



Certis Belchim
GROWING TOGETHER

Work instructions

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1. Master Data Customers

1.1. Prices

Prices in Dynamics are set up in Trade Agreement Journals.

These journals can be a Price (Sales), Line Discount (Sales), Multiline Discount (Sales), Total Discount (Sales) or Postage Discount

Price (Sales)	Base sales price
Line Discount (Sales)	Absolute or percentage discount, applicable on a line level (E.g. discount for 100ltr ordered on single line)
Multiline Discount (Sales)	Absolute or percentage discount, applicable over multiple lines (E.g., discount for 1000ltr ordered overall)
Total Discount (Sales)	Absolute or percentage discount, applied to net total

The journals are linked to customers and items on line level, within the journal. Therefore a single journal can contain prices for multiple customers if required.

Within the journal lines, a line can be linked to an individual customer, a predefined group or all customers. This is done per line

Within the journal lines a line can be linked to an individual item, a predefined item group, or all items.

The link between a journal line and customer/group is contained within the trade agreement journal. If it is necessary to manually select a price list within a sales order, this can be done by setting a group within the journal and changing the group on the sales order.

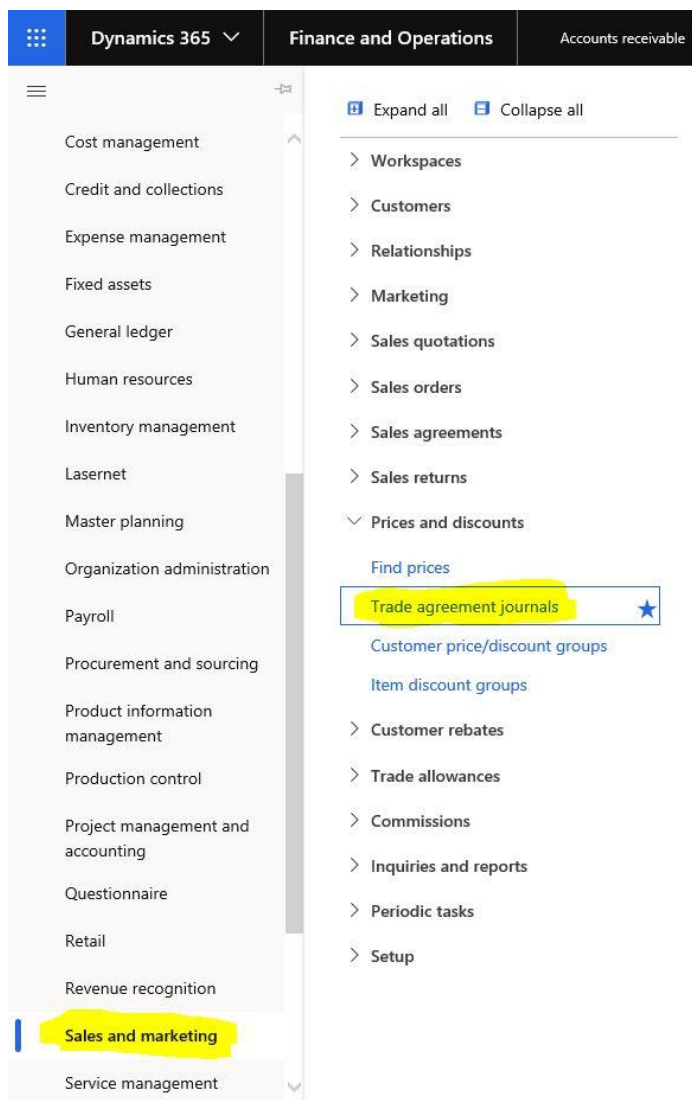
1.1.1. Create and Maintain Price Lists and Price Agreements

1.1.1.1. Create Trade Agreement Journal Name

One time per administration, a list of names for trade agreements need to be set up.

Note – There should only be one name per each kind of list (Price List, Line Discount, Multiline Discount, etc)

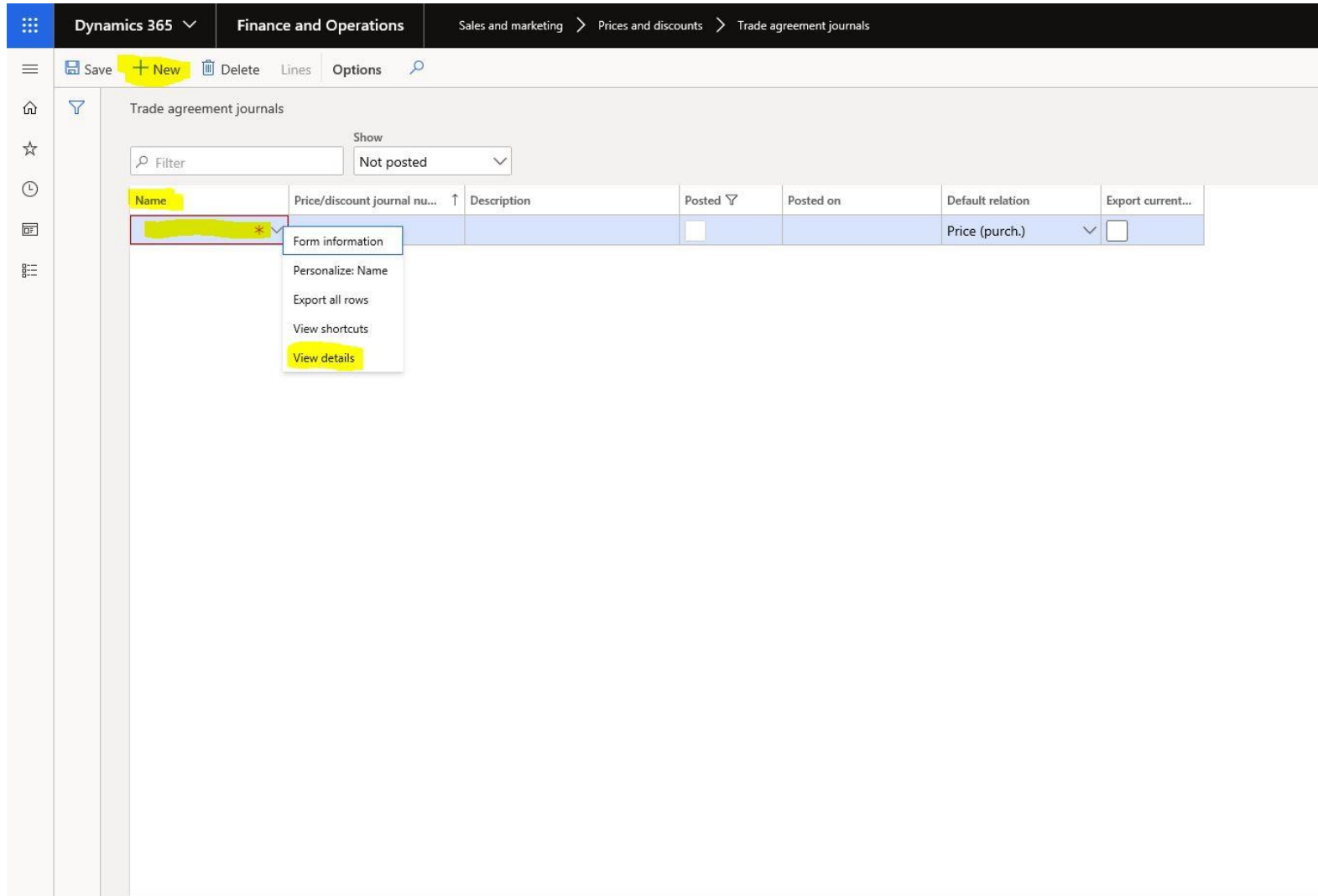
From the main menu, navigate to the Sales and Marketing module and select Trade Agreement Journals:



This takes you to the trade agreement journal screen.

On any name section, right click to bring up the context menu
View Details

Work Instructions



The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Dynamics 365', 'Finance and Operations', and a breadcrumb trail: 'Sales and marketing > Prices and discounts > Trade agreement journals'. Below the navigation bar is a toolbar with 'Save', 'New' (highlighted in yellow), 'Delete', 'Lines', and 'Options'. The main area displays a table titled 'Trade agreement journals'. The table has columns: 'Name', 'Price/discount journal nu...', 'Description', 'Posted', 'Posted on', 'Default relation', and 'Export current...'. A context menu is open over the first row, showing options: 'Form information', 'Personalize: Name', 'Export all rows', 'View shortcuts', and 'View details' (highlighted in yellow).

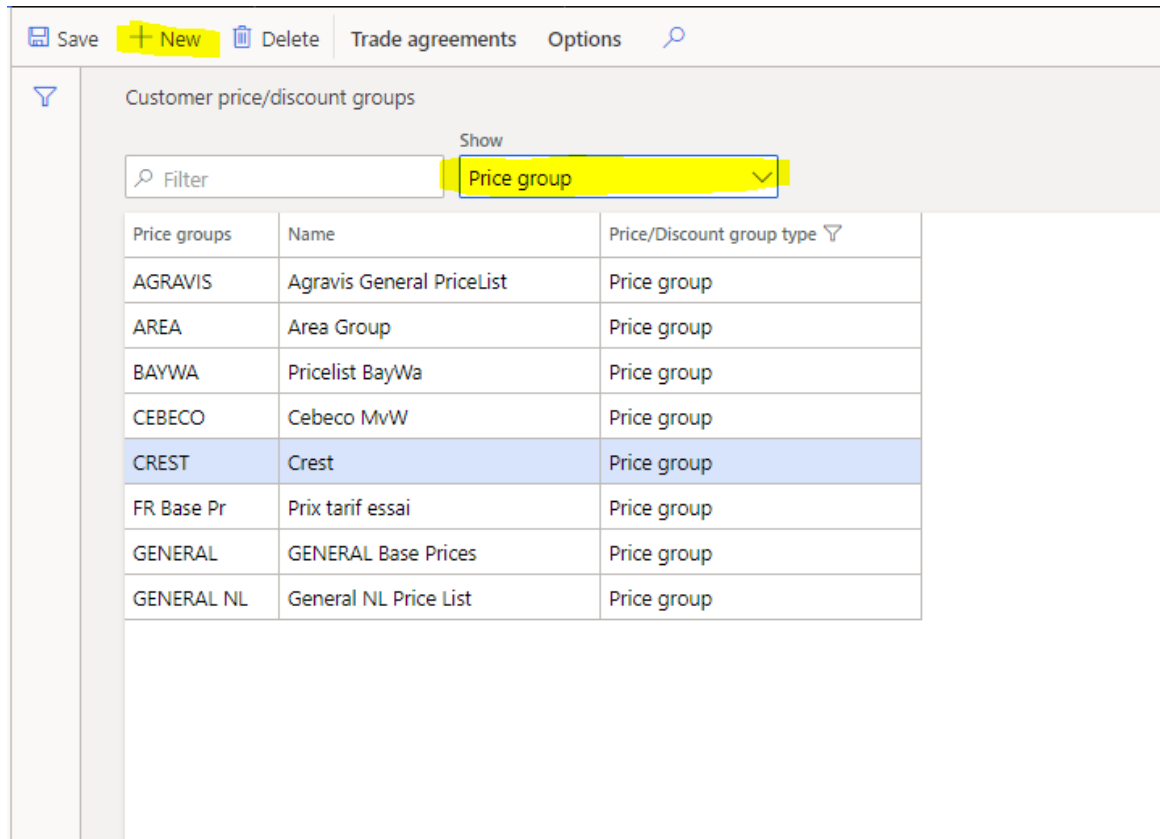
Create as many names as relations needed.

- Price (Sales) – Absolute price in home currency
- Line Discount (Sales) – Percentage discount for individual line. e.g. 10% discount for > 1000ltr Latitude 20ltr on a single line
- Multiline Discount (Sales) – Percentage discount combined over multiple lines. e.g. 10% discount for > 1000ltr of Latitude 20ltr and 200ltr
- Sales Total Discount – Percentage discount on final total. e.g. 10% discount on invoice total for customer A
-

Field		Comment
Name	SP, SLD, SMLD, STD, PD	
Description	Sales Price, Sales Line Discount, Sales Multiline Discount, Sales Total Discount, Sales Postage Discount	
Relation	Select corresponding relation to the name and description	Note – Sales or Purchase

Within this screen

- Choose whether this will be a group for Price List, Line Discounts, Multiline Discounts or Total Discounts
 - Each customer can be a member of 1 price list group, 1 line discount group, 1 multiline discount group and 1 total discount group
- click +New and enter your group and a user friendly/search name.
- Select
- Save



Save **+ New** Delete Trade agreements Options

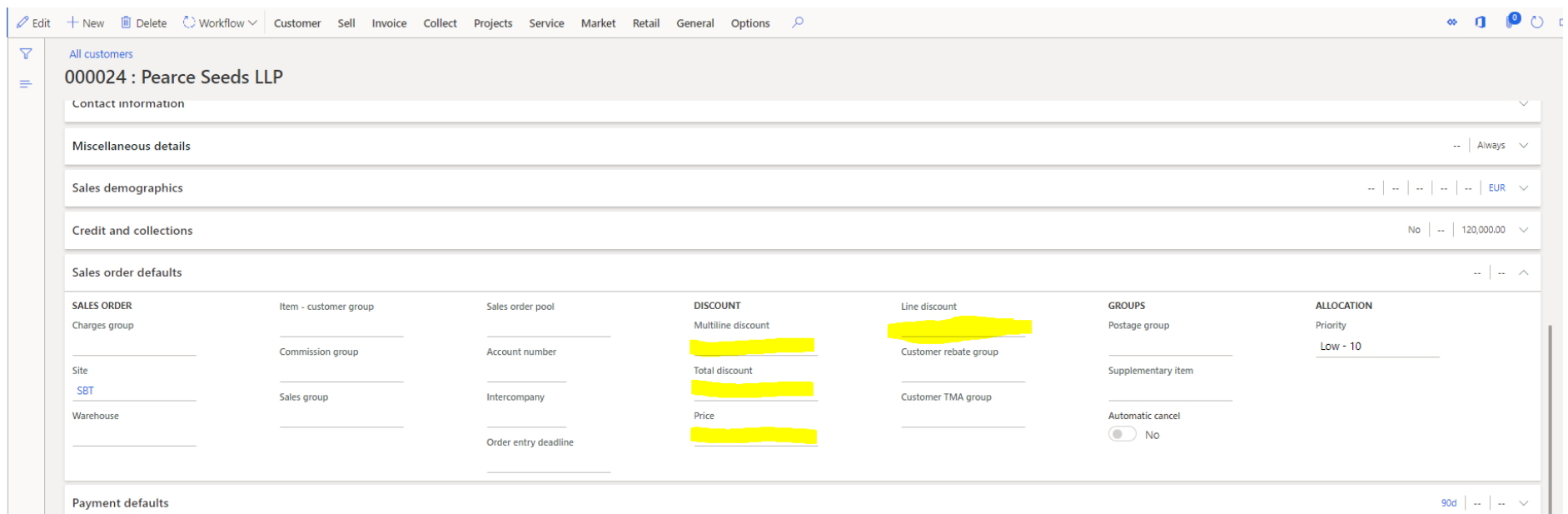
Customer price/discount groups

Filter Show **Price group**

Price groups	Name	Price/Discount group type
AGRAVIS	Agravis General PriceList	Price group
AREA	Area Group	Price group
BAYWA	Pricelist BayWa	Price group
CEBECO	Cebeco MvW	Price group
CREST	Crest	Price group
FR Base Pr	Prix tarif essai	Price group
GENERAL	GENERAL Base Prices	Price group
GENERAL NL	General NL Price List	Price group

Customers can be added to this group in the customer edit section, under Sales Order Defaults:

- Select customer to add to price group, and edit
- Navigate to sales order defaults and to Price
- Type or select the price group the customer belongs in
- Press save
- Repeat for all customers belonging to price group
-



Edit + New Delete Workflow Customer Sell Invoice Collect Projects Service Market Retail General Options

All customers

000024 : Pearce Seeds LLP

Contact information

Miscellaneous details

Sales demographics

Credit and collections

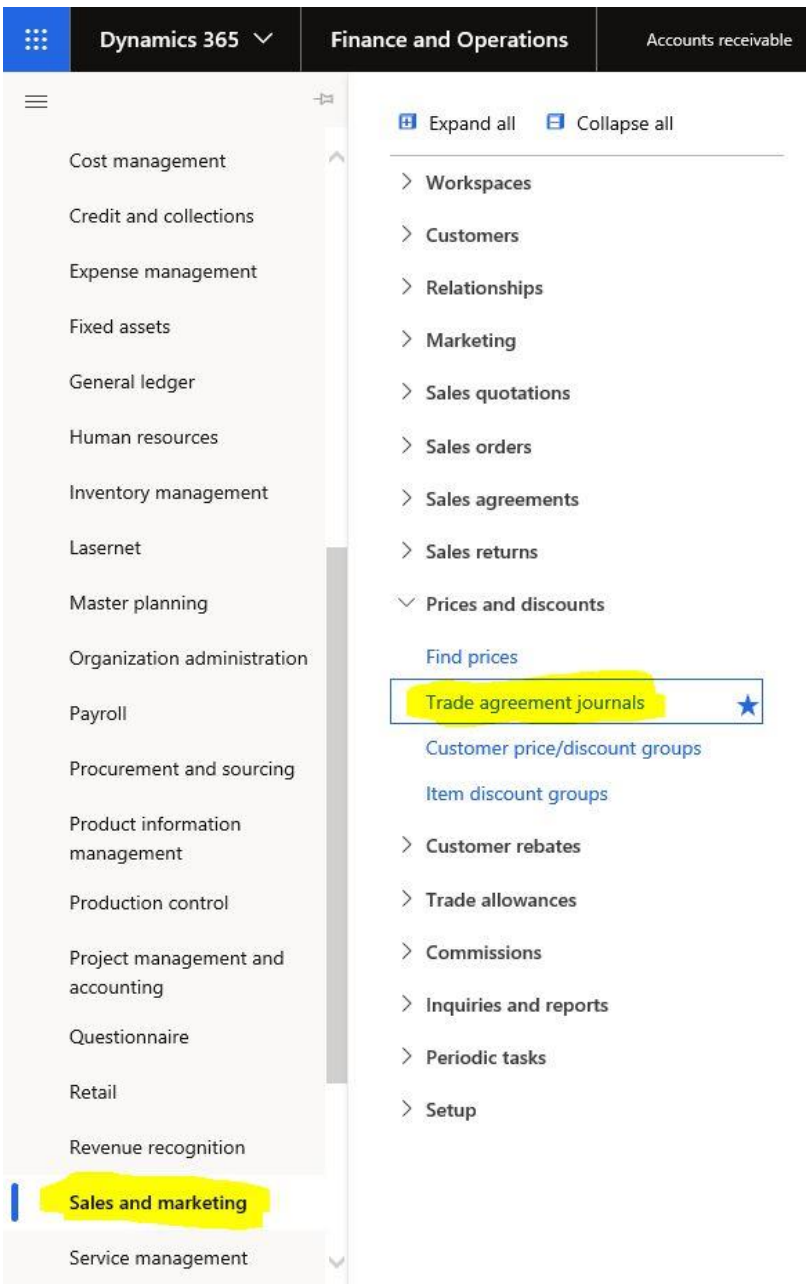
Sales order defaults

SALES ORDER	Item - customer group	Sales order pool	DISCOUNT	Line discount	GROUPS	ALLOCATION
Charges group	Commission group	Account number	Multiline discount	Customer rebate group	Postage group	Priority
Site	Sales group	Intercompany	Total discount	Customer TMA group	Supplementary item	Low - 10
Warehouse		Order entry deadline	Price		Automatic cancel	
					<input type="radio"/> No	

Payment defaults

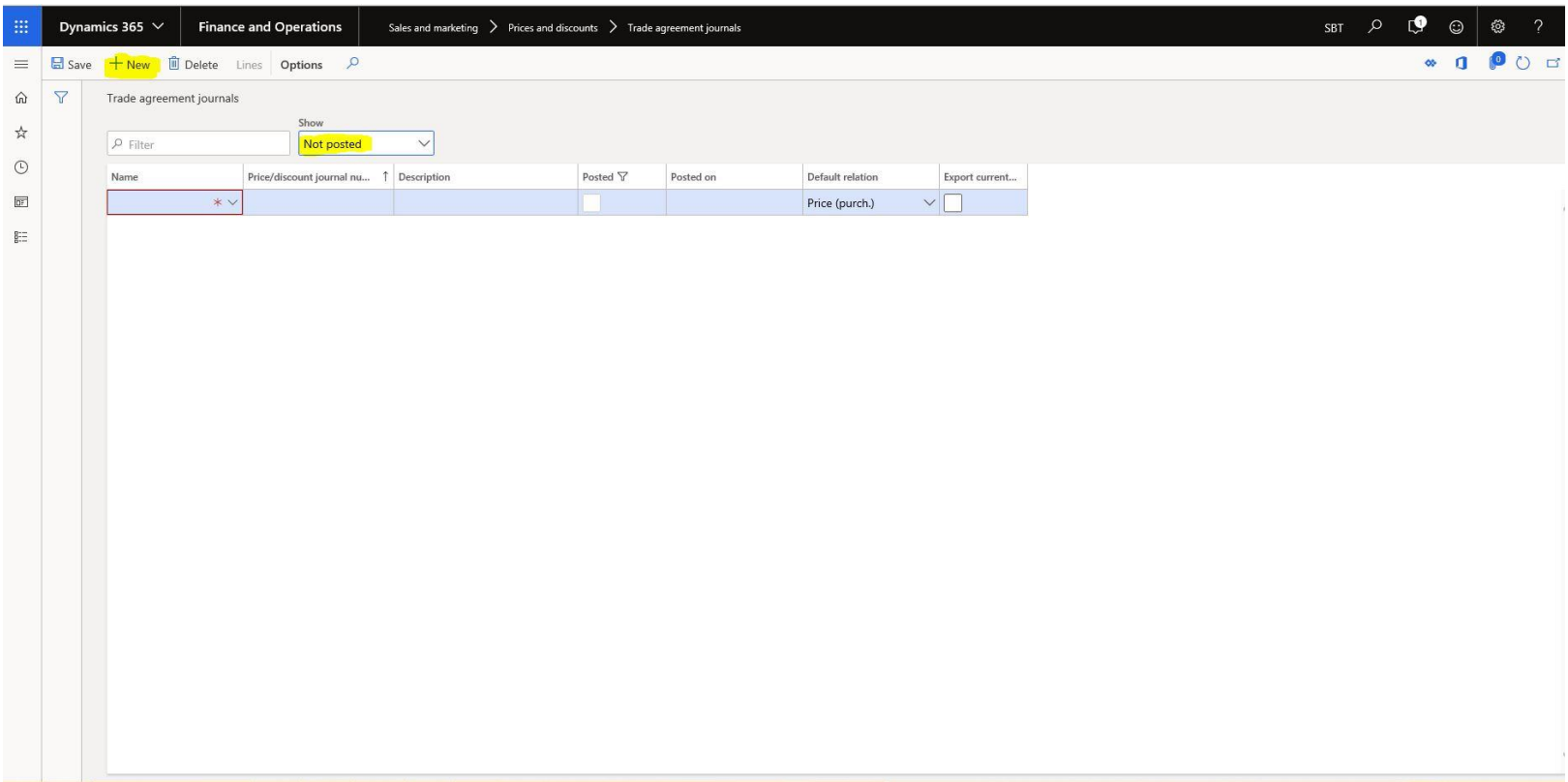
1.1.1.3. Create Trade Agreement Journal

From the main menu, navigate to the Sales and Marketing module and select Trade Agreement Journals:



Click New

Field		Comment
Name	Select Trade Agreement Journal Name set up in previous step	
Price/Discount Journal Number	Will auto populate	
Description	Description of Trade Agreement, e.g, Standard Prices, or Price Group A	
Posted	Tickbox will change when agreement posted	
Posted On	Will auto populate when posted	
Default Relation	Set as a default by the trade agreement name	
Export Current Price		



Once journal is created, click Lines to populate the price list

Work Instructions

Dynamics 365 ▾ **Finance and Operations** Sales and marketing > Prices and discounts > Trade agreement journals

Save + New Delete **Lines** Options 🔍

Trade agreement journals

Filter Not posted ▾

Name	Price/discount journal number ↑	Description	Posted ▾	Posted on	Default relation	Export current price
SP ▾	SBT-000091	Crest Price List	<input type="checkbox"/>		Price (sales) ▾	<input type="checkbox"/>

Both the line overview and Line detail needs to be populated

Line Overview

Field		Comment
Relation	Will populate from default relation set in price journal header	
Party Code Type	To select customer the line is applicable to. Table (individual customer), Group (customer groups defined previously) or All (all customers)	
Account Selection	If Party Code Type is Table, select customer. If Party Code Type is Group, select customer group. If Party Code Group is all, leave blank	
Product Code Type	To select product the line is applicable to. Table (individual product), Group (product groups defined previously) or All (all priducts)	
Item Relation	If Party Code Type is Table, select product. If Party Code Type is Group, select product group. If Party Code Group is all, leave blank	
Configuration		
Site		
From	Amount of product on line to achieve price. Lower limit	
To	Amount of product on line to achieve price. Upper limit	
Unit	Unit of measure above from and to applies to	
Amount In Currency	Price.	
Currency	Select which currency the price applies in	
Attribute-based pricing ID		
Dimension Validation		
Trade Agreement Validation		

Line Detail

Field		Comment
From Date	Line start date. If no date set, price will apply if there is no other price in date	
To Date	Line end date. If no date set, price will apply if there is no other price in date	
Price Charges		
Price Unit		
Discount Percentage 1	Enter discount percentage 1	
Discount Percentage 2	Enter discount percentage 2	
Lead Time		
Working days		
Disregard lead time		
Include generic currency		
Amount In Currency		
Find next	Behavior if multiple price list lines apply. If unticked, first applicable line will be used. If ticked, last applicable line will be used	

Work Instructions

https://certis-acc.sandbox.operations.dynamics.com/?cmp=sbt&mi=PriceDiscGroup Journal lines, trade agreem...

Convert Select

Google D365 Test Power BI Rase Lync Dial-in Conferencing... ADP Freedom CertisNet - Home Citrix Cofanet Companies House service CRM CRO Homepage Database Theory DHL Online Shipping H.W. Coates - Chemical ... home_news Internal Procedures and P...

Dynamics 365 Finance and Operations Accounts receivable Customers All customers SBT

Save + New Delete Post Validate Adjustment Attribute-based pricing details OPTIONS

There are no active price search dimensions.

CREST SP : CREST SALES PRICES

Journal lines, trade agreement

Overview

Filter

Select Copy and revise Copy line Clear journal Add products Inventory Select all agreements to be deleted

✓	C...	Relation	Party code type	Account selection	Product code type	Item relation	Configuration	From	To	Unit	Amount in curre...	Currency	Attribute-based pricing ID	D...
✓	①	Price (sales)	Group	CREST	Table	104044100		0.00	100.00	LTR	10.00	GBP		
	①	Price (sales)	Group	CREST	Table	104044100		101.00		LTR	8.00	GBP		

Details

From date: 1/1/2019 To date: 12/31/2020

Price charges: 0.00 Price unit: 1.00

Discount percentage 1: 0.00 Discount percentage 2: 0.00

Lead time: 0 Working days: No Disregard lead time: Yes

Include generic currency: No Find next: Yes

Error log

Log

Trade Agreements can also be input via Excel. Open in Excel -> Open sales price journal lines (Ensure to use Open in Excel, **not** Export to Excel)

Dynamics 365 Finance and Operations Sales and marketing Prices and discounts Trade agreement journals SBT

Edit + New Delete Post Validate Adjustment Attribute-based pricing details Options

There are no active price search dimensions.

SP : CREST PRICE LIST

Journal lines, trade agreement

Overview

Filter

Select Copy and revise Copy line Clear journal Add products Inventory Select all agreements to be deleted

✓	Changed	Relation	Party code type	Account selection	Product code type	Item relation	Configuration	Site	From	To	Unit	Amount in curr...	Currency
①		Price (sales)	Table	000001	Table	102044101			0.00		PCE	100.00	EUR

Details

From date: 1/1/2020 To date: 12/31/2020

Price charges: 0.00 Price unit: 1.00

Discount percentage 1: 0.00 Discount percentage 2: 0.00

Lead time: 0 Working days: No Disregard lead time: Yes

Include generic currency: No Find next: Yes

Error log

Log

OPEN IN EXCEL
Open sales price journal lines
Open sales price journal lines (sbt)
EXPORT TO EXCEL
Trade agreement journal lines

Work Instructions

bulk data can then be input within an excel table. To apply changes from Excel, click publish within the Dynamics plugin. Ensure all data is correct, and line numbers are sequential

The screenshot shows an Excel spreadsheet with a table containing the following data:

Price/discount journal number	Line number	ItemNumber	Color	Configuration	Size	Style	Site	Warehouse	From	To	Unit	Amount in currency	Currency	From date	To date	Lead time	Attribute-ba
SBT-000012	1	104044100							0	100	LTR	10	GBP	2019-01-01	2020-12-31	0	
SBT-000012	2	104044100							101	200	LTR	8	GBP	2019-01-01	2020-12-31	0	
SBT-000012	2	104044100							201		LTR	5	GBP	2019-01-01	2020-12-31	0	

The Microsoft Dynamics Data Connector panel on the right shows the following options:

- New
- Refresh
- Publish
- Filter
- Design

Once your trade agreement is complete, it will not take effect until it is posted. To do this, within the journal lines menu, click post:

The screenshot shows the Dynamics 365 Finance and Operations interface for 'Journal lines, trade agreement'. The table displays the following data:

Changed	Relation	Party code type	Account selection	Product code type	Item relation	Configuration	Site	From	To	Unit	Amount in curr...	Currency
①	Price (sales)	All		Table				0.00			0.00	EUR

The Details section shows the following settings:

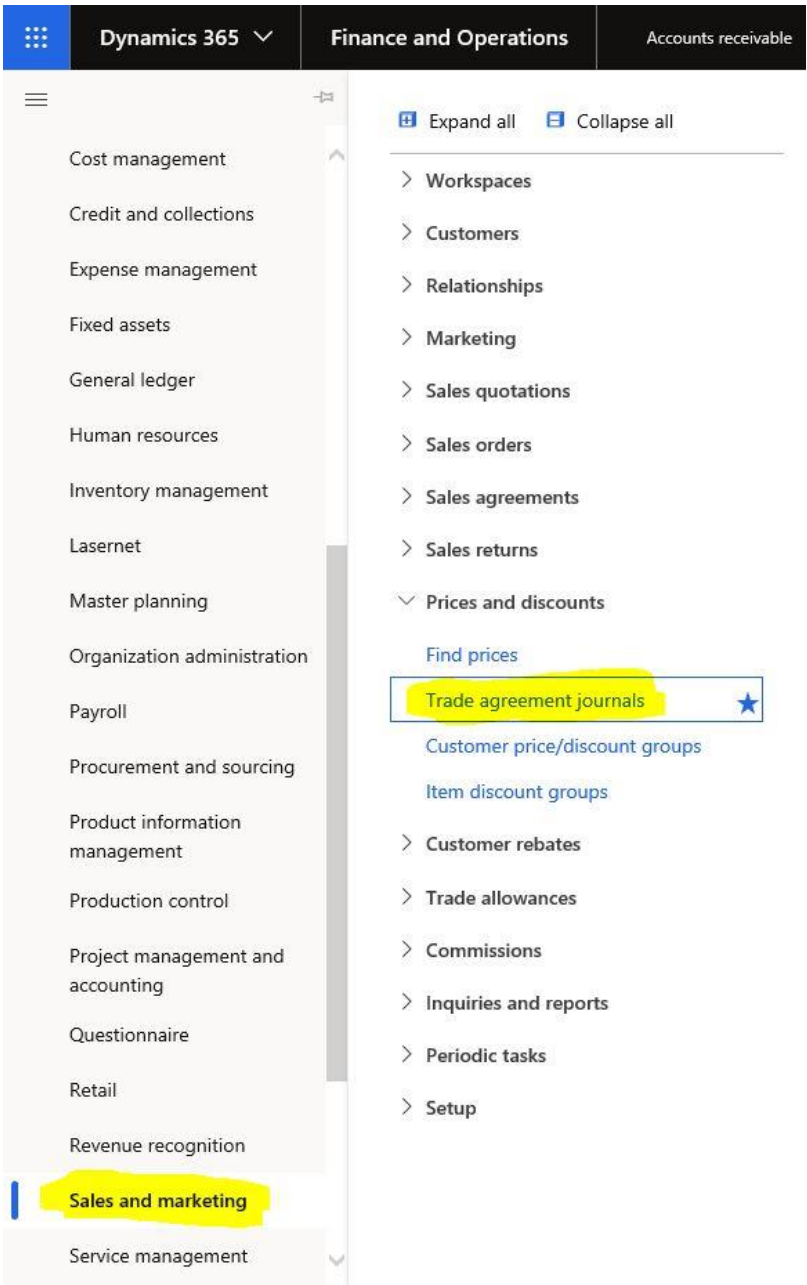
- From date: [Date picker]
- To date: [Date picker]
- Price charges: 0.00
- Price unit: 1.00
- Discount percentage 1: 0.00
- Discount percentage 2: 0.00
- Lead time: 0
- Working days: No
- Disregard lead time: Yes
- Include generic currency: No
- Find next: Yes

This will apply to all new sales orders created that fulfill the date, customer/group and product criteria. It will not be applied to existing sales orders

1.1.1.4. Amend Trade Agreement

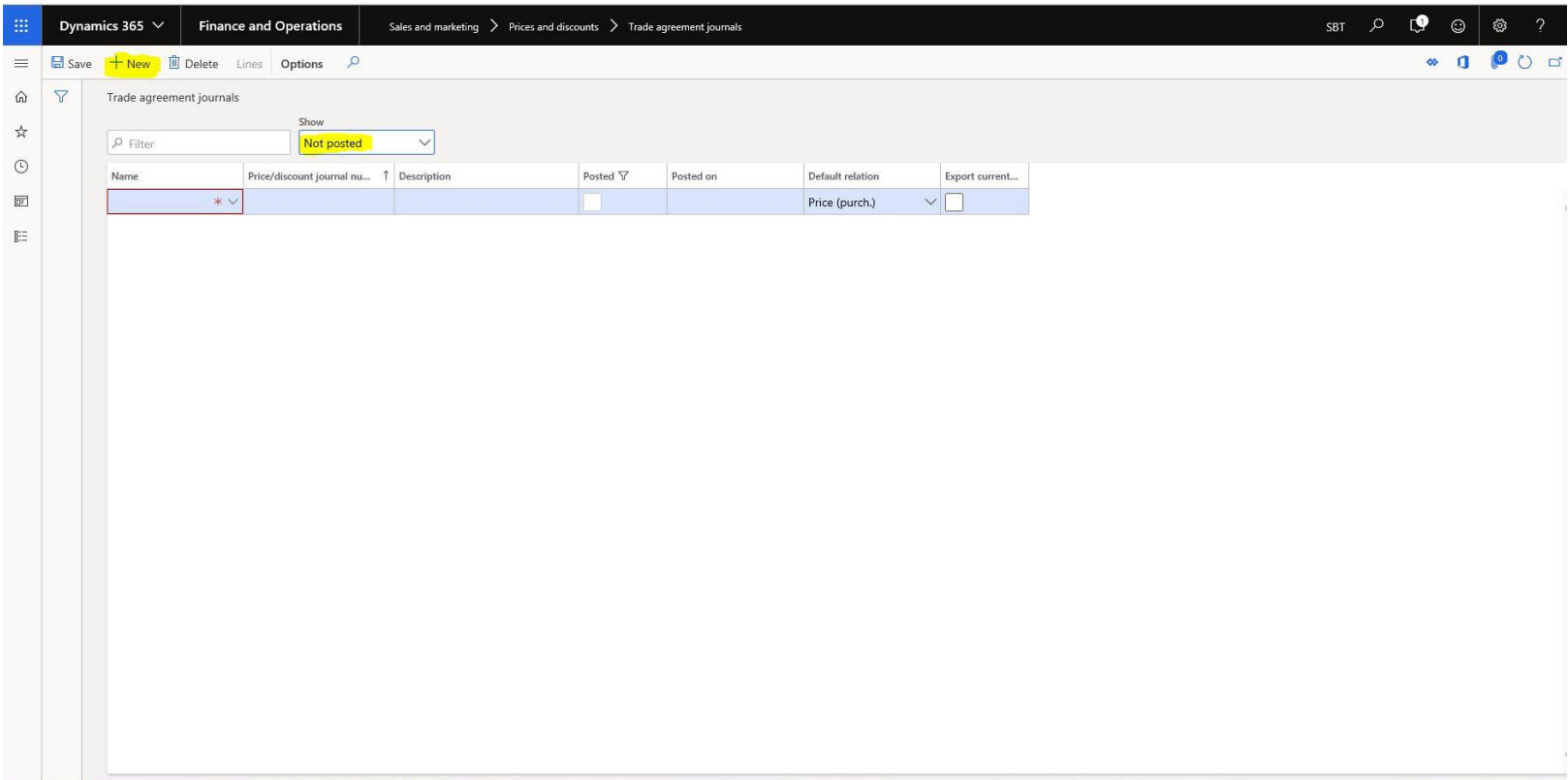
Journals are amended by creating a new journal and posting again. This will overwrite the previous journal if the criteria is the same.

From the main menu, navigate to the Sales and Marketing module and select Trade Agreement Journals:



Click New

Field		Comment
Name	Select Trade Agreement Journal Name set up in previous step	
Price/Discount Journal Number	Will auto populate	
Description	Description of Trade Agreement, e.g, Standard Prices, or Price Group A	
Posted	Tickbox will change when agreement posted	
Posted On	Will auto populate when posted	
Default Relation	Set as a default by the trade agreement name	
Export Current Price		



Work Instructions

Once journal is created, click Lines

Dynamics 365 ▾ **Finance and Operations** Sales and marketing > Prices and discounts > Trade agreement journals

Save + New Delete **Lines** Options 🔍

Trade agreement journals

Filter Show Not posted ▾

Name	Price/discount journal number ↑	Description	Posted ▾	Posted on	Default relation	Export current price
SP ▾	SBT-000091	Crest Price List	<input type="checkbox"/>		Price (sales) ▾	<input type="checkbox"/>

Then click Select

Save + New Delete Post Validate ▾ Adjustment ▾ Attribute-based pricing details Options 🔍


GENERAL : NL 2020

Journal lines, trade agreement

Overview

Filter

Select Copy and revise Copy line Clear journal Add products Inventory ▾ Select all agreements to be deleted

✓	Changed	Relation	Party code type	Account selection	Product code type	Item relation	Configuration	Site	From	To	Unit	Amount in curr...	Currency	Attribute-based pricing ID	Dir
<div> We didn't find anything to show here.</div>															

Details

From date	Price charges	Discount percentage 1	Lead time	Include generic currency
To date	Price unit	Discount percentage 2	Working days	Find next
			<input type="radio"/> No	<input type="radio"/> No
			Disregard lead time	
			<input type="radio"/> No	

Error log

Log

This will allow you to set filters to define which price journals to amend

?

Select

Select criteria to filter for the trade agreement that you want to extract to the journal

General

RELATIONS

Prices ☒ Yes

Line discounts ☐ No

Multiline discounts ☐ No

Total discounts ☐ No

CURRENCIES

Currency

Include generic currency ☐ No

DATE INTERVAL

From date

To date

Details

CODE

GROUP TYPE

RELATION

ADDITIONAL RELATIONS ☒ Yes

CUSTOMERS

VENDORS

ITEMS

You can define whether to amend prices, line discounts, multiline discounts or total discounts, or amend only prices belonging to specific customers or customer groups, or certain items or item groups.

Pres select once you have input your filter criteria

This will populate the lines with the existing trade agreements according to your criteria

Save + New Delete Post Validate Adjustment Attribute-based pricing details Options

There are no active price search dimensions.

GENERAL : NL 2020

Journal lines, trade agreement

Overview

Filter

Select Copy and revise Copy line Clear journal Add products Inventory Select all agreements to be deleted

✓	Changed	Relation	Party code type	Account selection	Product code type	Item relation	Configuration	Site	From	To	Unit	Amount in curr...	Currency	Attribute-based pricing ID
		Price (sales)	Group	BAYWA	Table	MTLATA1			100.00	250.00	LTR	110.00	EUR	
		Price (sales)	Group	BAYWA	Table	MTLATA1			250.00	1,000.00	LTR	100.00	EUR	
		Price (sales)	Group	BAYWA	Table	MTLATA1			1,000.00		LTR	95.00	EUR	
		Price (sales)	Group	BAYWA	Table	MTLATA1			1.00	100.00	LTR	125.00	EUR	
		Price (sales)	Table	000023	Table	UKSLUXX			0.00	101.00	LTR	2.45	EUR	
		Price (sales)	Table	000024	Table	UKSLUXX			0.00		LTR	10.00	EUR	
		Price (sales)	Table	000022	Table	UKSLUXX			0.00		LTR	11.00	EUR	

Details

From date

To date

Price charges

Price unit

Discount percentage 1

Discount percentage 2

Lead time

Working days ☐ No ☒ Yes

Disregard lead time ☒ Yes

Include generic currency ☐ No ☒ Yes

Find next ☒ Yes

Error log

Log

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Work Instructions

- If there are any lines you **do not** want to amend, select them and press the delete button
- Edit all lines to be amended.
- Exit and post Journal

To delete posted trade journal lines

- Use select to populate journal with existing trade agreements
- Select and remove lines **you do** not want to delete, leaving only lines you want to delete
- Press "select all agreements to be deleted"
- Exit journal
- Post journal