

MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

NAVBUILD

USER MANUAL

CETAS INFORMATION TECHNOLOGY



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1. Purpose & Scope of Document

Solution User Guide of Business Central NAVBUILD on Business Central explains the following for,

- Master Details
- Estimation Team
- Purchase Team
- Projects Team
- Project Site Team
- Finance & Accounts Team

Target audience of this document are,

- Business Central Implementation Consultants,
- Microsoft Dynamics Business Central Partners,
- End customers

2. Solution Description

Business Central NAVBUILD is built on top of Microsoft Dynamics 365 Business Central, which includes all key processes of the project execution companies, enabling them to deliver successful and profitable projects. Comprehensive project life cycle starting from Tendering, Budgeting, Planning/Scheduling, and execution till project delivery are concealed within Business Central NAVBUILD.

Business Central NAVBUILD provides completely automated estimation through Zero Costing Rate Analysis mechanism which will improve productivity in responding to customers. Project site members can use web application to record requisition, material receipt and issue, using measurement book for subcontractor management. Project control during execution is provided by rigorous multi-level approval mechanism and workflow processes.

Customers of Business Central NAVBUILD enjoy following benefits,

- Improved response time during tendering/bidding activities
- Automated budgeting/estimation process
- Real time visibility on project status through single dashboard
- Schedule and Cost variance analysis readily available
- Multiple quotation comparison from vendor/supplier while material and labour procurement
- Better governance of subcontracted assignments
- User specific dashboards through role tailored client
- Add-on apps such as VMP365 (Vendor collaboration tools) can be work on top of NAVBuild



3. Master Records

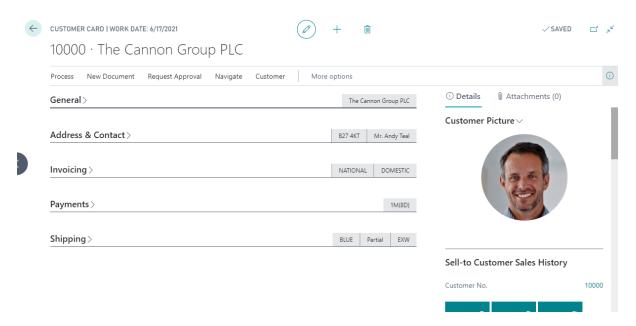
3.1 How to create new customer?

1. Search for Customer

Path: Sales → Customers

+ New

- 2. Click New
- 3. System will automatically generate Customer no.



- 4. Provide customer details like,
 - a. Address (under General tab)
 - b. Address 2 (under General tab)
 - c. City (under General tab)
 - d. Country (under General tab)
 - e. Payment terms (under Payment tab)
 - f. Payment Method (under Payment tab)
- 5. Mandatory fields
 - a. Gen. Bus. Posting Group (under Invoicing tab)
 - b. Customer Posting Group (under Invoicing tab)
 - c. Location Code (under Shipping tab)

Note:

It is necessary to mention that without any values in above mentioned mandatory fields system will still allow you create sales invoice and post sales invoice, but **statutory may not get calculated correctly**.



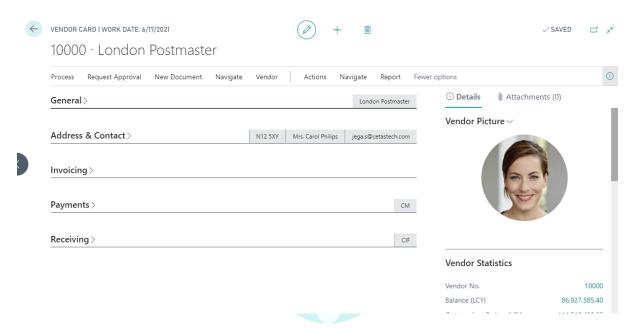
3.2 How to create new vendor?

1. Search for Vendor

Path: Purchasing → Vendor



- 2. Click New
- 3. System will automatically generate Vendor no.



- 4. Provide vendor details like,
 - a. Address (under General tab)
 - b. Address 2 (under General tab)
 - c. City (under General tab)
 - d. Country (under General tab)
 - e. Payment terms (under Payment tab)
 - f. Payment Method (under Payment tab)
- 5. Mandatory fields
 - a. Gen. Bus. Posting Group (under Invoicing tab)
 - b. Vendor Posting Group (under Invoicing tab)

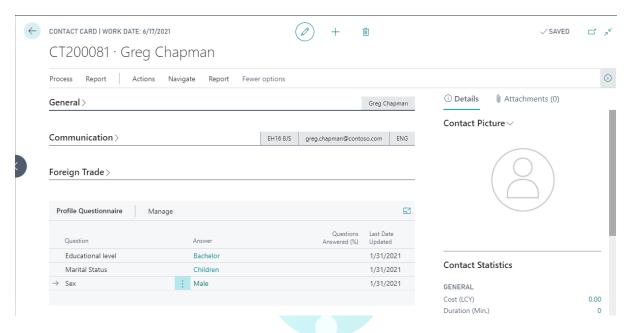
Note:

1) It is necessary to mention that without any values in above mentioned mandatory fields system will still allow you create purchase RFQ, purchase Quote, purchase order, GRN, purchase invoice and post purchase invoice, but **statutory may not get calculated correctly**.



3.3 How to create new contact?

- 1. Search for Contact
- + New
- Click New
- 3. System will automatically generate Contact No.



- 4. Select Type
 - a. Company Select this option if you want to create a new company
 - b. Person Select this option if you want to create a new contact within a company
- 5. Select Company No.
 - a. This option will get enabled only if TYPE is selected as PERSON
- 6. Company Name
 - a. This field will automatically get populated based on COMPANY NO selection
 - b. This field will be allowed to enter name of company if TYPE is selected as COMPANY
- 7. Provide details for
 - a. Name (under Communication tab)
 - b. Address (under Communication tab)
 - c. Address 2 (under Communication tab)
 - a. Post code (under Communication tab)
 - b. City (under Communication tab)
 - Country/Region (under Communication tab)
 - d. Phone no. (under Communication tab)



3.4 How to create new item?

1. Search for Item

Path: Sales → *Items*



- 3. System will automatically generate Item no.
- - 4. Provide details for
 - a. Description
 - b. Specification
 - c. Base unit of measure
 - d. Item Category Code
 - e. Product Group Code
 - f. Costing method
 - 5. Mandatory fields
 - a. Gen. Prod. Posting Group (under Invoice tab)
 - b. Inventory Posting Group (under Invoice tab)
 - c. Unit Cost (under Invoicing tab)
 - i. If Unit cost field in Item master has a value, then this value will be used while preparing Rate Analysis.
 - ii. Still at Rate Analysis, system will allow to overwrite the value, but master record remains unchanged.

3.5 How to create new resource?

1. Search for Resources

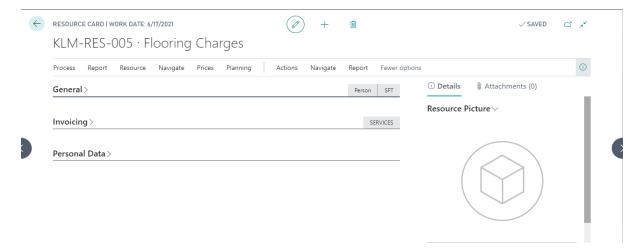
Path: Resource Management → *Resources*

2. Click New + New

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3. Resource No. will get populated automatically



- 4. Provide details for
 - a. Description (under General tab)
 - b. Type Person/ Machine (Under General tab)
 - c. Base unit of measure (under General tab)
 - d. Resource Group Map the resource group (Under General tab)
 - e. Long description (under General tab)
 - f. Long description 2 (under General tab)
- 5. Mandatory fields
 - a. Gen. Prod. Posting Group (under Invoice tab)

3.6 Formula Builder

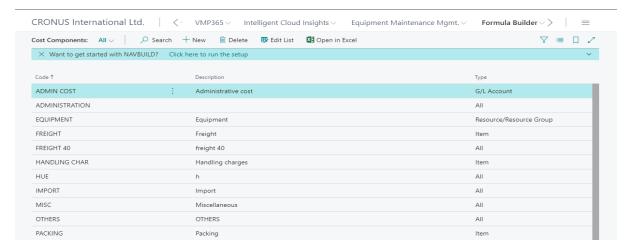
3.6.1 How to create Cost Components?

1. Search for Cost Components

Path: Formula Builder → *Cost Components*

2. Click 'NEW' + New





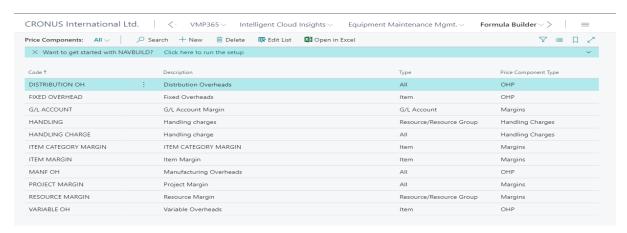
- 3. Provide Code for the component.
- 4. Provide Description for the component.
- 5. Set Type for the component.
 - a. All If the component is used to calculate cost for all type that's Item/Resource/GL accounts.
 - b. Item If the component is used to calculate cost for Items.
 - c. Resource/Resource Group If the component is used to calculate cost for Resource/Resource Group.
 - d. GL account If the component is used to calculate cost for GL accounts.

3.6.2 How to create Price Components?

1. Search for Price Components

Path: Formula Builder → *Price Components*

2. Click 'NEW'



- 3. Provide Code for the component.
- 4. Provide Description for the component.
- 5. Set Type for the component.



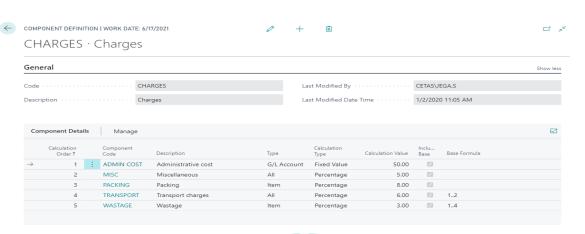
- a. All If the component is used to calculate price for all type that's Item/Resource/GL accounts.
- b. Item If the component is used to calculate price for Items.
- c. Resource/Resource Group If the component is used to calculate price for Resource/Resource Group.
- d. GL account If the component is used to calculate price for GL accounts.

3.6.3 How to create Cost Component Definition?

1. Search for Cost Component Definition

Path: Formula Builder → Cost Component Definition

2. Click 'NEW' + New



- 3. Provide Code for the Cost Component Definition
- 4. Provide Description for the Cost Component Definition
- 5. Under Component details provide the followings
 - a. Component Code Select the Cost Component code.
 - b. Description- Description will flow automatically from Cost Component.
 - c. Type Type will flow automatically from Cost Component.
 - d. Calculation Type Select calculation type as
 - Fixed value if the component value is direct value.
 - Percentage if the component is calculating as percentage from base value
 - e. Calculation value Provide a percentage value to calculate from base value.
 - f. Include Base Make true if base value need to add to the calculation value.
 - g. Base Formula If the Base value for the component is inclusive of other calculated components.

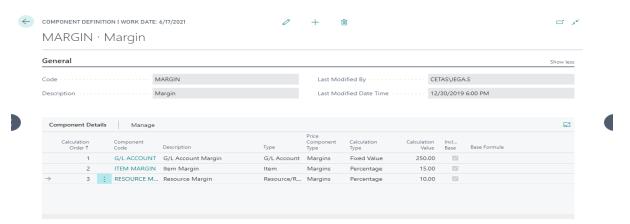
3.6.4 How to create Price Component Definition?

1. Search for Price Component Definition

Path: Formula Builder → Price Component Definition







- 3. Provide Code for the Price Component Definition
- 4. Provide Description for the Price Component Definition
- 5. Under Component details provide the followings
 - a. Component Code Select the Price Component code.
 - b. Description-Description will flow automatically from Price Component.
 - c. Type Type will flow automatically from Price Component.
 - d. Calculation Type Select calculation type as
 - Fixed value if the component value is direct value.
 - Percentage if the component is calculating as percentage from base value
 - e. Calculation value Provide a percentage value to calculate from base value.
 - f. Include Base Make true if base value need to add to the calculation value.
 - g. Base Formula If the Base value for the component is inclusive of other calculated components.

3.7 Rate Analysis

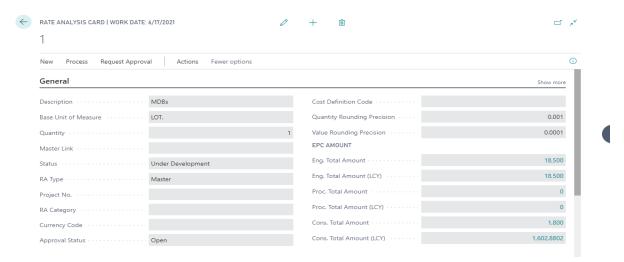
3.7.1 How to create Rate Analysis?

1. Search for Rate Analysis

Path: Project Management → Rate Analysis

- 2. Click 'NEW' + New
- 3. System will automatically generate Rate analysis number.





- 4. Under GENERAL tab, provide the following information
 - a. Description Rate Analysis technical description must be provided
 - b. Unit of Measure base unit of measure of the panel
 - c. Qty Per Enter the value as '1'. Rate analysis must always be prepared for a unit BOQ activity.
 - d. Master Enable this check box if this RA must be used as a template.
 - e. RA Status
 - i. New & Under development Select this option when Rate analysis is Work-In-Progress
 - ii. Certified Select this option when Rate analysis can be used against an estimation
 - iii. Closed Select this option when Rate analysis cannot be used against an estimation
 - f. Search Description It will get automatically populated by system.
 - g. Last modified date It will get automatically populated by system.
 - h. Total Amount
 - i. It will get automatically populated.
 - ii. This field will arrive at the cost of completing an BOQ activity based on its materials and labour combination.
 - Quantity Rounding Provide how much decimal place allowed for the quantity.
 - j. Value Rounding precision Provide how much decimal place allowed for the value.
 - k. Engineering cost System will automatically calculate engineering cost based on the RA lines marked as Engineering.
 - Engineering Total cost System will automatically calculate based on the RA quantity
 * Engineering cost.
 - m. Procurement cost System will automatically calculate procurement cost based on the RA lines marked as procurement.
 - n. Procurement Total cost System will automatically calculate based on the RA quantity * Procurement cost.
 - o. Construction cost System will automatically calculate construction cost based on the RA lines marked as construction.



- p. Construction Total cost System will automatically calculate based on the RA quantity * Construction cost.
- 5. Under RATE ANALYSIS SUB FORM, enter the following details,



- a. Type:
 - i. Select type as ITEM to enter materials
 - ii. Select type as RESOURCE to enter subcontractor activities
 - iii. Select type as Item Category to enter high-level material budget
- b. No. Search for item/resource based on previous field selection
- c. Description It will get automatically populated by system
- d. Unit of measure It will get automatically populated by system
- e. Currency code Provide currency code for the conversion
- f. Currency factor System will calculate currency conversion
- g. Cost Component- Select cost component definition to calculate total cost from the formula builder.
- h. Length Enter a value
- i. Breadth Enter a value
- j. Height Enter a value
- k. No. of quantity Enter a value
- l. Original quantity It will get automatically populated by system. Formula is

Original quantity = Length X Breadth X Height X No. of quantity

- m. Allowed Wastage % It will get automatically populated by system from Master table. System will allow to overwrite the value.
- n. Wastage Quantity It will get automatically populated by system. Formula is

Wastage Quantity = Original Quantity X Allowed Wastage%

o. Net Quantity - It will get automatically populated by system. Formula is

Net Quantity = Original Quantity + Wastage Quantity

- p. Base Cost Provide base unit cost for the material/Labour.
- q. Unit Cost Unit cost will be calculated based on the base unit cost and formulas from cost component definition.
- r. Total Unit Cost It will get automatically populated by system. Formula is

Total Unit Cost = Net Quantity X Unit Cost

s. EPC Category – Select whether the line is fall under Engineering/ Procurement/ Construction based on this EPC value calculate.

3.7.2 How to copy Rate Analysis?

1. Search for Rate Analysis



Path: Project Management → Rate Analysis

- 2. Select a Rate analysis which must be copied.
- 3. Click 'COPY RATE ANALYIS' Copy Rate Analysis
- 4. Select Copy Quantity If required to copy quantity from old RA to new RA.
- 5. Select Copy Cost If required to copy unit cost from old RA to new RA.
- 6. Click 'OK'





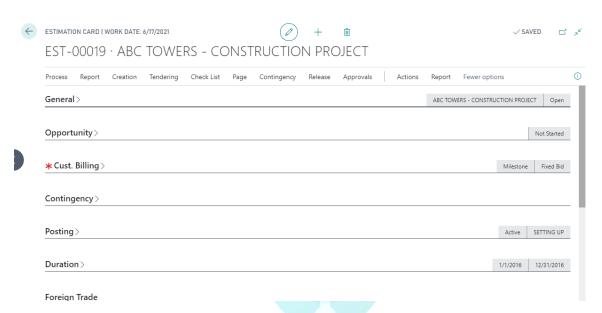
4. Estimation Management

4.1 How to define Estimation card?

1. Search for Estimation

Path: Estimation Management → *Estimation*)

2. Click 'NEW' + New



- 3. Under GENERAL tab, enter the following information
 - a. No. System will automatically generate this field
 - b. Description Enter estimation description
 - c. Bill to Customer No. Select the customer's name to whom estimation must be prepared
 - d. Bill to Address These details will get automatically populated based on Customer no. selection
 - e. Estimation Additional Cost Select either one of the following options
 - i. Default Estimation additional cost calculation using **SYSTEM approach**
 - f. Use System RA Make true if the estimation is high level budget without material/ labour specification. System will flow the GL account from the NAVBuild setup to BOQ lines.
 - g. Overhead calculation System will automatically flow the default overhead calculation from NAVBuild setup. It can allow to override in estimation level.
 - i. Overall Overhead System will add all the overhead lines and create as single BOQ line.
 - ii. Group wise Overhead System will add all the group wise overhead total and create group wise BOQ lines.
 - Detailed Level Overhead System will create all the overhead lines in the BOQ lines.

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- h. Quantity Rounding System will flow automatically quantity rounding precision from the NAVBuild setup it will allow to override in estimation level and based on this quantity decimal value for quantity will show.
- i. Value Rounding System will flow automatically value rounding precision from the NAVBuild setup it will allow to override in estimation level and based on this quantity decimal value for quantity will show.
- 4. Under POSTING tab, enter the following information
- 5. Under OTHER INFORMATION tab, enter the following information
 - a. Project location Select one of the following from options shown below
- 6. Under CUSTOMER BILLING tab, enter the following information
 The below said definition should be the combination while define project master.
 Scenario 1.
 - a. Billing Type select 'PROGRESSIVE' option ALWAYS
 - b. Project Type select 'TIME & MATERIAL' option ALWAYS
 - c. Material Payment select 'CONSUMPTION' option ALWAYS
 - d. Price Definition Code Select price component definition to calculate price for the BOQ lines.
 - e. Advance Type select 'INVOICE' option ALWAYS

Scenario - 2.

- a. Billing Type select 'MILESTONE option ALWAYS
- b. Project Type select 'FIXED BID' option ALWAYS
- c. Material Payment select 'SITE DELIVERY, option ALWAYS
- d. Track Inventory If material payment is site delivery system will allow to make true track inventory. It will allow to track the inventory movements.
- e. Price Definition Select price component definition to calculate price for the BOQ lines.
- f. Advance Type select 'INVOICE' option ALWAYS

4.2 How to define overheads?

1. Search for Estimation

Path: Estimation Management → Estimation

- 2. Select an Estimate Job for which 'Cost overheads' must be defined.
- Overheads ∨
- 3. Click Overheads in the actions
 - Project Overheads
- 4. Click Project Overheads
- 5. Under Project Overhead Estimation page, provide a detail like the following
 - a. S. No Provide a serial number for the overheads
 - b. Description Provide a description for the overheads
 - c. Expense type Select an overhead expense type from the list of Insurance/ Asset/ Project etc.



- d. Expense Group Select an expense group as Begin total/ End total/ Posting. Only the posting lines can be ordered.
- e. Totalling Select indent option in header, system will calculate group wise total based on the begin & end total.
- f. UOM Provide UOM for the overheads.
- g. Estimated Quantity Provide estimated quantity for the overheads.
- h. Estimated Time Quantity Provide time quantity for the overheads.
- i. Estimated Rate Provide rate for the overheads.
- j. Estimate System will calculate total estimated amount for the lines.

Estimate = Estimated Quantity * Estimated Time Quantity * Estimated Rate



- 6. Click 'Process Estimate in the Estimation lines'
- 7. Overheads lines will be created as BOQ lines with estimated value.

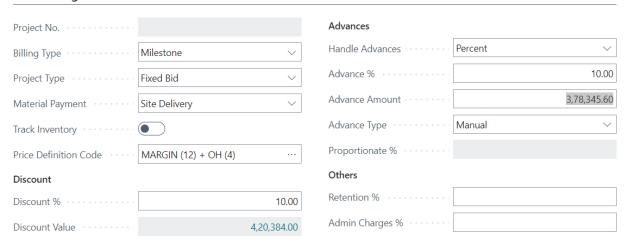
4.3 How to prepare Estimation?

1. Search for Estimation

Path: Estimation Management → Estimation

- 2. Select the Estimate Job for which quotation must be prepared
- 3. Enter the following details in Estimation Card page,
 - a. Advance First Invoice, Last Invoice, Proportionate, Manual
 - b. Retention %
 - c. Contingency
 - d. Admin Charges%
 - e. Others

Cust. Billing



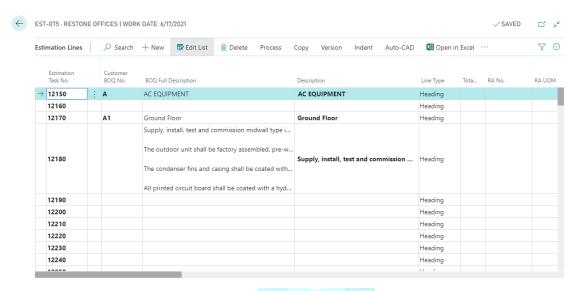


Contingency

Contingency % · · · · · ·	10.00	Contingency Amount Pr	0.00
Contingency Amount	3,62,400.00		

Commercials

4. Click 'COMMERCIALS'



- 5. Enter the following details in estimate lines page
 - a. RA No. Attach the rate analysis
 - b. System RA- Default GL account for the will flow to the BOQ lines system will allow to override the GL account and provide unit cost for the BOQ lines in Estimation

composition lines



Process Estimate

6. Click 'PROCESS ESTIMATE'

Note:

After process estimate is clicked system will arrive at ESTIMATE COST & ESTIMATE PRICE automatically.

Estimate cost is calculated based on the cost arrived from rate analysis and the same value is multiplied with the quantity field in estimate lines

Estimate cost overheads will also be taken into considerations (if defined).

Estimate price is calculated based on the margin details provided in 'OTHER INFO' tab of Estimate card.



Estimate price calculation depends on 'ESTIMATION COST' definition in Estimate Job card If margin details are left blank, then system by default will consider the margin as ZERO and hence ESTIMATE COST & ESTIMATE PRICE will be same

4.4 How to archive Estimation?

1. Search for Estimation

Path: Estimation Management → Estimation

- 2. Select the Estimation for which archiving is required
 - 💆 Lines
- 3. Click 'LINES'



4. Click 'CREATE VERSION

Note:

- 1. You can find estimation archive list by searching for 'Job Estimate Archive List'.
- 2. BOQ lines in Estimate archive will be non-editable ONLY.

4.5 How to convert an Estimate to Job?

1. Search for Estimation

Path: Estimation Management → Estimation

- 2. Select the Estimation for which project must be created
 - 🐉 Create Base Line Budget
- 3. Click 'CREATE BASE LINE BUDGET'

- 4. Click 'CREATE JOB'
- 5. Make true Copy CBS lines, if Estimation BOQ lines needs to flow to Job.
- 6. Click 'OK'

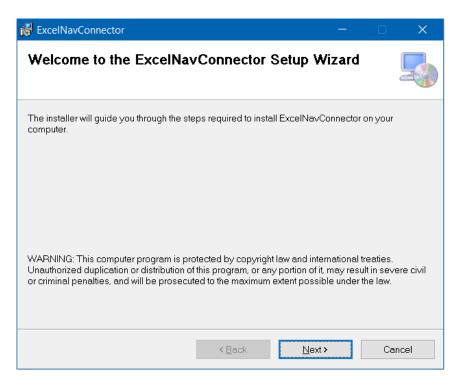
4.6 How to Setup Excel Add on?

- 1. Save the Excel Add on Setup file ExcelAddinSetup in the local drive.
- 2. Run the Setup file.

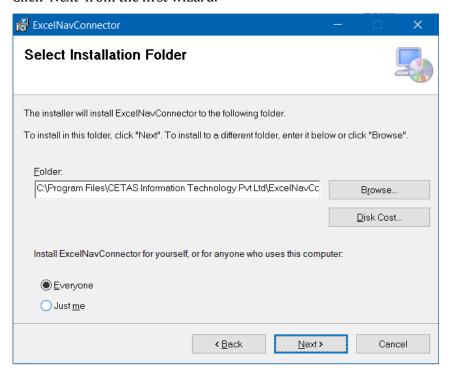
Public

3. Setup Wizard opens.



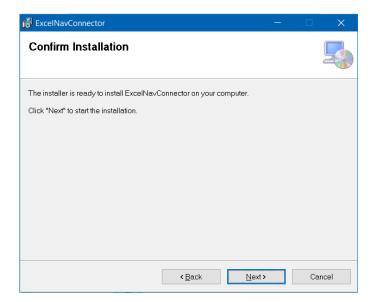


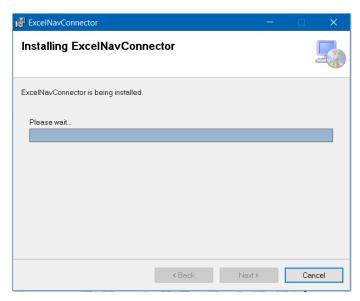
4. Click 'Next' from the first wizard.



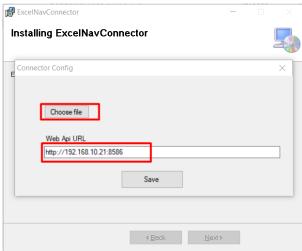
- 5. Make sure 'Everyone' installation option is selected.
- 6. Do not change the file path.
- 7. Click 'Next' to start the installation.







- 8. Copy and paste the Web API URL which shared by the partner.
- 9. Save the Installation wizard.



Public

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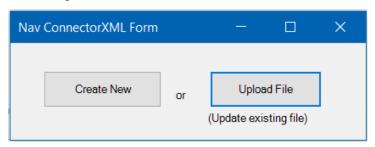


4.7 How to Configure Excel Add on and import BOQ excel file?

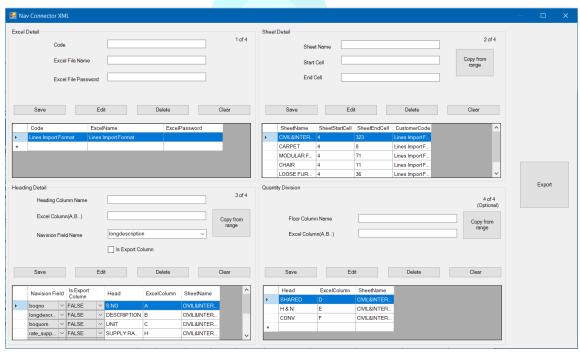
1. Open the BOQ Excel file.

Path: Excel Ribbon \rightarrow CETAS Add on \rightarrow Create / Edit Config.

- 2. Click Create / Edit Config option from the Ribbon.
- 3. Wizard opens.

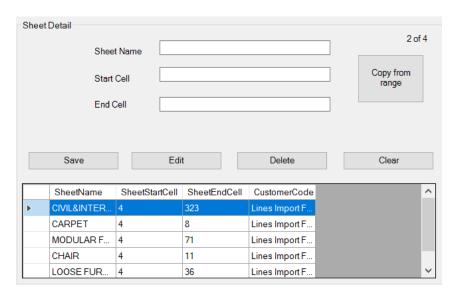


- 4. Select 'Create New' for creating and configuring new XML file.
- 5. Select 'Upload file' for selecting the existing configured XML file.
- 6. Configuration wizard opens,
- 7. Excel Configuration tool wizard opens.

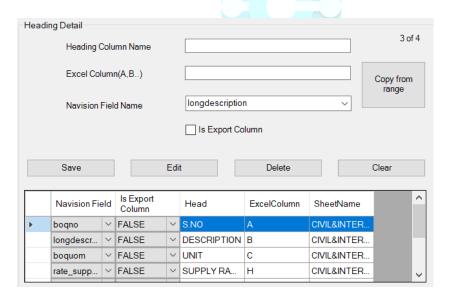


- 8. Section 1 Excel file name saving.
- 9. Enter the Excel file name same the actual file name of the BOQ Excel.
- 10. Click 'Save'.
- 11. Save multiple excel file (if needed).





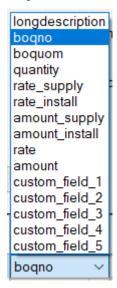
- 12. Section 2 Sheet name saving.
- 13. Copy & paste the excel sheet name, in Sheet Name field.
- 14. Enter the start row no., in the Start Cell.
- 15. Enter the last row no., in the End Cell.
- 16. Click 'Save'.
- 17. Save multiple sheet names (if needed).



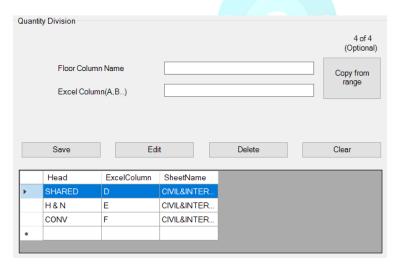
- 18. Section 3 Field mapping.
- 19. Select respective sheet from Section-2 before field mapping.
- 20. Go to excel file.
- 21. Select the cells (Heading) from excel sheet required for field mapping.
- 22. Go to Configuration Wizard.



- 23. Click 'Copy from Range' in Section-3.
- 24. Selected cells in the excel sheet will be added in the Section-3.
- 25. Map the Navision fields for each Header added in Section-3.



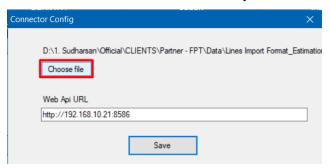
26. Save multiple fields and map it with the Navision fields for each.



- 27. Section 4 Location (Floor / Levels / Tower) wise Qty saving.
- 28. Select respective sheet from Section-2 before field mapping.
- 29. Go to excel file.
- 30. Select the cells (Heading) from excel sheet required for field mapping.
- 31. Go to Configuration Wizard.
- 32. Click 'Copy from Range' in Section-4.
- 33. Selected cells in the excel sheet will be added in the Section-4.



- 34. If the BOQ Excel file has Location wise Qty given separately, then the Section-4 can be used. Otherwise, if only total Qty is available in the Excel file, then Qty can be added in the Section-3 itself.
- 35. Save the configuration file, with 'Export'
- 36. Choose the saved XML file, in the Setup wizard.



- 37. Click 'Save'.
- 38. Excel file is ready to import to NAVBuild.
- Excel to Nav 39. Click for importing. File Page Layout Formulas Home Insert Data Review Help **CETAS** Setup Addin ■ Excel to Nav ■■ Nav to Excel Create / Edit Config Excel Navision Connector Project Code EST-001 Process
- 40. System would process all the sheets and files from the Excel to NAVBuild.
- 41. Login NAVBuild Business Central.
- 42. Open 'Estimation Excel Integration', from Search option.
- 43. Filter the Estimation (Project) no. in the filter button.
- 45. Select any one option.





46. System would either create new BOQ Lines or add with existing BOQ lines based on the option selected.





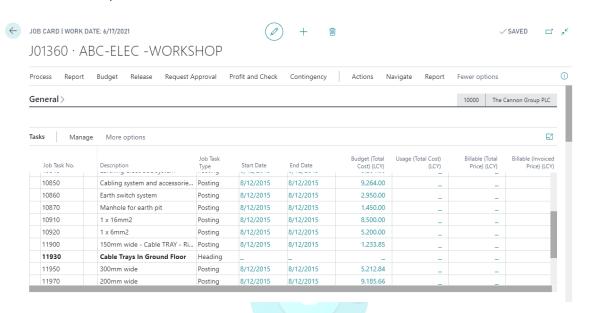
5. Project Management

5.1 How to verify the project?

1. Search for Job

Path: Project Management → Jobs

2. Select the Jobs for which details must be verified

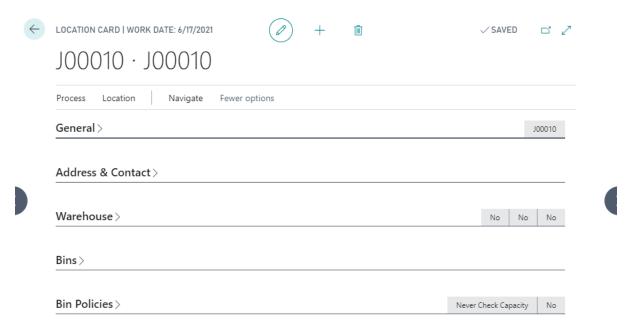


- 3. Under 'POSTING' tab, verify/enter the following information
 - a. Status Verify/select status as 'Quote' from the drop down
 - b. Project code Verify/select the project code which system has created
- 4. Under 'CUSTOMER BILLING' tab, enter the following information
 - a. Project location Select using the project code from the drop down (ensure project location is created as mentioned in 4.3.2)
 - b. Billing type Verify/select 'PROGRESSIVE' from the drop down
 - c. Project type Verify/select 'FIXED BID' from the drop down
 - d. Material Payment Verify/select 'Consumption' from the drop down
 - e. Running Bill Type Select a running bill type as follows
 - i. Manual Billing User need to enter billing quantity for the BOQ manually.
 - ii. Work Done Milestones Provide a Milestone details in milestone lines
 - iii. Usage Based Billing Based on the BOQ usage system will be allowed to bill.
 - f. Advance type Verify/select 'INVOICE' from the drop down
- 5. Job must be released to update the status to 'Open' to perform execution.

5.2 How to create project location?

- 1. Search for Locations
- 2. Click 'NEW' + New





- 3. Under GENERAL tab, enter the following information
 - a. Code Enter Project code which system has created
 - b. Name Enter the description of the project
 - c. Address Enter complete address details of project
 - d. State Code Enter State code where project is executed
 - e. Project No. Select Project code which system has created
 - f. Location Type Select 'PROJECT' from the drop down
- 4. Click 'OK'

Note:

DONOT create projects without a separate project location, then system will not be able to track project-wise inventory

5.3 How to create project sub-contractor location?

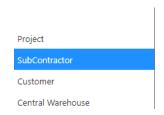
1. Search for Locations

Path: Administration \rightarrow Application Setup \rightarrow Warehouse \rightarrow Inventory \rightarrow Locations)

2. Click 'NEW' + New



- 3. Under GENERAL tab, enter the following information
 - a. Code Enter Project code which system has created with '-S'
 - b. Name Enter the description of the project
 - c. Address Enter complete address details of project
 - d. State Code Enter State code where project is executed
 - e. Project No. Select Project code which system has created
 - f. Location Type Select 'SUBCONTRACTOR' from the drop down



4. Click 'OK'

Note:

Subcontractor location for a project is mandatory for site team to issue/return materials for a subcontractor.

Ensure 'subcontractor project location' code is same 'project' code with suffix as '-S' (which must be like JXXXXX-S)

5.4 How to create Customer location?

- 1. Search for Locations
- 2. Click 'NEW' + New
- 3. Under GENERAL tab, enter the following information
 - a. Code Enter Project code which system has created
 - b. Name Enter the description of the project
 - c. Address Enter complete address details of project
 - d. State Code Enter State code where project is executed
 - e. Project No. Select Project code which system has created
 - f. Location Type Select 'CUSTOMER' from the drop down



4. Click 'OK'



Note:

Subcontractor location for a project is mandatory for site team to issue/return materials for a subcontractor.

Ensure 'subcontractor project location' code is same 'project' code with suffix as '-C' (which must be like JXXXXX-C)

5.5 How to create Central Warehouse location?

1. Search for Locations



- 2. Click 'NEW'
- 3. Under GENERAL tab, enter the following information
 - a. Code Enter Project code which system has created
 - b. Name Enter the description of the project
 - c. Address Enter complete address details of project
 - d. State Code Enter State code where project is executed
 - e. Project No. Select Project code which system has created
 - f. Location Type Select 'CENTRAL WAREHOUSE' from the drop down



4. Click 'OK'

5.6 How to handle variations during project?

1. Search for Jobs

Path: Project Management → Jobs

- 2. Select the Job for which NT details must be entered
- 3. Click 'JOB TASK LINES'
 - Create Version
- 4. Click 'CREATE VERSION'
- 5. Include BOQ line-item description, quantity and attach rate analysis.
- 6. Click 'INDENT JOB TASK'



7. Click 'PROCESS ESTIMATE'



Note:

Ensure coding logic followed for NT item as '**1XXXXX**' in Job Task No. and it is recommended to use 'Begin-Total' and 'End-Total' for grouping of NT items

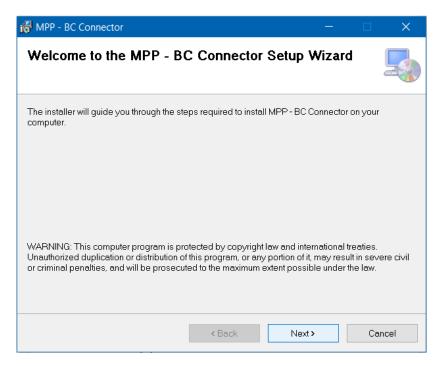
5.7 How to Setup MS Project Add on?

- 1. Save the MS Project Add MPPtoNAVConnectorSetup on in the local system.
- 2. Run the Setup file.

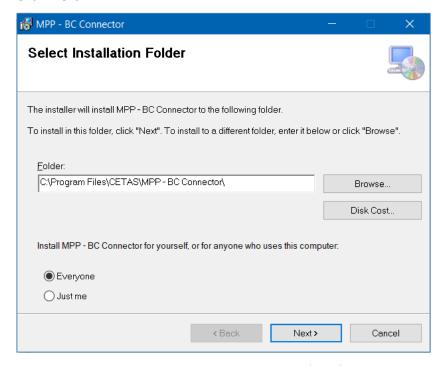


- 3. Click 'Run Anyway'.
- 4. Installation Wizard opens.



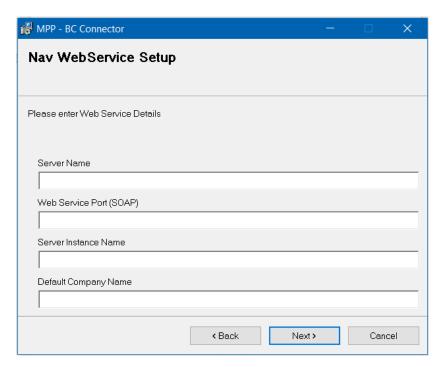


5. Click 'Next'.



- 6. Do not change any option as shown above. Click 'Next'.
- 7. Enter the credentials which was shared by your partner.

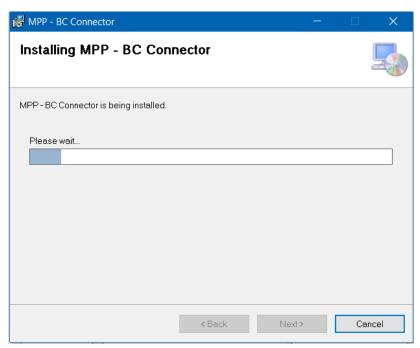




- 8. Click 'Next'.
- 9. Enter the Username, Password and Domain details.



10. Click Next to start the Installation.

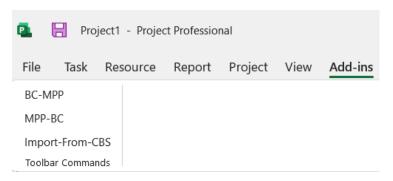




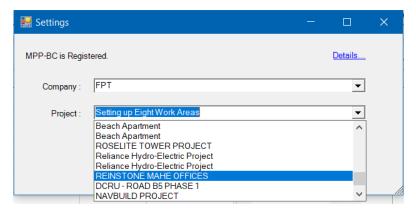
11. MS Project Add on is successfully installed.

5.8 How to Import and Export MS Project schedule?

- 1. Open new / blank MS Project file.
- Go to 'Add in' → BC to MPP.



3. Click 'BC-MPP'.



- 4. Select the Company.
- 5. Select the Project from the project list.
- 6. All the BOQ Lines from the Project Task page will be copied to the MS Project sheet.
- 7. Add / delete the Activity lines from the MS Project.
- 8. Prepare the Project schedule with the Duration, Start Date, End Date, Predecessors, etc.
- 9. The indentation of the activities will be the same as BOQ lines available in the Project task lines in NAVBuild.
- 10. Save the MS Project file, in the local system.
- 11. Click 'MPP-BC'.
- 12. System would export the Activity lines from the MS Project to NAVBuild Project Task lines page, with all the required details like Start Date, End Date, Predecessors, etc.
- 13. This import and export can be performed for updating the Actual Start Date & End Date of the activities of a project.



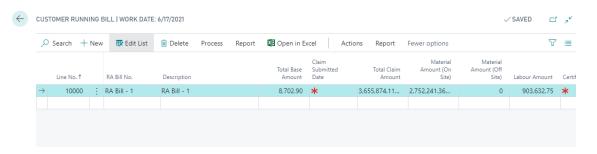
6. Customer Billing Management

6.1 How to enter measurement book?

1. Search for Jobs

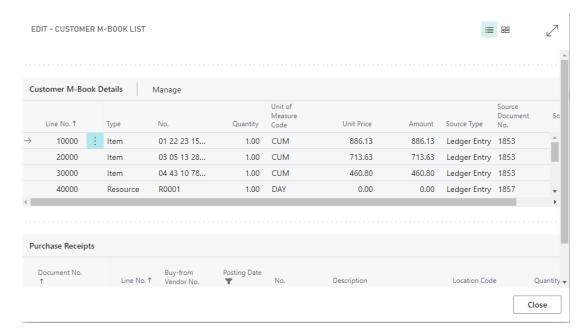
Path: Project Management → Jobs

- 2. Select the Job for which measurement book details must be entered
 - 률 Customer Running Bill
- 3. Click 'CUSTOMER RUNNING BILL'

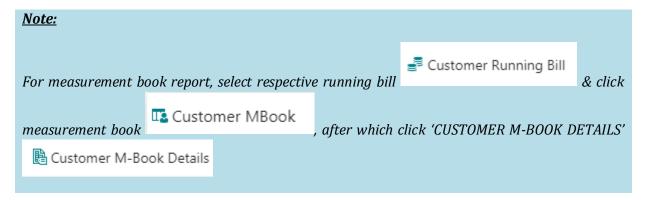


- 4. Enter the following information
 - a. BOQ Description this description will reflect in draft invoice/tax invoice
 - b. RA bill no. Enter running bill number
 - c. Posting date Enter posting date and this will be the date of draft invoice/tax invoice
 - d. Claim Submitted Date Provide customer claim submitted date.
 - e. Certified No Provide certified number from the customer
 - f. Certified Date Provide certified date.
 - g. Certified % Provide certified percentage for the bill amount.
- 5. Click 'CUSTOMER M-BOOK'





- 6. Enter the following information
 - a. Project Task no. Select the task no. from the drop down
 (in case of NT measurement book entry, please enter '1' then system will show 'NT' BOQ
 lines only)
 - b. Area Provide necessary description if required
 - c. Completion % Enter the BOQ quantity completion %
 - d. Length Enter measurement
 - e. Breadth Enter measurement
 - f. Height Enter measurement
 - g. No. of Quantity Enter measurement



6.2 How to create draft invoice?

1. Search for Jobs

Path: Project Management → Jobs

2. Select the Job for which draft invoice must be created





- 3. Click 'CUSTOMER RUNNING BILL'
- 4. Select a running bill for which draft invoice must be created
- 5. Based on the measurement entered in M-Book system will automatically calculate the billing value (Please refer to total amount, which will be draft invoice value)
 - Create Invoice
- 6. Click 'CREATE INVOICE'

system will create draft invoice





7. Sub-contracting Billing Management

7.1 How to enter measurement book?

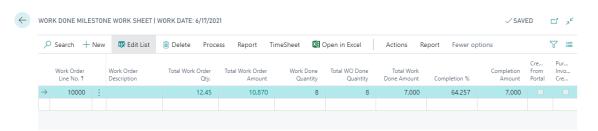
1. Search for External Work order

Path: Resource Management → *External Work order*

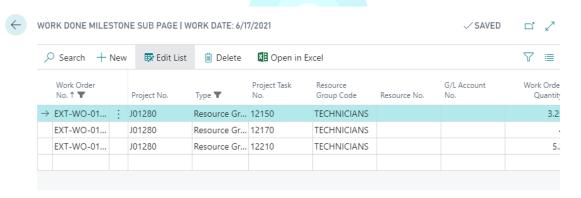
2. Select the External Work order for which M-Book must be updated

₩ M-Book

3. Click 'M-BOOK'



- 4. Enter running bill number
- 5. Enter running bill date
- 6. Under WORKDONE MILESTONE SUBFORM, enter the following information



- a. Resource No. Select the resource no. from the drop down
- b. Length Enter measurement
- c. Breadth Enter measurement
- d. Height Enter measurement
- e. No. of Quantity Enter measurement
- f. Work done quantity Enter measurement
- g. Completion date Enter date on which work has been completed
- 7. Click 'UPDATE M-BOOK'

update M-Book

7.2 How to enter deductions in measurement book?

1. Search for External Work order



Path: Resource Management → *External Work order*

2. Select the External Work order for which deductions must be updated

M-Book

- 3. Click 'M-BOOK'
- 4. Select a running bill number for which deductions must be updated
- 5. Click 'RA BILL DEDUCTIONS'
- 6. Enter 'QUANTITY' 'or' 'ADDITION DEDUCTION' %
- 7. Enter 'Advance %' & 'Retention %'
- 8. Click 'APPLY GRN'
- 9. Select GRN details from the list, then system will automatically calculate deduction amount

Note:

System requires only final/certified measurement book details. It is not required to enter the uncertified measurements in system.

7.3 How to create purchase invoice from measurement book?

1. Search for External Work order

Path: Resource Management → External Work order

2. Select the External Work order for which purchase invoice must be created

M-Book

- 3. Click 'M-BOOK'
- 4. Select a running bill number for which purchase invoice must be created
- 5. Click 'CREATE PURCHASE INVOICE'
- 6. System will create purchase invoice for External work order released for a subcontractor

7.4 How to post subcontractor issue item journal?

1. Search for Subcontractor issue item

Path: Material Management → Subcontractor Issue Item

- 2. Provide details in the journal lines.
 - a. Posting Date Provide posting date for the subcontractor issue
 - b. Document No. Provide a document number for the journal
 - c. Project No. Provide project number
 - d. Project Task No. Provide project task number
 - e. Sub-Contractor No. Provide subcontractor number for the issue
 - f. Work Order No. Provide work order number from which the material will issue.
 - g. Item No. Provide item number for the subcontractor issue.
 - h. Description Item Description will flow automatically
 - i. From location Select from which location the material is transfer to subcontractor



- j. Subcontractor location Select the subcontractor location which associate with this project.
- k. Quantity Provide how much quantity are issue to subcontractor
- l. Unit of measure Provide unit of measure for the item.
- 3. Click "POST" to post the journal

Post

5. Click 1 051 to post the journal

7.5 How to post subcontractor return item journal?

1. Search for Subcontractor return item

Path: Material Management → Subcontractor Return Item

- 2. Provide details in the journal lines.
 - a. Posting Date Provide posting date for the subcontractor return
 - b. Document No. Provide a document number for the journal
 - c. Project No. Provide project number
 - d. Project Task No. Provide project task number
 - e. Sub-Contractor No. Provide subcontractor number for the return
 - f. Work Order No. Provide work order number from which the material will return.
 - g. Item No. Provide item number for the subcontractor return.
 - h. Description Item Description will flow automatically
 - i. Subcontractor location Select the subcontractor location which associate with this project.
 - j. To location Select which location the material is transfer from subcontractor
 - k. Quantity Provide how much quantity are return from subcontractor
 - l. Unit of measure Provide unit of measure for the item.
- 3. Click "POST" to post the journal



7.6 How to post Customer issue item journal?

1. Search for Customer issue item

Path: Material Management → Customer Issue Item

- 2. Provide details in the journal lines.
 - a. Posting Date Provide posting date for the customer issue
 - b. Document No. Provide a document number for the journal
 - c. Project No. Provide project number
 - d. Project Task No. Provide project task number
 - e. Customer No. System will automatically flow the customer number associated with the project.
 - f. Item No. Provide item number for the subcontractor issue.
 - g. Description Item Description will flow automatically
 - h. Customer location Select the customer location which associate with this project.
 - i. Quantity Provide how much quantity are issue to customer



- j. Unit of measure Provide unit of measure for the item.
- 3. Click "POST" to post the journal

Post

7.7 How to post Customer return item journal?

1. Search for Customer return item

Path: Material Management → Customer Return Item

- 2. Provide details in the journal lines.
 - a. Posting Date Provide posting date for the Customer return
 - b. Document No. Provide a document number for the journal
 - c. Project No. Provide project number
 - d. Project Task No. Provide project task number
 - e. Customer No. System will automatically flow the customer number associated with the project.
 - f. Item No. Provide item number for the subcontractor return.
 - g. Description Item Description will flow automatically
 - h. Customer location Select the customer location which associate with this project.
 - i. Quantity Provide how much quantity are return to customer
 - j. Unit of measure Provide unit of measure for the item.
- 3. Click "POST" to post the journal



7.8 How to post Material consumption journal?

1. Search for Material Consumption Journal

Path: Material Management → Material consumption Journal

- 2. Provide details in the journal lines.
 - a. Posting Date Provide posting date for the material consumption
 - b. Document No. Provide a document number for the journal
 - c. Project No. Provide project number
 - d. Project Task No. Provide project task number
 - e. Item No. Provide item number for the subcontractor return.
 - f. Description Item Description will flow automatically
 - g. Location Select the location where there this material is consumed.
 - h. Quantity Provide how much quantity consumed
 - i. Unit of measure Provide unit of measure for the item.
 - j. Customer No. Provide customer number if it is a customer material consumption
 - k. Sub-Contractor No. Provide subcontractor number if it is a subcontractor material consumption
 - l. Work Order No. Provide Work order against the consumption happed.
- 3. Click "POST" to post the journal

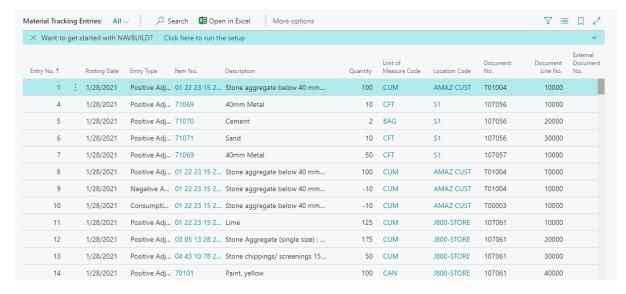




7.9 How to track materials?

1. Search for Materials Tracking Entries

Path: Material Management → Material Tracking Entries



- 2. All entries posted in the Subcontractor & Customer journal will visible
- 3. If it is an issue item it will show as positive adjustment
- 4. If it is a return item it will show as negative adjustment
- 5. If it is a consumption journal it will show as negative value

7.10 How to post subcontractor consumption from measurement book?

1. Search for External Work order

Path: Resource Management → External Work order

2. Select the External Work order for which subcontractor measurement must be booked against a project

- 3. Click 'M-BOOK'
- 4. Select a running bill number for which subcontractor measurement must be booked against a project
- 5. Click 'POST'
- 6. Search for Project journal
- 7. Select the 'SUB' from batch name
- 8. Click 'POST' Post



8. Purchase Management

8.1 General

8.1.1 How to add vendor bank account details?

1. Search for vendor

Path: Purchasing → Vendor

- 2. Select a vendor for whom 'Bank Account details' must be added.
- 3. Click 'BANK ACCOUNT'

(under Business CentralIGATE tab)

4. Click New

- 5. Under 'GENERAL' tab, enter the following information
 - a. Code Enter as 'B1'

+ New

- b. Name Enter vendor's bank name
- c. Address Enter vendor's bank address line 1
- d. Address 2 Enter vendor's bank address line 2
- e. Post code Enter vendor's bank post code
- f. City Based on post code selection system will automatically populate city
- g. Country Based on post code selection system will automatically populate country
- 6. Under 'TRANSFER' tab, enter the following information
 - a. Bank Account No. Enter vendor's bank account no.

8.2 Purchases

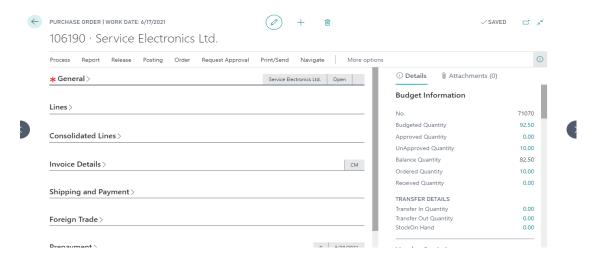
8.2.1 How to release General Purchase Order?

1. Search for Purchase Order

Path: Purchase → Order Processing → Purchase Order

2. Click New + New





- 3. Under 'GENERAL' tab, enter the following information
 - a. Order No. System will automatically populate document number.
 - b. Vendor No. Select a vendor from the drop-down to whom purchase order must released
 - c. Address details will automatically be populated by system from customer master.
 - d. Order Date Provide date of purchase order
 - e. TC Code Select a value from the drop-down. Based on this selection system will print in Purchase order document report.
- 4. Under 'LINES' tab, enter the following information
 - a. Type Select type as ITEM
 - b. No. Search for item from the master list
 - c. Description will be automatically populated based on Item selection
 - d. Quantity Enter the no. of quantity of items to be supplied
 - e. Unit of Measure -Enter the Unit of Measure of item
 - f. Unit Price Excl. VAT Enter the unit base selling price in this field
 - g. Line Amount Excl. VAT System will automatically multiple Quantity and Unit Price Excl. VAT and populates a value in this field
 - h. Line Discount % Enter the discount %
 - i. Line Discount Amount Based on the percentage entered in Line Discount % system will show the exact discounted value in the selling price
 - . Repeat steps from 5.a to 5.o for entering another line item
- 5. Under 'INVOICING' tab, enter the following information
 - a. Payment Terms Code Select the payment terms code from the drop-down
 - b. Due Date System will automatically calculate based on Posting date

Note:

Please make sure following fields in Purchase order has correct values

- Location code (Under General tab) This field must have location code of branch for which purchase order will be raised
- Branch code (Under General tab) This field must have location code of branch for will purchase order will be raised



• Location code – (Under Lines tab) This field must have location code of a **branch** for which purchase order will be raised

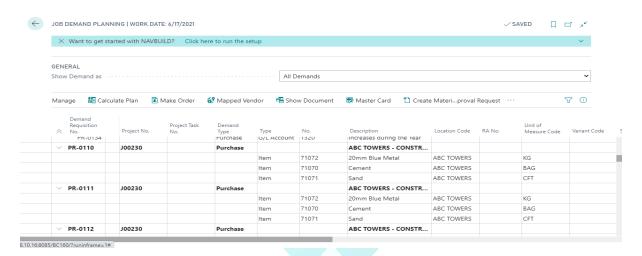
8.2.2 How to create Project related Purchase Order?

1. Search for Job Demand Planning

Path: Project Management → Job Demand Planning

Calculate Plan

2. Click 'Calculate Plan'



- 3. Select Consolidated indent in which purchase order must be released
- 4. Under 'Purchase indent details' list, enter the following information for the materials,
 - a. Vendor No Select the supplier to whom PO must be released
 - b. Replenishment Type Select as 'PURCHASE'
 - c. Qty to Create Enter the quantity for which purchase order must be created
 - d. Make Order Select the lines for which Purchase order must be selected
 - 🕹 Make Order
- 5. Click 'MAKE ORDER'

Note:

Please make sure following fields in Purchase order has correct values

- Location code (Under General tab) This field must have location code of branch for which purchase order will be raised
- Branch code (Under General tab) This field must have location code of branch for will purchase order will be raised
- Project code (Under General tab) This field must have project code created by system, which will be like '**IXXXX**'



• Location code – (Under Lines tab) This field must have location code of a **project** for which purchase order will be raised (which will be like 'JXXXX')

8.2.3 How to create Subcontractor Work Order?

1. Search for Job Demand Planning

(Path: Project Management/Job Demand Planning)

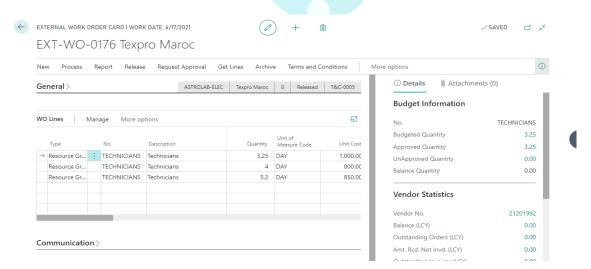
- 2. Select Indent for which Work order must be released
- 3. Under 'Work Indent' list, enter the following information,
 - a. Vendor No Select the supplier to whom Work Order must be released
 - b. Replenishment Type Select as 'Ext. Work order'
 - c. Qty to Create Enter the quantity for which work order must be created
- 4. Click 'MAKE ORDER'

8.2.4 How to amend the Purchase Order with new purchase indent?

1. Search for Job Demand Planning

Path: Project Management → Job Demand Planning

2. Select Indent for which purchase order amend must be released



- a. Vendor No Select the supplier to whom purchase Order must be released
- b. Replenishment Type Select as 'Pur. order amendment'
- c. Qty to Create Enter the quantity for which purchase order must be created
- d. Amend order No. Provide which purchase order the indent will amend



3. Click 'MAKE ORDER'



8.2.5 How to amend the Purchase Order with new purchase indent?

1. Search for Job Demand Planning

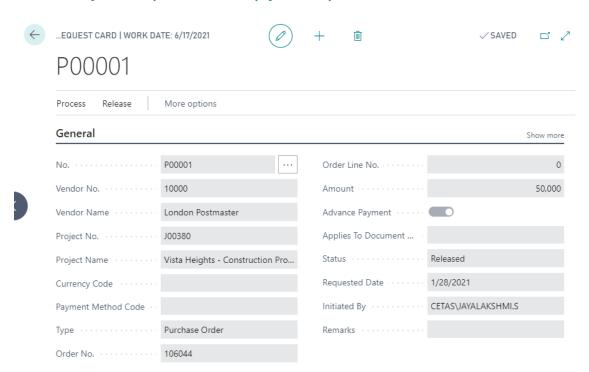
Path: Project Management → Job Demand Planning

- 2. Select Indent for which work order amend must be released
 - a. Vendor No Select the supplier to whom work Order must be released
 - b. Replenishment Type Select as 'work order amendment'
 - c. Qty to Create Enter the quantity for which purchase order must be created
 - d. Amend order No. Provide which work order the indent will amend
 - 🕹 Make Order
- 3. Click 'MAKE ORDER'

8.2.6 How to create vendor payment request?

1. Search for Vendor Payment Request

Path: Payment Request → *Vendor payment request*



- 2. Under 'GENERAL' tab provide the following
 - a. No. System will automatically flow the payment request number
 - b. Vendor No. Select which vendor the payment request rising
 - c. Vendor name Vendor name will flow automatically
 - d. Project No. Provide project number
 - e. Project Name Project name will flow automatically

Public



- f. Currency Code Select currency code if pay out is in other currency
- g. Payment Method Code Select a payment method code
- h. Type Select the payment request is for Purchase/ Work Order
- i. Order No. Select an order number
- j. Amount Provide a payment amount
- k. Advance Payment Make true if the payment is a advance
- l. Applies to Document If its not a advance payment select a invoice against this payment
- m. Requested Date Provide a requested date for the payment.
- n. Remarks- Provide remarks for the payment request

Create Payment Journal

3. Click 'Create Payment Journal'

8.2.7 How to approve/reject Vendor Payment Request?

1. Search for User task

Path: Approval Management → User task



- 2. Click 'EDIT LIST'
- 3. Select a document and click either 'APPROVE' or 'REJECT'

8.3 Inventory Management

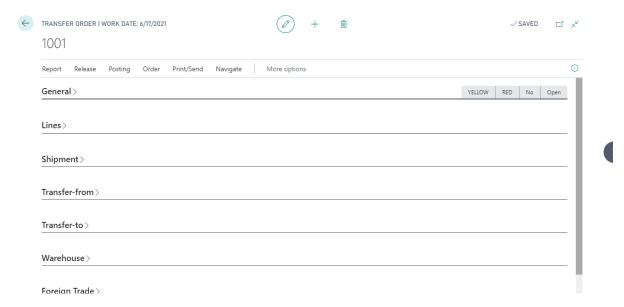
8.3.1 How to release General Transfer Order?

1. Search for Transfer Orders

Path: Purchasing → Transfer Orders

2. Click 'NEW' + New





- 3. Under 'GENERAL' tab, enter the following information
 - a. No System will automatically populate Transfer order numbers
 - b. Transfer from Code Select a location from which materials must be transferred
 - c. Transfer to Code Select a location **to** which materials must be moved.
 - d. In-Transit Code Select 'IN-TRANSIT' from the drop down
 - e. Branch Code Select 'BRANCH CODE' (it is mandatory)
 - f. Project Code Provide 'PROJECT CODE' if required
- 4. Under 'TRANSFER LINES' tab, enter the following information
 - a. Type Select type as ITEM
 - b. No. Search for item from the master list
 - c. Description will be automatically populated based on Item selection
 - d. Quantity Enter the no. of quantity of items to be supplied
 - e. Unit of Measure -Enter the Unit of Measure of item

8.4 Purchase Quotations

8.4.1 How to create Purchase RFQ?

1. Search for Job Demand Planning

Path: Material Management → Job Demand planning

- 2. Select Consolidated indent in which purchase RFQ must be released
- 3. Under 'Purchase indent' list, enter the following information,
 - a. Click in their select a vendor number for whom the RFQ is creating.
 - b. Replenishment Type Select as 'Purchase RFQ'
 - c. Qty to Create Enter the quantity for which purchase RFQ must be created



🚵 Make Order

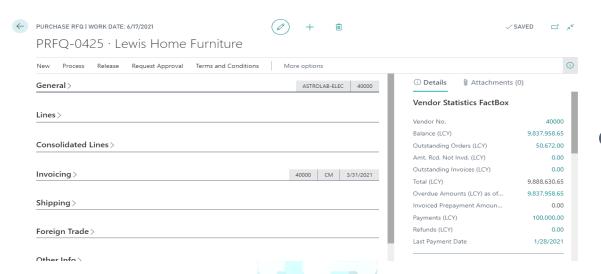
4. Click 'Make Order'

8.4.2 How to create Purchase Quote?

1. Search for Purchase RFQ

Path: Material Management → Purchase RFQ

2. Select Purchase RFQ from which Quote must be created



- 3. Under 'LINES' tab, enter the following information
 - a. Direct Unit Cost Provide the price quote by the supplier
- 4. Under 'OTHER INFO' tab, enter the following information
 - a. Delivery Terms Provide details if required
 - b. Sales Tax Applicable Provide details if required
 - c. Quotation Validity Provide details if required
 - d. Loading Charges Provide details if required
 - e. Unloading Charges Provide details if required
 - f. Others Provide details if required
 - Release
- 5. Click 'Release'
- 🖺 Make Quote
- 6. Click 'MAKE QUOTE'

8.4.3 How to view Purchase Quote Comparison?

1. Search for Purchase Quote Comparison

Path: Material Management → Purchase Quote Comparison

2. Select consolidated indent against which quotes must be compared



Quote Comparison



Compare Quote

- 3. Click 'Compare Quote'
- 4. Provide quantity in the Qty to order
 - Make Order
- 5. click 'MAKE ORDER'

Note:

For obtaining purchase quote comparison report,

1. Search for Quote Comparison

(Path: Material Management/ Purchase Quote Comparison)

- 2. Select consolidated indent against which quotes comparison report is required
- 3. Click 'PRINT'



9. Project Site Management

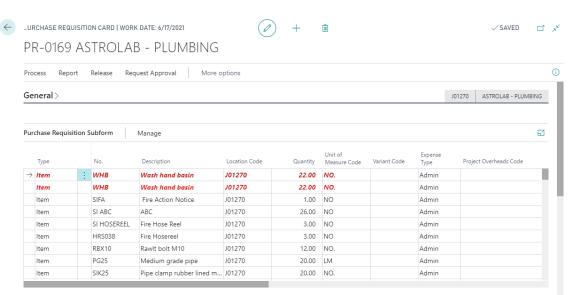
9.1 Indents / Requisitions

9.1.1 How to raise material indents / Requisition?

1. Search for Purchase Indent

Path: Material Management → Purchase Indent





- 3. Purchase requisition number will be automatically generated by system
- 4. Select Project no. from the drop down
 - Get Source Lines
- 5. Click 'GET SOURCE LINES'
- 6. Enter quantity for which BOQ indent must be raised
- 7. Click 'UPDATE SOURCE LINES'
- 8. System will automatically populate items which will be required for execution
- 9. If it is a system RA line provide item details and quantity and map the BOQ number
- 10. If it is a item category select a item from the category and provide category
- 11. Click 'SEND FOR AUTHROIZATION or RELEASE'

9.1.2 How to raise labour indents?

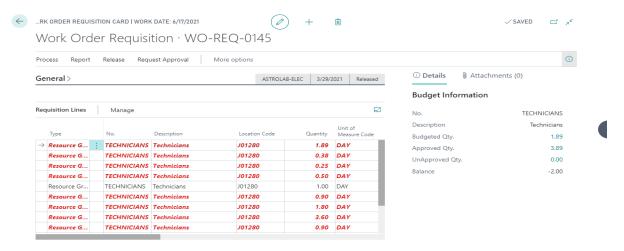
1. Search for Work Order Indent

Path: Resource Management → Work Order Indent

2. Click New

Public





- 3. Work Order requisition number will be automatically generated by system
- 4. Select Project no. from the drop down

Get Source Lines

- 5. Click 'GET SOURCE LINES'
- 6. Enter quantity for which indent must be raised
- 7. Click 'UPDATE SOURCE LINES'
- 8. System will automatically populate resource which will be required for execution
- 9. If it is a system RA line provide resource details and quantity and map the BOQ number
- 10. Click 'SEND FOR AUTHROIZATION or RELEASE'

9.2 Material Receipt

9.2.1 How to do GRN against a PO?

1. Search for GRN

Path: Material Management → Purchase Order

- 2. Enter the Purchase Order for which GRN must be done
- 3. Under 'LINES' tab, enter the following details
 - a. Location code This field will have project location/main location
 - b. Quantity This field will display the Purchase Order quantity
 - c. Quantity to Receive Enter quantity to be received through GRN process
 - d. Quantity Received This field will display the material received quantity
- 4. Click 'POST'





OK Cancel

5. Click 'OK'

9.3 Material Issue/Return

9.3.1 How to do material return against GRN?

1. Search for Posted Purchase Receipts

Path: Purchasing → *Posted Purchase Receipts*

- 2. Select the GRN for which material return must be done
- 3. Under 'LINES' tab.
 - a. Select 'UNDO RECEIPT' under 'FUNCTIONS'

9.3.2 How to ship materials from branch to branch?

1. Search for Transfer Order

Path: Purchase → *Transfer Orders*

- 2. Select the Transfer Order for which material must be transferred from 'BRANCH' to 'BRANCH'
- 3. Click 'POST' and select 'SHIP'

9.3.3 How to receive materials from branch to branch?

1. Search for Transfer Order

Path: Purchase → Transfer Orders

- 2. Select the Transfer Order for which Project/Material must be transferred from 'BRANCH' to 'BRANCH'
- 3. Click 'POST' and select 'RECEIVE'

9.3.4 How to ship materials from branch to project?

1. Search for Transfer Order

Path: Department → Purchase → Planning → Transfer Orders



- 2. Select the Transfer Order for which material must be transferred from 'BRANCH' to 'PROJECT'
- 3. Click 'POST' and select 'SHIP'

9.3.5 How to receive materials from branch to project?

- 1. Search for Transfer Order
- 2. Select the Transfer Order for which Project/Material must be transferred from 'BRANCH' to 'PROJECT'
- 3. Click 'POST' and select 'RECEIVE'

9.3.6 How to ship materials from project to branch?

1. Search for Transfer Order

Path: Purchase → Transfer Orders

- 2. Select the Transfer Order for which material must be transferred from '**PROJECT LOCATION**' to '**BRANCH**'
- 3. Click 'POST' and select 'SHIP'

9.3.7 How to receive materials from project to branch?

1. Search for Transfer Order

Path: Purchase → Transfer Orders

- 2. Select the Transfer Order for which material must be transferred from 'PROJECT LOCATION' to 'BRANCH'
- 3. Click 'POST' and select 'RECEIVE'

9.3.8 How to ship materials from project to project?

1. Search for Transfer Order

Path: Purchase → *Transfer Orders*

- 2. Select the Transfer Order for which material must be transferred from '**PROJECT LOCATION**' to '**PROJECT LOCATION**'
- 3. Click 'POST' and select 'SHIP'

Note:

Transfer from code – must be selected as one of the 'PROJECT LOCATION' which will be like 'JXXXX'

Transfer to code – must be selected as one of the 'PROJECT LOCATION' which will be like 'JXXXX'

In-transit code - must be selected as 'IN-TRANSIT'



9.3.9 How to receive materials from project to project?

1. Search for Transfer Order

Path: Purchase → Transfer Orders

- 2. Select the Transfer Order for which material must be transferred from '**PROJECT LOCATION**' to '**PROJECT LOCATION**'
- 3. Click 'POST' and select 'RECEIVE'

9.4 Material consumption

9.4.1 How to consume materials for a project?

1. Search for Project Journal

Path: Material Management → Project Journal

- 2. Select 'MATERIAL CONSUMPTION' batch by selecting
- 3. Provide value for the following fields,
 - a. Line type Must be left as blank
 - b. Posting Date By default system will take today's date
 - c. Document No. Provide document number for the journal
 - d. Job No. Provide project number for which material consumption must be posted
 - e. Job task no. Provide BOQ no. against which material consumption must be posted
 - f. Type Select type as item
 - g. No. Select the item no. from the drop down
 - h. Quantity Enter the quantity to be consumed
 - i. Location Verify/select the location to be same as project code
- 4. Click 'POST'



10. Project Management

10.1 Project Budget

10.1.1 How to verify project budget?

1. Search for Jobs

Path: Project Management → Jobs

- 2. Select the Job for which details must be verified
- 3. Under 'POSTING' tab, verify/enter the following information
 - a. Status Verify/select status as 'PLANNING' from the drop down
 - b. Project code Verify/select the project code which system has created
- 4. Under 'OTHER INFORMATION' tab, enter the following information
 - a. Project location Select using the project code from the drop down (ensure project location is created as mentioned in 4.3.2)
- 5. Under 'CUSTOMER BILLING' tab, verify/enter the following information
 - a. Billing type Verify/select 'PROGRESSIVE' from the drop down
 - b. Project type Verify/select 'FIXED BID' from the drop down
 - c. Material Payment Verify/select 'Consumption' from the drop down
 - d. Advance type Verify/select 'INVOICE' from the drop down

Job Task Lines

- 6. Click 'BOQ'
- 7. Select a BOQ lines which has BOQ quantity and click 'JOB PLANNING LINES'

Job Planning Lines

- 8. System will show all items and resources required for carrying out the selected BOQ line
- 9. Repeat the step 8 and step 9 for other BOQ lines

Note:

If BRANCH CODE & PROJECT CODE are wrongly selected then it will affect other teams like projects, site, purchase & accounts

Ensure 'project location' code is same 'project' code (which will start from JXXXXX), or else it will affect purchase team while releasing purchase orders and while doing GRN

10.1.2 How to amend project budget?

1. Search for Job

Path: Project Management → Jobs

2. Select the Job for which budget must be prepared



Job Task Lines

3. Click 'BOQ'

Create Version

- 4. Click 'CREATE VERSION'
- 5. Identify the Rate Analysis number from BOQ lines
 - a. In Rate analysis you can amend the bill of material

Process Estimate

6. Click 'PROCESS ESTIMATE'

Note:

1. Rate Analysis status must be defined as CERTIFIED and PROCESS ESTIMATE button must be clicked to get latest or revised budget.

10.1.3 How to update customer approved items?

1. Search for Job

(Path: Project Management/Job)

- 2. Select the Job for which customer approved item details must be provided
- 3. Click 'CUSTOMER APPROVED ITEMS'
- 4. Click 'SUGGEST PRICING'
- 5. System will list out all materials required for the project
- 6. Status Select one of the following options
 - a. Approved
 - b. Not Approved
 - c. Changed
- 7. Remarks Enter remarks/comments if required

10.2 Project Schedule

10.2.1 How to define project schedule?

1. Search for Job

Path: Departments → *Jobs*

2. Select the Job for which budget must be prepared

Job Task Lines

- 3. Click 'BOQ'
- 4. Provide following information,
 - a. Planned start date
 - b. Planned end date
 - c. Actual start date
 - d. Actual end date



10.3 Project Variation (NT)

10.3.1 How to handle variations (NT) during project?

1. Search for Job

Path: Project Management → Job

- 2. Select the Job for which NT details must be entered
- 3. Click 'BOO' Bob Task Lines
 - Create Version
- 4. Click 'CREATE VERSION'
- 5. Include NT BOQ line-item description, quantity and attach rate analysis.
- 6. Change order No. Enter NT reason code (When you enter reason code, then system will automatically uncheck tendered check box)
- 7. Click 'INDENT JOB TASK'

Process Estimate

8. Click 'PROCESS ESTIMATE'

Note:

Ensure coding logic followed for NT item as '**1XXXXX**' in Job Task No. and it is recommended to use 'Begin-Total' and 'End-Total' for grouping of NT items

10.4 Risk Register

1. Search for Risk Register

Path: Project Management → Risk Register

- 2. Select the Project for which Risk Register details must be entered
- 3. Click 'Risk No & Risk Description' Risk No $^{\uparrow}$
- 4. Select the Severity Severity
- 5. Include Responsibility Responsibility as Internal, External (Vendor)

Risk

- 6. Select the Risk Response Reponse Ignore, Avoid, Accept, Delegate, Mitigate
- 7. Include Risk Occurrence Date, Attachments

Risk Closed

8. Include Risk Closed Date $\,^{\text{Date}}$

10.5 Issue Register

1. Search for Issue Register



Path: Project Management → Issue Register

2. Select the Project for which Issue Register details must be entered

Issue Code

- 3. Click 'Issue Code & Risk Description'
- 4. Select the Assigned to Assigned To
- 5. Include Responsibility Responsibility as Internal, External (Vendor)
- 6. Status Status as Open, Closed, In progress

Issue Closed

7. Include Issue Closed Date Date & Attachments

10.6 Approval Mechanism

10.6.1 How to approve/reject purchase indent?

4. Search for User task

Path: Approval Management → User task



- 5. Click 'EDIT LIST'
- 6. Select a document and click either 'APPROVE' or 'REJECT'

10.6.2 How to approve/reject work order indent?

1. Search for User task

Path: Approval Management → *User task*)

- ₩ Edit List
- 2. Click 'EDIT LIST'
- 3. Select a document and click either 'APPROVE' or 'REJECT'



11. Finance & Accounts Management

11.1 General

11.1.1 How to create new ledger?

1. Search for Chart of Accounts

Path: Departments → Financial Management → General Ledger → Chart of Accounts



- 2. Click New
- 3. Under 'GENERAL' tab, enter the following information
 - a. No. Provide G/L account number
 - b. Name Provide ledger name
 - c. Income/Balance Define whether new ledger is part of Balance sheet or Income statement
 - d. Debit/Credit Verify/select 'BOTH'
 - e. Account Type select one of the following options
 - i. Posting used for marking account heads to which transactions can be posted
 - ii. **Heading** used for assigning a title to a set of account heads
 - iii. **Total** Used for totalling balances of a series of account heads that may belong to disjoint groups.
 - iv. **Begin-Total** A marker for the beginning of a series of accounts to be totalled that ends with an End-Total account
 - v. **End-Total** A total of a series of accounts that starts with the preceding Begin-Total account. The total is defined in the Totalling field.
- 4. Under 'POSTING' tab, enter the following information
 - a. Gen. Bus. Posting Group
 - b. Gen. Prod. Posting Group
 - c. Service Tax Group Code
 - d. Tax Group Code

Dimensions

- 5. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select as 'BRANCH'
 - b. Dimension value code -Leave this field as blank
 - c. Value posting Select 'CODE MANDATORY'

Note:

It is recommended to provide '6' digit code while defining new ledger accounts. However, system will still allow to define any more or less digits.

It is recommended to follow the below mentioned approach, while defining new ledger,

• 1 – All 'ASSET' ledger must begin with CODE – 1



- 2 All 'LIABILITIES' ledger must begin with CODE 2
- 3 All 'REVENUE' ledger must begin with CODE 3
- 4 All 'EXPENSE' ledger must begin with CODE 4

It is recommended to define DIMENSION as code mandatory, else while booking invoice and/or journals system will not be able to track the value against the cost centre.

11.1.2 How to make journal voucher?

1. Search for Journal voucher

Path: Financial Management → General Ledger → Journal Voucher

- 2. Provide value for following fields
 - a. Posting Date By default system will take today's date
 - b. Document Type Select Payment/Invoice
 - c. Document No. Provide as JV00001
 - d. Account Type Select Account type as Vendor/Customer/GL Account/Bank Account
 - e. Account No. Based on account type selection, system will list respective ledgers
 - f. Description It will automatically get populated
 - g. Amount
 - i. If you enter value as '+', then system will consider it as 'DEBIT'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
 - h. Bal. Account Type Select Account type as Vendor/Customer/GL Account/Bank Account
 - i. Bal. Account No. Based on account type selection, system will list respective ledgers



- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.

Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.1.3 How to make contra voucher?

1. Search for Contra voucher



Path: Financial Management → Cash Management → Contra Voucher

- 2. Provide value for following fields
 - a. Posting Date By default system will take today's date
 - b. Document Type Select Payment/Invoice
 - c. Document No. Provide as CV00001
 - d. Account Type Select Account type as Vendor/Customer/GL Account/Bank Account
 - e. Account No. Based on account type selection, system will list respective ledgers
 - f. Description It will automatically get populated
 - g. Amount
 - i. If you enter value as '+', then system will consider it as '**DEBIT**'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
 - h. Bal. Account Type Select Account type as Vendor/Customer/GL Account/Bank Account
 - i. Bal. Account No. Based on account type selection, system will list respective ledgers



- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.

Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.2 Manage Payables

11.2.1 How to book material purchase invoice?

1. Search for Purchase Invoice

Path: Financial Management → Payables → Purchase Invoices

- + New
- 2. Click 'NEW'
- 3. Under 'GENERAL' tab, enter the following information
 - a. No System will automatically create purchase invoice document number
 - b. Vendor No. Select vendor from the drop-down
 - c. Address Details will be populated based on vendor selection
 - d. Posting Date Provide the date on which AP must be booked
 - e. Document Date Provide the date on which supplier invoice was received

Public



- f. Vendor Invoice No. Provide the supplier invoice details
- g. E-Sugam No. Provide the supplier e-Sugam number
- c. Branch code Select RESPECTIVE BRANCH CODE
- h. Project Code Select project code from the drop down
- 4. Under 'LINES' tab, enter the following information
 - a. Click 'GET RECEIPT LINES'
 - b. System will show the 'GRN' made against the selected supplier and from the list select GRN for which AP must be booked
- 5. Under 'INVOICING' tab, enter the following information
 - a. Payment Terms Code Select a payment terms code from the drop down
 - b. Due Date Due date will get calculated based on posting date
- 6. Click 'POST'

Note:

Vendor invoice number is mandatory, without which system will not allow you to post purchase invoice.

Branch code is mandatory while booking purchase invoice, if you do not select branch code then system will not allow you to post purchase invoice.

Please make sure following fields in Purchase invoice has correct values

- Location code (Under General tab) This field must have location code of branch for which purchase invoice will be raised
- Branch code (Under General tab) This field must have location code of branch for which purchase invoice will be raised
- Project code (Under General tab) This field must have project code created by system, which will be like 'JXXXX'
- Location code (Under Lines tab) This field must have location code of a **project** for which purchase order will be raised (which will be like 'JXXXX')

11.2.2 How to book subcontractor purchase invoice?

1. Search for External Work order

Path: Resource Management → External Work order

2. Select the External Work order for which purchase invoice must be created



- 3. Click 'M-BOOK'
- 4. Select a running bill number for which purchase invoice must be created
- 5. Click 'CREATE PURCHASE INVOICE'
- 6. System will create purchase invoice for External work order released for a subcontractor.



11.2.3 How to calculate statutory (as per Localization) while booking purchase invoice?

1. Search for Purchase Invoice

Path: Financial Management → *Payables* → *Purchase Invoices*)

- 2. Select purchase invoice for which statutory must be calculated
- 3. Under GENERAL Tab, enter the following information
 - a. Structure select one of the following options
 - i. SALES TAX select this option when only SALES TAX is applicable (Only Supply)
 - ii. ST select this option when only SERVICE TAX is applicable (Only Installation)
 - iii. SALE+ST select this option when 100% SALES & SERVICE TAX is applicable
 - iv. SA+ST+TDS select this option when TDS must get calculated on basic price + sales tax (WCT) + service tax
- 4. Under LINES tab, enter the following information
 - a. Tax Group Code
 - i. TG1 Select this option when VAT/CST is 14.5%
 - ii. TG2 Select this option when VAT/CST is 5.5%
 - iii. TG3 Select this option when VAT/CST is 5%
 - iv. TG4 Select this option when VAT/CST is 13.125%
 - v. TG5 Select this option when VAT/CST is 12.5%
 - vi. TG6 Select this option when VAT/CST is exempted
 - vii. WCT Select this option when WCT is applicable
 - b. Service Tax Group
 - i. LAB-0 Select this option when service tax must be calculated for 100%
 - ii. LAB-30 Select this option when service tax must be calculated for 70%
 - iii. LAB-40 Select this option when service tax must be calculated for 60%
 - iv. EXEMPT Select this option when service tax must be calculated for 0%
- 5. Under ACTIONS menu Click CALCULATE STRUCTURE VALUES
 - → Statistics
- 6. Click STATISTICS calculated correctly.

in order to check whether statutory is

11.2.4 How to deduct TDS (for IN companies) while booking purchase invoice?

1. Search for Purchase Invoice

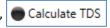
Path: Financial Management → Payables → Purchase Invoices

- 2. Select purchase invoice for which TDS must be calculated
- 3. Under LINES tab, enter the following information
 - a. TDS Nature of Deductions Select a value from the drop down



4. Under ACTIONS menu – Click 'CALCULATE TDS'

Statistics



5. Click STATISTICS correctly.

in order to check whether TDS is calculated

Note:

Vendor invoice number is mandatory, without which system will not allow you to post purchase invoice.

Branch code is mandatory while booking purchase invoice, if you do not select branch code then system will not allow you to post purchase invoice. (as shown below)

TDS will not get calculated if 'NOD/NOC List' are defined before releasing PO & before doing GRN.

11.2.5 How to book purchase invoice when reverse charge is applicable?

1. Search for Purchase Invoice

Path: Financial Management → Payables → Purchase Invoices

- 2. Select purchase invoice for which reverse charge is applicable
- 3. Under 'GENERAL' tab, enter the following information
 - a. No System will automatically create purchase invoice document number
 - b. Vendor No. Select vendor from the drop-down
 - c. Address Details will be populated based on vendor selection
 - d. Posting Date Provide the date on which AP must be booked
 - e. Document Date Provide the date on which supplier invoice was received
 - f. Vendor Invoice No. Provide the supplier invoice details
 - d. Branch code Select RESPECTIVE BRANCH CODE
 - e. Project Code Select project code from the drop down (if applicable)
- 4. Under 'TAX INFORMATION' tab, enter the following information
 - a. Service Type (Rev. Charge) Select 'INWARD' from the drop down

11.3 Manage Receivables

11.3.1 How to create draft invoice?

1. Search for Job

Path: Departments/Business Central NAVBUILD/Project Management/Job)

2. Select the Job for which draft invoice must be created



률 Customer Running Bill

- 3. Click 'CUSTOMER RUNNING BILL'
- 4. Select a running bill for which draft invoice must be created
- 5. Based on the measurement entered in M-Book system will automatically calculate the billing value (Please refer to total amount, which will be draft invoice value)
- 6. Click 'CREATE INVOICE'



system will create draft invoice

11.3.2 How to convert draft invoice to tax invoice?

1. Search for Sales invoice

Path: Department → Business Central NAVBUILD → Project Management → Sales Invoice

- 2. Select the draft invoice which must be converted to tax invoice
- 3. Ensure steps mentioned in section 8.2.2 are done properly
- 4. Under 'GENERAL' tab, enter following information
 - a. Bill status remarks to type in tax invoice details
 - b. Retention due date Enter retention due date
 - c. Hand over date Enter hand over date
 - d. E-Sugam no. Enter E-Sugam number
- 5. Click 'POST' + Post , then system will create tax invoice.

Note:

Once draft invoice is posted to create as tax invoice, then system will not allow you to edit any details.

There is a check box while giving print preview of tax invoice, which will say 'NT'

- If 'NT' check box is selected, then system will not show PO value in report
- If 'NT' check box is not selected, then system will show PO value in report

Ensure to use this check box (enable) only for 'NT' tax invoice

11.3.3 How to view tax invoice details after posting?

1. Search for posted sales invoice

Path: Sales & Marketing → *Posted Sales Invoices*

2. Select the tax invoice for which posted transaction must be viewed and click 'EDIT'



Public



Navigate

- 3. Click 'Business Central
- 4. Select respective ledger and you will be able to view Credit & Debit entries

11.4 Payment Journals

11.4.1 How to make bank payment voucher?

1. Search for bank payment voucher

Path: Financial Management → Payables → Bank Payment Voucher

- 2. Provide value for following fields
 - a. Posting Date By default system will take today's date
 - b. Document Type Select Payment
 - c. Document No. Provide as BPV00001
 - d. Account Type Select Account type as Vendor/GL Account
 - e. Account No. Based on account type selection, system will list respective ledgers
 - f. Description It will automatically get populated
 - g. Amount
 - i. If you enter value as '+', then system will consider it as '**DEBIT**'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
 - h. Bal. Account Type Select Account type as Bank Account
 - i. Bal. Account No. Select respective bank from the drop down

Dimensions

- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.

Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.4.2 How to make cash payment voucher?

1. Search for cash payment voucher

Path: Financial Management → Payables → Cash Payment Voucher

2. Provide value for following fields



- a. Posting Date By default system will take today's date
- b. Document Type Select Payment/Invoice
- c. Document No. Provide as CPV00001
- d. Account Type Select Account type as Vendor/GL Account
- e. Account No. Based on account type selection, system will list respective ledgers
- f. Description It will automatically get populated
- g. Amount
 - i. If you enter value as '+', then system will consider it as '**DEBIT**'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
- h. Bal. Account Type Select Account type as GL Account
- i. Bal. Account No. Select respective cash ledger account from the drop down



- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.

Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.5 Receipt Journals

11.5.1 How to make bank receipt voucher?

1. Search for bank receipt voucher

Path: Financial Management → Receivables → Bank Receipt Voucher

- 2. Provide value for following fields
 - a. Posting Date By default system will take today's date
 - b. Document Type Select Payment
 - c. Document No. Provide as BRV00001
 - d. Account Type Select Account type as Customer/GL Account
 - e. Account No. Based on account type selection, system will list respective ledgers
 - f. Description It will automatically get populated
 - g. Amount
 - i. If you enter value as '+', then system will consider it as 'DEBIT'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
 - h. Bal. Account Type Select Account type as Bank Account



- i. Bal. Account No. Select respective bank from the drop down
 - Dimensions
- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.

Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.5.2 How to make cash receipt voucher?

1. Search for cash receipt voucher

Path: Financial Management → Receivables → Cash Receipt Voucher

- 2. Provide value for following fields
 - a. Posting Date By default system will take today's date
 - b. Document Type Select Payment/Invoice
 - c. Document No. Provide as CRV00001
 - d. Account Type Select Account type as Customer/GL Account
 - e. Account No. Based on account type selection, system will list respective ledgers
 - f. Description It will automatically get populated
 - g. Amount
 - i. If you enter value as '+', then system will consider it as '**DEBIT**'
 - ii. If you enter value as '-', then system will consider it as 'CREDIT'
 - h. Bal. Account Type Select Account type as GL Account
 - i. Bal. Account No. Select respective cash ledger account from the drop down



- 3. Under 'Business CentralIGATE' tab, click 'DIMENSIONS'
 - a. Dimension code Select 'BRANCH'
 - b. Dimension value code Select 'the 'BRANCH LOCATION'
- 4. Click 'POST'

Note:

Document no is mandatory while booking journal, system will not allow you post any journal without document no.



Branch code is mandatory while booking journal, if you do not select branch code then system will not allow you to post.

11.6 Inventory Costing

11.6.1 How to adjust item cost?

1. Search for **Adjust Cost - Item Entries**

Path: Financial Management/Inventory/ Adjust Cost - Item Entries

2. Leave 'Item No' as BLANK and click 'OK'

Note:

It is recommended to run this 'BATCH JOB' once in a month preferably. In order to complete this task, time taken by system will be based on number of records in Item master table

11.6.2 How to adjust item cost towards a project?

1. Search for **Update Job Item Cost**

Path: Jobs → Update Job Item Cost

2. Leave 'Job No' as BLANK and click 'OK'

11.6.3 How to post inventory cost to G/L?

1. Search for **Post inventory cost to G/L**

Path: Financial Management \rightarrow Inventory \rightarrow Post inventory cost to G/L

- 2. Provide document no.
- 3. Enable POST
- 4. Click 'OK'



12. Client Relation Management

- Initially the Business Development team will create an estimate based on the Market research on the type of project to be executed in the available Land. Once the necessary approval and sanctions for the project is obtained, the BD/QS/Projects team will carry out with the Detail design, BOQs, Amenities, Milestones, Blocks, Floors, Units, etc applicable for the project.
- Once the project and other details are created by the Projects team, they will intimate to the CRM, Sales & Marketing Team that the project is set go for booking by the Customers.
- Before the CRM process starts in a project, the Sales & Marketing team initiates the project with the Launch events, Programmes, Lead generation, Lead follow ups, Customer bookings activities, etc.
- Once the Booking is confirmed from the Sales team, the CRM team will take responsibility of the booked Customer and the Property. Sales team transfers the process to the CRM with the Customer booking amount and the Booking details.
- CRM team will manage the customer bookings, customer KYCs, Loan processing, Interaction
 with Banks, milestone updates, customer receipts, customer payment follow ups, agreements
 & documents preparation on every milestone, unit cancellations, unit swapping,
 registrations, hand over documents, etc.
- Interests on the late payment shall be calculated and collected from the customer on applied conditions.
- Once the customer is done with the registration process, CRM team will move the customer to the Maintenance process.

12.1 CUSTOMER CREATION

Process Description

- Customer card is the page where all the information of the customer, their rules and values that apply to a customer is stored.
- (Customer No. is BC Generated pre-defined format) Customer details will be created automatically from SELL.DO application after the booking is confirmed and submitted in SELL.DO.
- First the customer card is updated with basic information of the customer like First / Middle / Last Name, Address, email, phone number, PAN No., Aadhar No., etc. Then the additional information shall be entered for a customer like marital status, anniversaries, default dimensions, currency codes, and customer bank account numbers, Posting groups, etc.
- Customer card will be monitored and modified by the CRM Team.
- Customer with the Customer Posting group, one receivable account can be mapped. Posting group shall be hardcoded for the Customers. So that every time customer is been created, system shall take the default Posting group assigned for the customer.



12.1.1 Create a customer

- 1. Customer will be created automatically through Integration from SELL.DO application to NAVBuild.
- 2. Customer can also be created in BC directly, which will not be synced back to SELL.DO.
- 3. Search for Customer

Path: Promotion Management → *Customer* → *New*

Customer List page appears, where all the created customers are listed. From where the new customer can be created.

- 4. Select *New* from the top of the Customer list page.
- 5. New customer card page appears, where the Customer No. is system generated, which is configured in the *Sales & Receivables Setup*.
- 6. No. series for Customer creation must be allocated in *Sales & Receivables*, so that every time a new customer is created, the No. series is automatically generated.
- 7. Enter First / Middle / Last name, D.O.B, Anniversary, Gender, Address, Pin code & City, Phone No., E-mail address., Customer Bank Account details, Customer Posting Group, General Business Posting Group, State Code, Type, etc.
- 8. Customer Posting group & General Business Posting group shall be configured based on the Customer Grouping and the Sales Grouping of the organization. It will be loaded by default.
- 9. Select Customer Payment Terms.
- 10. Customer balances and the Customer ledger entries Ledger Entries can be viewed from the Customer card, as well.
- 11. Business Central will autosave the information entered in the individual fields. User need not save the information, manually.

12.1.2 Create a Customer Bank Account

- 12. Select Customer bank Account from Navigate button in the top.
- 13. Customer Bank Account list appears.
- 14. Create New Bank account of the Customer with Bank Code & Name and address & Enter Bank Account number.



12.2 BOOKING CREATION

12.2.1 Create a Booking

- 1. Booking will be created automatically through Integration from SELL.DO application to NAVBuild.
- 2. Booking can also be created in BC directly, which will not be synced back to SELL.DO.
- 3. Search for 'Bookings'

Path: Promotion Management → Booking → New

- 4. Booking creation page appears with the Booking No. automatically generated by BC, for which the No. Series must be mapped in the *Job Promotion Setup*.
- 5. Select No. series.
- 6. Select the Customer No. for the booking.
- 7. Specify the Actual date when the booking is done in Booking Date.
- 8. Specify the Promised Delivery Date or Client Requested Deliver date.
- 9. Select the Project no. from the Project list.
- 10. Based on the Project specified, select the applicable Unit (Property) which is been booked by the Customer.
- 11. All the 'Available' Units will be loaded against the Project selected.

12.2.2 Create a Customer Receipt

- 12. Customer receipt shall be prepared either before the approval, or after the approval, as well.
- 13. Receipt generation can be done from the Booking page itself.
 - 🖺 Receipt Generation
- 14. Select Receipt Generation
- 15. Receipt generation actions open into a Receipt template page, where the applicable receipt batch is selected for the bank receipt entry generation. The batch will have the Bank Account configured to it in which the receipt is to be carried out.
- $16. \ Specify \ anyone \ of the \ batch \ and \ select \ Edit \ Journal$
- 📝 Edit Journal

- 17. Bank Receipt page opens.
- 18. Specify the current date or the actual receipt date in **Posting Date**
- 19. Information like Customer No. and name, Project No. and Unit No. will be loaded automatically, after specifying the Posting date in the Bank Receipt.
- 20. User need not have to enter the Customer & Unit details.
- 21. Only the Receipt Amount, Cheque details (if any), Narrations needs to be entered.
- 22. Specify the amount in Credit field, as it is a Customer payment.



- 23. Balance Account No. Bank Name will be loaded by default, as specified in the selected Receipt batch.
- 24. Specify the Cheque Date & Cheque No., for the selected receipt line.
- 25. The specified Cheque date & no. shall be viewed in the Receipt print.
- 26. Now, select Preview posting , from Action button in the top of the Bank Receipt voucher, to view the G/L entry hitting the customer ledger even before Posting
- 27. After verification, select Post , to post the Bank receipt created.
- 28. Or select Post & Print Receipt , to preview the Bank receipt as per company specific format.
- 29. Option to Print directly from the Post & Print receipt is available.

12.2.3 View the Ledger in Booking

- 30. Select Ledger Entries from the Home button in the top of Booking card.
- 31. Customer ledger entry page opens.
- 32. Option available to send Mail to the Customer from the Ledger entry page, itself.
- 33. Select the applicable entry.
- 34. Select the Send Mail , from the Process button in the top of the Ledger entries.
- 35. Once the mail is sent, the confirmation will be shown in the page.
- 36. And the status of the Mail sent shall be enabled in the Ledger entry page, against the transaction selected.

12.2.4 Cancel a Booking

- 37. Select **Cancel Booking****Cancel Booking from the Process button in the top of the Booking card.
- 38. If the cancellation fee is applicable on the Booking cancellation, specify the Cancellation amount & Reason for Cancellation in the Booking card header, before selecting the Cancel booking option.
- 39. Confirm with Yes, in the confirmation box appears after selecting Cancel booking.





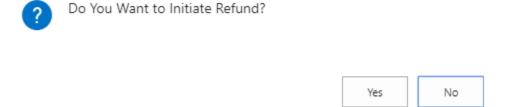
Do you want to Cancel the Registeration?



- 40. Once the Booking is cancelled, the **booking status** gets changed to **Cancelled**.
- 41. Unit (property) Status changes to Availability.
- 42. Cancellation invoice (Sales Invoice) will be generated with the Cancellation amount in the Sales Invoice line.
- 43. **Post** the Sales invoice, which shall reflect in the Customer ledger.
- 44. **Cancellation Invoice** can be viewed in the Customer ledger entries.

12.2.5 Initiate the Refund

- 45. Once the Booking is cancelled, Refund can be initiated from the Booking card itself, anytime from the time of Booking.
- 46. Select Initiate Refund from the home button in the top of the Booking card.
- 47. Confirm the message shown after selecting the Initiate Refund.



- 48. Refund process is initiated.
- 49. Open the Bank Payment Voucher. Select the Refund Template.
- 50. Voucher line gets created for the **Refund amount** (*i.e. Total Receipt from customer Total invoice amount*).
- 51. Specify the **Posting Date** of the Refund voucher.
- 52. Select the applicable Bank Name from the drop down.
- 53. Verify the refund value and other customer details.





- 55. Refunded amount with all the other transaction against the Customer & the Unit (Property) shall be viewed in the Ledger entry of the Booking card.
- 56. Once the refund is done, the Remaining amount must be zero. So that closes the Customer's account for the selected Unit (Property).

12.2.6 Create a Register

- 57. When the booking is confirmed, and the booking advance is received and cleared from the Bank, the CRM team will move the booking status to *Register*.
- 58. Select Register from the home button in the top of the Booking card.
- 59. A confirmation message shows in the page after selecting the Register option.

Do you want to convert Booking into Register?



- 60. This means that the Customer is allowed for Invoice generation, as per the Project Payment milestones is applicable. The Customer shall be allocated with the Car Park details, Project charges (Amenities), Modifications, etc.
- 61. Moving from Booking card to '*Register*' will remove the Booking entry from booking list and create a new record in the *Register Card*.
- 62. Confirmation message will be shown once the Booking is converted into a Register, with the Register card no.
- 63. Register Card No. series must be mapped in the Job Promotion Setup, beforehand.

12.3 REGISTER CREATION

Process Description

- Register Card is a significant screen where the major activities of the CRM take place.
- Once the Booking is confirmed for a Unit, the booking will move to the Register page. The Register card and its functionalities is solely responsible of the CRM team.



- All the information from booking card will be passed to Register card, as well. Register Card shall have additional information on - Chargeable Amenities, Modification charges, Milestone charges with individual Milestone lines, Milestone & values, G/L Postings, Deliverables against each Milestones, etc. from the Job Card.
- Customer Invoices, payments, receipts, interest calculations, unit cancellation, unit swapping, refund initiation activities until the Registration take place in the Register Card.
- Register card will have multiple functionalities to incorporate most of the CRM activities in single page.
- Consolidated Customer transactional history shall also be viewed in the Register card itself.
- Booking Cancellation, Unit Swapping, Customer Change shall be done in the Register card.
 Refund initiation and payment transfers also shall be done in the Register itself. Booking
 cancellation or Unit swapping will behave the same way and the cancelled Unit will be
 unlocked for 'Sale Availability' again. Cancellation policy will be pre-defined as per the RERA
 norms.
- Interest Calculation for the customer shall be from the Demand Note raised Date till the due
 exceeds the Due date specified. Interest percentage will be defined as per the RERA definition
 on the interest.

12.3.1 Create a Register

- 1. Register will be created from the Booking Card. No direct Register can be created in BC, but only through Booking Card.
- 2. Search for Register

Path: Promotion Management → Register → Edit

Edit

3. Select Edit option

from the Registration List line.

- 4. Register card contains information of Customer, Co-Applicant, Project, Property, Milestones, Project charges, Deliverables, Loan & Bank Information etc.
- 5. Register card will be created with the basic information like Customer name, Project & Property details only, from Booking card. But the Milestone details and the Project charges must be updated by user only.

12.3.2 Create the Register Milestones

6. Select *Update Milestones* option from the Home button in the top of the Register card.



- 7. This enables to create all the Milestone Lines applicable for the Property from the Job Card. No. of Milestones created in the Project Card will be applied to the Property for which the Register is created.
- 8. The Milestones in the Register card applies the Percentage same as the Milestones in the Project card, but the percentage will be calculated on the Property Price.
- 9. G/L Account for each Milestone will be applied from the Project card, as well.

12.3.3 Create the Project Charges

- 10. 'Update Project Charges' option enables to create the Chargeable Amenities Charge Lines in the Register card (if any) for a Property.
- 11. Also, the modifications applicable for the selected Customers can be added to the Project Charge Lines, as *Resources*.
- 12. Select Update project charges from the Home button in the top of the Register card.
- 13. Project charges will be inserted, as mentioned in the Project card.
- 14. Unit Cost of the Project charge will be loaded automatically from the *Project card* → *Job charges*. It can be modified, if needed in the Register Line.
- 15. For adding the modifications, select 'Resource' from the Type drop down.
- 16. Select the applicable modification resources created in the Resource card. It will be created with the separate no. series like *MODIFY-001*, for easier identification.
- 17. Unit cost for the modification charges selected shall load from Resource card, if specified. Otherwise, unit cost shall be given manually, to raise invoice for the same.
- 18. Separate Invoices must be raised for these Project charges & the modification charges from the Register Line.

12.3.4 Create a Customer Receipt

- 19. Once the Register is prepared, the Customer receipt shall be created against the Register ID.
- 20. Customer receipt shall be prepared either before the approval, or after the approval, as well.
- 21. Receipt generation can be done from the Booking page itself.
- 22. Select Receipt Generation
- 23. Receipt generation actions open into a Receipt template page, where the applicable receipt batch is selected for the bank receipt entry generation. The batch will have the Bank Account configured to it in which the receipt is to be carried out.

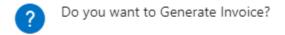


- 📝 Edit Journal
- 24. Specify anyone of the batch and select Edit Journal
- 25. Bank Receipt page opens.
- 26. Specify the current date or the actual receipt date in **Posting Date**
- 27. Information like Customer No. and name, Project No. and Unit No. will be loaded automatically, after specifying the Posting date in the Bank Receipt.
- 28. User need not have to enter the Customer & Unit details.
- 29. Only the Receipt Amount, Cheque details (if any), Narrations needs to be entered.
- 30. Specify the amount in Credit field, as it is a Customer payment.
- 31. Balance Account No. Bank Name will be loaded by default, as specified in the selected Receipt batch.
- 32. Specify the Cheque Date & Cheque No., for the selected receipt line.
- 33. The specified Cheque date & no. shall be viewed in the Receipt print.
- 34. Now, select Preview posting , from Action button in the top of the Bank Receipt voucher, to view the G/L entry hitting the customer ledger even before Posting
- 35. After verification, select Post , to post the Bank receipt created.
- 36. Or select Post & Print Receipt , to preview the Bank receipt as per company specific format.
- 37. Option to Print directly from the Post & Print receipt is available.

12.3.5 Create a Customer Tax Invoice

- 38. Tax invoices can be prepared in the Register card for both Property Milestones and other Project Charge.
- 39. Click the select option, against the Milestone or project charge line.
- 40. System will validate for raising the Milestone without raising the milestone invoices for previous Milestones.
- 41. After the selecting the appropriate Invoices, select Generate Invoice from the process buttons in the top of the Register Card.
- 42. System would ask for the confirmation message on Creating & Posting the Invoices, before posting the same.







- 43. The same procedure shall be followed with the Invoices against the Project charges & the Modification charges (if any).
- 44. Customer invoices will be posted.
- 45. Confirmation message shows in the page after posting the Invoice, with the Invoice No. in the message.
- 46. Mail to the customer will automatically get initiated and delivers to the Customers mail address.
- 47. Invoice created fields gets enabled. Posted Sales invoice No. appears for the Milestone.
- 48. User shall witness the Invoices & Receipts transactions in the 'Ledger Entries'

 Ledger Entries page, from Register card itself.
- 49. The 'Ledger Entries' page shall show all the Customer related transactions like Payments, invoices, Credit memos, Refunds, etc. The Ledger entry shown will have the Customer Name and the Property No. filter, so that user can view only the Customer for whom the Register card is created.

12.3.6 Applying Payments & Tax Invoices

- 50. Application of the Payments & Invoices are essential to calculate the exact figure of the amount to be received or already received from the Customer.
- 51. Application can be done by two methods,
 - a. User shall navigate to the 'Ledger Entries', select the 'Payment' transaction, then select the 'Apply Entries' option.
 - System opens into a 'Application' page, where all the invoice entries will be loaded related to the selected Customer & Property No.



We may then select the Invoice which is to be applied to the payment, then click on the 'Set Applies To' option to apply the same. User may witness the Balance amount will be adjusted against the invoices and shown in the bottom of the page.

Finally, for posting the application of the payment & invoices, user must click on the 'Post Application'. Without the posting, system would not consider the entry as applied.

b. User shall either apply the invoices at the time of Bank Receipt entry.
Select 'Apply Entries' option from the Action button in the Bank Receipt Voucher, for the selected Customer & Property No. The Receipt amount must be entered in the Voucher amount field.

Then need to apply the invoices with the procedure same as the above-mentioned application.

- 52. Select Ledger Entries , from the invoice button in the top of the Register card.
- 53. Customer ledger entry for the selected Project & property opens with the filter.
- 54. Select the transaction with the Document type Payment
- 55. Select Apply Entries... from the Home button in the top of the Customer ledger.
- 56. Application entry page open.
- 57. Select the appropriate invoice entry for which the chosen Payment entry is to be applied.
- 58. Select Set Applies-to ID option to apply the invoice to the payment.

 More than one invoice can be selected and applied at a time.
- 59. Balance amount will be adjusted and the Remaining amount shows, if any.
- 60. Select Post Application to post the applied entries.
- 61. Specify the Date on which the application must effect.
- 62. Confirmation message shows for application.
- 63. Now, the Remaining amount in the Customer ledger for Invoice applied will be reduced and nullified.



12.3.7 Attaching Deliverables

- 64. Deliverables are the documents which are recorded or uploaded in the BC, against every Milestone stage related to the Customer & the Property. Deliverables can be any official documents, certificates, letters, reminders, attachments, etc.
- 65. There are two types of Deliverables Project & Property Deliverables.

Project Deliverables - It is a Project specific documents which are applicable for all the Property for all the Customers. It is a common document which is shared against every Milestone in the Project Card, itself.

Ex. Property Approvals & Certificates, Project Drawings & Site plans, Maintenance Certificates, BESCOM approval, etc.

Property Deliverables- It is Property specific documents which are applicable for the individual Property. This may vary from Property to Property. And shall be attached to the Register card against every individual Milestone.

Ex. Property Floor plan, NOCs, Sale agreement, Payment Receipts, Invoice copy, Reminder letters, etc.

66. Navigate

Register Card → Milestone Line → Deliverables → Attach File

- 67. Specify the corresponding Milestone, then select Deliverables from the Register Milestone Lines in the Register card.
- 68. Deliverables page opens.
- 69. Both the Project & Property deliverables will be viewed in the Deliverables page.
- 70. User cannot edit or add any deliverable documents in Project specific. It will be uploaded in the Project card, itself.
- 71. Only Property Specific deliverables can be attached in the Register level against the Milestones.
- 72. Select New to add any additional deliverable type in the Register.
- 73. For property specific deliverables, select Attach File
- 74. Select any relevant document or file from the local system to attach for the selected Deliverables.
- 75. Select Ok after attaching the file.



- 76. System will save the file in the server from the local system and show the same in the Deliverables as a file path.
- 77. Select Open button at the end of the File path, to open the attached file.
- 78. This will permanently save the File in the Register card against the milestone. User may anytime download or view the same.

12.3.8 Calculate Interest

- 79. Specify the Payment term in terms of No. of Days, in the Customer card.
- 80. Based on the Payment term code, the Due date will be assigned after raising an Invoice for the Customer against the Unit (Property).
- 81. **Interest** % must be provided as a pre-defined value, with respect to Effective Date in the **Project Card.**
- 82. System takes the posting Date in the Register card header, as the Milestone Invoice date, by default. User may change the posting date in the header, as per the convenience.
- 83. Select the Generate Invoice for the Milestone from the Register card.
- 84. Due date will show with the Outstanding amount for following reasons
 - a. Late payments from Customer
 - b. Pending payments from Customer
 - c. Pending application of Payments & Invoices.
 - d. Partial application of payments & invoices.
- 85. Specify the milestone for which the Interest to be calculated.
- 86. Select Calculate Interest
- 87. System will calculate the Interest based on the following parameter
 - a. Payment term code of Customer
 - b. Payment Date
 - c. Payment Due Date
 - d. Milestone Date
 - e. Current Date of Interest calculation
 - f. Interest Percentage or Rate
 - g. Milestone amount.
- 88. System will calculate the interest & show the amount in the Interest Value against the milestone selected.
- 89. System will not allow to raise the Interest invoice from the Register card.



90. User must generate a manual Sales invoice for the calculated Interest amount for the customer.

12.3.9 Unit Cancellation

- 91. Unit Cancellation option can be used in case the Customer is willing to Cancel the Property to be purchased, under some Terms & Conditions. Cancellation can happen at any stage of the Property Purchase, but before the Actual Sale of the Property.
- 92. Unit Cancellation can be initiated at various scenarios
 - a. Before any Invoices is posted.
 - b. After the first payment.
 - c. After few Invoices is posted.
 - d. After both payments & invoices are posted and applied.
- 93. Navigate

Register → Home Tab → Unit Cancellation

- 94. Milestones & Project charges must be updated before cancelling the Property.
- 95. Cancellation charges & Reason for Cancellation must be filled in the Register card, before cancelling the Property.
- 96. 'Unit Cancellation' option must be selected from the Register card with entering the Posting date. Unit Cancellation related entries shall be passed based on the selected Posting date.
- 97. User will be request for the confirmation on the Unit Cancellation after selecting the Option.
- 98. There is a list of actions, system performs after the Unit Cancellation option is selected
 - a. Changes the Property status back to 'Available' for the further Sale of property.
 - b. Un-applies the existing Payments & Invoices which are already matched.
 - c. Generates a Credit Memo against all the invoices raised for the selected Property and for selected Customer. User must post the Credit note manually. And only after that the same will be reflected in the Customer ledger statement.
 - d. Changes the Register status to 'Cancelled'.
 - e. Changes the Register card to non-editable.
 - f. Generates the Cancellation Invoice with the cancellation fee as the invoice amount. User must post the Cancellation invoice, manually. And only after that the same will be reflected in the Customer ledger statement.
- 99. Now, the Property is successfully cancelled for the Customer.



- 100. Finally, the Customer must be refunded with the amount which had been paid by them against the Property, till date.
- 101. *'Refund Initiate'* option can be selected to initiate the refunding process. This option shall only initiate the Refund process, i.e., system will create a Bank payment entry for the balance amount from applying all the payments and the cancellation invoice. User must post the Bank Payment entry manually.
- 102. And only after that the same will be reflected in the Customer ledger statement.
- 103. At last, the status of Register card will be changed to 'Refunded'.

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