Introduction to MS Dynamics NAV

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

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Faculty of economics and business administration

Department of corporate economy

Vendor Card

Departments
- Financial Management
- Sales & Marketing
- Purchase
  - Planning
  - Order Processing
  - Inventory & Costing
- Warehouse
- Manufacturing
- Jobs
- Resource Planning
- Service
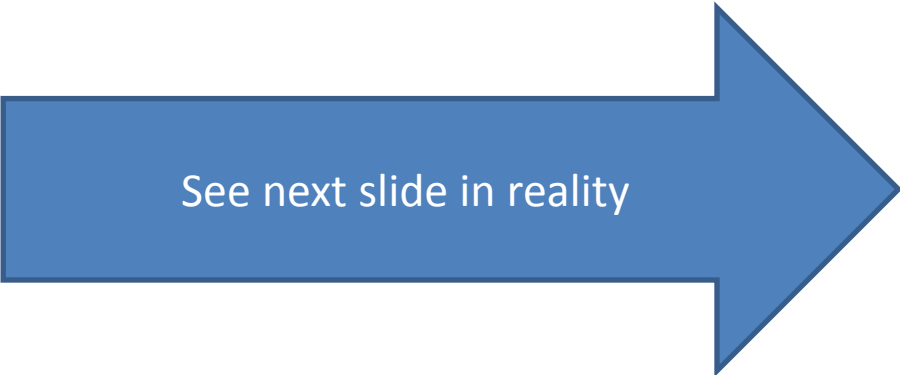- Human Resources
- Administration

Order Processing

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

Click

List of vendors

See next slide in reality

List of Vendors

See balance (calculated field) and explain it!

See business history and explain!

Use the Edit icon toopen chosen the Vendor card
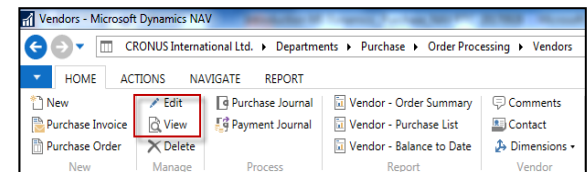
Vendor Card

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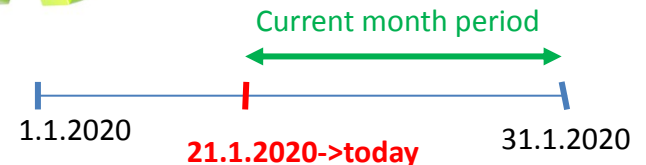- Foreign trade – basic fields (currency code and language)

Syntax for date formula :
1 day=1D
1 week =1W
1 month=1M
1 year = 1Y
Current month = CM

Current month period

1.1.2020   **21.1.2020->today**   31.1.2020

Vendror Ledger Entries

Item list (use search window)

Item Card

1936-S · BERLIN Guest Chair, yellow

General

No.:	1936-S
Description:	BERLIN Guest Chair, yellow
Base Unit of Measure:	PCS
Assembly BOM:	No
Shelf No.:	D8
Automatic Ext. Texts:	☐
Created From Nonstock Item:	☐
Item Category Code:	
Product Group Code:	
Service Item Group:	
Search Description:	BERLIN GUEST CHAIR, YE...
Inventory:	136

Qty. on Purch. Order:	0
Qty. on Prod. Order:	0
Qty. on Component Lines:	0
Qty. on Sales Order:	23
Qty. on Service Order:	0
Qty. on Job Order:	0
Qty. on Assembly Order:	0
Qty. on Asm. Component:	0
Blocked:	☐
Last Date Modified:	24.8.2017
Stockout Warning:	Default (Yes)
Prevent Negative Inventory:	Default (No)

∧ Show fewer fields

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

Item Card

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

Item Card

Item Ledger Entries

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

Purchase Order creation
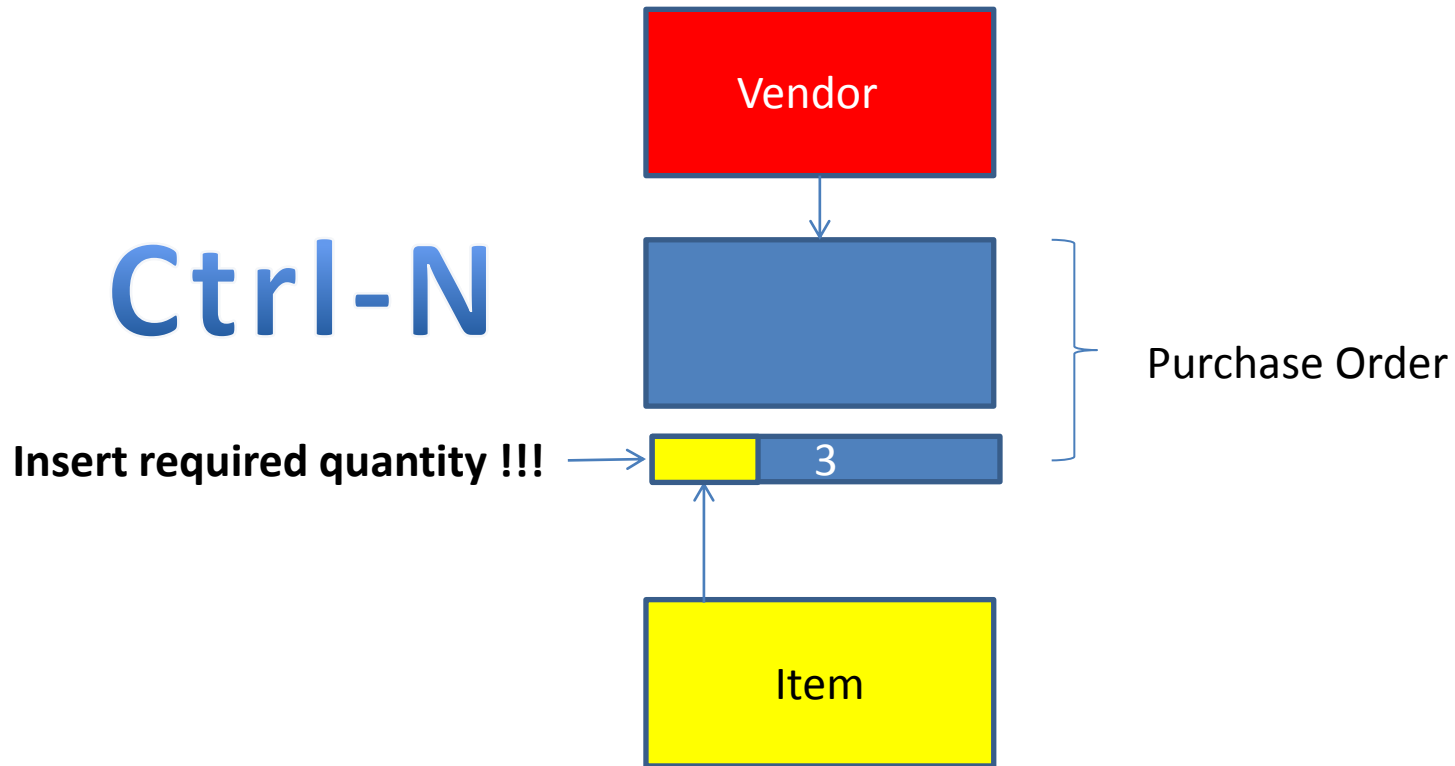
Purchase Order creation
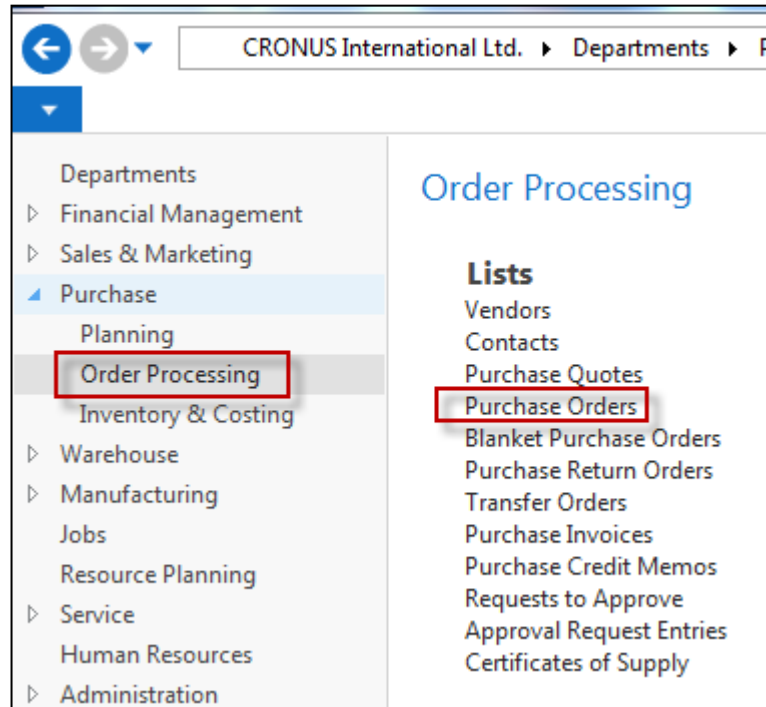
List of already existing Purchase Orders

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
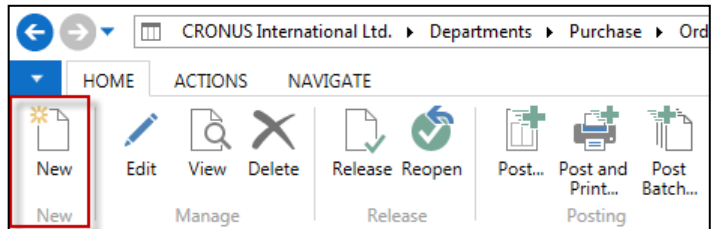
Double click to open PO structure

Empty form of PO structure

You must enter data to the fields marked by *

Purchase Order (PO) – new
(To enter data use F4 or mouse)

Fields with default data field, which are marked by orange *****

Enter the chosen vendor and confirm by key ENTER !
Enter type of the purchase order line = Item (in our example)
Enter the 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)
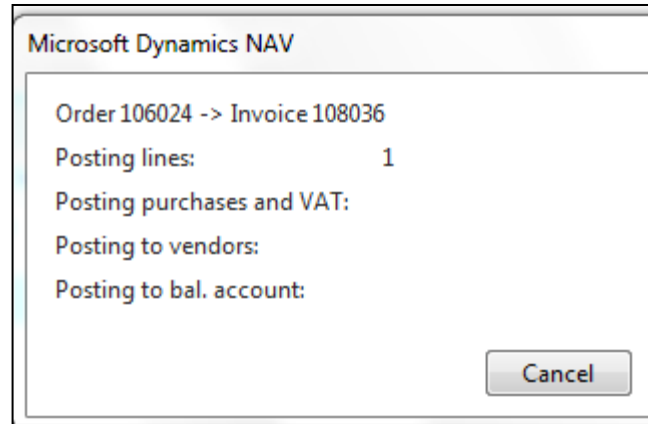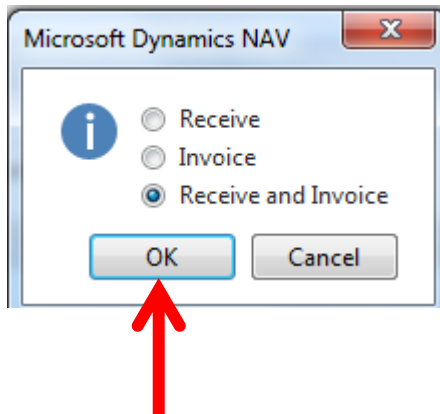
See Vendor Ledger entries:

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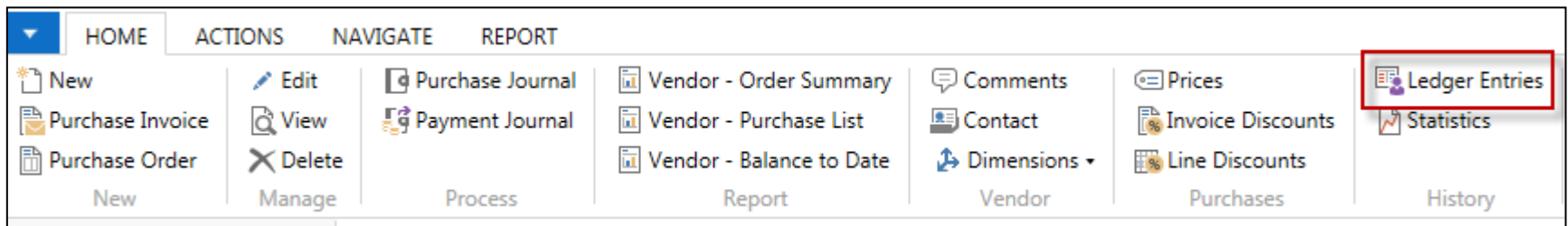
Vendor Ledger Entries

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
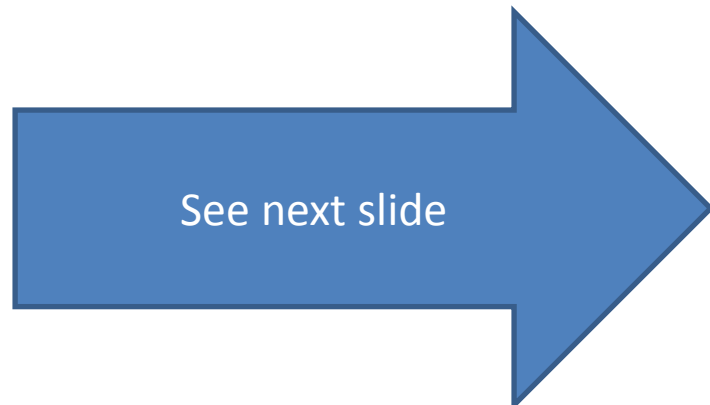
See next slide

Item Ledger Entries

See Item Ledger Entries :

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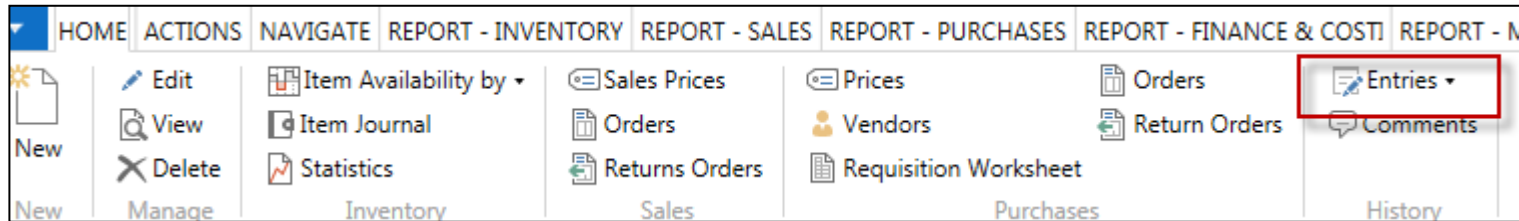
See next slide

Item Ledger Entries

Item Ledger Entries ▾

| | | | | | Type to filter (F3) | Posting Date | ▾ | → | ^ |

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 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

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Posti...	Gen. Bus. Posting ...	Gen. Prod...	Amount	Bal. Accou...	Bal. Accou...	Entry No.
											Filter: 2818..2820
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

General Ledger Entries ▾   Type to filter (F3)   Posting Date

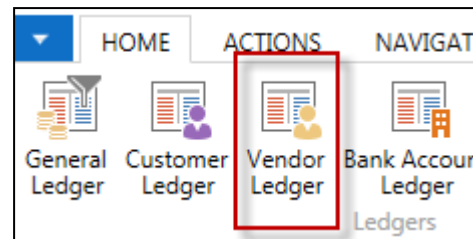| Purchase Retail **7110**	Purchase VAT 25% **5630**	Vendors Domestic **5410**
975,00	243,75	1 218,75

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 Ledger)