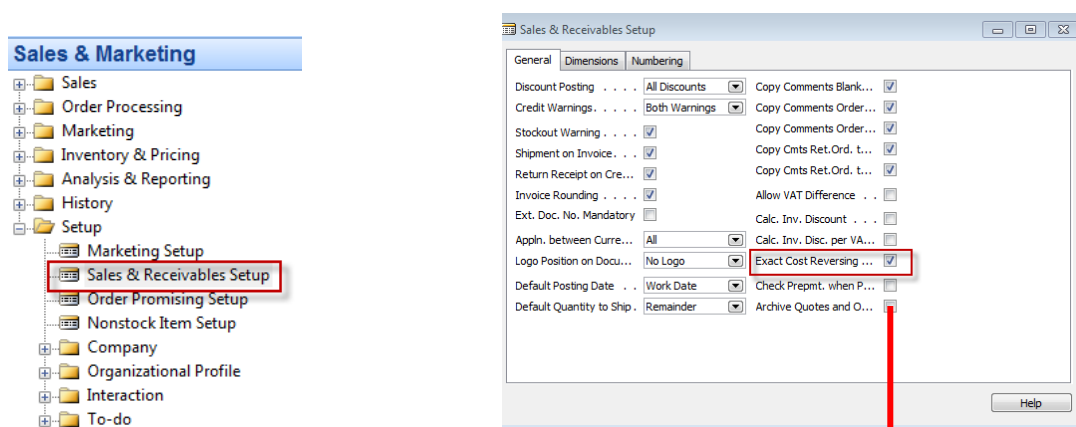


# Příklad MS Dynamics NAV - Dobropisy

Vytvořil	:	Jaromír Skorkovský, KPH
Datum	:	2.11.2015
Důvod	:	školení, interní materiál
Databáze	:	MS Dynamics NAV 2009R2
Určeno pro	:	„to whom it may concern“
Další možnost	:	Domácí studium
PWP prezentace	:	Introduction MS Dynamics NAV XVII-uloženo ve studijních materiálech

1. Nastavení NAV 2019R2 (Na straně prodeje, nicméně na straně Nákupu jde o identické nastavení. Pro první část příkladu, kdy budeme vracet zboží dodavateli to nebude na straně Nákupu zatrženo!!):



## Vysvětlení v angličtině :

A check mark in this field indicates that the program will not allow a return transaction to be posted unless the [Appl.-from Item Entry](#) field on the sales order line contains an entry. This function is used when the company wants to apply an exact cost reversing policy in connection with sales returns. This means that the sales return is valued at exactly the same cost as the original sale when being put back on inventory. If an additional cost is later added to the original sale, the program updates the value of the sales return respectively

2. Nákup Zboží 1908-S (místo původní nákupní ceny přenesené z karty zboží zadejte cenu 100)

106062 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 106062 Posting Date . . . . . 10.12.14  
 Buy-from Vendor No. . . . . 10000 Order Date . . . . . 10.12.14  
 Buy-from Contact No. . . . . CT000066 Document Date . . . . . 10.12.14  
 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. . . . . AAAA  
 Buy-from Contact . . . . . Mrs. Carol Philips Order Address Code. . . . .  
 No. of Archived Versions. . . . . 0 Purchaser Code. . . . . RL  
 Responsibility Center . . . . . BIRMINGHAM  
 Assigned User ID . . . . .  
 Status . . . . . Open

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

Type	No.	Description	Location Code	Reserved Quantity	Unit of Measure	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disc...	Qty. to Receive
Item	1908-S	LONDON Swivel Chair, blue	BLUE	1	PCS	100,00	100,00		1

Item Information  
 Item Card  
 Availability (235)  
 Purchase Prices (0)  
 Purchase Line Di... (0)

3. Zaúčtujte Purchase Order (Nákupní objednávku) s pomocí F11

Microsoft Dynamics NA...

Receive  
 Invoice  
 Receive and Invoice

OK Storno

4. Další Nákup Zboží 1908-S (místo původní nákupní ceny přenesené z karty zboží zadejte cenu 110)

106063 London Postmaster - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. . . . . 106063 Posting Date . . . . . 10.12.14  
 Buy-from Vendor No. . . . . 10000 Order Date . . . . . 10.12.14  
 Buy-from Contact No. . . . . CT000066 Document Date . . . . . 10.12.14  
 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. . . . . BBBB  
 Buy-from Contact . . . . . Mrs. Carol Philips Order Address Code. . . . .  
 No. of Archived Versions. . . . . 0 Purchaser Code. . . . . RL  
 Responsibility Center . . . . . BIRMINGHAM  
 Assigned User ID . . . . .  
 Status . . . . . Open

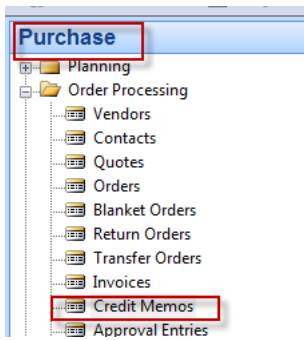
Vendor Information  
 Buy-from Vendor  
 Order Addresses (2)  
 Contacts (3)  
 Purchase History  
 Pay-to Vendor

Type	No.	Description	Location Code	Reserved Quantity	Unit of Measure	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disc...	Qty. to Receive
Item	1908-S	LONDON Swivel Chair, blue	BLUE	1	PCS	110,00	110,00		1

Item Information  
 Item Card  
 Availability (236)  
 Purchase Prices (0)  
 Purchase Line Di... (0)

5. Zaúčtujte Purchase Order (Nákupní objednávku) s pomocí F11

6. Vytvořte Dobropis (metodou, která je popsána níže)



1008 London Postmaster - Purchase Credit Memo

General Invoicing Shipping Foreign Trade Application E-Commerce

No. . . . . 1008 Posting Date . . . . . 10.12.14  
 Buy-from Vendor No. . . . . 10000 Document Date . . . . . 10.12.14  
 Buy-from Contact No. . . . . CT000066 Vendor Authorization No. . . . .  
 Buy-from Vendor Name . . . . . London Postmaster Vendor Cr. Memo No. . . . . CCCC  
 Buy-from Address . . . . . 10 North Lake Avenue Order Address Code. . . . .  
 Buy-from Address 2 . . . . . Purchaser Code . . . . . RL  
 Buy-from Post Code/City N12 5XY London Campaign No. . . . .  
 Buy-from Contact . . . . . Mrs. Carol Philips Responsibility Center . . . . . BIRMINGHAM  
 Assigned User ID . . . . .  
 Status . . . . . Open

Type	No.	Description	Location Code	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disc. %	Qty. to Assign	Qty. Assigned	Appl.-to Item Entry
										0

Cr. Memo Line Functions Posting Nápořěda

Řádek doplňte s pomocí Funkce- >Kopířovat dokument

Copy Purchase Document

Možnosti

Document Type . . . . . Posted Invoice  
 Document No. . . . . 108037  
 Buy-from Vendor No. . . . . 10000  
 Buy-from Vendor Name . . . . . London Postmaster  
 Include Header . . . . .  
 Recalculate Lines . . . . .

OK Storno Nápořěda

Posted Purchase Invoices

No.	Buy-from ...	Buy-from Vendor Name	Curre...	Amount	Amount Inclu...	Location ...
108070	30000	CoolWood Technologies		220,00	275,00	
108071	20000	AR Day Property Management		100,00	125,00	YELLOW
108072	30000	CoolWood Technologies		200,00	250,00	
108073	10000	London Postmaster		100,00	125,00	BLUE
108074	10000	London Postmaster		110,00	137,50	BLUE

OK Storno Invoice Print... Navigate Nápořěda

Řádek vytvářeného dobropisu (Vracíme 1 ks Zboží pořízené za 100 )pak vypadá následovně :

Type	No.	Description	Location Code	Quan...	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disco...	Qty. to Assign	Qty. Assigned	Appl.-to Item Entry
▶		Invoice No. 108073:									0
Item	19...	LONDON Swivel Chair, blue	BLUE	1	PCS	100,00	100,00				0

7. Po zaúčtování dobropisu dostaneme :

Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Description	Original Amount	Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discount Date	Open
10.12.14	Invoice	108058	CI_102	10000	Invoice 1013	-1 512,50	-1 512,50	-1 512,50	31.12.14	10.12.14	✓
10.12.14	Invoice	108059	ABC_001	10000	Invoice 1015	-43,75	-43,75	-43,75	31.12.14	10.12.14	✓
10.12.14	Invoice	108061	EEE	10000	Order 106052	-16,00	-16,00	-16,00	31.12.14	10.12.14	✓
10.12.14	Invoice	108073	AAAA	10000	Order 106062	-125,00	-125,00	0,00	31.12.14	10.12.14	
10.12.14	Invoice	108074	BBBB	10000	Order 106063	-137,50	-137,50	-137,50	31.12.14	10.12.14	✓
10.12.14	Credit Memo	109010	CCCC	10000	Credit Memo 1008	137,50	137,50	12,50	10.12.14		✓

Což není správně, protože se místo nákupní faktury 108073 v nákladu 125 s DPH (100 bez DPH) sice vyrovnala faktura 108074, ale zboží bylo vyrovnáno úplně jiné (viz níže uvedené položky zboží). Nebylo zatrženo políčko (Vrátit přesný náklad-Exact Cost Reversing- na straně nákupu a pole Vyrovnáno položkou –Appl.-to Item Entry nebylo vyplněno. Pak dostaneme nevyrovnanou bilanci (12,5 zbývá, což je 125+12,5=137,5

8. Další dobropis stále bez zatržení políčka Vrátit přesný náklad-Exact Cost Reversing ale s vyplněním políčka Vyrovnáno položkou –Appl.-to Item Entry s pomocí F6

1009 London Postmaster - Purchase Credit Memo

General Invoicing Shipping Foreign Trade Application E-Commerce

No. 1009 Posting Date 10.12.14  
 Buy-from Vendor No. 10000 Document Date 10.12.14  
 Buy-from Contact No. CT000066 Vendor Authorization No.  
 Buy-from Vendor Name London Postmaster Vendor Cr. Memo No.  
 Buy-from Address 10 North Lake Avenue Order Address Code.  
 Buy-from Address 2 Purchaser Code RL  
 Buy-from Post Code/City N12 5XY London Campaign No.  
 Buy-from Contact Mrs. Carol Philips Responsibility Center BIRMINGHAM  
 Assigned User ID  
 Status Open

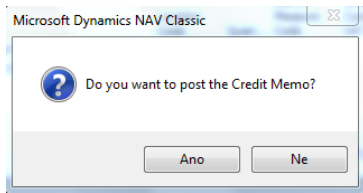
Type	No.	Description	Location Code	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Disco...	Qty. to Assign	Qty. Assigned	Appl.-to Item Entry
▶	Item	Invoice No. 108074: LONDON Swivel Chair, blue	BLUE	1	PCS	110,00	110,00			0

Cr. Memo Line Functions Posting nápověda

Item 1908-S LONDON Swivel Chair, blue - Item Ledger Entries

Applied Entry to Adjust	Posting Date	Entry Type	Document Type	Document No.	Item No.	Lot No.	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Open
▶	31.12.11	Positive ...		START	1908-S		BLUE	234	234	233	0,00	21 363,03	✓
	10.12.14	Purchase	Purchase Receipt	107074	1908-S		BLUE	1	1	1	0,00	100,00	✓
	10.12.14	Purchase	Purchase Receipt	107075	1908-S		BLUE	1	1	1	0,00	110,00	✓

Doplňte číslo dobropisu a zaúčtuje s pomocí F11.Dostaneme toto :



Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Description	Original Amount	Amount	Remaining Amt. (LCY)	Due Date	Pmt. Discount Date	Open
10.12.14	Invoice	108059	ABC_001	10000	Invoice 1015	-43,75	-43,75	-43,75	31.12.14	10.12.14	✓
10.12.14	Invoice	108061	EEE	10000	Order 106052	-16,00	-16,00	-16,00	31.12.14	10.12.14	✓
10.12.14	Invoice	108073	AAAA	10000	Order 106062	-125,00	-125,00	0,00	31.12.14	10.12.14	
10.12.14	Invoice	108074	BBBB	10000	Order 106063	-137,50	-137,50	0,00	31.12.14	10.12.14	
10.12.14	Credit Memo	109010	CCCC	10000	Credit Memo 1008	137,50	137,50	12,50	10.12.14		✓
10.12.14	Credit Memo	109011	DDDDDD	10000	Credit Memo 1009	137,50	137,50	0,00	10.12.14		

Pomocí tlačítka Entry s tím, že máte kurzor na poslední položce dodavatele vidíte, že tato položka skutečně vyrovnala druhou nákupní objednávku v hodnotě 110 .



Položky zboží pak vypadají takto (druhý příklad je OK, první bez čísla vyrovnání není korektní :

Posting Date	Entry Type	Document Type	Document No.	Item No.	Lot No.	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Open	Cost Amount (Non-Invntbl.)	Entry No.
31.12.11	Positive ...		START	1908-S		BLUE	234	234	233	0,00	21 363,03	✓	0,00	33
31.12.11	Positive ...		START	1908-S		RED	5	5	4	0,00	456,48	✓	0,00	34
31.12.11	Positive ...		START	1908-S		GREEN	47	47	37	0,00	4 290,86	✓	0,00	35
23.01.12	Sale	Sales Shipment	102022	1908-S		RED	-1	0	0	0,00	0,00	✓	0,00	207
26.01.12	Transfer	Transfer Shipment	108002	1908-S		GREEN	-10	-10	0	0,00	-912,95	✓	0,00	225
26.01.12	Transfer	Transfer Shipment	108002	1908-S		OWN ...	10	10	0	0,00	912,95	✓	0,00	226
26.01.12	Transfer	Transfer Receipt	109001	1908-S		OWN ...	-10	-10	0	0,00	-912,95	✓	0,00	229
26.01.12	Transfer	Transfer Receipt	109001	1908-S		RED	10	10	10	0,00	912,95	✓	0,00	230
23.01.12	Purchase	Purchase Receipt	107028	1908-S		GREEN	20	0	20	0,00	0,00	✓	0,00	235
10.12.14	Purchase	Purchase Receipt	107074	1908-S		BLUE	1	1	1	0,00	100,00	✓	0,00	462
10.12.14	Purchase	Purchase Receipt	107075	1908-S		BLUE	1	1	0	0,00	110,00	✓	0,00	463
10.12.14	Purchase	Purchase Return Shipment	105010	1908-S		BLUE	-1	-1	0	0,00	-91,29	✓	0,00	464
10.12.14	Purchase	Purchase Return Shipment	105011	1908-S		BLUE	-1	-1	0	0,00	-110,00	✓	0,00	465

9. Nakupte opět dvakrát stejné Zboží za 120 a 130. Důvod je ten, že můžeme vybrat, kterou položku zboží použijeme pro prodej, a kterou budeme dobropisovat

Dostaneme položky zboží :

Applied Entry to Adjust	Posting Date	Entry Type	Document Type	Document No.	Item No.	Lot No.	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Open
	10.12.14	Purchase	Purchase Receipt	107074	1908-S		BLUE	1	1	1	0,00	100,00	✓
	10.12.14	Purchase	Purchase Receipt	107075	1908-S		BLUE	1	1	0	0,00	110,00	
	10.12.14	Purchase	Purchase Return Shipment	105010	1908-S		BLUE	-1	-1	0	0,00	-91,29	
	10.12.14	Purchase	Purchase Return Shipment	105011	1908-S		BLUE	-1	-1	0	0,00	-110,00	
	10.12.14	Purchase	Purchase Receipt	107076	1908-S		BLUE	1	1	1	0,00	120,00	✓
	10.12.14	Purchase	Purchase Receipt	107077	1908-S		BLUE	1	1	1	0,00	130,00	✓

10. Prodáme 1 kus zboží s tím, že vyrovnáme nakoupené zboží za 130 Kč. V našem příkladu jde o položku číslo 470:

General	Invoicing	Shipping	Foreign Trade	E-Commerce	Prepayment
No. . . . .	1051	Posting Date . . . . .	10.12.14		
Sell-to Customer No. . . . .	61000	Order Date . . . . .	10.12.14		
Sell-to Contact No. . . . .	CT000137	Document Date . . . . .	10.12.14		
Sell-to Customer Name . . . . .	Fairway Sound	Requested Delivery Date			
Sell-to Address . . . . .	159 Fairway	Promised Delivery Date . . . . .			
Sell-to Address 2 . . . . .		Quote No. . . . .			
Sell-to Post Code/City . . . . .	W2 8HG London	External Document No. . . . .			
Sell-to Contact . . . . .		Salesperson Code . . . . .	PS		
No. of Archived Versions. . . . .	0	Campaign No. . . . .			
		Opportunity No. . . . .			
		Responsibility Center . . . . .	LONDON		
		Assigned User ID . . . . .			
		Status . . . . .	Open		

Reserved Quantity	Unit of Measu...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Disc...	Appl.-to Item Entry	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Qty. to Assign	Qty. Assigned
1	PCS	123,30	123,30		470	1			1		

11. Zaúčtujte F11

12. Vytvořte prodejní dobropis. Opět využijte funkci kopie dokumentu (**Zaúčtovaná faktura** a nikoliv zaúčtovaná dodávka !!) s pomocí tlačítka Funkce a s pomocí F6 (to v příúpadě, kdyby zůstalo toto pole prázdné) a najděte vyrovnávaný dokument a tak dostanete číslo vyrovnání do řádku prodejního dobropisu (v našem případě 471)

T... No.	Description	Location ...	Quantity	Unit of M...	Unit Price...	Line Amount E...	Line ...	Appl.-fro...	Qty. to A...
	Invoice No. 103061:					0,00		0	
	Inv. No. 103061 - Shtp. No. 102075:					0,00		0	
I... 1908-S	LONDON Swivel Chair, blue	BLUE	1	PCS	123,30	123,30		471	

Po zaúčtování dobropisu dostaneme položky zboží :

10.12.14	Sale	Sales Shipment	102075	1908-S	BLUE	-1	-1	0	123,30
10.12.14	Sale	Sales Return Receipt	107010	1908-S	BLUE	1	1	1	-123,30

a položky zákazníka

Posting Date	Document Type	Document No.	Customer No.	Description	Original Amount	Amount	Remaining Amount	Due Date	Open
09.09.12	Invoice	103030	61000	Order 1014	4 058,75	4 058,75	4 058,75	09.10.12	✓
10.12.14	Invoice	103060	61000	Order 1050	187,50	187,50	33,37	10.01.15	✓
10.12.14	Credit Memo	104010	61000	Credit Memo 1001	-154,13	-154,13	0,00	10.12.14	
10.12.14	Invoice	103061	61000	Order 1051	154,13	154,13	0,00	10.01.15	
10.12.14	Credit Memo	104011	61000	Credit Memo 1002	-154,13	-154,13	0,00	10.12.14	