

Introduction to MS Dynamics

NAV III.

Ing.J.Skorkovský,CSc.

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

Basic source tables I.(purchase)

- Vendor
 - Balance
 - General Posting group (we will go over it later in this course in section General Ledger setup)
 - VAT Posting Group (we will go over it later in this course in section General Ledger setup)
 - Vendor Posting Group (we will go over it later in this course in section General Ledger setup)
 - Purchaser
 - Pay to Vendor
 - Payment Term Code
 - Location Code (Inventory)
 - Currency Code
 - Language Code

20000 AR Day Property Management - Vendor Card

General Communication Invoicing Payments Receiving Foreign Trade

No. 20000 Search Name AR DAY PROPER...

Name AR Day Property Management Balance (LCY) 2 904,53

Address 100 Day Drive Purchaser Code RL

Address 2 Responsibility Center LONDON

Post Code/City GU3 2SE Guildford Blocked

Country/Region Code GB Last Date Modified 11.12.10

Phone No. Primary Contact No.

Contact Mr. Frank Lee

Vendor Purchases Functions Help

20000 AR Day Property Management - Vendor Card

General Communication Invoicing Payments Receiving Foreign Trade

Pay-to Vendor No.

Gen. Bus. Posting Group NATIONAL

VAT Bus. Posting Group NATIONAL

Vendor Posting Group DOMESTIC

Invoice Disc. Code 20000

Prices Including VAT

Prepayment % 0

Vendor Purchases Functions Help

20000 AR Day Property Management - Vendor Card

General Communication Invoicing Payments Receiving Foreign Trade

Application Method Apply to Oldest

Payment Terms Code CM

Payment Method Code

Priority 2

Our Account No.

Block Payment Tolerance

Vendor Purchases Functions Help

20000 AR Day Property Management - Vendor Card

General Communication Invoicing Payments Receiving Foreign Trade

Location Code YELLOW

Shipment Method Code CIF

Lead Time Calculation

Base Calendar Code

Customized Calendar No

Vendor Purchases Functions Help

Basic information- some of them - buttons (purchases)

The screenshot shows a software interface with a 'Purchases' menu open. The 'Items' and 'Orders' options are highlighted with red boxes. A red arrow points from the 'Items' box to a table in the '20000 AR Day Property Management - Vendor Item...' window. Another red arrow points from the 'Orders' box to a window titled '20000 AR Day Property Management Item 1900-S - Purchase Prices'.

Item No.	Vendor Item No.	Lead Tim...
1900-S	1	1W
1924-W	2	2W
1936-S	3	3D

Vendor No.	Item No.	Unit of Me...	Minimum Qua...	Direct Unit Cost	Starting D...	Ending Date
20000	1900-S		10,00	260,00		
20000	1900-S		20,00	240,00		

List of PO (if any)

Basic source tables II.(purchase

- Item
 - Number
 - Basic Unit of Measure
 - Item Category Code
 - Product Group Code
 - Inventory
 - Quantity of this item on diverse types of document
 - Costing method
 - Unit Cost
 - General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
 - VAT Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
 - Inventory Posting (we will go over it later in this course in section General Ledger setup and (we will go over it later in this course in section General Ledger setup and Inventory Costing)
 - Allow Invoice Discount
 - Replenishment System and Vendor Number (for purchase= Purchase)
 - Reordering Policy (we will go over it later in this course in section Requisition worksheet and netting calculation)
 - Safety Stock Quantity and Reordering point (we will go over it later in this course in section Requisition worksheet and netting calculation)
 - Item Tracking Code (if applied)

Item card

1906-S ATHENS Mobile Pedestal - Item Card

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

No. 1906-S

Description ATHENS Mobile Pedestal

Base Unit of Measure . . PCS

Bill of Materials

Shelf No. D4

Automatic Ext. Texts . .

Created From Nonstoc...

Item Category Code. . .

Product Group Code. . .

Test

Search Description . . . ATHENS MOBILE ...

Inventory. 254

Qty. on Purch. Order . . 50

Qty. on Prod. Order . . . 0

Qty. on Component Lines 0

Qty. on Sales Order . . . 34

Qty. on Service Order . . 0

Service Item Group . . .

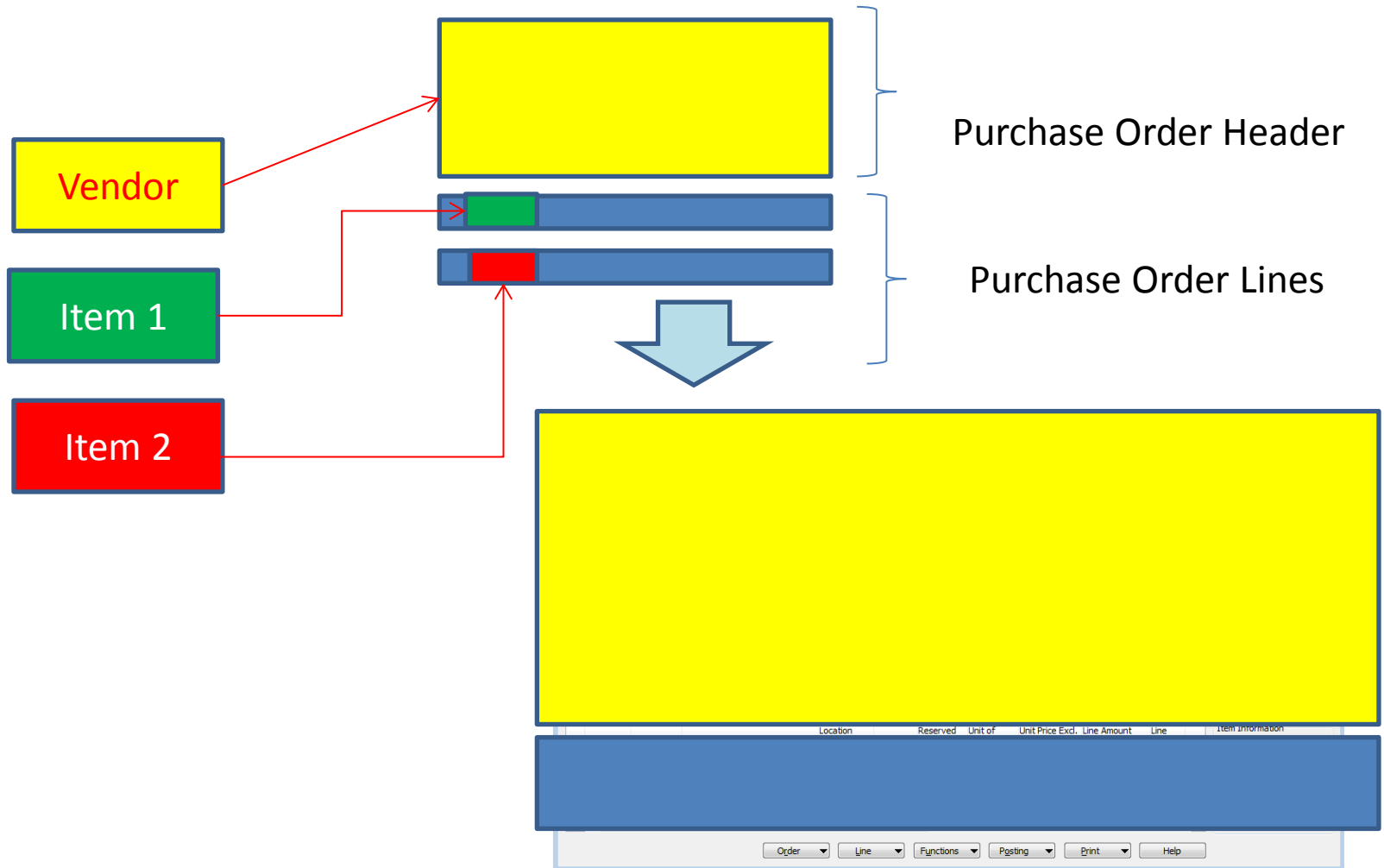
Blocked

Last Date Modified . . . 18.09.14

Item Sales Purchases Functions Help

Some basic information related to the button Item will be presented on-line during tuition

Purchase Order



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
- Enter stock location **BLUE** and specify Quantity of the Item
- 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)

Purchase Order

106036 CoolWood Technologies - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 106036

Buy-from Vendor No. . . 30000

Buy-from Contact No. . . CT000068

Buy-from Vendor Name . CoolWood Technologies

Buy-from Address . . . 33 Hitech Drive

Buy-from Address 2 . . .

Buy-from Post Code/City PO7 2HI Portsmouth

Buy-from Contact . . . Mr. Richard Bready

No. of Archived Versions. 0

Posting Date 11.12.13

Order Date 11.12.13

Document Date 11.12.13

Quote No.

Vendor Order No.

Vendor Shipment No. . .

Vendor Invoice No. . . .

Order Address Code. . .

Purchaser Code RL

Responsibility Center . .

Assigned User ID

Status Open

Description	Location ...	Quantity	Reserved...	Unit of M...	Direct Uni...	Line Amount E...	Line ...	Qty. to
Solar panel ANTWERP	BLUE	10		PCS	100,00	1 000,00		
▶ CHAMONIX Base Storage Unit	BLUE	20		PCS	81,60	1 632,00		

Vendor Information

Buy-from Vendor

- Order Addresses (0)
- Contacts (1)
- Purchase History

Pay-to Vendor

Item Information

- Item Card
- Availability (21)
- Purchase Prices (0)
- Purchase Line Di... (0)

Order Line Functions Posting Print... Help

Item availability

Item Information

- Item Card
- Availability (21)**
- Purchase Prices (0)
- Purchase Line Di... (0)

1924-W CHAMONIX Base Storage Unit - Item Availability by Periods

Options

Location Filter BLUE

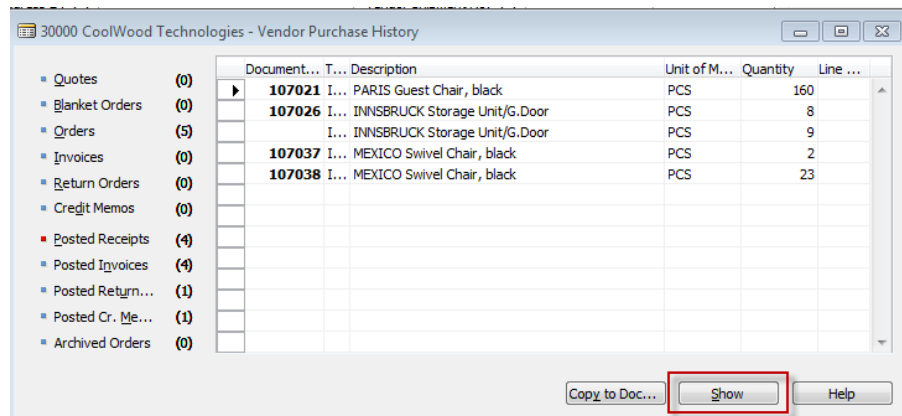
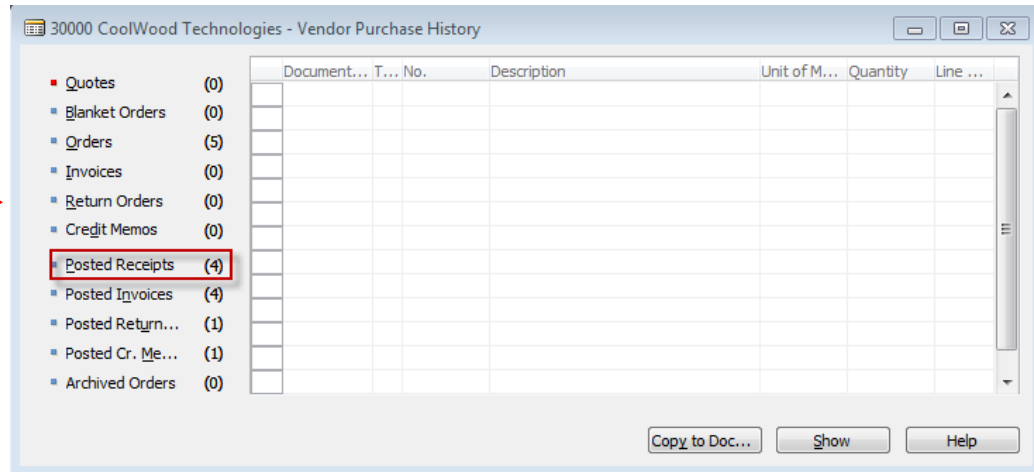
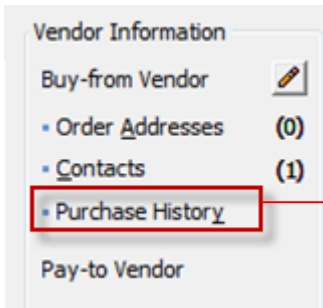
Variant Filter "

Period Start	Period Name	Gross Re...	Schedule...	Planned ...	Projected...	Planned ...
01.06.13	June	0	0	0	1	0
01.07.13	July	0	0	0	1	0
01.08.13	August	0	0	0	1	0
01.09.13	September	0	0	0	1	0
01.10.13	October	0	0	0	1	0
01.11.13	November	0	0	0	1	0
▶ 01.12.13	December	0	20	0	21	0
01.01.14	January	0	0	0	21	0
01.02.14	February	0	0	0	21	0
01.03.14	March	0	0	0	21	0
01.04.14	April	0	0	0	21	0
01.05.14	May	0	0	0	21	0

1 7 31 3 12

OK Cancel Item Help

History



You can see chosen document

Purchase Order confirmation (preview)

CoolWood Technologies
Mr. Richard Bready
33 Hitech Drive
Portsmouth, PO7 2HI
Great Britain

Order
Page 1

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London

Phone No. 0666-666-6666
Fax No. 0666-666-6660
VAT Reg. No. GB777777777
Giro No. 888-9999
Bank World Wide Bank
Account No. 99-99-888

Buy-from Vendor No. 30000

11. December 2013

VAT Registration No. 697528465
Purchaser Richard Lum

Order No. 106036
Prices Including VAT No

No.	Description	Quantity	Unit of Meas	Direct Unit Cost	Unit Disc. %	Allow Invoice Disc.	VAT Identifier	Amount
1920-S	Solar panel ANTWERP	10	Piece	100,00		Yes	VAT25	1 000,00
1924-W	CHAMONIX Base Storage Unit	20	Piece	81,60		Yes	VAT25	1 632,00
Total GBP Excl. VAT								2 632,00
25% VAT								658,00
Total GBP Incl. VAT								3 290,00

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	2 632,00	2 632,00	0,00	2 632,00	658,00
Total		2 632,00	2 632,00	0,00	2 632,00	658,00

Payment Terms Current Month
Shipment Method Cost Insurance and Freight

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

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. 106036 [edit] Posting Date 11.12.13

Buy-from Vendor No. 30000 [up] Order Date 11.12.13

Buy-from Contact No. CT000068 [up] Document Date 11.12.13

Buy-from Vendor Name CoolWood Technologies Quote No.

Buy-from Address 33 Hitech Drive Vendor Order No.

Buy-from Address 2 Vendor Shipment No.

Buy-from Post Code/City PO7 2HI [up] Portsmouth [up] Vendor Invoice No. IN_007

Buy-from Contact Mr. Richard Bready Order Address Code. [up]

No. of Archived Versions. 0 Purchaser Code RL [up]

Responsibility Center [up]

Assigned User ID [up]

Status Open

You have to enter this number !!

Description	Location ...	Quantity	Reserved...	Unit of M...	Direct Uni...	Line Amount E...	Line ...	Qty. to R...	Quantity ...	Qty. 1
Solar panel ANTWERP	BLUE	10		PCS	100,00	1 000,00		10		
▶ CHAMONIX Base Storage Unit	BLUE	20		PCS	81,60	1 632,00		20		

Microsoft Dynamics NA...

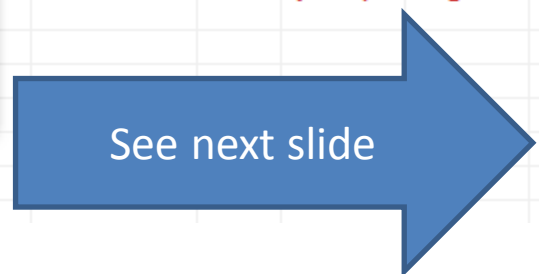
Receive

Invoice

Receive and Invoice

OK Cancel

This form is open by F11, which is common key for posting



Posted Purchase Invoice and Receipt document

Microsoft Dynamics NAV Classic

Order 106036 -> Invoice 108038

Posting lines 2

Posting purchases and VAT 1

Posting to vendors 1

Posting to bal. account

Cancel

Purchase

- Planning
- Order Processing
- Inventory & Costing
- Analysis & Reporting
- History
 - Purchase Quote Archive
 - Purchase Order Archive
 - Purchase Return Order Archives
 - Posted Invoices** →
 - Posted Return Shipments
 - Posted Credit Memos
 - Posted Receipts
 - G/L Registers
 - Item Tracing
 - Navigate
- Setup

General Invoicing Shipping Foreign Trade BizTalk

No. 108038

Buy-from Vendor No. 30000

Buy-from Contact No. CT000068

Buy-from Vendor Name CoolWood Technologies

Buy-from Address 33 Hitech Drive

Buy-from Address 2

Buy-from Post Code/City PO7 2HI Portsmouth

Buy-from Contact Mr. Richard Bready

No. Printed 0

Posting Date 11.12.13

Document Date 11.12.13

Quote No.

Order No. 106036

Pre-Assigned No.

Vendor Order No.

Vendor Invoice No. IN_007

Order Address Code

Purchaser Code RL

Responsibility Center

Link to the source document (cause) ->PO

T... No.	Description	Quantity	Unit of M...	Direct Uni...	Unit Price (LCY)	Line Amount E...	Line ...
I... 1920-S	Solar panel ANTWERP	10	PCS	100,00	420,40	1 000,00	
I... 1924-W	CHAMONIX Base Storage Unit	20	PCS	81,60	136,40	1 632,00	

Direct „jump“ to the Item card from Posted Invoice (F6)

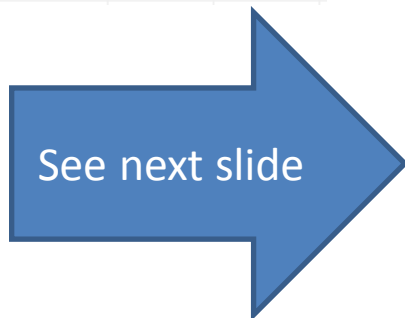
T...	No.	Description	Quantity	Unit of M...	Direct Uni...	Unit Price (LCY)	Line Amount E...	Line
I...	1920-S	Solar panel ANTWERP	10	PCS	100,00	420,40	1 000,00	
I...	1924-W	CHAMONIX Base Storage Unit	20	PCS	81,60	136,40	1 632,00	

} Posted Purchase Invoice Lines

F6

1896-S	ATHENS Desk			PCS	✓	481,46945	649,40
1900-S	PARIS Guest Chair, black			PCS	✓	95,23368	125,10
1906-S	ATHENS Mobile Pedestal			PCS	✓	209,38917	281,40
1908-S	LONDON Swivel Chair, blue			PCS	✓	91,61112	123,30
▶ 1920-S	Solar panel ANTWERP			PCS	✓	293,35862	420,40
1924-W	CHAMONIX Base Storage Unit		✓	PCS	✓	81,60	136,40
1928-S	Panel cable sling AMSTERDAM			PCS	✓	26,41	35,60
1928-W	ST.MORITZ Storage Unit/Drawers		✓	PCS	✓	192,00	342,10

Shift-F5



Item card and its entries (Ctrl-F5)

1908-S LONDON Swivel Chair, blue - Item Card

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

No. 1908-S Search Description . . . LONDON SWIVEL ...

Description LONDON Swivel Chair, blue Inventory. 304

Base Unit of Measure . . . PCS Qty. on Purch. Order . . . 50

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

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

Automatic Ext. Texts . . . Qty. on Sales Order . . . 138

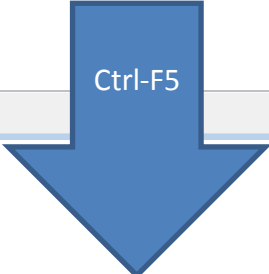
Created From Nonstoc... Qty. on Service Order . . . 0

Item Category Code. Service Item Group . . .

Product Group Code. Blocked

Test Last Date Modified . . . 11.12.10

Item Sales Purchases Functions Help



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

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
31.12.11	Positive A...		START	1908-S		BLUE	234	234	233	0,00	21 363,03	0,00	
31.12.11	Positive A...		START	1908-S		RED	5	5	4	0,00	456,48	0,00	
31.12.11	Positive A...		START	1908-S		GREEN	47	47	37	0,00	4 290,86	0,00	
23.01.12	Sale	Sales Shipment	102022	1908-S		RED	-1	0	0	0,00	0,00	0,00	
26.01.12	Transfer	Transfer Shipment	108002	1908-S		GREEN	-10	-10	0	0,00	-912,95	0,00	
26.01.12	Transfer	Transfer Shipment	108002	1908-S		OWN LOG.	10	10	0	0,00	912,95	0,00	
26.01.12	Transfer	Transfer Receipt	109001	1908-S		OWN LOG.	-10	-10	0	0,00	-912,95	0,00	
26.01.12	Transfer	Transfer Receipt	109001	1908-S		RED	10	10	10	0,00	912,95	0,00	
23.01.12	Purchase	Purchase Receipt	107028	1908-S	LONDON Kantorstol, blé	GREEN	20	0	20	0,00	0,00	0,00	
11.12.13	Sale	Sales Shipment	102055	1908-S		BLUE	-1	-1	0	123,30	-91,29	0,00	

Item card and its entries

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

No. 1920-S [edit] [refresh] Search Description . . . SOLAR PANEL AN...

Description Solar panel ANTWERP Inventory. 106

Base Unit of Measure . . PCS [up] Qty. on Purch. Order . . 0

Bill of Materials [checkbox] Qty. on Prod. Order . . 0

Shelf No. D6 Qty. on Component Lines 0

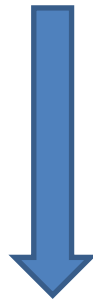
Automatic Ext. Texts . . [checkbox] Qty. on Sales Order . . 9

Created From Nonstoc... [checkbox] Qty. on Service Order . . 0

Item Category Code. . . [up] Service Item Group . . . [up]

Product Group Code. . . [up] Blocked [checkbox]

Test [input] Last Date Modified . . . 10.12.13



Ctrl-F5 – or from Inventory by mouse click

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)
11.12.13	Purchase	Purchase R...	107039	1920-S		BLUE	10	10	10	0,00
13.01.12	Sale	Sales Shipm...	102009	1920-S		GREEN	-2	-2	0	840,80
12.01.12	Sale	Sales Shipm...	102007	1920-S		RED	-2	0	0	0,00
17.01.12	Sale	Sales Shipm...	102014	1920-S		RED	-1	0	0	0,00
22.01.12	Sale	Sales Shipm...	102020	1920-S		RED	-1	0	0	0,00
26.01.12	Sale	Sales Shipm...	102028	1920-S		RED	-1	0	0	0,00
31.12.11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,00
31.12.11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,00
31.12.11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,00
03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,00

Item card and its entries

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

No. 1920-S [edit] [refresh] Search Description . . . SOLAR PANEL AN...

Description Solar panel ANTWERP Inventory. 106

Base Unit of Measure . . PCS [up] Qty. on Purch. Order . . 0

Bill of Materials [checkbox] Qty. on Prod. Order . . 0

Shelf No. D6 Qty. on Component Lines 0

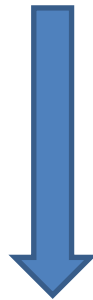
Automatic Ext. Texts . . [checkbox] Qty. on Sales Order . . 9

Created From Nonstoc... [checkbox] Qty. on Service Order . . 0

Item Category Code. . . [up] Service Item Group . . . [up]

Product Group Code. . . [up] Blocked [checkbox]

Test [input] Last Date Modified . . . 10.12.13



Ctrl-F5 – or from Inventory by mouse click

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)
11.12.13	Purchase	Purchase R...	107039	1920-S		BLUE	10	10	10	0,00
13.01.12	Sale	Sales Shipm...	102009	1920-S		GREEN	-2	-2	0	840,80
12.01.12	Sale	Sales Shipm...	102007	1920-S		RED	-2	0	0	0,00
17.01.12	Sale	Sales Shipm...	102014	1920-S		RED	-1	0	0	0,00
22.01.12	Sale	Sales Shipm...	102020	1920-S		RED	-1	0	0	0,00
26.01.12	Sale	Sales Shipm...	102028	1920-S		RED	-1	0	0	0,00
31.12.11	Positive Adjmt.		START	1920-S		BLUE	38	38	38	0,00
31.12.11	Positive Adjmt.		START	1920-S		GREEN	67	67	65	0,00
31.12.11	Positive Adjmt.		START	1920-S		RED	8	8	3	0,00
03.01.12	Negative Adjmt.		W1-01	1920-S			-10	-10	-10	0,00

Vendor Card and its entries (Ctrl-F5)

General Communication Invoicing Payments Receiving Foreign Trade

No. 30000 [edit] Search Name COOLWOOD TEC...

Name CoolWood Technologies Balance (LCY) 100 075,82

Address 33 Hitech Drive Purchaser Code RL [up]

Address 2 Responsibility Center [up]

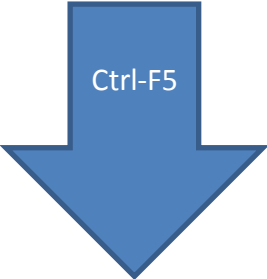
Post Code/City PO7 2HI [up] Portsmouth [up] Blocked [down]

Country/Region Code GB [up] Last Date Modified 11.12.10

Phone No. [edit]

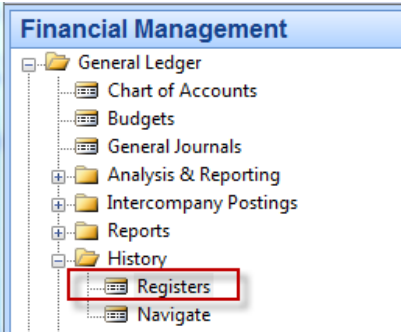
Primary Contact No. [up]

Contact Mr. Richard Bready



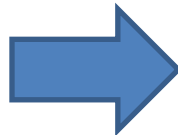
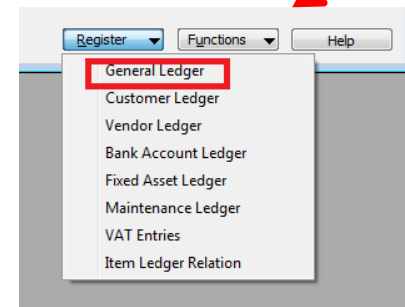
Posting D...	Document Type	Documen...	External ...	Vendor No.	Description	Curre...	Original Amount	Amount	Remaining Am...
31.12.11	Invoice	12388	12388	30000	Opening Entries, Vendors		-105 952,82	-105 952,82	-105 952,82
12.01.12	Credit Memo	109001	KR95-02...	30000	Credit Memo 109001		35 430,00	35 430,00	35 430,00
15.01.12	Invoice	108021	563	30000	Order 106005		-19 500,00	-19 500,00	-19 500,00
26.01.12	Invoice	108026	599	30000	Order 106008		-3 638,00	-3 638,00	-3 638,00
11.12.13	Invoice	108036	SSSS	30000	Order 106033		-250,00	-250,00	-250,00
11.12.13	Invoice	108037	3123	30000	Order 106034		-2 875,00	-2 875,00	-2 875,00
11.12.13	Invoice	108038	IN_007	30000	Order 106036		-3 290,00	-3 290,00	-3 290,00

Impacts to G/L



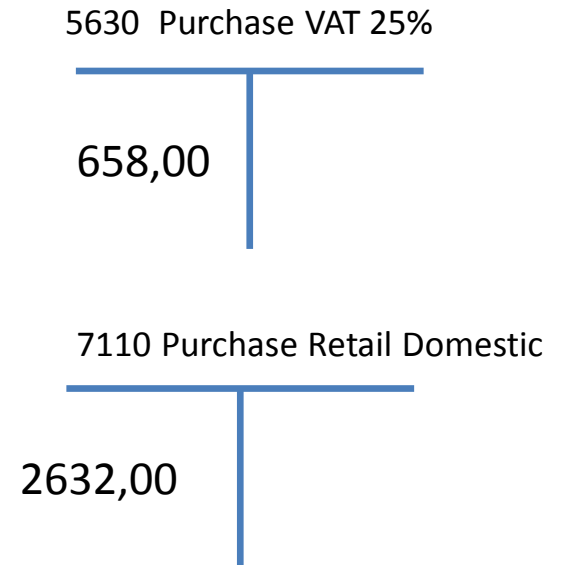
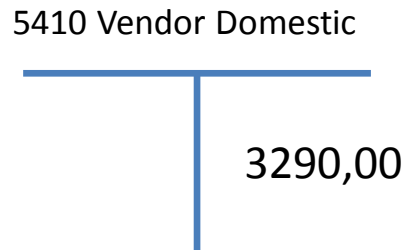
192	20.03.14		GENJNL	DEFAULT	3160	3161	916	915
194	18.09.14		GENJNL	DEFAULT	3164	3165	916	915
194	18.09.14		GENJNL	DEFAULT	3164	3165	916	915
195	18.09.14		INVTPCOST		3166	3167	916	915
197	18.09.14		INVTPCOST		3171	3172	917	916
197	18.09.14		INVTPCOST		3171	3172	917	916
198	18.09.14		INVTPCOST		3173	3184	917	916
200	26.09.14		PURCHASES		3189	3191	917	917

Register ▼

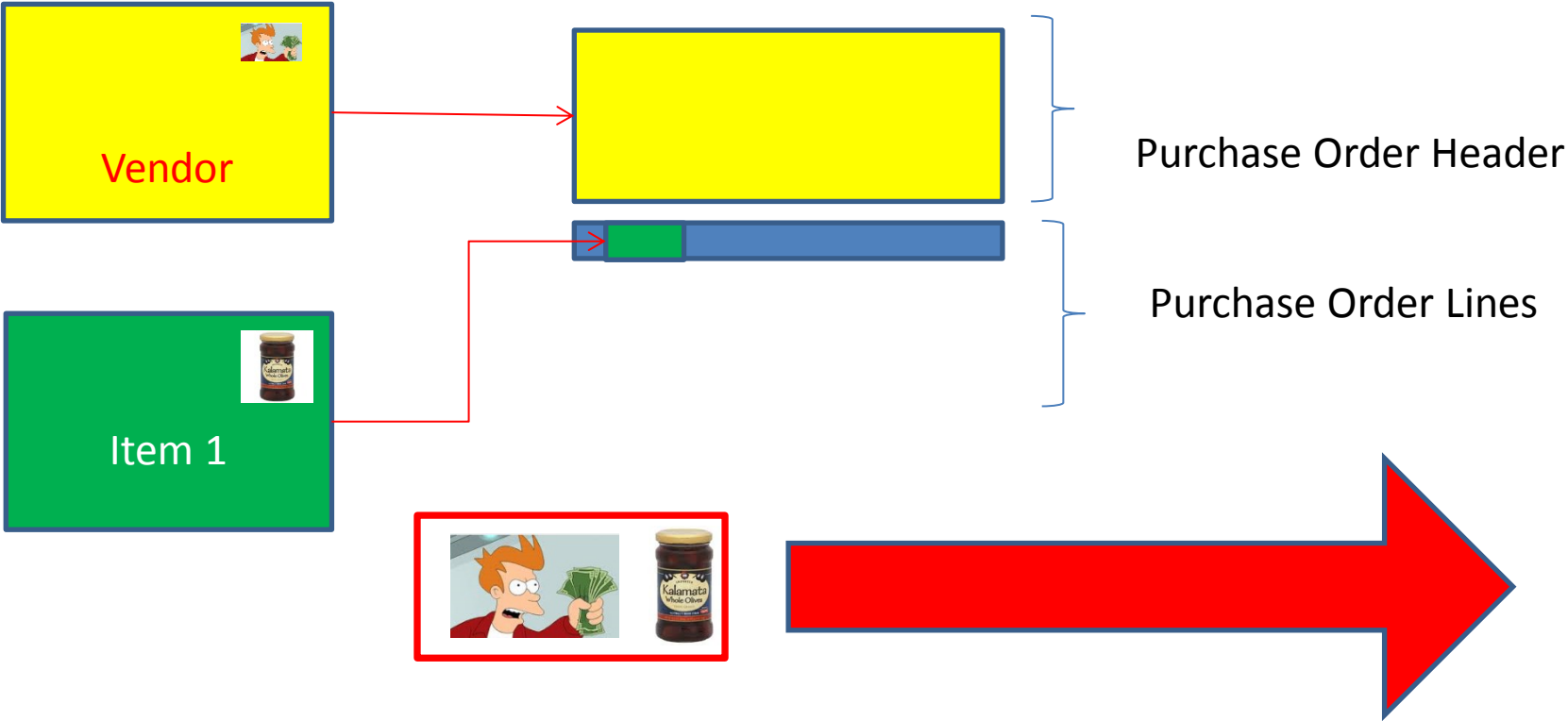


Impacts to G/L (General Ledger Entries)

Posting Date	D... T...	Document No.	G/L Account No.	Description	G... P... T...	G... B... P...	G... P... P...	Amount	Bal. A... T...	Bal. Account No.	Entry No.
11.12.13	I...	108038	7110	Order 106036	P..	N..	R..	2 632,00	G..		3189
11.12.13	I...	108038	5630	Order 106036				658,00	G..		3190
11.12.13	I...	108038	5410	Order 106036				-3 290,00	G..		3191



Posting Groups



= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

Posting Groups

Gen. Bus. Posting Group . NATIONAL

VAT Bus. Posting Group . NATIONAL

Vendor Posting Group . . . DOMESTIC

Invoice Disc. Code . . . 20000

Prices Including VAT . . .

Prepayment % 0

Gen. Business Posting Groups

Code	Description	Def. VAT ...	Auto Inse...
EU	Customers and vendors in EU	EU	✓
EXPORT	Other customers and vendors (...)	EXPORT	✓
INTERC...	Intercompany		✓
▶ NATIONAL	Domestic customers and vendors	NATIONAL	✓

OK Cancel **Setup** Help

NATIONAL Domestic customers and vendors - General Posting Setup

Gen. Bus. Posting Group	Gen. Prod. Posting Group	Sales Account	Sales Credit Memo Account	Sales Line Disc. Account	Sales Inv. Disc. Account	Purch. Account	Purch. Credit Memo Ac...	Purch. Line Disc. Account	Purch. Inv. Disc. Account	COGS Account	Sales Disc. I Acc.
▶ NATIONAL	MANUFACT	6110	6110	6910	6910	7110	7110	7140	7140		
NATIONAL	MISC	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	NO VAT	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	RAW MAT	6210	6210	6910	6910	7210	7210	7240	7240	7290	
NATIONAL	RETAIL	6110	6110	6910	6910	7110	7110	7140	7140	7190	
NATIONAL	SERVICES	6410	6410	6910	6910	7110	7110	7140	7140	7190	

End of the section III.

