USER GUIDE

Microsoft Dynamics NAV

INVENTORY & PROCUREMENT

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1 Return Order Management

1.1 Return Goods not yet Transferred or Invoiced

A Purchase Order has been created based on "Supply Location" and goods have been received (GRN) but not yet invoiced. The faulty goods were fully returned to the vendor.

1. "Cancel Reservation" in the created transfer order. Single-click "Reserved Quantity Outbound"

2			Edit - Transfer Orde	er - 6640		
HOME ACTION	s NAVIGATE					ICC, IRP -
6640						
General						
Naz	6640	[]	Autigreed User (D):			
Transfer-from Code	8-00600 🗸		Project No.			
Transfer-to Code:	4-00500 w		Purchase Rept No.:	SEHIP2/GR94-000009		
In-Transit Code	IN - TRANS 🔍		Statuti	Open		
Posting Date:	11/18/2015 +		Transfer Statian	Open		
Sbu Code	3.0 HEAD OFFICE	~	Receive Status	Open	~	
Projects Code	5-00600	~	SK / ASE Code			
Lines						1.
🕖 Functions + 🗐 Lina	+ M. Find Filter T. Over	Filter				
tam No. Descri	ption	Quertity Reserved Qu., Re	eierved Qu., Reserved Quar	ntity Outbod Unit of Mea-	Qty: to Ship Quantity Shi	Qty *
STILL V ROAD	SIGN BOARD 2.3.8 PASS T.	5		5 NO	5	
1						. *

2. In the opened window, "Reservation Entries- Transfer lines", select a line and cancel the reservation entry

HOME:			0.000	and the second	ICC ER	- ICCNew - ta-nb-hasithai.toti	elember co
View Edit List Menage	Cancel Reservation	Microsoft Excel Send To	Show as a Last Chart	Omeficate Notes Links	Fefresh Clear Fiber Fage		
leservation F	Entries •				Type to fifter (F3)	Reservation Status	- 🔸 🗸
Reserv +	Item No.	Location	Quantity (Base)	Reserved For	Reserved From	Entry No.	Transferr
Reservation	75773	6-00600	-5	Transfer 6640, Outbound	Item Ledger Entry 143	192 30061	0

3. Click "OK" in the below message



4. "Reserved Quantity Outbnd." in the Transfer order would be null



5. Navigate to the Posted Purchase Receipt matching to the Transfer Order and Purchase Order. Select the relevant Posted Purchase Receipt line (GRN Line) and click "Undo Receipt"

3		Edit - Posted	Purchase Receipt - SEHE2/GR	N-000009 - CRUEHER THUSIGALA		- 0 -
 HOME ACTIONS 					(CC,000-1	CCNex - ta-ro-ruethy totalander.com
	Tanigan Statutu Transi Tanina	Anaratana Apponan Pr	R. Date States	And		
SEHP2/GRN-0000	09 - CRUSHER THUCUGA	LA				
946.0	International and a		independence on completion of			Marian
Bay from Vendor No.	INT/VEN CORD		Promised Record Date:			The local days and the second
Rey-Vern Cantact No.	E780306		Overe the			Commentant and the second street
Bay-base Vendur Barem	CRUSHER THUDUGULA		(Dealer Mer.	194900		
Big-frem Address!	strandenta tennegien		Vendos Drater Na.:			
Jug-from Address 2	THEOUGALA.		Vender Supress fairs			
Rey-Veni City:	Kaludada		Chân Julièns Code			
Buy-Mant Post Cartery	1,0000		Purchaser Cade	124482		
Bay Control of Control	1		Deciption 2			
Transa Dama	and a second sec		Responsibility Center			
Provinces Date	a second and		Vetecle No.			
POTO MAL CARE	Contraction .		SK.TADK.Corde			
Lines					2.4	
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and Mode Parent	READ DIGH DIGH DIG AND 2.3.6 PA	45.1_ s-2000	3.10	10/16/0013 11/00/0013 11	06000	
Inscring					101/4(0+0001 - +	
Shipting					8.00000	
						1000
						14
4 10 10 1.	A 10 10 10 10 10 10 10 10 10 10 10 10 10	i 🕹 👪			Contract Science	

6. Click "Yes" in the message shown below



7. An entry to reverse the Receipt of goods(GRN) will be automatically created

Lines										a* *
F Functions +	//Line - M Find	Fiber 3, ClearFiber								
No	Variant Code	Description	Location C.,	Quentity	Unit of Mex.	Quantity Invoic	Planned Re	Espected R	Order Date	Project No.
75773		ROAD SIGN BOARD 2.3.6 PASS T.	6-00600	\$	NO	1000000	11/19/2015	11/20/2018	11/18/2015	ATTRACTOR A
75773		ROAD SIGN BOARD 2.1.6 PASS T	6-00680	-5	NO	-5	11/19/2015	11/20/2015	11/10/2015	



8. Once the replacement items have been received by the vendor, click "Remove Transfer Option" in the Purchase Order line

Lines				
Home 👻 🎹 Line 👻	9	Functions 🝷 🛅 Order 🝷 🁭 F	ind 🛛 Filter 🏾 ҃ Clear Filter	
Type No	÷.	Explode BOM	Description 2	Location C
Item 757		Insert Ext. Text	ASS T	6-00600
	000	Reserve		
<		Alllocation		
Invoicing	4	Remove Transfer Option		
and in the second secon	2	Enable Transfer Option		
Shipping		Order Tracking		
Foreign Trade	1	Update Item Description		
Prepayment	_		,	

9. Enter the new quantity received in the "Qty to Receive" field in the Purchase Order line.

109900	109900 · CRUSHER THUDUGALA												
General								109					
Lines													
Home 🔹	🛄 Line 🝷 🥖 Functi	ons 🝷 🛅 Order 🝷	Find Filter	🖳 Clear Filt	ter								
Туре	No.	Line Amount Ex	Line Discount %	Tax Area C	Tax	Tax Group	Qty. to Receive	Qua					
ltem	75773	100.00					5						

- Note: If Original quantity was "5" and quantity returned was "5" then re-enter "Qty to Receive" as "5".
- Note: If Original quantity was "5" and quantity returned was "3" then re-enter "Qty to Receive" as "2". The quantity received should also be entered in the Transfer Order.

10. Click "Post" then "Quantity received" field will be updated with the received quantity.





- Edit Transfer Order 6640 ACTIONS NAVIGATE HOME / Edit LÌ, B Ē i ja 2 Ø P Chan a 11 Q 1 New Get MRN Release Reopen Post. Post and Print Statistics Dimensions Comments Shipments Receipts Er View Invento XDelete Inbound Transfer Lines Att Posting Mar Incom Report 6640 General 6640 No.: ... Assigned User ID: Transfer-from Code: 6-00600 Project No.: 4 Purchase Ropt No.: SEHP2/GRN-000009 Transfer-to Code 4-00500 ŵ Open In-Transit Code: IN - TRANS Statute 4 4 Posting Date: 11/19/2015 Transfer Status: Open ü ŵ Sbu Code: 5.0 HEAD OFFICE Receive Status: Open v Projects Code: 6-00600 SK / ASK Code: ÷ Lines Functions • 🗐 Line • 👫 Find 🛛 Filter 🐒 Clear Filter scription Quantity Reserved Qu., Reserved Qu., Reserved Quantity Outbnd. Unit of Mea... ROAD SIGN BOARD 2.3.6 PASS T ... NO 5
- 11. In the previously created Transfer Order, select the relevant line and click "Reserve"

- Note: Update the "Quantity" field to the undamaged quantity. .
- Note: If Original quantity is "5" and undamaged quantity is 2, update the • quantity to "2"
- 12. Select "Outbound" and click "OK"





13. Single-click the "Total Quantity" value

		Edit - Reservation	- 6640 10000) 75773			×
 HOME 	ACTIONS				ICC_ERP - ICCNew -	ta-nb-hasithaj.tota	. 0
Available to Reserve R	Auto Reserve from Current Line	Cancel Reservation from Current Line	Reservation Entries	Microsoft Excel	Refresh Find		
Availabiliy	Reserve	Cancel	History	Send To	Page		
General							^
ltem No.:	75773		Quantity to Res	erve:		5	
Shipment Date:	11/19/2015		Reserved Quan	tity:		0	
Description:			Unreserved Qua	antity:		5	
Summary Ty	уре	Total Quantity Tota	I Reserve Qt	y. Allocated i.	Total Available	Current Rese	
Item Ledger	Entry	5				5	
5%							
Variant Code			Serial No -				•
						ОК	

14. The screen shown below will be opened.

		View - Availab	le - Item Leo	dg. Entries - 66	40 10000 7577	73		×
HOME	ACTIONS NAV	/IGATE			ICC_E	RP - ICCNew - ta	-nb-hasithaj.totala	0
Show Show a as List Chart View	as Refresh Clear Filter Page							
Available -	Item Ledg. En) Entry Type 73 • '' • 6-00600 • N	▼ → No•Yes•Yes•>0	~				
Entry Type	Document No.	Location	Posting D	Remaining Q	Reserved Qu	Available Qu	Current Rese	
Purchase	SEHP2/GRN-000010	6-00600	11/19/2015	5	0	5	0	
							Close	

15. Click "Actions" in the ribbon and click "Reserve"

HOME ACTIONS	NAVIGATE			ICC_E	RP - ICCNew - ta	-nb-hasithaj.totala	0					
Reserve Cancel Reservation Functions												
Available - Item Ledg.	Entries •			Type to filter (F3) Entry Type		~					
_				Filter: 7577	73 • '' • 6-00600 • N	No•Yes•Yes•>0						
Entry Type Document No.	Location	Posting D	Remaining Q	Reserved Qu	Available Qu	Current Rese						
Purchase SEHP2/GRN-00	0010 6-00600	11/19/2015	5	0	5	0						
Entry Type Document No. Purchase SEHP2/GRN-00	Location 0010 6-00600	Posting D 11/19/2015	Remaining Q	Filter: 7577 Reserved Qu 0	73 • '' • 6-00600 • N Available Qu 5	No • Yes • Yes • >0 Current Rese 0						



16. The fields will be updated as shown below

Entry Type	Document No.	Location	Posting D	Remaining Q	Reserved Qu	Available Qu	Current Rese
Purchase	SEHP2/GRN-000010	6-00600	11/19/2015	5	5	0	5

17. "Enable Transfer Option" in the relevant Purchase Order for the line.

109900	· CRUSI	HER	THUDUGALA							
General										109900 INT/VE
Lines										
Home 🔹	🛄 Line 🔹	🗲 F	Functions 🝷 🛅 Order 🝷 🎢) Fi	ind Filte	r 🛛 🛼 Clear Filt	er			
Туре	No	100 H	Explode BOM)iscount %	Tax Area C	Тах	Tax Group	Qty. to Receive	Quantity Receiv
ltem	757		Insert Ext. Text							5
		000	Reserve							
			Alllocation							
		₽	Remove Transfer Option							
		2	Enable Transfer Option							
		Ē.	Order Tracking		1					
		1	Update Item Description							

1.2 Return Goods not yet Transferred but Invoiced

Items are returned after receiving (GRN) and before transferring to another site. The purchase invoice has been posted.

1. Go to the Transfer Order which was created against the Posted Purchase Receipt(GRN). Click the value in the "Reserved Quantity Outbnd." field.

General					
No.	6641		. Assigned User ID		
Transfer-from Code:	6-00600	+	Project No.:		
Transfer-to Code:	4-00500	v	Purchase Ropt No.:	SBHP2/GRN-00012	
In-Transit Code	IN - TRANS	~	Status	Open v	
Posting Date:	11/19/2015	w	Trensfer Status:	Open	*
Stou Code:	5.0 HEAD OFFICE		 Receive Statut 	Open v	e
Projects Code:	8-00600		 SK / ASK Code: 		
Lines					
/ Functions + III	Line - 🏙 Find Filter	T. Centfilter			
Rem No. De	exciption	Quantity	Reserved Qu. Reserved Q	k Reserved Quantity Outbrd. Unit of Mea	Qty. to Ship
75773 RC	IAD SIGN BOARD 2.3.6 PASS	ST 2		2 NO	2



2. Select the line and click "Cancel Reservation" in the Ribbon.

A			View -	Reservation Entr	ies - Tr	ansfer Line				×	
HOME							ICC_ER	P - ICCNew - ta-nb-hasithaj.tot	alamber.	co (0
View Unt Marage	Cancel Reservation	Microsoft Excel Send To	Show Show as a List Chart View	Oneflicite Notes	Links	Refresh Clear Filter	Find				
Reservation	Entries •					Type to 6	tter (FJ)	Reservation Status	• •	*	^
Reserv_ =	Item No.	Location	Quantity (Base)	Reserved For		Reserved R	rom	Entry No.	Transfe	err	
Repervation	75773	6-00600	-2 T	ransfer 6641, Outbour	nd	Item Ledge	r Entry 143	1197 30064		0	
											*

3. Click "Yes" in the message shown below.

	Microsoft Dynamics NAV
?	Cancel reservation of -2 of item number 75773, reserved for Transfer 6641, Outbound from Item Ledger Entry 143197?
	Yes No

4. Navigate to Departments -> Warehouses -> Orders and Contracts -> Purchase Return Orders.

0	•	ICC_ERP) 🕨 Dep	artments 🕨	Wareh	ouse 🕨	Orders & (Contacts	Purchase Return	n Orders
• н	IOME	ACTIONS	S NA	VIGATE						
Xew New	Edit	View Manage	X Delete	Release Re	open	Post	Post and Print Posting	Post Batch	Statistics Dimensions Comments Return Order	Retur Cred
Depart ▷ Financ ▷ Sales 8 ▷ Purch	tments cial Manag & Marketin	ement Ig	^	Purchas	se Re	turn C	rders	•		
/ Wareh				No.		Buy-from	Buy-f	rom Vend	lor Name	Vendor A
Orde	ers & Cont	acts		1001	١	/00536	CIMC	O METAL	CENTRE	
Plan	ning & Exe	ecution		1002	F	RMB/VEN	CHRY	SO LANKA	A (PVT) LTD	
Goo	ds Handlin	g Order	by Oi	1003	F	RMB/VEN	FINCO		ERING (PVT) LTD	
Goo	ds Handlin	g Multip	le Or	1004		NT/VEN-	D CRUSH		DUGALA	
Inve	ntory									
Asse	embly									
▷ Transp	portation									

5. Click "New" in the Ribbon



6. Enter all relevant information in the Purchase Return Order. "No" field will be autogenerated.

		540.07	tatahasa Partan Orden : 1985	CINCID-METAL-	CANTRE						1
HOME ACTIONS	NAVIGATE						102.3	III - COwe	- Te-rid-samual	typotelenber co	in (
	Anaperi Anal. Post and Ted. Net. Post and Ted.	Get Rocked Document Long to Reserve.	Calculate Invoice Decourt Pla Carcy Denument. Analy Actuals He Moon Registrat Lines.	Basicities Doors	ta (1) relati Concetti (nin	×	Deat as attacheses Seet To	Principal Northy Dioka	Charter Const -+ Sola	el d'Precie Filie: In Next	R
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Buy Aram Versitor No.	V00036		Document Date:	0.08/2015				14	odoi Nicc	/601110	5
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Buy from Weslay Name	CINCO METAL CEVER		Versition Co. Millione No.:					18	Net	iti di kale	ŝ.
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Buy Arem City	Caloredre 12		Location Code:	8-09600				1	edul Mite	//00114	
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Type: Mo.	Description	Retor Res. Location (C. Designation. Country	Rature Oty-In L	Adve Dy Pr	Oty ini	where Gaine	1	ni, teaminte ni, Civilit Mary	4	

7. Click "Get Posted Document Lines to Reverse" button in the ribbon.



8. Select the Document Type Filter as "Posted Receipts".

		tariat Partane Charmet U		COAD IT	ALCOHOLD				
NEAM.						- 1002	W RTHE HER	init has	6972.075 F
2 2 3	Com								
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		1	RINUER	110	10010	HERE & COURT FILT WARRANT	(10)		
		24,1388-200800	#CULTERS	ine .	1078	Had Lock (* United	100		1.5
			4144(01)	See.	7997	INAPLICOUT 112" LINEON	ARC .		1.5
		24,4394 000804	ATLATE	100	71080	DUTING HOR BOLD TO X LINES	140	100	
		18/GR8-200005	8/15/2/15	-	2005	STARCHORISOLT IN A PAMA	140	100	
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		MIM/URH-RHOOD		ine.	(feed	THRUSPED BALLINE	100		
		244/4624/503500		iner .	1000	1020501107911100	PLACE.		
				1		A DR. P. COLUMN TWO IS NOT THE	1999	+	1.0

9. Select the relevant Posted Receipt and click "Ok"

Document Type Filten	Posted Receipts w	Lines					- 5	•
Posted Receipts:	(476)	El Line - Mi	ind Filter	Clear Fifter				
Posted Invoices:	(490)	Document	Expected R	Type	No.	Description	Unit of Mea.	. 9
Posted Return Shipments	(2)	BH/GRN-00_	9/2/2015	ham	71765	S/S BOLT & NUT CSK 2 X B	NO	
Posted Cr. Mamos	/m	DR/GRN-00_	0/14/2015	hem	73576	PAD LOCK 2" UNION	NO	
	(97)		8/14/2015	8em	73577	PAD LOCK 1 1/2" UNION	NO	
		DR/GRN-00_	8/14/2015	item.	73576	PAD LOCK 2" UNION	NO	
			8/14/2015	Item	71577	PAD LOCK 11/2" UNION	NO	
		DR/GRN-00_	8/15/2015	hem	73282	S/S ANCHOR BOLT 10 X 75MM	NO	
		DR/GRN-00_	8/15/2015	tenv	73282	S/S ANCHOR BOLT 10 X 75MM	NO	
		H0/GRN-00	9/11/2015	liem	71541	STEEL TAPE - SM	NO	3
		•)	£.

10. Change the value in the "quantity" field to the quantity returned.

1001 - CII	MCO META	L CENTRE							
General								1001 V00536	7/14/2015
Lines									
/ Functions	+ 🗐 Line +	A Find Filter T, Clear Filter							
Type	No.	Description	Return Reas	Location C	Quantity	Unit of M_	Direct Unit Cost	Line Amount Ex	Line Discount
item	71909	DIAMOND CUTTING WHEEL - 18"		6-00600	10	NO	15,600.00	186,000.00	

11. Change the "Posting date"

Posting Date:	11/19/2015 🗸	

12. Update "Return Qty to Ship" as Required.

Lines								
F Functions	III Line * (👫 Find 🛛 Filter 🖏 0	lear Filter					
Туре	No.	Location C	Quentity	Unit of M	Direct Unit Cost	Line Amount Ex	Line Discount %	Return Oty. to 5
item	71909	6-00600	10	NO	18,600.00	185,000.00		10

13. Click the "Post" Button in the Ribbon and select "Ship"

IS NAVIO	GATE	
ease Reopen	Post Post and Test Print Report Get P	os es
ETAL CI	Microsoft Dynamics NAV ×	
1001	 Ship and Invoice][
V0053	OK Cancel	
СТ003		
: CIMCO	METAL CENTRE	

14. When the credit memo is sent by the Supplier, update the "Posting Date", "Vendor Cr. Memo No." and "Quantity to Invoice" values as required.

No: 1001 Order Date: 7/14/2015 Buy-from Vendor No: V00536 ✓ Document Date: 11/19/2015 Buy-from Vendor Name CT003985 ✓ Vendor Authorization No: 11/19/2015 Buy-from Vendor Name CIMCO METAL CENTRE Vendor Cr. Memo No: 123456 Buy-from Address: 405, SPI SANGARAJA MW COLOMBO 12 Order Address Code: P Buy-from Address 2! Order Cr. Memo No: 123456 P Buy-from Cottact: 100 ✓ Campaign No: P Buy-from Cottact: Inc. Assigned User ID: Inc. Inc. Buy-from Cottact: 1 Job Queue Status: Open. Open.								General
Buy-from Vendor No.: V00336 v Vendor Authorization No.: 11/19/2015 Buy-from Contact No.: CT003985 v Vendor Authorization No.: 12345€ Buy-from Vendor Name CIMCO METAL CENTRE Vendor Cr. Memo No.: 12345€ Buy-from Address 2 Buy-from Address 2 Buy-from Post Code: 100 v Responsibility Center: Buy-from Contact: Colombo 10 v Responsibility Center: Buy-from Contact: No. of Archived Versions: 1 J/19/2015 v Status Open. Posting Date: 11/19/2015 v Open.	/14/2015 🗸	der Date: 7/14/	1			1001		No.:
Bay-from Contact No.: CT003985 v Vendor Authorization No.: Bay-from Vendor Name: CIMCO METAL CENTRE Vendor Cr. Memo No.: 12345€ Bay-from Address 2: Buy-from Address 2: Buy-from Post Code: 100 v Responsibility Center: Buy-from City: Colombo 10 v Responsibility Center: Buy-from Contact: No. of Archived Versions 1 Job Queue Status: Posting Date: 11/19/2015 v Status Open . Functions * Line * ∰ Find Filter % Clear Filter	1/19/2015 🗸	cument Date: 11/19		Ŷ		/00536	ior No.:	Buy-from Vend
Buy-from Vendor Name: Buy-from Address: Buy-from Address: Buy-from Address: Buy-from Address: Buy-from Post Code: Buy-from Post Code: Buy-from Post Code: Buy-from Code: Buy-from Cotact: No. of Archived Versions: No. of Archived Versions: Posting Date: I 1/19/2015 Functions * III Line * # Find Filter Claur Filter		ndor Authorization No.:		Ŷ		CT003985	tact No.:	Buy-from Con
Buy-fram Address: Buy-fram Address 2: Buy-fram Post Code: Buy-fram Code: Buy-fram Code: Buy-fram Code: Buy-fram Code: Buy-fram Code: Buy-fram Contact: No. of Archived Versions: No. of Archived Versions: No. of Archived Versions: Posting Date: I 1/19/2015 Functions * III Line * # Find Fifter To Claur Fifter	23454	ndor Cr. Memo No.: 12345			ENTRE	CIMCO META	for Name:	Buy-from Ven
Buy-fram Address 2: Buy-fram Post Code: 100	~	der Address Code:		BO 12	UA MW COLON	105, SRI SANG	ness:	Buy-from Add
Buy-from Post Code: Buy-from Cottat: Buy-from Contact: No. of Archived Versions: No. of Archived Versions: Posting Date: 1/1/19/2015 v Functions * Units the solution of the filter Status: Functions * Line * Filter Status: Assigned User ID: Job Queue Status: Open Status: Open Status: Open Status: Open Status: Open Status: Open Status: Open Status: Open Status: Open Status: Status: Open Status: Open Status: Open Status: Open Status: Open Status: Status: Open Status:	R3 🗸	rchaser Code: PR3					ress 2:	Buy-from Add
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Posting Date: 11/19/2015 v Status Open intes f Functions * 凹 Line - 鋒 Find Filter 飞 Clear Filter		b Queue Status:			1		d Versions:	No. of Archive
ines F Functions + 回 Line - 義 Find Filter 飞 Clear Filter	lpen	itus Open			*	1/19/2015		Posting Dates
ines F Functions + 回 Line + 義 Find Filter 型 Clear Filter								
nes I Functions + ⊞ Line + At Find Filter T Clear Filter								-
Functions * 🕮 Line * 🎆 Find Filter 🖫 Clear Filter						-	Collaboration of the second	ines
Winner and the second sec				er	er 🚡 Clear Fil	M Find	凹 Line -	Functions *
Type No. or M., Direct Unit Cost., Line Amount Ex., Line Discount '5' Return Qty, to S., Return Qty, Shi., Qty, to	ni Qty. to Invoice (Qty. to S Return Qty. Shi	Line Discount %	Line Amount Ex	ect Unit Cost	of M	No.	Type

15. Click "Apply Entries".

HOME A	CTIONS NAVIGA	ATE		
Edit	Release Reopen	Post Post and Print Report	Get Posted Document Lines to Reverse	Apply Entries
Manage	Release	Posting		Prep



16. Select the Invoice, click "Set Applied-to ID" in the Ribbon and click "OK"

			Apply Vendor E	ntries - INT/VEN-000	01 CRUSHER	THUDUGALA	- 0
HOME	ACTIONS N	AVIGATE				ICC_ERP - IC	CNew - ta-rib-hasithaj totalamber.com 🧃
Set Applies-10 10	gate AppScoto	n. Betech	End				
General							
Posting Date:	11/20/2015			Description:	Return Order 10	06	
Document Type:	Credit Merno		*	Currency Code:			
Document No.	ocument No. 1006			Amount	0.00		
Vendor No.:	endor No.: INT/VEN-00001			Remaining Amount:			0.00
Applies-to ID	Porting Date	Document	Document No.	External Docu	ment No.	Vendor Nn.	+ Description
10001	@/19/2015	Involce	114649	RME/PON-000	90	INT/VEN-00001	Order RMB/PON-80090
	8/19/2015	Eredit Ne-	RMB/PCM-00004	RME/PON-00	217-CR	INT/VEN-00001	Credit Memo 1077
	8/19/2015	Credit Ne_	RMB/PCM-00005	RMB/PON-act	990	INT/VEN-00001	Credit Memo 1078
<							,
Appln. Cuminity	Amour	nt to Apply -3,807,82	9mt. Disc. Amount 2.73	Rounding (L00	Applied A 0.00	-1,807,822.73	unt Balance 0.50 -3,807,822.73
							OK Cancel

17. Click the "Post" button in the Ribbon and select "Invoice"

ACTIONS	NAVIG	ATE		
Release	Reopen	Post	Post and Print Posting	Test Report
O META	Micros	soft Dyna	mics N	AV ×
	0	 Ship Invo Ship 	ice and Invo	ice
r No.:		ОК	Can	cel
ct No.:				

1.3 Return Goods Already Consumed

The Items have been consumed.

1. Navigate to the Item Journal and enter relevant information as shown below

	Edit	- Item Journal - COR	RECTION	
HOME ACTIONS NAVIGATE				
Detere Rost and Porting Porting	Card Arcount Save as Standard Journal.	edger Inthest Availability by • History	Email as Attachment Send Te	Print. Refresh Find
Batch Name: CORRECTION w	Barrier Barrier Barrier		The first first	
Postive A., v 11/2/2015 RMB/COB-00050 70000	ORDINARY P., READY-MIX M	CT.	0 10 3.7 RE	ADY-MIX 8-00100

- Entry Type: Should be "Positive Adjustment" to add the quantity consumed previously.
- Sbu Code, Projects Code: Dimensions relating to the location selected.
- Quantity: Quantity that needs to be returned to the Vendor
- 2. Click the drop-down arrow in the "Applies-from Entry" field



3. Select the "Negative Adjustment" entry previously posted and click "Ok"

Item Ledger	r Entrieç =										8	Guinty		- 2 4
Protection in the												13m	TROO - READY-N	Att + 194
Pauling Date	lines type	Document Type	Distances No.	liters him	Bearighten	Description 2	Latation.	-	Garden	Waliel Quet.	femilieng list-	lies break-	Cartheway.	Cetheun
11/0/2013	Negetive All-		19/48-COR-00050	.19000			FEADY AND	45	-10	山		1.08	-367,215,08	- 3

4. The Item Journal line will be updated as shown below. Click "Post" in the Ribbon

2							1	dit - Iten	n Journal -	CORRECTION	4			
• H	OME	ACTIONS	NAVIGATE											
Delete	Post	Post and Print	Get Standard Journals.	2 Oimensions	tem Tracking Unen	Card Recalcul CSave as	ate Unit Amount Standard Journal	Ledger Entries	tem Availability b	ay - Email at Attachme	Microsoft nt Excel	Print.	Refresh Par	H Find
Betch Na	me 0	ORRECTION	v											
Entr	у Туре	Posting Da	te Documen	e Nu. he	m Na. Dr	acciption	Location Code	Unit of f	Mes. Appl	ies-from Entry	Quan Shu (Code	Project	ta Co
Pest	ive Adj	11/2/2015	RMB/COR	-00050 707	00 08	DINARY F	READY-MIX	MI	~	143209	10 3.1 RE	ADY-MEX	8-0010	8

5. Click "Yes" in the message shown below



6. Navigate to Departments -> Warehouses -> Orders and Contracts -> Purchase Return Orders



7. Click "New" in the Ribbon



8. Enter relevant Information

	teau ann an Airtean an Airtean an Airtean an Airtean Airtean Airtean Airtean Airtean Airtean Airtean Airtean Ai	Lint. Purcha	SE NEWEN GIGEL - NOOT I	144.5	inter interesting					-	
HOME ALTR	INS NAVIGATE					XC.33	9 - K	Chiew - ta-r	8-hasithaj tob	alamber.com	
Merrege Release	Post_ Post_ Post and Print_ Test Report_ Putting	Get Posta Apply Em Colculate	d Document Lines to Reverse mes Invoice Discount Plagare	語言	Statistics Dimensions Comments Return Order	App	roval T	ES Send To	P D Show Attache		
1006 - CRUSHE	R THUDUGALA										
Buy-from Vendor No.	INT/VEN-00001	÷	Document Date:	11/20	(2015	¥	÷.	Vendor I	Details	6 ⁰ *	1
Bay-from Contact No	CT002396	w	Vendor Authorization No.:					Action	. *	1000 C 100	
Buy-from Yandor Na	CRUSHER THUDUG	ALA	Vendor Cr. Memsz Nn.:					Vender		VEN-20001	
Bay-from Address	ELLAPAHALA, LAX	ANTAWN	Order Aildress Codes			¥		Nervei	CRUSHER	THUDUS	
Buy-from Address 2:	THUDUGALA.		Purchase/ Code:	LAHI	ŧų	۷		Phone		HOMEIN	
Buy-from Parat Code:	12000		Campaign No.:					Faithfiller			
Buy-from City:	Kalutara	÷	Responsibility Center			¥		Contact			
Buy-from Contact:			Ausigned User ID:			×.		Buy-from	Vendor Hi		
No. of Archived Versi	and a series	0	Statuc	Öpen		Ψ.		Vendor N		Att/VEh	
Posting Date:	11/20/2015		Location Code:	6-006	¢0	~		Quotes			
					₩ Show more	fields		Banket G	rdøre	0	
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nes	A PARTY IN	*			12	9E: C		Return Or	ders.	1.	
Tunchine + col	ne - ing ring herer	- Clear order			A			Datal Rety	micic m Shie	-	
item 252	75 ROAD SIGN B	OARD POLES (11)	00. 8-00800 - G	11	Applto metta	iney o		Patel Reco	sptu	1762	
								Patel, Week	CEI	3	
								Pina cres	A HIGHL		
								Notes		e ⁶ *	
1						3	*	Clickhere	to create e ne	es pote.	

• No.: The Item No. that needs to be returned to the Vendor (Item entered in the Item Journal previously. Step 1).



9. Click "Appl.-to Item Entry" drop down

Lines								** .	^
Functions	* 🖩 Line *	Find Find	Filter 🔣 Clea	ar Filte	er				
Туре	No.	n		R	Location	Quantity	Applto Item Entry	Unit of №	^
ltem	75775	I BOAR	D POLES (3300		6-00600	10	 	NO	

10. Select the line relating to the "Positive Adjustment" created.

liern Ledge	Entries +								Torretters	1: (Dainty)	5	
12											filler: 70000 + Yost	· Yas - +
Feder.	Total View	Document Type	Despend the	familia Description	Datcigtton 7	locate	Guernij	heyolded charit	Renaming Gas	THU MICH	Carl Brook.	Cast Inneat
11(2/2010	Postare Ad		IN/6/CON-60855	71000		READY-MILE	10		-30	8.00	101/07/02	1.00
11/12/0015	PATER	Patchasa Socarpi	89MB/GRHi-015438	1000	ut/HC/UT/TS	BEADY MIN	31.38		(1,4025	1.00	4.08	2
NUMBER OF	Partest	Putching Receipt	INAB/GRID-DIDASE	7800	LEVELONIT/TE	READY ME	34.72		10.51	1.00	110	

11. The "Return Quantity to Ship" in the Purchase Return Order line will be updated as shown below.



12. Click "Post" in the Ribbon



13. Select "Ship"



14. The Purchase Return Order line will be updated as shown below

Return Qty. to Ship Return Qty. Shipped



15. When the Vendor's Credit Memo is received, update the information as required

The second second second	issee]]		serone arena.	1116-01-0-01-0		
Buy-from Vendor No.:	INT/VEN-00001		. 4		Document Date	11/20/2015	۲	
Buy-from Contact No.:	CT002396		•		Vendor Authorization N	Nou		
Buy-from Vendor Name:	CRUSHER THUDUG/	<u>ж</u> а			Vendor Cr. Memo No.:	098765		
Buy-from Address	ELLAPAHALA ,LAXN	AWATHA,			Order Address Code:		~	
Buy-from Address 2:	THUDUGALA.				Purchaser Code:	LAHIRU	v	
Buy-from Post Code:	12000				Campaign No.:			
Buy-from City:	Kalutana				Responsibility Center:		×.	
Buy-from Contact:					Anigned User ID:			
No. of Archived Versions:		1			Status:	Released		
Posting Date:	11/20/2015	9 4			Location Code:	6-00600	~	
inet								
Functions • 🖽 Line	- M Find Filter	S, Clear Filter						
Type No.	By. to Ship	Return Qty, Shipped	Location	Direct Unit Cost	Line Amount Ex 1	Line Discount %	Qty. to Invoice	Quant
12 per			and the second s		8 10 DOM 10 D		2.0	

16. Click "Apply Entries".

N/S	HOME	ACTIONS	NAVIGA	TE				
ad >	✓ Edit [↑] New X Delete	Release	Reopen	Post	Post and Print	Test Report	Get Posted Document Lines to Reverse	Apply Entries
M	anage	Rele	ase		Posting			Prep

17. Select the Invoice, click "Set Applied-to ID" in the Ribbon and click "OK"

			Apply Vendor E	intries - INT/VEN-000	01 - CRUSHER THUC	NIGALA		- 0 ×
- HOME	ACTIONS N	AVIGATE				ICC_ERP - ICCNew	- ta-rib-hasithaj	totalamber.com
Set Applies-to ID	gate Post Applicatio	A	Find					
General Posting Date	11/20/2015			Descriptions	Return Onder 1006			
Document Type:	Credit Memo		*	Currency Code:				
Document No.	1005			Amount		0.00		
Vendor No.:	INT/VEN-0000	01		Remaining Amount:		0.00		
Applies-to ID	Porting Date	Document +	Document No.	External Docu	ment No.	Vendor Nn.	+ Dans	rigition
1000	8/19/2015	Imple	114649	RME/PON-00	99	INT/VEN-00001	Orde	rRMB/PON-00090
	8/19/2015	Credit He-	RMB/#CM-00004	RME/PONE-00	217-CR	INT/VEN-00001	Cred	it Memo 1077
	8/19/2015	Credit Me_	RMB/PCM-00005	RMB/PON-ab	90	INT/VEN-00001	Cred	it Menii: 1078
ć								,
Apple, Cuminicy	Amour	nt to Apply 3,807,82	Print. Dise. Amount 2.73	Rounding 6:00	Applied Amount 0.00 -3)	r Availattis Amount 807,822.73	Balance 0.50	-3,807,822.73
							OK	Cancel

18. Click "Post" in the Ribbon



19. Select "Invoice" and click "OK". A Credit Memo will be posted

Microsoft Dynamics NAV
 Ship Invoice Ship and Invoice
OK Cancel

20. Navigate to Posted Purchase Credit Memo and search by the "Vendor Credit Memo" No. to view the posted credit memo.

11	Edit - Pos	sted Purc	hase Credit	Memo -	109211 ·	CRUSHER TH	UDUC	5A
 HOME ACTIONS 							ICC_E	RF
à 🖊 🗙		Ţ		X				1
View Edit Delete	lavigate Statistics	Comment	s Dimensions	Approvals	Print	Email as Attachment	One	No
Manage	Process Statistics		Cr. Memo		Print	Send To		S
109211 · CRUSHER	R THUDUGALA							
General							^	^
No.:	109211		Posting Date	:	11/20/201	15		
Buy-from Vendor No.:	INT/VEN-00001		Document D	ate:	11/20/201	15		
Buy-from Contact No.:	CT002396		Pre-Assigned	d No.:				
Buy-from Vendor Name:	CRUSHER THUDUGAL	A	Vendor Cr. N	lemo No.:	098765			
Buy-from Address:	ELLAPAHALA, LAXMI	WA	Order Addres	ss Code:				
Buy-from Address 2:	THUDUGALA.		Purchaser Co	ode:	LAHIRU			
Buy-from Post Code:	12000		Responsibilit	y Center:				
Buy-from City:	Kalutara		Description 2	2:				
Buy-from Contact:			No. Printed:				0	
Lines							^	
🔠 Line 🝷 🎢 Find 🛛 Fi	lter 🛛 🏹 Clear Filter							
Type No.	Variant Code	Descriptio	n		Return Rea	s Qu	antity	
ltem 75775		ROAD SIGN	N BOARD POLE	ES (3300			10	
<							2	
								Y



21. Navigate to the relevant Vendor Card and click "Ledger Entries" in the Ribbon. The Vendor Ledger Entries will be displayed as shown below. Select the relevant Invoice.

		Edit	Vendor Leo	iger Entri	es - INT/	VETV-00001	CRUSHER 1	THUDUGALA	H.			- 0	×
HOME	ACTIONS								ICC_ER	P - ICCNew - 5	a-rib-hasit	haj totala niber co	en 🕖
Vew Litt Manager	Navigate Incoming Document Process	Apply Unapply Entries Entries. To Functions	Reverse ensection	Applied 0 Entran	Arrensions Ditry	Detailed Ladger Entries	Microsoft Excel Send to	There Sho an land Co View		rium Notes	Links	C Refresh T Ocar Filter M Find Page	
Vendor Lede	ger Entries *							Type to	filer-(F3)	Footing Da	te):	· *] •	
										Filter	INT/VEN	4-00001 + d8/19/13	5
Porting Date	Document Type	Document No.	Esternal D	ocument N	io. Ori	ginal Am	Amount	Remaining A.	Vender h	4o.	Descrip	facet	De_
8/19/2015	Credit Memo	RMB/PCH-00004	RME/PON	-00017-CR	. 2	067,604.00	2,067,604.09	2,067,604.0	0 INT/VEN	00001	Credit N	Aerno 3077	
8/19/2015	Invoice	114649	EME/PON	-00090	4	807,822,73	-3,807,822.73	-3,757,822.7	3 INT/VEN-	00001	Order R	MB/PON-00000	
8/19/2015	Credit Meso	#MB/PCM-00005	69.48/PIDN	-00090	1	415,702.59	1,415,702.59	1,415,702.5	s anti-ybs-	40001	Credit N	Aerryn 1078	
6					_								
												- 04	

22. Single-click "Remaining Amount"

		Edit -	Vendor Ledger Entr	ies - INT/VEN-00001 -	CRUSHER 1	HUDUGALA		- 0	*
HOME	ACTIONS					icc.	ERP - ICCNew - ta-r	b-hasithaj totalamber co	pen 🕖
North March	Navigate Incoming Document Process	Apply Unapply I Entries Entries. The Turnetisms	Reverse Applied C	Arnersions Detailed Ladger Entries	Microsoft Escal Send to	The Show as Chart	Grow Attached	Co Refresh Coar Fiber Mi Find Frage	
Vendor Lede	ger Entries .*					Type to filter-#3	Fouting Date		
· · · · · · · · · · · · · · · · · · ·							Filter: D	vT/VEN-00001 + 08/19/19	5
Posting Date	Document Type	Document No.	Esternal Document N	io. Original Am	Amount	Remaining A., Vends	er No.	Description	De-
6/19/2015	Credit Memo	RMB/PCH-00004	RMB/PON-00017-CR	2,067,604.00	2,067,604.03	2,067,604.00 (NT/VE	EN-00001 0	Credit Memo 1077	
8/19/2015	Invoice	114649	EM8/PON-00000	3,807,822.73	-3,807,822.73	-3,757,822.73 MT/VS	ENI-00001 0	order RMB/PON-00000	
8/19/2015	Credit Menso	AME/PCH-00005	69.45/PIDH-00080	1,415,702.59	1,415,702.59	1,415,752.59 (01/1/1	EN-02001 0	Dedit Merrin 1078	
e									
								06	

23. The "Detailed Vendor Ledger Entries" will be shown.

4			View - De	etailed Ven	dor Ledg. En	tries - 36997	2		- 🗆 🗙
🔹 но	ME						ICC_ERP -	ICCNew - ta-nb-ha	sithaj.totala 🕜
Q		×				B 1			
Navigate	Unapply Entries	Microsoft Excel	Show Show as as List Chart	OneNote	Notes Links	Refresh Cle Fil	ear Find ter		
Process	Functions	Send To	View	Show	Attached	Pa	ge		
Detailed	d Vendor	Ledg. Enti	ries 🔹			Type to f	ilter (F3)	Posting Date	▼ → V
								r -	liter: 509972
Posting	D Entry T	ype Docum	en Documen	Vendor No.	Currency	Amount	Amount (l	.CY) Initial Ent	Entry 🔺
8/19/201	15 Initial E	ntry Invoice	114649	INT/VEN-0		-3,807,822.7	3 -3,807,82	22.73 8/19/2015	34643
11/20/20)15 Applica	tion Credit M	1e 109211	INT/VEN-0		50,000.0	50,00	00.00 8/19/2015	67709

1.4 Return Goods Transferred and Invoiced

The Purchase Receipt (GRN) is created, Goods have been transferred using the automatically created Transfer Order and an Invoice has been posted. The goods were found to be defective and need to be returned to the supplier and a credit memo has to be posted.

1. Create a new Transfer Order and enter relevant information

4				New - Tra	nster Order - 6i	643				- 0	×
HOME	ACTIO	INS NAVIGAT	Έ				10	C.ERP - ICCNe	w + ta-nb-hasithaji	totalamber	om 🕢
View X Manage	Get MRN Lines	Release	Post_ Post and Print	Comments	Shipmenta	inba	wentory - ound Transfer	Email as Attachment Sent To	Notes		
6643											
General										3	-
No.:		6643			Assigned User	ID:	1				
Transfer-from	m Code:	4-00500			Project No.:						
Transfer-to-0	Inde:	6-00600	3		Purchase Ropt	Nuc					
In-Transit Co	de	IN - TRANS	4		Status		Open				
Posting Date	- 1	11/20/2015	*		Transfer Statu	2	Open				
Sbu Code				¥	Receive Status	r.	Open				
Projects Cod	e:				SK / ASK Code					3	
Lines										1	
Functions	• 圖 🖬	ne • 🔥 Find	Filter 😤 Clear F	itter							
Item No.	Dest	cription	Quantity Rese	rved Qu., Reserve	rd Qu Reserv	Unit	of Me	Oty. to Ship	 Quart 	ity Shipped	^
75775	ROA	D SIGN BOARD	10	veniere e com		NO	1		10		
+ 5					_						× .
										OK	
										_	_

- Transfer-from-Code: Current Location of the goods
- Transfer-to-Location: Location from which the goods will be returned to the supplier.
- Item No: Item to be transferred
- Quantity: Quantity of the Item that needs to be transferred to the Vendor

Note: Only transfer goods if the supplier will collect the goods from the "Transfer-to-Code" location. If not, create a Purchase Return Order.

2. Click "Reserve" in Functions

				New - Tra	ansfer Order - 6	643
HOM	E ACTIO	NS NAVIGA	TE			
View X	Get MRN Lines Process	Release	Post_ Post and Pri	nt Dimensions Comments Online	Chipments	invent Inbound
6643						
Canaral I						
General		69.9			1000000	20.90
No.r		6643		0.0	Assigned User	ID:
Transfer-fr	om Code	4-00500	~		Project No.(1
Transfer-to	Gode	6-00600	· •		Purchase Ropt	No.:
In-Trensit	Code	IN - TRANS			Status	Ope
Posting Da	te:	11/20/2015			Transfer Statu	a Opi
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Projects Co	ode				SK / ASK Code	-
photocommunity						
Lines						
Functio	ns • 🖽 Li	ne - 👫 Find	Filter 🐩 Cle	er Filter		
B Reser	vė es	nption	Quantity R	eserved Qu Reserv	ed Qu., Reserv.,	Unit of M
75775	ROA	D SIGN BOARD.	10	1000		NO

3. Select "Outbound"



4. Single-click "Total Quantity"

HOME				112112		
Courts	4CTIONS		1.1-		CC_ERP - ICONew - to	-vio-tesithejitota 😨
Asalatie to Asalative Baselve	uto Reserve from serve Current Une	Central Reservation hum Content Line Content	Reservation Entries	Microsoft Excel Send Tax	Refer Find	
General						
them No.:	75725		Quetty to Re	arve:		.10
Shipment Date:	11/20/2011		Reserved Quar	anys .		0
Description			Unreserved Qu	anthy .		10
Summary Typ		Total Quantity Tot	Reserve. Of	. Mocated i	Total Available	Current Rese
Hem Ledger En	res/	10			u (u	
Filters						
Hartant Codal			Garral No.			
						OK



5. Select the relevant line and click "Reserve"

	Vi	ew - Availabl	e - Item Leo	dg. Entries - 66	43 10000 7577	75	- 🗆	x
 HOME 	ACTIONS NAVIG	ATE			ICC_E	RP - ICCNew - ta-	nb-hasithaj.totala	a 🕜
Reserve Car Reserve Functions	cel vation							
Available -	Item Ledg. Entrie	es *			Type to filter (F3) Entry Type	→	•
					Filter: 7577	′5•''•4-00500•N	lo•Yes•Yes•>()
Entry Type	Document No.	Location	Posting D	Remaining Q	Reserved Qu	Available Qu	Current Rese	
Transfer	113828	4-00500	11/20/2015	15	0	15	0	
							Close	e

6. "Reserved Quantity" will be updated as shown below

Available -	Item Ledg. Ent	ries 🔹			Type to filter (F3) Entry Type	▼ →
					Filter: 7577	75 • '' • 4-00500 • N	No•Yes•Yes•>0
Entry Type	Document No.		Posting D	Remaining Q	Reserved Qu	Available Qu	Current Rese
Transfer	113828	4-00500	11/20/2015	15	10	5	10

7. The "Reserved Quantity" in the transfer order will be updated as shown below

Lines						0
f Functions	🗉 Line 🔹 🏄 Find	Filter T. Clear	Filter			
Item No.	Description	Quantity	Qty. to Ship	Reserved Quantity Outbrid.	Reserved Quantity Shipped	Unit of Me. A
75775	ROAD SIGN BOARD	10	10	10		NO
						ų
<						>

8. "Ship" and "Receive" Quantity by clicking "Post" in the Ribbon. The goods will then be transferred to the "Transfer-to-Code" Location



Au		Edit - P	osted Transfer	Receipt - 1138	329	_ 0	×
- ном	E ACTIO	INS			ICC_ERP - ICC	New - ta-nk	o-h 🕜
 ☑ View ✓ Edit ✓ Delete Manage 	Comme Comme Dimens Receip	t Print.	Email as Attachment Send To	Show Attached	 Gefresh → Go to ♦ Previous Page 	Next	
113829 General							<u>^</u>
No.: Transfer-fr Transfer-t In-Transit Transfer C	rom Code: o Code: Code: Irder No.:	113829 4-00500 6-00600 IN - TRANS 6643	TI Pi Sł Pi Sł	ransfer Order Date: osting Date: ou Code: rojects Code: K / ASK Code:	11/20/2015 11/20/2015 5.0 HEAD OF 6-00600	FICE	
Lines Line 🕶 Item No 75775	Find D. Des ROA	Filter 📡 C cription D SIGN BOARD	Clear Filter D POLES (3300	Quantity 10	Unit of Mea NO	Shipping	^ Fi
<							>
Transfer-f	rom				11/20/2015	C	У Ж

9. A "Posted Transfer Receipt" will be created as shown below

10. Navigate to Departments -> Warehouses -> Orders and Contracts -> Purchase Return Orders



11. Click "New" in the Ribbon



- . Edit - Purchase Return Order - 1006 · CRUSHER THUDUGALA HOME ACTIONS NAVIGATE ICC. ERP Release Post. 🖆 Get Posted Document Lines to Reverse... 🗟 🌕 🖻 Statistics ä 🗄 🛃 Dimensions 11 Apply Entries Reopen Post and Print ... Аррго View × Test Report. Calculate Invoice Disco Comments Return Ciniae Appr 1006 · CRUSHER THUDUGALA INT/VEN-00001 Buy-from Vendor No.: 11/20/2015 Document Date: ¥ Buy-from Contact No.: CT002396 Vendor Authorization No.: CRUSHER THUDUGALA Vendor Cr. Memo No.: Buy-from Vendor Name: Buy-from Address ELLAPAHALA LAXMIWATHA, Order Address Code: w Buy-from Address 2: THUDUGALA. Purchaser Code: LAHIRU ŵ Buy-from Post Code: 12000 Campaign No.: Buy-from City: Kalutara Responsibility Center Buy-from Contact: Assigned User ID: No. of Archived Vention Status Pesting Date: 11/20/2015 Location Code Show more fields Lines 8 * / Functions . III Line . # Find Filter T. Clear Filter Descriptio No Appl-to Item Entry Quantity ROAD SIGN BOARD POLES
- 12. Enter relevant Information

13. Click "Appl.-to Item Entry" drop down

Lines								** ^
Functions	* 🔳 Line *	Find	Filter 🔣 Clea	ar Filte	er			
Туре	No.	n		R	Location	Quantity	Applto Item Entry	Unit of N ^
ltem	75775	I BOARE	D POLES (3300		6-00600	10	· ·	NO

14. Select the line relating to the "Transfer Receipt" created.

Dimensions Value Entries	Applied Reservation Entries Entries	Application Microsoft	Tel Roman	후 🗧 🔓	2 1	16
	Applicat	m Sent la	achar Oat	Ihms-Attached	Refresh Clear Fr	ne .
ries +				Type	to filter (F3) Poster	q Dete 🔹 🔶 🛩
					Filter	75775 + Yes + Yes + 5-50600 + 11
y Type Bouwer	Twie Documen	etin Item No	Description Description	ption2 Locatio. +	Quantity Invo	iced Quart. Remaining Qua.
ofer Transfer R	enipt 113820	75775		5-00600	10	10 10
after Transford	exipt 113829	75775		5-30600	10	10
	ries *) Type - Document ofer - Transfer Ra	rlies * Type <u>Recurrent Type Document</u> ofer <u>Transfer Receipt 113530</u>	rlies * Type <u>Recurrent Two:</u> <u>Document No.</u> Item No. = Transfer Recurr 112529 75775	rlies * v Type <u>Bouweet Two</u> <u>Document Sin</u> item No. = Decorption Decorp ofer <u>Twosfer Social</u> 113529 7575	Views * Transfer Receipt Tope Document No. * Description Description 2 Locatio * for Transfer Receipt 11829 7575 \$-80000	rliefs * Type to the (Fi) Posto Fitter V Type Bouweet Ne. Item Ne. * Description Description 2 Locatio * Quartity Inve der Trender Social 11950 35775 5-0960 10

15. The "Return Quantity to Ship" in the Purchase Return Order line will be updated as shown below.





16. Click "Post" in the Ribbon



17. Select "Ship"

Microsoft Dynam	nics NAV ×
Invoice Ship	e nd Invoice
ОК	Cancel

18. The Purchase Return Order line will be updated as shown below

Return Qty. to Ship	Return Qty. Shipp	ed
		10

19. When the Vendor's Credit Memo is received, update the information as required

Station and states		Packet .]].***		seriour press.	1116-01-0712		
Buy-from Vendo	or No.2	INT/VEN-00	001		÷		Document Date	11/20/2015	~	
Buy-from Conta	ct No.:	CT002396			v		Vendor Authorization	No#		
Buy-from Vendo	or Name	CRUSHER TH	HUDUGA	LA			Vendor Cr. Memo No.	098765	1.1	
Buy-from Addre	66	ELLAPAHAL	A ,LAXM	IWATHA,			Order Address Code:	a	~	
Buy-from Addre	14.2	THUDUGAL	Α,				Purchaser Code:	LAHIRU	¥	
Buy-from Post C	ode	12000					Campaign No.:			
Buy-from City:		Kəlutanı			~		Responsibility Center:	R	¥	
Buy-from Conta	et						Assigned User ID:			
No. of Archived	Versionsi			1			Status:	Released		
Posting Date:		11/20/2015		1944 - C.			Location Codes	6-00600	~	
ines		(44) (/ http://								
Functions *	III Line +	Mt Find	Filter	S. Clear Filter						
Type	No.	By. to S	hip	Return Qty, Shipped	Location	Direct Unit Cost	Line Amount Ex	Line Discount %	Qty. to Invoice	Quanti
	T5.725			10	6-00600	5,000.05	50,000,00		70	

20. Click "Apply Entries".





21. Select the Invoice, click "Set Applied-to ID" in the Ribbon and click "OK"

HOME	UTIONS N	AVAGATE	Apply Vendor E	ntnes - net/ven-buo	OT CRUSHER TH	UDUGALA	au , ta ch h	an initial design in the second
Set Name	gate Applicatio	n	Find					
Semenal								
Posting Date:	11/20/2015			Description:	Return Order 1006			
Document Type:	Credit Memo		Ψ.	Currency Code:				
locument No. 1006		Amounti		0.0	20			
Vendor No.:	ndor No.1 INT/VEN-00001		Remaining Amount:		0.0	90		
Applies-to 10	Porting Date	Document	Document No.	External Docu	ment No.	Vendor Nn.		Description
1002	8/19/2015	Imple	114649	RME/PON-00	090	INT/VEN-00001		Order RMB/PON-0009
	8/19/2015	Eredit Ne-	RMB/PCM-00004	RME/PONE-00	017-CR	INT/VEN-00001		Credit Memo 1077
	8/19/2015	Credit Ne_	RMB/PCM-00005	RMB/PON-30	090	INT/VEN-00001		Credit Memo 1078
e l			1.					,
Appln. Currency	Amou	nt to Apply 3,807,82	Pmt. Disc. Amount 2.73	Rounding (1:00	Applied Amo 0.00	ont Available Amount -3,807,822.73	Вµі 0.50	arice. -3,807,822.7
								Transa la

22. Click "Post" in the Ribbon



23. Select "Invoice" and click "OK". A Credit Memo will be posted





24. Navigate to Posted Purchase Credit Memo and search by the "Vendor Credit Memo" No. to view the Posted Credit Memo.

<u>Au</u>	Edit - Po	sted Purc	hase Credit	Memo -	109211 · C	RUSHER TH	UDUG	5AI
HOME ACTIONS							ICC_E	RP
Tà 🖊 🗙			\$	×			N	3
View Edit Delete N	avigate Statistics	Comment	ts Dimensions	Approvals	Print	Email as Attachment	Onel	Not
Manage P	Process Statistics		Cr. Memo		Print	Send To		Sh
109211 · CRUSHER	THUDUGALA							
General							^	^
No.:	109211		Posting Date	8	11/20/201	5		
Buy-from Vendor No.:	INT/VEN-00001		Document D	ate:	11/20/201	5		
Buy-from Contact No.:	CT002396		Pre-Assigned	d No.:				
Buy-from Vendor Name:	CRUSHER THUDUGA	LA	Vendor Cr. N	lemo No.:	098765			
Buy-from Address:	ELLAPAHALA , LAXM	IWA	Order Addre	ss Code:				
Buy-from Address 2:	THUDUGALA.		Purchaser Co	ode:	LAHIRU			
Buy-from Post Code:	12000		Responsibilit	ty Center:				
Buy-from City:	Kalutara		Description 2	2:				
Buy-from Contact:			No. Printed:				0	
Lines							^	1
🖩 Line 🝷 🏙 Find 🛛 Filt	ter 🛛 🏹 Clear Filter							
Type No.	Variant Code	Descriptio	on		Return Reas	Qı	uantity	
ltem 75775		ROAD SIG	N BOARD POLE	ES (3300			10	
<							>	~

25. Navigate to the relevant Vendor Card and click "Ledger Entries" in the Ribbon. The Vendor Ledger Entries will be displayed as shown below. Select the relevant Invoice.

1		Edit -	Vendor Ledger	Entries - INT	VEN-00001	-CRUSHER 1	HUDUGALA			- 0	×
HOME	ACTIONS							ICC_ERP - 10	CNew - ta-rib-	rasithaj totalambér co	pen 🕢
No.	Navigate Incoming Document Process	Apply Unapply Entries Entries. To Turctions	Reverse Apple	ed Dimensions	Detailed Ledger Entries	Microsoft Escal Served to:	Den Ston stat	en orto	r Notes Life ov Attachant	Chartenh S Cear Fiber A Fiel Ange	
Vendor Lede	ger Entries *						Type to F	itar-1731 P	sitting Date	· * - •	
									Filter: INT	VEN-00001 + 08/19/1	5
Posting Date	Document Type	Document No.	Esternal Docum	unt No. 0	iginal Am	Amount	Remaining A.	Vender No.	De	cription	De_
8/19/2015	Credit Nemo	RMB/PCH-00084	RME/PON-000	7-CR	2,067,604.00	2,067,604.09	2,067,604.00	INT/VEN-0000	I Cre	dit Mamo 1077	
8/19/2015	Involut	114649	EME/PON-000	6	3,807,822.73	-3,807,822.73	-3,757,802.73	INT/VEN-0000	I Ord	er RMB/PON-00000	
8/19/2015	Credit Menso	EHE/PCPT-00005	6948/PIDH-000	0	1,415,702.59	1,415,702.59	1,415,702.59	311/128-000	1 Cre	fit Merrys 1078	
e 1											
										.06	



26. Single-click "Remaining Amount"

	-	Edit -	Vendor Ledger B	intries - INT	VEN-00001	-CRUSHER 1	HUDUGALA				- 0	×
HOME	ACTIONS							ICC_ERP -	ICCNew - to	-nb-hasiti	uj totalamber co	. 0
No. State	Navigate Incoming Document Process	Apply Unapply I Entries Entries. The Functions	Reverse Apple	d Dimensions	Detailed Ledger Entries	Microsoft Escal	Uniter Show		Notes	Cirks	Chefreich Clear Fiber Min Find Finger	
Vendor Ledg	ger Entries *						Type to	iter/13)	Facting Dat			-
									Filter	INT/VEN	00001 + 05/19/15	6
Porting Date	Document Type	Document No.	External Docume	nt No. O	iginal Am_	Amount	famaining A.	Vender No.		Descript	int.	De-
6/19/2015	Credit Memo	RMB/PCH-00004	RME/PON-00017	CR	2,067,604.00	2,067,604.00	2,067,604.00	INT/VEN-000	01	Credit M	emo 5077	
8/19/2015	tranice	114649	EME/PON-00000		3,807,822.73	-3,807,822.73	-3,757,832.73	NT/VEN-000	101	Order Rh	IB/PON-00000	
8/19/2015	Credit Menso	MMB/PCH-00005	##48/PIDH-00080		1,415,702.59	1,415,702.59	1,415,702.50	311/128-000	101	Credit M	erna 1078	
4				_								
											OK.	

27. The "Detailed Vendor Ledger Entries" will be shown.

1			View - De	etailed Ver	dor Led	lg. Ent	ries - 369	9972				×
🔹 но	ME								ICC_ERP - IC	CNew - ta-nb-ha	asithaj.tota	la 🕜
ß		x	o o				B	T,				
Navigate	Unapply Entries	Microsoft Si Excel as	now Show as List Chart	OneNote	Notes	Links	Refresh	Clear Filter	Find			
Process	Functions	Send To	View	Show	/ Attached	1		Page				
Detailed	d Vendor	Ledg. Entrie	S *				Туре	to filte	r (F3) P	osting Date F	▼ -1	► ►
Posting	D Entry Ty	/pe Documen.	. Documen	Vendor No.	Current	cy	Amo	ount	Amount (LC	Y) Initial Ent	Entry	
8/19/201	15 Initial En	try Invoice	114649	INT/VEN-0			-3,807,82	2.73	-3,807,822.	73 8/19/2015	34	4643
11/20/20	015 Applicat	ion Credit Me	109211	INT/VEN-0			50,00	00.00	50,000.	00 8/19/2015	67	7709
Posting 8/19/201 11/20/20	1 D Entry Ty 15 Initial En 015 Applicat	/pe Documen try Invoice ion Credit Me	. Documen 114649 109211	Vendor No. INT/VEN-0 INT/VEN-0	Curreno	cy	Amo -3,807,82 50,00	ount	Amount (LC -3,807,822. 50,000.	F () Initial Ent 73 8/19/2015 00 8/19/2015	ilter: 36997 Entry 34 67	72 4643 7709

1.5 Reducing Unit Price of Invoiced Goods

The Purchase Order has been invoiced and the unit price of the items need to be reduced.

1. Navigate to Departments -> Financial Management -> Payables ->Purchase Credit Memos

	Departments	▶ Finan	cial Manag	ement 🕨	Payables	s 🕨 Purcha	ase Credit Mer	nos
HOME ACTIONS								
🏝 📝 🖪 🗙						الممير	2	
New Edit View Dele	te Release	Reopen	Post	Post and Print	Post Batch	Statistics	Dimensions	Comr
New Manage	Re	lease		Posting			Credit Memo	o c
Departments Financial Management General Ledger	Purc	hase C	redit Me	emos .	-			
Cash Management	No		Buy-from	Buy-fi	rom Vend	or Name	Ven	dor A
Cost Accounting	110	6	V00828	LANKA	A WALLTI	LES PLC		
Cash Flow	110	9	V00474	LAKSH			SES	
Receivables	119	6	V00529	AKZO	NOBEL PA	AINTS LANK	(A (PV	
Payables Fixed Assets	120	5	V01003	TRADE	PROMO	TERS (PVT) I	LTD	
Inventory	121	8	V00514	CHEVE			NKA P	
SVAT Voucher	121	9	SUB-00147	3 CENTR		ER (PVT) LTO	D.	
Periodic Activities	122	0	V00522	CENT	RAL AGEN	CY		
▷ Setup	122	1	INT/VEN-0	CRUSH	HER THUD	UGALA		
Sales & Marketing								

2. Click "New" in the Ribbon





3. Enter relevant information as shown below

General											1
Neu	-	90		***		Vendor Cr. Mem	a No.: 67584	F. (
Buy-fram Vender No.	14	7/VEN-00001		÷		Order Address Co	ode				
Bus-from Contact No	0	002390		0.94		Assigned User ID					20
Buy-from Vendor Nan	ne Di	USHER THUDUGALA				Posting No. Serv	P-CR+		ω)		
Buy-fram City:	8.2	lutara		(e)		Description 2:					
Pasting Date	11	20/2019				Tex Area Code	\$25	1			
Discument Date:	11	(20/2015	94			Tax Liebłe					
Vendor Authorization	No.					Statue	Open	_		3	Ψ.
						Location Code:	3-0010	0.:			
										4	Show more field
ines											
Functions - 🖽 Li	n - #	Find Filter 🖔	Clair Filter								
Type No.			Location C.	Quantity	Unit of M.	Direct Unit Cost	TacArea C-	Tin	Tax Group	Lite Amount Ex-	Oty: to Assign
	and the second second	the second se	the state of the s				A REAL PROPERTY AND A REAL		The state of the s	a state of the second	

- Type: should be Charge(Item)
- No.: Select "Price_Diff" or assigned No.
- Quantity: Enter invoiced quantity
- Direct Unit Cost.: Enter Amount to be reduced by each item
- Tax Area Code, Tax Group Code, Tax Liable: Select these as they appear in the Invoice

Invoicing		
Pay-to Vendor No.:	INT/VEN-00001	~
Pay-to Name:	CRUSHER THUDUGALA	
Pay-to City:	Kalutara	~
Sbu Code:	1.0 BUILDING	~
Projects Code:	3-00100	~

4. Select the line and click "Item Charge Assignment" as shown below





5. Click "Get Receipt Lines" in the Ribbon



6. Select the relevant Purchase Receipt line (GRN) and click "OK"

				ſ	Purch. F	Receipt	Lines			×
- HOME	NAVIGA	TE					ICC_ER	P - ICCNew - ta-nb-l	hasithaj.tota	0
Show Show as as List Chart	OneN	ote Notes	Links	P Refresh	Clear Filter	Find				
View	9	how Attach	ed		Page					
Purch. Receip	ot Line	s *					SEHP*	Document No.	• 5	~
Document No.	*	Buy-from.	Туре	1	No.	De	escription	Location C	Quantity	i۸
SEHP2/GRN-00	80000	V00410	ltem	7	2663	CE	MENT BAGS - 50KG	3-01001	250	в
SEHP2/GRN-00	00011	INT/VEN-0	Item	7	5773	RO	AD SIGN BOARD 2.3.6 PASS	T 6-00600	2	N
SEHP2/GRN-00	00012	INT/VEN-0	Item	7	5773	RO	AD SIGN BOARD 2.3.6 PASS	T 6-00600	2	N
SEHP2/GRN-00	00013	INT/VEN-0	Item	7	5775	RO	AD SIGN BOARD POLES (330	0 6-00600	15	N
SEHP2/GRN-00	00014	INT/VEN-0	Item	7	0002	ME	TAL	3-00100	10	۹.
<										>
								ОК	Cancel	

7. Click "Suggest Item Charge Assignment"



8. Click "Amount" in the message shown below



9. The "Remaining to Assign" field will be updated as shown below. Click "OK"



10. Click "Apply Entries" in the Ribbon



11. Select the relevant Invoice and click "Set Applies to Id" in the Ribbon

			Apply Vendor	Entries - INT/VEN-00	001 · CRUSHER	THUDUGALA			×
· HOME	ACTIONS N	AVIGATE				ICC_ERP - ICO	New - ta-nto-	hasithaj totalambe	eisen 🚱
Set Applies-to 30	gete Post Applicatio	n	Find						
General									
Panting Date:	11/29/2015			Description:	Credit Morna 122	24			
Document Type	Credit Menz		4	Currency Code:					
Document No.	1221			Amounti		1,000/	00		
Vendor Nu.:	INT/VEN-000	я		Remaining Amount		1,000.	00		
Applies-to ID	Porting Date	Document_	Document No.	External Doc	ument No.	Vendor No.		Description	0
19226	0/19/2015	Annalor	\$74649	RMB/PON-00	X990-	INT/VEN-00001		Cider RME/PON	-0009
	8/19/2015	Credit Me-	RMB/PCM-00004	IME/PON-00	\$17-CR	INT/VEN-00001		Credit Memo 10	77
e									3

12. "Post" the credit memo from the Ribbon





13. Navigate to the relevant Vendor Card and click "Ledger Entries" in the Ribbon. The Vendor Ledger Entries will be displayed as shown below. Select the relevant Invoice.

		Edit -	Vendior Ledger E	etries - INT/	VEN-00001	CRUSHER 1	HUDUGALA			- 0	1
HOME	ACTIONS	- 11 - 11 - 11 - 11 - 11 - 11 - 11 - 1						ICC_ERP - ID	Diew - ta-nb-has	ithaj totalambér co	en 🕖
Vew Litt Manager	Navigate Incoming Document Process	Apply Usapply F Entries Entries. The Functions	Reverse reaction.	d Dimensions	Detailed Ledger Entries	Microsoft Excel Send to	There Show we let Cha	Cortini Sec	Notes Links	C Refresh T Clear Filter M Find Page	
Vendor Lede	per Entries *						Type to F	iter (F3) Pr	uting Date	· •] •	
									Film: NT/VE	N-00001 + 08/19/13	5
Porting Date	Document Type	Document No.	Esternal Docume	nt No. Or	iginal Am	Amount	Remaining A.	Vendor No.	Descrip	ption	De_
8/19/2015	Credit Memo	RMB/PCH-00004	RME/PON-00017	CR	2,067,604.00	2,067,604.09	2,067,604.00	INT/VEN-00001	Credit	Mamo 3077	
8/19/2015	Involut	114649	EME/PON-00000		3,807,822,73	-3,807,822.73	-3,757,802.73	INT/VEN-00001	Order F	MB/PON-00000	
8/19/2015	Credit Menso	#M8/PCM-00005	69-68/PIDH-00090		1,415,702.59	1,415,702.59	1,415,702.59	311/988-00001	Credit	Merryn 1078	
e				_							

14. Single-click "Remaining Amount"

		Edit - 1	Vendior Leidger	Entries - Il	NT/VEN-00001	-CRUSHER 1	THUDUGALA			- 0	×
HOME	ACTIONS							ICC_ERP - IC	Chiew - ta-nb-has	ithaj totalambér co	- 0
No. 12 No	Navigate Incoming Document Process	Apply Unapply R Entries Entries. Tree Functions	evente naktion_ brit	ied Dimension	ors Detailed Ledger Entries	Microsoft Escal Served to:	The Store	Cortina (inclusion)	Notes Griks	C Refresh T, Oear Filter M Find Ange	
Vendor Lede	ger Entries *						Type to F	itar (F3) Po	uting Data		
· · · · · · · · · · · · · · · · · · ·									Filter: INT/VE	N-00001 + 08/19/13	5
Pointing Date	Document Type	Document No.	Esternal Docum	nent No.	Original Am	Amount	Remaining A.	Vendor No.	Descri	ption	De-
6/19/2015	Credit Memo	RMB/PCH-00084	RME/PON-000	17-CR	2,067,604.00	2,067,604.09	2,067,604.00	INT/VEN-00001	Credit	Memo 1077	
8/19/2015	trouter	114649	EME/PON-000	10	3,807,822.73	-3,807,822.73	-3,757,822.73	NT/VEN-00001	Order	MB/PON-00000	
8/19/2015	Credit Plenso	#HE/PCH-00005	69.48/PIDH-000	10	1,415,702.99	1,415,702.59	1,415,702.59	311/984-02001	Credit	Merryn 1078	
4											
										06	

15. The "Detailed Vendor Ledger Entries" will be shown.

1	View - Detailed Vendor Ledg. Entries - 369972 – 🗖 🗙										
- но	DME						ICC_ERP - ICC	New - ta-nb-ha	sithaj.totala 🕜		
B		x 🗄				C T					
Navigate	Unapply	Microsoft	Show Show as	OneNote	Notes Links	Refresh Cle	ar Find				
Process	Functions	Send To	View	Show	Attached	Pag	je				
Detaile	d Vendor	Ledg. Ent	ries 🔹		Type to fi	lter (F3) Po	sting Date	▼ → V			
								F	ilter: 369972		
Postin	g D Entry 1	Type Docum	en Documen	Vendor No.	Currency	Amount	Amount (LCY) Initial Ent	Entry 🔺		
8/19/20	15 Initial E	intry Invoice	114649	INT/VEN-0		-3,807,822.73	-3,807,822.7	3 8/19/2015	34643		
11/20/2	015 Applica	ation Credit N	/le 109211	INT/VEN-0		50,000.00	50,000.0	0 8/19/2015	67709		