Business Central Introduction-principles

Ing.J.Skorkovský,CSc.

Department of Business Management

Faculty of Business and Administration

Masaryk University Brno

Czech Republic

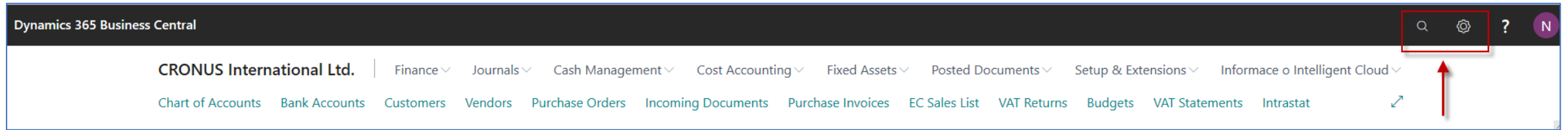# Roadmap – areas - repetition to refresh from the last class.

- Functional Consultant - Some of the areas in which an ERP consultant can offer its services due to its expertise
  - Service Management
  - Sales and Purchasing
  - Financial Management
  - Marketing (CRM) – CRM =Customer Relationship Management (CRM) is a strategy that companies use to manage interactions with customers and potential customers
  - Production (Manufacturing)
  - Warehousing

Access and roles – Role Tailored Client Principles

Dynamics 365 Business Central

CRONUS International Ltd. | Finance ⌄ Journals ⌄ Cash Management ⌄ Cost Accounting ⌄ Fixed Assets ⌄ Posted Documents ⌄ Setup & Extensions ⌄ Informace o Intelligent Cloud ⌄

Chart of Accounts Bank Accounts Customers Vendors Purchase Orders Incoming Documents Purchase Invoices EC Sales List VAT Returns Budgets VAT Statements Intrastat

ÚPRAVY – MY SETTINGS

MY SETTING

Role Center	Accountant	···
Company	CRONUS International Ltd.	···
Work Date	09.02.2020	

REGION & LANGUAGE
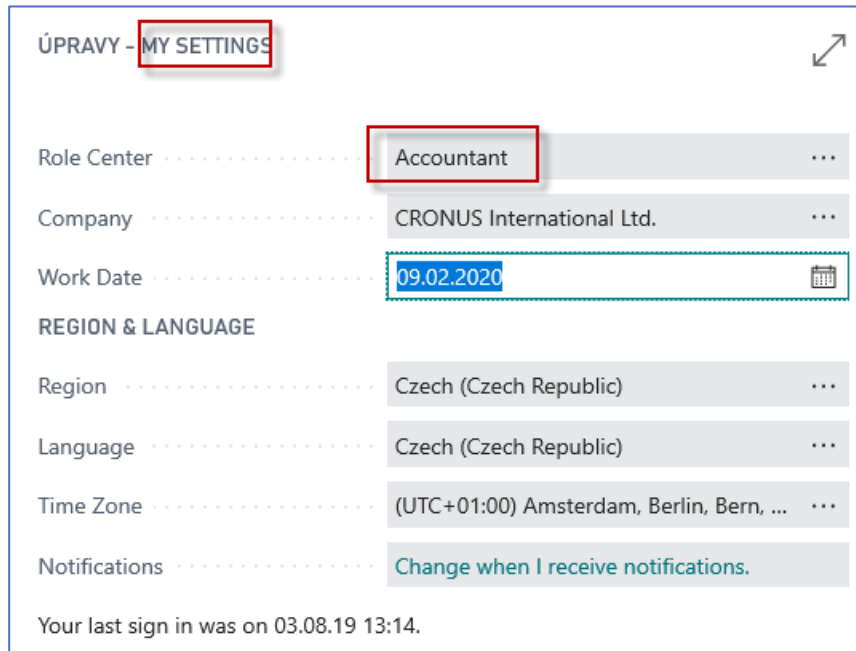
Region	Czech (Czech Republic)	···
Language	Czech (Czech Republic)	···
Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, ...	···
Notifications	Change when I receive notifications.	

Your last sign in was on 03.08.19 13:14.

AVAILABLE ROLE CENTERS

DESCRIPTION	APP NAME	SCOPE
Accountant	⋮	System
Accounting Manager		System
Outsourced Accounting Manager		System
Accounts Payable Coordinator		System
Accounts Receivable Administrator		System
Bookkeeper		System
Business Manager		System
Dispatcher - Customer Service		System
IT Manager		System
Machine Operator - Manufacturing Comprehensive		System
Sales Order Processor	⋮	System
Sales Order Processor - Non-configured		System
Outbound Technician - Customer Service		System
President		System
President - Small Business		System
Production Planner		System
Project Manager		System
Purchasing Agent		System

OK   Storno

*Our setup for most of the model
is a role called Sales Order Processor*

Basic functionalites for chosen role

Basic activities

Aktivity

Activities ⌄

INTELLIGENT CLOUD

Learn More

Intelligent Cloud Insights

OVERDUE PURCHASE DOCUMENTS

36

› Zobrazit více
Display more

CASH ACCOUNTS BALANCE

265 150

› Zobrazit více
Display more

NEW INCOMING DOCUMENTS

1

› Zobrazit více
Display more

PAYMENTS

PURCHASE DO... DUE TODAY	PURCH. INVOI... NEXT WEEK	PURCHASE DI... NEXT WEEK
36	3	0

DOCUMENT APPROVALS

POS PENDING APPROVAL	SOS PENDING APPROVAL
0	0

FINANCIALS

PAYMENT REC... JOURNALS
0

INCOMING DOCUMENTS

APPROVED IN... DOCUMENTS	OCR COMPLETED
0	0

MY USER TASKS

PENDING USER TASKS
0

PRODUCT VIDEOS

Product Videos

Each of the icon shows the most important activities of the logged-in user.

Basic summary (overview, survey)

Business Partners (Customers, Vendors, Banks)

Use of searching window – full text searching
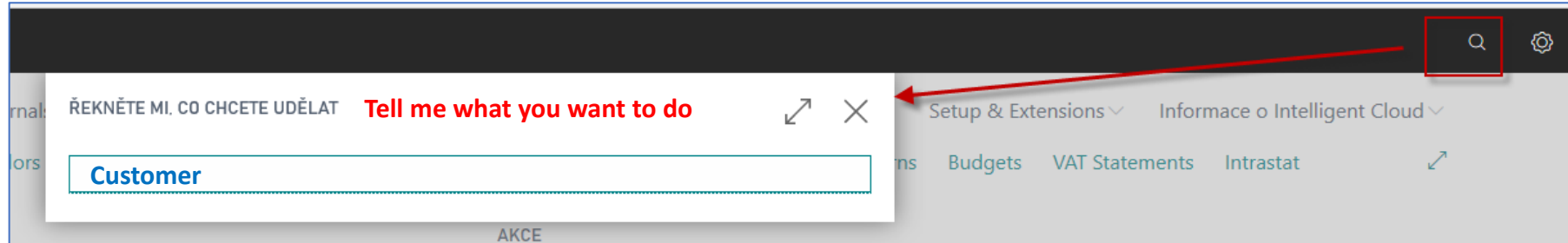
ŘEKNĚTE MI, CO CHCETE UDĚLAT **Tell me what you want to do**

Customer

AKCE

Custome

Přejít na stránky a úlohy — Zobrazit vše (13) — Show all in English

> Customers — Seznamy **Lists**

> Customer Price Groups — Administrace

> Customer Disc. Groups — Administrace

Přejít k sestavám a analýzám — Zobrazit vše (22) — Show all in English

Customer List — Sestavy a Analýzy

Jobs per Customer — Sestavy a Analýzy — **Reports and Analysis**

Customer - Labels — Sestavy a Analýzy

Setup & Extensions   Informace o Intelligent Cloud

Budgets   VAT Statements   Intrastat

Customer List and card (form type list)

Customer first tab (part of form type card)

CTRL-F7

Customer Ledger Entries

Keyboard shortcut used to view the entry (transaction)
This keyboard shortcut is used everywhere
in the system to view chosen entry.

The balance is essentially the sum of the amounts
on the posted documents that have not been balanced
(e.g. by payments or credit notes).
It is a so-called calculated field, which is also called a flow field.
It is a virtual field type that is calculated in the background
from the entries (transactions) that represent the documents
posted in the system. This figure is not stored on disk (storage medium) .

Customer Ledger Entries (created transactions)

Customer Ledger Entries

Hledat · Upravit seznam · Process · Line · Entry · Navigate · Zobrazit přílohy · Otevřít v aplikaci Excel · Více možností

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	BUSINESS CASE NO.	CUSTOMER NO.	DESCRIPTION	CURRENCY CODE	ORIGINAL AMOUNT	AMOUNT
26.01.2020	Invoice	103040		10000	Order 1006		15 562,50	15 562,50
26.01.2020	Invoice	103039		10000	Order 1007		30 825,00	30 825,00
26.01.2020	Invoice	103038		10000	Order 1005		12 500,00	12 500,00
26.01.2020	Invoice	103037		10000	Order 1004		12 500,00	12 500,00
26.01.2020	Invoice	103036		10000	Order 1003		12 500,00	12 500,00
26.01.2020	Invoice	103035		10000	Order 1002		500,00	500,00
15.01.2020	Invoice	103028		10000	Order 6005		4 101,88	4 101,88
20.01.2020	Invoice	103001		10000	Invoice 103001		8 182,35	8 182,35
12.01.2020	Credit Me...	104001		10000	Credit Memo 104001		-292,84	-292,84
05.01.2020	Invoice	103015		10000	Order 101001		8 269,04	8 269,04
31.12.2019	Invoice	00-9		10000	Opening Entries, Customers		50 778,50	50 778,50
31.12.2019	Invoice	00-16		10000	Opening Entries, Customers		33 852,35	33 852,35
31.12.2019	Invoice	00-11		10000	Opening Entries, Customers		63 473,13	63 473,13

Cause and effect and the other way round

Navigation "FIND ENTRY

Sales Invoice

Posting in Accounting

Steps

Create the Sub-Ledgers and General Ledgers with Various Transaction

Create the General Ledger

Enter the Name and Account in General Ledger with Details

Enter the Debit and Credit Balances in the Ledger

Maintain the Account for each Period Separately

Correct any Errors

Entries _transactions in General Ledger

Entry _transaction in Customer Ledger Entry

Navigation – in BC calls FIND ENTRY

Data in many fields

Navigation – actual Business Central version in ESF

Navigation (Fined Entry) principle

Navigation (Find Entry)principle

Flow field (G/L balance, inventory,….)

| Amount =1 |
| Amount =2 |
| Amount =3 |
| Amount =-4 |

Customer Ledger Entries

Customer card

Balance = 2 = (1+2+3-4)

Calculation (plus sign = Debit amount, minus sign = Credit Amount)

Other important Customer Card tabs

Setup and purpose of **General Business Posting Group** codes

GEN. BUS. POSTING GROUP ▼	GEN. PROD. POSTING GROUP	DESCRIPTION	VIE... ALL AC... ON	SALES ACCOUNT	SALES CREDIT MEMO ACCOUNT	SALES LINE DISC. ACCOUNT
DOMESTIC ⌄	MANUFACT		☐	6110	6110	6910
DOMESTIC	MISC		☐	6110	6110	6910
DOMESTIC	NO VAT		☐	6110	6110	6910
DOMESTIC	RAW MAT		☐	6210	6210	6910
DOMESTIC	RETAIL		☐	6110	6110	6910
DOMESTIC	SERVICES		☐	6410	6410	6910
			☐			

Presetting General Ledger Accounts where all transaction related tu business cases are posted (booked)

Customer card
Domestic

Sales Order Header

Sales Order Line

Item card
Retail
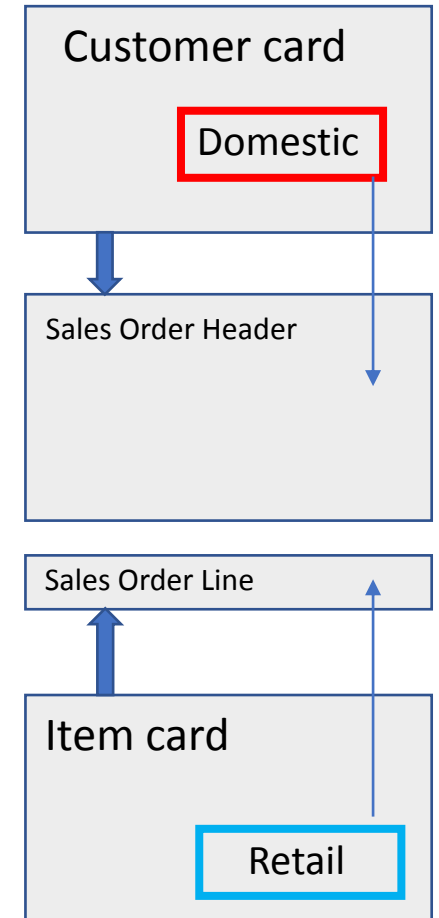
Other important Customer Card tabs

Payments   Zobrazit méně

Prepayment %	0	Fin. Charge Terms Code	1.5 DOM.	∨
Application Method	Manual ∨	Cash Flow Payment Terms Code		∨
Partner Type	∨	Print Statements	⬤ (on)	
Payment Terms Code	**1M(8D)** ∨	Last Statement No.	0	
Payment Method Code	∨	Block Payment Tolerance	◯ (off)	
Reminder Terms Code	DOMESTIC ∨	Preferred Bank Account Code		∨

The relevant discount in case we pay the customer
within 8 days or earlier is then posted and can
be seen with the help of Customer Detailed Entries
(will be presented in extra PWP presentation later)

CODE		DUE DATE CALCULATION	DISCOUNT DATE CALCULATION	DISCOUNT %	PMT. DISC. ON CR. MEMOS	DESCRIPTION
10 DAYS		10D		0	☐	Net 10 days
14 DAYS		14D		0	☐	Net 14 days
15 DAYS		15D		0	☐	Net 15 days
1M(8D)	⋮	1M	8D	2	☐	1 Month/2% 8 days
2 DAYS		2D		0	☐	Net 2 days
21 DAYS		21D		0	☐	Net 21 days
30 DAYS		30D		0	☐	Net 30 days
60 DAYS		60D		0	☐	Net 60 days
7 DAYS		7D		0	☐	Net 7 days
CM	⋮	BM		0	☐	Current Month
COD		0D		0	☐	Cash on delivery

Other important Customer Card tabs

Customer Card | Work Date: 2023/02/28

C00080 · Limpopo Machinery

New Document   Request Approval   Navigate   Customer | Actions   Related   Reports   Fewer options

Contact

Show on Map

Phone No.	

Contact Code	
Contact Name	

Invoicing   Show less

Bill-to Customer	
VAT Registration No.	...
EORI Number	
GLN	
Use GLN in Electronic Documents	⚫
Copy Sell-to Addr. to Qte From	Company

Prices and Discounts

Currency Code	ZAR
Price Calculation Method	
Customer Price Group	

Posting Details

Gen. Bus. Posting Group	DOMESTIC

Shipping   Show less

Ship-to Code	
Location Code	
Combine Shipments	⚫
Reserve	Optional
Shipping Advice	Partial

Shipment Method

Code	EXW
Agent	FEDEX
Agent Service	NEXT DAY
Shipping Time	1D
Base Calendar Code	
Customized Calendar	No

Customer card statistics (Card->F7 key->Statistics)

New Document	Request Approval	Navigate	Customer

- 👤 Customer ⌄
- 🕐 History ⌄
- Prices and Discounts ⌄

History menu:
- 📑 Ledger Entries
- 📈 Statistics
- 📊 Sales
- 📊 Entry Statistics
- 📊 Statistics by Currencies
- 📑 Item Tracking Entries

No.
Name .... Group PLC
Balance (LCY)
Balance Due (LCY)

Address & Contact

General

Balance (LCY)	252 751,91	SERVICE	
SALES		Outstanding Serv. Or...	6,63
Outstanding Orders (...	3 412,50	Serv Shipped Not Inv...	0,00
Shipped Not Invoice...	525,50	Outstanding Serv.Inv...	49,30
Outstanding Invoices...	0,00	Total (LCY)	**256 745,84**
		Credit Limit (LCY)	0,00
		Overdue Amounts (L...	186 905,18
		Invoiced Prepayment...	0,00

Sales

	THIS PERIOD	THIS YEAR	LAST YEAR	TO DATE
	February			
Sales (LCY)	0,00	84 610,96	0,00	84 610,96
Original Costs (LCY)	0,00	64 892,70	0,00	64 892,70
Original Profit (LCY)	0,00	19 718,26	0,00	19 718,26
Original Profit %	0,0	23,3	0,0	23,3
Adjusted Costs (LCY)	0,00	64 892,70	0,00	64 892,70
Adjusted Profit (LCY)	0,00	19 718,26	0,00	19 718,26
Adjusted Profit %	0,0	23,3	0,0	23,3
Cost Adjmt. Amounts ...	0,00	0,00	0,00	0,00
Inv. Discounts (LCY)	0,00	727,34	0,00	727,34
Inv. Amounts (LCY)	0,00	104 940,77	291 976,40	396 917,17

Inventory and use of filters

item

> Items

> Item Tracing

> Item Charges

Seznamy Lists

NO.	DESCRIPTION	INVENTORY	SUB... EXIST	ASSE... BOM	BASE UNIT OF MEASURE	UNIT COST	UNIT PRICE	VENDOR NO.
1929-W	Conference Bundle 1-8	0	Ne	Ne	PCS	0,00	151,70	
1936-S	BERLIN Guest Chair, yellow	136	Ne	Ne	PCS	97,50	125,10	20000
1952-W	OSLO Storage Unit/Shelf	15	Ne	Ano	PCS	93,60	158,50	
1953-W	Guest Section 1	0	Ne	Ne	PCS	0,00	81,60	
1960-S	ROME Guest Chair, green	177	Ne	Ne	PCS	97,50	125,10	20000
1964-S	TOKYO Guest Chair, blue	113	Ne	Ne	PCS	96,71098	125,10	20000
1964-W	INNSBRUCK Storage Unit/G.Do...	54	Ne	Ano	PCS	171,40	292,00	
1965-W	Conference Bundle 2-8	0	Ne	Ne	PCS	0,00	151,70	
1968-S	MEXICO Swivel Chair, black	262	Ano	Ne	PCS	96,10	123,30	30000
1968-W	GRENOBLE Whiteboard, red	-22	Ano	Ano	PCS	708,60	974,80	
1969-W	Conference Package 1	0	Ne	Ne	PCS	0,00	221,80	
1972-S	MUNICH Swivel Chair, yellow	119	Ne	Ne	PCS	96,10	123,30	30000
1972-W	SAPPORO Whiteboard, black	11	Ano	Ano	PCS	708,60	974,80	
1976-W	INNSBRUCK Storage Unit/W.D...	-102,4752	Ne	Ano	PCS	150,60	256,10	
1980-S	MOSCOW Swivel Chair, red	100	Ano	Ne	PCS	96,10	123,30	30000
1984-W	SARAJEVO Whiteboard, blue	0	Ne	Ano	PCS	708,60	974,80	
1988-S	SEOUL Guest Chair, red	167	Ano	Ne	PCS	97,50	125,10	20000

Filters rules

- [Entering Criteria in Filters - Business Central | Microsoft Learn](#)

Item card

No.	1952-W ⋯	Type	Inventory ⌄
Description	OSLO Storage Unit/Shelf	Base Unit of Measure	PCS ⌄
Blocked	⬤	Item Category Code	⌄

Inventory   Zobrazit méně

Shelf No.	F3	Qty. on Job Order	0
Created From Catalog Item	⬤	Qty. on Assembly Order	0
Search Description	OSLO STORAGE UNIT/SHELF	Qty. on Asm. Component	0
Inventory	**Flow field** [15]	Stockout Warning	Default (Yes) ⌄
Qty. on Purch. Order	88	Prevent Negative Inventory	Default (No) ⌄
Qty. on Prod. Order	0	Net Weight	15,8
Qty. on Component Lines	0	Gross Weight	18,19
Qty. on Sales Order	1	Unit Volume	1,24
Qty. on Service Order	0		

At the moment of opening the item card window, this number displays how much of the selected item we actually have in stock

Item card- Cost and Posting :Price and Sales

Costs & Posting

Zobrazit méně

COST DETAILS

Costing Method	Standard ⌄	*Other options see*	
Standard Cost	93,60 ···		
Unit Cost	93,60		
Indirect Cost %	0		
Last Direct Cost	93,60		
Net Invoiced Qty.	16		
Cost is Adjusted	⊙		
Cost is Posted to G/L	Ne		

Special Purch. Prices & Discounts   Create New...

POSTING DETAILS

Gen. Prod. Posting Group	RETAIL ⌄
VAT Prod. Posting Group	VAT25 ⌄
Inventory Posting Group	FINISHED ⌄
Default Deferral Template	⌄

FOREIGN TRADE

Tariff No.	9403 30 19 ⌄
Country/Region of Origin Code	⌄

FIFO
LIFO
Specific
Average
Standard

Prices & Sales

Zobrazit více

Unit Price	158,50	Sales Unit of Measure	PCS ⌄
Profit %	40,95	Sales Blocked	⊙
Special Sales Prices & Discounts	View Existing Prices and Discounts...	VAT Bus. Posting Gr. (Price)	⌄

Item ledger Entries – how to get there (or keyboard shortcut Ctrl-F7)

Item Ledger Entries

Item Ledger Entries

POSTING DATE	ENTRY TYPE	DOCUME... TYPE	DOCUME... NO.	ITEM NO. ▼	DESCRIPTION
20.01.2020 ⋮	Sale	Sales Ship...	102032	1952-W	
20.01.2020	Purchase	Purchase R...	107030	1952-W	
20.01.2020	Purchase	Purchase R...	107030	1952-W	
16.01.2020	Sale	Sales Ship...	102026	1952-W	
31.12.2019	Positive Adj...		START	1952-W	
31.12.2019	Positive Adj...		START	1952-W	

Toolbar: 🔍 Hledat   Entry   Zobrazit přílohy   ⊞ Otevřít v aplikaci Excel | Více možností

Other tabs will be presented during the essential Inventory Management section

Find Entries will be shown by tutor here

Sales Order Creation (creation of demand)

List of already created Sales Orders –SO (filtr applied)

New SO created by use of icon NEW

See next slide

New Sales Order

1015 · The Cannon Group PLC

× This customer has an overdue balance.   Show details

Process   Release   Posting   Prepare   Order   Request Approval   Print/Send   Navigate   Zobrazit přílohy | Akce   Navigace   Méně možností

General   Zobrazit více

No.	1015 ···	Order Date	09.02.2020	📅
Business Case No.	∨	Due Date	09.03.2020	📅
Customer Name	The Cannon Group PLC ∨	Requested Delivery Date		📅
Contact	Mr. Andy Teal ···	External Document No.		
Posting Date	09.02.2020 📅			

Lines   Spravovat   Line   Order   Méně možností

TYPE		NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY ∨	UNIT OF MEASURE CODE	UNIT PRICE EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT	QTY. TO SHIP	QUANTITY SHIPPED
Item	⋮	1936-S	BERLIN Guest Chair, yellow	BLUE	3	_	PCS	143,90		431,70	3	

Subtotal Excl. VAT (GBP)	431,70	Total Excl. VAT (GBP)	431,70
Inv. Discount Amount Excl. VAT (GBP)	0,00	Total VAT (GBP)	107,93
Invoice Discount %	0	Total Incl. VAT (GBP)	539,63

Sales Header

Sales Lines

Printed confirmation of SO – preview (icon Print/Send)

Order Confirmation 1015

9. February 2020
Page 1 / 1

cronus

The Cannon Group PLC
Mr. Andy Teal
192 Market Square
Birmingham, B27 4KT
Great Britain

CRONUS, Birmingham RC.
Aaron Nicholls
Main Street, 14
Birmingham, B27 4KT
Great Britain

External Document No.	Salesperson	Quote No.	Shipment Method
	Peter Saddow		Ex Warehouse

No.	Description	Quantity		Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
1936-S	BERLIN Guest Chair, yellow	3	Piece	143,90	25	431,70

Subtotal	431,70
25% VAT	107,93
Total GBP Incl. VAT	**539,63**

Post SO (Icons Posting->Post)

Ship
Invoice
Ship and Invoice

Chosen method

Order 1015 -> Invoice 103046
Posting lines 1
Posting sales and VAT 1
Posting to customers
Posting to bal. account
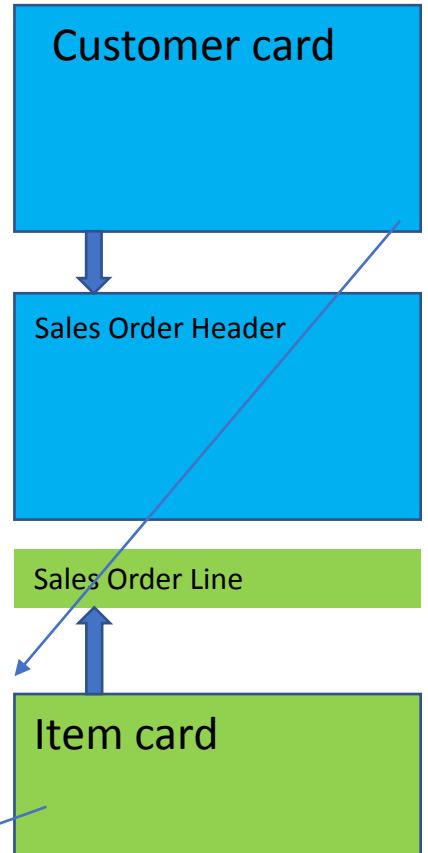
Customer card

Sales Order Header

Sales Order Line

Item card

Customer Ledger Entries

	POSTING DATE	ORIGINAL AMOUNT	AMOUNT	AMOUNT (LCY)	REMAINING AMOUNT	REMAINING AMT. (LCY)	DUE DATE
	09.02.2020	539,63	539,63	539,63	539,63	539,63	09.03.20

Filtry
Filtrovat seznam dle:
Customer No.
10000
Posting Date
09.02.20
Filtr...
Filtrovat součty dle...

Customer Ledger Entries

Item Card->Action->History->Entries

POSTING DATE	ENTRY TYPE	DOCUME... TYPE	DOCUME... NO.	ITEM NO.	DESCRIPTION	EXPIRATI... DATE	LOT NO.	LOCATION CODE	QUANTITY	INVOICED QUANTITY	REMAINING QUANTITY	SALES AMOUNT (ACTUAL)
09.02.2020	Sale	Sales Ship...	102055	1936-S	Item ledger Entries		_	BLUE	-3	-3	0	431,70

Impacts of posting Sales Order in General Ledger

CRONUS International Ltd. | Finance ⌄ Journals ⌄ Cash Management ⌄ Cost Accounting ⌄ Fixed Assets ⌄ **Posted Documents** ⌄

| Posted Sales Invoices | Posted Purchase Invoices | Issued Reminders | G/L Registers | Cost Accounting...udget Registers |
| Posted Sales Credit Memos | Posted Purchase Credit Memos | Issued Fin. Charge Memos | Cost Accounting Registers | |

CRONUS International Ltd. | Finance ⌄ Journals ⌄ Cash Management ⌄ Cost Accounting ⌄ Fixed Assets ⌄ **Posted Documents** ⌄ Setup & Extensions ⌄ Informace o Intelligent Cloud ⌄

G/L Registers: Vše ⌄   🔍 Hledat   Proces ⌄   Sestavy ⌄   Zobrazit přílohy ⌄   📊 Otevřít v aplikaci Excel   Více možností

NO.	CREATION DATE	CREATION TIME	USER ID	SOURCE CODE	JOURNAL BATCH NAME	FROM ENTRY NO.	TO ENTRY NO.	FROM VAT ENTRY NO.	TO VAT ENTRY NO.
157	06.08.2019	11:15:13	NAVERTICA\JSKORKO...	SALES		2897	2899	922	922
156	21.06.2019	11:01:33	NAVERTICA\JSKORKO...	BANKREC	DEFAULT	2895	2896	922	921

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	BUSINESS CASE NO.	G/L ACCOUNT NO.	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT
09.02.2020	Invoice	103046		6110	Order 1015	Sale	DOMESTIC	RETAIL	-431,70
09.02.2020	Invoice	103046		5610	Order 1015				-107,93
09.02.2020	Invoice	103046		2310	Order 1015				539,63

Credit ->sign =minus, Debit ->sign=plus

BC Syntax
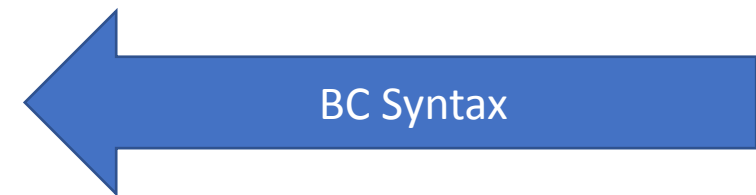
Thank you for keeping a watchful eve