

Simple scenario of the seventh ERP Microsoft Dynamics NAV session VII.

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Date	:	9.11.2016
Reason	:	Example covering three functional ERP areas which we already discussed (went through) :Purchase->Tranfers->Sales
For	:	MPH_AOMA students
Used database	:	MS Dynamics NAV 2009 W1 (British database)
Used keys	:	F5, F3, F6 and Ctrl-F5 (from card to entries) and Shift-F5 from list to chosen card. F7- filter of one field. F9-Statistics
Used abbreviations	:	Q=question, G/L=General Ledger, Simple Scenario = SS, PWP=Power-Point, SO=Sales Order, TO=Transfer Order, PO=Purchase Order , MC=Mouse cursor
Related documents	:	Scenarios IV (Purchase) V (Sales) and VI (Transfers)
Intention	:	Training and hands on

1. Menu Purchase->Order Processing ->Orders->use see already created PO by your predecessor
2. Put mouse cursor (Further MC) to the header (not to some field!!) and klick to activate PO header and then F3 (new) and Enter to confirm.
3. Automatically the new document number is created. You put MC to the field Buy from Vendor number and make a choice of your Vendor (Supplier). Use Vendor 10000 and Enter.
4. Data from Vendor table are transferred to the PO header.
5. Go to PO line and put MC to the field Item and make choice (look up) of the item which will be purchase. Use **8920-W**. When you are on that list before transferring this Item to the PP line do Ctrl.F5 (see if some entries were created by your predecessor). If empty (no entries) make Enter to confirm. If not go to 8912-W.
6. Enter Location Blue and quantity 10 and see preview of the document by use of button print.
7. Enter Vendor Invoice number to the header (any alphanumeric string) and register (post) by F11.
8. See History and posted invoices. Our posted invoice is the last one in the list. Open it by Shift-F5.
9. Go to the line and by MC or F6 to the list of Items and make CtrlF5 to see Item ledger entry reacted to posted document.
10. ESC and go to menu Warehouse->Orders->Transfer Orders
11. F3 to create new TO (to confirm new TO number make key Enter) and make choice by F6 in order to enter actual location **Blue** and destination location **Red**. You can see, that In Transit location is automatically refilled by OUT.LOG. = Outer Logistics.
12. In line by use of F6 or MC use Item **8920-W** ore the other number mentioned above and enter Quantity =10
13. Observe 4 fields in the TO line (Quantity to Ship and Quantity Shipped and Quantity to Receive and Quantity Received
14. Make F11 in order to make transfer from **Blue** to location OUT.LOG. The choice is Ship.
15. Observe impacts of F11 in 4 fields mentioned in Clause 13
16. Go from Line field Item number by mouse or F6 to list of Item where cursor is anchored to item **8920-W**. Make Ctrl-F5 in order to see item ledger entries. What can you see? Two item ledger entries with type Transit
17. Go by ESC back and make F11 again – the choice is Receive

18. As you can see TP was deleted. Where you can see posted TO? History->Posted documents->Posted Transfer Receipts and go to the last one and Shift-F5.
19. Go to menu Sales&Marketing-> Order Processing (here you can find subset of important economic documents such as Sales Orders, Sales Invoices and Sales Credit Memo.
20. Open by mouse Orders - what do you see?
21. Created Sales order by your predecessor! See header and lines!
22. If you use **F5** you can see all created Sales orders so far nor posted Sales orders!
23. Make **ESC** key and put cursor to header of existing SO! Klick left mouse button to activate header and then make key **F3 (new)** in order to create blank new Sales order.
24. The result of making **F3** and subsequent confirmation by **ENTER** is creation of empty document SO. This automatically create new unique SO number. Why this number is unique?
25. Go to the field **Sell to Customer number** and by use of **F6** make a choice of your Customer. Select Customer 10000. And then **ENTER** again to confirm your choice. If you will get message, that chosen customer has an overdue balance and his credit limit has been exceeded, say YES to continue.
26. Header is ready. See all header tabs to see relevant information
27. Go to the first line of SO and put cursor to the field No (Number of Item) !. Use **F6** to make your choice. Select please **8920-W** or other item number, which was previously purchase and transferred by you! Further go to field Quantity and put there how many do you intend to buy (in our example 10). You can see unit cost and total!
28. Add inventory location (use of **F6**) **RED**.
29. Make button Print and then Order Confirmation and Preview. What can you see? Then ESC (going back to SO, which was not posted (registered) so far.
30. Post SO by key **F11**. After choice Ship and Invoice is your SO posted.
31. Go to Menu Sales->Order Processing->Customers. Find Customer 10000 and make Ctrl-F5. Go to the last entry (you can use key combination Ctrl-END and there use button navigate to see posted document.
32. From posted document go from posted invoice line, field Item to the list of items (you should be on the line of item **8920-W** and make Ctrl-F5 to see Item Ledger Entries. You see history of all your actions. Tutor will then explain apply principles.