

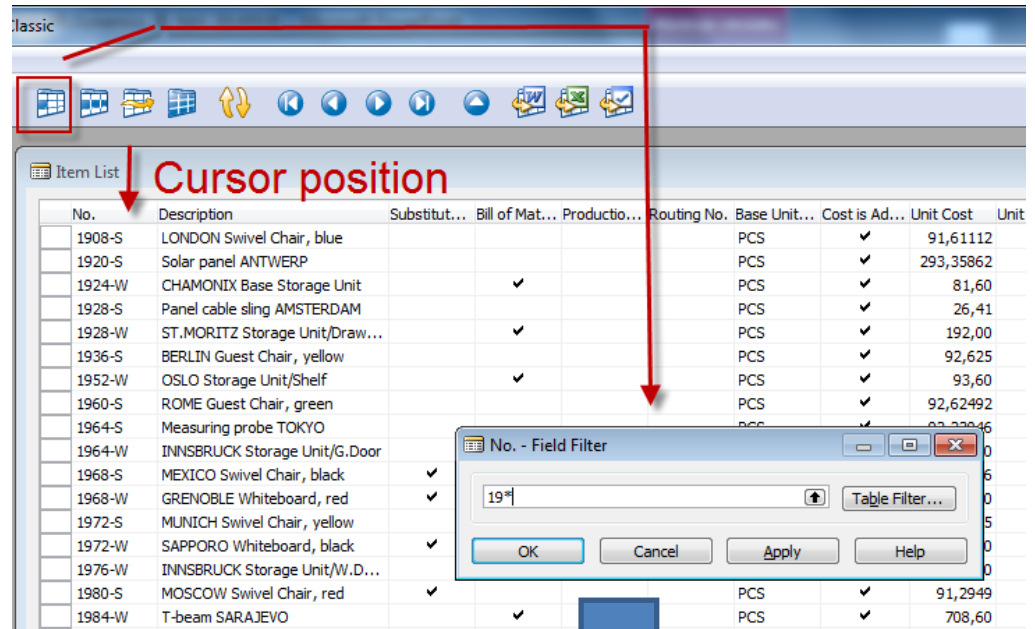
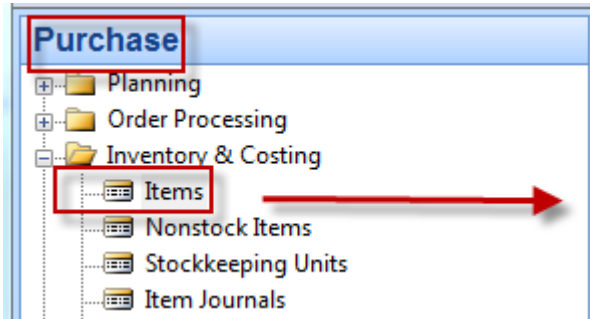
Introduction to MS Dynamics

NAV IV.

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Department of corporate economy

How to create a new Item card



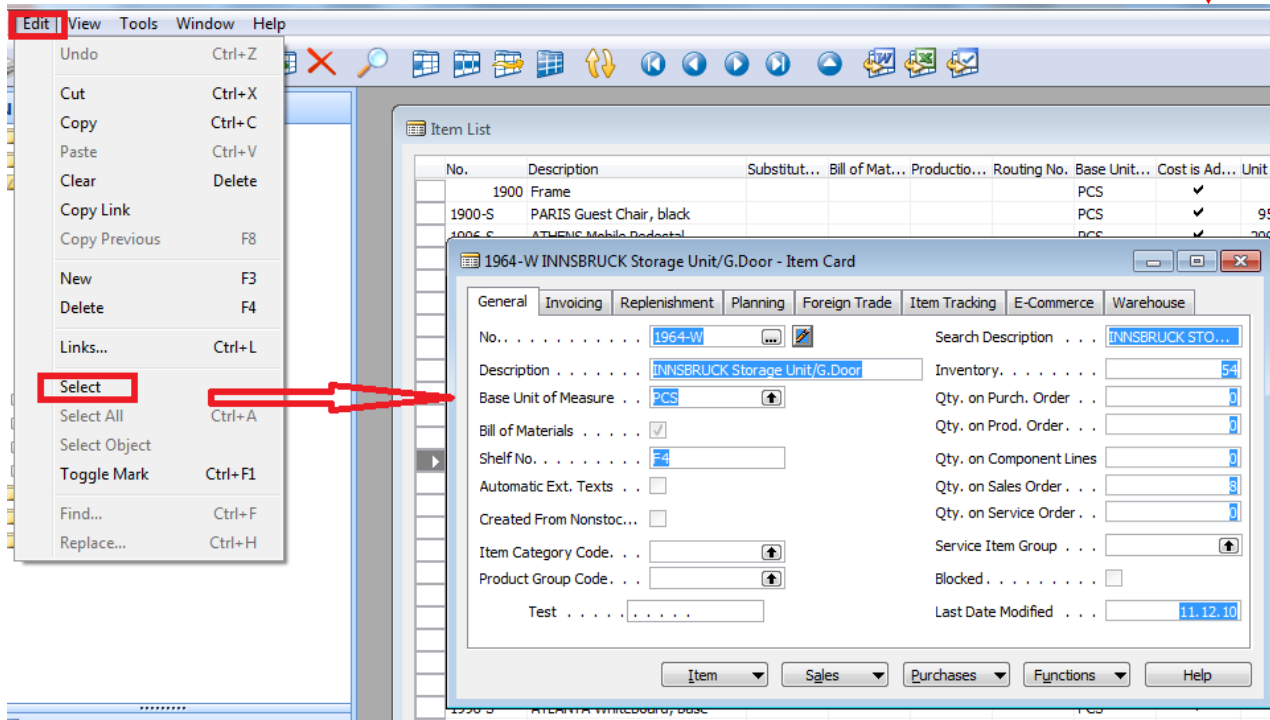
After filter 19* is applied

Item List

No.	Description	Substitut...	Bill of Mat...	Productio...	Routing No.	Base Unit...	Cost is Ad...	Unit Cost	Unit Price	Vendor No.	Search
1900	Frame					PCS	✓	15,70	0,00	01587796	FRAME
1900-S	PARIS Guest Chair, black					PCS	✓	95,23368	125,10	20000	PARIS
1906-S	ATHENS Mobile Pedestal					PCS	✓	209,38917	281,40	30000	ATHEN
1908-S	LONDON Swivel Chair, blue					PCS	✓	91,61112	123,30	30000	LONDO
1920-S	Solar panel ANTWERP					PCS	✓	293,35862	420,40	20000	SOLAR
1924-W	CHAMONIX Base Storage Unit		✓			PCS	✓	81,60	136,40	20000	CHAMC
1928-S	Panel cable sling AMSTERDAM					PCS	✓	26,41	35,60	10000	PANEL
1928-W	ST.MORITZ Storage Unit/Draw...		✓			PCS	✓	192,00	342,10		ST.MOF
1936-S	BERLIN Guest Chair, yellow					PCS	✓	92,625	125,10	20000	BERLIN
1952-W	OSLO Storage Unit/Shelf		✓			PCS	✓	93,60	158,50		OSLO S
1960-S	ROME Guest Chair, green					PCS	✓	92,62492	125,10	20000	ROME C
1964-S	Measuring probe TOKYO					PCS	✓	92,23046	125,10	20000	MEASU
1964-W	INNSBRUCK Storage Unit/G.Door		✓			PCS	✓	171,20	292,00		INNSBR
1968-S	MEXICO Swivel Chair, black	✓				PCS	✓	93,24306	123,30	30000	MEXIC

How to create a new Item card

- Open chosen card (e.g. 1964-W) by use of keyboard shortcut **Shift-F5** and from the menu Edit use Select function and you will get



How to create a new Item card

- Ctrl-C (Item card picture is cut into clipboard)
- **F3** in order to create new card
- Ctrl-V (Item picture is pasted from clipboard into new Item card)
- You will get message Item card 1964-W already exists
- You push OK
- You will get another error message Item card could not be pasted . Do not care and make Ok again
- Change original number 1964-W to X1 (*for instance*)
- Change name to Component 1 (*for instance*)
- In Unit of Measure field make a choice by use of **F6** to Pcs and OK and then ENTER to confirm your choice
- **Tab** Invoice->and change by **F6** to Costing method FIFO and confirm by ENTER
- **Tab** Replenishment ->make a choice of you principal Vendor (by use of **F6**)

Results

X1 Component 1 - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

No. X1 Search Description . . . COMPONENT 1

Description Component 1 Inventory. 0

Base Unit of Measure . . . PCS Qty. on Purch. Order . . . 0

Bill of Materials Qty. on Prod. Order . . . 0

Shelf No. F4 Qty. on Component Lines . . . 0

Automatic Ext. Texts . . . Qty. on Sales Order . . . 0

Created From Nonstoc... Qty. on Service Order . . . 0

Item Category Code. Service Item Group

Product Group Code. Blocked.

Test Last Date Modified . . . 29.09.14

Item Sales Purchases Functions Help

X1 Component 1 - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

Costing Method FIFO Gen. Prod. Posting Group RETAIL

Cost is Adjusted. Cost is Posted to G/L VAT Prod. Posting Group VAT25

Standard Cost 171,20 Inventory Posting Group FINISHED

Unit Cost 171,20 Net Invoiced Qty. 0

Overhead Rate 0,00 Allow Invoice Disc.

Indirect Cost % 0 Item Disc. Group FINISHED

Last Direct Cost 171,20 Sales Unit of Measure . . . PCS

Price/Profit Calculation. . . Profit=Price-... Profit % 41,36986

Unit Price 292,00

Item Sales Purchases Functions Help

X1 Component 1 - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

Replenishment System. . . Purchase Production

Purchase Manufacturing Policy . . . Make-to-Stock

Vendor No. 10000 Routing No.

Vendor Item No. Production BOM No.

Purch. Unit of Measure . . . PCS Rounding Precision . . . 1

Lead Time Calculation . . . Flushing Method. Manual

Scrap % 0

Lot Size. 0

Item Sales Purchases Functions Help



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 **(in this Intro section use X1)**
- Enter stock location **BLUE** and specify Quantity of the Item
- Enter 10 pcs and enter price 1,0
- 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)

Created first Purchase Order

The screenshot shows the SAP Purchase Order entry screen for document 106037. The 'General' tab is active, displaying various fields for vendor information, dates, and status. A table at the bottom lists the purchase order items. Several fields and table cells are highlighted with red boxes.

General Tab Fields:

- No.: 106037
- Posting Date: 11.12.13
- Buy-from Vendor No.: 10000
- Order Date: 11.12.13
- Buy-from Contact No.: CT000066
- Document Date: 11.12.13
- Buy-from Vendor Name: London Postmaster
- Quote No.: (empty)
- Buy-from Address: 10 North Lake Avenue
- Vendor Order No.: (empty)
- Buy-from Address 2.: (empty)
- Vendor Shipment No.: (empty)
- Buy-from Post Code/City: N12 5XY, London
- Vendor Invoice No.: MY_FIRST_0001
- Buy-from Contact: Mrs. Carol Philips
- Order Address Code: (empty)
- No. of Archived Versions: 0
- Purchaser Code: RL
- Responsibility Center: LONDON
- Assigned User ID: (empty)
- Status: Open

Item Table:

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure	Direct Unit Cost Excl...	Line Amount Excl. VAT
Item	X1	Component 1	BLUE	10		PCS	1,00	10,00

Vendor Information Panel:

- Buy-from Vendor: (empty)
- Order Addresses: (2)
- Contacts: (3)
- Purchase History: (empty)
- Pay-to Vendor: (empty)

Item Information Panel:

- Item Card: (empty)
- Availability: (10)
- Purchase Prices: (0)
- Purchase Line Di...: (0)

Buttons: Order, Line, Functions, Posting, Print..., Help

Use the same steps for posting as it was presented in Introduction III. !!!!! – **F11** and use **Receive and Invoice** .

Created second Purchase Order

106038 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 106038 Posting Date 11.12.13
Buy-from Vendor No. 10000 Order Date 11.12.13
Buy-from Contact No. CT000066 Document Date 11.12.13
Buy-from Vendor Name London Postmaster Quote No.
Buy-from Address 10 North Lake Avenue Vendor Order No.
Buy-from Address 2 Vendor Shipment No.
Buy-from Post Code/City N12 5XY London Vendor Invoice No. MY FIRST 0002
Buy-from Contact Mrs. Carol Philips Order Address Code.
No. of Archived Versions. 0 Purchaser Code RL
Responsibility Center LONDON
Assigned User ID
Status Open

Vendor Information

- Buy-from Vendor
- Order Addresses (2)
- Contacts (3)
- Purchase History

Pay-to Vendor

pe	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT
pm	X1	Component 1	BLUE	10		PCS	2,00	20,00

Item Information

- Item Card
- Availability (20)
- Purchase Prices (0)
- Purchase Line Di... (0)

Order Line Functions Posting Print... Help

Use the same steps for posting as it was presented in Introduction III. !!!!! – **F11** and use **Receive and Invoice** . Mind you, that we have changed **Vendor Invoice number** and **Direct Unit Cost** as well !! – Post it by F11 !!!!

Sales Order (to sell 11 pcs of X1)

1058 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 1058 [edit] Posting Date 11.12.13
Sell-to Customer No. 10000 [up] Order Date 11.12.13
Sell-to Contact No. CT000001 [up] Document Date 11.12.13
Sell-to Customer Name The Cannon Group PLC Requested Delivery Date
Sell-to Address 192 Market Square Promised Delivery Date
Sell-to Address 2 Quote No.
Sell-to Post Code/City B27 4KT [up] Birmingham [up] External Document No.
Sell-to Contact Mr. Andy Teal Salesperson Code PS [up]
No. of Archived Versions. 0 Campaign No. [up]
Opportunity No. [up]
Responsibility Center BIRMINGHAM [up]
Assigned User ID [up]
Status Open

Type	No.	Description	Location	Quantity	Reserved...	Unit of M...	Unit Price...	Line Amount E...	Line ...	Qty. to
Item		Component 1	BLUE	11		PCS	4,00	44,00		

Customer Information

- Sell-to Customer [edit]
- Ship-to Addresses (2)
- Contacts (5)
- Sales History
- Bill-to Customer
- Avail. Credit -327 070

Item Information

- Item Card [edit]
- Availability (9)
- Substitutions (0)
- Sales Prices (0)
- Sales Line Di... (0)

Order Line Functions Posting Print Help

Use the same steps to create Sales Order as it was presented in Intro II. !!!!! – **F11** and use **Receive and Invoice . Enter Units price to 4 ,0 !!!!!**

X1 Item Ledger Entries in order to see applications

X1 Component 1 - Item Card

General Invoicing Replenishment Planning Foreign Trade Item Tracking E-Commerce Warehouse

No. 1 Search Description . . . COMPONENT 1

Description Component 1 Inventory. 9

Base Unit of Measure . . . PCS Qty. on Purch. Order . . . 0

Bill of Materials Qty. on Prod. Order . . . 0

Shelf No. F4 Qty. on Component Lines . . . 0

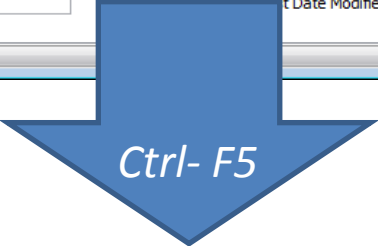
Automatic Ext. Texts . . . Qty. on Sales Order . . . 0

Created From Nonstoc... Qty. on Service Order . . . 0

Item Category Code . . . Service Item Group . . .

Product Group Code . . . Blocked

Test Date Modified . . . 29.09.14



Cost Amount actual = 12 = 10x1,0 + 1x2,0
 Remaining Quantity = 9 = 20 - 11
 Open = YES (ticked) means, that you
 Can still apply 9 pcs from this entry

Posting Date	Entry 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.)	Open
11.12.13	Purchase	Purchase Re...	107040	X1		BLUE	10	10	0	0,00	10,00	0,00	
11.12.13	Purchase	Purchase Re...	107041	X1		BLUE	10	10	9	0,00	20,00	0,00	<input checked="" type="checkbox"/>
11.12.13	Sale	Sales Shipment	102056	X1		BLUE	-11	-11	0	44,00	-12,00	0,00	

Impacts to G/L (General Ledger Entries)

Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... Amount	Bal. A... T...
11.12.13	I... 108039	7110	Order 106037	P..	N.. R..	10,00	G..
11.12.13	I... 108039	5630	Order 106037			2,50	G..
11.12.13	I... 108039	5410	Order 106037			-12,50	G..

1st Purchase order

Posting Date	D... Document T... No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... Amount	Bal. A... T...
11.12.13	I... 108040	7110	Order 106038	P..	N.. R..	20,00	G..
11.12.13	I... 108040	5630	Order 106038			5,00	G..
11.12.13	I... 108040	5410	Order 106038			-25,00	G..

2nd Purchase order

5630 Purchase VAT 25%

2,50	5,00
------	------

5410 Vendor Domestic

12,50	25,00
-------	-------

7110 Purchase Retail Domestic

10,00	20,00
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Inventory value

Financial Management

- General Ledger
- Cash Management
- Receivables
- Payables
- Fixed Assets
- Inventory
 - Costing
 - Analysis & Reporting
 - Reports
 - Inventory Valuation
 - Inventory Valuation - WIP

Inventory Valuation

Item Options

Field	Filter
No.	
Inventory Posting Group	
Statistics Group	

Print... Preview Cancel Help

Inventory Valuation

Item Options

Starting Date 01.01.01

Ending Date 31.12.13

Include Expected Cost.

Print... Preview Cancel Help

Print Preview

Inventory Valuation
CRONUS International Ltd.

Item No.: X1

As of 31.12.00 Increases (LCY) Decreases (LCY) As of 31.12.13

Item No.	Description	Bill of M	Base Unit o	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Cost Posted to G/L
Inventory Posting Group: FINISHED												
X1	Component 1	No	PCS	0	0,00	20	30,00	11	12,00	9	18,00	18,00
Inventory Posting Group Total: FINISHED					0,00		30,00		12,00		18,00	18,00
Total					0,00		30,00		12,00		18,00	18,00

29. Septe
P.

Cost history

Unit Cost=Cost Amount (Actual) /Quantity

X1 Component 1 - Item Card

Costing Method	FIFO	Gen. Prod. Posting Group	RETAIL
Cost is Adjusted.	<input checked="" type="checkbox"/>	VAT Prod. Posting Group.	VAT25
Cost is Posted to G/L.	<input checked="" type="checkbox"/>	Inventory Posting Group.	FINISHED
Standard Cost	171,20	Net Invoiced Qty.	9
Unit Cost	2,00	Allow Invoice Disc.	<input checked="" type="checkbox"/>
Overhead Rate	0,00	Item Disc. Group	FINISHED
Indirect Cost %	0	Sales Unit of Measure	PCS
Last Direct Cost	2,00		
Price/Profit Calculation.	Profit=Price...		
Profit %	99,31507		
Unit Price	292,00		

Item Sales Purchases Functions Help

X1 Component 1 - Average Cost Calc. Overview

E... Type	Valuation Date	Item No.	Unit Cost	Cost is Adjusted	Entry Type	Quantity	Cost Amount (Expected)	Cost Amount (Actual)
Closing Entry	11.12.13	X1	2,00	<input checked="" type="checkbox"/>		9	0,00	18,00
Increase	11.12.13	X1	1,00		Purchase	10	0,00	10,00
Increase	11.12.13	X1	2,00		Purchase	10	0,00	20,00
Decrease	11.12.13	X1	1,09		Sale	-11	0,00	-12,00

Unit Cost

This field is calculated by the program and it shows the average cost for this entry. It is calculated by dividing the sum of the Cost Amount (Expected) and Cost Amount (Actual) fields by the quantity.

End of the section IV.

