



Sales branch work instructions

Work Instructions D365

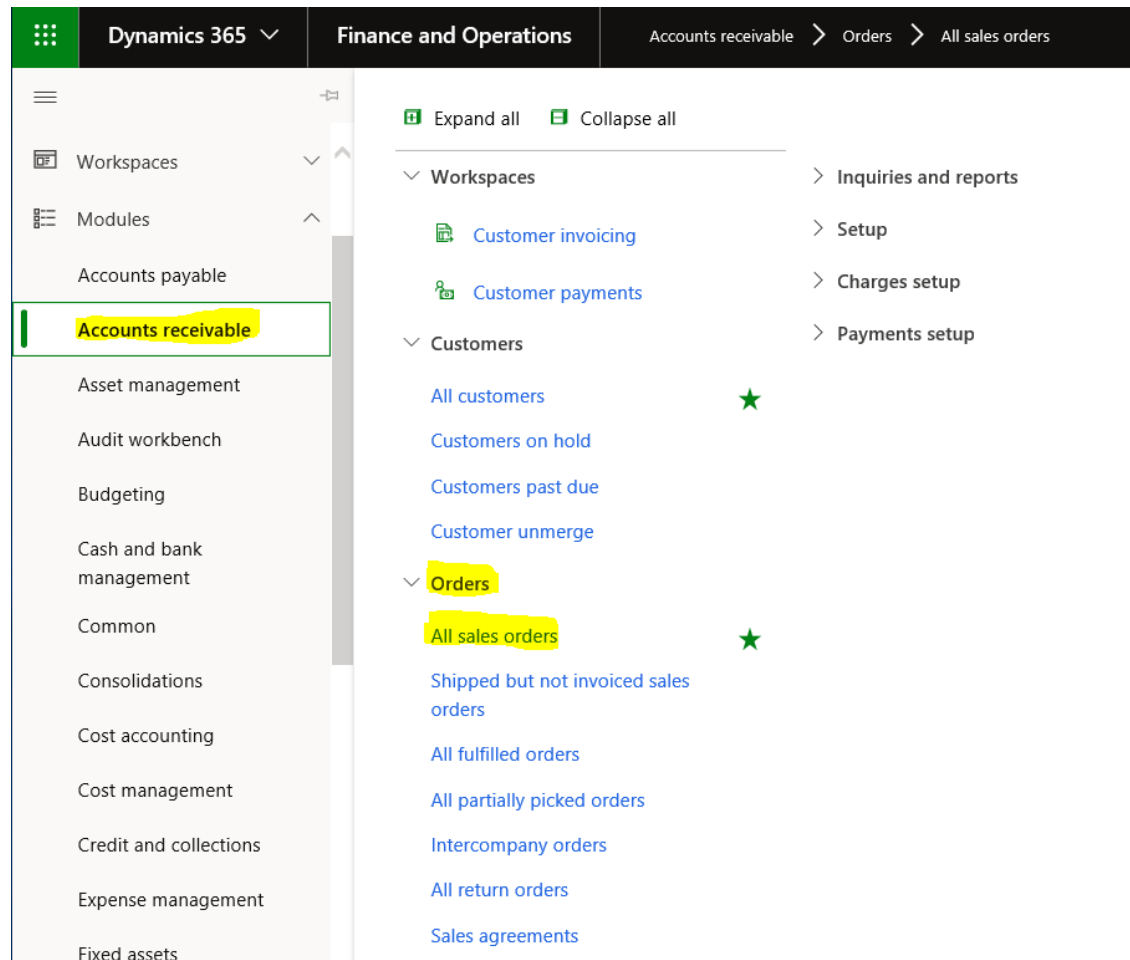
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1 Sales Order Management

1.1 All Orders

1.1.1. Create new sales order

From main menu go to Modules -> Accounts receivable -> Orders -> All Sales Orders



Choose "+New" on top menu

The screen "Create sales order" appears on the right side of the screen. Enter main data of the order. Most mandatory input will be filled automatically with customer master data after choosing the customer. Open/close the menu fields by clicking on the arrow next to the title.

?

Create sales order

| | |
|----------------|------------|
| Customer | ▼ |
| General | SO000121 ▼ |
| Delivery | ▼ |
| Administration | ▼ |

OK Cancel

Customer

CUSTOMER

Customer account

000031

One-time customer

☐ No

Search by

Keyword

Search for



Name

BayWa AG

Contact

Matthias Adam

E-Commerce sales

☒ No

ADDRESS

Delivery name

BayWa AG

Address

Am Langwiesfeld 9
93083 Obertraubling
Germany

Delivery address

BayWa AG



| Field | | Exact field |
|-------------------|--|-------------|
| Customer account | Search by Customer account number, Search name or via dropdown | |
| One-time customer | Yes / No – filled by customer master data | |
| Search by | The dropdown menu shows all the available search options if search codes "Customer account number" or "Search name" are not applicable | |
| Search for | Enter the search valuer related to field "Search by" | |
| Name | Customer name – filled by customer master data | |
| Contact | Customer main contact – filled by customer master data | |
| E-Commerce sales | Not used | |
| Delivery Name | Delivery name – filled by customer master data | |
| Address | Main address – filled by customer master data | |
| Delivery address | Delivery address – filled by customer master data, can be changed if applicable | |

General – Order type and references

SALES ORDER

Sales order

SO000122

Invoice account

000025

Order type

Sales order

Name

BayWa AG

REFERENCES

Customer requisition

Customer reference

Sales agreement ID

Project ID

CURRENCY

Currency

EUR

STORAGE DIMENSIONS

Site

Warehouse

INTERCOMPANY

Intercompany

☐ No

| Field | | Exact field |
|-------|--|-------------|
|-------|--|-------------|

| | | |
|----------------------|--|--|
| Sales order | Filled with a consecutive number | |
| Invoice account | Filled by customer master data | |
| Order Type | Choose via dropdown – "Sales order" | |
| Name | Filled by customer master data | |
| Customer requisition | Enter value, if applicable | |
| Customer reference | Enter value, if applicable | |
| Sales agreement ID | Choose via Dropdown, if applicable | |
| Project ID | Not used | |
| Currency | Filled by customer master data | |
| Site | Filled by customer master data, company number as standard value | |
| Warehouse | Filled by customer master data | |
| Intercompany | Yes / No – filled by customer Master data | |

Delivery

Delivery



DELIVERY DATE

Requested receipt date

1/3/2020 

Requested ship date

1/3/2020 

[Simulate delivery dates](#)

Delivery date control

None 

Confirm dates


☐ No

MISC. DELIVERY INFO

Mode of delivery



Delivery terms

DDP 

Expedite



| Field | |
|-------------------------|---|
| Requested receipt date | As requested by customer |
| Requested ship date | Related to receipt date |
| Simulate delivery dates | Click on "Simulate delivery dates" to check if a delivery is possible on the requested date – related to opening hours of customer warehouse, bank holidays, lead time... - opening hours in customer master data is mandatory to choose. |
| Delivery date control | Filled by item master data "ATP" by default – see Delivery Date control |
| Confirm dates | Yes / no |
| Mode of delivery | Filled by customer master data, can be changed via dropdown |
| Delivery terms | Filled by customer master data, can be changed via dropdown |
| Expedite | Filled by customer master data, can be changed via dropdown |
| Time zone | Time zone of shipping location |

Administration

Administration

Pool

Sales unit

Language

en-US

Sales taker

Michael Teichler

Sales origin

Sales responsible

Michael Teichler

OK

Cancel

| Field | |
|-------------------|---|
| Pool | Not used |
| Language | Filled by customer master data – triggers language of documents |
| Sales origin | Choose via drop down – Standard values “phone” or “mail” |
| Sales unit | Filled by customer master data |
| Sales taker | Filled with active user |
| Sales responsible | Filled by customer master data |

Click “Ok” – you will be forwarded to the main screen of the new sales order.

Sales order

SO000125 : BayWa AG

LinesHeaderOpen order

Sales order header

DELIVERY ADDRESS

Name

BayWa AG

Delivery address

BayWa AG

Address

Am Langwiesfeld 9
93083 Obertraubling
Germany

DELIVERY DATE

Requested ship date

1/3/2020

Requested receipt date

1/3/2020

Simulate delivery dates

Confirmed ship date

Confirmed receipt date

REFERENCES

Customer reference

Customer requisition

DISCOUNTS

Total discount %

0.00

Direct delivery

No

Direct delivery

No

WAREHOUSE

Release status

Open

TRANSPORTATION

Routes

DISTRIBUTED ORDER MANAGEMENT

DOM Status

Not processed

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 sl |
|---|------|-------------|--------------|----------------|----------|------|------------|------------|----------|----------|------------------|------------------|--------------|---------------------|--------------|
| | | | | | | | | | EUR | | | | | 1/3/2020 | |

The sales order screen is roughly split into three different parts.

1.1.1.1. Sales order header

+ NewDeleteSales orderSellManagePick and packInvoiceRetailGeneralWarehouseTransportationOptions

Sales order details

SO000124 : BayWa AG

LinesHeaderOpen order

Sales order header

DELIVERY ADDRESS

Name

BayWa AG

Delivery address

BayWa AG

Address

Am Langwiesfeld 9
93083 Obertraubling
Germany

DELIVERY DATE

Requested ship date

1/3/2020

Requested receipt date

1/3/2020

Simulate delivery dates

Confirmed ship date

Confirmed receipt date

REFERENCES

Customer reference

Customer requisition

DISCOUNTS

Total discount %

0.00

Direct delivery

No

Direct delivery

No

WAREHOUSE

Release status

Open

TRANSPORTATION

Routes

DISTRIBUTED ORDER MANAGEMENT

DOM Status

Not processed

The sales order header contains general customer and delivery data, further details can be changed by clicking on “Header” in the upper right corner. The additional header data does not need to be changed under normal circumstances but should be checked. “Edit Sales order header details” for further information and options. All mandatory data are filled by customer master data and creation of the sales order.

Page 6 of 20

1.1.1.2. Sales order lines

The sales order line part contains all ordered items, quantity and prices. To add an item just click in the field “Item number” and start entering the item name, number or search name. Choose the correct item by clicking on it. Enter the ordered quantity and check if the unit price is correct for the customer, product and quantity. Most of the fields will be filled automatically by master data. Mandatory fields will be marked with an asterisk.

Sales order lines

+ Add line

+ Add lines

Add products

Remove

Sales order line

Financials

Inventory

Product and supply

Update line

Warehouse

Retail

| ✓ | 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 sl |
|---|------|-------------|----------------|----------------|----------|------|------------|------------|----------|----------|------------------|------------------|--------------|---------------------|--------------|
| | | MTLATA1 | Lattitude 4x5L | | 20.00 | LTR | 120.00 | 2,300.00 | EUR | 5.00 | | 82.17 | ✓ | 1/8/2020 | 1/8/2020 |

HINT:

- Add additional fields to the view by right clicking on the field title (e.g. product name) and then click on “Add columns”. A window with all possible columns will open. Choose the applicable column by ticking the box and click “Insert” when finished.

- Hide fields from the current view by right clicking on the field title (e.g. Discount) and then click on “Hide this column”.

The sales order line menu can be used as follows:

| Field | |
|--------------------|--|
| Add line | Add another item line to the order |
| Add lines | A list with all products opens, enter the qty per item you want to add to the order and click “Create” a line for every selected item with the entered quantity will be created in the sales order |
| Add products | Not applicable |
| Remove | The selected column will be deleted from the sales order |
| Sales order line | Different options to create orders, returns... directly from the selected line (please see the related instruction for detailed information) |
| Financials | Check for prices, applicable charges and sales tax |
| Inventory | See “Inventory” |
| Product and supply | See “Product and supply” |
| Update line | x |
| Warehouse | |
| Retail | |

1.1.1.3. Line details

Line details

General

Setup

Address

Product

Packing

Delivery

Sourcing

Price and discount

Project

Foreign trade

Financial dimensions

Loads

ORDER LINE

Sales category

Product name

Lattitude 4x5L

EXTERNAL REFERENCES

External

BAYLAT20

INTERCOMPANY

Origin (intercompany orders)

STATUS

Line status

Open order

Stopped

No

Prevent partial delivery

No

Fulfillment status

Unknown

DISTRIBUTED ORDER MANAGEMENT

Exclude from DOM processing

No

DOM Status

Not processed

The line details part contains all item related details, mandatory data is prefilled with item master data.

1.1.2. Add a Free of charge item to a sales order

Purpose of the free of charge setup is to set the cost of sales to zero and to reallocate the cost of goods to the correct GL.

1.1.2.1. Mixed order with regular sales items and free of charge items

If a sales order consists sales items as well as free of charge items select the item line and perform the following steps

1. Set the unit price to 0,- € or add 100% line discount. Fields ‘Unit price’ and ‘Net amount’ will be empty

Finance werkinstructies

| Sales order lines | | | | | | | | | | |
|--|------|-------------|-------------------------|----------|------|---------------|------------|----------|------------------|------------|
| + Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail | | | | | | | | | | |
| ✓ | Type | Item number | Product name | Quantity | Unit | Delivery type | Unit price | Discount | Discount percent | Net amount |
| | | 109031109 | OLIE-H NL 1000L | 8,000.00 | LTR | Stock | 4.63 | | | 37,040.00 |
| ✓ | | 122031103 | OLIE-H STATIEGELD 1000L | 8.00 | PCE | Stock | | | | |
| | | 109031123 | OLIE-H NL 200L | 1,000.00 | LTR | Stock | 4.73 | | | 4,730.00 |

2. Check charges and delete fixed charges

- a. Select Financials -> maintain charges in sales order line top menu

SONL20000064 : Agrifirm NWE

Sales order header

DELIVERY ADDRESS

Name
Agrifirm NWE-GMN B.V., Voorh...

Delivery address
Agrifirm NWE-GMN B.V., Voo...

Address
Jacoba van Beijerenweg 128c
2215KX Voorhout
The Netherlands

Sales order lines

+ Add line + Add lines Add products Remove Sales order line Financials Inventory Prod

| ✓ | Type | Item number | Product name | Quantity | Unit | Delivery |
|---|------|-------------|-------------------------|----------|------|----------|
| | | 109031109 | OLIE-H NL 1000L | 8,000.00 | LTR | Stock |
| ✓ | | 122031103 | OLIE-H STATIEGELD 1000L | 8.00 | PCE | Stock |
| | | 109031123 | OLIE-H NL 200L | 1,000.00 | LTR | Stock |

CUSTOMER
Find prices

CHARGES
Maintain charges

TAX
Sales tax

INTRODUCE
Change tax groups

RELATED INFORMATION
Committed costs

- b. Select item lines with category "Fixed" and delete them

Finance and Operations Accounts receivable > Orders > All sales orders

Save + New Delete Options

Maintain charges | SONL20000064 : 122031103

Filter

| Charges code | Description | Category | Keep | Charges value | Currency |
|--------------|-------------|----------|--------------------------|---------------|----------|
| * | | Fixed | <input type="checkbox"/> | 0.00 | EUR |

LEDGER INTERCOMPANY REBATES

3. Change financial dimension value to 'free of charge'

- a. Select the FOC order line
b. Go to 'Line details' - 'Financial dimensions'

Finance werkinstructies

Line details

General Setup Address Product Packing Delivery Sourcing Price and discount Project Foreign trade **Financial dimensions**

DEFAULT FINANCIAL DIMENSIONS

Customer
CUNL-000025 Agrifirm NWE

Department
No default

Devreg1_Project
No default

Devreg2_ActivityType
No default

Devreg3_Activity
No default

Devreg4_FiscalYear
No default

Free_of_Charge
No default

- c. Change the default financial dimension value 'Free_of_charge' to the purposed value. The chosen dimension value will reallocate the cost of goods to the correct GL.

- i. The following financial dimension values will be available after go live:

| Financial dimension value | to be used for |
|---------------------------|---|
| FOC_Sales | Damaged, reject stock, FOC for customer |
| FOC_Commercial | sales promotion, bonus goods |
| FOC_Technical | trials, samples for sales rep, devreg |
| FOC_General | litigation, others |

- ii.

0/13/2020

Dimension value ↑ Description

General FOC General FOC

Show all

General FOC General FOC

The item title ('Line details – general – Text') can be amended to add the text 'Free of charge' to the documents if necessary

SONL20000064 : Agrifirm NWE

| | | | | |
|-------|------|--|--|--|
| Stock | 4.63 | | | |
| Stock | | | | |
| Stock | 4.73 | | | |

Line details

General Setup Address Product Packing Delivery Sourcing Price and c

ORDER LINE

Sales category

Product name
OLIE-H STATIEGELD 1000L

EXTERNAL REF

External

Line number

Text

OLIE-H STATIEGELD 1000L
Free of charge

1.1.3. Confirm sales order

To create a sales order confirmation, open an order, click on "Sell" – "Generate" – "Confirm Sales order". Select the needed parameters and click "OK" to create the sales order confirmation. After changing the order, it can be confirmed the same way again. To check a sales order confirmation, follow up changes or else click "Sell" – "Journals" – "Sales order confirmation". A screen with a list of all created confirmations will open. Select a record and click "Preview/Print" – "Copy preview" to open the sales order confirmation on screen.

1.1.4. 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.

1.1.4.1. 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.

SaveNewDeleteSales 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

+ AddRemoveTracking 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 |

Finance werkinstructies

| | |
|----------------------------------|---|
| | 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.

Finance werkinstructies

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”

1.1.4.2. 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 orders

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 chapter **1.1.4.1. Create Picking List for a single order**

1.1.5. 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 | Handling status | Shipment | Reference | Number |
| PR000121 | Activated | SH000121 | Sales order | SO000124 |

Picking route details

| | | |
|-----------|----------|---------------|
| Warehouse | Box name | Picking group |
| IMP-01 | | |

Handling

| | |
|--------------------------------|-------------------------------------|
| HANDLING | Automatically decrease quantity |
| Priority | <input checked="" type="radio"/> No |
| <input type="text" value="0"/> | Worker |
| | <input type="text" value=""/> |

Statistics

| | | | | |
|-------------------------|----------------------|-----------------|---------------|---------------------|
| Estimated handling time | Activation date | Start date/time | End date/time | Requested ship date |
| 00:00:00 | 2/2/2020 03:50:13 PM | | | 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”

Finance werkinstructies

+ 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 splitted quantity will be added.

Lines

| Functions | Output orders | Inventory | Register serial numbers | |
|---------------------|-----------------|-------------|-------------------------|------------------|
| Update selected | Handling status | Item number | Pick quantity | CW pick quantity |
| Split | Activated | MTLATA1 | 100.00 | SBT |
| Unpick | Activated | MTLATA1 | 100.00 | SBT |
| Cancel picking line | | | | |

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

1.1.6. 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". The packing slip will be processed for the quantity which was registered on the picking list as well as the non-stock products and supplementary items

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

Packing slip posting

Arrange Select Printer setup

Parameters

PARAMETER

Quantity

Picked quantity and not stocke

Deliver now

All

Picked

Packing slip

Picked quantity and not stocked products

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

Overview

+ Add Remove Tracking information Sales tax

| ✓ | Update | Customer packi... | Sales order | Site | Name | Currency |
|---|--------------|-------------------|--------------|------|--------------|----------|
| | Packing slip | | SONL20000225 | 01 | Agrifirm NWE | 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"

1.1.7. 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 <div>Packing slip ▾</div> Posting <div><input checked="" type="checkbox"/> Yes</div> Late selection <div><input type="checkbox"/> No</div> Reduce quantity <div><input type="checkbox"/> No</div> | COMPLIANCE DOCUMENTS Prevent sales pack slip/invoice posti... <div><input type="radio"/> No</div> Print product safety data sheet <div><input type="radio"/> No</div> | PRINT OPTIONS Print <div>After ▾</div> Print invoice <div><input checked="" type="checkbox"/> Yes</div> Use print management destination <div><input type="radio"/> No</div> Print COD <div><input type="radio"/> No</div> Print shipping labels <div><input type="radio"/> No</div> Print charges <div>Show details ▾</div> | SETUP Check credit limit <div>Balance+All ▾</div> Credit correction <div><input type="radio"/> No</div> Credit remaining quantity <div><input type="radio"/> No</div> | SUMMARY ORDER Summary update for <div>None ▾</div> | BILL OF LADING Carrier name <div>▾</div> Freighted by <div>Carrier ▾</div> Freight charge terms <div>Prepaid ▾</div> Trailer loaded <div>By shipper ▾</div> Freight counted <div>By shipper ▾</div> Package appearance <div>▾</div> |
|---|--|---|--|---|--|

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".

1.2 Delivery date control

Purpose of the delivery date control is to check if the goods are available for delivery on the requested receipt date. With usage of the delivery date control the earliest possible delivery date, based on the available of on hand inventory, will be confirmed for all sales order lines. The available to promise date is maintained by central supply chain.

Calculate confirmed delivery dates

Add all ordered items to the sales order. After entering all items navigate to 'sell – calculate – confirmed delivery dates'

Calculate confirmed delivery dates

Parameters

Sales order

SONL20000070

Latest confirmed ship date accepted

☒ **OVERWRITE SALES LINE SETUP**

Delivery date control

ATP

Update delivery date control

☐ No

SALES ORDER

Allow multiple deliveries

☐ No

Update confirmed dates

☒ Yes

SALES ORDER LINES

Update confirmed dates

☒ Yes

Allow overwriting of confirmed dates

☐ No

Records to include

Run in the background

| Field | Comment |
|--|---|
| Overwrite sales line setup | Change default setup for this order, if applicable |
| Delivery date control | Use ATP (Available to promise) to calculate deliver dates |
| Update confirmed dates (sales order) | Update the confirmed delivery date on sales order header |
| Allow multiple deliveris | Tick if you want to allow multiple deliveries, calculated per order line |
| Update confirmed dates (sales order lines) | Update the confirmed delivery date on sales order lines |
| Allow overwriting of confirmed dates | Tick if you need to recalculate the delivery dates, this function overwrites the already confirmed dates. |

Click ok to run the delivery date calculation. The calculation will check if the confirmed date meets the requested date, gives you an information if it fits and updates the confirmed delivery dates accordingly to availability of the item.

| | |
|---|---|
|  Operation completed |  |
|  Calculation of confirmed ship dates for sales order SONL20000070 customer account CUNL-000020 | Message details |

Message details

Calculation of confirmed ship dates for sales order
SONL20000070 customer account CUNL-000020




Line number: 1.00, Item number: 107031001,
Site=01, Warehouse=NL001, Location=DEFAULT, Inventory
status=AVAILABLE, Deliver remainder: 12.00, KGM

 The confirmed ship date is set to 8/14/2020




Line number: 2.00, Item number: 109031109,
Site=01, Warehouse=NL001, Location=DEFAULT, Inventory
status=AVAILABLE, Deliver remainder: 1,000.00, LTR

 The confirmed ship date is set to 8/14/2020



Line number: 3.00, Item number: 109031115,
Site=01, Warehouse=NL001, Location=DEFAULT, Inventory
status=AVAILABLE, Deliver remainder: 12.00, KGM

 The confirmed ship date is set to 8/14/2020

Requested ship dates can be confirmed on 3 of 3 sales order lines

Sales order details

SONL20000070 : Van Iperen BV Westmaas

| Lines | Header | Open order |
|-------|--------|------------|
|-------|--------|------------|

Sales order header

| | | | | |
|-------------------------------|-------------------------------|---|------------------------|----------------------|
| DELIVERY ADDRESS | | DELIVERY DATE | | REFERENCES |
| Name | Delivery address | Requested ship date | Confirmed ship date | Customer reference |
| Van Iperen BV 's Gravenpolder | Van Iperen BV 's Gravenpolder | 8/14/2020 | 8/14/2020 | |
| | Address | Requested receipt date | Confirmed receipt date | Customer requisition |
| | Spoorstraat 1 | 8/14/2020 | 8/14/2020 | |
| | 4431 NK S Gravenpolder | | | |
| | The Netherlands | Simulate delivery dates | | |
| | | | | DISCOUNTS |
| | | | | Total discount % |
| | | | | 0.00 |
| | | | | WAREHOUSE |
| | | | | Release status |
| | | | | Open |

Sales order lines

| + Add line + Add lines Add products Remove Sales order line Financials Inventory Product and supply Update line Warehouse Retail | | | | | | | | | |
|--|----------|------|---------------|------------|------------|-----------------|---------------------|------------------------|---------------------|
| Product name | Quantity | Unit | Delivery type | Unit price | Net amount | Sales tax group | Requested ship date | Requested receipt date | Confirmed ship date |
| VERSILUS NL 4X3KG | 12.00 | KGM | Stock | 52.05 | 624.60 | NL-LOCAL | 8/14/2020 | 8/14/2020 | 8/14/2020 |
| OLIE-H NL 1000L | 1,000.00 | LTR | Stock | 4.63 | 4,630.00 | NL-LOCAL | 8/14/2020 | 8/14/2020 | 8/14/2020 |
| GAZELLE SG NL 12X1KG | 12.00 | KGM | Stock | 135.34 | 1,624.08 | NL-LOCAL | 8/14/2020 | 8/14/2020 | 8/14/2020 |

Check availability based on ATP for a single order line

To check the availability of a single order line, select the sales order line and navigate to 'Product and supply' – 'ATP information' on the sales order line top menu.

The screen ATP information shows you the availability of the product and the possible inventory changes for a time fence of 360 days. And is roughly split into three parts.

Item and requested quantity

The item overview shows you the requested quantity for the item and a single warehouse. You can change the item code, quantity and warehouse by changing the fields and recalculate the availability by clicking 'recalculate ATP quantity' in the upper left corner.

ATP Quantity

Below the filter section you will find the ATP quantity for every day within the time fence of 360 days.

| ATP QUANTITY | | | | |
|--------------|----------|----------|--------|----------|
| ✓ Date ↑ | ATP | Receipts | Issues | On hand |
| 8/13/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/14/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/15/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/16/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/17/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/18/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/19/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/20/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/21/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/22/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/23/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/24/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/25/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |
| 8/26/2020 | 3,300.00 | 0.00 | 0.00 | 3,300.00 |

| Field | comment |
|----------|---|
| Date | Time fence date |
| ATP | Available product incl. open orders, blocked stock... |
| Receipts | Open purchase orders planned for the specific date |
| Issues | Quantity already used for other orders |
| On hand | On hand inventory |

ATP Quantity graphically

The ATP graphically part shows you the information as diagram

