

Introduction to MS Dynamics NAV

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

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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

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...
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

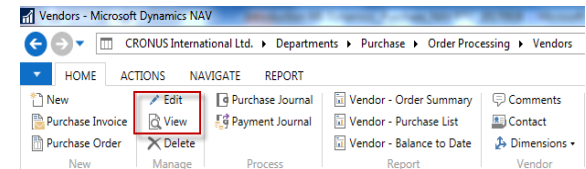
Buy-from Vendor Hi...

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)



Vendror Ledger Entries

Vendor card



Vendor Ledger Entries

HOME ACTIONS NAVIGATE REPORT

Dimensions Bank Accounts Contact Order Addresses Online Map
 Vendor

Items Invoice Discounts Prices
 Purchases

Line Discounts Prepayment Percentages Std. Vend. Purchase Codes
 Purchases

Quotes Orders Return Orders Blanket Orders
 Documents

Ledger Entries Statistics

HOME ACTIONS

View List Edit List Show Posted Document Navigate
 Manage Process

Apply Entries Unapply Entries... Reverse Transaction... Incoming Document...
 Functions

Applied Entries Dimensions Detailed Ledger Entries
 Entry

Microsoft Excel Show as List Show as Chart
 Send to View

OneNote Notes Links
 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	Invoice	5672	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	<input checked="" type="checkbox"/>	19.1.2019
31.12.2018	Invoice	5578	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	<input checked="" type="checkbox"/>	18.1.2019
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... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search 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.:	<input type="text" value="1936-S"/> 	Qty. on Purch. Order:	<input type="text" value="0"/>
Description:	<input type="text" value="BERLIN Guest Chair, yellow"/>	Qty. on Prod. Order:	<input type="text" value="0"/>
Base Unit of Measure:	<input type="text" value="PCS"/> 	Qty. on Component Lines:	<input type="text" value="0"/>
Assembly BOM:	<input type="text" value="No"/>	Qty. on Sales Order:	<input type="text" value="23"/>
Shelf No.:	<input type="text" value="D8"/>	Qty. on Service Order:	<input type="text" value="0"/>
Automatic Ext. Texts:	<input type="checkbox"/>	Qty. on Job Order:	<input type="text" value="0"/>
Created From Nonstock Item:	<input type="checkbox"/>	Qty. on Assembly Order:	<input type="text" value="0"/>
Item Category Code:	<input type="text"/> 	Qty. on Asm. Component:	<input type="text" value="0"/>
Product Group Code:	<input type="text"/> 	Blocked:	<input type="checkbox"/>
Service Item Group:	<input type="text"/> 	Last Date Modified:	<input type="text" value="24.8.2017"/>
Search Description:	<input type="text" value="BERLIN GUEST CHAIR, YE..."/>	Stockout Warning:	<input type="text" value="Default (Yes)"/> 
Inventory:	<input type="text" value="136"/>	Prevent Negative Inventory:	<input type="text" value="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	Production	
Lead Time Calculation:		Manufacturing Policy:	Make-to-Stock
Purchase		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
		Assembly	
		Assembly Policy:	Assemble-to-Stock
Planning			

Item Ledger Entries

Items - Microsoft Dynamics NAV

CRONUS International Ltd. Home Items

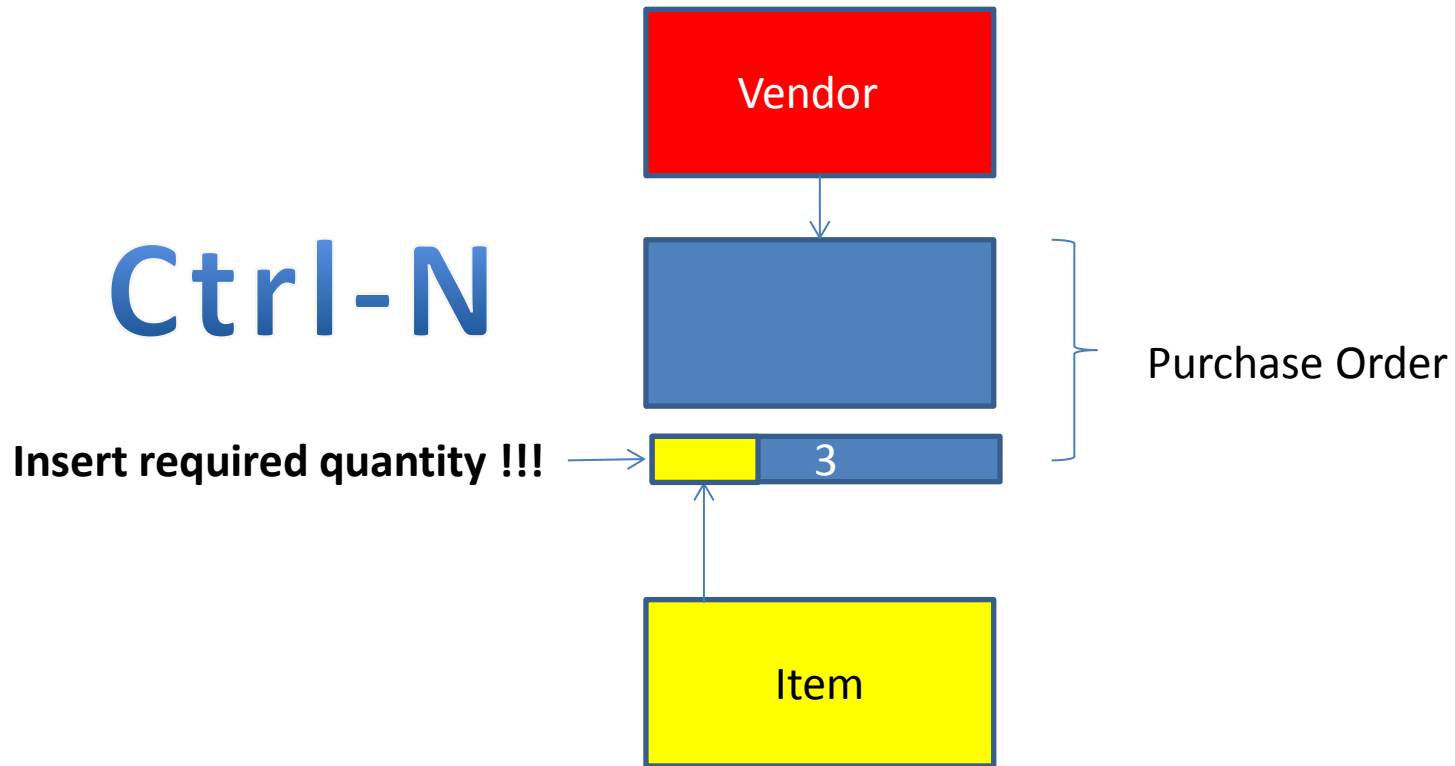
HOME ACTIONS NAVIGATE REPORT - INVENTORY REPORT - SALES REPORT - PURCHASES REPORT - FINANCE & COSTI REPORT - MANUFACTURING

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

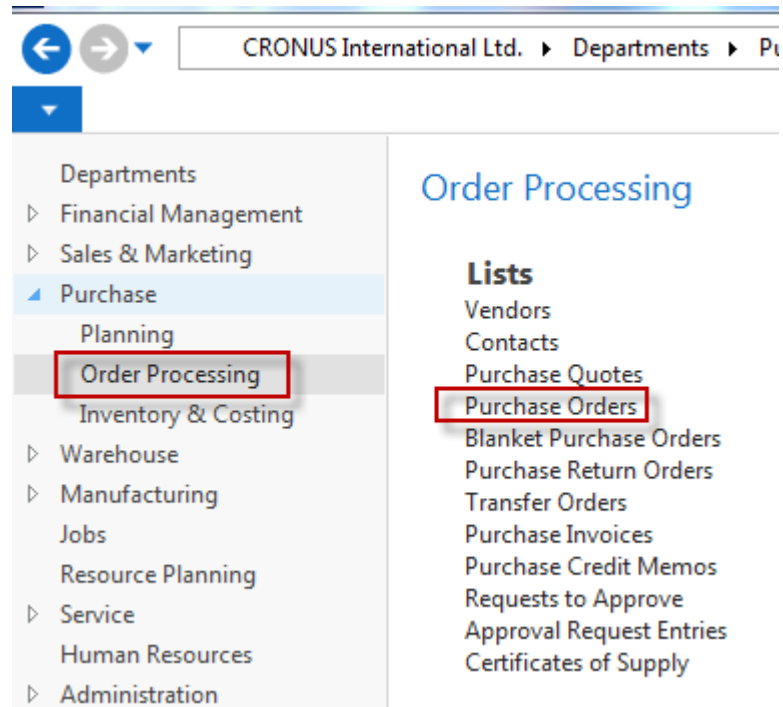
Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.
TART	1936-S		BLUE	36	36	36	0,00	3 510,00	0,00	<input checked="" type="checkbox"/>		45
TART	1936-S		RED	50	50	46	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, and 'Order Processing' is highlighted with a red box. The 'Order Processing' sub-menu is also highlighted with a red box, and its items are listed on the right side of the screen.

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

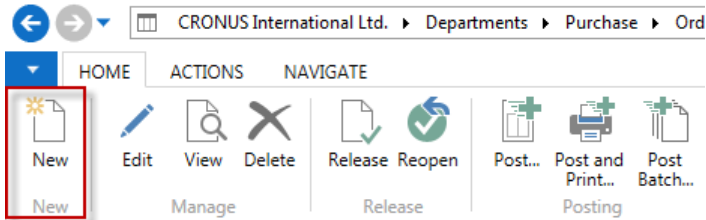
Purchase Orders ▾

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



Double click

Empty form of PO structure

Purchase Order

General

Buy-from Vendor No.: *
Buy-from Contact No.:
Buy-from Vendor Name:
Buy-from City:
Posting Date:
Order Date:

Document Date:
Vendor Order No.:
Vendor Shipment No.:
Vendor Invoice No.: *
Status: Open

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
------	-----	-------------	---------------	----------	-------------------	-------------------	----------------------------	-----------------------	--------

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
Total GBP Excl. VAT								975,00
25% VAT								243,75
Total GBP Incl. VAT								1 218,75

VAT Amount Specification

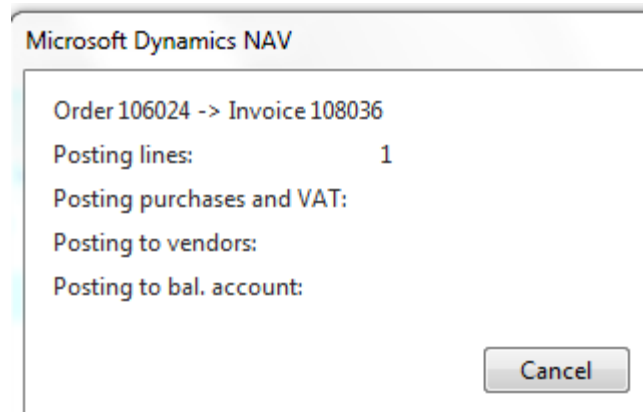
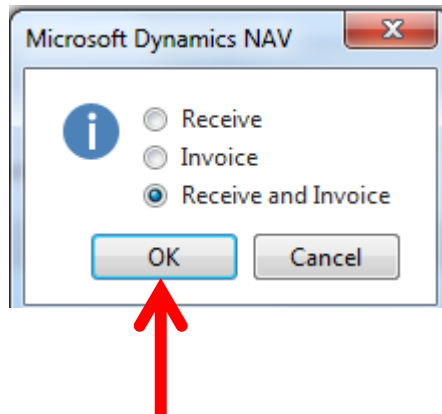
VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	975,00	975,00	0,00	975,00	243,75
Total		975,00	975,00	0,00	975,00	243,75

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

Print...
Print

Microsoft Word
Send To

Post PO by use of key F9 (or icon)

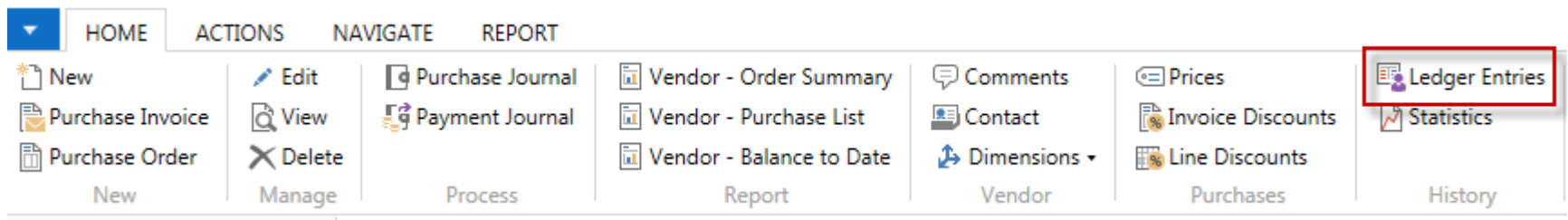


See Vendor Ledger entries :

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

A screenshot of the Vendor Ledger Entries search window in Microsoft Dynamics NAV. The search criteria are set to "10000". The results table is as follows:

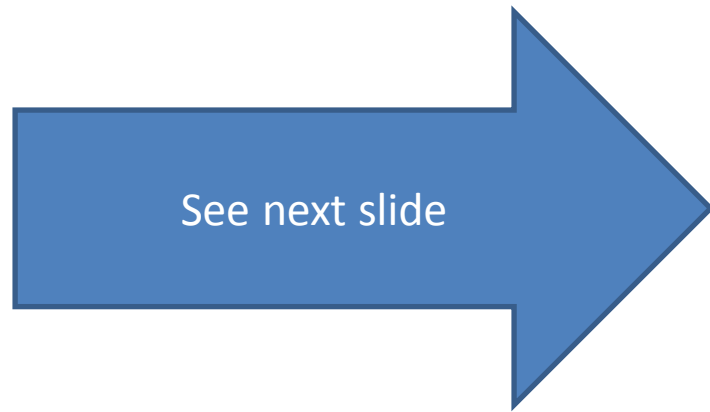
No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name
10000	London Postmaster	LONDON			Mrs. Carol Philips	LONDON ...



Vendor Ledger Entries

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

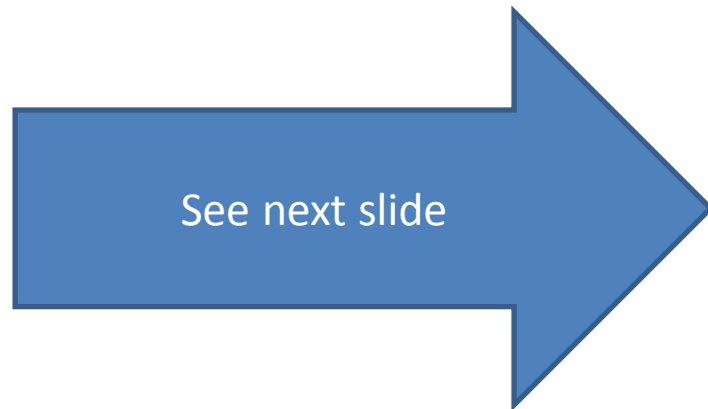
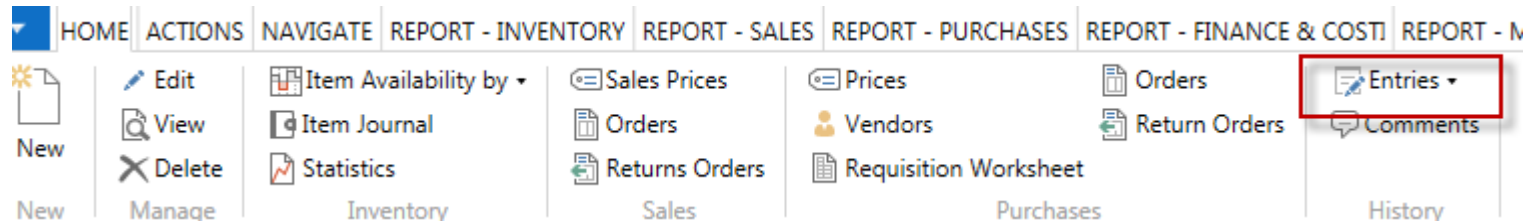
Post... Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCV)	Open	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...
31.12.2018	Invoice	5437	5437	10000	Opening Entries, Vendors	-72 470,91	-72 470,91	0,00	0,00	<input type="checkbox"/>	13.1.2019	31.12.2018	31.12.2018
31.12.2018	Invoice	5578	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	<input checked="" type="checkbox"/>	18.1.2019	31.12.2018	31.12.2018
31.12.2018	Invoice	5672	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	<input checked="" type="checkbox"/>	19.1.2019	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	B1	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



Item Ledger Entries

Item Ledger Entries ▾

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

Show results:

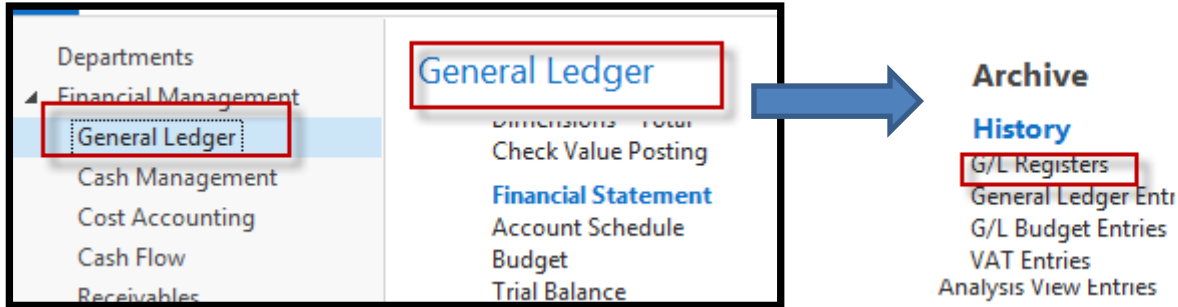
✗ Where Item No. ▾ is 1936-S

+ 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 !!

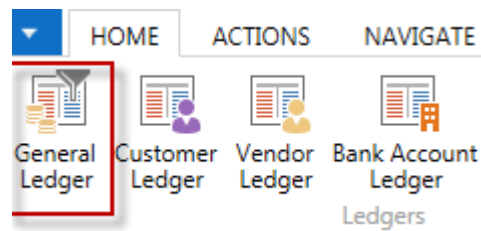
Impacts in General Ledger



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

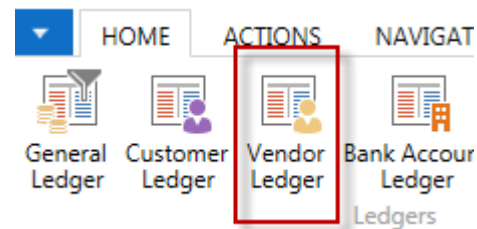
Vendors Domestic
5410

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. Under the ACTIONS tab, the 'Navigate' icon is highlighted with a red box. Below the ribbon, there is a search filter box labeled 'Type to filter (F3)'. The main area displays 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

Document

Document No.:

Related Entries

Posted Purchase Invoice

G/L Entry

VAT Entry

Vendor Ledger Entry

Detailed Vendor Ledg. Ent

Value Entry

108036 · London Postmaster

General

No.:	<input type="text" value="108036"/>	Posting Date:	<input type="text" value="24.1.2019"/>
Buy-from Vendor No.:	<input type="text" value="10000"/>	Document Date:	<input type="text" value="24.1.2019"/>
Buy-from Contact No.:	<input type="text" value="CT000072"/>	Quote No.:	<input type="text"/>
Buy-from Vendor Name:	<input type="text" value="London Postmaster"/>	Order No.:	<input type="text" value="106024"/>
Buy-from Address:	<input type="text" value="10 North Lake Avenue"/>	Pre-Assigned No.:	<input type="text"/>
Buy-from Address 2:	<input type="text"/>	Vendor Order No.:	<input type="text"/>
Buy-from Post Code:	<input type="text" value="N12 5XY"/>	Vendor Invoice No.:	<input type="text" value="B1"/>
Buy-from City:	<input type="text" value="London"/>	Order Address Code:	<input type="text"/>
Buy-from Contact:	<input type="text" value="Mrs. Carol Philips"/>	Purchaser Code:	<input type="text" value="RL"/>
No. Printed:	<input type="text" value="0"/>	Responsibility Center:	<input type="text" value="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)

