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

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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*

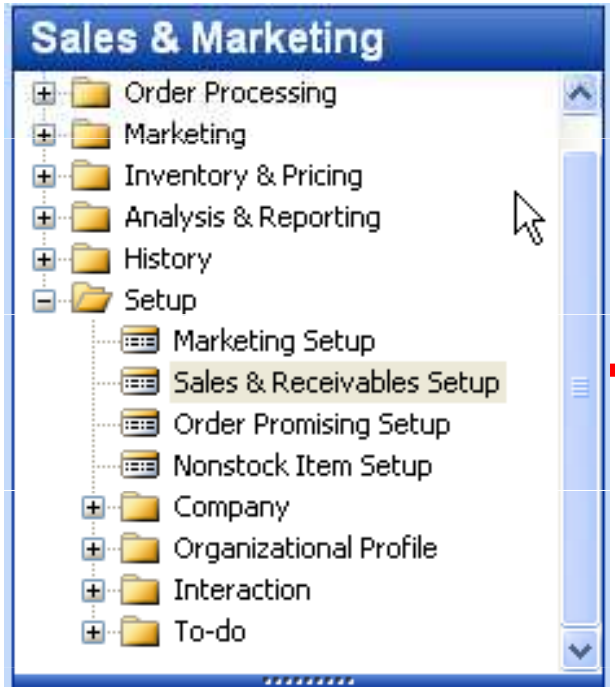
Sales Order Management

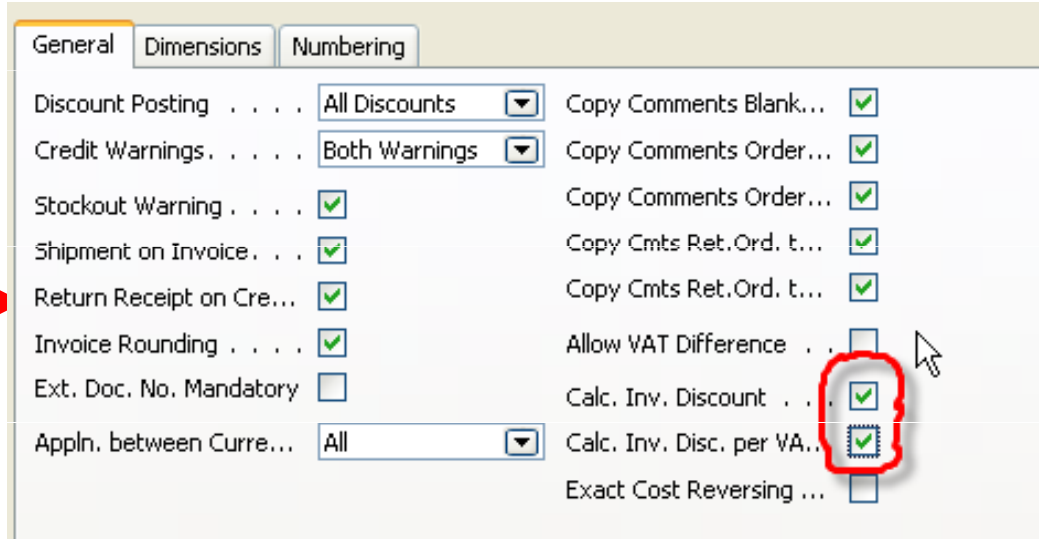
Chapter 2 – page 11

- *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 I





Sales and Receivable Setup II

Will be explained ON-LINE

General | Dimensions | Numbering

Discount Posting . . . . All Discounts
Credit Warnings. . . . . Both Warnings
Stockout Warning . . . .
Shipment on Invoice. . .
Return Receipt on Cre...
Invoice Rounding . . . .
Ext. Doc. No. Mandatory
Appln. between Curre... All

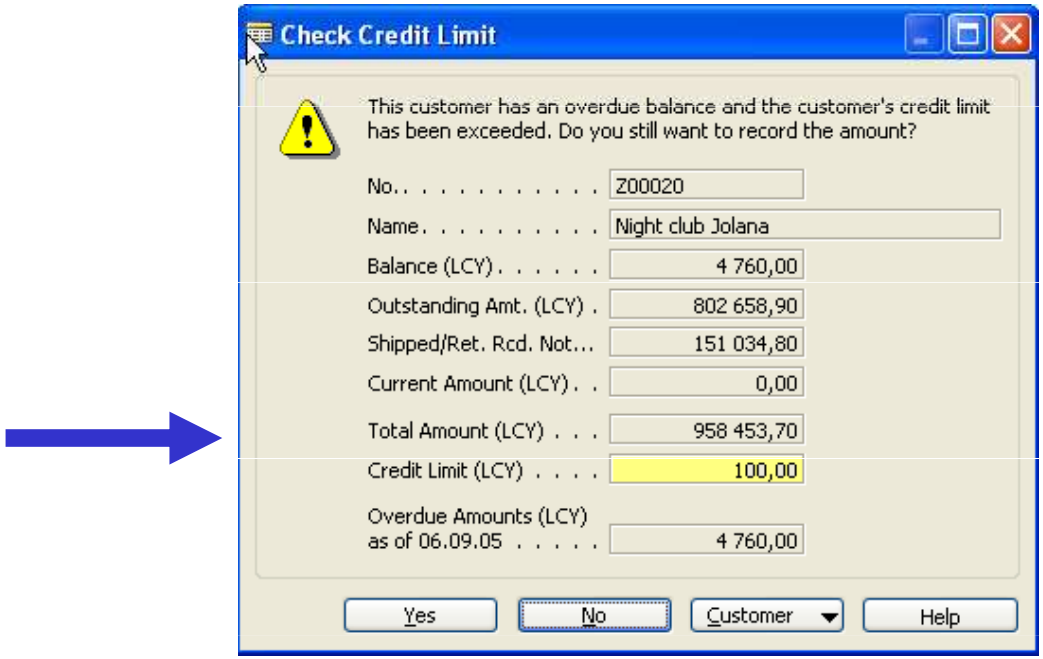
Copy Comments Blank...
Copy Comments Order...
Copy Comments Order...
Copy Cmts Ret.Ord. t...
Copy Cmts Ret.Ord. t...
Allow VAT Difference . .
Calc. Inv. Discount . . .
Calc. Inv. Disc. per VA...
Exact Cost Reversing ...

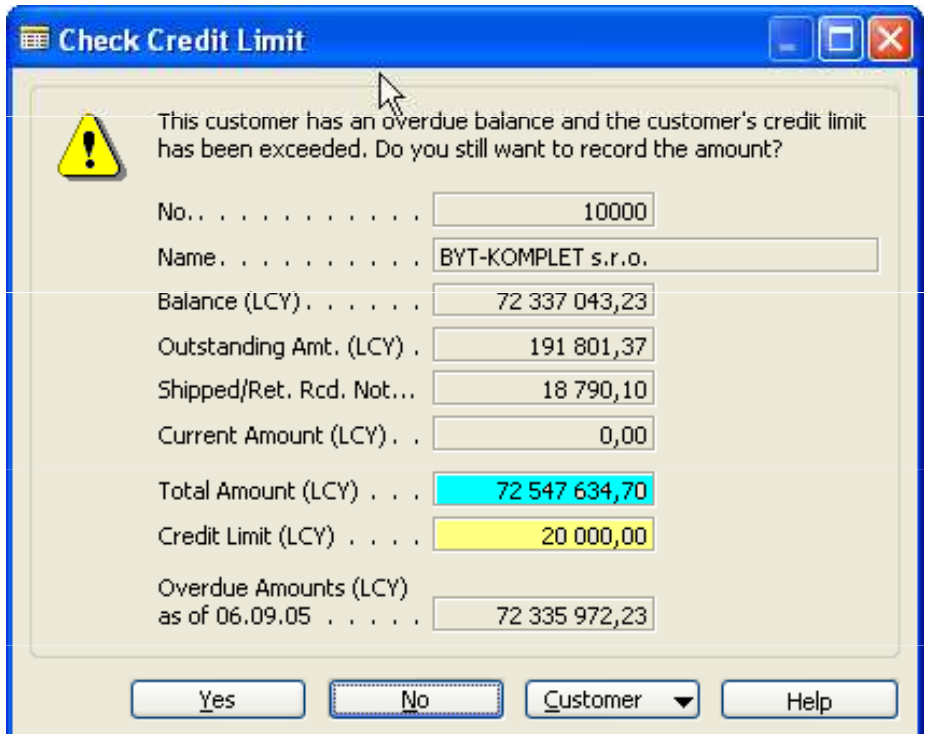
Both warning
Credit Limit
Overdue Balance
No warning

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.

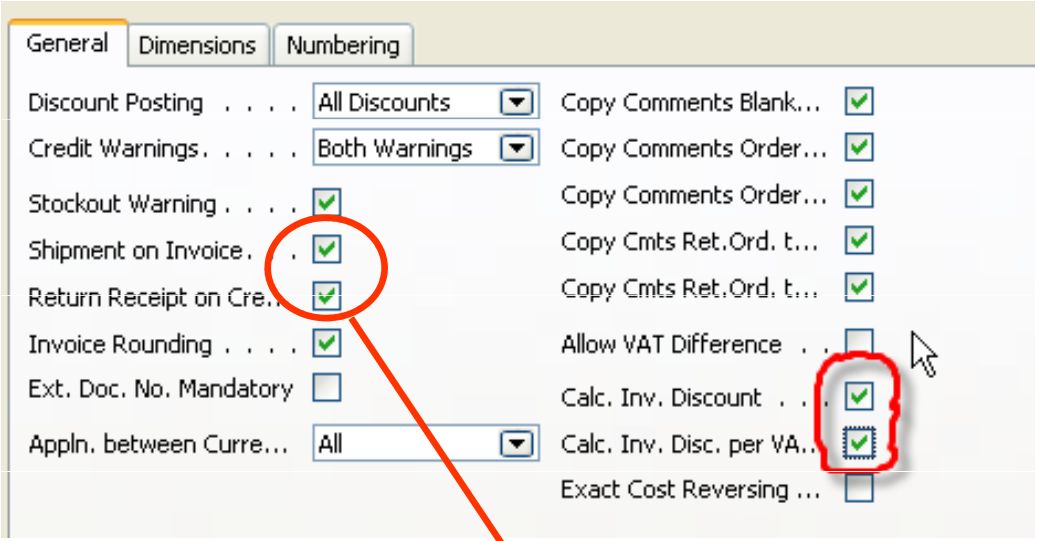
Sales and Receivable Setup III – Customer has set credit 100 LCY (first screen) or 20 000 LCY – the second screen





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

Sales and Receivable Setup IV



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 shiping

Customer

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

Customer | Sales

Z00020 Night club Jolana - Ship-to Address

General | Communication

Code . . . . . .
Name. . . . . .
Address . . . . . .
Address 2. . . . . .
Post Code/City . . . . .
Country Code. . . . . .
Phone No. . . . . .
Contact. . . . . .

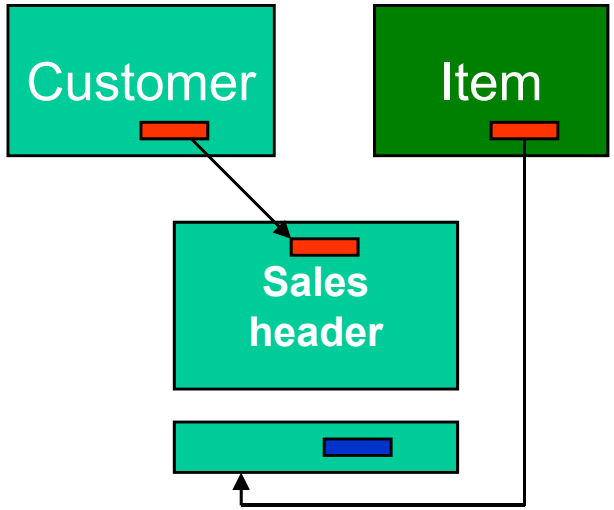
Location Code. . . . . .
Shipment Method Code .
Shipping Agent Code . .
Shipping Agent Servi...
Service Zone Code . . .
Last Date Modified . . .

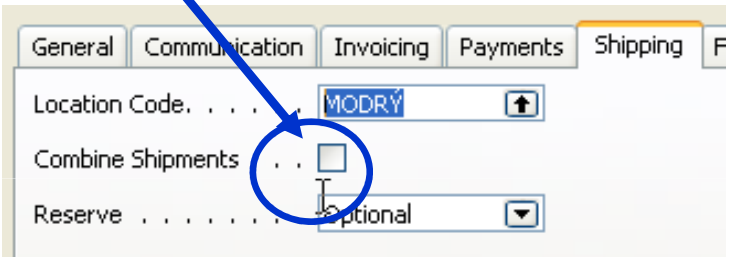
Address | Help

Setting Up Customers

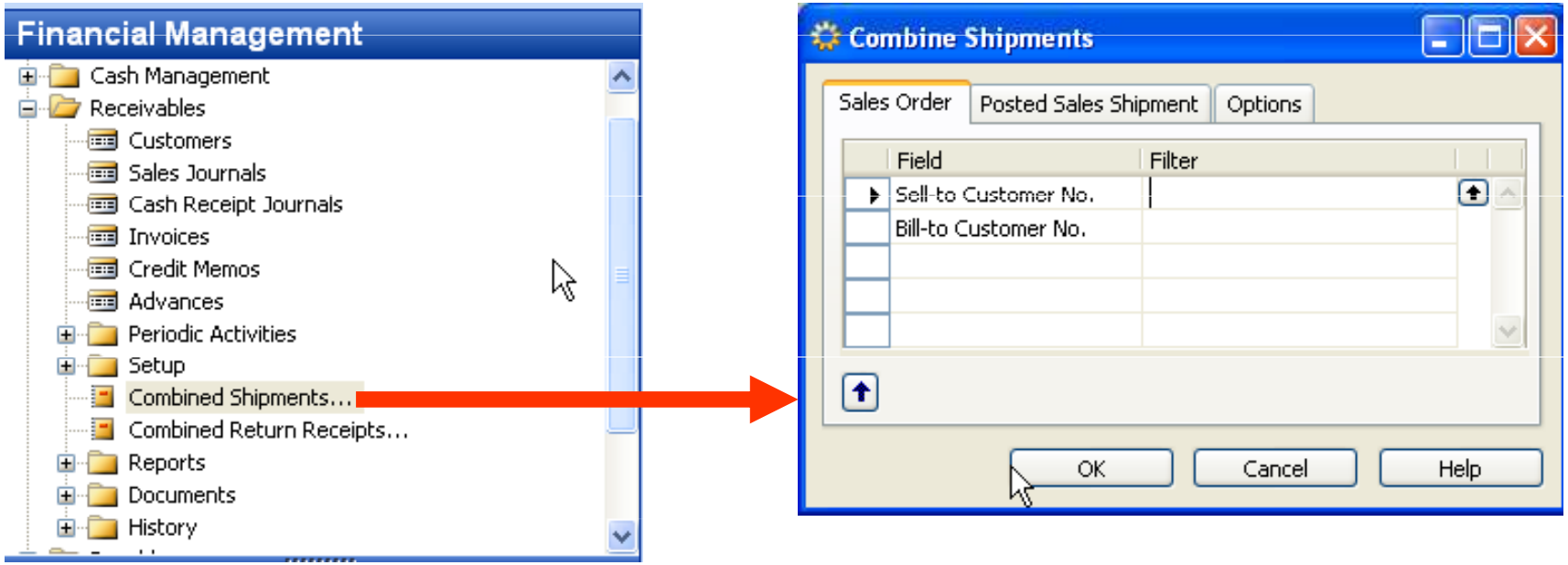
Reservation codes are not shown (use Ctrl-F8 to see)

- ***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

100->50

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

Order | Line | Functions | Make Order

Out

Unposted Lines- > Order

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

Quantity shipped is visible after SO is posted

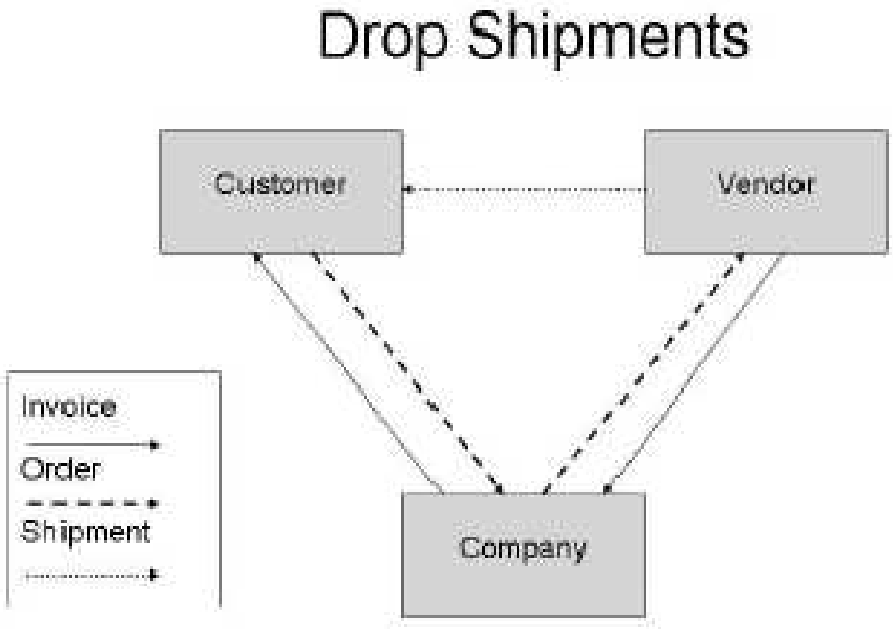
Drop shipment I

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 Odder is created either automatically or manually or using Requisition Worksheet functionality

Green Location

Shipping | Foreign Trade | E - Commerce | Advance

	Zelený sklad	Location Code	ZELENÝ
	Loštická 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

Order - Sales List

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

Modrý = **Blau**=Blue =**Location Code**

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
Shipment Date 22.07.05
Description . . . . . .

Quantity to Reserve. . . 123
Reserved Quantity . . . 0
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 grater 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 specify 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)

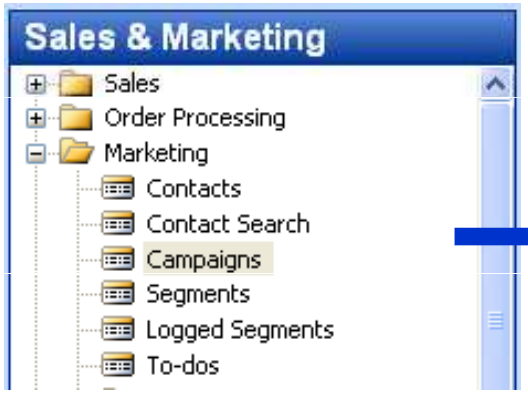
BEST PRICE

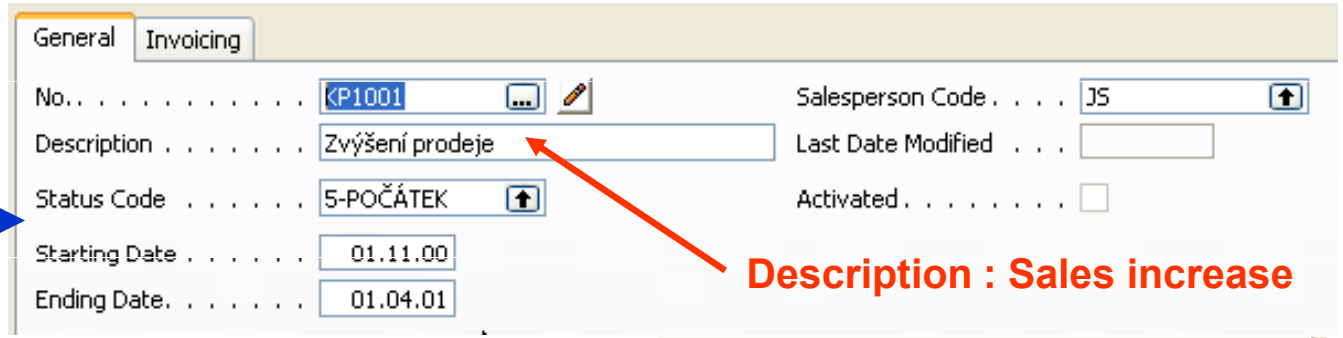
Best Price

The best price is the lowest permissable price with the highest permissable 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

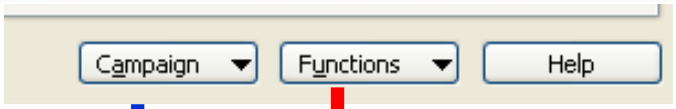
Creating Sales Prices for a Campaign I - page 53

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





Description : Sales increase



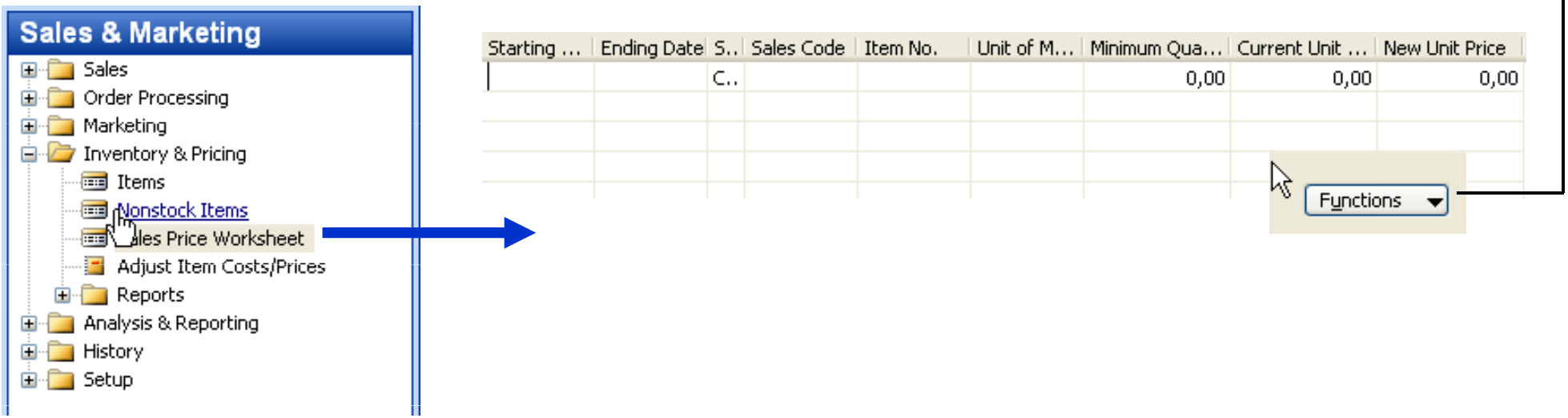
Sales Type	Sales Code	Item No.	Customer Item Number	Unit of Measure Code	Minimum Quantity	Unit Price	Starting Date	Ending Date
Campaign	KP1001	A1			10,00	300,00	01.11.00	01.04.01
Campaign	KP1001	A2			20,00	200,00	01.11.00	01.04.01
Campaign	KP1001	A3			30,00	100,00	01.11.00	01.04.01

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



Invoice Discounts – page 66

General | Dimensions | Numbering

Discount Posting	All Discounts	Copy Comments Blank...	☑
Credit Warnings	Both Warnings	Copy Comments Order...	☑
Stockout Warning	☑	Copy Comments Order...	☑
Shipment on Invoice	☑	Copy Cmts Ret.Ord. t...	☑
Return Receipt on Cre...	☑	Copy Cmts Ret.Ord. t...	☑
Invoice Rounding	☑	Allow VAT Difference	☐
Ext. Doc. No. Mandatory	☐	Calc. Inv. Discount	☑
Appln. between Curre...	All	Calc. Inv. Disc. per VA...	☑
		Exact Cost Reversing ...	☐

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

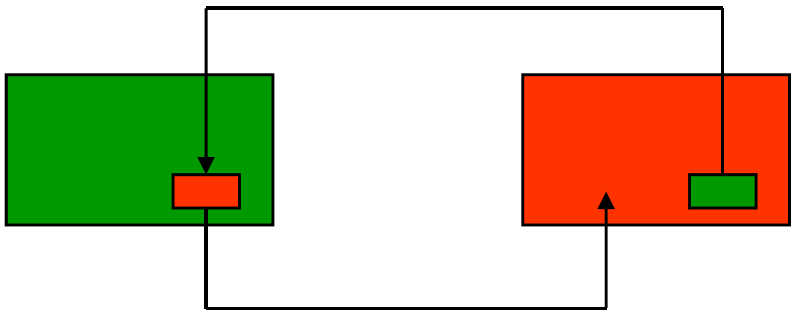
Chapter 4 – page 71

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

Item Substitutions I

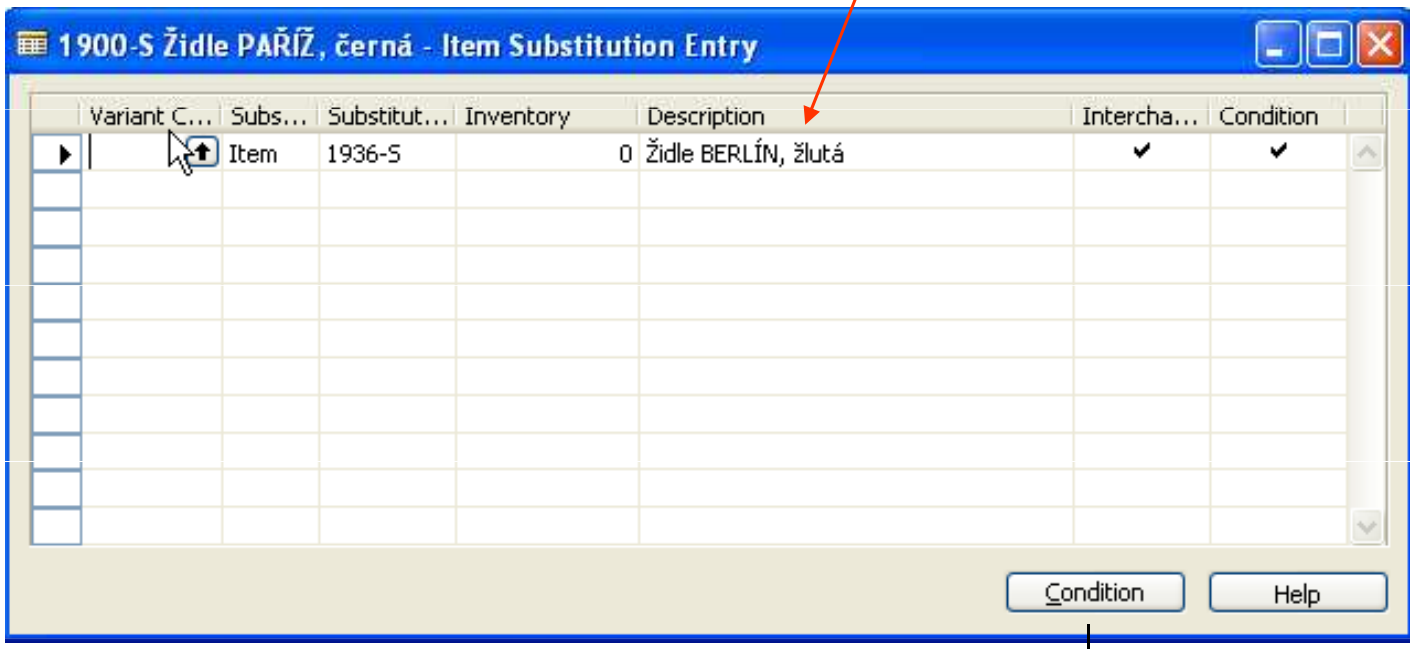
Companies frequently offer products of similar quality and function as substitutes for one another. The purpose of this is twofold:

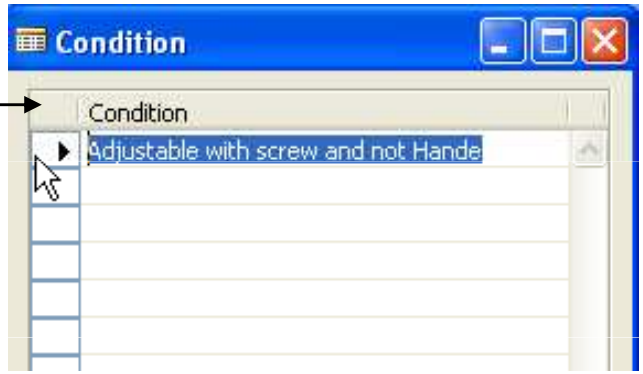
- First, a company can offer a variety of styles, brands, and prices of goods. This allows their customers to select the goods that best suits their individual needs and budgets.
- Second, by allowing customers to purchase inventory items of comparable quality, function, and price, companies can maintain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



Item Substitutions II

Chair Berlin 1936-W





The result of the setup substitutions can be visible for instance on the back side information panels of the Sales orders

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

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

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	✔

Sales Order – using Cross Reference

General | Invoicing | Shipping | Foreign Trade | E - Commerce | Advance

No.	1094
Sell-to Customer No.	10000
Sell-to Contact No.	KT000001
Sell-to Customer Name	BYT-KOMPLET s.r.o.
Sell-to Address	Vrchlického 5
Sell-to Address 2	
Sell-to Post Code/City	CZ-678 01 Blansko
Sell-to Contact	Pan Jonas Brandel
No. of Archived Versions	0

Posting Date	22.07.05
Order Date	22.07.05
Document Date	22.07.05
Requested Delivery Date	
Promised Delivery Date	
External Document No.	
Salesperson Code	PK
Campaign No.	
Responsibility Center	BLANSKO
Status	Open

Customer Information

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

Bill-to Customer

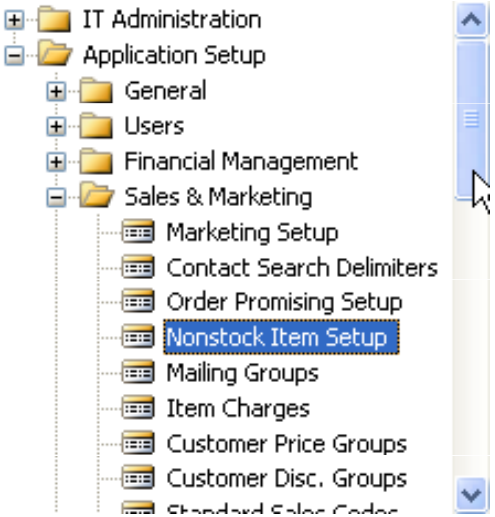
- Avail. Credit *********

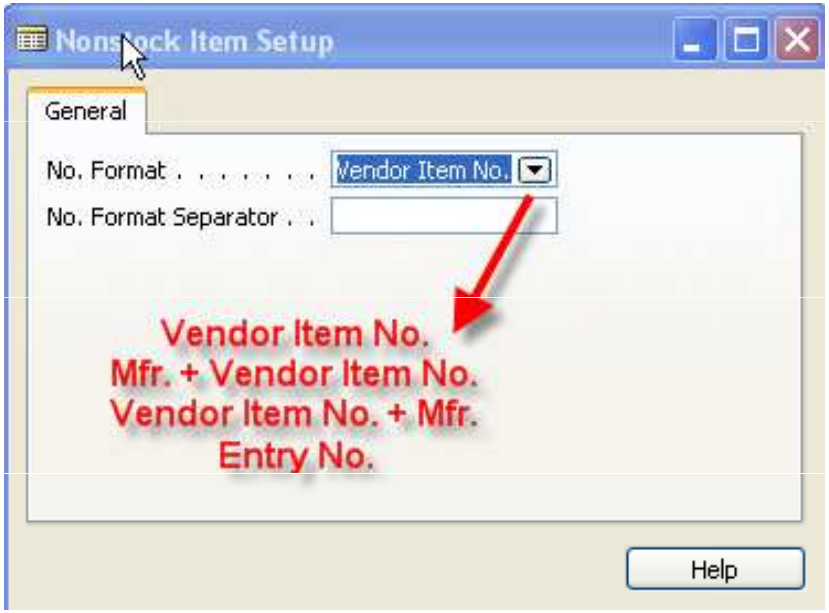
Type	No.	Cross-Reference No.	Purchasing Code	Description	Drop Shipment	Location Code	Qu
Item	1896-S	PIPIN_01		Popis Customer 10000		MODRÝ	

Item Information

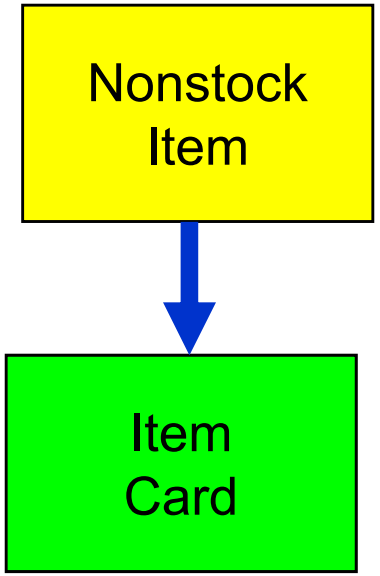
- Item Card
- Availability (125)
- Substitutions (0)
- Sales Prices (0)
- Sales Line Di... (0)

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

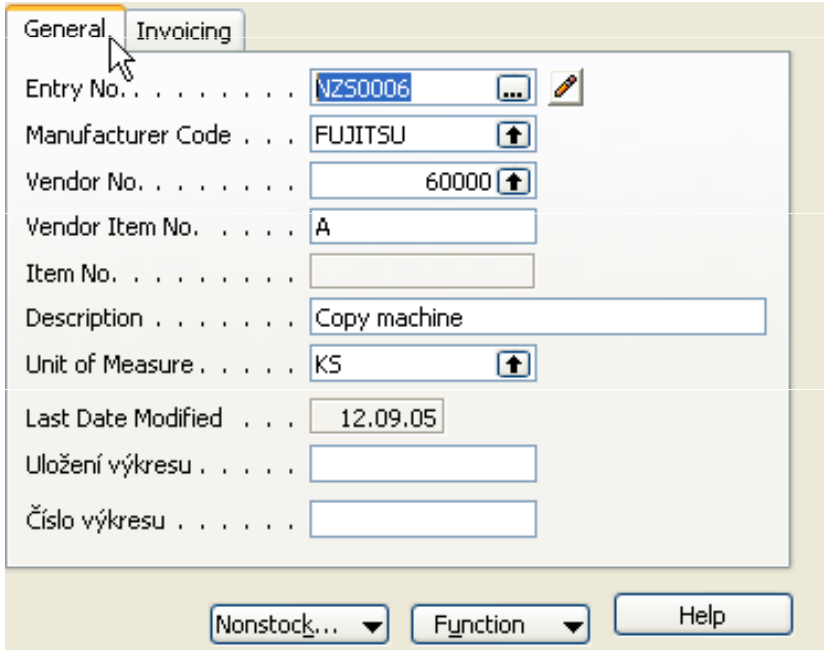
NZS0005 - Nonstock Item Card

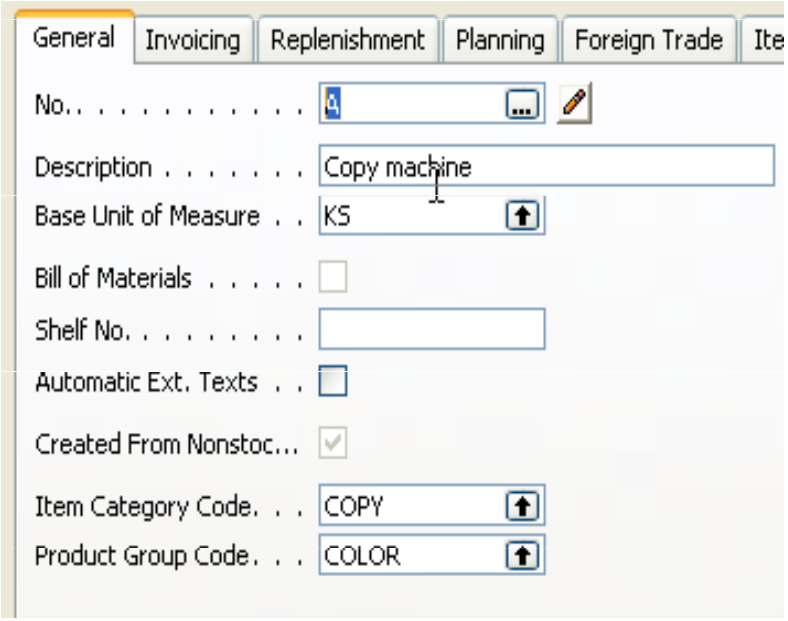
General | Invoicing

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“





Importing Vendor Catalogs as Nonstock Item

Table
Form
Report
Dataport
XMLport

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.	3	PŘÍMDOD	Copy machine		1	

Order | Line | Functions

Nonstock Item

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

Name . . . . . VÝCHOZÍ

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.	106121		Posting Date
Buy-from Vendor No.	10000		Order Date
Buy-from Contact No.	KT000066		Document Date
Buy-from Vendor Name	UP Liberec s.p.		Vendor Order No.
Buy-from Address	Masarykova 12		Vendor Shipment No.
Buy-from Address 2			Vendor Invoice No.
Buy-from Post Code/City	CZ-460 01	Liberec	Order Address Code
Buy-from Contact	Paní Nicholas Christopoulos		Purchaser Code
No. of Archived Versions	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

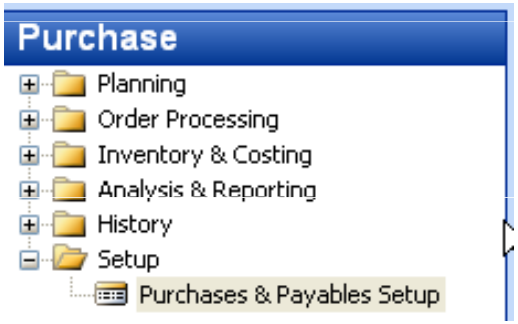
Timely purchases made at the best price not only improve the efficiency of the company's inventory management and reduce requisition costs but also have a direct impact on the company's ability to keep their own customers satisfied.

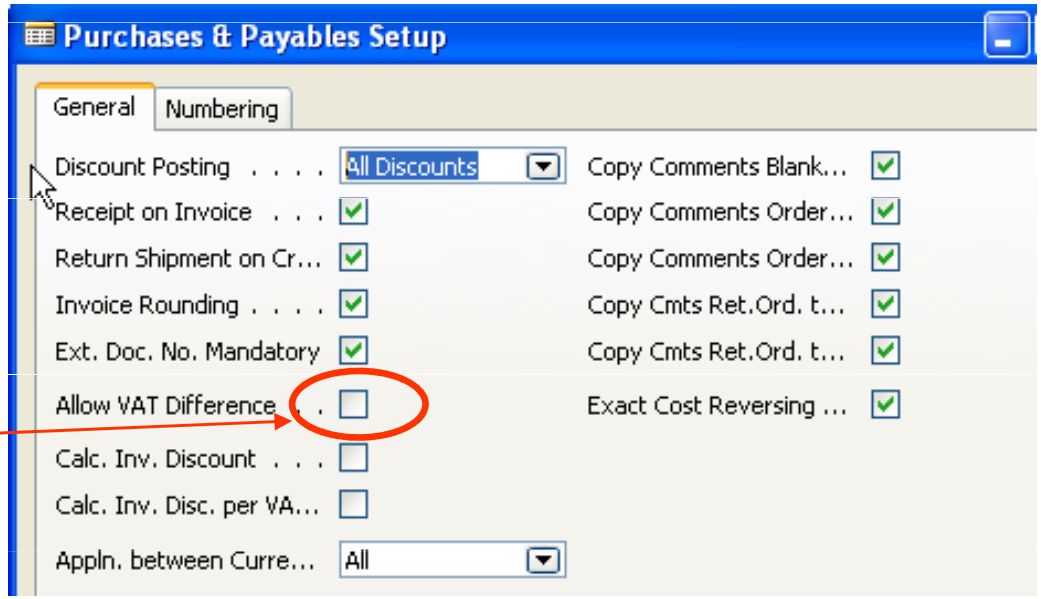
It is with this attitude in mind that companies need to ensure each purchase transaction is based on the most favorable terms, such as delivery time and price and that the associated inventory and financial information is registered correctly. Moreover, as many aspects of a future purchase agreement 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.

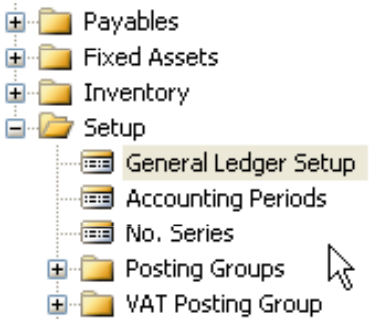
Granules – page 92

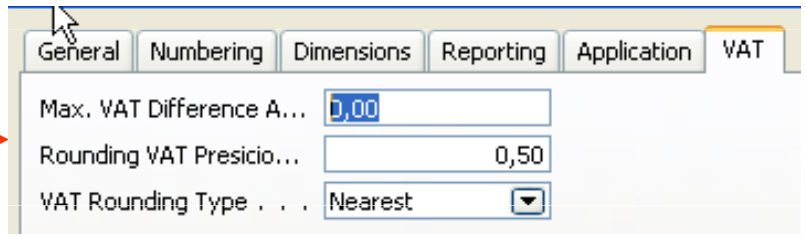
- *Purchase Order Management*
- *Alternative Order Addresses*
- *Alternative Vendors*
- *Salespeople/Purchaser*
- *Purchase Line Pricing*
- *Purchase Line Discounting*

Setting Up Purchases









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*)

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

Settings

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
NÁRODN	CORRECT		0	Full VAT	343122

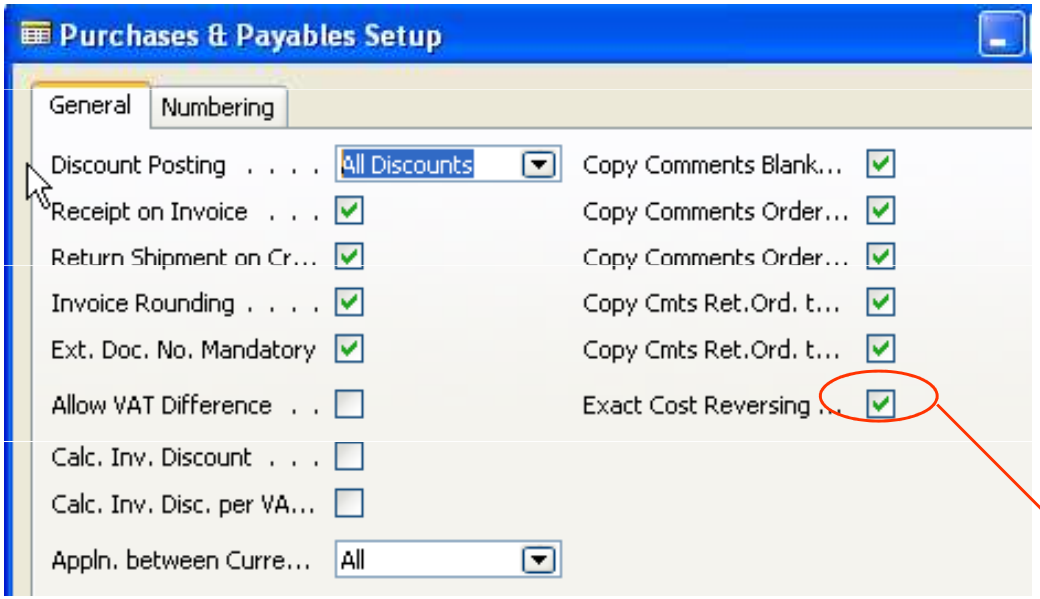
Posting ...	Document Type	Docum...	G/L Acco...	Description	Debit Amount	Credit Amount
06.09.05	Invoice	108101	131100	Order 106122	1 000,00	
06.09.05	Invoice	108101	343122	Order 106122	190,00	
06.09.05	Invoice	108101	321100	Order 106122		1 190,00

GL Journal

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

G/L Acco...	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



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

Name . . . . . UP Liberec s.p.

Address . . . . . Masarykova 12

Address 2. . . . . .

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

Country Code. . . . . CZ

Phone No. . . . . .

Primary Contact No. . . .

Contact. . . . . Paní Nicholas Christopoulos

Search Name . . . . . UP L

Balance (LCY) . . . . . .

Purchaser Code . . . . . RL

Responsibility Center . . LIBE

Blocked . . . . . .

Last Date Modified . . . 11

Vendor | Purchases

10000 UP Liberec s.p. - Vendor Item Catalog

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

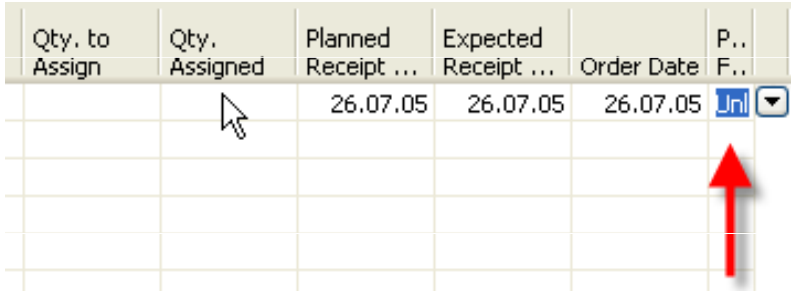
Vendor It...

Purchase Line Discounts

Purchase Prices

Planning flexibility field : page 100

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



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.

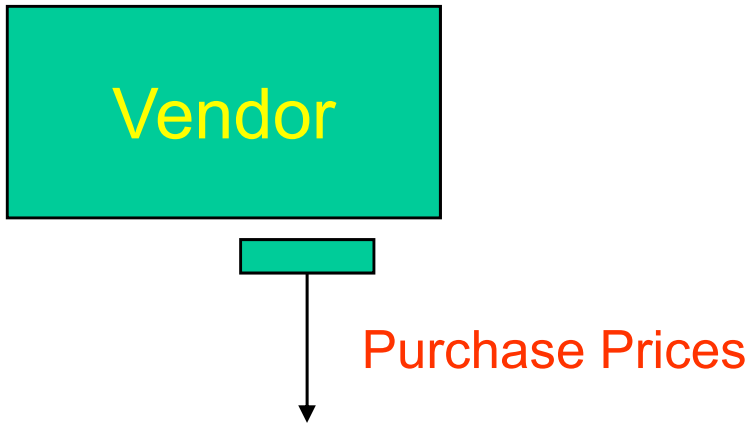
Purchase and Payables setup window

General | Dimensions | Numbering

Discount Posting	All Discounts	Copy Comments Blank...	✓
Credit Warnings.	Both Warnings	Copy Comments Order...	✓
Stockout Warning	✓	Copy Comments Order...	✓
Shipment on Invoice. . .	✓	Copy Cmts Ret.Ord. t...	✓
Return Receipt on Cre...	✓	Copy Cmts Ret.Ord. t...	✓
Invoice Rounding	✓	Allow VAT Difference . .	
Ext. Doc. No. Mandatory		Calc. Inv. Discount . . .	✓
Appln. between Curre...	All	Calc. Inv. Disc. per VA..	✓
		Exact Cost Reversing ...	

No Discounts
Invoice Discounts
Line Discounts
All Discounts

Purchase Prices



General

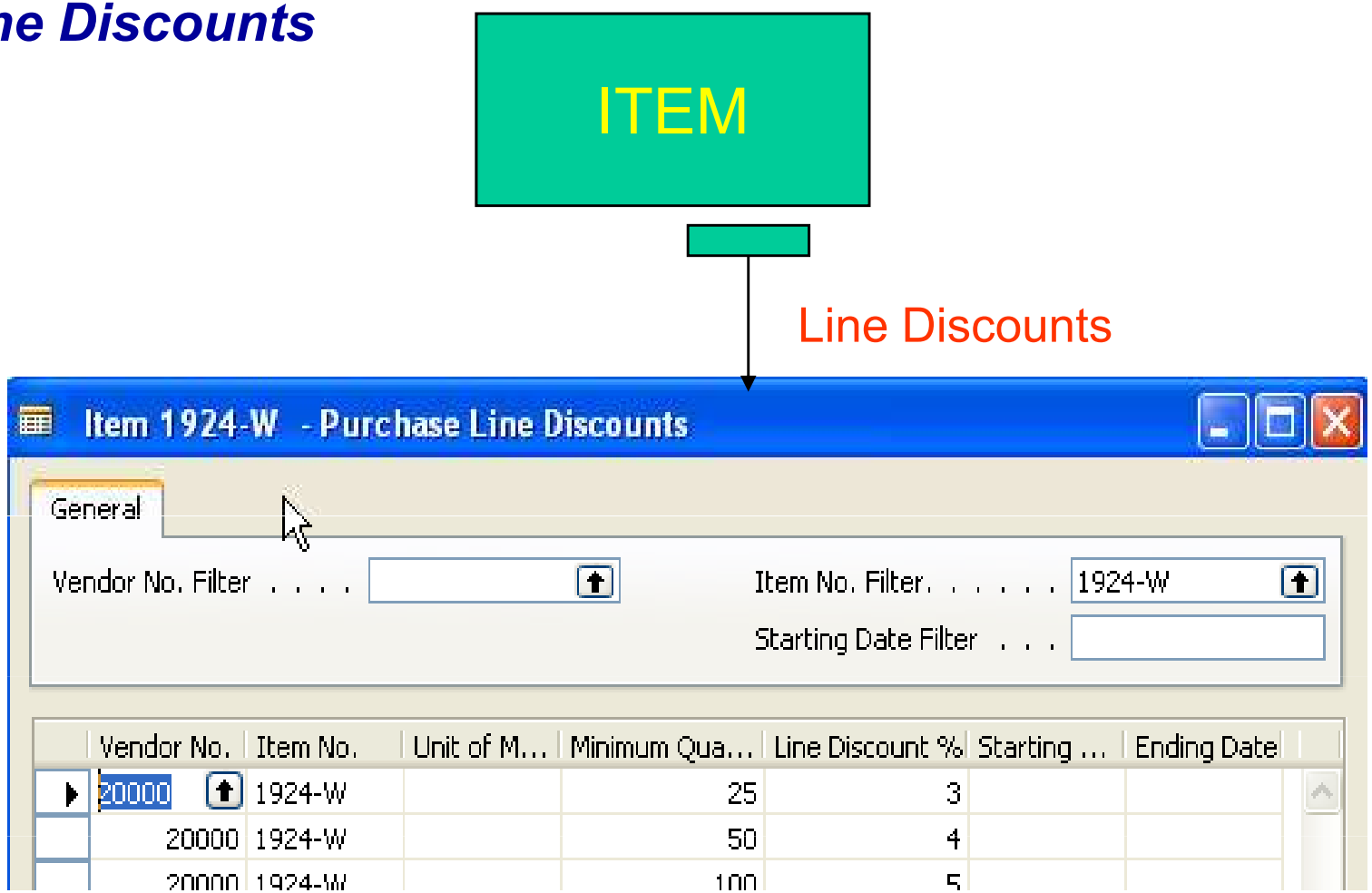
Vendor No. Filter 10000

Item No. Filter. . . . . .

Starting Date Filter . . .

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

Line Discounts



Requisition Management

Chapter 6 – page 111

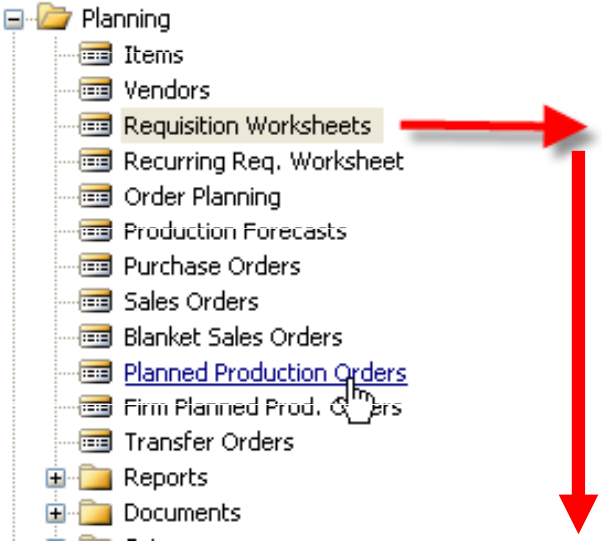
- *Overview*
- *Requisition Management Setup*
- *The Requisition Worksheet*
- *Additional Worksheet Features*

Requisition summary

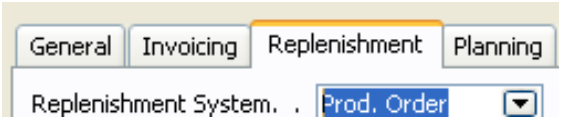
The requisition worksheet – the central processing tool – offers the following features:

- 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		Skříň LS-100, dub 120 l	MODRÝ	Purch...		1	KS	100,00		01.02.05		
Item	HS-100	New		Skříň 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

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

Reordering Policy	Fixed Reorder Q	Reorder Cycle	1W
Include Inventory	☑	Safety Lead Time	
Reserve	Optional	Safety Stock Quantity	0
Order Tracking Policy	None	Reorder Point	0
Stockkeeping Unit Exists	☐	Reorder Quantity	100
Critical	☐	Maximum Inventory	0
		Minimum Order Quantity	0
		Maximum Order Quantity	0
		Order Multiple	0

Modifiers

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.

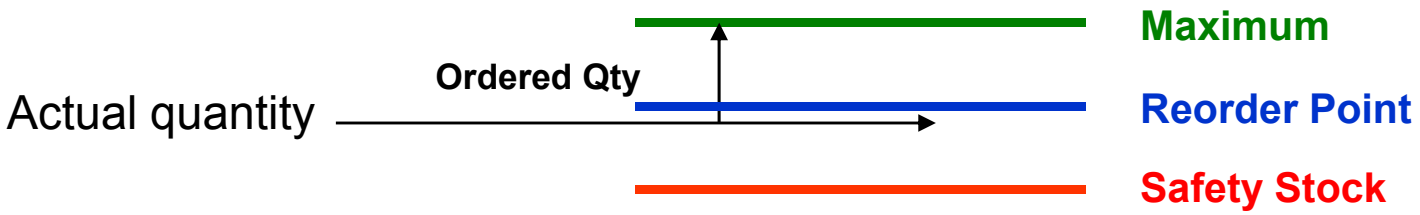
If you leave the field blank, the program sets the reorder point quantity for the item to zero.
Note that the field is disabled when you select the reordering policy options of Order and Lot-for-Lot.

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.

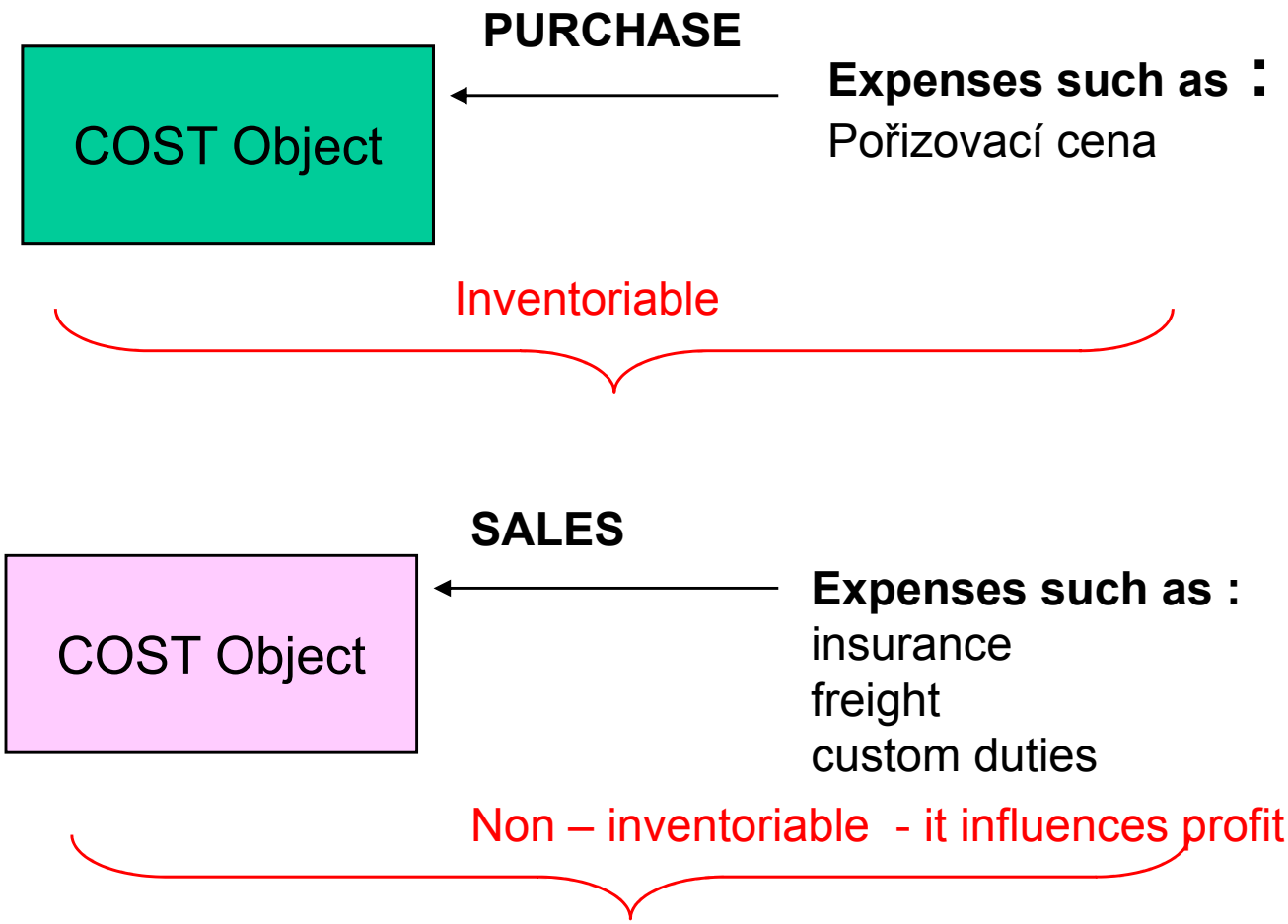
This function, although initiated from the manufacturing application area, results in order proposal lines appearing in the requisition worksheet. From there, the purchaser can edit, approve, and convert the lines to actual purchase or transfer order lines by using the Carry Out Action Messages – Requisition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

Item Charge

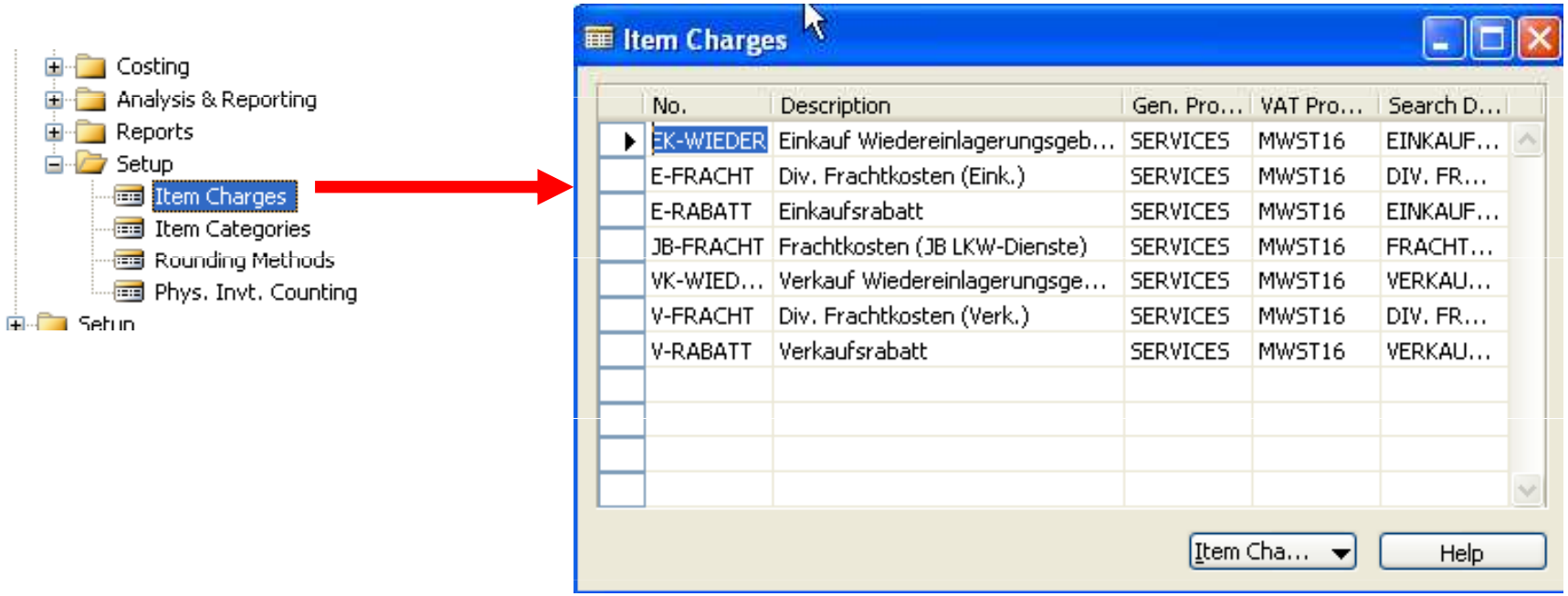
Chapter 7 – page 132

- *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)



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			+	1 111,00
N-ZNZASKL Nové zaskladnění ...					
P-PŘEPRAVA Poplatek, různá ...					
P-PŘÍSPĚVEK Příspěvek na pro...					
P-ZNZASKL Nové zaskladnění ...					

= 2222

CZ

No.	Description	Gen. Prod.	VAT Prod.	Search Dim
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

Type of costs

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

Show as Columns . . . . Period

Date Filter 31.12.05

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

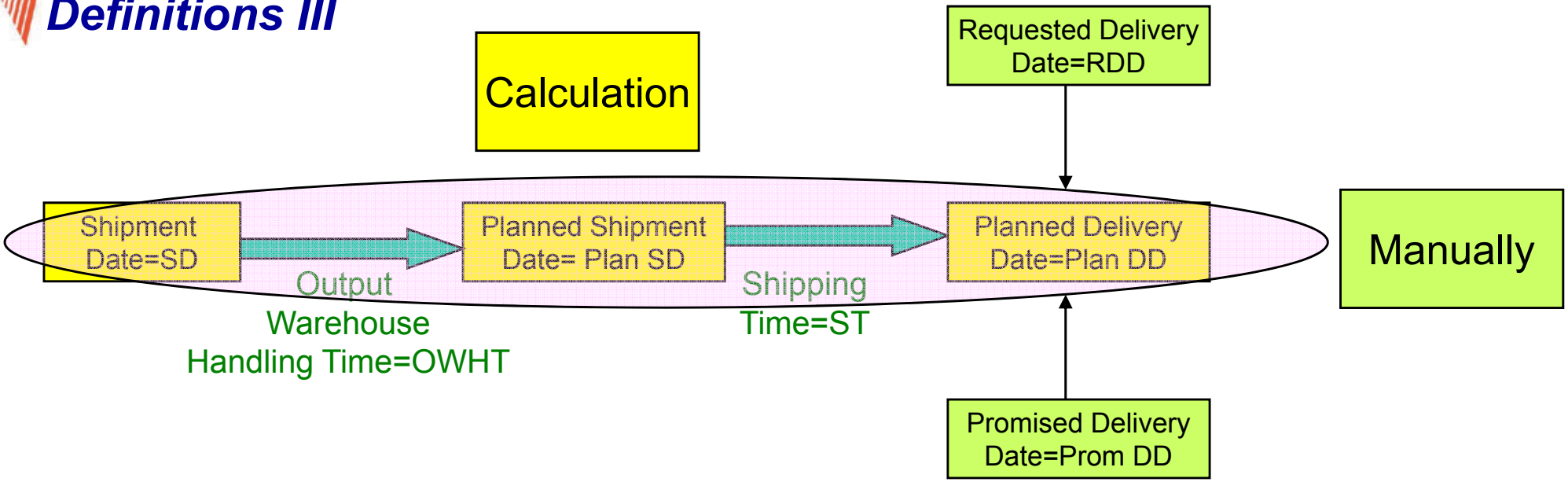
Planned Shipment Date: The date on which the picking process is finished, and the items are shipped from the warehouse. This date is calculated by the program.

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



a) Navision calculates earliest RDD taking into account inventory availability without customer´s requirements

b) 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 = Planned Shipment Date (Plan SD)
Plan SD + ST (shipping time) = Plan DD

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

Plan DD – ST= Plan SD
Plan SD – OWHT=ST

Next

Calculation priorities (addendum)

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

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

- BizTalk Sales Documents
- Reports
- Documents
- Setup
  - Item Charges
  - Payment Terms
  - Payment Methods
  - Customer Price Groups
  - Customer Disc. Groups
  - Standard Sales Codes
  - Item Discount Groups
  - Shipment Methods
  - Shipping Agents
  - Return Reasons
  - Report Selection - Sales

Shipping Agents

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	

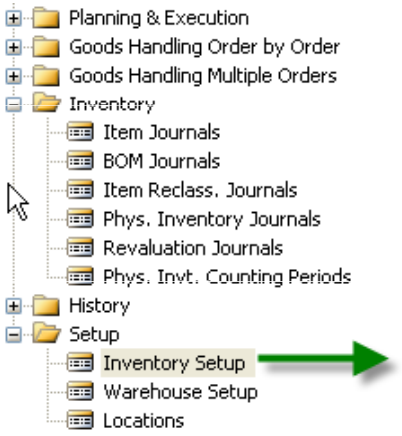
Line | Help

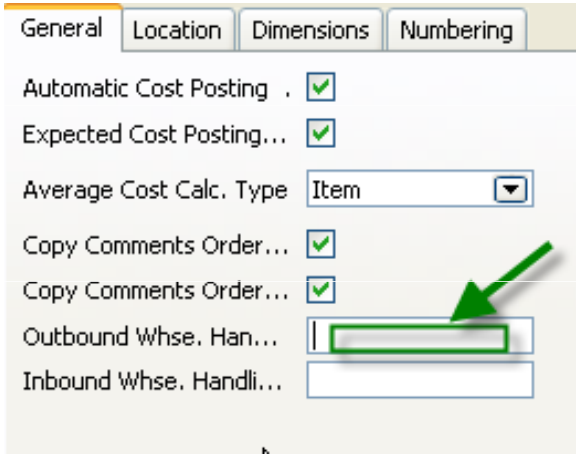
Code	Description	Shipping Time	Base Calendar Code	Customized Calendar
DRUHÝDEN	Dodávka druhý den	1D		No
STANDARD	Standardní dodávka	2D		No

Second Day

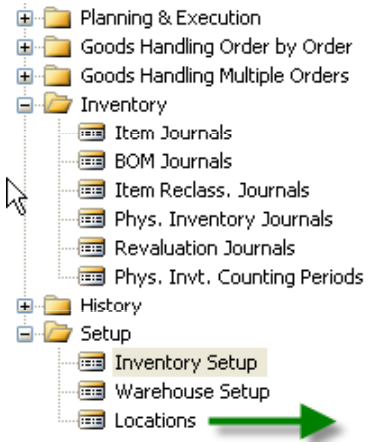
Standard Delivery

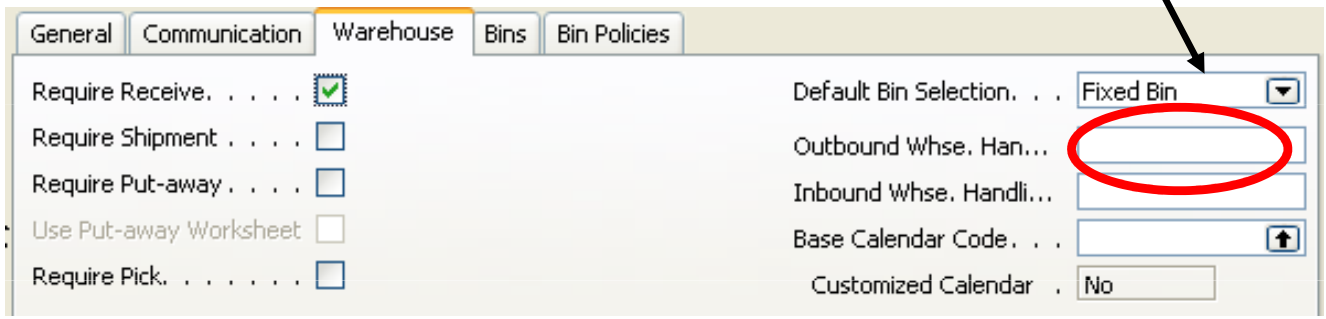
Outbound Warehouse Handling TIme Setup





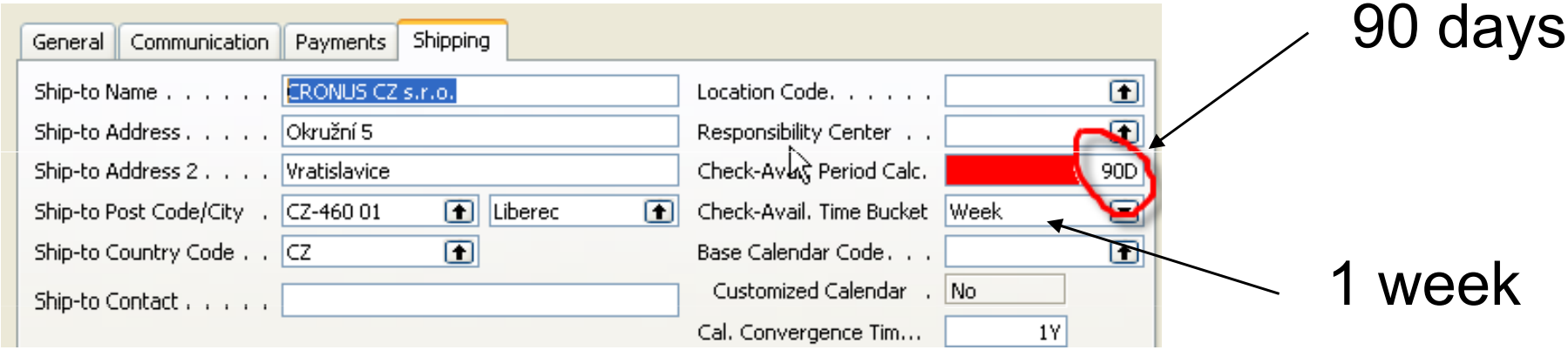
2D = 2 days

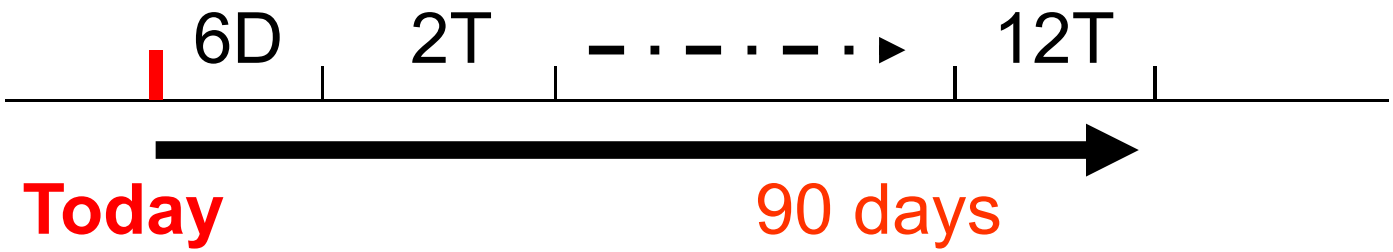




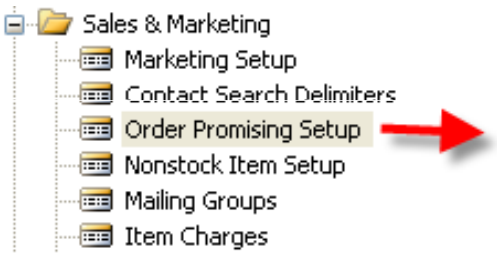
Setting up an Availability Test Interval

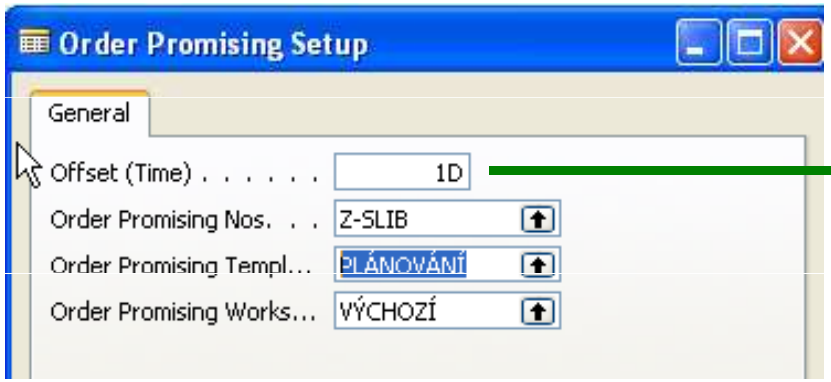
Setup scenario : Application Setup – General -Company Information





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.

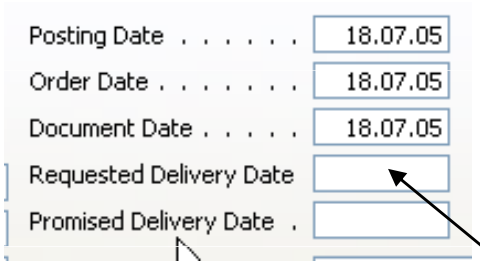
Scenarios (examples) I

- *Customer has sent an order without specification of* ***RDD (Requested Delivery Date)***

  – *available inventory (calculated form 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



Sales Lines

Sales Header – a part of it

REQUESTED Delivery Date not entered

Comment : Outbound Warehouse Handling Time = OWMT

Scenario 2 – general version

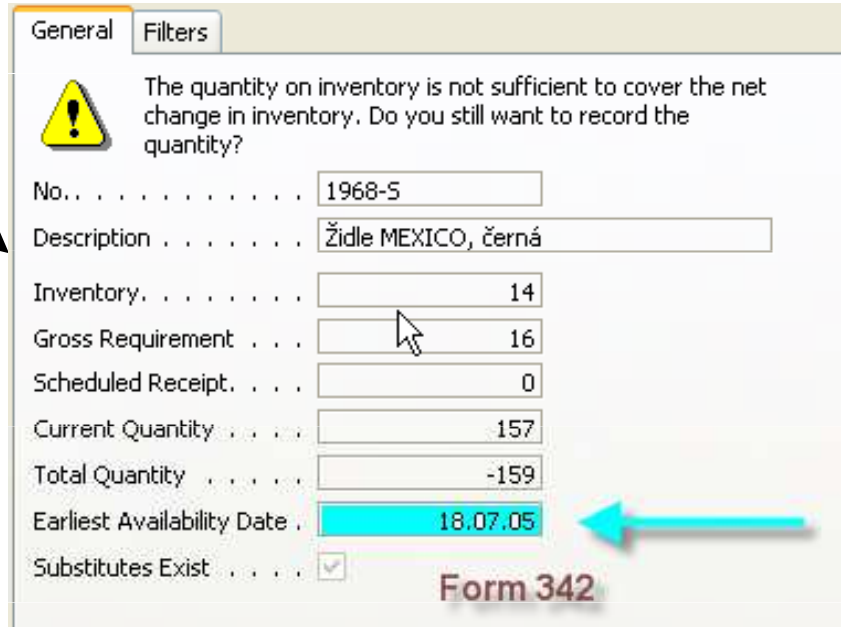
Sales Order Header

Sales Order Line

Location Green, 1968-S – x pcs

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

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



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

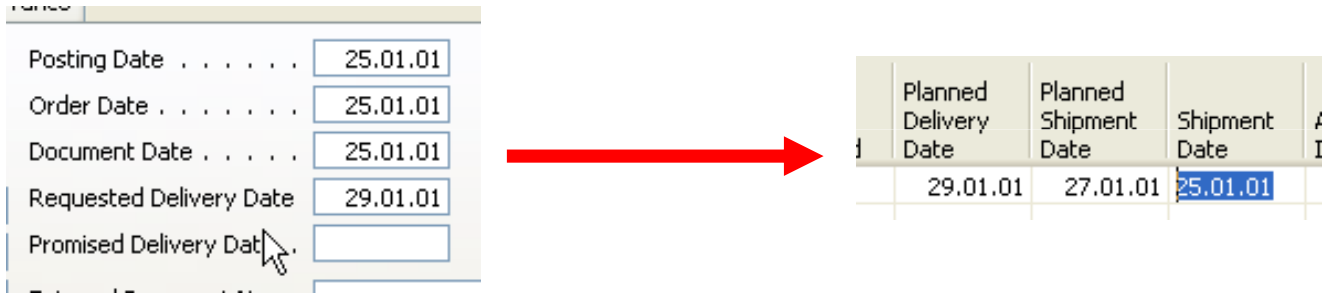
Location Filter . . . . . ZELENÝ Variant Filter . . . . . "

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

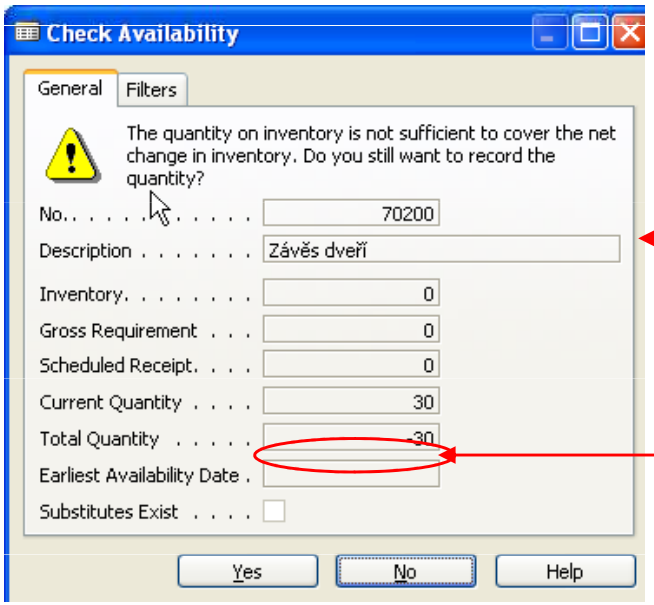
Scenario 3

1. *Sales Order*
2. ***Requested Delivery Date** i 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)*



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***



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

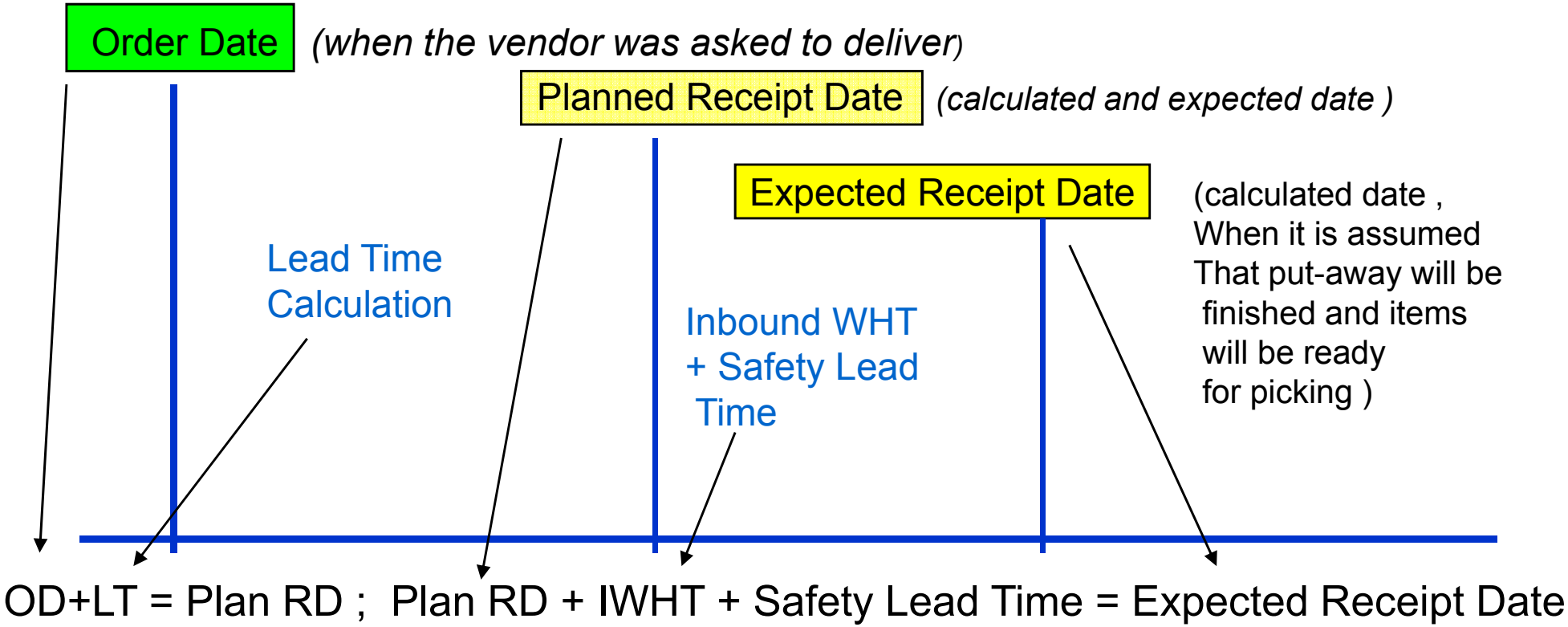
When creating sales orders, with or without requested delivery dates, salespeople may encounter situations where, for one reason or another, they would prefer to ship the orders on a different date than that calculated by the program. The practice of shipping orders on certain week days to a specific 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 !!!



OD+LT = Plan RD ; Plan RD + IWHT + Safety Lead Time = Expected Receipt Date

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 mote on the page 169*

Returns Management

Chapter 9 – page 176, 8362a_9.pdf

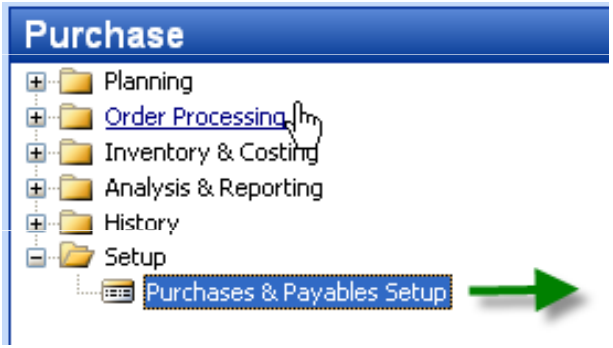
- *Overview*
- *Setting up Returns Management*
- *Managing Returns from Customers*
- *Managing Returns to Vendorsipt*

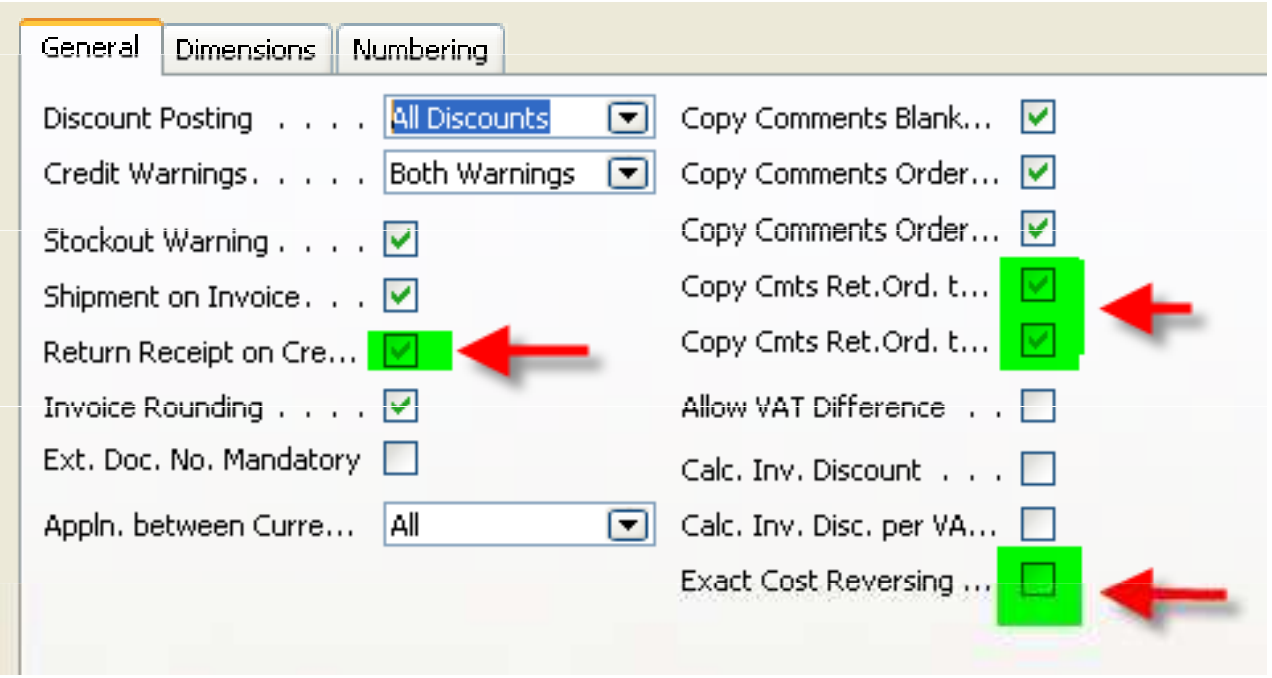
Overview

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

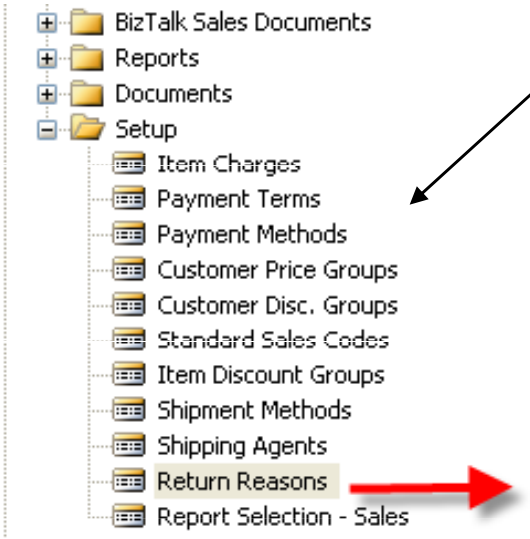


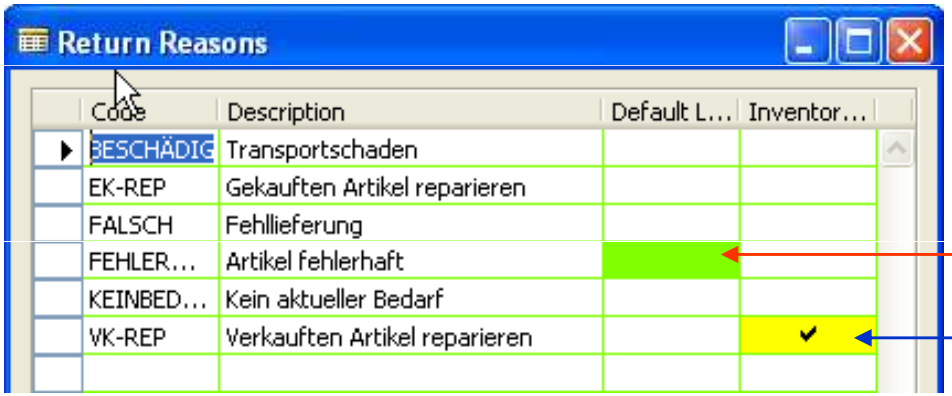


Comment : Cmts=Comments

Setup of Return Reason Codes (RRC)

Sales & Marketing – Order Processing – Setup – Return Reasons





In addition to sing 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

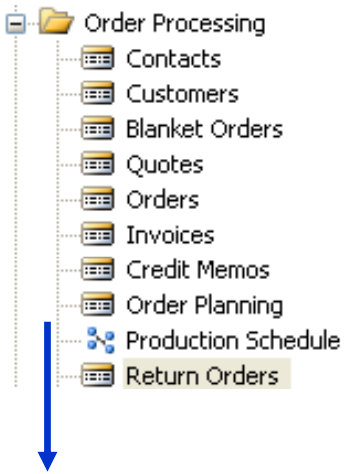
- **Registering a compensation agreement** with the customer
- **Shipping a replacement item (s)** to the customer (if replacement is part of the compensation agreement)
- **Crediting the customer** (either by means of a credit for physically returned items or a sales allowance where the customer is 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)

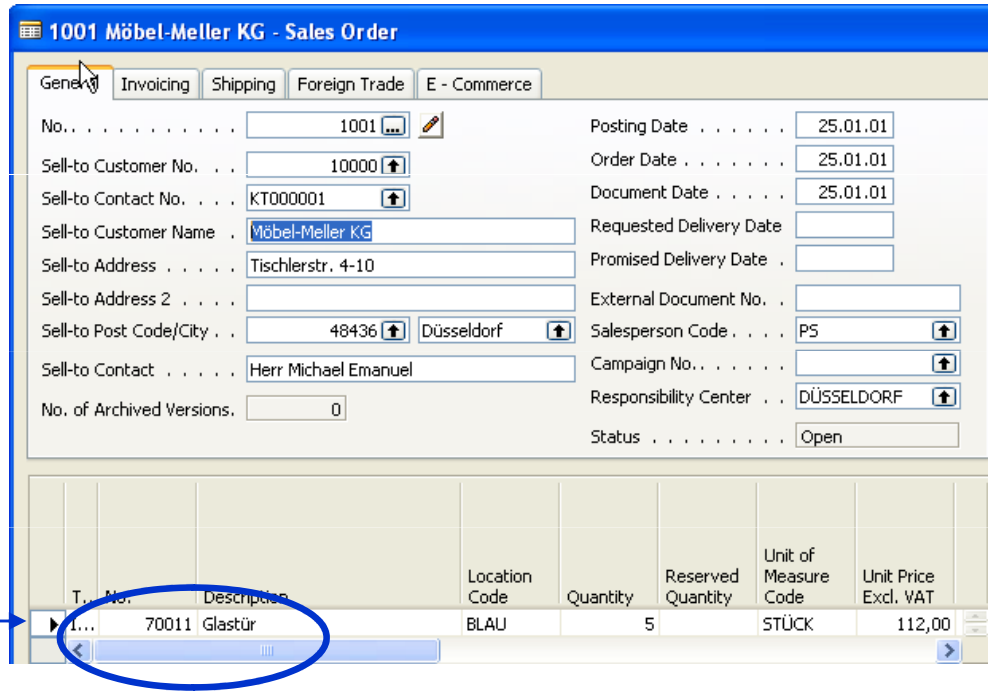
Tasks connected to Return Orders on the Sales Side – internal processes

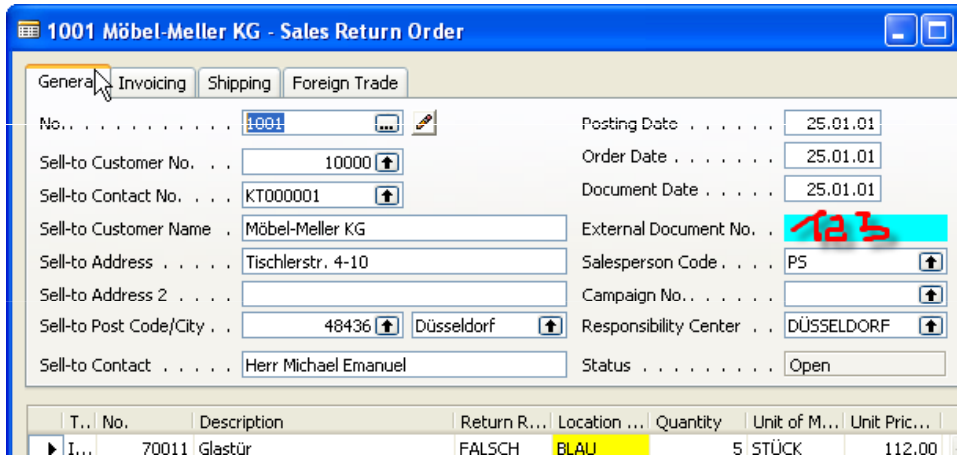
- **Receiving returned items and inspecting them** (if relevant)
- **Applying restock charges**
- **Shipping returned items to the vendor for repair (purchase) !!!)**
- **Ensuring the accurate inventory value of the returned items**

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*







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

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
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..				
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	PS
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,

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		4,035

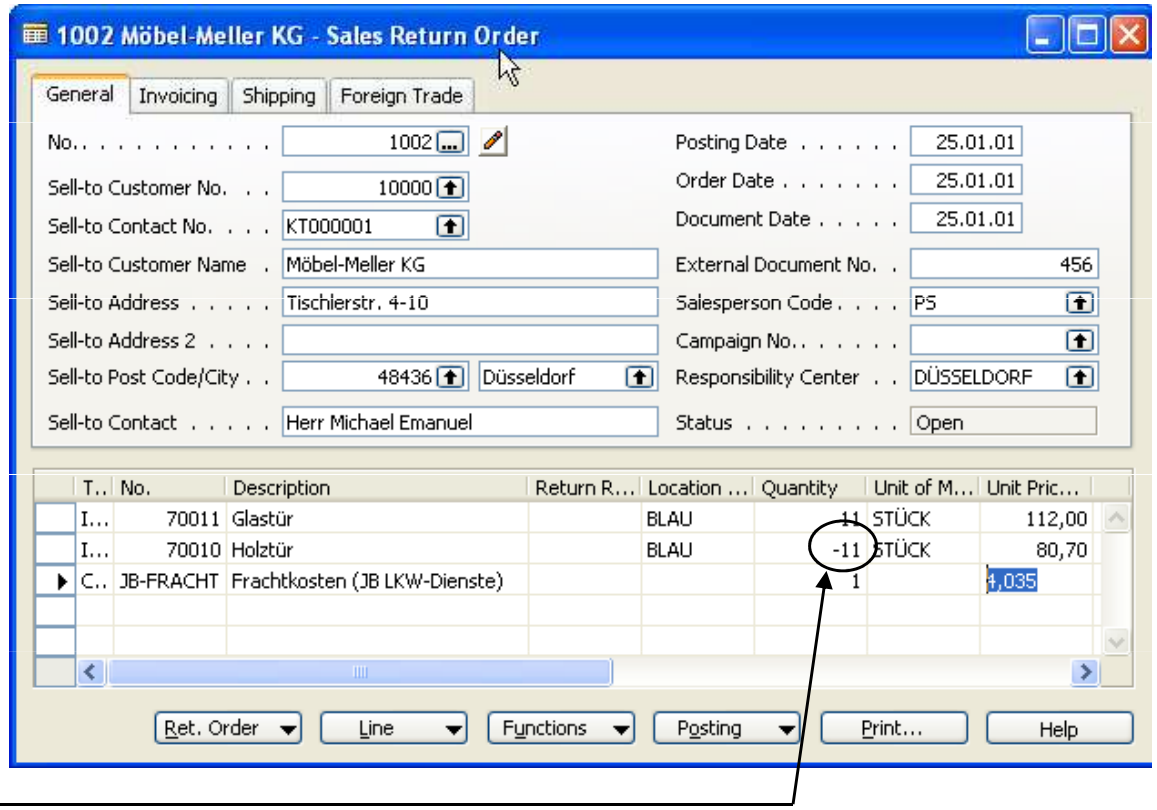
RO Lines

RO after data entry

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

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 !!!!

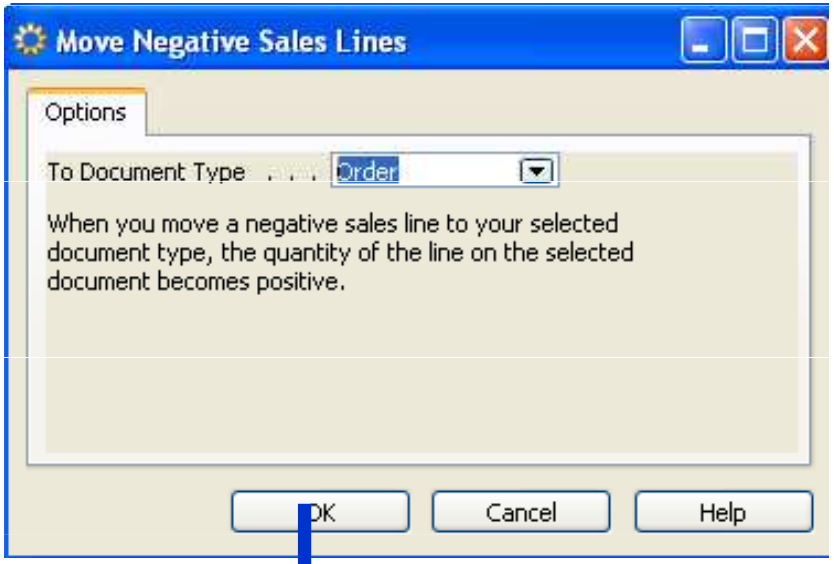


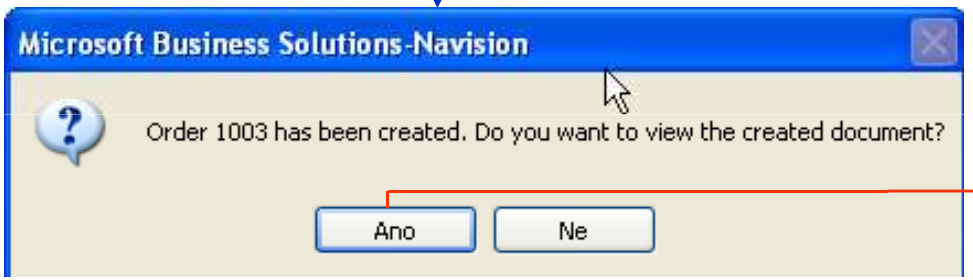
RO – Functions - Move Negative Lines

Move negative lines

T..	No.	Description	Return R...	Location ...	Quantity	Unit of M...	Unit Pric...
I...	70001	Glastür		BLAU	11	STÜCK	112,00
C..	JB-FRACHT	Frachtkosten (JB LKW-Dienste)			1		4,035

RO Lines after negative line was moved

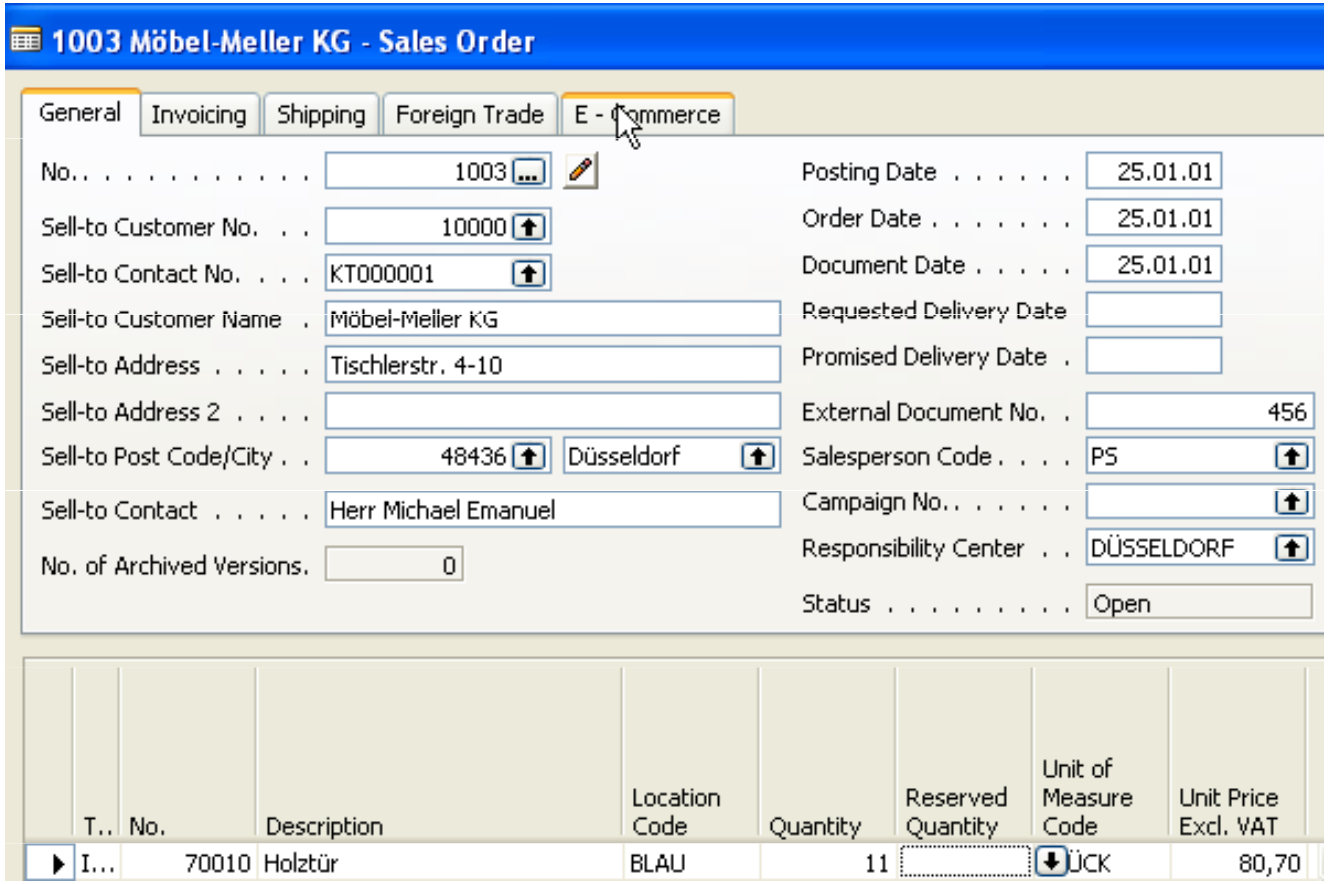




Move Negative Lines

RO

Dialog window
see page 187
(or previous slide)



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

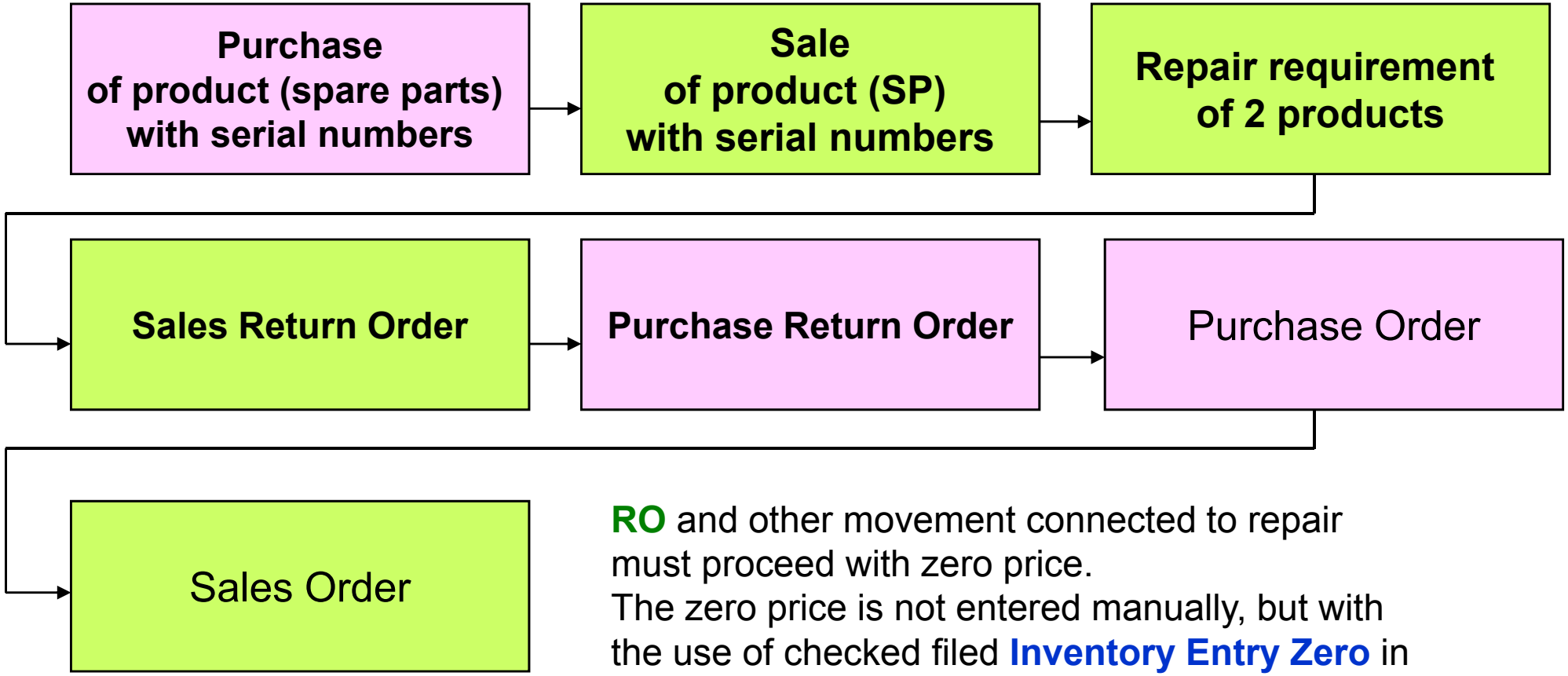
General | Invoicing | Shipping | BizTalk

No. 102036
Sell-to Customer No. . . 10000
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

Posting Date . . . . . 25.
Document Date . . . . . 25.
Requested Delivery Date
Promised Delivery Date .
Order No.. . . . . .
External Document No. .
Salesperson Code . . . . PS
Responsibility Center . . DÜSS
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 | EC 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	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	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	PS
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
I...	80102	17" M780 Monitor		2		ÜCK	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

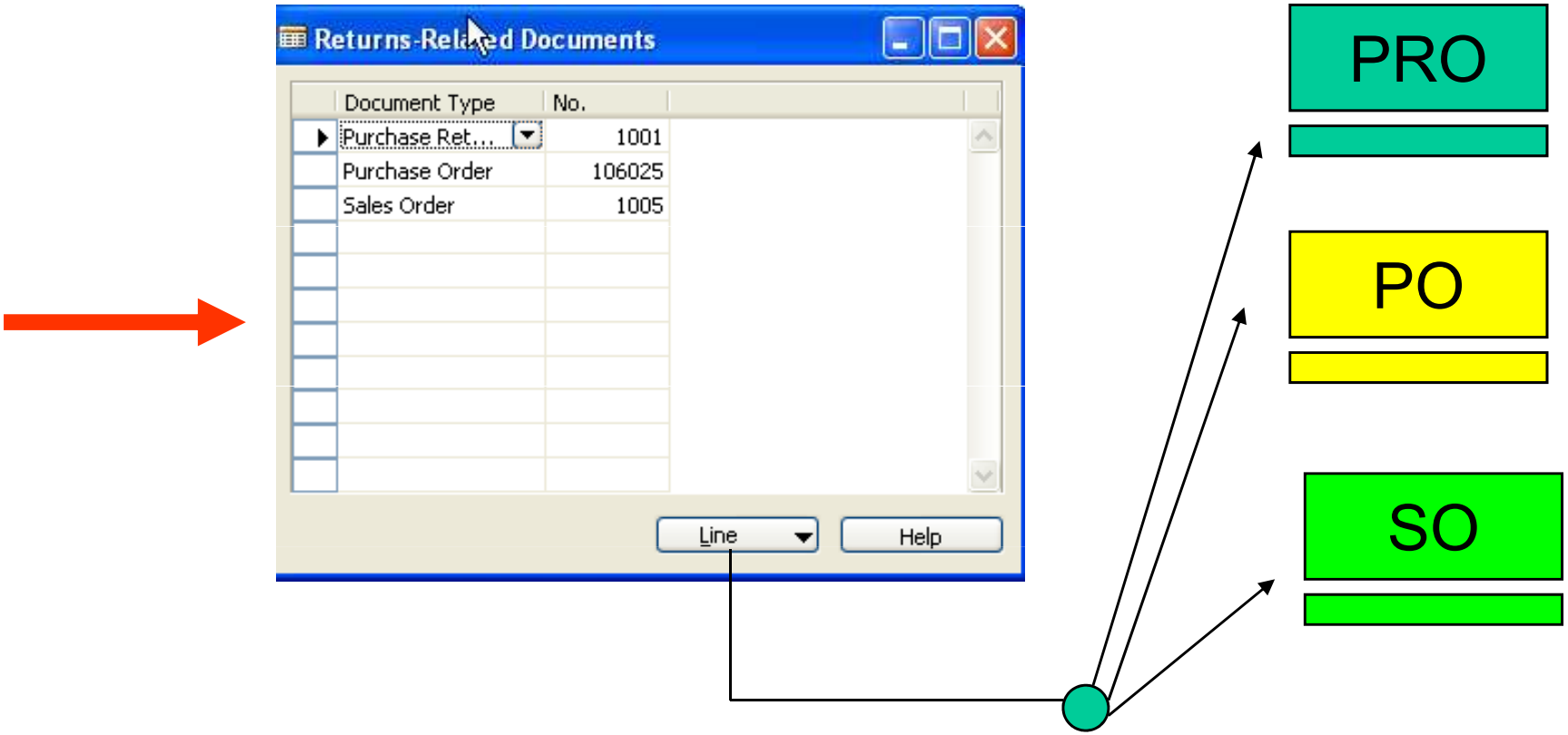
No.	1003	Posting Date	14.09.05
Sell-to Customer No.	10000	Order Date	14.09.05
Sell-to Contact No.	KT000001	Document Date	14.09.05
Sell-to Customer Name	Möbel-Meller KG	External Document No.	
Sell-to Address	Tischlerstr. 4-10	Salesperson Code	PS
Sell-to Address 2		Campaign No.	
Sell-to Post Code/City	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…)

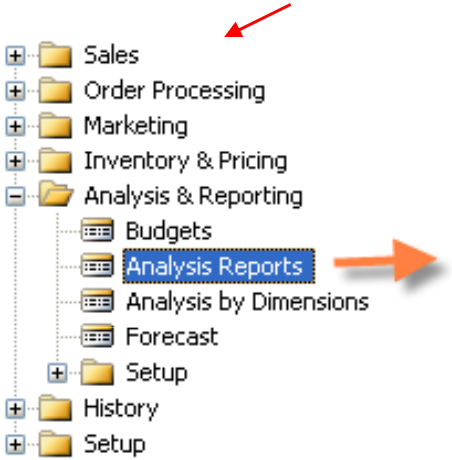
Analysis Reports

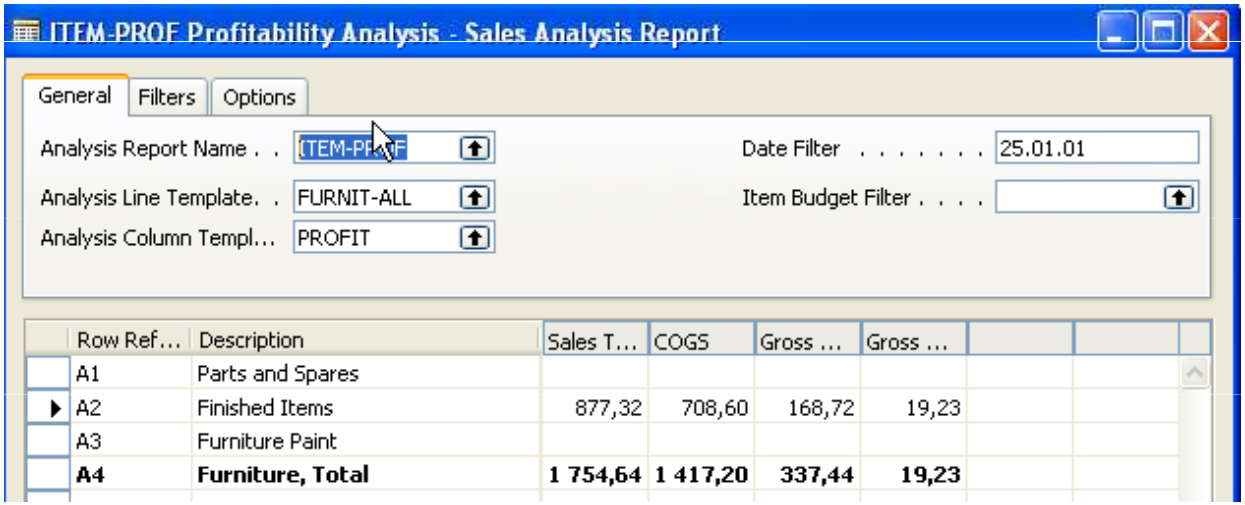
- *Overview*
- *Analysis Reports*
- *Analysis and Dimensions*
- *Sales and Purchase Budgets*

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





Attention : Error in English layer
if not W1version

Analytical Reports I

General | Filters | Options

Analysis Report Name . . ITEM-PROF

Analysis Line Template. . FURNIT-ALL

Analysis Column Templ... PROFIT

Header of the report

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...

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 II

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 Column Templates

Name	Description
BUDGET	Turnover, actual vs. budget
PRICES	Prices Analysis
PROFIT	Profitability
SALES	Turnover, actual vs last

OK | Cancel | Columns | Help

Next slide

Analytical Reports III – Analysis Columns template

Sales - Analysis Columns

Name . . . . . PROFIT

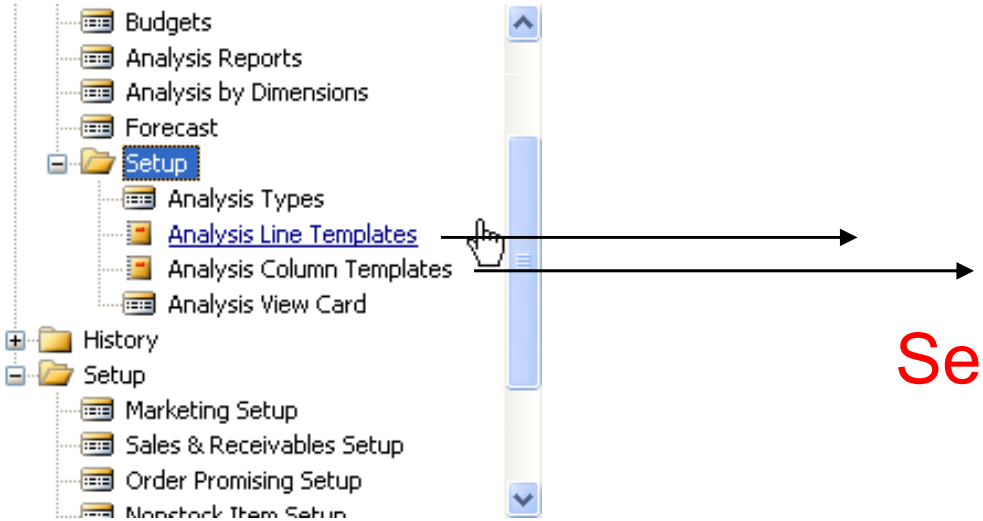
Column No.	Column Header	Invoiced	Column Type	Ledger Entry Type	Formula	Show Opposite Sign	Comparison Date Formula	Analysis Type Code
A1	Sales Turnover	✔	Net Change	Item En...				SALES-AMT
A2	COGS	✔	Net Change	Item En...		✔		COGS
A3	Gross Profit Margin		Formula	Item En...	A1+A2			
A4	Gross Profit %		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)

Sales - Analysis Line Templates

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

Lines | Help

Sales Analysis Lines

Name . . . . . MIKI LINES

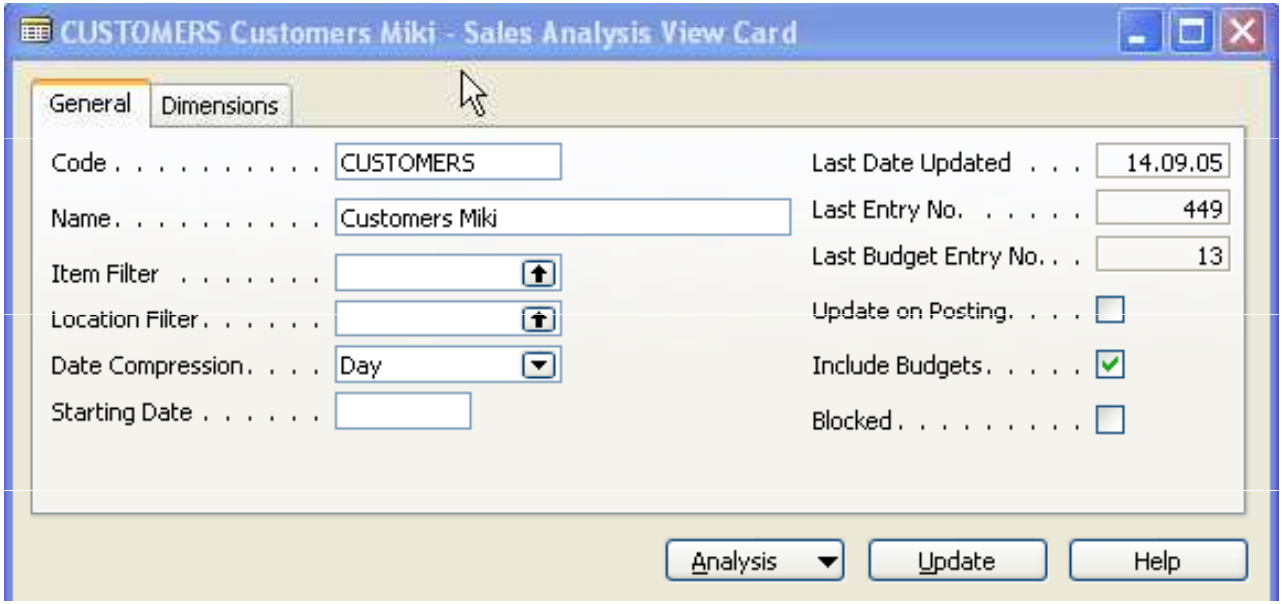
Row Ref...	Description	Type	Range	Bold
A1	My customer 1	Customer	10000	
A2	My customer 2	Customer	20000	
A3	My group of US customers	Customer	01121212|01445544|01454545	
	Total	Formula	A1..A3	✔

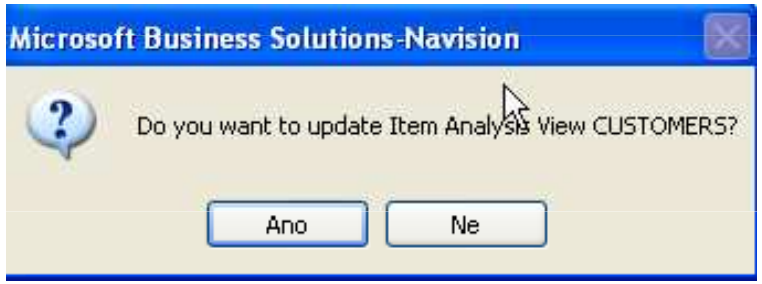
Inventory Setup

General | Location | Dimensions | Numbering

Item Group Dimension ... BUSINESSGROUP

Analysis view card





Update

Analysis I

CUST-SALES Analyzing customers - Sales Analysis Report

General | Filters | Options

Analysis Report Name . . CUST-SALES

Analysis Line Template. . MIKI LINES

Analysis Column Templ... SALES

Date Filter . . . . . 01.01.01..31.12.05

Item Budget Filter . . . .

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
	Total	**420,40**	**11 334,15**	**47,00**	**11 754,55**

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 . . . .
Source No. Filter . . . .
Area Filter 70
Customergroup Filter . .
Salesperson Filter . . . .

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
	Total		**1 499,03**	**16,00**	**1 499,03**

1 7 31 3 12 Functions 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

Sales Amount	Item Ledger Entry
Cost Amount	Item Ledger Entry
Non-Inventoriable Amount	Item Ledger Entry
(	
Quantity	Item Ledger Entry
Unit Cost	Item Card
Standard Cost	Item Card
Indirect Cost	Item Card
Unit Price	Item Card

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	Sl
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

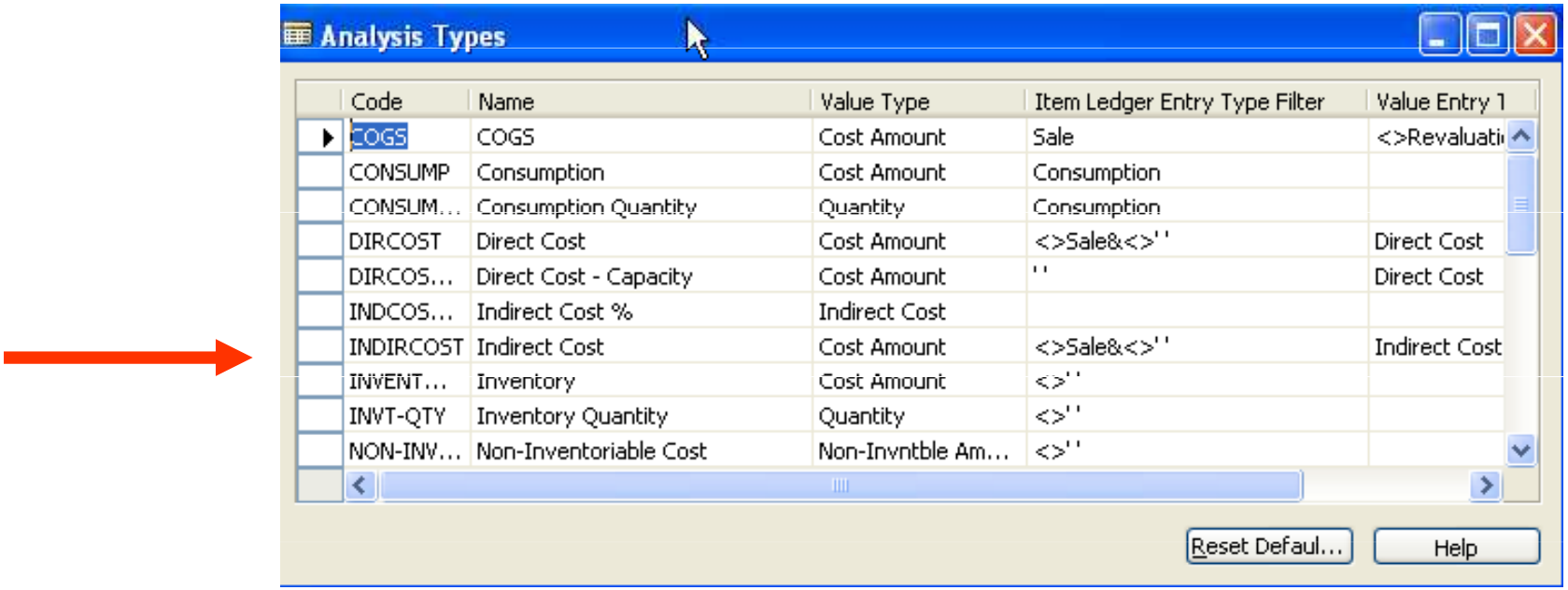
Analysis Type List

Code	Name	Value Type
P-ADJTM	Postive 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



Analysis Types

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-Invntble Am...	<>''	

Reset Defaul... Help

Another analysis

ITEM-PROF Profitability Analysis - Sales Analysis Report

General | Filter | Options

Analysis Report Name . . ITEM-PROF

Analysis Line Template. . CUST-ALL

Analysis Column Templ... PROFIT

Date Filter . . . . . 01.01.01..31.12.05

Item Budget Filter . . . .

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	**Total for all customers**	**34 335,69**	**24 245,20**	**10 090,49**	**29,39**

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		Qty. on Prod. Order	44
Shelf No.	F4	Qty. on Component Lines	0
Automatic Ext. Texts		Qty. on Sales Order	104
Created From Nonstoc...		Qty. on Service Order	0
Item Category Code		Service Item Group	
Product Group Code		Blocked	
		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

Puchase Order

Reservation system (PO –SO)

106025 AR Day Property Management - Purchase Order

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

No. 106025
Buy-from Vendor No. . . 20000
Buy-from Contact No. . . CT000067
Buy-from Vendor Name . AR Day Property Management
Buy-from Address . . . . 100 Day Drive
Buy-from Address 2 . . .
Buy-from Post Code/City GB-GU3 2SE Guildford
Buy-from Contact . . . . Mr. Frank Lee
No. of Archived Versions. 0

Posting Date 20.01.01
Order Date 20.01.01
Document Date 20.01.01
Vendor Order No. . . . .
Vendor Shipment No. . .
Vendor Invoice No. . . .
Order Address Code. . .
Purchaser Code . . . . . RL
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

For this scenario use chosen Item only !!!

1001 The Cannon Group PLC - Sales Order

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

No. 1001
Sell-to Customer No. . . 10000
Sell-to Contact No. . . . CT000001
Sell-to Customer Name . The Cannon Group PLC
Sell-to Address . . . . . 192 Market Square
Sell-to Address 2 . . . .
Sell-to Post Code/City . . GB-B27 4KT Birmingham
Sell-to Contact . . . . . Mr. Andy Teal
No. of Archived Versions. 0

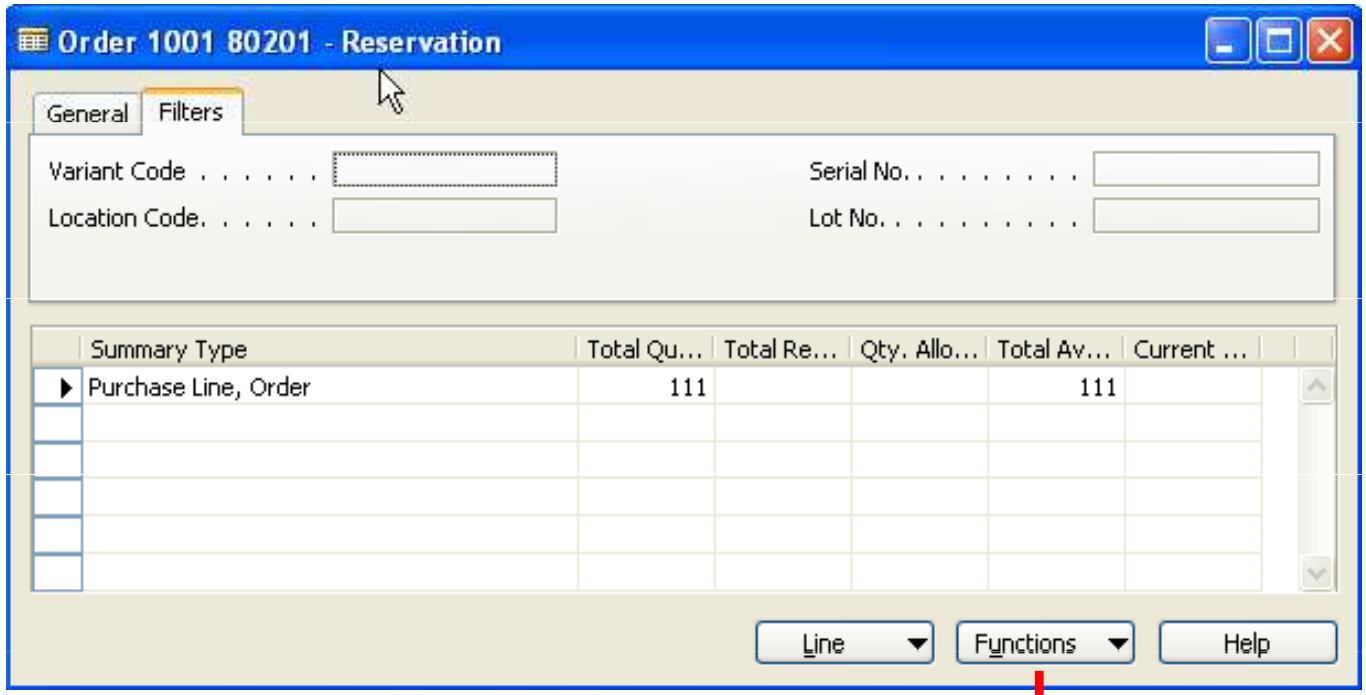
Posting Date 25.01.01
Order Date 25.01.01
Document Date 25.01.01
Requested Delivery Date
Promised Delivery Date .
External Document No. .
Salesperson Code . . . . PS
Campaign No. . . . . .
Responsibility Center . . BIRMINGHAM
Status . . . . . Open

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

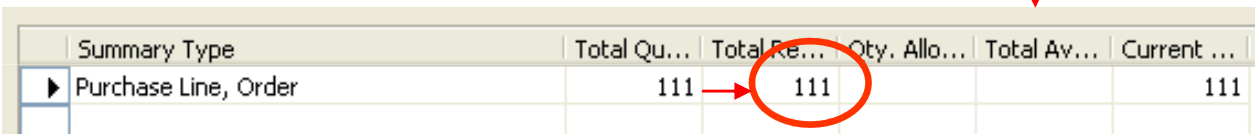
Order | Line | Functions | Posting | Print... | Help

RESERVE →

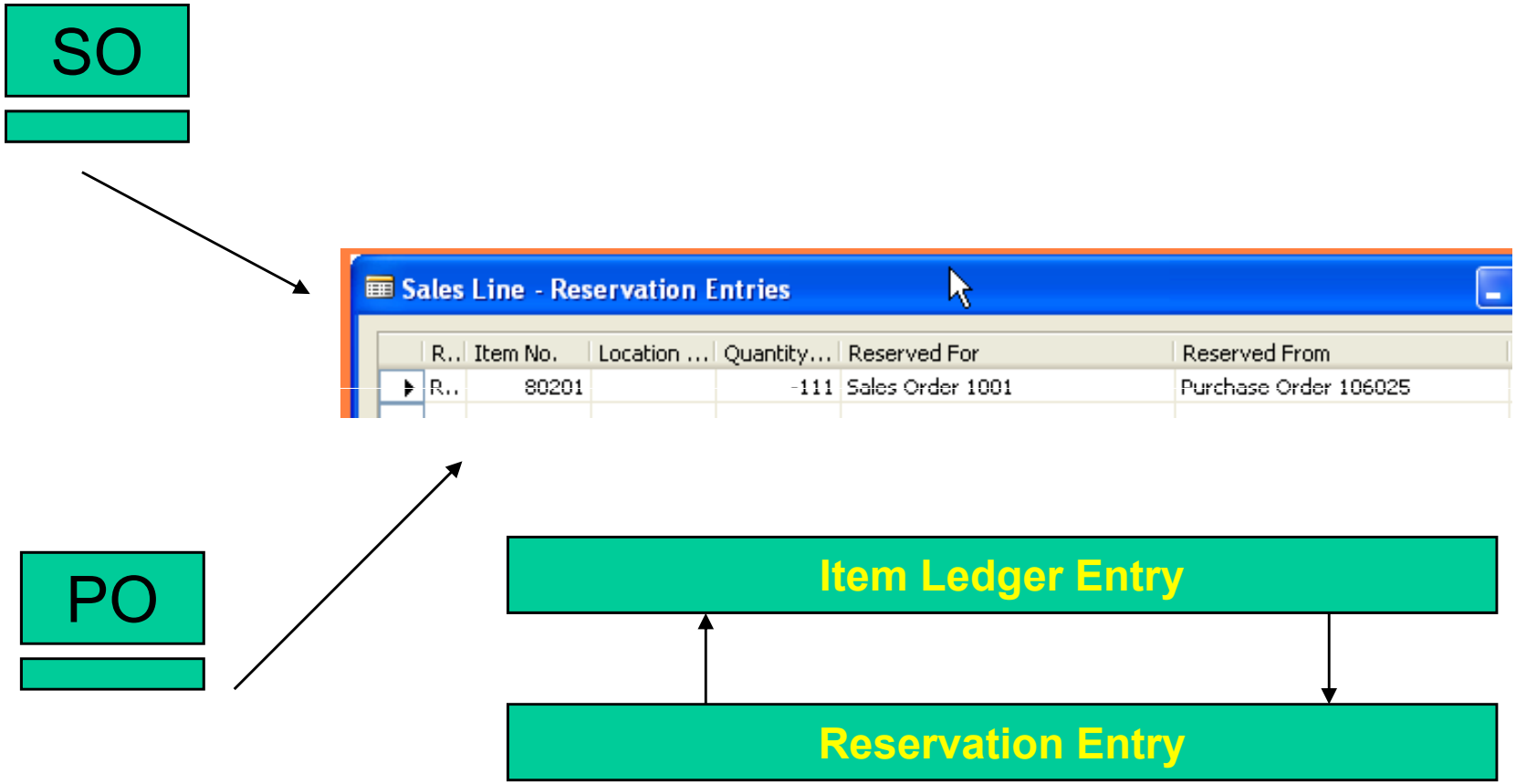
Reservation system (PO –SO)



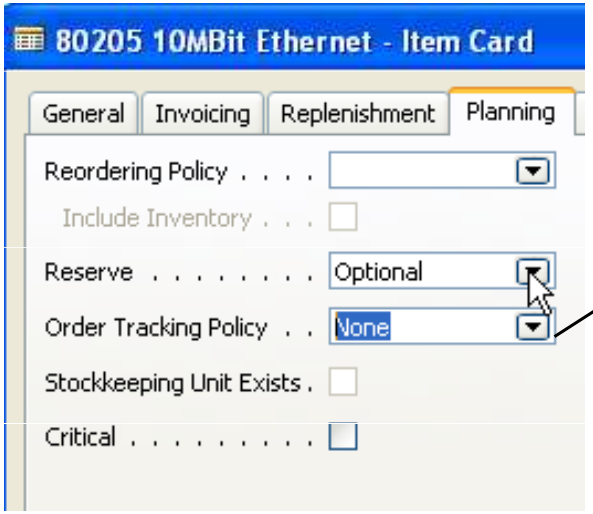
Reserve from the current line



Sales Order – Purchase Order - Reservation Entries



Order Tracking (Page 18 course 8390A)



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
Sell-to Customer No. . . 10000
Sell-to Contact No. . . . CT000001
Sell-to Customer Name . The Cannon Group PLC
Sell-to Address . . . . . 192 Market Square
Sell-to Address 2 . . . . .
Sell-to Post Code/City . . GB-B27 4KT Birmingham
Sell-to Contact . . . . . Mr. Andy Teal
No. of Archived Versions. 0

Posting Date .
Order Date . .
Document Date
Requested Deliv
Promised Deliver
External Docume
Salesperson Coc
Campaign No. .
Responsibility Ce
Status . . . .

T..	No.	Description	Location ...	Quantity	Reserv
Ite	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..	✓	10MBit Ethernet	BLUE		10

Order Tracking Scenario 2-3

106026 Service Electronics Ltd. - Purchase Order

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

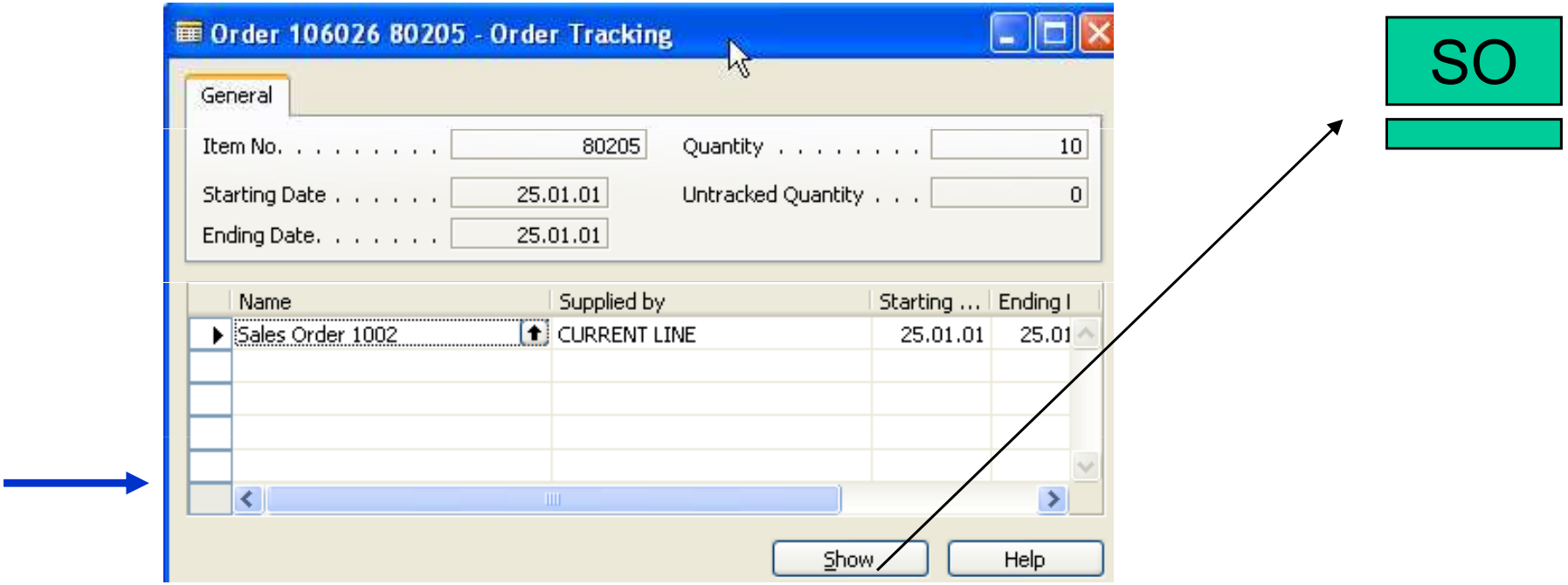
No.	106026	Posting Date	25.01.01
Buy-from Vendor No.	50000	Order Date	25.01.01
Buy-from Contact No.	CT000070	Document Date	25.01.01
Buy-from Vendor Name	Service Electronics Ltd.	Vendor Order No.	
Buy-from Address	172 Field Green	Vendor Shipment No.	
Buy-from Address 2		Vendor Invoice No.	
Buy-from Post 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



Multiple Location - overview

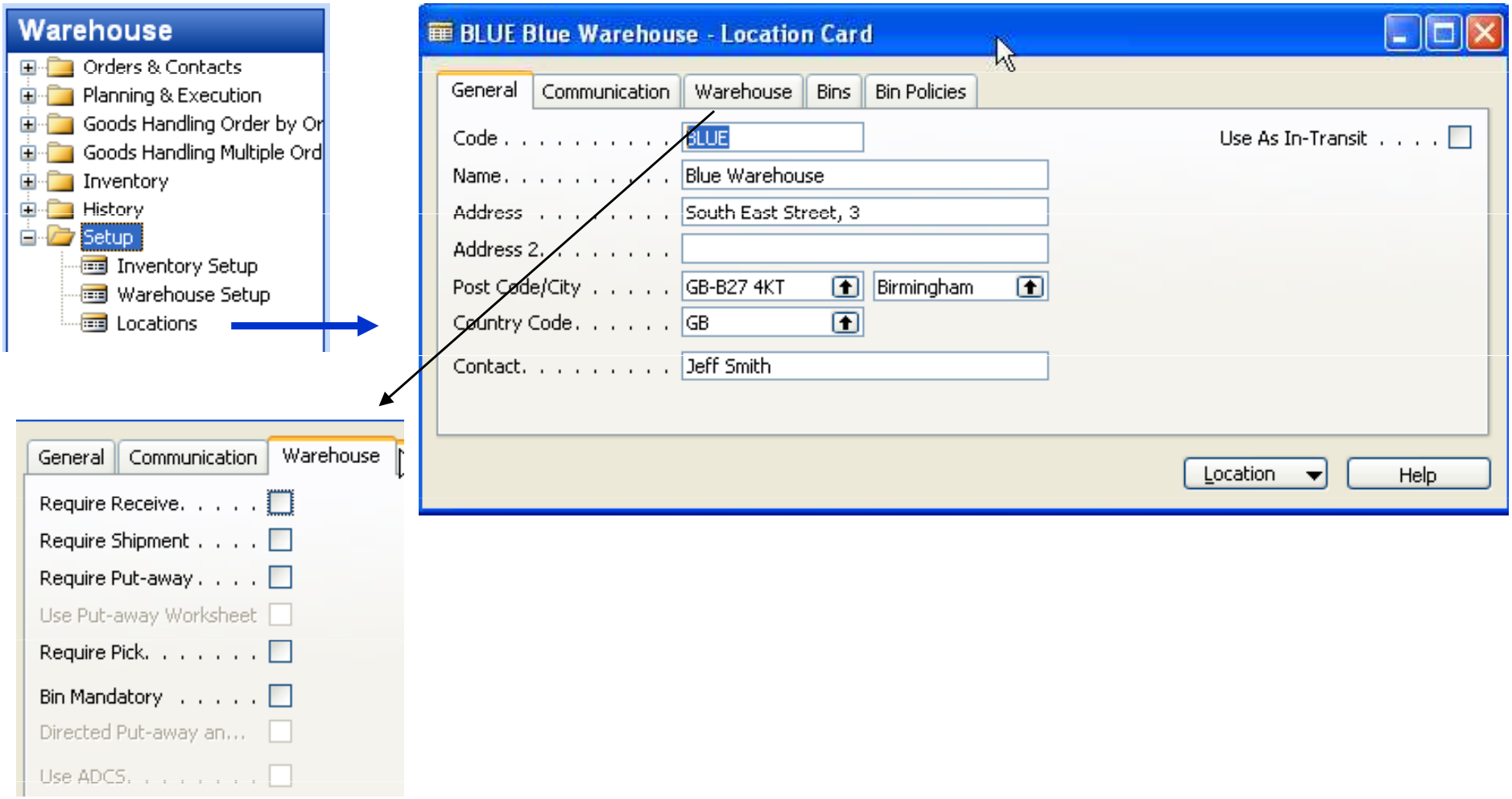
A location is defined as a place that handles physical placement and quantities of item

A stockeeping unit is defined ads an item at a specific location

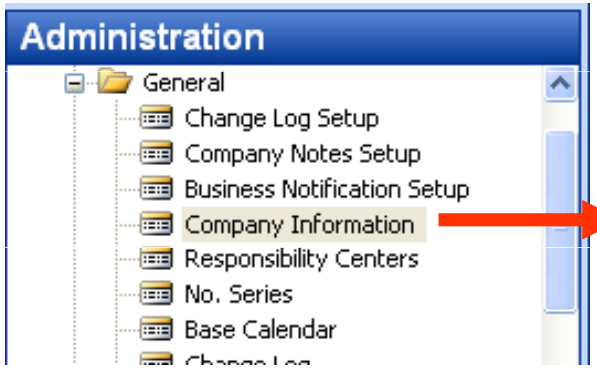
Responsibility centers extends the multiple locations functionality by providing the possibility of handling administrative centers. It might be a cost center, profit center and so on.

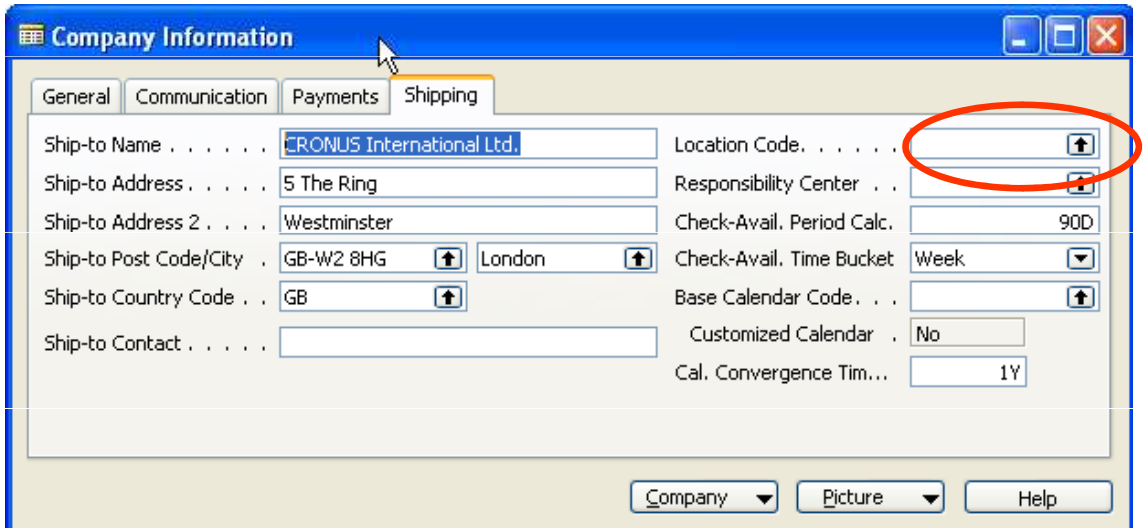
Multiple location and responsibility centers can be implemented independently

Setting up a Company with Multiple Locations I



Setting up a Company with Multiple Locations II





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

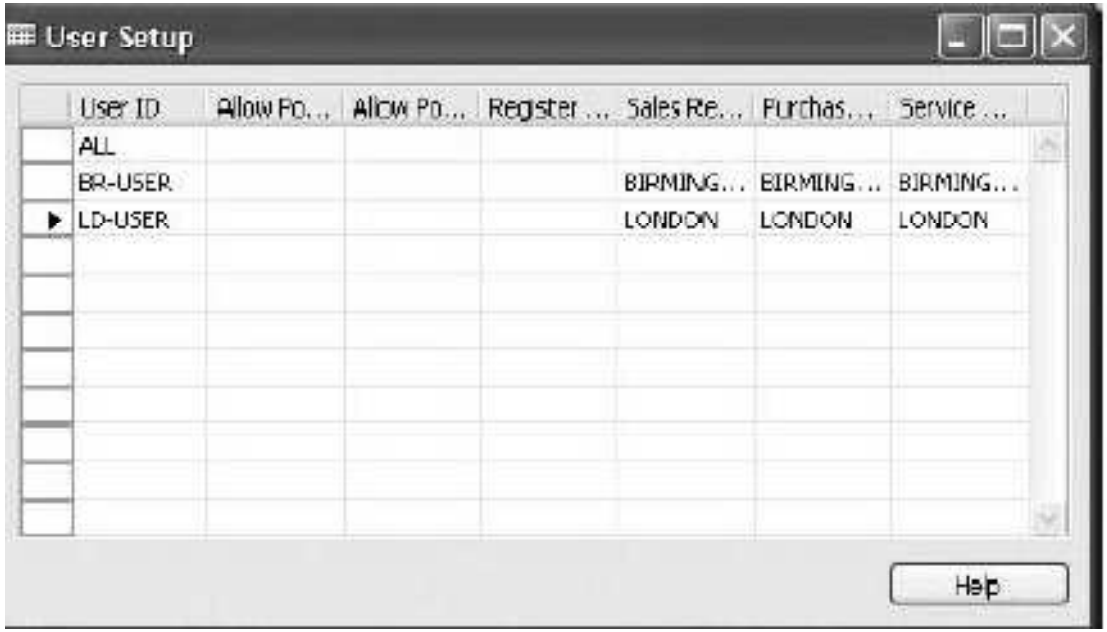
Responsibility Center . . BIRMINGHAM

Locations vs. Responsibility Centers

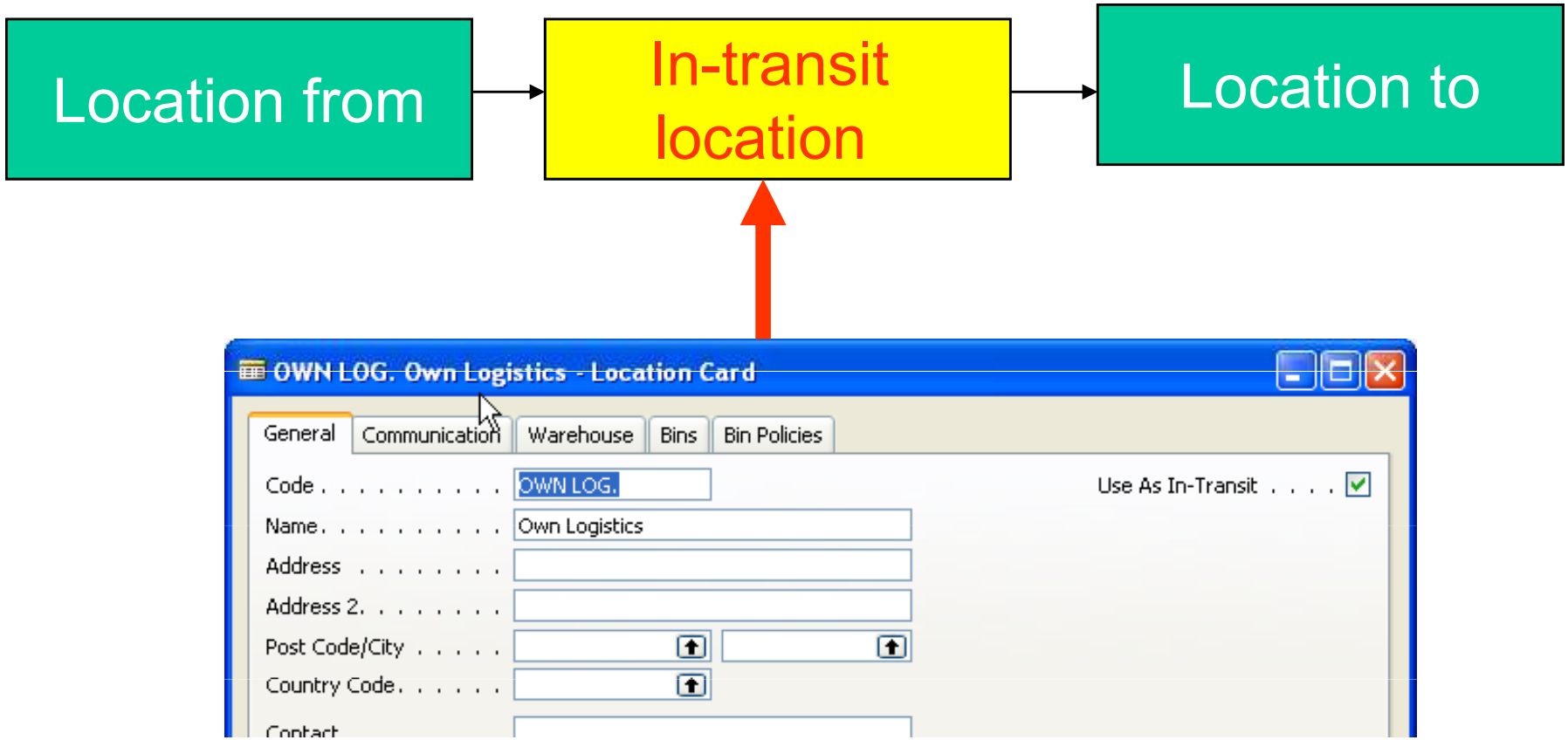
Must be physical locations.	*Do not have to be physical locations.*
Customers and vendors can be linked to locations.	*Help to limit data access for users when linked to User IDs.*
Specifically used for handling inventory.	*Can be used to direct inventory handling or to handle customer/vendor relationships.*

Setting up a Company with Multiple Locations IV

Assignment of the user to the Responsibility Centers –see pdf, chapter 2, of the course 8390A – self study…..

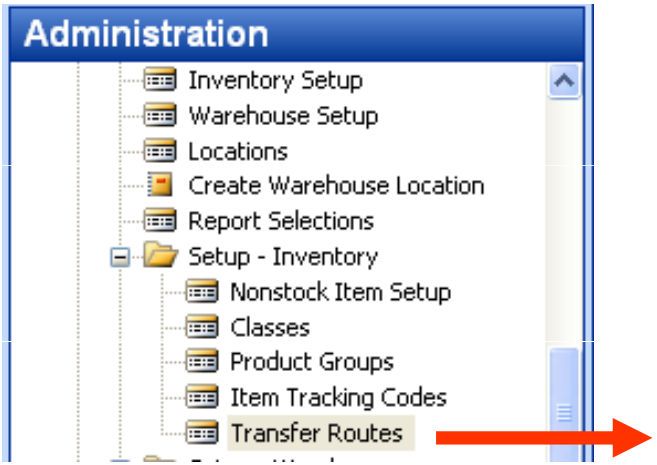


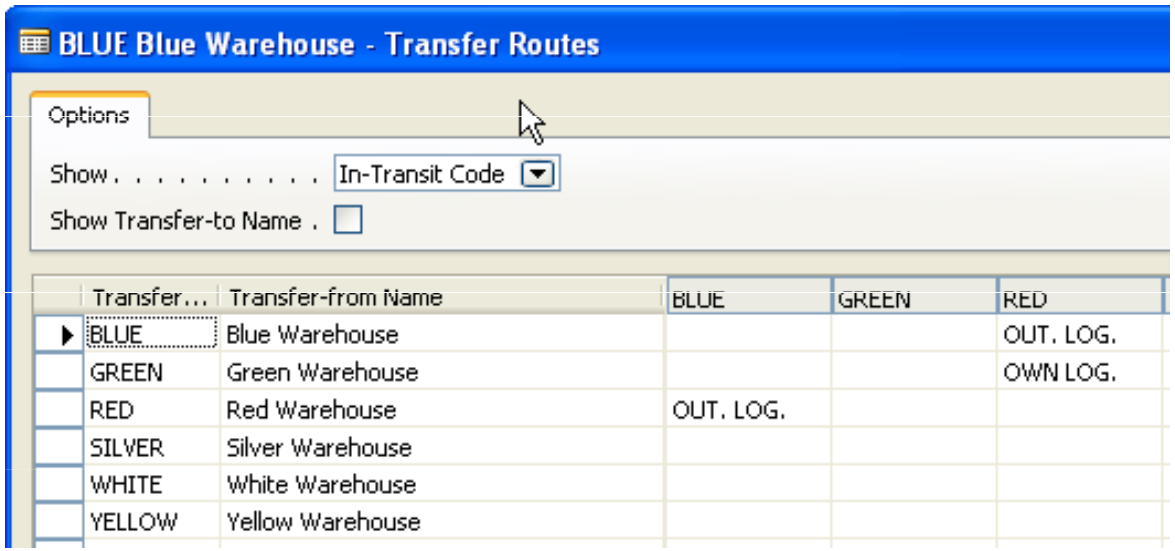
Location transfers



Setting Up Transfer Routes

Application setup-Warehouse-Setup-Inventory-Transfer Routes





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

Transfer-from Code . . . BLUE

Transfer-to Code . . . . GREEN

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

Posting Date 25.01.01

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...

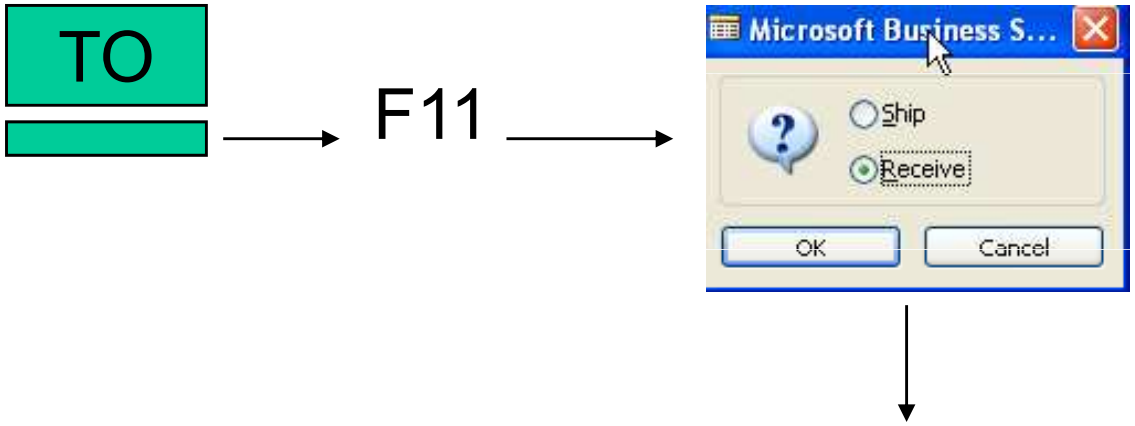
Ship

Receive

OK | Cancel

erved ntity 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



Item 1920-S ANTWERP Conference Table - Item Ledger Entries

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:

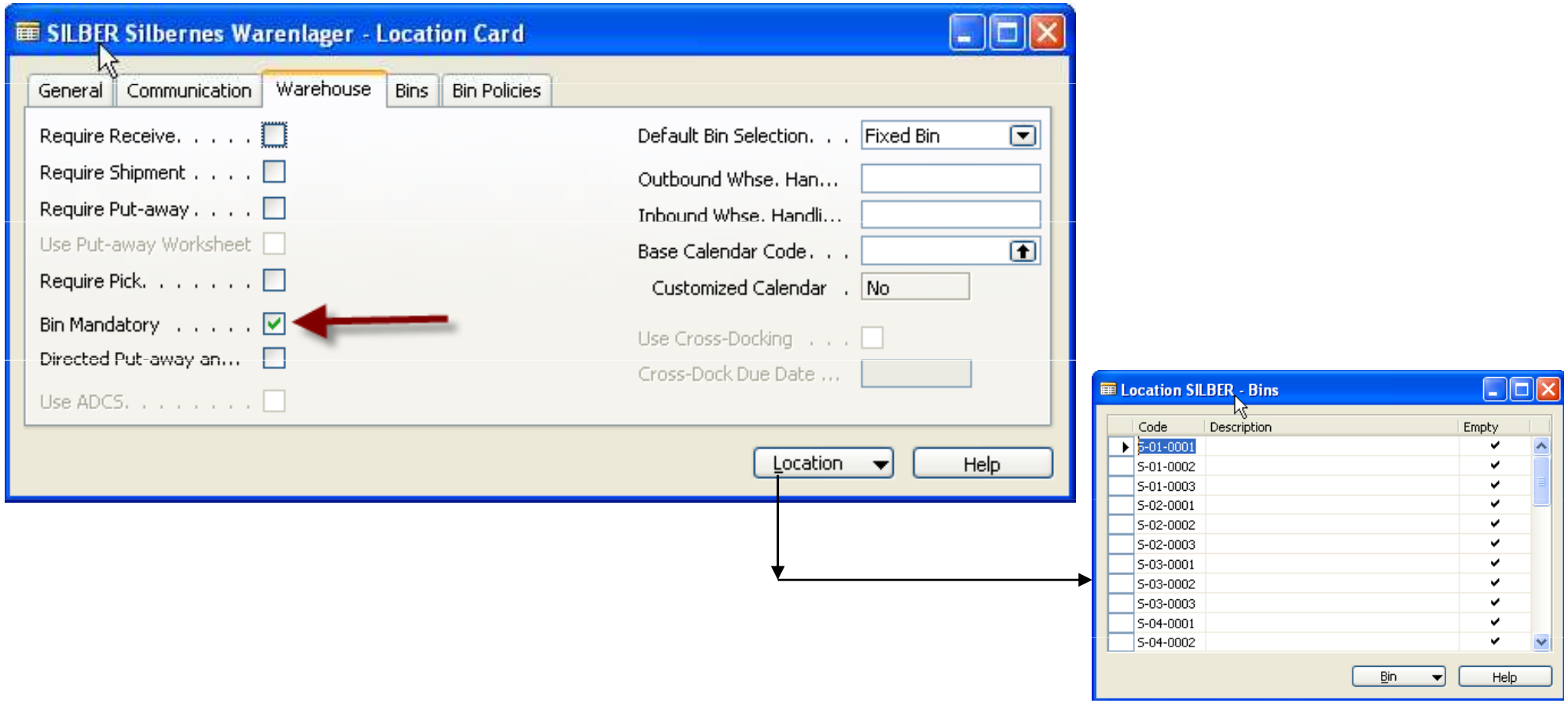
- Calculates a current and detailed purchase order proposal plan.
- Creates actual purchase orders from order proposal lines.
- Handles stockkeeping units that are replenished by transfer and creates the corresponding transfer orders.
- Automatically handles designated purchase order lines from other 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

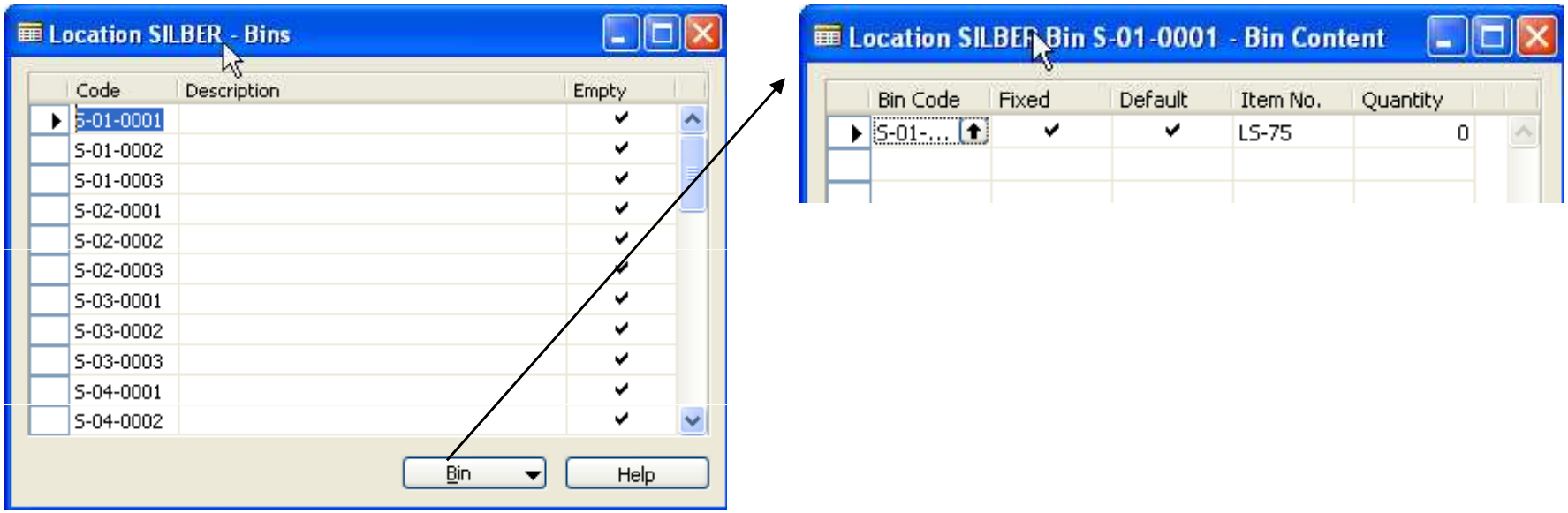
Course 8390A – Chapter 5

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

Warehousing – basic principles setting up locations



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		ÜCK

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

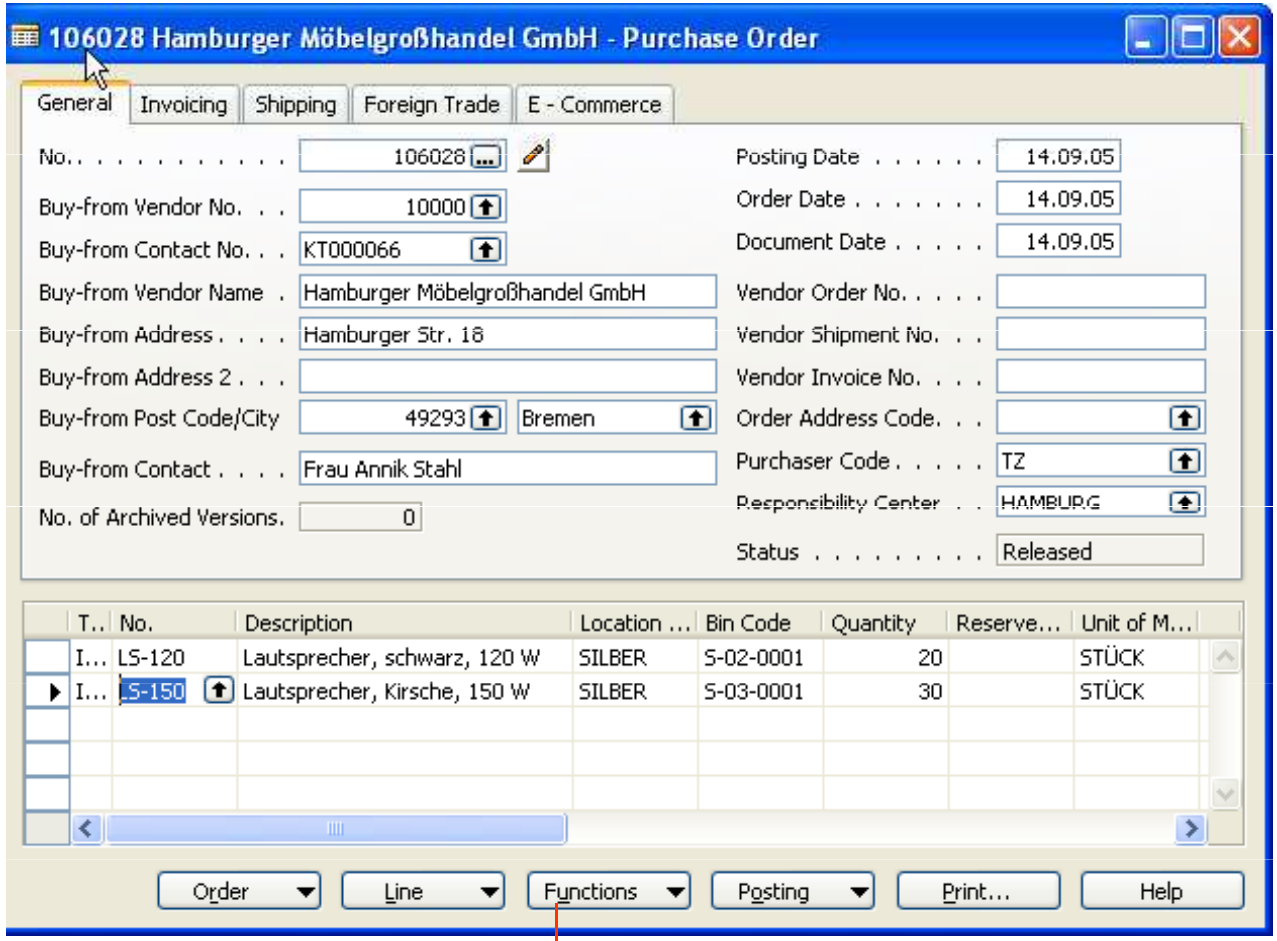
Bin List

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

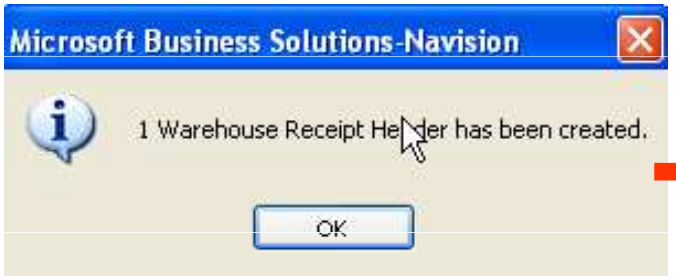
Location ...	Bin Code	Item No.	Default	Fixed	Quantity
SILBER	S-03-0001	LS-150	✔	✔	50

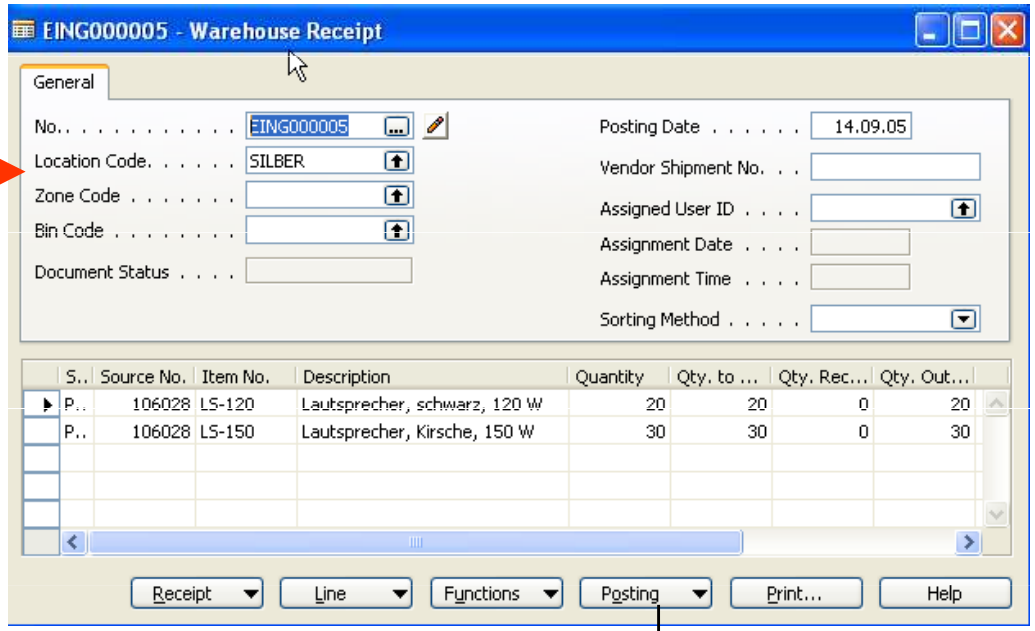
Scenario 2 : Receive and Put Away with a Warehouse Receipt Document

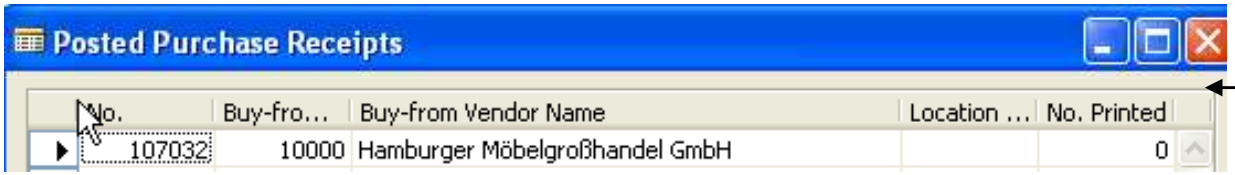


Create Whse receipt

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







F11

Creating Put Away : Location must be setup as follows :

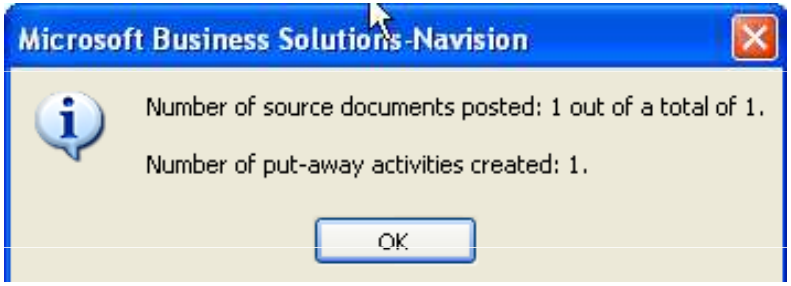
PO

Order | Line | Functions

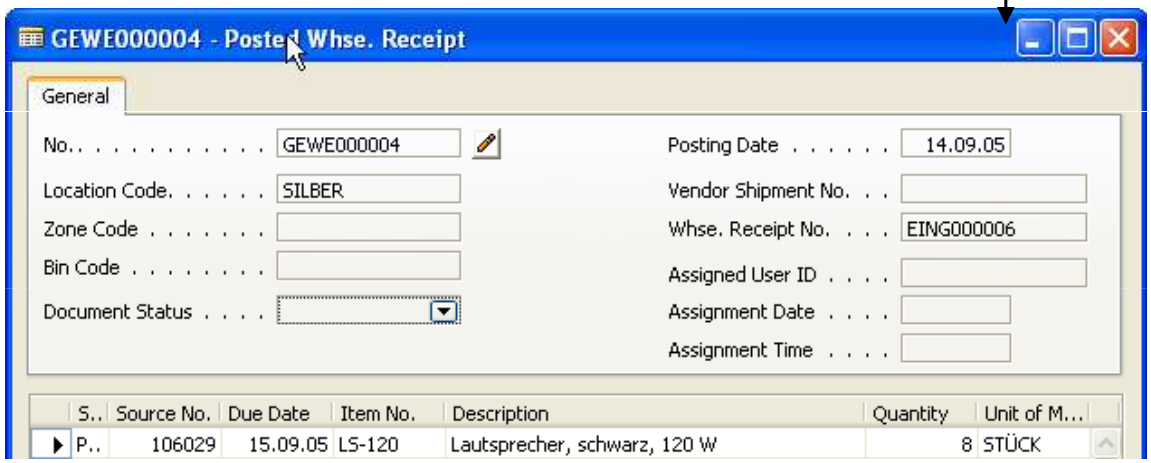
Create Warehouse receipt

Warehouse Receipt

Functions | Posting



History-
- Posted Receipts



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

f	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

Location Code. . . . . SILBER

Breakbulk Filter . . . . . .

Assigned User ID . . . .

Assignment Date . . . .

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?

Ano Ne

Registered Put Away

Location SILBER Item LS-120 Bin S-02-0001 - Bin Conte...

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

REGE000002 - Registered Put-away

General

No. REGE000002
Whse. Activity No. . . . EINL000003
Location Code. . . . . SILBER
Registering Date 14.09.05

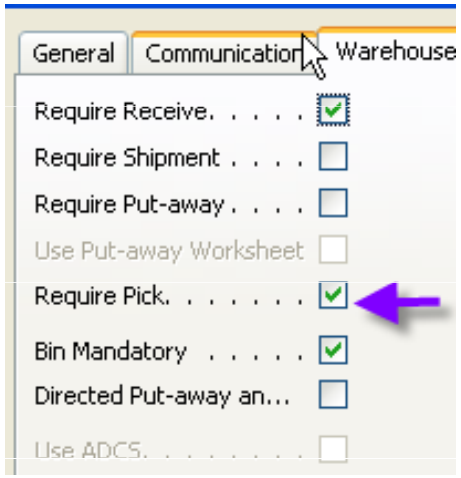
Assigned User ID . . . .
Assignment Date . . . .
Assignment Time . . . .
Sorting Method . . . . .
No. Printed 0

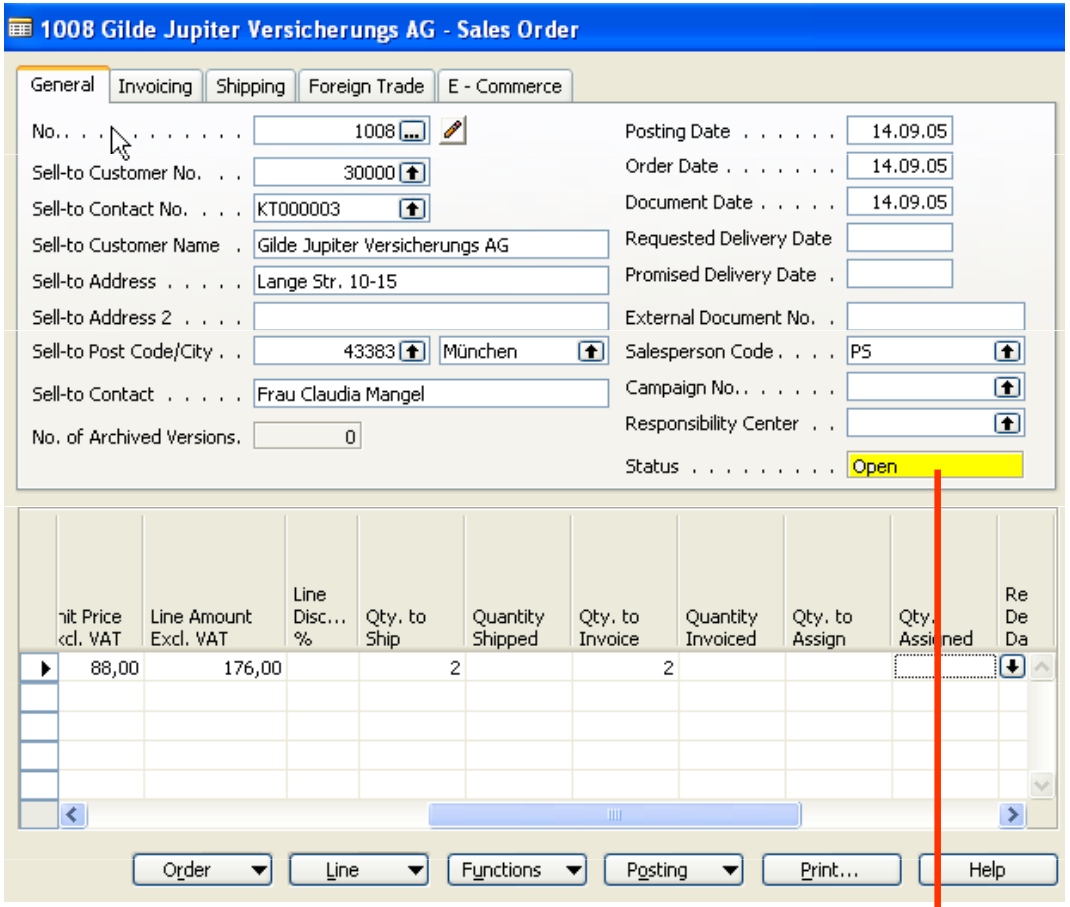
S..	Source No.	Due Date	Item No.	Variant ...	Description	Quantity	Unit of M...
P..	106029	15.09.05	LS-120		Lautsprecher, schwarz, 120 W	8	STÜCK
P..	106029	15.09.05	LS-120		Lautsprecher, schwarz, 120 W	8	STÜCK

Put-away | Line | Help

Warehouse entries

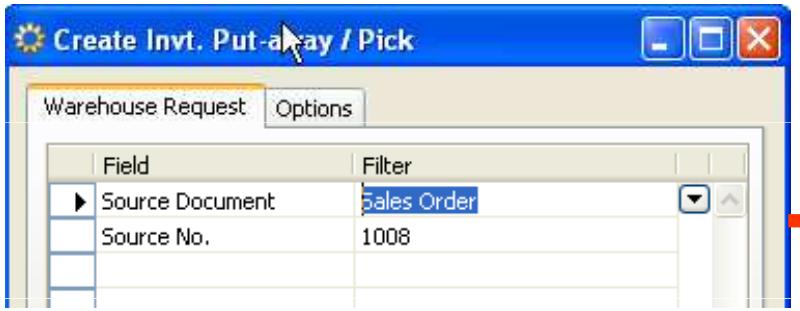
Picking I

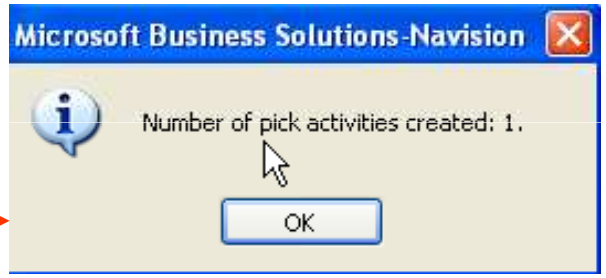


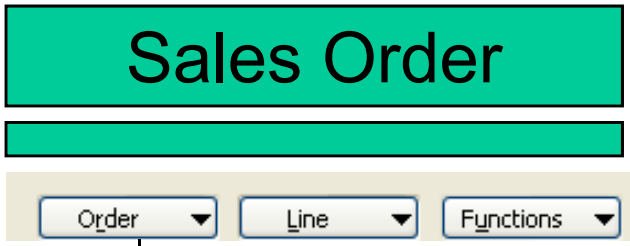


Change to Release

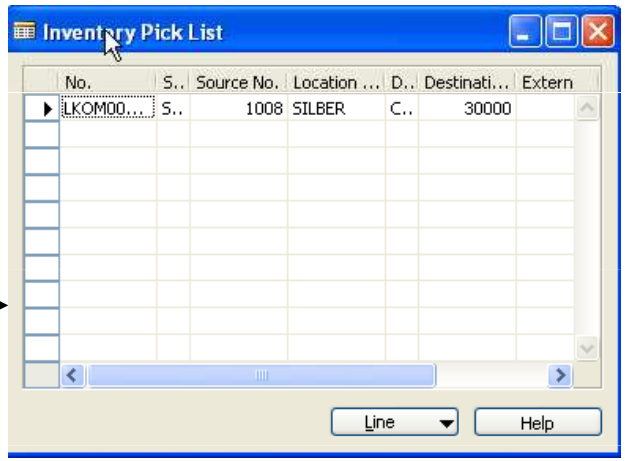
Picking II







Inventory Pick Lines



Picking III

Enter Quantity to handle = 2

LKOM000002 - Inventory Pick

General

No. LKOM000002
Location Code. . . . . SILBER
Source Document . . . . Sales Order
Source No. 1008
Customer No. 30000
Customer Name . . . . . Gilde Jupiter Versicherungs AG

Posting Date 14.09.05
Shipment Date 14.09.05
External Document No. .
External Document No.2 .

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	0	0	2	STÜC

Pick | Line | Functions | Posting | Print... | Help

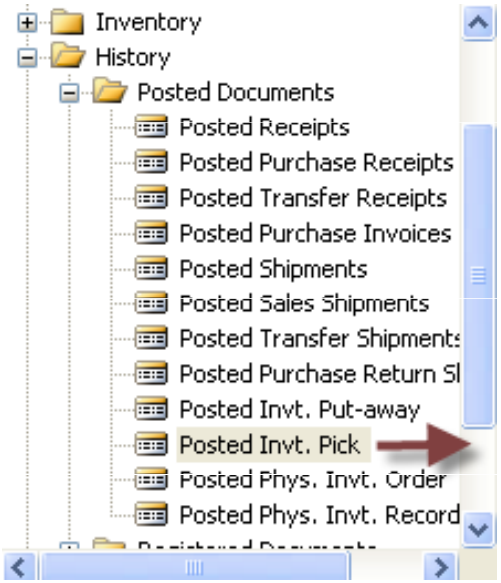
F11

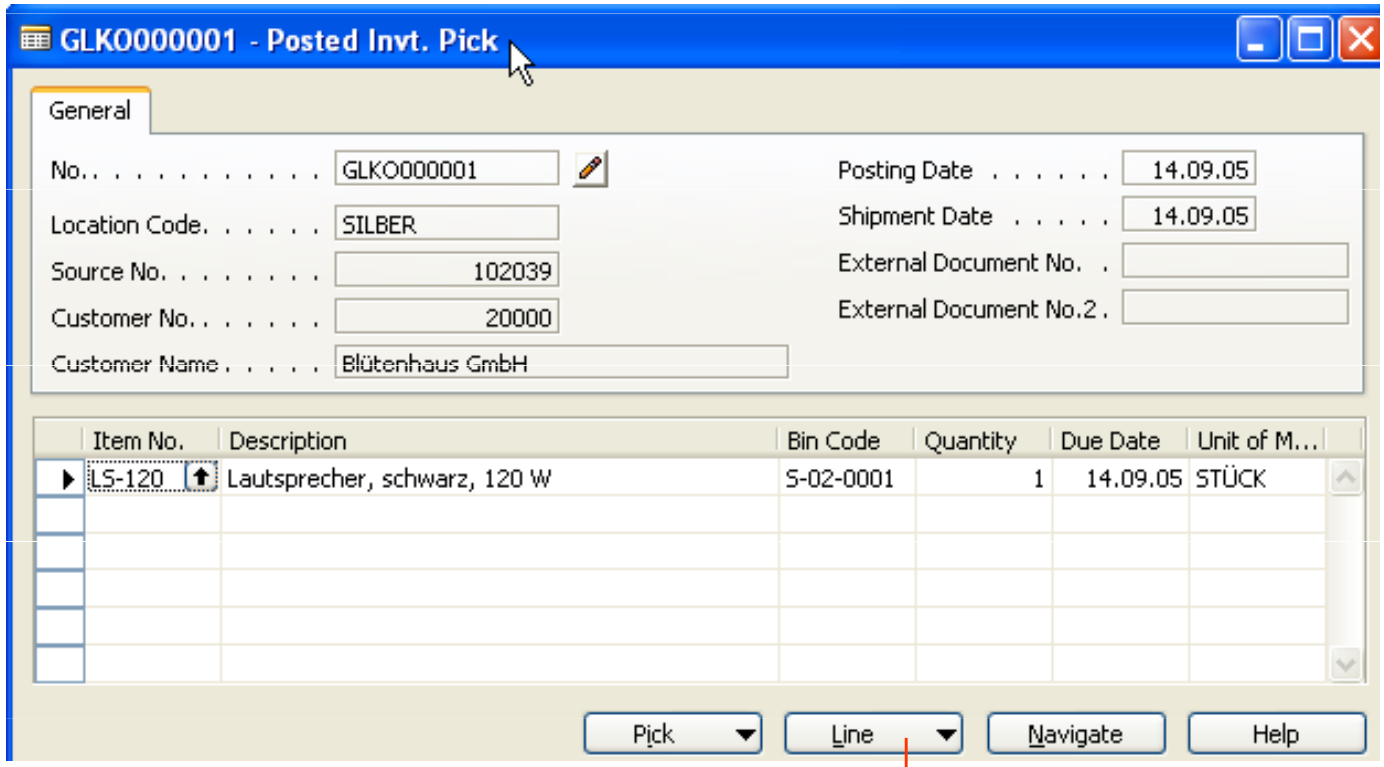
Microsoft Business S...

Ship and Invoice

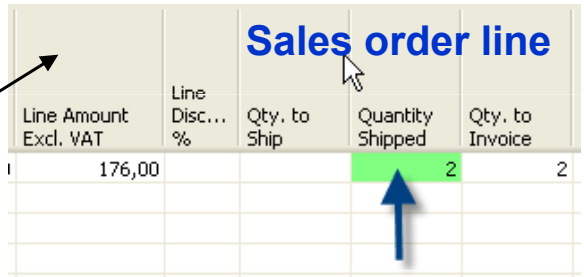
OK | Cancel

Picking IV



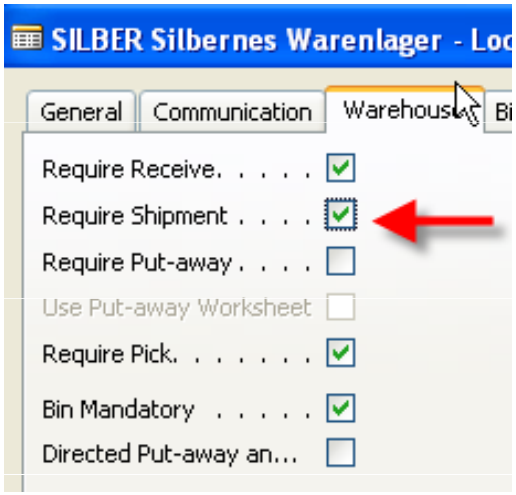


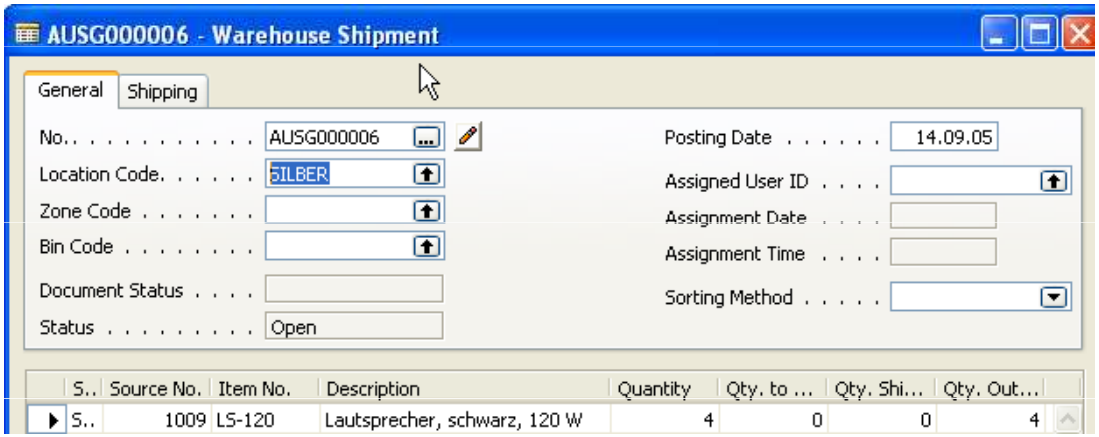
Sales Order



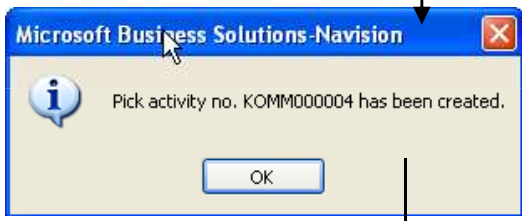
See bin contents list

Shipment I

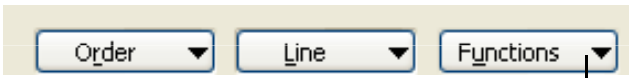




Create pick



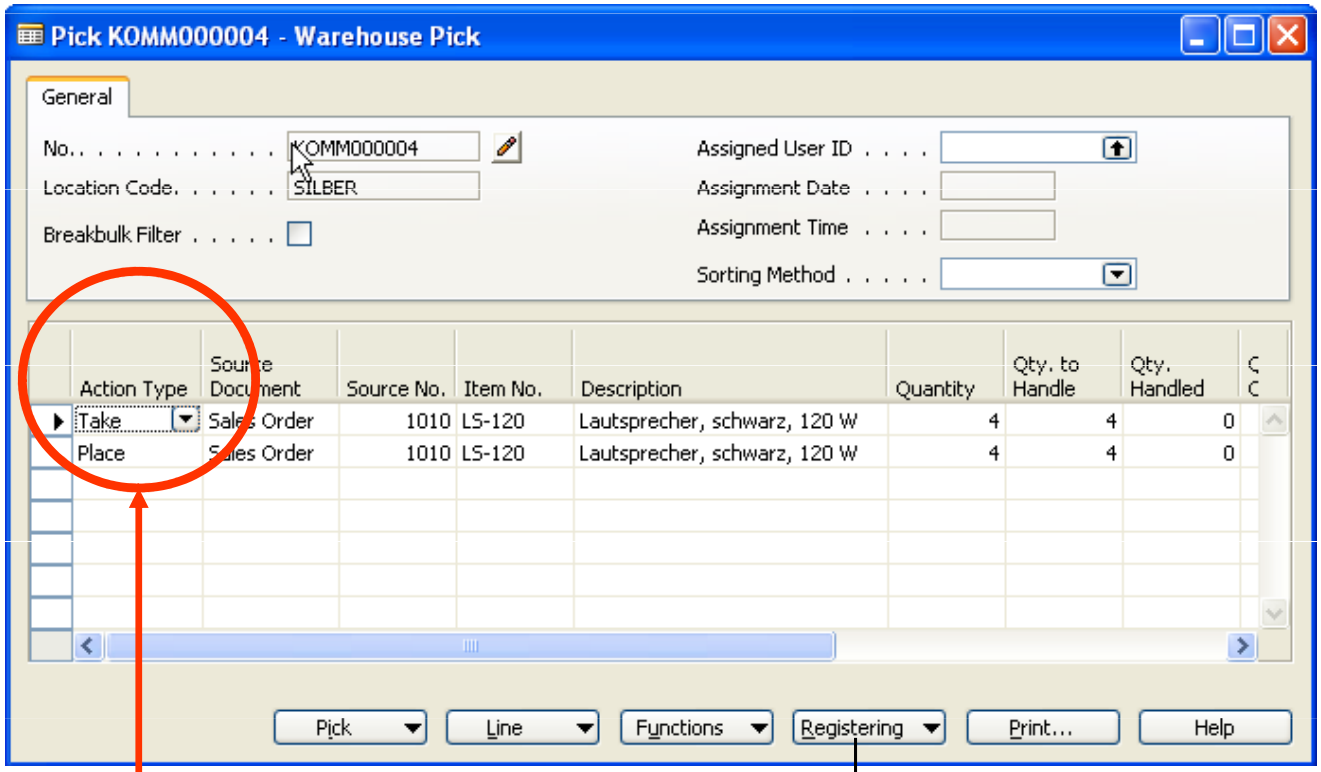
Sales Order



Create shipment

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

Shipment II



Warehouse Shipment

Pick Lines

Registering

Shipment III – warehouse entries

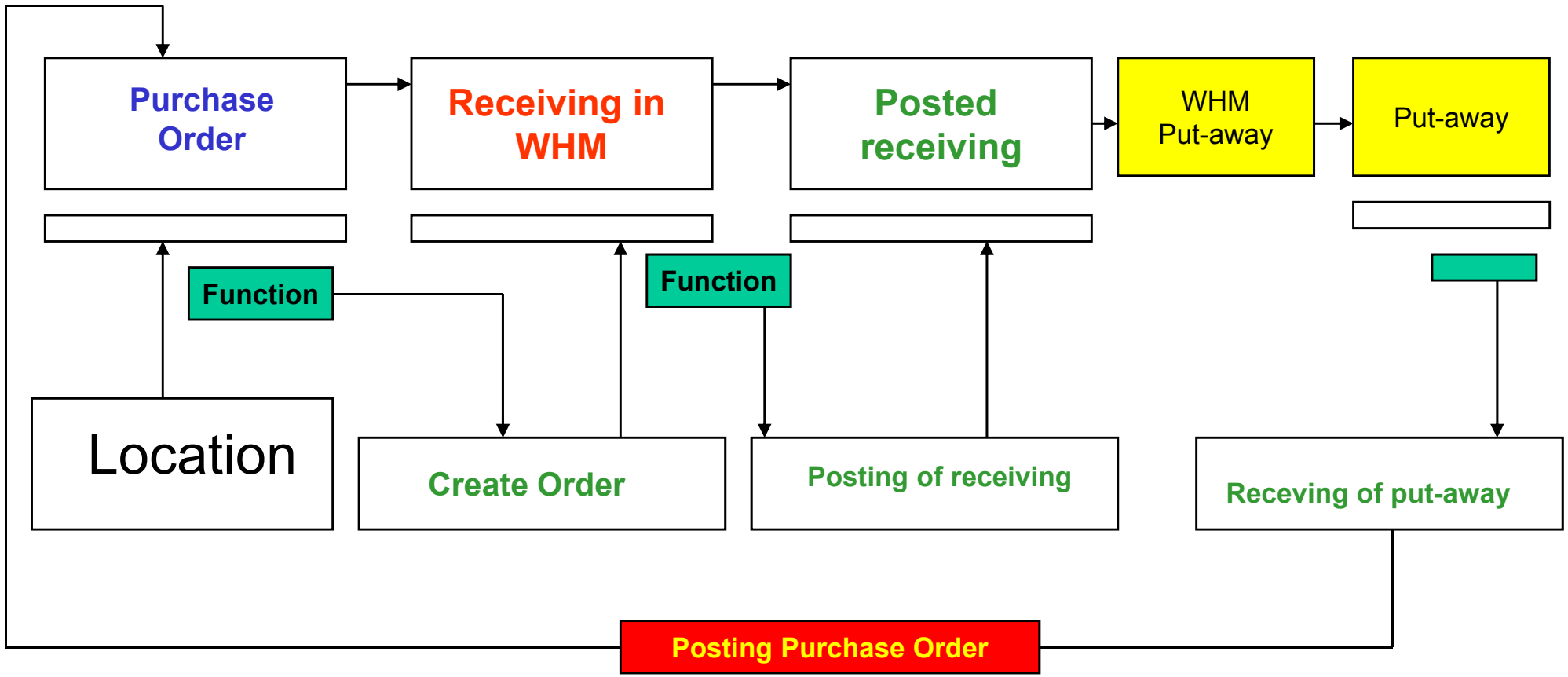
Warehouse Entries

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

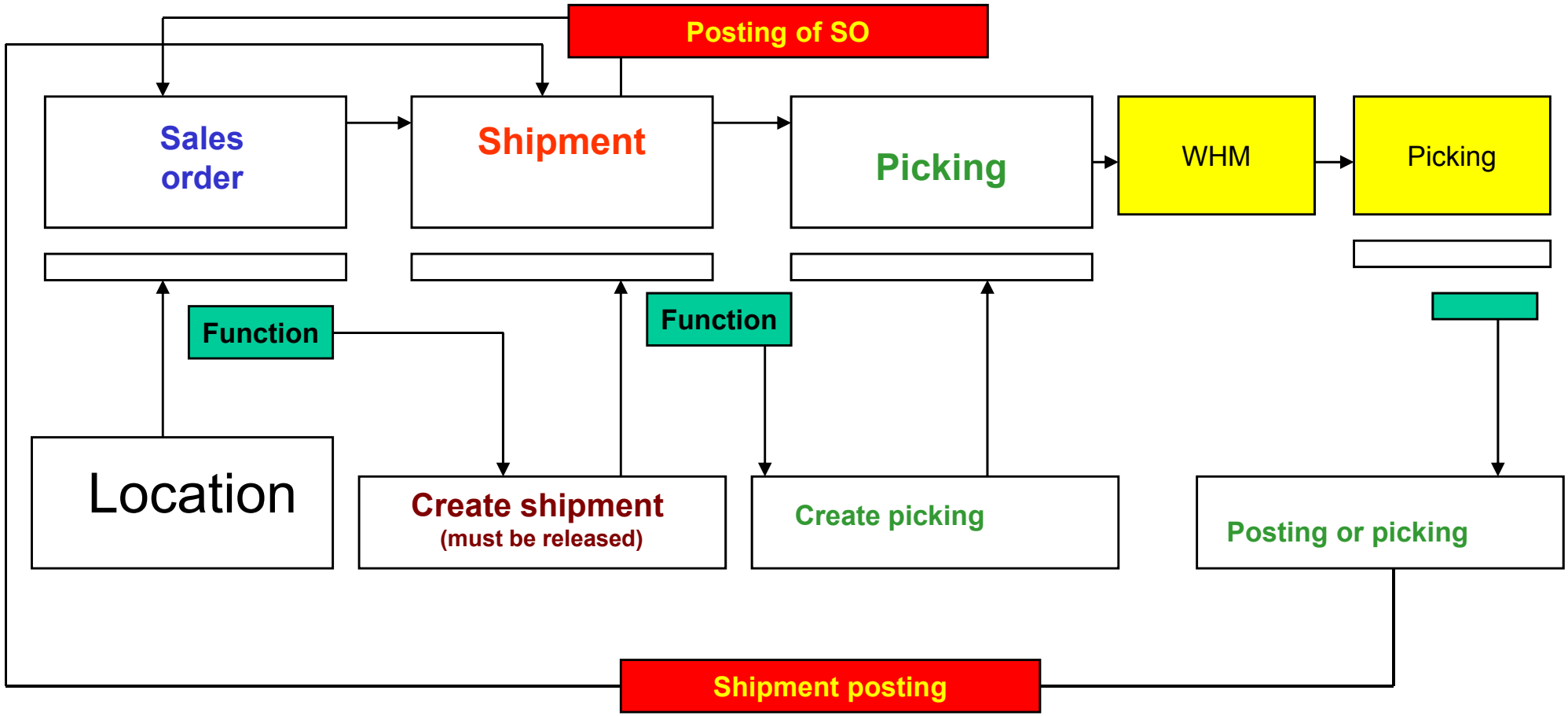
If you post in this moment warehouse shipment document all other movements are posted including sales order

Shipment II

Warehouse Management (WHM) I



Shipment (WHM = Warehouse Management)



Děkuji za pozornost