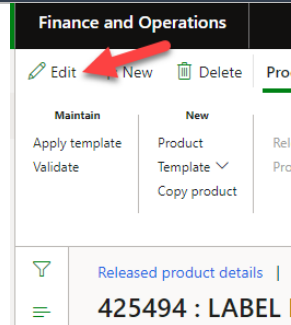
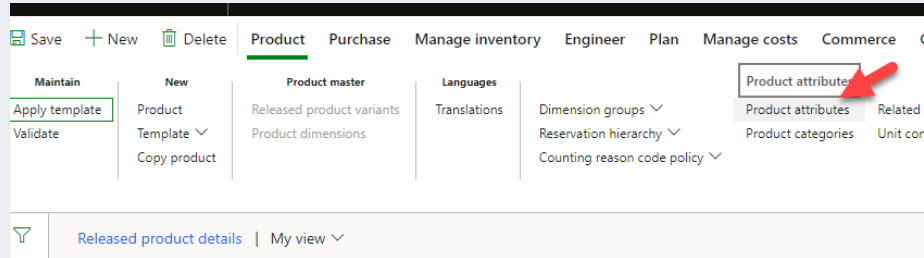


## VISUAL WORK INSTRUCTION

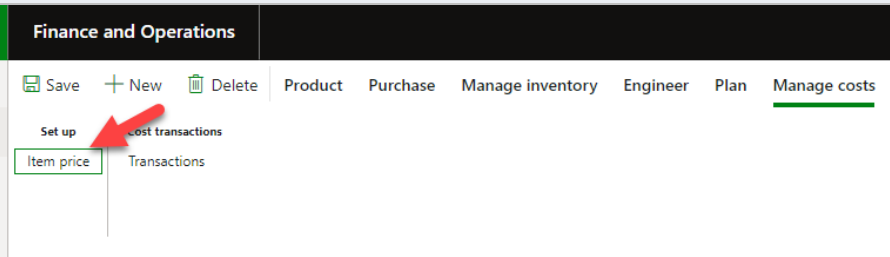
TITLE / DESCRIPTION OF PROCESS		Post Label creation in Dynamics 365 Finance and Operations		
CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS	
Reno	Label maintenance and status to Active	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps	Label status Active	
PROCESS NUMBER				
1				
INITIAL ISSUE DATE				
24-05-2022				
CURRENT VERSION				
1.0.0				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP		EXPECTED RESULTS
1)	<p>In this scenario, we will be review and complete label creation.</p> <p>Navigate in label card/profile.</p> <p>Left-click to 'Edit' to begin adjustments in label card/profile, and click on 'Save'</p>			See illustration
2)	<p>There are 3 main tasks remaining for completing the process of creating a label in Dynamics 365. Select Product tab for viewing "Product attributes". The "A1 Label Type" attribute should have associated item cost price. Select Manage costs for viewing "Item price". Select Product Life Cycle approval stages.</p> <p><b>A1 Label Type</b> Step-by-step plan:</p> <ul style="list-style-type: none"> <li>Go to Dynamics 365 F&amp;O</li> </ul>			See illustration

- Select the company 01CE
- Find the relevant label (begins with 4...)
- On the top bar, select Product
- On the tab Product, select Product attributes
- Note label type

### Manage costs

Step-by-step plan:

- Go to Dynamics 365 F&O
- Select the company 01CE
- Find the relevant label (begins with 4...)
- Search for the tab “Manage costs”
- At the set up column, click on “Item price”
- Under pending prices section, label standard cost price is displayed
- **If item price is not uploaded**, inventory/cost price team can manually add label item price, or if many cost prices are missing, delete labels.
- Review uploaded pending price against the overview of cost price by label type/product type
- **If incorrect label type or cost price:** delete labels



ProductType:

- Label Booklet € 485,20
- Label For Resale € 485,20
- Label Non Generic Booklet € 1693,00
- Label Non Generic Panel € 561,10
- Label Non Generic Sticker € 48,10
- Label Panel € 195,70
- Label PDF / Others € 0.00
- Label Sticker Seed Bag € 0.00
- Label Sticker € 95,90

See illustration

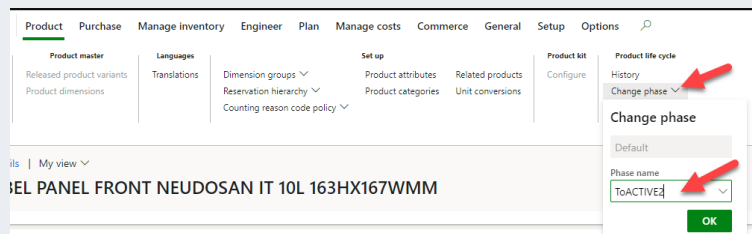
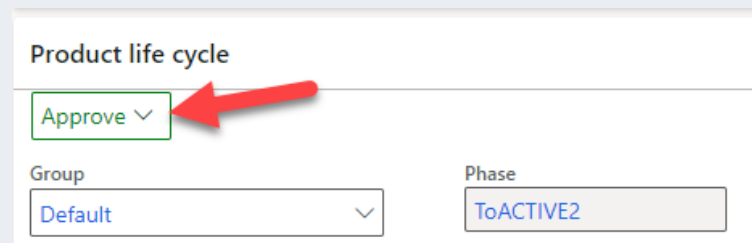
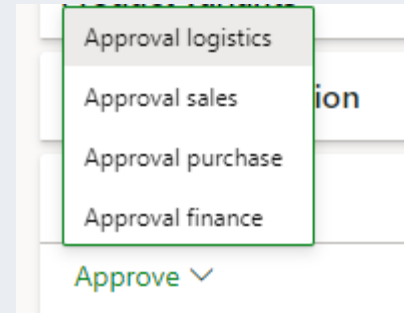
4)

### Product Life Cycle approval stages

Step-by-step plan:

- Go to Dynamics 365 F&O
- Select the company 01CE
- Find the relevant label (begins with 4...)
- Search for the tab "Product"
- Scroll down, click on "Product life cycle"
- Under Product life cycle section, approval stages are displayed
- After reviewing all relevant label creation data, click on approval logistics, sales, and purchase.
- Change label phase/status to ToACTIVE2, for finance approval of item price/ label standard cost price
- After approval, review item price is active, then change label phase/status to ACTIVE

Save the label changes



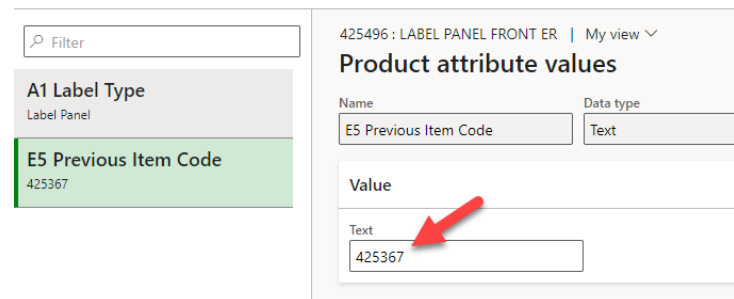
See illustration

5)

### E5 Previous Item Code

Step-by-step plan:

- Go to Dynamics 365 F&O
- Select the company 01CE
- Find the relevant label (begins with 4...)
- On the top bar, select Product
- On the tab Product, select Product attributes



See illustration

- Copy previous item code/ label number
- In a new Dynamics 365 F&O windows session, find the previous item code/ label number
- Change label phase/status to INACTIVE
- **DISCONTINU exception:** if the label still has on-hand/ physical inventory or on Order.
  - Select tab “Manage Inventory”
  - In View section “On-hand inventory”

**Save the label changes**

The screenshot displays the Microsoft Dynamics 365 Finance and Operations user interface. At the top, a navigation bar includes tabs for Product, Purchase, Manage inventory, Engineer, Plan, Manage costs, Commerce, General, Setup, and Options. Below this, a secondary navigation bar shows various functional areas like Product master, Languages, Dimension groups, Set up, Product attributes, Related products, Product kit, and Product life cycle. The main content area shows the product 'EL PANEL FRONT ERADICOAT IT 5L 140HX145WMM'. A 'Change phase' dialog box is open on the right, with a red arrow pointing to the 'DISCONTINU' option in the 'Phase name' dropdown. Below the dialog, the 'Finance and Operations' header is visible, followed by a 'View' section with a red arrow pointing to the 'On-hand inventory' option. The 'Manage inventory' tab is selected, showing options for Order settings and Warehouse.