

## VISUAL WORK INSTRUCTION

TITLE / DESCRIPTION OF PROCESS		Create Active Ingredient in Dynamics 365 Finance and Operations		
CREATED BY	OBJECTIVE	PREREQUISITES	EXPECTED RESULTS	
Reno	Create an Active Ingredient	Access to Dynamics 365 Finance and Operations and Microsoft Power Apps	Created an Active Ingredient	
PROCESS NUMBER				
1				
INITIAL ISSUE DATE				
20-12-2021				
CURRENT VERSION				
1.0.0				
STEP NUMBER / ID	INSTRUCTIONS	ILLUSTRATION OF STEP	EXPECTED RESULTS	
1)	In this scenario, we will be creating an Active Ingredient.	<div>Close</div> <div>New +</div>	See illustration	
	Navigate to the 'apps.powerapps' button			
	Left-click to open the app to begin using it, and select 'New +'			

2)

Under 'Active Ingredient' form, fill in the specified fields.

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

'ISO Country (sales item)' field should have country name for only country specific Active Ingredient.

'NA' value is for generic and worldwide Active Ingredient.

Please fill in the Active Ingredient details

\* **Product name**



Product Name Max 60 Characters

\* **ISO Country**



Find items



**Commodity Code**



Search commodity code



\* **Shelf life**



730

**Vendor**

Search Vendor



**Toller**

search Toller



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Continue Registration

See illustration

3)

Review all fields are fulfilled in the 'Active Ingredient' form according to the standard business rules.

Left-click 'Submit form'

Active Ingredient Registration - Continued

Tare weight (in grams)

i

1

A5 registration owner

Not Reviewed

▼

\* A7 Active ingredient

i

1,3 dichloropropene

▼

E3 QC code

i

NA

E5 previous item code

i

NA

Purchase Price per 1000

i

0

EUR

\* Cost Group

Import duties 6%

▼

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Submit form

See illustration

