

# Introduction to MS Dynamics

NAV XXVII. [\(Requisition worksheet\)](#)

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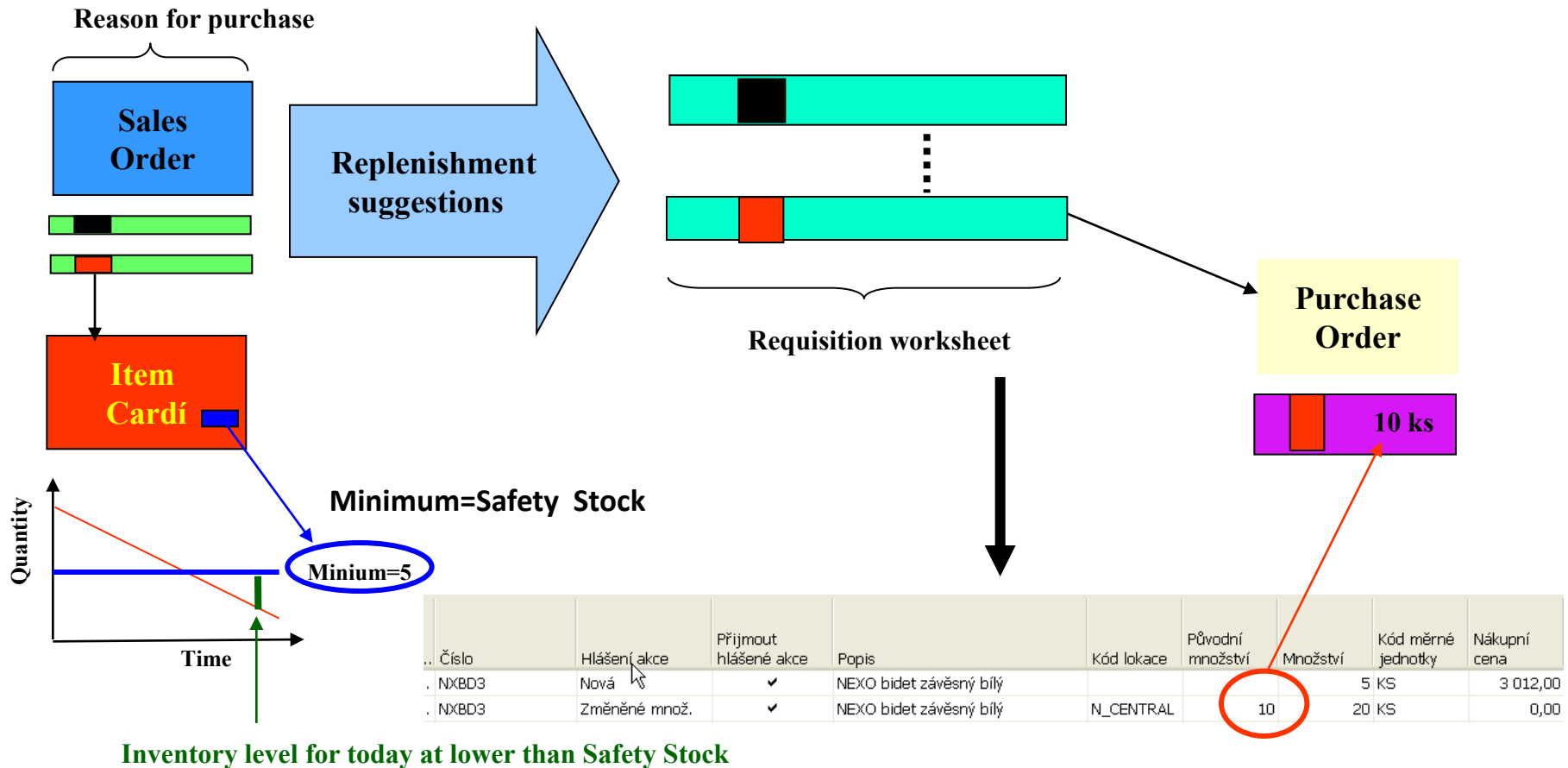
# Requisition worksheet

(tool for automatic replenishment suggestion)

- **Impacts of using RW tool**
  - Lower inventory level
  - It balances supply and demand across locations
  - Lower inventory and handling cost
  - Higher liquidity
  - Sufficient service level is maintained-Service level represents the expected probability of not hitting a stock-out. This percentage is required to compute the Safety Stock. Intuitively, the service level represents a trade-off between the cost of inventory and the cost of stock-outs (which incur missed sales, lost opportunities and client frustration among others).

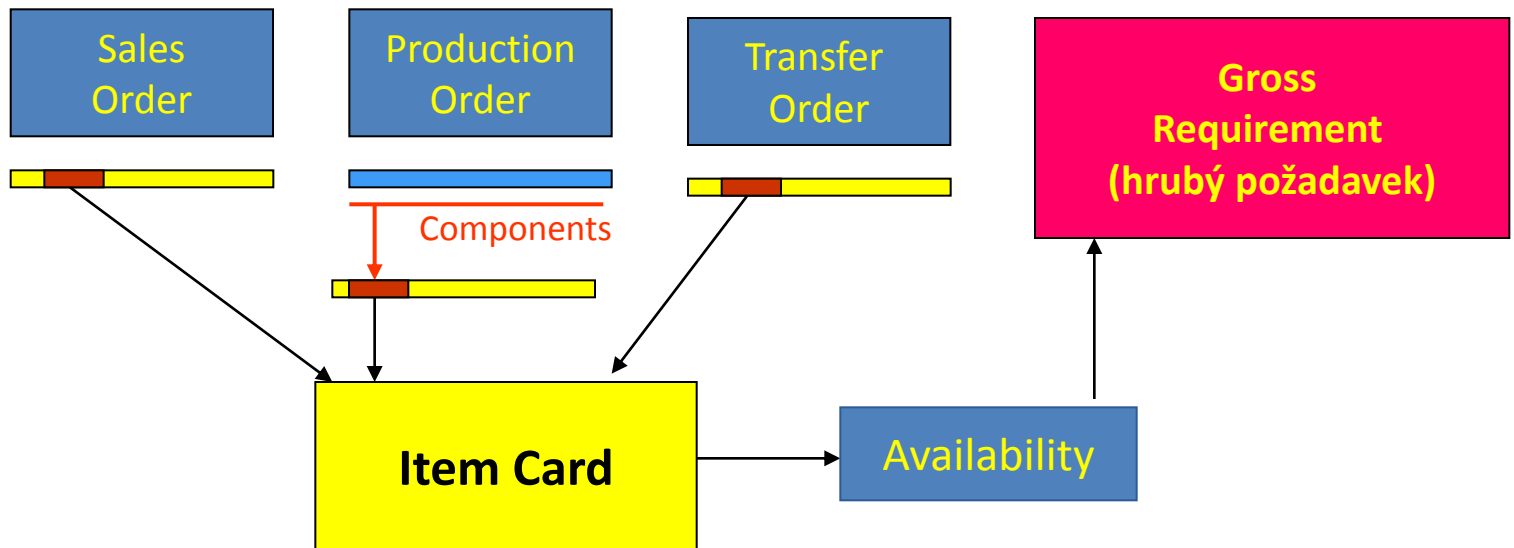
# Purchase process

- $\text{Net Requirement} = \text{Gross Requirement} - \text{Stock level} - \text{Purchase Orders} + \text{Sales orders} + \text{Safety Stock}$



# Stock Availability

- Reasons for reordering (replenishment)
  - Sales Order (CR)
  - Production Order
  - Transfer Order
  - Both of above



# Parameters controlling RW functions

(you can find them on the Item card, Tab =Planning)

- **Reorder Policy** – It uses the reordering policy to calculate the lot size per planning period, which you define in the Reorder Cycle field
- **Reorder Cycle** - In this field, you enter a date formula that sets the planning time frame for the item.
- **Safety Stock**
- **Reorder Point** - Replenishment is typically triggered when the inventory level hits the Reorder Point, which is also called Reorder Trigger Level.
- **Reorder Quantity** - See Excel file example (resource mentioned there)
- **Min and Max Order Quantity**
- **Order Multiple**

# Reorder Policy

(see F1 to get detailed Help concerning Reorder Policy)

- Fixed Reorder Qty
- Maximum Quantity
- Order
- Lot-for-Lot

# Examples for different setups

(see related Excel file [Analýzy sešitu požadavků](#))

Analýza sešitu požadavků MS Dynamics NAV									
Metoda přibjednání	Hrubý požadavek	Navrženo	Se skladem	Minimum na skladě	Maxium	Přibjednávané množství	Max objednávané množství	Min objednávané množství	Násobek objednávky
Pevné přibj. Množství	110	110	Ne	0	0	90	0	0	0
Pevné přibj. Množství	110	120	Ne	0	0	120	0	0	0
Pevné přibj. Množství	110	200	Ne	0	0	90	0	200	0
Pevné přibj. Množství	110	110	Ne	0	0	90	0	80	0
Pevné přibj. Množství	110	120	Ne	0	0	120	0	80	0
Pevné přibj. Množství	110	90+20	Ne	0	0	0	90	0	0
Pevné přibj. Množství	110	120	Ne	0	0	0	0	0	120
Pevné přibj. Množství	110	180=2*90	Ne	0	0	0	0	0	90
Pevné přibj. Množství	110	160=2*80	Ne	0	0	130	0	0	80
Maximální množství	110	200=110+90	Ne	0	90	0	0	0	0
Maximální množství	110	230=120+110	Ne	0	120	0	0	0	0
Maximální množství	110	200=90+110	Ne	0	50	0	0	0	90
Dávka pro dávku	110	110	Ne	0	0	0	0	0	0
Dávka pro dávku	110	130	Ne	0	0	0	0	130	0
Dávka pro dávku	110	110	Ne	0	0	0	0	90	0

Only for Czech students !!!

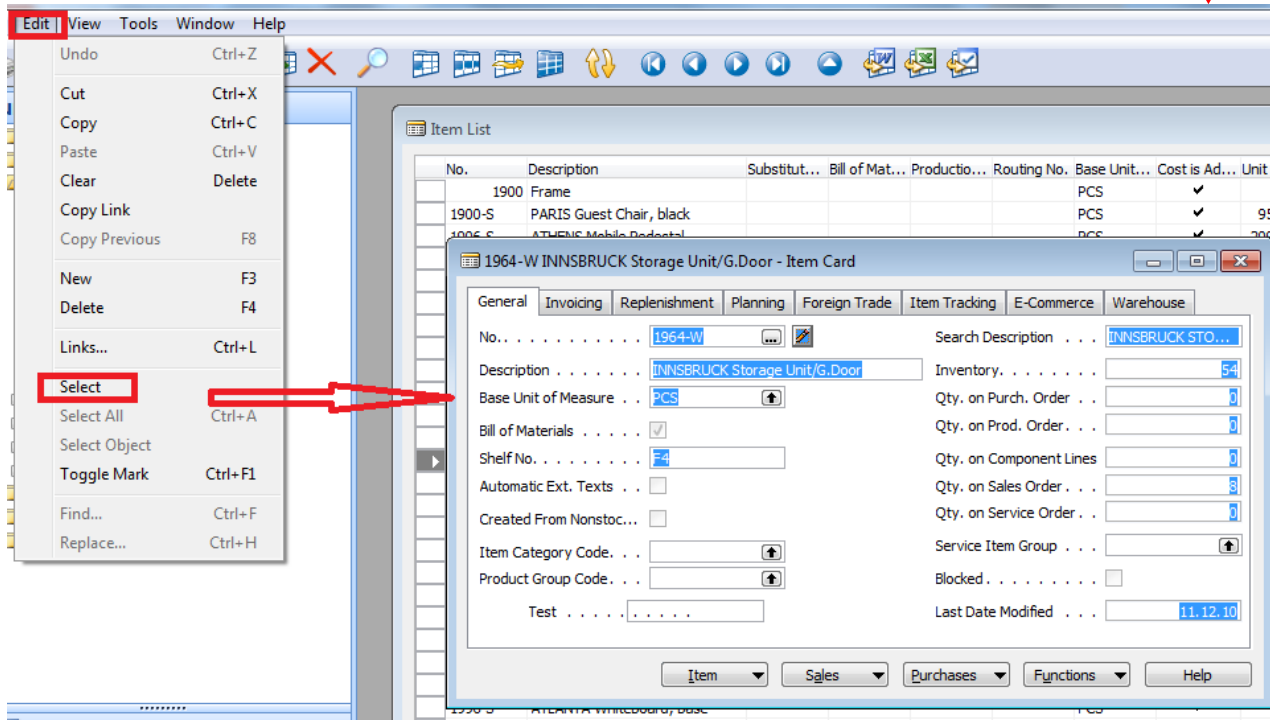
# Model-test

- Creation of the new item card XX1
  - Use presented principles from TS 4 (slides 3-5)
  - The method and some tiny modification of the this procedure is presented in the next few slides
- Create new Sales Order with **100** pcs of XX1
  - Do not post it !!
- Create new Purchase Order with **30** pcs of XX1
  - Do not post it !!



# 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 XX1 (*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**)
- **Tab** Planning ->**Reorded Policy**= Fixed Order Quantity

# Results 1

XX1 Test - Item Card

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

No. . . . . XX1 Search Description . . . . . TEST

Description . . . . . Test Inventory. . . . . 0

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

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

Shelf No. . . . . F5 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 . . . . .

Last Date Modified . . . . . 06.11.14

Item Sales Purchases Functions Help

XX1 Test - Item Card

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

Costing Method . . . . . FIFO Gen. Prod. Posting Group . . . . . RETAIL

Cost is Adjusted. . . . . VAT Prod. Posting Group. . . . . VAT25

Cost is Posted to G/L . . . . . Inventory Posting Group. . . . . FINISHED

Standard Cost . . . . . 708,60 Net Invoiced Qty. . . . . 0

Unit Cost . . . . . 0,00 Allow Invoice Disc. . . . .

Overhead Rate . . . . . 0,00 Item Disc. Group . . . . . FINISHED

Indirect Cost % . . . . . 0 Sales Unit of Measure . . . . . PCS

Last Direct Cost . . . . . 0,00 Price/Profit Calculation. . . . . Profit=Price-...

Profit % . . . . . 100 Unit Price . . . . . 100,00

Item Sales Purchases Functions Help

XX1 Test - Item Card

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

Reordering Policy . . . . . Fixed Reorde... Reorder Cycle. . . . .

Include Inventory . . . . . Safety Lead Time . . . . .

Reserve . . . . . Optional Safety Stock Quantity . . . . . 0

Order Tracking Policy . . . . . None Reorder Point . . . . . 0

Stockkeeping Unit Exists . . . . . Reorder Quantity . . . . . 80

Critical . . . . . Maximum Inventory . . . . . 0

Minimum Order Quantity . . . . . 5

Maximum Order Quantity . . . . . 0

Order Multiple . . . . . 0

Item Sales Purchases Functions Help



# Results 2- Tab Replenishment

XX1 Test - Item Card

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

Replenishment System. **Purchase**

Purchase

Vendor No. . . . . 10000

Vendor Item No. . . . . XX1

Purch. Unit of Measure . PCS

Lead Time Calculation . . . . .

Production

Manufacturing Policy . . . . . Make-to-Stock

Routing No. . . . .

Production BOM No. . . . .

Rounding Precision . . . . . 1

Flushing Method. . . . . Manual

Scrap % . . . . . 0

Lot Size . . . . . 0

Item Sales Purchases Functions Help

# Created Sales Order

1004 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 1004 [edit]

Sell-to Customer No. . . . . 10000 [up]

Sell-to Contact No. . . . . CT000001 [up]

Sell-to Customer Name . . . . . The Cannon Group PLC

Sell-to Address . . . . . 192 Market Square

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . B27 4KT [up] Birmingham [up]

Sell-to Contact . . . . . Mr. Andy Teal

No. of Archived Versions. 0

Posting Date . . . . . 06.11.14

Order Date . . . . . 06.11.14

Document Date . . . . . 06.11.14

Requested Delivery Date

Promised Delivery Date .

Quote No. . . . .

External Document No. .

Salesperson Code . . . . . PS [up]

Campaign No. . . . . [up]

Opportunity No. . . . . [up]

Responsibility Center . . . . . BIRMINGHAM [up]

Assigned User ID . . . . . [up]

Status . . . . . Open

Customer Information

Sell-to Customer [edit]

- Ship-to Addresses (2)
- Contacts (5)
- Sales History

Bill-to Customer

- Avail. Credit 0

T... No.	Description	Location ...	Quantity	Reserved...	Unit of M...	Unit Price...	Line Amount E...	Lir
I... XX1	Test	BLUE	100		S	100,00	10 000,00	

Item Information

- Item Card [edit]
- Availability (-100)
- Substitutions (0)
- Sales Prices (0)
- Sales Line Di... (0)

Order Line Functions Posting Print Help

# Created Purchase Order

106029 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 106029 [edit] Posting Date . . . . . 06.11.14  
Buy-from Vendor No. . . . . 10000 [up] Order Date . . . . . 06.11.14  
Buy-from Contact No. . . . . CT000066 [up] Document Date . . . . . 06.11.14  
Buy-from Vendor Name . . . . . London Postmaster Quote No. . . . . [blue]  
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 [up] London [up] Vendor Invoice No. . . . . [empty]  
Buy-from Contact . . . . . Mrs. Carol Philips Order Address Code. . . . . [up]  
No. of Archived Versions. [blue] 0 Purchaser Code . . . . . RL [up]  
Responsibility Center . . . . . LONDON [up]  
Assigned User ID . . . . . [up]  
Status . . . . . Open

Vendor Information

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

Pay-to Vendor

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disco %
Item	1	Test	BLUE	30		PCS			

Item Information

- Item Card [edit]
- Availability (-70)
- Purchase Prices (0)
- Purchase Line Di... (0)

Order Line Functions Posting Print... Help

# Availability

XX1 Test - Item Availability by Periods

Options

Location Filter . . . . . BLUE

Variant Filter . . . . . "

Period Start	Period Name	Gross Re...	Schedule...	Planned ...	Projected...	Planned ...
06.11.14	Thursday	100	0	0	-100	0
07.11.14	Friday	0	30	0	-70	0
08.11.14	Saturday	0	0	0	-70	0
09.11.14	Sunday	0	0	0	-70	0
10.11.14	Monday	0	0	0	-70	0
11.11.14	Tuesday	0	0	0	-70	0
12.11.14	Wednesday	0	0	0	-70	0
13.11.14	Thursday	0	0	0	-70	0
14.11.14	Friday	0	0	0	-70	0
15.11.14	Saturday	0	0	0	-70	0

1 7 31 3 12

OK Cancel Item Help

# RQWS window and how to start batch job

## Purchase

- Planning
  - Items
  - Vendors
  - Requisition Worksheets
  - Recurring Req. Worksheet
  - Order Planning
  - Production Forecasts



DEFAULT Default Journal Batch - Req. Worksheet

Name: . . . . . DEFAULT

Type	No.	Action Message	Accept Action Message	Description	Location Code	Original Quantity	Quantity	Unit of Measure Code	Direct Unit Cost	Original Due Date	Due Date	Vendor No.	Vendor I No.
*Item							0		0,00				

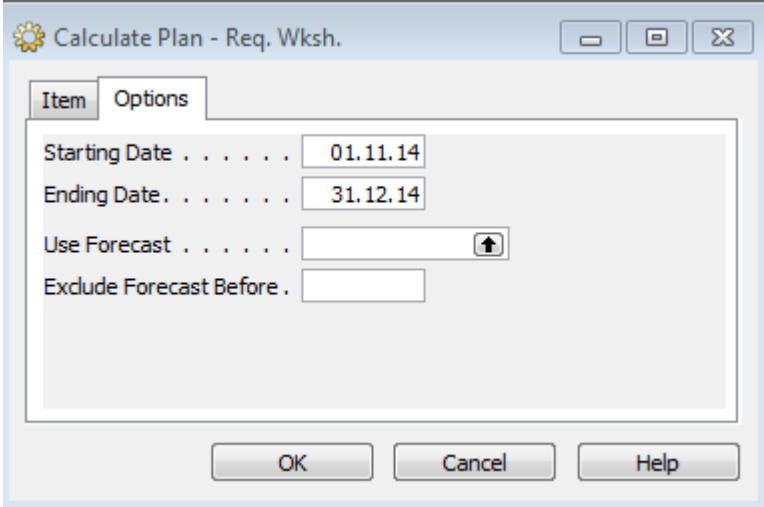
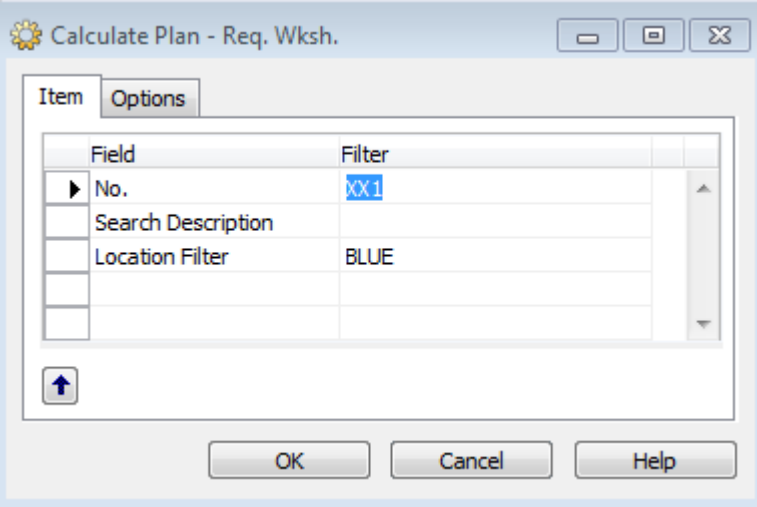
Description:  Buy-from Vendor Name:

Line Functions Help

- Calculate Plan...
- Drop Shipment
- Special Order
- Carry Out Action Message...
- Reserve
- Order Tracking



# RQWS window and how to start batch job



# RQWS window and how to start batch job

DEFAULT Default Journal Batch - Req. Worksheet

Name . . . . . DEFAULT

Type	No.	Action Message	Accept Action Message	Description	Location Code	Original Quantity	Quantity	Unit of Measure Code	Direct Unit Cost	Original Due Date	Due Date	Vendor No.	Vendor Item No.	R...
Item	XX1	New	✓	Test	BLUE		100	PCS	0,00		06.11.14	10000	XX1	P..
Item	XX1	Cancel	✓	Test	BLUE	30	0	PCS	0,00		07.11.14	10000		P..

System suggests to cancel existing Purchase Order (second line) in order to get 100 % balance . First line will serve as a resource line for second Purchase Order creation. Availability looks like this (Planned Order Releases represents first line of RQWS) :

XX1 Test - Item Availability by Periods

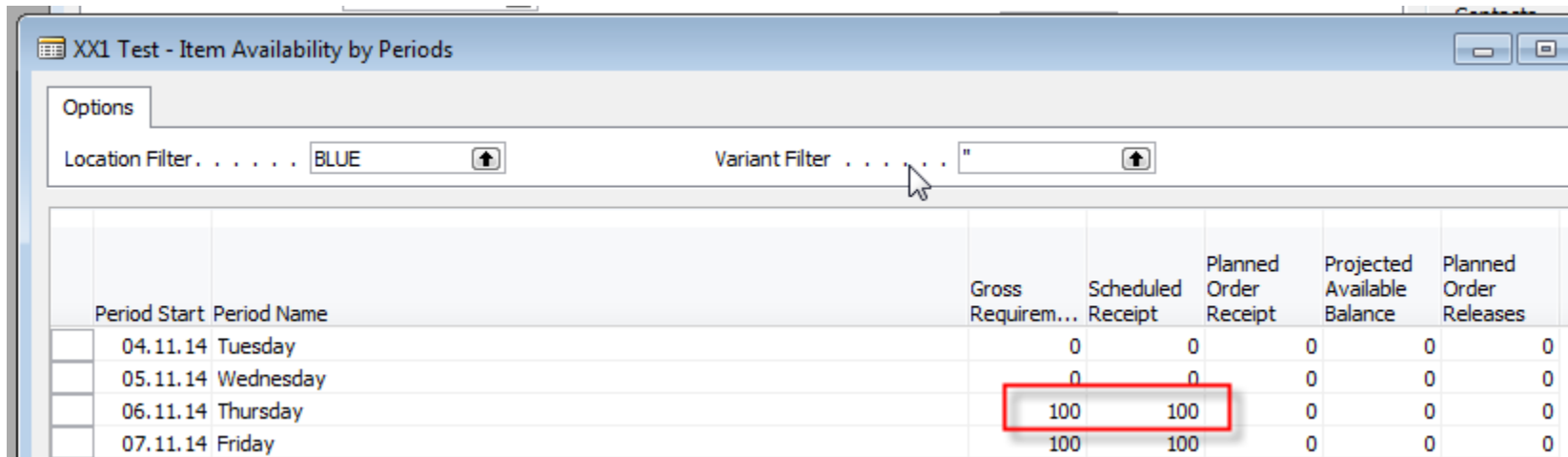
Options

Location Filter . . . . . BLUE Variant Filter . . . . . "

Period Start	Period Name	Gross Requirement	Scheduled Receipt	Planned Order Receipt	Projected Available Balance	Planned Order Releases
04.11.14	Tuesday	0	0	0	0	0
05.11.14	Wednesday	0	0	0	0	100
06.11.14	Thursday	100	0	0	-100	100
07.11.14	Friday	100	30	0	-70	100
08.11.14	Saturday	100	30	0	-70	100
09.11.14	Sunday	100	30	0	-70	100

# Carry Out Action Messages

- After Carry Out Action Messages you will get



XX1 Test - Item Availability by Periods

Options

Location Filter . . . . . BLUE

Variant Filter . . . . . "

Period Start	Period Name	Gross Requirement	Scheduled Receipt	Planned Order Receipt	Projected Available Balance	Planned Order Releases
04.11.14	Tuesday	0	0	0	0	0
05.11.14	Wednesday	0	0	0	0	0
06.11.14	Thursday	100	100	0	0	0
07.11.14	Friday	100	100	0	0	0

First manually created Purchase Order has been deleted and new PO for 100 pcs of XX1 was created !!!

# Modification of the model RQWST

- Change policy to Lot-for-Lot
- Enter in Tab Planning Reorder cycle 1M
- Create another two Sales Order in different dates (+1 week and + 2 weeks)
- Start RQWST again
- .....

End of the section XXVII.

