

# Introduction to MS Dynamics NAV

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

Assigned to students of courses BPH\_EPS1, MPH\_AOMA and MPH\_AOPR

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# Customer Card

One customer record

Departments  
Financial Management  
Sales & Marketing  
Sales  
Order Processing  
Marketing  
Inventory & Pricing  
Microsoft Dynamics CRM  
Purchase  
Warehouse  
Manufacturing  
Jobs  
Resource Planning  
Service  
Human Resources  
Administration

**Order Processing**

**Lists**  
Customers  
Contacts  
Sales Quotes  
Sales Orders  
Blanket Sales Orders  
Sales Return Orders  
Sales Invoices  
Sales Credit Memos  
Requests to Approve  
Approval Request Entries  
Certificates of Supply

**Tasks**  
Order Planning  
Create Recurring Sales Invoices

**Reports and Analysis**

**Reports**  
Customer - Order Detail  
Customer - Order Summary  
Work Order  
Sales Statistics  
Customer/Item Sales  
Customer - Sales List  
Sales Invoice Nos.  
Sales Credit Memo Nos.  
EC Sales List  
Sales Reservation Avail.

**Documents**  
**Documents**  
Order Confirmation  
Sales Document Test  
Sales Quote  
Blanket Sales Order  
Sales Invoice  
Sales Credit Memo

Home  
Posted Documents  
Departments

Mouse click



List of customers



See next slide

# List of Customers

No.	Name	Responsi... Center	Location Code	Phone No.	Contact	Search Name	Blocked	Credit
01905893	Candoxy Canada Inc.		YELLOW		Mr. Rob Young	CANDOXY...		
01905899	Elkhorn Airport		YELLOW		Mr. Ryan Danner	ELKHORN ...		
01905902	London Candoxy Storage C...		YELLOW		Mr. John Kane	LONDON ...		
10000	The Cannon Group PLC	BIRMINGH...	BLUE		Mr. Andy Teal	THE CAN...		
20000	Selangorian Ltd.				Mr. Mark McArthur	SELANGO...		
20309920	Metatorad Malaysia Sdn Bhd		YELLOW		Mrs. Azleen Samat	METATOR...		
20312912	Highlights Electronics Sdn ...		GREEN		Mr. Mark Darrell Boland	HIGHLIGH...		
20339921	TraxTonic Sdn Bhd		YELLOW		Mrs. Rubina Usman	TRAXTONI...		
21233572	Somadis		YELLOW		M. Syed ABBAS	SOMADIS		
21245278	Maronegoce		BLUE		Mme. Fadoua AIT MOUSSA	MARONEG...		
21252947	ElectroMAROC		YELLOW			ELECTRO...		
27090917	Zanlan Corp.		YELLOW		Mr. Derik Stenerson	ZANLAN C...		
27321782	Karoo Supermarkets		YELLOW		Mr. Pieter Wycoff	KAROO SU...		
27489991	Durbandit Fruit Exporters		YELLOW		Mr. Eric Lang	DURBANDI...		
30000	John Haddock Insurance Co.				Miss Patricia Doyle	JOHN HA...		
31505050	Woonboulevard Kuitenbrou...		YELLOW		Maryann Barber	WOONBO...		
31669966	Meersen Meubelen		YELLOW		Michael Vanderhyde	MEERSEN ...		
31987987	Candoxy Nederland BV		YELLOW		Rob Verhoff	CANDOXY...		
32124578	Nieuwe Zandpoort NV		YELLOW		Kevin Verboort	NIEUWE Z...		
32656565	Antarcticopy		YELLOW		Michael Zeman	ANTARCTI...		2

Sell-to Customer Sale...

Customer No.: 20000

Quotes: 0

Blanket Orders: 0

Orders: 4

Invoices: 0

Return Orders: 0

Credit Memos: 0

Pstd. Shipments: 4

Pstd. Invoices: 4

Pstd. Return Recei...: 2

Pstd. Credit Memos: 2

Customer Statistics

Customer No.: 20000

Balance (LCY): 96 049,99

**Sales**

Outstanding Ord...: 9 351,34

Shipped Not Invd...: 0,00

Outstanding Invo...: 0,00

**Service**

Outstanding Serv...: 0,00

Serv Shipped Not...: 0,00

Outstanding Serv...: 0,19

Total (LCY): 105 401,...

Credit Limit (LCY): 0,00

Overdue Amounts...: 49 633,17

See balance (calculated field ) and explain it! See business history and explain as well!  
Use Edit Icon to open chosen customer card !

HOME ACTIONS NAVIGATE REPORT

Sales Order Sales Invoice Sales Order Reminder

**Edit View Delete**

Sales Journal Statement Comments Contact Dimensions

Credit Cards Ledger Statistics

New Manage Process Report Customer Credit Card History

}

To open one chosen Customer Card

# Customer Card

See following tabs :

- General - basic fields (Country (Region, Salesperson, Balance, Credit limit,...)
- Communication – basic fields (e-mail,...)
- Invoicing - basic fields (Posting groups- will part of the accounting section of this course)
- Payments – basic fields (Payment terms- enter new one by the use of **formula date**)
- Receiving – basic fields (Location)
- Foreign trade – basic fields (Currency code and Language)



↓  
1D, 2W,1M..

# Customer Ledger Entries

Customer card



Customer Ledger Entries

HOME ACTIONS NAVIGATE REPORT

Dimensions Bank Accounts Contact Order Addresses Online Map Vendor

Comments Cross References

Items Invoice Discounts Prices Purchases

Line Discounts Prepayment Percentages Std. Vend. Purchase Codes

Quotes Orders Return Orders Blanket Orders Documents

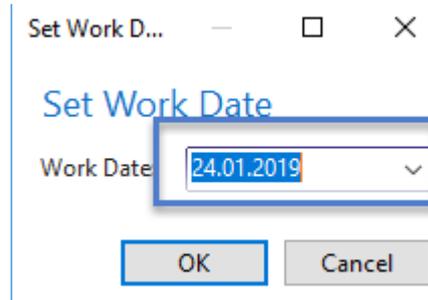
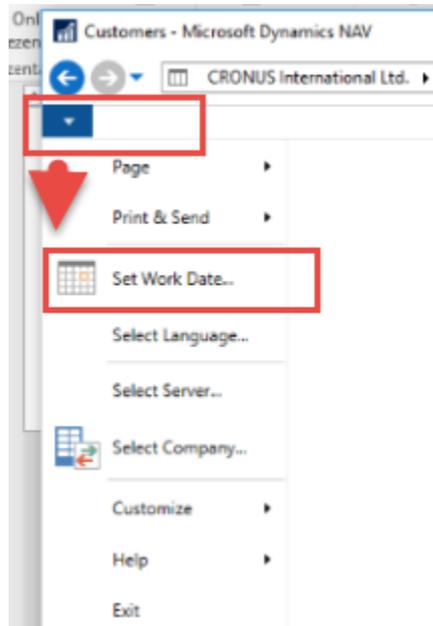
Ledger Entries Statistics

Customer Ledger Entries were created due to posted documents such as invoices, credit memos, and payments

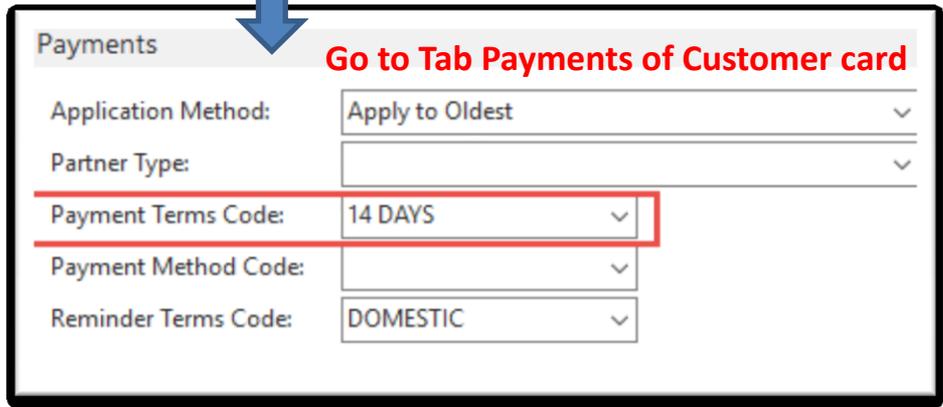
Customer Ledger Entries

Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date
31.12.2018	Invoice	00-12	20000		Opening Entries, Customers		55 010,04	55 010,04	0,00	31.01.2019
31.12.2018	Invoice	00-14	20000		Opening Entries, Customers		38 083,88	38 083,88	38 083,88	31.01.2019
31.12.2018	Invoice	00-2	20000		Opening Entries, Customers		42 315,42	42 315,42	0,00	03.01.2019
31.12.2018	Invoice	00-5	20000		Opening Entries, Customers		25 389,25	25 389,25	0,00	04.01.2019
31.12.2018	Invoice	00-8	20000		Opening Entries, Customers		50 778,50	50 778,50	48 845,77	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-42 315,42	-42 315,42	0,00	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-25 389,25	-25 389,25	0,00	10.01.2019
10.01.2019	Payment	2594	20000		Payment 2019		-55 010,04	-55 010,04	0,00	10.01.2019
13.01.2019	Invoice	103018	20000		Order 101004		787,40	787,40	787,40	23.01.2019
15.01.2019	Invoice	103019	20000		Order 101012		215,83	215,83	215,83	27.01.2019
15.01.2019	Credit Memo	104002	20000		Credit Memo 104002		-787,40	-787,40	0,00	15.01.2019
18.01.2019	Credit Memo	104003	20000		Credit Memo 104003		-1 145,33	-1 145,33	0,00	18.01.2019
21.01.2019	Invoice	103024	20000		Order 101007		1 145,33	1 145,33	1 145,33	28.01.2019
21.01.2019	Invoice	103002	20000		Invoice 103002		6 971,78	6 971,78	6 971,78	04.02.2019

# Working date, Payment condition, and **red marked** Customer Ledger Entries



Customer card



Business parameters

# Customer Ledger Entries (filtered to only one red marked invoice entry)

Customer card

HOME ACTIONS NAVIGATE REPORT

Sales Quote Sales Invoice Sales Order Reminder New

Edit View Delete

Sales Journal Statement

Comments Contact Dimensions

Credit Cards Ledger Entries Statistics

Customer Ledger Entries ▾ 13.01.19 | Posting Date ▾

Filter: 20000

Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discou...	Pmt. D Tolerat
13.01.2019	<b>Invoice</b>	<b>103018</b>	20000		Order 101004		787,40	787,40	787,40	<b>23.01.2019</b>	09.01.2019	09.01.2019

By use of Navigate tool, you can see document (invoice)

HOME ACTIONS

View List  
Manage

Edit List  
Manage

Show Posted Document  
Process

Navigate  
Process

Apply Entries  
Process



# Invoice in question

Edit - Navigate - Selected - Posted Sa

HOME ACTIONS

Show Related Entries Find Print...

Document

Document No. 103018

Related Entries

- Posted Sales Invoice
- G/L Entry
- VAT Entry
- Cust. Ledger Entry
- Detailed Cust. Ledg. Entry
- Value Entry

103018 · Selangorian Ltd.

General

No.: 103018 Document Date: 09.01.2019

Sell-to Customer No.: 20000 Document Exchange Status: Not Sent

Sell-to Contact No.: Sell-to Customer Name: Selangorian Ltd. Quote No.: Order No.: 101004

Sell-to Address: 153 Thomas Drive Pre-Assigned No.:

Sell-to Address 2: External Document No.:

Sell-to Post Code: CV6 1GY Salesperson Code: PS

Sell-to City: Coventry Responsibility Center:

Sell-to Contact: Mr. Mark McArthur No. Printed: 0

Posting Date: 13.01.2019

Lines

Line	Type	No.	Description	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
Item		1896-S	ATHENS Desk	1	PCS	649,40	649,40

Invoice Discount Amount Excl. VAT: 19,48

Total Excl. VAT (GBP): 629,92

Total VAT (GBP): 157,48

Total Incl. VAT (GBP): 787,40

Invoicing

Bill-to Customer No.: 20000 Project Code:

Bill-to Contact No.: Payment Terms Code: 14 DAYS

Bill-to Name: Selangorian Ltd. Due Date: 23.01.2019

Bill-to Address: 153 Thomas Drive Payment Discount %: 0

# One day after due date

Set Work D... - □ ×

Set Work Date

Work Date:

OK Cancel

Document Date:

Document Exchange Status: Not Sent

Quote No.:

Order No.: 101004

Pre-Assigned No.:

External Document No.:

Salesperson Code: PS

Responsibility Center:

No. Printed:

Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
1	PCS	649,40	649,40

19,48 Total Excl. VAT (GBP):

Total VAT (GBP):

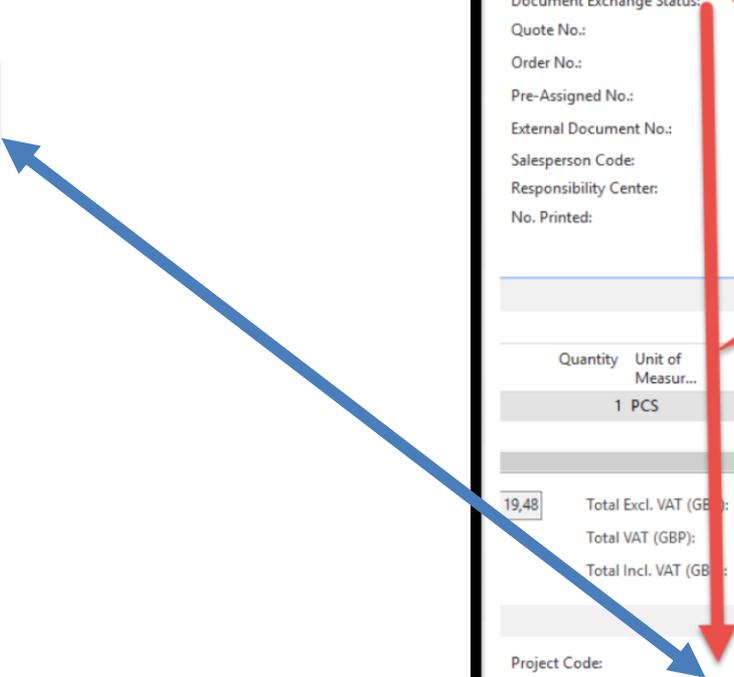
Total Incl. VAT (GBP):

Project Code:

Payment Terms Code: 14 DAYS

Due Date:

Payment Discount %:



# Item list (use search window)

Items ▾

Type to filter (F3) | Description

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

No.	Description	As... BO...	Base Unit of Measure	Cost is ...	Unit Cost	Unit Price	Vendor No.	Search Description
1720	Hand front wheel Brake	No	PCS	<input checked="" type="checkbox"/>	4,80	0,00	01587796	HAND FR...
1800	Handlebars	No	PCS	<input type="checkbox"/>	2,12	0,00	01587796	HANDLEB...
1850	Saddle	No	PCS	<input type="checkbox"/>	7,20	0,00	01587796	SADDLE
1896-S	ATHENS Desk	No	PCS	<input type="checkbox"/>	506,60	649,40	30000	ATHENS D...
1900	Frame	No	PCS	<input type="checkbox"/>	15,70	0,00	01587796	FRAME
1900-S	PARIS Guest Chair, black	No	PCS	<input type="checkbox"/>	97,50	125,10	20000	PARIS GUE...
1906-S	ATHENS Mobile Pedestal	No	PCS	<input type="checkbox"/>	219,50	281,40	30000	ATHENS ...
1908-S	LONDON Swivel Chair, blue	No	PCS	<input type="checkbox"/>	96,10	123,30	30000	LONDON ...
1920-S	ANTWERP Conference Table	No	PCS	<input type="checkbox"/>	328,00	420,40	20000	ANTWERP ...
1924-W	CHAMONIX Base Storage U...	Yes	PCS	<input type="checkbox"/>	81,70	136,40	20000	CHAMONI...
1928-S	AMSTERDAM Lamp	No	PCS	<input type="checkbox"/>	27,80	35,60	10000	AMSTERD...
1928-W	ST.MORITZ Storage Unit/Dr...	Yes	PCS	<input type="checkbox"/>	191,90	342,10		ST MORT...
1936-S	BERLIN Guest Chair, yellow	No	PCS	<input type="checkbox"/>	97,50	125,10		
1952-W	OSLO Storage Unit/Shelf	Yes	PCS	<input type="checkbox"/>	93,60	158,50		
1960-S	ROME Guest Chair, green	No	PCS	<input type="checkbox"/>	97,50	125,10		
1964-S	TOKYO Guest Chair, blue	No	PCS	<input type="checkbox"/>	97,50	125,10		

CRONUS International Ltd. ▾

HOME ACTIONS NAVIGATE REPORT - IN

New

- Edit
- View
- Delete
- Item Availability by
- Item Journal
- Statistics



# Item Card

1936-S · BERLIN Guest Chair, yellow

General  ^

No.:	1936-S	...	Qty. on Purch. Order:	0
Description:	BERLIN Guest Chair, yellow		Qty. on Prod. Order:	0
Base Unit of Measure:	PCS		Qty. on Component Lines:	0
Assembly BOM:	No		Qty. on Sales Order:	23
Shelf No.:	D8		Qty. on Service Order:	0
Automatic Ext. Texts:	<input type="checkbox"/>		Qty. on Job Order:	0
Created From Nonstock Item:	<input type="checkbox"/>		Qty. on Assembly Order:	0
Item Category Code:			Qty. on Asm. Component:	0
Product Group Code:			Blocked:	<input type="checkbox"/>
Service Item Group:			Last Date Modified:	24.8.2017
Search Description:	BERLIN GUEST CHAIR, YE...		Stockout Warning:	Default (Yes)
Inventory:	136		Prevent Negative Inventory:	Default (No)

^ Show fewer fields

See basic fields (Inventory, Quantity on Sales and Purchase orders)

# Item Card

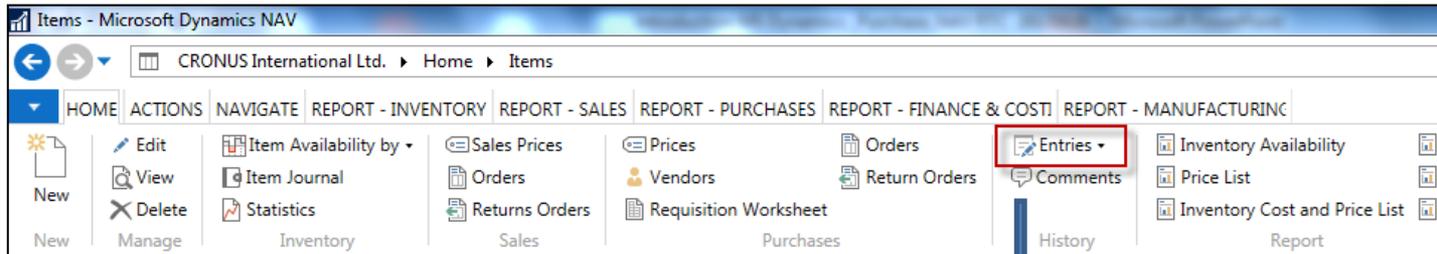
Invoicing			
Costing Method:	FIFO	Unit Price:	125,10
Cost is Adjusted:	<input type="checkbox"/>	Gen. Prod. Posting Group:	RETAIL
Cost is Posted to G/L:	No	VAT Prod. Posting Group:	VAT25
Standard Cost:	97,50	Inventory Posting Group:	RESALE
Unit Cost:	97,50	Default Deferral Template:	
Overhead Rate:	0,00	Net Invoiced Qty.:	136
Indirect Cost %:	0	Allow Invoice Disc.:	<input checked="" type="checkbox"/>
Last Direct Cost:	97,50	Item Disc. Group:	RESALE
Price/Profit Calculation:	Profit=Price-Cost	Sales Unit of Measure:	PCS
Profit %:	22,06235		

**Product posting group** will be explained later (impact to accounting)  
Later in this course tutor explain a Unit cost and use of Assist button to show you a decomposition of Unit cost

# Item Card

Replenishment			
Replenishment System:	Purchase	<b>Production</b>	
Lead Time Calculation:		Manufacturing Policy:	Make-to-Stock
<b>Purchase</b>		Routing No.:	
Vendor No.:	20000	Production BOM No.:	
Vendor Item No.:	20-123	Rounding Precision:	1
Purch. Unit of Measure:	PCS	Flushing Method:	Manual
		Scrap %:	0
		Lot Size:	0
		<b>Assembly</b>	
		Assembly Policy:	Assemble-to-Stock
Planning			

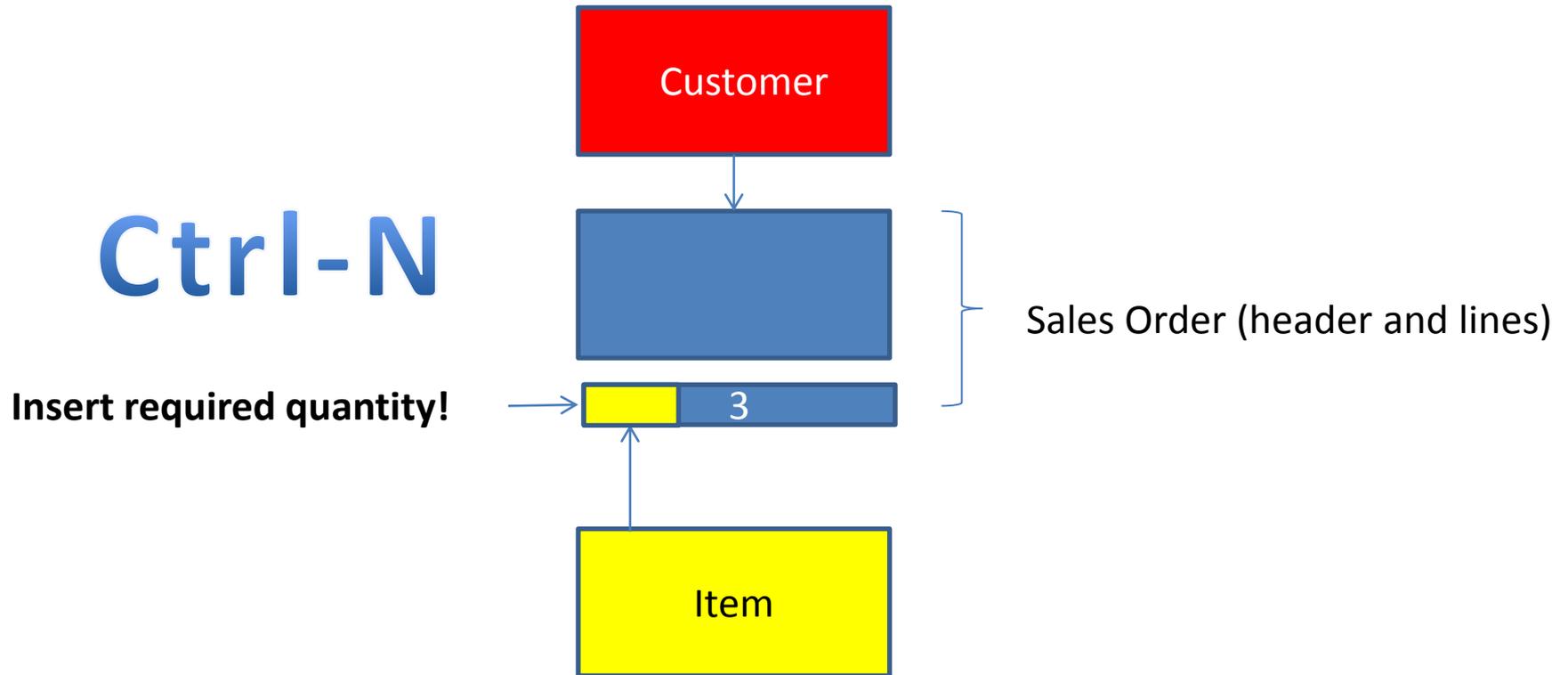
# Item Ledger Entries



Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaining Quantity	Sales Amount (Actual)	Cost Amount (Actual)	Cost Amount (Non-Invtbl.)	Open	Order Type	Entry No.
TART	1936-S		BLUE	36	36	36	0,00	3 510,00	0,00	<input checked="" type="checkbox"/>		45
TART	1936-S		RED	50	50	46	0,00	4 875,00	0,00	<input checked="" type="checkbox"/>		46
TART	1936-S		GREEN	50	50	46	0,00	4 875,00	0,00	<input checked="" type="checkbox"/>		47
18002	1936-S		GREEN	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	245
18002	1936-S		OWN LOG.	4	4	0	0,00	390,00	0,00	<input type="checkbox"/>	Transfer	246
19001	1936-S		OWN LOG.	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	249
19001	1936-S		RED	4	4	4	0,00	390,00	0,00	<input checked="" type="checkbox"/>	Transfer	250
18005	1936-S		RED	-4	-4	0	0,00	-390,00	0,00	<input type="checkbox"/>	Transfer	270
18005	1936-S		OUT. LOG.	4	4	4	0,00	390,00	0,00	<input checked="" type="checkbox"/>	Transfer	271

By removing filter value see other entry types (purchases, transfers sales)

# Sales Order creation



# Sales Order creation

The screenshot displays the Microsoft Dynamics NAV interface for 'Order Processing'. The breadcrumb trail at the top indicates the path: CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing. The left-hand navigation pane shows a tree structure with 'Order Processing' selected and highlighted in blue. The main content area is titled 'Order Processing' and is divided into two sections: 'Lists' and 'Tasks'. The 'Lists' section includes 'Customers', 'Contacts', 'Sales Quotes', and 'Sales Orders' (which is highlighted with a red box). Other items in the 'Lists' section include 'Blanket Sales Orders', 'Sales Return Orders', 'Sales Invoices', 'Sales Credit Memos', 'Requests to Approve', 'Approval Request Entries', and 'Certificates of Supply'. The 'Tasks' section includes 'Order Planning' and 'Create Recurring Sales Invoices'.

Order Processing - Microsoft Dynamics NAV

CRONUS International Ltd. > Departments > Sales & Marketing > Order Processing >

Departments

- Financial Management
- Sales & Marketing
  - Sales
    - Order Processing
  - Marketing
  - Inventory & Pricing
  - Microsoft Dynamics CRM
- Purchase
- Warehouse
- Manufacturing
- Jobs
- Resource Planning
- Service
- Human Resources
- Administration

## Order Processing

### Lists

- Customers
- Contacts
- Sales Quotes
- Sales Orders
- Blanket Sales Orders
- Sales Return Orders
- Sales Invoices
- Sales Credit Memos
- Requests to Approve
- Approval Request Entries
- Certificates of Supply

### Tasks

- Order Planning
- Create Recurring Sales Invoices

# List of already existing Sales Orders

Sales Orders ▾

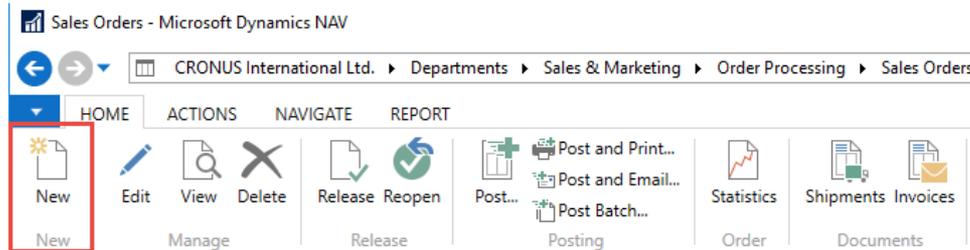
Type to filter (F3) | No. ▾ | →

Limit totals: "...23.01.19

No.	Sell-to Custom...	Sell-to Customer Name	External Docume...	Location Code	Assigned User ID	Status	Salespers... Code	Campaign No.	Currency Code	Doc Dat
101005	30000	John Haddock Insurance Co.				Released	PS			10.0
101009	38128456	MEMA Ljubljana d.o.o.		RED		Released	JR		EUR	18.0
101011	43687129	Designstudio Gmunden		RED		Released	JR		EUR	11.0
101013	46897889	Englunds Kontorsmöbler AB		YELLOW		Released	JR		SEK	17.0
101015	49633663	Autohaus Mielberg KG		GREEN		Released	JR		EUR	20.0
101016	10000	The Cannon Group PLC		BLUE		Released	PS			24.0
101017	20000	Selangorian Ltd.				Open	PS			25.0
101018	01454545	New Concepts Furniture		YELLOW		Open	JR		USD	25.0
101019	31987987	Candoxy Nederland BV		YELLOW		Released	JR		EUR	21.0
101020	32789456	Lovaina Contractors		YELLOW		Open	JR		EUR	25.0
101022	38128456	MEMA Ljubljana d.o.o.		RED		Open	JR		EUR	03.0
101023	30000	John Haddock Insurance Co.				Open	PS			20.0
104001	10000	The Cannon Group PLC		BLUE		Open	PS			16.0
104002	20000	Selangorian Ltd.				Open	PS			16.0

These Sales orders have not been posted so far.

# Sales Order (SO) – new one



Double click on icon New

Empty form of SO structure ->Enter and find a customer  
The new document number is created automatically

A screenshot of the 'Sales Order' form in Microsoft Dynamics NAV. The form is titled 'Sales Order' and has a 'General' tab selected. The 'General' tab contains several fields: 'No.', 'Sell-to Customer No.', 'Sell-to Contact No.', 'Sell-to Customer Name', 'Sell-to Address', 'Sell-to Address 2', 'Sell-to Post Code', 'Sell-to City', 'Sell-to Contact', 'No. of Archived Versions', 'Posting Date', and 'Order Date'. The 'Sell-to Customer No.' field is highlighted with a red rectangular box. A red arrow points from a callout bubble to this field. The callout bubble contains the text 'Use F4 to choose Customer'. The 'No.' field is empty, and the 'No. of Archived Versions' field shows the value '0'. The 'Posting Date' and 'Order Date' fields have dropdown arrows.

# Sales Order (SO) – new

(To enter data use F4 or mouse)

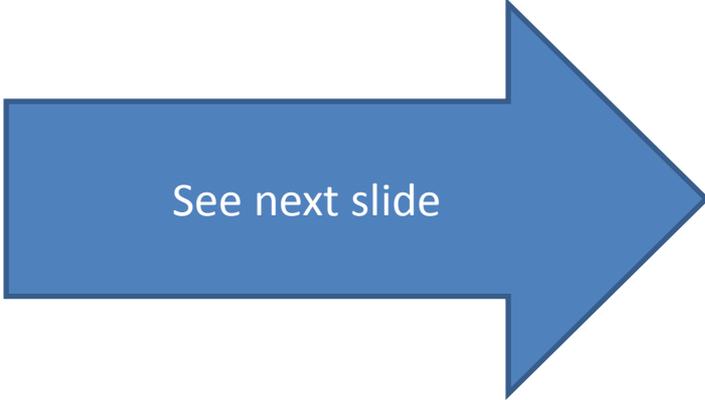
Fields with default data are marked by orange \*

Enter the chosen Customer and confirm by key ENTER!

Enter type of the Sales Order line (by F4 or mouse) = Item!

Enter the chosen item (Berlin chair 1936-S) and confirm by key ENTER!

Enter quantity 10 and Stock location= **BLUE!**



See next slide

# Sales Order (SO)

You will get probably a warning message! Will be explained by tutor!  
To continue push button YES

View - Check Credit Limit ? ×

 An action is requested regarding the Credit Limit check.

This customer has an overdue balance. Do you still want to record the amount?

Details ^

No.:	30000
Name:	John Haddock Insurance Co.
Balance (LCY):	349 615,40
Outstanding Amt. (LCY):	9 512,81
Shipped/Ret. Rcd. Not Invd. (LCY):	1 996,90
Current Amount (LCY):	0,00
Total Amount (LCY):	361 125,11
Credit Limit (LCY):	0,00
Overdue Amounts (LCY) as of 24.01.19:	110 020,08
Invoiced Prepayment Amount (LCY):	0,00

# Sales Order (SO)

1001 · John Haddock Insurance Co.

General

No.: 1001 Document Date: 24.01.2019

Sell-to Customer No.: 30000 Requested Delivery Date:

Sell-to Contact No.: CT000018 Promised Delivery Date:

Sell-to Customer Name: John Haddock Insurance Co. Quote No.:

Sell-to Address: 10 High Tower Green External Document No.:

Sell-to Address 2:

Sell-to Post Code: MQ2 4RT Salesperson Code: PS

Sell-to City: Manchester Campaign No.:

Sell-to Contact: Miss Patricia Doyle Opportunity No.:

No. of Archived Versions: 0 Responsibility Center:

Posting Date: 24.01.2019 Assigned User ID:

Order Date: 24.01.2019 Job Queue Status:

Status: Open

Sell-to Customer Sal...

Customer No.: 30000

Quotes: 0

Blanket Orders: 0

Orders: 6

Invoices: 0

Return Orders: 0

Credit Memos: 0

Pstd. Shipments: 5

Pstd. Invoices: 2

Pstd. Return Rece...: 0

Pstd. Credit Mem...: 0

Sales Line Details

Item No.: 1936-S

Required Quantity: 10

Availability

Shipment Date: 24.01.2019

Item Availability: 26

Available Invent...: 36

Scheduled Recei...: 0

Reserved Receipt: 0

Gross Requireme...: 10

Reserved Requir...: 0

Item

Unit of Measure ...: PCS

Qty. per Unit of ...: 1

Substitutions: 0

Color Drive: 1

Lines

Type	No.	Description	Location Code	Quantity	Qty. to Assemble L...	Reserved Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT	Line Discount %	Qty. to Ship	Quantity Shipped	Qty. to Invoice	Qua Invo
Item	1936-S	BERLIN Guest Chair, ye...	BLUE	10			PCS	143,90	1 367,05	5	10		10	

Invoice Discount Amount: 0,00 Total Excl. VAT (GBP): 1 367,05

Invoice Discount %: 0 Total VAT (GBP): 341,76

# Print (Preview)

New - Sales Order - 1001 · John Haddock Insurance Co.

HOME ACTIONS NAVIGATE

View Edit New Delete Manage Release Reopen Post... Post and Print... Post and Email... Test Report... Posting Copy Document... Order Promising Prepare Statistics Assembly Orders Order Archive Document Shipments Invoices Documents Email Confirmation... Order Confirmation Print Confirmation...

1001 · John Haddock Insurance Co.

### Order Confirmation

Page 1 of 1

John Haddock Insurance Co.  
Miss Patricia Doyle  
10 High Tower Green  
Manchester, MQ2 4RT  
Great Britain

CRONUS International Ltd.  
5 The Ring  
Westminster  
W2 8HG London

VAT Registration No.	533485789	Phone No.	0666-666-6666
Bill-to Customer No.	30000	Home Page	
Payment Terms	Current Month	E-Mail	
Shipment Method	Ex Warehouse	VAT Registration No.	GB777777777
Prices Including VAT	No	Giro No.	888-9999
Document Date	24.01.19	Bank	World Wide Bank
Shipment Date	24.01.19	Account No.	99-99-888
Order No.	1001	Salesperson	Peter Sadow

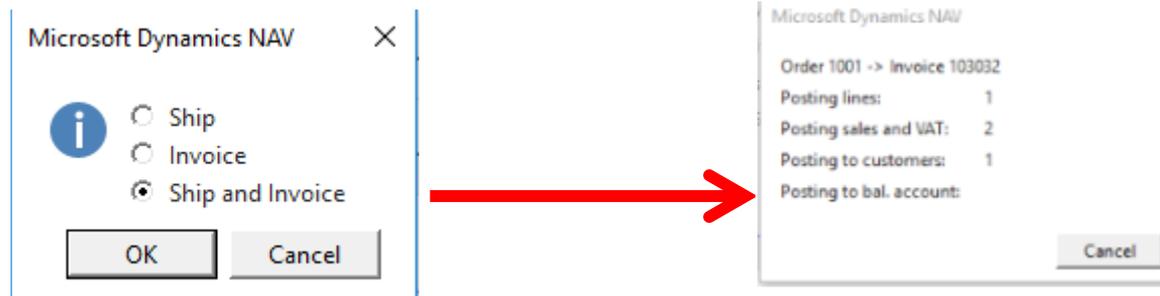
No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Allow Invoice Discount	VAT Identifier	Amount
1936-S	BERLIN Guest Chair, yellow	10	Piece	143,90	5	Yes	VAT25	1 367,05
							Total GBP Excl. VAT	1 367,05
							25% VAT	341,76
							Total GBP Incl. VAT	1 708,81

VAT Amount Specification

VAT Identifier	VAT %	Line Amount	Invoice Discount Base Amount	Invoice Discount Amount	VAT Base	VAT Amount
VAT25	25	1 367,05	1 367,05	0,00	1 367,05	341,76
<b>Total</b>		<b>1 367,05</b>	<b>1 367,05</b>	<b>0,00</b>	<b>1 367,05</b>	<b>341,76</b>

# Post SO by use of key F9 (or icon)



See Customer Ledger Entries :

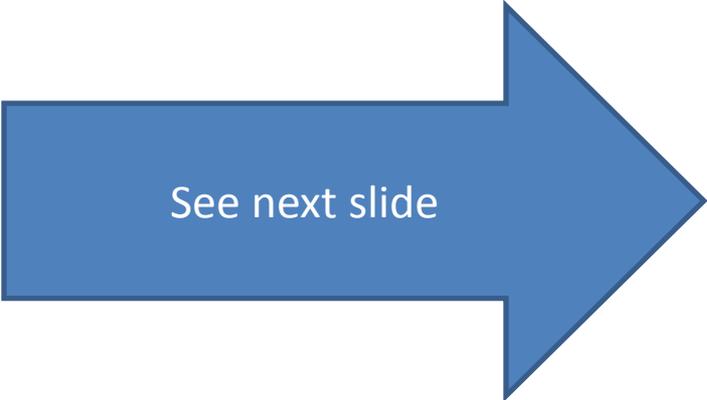
- Search window
- Customer
- Filter to Customer 30000
- Icon Ledger Entries –Option Entries or Ctrl-F7

Customer Ledger Entries											Document No.
Posting Date	Document Type	Document No.	Cust... No.	Message to Recipient	Description	Curre... Code	Original Amount	Amount	Remaining Amount	Due Date	
14.01.2019	Invoice	103031	30000		Invoice 1003		861,13	861,13	861,13	31.01.2019	
21.01.2019	Invoice	103003	30000		Invoice 103003		5 999,40	5 999,40	5 999,40	31.01.2019	
24.01.2019	Invoice	103032	30000		Order 1001		1 708.81	1 708.81	1 708.81	31.01.2019	

# Customer Ledger Entries

Customer Ledger Entries ▾ 1\* | Document No.

Posting Date ▲	Document Type	Document No.	Cust... No. ▲	Message to Recipient	Description	Curre... Code ▲	Original Amount	Amount	Remaining Amount	Due Date
14.01.2019	Invoice	103031	30000		Invoice 1003		861,13	861,13	861,13	31.01.2019
21.01.2019	Invoice	103003	30000		Invoice 103003		5 999,40	5 999,40	5 999,40	31.01.2019
24.01.2019	Invoice	103032	30000		Order 1001		1 708,81	1 708,81	1 708,81	31.01.2019



See next slide

# Item Ledger Entries

inal Ltd. ▶ Domovská stránka ▶ Items

NAVIGACE SESTAVY

Inventory - Reorders Cross References Send Approval Request  
Inventory - Sales Back Orders Approvals Cancel Approval Request

Process Report Item Request Approval

Items \* Typ filtrovaní

No.	Description	Type	Inventory	Subst. Exist.	Asm. BO...	Production BOM No.	Routing No.	Unit	Cost	Indirect Cost %	Last Direct Cost	Profit %	Unit Price
1000	Bicycle	Inventory	32	Ne	Ne	1000	1000						
1001	Touring Bicycle	Inventory	0	Ne	Ne	1000	1000				0,00	91,23515	4 000,00
1100	Front Wheel	Inventory	152	Ne	Ne	1100	1100						
1110	Rim	Inventory	400	Ne	Ne			PCS	1,05				
1120	Spokes	Inventory	10 000	Ne	Ne			PCS	2,00				
1150	Front Hub	Inventory	200	Ne	Ne	1150	1150	PCS	12,441				
1151	Axle Front Wheel	Inventory	200	Ne	Ne			PCS	0,45				
1155	Socket Front	Inventory	200	Ne	Ne			PCS	0,77				
1160	Tire	Inventory	200	Ne	Ne			PCS	1,23				
1170	Tube	Inventory	200	Ne	Ne			PCS	1,75				
1200	Back Wheel	Inventory	152	Ne	Ne	1200	1200	PCS	129,6815				

Item Details - Planning

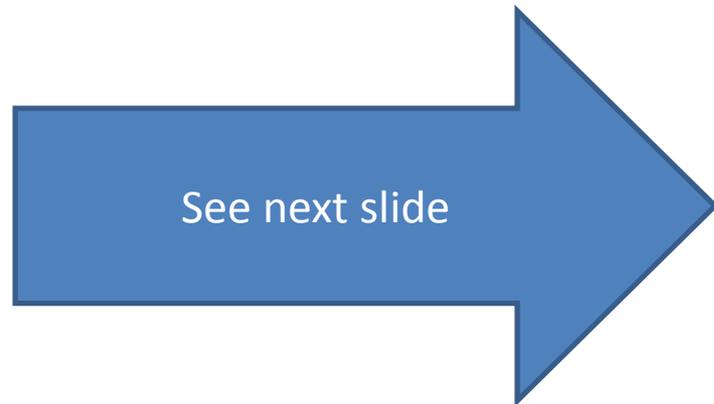
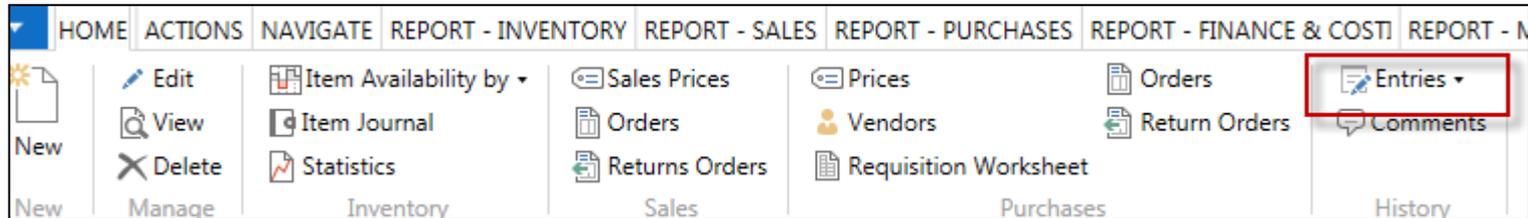
Item No.: 1000  
Reordering Policy: Fixed Reo...  
Reorder Point: 0

Inventory was decreased by 10!

# Item Ledger Entries

## See Item Ledger Entries:

- Search window (See the previous slide)
- Item
- Filter to Item 1936-S
- Find icon Entries ->Option=Entries

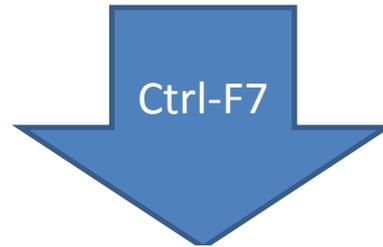


# Item Ledger Entries

Items ▾

1936-S | No. ▾ |  ▾

No.	Description	Type	Inventory	Su... Exist	As... BO...	Production BOM No.	Routing No.	Base Unit of Measure	Cost is ...	Unit Cost
1936-S	BERLIN Guest Chair, yellow	Inventory	136	Ne	Ne			PCS	<input type="checkbox"/>	97,50



Inventory was decreased by 10!

Item Ledger Entries ▾

24.01.19 | Posting Date ▾ |  ▾

Filter: 1936-S

Posting Date	Entry Type	Document Type	Document No.	Item No.	Description	Location Code	Quantity	Invoiced Quantity	Remaini Quant
24.01.2019	Transfer	Transfer Shipment	108002	1936-S		GREEN	-4	-4	
24.01.2019	Transfer	Transfer Shipment	108002	1936-S		OWN LOG.	4	4	
24.01.2019	Transfer	Transfer Receipt	109001	1936-S		OWN LOG.	-4	-4	
24.01.2019	Transfer	Transfer Receipt	109001	1936-S		RED	4	4	
24.01.2019	Transfer	Transfer Shipment	108005	1936-S		RED	-4	-4	
24.01.2019	Transfer	Transfer Shipment	108005	1936-S		OUT. LOG.	4	4	
24.01.2019	Sale	Sales Shipment	102043	1936-S		BLUE	-10	-10	

# General Ledger (home study)

- What is it?

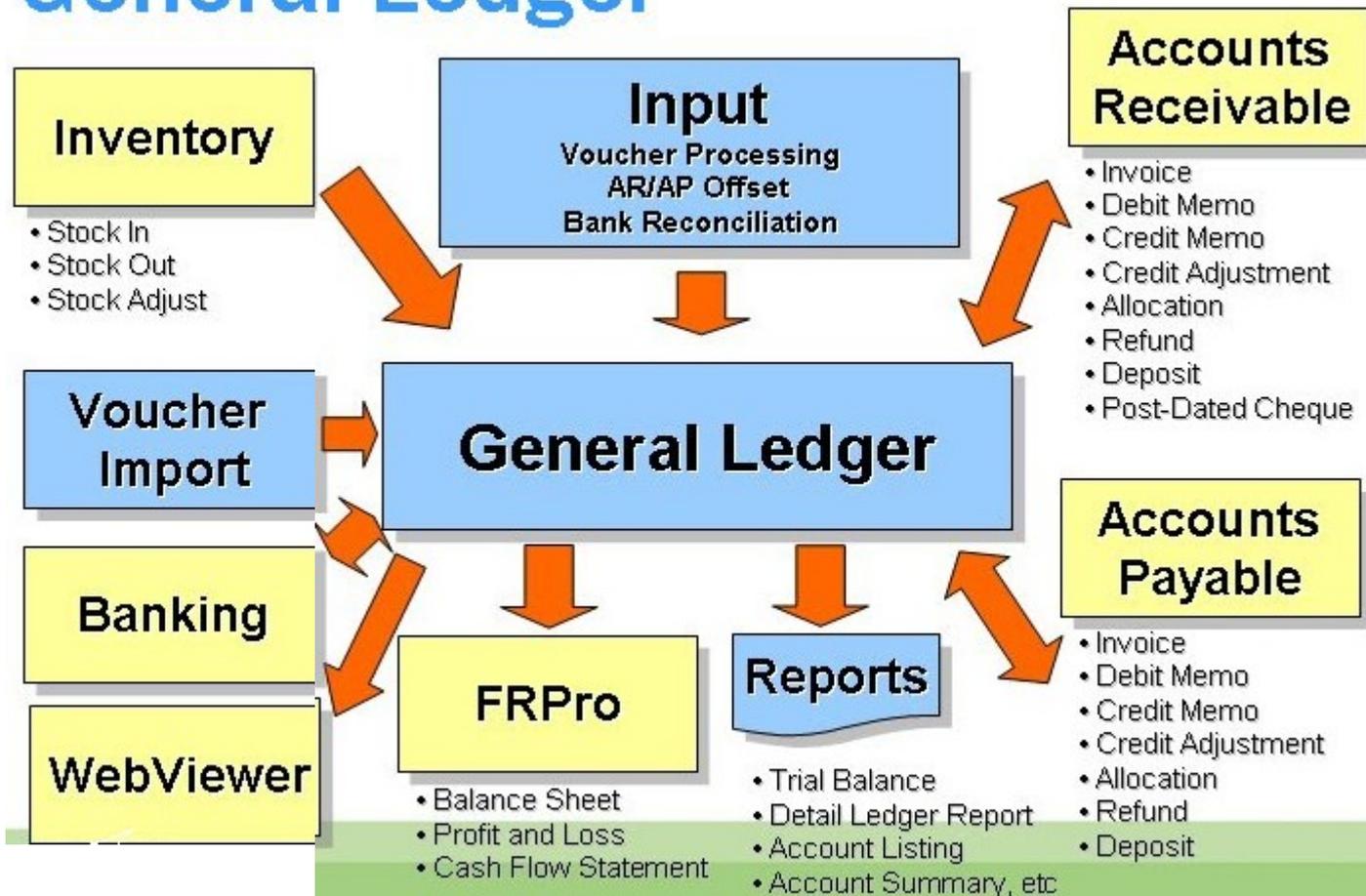
A **general ledger** contains all the accounts for recording transactions relating to a company's assets, liabilities, owners' equities, revenues, and expenses.

In modern accounting software or ERP, the general ledger works as a central repository for accounting data transferred from all sub-ledgers or modules like account payable, account receivable, cash management, fixed assets, purchasing and projects.

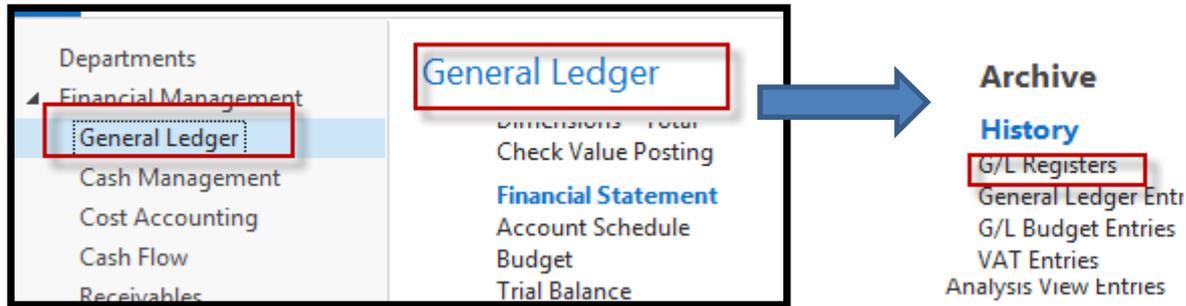
The general ledger is the backbone of any accounting system which holds financial and non-financial data for an organization. The collection of all accounts is known as the general ledger.

# General Ledger (home study)

## General Ledger



# Impacts in General Ledger



Go to the last line of G/L register

G/L Registers ▾

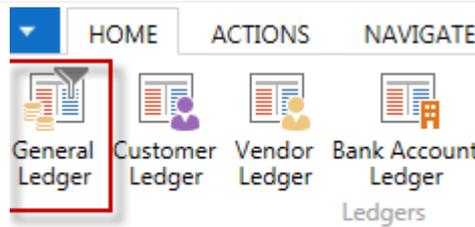
Show results:

✗ Where No. is Enter a value.

+ Add Filter

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
129	03.10.2017	NAVERTIC...	SALES		2818	2822	901	902

Go to icon General Ledger



# Impacts in General Ledger

General Ledger Entries ▾

Type to filter (F3)

Posting Date	Document Type	Document No.	G/L Accou...	Description	Gen. Postin...	Gen. Bus. Posting ...	Gen. Prod. Posting ...	Amount	Bal. Accou...
24.01.2019	Invoice	103032	6910	Order 1001	Sale	NATIONAL	RETAIL	71,95	G/L Account
24.01.2019	Invoice	103032	5610	Order 1001				17,99	G/L Account
24.01.2019	Invoice	103032	6110	Order 1001	Sale	NATIONAL	RETAIL	-1 439,00	G/L Account
24.01.2019	Invoice	103032	5610	Order 1001				-359,75	G/L Account
24.01.2019	Invoice	103032	2310	Order 1001				1 708,81	G/L Account

Sales Retail Domestic  
**6110**

1439,00

Sales VAT 25%  
**5610**

17,99      359,75

Customer Domestic  
**2310**

1 708,81

Debit	Credit
17,99	1439
71,95	359,75
1708,81	1798,75
1798,75	

Discount granted  
**6910**

71,95

# Use of Navigate tool

- Go to Icon Customer Ledger Entries (from the same working space (General Ledger))

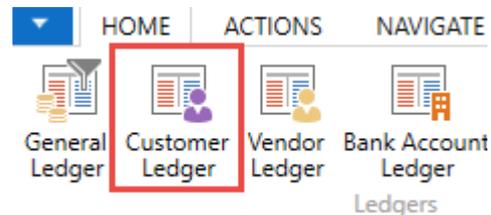
G/L Registers ▾

Show results:

✗ Where No. ▾ is Enter a value.

+ Add Filter

No.	Creation Date	User ID	Source Code	Journal Batch...	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
129	03.10.2017	NAVERTIC...	SALES		2818	2822	901	902



# Use of Navigate tool

HOME ACTIONS

View List Edit List Show Posted Document **Navigate** Apply Entries Incoming Document Unapply Entries... Reverse Transaction... Reminder/Fin. Charge Entries Applied Entries Dimensions Microsoft Excel Show as List Show as Chart OneNote Notes Links Refresh

Manage Process Functions Entry Send To View Show Attached Refr

## Customer Ledger Entries

Type to filter (F3) | Document No.

Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date
24.01.2019	Invoice	103032	30000		Order 1001		1 708,81	1 708,81	1 708,81	31.01.2019

Edit - Navigate - Selected - Posted Sales Invoice

HOME ACTIONS CRONUS Internatio... ?

Show Related Entries Find Print... Find by Document Refresh Find by Business Contact Find Find by Item Reference

Process Find By Page

**Document**

Document No.: 103032 Posting Date: 24.01.19

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
Value Entry	1



# Result of Navigation

103032 · John Haddock Insurance Co.

General

No.:	103032	Document Date:	24.01.2019
Sell-to Customer No.:	30000	Document Exchange Status:	Not Sent
Sell-to Contact No.:	CT000018	Quote No.:	
Sell-to Customer Name:	John Haddock Insurance Co.	Order No.:	1001
Sell-to Address:	10 High Tower Green	Pre-Assigned No.:	
Sell-to Address 2:		External Document No.:	
Sell-to Post Code:	MO2 4RT	Salesperson Code:	PS
Sell-to City:	Manchester	Responsibility Center:	
Sell-to Contact:	Miss Patricia Doyle	No. Printed:	0
Posting Date:	24.01.2019		

Lines

Line Find Filter Clear Filter

Type	No.	Description	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Amount Excl. VAT
Item	1936-S	BERLIN Guest Chair, yellow	10	PCS	143,90	1 367,05

< >

Invoice Discount Amount Excl. VAT:	0,00	Total Excl. VAT (GBP):	1 367,05
		Total VAT (GBP):	341,76
		Total Incl. VAT (GBP):	<b>1 708,81</b>

# End of the section SALES

Sales example and impacts (Inventory, Customer Ledger Entries and General Ledger)

