Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part three

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|------------|---|---|
| Date | : | 20.10.2010 |
| Reason | : | Concise instrument helping in tuition and study |

Business case II (Simple sales and its impacts)

1. Sales and Marketing menu



2. Use of F3 to cerate new Header and linked empty lines

| Ē | 🗉 untit | ed - Sa | es (| Order | | | | | | | | | |
|---|--------------------|---|-------|----------|---------------|---------|--------|-------|------------------|----------------------------|-----------------|----------|--|
| | General | Invoici | 19 | Shipping | Foreign Trade | E - Cor | nmerce | Prep | payment | | | | |
| | No | | | [| |] 🥖 | | | Posting Date | в | | | |
| | Sell-to (| ustomer | No. | | • | ו | | | Order Date | | | | |
| | Sell-to Contact No | | | | | | | | | | | | |
| | Sell-to (| Sell-to Customer Name . Requested Delivery Date | | | | | | | | | | | |
| | Sell-to A | ddress . | | | | | | | Promised De | livery Date | | | |
| | Sell-to A | ddress 2 | | | | | | | Quote No. | | | | |
| | Sell-to P | ost Code | City | · 📃 | • | ם ו | | ٠ | External Do | cument No | | | |
| | Sell-to (| iontact . | | | | | | | Salesperson | Code | | • | |
| | No. of 4 | rchived \ | ercic | | 0 | | | | Campaign N | o | | • | |
| | 1101 01 1 | i cilivou i | 01510 | | | | | | Responsibili | ty Center , | | • | |
| | | | | | | | | | Status | | Open | | |
| | | | | | | | | | 1 | 1 | 1 | | |
| | Тур | e N | D. | D | escription | | Oua | ntity | Location Code | Unit of Measure Code | Unit of Measure | Un VA | |
| | * ▶ Iten | | | | | | | | | | | ^ | |

3. Use of Enter key You cerate automatically a new document number and from the field Sell-to Customer No. using F6 key you will chose one customer (e.g. 10000) Confirm by Enter key transfer of the Customer data stored in Customer table, which can be visible in Customer Card . Make scrutiny of the upper right part of the window –information about Sales history and so on.

| Ē | 10 | 063 The | e Cannon G | roup PLC - Sales Orde | ar - | | | | | | |
|---|--|---|---------------------------|---|--------------|---|----------------------------|-----------------|----------|---|-----------------------|
| ſ | Ger | neral In | voicing Ship | oing Foreign Trade E - | Commerce Pre | payment | | | | Customer Information | |
| | Sel Sel Sel Sel Sel Sel | I-to Custo I-to Conta I-to Custo I-to Addre I-to Addre I-to Post (I-to Conta | :ss :ss 2 Code/City | The Cannon Group PLC 192 Market Square | ingham (t | Order Date Document D Requested I Promised De Quote No. External Do Salespersor Campaign N | e | 28.02.10 | | Sell-to Customer - Ship-to Addresses - Contacts - Sales History Bill-to Customer - <u>A</u> vail. Credit | 2) (2) (5) 0 |
| | | | | | | Status | | Open | | | |
| | | Type | No. | Description | Quantity | Location Code | Unit of Measure Code | Unit of Measure | Un VA | Item Information - Item Card - Availability - Substitutions | (0) |

4. Go by mouse cursor to the lines and see the type of the line (Item) and then from the field Item by use of F6 (look-up key) you will chose an item. Preferably the same one which was previously in your system purchased.

| General Invoicing Shipping For | eign Trade E - Comr | erce Prepay | yment | | | | Customer Information | · |
|--|--|---|-----------------|--|-----------------|---|---|----------------|
| No | 1063 / 10000 T on Group PLC et Square | P O D m P S C C R | vorsting Date | 28.02.11 28.02.11 ate e PS | | | Sell-to Customer - Ship_to Addresses - <u>C</u> ontacts - Sales Histor <u>y</u> Bill-to Customer - <u>A</u> vail, Credit | 2) (5) 0 |
| | | 1 | | | | - | / Item Information | |
| Description | Location Code Quantit | Unit of Measure / Code | Unit of Measure | Unit Price Excl. VAT | Unit Cost (LCY) | | - Ite <u>m</u> Card - Availability | Ø (96) |
| Loudspeakers, White for PC | BLUE | 4 BOX | Box | 59,00 | 25,00 | ^ | Substitutions | (0) |
| | | | | | | | Sales Prices | (0) |
| | | | | | | | Sales Line <u>D</u>i… | (0) |

5. Make scrutiny of the lower right part of the window –information about Item Card, Availability, Substitution and so on. By use of F9 key (Statistics)You will get

| General Invoicing Shipping Prepayment | Customer |
|---------------------------------------|----------------------------|
| Amount Excl. VAT | Quantity |
| Inv. Discount Amount 0,00 | Parcels 0 |
| Total Excl. VAT | Net Weight 0 |
| 25% VAT | Gross Weight 0 |
| Total Incl. VAT | Volume 0 |
| Sales (LCY) | Original Cost (LCY) 100,00 |
| Original Profit (LCY) 146,00 | Adjusted Cost (LCY) 100,00 |
| Adjusted Profit (LCY) 146,00 | Cost Adjmt. Amount (L 0,00 |
| Original Profit % 59,3 | |
| Adjusted Profit % 59,3 | |
| VAT % Line Amount VAT Base | VAT Amount Amount Inclu |
| | 46,00 61,50 307,50 |

See other tabs of this window and so on...

- 🗰 1063 The Cannon Group PLC Sales Order General Invoicing Shipping Foreign Trade E - Commerce Prepayment Customer Infor Sell-to Customer ø 1063 🛄 🥒 No.... Ship_to Addresses (2) Order Date . . 28.02.10 Sell-to Customer No. . . 10000 🛨 Contacts (5) Sell-to Contact No. . . . CT000001 Document Date 28.02.10 Image: A start of the start Sales History Requested Delivery Date Sell-to Customer Name . The Cannon Group PLC Promised Delivery Date Bill-to Customer Sell-to Address 192 Market Square Avail. Credit Sell-to Address 2 . . . Quote No. Sell-to Post Code/City . . B27 4KT 🚹 Birmingham ٠ External Document No. Salesperson Code . . . Ŧ Sell-to Contact Mr. Andy Teal Campaign No. . . . ٠ No. of Archived Versions. 0 Responsibility Center . LONDON ۰ Status Open Item Information Quantity Unit of Code 4 BOX • Ite<u>m</u> Card ø Location Code BLUE Unit of Measure Box Availability (96) Туре Description Substitutions (0) ▶ Iten LS-10PC Sales Prices (0) Sales Line <u>D</u>i… (0) < > Order 🔻 Line ▼ Functions ▼ Posting ▼ Print ▼ Help
- 6. Return to the main Sales order by ESC key and You will get :

7. Make button Print, order Confirmation and Preview and you will get :

| The Carnor Gro Mr. Ardy Teal 192 Market Squa Birming kam, 827 Great Britain | re | | | | | Paj CFi Jac Ke | der Confin ge 1 CONUS, Loni # S. Richtes astigton Strei 2 5XY London | don RC. et, 22 | |
|---|----------|----------------------------|----------------------------|----------|----------------------|-------------------------|---|---|---------------------------|
| | | | | | | Fa VA Gli Ba | one No. (No. T Reg. No. 10 No. 14 2011 t No. | +44-999 154642 +44-999 154625 G 877777777 888-9999 World Wide Baal 99-99-888 | |
| Bill-to Customer | No. | 10000 | | | | 28. | February 201 | 10 | |
| VAT Registration Salesperson | I NO. | 121212121 Peter Sackkow | | | | On | ipmentDale der No. ces including | 28.02.10 1063 VAT No | |
| | | | | | Unitof | | Allow Disc. Involo | | |
| No. | Descri | ption | | Quantity | | Unit Price | % Disc. | iden tifler | Amount |
| LS-10PC | | eakers,Wilhent Cliarge | or PC | 4 | Box | 59,00 10,00 | Yes No | VAT25 VAT25 | 236,00 10,00 |
| | | | | | | 25% V | G BP Excl. V/ AT G BP Incl. VA | | 246,00 61,50 307,50 |
| VAT Amount Sp | ecificat | lon | | | | | | | |
| VAT Identifier | | VAT % | Line Amount | | Disc. Base Amount | Involce Diic Am | ount ount | VAT Base | VAT Amount |
| VAT25 | | 25 | 246,00 | | 236,00 | | 0,00 | 246,00 | 61,50 |
| Total | | | 246,00 | | 236,00 | | 0,00 | 246,00 | 6 1,50 |
| Payment Terms Shipment Method | I | | ta /2% 8 days are ionse | | | | | | |

8. By use of F11 post it to the DB (make it for Ship and Invoice)



9. Go to the Customer Card and make Ctrl-F5 and you will see Customer Ledger Entries.

| Posting Date | Profit (LCY) | Document Type | Document No. | Customer No. | Description | Curr Code | Original Amount | Amount |
|-----------------|--------------|---------------|-----------------|-----------------|--------------------|--------------|-----------------|------------|
| 13.01.08 | -42,07 | Credit Memo | 104001 | 10000 | Credit Memo 104001 | | -292,84 | -292,84 |
| 13.01.08 | 0,00 | Payment | 2596 | 10000 | Payment 2008 | | -25,389,25 | -25,389,25 |
| 13.01.08 | 0,00 | Payment | 2596 | 10000 | Payment 2008 | | -50,778,50 | -50,778,50 |
| 20.02.10 | 2,00 | 11110100 | 100000 | 10000 | | | ن رن | 5,75 |
| 28.02.10 | 187,00 | Invoice | 103051 | 10000 | Order 1054 | | 262,50 | 262,50 |
| 28.02.10 | 400,000,00 | Invoice | 103055 | 10000 | Invoice 1013 | | 440,000,00 | 440,000,00 |
| 28.02.10 | 30,000,00 | Invoice | 103056 | 10000 | Order 1061 | | 33,000,00 | 33,000,00 |
| 28.02.10 | 146,00 | Invoice | 103058 | 10000 🕇 | Order 1063 | | 307,50 | 307,50 |

10. Go to Financial Management – History-Registers and use by Ctrl-End go to the last line and then button Register and make choice General ledger and you will get

| Posting Date | Document Type | Document No. | G/L Account | Debit Amount | Credit Amount | Description | | G B | | | В А |
|-----------------|---------------|-----------------|----------------|--------------|---------------|-------------|-----|--------|-----|---------|--------|
| 28.02.10 | Invoice | 103058 | 6110 🕇 | | 236,00 | Order 1063 | S., | Ν., | R | -236,00 | G |
| 28.02.10 | Invoice | 103058 | 5610 | | 59,00 | Order 1063 | | | | -59,00 | G |
| 28.02.10 | Invoice | 103058 | 6810 | | 10,00 | Order 1063 | S., | Ν., | м., | -10,00 | G., |
| 28.02.10 | Invoice | 103058 | 5610 | | 2,50 | Order 1063 | | | | -2,50 | G., |
| 28.02.10 | Invoice | 103058 | 2310 | 307,50 | | Order 1063 | | | | 307,50 | G., |

From here by use of F6 go directly to the chart of account please

11. Go to Item Card (the one used in last Sales Order and make Ctrl-F65 and you will get (see what happened in Quantity, Invoiced Quantity and Remaining Quantity.

| Posting Date Entry | Type Document Type | Document No. | Description | Location Code | Quantity | Invoiced Quantity | Remaining Quantity |
|-----------------------|----------------------|-----------------|-------------|------------------|----------|----------------------|-----------------------|
| 24.01.08 Positi | ve Adjmt. | START | | WHITE | 38 | 38 | 38 |
| 28.02.10 Purch | ase Purchase Receipt | 107074 | | BLUE | 100 | 100 | 96 |
| 28.02.10 Sale | Sales Shipment | 102074 | | BLUE | -4 | -4 | 0 |

Tutor will explain applying principles