


VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS		Create Service Fee Item in Dynamics 365 Finance and Operations		
CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS	
Reno	Create a service fee item	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps	Created a service fee item	
PROCESS NUMBER				
1				
INITIAL ISSUE DATE				
24-12-2020				
CURRENT VERSION				
1.0.0				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP	EXPECTED RESULTS	
1)	<p>In this scenario, we will be creating a service fee item.</p> <p>Navigate to the 'apps.powerapps' button</p> <p>Left-click to open the app to begin using it, and click on '+'</p>		See illustration	

2)

Under 'Create Service Fee Item' form, fill in the specified fields.

'*' indicates that the field is mandatory, therefore data input is required.

'Currency' field represents the currency for specific toller.

'Country (sales item)' field should have country name for only country specific service fee items.

'NA' value is for generic and worldwide service fee items.

× Create Service Fee Item ✓

* Product Name (max. 60 characters)

* Toller

* Purchase Price per 1000 (If unknown, enter 0)

* Service Type

Previous Item Code

Currency

Country (sales item)

See illustration

3)

Review all fields are fulfilled in the 'Create Service Fee Item' form according to the standard business rules.

Left-click 'Submit item'

✕ Create Service Fee Item

* Product Name (max. 60 characters)

PACKING LATITUDE XL IT 20L

* Toller

Schirm Schönebeck

* Purchase Price per 1000 (If unknown, enter 0)

240

* Service Type

Packing

Previous Item Code

NA

Currency

EUR

Country (sales item)

Italy

See illustration

