual) |
|--------------|---------------|-------------------|--------------|------------|-----------|---------------|----------|-------------------|--------------------|-----------------------|----------------------|
| 31.12.2018   | Positive A... |                   | START        | 1936-S     |           | BLUE          | 36       | 36                | 36                 | 0,00                  | 3 510,00             |
| 31.12.2018   | Positive A... |                   | START        | 1936-S     |           | RED           | 50       | 50                | 46                 | 0,00                  | 4 875,00             |
| 31.12.2018   | Positive A... |                   | START        | 1936-S     |           | GREEN         | 50       | 50                | 46                 | 0,00                  | 4 875,00             |
| 24.1.2019    | Transfer      | Transfer Shipment | 108002       | 1936-S     |           | GREEN         | -4       | -4                | 0                  | 0,00                  | -390,00              |
| 24.1.2019    | Transfer      | Transfer Shipment | 108002       | 1936-S     |           | OWN LOG.      | 4        | 4                 | 0                  | 0,00                  | 390,00               |
| 24.1.2019    | Transfer      | Transfer Receipt  | 109001       | 1936-S     |           | OWN LOG.      | -4       | -4                | 0                  | 0,00                  | -390,00              |
| 24.1.2019    | Transfer      | Transfer Receipt  | 109001       | 1936-S     |           | RED           | 4        | 4                 | 4                  | 0,00                  | 390,00               |
| 24.1.2019    | Transfer      | Transfer Shipment | 108005       | 1936-S     |           | RED           | -4       | -4                | 0                  | 0,00                  | -390,00              |
| 24.1.2019    | Transfer      | Transfer Shipment | 108005       | 1936-S     |           | OUT. LOG.     | 4        | 4                 | 4                  | 0,00                  | 390,00               |
| 24.1.2019    | Purchase      | Purchase Receipt  | 107037       | 1936-S     |           | BLUE          | 10       | 10                | 10                 | 0,00                  | 975,00               |

Inventory increased by 10 !!

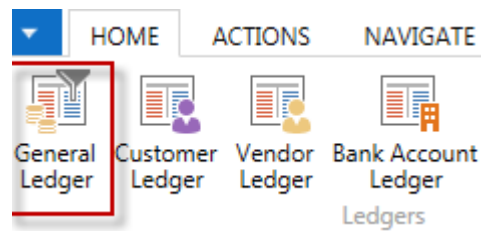
# Impacts in General Ledger



Go to last line of G/L register

|     |           |             |           |      |      |     |     |
|-----|-----------|-------------|-----------|------|------|-----|-----|
| 125 | 24.1.2019 | EUROPE\N... | SALES     | 2804 | 2808 | 896 | 897 |
| 126 | 24.8.2017 | EUROPE\N... | SALES     | 2809 | 2811 | 898 | 898 |
| 127 | 24.8.2017 | EUROPE\N... | SALES     | 2812 | 2814 | 899 | 899 |
| 128 | 24.8.2017 | EUROPE\N... | SALES     | 2815 | 2817 | 900 | 900 |
| 129 | 26.9.2017 | ESF\MIKI    | PURCHASES | 2818 | 2820 | 901 | 901 |

Go to icon General Ledger



# Impacts in General Ledger

General Ledger Entries ▾

Type to filter (F3) | Posting Date ▾ → ▾

Filter: 2818..2820

| Posting Date | Document Type | Document No. | G/L Accou... | Description  | Gen. Posti... | Gen. Bus. Posting ... | Gen. Prod... | Amount    | Bal. Accou... | Bal. Accou... | Entry No. ▲ |
|--------------|---------------|--------------|--------------|--------------|---------------|-----------------------|--------------|-----------|---------------|---------------|-------------|
| 24.1.2019    | Invoice       | 108036       | 7110         | Order 106024 | Purcha...     | NATIONAL              | RETAIL       | 975,00    | G/L Account   |               | 2818        |
| 24.1.2019    | Invoice       | 108036       | 5630         | Order 106024 |               |                       |              | 243,75    | G/L Account   |               | 2819        |
| 24.1.2019    | Invoice       | 108036       | 5410         | Order 106024 |               |                       |              | -1 218,75 | G/L Account   |               | 2820        |

Purchase Retail  
**7110**

975,00

Purchase VAT 25%  
**5630**

243,75

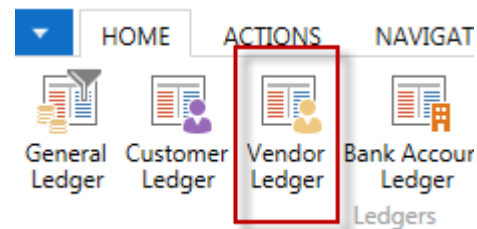
Vendors Domestic  
**5410**

1 218,75

$$1218,75 = 975 + 243,75$$

# Use of Navigate tool

- Go to Icon Vendor Ledger Entries (from the same working space)



A screenshot of the 'Vendor Ledger Entries' interface. The top ribbon has tabs for 'HOME' and 'ACTIONS'. The 'ACTIONS' tab is active, and the 'Navigate' button (represented by a magnifying glass icon) is highlighted with a red box. Below the ribbon, the title 'Vendor Ledger Entries' is displayed. A search filter box on the right contains the text 'Type to filter (F3)'. Below the title is a table with the following data:

| Posting Date | Document Type | Document No. | External Docume... | Vendor No. | Description  | Original Amount | Amount    | Remaining Amount | Remaining Amt. (LCY) | Open                                | Due Date  |
|--------------|---------------|--------------|--------------------|------------|--------------|-----------------|-----------|------------------|----------------------|-------------------------------------|-----------|
| 24.1.2019    | Invoice       | 108036       | B1                 | 10000      | Order 106024 | -1 218,75       | -1 218,75 | -1 218,75        | -1 218,75            | <input checked="" type="checkbox"/> | 31.1.2019 |



# Result of Navigation

HOME ACTIONS

Show Related Entries

Find Print...

Process

**Document**

Document No.: 108036

Related Entries

**Posted Purchase Invoice**

G/L Entry

VAT Entry

Vendor Ledger Entry

Detailed Vendor Ledg. Ent

Value Entry

### 108036 · London Postmaster

**General**

No.: 108036      Posting Date: 24.1.2019

Buy-from Vendor No.: 10000      Document Date: 24.1.2019

Buy-from Contact No.: CT000072      Quote No.:

Buy-from Vendor Name: London Postmaster      Order No.: 106024

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.: B1

Buy-from City: London      Order Address Code:

Buy-from Contact: Mrs. Carol Philips      Purchaser Code: RL

No. Printed: 0      Responsibility Center: LONDON

**Lines**

Line Find Filter Clear Filter

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

# End of the section

Purchase example and impacts (inventory, Vendor Ledger Entries and General Ledger)

