



USER GUIDE  
**Microsoft Dynamics NAV**  
LETTER OF CREDIT

FINANCE



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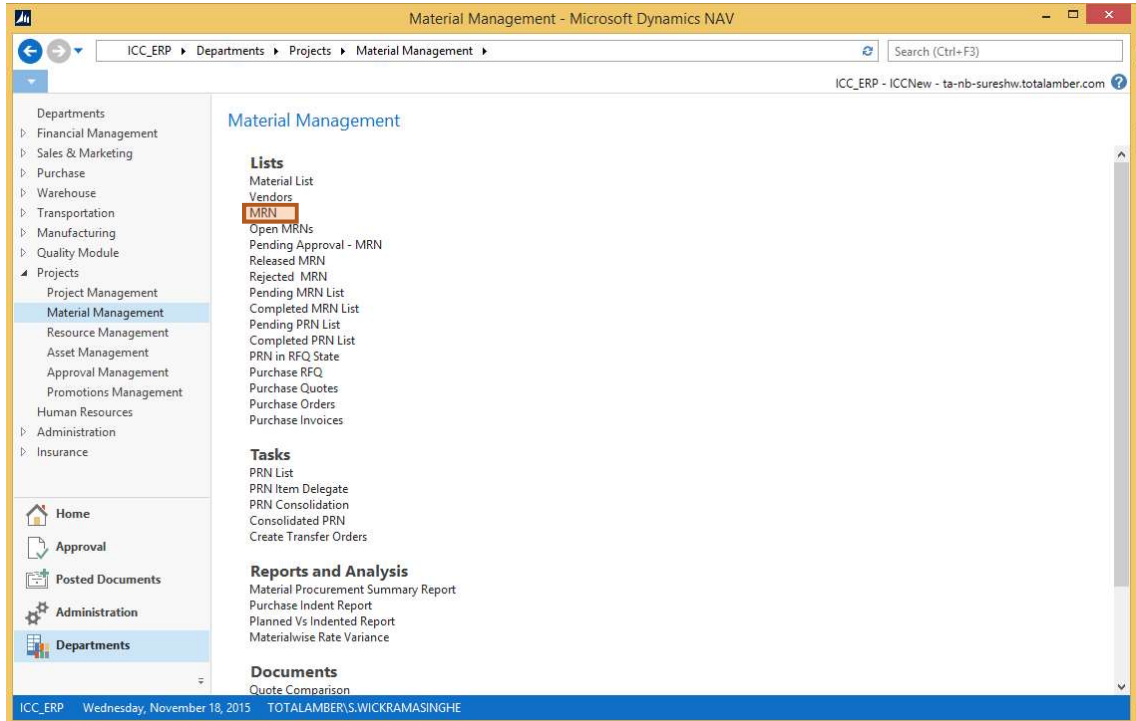
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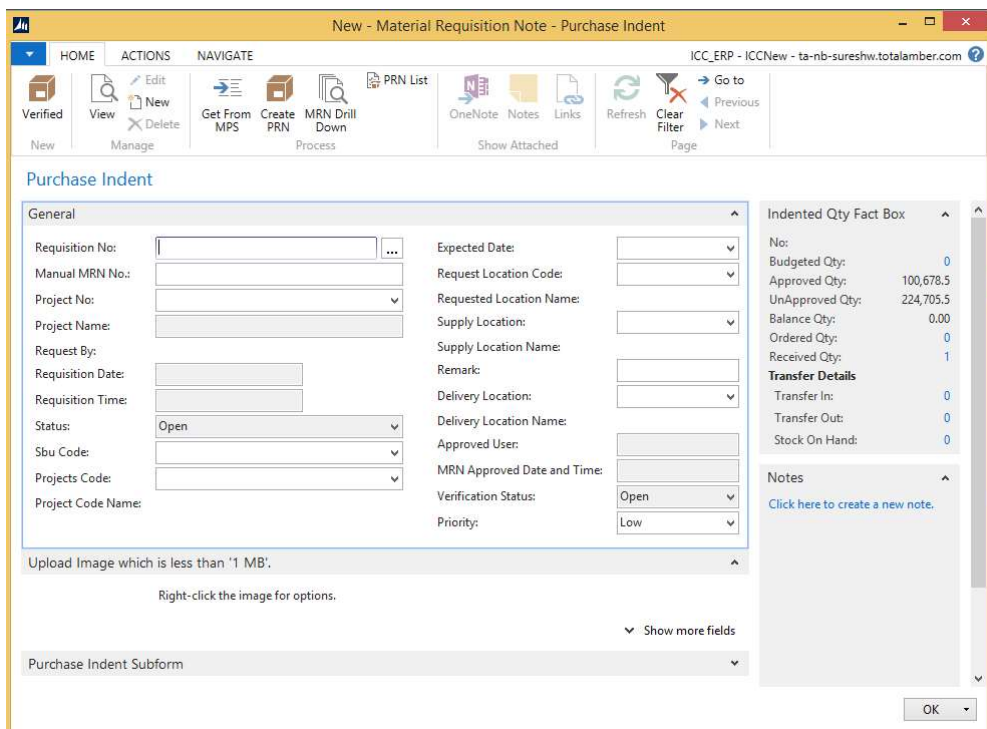
# 1 MRN Process

## 1.1 Create MRN Without MPS

1. Navigate to Departments -> Projects -> Material Management -> MRN.



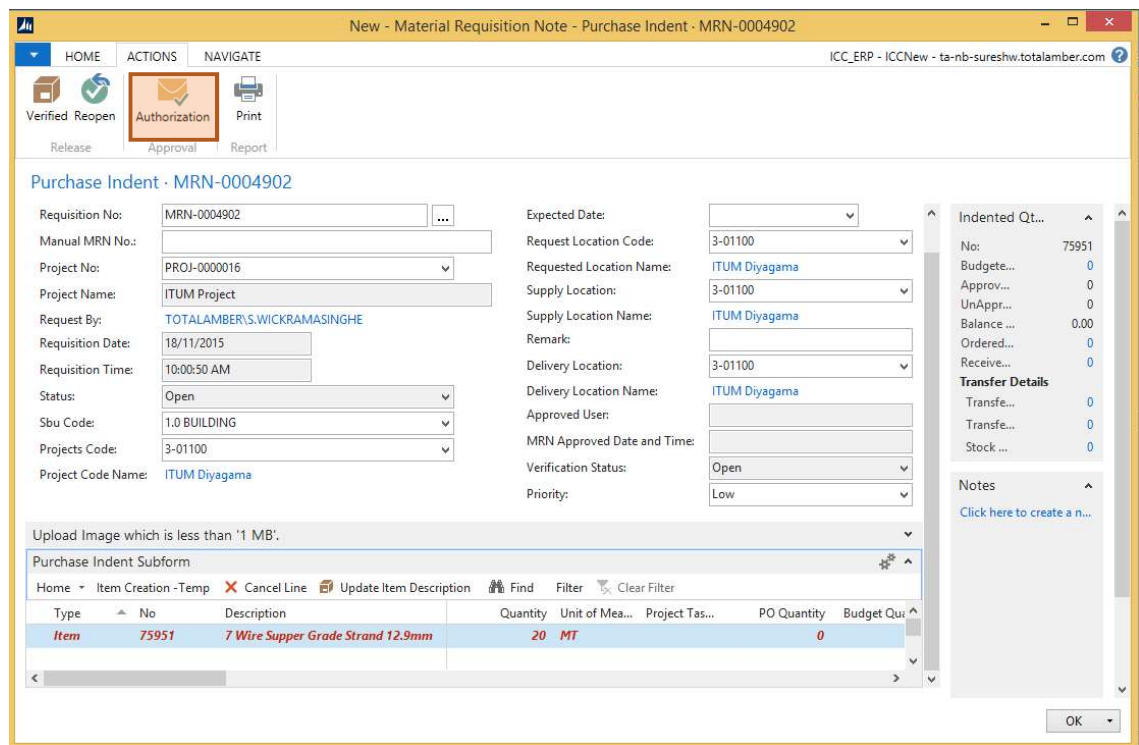
2. Click "New"



- Select the Following Fields (Mandatory Fields in the MRN)
  1. Project No
  2. Request Location Code
  3. Supply Location
  4. Delivery Location
  5. Item No
  6. Quantity

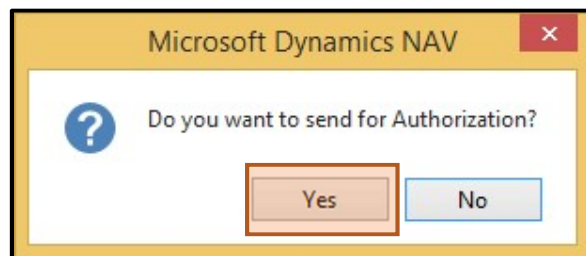
## 1.2 Sending MRN for Approval

1. After inserting the item description line, the document should be sent for approval. Click “Authorization” in Actions ribbon bar.

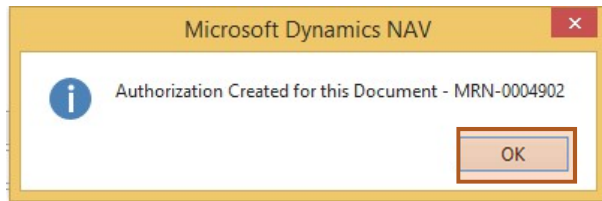


The screenshot shows the 'Purchase Indent - MRN-0004902' form in Microsoft Dynamics NAV. The ribbon bar at the top includes 'HOME', 'ACTIONS', and 'NAVIGATE'. Under 'ACTIONS', the 'Authorization' button is highlighted with a red box. The form contains several input fields and dropdown menus for requisition details, including Requisition No., Manual MRN No., Project No., Project Name, Request By, Requisition Date, Requisition Time, Status, Sbu Code, Projects Code, Project Code Name, Expected Date, Request Location Code, Requested Location Name, Supply Location, Supply Location Name, Remark, Delivery Location, Delivery Location Name, Approved User, MRN Approved Date and Time, Verification Status, and Priority. A table at the bottom shows the item details for '7 Wire Supper Grade Strand 12.9mm' with a quantity of 20 MT. On the right side, there is a 'Transfer Details' section with various numerical values and a 'Notes' section with a link to create a new note.

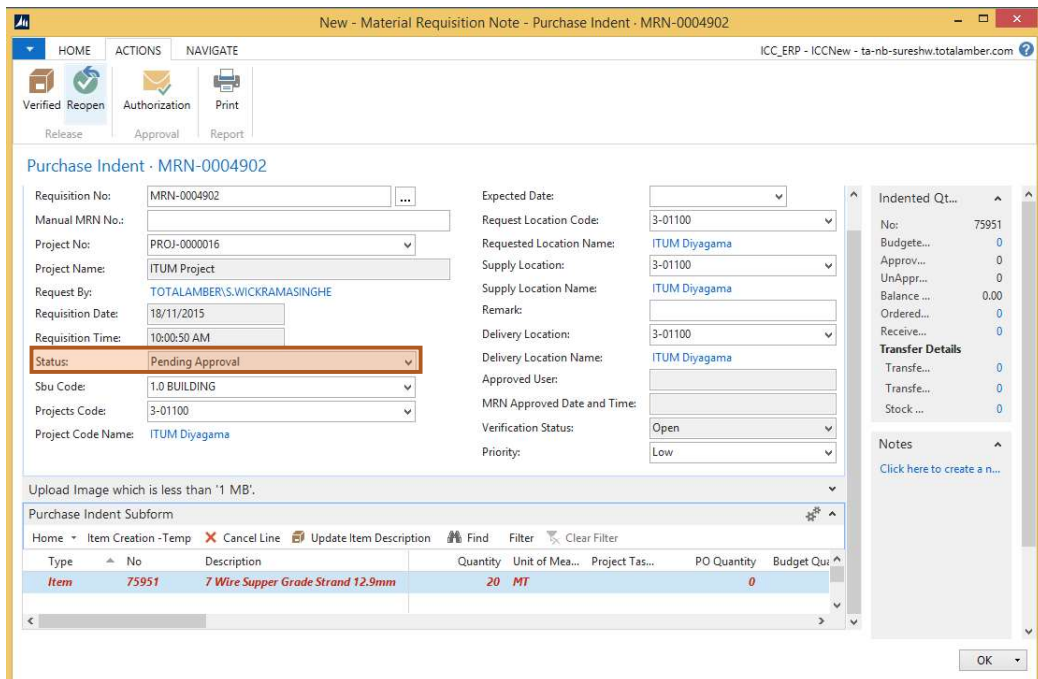
2. Click “Yes” in the confirmation message.



3. A Confirmation message will be displayed after creating the approval entries.

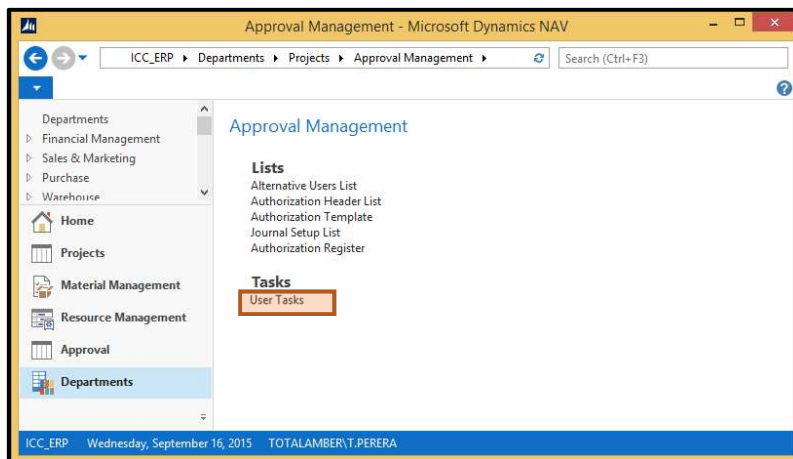


4. Status of the document will be changed to “Pending Approval”.

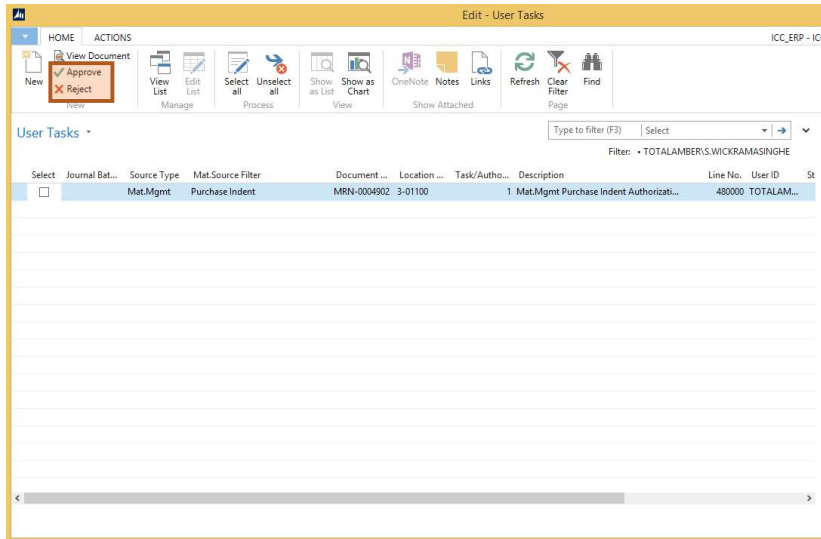


### 1.3 Approving MRN

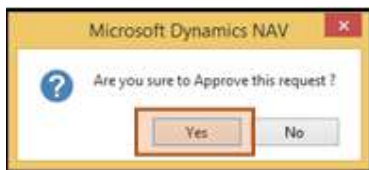
1. Navigate to Departments -> Projects -> Approval Management -> User tasks to view the approval request entry. Only the entries open for the logged in user will be displayed.



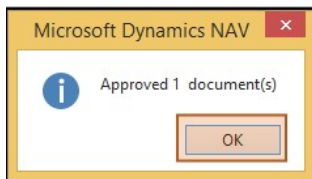
2. Authorized users can “Approve” or “Reject” the orders.



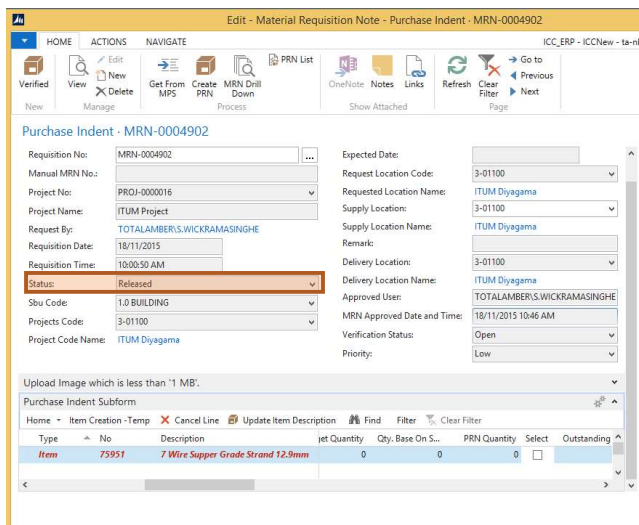
3. Click “Yes” for confirmation message.



4. Confirmation of the approval will be displayed. Click “Ok”.

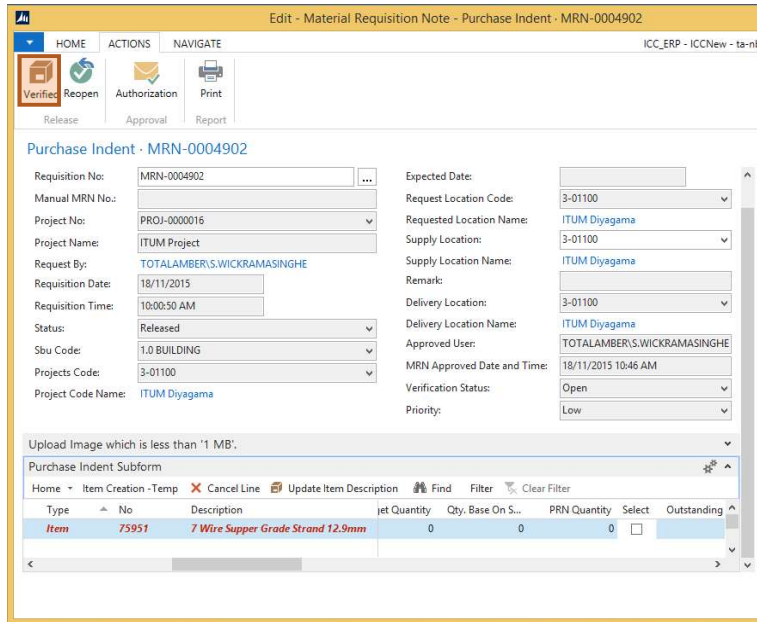


5. The status of the MRN will be changed to “Released”.



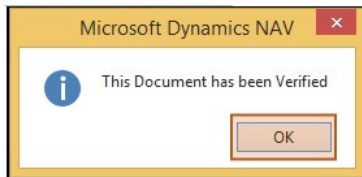
## 1.4 Verifying the MRN

1. Click “Verified” in the Actions Tab of the ribbon bar. Only the Authorized Person have the Permission to Verified the MRN.

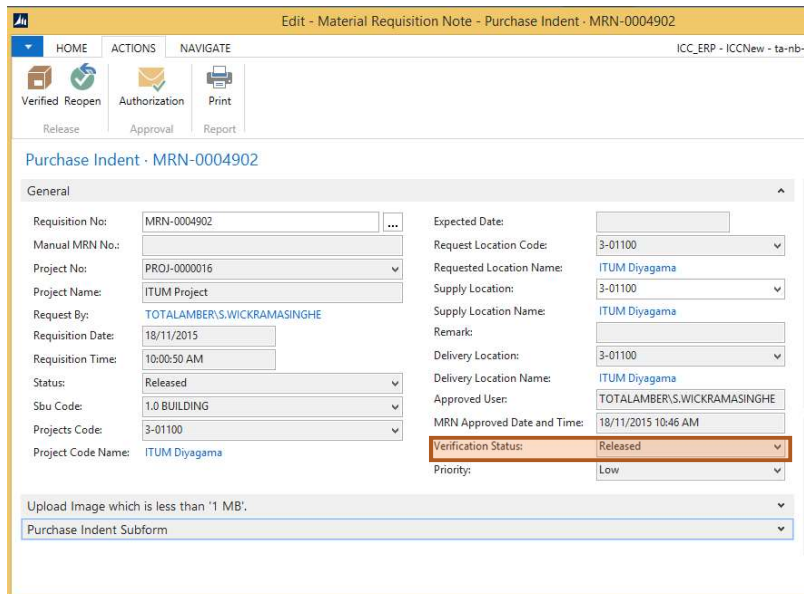


The screenshot shows the 'Edit - Material Requisition Note - Purchase Indent - MRN-0004902' window. The ribbon bar has tabs for HOME, ACTIONS, and NAVIGATE. Under the ACTIONS tab, the 'Verified' button is highlighted with a red box. Other buttons include Reopen, Authorization, and Print. Below the ribbon, the form displays various fields for the purchase indent, including Requisition No., Manual MRN No., Project No., Project Name, Request By, Requisition Date, Requisition Time, Status, Sbu Code, Projects Code, Project Code Name, Expected Date, Request Location Code, Requested Location Name, Supply Location, Supply Location Name, Remark, Delivery Location, Delivery Location Name, Approved User, MRN Approved Date and Time, Verification Status, and Priority. A table below shows one item: '7 Wire Supper Grade Strand 12.9mm' with a quantity of 0.

2. The Document will be verified.



3. Verification status will be changed to “Released” from “Open”.

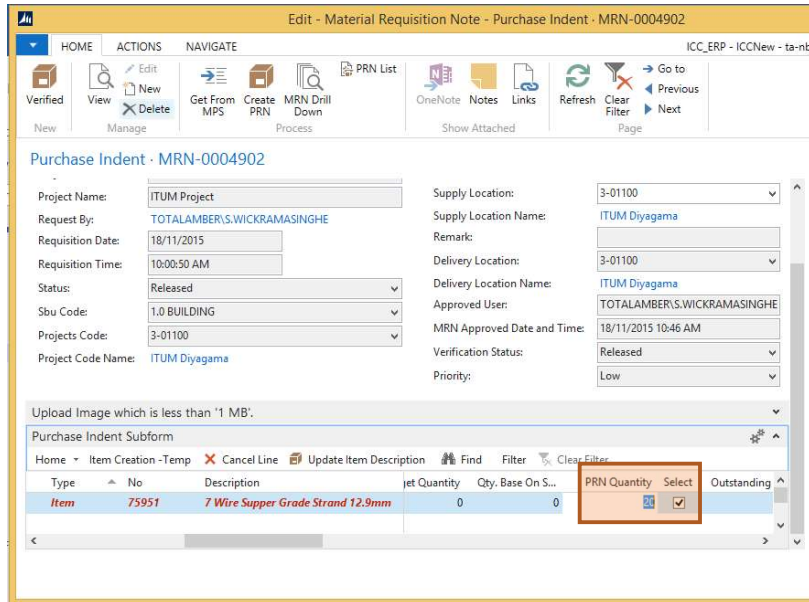


The screenshot shows the same 'Edit - Material Requisition Note - Purchase Indent - MRN-0004902' window. The ribbon bar now shows 'Verified' as the active button. In the form, the 'Verification Status' field is highlighted with a red box and its value is 'Released'. Other fields remain the same as in the previous screenshot.



## 1.5 Creating Purchase Requisition Note (PRN)

1. Type the Qty Needed to Create a “PRN”
2. Select the lines that should be transferred to “PRN”.



Microsoft Dynamics NAV - Edit - Material Requisition Note - Purchase Indent - MRN-0004902

Project Name: ITUM Project  
 Request By: TOTALAMBER\S.WICKRAMASINGHE  
 Requisition Date: 18/11/2015  
 Requisition Time: 10:00:50 AM  
 Status: Released  
 Sbu Code: 1.0 BUILDING  
 Projects Code: 3-01100  
 Project Code Name: ITUM Diyagama

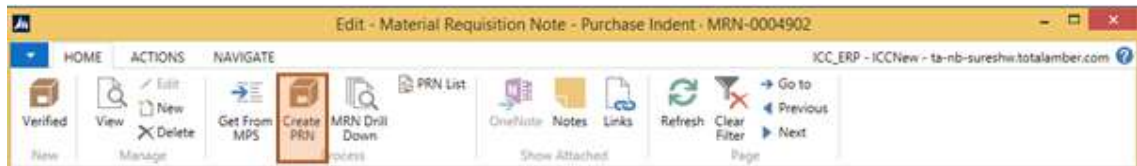
Supply Location: 3-01100  
 Supply Location Name: ITUM Diyagama  
 Remark:  
 Delivery Location: 3-01100  
 Delivery Location Name: ITUM Diyagama  
 Approved User: TOTALAMBER\S.WICKRAMASINGHE  
 MRN Approved Date and Time: 18/11/2015 10:46 AM  
 Verification Status: Released  
 Priority: Low

Upload Image which is less than '1 MB'.

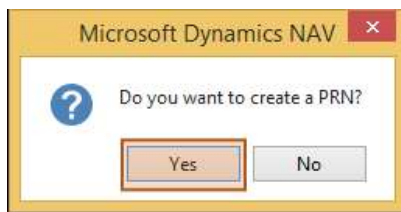
Purchase Indent Subform

Type	No	Description	Net Quantity	Qty. Base On S...	PRN Quantity	Select	Outstanding
Item	75951	7 Wire Supper Grade Strand 12.9mm	0	0		<input checked="" type="checkbox"/>	

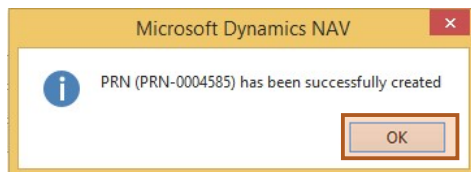
3. Click “Create PRN” in the Ribbon Bar.



4. Confirmation message will be displayed.

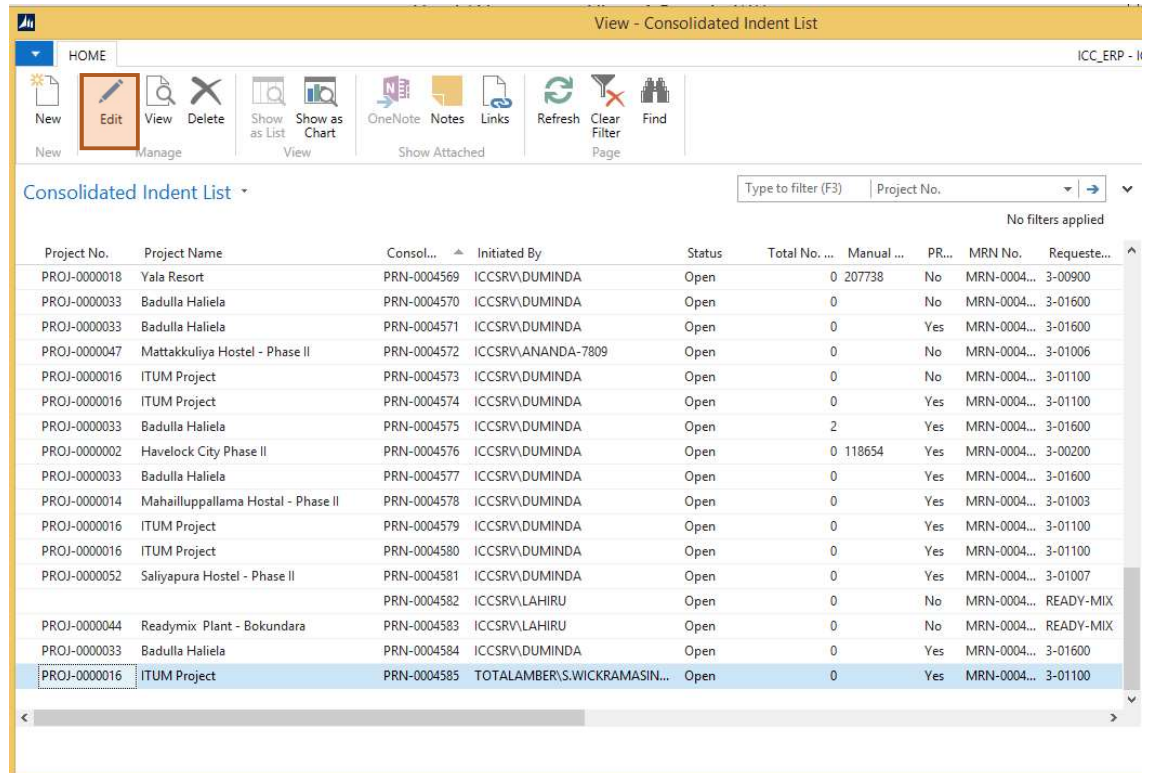


5. Verification message after creating the PRN will be displayed.



## 1.6 Creating Request for Quotes (RFQ) through PRN

1. Navigate to Departments -> Projects -> Material Management-> PRN list and select the relevant PRN.



View - Consolidated Indent List

HOME ICC\_ERP - I

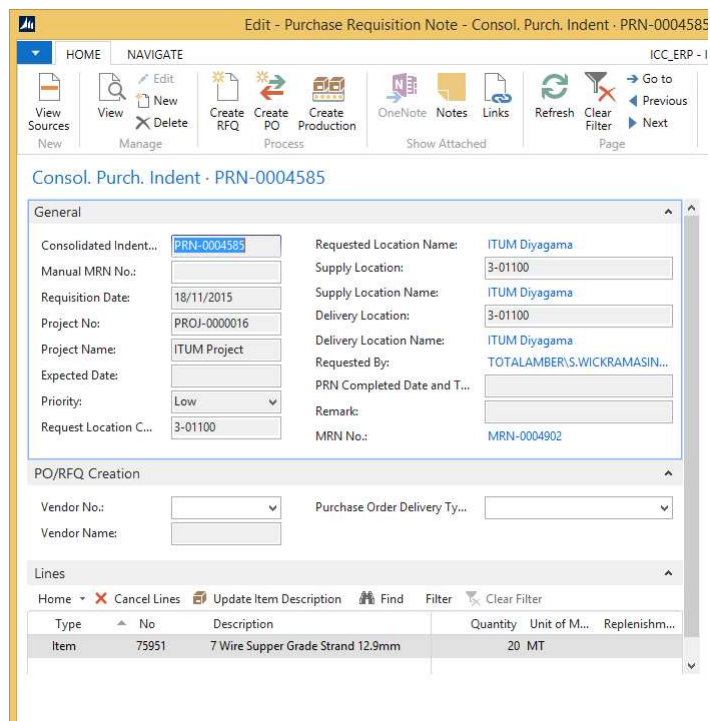
New Edit View Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Consolidated Indent List Type to filter (F3) | Project No. [v] [v]

No filters applied

Project No.	Project Name	Consol...	Initiated By	Status	Total No. ...	Manual ...	PR...	MRN No.	Requeste...
PROJ-000018	Yala Resort	PRN-0004569	ICCSR\VDUMINDA	Open	0	207738	No	MRN-0004...	3-00900
PROJ-000033	Badulla Haliela	PRN-0004570	ICCSR\VDUMINDA	Open	0		No	MRN-0004...	3-01600
PROJ-000033	Badulla Haliela	PRN-0004571	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01600
PROJ-000047	Mattakkuliya Hostel - Phase II	PRN-0004572	ICCSR\ANANDA-7809	Open	0		No	MRN-0004...	3-01006
PROJ-000016	ITUM Project	PRN-0004573	ICCSR\VDUMINDA	Open	0		No	MRN-0004...	3-01100
PROJ-000016	ITUM Project	PRN-0004574	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01100
PROJ-000033	Badulla Haliela	PRN-0004575	ICCSR\VDUMINDA	Open	2		Yes	MRN-0004...	3-01600
PROJ-000002	Havelock City Phase II	PRN-0004576	ICCSR\VDUMINDA	Open	0	118654	Yes	MRN-0004...	3-00200
PROJ-000033	Badulla Haliela	PRN-0004577	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01600
PROJ-000014	Mahailluppallama Hostal - Phase II	PRN-0004578	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01003
PROJ-000016	ITUM Project	PRN-0004579	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01100
ITUM Project		PRN-0004580	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01100
PROJ-000052	Saliyapura Hostel - Phase II	PRN-0004581	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01007
		PRN-0004582	ICCSR\LAHIRU	Open	0		No	MRN-0004...	READY-MIX
PROJ-000044	Readymix Plant - Bokundara	PRN-0004583	ICCSR\LAHIRU	Open	0		No	MRN-0004...	READY-MIX
PROJ-000033	Badulla Haliela	PRN-0004584	ICCSR\VDUMINDA	Open	0		Yes	MRN-0004...	3-01600
PROJ-000016	ITUM Project	PRN-0004585	TOTALAMBER\S.WICKRAMASIN...	Open	0		Yes	MRN-0004...	3-01100

2. Click "Edit" or double click the selected line.



Edit - Purchase Requisition Note - Consol. Purch. Indent - PRN-0004585

HOME ICC\_ERP - I

View Sources View New Delete Create RFQ Create PO Create Production OneNote Notes Links Refresh Clear Filter Go to Previous Next

Consol. Purch. Indent - PRN-0004585

General

Consolidated Indent...: PRN-0004585  
 Manual MRN No.:  
 Requisition Date: 18/11/2015  
 Project No.: PROJ-0000016  
 Project Name: ITUM Project  
 Expected Date:  
 Priority: Low  
 Request Location C...: 3-01100  
 Requested Location Name: ITUM Diyagama  
 Supply Location: 3-01100  
 Supply Location Name: ITUM Diyagama  
 Delivery Location: 3-01100  
 Delivery Location Name: ITUM Diyagama  
 Requested By: TOTALAMBER\S.WICKRAMASIN...  
 PRN Completed Date and T...:  
 Remark:  
 MRN No.: MRN-0004902

PO/RFQ Creation

Vendor No.:  
 Vendor Name:  
 Purchase Order Delivery Ty...:

Lines

Home Cancel Lines Update Item Description Find Filter Clear Filter

Type	No	Description	Quantity	Unit of M...	Replenishm...
Item	75951	7 Wire Supper Grade Strand 12.9mm	20	MT	

- Select the line(s) to create RFQ and select the Replenishment Type as "RFQ".

Edit - Purchase Requisition Note - Consol. Purch. Indent - PRN-0004585

HOME NAVIGATE ICC\_ERP - K

View Sources View Edit New Create RFQ Create PO Create Production OneNote Notes Links Refresh Clear Filter Go to Previous Next

Consol. Purch. Indent · PRN-0004585

**General**

Consolidated Indent No.: PRN-0004585 Requested Location Name: ITUM Diyagama  
 Manual MRN No.: Supply Location: 3-01100  
 Requisition Date: 18/11/2015 Supply Location Name: ITUM Diyagama  
 Project No.: PROJ-0000016 Delivery Location: 3-01100  
 Project Name: ITUM Project Delivery Location Name: ITUM Diyagama  
 Expected Date: Requested By: TOTALAMBER\S.WICKRAMASINGHE  
 Priority: Low PRN Completed Date and Time:  
 Request Location Code: 3-01100 Remark:  
 MRN No.: MRN-0004902

**PO/RFQ Creation**

Vendor No.: Purchase Order Delivery Type:  
 Vendor Name:

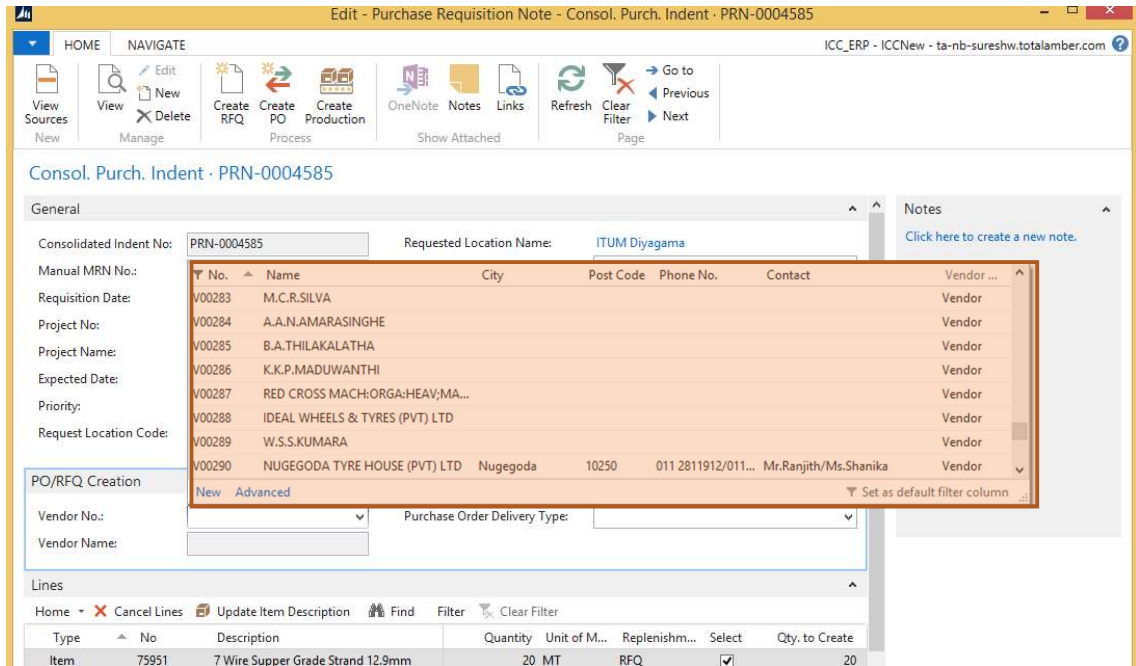
**Lines**

Home Cancel Lines Update Item Description Find Filter Clear Filter

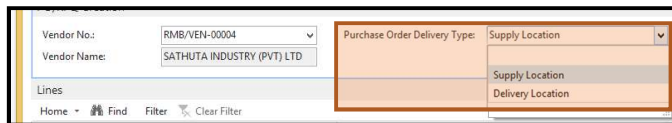
Type	No	Description	Quantity	Unit of M...	Replenishm...	Select	Qty. to Create
Item	75951	7 Wire Supper Grade Strand 12.9mm	20	MT	RFQ	<input checked="" type="checkbox"/>	20

4. Select the vendor for the RFQ.

Note: Users can create multiple RFQs for different vendors

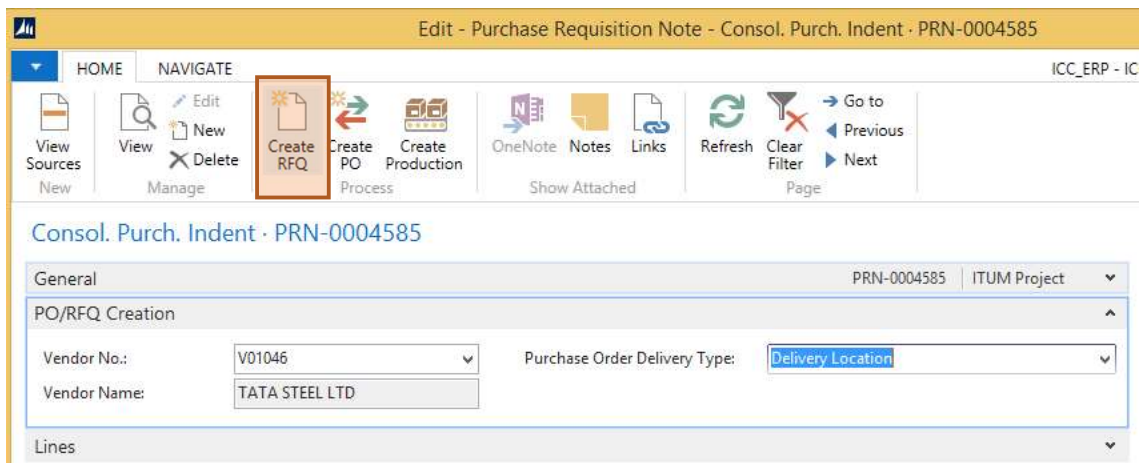


5. Select the Purchase Order Delivery Type as “Delivery Location” or “Supply Location”.  
(Based on Inventory Process)

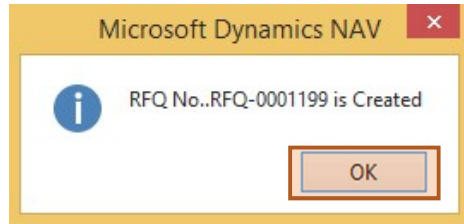


6. Click “Create RFQ” in Ribbon Bar.

- Note: If RFQs are not required, a direct purchase order can be created by clicking “Create PO” located in the Ribbon Bar.

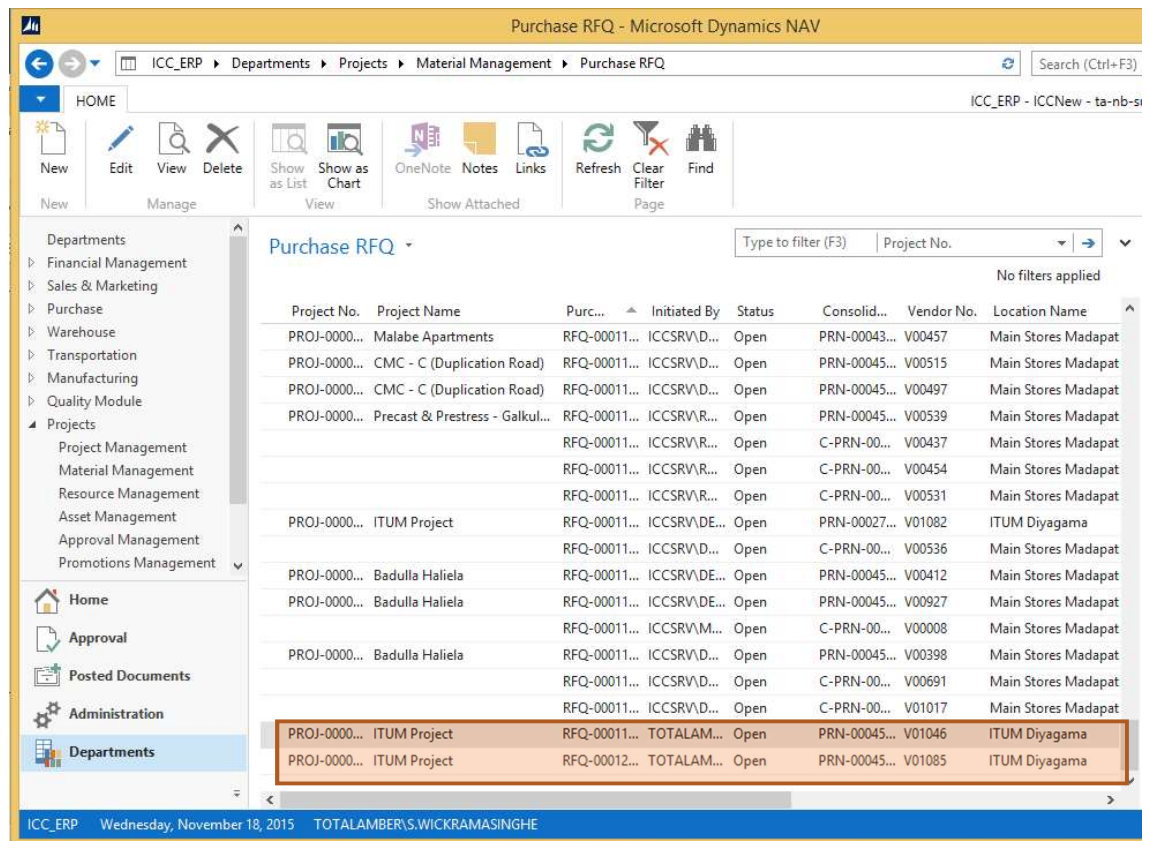


7. Verification message will be displayed with the RFQ number created in the system.



### 1.7 Entering quoted prices from vendors

1. Navigate to purchase RFQs through Departments -> Projects -> Material Management -> Purchase RFQ.



2. Open each purchase RFQ and insert the price quoted.

Edit - Purchase RFQ - RFQ-0001199 - TATA STEEL LTD

HOME ACTIONS ICC\_ERP - ICC

View Edit New Delete Send E-mail Make Quote OneNote Notes Links Refresh Clear Filter Go to Previous Next

RFQ-0001199 · TATA STEEL LTD

General

Purchase RFQ No.: RFQ-0001199  
 Project No.: PROJ-0000016  
 Project Name: ITUM Project  
 Vendor No.: V01046  
 Vendor Name: TATA STEEL LTD  
 Buy-from City: Mumbai  
 Buy-from Contact No.: CT004870  
 Posting Date: 18/11/2015  
 Document Date: 18/11/2015  
 Requested Receipt Date:

Purchaser Code:  
 Status: Open  
 Initiated By: TOTALAMBER.S.WICKRAMASINGHE  
 Consolidated Indent No.: PRN-0004585  
 Shipment Method Code:  
 Payment Method Code:  
 Expected Receipt Date:  
 Tax Area Code:  
 Tax Liab:   
 Ship-to Code:

Show more fields

Lines

Type	No.	Description	Unit Cost	Project No.	Project Jo...	Unit Cost (LCY)	Remarks	Description 2
Item	75951	7 Wire Supper Grade Strand 12.9...	800.0	PROJ-0000...		105.512.0		

Select the “Currency Code”

Foreign Trade

Currency Code: USD  
 Transaction Type:  
 Transaction Specification:

Transport Method:  
 Entry Point:  
 Area:

Click  and enter the Fixed Exchange Rate for Import Purchasing

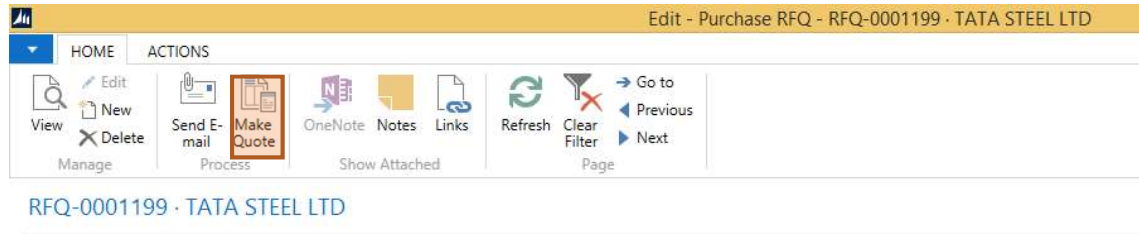
Edit - Change Exchange Rate

Currency Code: USD  
 Exchange Rate Amount: 1.0  
 Relational Exch. Rate Amount: 133.14  
 Relational Currency Code: LKR  
 Currency Code:  
 Exchange Rate Amount: 0.0  
 Relational Exch. Rate Amount: 0.0  
 Relational Currency Code:  
 Use FA Add.-Curr Exch. Rate:

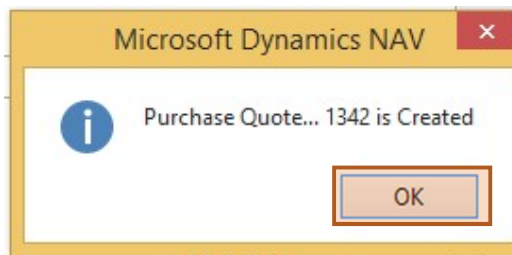
OK Cancel

## 1.8 Converting RFQ to Purchase Quote

1. Navigate to Purchase RFQs created against a PRN and Click “Make Quote” in the Ribbon Bar. Continue this step for the number of quotes to be created.

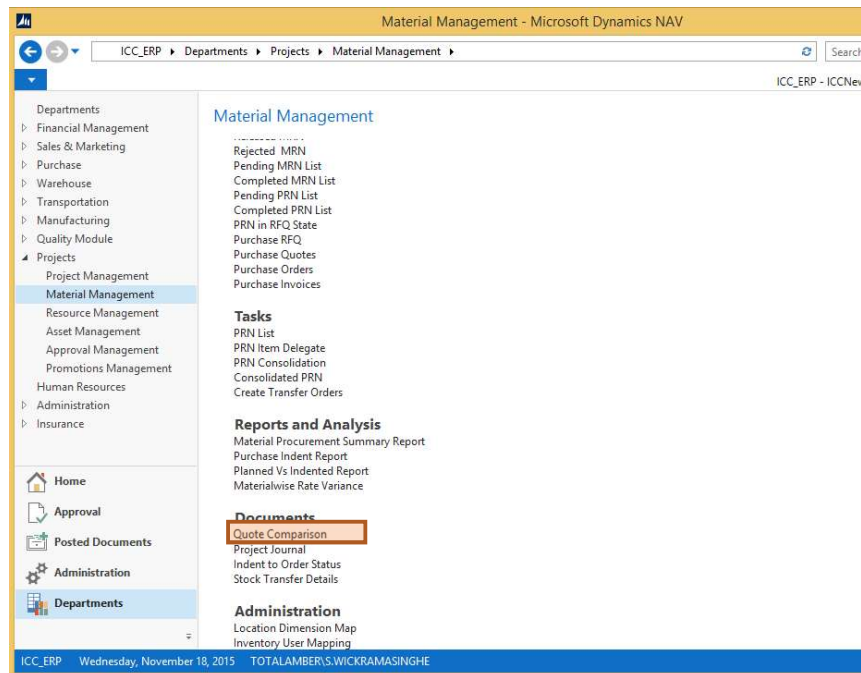


2. Verification message will be created with a new quote number assigned.

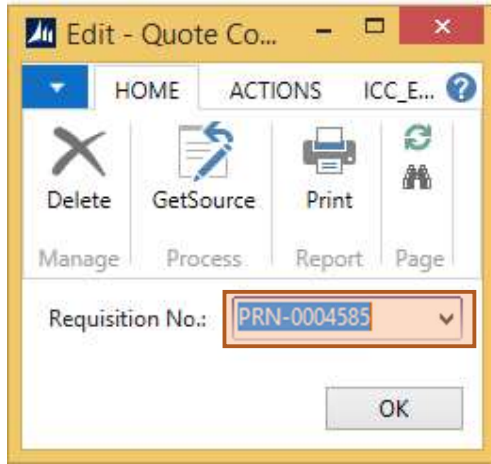


## 1.9 Comparing Purchase Quotes

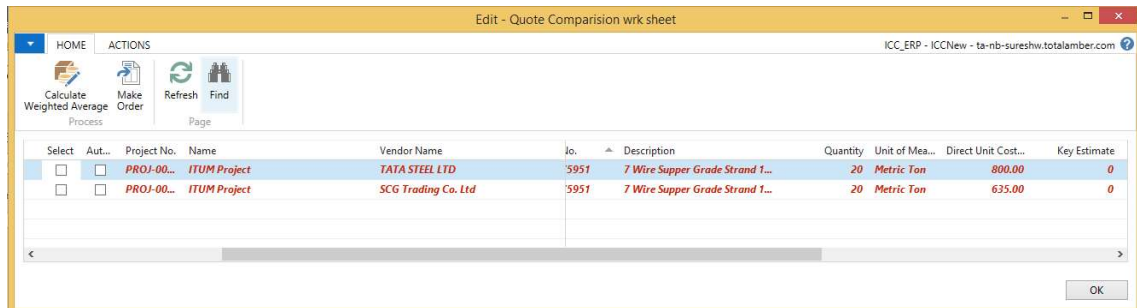
1. Navigate to “Departments -> Projects -> Material Management -> Document -> Quote Comparison.



2. Select the PRN number from the selection page and click “Get Source” in the Ribbon bar.



3. A summary of the quotes will be displayed.

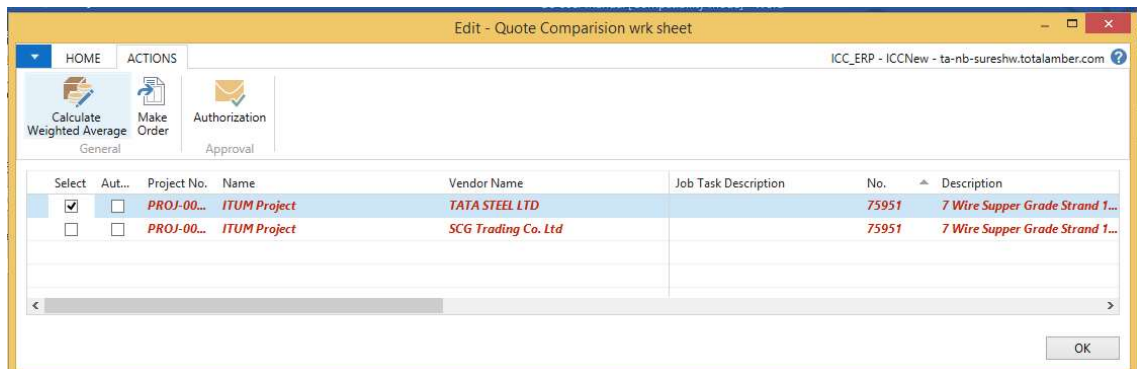


The screenshot shows a software window titled 'Edit - Quote Comparison wrk sheet'. The ribbon has tabs for 'HOME' and 'ACTIONS'. Under the 'ACTIONS' tab, there are buttons for 'Calculate Weighted Average', 'Make Order', 'Refresh', and 'Find'. Below the ribbon is a table with the following data:

Select	Aut...	Project No.	Name	Vendor Name	Jo.	Description	Quantity	Unit of Mea...	Direct Unit Cost...	Key Estimate
<input type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	TATA STEEL LTD	5951	7 Wire Supper Grade Strand 1...	20	Metric Ton	800.00	0
<input type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	SCG Trading Co. Ltd	5951	7 Wire Supper Grade Strand 1...	20	Metric Ton	635.00	0

### 1.10 Selecting Items to be purchased through “Quote Comparison wrk sheet”.

Navigate to the “Quote Comparison wrk sheet” and select the quote that needs to be converted to a purchase order.



The screenshot shows the same software window as above, but with the first row of the table selected. The ribbon now has tabs for 'HOME' and 'ACTIONS'. Under the 'ACTIONS' tab, there are buttons for 'Calculate Weighted Average', 'Make Order', and 'Authorization'. Below the ribbon is a table with the following data:

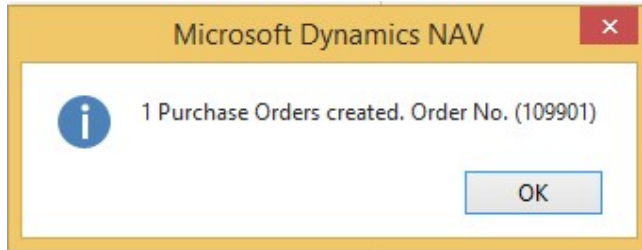
Select	Aut...	Project No.	Name	Vendor Name	Job Task Description	No.	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	TATA STEEL LTD		75951	7 Wire Supper Grade Strand 1...
<input type="checkbox"/>	<input type="checkbox"/>	PROJ-00...	ITUM Project	SCG Trading Co. Ltd		75951	7 Wire Supper Grade Strand 1...



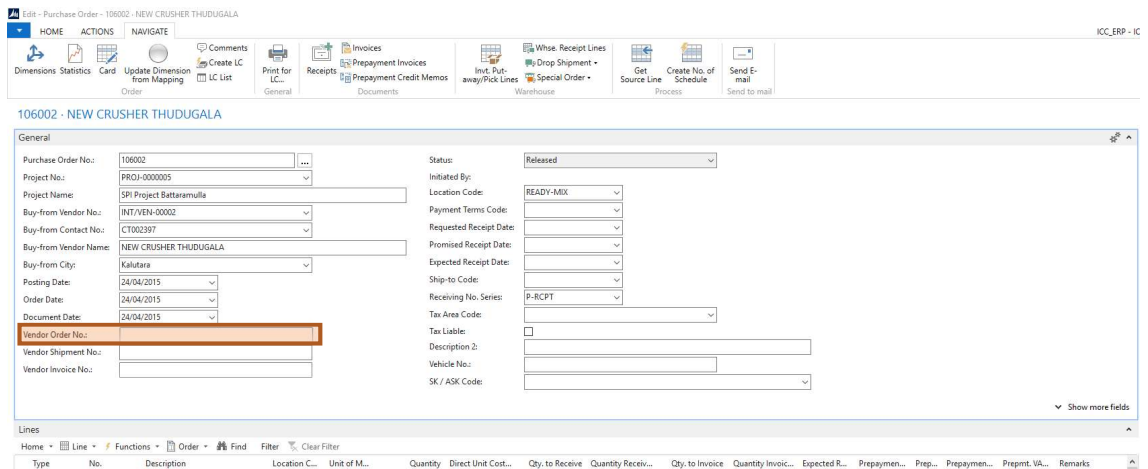
2. Click “Make Order” in the Ribbon Bar.



3. Verification message will be created with a new Purchase Order number assigned

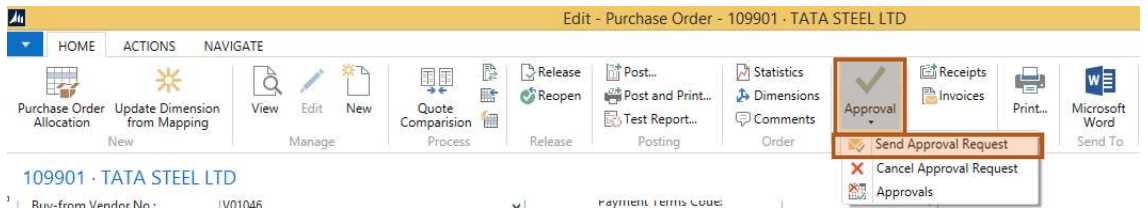


Note -: For the Created Purchase Order Relevant user need to enter the Performa Invoice no in the “Vendor Order No” field in the Purchase Order Page

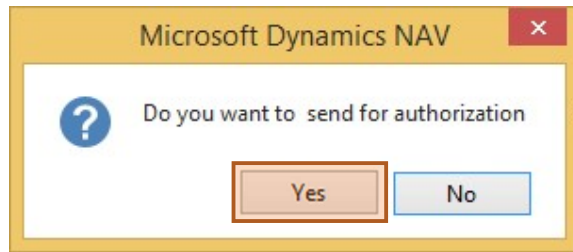


### 1.11 Sending Purchase Order for Approval

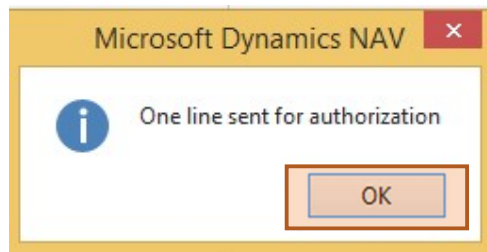
1. After the Purchase Order is created, the document should be sent for approval. Click “Send Approval Request” in the Home Tab of the Ribbon



2. Click “Yes” for confirmation message.

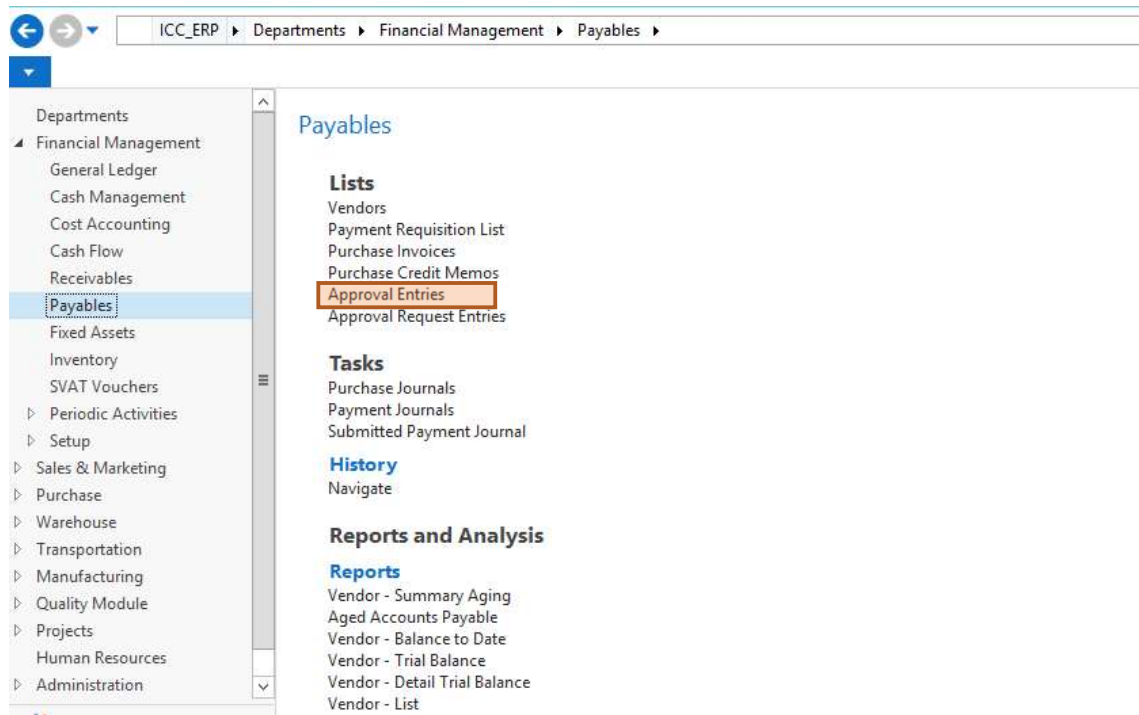


3. Confirmation message will be displayed after creating the approval entries.

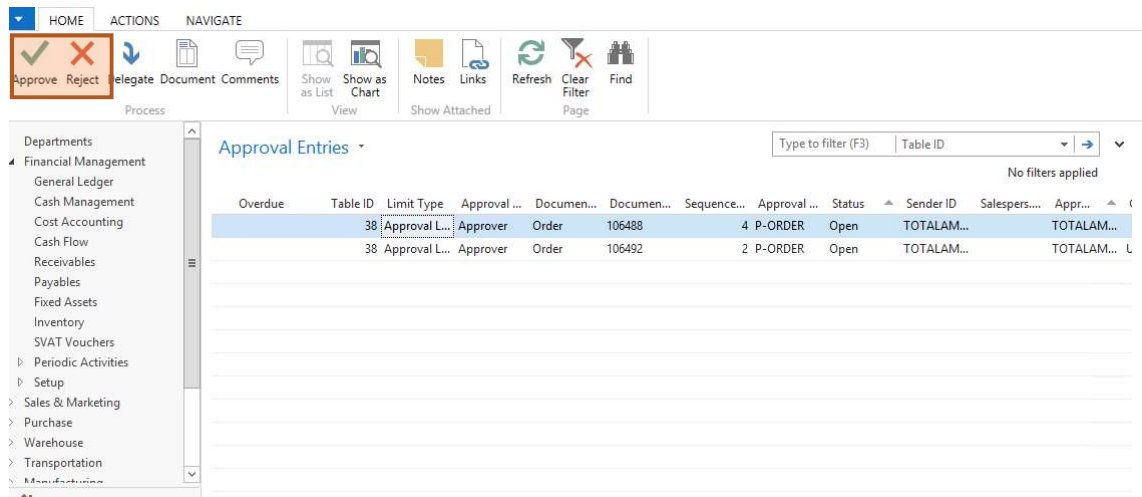


## 1.12 Approving the purchase Order

1. Navigate to Departments -> Departments -> Financial Management -> Payables -> Approval Entries to view the approval request entry. Only the entries open for the logged in user will be displayed.



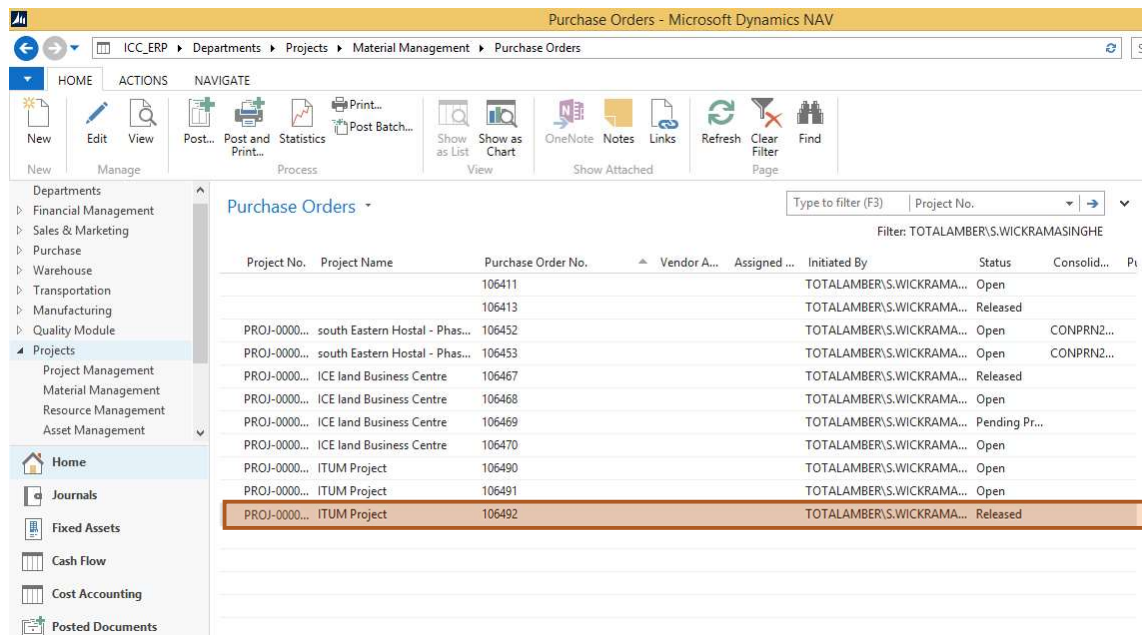
2. Authorized users can “Approve” or “Reject” the Approval Requests.



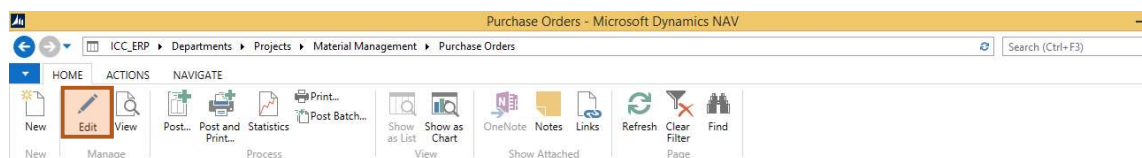
## 2 Letter of Credit Creation

### 2.1 Creating Letter of Credit Card

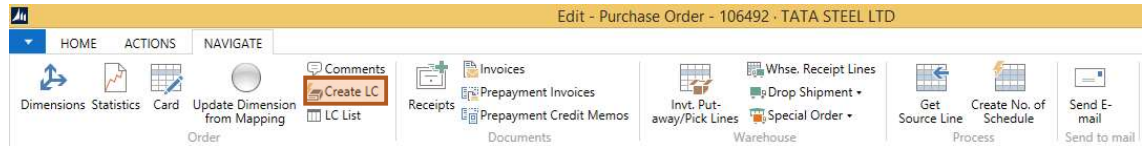
1. Navigate to Departments -> Departments -> Projects -> Material Management -> Purchase Orders.



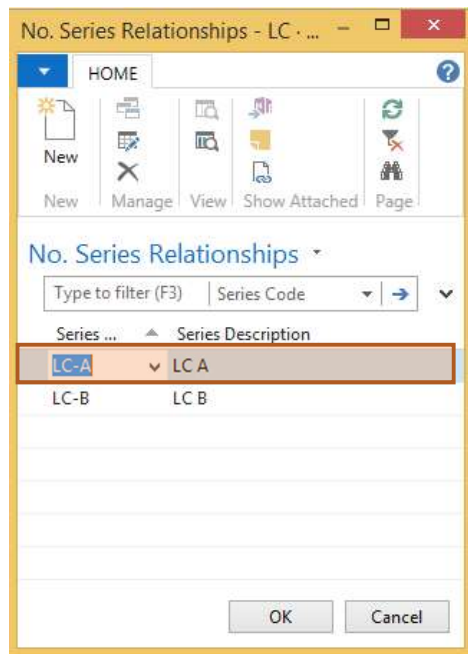
2. To view the Approved Purchase Order, Click Edit.



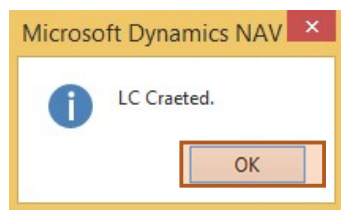
3. Click “Create LC” in the Ribbon Bar.



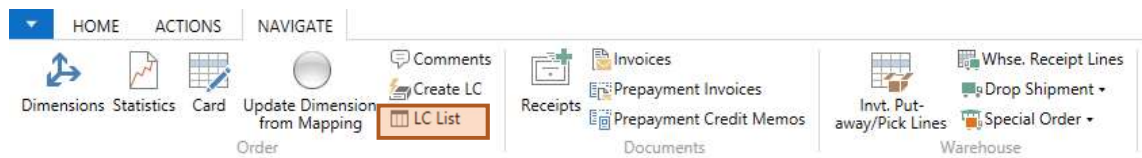
4. Need to Select the Relevant LC Type and click “OK”



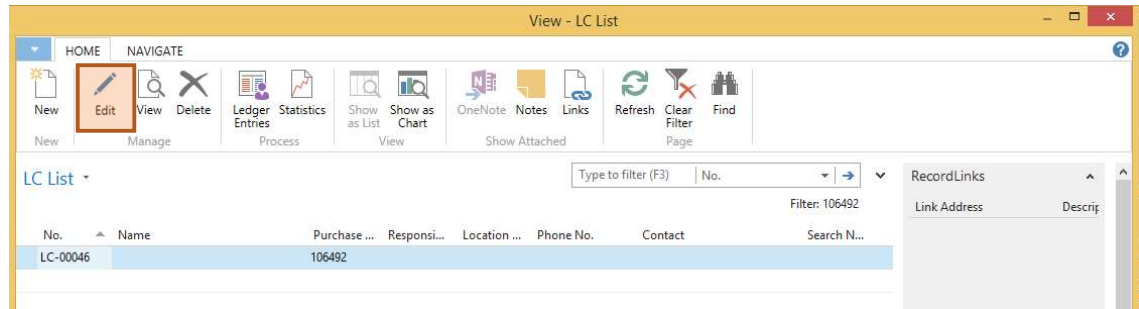
5. Confirmation message will be displayed after creating the LC.



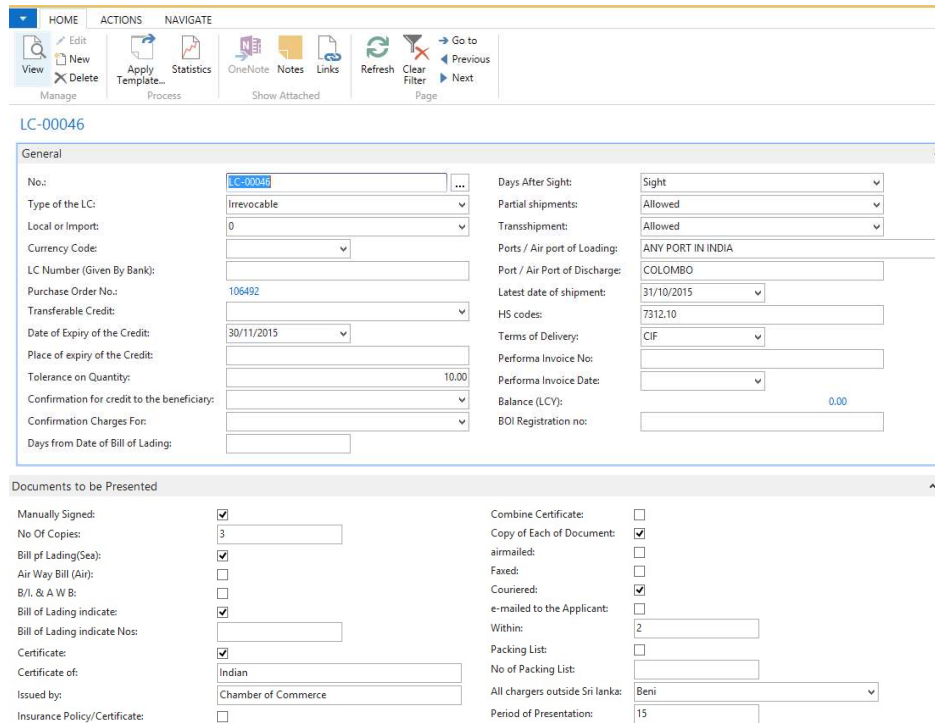
6. Click “LC List” in the Ribbon Bar.



7. Select the LC Line and Click “Edit”



8. Enter the Relevant Details as Per “Application for letter of Credit”



**LC-00046**

**General**

No.:	LC-00046	Days After Sight:	Sight
Type of the LC:	Irrevocable	Partial shipments:	Allowed
Local or Import:	0	Transshipment:	Allowed
Currency Code:		Ports / Air port of Loading:	ANY PORT IN INDIA
LC Number (Given By Bank):		Port / Air Port of Discharge:	COLOMBO
Purchase Order No.:	106492	Latest date of shipment:	31/10/2015
Transferable Credit:		HS codes:	7312.10
Date of Expiry of the Credit:	30/11/2015	Terms of Delivery:	CIF
Place of expiry of the Credit:		Performa Invoice No.:	
Tolerance on Quantity:	10.00	Performa Invoice Date:	
Confirmation for credit to the beneficiary:		Balance (LCY):	0.00
Confirmation Charges For:		BOI Registration no.:	
Days from Date of Bill of Lading:			

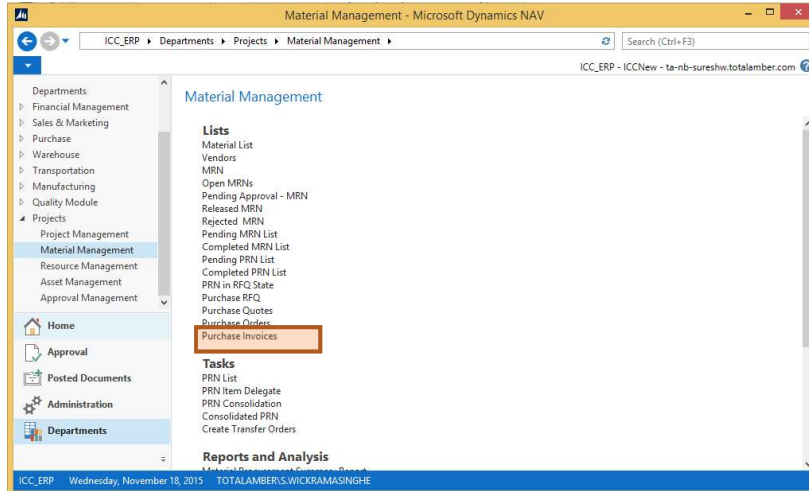
**Documents to be Presented**

Manually Signed:	<input checked="" type="checkbox"/>	Combine Certificate:	<input type="checkbox"/>
No Of Copies:	3	Copy of Each of Document:	<input checked="" type="checkbox"/>
Bill of Lading (Sea):	<input checked="" type="checkbox"/>	airmailed:	<input type="checkbox"/>
Air Way Bill (Air):	<input type="checkbox"/>	Faxed:	<input type="checkbox"/>
B/L & A W B:	<input type="checkbox"/>	Couriered:	<input checked="" type="checkbox"/>
Bill of Lading indicate:	<input checked="" type="checkbox"/>	e-mailed to the Applicant:	<input type="checkbox"/>
Bill of Lading indicate Nos:		Within:	2
Certificate:	<input checked="" type="checkbox"/>	Packing List:	<input type="checkbox"/>
Certificate of:	Indian	No of Packing List:	
Issued by:	Chamber of Commerce	All chargers outside Sri Lanka:	Beni
Insurance Policy/Certificate:	<input type="checkbox"/>	Period of Presentation:	15

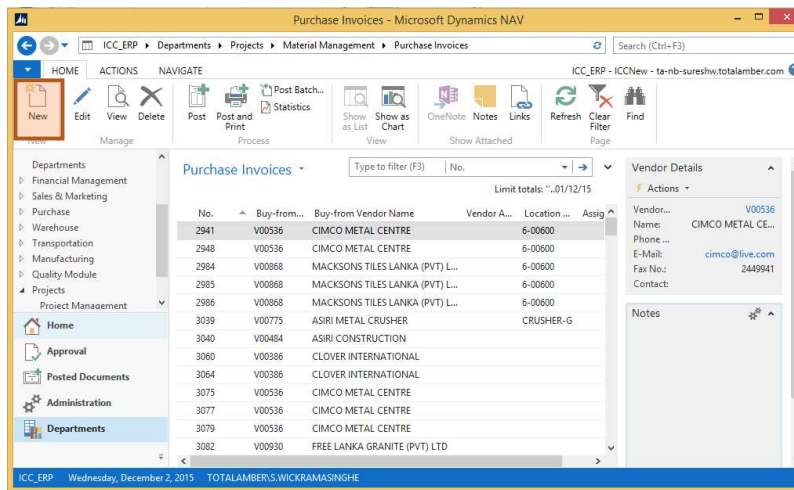
## 2.2 Creating the Liability

Enter the chargers before Goods received at Store Bank Chargers, Insurance Charge, Custom Duty, ....

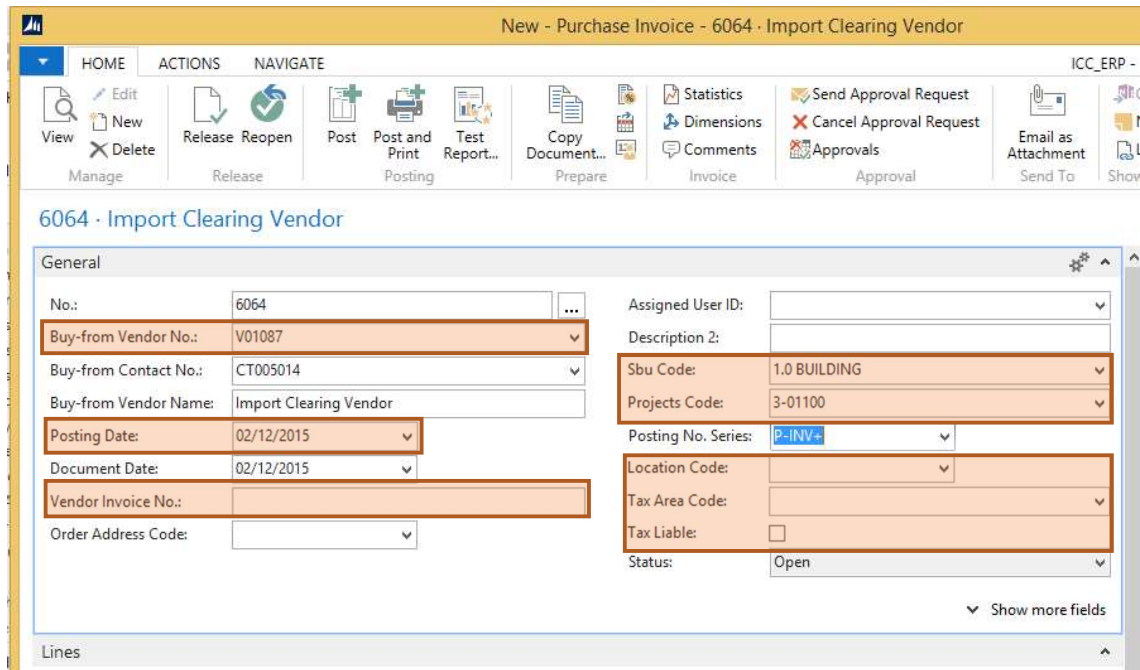
1. Navigate to Departments -> Projects -> Material Management -> Purchase Invoices



2. Click "New".



3. Insert the required parameters to header.



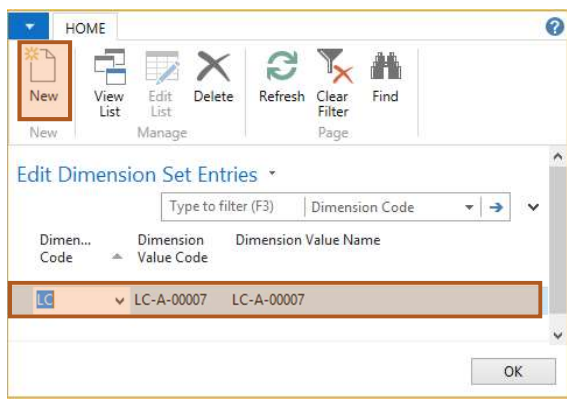
Need to Select the Dimension “LC no”

Go to Navigate Tab in the Ribbon



Click New

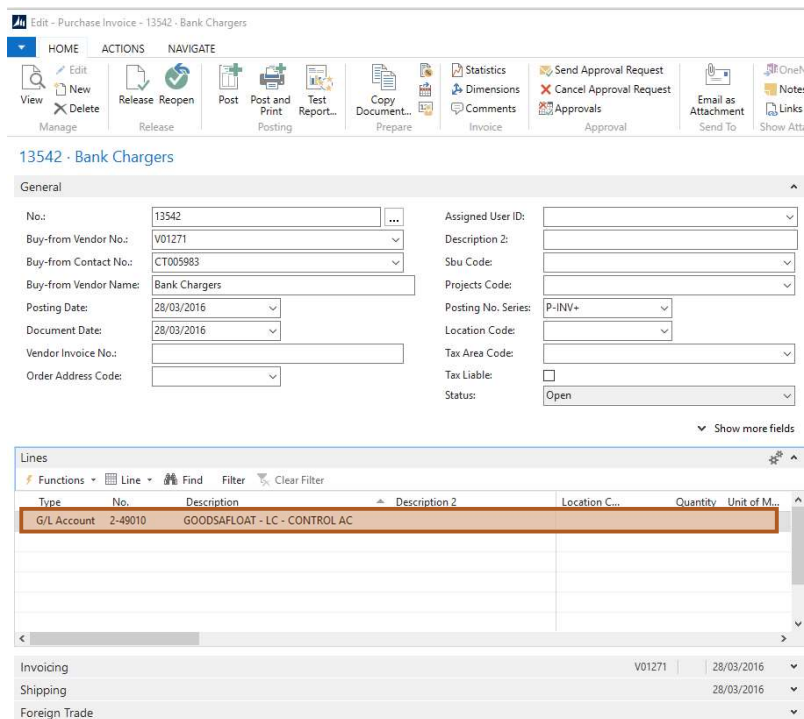
Select the LC no as Shown



Dimen... Code	Dimension Value Code	Dimension Value Name
LC	LC-A-00007	LC-A-00007

Click OK

4. Insert the Purchase Invoice Lines. When inserting the lines. Select the Type as “G/L Account” and Select the GL account 2-49010 (GOODSAFLOAT - LC - CONTROL AC) in “No”



13542 - Bank Chargers

General

No.: 13542  
 Buy-from Vendor No.: V01271  
 Buy-from Contact No.: CT005983  
 Buy-from Vendor Name: Bank Chargers  
 Posting Date: 28/03/2016  
 Document Date: 28/03/2016  
 Vendor Invoice No.:  
 Order Address Code:

Assigned User ID:  
 Description 2:  
 Sbu Code:  
 Projects Code:  
 Posting No. Series: P-INV+  
 Location Code:  
 Tax Area Code:  
 Tax Liable:  
 Status: Open

Lines

Type	No.	Description	Description 2	Location C...	Quantity	Unit of M...
G/L Account	2-49010	GOODSAFLOAT - LC - CONTROL AC				

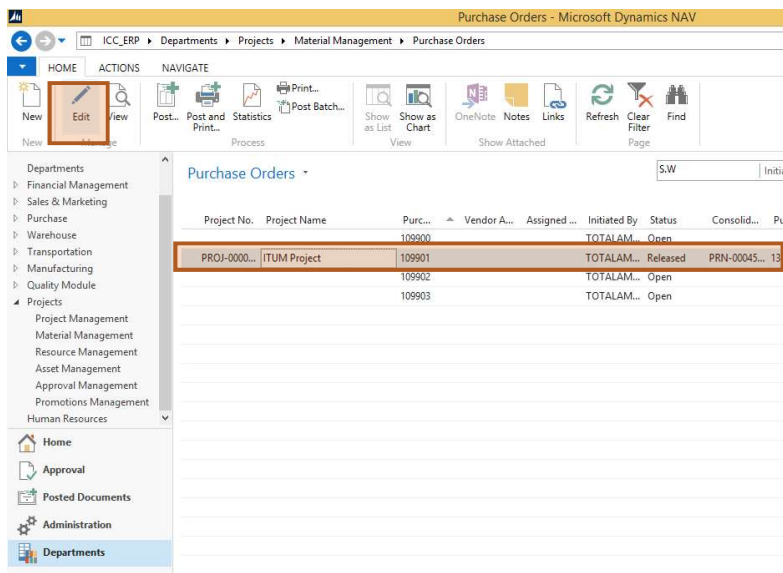
Invoicing: V01271, 28/03/2016  
 Shipping: 28/03/2016  
 Foreign Trade:

And Click OK

### 3 Update the Purchase Order to Commercial Invoice

1. Navigate to Departments -> Projects -> Material Management -> Purchase Orders

Select the Relevant Purchase Order -> Edit



Purchase Orders - Microsoft Dynamics NAV

ICC\_ERP > Departments > Projects > Material Management > Purchase Orders

Departments

Financial Management  
 Sales & Marketing  
 Purchase  
 Warehouse  
 Transportation  
 Manufacturing  
 Quality Module  
 Projects  
 Project Management  
 Material Management  
 Resource Management  
 Asset Management  
 Approval Management  
 Promotions Management  
 Human Resources

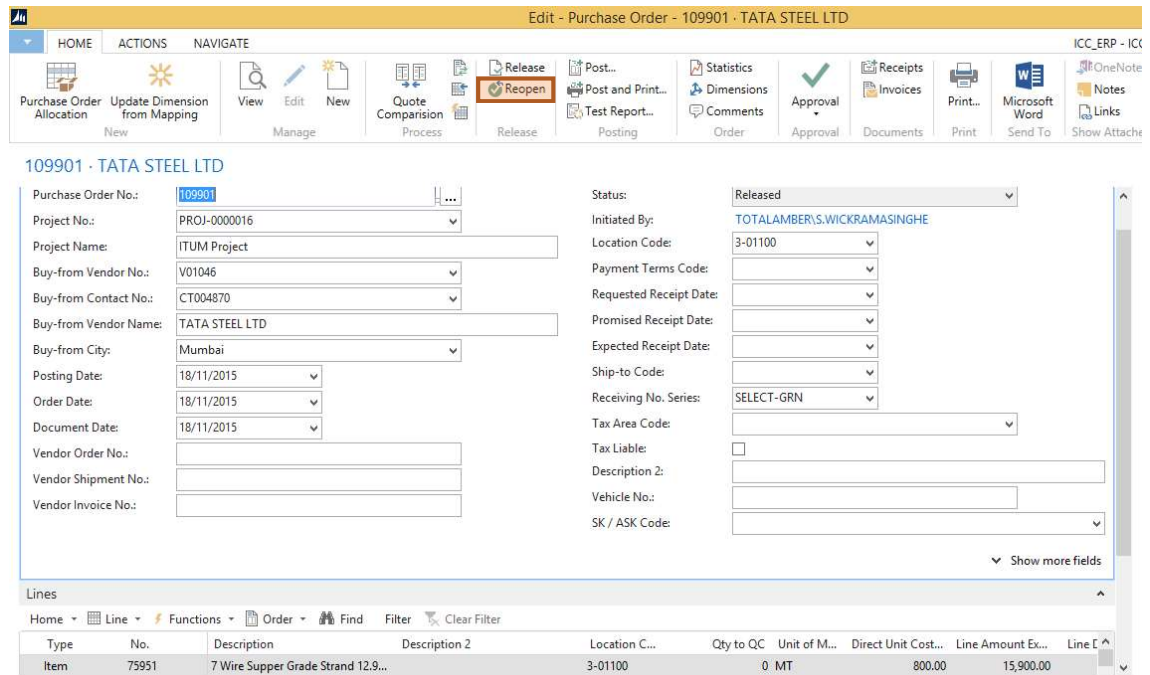
Home  
 Approval  
 Posted Documents  
 Administration  
 Departments

Purchase Orders

Project No.	Project Name	Purc...	Vendor A...	Assigned ...	Initiated By	Status	Consolid...	Pui
		109900			TOTALAM...	Open		
PROJ-0000...	ITUM Project	109901			TOTALAM...	Released	PRN-00045...	13
		109902			TOTALAM...	Open		
		109903			TOTALAM...	Open		



2. Click “Reopen”

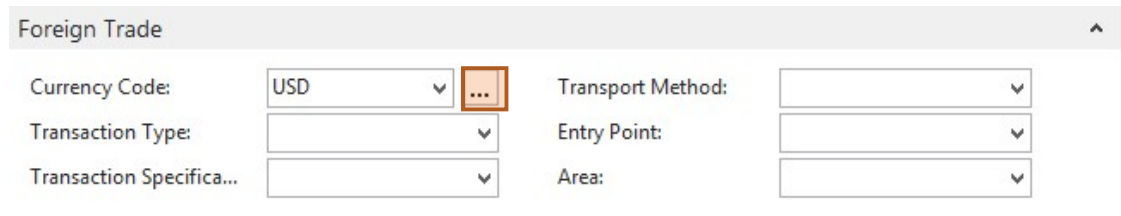


The screenshot shows the SAP 'Edit - Purchase Order - 109901 - TATA STEEL LTD' form. The 'Reopen' button is highlighted in the top navigation bar. The form contains various fields for purchase order details, including Project No., Project Name, Buy-from Vendor No., Buy-from Contact No., Buy-from Vendor Name, Buy-from City, Posting Date, Order Date, Document Date, Vendor Order No., Vendor Shipment No., Vendor Invoice No., Status, Initiated By, Location Code, Payment Terms Code, Requested Receipt Date, Promised Receipt Date, Expected Receipt Date, Ship-to Code, Receiving No. Series, Tax Area Code, Tax Liabile, Description 2, Vehicle No., and SK / ASK Code.

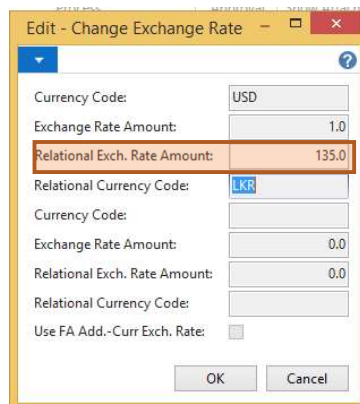
3. Change the Purchase Order Item/s according to the Commercial Invoice.

If the Commercial Invoice Item/s Qty is more than the entered purchase Order Qty, User need to add a new line for the Extra Qty and update the unit Price.

4. Update the Actual Exchange Rate. Go to Foreign Trade Tab -> go to Currency Code and Click ... and enter the Actual Exchange Rate for Import Purchasing and Click Ok



The screenshot shows the 'Foreign Trade' tab in SAP. It contains several fields: Currency Code (USD), Transaction Type, Transaction Specifica..., Transport Method, Entry Point, and Area. The 'Currency Code' field has a dropdown arrow and a small '...' button next to it.



The screenshot shows the 'Edit - Change Exchange Rate' dialog box in SAP. It contains several fields: Currency Code (USD), Exchange Rate Amount (1.0), Relational Exch. Rate Amount (135.0), Relational Currency Code (INR), Currency Code, Exchange Rate Amount (0.0), Relational Exch. Rate Amount (0.0), Relational Currency Code, and Use FA Add.-Curr Exch. Rate (checkbox). The 'Relational Exch. Rate Amount' field is highlighted with a red box.

Click OK

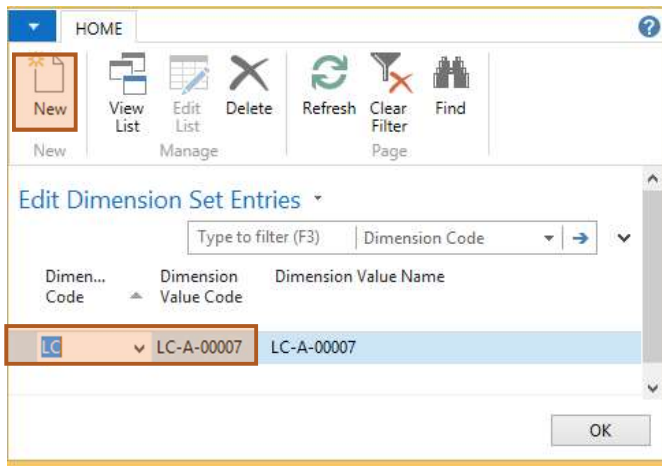
5. Need to Select the Dimension “LC no”

Go to Navigate Tab in the Ribbon



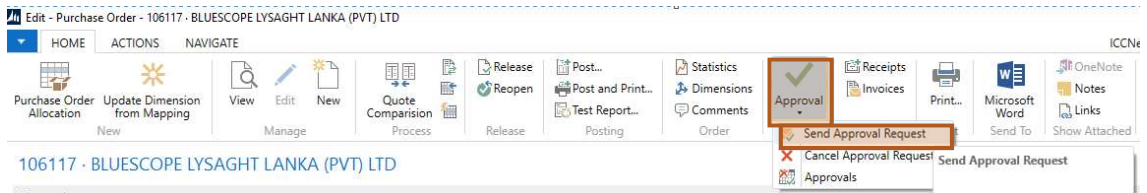
Click New

Select the LC no as Shown

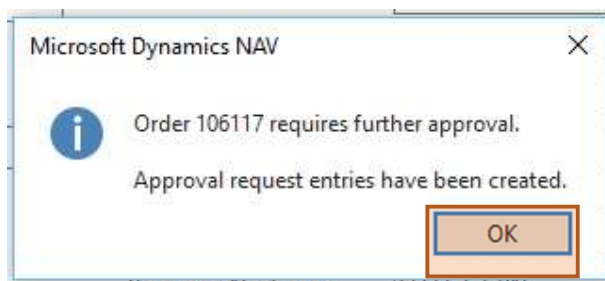


6. Send for Approval

Go to Approval -> Send Approval Request



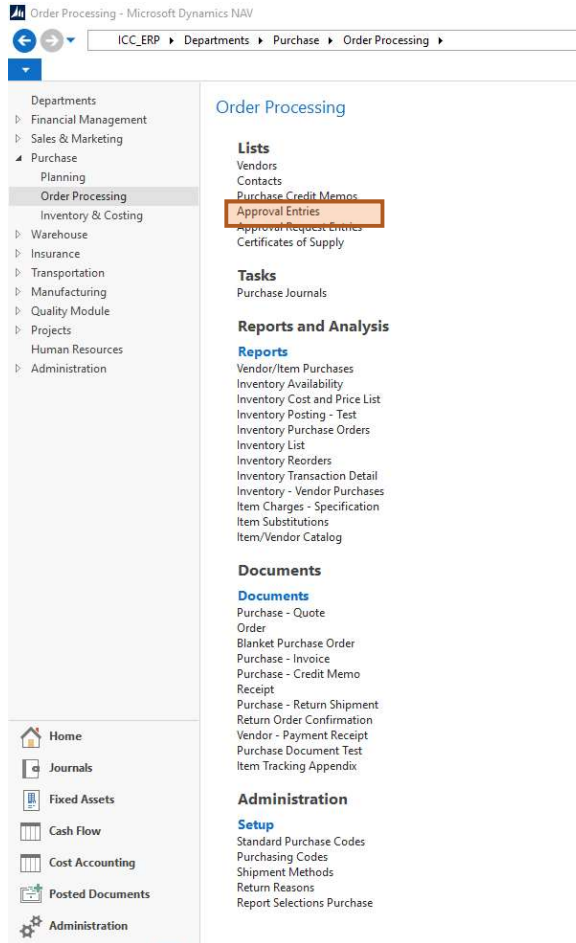
7. A Confirmation message will be displayed after creating the approval entries.



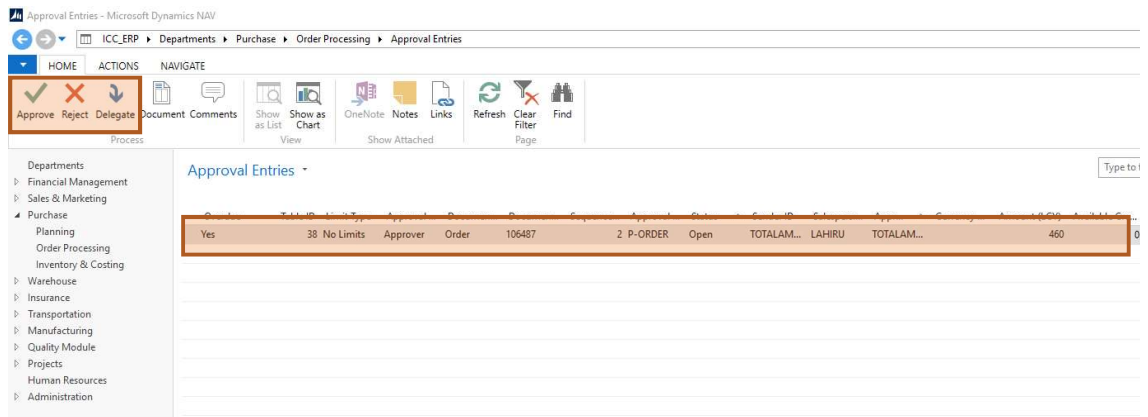
Click Ok

8. Relevant User need to approve the Changed Purchase Order

Departments -> Purchase -> Order Processing -> Approval Entries



Select the Relevant Purchase Order and Click Approve/Reject or Delegate

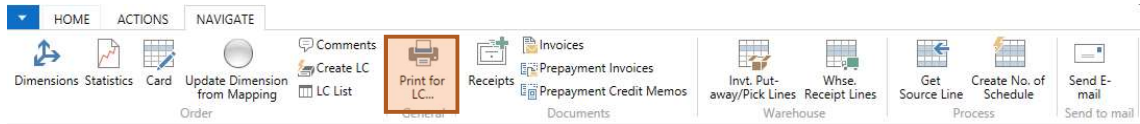


9. After Approving the Relevant Purchase Order, Status will mark as Released.

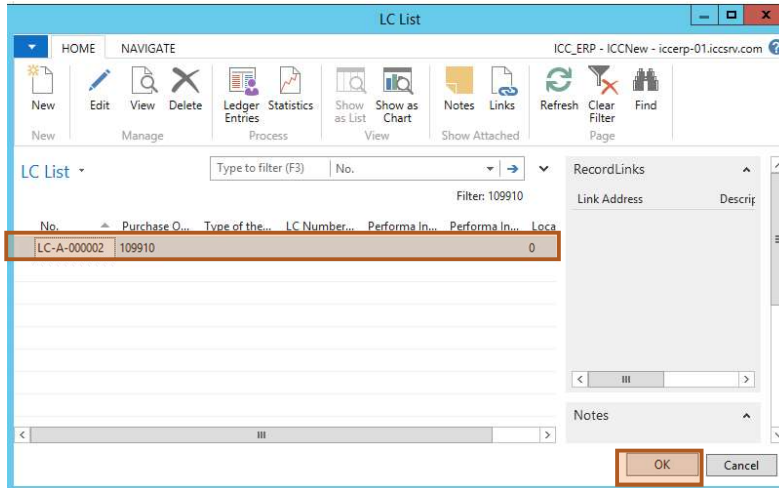


## 4 Print the Inspection Report

1. Select the Relevant Purchase Order, Open the Purchase Order go to Navigate -> Click “Print for LC...”

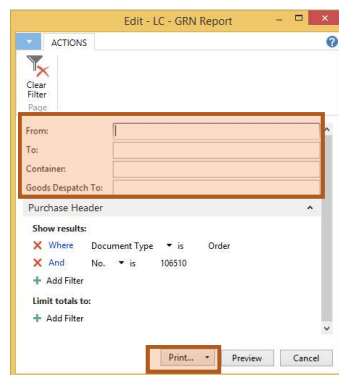


2. Select the Relevant LC and Click OK



3. Enter the Following Details

- From (If you leave this Field Blank, the report will show the Authorized Person Mention in the Purchasing & Payable Setup)
- To
- Container
- Delivery Location (This is a text Field only, entering the data here will not Affect any transaction)



Click Print

Note: - If the Location mention in the PO is Different than “Goods Dispatch to”, as per inventory Process GRN can be raised by the permission user for Location mention in the PO. And a Transfer order must be raised to Goods Dispatch to relevant Location.

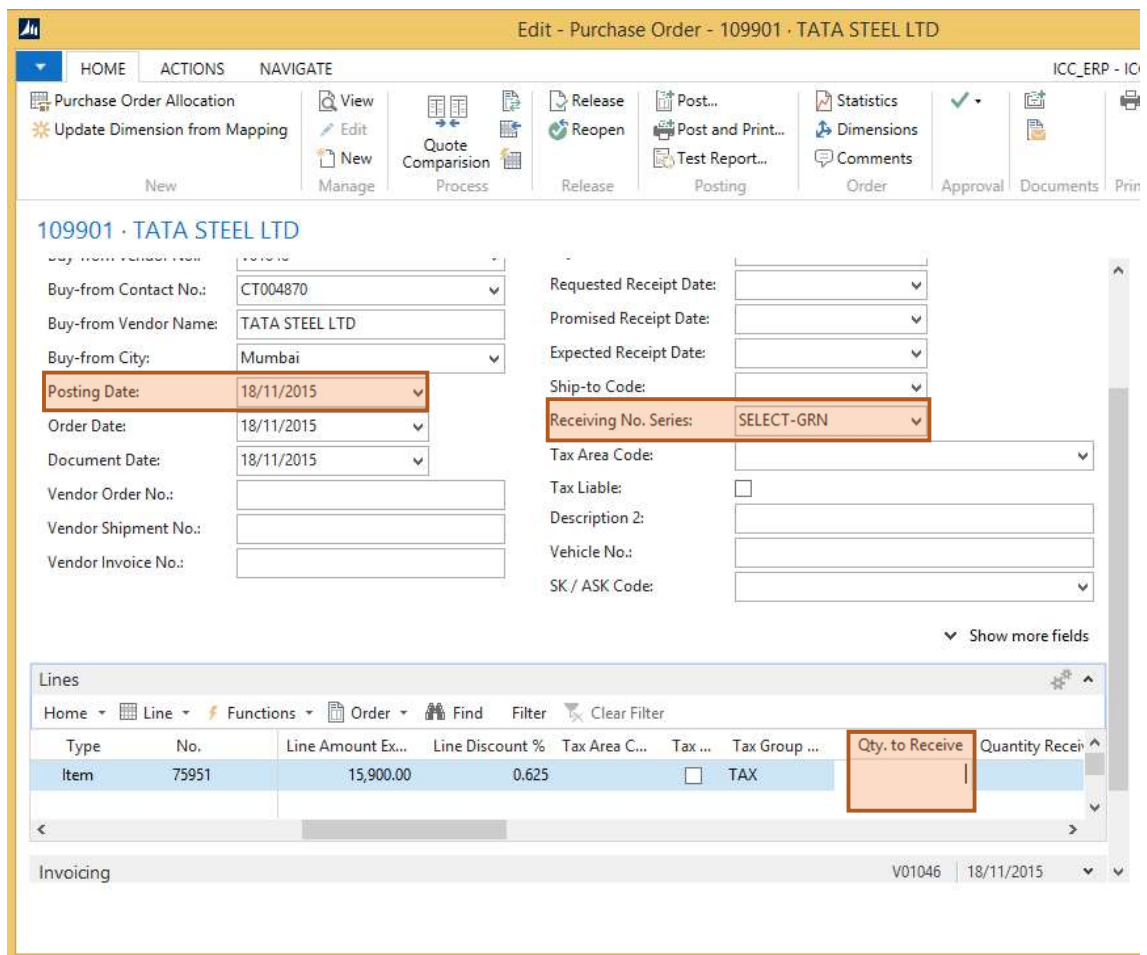
## 5 Create Goods Received Note

### 5.1 Creating the Goods Received Note

1. After Receiving the Material to site (With the Inspection Report) GRN Should Be Created Against the Received Qty. (This should be Created according to MRN Process)

Navigate to Departments -> Projects -> Material Management -> Purchase Orders -> Edit

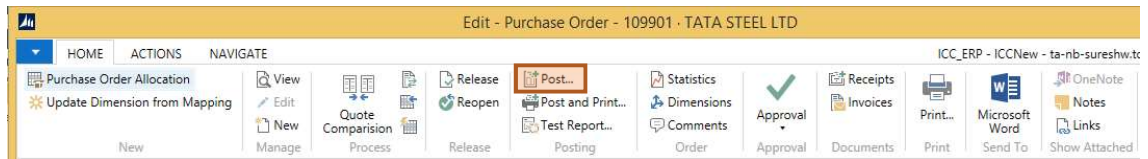
- Select the Receiving No Series
- Type the Qty received to site
- Type the Material Received date on Posting Date



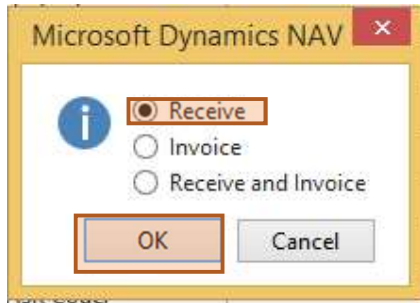
The screenshot shows the 'Edit - Purchase Order - 109901 - TATA STEEL LTD' interface. The 'Posting Date' is set to 18/11/2015 and the 'Receiving No. Series' is set to SELECT-GRN. The 'Qty. to Receive' field in the 'Lines' table is highlighted.

Type	No.	Line Amount Ex...	Line Discount %	Tax Area C...	Tax ...	Tax Group ...	Qty. to Receive	Quantity Recei
Item	75951	15,900.00	0.625		<input type="checkbox"/>	TAX		

2. Click “Post” in the ribbon



3. Select Receive and Click “OK”

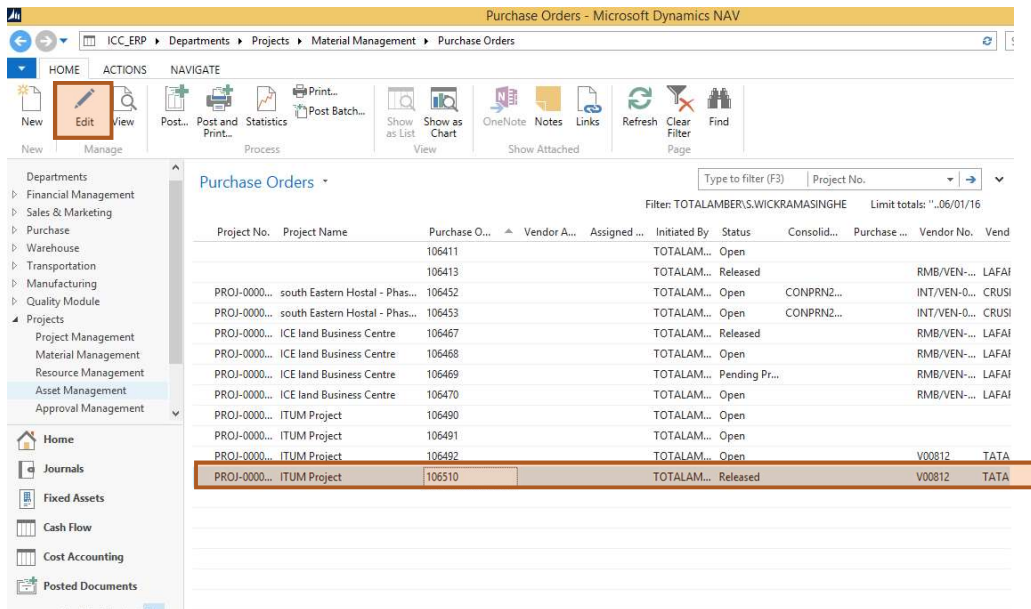


Material can be issued to Site/Production

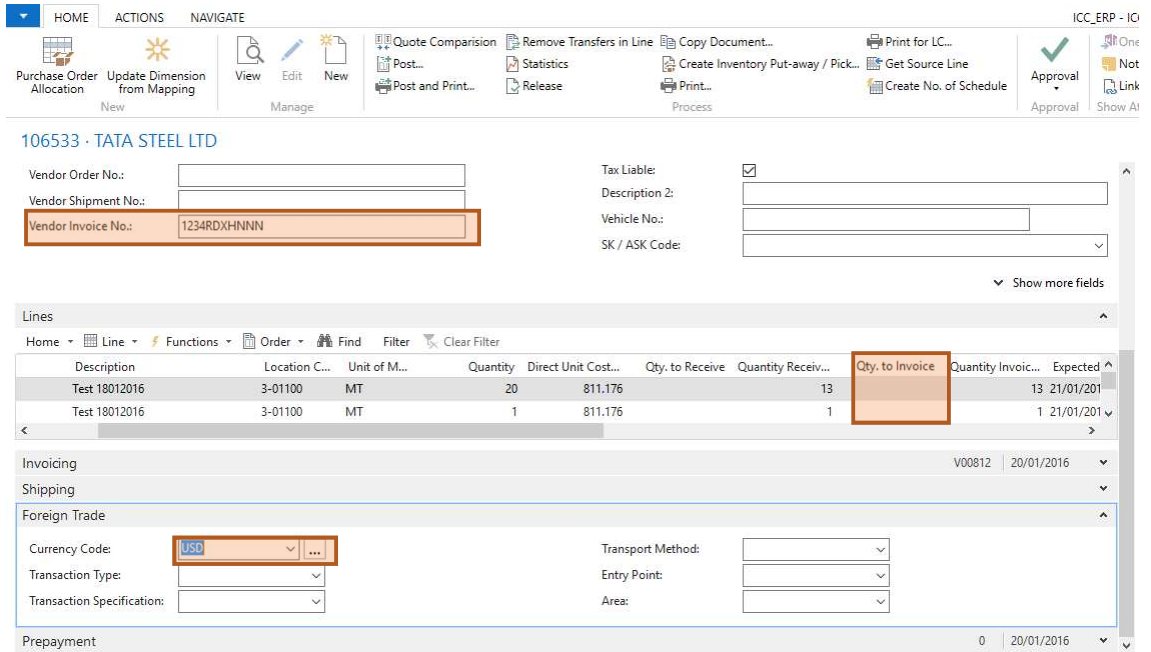
## 6 Post the Supplier Invoice

1. Open the Relative Purchase order

Navigate to Departments -> Projects -> Material Management -> Purchase Orders - Edit



2. Type the Quantity to Invoice, Vendor Invoice No, check the Cleared Exchange Rate



106533 · TATA STEEL LTD

Vendor Order No.:   
 Vendor Shipment No.:   
 Vendor Invoice No.:

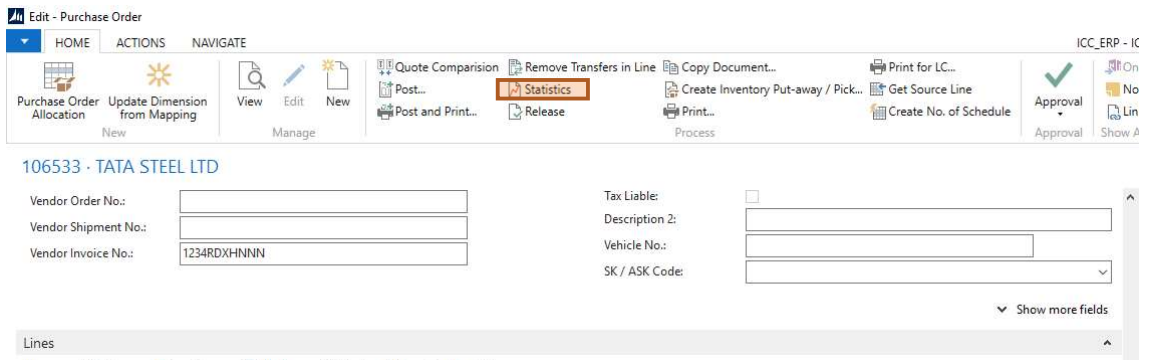
Tax Liab:   
 Description 2:   
 Vehicle No.:   
 SK / ASK Code:

Lines

Description	Location C...	Unit of M...	Quantity	Direct Unit Cost...	Qty. to Receive	Quantity Receiv...	Qty. to Invoice	Quantity Invoic...	Expected
Test 18012016	3-01100	MT	20	811.176		13		13	21/01/201
Test 18012016	3-01100	MT	1	811.176		1		1	21/01/201

Invoicing: V00812 | 20/01/2016  
 Shipping:   
 Foreign Trade:   
 Currency Code:   
 Transaction Type:   
 Transaction Specification:   
 Transport Method:   
 Entry Point:   
 Area:   
 Prepayment: 0 | 20/01/2016

3. Click the Statistics



Edit - Purchase Order

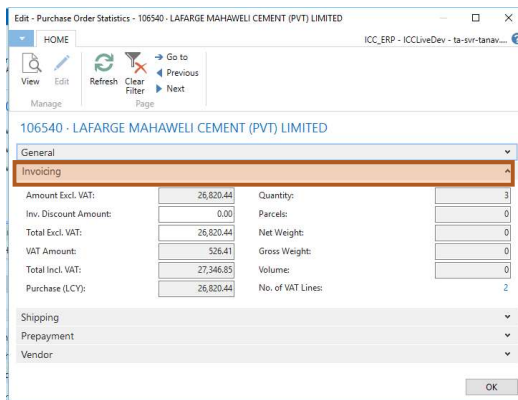
106533 · TATA STEEL LTD

Vendor Order No.:   
 Vendor Shipment No.:   
 Vendor Invoice No.:

Tax Liab:   
 Description 2:   
 Vehicle No.:   
 SK / ASK Code:

Lines

4. Compare the Value with Commercial Invoice Value in Invoice Tab



Edit - Purchase Order Statistics - 106540 - LAFARGE MAHAWEI CEMENT (PVT) LIMITED

106540 - LAFARGE MAHAWEI CEMENT (PVT) LIMITED

General

Invoicing

Amount Excl. VAT:	26,820.44	Quantity:	3
Inv. Discount Amount:	0.00	Parcels:	0
Total Excl. VAT:	26,820.44	Net Weight:	0
VAT Amount:	526.41	Gross Weight:	0
Total Incl. VAT:	27,346.85	Volume:	0
Purchase (LCY):	26,820.44	No. of VAT Lines:	2

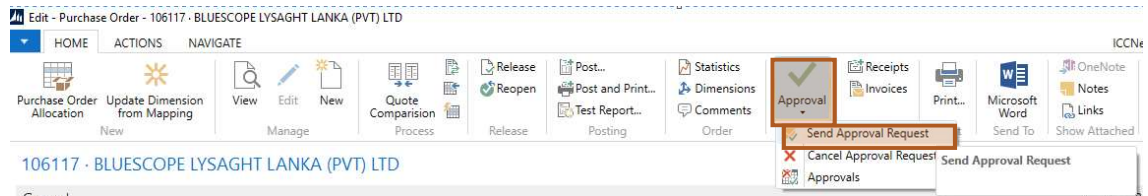
Shipping:   
 Prepayment:   
 Vendor:

OK

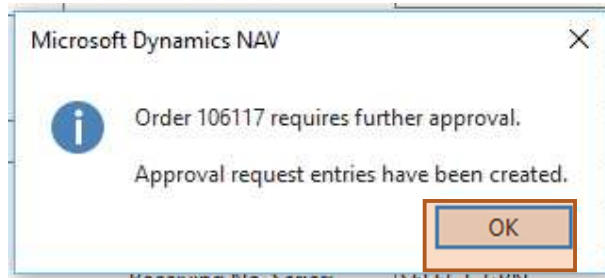
Click OK

- If the current Purchase Order Exchange Rate changed, then Reopen the Purchase Order and Do the Changes and Send for Approval

Go to Approval -> Send Approval Request



- A Confirmation message will be displayed after creating the approval entries.

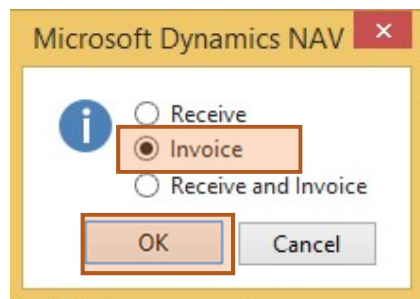


Click Ok

- Relevant User need to approve the Changed Purchase Order
- After Approving the Relevant Purchase Order, Status will mark as Released.



- Open the Related Purchase Order Marked "Released" -> Click Post  
Select Invoice and click Ok



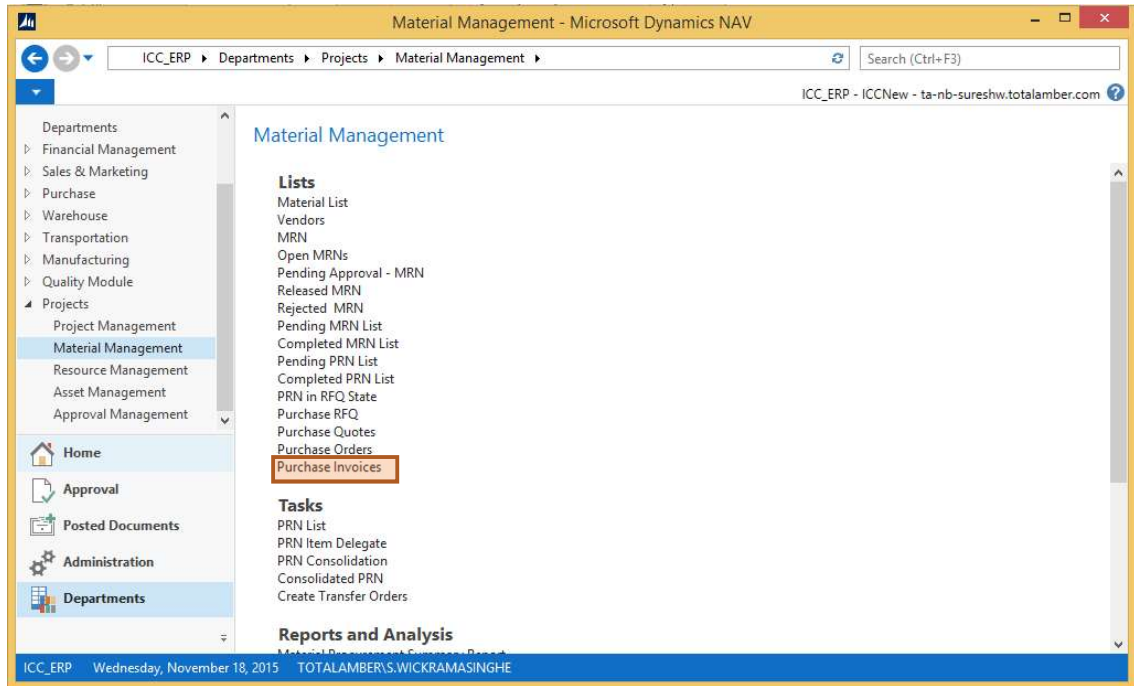


## 7 The Additional Costs Charge to GRN

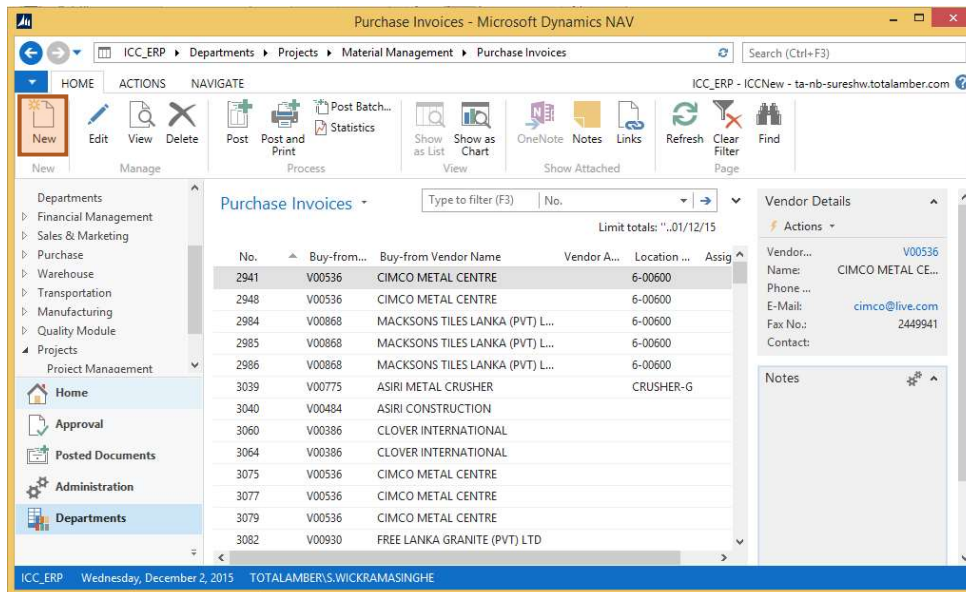
### 7.1 Creating the Clearing Bill

Note -: Any Chargers done before or after the GRN, assigning to them to relevant GRN should follow the same process

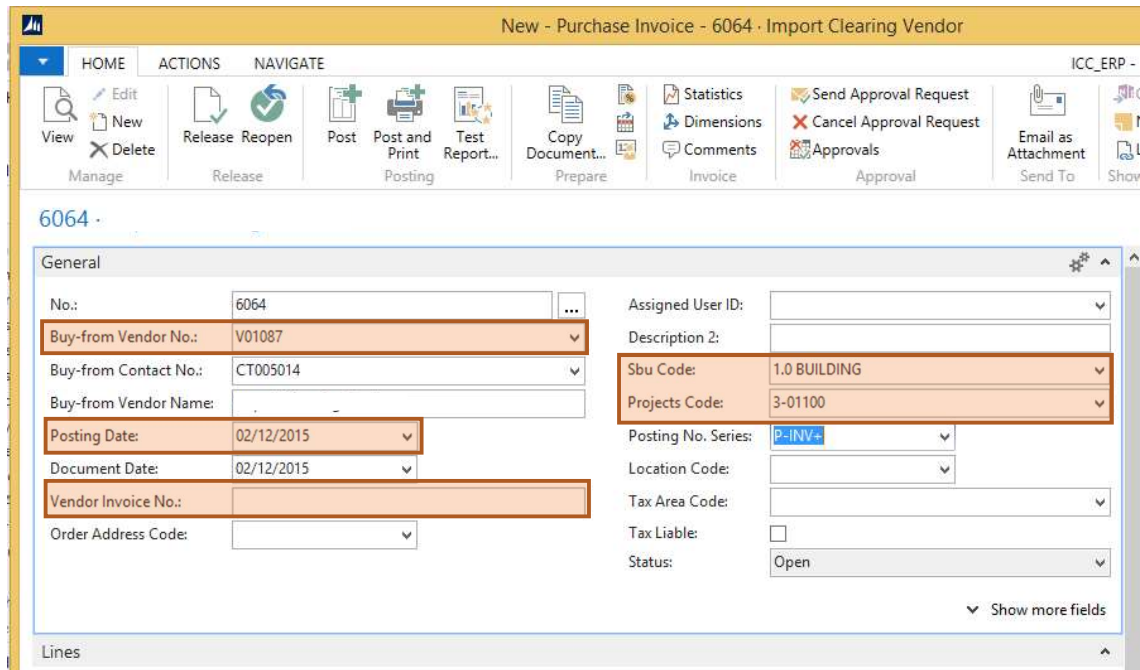
1. Navigate to Departments -> Projects -> Material Management -> Purchase Invoices



2. Click "New".



3. Insert the required parameters to header.



6064 ·

General

No.:	6064	Assigned User ID:	
Buy-from Vendor No.:	V01087	Description 2:	
Buy-from Contact No.:	CT005014	Sbu Code:	1.0 BUILDING
Buy-from Vendor Name:		Projects Code:	3-01100
Posting Date:	02/12/2015	Posting No. Series:	P-INV+
Document Date:	02/12/2015	Location Code:	
Vendor Invoice No.:		Tax Area Code:	
Order Address Code:		Tax Liab:	<input type="checkbox"/>
		Status:	Open

Lines

Note -: Vendor Should be “GOODSAFLOAT – LC”

Need to Select the Dimension “LC no”

Go to Navigate Tab in the Ribbon

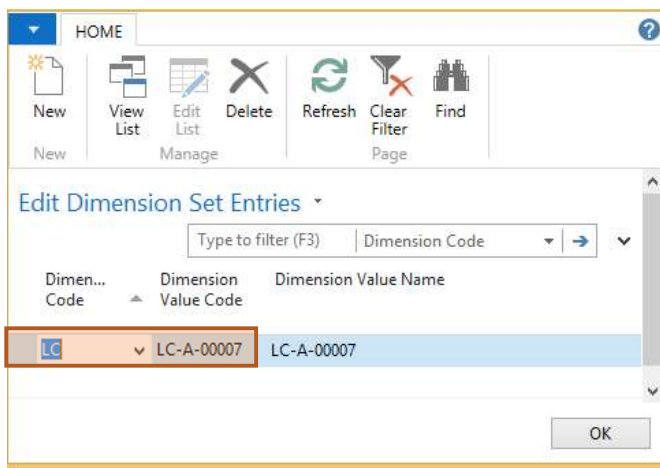


HOME ACTIONS NAVIGATE

Dimensions  
Line

Card Ledger Entries  
Account

Select the LC no as Shown



HOME

New View List Edit List Delete Refresh Clear Filter Find

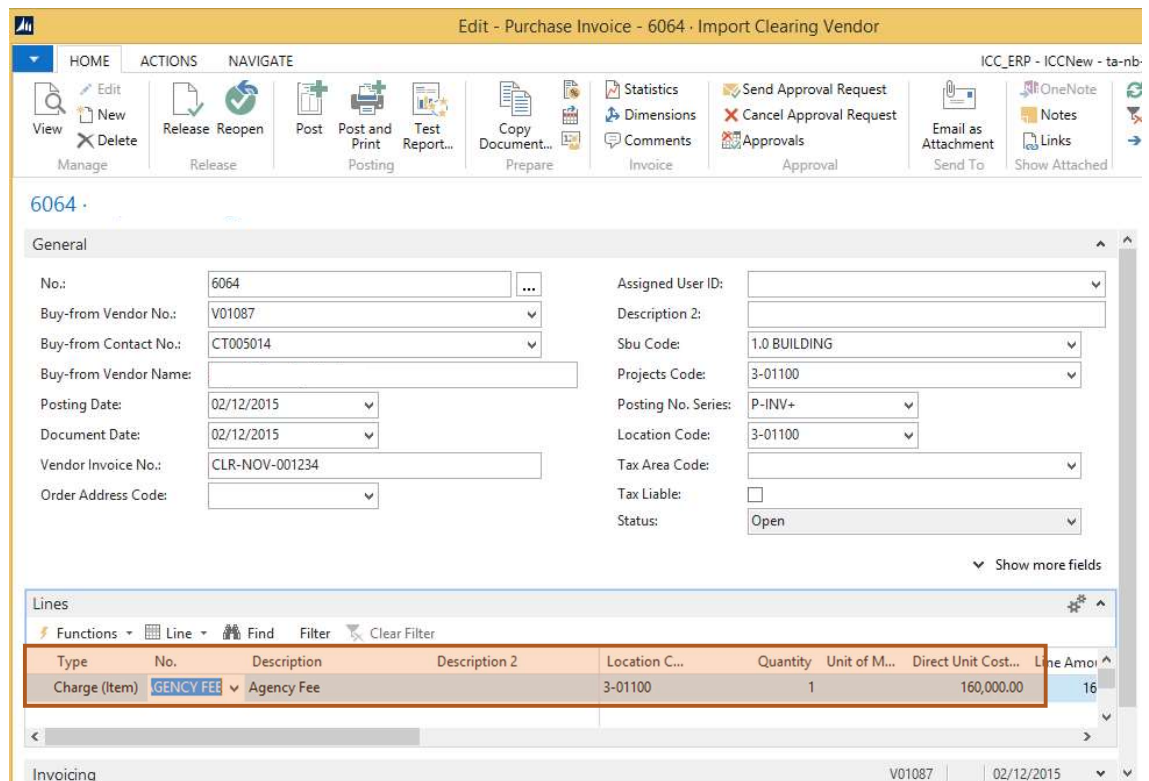
Edit Dimension Set Entries

Type to filter (F3) Dimension Code

Dimen... Code	Dimension Value Code	Dimension Value Name
LC	LC-A-00007	LC-A-00007

OK

4. Insert the Purchase Invoice Lines. When inserting the lines. Select the Type as “Charge (Item)” and Select the Service Charge in “No” (Ex-: PAL, AGENCY FEE....)



6064 ·

General

No.: 6064  
 Buy-from Vendor No.: V01087  
 Buy-from Contact No.: CT005014  
 Buy-from Vendor Name:  
 Posting Date: 02/12/2015  
 Document Date: 02/12/2015  
 Vendor Invoice No.: CLR-NOV-001234  
 Order Address Code:

Assigned User ID:  
 Description 2:  
 Sbu Code: 1.0 BUILDING  
 Projects Code: 3-01100  
 Posting No. Series: P-INV+  
 Location Code: 3-01100  
 Tax Area Code:  
 Tax Liabile:  
 Status: Open

Lines

Type	No.	Description	Description 2	Location C...	Quantity	Unit of M...	Direct Unit Cost...	Line Amo...
Charge (Item)	AGENCY FEE	Agency Fee		3-01100	1		160,000.00	16

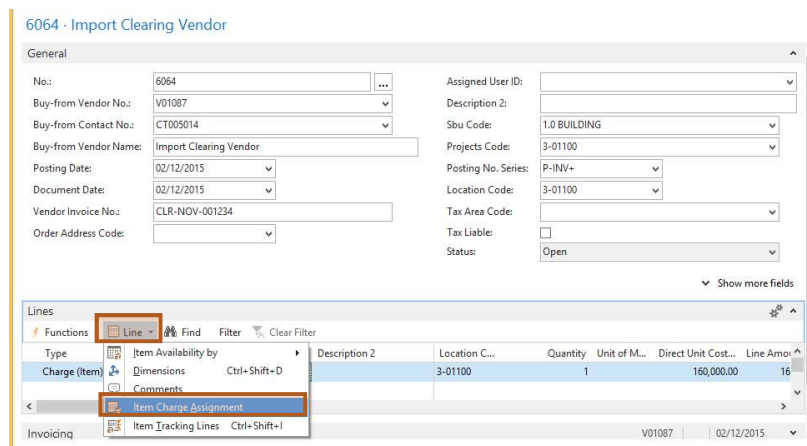
Invoicing V01087 02/12/2015

## 7.2 Assigning the Item Charge to Related GRN

1. Navigate to Departments -> Projects -> Material Management -> Purchase Invoices

Select the Relevant Purchase Invoice and Click Edit

Lines -> Line -> Item Charge Assignment



6064 · Import Clearing Vendor

General

No.: 6064  
 Buy-from Vendor No.: V01087  
 Buy-from Contact No.: CT005014  
 Buy-from Vendor Name: Import Clearing Vendor  
 Posting Date: 02/12/2015  
 Document Date: 02/12/2015  
 Vendor Invoice No.: CLR-NOV-001234  
 Order Address Code:

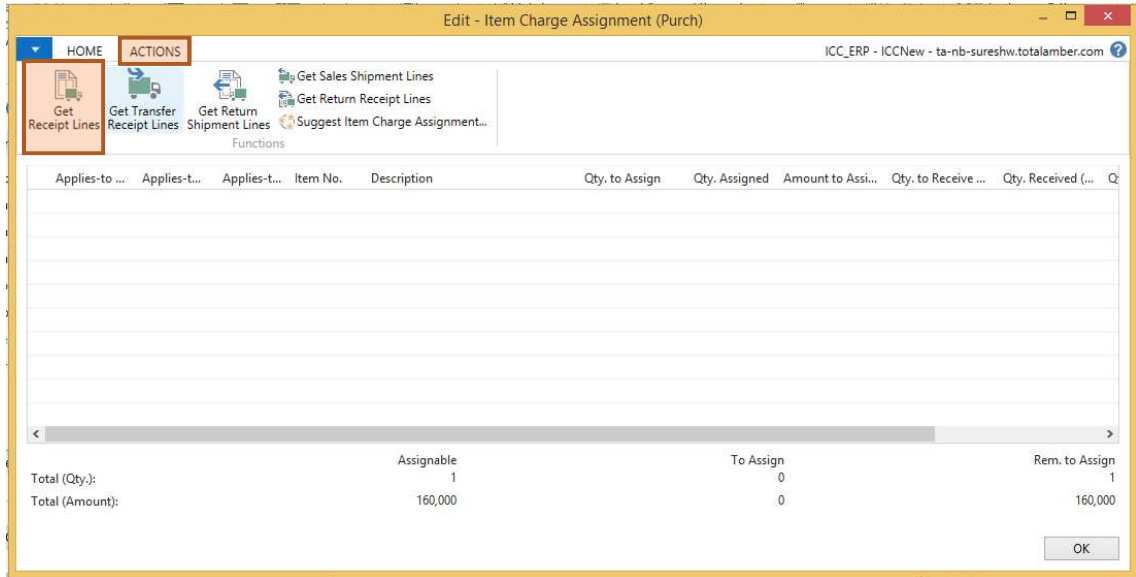
Assigned User ID:  
 Description 2:  
 Sbu Code: 1.0 BUILDING  
 Projects Code: 3-01100  
 Posting No. Series: P-INV+  
 Location Code: 3-01100  
 Tax Area Code:  
 Tax Liabile:  
 Status: Open

Lines

Type	No.	Description	Description 2	Location C...	Quantity	Unit of M...	Direct Unit Cost...	Line Amo...
Charge (Item)	AGENCY FEE	Agency Fee		3-01100	1		160,000.00	16

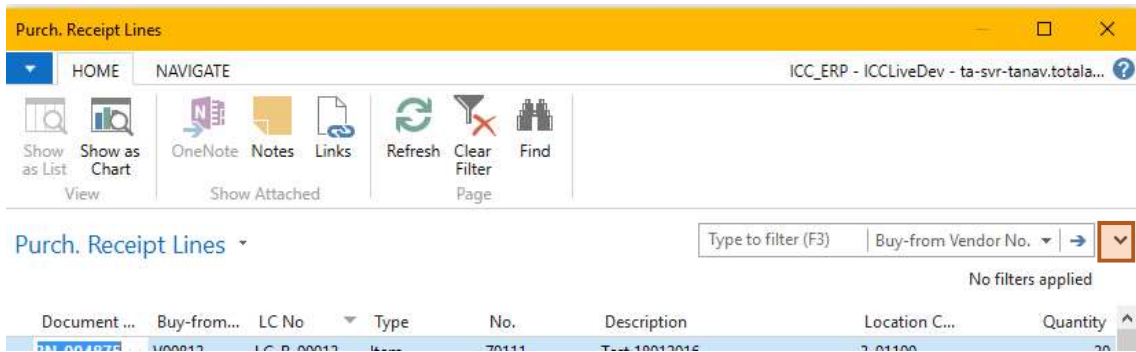
Invoicing V01087 02/12/2015

2. Go to Action Tab -> Click “Get Receipt Lines”

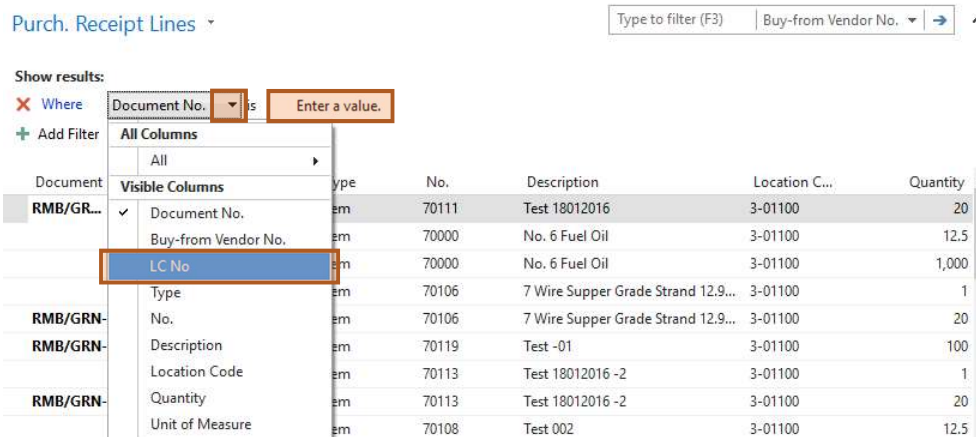


3. Select the Related Good Received Document.

User can Filter by LC no -> Click 



Select LC no and Type the Related LC No



Purch. Receipt Lines

HOME NAVIGATE ICC\_ERP - ICCLiveDev - ta-svr-tanav.totala...

Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Page

Purch. Receipt Lines Type to filter (F3) Buy-from Vendor No. ▾ → ^

Show results:  
 ✗ Where Document No. ▾ is Enter a value.  
 + Add Filter

Document ...	Buy-from...	LC No	Type	No.	Description	Location C...	Quantity
RN-004875	V00812	LC-B-00012	Item	70111	Test 18012016	3-01100	20
	V00812	LC-B-00006	Item	70000	No. 6 Fuel Oil	3-01100	12.5
	V00812	LC-B-00006	Item	70000	No. 6 Fuel Oil	3-01100	1,000
	V00812	LC-B-00006	Item	70106	7 Wire Supper Grade Strand 12.9...	3-01100	1
RMB/GRN-...	V00812	LC-B-00006	Item	70106	7 Wire Supper Grade Strand 12.9...	3-01100	20
RMB/GRN-...	V00812	LC-A-00025	Item	70119	Test -01	3-01100	100
	V00812	LC-A-00015	Item	70113	Test 18012016 -2	3-01100	1
RMB/GRN-...	V00812	LC-A-00015	Item	70113	Test 18012016 -2	3-01100	20
	V00812	LC-A-00011	Item	70108	Test 002	3-01100	12.5
	V00812	LC-A-00011	Item	70108	Test 002	3-01100	230
	V00812	LC-A-00011	Item	70107	TEST 001	3-01100	1
RMB/GRN-...	V00812	LC-A-00011	Item	70107	TEST 001	3-01100	20
	V00812		Item	70119	Test -01	3-01100	1.803
RMB/GRN-...	V00812		Item	70119	Test -01	3-01100	20
RMB/GRN-...	INS-VFD001		Item	70006	C25 N - (I F/HC/120) - BGC	3-00100	10

OK Cancel

Click "OK".

Edit - Item Charge Assignment (Purch) - AGENCY FEE Agency Fee

HOME ACTIONS ICC\_ERP - ICCNew - ta-nb-sureshw.totalamber.com

Get Receipt Lines Get Transfer Receipt Lines Get Return Shipment Lines Get Return Receipt Lines Suggest Item Charge Assignment...

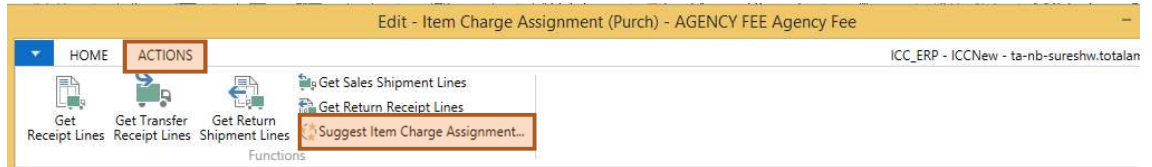
Applies-to ...	Applies-t...	Applies-t...	Item No.	Description	Qty. to Assign	Qty. Assigned	Amount to Assi...	Qty. to Receive ...	Qty. Received (... Q
Receipt	ITUMD/GR...	10000	75951	7 Wire Supper Grade Strand 12.9...			0.00		20

Assignable To Assign Rem. to Assign

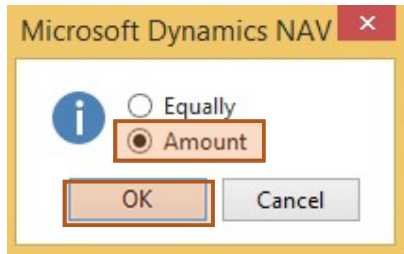
Total (Qty.): 1 0 1  
 Total (Amount): 160,000 0 160,000

OK

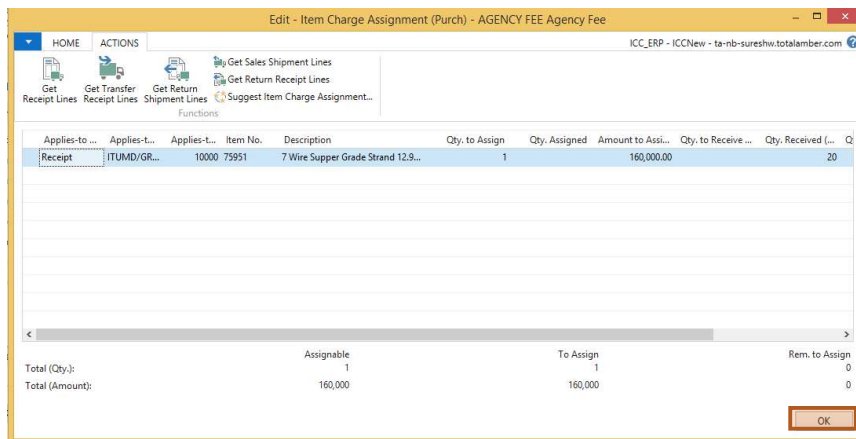
4. Go to Action Tab -> Click "Suggest Item Charge Assignment".



5. Select “Amount”



Click “OK”

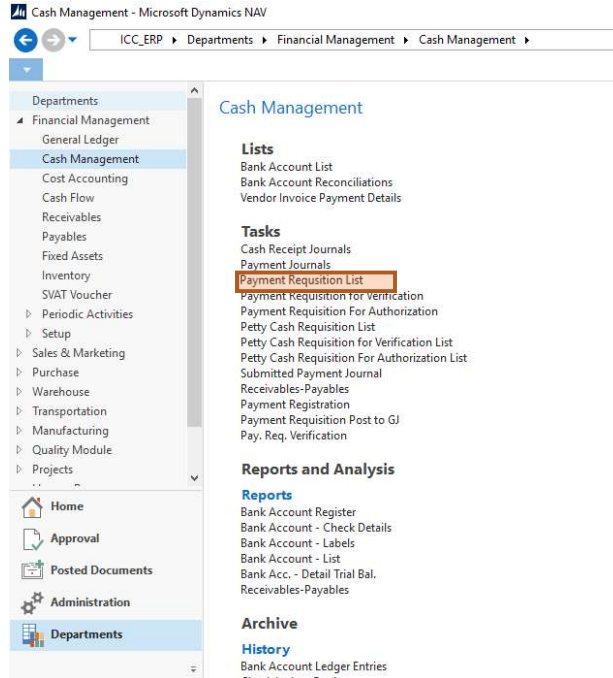


Click “OK”

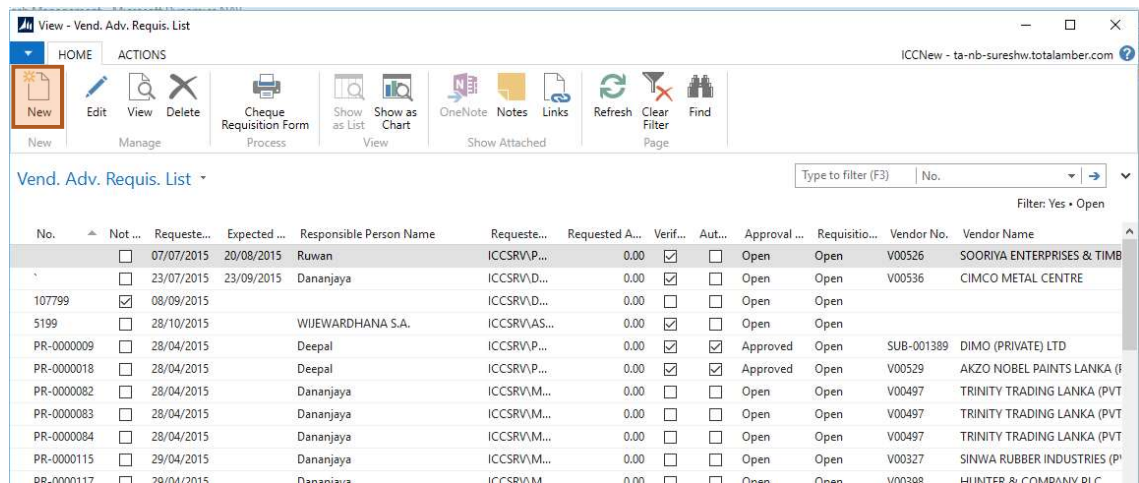
## 8 Creating the Payment Requisition

Note:- Payment Requisition Should not be Created for Vendor “GOODSAFLOAT – LC”

1. Departments -> Financial Management -> Cash Management -> Payment Requisition List



2. Click New



3. Select the Payment “Expected Date”,

Select the “Responsible Person Code”

Select the Related Vendor in “Vendor No” Field

If this Supplier in a foreign vendor select the Related Currency from “Currency”

New - Vend. Pmt. Requis. Header - Vendor Payment - PR-0009981

HOME NAVIGATE ICCNew - ta-nb-sures

View Edit New Delete Manage Approve Authorized Verified Ledger Entries Cheque Requisition Form OneNote Notes Links Refresh Clear Filter Go to Previous Next Page

### Vendor Payment · PR-0009981

General

No.: PR-0009981 Requisition Status: Open

Description: Vendor No.: [Redacted]

Document Type: Vendor Payment Vendor Name:

Requested Date: 22/02/2016 Total Requested Amount: 0.00

Expected Date: [Redacted] Total Approved Amount: 0.00

First Line Due Date: [Redacted] Template Name:

No. Of Lines: 0 Batch Name:

Responsible Person Code: [Redacted] Bank Account:

Responsible Person Name: [Redacted] Currency: [Redacted]

Requested By: TOTALAMBER,S.WICKRAMASINGHE Credit Note Information:

Verified: [ ] No TAX: [ ]

Authorized: [ ] Rejected User: [Redacted]

Approval Status: Open Lines Not Completed: No

Rejected Reason

4. Select the Payment type as “Direct Invoice”

New - Vend. Pmt. Requis. Header - Vendor Payment - PR-0009981

HOME NAVIGATE ICCNew - ta-nb-sureshw.totalamber.com

View Edit New Delete Manage Approve Authorized Verified Ledger Entries Cheque Requisition Form OneNote Notes Links Refresh Clear Filter Go to Previous Next Page

### Vendor Payment · PR-0009981

General

Rejected Reason

Vend. Pmt. Requi. Subform

Home Process Requisition Lines Navigate Find Filter Clear Filter

Docum...	Docum...	Payment Ty...	Line No.	Ref No.	Vendor Inv...	Invoice D...	Requested Am...	Approved Amc...	Currency	Vendor Inv...	Prep...	Prepayment...	Invo...	Posted Inv...	Total Incl VAT
Vendor Adva...	PR-0009981	Direct Invoice	10000				0.00	0.00							0.00

5. click “Ref no” Select the relevant Invoice/s -> Click Ok

Purchase Invoices

HOME

New Edit View Delete Release Reopen Post Post and Print Post Batch... Statistics Dimensions Comments Send Approval Request Cancel Approval Request Approvals Microsoft Excel Show as List Show as Chart

Purchase Invoices

Type to filter (F3) No. Filter: Invoice · V00538 Limit totals: ",21/02/16

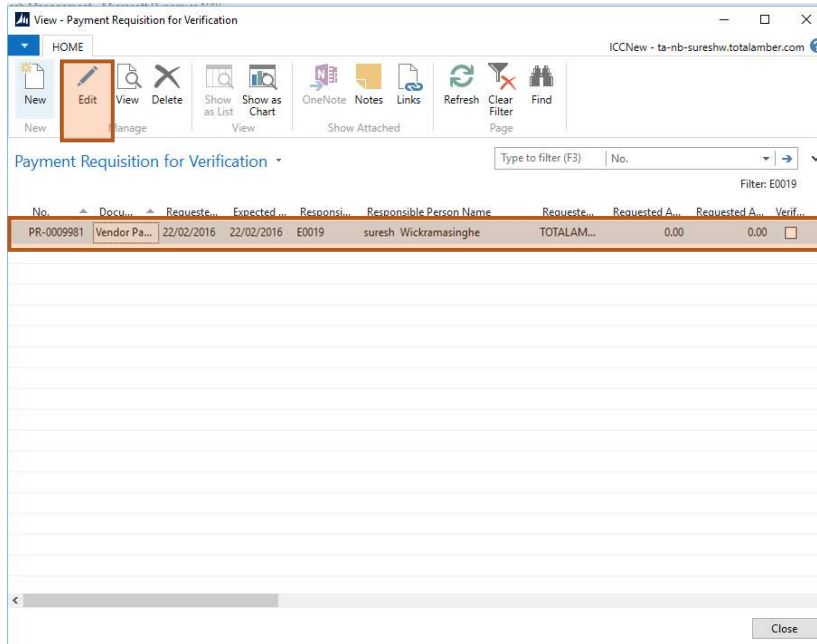
No.	Buy-from V...	Buy-from Vendor Name	Pay-to Contact	Pay-to Name	Due Date	Location C...	Currency C...	Pa
10391	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	06/02/2016			
10850	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	31/01/2016			
11118	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	15/02/2016	3-01100		
11119	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	15/02/2016	PRECAST-M		
11120	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	15/02/2016	PRECAST-M		
11121	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	15/02/2016	PRECAST-M		
11122	V00538	HOLCIM (LANKA) LTD		HOLCIM (LANKA) LTD	15/02/2016	3-01100		

6. Verifying the Payment Requisition

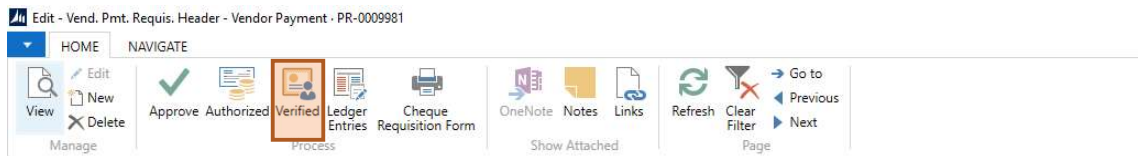
Departments -> Financial Management -> Cash Management -> Payment Requisition for Verification

Select the Relative PR Document and Click Edit





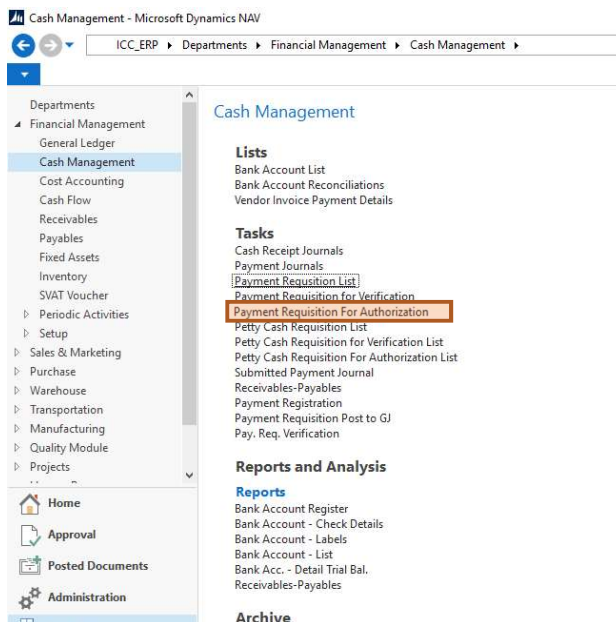
7. Click “Verified” in the ribbon bar.



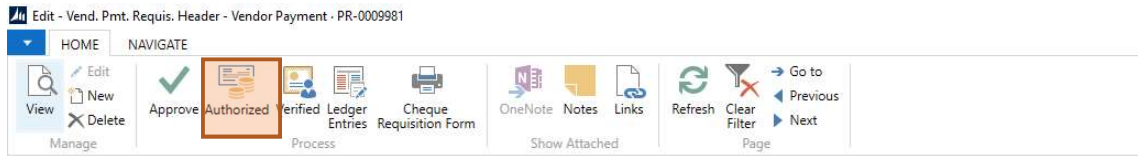
8. Authorized the Payment Requisition

Departments -> Financial Management -> Cash Management -> Payment Requisition for Authorization

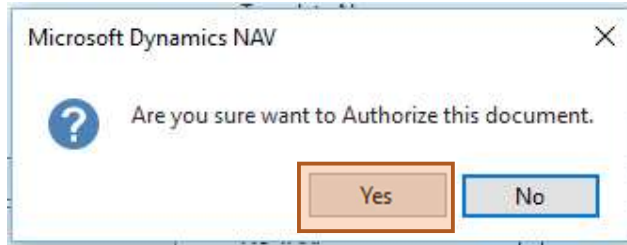
Select the Relative PR Document and Click Edit



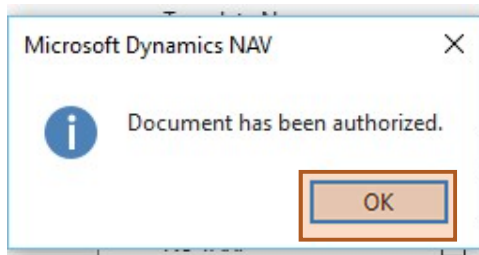
- Click “Authorized” in the ribbon bar.



- Confirm the message.



- Confirmation of the Authorization will be displayed. Click “Ok”.

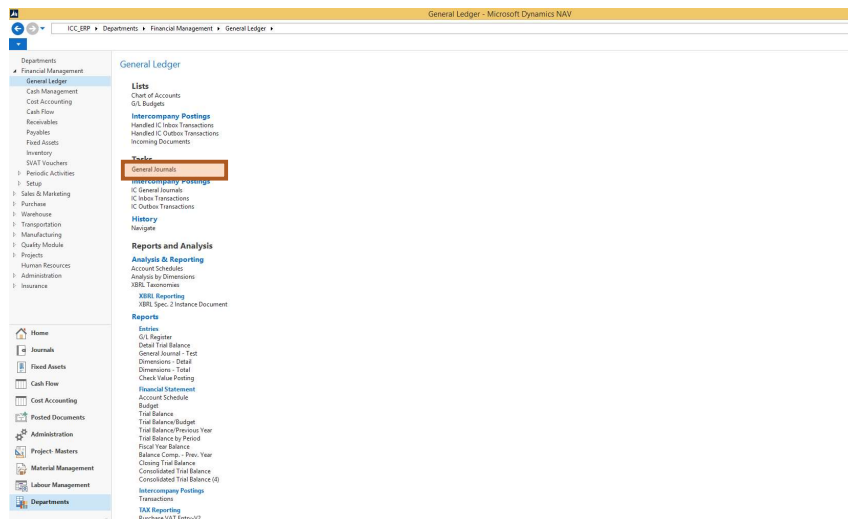


Note-: According to the Payment Requisition Process payment will be Done


## 9 Set-off the Import Vendor

Import Supplier need to be settled with the LC amount.

- Navigate to Departments -> Departments -> Financial Management -> General Ledger -> General Journals



2. Select the Relevent Batch



Name	Description	Posting Re...	Posting Report Caption	Cust. Recei...	Cust. Receipt Report Caption	Vendor Rec...	Vendor Receipt Report Caption
IJS	Import Vendor Settlement	3	G/L Register	0		0	
JV	Normal Journal Vouchers	0		0		50215	General Voucher
JVDB	Direct Bank Journal Vouchers	0		0		50215	General Voucher
OB	Opening Balances	0		0		50215	General Voucher
SALARY JOU	Salary Journal	3	G/L Register	0		0	
STOCK TRSF	Stock Transfer	3	G/L Register	0		0	

3. Enter the data

i) First Row

Posting Date: Enter the LC Grant Date


Account Type: Select Type as “Vendor”

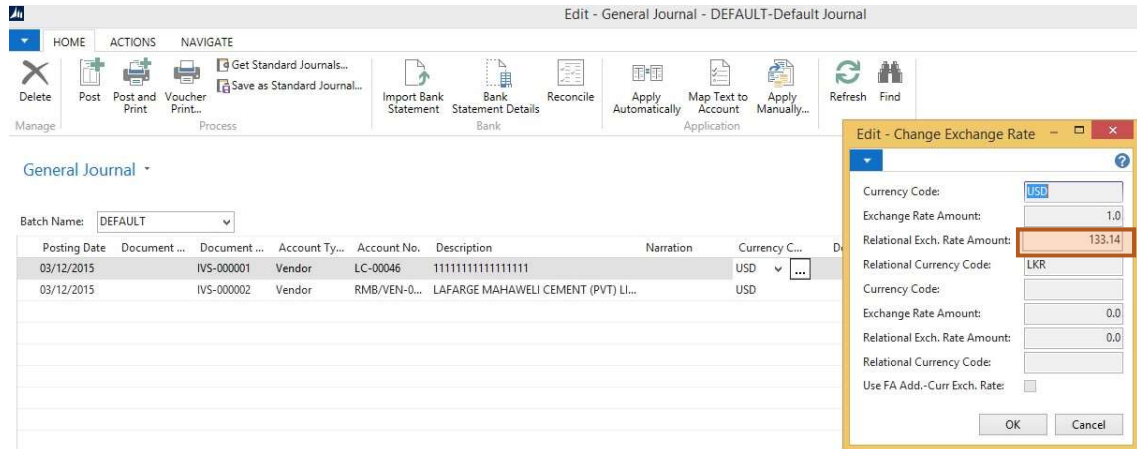
Account no: Select the Related LC no

No.	Name
INT/VEN-00003	
INT/VEN-00004	
LC-00041	
LC-00042	
LC-00043	
LC-00044	
LC-00045	
LC-00046	111111111111111111

[New](#) [Advanced](#)

Select the Related Currency Code

Click  and Type the Exchange Rate



General Journal -

Batch Name: DEFAULT

Posting Date	Document ...	Document ...	Account Ty...	Account No.	Description	Narration	Currency C...
03/12/2015	IVS-000001	Vendor	LC-00046	1111111111111111111			USD
03/12/2015	IVS-000002	Vendor	RMB/VEN-0...	LAFARGE MAHAWELI CEMENT (PVT) LL...			USD

**Edit - Change Exchange Rate**

Currency Code: USD

Exchange Rate Amount: 1.0

Relational Exch. Rate Amount: 133.14

Relational Currency Code: LKR

Currency Code:

Exchange Rate Amount: 0.0

Relational Exch. Rate Amount: 0.0

Relational Currency Code:

Use FA Add.-Curr Exch. Rate:

OK Cancel

Credit Amount: Foreign Currency Amount

Balance Account Type: G/L Account

Balance Account no: Import Contra Account No

ii) Second Row

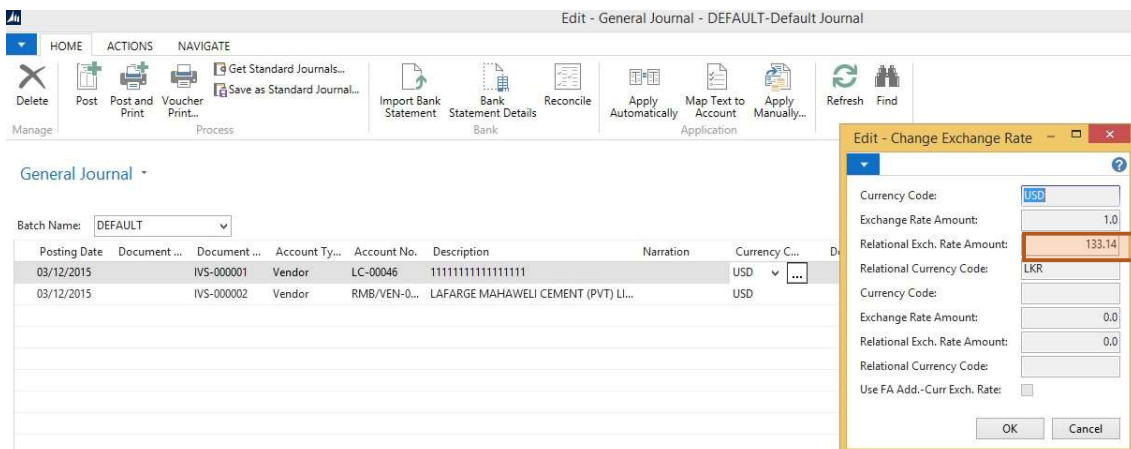
Posting Date: Enter the LC Grant Date

Account Type: Select Type as “Vendor”

Account no: Select the Related Import Vendor

Select the Related Currency Code

Click  and Type the Exchange Rate



General Journal -

Batch Name: DEFAULT

Posting Date	Document ...	Document ...	Account Ty...	Account No.	Description	Narration	Currency C...
03/12/2015	IVS-000001	Vendor	LC-00046	1111111111111111111			USD
03/12/2015	IVS-000002	Vendor	RMB/VEN-0...	LAFARGE MAHAWELI CEMENT (PVT) LL...			USD

**Edit - Change Exchange Rate**

Currency Code: USD

Exchange Rate Amount: 1.0

Relational Exch. Rate Amount: 133.14

Relational Currency Code: LKR

Currency Code:

Exchange Rate Amount: 0.0

Relational Exch. Rate Amount: 0.0

Relational Currency Code:

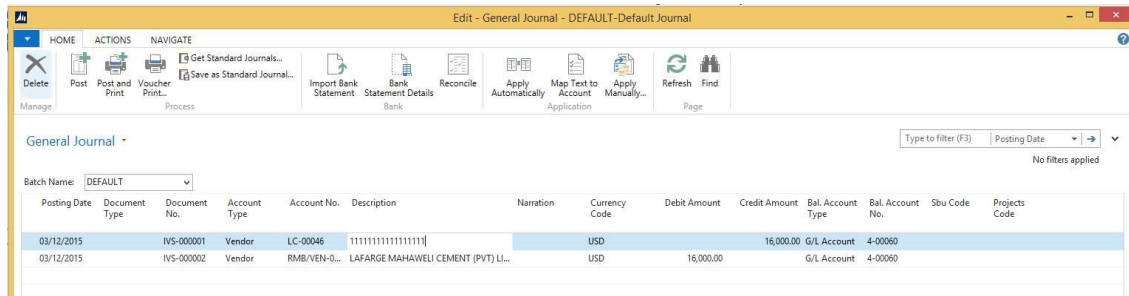
Use FA Add.-Curr Exch. Rate:

OK Cancel

Debit Amount: Foreign Currency Amount

Balance Account Type: G/L Account

Balance Account no: Import Contra Account No

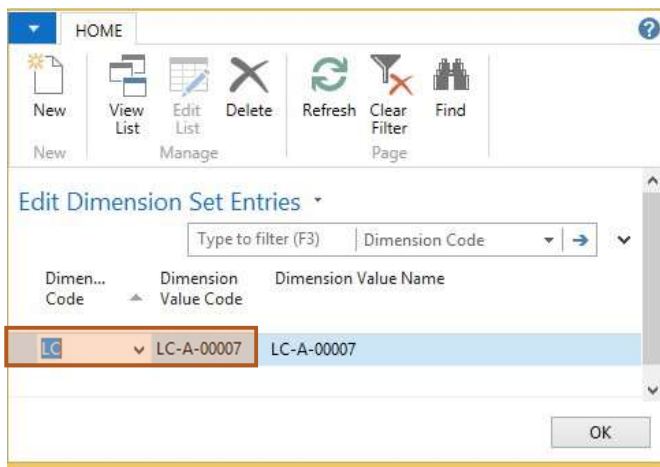


Need to Select the Dimension "LC no" For Each line

Go to Navigate Tab in the Ribbon



Select the LC no as Shown

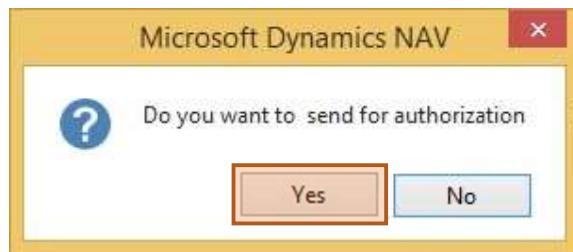


## 9.1 Sending journal Entry for Approval

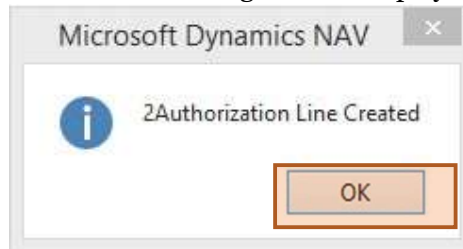
1. After Entering the journal user should be sent for approval. Click “Authorization” in Actions ribbon bar.



2. Click “Yes” for confirmation message.

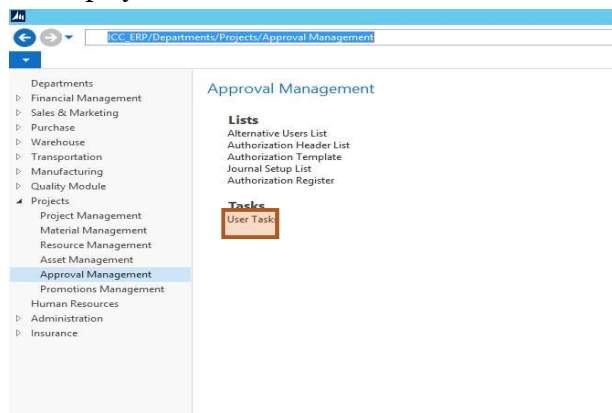


3. Confirmation message will be displayed after creating the approval entries.

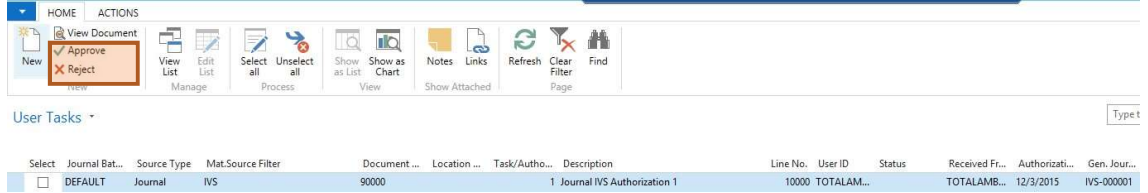


## 9.2 Approving the Journal Entry

1. Navigate to Departments -> Projects -> Approval Management -> User task to view the approval request entry. Only the entries open for the logged in user will be displayed



2. Authorized users can “Approve” or “Reject” the orders.



3. Click “Yes” for confirmation message.

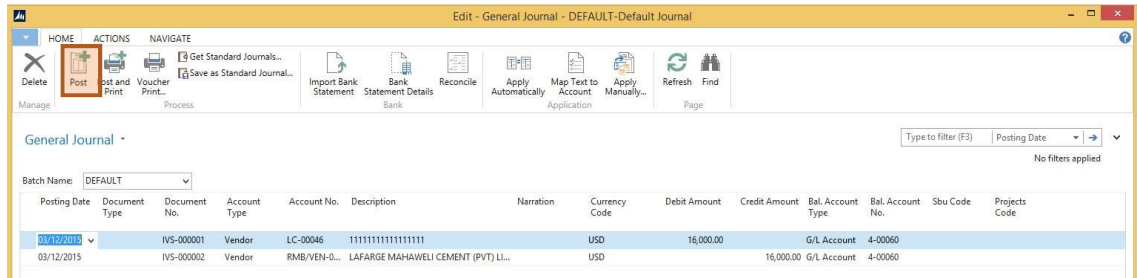


4. Confirmation of the approval will be displayed. Click “Ok”.

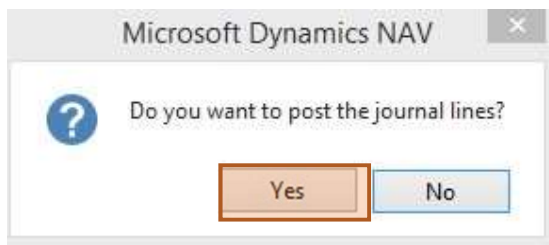


### 9.3 Post the Approved Entry

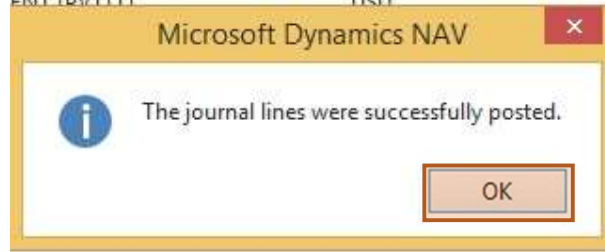
1. Click “Post”.



2. Click “Yes” for confirmation message.



- Confirmation of the Posting will be displayed. Click “Ok”.



## 10 Letter of Credit Clearing

When an LC is cleared relevant user must enter a payment to settle the LC. This Can be done through General journal or Payment Journal

- Enter the Data as Follows

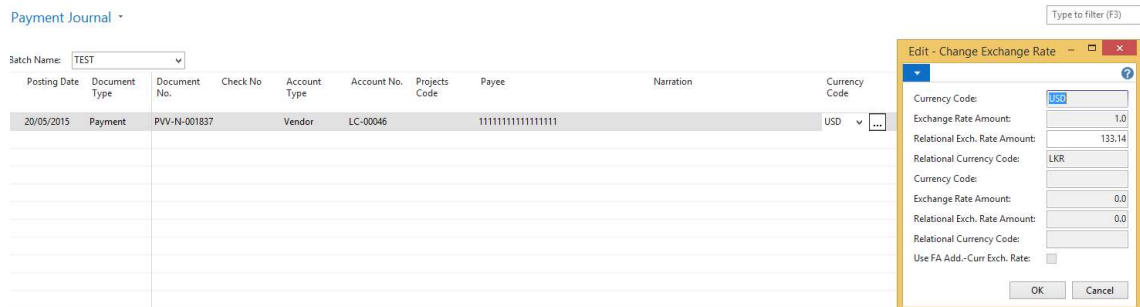
Posting Date : Enter the LC Cleared Date

Account Type : Select Type as “ Vendor”

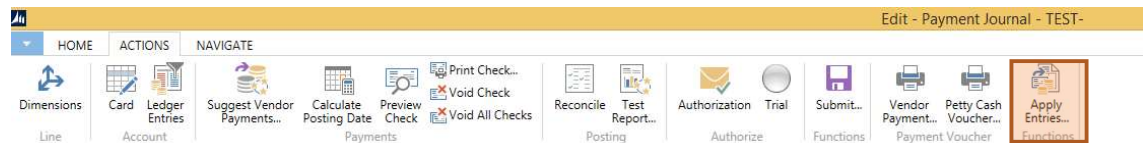
Account No : Select the Relevant LC Account

Currency Code

Currency Exchange rate



Select “Apply Entries” From Ribbon



Select the Payment Bank and Submit for Payment

- Through the payment process and Settlement Process LC will be Cleared.

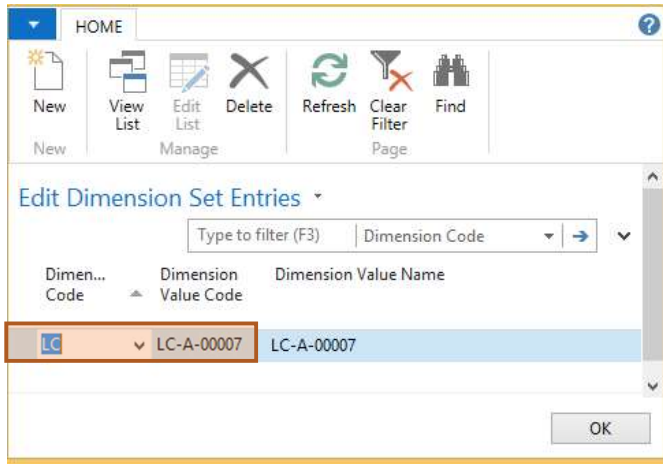
- Need to Select the Dimension “LC no” for the Payment

Go to Navigate Tab in the Ribbon



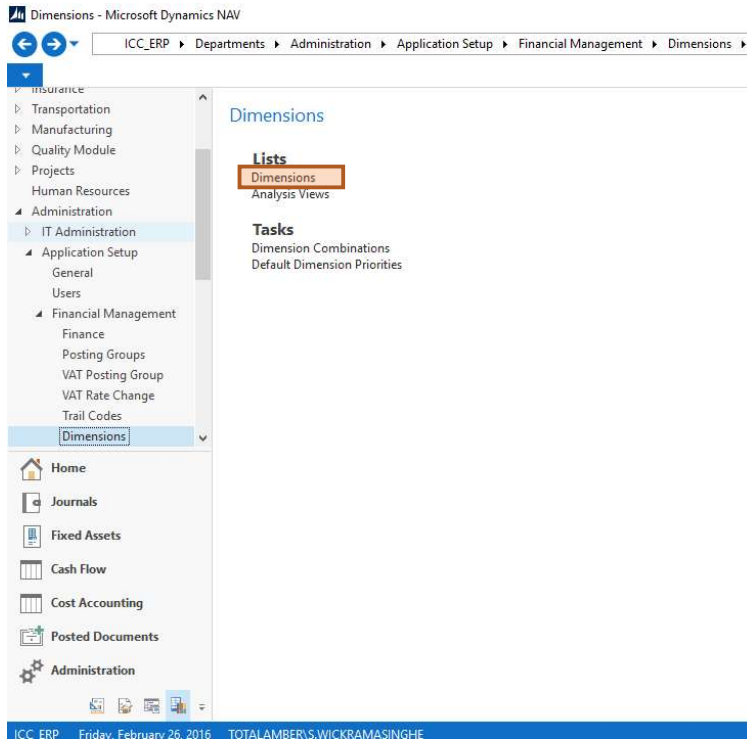


Select the LC no as Shown



## 11 Update the LC Completion

Departments -> Administration -> Application Setup -> Financial Management -> Dimensions



Select the Dimension LC -> Go to Navigate Tab -> Dimension Values

Dimensions - Microsoft Dynamics NAV

ICC\_ERP > Departments > Administration > Application Setup > Financial Management > Dimensions > Dimensions

HOME ACTIONS NAVIGATE

Dimension Values Account Type Default Dim. Translations Dimension

Departments  
 Financial Management  
 Sales & Marketing  
 Purchase  
 Warehouse  
 Insurance  
 Transportation  
 Manufacturing  
 Quality Module  
 Projects  
 Human Resources  
 Administration  
 IT Administration

Home  
 Journals  
 Fixed Assets  
 Cash Flow  
 Cost Accounting  
 Posted Documents  
 Administration

Dimensions

Code	Name	Code Caption	Filter Caption	Description	Bloc...
CORE ACTIVITIES	Core activities	Core activities Code	Core activities Fi...		<input type="checkbox"/>
LC	LC	Lc Code	Lc Filter		<input type="checkbox"/>
MSC	Msc	Msc Code	Msc Filter		<input type="checkbox"/>
PROJECTS	Projects	Projects Code	Projects Filter		<input type="checkbox"/>
SBU	Sbu	Sbu Code	Sbu Filter		<input type="checkbox"/>
SHIP TO CITY	Ship to city	Ship to city Code	Ship to city Filter		<input type="checkbox"/>

Select the Relevant LC No and Marked as Blocked

Edit - Dimension Values - LC · LC

HOME ACTIONS

New View List Edit List Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Dimension Values

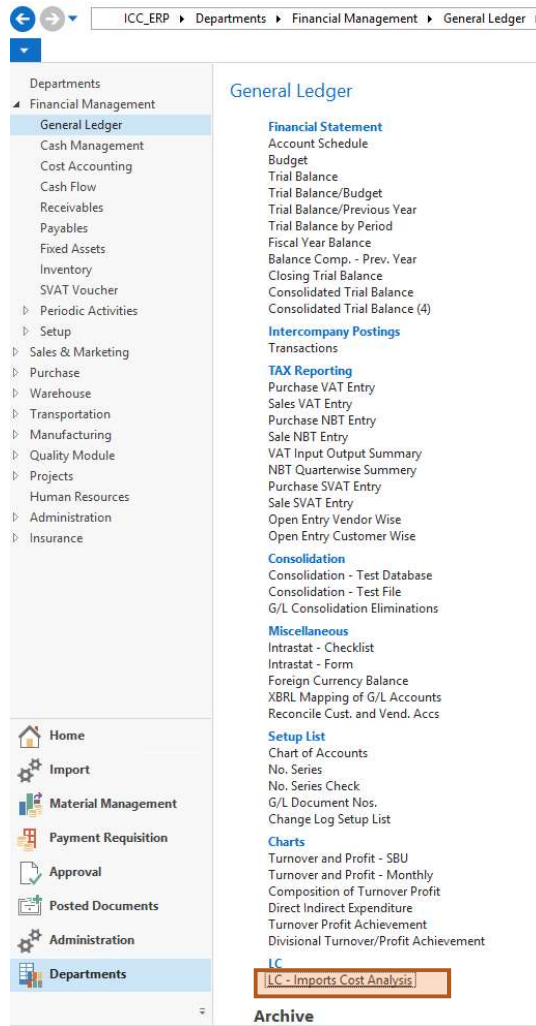
Type to filter (F3) Cod

Code	Name	SBU Code	Category	Category Name	Dimension Value Type	Totaling	Blocked	Consolidati...	Map-to IC ...	Skip...
L-000001					Standard		<input type="checkbox"/>			<input type="checkbox"/>
L-000002					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00007	LC-A-00007				Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00008					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00009					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00010					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00011					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00012					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00013					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00014					Standard		<input type="checkbox"/>			<input type="checkbox"/>
LC-A-00015					Standard		<input type="checkbox"/>			<input type="checkbox"/>

## 12 Report – Import Cost Analysis

### 12.1 LC Costing Report

Financial Management -> General Ledger -> LC -> LC- Import Cost Analysis



The screenshot shows the SAP navigation menu on the left and the 'General Ledger' report list on the right. The breadcrumb path at the top is: ICC\_ERP > Departments > Financial Management > General Ledger > LC > LC - Imports Cost Analysis. The 'LC - Imports Cost Analysis' item is highlighted with a red box.

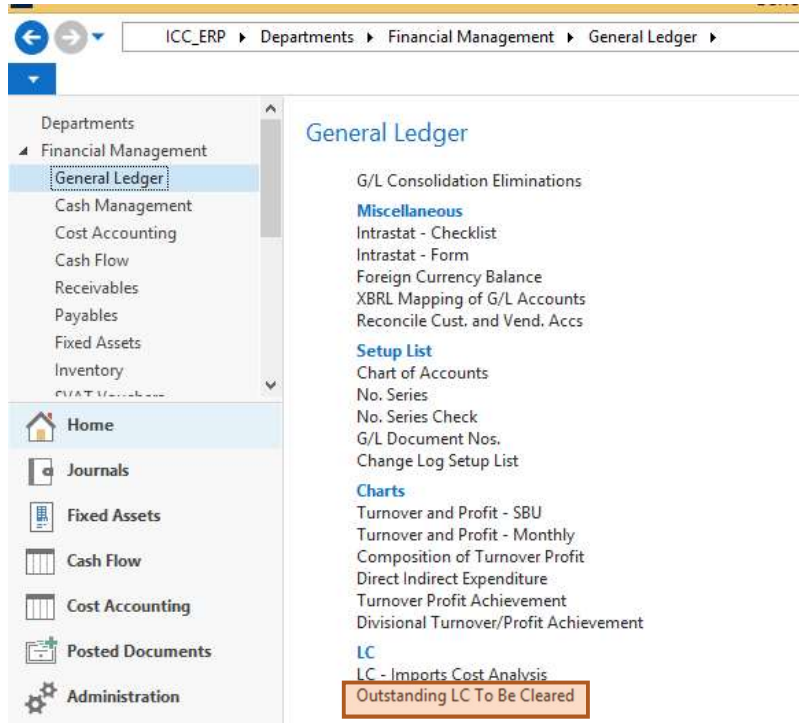
**General Ledger**

- Financial Statement**
  - Account Schedule
  - Budget
  - Trial Balance
  - Trial Balance/Budget
  - Trial Balance/Previous Year
  - Trial Balance by Period
  - Fiscal Year Balance
  - Balance Comp. - Prev. Year
  - Closing Trial Balance
  - Consolidated Trial Balance
  - Consolidated Trial Balance (4)
- Intercompany Postings**
  - Transactions
- TAX Reporting**
  - Purchase VAT Entry
  - Sales VAT Entry
  - Purchase NBT Entry
  - Sale NBT Entry
  - VAT Input Output Summary
  - NBT Quarterwise Summary
  - Purchase SVAT Entry
  - Sale SVAT Entry
  - Open Entry Vendor Wise
  - Open Entry Customer Wise
- Consolidation**
  - Consolidation - Test Database
  - Consolidation - Test File
  - G/L Consolidation Eliminations
- Miscellaneous**
  - Intrastat - Checklist
  - Intrastat - Form
  - Foreign Currency Balance
  - XBRL Mapping of G/L Accounts
  - Reconcile Cust. and Vend. Accs
- Setup List**
  - Chart of Accounts
  - No. Series
  - No. Series Check
  - G/L Document Nos.
  - Change Log Setup List
- Charts**
  - Turnover and Profit - SBU
  - Turnover and Profit - Monthly
  - Composition of Turnover Profit
  - Direct Indirect Expenditure
  - Turnover Profit Achievement
  - Divisional Turnover/Profit Achievement
- LC**
  - LC - Imports Cost Analysis**

**Archive**

## 12.2 Outstanding LC to Be Cleared

Financial Management -> General Ledger -> LC -> Outstanding LC to be Cleared



The screenshot shows the Microsoft Dynamics NAV interface. The breadcrumb path is ICC\_ERP > Departments > Financial Management > General Ledger. The left-hand navigation pane shows the following structure:

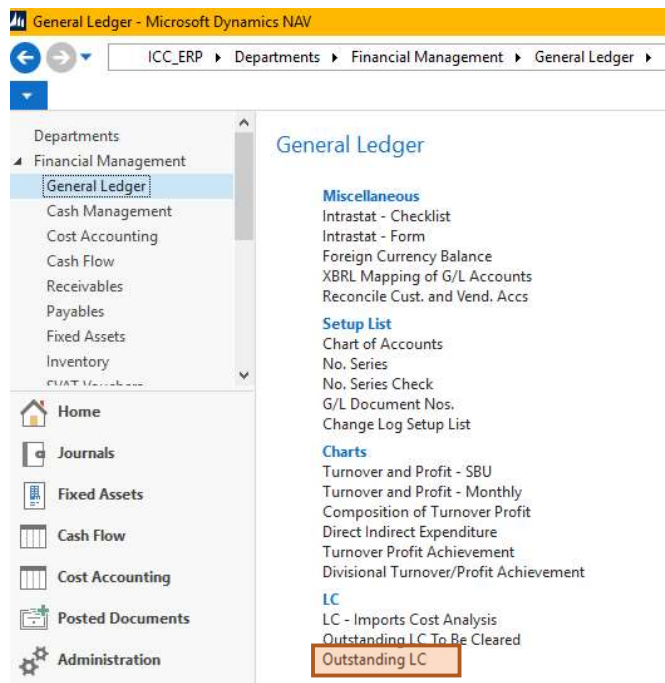
- Departments
  - Financial Management
    - General Ledger** (highlighted)
    - Cash Management
    - Cost Accounting
    - Cash Flow
    - Receivables
    - Payables
    - Fixed Assets
    - Inventory
- Home
- Journals
- Fixed Assets
- Cash Flow
- Cost Accounting
- Posted Documents
- Administration

The main content area, titled "General Ledger", lists various sub-menus:

- G/L Consolidation Eliminations
- Miscellaneous**
  - Intrastat - Checklist
  - Intrastat - Form
  - Foreign Currency Balance
  - XBRL Mapping of G/L Accounts
  - Reconcile Cust. and Vend. Accs
- Setup List**
  - Chart of Accounts
  - No. Series
  - No. Series Check
  - G/L Document Nos.
  - Change Log Setup List
- Charts**
  - Turnover and Profit - SBU
  - Turnover and Profit - Monthly
  - Composition of Turnover Profit
  - Direct Indirect Expenditure
  - Turnover Profit Achievement
  - Divisional Turnover/Profit Achievement
- LC**
  - LC - Imports Cost Analysis
  - Outstanding LC To Be Cleared** (highlighted)

## 12.3 LC Open Entries

Financial Management -> General Ledger -> LC -> Outstanding LC



The screenshot shows the Microsoft Dynamics NAV interface. The breadcrumb path is ICC\_ERP > Departments > Financial Management > General Ledger. The left-hand navigation pane shows the following structure:

- Departments
  - Financial Management
    - General Ledger** (highlighted)
    - Cash Management
    - Cost Accounting
    - Cash Flow
    - Receivables
    - Payables
    - Fixed Assets
    - Inventory
- Home
- Journals
- Fixed Assets
- Cash Flow
- Cost Accounting
- Posted Documents
- Administration

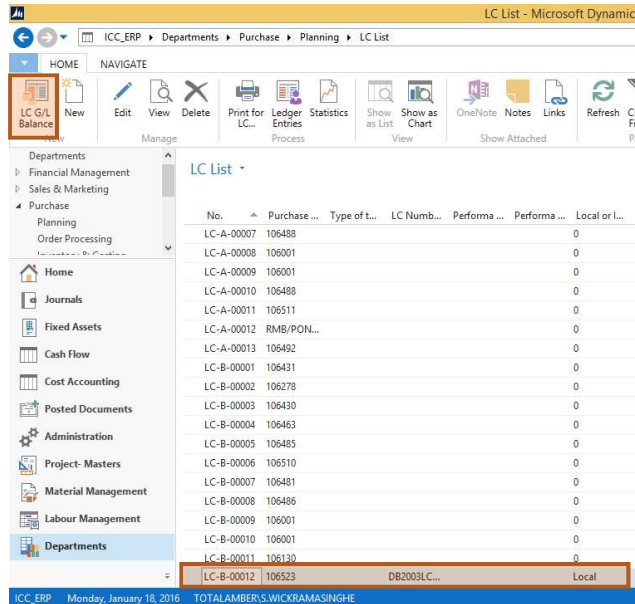
The main content area, titled "General Ledger", lists various sub-menus:

- Miscellaneous**
  - Intrastat - Checklist
  - Intrastat - Form
  - Foreign Currency Balance
  - XBRL Mapping of G/L Accounts
  - Reconcile Cust. and Vend. Accs
- Setup List**
  - Chart of Accounts
  - No. Series
  - No. Series Check
  - G/L Document Nos.
  - Change Log Setup List
- Charts**
  - Turnover and Profit - SBU
  - Turnover and Profit - Monthly
  - Composition of Turnover Profit
  - Direct Indirect Expenditure
  - Turnover Profit Achievement
  - Divisional Turnover/Profit Achievement
- LC**
  - LC - Imports Cost Analysis
  - Outstanding LC To Be Cleared
  - Outstanding LC** (highlighted)

## 12.4 LC G/L Account Balance

Purchase -> Planning -> LC List

Select the Relevant LC Card and Click G/L LC Balance in header



LC List - Microsoft Dynamics

ICC\_ERP > Departments > Purchase > Planning > LC List

HOME NAVIGATE

LC G/L Balance New Edit View Delete Print for LC... Ledger Entries Statistics Show as List Show as Chart OneNote Notes Links Refresh Clear Filter

Departments: Financial Management, Sales & Marketing, Purchase, Planning, Order Processing

LC List

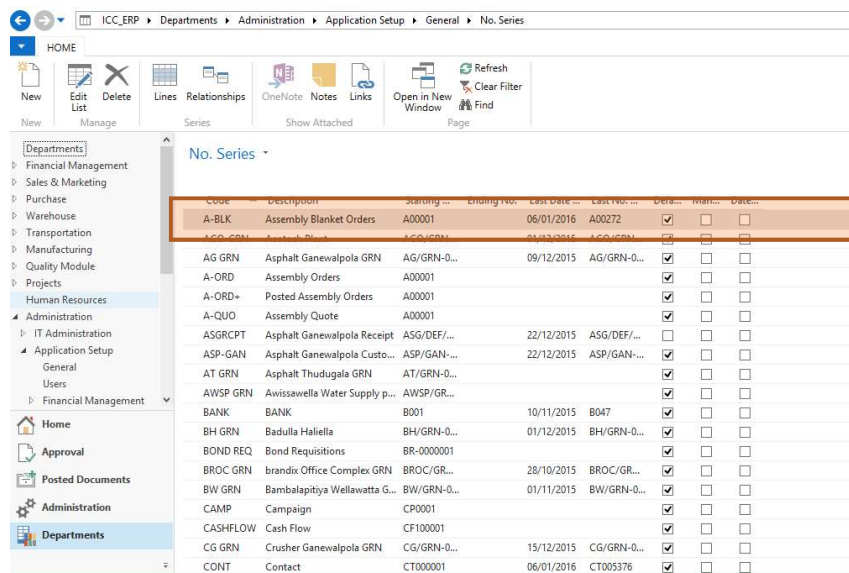
No.	Purchase ...	Type of L.	LC Num...	Performa ...	Performa ...	Local or L.
LC-A-00007	106488					0
LC-A-00008	106001					0
LC-A-00009	106001					0
LC-A-00010	106488					0
LC-A-00011	106511					0
LC-A-00012	RMB/PON...					0
LC-A-00013	106492					0
LC-B-00001	106431					0
LC-B-00002	106278					0
LC-B-00003	106430					0
LC-B-00004	106463					0
LC-B-00005	106485					0
LC-B-00006	106510					0
LC-B-00007	106481					0
LC-B-00008	106486					0
LC-B-00009	106001					0
LC-B-00010	106001					0
LC-B-00011	106130					0
LC-B-00012	106523		DB2003LC...			Local

ICC\_ERP Monday, January 18, 2016 TOTALAMBER.S.WICKRAMASINGHE

## 13 Administration

### 13.1 ICC LC No Series Creation

1. Navigate to Departments -> Administration -> Application Setup ->General -> No. Series



ICC\_ERP > Departments > Administration > Application Setup > General > No. Series

HOME

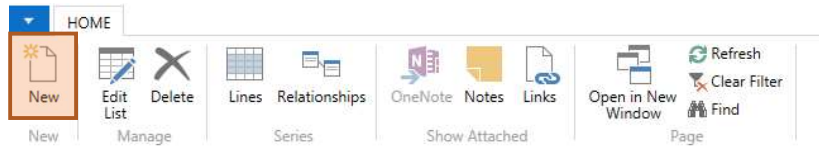
New Edit Delete Lines Relationships OneNote Notes Links Open in New Window Refresh Clear Filter Find

New Manage Series Show Attached Page

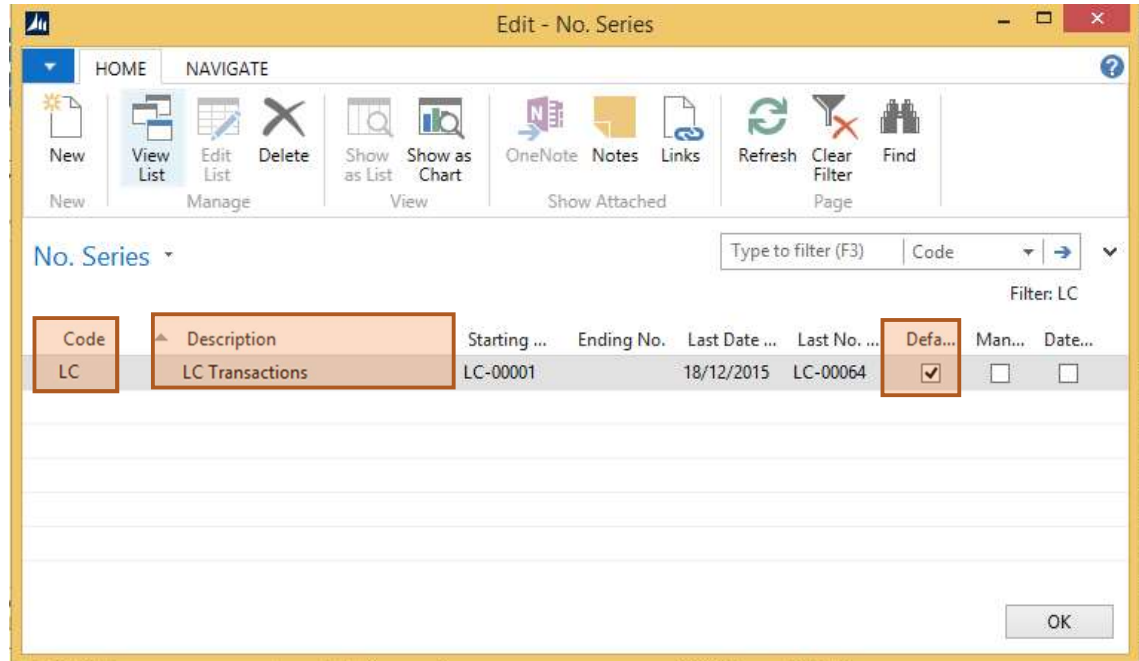
No. Series

Code	Description	Starting ...	Ending No...	Last Date ...	Last No... ..	Dea...	Man...	Date...
A-BLK	Assembly Blanket Orders	A00001		06/01/2016	A00272	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AG-GRN	Asphalt Ganewalpo...	AG/GRN-0...		09/12/2015	AG/GRN-0...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AG GRN	Asphalt Ganewalpo GRN	AG/GRN-0...		09/12/2015	AG/GRN-0...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-ORD	Assembly Orders	A00001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-ORD+	Posted Assembly Orders	A00001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-QUO	Assembly Quote	A00001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASGRCP	Asphalt Ganewalpo Receipt	ASG/DEF/...		22/12/2015	ASG/DEF/...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASP-GAN	Asphalt Ganewalpo Custo...	ASP/GAN-...		22/12/2015	ASP/GAN-...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AT GRN	Asphalt Thudugala GRN	AT/GRN-0...				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AWSP GRN	Awissawella Water Supply p...	AWSP/GR...				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BANK	BANK	B001		10/11/2015	B047	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BH GRN	Badulla Haliella	BH/GRN-0...		01/12/2015	BH/GRN-0...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BNDR REQ	Bond Requisitions	BR-0000001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BROC GRN	brandix Office Complex GRN	BROC/GR...		28/10/2015	BROC/GR...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BW GRN	Bambalapitiya Wellawatta G...	BW/GRN-0...		01/11/2015	BW/GRN-0...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAMP	Campaign	CP0001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CASHFLOW	Cash Flow	CF100001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CG GRN	Crusher Ganewalpo GRN	CG/GRN-0...		15/12/2015	CG/GRN-0...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONT	Contact	CT000001		06/01/2016	CT005376	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

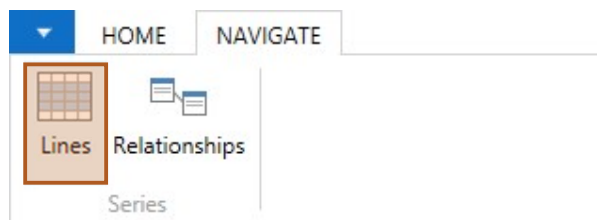
2. Click new



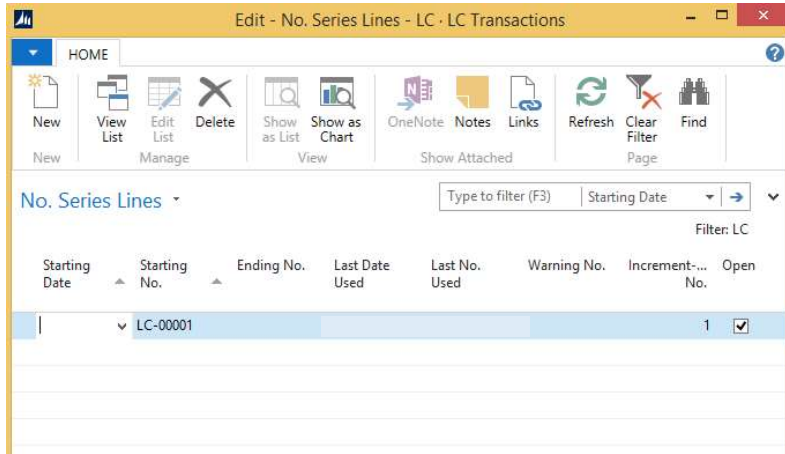
3. Type the Code as “LC”  
Type the Related Description  
Click the Default no



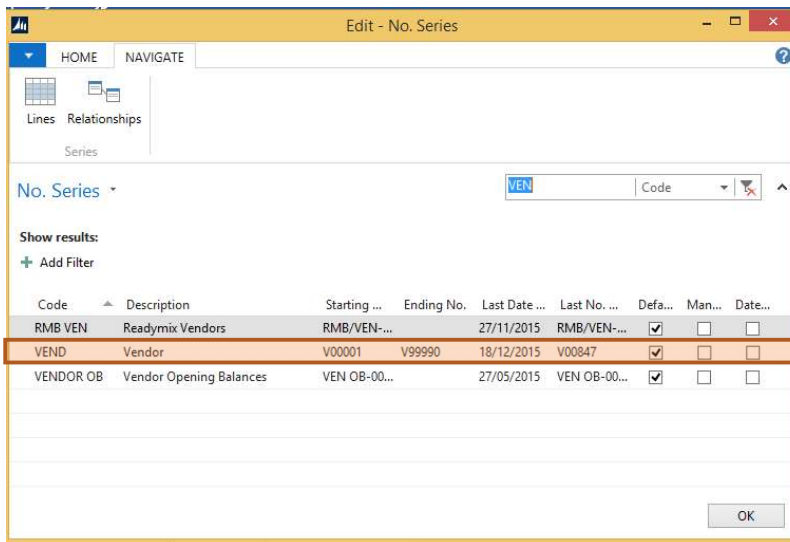
4. Go to Navigate in the Ribbon -> Click Lines



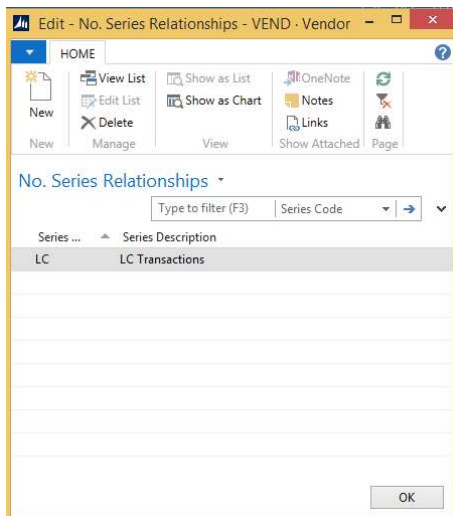
5. Enter the No Series as shown



6. Give Relationship for the Created No Series with Vendor  
Select the “Vendor” No Series

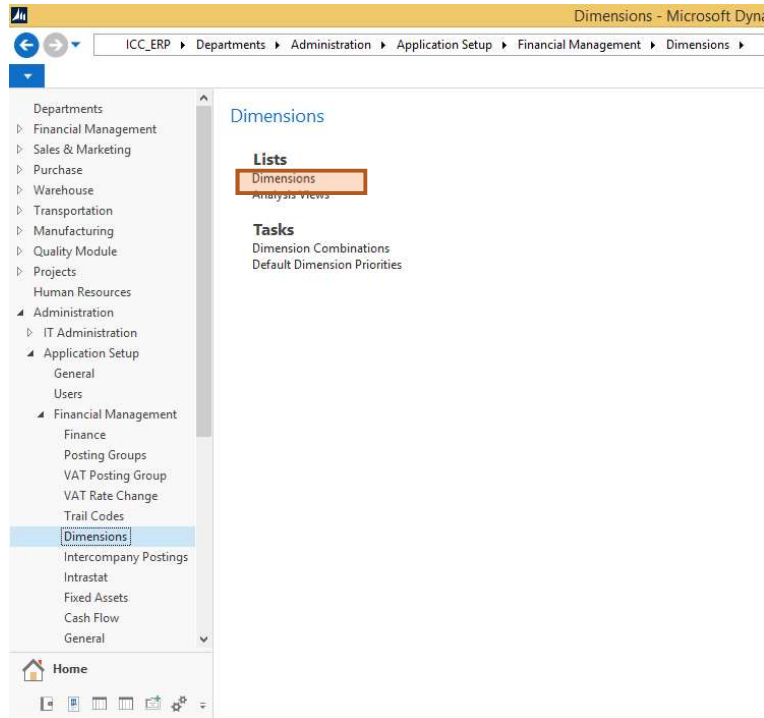


7. Go to Navigate from the ribbon -> Click Relationships. And add the “LC” no series

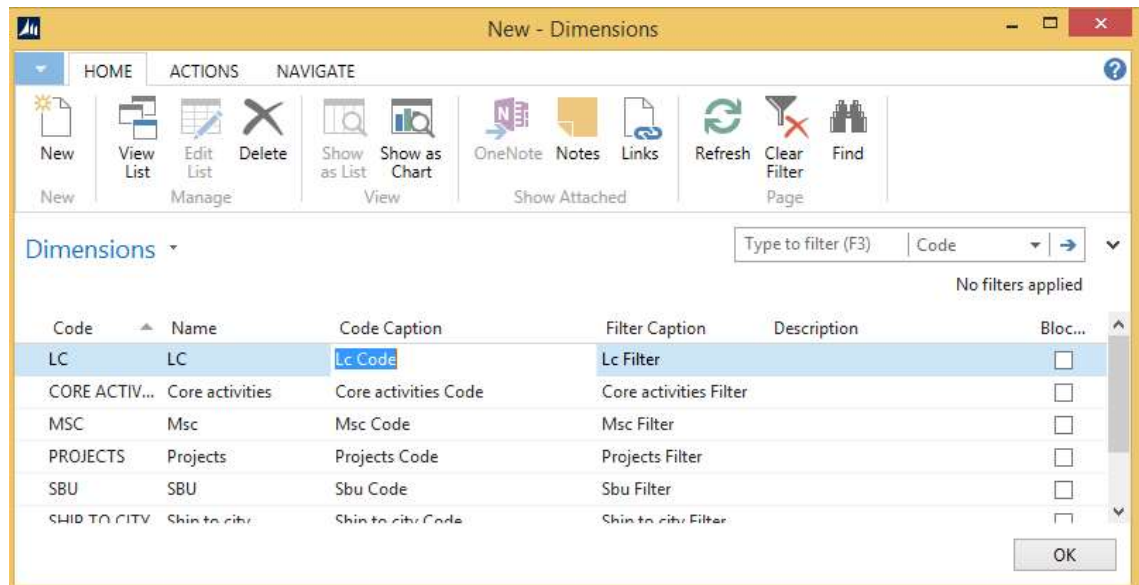


## 13.2 Create the LC Dimension

1. Navigate to Departments -> Administration -> Application Setup -> Financial Management -> Dimensions



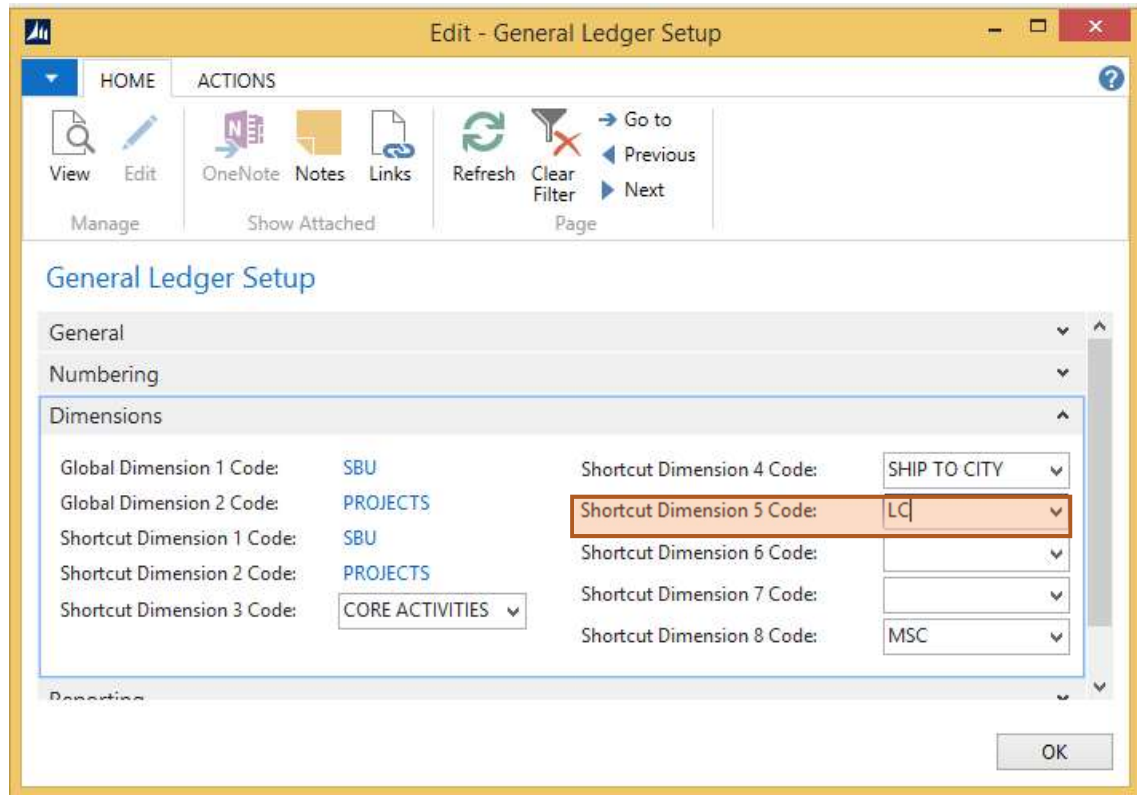
2. Click New



3. After Creation Need to Assign to Dimension List

Navigate to Departments -> Administration -> Application Setup -> Financial Management -> Finance -> General Ledger Setup -> Dimensions Tab

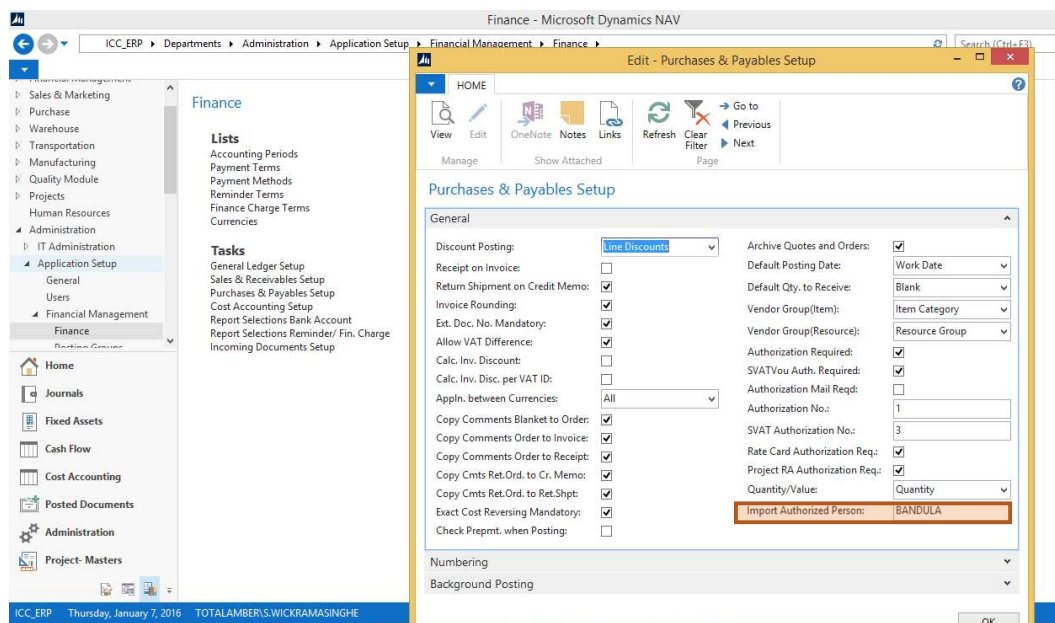




Note:- This is a onetime Creation.

### 13.3 Creating the Import Authorized Person

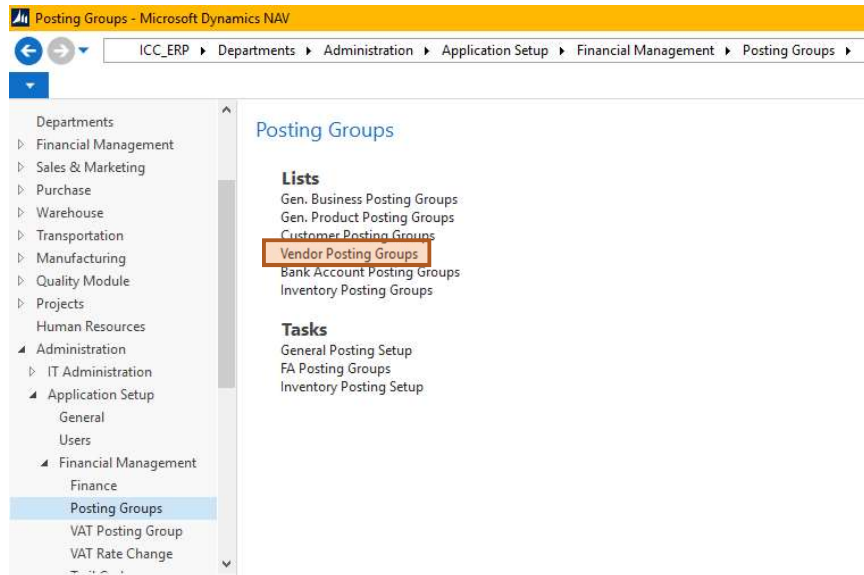
1. Navigate to Departments -> Administration -> Application Setup -> Financial Management -> Finance -> Purchase & Payables Setup



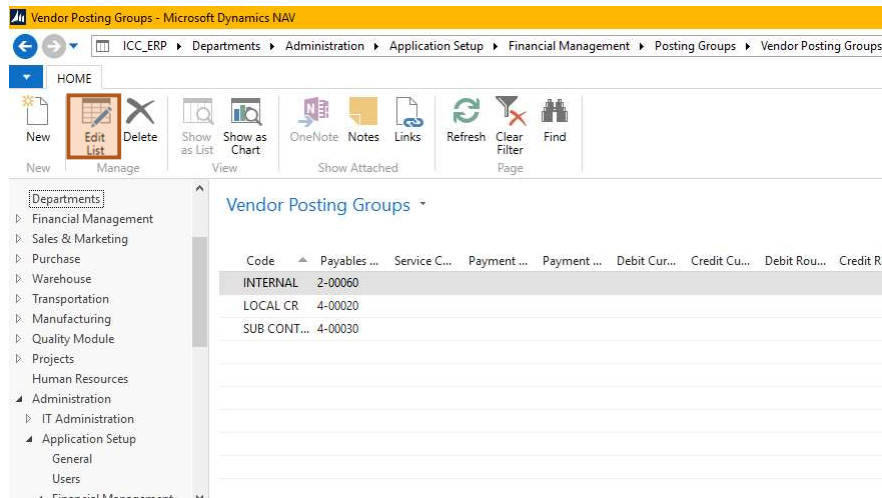
## 13.4 Create the Vendor Posting Group

**Note: - this is a one Time Creation**

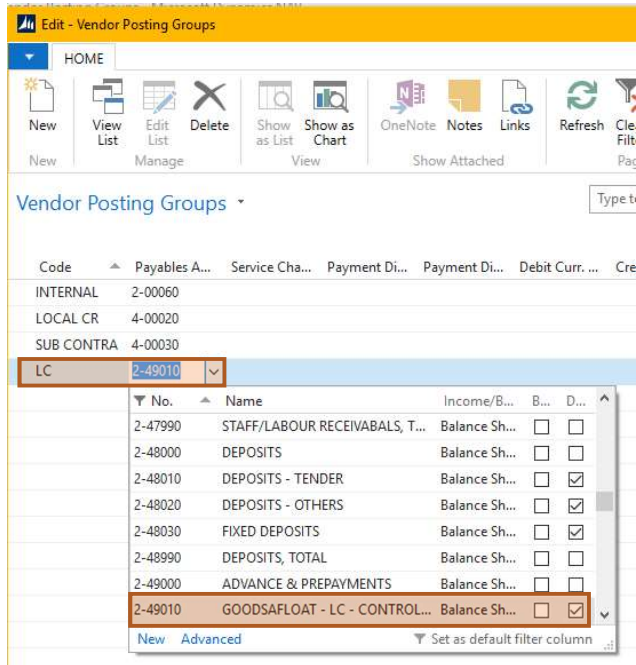
1. Navigate to Departments -> Administration -> Application Setup -> Financial Management -> Posting Groups -> Vendor Posting Group



2. Edit list

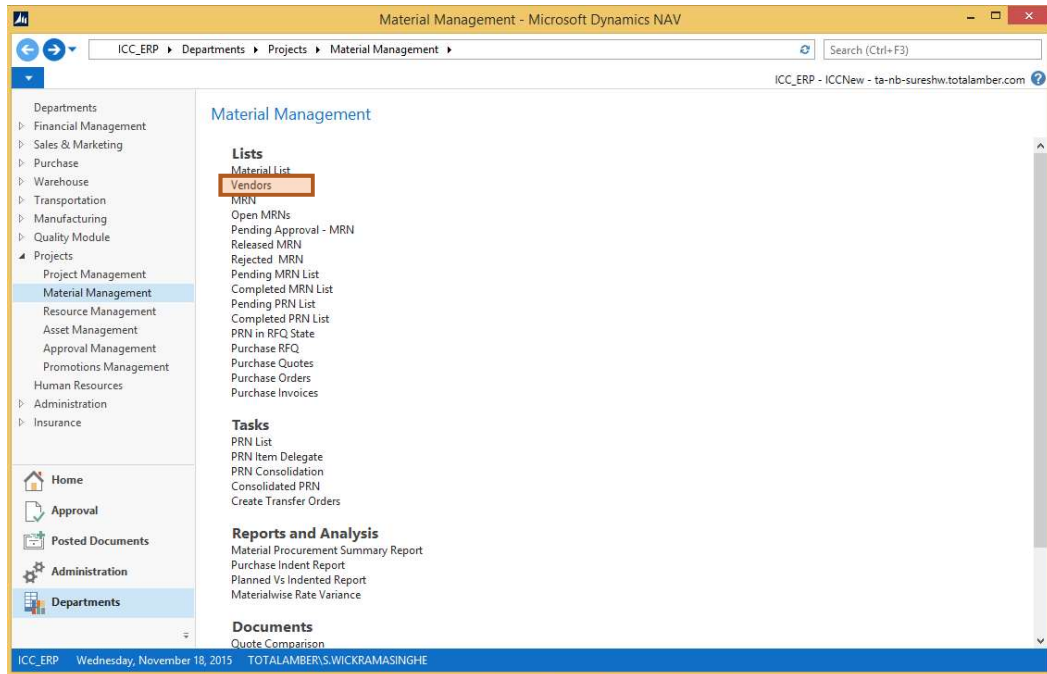


3. Enter the data as Follows



## 13.5 Create the Suppliers

### 4. Navigate to Departments -> Projects -> Material Management-> Vendors



10. Click "New"

New - Vendor Card - V01086

HOME ACTIONS NAVIGATE REPORT ICC\_ERP - ICC

Purchase Credit Memo Purchase Invoice View New Delete Payment Journal Import Resource Groups Bank Accounts Comments Dimensions Prices Invoice Discounts Line Discounts Quotes Orders Return Orders Ledger Entries Statistics Entry Statistics Email as Attachment OneNote Notes Links

V01086

General

No.: V01086 Supplier Group: 0 Name: Address: Address 2: Post Code: Country/Region Code: Phone No.: Primary Contact No.:

Contact: City: Search Name: Balance (LCY): 0.00 Purchaser Code: Responsibility Center: Blocked: Last Date Modified: RFQ Enable:

Communication

Invoicing

Payments

Receiving

Foreign Trade

Currency Code: Language Code: VAT Registration No.: SVAT Registration No.:

Fill the Relevant Details

Select the Currency Code

Note: - Need to Create a Vendor as "GOODSAFLOAT - LC" and Vendor Posting Group Should be "LC"

New - Vendor Card - V01270 - GOODSAFLOAT - LC

HOME ACTIONS NAVIGATE REPORT ICCNew - ta-nb-sureshw.totalamber.com

Purchase Invoice Purchase Order View New Delete Apply Template... Payment Journal Import Resource Groups Statistics OneNote Notes Links Refresh Clear Filter Go to Previous Next

GOODSAFLOAT - LC

General

No.: Supplier Group: 0 Name: GOODSAFLOAT - LC Address: Address 2: Post Code: Country/Region Code: Phone No.:

Primary Contact No.: Contact: City: Search Name: GOODSAFLOAT - LC Balance (LCY): 0.00 Purchaser Code: Responsibility Center: Blocked: Last Date Modified:

Vendor Statistics Fac...

Vendor No.: V01270  
Balance (LCY): 0.00  
Outstanding Ord...: 0.00  
Amt. Rcd. Not Inv...: 0.00  
Outstanding Invo...: 0.00  
Total (LCY): 0.00  
Overdue Amount...: 0.00  
Invoiced Prepay...: 0.00

Vendor Hist. Buy-fro...

Vendor No.: V01270  
Quotes: 0  
Blanket Orders: 0  
Orders: 0  
Invoices: 0  
Return Orders: 0  
Credit Memos: 0  
Pstd. Return Ship...: 0  
Pstd. Receipts: 0  
Pstd. Invoices: 0  
Pstd. Credit Mem...: 0

RecordLinks

OK

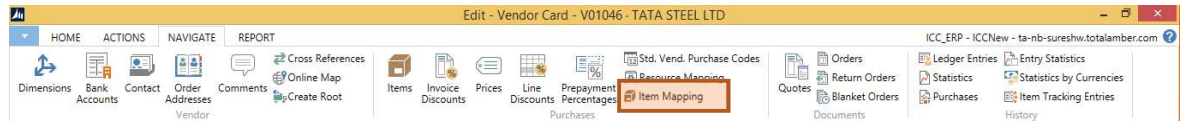
Communication

Invoicing

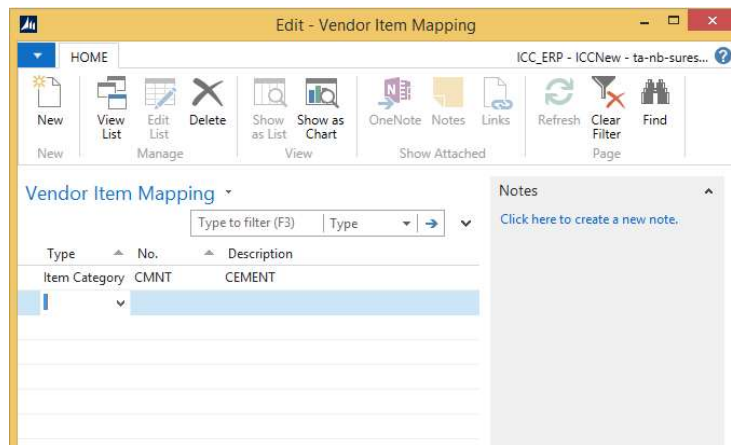
Pay-to Vendor No.: Invoice Disc. Code: V01270  
Gen. Bus. Posting Gro...: EXTERNAL Prices Including VAT:   
VAT Bus. Posting Gro...: TAX Prepayment %: 0  
Vendor Posting Group: LC Tax Area Code: TAX  
Tax Liab:

## 13.6 Map the Supplier to Item Category

1. Click “Item Mapping” in the Ribbon Bar.



11. Map the Item Category to the Supplier



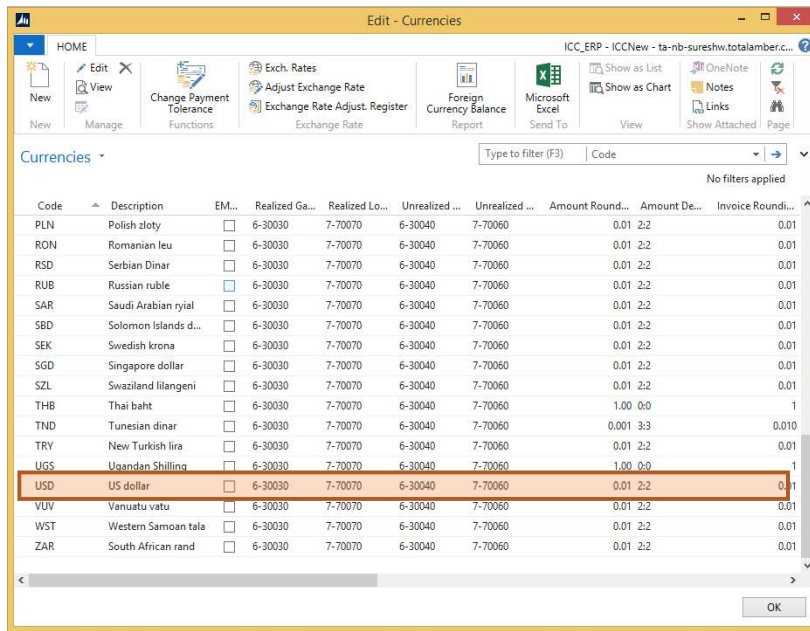
Select the Type – Item Category or Item

Select No – If the Type Item Category - Select the Relevant Category for the Item,

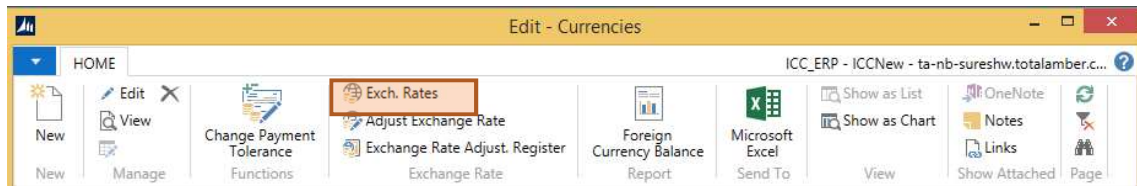
If the Type Item – Select the Item relevant item No

## 13.7 Enter the Fixed Currency Exchange Rate

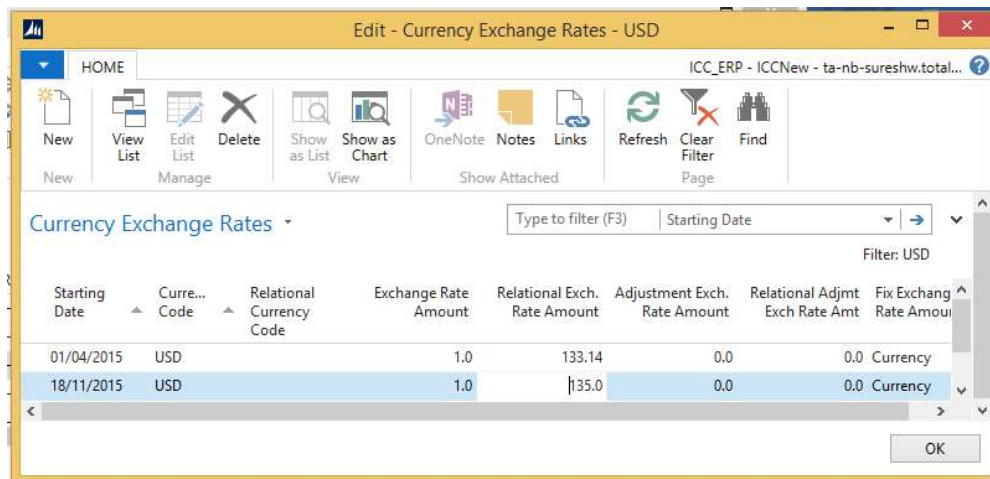
1. Navigate to Departments -> Financial Management -> Setup -> General -> Currencies and select the relevant Currency Code.



12. Click “Exch.Rates” in the Home Tab in the Ribbon



13. Enter The Fixed Exchange Rate and Starting Date

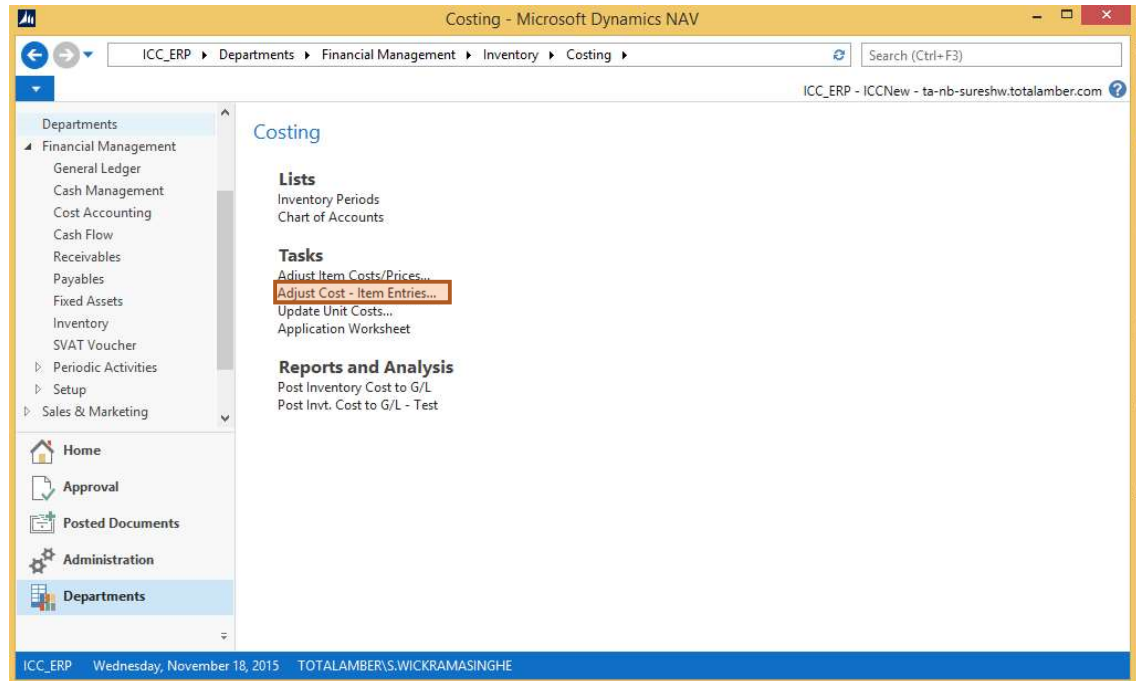


This Exchange rate Creation is not a mandatory, user can enter the Exchange rate when creating the transaction

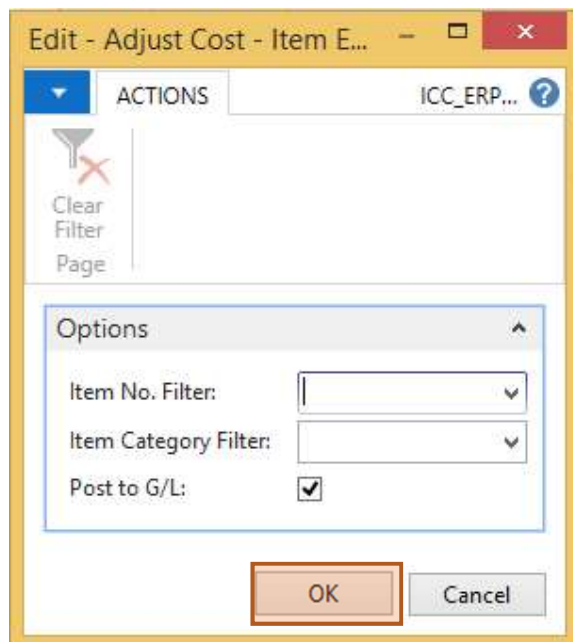
## 13.8 Close Inventory Periods

### 13.8.1 Run the “Adjust Cost - Item Entries” batch job

2. Navigate to Departments -> Financial Management -> Inventory -> Costing



14. Click “Adjust Cost - Item Entries”

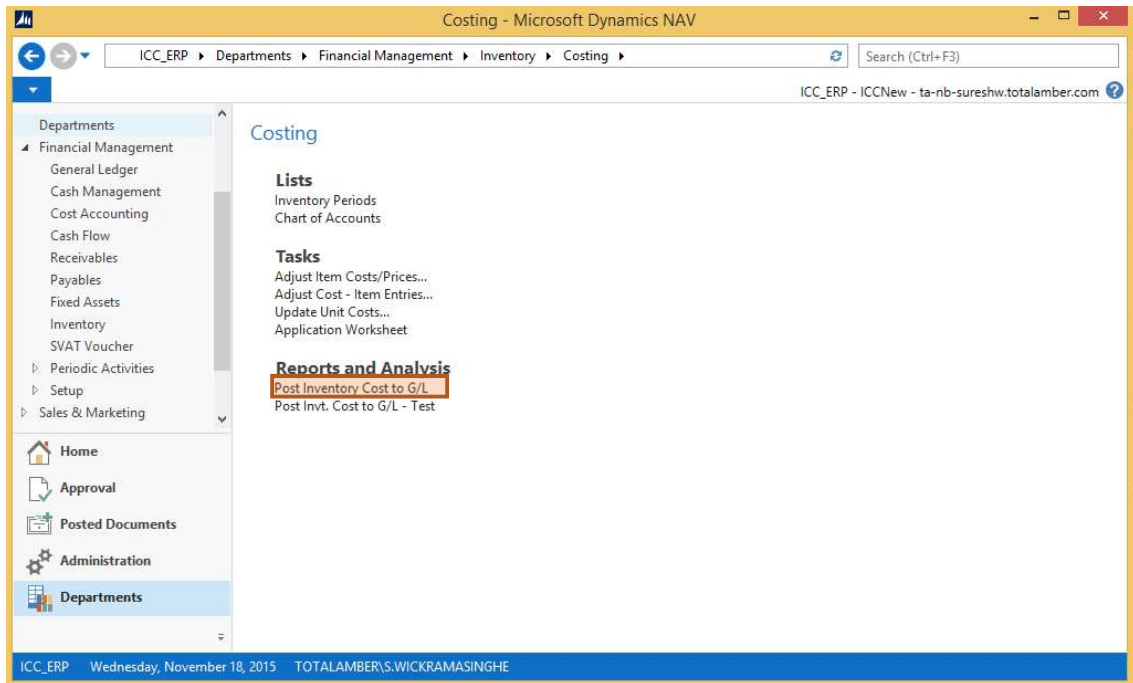


The batch job does not update the general ledger automatically unless the you have selected Automatic Cost Posting in the inventory setup. To update the general ledger manually.

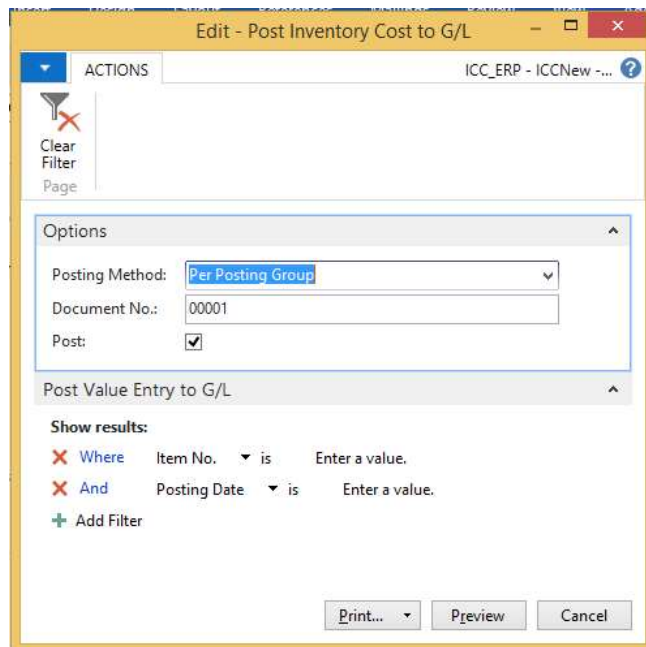
**Note:** - You can use either the Item No. Filter field or the Item Category Filter field, but you cannot use both filter fields at the same time. Using these filter fields means that not all the inventory will be adjusted. The main purpose of these filters is to limit the runtime of the batch job in special cases. Typically, you should run the cost adjustment batch job for all items.

### 13.8.2 Post Inventory Cost to G/L Batch Job

1. Navigate to Departments -> Financial Management -> Inventory -> Costing



15. Click “Post Inventory Cost to G/L” Batch Job





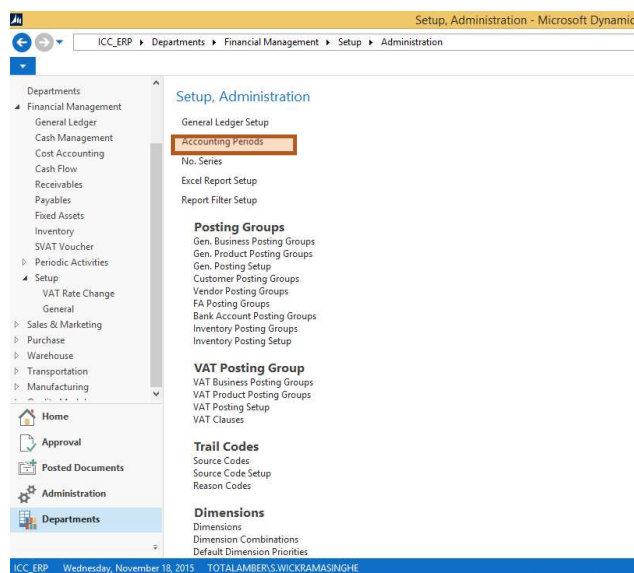
Unless you have selected the Automatic Cost Posting check box in the Inventory Setup window, inventory costs are not recorded dynamically in the general ledger, and COGS is not calculated in connection with a sale. Therefore, you must post to the general ledger manually by running the Post Inventory Cost to G/L batch job to update the general ledger and potentially print a report of the value entries that are posted.

<b>Option</b>	<b>Description</b>
Posting Method	The batch job can either post inventory value to the general ledger per posting group or per posted entry. If you post per entry, you achieve a detailed specification of how the inventory affects the general ledger, but you also get numerous G/L entries. If you post per posting group, the batch job creates a general ledger entry per posting date per posting group combination. This means that a general ledger entry is created for each combination of posting date, general business posting group, general product posting group, inventory posting group, and location code. In addition, the batch job creates separate general ledger entries for costs with different signs.
Document No.	In this field, you can enter a document number if you have chosen the Post per Inventory Posting Group option. The document number will appear on posted entries.
Post	Select this field if you want the batch job to post to the general ledger automatically. If you do not choose to post the inventory cost to G/L, the batch job will only print a test report showing the values that can be posted to the general ledger, and on the report will appear: Test Report (not posted).

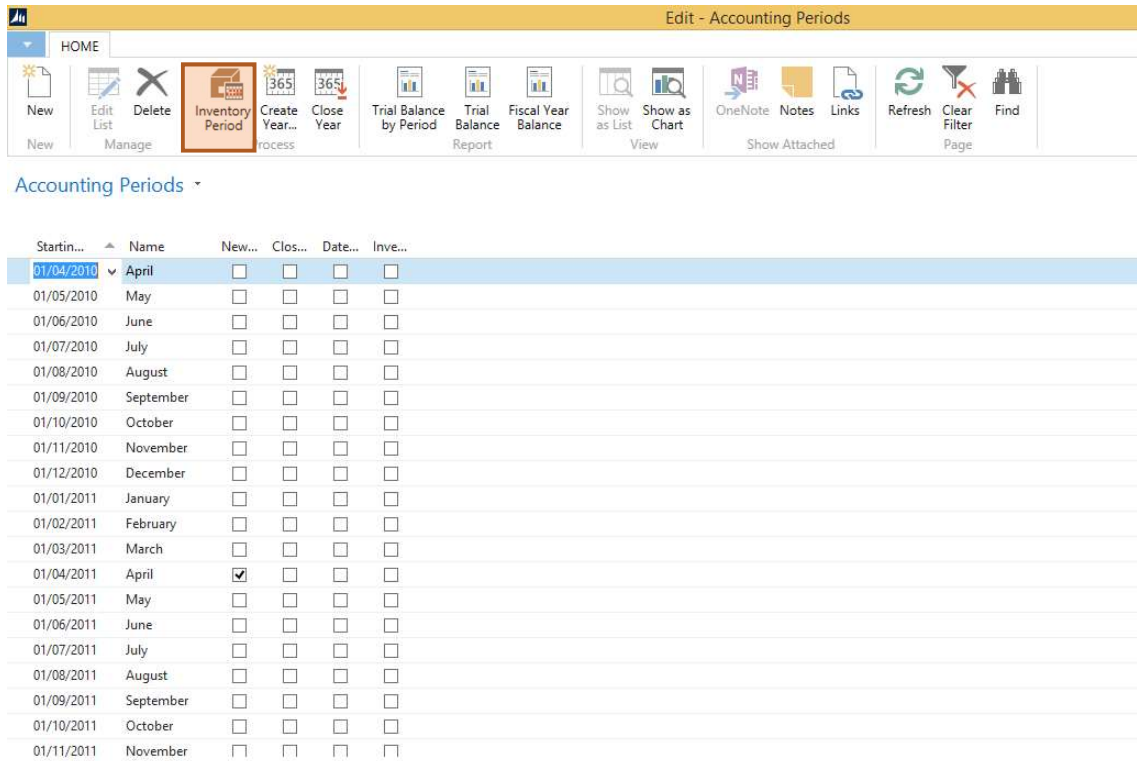
### 13.8.3 Close Inventory Periods

At the end of each month, the “Close Inventory Period” Process Must Be done

1. Navigate to Departments -> Financial Management -> Setup -> Administration
2. Click “Accounting Periods”



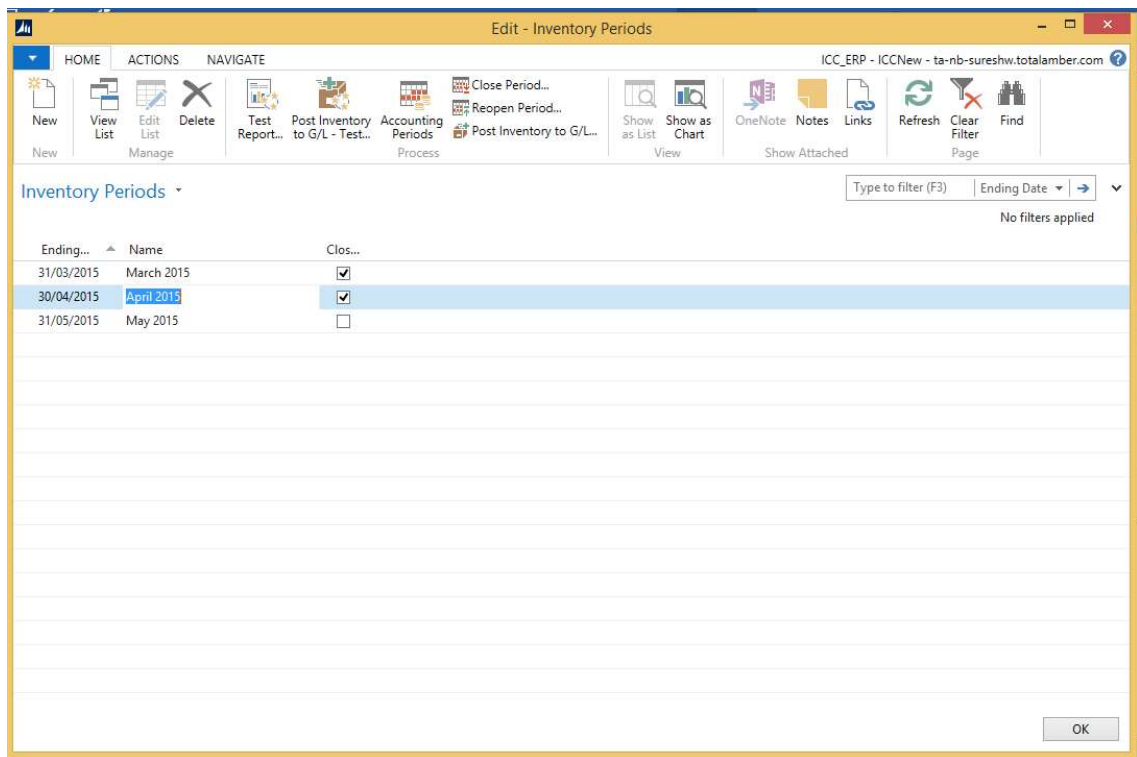
3. Click “Inventory Period”



Accounting Periods

Startin...	Name	New...	Clos...	Date...	Inve...
01/04/2010	April	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/05/2010	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2010	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/07/2010	July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/08/2010	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/09/2010	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/10/2010	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/11/2010	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/12/2010	December	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/01/2011	January	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/02/2011	February	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/03/2011	March	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/04/2011	April	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/05/2011	May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/06/2011	June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/07/2011	July	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/08/2011	August	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/09/2011	September	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/10/2011	October	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/11/2011	November	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click “Close Period”



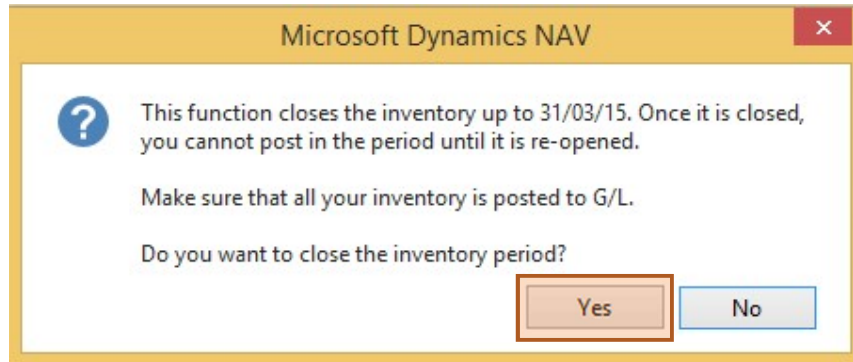
Inventory Periods

Type to filter (F3) | Ending Date | No filters applied

Ending...	Name	Clos...
31/03/2015	March 2015	<input checked="" type="checkbox"/>
30/04/2015	April 2015	<input checked="" type="checkbox"/>
31/05/2015	May 2015	<input type="checkbox"/>

OK

16. Click “Yes” for confirmation message.



17. Confirmation message will be displayed Click “OK”.

