

## APPENDIX A: GLOSSARY

This appendix contains a glossary for the inventory application areas in Microsoft Dynamics® NAV.

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***NOTE:** For definitions and explanations of Sales and Purchasing batch jobs, reports, and documents, refer to Tables, Reports, and Batch Jobs on the **Contents** tab in online Help.*

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### **Cross-dock**

To move items directly from the receiving area to the shipping area, thereby minimizing handling and storage and allowing sales orders to be shipped sooner.  
Noun and adjective forms: cross dock

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***NOTE:** The program systematically compares inventory receipts with outstanding sales orders and indicates that a cross-docking opportunity is available.*

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### **Delivery Note**

A note that accompanies a shipment and that lists the items in the shipment.  
Synonyms: advice note, accompanying note, dispatch note, covering note for picking.

### **Inventory**

Items held in a store or a warehouse and purchased for resale, items used to support production (raw materials and work-in-process), and items for maintenance activities (including repair and operating supplies). The program calculates inventory as the quantity of an item available in inventory.

### **Item**

A manufactured or purchased article, product, part or material that is part of inventory. If a company has several locations, it stores inventory control information about items or item variants at a particular location in the stockkeeping unit for that item or item variant at that location.

### **Item Substitute**

An item that can be offered to a customer as a substitute for an item that currently is unavailable.

### **Lead Time**

The time between recognition of the need for an order and the receipt of goods. Individual components of lead time can include order preparation time, queue time, processing time, move or transportation time, and receiving and inspection time.

### **Location**

A physical structure or place where inventory is received, stored, and shipped. A location can be a warehouse, service car, showroom, plant, or area within a plant.

**Negative Adjustment**

A reduction in inventory that is not due to a sale or consumption entry.

**Nonstock Item**

An item that a company sells but does not carry in inventory. A non-stock item is often an item in a vendor catalog, also called a catalog item.

**Order Date**

The date on which the vendor must ship the items in order to meet the planned receipt date.

**Physical Inventory**

**Abbreviation: Phys. Invt.**

The determination of inventory quantity by the counting of items, which is performed on a continuous, periodic, or annual basis.

**Pick**

To physically withdraw from inventory items to be shipped or components of items to be assembled and shipped.

**Positive Adjustment**

An increase in inventory that is not due to a purchase or output entry.

**Put Away**

To remove the item from the receiving area, transport it to a specific location in a storage area, and record the movement and the exact location of the item. Noun and adjective form: put-away

**Receipt**

The physical acceptance of an item at a location. A warehouse person immediately registers the receipt of an item in the program, but the item is not a part of available-to-pick inventory until it has been put away.

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*NOTE: The program systematically compares inventory receipts with outstanding sales orders and indicates that a cross-docking opportunity is available.*

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**Receiving**

The function encompassing the physical receipt of items, the inspection of the items for conformance to the purchase order (quantity and damage), the putting away of the items, and the preparation of the receiving report.

**Release**

To send a document to the next stage of processing without posting the document. You cannot change information on a released document unless you reopen the document.

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*EXAMPLE: You can release a sales order to the warehouse. The order is then among the source documents from which the warehouse can retrieve lines to be assigned, picked, and shipped.*

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**Reservation**

The designation of a quantity of inventory on a purchase order, production order, or item ledger entry for a specific sales order or production order.

**Responsibility Center**

**Abbreviation: Resp. Ctr.**

An organizational unit to which a company assigns duties or activities.

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*NOTE: A responsibility center can be a cost center or a profit center. Examples are a sales office that sells items from one or more locations, a purchasing office for one or several locations, a service unit, a production-planning unit, and a branch office with responsibility for sales, purchases, and cost accounting. A responsibility center that has been assigned responsibility for a location accounts for location inventory in monetary terms, while the location is responsible for the physical inventory count.*

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**Safety Lead Time**

An element of time added to normal lead time to protect against fluctuations in lead time so that an order can be completed before its real need date.

**Shipment Date**

The date a shipment leaves your location for delivery to a customer, either with a shipping agent or your own means of transportation.

**Source Document**

The original evidence of a transaction that supports journal entries in the accounting system.

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*EXAMPLE: Vouchers and contracts, but also internal documents that create journal entries, such as sales, transfer, or purchase orders or internal freight charges.*

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**Specific Item**

An individual item that is distinguished by a unique identification number.

**Stockkeeping Unit**

**Abbreviation: SKU**

A unit for inventory control that concerns items and item variants at specific locations.

**Transfer Order**

An order to move items from one location to another.

**Warehouse**

**Abbreviation: Whse.**

A building or part of a building where items are received, stored, and shipped. As such, it is a particular kind of location.

**Synonyms:** distribution center, branch warehouse, field warehouse

**Warehouse Activity**

An activity in the Warehouse Management application area. Each activity has its own menu item.

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