Simple scenario of the fourth ERP Microsoft Dynamics NAV session IV.

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Reason	:	Orientation in the MS Dynamics "creation of purchase order", its posting and impacts to vendor (supplier) and, inventory balances na moreover all related entries (vendor ledger entry, inventory ledger entry and General Ledger entry. Entry=transaction. It is a new tuition concept related to Power- point presentation. Manager used structured (clustered) entries (reports, statistics –F9) in order to to get necessary information regarding inventory management (e.g.) replenishment) as well as payables.
For	:	MPH_AOMA students
Used database	:	MS Dynamics NAV 2009 W1 (British one)
Used keys	:	F5, F3, F6 and Ctrl-F5 (from card to entries)and Shift-F5 from list to card
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point, PO=Purchase Order

1. Go to menu Purchase (here you can find subset of important economic documents such as Purchase Order, Purchase Invoice and Purchase Credit Memo.
2. Open by mouse Order processing and Orders- what do you see?
3. Created Purchase order by your predecessor! See header and lines!
4. If you use **F5** you can see all created and so far nor posted Purchase orders!
5. Make **ESC** key and put cursor to header of existing PO ! make key   **F3**
6. This created empty document PO. Make ENTER. This automatically create new unique PO number. Why this number is unique?
7. Go to the field **By from Vendor** number and by use of **F6** make a choice of your vendor. Select Vendor 10000. And then **ENTER** again to confirm your choice
8. Header is ready. See all tabs to see relevant information
9. Go to the first line of PO and put cursor to the field No (Number of Item) !. Use **F6** to make your choice. Select please 1972-S! Further go to field Quantity and put there how many do you intend to buy (e.g. 10). You can see unit cost and total!
10. Add inventory location (use of **F6**) **BLUE**. What is inventory location?
11. Make button Print and Preview. What can you see ? Then ESC (going back to PO which was not posted (registered) so far.
12. This economic document was sent to your chosen vendor and you are expecting ordered goods (in our case 1972-S Munich Swivel Chair). In the moment of delivery the transport (shipment) company handed to inventory manager Receipt document – specification of goods (name and quantity) and to accounting department an invoice which have to payed later.
13. You enter vendor invoice number (any alphanumeric string, for example Inv_12345) to relevant field in the header of PO and go to button Posting and make **F11.** After choice Receive and Invoice is your PO posted and you have to switch to menu History.

14. In this menu you will find Posted Invoices. Open it. If you will see one invoice, use F5 to see the list of all already posted invoices. Go to the end of the list. Either by mouse or by key combination **Ctrl-END**
15. Open this Invoice by key combination **Shift-F5**
16. Go to the field Buy from Vendor number and use key **F6** (look-up). Instead of F6 you can use simply click by mouse. This will move you to your Vendor card (vendor 10000).
17. In order to see posted transaction (entry), which results in increasing vendor balance you use key combination **Ctrl-F5**
18. Then you see all entries related to your vendor .Every entry represents one document
19. Your entry is at the end of the list (go there by mouse of key combination **Ctrl-END**)
20. See the amount and other important fields. From there can go directly to G/L entries by use of button **Navigate**
21. Then you can see again posted   Invoice or **G/L Entries**. Go there by use of button Show.
22. Mind you, that positive amount is the one posted on Debit side and negative one to credit sides. This is simple syntax
23. Go back to document and go to the line and field in which you can see Item number. In our case Item number 1972-S.
24. By use of mouse or **F6** go to the list of item (cursor I positioned on the chosen item 1972-S. From there you can directly use key combination Ctrl-F5 in order or se Item Ledger entries. The last one in the list is the one you have in our example posted.
25. You see Entry type=Purchase, you see Location=Blue and quantity 10. Meaning the you increased inventory of Munich Swivel chairs by 10 .What is extremely important, that you can see also cost related to this entry (payables increased as well).
26. Finally go to menu Purchase->Order Processing->Reports ->Inventory—Vendor Purchases
27. In the new open window of report request panel enter number 1972-S and use button Preview to see report. What you can see ? This principle of starting any report in MS Dynamics NAV is identical. You can use other types of records if you please.
28. Thanks a lot for your attention. Now you are expert in Purchasing !!!!!!