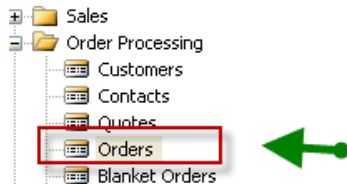


Introduction to MS Dynamics ERP NAV 5.0 SP1 in concise clauses = part three

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 Date : 4.3.2013
 Reason : Concise instrument helping in tuition and study Sales Order

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

| 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.

| 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 window with several tabs: General, Invoicing, Shipping, Foreign Trade, E-Commerce, and Prepayment. The 'General' tab is active, displaying customer information for 'The Cannon Group PLC' at '192 Market Square', Birmingham. The 'Item Information' section on the right shows a table with the following data:

| Description | Location Code | Quantity | Unit of Measure Code | Unit of Measure | Unit Price Excl. VAT | Unit Cost (LCY) |
|----------------------------|---------------|----------|----------------------|-----------------|----------------------|-----------------|
| Loudspeakers, White for PC | BLUE | 4 | BOX | Box | 59,00 | 25,00 |

- 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 window with tabs: General, Invoicing, Shipping, Prepayment, and Customer. The 'Customer' tab is active, displaying financial and statistical data for an item line. The data is as follows:

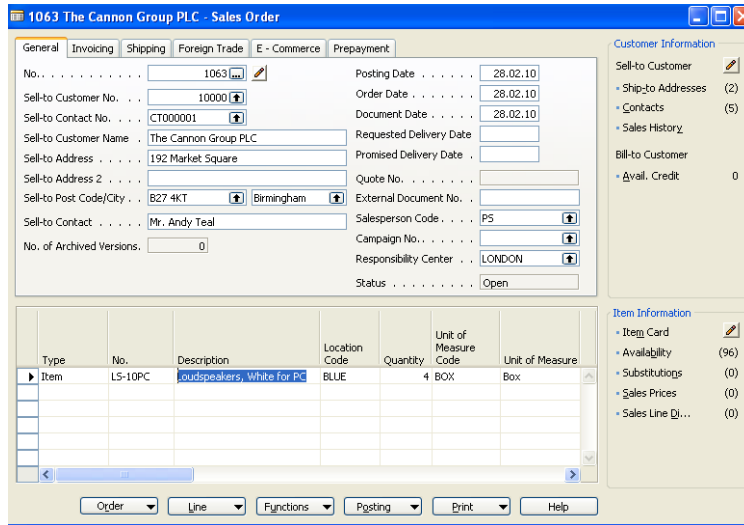
| | | | |
|---------------------------------|--------|-------------------------------|--------|
| Amount Excl. VAT | 246,00 | Quantity | 5 |
| Inv. Discount Amount | 0,00 | Parcels | 0 |
| Total Excl. VAT | 246,00 | Net Weight | 0 |
| 25% VAT | 61,50 | Gross Weight | 0 |
| Total Incl. VAT | 307,50 | Volume | 0 |
| Sales (LCY) | 246,00 | 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 | | |

Below the table, there is a summary row:

| VAT % | Line Amount | VAT Base | VAT Amount | Amount Inclu... |
|-------|-------------|----------|------------|-----------------|
| 25 | 246,00 | 246,00 | 61,50 | 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 W081619186 Bank Account No. 99-99-9999</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 Discount Amount | 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 | 61,50 |

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