# QUICK GUIDE TO COMMON TASKS IN NAXT

## Introduction

This Quick Reference Guide provides a summary of the steps for a number of common tasks in NAXT. A more detailed description of the steps can be found in the relevant SOP.

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# NAVIGATING TO COMMON AREAS IN NAXT

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| IF YOU WANT TO FIND ... | **FOLLOW THESE LINKS IN NAXT …** |
| **Change bin locations** | * **Inventory and Warehouse Management > Journals > Item transaction > Transfer** |
| **Purchase orders** | * **Accounts Payable > Common > Purchase Orders > All purchase orders** |
| **Quotes** | * **Sales And Marketing > Common > Sales Quotation** |
| **Sales Orders** | * **Sales And Marketing > Common > Sales orders > My Sales orders** |
| **Transfers** | * **Inventory And Warehouse Management > Periodic > Transfer Orders** |

# QUICK STEPS TO …

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| CREATE AND INVOICE AN ORDER FOR TRADE CUSTOMERS | | **For Detailed Instructions** |
|  | Open a **New sales order** | *PRT\_2.3(SOP)Parts\_Create and Update Sales Order Steps 1-9* |
|  | Enter **Customer account** number |
|  | Click **General** and add **Customer reference** |
|  | Click **Shipping** and select **Mode of delivery** and **Delivery terms** |
|  | Click **OK** |
|  | Enter **Item number** etc. on **Sales order line** |
|  | Click **Sell** tab | *PRT\_5.4(SOP)Recover Local Freight Steps 13-19* |
|  | Click **Charges** and add freight in and out etc |
|  | Click **Close** |
|  | Click **Pick and pack** tab | *PRT\_5.1(SOP)Manage Picking Packing and Delivery Notes Steps 1-16* |
|  | Click **Picking journal** (if required for your own warehouse) |
|  | Click **picking journal number** |
|  | Click **Show** |
|  | Click **Picking list pro voucher –** print as required |
|  | Click **Pick** |
|  | Click **Pick all** |
|  | Click **Apply** then close |
|  | Click **Picked** |
|  | Click **OK** |
|  | Print packing slip if required |
|  | Press **F5** on the sales order | *PRT\_6.1(SOP)Post Final Invoice for Credit Customer Steps 13-16* |
|  | Click **Invoice** tab |
|  | Click **Tax invoice** |
|  | Click **OK** and print as required via the **Invoice Journal** |

# QUICK STEPS TO …

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| COMPLETE A CASH SALE | | **For Detailed Instructions** |
|  | Create a **New sales order** | *PRT\_2.3(SOP)Parts\_Create and Update Sales Order Steps 1-9* |
|  | Select the cash customer in **Customer account** number |
|  | Enter **Part number(s)** |
|  | Enter **Item number** etc. on **Sales order line** |
|  | Click **Sell** tab | *PRT\_5.4(SOP)Recover Local Freight Steps 13-19* |
|  | Click **Charges** and add freight in and out etc |
|  | Click **Close** |
|  | Click **Cash register payment type** | *PRT\_2.1(SOP)Invoice a Cash Sales Order Steps 1-5* |
|  | Change **Payment type** to right category |
|  | Change **Payment reference** to how they are paying |
|  | Change **Method of payment** |
|  | Complete payment details as required (Cheque information, cash tendered etc) |
|  | Click **Tax invoice** – print as required |

# QUICK STEPS TO …

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| CREATE A QUOTE | | **For Detailed Instructions** |
|  | Create a **New sales quotation** | *PRT\_1.2(SOP)Parts: Create and Manage a Sales Quote Steps 1-26* |
|  | Change **Account type** from ‘Prospect’ to ‘Customer’ |
|  | Enter **Customer account** |
|  | Click **General** fast tab |
|  | Enter **Customer reference** |
|  | Click **Ok** |
|  | Click **No** to create opportunity unless required |
|  | Enter **Item number** etc. on quote **lines** |
|  | Add **Quotation text**, **notes** and **freight** as required |
|  | Click **Quotation** tab | *PRT\_1.2(SOP)Parts: Create and Manage a Sales Quote Steps 27-29* |
|  | Click **Send quotation** |
|  | Tick **Print quotation** checkbox as required |
|  | Click **Ok** |
|  | Tick **Convert to sales order** box | *PRT\_2.3(SOP)Parts\_Create and Update Sales Order Steps 12-20* |
|  | Click **Follow up** tab |
|  | Click **Confirm** (or **Lost quotation**) |
|  | Enter **Reason** (if Lost) |
|  | Click **Ok** |
|  | Click **Sales order number** |
|  | Click **Show** |

# QUICK STEPS TO …

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| CHANGE A BIN LOCATION | | **For Detailed Instructions** |
|  | Open **GGNZ > Inventory and warehouse management > Journals > Item transactions > Transfer** | *PRT\_7.1(SOP)Adjust Inventory – see Inventory Adjustment for similar process* |
|  | Click **New** |
|  | Change **Name** to ‘Transfer’ |
|  | Add warehouse # (i.e. 70C) to end of description |
|  | Click **Lines** |
|  | Add **Item number** |
|  | Enter **From** **Warehouse** (70c) and **To** **Warehouse** (70c) |
|  | Enter **From location** (old bin location) and **To location** (new bin location ) |
|  | Add **Quantity** (Negative amount) to be transferred |
|  | Click **Post** |
|  | Click **OK** |

# QUICK STEPS TO …

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| CREATE MANUAL PURCHASE ORDER | | **For Detailed Instructions** |
|  | Create a new **Purchase order** | *PUR\_1.1(SOP)Create and Manage Purchase Orders Steps 1-9* |
|  | Enter **Vendor number** – check delivery address |
|  | Click **Ok** |
|  | Enter **Item number** etc. on **Purchase order lines** |
|  | Click **Purchase** tab | *PUR\_1.1(SOP)Create and Manage Purchase Orders Steps 42-50* |
|  | Click **Confirmation** (if printing is required) |
|  | Tick **Print purchase order** checkbox |
|  | Click **Ok** |

# QUICK STEPS TO …

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| RECEIVE MANUAL PURCHASE ORDER | | **For Detailed Instructions** |
|  | Open the purchase order | *PRT\_5.3(SOP)Receive Parts into Stock Steps 1-21* |
|  | Click **Receive** tab |
|  | Click **Arrival journal** |
|  | Click **Receipt journal created** |
|  | Click **Show** |
|  | Click **Approve** |
|  | Click **Ok** |
|  | Click **To be received** |
|  | Click **Ok** |
|  | Click **Registration** (NOT **Registered**) |
|  | Click **Register all** |
|  | Click **Apply** |
|  | Click **Yes**, **Yes to all** or **No** as required for location change |
|  | Click **Close** |
|  | Click **Ok** |
|  | Click **Closing** | *PRT\_5.3(SOP)Receive Parts into Stock Steps 24-26* |
|  | Click **Ok** |
|  | Click **Post packing slip** | *PRT\_5.3(SOP)Receive Parts into Stock Steps 27-30* |
|  | Enter **Product receipt** number |
|  | Click **Ok** – print as required |
|  | Click **Close** (Go back to sales order and invoice items) |

# QUICK STEPS TO …

**Do not press Enter at any stage (except Step 4)**

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| MAKE UP AN NSL (NON-STOCK ITEM) | | **For Detailed Instructions** |
|  | Create a **Sales order** | *PRT\_3.3(SOP)Create Parts Step 1-8* |
|  | Change **SOS** to ‘NSL…’ category |
|  | Enter part number with ‘NSL’ in front |
|  | Press **Enter** – *NB this is the only time you should press Enter* |
|  | Click Yes |
|  | Change **Product name** to description of item |
|  | Delete **Search names** |
|  | Tick **Part** checkbox |
|  | Change **Apply template** to ‘NZT Procured…’ |
|  | Change **D/N price** (cost price) |
|  | Change **C/L price** (sell price) |
|  | Add **Vendor** |
|  | Click **Ok** |

# QUICK STEPS TO …

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| CREATE A MANUAL TRANSFER | | **For Detailed Instructions** |
|  | Open **Transfer orders** | *PRT\_3.2(SOP)Create and Manage a Transfer Order Steps 3-8* |
|  | Click **New** |
|  | Enter **From warehouse** and **To warehouse** |
|  | Click **Add** |
|  | Enter **Item number** etc |
|  | Click **Delivery** tab |
|  | Select **Mode of delivery** as required |
|  | Click **Picking journal** |

***Note: When doing sales orders or transfers out of distribution stores you must ensure that there is a mode of delivery or an urgent courier could end up on a truck.***

# QUICK STEPS TO …

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| PROCESS PICKING JOURNAL FOR SENDING TO BRANCH | | **For Detailed Instructions** |
|  | Open **Inventory and warehouse management > Periodic > Transfer orders** | *PRT\_5.1(SOP)Manage Picking Packing and Delivery Notes Steps 22-35* |
|  | Find Transfer order |
|  | Click **Picking journal** |
|  | Click **Picking list pro voucher** – print as required |
|  | Click **Pick** (NOT **Picked**) |
|  | Click **Pick all** |
|  | Click **Apply** then close |
|  | Click **Picked** |
|  | Click **OK** |
|  | Click **Close** |
|  | Highlight the transfer journal |
|  | **Print** **> Transfer overview** |
|  | Click **Ok** |

# QUICK STEPS TO …

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| RECEIVE A TRANSFER | | **For Detailed Instructions** |
|  | Open **Transfer orders** | *PRT\_3.2(SOP)Create and Manage a Transfer Order Steps 30-53* |
|  | Find transfer |
|  | Click **Arrival journal** |
|  | Click **Arrival Requirements** |
|  | Click **Close** |
|  | **Print receipt list** and **Print put away** |
|  | Click **Approve** |
|  | Click **Ok** |
|  | Click **To be received** |
|  | Click **Ok** |
|  | Click **Registration** (not **Registered**) |
|  | Click **Register all** |
|  | Click **Apply** |
|  | Click **Yes**, **Yes to all** or **No** as required for location change |
|  | Click **Close** |
|  | Click **Ok** |
|  | Click **Closing** |
|  | Click **Ok** |
|  | Click **Post transfer receipt** |
|  | Change **Update** field to ‘Registered’ |
|  | Tick **Edit lines** checkbox |
|  | Click **Ok** |
|  | Click **Close** |
|  | Press **F5** |

# QUICK STEPS TO …

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| PROCESS A CUSTOMER RETURN (APPLY CREDIT) | | **For Detailed Instructions** |
|  | Get account # & sales order # from customer | *PRT\_6.2(SOP)Process Customer Return Steps 9-29* |
|  | Create a **Sales order** |
|  | Enter **Customer account** # |
|  | Click **General** tab |
|  | Enter **Customer reference** as ‘order # or P/O #’ + ‘C – sales order #’ |
|  | Click **Ok** |
|  | Click **Sell** tab |
|  | Click **Create return credit note** |
|  | **Ctrl + G** on **Sales order** list |
|  | Enter sales order # |
|  | Tick checkbox for required sales order line |
|  | Remove ticks for parts not being returned |
|  | Click **Ok** |
|  | Enter **Return reason codes** x 2 |
|  | Click **Apply** |
|  | Click **Update line** on each line |
|  | Click **Registration** |
|  | Tick **Auto-create** |
|  | Click **Post all** |
|  | Click **Close** |
|  | Click **Pick and pack** |
|  | Click **Delivery note** |
|  | Change **Quantity** to ‘All’ |

# QUICK STEPS TO …

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|  | Tick **Create invoice** | *PRT\_6.2(SOP)Process Customer Return Steps 9-29 continued* |
|  | Click **Lines** tab – check **Update** quantity is a negative figure |
|  | Click **Ok** |
|  | Click **Invoice** tab | *PRT\_6.2(SOP)Process Customer Return Steps 48-51* |
|  | Click **Invoice** (in the Journals section, not the button Tax Invoice) |
|  | Click **Preview/Print** |
|  | Click **Copy preview** |
|  | Print as required |

# QUICK STEPS TO …

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| ADJUST STOCK | | **For Detailed Instructions** |
|  | Go to **Inventory & warehouse management > Journals > Inventory adjustments** | *PRT\_7.1(SOP)Adjust Inventory Steps 1-16* |
|  | Click **New** |
|  | Select ’Adjustment’ in **Name** field |
|  | Put the store # (e.g. 70C) & your initials at end of description |
|  | Click **Lines** |
|  | Enter part #, warehouse # (e.g. 70C), bin **Location** and **Quantity** (+ qty if writing on, - qty if writing off) |
|  | Click **Validate** to check |
|  | Click **Ok** |
|  | Click **Close** |
|  | Click **Post** |
|  | Click **Ok** |
|  | Click **Close** |
|  | Click **Close** on **Journal lines** window |
|  | Click **Close** on **Inventory adjustment** window |

# QUICK STEPS TO …

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| REVIEW STOCK PLANNED ORDER | |
|  | Planned order reports will be sent from Richard Joyce to each Branch Supervisor (or nominated person)   * This will be at the same time/frequency as current reports * A separate spreadsheet will be sent for each vendor |
|  | On receipt: Review the numbers in the **Req. quantity** column   * This is the stock being sent to your branch in the next shipment   This should be done the same day and MUST be done within 24hours |
|  | To alter any of the Req. quantities, send an email to the Product Buyer ([Product.Buyer@goughgroup.co.nz](mailto:Product.Buyer@goughgroup.co.nz))  Include:   * Your **Warehouse** # * **Item number** * **Product name** * **Req. quantity** required   Quantities should only need to be varied if for example, you have additional demand as a result of pending work, or concerns over storage |

# QUICK STEPS TO …

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| PRINT OLD INVOICE | | **For Detailed Instructions** |
|  | Go to **Sales & marketing > Sales orders > All sales orders** | *PRT\_6.1(SOP)Post Final Invoice for Credit Customer Steps 9-12* |
|  | Search for the sales order number or customer reference |
|  | Double click on sales order to open it |
|  | Click **Invoice** tab |
|  | Click **Invoice** (in the Journals section, not the button Tax Invoice) |
|  | Click **Preview/Print** |
|  | Click **Copy preview** |
|  | Print as required |

# QUICK STEPS TO …

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| RETURN TO SUPPLIER | | **For Detailed Instructions** |
|  | Go to **Procurement and sourcing > Common > Purchase orders > All purchase orders** | *PUR\_2.1(SOP)Create a Vendor Return Steps 1-28* |
|  | Click New **Purchase order** |
|  | Enter **Vendor account** # |
|  | Click on the address book icon next to **Delivery address** |
|  | Change **Record type** to ‘Vendors’ |
|  | Select the vendor # & delivery address you want to use |
|  | Click **Ok** |
|  | Click **General** fast tab |
|  | Change **Purchase type** to’ Returned order’ |
|  | Enter ‘vendors invoice #’ and ‘RTN’ (i.e 123RTN) in the **RMA** **number** field |
|  | Click **Ok** |
|  | Enter **Item number** & **Quantity** to be returned ( negative qty) |
|  | Click **Line details** fast tab |
|  | Click **Setup** tab |
|  | Enter the return reason in **Return action** field for each line |
|  | Click **Receive** tab |
|  | Click **Picking journal** |
|  | Double click on **Picking journal created** line (or highlight and click **Show**) |
|  | If needed click **Picking list pro voucher**, print and **Close** |
|  | Click **Pick** |

# QUICK STEPS TO …

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|  | Click **Pick all** | *PUR\_2.1(SOP)Create a Vendor Return Steps 1-28 continued* |
|  | Click **Apply** |
|  | Click **Close** |
|  | Click **Picked** |
|  | Click **Ok** |
|  | Click **Close** |
|  | Click **Post packing slip** |
|  | Enter ‘vendors invoice #’ and ‘RTN’ (i.e 123RTN) into **Product receipt** |
|  | Ensure **Print product receipt** is ticked |
|  | Click **Ok** |
|  | Click **Print** |
|  | Click **Close** |

# QUICK STEPS TO …

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| TRANSFER FONTERRA ORDER | | **For Detailed Instructions** |
|  | Create a sales order for Fonterra as per normal | *PRT\_2.3(SOP)Parts: Create and Update a Sales Order Steps 1-11* |
|  | In the **Sales order header** update the **Warehouse** field to the branch for the sale |
|  | Update the **Customer requisition** field with ‘Ready to go’ |

# QUICK STEPS TO …

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| CREATE A SALES ORDER FOR A PHANTOM KIT SUPPLIED FROM THE WIRI DISTRIBUTION WAREHOUSE (10D) | | **For Detailed Instructions** |
| *This process relates specifically to Phantom Kits that are to be supplied from the Wiri Distribution Warehouse for TSL brake / trailer kits but may apply to other Kit orders*  *A OEM Phantom item will have* ***SOS*** *set to ‘500’, the BOM tree symbol and the* ***Phantom*** *checkbox ticked*  C:\Users\johi\AppData\Local\Temp\SNAGHTMLff88c3.PNG | | |
| **1.** | Create a sales order header with your branch warehouse on the header and add the customer details | *PRT\_2.3(SOP)Parts: Create and Update a Sales Order Steps 1-8* |
| **2.** | Add the Phantom item to the sales order and change the warehouse to the Wiri Distribution (10D) warehouse that will be supplying the kit either on the line if it is displaying or under the Product Tab in the Line Details section of the Sales Order. **DO NOT EXPLODE THE KIT.**  If you don’t know the item number, go to Step 3 and include a note in the email stating that you require the item number as well    Ensure **Line details > Delivery > Ship instructions** is set to ‘Direct ship transfer’ | *PRT\_4.1(SOP)Process a KIT* |
| **3.** | Email the BOM team  **Address:** [BOM@goughgroup.co.nz](mailto:BOM@goughgroup.co.nz)  **Subject:** Sales order # + Customer  e.g. SO00010529 : 3016287 - TMC Trailers Ltd  **Content:** Requirements including any details re component swap outs and delivery instructions plus requested dispatch date. Also include a request for the item number if required |
| **4.** | TSL Customer Service staff will explode, create the pick journal to be picked and despatched from the Wiri Distribution Warehouse. They will respond with an email confirming the sales order, any back order and the actual dispatch date |
| **5.** | Branch staff to invoice the sales order once it is delivered |

# QUICK STEPS TO …

|  |  |  |
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| CREATE A SALES ORDER TO BE SUPPLIED DIRECT FROM DISTRIBUTION WAREHOUSE | | **For Detailed Instructions** |
|  | This process relates to sales order lines where the item is not stocked at the branch and will be supplied from a Distribution Warehouse. For example an order for 20 alloys wheels. We do not wish to stock these at the branch so will supply direct from Wiri Distribution and we do not wish to register the demand against the selling branch which will result in replenishment to the branch. |  |
| **1.** | Create a sales order as per normal | *PRT\_2.3(SOP)Parts: Create and Update a Sales Order Steps 1-11* |
| **2.** | On the Sales Order Line or in the Line Details section Product TAB change the warehouse to the Distribution Warehouse |  |
| **3.** | Click the Express Pick Journal to create a picking journal at the supplying warehouse |
| **4.** | Supplying Warehouse processes the pick journal and despatches goods |
| **5.** | Selling Branch invoices the customer for the delivered items |

***Note: When raising orders for distribution warehouses, you must create a picking journal or your order cannot be seen, and therefore, not picked.***

***This is then printed and picked at the warehouse, packed and sent out.***