

# Microsoft 365 Business Central Introduction

(ERP=Microsoft Dynamics 365 Business Central)

Ing.J.Skorkovský,CSc.

Department of Business Management

Faculty of Business and Administration

Masaryk University Brno

Czech Republic

# Types of data I. - Data representation method

- In computer programming, **source data** or **data source** is the primary location from where data comes (tables)
- The data source is a database, a dataset, a spreadsheet or even hard-coded data. When data is displayed, it is retrieved from its data source. The software processes this data internally, performing additional calculation, formats and updates the application windows.
- In our case it might be Customers, Vendors, Items, G/L Account and so on.

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) .....	168,364.41	Total Sales .....	17,100.96
Balance Due (LCY) .....	168,364.41	Costs (LCY) .....	11,762.70


**Address & Contact** Show more

<b>Address</b>	<b>Contact</b>		
Address .....	192 Market Square	Contact Name .....	Mr. Andy Teal
Address 2 .....		Phone No. ....	
Country/Region Code .....	GB	Mobile Phone No. ....	
City .....	Birmingham	Email .....	
County .....		Home Page .....	
Post Code .....	B27 4KT		

Show on Map

**Details** Attachments (0)

**Customer Picture** ▼



**Sell-to Customer Sales History**

Customer No. 10000

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

One record  
(shown in form of a card)

# Types of data II. - Data representation method

Many records (shown in form of a list)

- Dials - lists

No. Series <span style="float: right;">✓ Saved</span>							
Search + New Edit List Delete Navigate Open in Excel More options							
Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.
→ A-BLK	Assembly Blanket Orders	A00001	A01000	–	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-ORD	Assembly Orders	A00001	A01000	–	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-ORD+	Posted Assembly Orders	A00001	A01000	–	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A-QUO	Assembly Quote	A00001	A01000	–	A00000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BANK	BANK	B010	B990	–	–	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CAMP	Campaign	CP0001	CP9999	–	–	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CASHFLOW	Cash Flow	CF100001	–	–	CF100001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CONT	Contact	CT000001	CT100000	1/1/2021	CT000256	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CUST	Customer	C00010	C99990	–	–	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DDM	Direct Debit Mandate	1001	2999	–	–	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Types of data III. -. Data representation method

- Parameters (one of many examples) – Used for Basic Business Central setup

## General Ledger Setup

General | Posting | VAT | Bank | Journal Templates | More options

---

### General Show more

Allow Posting From	<input type="text"/>	Unit-Amount Decima...	<input type="text" value="2:5"/>
Allow Posting To	<input type="text"/>	LCY Code	<input type="text" value="GBP"/>
Local Address Format	<input type="text" value="Post Code+City"/>	Local Currency Symbol	<input type="text" value="£"/>
Inv. Rounding Precisi...	<input type="text" value="0.01"/>	Local Currency Descri...	<input type="text" value="Pound Sterling"/>
Inv. Rounding Type (L...	<input type="text" value="Nearest"/>	Tax Invoice Renaming...	<input type="text" value="0.00"/>
Amount Rounding Pr...	<input type="text" value="0.01"/>	VAT Rounding Type	<input type="text" value="Nearest"/>
Amount Decimal Plac...	<input type="text" value="2:2"/>	Bank Account Nos.	<input type="text" value="BANK"/>
Unit-Amount Roundi...	<input type="text" value="0.00001"/>		

---

### Dimensions Show more

Global Dimension 1 C...	<input type="text" value="DEPARTMENT"/>	Global Dimension 2 C...	<input type="text" value="PROJECT"/>
-------------------------	---	-------------------------	--------------------------------------

# Types of data IV.

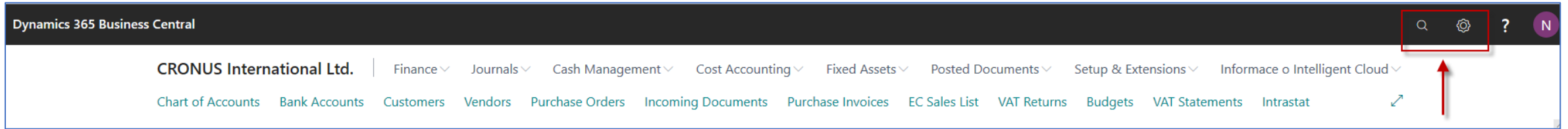
- Transactions-> Entries -> Created by users (by posting documents)

Customer Ledger Entries									
<span>Search</span> <span>Edit List</span> <span>Process</span> <span>Line</span> <span>Entry</span> <span>Navigate</span> <span>Open in Excel</span> <span>More options</span>									
Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount
→ <a href="#">1/19/2022</a>	<b>Invoice</b>	<b>103028</b>	10000	Order 6005		4,101.88	4,101.88	4,101.88	4,101.88
<a href="#">1/24/2022</a>	<b>Invoice</b>	<b>103001</b>	10000	Invoice 103001		8,182.35	8,182.35	8,182.35	8,182.35
<a href="#">1/16/2022</a>	Payment	2596	10000	Payment 2022		-67,704.67	-67,704.67	-67,704.67	0.00
<a href="#">1/16/2022</a>	Payment	2596	10000	Payment 2022		-50,778.50	-50,778.50	-50,778.50	0.00
<a href="#">1/16/2022</a>	Payment	2596	10000	Payment 2022		-25,389.25	-25,389.25	-25,389.25	0.00
<a href="#">1/16/2022</a>	<b>Credit Memo</b>	<b>104001</b>	10000	Credit Memo 104001		-292.84	-292.84	-292.84	-292.84
<a href="#">1/9/2022</a>	<b>Invoice</b>	<b>103015</b>	10000	Order 101001		8,269.04	8,269.04	8,269.04	8,269.04
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-9</b>	10000	Opening Entries, Customers		50,778.50	50,778.50	50,778.50	50,778.50
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-6</b>	10000	Opening Entries, Customers		67,704.67	67,704.67	67,704.67	0.00
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-3</b>	10000	Opening Entries, Customers		50,778.50	50,778.50	50,778.50	0.00
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-16</b>	10000	Opening Entries, Customers		33,852.35	33,852.35	33,852.35	33,852.35
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-11</b>	10000	Opening Entries, Customers		63,473.13	63,473.13	63,473.13	63,473.13
<a href="#">12/31/2021</a>	<b>Invoice</b>	<b>00-1</b>	10000	Opening Entries, Customers		25,389.25	25,389.25	25,389.25	0.00

# Some chosen documents handled by ERP

- Sales Order
- Purchase Order
- Transfer Order
- Credit Memo
- Reminder
- Production Order
- Bank Statement

# Access and roles -Setting rules for different types of users



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.

AVAILABLE ROLE CENTERS

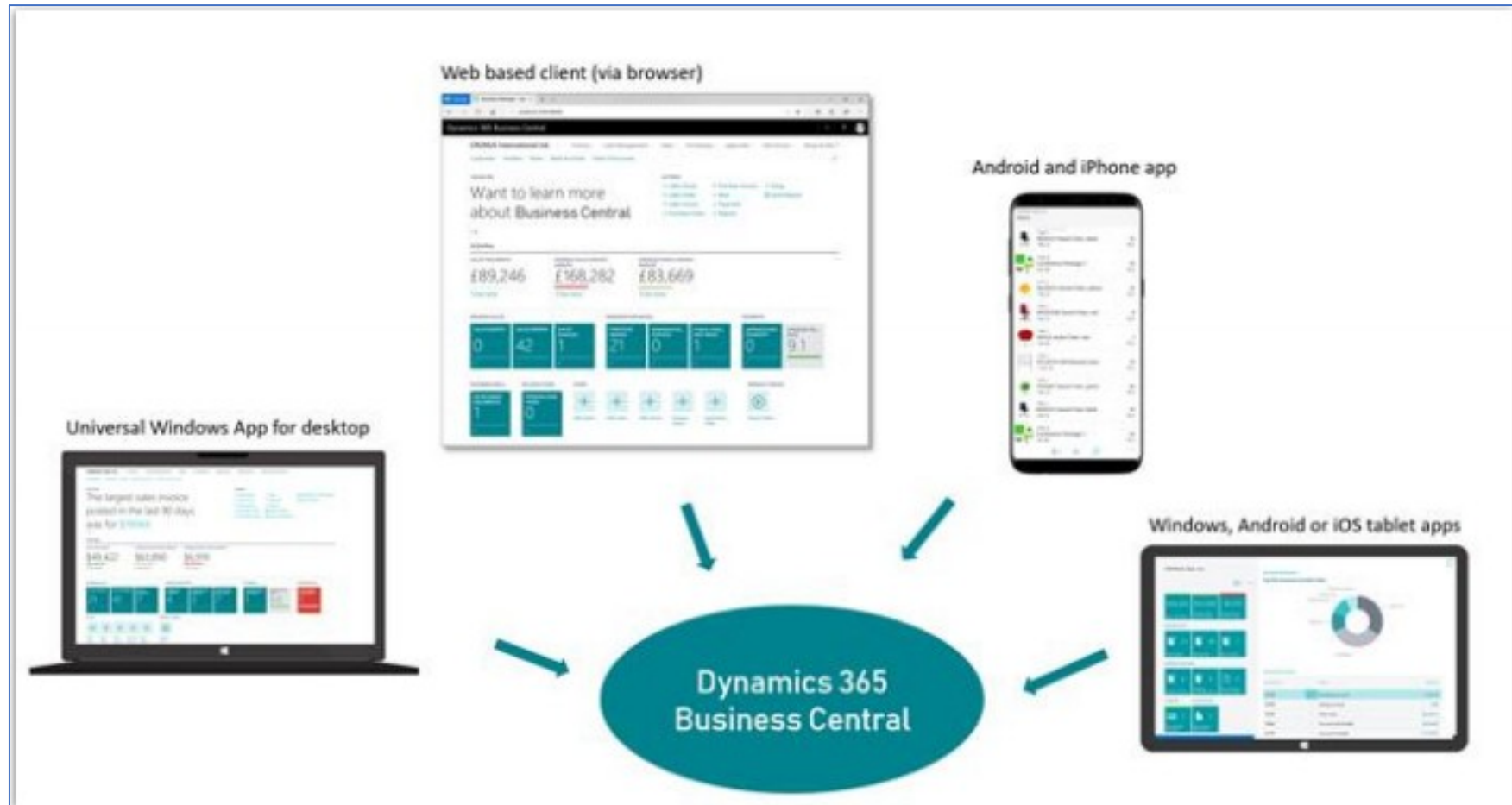
DESCRIPTION	APP NAME	SCOPE
Accountant	:	System
Accounting Manager		System
Outsourced Accounting Manager		System
Accounts Payable Coordinator		System
Accounts Receivable Administrator		System
Bookkeeper		System
Business Manager		System
Dispatcher - Customer Service		System
IT Manager		System
Machine Operator - 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

MY SETTING

Role Tailored Client philosophy

# Information is available from everywhere





# Functionalities managed by ERP (**home study**)

- **Financial Management** – general ledger, workflows and audit trails, bank management, budgets, deferrals, bank reconciliation, dimensions, fixed assets and currencies.
- **Customer Relational Management** – contacts, campaigns, opportunity management and built-in integration with Dynamics 365 for Sales.
- **Supply Chain Management** – sales order management, basic receivables, purchase order management, locations, item transfers, and basic warehousing.
- **Human Resources** – employees and expense management.
- **Project Management** – resources, estimates, jobs and time sheets (planning).
- **Other** – multiple languages, reason codes, extended text, Intrastat reporting, scheduled tasks and Outlook integration.
- **Service Order Management** – service orders, service price management, service item management, service contract management, planning and dispatching.
- **Manufacturing** – production orders, version management, agile manufacturing, basic supply planning, demand forecasting, capacity planning, machine centers and finite loading.

# Roles in Business Central

Available Roles | 🔍 ▾ ...

## Role Tailor Client Principle

Display Name
Company Hub
→ <u>Accountant</u> ⋮
Business Manager
Service Manager
Sales Order Processor
Manufacturing Manager
Project Manager
Sales and Relationship Manager
Administration of users, user groups and permissions
Inventory Manager
Shipping and Receiving - Warehouse Management System
Team Member
Warehouse Worker - Warehouse Management System

OK Cancel

# Basic functionalities for chosen role

**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 ↗

TITULEK

## Good morning!

AKCE

- + Sales Credit Memo > Analysis > History ☰ Intrastat
- + Purchase Credit Memo > Tasks ☰ G/L Reports ☰ Cost Accounting
- + G/L Journal Entry > Create ☰ Cash Flow
- + Payment Journal Entry > Reports ☰ Customers and Vendors
- > Payments > Setup ☰ VAT Reports


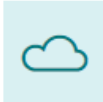
● ○ ○

# 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

PURCHASE DO... DUE TODAY

36

[>](#)

PURCH. INVOI... 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

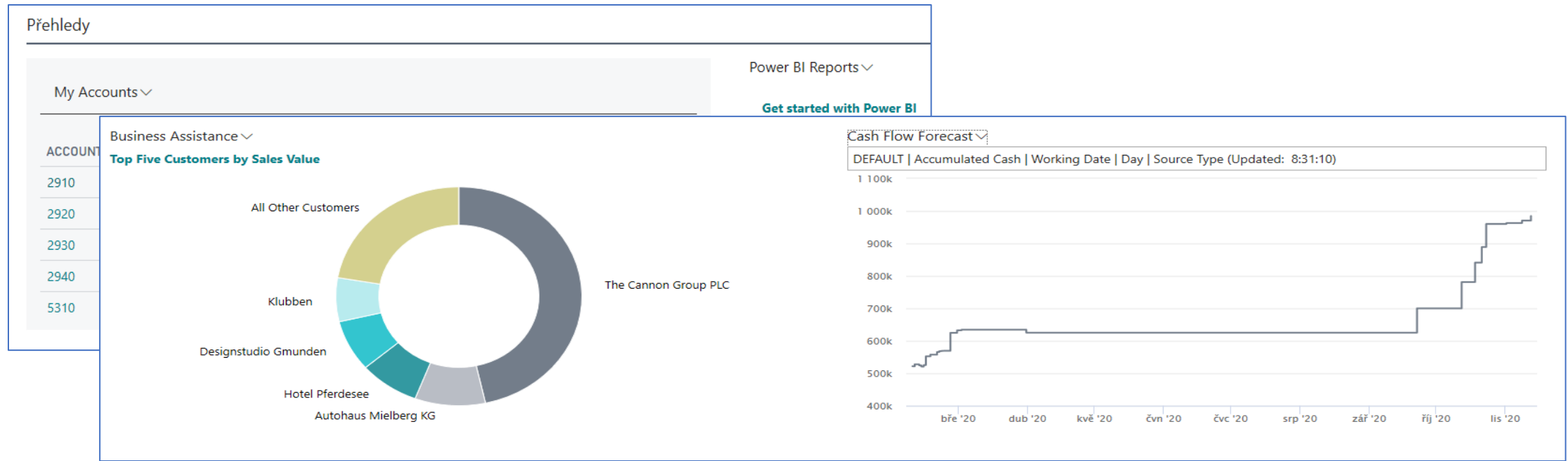
[>](#)

PRODUCT VIDEOS



[Product Videos](#)

# Basic summary (overview, surveys, lists)



Report Inbox ▾

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

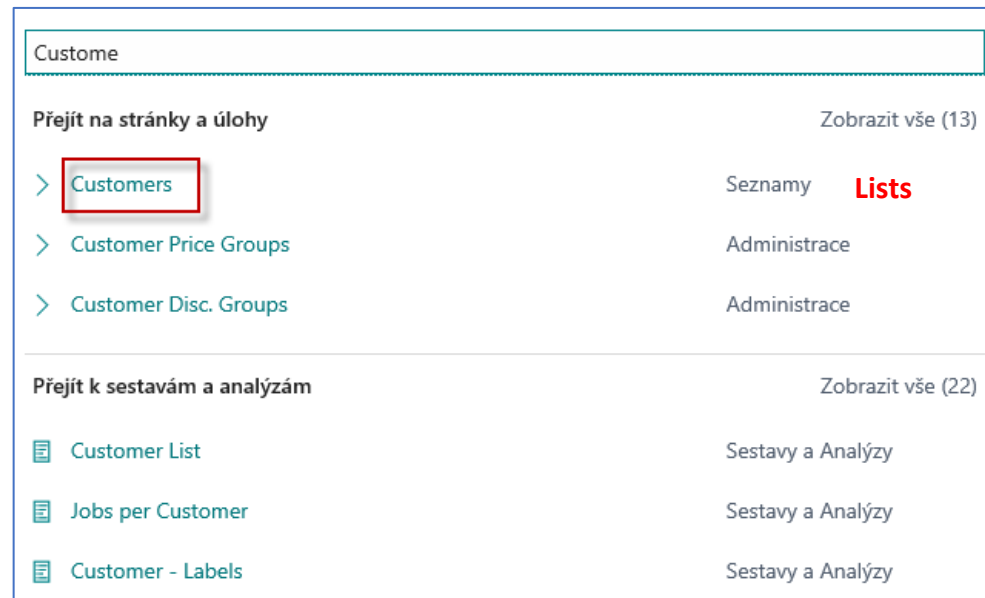
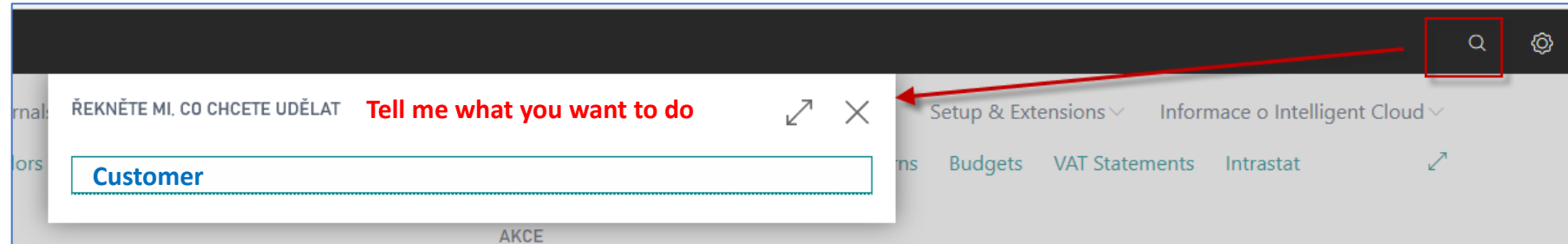
Self-Service TIME SHEETS

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)



**Full text searching**  
*(I call it Business Central Google search)*

**Reports and Analysis**

# Customer List and Customer Card

← 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 (on Customer 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 .....	<b>84 610,96</b>
Balance Due (LCY) .....	186 905,18	Costs (LCY) .....	64 892,70

Customer Picture 

**Ctrl-F7 (keyboard shortcut to get CLE)**

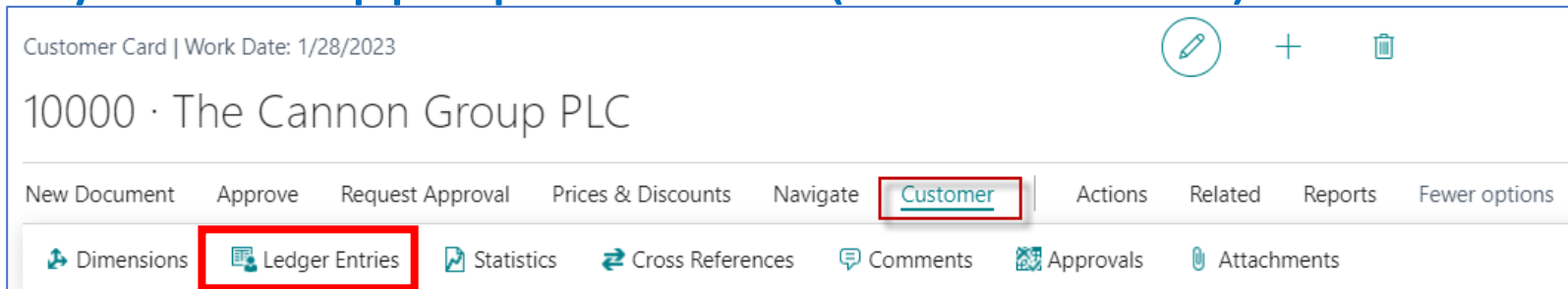
**Customer Ledger Entries (CLE)**

Transactions=Entries



# Possibilities how to get to Customer Ledger Entries

- From Customer table directly by use of **Ctrl-F7** hot keys combination
- By use of appropriate icon (less effective)



# Customer Ledger Entries (transactions see data specification)

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

Entries = effects having the causes in posted documents (orders, credit memos, reminders and so on)

# Navigation principle (current version of database)

10000 · The Cannon Group PLC | Work Date: 1/28/2023

Customer Ledger Entries | Search | Edit List | Process | Line | **Entry** | Navigate | Page | Actions | Related | Fewer options

Find entries... | Reminder/Fin. Charge Entries | Applied Entries | Dimensions | Set Dimension Filter... | Detailed Ledger Entries

Posting Date	Document Type	Document No.	Customer No.	Description	Department Code	Project Code	Currency Code	Original Amount	Amount
→ 1/28/2023	Invoice	103035	10000	Order 1008	SALES			179.88	179.88

← Find entries | Work Date: 1/28/2023

Document

Document No. .... 103035      Posting Date .....

Show Related Entries | Find | Print... | Open in Excel | More options

Related Entries

→	<b>Posted Sales Invoice</b>
	G/L Entry
	VAT Entry
	Cust. Ledger Entry
	Detailed Cust. Ledg. Entry
	Value Entry

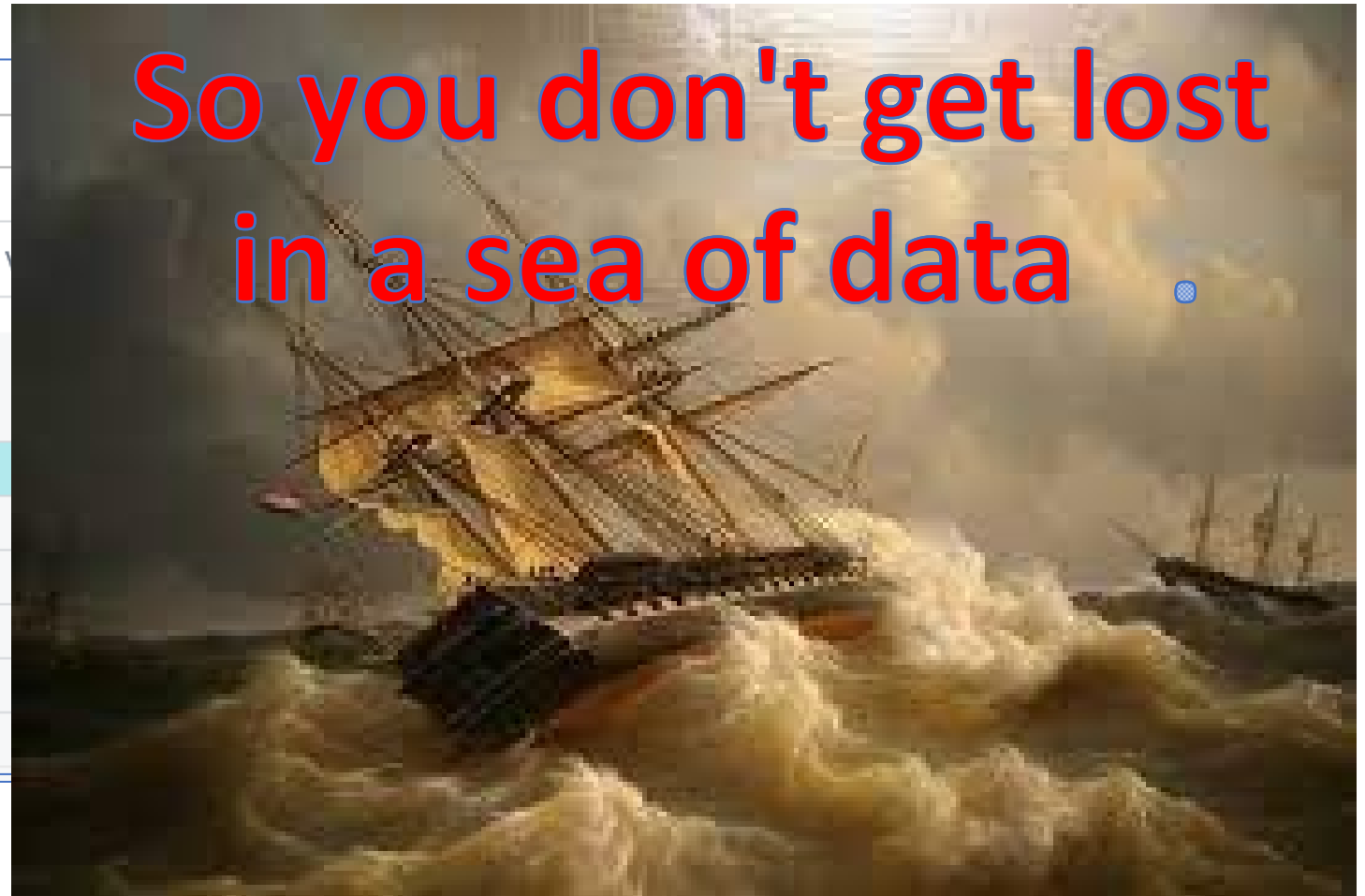
# Navigation principle

DOCUMENT  
Document No. .... 103001

Show Related Entries Find Print...

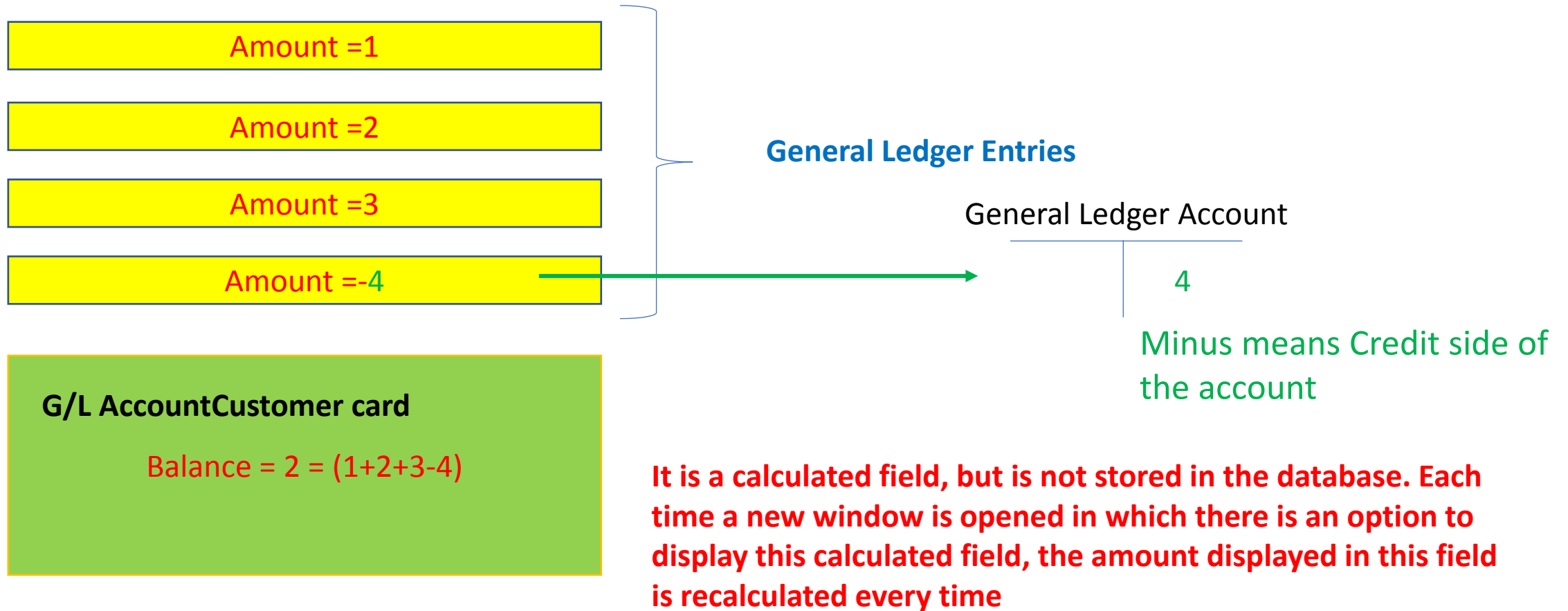
RELATED ENTRIES

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





# Flow field –Calculated field (balances, quantity of items in inventory,..)



# 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 .....

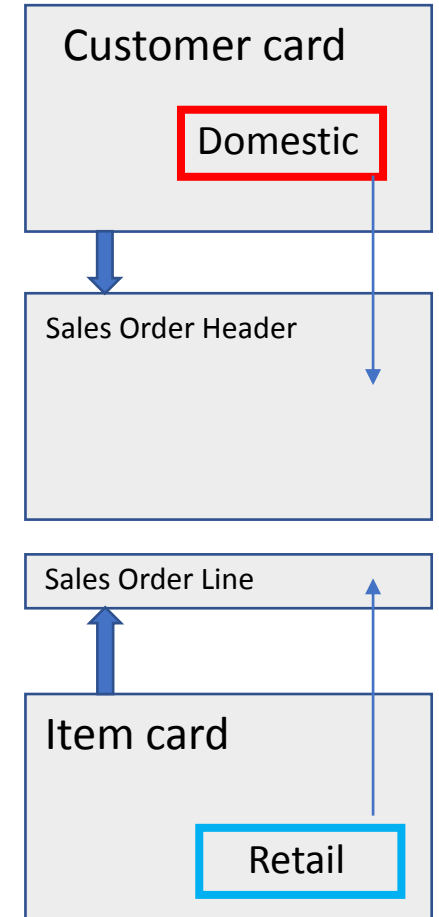
It is about the way of pre-accounting, i.e., how the amounts will be posted to the general ledger automatically by setting these parameters

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"/>			

The result of a combination of two codes from the customer and Item cards (**DOMESTIC** & **RETAIL**)





# 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"/>

Formula date

- 14D = 14day
- 2W = 2 weeks
- M= 1 month
- 2Y = 2 Year

See next slide 

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

# Formula date

- Enables you to enter the duration of each period. The start and end date of this period is specified by the process logic. For example, if we post an invoice on January 1, 2022 and the customer has a Payment Condition (**Payment Term Code**) within 14 days (14D or otherwise also 2W ), the end of the period will be January 14, 2022.
- And the invoice will be overdue on 15.1.2022

# Customer card Statistics (F7)

New Document Request Approval Navigate Customer

Customer History Prices and Discounts

Ledger Entries

Statistics

Sales

Entry Statistics

Statistics by Currencies

Item Tracking Entries

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

Ctrl-F7 – Customer Ledger Entries

# Inventory and use of filters (to get faster required information)

item Searching window

Basic filter will be presented by tutor

> 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

# Item card (main tab)

No. ....	1952-W ...	Type .....	Inventory ▾
Description .....	OSLO Storage Unit/Shelf	Base Unit of Measure .....	PCS ▾
Blocked .....	<input checked="" type="checkbox"/>	Item Category Code .....	▾

**Inventory** 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 .....	Flow field (Calculated field)	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		

# Item card- Cost and Posting tab: 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 (older version of database)

The screenshot shows the SAP interface for item 1952-W OSLO Storage Unit/Shelf. The navigation path is: Process > Item > History > Entries > Ledger Entries. The 'History' and 'Entries' menus are highlighted with red boxes. The 'Ledger Entries' menu is also highlighted with a red box. The main area shows the item details and a table of ledger entries.

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

Inventory

Shelf No. ... OSLO STORAGE UNIT/SHELF

Type	Inventory
Base Unit of Measure	PCS
Item Category Code	
Qty. on Job Order	0
Qty. on Assembly Order	
Qty. on Asm. Component	0

Otevřít podrobnosti pro "Qty. on Asm"

# Item Ledger Entries – how to get there (newer version of database-our case)

The screenshot displays the SAP Item Card interface for item 1936-S, 'BERLIN Guest Chair, yellow', with a work date of 1/28/2023. The 'Related' tab is selected in the top navigation bar. The 'Entries' menu is open, showing a list of entry types. The 'Ledger Entries' option is highlighted, indicating the path to view the item's ledger.

Item Card | Work Date: 1/28/2023

1936-S · BERLIN Guest Chair, yellow

Process | Item | Prices & Discounts | Request Approval | Actions | **Related** | Fewer options

**History** | Item | Availability | Purchases | 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. | Description | Blocked | Type | Base Unit of Measure | Last Date Modified

... | t Chair, yellow | ...



# Item Ledger Entries

Item Ledger Entries						Navigate function will be shown by tutor on this screen
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 later in this course

# Navigate from Item Ledger Entries card

Item Ledger Entries | Search Entry | **Actions** | Related | Fewer options

Functions ▾ **Find entries...**

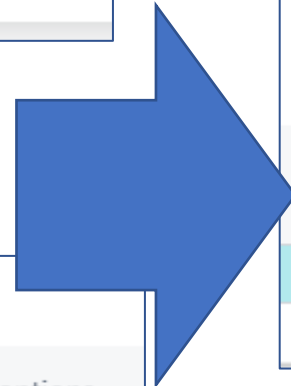
OR

Item 1936-S BERLIN Guest Chair, yellow | Work Date: 1/28/2023

Item Ledger Entries | Search **Entry** | Page | Actions | Related | Fewer options

**Find entries...** | Dimensions | Set Dimension Filter... | Value Entries

1/28/2023	⋮	Sale	Sales Ship...	102046	1936-S
-----------	---	------	---------------	--------	--------



**Show Related Entries** | Find | Print...

Related Entries




→	<u>Posted Sales Shipment</u>
	Item Ledger Entry

# Sales order creation (creation of demand)

Sales Searching window

---

**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)

**Filtr** ✕

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 or key combination Ctrl-N

See next slide

# New Sales Order (SO)

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

SO Header

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

# Assigned user ID

Process Release Posting Prepare Order Request Approval Print/Send Navigate Actions Navigate Mění možnosti Show less ⓘ

**General**

Zobrazit méně

No.	1004	Due Date	22/04/2019
Business Case No.		Requested Delivery Date	
Customer No.	20000	Promised Delivery Date	
Customer Name	Selangorian Ltd.	External Document No.	
<b>SELL-TO</b>		Customer Order No.	
Address	153 Thomas Drive	Your Reference	
Address 2		Salesperson Code	PS
City	Coventry	Campaign No.	
ZIP Code	CV6 1GY	Opportunity No.	
Country/Region Code	GB	Responsibility Center	
Contact No.	CT000010	Assigned User ID	NAVERTICA
Phone No.		Status	Open
Email		<b>WORK DESCRIPTION</b>	
Contact	Mr. Mark McArthur	Outstanding Reason	
No. of Archived Versions	0	CRM Case No.	
Document Date	08/04/2019	ITC Reason Code	
Posting Date	08/04/2019		
Order Date	08/04/2019		
Sales Order Type Code			

## F9 – Posting key (simplest way)



Ship

Invoice

Ship and Invoice

OK

Cancel

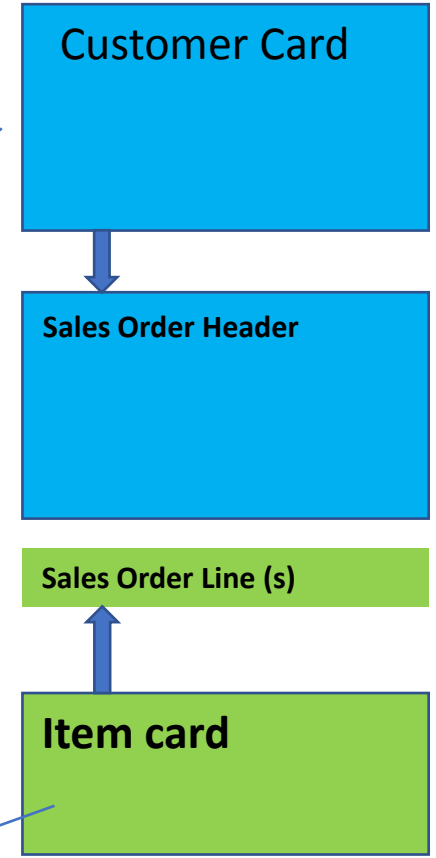


# Post SO (Icons Posting->Post document)

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 in General Ledger - basic ERP principles

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 -> Syntax



THE END