INF99X: Sample Course

- **Download Latest Student Handbook and AllFiles Content /home/ll/Azure_clone/Azure_new/MB-800-Business-Central-Functional-Consultant/../../releases/latest**
- **Are you a MCT?** - Have a look at our [GitHub User Guide for MCTs](#)
- **Need to manually build the lab instructions?** - Instructions are available in the [MicrosoftLearning/Docker-Build](#) repository

What are we doing?

- To support this course, we will need to make frequent updates to the course content to keep it current with the Azure services used in the course. We are publishing the lab instructions and lab files on GitHub to allow for open contributions between the course authors and MCTs to keep the content current with changes in the Azure platform.

- We hope that this brings a sense of collaboration to the labs like we've never had before - when Azure changes and you find it first during a live delivery, go ahead and make an enhancement right in the lab source. Help your fellow MCTs.

How should I use these files relative to the released MOC files?

- The instructor handbook and PowerPoints are still going to be your primary source for teaching the course content.

- These files on GitHub are designed to be used in conjunction with the student handbook, but are in GitHub as a central repository so MCTs and course authors can have a shared source for the latest lab files.

- It will be recommended that for every delivery, trainers check GitHub for any changes that may have been made to support the latest Azure services, and get the latest files for their delivery.

What about changes to the student handbook?

- We will review the student handbook on a quarterly basis and update through the normal MOC release channels as needed.

How do I contribute?

- Any MCT can submit a pull request to the code or content in the GitHub repro, Microsoft and the course author will triage and include content and lab code changes as needed.

- You can submit bugs, changes, improvement and ideas. Find a new Azure feature before we have? Submit a new demo!

Notes

Classroom Materials

It is strongly recommended that MCTs and Partners access these materials and in turn, provide them separately to students. Pointing students directly to GitHub to access Lab steps as part of an ongoing class will require them to access yet another UI as part of the course, contributing to a confusing experience for the student. An explanation to the student regarding why they are receiving separate Lab instructions can highlight the nature of an always-changing cloud-based interface and platform. Microsoft Learning support for accessing files on GitHub and support for navigation of the GitHub site is limited to MCTs teaching this course only.

title: Online Hosted Instructions permalink: index.html layout: home

Content Directory

Hyperlinks to each of the lab exercises and demos are listed below.

Labs

{% assign labs = site.pages | where_exp:"page", "page.url contains '/Instructions/Labs'" %} | Module | Lab | | --- | --- | {% for activity in labs %}| {{ activity.lab.module }} | [{{ activity.lab.title }}{% if activity.lab.type %} - {{ activity.lab.type }}{% endif %}]() | {% endfor %}

Demos

{% assign demos = site.pages | where_exp:"page", "page.url contains '/Instructions/Demos'" %} | Module | Demo | | --- | --- | {% for activity in demos %}| {{ activity.demo.module }} | {{ activity.demo.title }} | {% endfor %}

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demo: title: 'Demo: Deploying an ARM Template' module: 'Module 1: Exploring Azure Resource Manager'

Demo: Deploying an ARM Template

Instructions

1. Quisque dictum convallis metus, vitae vestibulum turpis dapibus non.

    1. Suspendisse commodo tempor convallis.

    2. Nunc eget quam facilisis, imperdiet felis ut, blandit nibh.

    3. Phasellus pulvinar ornare sem, ut imperdiet justo volutpat et.

2. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

3. Vestibulum hendrerit orci urna, non aliquet eros eleifend vitae.

4. Curabitur nibh dui, vestibulum cursus neque commodo, aliquet accumsan risus.

    ```
    Sed at malesuada orci, eu volutpat ex
    ```

5. In ac odio vulputate, faucibus lorem at, sagittis felis.

6. Fusce tincidunt sapien nec dolor congue facilisis lacinia quis urna.

    Note: Ut feugiat est id ultrices gravida.

7. Phasellus urna lacus, luctus at suscipit vitae, maximus ac nisl.

    - Morbi in tortor finibus, tempus dolor a, cursus lorem.

    - Maecenas id risus pharetra, viverra elit quis, lacinia odio.

    - Etiam rutrum pretium enim.

1. Curabitur in pretium urna, nec ullamcorper diam.

lab: title: 'Lab: Validate lab environment' module: 'Module 0: Course introduction'

Module 0: Course introduction

Practice Lab - Validate lab environment

Scenario

In this Module 0 lab, you will validate that your classroom tenant is working as expected. You will access your individual credentials, record your ���alias���, and open the Dynamics 365 model-driven application that we will be using throughout the course.

Important Note: This lab will provide you with an actual Dynamics 365 tenant and licenses for the Power Platform applications you will be using in this course. Please be aware that the Power Platform is evolving all the time. The instructions in this document may be different from what you experience in your actual tenant. It is also possible to experience a delay of several minutes before the virtual machine has network connectivity to begin the labs.

Lab Setup

You must perform these steps prior to the class for Business Central to be loaded on your tenant.

To load Business Central on your tenant:

1. Log into your tenant as the admin
2. Go to https://signup.microsoft.com/signup?sku=6a4a1628-9b9a-424d-bed5-4118f0ede3fd&ru=https%3A%2F%2Fbusinesscentral.dynamics.com%2F%3FredirectedFromSignup%3D1

3. Click ���Next���

4. Click ���Let���s Go���:

5. You will be directed to Business Central

6. Business Central will load for a few minutes and then you will have
   access to Business Central

Exercise 1 - Access the Dynamics 365 application

Task 1 ��� Log into the Power Platform admin center

1. Access https://admin.Powerplatform.microsoft.com and log in with your user credentials.

2. Record your user credential up to the @ symbol on a scratch piece of paper or in Notepad. This will be your lab alias that you will use to differentiate the data you create within the shared Dynamics 365 organization.

Important: Please be aware that this tenant and the Dynamics 365 organization will be shared with the other students in your classroom, like employees would share a tenant when using the Dynamics 365 instance belonging to their organization. Do not use any PII (personally identifiable information) when creating records. It is also good practice to use your username prefix (ex., **mollyc**) in front of all records, data, apps, flows, etc. you create.

1. Feel free to explore the Power Platform admin center but **do not make any changes.**

Task 2 ��� Access the Dynamics 365 application

1. Expand the grid button at the top left of the screen, directly to the left of **Power Platform admin center.** Select **Dynamics 365.**

2. Under **My apps**, select **Business Central**

3. Spend a few minutes exploring the application.

lab: title: 'Lab: Create and configure a new company' module: 'Module 2: Application Setup'

Create and configure a new company

Exercise 1: Create a new company

Scenario

You are a functional consultant assigned to a new project, where you are responsible for the analysis of your customers business processes. Your customer is Contoso Inc., situated in Redmond Washington. They will start to use Microsoft Dynamics 365 Business Central as of their new fiscal year, January 1st 2021.

You initiate the process by creating a new company within the customers database, including some predefined setup information but without any business data.

Tasks

1. Create a new company.

2. Complete the Company Setup wizard.

Steps

1. Create a new company.

2. In the **Companies** page, select **New** and then, **Create New Company**

3. The **Create New Company** wizard opens.

4. Click **Next**.

5. As the company name, enter Contoso ��*student name*��� Inc. (Replace ���*student name*��� with your name so that each student has its own company within the training database.)

6. Select the option **Production ��� Setup Data Only**.

7. Click **Next**.

8. Skip the **Manage Users** option by clicking **Next**.

9. Click **Finish** to create the company.

10. Complete the **Company Setup** wizard.

11. To open the new company, go to the **My Settings** page.

12. Open the assist edit button to the right of the **Company** textbox.

13. In the window that opens, select ���Contoso ���*student name*��� Inc.��� and click **OK**.

14. Click **OK**.

15. The new company opens and the **Company Setup** wizard automatically opens.

16. Click **Next**.

17. Fill in the company���s address information.

18. Click **Next**.

19. Specify the company���s contact details.

20. Click **Next**.

21. Disable the **Use a bank feed service** option.

22. Click **Next**.

23. Skip the company���s bank information by clicking **Next**.

24. In the **Fiscal Year Start Date** field, enter 1/1/2021.

25. Click **Next**.

26. Leave the costing method set to the default value ���FIFO���.

27. Click **Next**.

28. Click **Finish** to start using the company.

Exercise 2: Configure a new company

Scenario

Now that the company has been created, you will further complete the company configuration, setup and business data.

You will start by copying the following data from the default CRONUS company:

- Zip codes

- Shipment methods

Tasks

1. Complete the configuration worksheet.

2. Copy data from another database company.

Steps

1. Complete the configuration worksheet.

2. Open the **Configuration Worksheet** page.

3. At the bottom of the worksheet, enter a new line.

4. In the **Line Type** field, select **Group.**

5. In the **Name** field, enter ���General Setup���.

6. Enter a new line.

7. In the **Line Type** field, select **Table**.

8. Open the assist edit button to the right of the **Table ID** field.

9. Search for ���ZIP Code���, select table 225 and click **OK** to enter the ID in the **Table ID** field.

10. Repeat steps e. to h. to enter table 10 Shipment Method.

11. Copy data from another database company.

12. In the menu on the **Configuration Worksheet** page, select **Actions**, then **Tools** and then **Copy Data from Company**.

13. Open the assist edit button to the right of the **Copy from** field.

14. Select ���Cronus USA Inc.��� and click **OK** to enter the company in the **Copy from** field.

15. Select the lines with the tables for ZIP codes and shipment methods.

16. In the menu select **Copy Data**.

6. The data is now copied in the new company.

lab: title: 'Lab: Create and export a configuration package' module: 'Module 2: Application Setup'

Exercise 1: Create and export a configuration package

Scenario

After completing the basic configuration, you can now start by uploading the company's business data, such as customers, vendors, items and the chart of accounts.

In order to prepare the migration of this data, you will configure some configuration packages and provide these excel-files to Contoso���s super users, to complete the information.

You will start with the vendor list, including contact information. To make sure the users know how to complete the required information, you prepare the following example.

The following information is returned to you by Contoso���s super user:

Tasks

1. Create a configuration package.

2. Assign tables and select fields.

3. Export a configuration package to excel.

4. Prepare data in excel.

Steps

1. Create a configuration package.

2. In the **Configuration Packages** page, click **New** to create a new configuration package.

3. In the **Code** field, enter VENDOR.

4. In the **Package Name** field, enter Vendor List.

5. Assign tables and select fields.

6. On the **Tables** section of the Config. Package Card, enter a new line as follows.

7. Open the assist edit button to the right of the **Table ID** field.

8. In the window that opens, select the **Vendor** table and click **OK**.

9. Then press ENTER or TAB.

10. You will be asked to check related tables, click **No**.

11. Make sure the vendor table line is selected, select **Table** and then **Fields**.

12. On the field list page, first select **Clear Included**, to deselect the **Include Field** checkbox for all the fields.

13. Then select the **Include Field** checkbox for the following fields:

    1. Name

    2. Address

3. City

4. Phone No.

5. Currency Code

6. Language Code

7. Country/Region Code

8. Post Code

14. The **Validate Field** checkbox is automatically selected.

15. Click **Close**.

16. Export a configuration package to excel.

17. In the **Config. Package Card** page, select **Actions**, then **Package**, and then **Export to Excel**.

18. Click **Yes** to export the configuration package.

19. Prepare data in excel.

20. Open the exported excel file from the download folder.

21. Enter the information as provided by Contoso.

22. Save the excel file.

Exercise 2: Import and apply a configuration package

Scenario

When the vendor information is completed, you can now upload the vendor information.

During this process, you want to make sure the data is validated and when missing, the related tables will be automatically updated with newly provided values.

Tasks

1. Import a configuration package from excel.

2. Apply a configuration package.

3. Resolve package errors.

Steps

1. Import a configuration package from excel.

2. In the **Configuration Packages** page, select the new configuration package for vendors and select **Manage** and then **Edit**.

3. In the **Config. Package Card** page, select **Actions**, then select **Package**, and then **Import from Excel**.

4. Click **Choose◆◆◆** and select the excel file.

5. Click **Open**.

6. In the preview page, select **Import**.

7. Apply a configuration package.

8. In the **Config. Package Card** page, select **Actions**, then select **Functions**, and then **Apply Package**.

9. Click **Yes**.

10. Resolve package errors.

11. In the **Config. Package Card** page, the vendor table line will show a number of errors.

12. Click on the number in the **No. of Package Errors** field.

13. In the error page, select the first record line and click **Show Error**.

14. Repeat for all the error records.

15. Click **OK**.

16. In the **Config. Package Card** page, select the vendor table line and select **Table** and then select **Fields**.

17. Select the **Create Missing Codes** check box, for the following fields:

    1. Currency Code

    2. Post Code

18. Click **Close**.

19. In the **Config. Package Card** page, select **Actions**, then select **Functions**, and then **Apply Package**.

20. Click **Yes**.

21. Click **OK**.

Exercise 3: Import and apply a predefined package

Scenario

For the further ease of the labs during the course, you will migrate the data from the default CRONUS USA company within the database.

Tasks

1. Import and apply a predefined package.

Steps

1. Import and apply a predefined package.

2. In the **Configuration Packages** page, select **Actions**, then **Package**, and then select **Import Predefined Package**.

3. From the overview list, select the **Evaluation** package, containing the demo data.

4. Click **OK**.

5. Select the imported configuration package, select **Actions**, then **Functions**, and then select **Apply Package**.

6. Click **Yes**.

7. A warning appears, where you select the **I understand, and want to continue** checkbox and click **OK**.

7. Click No to any further questions.

lab: title: 'Lab: Set up dimensions' module: 'Module 2: Application Setup'

Exercise 1: Set up a dimension with dimension values

Scenario

Contoso has expressed their requirements regarding reporting goals.

From the general ledger they would like to analyze their sales by sales person and customer group, using the following pivot-table:

They want to see both the income and the granted discounts for each sales person.

A dimension for the customer group already exists, but it is up to you to create a dimension for sales people as well.

Tasks

1. Set up a dimension with dimension values

Steps

1. Set up a dimension with dimension values

2. In the **Dimensions** page, select **New**.

3. In the **Code** field, enter SALESPERSON.

4. Select **Dimension** and then **Dimension Values**.

5. For each sales person, enter the initials in the **Code** field and the full name in the **Name** field.

    - AH - Annette Hill

    - BD - Bart Duncan

    - DC - Debra L. Core

    - JR - John Roberts

    - MD - Mary A. Dempsey

    - PS - Peter Saddow

    - RL - Richard Lum

6. For each sales person, set the **Dimension Value Type** field to the **Standard** value.

Exercise 2: Assign Account Type Default Dimensions

Scenario

To keep their analytical information as consistent as possible they would like to make sure that Business Central obligates the user to enter dimension information when posting sales transactions.

Every time a sales transactions is registered the customer���s group should be added and the sales person���s code should be entered.

When a new customer is created they are categorized to a certain group, which will be evaluated on a yearly basis. The customer however can be serviced by different sales people responsible for their customer group.

Tasks

1. Assign Account Type Default Dimensions for the customer group.

2. Assign Account Type Default Dimensions for the sales people.

Steps

1. Assign Account Type Default Dimensions for the customer group.

2. In the **Dimensions** page, select the CUSTOMERGROUP dimension.

3. Select **Dimension**, and then select **Account Type Default Dim.**.

4. Open the assist edit button to the right of the **Table ID** field.

5. In the window that opens, select the **Customer** table and click **OK**.

6. In the **Value Posting** field, enter **Code Mandatory**.

7. Assign Account Type Default Dimensions for the sales people.

8. In the **Dimensions** page, select the SALESPERSON dimension.

9. Select **Dimension**, and then select **Account Type Default Dim.**.

10. Open the assist edit button to the right of the **Table ID** field.

11. In the window that opens, select the **Salesperson/Purchaser** table and click **OK**.

12. In the **Value Posting** field, enter **Code Mandatory**.

Exercise 3: Set up a dimension combination

Scenario

Sales people are divided into sales teams, where each team is responsible for a specific customer group.

To further provide enhance the accuracy of their analytical information, you have to make sure only logical dimension combination can be made when posting sales transactions.

Make sure the following requirements are met:

- The sales team for the small businesses consists of the following people:

    - Annette Hill

    - Bart Duncan

- The sales team for the medium sized customers consists of the following people:

    - Debra L. Core

    - John Roberts

- The sales team for large companies consists of the following people:

    - Mary A. Dempsey

    - Peter Saddow

    - Richard Lum

Tasks

1. Limit a dimension combination.

2. Block dimension value combinations.

Steps

1. Limit a dimension combination.

2. In the **Dimension Combinations** page, click on the combination of the CUSTOMERGROUP and SALESPERSON dimension in the matrix.

3. In the window that opens, select **Limited**.

4. Block dimension value combinations.

5. In the **Dimension Combinations** page, click on the **Limited** value of the combination of the CUSTOMERGROUP and SALESPERSON dimension in the matrix.

6. Click **Yes**.

7. Click on the combination of the AH and MEDIUM dimension values in the matrix.

8. In the window that opens, select **Blocked**.

9. Repeat steps c. and d., for the following combinations:

   - AH ��� LARG

   - BD ��� MEDIUM

   - BD ��� LARGE

   - DC ��� SMALL

   - DC ��� LARGE

   - JR ��� SMALL

   - JR ��� LARGE

   - MD ��� SMALL

   - MD ��� MEDIUM

   - PS ��� SMALL

   - PS ��� MEDIUM

- RL ��� SMALL

- RL ��� MEDIUM

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lab: title: 'Lab: Create and configure a new company' module: 'Module 3: Configure Financials'

Exercise 1: Create a new fiscal year

Scenario

When setting up the company you were misinformed about Contoso���s fiscal year. Although they want to use Microsoft Dynamics 365 Business Central as of January 1st 2021, their new fiscal year does not start until July 1st 2021.

You will have to correct this mistake and prepare the accounting periods for the entire fiscal year.

Tasks

1. Change the starting date of the fiscal year.

2. Create accounting periods in bulk.

Steps

1. Change the starting date of the fiscal year.

2. Open the **Accounting Periods** page.

3. Select the accounting period with starting date 1/1/2022 and deselect the **New Fiscal Year** checkbox.

4. Select the accounting period with starting date 7/1/2021 and select the **New Fiscal Year** checkbox.

5. Leave the selection on the **New Fiscal Year** checkbox for the accounting period with starting date 1/1/2021.

6. Create accounting periods in bulk.

7. In the **Accounting Periods** page, select **Actions** and then select **Create Year**.

8. On the window that opens, fill in the following options:

    1. In the **Starting Date** field, enter 1/1/2022.

2. In the **No. of Periods** field, enter ��6��.

3. In the **Period Length** field, enter 1M.

9. Click **OK**.

10. New accounting periods are now created, where the last accounting period has a starting date of 7/1/2022 and the **New Fiscal Year** checkbox is selected.

Exercise 2: Configure the general ledger setup

Scenario

After setting up the correct accounting periods, you will complete some general accounting setup.

Contoso is located in the United States and will record their accounting data in US dollar, thereby respecting the currencies 2 digit decimals for displaying invoice amounts and amounts. Unit-prices however, can be shown with 2 up to 5 digit decimals.

Analysis of recorded accounting data will be mainly focused on the sales transactions, using the created dimensions. Contoso�s accounting manager would like to analyze these sales transactions directly from the chart of accounts, to make sure all the detailed information is at hand. Later they will set up some more general reports. He would also like to track costs by department where, for now, the main focus is on easily entering this information. The specific reporting details will be determined later on.

Once the company�s users will start to record sales and purchase transactions, the accounting manager wants to make sure they are only processed within the current accounting period. Make sure the company is set for the first transactions for January 2021, but also allow your own user to process the opening balance on December 31st 2020.

Tasks

1. Determine the local currency.

2. Set up global and shortcut dimensions.

3. Allow posting in the open accounting period.

Steps

1. Determine the local currency.

2. Open the **General Ledger Setup** page.

3. In the **General** FastTab review that the following fields regarding local currency are filled in correctly.

    1. The **LCY Code** field must be set to USD.

    2. The **Local Currency Symbol** field must contain the \$ symbol.

    3. The **Local Currency Description** field must be filled in with ���US dollar���

4. In the **General** FastTab review that the following fields regarding local currency rounding are filled in correctly:

    1. The **Amount Decimal Places (\$)** field must be set to 2:2.

    2. The **Unit-Amount Decimal Places (\$)** field must be set to 2:5.

5. Set up global and shortcut dimensions.

6. In the **General Ledger Setup** page, select **Actions**, then **Functions** and then **Change Global Dimensions**.

7. In the **Change Global Dimensions** page, fill in the following fields:

    1. In the **Global Dimension 1 Code** field select the value SALESPERSON.

    2. In the **Global Dimension 2 Code** field leave the value CUSTOMER GROUP.

8. Select **Sequential** and then click **Start**.

9. Close the **Change Global Dimensions** page.

10. In the **General Ledger Setup** page, in the **Dimensions** FastTab, in the **Shortcut Dimension 3 Code** field select the value DEPARTMENT.

11. Allow posting in the open accounting period.

12. In the **General Ledger Setup** page, in the **General** FastTab, fill in the following fields:

    1. In the **Allow Posting From** field, select 1/1/2021.

2. In the **Allow Posting To** field, select 1/31/2021.

13. Close the **General Ledger Setup** page.

14. In the **User Setup** page, select **New**.

15. In the **User ID** field, enter your own user id.

5. In the Allow Posting From field, enter 12/31/2020.

lab: title: 'Lab: Configure Chart of Accounts and Posting Groups' module: 'Module 3: Configure Financials'

Exercise 1: Configure the Chart of Accounts

Scenario

During the implementation process, Contoso���s superusers are systematically informed and trained in different areas of the system during work sessions. After following the work sessions about the chart of accounts, posting groups and dimensions, the accounting manager has reviewed Contoso���s chart of accounts and has added some g/l accounts. The further setup of posting groups is done in collaboration with you, the functional consultant.

Some accounts were added to distinguish very easily between purchases and sales made within their own country, and for each product type, without having to set up even more dimensions. These accounts will be posted to through the setup of posting groups.

Also the expenses are more detailed, where we can see a clear separation between staff-related expenses and other expenses. All staff-related expenses are posted to the g/l accounts 60700 until 61100, where it is obligated to indicate a specific department each time an expense is made.

No.		Name	Net Change	Balance	Income/Ba...	Account Category	Account Subcategory	Acc... Type	Totaling
10250	⋮	European bank	_	_	Balance Sh...	Assets	Cash	Posting	
10450		Account Receivables - Foreign	_	_	Balance Sh...	Assets	Accounts Receivable	Posting	
10475		Accounts Receivables - Intercompany	_	_	Balance Sh...	Assets	Accounts Receivable	Posting	
10710		Inventory - Computer Hardware	_	_	Balance Sh...	Assets	Inventory	Posting	
20150		Accounts Payable - Foreign	_	_	Balance Sh...	Liabilities	Current Liabilities	Posting	
20175		Accounts Payable - Intercompany	_	_	Balance Sh...	Liabilities	Current Liabilities	Posting	
40210		Product sales - Computerhardware	_	_	Income Sta...	Income	Income, Product Sales	Posting	
50150		Materials - Computerhardware	_	_	Income Sta...	Cost of Go...	Materials	Posting	
61450		Travel Expenses	_	_	Income Sta...	Expense	Utilities Expense	Posting	
61850		VAT	_	_	Income Sta...	Expense	Tax Expense	Posting	

Your first job is to make sure the g/l accounts are created correctly and that the necessary dimensions are connected.

Remark: for the income statement accounts, make sure to fill in the Tax Group Code with the NONTAXABLE value.

Tasks

1. Create a G/L Account card.

2. Assign default dimensions to multiple G/L Accounts.

Steps

1. Create a G/L Account card.

2. In the **Chart of Accounts** page, select **New**.

3. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ��10250���

    2. In the **Name** field, enter ���European bank���.

    3. In the **Income/Balance** field, enter the value **Balance Sheet**.

    4. In the **Account Category** field, enter the value **Assets**

    5. In the **Account Subcategory** field, enter the value **Cash**.

    6. Deselect the **Direct Posting** checkbox.

    7. Close the **G/L Account Card** page.

4. In the **Chart of Accounts** page, select **New**.

5. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���10450���

    2. In the **Name** field, enter ���Accounts Receivables ��� Foreign���.

    3. In the **Income/Balance** field, enter the value **Balance Sheet**.

    4. In the **Account Category** field, enter the value **Assets**

    5. In the **Account Subcategory** field, enter the value **Accounts Receivables**.

    6. Deselect the **Direct Posting** checkbox.

    7. Close the **G/L Account Card** page.

6. Repeat steps c and d for the account ���10475���.

7. In the **Chart of Accounts** page, select **New**.

8. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���10710���

    2. In the **Name** field, enter ���Inventory ��� Computer Hardware���.

    3. In the **Income/Balance** field, enter the value **Balance Sheet**.

    4. In the **Account Category** field, enter the value **Assets**

    5. In the **Account Subcategory** field, enter the value **Inventory**.

    6. Deselect the **Direct Posting** checkbox.

    7. Close the **G/L Account Card** page.

9. In the **Chart of Accounts** page, select **New**.

10. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���20150���

    2. In the **Name** field, enter ���Accounts Payable ��� Foreign���.

    3. In the **Income/Balance** field, enter the value **Balance Sheet**.

    4. In the **Account Category** field, enter the value **Liabilities**

    5. In the **Account Subcategory** field, enter the value **Current Liabilities**.

    6. Deselect the **Direct Posting** checkbox.

    7. Close the **G/L Account Card** page.

11. Repeat steps h and i for the account ���20175���.

12. In the **Chart of Accounts** page, select **New**.

13. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���40210���

    2. In the **Name** field, enter ���Product Sales ���
       Computer hardware���.

    3. In the **Income/Balance** field, enter the value **Income Statement**.

    4. In the **Account Category** field, enter the value **Income**

    5. In the **Account Subcategory** field, enter the value **Income Product Sales**.

    6. Deselect the **Direct Posting** checkbox.

    7. *In the* **Tax Group Code** *field, enter NONTAXABLE.*

    8. Close the **G/L Account Card** page.

14. In the **Chart of Accounts** page, select **New**.

15. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���50150���

    2. In the **Name** field, enter ���Materials -
       Computerhardware���.

    3. In the **Income/Balance** field, enter the value **Income Statement**.

    4. In the **Account Category** field, enter the value **Cost of Goods Sold**

    5. In the **Account Subcategory** field, enter the value **Materials**.

    6. Deselect the **Direct Posting** checkbox.

    7. *In the* **Tax Group Code** *field, enter NONTAXABLE.*

8. Close the **G/L Account Card** page.

16. In the **Chart of Accounts** page, select **New**.

17. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���61450���

    2. In the **Name** field, enter ���Travel Expenses.

    3. In the **Income/Balance** field, enter the value **Income Statement**.

    4. In the **Account Category** field, enter the value **Expense**

    5. In the **Account Subcategory** field, enter the value **Utilities Expense**.

    6. Deselect the **Direct Posting** checkbox.

    7. *In the* **Tax Group Code** *field, enter NONTAXABLE.*

    8. Close the **G/L Account Card** page.

18. In the **Chart of Accounts** page, select **New**.

19. In the new general ledger account card, fill in the following fields:

    1. In the **No.** field, enter ���61850���

    2. In the **Name** field, enter ���VAT���.

    3. In the **Income/Balance** field, enter the value **Income Statement**.

    4. In the **Account Category** field, enter the value **Expense**

    5. In the **Account Subcategory** field, enter the value **Tax Expenses**.

    6. Deselect the **Direct Posting** checkbox.

    7. *In the* **Tax Group Code** *field, enter NONTAXABLE.*

8. Close the **G/L Account Card** page.

20. In the **Chart of Accounts** page, select **Process** and then select **Indent Chart of Accounts**.

21. Click **Yes**.

22. Assign default dimensions to multiple G/L Accounts.

23. In the **Chart of Accounts** page, select general ledger accounts 60700 until 61100.

24. Select **Related**, then **Account**, then **Dimensions** and then select **Dimensions ��� Multiple**.

25. In the **Default Dimensions-Multiple** page, select **New**.

26. In the **Dimensions Code** field, enter DEPARTMENT.

27. In the **Value Posting** field, enter the value **Code Mandatory**.

28. Click **OK**.

Exercise 2: Set up posting groups

Scenario

Contoso recently decided to start selling computer hardware through their European web shop. To keep track of these new line of product, they will record these sales on a separate income statement account 40210, apart from the other retail activities. They will have to comply to European legislation and calculate 15% VAT on all their web shop sales. This VAT amount will be posted to the general ledger account 61850. *(Remark: this is just for exercise purposes and not based on actual legislation.)*

The products are mainly purchased with export vendors, no VAT needs to be paid in these countries. Purchase with EU vendors is however also possible.

The necessary general ledger accounts were already created in the previous exercise. It is now up to you to complete the General Posting Setup and the VAT Posting Setup.

Tasks

1. Create a VAT Product Posting Group.

2. Create a VAT Business Posting Group.

3. Complete the Tax Posting Setup.

4. Create a Product Posting Group.

5. Create a Business Posting Group.

6. Complete the General Posting Setup.

Steps

1. Create a VAT Product Posting Group.

2. In the **VAT Product Posting Groups** page, select **New**.

3. In the **Code** field, enter G15.

4. In the **Description** field, enter ���Goods 15%���.

5. Create a VAT Business Posting Group.

6. In the **VAT Business Posting Groups** page, select **New**.

7. In the **Code** field, enter EU.

8. In the **Description** field, enter ���EU���.

9. Complete the Tax Posting Setup.

10. In the **Tax Posting Setup** page, select **New**.

11. In the new tax posting setup card, fill in the following fields:

    1. In the **VAT Bus. Posting Group** field, enter EU.

    2. In the **VAT Prod. Posting Group** field, enter G15.

    3. In the **VAT Calculation Type** field, enter Normal Tax.

    4. In the **Description** field, enter ���web shop sales���.

    5. In the **Tax%** field, enter 15.

    6. In the **Tax Identifier** field, enter G15.

    7. In the Sales Tax Account field, enter 61850.

12. Create a Product Posting Group.

13. In the **General Product Posting Groups** page, select **New**.

14. In the **Code** field, enter COMPUTERHW.

15. In the **Description** field, enter ���computer hardware���.

16. In the **Def. VAT Prod. Posting Group** field, enter G15.

17. Create a Business Posting Group

18. In the **Gen. Business Posting Groups** page, select **New**.

19. In the **Code** field, enter EU.

20. In the **Description** field, enter ���EU customer and vendors���.

21. In the **Def. VAT Bus. Posting Group** field, enter EU.

22. In the **Gen. Business Posting Groups** page, select **New**.

23. In the **Code** field, enter EXPORT.

24. In the **Description** field, enter ���Export customer and vendors���.

25. Leave the **Def. VAT Bus. Posting Group** field blank.

26. Complete the General Posting Setup.

27. In the **General Posting Setup** page, select **New**.

28. In the new general posting setup card, in the **General** FastTab, fill in the following fields:

    1. In the **Gen. Bus. Posting Group** field, fill in EU.

    2. In the **Gen. Prod. Posting Group** field, fill in COMPUTERHW.

29. Select **Copy**.

30. In the page that opens, fill in the following fields:

    1. In the **Gen. Bus. Posting Group** field, fill in DOMESTIC.

    2. In the **Gen. Prod. Posting Group** field, fill in RETAIL.

    3. In the **Copy** field, select the **All fields** option.

    4. Leave all the checkboxes selected.

    5. Click **OK**.

31. In the new general posting setup card, in the **Sales** FastTab, change the following fields:

1. In the **Sales Account** field, change 40200 to 40210

2. In the **Sales Credit Memo Account** field, change 40200 to 40210

32. In the new general posting setup card, in the **Purchases** FastTab, change the following fields:

    1. In the **Purch. Account** field, change 10700 to 50150.

    2. In the **Purch. Credit Memo Account** field, change 10700 to 50150.

33. In the **General Posting Setup** page, select **New**.

34. In the new general posting setup card, in the **General** FastTab, fill in the following fields:

    1. In the **Gen. Bus. Posting Group** field, fill in EXPORT.

    2. In the **Gen. Prod. Posting Group** field, fill in COMPUTERHW.

35. Select **Copy**.

36. In the page that opens, fill in the following fields:

    1. In the **Gen. Bus. Posting Group** field, fill in EU.

    2. In the **Gen. Prod. Posting Group** field, fill in COMPUTERHW.

    3. In the **Copy** field, select the **All fields** option.

    4. Leave all the checkboxes selected.

5. Click OK.

lab: title: 'Lab: Set up General Journals' module: 'Module 3: Configure Financials'

Exercise 1: Set up General Journals

Scenario

Part of the implementation process is the conversion of opening balances. For these specific transactions a separate general journal OPENING will be created.

Separate batches are set up for the entry of the opening g/l balance accounts, the open customer ledger entries, the open vendor ledger entries and the opening bank balance.

For customers and vendors the detailed open ledger entries will be entered using the existing document no. given by the previous system. The total amount will be balanced by the regular g/l accounts for accounts receivables (10400) and accounts payable (20100).

You also want to avoid any tax postings while entering the opening g/l balances.

Tasks

1. Set up a journal for opening entries

2. Set up different batches for customer, vendor, balance

Steps

1. Set up a journal for opening entries

2. In the **General Journal Templates** page, select **New**.

3. Fill in the following fields:

    1. In the **Name** field, enter OPENING

    2. In the **Description** field, enter ���conversion opening balances���.

    3. In the **Type** field, select the **General** option.

  4. In the **Bal. Account Type** field, select the **G/L Account** option.

  5. Deselect the **Force Doc. Balance** check box.

  6. Deselect the **Copy Tax Setup to Jnl.** check box.

4. Set up different batches for customer, vendor, balance, and bank.

5. In the **General Journal Templates** page, make sure the OPENING journal is selected.

6. Select **Related**, then select **Template** and then select **Batches**.

7. In the opened **General Journal Batches** page, select **New**.

8. Fill in the following fields:

  1. In the **Name** field, enter BALANCE.

  2. In the **Description** field, enter ���opening g/l balance account���.

9. In the opened **General Journal Batches** page, select **New**.

10. Fill in the following fields:

  1. In the **Name** field, enter BANK.

  2. In the **Description** field, enter ���opening bank balance���.

11. In the opened **General Journal Batches** page, select **New**.

12. Fill in the following fields:

  1. In the **Name** field, enter CUST.

  2. In the **Description** field, enter ���opening customer ledger entries���.

  3. In the **Bal. Account No.** field, enter 10400

13. In the opened **General Journal Batches** page, select **New**.

14. Fill in the following fields:

    1. In the **Name** field, enter VEND.

    2. In the **Description** field, enter ��opening vendor ledger entries��.

3. In the Bal. Account No. field, enter 20100

lab: title: 'Lab: Set up Cash Management' module: 'Module 3: Configure Financials'

Exercise 1: Create a bank account

Scenario

Contoso has opened a European bank account to process customer payments of their web shop computer hardware sales. These payments will be recorded in euro���s. They would also like to pay their European vendors through this bank account using the SEPA Credit Transfer format.

Details of this bank account are:

IBAN: BE13 3200 0461 4139 ��� BIC: BBRUBEBB

Tasks

1. Create a bank account.

2. Assign a payment export format.

Steps

1. Create a bank account.

2. In the **Bank Accounts** page, select **New**.

3. In the new bank accounts card, fill in the following fields:

    1. On the **General** FastTab:

        1. In the **No.** field, enter ���EUROP���.

        2. In the **Name** filed, enter ���European bank���

    2. On the **Posting** FastTab, in the **Currency Code** field, enter EUR.

    3. On the **Transfer** FastTab:

        1. In the **SWIFT Code** field, enter BBRUBEBB

2. In the **IBAN** field, enter BE13 3200 0461 4139

4. Assign a payment export format.

5. On the **Transfer** FastTab, in the **Payment Export Format** field, enter **SEPACT**.

Exercise 2: Set up and assign a Bank Account Posting Group

Scenario

All transactions on the European bank account have to be posted on the balance account 10250.

(This general ledger account was already created in a previous lab 3.2 ��� exercise 1. If not, complete this first.)

You need to complete the correct bank posting group setup.

Tasks

1. Create a bank account posting group.

2. Assign the bank account posting group.

Steps

1. Create a bank account posting group.

2. In the **Bank Accounts Posting Groups** page, select **New**.

3. In the **Code** field, enter EUROP.

4. In the **G/L Account No.** field, enter 10250.

5. Assign the bank account posting group.

6. In the **Bank Accounts** page, open the bank account card for the European bank.

7. On the **Posting** FastTab, in the **Bank Acc. Posting Group** field, enter the new bank account posting group ���EUROP���.

lab: title: 'Lab: Set up Accounts Payable' module: 'Module 3: Configure Financials'

Exercise 1: Configure the Purchases & Payables Setup

Scenario

Concerning the processing of purchase invoices and creditmemo���s, Contoso���s accounting manager has expressed the following requirements:

- Posted purchase invoices and creditmemo���s are not numbered separately, but they follow the same numbering. This number will include the year and will start from 1 each year as follows:

  The first purchase document, as of January 1st 2021, will be posted with the number P21/0001. The next year will be P22/0001 and so on.

  These numbering should be respected in a chronological order and cannot be entered manually.

- A separate g/l account 20200 is setup to record any discounts that were given by the vendors.

Tasks

1. Set up and assign number series.

2. Complete discount posting setup.

Steps

1. Set up and assign number series.

2. In the **Purchases & Payables Setup** page, go to the **Number Series** FastTab.

3. In the **Posted Invoice Nos.** field, click on the Look Up Value button and click **New.**

4. In the opened **No. Series List** page, fill in the following fields:

1. In the **Code** field, enter PINCN+

2. In the **Description** field, enter ���Posted Purchase Invoices and Creditmemo's���.

3. Select the **Default Nos.** check box.

4. Select the **Date Order** check box.

5. Select **Navigate** and then select **Lines**.

6. In the opened **No. Series Lines** page, select **New**.

   1. In the **Starting Date** field, enter 1/1/2021.

   2. In the **Starting No.** field, enter P21/0001.

   3. In the **Increment-by No.** field, leave the value ���1���.

7. Close the **No. Series Lines** page.

8. Close the **No. Series List** page, by clicking **OK**.

9. The new number series PINCN+ is now automatically filled in in the **Posted Invoice Nos.** field, in the **Purchases & Payables Setup** page.

10. In the **Posted Credit Memo Nos.** field, enter PINCN+.

11. Complete discount posting setup.

12. In the **Purchases & Payables Setup** page, go to the **General** FastTab.

13. In the **Discount Posting** field, select the **All Discounts** option.

14. In the **General Posting Setup** page, for each possible combination of **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group**, make sure the following fields are filled in:

    1. In the **Purch. Line Disc. Account** field, the value 20200 must be filled in.

2. In the **Purch. Inv. Disc. Account** field, the value 20200 must be filled in.

Exercise 2: Create a payment journal template and batch

Scenario

The accounting manager at Contoso would now like to use the European bank account to make payment files.

You must set up a separate payment journal for this purpose.

Tasks

1. Create a general journal template.

2. Create a general journal template batch.

Steps

1. Create a general journal template.

2. In the **General Journal Templates** page, select **New**.

3. Fill in the following fields:

   1. In the **Name** field, enter EUROP.

   2. In the **Description** field, enter ���Payments EUROP���.

   3. In the **Type** field, select the **Payments** option.

   4. In the **Bal. Account Type** field, select the **Bank Account** option.

   5. In the **No. Series** field, enter GJNL-PMT.

4. Create a general journal template batch.

5. In the **General Journal Templates** page, make sure the EUROP journal is selected.

6. Select **Related**, then select **Template** and then select **Batches**.

7. In the opened **General Journal Batches** page, select **New.**

8. Fill in the following fields:

   1. In the **Name** field, enter EUROP.

   2. In the **Description** field, enter ���Payments EUROP���

   3. Select the **Allow Payment Export** check box.

Exercise 3: Create and configure vendors

Scenario

Based on the chart of accounts, you will set up the different vendor posting groups. With their fast growing business abroad, they want to keep track of their accounts payables in the US (domestic) and in other EU countries (foreign) separately. A third group will be set up to register transactions with EU third-party alliances (intercompany) they have set up to expand their business even further.

The DOMESTIC vendor posting group is already set up. The other vendor posting groups will be based on this group, but with different balance accounts (20150 for foreign vendors and 20175 for intercompany vendors).

During the implementation process most of the master data for vendors was already imported. These vendors, will now have to be configured correctly by adding the correct posting groups. First create templates based on the different posting groups. Then apply these templates to the existing vendors.

Tasks

1. Set up a Vendor Posting Group.

2. Create Configuration Templates.

3. Configure vendors.

Steps

1. Set up a Vendor Posting Group.

2. In the **Vendor Posting Groups** page, select **New**.

3. In the **Vendor Posting Group Card** page, fill in the following fields:

    1. In the **Code** field, fill in FOREIGN.

2. In the **Description** field, fill in ���Foreign vendors���.

3. In the **Payables Account** field, fill in 20150.

4. Close the page.

4. In the **Vendor Posting Groups** page, select **New**.

5. In the **Vendor Posting Group Card** page, fill in the following fields:

1. In the **Code** field, fill in INTERCOMPANY.

2. In the **Description** field, fill in ���Intercompany vendors���.

3. In the **Payables Account** field, fill in 20175.

4. Close the page.

6. From the **Vendor Posting Groups** page, copy the other g/l accounts from the DOMESTIC vendor posting group to the FOREIGN and INTERCOMPANY vendor posting groups using F8. Copy the following fields:

1. Payment Disc. Debit Acc.

2. Payment Disc. Credit Acc.

3. Invoice Rouding Account

4. Debit Curr. Appln. Rndg. Acc.

5. Credit Curr. Appln. Rndg. Acc.

6. Debit Rounding Account

7. Credit Rounding Account

8. Payment Tolerance Debit Acc.

9. Payment Tolerance Credit Acc.

7. Create Configuration Templates.

8. In the **Configuration Templates** page, select **New**.

9. In the **Config. Template Header** page, fill in the following fields:

   1. In the **Code** field, enter DOMESTIC

   2. In the **Description** field, enter ���Domestic vendors���

   3. Open the assist edit button to the right of the **Table ID** field, select the table for vendors (ID = 23) and click **OK**.

   4. Select the **Enabled** check box.

   5. In the **Lines** section on the page, create the following line:

      1. In the **Type** field, enter **Field**.

      2. In the **Field Name** field, enter **Gen. Bus. Posting Group**.

      3. In the **Default Value** field, enter DOMESTIC

   6. In the Lines section on the page, create the following line:

      1. In the **Type** field, enter **Field**.

      2. In the **Field Name** field, enter **Vendor Posting Group**.

      3. In the **Default Value** field, enter DOMESTIC

   7. Close the configuration template.

10. In the **Configuration Templates** page, select **New**.

11. In the **Config. Template Header** page, fill in the following fields:

   1. In the **Code** field, enter EU

   2. In the **Description** field, enter ���EU vendors���

   3. Open the assist edit button to the right of the **Table ID** field, select the table for vendors (ID = 23) and click **OK**.

   4. Select the **Enabled** check box.

5. In the **Lines** section on the page, create the following line:

   1. In the **Type** field, enter **Field**.

   2. In the **Field Name** field, enter **Gen. Bus. Posting Group**.

   3. In the **Default Value** field, enter EU

6. In the Lines section on the page, create the following line:

   1. In the **Type** field, enter **Field**.

   2. In the **Field Name** field, enter **Vendor Posting Group**.

   3. In the **Default Value** field, enter FOREIGN

   4. Close the configuration template.

12. In the **Configuration Templates** page, select **New**.

13. In the **Config. Template Header** page, fill in the following fields:

   1. In the **Code** field, enter INTERCOMP

   2. In the **Description** field, enter �	�	�Intercompany
      vendors�	�	�

   3. Open the assist edit button to the right of the **Table ID** field,
      select the table for vendors (ID = 23) and click **OK**.

   4. Select the **Enabled** check box.

   5. In the **Lines** section on the page, create the following line:

      1. In the **Type** field, enter **Field**.

      2. In the **Field Name** field, enter **Gen. Bus. Posting Group**.

      3. In the **Default Value** field, enter EU

   6. In the Lines section on the page, create the following line:

      1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Vendor Posting Group**.

3. In the **Default Value** field, enter INTERCOMPANY

7. Close the configuration template.

14. In the **Configuration Templates** page, select **New**.

15. In the **Config. Template Header** page, fill in the following fields:

1. In the **Code** field, enter EXPORT

2. In the **Description** field, enter ���Export vendors���

3. Open the assist edit button to the right of the **Table ID** field, select the table for vendors (ID = 23) and click **OK**.

4. Select the **Enabled** check box.

5. In the **Lines** section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Gen. Bus. Posting Group**.

3. In the **Default Value** field, enter EXPORT

6. In the Lines section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Vendor Posting Group**.

3. In the **Default Value** field, enter FOREIGN

7. Close the configuration template.

16. Configure vendors.

17. In the **Vendors** list page, multi-select imported vendors V9001, V9003 and V9007.

18. Select **Process**, and then select **Apply Template**.

19. In the vendor templates list, select Domestic vendors, and click **OK.**

20. In the **Vendors** list page, multi-select imported vendors V9002, V9005 and V9006.

21. Select **Process**, and then select **Apply Template**.

22. In the vendor templates list, select EU vendors, and click **OK.**

23. In the **Vendors** list page, multi-select imported vendors V9004 and V9008.

24. Select **Process**, and then select **Apply Template**.

9. In the vendor templates list, select Export vendors, and click OK.

lab: title: 'Lab: Set up Accounts Receivable' module: 'Module 3: Configure Financials'

Exercise 1: Configure the Sales & Receivables Setup

Scenario

Concerning the processing of sales transactions, Contoso���s account manager has expressed the following requirements:

- Web shop customers will be numbered separately from other customers. Regular customers are numbered C00010 and incremented by 10. Web shop customers are numbered CWEB00010 and also incremented by 10.

  (Remark: The number series for regular customers is already created (CUST) and assigned in the Sales & Receivables Setup)

- Posted sales invoices are numbered based on the year and month in which they are posted. The first sales invoice, as of January 1st 2021, will be posted with the number S21/01/0001. The next month will be S21/02/0001 and so on.

- A separate g/l account 40300 is setup to record invoice discounts only that were given to the customer. Line discounts are also given, but considered as part of the net sales price and thus not posted separately from the normal sales account.

- Contoso works with a credit insurer, who provides credit limits for each customer. When this limit is reached, sales people have to communicate with the finance department before going ahead with the sale.

Tasks

1. Set up and assign number series

2. Complete discount posting setup

3. Activate credit limit warning

Steps

1. Set up and assign number series.

2. In the **Sales & Receivables Setup** page, go to the **Number Series** FastTab.

3. In the **Customer** field, the value CUST is already filled in. Click on the Look Up Value button and select New.

4. In the opened **No. Series List** page, fill in the following fields:

   1. In the **Code** field, enter CUST WEB

   2. In the **Description** field, enter ���Customers Web Shop���.

   3. Select the **Default Nos.** check box.

5. Select **Navigate** and then select **Lines**.

6. In the opened **No. Series Lines** page, select **New**.

   1. Leave the **Starting Date** field blank.

   2. In the **Starting No.** field, enter CWEB0001.

   3. In the **Increment-by No.** field, enter the value ���10���.

7. Close the **No. Series Lines** page.

8. In the opened **No. Series List** page, select the number series CUST.

9. Select **Navigate** and then select **Relationships**.

10. In the **No. Series Relationships** page, select **New**.

11. In the **Series Code** field, enter CUST WEB.

12. Close the **No. Series Relationships** page.

13. Close the **No. Series List** page, by clicking **OK**.

14. You are now back in the **Sales & Receivables Setup** page, on the **Number Series** FastTab.

15. In the **Posted Invoice Nos.** field, the value S-INV+ is already filled in. Click on the Look Up Value button and then click **Select from full list.**

16. In the opened **No. Series List** page, the number series S-INV+ is automatically selected.

17. Select **Navigate** and then select **Lines.**

18. In the opened **No. Series Lines** page, select **New.**

    1. In the **Starting Date** field, enter 1/1/2021.

    2. In the **Starting No.** field, enter S21/01/0001.

    3. In the **Increment-by No.** field, leave the value ���1���.

19. In the opened **No. Series Lines** page, select **New.**

    1. In the **Starting Date** field, enter 2/1/2021.

    2. In the **Starting No.** field, enter S21/02/0001.

    3. In the **Increment-by No.** field, leave the value ���1���.

20. Close the **No. Series Lines** page.

21. Close the **No. Series List** page, by clicking **OK.**

22. The number series S-INV+ remains filled in in the **Posted Invoice Nos.** field, in the **Sales & Receivables Setup** page.

23. Complete discount posting setup.

24. In the **Sales & Receivables Setup** page, go to the **General** FastTab.

25. In the **Discount Posting** field, select the **Invoice Discounts** option.

26. In the **General Posting Setup** page, for each possible combination of **Gen. Bus. Posting Group** and **Gen. Prod. Posting Group**, make sure the **Sales Inv. Disc. Account** field is filled in with the value 40300.

27. Activate credit limit warning

28. In the **Sales & Receivables Setup** page, go to the **General** FastTab.

29. In the **Credit Warnings** field, select the **Credit Limit** option.

Exercise 2: Create and configure customers

Scenario

Based on the chart of accounts, you will set up the different customer posting groups. With their fast-growing business abroad, they want to keep track of their accounts receivables in the US (domestic) and in other EU countries (foreign) separately. A third group will be set up to register transactions with EU third-party alliances (intercompany) they have set up to expand their business even further.

The DOMESTIC customer posting group is already set up. The other customer posting groups will be based on this group, but with different balance accounts (10450 for foreign customers and 10475 for intercompany customers).

A generic EU web shop customer will be created for all end-user customers that prefer not to create a Contoso customer account. Make sure to fill in the correct posting groups and that the following requirements are met:

- All sales documents will be mailed as a pdf-file to the customer���s default Email-address and the document will also be stored as a pdf-file.

- End user customers need to pay sales invoices before delivery using a credit card service. Credit card payments will be posted to the g/l account 20500 when processing the sales invoice.

- This fictitious customer is considered to always be part of the small business customer group.

You need to create this customer manually.

Remark: before starting this exercise, first disable the existing configuration templates for customers: CUST000001 & CUST000002

Tasks

1. Set up a Customer Posting Group.

2. Create and configure a new customer.

Steps

1. Set up a Customer Posting Group

2. In the **Customer Posting Groups** page, select **New**.

3. In the **Customer Posting Group Card** page, fill in the following fields:

    1. In the **Code** field, fill in FOREIGN.

    2. In the **Description** field, fill in ���Foreign customers���.

    3. In the **Receivables Account** field, fill in 10450.

    4. Close the page.

4. In the **Customer Posting Groups** page, select **New**.

5. In the **Customer Posting Group Card** page, fill in the following fields:

    1. In the **Code** field, fill in INTERCOMPANY.

    2. In the **Description** field, fill in ���Intercompany customers���.

    3. In the **Payables Account** field, fill in 10475.

    4. Close the page.

6. From the **Customer Posting Groups** page, copy the other g/l accounts from the DOMESTIC customer posting group to the FOREIGN and INTERCOMPANY customer posting groups using F8. Copy the following fields:

    1. Payment Disc. Debit Acc.

    2. Payment Disc. Credit Acc.

3. Interest Account

4. Additional Fee Account

5. Invoice Rouding Account

6. Debit Curr. Appln. Rndg. Acc.

7. Credit Curr. Appln. Rndg. Acc.

8. Debit Rounding Account

9. Credit Rounding Account

10. Payment Tolerance Debit Acc.

11. Payment Tolerance Credit Acc.

7. Create and configure a new customer.

8. In the **Customers** page, select **New**.

9. Go to the **General** FastTab.

10. Open the assist edit button to the right of the **No.** field.

11. In the window that opens, select the number series for web shop customers CUST WEB and click **OK**.

12. In the **Name** field, enter ���Generic EU web shop���.

13. In the **Document Sending Profile** field, click on the Look Up Value button and click **New**.

14. In the opened **Document Sending Profile** card page, fill in the following fields:

1. In the **Code** field, enter MAIL&PDF.

2. In the **Description** field, enter ���Mail & PDF���.

3. In the **Email** field, select the **Yes (Use Default Settings)** option.

4. The **Email Attachment** field is automatically set to the **PDF** option.

5. In the **Disk** field, select the **PDF** option.

6. Click **OK**.

15. The new code is now automatically filled in in the **Document Sending Profile** field on the customer card.

16. Go to the **Invoicing** FastTab.

17. In the **Gen. Bus. Posting Group** field, enter EU.

18. The **VAT Bus. Posting Group** field is automatically filled in with the value EU.

19. In the **Customer Posting Group**, enter FOREIGN.

20. Go to the **Payments** FastTab.

21. In the **Payment Terms Code** field, click on the Look Up Value button and click **New**.

22. In the opened **Payment Terms** page, select **New** and fill in the following fields:

    1. In the **Code** field, enter 0 DAYS.

    2. In the **Due Date Calculation** field, enter 0D.

    3. In the **Description** field, enter �❖�Pay before delivery�❖�.

    4. Click **OK**.

23. The new code is now automatically filled in in the **Payment Terms Code** field on the customer card.

24. In the **Payment Method Code** field, click on the Look Up Value button and click **New**.

25. In the opened **Payment Methods** page, select **New** and fill in the following fields:

1. In the **Code** field, enter CREDITCARD.

2. In the **Description** field, enter Payment Creditcard.

3. In the **Bal. Account Type** field, select the **G/L Account** option.

4. In the **Bal. Account No.** field, enter 20500. (*Make sure the* **Direct Posting** *check box is selected on the g/l account card)*

5. Click **OK**.

26. The new code is now automatically filled in in the Payment Method Code field on the customer card.

27. In the customer card, select **Customer** and then select **Dimensions**.

28. In the opened **Default Dimensions** page, select **New**.

29. Fill in the following fields:

    1. In the **Dimension Code** field, enter CUSTOMERGROUP

    2. In the **Dimension Value Code** field, enter SMALL

    3. In the **Value Posting** field, select the **Same Code** option.

30. Close the **Default Dimensions** page.

Exercise 3: Import customers using data templates

Scenario

The rest of the domestic customers will be imported using a configuration package and a configuration template. Make sure the appropriate posting groups are filled in and that the following requirements are met:

- All sales documents will be mailed as a pdf-file to the customer���s default Email-address and the document will also be stored as a pdf-file.

- Domestic customers need to pay sales invoices within 30 days of the invoice.

- The CUSTOMERGROUP dimension needs to be set up as a fixed default on the customer card.

The following list of domestic customers is returned to you by Contoso���s super user.

	A	B	C	D	E	F	G	H	I
1	CUST	Customer	18						
2									
3	No.	Name	Address	City	Countr	ZIP Code	Custom	Depart	Salespe
4	C00010	Spotsmeyer's Furnishings	612 South Sunset Drive	Miami	US	US-FL 37125	SMALL		
5	C00020	Progressive Home Furnishings	3000 Roosevelt Blvd.	Chicago	US	US-IL 61236	MEDIUM		
6	C00030	New Concepts Furniture	705 West Peachtree Street	Atlanta	US	US-GA 31772	LARGE		
7									
8									
9									
10									
11									
12									
13									
14									

Customer | Dimension Value | Default Dimension

Tasks

1. Create and export a configuration package.

2. Create and assign data template to the configuration package.

3. Prepare data in excel.

4. Import and apply the configuration package.

Steps

1. Create and export a configuration package.

2. In the **Configuration Packages** page, click **New** to create a new configuration package.

3. In the **Code** field, enter CUST.

4. In the **Package Name** field, enter Customer List.

5. On the **Tables** section of the Config. Package Card, enter a new line as follows.

6. Open the assist edit button to the right of the **Table ID** field.

7. In the window that opens, select the **Customer** table and click **OK**.

8. Then press ENTER or TAB.

9. You will be asked to check related tables, click **No**.

10. Select the **Dimensions as Columns** check box.

11. Click **Yes** to add the related dimension tables.

12. Make sure the customer table line is selected, select **Table** and then **Fields**.

13. On the field list page, first select **Clear Included**, to deselect the **Include Field** checkbox for all the fields.

14. Then select the **Include Field** checkbox for the following fields:

    1. Name

    2. Address

    3. City

      4. Country/Region Code

      5. Post Code

15. The **Validate Field** checkbox is automatically selected.

16. Click **Close**.

17. In the **Config. Package Card** page, select **Actions**, then **Package**, and then **Export to Excel**.

18. Click **Yes** to export the configuration package.

19. Create and assign data template to the configuration package.

20. In the **Tables** section of the Config. Package Card, make sure the customer table line is selected.

21. Open the assist edit button to the right of the **Data Template** field.

22. In the opened **Configuration Templates** page, select **New**.

23. In the **Config. Template Header** page, fill in the following fields:

      1. In the **Code** field, enter CUST DOM

      2. In the **Description** field, enter ���Domestic customers���

      3. Open the assist edit button to the right of the **Table ID** field, select the table for customers (ID = 18) and click **OK**.

      4. Select the **Enabled** check box.

      5. In the **Lines** section on the page, create the following line:

            1. In the **Type** field, enter **Field**.

            2. In the **Field Name** field, enter **Gen. Bus. Posting Group**.

            3. In the **Default Value** field, enter DOMESTIC

      6. In the Lines section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Customer Posting Group**.

3. In the **Default Value** field, enter DOMESTIC

7. In the Lines section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Document Sending Profile**.

3. In the **Default Value** field, enter MAIL&PDF

8. In the Lines section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Payment Terms Code**.

3. In the **Default Value** field, enter 30 DAYS

9. Close the configuration template.

24. In the **Configuration Templates** page, make sure the new template for domestic customers is selected, and click **OK**.

25. The new code is now automatically filled in in the **Data Template** field on the configuration package card.

26. Prepare data in excel.

27. Open the exported excel file from the download folder.

28. Enter the information as provided by Contoso.

29. Save the excel file.

30. Import and apply the configuration package.

31. In the **Configuration Packages** page, select the new configuration package for customers and select **Manage** and then **Edit**.

32. In the **Config. Package Card** page, select **Actions**, then select **Package**, and then **Import from Excel**.

33. Click **Choose���** and select the excel file.

34. Click **Open**.

35. In the preview page, select **Import**.

36. In the **Config. Package Card** page, select **Actions**, then select **Functions**, and then **Apply Package**.

7. Click Yes.

lab: title: 'Lab: Set up Inventory' module: 'Module 4: Configure Sales and Purchasing'

Exercise 1: Configure the Inventory Setup

Scenario

Concerning the processing of inventory-related transactions and the inventory valuation, Contoso���s account manger has expressed the following requirements:

- The web shop items for computer hardware are numbered separately from other items. They are incremented by 1, starting from the number CHW1000.

- All items should be tracked across the different warehouses at all times.

- Inventory value should be visible in the g/l balance accounts at each invoice/credit memo posting, while interim values are not registered.

- To improve the inventory value process, negative inventory must be prohibited.

Tasks

1. Set up and assign number series.

2. Complete inventory costing setup.

3. Make location mandatory and prevent negative inventory.

Steps

1. Set up and assign number series.

    1. In the **Inventory Setup** page, go to the **Numbering** FastTab.

    2. In the **Item Nos.** field, the value ITEM is already filled in. Click on the Look Up Value button and select **New**.

    3. In the opened **No. Series List** page, fill in the following fields:

        1. In the **Code** field, enter COMPHW

2. In the **Description** field, enter ���Computer Hardware���.

3. Select the **Default Nos.** check box.

4. Select **Navigate** and then select **Lines**.

5. In the opened **No. Series Lines** page, select **New**.

1. Leave the **Starting Date** field blank.

2. In the **Starting No.** field, enter CHW1000.

3. In the **Increment-by No.** field, enter the value ���1���.

6. Close the **No. Series Lines** page.

7. In the opened **No. Series List** page, select the number series ITEM.

8. Select **Navigate** and then select **Relationships**.

9. In the **No. Series Relationships** page, select **New**.

10. In the **Series Code** field, enter COMPHW.

11. Close the **No. Series Relationships** page.

12. Close the **No. Series List** page, by clicking **OK**.

13. The number series ITEM remains filled in in the **Item Nos.** field, in the **Inventory Setup** page.

2. Complete inventory costing setup.

1. In the **Inventory Setup** page, go to the **General** FastTab.

2. Select the **Automatic Cost Posting** checkbox.

3. Deselect the **Expected Cost Posting to G/L** checkbox.

4. In the **Automatic Cost Adjustment** field, leave the **Always** option selected.

3. Make location mandatory and prevent negative inventory.

   1. In the **Inventory Setup** page, go to the **General** FastTab.

   2. Select the **Prevent Negative Inventory** checkbox.

   3. In the **Location** FastTab, select the **Location Mandatory** checkbox.

Exercise 2: Create and configure items

Scenario

For the sales of computer hardware items, Contoso has invested in a new warehouse located in Europe. This warehouse contains only computer hardware, and none of the other resale items. No warehouse tasks are required.

Also, in the chart of accounts the inventory value is registered separately on the 10710 balance sheet account and the 50150 income statement account.

You need to set up a new inventory posting group COMPHW and make sure the general posting setup is configured correctly.

So far, only a few computer hardware items have been set up. These will be created manually.

Different item features, such as inch, processor, color, will be registered as additional information on the item cards. More specifically the following computer hardware items are created:

	A	B	C	D	E	F	G
1	ITEM	Item	27				
2							
3	No.	Description	Base U	Item Category	Processor	Inch	Color
4	CHW1000	Computer III 533 MHz	PCS	COMPUTER	533 MHz	/	black
5	CHW1001	Computer III 600 MHz	PCS	COMPUTER	600 MHz	/	black
6	CHW1002	15" 1501 FP Flat Panel	PCS	MONITOR	/	15"	black
7	CHW1003	17" M780 Monitor	PCS	MONITOR	/	17"	black
8	CHW1004	Advanced Mouse	PCS	ACCESSORIES	/	/	grey
9	CHW1005	Quietkey keyboard	PCS	ACCESSORIES	/	/	grey
10	CHW1006	Speakers	BOX	ACCESSORIES	/	/	white
11							
12							
13							
14							

Item ⊕

You need to set up new item categories and configure the correct attributes.

Then you can manually enter the computer hardware items, using a configuration template.

Tasks

1. Create a location.

2. Set up an Inventory Posting Group and complete the Inventory Posting Setup.

3. Set up Item Categories and Item Attributes.

4. Create and configure a new item.

Steps

1. Create a location.

    1. In the **Locations** page, select **New**.

    2. In the **Location Card** page, on the **General** FastTab, fill in the following fields:

        1. In the **Code** field, enter EUROP.

        2. In the **Name** field, enter ���European warehouse���.

    3. On the **Warehouse** FastTab, leave all the checkboxes deselected.

2. Set up an Inventory Posting Setup.

    1. In the **Inventory Posting Groups** page, select **New**.

    2. In the **Code** field, enter COMPHW.

    3. In the **Description** field, enter ���Computer Hardware���

    4. Select **Setup**.

    5. In the opened **Inventory Posting Setup** page, select **New**.

    6. In the opened **Inventory Posting Setup Card** page, fill in the following fields:

1. In the **Location Code** field, enter EUROP.

2. The **Invt. Posting Group Code** field, is automatically filled in with COMPHW.

3. In the **Inventory Account** field, enter 10710.

7. In the **General Posting Setup** page, for each combination where the **Gen. Prod. Posting Group** field contains the value COMPUTERHW, make sure the following fields are filled in:

1. In the **COGS Account** field, enter 50150.

2. In the **Inventory Adjmt. Account** field, enter 50150.

3. In the **Direct Cost Applied Account** field, enter 50150.

4. In the **Overhead Applied Account** field, enter 50150.

3. Set up Item Categories and Item Attributes.

1. In the **Item Categories** page, select **New**.

2. In the opened **Item Category Card** page, fill in the following fields:

1. In the **Code** field, enter COMPHW.

2. In the **Description** field, enter ��� Computer hardware���.

3. In the **Attributes** section, enter a new line, filling in the following fields:

1. In the **Attribute** field, click on the Look Up Value button and click **Select from full list**.

2. In the opened **Item Attributes** page, select the color attribute.

3. Click on the **Values** field.

1. In the opened **Item Attributes Value** page, click **New**.

2. In the **Value** field, enter ���Grey���

3. Close the **Item Attributes Value** page.

4. Click **OK** to close the **Item Attributes** page.

5. The new code is automatically filled in in the **Attribute** field on the item category card.

4. Close the item category card.

3. In the **Item Categories** page, select **New**.

4. In the opened **Item Category Card** page, fill in the following fields:

1. In the **Code** field, enter COMPUTER.

2. In the **Description** field, enter ��� Computer���.

3. In the **Parent Category** field, enter ���COMPHW���.

4. In the **Attributes** section, enter a new line, filling in the following fields:

1. In the **Attribute** field, click on the Look Up Value button and click **New**.

2. In the opened **Item Attributes** page, on the new line, fill in the following fields:

1. In the **Name** field, enter ���Processor���.

2. In the **Type** field, select the **Text** option.

3. Make sure the new line is selected.

4. Click **OK** to close the page.

3. The new code is automatically filled in in the **Attribute** field on the item category card.

5. Close the item category card.

5. In the **Item Categories** page, select **New**.

6. In the opened **Item Category Card** page, fill in the following fields:

   1. In the **Code** field, enter MONITOR.

   2. In the **Description** field, enter ���Monitor���.

   3. In the **Parent Category** field, enter ���COMPHW���.

   4. In the **Attributes** section, enter a new line, filling in the following fields:

      1. In the **Attribute** field, click on the Look Up Value button and click **New**.

      2. In the opened **Item Attributes** page, on the new line, fill in the following fields:

         1. In the **Name** field, enter ���Inch���.

         2. In the **Type** field, select the **Decimal** option.

         3. Make sure the new line is selected.

         4. Click **OK** to close the page.

      3. The new code is automatically filled in in the **Attribute** field on the item category card.

   5. Close the item category card.

7. In the **Item Categories** page, select **New**.

8. In the opened **Item Category Card** page, fill in the following fields:

   1. In the **Code** field, enter ACCESSORIES.

2. In the **Description** field, enter ���Computer accessories���.

3. In the **Parent Category** field, enter ���COMPHW���.

4. Close the item category card.

4. Create a configuration template.

1. In the **Configuration Templates** page, select **New**.

2. In the **Config. Template Header** page, fill in the following fields:

1. In the **Code** field, enter COMPHW

2. In the **Description** field, enter ���Computer hardware���

3. Open the assist edit button to the right of the **Table ID** field, select the table for items (ID = 27) and click **OK**.

4. Select the **Enabled** check box.

5. In the **Lines** section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Gen. Prod. Posting Group**.

3. In the **Default Value** field, enter COMPUTERHW

6. In the **Lines** section on the page, create the following line:

1. In the **Type** field, enter **Field**.

2. In the **Field Name** field, enter **Inventory Posting Group**.

3. In the **Default Value** field, enter COMPHW

7. Close the configuration template.

5. Create and configure a new item.

1. On the **Items** page, select **New**.

2. Select the template ���Computer hardware���, select **Actions**, and then select **Edit**.

3. On the opened template card, in the **No. Series** field, enter COMPHW.

4. Close the template card.

5. Make sure the template ���Computer hardware��� is still selected and click **OK**.

6. A new item card is created with number CHW1000.

7. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter ���Computer III 533 MHz���.

    2. In the **Item Category Code** field, enter ���COMPUTER���.

    3. The **Base Unit of Measure** field, is filled in with the default value PCS.

8. On the **Item Attribute** FactBox, select **Edit**.

    1. For the attribute ���Color���, select the value ���black���.

    2. For the attribute ���Processor���, enter the value ���533 Mhz���.

    3. Click **OK** to close the FactBox.

9. Close the item card.

10. On the **Items** page, select **New**.

11. Select the template �Computer hardware� and click **OK**.

12. A new item card is created with number CHW1001.

13. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter �Computer III 600 MHz�.

    2. In the **Item Category Code** field, enter �COMPUTER�.

    3. The **Base Unit of Measure** field, is filled in with the default value PCS.

14. On the **Item Attribute** FactBox, select **Edit**.

    1. For the attribute �Color�, select the value �black�.

    2. For the attribute �Processor�, enter the value �600 Mhz�.

    3. Click **OK** to close the FactBox.

15. Close the item card.

16. On the **Items** page, select **New**.

17. Select the template �Computer hardware� and click **OK**.

18. A new item card is created with number CHW1002.

19. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter �15" 1501 FP Flat Panel�.

    2. In the **Item Category Code** field, enter �MONITOR�.

3. The **Base Unit of Measure** field, is filled in with the default value PCS.

20. On the **Item Attribute** FactBox, select **Edit**.

    1. For the attribute ���Color���, select the value ���black���.

    2. For the attribute ���Inch���, enter the value ���15���.

    3. Click **OK** to close the FactBox.

21. Close the item card.

22. On the **Items** page, select **New**.

23. Select the template ���Computer hardware��� and click **OK**.

24. A new item card is created with number CHW1003.

25. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter ���17" M780 Monitor���.

    2. In the **Item Category Code** field, enter ���MONITOR���.

    3. The **Base Unit of Measure** field, is filled in with the default value PCS.

26. On the **Item Attribute** FactBox, select **Edit**.

    1. For the attribute ���Color���, select the value ���black���.

    2. For the attribute ���Inch���, enter the value ���17���.

    3. Click **OK** to close the FactBox.

27. Close the item card.

28. On the **Items** page, select **New**.

29. Select the template ���Computer hardware��� and click **OK**.

30. A new item card is created with number CHW1003.

31. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter ���Advanced Mouse���.

    2. In the **Item Category Code** field, enter ���ACCESSORIES���.

    3. The **Base Unit of Measure** field, is filled in with the default value PCS.

32. On the **Item Attribute** FactBox, select **Edit**.

    1. For the attribute ���Color���, select the value ���grey���.

    2. Click **OK** to close the FactBox.

33. Close the item card.

34. On the **Items** page, select **New**.

35. Select the template ���Computer hardware��� and click **OK**.

36. A new item card is created with number CHW1003.

37. On the **Item** FastTab, fill in the following fields:

    1. In the **Description** field, enter ���Quietkey keyboard���.

    2. In the **Item Category Code** field, enter ���ACCESSORIES���.

3. The **Base Unit of Measure** field, is filled in with the default value PCS.

38. On the **Item Attribute** FactBox, select **Edit**.

   1. For the attribute ���Color���, select the value ���grey���.

   2. Click **OK** to close the FactBox.

39. Close the item card.

40. On the **Items** page, select **New**.

41. Select the template ���Computer hardware��� and click **OK**.

42. A new item card is created with number CHW1003.

43. On the **Item** FastTab, fill in the following fields:

   1. In the **Description** field, enter ���Speakers���.

   2. In the **Item Category Code** field, enter ���ACCESSORIES���.

   3. The **Base Unit of Measure** field, is filled in with the default value PCS. Change the value to BOX.

44. On the **Item Attribute** FactBox, select **Edit**.

   1. For the attribute ���Color���, select the value ���white���.

   2. Click **OK** to close the FactBox.

45. Close the item card.

lab: title: 'Lab: Configure Purchasing' module: 'Module 4: Configure Sales and Purchasing'

Exercise 1: Complete the vendor card

Scenario

As the functional consultant, you are collecting more information about the purchase process, and more particularly about the vendors who you are purchasing from and the conditions surrounding ordering and delivering of the purchased items.

In order to supply the brand-new European warehouse and to deliver the computer hardware items to the European customers, these items are purchased from European wholesalers. Some of these vendors have different sales points throughout the country.

Vendor Cronus Cardoxy Sales is Contoso���s main supplier for all computer hardware items. They have different locations from where to order:

- Computers and monitors need to be ordered at the following location:

  Nyborgvej 566, DK-5000 ODENSE C ��� contact: Hr. Allan Vinther-Wahl

- Other computer accessories are sold from another location:

  Havnevej 6, DK-4600 KOGE ��� contact: Fr. Karen Friske

Cronus Cardoxy Sales guarantees to deliver all goods within 5 days, according to the ���cost and freight��� shipment method.

Tasks

1. Create an order address for the vendor

2. Specify receiving information

Steps

1. Create an order address for the vendor

1. On the **Vendors** list page, select vendor Cronus Cardoxy Sales (V9002).

2. To open the vendor card, select **Manage** and then select **Edit**.

3. In the vendor card, select **Related**, then select **Vendor** and then **Order Addresses**.

4. In the opened **Order Address List** page, select **New**.

5. In the opened order address card, fill in the following fields:

   1. In the **Code** field, enter COMP&MON

   2. In the **Name** field, the value ���Cronus Cardoxy Sales��� is automatically filled in.

   3. In the **Address** field, enter ���Nyborgvej 566���.

   4. In the **City** field, enter ���ODENSE C���.

   5. In the **ZIP Code** field, the value ���DK-5000��� is automatically filled in.

   6. In the **Country/Region Code** field, the value ���DK��� is automatically filled in.

   7. In the **Contact** field, enter Hr. Allan Vinther-Wahl.

6. Close the order address card.

7. In the opened **Order Address List** page, select **New**.

8. In the opened order address card, fill in the following fields:

   1. In the **Code** field, enter ACCESSORIE

   2. In the **Name** field, the value ���Cronus Cardoxy Sales��� is automatically filled in.

   3. In the **Address** field, enter ���Havnevej 6���.

   4. In the **City** field, enter ���KOGE���.

5. In the **ZIP Code** field, the value ���DK-4600���
   is automatically filled in.

6. In the **Country/Region Code** field, the value
   ���DK��� is automatically filled in.

7. In the **Contact** field, enter Fr. Karen Friske.

9. Close the order address card.

10. Close the **Order Address List** page.

2. Specify receiving information

1. On the vendor card for vendor Cronus Cardoxy Sales, go to the
   Receiving FastTab.

2. In the **Location Code** field, enter EUROP.

3. In the **Shipment Method Code** field, enter CFR.

4. In the **Lead Time Calculation** field, enter 5D.

Exercise 2: Complete the item card

Scenario

The computer hardware items are not manufactured by Contoso, but purchased through wholesalers, with Cronus Cardoxy Sales considered to be the main supplier.

Cronus Cardoxy Sales guarantees to deliver all goods within 5 days, however some special items may take a bit longer and have a deviating delivery time. For example, the 17��� monitor will take up to 7D to deliver.

All items can only be purchased in boxes, containing 10 pieces of the hardware.

You need to set up the replenishment information on the item card.

Remark: For exercise purposes, only set up the catalog for the monitors.

Tasks

1. Specify replenishment information

Steps

1. Specify replenishment information

   1. On the **Items** list page, select item 15��� 1501 FP Flat Panel (CHW1002)

   2. To open the item card, select **Manage** and then select **Edit**.

   3. In the item card, go to the **Replenishment** FastTab and fill in the following fields:

      1. In the **Replenishment System** field, leave the default value **Purchase**.

      2. In the **Lead Time Calculation** field, enter 5D.

3. In the **Vendor No.** field, enter V9002.

4. In the **Purch. Unit of Measure** field, the value PCS is already filled in. Click on the Look Up Value button and select **New**.

5. In the opened **Item Units of Measure** page, fill in the following fields:

   1. In the **Code** field, enter BOX.

   2. In the **Qty. per Unit of Measure** field, enter 10.

6. Click **OK** to close the page.

7. The new code is automatically filled in in the **Purch. Unit of Measure** field on the item card.

4. Close the item card.

5. On the **Items** list page, select item 17" M780 Monitor (CHW1003)

6. To open the item card, select **Manage** and then select **Edit**.

7. In the item card, go to the **Replenishment** FastTab and fill in the following fields:

   1. In the **Replenishment System** field, leave the default value **Purchase**.

   2. In the **Lead Time Calculation** field, enter 7D.

   3. In the **Vendor No.** field, enter V9002.

   4. In the **Purch. Unit of Measure** field, the value PCS is already filled in. Click on the Look Up Value button and select **New**.

   5. In the opened **Item Units of Measure** page, fill in the following fields:

      1. In the **Code** field, enter BOX.

2. In the **Qty. per Unit of Measure** field, enter 10.

6. Click **OK** to close the page.

7. The new code is automatically filled in in the **Purch. Unit of Measure** field on the item card.

8. Close the item card.

Exercise 3: Set up an item vendor catalog

Scenario

Although Cronus Cardoxy Sales is considered the main supplier for all computer hardware items, these products can also be purchased with other vendors. For example, when the item is temporarily out of stock.

When replenishing the item, Contoso will use the requisition worksheet, where the main supplier will be suggested. However, it must be possible to order from other available suppliers as well. Purchase orders will be sent to the vendors, based on the vendors item numbers.

You will set up an item vendor catalog for all computer hardware items, as follows:

- All items can be purchased with vendor Cronus Cardoxy Sales (V9002).

- All monitors can be purchased with vendor Pure-Look (V9005) and can be provided within 2 days:

    - PLM-345 = 15" 1501 FP Flat Panel

    - PLM-346 = 17" M780 Monitor

- All accessories can be purchased with vendor WoodMart Supply Co. (V9006) and can be provided within 10 days:

    - WMSA-10035 = Advanced Mouse

    - WMSA-10036 = Quietkey keyboard

    - WMSA-10037 = Speakers

Remark: For exercise purposes, only set up the catalog for the monitors.

Tasks

1. Set up an item vendor catalog

Steps

1. Set up an item vendor catalog

    1. On the **Items** list page, select item 15��� 1501 FP Flat Panel (CHW1002)

    2. To open the item card, select **Manage** and then select **Edit**.

    3. In the item card, select **Related**, then select **Purchases** and then **Vendors**.

    4. On the opened **Item Vendor Catalog** page, select **New**.

    5. On the new line, fill in the following fields:

        1. In the **Vendor No.** field, enter V9005.

        2. In the **Vendor Item No.** field, enter PLM-345.

        3. In the **Lead Time Calculation** field, enter 2D.

    6. Close the **Item Vendor Catalog** page.

    7. Close the item card.

    8. On the **Items** list page, select item 17" M780 Monitor (CHW1003)

    9. To open the item card, select **Manage** and then select **Edit**.

    10. In the item card, select **Related**, then select **Purchases** and then **Vendors**.

    11. On the opened **Item Vendor Catalog** page, select **New**.

    12. On the new line, fill in the following fields:

        1. In the **Vendor No.** field, enter V9005.

        2. In the **Vendor Item No.** field, enter PLM-346.

        3. In the **Lead Time Calculation** field, enter 2D.

13. Close the **Item Vendor Catalog** page.

14. Close the item card.

Exercise 4: Configure recurring purchase lines

Scenario

Next to the suppliers of trading goods, Contoso also has a numerous amount of other costs. Often on a monthly recurring basis, the same purchase invoices need to be processed.

To reduce the processing time, you explain the configuration of ���recurring purchase lines��� and together with the accounting manager, you set up the following example:

Contoso has to pay a ���health& dental insurance��� for each employee at the company. They receive a monthly invoice with a fixed amount. These costs need to be processed per department, as follows:

- The total amount of the invoice is CAD 1,200.00, which is processed on the 610000 income statement account.

- 25% of the cost is for the sales department.

- 35% of the cost is for the administration department.

- 40% of the cost is for the production department.

You need to set up the recurring purchase lines for vendor OakvilleWorld (V9007), so that these lines are automatically filled in when creating a new purchase invoice.

Tasks

1. Configure recurring purchase lines

Steps

1. Configure recurring purchase lines

   1. On the **Vendors** list page, select vendor Oakville World (V9007).

2. Select **Related**, then **Purchases** and then select **Recurring Purchase Lines**.

3. On the opened **Recurring Purchase Lines** page, select **New**.

4. On the new line, fill in the following fields:

    1. Click on the Look Up Value button in the **Code** field, and select **New**.

    2. On the opened **Standard Purchase Code Card** page, fill in the following fields:

        1. In the **Code** field, enter INSURANCE

        2. In the **Description** field, enter ���Monthly health insurance���

        3. In the **Currency Code** field, enter CAD.

        4. In the **Lines** section, create a new line, and fill in the following fields:

            1. In the **Type** field, select the ���G/L Account��� option.

            2. In the **No.** field, enter 61000.

            3. In the **Quantity** field, enter 1.

            4. In the Amount excl. Tax field, enter ���300���. (25% of 1,200.00)

            5. In the **Department Code** field, enter SALES.

        5. In the **Lines** section, create a new line, and fill in the following fields:

            1. In the **Type** field, select the ���G/L Account��� option.

            2. In the **No.** field, enter 61000.

3. In the **Quantity** field, enter 1.

4. In the Amount excl. Tax field, enter ���420���. (35% of 1,200.00)

5. In the **Department Code** field, enter ADM.

6. In the **Lines** section, create a new line, and fill in the following fields:

   1. In the **Type** field, select the ���G/L Account��� option.

   2. In the **No.** field, enter 61000.

   3. In the **Quantity** field, enter 1.

   4. In the Amount excl. Tax field, enter ���480���. (40% of 1,200.00)

   5. In the **Department Code** field, enter PROD.

7. Close the **Standard Purchase Code Card** page.

8. Click **OK** to close the **Recurring Purchase Lines** page.

3. The new code is now automatically filled in in the **Code** field on the **Recurring Purchase Lines** page.

4. In the **Insert Rec. Lines On Invoices** field, select the **Automatic** option.

5. Close the Recurring Purchase Lines page

lab: title: 'Lab: Configure Sales' module: 'Module 4: Configure Sales and Purchasing'

Exercise 1: Complete the customer card

Scenario

As the functional consultant, you are collecting more information about the sales process, and more particularly about the customers who are buying your products and the conditions surrounding delivery.

In order to deliver the computer hardware items from the European warehouse to the European customers, Contoso uses DHL as a shipping agent. Web shop customers who are end-users will have the option to choose between home delivery or delivery at a pick-up point.

The following different pick-up points are set up as shipping addresses on the webshop customer (CWEB0001):

- PICK-UP DK: Carl Blochs Gade 7, DK-8000 Arhus C ���
  contact: Hr. Jonathan Mollerup

- PICK-UP BE: Binkkampen 33, BE-1020 BRUSSEL ���
  contact: Dhr. Luc van Vugt

- PICK-UP FR: 34 Avenue Parmentier, FR-75000 PARIS ���
  contact: M. Jean E. TRENARY

Since this is a generic customer, different orders are never combined into one shipment. It is however possible that one order needs to be shipped parts because of item availability. This should be under rare circumstances, since Contoso has stated to his customers to guarantee a maximum delivery time within 2 days, which is compliant with DHL���s standard shipping service and time.

In the domestic areas sales activities are performed by sales representatives who each have their set of customers. All transactions need to be assigned to a specific sales person as follows:

- C00010 Spotsmeyer���s Furnishings is a customer from Annette Hill

- C00020 Progressive Home Furnishings is a customer from John Roberts

- C00030 New Concepts Furniture is a customer from Peter Saddow

Also don��t forget to assign de SALESPERSON dimension to each sales person.

Tasks

1. Create a shipping address for the customer.

2. Specify shipping information.

3. Set up and assign a salesperson

Steps

1. Create a shipping address for the customer.

    1. On the **Customers** list page, select the web shop customer (CWEB0001).

    2. To open the customer card, select **Manage** and then select **Edit**.

    3. In the customer card, select **Related**, then select **Customer** and then **Ship-to Addresses**.

    4. In the opened **Ship-to Address** List page, select **New**.

    5. In the opened ship-to addresses card, fill in the following fields:

        1. In the **Code** field, enter PICK-UP DK

        2. In the **Name** field, the value ���Generic EU web shop��� is automatically filled in. Replace with ���Pick-up point Denmark���.

        3. In the **Address** field, enter ���Carl Blochs Gade 7���.

        4. In the **City** field, enter ���Arhus C���

        5. In the **ZIP Code** field, the value ���DK-8000��� is automatically filled in.

6. In the **Country/Region Code** field, the value
   ���DK��� is automatically filled in.

7. In the **Contact** field, enter ���Hr. Jonathan
   Mollerup���.

6. Close the ship-to address card.

7. In the customer card, select **Related**, then select **Customer** and
   then **Ship-to Addresses**.

8. In the opened **Ship-to Address List** page, select **New**.

9. In the opened ship-to addresses card, fill in the following fields:

   1. In the **Code** field, enter PICK-UP BE

   2. In the **Name** field, the value ���Generic EU web
      shop��� is automatically filled in. Replace with
      ���Pick-up point Belgium���.

   3. In the **Address** field, enter ���Binkkampen 33���.

   4. In the **City** field, enter ���Brussel���

   5. In the **ZIP Code** field, enter ���BE-1020���.

   6. In the **Country/Region Code** field, the value
      ���BE��� is automatically filled in.

   7. In the **Contact** field, enter ���Caroline
      Pedersen���.

10. Close the ship-to address card.

11. In the customer card, select **Related**, then select **Customer** and
    then **Ship-to Addresses**.

12. In the opened **Ship-to Address** List page, select **New**.

13. In the opened ship-to addresses card, fill in the following fields:

    1. In the **Code** field, enter PICK-UP FR

2. In the **Name** field, the value ���Generic EU web shop��� is automatically filled in. Replace with ���Pick-up point France���.

3. In the **Address** field, enter ���34 Avenue Parmentier���.

4. In the **City** field, enter ���Paris���

5. In the **ZIP Code** field, the value ���FR-75000��� is automatically filled in.

6. In the **Country/Region Code** field, the value ���FR��� is automatically filled in.

7. In the **Contact** field, enter ���M. Jean E. TRENARY���.

14. Close the ship-to address card.

15. Close the **Ship-to Address List** page.

2. Specify shipping information.

1. On the customer card for the generic web shop customer (CWEB0001), go to the **Shipping** FastTab.

2. Leave the **Ship-to Code** field blank.

3. In the **Location Code** field, enter EUROP.

4. In the **Agent** field, enter DHL

5. In the **Agent Service** field, enter STANDARD

6. In the **Shipping Time** field, the value 2D is automatically filled in.

3. Set up and assign a salesperson

1. On the **Sales People/Purchasers** list page, select sales person Annette Hill.

2. Select **Salesperson** and then select **Dimensions-single**.

3. On the opened **Default Dimensions** page, select **New**.

4. On the new line, fill in the following fields:

    1. In the **Dimension Code** field, enter SALESPERSON

    2. In the **Dimension Value Code** field, enter AH

    3. In the **Value Posting** field, select the **Same Code** option.

    4. Close the page.

5. Repeat steps a. to d. for salespeople John Roberts and Peter Saddow.

    (Remark: you also repeat the steps for the other salespeople, but this is not required for further exercises.)

6. On the **Customers** list page, select customer Spotsmeyer���s Furnishings (C00010)

7. To open the customer card, select **Manage** and then select **Edit**.

8. On the **General** FastTab, in the **Salesperson Code** field, enter AH

9. Go to the next customer card for customer Progressive Home Furnishings.

10. On the **General** FastTab, in the **Salesperson Code** field, enter JR

11. Go to the next customer card for customer New Concepts Furniture.

12. On the **General** FastTab, in the **Salesperson Code** field, enter PS

Exercise 2: Configure sales pricing and discounts

Scenario

The sales manager at Contoso, has determined the following rules regarding their sales of computer hardware:

- All sales prices are set in local currency, thus USD.

- For each item a general sales price for all EU customers is determined for the base unit of measure. However, when large amounts are ordered, a lower unit price is granted.

  - The 15��� flat panel is sold at \$ 499.95 a piece. However, if the customer orders a box of 10 pieces, the price is lowered to \$ 4,800.00 for the entire box.

  - The 17��� monitor is sold at \$ 700.00 a piece, However, if the customer orders a box of 10 pieces, the price is lowered to \$ 6,550.00 for the entire box.

  - For other customers (both domestic and non-EU) separate sales prices will be determined later.

- Depending on the customer group (small, medium, large) and item group (computer, monitor, accessories) a discount percentage is granted to achieve the net sales price.

  - The generic web shop customer and all other small businesses receive a standard 3% on all monitors. Medium sized customers receive 6% and large companies receive 10% on the same items.

- To boost web shop sales, a discount of 5% is granted on the total amount of the order for sales above \$50.00 .

You have to set up this sales price structure as provided by Contoso.

Tasks

1. Set up customer price groups

2. Set up customer discount groups

3. Assign customer price groups and customer discount groups

4. Set up and assign item discount groups

5. Configure sales prices

6. Configure line discount

7. Configure invoice discount

Steps

1. Set up customer price groups

    1. On the **Customers Price Groups** page, select **New**.

    2. On the new line, fill in the following fields:

        1. In the **Code** field, enter EU.

        2. In the **Description** field, enter ���EU customers���.

        3. Leave the **Allow Line Disc.** and **Allow Invoice Disc.** checkboxes selected.

    3. Repeat steps a. and b. to create also a DOMESTIC and EXPORT customer price group.

2. Set up customer discount groups

    1. On the **Customer Disc. Groups** page, select **New**.

    2. On the new line, fill in the following fields:

        1. In the **Code** field, enter SMALL.

        2. In the **Description** field, enter ���Small business���.

3. Repeat steps a. and b. to create also a MEDIUM and LARGE customer discount group.

3. Assign customer price groups and customer discount groups

1. On the **Customers** list page, select the web shop customer (CWEB0001).

2. To open the customer card, select **Manage** and then select **Edit**.

3. Go to the **Invoicing** FastTab, and fill in the following fields:

    1. In the **Customer Price Group** field, enter EU.

    2. In the **Customer Disc. Group** field, enter SMALL

    3. Leave the **Allow Line Disc.** checkbox selected.

4. Repeat steps d. to f. to assign the DOMESTIC customer price group to the customers C00010, C00020 and C00030 , and the SMALL customer discount group to customer C00010, the MEDIUM customer discount group to customer C00020 and the LARGE customer discount group to customer C00030.

4. Set up and assign item discount groups

1. On the **Item Discount Groups** page, select **New**.

2. On the new line, fill in the following fields:

    1. In the **Code** field, enter COMPUTER

    2. In the **Description** field, enter Computer

3. Repeat step a. and b. to create an item discount group for MONITOR and ACCESSORIES

4. On the **Items** list page, select the 15��� Flat panel (CHW1002)

5. Go to the **Invoicing** FastTab, in the **Item Disc. Group** field, enter MONITOR.

6. On the **Items** list page, select the 15��� Flat panel (CHW1002)

7. Go to the **Invoicing** FastTab, in the **Item Disc. Group** field, enter MONITOR.

5. Configure sales prices

1. On the **Items** list page, select the 15��� flat panel (CHW1002).

2. To open the item card, select **Manage** and then select **Edit**.

3. On the opened item card, select **Special Sales Prices & Discounts** and then select **Set Sales Prices**.

4. On the **Sales Prices** page, create a new line as follows:

   1. In the **Sales Type** field enter **Customer Price Group**.

   2. In the **Sales Code** field, enter **EU**.

   3. In the **Item No**. field, the value CHW1002 is automatically filled in.

   4. In the **Unit of Measure Code** field, the value PCS is automatically filled in.

   5. In the **Unit Price** field, enter 499.95.

5. On the **Sales Prices** page, create a new line as follows:

   1. In the **Sales Type** field enter **Customer Price Group**.

   2. In the **Sales Code** field, enter **EU**.

   3. In the **Item No**. field, the value CHW1002 is automatically filled in.

   4. In the **Unit of Measure Code** field, the value PCS is automatically filled in. Change the value to BOX.

   5. In the **Unit Price** field, enter 4800.00.

6. Close the sales prices page.

7. Close the item card.

8. On the Items list page, select the 17��� monitor (CHW1003).

9. To open the item card, select **Manage** and then select **Edit**.

10. On the opened item card, select **Special Sales Prices & Discounts** and then select **Set Sales Prices**.

11. On the **Sales Prices** page, create a new line as follows:

    1. In the **Sales Type** field enter **Customer Price Group**.

    2. In the **Sales Code** field, enter **EU**.

    3. In the **Item No.** field, the value CHW1003 is automatically filled in.

    4. In the **Unit of Measure Code** field, the value PCS is automatically filled in.

    5. In the **Unit Price** field, enter 700.00.

12. On the **Sales Prices** page, create a new line as follows:

    1. In the **Sales Type** field enter **Customer Price Group**.

    2. In the **Sales Code** field, enter **EU**.

    3. In the **Item No.** field, the value CHW1003 is automatically filled in.

    4. In the **Unit of Measure Code** field, the value PCS is automatically filled in. Change the value to BOX.

    5. In the **Unit Price** field, enter 6,550.00.

6. Configure line discount

   1. On the **Item Discount Groups** page, select **Sales Lines Discounts**.

2. Remove the value in the **Code Filter** filter.

3. On the **Sales Discounts** page, create a new line as follows:

    1. In the **Sales Type** field enter **Customer Disc. Group**.

    2. In the **Sales Code** field, enter SMALL.

    3. In the **Type** field, enter **Item Discount Group**

    4. In the **Code** field, enter MONITOR.

    5. In the **Line Discount %** field, enter ���3���.

4. On the **Sales Discounts** page, create a new line as follows:

    1. In the **Sales Type** field enter **Customer Disc. Group**.

    2. In the **Sales Code** field, enter MEDIUM.

    3. In the **Type** field, enter **Item Discount Group**

    4. In the **Code** field, enter MONITOR.

    5. In the **Line Discount %** field, enter ���6���.

5. On the **Sales Discounts** page, create a new line as follows:

    1. In the **Sales Type** field enter **Customer Disc. Group**.

    2. In the **Sales Code** field, enter LARGE.

    3. In the **Type** field, enter **Item Discount Group**

    4. In the **Code** field, enter MONITOR.

    5. In the **Line Discount %** field, enter ���10���.

6. Close the **Sales Discounts** page.

7. Configure invoice discount

    1. On the **Customers** list page, select the web shop customer (CWEB0001)

2. To open the customer card, select **Manage** and then select **Edit**.

3. Select **Related**, then select **Prices and Discounts** and then select **Invoice Discounts**.

4. On a new line, fill in the following fields.

    1. In the **Minimum Amount** field, enter 50.00.

    2. In the **Discount %** field, enter 5.

5. Close the Cust. Invoice Discounts page.

lab: title: 'Lab: Process Purchases' module: 'Module 5: Operations'

Exercise 1: Process a purchase from order to invoice and review the posted documents

Scenario

As the purchasing agent you are replenishing the stock for the European warehouse. The computer monitors are currently low on stock and a purchase order with their main vendor Cronus Cardoxy Sales is placed on January 14th, 2021. It was agreed to always invoice in USD instead of their currency (DKK) and a purchase request is sent to the correct order address for the following items to be delivered on January 19th, 2021:

- 100 pieces of the 15��� flat panel at \$ 4,999.89 a box, containing 10 pieces.

- 50 pieces of the 17��� monitor at \$ 5,348.56 a box, containing 10 pieces

The purchase request is confirmed by the vendor on January 15th, 2021 with order confirmation OC15-479. They mention a delivery delay of a couple of days, expecting to be able to deliver the entire order on January 22nd, 2021.

Eventually the goods are delivered with delivery note DN01-47 on January 23th, 2021 as follows:

- 11 boxes of the 15��� flat panel ��� this is 1 box more than ordered

- 4 boxes of the 17��� monitor ��� this is 1 box less than ordered

The purchase invoice with number 20-0747 is received by mail on January 26th, 2021 where a 5% discount is granted on the 15��� monitors as a compensation for the delivery delay. The invoice needs to be paid within 30 days.

Tasks

1. Change the currency code on the vendor.

2. Create a purchase order.

3. Receive items on the purchase order.

4. Create a posted purchase invoice from the purchase order.

5. Review the posted purchase receipt and invoice.

Steps

1. Change the currency code on the vendor.

2. On the **Vendors** list page, select vendor Cronus Cardoxy Sales

3. Select **Manage** and then select **Edit**.

4. On the opened vendor card, go to the **Invoicing** FastTab, and in the **Currency Code** field remove the value DKK and leave the field blank.

5. Create a purchase order.

6. On the vendor card, select **New Document** and then select **Purchase Order**.

7. On the **General** FastTab, fill in the following fields:

   1. In the **Document Date** and **Order Date** fields, enter 1/14/2021.

   2. In the **Alternate Vendor Address Code** field, enter COMP&MON.

   3. In the **Vendor Order No.** field, enter OC15-479.

8. On the **Invoice Details** FastTab, fill in the following fields:

   1. In the **Requested Receipt Date** field, enter 1/19/2021.

   2. In the **Promised Receipt Date** field, enter 1/22/2021.

9. On the **Lines** section, enter a new line by filling in the following field:

   1. In the **Type** field, enter **Item**.

2. In the **No.** field, enter CHW1002 for the 15��� flat panels.

3. In the **Location Code** field, the value EUROP is automatically filled in.

4. In the **Unit of Measure Code** field, the value BOX is automatically filled in.

5. In the **Quantity** field, enter ���10���.

6. In the **Direct Unit Cost Excl. Tax** field, enter ���4,999.89���.

10. On the **Lines** section, enter a new line by filling in the following field:

1. In the **Type** field, enter **Item**.

2. In the **No.** field, enter CHW1003 for the 17��� flat panels.

3. In the **Location Code** field, the value EUROP is automatically filled in.

4. In the **Unit of Measure Code** field, the value BOX is automatically filled in.

5. In the **Quantity** field, enter ���5���.

6. In the **Direct Unit Cost Excl. Tax** field, enter ���5,348.56���.

11. Select **Release**.

12. Receive items on the purchase order.

13. On the **General** FastTab, fill in the following fields:

1. In the **Posting Date** field, enter 1/23/2021.

2. In the **Vendor Shipment No.** field, enter ���DN01-47���.

14. On the **Lines** section, select the line for item CHW1002, and fill in the following fields:

    1. In the **Over-Receipt Code** field, enter OVERRCPT10.

    2. In the **Qty. to Receive** field, enter ���11���.

15. On the **Lines** section, select the line for item CHW1003, and fill in the following fields:

    1. In the **Qty. to Receive** field, enter ���4���.

16. Select **Posting**, and then select **Post**.

17. Select the **Receive** option, and click **OK**.

18. Create a posted purchase invoice from the purchase order.

19. Select **Release**, and then select **Reopen**.

20. On the **General** FastTab, fill in the following fields:

    1. In the **Posting Date** field, enter 1/24/2021.

    2. In the **Vendor Invoice No.** field, enter ���20-0747���.

21. On the **Invoice Details** FastTab, in the **Payment Terms Code** field, enter ���30 DAYS���.

22. On the **Lines** section, select the line for item CHW1002, and fill in the following fields:

    1. In the **Line Discount%** field, enter ���5���.

23. Select **Posting**, and then select **Post**.

24. Select the **Invoice** option, and click **OK**.

25. Review the posted purchase receipt and invoice.

26. Select **Related**, then select **Documents**, and then select **Receipts**.

27. In the page, select the posted purchase receipt.

28. Select **Actions**, and then select **Find Entries**.

29. Select the line for **Item Ledger Entry** and select **Show Related Entries**.

1. Close the **General Ledger Entries** page.

2. Close the **Find Entries** page.

3. Select **Related**, then select **Documents**, and then select **Invoices**.

4. In the page, select the posted purchase invoice.

5. Select **Reports**, and then select **Find Entries**.

6. Select the line for G/L entries and select **Show Related Entries**.

1. Close the **General Ledger Entries** page.

2. Close the **Find Entries** page.

Exercise 2: Process the return of a purchase from return order to credit memo

Scenario

While putting away stock, one of the delivered boxes of the 17��� monitors turns out to be damaged. Cronus Cardoxy Sales will refund these items on return, which is done on January 24th, 2021.

The purchase credit memo, with the same payment conditions as the invoice, and with number 20-CN0747, is received by mail on January 31th, 2021. The correct amount of \$ 4,999.89 a box will be repaid to Contoso.

Tasks

1. Create a purchase return order

2. Ship the items

3. Create a posted purchase credit memo from the purchase return order

Steps

1. Create a purchase return order.

    1. In the **Purchase Return Orders** list page, select **New**.

    2. On the **General** FastTab, fill in the following fields:

        1. In the **Vendor Name** field, enter ���V9002���.

        2. In the **Document Date** and **Order Date** fields, enter 1/24/2021.

    3. On the **Invoice Details** FastTab, in the **Payment Terms Code** field enter ���30 DAYS���.

    4. Select **Process**, and then select **Get Posted Document Lines to Reverse���**

5. In the opened page, fill in the following options:

    1. Select the **Show Reversible Lines Only** checkbox

    2. In the **Document Type Filter** field, enter the **Posted Invoices** option.

    3. Select the line for item CHW1003.

    4. Click **OK**.

6. On the **Lines** section on the purchase return order, change the **Quantity** field to the value ���1���.

7. Select **Release**.

2. Ship the items.

    1. On the **General** FastTab, fill in the following fields:

        1. In the **Posting Date** field, enter 1/31/2021.

        2. In the **Vendor Cr. Memo No.** field, enter ���20-CN0747���.

    2. Select **Posting**, and then select **Post**.

    3. Select the **Ship** option and click **OK**.

3. Create a posted purchase credit memo from the purchase return order.

    1. On the **General** FastTab, fill in the following fields:

        1. In the **Posting Date** field, enter 1/31/2021.

        2. In the **Vendor Cr. Memo No.** field, enter ���20-CN0747���.

    2. Select **Posting**, and then select **Post**.

    3. Select the **Invoice** option and click **OK**.

    4. Click **No** to opening the posted purchase credit memo.

Exercise 3: Process a purchase invoice for costs

Scenario

The accounting department at Contoso, receives a cost invoice from vendor OakvilleWorld, with an invoice date 1/31/2021 and invoice number OW-21-M2458. The invoice needs to be paid within 15 days.

The invoice is for the monthly health and insurance cost of CAD 1,200.00, which is processed per department.

The accounting manager has already set up a purchase recurring line for this vendor (see Lab 4.2 exercise 4).

You need to process the invoice.

Tasks

1. Process a purchase invoice using recurring purchase lines

Steps

1. Process a purchase invoice using recurring purchase lines

    1. In the **Purchase Invoices** list page, select **New**.

    2. On the **General** FastTab, fill in the following fields:

        1. In the **Vendor Name** field, enter ���V9002���.

        2. In the **Posting Date** field, enter 1/31/2021.

        3. In the **Vendor Invoice No.** field, enter OW-21-M2458.

    3. On the **Invoice Details** FastTab, in the **Payment Terms Code** field enter ���15 DAYS���.

    4. On the **Lines** section, the invoice lines for the health insurance per department are automatically filled in.

    5. Select **Posting** and then select **Post**.

6. Click **Yes** to post.

7. Click No to opening the posted invoice.

lab: title: 'Lab: Process Sales' module: 'Module 5: Operations'

Exercise 1: Process a sales from quote to invoice

Scenario

Through the European web shop a new company has requested a quote for several monitors.

Since it is a company, and not a private person, first a Contoso account is created, which is entered in Business Central as a contact card. The company Francematic is located in France, at the following address: 19 Boulevard Commanderie, FR-78370 PLAISIR.

You need to prepare a customer template to be able to convert EU contacts into EU customers, using the correct posting group information, sales prices and line discount and needs to pay before delivery.

On January 16th, 2021, a quote is created by Debra L. Core for the following items:

- 1 box of the 15��� flat panels, at the current price of \$ 4,800.00 a box with a 6% discount for all medium-sized companies.

- 3 pieces of the 17��� monitor, at the current price of \$ 700.00 a piece with a 6% discount for all medium-sized companies.

The potential customer now has 10 days to either accept or turn down the proposal.

On January 22nd, 2021 Francematic accepts the sales quote and the quote is turned into an order.

The items are shipped to the customer on 2 different dates:

- On January 25th, 2021, the 15��� flat panels are delivered.

- On January 27th, 2021, the 17��� monitors are delivered.

On January 28th, 2021, the sales invoice is created and send to the customer.

Tasks

1. Create a contact.

2. Create a sales quote for a contact.

3. Process the quote into an order.

4. Partially ship items from the order.

5. Create a posted sales invoice from the sales order.

Steps

1. Create a contact.

2. In the **Contacts** list page, select **New**.

3. On the **General** FastTab, fill in the following fields:

   1. In the **Name** field, enter ���Francematic���.

   2. In the **Type** field, leave the default value **Company**.

4. On the **Communication** FastTab, fill in the following fields:

   1. In the **Address** field, enter ���19 Boulevard Commanderie���.

   2. In the **Country/Region Code** field, enter FR.

   3. In the **ZIP Code** field, enter FR-78370.

   4. The **City** field is automatically filled in with the value PLAISIR.

5. On the **Foreign Trade** FastTab, leave the **Currency Code** field blank.

6. Create a sales quote for a contact.

7. On the **Contacts** list page, select the new contact Francematic.

8. Select **Process** and then select **Create Sales Quote**.

9. Click **Yes** for selecting a customer template.

10. In the opened **Contact Conversion Templates** page, select **New**.

11. In the customer template card, fill in the following fields:

    1. In the **Code** field, enter CUST EU.

    2. In the **Description** field, enter ���Customer EU���.

    3. In the **Contact Type** field, leave the default value ���Company���.

    4. Leave the **Currency Code** field blank.

    5. In the **Gen. Bus. Posting Group** field, enter EU.

    6. The **VAT Bus. Posting Group** field is automatically filled in with the value EU.

    7. In the **Customer Posting Group** field, enter FOREIGN.

    8. In the **Customer Price Group** field, enter EU.

    9. In the **Customer Disc. Group** field, enter MEDIUM.

    10. In the **Payment Terms Code** field, enter ���0 DAYS���.

    11. Select **Dimensions**, and fill in the following fields:

        1. In the **Dimension Code** field, enter CUSTOMERGROUP

        2. In the **Dimension Value Code** field, enter MEDIUM

    12. Close the customer template card.

12. Click **OK** to apply the new customer template card and create a new sales quote.

13. A new sales quote is created.

14. In the **General** FastTab, fill in the following fields:

1. In the **Order Date** and **Document Date** field, enter 1/15/2021.

2. In the **Quote Valid To Date** field, enter 1/25/2021.

3. In the **Salesperson Code** field, enter DC.

15. On the **Lines** section, enter a new line by filling in the following fields:

   1. In the **Type** field, enter **Item**.

   2. In the **No.** field, enter CHW1002 for the 15��� flat panels.

   3. In the **Location Code** field, enter EUROP.

   4. In the **Unit of Measure Code** field, enter BOX.

   5. In the **Quantity** field, enter 1.

   6. In the **Unit Price Excl. Tax** field, the value 4,800.00 is automatically filled in.

   7. In the **Line Discount %** field, the value ���6��� is automatically filled in.

16. On the **Lines** section, enter a new line by filling in the following fields:

   1. In the **Type** field, enter **Item**.

   2. In the **No.** field, enter CHW1003 for the 17��� flat panels.

   3. In the **Location Code** field, enter EUROP.

   4. In the **Unit of Measure Code** field, leave the default value PCS.

   5. In the **Quantity** field, enter 3.

   6. In the **Unit Price Excl. Tax** field, the value 700.00 is automatically filled in.

   7. In the **Line Discount %** field, the value ���6��� is automatically filled in.

17. Process the quote into an order.

18. On the **Sales Quote** card page, change the **Order Date** field to 1/22/2021.

19. Select **Process** and then select **Make Order**.

20. Click **Yes**.

21. Click **Yes** to create a customer card for contact Francematic.

22. Click **OK**.

23. Click **Yes** to open the sales order.

24. Partially ship items from the order.

25. On the **Sales Order** card page, on the **General** FastTab, in the **Posting Date** field, enter 1/25/2021.

26. On the **Lines** FastTab, select the line for the 17��� monitors.

27. In the **Qty. to Ship** field, remove the value, and leave the field blank.

28. Select **Posting** and then select **Post**.

29. Select the **Ship** option and click **OK**.

30. On the **General** FastTab, in the **Posting Date** field, enter 1/27/2021.

31. Select **Posting** and then select **Post**.

32. Select the **Ship** option and click **OK**.

33. Create a posted sales invoice from the sales order.

34. On the **Sales Order** card page, on the **General** FastTab, in the **Posting Date** field, enter 1/28/2021.

35. Select **Posting** and then select **Post**.

36. Select the **Invoice** option and click **OK**.

37. Review the posted sales invoice.

38. In the **Posted Sales Invoices** list page, select the invoice for customer Francematic.

39. Select **Actions** and then select **Find entries**.

40. Select the line for G/L entries sand select **Show Related Entries**.

Posting Date ↓▼	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount
→ 1/28/2021 ⋮	Invoice	S21/01/0001	61850	Order S-ORD101005				-972.90
1/28/2021		S21/01/0001	50150	Direct Cost C00040 on 01/28/21				1,604.57
1/28/2021		S21/01/0001	50150	Direct Cost C00040 on 01/28/21				4,749.90
1/28/2021	Invoice	S21/01/0001	40210	Order S-ORD101005	Sale	EU	COMPUTERHW	-6,486.00
1/28/2021		S21/01/0001	10710	Direct Cost C00040 on 01/28/21				-1,604.57
1/28/2021		S21/01/0001	10710	Direct Cost C00040 on 01/28/21				-4,749.90
1/28/2021	Invoice	S21/01/0001	10450	Order S-ORD101005				7,458.90

1. Close the **G/L entries** page.

2. Close the **Find Entries** page.

Exercise 2: Process a sales invoice for multiple orders

Scenario

During the month January the web shop sales has been picking up and a lot of items were shipped to private customers.

First record a couple of these sales orders and shipments for the generic EU customer as follows:

Order & Delivery Date	Reference	Shipment Address	Qty.	Item
1/26/2021	Private sale DK	PICK-UP-DK	2 PCS	CHW1002
1/27/2021	Private sale BE	PICK-UP-BE	1 BOX	CHW1002
1/28/2021	Private sale FR	PICK-UP-FR	5 PCS	CHW1003

At the end of the month, 1 combined invoice is created for all private sales. You must now create this sales invoice for the generic EU customers, containing all shipments of January, including the 5% web shop discount for the month January.

Tasks

1. Create several sales orders and shipments.

2. Use the Combine Shipments function to create sales invoices.

Steps

1. Create several sales orders and shipments.

2. On the **Customers** list page, select the generic EU customer.

3. Select **New Document** and then select **Sales Order**.

4. On the opened **Sales Order** card page, on the **General** FastTab, fill in the following fields:

    1. In the **Order Date** field, enter 1/26/2021.

    2. In the **Posting Date** field, enter 1/26/2021.

    3. In the **Your Reference** field, enter ���Private sale DK���.

5. On the **Shipping and Billing** FastTab, fill in the following fields:

    1. In the **Ship-to** field, select the **Alternate Shipping Address** option.

    2. On the opened **Ship-to Address** List page, select PICK-UP-DK and click **OK**.

    3. Select the **Combine Shipments** checkbox.

6. On the **Lines** section, enter a new line by filling in the following fields:

    1. In the **Type** field, enter **Item**.

    2. In the **No.** field, enter CHW1002.

    3. In the **Location Code** field, the value EUROP is automatically filled in.

    4. In the **Unit of Measure Code** field , the value PCS is automatically filled in.

    5. In the **Quantity** field, enter ���2���.

7. Select **Posting** and then select **Post**.

8. Select the **Ship** option and click **OK**.

9. Click **OK** for the sales order to be placed in a job queue.

10. Close the **Sales Order** page.

11. On the **Customers** list page, select the generic EU customer.

12. Select **New Document** and then select **Sales Order**.

13. On the opened **Sales Order** card page, on the **General** FastTab, fill in the following fields:

    1. In the **Order Date** field, enter 1/28/2021.

    2. In the **Posting Date** field, enter 1/28/2021.

    3. In the **Your Reference** field, enter ���Private sale BE���.

14. On the **Shipping and Billing** FastTab, fill in the following fields:

    1. In the **Ship-to** field, select the **Alternate Shipping Address** option.

    2. On the opened **Ship-to Address** List page, select PICK-UP-BE and click **OK**.

    3. Select the **Combine Shipments** checkbox.

15. On the **Lines** section, enter a new line by filling in the following fields:

    1. In the **Type** field, enter **Item**.

    2. In the **No.** field, enter CHW1002.

    3. In the **Location Code** field, the value EUROP is automatically filled in.

    4. In the **Unit of Measure Code** field , enter BOX.

    5. In the **Quantity** field, enter ���1���.

16. Select **Posting** and then select **Post**.

17. Select the **Ship** option and click **OK**.

18. Click **OK** for the sales order to be placed in a job queue.

19. Close the **Sales Order** page.

20. On the **Customers** list page, select the generic EU customer.

21. Select **New Document** and then select **Sales Order**.

22. On the opened **Sales Order** card page, on the **General** FastTab, fill in the following fields:

    1. In the **Order Date** field, enter 1/29/2021.

    2. In the **Posting Date** field, enter 1/29/2021.

    3. In the **Your Reference** field, enter ���Private sale FR���.

23. On the **Shipping and Billing** FastTab, fill in the following fields:

    1. In the **Ship-to** field, select the **Alternate Shipping Address** option.

    2. On the opened **Ship-to Address** List page, select PICK-UP-FR and click **OK**.

        1. Select the **Combine Shipments** checkbox.

24. On the **Lines** section, enter a new line by filling in the following fields:

    1. In the **Type** field, enter **Item**.

    2. In the **No.** field, enter CHW1003.

    3. In the **Location Code** field, the value EUROP is automatically filled in.

    4. In the **Unit of Measure Code** field , the value PCS is automatically filled in.

    5. In the **Quantity** field, enter ���5���.

25. Select **Posting** and then select **Post**.

26. Select the **Ship** option and click **OK**.

27. Click **OK** for the sales order to be placed in a job queue.

28. Close the **Sales Order** page.

29. Use the Combine Shipments function to create sales invoices.

30. Open the **Combine Shipments** task.

31. In the **Posting Date** and **Document Date** field, enter 1/31/2021.

32. Select the **Calc. Inv. Discount** checkbox.

33. Select the **Post Invoices** checkbox.

34. In the **Sell-to Customer No.** filter, enter CWEB0001.

35. Click **OK**.

36. Click **OK**.

Exercise 3: Correct a posted sales invoice

Scenario

The new customer Francematic complaint that only 2 of the 3 17��� monitors were delivered.

You need to make a sales credit memo on January 31st, 2021, to refund 1 piece of this item.

Tasks

1. Correct a posted sales invoice

Steps

1. Correct a posted sales invoice

2. On the **Posted Sales Invoices** list page, select the invoice for customer Francematic.

3. Select **Correct** and then select **Create Corrective Credit Memo**.

4. On the opened sales credit memo, on the **General** FastTab, in the **Posting Date** field, enter 1/31/20201.

5. On the **Lines** section, delete the line for the 15��� flat panels.

6. On the **Lines** section, select the line for the 17��� monitors.

7. Change the **Quantity** field from ���3��� to ���1���.

8. Select **Posting** and then select **Post**.

9. Click **Yes**.

9. Click OK.

lab: title: 'Lab: Process Cash Management' module: 'Module 5: Operations'

Exercise 1: Create and post journal entries

Scenario

As the functional consultant you have prepared a configuration package for the import of the opening balance.

The excel file contains all journal lines for all balance sheet accounts and is prepared in the OPENING general journal, with the BALANCE journal batch, containing dimension information.

The accounting manager at Contoso has provided you with the following opening balance to be posted on December 31st, 2020.

Journal	Journal	Line N	Account Type	Account No.	Posting Date	Dc	Docume	Description	C	Amoun	Amoun	Docum	Externa	Custom	Departı	Salespe
OPENING	BALANCE	40000	G/L Account	10400	2020-12-31		OPENBAL	Accounts Receivable		7573,26	7573,26	2021-01-3		SMALL		AH
OPENING	BALANCE	45000	G/L Account	10400	2020-12-31		OPENBAL	Accounts Receivable		5345,16	5345,16	2021-01-3		MEDIUM		JR
OPENING	BALANCE	47500	G/L Account	10400	2020-12-31		OPENBAL	Accounts Receivable		456,98	456,98	2021-01-3		LARGE		RL
OPENING	BALANCE	90000	G/L Account	10700	2020-12-31		OPENBAL	Inventory		21495,87	21495,87	2021-01-3				
OPENING	BALANCE	160000	G/L Account	20100	2020-12-31		OPENBAL	Accounts Payable		-34871,3	-34871,27	2021-01-3				

Tasks

1. Prepare the journal for the G/L opening balance.

2. Create and export a configuration package including dimension information.

3. Prepare data in excel.

4. Import and apply the configuration package.

5. Post the general journal.

Steps

1. Prepare the journal for the G/L opening balance.

    1. First make sure your work date is set to 31/12/2020.

    2. On the general journals list page, select the OPENING journal.

    3. Open the assist edit button to the right of the **Batch Name** field.

1. Select the BALANCE journal batch.

2. Click **OK**.

4. Select **Actions**, then select **Opening Balance**, then select **Prepare journal** and then select **G/L Accounts Opening Balance**.

5. The journal lines are automatically filled in for all balance accounts.

2. Create and export a configuration package including dimension information.

1. In the **Configuration Packages** page, click **New** to create a new configuration package.

2. In the **Code** field, enter OPENING.

3. In the **Package Name** field, enter Opening Balances.

4. On the **Tables** section of the Config. Package Card, enter a new line as follows.

5. Open the assist edit button to the right of the **Table ID** field.

6. In the window that opens, select the **Gen. Journal Line** table and click **OK**.

7. Then press ENTER or TAB.

8. You will be asked to check related tables, click **No**.

9. Make sure the general journal line table line is selected.

10. Select the **Dimensions as Columns** checkbox.

11. Select the **Delete Table Records Before Processing** checkbox.

12. Select **Table** and then **Fields**.

13. On the field list page, first select **Clear Included**, to deselect the **Include Field** checkbox for all the fields.

14. Then select the **Include Field** checkbox for the following fields:

    1. Account Type

    2. Account No.

    3. Posting Date

    4. Document Type

    5. Document No.

    6. Description

    7. Currency Code

    8. Amount

    9. Amount (LCY)

    10. Document Date

    11. External Document No.

15. The **Validate Field** checkbox is automatically selected.

16. Click **Close**.

17. In the **Config. Package Card** page, select **Actions**, then **Package**, and then **Export to Excel**.

18. Click **Yes** to export the configuration package.

3. Prepare data in excel.

    1. Open the exported excel file from the download folder.

    2. Delete the lines that are exported to Excel, so that you can start from a blank Excel template.

    3. Enter the information as provided by Contoso.

    4. Save the excel file.

4. Import and apply the configuration package.

   1. In the **Configuration Packages** page, select the new configuration package for opening balances and select **Manage** and then **Edit**.

   2. In the **Config. Package Card** page, select **Actions**, then select **Package**, and then **Import from Excel**.

   3. Click **Choose���** and select the excel file.

   4. Click **Open**.

   5. In the preview page, select **Import**.

   6. In the **Config. Package Card** page, select **Actions**, then select **Functions**, and then **Apply Package**.

   7. Click **Yes**.

5. Post the general journal.

   1. Make sure the **Allow Posting From** field, on the **General Ledger Setup** page, is set to 12/31/2020.

   2. On the general journals list page, select the OPENING journal.

   3. Open the assist edit button to the right of the **Batch Name** field.

      1. Select the BALANCE journal batch.

      2. Click **OK**.

   4. Select **Post/Print**, and then select **Post**.

   5. Click **Yes**.

Exercise 2: Create and post journal entries

Scenario

The accounting manager at Contoso also provided you with the open customer and vendor ledger entries.

You receive the configuration package, that you can import into the correct general journals, review and post.

Journal	Journal	Line N	Account Type	Account No.	Posting Date	Docu	Document	Description	C	Amount	Amour	Document Da	External	Custon	Depart	Salespe
OPENING	CUST	10000	Customer	C00010	2020-12-31	Invoice	S20/12/0976	opening balance		1087,12	1087,12	2020-12-13		SMALL		AH
OPENING	CUST	20000	Customer	C00010	2020-12-31	Invoice	S20/12/1576	opening balance		2687,68	2687,68	2020-12-17		SMALL		AH
OPENING	CUST	30000	Customer	C00010	2020-12-31	Invoice	S20/12/2676	opening balance		3798,46	3798,46	2020-12-26		SMALL		AH
OPENING	CUST	40000	G/L Account	10400	2020-12-31		OPENBAL2	opening balance		-7573,26	-7573,26	2020-12-31		SMALL		AH
OPENING	CUST	50000	Customer	C00020	2020-12-31	Invoice	S20/09/0356	opening balance		5345,16	5345,16	2020-09-14		MEDIUM		JR
OPENING	CUST	60000	G/L Account	10400	2020-12-31		OPENBAL2	opening balance		-5345,16	-5345,16	2020-12-31		MEDIUM		JR
OPENING	CUST	70000	Customer	C00030	2020-12-31	Invoice	S20/10/0576	opening balance		456,98	456,98	2020-10-20		LARGE		RL
OPENING	CUST	80000	G/L Account	10400	2020-12-31		OPENBAL2	opening balance		-456,98	-456,98	2020-12-31		LARGE		RL
OPENING	VEND	10000	Vendor	V9005	2020-12-31	Invoice	P20/1073	opening balance	EUR	-3216,09	-3200,65	2020-12-05	PL20-456			
OPENING	VEND	20000	Vendor	V9005	2020-12-31	Invoice	P20/0346	opening balance	EUR	-331,04	-329,45	2020-07-23	PL20-567			
OPENING	VEND	30000	Vendor	V9005	2020-12-31	Invoice	P20/0745	opening balance	EUR	-29337,52	-29196,7	2020-09-16	PL20-678			
OPENING	VEND	40000	Vendor	V9005	2020-12-31	Invoice	P20/0093	opening balance	EUR	-2154,81	-2144,47	2020-04-10	PL20-789			
OPENING	VEND	50000	G/L Account	20100	2020-12-31		OPENBAL2	opening balance		34871,27	34871,3	2020-12-31				

(Remark: if you do not have the configuration package for this lab, you can use the configuration package from exercise 1 and use the excel sheet to import these opening ledger entries)

Tasks

1. Import and apply a predefined package containing historical data (customer and vendor open entries).

2. Post the general journal.

Steps

1. Import and apply a predefined package containing historical data (customer and vendor open entries).

   1. On the **Configuation Packages** page, select **Process** and then select **Import Package**.

   2. Click **Choose���** and select the rapidstart package for Lab 5.3.

   3. Click **Open**.

4. In the preview page, select **Import**.

5. In the **Config. Package Card** page, select **Actions**, then select **Functions** and then **Apply Package**.

6. Click **Yes**.

2. Post the general journal.

    1. On the general journals list page, select the OPENING journal.

    2. Open the assist edit button to the right of the **Batch Name** field.

        1. Select the CUST journal batch.

        2. Click **OK**.

    3. Select **Post/Print**, and then select **Post**.

    4. Click **Yes**.

    5. Open the assist edit button to the right of the **Batch Name** field.

        1. Select the VEND journal batch.

        2. Click **OK**.

    6. Select **Post/Print**, and then select **Post**.

    7. Click **Yes**.

Exercise 3: Process vendor payments

Scenario

At the end of each month all euro payments are transferred from the EUROP bank account to the European vendors, using an electronic SEPA file. Each time a payment is performed a new payment journal batch is created.

Vendor PURE-LOOK has recently changed their bank account and has asked you to make sure the next euro payment will be done on that Belgian account. They also request to be paid for all invoices as a single payment.

The bank account details: SNS - IBAN: BE67 2900 0461 4187 - SWIFT Code: BBRUBEBB

The first payment to this vendor V9005 will be performed on January 31st, 2021, using the EUROP payment journal, with a new batch PAY1.

Tasks

1. Create a vendor bank account.

2. Suggest vendor payments.

3. Process payment journals.

Steps

1. Create a vendor bank account.

    1. On the **Vendors** list page, select vendor PURE-LOOK.

    2. Select **Manage** and then select **Edit**.

    3. On the vendor card, go to the **Invoicing** Fast Tab.

    4. In the **Preferred Bank Account Code** field, click on the Look Up Value button and click **New**.

5. On the opened vendor bank account card, fill in the following fields:

   1. On the **General** FastTab, fill in the following fields:

      1. In the **Code** field, enter SNS.

      2. In the **Name** field, enter ���Pure-Look���.

      3. In the **Country/Region Code** field, enter BE.

      4. In the **Currency Code** field, enter EUR.

   2. On the **Transfer** FastTab, fill in the following fields:

      1. In the **SWIFT Code** field, enter BBRUBEBB.

      2. In the **IBAN** field, enter BE67290004614187.

      3. Select the **Use for Electronic Payments** checkbox.

   3. Click **OK**.

6. The new vendor bank account is automatically filled in in the **Preferred Bank Account Code** field on the vendor card.

2. Suggest vendor payments.

   1. On the payment journals list page, select the EUROP journal.

   2. Open the assist edit button to the right of the **Batch Name** field.

   3. On the opened **General Journal Batches** page, click **New** and fill in the following fields:

      1. In the **Name** field, enter PAY1.

      2. In the **Description** field, enter ���Payment January 2021���.

      3. In the **Bal. Account Type** field, enter Bank Account.

      4. In the **Bal. Account No.** field, enter EUROP.

5. In the **No. Series** field, the value GJNL-PMT is automatically filled in.

6. Click **OK**.

4. The new batch PAY1, is automatically filled in in the **Batch Name** field on the payment journal.

5. Select **Prepare**, and then select **Suggest Vendor Payments**.

1. On the **Options** FastTab, fill in the following fields:

1. In the **Last Payment Date** field, enter 1/31/2021.

2. Leave the **Check Other Journal Batches** checkbox selected.

3. Select the **Summarize per Vendor** checkbox.

2. On the **Filter:Vendor** FastTab, in the **No.** filter, enter V9005.

3. Click **OK** to perform the batch job and automatically fill in the lines in the payment journal.

3. Process payment journals.

1. Select **Bank**, and then select **Export**.

2. Select **Post/Print**, and then select **Post**.

Exercise 4: Process customer payments

Scenario

On January 24th, 2021, Contoso receives a \$ 45,678.14 payment from customer C00010 Spotsmeyer���s Furnishings on their CHECKINGS bank account.

This payment is for all open invoices from the previous month:

- S20/12/0976 - \$ 1,087.12

- S20/12/1576 - \$ 2,687.68

- S20/12/2687 - \$ 3,000.00

You need to process this payment using the Payment Registration by applying the invoices.

Tasks

1. Review payment registration setup.

2. Process payment registrations.

Steps

1. Review payment registration setup.

    1. On the **Payment Registration Setup** page, make sure following fields are entered.

        1. In the **Journal Template Name** field, enter CASHRCPT.

        2. In the **Journal Batch Name** field, enter GENERAL.

        3. In the **Balancing Account Type** field, enter Bank Account.

        4. In the **Balancing Account** field, enter CHECKING.

5. Select the **Use this Account as Default** checkbox.

6. Deselect the **Automatically Fill Date Received** checkbox.

2. Process payment registrations.

1. Click on the **Payment Registrations** task, to open the **Register Customer Payments** page.

2. Select **Settings**, and then select **Personalize**.

1. Select **+ Field**.

2. Place the **Document No.** field on the page.

3. Click **Done**.

3. Select the line for document S20/12/0976.

1. Select the **Payment Made** field.

2. In the **Date Received** field, enter 1/24/2021.

3. The **Amount Received** field is automatically filled in with 1,087.12.

4. Select the line for document S20/12/1576.

1. Select the **Payment Made** field.

2. In the **Date Received** field, enter 1/24/2021.

3. The **Amount Received** field is automatically filled in with 2,687.68.

5. Select the line for document S20/12/2687.

1. Select the **Payment Made** field.

2. In the **Date Received** field, enter 1/24/2021.

3. In the **Amount Received** field, enter 3,000.00.

6. Select **Posting**, then select **Post** and then select **Post as Lump Payment**.

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lab: title: 'Lab: Setting up purchase approval workflow' module: 'Module 6: Integration and Automation'

Exercise 1: Setting up a purchase approval workflow

Scenario

Remark: You must make sure that at least three users exist in Business Central.

- *User 1 = Accounting manager (take your own account for this role)*

- *User 2 = Purchase manager (take the account from one of the fellow students for this role)*

- *User 3 = Purchasing agent (take the account from one of the fellow students for this role)*

Contoso would like to start using an approval workflow for purchase orders processed by the purchasing agent. Hereby the following requirements need to be met:

- The purchase orders, placed with a vendor located in Europe and processed by the purchasing agent, cannot be approved until multiple users, setup in a hierarchy, have approved the order.

    - The purchasing agent is allowed to autonomously process orders up to \$5,000.00. All purchase orders up to \$10,000.00 are reviewed and approved by the purchasing manager. For all purchase orders for a higher amount the approval of the accounting manager is required.

    - The accounting manager has unlimited purchase approval and also manages the approval workflow by unblocking approval workflows.

- Other purchase orders that are processed by the always need to be approved by the accounting manager alone, regardless of the amount.

- All approvers receive an internal request note. Notes are immediately created at the moment of approval request.

Tasks

1. Setting up approval users.

2. Setting up notifications.

3. Creating the approval workflow.

Steps

1. Setting up approval users.

    1. On the **Approval User Setup** page, select **New**.

    2. Fill in the following fields for user 1 (accounting manager):

        1. In the **User ID** field, enter your own user ID.

        2. Leave the **Approver ID** field blank.

        3. Select the **Unlimited Purchase Approval** checkbox.

        4. Leave the **Substitute** field bank.

        5. In the **E-mail** field, enter the e-mail for the accounting manager.

        6. Select the **Approval Administrator** checkbox.

    3. On the **Approval User Setup** page, select **New**.

    4. Fill in the following fields for user 2 (purchasing manager):

        1. In the **User ID** field, enter a user ID.

        2. In the **Approver ID** field, enter the accounting manager ID.

        3. In the **Purchase Amount Approval Limit** field, enter 10,000.00.

        4. Leave the **Substitute** field bank.

5. In the **E-mail** field, enter the e-mail for the purchasing manager.

6. Leave the **Approval Administrator** checkbox unselected.

5. On the **Approval User Setup** page, select **New**.

6. Fill in the following fields for user 3 (purchasing agent):

1. In the **User ID** field, enter a user ID.

2. In the **Approver ID** field, enter the purchasing manager ID.

3. In the **Purchase Amount Approval Limit** field, enter 5,000.00.

4. Leave the **Substitute** field bank.

5. In the **E-mail** field, enter the e-mail for the purchasing agent.

6. Leave the **Approval Administrator** checkbox unselected.

2. Setting up notifications.

1. From the **User Approval Setup** page, select the line for user 1.

2. Select **Notification Setup**.

3. On the opened **Notification Setup** page, select **New**.

1. In the **Notification Type** field, enter **Approval.**

2. In the **Notification Method** field, enter **Note**.

3. Select **Notification Schedule**

1. In the **Recurrence** field, enter **Instantly**.

2. Close the **Notification Schedule** page.

4. Close the **Notification Setup Page**.

4. Repeat steps a to c for users 2 and 3.

3. Creating the approval workflow.

   1. On the **Workflow Templates** page, select **Purchase Order Approval Workflow**.

   2. Select **Actions** and then select **New Workflow from Template**.

   3. A workflow is created, in the **Code** field, the value MS-POAPW-01 is automatically filled in.

   4. On the **Worflow Steps** FastTab, select the first line where the **When Event** field contains the value ���Approval of a purchase document is requested���

   5. Click on the **On Condition** field.

      1. Select the **Document Type** filter, and enter ���Order���.

      2. Select the **Status** filter, and enter ���Open���.

      3. Select the **Gen. Bus. Posting Group** filter, and enter ���EU���.

      4. Click **OK** to close the **Event Conditions** page.

   6. Click on the **Then Response** field.

      1. Select response ���Create an approval request for the record using type Approver and approver limit type Approver Chain���.

         1. On the **Options for the Selected Response** FastTab, make sure the following fields are filled in:

            1. In the **Approver Type** field, enter **Approver**.

            2. In the **Approver Limit Type** field, enter **Approver Chain**.

2. Click **OK** to close the **Workflow Responses** page.

7. Select the **Enabled** checkbox.

8. Close the workflow.

9. On the **Workflow Templates** page, select **Purchase Order Approval Workflow**.

10. Select **Actions** and then select **New Workflow from Template**.

11. A workflow is created, in the **Code** field, the value MS-POAPW-02 is automatically filled in.

12. On the **Worflow Steps** FastTab, select the first line where the **When Event** field contains the value ���Approval of a purchase document is requested���

13. Click on the **On Condition** field.

    1. Select the **Document Type** filter, and enter ���Order���.

    2. Select the **Status** filter, and enter ���Open���.

    3. Select the **Gen. Bus. Posting Group** filter, and enter ���\<>EU���.

    4. Click **OK** to close the **Event Conditions** page.

14. Click on the **Then Response** field.

    1. Select response ���Create an approval request for the record using type Approver and approver limit type Approver Chain���.

        1. On the **Options for the Selected Response** FastTab, change the following fields are filled in:

            1. In the **Approver Type** field, enter **Approver**.

2. In the **Approver Limit Type** field, enter **Specific Approver**.

3. In the **Approver ID** field, enter your own ID, for the accounting manager.

2. Click **OK** to close the **Workflow Responses** page.

15. Select the **Enabled** checkbox.

16. Close the workflow.

Exercise 2: Using a purchase approval workflow

Scenario

The purchasing agent places an order with vendor PURE-LOOK on January 14th, 2021, for the following items:

- 45 pieces quitkey keyboards at \$50.00 a piece

- 75 pieces speakers at \$38.00 a piece

Tasks

1. Request approval of a purchase order.

2. Receiving a notification and approving the request.

Steps

1. Request approval of a purchase order.

    1. Log in the database as the purchasing agent.

    2. On the **Purchase Orders** page, select **New**.

    3. On the opened purchase order, on the **General** FastTab, fill in the following fields.

        1. In the **Vendor No.** field, enter V9005.

        2. In the **Posting Date** and **Order Date** fields, enter 1/14/2021.

    4. On the **Lines** section, create a new line by filling in the following fields:

        1. In the **Type** field, enter Item.

        2. In the **No.** field, enter CHW1005 for the quietkey keyboards.

3. In the **Location Code** field, enter MAIN.

4. In the **Quantity** field, enter 45.

5. In the **Direct Unit Cost Excl. Tax** field, enter 50.00.

5. On the **Lines** section, create a new line by filling in the following fields:

   1. In the **Type** field, enter Item.

   2. In the **No.** field, enter CHW1006 for the speakers.

   3. In the **Location Code** field, enter MAIN.

   4. In the **Quantity** field, enter 75.

   5. In the **Direct Unit Cost Excl. Tax** field, enter 38.00.

6. Select **Request Approval** and then select **Send Approval Request**.

7. Click **OK**.

8. In the **Status** field, the value is automatically set to **Pending Approval**.

9. On the **Sent Notification Entries** page, a new entry is created.

2. Receiving a notification and approving the request.

   1. Log in the database as the purchasing agent.

   2. On the **Requests to Approve** page, select the line for the purchase order.

   3. Select **Approve**.

   4. On the purchase order, the **Status** field is changed to **Released**.

Table of Contents

It is strongly recommended that MCTs and Partners access these materials and in turn, provide them separately to students. Pointing students directly to GitHub to access Lab steps as part of an ongoing class will require them to access yet another UI as part of the course, contributing to a confusing experience for the student. An explanation to the student regarding why they are receiving separate Lab instructions can highlight the nature of an always-changing cloud-based interface and platform. Microsoft Learning support for accessing files on GitHub and support for navigation of the GitHub site is limited to MCTs teaching this course only.

7