

A simple scenario of the ERP Microsoft Dynamics NAV 2018w1 for SALES

Created by	:	Jaromír Skorkovský
Date	:	21.10.2020
Reason	:	Basic terminology and principles - Sales order
For	:	MPH_AOPR
Database	:	MS Dynamics NAV 2018 CZE (W1 database-English)
Comment	:	Language =ENG
Keys	:	F4= Look up, Ctrl-N= New , F9- Post , Ctrl-END = End of List Ctrl-F7= Entries , ESC, ENTER, F7-Statistics
Shorthands	:	G/L=General Ledger, SO=Sales Order
Related material	:	PWP Introduction MS Dynamics NAV Sales NAV RTC 20201014

The essential task is to create a sales order and track the impact before and after posting and registering this document.

1. In the Search box, enter string Sales, and all sales options appear. **Just like in the Area-> Sales-> Order Processing section.** Select Sales Orders and a list of all non-billed documents of this type will appear.

No.	Sell-to Custom...	Sell-to Customer Name	External Docume...	Location Code	Assigned User ID	Status	Salespers... Code	Campaign No.	Currency Code	Document Date	Posting Date	Shipment Date	R. D.
101005	30000	John Haddock Insurance Co.				Released	PS			10.1.2019	25.1.2019	10.1.2019	
101016	10000	The Cannon Group PLC		BLUE		Open	PS			24.1.2019	30.1.2019	24.1.2019	
101017	20000	Selangorian Ltd.				Open	PS			25.1.2019	25.1.2019	25.1.2019	
101023	30000	John Haddock Insurance Co.				Open	PS			20.2.2019	20.2.2019	20.2.2019	
1011	30000	John Haddock Insurance Co.				Open	PS			14.2019	14.2019	14.2019	
104001	10000	The Cannon Group PLC		BLUE		Open	PS			16.1.2019	16.1.2019	16.1.2019	
104002	20000	Selangorian Ltd.				Open	PS			16.1.2019	16.1.2019	16.1.2019	
104003	30000	John Haddock Insurance Co.				Open	PS			16.1.2019	16.1.2019	16.1.2019	
104006	10000	The Cannon Group PLC		BLUE		Open	PS			16.1.2019	16.1.2019	16.1.2019	
104007	20000	Selangorian Ltd.				Open	PS			16.1.2019	16.1.2019	16.1.2019	
104008	30000	John Haddock Insurance Co.				Released	PS			16.1.2019	16.1.2019	16.1.2019	

Customer Statistics	
Customer No.:	10000
Balance (LCY):	350 162,63
Sales	
Outstanding Ord...	2 956,50
Shipped Not Inv...	525,50
Outstanding Inv...	0,00
Service	
Outstanding Ser...	6,63
Serv Shipped No...	0,00
Outstanding Ser...	49,27
Total (LCY):	353 700,...
Credit Limit (LCY):	0,00
Overdue Amount...	173 794,54
Total Sales (LCY):	174 802,33
Invoiced Prepay...	0,00

2. Follow the information panels on the left side of the screen. There are balances (calculated fields), pending orders, maximum loan amount, and so on. There are also available fields of the Code of Payment Terms field, whose value determines when the due date will be the invoice that is created by posting the SO.

3. Select the New Icon on the toolbar or use Ctrl-N. This action creates a new empty sales order.

4. Use the ENTER key to create a blank document and use the mouse or **F4** key to select your customer in the Customer-Number field. For instance, customer number 10000 and confirm it with the ENTER key as always in the following jobs. You can see a credit limit warning because the customer has set this field to zero value and owed us enough money even after maturity. We will, of course, approve of this and we will continue.

The relevant data required for SO management from the customer card (from its table) get into SO document header. You will see it later in this document when you enter data into one sales order line.

In the SO line, select the type (mouse or F4) that we use. In our case, Goods, which represents both Material and Goods.

5. Select the Goods (item) number equally. In our example, choose 1964-W from the list of items. All fields in which you can see an orange star are fields into which you must enter data manually. Confirm data input by key Enter.

9. Add a quantity, such as five pieces, where the storage unit will appear in the line automatically (from the merchandise card where it is defined).

10. Select the **Blue option** in the Location field. Location is a warehouse (Stock) area.

1013 · The Cannon Group PLC

General

No.:	1013	Document Date:	1.4.2019
Sell-to Customer No.:	10000	Requested Delivery Date:	
Sell-to Customer Name:	The Cannon Group PLC	External Document No.:	
Sell-to City:	Birmingham	Salesperson Code:	PS
Posting Date:	1.4.2019	Status:	Open
Order Date:	1.4.2019		

▼ Show more fields

Lines

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Ship	Ql SI
Item	1964-W	INNSBRUCK ...	BLUE	5		PCS	270,00	1 350,00		5	

12. Using the Print Confirmation icon (see the icon in the top bar), you can print SO. You can get the same result by using the Printer icon on the tab titled ACTION.

The Cannon Group PLC		Order Confirmation	
Mr. Andy Teal 192 Market Square Birmingham, B27 4KT Great Britain		Page 1 of 1	
VAT Registration No. 789456278		CRONUS, Birmingham RC. Aaron Nicholls Main Street, 14 Birmingham, B27 4KT Great Britain	
Bill-to Customer No. 10000	Phone No. +44-161 818192	Home Page	
Payment Terms 1 Month/2% 8 days	E-Mail	VAT Registration No. GB777777777	
Shipment Method Ex Warehouse	Giro No. 888-9999	Bank World Wide Bank	
Prices Including VAT No	Account No. 99-99-888	Salesperson Peter Sadow	
Document Date 01.04.19			
Shipment Date 01.04.19			
Order No. 1013			

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Allow Invoice Discount	VAT Identifier	Amount	
1964-W	INNSBRUCK Storage Unit/GDoor	5	Piece	270,00		Yes	VAT25	1 350,00	
								Total GBP Excl. VAT	1 350,00
								25% VAT	337,50
								Total GBP Incl. VAT	1 687,50

VAT Amount Specification						
VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	1 350,00	1 350,00	0,00	1 350,00	337,50
Total		1 350,00	1 350,00	0,00	1 350,00	337,50

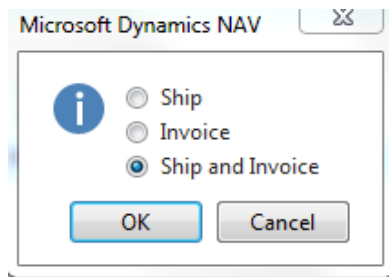
13. The document is sent to the customer either by post as a printed document or electronically.

14. Before selling our goods which is ready for shipment, it is possible to see the statistics (**F7**): margins, automatically calculated VAT rate, etc. Then you can post SO with the appropriate icon **Post** or **F9** key. At this stage of the example, select the "Ship and Invoice" option. The posted document moves to another area of the system.

Statistics (**F7** key):

1013 · The Cannon Group PLC	
General	
Amount Excl. VAT:	1 350,00
Inv. Discount Amount:	0,00
Total Excl. VAT:	1 350,00
25% VAT:	337,50
Total Incl. VAT:	1 687,50
Sales (LCY):	1 350,00
Original Profit (LCY):	493,00
Adjusted Profit (LCY):	493,00
Original Profit %:	36,5
Adjusted Profit %:	36,5
Quantity:	5
Parcels:	0
Net Weight:	113
Gross Weight:	130,1
Volume:	6,5
Original Cost (LCY):	857,00
Adjusted Cost (LCY):	857,00
Cost Adjmt. Amount (LCY):	0,00
No. of VAT Lines:	1

Posting document (F9 key)



15. The result will be a sales invoice and delivery note. Reimbursement of the invoiced invoice from the customer will be our task in the next lessons of the course (payment section called Use of General Journal).

16. Expected impacts (impacts) will be both in inventory depreciation and customer balance (receivables) and undoubtedly in the main book (General Ledger =G/L).

17. **How to Find a Sales Invoice:** Areas-> Sales and Marketing-> Archive-> Posted Sales Invoices. You can use a filter on Customer (in our case 10000-> click right mouse button and filter to this value).

Posted Sales Invoices ▾									'10000'
No.	Sell-to Custom...	Sell-to Customer Name	Currency Code	Amount	Amount Including VAT	Location Code	No. Printed	Document Exchange...	
103001	10000	The Cannon Group PLC		7 438,50	8 182,35	BLUE	0	Not Sent	
103015	10000	The Cannon Group PLC		6 615,23	8 269,04	BLUE	0	Not Sent	
103028	10000	The Cannon Group PLC		3 281,50	4 101,88	BLUE	0	Not Sent	
103032	10000	The Cannon Group PLC		150,00	187,50	BLUE	0	Not Sent	
103033	10000	The Cannon Group PLC		3 403,80	4 254,75	BLUE	0	Not Sent	
103034	10000	The Cannon Group PLC		113,10	141,38	BLUE	0	Not Sent	
103037	10000	The Cannon Group PLC		400,00	440,00	BLUE	0	Not Sent	
103038	10000	The Cannon Group PLC		480,00	528,00	BLUE	0	Not Sent	
103039	10000	The Cannon Group PLC		60,00	66,00	BLUE	0	Not Sent	
103041	10000	The Cannon Group PLC		812,97	1 016,21	BLUE	0	Not Sent	
103042	10000	The Cannon Group PLC		45 000,00	56 250,00	BLUE	0	Not Sent	
103043	10000	The Cannon Group PLC		7 281,50	9 101,88	BLUE	0	Not Sent	
103044	10000	The Cannon Group PLC		100 000,00	110 000,00	BLUE	0	Not Sent	
103046	10000	The Cannon Group PLC		1 350,00	1 687,50	BLUE	0	Not Sent	

It looks like the last one on the list is our posted invoice. To see it use icon Edit or View

18. Go to Customers by using Search window, select customer=10000 and made **Ctrl-F7** or use of icon Customer ledger entries and then use icon Navigate.

Customer Ledger Entries 01.04.19 | Posting Date

Show results:
 X Where Customer No. is 10000
 + Add Filter

Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount
1.4.2019	Invoice	103041	10000		Order 1007		1 016,21
1.4.2019	Invoice	103042	10000		Order 1008		56 250,00
1.4.2019	Invoice	103043	10000		Order 1009		9 101,88
1.4.2019	Invoice	103044	10000		Order 1010		110 000,00
1.4.2019	Invoice	103046	10000		Order 1013		1 687,50

Edit - Navigate - Selected - Posted Sales Invoice

Document No.: 103046 | Posting Date: 01.04.19

Related Entries	No. of Entries
Posted Sales Invoice	1
G/L Entry	3
VAT Entry	1
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	1
Value Entry	1
Cost Entry	1

Firstly go to the Posted Sales Invoice and Show Related Entries and you will see our posted document (not shown in this example).

Go to the Search window, type Items go-to items, and use filter Number=1964-W:

Items 1964-W | No.

No.	Description	Assem... BOM	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description	Bloc...	Product Group ...	Item Categor...	Assembly Policy	Item Trackin..
1964-W	INNSBRUCK Storage Unit/G...	Yes	PCS	<input type="checkbox"/>	171,40	292,00	INNSBRUC...		<input type="checkbox"/>			Assemble...	

From there use **Ctrl-F7** or icon Entries->Ledger entries, and you will see last entry representing the last Selling event.

Item Ledger Entries ▾ 01.04.19 | Posting Date ▾

Show results:

✗ Where Item No. ▾ is 1964-W

+ Add Filter

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remain... Quant...
1.4.2019	Sale	Sales Shipment	102057	1964-W		BLUE	-5	-5	0

Moreover, by use of ESC go back and place the cursor G/L Entry and Show Related Entries and you will get:

General Ledger Entries ▾ Type to filter (F3) | Posting Date

Show results:

✗ Where Document No. ▾ is 103046

✗ And Posting Date ▾ is 01.04.19

+ Add Filter

Posti... Date	Docum... Type	Docu... No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
1.4.2019	Invoice	103046	6110	Order 1013	Sale	NATIONAL	RETAIL	-1 350,00	G/L Account
1.4.2019	Invoice	103046	5610	Order 1013				-337,50	G/L Account
1.4.2019	Invoice	103046	2310	Order 1013				1 687,50	G/L Account

Sales Retail Domestic
6110

Sales VAT 25%
5610

Customer Domestic
2310

1350,00	337,50	1 687,50
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$$1687,50 = 1350,00 + 337,50$$