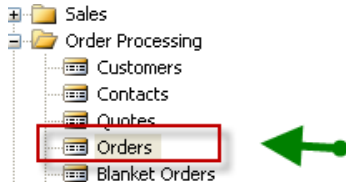


## Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part three

Created by : Jaromír Skorkovský  
 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 create new Header and linked empty lines

untitled - Sales Order

General Invoicing Shipping Foreign Trade E - Commerce Prepayment

No. . . . . [ ] [ ] [ ] Posting Date . . . . . [ ]

Sell-to Customer No. . . . . [ ] [ ] Order Date . . . . . [ ]

Sell-to Contact No. . . . . [ ] [ ] Document Date . . . . . [ ]

Sell-to Customer Name . . . . . [ ] Requested Delivery Date [ ]

Sell-to Address . . . . . [ ] Promised Delivery Date . . . . . [ ]

Sell-to Address 2 . . . . . [ ] Quote No. . . . . [ ]

Sell-to Post Code/City . . . . . [ ] [ ] External Document No. . . . . [ ]

Sell-to Contact . . . . . [ ] Salesperson Code . . . . . [ ] [ ]

No. of Archived Versions: [ 0 ] Campaign No. . . . . [ ] [ ]

Responsibility Center . . . . . [ ] [ ]

Status . . . . . Open

Type	No.	Description	Quantity	Location Code	Unit of Measure Code	Unit of Measure	Un VA
Item							

#### 3. Use of Enter key You create automatically a new document number and from the field Sell-to Customer No. using F6 key you will choose 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.

1063 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E - Commerce Prepayment

No. . . . . 1063 [ ] [ ] [ ] Posting Date . . . . . 28.02.10

Sell-to Customer No. . . . . 10000 [ ] [ ] Order Date . . . . . 28.02.10

Sell-to Contact No. . . . . 1000001 [ ] [ ] Document Date . . . . . 28.02.10

Sell-to Customer Name . . . . . The Cannon Group PLC Requested Delivery Date [ ]

Sell-to Address . . . . . 192 Market Square Promised Delivery Date . . . . . [ ]

Sell-to Address 2 . . . . . [ ] Quote No. . . . . [ ]

Sell-to Post Code/City . . . . . B27 4KT [ ] Birmingham [ ] External Document No. . . . . [ ]

Sell-to Contact . . . . . Mr. Andy Teal Salesperson Code . . . . . PS [ ] [ ]

No. of Archived Versions: [ 0 ] Campaign No. . . . . [ ] [ ]

Responsibility Center . . . . . BIRMINGHAM [ ] [ ]

Status . . . . . Open

Customer Information

- Sell-to Customer [ ] [ ]
- Ship-to Addresses (2)
- Contacts (5)
- Sales History
- Bill-to Customer
- Avail. Credit 0

Item Information

- Item Card [ ] [ ]
- Availability (0)
- Substitutions (0)

Type	No.	Description	Quantity	Location Code	Unit of Measure Code	Unit of Measure	Un VA
Item							

- 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.

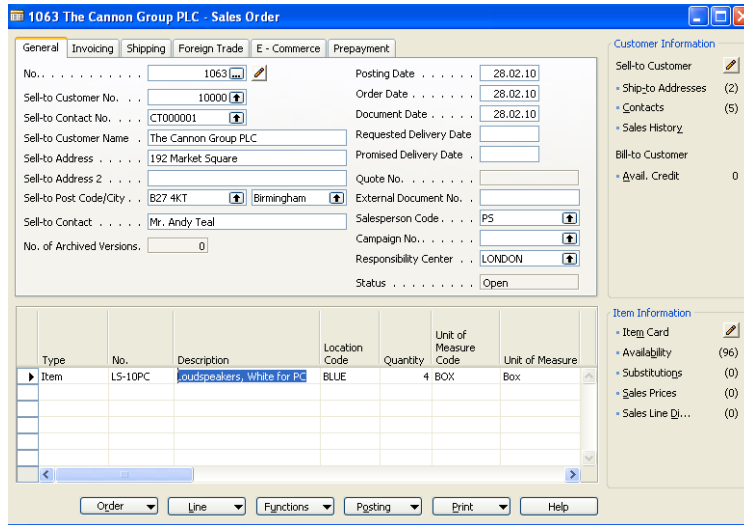
The screenshot shows a software interface with two main sections. The top section is a form for customer information, including fields for 'No.', 'Posting Date', 'Sell-to Customer No.', 'Sell-to Contact No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code/City', 'Sell-to Contact', 'No. of Archived Versions', 'Order Date', 'Document Date', 'Requested Delivery Date', 'Promised Delivery Date', 'Quote No.', 'External Document No.', 'Salesperson Code', 'Campaign No.', 'Responsibility Center', and 'Status'. The bottom section is a table with columns: 'Description', 'Location Code', 'Quantity', 'Unit of Measure', 'Unit of Measure', 'Unit Price Excl. VAT', and 'Unit Cost (LCY)'. A red box highlights the table area, which contains one row of data: 'Loudspeakers, White for PC', 'BLUE', '4 BOX', 'Box', '39,00', and '25,00'. To the right of the table is a sidebar with 'Item Information' options: 'Item Card', 'Availability (96)', 'Substitutions (0)', 'Sales Prices (0)', and 'Sales Line Di... (0)'.

- 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

The screenshot shows a software interface with a form for financial and statistical data. The form includes fields for 'Amount Excl. VAT', 'Inv. Discount Amount', 'Total Excl. VAT', '25% VAT', 'Total Incl. VAT', 'Sales (LCY)', 'Original Profit (LCY)', 'Adjusted Profit (LCY)', 'Original Profit %', and 'Adjusted Profit %'. It also shows 'Quantity', 'Parcels', 'Net Weight', 'Gross Weight', 'Volume', 'Original Cost (LCY)', 'Adjusted Cost (LCY)', and 'Cost Adjmt. Amount (L...'. A summary table at the bottom shows VAT % (25), Line Amount (246,00), VAT Base (246,00), VAT Amount (61,50), and Amount Inclu... (307,50).

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

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 :

Order Confirmation  
Page 1

<p>The Cannon Group PLC Mr. Andy Teal 192 Market Square Birmingham, B27 4KT Great Britain</p>	<p>CRONUS, London RC. Jack S. Rickles Hessingby Street, 22 N12 8KY London</p>
<p>Phone No. +44-999 154642 Fax No. +44-999 154625 VAT Reg. No. G877777777 Giro No. 889-9999 Bank WARRING BANK Account No. 99-99-999</p>	<p>28. February 2010</p>
<p>Bill-to Customer No. 10000 VAT Registration No. 121212121 Salesperson Peter Sadow</p>	<p>Shipment Date 28.02.10 Order No. 1063 Print including VAT No</p>

No.	Description	Quantity	Unit of Measure	Unit Price	Disc. %	Invoice Disc. %	VAT Identifier	Amount
LS-10PC	Loudspeakers, White for PC	4	Box	59,00		Yes	VAT25	236,00
	Service Charge	1		10,00		No	VAT25	10,00
Total GBP Excl. VAT								246,00
25% VAT								61,50
Total GBP incl. VAT								307,50

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Amount	Base Amount	Invoice Amount	VAT Base	VAT Amount
VAT25	25	246,00		236,00	0,00	246,00	61,50
<b>Total</b>		<b>246,00</b>		<b>236,00</b>	<b>0,00</b>	<b>246,00</b>	<b>61,50</b>

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

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
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.. P..	G.. B..	G.. P..	Amount	B.. A..
28.02.10	Invoice	103058	6110		236,00	Order 1063	S..	N..	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..	N..	M..	-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	Positive Adjmt.		START		WHITE	38	38	38
28.02.10	Purchase	Purchase Receipt	107074		BLUE	100	100	96
28.02.10	Sale	Sales Shipment	102074		BLUE	-4	-4	0

Tutor will explain applying principles