Introduction to MS Dynamics NAV

Purchase example and impacts (Inventory, Vendor Ledger Entries and General Ledger

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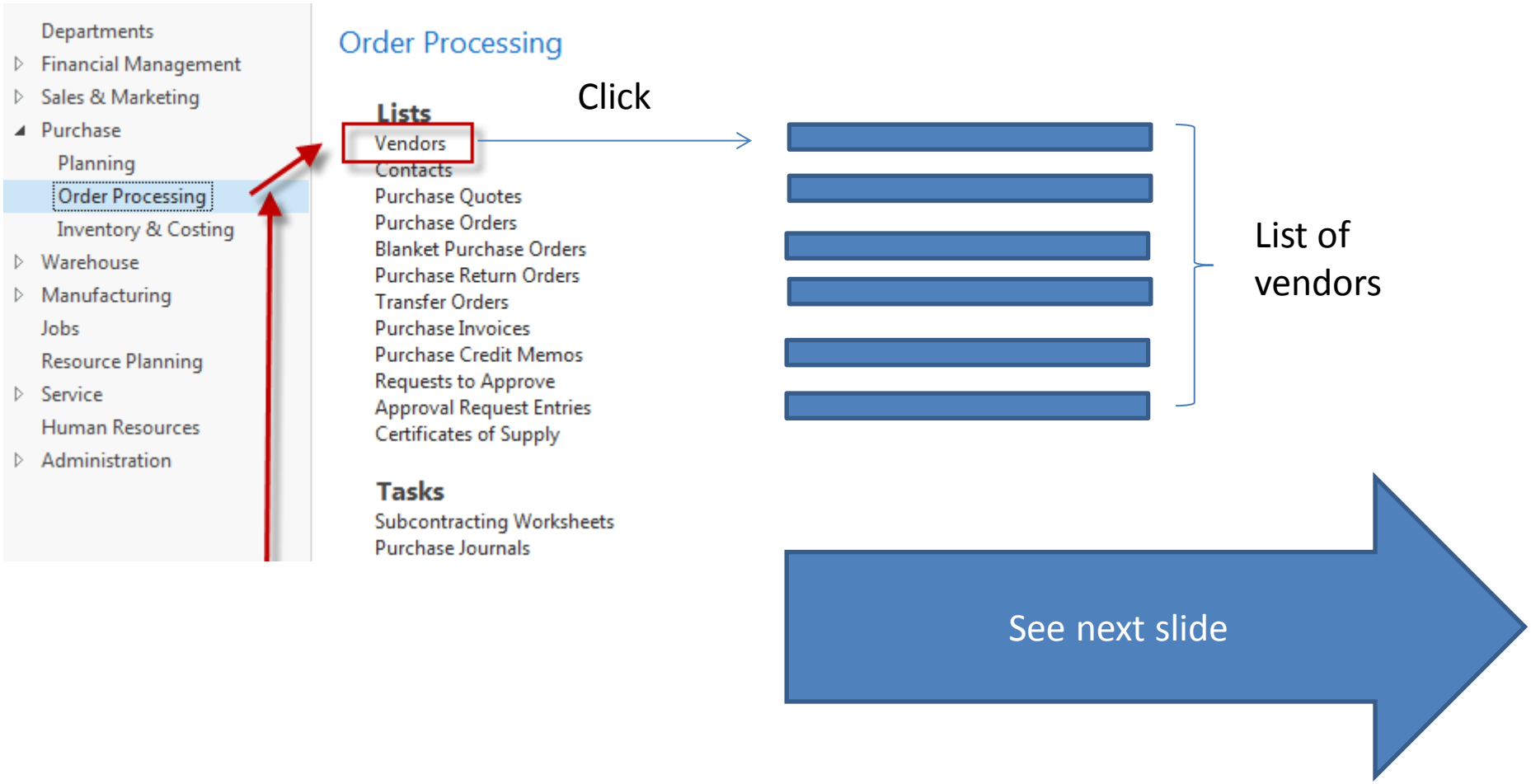
Department of corporate economy

Vendor Card


Departments
Financial Management
Sales & Marketing
Purchase
Planning
Order Processing
Inventory & Costing
Warehouse
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Administration
Order Processing
Click
Lists
Vendors
Contacts
Purchase Quotes
Purchase Orders
Blanket Purchase Orders
Purchase Return Orders
Transfer Orders
Purchase Invoices
Purchase Credit Memos
Requests to Approve
Approval Request Entries
Certificates of Supply
Tasks
Subcontracting Worksheets
Purchase Journals
List of vendors
See next slide

List of Vendors

Vendors

Type to filter (F3) | No.

No filters applied

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name
01254796	Progressive Home Furnishin...				Mr. Michael Sean Ray	PROGRESS...
01587796	Custom Metals Incorporated				Mr. Peter Houston	CUSTOM ...
01863656	American Wood Exports				Mr. Jeff D. Henshaw	AMERICA...
01905283	Mundersand Corporation				Mr. Mike Hines	MUNDERS...
01905382	NewCaSup				Mr. Toby Nixon	NEWCASUP
01905777	OakvilleWorld				Mr. Sean P. Alexander	OAKVILLE...
10000	London Postmaster	LONDON			Mrs. Carol Philips	LONDON ...
20000	AR Day Property Managem...	LONDON	YELLOW		Mr. Frank Lee	AR DAY PR...
20300190	Malay-Dan Export Unit Sdn ...		YELLOW		Mr. Fabrice Perez	MALAY-D...
20319939	KDHSL99 Sdn Bhd				Mr. Toh Chin Theng	KDHSL99 S...
20323323	Tengah Butong Sdn Bhd				Mrs. Anisah Yoosoof	TENGAH B...
21201992	Texpro Maroc				M. Charaf HAMZAOUI	TEXPRO M...
21218838	Top Bureau		BLUE		M. Fadi FAKHOURI	TOP BURE...
21248839	Comacycle					COMACY...
27299299	Big 5 Video				Mr. Kevin Kennedy	BIG 5 VIDEO

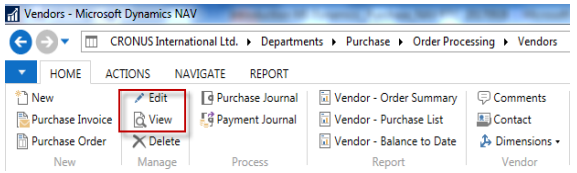
Vendor Statistics

Vendor No.:	10000
Balance (LCY):	114 357,45
Outstanding Ord...	1 129,50
Amt. Rcd. Not Inv...	0,00
Outstanding Invo...	0,00
Total (LCY):	115 486,95
Overdue Amount...	82 133,69
Invoiced Prepay...	0,00

Buy-from Vendor Hi...

Vendor No.:	10000
Quotes:	0
Blanket Orders:	0
Orders:	1
Invoices:	0
Return Orders:	0
Credit Memos:	0
Pstd. Return Ship...	0
Pstd. Receipts:	3
Pstd. Invoices:	3
Pstd. Credit Mem...	0

See balance (calculated field) and explain !
See business history and explain !
Use Edit icon in order to open chosen vendor card



Vendor Card

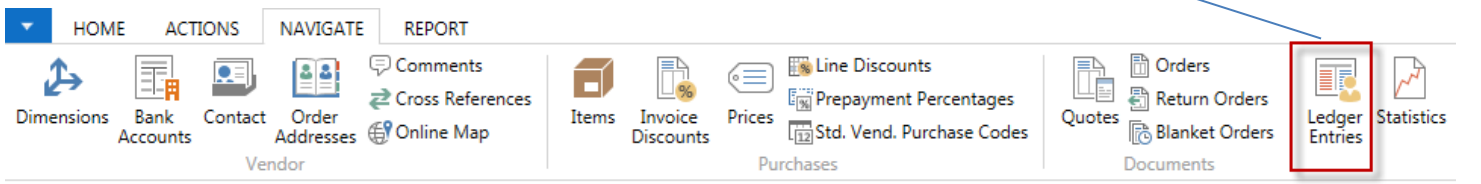
See following tabs :

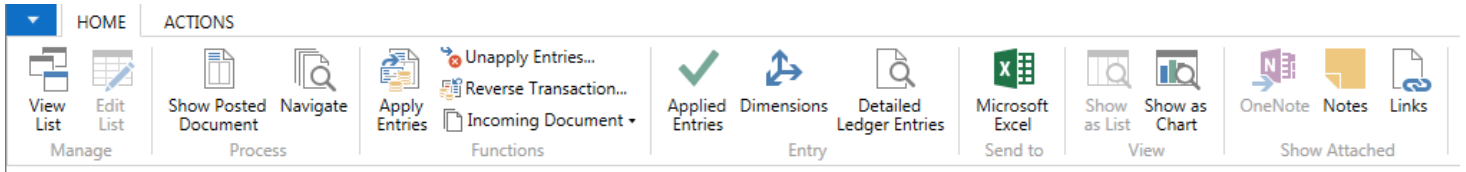
- General - basic fields (country, purchase, balance,..)
- Communication – basic fields (e-mail,…)
- Invoicing - basic fields (posting groups- will part of accounting section of this course)
- Payments – basic fields (payment terms- enter new one by use of formula date)
- Receiving – basic fields (location)
- Foreign trade – basic fields (currency code and language)

Vendror Ledger Entries

Vendor card

Vendor Ledger Entries





Vendor Ledger Entries

Type to filter (F3)

Posting Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Open	Due Date
16.1.2019	Invoice	108031	24521	10000	Order 106006	-15 846,00	-15 846,00	-15 846,00	-15 846,00	☑	31.1.2019
9.1.2019	Payment	2593		10000	Payment 2019	72 470,91	72 470,91	0,00	0,00	☐	9.1.2019
5.1.2019	Invoice	108027	23587	10000	Order 106003	-8 245,76	-8 245,76	-8 245,76	-8 245,76	☑	31.1.2019
2.1.2019	Invoice	108026	23047	10000	Order 106002	-8 132,00	-8 132,00	-8 132,00	-8 132,00	☑	31.1.2019
31.12.2018	***Invoice***	***5672***	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	☑	***19.1.2019***
31.12.2018	***Invoice***	***5578***	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	☑	***18.1.2019***
31.12.2018	Invoice	5437	5437	10000	Opening Entries, Vendors	-72 470,91	-72 470,91	0,00	0,00	☐	13.1.2019

Item list (use search window)

Items

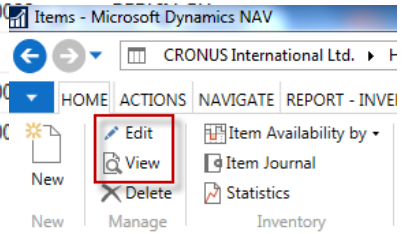
Type to filter (F3) | Description

Show results:

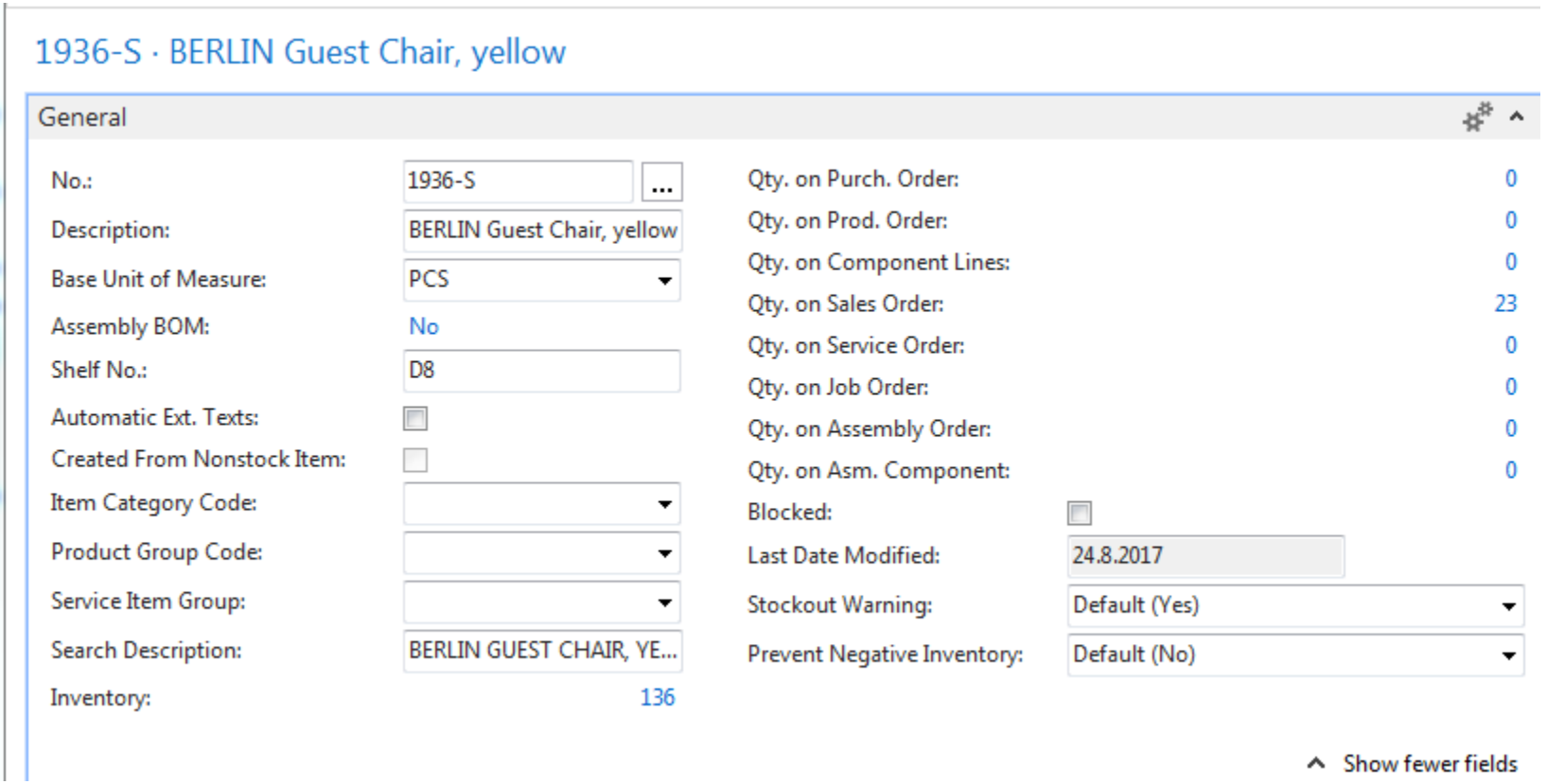
Where No. is Enter a value.

Add Filter

No.	Description	As... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1720	Hand front wheel Brake	No	PCS	☑	4,80	0,00	01587796	HAND FR...
1800	Handlebars	No	PCS	☐	2,12	0,00	01587796	HANDLEB...
1850	Saddle	No	PCS	☐	7,20	0,00	01587796	SADDLE
1896-S	ATHENS Desk	No	PCS	☐	506,60	649,40	30000	ATHENS D...
1900	Frame	No	PCS	☐	15,70	0,00	01587796	FRAME
1900-S	PARIS Guest Chair, black	No	PCS	☐	97,50	125,10	20000	PARIS GUE...
1906-S	ATHENS Mobile Pedestal	No	PCS	☐	219,50	281,40	30000	ATHENS ...
1908-S	LONDON Swivel Chair, blue	No	PCS	☐	96,10	123,30	30000	LONDON ...
1920-S	ANTWERP Conference Table	No	PCS	☐	328,00	420,40	20000	ANTWERP ...
1924-W	CHAMONIX Base Storage U...	Yes	PCS	☐	81,70	136,40	20000	CHAMONI...
1928-S	AMSTERDAM Lamp	No	PCS	☐	27,80	35,60	10000	AMSTERD...
1928-W	ST.MORITZ Storage Unit/Dr...	Yes	PCS	☐	191,90	342,10		ST.MORIT...
1936-S	BERLIN Guest Chair, yellow	No	PCS	☐	97,50	125,10	200	
1952-W	OSLO Storage Unit/Shelf	Yes	PCS	☐	93,60	158,50		
1960-S	ROME Guest Chair, green	No	PCS	☐	97,50	125,10	200	
1964-S	TOKYO Guest Chair, blue	No	PCS	☐	97,50	125,10	200	

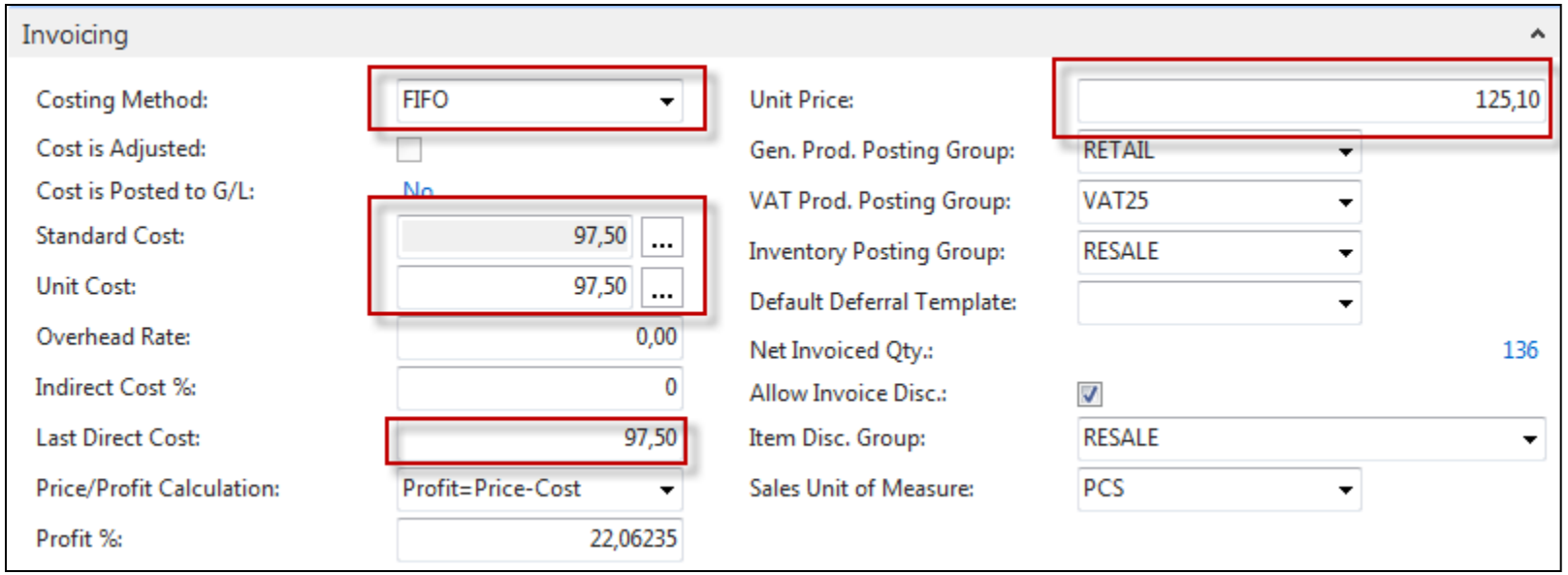


Item Card



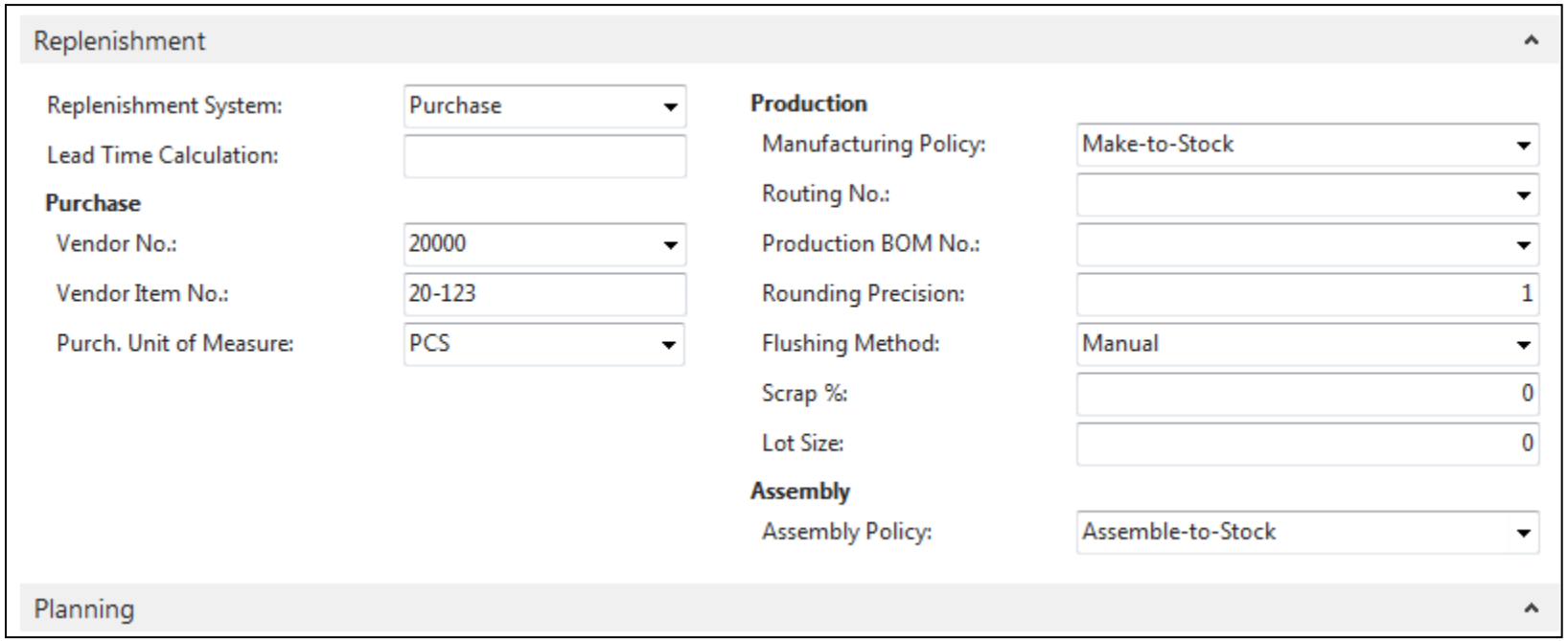
See basic fields (Inventory, Quantity on Sales and Purchase orders,…)

Item Card

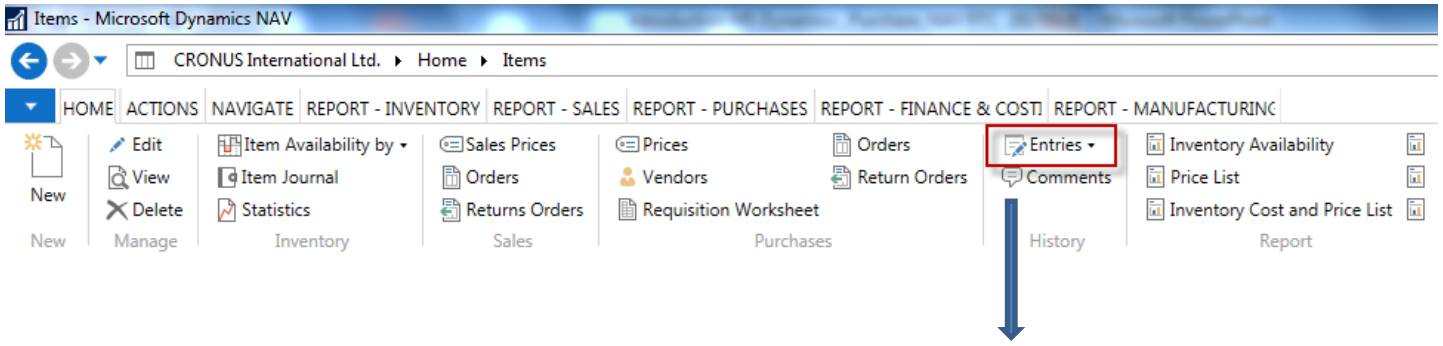


Product posting group will be explained later (impact to accounting)

Item Card


Replenishment
Replenishment System:
Purchase
Lead Time Calculation:
Purchase
Vendor No.:
20000
Vendor Item No.:
20-123
Purch. Unit of Measure:
PCS
Production
Manufacturing Policy:
Make-to-Stock
Routing No.:
Production BOM No.:
Rounding Precision:
1
Flushing Method:
Manual
Scrap %:
0
Lot Size:
0
Assembly
Assembly Policy:
Assemble-to-Stock
Planning

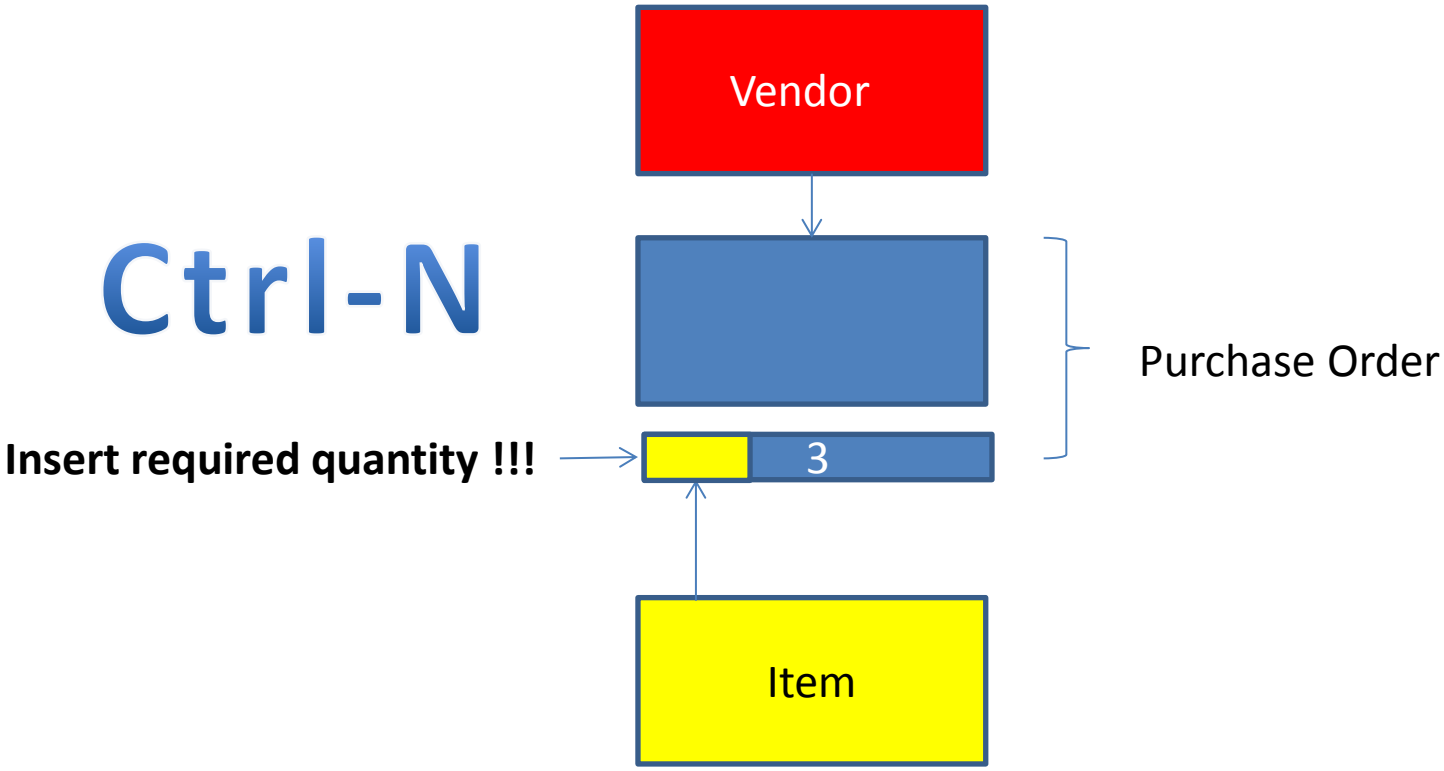
Item Ledger Entries



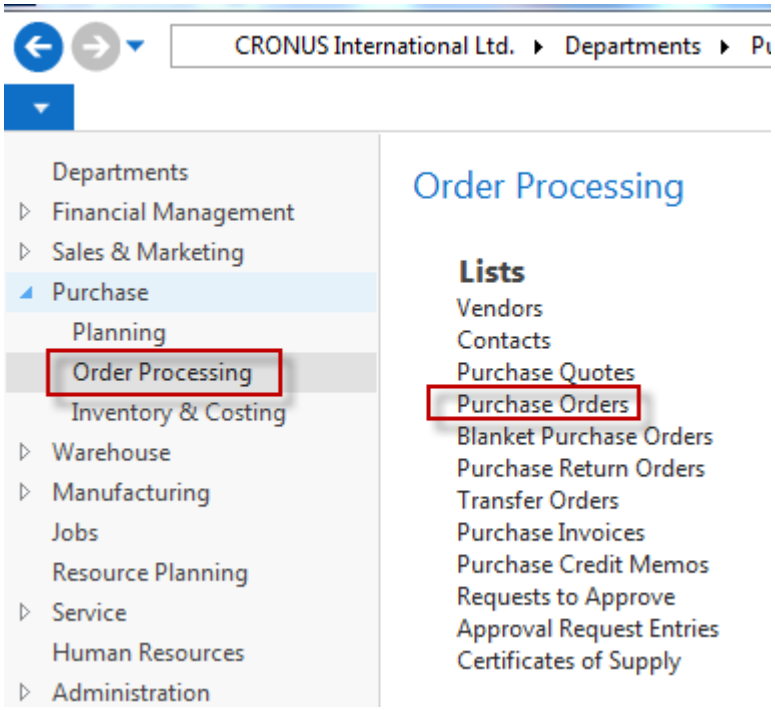
Document No.	It... N...	Descri...	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.
TART	1936-S		BLUE	36	36	36	0,00	3 510,00	0,00	☑		45
TART	1936-S		RED	50	50	46	0,00	4 875,00	0,00	☑		46
TART	1936-S		GREEN	50	50	46	0,00	4 875,00	0,00	☑		47
)8002	1936-S		GREEN	-4	-4	0	0,00	-390,00	0,00	☐	Transfer	245
)8002	1936-S		OWN LOG.	4	4	0	0,00	390,00	0,00	☐	Transfer	246
)9001	1936-S		OWN LOG.	-4	-4	0	0,00	-390,00	0,00	☐	Transfer	249
)9001	1936-S		RED	4	4	4	0,00	390,00	0,00	☑	Transfer	250
)8005	1936-S		RED	-4	-4	0	0,00	-390,00	0,00	☐	Transfer	270
)8005	1936-S		OUT. LOG.	4	4	4	0,00	390,00	0,00	☑	Transfer	271

By removing filter value see other entry types (purchases, transfers sales,…) !

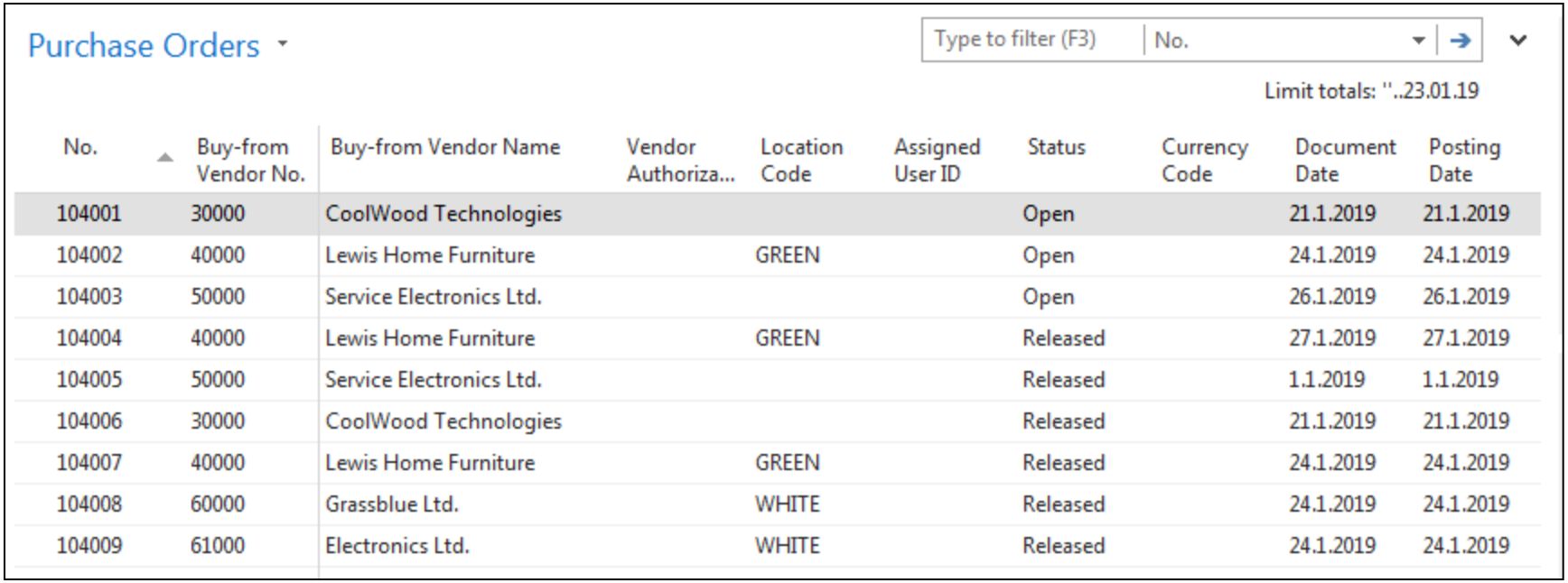
Purchase Order creation



Purchase Order creation



List of already existing Purchase Orders



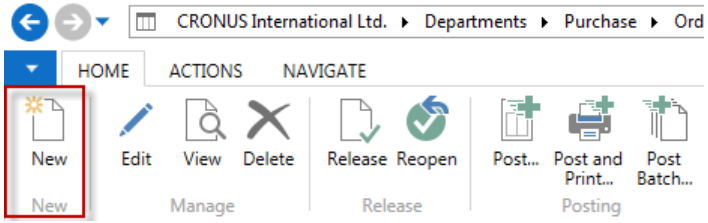
Purchase Orders

Type to filter (F3) | No.

Limit totals: ''..23.01.19

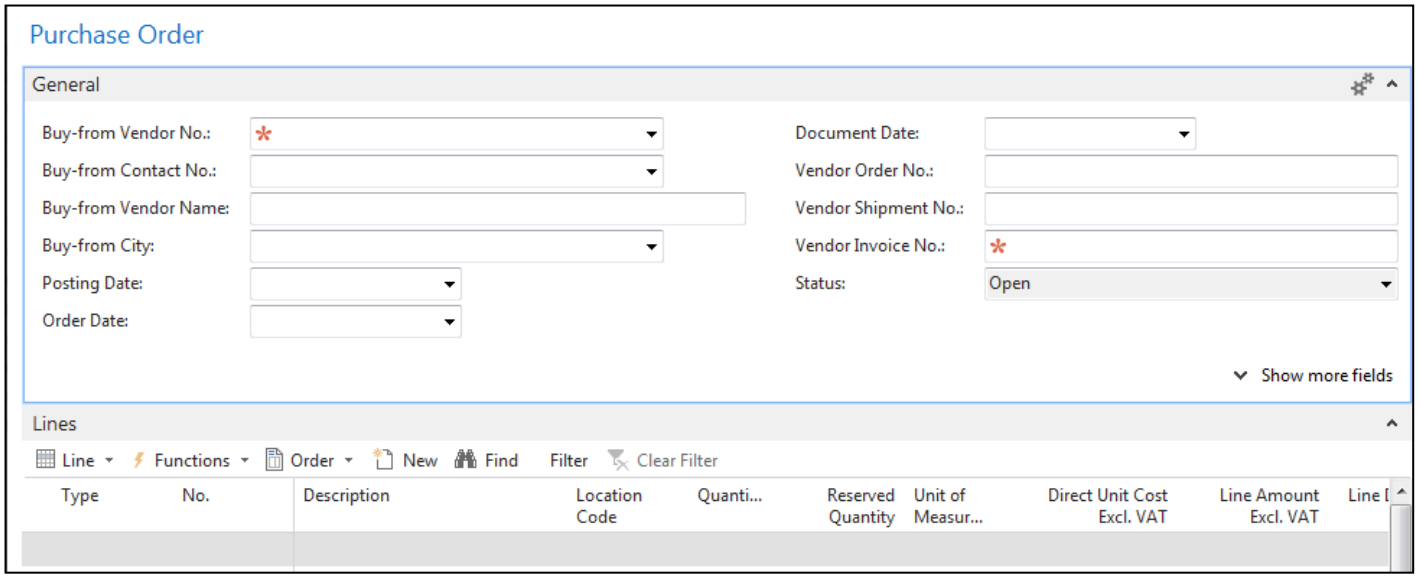
No.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Authoriza...	Location Code	Assigned User ID	Status	Currency Code	Document Date	Posting Date
104001	30000	CoolWood Technologies				Open		21.1.2019	21.1.2019
104002	40000	Lewis Home Furniture		GREEN		Open		24.1.2019	24.1.2019
104003	50000	Service Electronics Ltd.				Open		26.1.2019	26.1.2019
104004	40000	Lewis Home Furniture		GREEN		Released		27.1.2019	27.1.2019
104005	50000	Service Electronics Ltd.				Released		1.1.2019	1.1.2019
104006	30000	CoolWood Technologies				Released		21.1.2019	21.1.2019
104007	40000	Lewis Home Furniture		GREEN		Released		24.1.2019	24.1.2019
104008	60000	Grassblue Ltd.		WHITE		Released		24.1.2019	24.1.2019
104009	61000	Electronics Ltd.		WHITE		Released		24.1.2019	24.1.2019

Purchase Order (PO) - new



Double click

Empty form of PO structure



Purchase Order (PO) – new

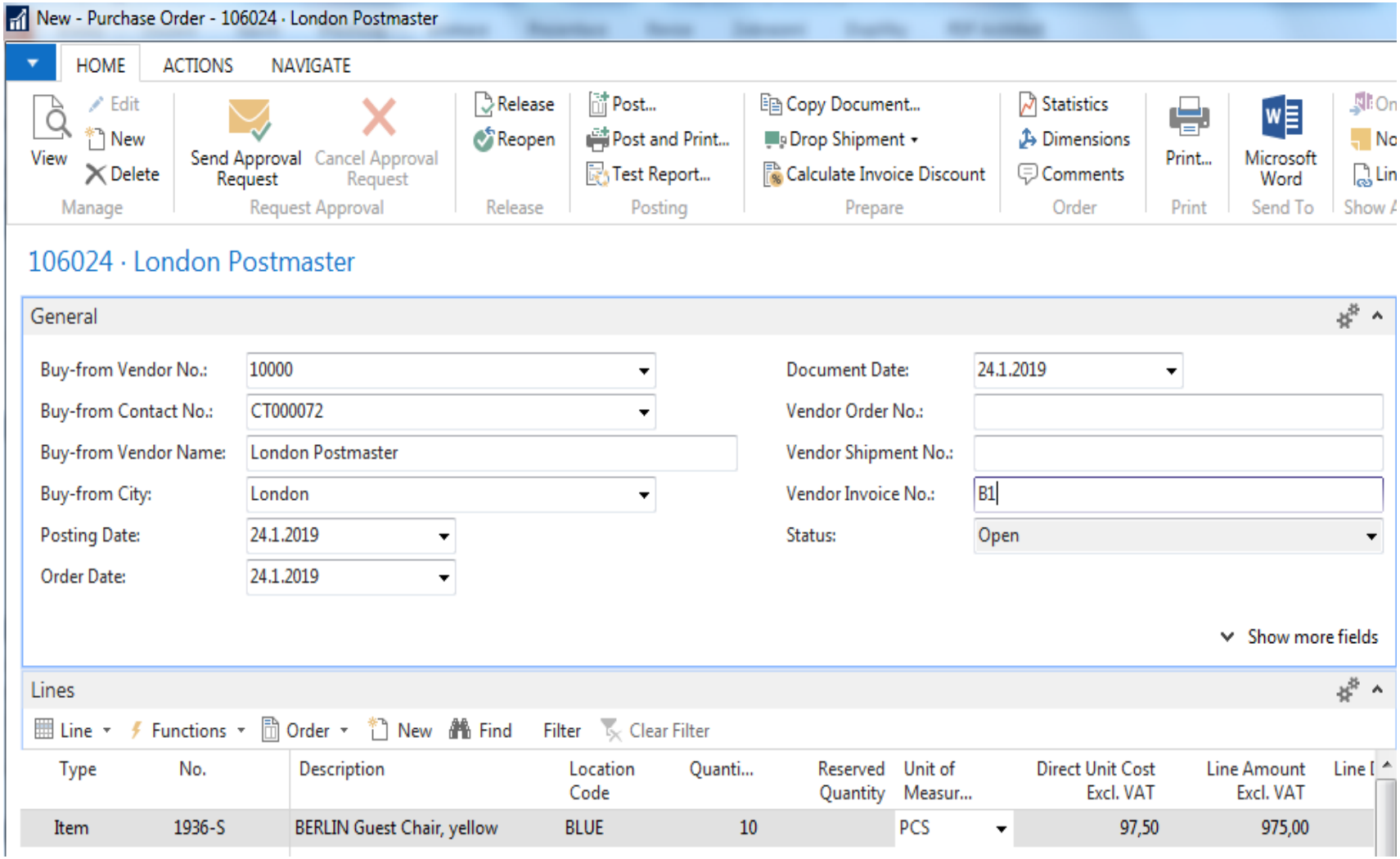
(To enter data use F4 or mouse)

Fields with default data are marked by orange *

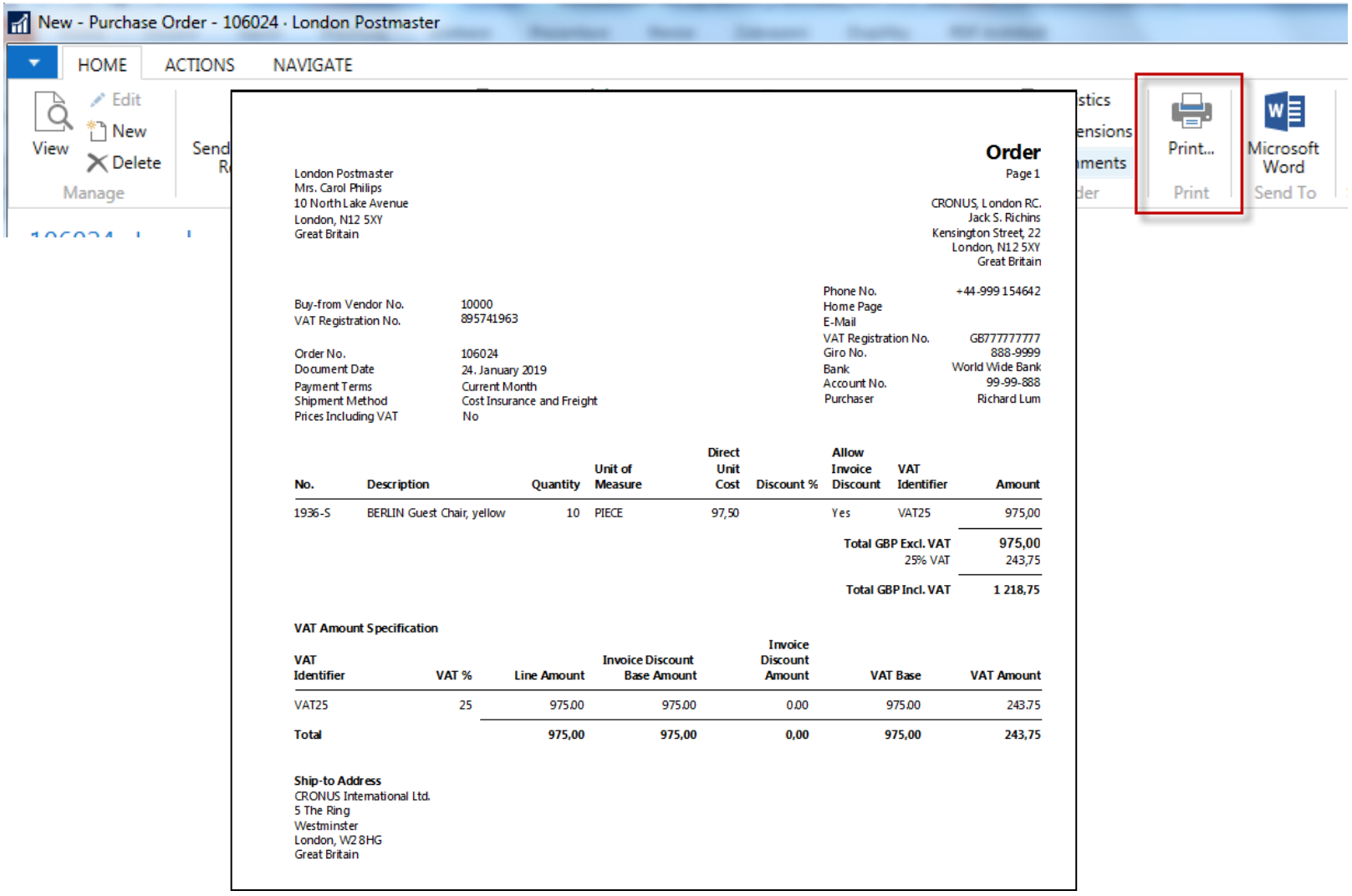
Enter chosen vendor and confirm by key ENTER !
Enter type of the purchase order line (by F4 or mouse) = Item
Enter chosen item (Berlin chair 1936-S) and confirm by key ENTER !
Enter quantity 10 and stock location= **BLUE !!!!**
After delivery (before posting enter Vendor invoice number (any string- e.g. B1)

See next slide

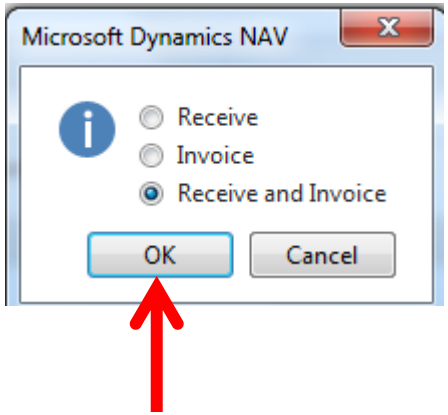
Purchase Order (PO)

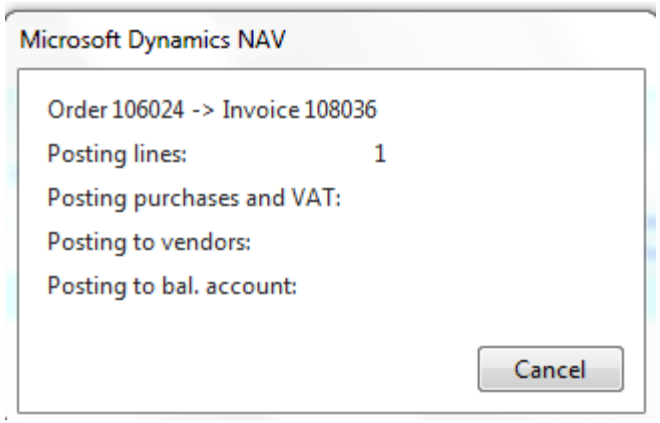


Print (Preview)

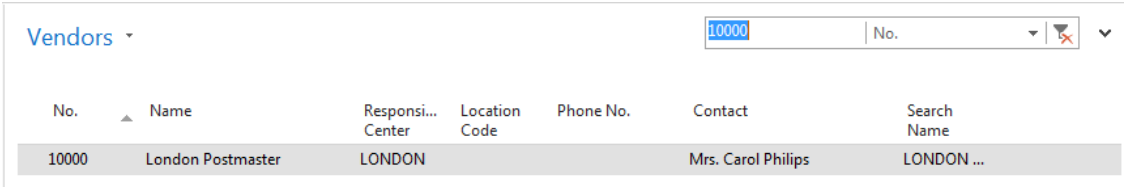


Post PO by use of key F9 (or icon)

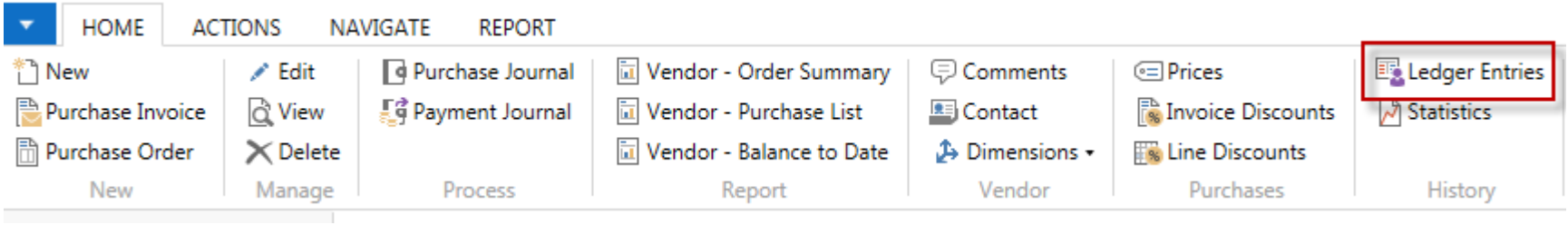




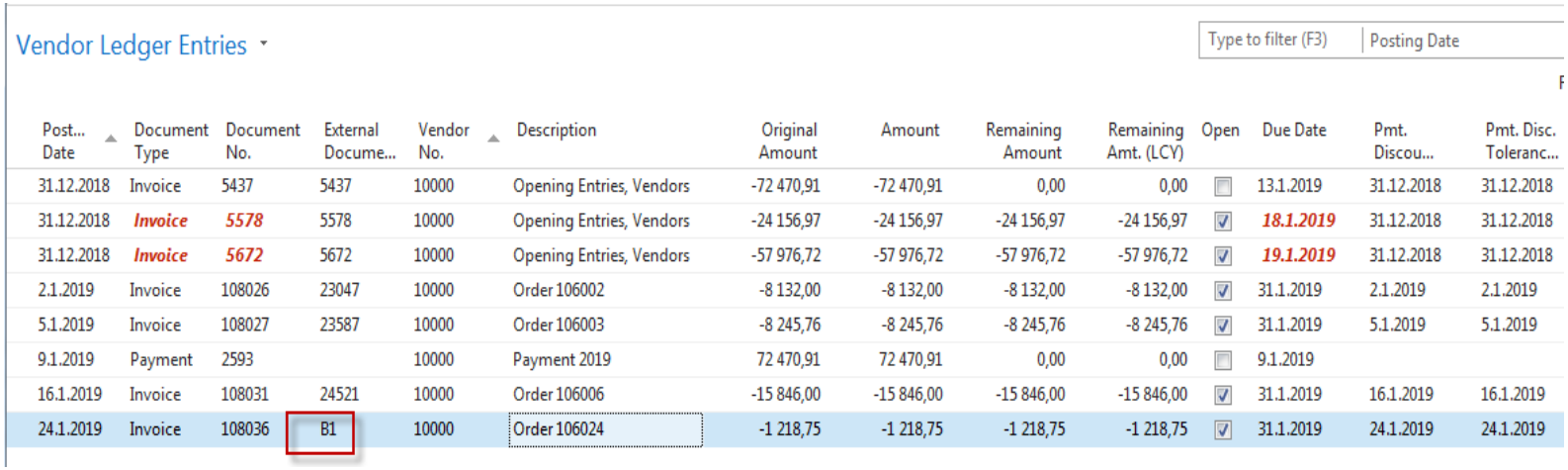
See Vendor Ledger entries :



- Search window
- Vendor
- Filter to vendor 10000
- Icon Ledger Entries –Option Entries



Vendor Ledger Entries



Vendor Ledger Entries

Type to filter (F3) | Posting Date

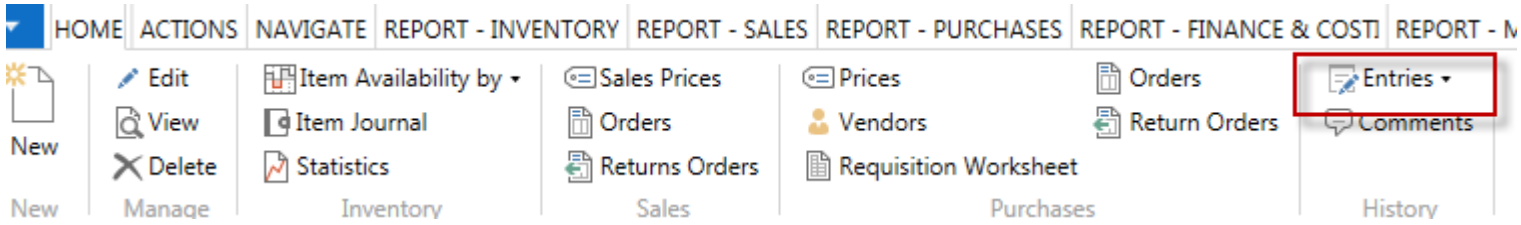
Post... Date	Document Type	Document No.	External Docume...	Vendor No.	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Open	Due Date	Pmt. Discou...	Pmt. Disc. Toleranc...
31.12.2018	Invoice	5437	5437	10000	Opening Entries, Vendors	-72 470,91	-72 470,91	0,00	0,00	☐	13.1.2019	31.12.2018	31.12.2018
31.12.2018	*Invoice*	*5578*	5578	10000	Opening Entries, Vendors	-24 156,97	-24 156,97	-24 156,97	-24 156,97	☑	*18.1.2019*	31.12.2018	31.12.2018
31.12.2018	*Invoice*	*5672*	5672	10000	Opening Entries, Vendors	-57 976,72	-57 976,72	-57 976,72	-57 976,72	☑	*19.1.2019*	31.12.2018	31.12.2018
2.1.2019	Invoice	108026	23047	10000	Order 106002	-8 132,00	-8 132,00	-8 132,00	-8 132,00	☑	31.1.2019	2.1.2019	2.1.2019
5.1.2019	Invoice	108027	23587	10000	Order 106003	-8 245,76	-8 245,76	-8 245,76	-8 245,76	☑	31.1.2019	5.1.2019	5.1.2019
9.1.2019	Payment	2593		10000	Payment 2019	72 470,91	72 470,91	0,00	0,00	☐	9.1.2019		
16.1.2019	Invoice	108031	24521	10000	Order 106006	-15 846,00	-15 846,00	-15 846,00	-15 846,00	☑	31.1.2019	16.1.2019	16.1.2019
24.1.2019	Invoice	108036	B1	10000	Order 106024	-1 218,75	-1 218,75	-1 218,75	-1 218,75	☑	31.1.2019	24.1.2019	24.1.2019

See next slide

Item Ledger Entries

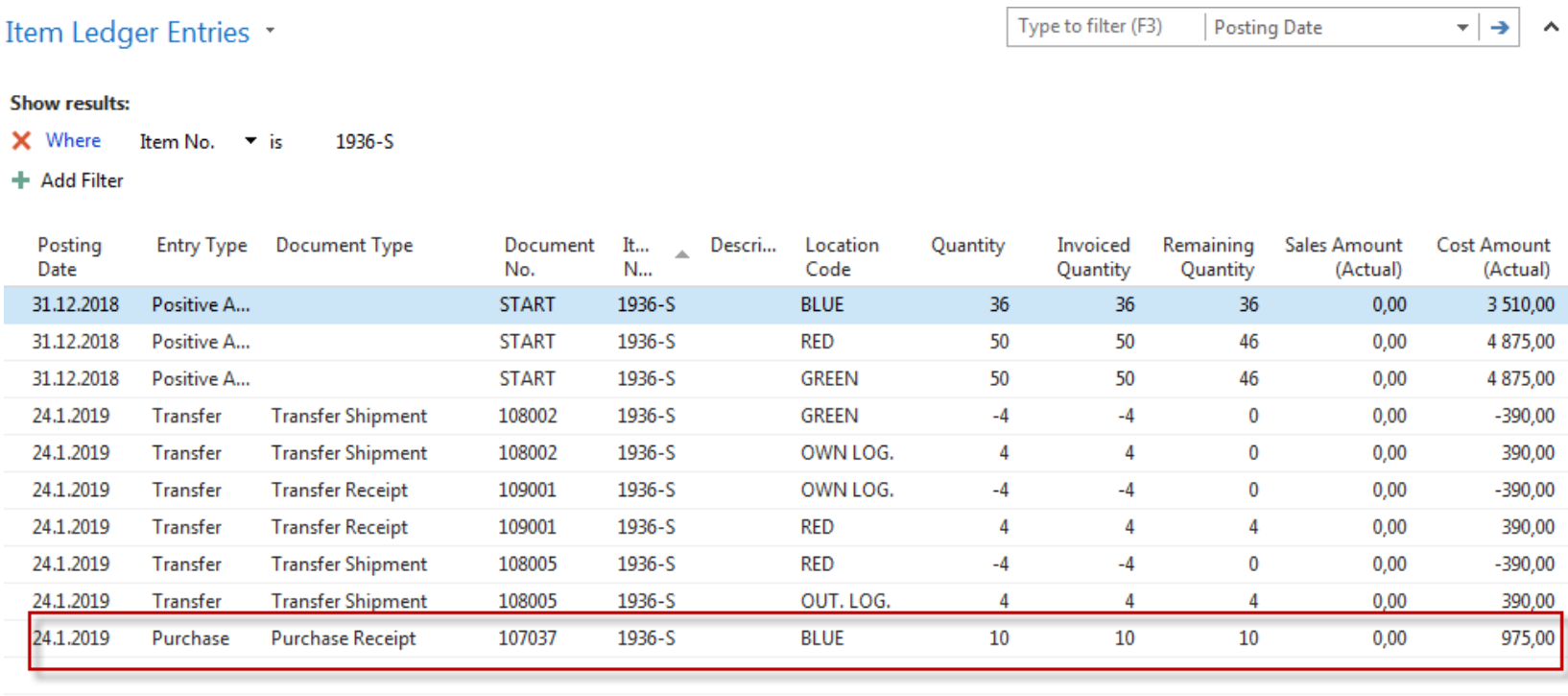
See Item Ledger Entries :

- Search window
- Item
- Filter to Item 1936-S
- Find icon Entries ->Option=Entries



See next slide

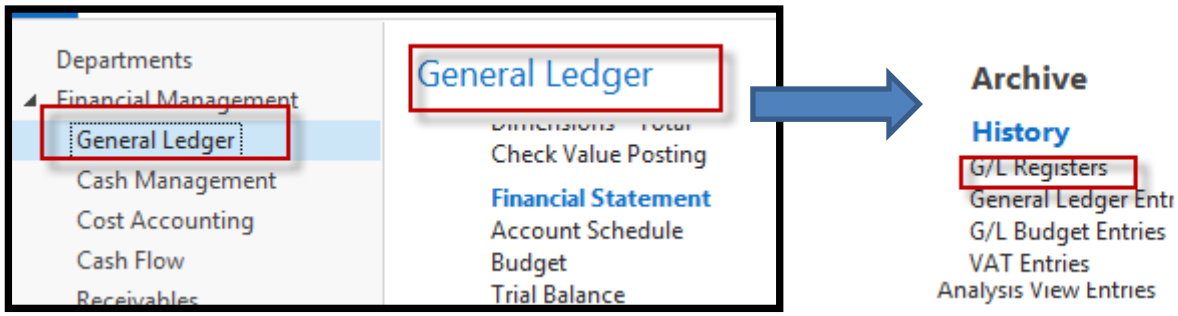
Item Ledger Entries



Posting Date	Entry Type	Document Type	Document No.	It... N...	Descri...	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)
31.12.2018	Positive A...		START	1936-S		BLUE	36	36	36	0,00	3 510,00
31.12.2018	Positive A...		START	1936-S		RED	50	50	46	0,00	4 875,00
31.12.2018	Positive A...		START	1936-S		GREEN	50	50	46	0,00	4 875,00
24.1.2019	Transfer	Transfer Shipment	108002	1936-S		GREEN	-4	-4	0	0,00	-390,00
24.1.2019	Transfer	Transfer Shipment	108002	1936-S		OWN LOG.	4	4	0	0,00	390,00
24.1.2019	Transfer	Transfer Receipt	109001	1936-S		OWN LOG.	-4	-4	0	0,00	-390,00
24.1.2019	Transfer	Transfer Receipt	109001	1936-S		RED	4	4	4	0,00	390,00
24.1.2019	Transfer	Transfer Shipment	108005	1936-S		RED	-4	-4	0	0,00	-390,00
24.1.2019	Transfer	Transfer Shipment	108005	1936-S		OUT. LOG.	4	4	4	0,00	390,00
24.1.2019	Purchase	Purchase Receipt	107037	1936-S		BLUE	10	10	10	0,00	975,00

Inventory increased by 10 !!

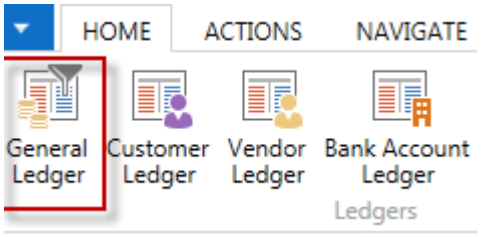
Impacts in General Ledger



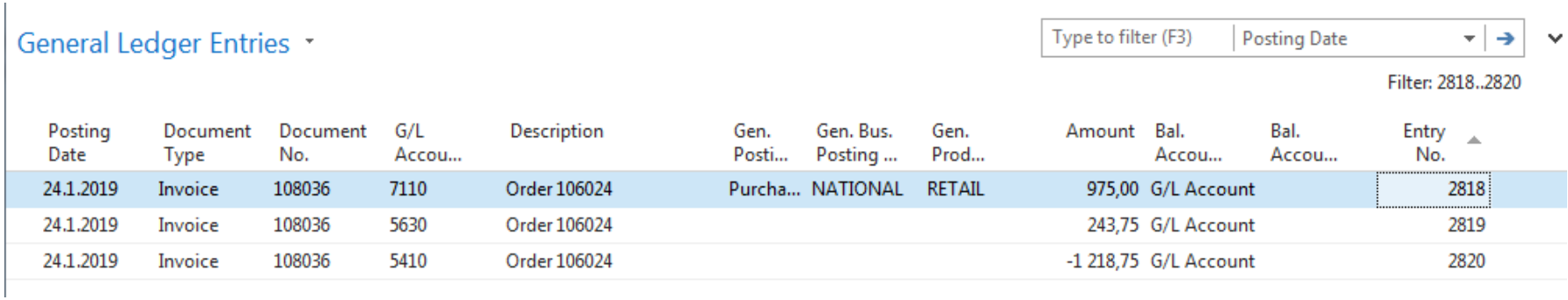
Go to last line of G/L register

125	24.1.2019	EUROPE\N...	SALES	2804	2808	896	897
126	24.8.2017	EUROPE\N...	SALES	2809	2811	898	898
127	24.8.2017	EUROPE\N...	SALES	2812	2814	899	899
128	24.8.2017	EUROPE\N...	SALES	2815	2817	900	900
129	26.9.2017	ESF\MIKI	PURCHASES	2818	2820	901	901

Go to icon General Ledger



Impacts in General Ledger



General Ledger Entries

Type to filter (F3) | Posting Date

Filter: 2818..2820

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Posti...	Gen. Bus. Posting ...	Gen. Prod...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
24.1.2019	Invoice	108036	7110	Order 106024	Purcha...	NATIONAL	RETAIL	975,00	G/L Account		2818
24.1.2019	Invoice	108036	5630	Order 106024				243,75	G/L Account		2819
24.1.2019	Invoice	108036	5410	Order 106024				-1 218,75	G/L Account		2820

Purchase Retail
7110

975,00

Purchase VAT 25%
5630

243,75

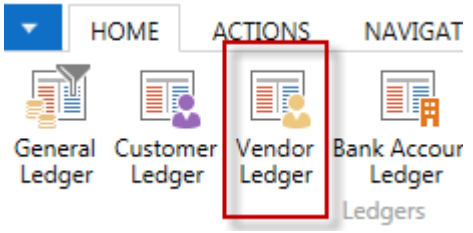
Vendors Domestic
5410

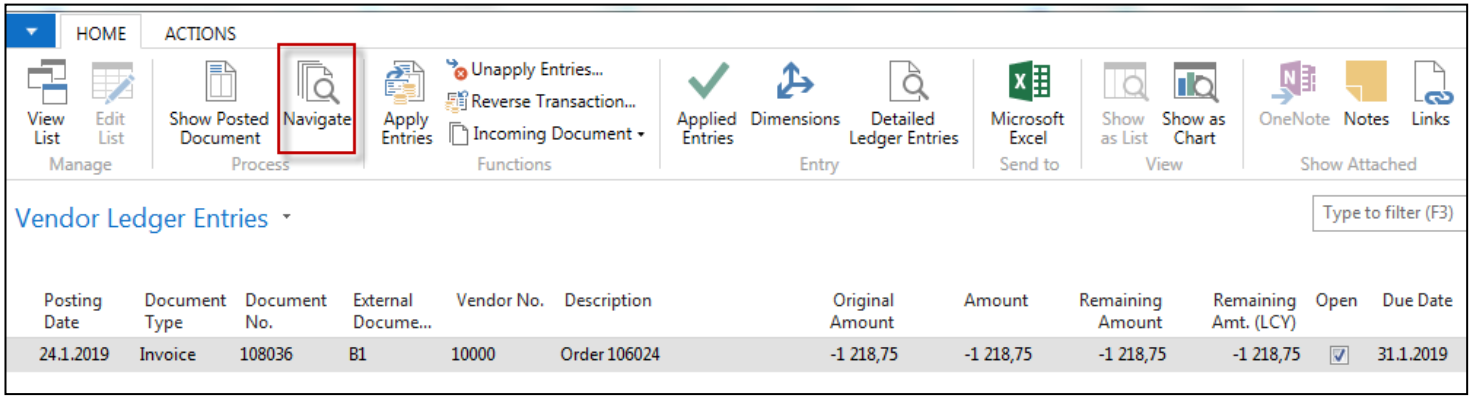
1 218,75

1218,75 =975+243,75

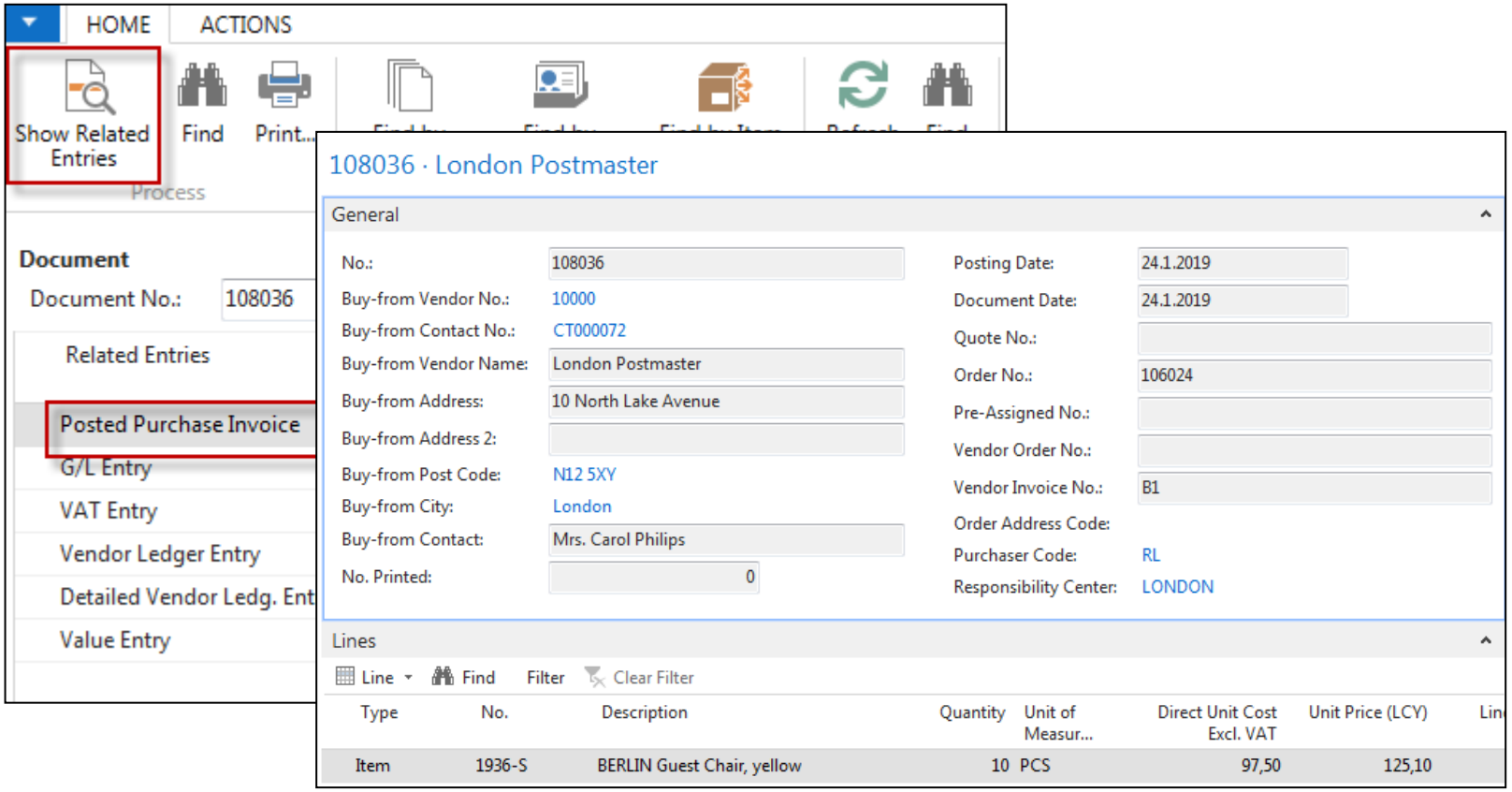
Use of Navigate tool

- Go to Icon Vendor Ledger Entries (from the same working space





Result of Navigation



End of the section

Purchase example and impacts (inventory, Vendor Ledger Entries and General Ledge)