

Sales branch work instructions

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Work Instructions D365

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1 Sales Order Management

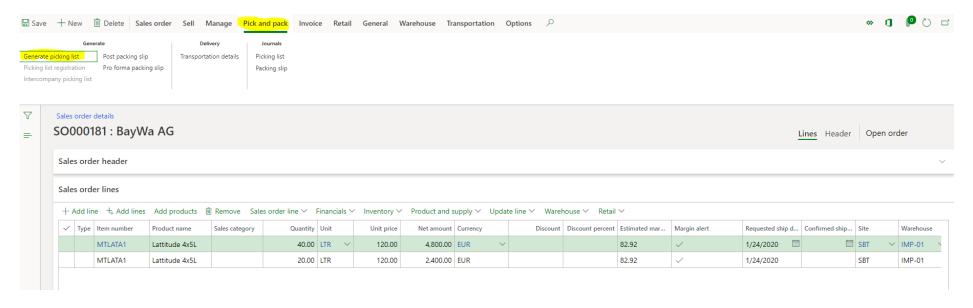
1.1 All Orders

1.1.1. Create Picking List

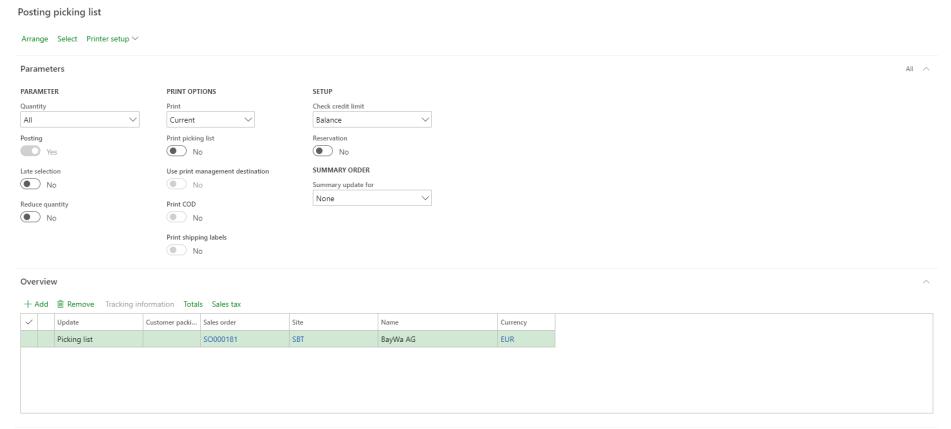
The purpose of creating a picking list is to send the mandatory data to the warehouse to generate a delivery. Dependent of the way of working the picking list generates a document to be sent to the WH or triggers the creation and sending of an EDI. A picking list can be created for a single order, a list of selected order or via automated batch run.

1.1.1.1. Create Picking List for a single order

To create a picking list for a single order open an order from the list of orders (modules -> accounts receivable -> orders -> all orders) and click "Pick and Pack" -> "Generate Picking list" on the top menu.



The screen "Posting picking list" opens. The available options Arrange, Select and printer setup are not mandatory to post the picking list. Arrange and select are used if picking lists for more than one order is created. All changes of parameters need to be done just once and will be saved.



Parameters

The Parameters define which quantities are used and how they are handled, print options are defined via LazerNet setup and the Setup allows some additional changes like summarizing orders for one customer to one invoice.

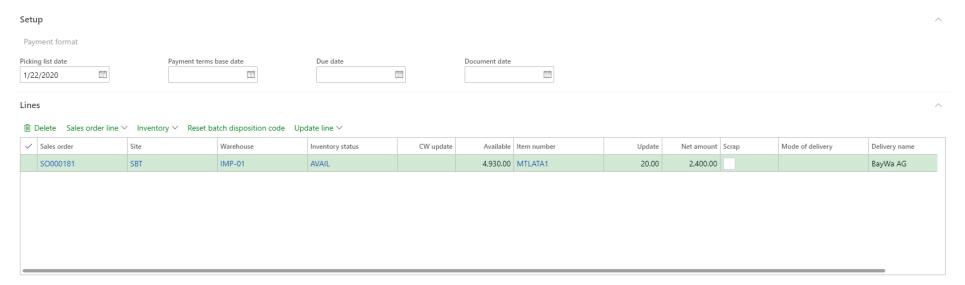
Field	
Quantity	All – by default for posting a picking list with all applicable order lines
	Select the quantities on which to base the posting of the document. The options that are available in the field
	vary, depending on the type of document that you are posting, such as a packing slip or an invoice: Deliver
	now (select all quantities that are entered in the Deliver now field; use this option to confirm or deliver a
	partial order), Picked (select all quantities that have been picked), All (select all quantities on the sales order
	that have not yet been updated by the current document type), Packing slip (select all quantities that have
	been updated by a packing slip), or Picked quantity and not stocked products (select all quantities that have
	been picked and all product quantities that are not stocked).
Posting	Yes – cannot be changed, result is the posting of a picking list
Late selection	No – by default for manual posting of picking lists



	Select "YES" to apply the selected query later. This option is used for batch jobs. The query is run when the
	batch job is run.
Reduce quantity	No by default – Select "Yes" to allow reduction of quantity if not enough stock is available
Print	Choose Current / After - Current by default when document will be printed
Print pick list	Choose Yes / No – No by default, "Yes" generates LazerNet document and workflow
Use print management	Not used – defined by print management
destination	
Print	Not used – defined by print management
Print shipping labels	Not used – defined by print management
Check credit limit	Check credit limit before posting – "Balance" by default.
	Select the information that will be analyzed when a credit limit check is performed. The following options are
	available: None (there is no requirement for the credit limit check), Balance (the credit limit is checked against
	the customer balance), Balance + packing slip or product receipt (the credit limit is checked against the
	customer balance and deliveries, and Balance+All (the credit limit is checked against the customer balance,
<u> </u>	deliveries, and open orders).
Reservation	Choose "Yes"/ "No" – No by default, reservation will be made after registering the batches (see "register
Cum man a mil	packing slip"
Summary	Used for posting picking list for more than one ordered at once – group orders in one invoice based on selection
	Select how multiple sales orders will be summarized. The following options are available: None (do not
	summarize sales orders; for example, a separate invoice is created for each sales order), Invoice account
	(summarize all selected orders based on the criteria that are set up in the Summary update parameters page),
	Order (summarize a selected range of orders into one order that you specify; the criteria are set up in the
	Summary update parameters form; if you select this option, you must select a value in the Sales order field),
	Automatic summary (summarize all selected orders based on the criteria that are set up in the Summary
	update parameters page, but only if summary updating has been specified in the Summary update form; if
	summary updating has not been specified, the order is posted separately), and Packing slip (summarize a
	selected range of orders into one invoice for each packing slip; this option is available only if Packing slip is
	selected in the Quantity field).

Overview

Purpose of the overview is to show a list of all selected orders for the actual posting. No further changes need to be made if handling only one single order.

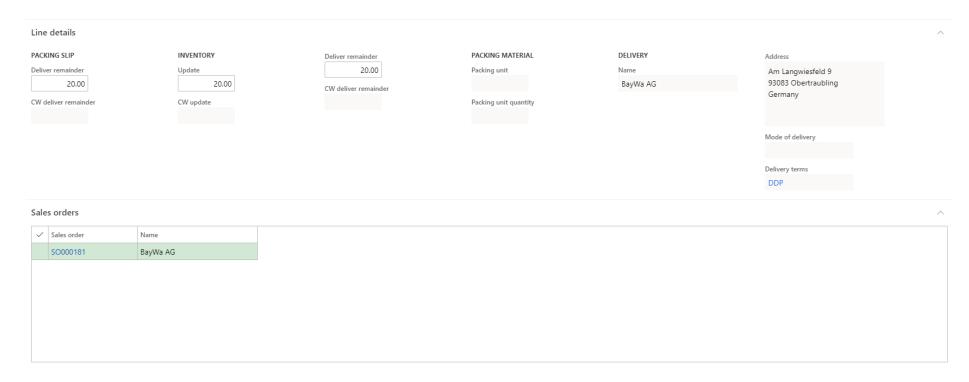


Setup

The setup tab allows us to adjust document dates. No further changes needed

Lines

Overview of all lines processed with posting the packing slip. Dependent on the visible columns the available stock and other dimensions can be displayed and checked.





Line details

Further details based on the selected line in the line section. Details for possible remainders and delivery details per line can be checked.

Field	
Deliver remainder	Outstanding quantity
CW deliver remainder	Not used
Update	Same qty as Deliver remainder, can be changed if less qty should be picked with outstanding posting
CW update	Not used
Packing unit	Filled with master data – if applicable
Packing unit quantity	Filled with master data – if applicable
Name	Customer name
Address	Delivery address of customer
Mode of delivery	Filled with sales order data – if applicable
Delivery terms	Filled with sales order data – if applicable

Sales orders

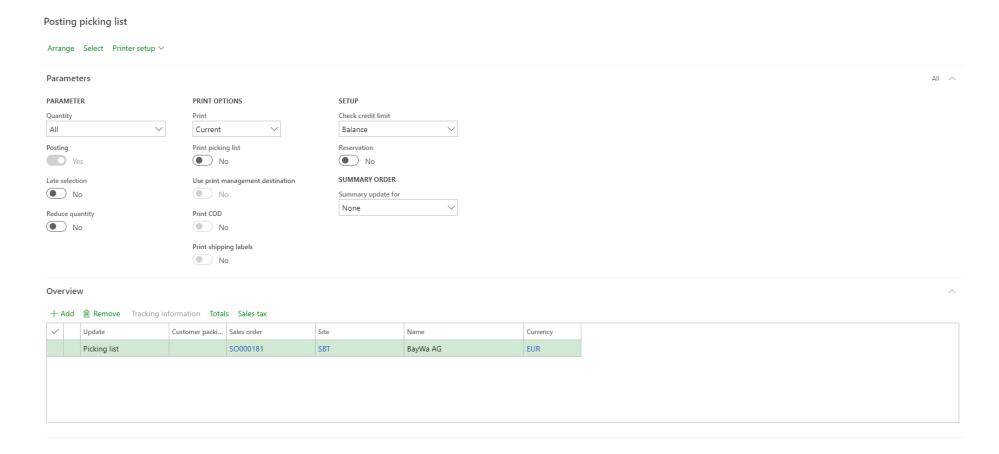
Overview of all sales orders and related customers, handled with this posting

After entering all necessary data click "OK" on the bottom right corner to post picking list.

To check the posted picking list, click "Pick and Pack" – "Journals" – "Picking List"

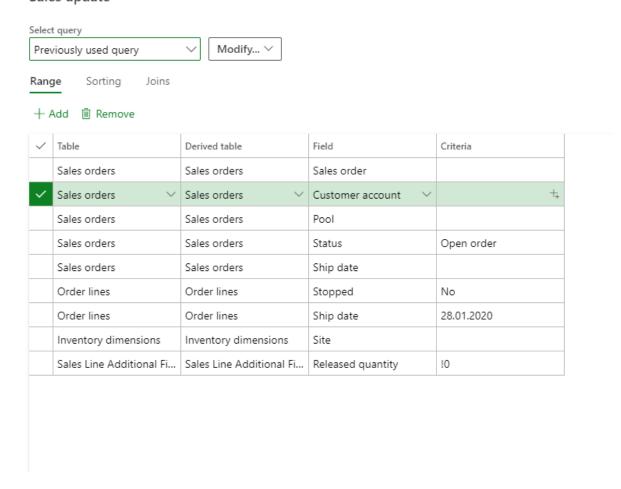
1.1.1.2. Create Picking List for several orders

To create a picking list for more than one order (modules -> accounts receivable -> orders -> all orders) click "Pick and Pack" -> "Generate Picking list" on the top menu.





The screen "Post picking list" opens. Click "Select" – a new screen opens and several criteria can be used to filter for open order Sales update



Click "OK" to add all applicable orders to the picking list selection, based on the used criteria

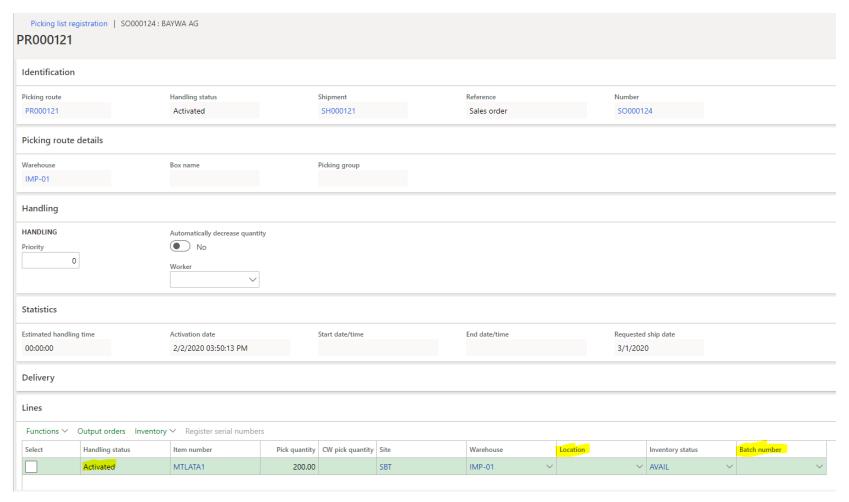
The selected orders will be shown in the section "Overview"



The further handling of the selected sales orders is the same as in **Create Picking List for a single order**

1.1.2. Picking list registration

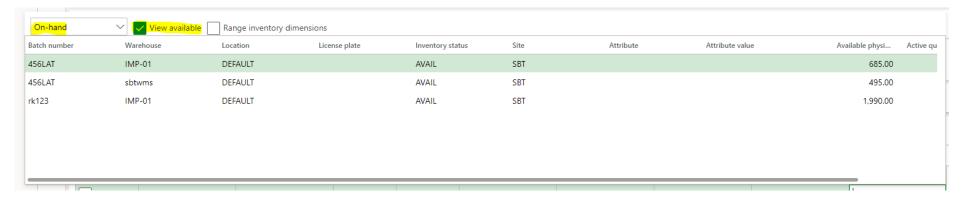
The purpose of the picking list registration is the batch registration of the delivered goods. To register the picking list click on "Pick and pack" – "Picking list registration"



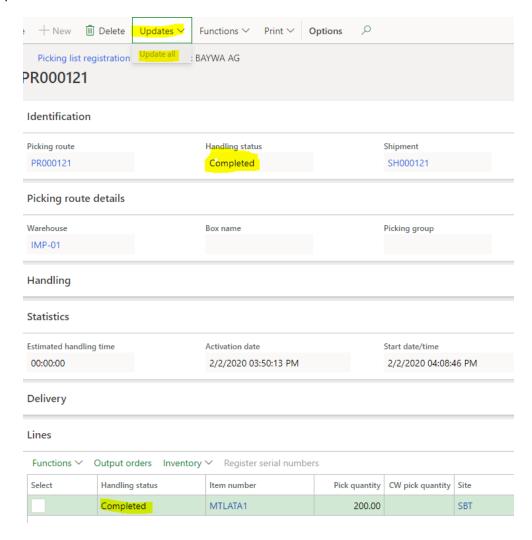


The window "picking list registration" opens. The window displays several delivery details, triggered by the input on sales order level and needs to be filled with a batch number on line level. Before entering and updating the picking list lines the handling status of the picking route and each line is "Activated".

To choose the handled batch click on the arrow in the field "batch number" – select "On-hand" and activate via tickbox "View available" (shows the available on hand inventory)



Select the correct batch and choose "Update" – "Update all" on top menu. The lines will be updated and the handling status of the picking route will be changed to "Completed"



If several batches for one line needs to be registered click "Functions" – "Split" <u>before entering the batch.</u> The quantity for the second (third, fourth...) batch can be entered and a new line with the split quantity will be added.



Enter the registered batch number for every line before updating the picking list registration.

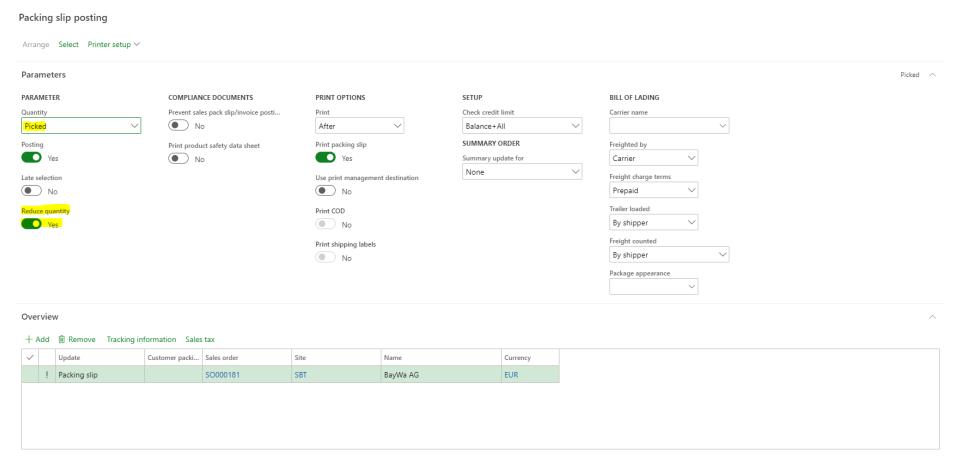
1.1.3. Post packing slip

To post the packing slip for a single order open an order from the list of orders (modules -> accounts receivable -> orders -> all orders) and click "Pick and Pack" -> "Posting packing slip" on the top menu.

The standard parameter for the quantity handled with the Packing list is "Picked" It means that the packing slip will be processed for the quantity which was registered on the picking list.

The packing slip posting also reduces the available quantity, therefor the standard setting on "Reduce quantity" is "Yes".





After entering all necessary data click "OK" on the bottom right corner to post the packing slip.

To check the posted picking list, click "Pick and Pack" – "Journals" – "Packing slip"

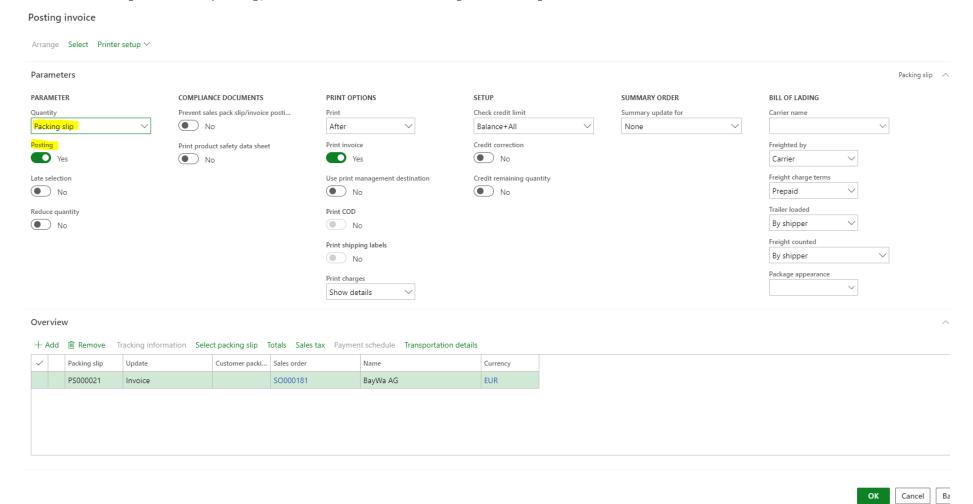
Enter the registered batch number for every line before updating the picking list registration.

1.1.4. Generate invoice

To generate the invoice for an order, open an order from the list of orders (modules -> accounts receivable -> orders -> all orders) and click "Invoice" -> "Generate" -> "Invoice" on the header menu.

The standard parameter for the quantity handled with the invoice is "Picked" It means that the invoice will be processed with the same quantity as the related packing slips

The invoice also generates a posting, therefor the standard setting on "Posting" is "Yes".



After entering all necessary data click "OK" on the bottom right corner to generate the invoice. Depending on the settings the invoice will be generated and opened, send by e-mail to the customer or printed.

For further handling of the generated invoice, click "Invoice" - "Journals" - "Invoice".