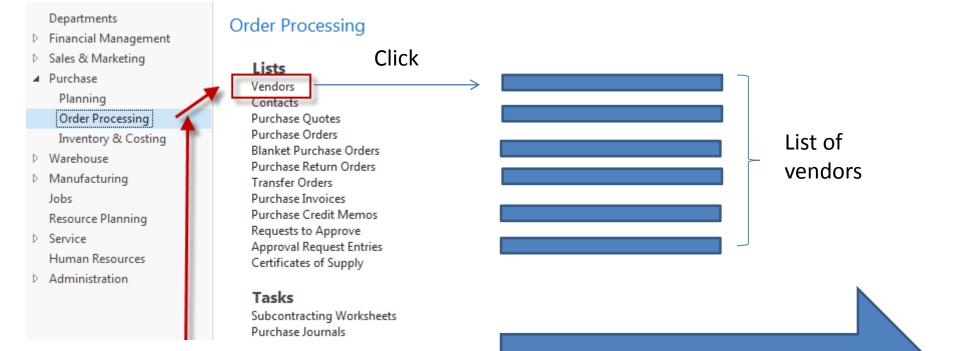
### Introduction to MS Dynamics NAV

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

Ing.J.Skorkovský,CSc.

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

# Vendor Card

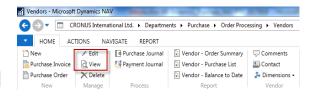


#### See next slide in reality

# List of Vendors

endors •					Type to filter (F3)	No. ▼ →	~	Vendor Statistics	
						No filters applied		Vendor No.:	100
No. 🔺	Name	Responsi Center	Location Code	Phone No.	Contact	Search Name	<b>^</b>	Balance (LCY): Outstanding Ord	114 357, 1 129,
01254796	Progressive Home Furnishin				Mr. Michael Sean Ray	PROGRESS		Amt. Rcd. Not Inv Outstanding Invo	0, 0,
01587796	Custom Metals Incorporated				Mr. Peter Houston	CUSTOM		Total (LCY):	115 486,
01863656	American Wood Exports				Mr. Jeff D. Henshaw	AMERICA		Overdue Amount	82 133,
01905283	Mundersand Corporation				Mr. Mike Hines	MUNDERS		Invoiced Prepay	0,
01905382	NewCaSup				Mr. Toby Nixon	NEWCASUP		Dury frame Mandam I	
01905777	OakvilleWorld				Mr. Sean P. Alexander	OAKVILLE	≡	Buy-from Vendor H	
10000	London Postmaster	LONDON			Mrs. Carol Philips	LONDON		Vendor No.:	100
20000	AR Day Property Managem	LONDON	YELLOW		Mr. Frank Lee	AR DAY PR		Quotes: Blanket Orders:	
20300190	Malay-Dan Export Unit Sdn		YELLOW		Mr. Fabrice Perez	MALAY-D		Orders:	
20319939	KDHSL99 Sdn Bhd				Mr. Toh Chin Theng	KDHSL99 S		Invoices:	
20323323	Tengah Butong Sdn Bhd				Mrs. Anisah Yoosoof	TENGAH B		Return Orders:	
21201992	Texpro Maroc				M. Charaf HAMZAOUI	TEXPRO M		Credit Memos:	
21218838	Top Bureau		BLUE		M. Fadi FAKHOURI	TOP BURE		Pstd. Return Ship Pstd. Receipts:	
21248839	Comacycle					COMACY		Pstd. Invoices:	
27299299	Big 5 Video				Mr. Kevin Kennedy	BIG 5 VIDEO		Pstd. Credit Mem	

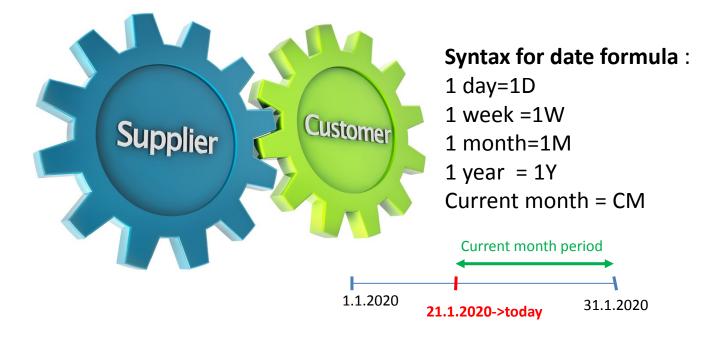
See balance (calculated field ) and explain ! See business history and explain ! Use Edit icon in order to open chosen Vendor card



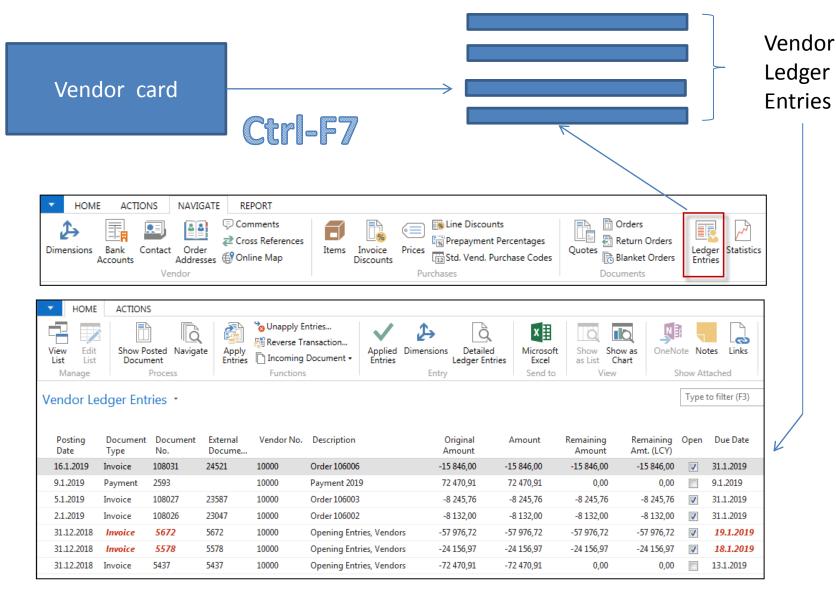
# Vendor Card

#### See following tabs :

- General basic fields (country, purchase, balance,..)
- Communication basic fields (e-mail, home page,...)
- Invoicing basic fields (posting groups- will be 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**



# Item list (use search window)

how results:									
-	No. 🔻 is Enter a value.								
<ul> <li>Add Filter</li> </ul>									
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	<b>V</b>	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 Items - N	licrosoft Dynamics NAV	
1952-W	OSLO Storage Unit/Shelf	Yes	PCS		93,60	158,50	GÐ	CRONUS Intern	ational Ltd. 🕨
1960-S	ROME Guest Chair, green	No	PCS		97,50	125,10	200 т ном	E ACTIONS NAVIGATE	REPORT - IN
1964-S	TOKYO Guest Chair, blue	No	PCS		97,50	125,10	200 🗱 🖓	🖊 Edit 🛛 🔛 Item A	vailability by

# Item Card

General				-#
No.: Description: Base Unit of Measure: Assembly BOM: Shelf No.: Automatic Ext. Texts:	1936-S BERLIN Guest Chair, yellow PCS ▼ No D8	Qty. on Purch. Order: Qty. on Prod. Order: Qty. on Component Lines: Qty. on Sales Order: Qty. on Service Order: Qty. on Job Order: Qty. on Assembly Order:		
Created From Nonstock Item: Item Category Code: Product Group Code: Service Item Group: Search Description: Inventory:		Qty. on Asm. Component: Blocked: Last Date Modified: Stockout Warning: Prevent Negative Inventory:	24.8.2017 Default (Yes) Default (No)	

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

# Item Card

Invoicing				^
Costing Method:	FIFO 👻	Unit Price:		125,10
Cost is Adjusted:		Gen. Prod. Posting Group:	RETAIL -	
Cost is Posted to G/L:	No	VAT Prod. Posting Group:	VAT25 -	
Standard Cost:	97,50	Inventory Posting Group:	RESALE	
Unit Cost:	97,50	Default Deferral Template:	▼	
Overhead Rate:	0,00	Net Invoiced Qty.:		136
Indirect Cost %:	0	Allow Invoice Disc.:	$\checkmark$	
Last Direct Cost:	97,50	Item Disc. Group:	RESALE	-
Price/Profit Calculation:	Profit=Price-Cost 🔹	Sales Unit of Measure:	PCS 👻	
Profit %:	22,06235			

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

# Item Card

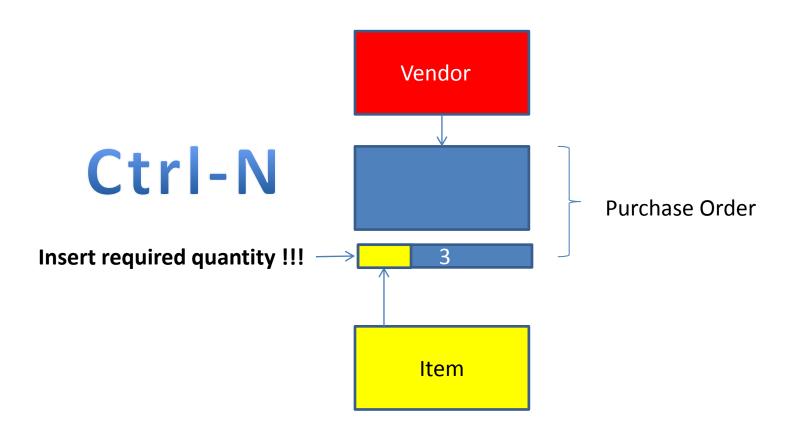
Replenishment					^
Replenishment System: Lead Time Calculation: <b>Purchase</b> Vendor No.: Vendor Item No.: Purch. Unit of Measure:	Purchase 20000 20-123 PCS	•	Production Manufacturing Policy: Routing No.: Production BOM No.: Rounding Precision: Flushing Method: Scrap %: Lot Size: Assembly Assembly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

# **Item Ledger Entries**

	👔 Items - Microsoft Dynami	cs NAV			and a Robert	an Parlag tar B	1.000	All Same and	_		
	G 🕞 🔻 🔳 CRONU	S International Ltd. 🔸	Home + Items								
	HOME ACTIONS NA	VIGATE REPORT - IN		- SALES REPO	ORT - PURCHASES	REPORT - FINANCE 8	COSTI REPORT - N	IANUFACTURING			
		Item Availability by •				🛅 Orders		Inventory Availability			
	New	Item Journal	Crders	🚨 Ver		🔄 Return Orders		🖬 Price List			
	New Manage	Statistics Inventory	Returns Ord Sales	ters 🗎 Kee	quisition Workshee Purcha		History	Inventory Cost and Price Report	List 🔟		
I	inenage				i ururu	a 100 ar				l	
							Ctrl-F	7			
							•				
)ocumer	t It Descri	Location	Quantity	Invoiced	Remaining	Sales Amount	Cost Amount	Cost Amount	Open	Order Type	Entry No.
۱o.	N	Code		Quantity	Quantity	(Actual)	(Actual)	(Non-Invtbl.)			
TART	1936-S	BLUE	36	36	36	0,00	3 510,00	0,00	<b>V</b>		45
TART	1936-S	RED	50	50	46	0,00	4 875,00	0,00	1		46
TART	1936-S	GREEN	50	50	46	0,00	4 875,00	0,00	1		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	1	Transfer	250
)8005	1936-S	RED	-4	-4	0	0,00	-390,00	0,00		Transfer	270
											271

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

### **Purchase Order creation**



# **Purchase Order creation**

CRONUS Inter	rnational Ltd. 🕨 Departments 🕨 Pu
<ul> <li>Departments</li> <li>Financial Management</li> <li>Sales &amp; Marketing</li> <li>Purchase</li> <li>Planning</li> <li>Order Processing</li> <li>Inventory &amp; Costing</li> <li>Warehouse</li> <li>Manufacturing</li> <li>Jobs</li> <li>Resource Planning</li> <li>Service</li> <li>Human Resources</li> <li>Administration</li> </ul>	Order Processing Lists Vendors Contacts Purchase Quotes Purchase Orders Blanket Purchase Orders Purchase Return Orders Transfer Orders Purchase Invoices Purchase Invoices Purchase Credit Memos Requests to Approve Approval Request Entries Certificates of Supply

### List of already existing Purchase Orders

Purchas	e Orders 🔹				Type to	filter (F3)	No.		•   <b>&gt;</b> •
							L	imit totals: "?	23.01.19
No.	<ul> <li>Buy-from</li> <li>Vendor No.</li> </ul>	Buy-from Vendor Name	Vendor Authoriza	Location Code	signed er 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 in order to opne PO structure

#### Empty form of PO structure

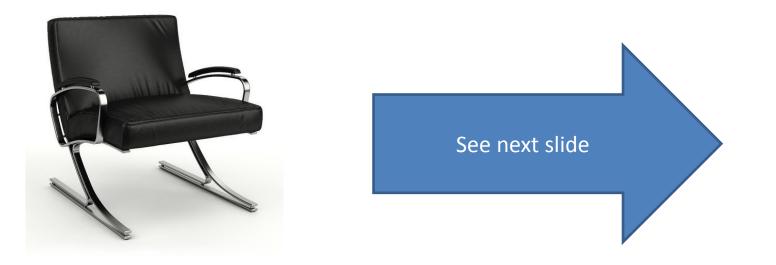
Purchase Order					
General					** ^
Buy-from Vendor No.: Buy-from Contact No.: Buy-from Vendor Name: Buy-from City: Posting Date: Order Date:	* 	• •	Document Date: Vendor Order No.: Vendor Shipment No.: Vendor Invoice No.: Status:	↓ V Open	
					✓ Show more fields
Lines					^
🛄 Line 🝷 🦸 Functions	🖷 🛅 Order 👻 🎦 New 🏙 Find	Filter 🛛 🛼 Clear Filter			
Type No.	Description	Location Quanti Code	Reserved Unit of Quantity Measur	Direct Unit Cost . Excl. VAT	Line Amount Line I A Excl. VAT

You must enter data to the fields marked by \*

### Purchase Order (PO) – new

### (To enter data use F4 or mouse)

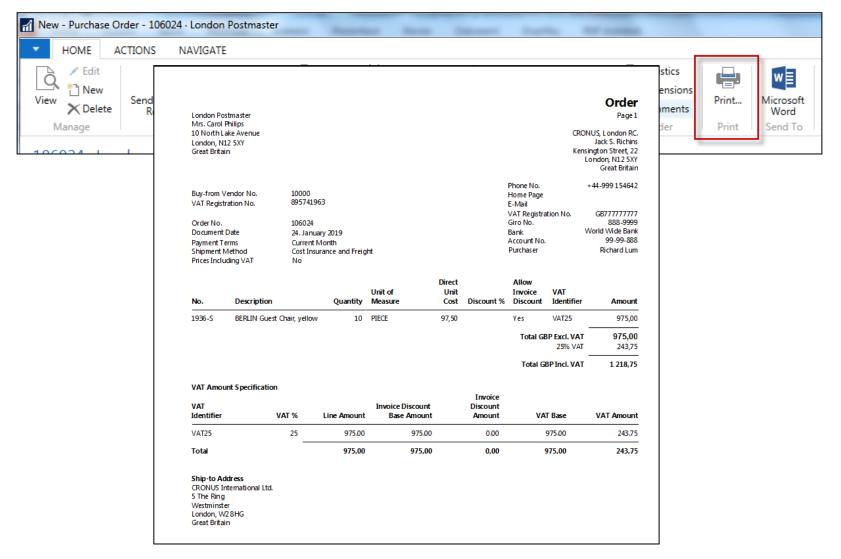
Fields with default data are marked by orange Enter chosen vendor and confirm by key ENTER ! Enter type of the purchase order line = Item (in our example) Enter chosen item (Berlin chair 1936-S) and confirm by key ENTER ! Enter quantity 10 and stock location= BLUE !!!! After delivery (before posting enter Vendor invoice number ->any string- e.g. B1)



# Purchase Order (PO)

📶 New - Purchase C	)rder - 10	6024 · L	ondon Postmaster		-								
HOME A	ACTIONS	NA	VIGATE										
View Cedit	Send A Rec	Approva quest	I Cancel Approval Request	🕒 Release 💣 Reopen	📑 Post 🖶 Post an 💦 Test Re	nd Print	E Copy Documer P Drop Shipmer Calculate Invoi	nt •		<ul> <li>Statistics</li> <li>Dimensions</li> <li>Comments</li> </ul>	Print	Microsoft Word	Stion
Manage		Reque	est Approval	Release	Posti	ing	Prepar	e		Order	Print	Send To	Show A
106024 · Lor General	າdon P	ostm	aster										***
Buy-from Vendor	r No.:	10000			•		Document Dat	te:	24.1.2	2019	•		
Buy-from Contac	ct No.:	CT000	072		•		Vendor Order I	No.:					
Buy-from Vendor	r Name:	Londo	on Postmaster				Vendor Shipm	ent No.:					
Buy-from City:		Londo	n		•		Vendor Invoice	a No.:	B1				
Posting Date:		24.1.20	)19 🗸	1			Status:		Open	i i			•
Order Date:		24.1.20	)19 🗸	j									
											•	<ul> <li>Show mor</li> </ul>	re fields
Lines													** ^
🖩 Line 👻 🗲 Fu	unctions 🔹	- 🛅 C	)rder 🔻 📋 New 🕯	👫 Find 🛛 Filt	ter 🏾 🍢 Clear	r Filter							
Туре	No.		Description		Location Code	Quanti	Reserved Quantity	Unit of Measur		Direct Unit Cos Excl. VA		ne Amount Excl. VAT	Line [ 🔺
Item	1936-S	1	BERLIN Guest Chair, y	yellow	BLUE	10		PCS	•	97,5	50	975,00	

# Print (Preview)



# Post PO by use of key F9 (or icon)

Microsoft Dynamics NAV
<ul> <li>Receive</li> <li>Invoice</li> <li>Receive and Invoice</li> </ul>
OK Cancel

See Vendor Ledger entries:

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

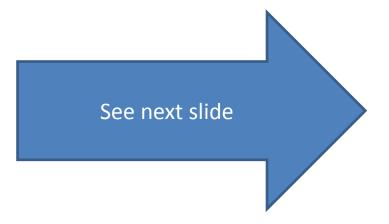
•	HOME	ACT	TIONS NA	AVIGATE REPORT				
* <u>]</u> N	ew		💉 Edit	Purchase Journal	🖬 Vendor - Order Summary	Comments	Prices	Ledger Entries
Pi 🔁	urchase Inv	oice	👌 View	हुँ Payment Journal	🖬 Vendor - Purchase List	Contact	🗟 Invoice Discounts	A Statistics
🛅 Pi	urchase Orc	der	🗙 Delete		🖬 Vendor - Balance to Date	👍 Dimensions 🔹	📸 Line Discounts	
	New		Manage	Process	Report	Vendor	Purchases	History

6	
1	
	Cancel
	6

Vendors •		10000	No.	•   🍢 🔹
No. 🔔 Name	Responsi Locat Center Code	Contact	Search Name	
10000 London Postmaster	LONDON	Mrs. Carol Philips	LONDON	

# Vendor Ledger Entries

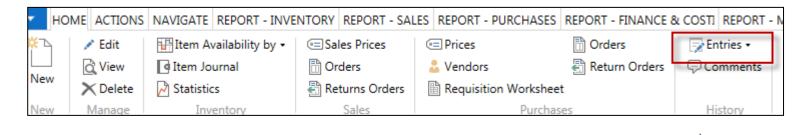
Vendor Le	′endor Ledger Entries ▼										to filter (F3)	Posting Date	
Post 🔺 Date	Document Type	Document No.	External Docume	Vendor 🔺	Description	Original Amount	Amount	Remaining Amount	Remaining Amt. (LCY)	Open	Due Date	Pmt. Discou	Pmt. Disc. Toleranc
31.12.2018	Invoice	5437	5437	10000	Opening Entries, 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	1	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	1	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	1	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	1	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	1	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	V	31.1.2019	24.1.2019	24.1.2019



# **Item Ledger Entries**

#### See Item Ledger Entries :

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



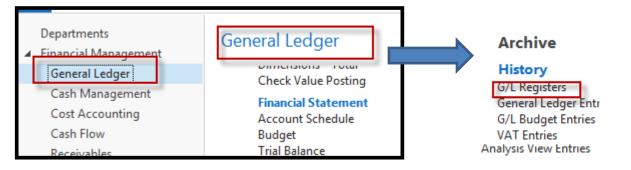
See next slide

# **Item Ledger Entries**

tem Ledg	er Entries	*						Type to filter (F	3) Postin	g Date	▼ →	1
Show results:												
🗙 Where	Item No. 🔻	is 1936-S										
Add Filter												
Posting Date	Entry Type	Document Type	Document No.	It 🔺 N	Descri	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amou (Actu	
31.12.2018	Positive A		START	1936-S		BLUE	36	36	36	0,00	3 510	0,0
31.12.2018	Positive A		START	1936-S		RED	50	50	46	0,00	4 875	5,0
31.12.2018	Positive A		START	1936-S		GREEN	50	50	46	0,00	4 875	5,0
24.1.2019	Transfer	Transfer Shipment	108002	1936-S		GREEN	-4	-4	0	0,00	-390	),O
24.1.2019	Transfer	Transfer Shipment	108002	1936-S		OWN LOG.	4	4	0	0,00	390	),0
24.1.2019	Transfer	Transfer Receipt	109001	1936-S		OWN LOG.	-4	-4	0	0,00	-390	),O
24.1.2019	Transfer	Transfer Receipt	109001	1936-S		RED	4	4	4	0,00	390	),O
24.1.2019	Transfer	Transfer Shipment	108005	1936-S		RED	-4	-4	0	0,00	-390	),0
24.1.2019	Transfer	Transfer Shipment	108005	1936-S		OUT. LOG.	4	4	4	0,00	390	),0
24.1.2019	Purchase	Purchase Receipt	107037	1936-S		BLUE	10	10	10	0,00	975	5,0

Inventory increased by 10 !!

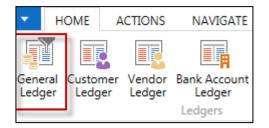
# Impacts in General Ledger



#### 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

ieneral Led	ger Entri	es 🔹						Type to filt	er (F3)   P	osting Date	▼ → Filter: 28182820
-	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	t	2820
	hase Re <b>7110</b>	tail		Purchase 563	e VAT 25% 6 <b>0</b>		Vend	ors Dome <b>5410</b>	estic		
975,00				243,75				1 22	L8,75		

1218,75 =975+243,75

# Use of Navigate tool

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



View Edit List List Manage	Docum	) Dosted Naviga	te Apply Entries	o Unapply Er ﷺ Reverse Tr. ☐ Incoming Functions	ansaction Document <del>+</del>	Applied Entries	Dimensions Entry	Detailed Ledger Entries	Microsoft Excel Send to	Show Show as List Ch View	w as OneN art	ote No	
Vendor Le	dger Ent	Document	External	Vendor No.	Description			2	Amount	Remaining	Remaining	Type 1	to filter (F3) Due Date
Date 24.1.2019	Type Invoice	No. 108036	Docume B1	10000	Order 106024			mount 218,75	-1 218,75	Amount -1 218,75	Amt. (LCY) -1 218,75	<b>V</b>	31.1.2019

## **Result of Navigation**

HOME ACTIO	ONS							
Show Related Find	Print	E de la						]
Entries	10	)8036 · Londor	Postmaster					
PIOCESS	Ge	eneral						^
Document	N	lo.:	108036	Posting [	Date:	24.1.2019		
Document No.: 10	8036 B	uy-from Vendor No.:	10000	Docume	nent Date: 24.1.2019			
Related Entries		uy-from Contact No.:	СТ000072	Quote N	o.:			
Related Entries	B	uy-from Vendor Name		o.:	106024			
Posted Purchase Inv	B	uy-from Address:	10 North Lake Avenue	Pre-Assig	gned No.:			
	B	uy-from Address 2:		Vendor C	Order No.:			
G/L Entry		uy-from Post Code:	N12 5XY	Vendor Ir	nvoice No.:	B1		
VAT Entry		uy-from City:	London	Order Ad	Idress Code:			
Vendor Ledger Entr	y I	uy-from Contact:	Mrs. Carol Philips	Purchase	er Code:	RL		
Detailed Vendor Leo		lo. Printed:	0	Responsi	ibility Center:	LONDON		
Value Entry	Lin	nes						^
		Line 🝷 🎢 Find	Filter 🛛 📡 Clear Filter					
u.		Type No.	Description		Unit of Measur	Direct Unit Cost Excl. VAT	Unit Price (LCY)	Lin
		Item 1936-	5 BERLIN Guest Chair, yellow	10	PCS	97,50	125,10	

### End of the section

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

