

# Navision 4.0 TRADE & Inventory (8362A and 8390A)

Written by : Skorkovský

For ESF – MU

## **Basic concepts**

- **Prerequisites** : Introduction to Navision 4.0
- Duration : 2 full days
- **Documentation** :
  - PWP TRADE Navision 4.0 (can be required upon request)
  - Training Manuals
  -

## **Basic chapters I**

- *Trade overview (Navision Install, Business Principles)*
- *Sales Order Management*
- *Sales Prices and Discounts*
- *Customer Service Features*
- *Purchase Order Management*
- *Requisition Management*
- *Item charges*
- *Order promising (ATP,CTP)*
- *Return Management*
- *Analysis and Reporting*

## **Basic chapters II**

- *Inventory overview (revision of the basic knowledge from Introduction course)*
- *Setting up Inventory*
- *Availability and Reservation*
- *Setting up Order Tracking*
- *Multiple Location (responsibility centers)*
- *Location Transfers*
- *Warehousing – basic principles*
- *Item Tracking*
- *Terminology*
- *Conclusion*

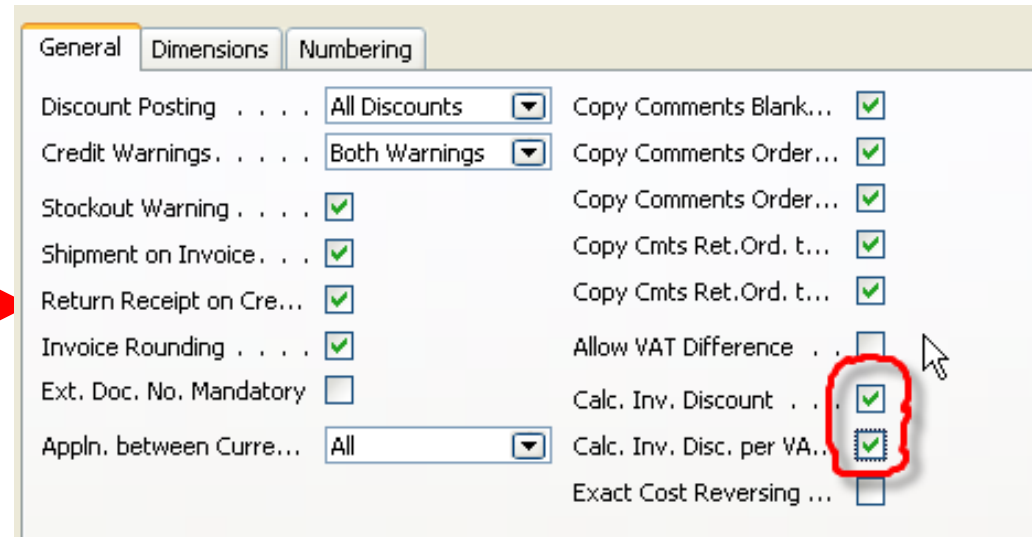
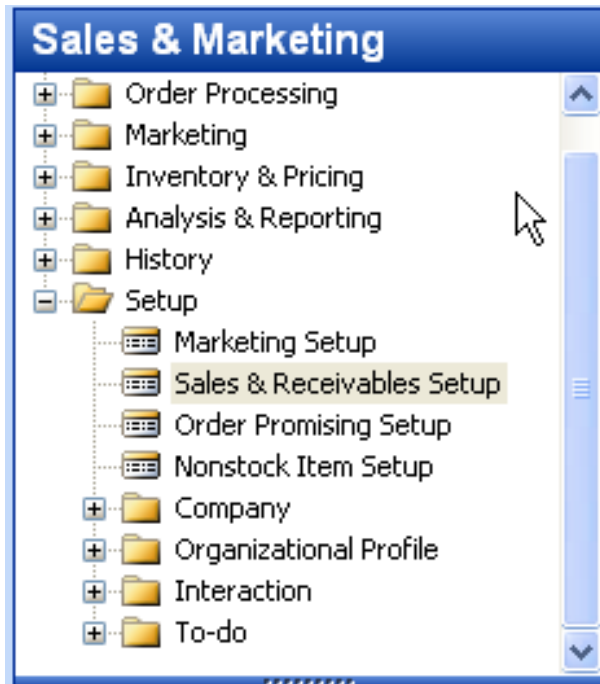
# **Sales Order Management**

Chapter 2 – page 11

## . Overview

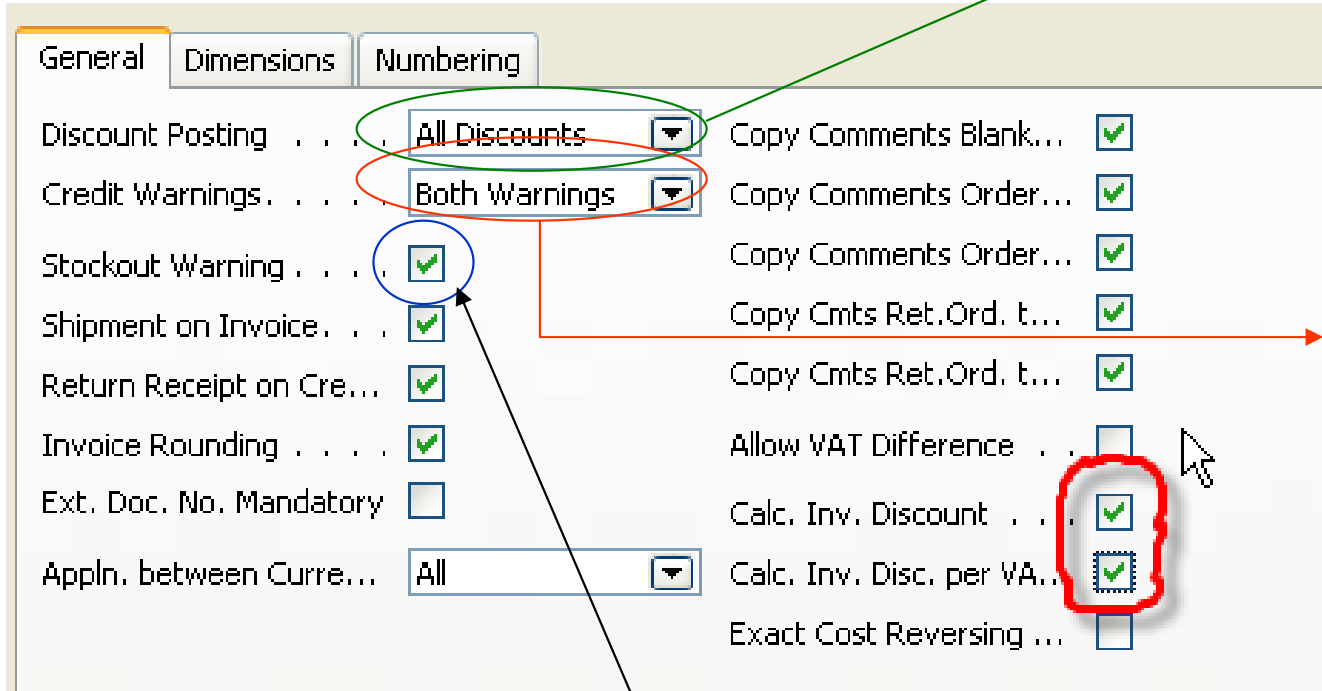
- *Setting up Sales Management*
- *Managing Sales Transactions, including :*
  - *blanket orders*
  - *sales orders*
  - *drop shipment*
  - *item reservation*
  - *document status*
  - *order posting*

## 



## Sales and Receivable Setup II

Will be explained ON-LINE 



Option	Value/Status
Discount Posting	All Discounts
Credit Warnings	Both Warnings
Stockout Warning	<input checked="" type="checkbox"/>
Shipment on Invoice	<input checked="" type="checkbox"/>
Return Receipt on Cre...	<input checked="" type="checkbox"/>
Invoice Rounding	<input checked="" type="checkbox"/>
Ext. Doc. No. Mandatory	<input type="checkbox"/>
Appl. between Curre...	All
Copy Comments Blank...	<input checked="" type="checkbox"/>
Copy Comments Order...	<input checked="" type="checkbox"/>
Copy Comments Order...	<input checked="" type="checkbox"/>
Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Allow VAT Difference	<input type="checkbox"/>
Calc. Inv. Discount	<input checked="" type="checkbox"/>
Calc. Inv. Disc. per VA...	<input checked="" type="checkbox"/>
Exact Cost Reversing	<input type="checkbox"/>

Both warning  
Credit Limit  
Overdue Balance  
No warning

Here you can specify whether you want the program to warn you when a sale will result in a negative inventory for an inventory item. The program will base its warning on a calculation that includes all posted item entries plus sales order lines that have not yet been posted.

To have the program warn you that the inventory will become negative, place a check mark in the check box.

**Sales and Receivable Setup III – Customer has set credit 100 LCY (first screen) or 20 000 LCY – the second screen**

**Check Credit Limit**

This customer has an overdue balance and the customer's credit limit has been exceeded. Do you still want to record the amount?

No. . . . .	Z00020
Name . . . . .	Night club Jolana
Balance (LCY) . . . . .	4 760,00
Outstanding Amt. (LCY) . . . . .	802 658,90
Shipped/Ret. Rcd. Not... . . . . .	151 034,80
Current Amount (LCY) . . . . .	0,00
Total Amount (LCY) . . . . .	958 453,70
Credit Limit (LCY) . . . . .	100,00
Overdue Amounts (LCY) as of 06.09.05 . . . . .	4 760,00

**Check Credit Limit**

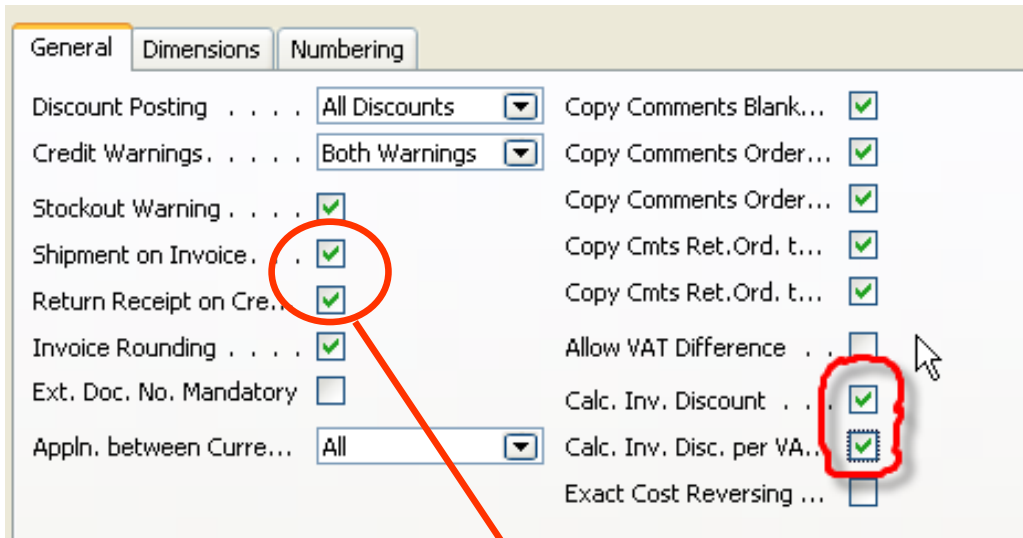
This customer has an overdue balance and the customer's credit limit has been exceeded. Do you still want to record the amount?

No. . . . .	10000
Name . . . . .	BYT-KOMPLET s.r.o.
Balance (LCY) . . . . .	72 337 043,23
Outstanding Amt. (LCY) . . . . .	191 801,37
Shipped/Ret. Rcd. Not... . . . . .	18 790,10
Current Amount (LCY) . . . . .	0,00
Total Amount (LCY) . . . . .	72 547 634,70
Credit Limit (LCY) . . . . .	20 000,00
Overdue Amounts (LCY) as of 06.09.05 . . . . .	72 335 972,23

**Attention** : when setting of payment is set to „Cash“, Customer Entry in question is automatically applied with payment



## Sales and Receivable Setup IV



Field	Value/Status
Discount Posting	All Discounts
Credit Warnings	Both Warnings
Stockout Warning	<input checked="" type="checkbox"/>
Shipment on Invoice	<input checked="" type="checkbox"/>
Return Receipt on Credit Memo	<input checked="" type="checkbox"/>
Invoice Rounding	<input checked="" type="checkbox"/>
Ext. Doc. No. Mandatory	<input type="checkbox"/>
Appl. between Currencies	All
Copy Comments Blank...	<input checked="" type="checkbox"/>
Copy Comments Order...	<input checked="" type="checkbox"/>
Copy Comments Order...	<input checked="" type="checkbox"/>
Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Allow VAT Difference	<input type="checkbox"/>
Calc. Inv. Discount	<input checked="" type="checkbox"/>
Calc. Inv. Disc. per VA...	<input checked="" type="checkbox"/>
Exact Cost Reversing ...	<input type="checkbox"/>

Check marks in the **Shipment on Invoice** and **Return Receipt on Credit Memo** fields indicate that the company wants the program to automatically create posted shipment and posted return receipt documents at the time of posting sales invoices and sales credit memos respectively. If these fields are not activated, the program only creates posted invoices/credit memos. Having posted shipment (return receipt) documents is a necessary precondition for:

- Using the functionality of the Item Charges granule.
- Using the automatic package tracking function.

# Setting Up Customers- Ship-to Addresses

Tab shipping



Customer Sales

Shipping Foreign Trade Commerce Portal

Shipping Advice . . . . . Partial

Shipment Method Code . . . . .

Shipping Agent Code . . . . .

Shipping Agent Servi... . . . . .

Shipping Time . . . . .

Base Calendar Code . . . . .

Customized Calendar . . . . . No

200020 Night club Jolana - Ship-to Address

General Communication

Code . . . . .

Name . . . . .

Address . . . . .

Address 2. . . . .

Post Code/City . . . . .

Country Code . . . . .

Phone No. . . . .

Contact. . . . .

Location Code. . . . .

Shipment Method Code . . . . .

Shipping Agent Code . . . . .

Shipping Agent Servi... . . . . .

Service Zone Code . . . . .

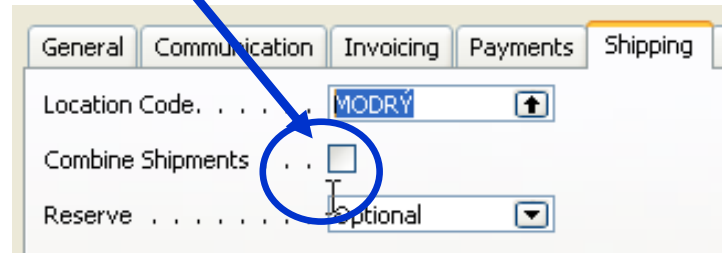
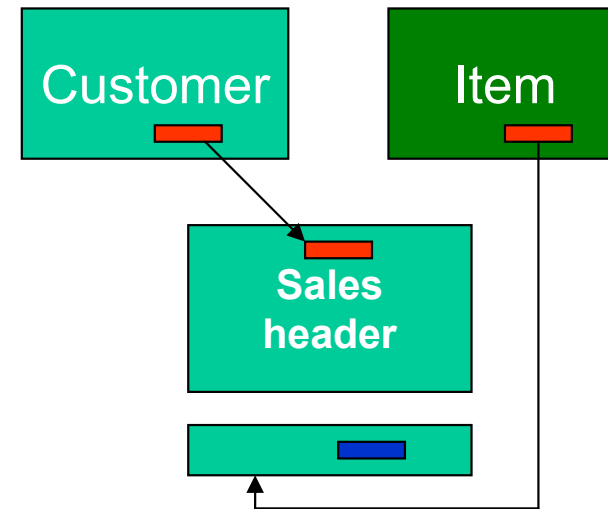
Last Date Modified . . . . .

Address Help

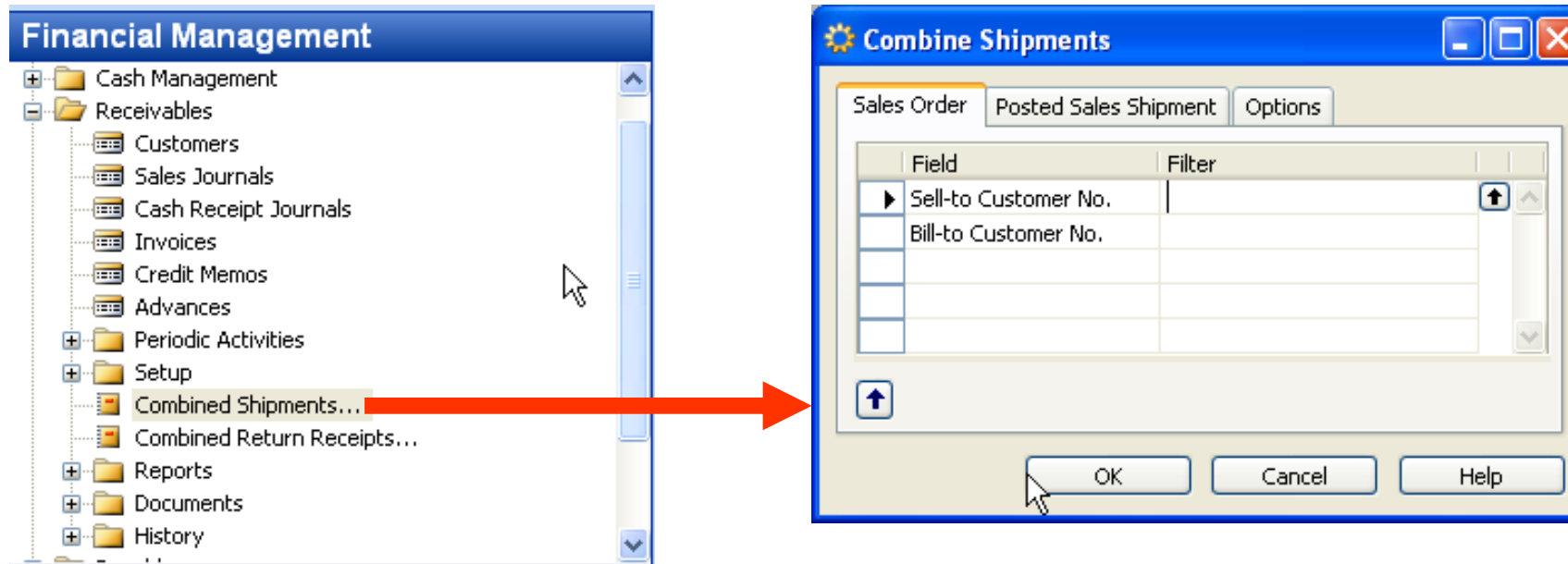
Reservation codes are not shown (use Ctrl-F8 to see)

## Setting Up Customers

- **Reservation Rules**
- Posting Groups
- Sales People
- Location
- Payment Condition
- **Combine Shipment**
- Bill –to- Customer Number
- Customer Discount Group



## **Combined Shipment batch job**



**Attention** : Customer must have checked field  
**Combine Shipment !!!!! (Customer Card – tab Shipment)**

## Blanket Orders I

*Represents a framework for long-term agreement between the company and the customer.*

*Buying large quantities that are to be delivered in several smaller shipments over a certain period of time .... see page 21*

No.	Description	Location ...	Quantity	Unit of M...	Unit Pric...	Line Amount ...	Qty to ...	Quantity...	Quantity...	Shipmen...
☑	Komponenta A1	MODRÝ	100	KG	4 000,00	400 000,00	100			22.07.05
A1	Komponenta A1	MODRÝ	200	KG	4 000,00	800 000,00	200			31.07.05
A1	Komponenta A1	MODRÝ	300	KG	4 000,00	1 200 000,00	300			08.08.05

**Unposted Lines -> Order**

Docum...	Document No.	Sell-to C...	Type	No.	Description	Quantity
Order	1088	Z00020	Item	A1	Komponenta A1	50

100->50

Out


Quantity shipped is visible after SO is posted

## **Drop shipment I**

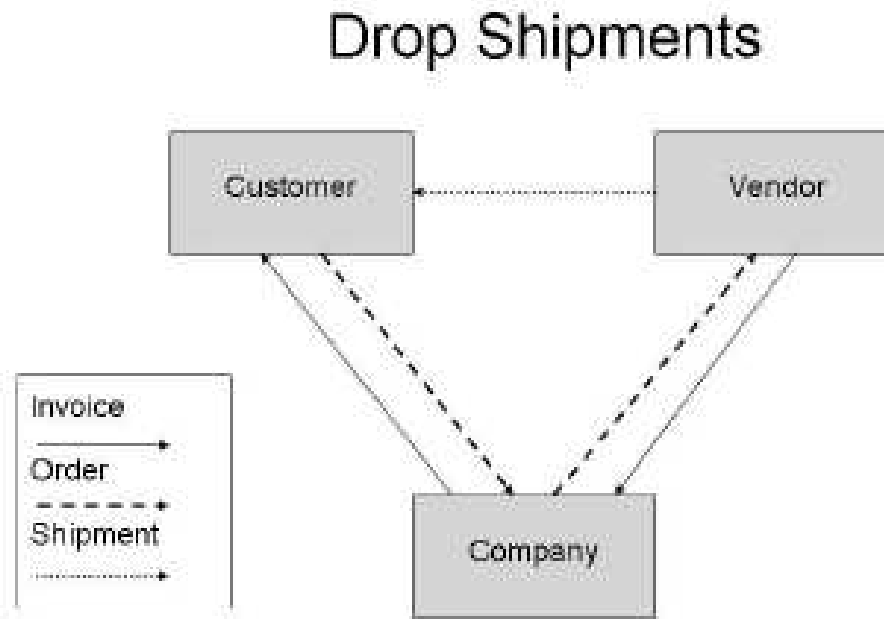
### **Drop Shipments**

A drop shipment is the shipment of an item or a consignment of items from one of the company's vendors directly to one of their customers. Drop shipments are relevant in situations where a company wants to avoid actual handling of the order, such as stocking and delivering, but still wants to fulfill the customer's order request and **include the transaction in a calculation of cost of goods sold and profit.**

To ensure the efficient handling of drop shipped orders in the program, companies can benefit from using the facilities offered by the **Drop Shipments granule**. In addition to facilitating a process that involves many tasks and people, the **program also ensures the correct inventory value and item cost calculation.**

The latter becomes particularly important as, even though the sales and purchase transactions of the drop shipment are registered in the program as any other regular order, the drop shipped items do not physically enter the company's inventory. **Handling of a drop shipment can be illustrated as follows:** 

**Drop shipment II – diagram (page 28)**



## ***Drop shipment III – list of actions***

Specifically, drop shipping includes the following tasks:

1. The customer places a sales order with the DEMO company (Cronus)
2. The company, in turn, places a purchase order with the vendor.
3. The vendor delivers the ordered items directly to the customer.
4. The vendor invoices the company for the shipment.
5. The company invoices the customer.

The above process is illustrated in the following scenario – see next slides



**Drop shipment IV - scenario** (Special order no included- only Page 29 explanation)

Modrý = Blau=Blue =Location Code

Type	No.	Purchasing Code	Description	Drop Shipment	Location Code	Quantity
Item	A1	PŘÍMDOD	Komponenta A1	✓	MODRY	2

Sales Order Line for the Customer 10000

Purchase Order is created either automatically or manually or using Requisition Worksheet functionality

**Green Location**

Shipping Foreign Trade E - Commerce Advance

Zelený sklad Location Code . . . . . ZELENÝ

Ložtická 5 Inbound Whse. Handli... 2D

Shipment Method Code . . . . . CIF

City . CZ-715 00 Olomouc Lead Time Calculation . . . . . 3D

Patrik Müller Requested Receipt Date . . . . .

Promised Receipt Date . . . . .

Expected Receipt Date . . . . .

Sell-to Customer No. . . . . **10000**

Ship-to Code . . . . .

**Purchase Order Header**

## Drop shipment V- scenario

623	22.07.05	Purchase	A1	A1	MODRÝ		20 000
624	22.07.05	Purchase		107088	A1	MODRÝ	2
625	22.07.05	Sale		102101	A1	MODRÝ	-2

### Purchase Order Line

Order ▼ Line ▼

Drop Shipment- Get Sales Order

Modrý = Blau=Blue =Location Code

Order - Sales List		
No.	Sell-to Customer No.	
	1027	10000
	1034	10000
	1046	10000
	1062	10000
	1068	10000
	1073	10000
	1090	10000

Type	No.	Description	Drop Shipment	Location Code	Bin Code
Item	A1	Komponenta A1	✓	MODRÝ	

Purchase Order Line

1. Booking on the Purchase Side : automatically the Sales side is booked – see page 31
2. Booking in the Sales Side : automatically Purchase Side is booked - see page 31

## **Item Reservation**

In sales situations, for example, those with a high volume of transactions, there is often a need to ensure that the required item quantity is available for a particular sales order to be shipped on the agreed date.

In other words, there is a need to allocate existing or future inventory to the sale in question until the order shipment date, so that it is not used to fill other orders in the meantime.

In Microsoft Business Solutions Navision 4.0, this allocation is done through reservations. This section describes the workflow processes for reservations.

**It is important to note that it is the user who must assign a reservation** because it is considered as a **conscious and intentional decision** on the part of the user. The basic premise is that by reserving quantities, the user gains full ownership of and responsibility for these items. **Reserved quantities are then not included when the program runs its planning routines.**

## Item Reservation – from the Current Line.....

Current Inventory

General		Filters	
Item No. . . . .	A3	Quantity to Reserve. . .	123
Shipment Date . . . . .	22.07.05	Reserved Quantity . . .	0
Description . . . . .		Unreserved Quantity . .	123

Summary Type	Total Quantity	Total Reserved Quantity	Qty. Allocated in Warehouse	Total Available Quantity	Current Reserved Quantity
Item Ledger Entry	22			22	
▶ Purchase Line, Order	101			101	

**Attention** : Purchase Order must be created addressable for Sales Order in question, otherwise the second line is not visible and reservation will be done only for the current stock (inventory) !!!

Order ▼
Line ▼
Functions ▼


## **Item Reservation**

Current Inventory

Summary Type	Total Quantity	Total Reserved Quantity	Qty. Allocated in Warehouse	Total Available Quantity	Current Reserved Quantity
Item Ledger Entry	22	22			22
Purchase Line, Order	101	101			101

Type	No.	Purchasing Code	Description	Drop Shipment	Location Code	Quantity	Reserved Quantity
Item	A3		komponenta A1		MODRÝ	123	12

**Item Information**

- Item Card 
- Availability (0)
- Substitutions (0)
- Sales Prices (0)

**Sales Order Line**



# ***Sales Prices and Discounts***

***Chapter 3 – page 44***

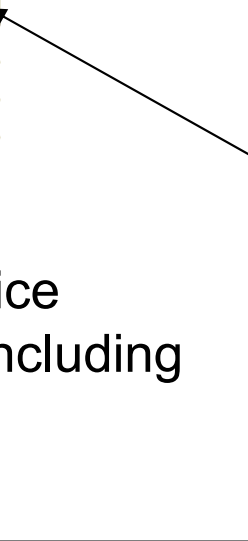
- *Overview*
- *Sales Prices*
- *Line and Invoice Discounts*

## **Type of discounts**

- *Another sales price (ASP) - other than standard Unit Price (UP) on the Invoice tab of the Item card*
- *Line discount in % - can be applied either on ASP or UP*
- *Quantity discount – change of the ASP or UP absolutely or in % in case, when the quantity (sold or purchased) is greater than limit called Minimum Quantity – this is the trigger to start discount calculation*
- *Invoice discounts*
- *Validity of the allocated (assigned) discounts is determined by the dates FROM and TO : see on-line in Navision, quantities or goodwill of the salesperson.*
- *To whom you can assign a discount ? Customer, Customer Price Group, Customer Discount Group, Campaign or to nobody !!!!*

## **Customer Price Group setting**

Code	Description	Allow Line Disc.	Allow Invoice Disc.	Price Includes VAT	VAT Bus. Posting Gr (Price)
A		✓	✓		
TOP1		✓	✓		
TOP2		✓	✓		
TOP3		✓	✓		



Setup on the customer card and it specifies if the line discount, invoice discount is allowed or if the discount is applied even to the price including VAT

Moreover, you can assign even VAT Posting group (see Item card for explanation)

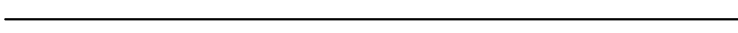
**Attention : Invoice discount can be calculated as follows : Sales Order – Functions Calculate Invoice Discount. The customer will get the BEST price available**

( see Sales Order, button Function – GET PRICE – see HELP)



## **BEST PRICE**

### **Best Price**

The best price is the lowest permissible price with the highest permissible line discount on this particular date. The program calculates this in order to retrieve the direct unit cost, the unit price or the line discount % for items. The calculation is made on sales or purchase documents, service lines, job journal lines, item journal lines or requisition lines in the following way: 

see **HELP**

## Creating Sales Prices for a Campaign I - page 53

Setting up the price for given products (Items) and the name of the campaign :

The screenshot shows the SAP Sales & Marketing interface. On the left is a navigation tree with 'Campaigns' selected. The main window has two tabs: 'General' and 'Invoicing'. The 'General' tab contains the following fields:

- No.: KP1001
- Description: Zvýšení prodeje
- Status Code: S-POČÁTEK
- Starting Date: 01.11.00
- Ending Date: 01.04.01
- Salesperson Code: JS
- Last Date Modified: (empty)
- Activated: (checkbox)

Below the form is a toolbar with 'Campaign', 'Functions', and 'Help' buttons. A table below shows the campaign configuration for three items:

Sales Type	Sales Code	Item No.	Customer Item Number	Unit of Measure Code	Minimum Quantity	Unit Price	Starting Date	Ending Date
Campaign	KP1001	A1			10,00	300,00	01.11.00	01.04.01
Campaign	KP1001	A2			20,00	200,00	01.11.00	01.04.01
Campaign	KP1001	A3			30,00	100,00	01.11.00	01.04.01

Red annotations highlight the 'Description : Sales increase' and 'Activation of The discounts for the campaign'.

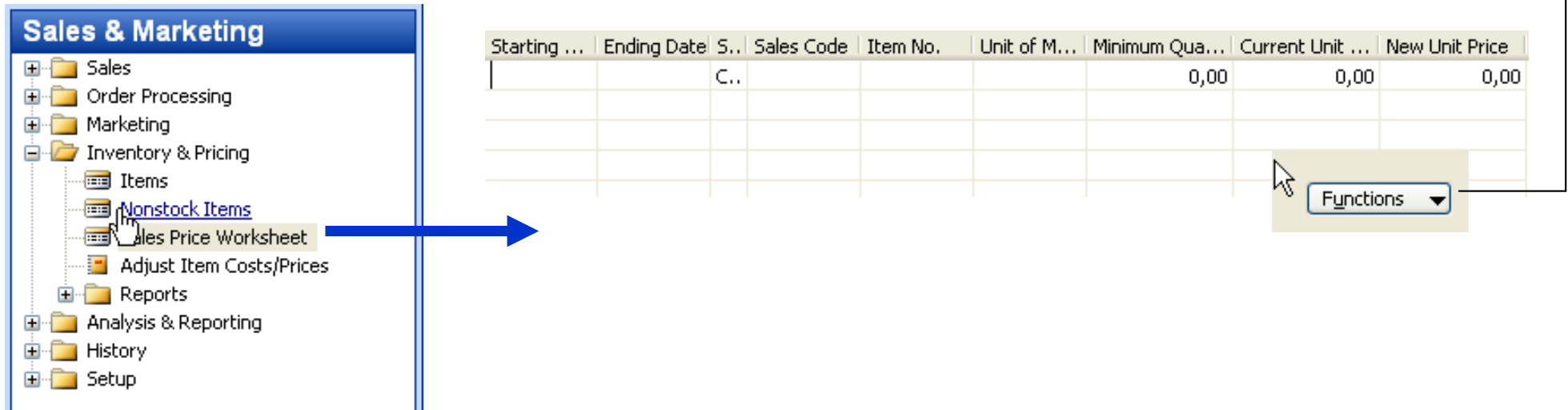
## **Maintaining Sales Prices – page 54** (quite new)

*Sales Price Worksheet : similar way you work in a Excel :*

*To fill data in a worksheet automatically the user (you) must run one of the following batch jobs :*

*Suggest Sales Price on Worksheet* ←

*Suggest Item Price on Worksheet* ←



Starting ...	Ending Date	S..	Sales Code	Item No.	Unit of M...	Minimum Qua...	Current Unit ...	New Unit Price
		C..				0,00	0,00	0,00

## Invoice Discounts – page 66

General Dimensions Numbering

Discount Posting . . . .	All Discounts ▼	Copy Comments Blank...	<input checked="" type="checkbox"/>
Credit Warnings . . . .	Both Warnings ▼	Copy Comments Order...	<input checked="" type="checkbox"/>
Stockout Warning . . . .	<input checked="" type="checkbox"/>	Copy Comments Order...	<input checked="" type="checkbox"/>
Shipment on Invoice . . .	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Return Receipt on Cre...	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Invoice Rounding . . . .	<input checked="" type="checkbox"/>	Allow VAT Difference . .	<input type="checkbox"/>
Ext. Doc. No. Mandatory	<input type="checkbox"/>	Calc. Inv. Discount . . .	<input checked="" type="checkbox"/>
Appln. between Curre...	All ▼	Calc. Inv. Disc. per VA...	<input checked="" type="checkbox"/>
		Exact Cost Reversing ...	<input type="checkbox"/>

Curr...	Minimum Amo...	Disc...	Service Charge
	50 000,00	1	0,00
	100 000,00	2	0,00
	150 000,00	3	0,00
	375 680,00	5	0,00
	400 000,00	6	2,00
EUR	12 607,80	5	0,00

**Customer Card**

Invoice Discount Code=A

Customer Sales Help



## ***Customer Service Fetures***

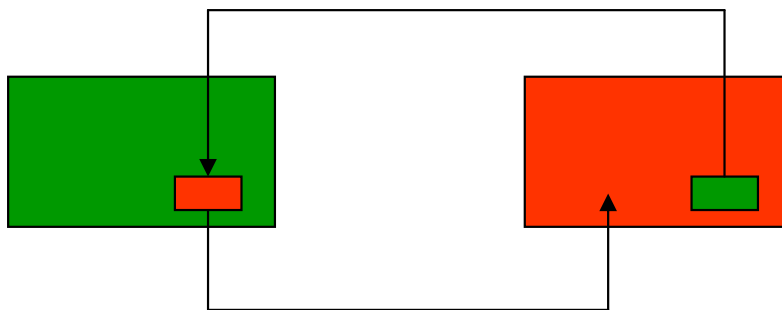
### ***Chapter 4 – page 71***

- *Overview*
- *Item Substitution*
- *Item Cross Reference*
- *Nonstock Items:*

## *Item Substitutions I*

Companies frequently offer products of similar quality and function as substitutes for one another. The purpose of this is twofold:

- First, a company can offer a variety of styles, brands, and prices of goods. This allows their customers to select the goods that best suits their individual needs and budgets.
- Second, by allowing customers to purchase inventory items of comparable quality, function, and price, companies can maintain customer satisfaction in the face of a stock shortage.





## **Item Cross Reference**

With item cross reference, a company can use another company's item number (used, for example, by the customer or vendor) and the program refers this number to the company's own **internal item number**.

When the **external item number** in the **Cross Reference No.** field is entered, the program automatically fills in the **internal item number** and corresponding information on the sales order.

Item cross reference allows the following types of item numbers to be set up for cross reference:

- Blank
- Customer
- Vendor
- BAR Code



## Item Cross Reference Entries

### Table Athens 1896-S


1896-S Stůl ATÉNY - Item Cross Reference Entries


	Cross-Reference Type	Cross-R...	Cross-R...	Variant ...	Unit of M...	Description	Discontin.
	Customer	10000	PIPIN_01		KS	Popis Customer 10000	
	Vendor	10000	20-587		KS	Popis Vendor 10000	
	Vendor	30000	ABCDE		KS	Popis Vendor 30000	
	Vendor	01254796	369-01		KS	30*90 Hrana plastiková	
▶	Bar Code		BAR_01		KS	BAR Code_01	✓


Discontinue BAR Code  
(Info purposes, when  
this particular BAR Code  
is no longer valid)

## Sales Order – using Cross Reference

General Invoicing Shipping Foreign Trade E - Commerce Advance

No. . . . . 1094  Posting Date . . . . . 22.07.05




Sell-to Customer No. . . . . 10000  Order Date . . . . . 22.07.05


Sell-to Contact No. . . . . KT000001  Document Date . . . . . 22.07.05


Sell-to Customer Name . . . . . BYT-KOMPLET s.r.o. Requested Delivery Date

Sell-to Address . . . . . Vrchlického 5 Promised Delivery Date

Sell-to Address 2 . . . . . External Document No.


Sell-to Post Code/City . . . . . CZ-678 01  Blansko  Salesperson Code . . . . . PK 

Sell-to Contact . . . . . Pan Jonas Brandel Campaign No. . . . . 

No. of Archived Versions.  Responsibility Center . . . . . BLANSKO 

Status . . . . . Open

**Customer Information**


Sell-to Customer 


- Ship-to Addresses (2)
- Contacts (5)
- Sales History

Bill-to Customer

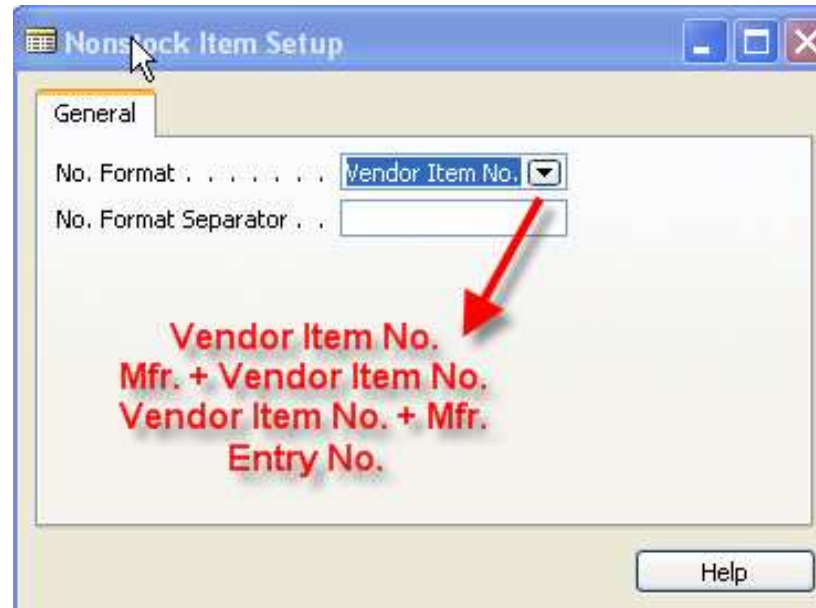
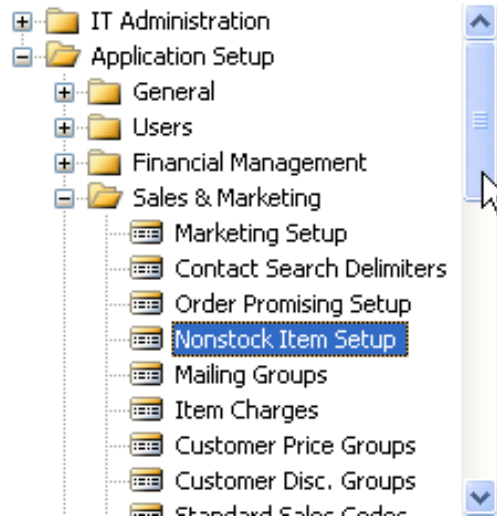
- Avail. Credit \*\*\*\*\*

**Item Information**

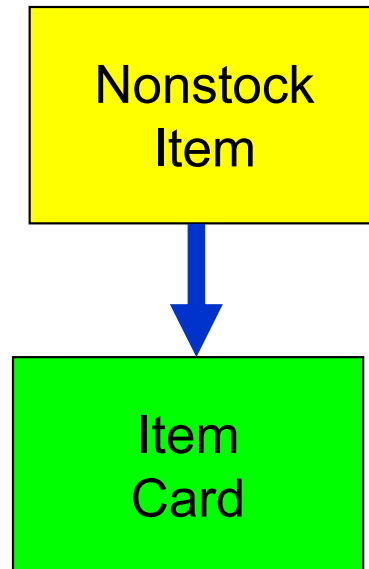
- Item Card 
- Availability (125)
- Substitutions (0)
- Sales Prices (0)
- Sales Line D<sub>i</sub>... (0)

Type	No.	Cross-Reference No.	Purchasing Code	Description	Drop Shipment	Location Code	Qu
▶ Item	1896-5	PIPIN 01 		Popis Customer 10000		MODRÝ	

## **Nonstock Item – setting up**



→  
Type of the separator



Creation : manually – using F3 shortcut key  
**OR**  
import from Vendor's catalogue using dataport  
No. 5700



## Nonstock Item

NZS0005 - Nonstock Item Card

General Invoicing

Entry No. . . . . NZS0005

Manufacturer Code . . . FUJITSU

Vendor No. . . . . 62000

Vendor Item No. . . . . CARDEDGE\_001

Item No. . . . . CARDEDGE\_001

Description . . . . . Konektor

Unit of Measure . . . . . KS

Last Date Modified . . . . 07.04.05

Uložení výkresu . . . . . C:\RYSTON\

Číslo výkresu . . . . . CARDEDGE1

Nonstock... Function Help

NZS0005 - Nonstock Item Card

General Invoicing

Published Cost . . . . . 300,00

Negotiated Cost. . . . . 900,00

Unit Price . . . . . 1 200,00

Gross Weight . . . . . 0,06

Net Weight . . . . . 0,04

Bar Code . . . . . 123455

Item Category Code. . . . RŮZNÉ

Product Group Code. . . . ELEKTRO

Nonstock... Function Help



## Creating Item from the „Virtual Stock“

General Invoicing

Entry No. . . . . VZ50006

Manufacturer Code . . . FUJITSU

Vendor No. . . . . 60000

Vendor Item No. . . . . A

Item No. . . . .

Description . . . . . Copy machine

Unit of Measure . . . . . KS

Last Date Modified . . . . 12.09.05

Uložení výkresu . . . . .

Číslo výkresu . . . . .

Nonstock... Function Help

General Invoicing Replenishment Planning Foreign Trade It

No. . . . .

Description . . . . . Copy machine

Base Unit of Measure . . . . KS

Bill of Materials . . . . .

Shelf No. . . . .

Automatic Ext. Texts . . . .

Created From Nonstoc...

Item Category Code. . . . . COPY

Product Group Code. . . . . COLOR



## Importing Vendor Catalogs as Nonstock Item

T..	ID	Název	Titulek
	5050	Export Contact	Export kontaktů
	5051	Export Segment Contact	Export kontaktu segmentu
	5700	Import Nonstock Items	Import neskladovaného zboží
	5900	Imp. IRIS to Area/Symptom C...	Import IRIS do kódů oblasti/pří...
	5901	Import IRIS to Fault Codes	Import IRIS do kódů poruchy
	5902	Import IRIS to Resol. Codes	Import IRIS do kódů vyřešení

Nonstock Item  
List of fields

**Nonstock Item**

**Possibilities**

Import neskladovaného zboží

Neskladované zboží Možnosti

Pole	Filtr
*▶	↑

Seřadit...

OK Storno Nápověda

Neskladované zboží - seznam polí

Entry No.	Číslo položky
Manufacturer Code	Kód výrobce
Vendor No.	Číslo dodavatele
Vendor Item No.	Číslo zboží dodavatele
Description	Popis
Unit of Measure	Měrná jednotka
Published Cost	Katalogová cena
Negotiated Cost	Smluvní cena
Unit Price	Jednotková cena
Gross Weight	Hmotnost brutto
Net Weight	Hmotnost netto
Item Category Code	Kód kategorie zboží

OK Storno Nápověda

## Scenario 4 – page 85

General Invoicing Shipping Foreign Trade E - Commerce Advance

No. . . . . 1132 Posting Date . . . . . 06.09.05

Sell-to Customer No. . . . . 10000 Order Date . . . . . 06.09.05

Sell-to Contact No. . . . . KT000001 Document Date . . . . . 06.09.05

Sell-to Customer Name . . . . . OK, Gmbh. Requested Delivery Date . . . . .

Sell-to Address . . . . . Thomas Mann 1 Promised Delivery Date . . . . .

Sell-to Address 2 . . . . . External Document No. . . . .

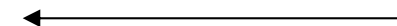
Sell-to Post Code/City . . . . . DE-60320 Frankfurt/Main Salesperson Code . . . . . PK

Sell-to Contact . . . . . Herr Herbert Jung Campaign No. . . . .

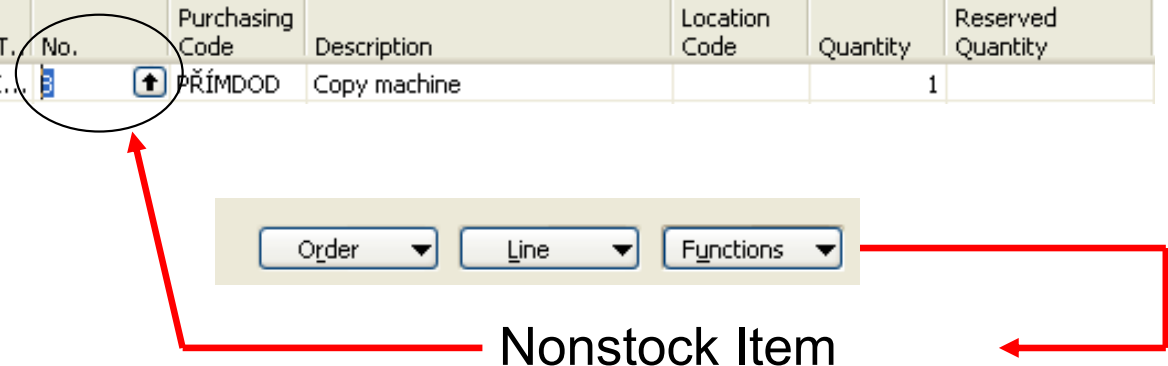
No. of Archived Versions. . . . . 0 Responsibility Center . . . . . BLANSKO

Status . . . . . Open

T. No.	Purchasing Code	Description	Location Code	Quantity	Reserved Quantity
I. . . . .	PRIMDOD	Copy machine		1	



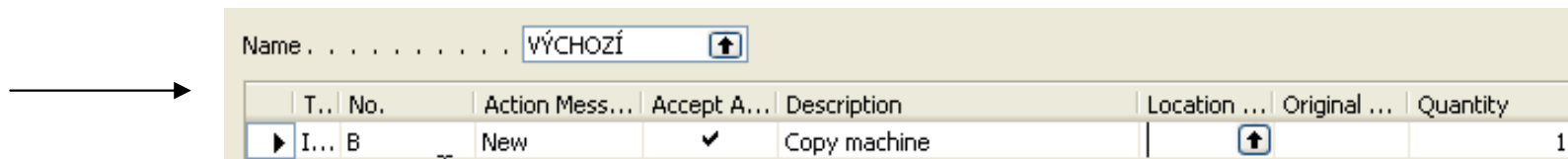
Ctrl-F11 (Release)




 **Scenario 4 : Creation of the Purchase Order (creation algorithm is described in Drop Shipment section of this course)**

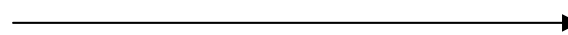
**Please, follow an example on the page 85 and 86**

- Purchasing Order Assignment
- Releasing
- In the Purchase Order put the code to whom we will sell
- It is not possible to release and invoice in „one go“ (all at once)
- Finally observe Nonstock Item Ledger Entries



T..	No.	Action Mess...	Accept A...	Description	Location ...	Original ...	Quantity
I...	B	New	✓	Copy machine			1

Requisition Worksheet



**Purchase Order  
Created**



## Purchase Order for Nonstock Item

General	Invoicing	Shipping	Foreign Trade	E - Commerce	Advance
No. . . . .	<input type="text" value="106121"/>		Posting Date . . . . .		
Buy-from Vendor No. . . .	<input type="text" value="10000"/>		Order Date . . . . .		
Buy-from Contact No. . . .	<input type="text" value="KT000066"/>		Document Date . . . . .		
Buy-from Vendor Name . . .	<input type="text" value="UP Liberec s.p."/>		Vendor Order No. . . . .		
Buy-from Address . . . . .	<input type="text" value="Masarykova 12"/>		Vendor Shipment No. . . .		
Buy-from Address 2 . . . .	<input type="text"/>		Vendor Invoice No. . . . .		
Buy-from Post Code/City	<input type="text" value="CZ-460 01"/>		<input type="text" value="Liberec"/>		Order Address Code. . . .
Buy-from Contact . . . . .	<input type="text" value="Paní Nicholas Christopoulos"/>		Purchaser Code . . . . .		
No. of Archived Versions.	<input type="text" value="0"/>		Responsibility Center . . .		
			Status . . . . .		

T...	No.	Description	Location ...	Quantity	Reserve...	Uni
I...	B	Copy machine		1		KS



**Entries after booking receive on Purchase and Item is created**

Posting ...	Entry Type	Docume...	Item No.	Serial No.	Description	Lot No.	Location ...	Quantity
06.09.05	Purchase	107110	B					1
06.09.05	Sale	102127	B					-1



# ***Purchase Order Management***

***Chapter 5 – page 92***

- *Overview*
- *Setting Up Purchases*
- *Managing Purchase Transaction*
- *Purchase Prices and Discounts*



## Overview

Timely purchases made at the best price not only improve the efficiency of the company's inventory management and reduce requisition costs but also have a direct impact on the company's ability to keep their own customers satisfied.

It is with this attitude in mind that companies need to ensure each purchase transaction is based on the most favorable terms, such as delivery time and price and that the associated inventory and financial information is registered correctly. Moreover, as many aspects of a future purchase agreement with a vendor are negotiated and agreed upon in the pre-purchase stage, it is helpful for purchasers to be able to record the relevant agreement details once and then simply reuse this information when making an actual purchase.

 **Granules – page 92**

- *Purchase Order Management*
- *Alternative Order Addresses*
- *Alternative Vendors*
- *Salespeople/Purchaser*
- *Purchase Line Pricing*
- *Purchase Line Discounting*

# Setting Up Purchases

**Purchase**

- Planning
- Order Processing
- Inventory & Costing
- Analysis & Reporting
- History
- Setup
  - Purchases & Payables Setup

- Payables
- Fixed Assets
- Inventory
- Setup
  - General Ledger Setup
  - Accounting Periods
  - No. Series
  - Posting Groups
  - VAT Posting Group

**Purchases & Payables Setup**

General    Numbering

Discount Posting . . . .	All Discounts	Copy Comments Blank...	<input checked="" type="checkbox"/>
Receipt on Invoice . . . .	<input checked="" type="checkbox"/>	Copy Comments Order...	<input checked="" type="checkbox"/>
Return Shipment on Cr...	<input checked="" type="checkbox"/>	Copy Comments Order...	<input checked="" type="checkbox"/>
Invoice Rounding . . . .	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Ext. Doc. No. Mandatory	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Allow VAT Difference . . . .	<input type="checkbox"/>	Exact Cost Reversing ...	<input checked="" type="checkbox"/>
Calc. Inv. Discount . . . .	<input type="checkbox"/>		
Calc. Inv. Disc. per VA...	<input type="checkbox"/>		
Appln. between Curre...	All		

General    Numbering    Dimensions    Reporting    Application    VAT

Max. VAT Difference A...	0,00
Rounding VAT Presicio...	0,50
VAT Rounding Type . . . .	Nearest



## ***Addendum – VAT correction I***

*Type of VAT must be Full. This option use in the case, when the amount which you would like to book is only VAT amount. This might be useful when created correction entry in order to correct an error having reason in bad calculation of the VAT. The feature may be used if you receive an invoice from a vendor who calculated VAT incorrectly.*

*Will be explained during Financial Course Number 8384A*

*Chapter VAT and Intrastat, clause VAT Correction on Page 66*



## Addendum – VAT correction II (sempre però tifosi)

### Settings

Amount on the purchase invoice	1 000,00
VAT on that invoice	180,00
Correctly calculated 19 % VAT	190,00
Difference to be corrected	10,00

VAT Bus. Posting Group	VAT Prod. Posting Group	VAT Identifier	VAT %	VAT Calculation Type	Sales VAT Account
NÁRODNÍ			0	Normal VAT	
NÁRODNÍ	BEZ DPH	BEZ DPH	0	Normal VAT	343620
NÁRODNÍ	CORRECT		0	Full VAT	343122

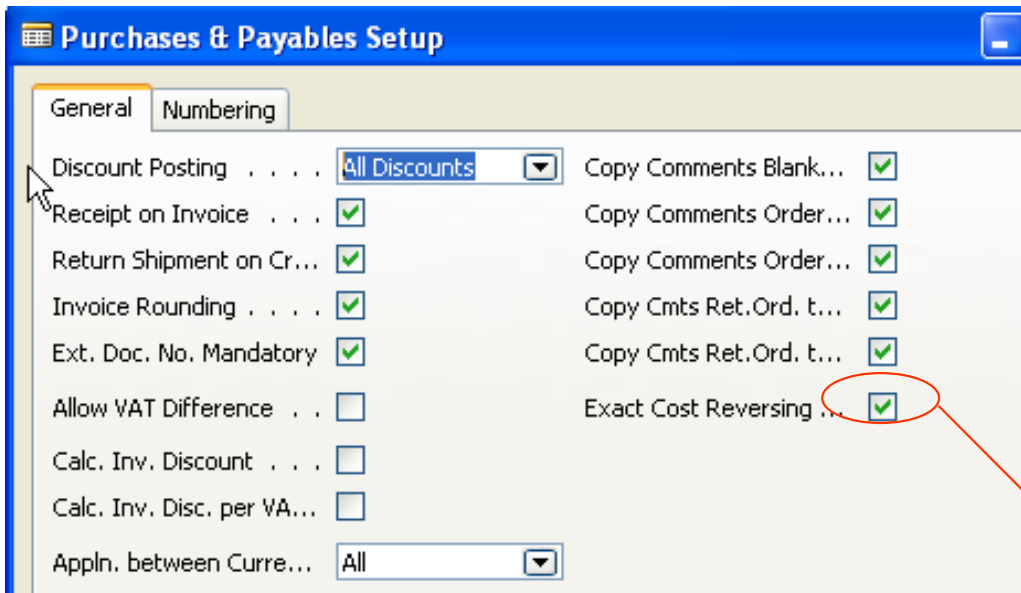
Posting ...	Document Type	Document No.	G/L Account	Description	Debit Amount	Credit Amount
06.09.05	Invoice	108101	131100	Order 106122	1 000,00	
06.09.05	Invoice	108101	343122	Order 106122	190,00	
06.09.05	Invoice	108101	321100	Order 106122		1 190,00

### GL Journal

Document No.	Account Type	Account No.	Correction	Description	Currency Code	G.. P..	G.. B..	G.. P..	V.. B..	V.. P..	Amount	Bal. Ac... Type	Bal. Account No.	B.. G..	B.. B..	B.. P..
G00028	G/L Acc...	343122		DPH vstupní 19%		P..	N..		N..	C..	-10,00	Ve...	60000			

G/L Account	Description	Debit Amount	Credit Amount
343122	DPH vstupní 19%		10,00
343122	DPH vstupní 19%		10,00
343122	DPH vstupní 19%	10,00	
321100	DPH vstupní 19%	10,00	

## **Setting Up Exact Cost Reversing**



**Purchases & Payables Setup**

General | Numbering

Discount Posting . . . .	All Discounts	Copy Comments Blank...	<input checked="" type="checkbox"/>
Receipt on Invoice . . .	<input checked="" type="checkbox"/>	Copy Comments Order...	<input checked="" type="checkbox"/>
Return Shipment on Cr...	<input checked="" type="checkbox"/>	Copy Comments Order...	<input checked="" type="checkbox"/>
Invoice Rounding . . . .	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Ext. Doc. No. Mandatory	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t...	<input checked="" type="checkbox"/>
Allow VAT Difference . .	<input type="checkbox"/>	Exact Cost Reversing ...	<input checked="" type="checkbox"/>
Calc. Inv. Discount . . .	<input type="checkbox"/>		
Calc. Inv. Disc. per VA...	<input type="checkbox"/>		
Appln. between Curre...	All		

A check mark in the **Exact Cost Reversing** field indicates that the company wants the program to automatically align the cost of every item they return to their vendors with the original purchase entry.

The definition and setup options of all other fields on the **General** tab of the Purchases & Payables Setup window can be found in the online Help. In addition, fields determining costing reversing options are described in detail later in this training manual.



## Setting Up Alternative Vendors

General Communication Invoicing Payments Receiving Foreign Trade Commerce Portal

No. . . . . 10000 Search Name . . . . . UP L

Name . . . . . UP Liberec s.p. Balance (LCY) . . . . .

Address . . . . . Masarykova 12 Purchaser Code . . . . . RL

Address 2. . . . . Responsibility Center . . . . . LIBE

Post Code/City . . . . . CZ-460 01 Liberec Blocked . . . . .

Country Code . . . . . CZ Last Date Modified . . . . . 11

Phone No. . . . .

Primary Contact No. . . . .

Contact. . . . . Paní Nicholas Christopoulos

Vendor Purchases

Purchase Line Discounts

10000 UP Liberec s.p. - Vendor Item Catalog

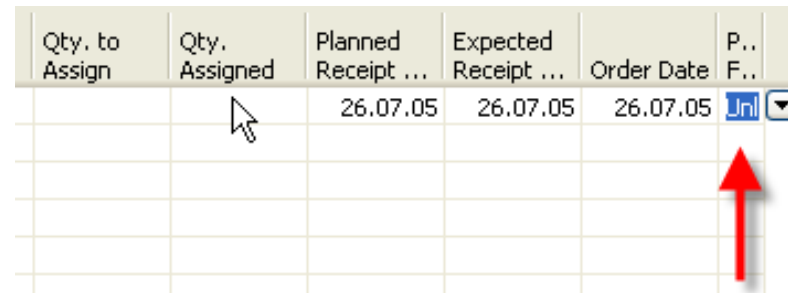
Item No.	Vendor Item No.	Lead Tim...
1896-5	20-587	5W
▶ 1908-5	42-587	

Purchase Prices

Vendor It...

## **Planning flexibility field : page 100**

**A part of the purchase line  
(this field must be shown) :**



Qty. to Assign	Qty. Assigned	Planned Receipt ...	Expected Receipt ...	Order Date	P.. F..
		26.07.05	26.07.05	26.07.05	Unl

**Unlimited**

**or**

**None**

Navision (the result of the Requisition Planning calculation )  
Can setup a new Planned Receipt Date or the Quantity (If Unlimited)

## ***Purchase Prices and Discounts (page 101)***

With the possibility to specify cost information for each individual item on the item card, companies are given a functionality that significantly facilitates the task of purchase price management. The program automatically retrieves information about the last direct cost stored on an item card in order to copy it to the purchase order line for the item in question. This direct cost information is, however, of a universal nature – it is the same in all purchase situations regardless of whether individual price and/or discount agreements exist between the company and its vendor. These agreements and policies may be based on a number of conditions, such as the item variant and quantity bought, currency paid, order date, and so on. Maintaining these alternative purchase prices and discounts to ensure that purchases are made at the most favorable price becomes a challenge for the company's purchasing department.

## **Purchase and Payables setup window**

General		Dimensions	Numbering
Discount Posting . . . . .	All Discounts	<input type="checkbox"/>	Copy Comments Blank... <input checked="" type="checkbox"/>
Credit Warnings . . . . .	Both Warnings	<input type="checkbox"/>	Copy Comments Order... <input checked="" type="checkbox"/>
Stockout Warning . . . . .	<input checked="" type="checkbox"/>		Copy Comments Order... <input checked="" type="checkbox"/>
Shipment on Invoice . . . . .	<input checked="" type="checkbox"/>		Copy Cmts Ret.Ord. t... <input checked="" type="checkbox"/>
Return Receipt on Cre...	<input checked="" type="checkbox"/>		Copy Cmts Ret.Ord. t... <input checked="" type="checkbox"/>
Invoice Rounding . . . . .	<input checked="" type="checkbox"/>		Allow VAT Difference . . . <input type="checkbox"/>
Ext. Doc. No. Mandatory	<input type="checkbox"/>		Calc. Inv. Discount . . . <input checked="" type="checkbox"/>
Appln. between Curre...	All	<input type="checkbox"/>	Calc. Inv. Disc. per VA... <input checked="" type="checkbox"/>
			Exact Cost Reversing ... <input type="checkbox"/>






**No Discounts**  
**Invoice Discounts**  
**Line Discounts**  
**All Discounts**

## Purchase Prices

Vendor



Purchase Prices

General							
Vendor No. Filter . . . . .		10000 		Item No. Filter. . . . .			
				Starting Date Filter . . . . .			
Vendor No.	Item No.	Unit of Measure ...	Minimum Quantity	Direct Unit Cost	Starting Date	Ending I	
 10000	 1896-S	KS	0,00	2 250,00			
	10000	1908-S	KS	0,00	430,00		


## Line Discounts


ITEM

Line Discounts


Item 1924-W - Purchase Line Discounts

General

Vendor No. Filter . . . . .  

Item No. Filter. . . . . 1924-W 

Starting Date Filter . . . . .

	Vendor No.	Item No.	Unit of M...	Minimum Qua...	Line Discount %	Starting ...	Ending Date
▶	20000 	1924-W		25	3		
	20000	1924-W		50	4		
	20000	1924-W		100	5		



# ***Requisition Management***

***Chapter 6 – page 111***

- *Overview*
- *Requisition Management Setup*
- *The Requisition Worksheet*
- *Additional Worksheet Features*

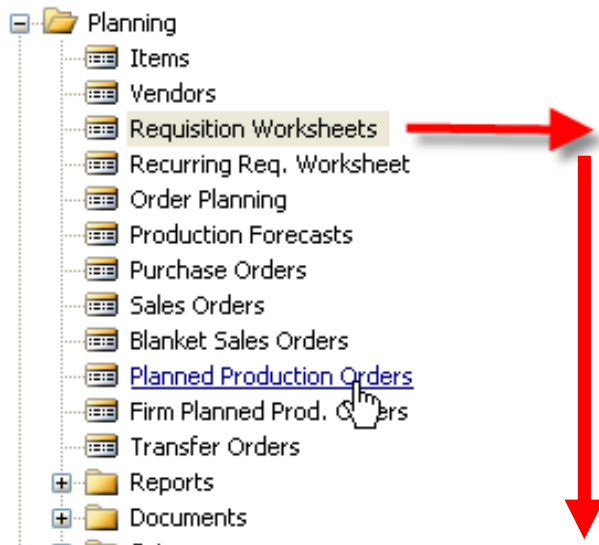
## **Requisition summary**

**The requisition worksheet – the central processing tool – offers the following features:**

- Calculates a current and detailed purchase order proposal plan.
- Creates actual purchase orders from order proposal lines.
- Handles stockkeeping units that are replenished by transfer and creates the corresponding transfer orders.
- Automatically handles designated purchase order lines from other areas of the application.
- Handles manually created purchase order proposal lines.
- Controls the flow of relevant information between concerned departments.
- Provides a practical overview of the individual processes involved.

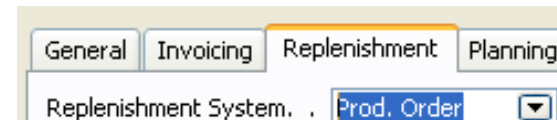


## Requisition worksheet



### SETUP :

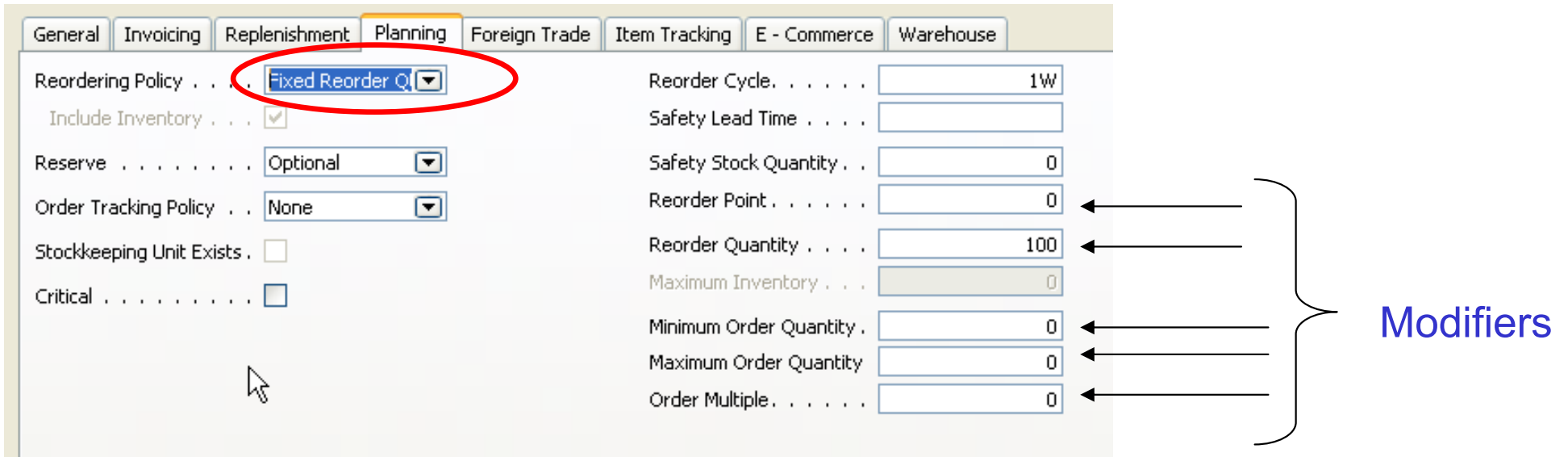
1. Reorder Point
2. Safety Stock
3. Time bucket
- 4.



+ Lead Time Calculation + 

Type	No.	Action Message	Accept Action Message	Description	Location Code	Reple... System	Original Quantity	Quantity	Unit of Measure Code	Direct Unit Cost	Original Due Date	Due Date	Vendor No.	Vendor Item No.
						Purch...		0		0,00				
Item	A245362...	New	✓	Parketa		Purch...		50	KS	0,00		04.01.05	30000	ASJK
Item	C-100	New	✓	Kabeláž pro LS-100		Purch...		100 000	KS	15,00		08.04.05		
Item	C-100	New		Kabeláž pro LS-100		Purch...		100	KS	15,00		01.06.05		
Item	HS-100	New		Skřín LS-100, dub 120 l	MODRÝ	Purch...		1	KS	100,00		01.02.05		
Item	HS-100	New		Skřín LS-100, dub 120 l	MODRÝ	Purch...		2	KS	100,00		10.06.05		
Item	LS-MAN-10	New		Manuál k reproduktorům	BÍLÝ	Purch...		61	KS	0,00		17.01.01	30000	
Item	LS-MAN-10	Cancel	✓	Manuál k reproduktorům	BÍLÝ	Purch...	100	0	KS	0,00		23.01.01	30000	

 **Other important parameters setup : page 115 - 116**



The screenshot displays a software interface with several tabs: General, Invoicing, Replenishment, Planning, Foreign Trade, Item Tracking, E - Commerce, and Warehouse. The 'Planning' tab is active. The 'Reordering Policy' dropdown menu is highlighted with a red circle and contains the text 'Fixed Reorder Q'. Below this, there are several input fields and checkboxes. A bracket on the right side of the interface groups the following fields under the label 'Modifiers': Reorder Point (0), Reorder Quantity (100), Maximum Inventory (0), Minimum Order Quantity (0), Maximum Order Quantity (0), and Order Multiple (0). The 'Reorder Cycle' field is set to '1W'. Other fields include 'Safety Lead Time', 'Safety Stock Quantity', and 'Order Tracking Policy' (set to 'None').

Parameter	Value
Reordering Policy	Fixed Reorder Q
Include Inventory	<input checked="" type="checkbox"/>
Reserve	Optional
Order Tracking Policy	None
Stockkeeping Unit Exists	<input type="checkbox"/>
Critical	<input type="checkbox"/>
Reorder Cycle	1W
Safety Lead Time	
Safety Stock Quantity	0
Reorder Point	0
Reorder Quantity	100
Maximum Inventory	0
Minimum Order Quantity	0
Maximum Order Quantity	0
Order Multiple	0

## **Basic setup I – Safety Stock and Reorder Point (part one)**

**Safety Stock** – : *the protection against fluctuation of the demand.*

*If Inventory < Availability = Projected Available Balance = Inventory + Scheduled Receipts (released purchase orders) + Planned Receipts (see requisition worksheet or Availability by period) – Gross Requirement), will drop below this level (Safety Stock level), than we will get a suggestion of the quantity equal to the variance (difference) of the current state of Inventory and Safety Stock Level .*

**Reorder Point** - : *if the Inventory drops below this level, than when starting batch planning job in requisition worksheet or planning window, which supply you, according to the setup of modifiers, a REPLENISHMENT. You must have realistically setup Lead Time Calculation, Safety Lead Time and Reorder Quantity. If those fields are not setup, you will get a suggestion so, that the replenishment will be just to the level of the reorder point itself. The important modifiers are also Minimum Order Quantity and Maximum Order Quantity - **see next slide***



## **Basic Setup II – Reorder Point (part two)**

*In this field, you can enter a quantity of stock that sets the inventory level below which you must replenish the item. You can equate the reorder point quantity to anticipated demand during the replenishment lead time.*

*The **Reorder Point** field plays the following role in the planning calculations when the reorder point > projected available balance > safety stock quantity*

*The program will create an order proposal that is forward scheduled from the date of the requirement that caused the deficit in the projected available balance.*

*The order proposal quantity will, at the minimum, bring the projected available balance up to the level that is specified by the Reorder Point field.*

*The final order proposal quantity may be further adjusted due to additional requirements within the Reorder Cycle, the effects of the reordering policy, and the quantity modifier fields: Minimum Order Quantity, Maximum Order Quantity and Order Multiple.*

*If you leave the field blank, the program sets the reorder point quantity for the item to zero.*

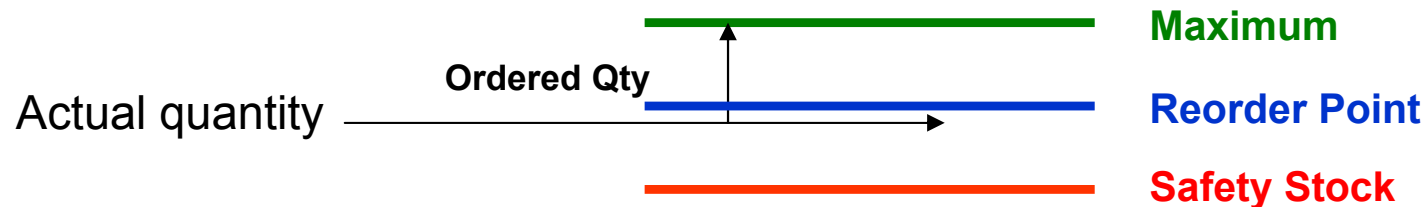
*Note that the field is disabled when you select the reordering policy options of Order and Lot-for-Lot.*

## **Basic Setup III – Maximum Inventory**

*In this field, you can enter a quantity that you want to use as a maximum inventory level. When calculating order proposal quantities, the program will then use maximum inventory minus the actual quantity available at the time of the order. Note that depending on the current inventory at the time, this may result in order proposal quantities that cause the projected available balance to exceed the maximum inventory that you define.*

*This field is used only with the reordering policy **Maximum Qty**. It is disabled for all other reordering policy options.*

*Note that for optimal results, you should set up this field so that maximum inventory > reorder point > safety stock.*



## **Basic Setup IV – Minimum Order Quantity**

*In this field, you can specify a minimum allowable quantity for an item order proposal. Once the program has detected the need for replenishment and adjusted the lot size to meet the specified reordering policy, it will increase the quantity, if necessary, to meet the minimum order quantity that you define for the item.*

*This field is intended to be used with a make-to-stock manufacturing policy*

## **Basic Setup V – Maximum Order Quantity**

*In this field, you can specify a maximum allowable quantity for an item order proposal. Once the program has detected the need for replenishment and adjusted the lot size to meet the specified reordering policy, it will decrease the quantity, if necessary, to meet the maximum order quantity that you define for the item. If additional requirements remain, the program will calculate new orders to meet them.*

***This field is intended to be used with a make-to-stock manufacturing policy.***

## **Basic Setup VI – Minimum Order Quantity**

*In this field, you can specify a minimum allowable quantity for an item order proposal. Once the program has detected the need for replenishment and adjusted the lot size to meet the specified reordering policy, it will increase the quantity, if necessary, to meet the minimum order quantity that you define for the item.*

***This field is intended to be used with a make-to-stock manufacturing policy***



## **Action Messages – page 119**

- *Change Quantity*
- *Reschedule*
- *Reschedule and Change Quantity*
- *New*

**Comment 1 :** *Replenishment methods can be visible in the filed Replenishment policy (for Purchase, Manufacturing or Transfers)*

**Comment 2 :** *see page 121 : Drop Shipment Lines- vendor delivers goods directly to the customer – see button Functions – Drop Shipment*

## ***Planning Worksheet Lines***

### **Planning Worksheet Lines**

This feature is relevant for a large manufacturing company that is likely to have separate departments that handle production planning and purchasing.

In the manufacturing application area, a production planner uses the planning worksheet to calculate an item replenishment plan for all items, whether they are manufactured, purchased, or transferred.

From the planning worksheet, the planner can then select the order proposal lines for items that are replenished by purchase or transfer and conveniently forward them to the requisition worksheet by using the Carry Out Action Messages – Plan. batch job. You can read more about the batch job in the online Help.

This function, although initiated from the manufacturing application area, results in order proposal lines appearing in the requisition worksheet. From there, the purchaser can edit, approve, and convert the lines to actual purchase or transfer order lines by using the Carry Out Action Messages – Requisition Worksheet batch job.

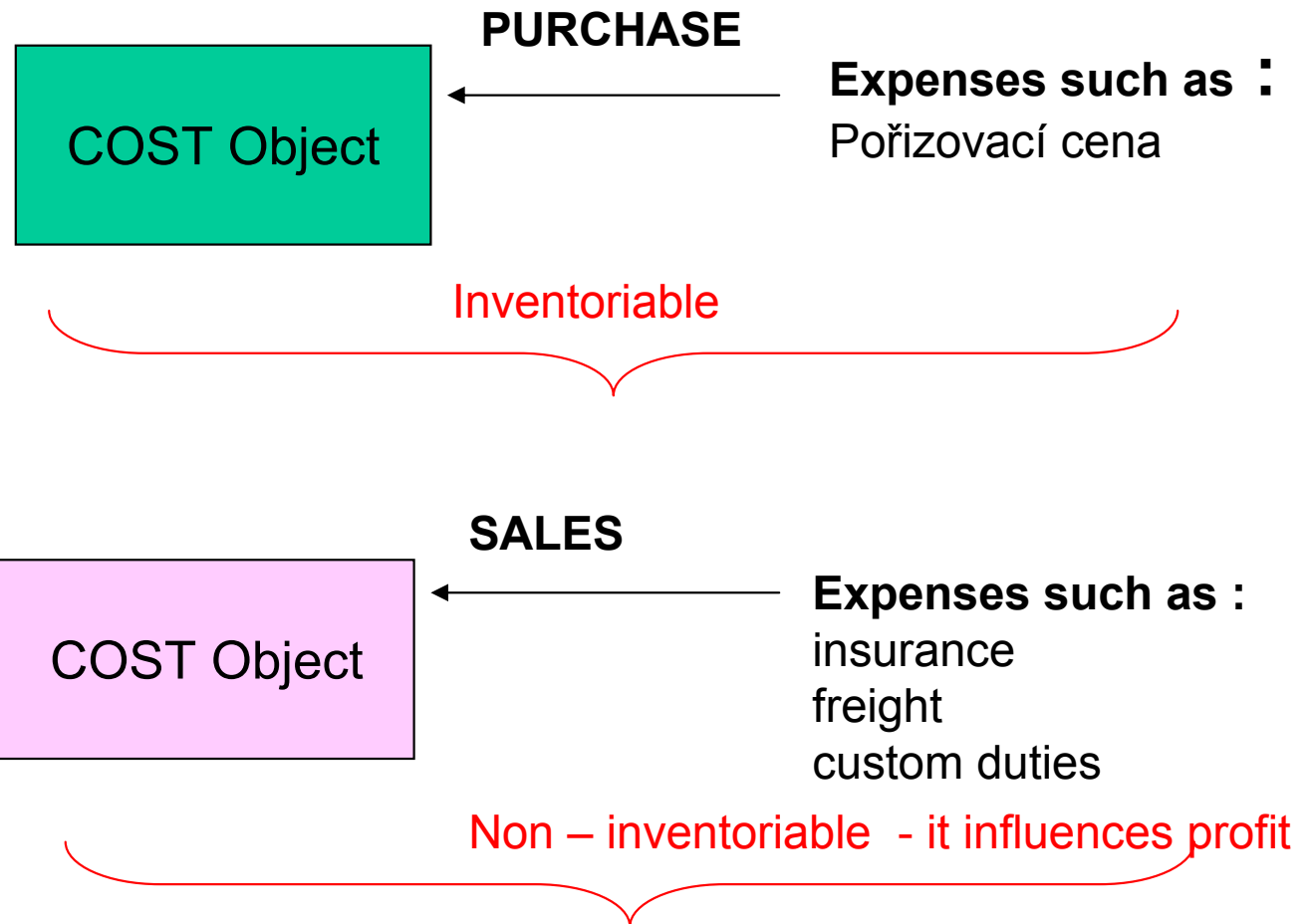


## ***Item Charge***

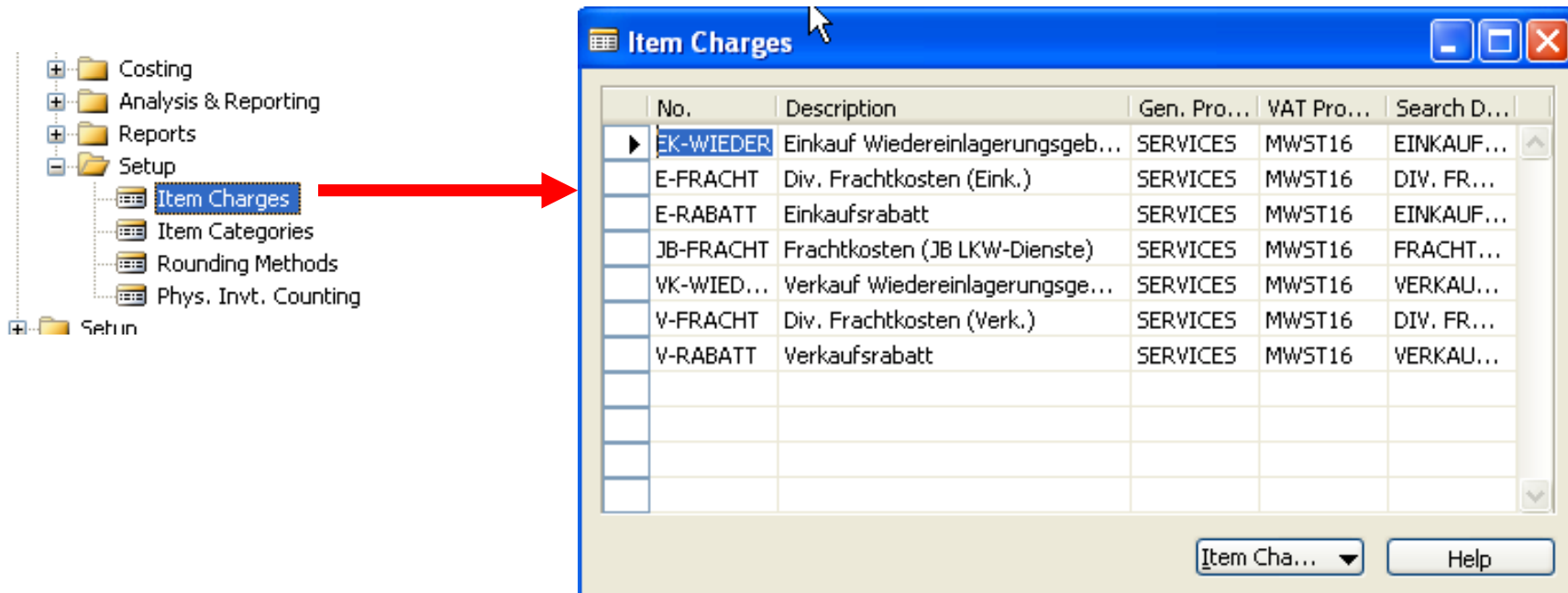
***Chapter 7 – page 132***

- *Overview*
- *Setting up Item Charges*
- *Purchase Item Charges*
- *Sales Item Charges*
- *Purchase and Sales Allowances*

## **Inventoriable and non-inventoriable cost**



## **Setting Up Item Charges (Financial Management, Inventory, Setup)**



No.	Description	Gen. Pro...	VAT Pro...	Search D...
▶ EK-WIEDER	Einkauf Wiedereinlagerungsgeb...	SERVICES	MWST16	EINKAUF...
E-FRACHT	Div. Frachtkosten (Eink.)	SERVICES	MWST16	DIV. FR...
E-RABATT	Einkaufsrabatt	SERVICES	MWST16	EINKAUF...
JB-FRACHT	Frachtkosten (JB LKW-Dienste)	SERVICES	MWST16	FRACHT...
VK-WIED...	Verkauf Wiedereinlagerungsge...	SERVICES	MWST16	VERKAU...
V-FRACHT	Div. Frachtkosten (Verk.)	SERVICES	MWST16	DIV. FR...
V-RABATT	Verkaufsrabatt	SERVICES	MWST16	VERKAU...

During the purchase operations you can allocate the costs on the same document as well as on the different document

## Scenario 1 – Purchase and addition cost on two documents

- Purchase order 1
- Posting – F11
- Purchase order 2
- Item Charges on the Purchase Order Line and cost allocation according to the type of the document and method of allocation (amount or uniform allocation) – Item Charge Assignment
- Posting – F11
- Examination of the Entries

Posting Date	Item Led... Entry Type	Entry Type	Document No.	Item Charge No.	Description	Sales Amount (Actual)	Cost Amount (Expected)	Cost Amount (Actual)
12.07.05	Pur...	Direct Cost	108082			0,00	0,00	240 000,00
12.07.05	Pur...	Variance	108082			0,00	0,00	79 440,00
12.07.05	Pur...	Direct Cost	108083	N-PŘÍSP...	Příspěvek na nákup	0,00	0,00	1 111,00
12.07.05	Pur...	Variance	108083			0,00	0,00	-1 111,00

Cost Amount (Non-Invtbl.)	Cost Posted to G/L	Item Ledger Entry Quantity	Valued Quantity	Invoiced Quantity	Cost per Unit	Cost per Unit (ACY)	Item No.
0,00	240 000,00	12	12	12	20 000,00	0,00	1992-W
0,00	79 440,00	0	12	0	6 620,00	0,00	1992-W
0,00	1 111,00	0	12	0	92,583	0,00	1992-W
0,00	-1 111,00	0	12	0	-92,583	0,00	1992-W

Another part of the line

## Statistics – F9

General Options

Show as Lines . . . . . Purch. Item C... ▼

Show as Columns . . . . . Period ▲

Date Filter . . . . . ..31.12.05

Item Filter . . . . . 1992-W ▲

Location Filter . . . . . ▲

Variant Filter . . . . . " ▲

Name	Total Amount	01.04.05	01.05.05	01.06.05	01.07.05
JB-PŘEPRAVA Poplatek za pře...					
N-PŘEPRAVA Poplatek, různá ...					
N-PŘÍSPĚVEK Příspěvek na nákup	1 111,00				
N-ZNZASKL Nové zaskladnění ...					
P-PŘEPRAVA Poplatek, různá ...					
P-PŘÍSPĚVEK Příspěvek na pro...					
P-ZNZASKL Nové zaskladnění ...					

CZ

1 111,00 + 1 111,00 = 2222

Type of costs

Code	Description	Service	Tax	Account
EK-WIEDER	Einkauf Wiedereinlagerungsgeb...	SERVICES	MWST16	EINKAUF...
E-FRACHT	Div. Frachtkosten (Eink.)	SERVICES	MWST16	DIV. FR...
E-RABATT	Einkaufsrabatt	SERVICES	MWST16	EINKAUF...
JB-FRACHT	Frachtkosten (JB LKW-Dienste)	SERVICES	MWST16	FRACHT...
VK-WIED...	Verkauf Wiedereinlagerungsge...	SERVICES	MWST16	VERKAU...
V-FRACHT	Div. Frachtkosten (Verk.)	SERVICES	MWST16	DIV. FR...
V-RABATT	Verkaufsrabatt	SERVICES	MWST16	VERKAU...

DEU

 ***Non-inventoriable Costs*****Handling Non-inventoriable Costs as Item Charges**

In addition to having detailed statistics on their inventory landed cost, many companies may find it important to account for non-inventoriable costs.

This cost category becomes particularly relevant in situations where companies incur freight-out costs that affect the profit calculations, or they deal with vendor- or headquarters-owned inventory, and thus financially do not carry any inventory on their own (the accounting model used in this case is often referred to as retail minus).



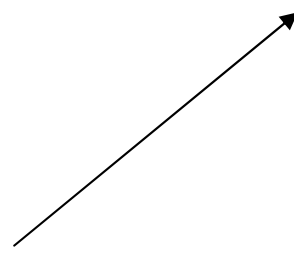
## Statistics after cost allocation 2 different documents

General		Options	
Show as Lines . . . . .	Profit Calculation	Date Filter . . . . .	..31.12.05
Show as Columns . . . . .	Period	Item Filter . . . . .	1992-W
		Location Filter . . . . .	
		Variant Filter . . . . .	"

Name	Total Amount	01.01.95	01.02.95	01.03.95	01.04.95	01
▶ Sales (LCY)	71 800,00					
COGS (LCY)	-53 240,00					
Non-Invtbl. Costs (LCY)						
Profit (LCY)	18 560,00					
Profit %	25,85					

	Total Amount
EK-WIEDER Einkauf Wiedereinlagerungsgeb.	
E-FRACHT Div. Frachtkosten (Eink.)	
E-RABATT Einkaufsrabatt	
JB-FRACHT Frachtkosten (JB LKW-Dienste)	
VK-WIED... Verkauf Wiedereinlagerungsge...	
V-FRACHT Div. Frachtkosten (Verk.)	-2 222,00
V-RABATT Verkaufsrabatt	





## ***Order Promising***

***Chapter 8 – page 141***

- *Overview*
- *Promising Orders to Customers*
- *Estimating Purchase Order Receipt*
- *Estimating Transfer Order Receipt*

## Overview

**Available to Promise (further only ATP)**

**Capable to Promise (further only CTP)**

**ATP** – based on the inventory reservation system – performing the availability check  
(calculation of the date of delivery )

**CTP** – based on **WHAT IF** scenarios. Earliest date that item will be available  
If no items that can be available, no inbound orders- purchase, transfer , return,  
production – calculate Earliest date, create Order lines, and reserve the  
inventory. Maybe integrated to the production scheduling, transfer and  
purchase

 ***Subject of this section***

- *To setup program **Navision** in such a manner, that it can be used to calculate delivery dates according to the set parameters and net and gross requirements*
- *Such a setup of **Navision** can help salesman to increase throughput considerably*



## **Definitions I**

**Requested Delivery Date:** The date that the customer has asked for the order to be delivered at their address. This date must be entered manually in order to affect the date calculation.

**Promised Delivery Date:** The date that the company has promised the order to be delivered at the customer's address. This date must be entered manually in order to affect the date calculation.

**Planned Delivery Date:** The date that the company has planned for the order to be delivered at the customer's address. This date is calculated by the program. **If a requested delivery date exists, the planned delivery date will be the same.**

 **Definitions II**

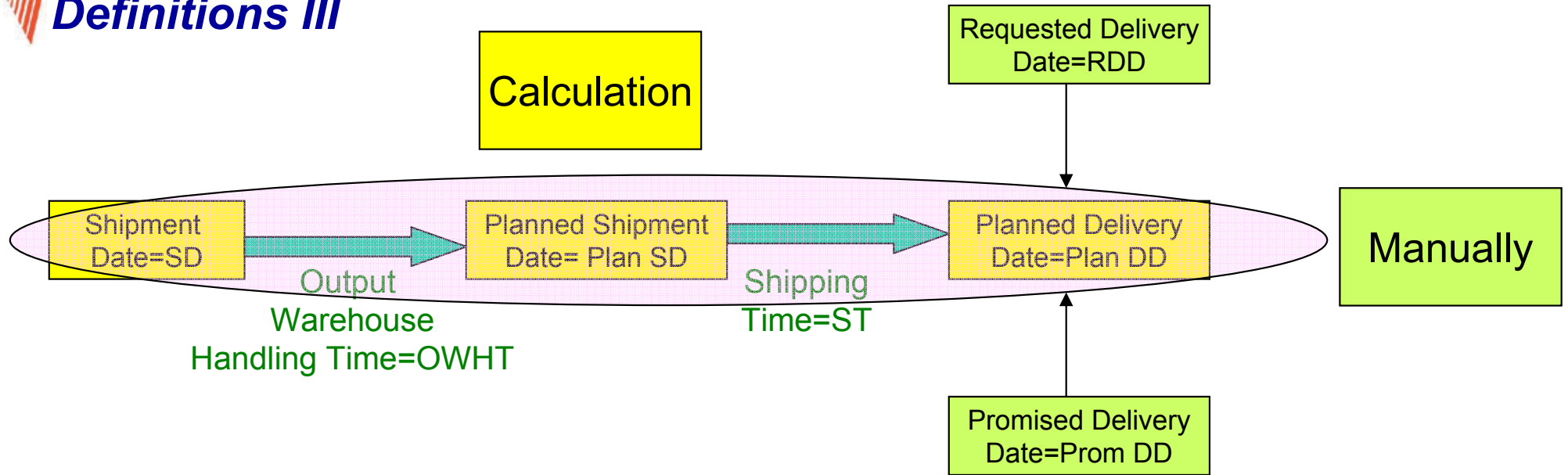
**Planned Shipment Date:** The date on which the picking process is finished, and the items are shipped from the warehouse. This date is calculated by the program.

**Shipment Date:** The date on which an item must be available in inventory. The picking process can start on this date. This date is calculated by the program.

**Outbound Warehouse Handling Time:** The time it takes to pick, pack, and label the items of an order.

**Shipping Time:** The time between the items being shipped from the warehouse to being delivered at the customer's address.

## Definitions III



- Navision calculates earliest RDD taking into account inventory availability without customer's requirements
- Navision verifies, if by hand entered RDD is realistic taking into account inventory availability (backward calculation)

**Next**

## **Definitions IV**

- a) Navision calculates earliest RDD taking into account inventory without customer's requirements (see previous slide)

$SD + OWHT = \text{Planned Shipment Date (Plan SD)}$

$\text{Plan SD} + ST \text{ (shipping time)} = \text{Plan DD}$

- b) Navision verifies, if by hand entered RDD is realistic taking into account inventory availability (backward calculation) (see previous slide)

$\text{Plan DD} - ST = \text{Plan SD}$

$\text{Plan SD} - OWHT = ST$



Next



## Calculation priorities (addendum)

	Prom DD	RDD	SD
Priority 1	√		
Priority 2		√	
Priority 3			√



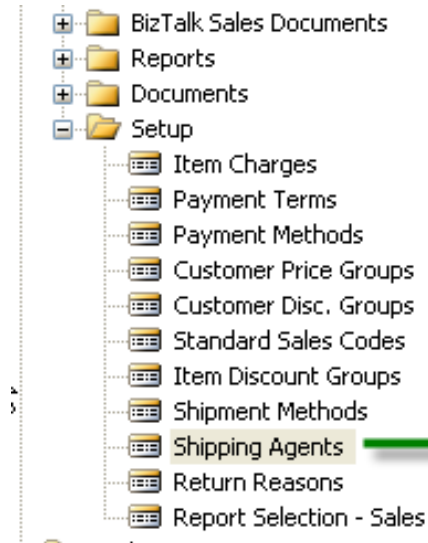
Listed in Line

Can be entered manually in the Sales Header

SD Time Setup : Sales and Marketing – Order Processing- Setup- Shipping Agents  
(Shipping agents) : **Page 147**

OWHT Setup : Inventory Setup or WH Setup – Location : **Page 147**

## Shipping Time Setup



Code	Name	Internet Address
DHL	DHL Systems, Inc.	www.dhl.com/track/track.post-track?a...
FEDEX	Federal Express Corporation	www.fedex.com/cgi-bin/track_it?trk_n...
UPS	United Parcel Service of Ameri...	wwwapps.ups.com/tracking/tracking.c...
VLASTDOP.	Vlastní doprava	

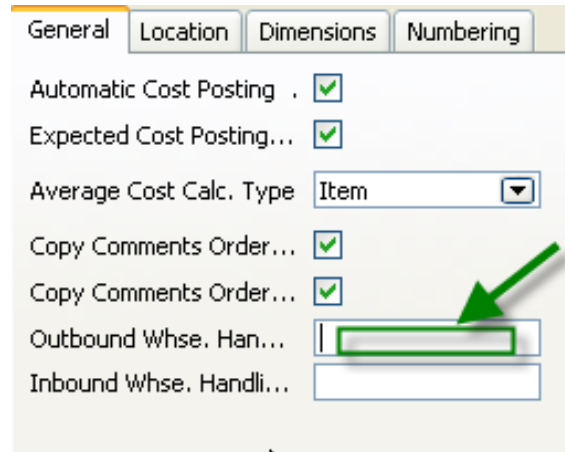
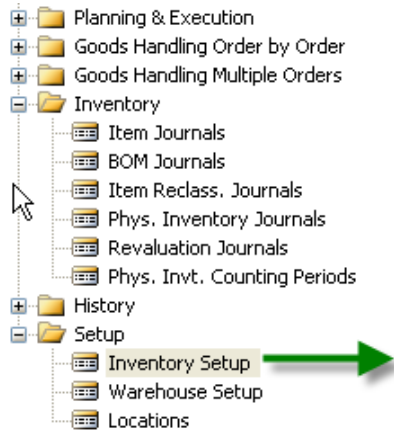


**Second Day**

Code	Description	Shipping Time	Base Calendar Code	Customized Calendar
DRUHÝDEN	Dodávka druhý den	1D		No
STANDARD	Standardní dodávka	2D		No

**Standard Delivery**

## **Outbound Warehouse Handling Time Setup**



General | Location | Dimensions | Numbering

Automatic Cost Posting .

Expected Cost Posting...

Average Cost Calc. Type Item ▾

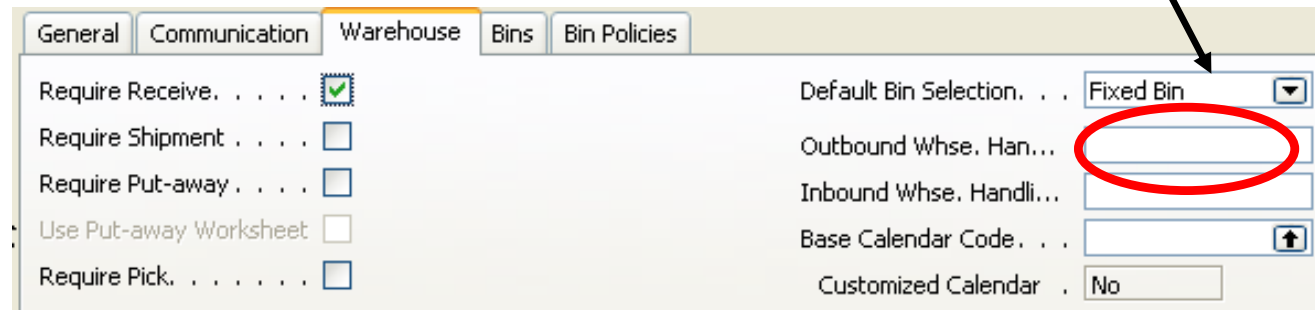
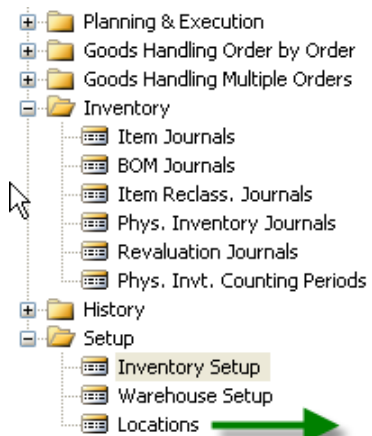
Copy Comments Order...

Copy Comments Order...

Outbound Whse. Han...

Inbound Whse. Handli...

2D = 2 days



General | Communication | Warehouse | Bins | Bin Policies

Require Receive. . . . .

Require Shipment . . . . .

Require Put-away . . . . .

Use Put-away Worksheet

Require Pick. . . . .

Default Bin Selection. . . Fixed Bin ▾

Outbound Whse. Han...

Inbound Whse. Handli...

Base Calendar Code . . .

Customized Calendar . No



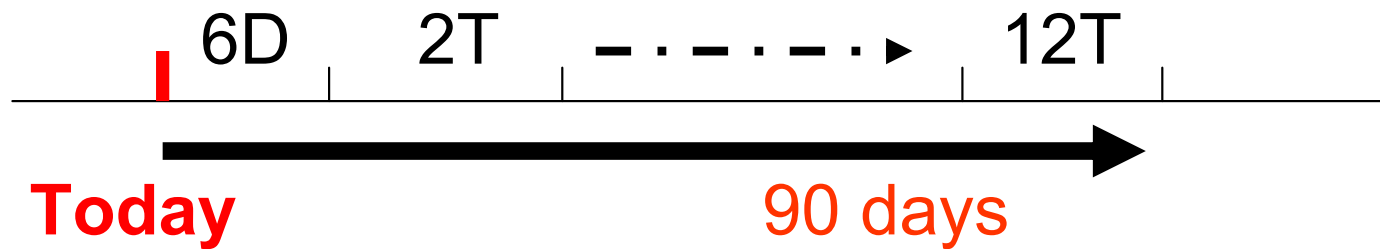
## Setting up an Availability Test Interval

Setup scenario : **Application Setup** – **General** -**Company Information**

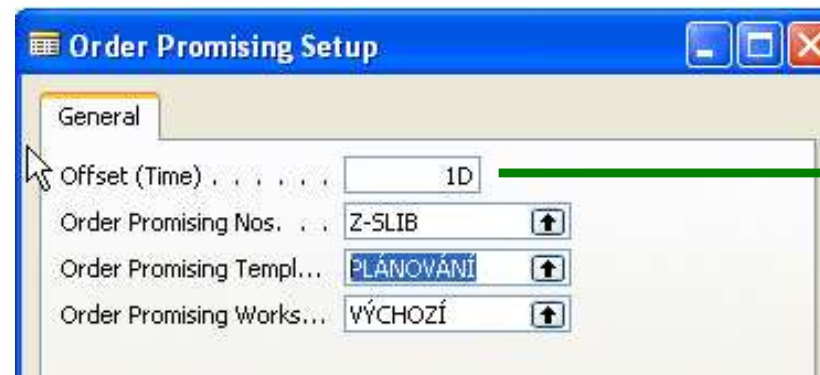
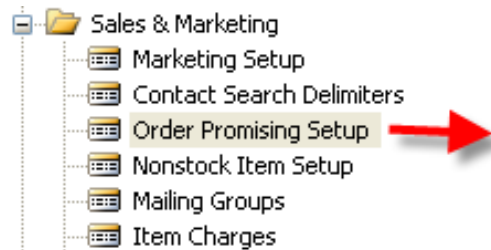
General	Communication	Payments	Shipping	
Ship-to Name . . . . .	CRONUS CZ s.r.o.	Location Code. . . . .	<input type="text"/>	
Ship-to Address . . . . .	Okružní 5	Responsibility Center . . .	<input type="text"/>	
Ship-to Address 2 . . . . .	Vratislavice	Check-Avail. Period Calc.	90D	
Ship-to Post Code/City . . .	CZ-460 01 <input type="text"/>	Liberec <input type="text"/>	Check-Avail. Time Bucket	Week
Ship-to Country Code . . .	CZ <input type="text"/>	Base Calendar Code. . . .	<input type="text"/>	
Ship-to Contact . . . . .	<input type="text"/>	Customized Calendar . . .	No	
		Cal. Convergence Tim...	1Y	

90 days

1 week



## **Order Promising Setup**



This field contains the period of time that the program must wait before it is allowed to issue a new purchase order, production order or transfer order. The period starts with the current date. The time units of measure that you can use are days, workdays, weeks, months, quarters or years.

## Scenarios (examples) I

- *Customer has sent an order without specification of **RDD (Requested Delivery Date)***
  - *available inventory (calculated from Inventory entries) are available in the time window in which the order belongs to.  
(see scenario 1 on the page 149)*
  - *Inventory Items are not available*
  - *(see scenario on the page 150 : **stockout warning message**)*

## Scenario 1

Posting Date . . . . .	18.07.05
Order Date . . . . .	18.07.05
Document Date . . . . .	18.07.05
Requested Delivery Date	
Promised Delivery Date .	

**Sales Header – a part of it**

Qty. to assign	Qty. Assigned	Planned Delivery Date	Planned Shipment Date	Shipment Date	Appl Item
		20.07.05	19.07.05	18.07.05	

1 day Shipment Time      1 day OWMT

**Sales Lines**

REQUESTED Delivery Date not entered

**Comment : Outbound Warehouse Handling Time = OWMT**

## Scenario 2 – general version

Sales Order Header

Sales Order Line

Location Green, 1968-S – x pcs

Another possibility to get help in guess of availability is use of **CTP** = Capable-To-Promise (see scenario 4)

Be careful when setting up **Check Available period Calc** a **Check Available Time Bucket**  
*See Time Window*

The screenshot shows a dialog box with a warning icon and the following text: "The quantity on inventory is not sufficient to cover the net change in inventory. Do you still want to record the quantity?". Below this are several fields:

No. . . . .	1968-S
Description . . . . .	Židle MEXICO, černá
Inventory . . . . .	14
Gross Requirement . . . . .	16
Scheduled Receipt . . . . .	0
Current Quantity . . . . .	157
Total Quantity . . . . .	-159
Earliest Availability Date . . . . .	18.07.05
Substitutes Exist . . . . .	<input checked="" type="checkbox"/>

Form 342



## Scenario 2 – more specific version

1063 J & V v.o.s. - Sales Order

General Invoicing Shipping Foreign Trade E - Commerce Advance

No. . . . . 1063 Posting Date . . . . . 25.01.01

Sell-to Customer No. . . . . 20000 Order Date . . . . . 25.01.01

Sell-to Contact No. . . . . KT000002 Document Date . . . . . 25.01.01

Sell-to Customer Name . . . . . J & V v.o.s. Requested Delivery Date . . . . .

Sell-to Address . . . . . Komenského 12 Promised Delivery Date . . . . .

Sell-to Address 2 . . . . . External Document No. . . . .

Sell-to Post Code/City . . . . . CZ-696 42 Vracov Salesperson Code . . . . . LK


Sell-to Contact . . . . . Pan Roland Wacker Campaign No. . . . .

No. of Archived Versions. . . . . 0 Responsibility Center . . . . .

Status . . . . . Open

Check Availability

General Filters

 The quantity on inventory is not sufficient to cover the net change in inventory. Do you still want to record the quantity?

No. . . . . TEST

Description . . . . . Test

Inventory . . . . . 11

Gross Requirement . . . . . 0

Scheduled Receipt . . . . . 0

Current Quantity . . . . . 30

Total Quantity . . . . . -19

Earliest Availability Date . . . . . 02.02.01

Substitutes Exist . . . . .

Yes No Help

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Unit Exc
Item	TEST	Test	ZELENÝ	30		KS	

Item Information

- Item Card
- Availability
- Substitutions
- Sales Prices
- Sales Line Di...



See Item Availability






## Availability (from the footer button from Sales Lines)

TEST Test - Item Availability by Periods

Options

Location Filter . . . . . ZELENÝ  Variant Filter . . . . . " 

	Period Start	Period Name	Gross Require...	Scheduled Receipt	Planned Order Receipt	Projected Available Balance	Planned Order Releases
▶	11.12.00	50	0	0	0	11	0
	18.12.00	51	0	0	0	11	0
	25.12.00	52	0	0	0	11	0
	01.01.01	1	0	0	0	11	0
	08.01.01	2	0	0	0	11	0
	15.01.01	3	0	0	0	11	0
	22.01.01	4	30	0	0	-19	0
	29.01.01	5	0	30	0	11	0
	05.02.01	6	0	30	0	41	0
	12.02.01	7	0	40	0	81	0
	19.02.01	8	0	0	0	81	0
	26.02.01	9	0	0	0	81	0
	05.03.01	10	0	0	0	81	0
	12.03.01	11	0	0	0	81	0

1 7 31 3 12   

OK Cancel Item Help

## Scenario 3

1. Sales Order
2. **Requested Delivery Date** is required by customer
3. Location **Blue (Czech Modry, Germany Blau)**
4. Observe carefully fields Plan DD, Plan SD and SD in the Sales Lines
5. Backward calculation – Navision verifies, if item is available for required delivery (in time and in quantity) and calculates SD (Shipping Date)
6. Plan DD is not changed (influenced)
7. Points 6 a 7 on the page 153 are not mentioned for the sake of simplicity (use for self study)

Posting Date . . . . .	25.01.01
Order Date . . . . .	25.01.01
Document Date . . . . .	25.01.01
Requested Delivery Date	29.01.01
Promised Delivery Date	



	Planned Delivery Date	Planned Shipment Date	Shipment Date
1	29.01.01	27.01.01	25.01.01

## Scenario 4 -1

1. Customer 20000, Item = 70200, Quantity = 30, REQ DD= 28.1.01, **Location =Zelený (Freen, Grun)**
2. Salesman is checking , if according to the inventory level and time setting the requested term of delivery is realistic
3. Sales Order is created and we will get a message : „**Stockout Warning Message**“ where our answer will be **YES=ANO=Ja**

Check Availability

General Filters

The quantity on inventory is not sufficient to cover the net change in inventory. Do you still want to record the quantity?

No. . . . . 70200

Description . . . . . Závěs dveří

Inventory. . . . . 0

Gross Requirement . . . . . 0

Scheduled Receipt. . . . . 0

Current Quantity . . . . . 30

Total Quantity . . . . . -30

Earliest Availability Date . . . . .

Substitutes Exist . . . . .

Yes No Help

No date, because no Purchase, Transfer, Production order or Return were booked

## Scenario 4-2

- Sales Order- button Order- Order Promising
- Navision will copy information to REQ DD a Original Shipment Date
- Button Calculate : Capable to Promise= CTP (chosen for 4-2)

Item No.	Description	Requested Delivery Date	Requested Shipment Date	Planned Delivery Date	Original Shipment Date
LS-M...	Handbuch für Lautsprecher	19.01.01	18.01.01		18.01.01

Item No.	Description	Requested Delivery Date	Requested Shipment Date	Planned Delivery Date	Original Shipment Date	Earliest Shipment Date
LS-M...	Handbuch für Lautsprecher	19.01.01	18.01.01	19.01.01	18.01.01	18.01.01

Another action : button : **Accept** and Navision will copy Respective filed to the Sales lines

**Self study** : NOTE on the page 155 !!!!  
and To-do : scenario 5 on the page 156 !!!

Requested Delivery Date	Promised Delivery Date	Planned Delivery Date	Planned Shipment Date	Shipment Date
19.01.01		19.01.01	18.01.01	18.01.01

## **Promising Sales Order Delivery in Other Situation (8326AY-08.pdf)**

### ***Promising Sales Order Delivery in Other Situations***

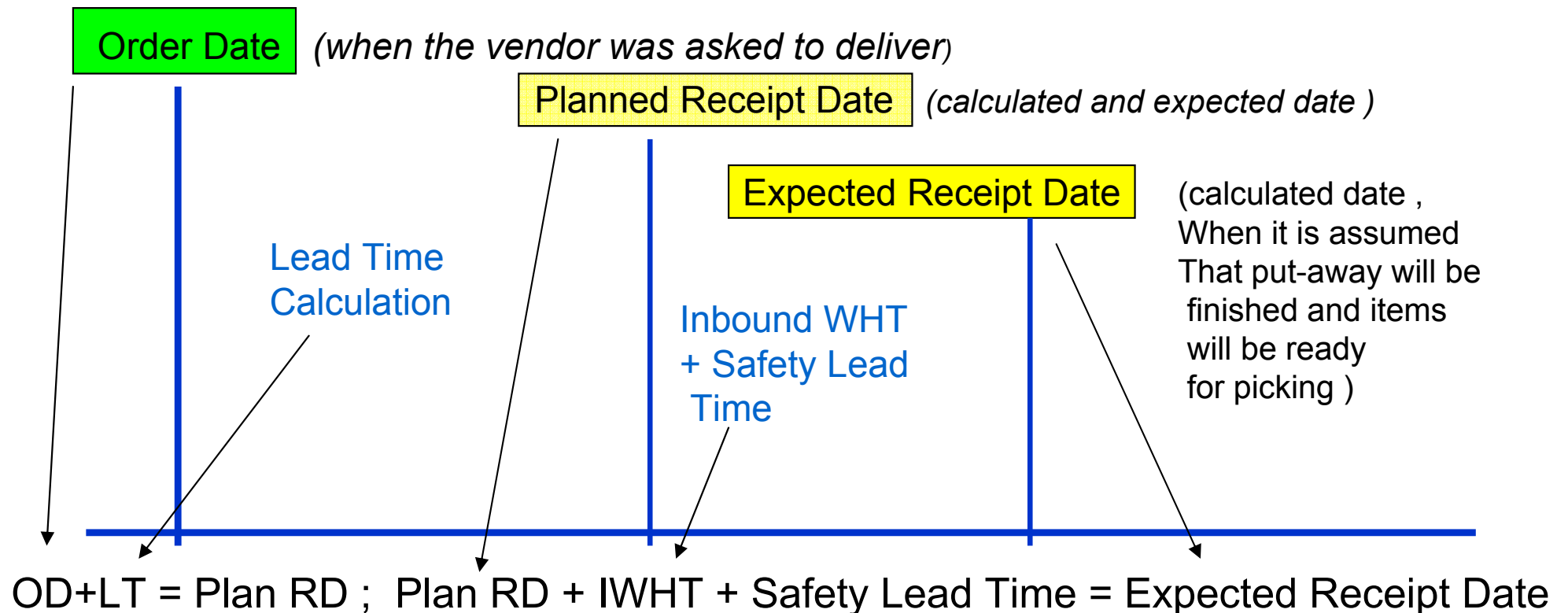
When creating sales orders, with or without requested delivery dates, salespeople may encounter situations where, for one reason or another, they would prefer to ship the orders on a different date than that calculated by the program. The practice of shipping orders on certain week days to a specific customer (and thus having a fixed routing schedule) could be one example of such a situation. Another example is when the shipping of various sales lines with different planned delivery dates on the same date is an optimal option for both a salesperson and the customer.

In these and similar situations, the sales people must first confirm the new delivery date with the customer and then, with the customer's agreement, regard this date as a promised delivery date. After this date is entered in the **Promised Delivery Date** field, the program sets the planned delivery date equal to the promised delivery date and calculates all the associated dates in the same way as in the case of the requested delivery date.

See elementary Scenario 6 – [It is elementary my dear Watson](#)

## Estimating Purchase Order Receipt (page 160)

Self study : definitions on the page 160 – attention to similarity with the term used on the Sales side !!!



 **Setting up**

1. *Description on the pages 163 and 164*
2. *Students will follow scenarios 7 - 11 (if asked and necessary)*
3. *Attention to the note on the page 169*





# ***Returns Management***

***Chapter 9 – page 176, 8362a\_9.pdf***

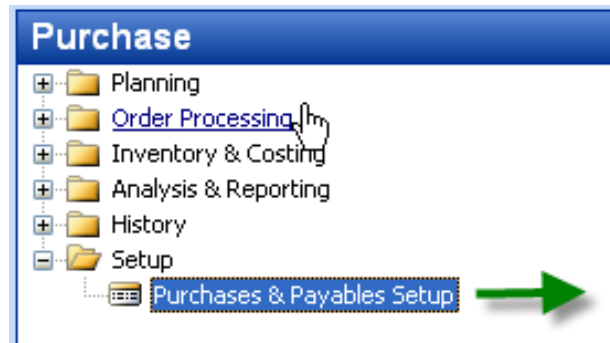
- *Overview*
- *Setting up Returns Management*
- *Managing Returns from Customers*
- *Managing Returns to Vendors*

## **Overview**

The **Sales Return Order Management** and the **Purchase Return Order Management** granules offer an optimal solution to companies that strive to achieve responsive customer service by implementing cost-efficient customer and vendor return policies. Specifically, the application provides a functionality that is characterized by the following **key features**:

- **Rapid response to customers' requests**
- **Flexibility**
- **Traceability and overview**
- **Automation of the return to vendor process**

## Basic – Setup



General	Dimensions	Numbering
Discount Posting . . . . .	All Discounts	Copy Comments Blank... <input checked="" type="checkbox"/>
Credit Warnings . . . . .	Both Warnings	Copy Comments Order... <input checked="" type="checkbox"/>
Stockout Warning . . . . .	<input checked="" type="checkbox"/>	Copy Comments Order... <input checked="" type="checkbox"/>
Shipment on Invoice . . . . .	<input checked="" type="checkbox"/>	Copy Cmts Ret.Ord. t... <input checked="" type="checkbox"/>
Return Receipt on Cre... <input checked="" type="checkbox"/>		Copy Cmts Ret.Ord. t... <input checked="" type="checkbox"/>
Invoice Rounding . . . . .	<input checked="" type="checkbox"/>	Allow VAT Difference . . . <input type="checkbox"/>
Ext. Doc. No. Mandatory	<input type="checkbox"/>	Calc. Inv. Discount . . . . <input type="checkbox"/>
Appln. between Curre... All		Calc. Inv. Disc. per VA... <input type="checkbox"/>
		Exact Cost Reversing ... <input type="checkbox"/>

Comment : Cmts=Comments

## Setup of Return Reason Codes (RRC)

Sales & Marketing – Order Processing – Setup – Return Reasons

Code	Description	Default L...	Inventor...
BESCHÄDIG	Transportschaden		
EK-REP	Gekauften Artikel reparieren		
FALSCH	Fehllieferung		
FEHLER...	Artikel fehlerhaft		
KEINBED...	Kein aktueller Bedarf		
VK-REP	Verkauften Artikel reparieren		✓

In addition to signing up the return reasons code and its description, you can also link a default **location code to it**.

If you place a **check mark** in the **Inventory Value Zero field**, inventory increases, such as sales return orders or purchase orders, are valued at zero cost (except in the case of **standard costing**).

This is relevant in the **case of repair** of a customer's item.

**Since the item is the customer's property, it must not be included in the inventory value.**

## **Tasks connected to Return Orders on the Sales Side –external processes**

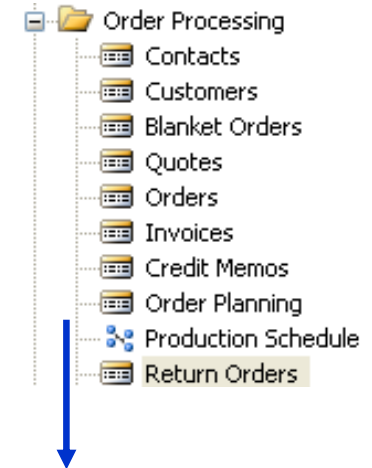
- **Registering a compensation agreement** with the customer
- **Shipping a replacement item(s)** to the customer (if replacement is part of the compensation agreement)
- **Crediting the customer** (either by means of a credit for physically returned items or a sales allowance where the customer is not required to physically return the items)
- **Shipping a repaired item(s)** to the customer (if repair is a part of a compensation agreement)
- **Follow-up on the return status** (in case of customer inquiries)

 ***Tasks connected to Return Orders on the Sales Side – internal processes***

- **Receiving returned items and inspecting them (if relevant)**
- **Applying restock charges**
- **Shipping returned items to the vendor for repair (purchase) !!!)**
- **Ensuring the accurate inventory value of the returned items**

# Scenario 1 - 1

1. Sales order for 5 pcs of 70011 to the Customer 10000 and post it ( F11)
2. Return Order (RO) – Functions – Copy Document – copy of the lines from the chosen posted (booked) invoice
  1. Complement of the Reason code (see **BLAU**)
  2. Complement of the external document to the Return Order header and post



**1001 Möbel-Meller KG - Sales Order**

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 1001 Posting Date . . . . . 25.01.01

Sell-to Customer No. . . . . 10000 Order Date . . . . . 25.01.01

Sell-to Contact No. . . . . KT000001 Document Date . . . . . 25.01.01

Sell-to Customer Name . . . . . Möbel-Meller KG Requested Delivery Date . . . . .

Sell-to Address . . . . . Tischlerstr. 4-10 Promised Delivery Date . . . . .

Sell-to Address 2 . . . . . External Document No. . . . .

Sell-to Post Code/City . . . . . 48436 Düsseldorf Salesperson Code . . . . . P5

Sell-to Contact . . . . . Herr Michael Emanuel Campaign No. . . . .

No. of Archived Versions. . . . . 0 Responsibility Center . . . . . DÜSSELDORF

Status . . . . . Open

T. No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT
70011	Glastür	BLAU	5		STÜCK	112,00

**1001 Möbel-Meller KG - Sales Return Order**

General Invoicing Shipping Foreign Trade

No. . . . . 1001 Posting Date . . . . . 25.01.01

Sell-to Customer No. . . . . 10000 Order Date . . . . . 25.01.01

Sell-to Contact No. . . . . KT000001 Document Date . . . . . 25.01.01

Sell-to Customer Name . . . . . Möbel-Meller KG External Document No. . . . . 123

Sell-to Address . . . . . Tischlerstr. 4-10 Salesperson Code . . . . . P5

Sell-to Address 2 . . . . . Campaign No. . . . .

Sell-to Post Code/City . . . . . 48436 Düsseldorf Responsibility Center . . . . . DÜSSELDORF

Sell-to Contact . . . . . Herr Michael Emanuel Status . . . . . Open

T. No.	Description	Return R...	Location ...	Quantity	Unit of M...	Unit Pric...
70011	Glastür	FALSCH	BLAU	5	STÜCK	112,00

## Item Ledger Entries and GL Entries after posted Return order and posted credit memo

Item 70011 Gastür - Item Ledger Entries						
Posting ...	Entry Type	Docume...	Item No...	Return R...	Location ...	Quantity
31.12.00	Positive ...	START	70011		BLAU	2 165
06.01.01	Purchase	107019	70011		BLAU	52
17.01.01	Sale	102030	70011		BLAU	-5
25.01.01	Sale	102034	70011		BLAU	-5
25.01.01	Sale	107005	70011	FALSCH	BLAU	5
08.01.01	Sale	102004	70011		ROT	-1

6210 Umsätze, Rohmaterialien - Inl. - General Ledger Entries									
Posting ...	D..	Docume...	G/L Acco...	Description	G..	G..	G..	Amount	B.
25.01.01	C..	104006	6210	Return Order 1001	S..	M..	P..	560,00	
25.01.01	C..	104006	5610	Return Order 1001					
25.01.01	C..	104006	2310	Return Order 1001					

104006 Möbel-Meller KG - Posted Sales Credit Memo

General Invoicing Shipping Foreign Trade BizTalk

No. . . . . 104006

Posting Date . . . . . 25.01.01

Sell-to Customer No. . . . . 10000

Document Date . . . . . 25.01.01

Sell-to Customer Name . . . . . Möbel-Meller KG

Pre-Assigned No. . . . .

Sell-to Address . . . . . Tischlerstr. 4-10

External Document No. . . . . 123

Sell-to Address 2 . . . . .

Salesperson Code . . . . . P5

Sell-to Post Code/City . . . . . 48436 Düsseldorf

Responsibility Center . . . . . DÜSSELDORF

Sell-to Contact . . . . . Herr Michael Emanuel

No. Printed . . . . . 0

T..	Quantity	Unit of M...	Unit Pric...	Line Amount
	5	STÜCK	112,00	560,00



## Scenario 1-2 (repeate again SO, 5 pcs, 70011, and so on...)

1. If we have **Exact Cost Reversing Mandatory Field** = Yes, than the copy of the posted – shipped line will be automatically applied with the Return Order Line
2. Client would like to change 70011 (Glastur) with wooden door (Holztur) 70010
3. Apply entries with Return Order (RO) line using Appl From Entry field – use F6 please
4. Put another line to RO with 70010 and quantity will be minus
5. Add compensation 5 % - another line – Charge Items and calculate directly on the line 5 % of the 7010 unit price - in Excel =a\*b, in Navision only a\*b.
6. **And Allocate Charges – standard function**

T..	No.	Description	Return R...	Location ...	Quantity	Unit of M...	Unit Pric...
I...	70011	Glastür		BLAU	11	STÜCK	112,00
I...	70010	Holztür		BLAU	-11	STÜCK	80,70
▶ C..	JB-FRACHT	Frachtkosten (JB LKW-Dienste)			1		1,035



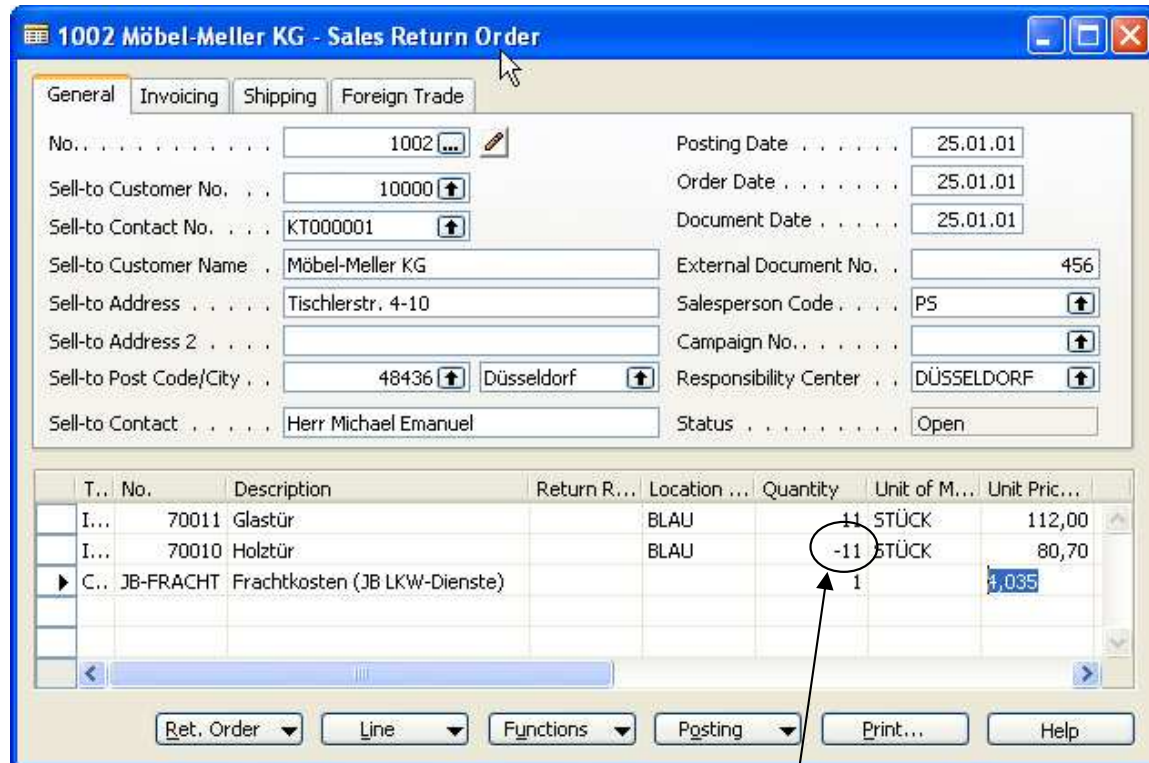
RO Lines

## RO after data entry

If everything in one go,  
than for substitution  
Navision do no create  
extra Posted shipment.

See note on the page 187 !!

Normally Navision  
do not work with minus quantity  
Due to warehouse functionality  
And its functionalities. We must  
Move negative lines j to  
Extra Sales Order !!!!



The screenshot shows the SAP Sales Return Order (RO) entry screen for '1002 Möbel-Meller KG'. The 'General' tab is active, displaying various fields for customer and order information. Below the fields is a table of items with columns for Item No., Description, Return Reason, Location, Quantity, Unit of Measure, and Unit Price. A red circle highlights the quantity '-11' for item '70010 Holztür'. A blue arrow points from the text 'Move negative lines j to Extra Sales Order !!!!' to this quantity.

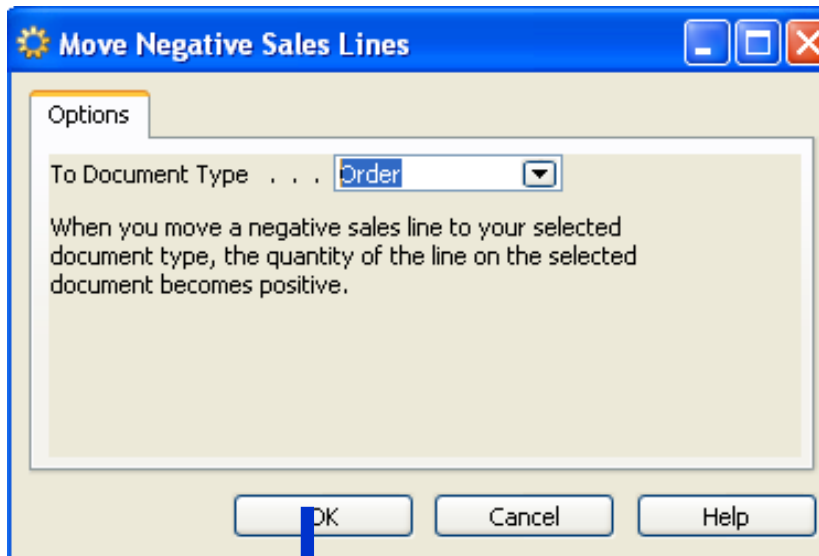
T.. No.	Description	Return R...	Location ...	Quantity	Unit of M...	Unit Pric...
I...	70011 Glastür		BLAU	11	STÜCK	112,00
I...	70010 Holztür		BLAU	-11	STÜCK	80,70
▶ C..	JB-FRACHT Frachtkosten (JB LKW-Dienste)			1		4,035

RO – Functions - Move Negative Lines 

## Move negative lines

T..	No.	Description	Return R...	Location ...	Quantity	Unit of M...	Unit Pric...
I...	7001	Glastür		BLAU	11	STÜCK	112,00
C..	JB-FRACHT	Frachtkosten (JB LKW-Dienste)			1		4,035

RO Lines after  
negative line was  
moved

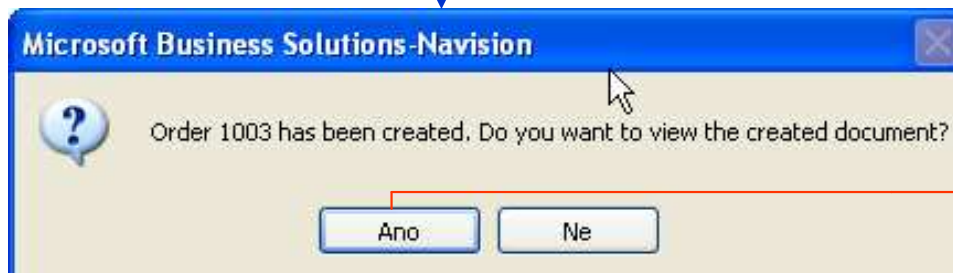


**Move Negative Sales Lines**

Options

To Document Type . . .

When you move a negative sales line to your selected document type, the quantity of the line on the selected document becomes positive.



**Microsoft Business Solutions-Navision**

Order 1003 has been created. Do you want to view the created document?

## Move Negative Lines


RO





Dialog window  
see page 187  
(or previous slide)

**1003 Möbel-Meller KG - Sales Order**

General Invoicing Shipping Foreign Trade **E-commerce**

No. . . . . 1003  Posting Date . . . . . 25.01.01




Sell-to Customer No. . . . . 10000  Order Date . . . . . 25.01.01


Sell-to Contact No. . . . . KT000001  Document Date . . . . . 25.01.01


Sell-to Customer Name . . . . . Möbel-Meller KG Requested Delivery Date

Sell-to Address . . . . . Tischlerstr. 4-10 Promised Delivery Date

Sell-to Address 2 . . . . . External Document No. . . . . 456

Sell-to Post Code/City . . . . . 48436  Düsseldorf  Salesperson Code . . . . . PS 

Sell-to Contact . . . . . Herr Michael Emanuel Campaign No. . . . . 

No. of Archived Versions.  Responsibility Center . . . . . DÜSSELDORF 

Status . . . . . Open

T..	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT
I...	70010	Holztür	BLAU	11	<input type="text"/>	ÜCK	80,70


New Sales order is posted and RO is created



## Posted credit memo

**104007 Möbel-Meller KG - Posted Sales Credit Memo**

General Invoicing Shipping Foreign Trade BizTalk

No. . . . . 104007  Posting Date . . . . . 25.01.01

Sell-to Customer No. . . . . 10000 Document Date . . . . . 25.01.01

Sell-to Customer Name . . . . . Möbel-Meller KG Pre-Assigned No. . . . .

Sell-to Address . . . . . Tischlerstr. 4-10 External Document No. . . . . 456

Sell-to Address 2 . . . . . Salesperson Code . . . . . PS

Sell-to Post Code/City . . . . . 48436 Düsseldorf Responsibility Center . . . . . DÜSSELDORF

Sell-to Contact . . . . . Herr Michael Emanuel No. Printed . . . . . 0

T..	No.	Description	Return R...	Quantity	Unit of M...	Unit Pric...	Line Amount ...	Line ...
▶ I...	70011	Glastür		11	STÜCK	112,00	1 232,00	
C..	JB-FRACHT	Frachtkosten (JB LKW-Dienste)		1		4,035	4,04	

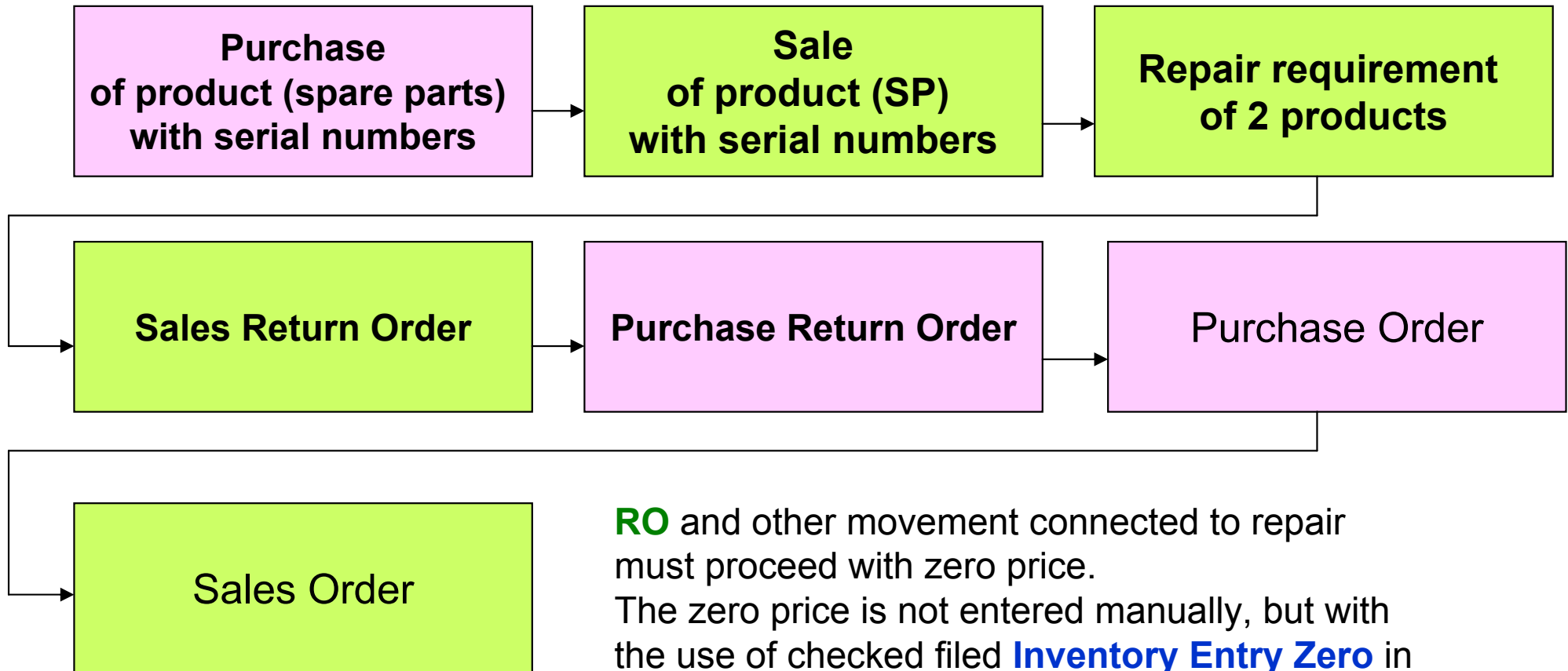
Cr. Memo Line Functions Print... Navigate Help

## Item Ledger Entries and posted shipment for wooden door (holztur)

Item 70011 Glastür - Item Ledger Entries						
Posting ...	Entry Type	Docume...	Item No.	Return R...	Location ...	Quantity
▶ 31.12.00	Positive ...	START	70011		BLAU	2 165
06.01.01	Purchase	107019	70011		BLAU	52
17.01.01	Sale	102030	70011		BLAU	-5
25.01.01	Sale	102034	70011		BLAU	-5
25.01.01	Sale	107005	70011	FALSCH	BLAU	5
25.01.01	Sale	102035	70011		BLAU	-11
25.01.01	Sale	107006	70011		BLAU	11
08.01.01	Sale	102004	70011		ROT	-1

102036 Möbel-Meller KG - Posted Sales Shipment					
General		Invoicing	Shipping	BizTalk	
No. . . . .	102036	Posting Date . . . . .	25.		
Sell-to Customer No. . . . .	10000	Document Date . . . . .	25.		
Sell-to Customer Name . . . . .	Möbel-Meller KG	Requested Delivery Date			
Sell-to Address . . . . .	Tischlerstr. 4-10	Promised Delivery Date . . . . .			
Sell-to Address 2 . . . . .		Order No. . . . .			
Sell-to Post Code/City . . . . .	48436 Düsseldorf	External Document No. . . . .			
Sell-to Contact . . . . .	Herr Michael Emanuel	Salesperson Code . . . . .	PS		
		Responsibility Center . . . . .	DÜSE		
		No. Printed . . . . .			
T. No.	Description	Location ...	Quantity	Unit of M...	Quantity...
▶ I...	70010 Holztür	BLAU	11	STÜCK	11

## Scenario 2 : Sale – Repair – Sequence of Activities



**RO** and other movement connected to repair must proceed with zero price. The zero price is not entered manually, but with the use of checked filed **Inventory Entry Zero** in **Reason Codes** setup

# Purchase

106024 Hamburger Möbelgroßhandel GmbH - Purchase Order

General Invoicing Shipping Foreign Trade Commerce

No. . . . . 106024 ... Posting Date . . . . . 14.09.05  
 Buy-from Vendor No. . . . . 10000 ↑ Order Date . . . . . 14.09.05  
 Buy-from Contact No. . . . . KT000066 ↑ Document Date . . . . . 14.09.05  
 Buy-from Vendor Name . . . . . Hamburger Möbelgroßhandel GmbH Vendor Order No. . . . .  
 Buy-from Address . . . . . Hamburger Str. 18 Vendor Shipment No. . . . .  
 Buy-from Address 2 . . . . . Vendor Invoice No. . . . .  
 Buy-from Post Code/City . . . . . 49293 ↑ Bremen ↑ Order Address Code . . . . . ↑  
 Buy-from Contact . . . . . Frau Annik Stahl Purchaser Code . . . . . TZ ↑  
 No. of Archived Versions . . . . . 0 Responsibility Center . . . . . HAMBURG ↑  
 Status . . . . . Open

T.. No.	Description	Location ...	Quantity	Reserve...	Unit of M...	Direct U...
ite 80102	17" M780 Monitor		10		STÜCK	27,10

Order Line Functions Posting Print... Help

Item Tracking Lines →

80102 17" M780 Monitor - Item Tracking Lines

	Purchase ...	Item Trac...	Undefined
Quantity . . . . .	10	10	
Qty. to Handle . . . . .	10	10	
Qty. to Invoice . . . . .	10	10	
Item Tracking Code . . . . .	SNALLE	Seriennr.-spezifische Verf.	

Serial No.	Lot No.	Quantity...	Qty. to ...	Qty. to I...
SER_001		1	1	1
SER_002		1	1	1
SER_003		1	1	1
SER_004		1	1	1
SER_005		1	1	1
SER_006		1	1	1
SER_007		1	1	1
SER_008		1	1	1
SER_009		1	1	1
SER_010		1	1	1



## Item Ledger Entries after Purchase

Item 80102 17" M780 Monitor - Item Ledger Entries								
	Posting ...	Entry Type	Docume...	Item No.	Return R...	Serial No.	Location ...	Quantity
	14.09.05	Purchase	107029	80102		SER_001		1
	14.09.05	Purchase	107029	80102		SER_002		1
	14.09.05	Purchase	107029	80102		SER_003		1
	14.09.05	Purchase	107029	80102		SER_004		1
	14.09.05	Purchase	107029	80102		SER_005		1
	14.09.05	Purchase	107029	80102		SER_006		1
	14.09.05	Purchase	107029	80102		SER_007		1
	14.09.05	Purchase	107029	80102		SER_008		1
	14.09.05	Purchase	107029	80102		SER_009		1
▶	14.09.05	Purchase	107029	80102		SER ... ↑		1

## Sales of the 2 products to the customer 10000

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code
Item	80102-T	Monitor 17" M780	ZELENÝ	1		KS
Item	80102-T	Monitor 17" M780	ZELENÝ	1		↓

## Sales Lines

**80102-T Monitor 17" M780 - Item Tracking Lines**

	Sales Line	Item Trac...	Undefined
Quantity . . . . .	1	1	
Qty. to Handle . . . . .	0	1	-1,00
Qty. to Invoice . . . . .	0	1	-1,00

Item Tracking Code . . . SČVŠE Sledování sériových čísel

Serial No.  
▶ SČ00027



## Sales Order and Item tracking lines (serial numbers assignment)

General Invoicing **Shipping** Foreign Trade E - Commerce

No. . . . . 1004 ...  
Sell-to Customer No. . . . 10000 ↑  
Sell-to Contact No. . . . KT000001 ↑  
Sell-to Customer Name . . Möbel-Meller KG  
Sell-to Address . . . . Tischlerstr. 4-10  
Sell-to Address 2 . . . .  
Sell-to Post Code/City . . 48436 ↑ Düsseldorf ↑  
Sell-to Contact . . . . Herr Michael Emanuel  
No. of Archived Versions. 0

Posting Date . . . . . 14.09.05  
Order Date . . . . . 14.09.05  
Document Date . . . . . 14.09.05  
Requested Delivery Date  
Promised Delivery Date .  
External Document No. .  
Salesperson Code . . . . PS ↑  
Campaign No. . . . . ↑  
Responsibility Center . . DÜSSELDORF ↑  
Status . . . . . Open

T.. No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure Code	Unit Price Excl. VAT
I...	80102 17" M780 Monitor		2		↓ JCK	53,40

Order Line **Functions** Posting

80102 17" M780 Monitor - Item Tracking Lines

	Sales Line	Item Trac...	Undefined
Quantity . . . . .	2	2	
Qty. to Handle . . . . .	2	2	
Qty. to Invoice . . . . .	2	2	
Item Tracking Code . . .	SNALLE	Seriennr.-spezifische Verf.	

Serial No.	Lot No.	Quantity...	Qty. to ...	Qty. to I...
SER_001		1	1	1
SER_002	...	1	1	1


 **Item Ledger Entries after Sale of 2 products 10000 from the non assigned Location code**


Item 80102 17" M780 Monitor - Item Ledger Entries							
Posting ...	Entry Type	Docume...	Item No.	Return R...	Serial No.	Location ...	Quantity
14.09.05	Purchase	107029	80102		SER_001		1
14.09.05	Purchase	107029	80102		SER_002		1
14.09.05	Purchase	107029	80102		SER_003		1
14.09.05	Purchase	107029	80102		SER_004		1
14.09.05	Purchase	107029	80102		SER_005		1
14.09.05	Purchase	107029	80102		SER_006		1
14.09.05	Purchase	107029	80102		SER_007		1
14.09.05	Purchase	107029	80102		SER_008		1
14.09.05	Purchase	107029	80102		SER_009		1
14.09.05	Purchase	107029	80102		SER_010		1
▶ 14.09.05	Sale	102037	80102		SER_001		-1
14.09.05	Sale	102037	80102		SER_002		-1


## Return Order

1003 Möbel-Meller KG - Sales Return Order


General Invoicing Shipping Foreign Trade


No. . . . . 1003  Posting Date . . . . . 14.09.05




Sell-to Customer No. . . . . 10000  Order Date . . . . . 14.09.05

Sell-to Contact No. . . . . KT000001  Document Date . . . . . 14.09.05

Sell-to Customer Name . . . . . Möbel-Meller KG External Document No. . . . .


Sell-to Address . . . . . Tischlerstr. 4-10 Salesperson Code . . . . . PS 

Sell-to Address 2 . . . . . Campaign No. . . . . 

Sell-to Post Code/City . . . . . 48436  Düsseldorf  Responsibility Center . . . . . DÜSSELDORF 

Sell-to Contact . . . . . Herr Michael Emanuel Status . . . . . Open

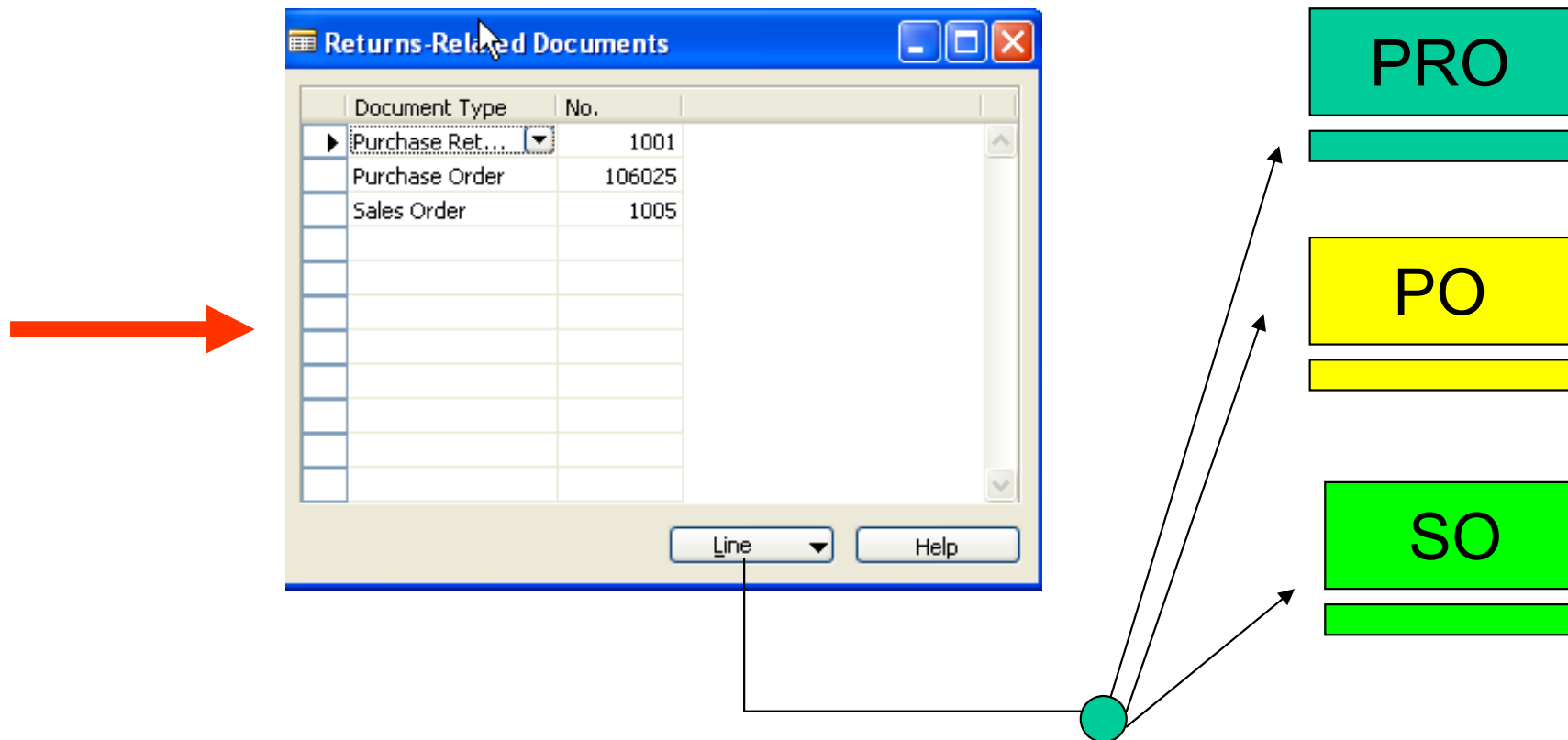
T..	No.	Description	Return Reason Code	Location Code	Quantity	Unit Price Excl. VAT	Unit of Measure Code
▶ I...	80102	17" M780 Monitor	EK-REP				STÜCK
I...	80102	17" M780 Monitor	EK-REP				STÜCK



Ret. Order Line Functions Posting Print... Help

 Create return related documents

## **Create Related Documents .....**



During posting you must always assign serial numbers and quantity as well !!!!

## Ledger after all actions

	Posting ...	Entry Type	Docume...	Item No.	Return R...	Serial No.	Location ...	Quantity	Entry No.	Description
	14.09.05	Purchase	107029	80102		SER_001		1	313	
	14.09.05	Purchase	107029	80102		SER_002		1	314	
	14.09.05	Purchase	107029	80102		SER_003		1	315	
▶	14.09.05	Purchase	107029	80102		SER_004		1	316	
	14.09.05	Purchase	107029	80102		SER_005		1	317	
	14.09.05	Purchase	107029	80102		SER_006		1	318	
	14.09.05	Purchase	107029	80102		SER_007		1	319	
	14.09.05	Purchase	107029	80102		SER_008		1	320	
	14.09.05	Purchase	107029	80102		SER_009		1	321	
	14.09.05	Purchase	107029	80102		SER_010		1	322	
	14.09.05	Sale	102037	80102		SER_001		-1	323	
	14.09.05	Sale	102037	80102		SER_002		-1	324	
	14.09.05	Sale	102038	80102	EK-REP	SER_003		-1	325	
	14.09.05	Sale	102038	80102	EK-REP	SER_004		-1	326	
	14.09.05	Purchase	107030	80102	EK-REP	SER_014		1	327	
	14.09.05	Purchase	107030	80102	EK-REP	SER_013		1	328	
	14.09.05	Purchase	105003	80102	EK-REP	SER_006		-1	329	
	14.09.05	Purchase	105003	80102	EK-REP	SER_007		-1	330	
	14.09.05	Sale	107007	80102	EK-REP	SER_015		1	331	
	14.09.05	Sale	107007	80102	EK-REP	SER_016		1	332	

Applied Entries  
(one example only...)





## ***Analysis Reports***

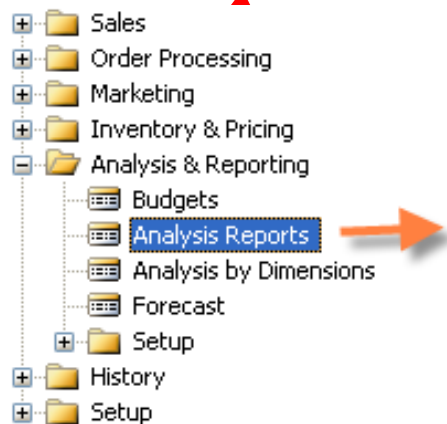
- *Overview*
- *Analysis Reports*
- *Analysis and Dimensions*
- *Sales and Purchase Budgets*



## Analysis Reports

- The user can create and modify reports without asking services from NSC
- Reports are based on posted entries
- Entries original from Sales, Purchase, Inventory movement (*inventory adjustments*) and transfers
- Analytical report is composed out of objects , which you want to analyze out (lines) and its analytical parameters determining how those object will by analyze

### Sales or Purchase



ITEM-PROF Profitability Analysis - Sales Analysis Report

General Filters Options

Analysis Report Name . . . ITEM-PROF ↑

Date Filter . . . . . 25.01.01

Analysis Line Template. . . FURNIT-ALL ↑

Item Budget Filter . . . . . ↑

Analysis Column Templ... PROFIT ↑

Row Ref...	Description	Sales T...	COGS	Gross ...	Gross ...			
A1	Parts and Spares							
A2	Finished Items	877,32	708,60	168,72	19,23			
A3	Furniture Paint							
A4	<b>Furniture, Total</b>	<b>1 754,64</b>	<b>1 417,20</b>	<b>337,44</b>	<b>19,23</b>			

Attention : Error in English layer if not W1version

# Analytical Reports I

Code	Name	Include Budgets	Last Date Updated	Dimension 1 Code	Dimension 2 Code	Dimension 3 Code
CUSTOM...	Customers	✓	15.09.04	CUSTOM...	SALESPE...	
DEFAULT	Default analysis view		15.09.04	AREA	CUSTOM...	SALESPE...

General Filters Options

Analysis Report Name . . .  ↑

Analysis Line Template . . .  ↑

Analysis Column Templ...  ↑

Header of the report

**Analysis Report Names**

Name	Description	Analysis Line Template Name	Analysis Column Templat...
CUST1-B...	Actual vs. budget, CustGroups	CUSTGROUPS	BUDGET
CUST-SA...	Analyzing customers	CUST-ALL	SALES
ITEM1-PRC	Price analysis for my items	MY-ITEMS	PRICES
▶ ITEM-PROF	Profitability Analysis	FURNIT-ALL	PROFIT ↑
ITEM-SALE	Furniture Sales	FURNIT-ALL	SALES
KA-SALES	Key Accounts Sales	MY-CUST	SALES


**Sales - Analysis Line Templates**

Name	Description	Item Analysis View Code
CUSTGR...	Customers Groups, All	CUSTOM... ↑
CUST-ALL	Customers All	
▶ FURNIT-...	Furniture Total	CUSTO... ↑
MY-CUST	My Customers	
MY-ITEMS	My Items, Total	




## Analytical Reports III – Analysis Columns template

**Sales - Analysis Columns**

Name . . . . . PROFIT 

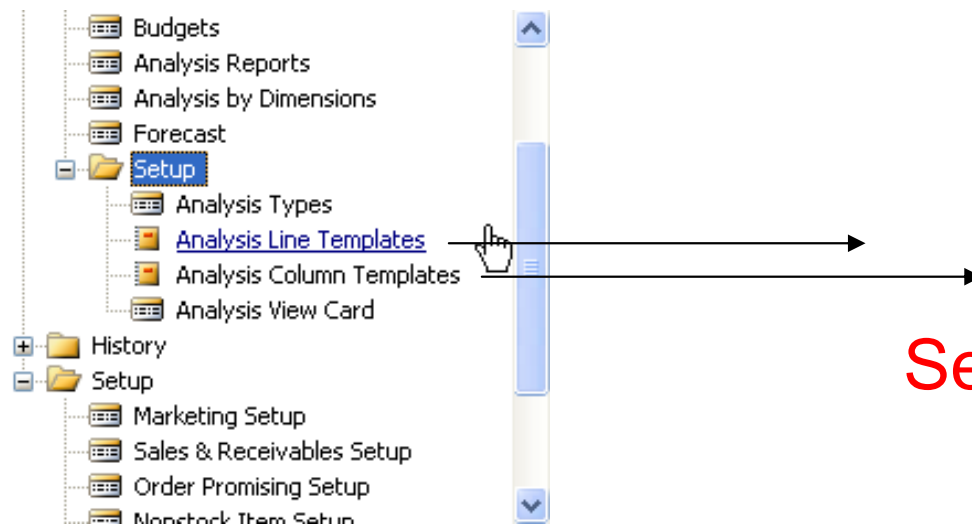
Column No.	Column Header	Invoiced	Column Type	Ledger Entry Type	Formula	Show Opposite Sign	Comparison Date Formula	Analysis Type Code
A1	Sales Turnover	<input checked="" type="checkbox"/>	Net Change	Item En...				SALES-AMT
A2	COGS	<input checked="" type="checkbox"/>	Net Change	Item En...		<input checked="" type="checkbox"/>		COGS
A3	Gross Profit Margin		Formula	Item En...	A1+A2			
A4	Gross Profit %		Formula	Item En...	A3/A1*100			

Analysis Type Code	Value Type	Show	Rounding Factor	Comparison Period Formula
SALES-AMT	Sales A...	Always	None	
COGS	Cost A...	Always	None	
		Always	None	
		Always	None	

## **Creation of the analytical report**

### **Consecution**

- *Setting up line template*
- *Setting up column template*
- *Name of the report and choosing templates for lines and columns*



**See next slide**



## Templates for lines (for the columns we will use predefined template Sales)

The screenshot shows the 'Sales - Analysis Line Templates' window with the following data:

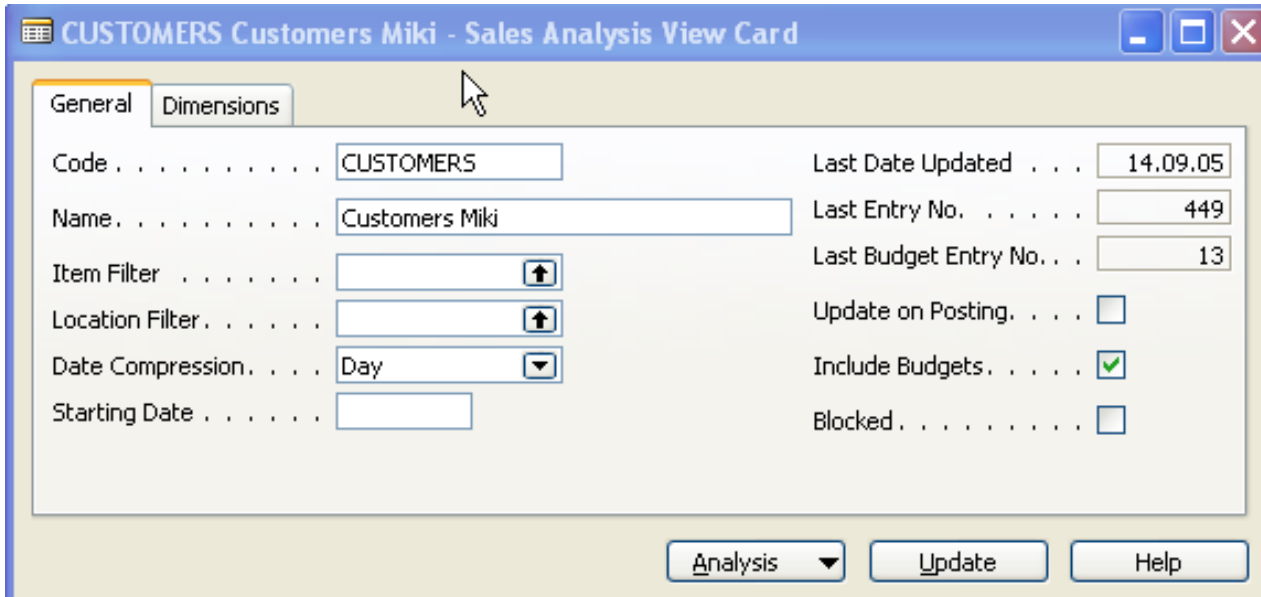
Name	Description	Item Analysis View Code
CUSTGR...	Customers Groups, All	CUSTOM...
CUST-ALL	Customers All	
FURNIT-...	Furniture Total	CUSTOM...
<b>MIKI LINES</b>	<b>My special Customers for Konica</b>	<b>DEFAULT</b>
MY-CUST	My Customers	
MY ITEMS	My Items Total	

The 'Sales Analysis Lines' window shows the following data:

Row Ref...	Description	Type	Range	Bold
A1	My customer 1	Customer	10000	
A2	My customer 2	Customer	20000	
A3	My group of US customers	Customer	01121212 01445544 01454545	
<b>Total</b>		Formula	A1..A3	<input checked="" type="checkbox"/>

The 'Inventory Setup' window shows the 'Item Group Dimension' set to 'BUSINESSGROUP'.

## **Analysis view card**



CUSTOMERS Customers Miki - Sales Analysis View Card

General Dimensions

Code . . . . . CUSTOMERS

Name . . . . . Customers Miki

Item Filter . . . . . [ ] [↑]

Location Filter . . . . . [ ] [↑]

Date Compression . . . . . Day [▼]

Starting Date . . . . . [ ]

Last Date Updated . . . . . 14.09.05

Last Entry No. . . . . 449

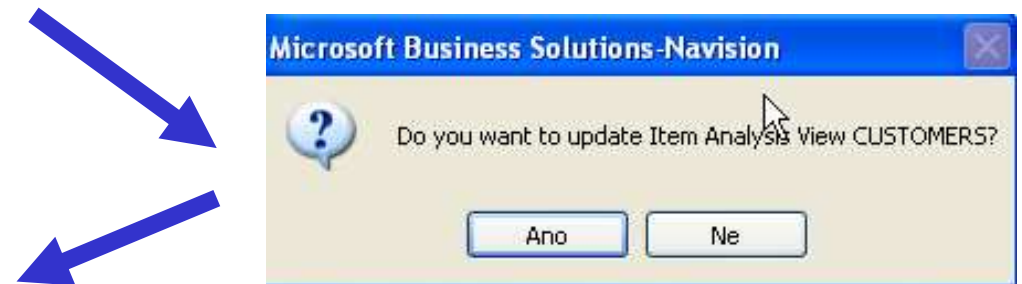
Last Budget Entry No. . . . . 13

Update on Posting. . . . .

Include Budgets. . . . .

Blocked . . . . .

Analysis [▼] Update Help



Update

# Analysis I

**CUST-SALES Analyzing customers - Sales Analysis Report**

General Filters Options

Analysis Report Name . . . CUST-SALES ↑ Date Filter . . . . . 01.01.01..31.12.05

Analysis Line Template . . MIKI LINES ↑ Item Budget Filter . . . . . ↑

Analysis Column Templ... SALES ↑

Row Ref. No.	Description	Sales, Shipped n...	Sales, Invoiced	Sales, Quantity	Sales, Total
▶ A1	My customer 1	420,40	9 662,46	26,00	10 082,86
A2	My customer 2		172,66	5,00	172,66
A3	My group of US customers		1 499,03	16,00	1 499,03
	<b>Total</b>	<b>420,40</b>	<b>11 334,15</b>	<b>47,00</b>	<b>11 754,55</b>

1 7 31 3 12 ⋮ ⏪ ⏩ Functions Print Help



## Analysis II – filter for US area

CUST-SALES Analyzing customers - Sales Analysis Report

General Filters Options

Source Type Filter . . . . . [v]  
Source No. Filter . . . . . [u]

Area Filter . . . . . 70 [u]  
Customergroup Filter . . . . . [u]  
Salesperson Filter . . . . . [u]

Row Ref. No.	Description	Sales, Shipped n...	Sales, Invoiced	Sales, Quantity	Sales, Total
A1	My customer 1				
A2	My customer 2				
▶ A3	My group of US customers		1 499,03	16,00	1 499,03
	<b>Total</b>		<b>1 499,03</b>	<b>16,00</b>	<b>1 499,03</b>

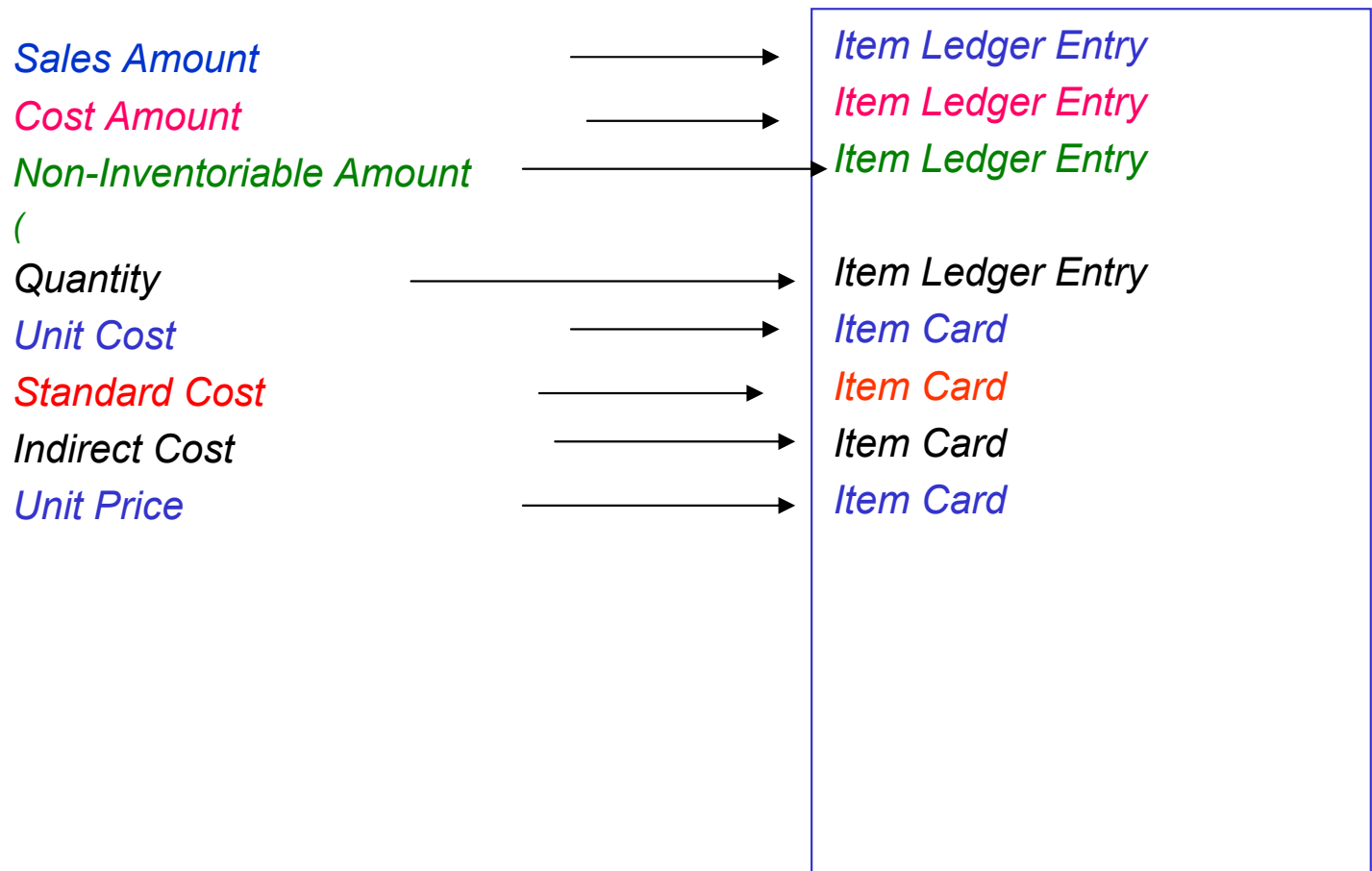
1 7 31 3 12 [v] [l] [r] Functions [v] Print Help

Shortcut Dimension 0 - Dime...

Code	Name
10	Europe
20	Europe North
30	Europe North (EU)
40	Europe North (Non EU)
45	Europe North, Total
50	Europe South
55	Europe, Total
60	America
▶ 70	America North
80	America South

OK Cancel Help

 **Analyzed values from where are taken**



## Column Template for Sales I

Sales - Analysis Columns

Name: SALES

Column No.	Column Header	Invoiced	Column Type	Ledger Entry Type	Formula	Show Opposite Sign	Comparison Date Formula	Analysis Type Code	Value Type	SI
A1	Sales, Shipped not Invoiced		Net Change	Item En...				SALES-AMT	Sales A...	Al
A2	Sales, Invoiced	✓	Net Change	Item En...				SALES-AMT	Sales A...	Al
B1	Sales, Quantity		Net Change	Item En...		✓		SALES-QTY	Quantity	Al
A3	Sales, Total		Formula	Item En...	A1+A2				Sales A...	Al
A4	Sales Last Y	✓	Net Change	Item En...			-1Y	SALES-AMT	Sales A...	Al
B2	Sales Last Y, Quantity		Net Change	Item En...		✓	-1Y	SALES-QTY	Quantity	Al
A5	Change %		Formula	Item En...	100*(A3...				Sales A...	Al

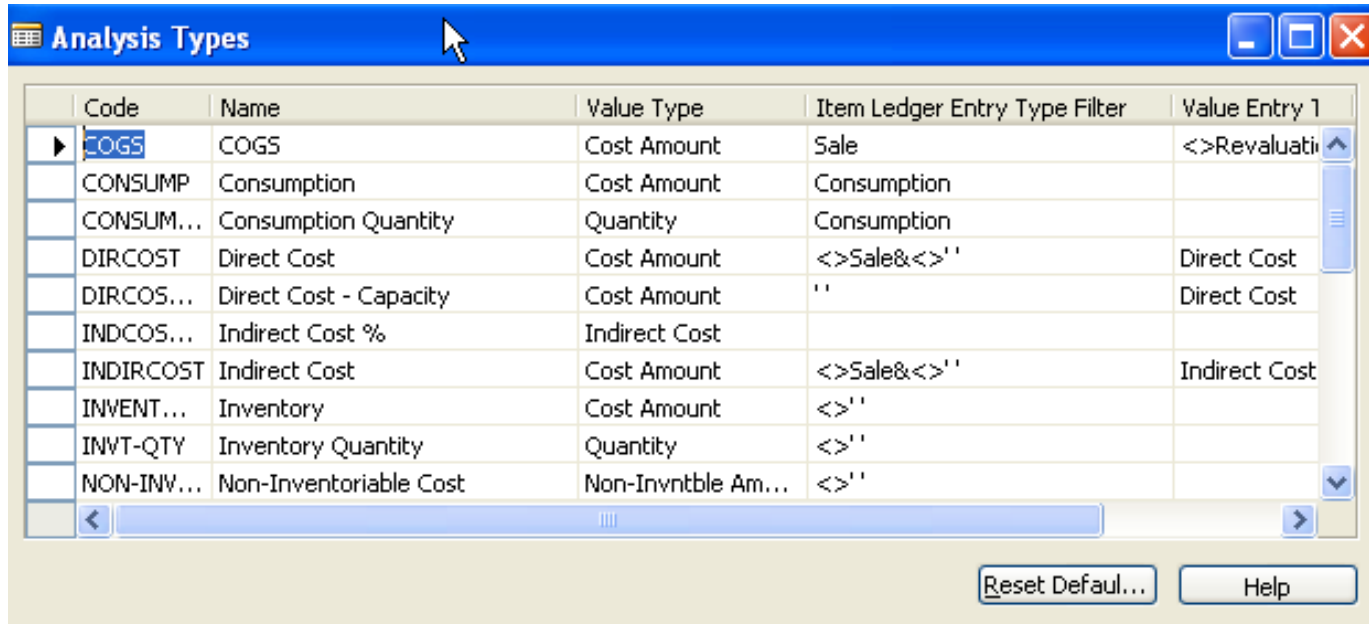
Analysis Type List

Code	Name	Value Type
P-ADJTM	Positive Adjustment	Cost Amount
P-ADJTM...	Pos. Adjmt. Quantity	Quantity
REVAL	Revaluation	Cost Amount
ROUNDING	Rounding	Cost Amount
SALES-AMT	Sales Amount	Sales Amount
SALES-QTY	Sales Quantity	Quantity
STDCOST	Standard Cost	Standard Cost
TRANSFER	Transfer	Cost Amount
TRANS-...	Transfer Quantity	Quantity
UNIT-PR...	Unit Price	Unit Price
VARIANCE	Variance	Cost Amount

OK Cancel Setup Help

See next slide

## Column Template for Sales II



Code	Name	Value Type	Item Ledger Entry Type Filter	Value Entry 1
▶ COGS	COGS	Cost Amount	Sale	<>Revaluati
CONSUMP	Consumption	Cost Amount	Consumption	
CONSUM...	Consumption Quantity	Quantity	Consumption	
DIRCOST	Direct Cost	Cost Amount	<>Sale<>''	Direct Cost
DIRCOS...	Direct Cost - Capacity	Cost Amount	''	Direct Cost
INDCOS...	Indirect Cost %	Indirect Cost		
INDIRCOST	Indirect Cost	Cost Amount	<>Sale<>''	Indirect Cost
INVENT...	Inventory	Cost Amount	<>''	
INVT-QTY	Inventory Quantity	Quantity	<>''	
NON-INV...	Non-Inventoriable Cost	Non-Invtble Am...	<>''	

Reset Defaul... Help

## Another analysis

ITEM-PROF Profitability Analysis - Sales Analysis Report

General Filter Options

Analysis Report Name . . . ITEM-PROF ↑ Date Filter . . . . . 01.01.01..31.12.05

Analysis Line Template. . . CUST-ALL ↑ Item Budget Filter . . . . . ↑

Analysis Column Templ... PROFIT ↑

Row Ref. No.	Description	Sales Turnover	COGS	Gross Profit Margin	Gross Profit %
A1	Key Accounts	10 524,02	7 274,20	3 249,82	30,88
A2	Outlets				
A3	Small customers	23 811,67	16 971,00	6 840,67	28,73
▶ A4	<b>Total for all customers</b>	<b>34 335,69</b>	<b>24 245,20</b>	<b>10 090,49</b>	<b>29,39</b>

1 7 31 3 12 ≡ ◀ ▶

Functions Print Help

## **Inventory Management – overview – Quantity on hand**

**1000 Bicycle - Item Card**

General Invoicing Replenishment Planning Foreign Trade Item Tracking E - Commerce Warehouse

No. . . . .	1000	Search Description . . .	BICYCLE
Description . . . . .	Bicycle	Inventory. . . . .	32
Base Unit of Measure . .	PCS	Qty. on Purch. Order . .	0
Bill of Materials . . . . .	<input type="checkbox"/>	Qty. on Prod. Order . . .	44
Shelf No. . . . .	F4	Qty. on Component Lines	0
Automatic Ext. Texts . .	<input type="checkbox"/>	Qty. on Sales Order . . .	104
Created From Nonstoc...	<input type="checkbox"/>	Qty. on Service Order . .	0
Item Category Code. . .		Service Item Group . . .	
Product Group Code. . .		Blocked . . . . .	<input type="checkbox"/>
		Last Date Modified . . .	15.09.04

Item Sales Purchases Functions Help

## *Item by Location*

70002 Top Panel - Items by Location

Options

Show Items in Transit . . .

Show Column Name . . .

No.	Description	BLUE	GREEN	RED	SILVER
70002	Top Panel	2 508	0	0	0
70003	Rear Panel	2 094	0	0	0
70010	Wooden Door	2 270	0	0	0
70011	Glass Door	2 212	0	-1	0
70040	Drawer	2 221	0	0	0
70041	Shelf	2 024	0	0	0
70060	Mounting	583	0	249	0
70100	Paint, black	3 641	0	0	0
70101	Paint, yellow	3 718	0	0	0

## **Projected Availability I**

70011 Glass Door - Item Availability by Location

Options

Date Filter . . . . . 25.01.01 Variant Filter . . . . .

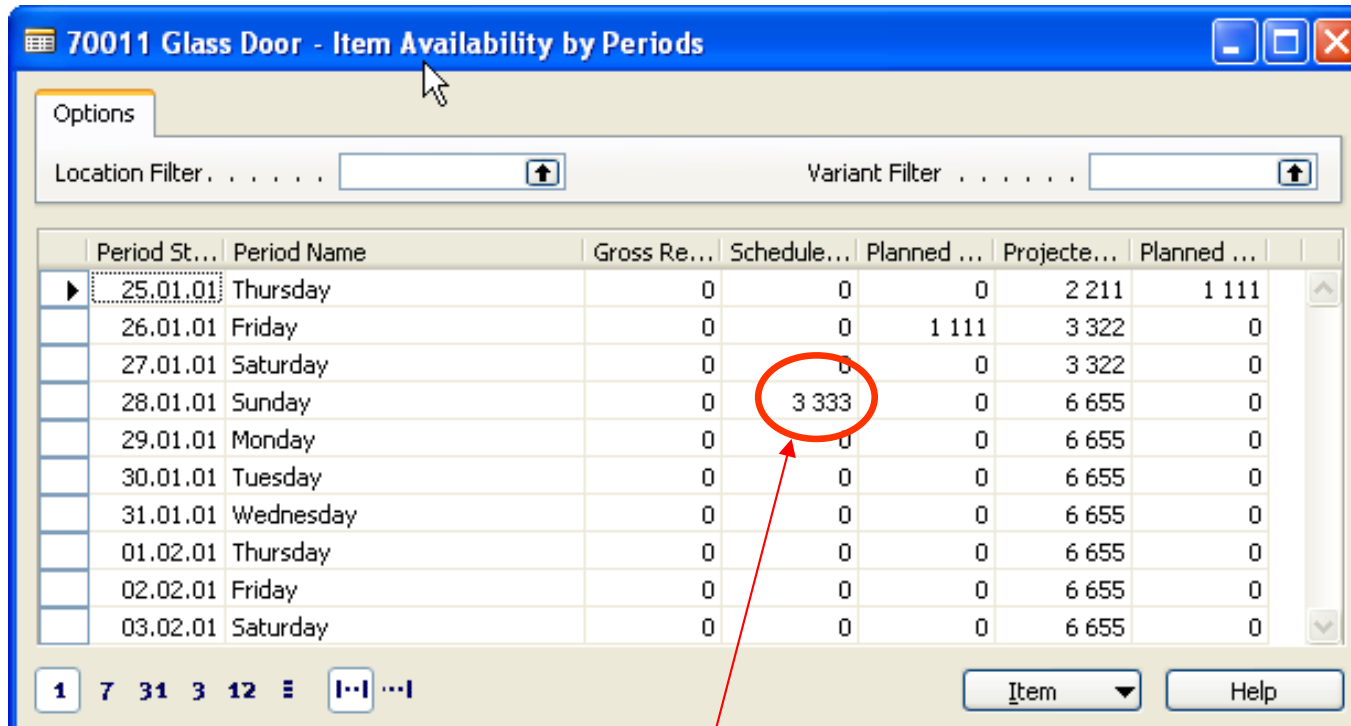
	Code	Name	Gross Require...	Scheduled Receipt	Planned Receipt	Projected Available Balance	Planned Order Releases
▶	BLUE	Blue Warehouse	0	0	0	2 212	1 111
	GREEN	Green Warehouse	0	0	0	0	0
	RED	Red Warehouse	0	0	0	-1	0
	SILVER	Silver Warehouse	0	0	0	0	0
	WHITE	White Warehouse	0	0	0	0	0
	YELLOW	Yellow Warehouse	0	0	0	0	0

Req worksheet







## *Item availability by period*







70011 Glass Door - Item Availability by Periods

Options

Location Filter . . . . .   Variant Filter . . . . .  

Period St...	Period Name	Gross Re...	Schedule...	Planned ...	Projecte...	Planned ...
▶ 25.01.01	Thursday	0	0	0	2 211	1 111
26.01.01	Friday	0	0	1 111	3 322	0
27.01.01	Saturday	0	0	0	3 322	0
28.01.01	Sunday	0	3 333	0	6 655	0
29.01.01	Monday	0	0	0	6 655	0
30.01.01	Tuesday	0	0	0	6 655	0
31.01.01	Wednesday	0	0	0	6 655	0
01.02.01	Thursday	0	0	0	6 655	0
02.02.01	Friday	0	0	0	6 655	0
03.02.01	Saturday	0	0	0	6 655	0

1 7 31 3 12   

Item  Help

Purchase Order

# Reservation system (PO –SO)

106025 AR Day Property Management - Purchase Order

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 106025 Posting Date . . . . . 20.01.01  
 Buy-from Vendor No. . . . . 20000 Order Date . . . . . 20.01.01  
 Buy-from Contact No. . . . . CT000067 Document Date . . . . . 20.01.01  
 Buy-from Vendor Name . . . . . AR Day Property Management Vendor Order No. . . . .  
 Buy-from Address . . . . . 100 Day Drive Vendor Shipment No. . . . .  
 Buy-from Address 2 . . . . . Vendor Invoice No. . . . .  
 Buy-from Post Code/City . . . . . GB-GL3 2SE Guildford Order Address Code . . . . .  
 Buy-from Contact . . . . . Mr. Frank Lee Purchaser Code . . . . . RL  
 No. of Archived Versions. . . . . 0 Responsibility Center . . . . . LONDON  
 Status . . . . . Open

T. No.	Description	Location	Quantity	Reserve	Unit of M.	Direct U.
80201	GRAPHIC PROGRAM		111		PCS	2,30

Order Line Functions Posting Print... Help

1001 The Cannon Group PLC - Sales Order

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 1001 Posting Date . . . . . 25.01.01  
 Sell-to Customer No. . . . . 10000 Order Date . . . . . 25.01.01  
 Sell-to Contact No. . . . . CT000001 Document Date . . . . . 25.01.01  
 Sell-to Customer Name . . . . . The Cannon Group PLC Requested Delivery Date . . . . .  
 Sell-to Address . . . . . 192 Market Square Promised Delivery Date . . . . .  
 Sell-to Address 2 . . . . . External Document No. . . . .  
 Sell-to Post Code/City . . . . . GB-B27 4KT Birmingham Salesperson Code . . . . . P5  
 Sell-to Contact . . . . . Mr. Andy Teal Campaign No. . . . .  
 No. of Archived Versions. . . . . 0 Responsibility Center . . . . . BIRMINGHAM  
 Status . . . . . Open

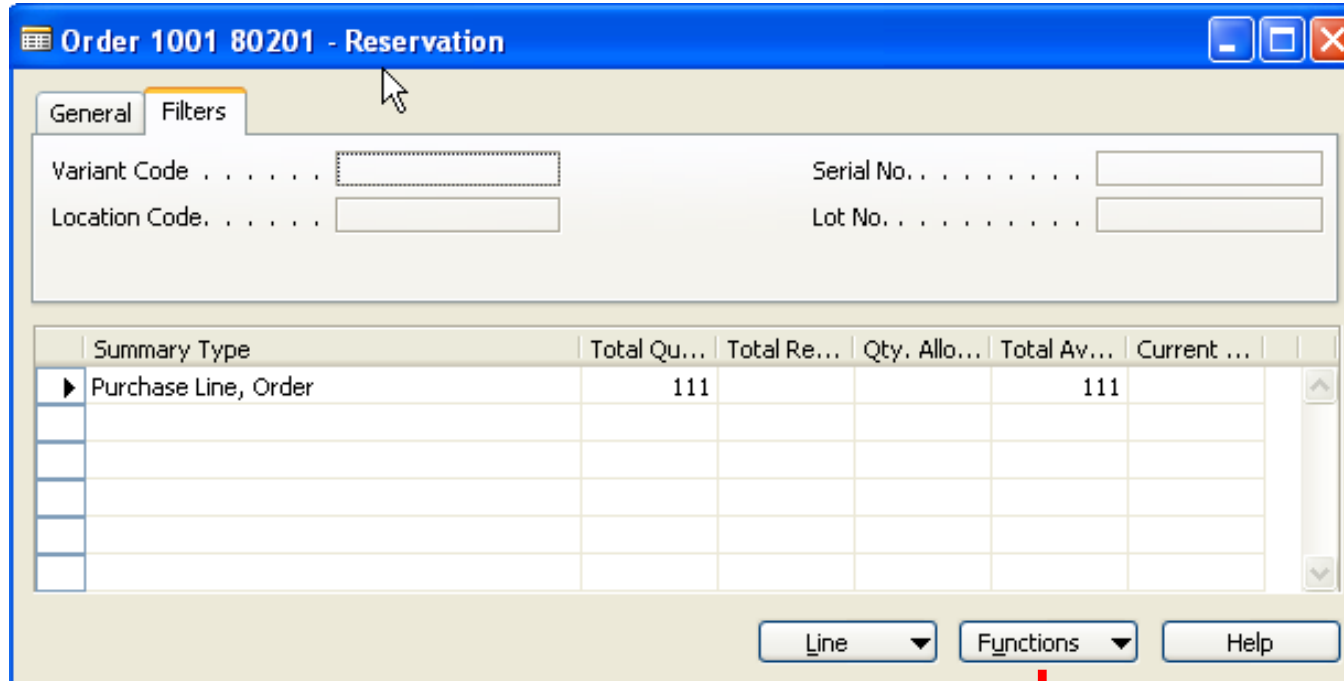
T. No.	Description	Location	Quantity	Reserve	Unit of M.	Unit Pric.
I... 80201	GRAPHIC PROGRAM		111		PCS	4,20

Order Line Functions Posting Print... Help

For this scenario use chosen Item only !!!

RESERVE

## Reservation system (PO-SO)



Order 1001 80201 - Reservation

General Filters

Variant Code . . . . .

Serial No. . . . .

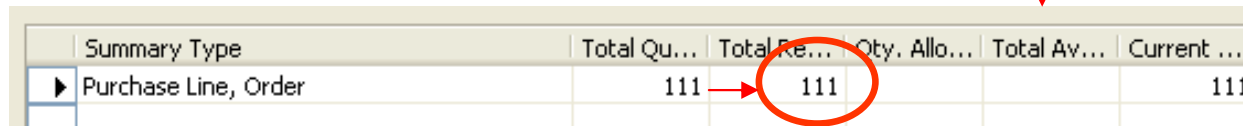
Location Code. . . . .

Lot No. . . . .

Summary Type	Total Qu...	Total Re...	Qty. Allo...	Total Av...	Current ...
▶ Purchase Line, Order	111			111	

Line Functions Help

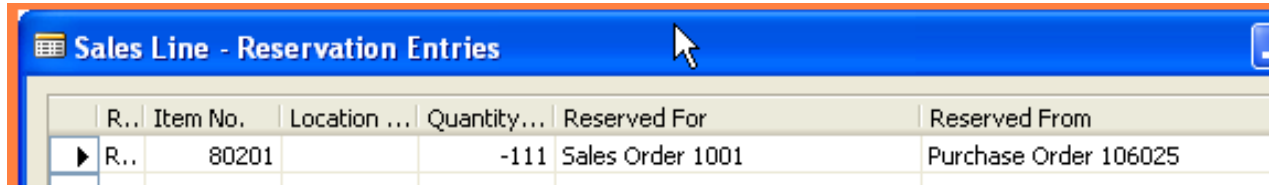
Reserve from the current line



Summary Type	Total Qu...	Total Re...	Qty. Allo...	Total Av...	Current ...
▶ Purchase Line, Order	111	111			111

## **Sales Order – Purchase Order - Reservation Entries**

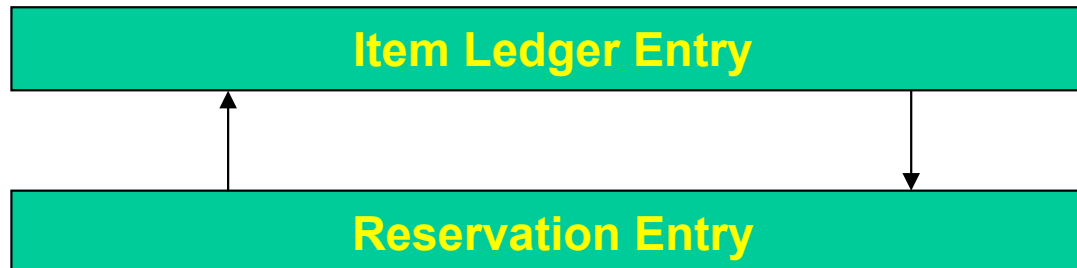
SO



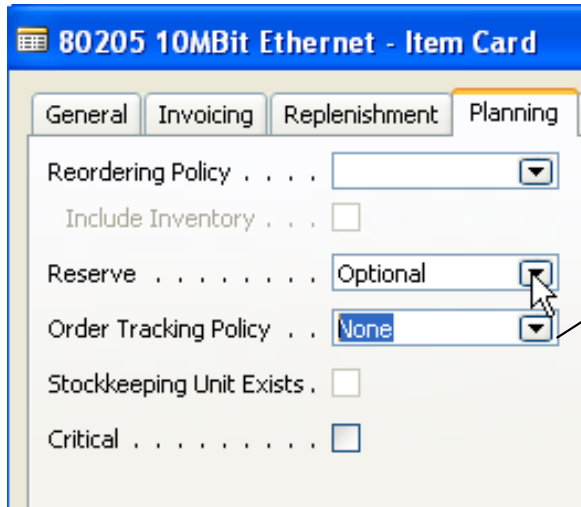
A screenshot of a software window titled "Sales Line - Reservation Entries". The window contains a table with the following data:

R..	Item No.	Location ...	Quantity...	Reserved For	Reserved From
R..	80201		-111	Sales Order 1001	Purchase Order 106025

PO



 **Order Tracking (Page 18 course 8390A)**



The screenshot shows the '80205 10MBit Ethernet - Item Card' with the 'Planning' tab selected. The 'Order Tracking Policy' dropdown menu is open, showing 'None' as the selected option. An arrow points from this dropdown to the text 'NONE TRACKING ONLY TRACKING and ACTION MESSAGES'.

Field	Value
Reordering Policy	[Dropdown]
Include Inventory	<input type="checkbox"/>
Reserve	Optional
Order Tracking Policy	None
Stockkeeping Unit Exists	<input type="checkbox"/>
Critical	<input type="checkbox"/>

## OPTIONS

**NONE**

**TRACKING ONLY**

**TRACKING and ACTION MESSAGES**

## **Order Tracking Scenario 2-1**

### **How to do it .....**

*Reordering policy = Fixed Order Quantity*

*Item = 80205 see Order Tracing Policy and set up option 3 (tracking and messages)*

*Location Code = Blue*

*Sales Order 100 pcs*

*Navigation pane- Purchase- Planning – Requisition worksheet*

*Function – Calculate Plan (do not forget Starting and Ending date)*

*See Order Tracking*


*Functions- Carry out Action Messages*


*Try to see Order Tracking from PO*


## Order Tracking Scenario 2-2

**1002 The Cannon Group PLC - Sales Order**

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 1002  Posting Date . . . . .



Sell-to Customer No. . . . . 10000  Order Date . . . . .

Sell-to Contact No. . . . . CT000001  Document Date . . . . .

Sell-to Customer Name . . . . . The Cannon Group PLC Requested Deliv . . . . .

Sell-to Address . . . . . 192 Market Square Promised Deliver . . . . .



Sell-to Address 2 . . . . . External Docume . . . . .

Sell-to Post Code/City . . . . . GB-B27 4KT  Birmingham  Salesperson Coc . . . . .

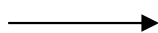
Sell-to Contact . . . . . Mr. Andy Teal Campaign No. . . . .

No. of Archived Versions. . . . . 0 Responsibility Ce . . . . .


Status . . . . .


T..	No.	Description	Location ...	Quantity	Reserv
	 80205	10MBit Ethernet	BLUE	10	

Purchase  
Planning



**DEFAULT Default Journal Batch - Req. Worksheet**

Name . . . . . DEFAULT 


No.	A.. M..	Accept Action Message	Description	Location Code	Original Quantity	Quantity
	80205	N..	<input checked="" type="checkbox"/>	10MBit Ethernet	BLUE	10





## Order Tracking Scenario 2-3

106026 Service Electronics Ltd. - Purchase Order

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 106026  Posting Date . . . . . 25.01.01




Buy-from Vendor No. . . . . 50000  Order Date . . . . . 25.01.01


Buy-from Contact No. . . . . CT000070  Document Date . . . . . 25.01.01


Buy-from Vendor Name . . . . . Service Electronics Ltd. Vendor Order No. . . . .

Buy-from Address . . . . . 172 Field Green Vendor Shipment No. . . . .

Buy-from Address 2 . . . . . Vendor Invoice No. . . . .

Buy-from Post Code/City GB-WD2 4RG  Watford  Order Address Code. . . . . 

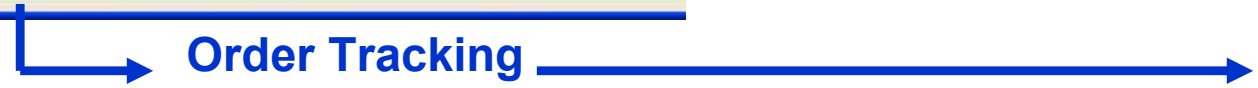
Buy-from Contact . . . . . Mr. Marc Zimmerman Purchaser Code . . . . . RL 

No. of Archived Versions. . . . . 0 Responsibility Center . . . . . 

Status . . . . . Open

T..	No.	Description	Location ...	Quantity	Reserve...	Unit of M...	Direct U...
▶ I...	80205	10MBit Ethernet	BLUE	10		PCS	2,30

Order Line Functions Posting Print... Help

 Order Tracking



## Order Tracking Scenario 2-4

Order 106026 80205 - Order Tracking

General

Item No. . . . . . 80205    Quantity . . . . . 10

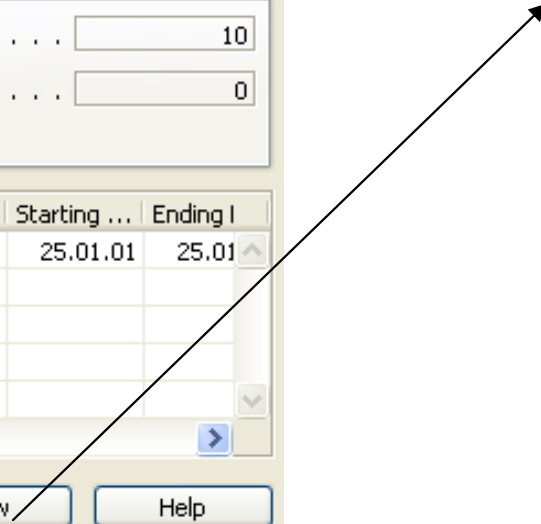
Starting Date . . . . . 25.01.01    Untracked Quantity . . . . . 0

Ending Date. . . . . 25.01.01

Name	Supplied by	Starting ...	Ending I
▶ Sales Order 1002	↑ CURRENT LINE	25.01.01	25.01

Show    Help

SO



## **Multiple Location - overview**

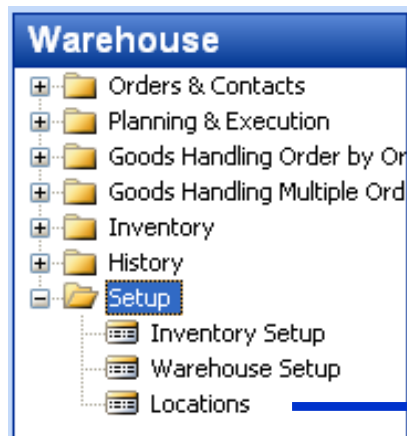
A location is defined as a place that handles physical placement and quantities of item

A stockkeeping unit is defined as an item at a specific location

Responsibility centers extends the multiple locations functionality by providing the possibility of handling administrative centers. It might be a cost center, profit center and so on.

Multiple location and responsibility centers can be implemented independently

## Setting up a Company with Multiple Locations I



A screenshot of a dialog box titled "BLUE Blue Warehouse - Location Card". The dialog has several tabs: "General", "Communication", "Warehouse", "Bins", and "Bin Policies". The "Warehouse" tab is selected. The form contains the following fields:

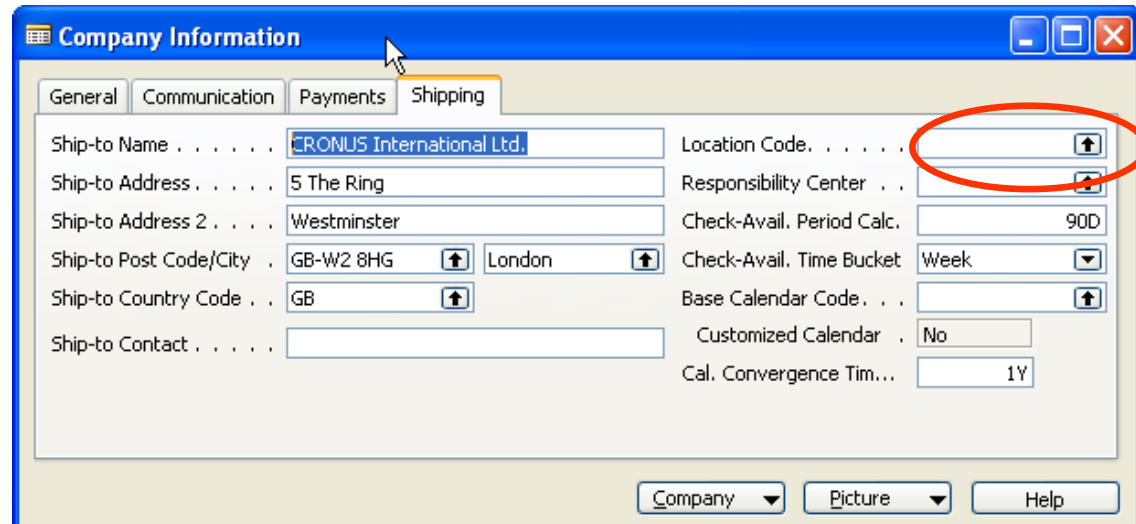
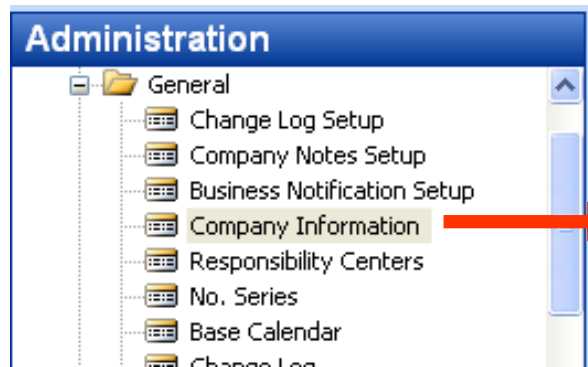
- Code: BLUE
- Name: Blue Warehouse
- Address: South East Street, 3
- Address 2: (empty)
- Post Code/City: GB-B27 4KT (with an up arrow icon) Birmingham (with an up arrow icon)
- Country Code: GB (with an up arrow icon)
- Contact: Jeff Smith
- Use As In-Transit: (checkbox, unchecked)

At the bottom right of the dialog, there are two buttons: "Location" (with a dropdown arrow) and "Help".

A screenshot of a dialog box titled "Warehouse Setup". It has three tabs: "General", "Communication", and "Warehouse". The "Warehouse" tab is selected. The form contains the following fields:

- Require Receive: (checkbox, unchecked)
- Require Shipment: (checkbox, unchecked)
- Require Put-away: (checkbox, unchecked)
- Use Put-away Worksheet: (checkbox, unchecked)
- Require Pick: (checkbox, unchecked)
- Bin Mandatory: (checkbox, unchecked)
- Directed Put-away an...: (checkbox, unchecked)
- Use ADCS: (checkbox, unchecked)

## Setting up a Company with Multiple Locations II



The screenshot shows the 'Company Information' window with the 'Shipping' tab selected. The 'Location Code' field is circled in red. The 'Ship-to Name' field contains 'CRONUS International Ltd.'.

Field	Value
Ship-to Name	CRONUS International Ltd.
Ship-to Address	5 The Ring
Ship-to Address 2	Westminster
Ship-to Post Code/City	GB-W2 8HG London
Ship-to Country Code	GB
Ship-to Contact	
Location Code	
Responsibility Center	
Check-Avail. Period Calc.	90D
Check-Avail. Time Bucket	Week
Base Calendar Code	
Customized Calendar	No
Cal. Convergence Tim...	1Y

## Setting up a Company with Multiple Locations III

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping

Location Code . . . . . BLUE

Combine Shipments . . . . .

Reserve . . . . . Optional

BIRMINGHAM - Responsibility Center Card

General Communication

Code . . . . . BIRMINGHAM

Name . . . . . CRONUS, Birmingham RC.

Address . . . . . Main Street, 14

Address 2. . . . .

Post Code/City . . . . . GB-B27 4KT Birmingham

Country Code . . . . .

Contact . . . . . Aaron Nicholls

Department Code . . . . .

Project Code . . . . .

Location Code . . . . . BLUE

Resp. Ctr. Help

10000 The Cannon Group PLC - Customer Card

General Communication Invoicing Payments Shipping Foreign Trade Commerce Portal

No. . . . . 10000

Name . . . . . The Cannon Group PLC

Address . . . . . 192 Market Square

Address 2. . . . .

Post Code/City . . . . . GB-B27 4KT Birmingham

Search Name . . . . . THE CANNON GR...

Balance (LCY) . . . . . 168 364,41

Credit Limit (LCY) . . . . . 0,00

Salesperson Code . . . . . PS

Responsibility Center . . . . . BIRMINGHAM

## **Locations vs. Responsibility Centers**

*Must be physical locations.*

*Customers and vendors can be linked to locations.*

*Specifically used for handling inventory.*

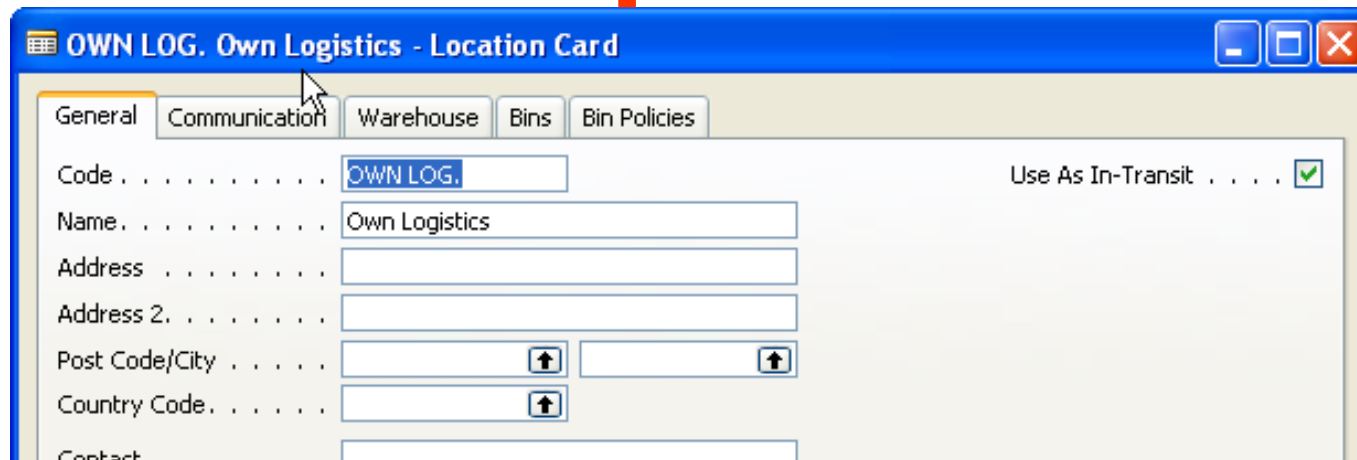
*Do not have to be physical locations.*

*Help to limit data access for users when linked to User IDs.*

*Can be used to direct inventory handling or to handle customer/vendor relationships.*



## Location transfers



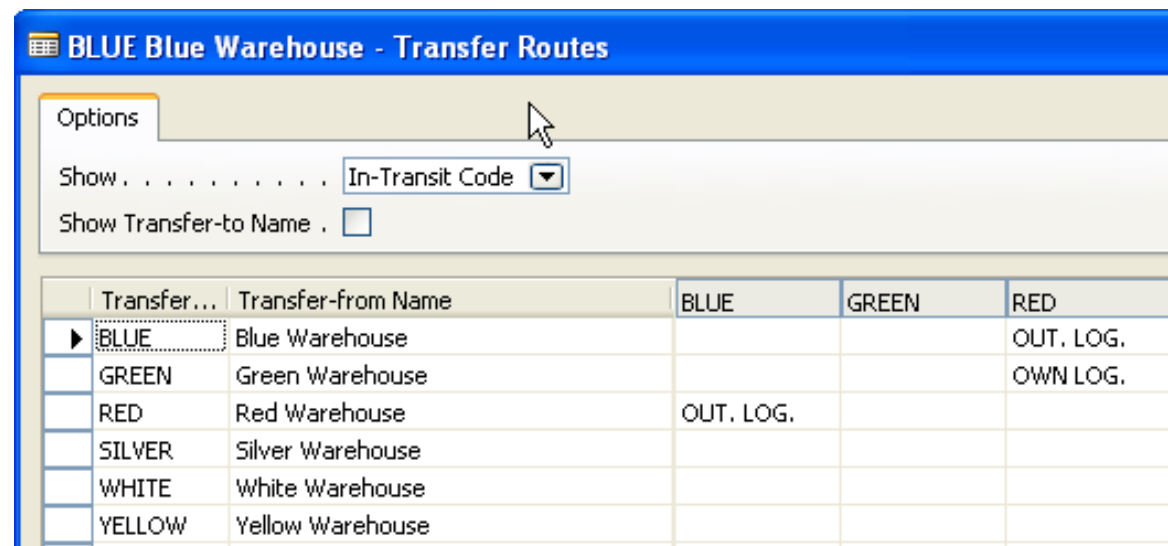
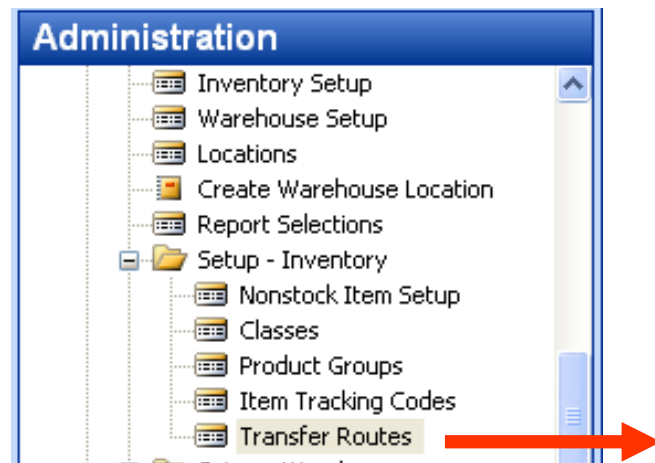
A screenshot of a software window titled "OWN LOG. Own Logistics - Location Card". The window has a blue title bar and standard window controls (minimize, maximize, close). Below the title bar are several tabs: "General", "Communication", "Warehouse", "Bins", and "Bin Policies". The "General" tab is active. The form contains the following fields and controls:

- Code: OWN LOG. (text field)
- Name: Own Logistics (text field)
- Address: (text field)
- Address 2: (text field)
- Post Code/City: (text field) with an upward arrow button.
- Country Code: (text field) with an upward arrow button.
- Contact: (text field)
- Use As In-Transit: (checkbox) checked with a green checkmark.



## **Setting Up Transfer Routes**

### **Application setup-Warehouse-Setup-Inventory-Transfer Routes**



The screenshot shows the 'BLUE Blue Warehouse - Transfer Routes' window. The 'Options' tab is active, showing 'Show . . . . . In-Transit Code' and 'Show Transfer-to Name . '. Below the options is a table with columns for 'Transfer...', 'Transfer-from Name', 'BLUE', 'GREEN', and 'RED'.

Transfer...	Transfer-from Name	BLUE	GREEN	RED
▶ BLUE	Blue Warehouse			OUT. LOG.
GREEN	Green Warehouse			OWN LOG.
RED	Red Warehouse	OUT. LOG.		
SILVER	Silver Warehouse			
WHITE	White Warehouse			
YELLOW	Yellow Warehouse			

# Transfer Order 1

Item 1920-S ANTWERP Conference Table - Item Ledger Entries						
Posting ...	Entry Type	Docume...	Item No.	Description	Location ...	
25.01.01	Transfer	108006	1920-S		BLUE	
25.01.01	Transfer	108006	1920-S		OWN LOG.	

**1011 - Transfer Order**

General | Transfer-from | Transfer-to | Foreign Trade

No. . . . . 1011

Posting Date . . . . . 25.01.01

Transfer-from Code . . . BLUE

Transfer-to Code . . . . GREEN

In-Transit Code . . . . . OWN LOG.

Department Code . . . . . ADM

Project Code . . . . . MERCEDES

Status . . . . . Open

Item No.	Description	Quantity	Reserve...	Reserve...	Reserve...	Unit of M...	Qty.
1920-S	ANTWERP Conference Table	10				PCS	

Order | Line | Functions | Posting | Print... | Help

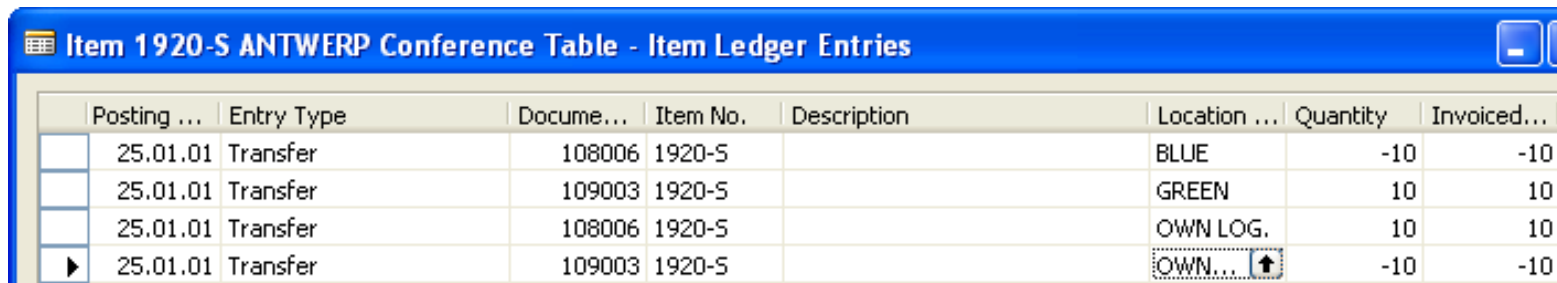
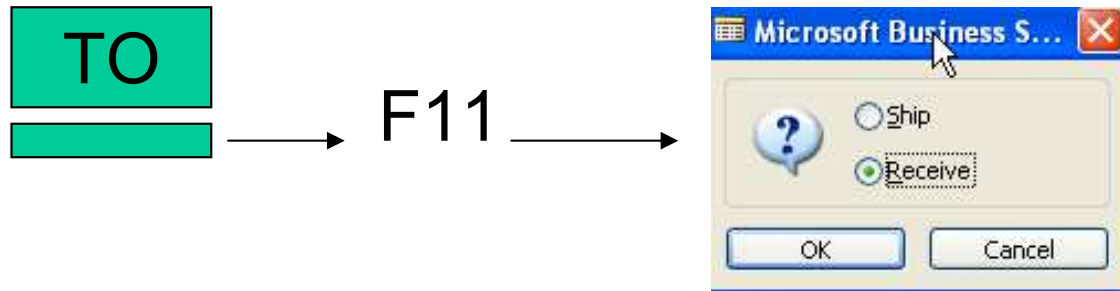
**Microsoft Business S...**

?  Ship  Receive

OK Cancel

Reserved Quantity id.	Reserved Quantity Shipped	Reserved Quantity Outbnd.	Unit of Measure Code	Qty. to Ship	Quantity Shipped	Qty. to Receive	Quantity Received
			PCS			10	

## **Transfer Order 2**



A screenshot of the "Item 1920-S ANTWERP Conference Table - Item Ledger Entries" window. The window displays a table with the following columns: Posting ..., Entry Type, Docume..., Item No., Description, Location ..., Quantity, and Invoiced... The table contains four rows of data, with the last row selected.

Posting ...	Entry Type	Docume...	Item No.	Description	Location ...	Quantity	Invoiced...
25.01.01	Transfer	108006	1920-S		BLUE	-10	-10
25.01.01	Transfer	109003	1920-S		GREEN	10	10
25.01.01	Transfer	108006	1920-S		OWN LOG.	10	10
25.01.01	Transfer	109003	1920-S		OWN... ↑	-10	-10



# ***Requisition Management***

***Chapter 6 – page 111***

- *Overview*
- *Requisition Management Setup*
- *The Requisition Worksheet*
- *Additional Worksheet Features*

## **Summary of the requisition functionality**

The requisition worksheet – the central processing tool – offers the following features:

- Calculates a current and detailed purchase order proposal plan.
- Creates actual purchase orders from order proposal lines.
- Handles stockkeeping units that are replenished by transfer and creates the corresponding transfer orders.
- Automatically handles designated purchase order lines from other areas of the application.
- Handles manually created purchase order proposal lines.
- Controls the flow of relevant information between concerned departments.
- Provides a practical overview of the individual processes involved.



# ***Warehouse Management***

## ***Course 8390A – Chapter 5***

- *Overview*
- *Bins - setup*
- *Warehouse Receipt and Put Away*
-

## Warehousing – basic principles setting up locations

SILBER Silbernes Warenlager - Location Card

General Communication Warehouse Bins Bin Policies

Require Receive. . . . .

Require Shipment . . . . .

Require Put-away . . . . .

Use Put-away Worksheet

Require Pick. . . . .

Bin Mandatory . . . . .  ←

Directed Put-away an...

Use ADCS. . . . .

Default Bin Selection. . . Fixed Bin

Outbound Whse. Han...

Inbound Whse. Handli...

Base Calendar Code. . .

Customized Calendar . No

Use Cross-Docking . . .

Cross-Dock Due Date ...

Location Help

Location SILBER - Bins

Code	Description	Empty
S-01-0001		✓
S-01-0002		✓
S-01-0003		✓
S-02-0001		✓
S-02-0002		✓
S-02-0003		✓
S-03-0001		✓
S-03-0002		✓
S-03-0003		✓
S-04-0001		✓
S-04-0002		✓

Bin Help

# Bins

Location SILBER - Bins

Code	Description	Empty
▶ S-01-0001		✓
S-01-0002		✓
S-01-0003		✓
S-02-0001		✓
S-02-0002		✓
S-02-0003		✓
S-03-0001		✓
S-03-0002		✓
S-03-0003		✓
S-04-0001		✓
S-04-0002		✓

Bin Help

Location SILBER Bin S-01-0001 - Bin Content

Bin Code	Fixed	Default	Item No.	Quantity
▶ S-01-...	✓	✓	LS-75	0



## Scenario 1 – Receiving a Put Away from the Purchase Order

70 unit of LS-120 and 80 units of LS-150 from Vendor 10000 to Silver Warehouse

106027 Hamburger Möbelgroßhandel GmbH - Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce

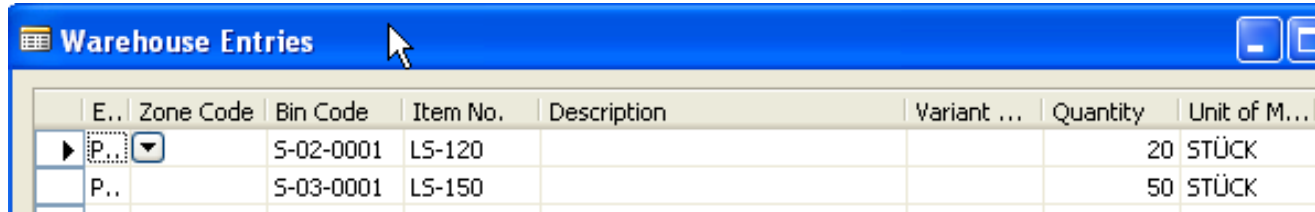
No. . . . . 106027 ... Posting Date . . . . . 14.09.05  
Buy-from Vendor No. . . . . 10000 ↑ Order Date . . . . . 14.09.05  
Buy-from Contact No. . . . . KT000066 ↑ Document Date . . . . . 14.09.05  
Buy-from Vendor Name . . . . . Hamburger Möbelgroßhandel GmbH Vendor Order No. . . . .  
Buy-from Address . . . . . Hamburger Str. 18 Vendor Shipment No. . . . .  
Buy-from Address 2 . . . . . Vendor Invoice No. . . . .  
Buy-from Post Code/City . . . . . 49293 ↑ Bremen ↑ Order Address Code. . . . . ↑  
Buy-from Contact . . . . . Frau Annik Stahl Purchaser Code . . . . . TZ ↑  
No. of Archived Versions. . . . . 0 Responsibility Center . . . . . HAMBURG ↑  
Status . . . . . Open

T..	No.	Description	Location ...	Bin Code	Quantity	Reserve...	Unit of M...
I...	LS-120	Lautsprecher, schwarz, 120 W	SILBER	S-02-0001	70		STÜCK
I...	LS-150	Lautsprecher, Kirsche, 150 W	SILBER	S-03-0001	80		STÜCK

Order Line Functions Posting Print... Help

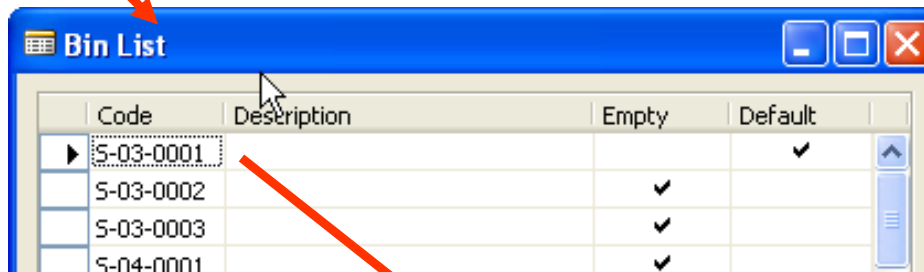
F11 →

## Warehouse Entries (Warehouse Registers)



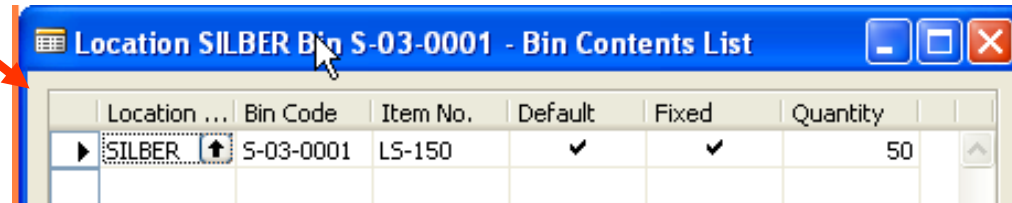
Warehouse Entries

E..	Zone Code	Bin Code	Item No.	Description	Variant ...	Quantity	Unit of M...
P..		S-02-0001	LS-120			20	STÜCK
P..		S-03-0001	LS-150			50	STÜCK



Bin List

Code	Description	Empty	Default
S-03-0001			✓
S-03-0002		✓	
S-03-0003		✓	
S-04-0001		✓	



Location SILBER Bin S-03-0001 - Bin Contents List

Location ...	Bin Code	Item No.	Default	Fixed	Quantity
SILBER	S-03-0001	LS-150	✓	✓	50

## Scenario 2 : Receive and Put Away with a Warehouse Receipt Document

**SILBER Silbernes Warenlager**

General Communication **Warehouse**

Require Receive.

Require Shipment.

Require Put-away.

Use Put-away Worksheet

Require Pick.

Bin Mandatory

Directed Put-away an...

Use ADCS.

**106028 Hamburger Möbelgroßhandel GmbH - Purchase Order**

General Invoicing Shipping Foreign Trade E-Commerce

No. 106028 Posting Date 14.09.05

Buy-from Vendor No. 10000 Order Date 14.09.05

Buy-from Contact No. KT000066 Document Date 14.09.05

Buy-from Vendor Name Hamburger Möbelgroßhandel GmbH Vendor Order No.

Buy-from Address Hamburger Str. 18 Vendor Shipment No.

Buy-from Address 2 Vendor Invoice No.

Buy-from Post Code/City 49293 Bremen Order Address Code

Buy-from Contact Frau Annik Stahl Purchaser Code TZ

No. of Archived Versions 0 Responsibility Center HAMBURG

Status Released

T..	No.	Description	Location ...	Bin Code	Quantity	Reserve...	Unit of M...
I...	LS-120	Lautsprecher, schwarz, 120 W	SILBER	5-02-0001	20		STÜCK
▶ I...	LS-150	Lautsprecher, Kirsche, 150 W	SILBER	5-03-0001	30		STÜCK

Order Line Functions Posting Print... Help

→ Create Whse receipt →

## Scenario 2 : Receive and Put Away with a Warehouse Receipt Document

The screenshot illustrates the process of creating and posting a Warehouse Receipt document in Microsoft Business Solutions-Navision. It consists of three main windows:

- Microsoft Business Solutions-Navision**: A message box indicating "1 Warehouse Receipt Header has been created." with an "OK" button.
- EING000005 - Warehouse Receipt**: The main document window. The "General" tab is active, showing fields for No. (EING000005), Location Code (SILBER), Posting Date (14.09.05), and a table of items.
- Posted Purchase Receipts**: A list window showing the posted receipt with the number 107032 highlighted.

Red arrows indicate the flow from the message box to the Warehouse Receipt window, and from the "Posting" button in the Warehouse Receipt window to the Posted Purchase Receipts window. A black arrow points from the "Posting" button to the text "F11", which is also pointed to by another black arrow from the "No." field in the Posted Purchase Receipts window.

S..	Source No.	Item No.	Description	Quantity	Qty. to ...	Qty. Rec...	Qty. Out...
▶ P..	106028	LS-120	Lautsprecher, schwarz, 120 W	20	20	0	20
P..	106028	LS-150	Lautsprecher, Kirsche, 150 W	30	30	0	30

No.	Buy-fro...	Buy-from Vendor Name	Location ...	No. Printed
▶ 107032	10000	Hamburger Möbelgroßhandel GmbH		0

**Creating Put Away : Location must be setup as follows :**

**PO**

Order Line Functions

**Create Warehouse receipt**

**Warehouse Receipt**

Functions Posting

Microsoft Business Solutions-Navision

Number of source documents posted: 1 out of a total of 1.  
Number of put-away activities created: 1.

OK

**History-  
- Posted Receipts**

GEWE000004 - Posted Whse. Receipt

General

No. . . . . GEWE000004 Posting Date . . . . . 14.09.05  
Location Code. . . . . SILBER Vendor Shipment No. . . . .  
Zone Code . . . . . Whse. Receipt No. . . . . EING000006  
Bin Code . . . . . Assigned User ID . . . . .  
Document Status . . . . . Assignment Date . . . . .  
Assignment Time . . . . .

S..	Source No.	Due Date	Item No.	Description	Quantity	Unit of M...
P..	106029	15.09.05	LS-120	Lautsprecher, schwarz, 120 W	8	STÜCK

Receipt Line Functions

**Put Away Lines**

## Put Away Lines

No.	Line No.	Source No.	Source Line No.	S.. D..	Location Code	Shelf No.	Item No.	Unit of Measure Code
EINL000...	10000	106029	10000	P..	SILBER		LS-120	STÜCK
EINL000...	20000	106029	10000	P..	SILBER		LS-120	STÜCK

Description	Quantity	Qty. (Base)	Qty. Outstan...	Qty. Outstan... (Base)	Qty. to Handle
1 Lautsprecher, schwarz, 120 W	8	8	8	8	8
1 Lautsprecher, schwarz, 120 W	8	8	8	8	8



Line ▼ Help

**CARD - Show Document**

## Warehouse Put Away


Put-away EINL000003 - Warehouse Put-away

General

No. . . . . EINL000003  Assigned User ID . . . .  


Location Code. . . . . SILBER Assignment Date . . . .

Breakbulk Filter . . . .  Assignment Time . . . .

Sorting Method . . . .  

S..	Source No.	Item No.	Description	Quantity	Qty. to ...	Qty. Ha...	Qty. Out...
▶ P..	106029	LS-120	Lautsprecher, schwarz, 120 W	8	8	0	8
P..	106029	LS-120	Lautsprecher, schwarz, 120 W	8	8	0	8

Microsoft Business Solutions-Navision


 Do you want to register the Put-away Document?

## **Registered Put Away**

Location ...	Bin Code	Item No.	Default	Fixed	Quantity
SILBER	5-02-0001	LS-120	✓	✓	48

**REGE000002 - Registered Put-away**

**General**

No. . . . . REGE000002 

Whse. Activity No. . . . . EINL000003

Location Code. . . . . SILBER

Registering Date . . . . . 14.09.05

Assigned User ID . . . . .

Assignment Date . . . . .

Assignment Time . . . . .

Sorting Method . . . . .

No. Printed . . . . . 0

S..	Source No.	Due Date	Item No.	Variant ...	Description	Quantity	Unit of M...
▶ P..	106029	15.09.05	LS-120		Lautsprecher, schwarz, 120 W	8	STÜCK
P..	106029	15.09.05	LS-120		Lautsprecher, schwarz, 120 W	8	STÜCK

Put-away ▼ Line ▼ Help

Warehouse  
entries



# Picking I

General **Communication** Warehouse

Require Receive. . . . .

Require Shipment . . . . .

Require Put-away . . . . .

Use Put-away Worksheet

Require Pick. . . . .  ←

Bin Mandatory . . . . .

Directed Put-away an...

Use ADC5. . . . .

1008 Gilde Jupiter Versicherungs AG - Sales Order

General Invoicing Shipping Foreign Trade E - Commerce

No. . . . . 1008

Sell-to Customer No. . . . . 30000

Sell-to Contact No. . . . . KT000003

Sell-to Customer Name . . . . . Gilde Jupiter Versicherungs AG

Sell-to Address . . . . . Lange Str. 10-15

Sell-to Address 2 . . . . .

Sell-to Post Code/City . . . . . 43383 München

Sell-to Contact . . . . . Frau Claudia Mangel

No. of Archived Versions. . . . . 0

Posting Date . . . . . 14.09.05

Order Date . . . . . 14.09.05

Document Date . . . . . 14.09.05

Requested Delivery Date . . . . .

Promised Delivery Date . . . . .

External Document No. . . . .

Salesperson Code . . . . . PS

Campaign No. . . . .

Responsibility Center . . . . .

Status . . . . . **Open**

Unit Price incl. VAT	Line Amount Excl. VAT	Line Disc... %	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Quantity Invoiced	Qty. to Assign	Qty. Assigned	Re De Da
88,00	176,00		2		2				

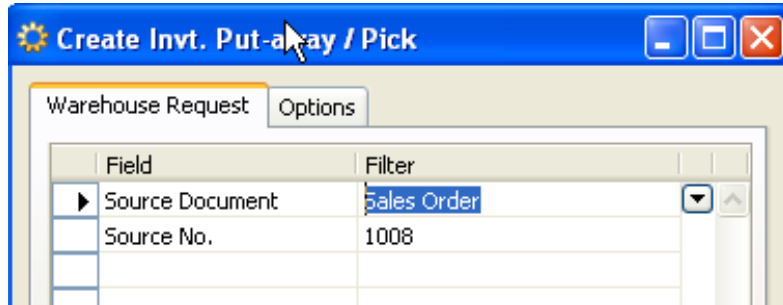
Order Line Functions Posting Print... Help



Change to Release



## Picking II



Warehouse Request Options

Field	Filter
Source Document	Sales Order
Source No.	1008



Number of pick activities created: 1.

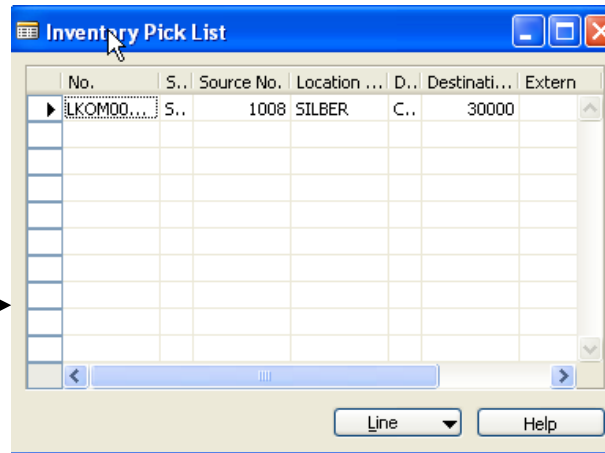
OK



Sales Order

Order Line Functions

Inventory Pick Lines



No.	S..	Source No.	Location ...	D..	Destinati...	Extern
LKOM00...	S..	1008	SILBER	C..	30000	

Line Help

## Picking III

Enter Quantity to handle = 2

LKOM000002 - Inventory Pick

General

No. . . . . LKOM000002    Posting Date . . . . . 14.09.05  
Location Code. . . . . SILBER    Shipment Date . . . . . 14.09.05  
Source Document . . . . . Sales Order    External document No. . . . .  
Source No. . . . . 1008    External document No.2. . . . .  
Customer No. . . . . 30000  
Customer Name . . . . . Gilde Jupiter Versicherungs AG

Item No.	Description	Bin Code	Quantity	Qty. to Handle	Qty. Handled	Qty. Outstan...	Unit Mea: Code
▶ LS-120	Lautsprecher, schwarz, 120 W	S-02-0001	2	2	0	0	2 STÜK

Pick    Line    Functions    Posting    Print...    Help

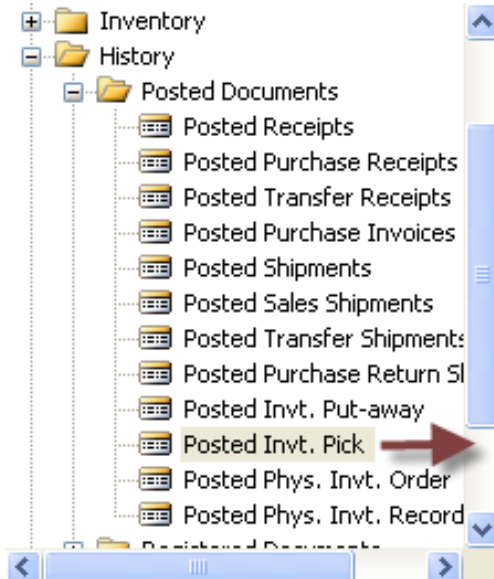
Microsoft Business S...

?    Ship and Invoice

OK    Cancel

F11

# Picking IV



GLK000001 - Posted Invt. Pick

**General**

No. . . . . GLK000001      Posting Date . . . . . 14.09.05  
 Location Code. . . . . SILBER      Shipment Date . . . . . 14.09.05  
 Source No. . . . . 102039      External Document No. . . . .  
 Customer No. . . . . 20000      External Document No.2 . . . . .  
 Customer Name . . . . . Blütenhaus GmbH

Item No.	Description	Bin Code	Quantity	Due Date	Unit of M...
LS-120	Lautsprecher, schwarz, 120 W	S-02-0001	1	14.09.05	STÜCK

Pick    Line    Navigate    Help

**Sales Order**

**Sales order line**

Line	Amount Excl. VAT	Line Disc... %	Qty. to Ship	Quantity Shipped	Qty. to Invoice
1	176,00			2	2

See bin contents list

# Shipment I

SILBER Silbernes Warenlager - Loc...

General Communication Warehouse

Require Receive.

Require Shipment  ←

Require Put-away

Use Put-away Worksheet

Require Pick.

Bin Mandatory

Directed Put-away an...

AUSG000006 - Warehouse Shipment

General Shipping

No. AUSG000006 Posting Date 14.09.05

Location Code SILBER Assigned User ID

Zone Code Bin Code

Document Status Status Open

S..	Source No.	Item No.	Description	Quantity	Qty. to ...	Qty. Shi...	Qty. Out...
▶ S..	1009	LS-120	Lautsprecher, schwarz, 120 W	4	0	0	4

Shipment Line Functions Posting

Create pick

Sales Order

Order Line Functions

4 pcs of LS-120, Released,  
Location=Silver

Create shipment

Microsoft Business Solutions-Navision

1 Warehouse Shipment Header has been created.

OK

Microsoft Business Solutions-Navision

Pick activity no. KOMM000004 has been created.

OK

# Shipment II

Pick KOMM000004 - Warehouse Pick

General

No. . . . . KOMM000004

Location Code . . . . . SILBER

Breakbulk Filter . . . . .

Assigned User ID . . . . .

Assignment Date . . . . .

Assignment Time . . . . .

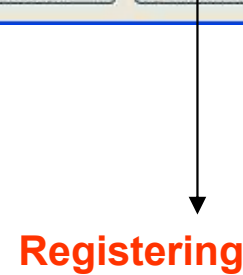
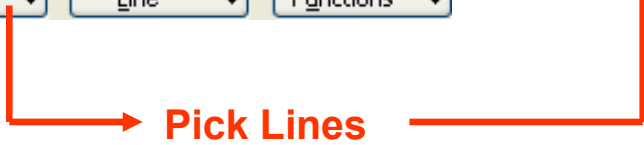
Sorting Method . . . . .

Action Type	Source Document	Source No.	Item No.	Description	Quantity	Qty. to Handle	Qty. Handled	C	C
Take	Sales Order	1010	LS-120	Lautsprecher, schwarz, 120 W	4	4	0		
Place	Sales Order	1010	LS-120	Lautsprecher, schwarz, 120 W	4	4	0		

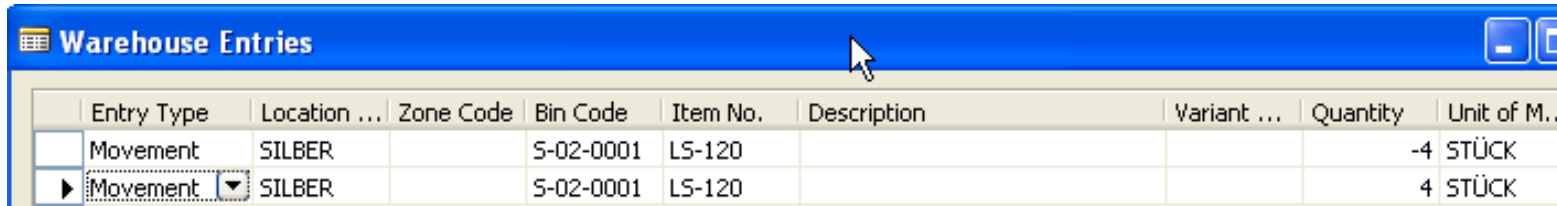
Pick Line Functions Registering Print... Help

Warehouse Shipment

Shipment Line Functions



## **Shipment III – warehouse entries**



Entry Type	Location ...	Zone Code	Bin Code	Item No.	Description	Variant ...	Quantity	Unit of M...
Movement	SILBER		S-02-0001	LS-120			-4	STÜCK
Movement	SILBER		S-02-0001	LS-120			4	STÜCK

If you post in this moment warehouse shipment document all other movements are posted including sales order

Item Ledger Entries

Navigate ↓

Warehouse Ledger Entries

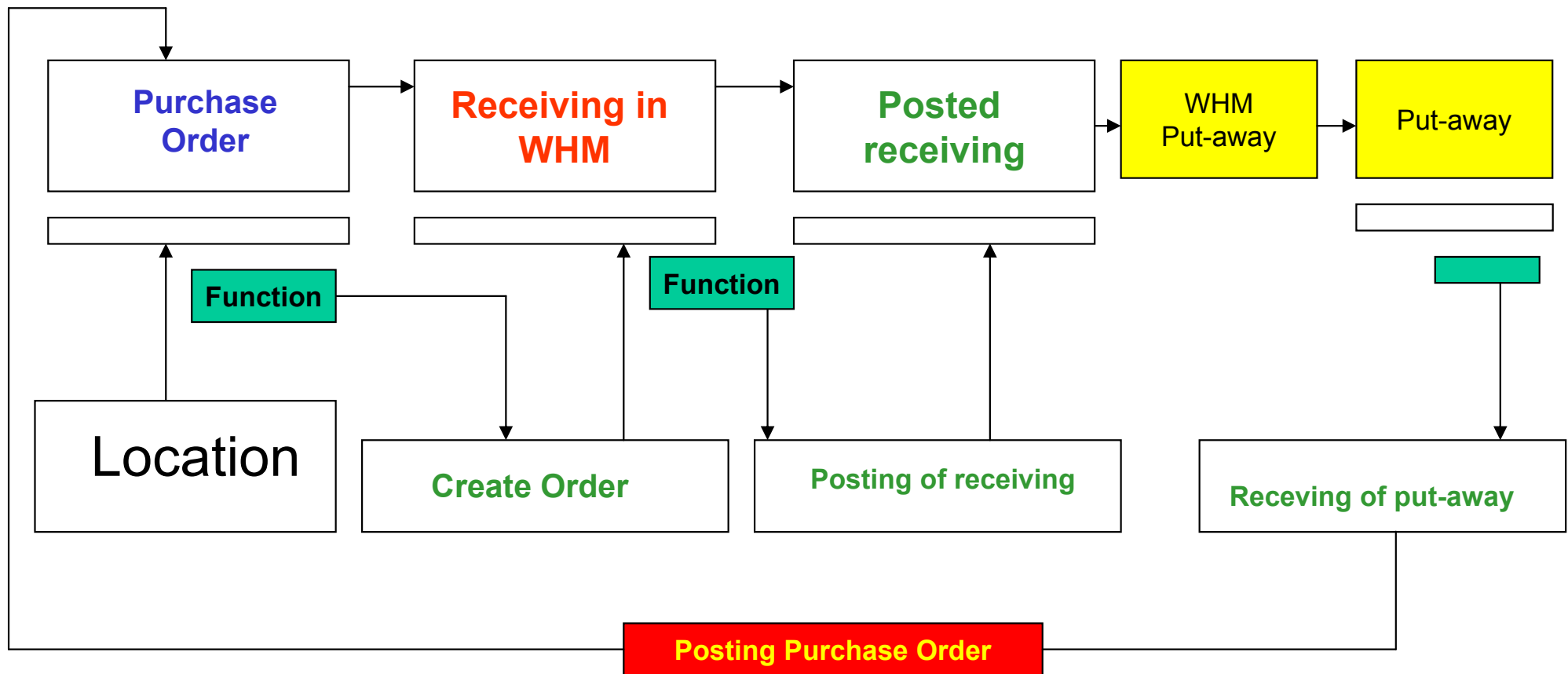
Posted Sales Shipment Lines



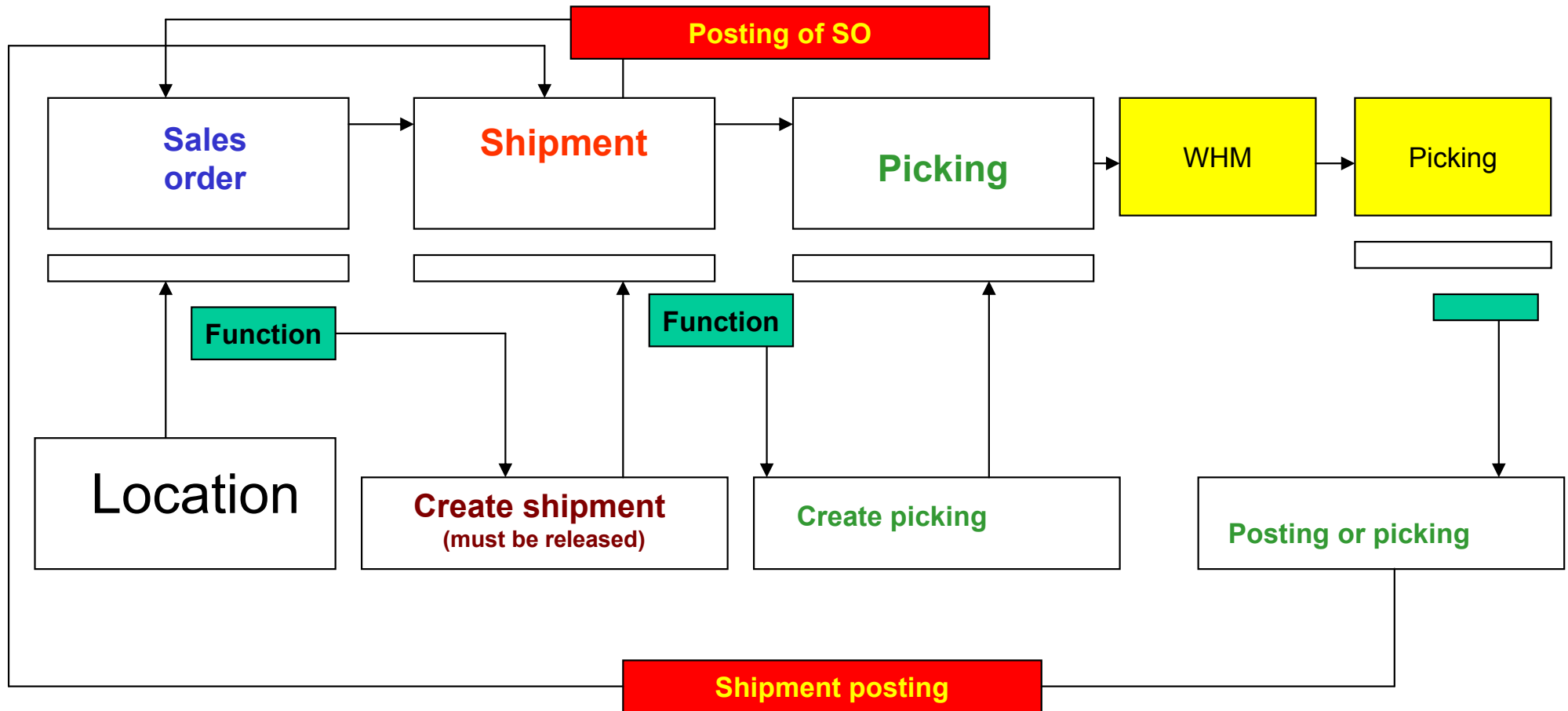
***Shipment II***



## Warehouse Management (WHM) I



## Shipment (WHM = Warehouse Management)



**Děkuji za pozornost**

