



Sales branch work instructions

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.

SaveNewDelete

Sales orderSellManagePick and packInvoiceRetailGeneralWarehouseTransportationOptions

Generate

Generate picking listPost packing slipPicking list registrationPro forma packing slipIntercompany picking list

Delivery

Transportation details

Journals

Picking listPacking slip

Sales order details

SO000181 : BayWa AG

LinesHeaderOpen order

Sales order header

Sales order lines

+ Add line+ Add linesAdd productsRemoveSales order lineFinancialsInventoryProduct and supplyUpdate lineWarehouseRetail

✓	Type	Item number	Product name	Sales category	Quantity	Unit	Unit price	Net amount	Currency	Discount	Discount percent	Estimated mar...	Margin alert	Requested ship d...	Confirmed ship...	Site	Warehouse
		MTLATA1	Lattitude 4x5L		40.00	LTR	120.00	4.800.00	EUR			82.92	✓	1/24/2020		SBT	IMP-01
		MTLATA1	Lattitude 4x5L		20.00	LTR	120.00	2.400.00	EUR			82.92	✓	1/24/2020		SBT	IMP-01

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.

Posting picking list

ArrangeSelectPrinter setup

Parameters

PARAMETER

Quantity

All

Posting

Yes

Late selection

No

Reduce quantity

No

PRINT OPTIONS

Print

Current

Print picking list

No

Use print management destination

No

Print COD

No

Print shipping labels

No

SETUP

Check credit limit

Balance

Reservation

No

SUMMARY ORDER

Summary update for

None

Overview

+ Add+ RemoveTracking informationTotalsSales tax

✓	Update	Customer packi...	Sales order	Site	Name	Currency
	Picking list		SO000181	SBT	BayWa AG	EUR

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 destination	Not used – defined by print management
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, deliveries, and open orders).
Reservation	Choose "Yes"/ "No" – No by default, reservation will be made after registering the batches (see "register 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

Payment format

Picking list date

1/22/2020

Payment terms base date

Due date

Document date

Lines

Delete

Sales order line

Inventory

Reset batch disposition code

Update line

✓	Sales order	Site	Warehouse	Inventory status	CW update	Available	Item number	Update	Net amount	Scrap	Mode of delivery	Delivery name
	SO000181	SBT	IMP-01	AVAIL		4,930.00	MTLATA1	20.00	2,400.00	<input type="checkbox"/>		BayWa AG

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

PACKING SLIP

Deliver remainder

20.00

CW deliver remainder

INVENTORY

Update

20.00

CW update

Deliver remainder

20.00

CW deliver remainder

PACKING MATERIAL

Packing unit

Packing unit quantity

DELIVERY

Name

BayWa AG

Address

Am Langwiesfeld 9
93083 Obertraubling
Germany

Mode of delivery

Delivery terms

DDP

Sales orders

✓	Sales order	Name
	SO000181	BayWa AG

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.

Posting picking list

Arrange Select Printer setup

Parameters

PARAMETER

Quantity

All

Posting

Yes

Late selection

No

Reduce quantity

No

PRINT OPTIONS

Print

Current

Print picking list

No

Use print management destination

No

Print COD

No

Print shipping labels

No

SETUP

Check credit limit

Balance

Reservation

No

SUMMARY ORDER

Summary update for

None

Overview

+ Add Remove Tracking information Totals Sales tax

✓	Update	Customer packi...	Sales order	Site	Name	Currency
	Picking list		SO000181	SBT	BayWa AG	EUR

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

Select query

Previously used query

Modify...

Range

Sorting

Joins

+ Add

Remove

✓	Table	Derived table	Field	Criteria
	Sales orders	Sales orders	Sales order	
✓	Sales orders	Sales orders	Customer account	
	Sales orders	Sales orders	Pool	
	Sales orders	Sales orders	Status	Open order
	Sales orders	Sales orders	Ship date	
	Order lines	Order lines	Stopped	No
	Order lines	Order lines	Ship date	28.01.2020
	Inventory dimensions	Inventory dimensions	Site	
	Sales Line Additional Fi...	Sales Line Additional Fi...	Released quantity	!0

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"

Overview

+ Add

Remove

Tracking information

Totals

Sales tax

✓	Update	Customer packi...	Sales order	Site	Name	Currency
	Picking list		SBT-000001	SBT	Brookberries	EUR
	Picking list		SO000022	SBT	Brookberries	EUR
	Picking list		SO000031	SBT	Brookberries	EUR
	Picking list		SO000032	SBT	Brookberries	EUR
	Picking list		SO000041	SBT	Brookberries	EUR

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"

Picking list registration | SO000124 : BAYWA AG

PR000121

Identification

Picking route

PR000121

Handling status

Activated

Shipment

SH000121

Reference

Sales order

Number

SO000124

Picking route details

Warehouse

IMP-01

Box name

Picking group

Handling

HANDLING

Priority

0

Automatically decrease quantity

No

Worker

Statistics

Estimated handling time

00:00:00

Activation date

2/2/2020 03:50:13 PM

Start date/time

End date/time

Requested ship date

3/1/2020

Delivery

Lines

Functions

Output orders

Inventory

Register serial numbers

Select	Handling status	Item number	Pick quantity	CW pick quantity	Site	Warehouse	Location	Inventory status	Batch number
<input type="checkbox"/>	Activated	MTLATA1	200.00		SBT	IMP-01		AVAIL	

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)

On-hand

☒ View available
 ☐ Range inventory dimensions

Batch number	Warehouse	Location	License plate	Inventory status	Site	Attribute	Attribute value	Available physi...	Active qu
456LAT	IMP-01	DEFAULT		AVAIL	SBT			685.00	
456LAT	sbtwms	DEFAULT		AVAIL	SBT			495.00	
rk123	IMP-01	DEFAULT		AVAIL	SBT			1,990.00	

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”

New

Delete

Updates

Functions

Print

Options

Picking list registration

Update all

BAYWA AG

PR000121

Identification

Picking route

PR000121

Handling status

Completed

Shipment

SH000121

Picking route details

Warehouse

IMP-01

Box name

Picking group

Handling

Statistics

Estimated handling time

00:00:00

Activation date

2/2/2020 03:50:13 PM

Start date/time

2/2/2020 04:08:46 PM

Delivery

Lines

Functions

Output orders

Inventory

Register serial numbers

Select	Handling status	Item number	Pick quantity	CW pick quantity	Site
<input type="checkbox"/>	Completed	MTLATA1	200.00		SBT

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

Lines									
Functions	Output orders	Inventory	Register serial numbers						
Update selected	Handling status	Item number	Pick quantity	CW pick quantity	Site	Warehouse	Location	Inventory status	Batch number
Split	Activated	MTLATA1	100.00		SBT	IMP-01		AVAIL	
Unpick	Activated	MTLATA1	100.00		SBT	IMP-01		AVAIL	
Cancel picking line									

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”.



Packing slip posting

Arrange **Select** Printer setup

Parameters

Picked

PARAMETER

Quantity
Picked

Posting
Yes

Late selection
No

Reduce quantity
Yes

COMPLIANCE DOCUMENTS

Prevent sales pack slip/invoice posti...
No

Print product safety data sheet
No

PRINT OPTIONS

Print
After

Print packing slip
Yes

Use print management destination
No

Print COD
No

Print shipping labels
No

SETUP

Check credit limit
Balance+All

SUMMARY ORDER
Summary update for
None

BILL OF LADING

Carrier name

Freighted by
Carrier

Freight charge terms
Prepaid

Trailer loaded
By shipper

Freight counted
By shipper

Package appearance

Overview

+ Add Remove Tracking information Sales tax

✓	Update	Customer packi...	Sales order	Site	Name	Currency
!	Packing slip		SO000181	SBT	BayWa AG	EUR

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".

Posting invoice

Arrange **Select** Printer setup

Parameters

Packing slip

PARAMETER

Quantity
Packing slip

Posting
Yes

Late selection
No

Reduce quantity
No

COMPLIANCE DOCUMENTS

Prevent sales pack slip/invoice posti...
No

Print product safety data sheet
No

PRINT OPTIONS

Print
After

Print invoice
Yes

Use print management destination
No

Print COD
No

Print shipping labels
No

Print charges
Show details

SETUP

Check credit limit
Balance+All

Credit correction
No

Credit remaining quantity
No

SUMMARY ORDER

Summary update for
None

BILL OF LADING

Carrier name

Freighted by
Carrier

Freight charge terms
Prepaid

Trailer loaded
By shipper

Freight counted
By shipper

Package appearance

Overview

+ Add Remove Tracking information **Select packing slip** Totals Sales tax Payment schedule Transportation details

✓	Packing slip	Update	Customer packi...	Sales order	Name	Currency
	PS000021	Invoice		SO000181	BayWa AG	EUR

OK Cancel Ba

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".