

# Business Central Introduction-principles

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

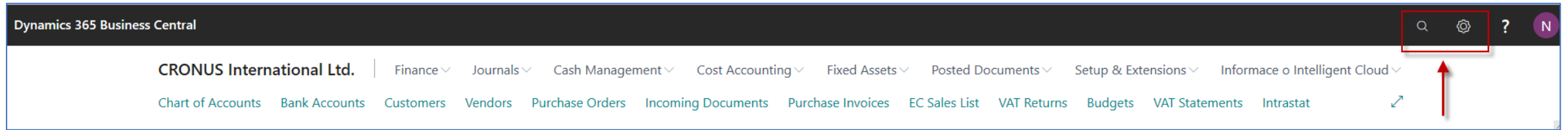
- Functional Consultant - Some of the areas in which an ERP consultant can offer its services due to its expertise
  - Service Management
  - Sales and Purchasing
  - Financial Management
  - Marketing (CRM) – CRM =Customer Relationship Management (CRM) is a strategy that companies use to manage interactions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

Role Center: Accountant

Company: CRONUS International Ltd.

Work Date: 09.02.2020

REGION & LANGUAGE

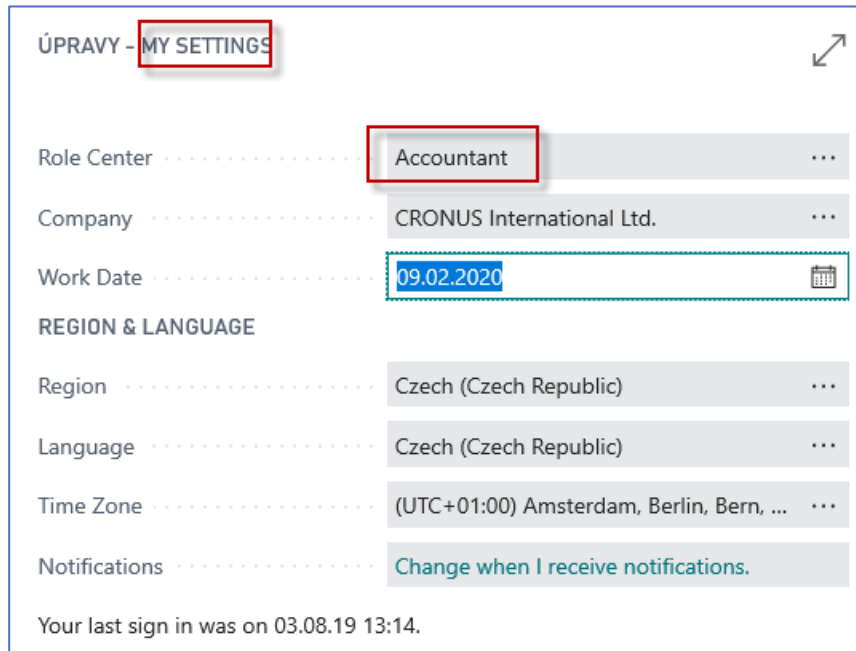
Region: Czech (Czech Republic)

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.



MY SETTING

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 functionalities for chosen role

The screenshot displays the SAP Fiori navigation bar for the role of CRONUS International Ltd. The navigation bar includes the following elements:

- Company Name:** CRONUS International Ltd.
- Navigation Menu:** Finance, Journals, Cash Management, Cost Accounting, Fixed Assets, Posted Documents, Setup & Extensions, Informace o Intelligent Cloud.
- Secondary Navigation Menu:** Chart of Accounts, Bank Accounts, Customers, Vendors, Purchase Orders, Incoming Documents, Purchase Invoices, EC Sales List, VAT Returns, Budgets, VAT Statements, Intrastat.
- Message:** TITULEK: Good morning!
- AKCE (Actions):**
  - + Sales Credit Memo > Analysis > History
  - + Purchase Credit Memo > Tasks
  - + G/L Journal Entry > Create
  - + Payment Journal Entry > Reports
  - > Payments > Setup
- Additional Actions:** Intrastat, Cost Accounting, Cash Flow, Customers and Vendors, VAT Reports.

At the bottom left of the navigation bar, there are three small circles: a solid black circle followed by two hollow white circles.

# Basic activities

Activity

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

DOCUMENT APPROVALS

FINANCIALS

INCOMING DOCUMENTS

MY USER TASKS

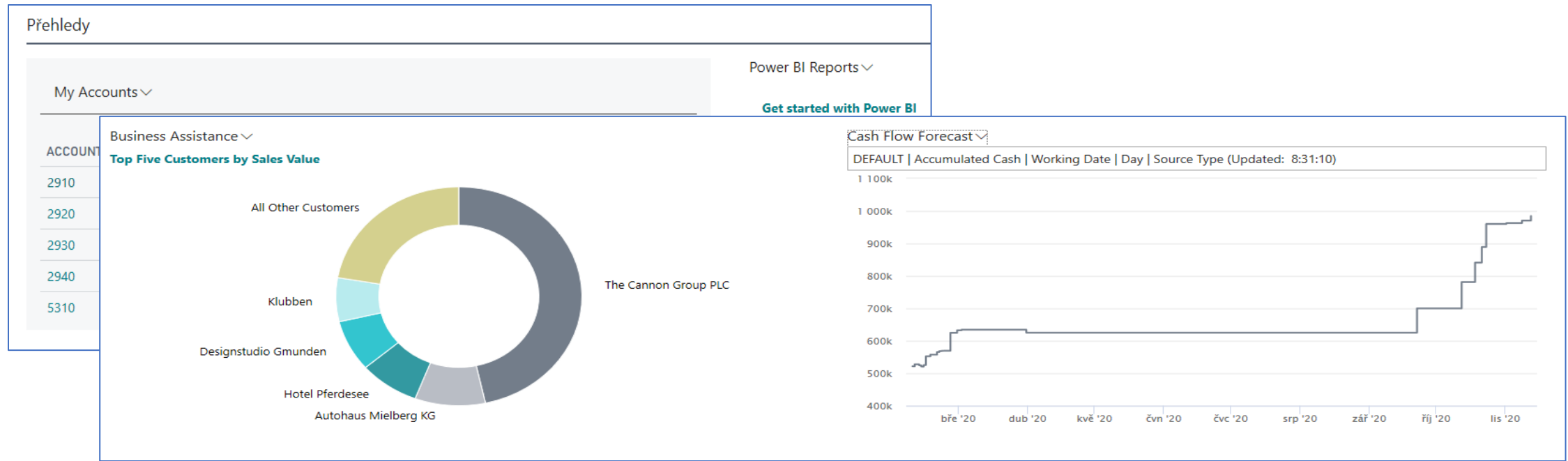
PRODUCT VIDEOS

Product Videos

Category	Item	Value
PAYMENTS	PURCHASE DO... DUE TODAY	36
	PURCH. INVOL... NEXT WEEK	3
	PURCHASE DI... NEXT WEEK	0
DOCUMENT APPROVALS	POS PENDING APPROVAL	0
	SOS PENDING APPROVAL	0
FINANCIALS	PAYMENT REC... JOURNALS	0
INCOMING DOCUMENTS	APPROVED IN... DOCUMENTS	0
	OCR COMPLETED	0
MY USER TASKS	PENDING USER TASKS	0

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

# Basic summary (overview, survey)



Report Inbox ▾

CREATED DATE-TIME	DESCRIPTION	OUTPUT TYPE
	(V tomto náhledu není nic k zobrazení)	

Self-Service TIME SHEETS

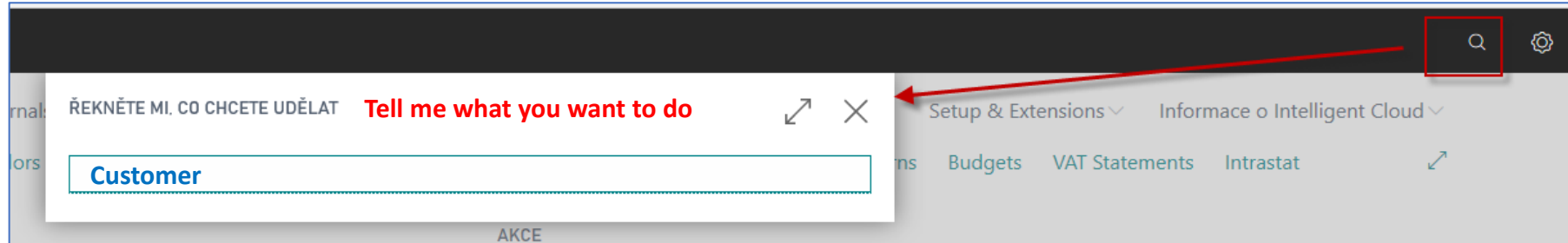
PENDING TIME SHEETS

APPROVALS

OPEN TIME SHEETS 0	SUBMITTED TI... SHEETS 0	REJECTED TIME SHEETS 0	APPROVED TI... SHEETS 0	REQUESTS TO APPROVE 0
-----------------------	-----------------------------	---------------------------	----------------------------	--------------------------

# Business Partners (Customers, Vendors, Banks )

Use of searching window – full text searching



A screenshot of the search results for "Customer". The search bar contains "Custome". The results are organized into two sections: "Přejít na stránky a úlohy" and "Přejít k sestavám a analýzám".

Section	Item	Category	Action
Přejít na stránky a úlohy	Customers	Seznamy	Zobrazit vše (13)
	Customer Price Groups	Administrace	
	Customer Disc. Groups	Administrace	
Přejít k sestavám a analýzám	Customer List	Sestavy a Analýzy	Zobrazit vše (22)
	Jobs per Customer	Sestavy a Analýzy	
	Customer - Labels	Sestavy a Analýzy	

Annotations:

- A red box highlights the "Customers" item in the "Přejít na stránky a úlohy" section.
- A red box highlights the "Zobrazit vše (13)" button next to "Customers".
- A red box highlights the "Zobrazit vše (22)" button next to the "Přejít k sestavám a analýzám" section.
- A red bracket groups the "Customer List", "Jobs per Customer", and "Customer - Labels" items, with the label "Reports and Analysis" next to it.
- The text "Show all in English" is placed next to the "Zobrazit vše (13)" button.
- The text "Show all in English" is placed next to the "Zobrazit vše (22)" button.

# Customer List and card (form type list)

CUSTOMERS | PRACOVNI DATUM: 09.02.2020

Hledat + Nový Spravovat Process Report New Document Customer Navigate Zobrazit přílohy Otevřít v aplikaci Excel Více možností

NO.	NAME	RESPONSI... CENTER	LOCATION CODE	PHONE NO.	CONTACT	BALANCE (LCY)	BALANCE DUE (LCY)
01121212	Spotsmeyer's Furnishings		YELLOW		Mr. Mike Nash	0,00	0,00
01445544	Progressive Home Furnishings		YELLOW		Mr. Scott Mitchell	1 499,03	1 499,03
01454545	New Concepts Furniture		YELLOW		Ms. Tammy L. McDonald	222 241,32	222 241,32
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young	0,00	0,00
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner	0,00	0,00
01905902	London Candoxy Storage Cam...		YELLOW		Mr. John Kane	0,00	0,00
10000	The Cannon Group PLC	BIRMINGHAM	BLUE		Mr. Andy Teal	252 751,91	186 905,18
20000	Selangorian Ltd.				Mr. Mark McArthur	96 049,99	96 049,99
20309920	Metatorad Malaysia Sdn Bhd		YELLOW		Mrs. Azleen Samat	0,00	0,00
20312912	Highlights Electronics Sdn Bhd		GREEN		Mr. Mark Darrell Boland	0,00	0,00
20339921	TraxTonic Sdn Bhd		YELLOW		Mrs. Rubina Usman	0,00	0,00
21233572	Somadis		YELLOW		M. Syed ABBAS	0,00	0,00
21245278	Maronegoce		BLUE		Mme. Fadoua AIT MOUSSA	0,00	0,00
21252947	ElectroMAROC		YELLOW			0,00	0,00
27090917	Zanlan Corp.		YELLOW		Mr. Derik Stenerson	0,00	0,00
27321782	Karoo Supermarkets		YELLOW		Mr. Pieter Wycoff	0,00	0,00
27489991	Durbandit Fruit Exporters		YELLOW		Mr. Eric Lang	0,00	0,00

Power BI Reports [Get started with Power BI](#)

Sell-to Customer Sales History

0	0	5
Ongoing Sales Quotes	Ongoing Sales Blanket Orders	Ongoing Sales Orders
0	0	0
Ongoing Sales Invoices	Ongoing Sales Return Orders	Ongoing Sales Credit Memos
12	9	1
Posted Sales Shipments	Posted Sales Invoices	Posted Sales Return Receipts
1		
Posted Sales Credit Memos		



# Customer first tab ( part of form type card)

CUSTOMER CARD | PRACOVNI DATUM: 09.02.2020

10000 · The Cannon Group PLC

New Document Request Approval Navigate Customer Zobrazit přílohy Akce Navigace Sestavy Méně možností

**General** Zobrazit více

No.	10000	Credit Limit (LCY)	0,00
Name	The Cannon Group PLC	Blocked	
Balance (LCY)	252 751,91	Total Sales	84 610,96
Balance Due (LCY)	186 905,18	Costs (LCY)	64 892,70

Customer Picture

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) .

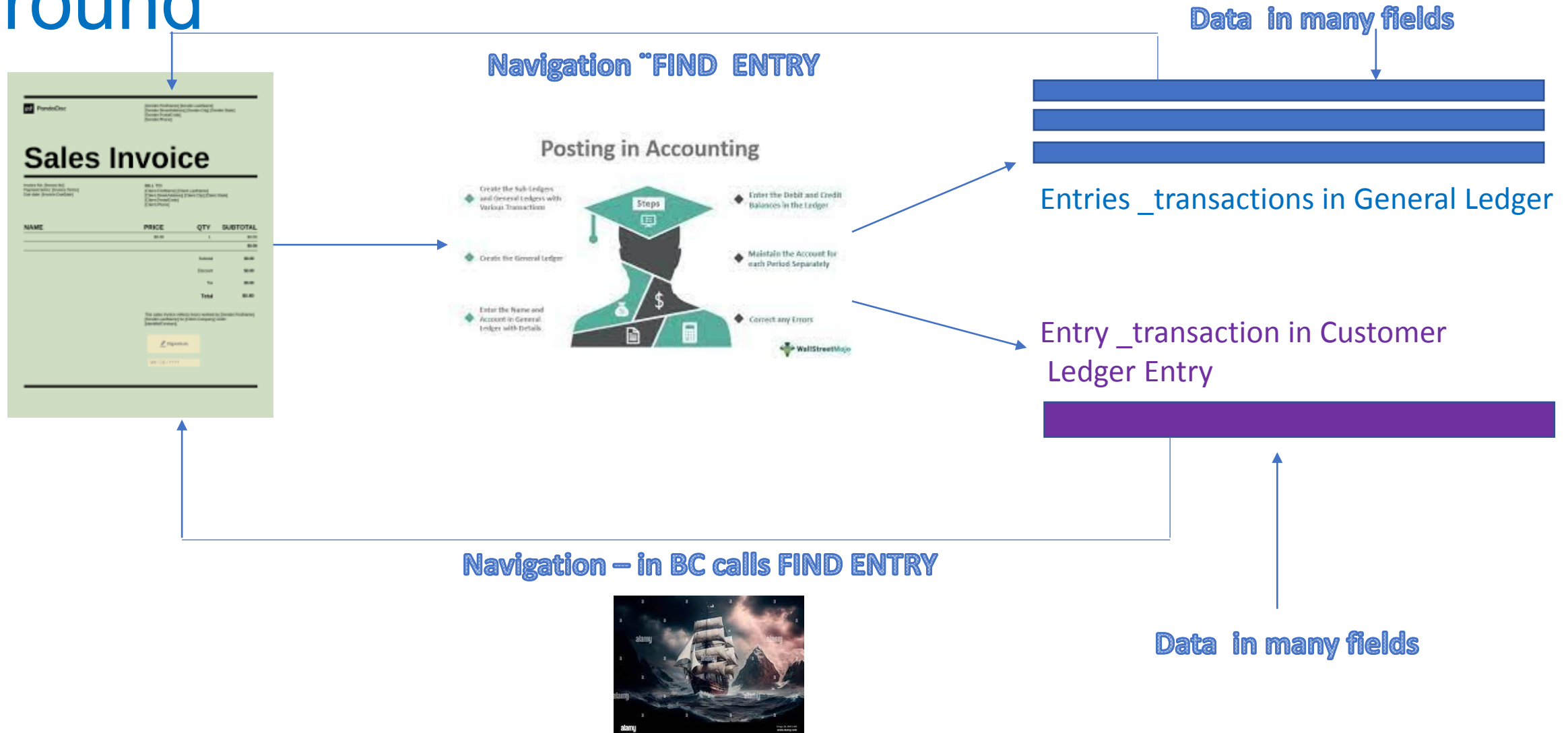
# Customer Ledger Entries (created transactions)

## 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	<b>Invoice</b>	<b>103039</b>		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	<b>Credit Me...</b>	<b>104001</b>		10000	Credit Memo 104001		-292,84	-292,84
05.01.2020	<b>Invoice</b>	<b>103015</b>		10000	Order 101001		8 269,04	8 269,04
31.12.2019	<b>Invoice</b>	<b>00-9</b>		10000	Opening Entries, Customers		50 778,50	50 778,50
31.12.2019	<b>Invoice</b>	<b>00-16</b>		10000	Opening Entries, Customers		33 852,35	33 852,35
31.12.2019	<b>Invoice</b>	<b>00-11</b>		10000	Opening Entries, Customers		63 473,13	63 473,13

# Cause and effect and the other way round



# Navigation – actual Business Central version in ESF

10000 · The Cannon Group PLC | Work Date: 1/23/2025

Customer Ledger Entries | Search | Edit List | Home | Entry | More options





Show Document | Apply Entries | Find entries... | Reverse Transaction... | Create Reminder... | Create Finance Charge Memo...

Posting Date ↓	Document Type	Document No.	Customer No. ↓	Customer Name	Description	Department Code	Project Code	Currency Code ↓
→ 1/23/2025	Invoice	103032	10000	The Cannon Group PLC	Order 1002	SALES		
1/20/2025	Invoice	103001	10000	The Cannon Group PLC	Invoice 103001	SALES		
1/15/2025	Invoice	103028	10000	The Cannon Group PLC	Order 6005	SALES		

# Navigation (Fined Entry) principle

DOCUMENT

Document No. .... 103001      Posting Date ..... 20.01.20

 Show Related Entries    Find    Print...   |   Více možností   

RELATED ENTRIES	NO. OF ENTRIES
Posted Sales Invoice	1
G/L Entry	5
VAT Entry	2
Cust. Ledger Entry	1
Detailed Cust. Ledg. Entry	1
Res. Ledger Entry	2

# Navigation (Find Entry )principle

← POSTED SALES INVOICE | PRACOVNI DATUM: 09.02.2020

103001 · The Cannon Group PLC

Invoice Correct Print/Send Navigate Zobrazit přílohy Více možností

**General** ← 2310 CUSTOMERS DOMESTIC | PRACOVNI DATUM: 09.02.2020

## General Ledger Entries

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

POSTING DATE ▼	DOCUMENT NO. ▼	BUSINESS CASE NO.	G/L ACCOUNT NO.	DESCRIPTION	GEN. POSTING TYPE ▼	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT
20.01.2020	103001		6910	Invoice 103001	Sale	DOMESTIC	SERVICES	391,50
20.01.2020	103001		6410	Invoice 103001	Sale	DOMESTIC	SERVICES	-7 830,00
20.01.2020	103001		5611	Invoice 103001				-783,00
20.01.2020	103001		5611	Invoice 103001				39,15
20.01.2020	103001		2310	Invoice 103001				8 182,35

TYPE	Resource	Resource	DESCRIPTION	AMOUNT
N	TIMOTHY		Assembling Furniture, January	1 350,00
	TIMOTHY		Assembling Furniture, January	6 480,00

Invoice Discount Amount Excl. ...	391,50	Total VAT (GBP)	743,85
Total Excl. VAT (GBP)	7 438,50	Total Incl. VAT (GBP)	<b>8 182,35</b>

# 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

**Invoicing** Zobrazit méně

---

Bill-to Customer .....

VAT Registration No. .... 789456278 ...

GLN ..... 8712345000004

Copy Sell-to Addr. to Qte From ... Company

Invoice Copies ..... 0

**POSTING DETAILS**

Gen. Bus. Posting Group ..... DOMESTIC

VAT Bus. Posting Group ..... DOMESTIC

Customer Posting Group ..... DOMESTIC

**PRICES AND DISCOUNTS**

Currency Code .....

Customer Price Group .....

Customer Disc. Group .....

Allow Line Disc. ....

Invoice Disc. Code ..... 10000

Prices Including VAT .....

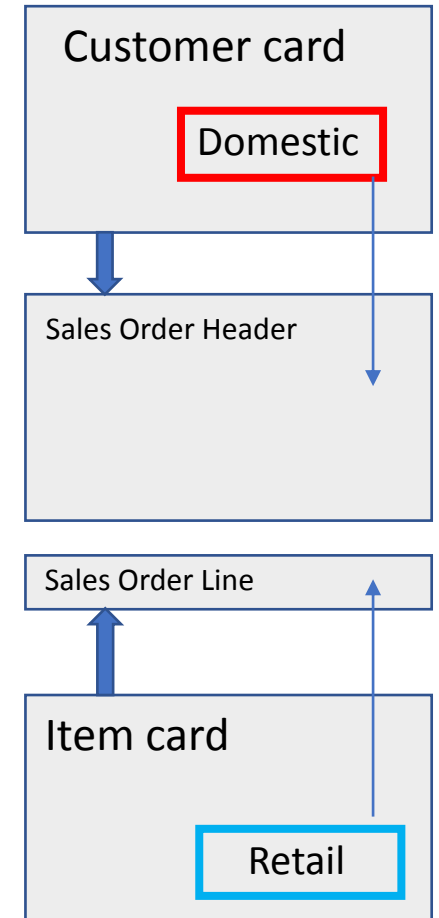
CODE	DESCRIPTION
DOMESTIC	Domestic customers and vendors
EU	Customers and vendors in EU
EXPORT	Other customers and vendors (not EU)
INTERCOMP	Intercompany



# 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		<input type="checkbox"/>	6110	6110	6910
DOMESTIC	MISC		<input type="checkbox"/>	6110	6110	6910
DOMESTIC	NO VAT		<input type="checkbox"/>	6110	6110	6910
DOMESTIC	RAW MAT		<input type="checkbox"/>	6210	6210	6910
DOMESTIC	RETAIL		<input type="checkbox"/>	6110	6110	6910
DOMESTIC	SERVICES		<input type="checkbox"/>	6410	6410	6910
			<input type="checkbox"/>			

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



# Other important Customer Card tabs

**Payments** Zobrazit méně

Prepayment %	<input type="text" value="0"/>	Fin. Charge Terms Code	<input type="text" value="1.5 DOM."/>
Application Method	<input type="text" value="Manual"/>	Cash Flow Payment Terms Code	<input type="text"/>
Partner Type	<input type="text"/>	Print Statements	<input checked="" type="checkbox"/>
<b>Payment Terms Code</b>	<input type="text" value="1M(8D)"/>	Last Statement No.	<input type="text" value="0"/>
Payment Method Code	<input type="text"/>	Block Payment Tolerance	<input type="checkbox"/>
Reminder Terms Code	<input type="text" value="DOMESTIC"/>	Preferred Bank Account Code	<input type="text"/>

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	<input type="checkbox"/>	Net 10 days
14 DAYS	14D		0	<input type="checkbox"/>	Net 14 days
15 DAYS	15D		0	<input type="checkbox"/>	Net 15 days
1M(8D)	1M	8D	2	<input type="checkbox"/>	1 Month/2% 8 days
2 DAYS	2D		0	<input type="checkbox"/>	Net 2 days
21 DAYS	21D		0	<input type="checkbox"/>	Net 21 days
30 DAYS	30D		0	<input type="checkbox"/>	Net 30 days
60 DAYS	60D		0	<input type="checkbox"/>	Net 60 days
7 DAYS	7D		0	<input type="checkbox"/>	Net 7 days
CM	BM		0	<input type="checkbox"/>	Current Month
COD	0D		0	<input type="checkbox"/>	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

**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

**Posting Details**

Gen. Bus. Posting Group ..... DOMESTIC

**Prices and Discounts**

Currency Code ..... ZAR  
Price Calculation Method .....  
Customer Price Group .....

**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

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) .....	<b>256 745,84</b>
		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 Searching window

Basic filter will be shown by tutor here

> 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 1-0	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 .....	<input checked="" type="checkbox"/>	Item Category Code .....	▾

<b>Inventory</b>		Zobrazit méně	
Shelf No. ....	F3	Qty. on Job Order .....	0
Created From Catalog Item .....	<input type="checkbox"/>	Qty. on Assembly Order .....	0
Search Description .....	OSLO STORAGE UNIT/SHELF	Qty. on Asm. Component .....	0
Inventory .....	<b>Flow field</b> 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 <span style="float: right;">Zobrazit méně</span>	
<b>COST DETAILS</b>	
Costing Method	Standard <span style="color: red;">Other options see</span> <span>▼</span>
Standard Cost	93,60 <span>⋮</span>
Unit Cost	93,60
Indirect Cost %	0
Last Direct Cost	93,60
Net Invoiced Qty.	16
Cost is Adjusted	<input type="checkbox"/>
Cost is Posted to G/L	Ne
<b>POSTING DETAILS</b>	
Special Purch. Prices & Discounts	<a href="#">Create New...</a>
Gen. Prod. Posting Group	RETAIL <span>▼</span>
VAT Prod. Posting Group	VAT25 <span>▼</span>
Inventory Posting Group	FINISHED <span>▼</span>
Default Deferral Template	<span>▼</span>
<b>FOREIGN TRADE</b>	
Tariff No.	9403 30 19 <span>▼</span>
Country/Region of Origin Code	<span>▼</span>
<b>Prices &amp; Sales <span style="float: right;">Zobrazit více</span></b>	
Unit Price	158,50
Profit %	40,95
Special Sales Prices & Discounts	<a href="#">View Existing Prices and Discounts...</a>
Sales Unit of Measure	PCS <span>▼</span>
Sales Blocked	<input checked="" type="checkbox"/>
VAT Bus. Posting Gr. (Price)	<span>▼</span>

- FIFO
- LIFO
- Specific
- Average
- Standard



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

1952-W · OSLO Storage Unit/Shelf

Process Item History Special Sales P...ces & Discounts Request Approval Zobrazit přílohy Akce **Navigace** Méně možností

**History** Item Availability Purchases Special Purchase...es & Discounts Sales Bill of Materials Warehouse



**Entries** Ledger Entries

- Phys. Inventory Ledger Entries
- Reservation Entries
- Value Entries
- Item Tracking Entries
- Warehouse Entries
- Application Worksheet
- Export Item Data

NO.	...	Type	Inventory
Description		Base Unit of Measure	PCS
Blocked		Item Category Code	
<b>Inventory</b>			Zobrazit méně
Shelf No.		Qty. on Job Order	0
Created From Catalog Item		Qty. on Assembly Order	
Search Description	OSLO STORAGE UNIT/SHELF	Qty. on Asm. Component	0

Otevřít podrobnosti pro "Qty. on Asm"

# Item Ledger Entries

Item Ledger Entries					
 Hledat	Entry	Zobrazit přílohy	 Otevřít v aplikaci Excel	Více možností	
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	

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)

Sales Searching window

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**Na aktuální stránce (Accountant)**

-  **EC Sales List**  
Calculate VAT amounts from sales, and submit the amounts to a tax authority.
-  **Sales Credit Memo**  
Create a new sales credit memo to revert a posted sales invoice.
-  **Sales & Receivables Setup**  
Define your general policies for sales invoicing and returns, such as when to show credit a...

---

**Přejít na stránky a úlohy** Zobrazit vše (39)

> Sales Quotes	Seznamy	Lists
> Sales Orders	Seznamy	Lists
> Sales Cycles	Administrace	



See next slide

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

**Filtry** ✕

Filtrovat seznam dle:

✕ Sell-to Customer No. 10000

+ Filtr...

Filtrovat součty dle:

Date Filter: ".08.02.20

Úpravy

NO.	BUSINESS CASE NO.	SELL-TO CUSTOMER NO. ▼	SELL-TO CUSTOMER NAME	EXTERNAL DOCUME... NO.	LOCATION CODE	ASSIGNED USER ID
1008	:	10000	The Cannon Group PLC		BLUE	
101016		10000	The Cannon Group PLC		BLUE	
104001		10000	The Cannon Group PLC		BLUE	
104006		10000	The Cannon Group PLC		BLUE	
104011		10000	The Cannon Group PLC		BLUE	

**Power BI Reports** ▼  
Get started with Power BI

**Customer Statistics**

Customer No. 10000  
Balance (LCY) 252 751,91

**SALES**

Outstanding Orders (LCY) 3 412,50  
Shipped Not Invd. (LCY) 525,50  
Outstanding Invoices (LCY) 0,00

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 Mění možnosti

### 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 Mění možnosti

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



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  
Peter Saddow

Quote No.

Shipment Method  
Ex Warehouse

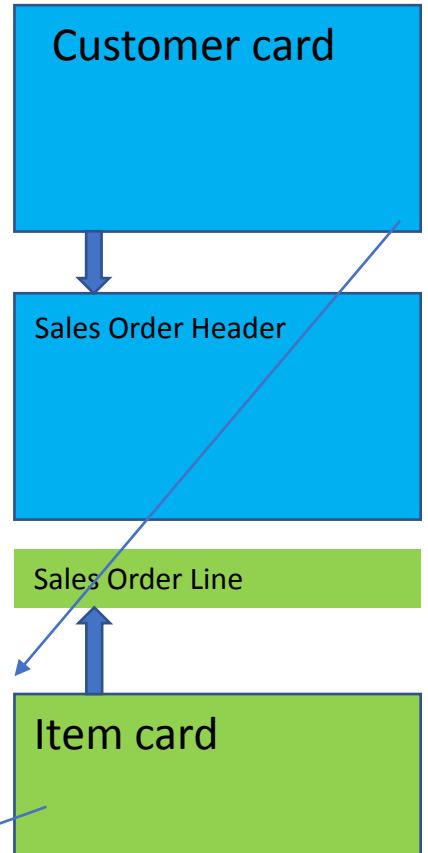
No.	Description	Quantity	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
1936-5	BERLIN Guest Chair, yellow	3	Piece 143,90	25	431,70
			Subtotal		431,70
			25% VAT		107,93
			<b>Total GBP Incl. VAT</b>		<b>539,63</b>

# 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 Ledger Entries

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

Filtery

Filtrovat seznam dle:

Customer No. 10000

Posting Date 09.02.20

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

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

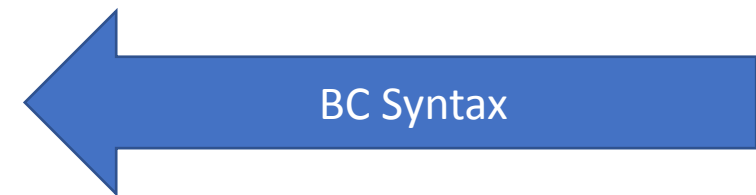
CRONUS International Ltd. | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾ **Posted Documents ▾** Setup & Extensions ▾ Informace o Intelligent Cloud ▾

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





**Thank you for keeping a  
watchful eye**

