

Business Central Introduction

Selling and Purchasing

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**The basics of double entry accounting presented
on Sales Order posting.**

**This was more and less shown in principles
in the previous BC presentation**

Double-entry booking (Selling process → Sales Order → Sales Invoice)

Customer Account (2310)		Revenue Account (6110)		VAT (25%) Account (5610)	
Debit	Credit	Debit	Credit	Debit	Credit
125	125		100		25

Invoice (1st)

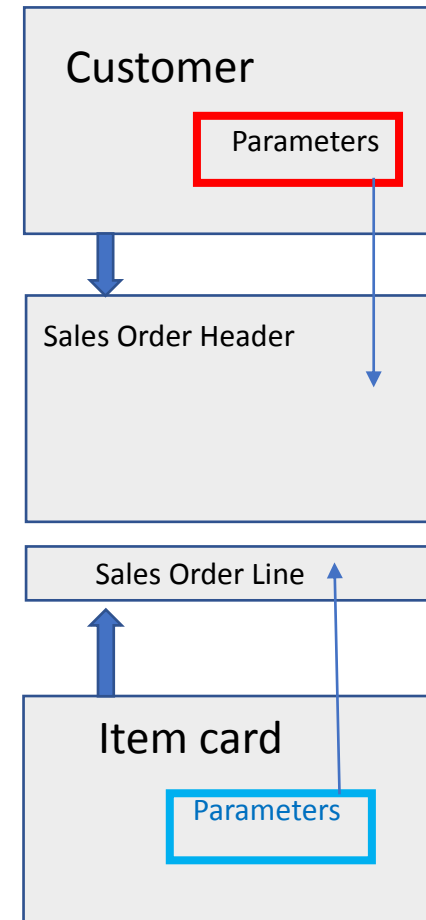
Payment (2nd)

Bank (2920)	
Debit	Credit
125	

Balance on Customer card = 125 → 100 + 25

Balance on Customer card = 0 → 125 - 125

2310	Customers Domestic	658,026.77	658,026.77	Balance Sheet
6110	Sales, Retail - Dom.	-772,737.53	-772,737.53	Income Statement
5610	Sales VAT 25 %	-406,207.81	-406,207.81	Balance Sheet
2920	Bank, LCY	6,717.54	6,717.54	Balance Sheet



Note: the amounts in total entries **do not match** the amounts in the animated example. It is only an explanation that the relevant entries (transactions) are created gradually during the business example

Sales Order

← Sales Order | Work Date: 2/1/2022 ✎ + 🗑

1029 · The Cannon Group PLC

✕ This customer has an overdue balance. [Show details](#)

Process Release Posting Prepare Order Request Approval Print/Send Navigate | Actions Related Fewer options

Address	<input type="text" value="192 Market Square"/>	Promised Delivery Date	<input type="text"/> 📅
Address 2	<input type="text"/>	External Document No.	<input type="text"/>
City	<input type="text" value="Birmingham"/> ...	Your Reference	<input type="text"/>
Post Code	<input type="text" value="B27 4KT"/> ...	Salesperson Code	<input type="text" value="PS"/> ▾
Country/Region Code	<input type="text" value="GB"/> ▾	Campaign No.	<input type="text"/> ▾
Contact No.	<input type="text" value="CT000008"/> ...	Opportunity No.	<input type="text"/> ▾
Phone No.	<input type="text"/>	Responsibility Center	<input type="text" value="BIRMINGHAM"/> ▾
Mobile Phone No.	<input type="text"/>	Assigned User ID	<input type="text"/> ▾
Email	<input type="text"/>	Status	Open
Contact	<input type="text" value="Mr. Andy Teal"/> ...	Work Description	
No. of Archived Versions	<input type="text" value="0"/>	<input type="text"/>	
Document Date	<input type="text" value="2/1/2022"/> 📅		

Lines | Manage Line Order Fewer options 🔗

Type	No.	Cat...	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity	Purchasing Code	Drop Shipment	Unit of Measure Code	Unit Price Excl. VAT
→ Item	1936-S	<input type="checkbox"/>	BERLIN Guest Chair, yellow	BLUE	5		-		<input type="checkbox"/>	PCS	143.90

Sales Invoice (F9)



Either use the F9 key or find the Post icon. It is easier and therefore faster to use keyboard shortcuts.



Post Icon

Ship
 Invoice
 Ship and Invoice

OK Cancel



Three possible options



Working on it...

Order 1029 -> Invoice 103058
Posting lines 1
Posting sales and VAT 1
Posting to customers 1
Posting to bal. account

Cancel



BC creates all entries



G/L Entries
Item Ledger Entries
Customer Ledger Entries

Sales Order | Work Date: 1/23/2025

1017 · Selangorian Ltd.

Home Prepare Print/Send Request Approval Order | Actions ▾ Related ▾ Fewer options

Post... Release Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

General

Posted Sales Invoice (after posting by F9 hot key)

← Posted Sales Invoice | Work Date: 2/1/2022

103058 · The Cannon Group PLC

Process Invoice Correct Print/Send Navigate More options

Address 2

City Birmingham

County

Post Code B27 4KT

Country/Region GB

Contact No. CT000008

Phone No.

Mobile Phone No.

Email mr.andy.teal@contoso.com

Contact Mr. Andy Teal

Your Reference

Order No. 1029

Pre-Assigned No.

External Document No.

Salesperson Code PS

Responsibility Center BIRMINGHAM

No. Printed 0

Cancelled No

Corrective No

Closed

Work Description

Lines | Manage More options

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Deferral Code	Department Code
→ Item	⋮ 1936-S	BERLIN Guest Chair, yellow	5	PCS	143.90		719.50		SALES

General Ledger (impacts) – One way to get at it

Go to Reports and Analysis Show all (7)

Posted General Journal	Archive	
General Ledger Entries	Archive	
G/L Registers	Archive	

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.
203	1/26/2021	10:37:37 AM	NAVERTICA	SALES		3088	3090	964	964

G/L Registers | Work Date: 2/1/2022

Search **Process** Report Reverse

General Ledger Customer Ledger

+ Sign -> Debit , - Sign -> Credit

General Ledger Entries | Search Edit List Process Entry Open in Excel Actions Related Fewer options

Posting Date ↓	Document Type	Document No.	G/L Account No.	Description	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type
→ 2/1/2022	Invoice	103058	6110	Order 1029	SALES		Sale	DOMEST...	RETAIL	-719.50	G/L Account
2/1/2022	Invoice	103058	5610	Order 1029	SALES					-179.88	G/L Account
2/1/2022	Invoice	103058	2310	Order 1029	SALES					899.38	G/L Account

719,50+179,88=899,38

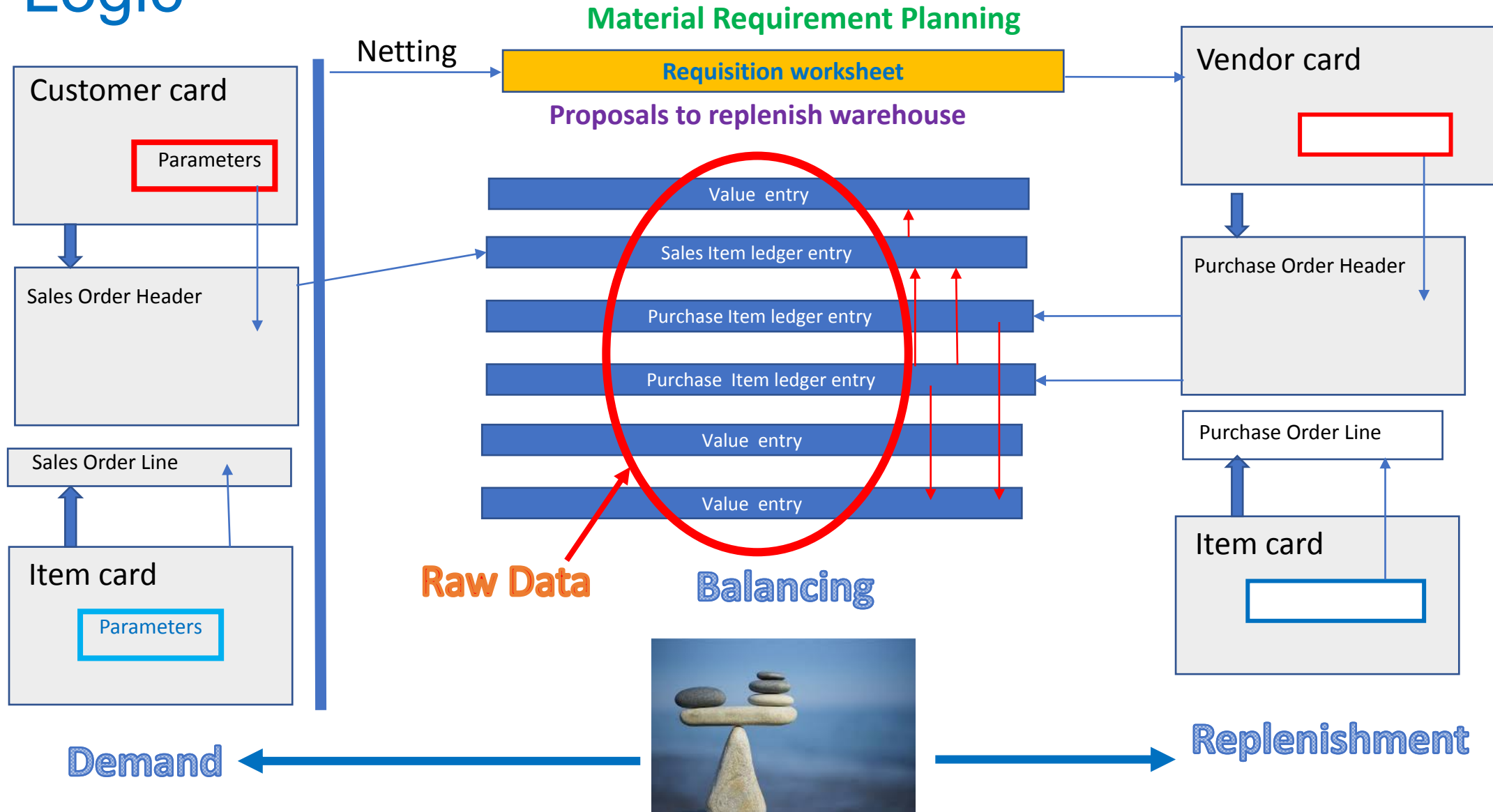
Demand creation – Sales Order (**only theory so far**)

- **Reasons**

- Planning - calculation of replenishment and Creation of Purchase Order (PO)
- Creation of two different **PO** covering demand with different costs
- Posting both **PO** (Purchase Order documents)
- Partly posting of Sales Order (For example, not everything was delivered by Vendor)
- See applied Item Ledger Entries (this affects stock levels)
- See important fields on the Item card
- Inventory Adjustment (will be explain at the end of the course- only PIS2 course)
- See the impact on item General Ledger Entries
- See the impacts on Value entries (will be explain more in detail later – only PIS2 course !!!!)

Business Central supports supply planning for **wholesale companies** where the resulting supply orders can only be transfer and purchase orders. The main interface for this planning work is the **Requisition Worksheet** page, Which will be shortly described by tutor (only PIS2 course).

Logic



Customer card I.

CRONUS International Ltd. | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾
Chart of Accounts Bank Accounts **Customers** Vendors Purchase Orders Incoming Documents Purchase Invoices

Customer list

Customers: All ▾ | 🔍 Search + New 🗑️ Delete Process ▾ Report ▾ New Document ▾ Customer ▾ Navigate ▾ Prices & Discounts ▾

No. ↑	Name	Responsibility Center	Location Code	Phone No.	Contact	Balance (LCY)	Balance Due (LCY)
01121212	Spotsmeyer's Furnishings		YELLOW		Mr. Mike Nash	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	223,577.28	223,577.28
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young	0.00	
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner	0.00	
01905902	London Candoxy Storage Cam...		YELLOW		Mr. John Kane	0.00	
10000	The Cannon Group PLC	BIRMINGHAM	BLUE		Mr. Andy Teal	168,364.41	168,364.41
20000	Selangorian Ltd.				Mr. Mark McArthur	96,049.99	96,049.99
20309920	Metatorad Malaysia Sdn Bhd		YELLOW		Mrs. Azleen Samat	0.00	
20312912	Highlights Electronics Sdn Bhd		GREEN		Mr. Mark Darrell Boland	0.00	

Customer card II.

Customer Card | Work Date: 7/20/2022

10000 · The Cannon Group PLC

New Document Approve Request Approval Prices & Discounts Navigate Customer More options

General Show more

No.	<input type="text" value="10000"/>	Credit Limit (LCY)	<input type="text" value="0.00"/>
Name	<input type="text" value="The Cannon Group PLC"/>	Blocked	<input type="text" value=""/>
Balance (LCY)	<input type="text" value="168,364.41"/>	Total Sales	<input type="text" value="17,100.96"/>
Balance Due (LCY)	<input type="text" value="168,364.41"/>	Costs (LCY)	<input type="text" value="11,762.70"/>

Address & Contact Show more

Ctrl-F7

Entries

Customer card III.

Invoicing		Show more	
VAT Registration No.	<input type="text" value="789456278"/> ...	Prices and Discounts	
Use GLN in Electronic Documents ...	<input checked="" type="checkbox"/>	Customer Price Group	<input type="text"/> ▾
Copy Sell-to Addr. to Qte From	<input type="text" value="Company"/> ▾	Customer Disc. Group	<input type="text"/> ▾
Posting Details			
Gen. Bus. Posting Group	<input type="text" value="DOMESTIC"/> ▾		
Customer Posting Group	<input type="text" value="DOMESTIC"/> ▾		
Payments		Show more	
Payment Terms Code	<input type="text" value="1M(8D)"/> ▾		

New item card (FIFO)

TEST_1 · Rivonia Bottle

Process Costs & Posting Zobrazit méně

Item COST DETAILS Special Purch. Prices & Discoun Create New

No. Costing Meth

Description Standard Cos

Blocked Unit Cost ..

Inventory Indirect Cost

Shelf No. Last Direct Co

Created Fr Net Invoiced

Search Des Cost is Adjust

Inventory Cost is Postec

Qty. on Purch. Order

Qty. on Prod. Order

Qty. on Component Lines ..

Qty. on Sales Order

Qty. on Service Order

Planning Zobrazit více

Reordering Policy Lot-for-Lot

Order Tracking Policy None

Stockkeeping Unit Exists No

Critical

Safety Lead Time 1D

Safety Stock Quantity 3

LOT-FOR-LOT PARAMETERS

Include Inventory

Lot Accumulation Period

Rescheduling Period

REORDER-POINT PARAMETERS

Reorder Point 5

Reorder Quantity 0

Maximum Inventory 0

ORDER MODIFIERS

Minimum Order Quantity 0

Maximum Order Quantity 0

Order Multiple 0

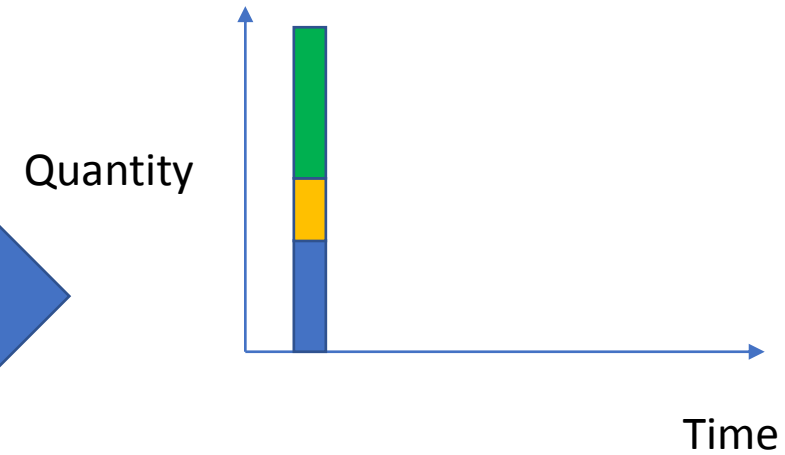
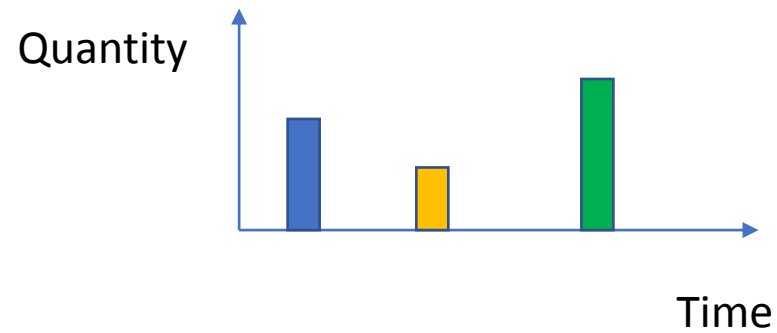
Lot Accumulation period explanation on the next slide

Lot-for-lot : The quantity is calculated to meet the sum of the demand that comes due in the time bucket.

Lot-for-Lot-> Economic Order Quantity



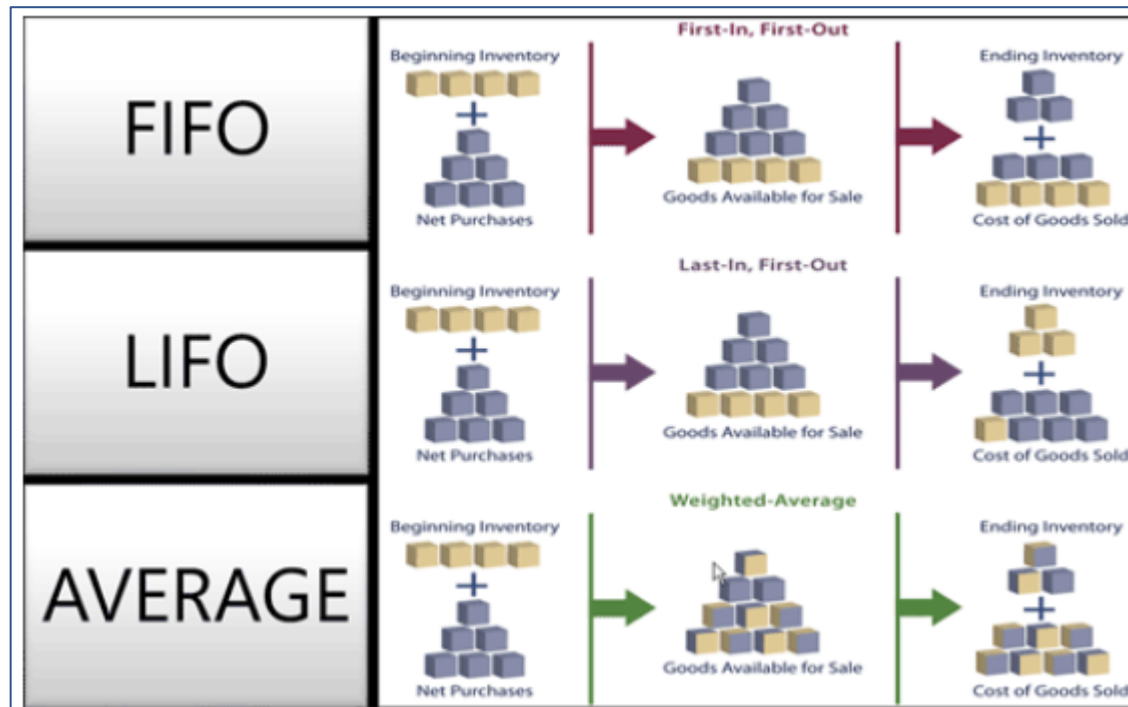
Instead of three different purchases over time, everything is purchased only once



FIFO costing method (home study)

An item's unit cost is the actual value of any receipt of the item, selected by the FIFO rule.

In inventory valuation, it is assumed that the first items placed in inventory are sold first.



New Sales Order

To find Sales orders you can use searching window !!!!

Sales Orders | Work Date: 7/20/2022

Search **+ New** Manage Report Order Release Posting Print/Send Navigate Open in Excel More options

No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Document Date	Status	Compl... Shipped	Amount Shipped Not Invoiced (LCY)	Amount Shipped Not Invoiced (LCY) Incl. VAT
1001	10000	The Cannon Group PLC		BLUE		1/27/2022	Open	No	0.00	0.00
101005	30000	John Haddock Insurance Co.				1/13/2022	Released	Yes	1,597.52	1,996.90

Sales Orders
already
created
but not
postet

Sales Order created

Sales Order | Work Date: 7/20/2022

1003 · The Cannon Group PLC

✕ This customer has an overdue balance. Show details

It's just a warning based on Sales and

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

General

No.	1003	Due Date	8/20/2022
Customer Name	The Cannon Group PLC	Requested Delivery Date	
Contact	Mr. Andy Teal	External Document No.	
Posting Date	7/20/2022	Status	Open
Order Date	7/20/2022		

Type	No.	Description	Location Code	Quantity	Qty. to Assemble to Order	Reserved Quantity
→ Item	1936-S	BERLIN Guest Chair, yellow	BLUE	2		

... Receivables Setup | Work Date: 1/23/2025

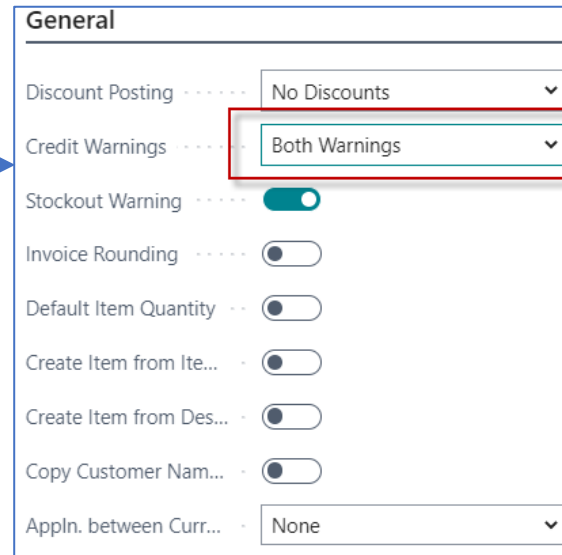
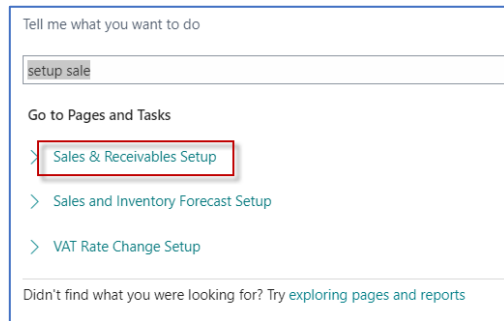
Sales & Receivables Setup

Customer Groups Payments

General

Discount Posting	All Discounts	Default Posting Date	Work Date
Credit Warnings	Both Warnings	Auto Post Non-Inv. v...	None
Stockout Warning	<input checked="" type="checkbox"/>	Allow VAT Difference	<input type="checkbox"/>

Setting warning types in BC



Credit limit (LCY)
Overdue
Both Warning
No Warning

Options

Credit Limit (LCY)

Specifies the maximum amount you allow the customer to exceed the payment balance before warnings are issued.

[Learn more](#)

Explanation : LCY=Local Currency

Sales Order print confirmation->Preview only

Order Confirmation 1003
20 July 2022
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 Sadow Quote No. Shipment Method
Ex Warehouse

It can also be format pdf

No.	Description
1936-S	BERLIN Guest Chair, yellow

Sales Order | Work Date: 1/23/2025

1017 · Selangorian Ltd.

Home Prepare Print/Send Request Approval Order | Actions ▾ Related ▾ Fewer options

Email Confirmation... Print Confirmation... Pick Instruction Attach as PDF... Work Order... Pro Forma Invoice...

Sales Order posting (by use hot key F9)->Result->Sales invoice



Posted Sales Invoice | Work Date: 7/20/2022

103033 · The Cannon Group PLC

Process Invoice Correct Print/Send Navigate | More options

General Show more

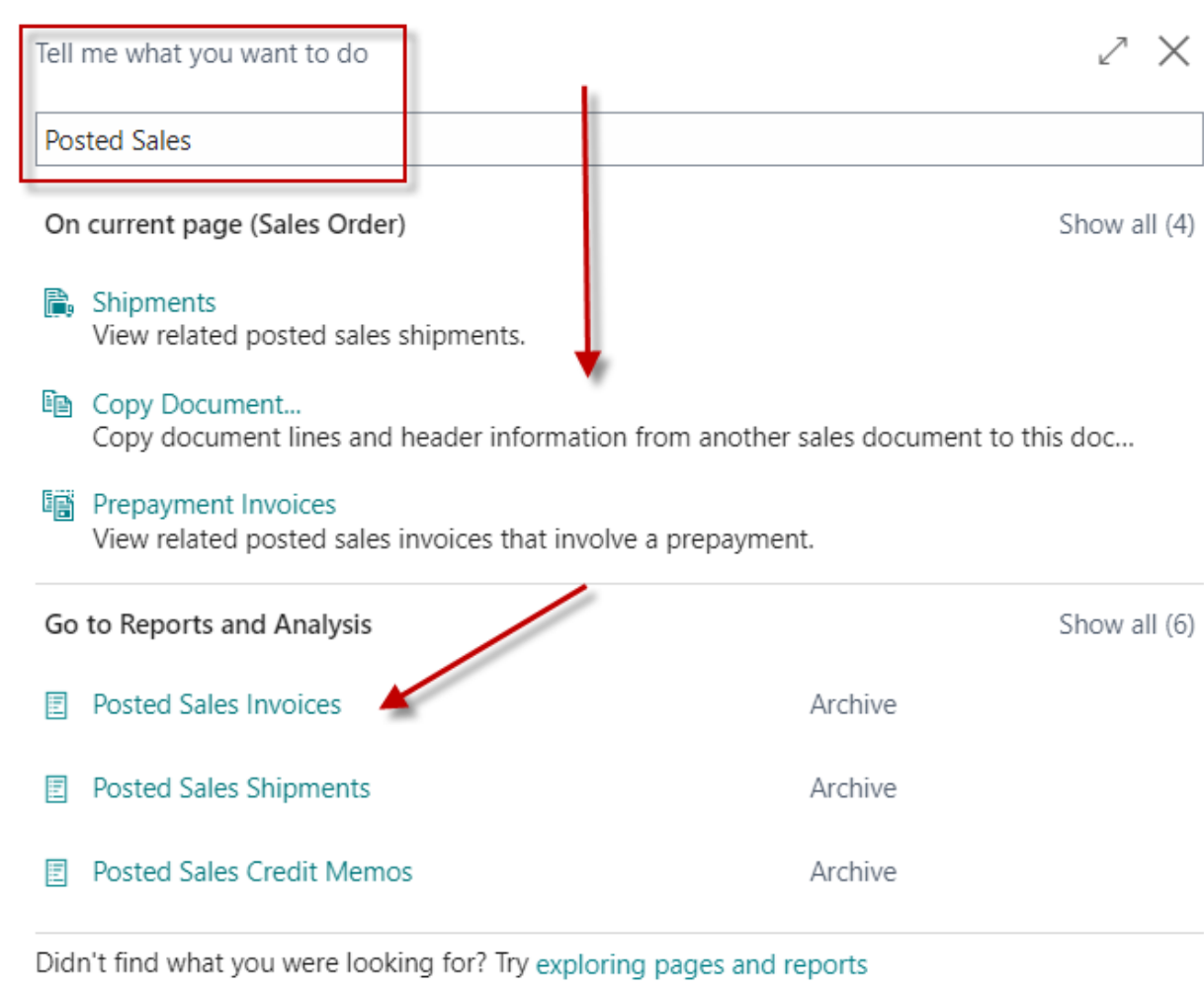
No.	103033	Due Date	8/20/2022
Customer	The Cannon Group PLC	Quote No.	
Contact	Mr. Andy Teal	Order No.	1003
Posting Date	7/20/2022	Closed	<input type="checkbox"/>

Lines | Manage More options ✉

Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Deferral Code
→ Item	1936-S	BERLIN Guest Chair, yellow	2	PCS	143.90		287.80	

You can also find it in BC using the search window

List of all Posted Sales Invoices






The screenshot shows a search interface with a search bar at the top containing the text "Posted Sales". Below the search bar, there are two sections of results. The first section is titled "On current page (Sales Order)" and contains three items: "Shipments", "Copy Document...", and "Prepayment Invoices". The second section is titled "Go to Reports and Analysis" and contains three items: "Posted Sales Invoices", "Posted Sales Shipments", and "Posted Sales Credit Memos". A red arrow points from the search bar to the "Posted Sales Invoices" item in the second section. Another red arrow points from the search bar to the "Shipments" item in the first section. The interface also includes a search prompt "Tell me what you want to do" and a "Show all" link for each section.




Tell me what you want to do

Posted Sales

On current page (Sales Order) [Show all \(4\)](#)

-  **Shipments**
View related posted sales shipments.
-  **Copy Document...**
Copy document lines and header information from another sales document to this doc...
-  **Prepayment Invoices**
View related posted sales invoices that involve a prepayment.

Go to Reports and Analysis [Show all \(6\)](#)

-  **Posted Sales Invoices** [Archive](#)
-  **Posted Sales Shipments** [Archive](#)
-  **Posted Sales Credit Memos** [Archive](#)

Didn't find what you were looking for? Try [exploring pages and reports](#)

Customer Ledger Entries (raw data)

Customer Card | Work Date: 7/20/2022

10000 · The Cannon Group PLC

New Document Approve Request Approval Prices & Discounts Navigate Customer More options

General Show more

No.	10000	Credit Limit (LCY)	0.00
Name	The Cannon Group PLC	Blocked	
Balance (LCY)	168,724.16	Total Sales	17,388.76
Balance Due (LCY)	168,724.16	Costs (LCY)	11,957.70



Customer Ledger Entries | Search Edit List Process Line Entry Navigate Open in Excel More options

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount
→ 7/20/2022	Invoice	103033	10000	Order 1003		359.75	359.75	359.75	359.75
1/19/2022	Invoice	103028	10000	Order 6005		4,101.88	4,101.88	4,101.88	4,101.88
1/24/2022	Invoice	103001	10000	Invoice 103001		8,182.35	8,182.35	8,182.35	8,182.35
1/16/2022	Payment	2596	10000	Payment 2022		-67,704.67	-67,704.67	-67,704.67	0.00
1/16/2022	Payment	2596	10000	Payment 2022		-50,778.50	-50,778.50	-50,778.50	0.00

Item Ledger Entries

Tell me what you want to do

items

On current page (Accountant)

Purchase Credit Memo
Create a new purchase credit memo so you can manage returned items

Go to Pages and Tasks

> Items Lists

No. ↑	Description	Type	Inventory	Subst... Exist	Assem... BOM	Production BOM No.	Routing No.	Base Unit of Measure	IS Adj...	Unit Cost
1928-S	AMSTERDAM Lamp	Inventory	272	No	No			PCS	<input type="checkbox"/>	27.80
1928-W	ST.MORITZ Storage Unit/Draw...	Inventory	67	No	Yes			PCS	<input type="checkbox"/>	191.90
1929-W	Conference Bundle 1-8	Inventory	0	No	No			PCS	<input checked="" type="checkbox"/>	0.00
1936-S	BERLIN Guest Chair, yellow	Inventory	153	No	No			PCS	<input type="checkbox"/>	97.50
1952-W	OSLO Storage Unit/Shelf	Inventory	15	No	Yes			PCS	<input type="checkbox"/>	93.60

1936-S

Item

- Adjust Inventory
- Prices & Discounts
- Sales Prices
- Sales Discounts
- Manage
- View
- Edit**
- Delete
- Select More

Edit

Item card 1936-S

Ctrl-F7

Item 1936-S BERLIN Guest Chair, yellow | Work Date: 7/20/2022

Costs, selling prices, decrease or increase in stock levels)

Item Ledger Entries | Search | Entry | Open in Excel | More options

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)
7/20/2022	Sale	Sales Ship...	102044	1936-S		BLUE	-2	-2	0	287.80	-195.00
1/27/2022	Sale	Sales Ship...	102043	1936-S		BLUE	-1	-1	0	128.07	-97.50

General Ledger Entries

Tell me what you want to do

G/L

On current page (Accountant) Show all (12)

- Budget**
View or edit estimated amounts for a range of accounting periods.
- G/L Journal Entry**
Prepare to post any transaction to the company books.
- G/L Trial Balance**
View, print, or send a report that shows the balances for the general ledger accounts, in...

Go to Pages and Tasks Show all (7)

- G/L Budgets Lists
- Job G/L Journals Tasks
- Job Post WIP to G/L Tasks

Go to Reports and Analysis Show all (14)

- G/L Register Reports and Analysis
- G/L Registers** Archive
- Job WIP To G/L Reports and Analysis

G/L Registers | Work Date: 7/20/2022

Search Process Report Reverse Open in Excel More options

No. ↓	Creation Date	Creation Time	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.
136	8/25/2021	12:21:25 PM	TEACHER	SALES		2836	2838
Select More	7/29/2021	2:55:41 PM	TEACHER	PURCHASES		2833	2835

Search **Process** Report Reverse Open in Excel Actions Related Reports

- General Ledger**
- Vendor Ledger
- Bank Account Ledger
- Maintenance Ledger
- Customer Ledger
- Employee Ledger
- Fixed Asset Ledger
- VAT Entries

General Ledger Entries | Search Edit List Process Entry Open in Excel More options

Posting Date ↓	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type
→ 7/20/2022	Invoice	103033	6110	Order 1003	Sale	DOMESTIC	RETAIL	-287.80	G/L Account
7/20/2022	Invoice	103033	5610	Order 1003				-71.95	G/L Account
7/20/2022	Invoice	103033	2310	Order 1003				359.75	G/L Account

Purchase Order – List of Vendors

LinkUp | Finance | Journals | Cash Management | Cost Accounting | Fixed Assets | Posted Documents | Setup & Extensions

Chart of Accounts | Bank Accounts | Customers | **Vendors** | Purchase Orders | Incoming Documents | Purchase Invoices | EC Sales List | VAT Returns

✕ You can include Azure AI capabilities in the cash flow forecast. Enable Azure AI | Don't ask again

Vendors: All | Search | + New | Delete | Process | New Document | Vendor | Navigate | Open in Excel | More options

No. †	Name	Location Code	Phone No.	Contact	Search Name	Balance (LCY)	Balance Due (LCY)	Payments (LCY)
01254796	Progressive Home Furnishings			Mr. Michael Sean Ray	PROGRESSIVE HOM...	106,130.69	106,130.69	0.00
01587796	Custom Metals Incorporated			Mr. Peter Houston	CUSTOM METALS I...	0.00	0.00	0.00
01863656	American Wood Exports			Mr. Jeff D. Henshaw	AMERICAN WOOD ...	77,793.33	77,793.33	0.00
01905283	Mundersand Corporation			Mr. Mike Hines	MUNDERSAND COR...	0.00	0.00	0.00
01905382	NewCaSup			Mr. Toby Nixon	NEWCASUP	0.00	0.00	0.00
01905777	OakvilleWorld			Mr. Sean P. Alexander	OAKVILLEWORLD	0.00	0.00	0.00
10000	London Postmaster			Mrs. Carol Phillips	LONDON POSTMAS...	132,102.66	117,701.40	72,240.56
20000	AR Day Property Management	YELLOW		Mr. Frank Lee	AR DAY PROPERTY ...	27,605.81	19,105.81	154,113.20
20300190	Malay-Dan Export Unit Sdn Bhd	YELLOW		Mr. Fabrice Perez	MALAY-DAN EXPOR...	0.00	0.00	0.00
20319939	KDHSL99 Sdn Bhd			Mr. Toh Chin Theng	KDHSL99 SDN BHD	0.00	0.00	0.00
20323323	Tengah Butong Sdn Bhd			Mrs. Anisah Yoosof	TENGAH BUTONG S...	0.00	0.00	0.00
21201992	Texpro Maroc			M. Charaf HAMZAoui	TEXPRO MAROC	0.00	0.00	0.00
21218838	Top Bureau	BLUE		M. Fadi FAKHOURI	TOP BUREAU	0.00	0.00	0.00

Details Attachments (0)

Vendor Statistics

Vendor No.	10000
Balance (LCY)	132,102.66
Outstanding Orders (LCY)	1,129.50
Amt. Rcd. Not Invd. (LCY)	6,000.00
Outstanding Invoices (LCY)	0.00
Total (LCY)	139,232.16
Overdue Amounts (LCY) as of 02/01/22	117,701.40
Invoiced Prepayment Amount (LCY)	0.00
Payments (LCY)	72,240.56
Refunds (LCY)	0.00
Last Payment Date	1/12/2022

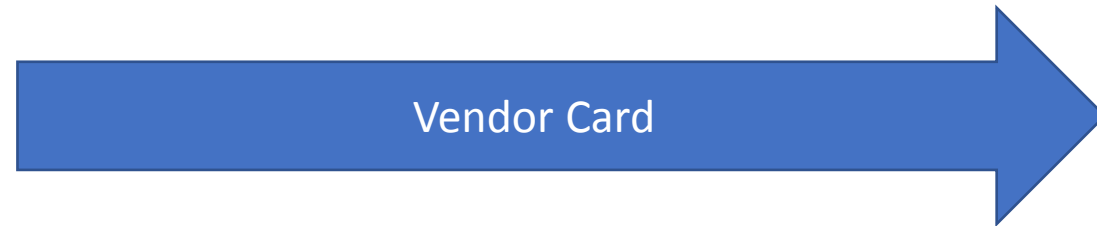
10000

20000 View

20300190 **Edit**

20319939 Delete

20323323 Select More



Purchase Order – Vendor Card

Vendor Card | Work Date: 2/1/2022

10000 · London Postmaster

Process Request Approval New Document Navigate Vendor Actions Related Reports Fewer options

Invoicing

Show less

VAT Registration No.	895741963	Prices Including VAT	<input type="checkbox"/>	Foreign Trade	
GLN	8712345000028	Posting Details		Currency Code	
Pay-to Vendor No.		Gen. Bus. Posting Group	DOMESTIC		
Invoice Disc. Code	10000	VAT Bus. Posting Group	DOMESTIC		
		Vendor Posting Group	DOMESTIC		

Payments

Show more

Application Method	Manual	Priority	1	Partner Type	
Payment Terms Code	21 DAYS	Block Payment Tolerance	<input type="checkbox"/>	Cash Flow Payment Terms Code	
Payment Method Code		Preferred Bank Account Code		Creditor No.	

Receiving

Location Code		Lead Time Calculation		Customized Calendar	No
Shipment Method Code	CIF	Base Calendar Code		Over-Receipt Code	

General Ledger Settings

- Link to the general ledger account settings on which the purchase order that will become the purchase invoice will be posted

Prices Including VAT

Posting Details

Gen. Bus. Posting Group DOMESTIC

VAT Bus. Posting Group DOMESTIC

Vendor Posting Group DOMESTIC

See tab Invoicing and options : Show more fields, Select from full list->Edit list->Option Setup

Customer card → one card=one chosen parameter

Gen. Bus. Posting Group	Gen. Prod. Posting Group	Description	View All Acc... on	Sales Account	Sales Credit Memo Account	Sales Line Disc. Account	Sales Inv. Disc. Account	Sales Pmt. Disc. Debit Acc.	Sales Pmt. Disc. Credit Acc.	Sales Prepayments Account	Purch. Account	Purch. Credit Memo Account
→ DOMESTIC	MANUFACT		<input type="checkbox"/>	6110	6110	6910	6910				7110	7110
DOMESTIC	MISC		<input type="checkbox"/>	6110	6110	6910	6910			5380	7110	7110
DOMESTIC	NO VAT		<input type="checkbox"/>	6110	6110	6910	6910			5360	7110	7110
DOMESTIC	RAW MAT		<input type="checkbox"/>	6210	6210	6910	6910			5380	7210	7210
DOMESTIC	RETAIL		<input type="checkbox"/>	6110	6110	6910	6910			5380	7110	7110
DOMESTIC	SERVICES		<input type="checkbox"/>	6410	6410	6910	6910			5370	7110	7110

Item card → one card=one chosen parameter

Purchase Order – document (Header and Lines)

LinkUp | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾

Chart of Accounts Bank Accounts Customers Vendors **Purchase Orders** Incoming Documents

× You can include Azure AI capabilities in the cash flow forecast. [Enable Azure AI](#) | [Don't ask again](#)

Dynamics 365 Business Central

LinkUp | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾ Posted Documents ▾ Setup & Extensions ▾ | ☰

Purchase Orders: All ▾ | 🔍 Search **+ New** 🗑️ Delete Print/Send ▾ Order ▾ Release ▾ Posting ▾ Navigate ▾ 📄 Open in Excel | More options

Purchase Order (PO) – document (Header and Lines)

106056 · London Postmaster

Process Release Posting Order Request Approval Print/Send Navigate | Actions Related Fewer options

General Show less

Vendor No.	10000	Contact	Mrs. Carol Philips	Responsibility Center	LONDON
Vendor Name	London Postmaster	Document Date	2/1/2022	Assigned User ID	
Buy-from		Posting Date	2/1/2022	Status	Open
Address	10 North Lake Avenue	Due Date	2/22/2022		
Address 2		Vendor Invoice No. *			
City	London	Purchaser Code	RL		
Post Code	N12 5XY	No. of Archived Versions	0		
Country/Region	GB	Order Date	2/1/2022		
Contact No.	CT000129	Quote No.			
Phone No.		Vendor Order No.			
Mobile Phone No.		Vendor Shipment No.			
Email	mrs.carol.philips@contoso.com	Alternate Vendor Address Code			

Where there is an orange asterisk you need to add the data !!!!


Lines | Manage Line Functions Order Fewer options

Type	No.	Description	Location Code	Bin Code	Quantity	Reserved Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	Qty. to Assign
→ Item	1936-S	BERLIN Guest Chair, yellow	BLUE		10	-	PCS	80.00	800.00	10		10		0

PO- Preview

Purchase Order 106056

01 February 2022
Page 1 / 1



Ship-to Address

London Postmaster Mrs. Carol Philips 10 North Lake Avenue London, N12 5XY Great Britain VAT Registration No. 895741963	CRONUS International Ltd. 5 The Ring Westminster London, W2 8HG Great Britain	CRONUS, London RC. Jack S. Richins Kensington Street, 22 London, N12 5XY Great Britain
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Payment Terms Net 21 days
Buyer Richard Lum
Receive By
Shipment Method Cost Insurance and Freight

Prices Including VAT False
VAT Registration No. 777777777
Giro No. 888-9999





Vendor Invoice No.
Vendor Order No.

No.	Description	Quantity	Unit	Direct Unit Cost	VAT Identifier	Line Amount
20-123	BERLIN Guest Chair, yellow	10	Piece	80.00	VAT25	800.00
Total GBP Excl. VAT						800.00
25% VAT						200.00
Total GBP Incl. VAT						1,000.00

← Purchase Order | Work Date: 2/1/2022

106056 · London Postmaster

Process Release Posting Order Request Approval Print/Send Navigate

 Post...  Post and Print...  Preview Posting  Post and New...

PO - preview posting by appropriate icon

Posting Preview | Work Date: 2/1/2022

Search Show Related Entries Open in Excel More options

Related Entries	No. of Entries
G/L Entry	3
Vendor Ledger Entry	1
Item Ledger Entry	1
VAT Entry	1
Detailed Vendor Ledg. Entry	1
Value Entry	1

G/L Entries see next slide

Search Dimensions... Open in Excel More options

Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Message to Recipient	Description
2/1/2022	Invoice	***	12334	10000		Order 106056

Invoice (could be modified by personalize feature-adding fields)



Presented in BC - 2

Search Open in Excel More options

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Department Code	Proj
2/1/2022	Purchase	Purchase R...	***	1936-S			



Inventory (could be modified by personalize feature-adding fields)

General Ledger Registers-> Archive

Tell me what you want to do  

G/L




On current page (Accountant) Show all (12)

-  **Budget**
View or edit estimated amounts for a range of accounting periods.
- G/L Journal Entry**
Prepare to post any transaction to the company books.
-  **G/L Trial Balance**
View, print, or send a report that shows the balances for the general ledger accounts, in...

Go to Pages and Tasks Show all (7)

- > **G/L Budgets** Lists
- > **Job G/L Journals** Tasks
- > **Job Post WIP to G/L** Tasks

Go to Reports and Analysis Show all (14)

-  **G/L Register** Reports and Analysis
-  **G/L Registers** Archive
-  **Job WIP To G/L** Reports and Analysis

PO – General Ledger Entries - preview

G/L Entries Preview													
Search Open in Excel More options													
Posting Date	Document Type	Document No.	G/L Account No.	Description	Debit Amount	Credit Amount	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type
2/1/2022	Invoice	***	7110	Order 106056	800.00				Purchase	DOMESTIC	RETAIL	800.00	G/L Account
2/1/2022	Invoice	***	5630	Order 106056	200.00							200.00	G/L Account
<u>2/1/2022</u>	⋮ Invoice	***	5410	Order 106056		1,000.00						-1,000.00	G/L Account

PO – F9 posting

Receive
 Invoice
 Receive and Invoice

Do you want to open the posted invoice?

Purchase - Invoice
 Page 1

London Postmaster
 Mrs. Carol Phillips
 10 North Lake Avenue
 London, N12 5XY
 Great Britain

CRONUS, London RC.
 Jack S. Richins
 Kensington Street, 22
 London, N12 5XY
 Great Britain

Phone No. +44-999 154642
 Home Page
 Email
 VAT Registration No. 77777777
 Giro No. 888-9999
 Bank World Wide Bank
 Account No. 99-99-888
 Purchaser Richard Lum

Pay-to Vendor No. 10000
 Invoice No. 108066
 Order No. 106056
 Document Date 02/01/22
 Posting Date 02/01/22
 Due Date 02/22/22
 VAT Registration No. 895741963

Payment Terms Net 21 days
 Shipment Method Cost Insurance and Freight
 Prices Including VAT No

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1936-S	BERLIN Guest Chair, yellow	10	Piece	80.00		Yes	VAT25	800.00
							Total GBP Excl. VAT	800.00
							25% VAT	200.00
							Total GBP Incl. VAT	1,000.00

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Inv. Disc. Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25.00	800.00	800.00	0.00	800.00	200.00
Total		800.00	800.00	0.00	800.00	200.00

Ship-to Address
 CRONUS International Ltd.
 5 The Ring
 Westminster
 London, W2 8HG
 Great Britain

THE END