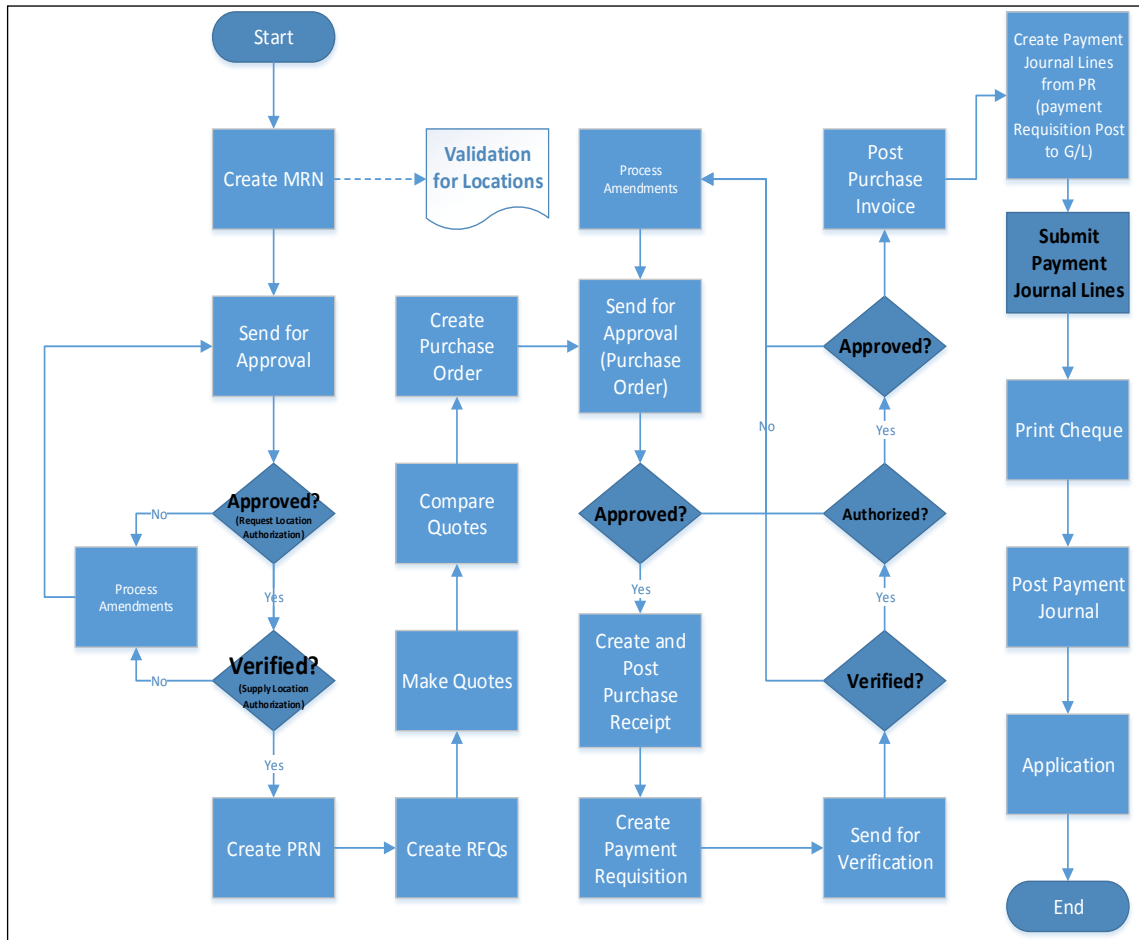


USER GUIDE

 Microsoft Dynamics NAV

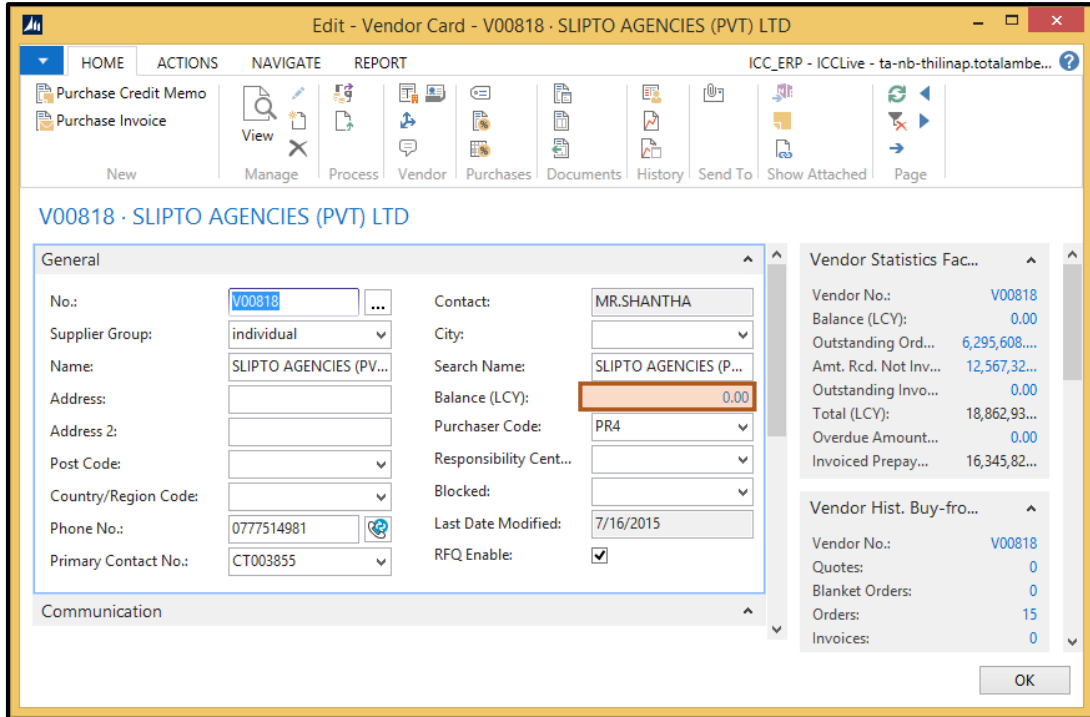
PURCHASE TO PAYMENT PROCESS

1 Purchase to Payment Process



2 Payment Application Process

1. Navigate to the particular vendor which the payment and invoice. Click on “Balance (LCY)” lookup.



Vendor Card - V00818 - SLIPTO AGENCIES (PVT) LTD

General

No.: V00818
 Supplier Group: individual
 Name: SLIPTO AGENCIES (PV...
 Address:
 Address 2:
 Post Code:
 Country/Region Code:
 Phone No.: 0777514981
 Primary Contact No.: CT003855

Contact: MR.SHANTHA
 City:
 Search Name: SLIPTO AGENCIES (P...
 Balance (LCY): 0.00
 Purchaser Code: PR4
 Responsibility Cent...
 Blocked:
 Last Date Modified: 7/16/2015
 RFQ Enable:

Vendor Statistics Fac...

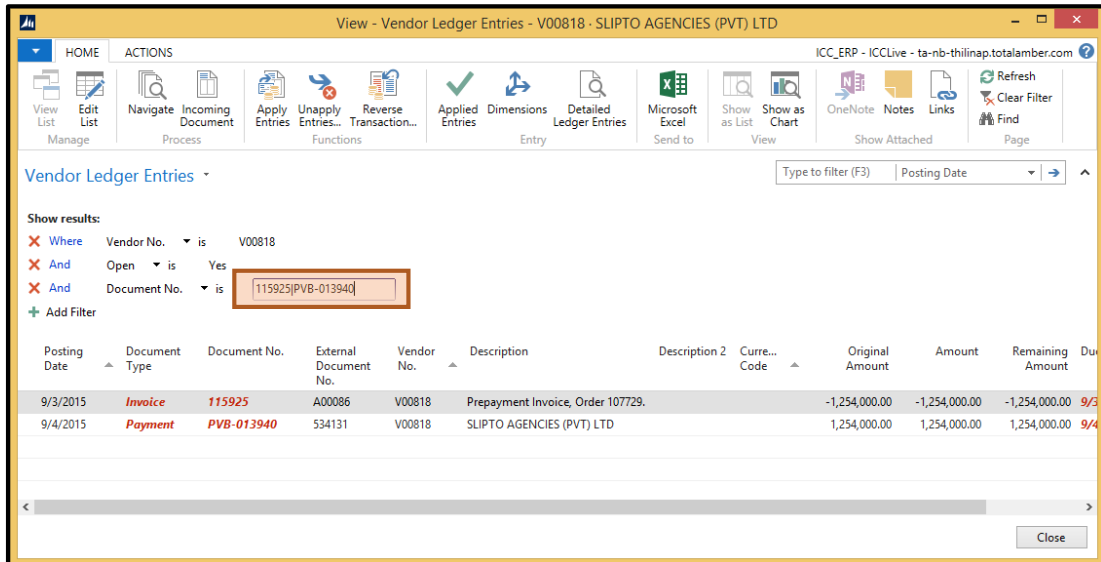
Vendor No.: V00818
 Balance (LCY): 0.00
 Outstanding Ord... 6,295,608...
 Amt. Rcd. Not Inv... 12,567,32...
 Outstanding Invo... 0.00
 Total (LCY): 18,862,93...
 Overdue Amount... 0.00
 Invoiced Prepay... 16,345,82...

Vendor Hist. Buy-fro...

Vendor No.: V00818
 Quotes: 0
 Blanket Orders: 0
 Orders: 15
 Invoices: 0

OK

2. Select the entries to be matched.



View - Vendor Ledger Entries - V00818 - SLIPTO AGENCIES (PVT) LTD

Vendor Ledger Entries

Show results:

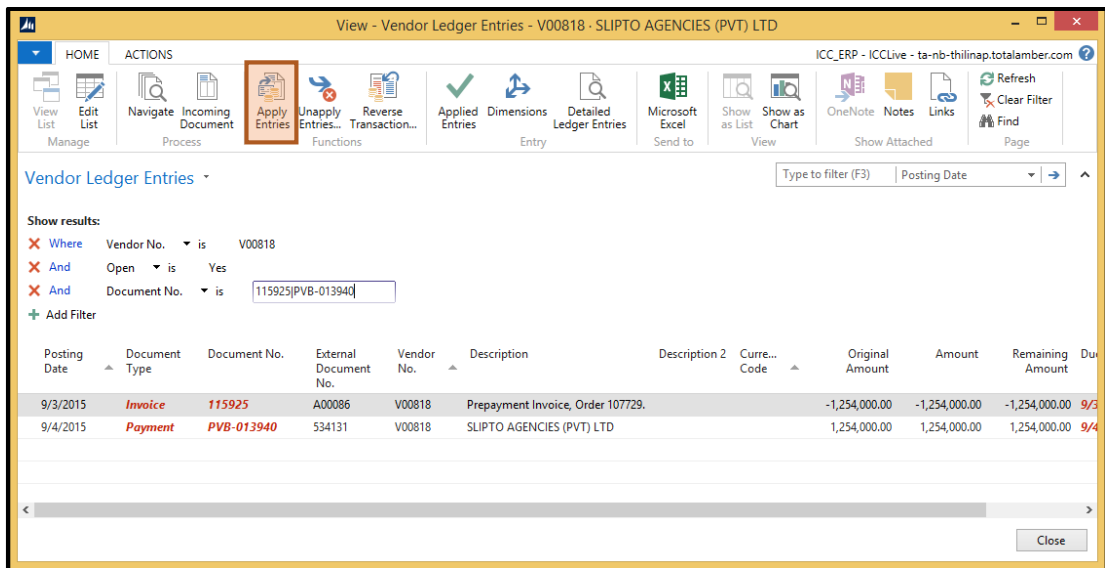
Where Vendor No. is V00818
 And Open is Yes
 And Document No. is 115925[PVB-013940]

| Posting Date | Document Type | Document No. | External Document No. | Vendor No. | Description | Description 2 | Curre... Code | Original Amount | Amount | Remaining Amount | Du... |
|--------------|---------------|--------------|-----------------------|------------|-----------------------------------|---------------|---------------|-----------------|---------------|------------------|-------|
| 9/3/2015 | Invoice | 115925 | A00086 | V00818 | Prepayment Invoice, Order 107729. | | | -1,254,000.00 | -1,254,000.00 | -1,254,000.00 | 9/3 |
| 9/4/2015 | Payment | PVB-013940 | 534131 | V00818 | SLIPTO AGENCIES (PVT) LTD | | | 1,254,000.00 | 1,254,000.00 | 1,254,000.00 | 9/4 |

Close

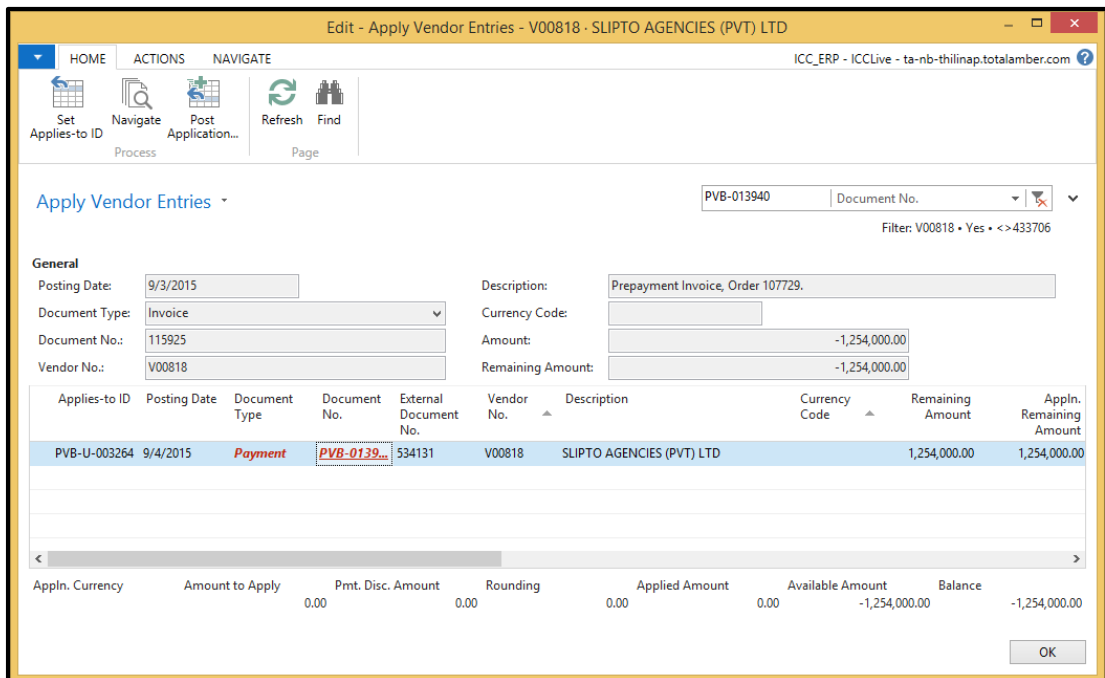
- Note: Users can select the entries by applying a filter for document numbers.

3. Click “Apply Entries”.



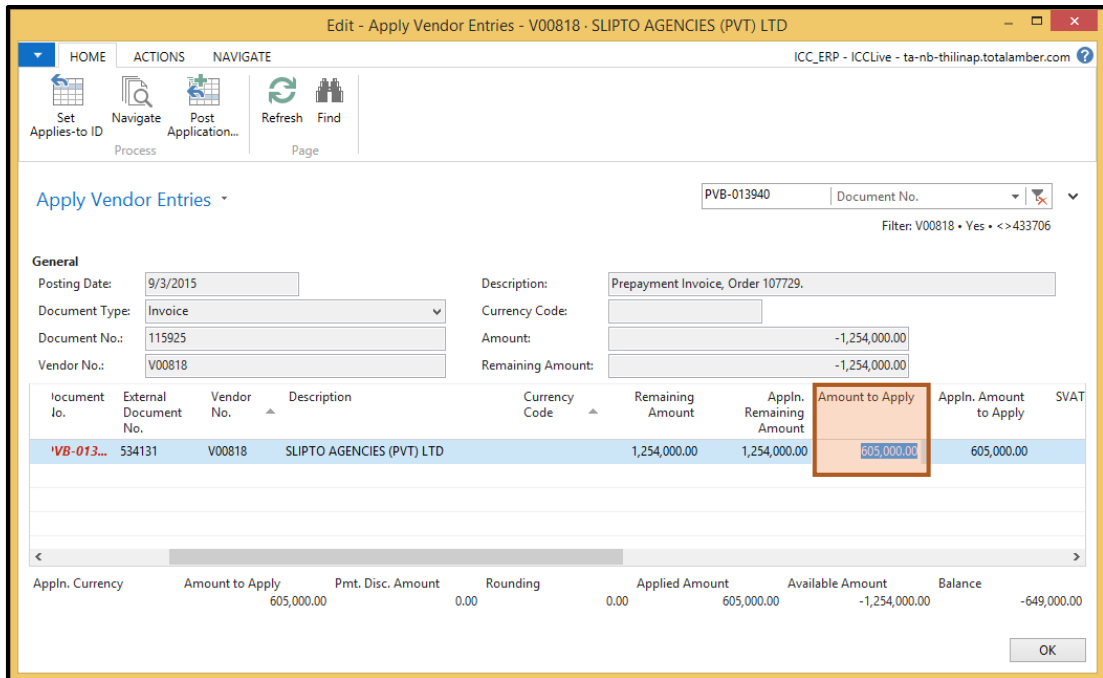
- *Note: Users are able to select Invoice or Payment document type for application. For instance, if the user has selected “Invoice” document type the application should be “Payment”.*

4. Select the corresponding entry to be applied via “Apply Entries” screen.

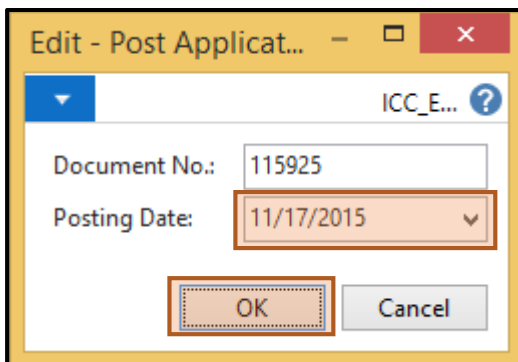


- *Note: To find the entries to be applied Find (Ctrl+F) option or filtration option can be used.*

5. Insert the application amount in the “Amount to Apply” field if the settlement is partial. The user ID will be inserted “Applied-to-ID”. Note that if the settlement is in full, users do not need to insert a value to “Amount to Apply”. But, users need to click “Set Applies-to-ID” prior to “Post Application”.



6. Click “Post Application” in ribbon bar.
7. Posting date can be inserted from the dialog box. Click Ok.



8. Confirmation message will be populated.

