Introduction to MS Dynamics NAV II. (Sales Order)

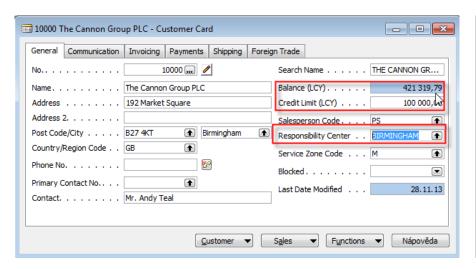
Ing.J.Skorkovský,CSc.

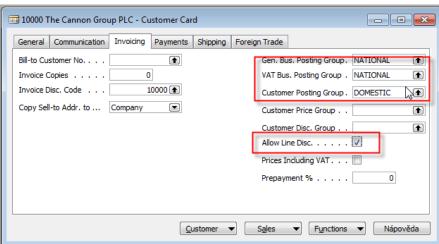
MASARYK UNIVERSITY BRNO, Czech Republic
Faculty of economics and business administration
Department of corporate economy

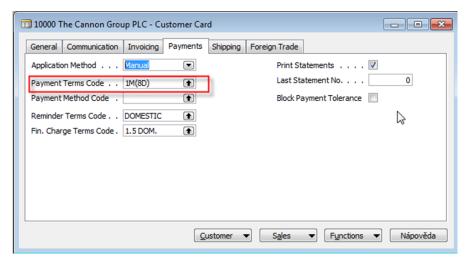
Basic source tables I.(sales)

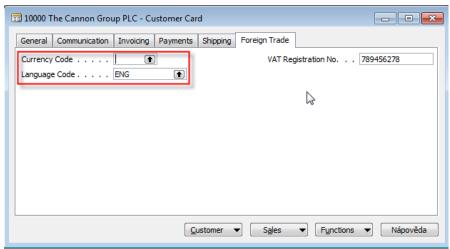
Customer

- Balance
- Credit limit
- General Posting group (we will go over it later in this course in section General Ledger setup)
- VAT Posting Group (we will go over it later in this course in section General Ledger setup)
- Customer Posting Group (we will go over it later in this course in section General Ledger setup)
- Allow Line Discount
- Payment Term Code
- Location Code (inventory)
- Fields related to Shipping Agent
- Currency Code
- Language Code



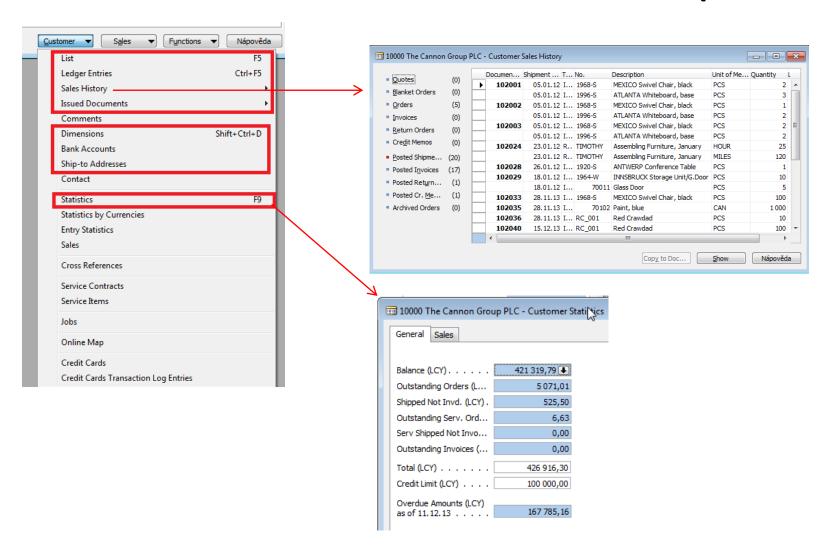








Basic information - buttons (sales)



Basic source tables II.(sales)

Item

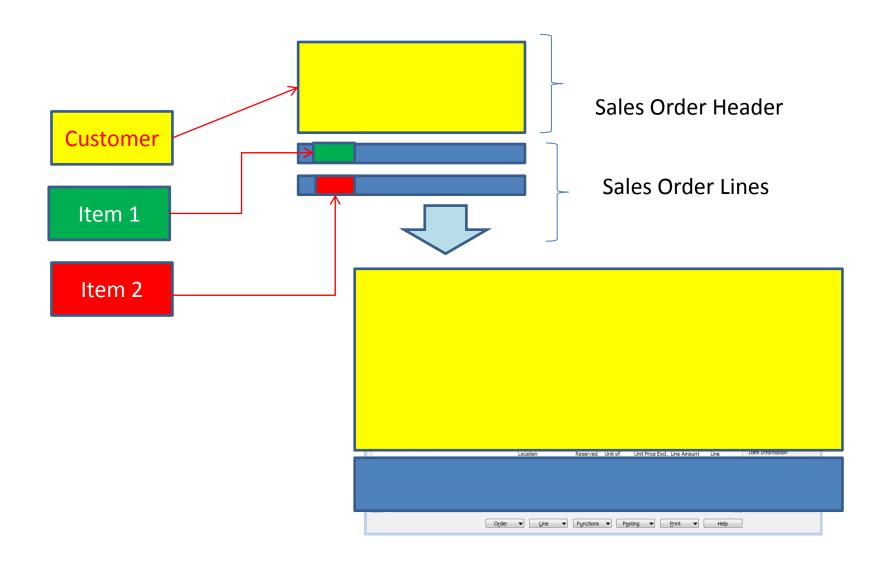
- Number
- Basic Unit of Measure
- Item Category Code
- Product Group Code
- Inventory
- Quantity of this item on diverse types of document
- Costing method
- Unit Cost
- General Production Posting Group (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- VAT Production Posting Group (we will go over it later in this course in section General Ledger setup and Inevntory Costing)
- Inventory Posting (we will go over it later in this course in section General Ledger setup and (we will go over it later in this course in section General Ledger setup and Inventory Costing)
- Allow Invoice Discount
- Replenishment System and Vendor Number
- Reordering Policy (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Safety Stock Quantity and Reordering point (we will go over it later in this course in section Requisition worksheet and netting calculation)
- Item Tracking Code

Item card

1906-S	ATHENS IV	lobile Pedestal -	Item Card						X
General	Invoicing	Replenishment	Planning	Foreign Trade	Item Tracking	E-Commerce	Warehouse		
No		1906-S		1	Search Des	cription	ATHENS MOBI	ILE	
Description	on	ATHENS M	obile Pedest	tal	Inventory.			254	
Base Unit	t of Measure	e PCS	•		Qty. on Pu	rch. Order		50	
Bill of Ma	terials	🔲			Qty. on Pro	od. Orde		0	
Shelf No.		D4			Qty. on Co	mponent Lines		0	
Automati	ic Ext. Texts	s 🔳			Qty. on Sal	les Order		34	
Created I	From Nonst	oc			Qty. on Ser	rvice Order		0	
Item Cate	egory Code		•		Service Ite	m Group		•	
Product (Group Code		1		Blocked				
T	est				Last Date N	Modified	18	.09.14	
				<u>I</u> tem	▼ S <u>a</u> les	▼ <u>Purch</u>	ases ▼ F	unctions 🔻	Help

Some basic information related to the button Item will be presented on-line during tuition

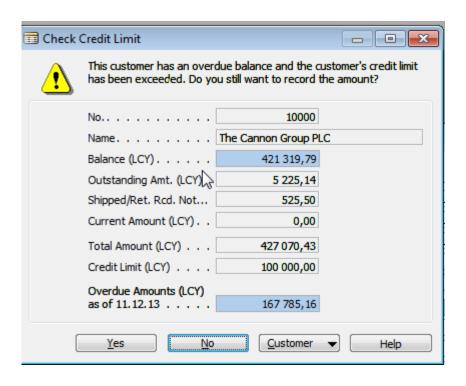
Sales order



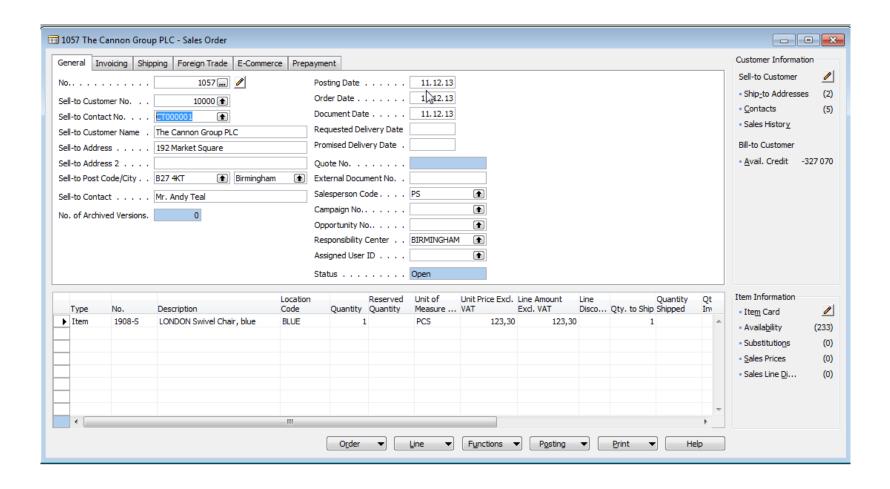
How to create a simple Sales Order

- Sales and Marketing menu
- Order Processing->Orders
- F3 to create new document- by confirming by use of ENTER a new and unique document number is created
- Look-up by use of F6 from the field Customer
- Chosen Customer must be confirmed by one click on the key Enter
- If warning is automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- Lines->Type Item->from the field No. By use of F6 pick your chosen item ->ENTER to confirm your choice
- Enter stock location BLUE and specify Quantity
- If warning is again automatically created due to exceeding Credit Limits or overdue balance, please click OK !!!
- See Statistics of this document by F9
- Button Print->Order Confirmation->Preview
- Post it by use of F11
- Make a choice (for this first simple sales order model)

Check credit limit



Created Sales Order



Sales Order confirmation (preview)

Order Confirmation

Page 1

CRONUS, Birmingham RC.

Aaron Nicholls Main S set, 14 B27 4KT Birmingham

Phone No. +44-161 818192 Fax No. +44-161 818100 VAT Reg. No. GB77777777 Giro No. 888-9999 Bank World Wide Bank Account No. 99-99-888

11. December 2013

Shipment Date 11.12.13 Order No. 1057 Prices Including VAT No

Allow Disc. Invoice VAT

Quantity Measu Unit Price % Disc. Identifier Amount

1 Piece 123,30 Yes VAT25 123,30

 Total GBP Excl. VAT
 123,30

 25% VAT
 30,83

 Total GBP Incl. VAT
 154,13

VAT Amount Specification

The Cannon Group PLC

Mr. Andy Teal

Salesperson

No.

1908-S

192 Market Square

Birmingham, B27 4KT Great Britain

Bill-to Customer No. 10000

VAT Registration No. 789456278

Description

Peter Saddow

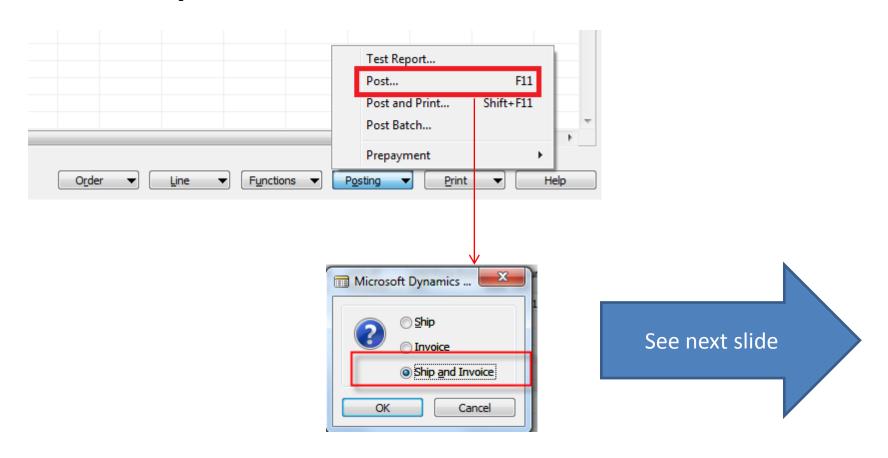
LONDON Swivel Chair, blue

VAT Identifier	VAT%	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VATBase	VAT Amount
VAT25	25	123,30	123,30	0,00	123,30	30,83
Total		123,30	123,30	0,00	123,30	30,83

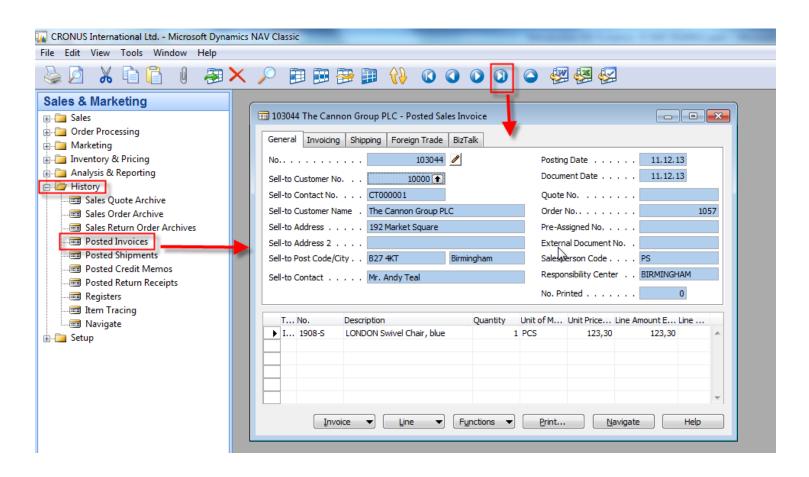
Unit of

Payment Terms 1 Month/2% 8 days Shipment Method Ex Warehouse

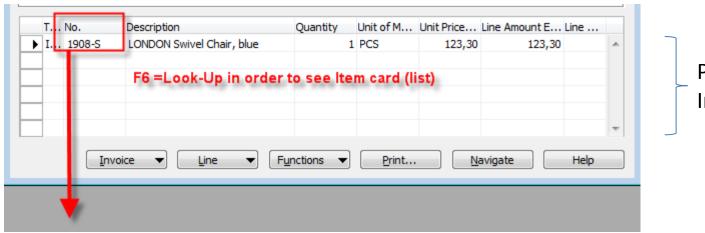
Lower part of the Sales Order form



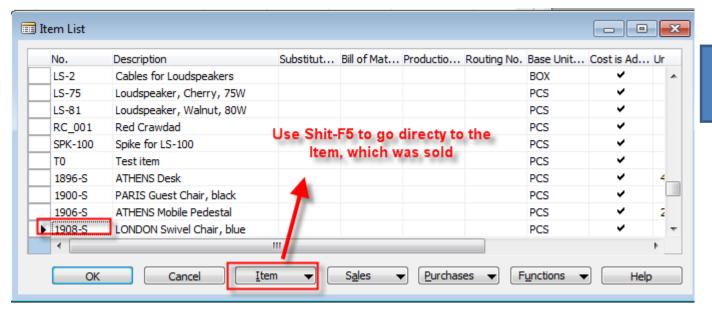
Posted invoice and delivery list



Direct "jump" to the item card from Posted Invoice (F6)

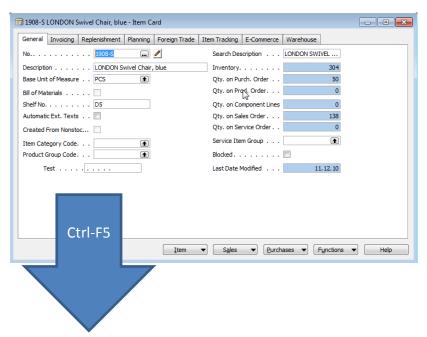


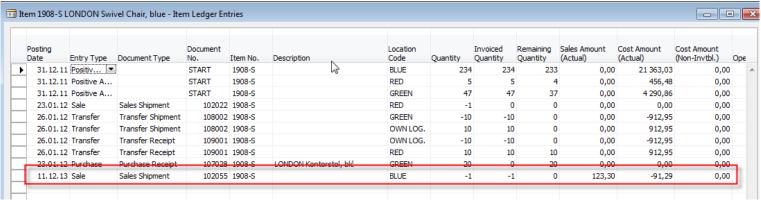
Posted Sales Invoice Lines



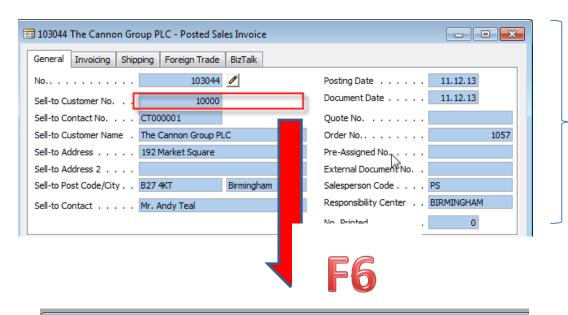
See next slide

Item card and its entries (Ctrl-F5)

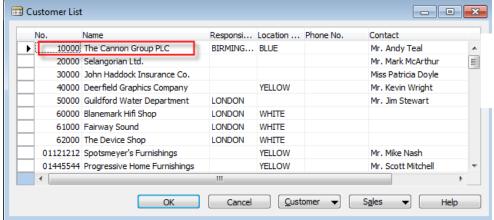




Direct "jump" to the Customer card from Posted Invoice (F6)



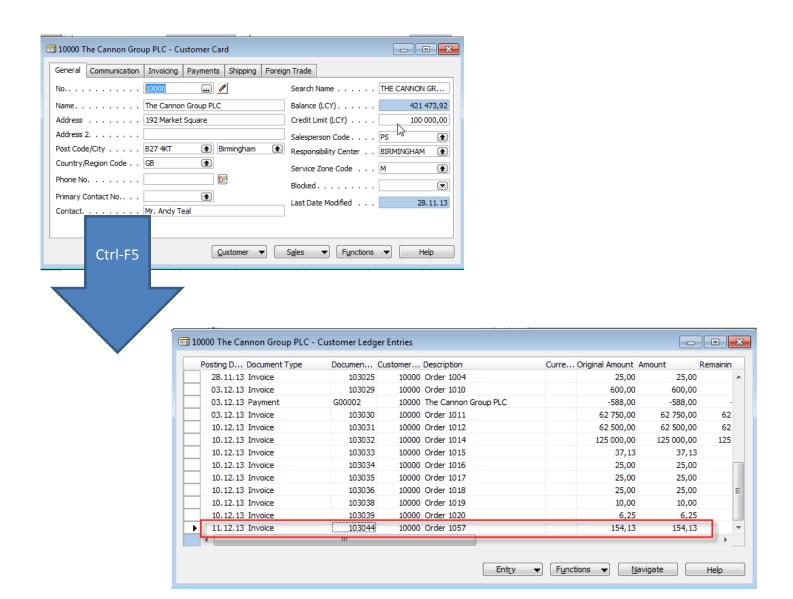
Posted Sales
Invoice Header



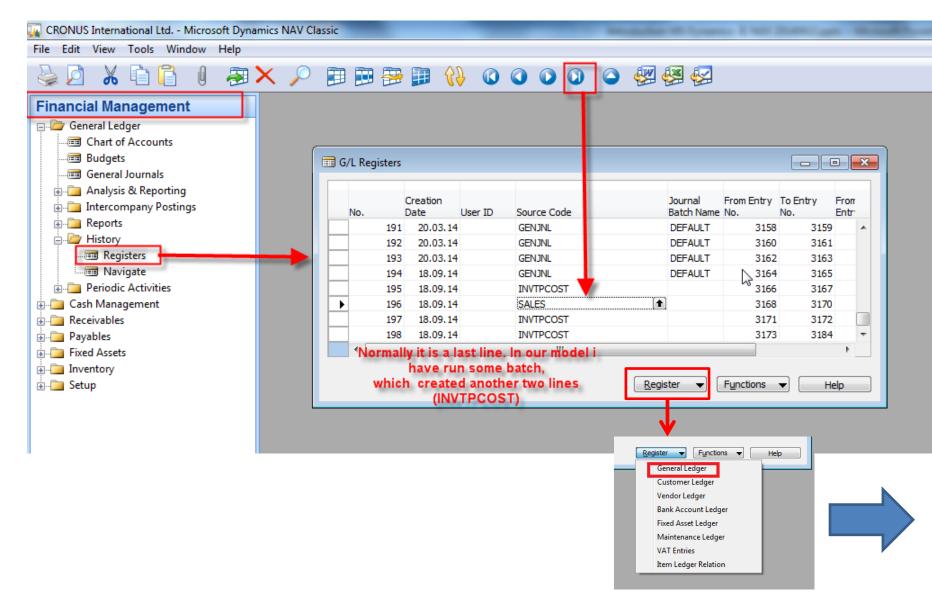




Customer card and its entries (Ctrl-F5)



Impacts to G/L

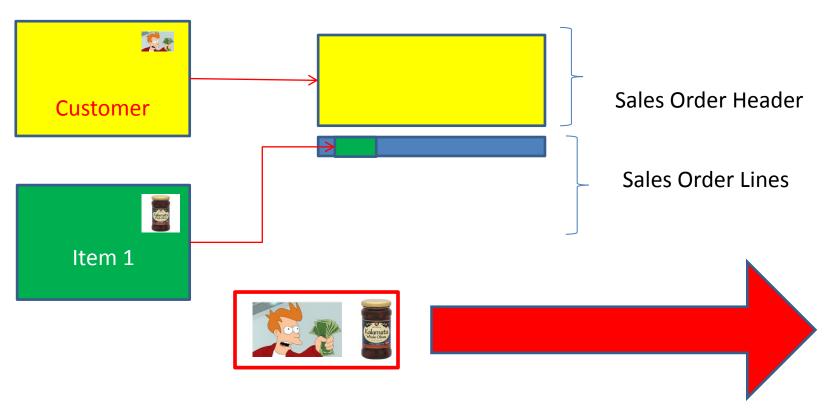


Impacts to G/L (General Ledger Entries)

6110 Sales, Retail - Dom General Ledger Entries													
	Posting Date	Document Type	Document No.	G/L Acco	Description					G	G G.	Amount	Bal. Accou E
-	11, 12, 13	3 Invoice	103044	6110	Order 1057					S	N R	-123,30	0 G/L A ▼
	11, 12, 13	3 Invoice	103044	5610	Order 1057							-30,83	3 G/L Account
	11.12.13	Invoice	103044	2310	Order 1057							154,1	3 G/L Account



Posting Groups





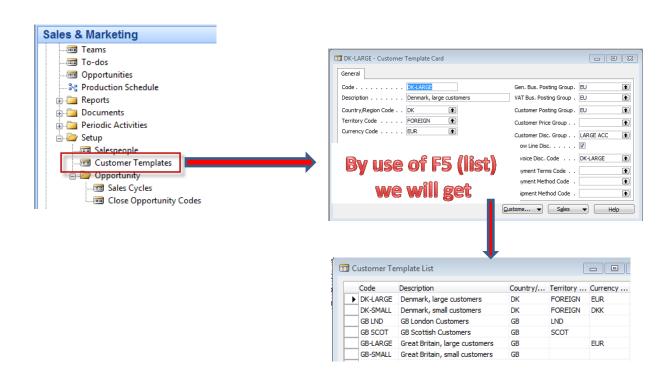
= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

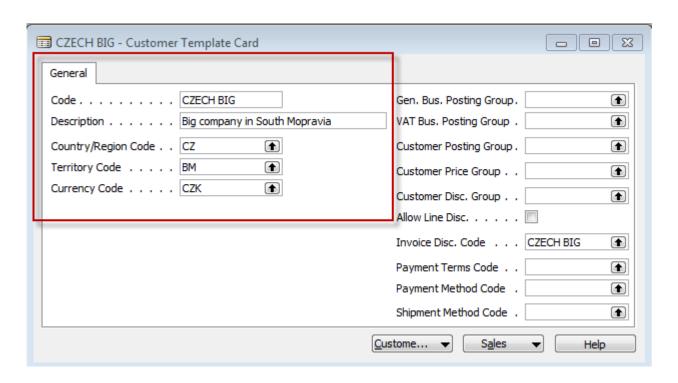
Creation of the brand new customer

- Manually only for NAV expert
- By use of Customer template easier way



Creation of the new template

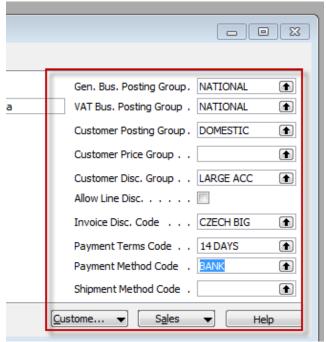
F3- enter Name and Description of the template and by **F6** (look-up) we will Choose Country, Currency and Territory code (if territory code for Brno is not there, please simply enter by use of keyboard and confirm by Enter. See partly created template below.



Creation of the new template

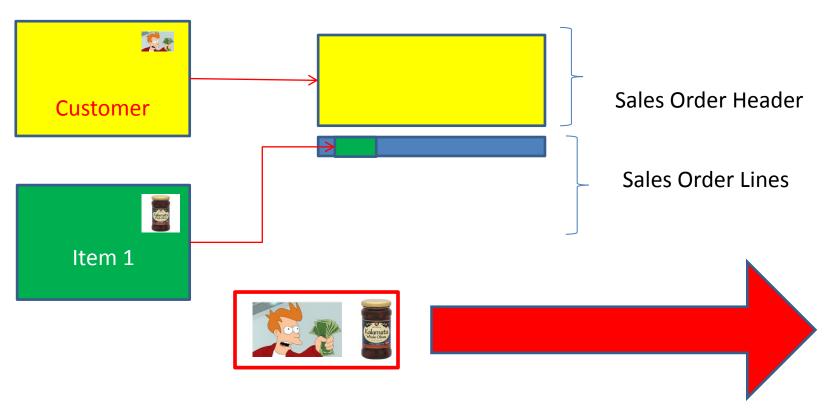
The next step is the setup of the template by entering :

- General Business Posting Group
- VAT Posting Group
- Customer Posting Group
- Payment condition and other fields
- Teacher will explain basics about
 Posting groups (see next slide)



Right part of the template window

Posting Groups



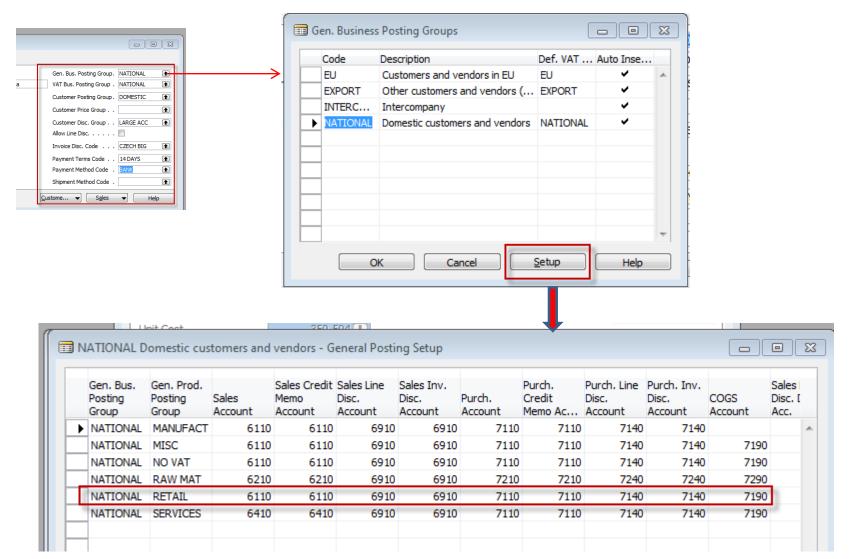


= General Business Posting Group (chosen code=NATIONAL)



= General Product Posting Group (chosen code=Retail)

Posting Groups



End of the section II.

