K3 Pebblestone

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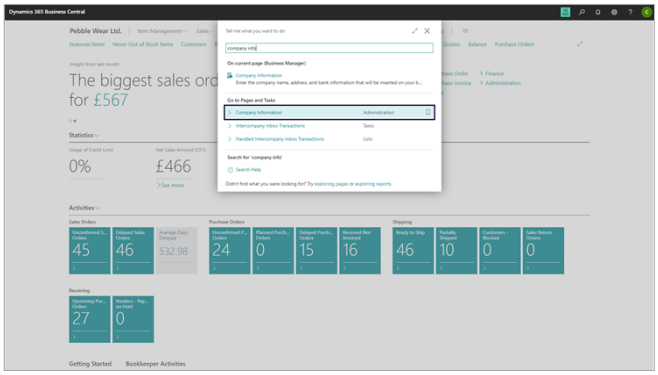
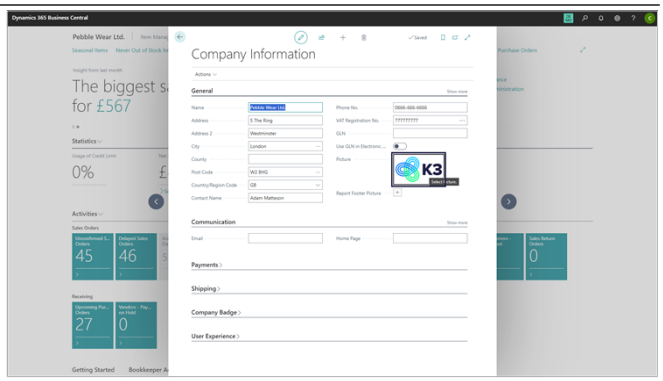
1. General setups

1.1. Company Logo and Footer BC25

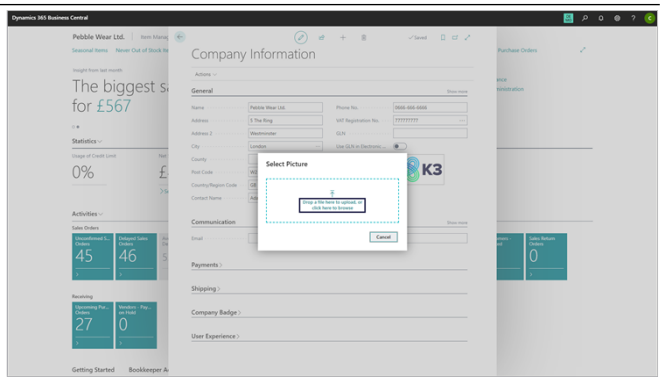
Company Information is essential for maintaining accurate business details, such as company name, address, tax information, and contact details. This information is used across the system for invoices, reports, and compliance purposes, ensuring consistency and professionalism in all communications.



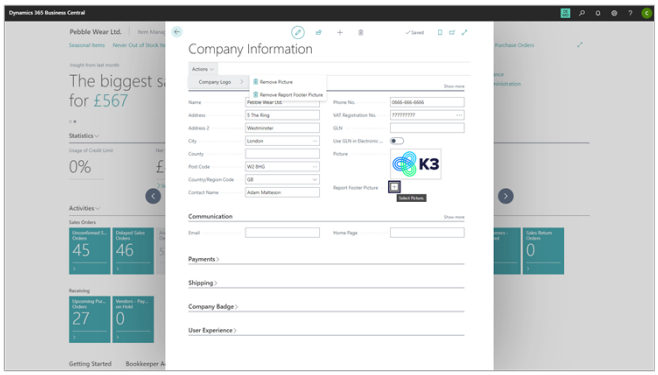
The company logo can be added by clicking the plus icon or the existing image.



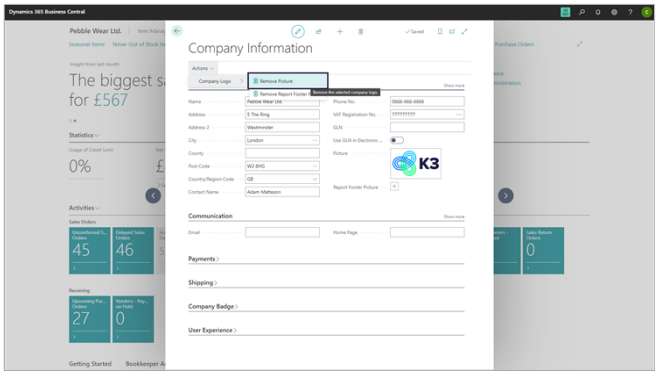
The logo image can be dropped into the field, or you can select an image by browsing for it.



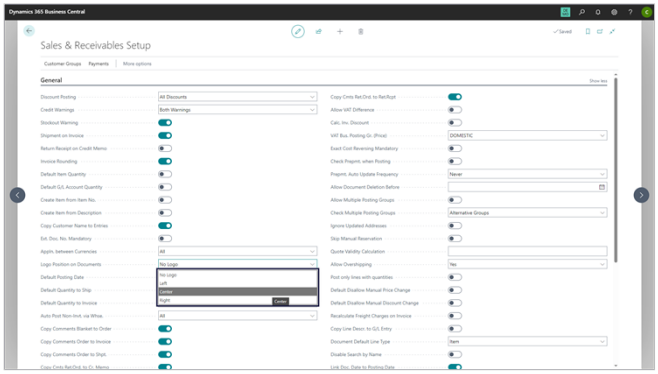
The same applies to the image used as a footer on documents.



An image can be removed by selecting Actions in the ribbon.



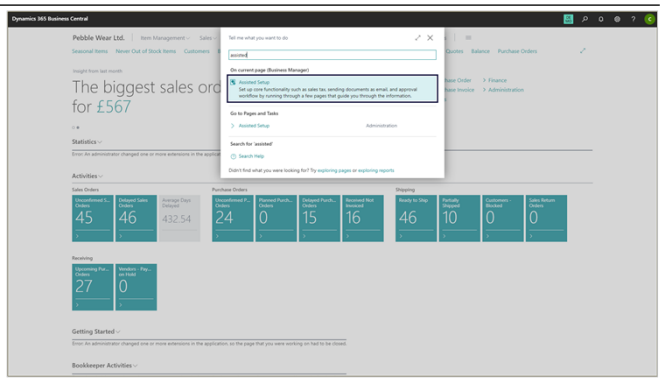
In the Sales & Receivables Setup, you can select Show more under the General tab. This will make the Logo Positions on Documents field visible, allowing you to fill in the logo position on documents.



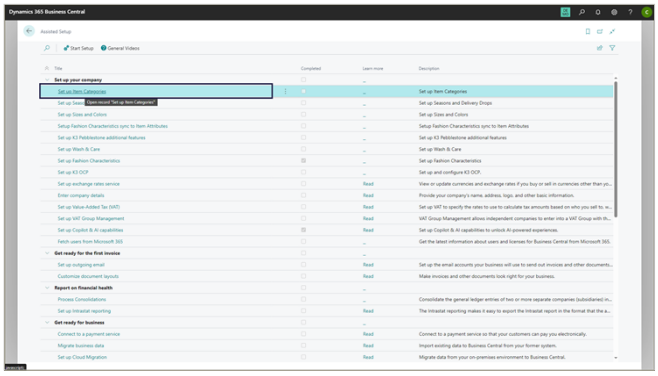
1.2. Assisted Setup BC25

Assisted Setup helps users configure and personalize their system step by step. It provides guided wizards for setting up key features such as finance, sales, purchasing, and integrations, making the onboarding process easier and reducing manual effort.

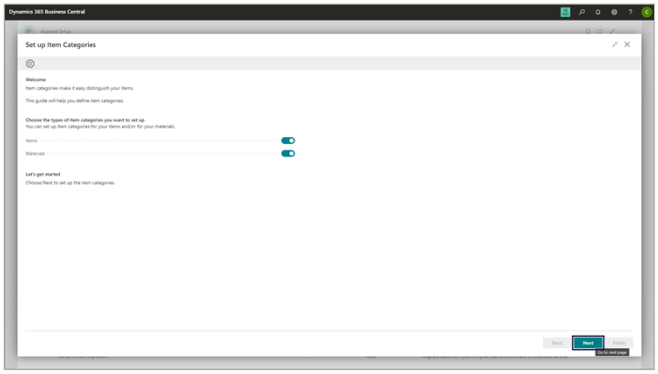
The Assisted Setup can be started by searching for it , or by selecting Assisted Setup in the settings menu in the upper right corner.



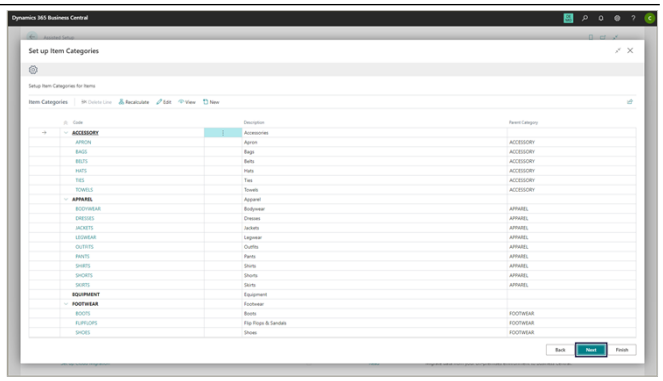
By clicking on the Set up topics from top to bottom, or by selecting one and choosing Start Setup from the ribbon, you enter a wizard that guides you through configuring the application. In this wizard, you can add, modify, or remove data, which is then directly saved in the underlying table.



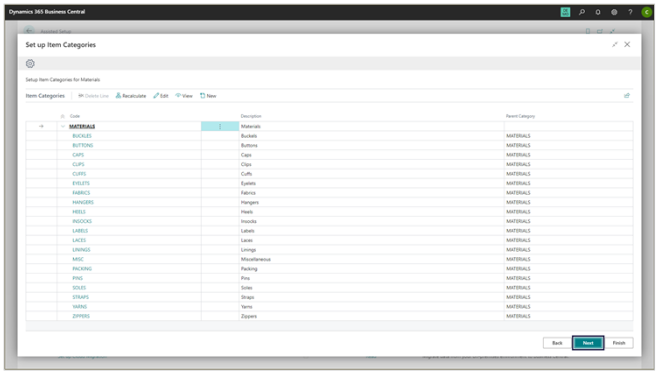
In the wizard, you can enable or disable components before proceeding to the next step.



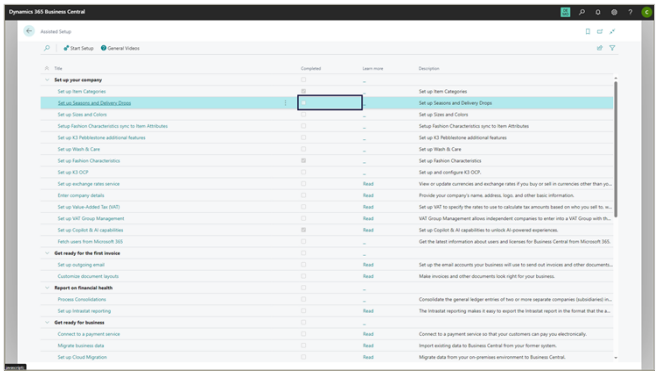
Examples are already available. These can be modified, expanded, or removed as needed.



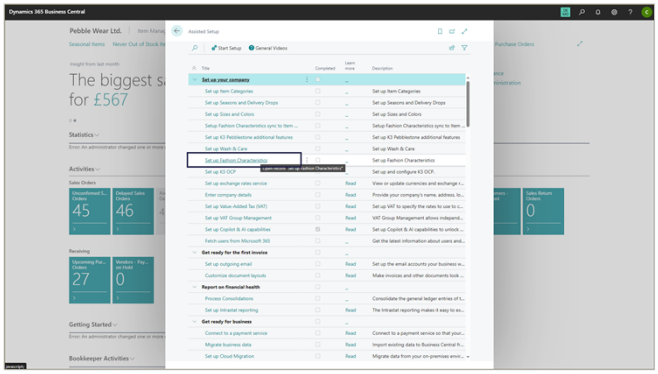
The data in the following screens can also be modified.



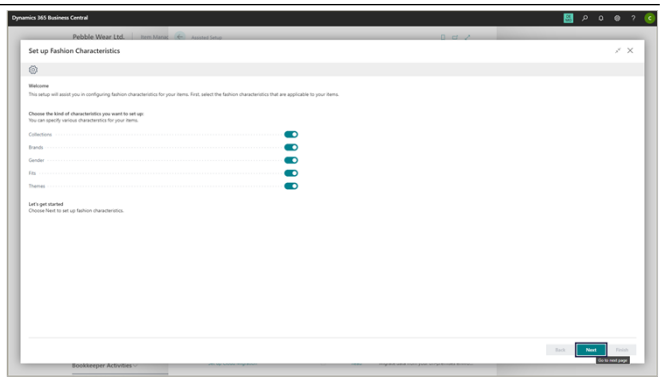
Once a wizard is completed, a checkmark is placed in the Completed field in the overview.



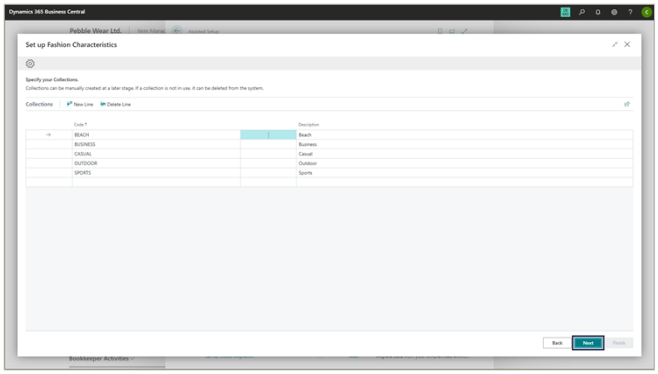
Click on the Set up Fashion Characteristics



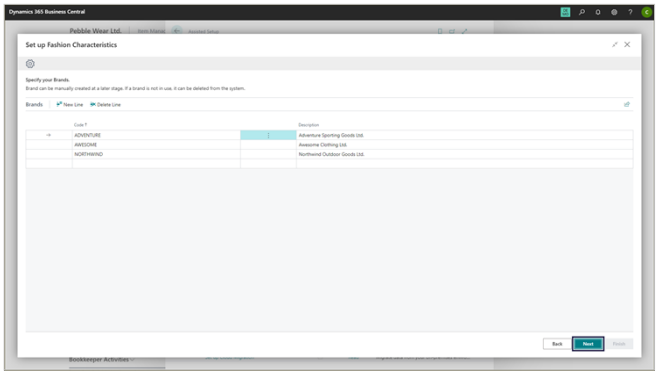
Select the fashion characteristics that are applicable to your items.



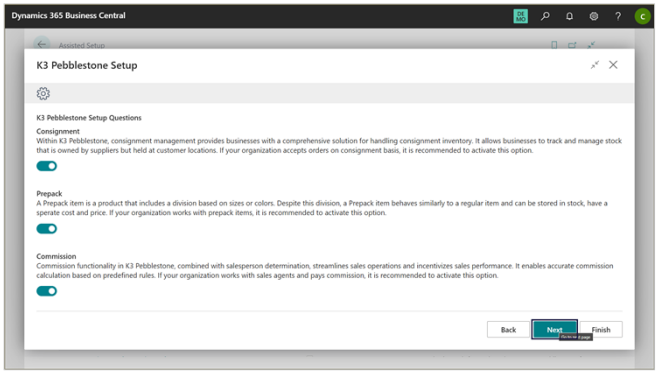
Once you have entered your own collections, these details are automatically saved in the table, and you can press Next.



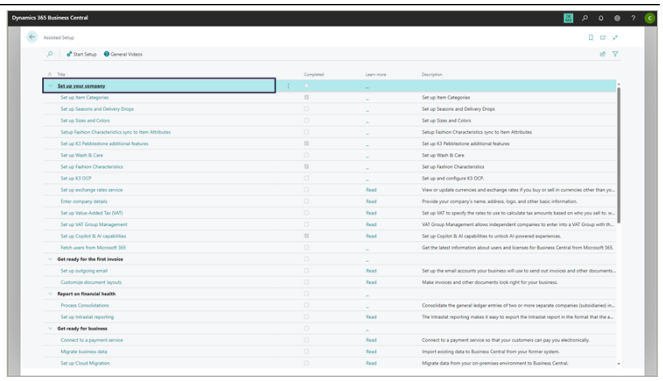
Once you have entered your own brands, genders, fits and themes, depending on what you're using, these details are automatically saved in the table.



By clicking on Set up K3 Pebblestone Additional Features, you can activate various functionalities.



The wizards under Set up your company are the most important initially. However, no setup is mandatory to run.

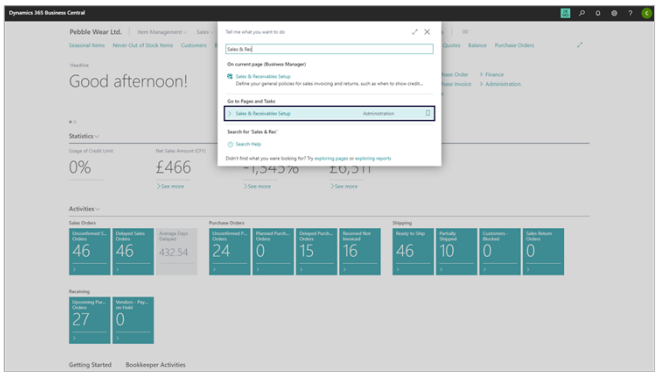


1.3. Sales & Receivables Setup BC25

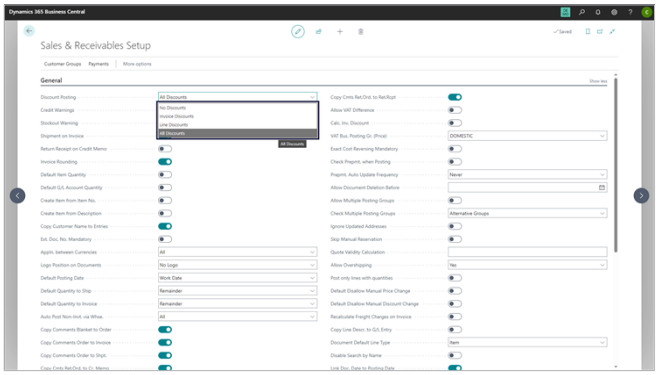
1.3.1. [ClickLearn]

Before you can manage sales processes, you must configure the rules and values that define the company's sales policies.
You must define the general setup on the Sales & Receivables page, such as which sales documents are required, how their values are posted, and the type of lines to create by default. This general setup is typically performed once during the initial implementation.

The Sales & Receivable Setup can be started by searching for it.

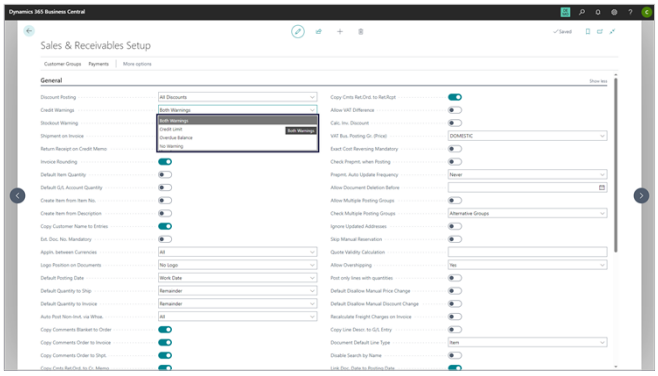


Tab General

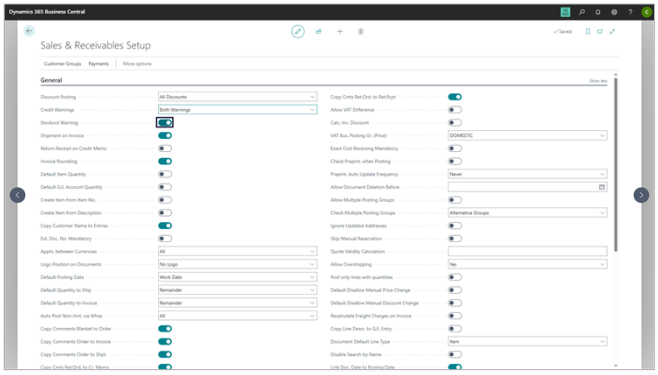


- No Discounts: Discounts are not posted separately but instead will subtract the discount before posting.
- Invoice Discounts: The invoice discount and invoice amount are posted simultaneously, based on the Sales Invoice Discount Account field in the General Posting Setup window.
- Line Discounts: The line discount and the invoice amount will be posted simultaneously, based on Sales Line Discount Account field in the General Posting Setup window.
- All Discounts: The invoice and line discounts and the invoice amount will be posted simultaneously, based on the Sales Invoice Discount Account field and Sales Line Discount Account fields in the General Posting Setup window.

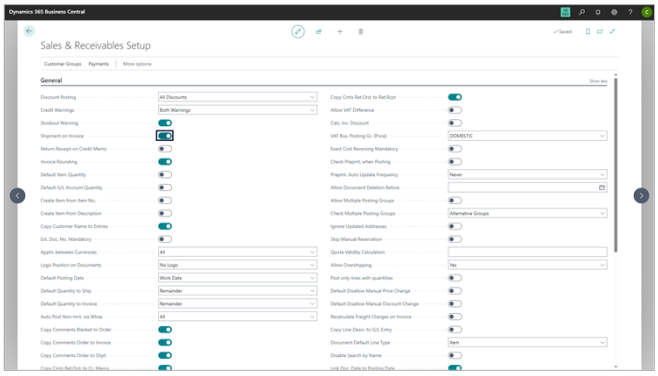
Specifies whether to warn about the customer's status when you create a sales order or invoice.



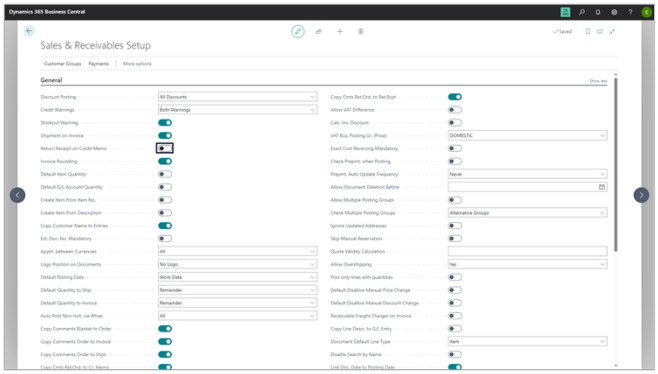
Specifies if a warning is displayed when you enter a quantity on a sales document that brings the item's inventory level below zero.



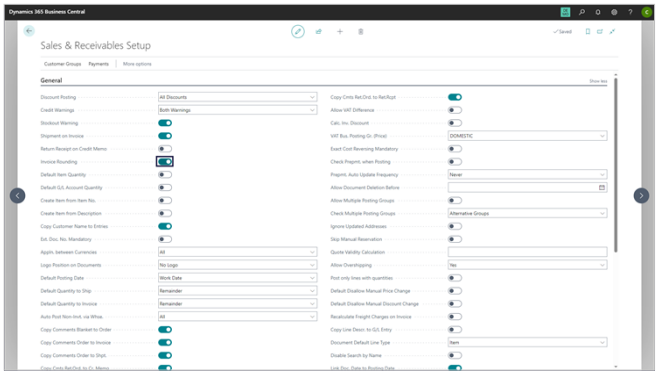
Specifies if a posted shipment and a posted invoice are automatically created when you post an invoice.



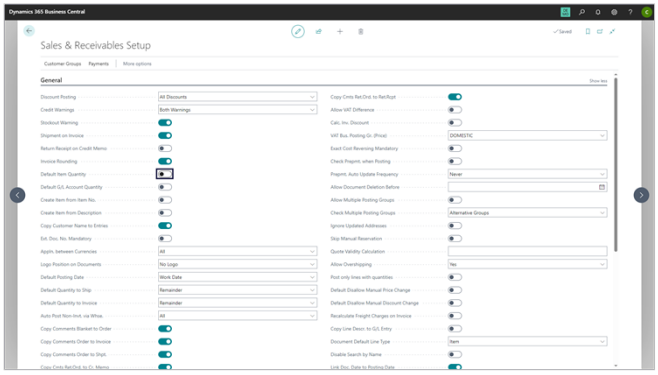
Specifies that a posted return receipt and a posted sales credit memo are automatically created when you post a credit memo.



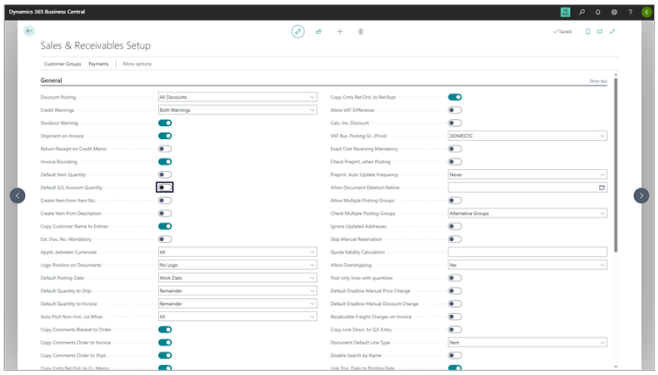
Specifies if amounts are rounded for sales invoices. Rounding is applied as specified in the Inv. Rounding Precision (LCY) field in the General Ledger Setup window.



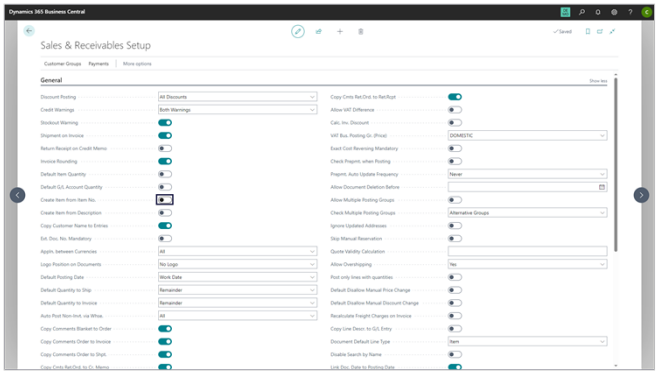
Specifies that the Quantity field is set to 1 when you fill in the Item No. field.



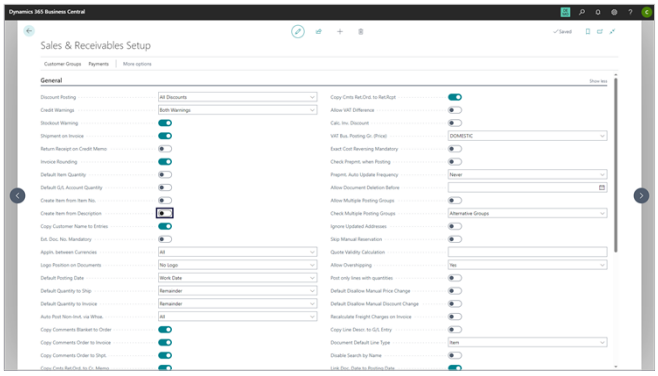
Specifies that Quantity is set to 1 on lines of type G/L Account.



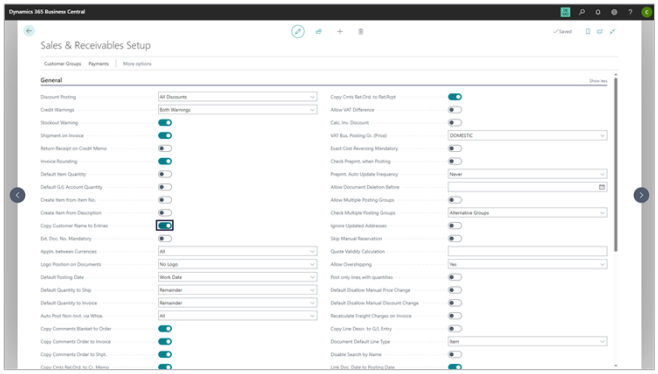
Specifies if the system will suggest to create a new item when no item matches the number that you enter in the No. Field on sales lines.



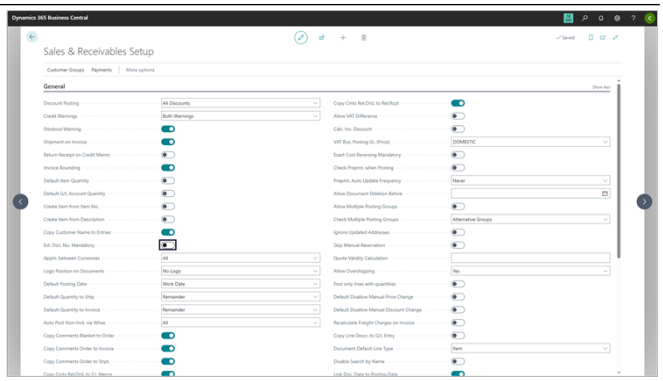
Specifies if the system will suggest to create a new item when no item matches the description that you enter in the Description field on sales lines.



Specifies if you want the name on customer cards to be copied to customer ledger entries during posting.

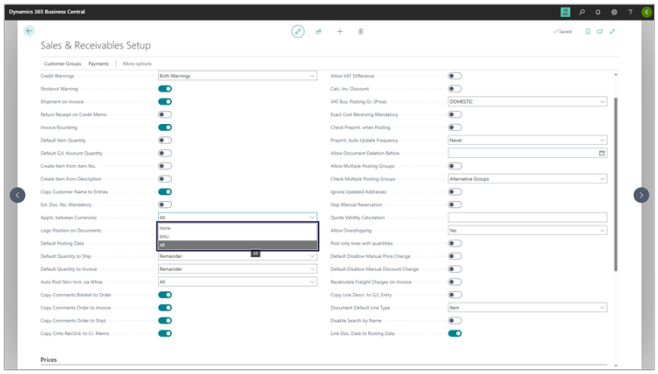


Specifies if it is mandatory to enter an external document number in the External Document No. field on a sales header or the External Document No. field on a general journal line.

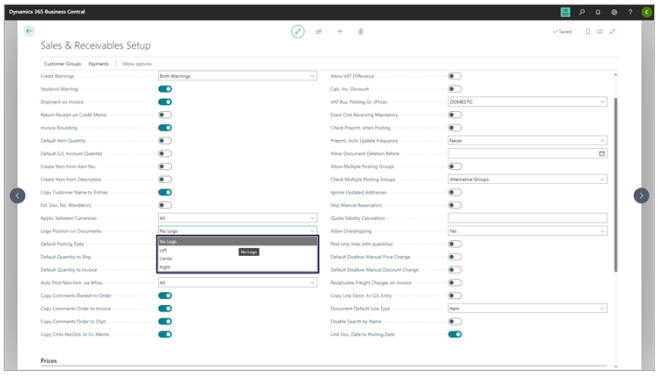


Specifies whether it is allowed to apply customer payments in different currencies.

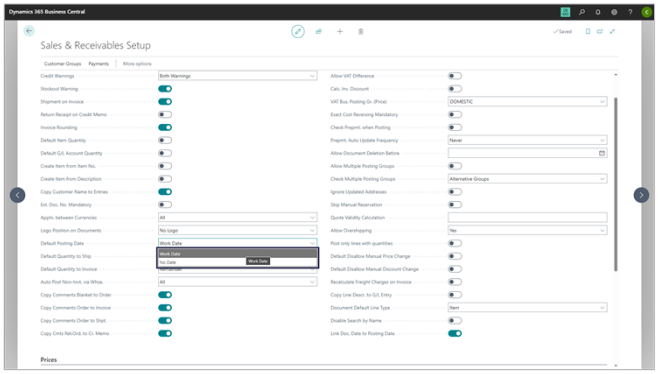
- None: All entries involved in one application must be in the same currency.
- EMU: You can apply entries in euro and one of the old national currencies (for EMU countries/regions) to one another.
- All: You can apply entries in different currencies to one another. The entries can be in any currency.



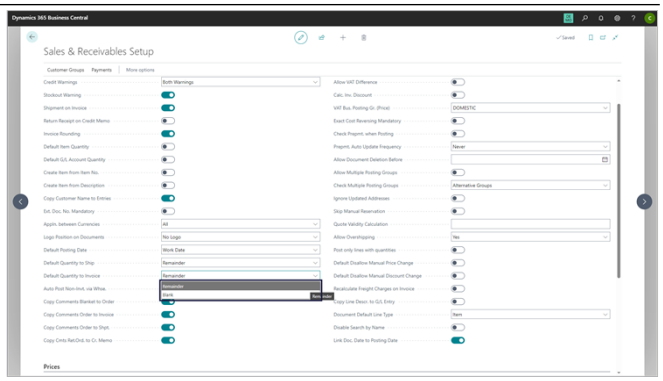
Specifies the position of your company logo on business letters and documents.



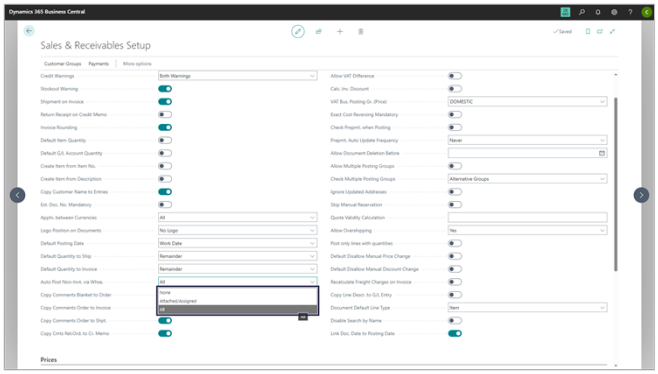
Specifies which date must be used as the default posting date on sales documents. If you select Work Date, the Posting Date field will be populated with the work date at the time of creating a new sales document. If you select No Date, the Posting Date field will be empty by default and you must manually enter a posting date before posting.



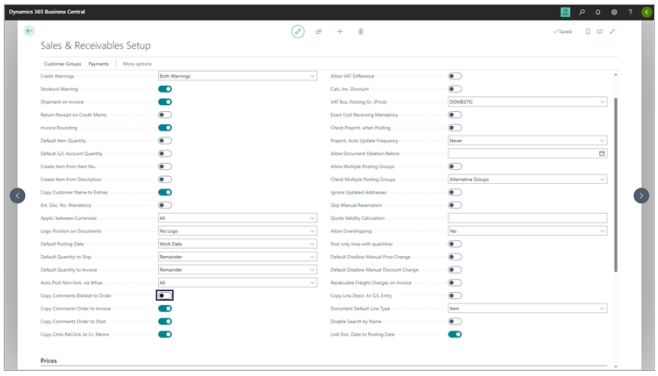
Specifies the default value for the Qty. to Invoice field on sales order lines and the Return Qty. to Invoice field on sales return order lines. If you choose Blank, the quantity to invoice is not automatically calculated.



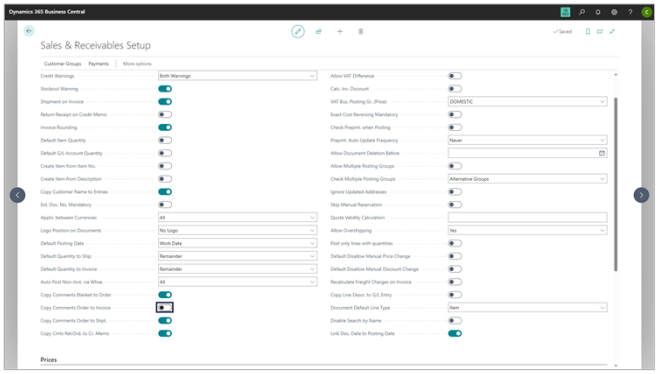
Specifies if non-inventory item lines in a sales document will be posted automatically when the document is posted via warehouse. None: Do not automatically post non-inventory item lines. Attached/Assigned: Post item charges and other non-inventory item lines assigned or attached to regular items. All: Post all non-inventory item lines.



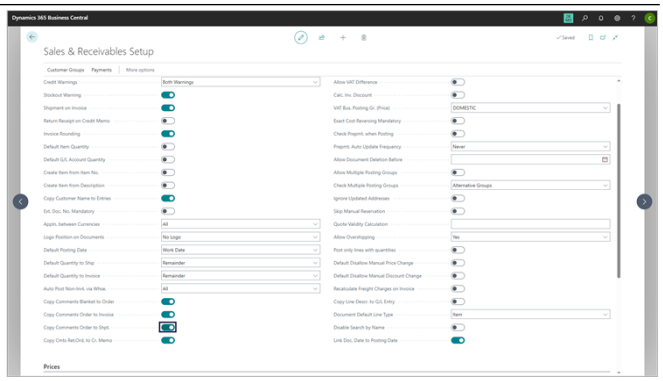
Specifies whether to copy comments from blanket sales orders to sales orders.



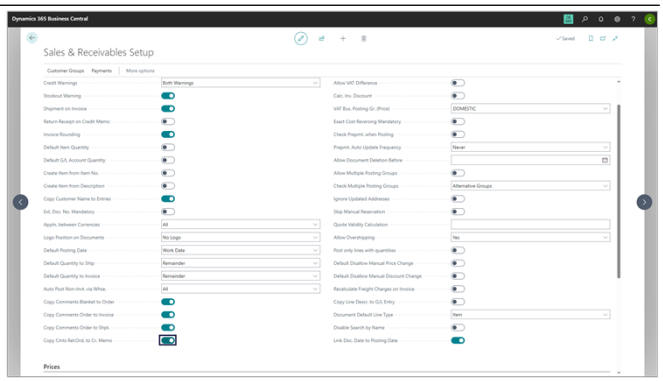
Specifies whether to copy comments from sales orders to sales invoices.



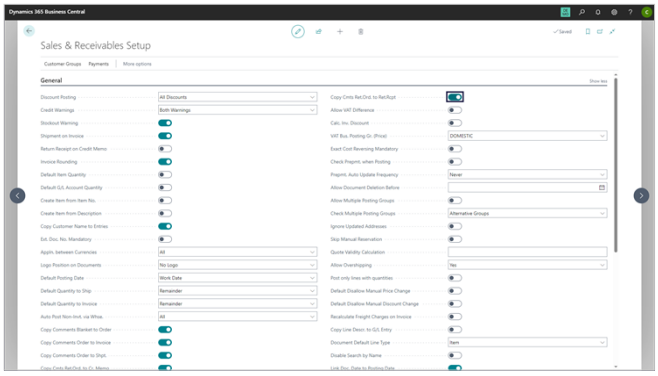
Specifies whether to copy comments from sales orders to shipments.



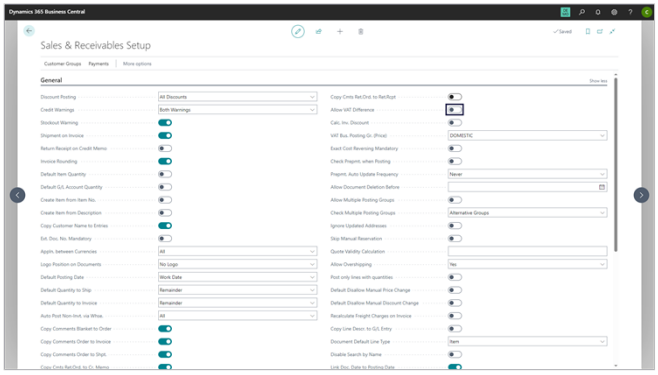
Specifies whether to copy comments from sales return orders to sales credit memos.



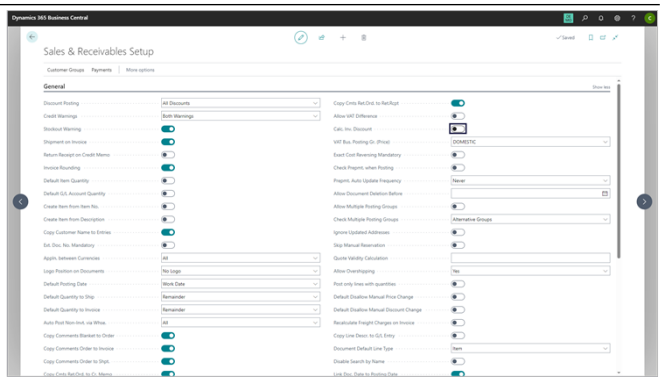
Specifies that comments are copied from the sales return order to the posted return receipt.



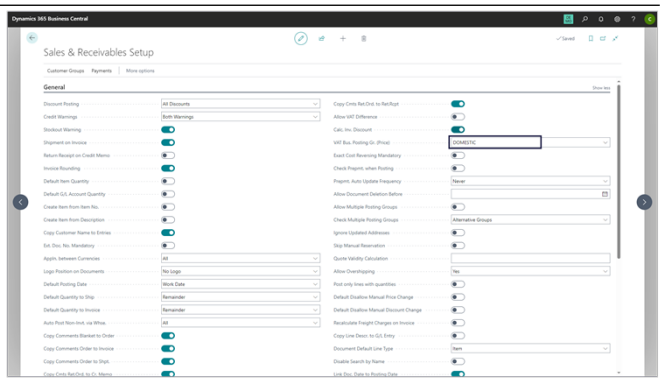
Specifies that comments are copied from the sales return order to the posted return receipt.



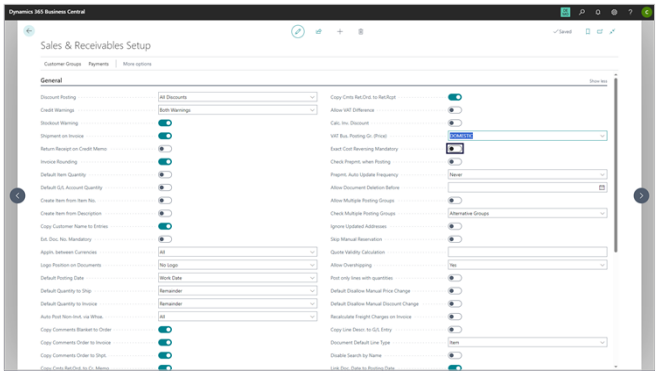
Specifies if the invoice discount amount is automatically calculated with sales documents. If this check box is selected, then the invoice discount amount is calculated automatically, based on sales lines where the Allow Invoice Disc. field is selected.



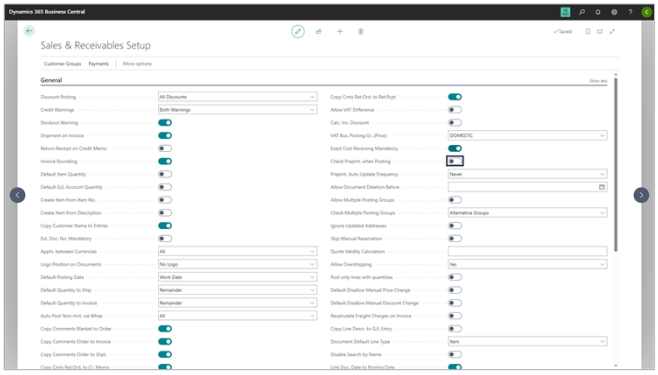
Specifies a VAT business posting group for customers for whom you want the item price including VAT to apply.



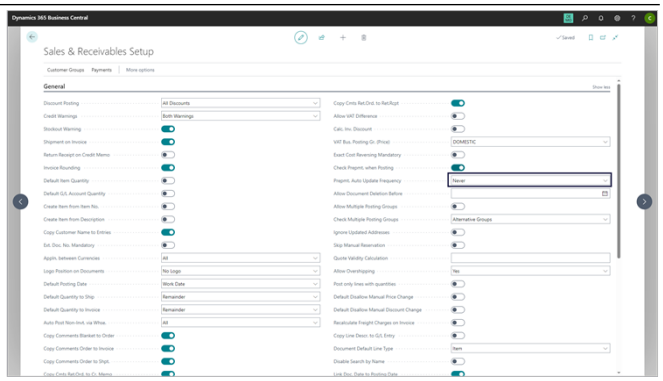
Specifies that a return transaction cannot be posted unless the Appl.-from Item Entry field on the sales order line specifies an entry.



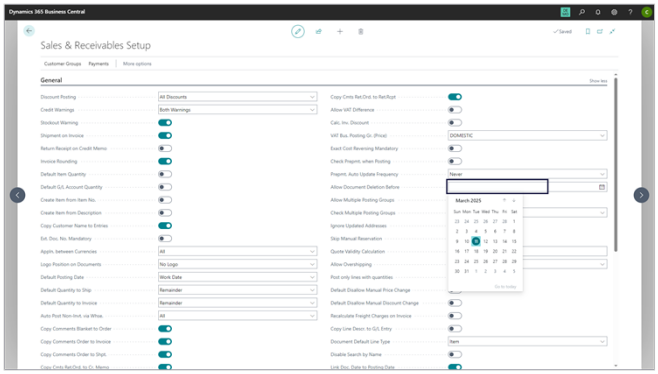
Specifies that you cannot ship or invoice an order that has an unpaid prepayment amount.



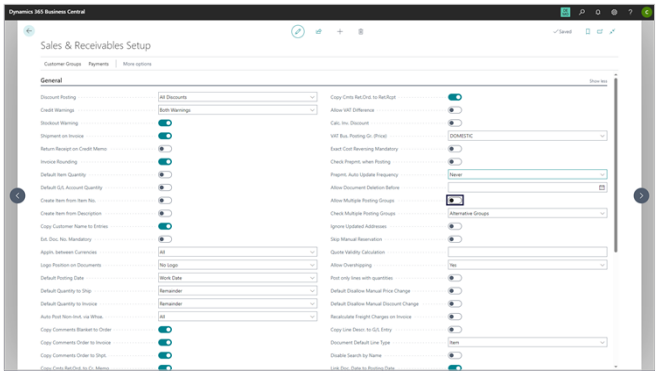
Specifies how often the job must run that automatically updates the status of orders that are pending prepayment.



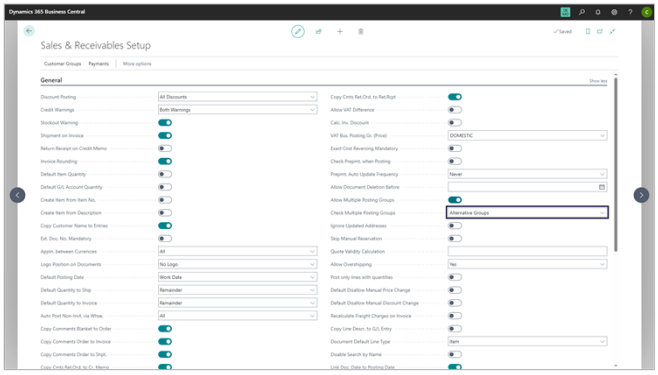
Specifies if and when posted sales invoices and credit memos can be deleted. If you enter a date, posted sales documents with a posting date on or after this date cannot be deleted.



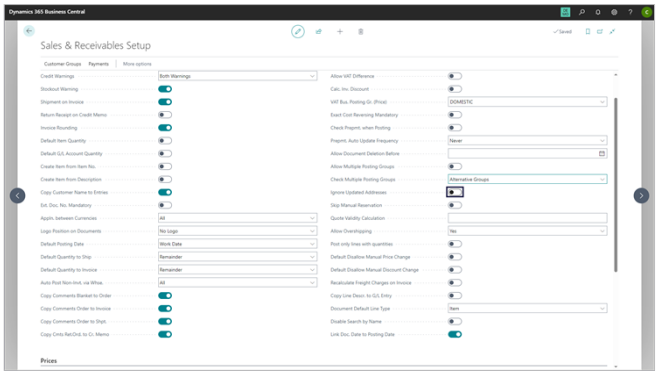
Specifies if multiple posting groups can be used for the same customer in sales documents.



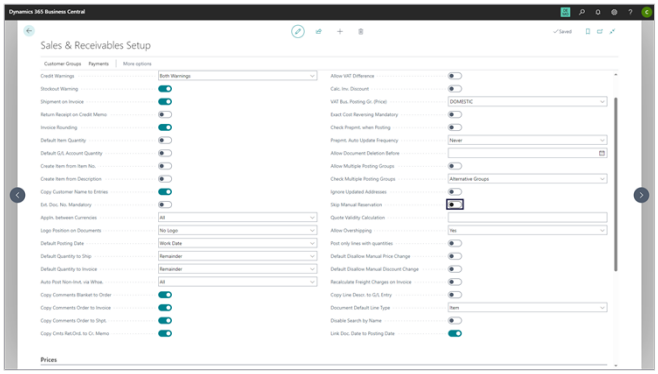
Specifies implementation method of checking which posting groups can be used for the customer.



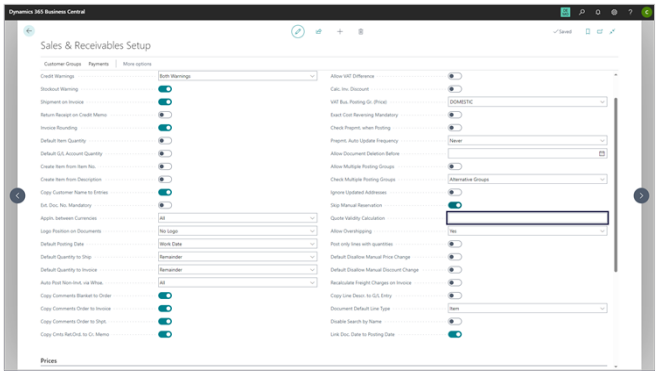
Specifies if changes to addresses made on sales documents are copied to the customer card. By default, changes are copied to the customer card.



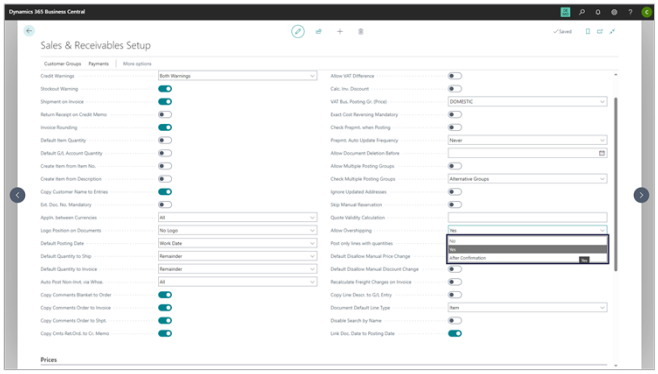
Specifies that the reservation confirmation message is not shown on sales lines. This is useful to avoid noise when you are processing many lines.



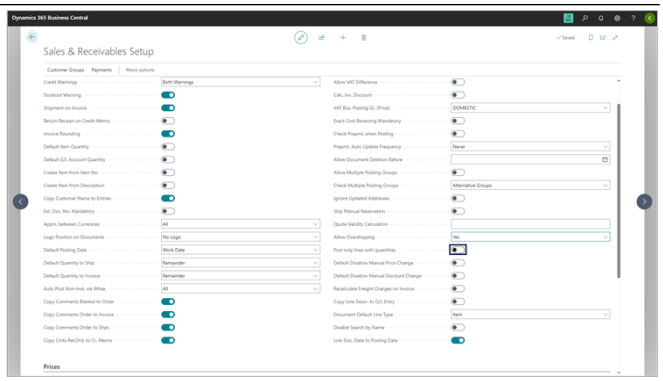
Specifies a formula that determines how to calculate the quote expiration date based on the document date.



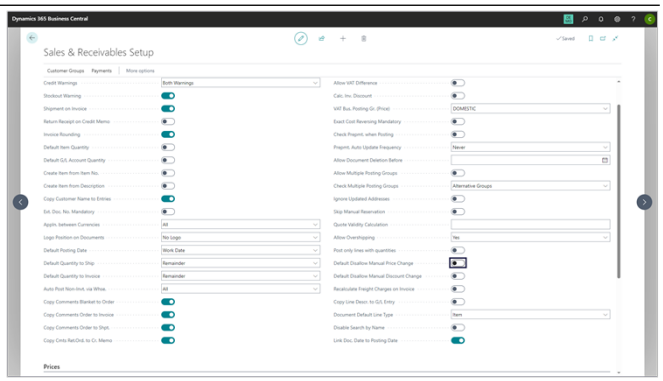
Specifies if overshipping is allowed.



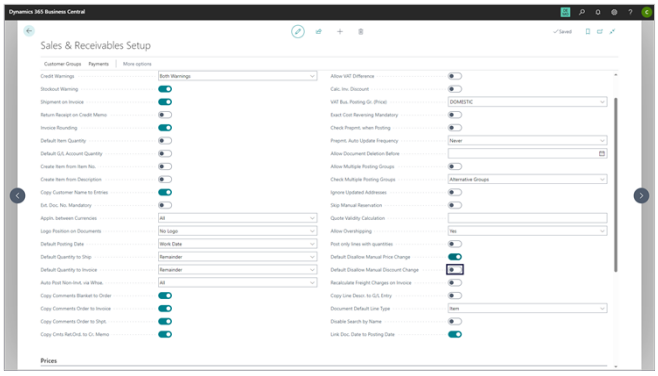
Specifies if only lines with quantities will be posted.



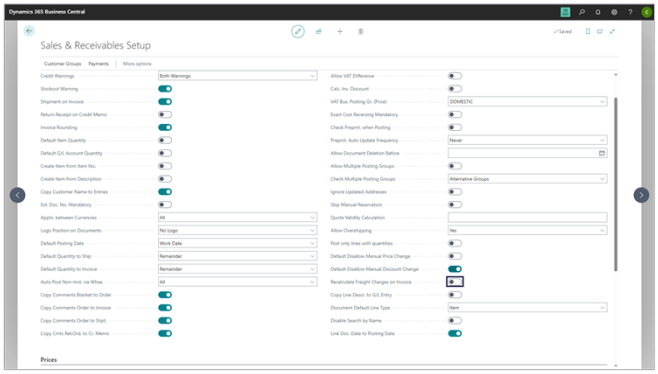
Default Disallow Manual Price Change



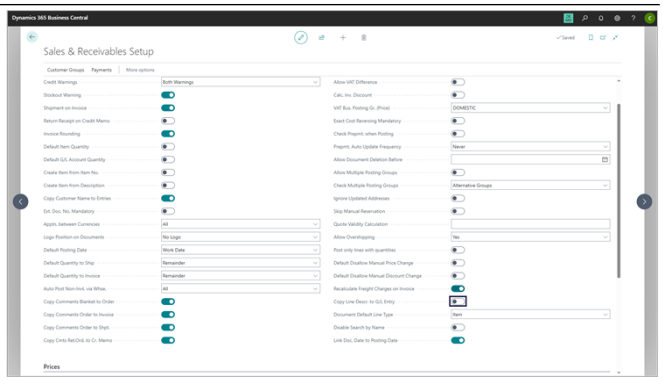
Default Disallow Manual Discount Change



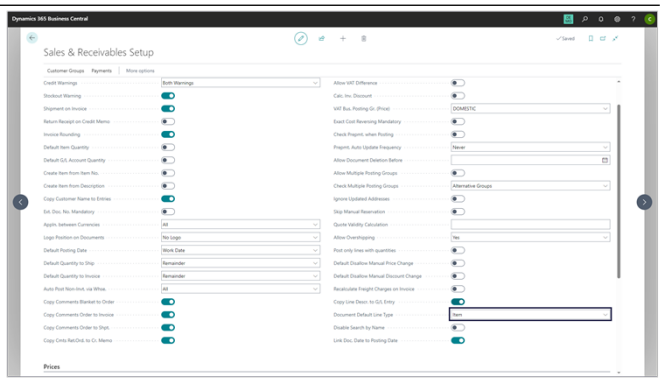
Recalculate Freight Charges on Invoice



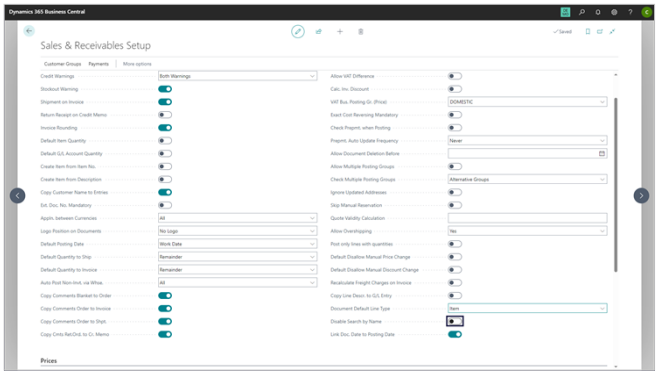
Specifies that the description on document lines of type G/L Account will be carried to the resulting general ledger entries.



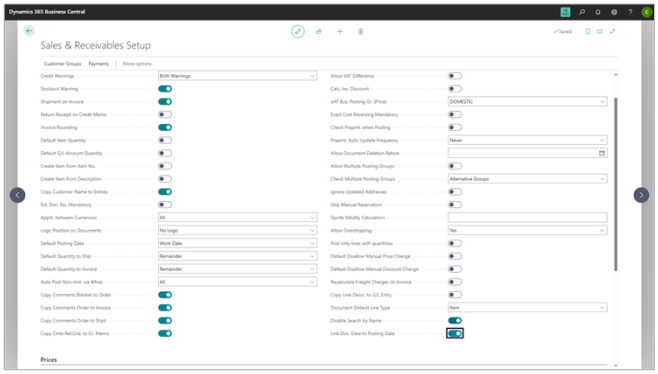
Specifies the default value for the Type field on the first line in new sales documents. If needed, you can change the value on the line.



Specifies that you can change the names of customers on open sales documents. The change applies only to the documents.

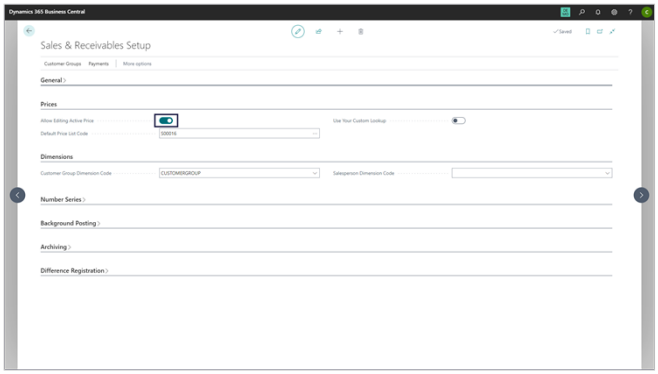


Specifies whether the document date changes when the posting date is modified.

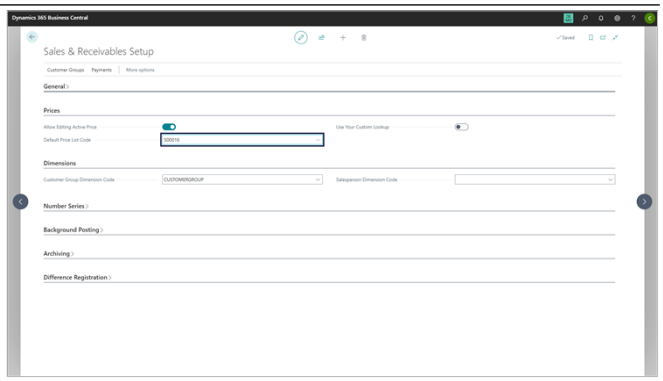


Tab Prices

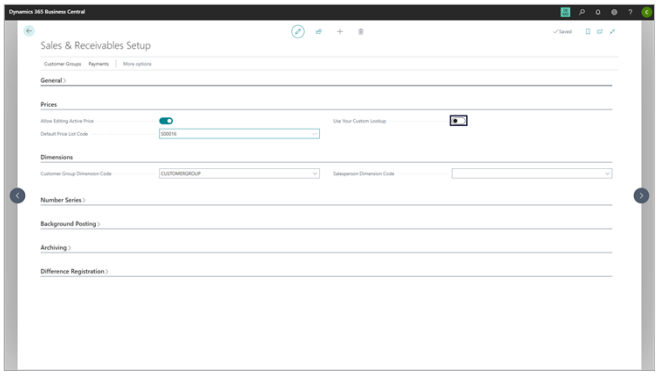
Specifies it the existing active sales price line can be modified or removed, or a new price line can be added to the active price list.



Specifies the code of the existing sales price list that stores all new price lines created in the price worksheet page.

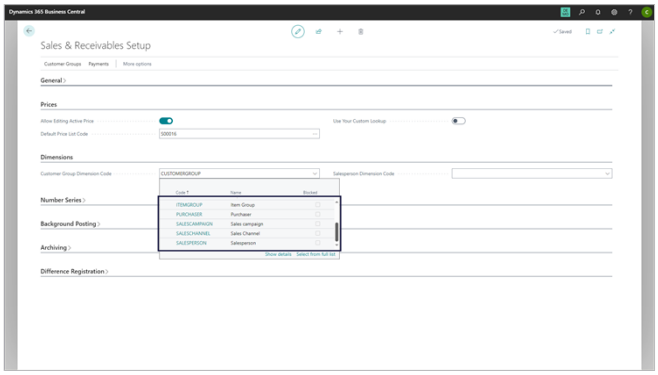


Specifies whether the Assign-to Parent No., Assign-to No., and Product No. fields on price list pages use standard lookups to find records. If you have customized these fields and prefer your implementation, turn on this toggle.

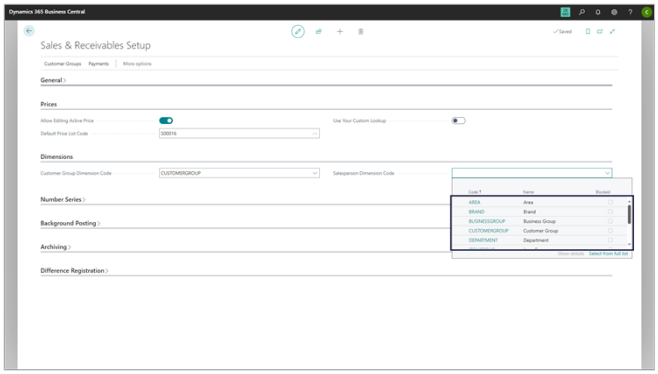


Tab Dimensions

Specifies the dimension code for customer groups in your analysis report.

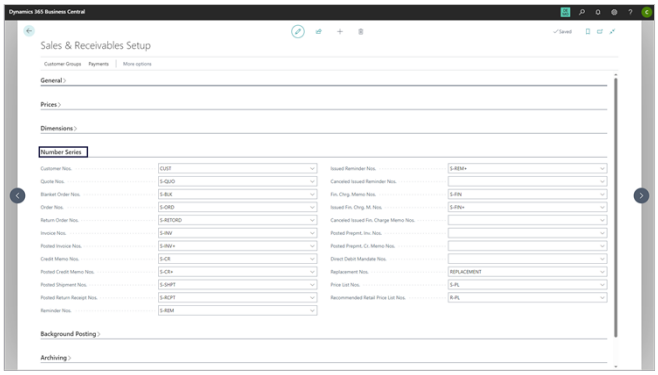


Specifies the dimension code for salespeople in your analysis report.



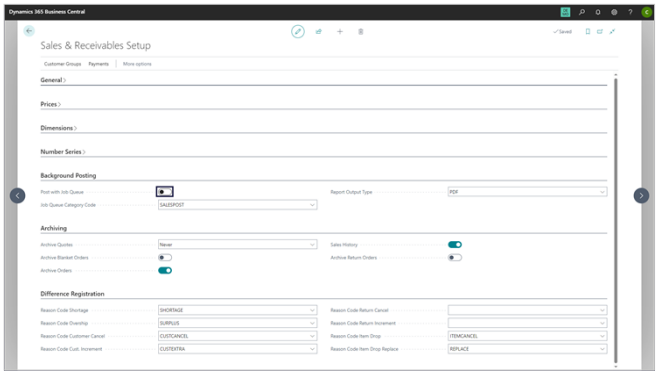
Tab Number Series

Specifies the codes for the number series that will be used to assign numbers to different entities and documents.

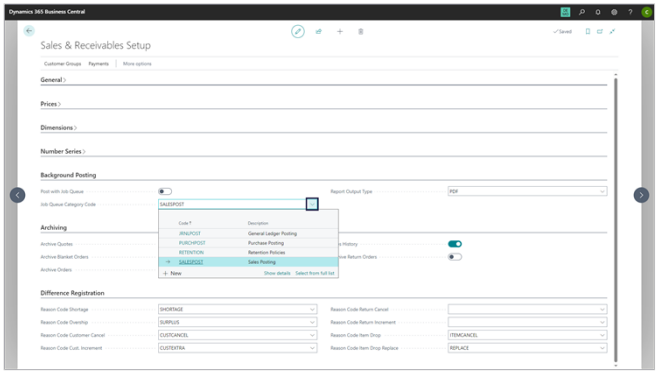


Tab Background Posting

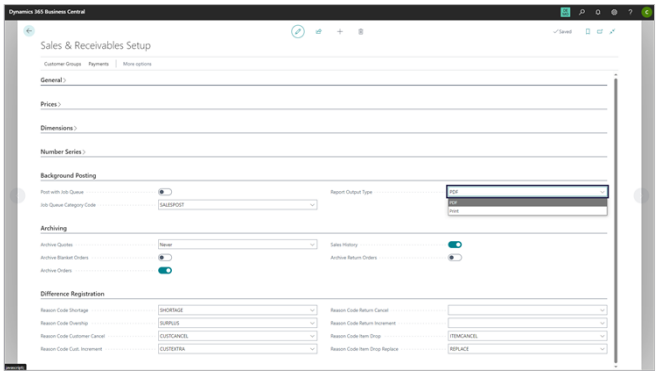
Specifies if you use job queues to post sales documents in the background.



Specifies the code for the category of the job queue that you want to associate with background posting.

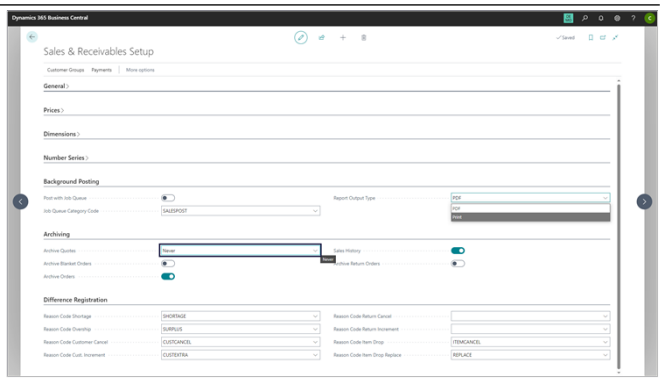


Specifies the output of the report that will be scheduled with a job queue entry when the Post and Print with Job Queue check box is selected.

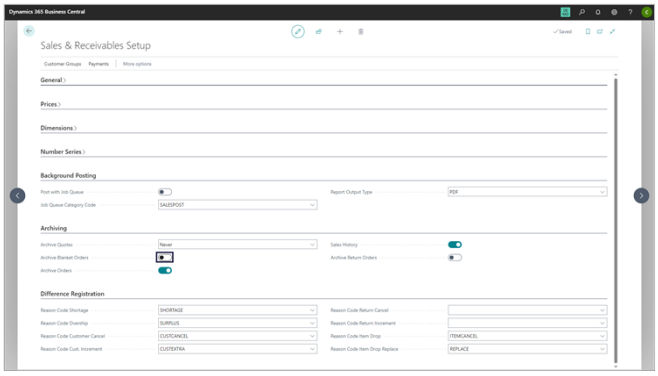


Tab Archiving

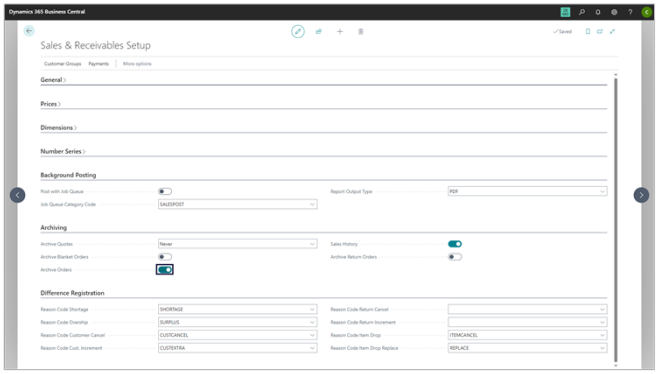
Specifies if you want to archive sales quotes when they are deleted.



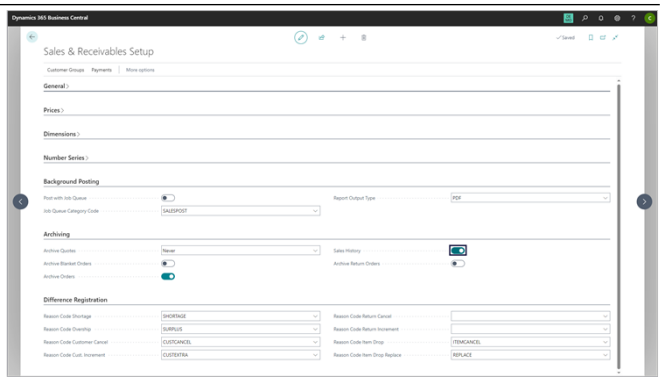
pecifies if you want to archive sales blanket orders when they are deleted.



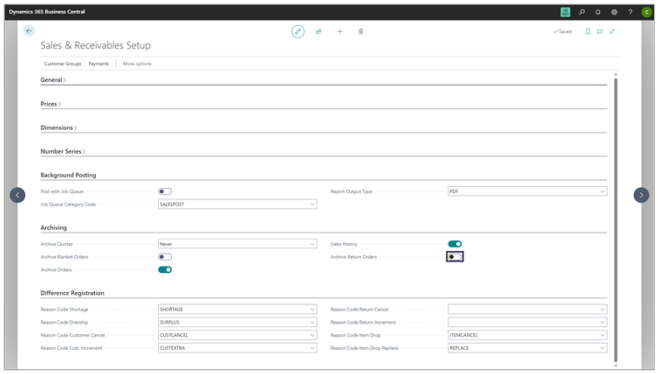
Specifies if you want to archive sales orders when they are deleted.



Sales History

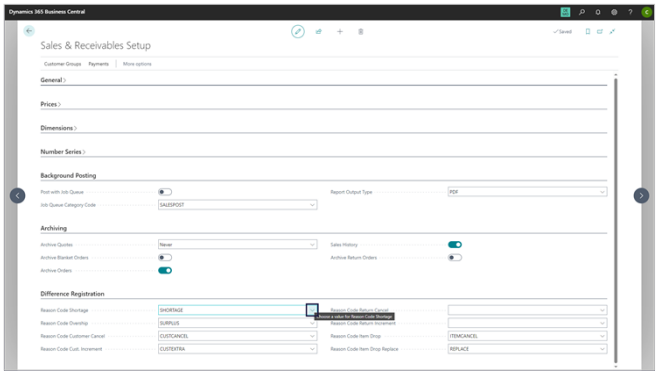


Specifies if you want to archive sales return orders when they are deleted.

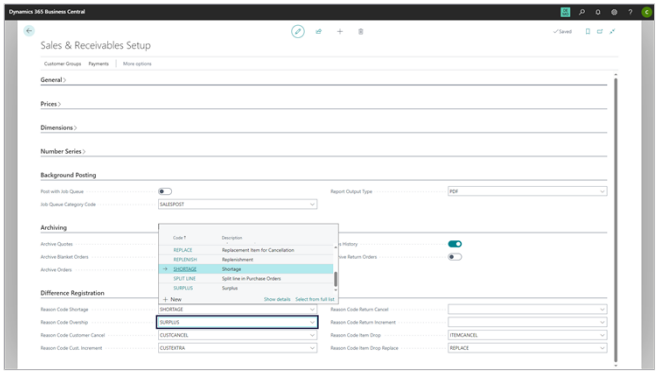


Tab Difference Registration

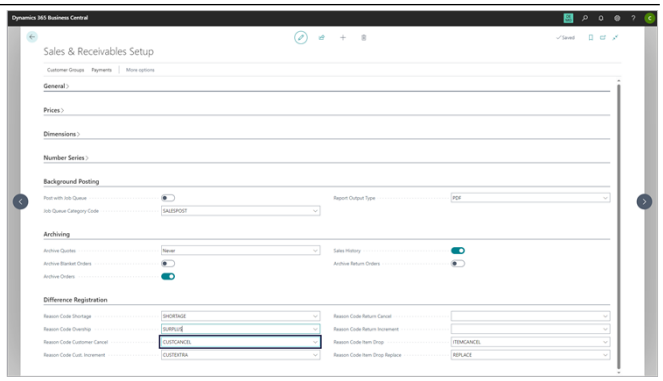
Reason Code Shortage



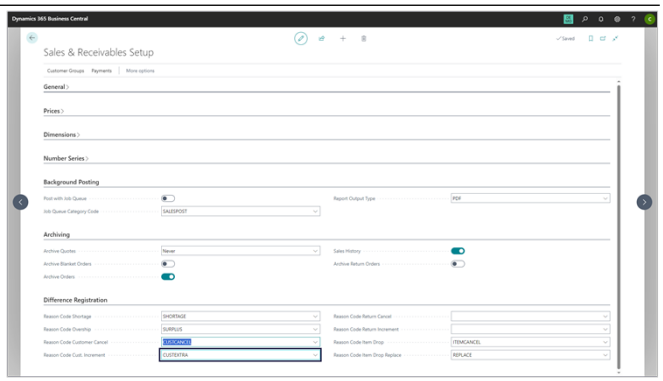
Reason Code Overship



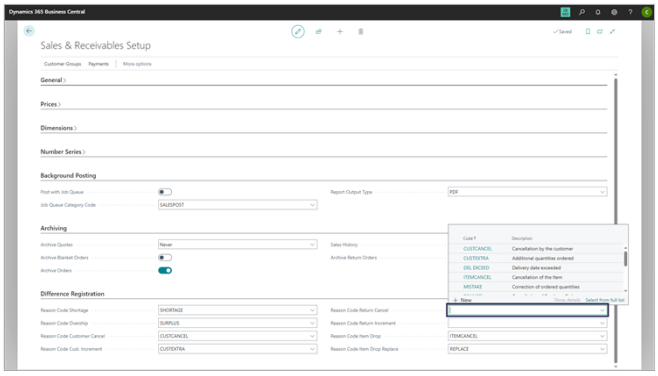
Reason Code Customer Cancel



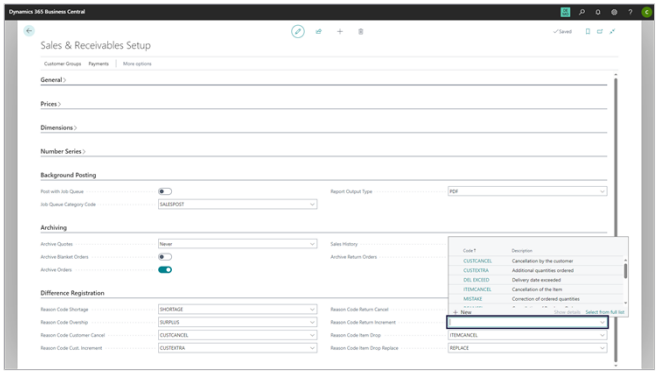
Reason Code Cust. Increment



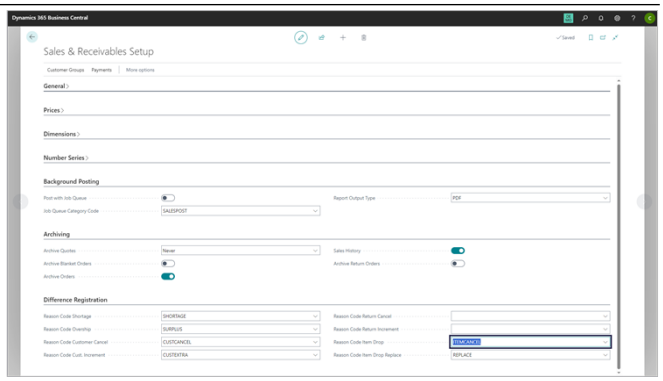
Reason Code Return Cancel



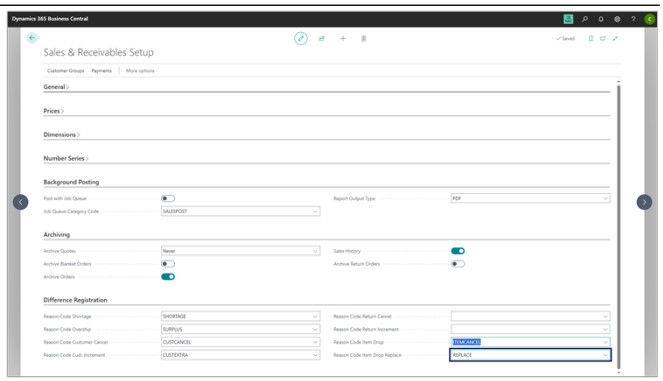
Reason Code Return Increment



Reason Code Item Drop



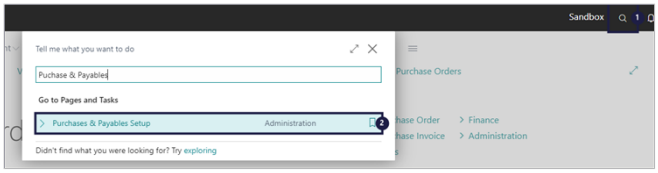
Reason Code Item Drop Replace



Thank you for watching!

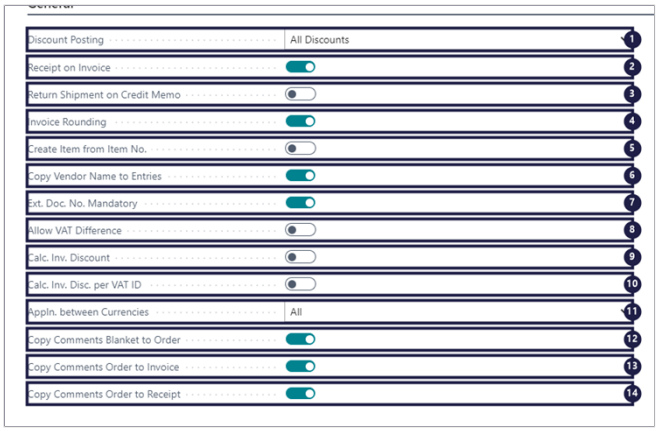
1.4. Purchase & Payables Setup

Purchase & Payables Setup

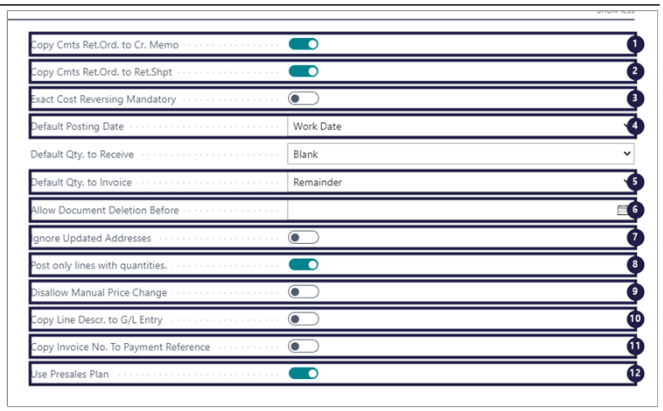


1. Click on the link **Search** - Enter the text **Puchase & Payables**.
2. Click on **Purchases & Payables Setup Administration** □.

General



1. **Discount Posting**.
2. **Receipt on Invoice**.
3. **Return Shipment on Credit Memo**.
4. **Invoice Rounding**.
5. **Create Item from Item No.**
6. **Copy Vendor Name to Entries**.
7. **Ext. Doc. No. Mandatory**.
8. **Allow VAT Difference**.
9. **Calc. Inv. Discount**.
10. **Calc. Inv. Disc. per VAT ID**.
11. **Appln. between Currencies**.
12. **Copy Comments Blanket to Order**.
13. **Copy Comments Order to Invoice**.
14. **Copy Comments Order to Receipt**.



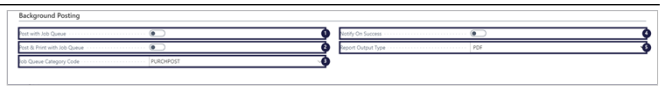
1. **Copy Cmts Ret.Ord. to Cr. Memo**.
2. **Copy Cmts Ret.Ord. to Ret.Shpt**.
3. **Exact Cost Reversing Mandatory**.
4. **Default Posting Date**.
5. **Default Qty. to Invoice**.
   Specifies the default value that is inserted in the Qty. to Invoice field in purchase order lines.
6. **Allow Document Deletion Before**.
7. **Ignore Updated Addresses**.
8. **Post only lines with quantities.**
   Specifies that only purchase lines with a value in the Qty. to Receive, Qty. to Invoice, or Return Qty. to Ship fields will be posted.
9. **Disallow Manual Price Change**.
   Indicates whether it is allowed to manually change purchase prices.
10. **Copy Line Descr. to G/L Entry**.
11. **Copy Invoice No. To Payment Reference**.

12. **Use Presales Plan**.
    Indicates whether or not presales orders are fulfilled by the presales plan. If you do not use presales plan the presales orders are included in the replenishment via the Requisition Worksheet. If you use presales plan the presales orders are fulfilled by the presales plan and they are excluded in the replenishment via the Requisition Worksheet. It will also be required to convert presales stock into direct stock to be able to resell remaining presales stock levels as never out of stock or direct orders.

Number Series

1. **Vendor Nos.**
2. **Quote Nos.**
3. **Blanket Order Nos.**
4. **Order Nos.**
5. **Invoice Nos.**
6. **Posted Invoice Nos.**
7. **Credit Memo Nos.**
8. **Posted Credit Memo Nos.**
9. **Posted Receipt Nos.**

Background Posting



1. **Post with Job Queue**.
2. **Post & Print with Job Queue**.
3. **Job Queue Category Code**.
4. **Notify On Success**.
5. **Report Output Type.**

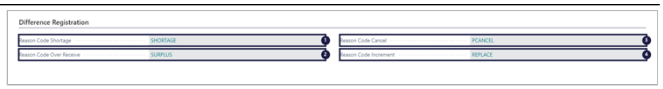
Archiving

1. **Archive Quotes.**
2. **Archive Orders.**
3. **Archive Blanket Orders.**

Default Accounts

1. **Default Debit Account for Non-Item Lines**.
2. **Default Credit Account for Non-Item Lines**.

Difference Registration

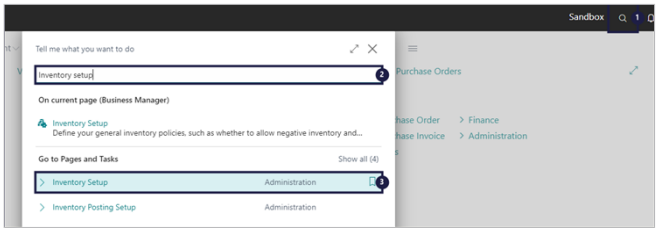


1. **Reason Code Shortage**.
   Specifies the reason code that will be used as default to register cancellations due to shortages.
2. **Reason Code Over Receive**.
   Specifies the reason code that will be used as default to register the change when you receive more than ordered.
3. **Reason Code Cancel**.
   Specifies the reason code that will be used as default to register a cancellation by the vendor.

4. **Reason Code Increment**.
   Specifies the reason code that will be used as default to register an increment by the vendor.

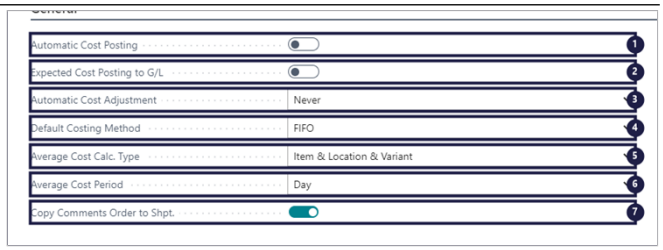
1.5. Inventory setup

Inventory setup

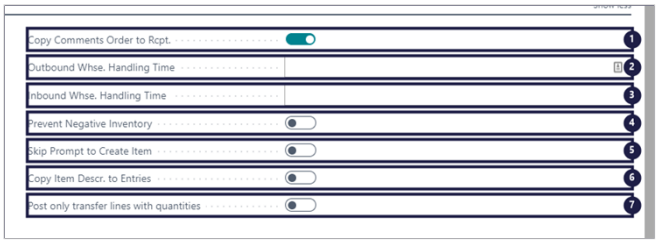


1. Click on the link **Search**.
2. Click on the field **Tell me what you want to do** - Enter the text **Inventory setup**.
3. Click on **Inventory Setup Administration**.

General



1. **Automatic Cost Posting**.
2. **Expected Cost Posting to G/L**.
3. **Automatic Cost Adjustment Never Day Week Month Quarter Year Always**.
4. **Default Costing Method**.
5. **Average Cost Calc. Type**.
6. **Average Cost Period**.
7. **Copy Comments Order to Shpt.**



1. **Copy Comments Order to Rcpt.**
2. **Outbound Whse. Handling Time**.
3. **Inbound Whse. Handling Time**.
4. **Prevent Negative Inventory**.
5. **Skip Prompt to Create Item**.
6. **Copy Item Descr. to Entries**.
7. **Post only transfer lines with quantities**.
   Specifies that only transfer lines with a value in the Qty. to Ship, Qty. to Receive fields will be posted.

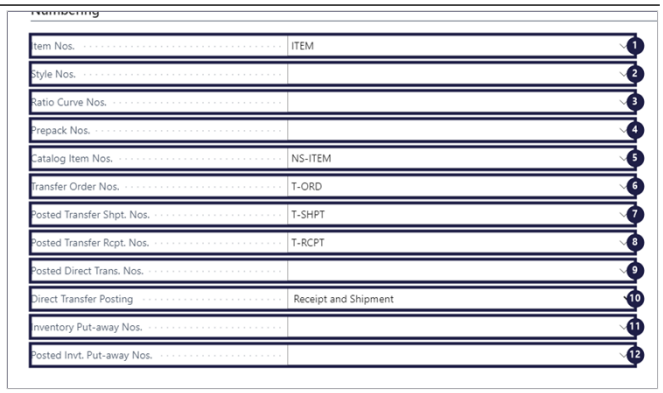
Location

1. **Location Mandatory**.

Dimensions

1. **Item Group Dimension Code**.

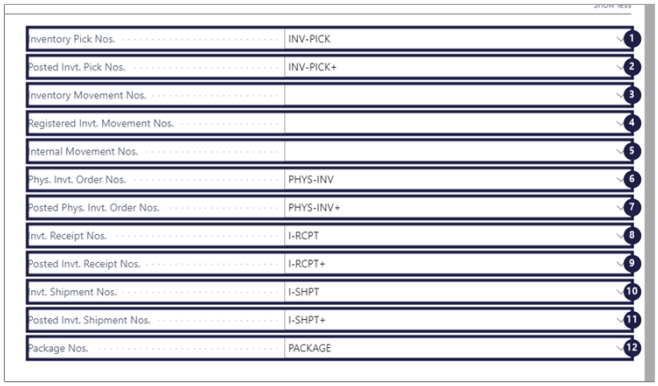
Numbering



1. **Item Nos.**
2. **Style Nos.**
   Specifies the number series code that will be used to assign numbers to styles.
3. **Ratio Curve Nos.**
   Specifies the number series code that will be used to assign numbers to ratio curves.
4. **Prepack Nos.**
   Specifies the number series code that will be used to assigned numbers to

Prepacks.

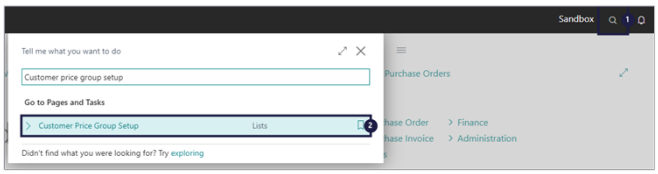
5. **Catalog Item Nos.**
6. **Transfer Order Nos.**
7. **Posted Transfer Shpt. Nos.**
8. **Posted Transfer Rcpt. Nos.**
9. **Posted Direct Trans. Nos.**
10. **Direct Transfer Posting**.
11. **Inventory Put-away Nos.**
12. **Posted Invt. Put-away Nos.**



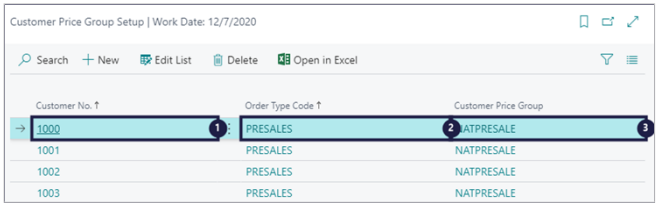
1. **Inventory Pick Nos.**
2. **Posted Invt. Pick Nos.**
3. **Inventory Movement Nos.**
4. **Registered Invt. Movement Nos.**
5. **Internal Movement Nos.**
6. **Phys. Invt. Order Nos.**
7. **Posted Phys. Invt. Order Nos.**
8. **Invt. Receipt Nos.**
9. **Posted Invt. Receipt Nos.**
10. **Invt. Shipment Nos.**
11. **Posted Invt. Shipment Nos.**
12. **Package Nos.**
    Specifies the number series that will be used to assign numbers to packages.

1.6. Customer price group Setup

1.6.1. Navigate to Customer price group Setup



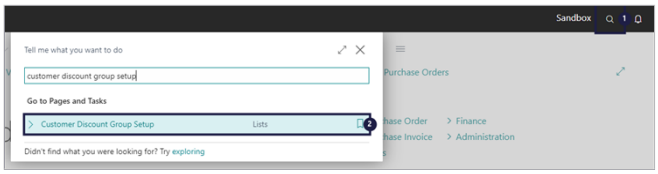
1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
   - Enter the text **Customer price group setup**.
2. Click on **Customer Price Group Setup Lists** .



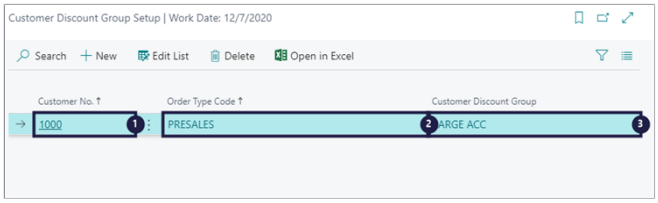
1. **Customer No.**
   Specifies the customer account number for which the price groups are setup per order type.
2. **Order Type Code**.
   Specifies the order type for which you want to setup special discounts.
3. **Customer Price Group**.
   Specifies the customer price group code for this order type, which you can use as a criterion to set up special prices in the Sales Prices window.

1.7. Customer discount group Setup

1.7.1. Navigate to Customer discount group Setup



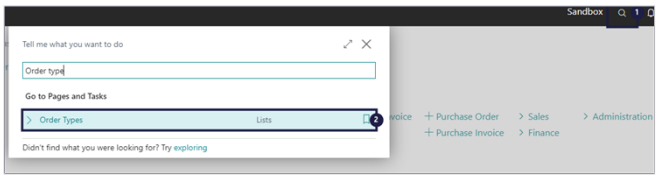
1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.** - Enter the text **customer discount group setup**.
2. Click on **Customer Discount Group Setup Lists** □.



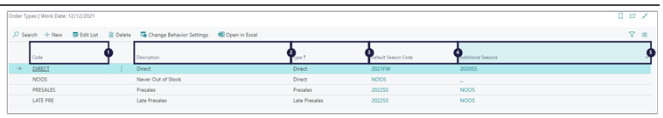
1. **Customer No.**
   Specifies the customer account number for which the price groups are setup per order type.
2. **Order Type Code**.
   Specifies the order type for which you want to setup special discounts.
3. **Customer Discount Group**.
   Specifies the customer discount group code for this order type, which you can use as a criterion to set up special discounts in the Sales Line Discounts window.

1.8. Order type Setup

Navigate to Order type

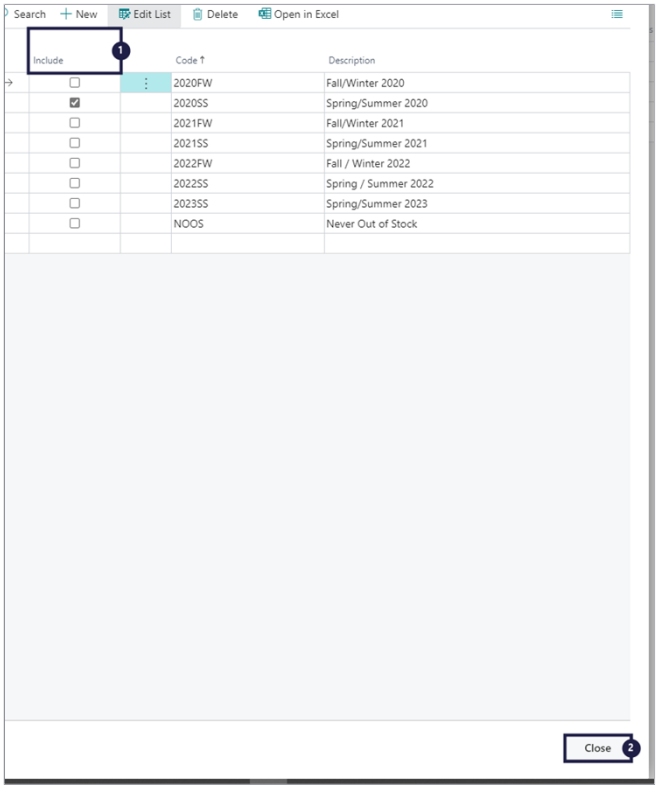


1. Click on the link **Search** - Enter the text **Order type**.
2. Click on **Order Types Lists** □.

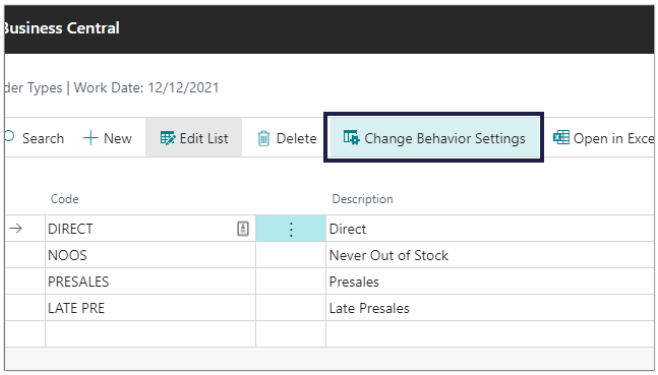


1. **Code**.
   Specifies a code for the order type.
2. **Description**.
   Specifies a description for the order type.
3. **Type**.
   Specifies the type that the Order Type applies to. The available options are, Direct, Presales, and Late Presales. The type controls the default behavior settings and is used on documents to separate presales and late presales orders from direct orders.
4. **Default Season Code**.
   Specifies the default season code that is used for this order type.
5. **Additional Seasons**.
   Setup a filter for extra seasons to enable the selection of items which belong to these seasons on documents.

1. **Include**.
   To add multiple seasons include the seasons.
2. **Close**.

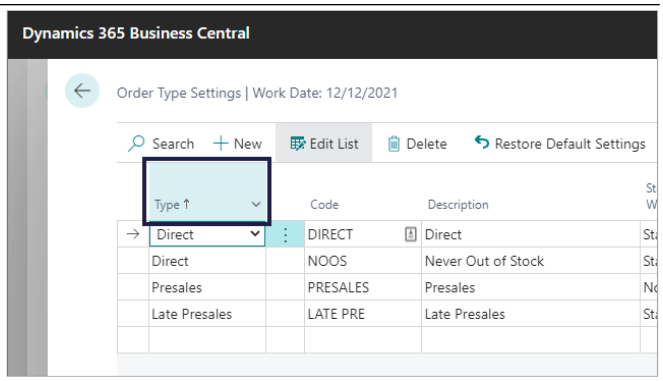


Change Behavior Settings
Change how, in particular, order entry behaves for sales documents with this order type assigned.



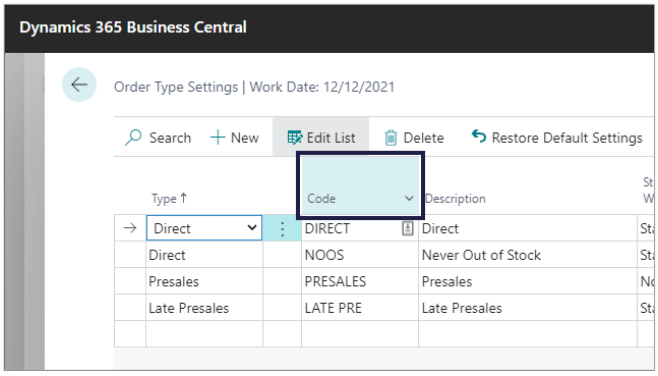
Type

Specifies the type that the Order Type applies to. The available options are, Direct, Presales, and Late Presales.



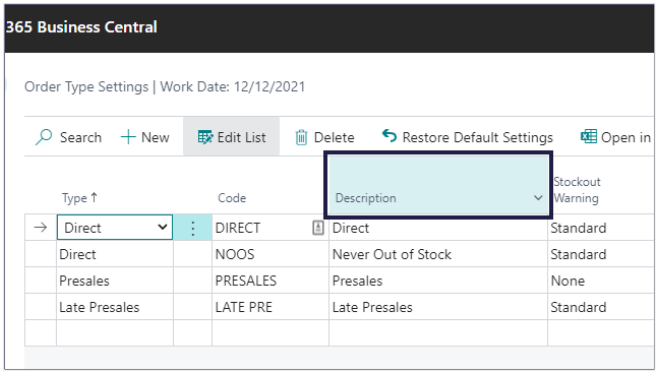
Code

Specifies a code for the order type.



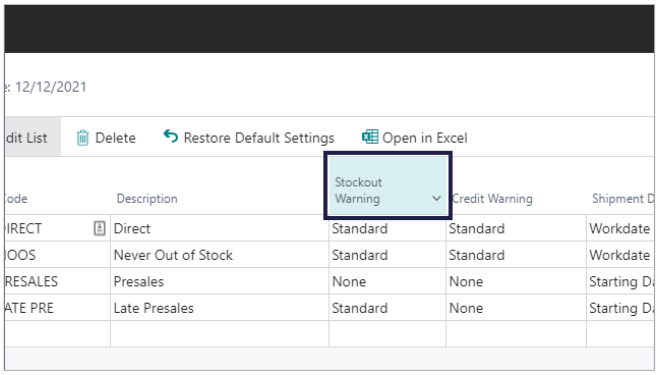
Description

Specifies a description for the order type.



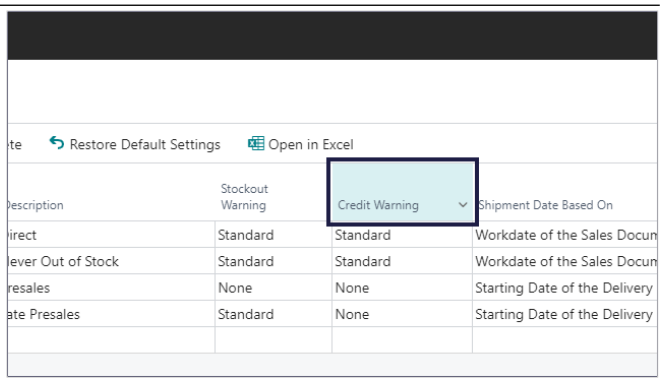
Stockout Warning

Specifies if a warning is displayed when you enter a quantity on a sales document that brings the item's inventory level below zero. Stockout warning typically will be 'No' for presales.



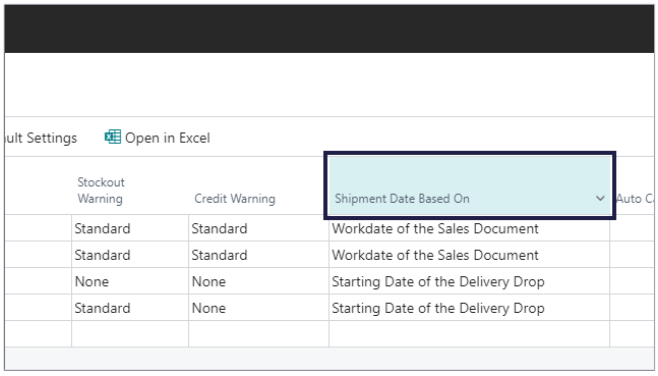
Credit Warning

Specifies whether to warn about the customer's status when you create a sales order or invoice.



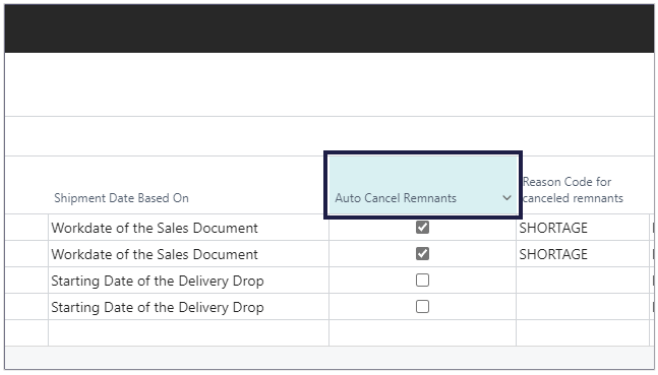
Shipment Date Based On

Specifies the date that will determine the shipment date.



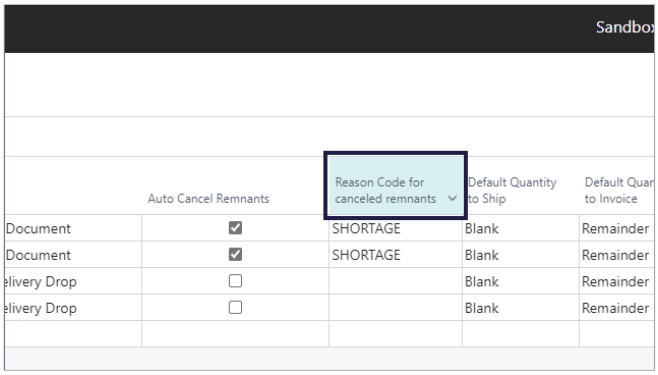
Auto Cancel Remnants

Specifies if the remaining quantity will automatically be canceled when shipping less then the ordered quantity.



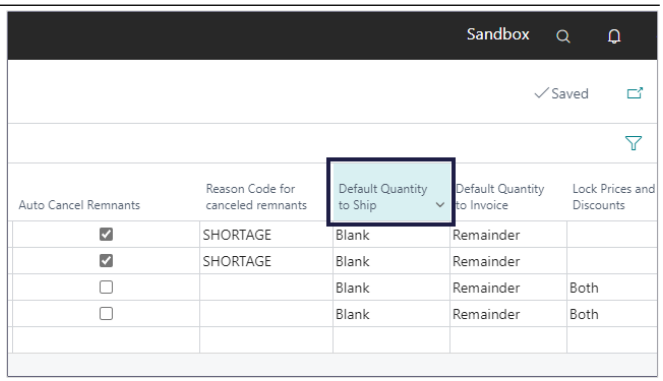
Reason Code for canceled remnants

Specifies the reason code that will be used to register an automatic cancellation of remaining quantities.



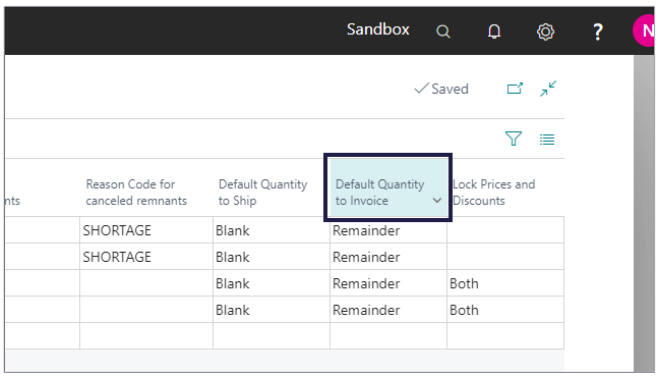
Default Quantity to Ship

Specifies the default value that is inserted in the Qty. to Ship field on sales order lines.
Set the value to Blank if you use the Delivery plan otherwise you will not see the Sales orders.



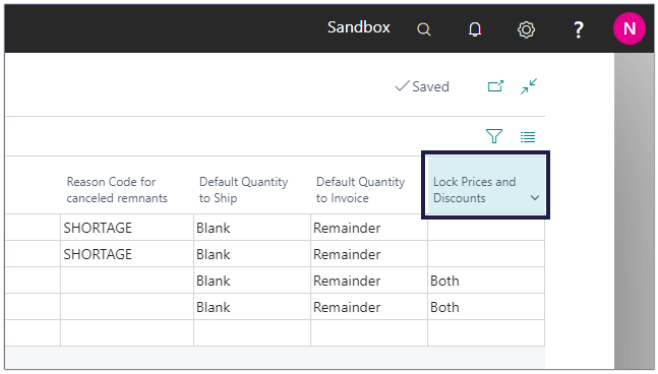
Default Quantity to Invoice

Specifies the default value that is inserted in the Qty. to Invoice field on sales order lines.



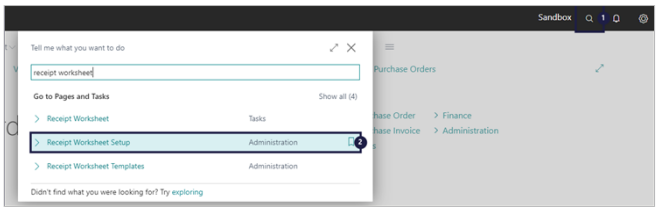
Lock Prices and Discounts

Specifies if the Unit Price or Line Discount % will be locked on releasing the sales order.

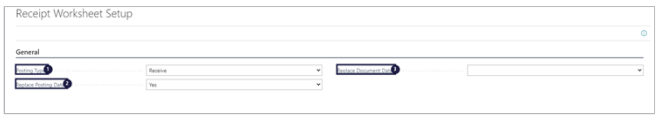


1.9. Receipt worksheet setup

1.9.1. Navigate to receipt worksheet setup



1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.** - Enter the text **receipt worksheet**.
2. Click on **Receipt Worksheet Setup Administration** □.

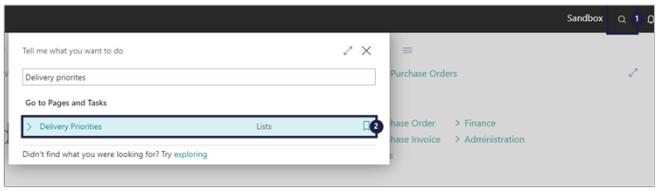


1. **Posting Type**.
   Specifies how the source document lines will be processed when you post the receipt worksheet. Available options are: Update, Receive, or Receive & Invoice.
2. **Replace Posting Date**.
   Indicates whether you want to replace the posting date of the source document upon posting the receipt worksheet. Available options are: No, Yes.
3. **Replace Document Date**.
   Indicates whether you want to replace the document date of the source document upon posting the receipt worksheet. Available options are: No, Yes.

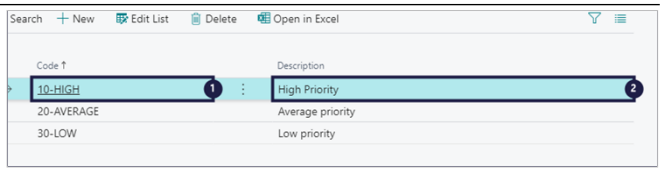
1.10.Delivery priorities

The delivery priority is used as a sorting sequence when allocating available stock to sales orders.

Delivery priorities

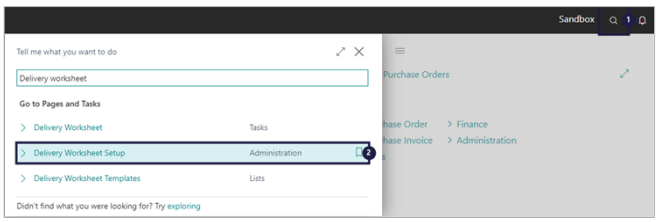


1. Click on the link **Search** - Enter the text **Delivery priorities.**
2. **Click on Delivery Priorities Lists.**



1. **Code**
   Specifies the code that identifies the delivery priority.
2. **Description**
   Specifies the description of the delivery priority.

1.11.Delivery worksheet Setup



1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.** - Enter **the text Delivery worksheet**.
2. Click on **Delivery Worksheet Setup Administration** □.

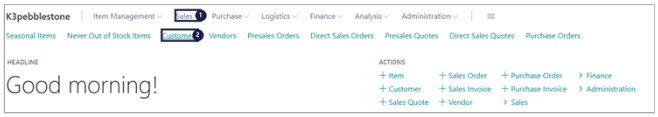
---

1. **Replace Posting Date No Yes**.
   Indicates whether you want to replace the posting date of the source document upon posting the delivery worksheet.
2. **Replace Document Date No Yes**.
   Indicates whether you want to replace the document date of the source document upon posting the delivery worksheet.
3. **Default Del. Wksh. Template**.
   Specifies the delivery worksheet template in which the delivery line will be created when created from the source document.
4. **Default Del. Wksh. Batch**.
   Specifies the delivery worksheet batch in which the delivery line will be created when created from the source document.
5. **Authorize Delivery Worksheet**.
   Indicates whether a credit check is performed when posting the delivery worksheet. If this field is not marked, the field Credit Checks = No Check.
6. **Credit Checks No Check Credit Limit Overdue Balance Both**.
   Specifies which credit check is performed when posting the delivery worksheet. The options are No

Check, Credit Limit, Overdue balance or Both.

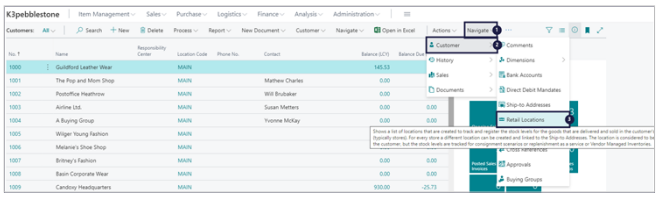
1.12.Retail location

1.12.1. Navigate to Retail location

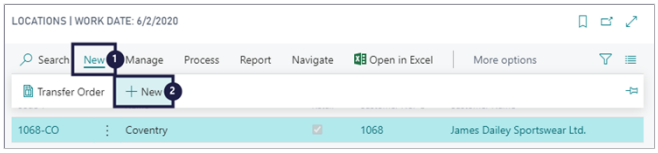


1. **Sales**.
2. **Customers**.

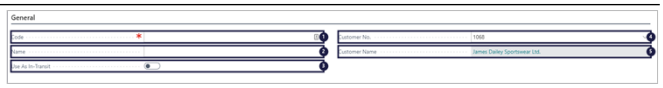
1.12.2. Create a new Retail Location



1. Click on the navigation menu item popup **Navigate**.
2. Move the mouse to the navigation menu item popup **Customer** .
3. Click on **Retail Locations**, it **Shows a list of locations that are created to track and register the stock levels for the goods that are delivered and sold in the customer's locations (typically stores). For every store a different location can be created and linked to the Ship-to Addresses. The location is considered to be owned by the customer, but the stock levels are tracked for consignment scenarios or replenishment as a service or Vendor Managed Inventories.**



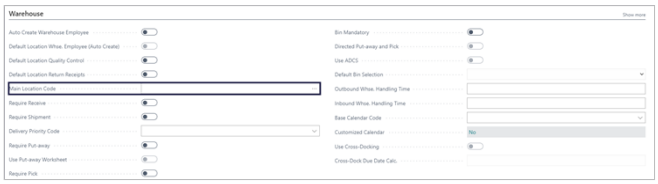
1. Click on the navigation menu item popup **New**.
2. Click on the navigation menu item **New**.



1. Code.
   Specifies a location code for the warehouse or distribution center where your items are handled and stored before being sold.
2. **Name**.
   Specifies the name or address of the location.
3. **Use As In-Transit**.
   Specifies that this location is an in-transit location.
4. **Customer No.**
   Specifies the number of the customer that owns this location, which is typically a store or distribution center.
5. **Customer Name James Dailey Sportswear Ltd.**
   Specifies the customer that ownes this location, which is typically a store

or distribution center.

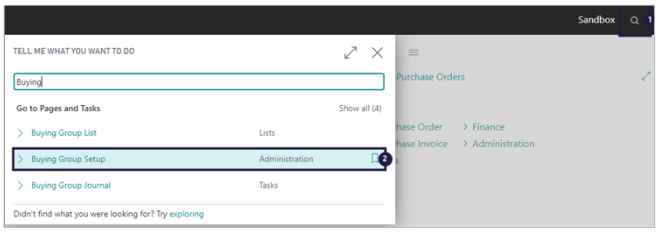
1. **Address**.
   Specifies the location address.
2. **Address 2**.
   Specifies additional address information.
3. **Post Code**.
   Specifies the postal code.
4. **City**.
   Specifies the city of the location.
5. **Country/Region Code**.
   Specifies the country/region of the address.
6. **Contact**.
   Specifies the name of the contact person at the location.
7. **Phone No.**
   Specifies the telephone number of the location.
8. **Fax No.**
   Specifies the fax number of the location.
9. **Email**.
   Specifies the email address of the location.
10. **Home Page**.
    Specifies the location's web site.



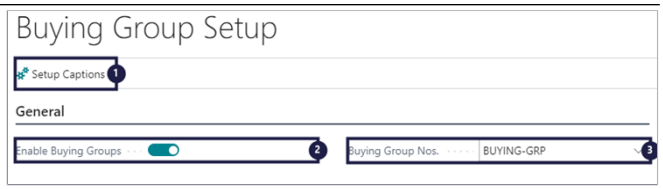
1. **Main Location Code**.
   For a Retail Location a Main Location can be selected as well. This is the nearest Warehouse to the Retail Location and will be used later to transfer goods from the warehouses to the Retail Locations (stores).

1.13.Buying group

1.13.1. Navigate to Buying Group Setup



1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
   - Enter the text Buying.
2. Click on **Buying Group Setup Administration** □.

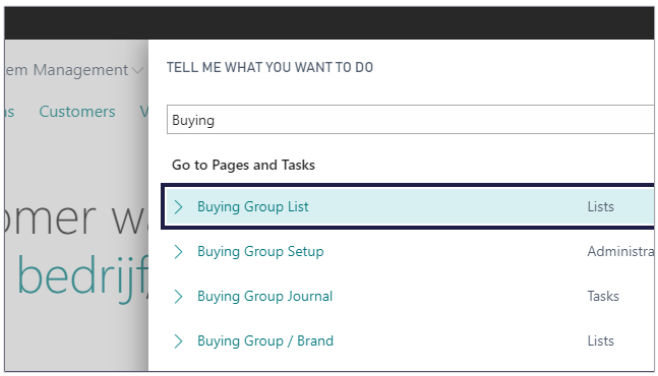


1. **Setup the Caption Expressions for the Buying Group**.
2. **Enable Buying Groups**.
   Indicates that your company wants to use th Buying Groups functionality. By setting this checkmark the Buying Groups becomes available in the solution.
3. **Buying Group Nos.**

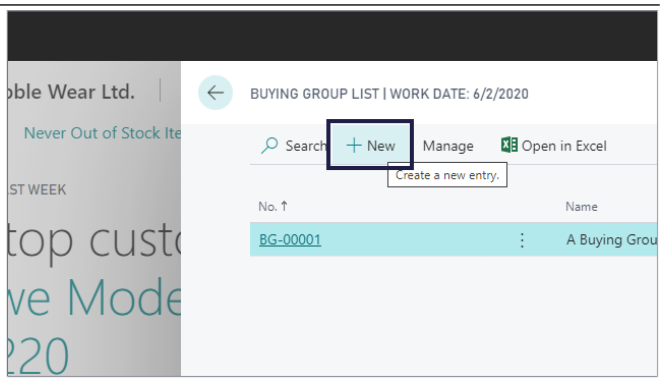
Specifies the code for the number series that will be used to assign numbers to Buying. To see the number series that have been set up in the No. Series table, click the field.

1.13.2. Navigate to Buying Group List

Click on **Buying Group List Lists**



Create a new entry.



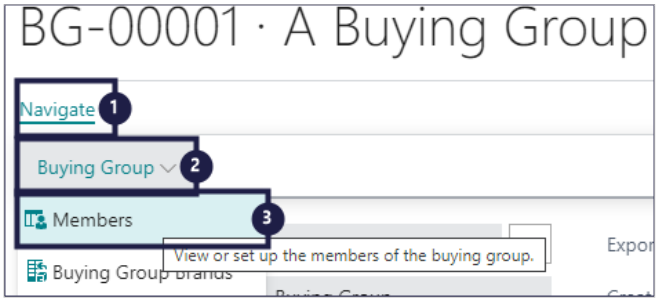
1. **No.**
   Specifies the number of the buying group. The field is either filled automatically from a defined number series, or you enter the number manually because you have enabled manual number entry in the number-series setup.
2. **Name**.
   Specifies the name of the buying group. This name will appear on all documents for the buying group. You can enter a maximum of 50 characters, both numbers and letters.
3. **Customer No.**
   Specifies the name of the buying group. This name will appear on all documents for the buying group. You can enter a maximum of 50 characters, both numbers and letters.
4. **Customer Name A Buying Group**.
   Specifies the name of the customer that is created in the system for the buying group.
5. **Vendor No.**
   Specifies the number of the vendor

that is created in the system for the buying group. This vendor number will be used to pay the buying group.

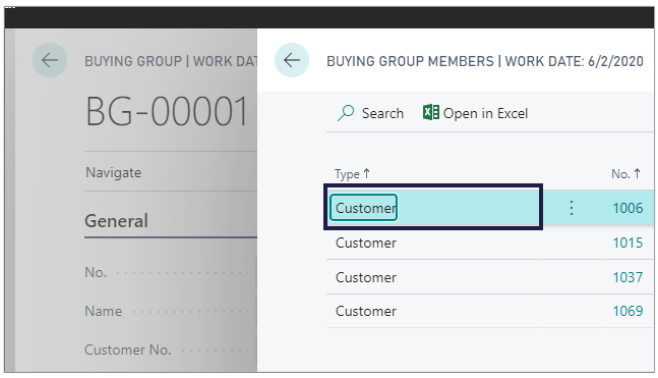
6. **Vendor Name**.
   Specifies the name of the vendor that is created in the system for the buying group.
7. **Report ID**.
   Specifies the report that is used to print invoices for the buying group.
8. **Report Name K3PF Buying Grp. P/D Euretco**.
   Specifies the name of the report that is used to print invoices and create files for the buying group.
9. **Exportfile**.
   Specifies the directory and file name of the files that are created.
10. **Create Extra Invoice**.
    Indicates whether or not an additional invoice is required for the buying group.
11. **Create Report**.
    Indicates whether or not an report is required for the buying group.
12. **Create File**.
    Indicates whether or not an file have to be created for file exchange with the buying group.
13. **Control Number**.
    Specifies the buying group control number, which is used in the communication with the buying group.
14. **Company Number**.
    Specifies the company number of the buying group.
15. **Our Member No.**
    Specifies the member number of your company with the buying group.

1.13.3. Navigate to Buying Group members

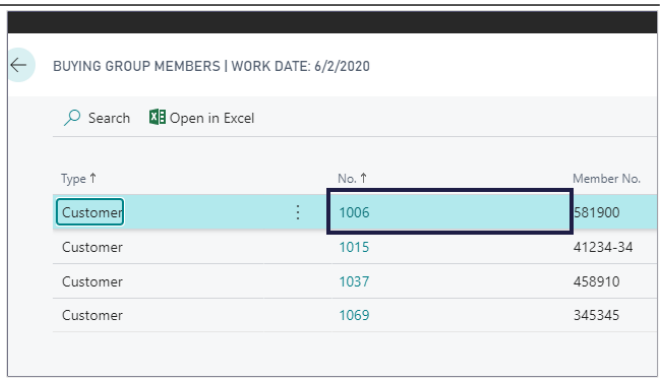
1. Click on the navigation menu item popup **Navigate**.
2. Click on the navigation menu item popup **Buying Group**.
3. **View or set up the members of the buying group.**



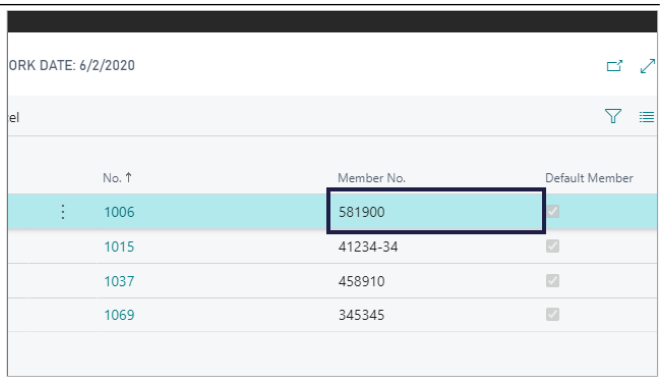
Type
Indicates if the member is a vendor or a customer.



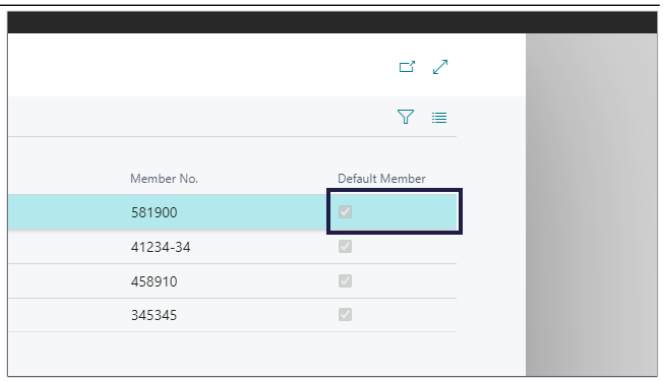
No.
Specifies the number of the customer or vendor that has a membership with a buying group.



Member No.
Specifies the buying group's member number of the customer or vendor.



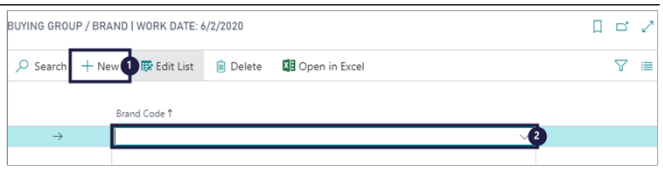
Default Member
Indicates that this is the preferred buying group to use for the customer or vendor. There can only be one default buying group per customer or vendor.



1.13.4. Navigate to Buying Group Brands

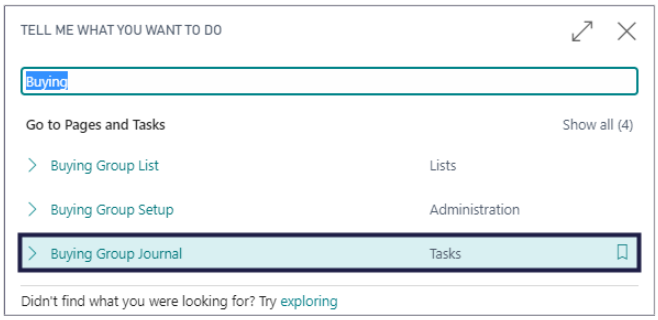
1. Move the mouse to the navigation menu item popup **Buying Group**.
2. Click on the navigation menu item **Buying Group Brands**.

1. Click on the navigation menu item **New**.
2. **Brand Code**.
   Select a brand to associate with the buying group.

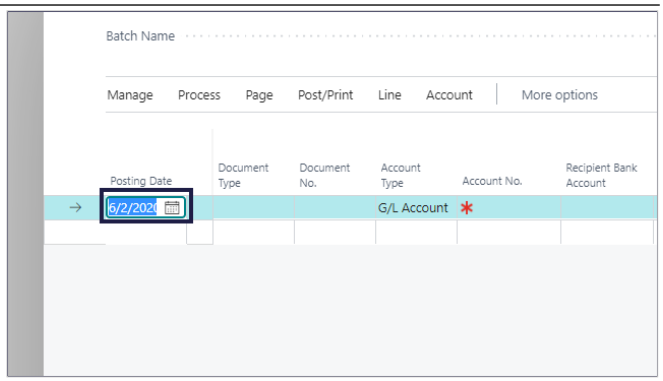


1.13.5. Navigate to Buying Group Journal

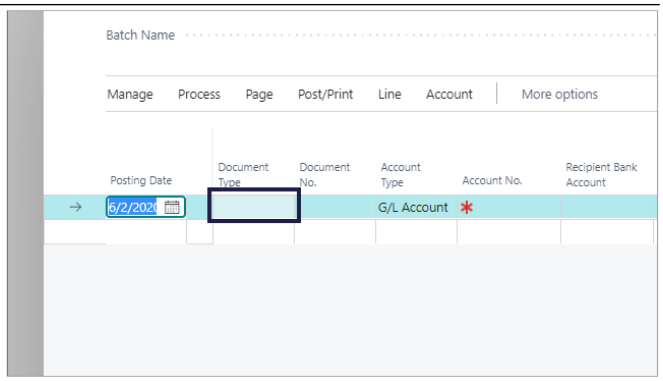
1. Click on **Buying Group Journal Tasks** .



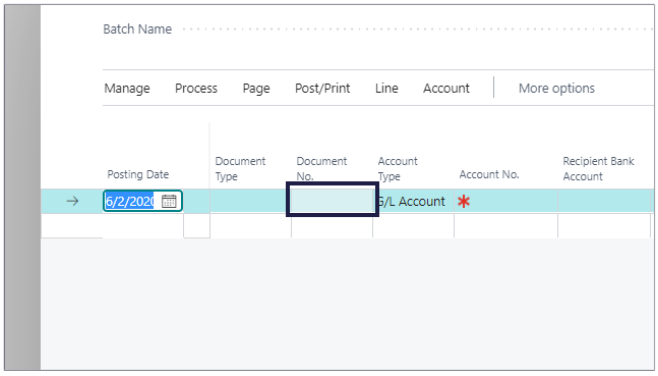
Posting Date
Specifies the posting date for the entry.



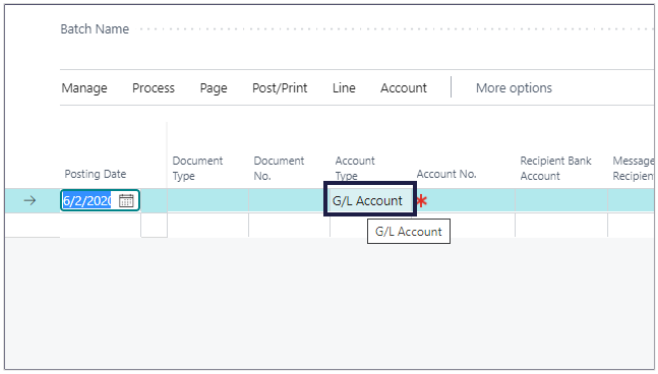
Document Type
Specifies the type of document that the entry on the journal line is.



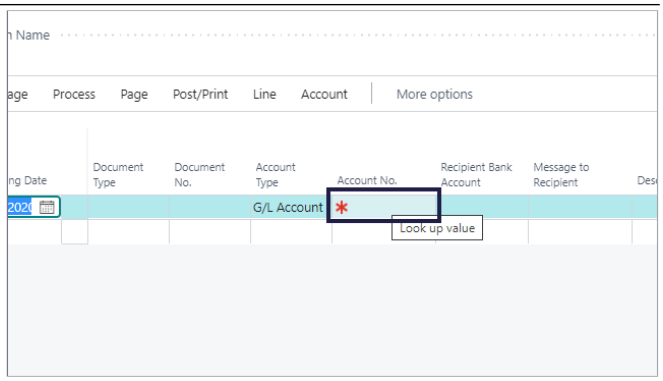
Document No.
Specifies a document number for the journal line.



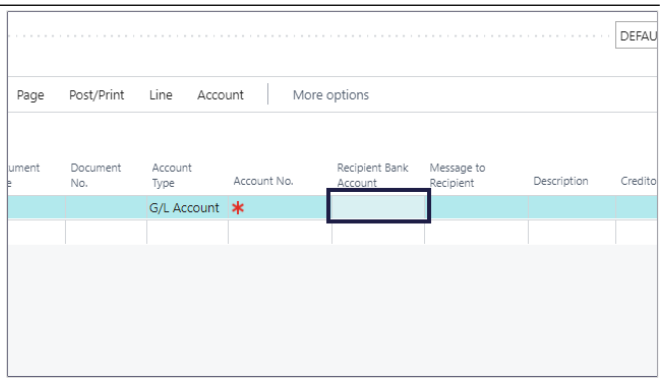
Account Type
Specifies the type of account that the entry on the journal line will be posted to.



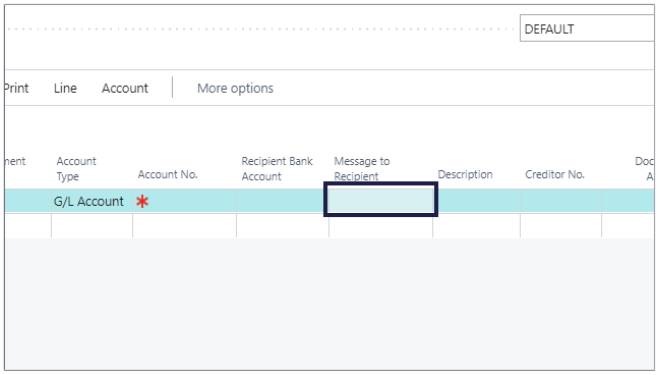
Account No.
Specifies the account number that the entry on the journal line will be posted to.



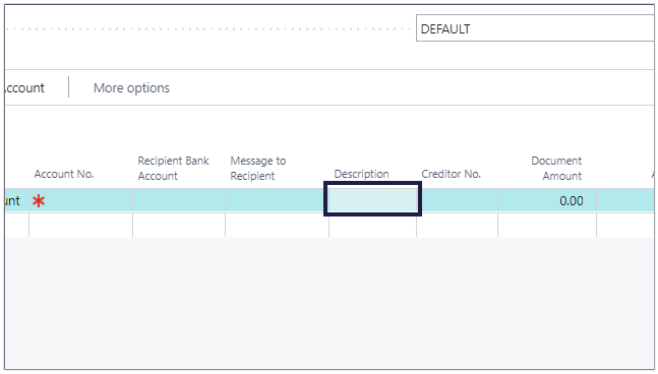
Recipient Bank Account
Specifies the bank account that the amount will be transferred to after it has been exported from the buying group journal.



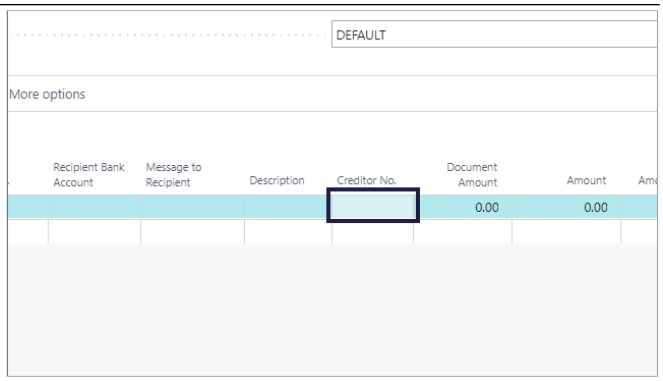
Message to Recipient
Specifies the message exported to the payment file when you use the Export Payments to File function in the Buying Group Journal window.



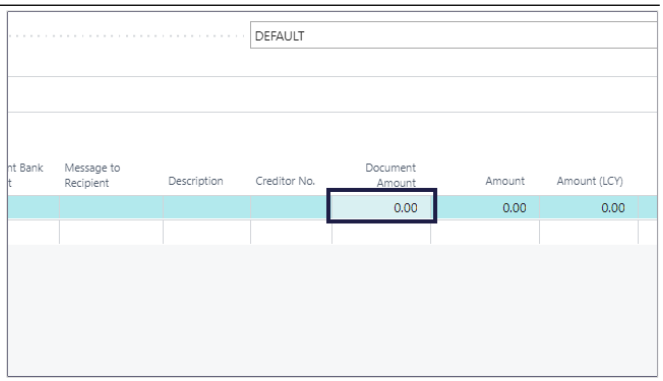
Description
Specifies a description of the entry.



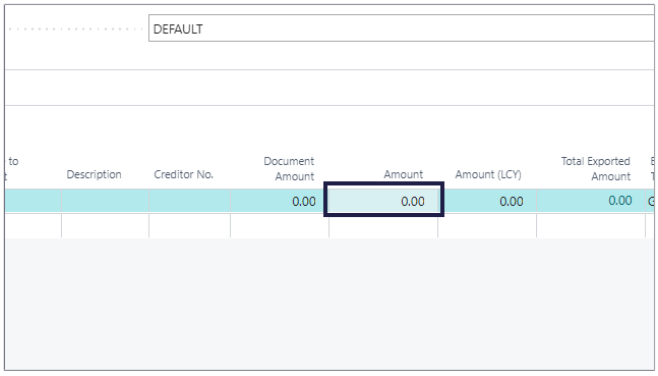
Creditor No.
Specifies the vendor who sent the purchase invoice.



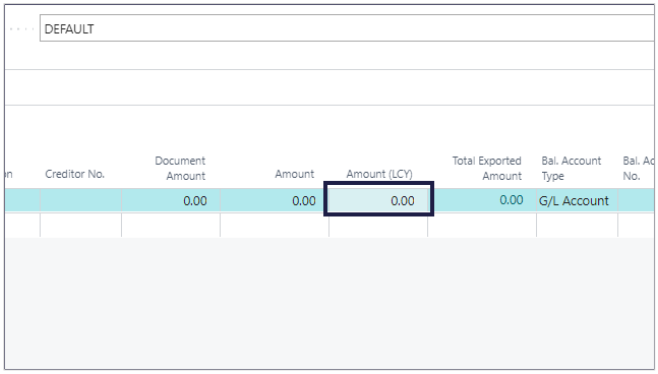
Document Amount
Specifies the total amount (including VAT) that the journal line consists of.



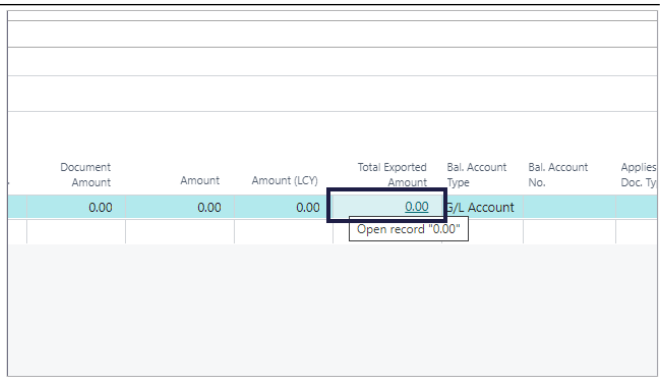
Amount
Specifies the total amount (including VAT) that the journal line consists of.



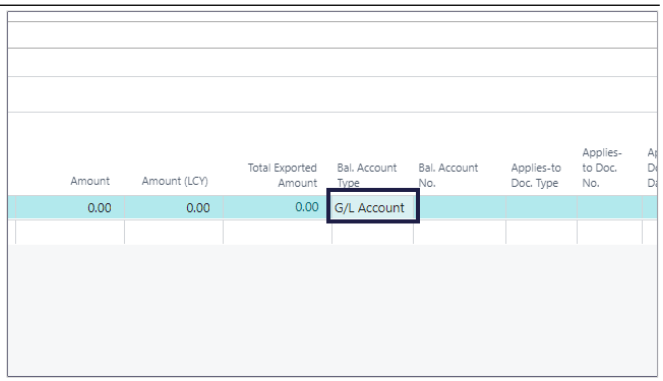
Amount (LCY)
Specifies the total amount in local currency (including VAT) that the journal line consists of.



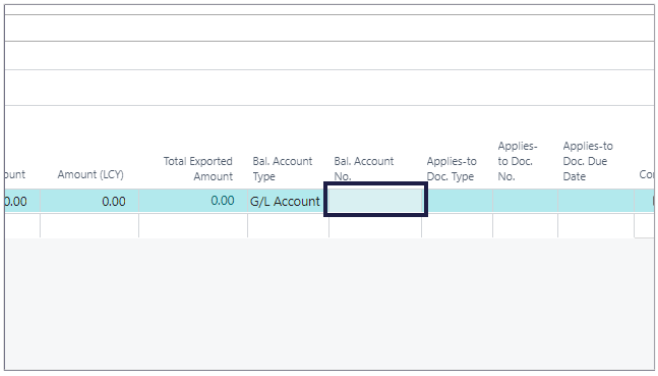
Total Exported Amount
Specifies the amount for the payment journal line that has been exported to payment files that are not canceled.



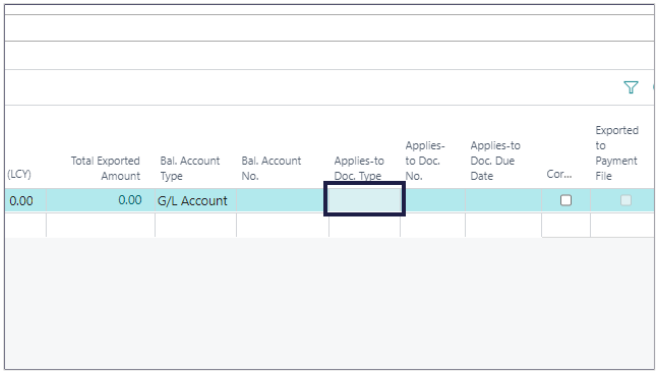
Bal. Account Type
Specifies the type of account that a balancing entry is posted to, such as BANK for a cash account.



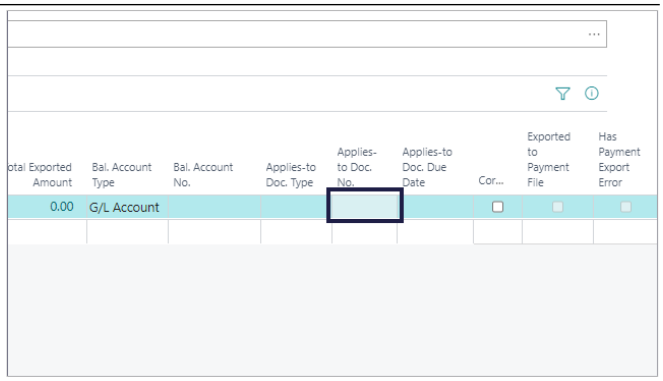
Bal. Account No.
Specifies the number of the general ledger, customer, vendor, or bank account that the balancing entry is posted to, such as a cash account for cash purchases.



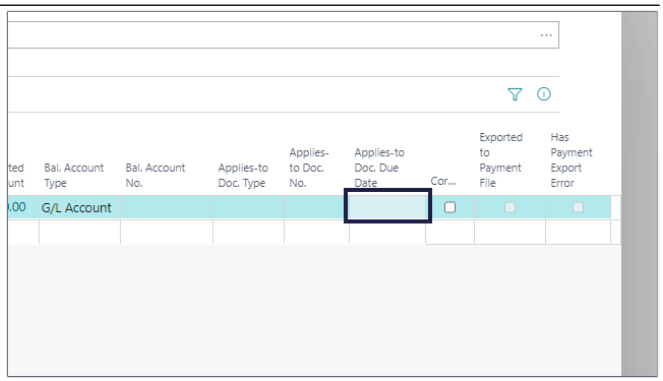
Applies-to Doc. Type
Specifies the type of the posted document that this document or journal line will be applied to when you post, for example to register payment.



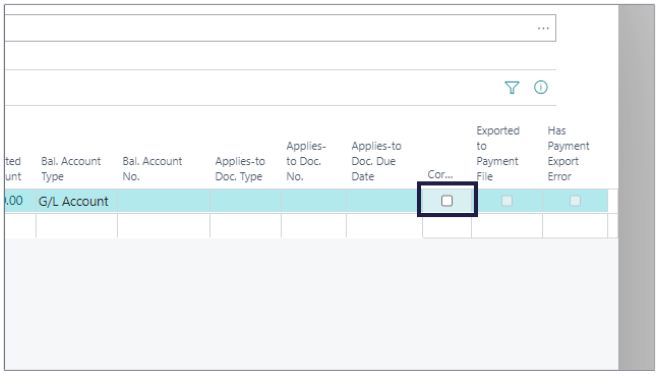
Applies-to Doc. No.
Specifies the number of the posted document that this document or journal line will be applied to when you post, for example to register payment.



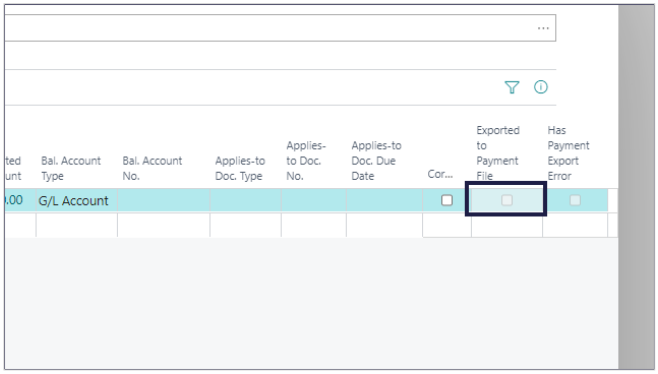
Applies-to Doc. Due Date
Specifies the due date from the Applies-to Doc. on the journal line.



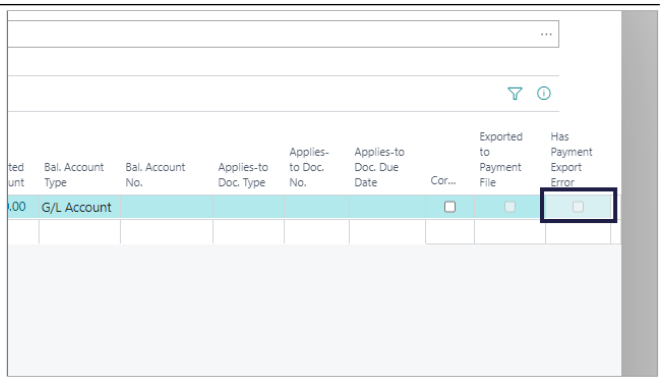
Correction
Specifies the entry as a corrective entry. You can use the field if you need to post a corrective entry to an account.



Exported to Payment File
Specifies that the buying group journal line was exported to a buying group file.



Has Payment Export Error
Specifies that an error occurred when you used the Export Payments to File function in the Payment Journal window.

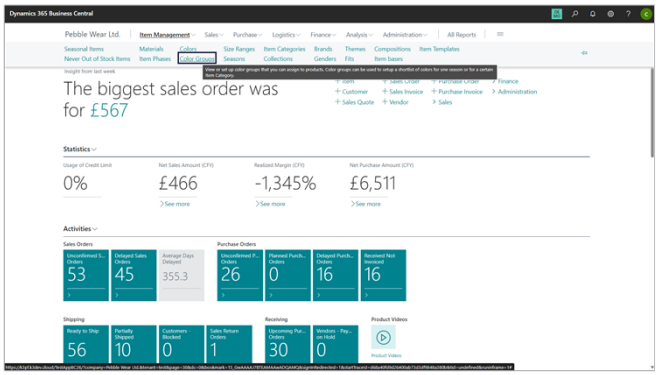


2. Item management

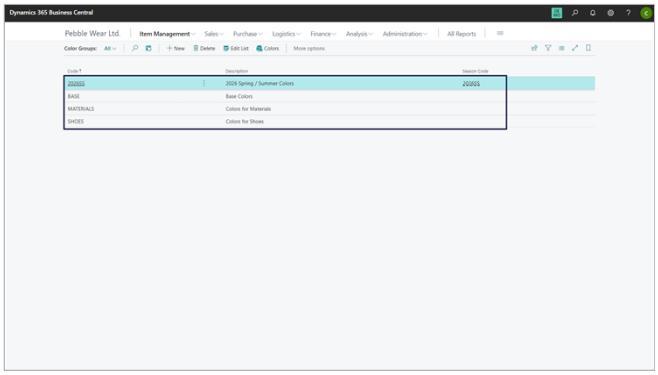
2.1. Item colors and sizes, matrix BC25

2.1.1. Item Color Groups BC25

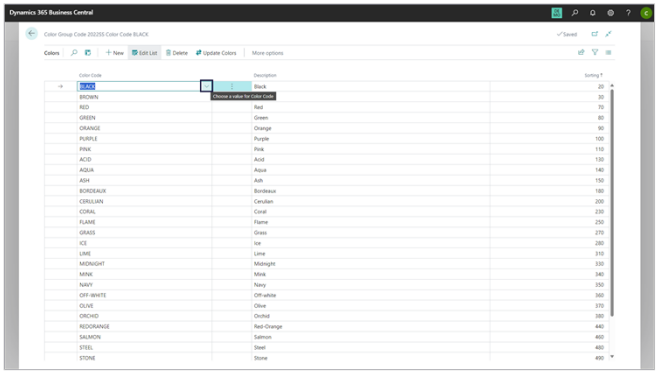
Color groups can be used to set up a shortlist of colors for a specific season or for a certain group of items, such as a category. A color group can be assigned to an item.



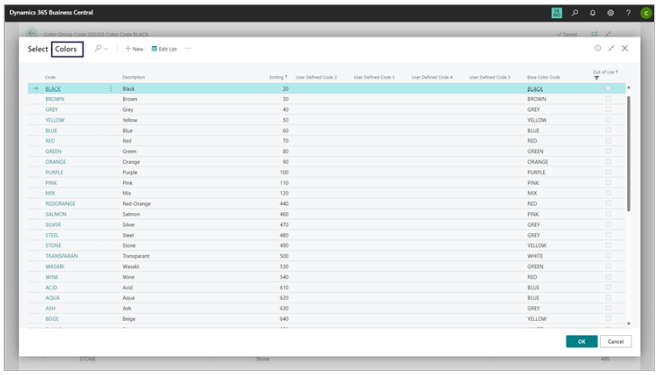
A color group can have selected colors assigned to it, along with a season code.



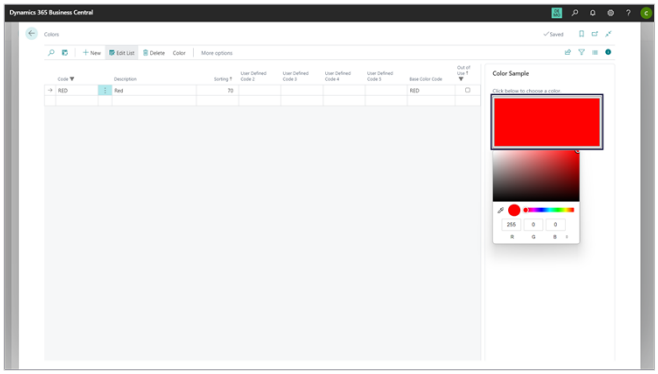
When adding colors to a color group, a sorting order is automatically generated, which can later be adjusted.



When adding a color to a color group, a color can be selected from the Colors group, where all colors are maintained.

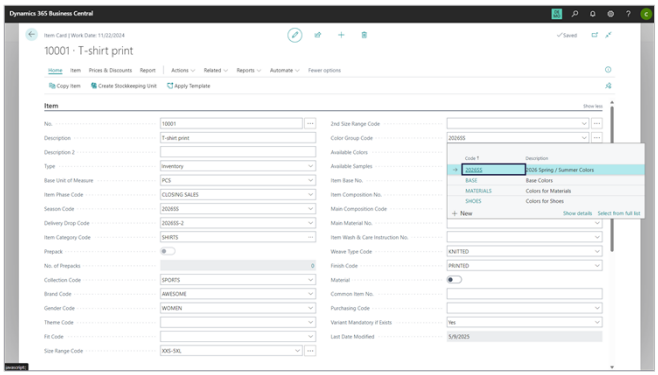


Each color can have a color sample linked to it.

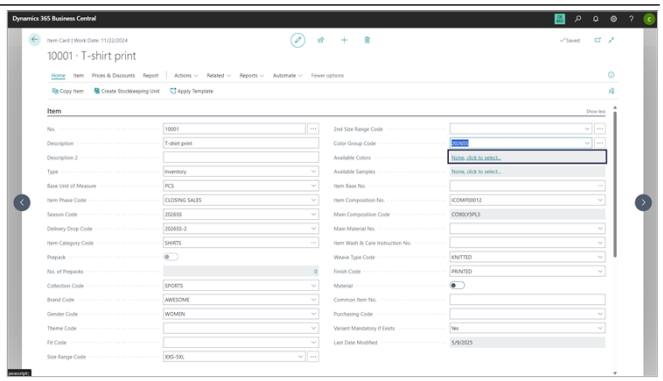


2.1.2. Item Colors BC25

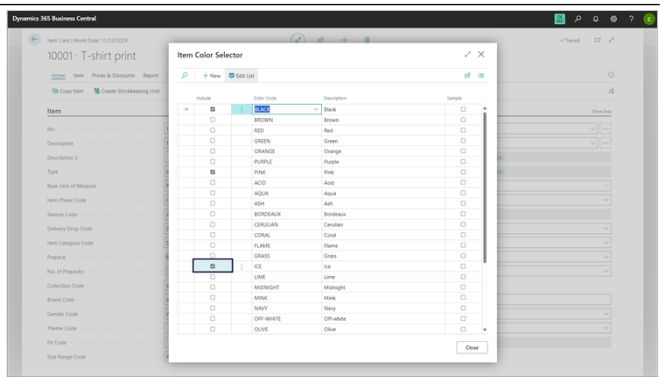
It is possible to assign a color group to an item.



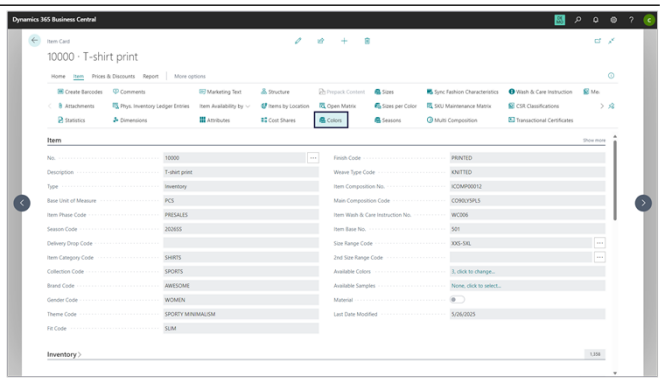
For the relevant item, you can select which colors from the group the item will be available in.



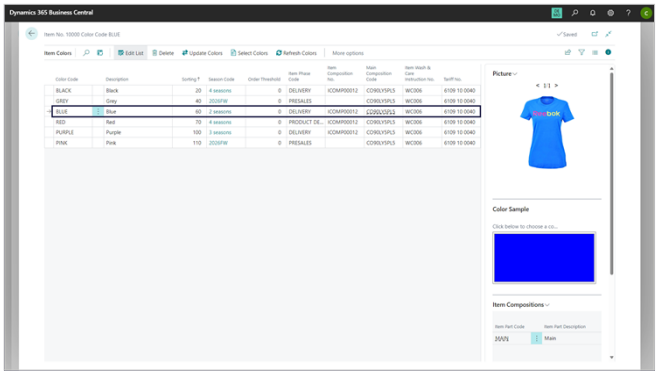
This can be done by selecting the desired colors within the color group.



The colors selected for the item can be accessed via the menu path: Item > Colors.

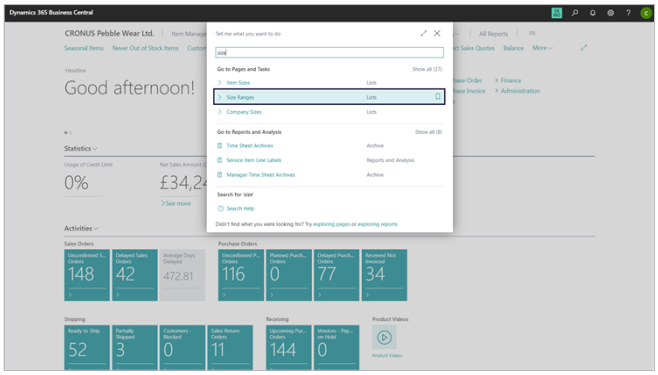


It is possible to configure different settings per color.

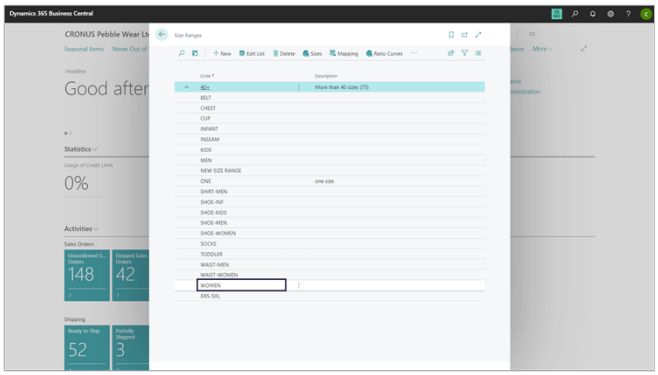


2.1.3. Item Size Ranges BC25

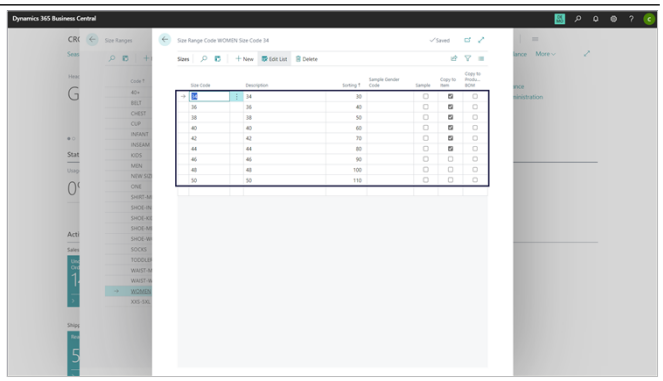
Navigate to Size Ranges.



Size Ranges can be used to set up a shortlist of sizes for a specific group of items, such as a category. A size range can be assigned to an item.

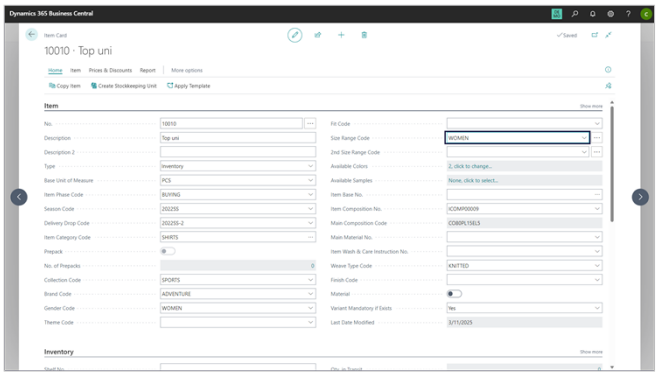


When adding sizes to a size range, a sorting order is automatically generated, which can later be adjusted. A size range can have selected sizes assigned to it, along with a sample gender code, an indicator for sample size, and options to copy the size to the item and/or production BOM.

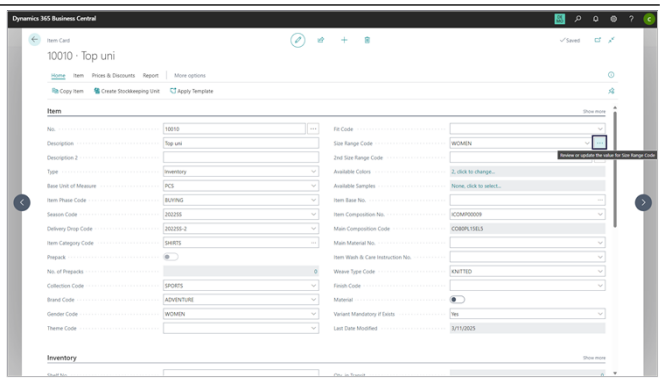


2.1.4. Item Sizes BC25

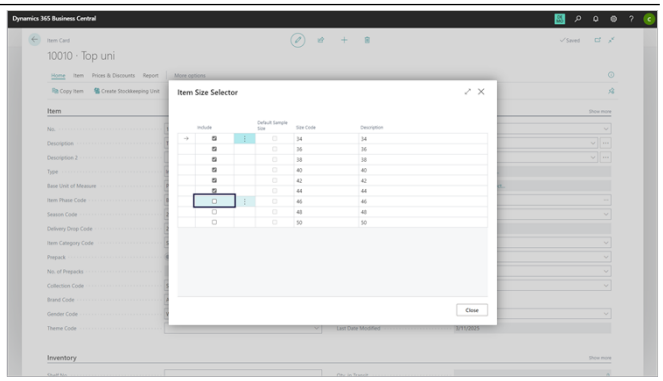
It is possible to assign a size range to an item.



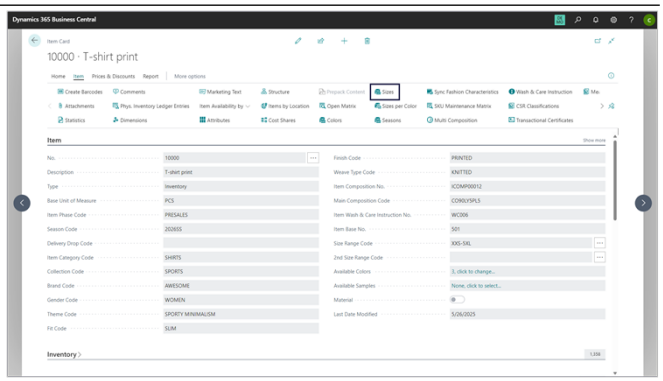
For the relevant item, you can select which sizes from the group the item will be available in.



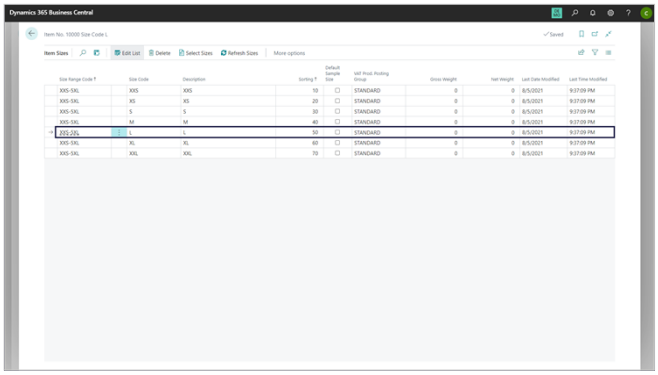
This can be done by selecting the desired sizes within the size range.



The sizes selected for the item can be accessed via the menu path: Item > Sizes.

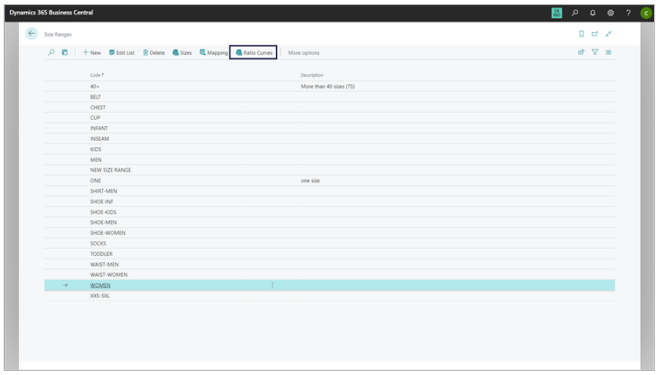


It is possible to configure different settings per size.

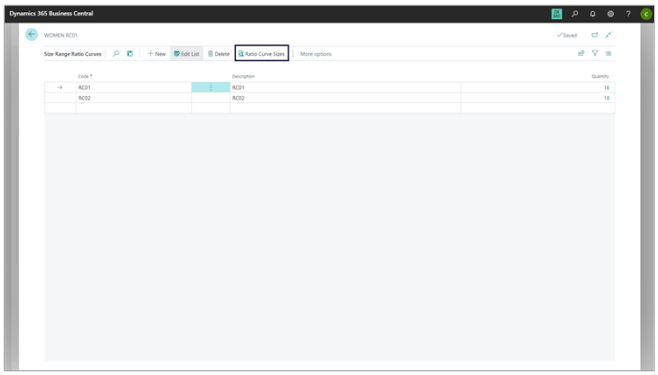


2.1.5. Item Sizes - Ratio Curves BC25

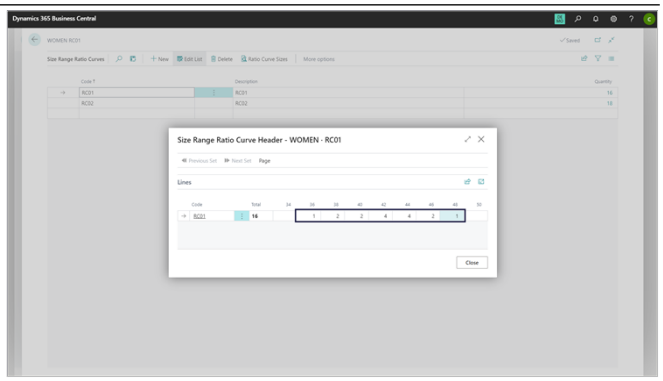
Navigate to Size Ranges. Select the correct size range and click on Ratio Curves.



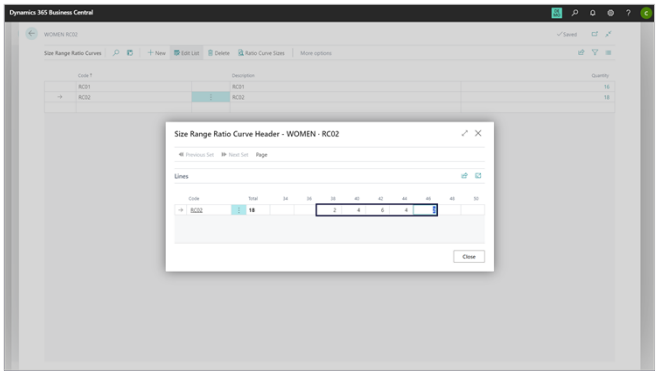
Create or select the correct Ratio Curve code and click on Ratio Curve Sizes.



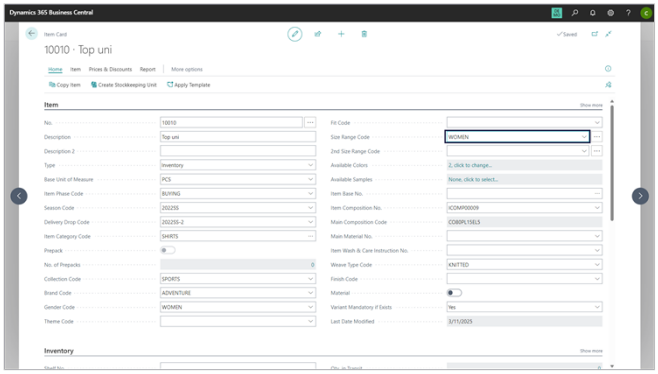
Enter the quantities per size for the selected ratio curve.



Each size range can have multiple ratio curves, each with different sets of quantities per size.

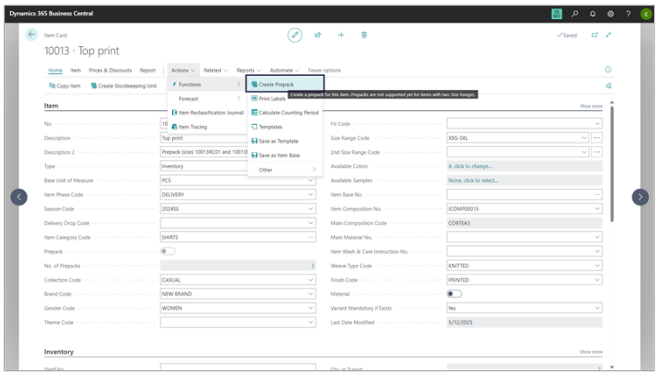


Once a size range is assigned to an item, the associated ratio curves are included as well.

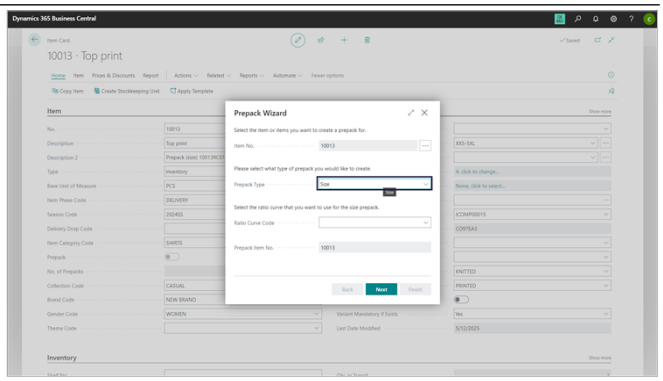


2.1.6. Item Prepack Sizes BC25

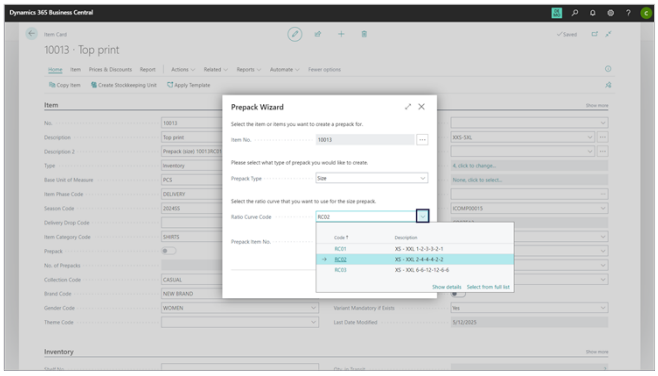
From an item with solid sizes, it is possible to create a prepack with a size range for this item by using the Create Prepack wizard function.



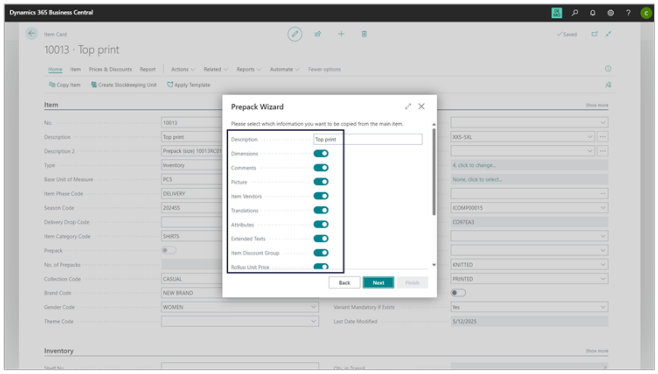
When creating a number of items across a size range, Size must be selected as the Prepack Type.



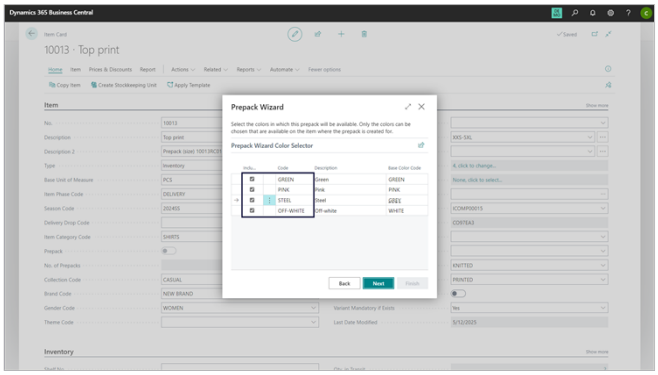
By selecting a ratio curve, the quantity distribution across the size range is determined.
For the new prepack item to be created, a new item number will be generated, which also includes the ratio curve code.



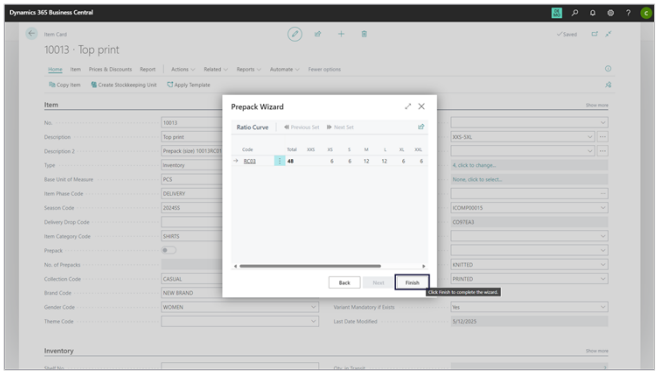
Characteristics of the main item can be copied to the new prepack item by enabling the desired options.



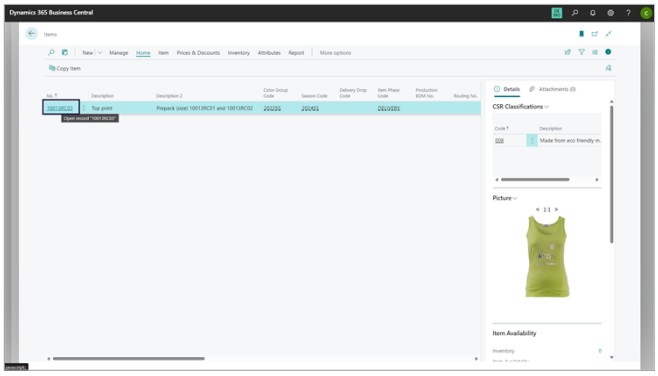
It is possible to specify in which colors the new prepack item should be available.



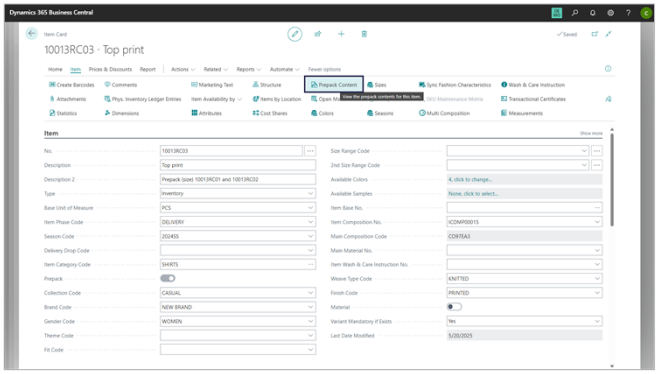
The prepack content is displayed.



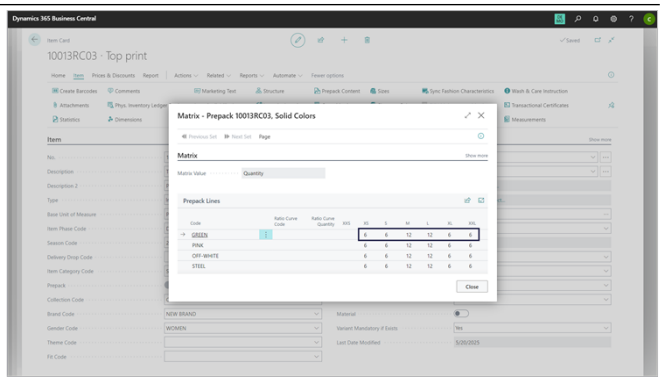
The newly created prepack item is displayed.



The prepack content can always be displayed for the newly created prepack item.

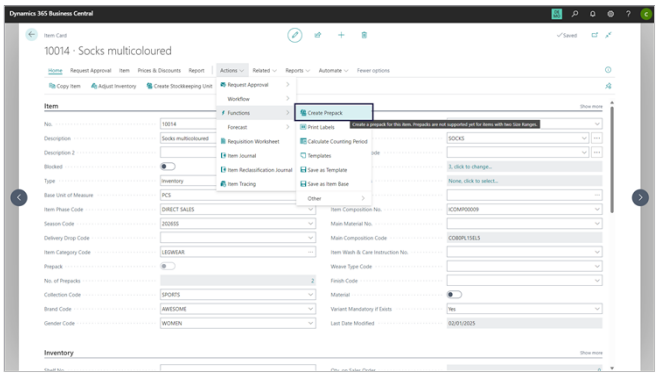


For the selected colors, the quantities per size within the chosen size range are shown.

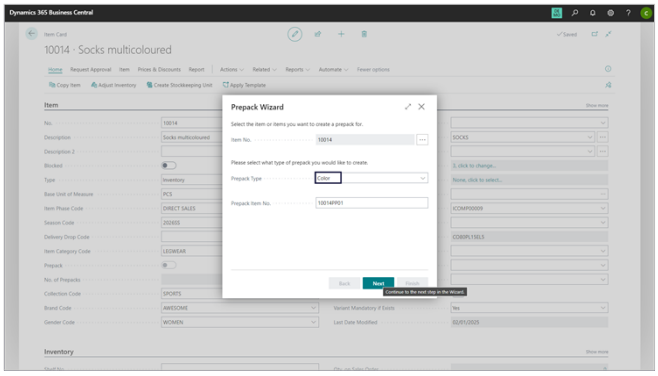


2.1.7. Item Prepack Colors BC25

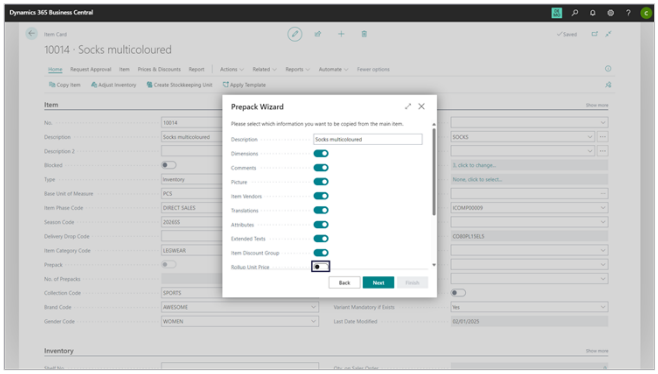
From an item with solid sizes, it is possible to create a prepack over different colors for this item by using the Create Prepack wizard function.



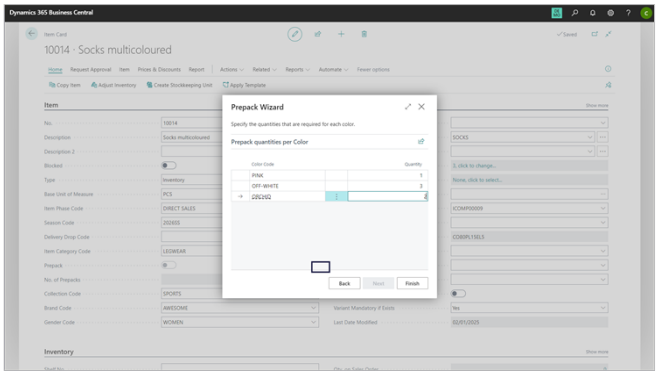
When creating a number of items across different colors, Color must be selected as the Prepack Type. For the new prepack item to be created, a new item number will be generated, extended with a PP code.



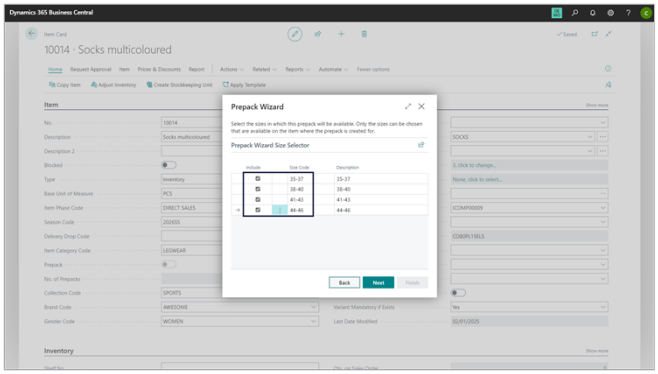
Characteristics of the main item can be copied to the new prepack item by enabling the desired options.



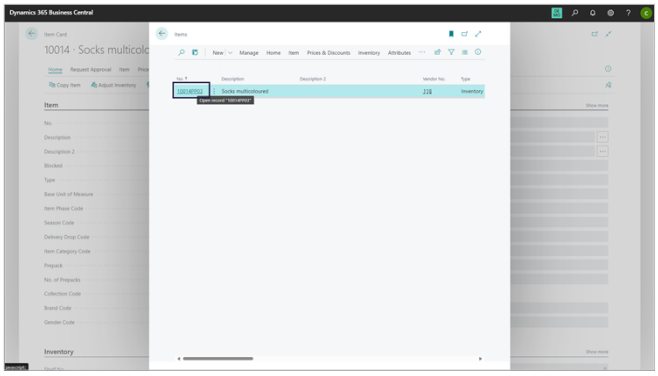
It is possible to specify the quantities per color included in a prepack for a specific size.



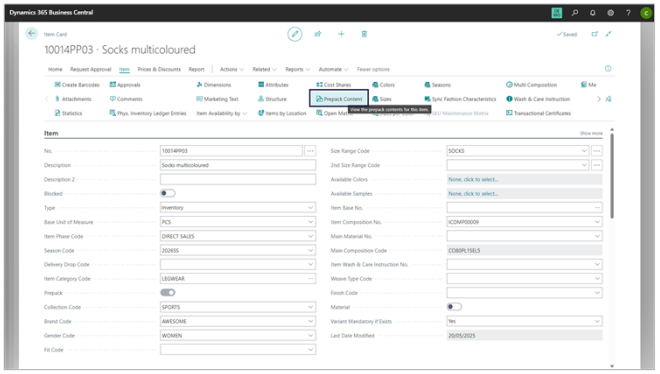
It is possible to specify in which sizes the new prepack item should be available.



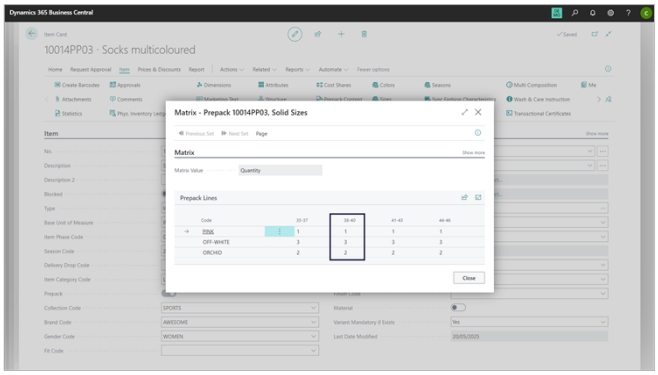
The newly created prepack item is displayed.



The prepack content can always be displayed for the newly created prepack item.

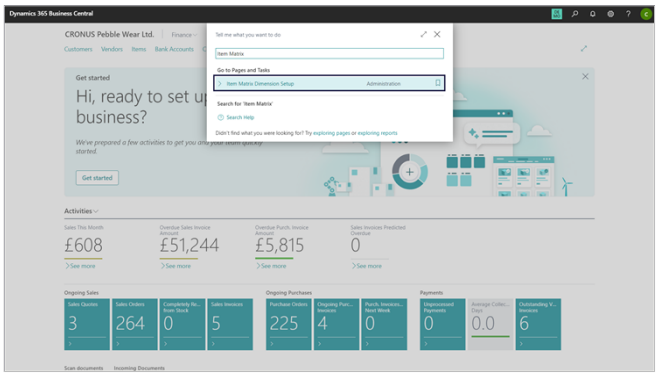


For the selected sizes, the quantities per color are shown.

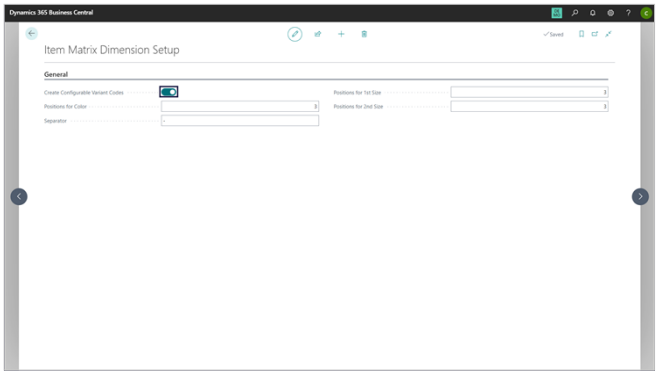


2.1.8. Item Matrix dimensions setup BC

Navigate to Item Matrix Dimension Setup.

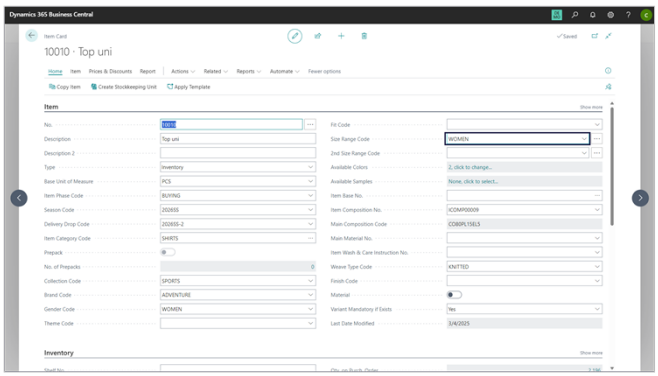


1. **Create Configurable Variant Codes**
Enables the creation of meaningful variant codes based on item color and size combinations. A maximum of 10 characters is available to construct the variant code. These 10 characters can be divided between color, separator, first size, and optionally a second size.
2. **Positions for Color**
Defines how many characters within the variant code are used for the color value.
3. **Separator**
Specifies the character used to separate the color and size parts in the variant code.
4. **Positions for 1st Size**
Defines how many characters are allocated for the first size value in the variant code.
5. **Positions for 2nd Size**
Defines how many characters are used for the second size value. If no second size code exists, these characters are added to the first size value instead.

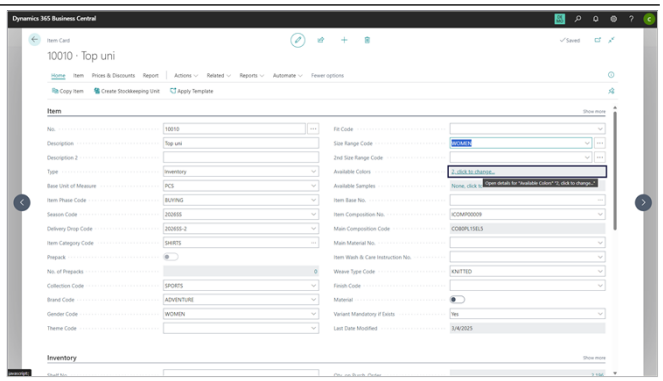


2.1.9. Item Matrix BC25

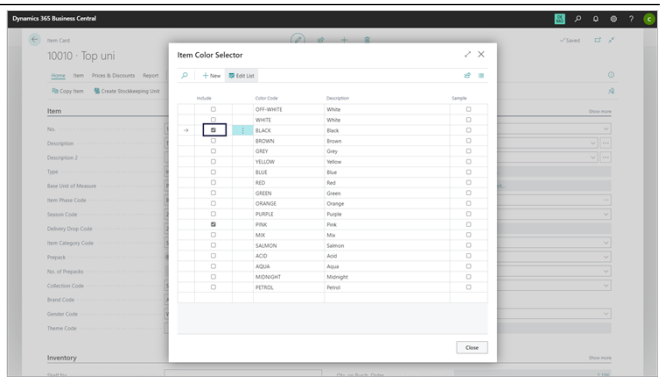
It is possible to link a predefined size range to an item. All active sizes in the selected size range are applied to the item.



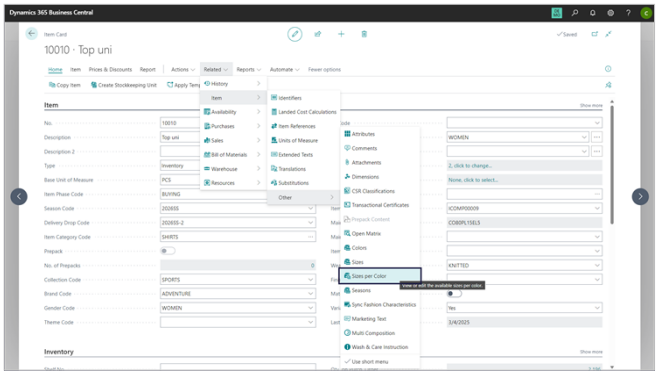
It is possible to link a predefined color group to an item and select specific colors from it. Alternatively, it is also possible to select individual colors without using a color group and link them to an item.



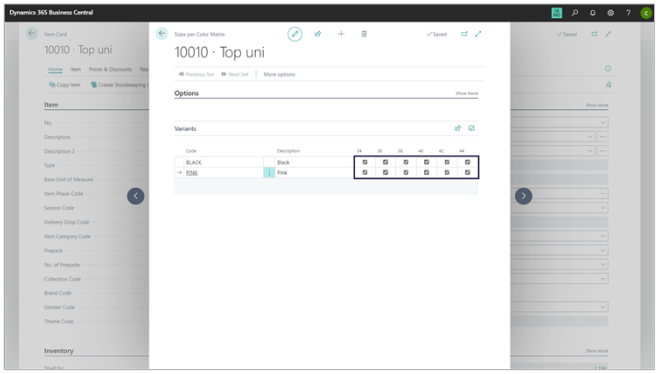
It is possible to select colors, unselect them if they haven't been used yet, or add additional colors at a later stage.



The selected sizes and colors can be displayed in a matrix on the item card by selecting Related > Item > Other > Sizes per Color from the menu.



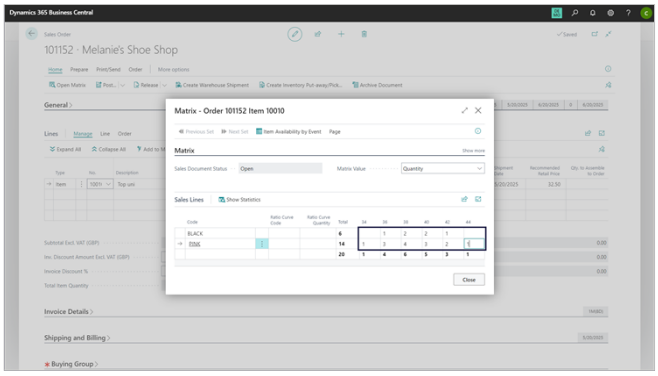
Check boxes in the matrix indicate which sizes and colors have been selected.



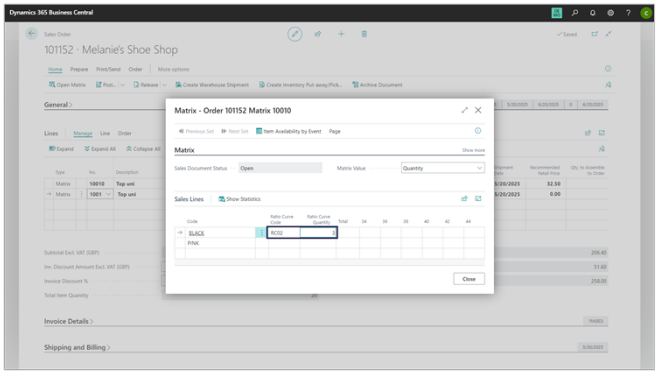
2.1.10. Item Matrix in sales order BC25

In a sales order, the use of multiple types of matrices is possible.

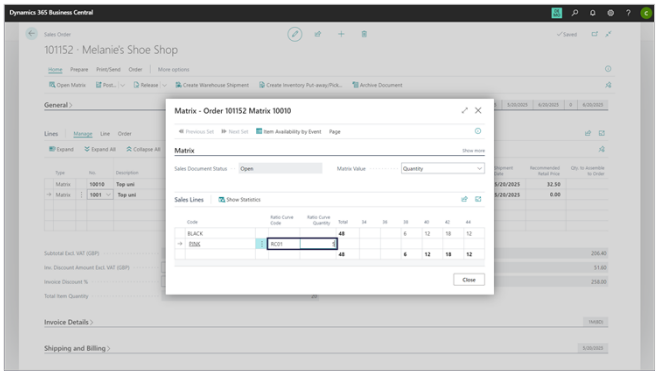
Standard matrix:
The simplest matrix consists of individual sizes combined with the colors selected for the item.



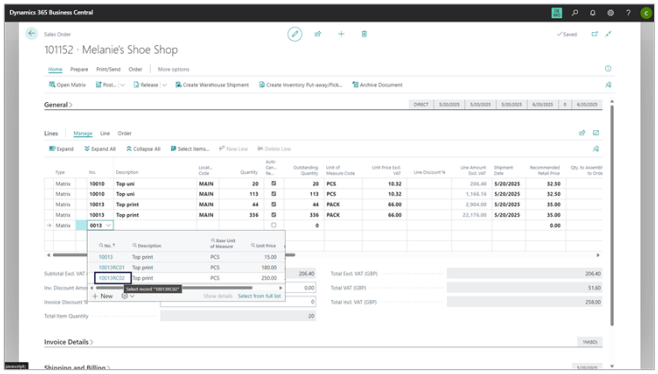
Standard matrix with ratio curve as input aid:
For an item with predefined ratio curves, the ratio curve code and ratio curve quantity can be entered as input aid, after which the system will convert this into individual sizes.



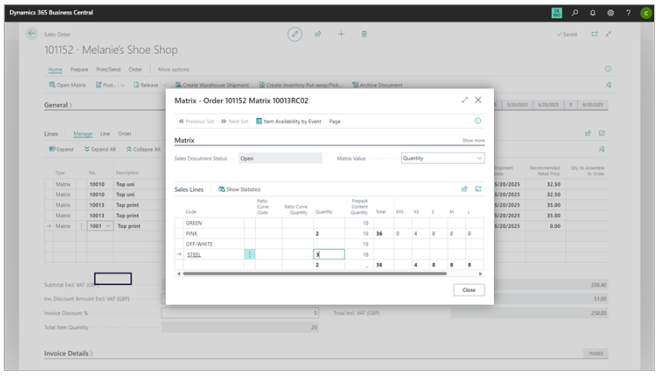
It is possible to select a different or the same ratio curve for each color.



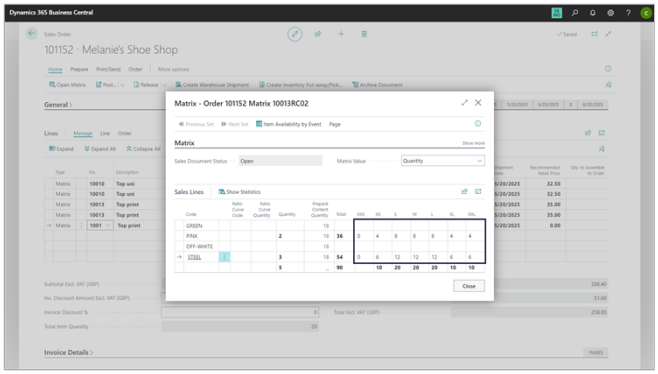
Matrix for a standalone prepack item with a predefined ratio curve:
In addition to a regular item, a sales order line can also be created for a standalone prepack item with a predefined ratio curve.



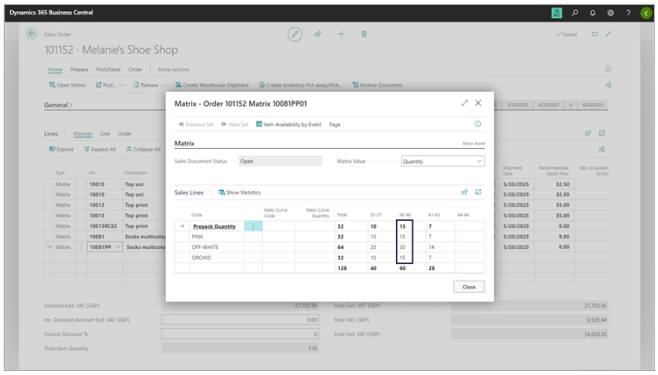
For a stand alone prepack item with a predefined ratio curve, the number of prepacks can be entered in the matrix under the Quantity column.



Based on the entered quantity of the prepack item, the system will convert this into individual sizes.

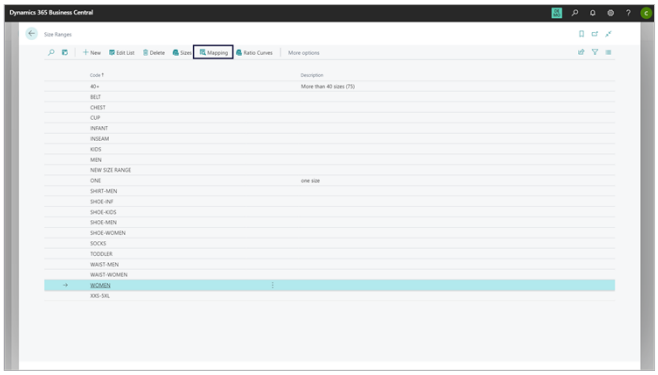


Matrix for a stand alone prepack item with a predefined set of quantities per size across multiple colors:
For a stand alone prepack item with a predefined set of quantities per size across multiple colors, the number of prepacks per size can be entered in the matrix on the Prepack Quantity row, after which the system will convert this into individual sizes.

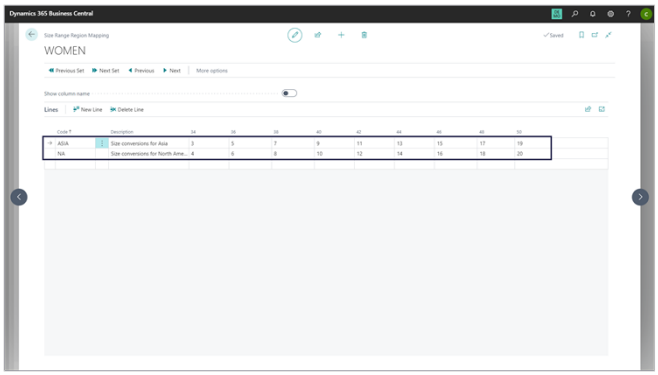


2.1.11. Item Sizes - Region Mapping BC25

Navigate to Size Ranges. Select the correct size range and click on Mapping.

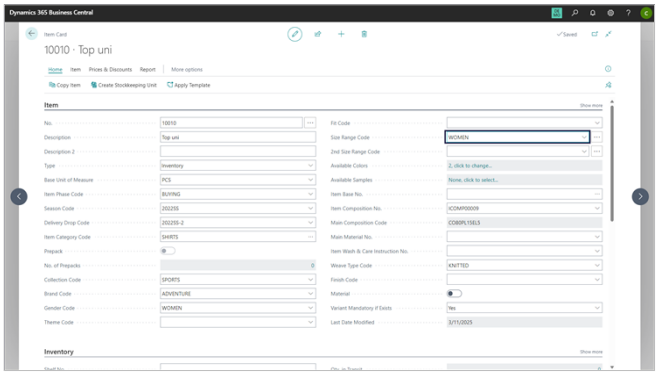


Create or select a Size Range Region Mapping code. Enter the foreign/external size code per size for the selected region mapping code. Each size range can have multiple size range region mapping codes, each with different foreign size codes per size.



Create or select the correct Size Range Region Mapping code.

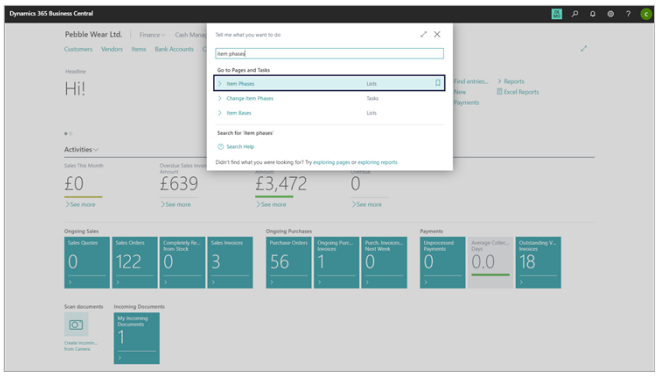
Once a size range is assigned to an item, the associated region mapping codes are included as well.



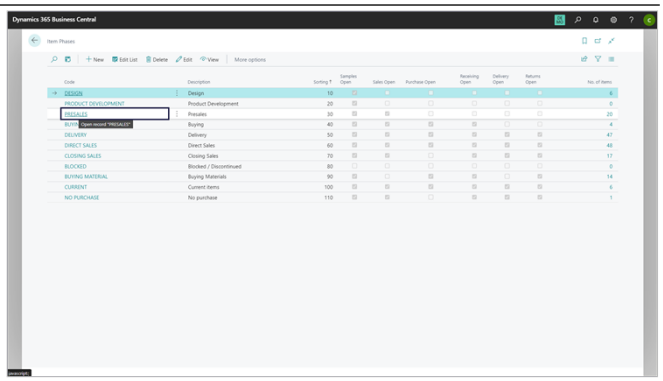
2.2. Item card, characteristic fashion fields BC25

2.2.1. Item Phases BC25

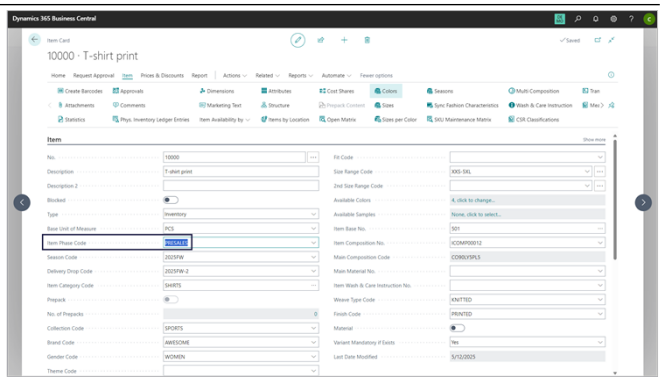
Navigate to Item Phases



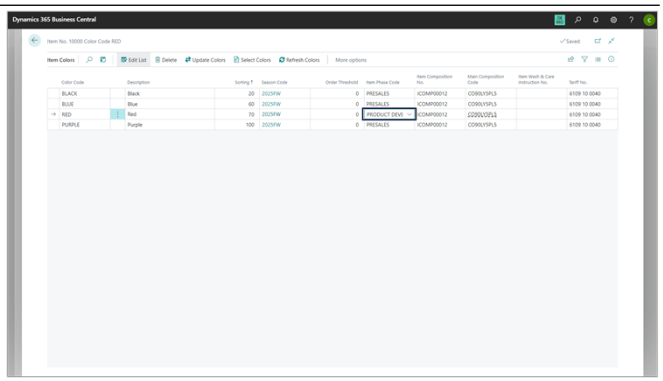
It is possible to create multiple item phases and specify which subprocesses are allowed per phase.
If none of the subprocesses are allowed—meaning all options are unchecked—the item phase will block all listed processes.
For each item phase, it is possible to see how many items it is assigned to and which items these are.



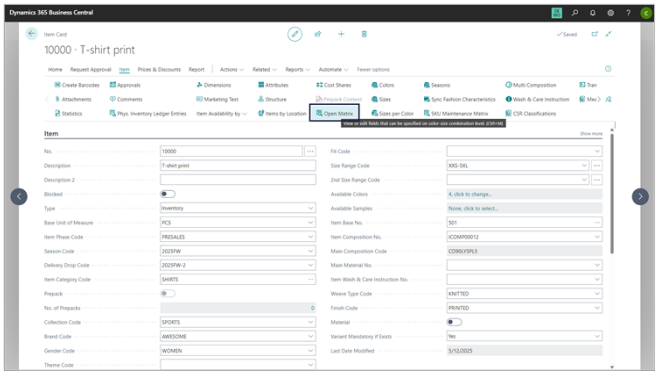
On the item card, the correct item phase for that item can be selected.
This will normally apply to all colors and variants, but you can also vary it per color or variant if needed.



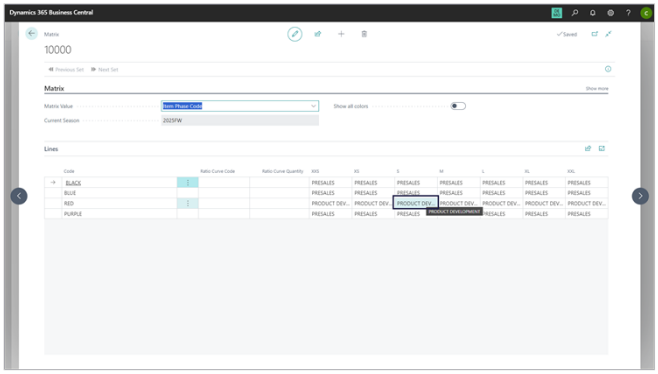
An item phase can be selected for each color.



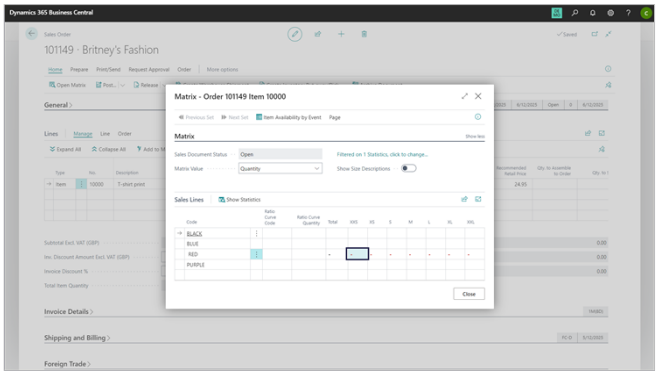
By selecting Open Matrix on the item card,



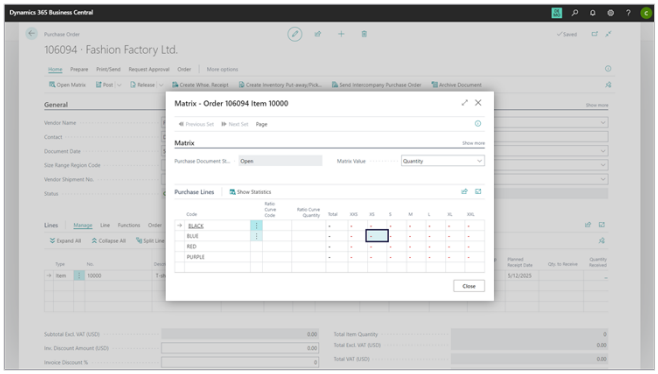
and choosing Item Phase Code in Matrix Value, it's possible to assign the Item Phase code per variant.



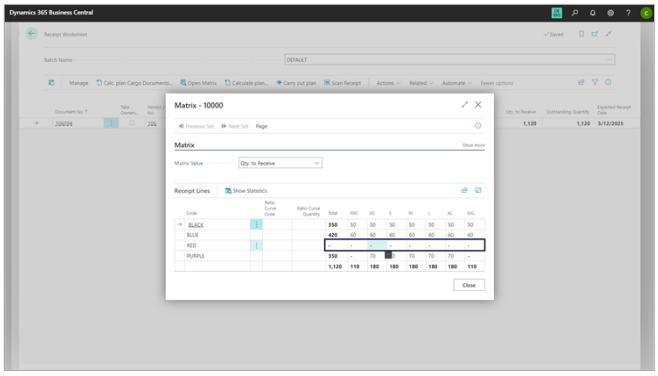
In the sales order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.



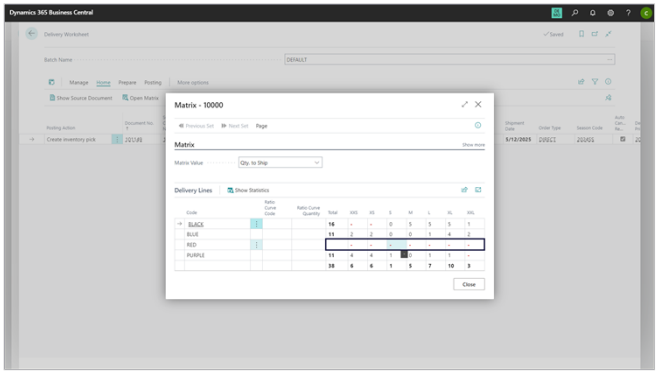
In the purchase order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.



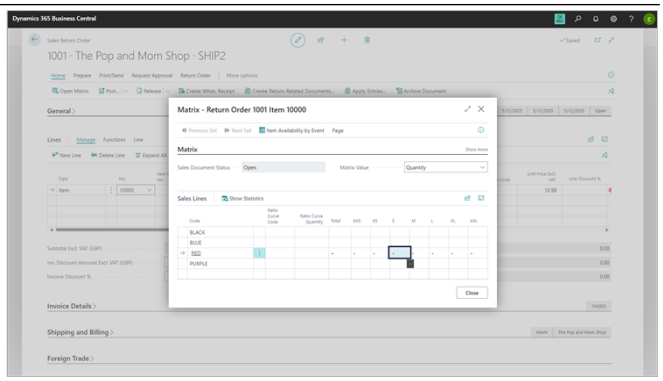
During receipt, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.



During delivery, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.

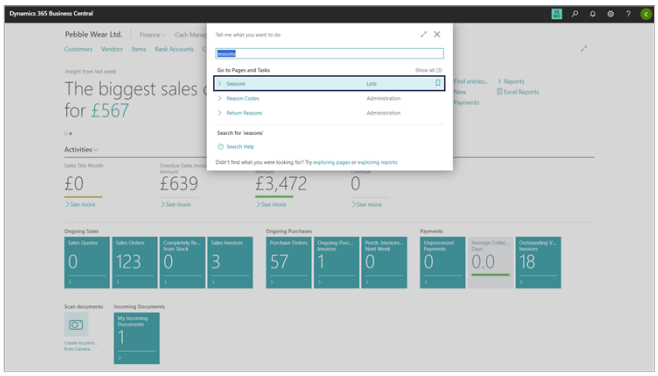


In the sales return order and purchase return order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.

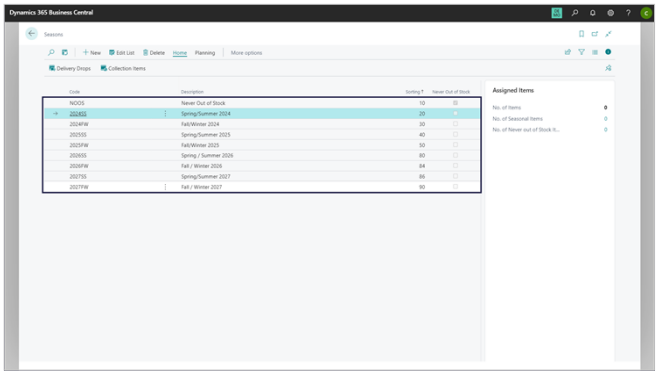


2.2.2. Item Seasons BC25

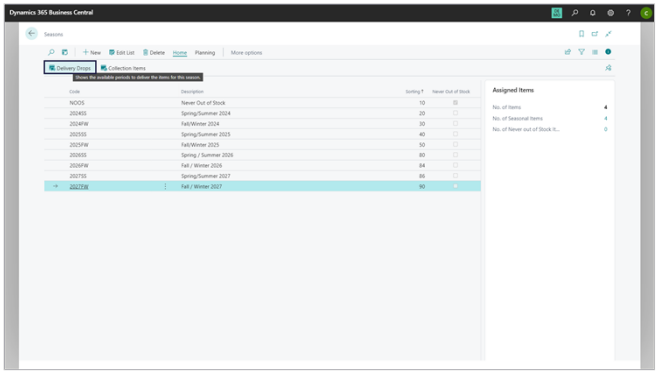
Navigate to Item Phases



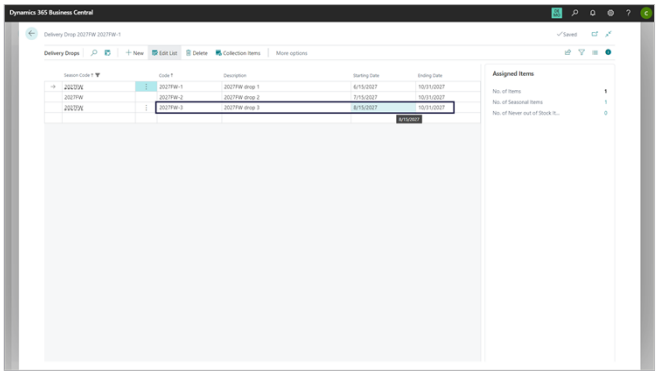
It is possible to create multiple seasons.
For each season, it is possible to see how many items it is assigned to and which items these are.



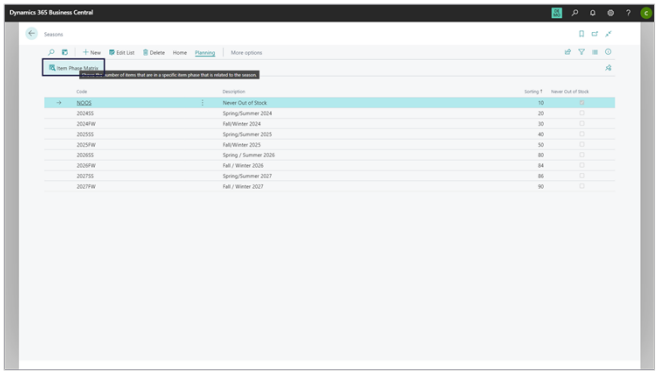
Per season, multiple Delivery Drops can be added.



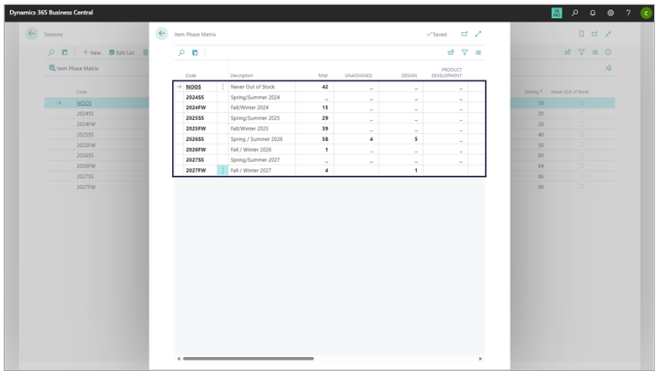
Per delivery drop, a starting date and ending date can be set.



Under Planning > Item Phase Matrix,

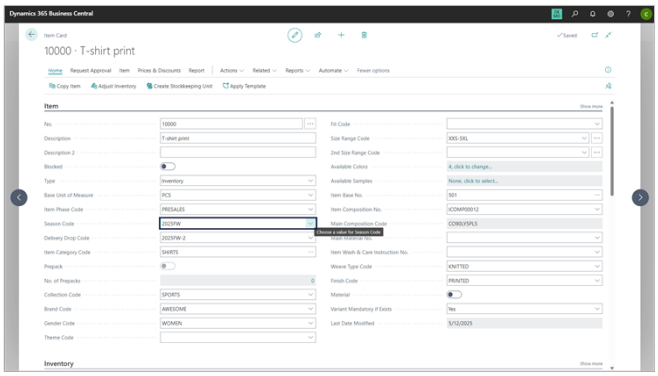


you can find an overview matrix displaying all Seasons and Item Phases.

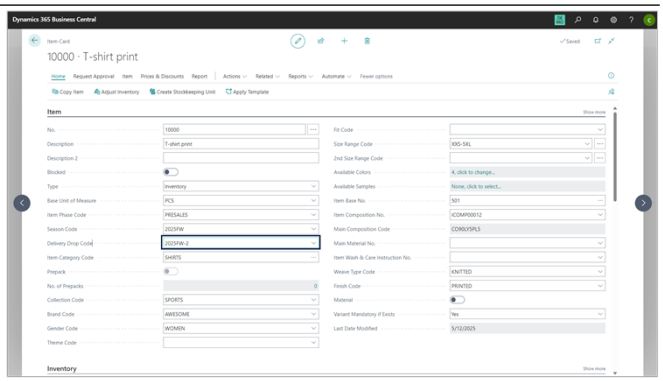


2.2.2.1. Season on item card

On the item card, you can select a season during which the item can be sold.

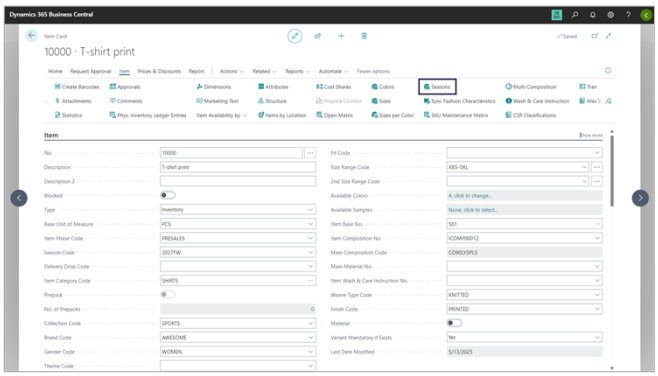


On the item card, you can select one of the delivery drops that were created under the corresponding season.

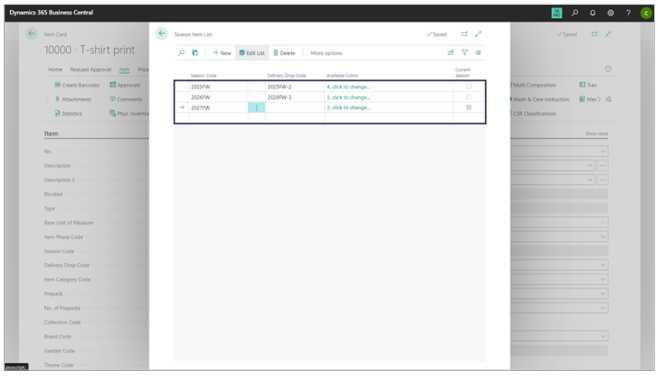


2.2.2.1.1. Carry over items

From the item card, you can select the menu option Seasons.

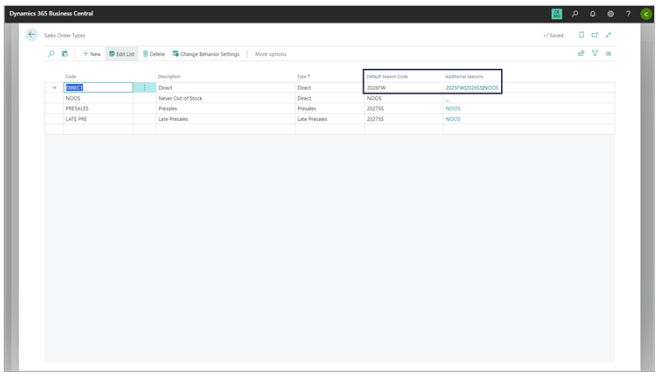


When an item is successful, it may become a Carry-over item, meaning it is part of more than one season. Different seasons and delivery drops can be attached at both item and colour level. K3 Pebblestone supports this and ensures that the various seasons are correctly linked to the item and its colours.

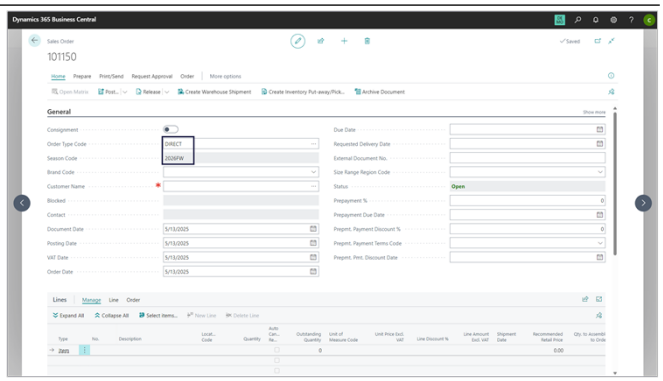


2.2.2.2. Season on sales order

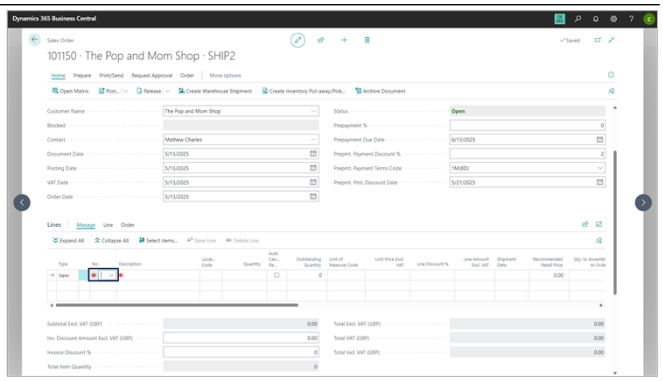
When defining the sales order types, the applicable default season can be set. Upon selecting the order type on the sales order header, this default season is applied to the header.
Additional seasons can also be specified.



Upon selecting the order type on the sales order header, the defined default season is applied to the header.



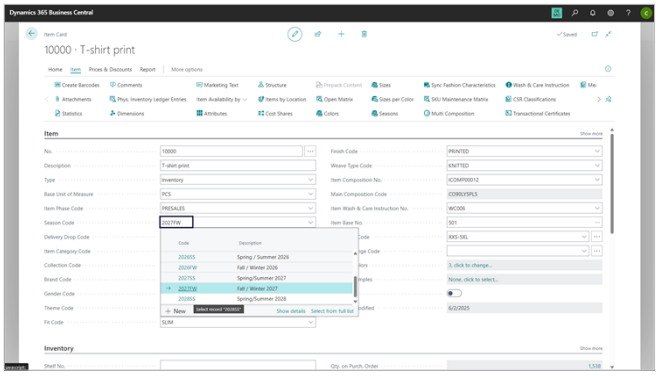
Using both the default season and the additional seasons defined for the order type, a filter is applied to the sales order lines. As a result, only items belonging to these season(s) can be selected.



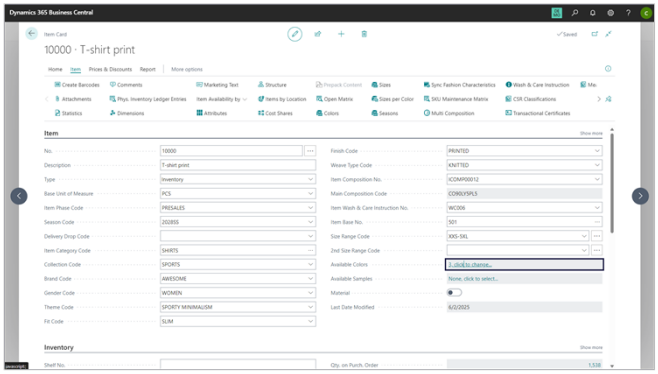
2.2.3. Carry Over Items BC25

When an item is successful, it may become a carry-over item, meaning it is included in more than one season. Different seasons can be assigned at both item and color level, ensuring that each season is properly linked to the relevant item and color.

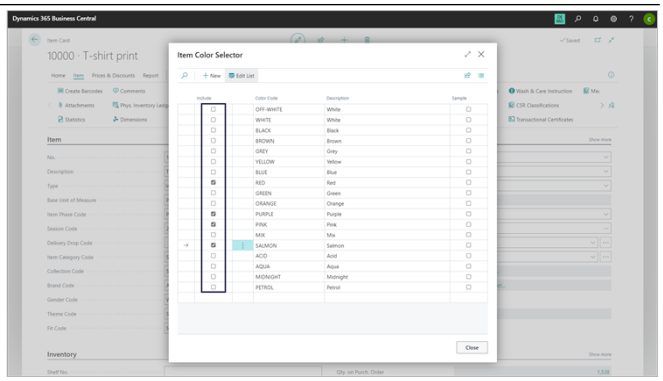
When an item will also be sold in a future season, the new season can be added by selecting it on the item card.



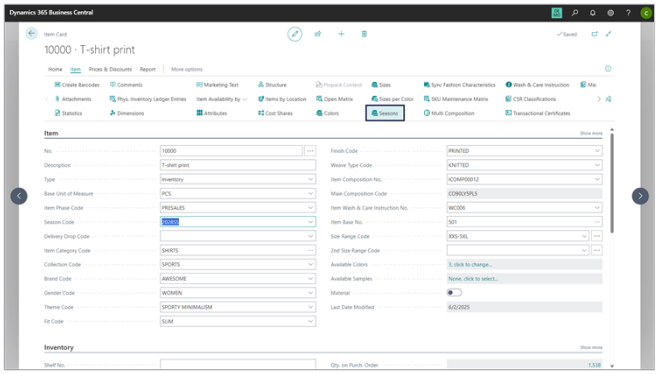
After entering the new season, the colors from the previous season are automatically carried over.



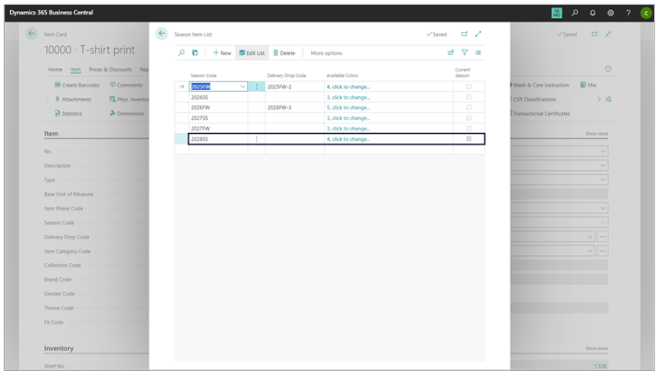
In the new season, colors can be added by selecting them or removed by deselecting them.



By selecting Season from the menu, an overview appears showing the different seasons in which the item has been used.



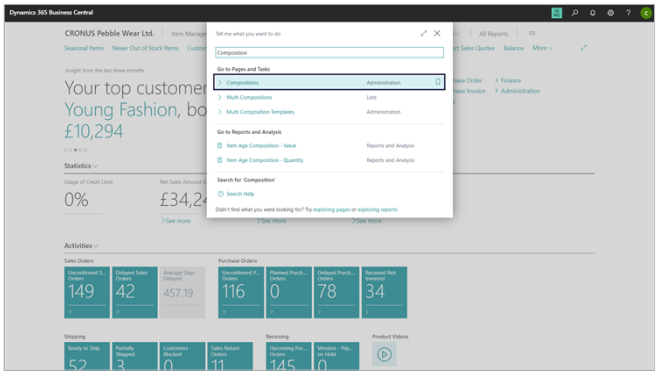
For each season, the colors used are shown. The current season is indicated with a check mark. This is the season currently set on the item card.



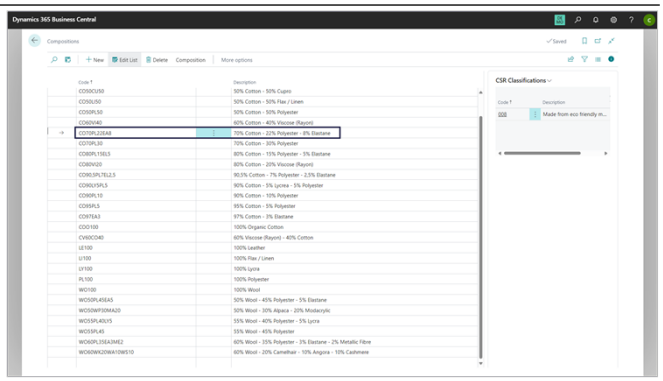
2.2.4. Item Compositions BC25

2.2.4.1. Item Composition

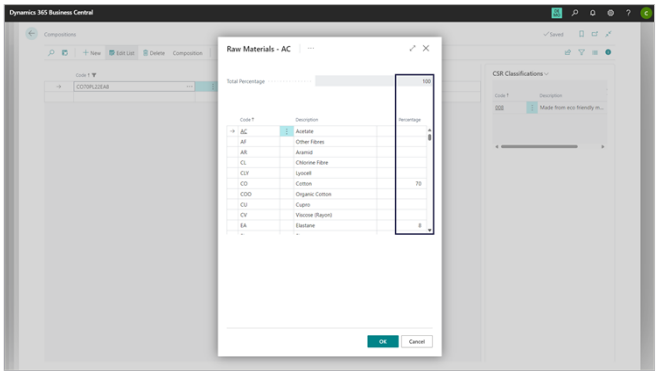
Navigate to Compositions



For each composition, a code can be created that includes various fabric compositions.



The composition code and description are generated once the percentages of the combined materials add up to 100 percent.

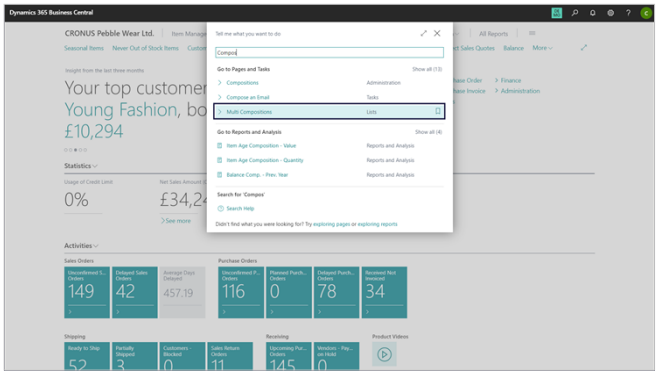


2.2.4.2. Multi Compositions

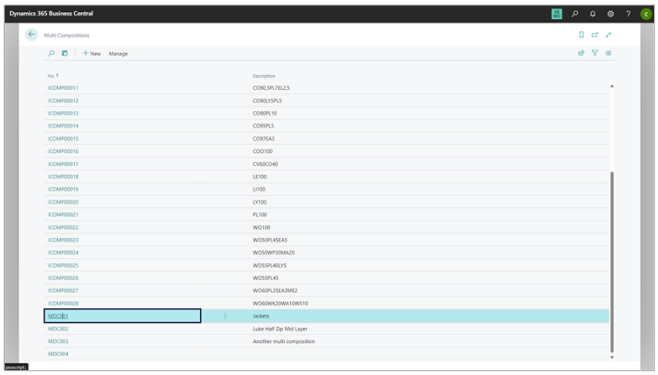
Multiple compositions can be applied to a single item, accommodating complex clothing styles with various fabrics and materials. For example, a jacket may

include separate compositions for the outer shell, inner liner, and additional components, allowing for greater flexibility and precision in product detailing.

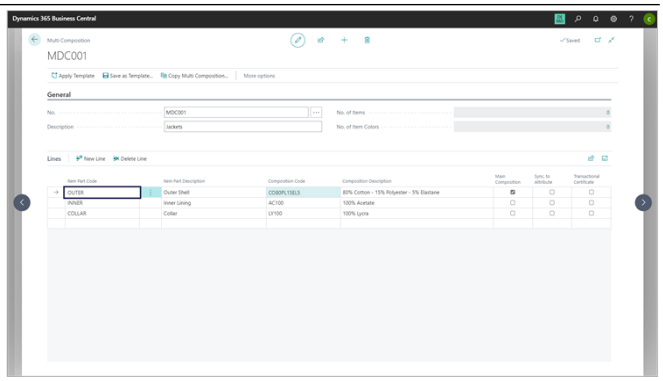
Navigate to Multi Compositions



For each Multi Composition, a code can be created that includes various item parts and their corresponding compositions.

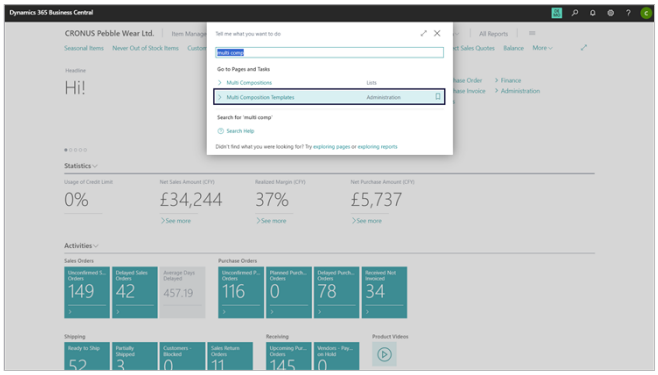


Item Part codes and descriptions can be freely defined and created. For each item part, a composition can be assigned. The complete set of item parts forms the multi composition.
A checkmark in the Main Composition field indicates that the specific item part contains the main composition.



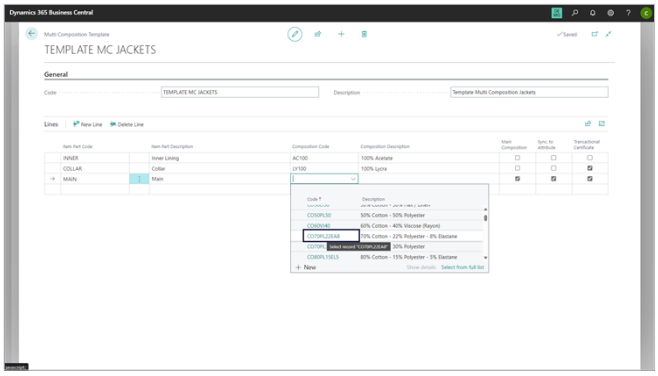
2.2.4.3. Multi Compositions Templates

Navigate to Multi Composition Templates



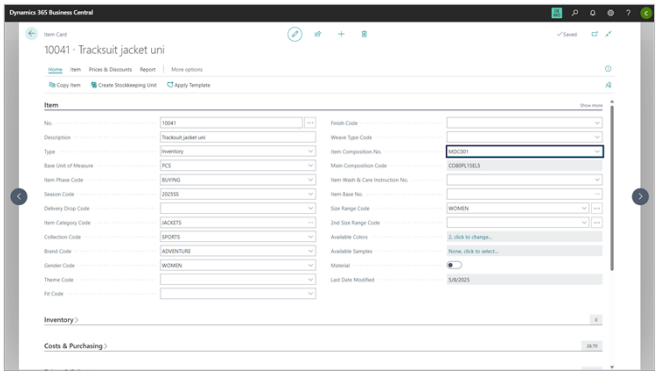
It is possible to manually create a template with various item parts and their compositions.

A template can also be generated from an existing multi composition by using the Save as Template function. Finally, when creating a new multi composition, an existing template can be used.



2.2.4.3.1. Item composition on item card

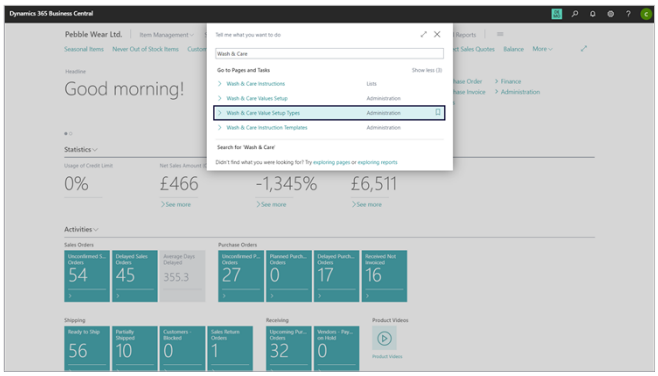
On the item card, the correct Multi Composition can be selected, after which the associated Main Composition code can also be displayed.



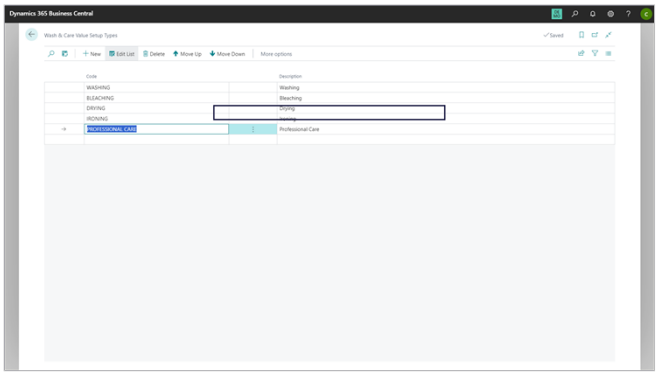
2.2.5. Item Wash and Care BC25

2.2.5.1. Wash and Care Values Setup Types

Navigate to Wash & Care Setup Types

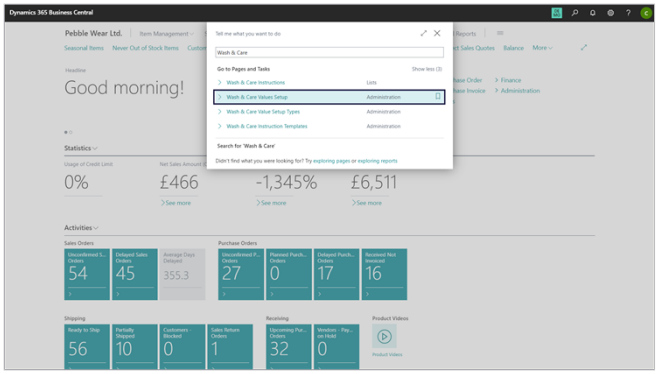


By creating custom group codes, instructions can be organized into groups.

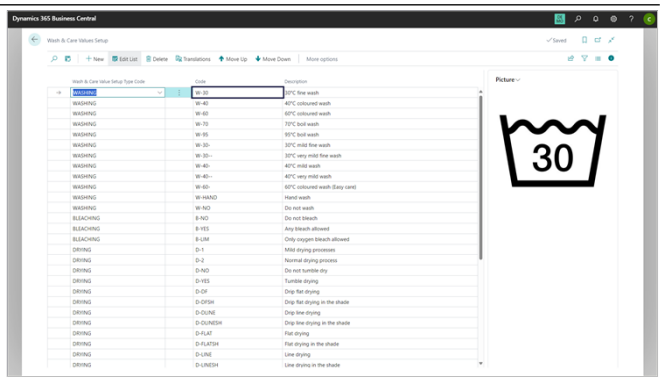


2.2.5.2. Wash and Care Values Setup

Navigate to Wash & Care Values Setup

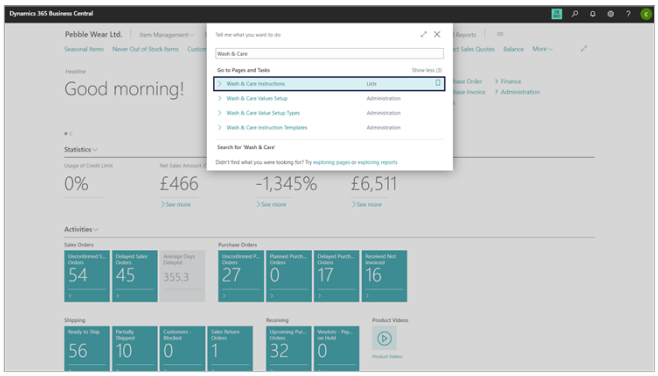


For each Wash & Care Value Setup Type Code, multiple codes can be created with a corresponding description and picture.

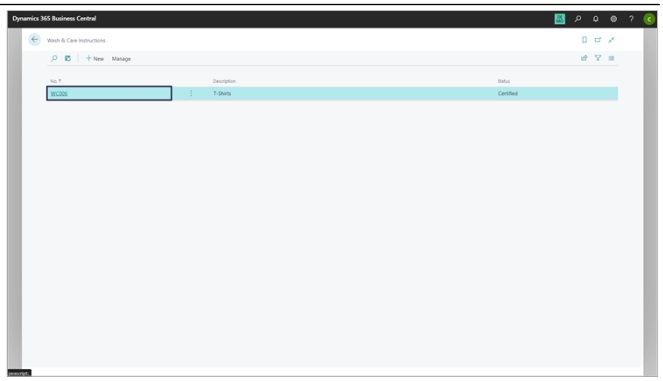


2.2.5.3. Wash and Care Instructions

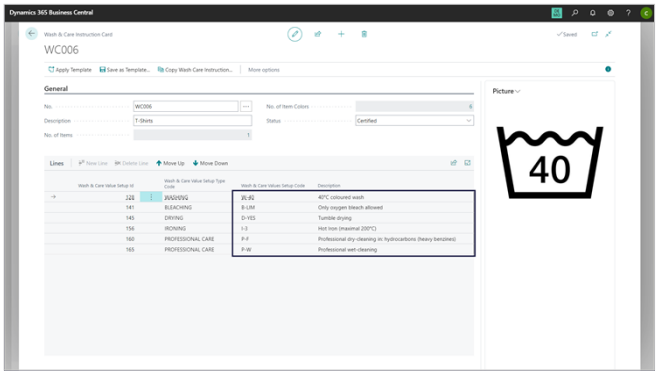
Navigate to Wash & Care Instructions



Multiple instruction sets can be created, each with its own wash and care characteristics.

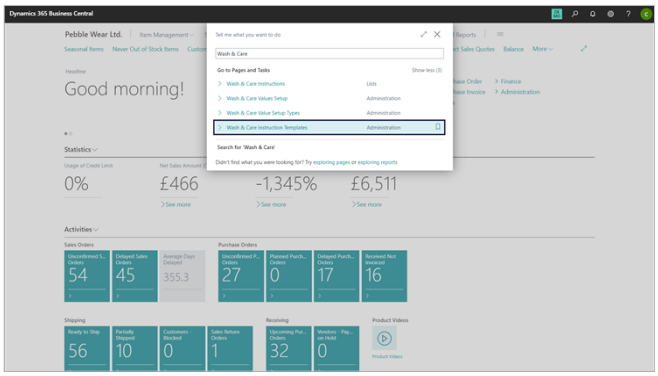


When creating a specific wash and care instruction card, the previously defined individual wash and care instruction value codes can be used.
The instruction card can only be used once it has been certified.

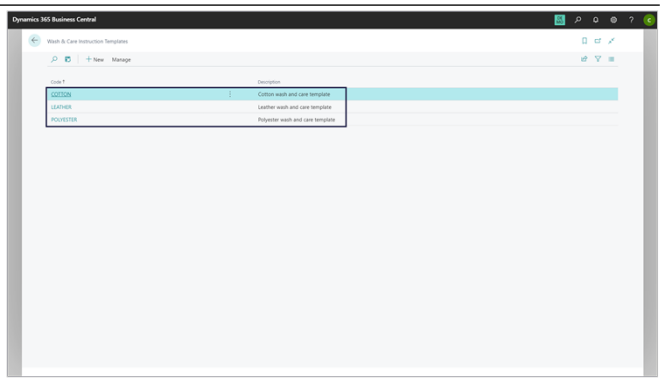


2.2.5.4. Wash and Care Instruction Templates

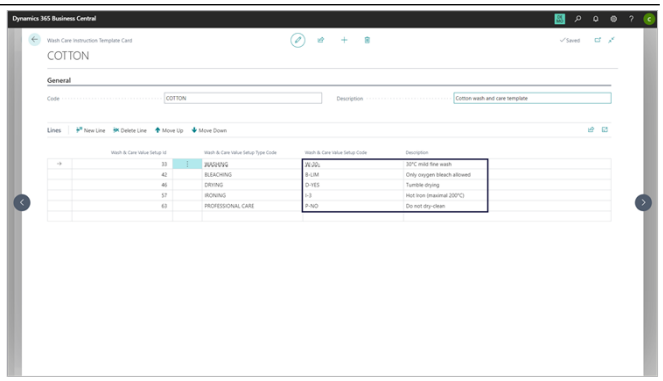
Navigate to Wash & Care Instruction Templates



It is possible to manually create templates with various wash and care instructions.
A template can also be generated from an existing wash and care instruction by using the Save as Template function. Finally, when creating a new wash and care instruction, an existing template can be used.

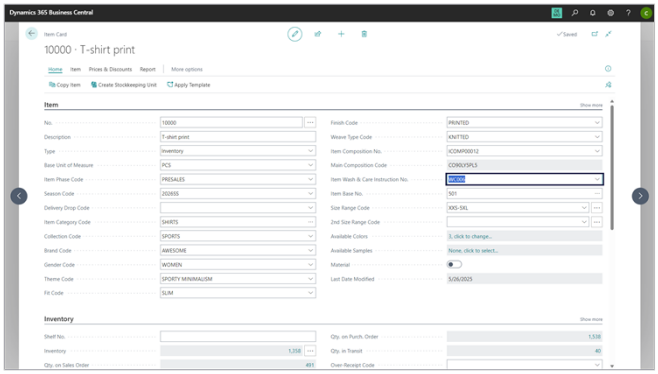


When creating a specific wash and care instruction card, the previously defined individual wash and care instruction value codes can be used.



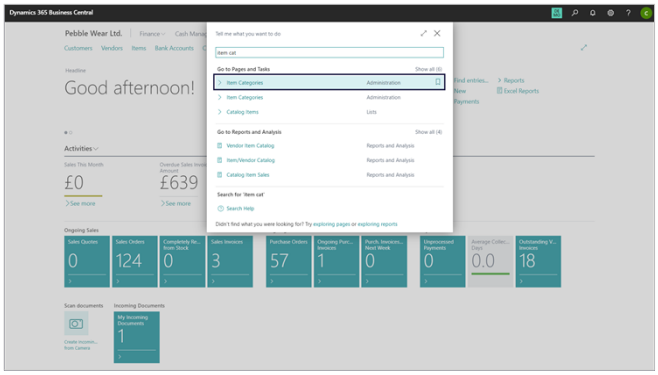
2.2.5.5. Wash and Care Instruction on item card

On the item card, the correct Wash & Care Instruction set can be selected.

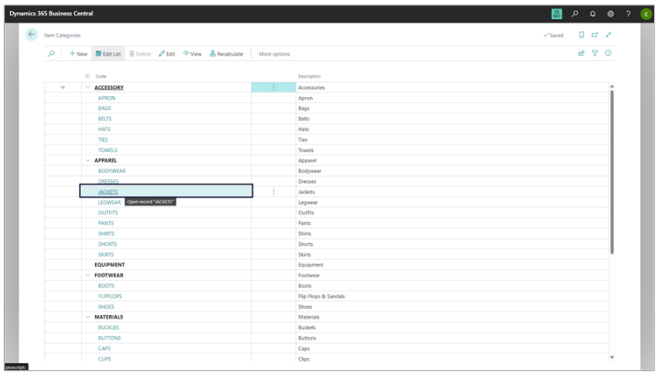


2.2.6. Item Categories BC25

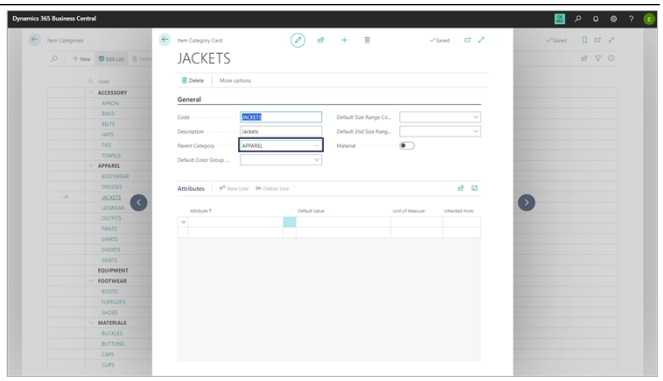
Navigate to Item Categories



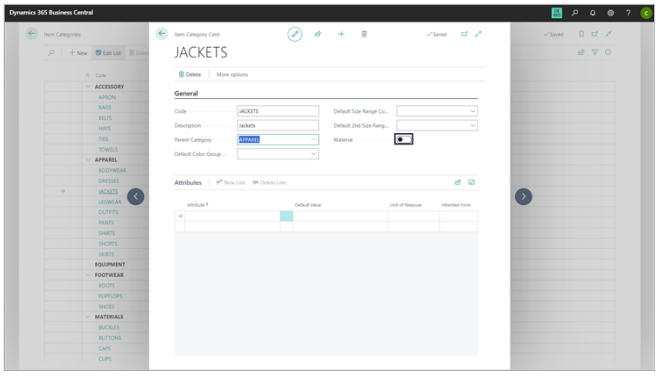
It is possible to create multiple item categories as needed, with a distinction between regular and parent categories.



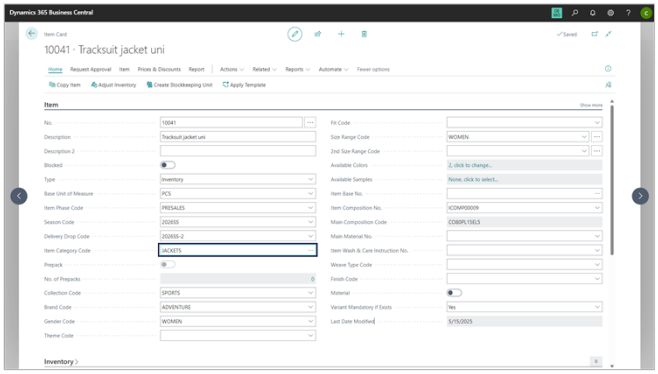
By filling in the Parent Category field, a category can be linked to another category.



It can be specified whether an item is a material or a finished product.



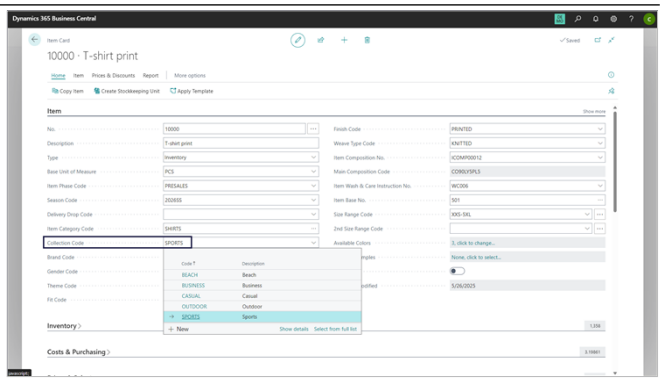
An item category can be assigned to an item on the item card.



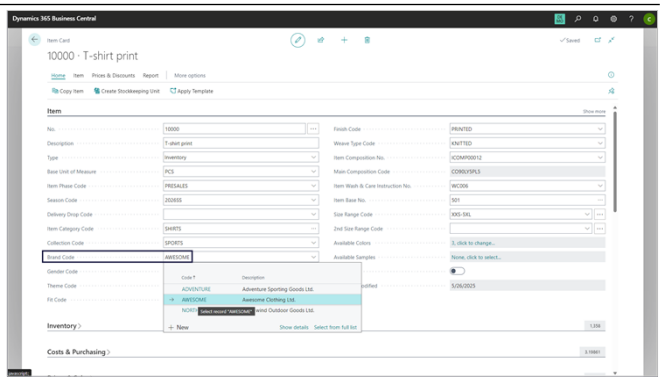
2.2.7. Collection Brand Gender Theme BC

On the item card, there are numerous fashion-related fields available that can be filled as desired. Based on the content of these fields, statistical information can be gathered through segmentations using a BI tool.

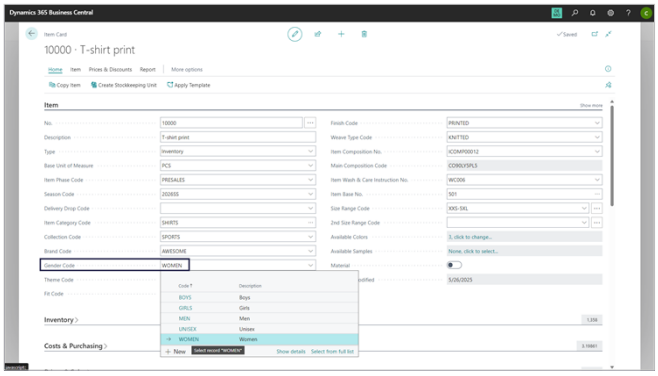
It is possible to create as many collections as desired. The correct label can be assigned to each item.



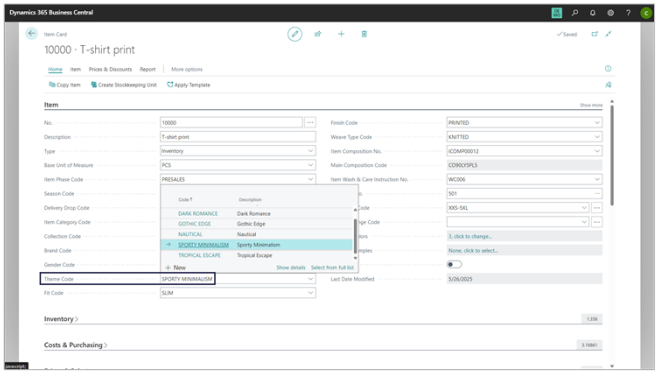
It is possible to create as many brands as desired. The correct label can be assigned to each item.



It is possible to create as many genders as desired. The correct label can be assigned to each item.



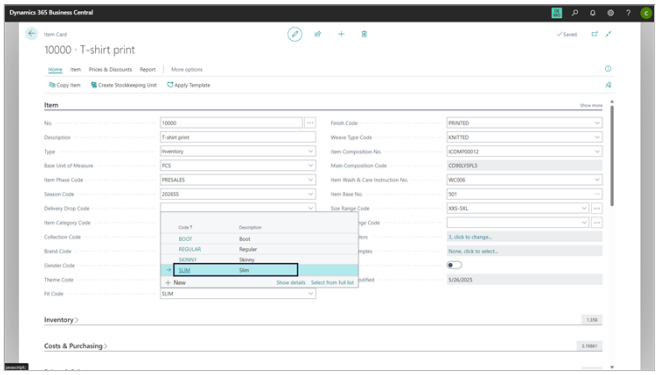
It is possible to create as many themes as desired. The correct label can be assigned to each item.



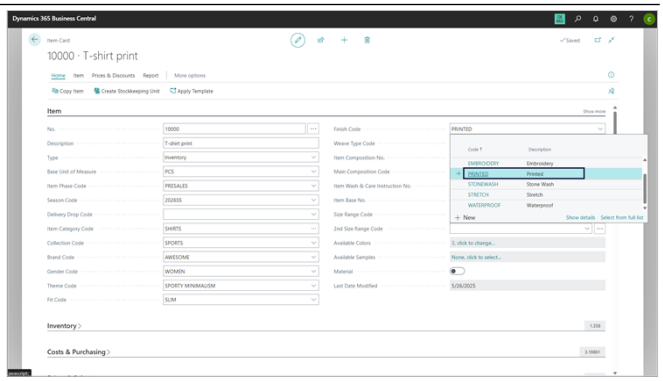
2.2.8. Fit Finish Weave Type BC25

On the item card, there are numerous fashion-related fields available that can be filled as desired. Based on the content of these fields, statistical information can be gathered through segmentations using a BI tool.

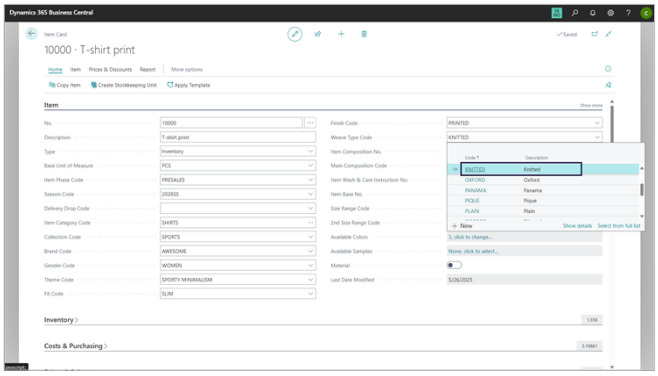
It is possible to create as many fits as desired. The correct label can be assigned to each item.



It is possible to create as many finishes as desired. The correct label can be assigned to each item.



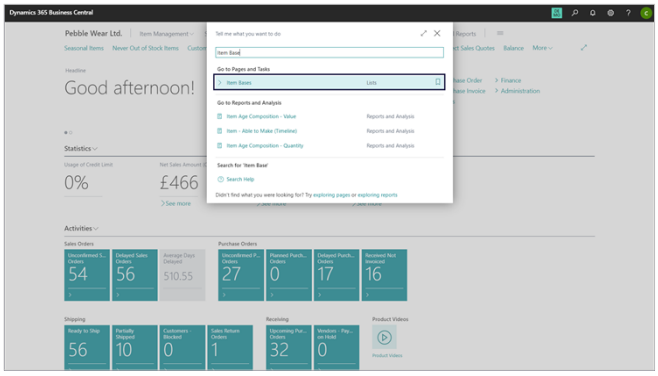
It is possible to create as many weave types as desired. The correct label can be assigned to each item.



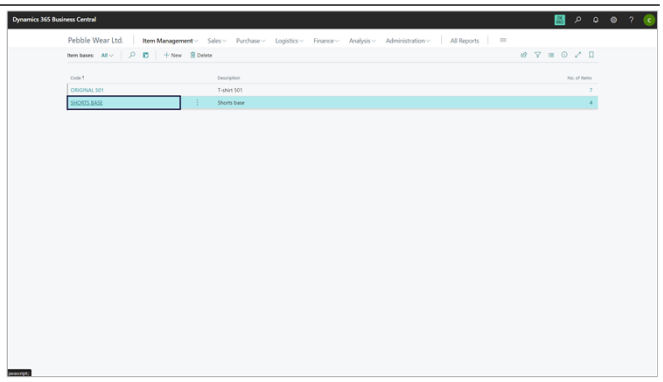
2.2.9. Item Bases BC25

2.2.9.1. Item Bases

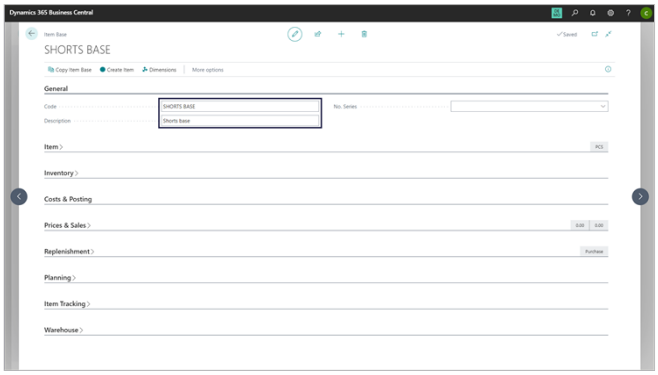
Navigate to Item Bases



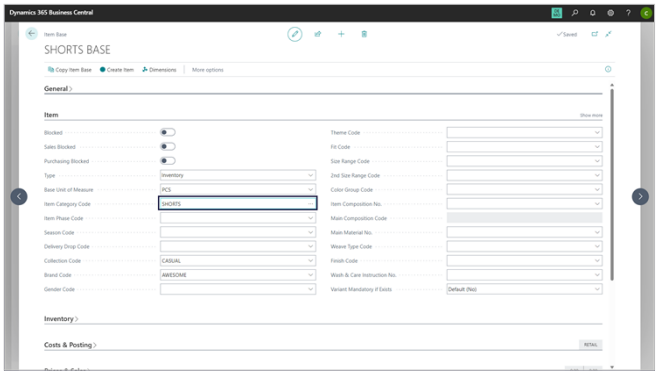
It is possible to create an item base code to set a number of recurring default characteristics.



Click on the button **Costs & Posting**

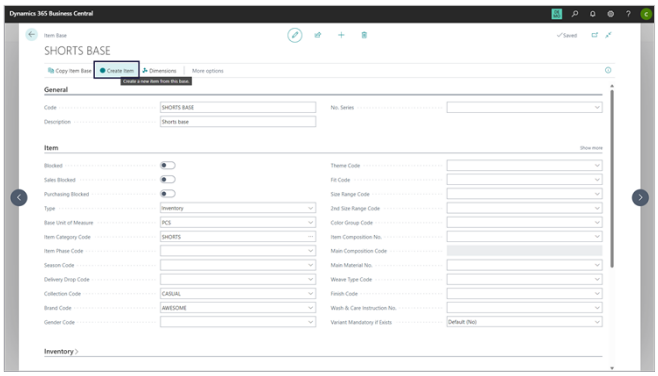


Predefined values can be set as desired for the created item base.

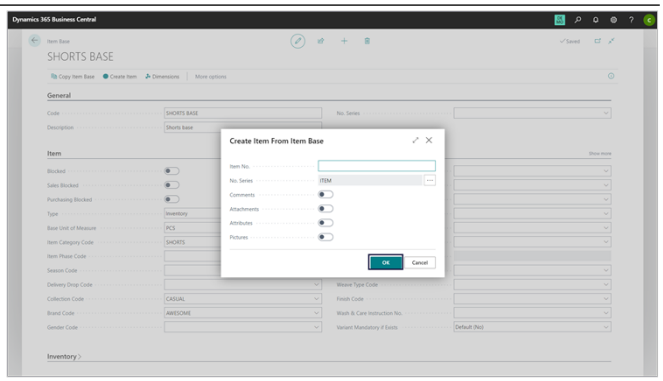


2.2.9.2. Create items from Item Base

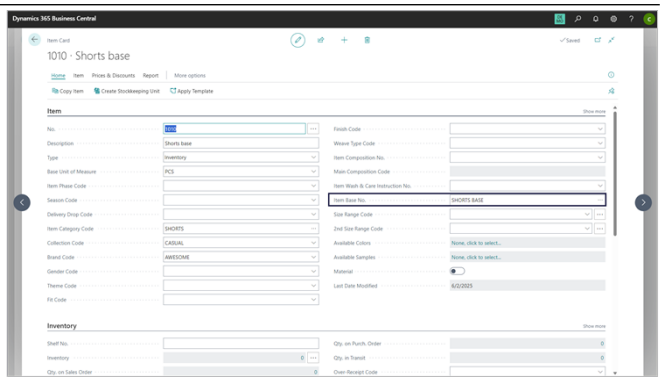
Click on the navigation menu item **Create Item**



Click on the button **OK**



Click on **No. Description Type Inventory Service Non-Inventory Base Unit of Measure Item Phase Code Season Code Delivery Drop Code Item Category Code Collection Code Brand Code Gender Code Theme Code Fit Code Finish Code Weave Type Code Item Composition No. Main Com**

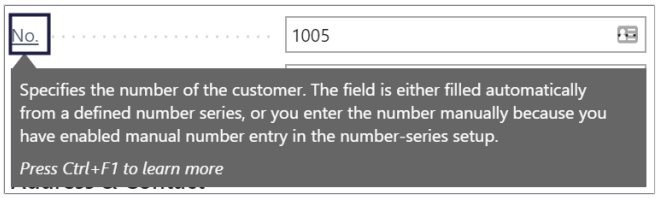


2.3. Item creation, prepacks, barcodes

2.3.1. Item creation

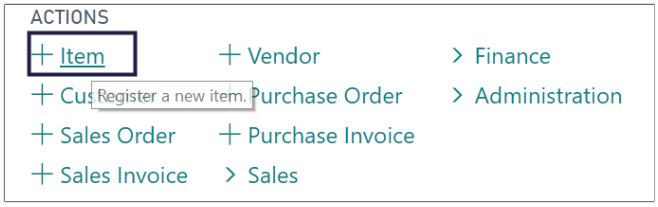
2.3.1.1. Tooltip

1. All over in the application you can check if there is a tooltip. Hover the pointer over an item, without clicking it, and a tooltip may appear.

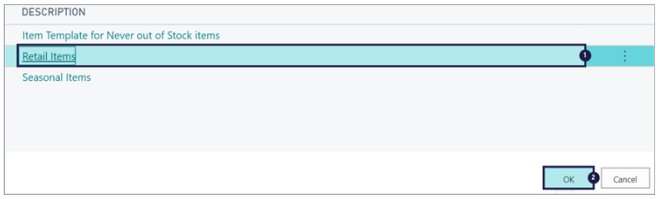


2.3.1.2. Create a new Item

1. Click on the navigation menu item **Item**.

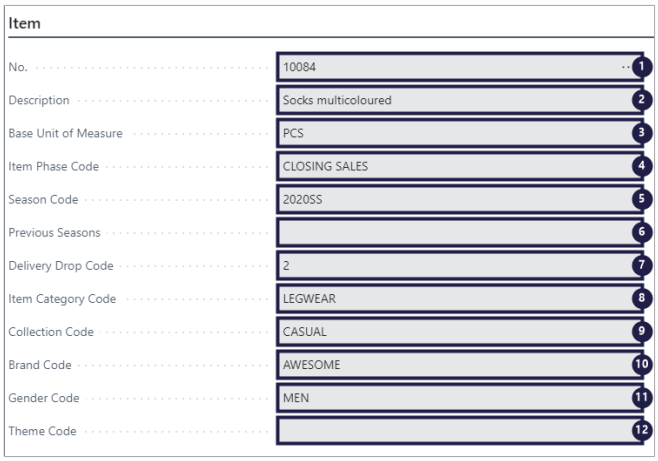


1. **Description**.
   Choose which template you want to use for creating a new Item.
2. Click on the button **OK**.

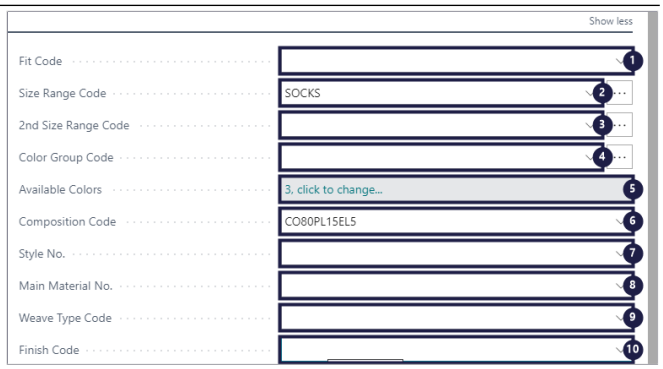


2.3.1.3. General

1. **No.**
   Specifies the number of the item. The field is either filled automatically from a defined number series, or you enter the number manually.
2. **Description**.
   Fill in a Description for the item.
3. **Base Unit of Measure**.
   Specifies the base unit used to measure the item, such as piece, box, or pallet. The base unit of measure also serves as the conversion basis for alternate units of measure.
4. **Item Phase Code**.
   Specifies the code which reflects the status of the item, item statuses can be used to block for certain activities. E.g. Shipping or sales order entry
5. **Season Code**.
   Choose the Season, if the Season does not exist create one.
6. **Previous Seasons**.
   Specifies the number of previous seasons that this item belongs to.
7. **Delivery Drop Code**.
   Choose the Delivery drop, if the Delivery drop does not exist create one.



8. **Item Category Code**.
   Choose the Item Category, if the Item Category does not exist create one.
9. **Collection Code**.
   Choose the Collection, if the Collection does not exist create one.
10. **Brand Code**.
    Choose the Brand, if the Brand does not exist create one.
11. **Gender Code**.
    Choose the Gender, if the Gender does not exist create one.
12. **Theme Code**.
    Choose the Theme, If the Theme does not exist create one.



1. **Fit Code**.
   Choose the Fit. If the Fit does not exist create one.
2. **Size Range Code**.
   Choose the Size Range, if the Size Range does not exist create one.
3. **2nd Size Range Code**.
   Choose the 2nd Size Range, if the 2nd Size Range does not exist create one.
4. **Color Group Code**.
   Choose the Color Group, if the Color Group does not exist create the Color Group.
5. **Available Colors**.
   Choose the Color, if the Color does not exist create the color(s).
6. **Composition Code**.
   Choose the Composition if the Composition does not exist create one.
7. **Style No.**
   Specifies the number of the style that the item belongs to.
8. **Main Material No.**
   Specifies the number for the main material.
9. **Weave Type Code**.
   Specifies the weave type of the item. The weave type is copied from the Main Material by default, but can also set specifcally for the main item.
10. **Finish Code**.
    Specifies how the item is finished. The finish is copied from the Main Material by default, but can also be set specifically for the main item.

2.3.1.4. Inventory

1. **Shelf No.**
   Specifies where to find the item in the warehouse. This is informational only.

2.3.1.5. Cost & Purchasing

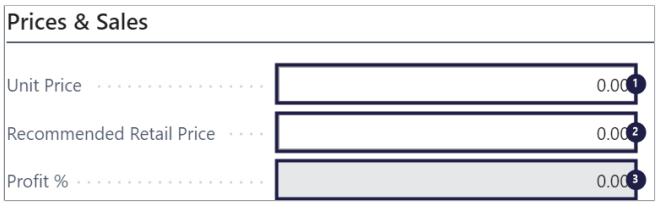
2.3.1.5.1. Cost Details

1. **Standard Cost**.
   Specifies the unit cost that is used as an estimation to be adjusted with variances later. It is typically used in assembly and production where costs can vary.
2. **Unit Cost**.
   Specifies the cost of one unit of the item or resource on the line.
3. **Special Purch. Prices & Discounts**.
   Specifies special purchase prices and line discounts for the item, if there are no purchase prices or line discounts create purchase prices and discounts.

2.3.1.5.2. Foreign Trade

1. **Tariff No.**
   Add a code for the item's tariff number.

2.3.1.6. Price & Sales



1. **Unit Price**.
   Specifies the price of one unit of the item or resource. You can enter a price manually or have it entered according to the Price/Profit Calculation field on the related card.
2. **Recommended Retail Price**.
   Specifies the recommended retail price for one unit of the item.
3. **Profit %**.
   Specifies the profit margin that you want to sell the item at. You can enter a profit percentage manually or have it entered according to the Price/Profit Calculation field.

---

1. **Special Sales Prices & Discounts**.
   Specifies special prices and line discounts for the item, if there are no prices and line discounts create prices and line discounts
2. **Special Recommended Retail Prices**.
   Specifies special recommended retail prices for the item, if there are no recommended retail prices create recommended retail prices.

2.3.1.7. Replenishment

1. **Lead Time Calculation**.
   Specifies a date formula for the amount of time it takes to replenish the item.
2. **Order Threshold**.
   Specifies the order threshold for this item. The Order threshold can also be set on color level. If the quantities on the presales orders are below the order threshold, then the item is most likely discontinued.

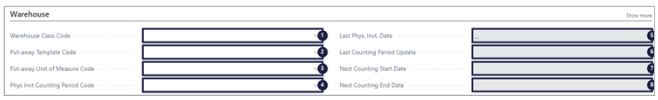
2.3.1.7.1. Purchase

1. Move the mouse to the field **Vendor No.**
   Specifies the vendor code of who supplies this item by default.
2. Click on the lookup button **Vendor No.**
3. Move the mouse to the cell **No.** on any row.

---

1. Move the mouse to the field **Vendor Item No.**
   Specifies the number that the vendor uses for this item, add it if needed.

2.3.1.8. Warehouse



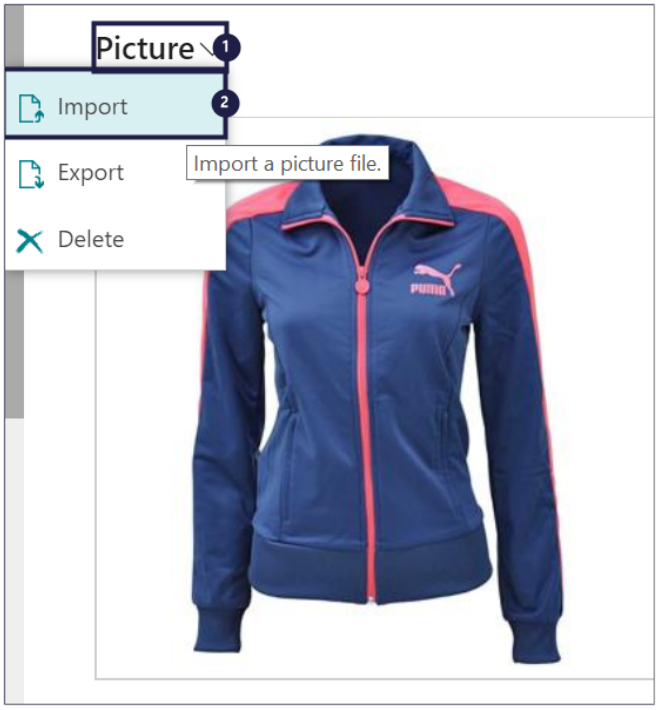
1. **Warehouse Class Code**.
   Specifies the warehouse class code for the item.
2. **Put-away Template Code**.
   Specifies the code of the put-away template by which the program determines the most appropriate zone and bin for storage of the item after receipt.
3. **Put-away Unit of Measure Code**.
   Specifies the code of the item unit of measure in which the program will put the item away.
4. **Phys Invt Counting Period Code**.
   Specifies the code of the counting period that indicates how often you want to count the item in a physical inventory.
5. **Last Phys. Invt. Date**.
   Specifies the date on which you last posted the results of a physical inventory for the item to the item ledger.
6. **Last Counting Period Update**.
   Specifies the last date on which you calculated the counting period. It is

updated when you use the function Calculate Counting Period.

7. **Next Counting Start Date**.
   Specifies the starting date of the next counting period.
8. **Next Counting End Date**.
   Specifies the ending date of the next counting period.

2.3.1.9. Picture

1. Click on the link **Actions for Picture**.
2. **Import**.
   Choose import and add a picture.

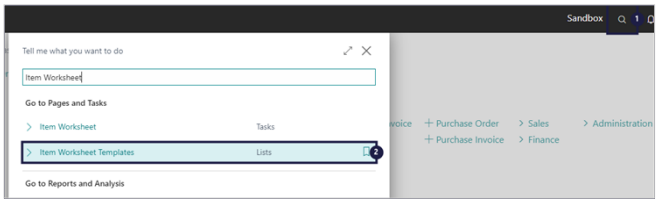


2.3.2. Import items

2.3.2.1. Item Worksheet Templates setup

Navigate to Item worksheet templates

1. Click on the link **Search** - Enter the text **Item Worksheet**.
2. Click on **Item Worksheet Templates Lists**.



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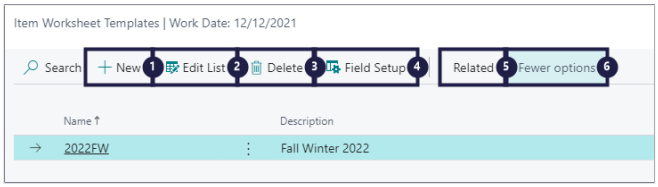
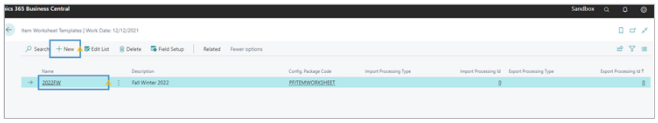
1. **New**
   Create a new entry.
2. **Edit List**
   Make changes on the page.
3. **Delete**
   Delete the selected row.
4. **Field Setup**
   when choosing the assist edit you can change which fields are visible or not in the item worksheet.
5. **Related**.
6. **Fewer options**
   Hide secondary actions.



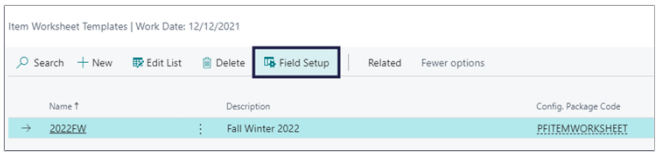
1. **Name**.
   Specifies the name of the item worksheet template you are creating.
2. **Description**.
   Specifies a brief description of the item worksheet template you are creating.
3. **Config. Package Code**.
   Specifies the Configuration Package that will be used to import / export items, item colors and item sizes combined as a RapidStart package or by Excel.
4. **Import Processing Type**.
   Specifies the type of object that will be used to import data into the worksheet.
5. **Import Processing Id**.
   Specifies the object id that will be used to import data into the worksheet.
6. **Export Processing Type**.
   Specifies the type of object that will be used to export the data in the worksheet.
7. **Export Processing Id**.
   Specifies the object id that will be used to export the data in the worksheet.



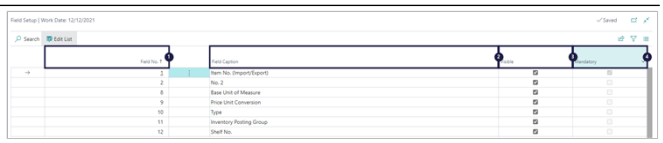
- **New**: Create a new entry.
- **Name**: When you have create a new item worksheet template, just give it a name. After you give it a name the configuration package code PFITEMWORKSHEET is automatically added.

2.3.2.2. Field Setup Item worksheet

Navigate to Field Setup



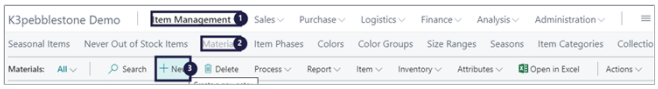
1. **Field Setup**
   when choosing the assist edit you can change which fields are visible or not in the item worksheet.



1. **Field No.**
   Specifies the field number.
2. **Field Caption**.
   Specifies the field caption.
3. **Visible**.
   Determines whether the field is visible or not.
4. **Mandatory**.
   Determines whether the field is mandatory visible. If mandatory is set, then visible is set too and you cannot change this.

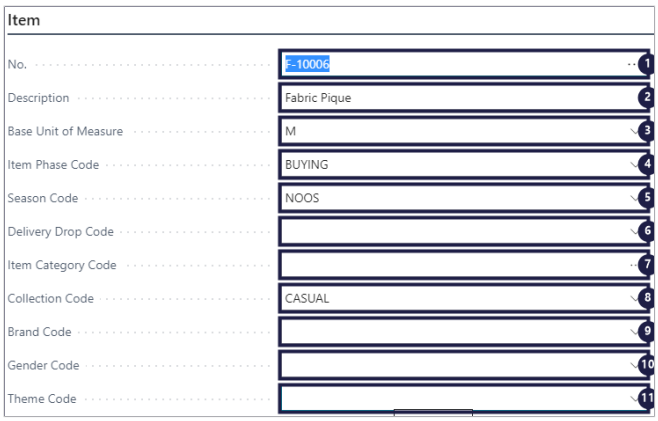
2.3.3. Material creation

2.3.3.1. Create a new material



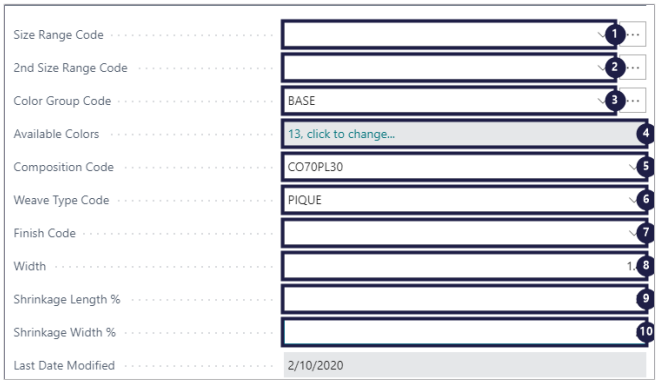
1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **Materials**.
3. Move the mouse to the navigation menu item **New**.

2.3.3.2. General



1. **No.**

   Specifies the number of the item. The field is either filled automatically from a defined number series, or you enter the number manually.
2. **Description**.
   Fill in a Description for the item.
3. **Base Unit of Measure**.
   Specifies the base unit used to measure the item, such as piece, box, or pallet. The base unit of measure also serves as the conversion basis for alternate units of measure.
4. **Item Phase Code**.
   Specifies the code which reflects the status of the item, item statuses can be used to block for certain activities. E.g. Shipping or sales order entry
5. **Season Code**.
   Choose the Season, if the Season does not exist create one.
6. **Delivery Drop Code**.
   Choose the Delivery drop, if the Delivery drop does not exist create one.
7. **Item Category Code**.
   Choose the Item Category, if the Item Category does not exist create one.
8. **Collection Code**.
   Choose the Collection, if the Collection does not exist create one.
9. **Brand Code**.
   Choose the Brand, if the Brand does not exist create one.
10. **Gender Code**.
    Choose the Gender, if the Gender does not exist create one.
11. **Theme Code**.
    Choose the Theme, If the Theme does not exist create one.



1. **Size Range Code**.
   Choose the Size Range, if the Size Range does not exist create one.
2. **2nd Size Range Code**.
   Choose the 2nd Size Range, if the 2nd Size Range does not exist create one.
3. **Color Group Code**.
   Choose the Color Group, if the Color Group does not exist create the Color Group.
4. **Available Colors**.
   Choose the Color, if the Color does not exist create the color(s).
5. **Composition Code**.
   Choose the Composition if the Composition does not exist create one.
6. **Weave Type Code**.
   Specifies the weave type of the item. The weave type is copied from the Main Material by default, but can also set specifcally for the main item.
7. **Finish Code**.
   Specifies how the item is finished. The finish is copied from the Main Material by default, but can also be set specifically for the main item.
8. **Width**.
   Specifies the width of the fabric for the material.
9. **Shrinkage Length %**.
   Specifies the shrinkage percentage of the length of the fabric.
10. **Shrinkage Width %**.
    Specifies the shrinkage percentage of the width of the fabric.

2.3.3.3. Inventory

- **Shelf No.**
  Specifies where to find the item in the warehouse. This is informational only.

2.3.3.4. Costs & Purchasing

1. **Standard Cost**.
   Specifies the unit cost that is used as an estimation to be adjusted with variances later. It is typically used in assembly and production where costs can vary.
2. **Unit Cost**.
   Specifies the cost of one unit of the item or resource on the line.
3. **Special Purch. Prices & Discounts**.
   Specifies special purchase prices and

line discounts for the item.

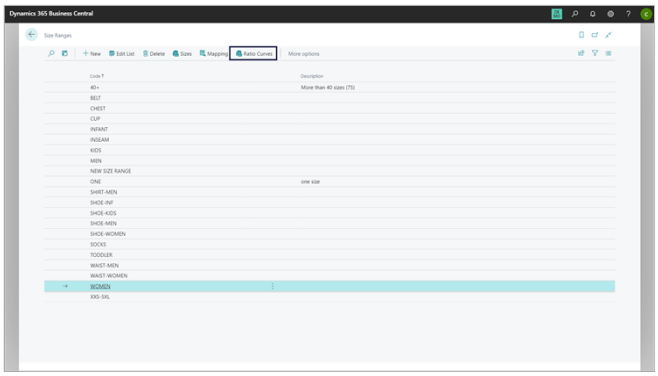
4. **Tariff No.**
   Specifies a code for the item's tariff number.

2.3.3.5. Prices & Sales

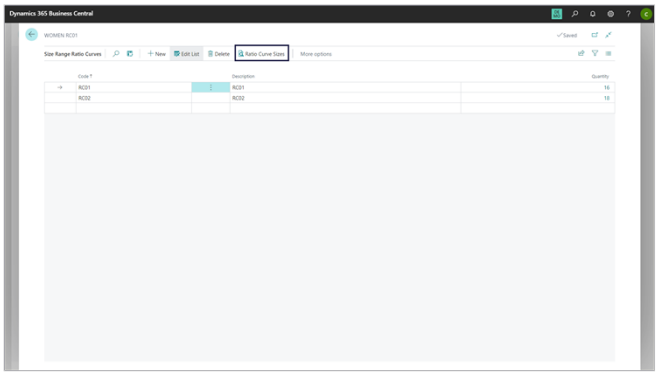
1. **Unit Price**.
   Specifies the price of one unit of the item or resource. You can enter a price manually or have it entered according to the Price/Profit Calculation field on the related card.
2. **Recommended Retail Price**.
   Specifies the recommended retail price for one unit of the item.
3. **Profit %**.
   Specifies the profit margin that you want to sell the item at. You can enter a profit percentage manually or have it entered according to the Price/Profit Calculation field.
4. **Special Sales Prices & Discounts**.
   Specifies special prices and line discounts for the item.
5. **Special Recommended Retail Prices**.
   Specifies special recommended retail prices for the item.

2.3.4. Item Sizes - Ratio Curves BC25

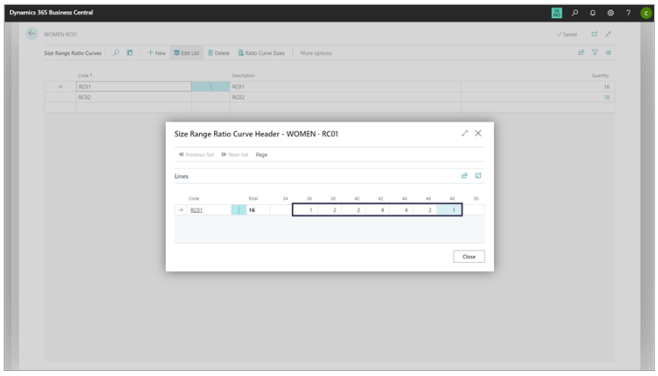
Navigate to Size Ranges. Select the correct size range and click on Ratio Curves.



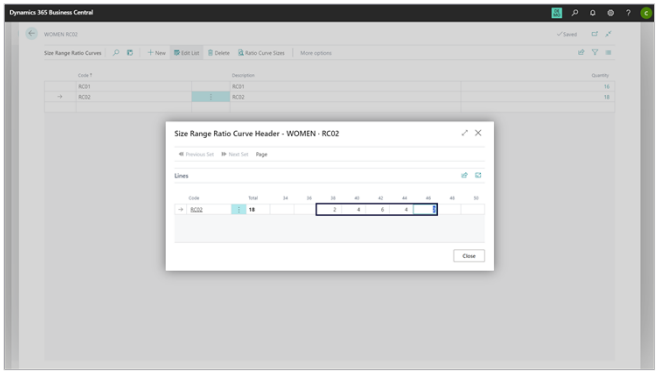
Create or select the correct Ratio Curve code and click on Ratio Curve Sizes.



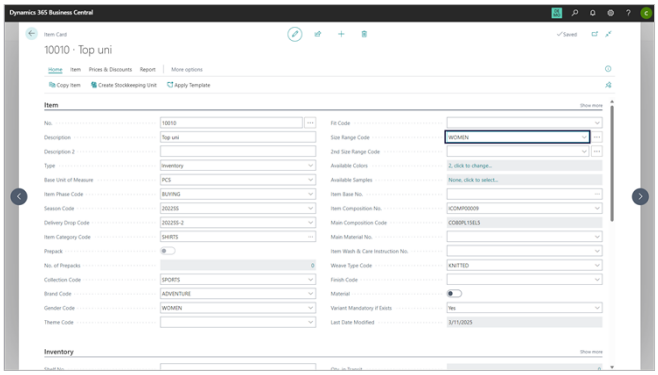
Enter the quantities per size for the selected ratio curve.



Each size range can have multiple ratio curves, each with different sets of quantities per size.

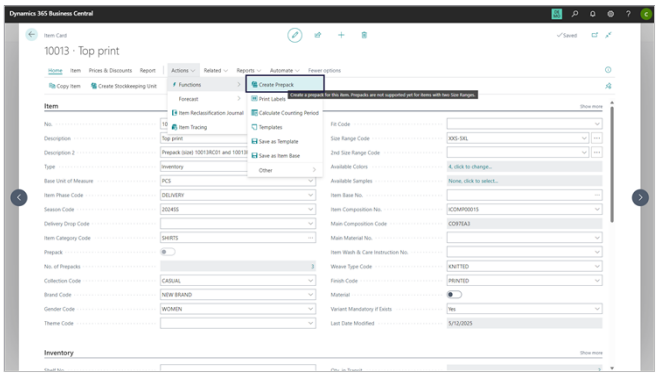


Once a size range is assigned to an item, the associated ratio curves are included as well.

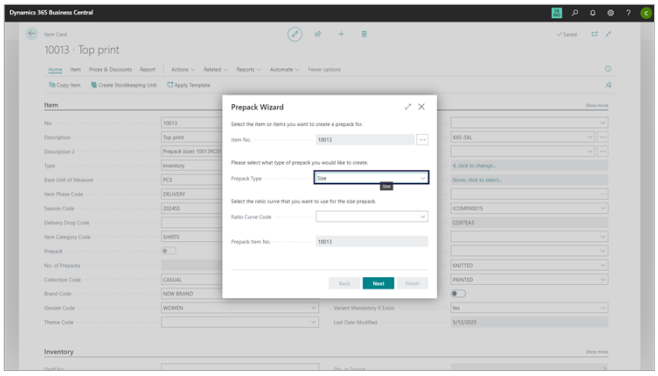


2.3.5. Item Prepack Sizes BC25

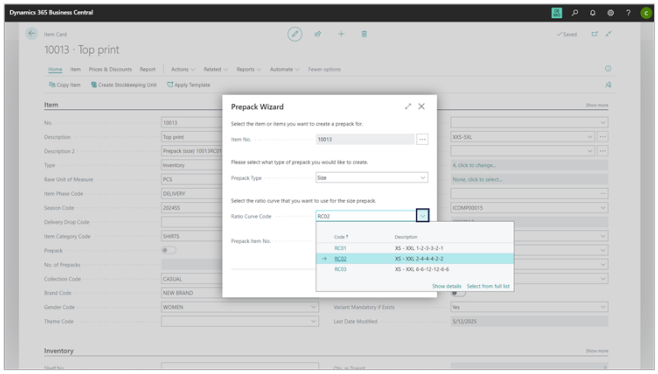
From an item with solid sizes, it is possible to create a prepack with a size range for this item by using the Create Prepack wizard function.



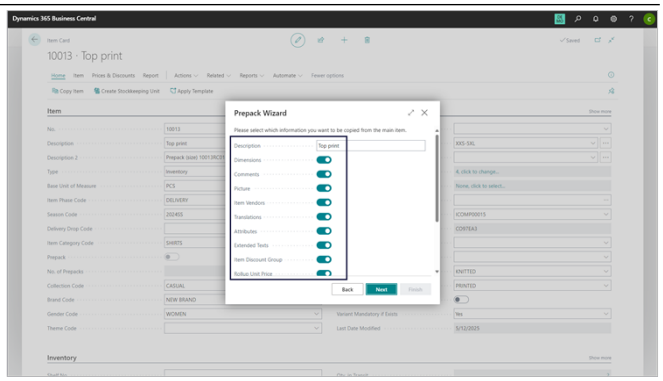
When creating a number of items across a size range, Size must be selected as the Prepack Type.



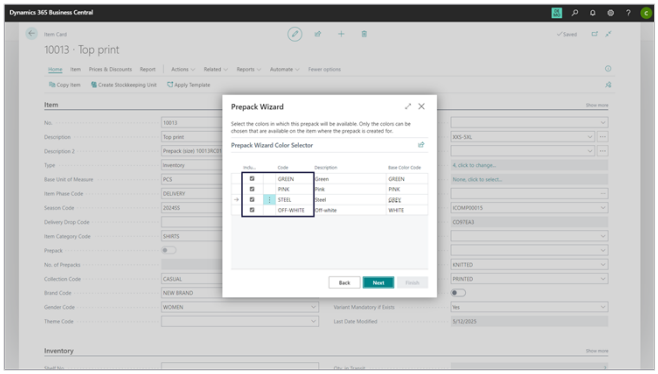
By selecting a ratio curve, the quantity distribution across the size range is determined.
For the new prepack item to be created, a new item number will be generated, which also includes the ratio curve code.



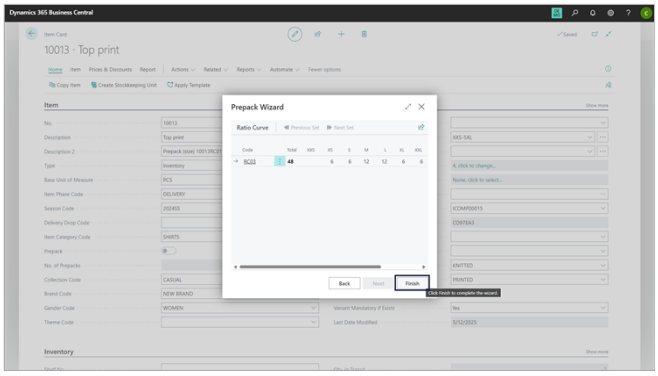
Characteristics of the main item can be copied to the new prepack item by enabling the desired options.



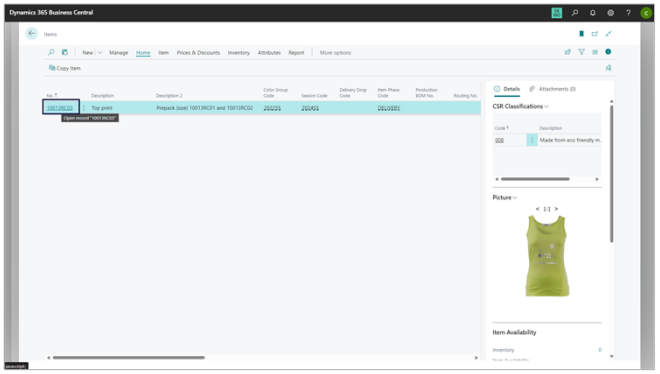
It is possible to specify in which colors the new prepack item should be available.



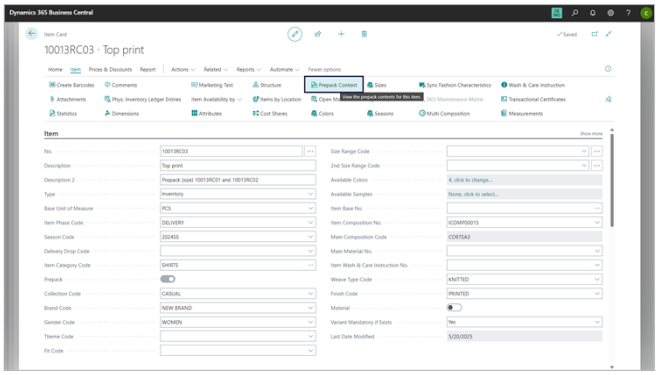
The prepack content is displayed.



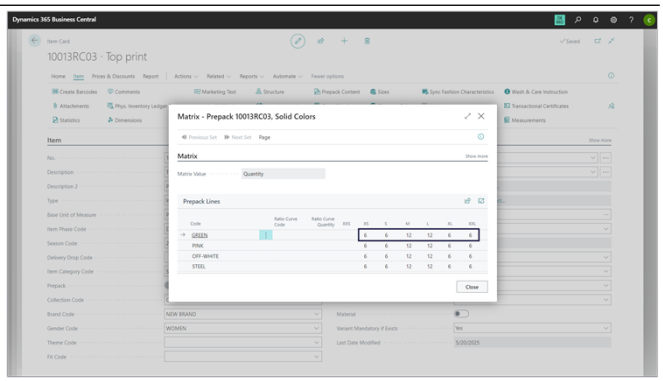
The newly created prepack item is displayed.



The prepack content can always be displayed for the newly created prepack item.

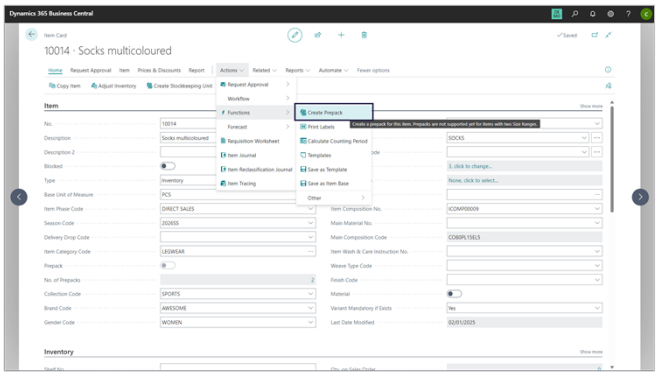


For the selected colors, the quantities per size within the chosen size range are shown.

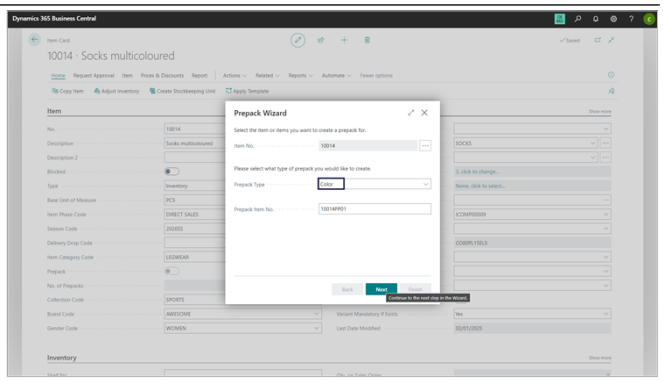


2.3.6. Item Prepack Colors BC25

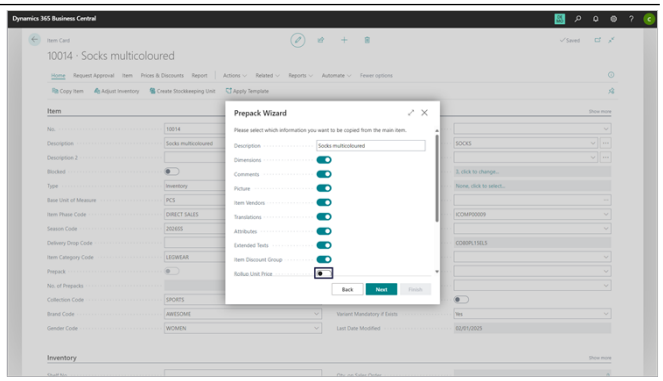
From an item with solid sizes, it is possible to create a prepack over different colors for this item by using the Create Prepack wizard function.



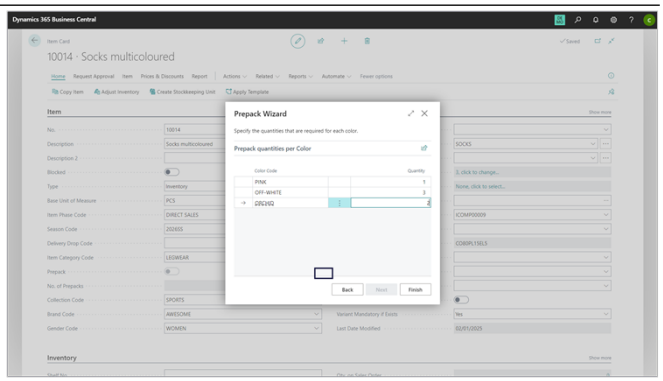
When creating a number of items across different colors, Color must be selected as the Prepack Type. For the new prepack item to be created, a new item number will be generated, extended with a PP code.



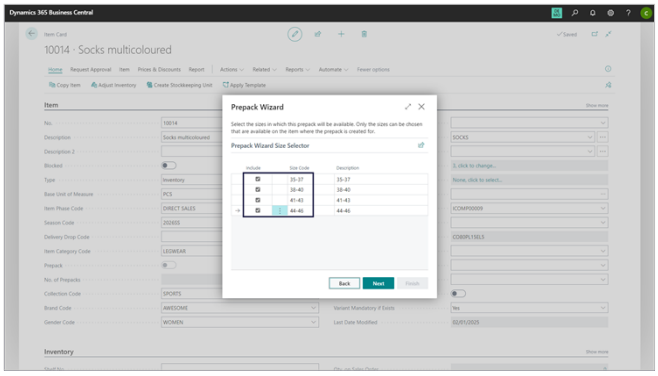
Characteristics of the main item can be copied to the new prepack item by enabling the desired options.



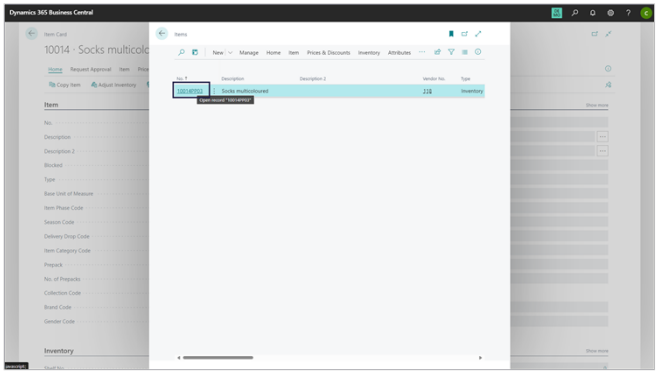
It is possible to specify the quantities per color included in a prepack for a specific size.



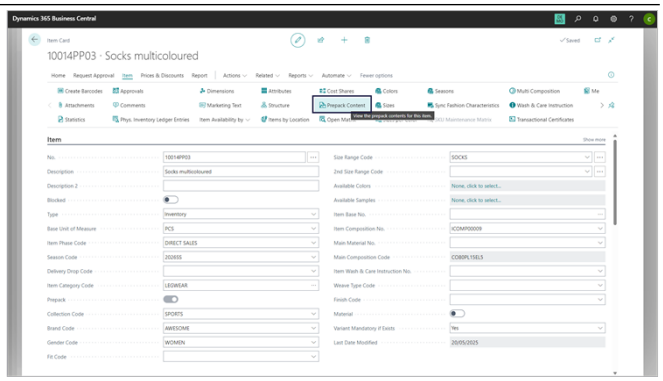
It is possible to specify in which sizes the new prepack item should be available.



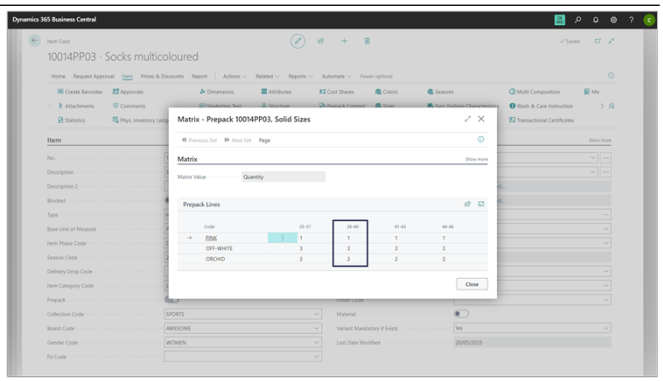
The newly created prepack item is displayed.



The prepack content can always be displayed for the newly created prepack item.



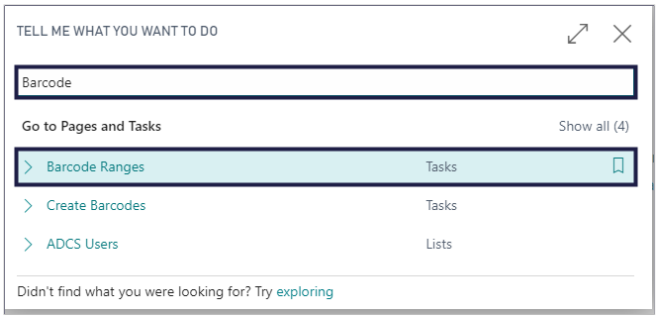
For the selected sizes, the quantities per color are shown.



2.3.7. Barcode Ranges

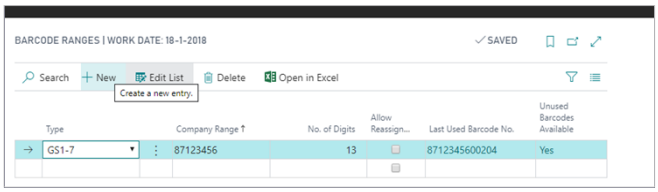
2.3.7.1. Navigate to Barcode Ranges

- Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
- **Type to start search:**.
- Choose **Barcode Ranges Tasks** □.

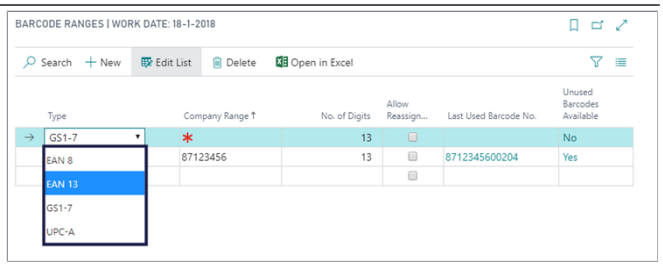


2.3.7.2. Create a new Barcode Range

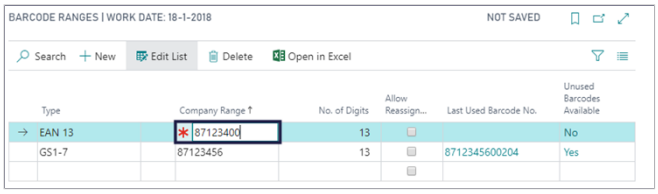
Click on the navigation menu item **New**.



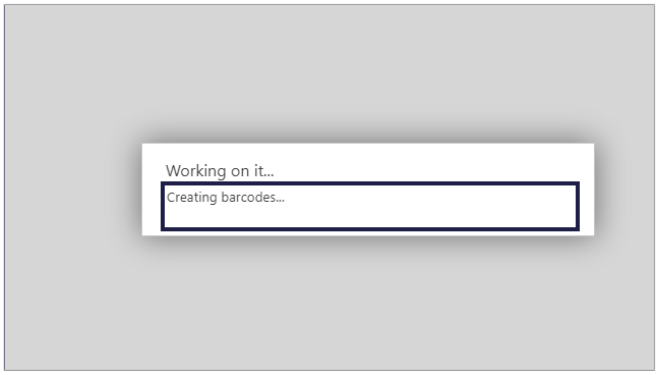
Click on an option from the list.

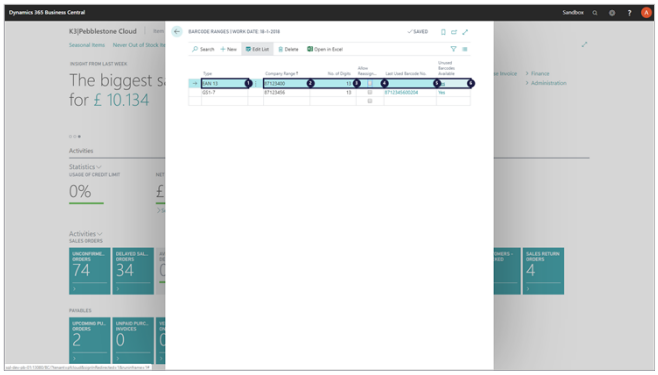


Fill in the **Company Range**.



The **Creating barcodes...** is running

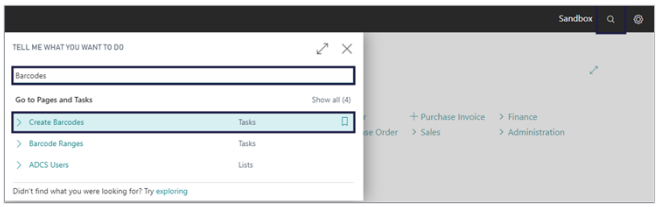




1. **Type**.
   Specifies the barcode format for which the range is setup.
2. **Company Range**.
   Specifies the portion of the barcode that corresponds with the range that has been purchased by the company. All barcodes that will be created from the range will be a sequencing number commencing with the range number and most likely a checkdigit. The Range No. should only hold the recurring part of the barcode's that are created from the range.
3. **No. of Digits**.
   Specifies the total number of digits a created barcode has, including the checkdigit. The length of the barcode is dependend of the barcode type.
4. **Allow Reassignment**.
   Indicates that it's allowed to reuse gaps in the existing range for barcode assignment. Gaps can be created when items are removed from the collection or when items with barcodes are manually removed. Usually reassignments are allowed to save some costs, but only after a couple of years to avoid that one barcode can exist for several items.
5. **Last Used Barcode No.**
   Specifies which barcode numbers is last assigned from the barcode range.
6. **Unused Barcodes Available**.
   Specifies if the barcode range has any barcodes available.

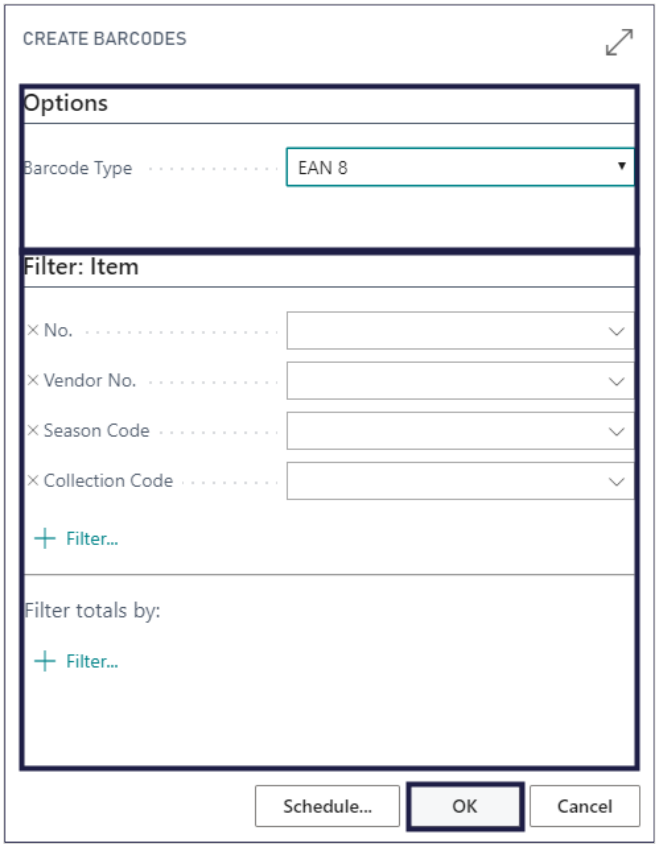
2.3.8. Create Barcodes

2.3.8.1. Navigate to Create Barcodes



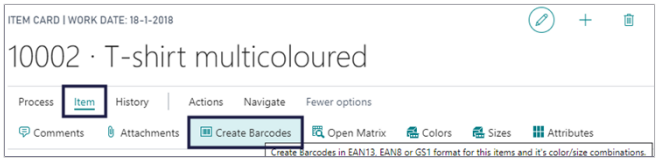
- Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
- **Type to start search:**.
- Choose **Create Barcodes Tasks** □.

- Choose which barcode type you want to create.
- Choose the right filters.
- Click on the button **OK**.
  The barcodes are being created.

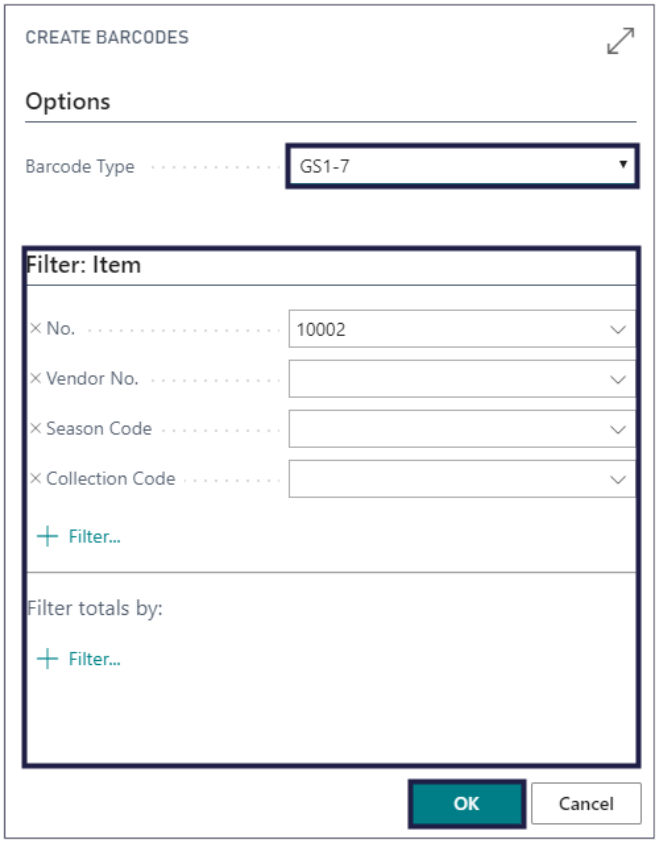


2.3.8.2. Create Barcodes on an item

- Click on the navigation menu item popup **Item**.
- Click on the navigation menu item **Create Barcodes**.

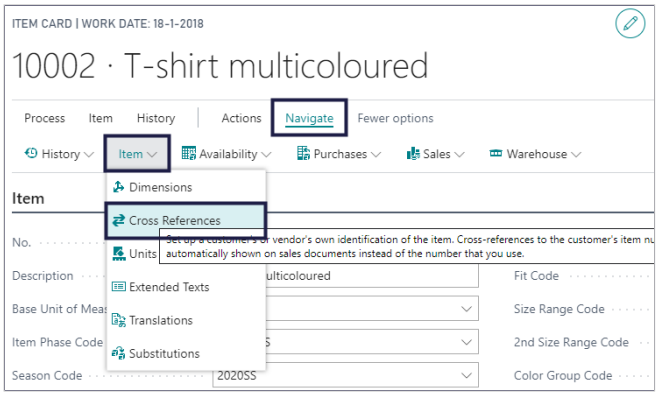


- Choose which barcode type you want to create.
- Choose the right filters.
- Click on the button **OK**.
  The barcodes are being created.



2.3.8.3. Navigate to Cross Reference

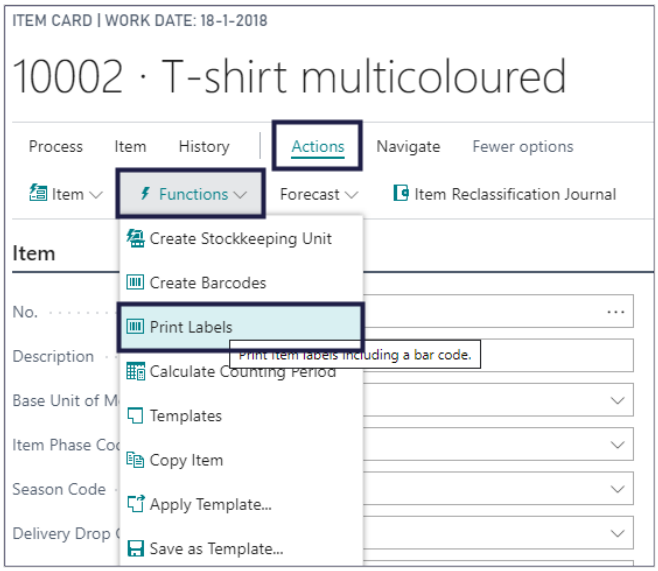
- Click on the navigation menu item popup **Navigate**.
- Click on the navigation menu item popup **Item**.
- Click on the navigation menu item **Cross References**.



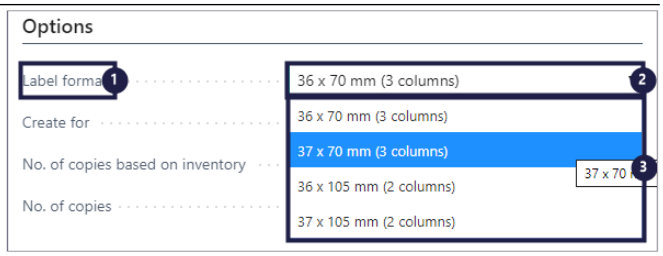
2.3.9. Barcode Labels

2.3.9.1. Navigate to Barcode labels on Item

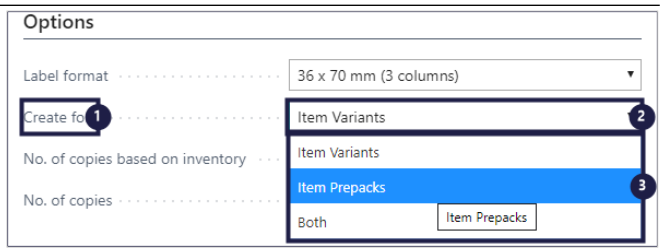
- Click on the navigation menu item popup **Actions**.
- Click on the navigation menu item popup **Functions**.
- Click on the navigation menu item **Print Labels**.



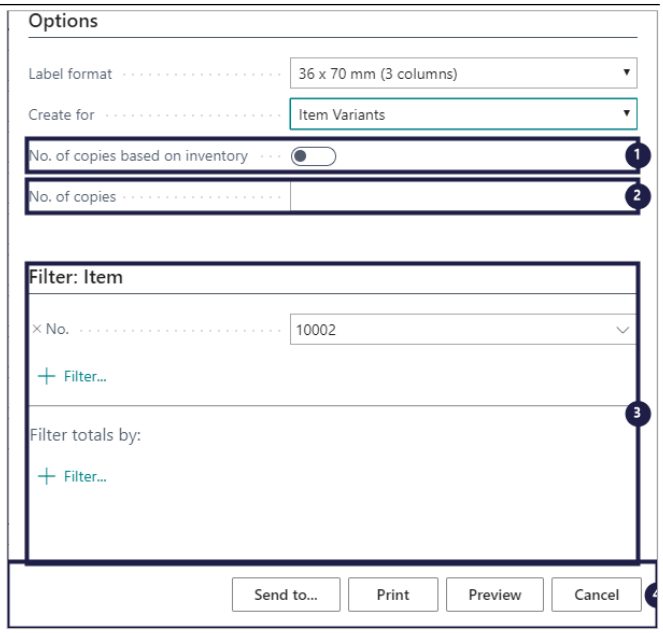
1. **Label format**.
   Specifies the size of the labels and whether they are printed in two or three columns.
2. Click on the field **Label format**.
3. Click on an option from the list.



1. **Create for**.
   Specifies if you want to print a label for each item variant, each item prepack, or both variants and prepacks.
2. Click on the field **Create for**.
3. Click on an option from the list.



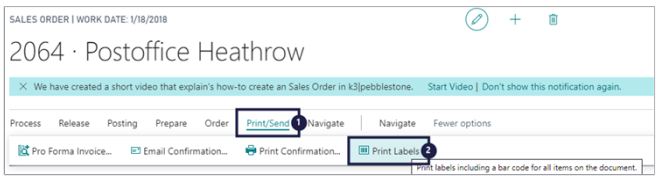
1. **No. of copies based on inventory**.
   Indicates whether or not you want to print as much labels as there are items, item variants, or prepacks on inventory.
2. **No. of copies**.
   Specifies the number of labels you want to create if you have not chosed to create the number of labels based on inventory.
3. Choose the filters.
4. Make a choise **Send to... Print Preview Cancel**.



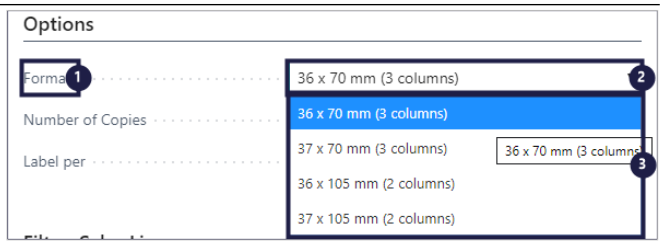
- This is the outcome of the preview.

2.3.9.2. Print barcode label from Sales order

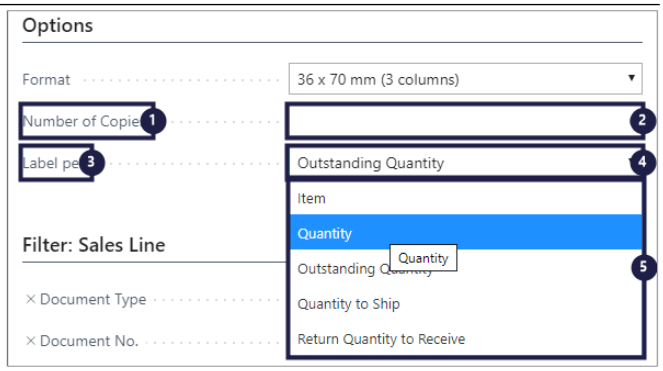
1. Click on the navigation menu item popup **Print/Send**.
2. Click on the navigation menu item **Print Labels**.



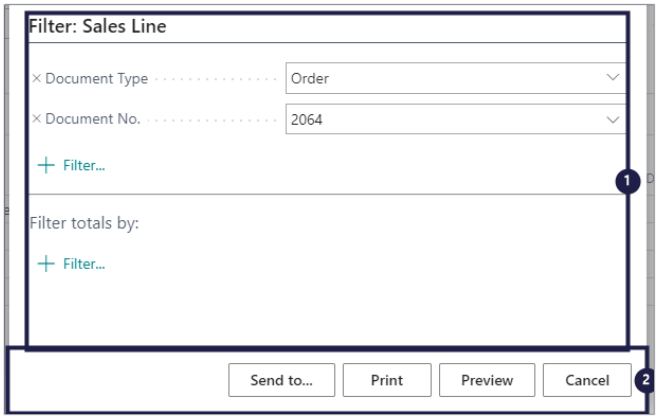
1. **Format**.
   Specifies the size of the labels and whether they are printed in two or three columns.
2. Click on the field **Format**.
3. Click on an option from the list.



1. **Number of Copies**.
   Specifies the number of labels you want to create if you have not chosed to create the number of labels based on inventory.
2. Choose the **Number of Copies**.
3. **Label per**.
   Indicates whether or not you want to print as much labels as there are items, quantities, outstanding quantities, etc..
4. Click on the field **Label per**.
5. Click on an option from the list.



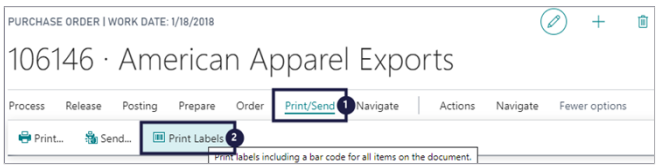
1. Choose the filters.
2. Move the mouse to **Send to... Print Preview Cancel**.



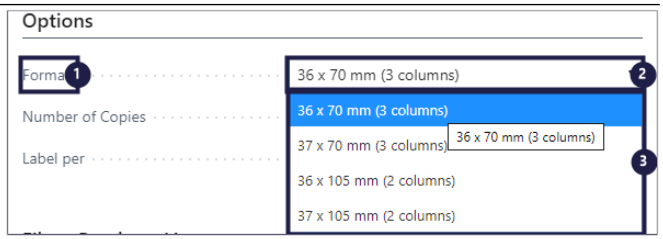
- This is the outcome of the preview.

2.3.9.3. Print barcode label from Purchase order

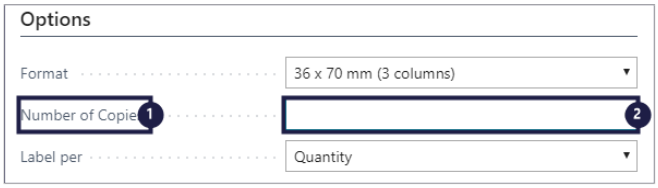
1. Click on the navigation menu item popup **Print/Send**.
2. Click on the navigation menu item **Print Labels**.



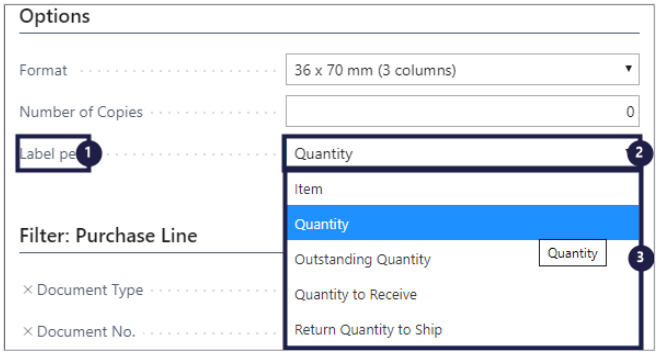
1. **Format**.
   Specifies the size of the labels and whether they are printed in two or three columns.
2. Click on the field **Format**.
3. Click on an option from the list.



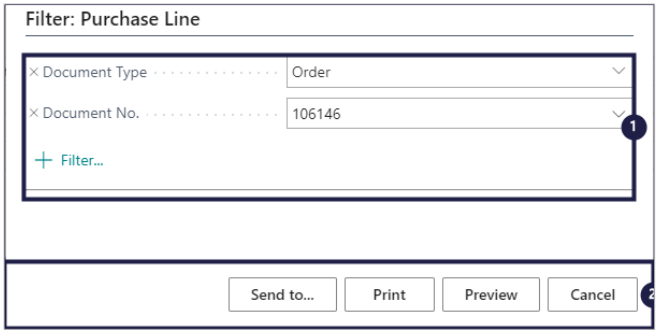
1. **Number of Copies**.
   Specifies the number of labels you want to create if you have not chosed to create the number of labels based on inventory.
2. Choose the **Number of Copies**.



1. **Label per**.
   Indicates whether or not you want to print as much labels as there are items, quantities, outstanding quantities, etc..
2. Click on the field **Label per**.
3. Click on an option from the list.



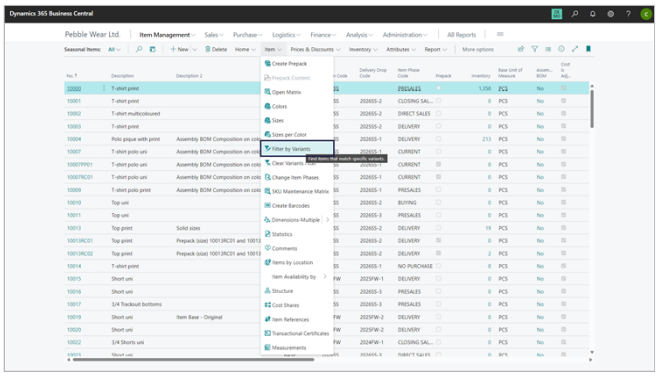
1. Choose the filters.
2. Move the mouse to **Send to... Print Preview Cancel**.



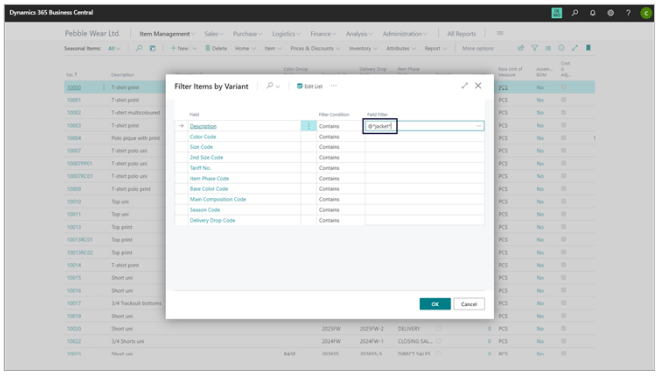
- This is the outcome of the preview.

2.3.10. Filter items by variant BC25

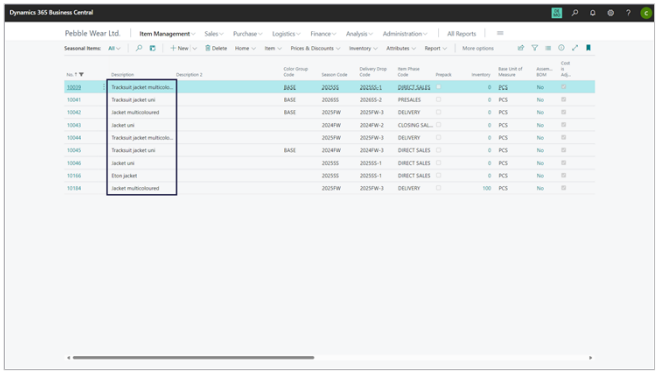
Navigate to Filter by Variants



Enter a filter in the Field Filter field behind the field you want to filter on.



Based on your filter term, the items that match the filter will be displayed.

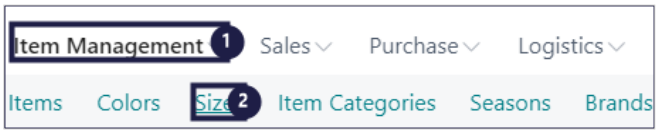


2.4. Item samples

2.4.1. One sample size for all genders

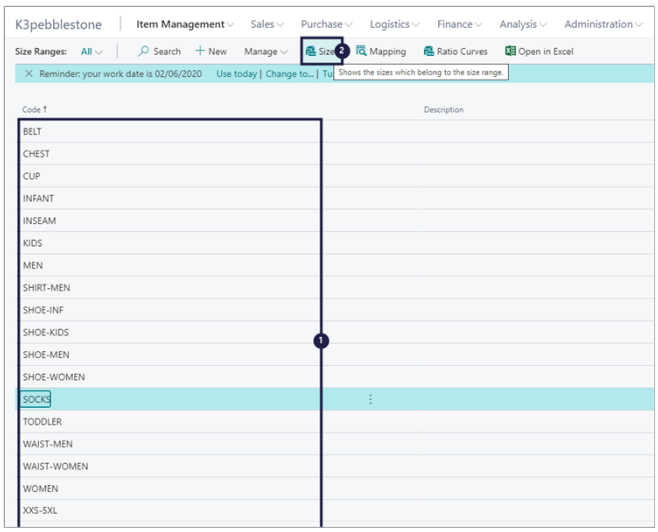
2.4.1.1. Navigate to Sizes

1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **Sizes**.

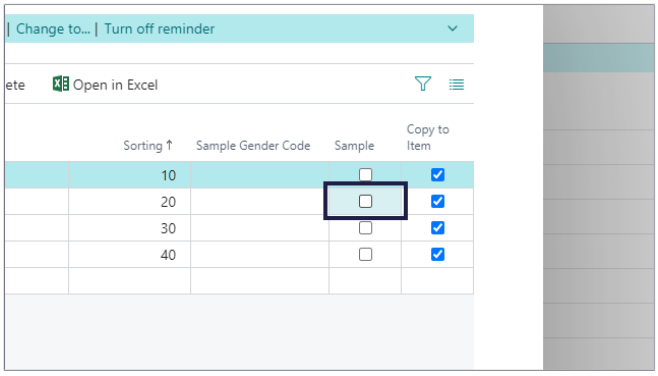


2.4.1.2. Sample size for all genders

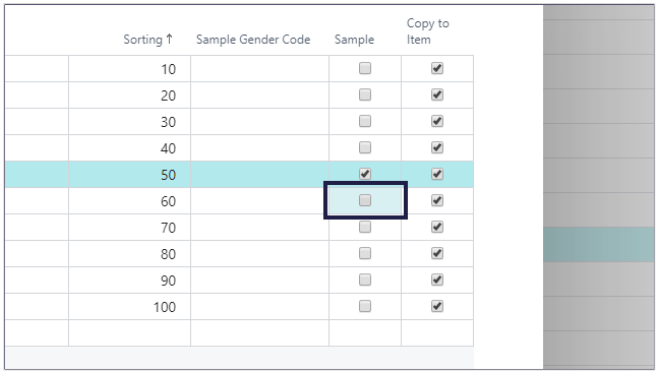
1. Click on the cell **Code** on any row.
2. Click on the navigation menu item **Sizes**.



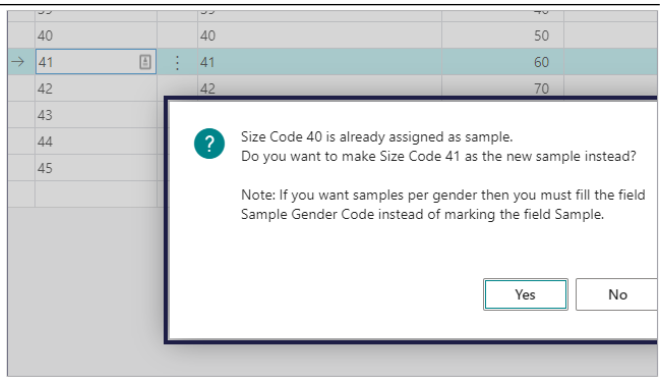
Sample
Mark the field “Sample” for the size which is the default sample for all genders.



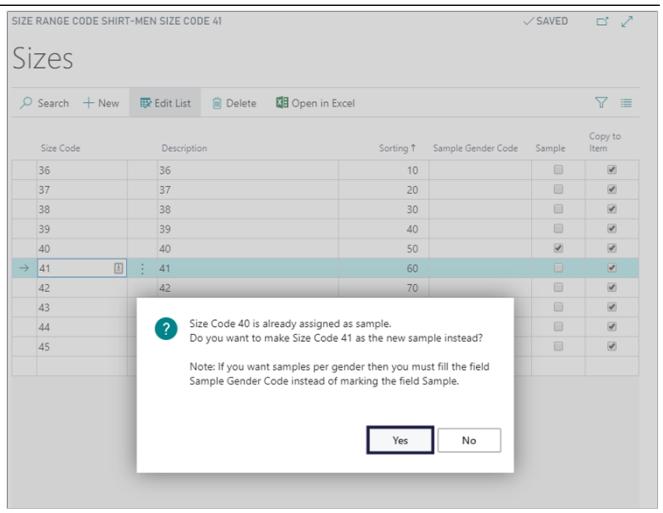
Sample



When you want another size as default sample for all genders then mark the field “Sample” for the other size. In this case you get the following question:

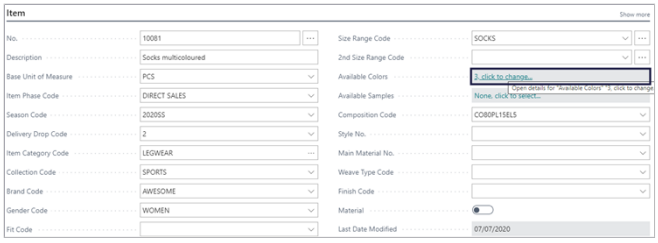


1. Click on the button **Yes**.
   When you click on the button No, Size 40 stays as default sample for all genders. When you click on the button Yes, Size 41 will become the default sample for all genders.

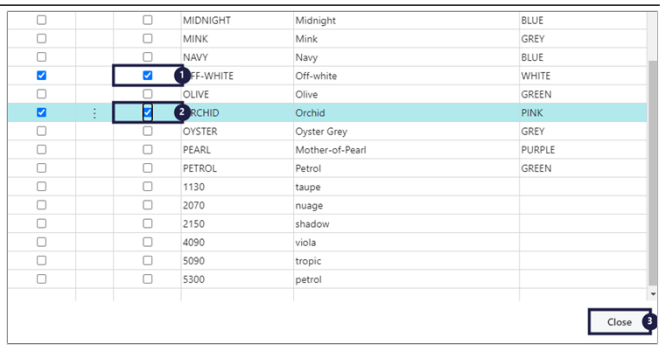


2.4.1.3. Sample size on the item card

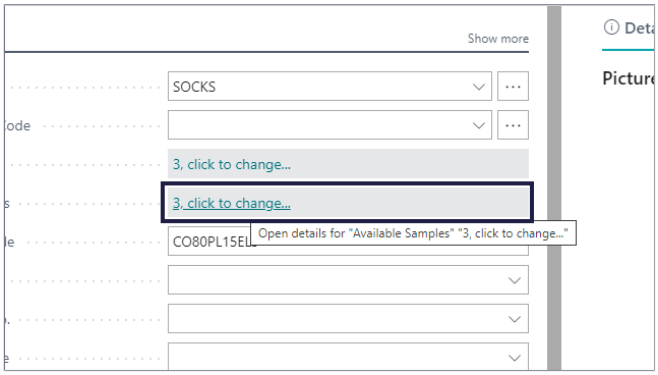
1. **Available Colors**.



1. **Sample**.
2. **Sample**.
   Choose the sample colors.
3. Click on the button **Close**.



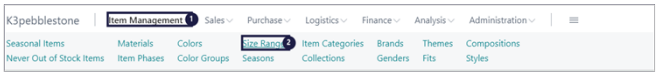
Available Samples



2.4.2. One sample size per gender

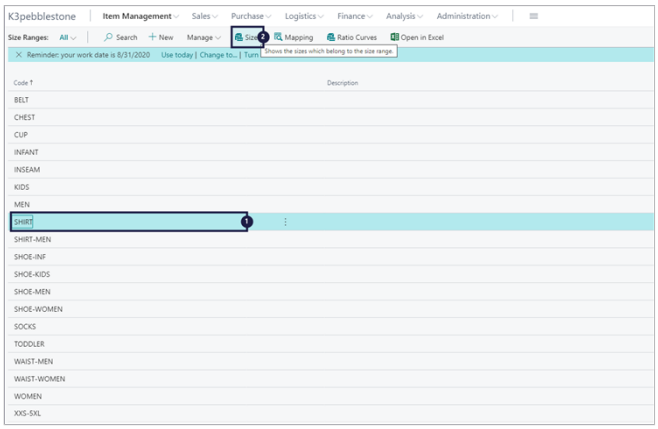
2.4.2.1. Navigate to sizes

1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **Size Ranges**.



2.4.2.2. Samples sizes per gender

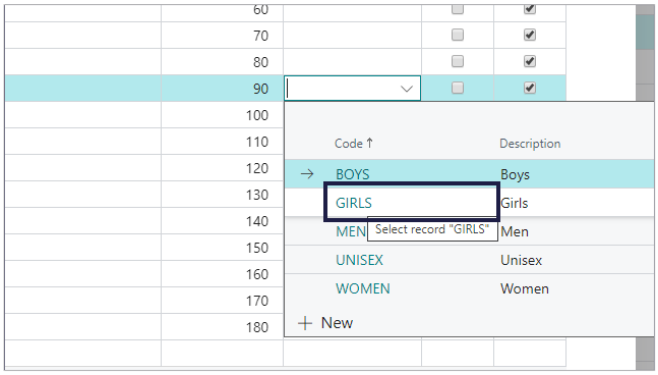
1. Click on the cell **Code** with the value **SHIRT**.
2. Click on the navigation menu item **Sizes**.



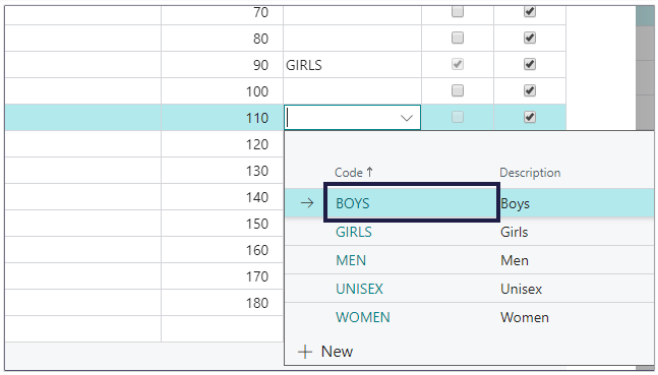
When you want to select one size as default sample for example gender Girls.

Then fill the field “Sample Gender Code” with Girls for the size which is the default sample for gender GIRLS.

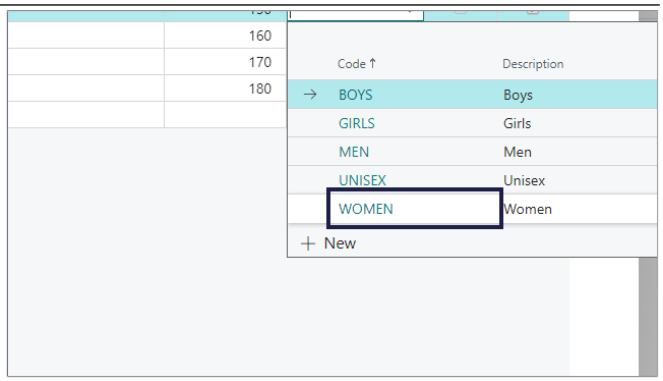
Click on the link in cell **Code** with the value **GIRLS**



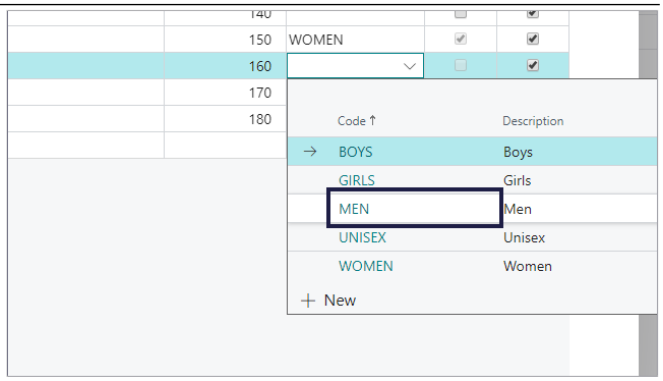
Click on the link in cell **Code** with the value **BOYS**



Click on the link in cell **Code** with the value **WOMEN**

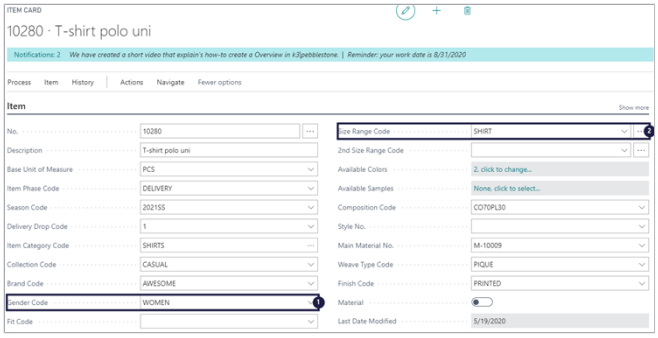


Click on the link in cell **Code** with the value **MEN**

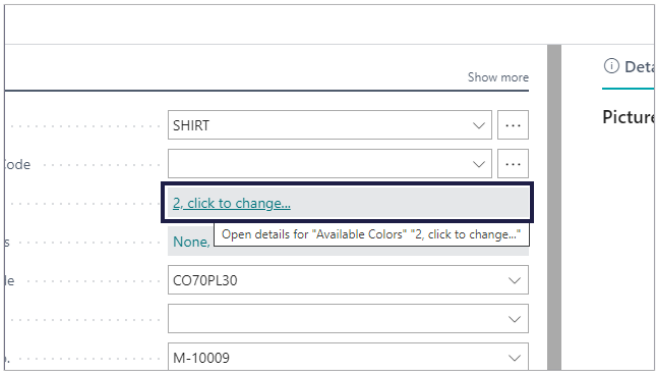


2.4.2.3. Samples size on item card

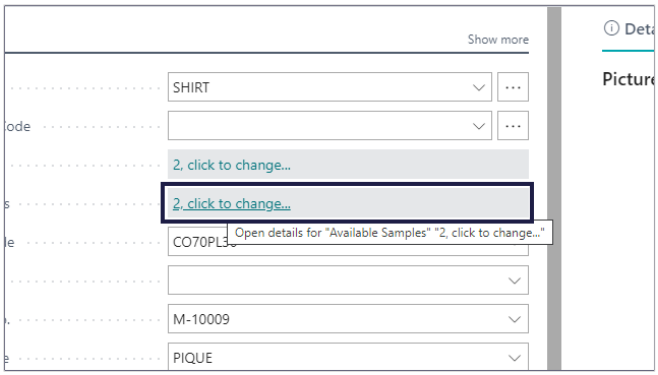
1. **Gender Code**.
2. **Size Range Code**.



Available Colors



Available Samples



2.5. Item calculations, landed cost BC25

2.5.1. Landed Cost BC25

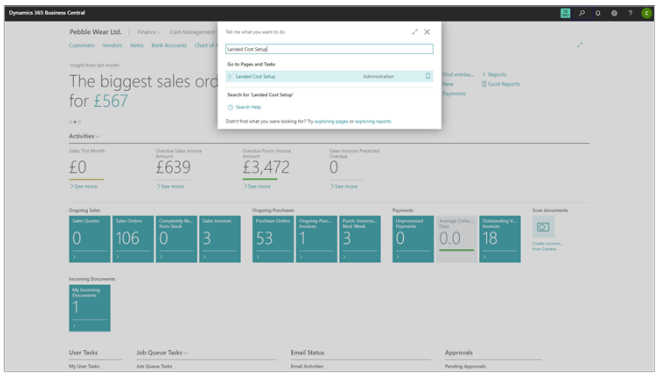
Item calculation templates and item calculation worksheets help companies manage costs better, improve price transparency, and optimize profitability through accurate and consistent calculations.

The term ‘landed cost’ refers to the sum of expenses associated with shipping a product, such as taxes and fees for international shipping.
If businesses sell their products at the landed cost, they will not make any profit.

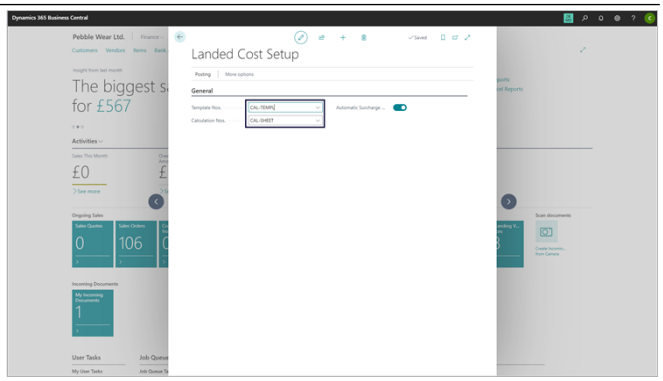
As such, it is crucial companies are able to determine their landed cost so they can price their products appropriately.

2.5.1.1. Landed Cost Setup

Search for Landed Cost Setup

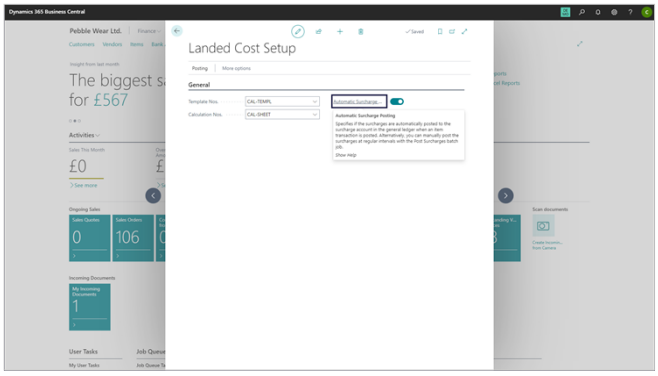


Specify the number series that will be used to assign numbers to template numbers. Specify the number series that will be used to assign numbers to calculation numbers.

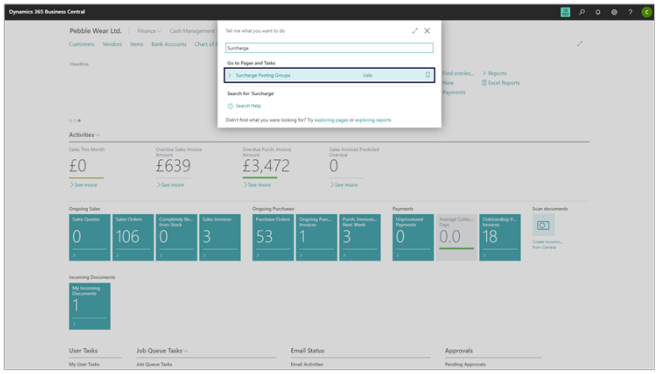


By creating surcharge posting groups and linking G/L accounts to them, it is possible to post coverages for calculated costs to the general ledger.

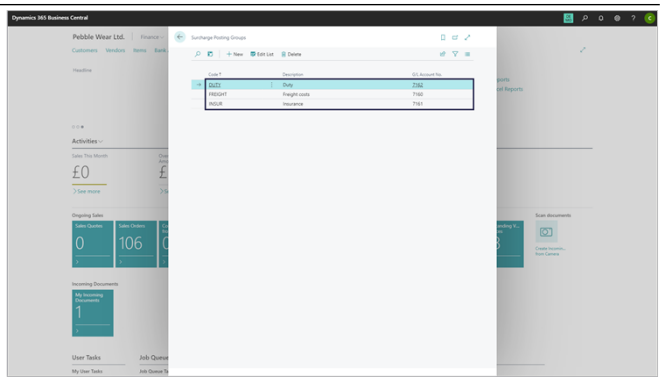
Specify if the surcharges are automatically posted to the surcharge account in the general ledger when an item transaction is posted.
Alternatively, you can manually post the surcharges at regular intervals with the post Surcharges batch job.



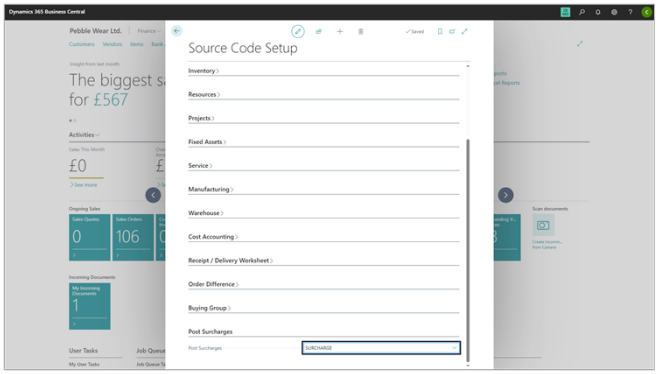
Search for Surcharge Posting Groups



Set up Surcharge posting Groups and select a G/L Account from the G/L Account table.
This can be any G/L Account No.



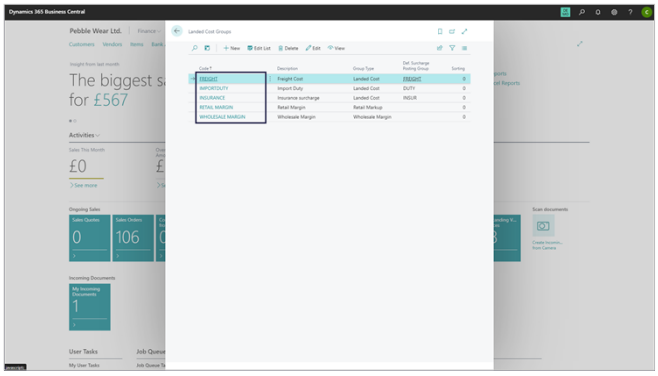
Source Code Post Surcharges must be setup



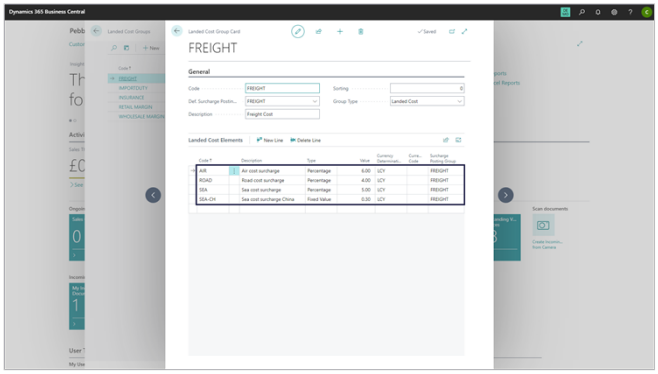
2.5.1.2. Landed Cost Groups

It is possible to create landed cost groups with landed cost group elements and assign them a surcharge posting group, which is linked to the coverage G/L account.

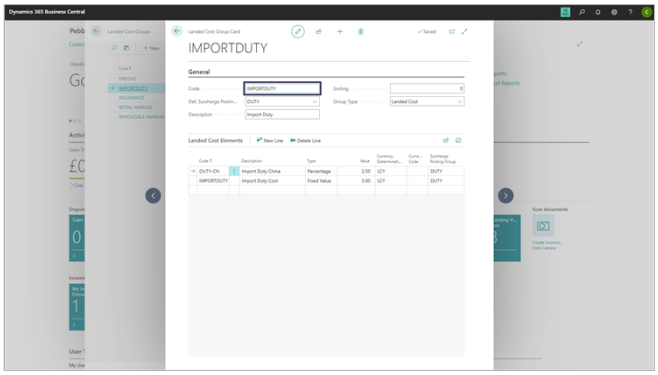
Create the following Landed Cost Groups including the Landed Cost Elements



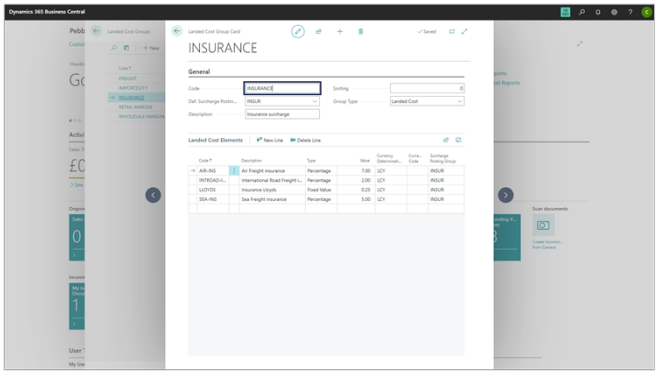
For each created landed cost group, you can create various options, including the corresponding fixed value or percentage and surcharge posting group. Like for FREIGHT:



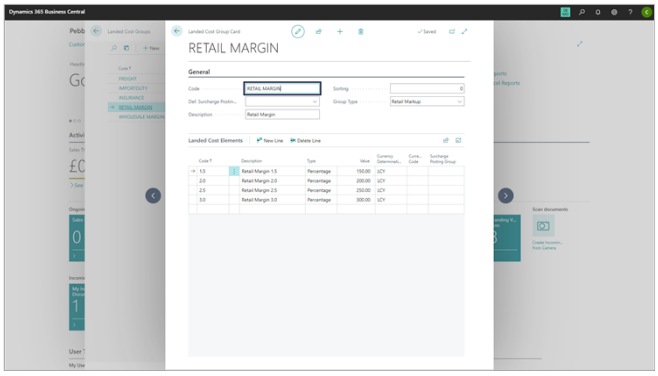
The following elements could be created under IMPORTDUTY



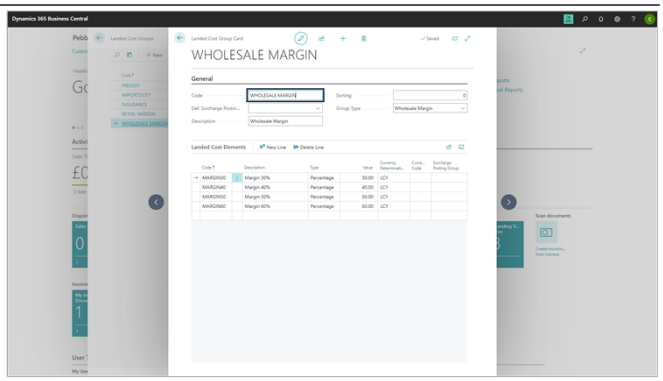
The following elements could be created under INSURANCE



The following elements could be created under RETAIL MARGIN



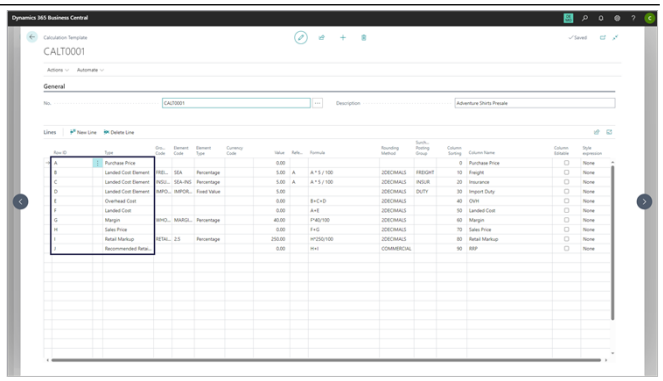
The following elements could be created under WHOLESALE MARGIN



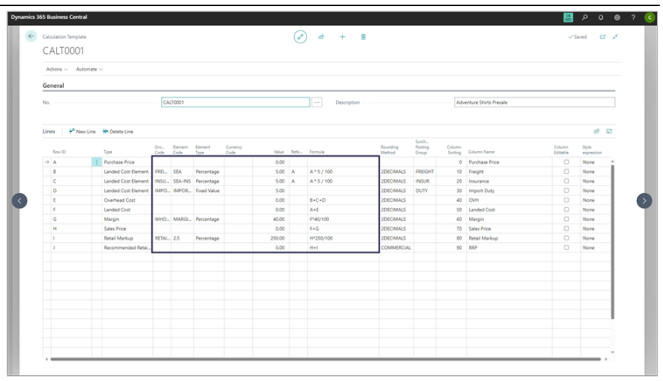
2.5.1.3. Calculation Templates

In the Calculation Template, the calculation can be defined from purchase price, landed cost, and sales price, all the way through to the recommended retail price.
Customers can create as many Calculation Templates as needed to speed up the creation of new price calculations.

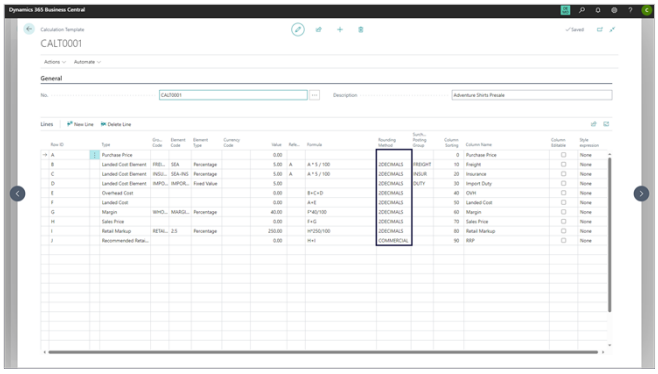
The 'Row ID' can be chosen freely, and the 'Type' column links to the field on the item card in Business Central. The 'Column Name' is the final display in the calculation scheme.



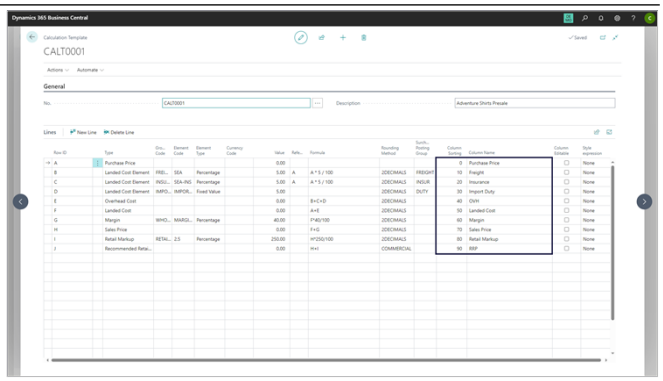
The structure of the calculation lines can be customized as desired, using predefined Landed Cost Groups and Elements.
By utilizing the 'Reference,' where a previously mentioned Row ID can be filled in, the 'Formula' is automatically generated.



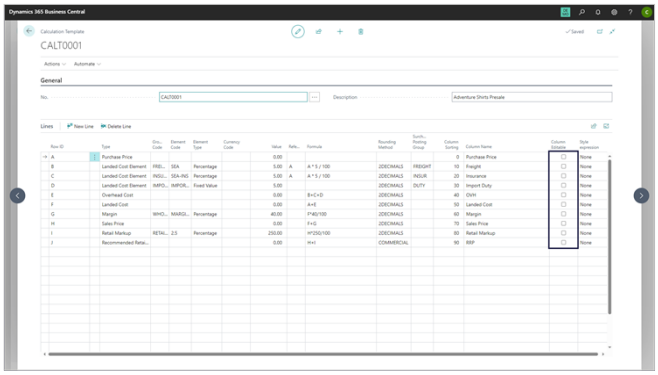
By creating rounding methods, the correct rounding can be achieved



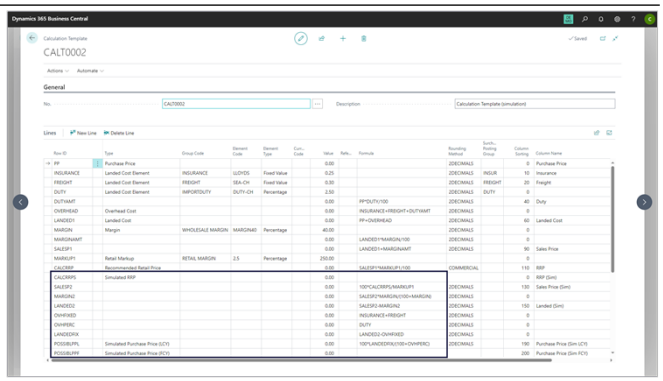
By placing a number in the ‘Column Sorting’ column it is possible to indicate that a calculation template row should appear as a user-defined column in the Item Calculation Sheet. By leaving the number in the 'Column Sorting' column blank, it will not appear in the Item Calculation Sheet.



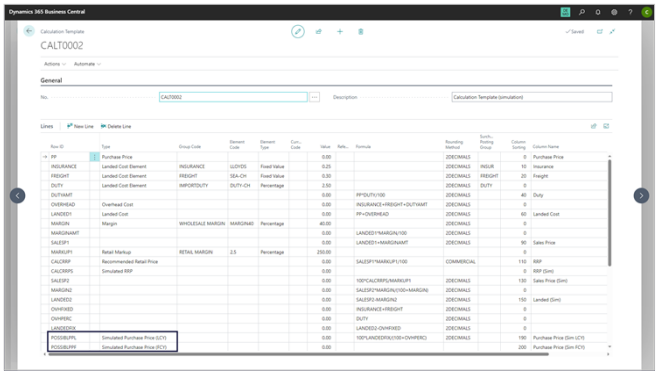
When Column Editable is set to true, users can change the values in the columns in the Item Calculation Sheet.
Please note that this field can not be set to true if the template line contains a formula.



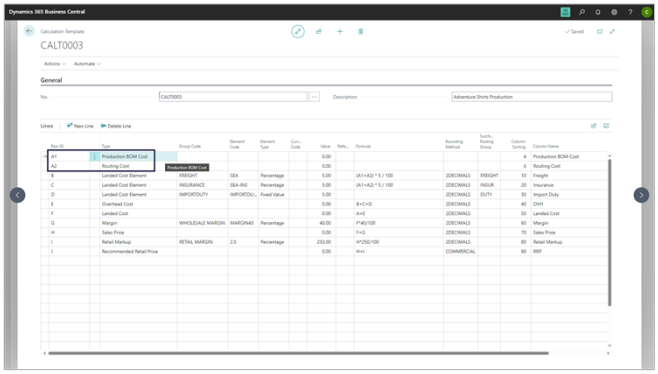
It is also possible to create a calculation template for a simulated recommended retail price back to a potential purchase price



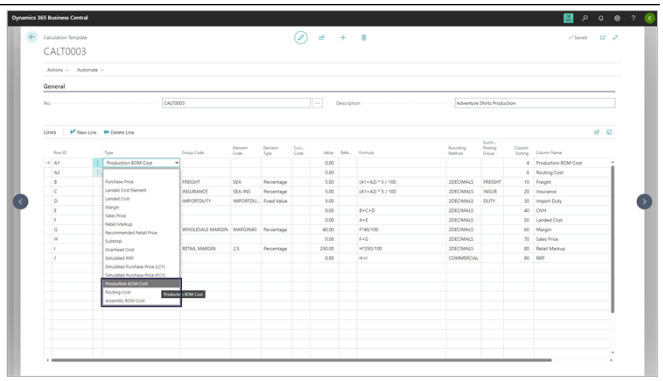
By manually entering the simulated recommended retail price and setting the correct formulas, it is possible to calculate back to the intended purchase price.
When calculating backwards, the calculated purchase price can be converted to foreign currency by using type Simulated Purchase Price FCY. The exchange rated for the currency must be defined in the Item Calculation Sheet.



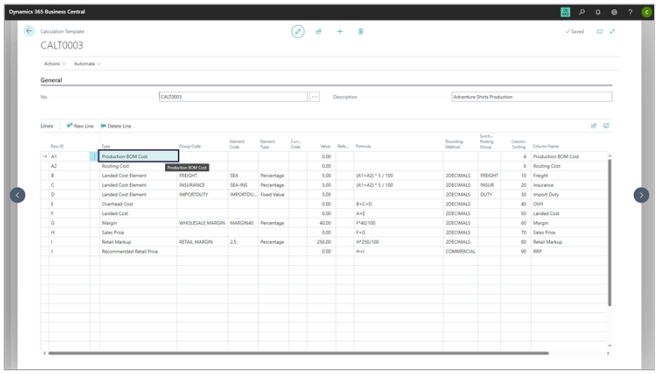
The following calculation template could be created based on the Production BOM cost and Routing cost, or on the Assembly BOM cost



The current calculation is based on items. Since in Production Boms and Assembly Boms, final items and materials are recorded per variant, the calculation for each item will be based on the default variant (color,size,second size combination) of the final item.

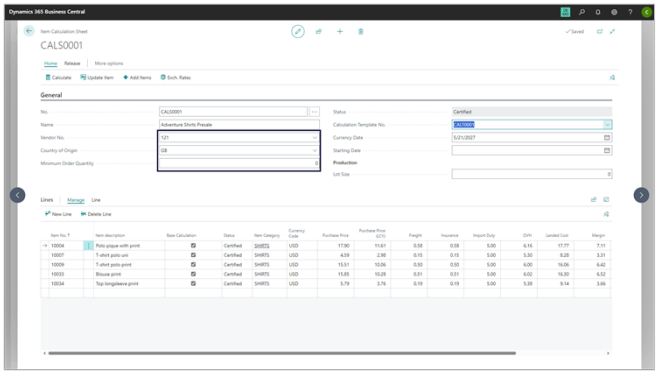


Based on the Production Bom material quantities, the Production Routing quantities and the Assembly Bom material quantities from the default size and default color, the purchasing costs (Unit Cost) of all underlying materials and operations are added together (cost per material and operations multiplied by Quantity Per) and shown in the Production Bom cost, Production Routing cost and Assembly Bom cost calculation line and included in the item calculation.

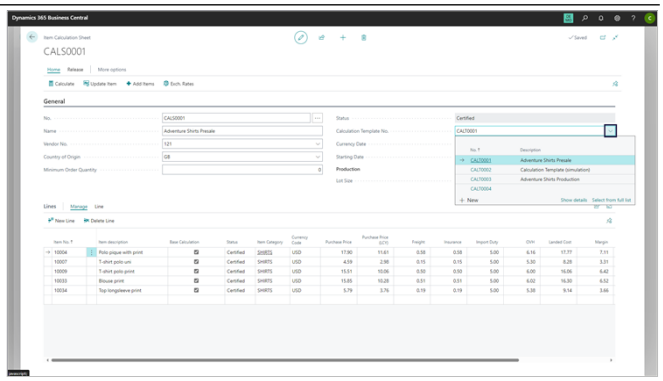


2.5.1.4. Item Calculation Sheet

In the Item Calculation Sheet, using a selected Calculation Template, item calculations with the same structure can be created for multiple items at once. These can be defined per vendor, country of origin, or minimum order quantity.
It is possible to setup currency rates for vendors which trade with a different currency.

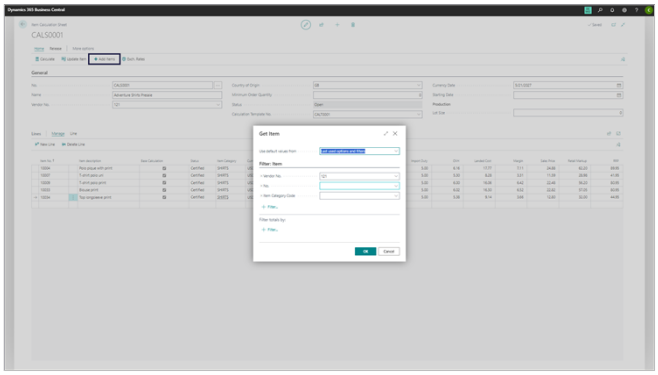


When creating an Item Calculation Sheet for a specific group of items, a previously created Calculation Template must be applied.
For all items added in the underlying lines, the calculation elements from the template will be adopted.



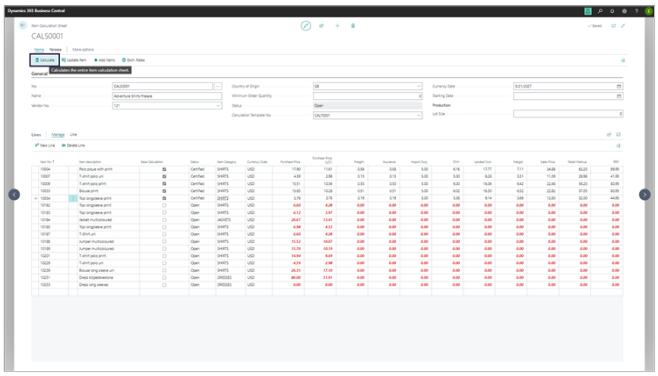
2.5.1.4.1. Add items to the calculation sheet

In the ribbon, the option "Add items" is available. After choosing this option a report is opened in which you can set filters.
For example, the following filters can be set to add items as calculation sheet lines :
- Vendor Number
- Item Category
- Brand

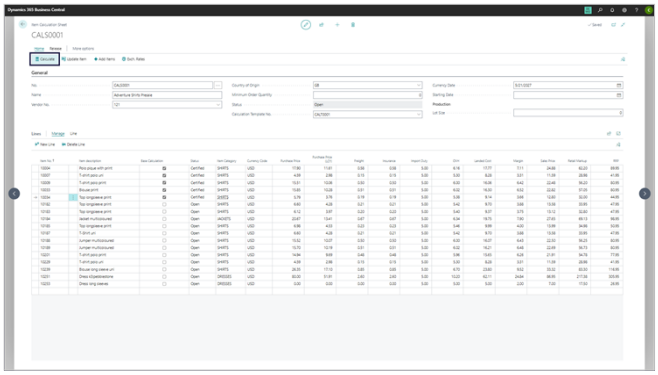


2.5.1.4.2. Calculate item lines in the calculation sheet

Values that have not yet been calculated are displayed in red and italicized.
In the ribbon, the option Calculate is available.

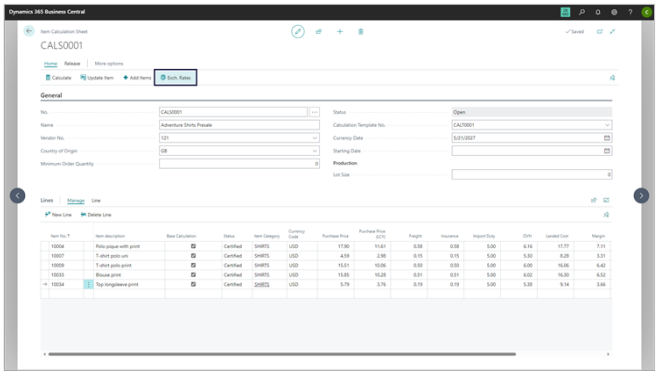


The lines are calculated using the data from elements in the linked calculation template. Calculated values are displayed in black and upright.

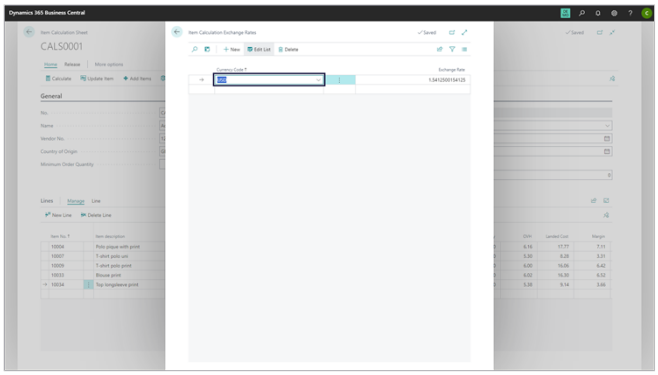


2.5.1.4.3. Currency Rate and Base calculation

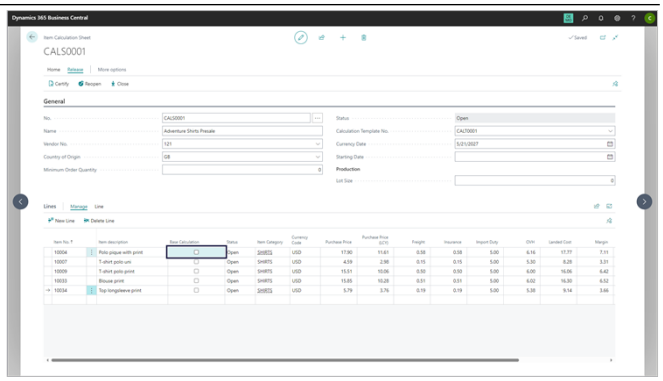
Currency rates must be filled in on the Currency Date for all currencies used in the Item Calculation Sheet.



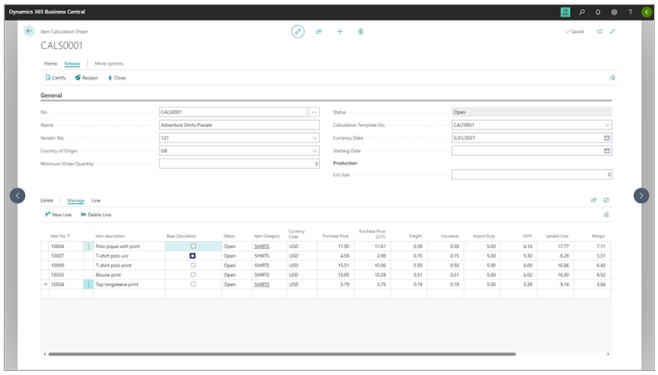
After entering the currency code, the currency rate is taken from the exchange rate setup but can be changed manually



It is possible to set the Base Calculation on an item if this item already has a base calculation indicator in another calculation sheet.

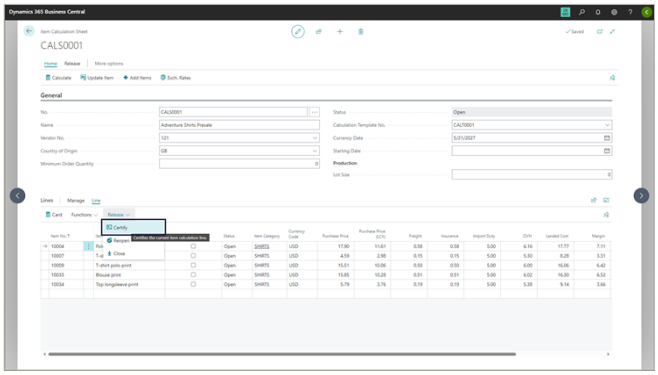


If so, the Base Calculation in the other calculation sheet will be removed, even if the status on that line is not Open, and it will be set in the current calculation sheet.

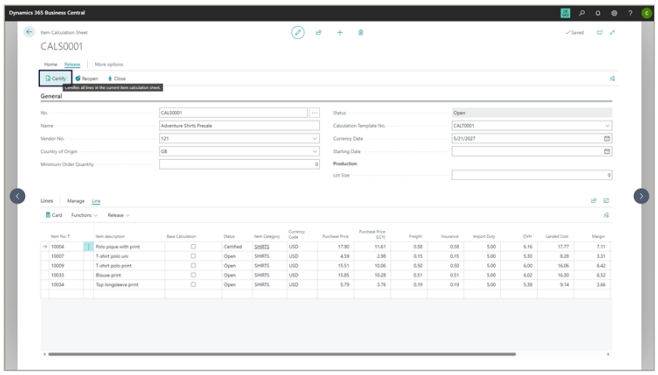


2.5.1.4.4. Certify and Close calculation sheet

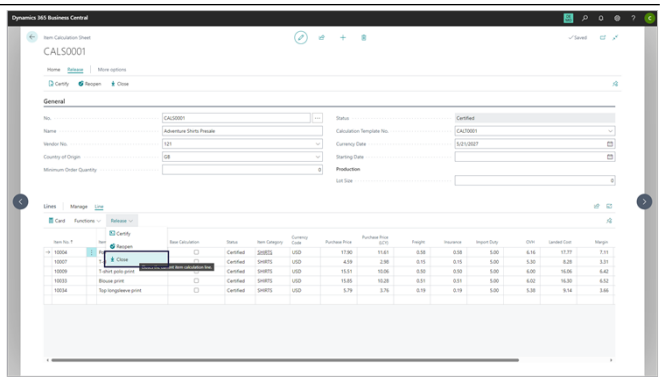
When creating a new Item Calculation Sheet, the status is 'Open'.
Once everything in the Item Calculation Sheet is completed and ready for use, the status should be changed to 'Certified'.
Before certifying the whole sheet, it is possible to certify each item line individually.



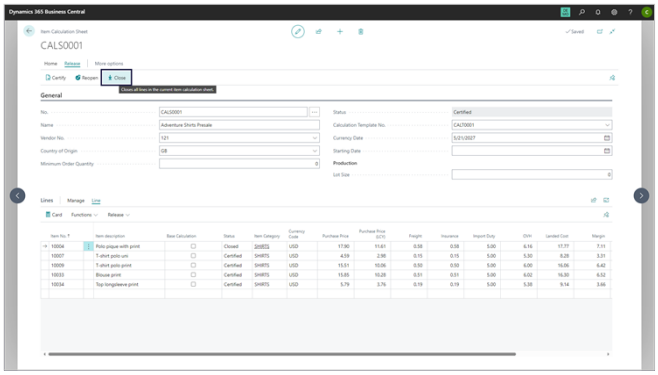
It is also possible to certify all items in the sheet by certifying the entire calculation sheet



When an Item Calculation Sheet is no longer needed, its status should be 'Closed'.
Before closing the whole sheet, it is possible to close each item line individually.



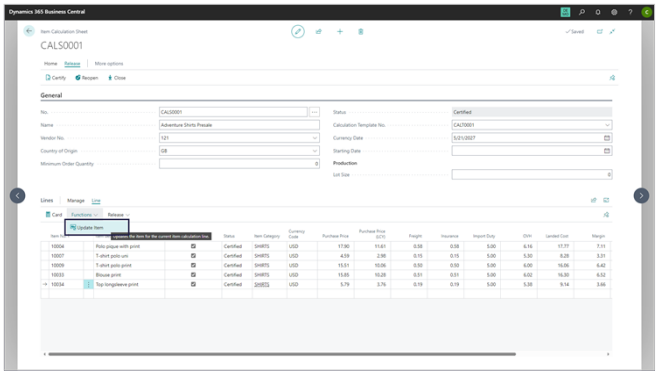
It is possible to close a complete sheet and create a new one for a new season.
Calculations with status closed cannot be used anymore.



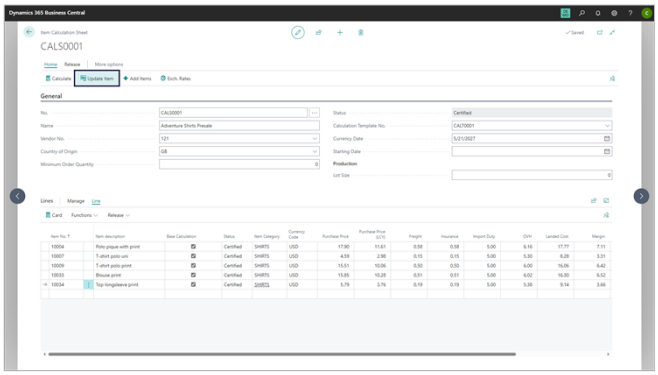
2.5.1.4.5. Update Item Card

Once an item in the Item Calculation Sheet is Certified, it is possible to update each item card individually.

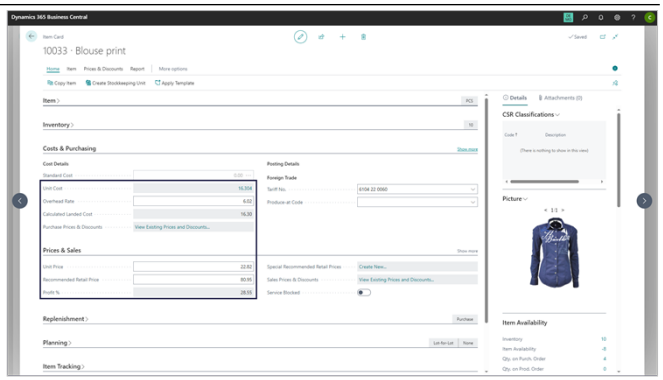
When the field “Base Calculation” is marked, the fields
Purchase price – Last Direct Cost,
Sales Price – Unit price,
Recommended Retail Price - RRP
are transferred from Item Calculation Sheet line to the item card



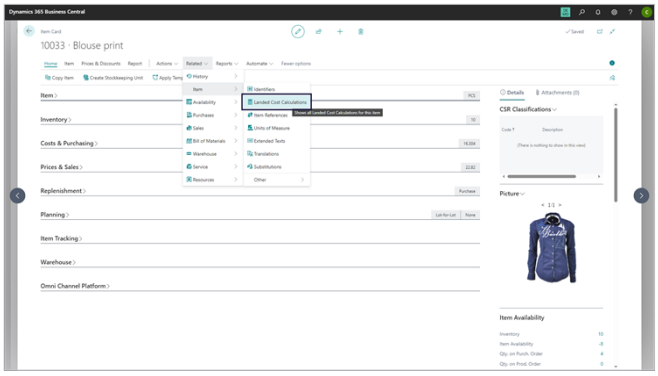
It is also possible to update the item cards for all items in the calculation sheet. An item calculation for all items in the Item Calculation Sheet will be created or updated.



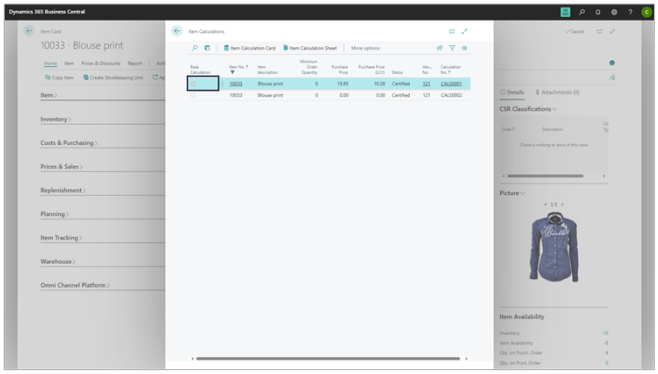
Calculated fields can be changed on the item card before any postings are made. After the first posting, these fields on the item card can no longer be updated, similar to standard Business Central functionality.



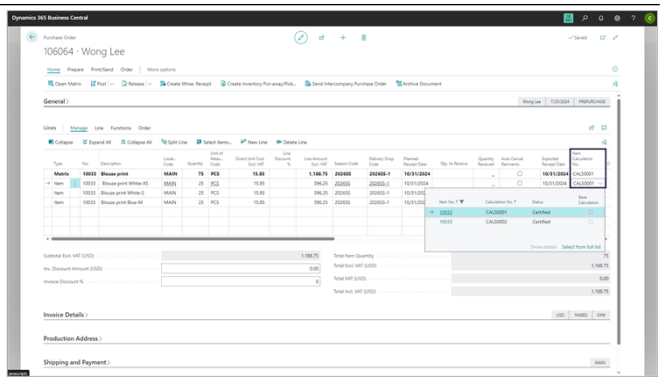
It is possible to display multiple linked calculations for the same item from the item card.



The item calculation where the "Base Calculation" field is checked will be used when posting the purchase invoice, allowing the correct coverage G/L accounts to be incremented based on the surcharge posting groups in this item calculation.

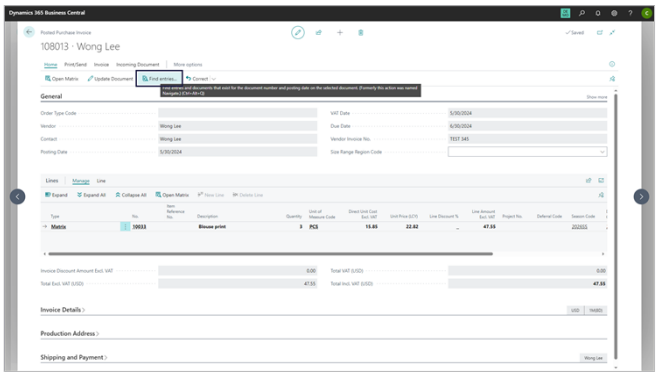


When multiple item calculation numbers are linked to an item, you can choose a different item calculation in the purchase order line than the default base item calculation.

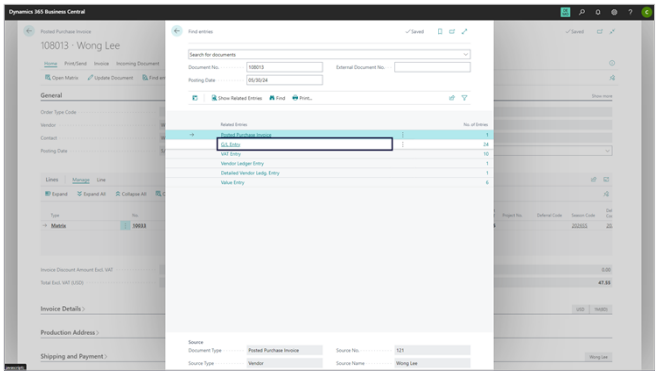


2.5.1.5. Posted purchase invoice

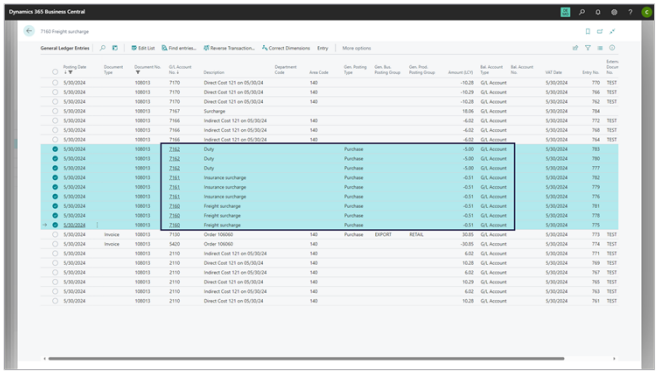
For the entries linked to the Posted Purchase Invoice, it is visible that the surcharges are allocated to the G/L accounts as set in the Surcharge Posting Groups.



Click on Related Entries G/L Entry



Check if the surcharges are allocated to the G/L accounts as set in the Surcharge Posting Groups



The surcharge G/L accounts are increased when posting, with the overhead account as the counterpart. At the end of each period, these surcharge accounts need to be cleared against the actual cost accounts. If differences arise between the accumulated surcharge amounts and the accumulated actual costs, the surcharge percentages and amounts can be adjusted for the next period.

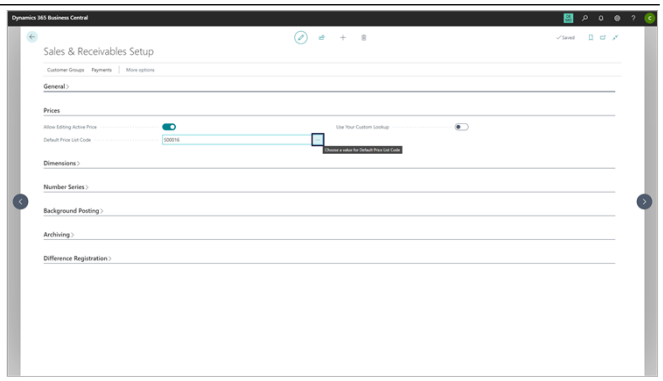
The landed cost functionality in K3 Pebblestone for Microsoft Business Central optimizes cost management for fashion brands. It provides detailed tracking, advanced filtering, and financial insights to accurately calculate total product costs. This ensures better control over procurement, pricing, and profitability, enhancing overall operational efficiency and decision-making.

2.6. Item prices and discounts BC25

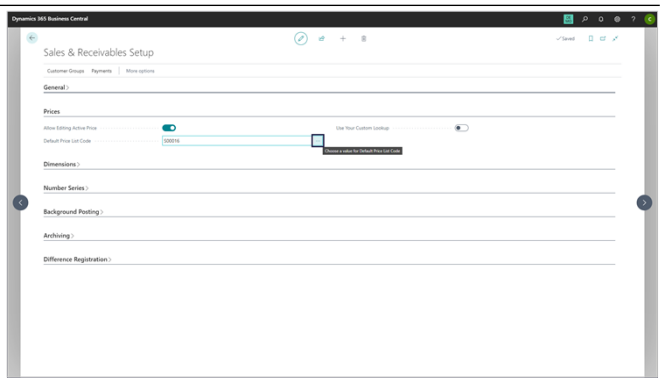
2.6.1. Sales prices BC25

Special sales prices and discounts provide flexibility and efficiency in managing pricing strategies. They enable the definition of customer-specific prices, volume-based discounts, and time-limited promotions. Prices and discounts can be set based on criteria such as customer groups, item categories, currencies, and date ranges. This ensures accurate pricing, supports diverse sales models, and reduces manual adjustments.

The Sales & Receivable Setup can be started by searching for it.
To allow to edit prices on active price lists for items, resources, customers, or other entities that use pricing, turn on the Allow Editing Active Price toggle.

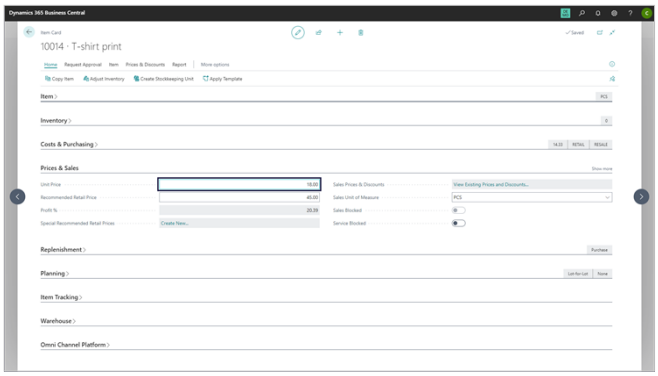


Field Default Price List Code specifies the code of the existing sales price list that stores all new price lines created in the price worksheet page.

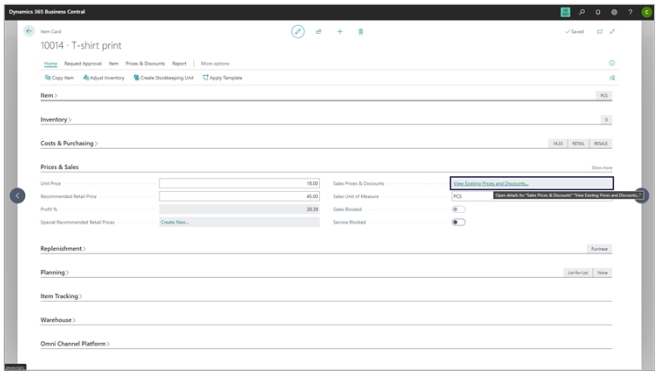


2.6.1.1. Default sales price and special sales price lists

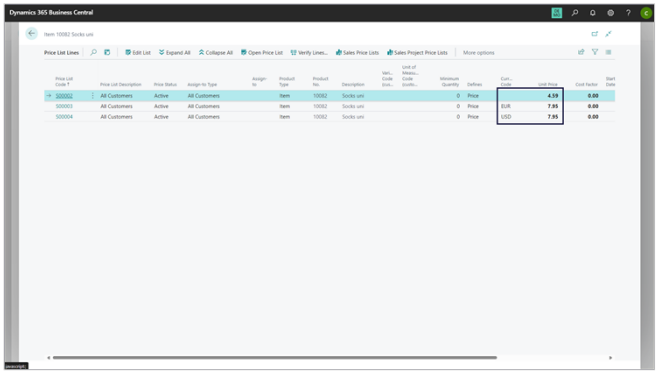
The default sales price of an item can be entered in the Unit Price field on the item card.



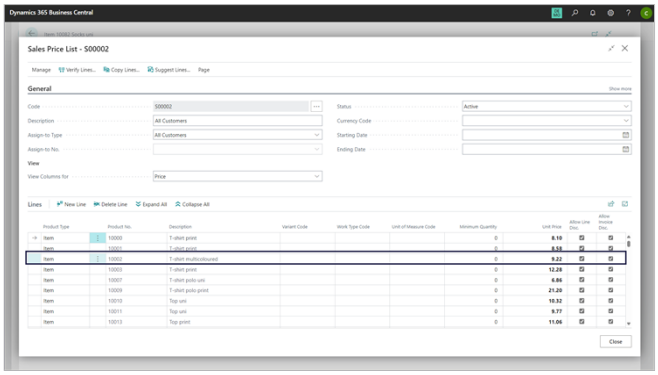
It is possible to create special sales price lists where a specific price, different from the default, can be set for an item.



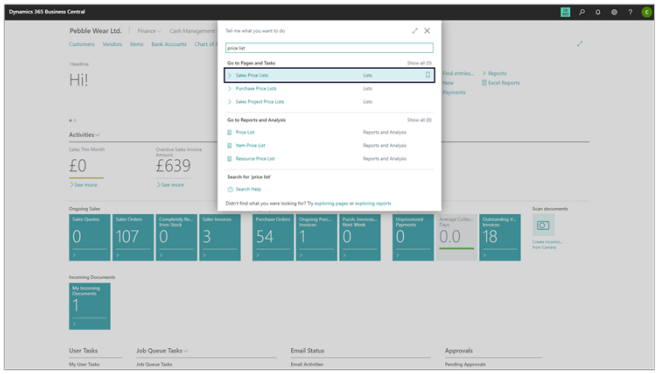
It is possible to add the same item to multiple price lists, such as a price list for all customers, a specific customer price group like a country, a particular customer, or a specific campaign. The item price can be defined for each price list in a different currency, for a specific period, unit of measure, or minimum quantity.



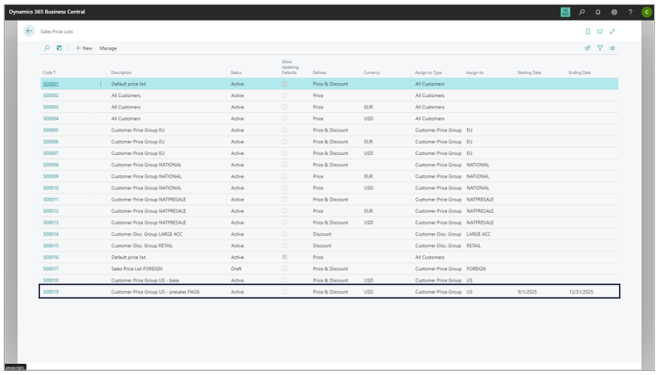
By opening a price list, you can adjust the price of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



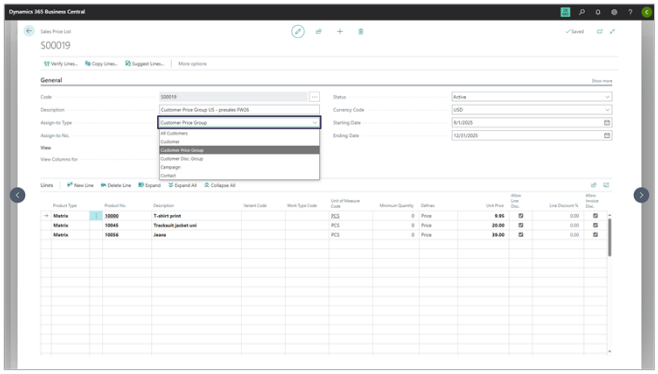
The Sales Price Lists can also be started by searching for it.



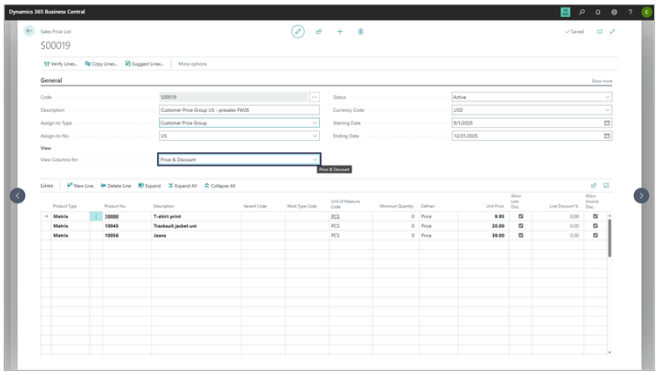
As mentioned earlier, sales price lists can be created for different groups, with varying items and prices. This can be done per country, customer price group, customer agreement, for a specific period, for a certain unit of measure, currency, or starting from a minimum quantity.



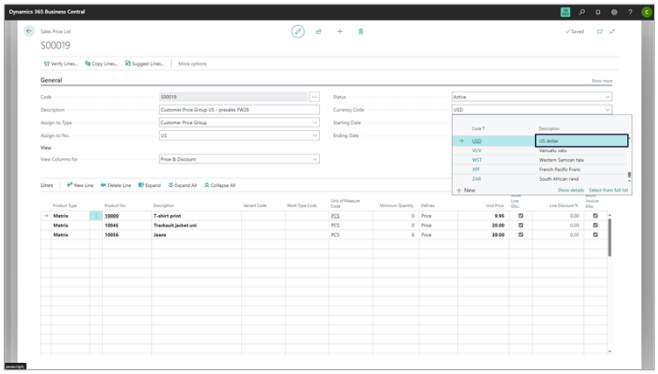
The Assign-to Type field specifies the type of entity to which the price list is assigned. The options are relevant to the entity you are currently viewing.



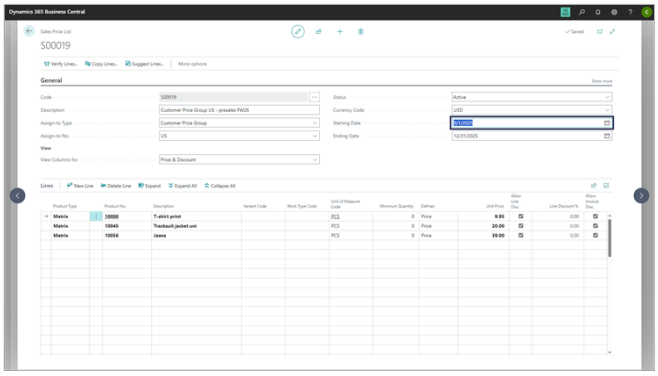
The View Columns for field specifies the amount type filter that defines the columns shown in the price list lines.



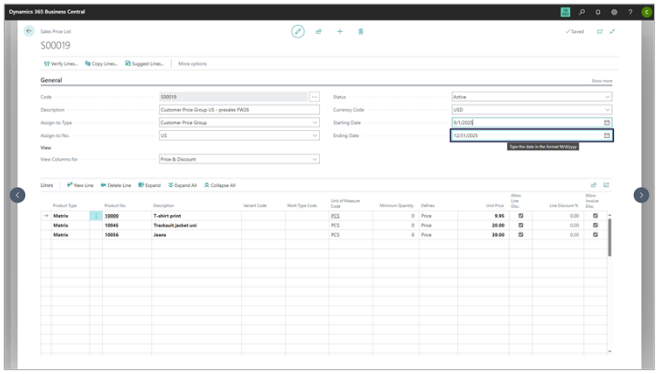
The Currency Code field specifies the currency code of the price list.



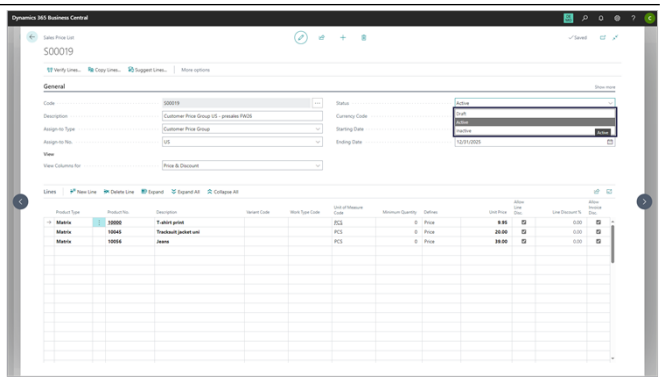
The Starting Date specifies the date from which the price is valid.



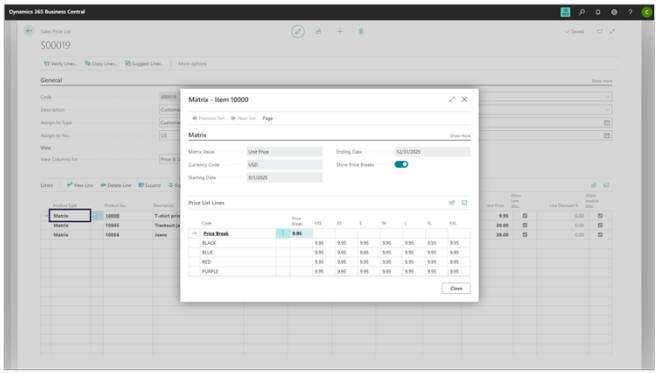
The Ending Date specifies the last date the price is valid.



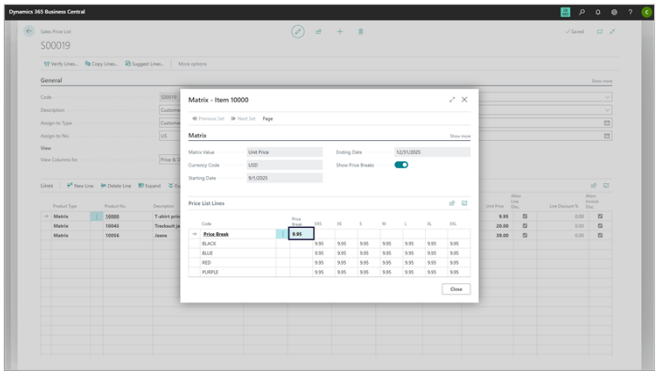
The Status field specifies whether the price list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.



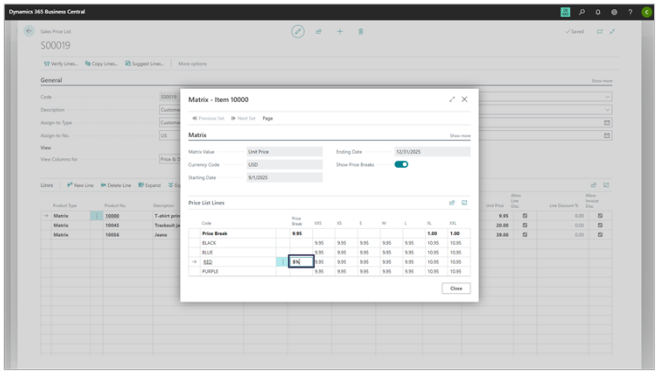
When in the sales price list line the Product Type is Item, it is possible to enter a Unit Price for an item. When in the sales price list line the Product Type is Matrix, it is possible to enter the price per variant in a matrix format.



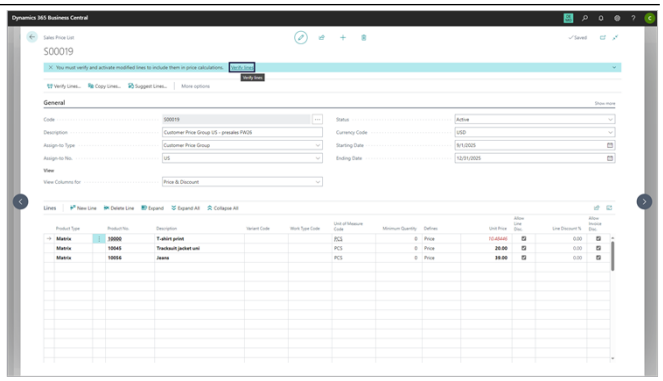
By using the general field at the top left of the Price Break row and column, all variants can be filled at once with the entered amount.



In the Price Break row or column, an additional amount or percentage can be entered, which will be applied to all variants in the respective row or column.

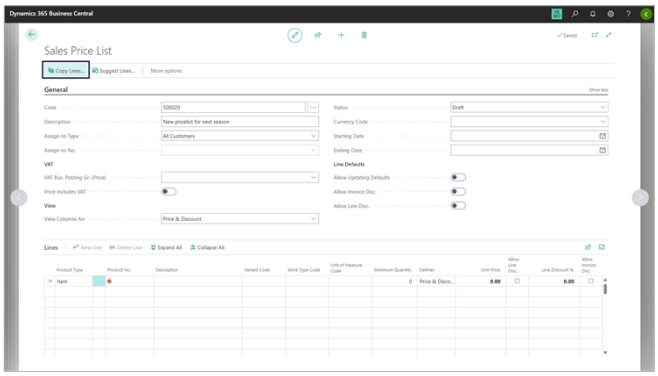


The Verify Lines function checks data consistency in the new and modified price list lines, finds the duplicate price lines and suggests the resolution of the line conflicts.

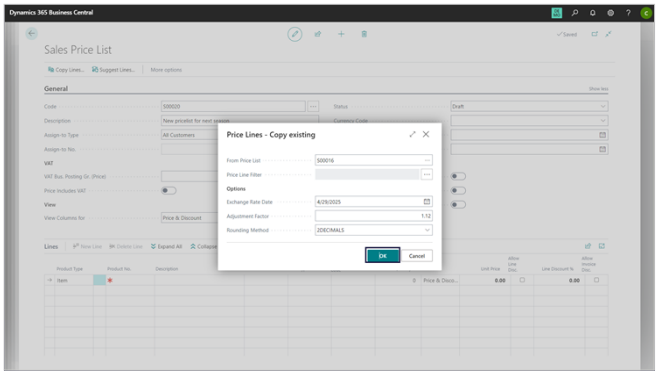


2.6.1.2. Creating sales price lists

By creating a new sales price list and then using the Copy Lines function, items with prices from another list can be copied into the new list.



When retrieving existing prices, an adjustment factor can be entered, which will be multiplied with the retrieved prices and rounded according to the specified rounding method. For prices in a different currency, the desired exchange rate date can also be specified.



2.6.1.3. Best price principle

The sales price engine uses the best price principle. When multiple price lines are found, a price line with a variant code and/or a currency specified, will have priority over a price line without. When these priorities have been applied and there are still multiple price lines the price line with the lowest price will be picked.

Thank you for watching!

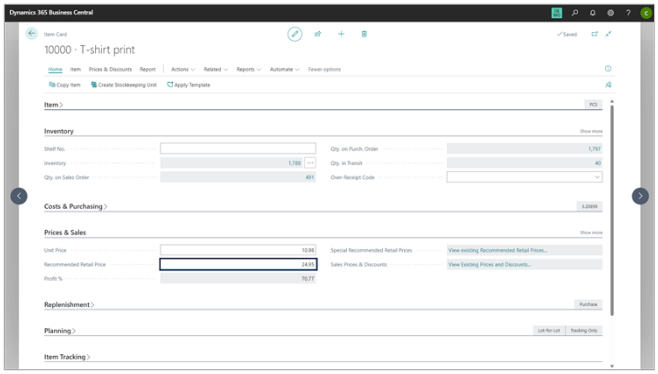
2.6.2. Recommended Retail Prices BC25

In Business Central, the Recommended Retail Price (RRP) represents the sales price plus a margin for the retailer. It can be recorded at the item variant level within the matrices. This RRP can then be used in the layouts of documents, such as sales quotes or order confirmations, to clearly communicate suggested retail pricing to customers.

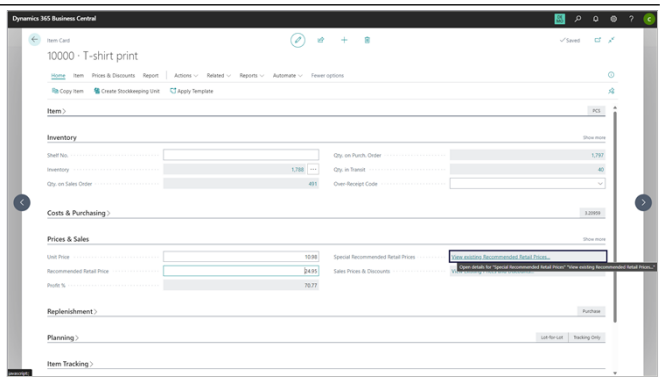
2.6.2.1. Default recommended retail price and special recommended

retail price lists

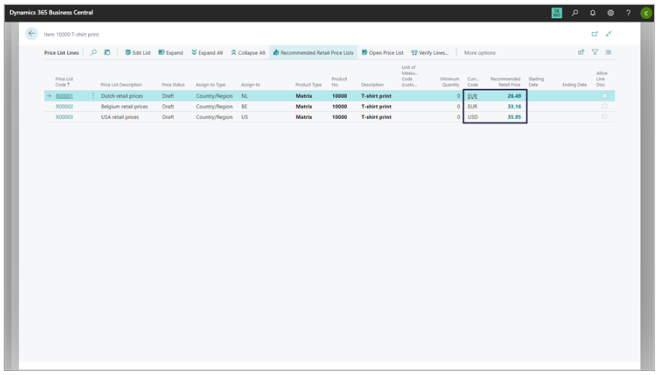
The default recommended retail price (RRP) of an item can be entered in the Recommended Retail Price field on the item card.



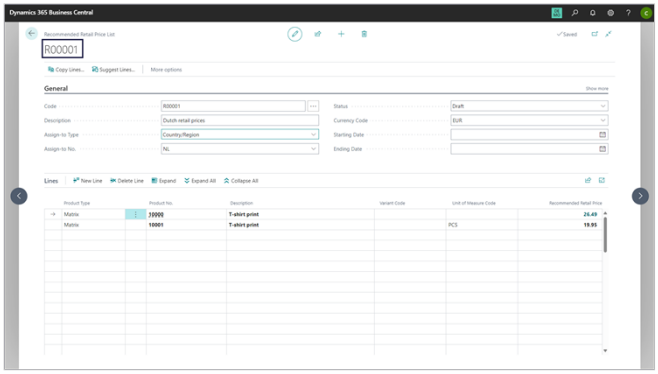
It is possible to create special recommended retail price lists where a specific price, different from the default, can be set for an item.



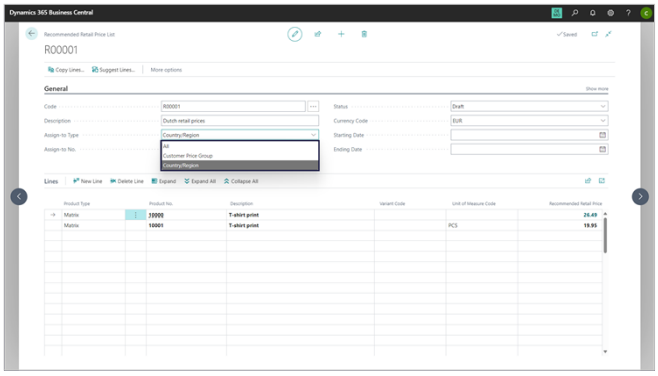
It is possible to add the same item to multiple recommended retail price lists, such as a price list for specific countries, customer price group or all customers. The item price can be defined for each price list in a different currency, for a specific period, unit of measure, or minimum quantity.



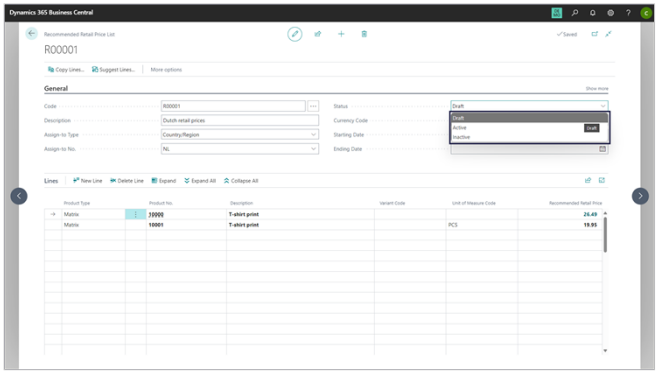
By opening a price list, you can adjust the recommended retail price of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



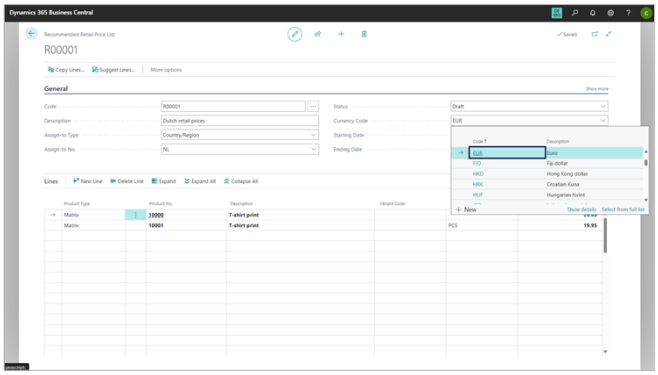
The Assign-to Type field specifies the type of entity to which the recommended retail price list is assigned. The options are relevant to the entity you are currently viewing.



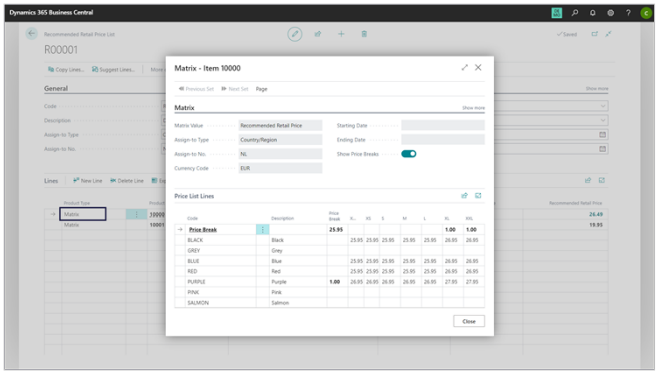
The Status field specifies whether the price list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.



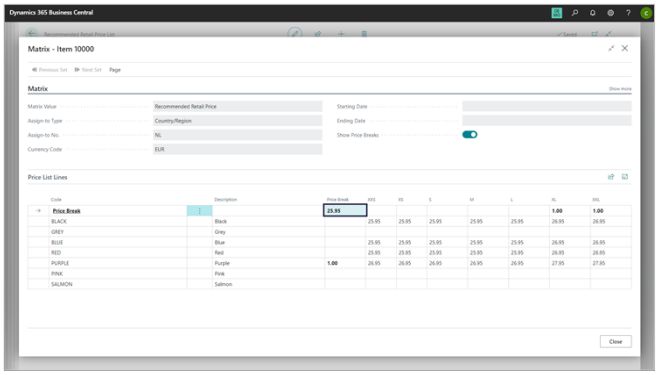
The Currency Code field specifies the currency code of the price list.



When in the sales price list line the Product Type is Item, it is possible to enter a Unit Price for an item. When in the sales price list line the Product Type is Matrix, it is possible to enter the price per variant in a matrix format.

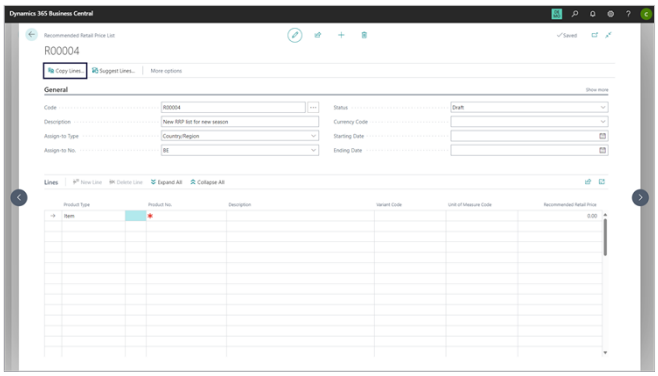


By using the general field at the top left of the Price Break row and column, all variants can be filled at once with the entered amount. In the Price Break row or column, an additional amount or percentage can be entered, which will be applied to all variants in the respective row or column.

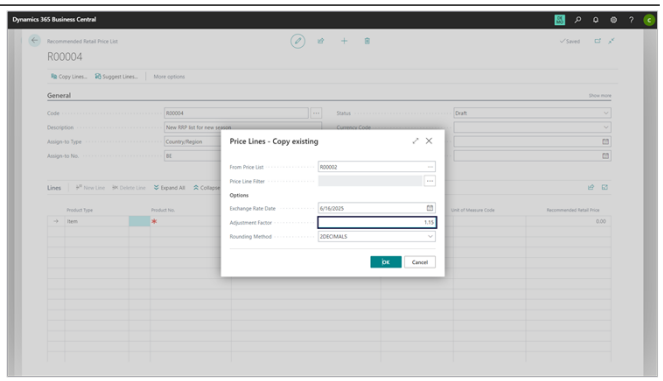


2.6.2.2. Creating sales price lists

By creating a new recommended retail price list and then using the Copy Lines function, items with prices from another list can be copied into the new list.



When retrieving existing recommended retail prices, an adjustment factor can be entered, which will be multiplied with the retrieved prices and rounded according to the specified rounding method. For prices in a different currency, the desired exchange rate date can also be specified.



2.6.2.3. Best price principle

The price engine uses the best price principle. When multiple recommended retail price lines are found, a price line with a variant code and/or a currency specified, will have priority over a price line without. When these priorities have been applied and there are still multiple price lines the price line with the lowest price will be picked.

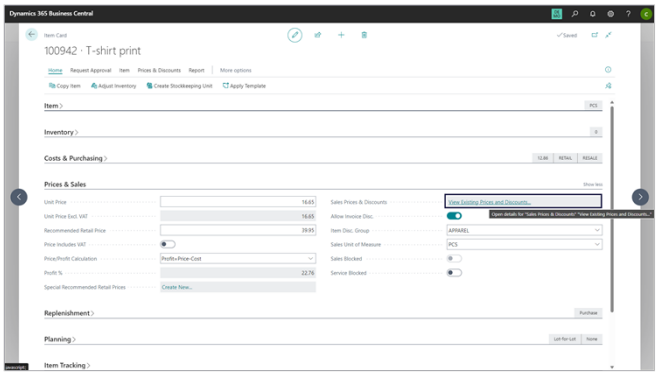
Thank you for watching!

2.6.3. Sales discounts BC25

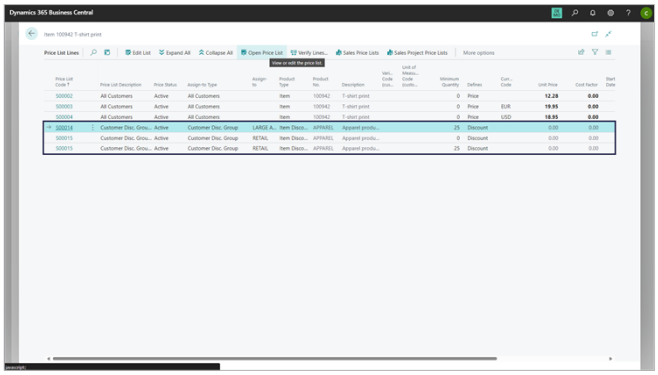
Special sales prices and discounts provide flexibility and efficiency in managing pricing strategies. They enable the definition of customer-specific prices, volume-based discounts, and time-limited promotions. Prices and discounts can be set based on criteria such as customer groups, item categories, currencies, and date ranges. This ensures accurate pricing, supports diverse sales models, and reduces manual adjustments.

2.6.3.1. Special sales discount lists

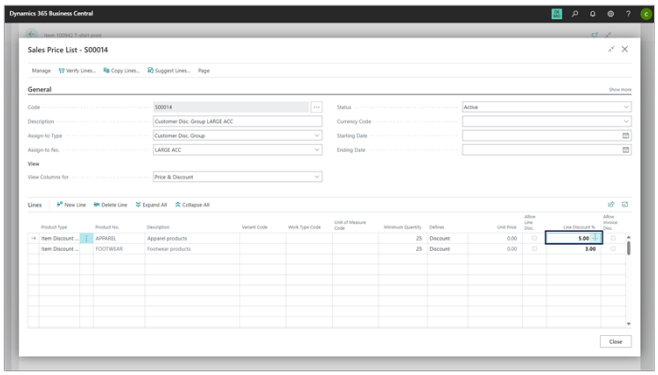
It is possible to create special sales price/discount lists where a specific discount can be set for an item.



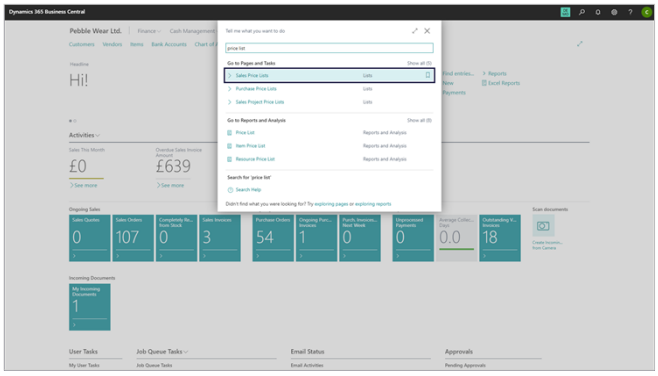
It is possible to add the same item to multiple price/discount lists, such as a discount list for all customers, a specific customer discount group like a country, a particular customer, or a specific campaign. The item discount can be defined for each discount list in a different currency, for a specific period, unit of measure, or minimum quantity.



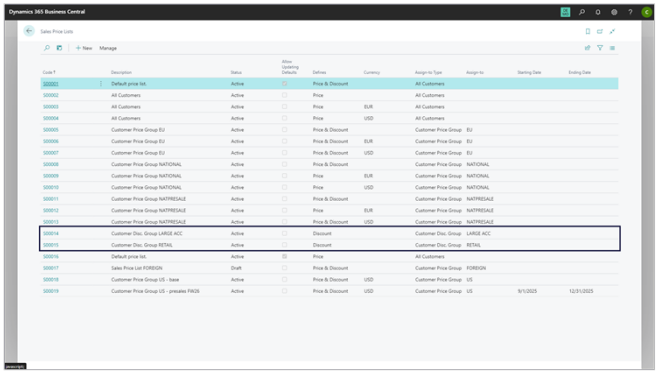
By opening a price/discount list, you can adjust the discount percentage of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



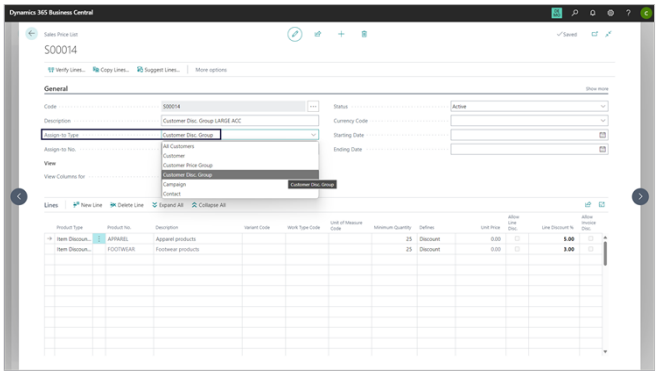
The Sales Price/Discount Lists can also be started by searching for it.



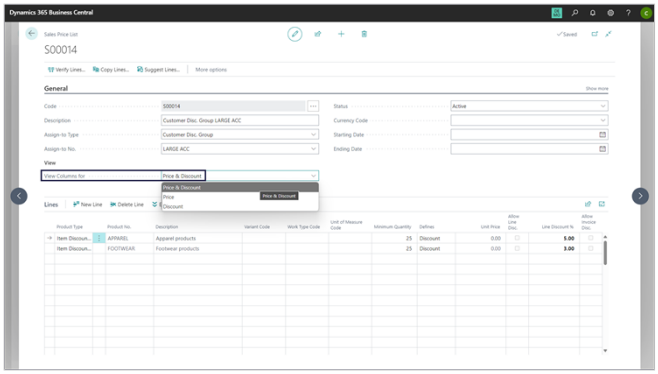
As mentioned earlier, sales discount lists can be created for different groups, with varying items and prices. This can be done per country, customer price group, customer agreement, for a specific period, for a certain unit of measure, currency, or starting from a minimum quantity.



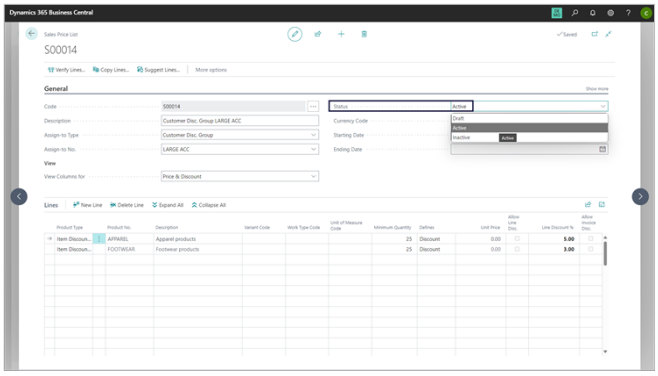
The Assign-to Type field specifies the type of entity to which the discount list is assigned. The options are relevant to the entity you are currently viewing.



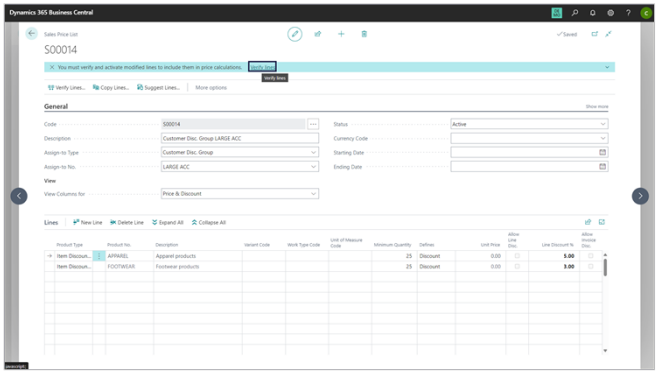
The View Columns for field specifies the amount type filter that defines the columns shown in the price list lines.



The Status field specifies whether the price/discount list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.

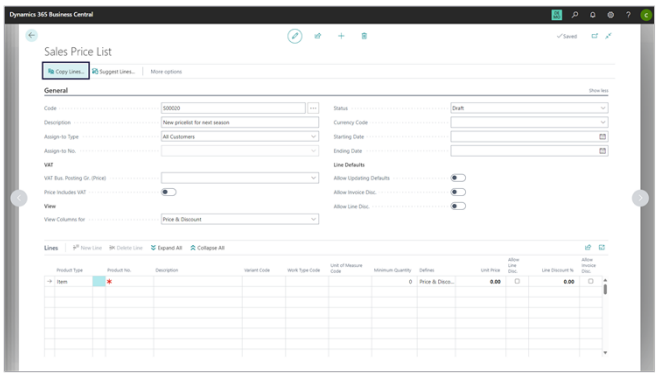


The Verify Lines function checks data consistency in the new and modified discount list lines, finds the duplicate discount lines and suggests the resolution of the line conflicts.

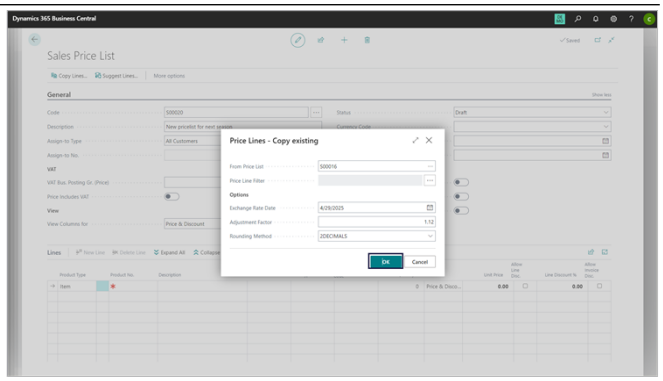


2.6.3.2. Creating sales price lists

By creating a new sales price list and then using the Copy Lines function, items with discounts from another list can be copied into the new list.



When retrieving existing discounts percentages, an adjustment factor can be entered, which will be multiplied with the retrieved discount percentages and rounded according to the specified rounding method.



2.6.3.3. Best price principle

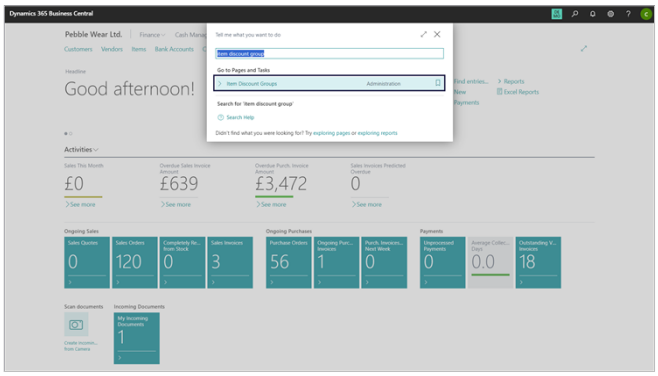
The sales price/discount engine uses the best price principle.
When multiple discount lines are found, the discount line with the highest discount will be picked.

Thank you for watching!

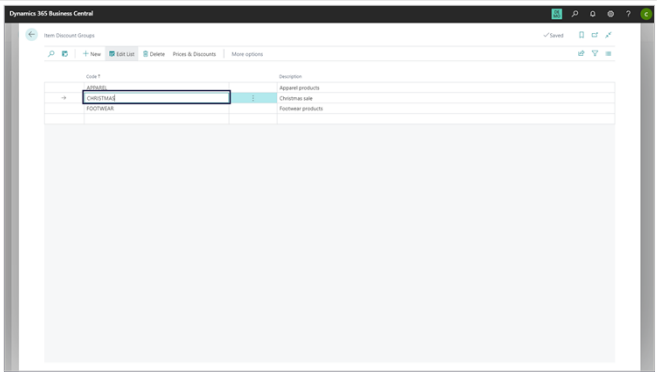
2.6.4. Item Discount Groups BC25

Item Discount Groups in Business Central provide a structured method for managing various discount scenarios on item level. Time-limited discounts can be set up, with defined start and end dates. This functionality enables the assignment of tailored discount lists to specific item discount groups, ensuring accurate and efficient discount management across different markets and conditions.

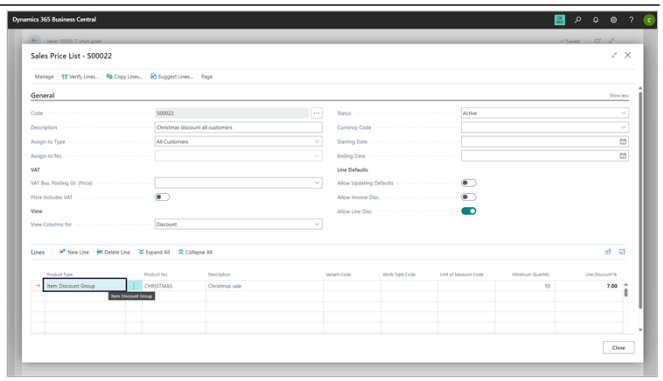
Item Discount Groups can be found by using the search function.



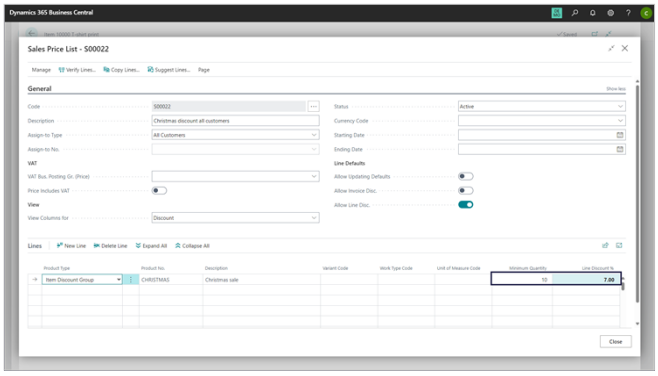
Multiple item discount groups can be created.



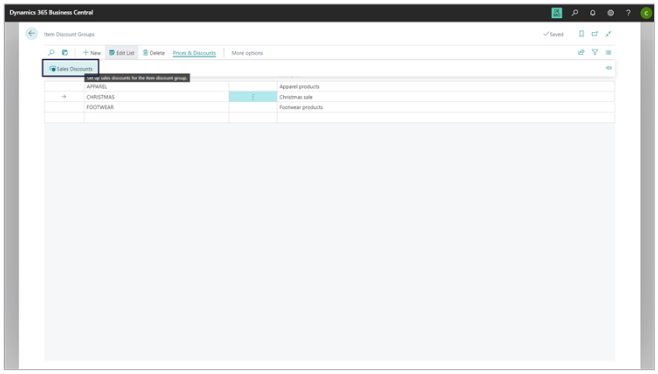
By creating a sales price list with the product type Item Discount Group, it can be linked to an Item Discount Group.



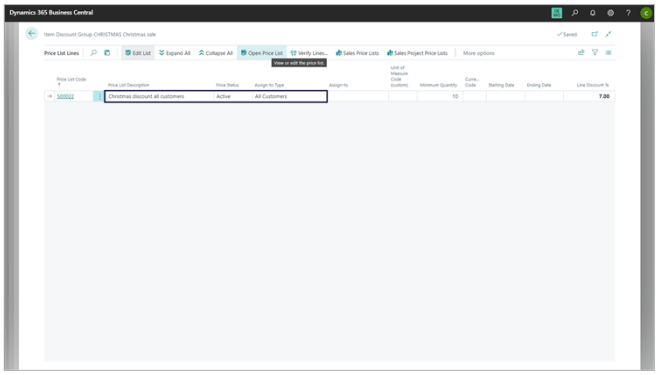
In the sales price line with product type Item Discount Group, select a group, a minimum quantity, and a line discount percentage.



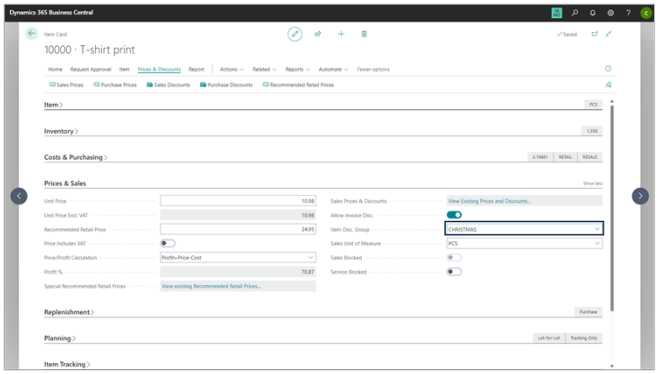
Check whether the created sales price list with the Item Discount Group is linked to the corresponding Item Discount Group.



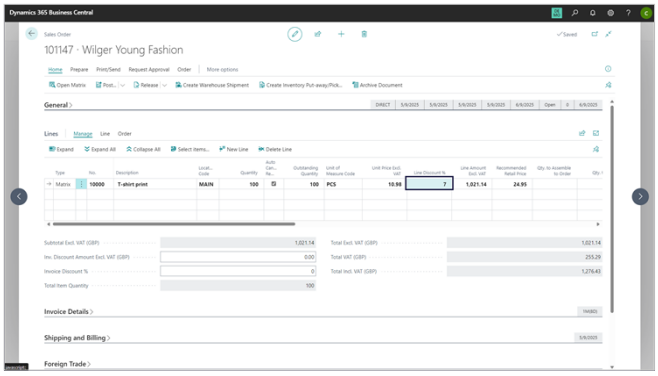
All sales price lists with Product Type 'Item Discount Group' are displayed.



Link the item to the Item Discount Group.



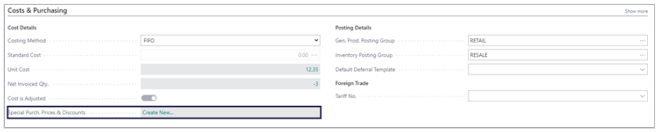
When entering the sales order, customers receive the specified discount for this item if the quantity exceeds the minimum.



2.6.5. Special Purchase Prices and Discounts

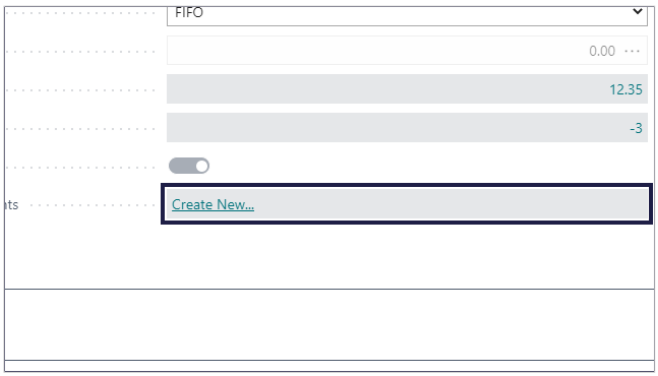
2.6.5.1. Navigate to Special Purchase Prices & discounts

1. **Special Purch. Prices & Discounts Create New...**

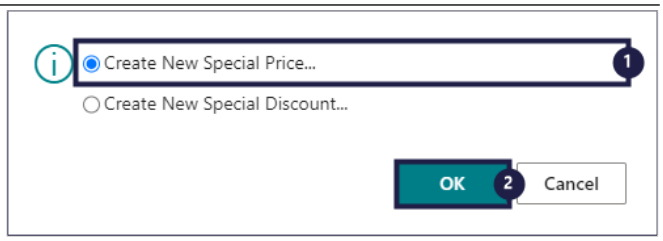


2.6.5.2. Create Special Purchase price

Click on the field **Special Purch. Prices & Discounts**



1. Click on the item **Create New Special Price...**
2. Click on the button **OK**.



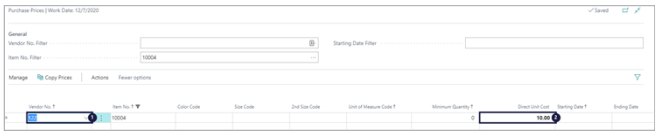
1. **Vendor No. Filter**.
   Specifies a filter for which purchase prices display.
2. **Item No. Filter**.
   Specifies a filter for which purchase prices to display.
3. **Starting Date Filter**.
   Specifies a filter for which purchase prices to display.

1. **Vendor No.**
   Specifies the number of the vendor who offers the line discount on the item.

2. **Item No.**
   Specifies the number of the item that the purchase price applies to.
3. **Color Code**.
   Specifies the color code of the item on the line.
4. **Size Code**.
   Specifies the size code of the item on the line.
5. **2nd Size Code**.
   Specifies the second size code of the item on the line.
6. **Unit of Measure Code**.
   Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.
7. **Minimum Quantity**.
   Specifies the minimum quantity of the item that you must buy from the vendor in order to get the purchase price.
8. **Direct Unit Cost**.
   Specifies the cost of one unit of the selected item or resource.
9. **Starting Date**.
   Specifies the date from which the purchase price is valid.
10. **Ending Date**.
    Specifies the date to which the purchase price is valid.

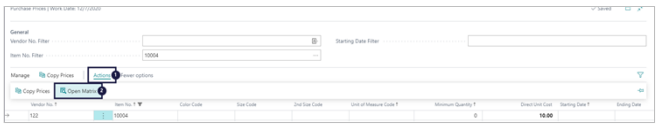
2.6.5.3. Add a Special purchase price

1. Choose **Vendor No.**
2. Add **Direct Unit Cost**.

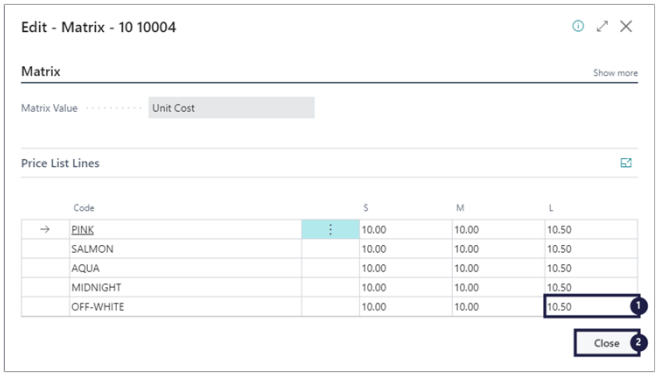


2.6.5.4. Different purchase prices on variant level.

1. Click on the navigation menu item popup **Actions**.
2. **View values for sales price lines on color-size combination level for the item.**

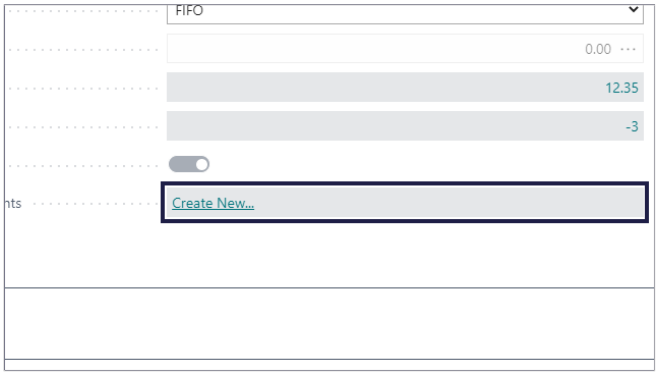


1. Change the price on variant level.
2. Click on the button **Close**.

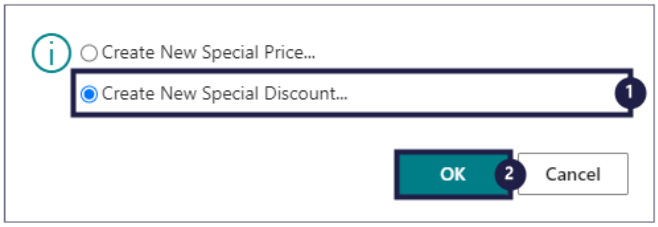


2.6.5.5. Create Special discount price

Click on the field **Special Purch. Prices & Discounts**



1. Click on the item **Create New Special Discount...**
2. Click on the button **OK**.



1. **Vendor No. Filter**.
   Specifies a filter for which purchase line discounts display.
2. **Item No. Filter**.
   Specifies a filter for which purchase line discounts to display.
3. **Starting Date Filter**.
   Specifies a filter for which purchase line discounts to display.

1. **Vendor No.**
   Specifies the number of the vendor who offers the line discount on the item.
2. **Item No.**
   Specifies the number of the item that the purchase line discount applies to.
3. **Unit of Measure Code**.
   Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.
4. **Minimum Quantity**.

Specifies the minimum quantity of the item that you must buy from the vendor in order to receive the purchase line discount.

5. **Line Discount %**.
   Specifies the discount percentage that is granted for the item on the line.
6. **Starting Date**.
   Specifies the date from which the purchase line discount is valid.
7. **Ending Date**.
   Specifies the date to which the purchase line discount is valid.

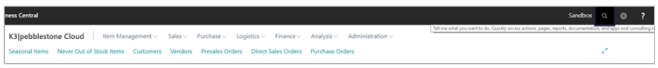
2.6.5.6. Add a Special discount price

1. Choose **Vendor No.**
2. Add **Line Discount %**.

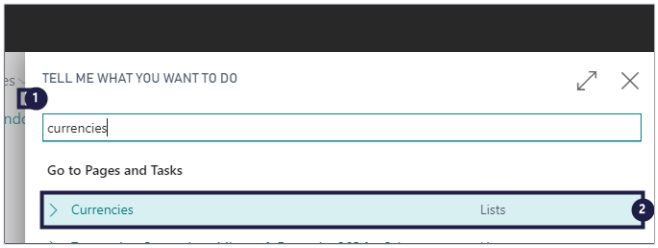
2.6.6. Pricing in different currencies

2.6.6.1. Navigate to Currencies

1. Click on the link TELL ME WHAT YOU WANT TO DO.

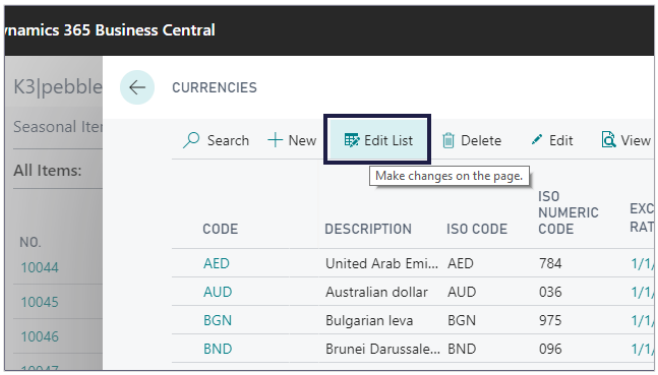


1. Enter the text **currencies**.
2. Click on **Currencies Lists**.



2.6.6.1.1. Choose the sales price currency

Click on the navigation menu item **Edit List**



Sales Price Currency
Check mark the boxes which sales prices must be available.

EXCHANGE RATE DATE	EXCHANGE RATE	EMU CURRENCY	PRICE CURRENCY	ROUNDING METHOD	REALIZED GAINS ACC.	L A
1/1/2017	0.233753	☐	☐		9330	93
1/1/2017	0.342995	☐	☐		9330	93
1/1/2017	0.316096	☐	☐		9330	93
1/1/2017	0.392997	☐	☐		9330	93
1/1/2017	0.245198	☐	☐		9330	93
1/1/2017	0.431903	☐	☐		9330	93
1/1/2017	0.543424	☐	☐		9330	93
1/1/2017	0.026618	☐	☐		9330	93
1/1/2017	0.1168	☐	☐		9330	93
1/1/2017	0.011217	☐	☐		9330	93
1/1/2017	0.6458	☑	☑	NEARWHOLE	9330	93
1/1/2017	0.301402	☐	☐		9330	93

Sales Price Rounding Method

NGE RATE	EMU CURRENCY	PRICE CURRENCY	ROUNDING METHOD	REALIZED GAINS ACC.	LOSSES ACC.	UNREALIZ... GAINS ACC.
3753	☐	☐		9330	9340	
2995	☐	☐		9330	9340	
6096	☐	☐		9330	9340	
2997	☐	☐		9330	9340	
5198	☐	☐		9330	9340	
1903	☐	☑		9330	9340	
3424	☐	☐		9330	9340	
6618	☐	☐		9330	9340	
1168	☐	☐		9330	9340	
1217	☐	☐		9330	9340	
6458	☑	☑	NEARWHOLE	9330	9340	
1402	☐	☐		9330	9340	

Look up value

Specifies how the sales prices for this currencies are rounded. The system will automatically convert local prices to sales prices in this currency and then round it according to the Rounding Method setup.
Choose the Sales Price Rounding Method you prefer.

392997	☐	☐		9330	9340
245198	☐	☐		9330	9340
431903	☐	☑		9330	9340
543424	☐	☐			
026618	☐	☐			
0.1168	☐	☐			
011217	☐	☐			
0.6458	☑	☑			
301402	☐	☐			
087635	☐	☐			
118165	☐	☐		9330	9340
003674	☐	☐		9330	9340
000097	☐	☐		9330	9340
014401	☐	☐		9330	9340

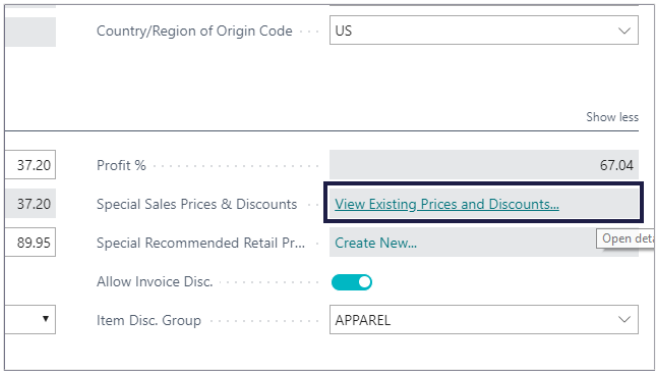
CODE
HALF
HUNDREDTHS
NEARWHOLE
+ New

NEARWHOLE

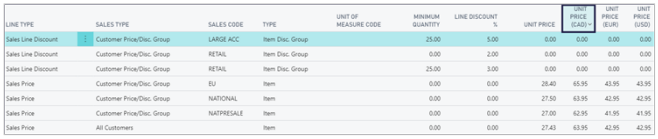
EXCHANGE RATE	EMU CURRENCY	PRICE CURRENCY	ROUNDING METHOD	REALIZED GAINS ACC.	LOSSES ACC.	U G
0.233753	☐	☐		9330	9340	
0.342995	☐	☐		9330	9340	
0.316096	☐	☐		9330	9340	
0.392997	☐	☐		9330	9340	
0.245198	☐	☐		9330	9340	
0.431903	☐	☑	NEARWHOLE	9330	9340	
0.543424	☐	☐		9330	9340	
0.026618	☐	☐		9330	9340	
0.1168	☐	☐		9330	9340	
0.011217	☐	☐		9330	9340	
0.6458	☑	☑	NEARWHOLE	9330	9340	
0.301402	☐	☐		9330	9340	

2.6.6.1.2. View the sales price currency on the item

Click on the field Special Sales Prices & Discounts on the item card



1. **Unit Price (CAD)**.
   This is the currency which just have been setting up it specifies the price of the item in the foreign currency.



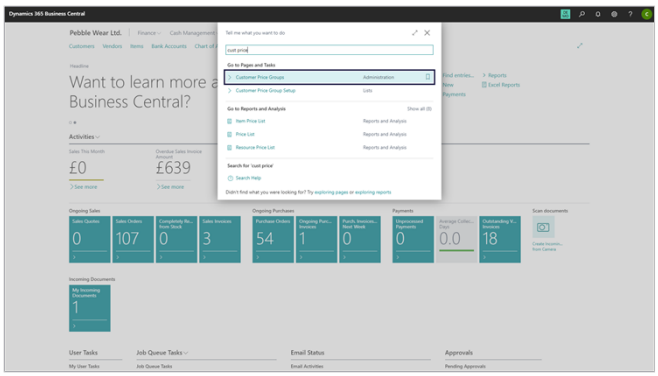
3. Sales

3.1. Sales prices and discounts BC25

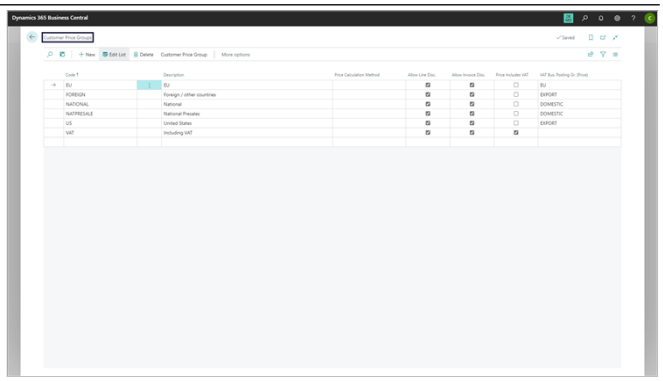
3.1.1. Customer Price Groups BC25

Customer Price Groups in Business Central offer a structured way to manage various pricing scenarios. They enable the creation of specific price lists for domestic and foreign customers, including price lists in different currencies. Additionally, they support time-bound price lists for presales items, allowing prices to be applied within a defined start and end date. This functionality also allows for assigning tailored price lists to specific customer groups, ensuring accurate and efficient price management across diverse markets and conditions.

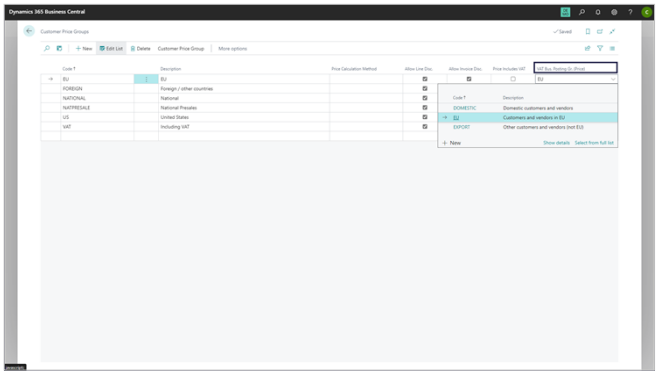
Customer Price Groups can be found by using the search function.



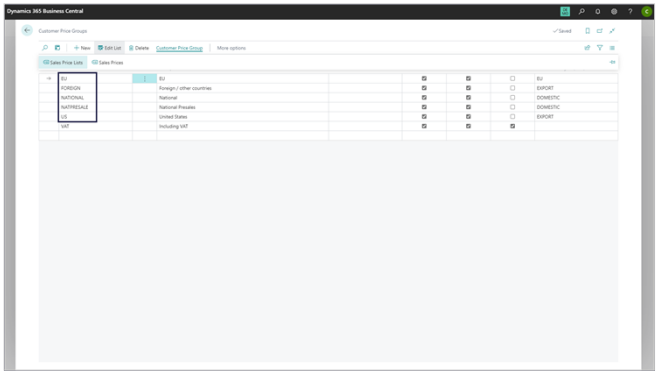
It is possible to create price groups for different customer segments. Like NATIONAL, EU, FOREIGN or US.



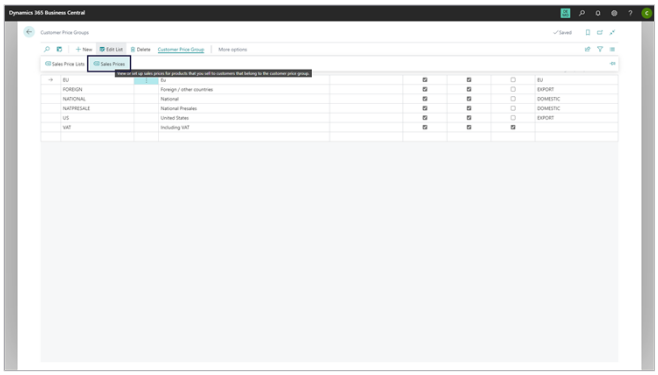
A default VAT Business Posting Group can be assigned to a customer price group, ensuring the correct VAT settings are applied automatically for customers linked to that group.



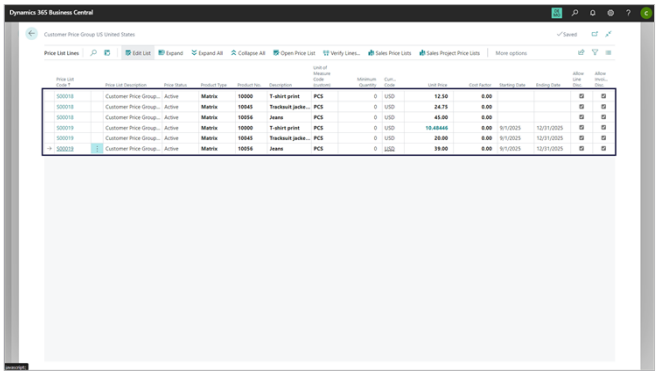
Multiple price lists can be linked to a customer price group, such as a list with a different currency or a list with a specific start and end date.



The Sales Prices option is also available for selection.



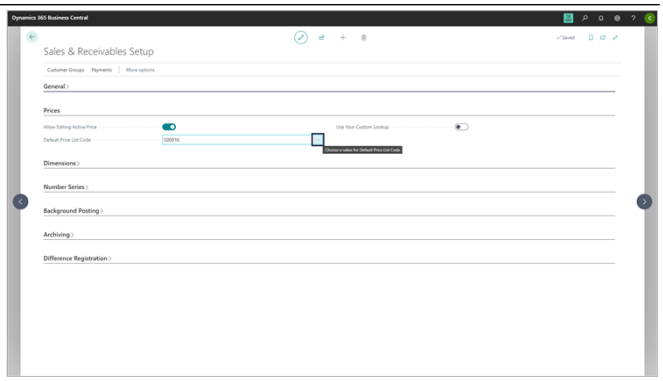
Selecting Sales Prices provides insight into the different prices per price list at item level. From this screen, it is possible to maintain prices at variant level for the selected price list and item combination.



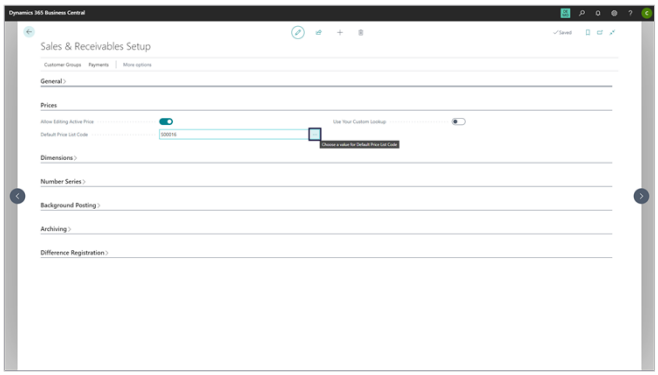
3.1.2. Sales prices BC25

Special sales prices and discounts provide flexibility and efficiency in managing pricing strategies. They enable the definition of customer-specific prices, volume-based discounts, and time-limited promotions. Prices and discounts can be set based on criteria such as customer groups, item categories, currencies, and date ranges. This ensures accurate pricing, supports diverse sales models, and reduces manual adjustments.

The Sales & Receivable Setup can be started by searching for it.
To allow to edit prices on active price lists for items, resources, customers, or other entities that use pricing, turn on the Allow Editing Active Price toggle.

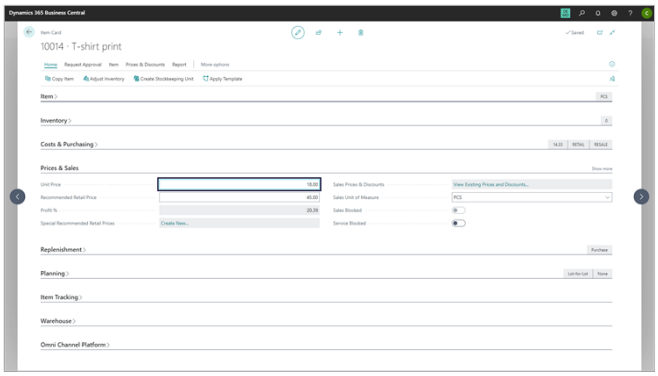


Field Default Price List Code specifies the code of the existing sales price list that stores all new price lines created in the price worksheet page.

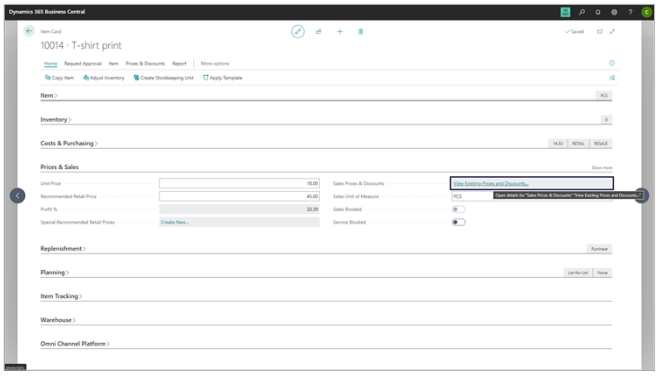


3.1.2.1. Default sales price and special sales price lists

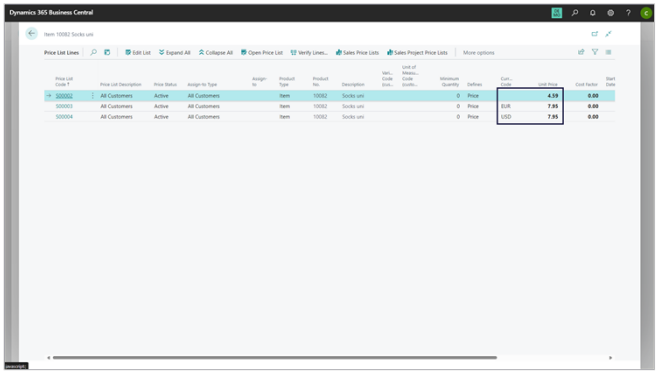
The default sales price of an item can be entered in the Unit Price field on the item card.



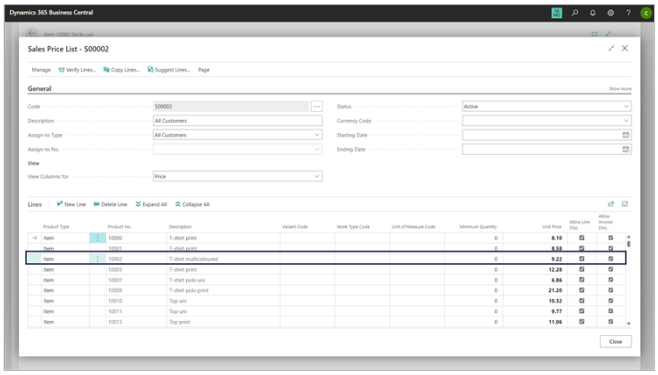
It is possible to create special sales price lists where a specific price, different from the default, can be set for an item.



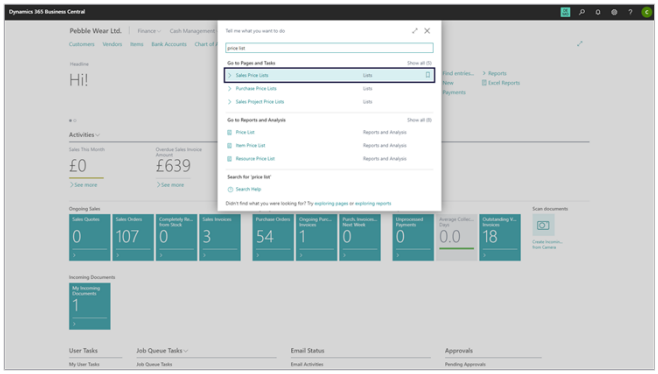
It is possible to add the same item to multiple price lists, such as a price list for all customers, a specific customer price group like a country, a particular customer, or a specific campaign. The item price can be defined for each price list in a different currency, for a specific period, unit of measure, or minimum quantity.



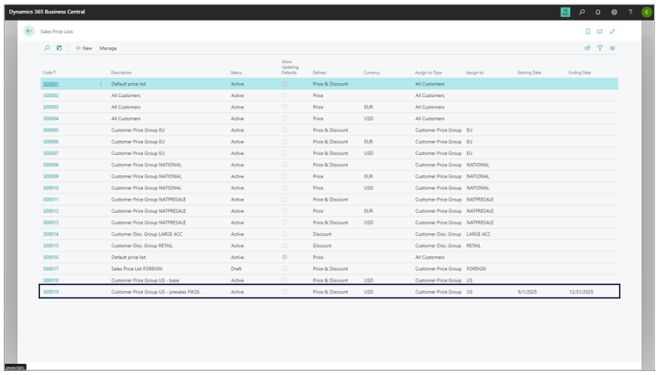
By opening a price list, you can adjust the price of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



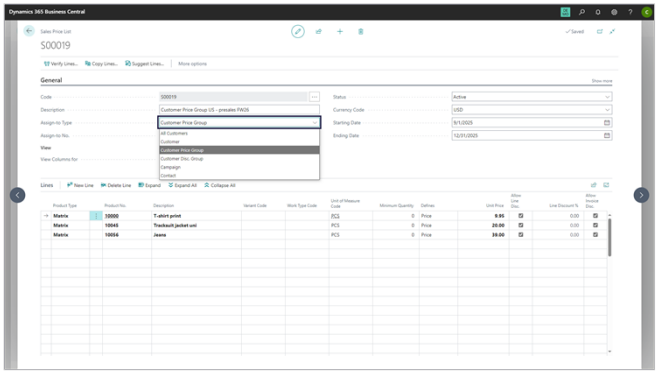
The Sales Price Lists can also be started by searching for it.



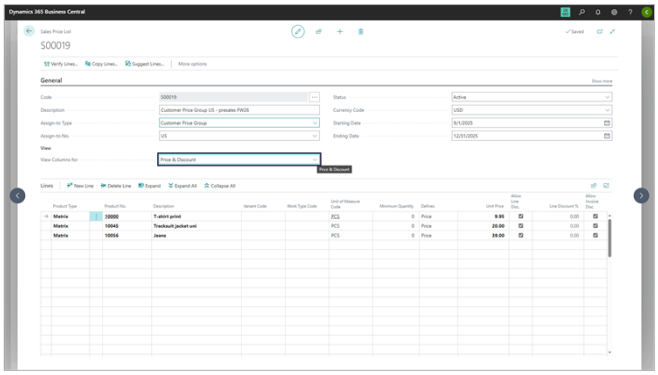
As mentioned earlier, sales price lists can be created for different groups, with varying items and prices. This can be done per country, customer price group, customer agreement, for a specific period, for a certain unit of measure, currency, or starting from a minimum quantity.



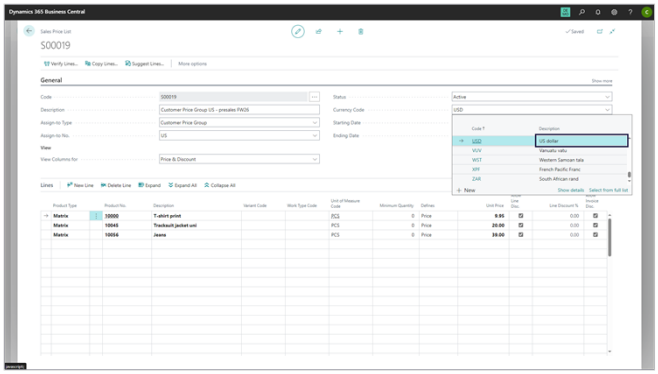
The Assign-to Type field specifies the type of entity to which the price list is assigned. The options are relevant to the entity you are currently viewing.



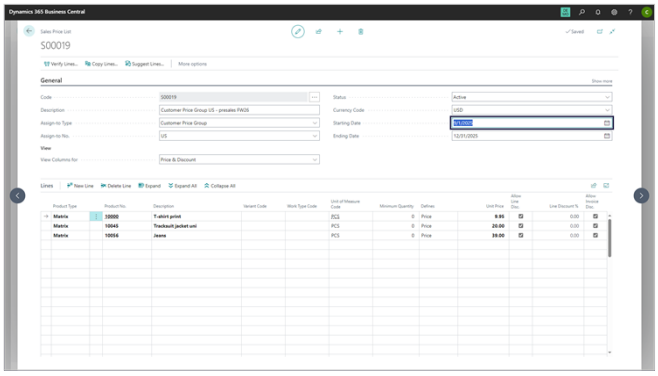
The View Columns for field specifies the amount type filter that defines the columns shown in the price list lines.



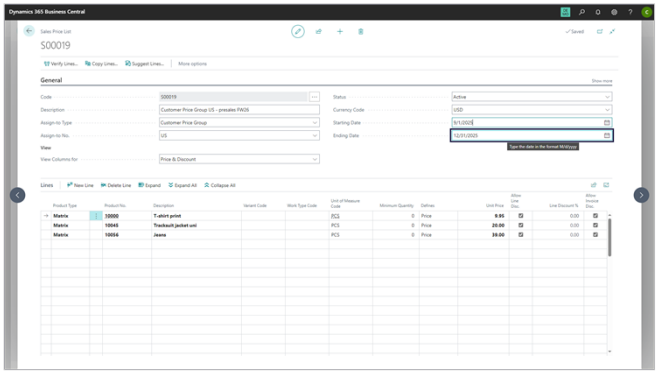
The Currency Code field specifies the currency code of the price list.



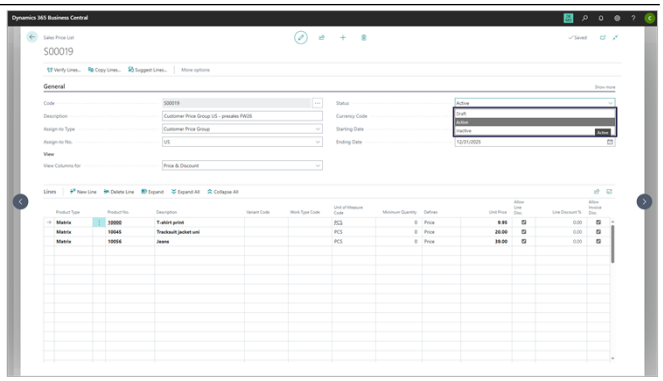
The Starting Date specifies the date from which the price is valid.



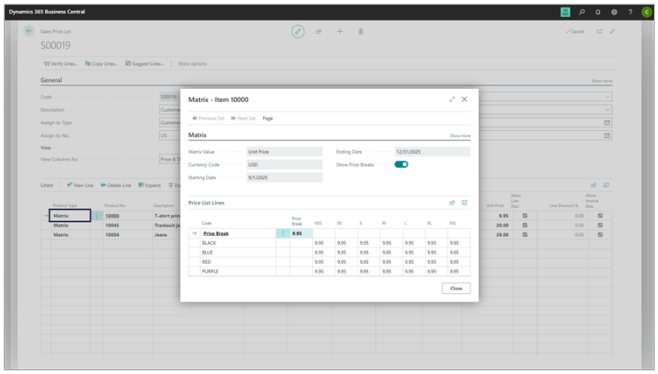
The Ending Date specifies the last date the price is valid.



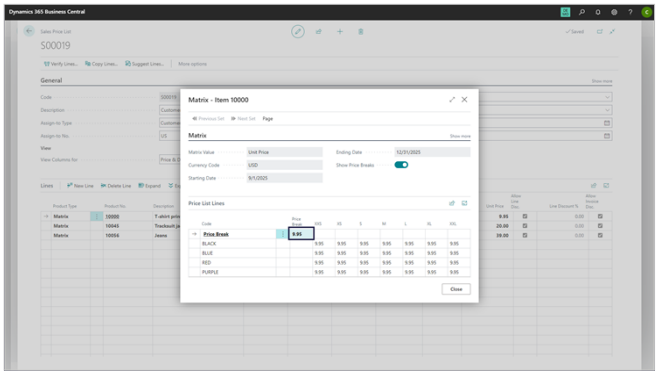
The Status field specifies whether the price list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.



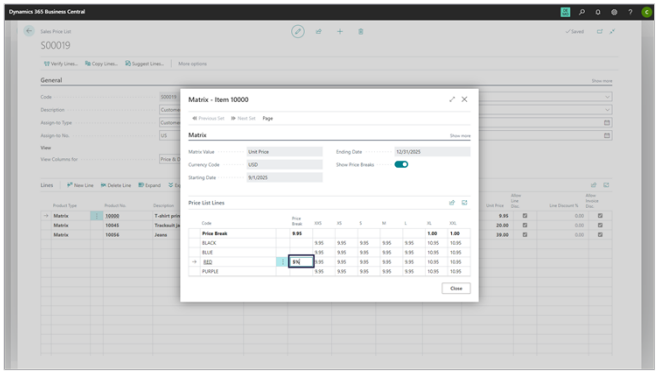
When in the sales price list line the Product Type is Item, it is possible to enter a Unit Price for an item. When in the sales price list line the Product Type is Matrix, it is possible to enter the price per variant in a matrix format.



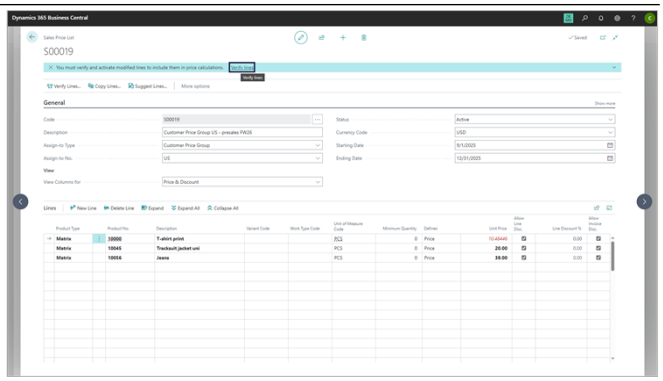
By using the general field at the top left of the Price Break row and column, all variants can be filled at once with the entered amount.



In the Price Break row or column, an additional amount or percentage can be entered, which will be applied to all variants in the respective row or column.

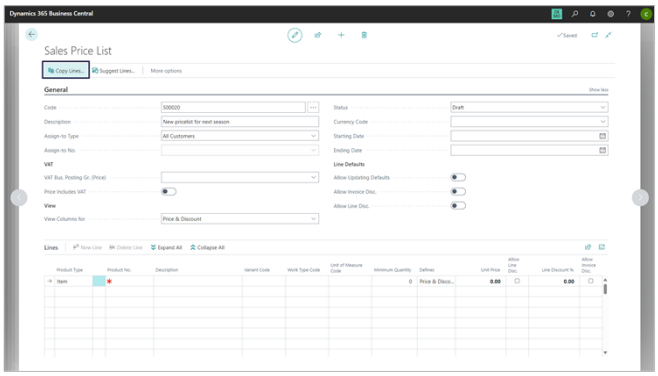


The Verify Lines function checks data consistency in the new and modified price list lines, finds the duplicate price lines and suggests the resolution of the line conflicts.

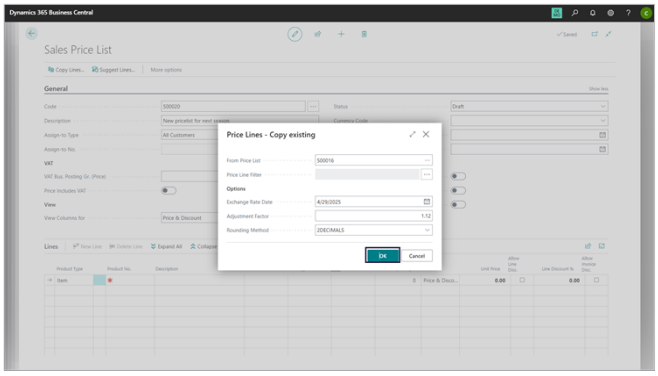


3.1.2.2. Creating sales price lists

By creating a new sales price list and then using the Copy Lines function, items with prices from another list can be copied into the new list.



When retrieving existing prices, an adjustment factor can be entered, which will be multiplied with the retrieved prices and rounded according to the specified rounding method. For prices in a different currency, the desired exchange rate date can also be specified.



3.1.2.3. Best price principle

The sales price engine uses the best price principle. When multiple price lines are found, a price line with a variant code and/or a currency specified, will have priority over a price line without. When these priorities have been applied and there are still multiple price lines the price line with the lowest price will be picked.

Thank you for watching!

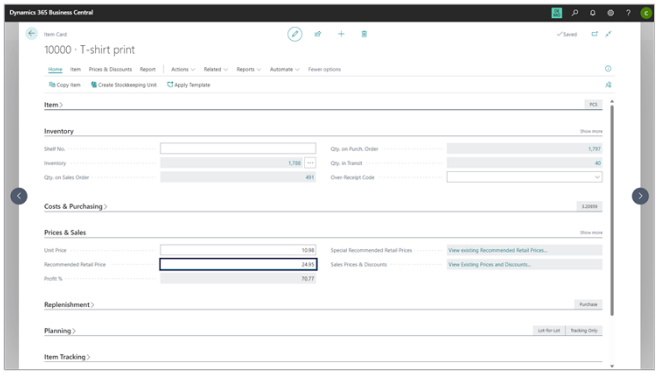
3.1.3. Recommended Retail Prices BC25

In Business Central, the Recommended Retail Price (RRP) represents the sales price plus a margin for the retailer. It can be recorded at the item variant level within the matrices. This RRP can then be used in the layouts of documents, such as sales quotes or order confirmations, to clearly communicate suggested retail pricing to customers.

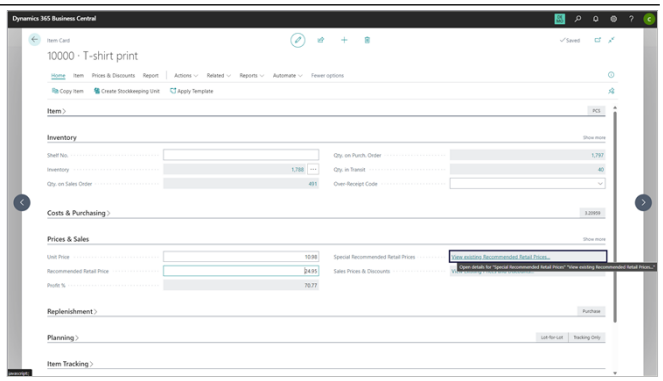
3.1.3.1. Default recommended retail price and special recommended

retail price lists

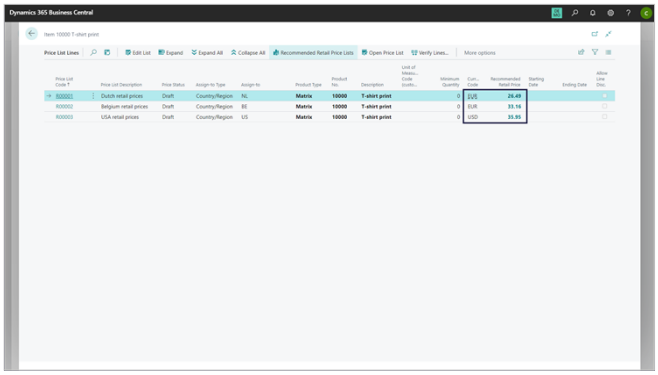
The default recommended retail price (RRP) of an item can be entered in the Recommended Retail Price field on the item card.



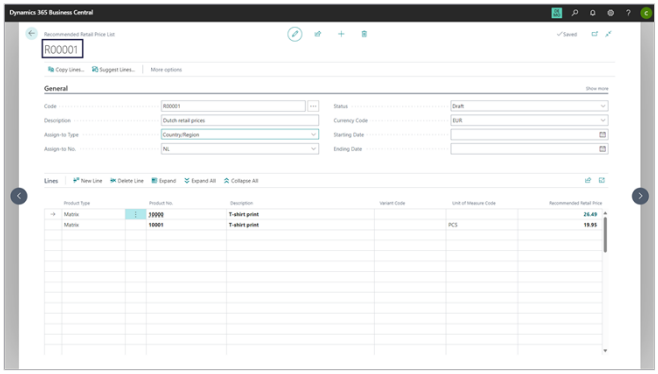
It is possible to create special recommended retail price lists where a specific price, different from the default, can be set for an item.



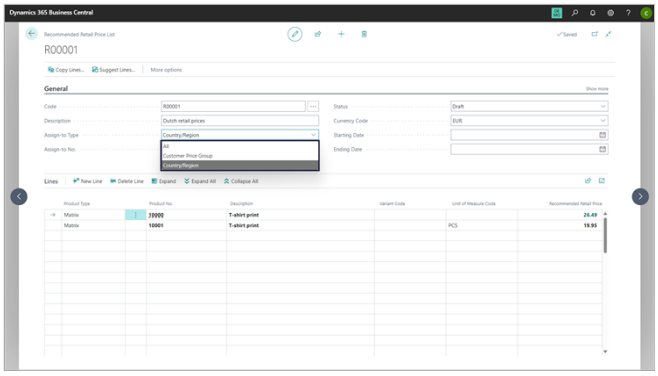
It is possible to add the same item to multiple recommended retail price lists, such as a price list for specific countries, customer price group or all customers. The item price can be defined for each price list in a different currency, for a specific period, unit of measure, or minimum quantity.



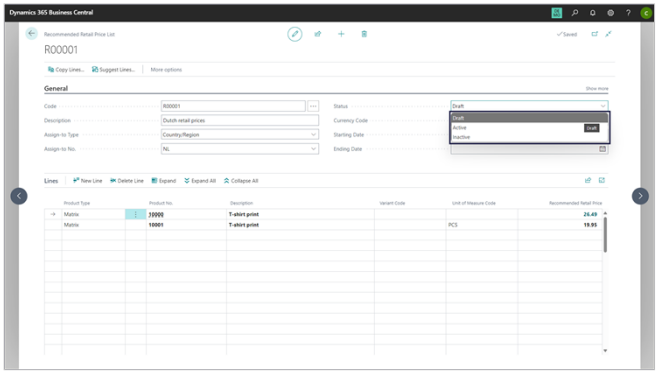
By opening a price list, you can adjust the recommended retail price of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



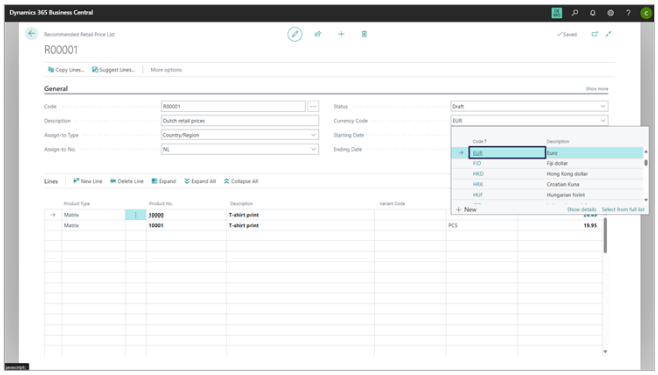
The Assign-to Type field specifies the type of entity to which the recommended retail price list is assigned. The options are relevant to the entity you are currently viewing.



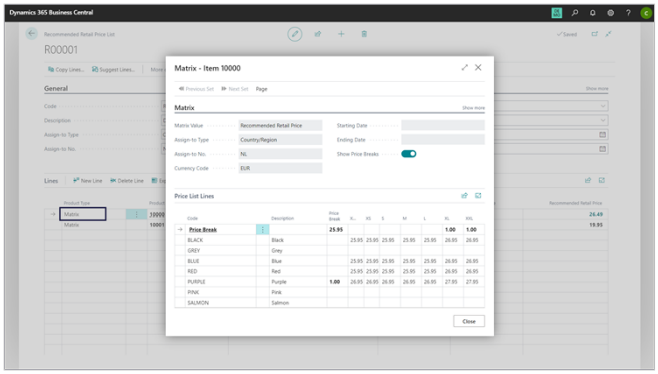
The Status field specifies whether the price list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.



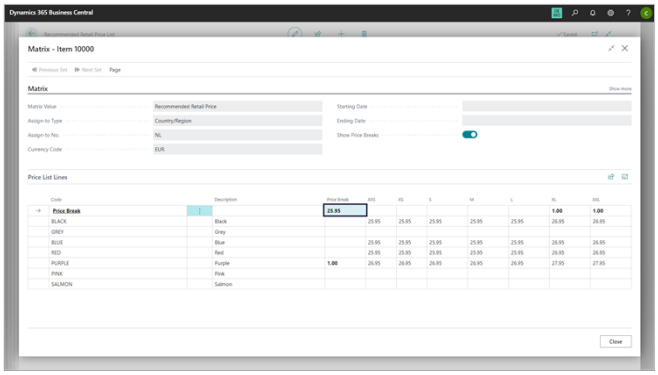
The Currency Code field specifies the currency code of the price list.



When in the sales price list line the Product Type is Item, it is possible to enter a Unit Price for an item. When in the sales price list line the Product Type is Matrix, it is possible to enter the price per variant in a matrix format.

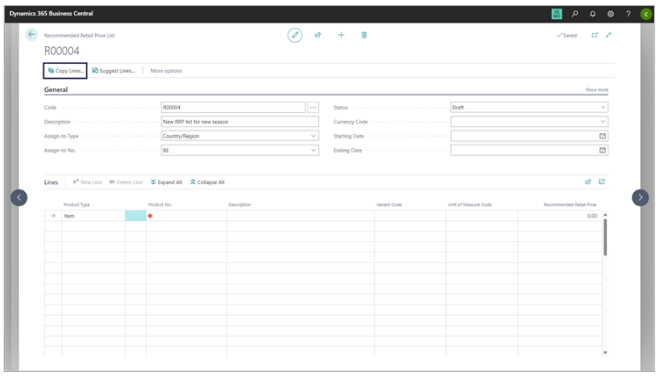


By using the general field at the top left of the Price Break row and column, all variants can be filled at once with the entered amount. In the Price Break row or column, an additional amount or percentage can be entered, which will be applied to all variants in the respective row or column.

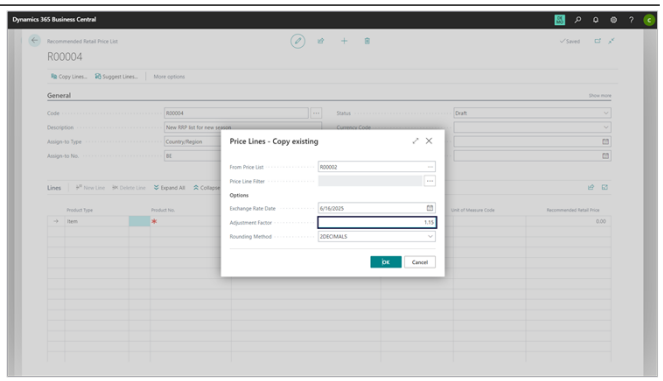


3.1.3.2. Creating sales price lists

By creating a new recommended retail price list and then using the Copy Lines function, items with prices from another list can be copied into the new list.



When retrieving existing recommended retail prices, an adjustment factor can be entered, which will be multiplied with the retrieved prices and rounded according to the specified rounding method. For prices in a different currency, the desired exchange rate date can also be specified.



3.1.3.3. Best price principle

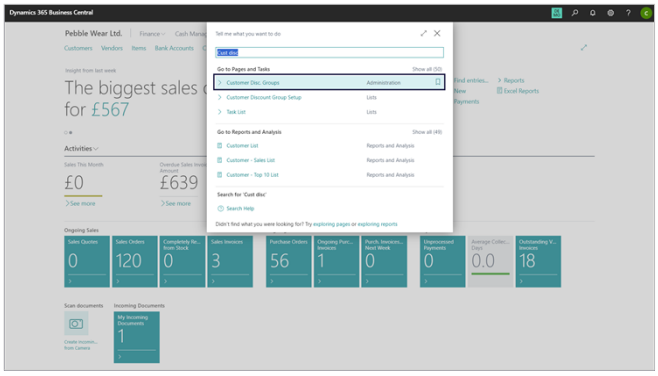
The price engine uses the best price principle. When multiple recommended retail price lines are found, a price line with a variant code and/or a currency specified, will have priority over a price line without. When these priorities have been applied and there are still multiple price lines the price line with the lowest price will be picked.

Thank you for watching!

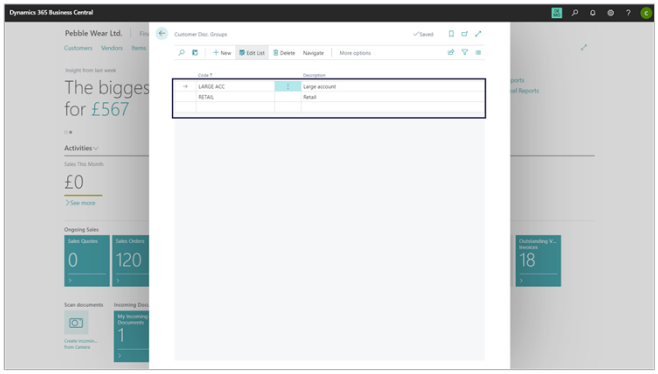
3.1.4. Customer Discounts Groups BC25

Customer Discount Groups in Business Central provide a structured method for managing various discount scenarios. Specific discount lists can be created for domestic and international customers, including lists in multiple currencies. Time-limited discounts for presales items can also be set up, with defined start and end dates. This functionality enables the assignment of tailored discount lists to specific customer groups, ensuring accurate and efficient discount management across different markets and conditions.

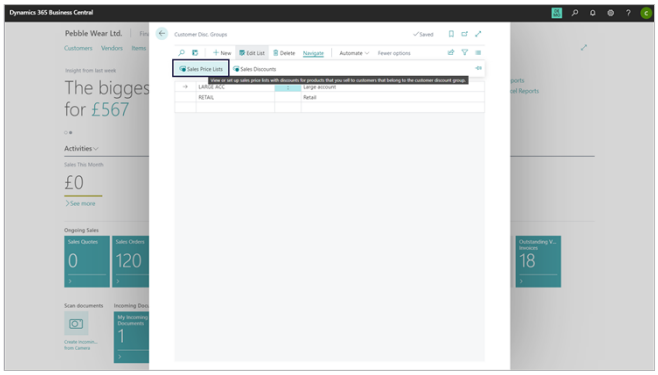
Customer Discount Groups can be found by using the search function.



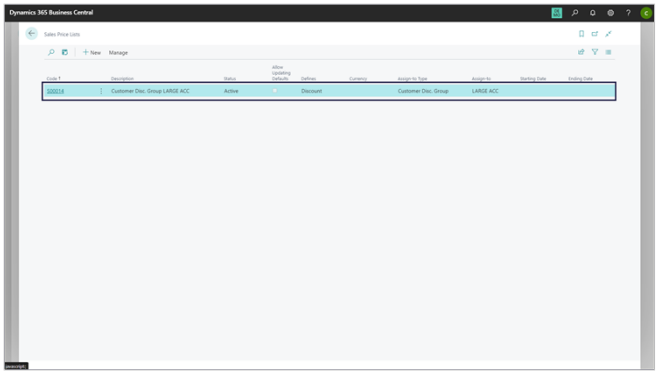
It is possible to create discount groups for different customer segments. Like Large Accounts and Retailers.



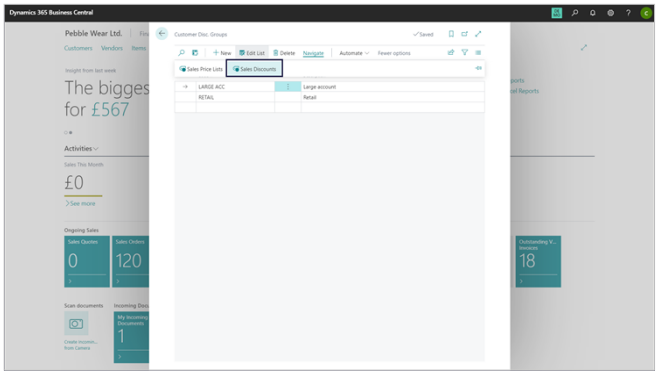
The Sales Price Lists option is available for selection.



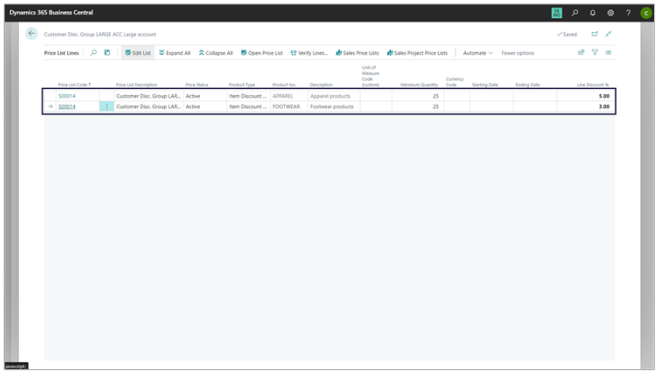
Multiple price lists can be linked to a certain customer discount group, such as a list with a different currency or a list with a specific start and end date.



The Sales Discounts option is also available for selection.



Selecting Sales Discounts provides insight into the different line discount percentages per customer discount group. From this screen, it is possible to maintain discounts for the selected price list.

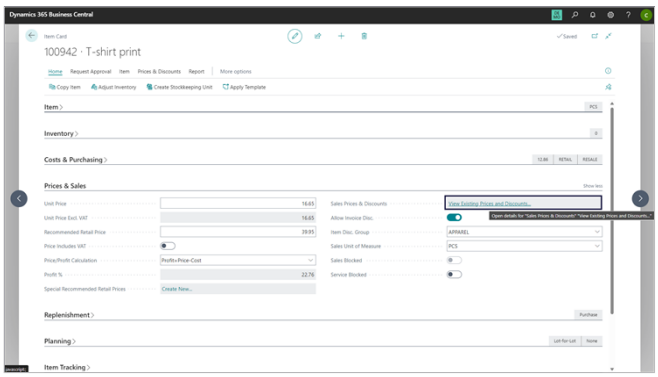


3.1.5. Sales discounts BC25

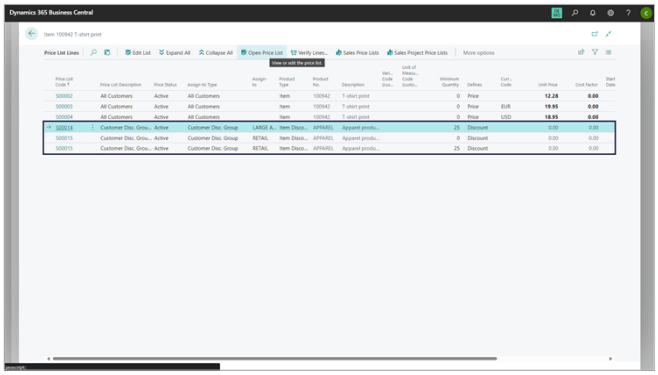
Special sales prices and discounts provide flexibility and efficiency in managing pricing strategies. They enable the definition of customer-specific prices, volume-based discounts, and time-limited promotions. Prices and discounts can be set based on criteria such as customer groups, item categories, currencies, and date ranges. This ensures accurate pricing, supports diverse sales models, and reduces manual adjustments.

3.1.5.1. Special sales discount lists

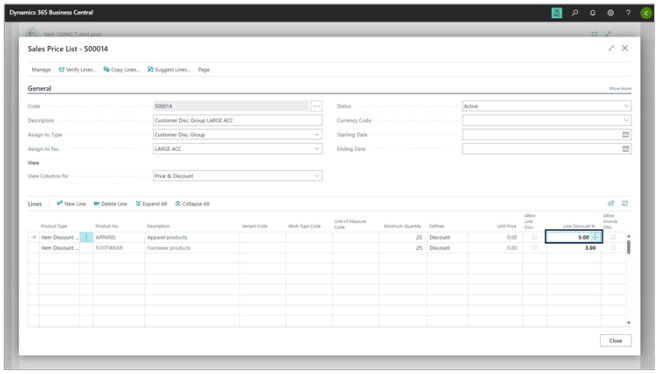
It is possible to create special sales price/discount lists where a specific discount can be set for an item.



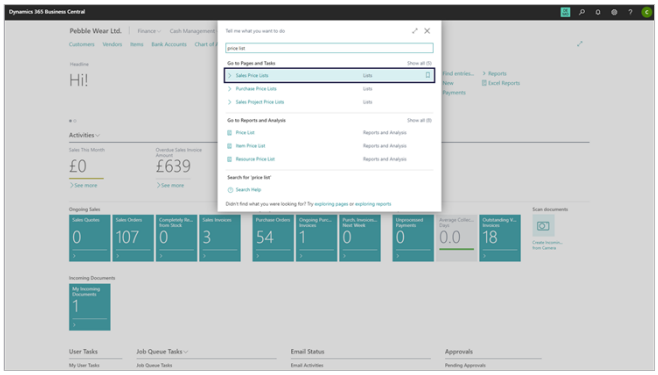
It is possible to add the same item to multiple price/discount lists, such as a discount list for all customers, a specific customer discount group like a country, a particular customer, or a specific campaign. The item discount can be defined for each discount list in a different currency, for a specific period, unit of measure, or minimum quantity.



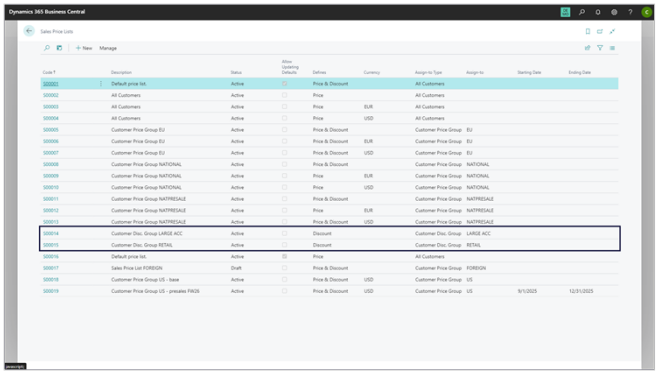
By opening a price/discount list, you can adjust the discount percentage of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.



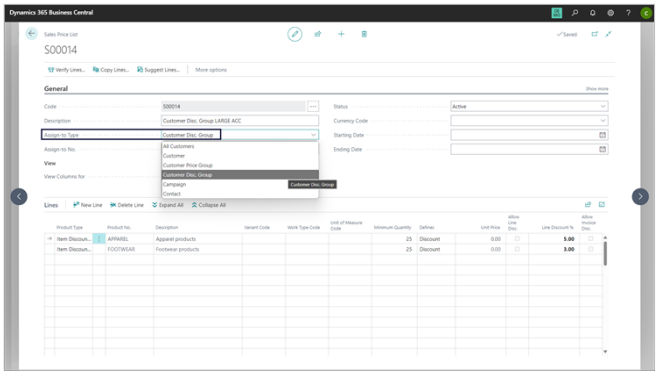
The Sales Price/Discount Lists can also be started by searching for it.



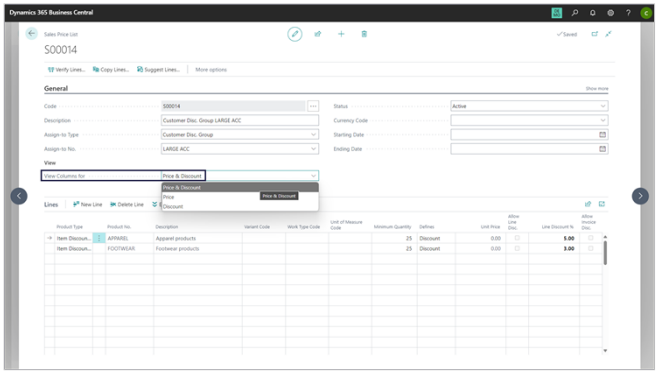
As mentioned earlier, sales discount lists can be created for different groups, with varying items and prices. This can be done per country, customer price group, customer agreement, for a specific period, for a certain unit of measure, currency, or starting from a minimum quantity.



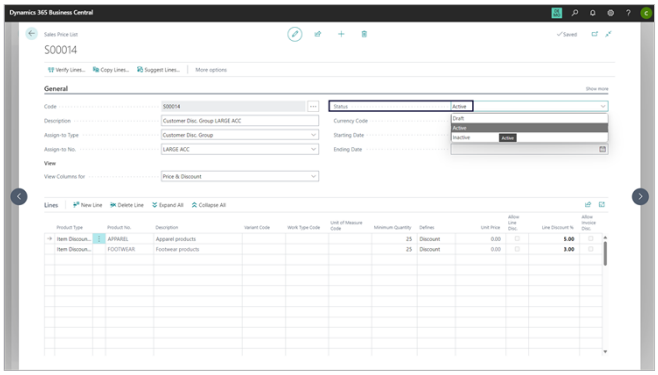
The Assign-to Type field specifies the type of entity to which the discount list is assigned. The options are relevant to the entity you are currently viewing.



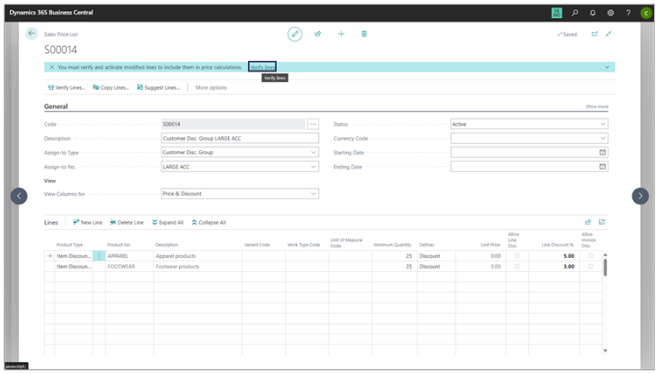
The View Columns for field specifies the amount type filter that defines the columns shown in the price list lines.



The Status field specifies whether the price/discount list is in Draft status and can be edited, Inactive and cannot be edited or used, or Active and can be edited (when Allow Editing Active Price is enabled) and used for price calculations.

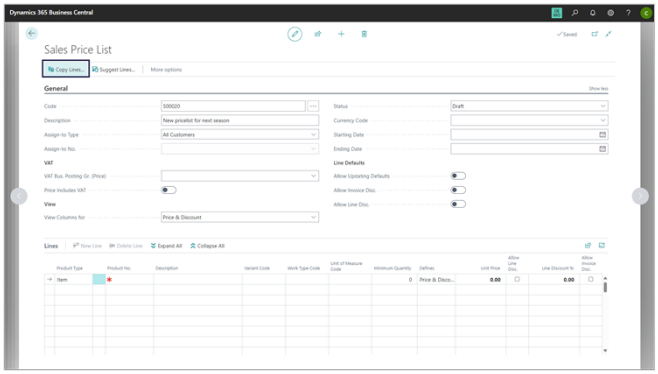


The Verify Lines function checks data consistency in the new and modified discount list lines, finds the duplicate discount lines and suggests the resolution of the line conflicts.

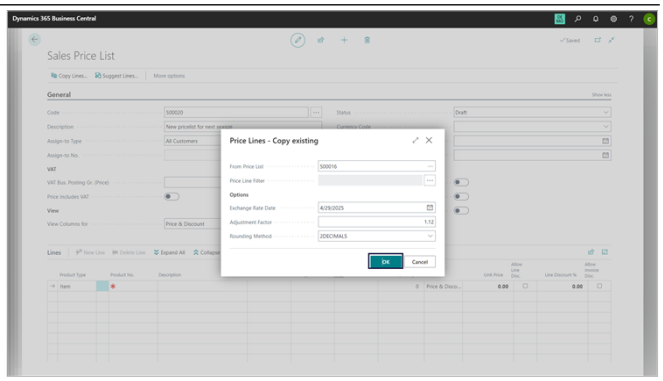


3.1.5.2. Creating sales price lists

By creating a new sales price list and then using the Copy Lines function, items with discounts from another list can be copied into the new list.



When retrieving existing discounts percentages, an adjustment factor can be entered, which will be multiplied with the retrieved discount percentages and rounded according to the specified rounding method.



3.1.5.3. Best price principle

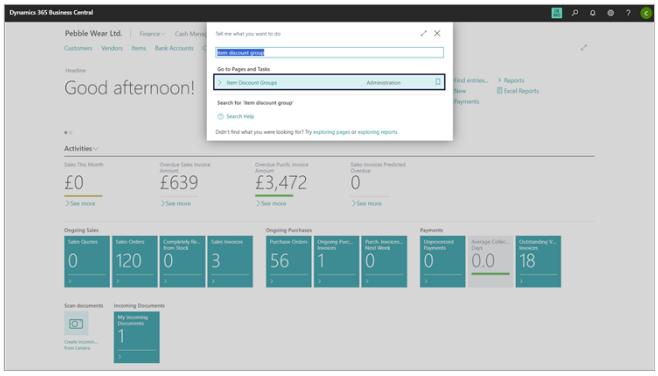
The sales price/discount engine uses the best price principle.
When multiple discount lines are found, the discount line with the highest discount will be picked.

Thank you for watching!

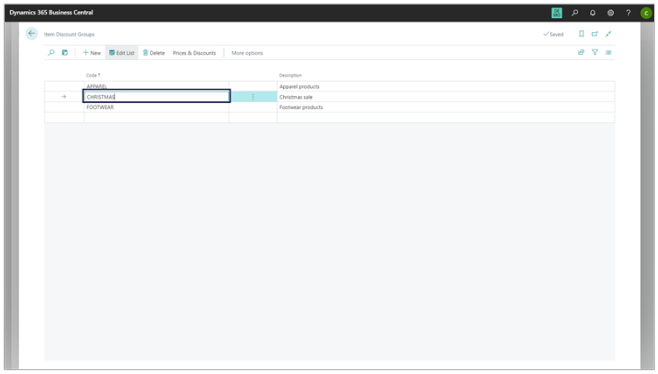
3.1.6. Item Discount Groups BC25

Item Discount Groups in Business Central provide a structured method for managing various discount scenarios on item level. Time-limited discounts can be set up, with defined start and end dates. This functionality enables the assignment of tailored discount lists to specific item discount groups, ensuring accurate and efficient discount management across different markets and conditions.

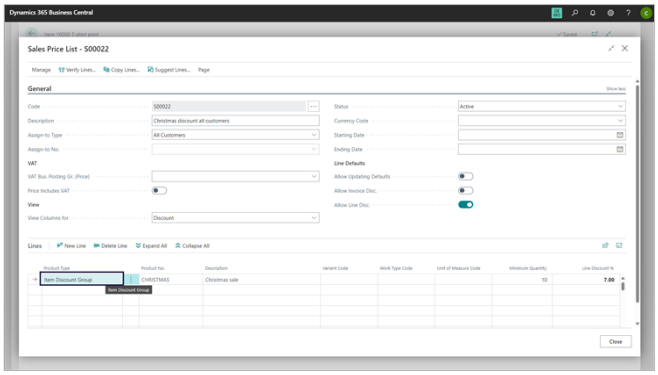
Item Discount Groups can be found by using the search function.



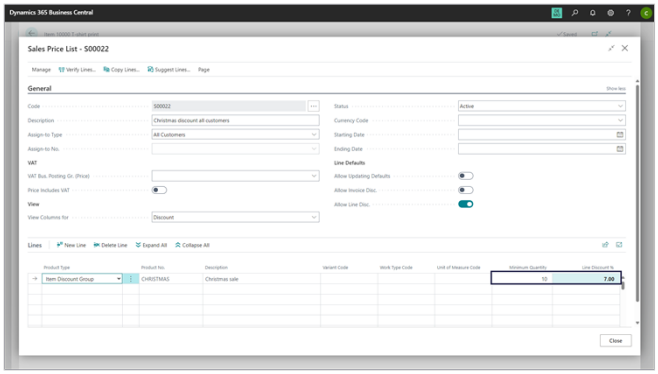
Multiple item discount groups can be created.



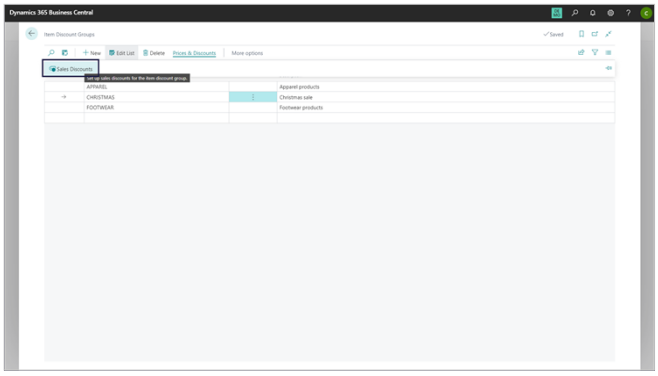
By creating a sales price list with the product type Item Discount Group, it can be linked to an Item Discount Group.



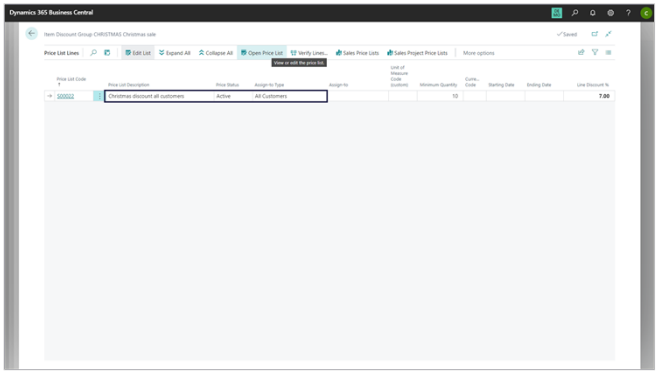
In the sales price line with product type Item Discount Group, select a group, a minimum quantity, and a line discount percentage.



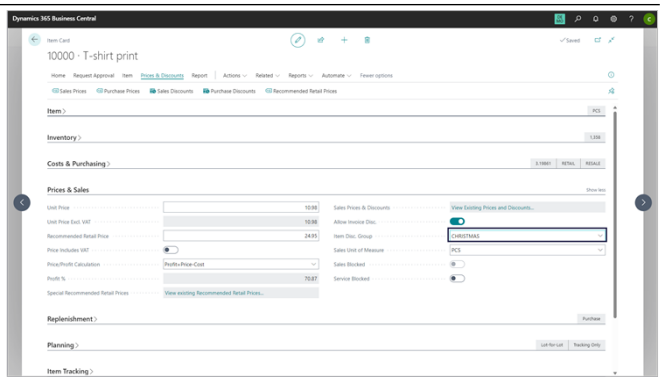
Check whether the created sales price list with the Item Discount Group is linked to the corresponding Item Discount Group.



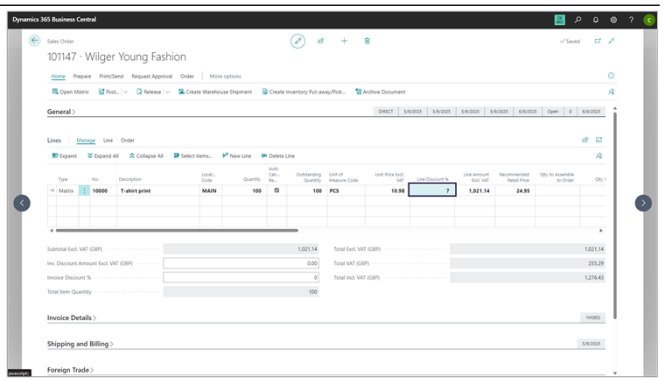
All sales price lists with Product Type 'Item Discount Group' are displayed.



Link the item to the Item Discount Group.



When entering the sales order, customers receive the specified discount for this item if the quantity exceeds the minimum.

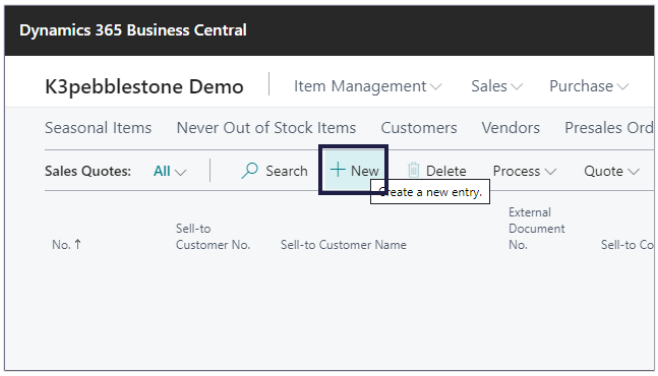


3.2. Sales orders and quotes

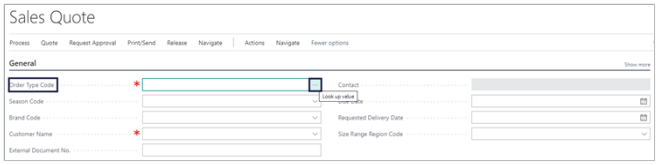
3.2.1. Sales Quote

3.2.1.1. Create a Sales Quote

Click on the navigation menu item **New**



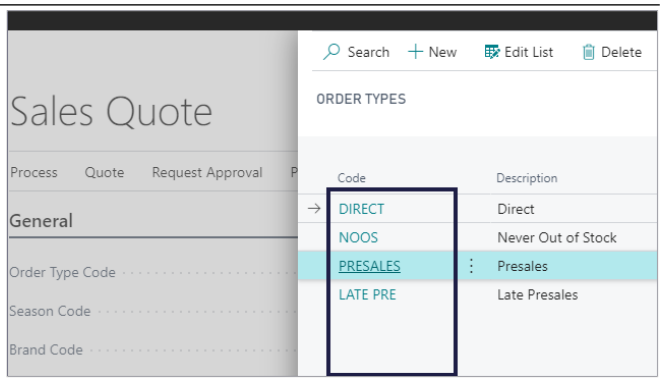
3.2.1.2. General



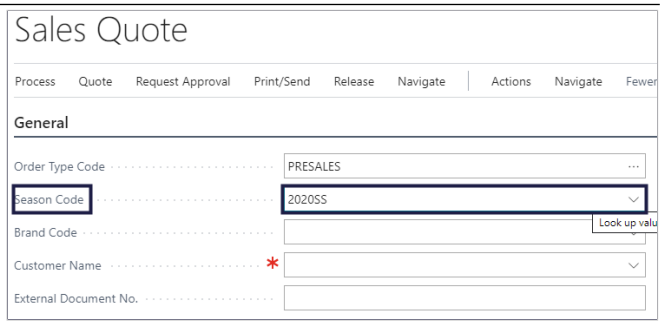
- **Order Type Code**.

  Specifies a code for the order type that this sales quote belongs to.
- Click on the lookup button **Order Type Code**.

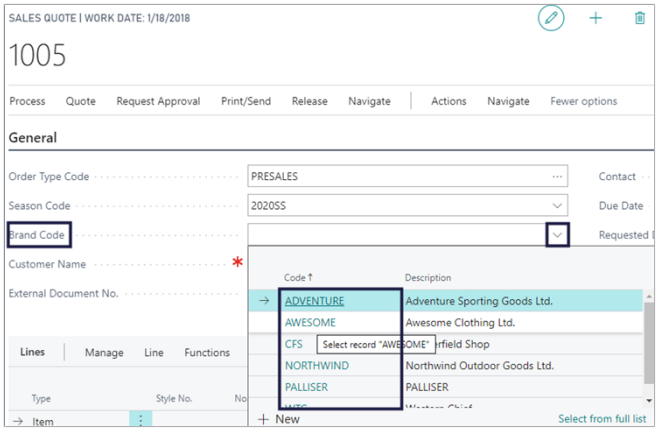
Click on the link in cell **Code** on any row



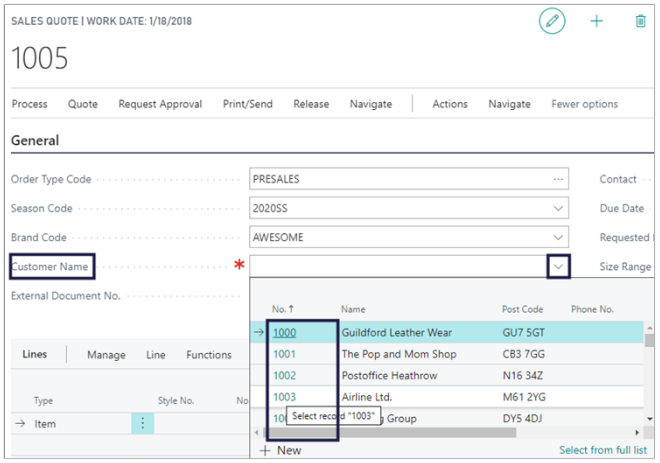
- **Season Code**.
  Specifies a code for the season that this sales quote belongs to.
- Move the mouse to the field **Season Code**.



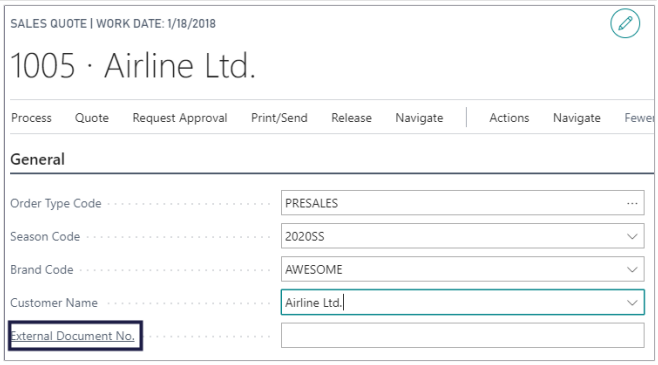
- **Brand Code**.
  Specifies a code for the brand that this sales quote belongs to.
- Click on the lookup button **Brand Code**.
- Click on the link in cell **Code** on any row.



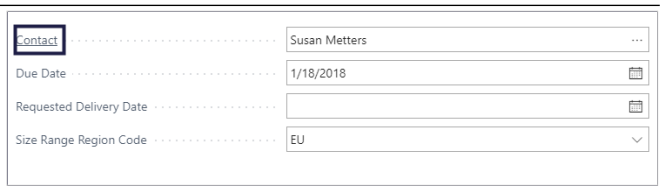
- **Customer Name**.
  Specifies the name of the customer who will receive the products and be billed by default.
- Click on the lookup button **Customer Name**.
- Click on the link in cell **No.** on any row.



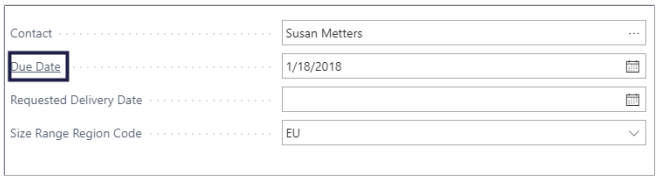
- **External Document No.**
  Specifies a document number that refers to the customer's or vendor's numbering system.



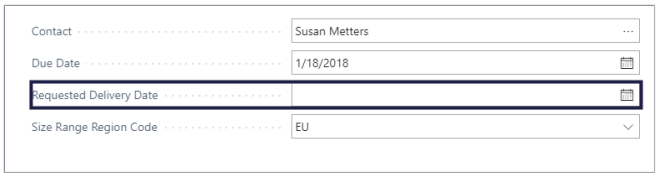
- **Contact**.
  Specifies the name of the person to contact at the customer.



- **Due Date**.
  Specifies when the related sales invoice must be paid.

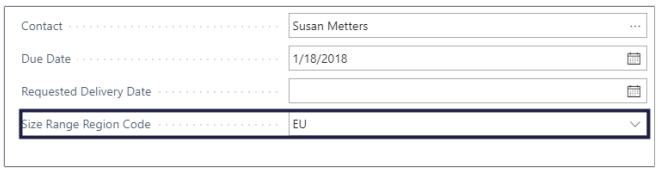


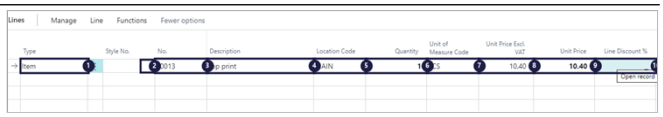
- **Requested Delivery Date**.
  Specifies the date that the customer has asked for the order to be delivered.



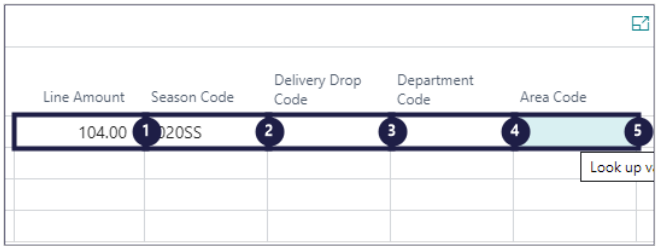
3.2.1.3. Sales quote lines

- Move the mouse to **Size Range Region Code**. Specifies the region code that is used to define mappings for size ranges





1. **Type**.
   Specifies the type of transaction that will be posted with the document line. If you select Comment, then you can enter any text in the Description field, such as a message to a customer.
2. **Style No.**
   Specifies the Style of the selected item. When you select a style number first the list of items to choose from will only show items which belong to this style.
3. **No.**
   Specifies the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the Type field.
4. **Description**.
   Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.
5. **Location Code**.
   Specifies the inventory location from which the items sold should be picked and where the inventory decrease is registered.
6. **Quantity**.
   Specifies how many units are being sold.
7. **Unit of Measure Code**.
   Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.
8. **Unit Price Excl. VAT**.
   Specifies the price for one unit on the sales line.
9. **Unit Price Excl. VAT**.
   Specifies the price for one unit on the sales line.
10. **Line Discount %**.
    Specifies the discount percentage that is granted for the item on the line.

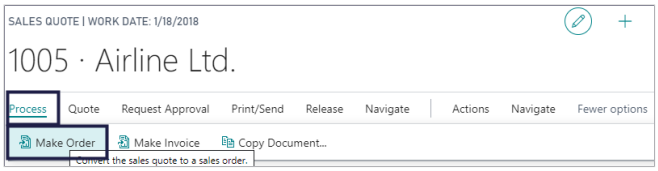


1. **Line Amount**.
   Specifies the net amount, excluding any invoice discount amount, that must be paid for products on the line.
2. **Season Code**.
   Specifies a code for the season that this quoted item belongs to.
3. **Delivery Drop Code**.
   Specifies the code that defines the drop in which this item will be delivered, associated with the season.
4. **Department Code**.
   Specifies the code for Shortcut Dimension 1, which is one of two global dimension codes that you set up in the General Ledger Setup window.
5. **Area Code**.
   Specifies the code for Shortcut Dimension 2, which is one of two global dimension codes that you set up in the General Ledger Setup window.

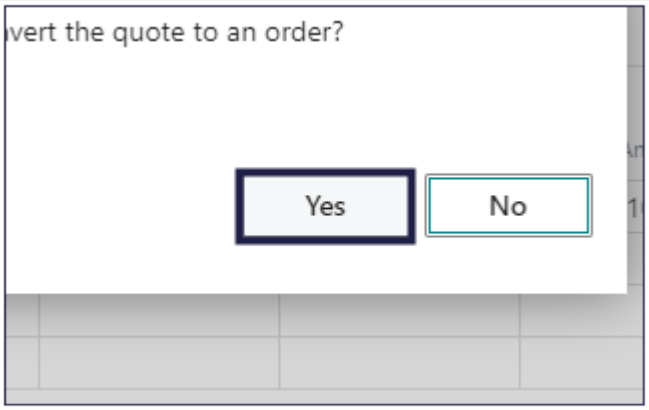
3.2.1.4. Make order from quote

- Click on the navigation menu item popup **Release**.
- Click on the navigation menu item **Release**.

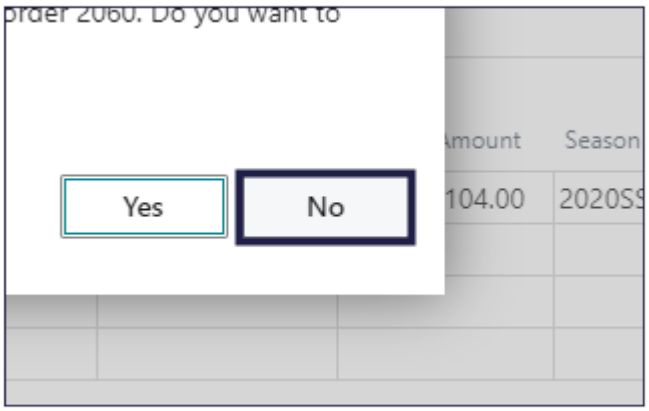
- Click on the navigation menu item popup **Process**.
- Click on the navigation menu item **Make Order**.



- Click on the button **Yes**.



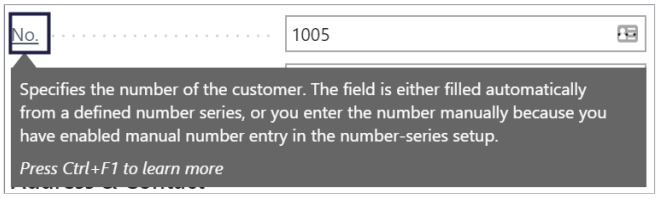
- Click on the button **No**.



3.2.2. Sales order creation

3.2.2.1. Tooltips

1. All over in the application you can check if there is a tooltip. Hover the pointer over an item, without clicking it, and a tooltip may appear.



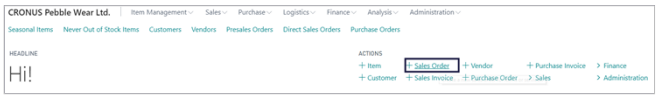
3.2.2.2. Order Types

On the Order Type a season and or additional seasons can be attached.
Example:
When choosing Order Type Presales the default season is filled on the Sales Order header.

1. **Code**.
2. **Description**.
3. **Type**.
4. **Default Season Code**.
5. **Additional Seasons**.

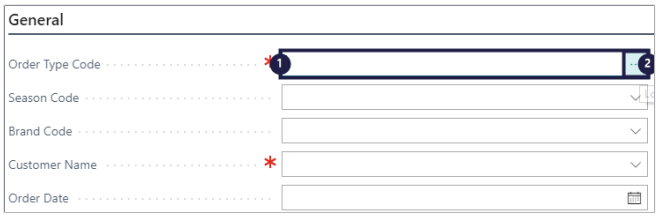
3.2.2.3. Create a new Sales Order

1. Click on the navigation menu item **Sales Order**.

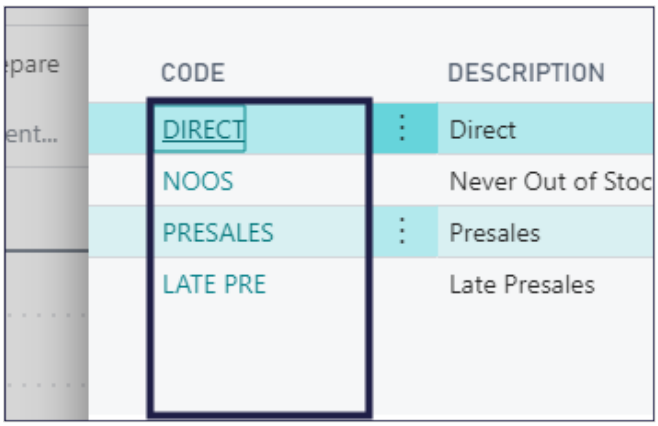


3.2.2.4. General

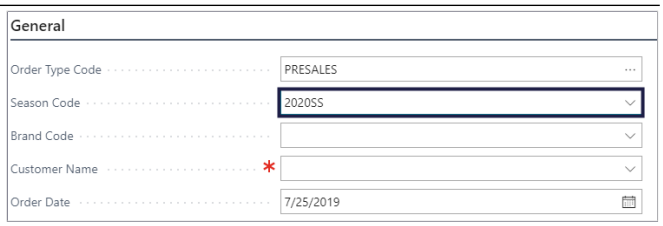
1. Move the mouse to the field **Order Type Code**.
2. Click on the lookup button **Order Type Code**.



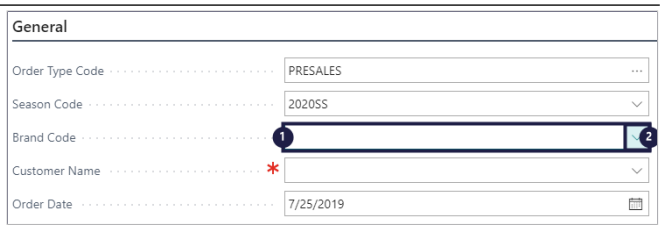
1. Choose a code for the order type that this sales order belongs to.



1. Move the mouse to the field **Season Code**.
Specifies a code for the season that this sales order belongs to.

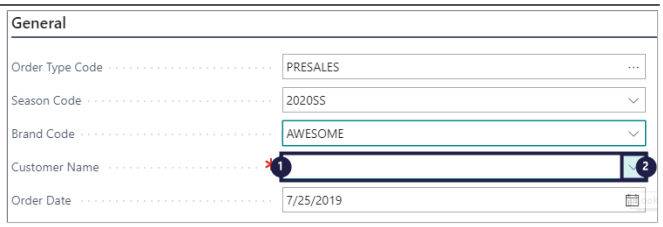


1. Move the mouse to the field **Brand Code**.
2. Click on the lookup button **Brand Code**.

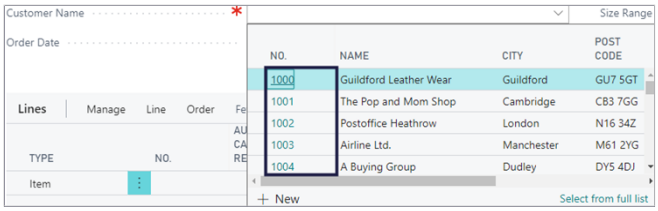


1. Choose a code for the brand that this sales order belongs to.

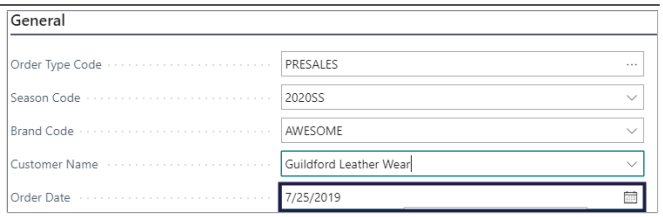
1. Move the mouse to the field **Customer Name**.
2. Click on the lookup button **Customer Name**.

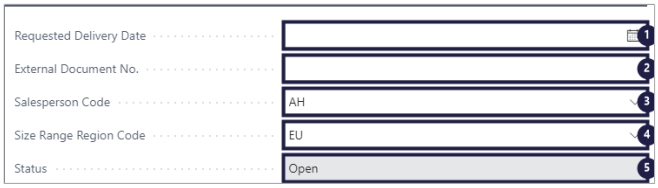


1. Choose the customer who will receive the products and be billed by default.



1. Move the mouse to the field **Order Date**.
Specifies the date when the order was created.

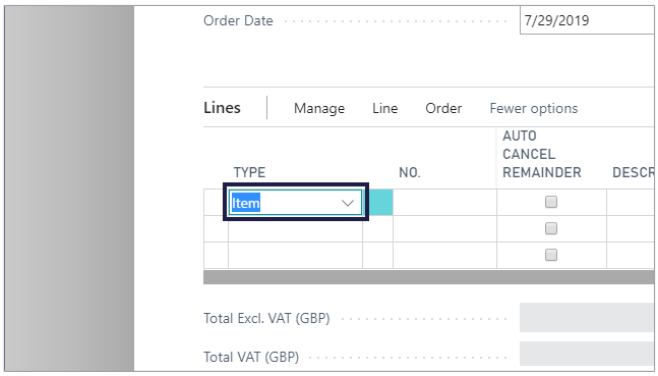




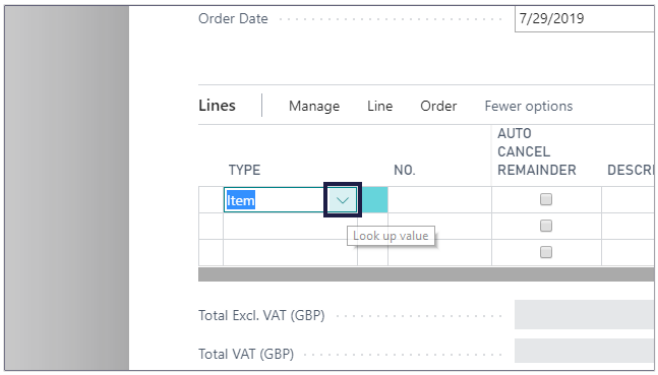
1. **Requested Delivery Date**.
   Specifies the date that the customer has asked for the order to be delivered.
2. **External Document No.**
   Specifies a document number that refers to the customer's or vendor's numbering system.
3. **Salesperson Code**.
   Specifies the name of the salesperson who is assigned to the customer.
4. **Size Range Region Code**.
   Specifies the region code that is used to define mappings for size ranges.
5. **Status**.
   Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.

3.2.2.5. Sales lines

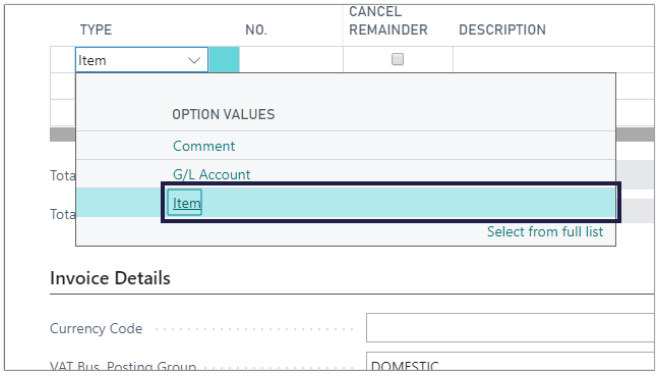
Type



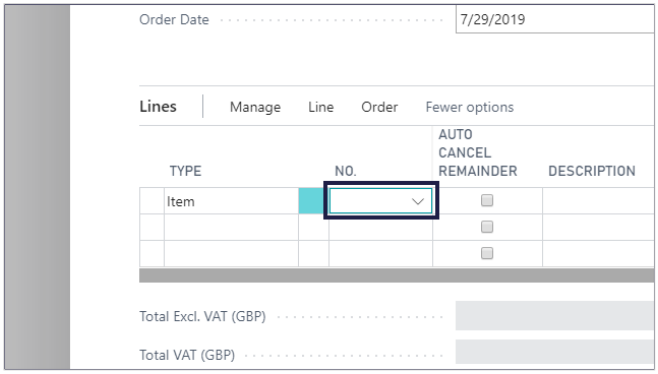
Click on the lookup button in the cell **Type**



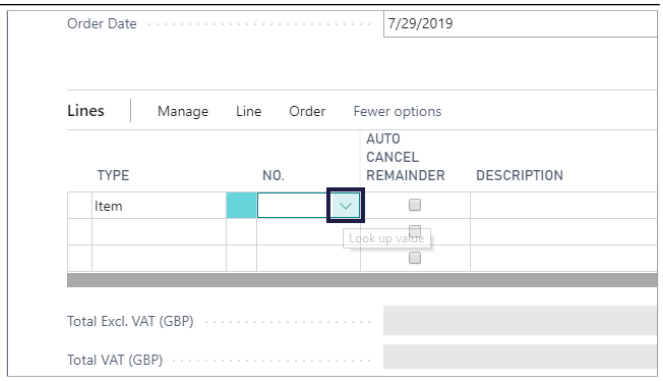
Move the mouse to the cell **Option Values** with the value **Item**
Specifies the type of transaction that will be posted with the document line.



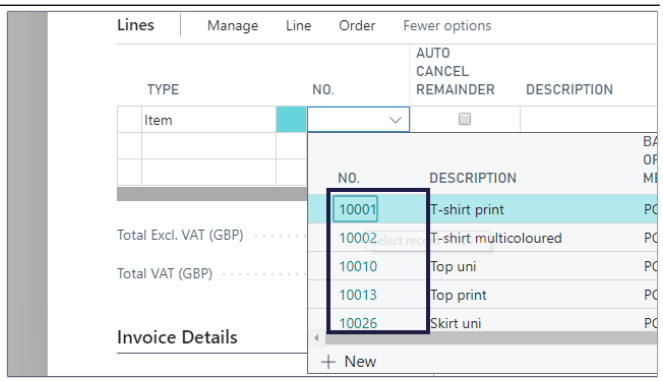
No.



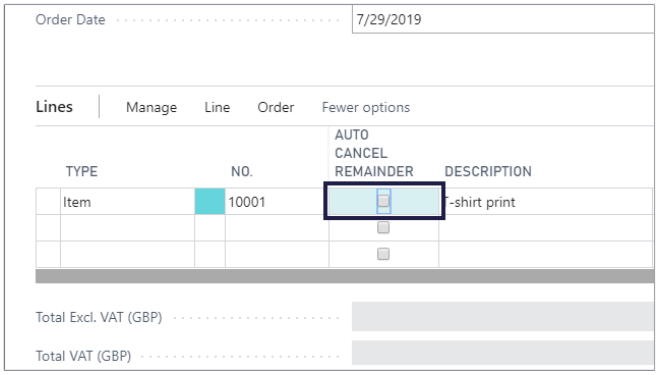
Click on the lookup button in the cell **No.**



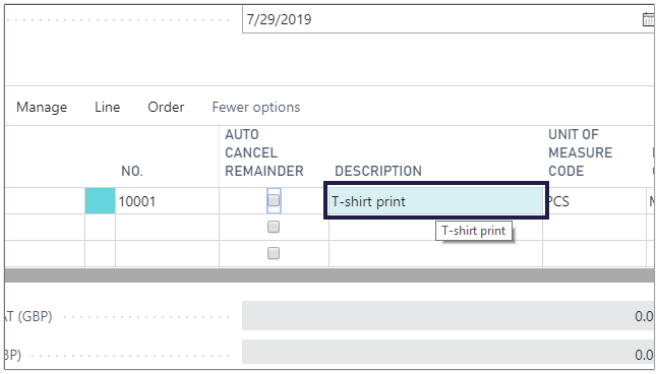
Click on the link in cell **No.** on any row
Specifies the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the Type field.



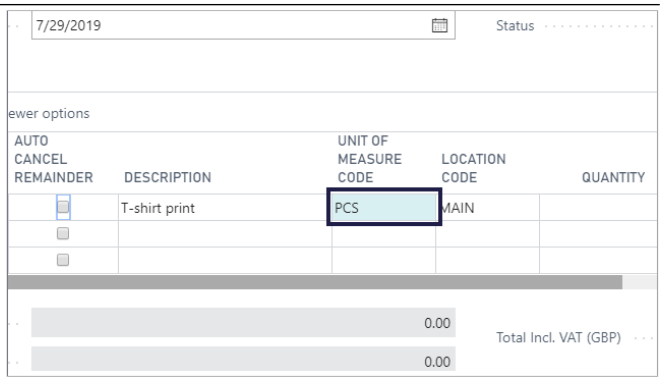
Auto Cancel Remainder
Specifies if the remaining quantity will automatically be canceled when shipping less then the ordered quantity.



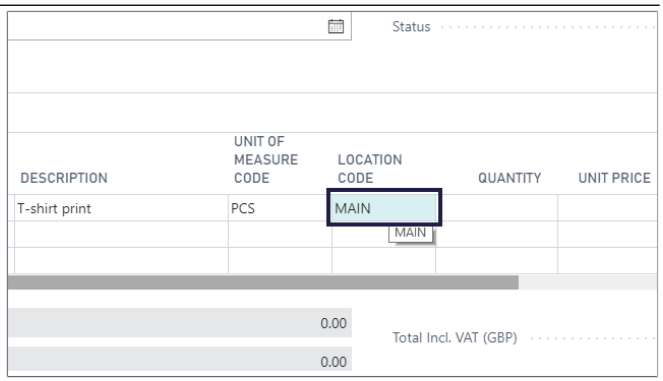
Description
Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.



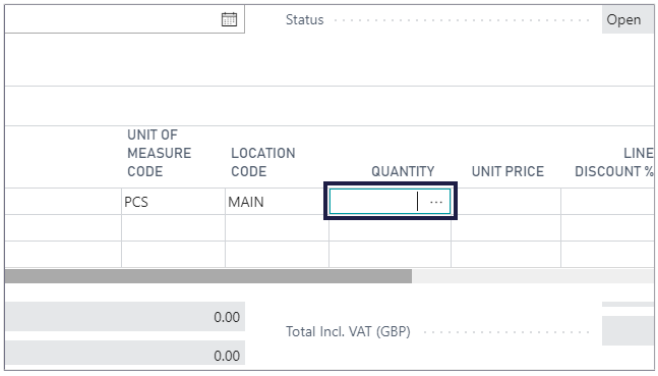
Unit of Measure Code
Specifies the base unit used to measure the item, such as piece, box, or pallet.



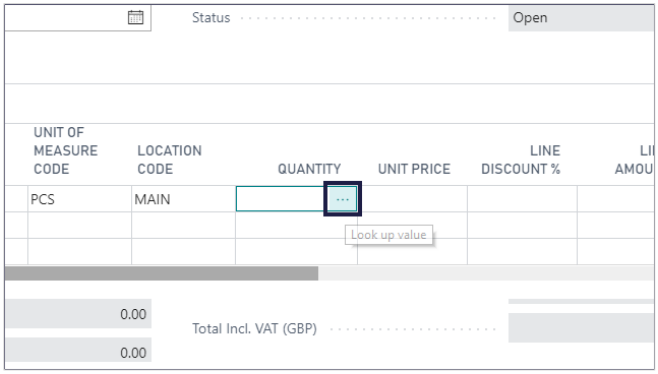
Location Code
Specifies the inventory location from which the items sold should be picked and where the inventory decrease is registered.



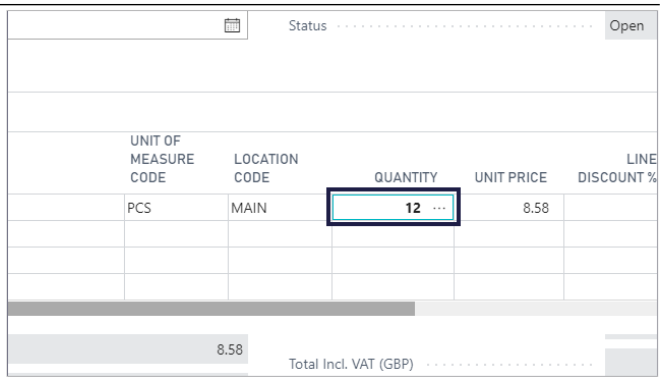
Quantity



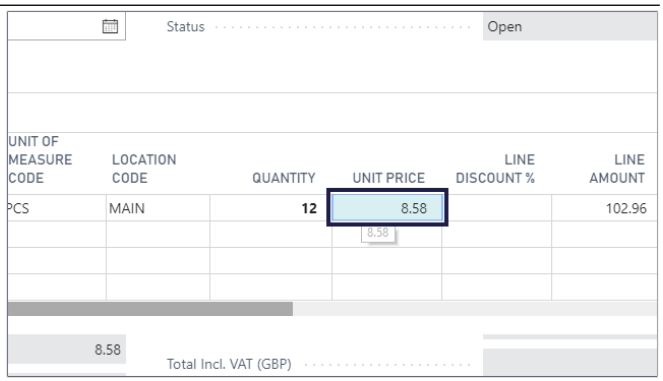
Click on the lookup button in the cell **Quantity**
Fill in the quantities in the order matrix



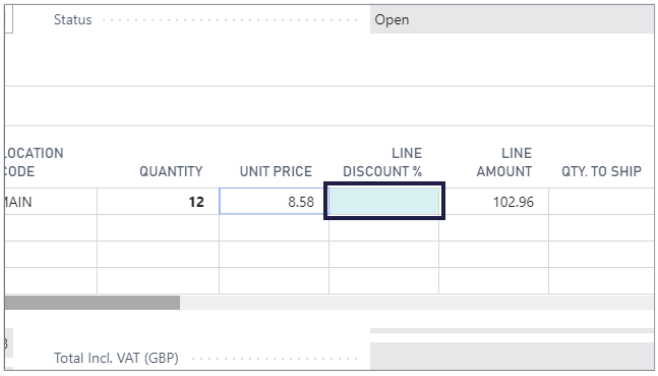
Quantity
Specifies how many units are being sold.



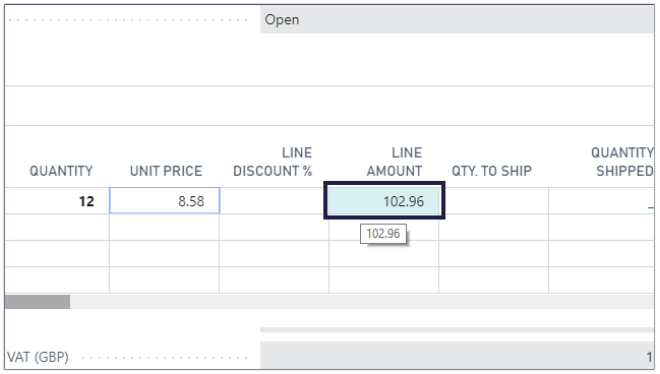
Unit Price
Specifies the price for one unit on the sales line.



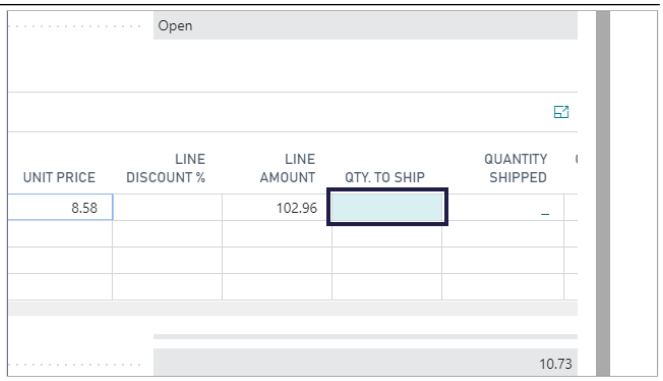
Line Discount %
Specifies the discount percentage that is granted for the item on the line.



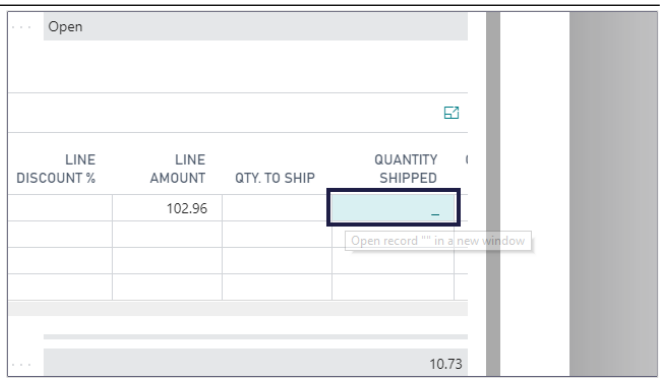
Line Amount
Specifies the net amount, excluding any invoice discount amount, that must be paid for products on the line.



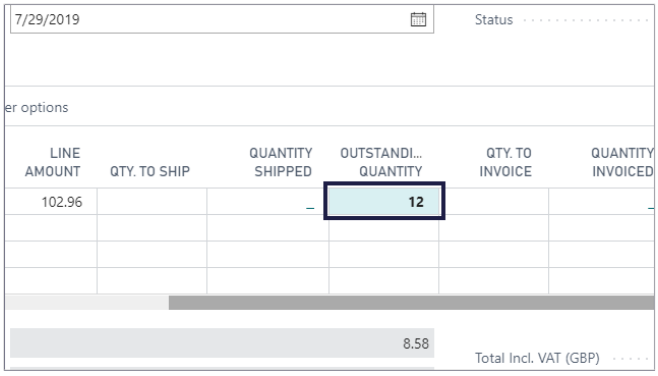
Qty. to Ship
Specifies the quantity of items that remain to be shipped.



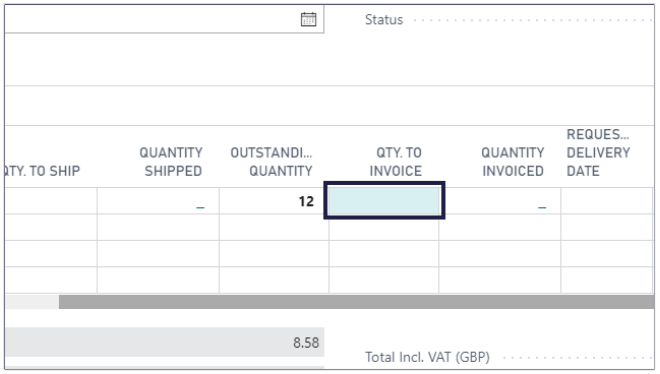
Quantity Shipped
Specifies the quantity of items that remain to be shipped.



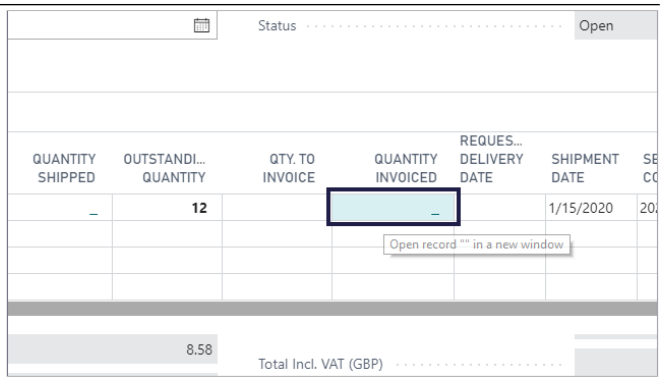
Outstanding Quantity
Specifies how many units of the item on the line have been unfulfilled.



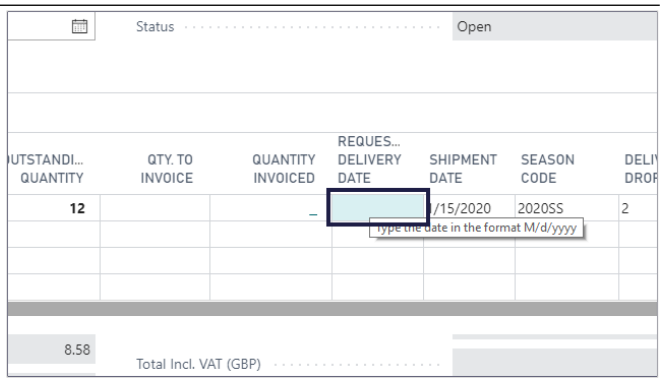
Qty. to Invoice
Specifies the quantity that remains to be invoiced. It is calculated as Quantity minus Qty. Invoiced.



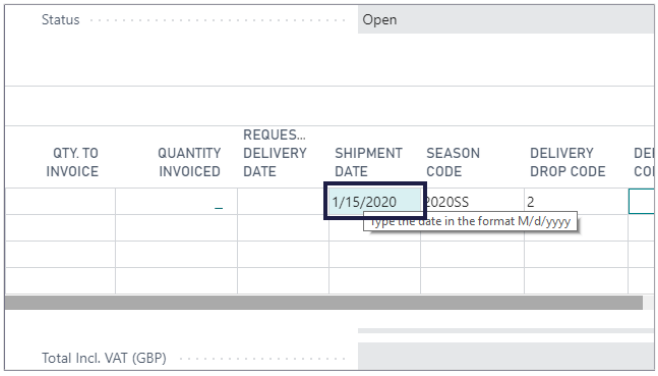
Quantity Invoiced
Specifies how many units of the item on the line have been posted as invoiced.



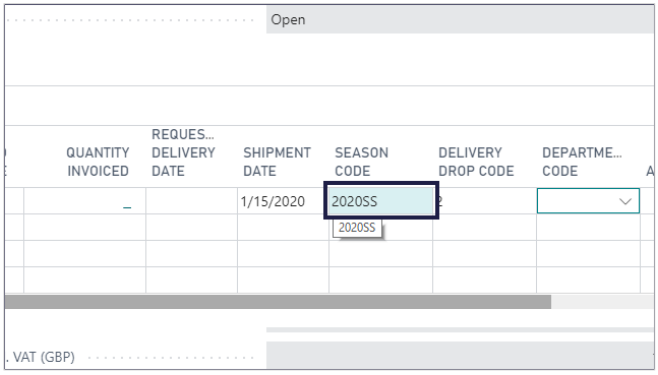
Requested Delivery Date
Specifies the date that the customer has asked for the order to be delivered.



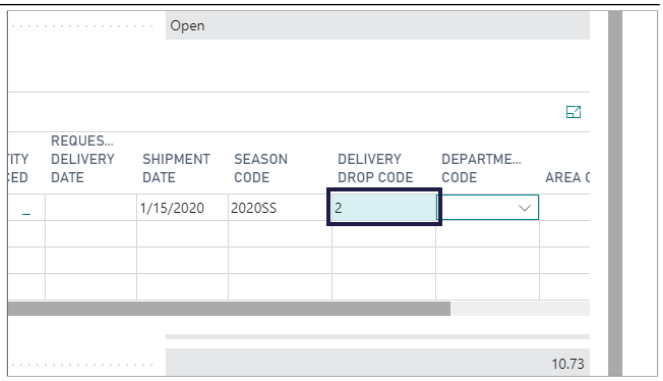
Shipment Date
Specifies when items on the document are shipped or were shipped. A shipment date is usually calculated from a requested delivery date plus lead time.



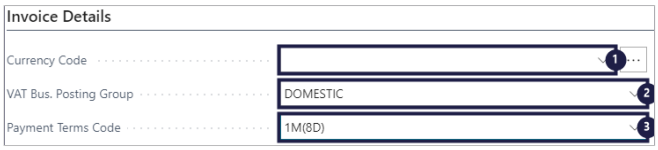
Season Code
Specifies a code for the season that this ordered item belongs to.



Delivery Drop Code
Specifies the code that defines the drop in which this item will be delivered, associated with the season.



3.2.2.6. Invoice details



1. **Currency Code**.
   Specifies the currency of amounts on the sales document.
2. **VAT Bus. Posting Group**.
   Specifies the VAT specification of the involved customer or vendor to link transactions made for this record with the appropriate general ledger account according to the VAT posting setup.
3. **Payment Terms Code**.
   Specifies a formula that calculates the payment due date, payment discount date, and payment discount amount.

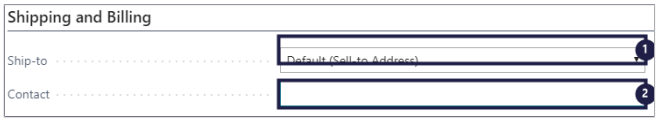
1. **Department Code**.
   Specifies the code for Shortcut Dimension 1, which is one of two global dimension codes that you set

up in the General Ledger Setup window.

2. **Area Code**.
Specifies the code for Shortcut Dimension 2, which is one of two global dimension codes that you set up in the General Ledger Setup window.

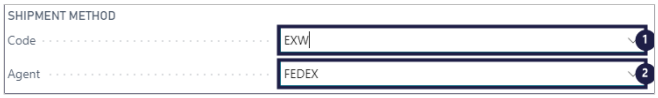
3.2.2.7. Shipping and Billing

3.2.2.7.1. Shipping



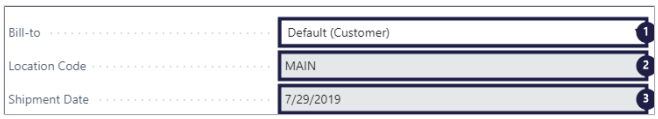
1. **Ship-to**.
Specifies the address that the products on the sales document are shipped to. Default (Sell-to Address): The same as the customer's sell-to address.
Alternate Ship-to Address: One of the customer's alternate ship-to addresses.
Custom Address: Any ship-to address that you specify in the fields below.
2. **Contact**.
Specifies the name of the contact person at the address that products on the sales document will be shipped to.

3.2.2.7.2. Shipment method



1. **Code**.
Specifies how items on the sales document are shipped to the customer.
2. **Agent**.
Specifies which shipping agent is used to transport the items on the sales document to the customer.

3.2.2.7.3. Billing



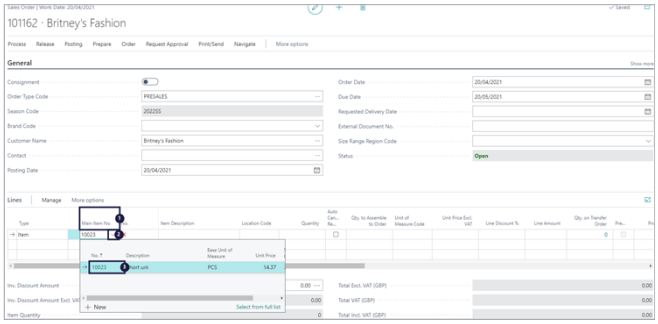
1. **Bill-to**.
Specifies the customer that the sales invoice will be sent to. Default (Customer): The same as the customer on the sales invoice.
Another Customer: Any customer that you specify in the fields below.
2. **Location Code**.
Specifies the location from where inventory items to the customer on the sales document are to be shipped by default.
3. **Shipment Date**.
Specifies when items on the document are shipped or were

shipped. A shipment date is usually calculated from a requested delivery date plus lead time.

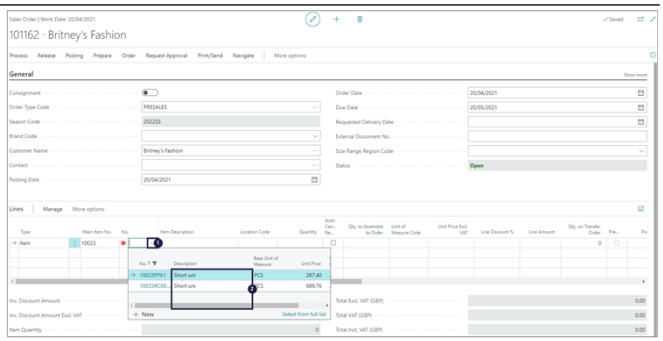
3.2.3. Use Prepack in Sales Order

3.2.3.1. Use Prepack in Sales Order

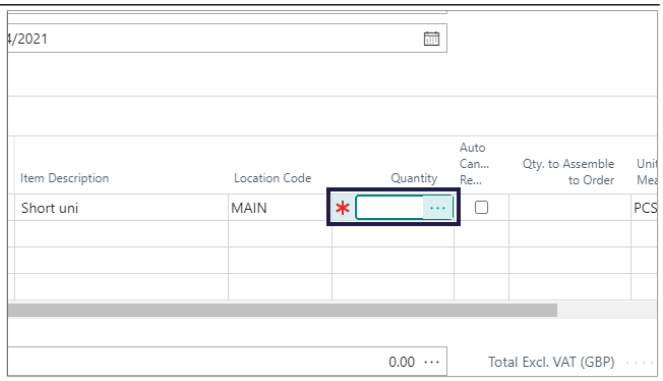
1. Move the mouse to the column header **Main Item No.**
2. Enter the Main Item number.
3. Click on the link in cell **No.** with the value **10023**.



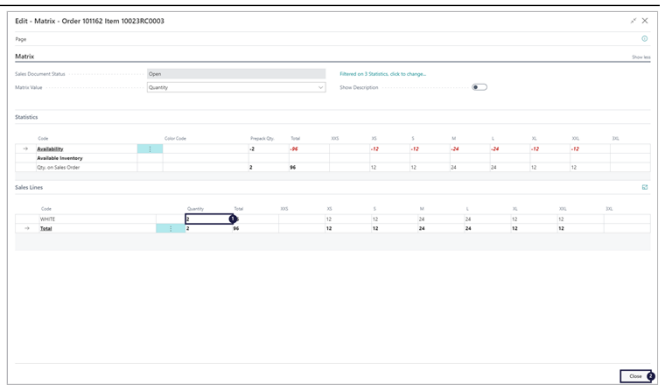
1. Move the mouse to the lookup button in the cell **No.**
2. Click on the cell **Description** on any row.

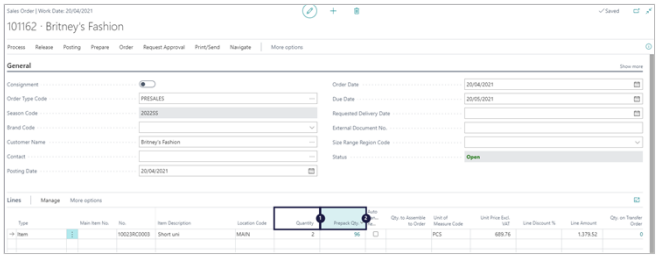


Click on the link in cell **Quantity**



1. Click on the cell **Prepack Qty.** - Enter **Prepack Qty.**.
2. Click on the button **Close**.



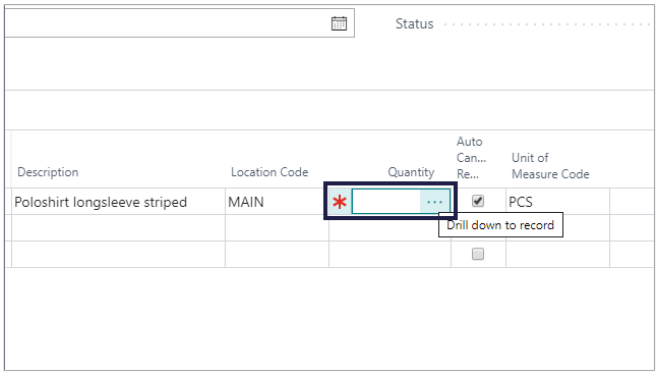


1. **Quantity**.
   Specifies how many units are being sold.
2. Move the mouse to the column header **Prepack Qty.**
   Specifies the quantity within a prepack

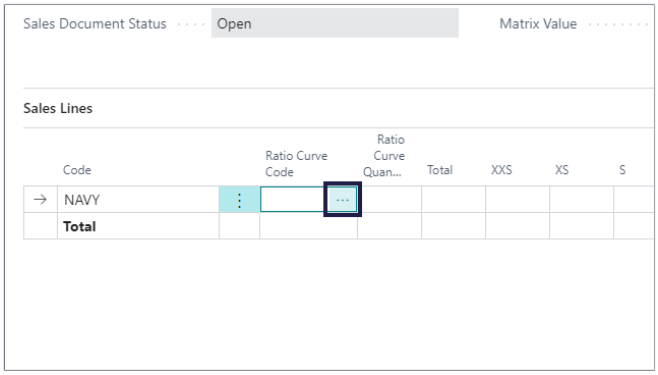
3.2.4. Use Ratio Curves in Sales Order

3.2.4.1. Ratio Curves in Sales order

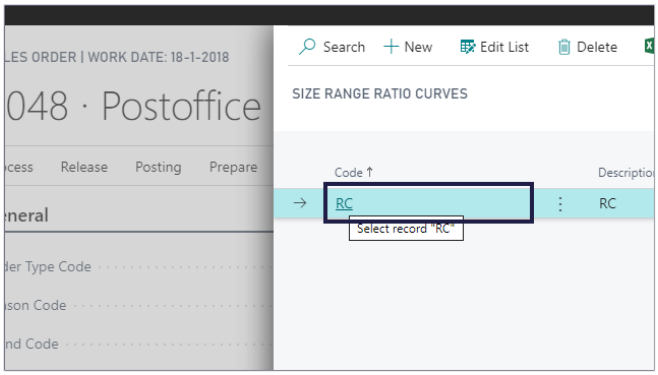
Open Matrix to fill in **Quantity**



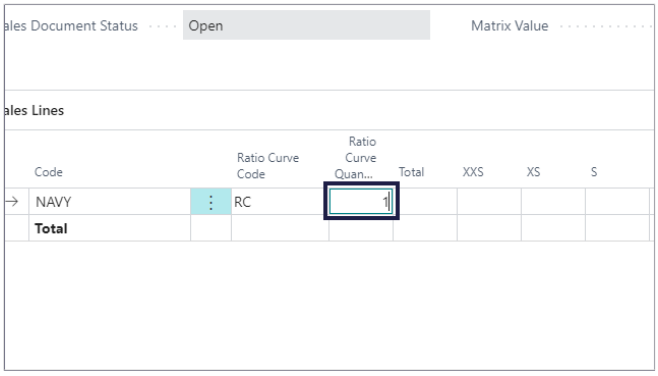
Click on the lookup button in the cell **Ratio Curve Code**



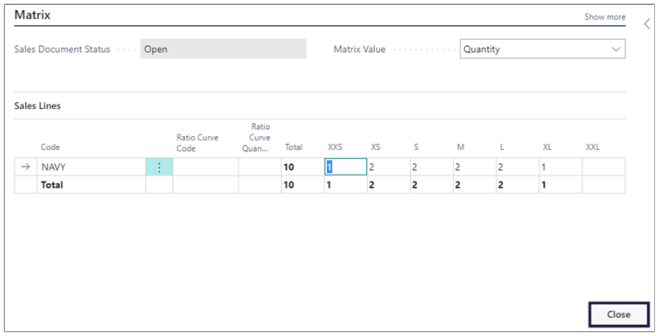
Choose a Ratio Curve.



Add the quantity for the **Ratio Curve Quantity**, press Tab.
The quantities wil be filled based on the Ratio Curve.



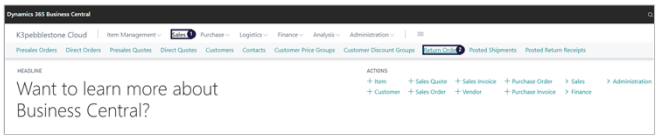
1. Click on the button **Close**.



3.2.5. Sales return order creation

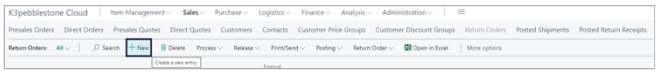
3.2.5.1. Navigate to sales return order

1. **Sales**.
2. **Return Orders**.



3.2.5.2. Create a sales return order

Create a new entry.



3.2.5.3. General

1. **Customer No.**
   Specifies the number of the customer associated with the sales return.
2. **Customer Name The value for this field is required.**
   Specifies the name of the customer.
3. **Order Date**.
   Specifies the date when the order was created.
4. **External Document No.**
   Specifies a document number that refers to the customer's or vendor's numbering system.
5. **Status Open**.
   Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.

3.2.5.4. Sales lines

1. **Type**.
   Specifies the type of transaction that will be posted with the document line. If you select Comment, then you can enter any text in the Description field, such as a message to a customer.
2. **No.**
   Specifies the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the Type field.
3. **Description**.
   Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.
4. **Return Reason Code**.
   Specifies the code explaining why the item was returned.
5. **Location Code**.
   Specifies the location from where inventory items to the customer on the sales document are to be shipped by default.
6. **Quantity**.
   Specifies how many units are being returned.
7. **Unit of Measure Code**.
   Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.
8. **Unit Price**.
   Specifies the price for one unit on the sales line.
9. **Line Discount %**.
   Specifies the discount percentage that is granted for the item on the line.
10. **Line Amount**.
    Specifies the net amount, excluding any invoice discount amount, that must be paid for products on the line.
11. **Return Qty. to Receive**.
    Specifies the quantity of items that remain to be shipped.

---

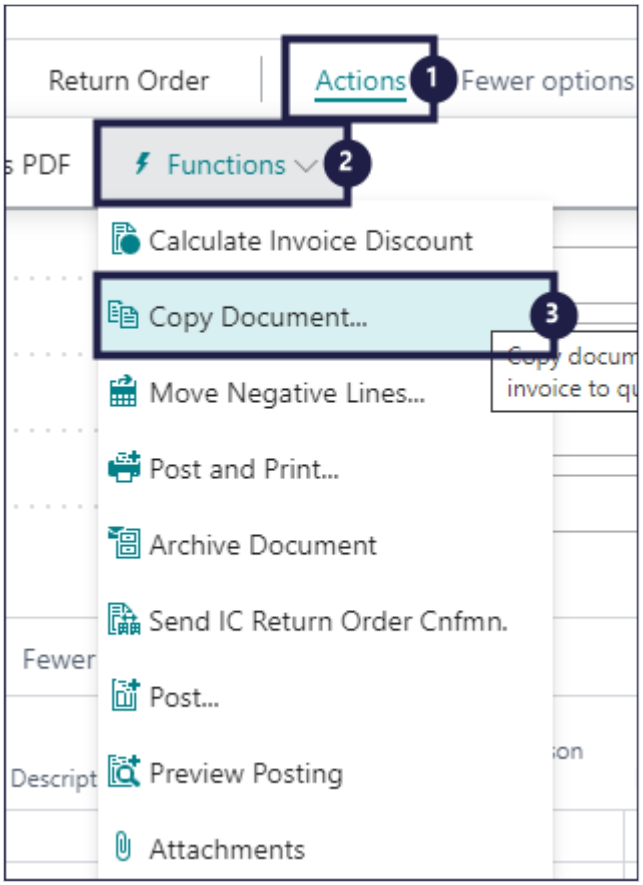
1. **Return Qty. Received**.
   Specifies how many units of the item on the line have been posted as shipped.
2. **Outstanding Quantity**.
   Specifies how many units of the item on the line have been unfulfilled.
3. **Qty. to Invoice**.
   Specifies the quantity that remains to

be invoiced. It is calculated as Quantity - Qty. Invoiced.

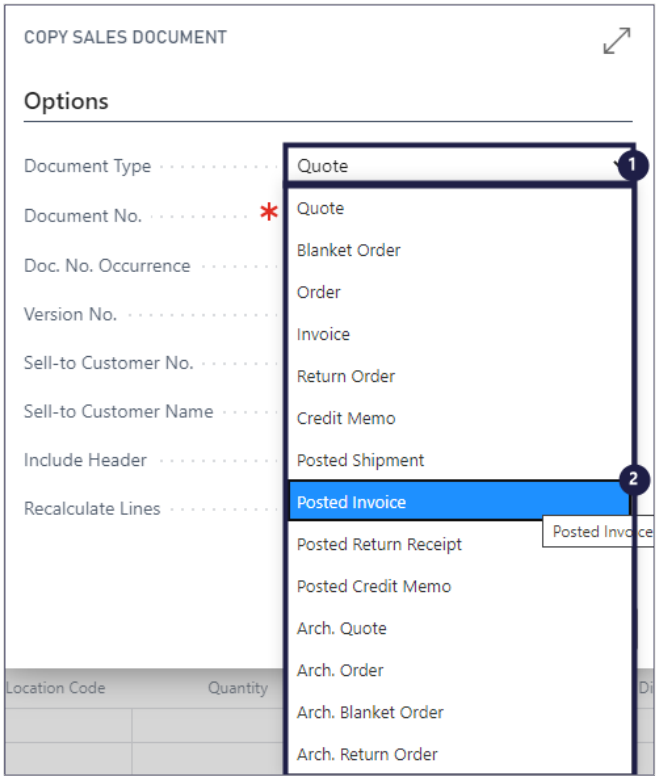
4. **Quantity Invoiced**.
Specifies how many units of the item on the line have been posted as invoiced.

3.2.5.4.1. Copy document

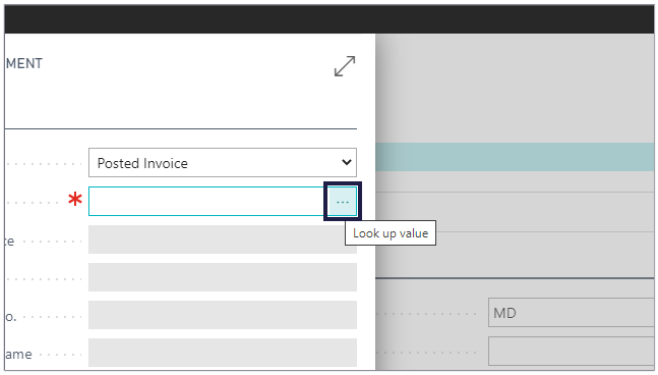
1. **Actions**.
2. **Functions**.
3. **Copy document lines and header information from another sales document to this document. You can copy a posted sales invoice into a new sales invoice to quickly create a similar document.**



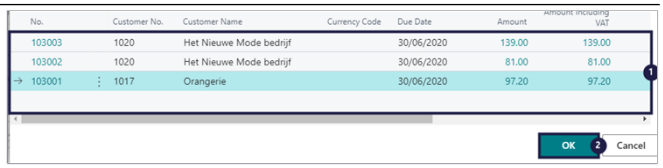
1. **Document Type**.
   Specifies the type of document that is processed by the report or batch job.
2. Click on an option from the list.

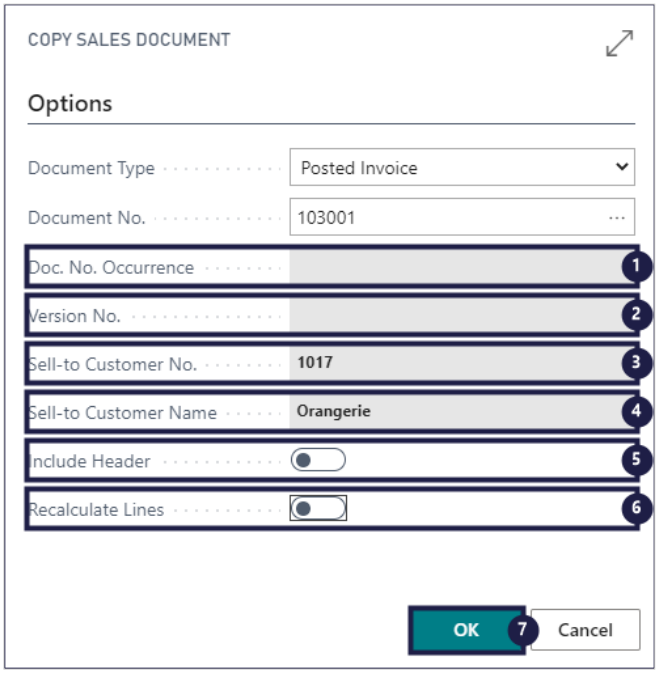


Document No.
Specifies the number of the document that is processed by the report or batch job.



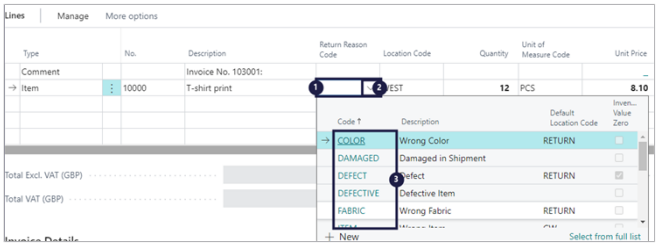
1. Click on an option from the list.
2. Click on the button **OK**.





1. **Doc. No. Occurrence (Blank)**.
   Specifies the number of times the No. value has been used in the number series.
2. **Version No. (Blank)**.
   Specifies the version of the document to be copied.
3. **Sell-to Customer No. 1017**.
   Specifies the sell-to customer number that will appear on the new sales document.
4. **Sell-to Customer Name Orangerie**.
   Specifies the sell-to customer name that will appear on the new sales document.
5. **Include Header**.
   Specifies if you also want to copy the information from the document header. When you copy quotes, if the posting date field of the new document is empty, the work date is used as the posting date of the new document.
6. **Recalculate Lines**.
   Specifies that lines are recalculate and inserted on the sales document you are creating. The batch job retains the item numbers and item quantities but recalculates the amounts on the lines based on the customer information on the new document header. In this way, the batch job accounts for item prices and discounts that are specifically linked to the customer on the new header.
7. Click on the button **OK**.

3.2.5.5. Return reason code



1. **Return Reason Code**.
2. Click on the lookup button in the cell **Return Reason Code**.
3. Move the mouse to the cell **Code** on any row.

3.2.5.6. Invoicing details

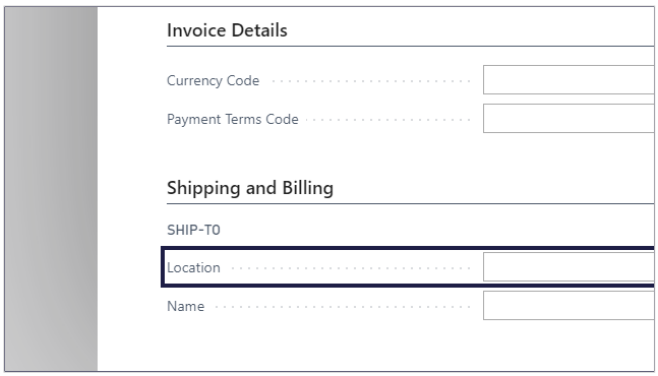
1. **Currency Code**.
   Specifies the currency that is used on the entry.
2. **Payment Terms Code**.
   Specifies a formula that calculates the payment due date, payment discount date, and payment discount amount.
3. **Shipment Date**.
   Specifies when items on the

document are shipped or were shipped. A shipment date is usually calculated from a requested delivery date plus lead time.

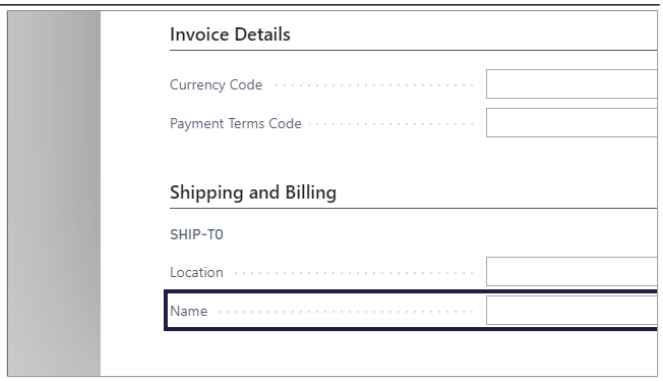
3.2.5.7. Shipping and billing

3.2.5.7.1. Ship-to

Location
Specifies the location from where inventory items to the customer on the sales document are to be shipped by default.

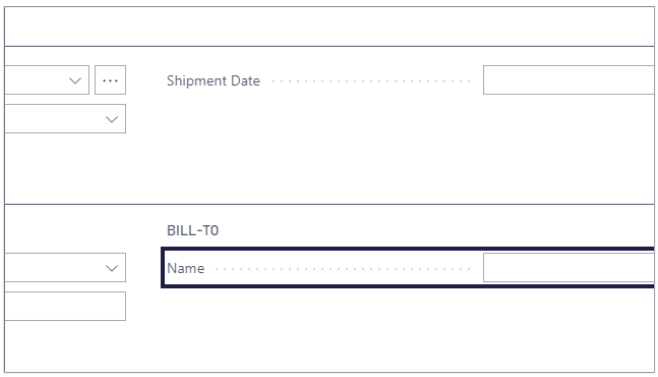


Name
Specifies the name that products on the sales document will be shipped to.



3.2.5.7.2. Bill-to

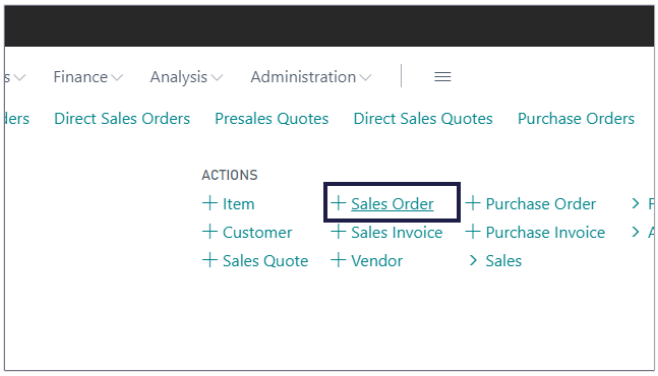
Name
Specifies the customer to whom you will send the sales invoice, when different from the customer that you are selling to.



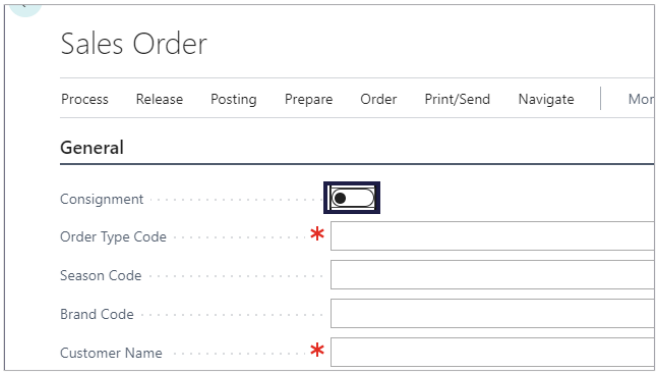
3.2.6. Consignment order

3.2.6.1. Consignment order

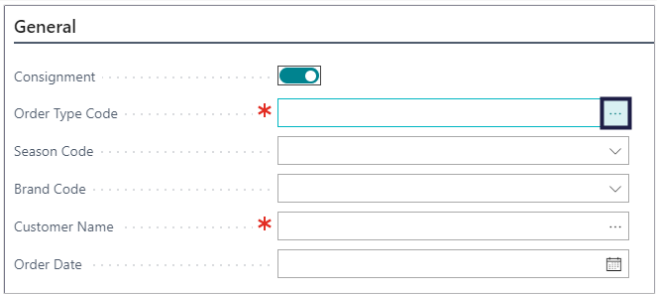
Click on the navigation menu item **Sales Order**



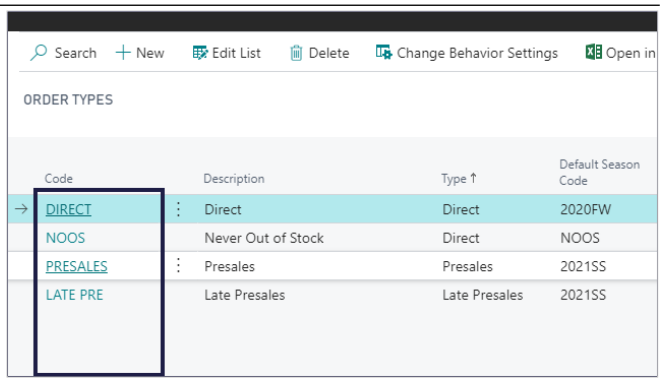
Consignment
Indicates if the order is a consignment order. Consignment orders offer additional functionality for consignment scenario's.



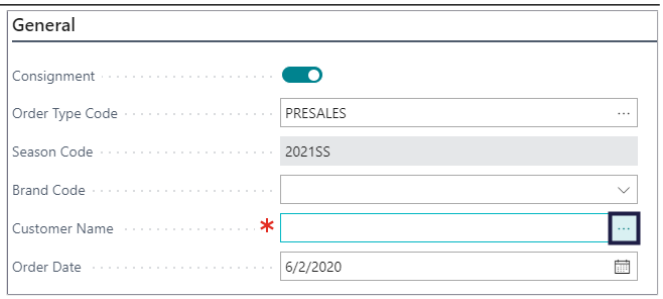
1. Click on the lookup button **Order Type Code**.



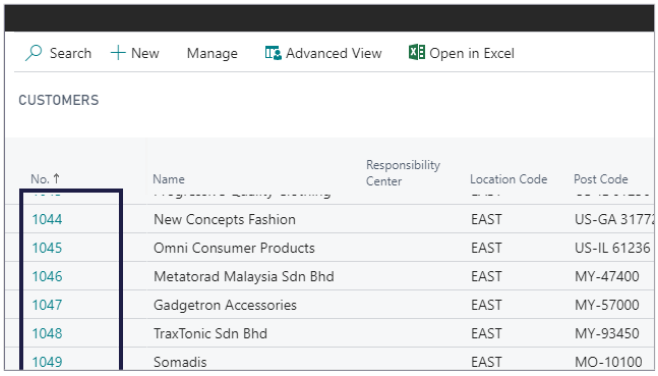
Click on the link in cell **Code** on any row



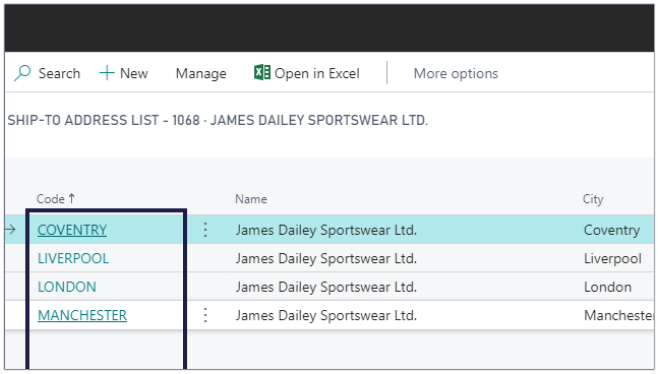
1. Click on the lookup button **Customer Name**.



Click on the link in cell **No.** on any row
If a customer has multiple ship to addresses, a pop-up appears.

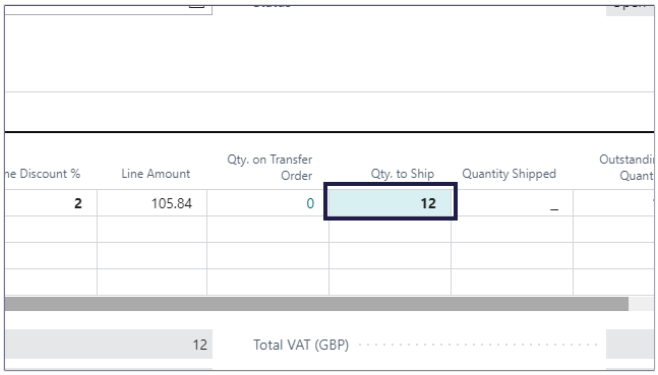


Click on the link in cell **Code** on any row



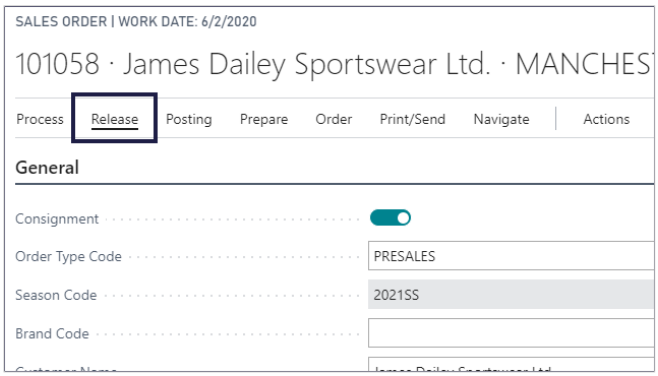
3.2.6.1.1. Manually quantity for Transfer order

Qty. to Ship, needs to be filled manually, before creating the transfer order.

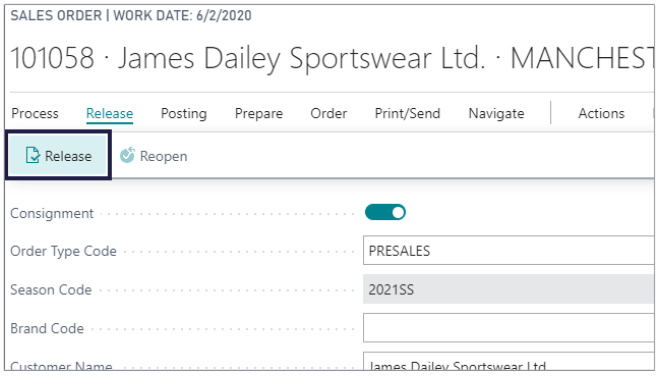


3.2.6.1.2. Create consignment transfer order

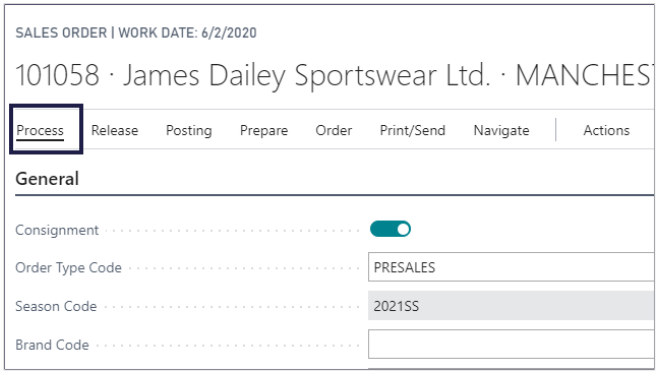
Click on the navigation menu item popup **Release**



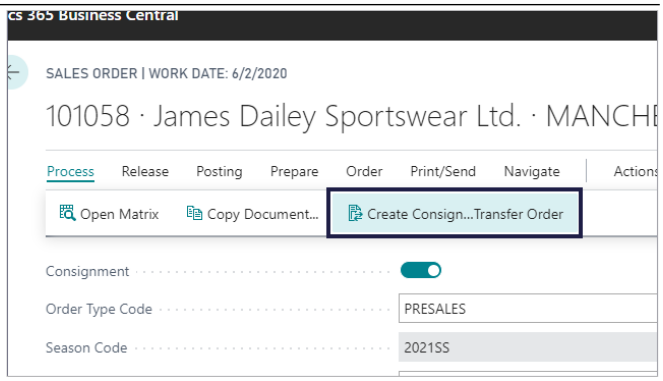
Click on the link **Release the document to the next stage of processing. When a document is released, it will be included in all availability calculations from the expected receipt date of the items. You must reopen the document before you can make changes to it. (Ctrl+F9)**



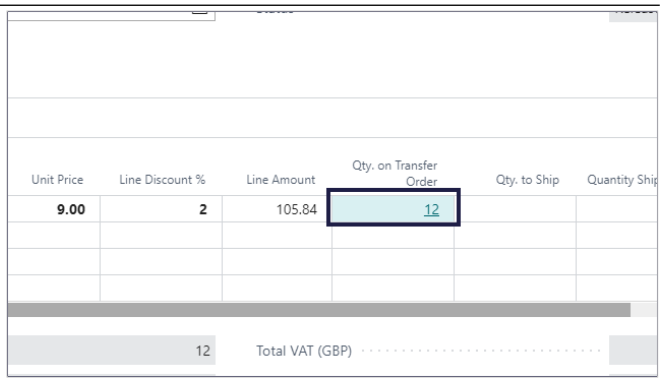
Click on the navigation menu item popup **Process**



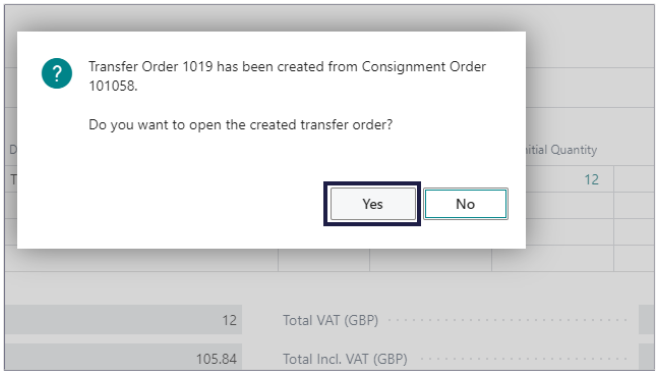
Click on the link **Create Consignment Transfer Order. Create a Transfer Order for the Consignment Sales Order.**



Qty. on Transfer Order
Specifies the quantity of items on transfer orders that remain to be shipped.

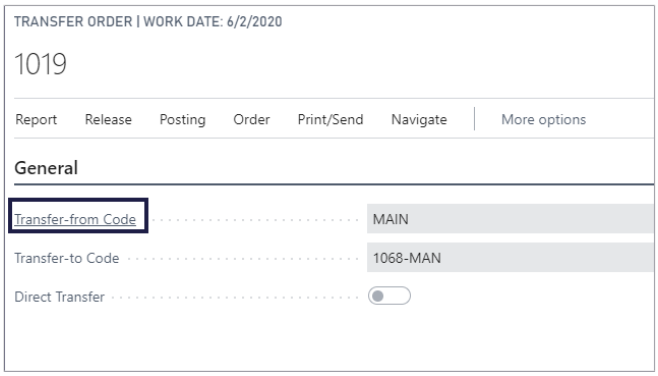


Click on the button **Yes**

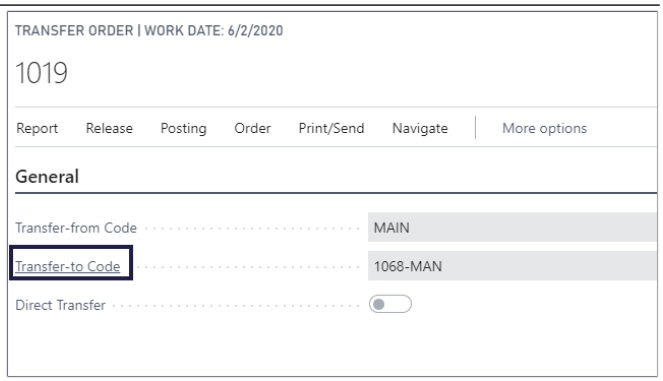


3.2.6.2. Transfer order

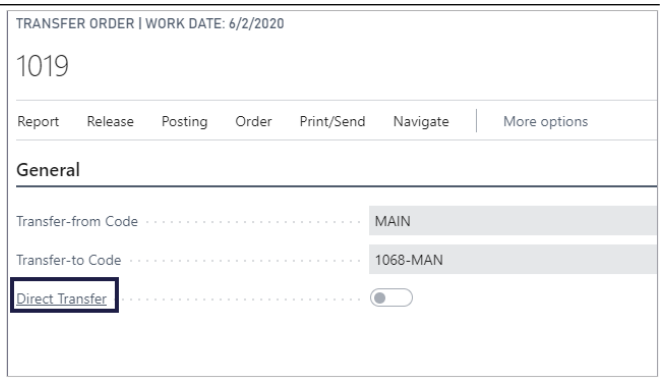
Transfer-from Code
Specifies the code of the location that items are transferred from.



Transfer-to Code
Specifies the code of the location that the items are transferred to.

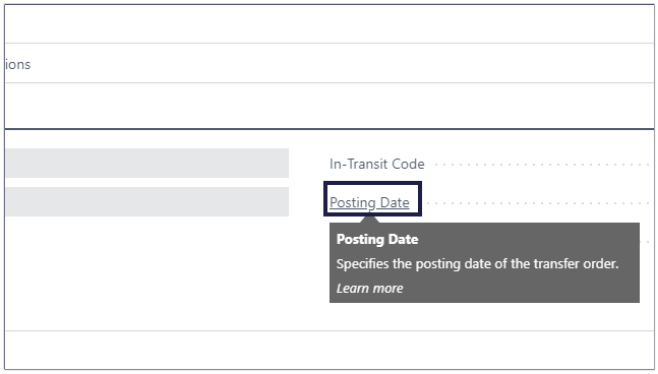


Direct Transfer
Specifies that the transfer does not use an in-transit location. When you transfer directly, the Qty. to Receive field will be locked with the same value as the quantity to ship.

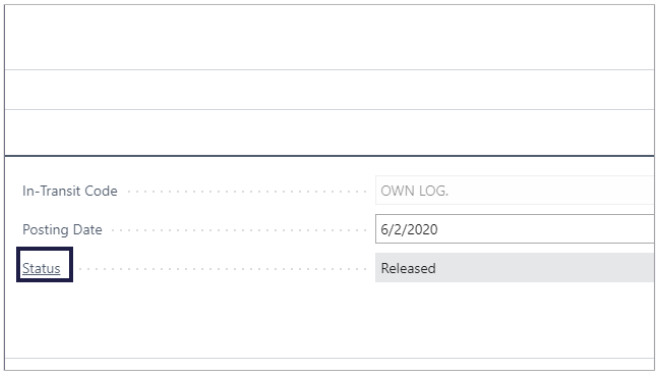


In-Transit Code
Specifies the in-transit code for the transfer order, such as a shipping agent.

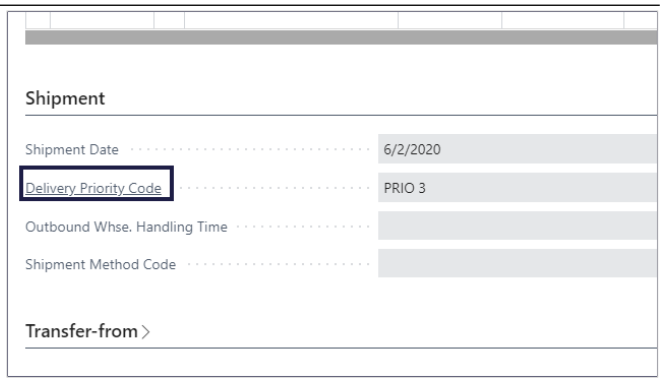
Posting Date
Specifies the posting date of the transfer order.



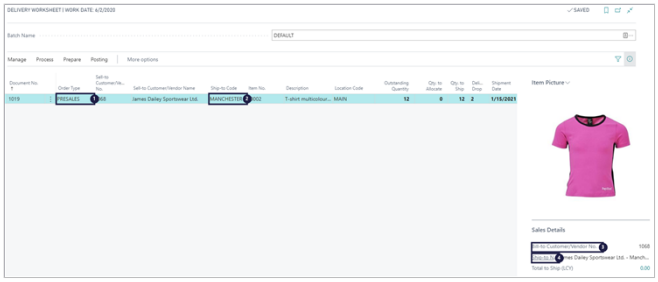
Status
Specifies whether the transfer order is open or has been released for warehouse handling.



Delivery Priority Code
Specifies the code that defines the Delivery Priority of this location. The delivery priority is used as a sorting sequence when allocating available stock to transfer orders.

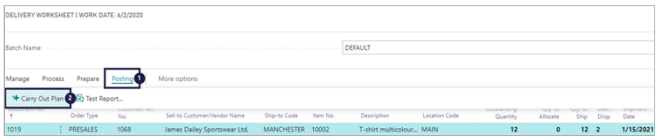


3.2.6.3. Transfer order in the Delivery worksheet



1. **Order Type**.
   Specifies a code for the order type that this order belongs to.
2. **Ship-to Code**.
   Specifies the Ship-to Code for the order line.
3. **Bill-to Customer/Vendor No.**
   Specifies the number of the customer (sales order) or vendor (purchase return order) that you send the invoice to.
4. **Ship-to Name**.
   Specifies the name of the customer (sales order) or vendor (purchase return order) that you deliver the items to.

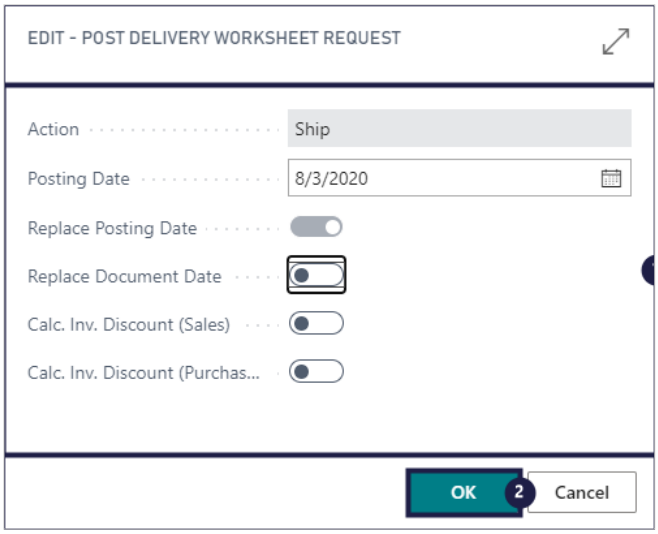
3.2.6.3.1. Create Inventory pick for Transfer order in Delivery worksheet.



1. **Posting**.
2. **Carry Out Plan**.

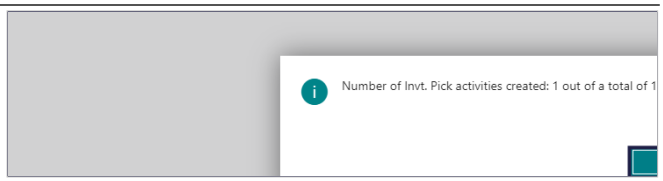
---

1. Fill in or enable the necessary fields - Enter **Date**.
2. Click on the button **OK**.

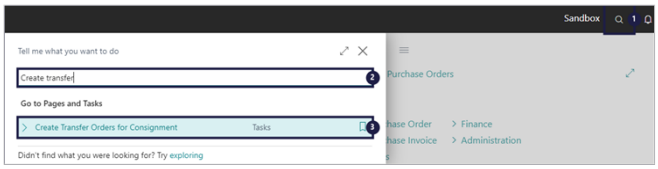


Inventory pick is created.

1. Click on the button **OK**.



3.2.7. Create transfer order for consignment



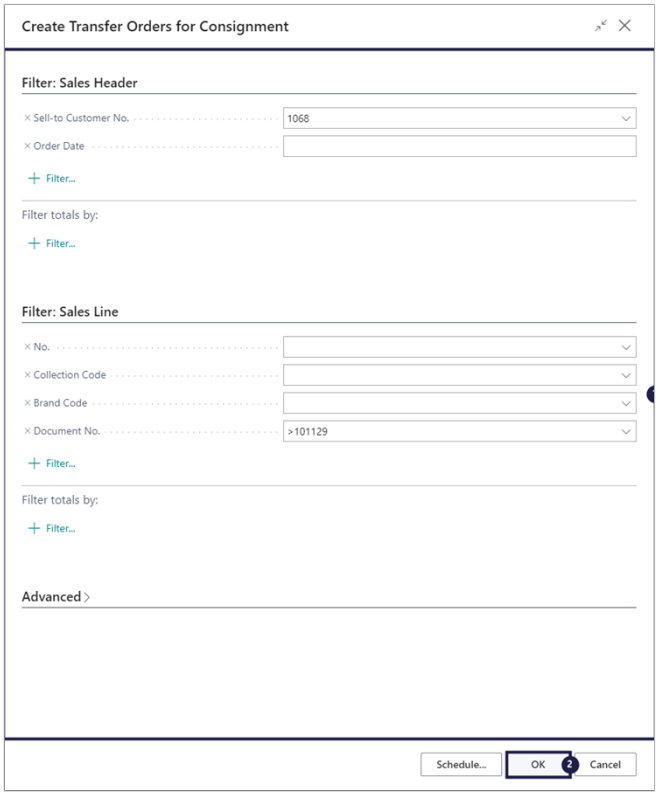
1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
2. Move the mouse to the field **Type to start search:** - Enter **Create**

transfer.

3. Click on **Create Transfer Orders for Consignment Tasks** □.

---

1. Set the filters for which you want to create transfer orders.
2. Click on the button **OK**.



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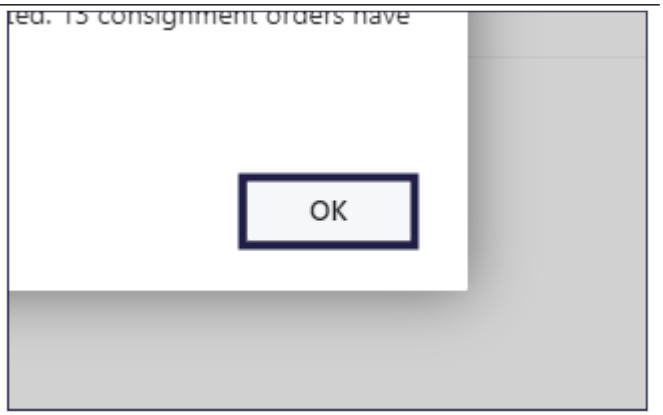
1. Click on the button **OK**.



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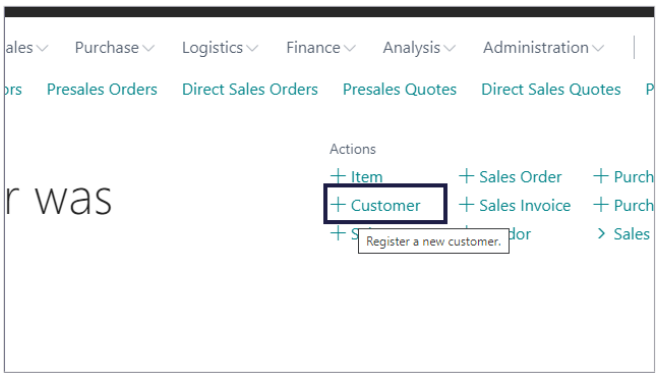
1. **Message Type**.
   Specifies if the message is an error, a warning, or information.
2. **Description**.
   Specifies the message.
3. **Context**.
   Specifies the context record.
4. **Context Field Name**.
   Specifies the field where the error occurred.
5. **Source**.
   Specifies the record source of the error.
6. **Source Field Name**.
   Specifies the field where the error occurred.

7. **Additional Information**.
   Specifies more information than the information shown in the Description field.
8. **Support Url**.
   Specifies the URL of an external web site that offers additional support.

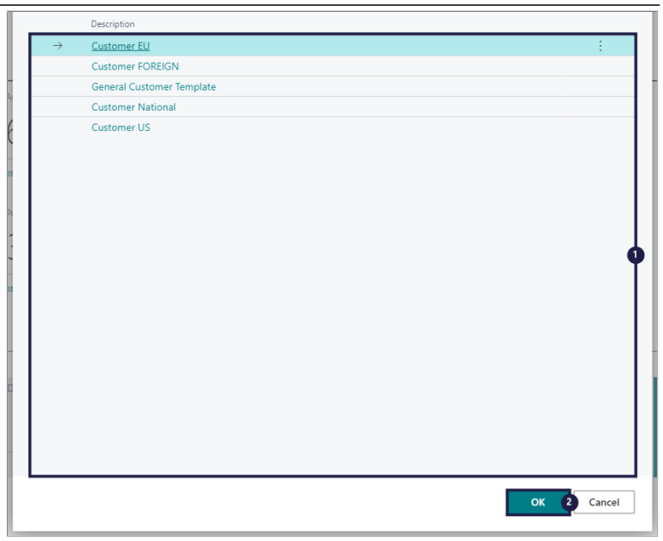
3.2.8. Customer creation

3.2.8.1. Create a new customer

Click on the link **Register a new customer.**

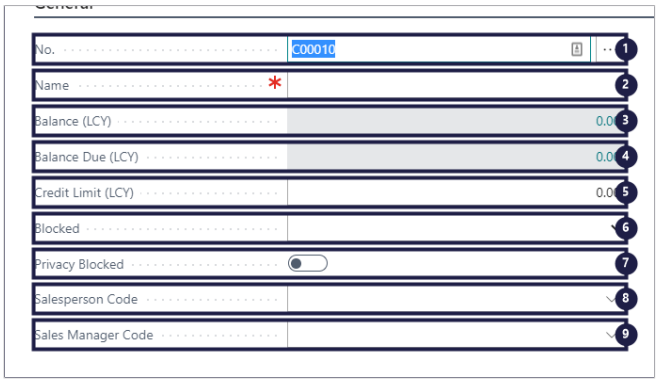


1. Choose which template you want to use for creating a new Customer.
2. Click on the button **OK**.



3.2.8.2. General

General

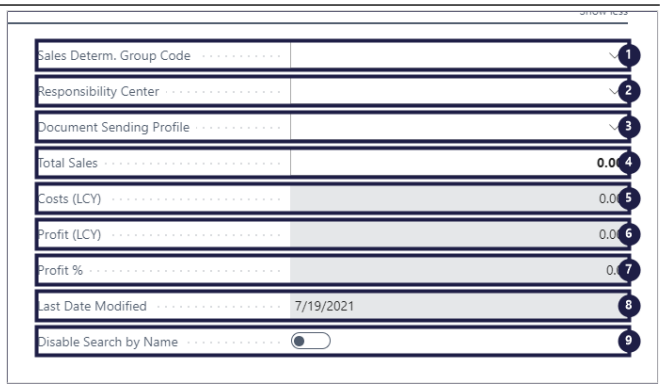


1. **No.**
   Specifies the number of the customer. The field is either filled automatically from a defined number serie, or you enter the number manually.
2. **Name** .
   Fill in the Customers name.
3. **Balance (LCY)**.
   Specifies the payment amount that the customer owes for completed sales. This value is also known as the customer's balance.
4. **Balance Due (LCY)**.

Specifies payments from the customer that are overdue per today's date.

5. **Credit Limit**.
Specifies the maximum amount you allow the customer to exceed the payment balance before warnings are issued.
6. **Blocked**.
Specifies which transactions with the customer that cannot be processed, for example, because the customer is insolvent.
7. **Privacy Blocked**.
Specifies whether to limit access to data for the data subject during daily operations. This is useful, for example, when protecting data from changes while it is under privacy review.
8. **Salesperson Code**.
Specifies a code for the salesperson who normally handles this customer's account.
9. **Sales Manager Code**.
Specifies a code for the sales manager who normally handles this customer's account.

General



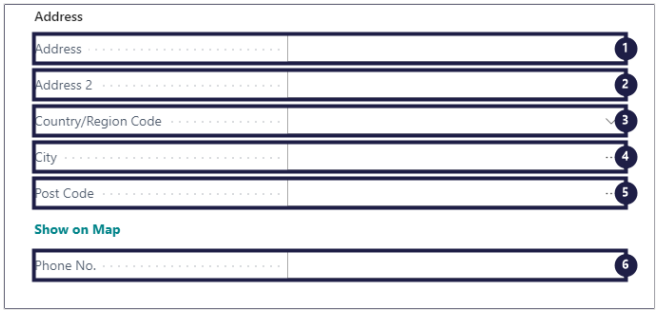
1. **Sales Determination Group Code**.
Specifies to which sales determination group the customer belongs.
2. **Responsibility Center**.
Specifies the code for the responsibility center that will administer this customer by default.
3. **Document Sending Profile**.
Specifies the preferred method of sending documents to this customer, so that you do not have to select a sending option every time that you post and send a document to the customer. Sales documents to this customer will be sent using the specified sending profile and will override the default document sending profile.
4. **Total Sales**.
Specifies your total sales turnover with the customer in the current fiscal year. It is calculated from amounts excluding VAT on all completed and open invoices and credit memos.
5. **Costs (LCY)** .
Specifies how much cost you have incurred from the customer in the current fiscal year.
6. **Profit (LCY)** .

Specifies how much profit you have made from the customer in the current fiscal year.

7. **Profit %** .
Specifies how much profit you have made from the customer in the current fiscal year, expressed as a percentage of the customer's total sales.
8. **Last Date Modified**.
Specifies when the customer card was last modified.
9. **Disable Search by Name**.
Specifies that you can change customer name in the document, because the name is not used in search.

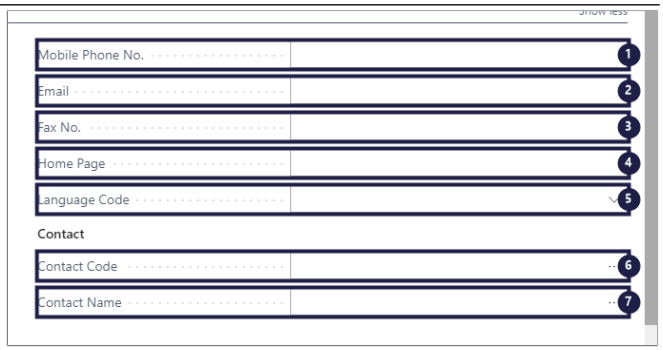
3.2.8.3. Address & Contact

Address



1. **Address**.
Specifies the customer's address. This address will appear on all sales documents for the customer.
2. **Address 2**.
Specifies additional address information.
3. **Country/Region Code**.
Specifies the country/region of the address.
4. **City.**
Specifies the customer's city.
5. **Post Code**.
Specifies the postal code.
6. **Phone No.**
Specifies the customer's telephone number.

Contact

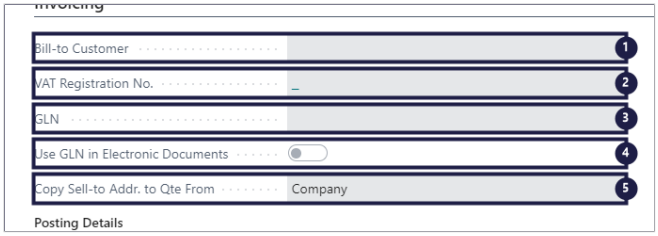


1. **Mobile Phone No.**
Specifies the customer's mobile telephone number.
2. **Email.**
Specifies the customer's email address.
3. **Fax No.**
Specifies the customer's fax number.
4. **Home Page**.
Specifies the customer's home page address.
5. **Language Code**.
Specifies the language to be used on printouts for this customer.
6. **Contact Code**.
Specifies the contact number for the customer.
7. **Contact Name**.
Specifies the name of the person you

regularly contact when you do business with this customer.

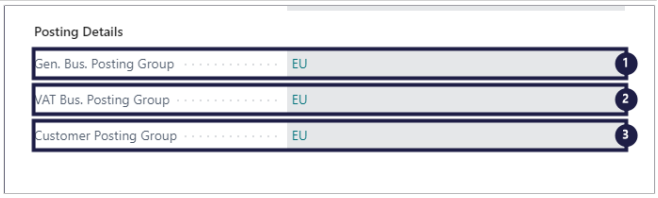
3.2.8.4. Invoicing

Invoicing



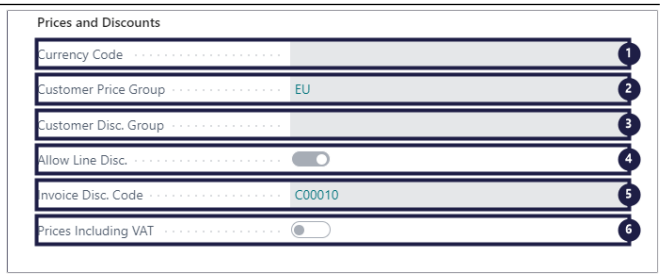
1. **Bill-to Customer**.
   Specifies a different customer who will be invoiced for products that you sell to the customer in the Name field on the customer card.
2. **VAT Registration No.**
   Specifies the customer's VAT registration number for customers in EU countries/regions.
3. **GLN**.
   Specifies the customer in connection with electronic document sending.
4. **Use GLN in Electronic Documents**.
   Specifies whether the GLN is used in electronic documents as a party identification number.
5. **Copy Sell-to Addr. to Qte From Company**.
   Specifies which customer address is inserted on sales quotes that you create for the customer.

Posting details



1. **Gen. Bus. Posting Group EU**.
   Specifies the customer's trade type to link transactions made for this customer with the appropriate general ledger account according to the general posting setup.
2. **VAT Bus. Posting Group EU**.
   Specifies the customer's VAT specification to link transactions made for this customer to.
3. **Customer Posting Group EU**.
   Specifies the customer's market type to link business transactions to.

Prices and Discounts



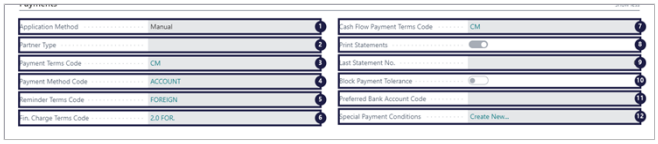
1. **Currency Code**.
   Specifies the default currency for the customer.
2. **Customer Price Group EU**.
   Specifies the customer price group code, which you can use to set up special sales prices in the Sales Prices window.
3. **Customer Disc. Group**.
   Specifies the customer discount group code, which you can use as a criterion to set up special discounts in the Sales Line Discounts window.
4. **Allow Line Disc.**
   Specifies if a sales line discount is

calculated when a special sales price is offered according to setup in the Sales Prices window.

5. **Invoice Disc. Code C00010**. Specifies a code for the invoice discount terms that you have defined for the customer.
6. **Prices Including VAT**. Specifies if the Unit Price and Line Amount fields on document lines should be shown with or without VAT.

3.2.8.5. Payments

Payments

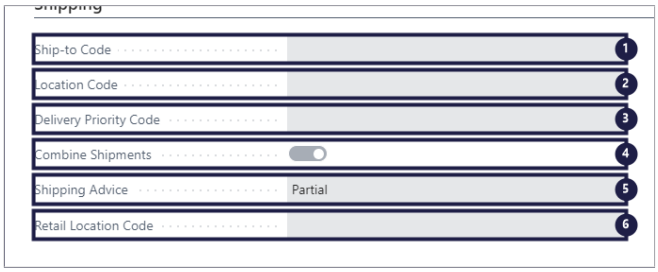


1. **Application Method Manual**. Specifies how to apply payments to entries for this customer.
2. **Partner Type**. Specifies for direct debit collections if the customer that the payment is collected from is a person or a company.
3. **Payment Terms Code.** Specifies a code that indicates the payment terms that you require of the customer.
4. **Payment Method Code.** Specifies how the customer usually submits payment, such as bank transfer or check.
5. **Reminder Terms Code**. Specifies how reminders about late payments are handled for this customer.
6. **Fin. Charge Terms Code**. Specifies finance charges are calculated for the customer.
7. **Cash Flow Payment Terms Code**. Specifies a payment term that will be used to calculate cash flow for the customer.
8. **Print Statements**. Specifies whether to include this customer when you print the Statement report.
9. **Last Statement No.** Specifies the number of the last statement that was printed for this customer.
10. **Block Payment Tolerance**. Specifies that the customer is not allowed a payment tolerance.
11. **Preferred Bank Account Code**. Specifies the customer's bank account that will be used by default when you process refunds to the customer and direct debit collections.
12. **Special Payment Conditions**.

Specifies special payment conditions for customers.

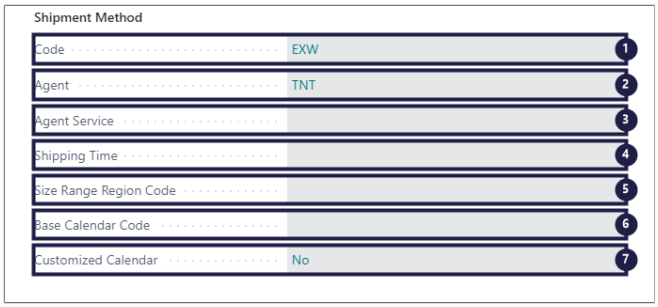
3.2.8.6. Shipping

Shipping



1. **Ship-to Code**.
   Specifies the code for another shipment address than the customer's own address, which is entered by default.
2. **Location Code**.
   Specifies from which location sales to this customer will be processed by default.
3. **Delivery Priority Code**.
   Specifies the code that defines the Delivery Priority of this customer. The delivery priority is used as a sorting sequence when allocating available stock to sales orders.
4. **Combine Shipments**.
   Specifies if several orders delivered to the customer can appear on the same sales invoice.
5. **Shipping Advice Partial**.
   Specifies if the customer accepts partial shipment of orders.
6. **Retail Location Code**.
   Specifies which location code has been created to track and register the stock levels for the goods that are delivered and sold in the customer's location (typically a store). The location is considered to be owned by the customer, but the stock levels are tracked for consignment scenarios or replenishment as a service or Vendor Managed Inventories.

Shipment Method



1. **Code**.
   Specifies which shipment method to use when you ship items to the customer.
2. **Agent**.
   Specifies which shipping company is used when you ship items to the customer.
3. **Agent Service**.
   Specifies the code for the shipping agent service to use for this customer.
4. **Shipping Time**.
   Specifies how long it takes from when the items are shipped from the warehouse to when they are delivered.

5. **Size Range Region Code**.
   Specifies the region code that is used to define mappings for size ranges.
6. **Base Calendar Code**.
   Specifies a customizable calendar for shipment planning that holds the customer's working days and holidays.
7. **Customized Calendar**.
   Specifies that you have set up a customized version of a base calendar.

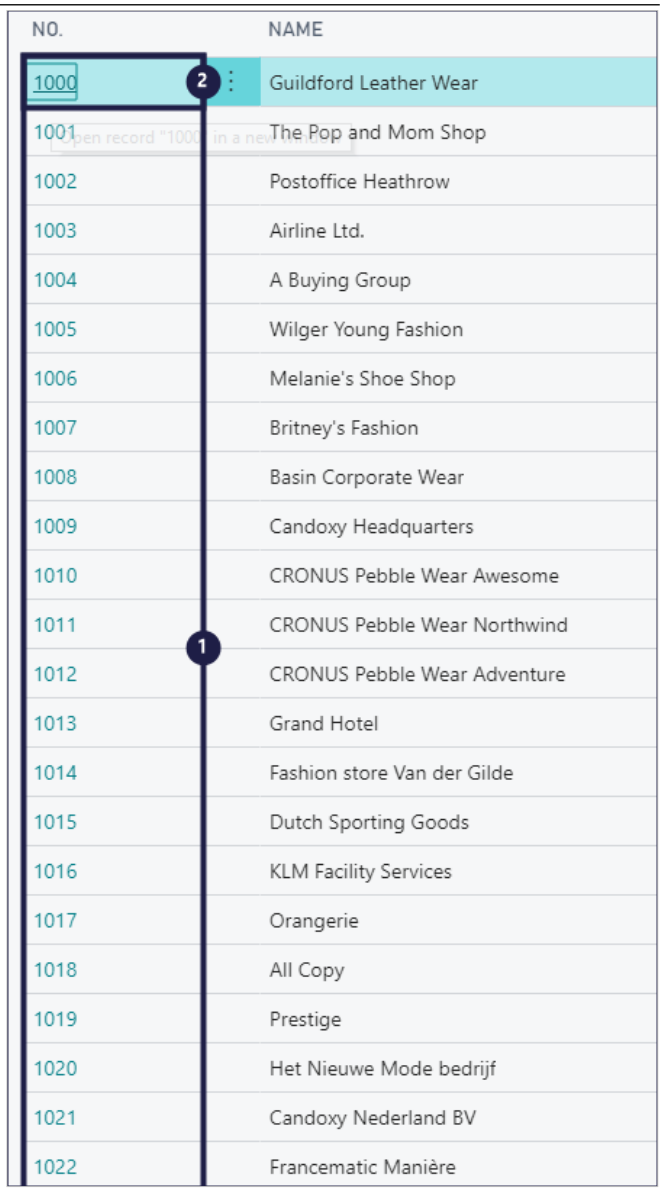
3.2.9. Order Type pricing

3.2.9.1. Navigate to Order Type pricing

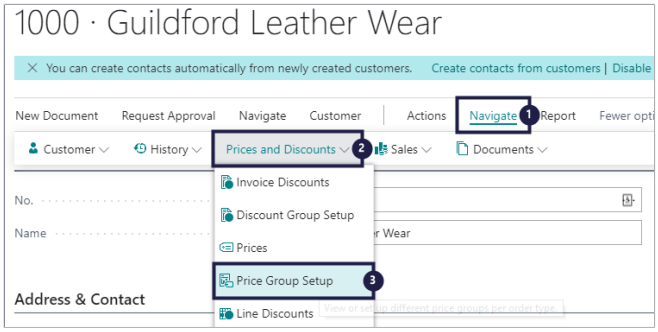
1. Click on the navigation menu item **Customers**.

---

1. Move the mouse to the cell **No.** on any row.
   Choose the customer you want to set de Order Type pricing for.
2. Click on the link in cell **No.** with the value **1000**.

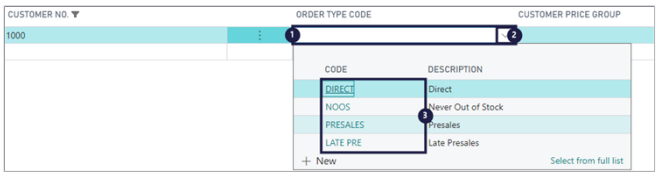


1. Click on the navigation menu item popup **Navigate**.
2. Click on the link **Prices and Discounts**.
3. Click on the navigation menu item **Price Group Setup**.



3.2.9.2. Set-up a different price group per Order Type

1. **Order Type Code**.
2. Click on the lookup button in the cell **Order Type Code**.
3. Click on the cell **Code** on any row. Choose the order type for which you want to setup special discounts.

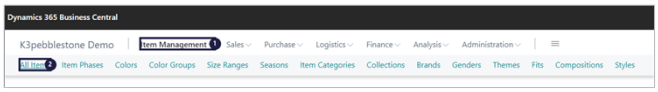


1. **Customer Price Group**.
2. Click on the lookup button in the cell **Customer Price Group**.
3. Click on the cell **Code** on any row. Choose the customer price group code for this order type.

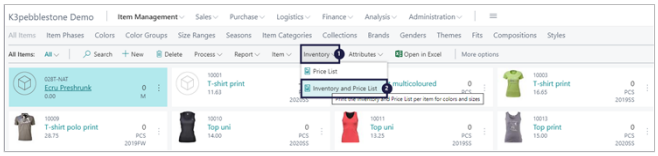
3.2.10. Inventory and price list

3.2.10.1. Navigate to Inventory and Price list

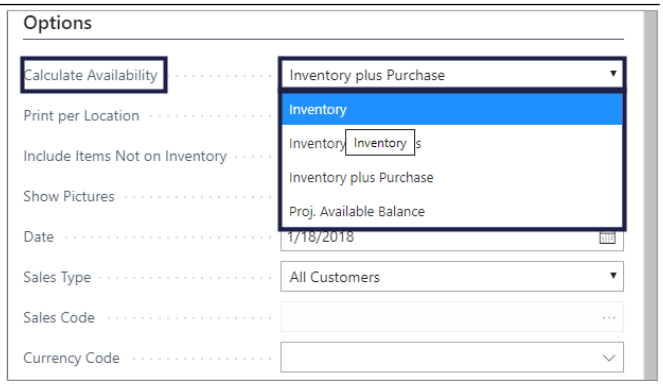
1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **All Items**.



1. Click on the link **Inventory**.
2. Click on the navigation menu item **Inventory and Price List**.



- **Calculate Availability**.
  Specifies the kind of availability you want to show on the report
- Click on the field **Calculate Availability**.
- Click on an option from the list.

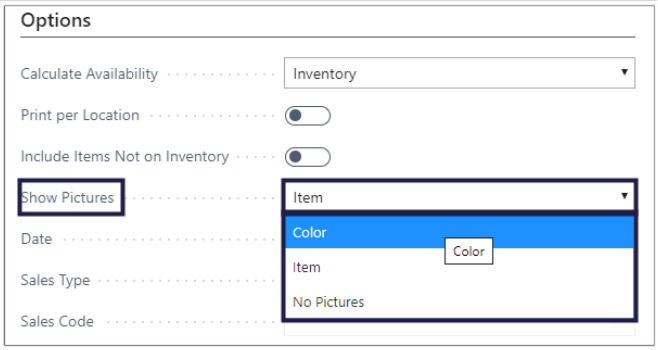


- **Print per Location**.
  Specifies if you want to group the items per

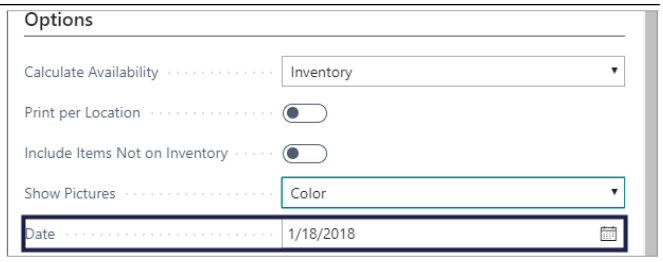
location

- **Include Items Not on Inventory**.
  Indicates whether you want to show items that are not available

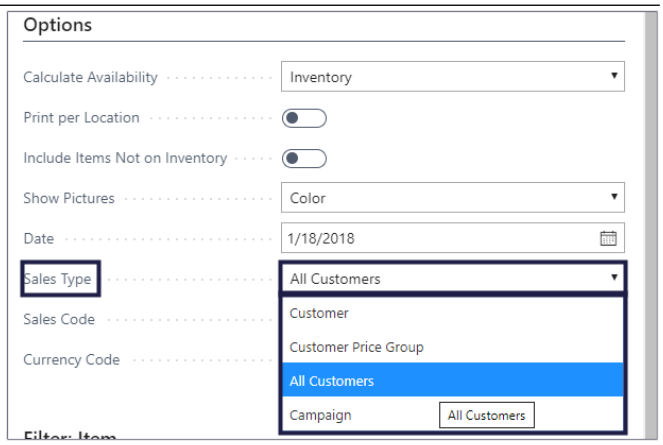
- **Show Pictures**.
  Indicates whether you want to show a picture for each color, each item, or no pictures at all
- Click on the field **Show Pictures**.
- Click on an option from the list.



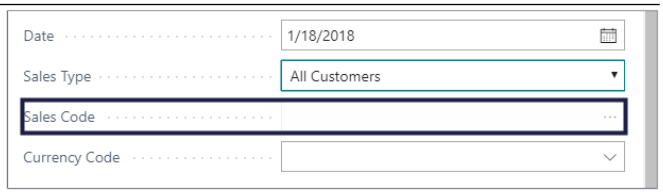
- **Date**.
  Specifies the calendar date when the sales price and recommended retail price agreements ends



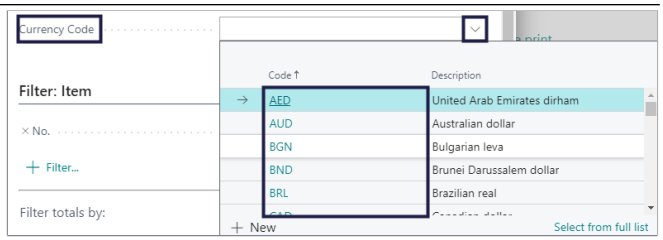
- **Sales Type**.
  Specifies the sales price type, which defines whether the sales price is for an individual, group, all customers, or a campaign
- Click on the field **Sales Type**.
- Click on an option from the list.



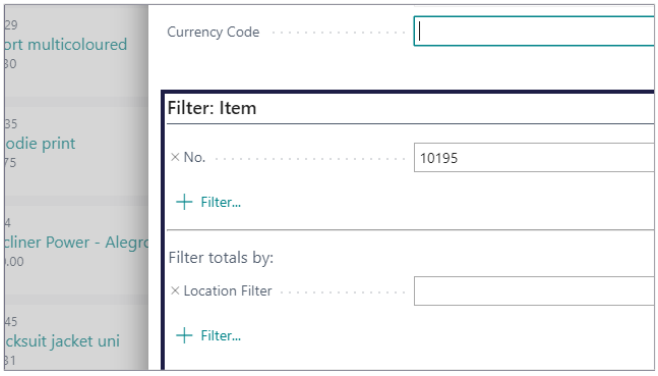
- **Sales Code**.
  Specifies the code that belongs to the Sales Type



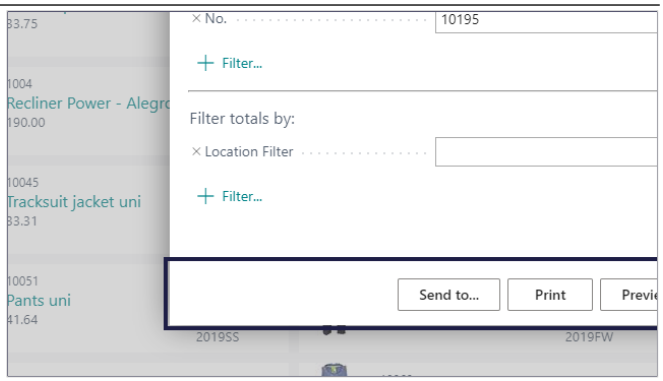
- **Currency Code**.
  Specifies the code for the currency of the sales prices and recommended retail prices
- Click on the lookup button **Currency Code**.
- Move the mouse to the cell **Code** on any row.



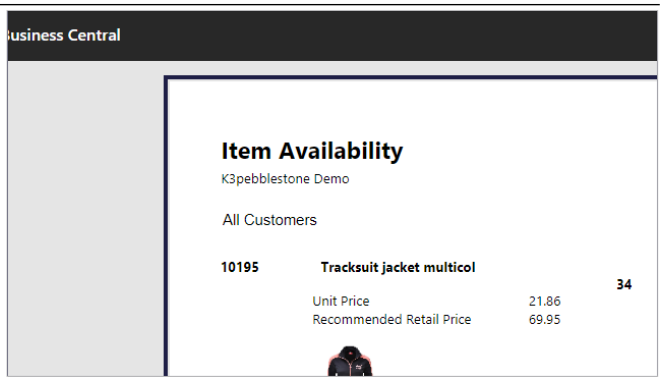
Choose the filters



Make a choise **Send to... Print Preview Cancel**



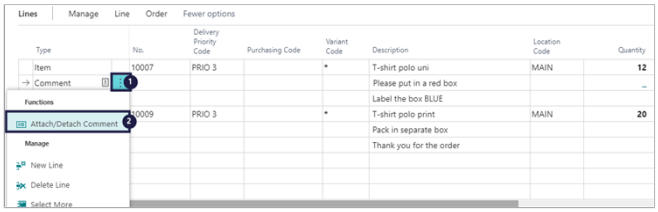
This is the outcome of the inventory and price list



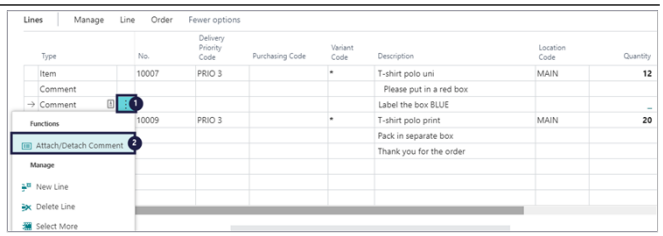
3.2.11. Comment lines

3.2.11.1. Attach comment line

Comment lines on sales and purchase documents can relate to an ordered item, resource, or g/l account line (VAS, instructions for the vendor or explanation for the customer).

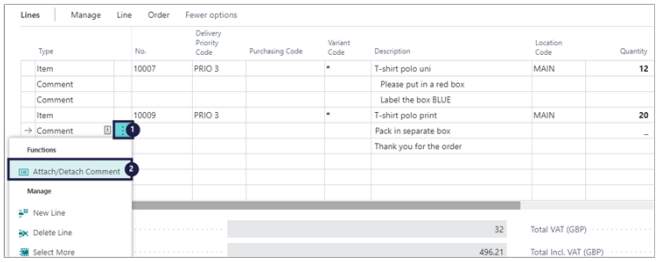


1. Click on the row menu button.
2. Click on the menu item **Attach/Detach Comment**.



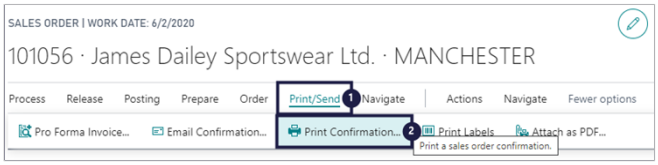
1. Click on the row menu button.
2. Click on the menu item **Attach/Detach Comment**.

1. Click on the row menu button.
2. Click on the menu item **Attach/Detach Comment**.

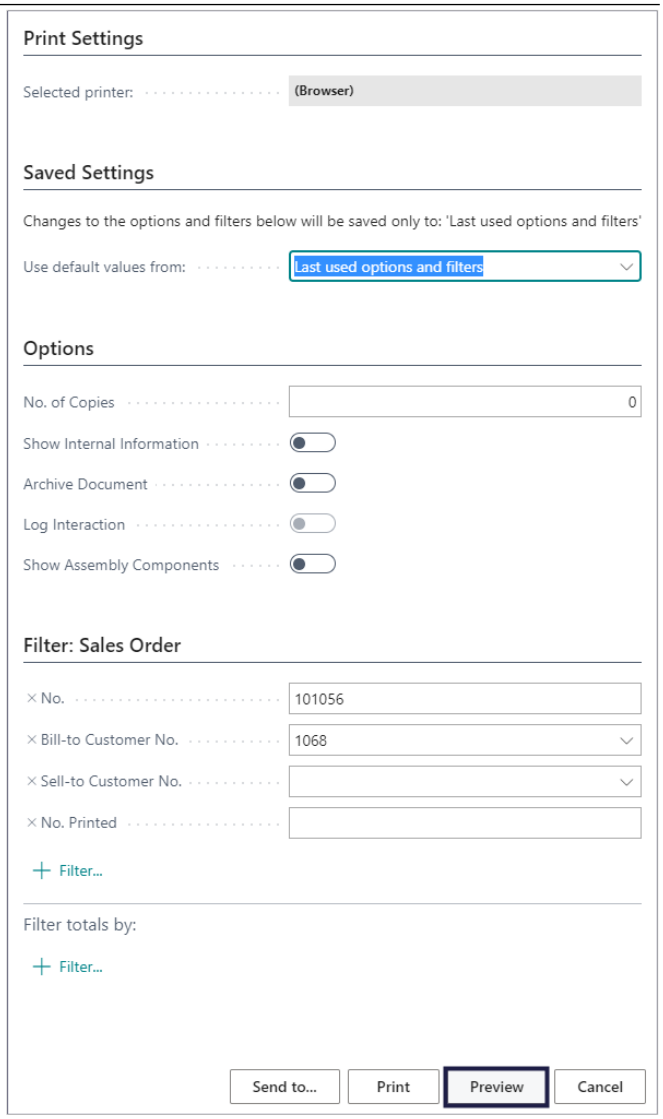


3.2.11.2. Comment line on orderconfirmation

1. Click on the navigation menu item popup **Print/Send**.
2. Click on the link **Print a sales order confirmation.**

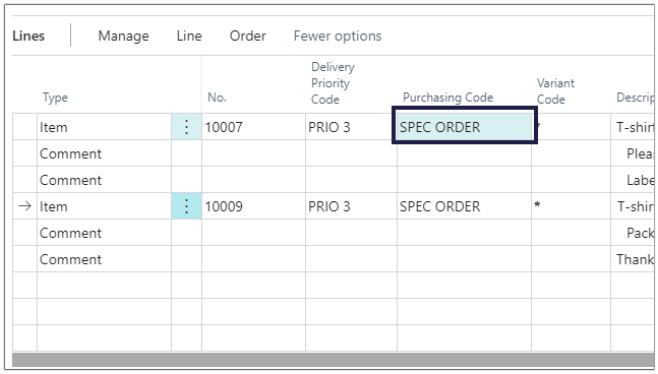


1. Click on the button **Preview**.

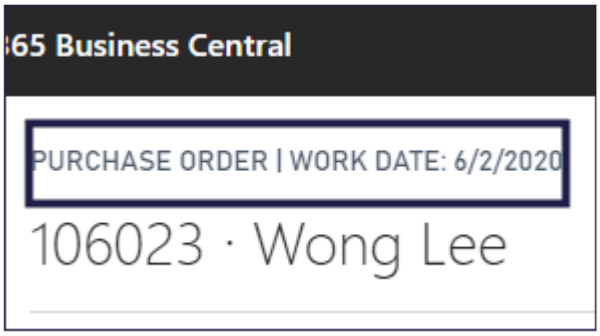


3.2.11.3. Comment line from special order to purchase order

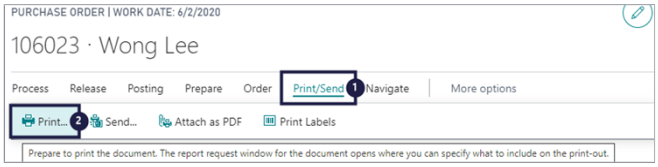
Purchasing Code
Attached comments to a special order line are copied to the purchase document.



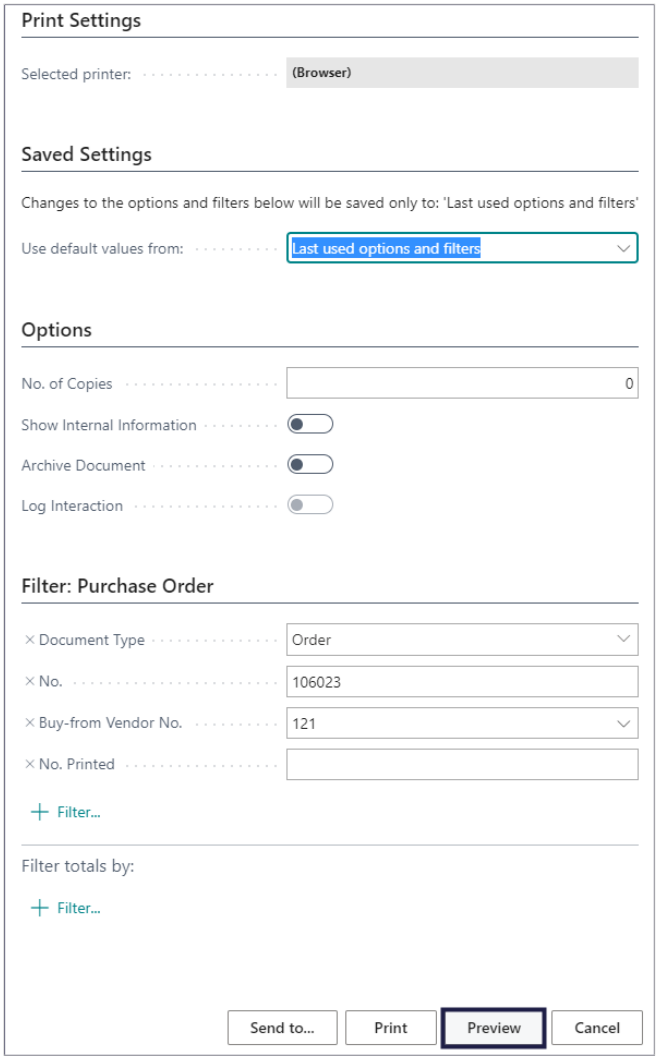
1. Purchase order.



1. Click on the navigation menu item popup **Print/Send**.
2. Click on the link **Prepare to print the document. The report request window for the document opens where you can specify what to include on the print-out.**



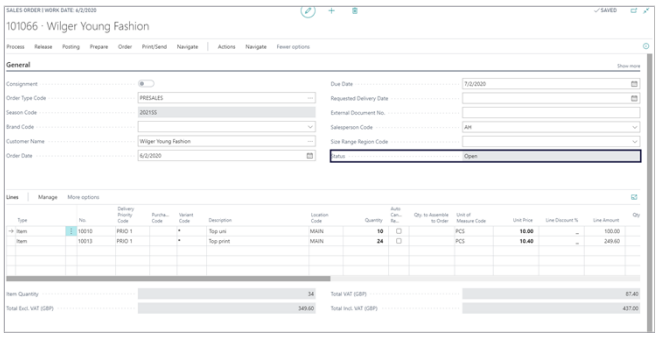
1. Click on the button **Preview**.



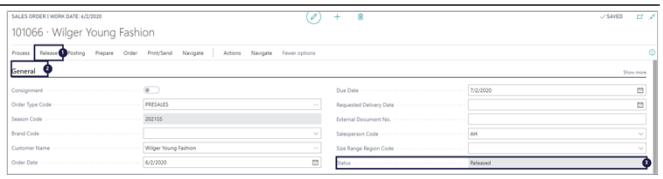
3.2.12. Initial quantity sales order

3.2.12.1. Activate initial quantity

1. **Status Open**.
   Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.



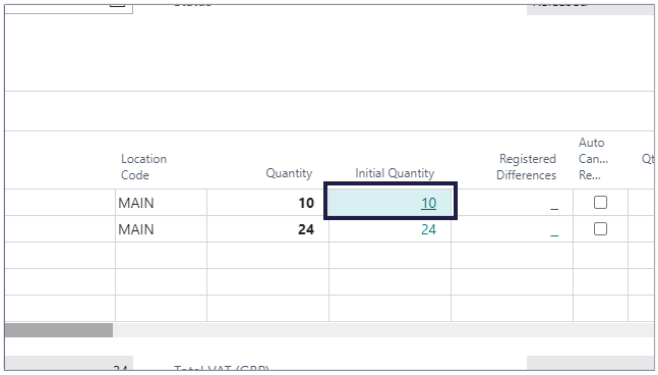
1. Click on the navigation menu item popup **Release**.
2. Click on the link **Release the document to the next stage of processing. When a document is released, it will be included in all availability calculations from the expected receipt date of the items.**



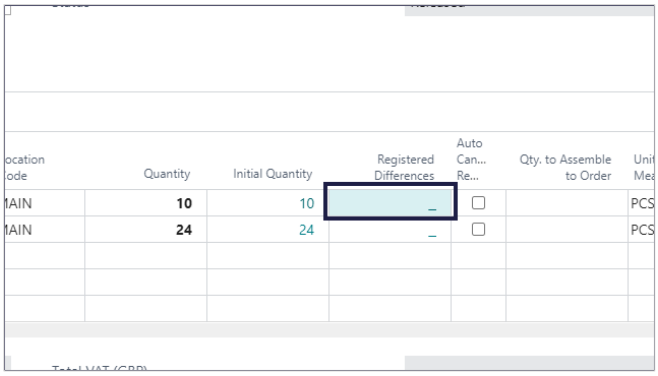
You must reopen the document before you can make changes to it. (Ctrl+F9).

3. **Status Released**.
   Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.

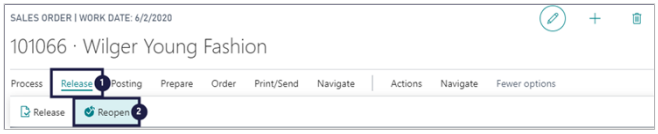
Initial Quantity
Specifies how many units have been ordered originaly. The Quantity is set when the order is released.



Registered Differences
Specifies how many units of the item have been registered as change.

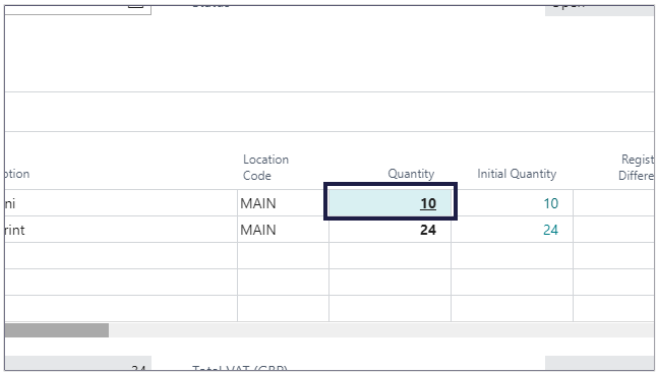


3.2.12.2. Registered differences

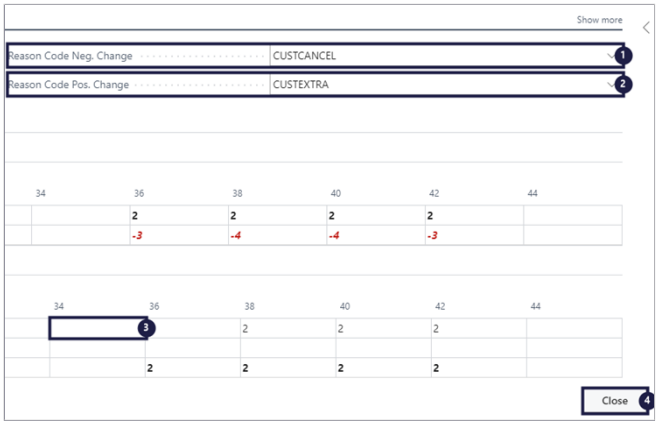


1. Click on the navigation menu item popup **Release**.
2. Click on the link **Reopen the document to change it after it has been approved. Approved documents have the Released status and must be opened before they can be changed.**

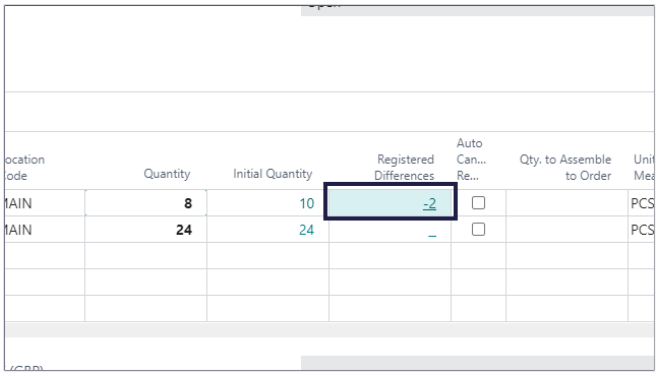
Click on the link in cell **Quantity** with the value **10**



1. **Reason Code Neg. Change**. Specifies the reason code that will be used to register a negative change.
2. **Reason Code Pos. Change**. Specifies the reason code that will be used to register a positive change.
3. Delete the quantities for size 34 and 44.
4. Click on the button **Close**.

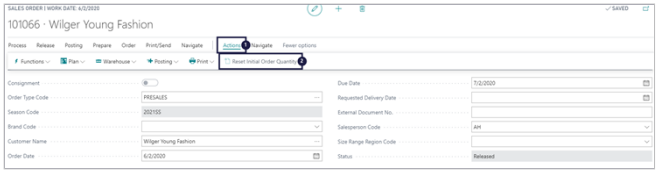


Click on the link in cell **Registered Differences** with the value **-2**

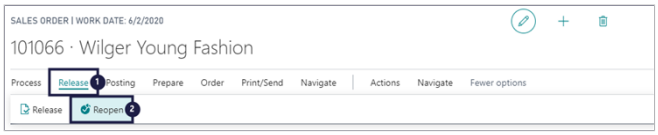


3.2.12.3. Reset Initial order quantity

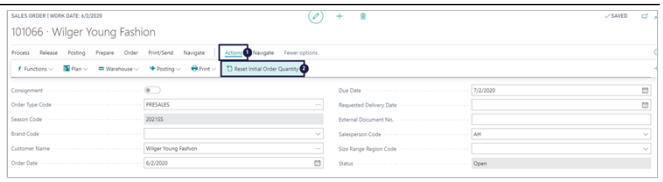
1. Click on the navigation menu item popup **Actions**.
2. **Reopens the sales order and allows you to enter quantities without register order differences. When differences exist you must confirm this action and all differences will be removed**.



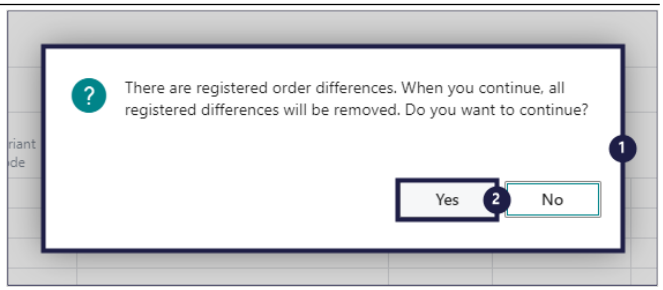
1. Click on the navigation menu item popup **Release**.
2. Click on **Reopen**.



1. Click on the navigation menu item popup **Actions**.
2. Click on **Reset Initial Order Quantity**.

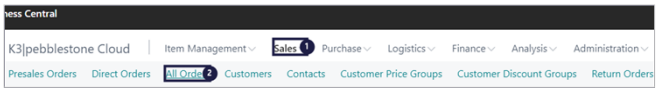


1. **There are registered order differences. When you continue, all registered differences will be removed. Do you want to continue?**.
2. Click on the button **Yes**.



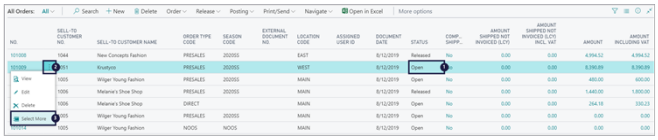
3.2.13. Batch open en release Sales Orders

3.2.13.1. Navigate to all orders



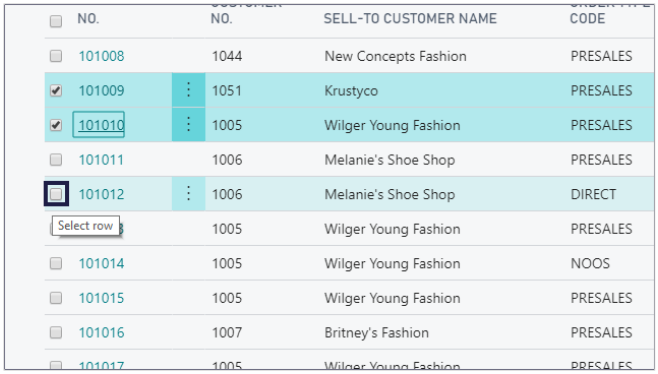
1. Click on the navigation menu item popup **Sales**.
2. Click on the navigation menu item **All Orders**.

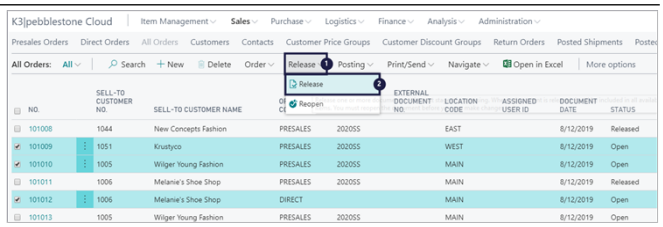
3.2.13.1.1. Open and release orders



1. Move the mouse to the cell **Status** with the value **Open**.
2. Click on the row menu button.
3. Click on the menu item **Select More**.

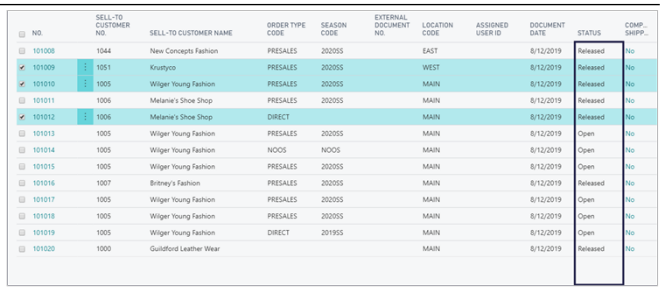
Select row which you want to release





1. Click on the navigation menu item popup **Release**.
2. **Release one or more documents to the next stage of processing. When a document is released, it will be included in all availability calculations from the expected receipt date of the items. You must reopen the document before you can make changes to it.**

1. A pop-up appears: **3 Sales Orders have been released**.
2. Click on the button **OK**.

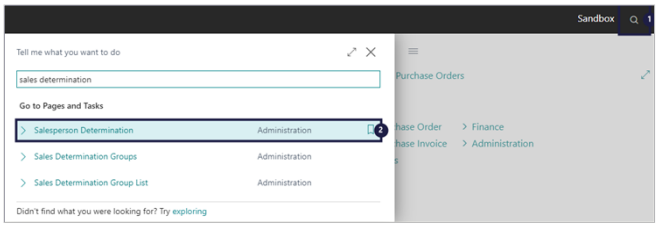


1. Check if the **Status** of the orders are **Released**.

3.2.14. Salesperson Determination

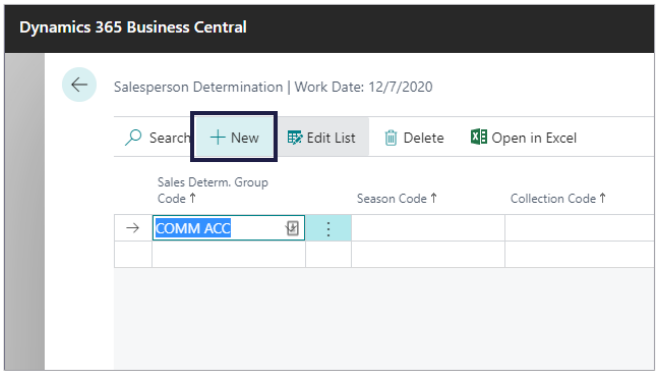
3.2.14.1. Navigate to Salesperson Determination

1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.** - Enter **the text sales determination.**.
2. Click on **Salesperson Determination Administration** □.

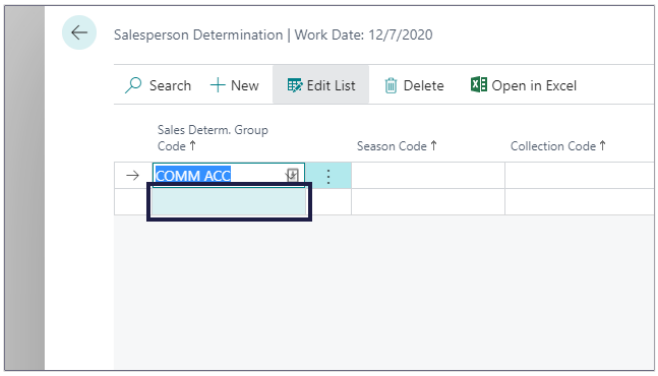


3.2.14.2. Create a new Salesperson Determination

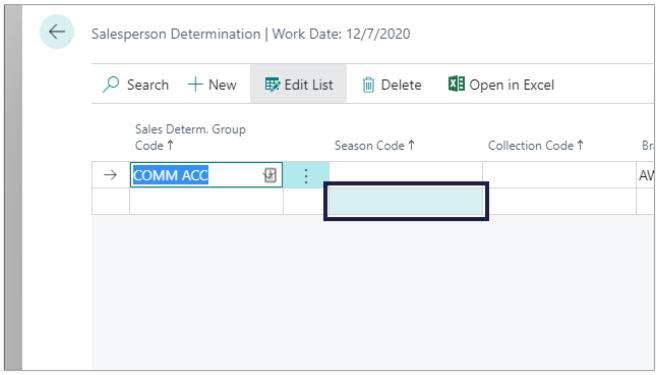
Create a new entry.



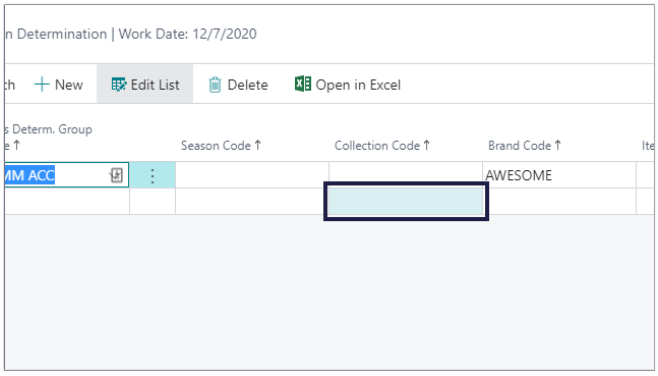
Sales Determ. Group Code
Specifies the sales determination group code that must be used on the sales document to determine the salesperson and sales manager.



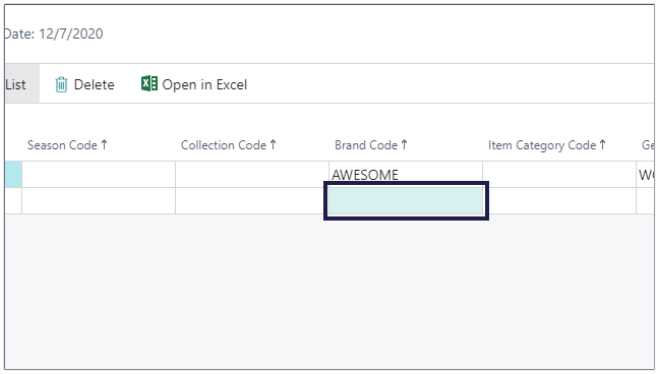
Season Code
Specifies the season code that must be used on the sales document line to determine the salesperson and sales manager.



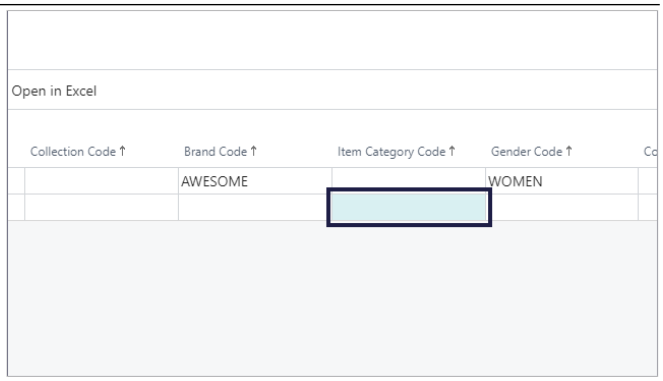
Collection Code
Specifies the collection code that must be used on the sales document line to determine the salesperson and sales manager.



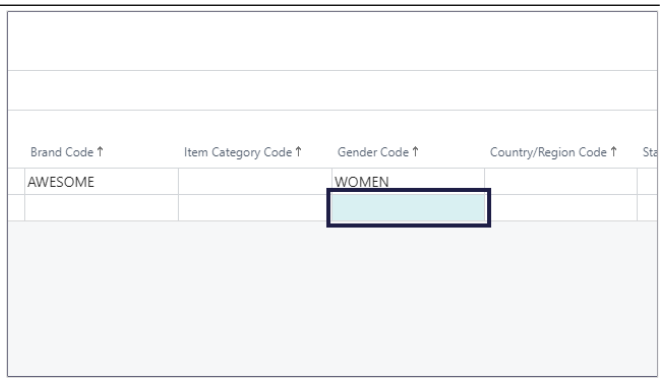
Brand Code
Specifies the brand code that must be used on the sales document line to determine the salesperson and sales manager.



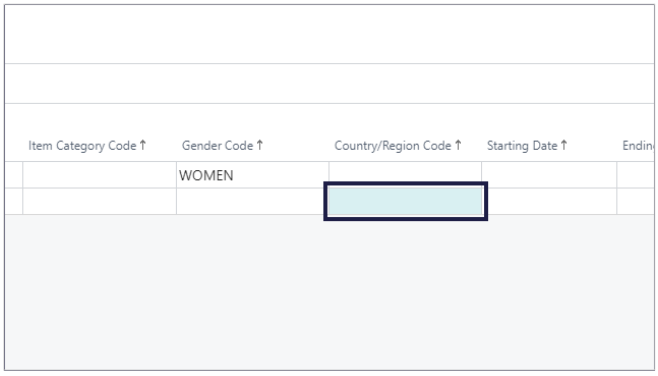
Item Category Code
Specifies the item category code that must be used on the sales document line to determine the salesperson and sales manager.



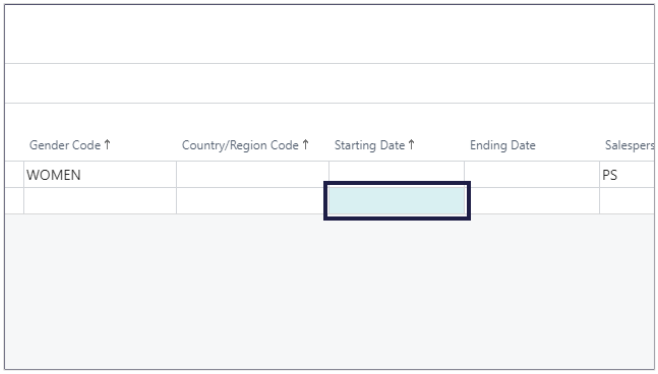
Gender Code
Specifies the gender code that must be used on the sales document line to determine the salesperson and sales manager.



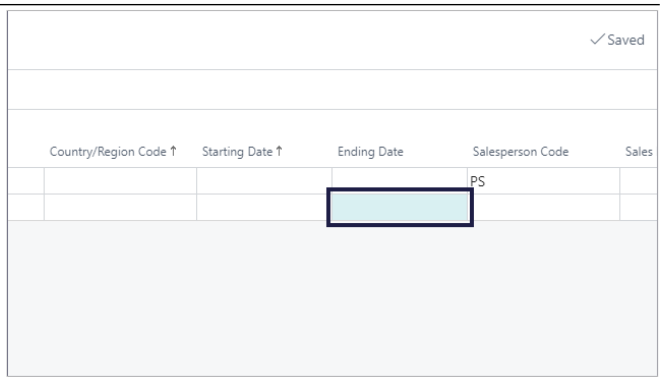
Country/Region Code
Specifies the country/region code that must be used on the sales document to determine the salesperson and sales manager.



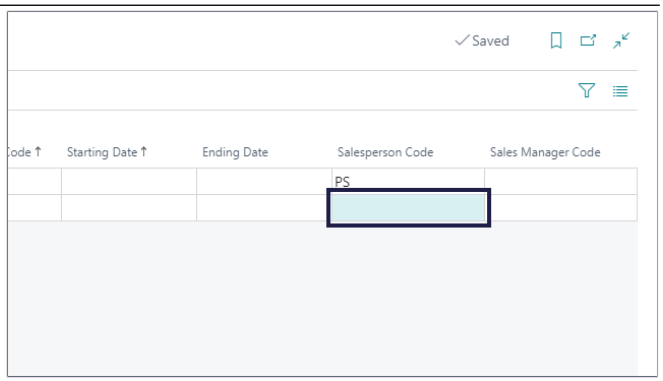
Starting Date
Specifies the date from which the sales person determination is valid.



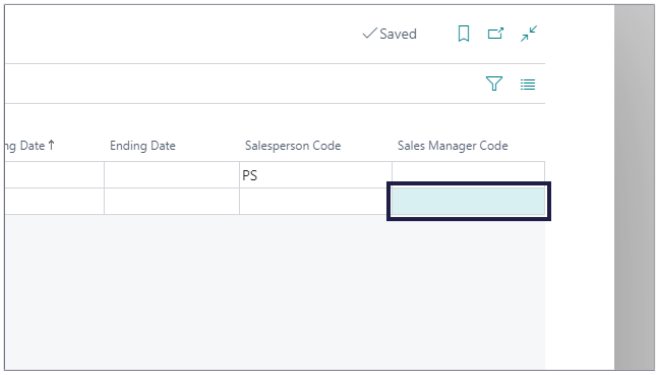
Ending Date
Specifies the date to which the sales person determination is valid.



Salesperson Code
Specifies the Salesperson Code. This Salesperson Code is chosen in the sales line based on sales determination group, season, collection, brand, item category, gender and country/region in the sales document.



Sales Manager Code
Specifies the Sales Manager Code. This Sales Manager Code is chosen in the sales line based on sales determination group, season, collection, brand, item category, gender and country/region in the sales document.



3.2.15. Document node

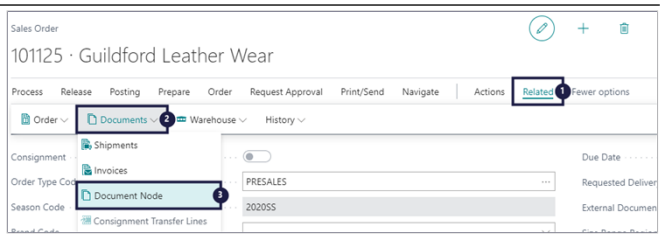
3.2.15.1. Navigate to Document node

The Sales / Purchase Document Node will link item ledger entries to the original order number. They also store the relation between the posted Shipment / Receipt and the Invoice.

The "Document Node" is always under the Related Tab

		Tab	Group	Action
Purchase Order		Related	Documents	Document Node
Purchase Return Order		Related	Documents	Document Node
Sales Order		Related	Documents	Document Node
Sales Order list		Related	Documents	Document Node
Sales Return Order		Related	Documents	Document Node
Posted Sales Shipment		Related		Document Node
Posted Sales Invoice		Related	Invoice	Document Node
Posted Return Receipt		Related	Return Rcpt.	Document Node
Posted Sales Credit Memo		Related	Cr. Memo	Document Node
Posted Purchase Receipt		Related	Receipt	Document Node
Posted Purchase Invoice		Related	Invoice	Document Node
Posted Return Shipment		Related	Return Shpt.	Document Node
Posted Purchase Credit Memo		Related	Cr. Memo	Document Node

1. Click on the navigation menu item popup **Related**.
2. Click on the navigation menu item popup **Documents**.
3. Click on the link **Shows the shipments and invoices related to this order.**



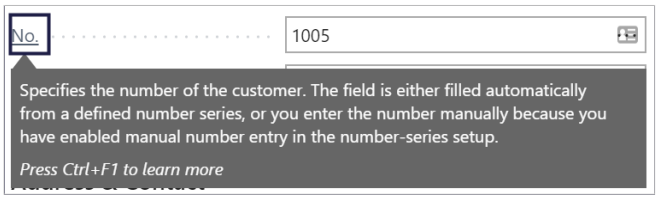
1. **Document Type**.
   Specifies the Document Type of the unposted document.
2. **Document No.**
   Specifies the Document No. of the unposted document.
3. **Shipment No.**
   Specifies the number of the shipment or receipt for this document.
4. **Posted Invoice No.**
   Specifies the number of the invoice or credit memo for this document.

4. Purchase

4.1. Vendor creation

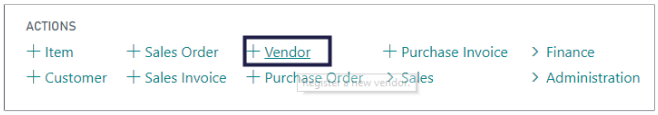
4.1.1. Tooltips

1. All over in the application you can check if there is a tooltip. Hover the pointer over an item, without clicking it, and a tooltip may appear.

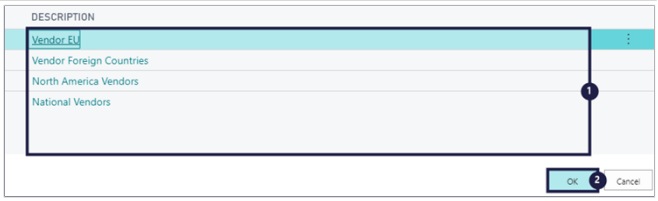


4.1.2. Create a new Vendor

1. Click on the navigation menu item **Vendor**.

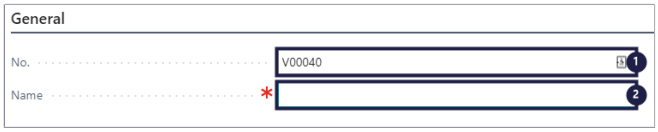


1. **Description**.
   Choose which template you want to use for creating the new Vendor.
2. Click on the button **OK**.



4.1.3. General

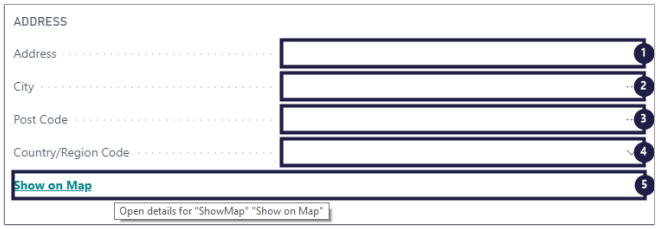
1. **No.**
   Specifies the number of the Vendor. The field is either filled automatically from a defined number serie, or you enter the number manually.
2. **Name**.
   Specifies the vendor's name. You can enter a maximum of 30 characters, both numbers and letters.



4.1.4. Address & Contacts

4.1.4.1. Address

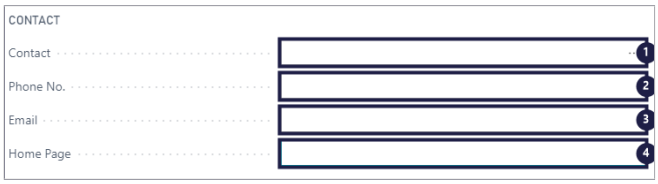
1. **Address**.
   Add the address.
2. **City**.
   Add the City from the dropdown, if the City does not excist create one.
3. **Post Code**.
   Add the Post Code from the dropdown, if the Post code does not excist create a one.
4. **Country/Region Code**.
   Add the Country Code from the dropdown, if the Country does not



excist create one.

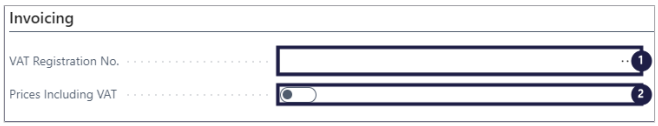
5. **Open details for "ShowMap"**
"Show on Map".

4.1.4.2. Contacts



1. **Contact**.
Add the name of the person you regularly contact when you do business with this vendor.
2. **Phone No.**
Add the Phone Number.
3. **Email**.
Add the vendor's email address.
4. **Home Page**.
Add the vendor's web site.

4.1.5. Invoicing



1. **VAT Registration No.**
Add the vendor's VAT registration number.
2. **Prices Including VAT, No**.
Specifies if the Unit Price and Line Amount fields on document lines should be shown with or without VAT.

4.1.6. Payments

1. **Payment Terms Code**.
Choose a Payment Term code from the dropdown, if the Payment Term code does not excist create one.
2. **Payment Method Code**.
Choose how to make payment, such as with bank transfer, cash, or check. if the Payment Method code does not excist create one.
3. **Cash Flow Payment Terms Code**.
Choose a Cash Flow Payment Term code from the dropdown, if the Cash Flow Payment Term code does not excist create one.

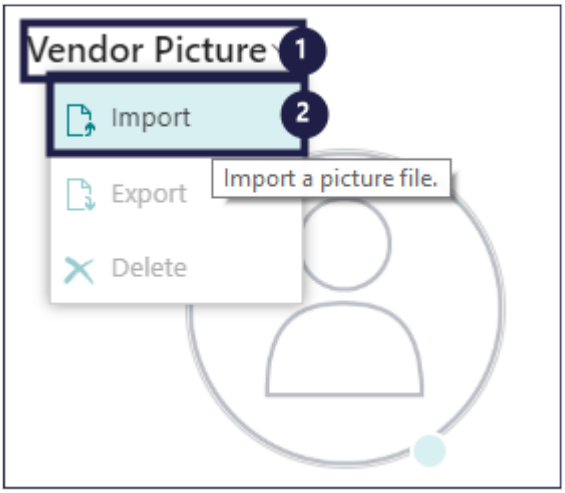
4.1.7. Receiving

1. **Location Code**.
Choose a Location code from the dropdown, if the Location code does not excist create one.

2. **Shipment Method Code**.
   Add the delivery conditions of the related shipment, such as free on board (FOB). If the Shipment Method Code does not excist create one.
3. **Lead Time Calculation**.
   Add a date formula for the amount of time it takes to replenish the item.
4. **Customized Calendar**.
   Specifies if you have set up a customized calendar for the vendor.

4.1.8. Picture

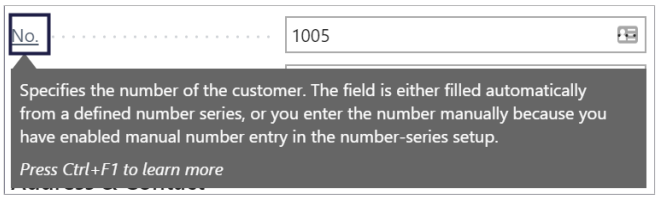
1. Click on the link **Actions for Vendor Picture**.
2. **Import**.
   Choose import and add a picture.



4.2. Purchase order creation

4.2.1. Tooltips

1. All over in the application you can check if there is a tooltip. Hover the pointer over an item, without clicking it, and a tooltip may appear.

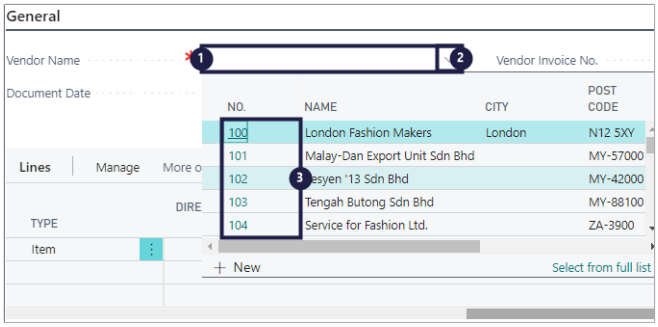


4.2.2. Create a new Purchase Order

1. Click on the navigation menu item **Purchase Order**.

4.2.3. General

1. Move the mouse to the field **Vendor Name**.
2. Click on the lookup button **Vendor Name**.
3. Choose the name of the vendor who delivers the products.

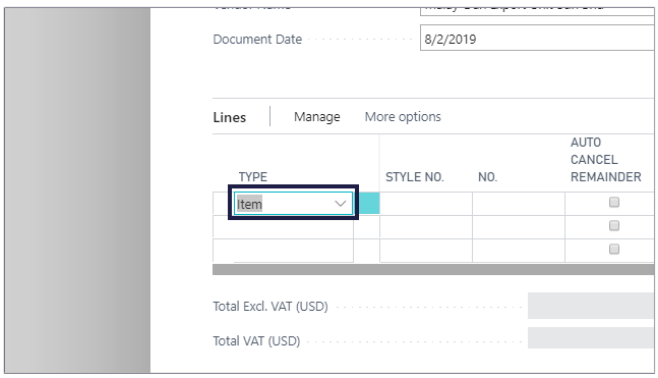


1. Move the mouse to the field **Document Date**.
   Specifies the date when the related document was created.

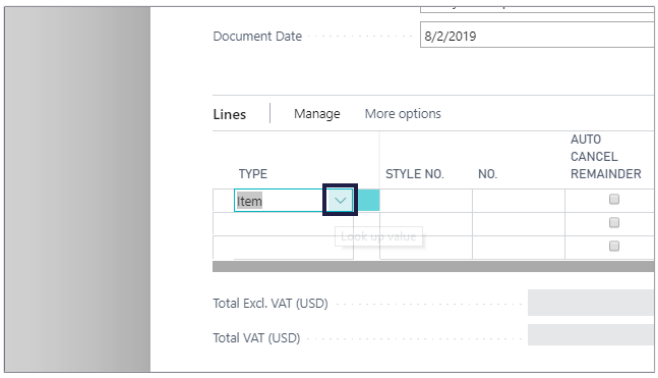
1. **Vendor Invoice No.**
   Specifies the document number of the original document you received from the vendor. You can require the document number for posting, or let it be optional. By default, it's required, so that this document references the original.
2. **Vendor Order No.**
   Add the vendor's order number, if needed.
3. **Purchaser Code**.
   Specifies which purchaser is assigned to the vendor.
4. **Status**.
   Specifies whether the record is open, waiting to be approved, invoiced for prepayment, or released to the next stage of processing.

4.2.4. Purchase Lines

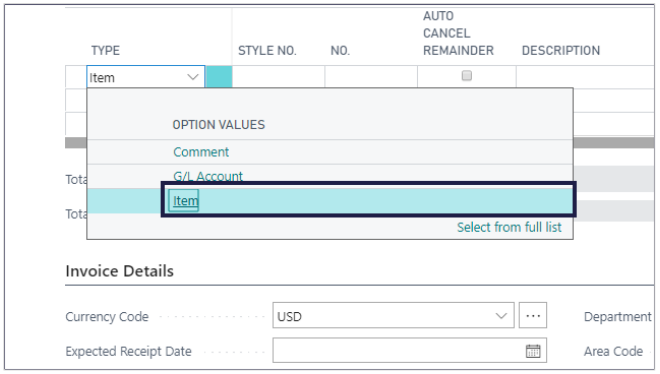
Type



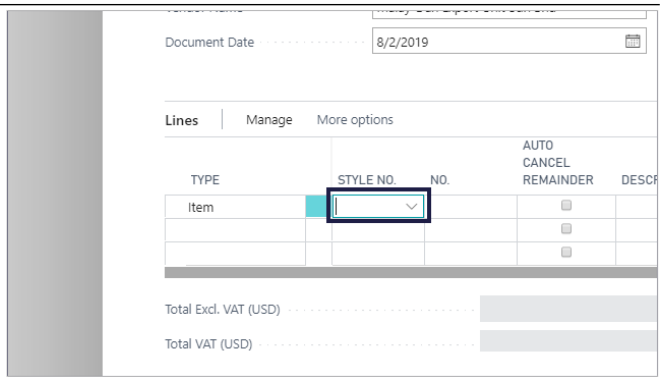
Click on the lookup button in the cell **Type**



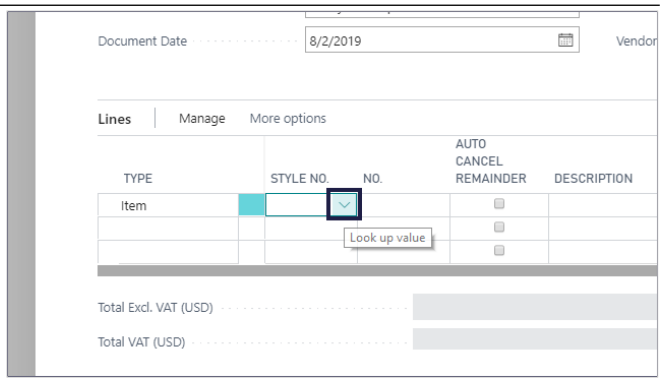
Move the mouse to the cell **Option Values** with the value **Item**
Specifies the type of transaction that will be posted with the document line. If you select Comment, then you can enter any text in the Description field, such as a message to a vendor.



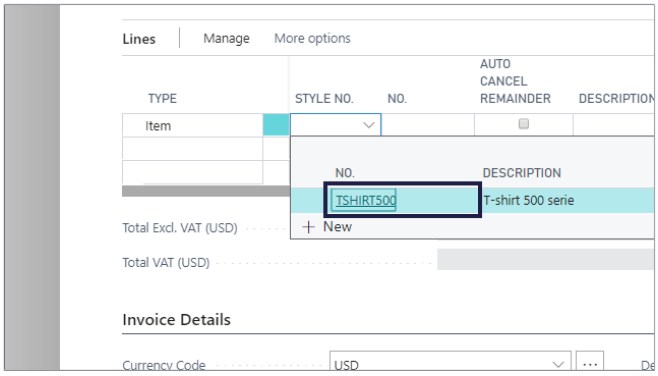
Style No.



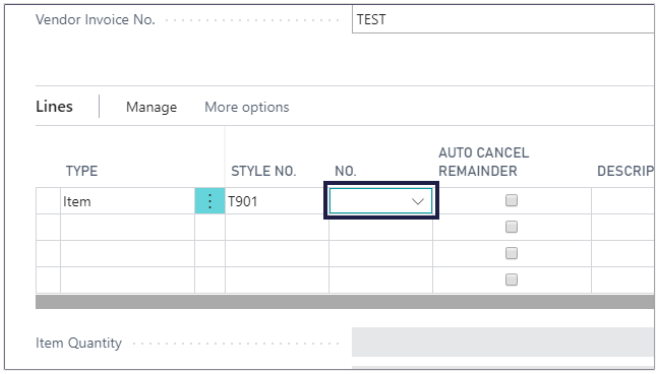
Click on the lookup button in the cell **Style No.**



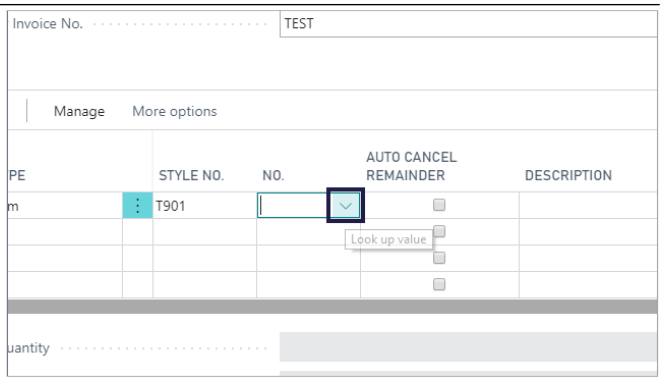
Move the mouse to the cell **No.** on any row
Choose the Style number.



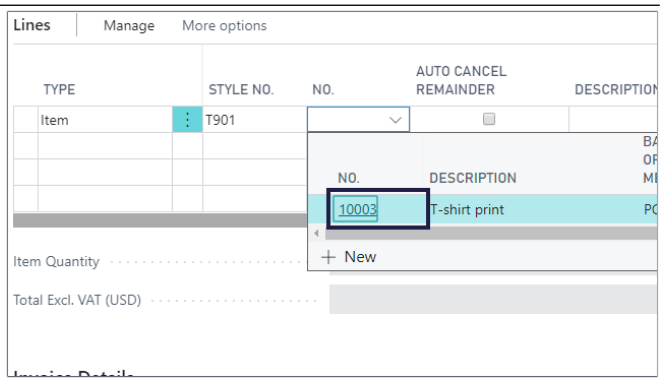
No.



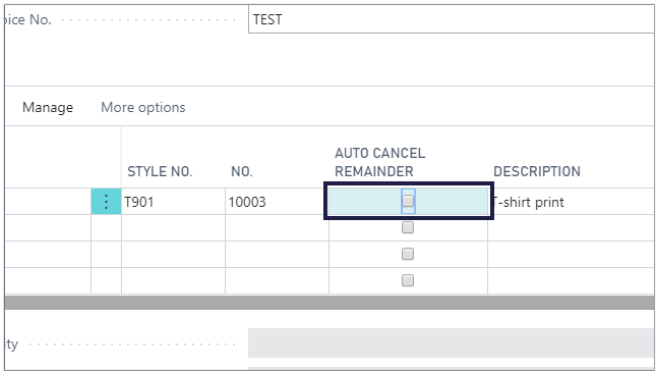
Click on the lookup button in the cell **No.**



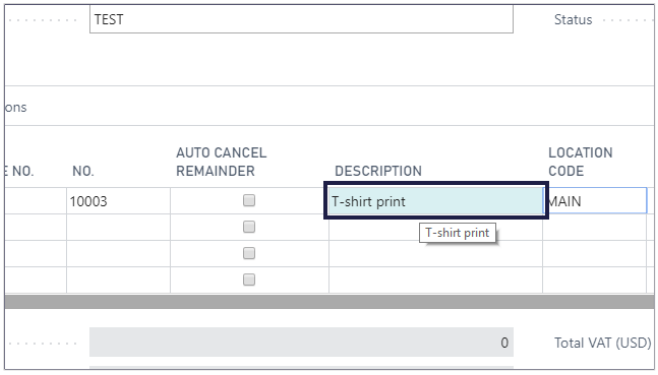
Click on the cell **No.** on any row
Choose the item, number of a general ledger account, resource, additional cost, or fixed asset, depending on the contents of the Type field.



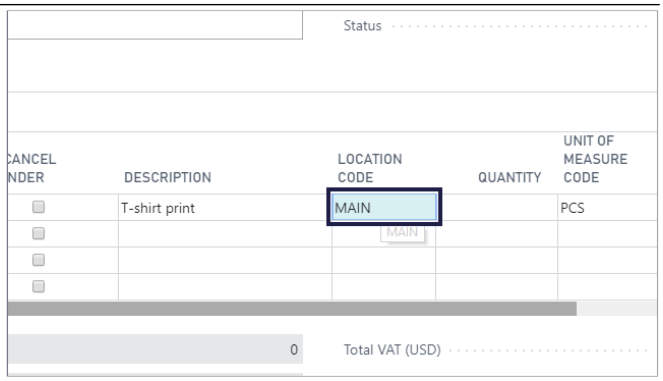
Auto Cancel Remainder
Specifies if the remaining quantity will automatically be canceled when receiving less then the ordered quantity.



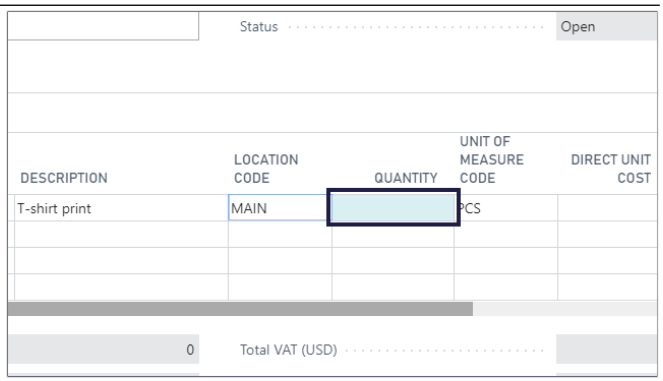
Description
Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.



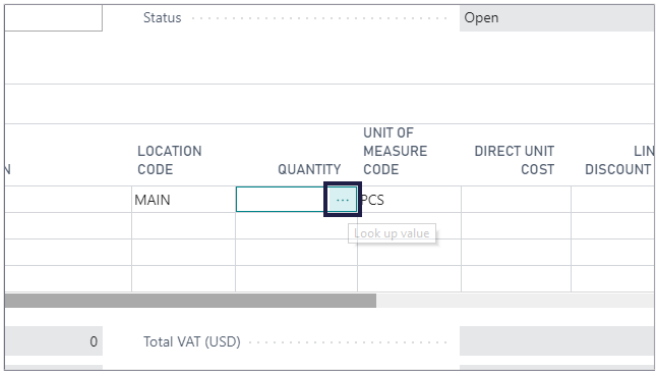
Location Code
Specifies a code for the location where you want the items to be placed when they are received.



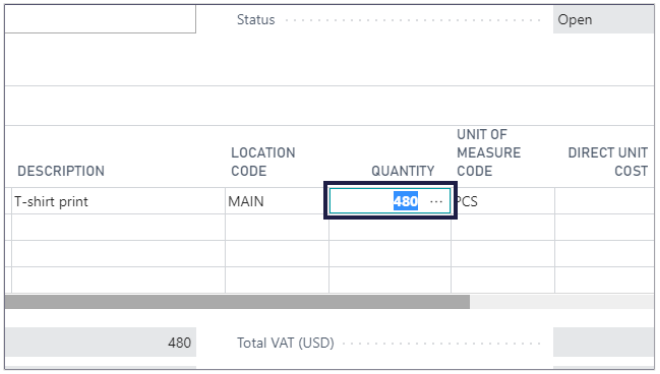
Quantity



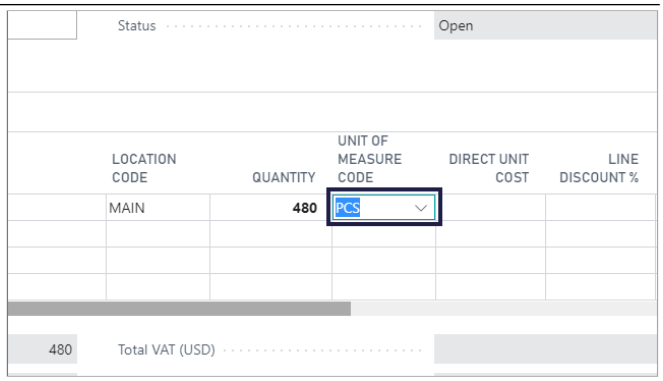
Click on the lookup button in the cell **Quantity**
Fill in the quantities in the order matrix



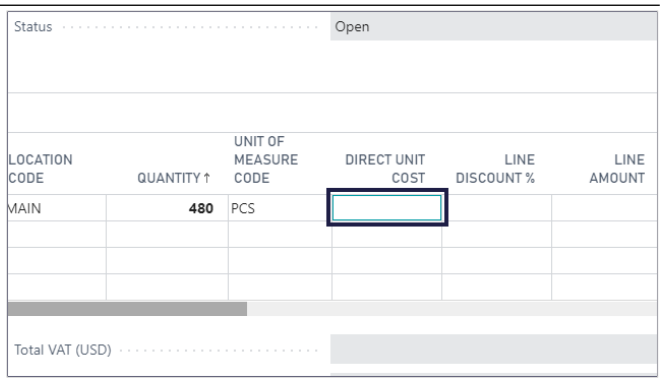
Quantity
Specifies the number of units of the item specified on the line.



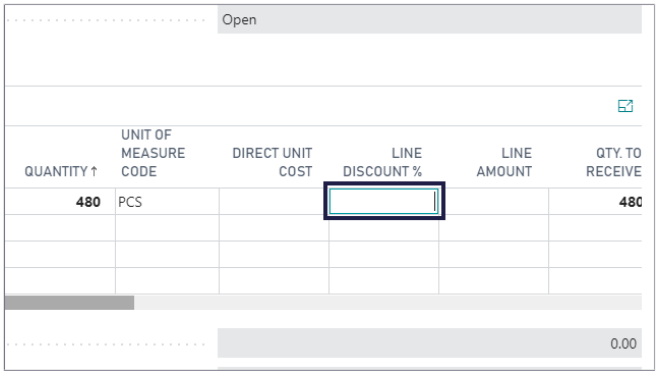
Unit of Measure Code
Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.



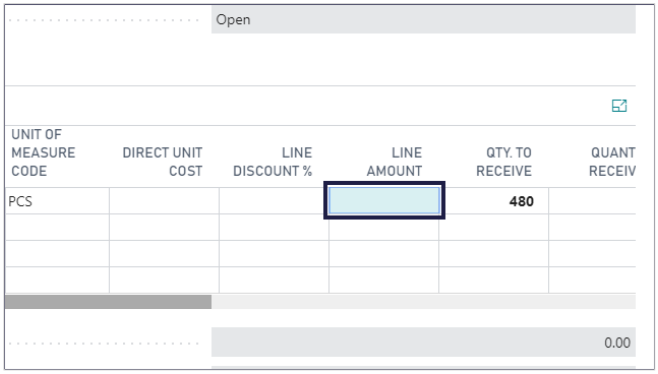
Direct Unit Cost
Specifies the cost of one unit of the selected item or resource.



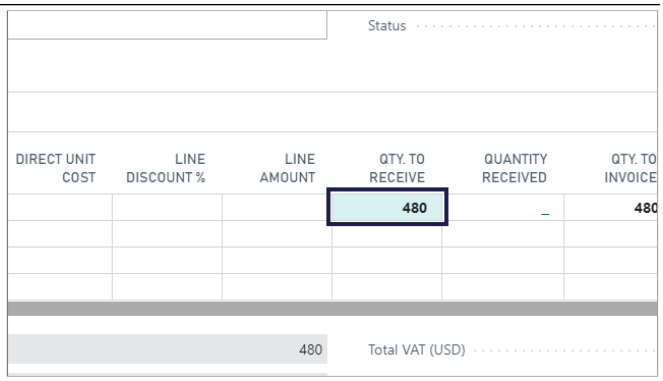
Line Discount %
Specifies the discount percentage that is granted for the item on the line.



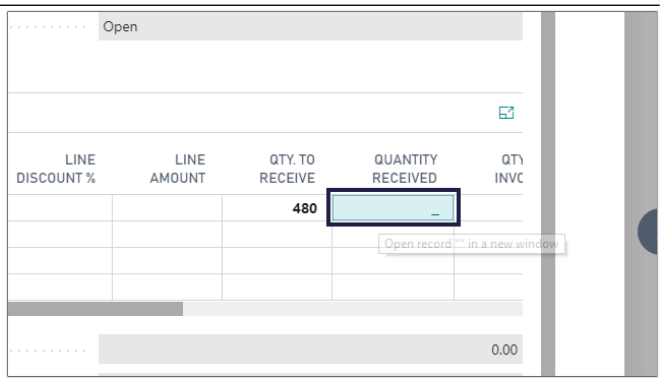
Line Amount
Specifies the net amount, excluding any invoice discount amount, that must be paid for products on the line.



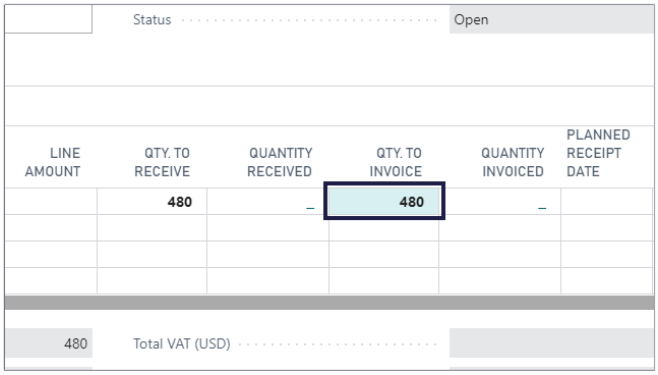
Qty. to Receive
Specifies the quantity of items that remains to be received.



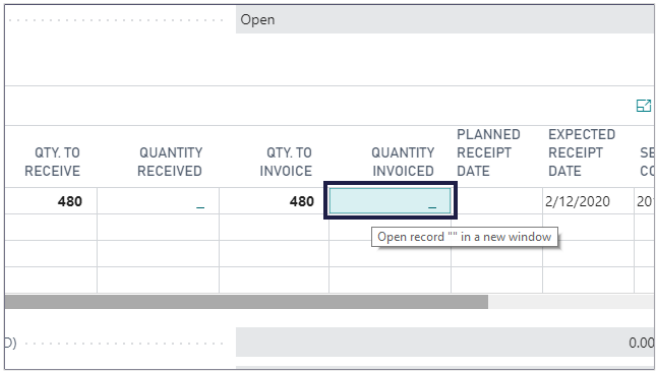
Quantity Received
Specifies how many units of the item on the line have been posted as received.



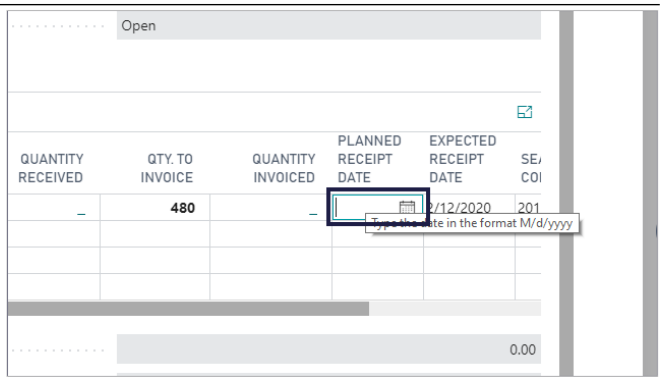
Qty. to Invoice
Specifies the quantity that remains to be invoiced. It is calculated as Quantity - Qty. Invoiced.



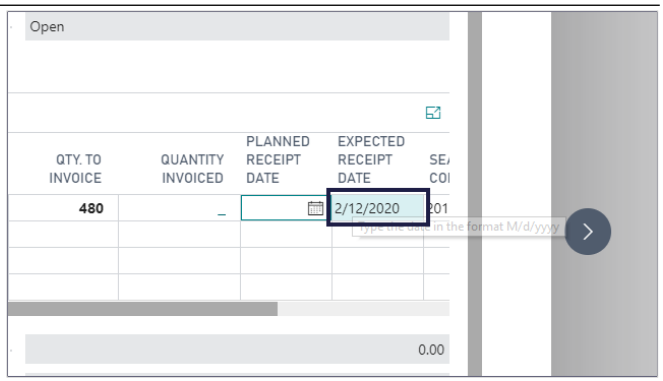
Quantity Invoiced
Specifies how many units of the item on the line have been posted as invoiced.



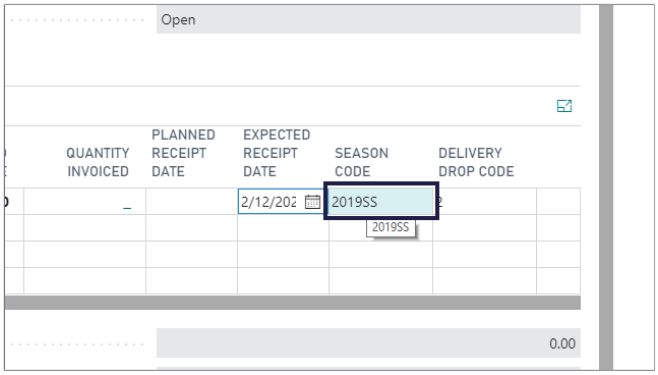
Planned Receipt Date
Specifies the date when the item is planned to arrive in inventory.



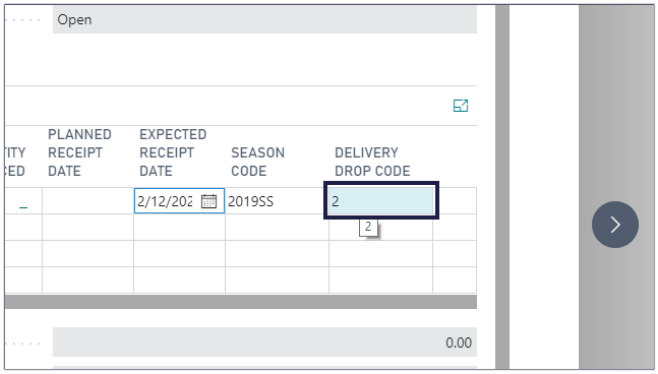
Expected Receipt Date
Specifies the date you expect the items to be available in your warehouse. If you leave the field blank, it will be calculated as follows: Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.



Season Code
Specifies a code for the season that this ordered item belongs to.

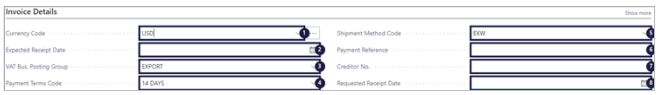


Delivery Drop Code
Specifies a code for the delivery drop that this item belongs to.



1. **Item Quantity**.
   Specifies the Total Quantity field on all lines of type Item in the document.
2. **Total Excl. VAT (USD)**.
   Specifies the sum of the value in the Line Amount Excl. VAT field on all lines in the document minus any discount amount in the Invoice Discount Amount field.
3. **Total VAT (USD)**.
   Specifies the sum of VAT amounts on all lines in the document.
4. **Total Incl. VAT (USD)**.
   Specifies the sum of the value in the Line Amount Incl. VAT field on all lines in the document minus any discount amount in the Invoice Discount Amount field.

4.2.5. Invoice details



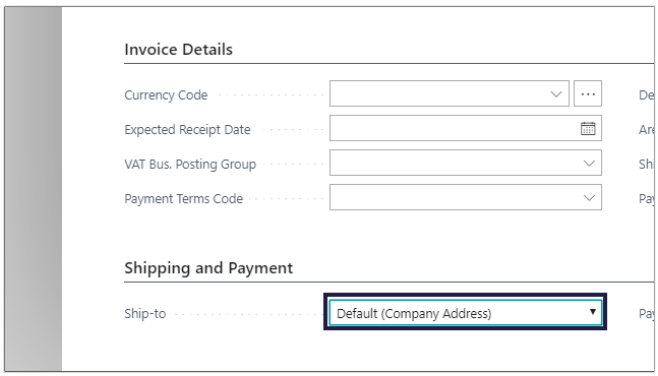
1. **Currency Code**.
   Specifies the currency of amounts on the purchase document.
2. **Expected Receipt Date**.
   Specifies the date you expect the items to be available in your warehouse. If you leave the field blank, it will be calculated as follows: Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.
3. **VAT Bus. Posting Group**.

Specifies the VAT specification of the involved customer or vendor to link transactions made for this record with the appropriate general ledger account according to the VAT posting setup.

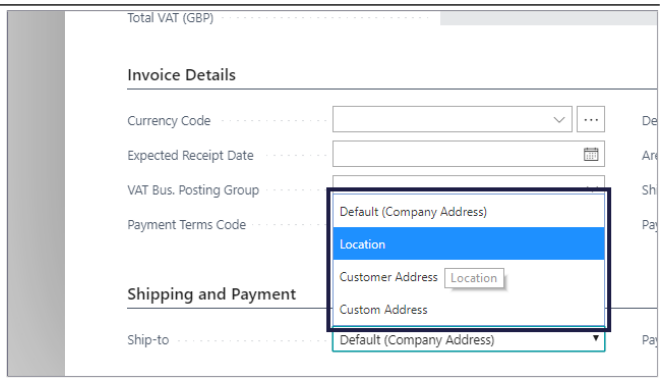
4. **Payment Terms Code**.
   Specifies a formula that calculates the payment due date, payment discount date, and payment discount amount.
5. **Shipment Method Code**.
   Specifies the delivery conditions of the related shipment, such as free on board (FOB).
6. **Payment Reference**.
   Specifies the payment of the purchase invoice.
7. **Creditor No.**
   Specifies the number of the vendor.
8. **Requested Receipt Date**.
   Specifies the date that you want the vendor to deliver to the ship-to address.

4.2.6. Shipping & Payment

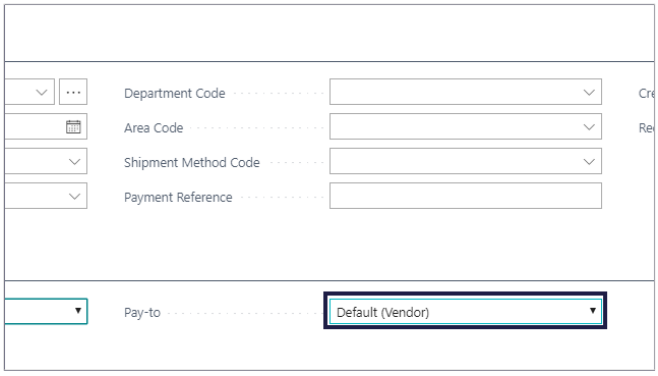
Ship-to
Specifies the address that the products on the purchase document are shipped to. Default (Company Address): The same as the company address specified in the Company Information window.



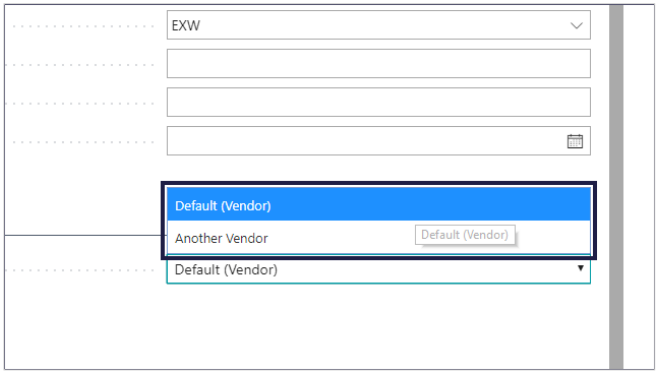
Default (Company Address)
Location: One of the company's location addresses.
Customer Address: Used in connection with drop shipment.
Custom Address: Any ship-to address that you specify in the fields below.



Pay-to



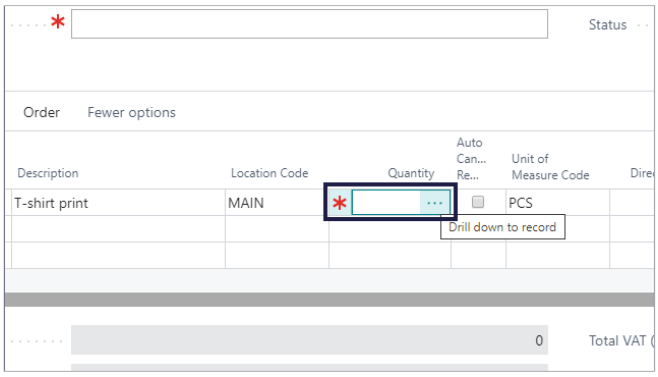
Click on the item **Default (Vendor)** in the list
Choose the vendor that the purchase document will be paid to.
Default (Vendor): The same as the vendor on the purchase document.
Another Vendor: Any vendor that you specify in the fields below.



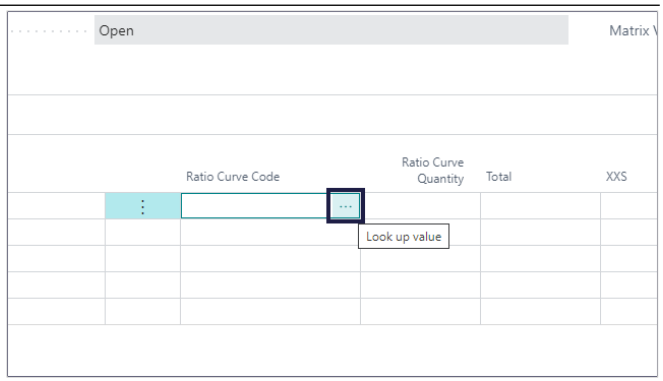
4.3. Use Ratio Curves in Purchase Order

4.3.1. Ratio Curves in Purchase Order

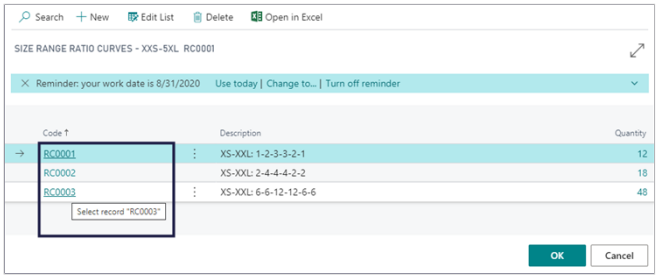
Click on the link in cell **Quantity**



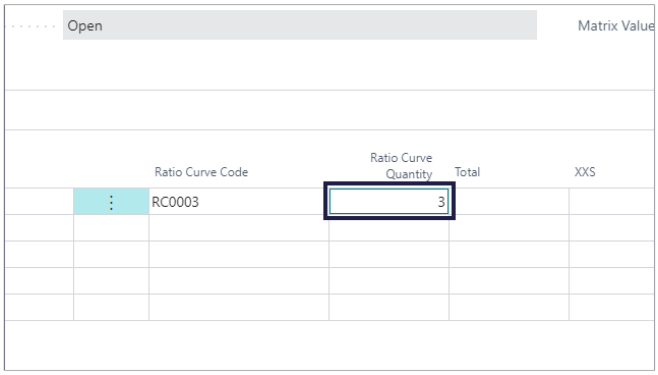
Click on the lookup button in the cell **Ratio Curve Code**



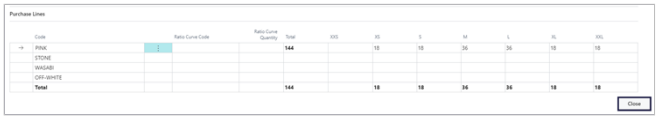
1. Click on the link in cell **Code** on any row.



Add the quantity for the **Ratio Curve Quantity**, press Tab.
The quantities wil be filled based on the Ratio Curve.



1. Click on the button **Close**.



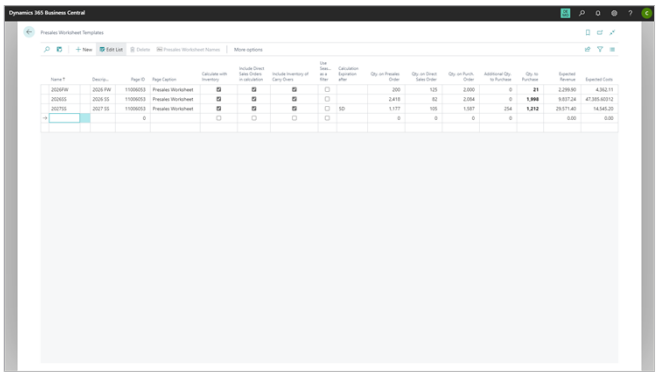
5. From sales to purchase

5.1. Presales Worksheet BC25

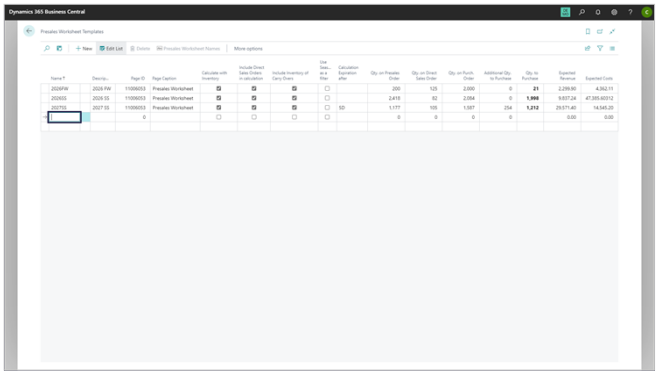
In the dynamic and fast-paced fashion industry, efficient presales management is crucial for success. Fashion brands must carefully plan and track their seasonal collections to ensure they meet market demand while managing production constraints. K3 Pebblestone on Microsoft Business Central offers an advanced presales worksheet functionality that streamlines this process, empowering multiple users to manage their respective parts of each collection effectively.

5.1.1. Presales Worksheet Templates

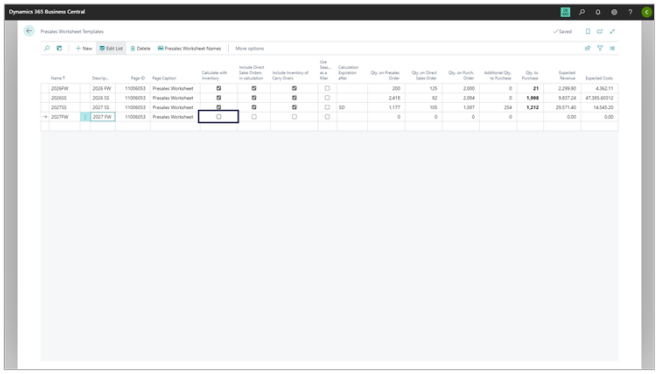
A presales worksheet template can be created for each presales season or delivery drop. Per template, settings can be configured to determine whether to account for direct sales orders or existing inventory.



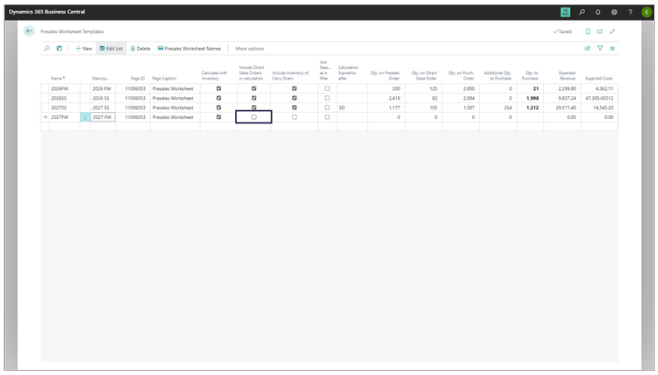
Enter the new template name



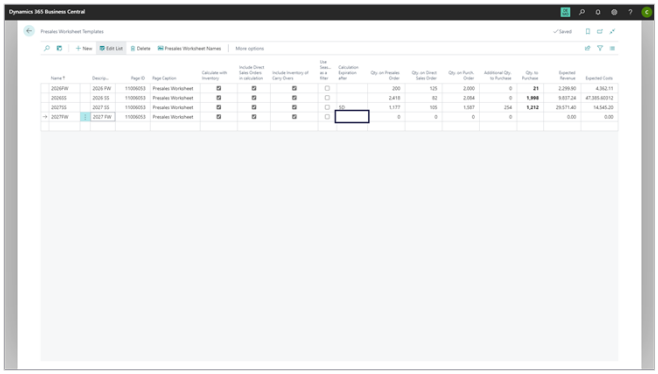
Choose whether existing inventory should be included in the calculation



Choose whether direct sales orders should be included in the calculation

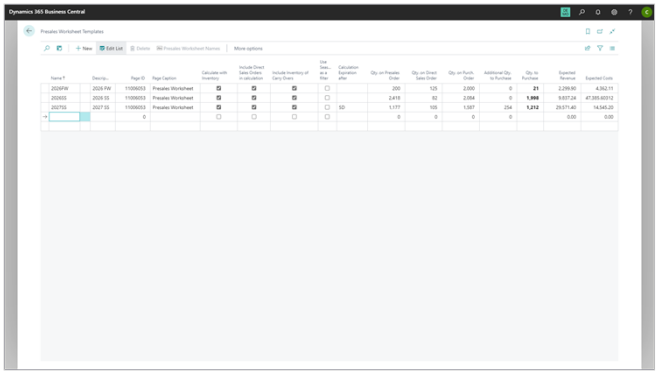


Enter the date formula that indicates when a calculation is too old and recalculation of the lines is recommended for the 'Calculation Date-Time' field



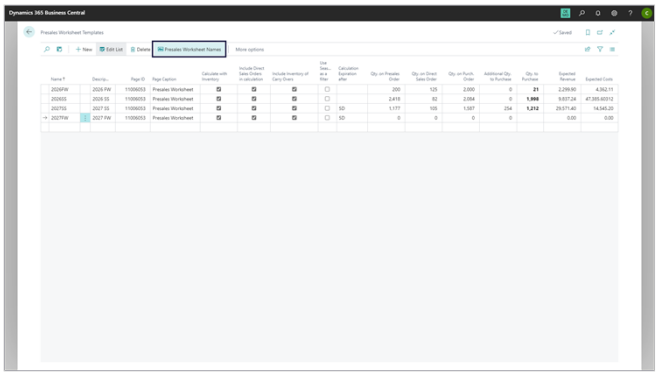
5.1.1.1. Multi-User Presales Worksheet Names

The presales worksheet in K3 Pebblestone allows multiple users to have their own presales worksheet batch. This is essential for fashion brands, as different teams or individuals often handle various aspects of a seasonal collection. Each user can work independently on their batch, ensuring focused and efficient management of their responsibilities.

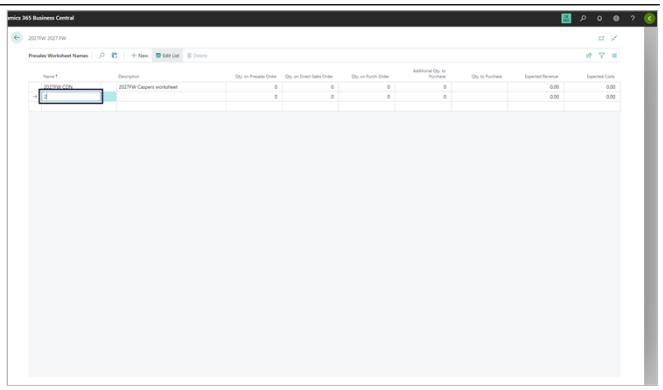


In an existing template, create a new worksheet name for each user to work with their own set of items

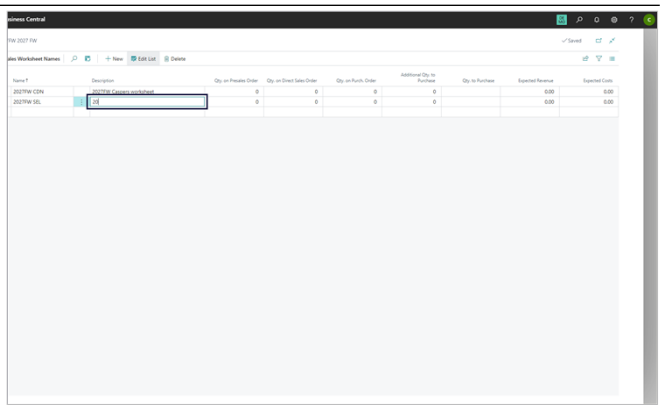
Click on the navigation menu item **Presales Worksheet Names**



Enter the new name



Enter the new description



5.1.2. Presales Worksheet

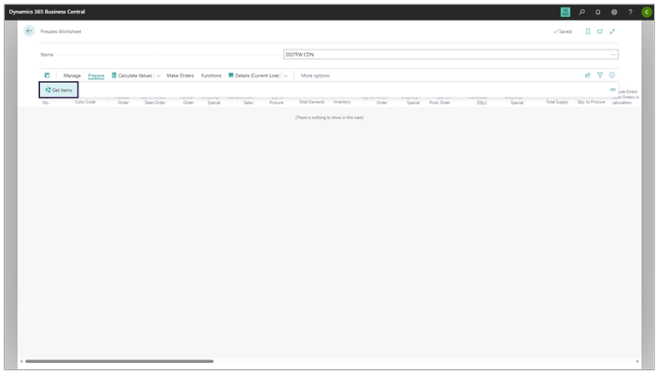
Based on the collected presold order quantities, the presales plan allows determining the quantities to be purchased or produced.

5.1.2.1. Get Items function

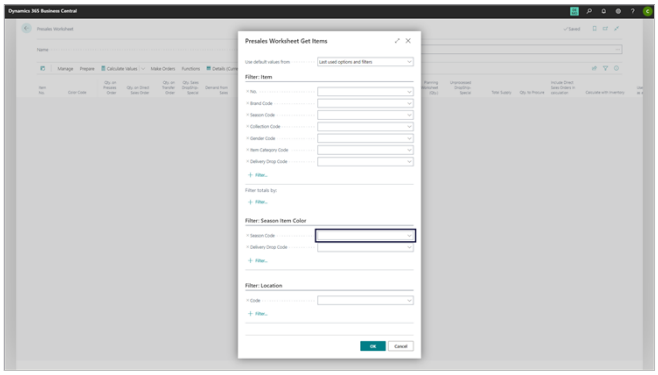
To create a presales worksheet, users can add items to the worksheet using the "Get Items" function. This feature provides extensive filtering options, making it easy to fetch items based on specific criteria such as:
- Season
- Delivery drop
- Item category
- Gender
- Collection

These filters ensure that only relevant items are included in the worksheet, allowing for targeted and accurate presales management.

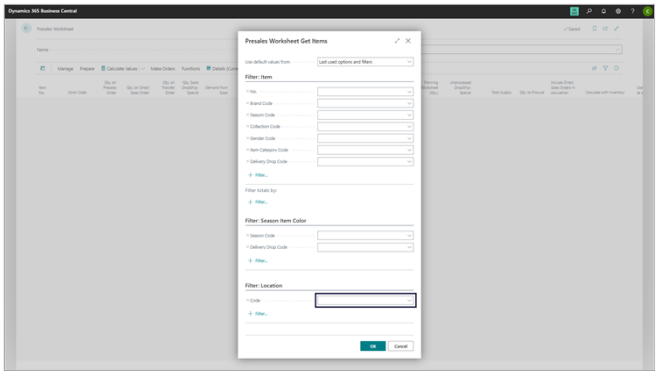
Click on the navigation menu item Prepare and Get Items



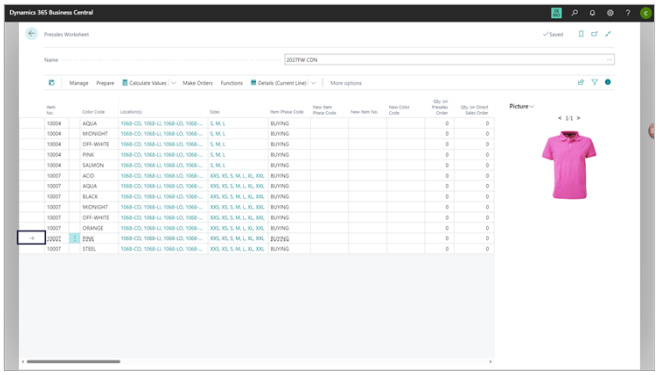
Optionally, apply a filter to the presales season



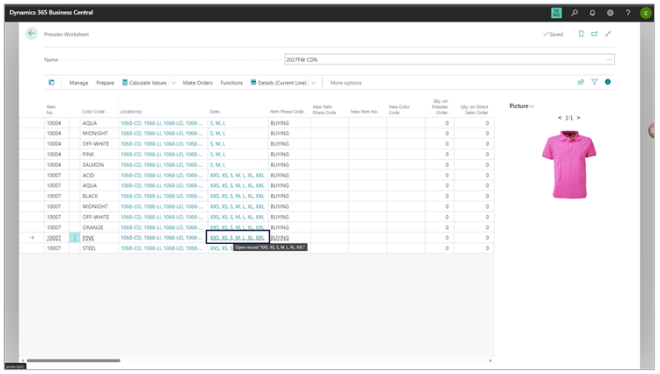
Apply a filter to the location if desired.
If no location filter is entered, an overview of all locations is provided, which offers less clarity.



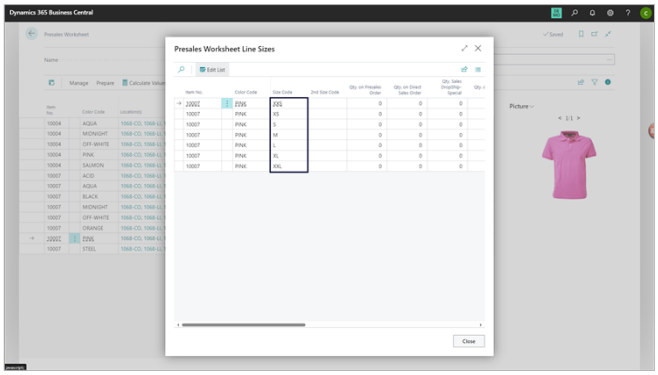
Each line in the worksheet is created per item color, accommodating the common industry practice where an item is available in multiple colors.



Clicking on the displayed size range shows information per size

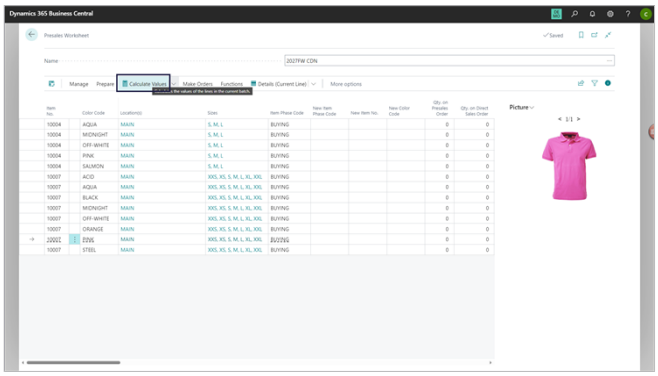


The information shows on size level

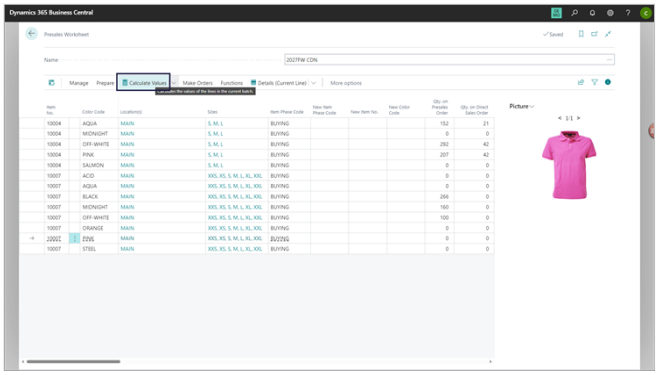


5.1.2.2. Calculate Values function

By clicking the menu item Calculate Values, the presold quantities, the quantities on direct sales orders, inventory, and purchase orders are calculated, the threshold quantities are retrieved, and the other totals are recalculated



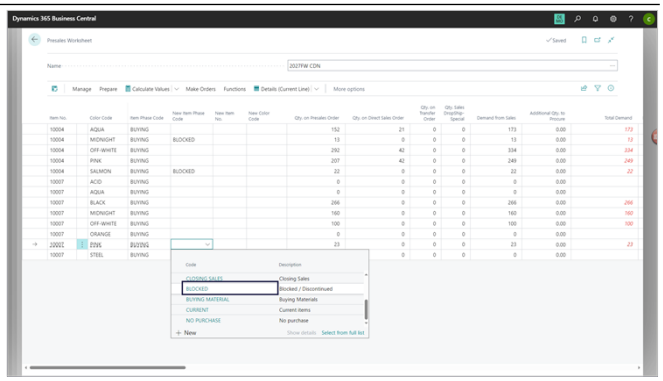
The quantities in the lines are summed per item color for the specified location(s).
The quantities per size can also be displayed.



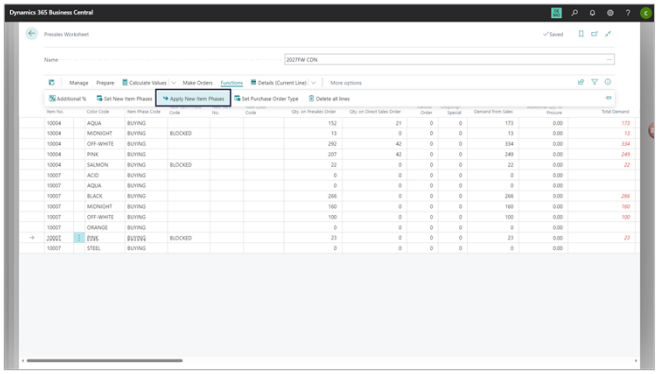
5.1.2.3. Undersold item color combinations

During the presales period, it is possible to monitor which colors are selling well and which are lagging. Adjustments can be made during the presales period to convert less sold colors to better-selling colors. This allows more focus on the popular colors throughout the period.
Based on the pre-sold quantities, enter a new Item Phase for item color combinations that need to be blocked because they are undersold.

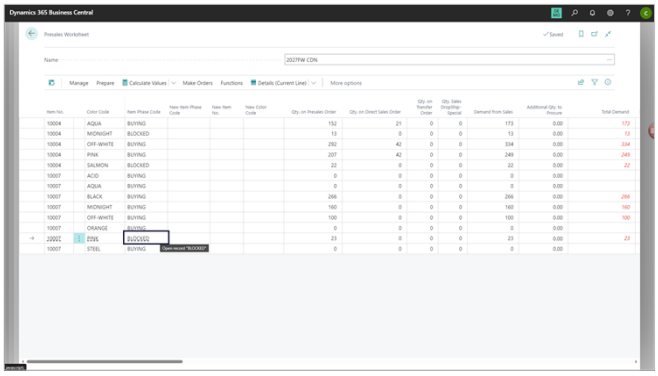
Enter a new Item Phase with the value BLOCKED



Click on the navigation menu item Functions and Apply New Item Phases



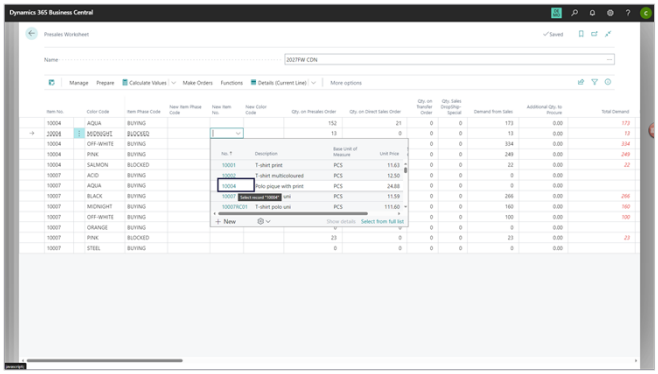
The new item phases will be transferred to the "Item Phase" column and the "New Item Phase" column will be cleared



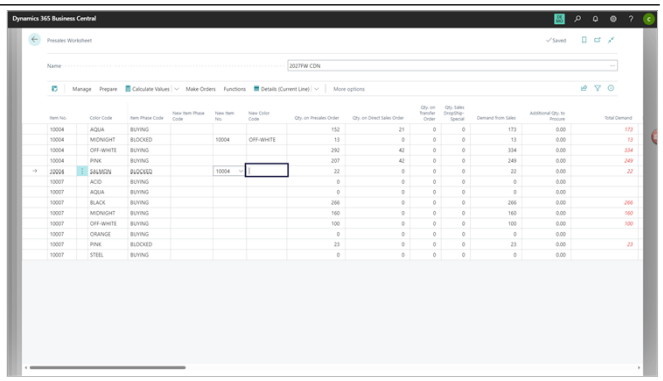
5.1.2.4. Replace blocked item colors

5.1.2.4.1. Enter New Item No. and New Item Color

For the blocked item colors, a replacement item can be entered

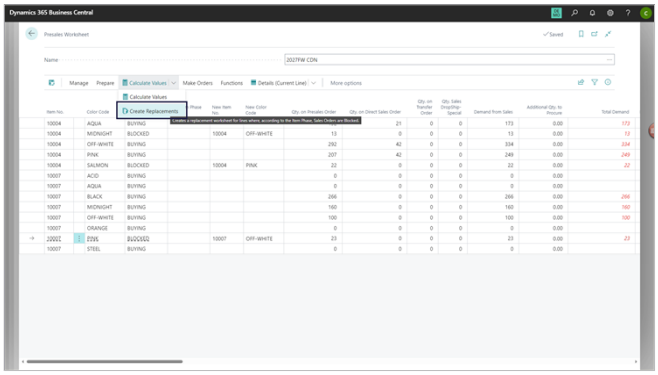


For another blocked item color, a replacement color can be entered

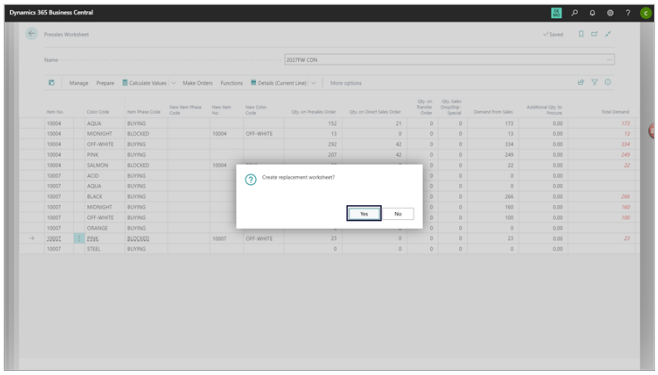


5.1.2.4.2. Function Create replacements

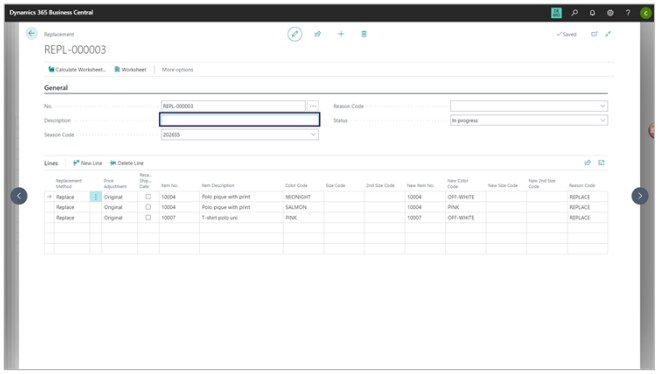
With this function in the presales worksheet, the system identifies which item colors are blocked and where it needs to create a replacement.
It is also possible to run the replacement standalone.



The replacement worksheet will be created

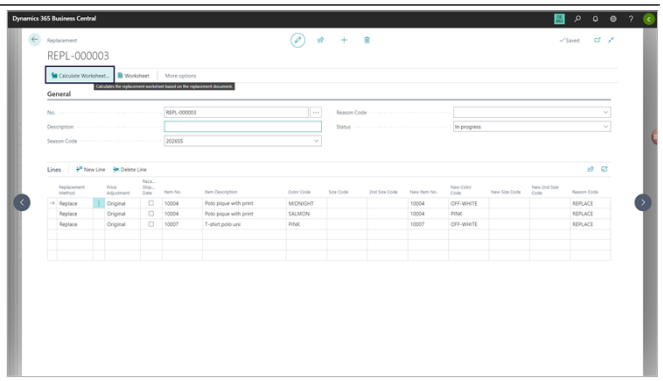


In the Replacement page, you can indicate through the Replacement Method whether the blocked item should be replaced or canceled.

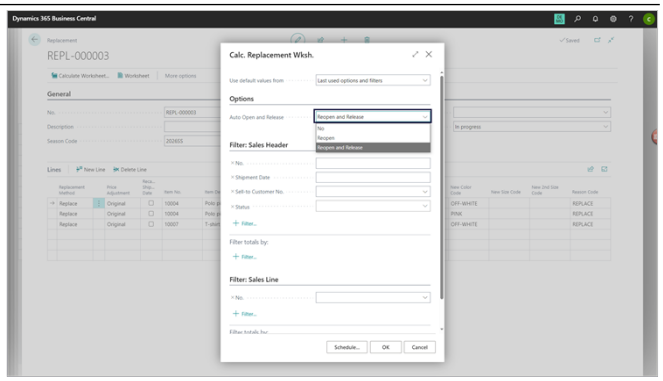


By using the Calculate Worksheet function, all the sales lines for the specified item color combinations are found and automatically replaced or canceled, with the system providing them with a reason code in the sales lines.

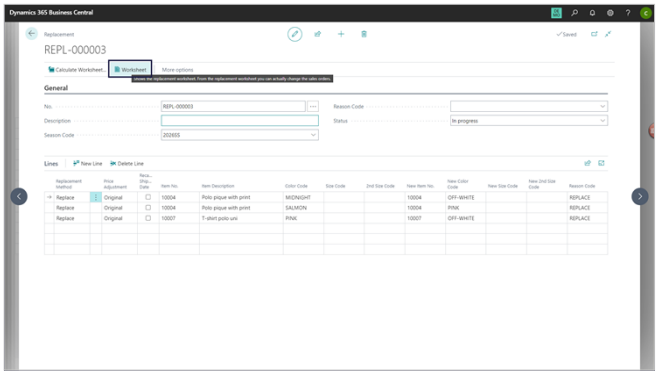
Click on the navigation menu item Calculate Worksheet.



Automatic opening and releasing of sales orders is possible to enable changes in the sales orders



Click on the navigation menu item **Worksheet**

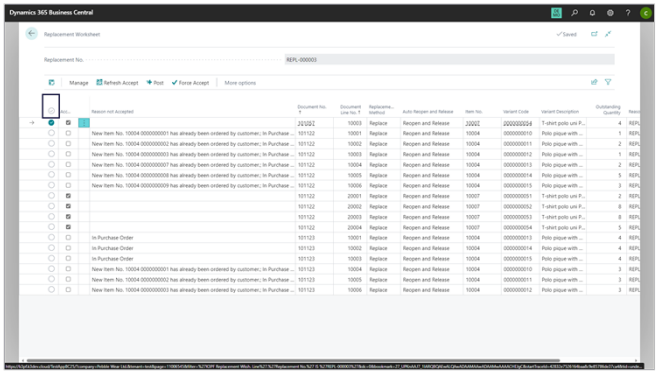


5.1.2.4.3. Replacement Worksheet

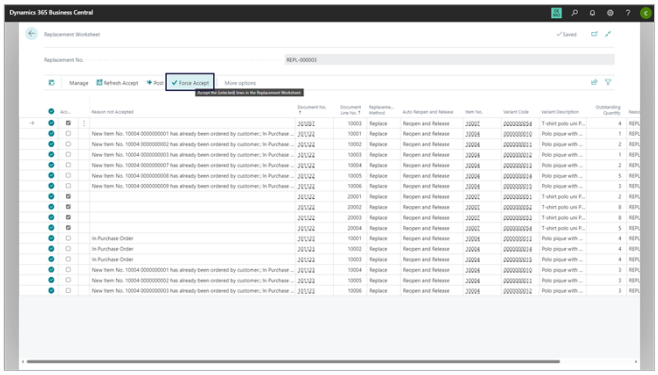
5.1.2.4.3.1. Accept the proposed replacement sales order lines

One can review and optionally check or uncheck the suggested replacement sales order lines. Customers can be informed, and based on their preference, the replacement or cancellation can be accepted.

Additionally, multiple suggested lines can be selected and all checked at once, using the 'Force Accept' function.



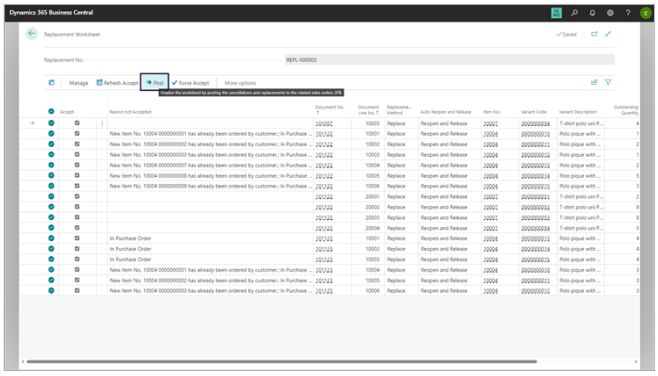
Click on the navigation menu item **Force Accept**



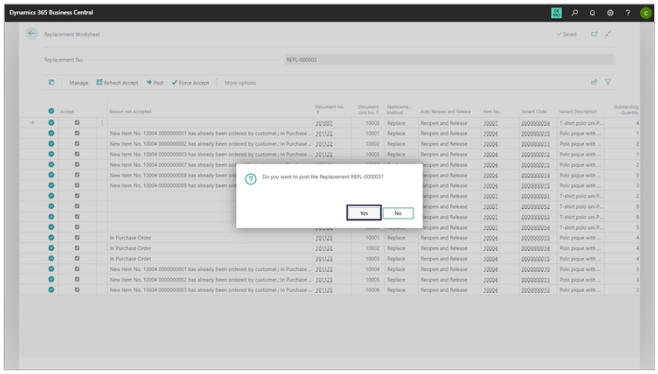
5.1.2.4.3.2. Post proposed and accepted replacement sales order lines

Upon posting, the system will automatically update all sales lines, saving a lot of work compared to manual adjustments.

Click on the navigation menu item **Post**



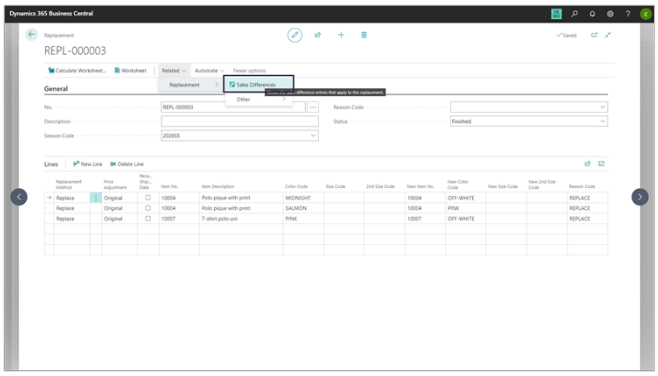
Sales lines will be updated



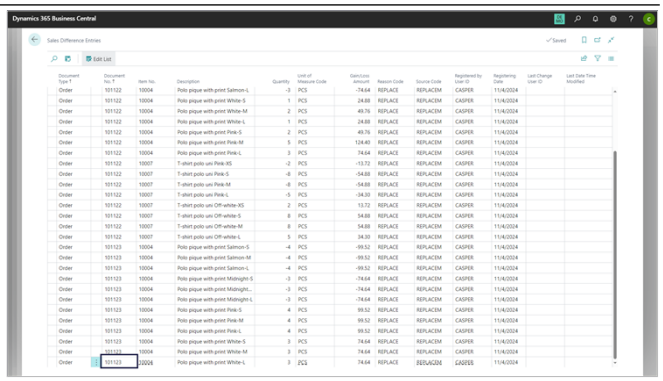
5.1.2.4.3.3. Check sales difference entries

It's possible to check the changed sales lines differences in two places

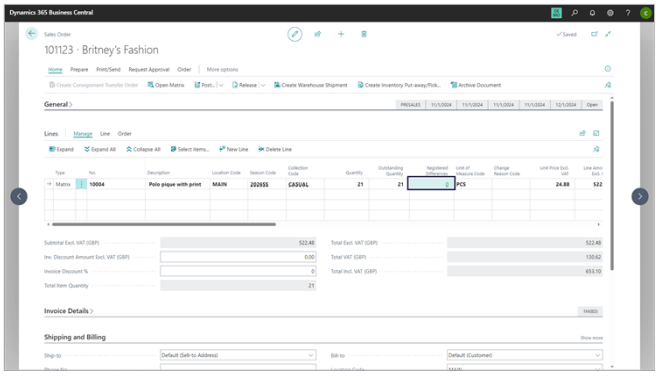
On Replacement page , click on the navigation menu item Sales Differences



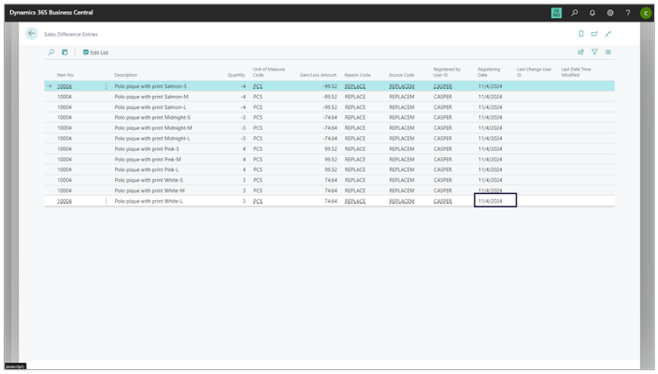
Check Sales Difference Entries



On sales order line, click in cell Registered Differences



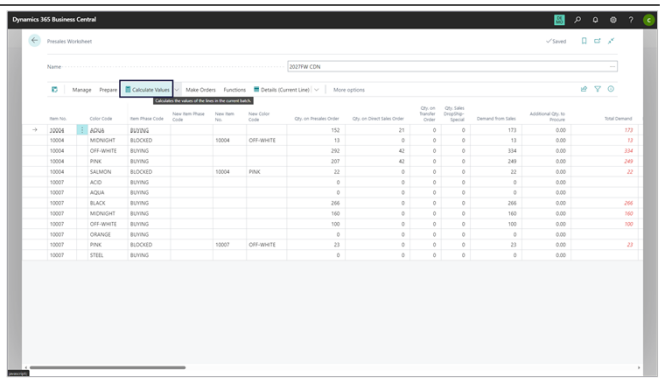
Check Sales Difference Entries



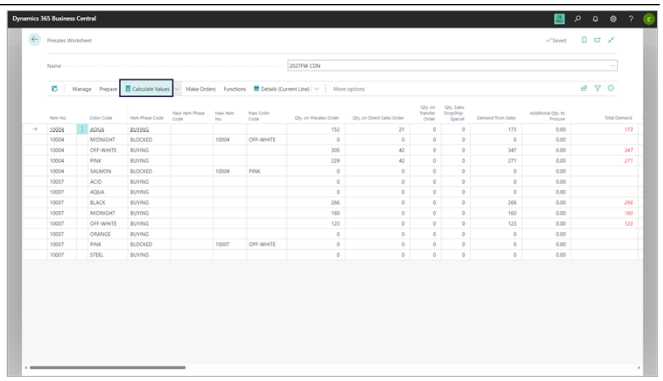
5.1.2.4.4. Recalculate Values

During the use of the presales worksheet, constant recalculation is necessary to reevaluate changed conditions.

Click on the navigation menu button Calculate Values



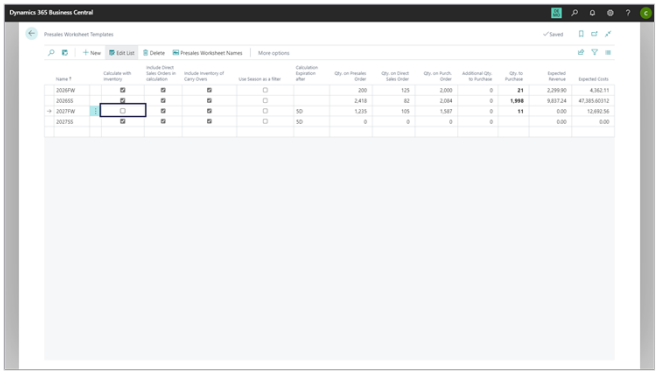
Check Qty on Presales Order for blocked item colors. All quantities on presales orders are set to 0, as they have been replaced or canceled.



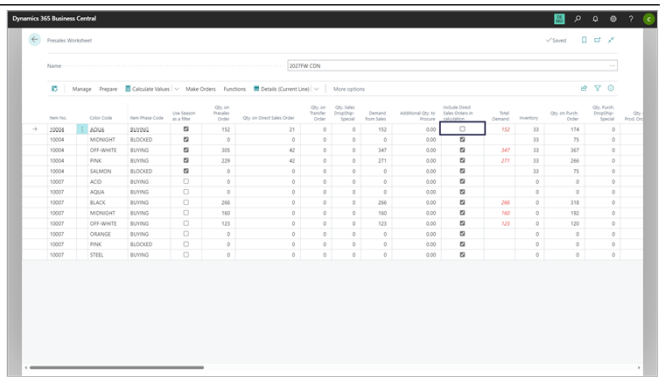
5.1.2.5. Toggle per worksheet line

On the Presales Worksheet Templates, default settings can be configured, such as "Include Direct Sales Orders in Calculation," "Calculate with Inventory," and "Use Season as a Filter."

These settings are applied automatically when worksheet lines are created but can be adjusted per worksheet line as needed.



Per worksheet line, these settings can be configured to include or exclude out-of-season sales, to count direct sales orders in total demand, and to include inventory in the overall demand calculation.



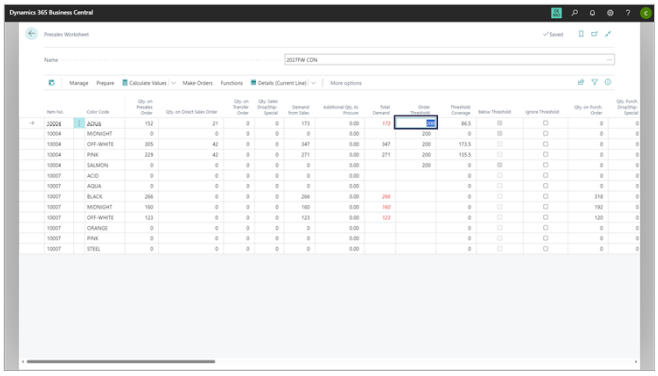
5.1.3. Additional quantities to purchase or produce

To ensure adequate stock for direct sales after retailers have received their orders, users can increase the quantities to purchase or produce. This is facilitated by a function that allows quantities to be adjusted by a specific factor. This feature helps in maintaining optimal inventory levels, supporting ongoing sales efforts beyond the initial presales phase.

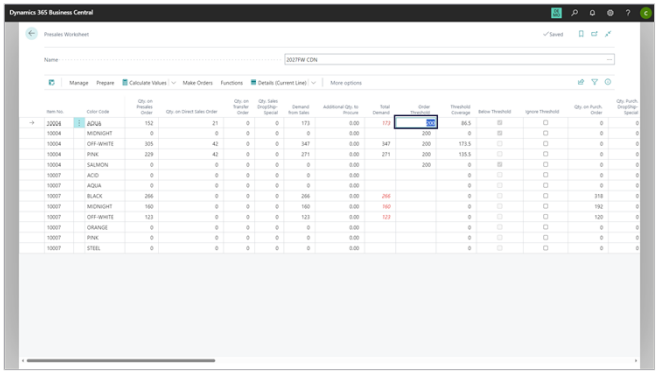
Manufacturers often have minimum order quantities for each color. Users can set the threshold at the item color level, enabling them to monitor if sufficient quantities have been sold per color. The "total demand" column provides a clear visual indication: if the quantity sold is below the threshold, it shows red, signaling that the order threshold has not been met.

If thresholds are used, representing minimum purchase quantities per item color, they can be set individually per item color.
If the intended purchase quantity falls below the threshold, one can decide to add additional quantities or check the 'Ignore Threshold' field.

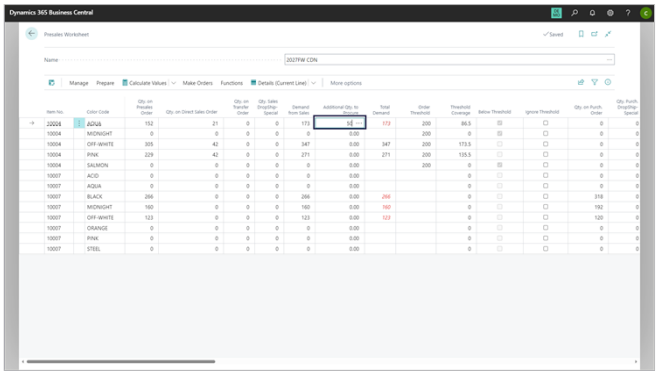
The threshold per item color is taken from the item card. This quantity can be manually adjusted in the worksheet.



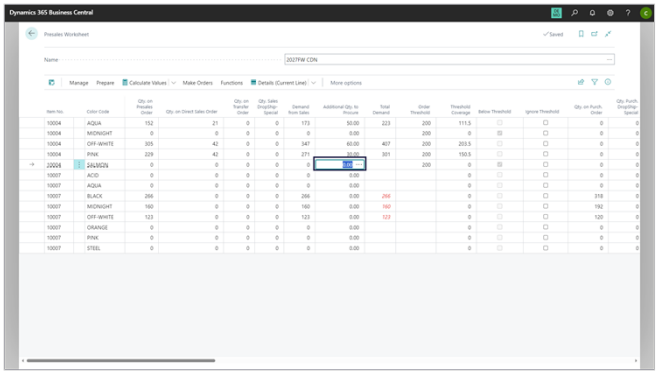
In addition to the threshold coverage percentage, there is a field indicating whether the quantity to purchase is below the threshold. It can be decided to ignore the threshold.



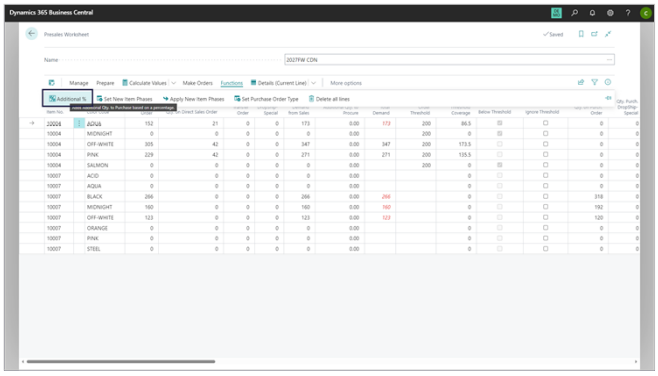
It's possible to add total additional quantities to purchase for multiple item colors in the "Additional Qty to Purchase" column.
The calculated total quantities will be automatically distributed according to the size range in which it has already been presold.



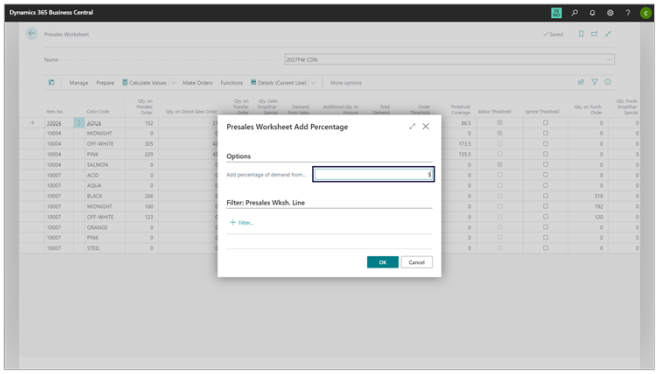
After entering an additional quantity, the worksheet line will automatically recalculate the values.



It's also possible to add total additional quantities to purchase for multiple item colors in the "Additional Qty to Purchase" column by using the Additional % function.
The calculated total quantities will be automatically distributed according to the size range in which it has already been presold.

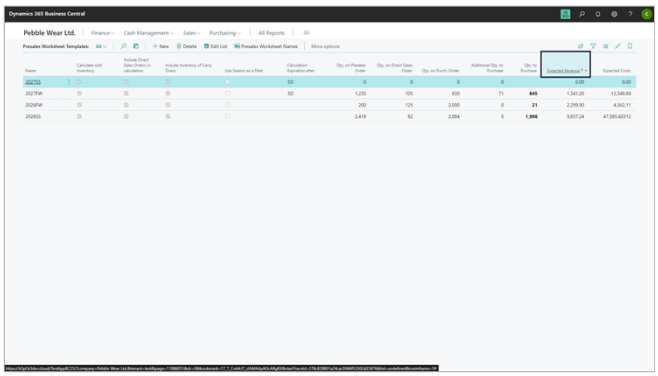


The entered percentage will be calculated as a percentage of the Demand from Sales quantity

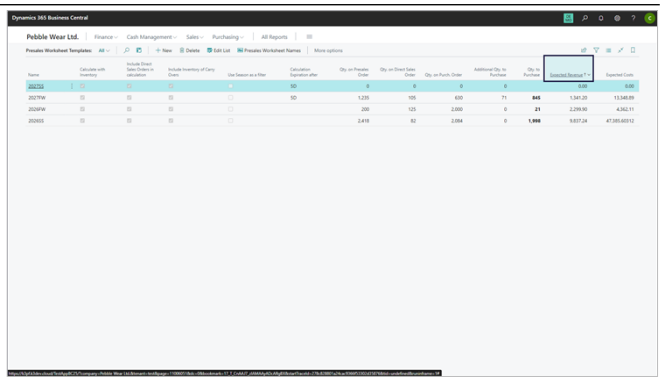


5.1.3.1. Financial Insights

The presales worksheet template offers comprehensive financial insights, including:
Total quantity sold on presales and direct orders
Total expected revenue
Total expected cost



These metrics are crucial for making informed decisions and optimizing the overall profitability of the collection.



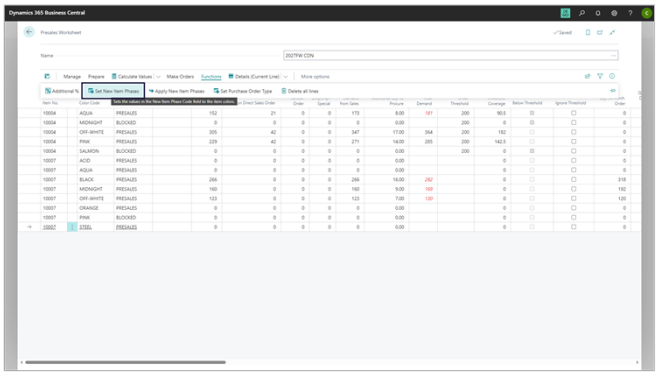
5.1.3.2. Set and apply next item phase for multiple items

Once all quantities to procure are determined, the item phase needs to be transitioned to an item phase that allows purchasing.
It is common for an item to have an item phase during the presales period where entering sales orders is allowed, but purchasing the item is still blocked.

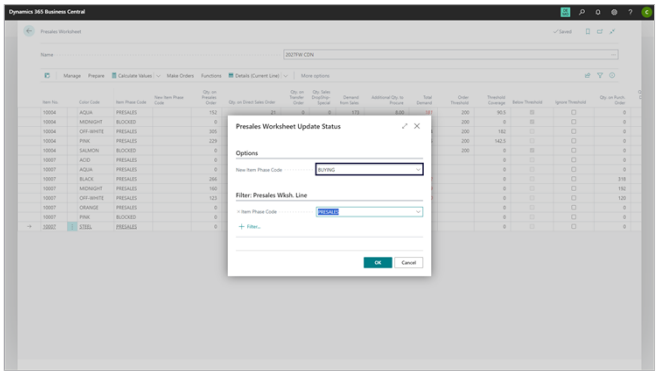
Typically, after the sales period has ended, the sold quantities are totalled and then purchased. Before an item can be purchased, its item phase must be changed to one where purchasing is not blocked.

It is possible to use the 'Set new Item Phase' function to apply a selected item phase for multiple items in the worksheet.

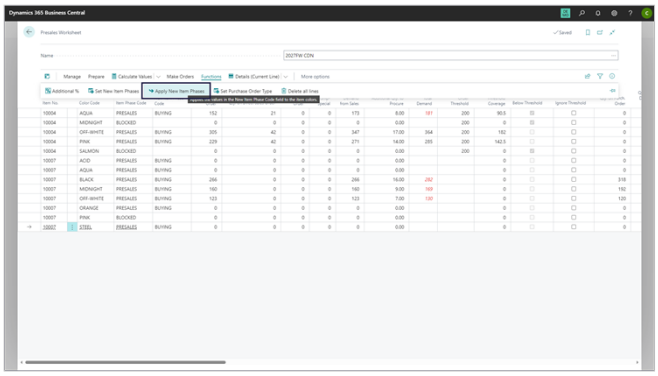
Click on the navigation menu item **Set New Item Phases**



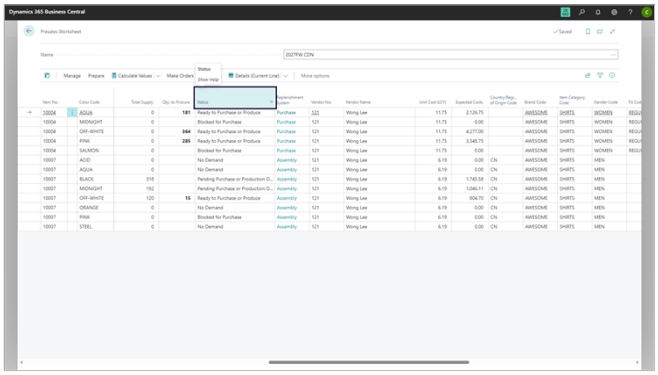
Select New Item Phase Code that allows creating purchase orders or production orders



Click on the navigation menu item **Apply New Item Phases**



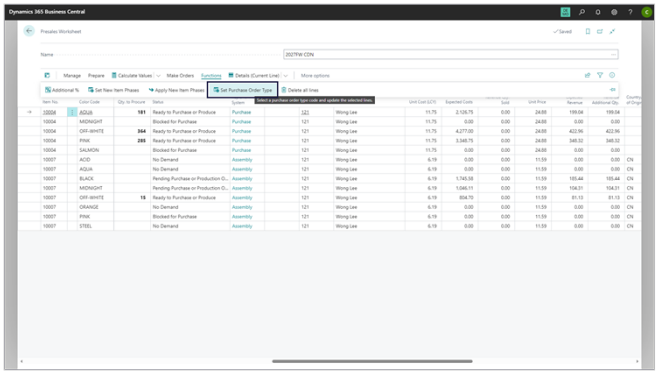
Check the status per item color



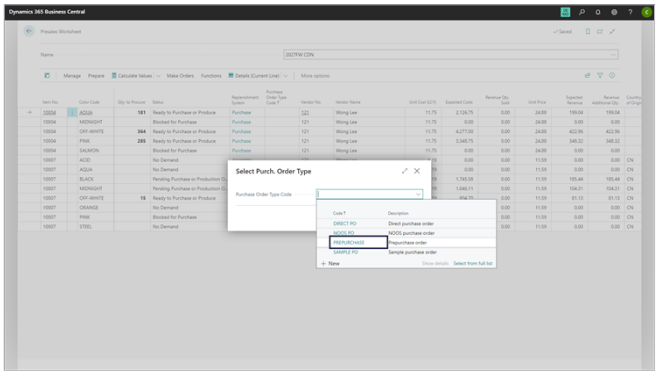
5.1.3.3. Create purchase orders

When the status in the worksheet lines is 'Ready to Purchase or Produce', the purchase orders can be created for the quantities to procure.

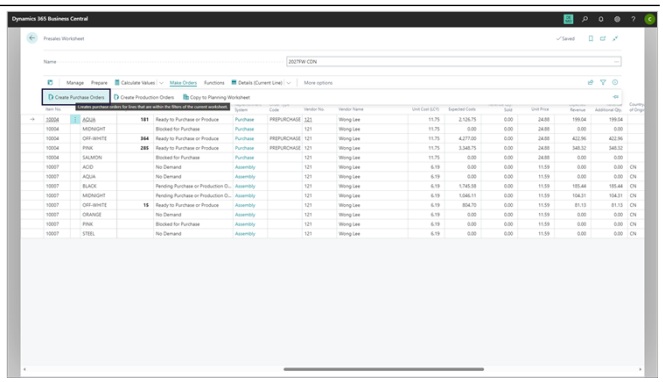
Click on the navigation menu item **Set Purchase Order Type**



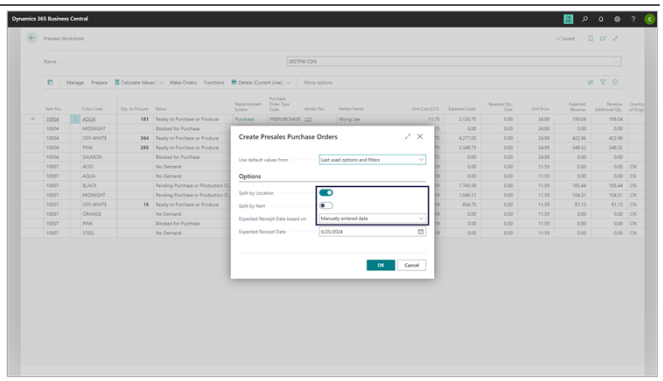
Select a purchase order type



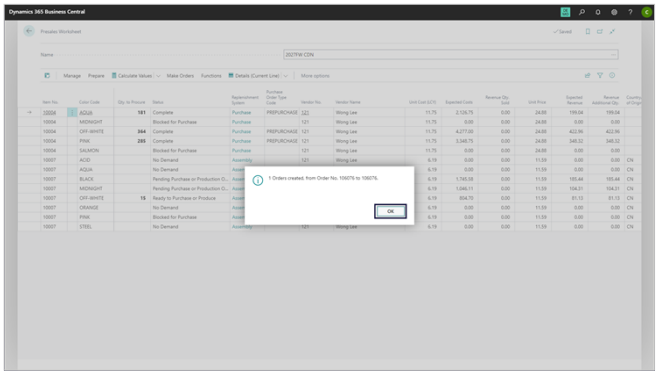
Click on the navigation menu item **Create Purchase Orders**



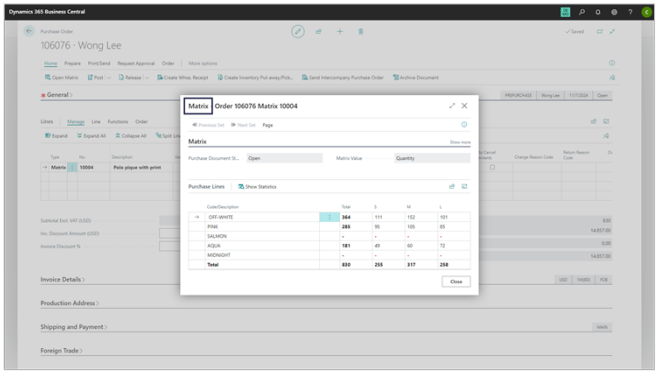
Choose whether you want a purchase order created per location or per item
The Expected Receipt Date can be based on the starting date of the delivery drop or manually entered



A purchase order has been created



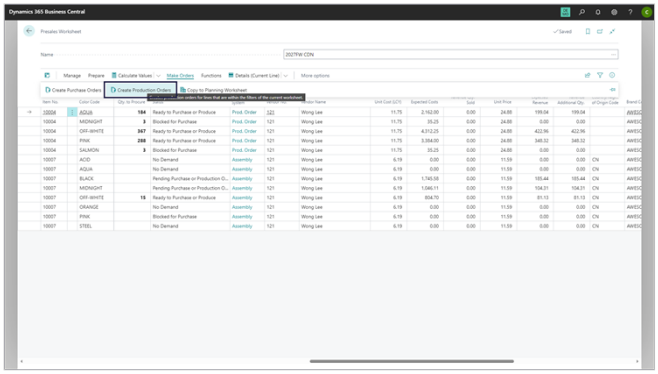
Check the created purchase order. In the matrix, the ordered quantities can be found for each color-size combination.



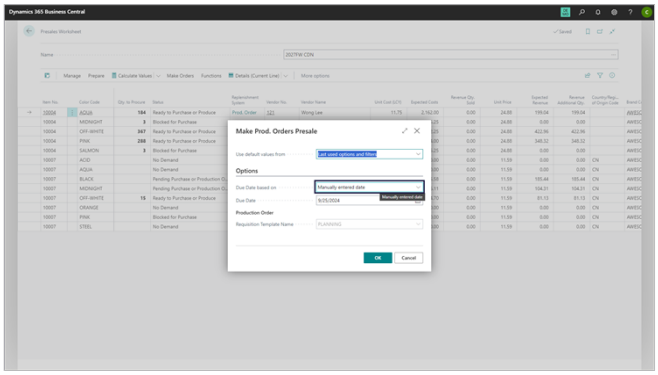
5.1.3.4. Create production orders

When the status in the worksheet lines is 'Ready to Purchase or Produce', the production orders can be created for the quantities to procure.

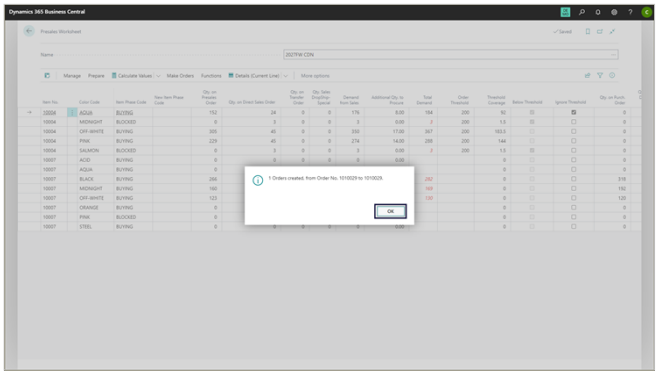
Click on the navigation menu item **Create Production Orders**



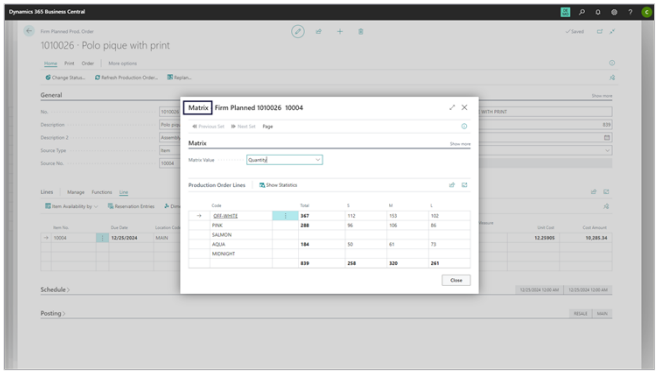
Choose whether you want the Due Date based on the starting date of the delivery drop or manually entered



A firm planned production order has been created



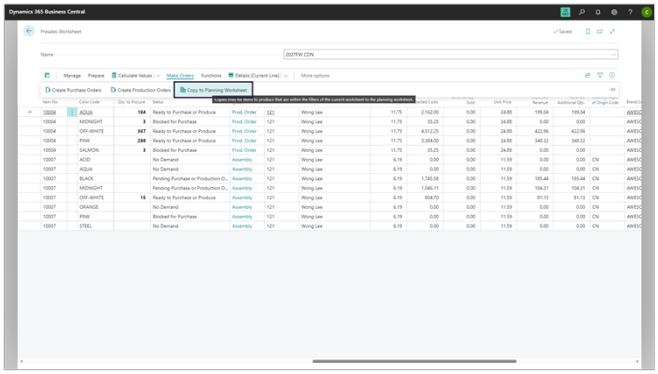
Check the created production order. In the matrix, the ordered quantities can be found for each color-size combination.



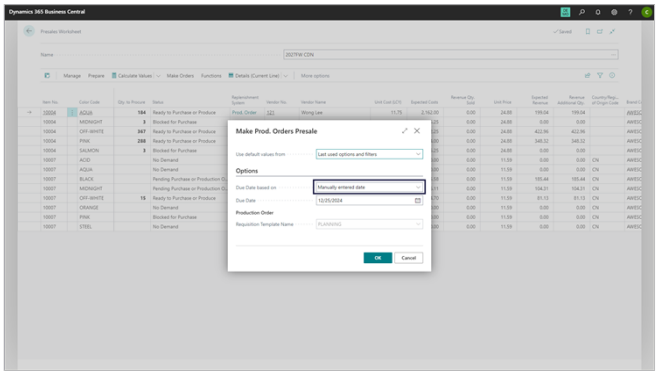
5.1.3.5. Create production orders by using planning worksheet

When the status in the worksheet lines is 'Ready to Purchase or Produce', the production orders can be created for the quantities to procure.

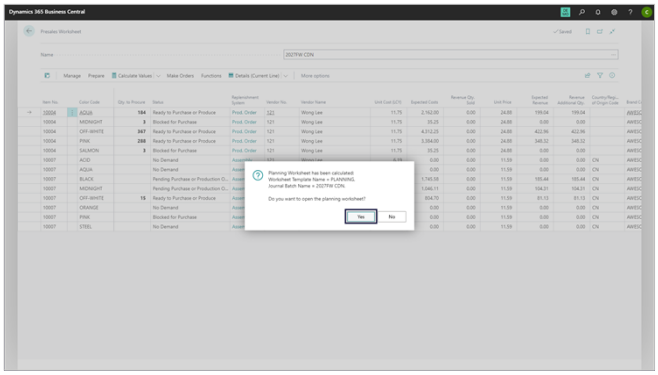
Click on the navigation menu item **Copy to Planning Worksheet**



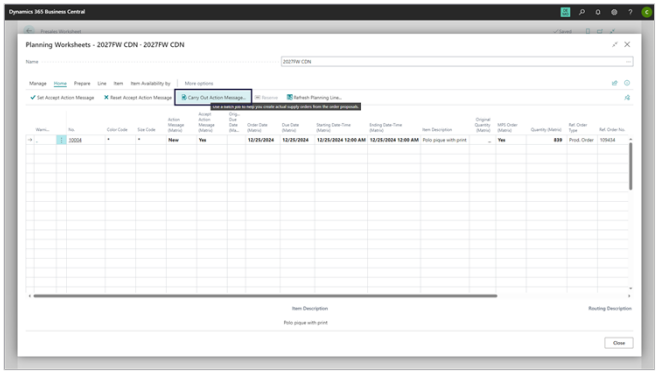
Choose whether you want the Due Date based on the starting date of the delivery drop or manually entered



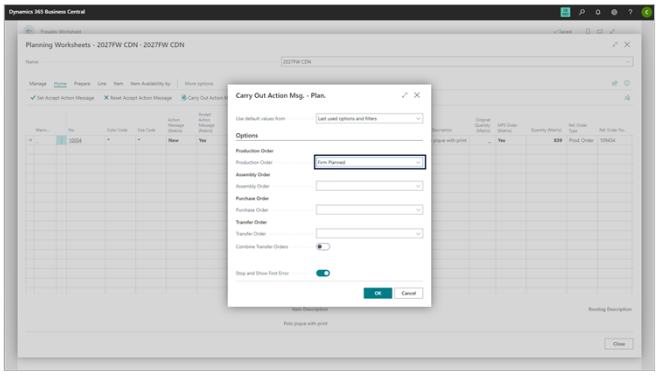
Choose whether you want to open the planning worksheet



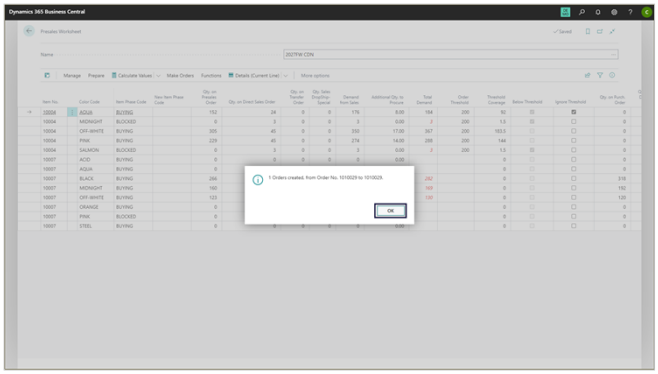
Click on the navigation menu item **Carry Out Action Message...**



Choose whether you want a planned, firm planned production order, firm planned & print, or copy to requisition worksheet



A firm planned production order has been created



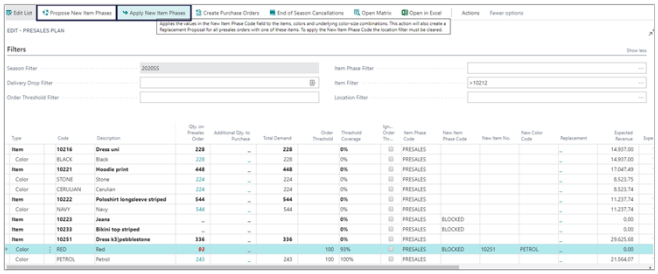
5.1.4. Conclusion

The presales plan functionality in K3 Pebblestone on Microsoft Business Central revolutionizes presales management for fashion brands. By offering detailed tracking, extensive filtering options, and critical financial insights, it empowers users to efficiently manage their parts of each seasonal collection, ensuring market demand is met and production constraints are effectively handled. This advanced tool not only enhances operational efficiency but also supports strategic decision-making, contributing to the overall success and profitability of fashion brands.

5.2. Replacement and cancellation by wholesaler

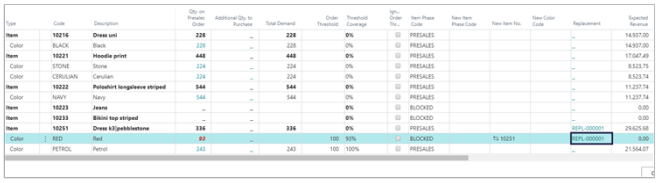
5.2.1. Replacement proposal

- Click on the navigation menu item **Propose New Item Phases**.
  The new Item Phase is proposed.
- When you want to replace items because minimum has not been reached, enter this first. Click on the navigation menu item **Apply New Item Phases**.



5.2.2. Replacement

- Click on the **Replacement**number in cell **Replacement**.
  The replacement worksheet will open.



5.2.3. Replacement worksheet

1. **No.**
   Replacement Worksheet document No.
2. **Description**.
   Specifies the replacement worksheet description.
3. **Reason Code**.
   Specifies the reason code for the replacement worksheet.
4. **Status New In progress Finished**.
   Specifies whether the document is new, in progress, or has been finished.

---

1. **Replacement Method**.
   Indicates whether the item, color and/or size on the line will be replaced or cancelled.
2. **Price Adjustment**.

Indicates wether a price charge is applicable or that the current prices will be remained.

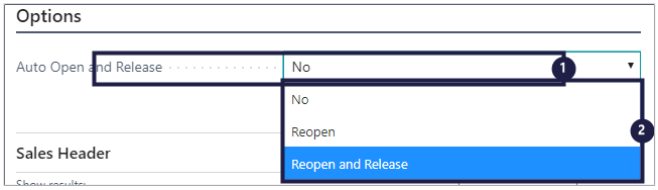
3. **Recalculate Shipment Date**.
   Indicates whether the shipment date will be recaculated or that the current shipment date on the order lines will be remained.
4. **Item No.**
   Specifies the number of the item on the replacement line that will be replaced or cancelled.
5. **Item Description**.
   Specifies a description of the item on the replacement line that will be replaced or cancelled.
6. **Color Code**.
   Specifies the code of the color on the replacement line that will be replaced or cancelled.
7. **Size Code**.
   Specifies the code of the size on the replacement line that will be replaced or cancelled .
8. **2nd Size Code**.
   Specifies the code of the additional size, for example waist or inseam for the item on the replacement line that will be replaced or cancelled.
9. **New Item No.**
   Specifies the number of the item that will replace the item selected in the Item No. field.
10. **New Color Code**.
    Specifies the code of the color that will replace the color selected in the Color Code field.
11. **New Size Code**.
    Specifies the code of the size that will replace the size selected in the Size Code field.
12. **New 2nd Size Code**.
    Specifies the code of the additional size, for example waist or inseam for the item that will replace the size selected in the 2nd Size Code field.
13. **Reason Code**.
    Specifies the reason code, a supplementary source code that enables you to identify the reason for the replacement or cancellation on this line.

5.2.4. Calculate Worksheet

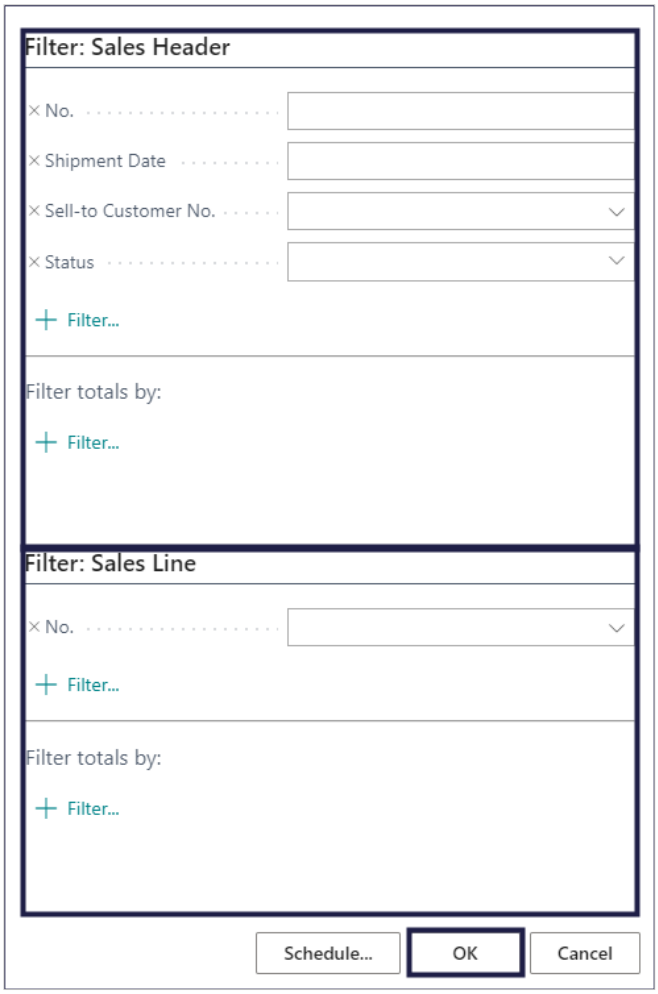
- Click on the navigation menu item popup **Process**.
- Click on the navigation menu item **Calculate Worksheet...**

The edit calculate worksheet will open.

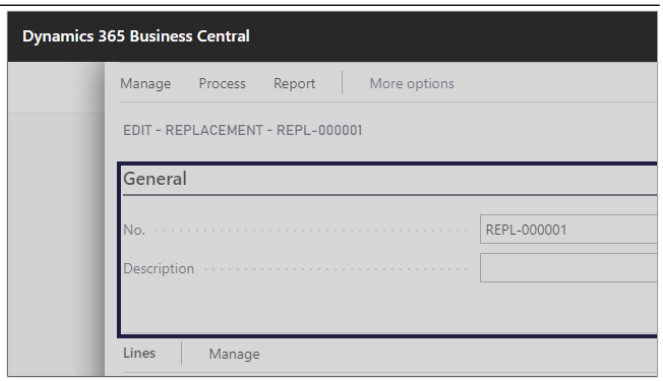
1. Move the mouse to **Auto Open and Release No Reopen Reopen and Release**.
2. Choose if you want to **Reopen and Release** the order.



- If needed choose the right filters for Sales Header.
- If needed choose the right filters for Sales Line.
- Click on the button **OK**.

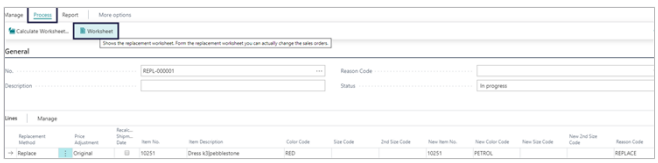


The status changed into, in progress.

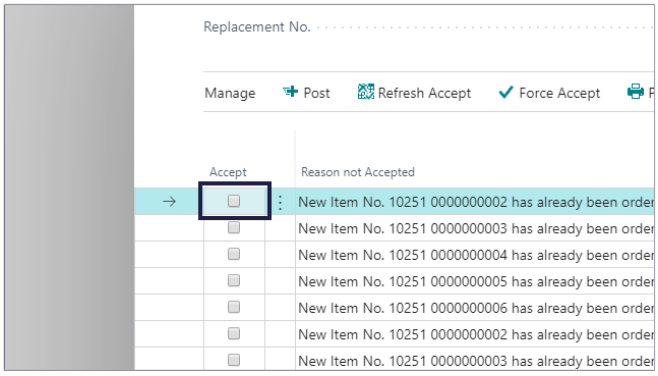


5.2.5. Worksheet

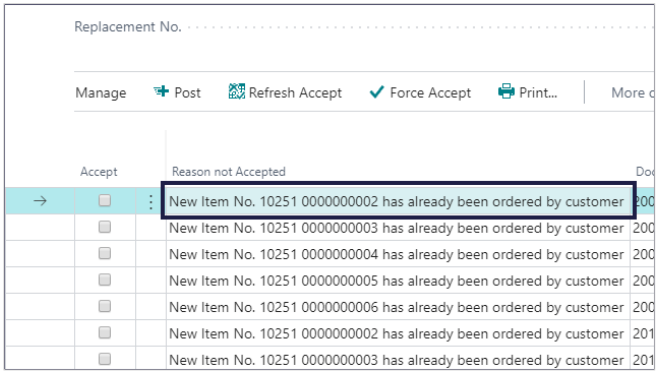
- Click on the navigation menu item popup **Process**.
- Click on the navigation menu item **Worksheet**. The calculated worksheet will open.



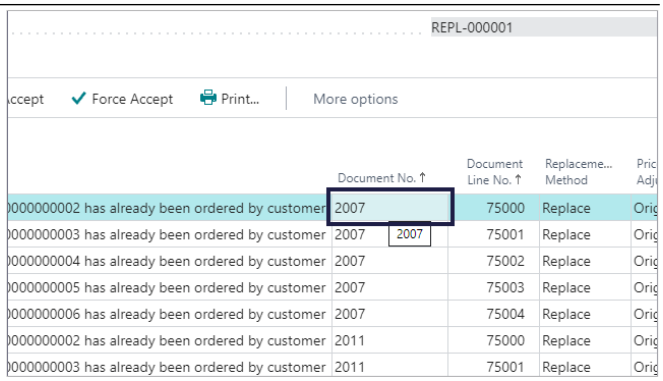
Accept
Indicates whether to accept the proposed changes for this line.



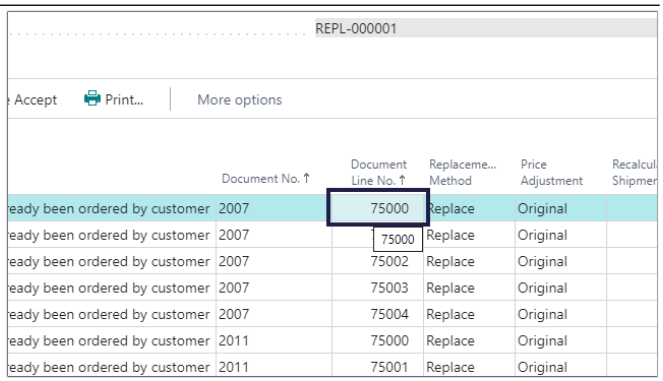
Reason not Accepted
Specifies a code to explain why you don't want to accept the proposed changes for this line.



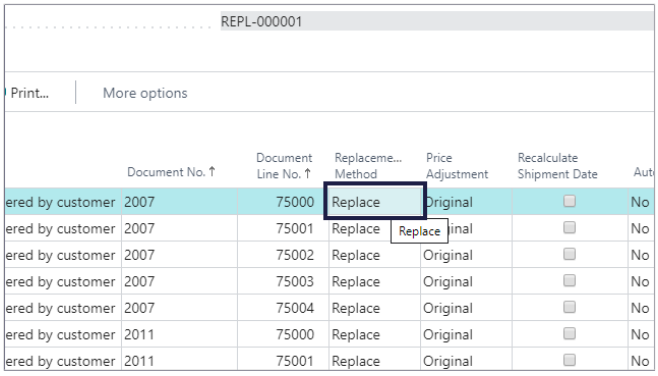
Document No.
Specifies the number of the sales order that represents the line.



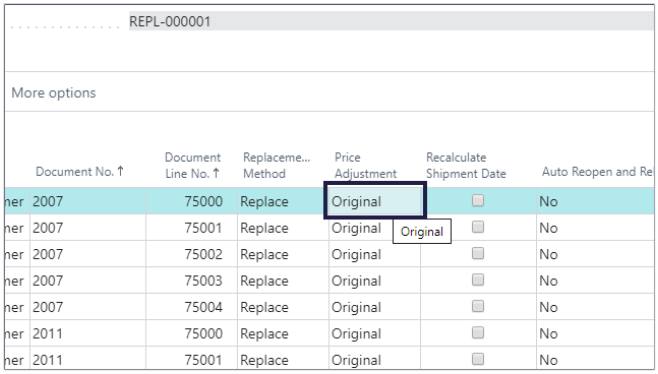
Document Line No.
Specifies the line number of the sales order line.



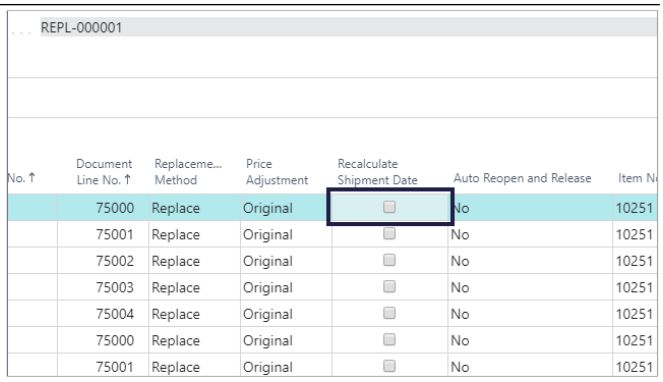
Replacement Method
Indicates whether the item, color and/or size on the line will be replaced or cancelled.



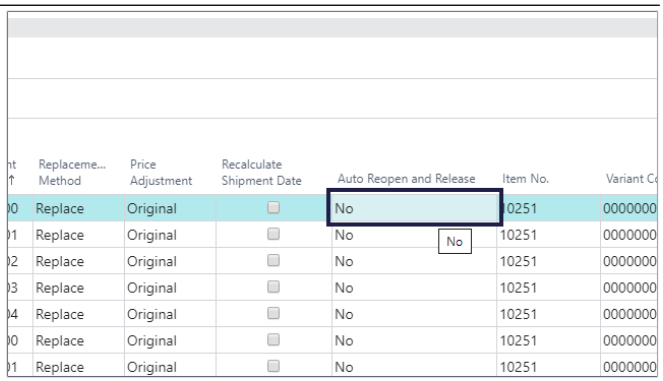
Price Adjustment
Indicates wether a price charge is applicable or that the current prices will be remained.



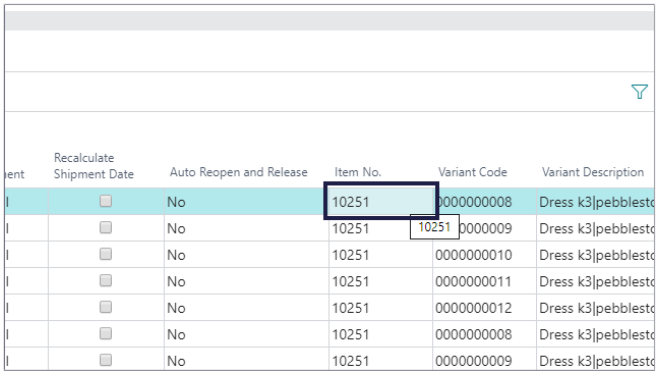
Recalculate Shipment Date
Indicates whether the shipment date will be recaculated or that the current shipment date on the order lines will be remained.



Auto Reopen and Release
Indicates whether the sales order will be automatically reopened and replaced to apply the replacement

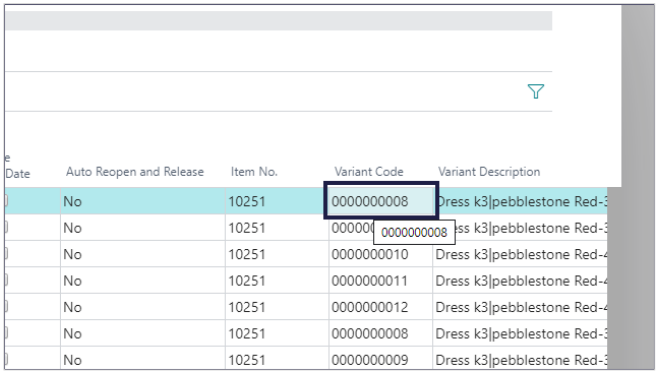


Item No.
Specifies the number of the item on the line that will be replaced or cancelled.



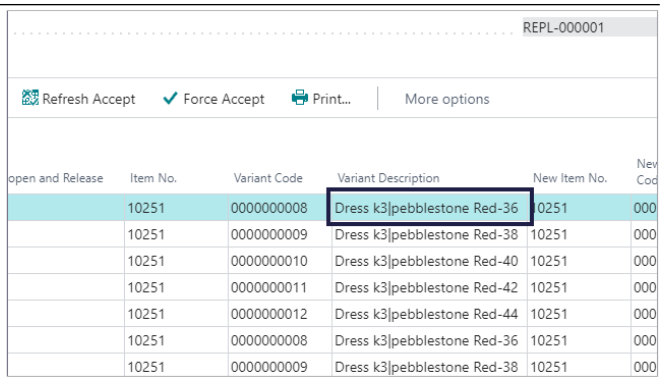
Recalculate Shipment Date	Auto Reopen and Release	Item No.	Variant Code	Variant Description
	No	10251	0000000008	Dress k3|pebblesto
	No	10251	0000000009	Dress k3|pebblesto
	No	10251	0000000010	Dress k3|pebblesto
	No	10251	0000000011	Dress k3|pebblesto
	No	10251	0000000012	Dress k3|pebblesto
	No	10251	0000000008	Dress k3|pebblesto
	No	10251	0000000009	Dress k3|pebblesto

Variant Code
Specifies the code of the item variant on the line that will be replaced or cancelled.



Auto Reopen and Release	Item No.	Variant Code	Variant Description
No	10251	0000000008	Dress k3|pebblestone Red-3
No	10251	0000000008	ss k3|pebblestone Red-3
No	10251	0000000010	Dress k3|pebblestone Red-4
No	10251	0000000011	Dress k3|pebblestone Red-4
No	10251	0000000012	Dress k3|pebblestone Red-4
No	10251	0000000008	Dress k3|pebblestone Red-3
No	10251	0000000009	Dress k3|pebblestone Red-3

Variant Description
Specifies the description of the item variant on the line that will be replaced or cancelled.

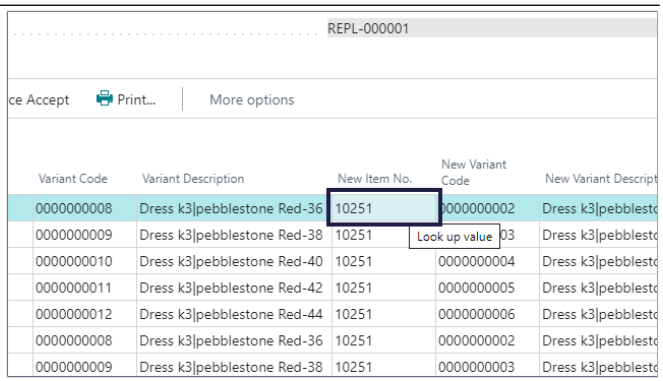


REPL-000001

Refresh Accept | Force Accept | Print... | More options

Item No.	Variant Code	Variant Description	New Item No.	New Cod
10251	0000000008	Dress k3|pebblestone Red-36	10251	000
10251	0000000009	Dress k3|pebblestone Red-38	10251	000
10251	0000000010	Dress k3|pebblestone Red-40	10251	000
10251	0000000011	Dress k3|pebblestone Red-42	10251	000
10251	0000000012	Dress k3|pebblestone Red-44	10251	000
10251	0000000008	Dress k3|pebblestone Red-36	10251	000
10251	0000000009	Dress k3|pebblestone Red-38	10251	000

New Item No.
Specifies the number of the item that will replace the item selected in the Item No. field.



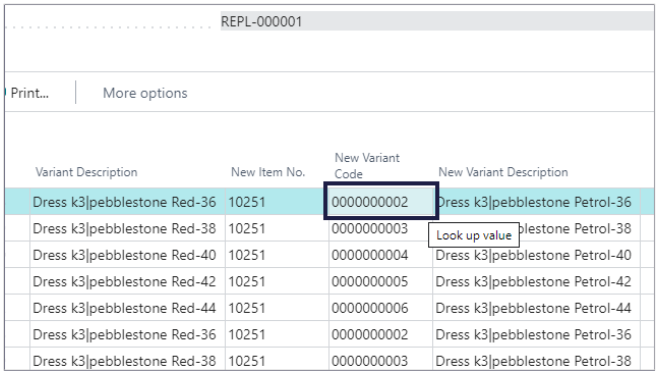
REPL-000001

ce Accept | Print... | More options

Variant Code	Variant Description	New Item No.	New Variant Code	New Variant Descript
0000000008	Dress k3|pebblestone Red-36	10251	0000000002	Dress k3|pebblesto
0000000009	Dress k3|pebblestone Red-38	10251	03	Dress k3|pebblesto
0000000010	Dress k3|pebblestone Red-40	10251	0000000004	Dress k3|pebblesto
0000000011	Dress k3|pebblestone Red-42	10251	0000000005	Dress k3|pebblesto
0000000012	Dress k3|pebblestone Red-44	10251	0000000006	Dress k3|pebblesto
0000000008	Dress k3|pebblestone Red-36	10251	0000000002	Dress k3|pebblesto
0000000009	Dress k3|pebblestone Red-38	10251	0000000003	Dress k3|pebblesto

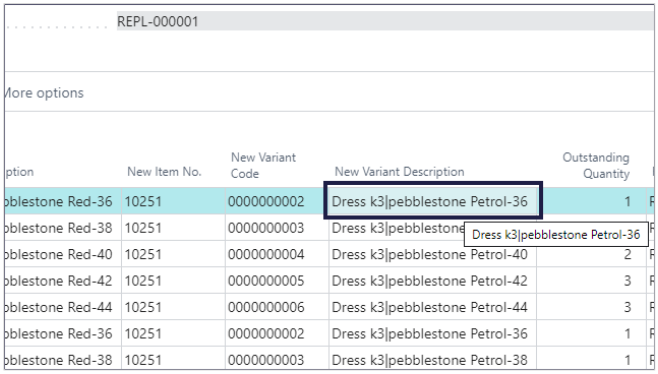
Look up value

New Variant Code
Specifies the code of the item variant that will replace the item variant selected in the Variant Code field.



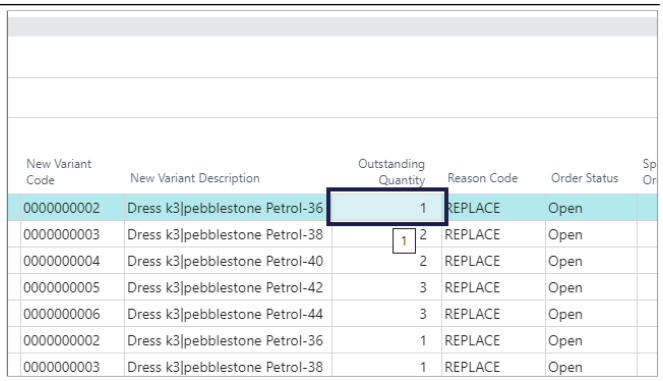
Variant Description	New Item No.	New Variant Code	New Variant Description
Dress k3|pebblestone Red-36	10251	0000000002	Dress k3|pebblestone Petrol-36
Dress k3|pebblestone Red-38	10251	0000000003	Dress k3|pebblestone Petrol-38
Dress k3|pebblestone Red-40	10251	0000000004	Dress k3|pebblestone Petrol-40
Dress k3|pebblestone Red-42	10251	0000000005	Dress k3|pebblestone Petrol-42
Dress k3|pebblestone Red-44	10251	0000000006	Dress k3|pebblestone Petrol-44
Dress k3|pebblestone Red-36	10251	0000000002	Dress k3|pebblestone Petrol-36
Dress k3|pebblestone Red-38	10251	0000000003	Dress k3|pebblestone Petrol-38

New Variant Description
Specifies the description of the item variant that will replace the item variant selected in the Variant Code field.



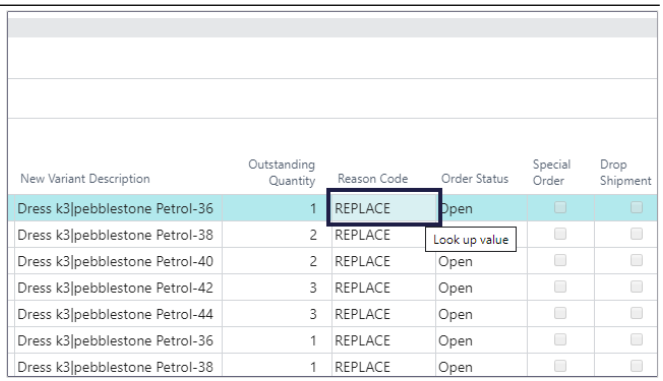
ption	New Item No.	New Variant Code	New Variant Description	Outstanding Quantity
oblestone Red-36	10251	0000000002	Dress k3|pebblestone Petrol-36	1
oblestone Red-38	10251	0000000003	Dress k3|pebblestone	
oblestone Red-40	10251	0000000004	Dress k3|pebblestone Petrol-40	2
oblestone Red-42	10251	0000000005	Dress k3|pebblestone Petrol-42	3
oblestone Red-44	10251	0000000006	Dress k3|pebblestone Petrol-44	3
oblestone Red-36	10251	0000000002	Dress k3|pebblestone Petrol-36	1
oblestone Red-38	10251	0000000003	Dress k3|pebblestone Petrol-38	1

Outstanding Quantity
Specifies how many units on the order line have not yet been shipped.



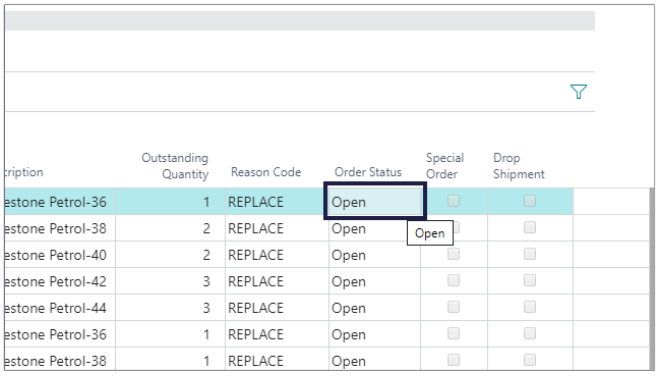
New Variant Code	New Variant Description	Outstanding Quantity	Reason Code	Order Status
0000000002	Dress k3|pebblestone Petrol-36	1	REPLACE	Open
0000000003	Dress k3|pebblestone Petrol-38	2	REPLACE	Open
0000000004	Dress k3|pebblestone Petrol-40	2	REPLACE	Open
0000000005	Dress k3|pebblestone Petrol-42	3	REPLACE	Open
0000000006	Dress k3|pebblestone Petrol-44	3	REPLACE	Open
0000000002	Dress k3|pebblestone Petrol-36	1	REPLACE	Open
0000000003	Dress k3|pebblestone Petrol-38	1	REPLACE	Open

Reason Code
Specifies the Reason Code that reflects why the cancellation or replacement occured.

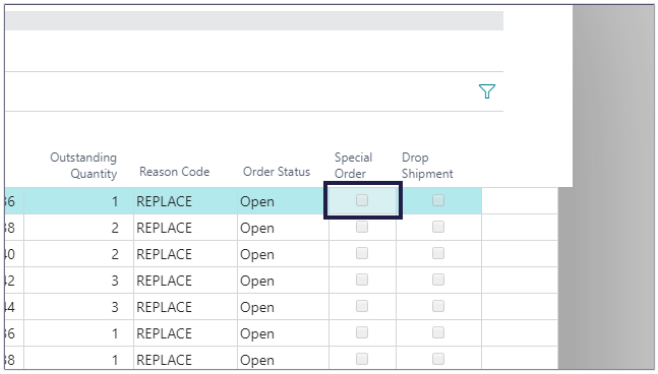


New Variant Description	Outstanding Quantity	Reason Code	Order Status	Special Order	Drop Shipment
Dress k3|pebblestone Petrol-36	1	REPLACE	Open		
Dress k3|pebblestone Petrol-38	2	REPLACE	Open		
Dress k3|pebblestone Petrol-40	2	REPLACE	Open		
Dress k3|pebblestone Petrol-42	3	REPLACE	Open		
Dress k3|pebblestone Petrol-44	3	REPLACE	Open		
Dress k3|pebblestone Petrol-36	1	REPLACE	Open		
Dress k3|pebblestone Petrol-38	1	REPLACE	Open		

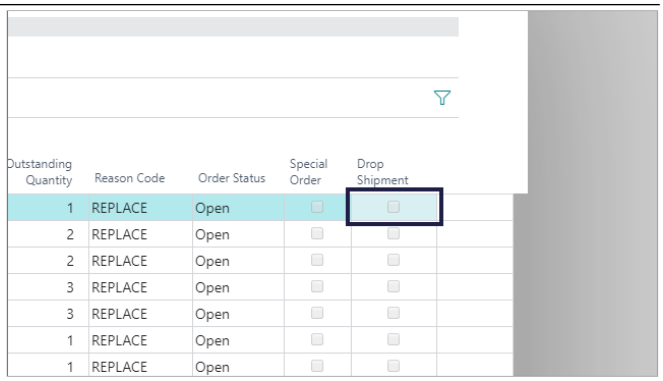
Order Status
Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing..



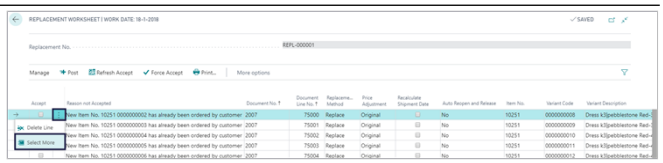
Special Order
Specifies that the item on the sales line is a special-order item.



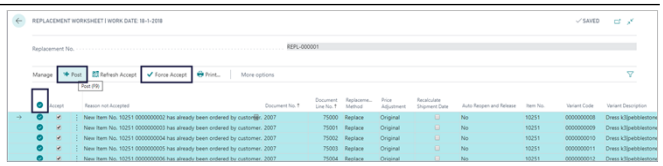
Drop Shipment
Specifies if your vendor ships the items directly to your customer.



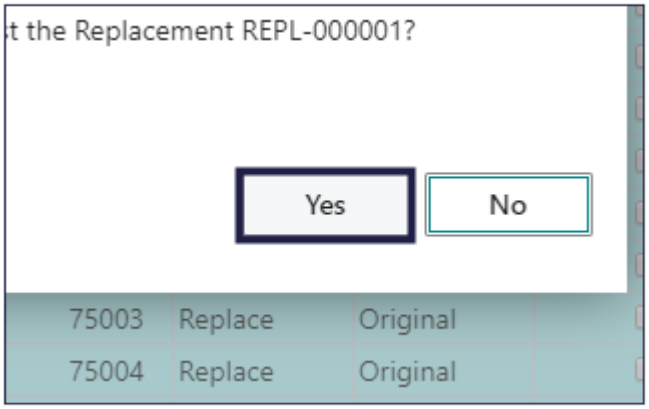
- Click on the row menu button.
- Click on the menu item **Select More**.



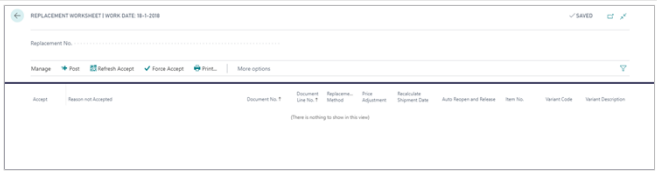
- Click on the column header **Selected**.
- Click on the navigation menu item **Force Accept**.
- Click on the navigation menu item **Post**.



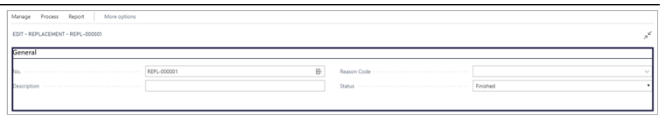
- Click on the button **Yes**.



- The replacement has been booked.



- The status changed into, finished.

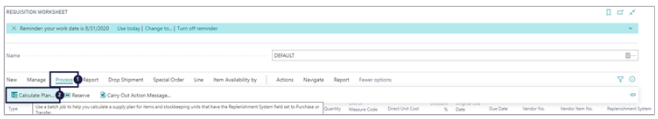


5.3. Requisition Worksheet

5.3.1. Navigate to Requisition Worksheet

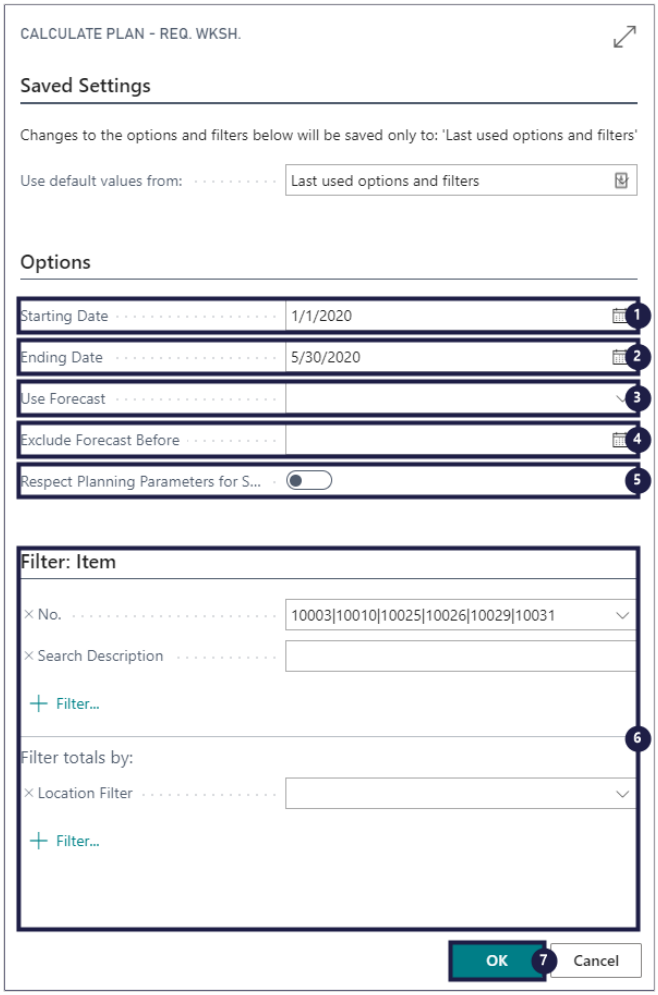
1. Click on the navigation menu item popup **Purchase**.
2. Click on the navigation menu item **Requisition Worksheet**.

5.3.2. Calculate plan

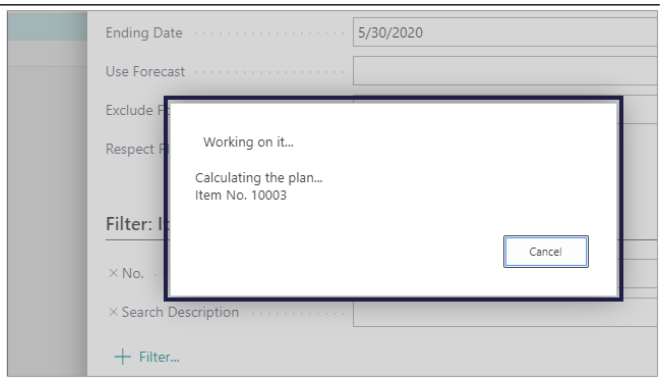


1. Click on the navigation menu item popup **Process**.
2. Click on the navigation menu item **Calculate Plan...**

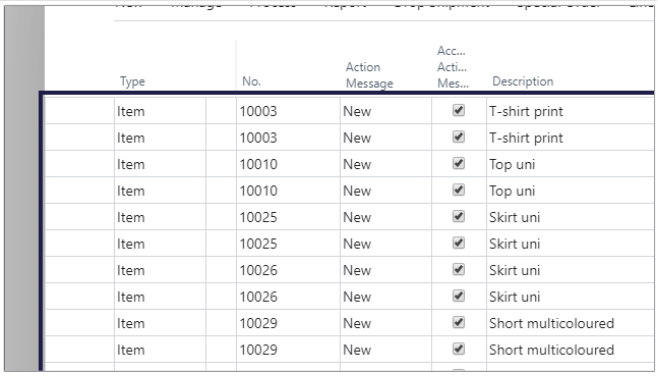
1. **Starting Date**.
   Specifies the date to use for new orders. This date is used to evaluate the inventory.
2. **Ending Date**.
   Specifies the date where the planning period ends. Demand is not included beyond this date.
3. **Use Forecast**.
   Specifies a forecast that should be included as demand when running the planning batch job.
4. **Exclude Forecast Before**.
   Specifies how much of the selected forecast to include, by entering a date before which forecast demand is not included.
5. **Respect Planning Parameters for Supply Triggered by Safety Stock**.
   Specifies that planning lines triggered by safety stock will respect the following planning parameters: Reorder Point, Reorder Quantity and Maximum Inventory in addition to all order modifiers. If you do not select this check box, planning lines triggered by safety stock will only cover the exact demand quantity.
6. Choose the filters, if needed.
7. Click on the button **OK**.



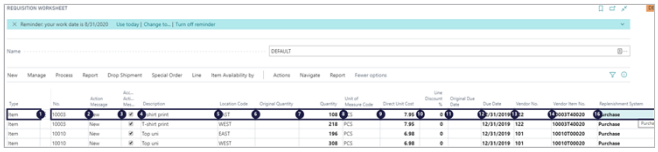
The plan is being calculated.



The outcome of the calculated plan.



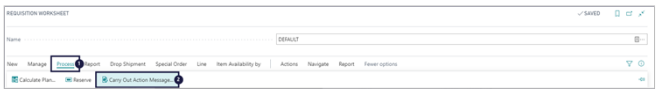
Type	No.	Action Message	Acc... Acti... Mes...	Description
Item	10003	New	☑	T-shirt print
Item	10003	New	☑	T-shirt print
Item	10010	New	☑	Top uni
Item	10010	New	☑	Top uni
Item	10025	New	☑	Skirt uni
Item	10025	New	☑	Skirt uni
Item	10026	New	☑	Skirt uni
Item	10026	New	☑	Skirt uni
Item	10029	New	☑	Short multicoloured
Item	10029	New	☑	Short multicoloured



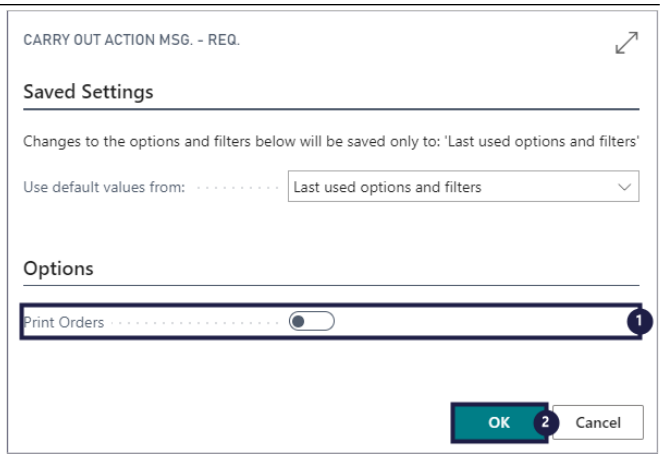
1. **Type**.
   Specifies the type of requisition worksheet line you are creating.
2. **No.**
   Specifies the number of the involved entry or record, according to the specified number series.
3. **Action Message**.
   Specifies an action to take to rebalance the demand-supply situation.
4. **Accept Action Message**.
   Specifies whether to accept the action message proposed for the line.
5. **Description**.
   Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.
6. **Location Code**.
   Specifies a code for an inventory location where the items that are being ordered will be registered.
7. **Original Quantity**.
   Specifies the quantity stated on the production or purchase order, when an action message proposes to change the quantity on an order.
8. **Quantity**.
   Specifies the number of units of the item or resource specified on the line.
9. **Unit of Measure Code**.
   Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the Base Unit of Measure field on the item or resource card is inserted.
10. **Direct Unit Cost**.
    Specifies the cost of one unit of the selected item or resource.
11. **Line Discount %**.
    Specifies the discount percentage that is granted for the item on the line.
12. **Original Due Date**.
    Specifies the date when you can expect to receive the items.
13. **Due Date**.
    Specifies the due date stated on the production or purchase order, when an action message proposes to reschedule an order.
14. **Vendor No.**
    Specifies the number of the vendor who will ship the items in the purchase order.
15. **Vendor Item No.**
    Specifies the number that the vendor uses for this item.
16. **Replenishment System**.

Specifies which kind of order to use to create replenishment orders and order proposals.

5.3.3. Creating PO from requisition Worksheet

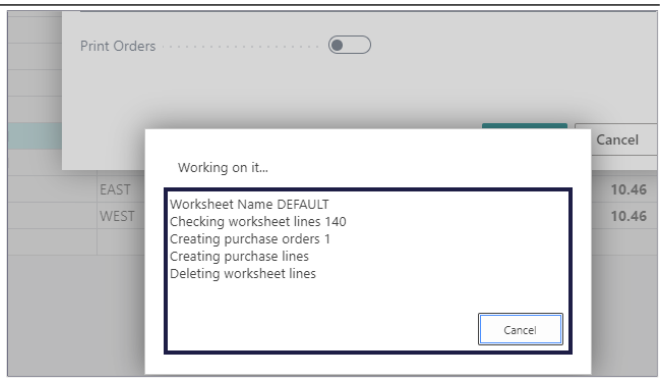


1. Click on the navigation menu item popup **Process**.
2. **Carry Out Action Message...**, **Use a batch job to help you create actual supply orders from the order proposals.**

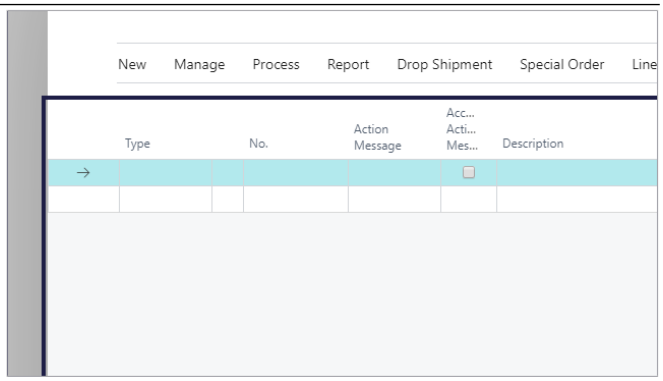


1. **Print Orders**.
   Specifies whether to print the purchase orders after they are created.
2. Click on the button **OK**.

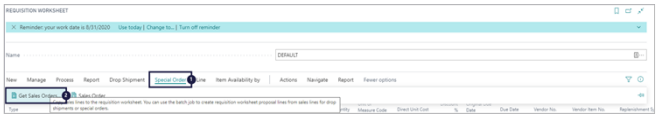
The purchase orders are being created.



The purchase orders are created, go to the purchase orders.



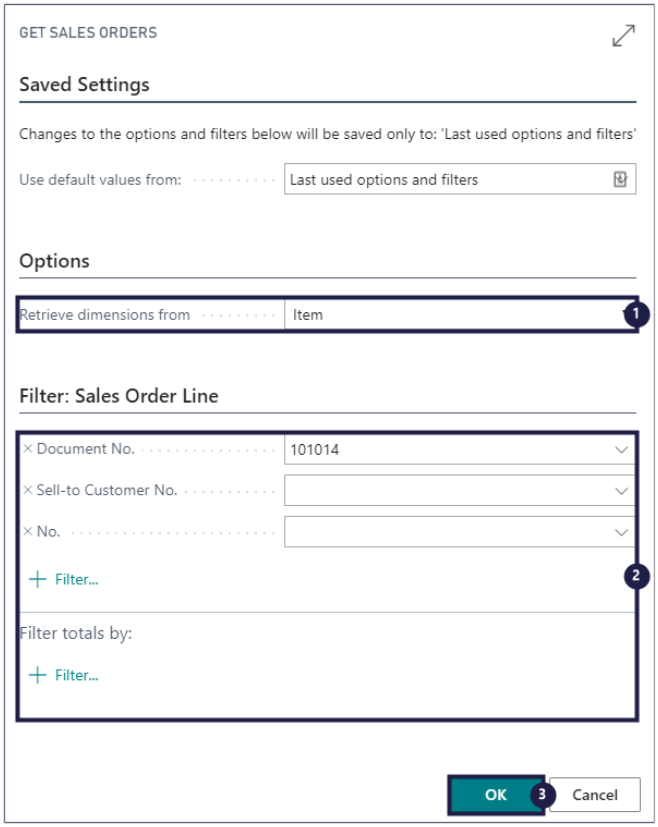
5.3.4. Special order



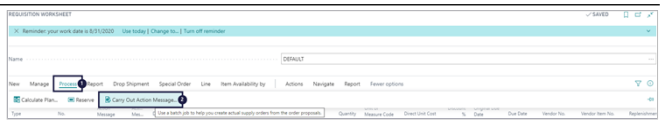
1. Click on the navigation menu item popup **Special Order**.
2. Click on the navigation menu item

Get Sales Orders...

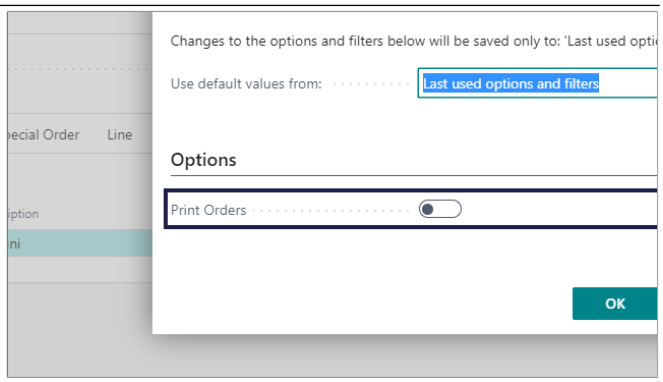
1. **Retrieve dimensions from Item Sales Line**.
   Specifies the source of dimensions that will be copied in the batch job. Dimensions can be copied exactly as they were used on a sales line or can be copied from the items used on a sales line.
2. Choose the filters, if needed.
3. Click on the button **OK**.



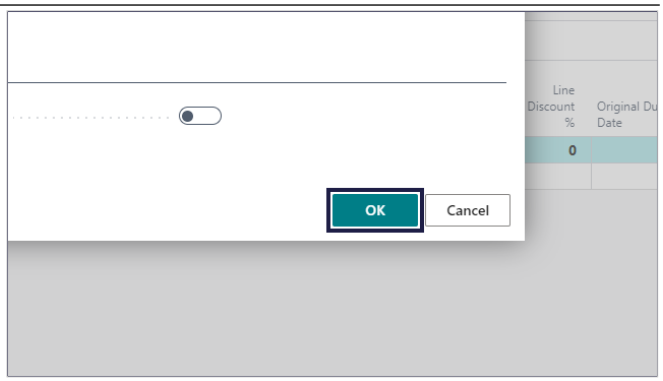
1. Click on the navigation menu item popup **Process**.
2. **Carry Out Action Message..., Use a batch job to help you create actual supply orders from the order proposals.**



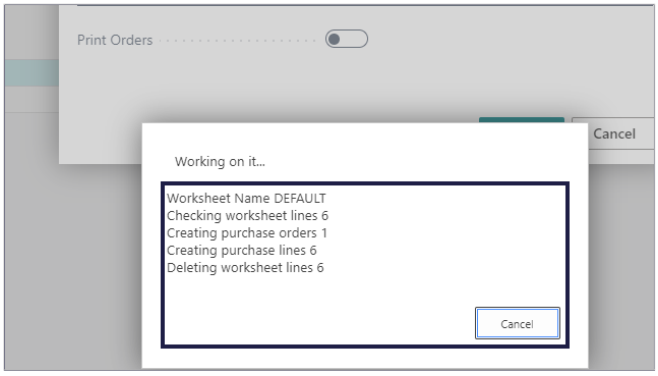
Print Orders
Specifies whether to print the purchase orders after they are created.



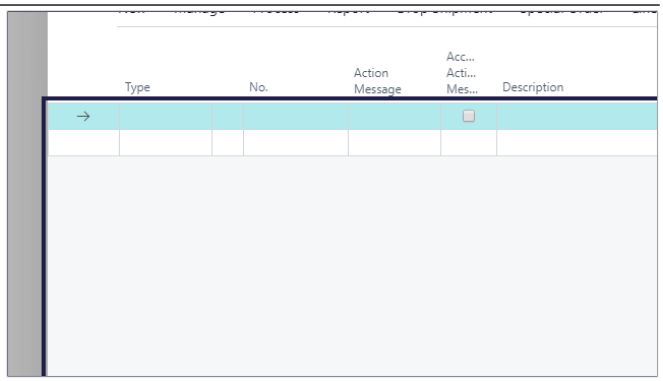
Click on the button **OK**



The purchase orders are being created.

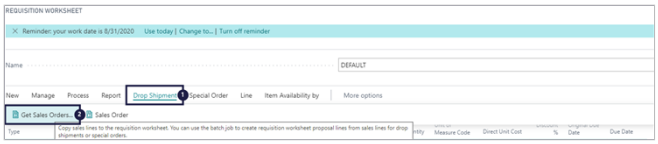


The purchase orders are created, go to the purchase orders.

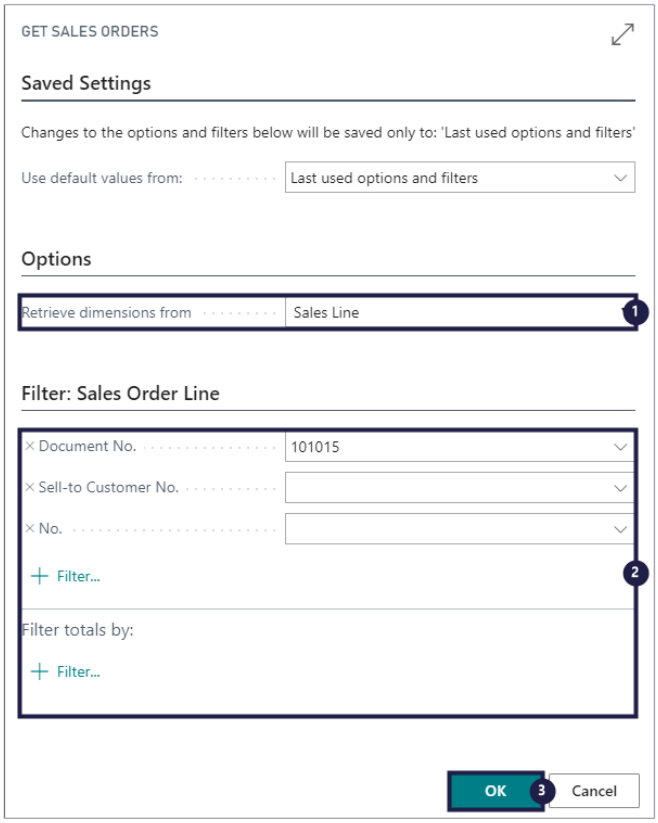


5.3.5. Drop Shipment

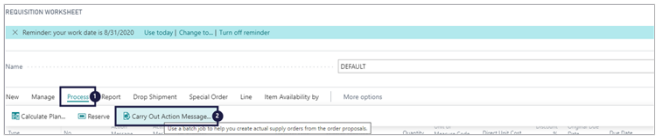
1. Click on the navigation menu item popup **Drop Shipment**.
2. Click on the navigation menu item **Get Sales Orders...**



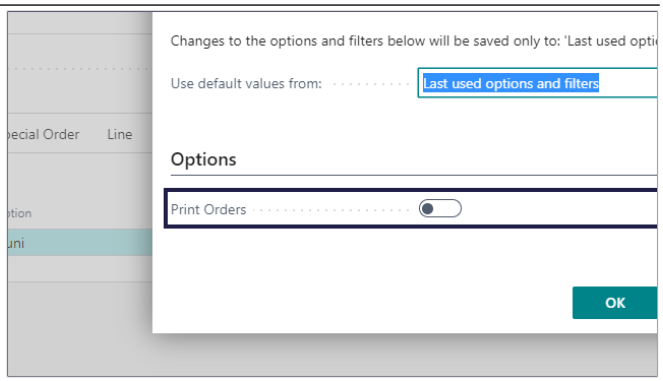
1. **Retrieve dimensions from Item Sales Line**.
   Specifies the source of dimensions that will be copied in the batch job. Dimensions can be copied exactly as they were used on a sales line or can be copied from the items used on a sales line.
2. Choose the filters, if needed.
3. Click on the button **OK**.



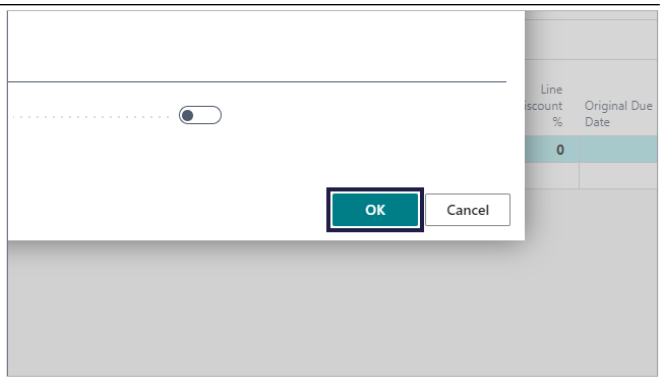
1. Click on the navigation menu item popup **Process**.
2. **Carry Out Action Message..., Use a batch job to help you create actual supply orders from the order proposals.**



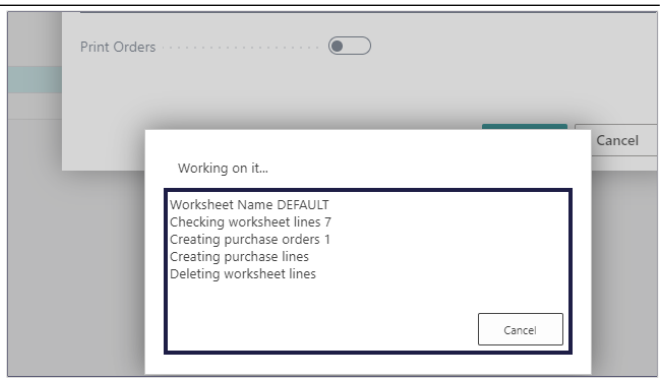
Print Orders
Specifies whether to print the purchase orders after they are created.



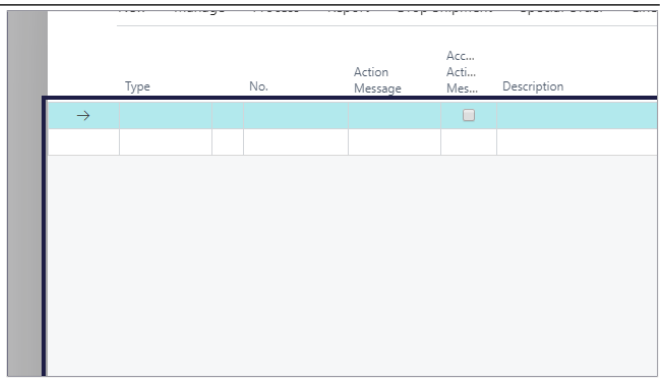
Click on the button **OK**



The purchase orders are being created.



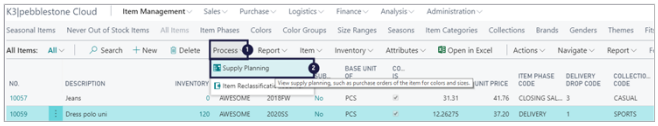
The purchase orders are created, go to the purchase orders.



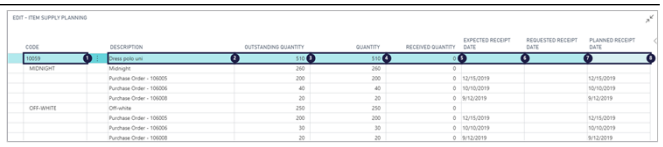
5.4. Item Supply Planning

5.4.1. Navigate to Item supply planning

5.4.2. Item supply planning

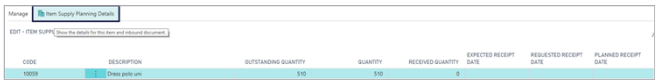


1. Click on the navigation menu item popup **Process**.
2. Click on the link **View supply planning.**

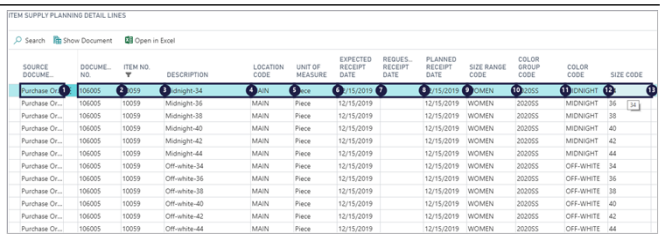


1. **Code**.
   Specifies at first level the Item Code, at second and third level it show the Variant Component.
2. **Description**.
   Specifies the description of the Item.
3. **Outstanding Quantity**.
   Specifies how many units of the item are outstanding.
4. **Quantity**.
   Specifies how many units of the item have been specified.
5. **Received Quantity**.
   Specifies how many units of the item are received.
6. **Expected Receipt Date**.
   Specifies the expected receipt date of the item specified on the line.
7. **Requested Receipt Date**.
   Specifies the date that the vendor should to deliver to the ship-to address. The value in the field is used to calculate the latest date you can order the items to have them delivered on the requested receipt date.
8. **Planned Receipt Date**.
   Specifies the date when the item is planned to arrive in inventory.

5.4.3. Item supply planning details



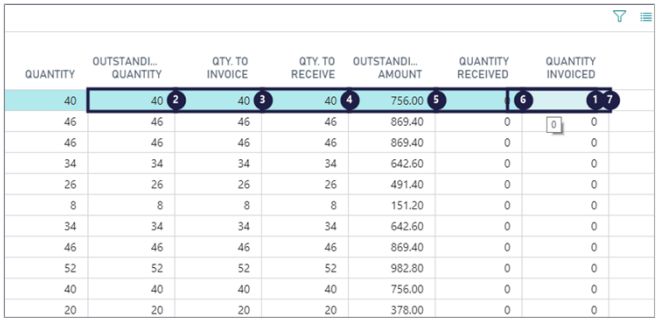
1. Click on the link **Show the details for this item and inbound document.**



1. **Source Document**.
   Specifies the source type document on the line.
2. **Document No.**
   Specifies the document number on the line.
3. **Item No.**
   Specifies the number of the involved entry or record, according to the specified number series.

4. **Description**.
   Specifies a description of the item on the line.
5. **Location Code**.
   Specifies the location code of the item specified on the line.
6. **Unit of Measure**.
   Specifies the unit of measure of the item on the line.
7. **Expected Receipt Date**.
   Specifies the expected receipt date of the item specified on the line.
8. **Requested Receipt Date**.
   Specifies the date that the vendor should to deliver to the ship-to address. The value in the field is used to calculate the latest date you can order the items to have them delivered on the requested receipt date.
9. **Planned Receipt Date**.
   Specifies the date when the item is planned to arrive in inventory. Forward calculation: planned receipt date = order date + vendor lead time (per the vendor calendar and rounded to the next working day in first the vendor calendar and then the location calendar). If no vendor calendar exists, then: planned receipt date = order date + vendor lead time (per the location calendar). Backward calculation: order date = planned receipt date - vendor lead time (per the vendor calendar and rounded to the previous working day in first the vendor calendar and then the location calendar). If no vendor calendar exists, then: order date = planned receipt date - vendor lead time (per the location calendar).
10. **Size Range Code**.
    Specifies which kind of horizontal components, typically sizes, you want to use for this item. The components in this group are used to create item variants.
11. **Color Group Code**.
    Specifies which kind of vertical components, typically colors, you want to use for this item. The components in this group are used to create item variants.
12. **Color Code**.
    Specifies a code to identify the item vertical component. An item vertical component refers to an element (e.g. color) that is available to this item.
13. **Size Code**.
    Specifies a code to identify the item

horizontal component. An item horizontal component refers to an element (e.g. size) that is available to this item.



QUANTITY	OUTSTANDI... QUANTITY	QTY. TO INVOICE	QTY. TO RECEIVE	OUTSTANDI... AMOUNT	QUANTITY RECEIVED	QUANTITY INVOICED
40	40	40	40	756.00		
46	46	46	46	869.40	0	0
46	46	46	46	869.40	0	0
34	34	34	34	642.60	0	0
26	26	26	26	491.40	0	0
8	8	8	8	151.20	0	0
34	34	34	34	642.60	0	0
46	46	46	46	869.40	0	0
52	52	52	52	982.80	0	0
40	40	40	40	756.00	0	0
20	20	20	20	378.00	0	0

1. **Quantity**.
   Specifies how many units of the item have been specified.
2. **Outstanding Quantity**.
   Specifies how many units of the item are outstanding.
3. **Qty. to Invoice**.
   Specifies the quantity to invoice of the item specified on the line.
4. **Qty. to Receive**.
   Specifies the quantity to receive of the item specified on the line.
5. **Outstanding Amount**.
   Specifies the outstanding amount of the item specified on the line.
6. **Quantity Received**.
   Specifies the quantity received of the item specified on the line.
7. **Quantity Invoiced**.
   Specifies the quantity invoiced of the item specified on the line.

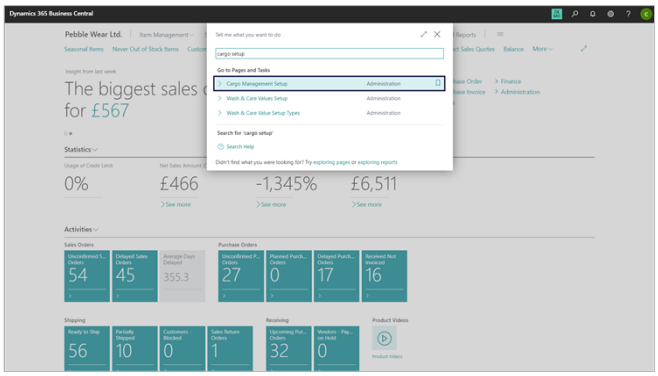
6. Logistics

6.1. Cargo Management BC25

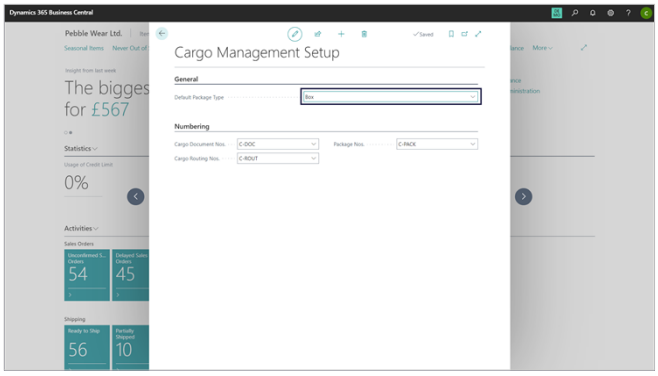
The solution's Cargo Management tools allow businesses to easily oversee, manage, and distribute cargo to warehouses with user-friendly features. Fashion companies can quickly access important information about vendors, transport routes, dates, and other essential documents to ensure smooth operations without any hassle.

6.1.1. Setups

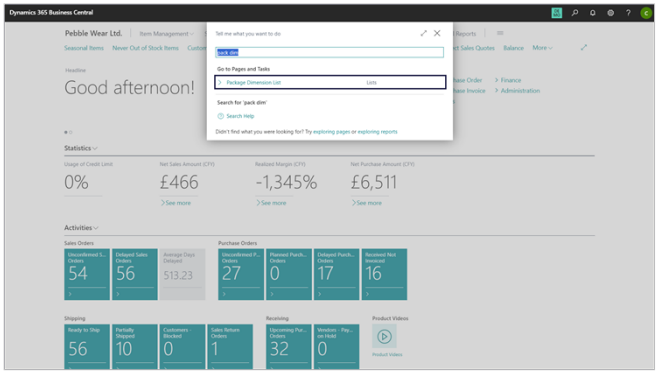
Navigate to Cargo Management Setup



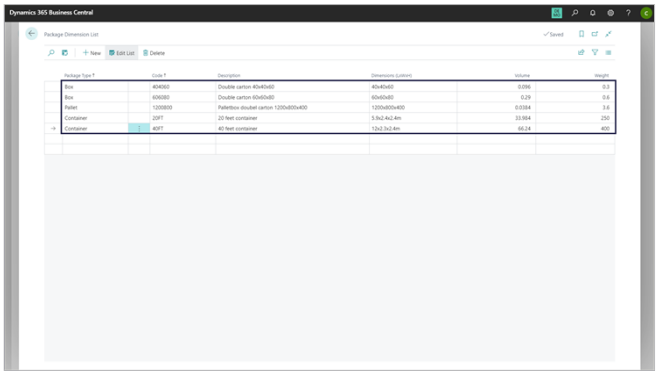
Specify the default package type



Navigate to Package Dimension List



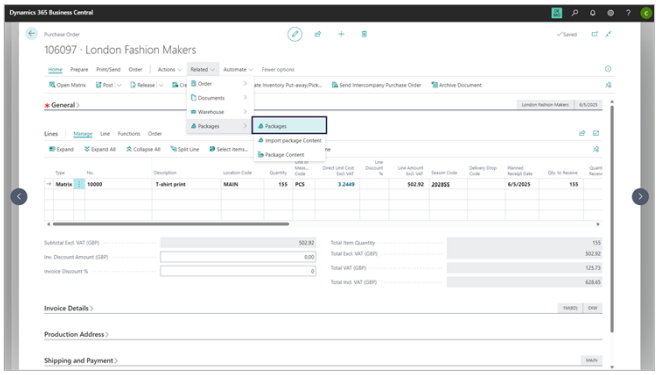
Multiple Package Dimensions can be created for each of the three package types: Box, Pallet, and Container.



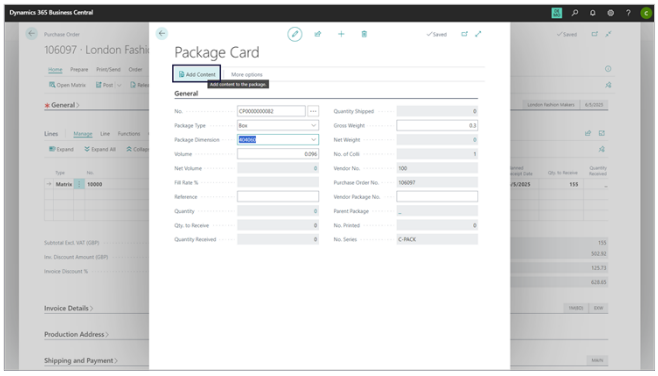
6.1.2. Purchase order

6.1.2.1. Add packages to purchase orders manually

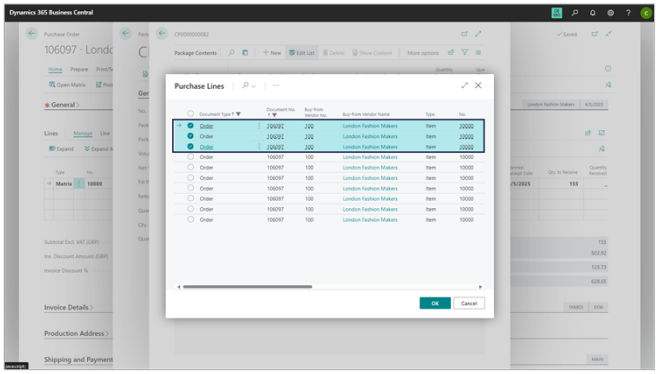
From a purchase order, the packages in which the items will be delivered can be specified.



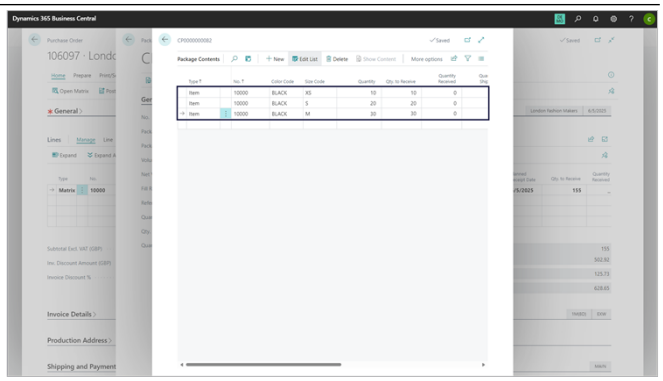
After creating a new package card with the correct attributes, content can be added using a dedicated function.



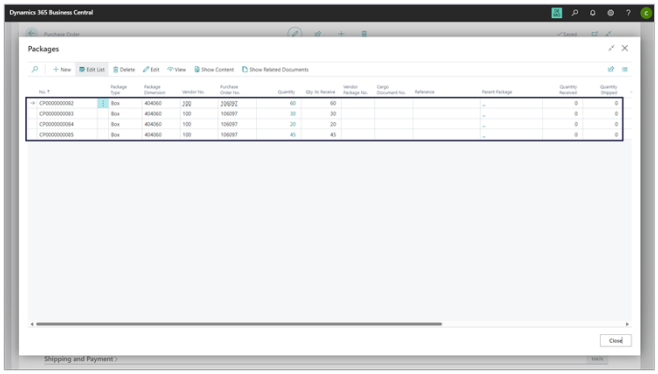
By drilling down on the No. field when Type is set to Item, the desired purchase order lines can be selected to include in the created package.



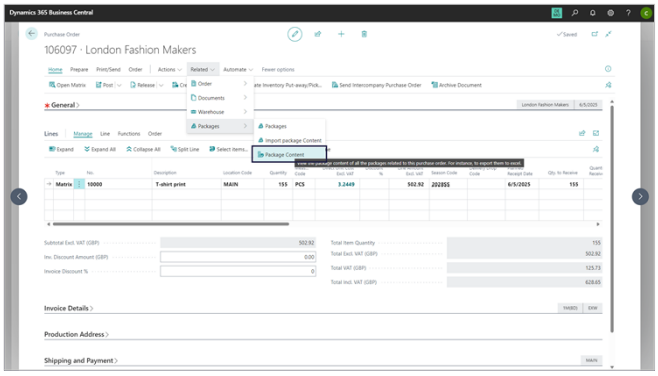
Items added to the package from the purchase lines become visible in the Package Contents.



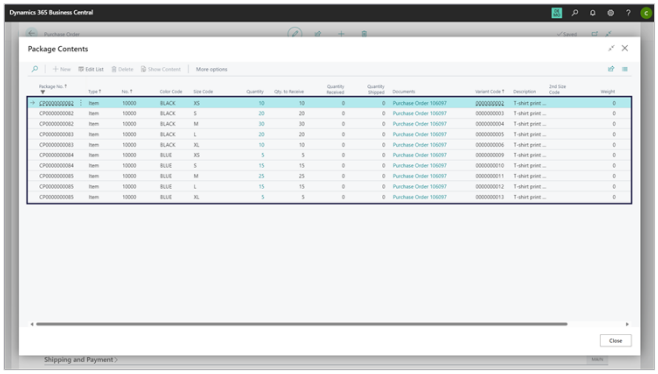
When adding packages to a purchase order, an overview will appear showing all packages and the quantities per package.



It is always possible to access the package content directly from a purchase order at a later time.

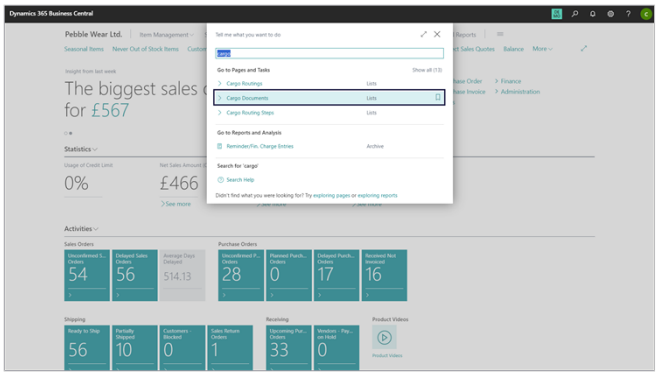


The package contents overview shows the package numbers and the quantities per item variant.



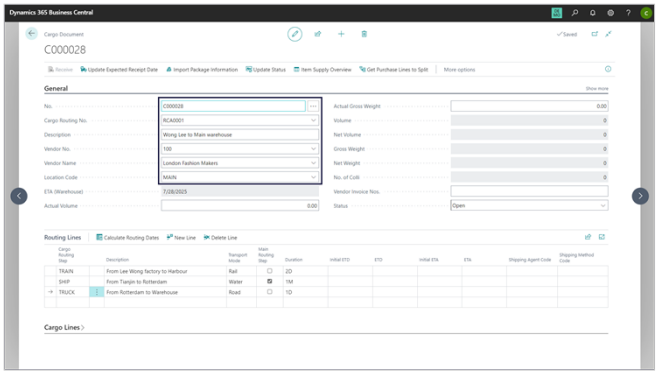
6.1.3. Cargo document

Navigate to Cargo Documents



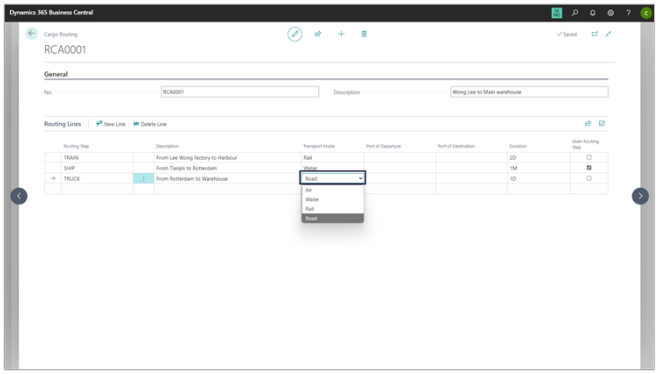
6.1.3.1. Cargo document Header

Cargo management begins with a cargo document, which is where items are grouped together ready for transport via the same vehicle.

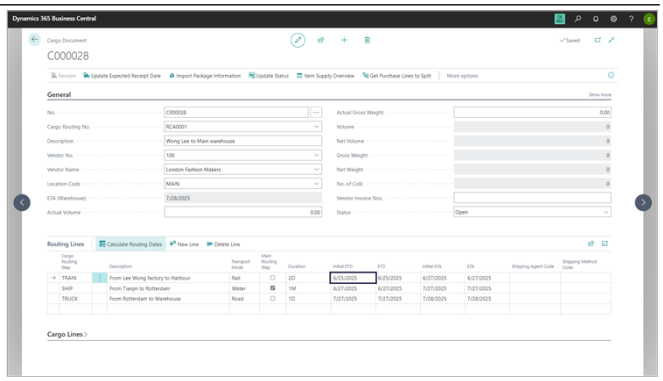


6.1.3.2. Cargo document Routing Lines

It is possible to define Cargo Routings in advance, specifying four possible transport mode options, a duration, and the main routing step.

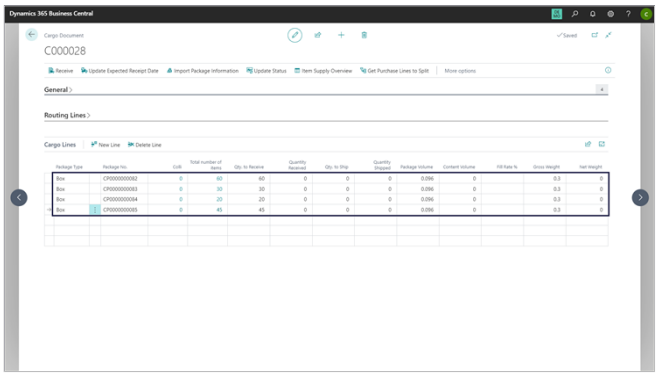


After selecting a Cargo Routing No. in the cargo document header, one or more dates can be entered in the Cargo Routing Lines.
Using the durations, the Calculate Routing Dates function will then calculate the remaining dates.

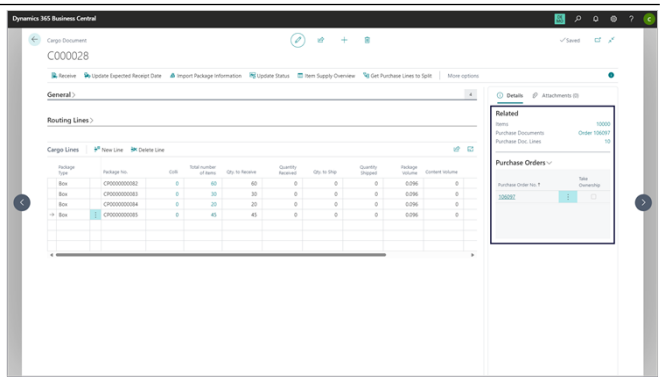


6.1.3.3. Cargo document Cargo Lines

It is possible to manually add previously assembled packages, pallets, or containers in the Cargo Lines, or to create them directly in the Cargo Lines and fill them manually.

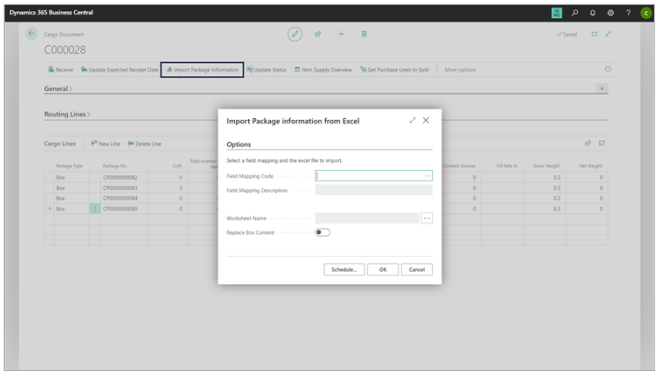


Based on the entered cargo lines, the linked items, purchase orders, and purchase order lines will be displayed in the factbox.

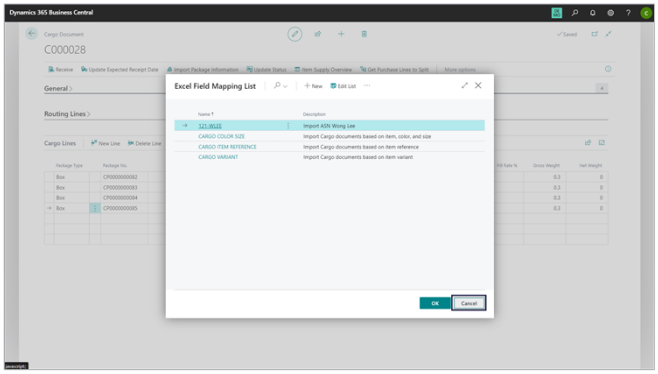


6.1.3.3.1. Import packages in cargo document

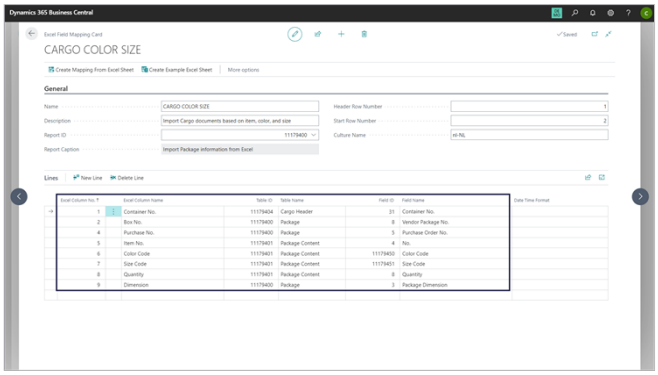
Using the Import Package Information function, package information can be imported from an Excel sheet and added as cargo lines to the cargo document.



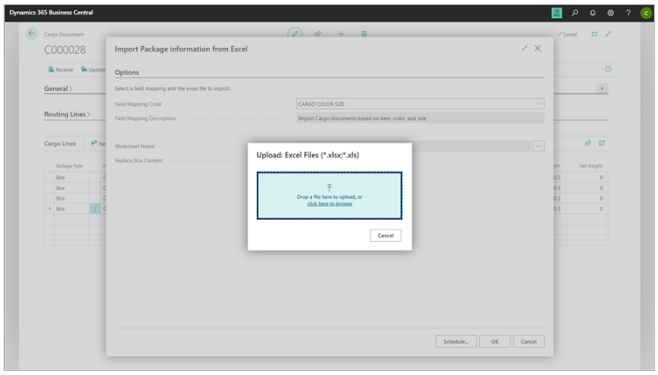
Excel Field Mappings can be created in advance as needed, which can then be used during the import process.



The Excel Field Mapping specifies which columns in the Excel sheet correspond to which fields in Business Central.
The Excel field mapping and the Excel file should have the same columns name. If this is not the case, an error message will appear and explain which mapping doesn't match. When the error is corrected, the package information will be filled. The field vendor package number in combination with purchase order should be unique, if this is not the case an error will appear. This should help prevent packages from being imported twice.

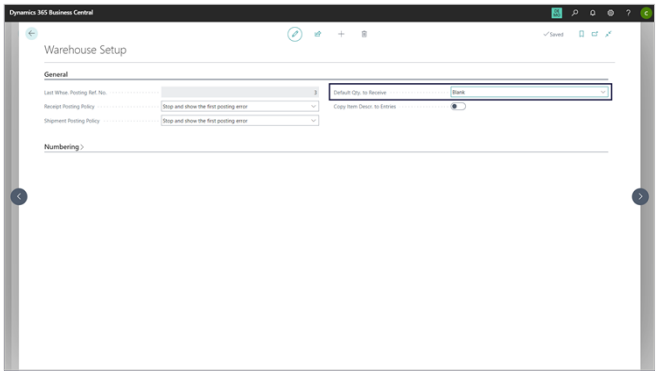


By dropping an Excel file or browsing to it, the data in the sheet is used to create cargo lines based on the specified field mapping.

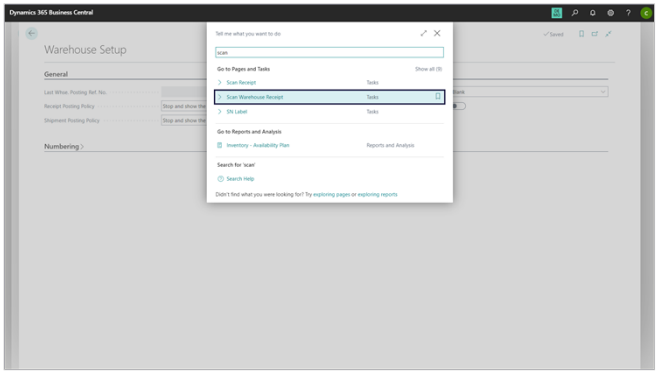


6.1.3.3.2. Receiving by scanning - warehouse receipt

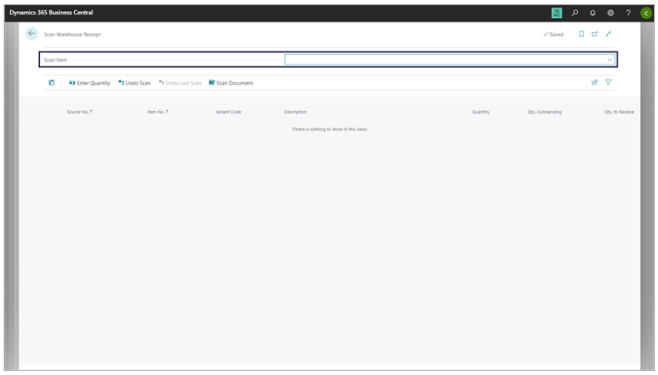
In the Warehouse Setup, set the default Qty to Receive to Blank.



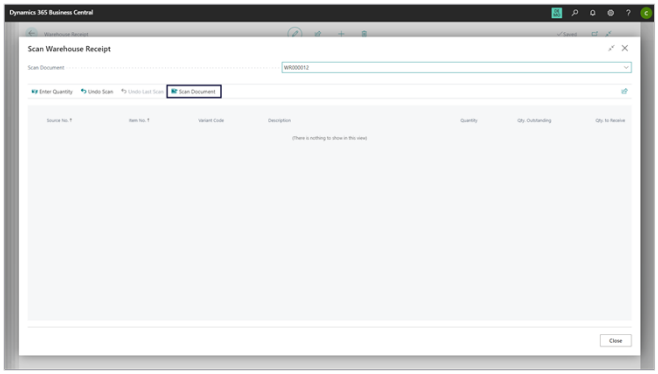
Navigate to Scan Warehouse Receipt or use the function Scan Receipt on the Warehouse Receipt document.



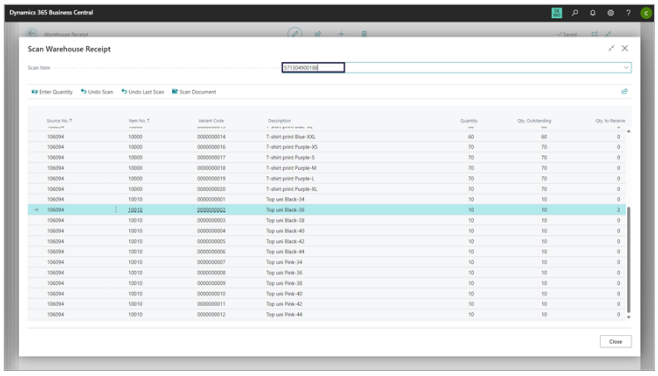
The scanned bar code or manually entered value will be used as a reference to find the item to be received. The reference can be a single item or a box.



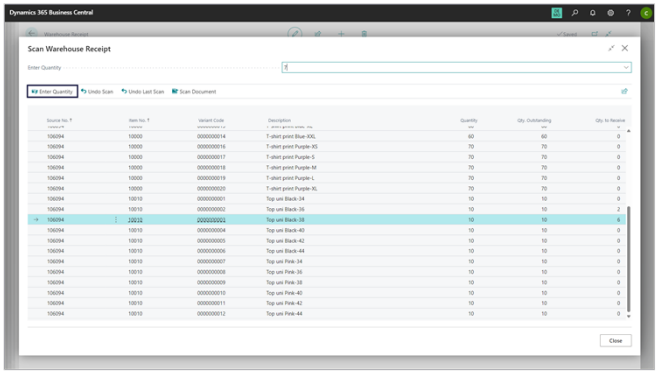
The scan status reflects the handling of the next entry. The scan status can be changed using the actions in the action bar. By first selecting the Scan Document function and scanning the document number, the lines in the document can be retrieved.



By scanning the item reference, such as a bar code, it is possible to scan one specific item variant at a time.

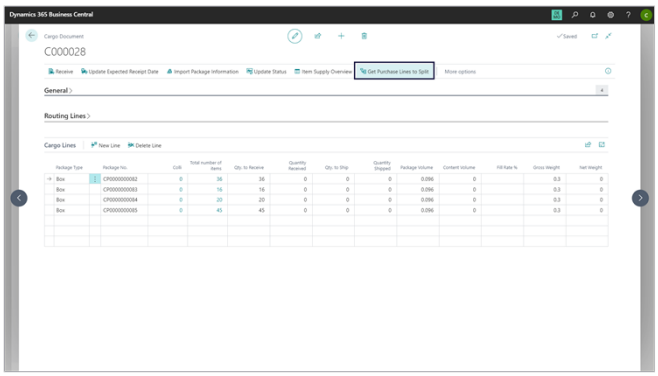


By first selecting the Enter Quantity function, entering the amount, and then scanning the item reference, multiple units of an item variant can be scanned.

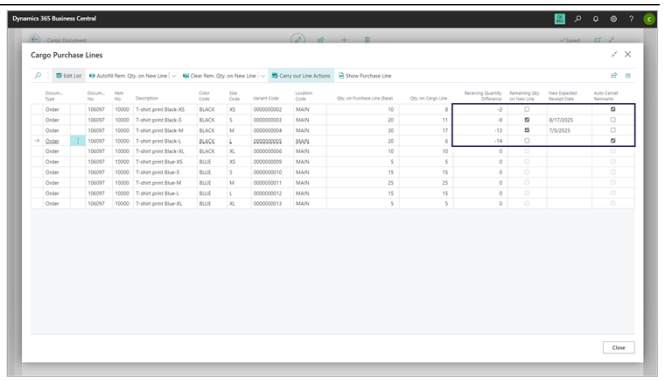


6.1.3.4. Get purchase lines to split

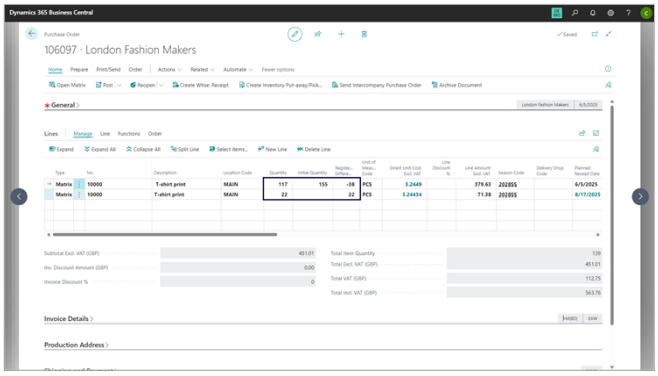
Use the Get Purchase Lines to Split function when the received quantities are lower than those ordered in the related purchase lines.



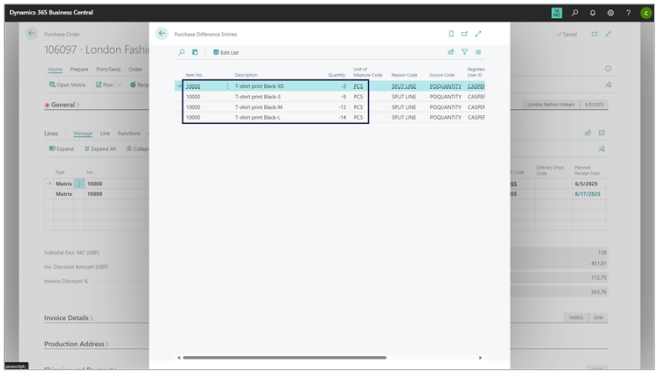
The differences will be calculated automatically. Decide whether a new purchase order line with a new expected receipt date should be created for the remaining quantities, or whether the outstanding quantities can be cancelled.



After executing the Carry out Line Actions function, the differences will be registered in the purchase order, and if desired, a new purchase order line with a new expected receipt date will be created for the remaining quantities.

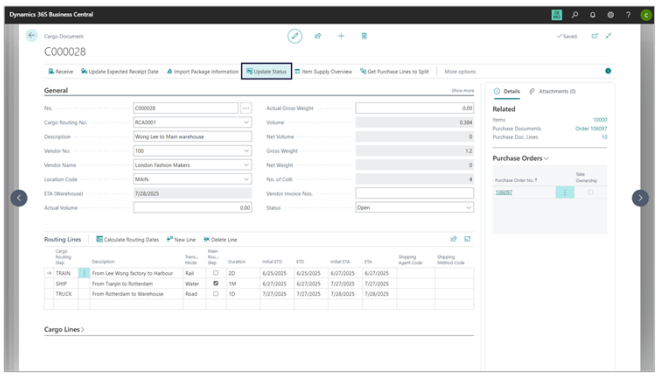


The initially unreceived and cancelled quantities can be displayed as Purchase Difference Entries per item variant.

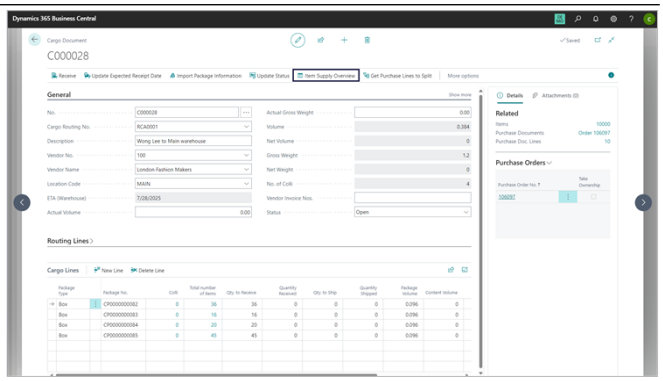


6.1.3.5. Update Status function and Item Supply Overview

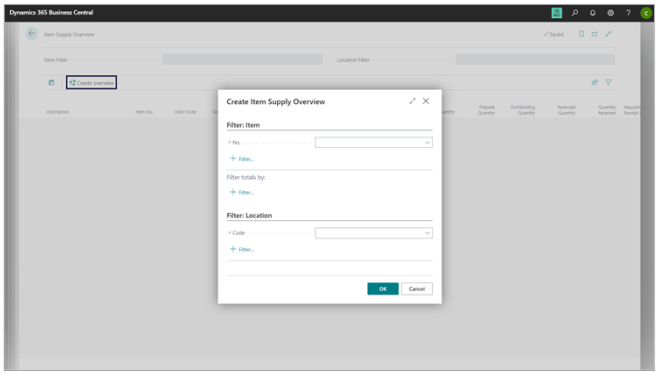
When the cargo document is posted, it is possible that related packages, pallets or even cargo documents are completely received. During posting, the related packages will be marked as Received.
The Update Status function allows checking and changing the cargo document status. The function enables the status of multiple documents to be checked in a single action.



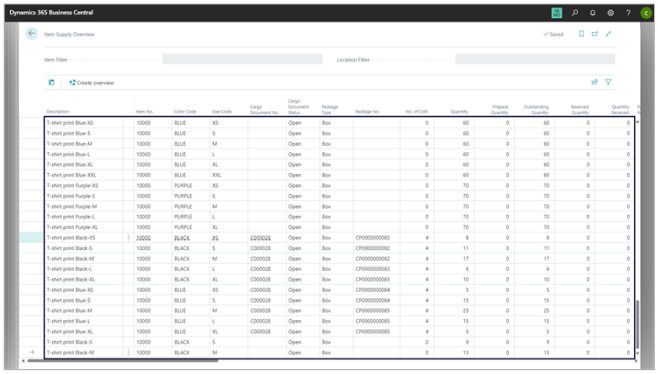
The item supply overview is an overview of incoming goods. It provides details from purchase orders, production orders, transfer orders and cargo documents.



The information is loaded each time the page is opened and items have been selected. The information is not stored, ensuring that the overview is always up to date.

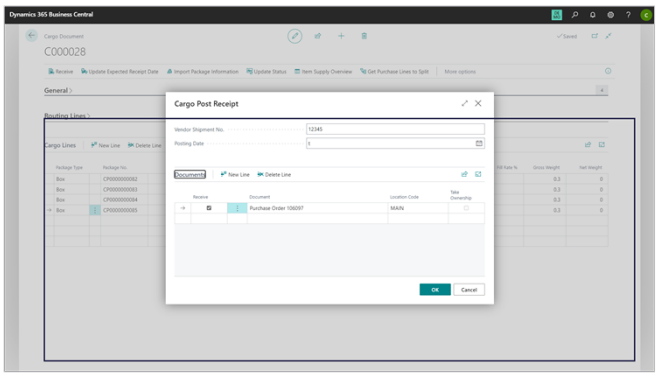


Item Supply Overview shows all incoming items within K3 Pebblestone. It provides details from purchase orders, production orders, transfer orders, cargo documents and packages in combination with delivery dates, ETD and ETA.



6.1.3.6. Cargo document Receive

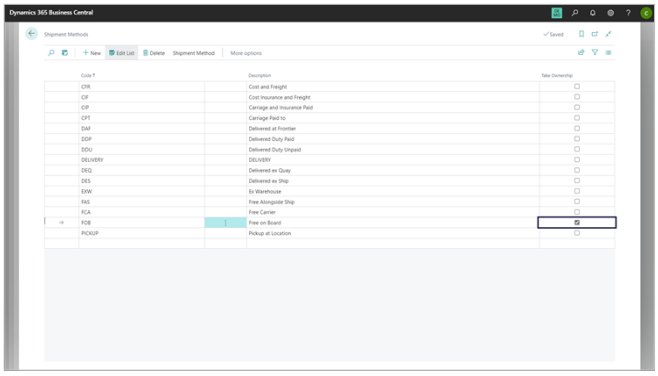
By selecting the Receive function on the Cargo Document, all entered quantities linked to the corresponding purchase documents will be posted as received in one action.



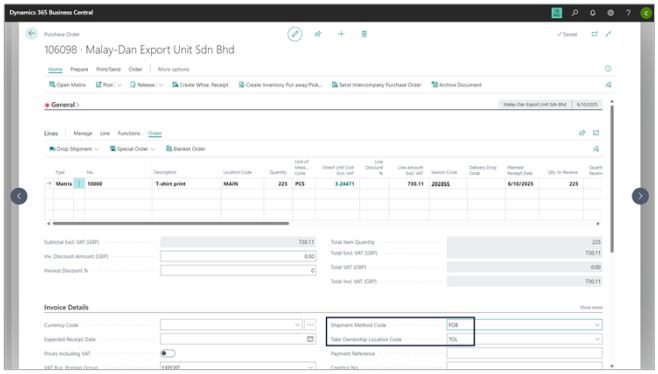
6.1.3.7. Take Ownership procedure

In many cases, goods are manufactured in other countries and shipped overseas before being received in the warehouse. In most of these cases, the Wholesale company becomes the owner of the goods once they are ready to be loaded onto a vessel. This means the goods should be included in inventory even though they are not yet in the warehouse. To support this, the Take Ownership functionality was created.

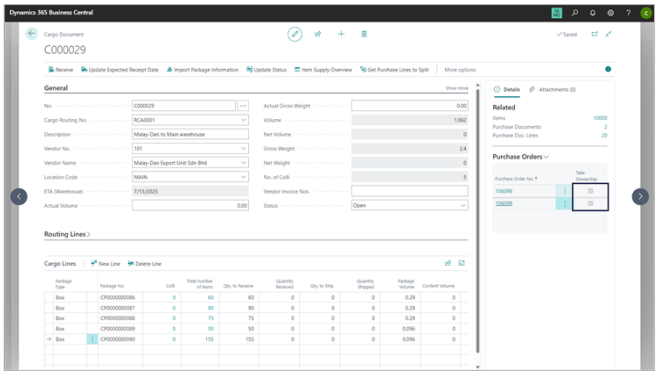
For each shipment method, it can be specified whether the wholesale company becomes the owner of the goods once they are ready to be loaded onto a vessel.
The warehouse Location Code, Shipment Method Code, and Default Ownership Location can be set on the vendor card and carried over to the purchase order.



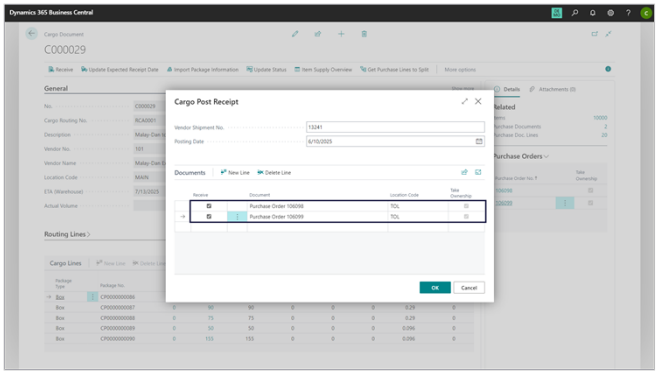
When posting the purchase receipt, the moment they are ready to be shipped, the goods are received in a different warehouse then indicated on the purchase order, in the Take Ownership Location. Subsequently a transfer order from this Take Ownership Location to the warehouse on the purchase order will be created. This transfer order will be used when the goods are actually received in the warehouse on the purchase order.



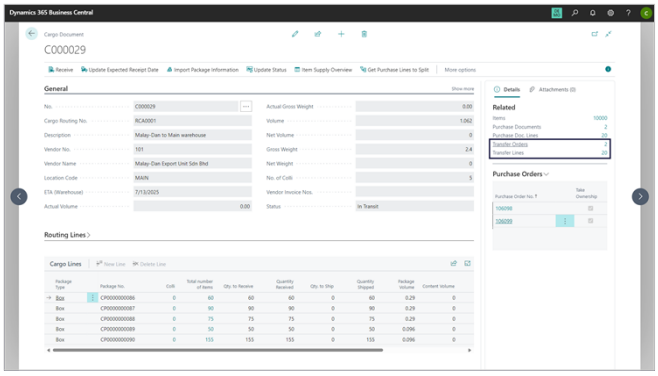
When entering the quantities to be received, a link is made to the corresponding purchase order lines. This clarifies whether the purchase order(s) involve Take Ownership.



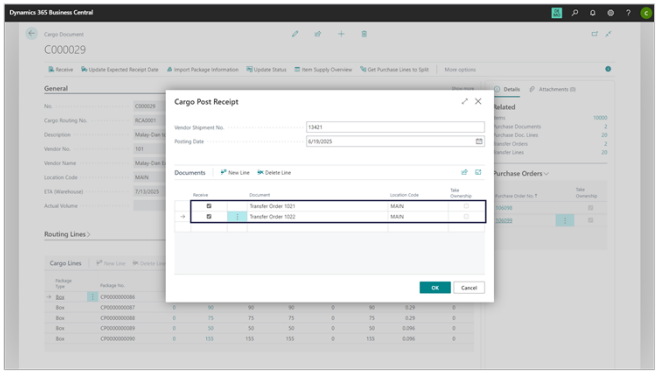
The first time when posting the cargo document receipt —at the moment the goods are ready to be shipped— they are received in the Take Ownership Location instead of the warehouse location indicated on the purchase order line. Subsequently, a transfer order will be created from this Take Ownership Location to the warehouse location specified on the purchase order.



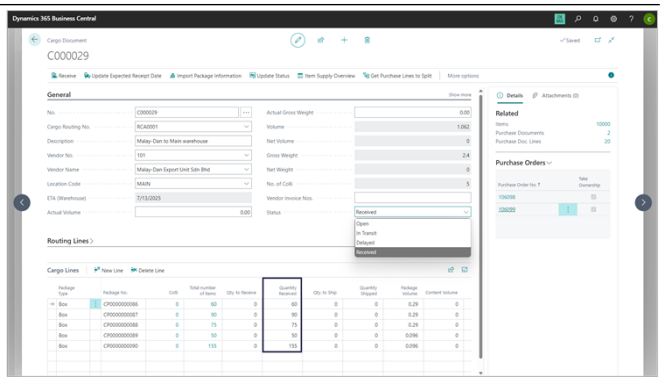
The linked transfer orders and transfer order lines will be visible in the factbox based on the created transfer orders.



The second time the cargo document receipt is posted, the transfer orders will be used when the goods are actually received in the warehouse location specified on the purchase order.

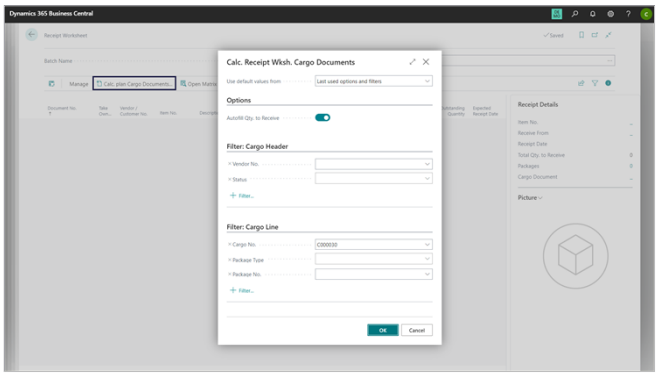


After posting the receipt, the Quantity Received in the Cargo Lines will also be updated. Once all cargo lines are received, the status of the Cargo Document will be set to Received.

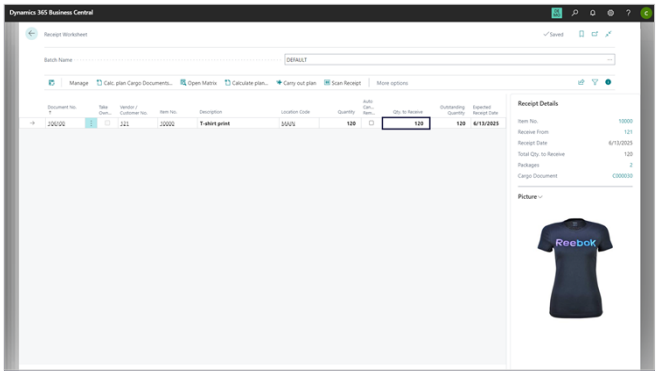


6.1.4. Receive cargo doc through receipt worksheet

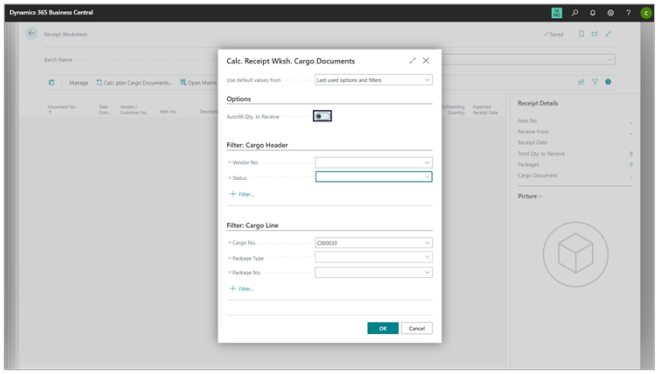
It is possible to receive packages, pallets, or containers on cargo documents in a receipt worksheet.
When retrieving them using the Calculate Plan Cargo Documents function, it is possible to check the Autofill Qty to Receive field.



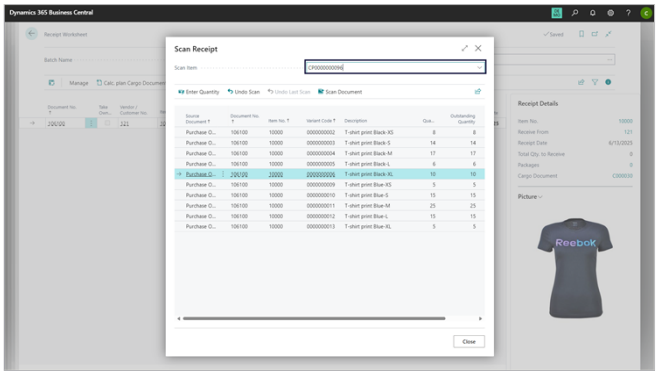
In the receipt worksheet, multiple retrieved cargo documents can be processed at once. The factbox shows the link to the cargo document.



When retrieving cargo documents using the Calculate Plan Cargo Documents function, it is possible not to check the Autofill Qty to Receive field in order to scan it afterwards.



The quantities in the Qty to Receive field are filled based on the scanned barcodes or package, pallet, or container numbers.

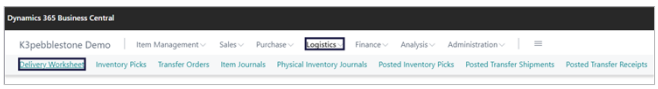


Thanks for watching

6.2. Delivery plan

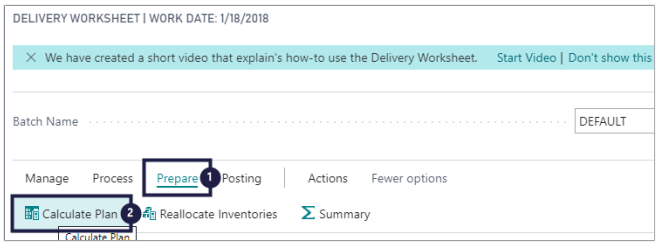
6.2.1. Navigate to Delivery worksheet

Click on the navigation menu item popup **Logistics**. Click on the navigation menu item **Delivery Worksheet**.

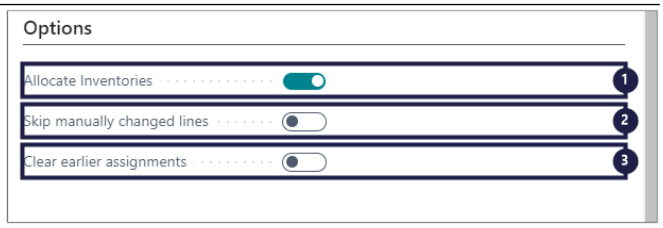


6.2.2. Calculate Plan

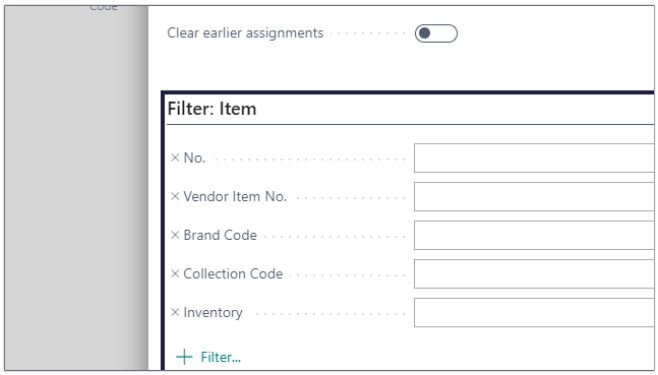
1. Click on the navigation menu item popup **Prepare**.
2. Click on the navigation menu item **Calculate Plan**.



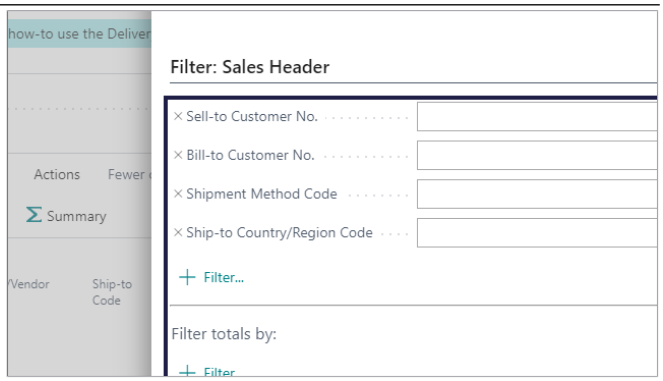
1. Click on **Allocate Inventories**. Immediately allocate available inventories to the added delivery worksheet lines.
2. Click on **Skip manually changed lines**.
   Skip lines that have been modified manually.
3. Click on **Clear earlier assignments**. Set all Qty's to ship to zero, before allocating the available inventories to delivery worksheet lines.



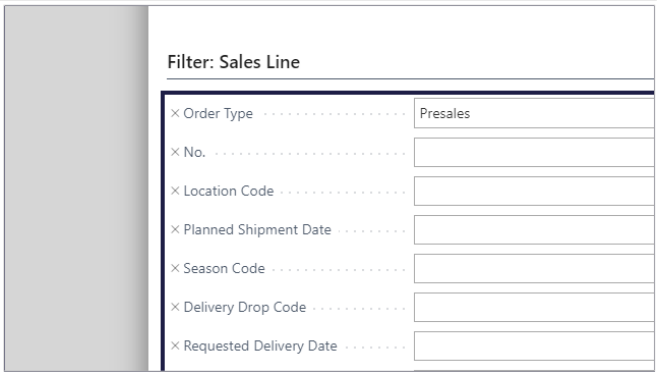
Choose the filter for Item, if needed.



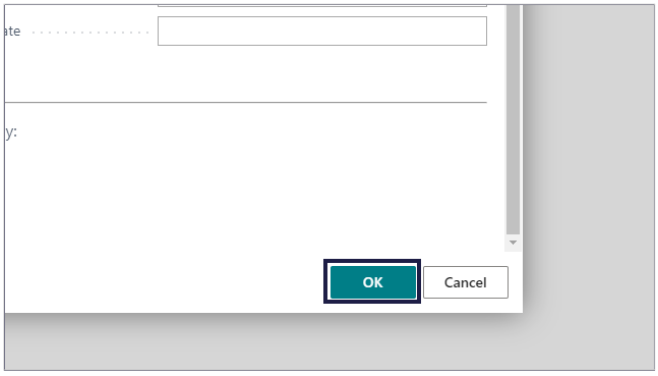
Choose the filter for Sales Header, if needed.



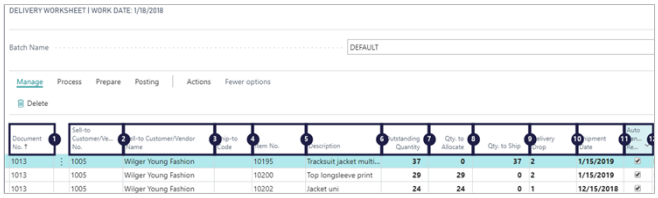
Choose the filter for Sales line, if needed.



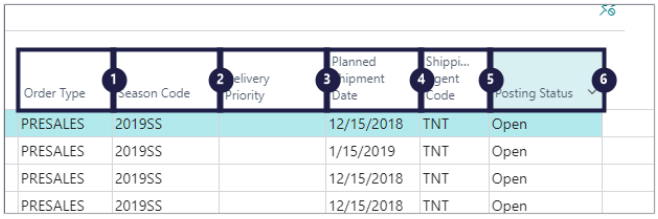
Click on the button **OK**



6.2.3. Delivery worksheet lines



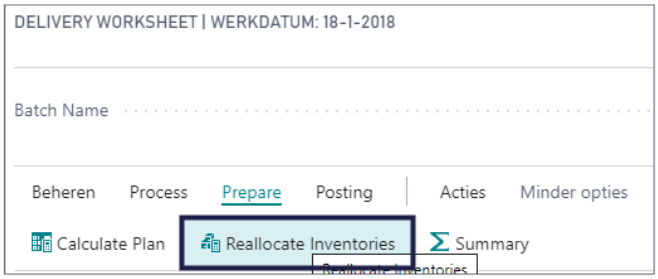
1. **Document No.**
   Specifies the document number of the source document.
2. **Sell-to Customer/Vendor No.**
   Specifies the Sell-to Customer/Vendor No. for the order line.
3. **Sell-to Customer/Vendor Name**.
   Specifies the name of Sell-to Customer/Vendor for the order line.
4. **Ship-to Code**.
   Specifies the Ship-to Code for the order line.
5. **Item No.**
   Specifies the Item No. of the order line.
6. **Description**.
   Specifies the order line description.
7. **Outstanding Quantity**.
   Specifies how many units on the delivery line have not yet been shipped.
8. **Qty. to Allocate**.
   Specifies how many units of the delivery line quantity that you can to assign to this line.
9. **Qty. to Ship**.
   Specifies the quantity of items that remain to be shipped.
10. **Delivery Drop**.
    Specifies the delivery drop of the line.
11. **Shipment Date**.
    Specifies the shipment date of the line.
12. **Auto Cancel Remainder**.
    Specifies whether the remainder quantities on the order will be auto cancelled.

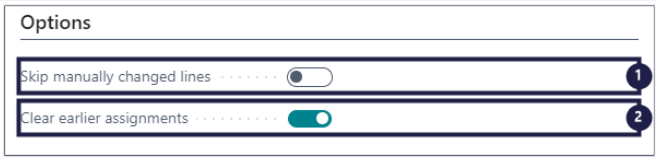


1. Move the mouse to the column header **Order Type**.
   Specifies the Order Type of the Order.
2. Move the mouse to the column header **Season Code**.
   Specifies the Season Code value for Item.
3. Move the mouse to the column header **Delivery Priority**.
   Specifies the delivery priority for the line.
4. Move the mouse to the column header **Planned Shipment Date**.
   Specifies the planned shipment date of the line.
5. Move the mouse to the column header **Shipping Agent Code**.
   Specifies the shipping agent code for the line.
6. Move the mouse to the column header **Posting Status**.
   Specifies the posting status of the line.

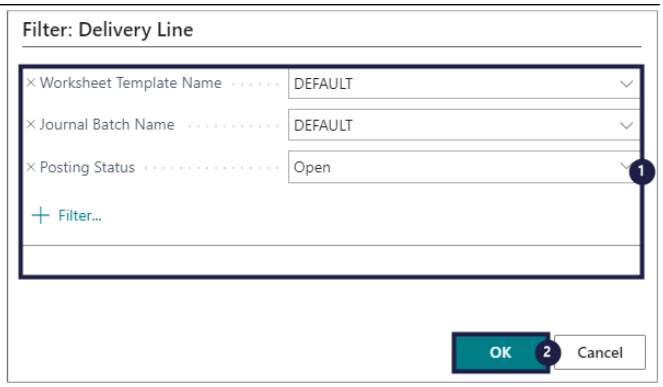
6.2.4. Reallocate Inventories

Click on the navigation menu item **Reallocate Inventories**.



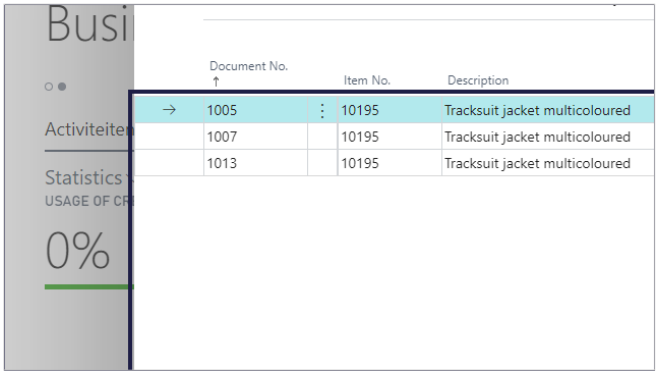


1. **Skip manually changed lines**.
   Skip lines that have been modified manually.
2. **Clear earlier assignments**.
   Set all Qty's to ship to zero, before allocating the available inventories to delivery worksheet lines.

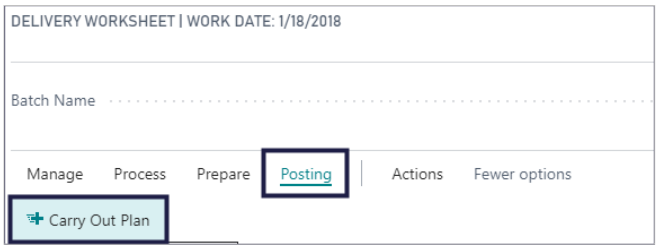


1. Choose the filters if needed.
2. Click on the button **OK**.

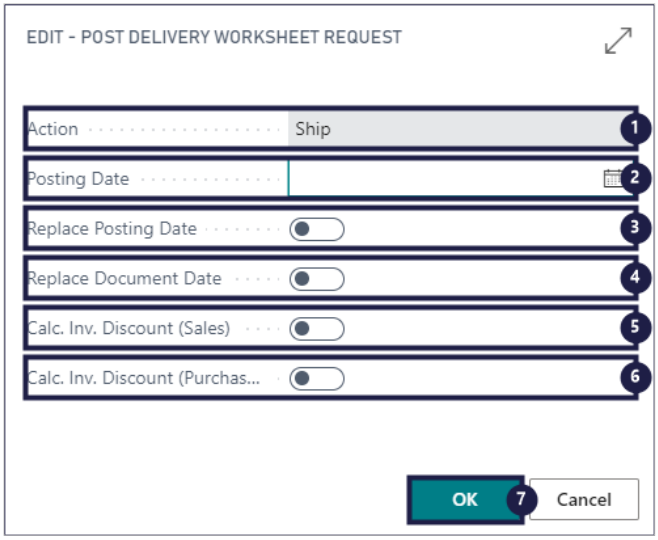
After reallocate inventories the quantity to ship wil change, if there is inventory.



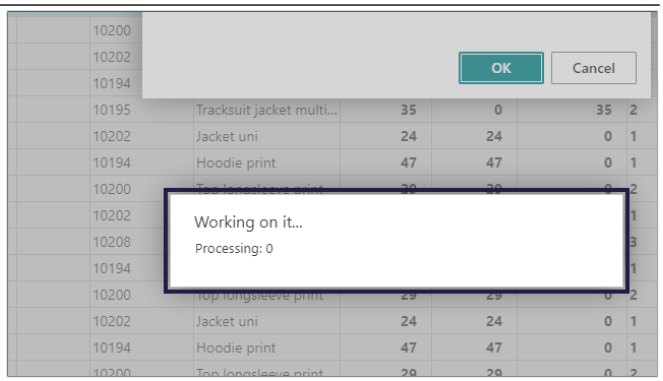
- Click on the navigation menu item popup **Posting**.
- Click on the navigation menu item **Carry Out Plan**.
  A pop-up appears.



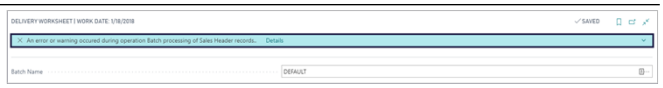
1. **Action Ship**.
2. **Posting Date**.
3. **Replace Posting Date**.
4. **Replace Document Date**.
5. **Calc. Inv. Discount (Sales)**.
6. **Calc. Inv. Discount (Purchase)**.
7. Click on the button **OK**.
   If quantity to ship is filled, it will create inventory picks after posting.



Working on it... Processing: 0

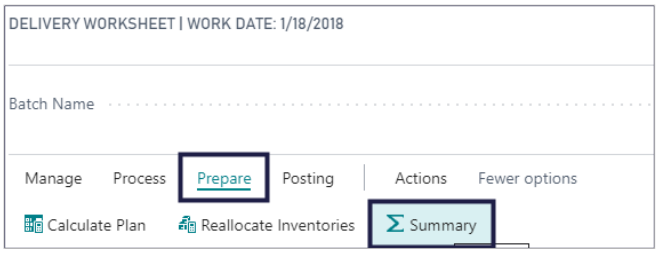


If there is an error or warning it will appear.



6.2.5. Summary

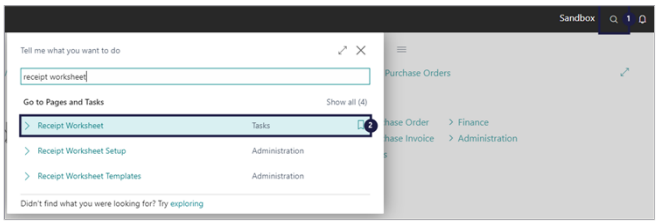
Click on the navigation menu item popup **Prepare**.
Click on the navigation menu item **Summary**.



1. **Document No.**
   Specifies the document number of the source document.
2. **Bill-to Customer/Vendor No.**
   Specifies the Bill-to Customer or Bill-to vendor of the Document No.
3. **Outstanding Qty. (Base)**.
   Specifies the Outstanding Qty. (Base) for the selected Dimension Field
4. **Qty. to Ship (Base)**.
   Specifies the Qty. to Ship (Base) for the selected Dimension Field.
5. **To Ship (LCY)**.
   Specifies the amount to ship in LCY for the selected Dimension Field.
6. **Actual Fill %**.
   Specifies the % of quantity that will be shipped for the selected Dimension Field.
7. **Posting Status**.
   Posting status gives the indication that the goods can be shipped with or without approval.
   The Sales orders which needs approval, will have posting status pending approval, they will stay in the Delivery Worksheet and in the delivery worksheet summary.

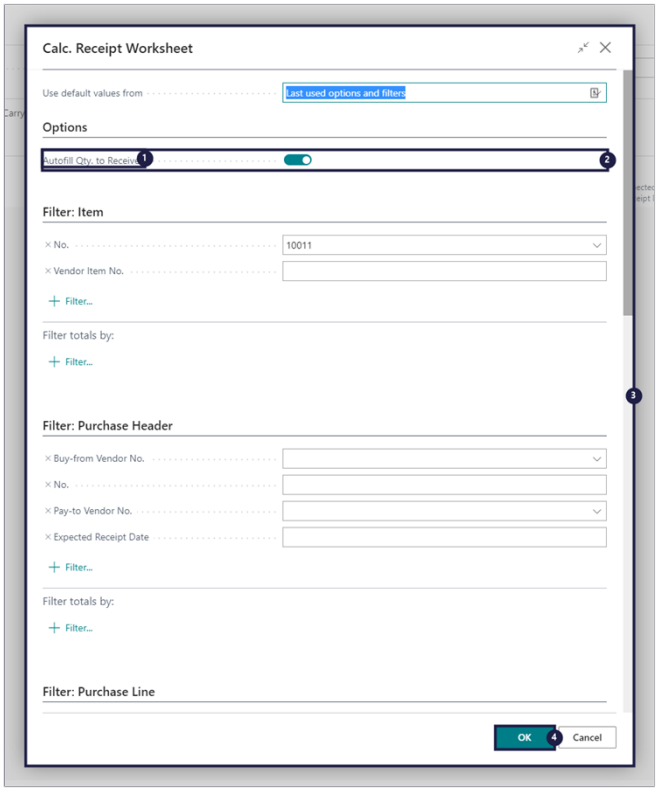
6.3. Receipt worksheet

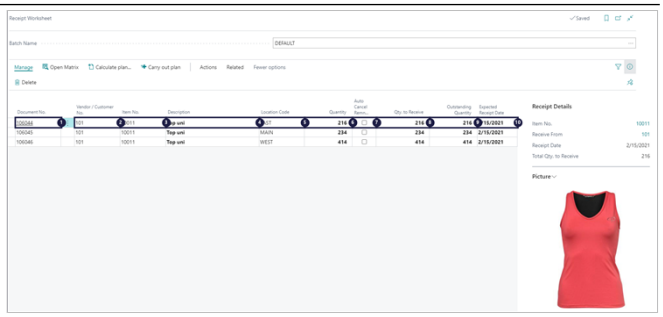
6.3.1. Navigate to receipt worksheet



1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**
   - Enter the text **receipt worksheet**.
2. Click on **Receipt Worksheet Tasks** □.

1. **Autofill Qty. to Receive**.
2. **Indicates whether Qty. to Receive will be filled automatically with Outstanding Quantity, when the receipt worksheet lines are generated.**
3. **Place the filters you need.**
4. Click on the button **OK**.





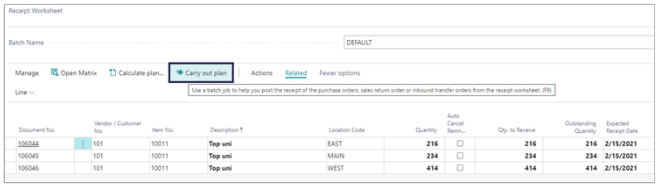
1. **Document No.**
   Specifies the number of the purchase order, the sales return order, or the inbound transfer on the worksheet.
2. **Vendor / Customer No.**
   Specifies the number for the vendor on the purchase order, or the number for the customer on a sales return order. A blank value is shown for an inbound transfer.
3. **Item No.**
   Specifies the number of the item on the receipt line.
4. **Description**.
   Specifies a description of the entry of the product to be received.
5. **Location Code**.
   Specifies the code for the inventory location where the item on the receipt line will be registered.
6. **Quantity**.
   Specifies the number of units of the item included on the purchase order line, the sales return order line, or the inbound transfer line.
7. **Auto Cancel Remnants**.
   Specifies whether the remnants on the order will be auto cancelled.
8. **Qty. to Receive**.
   Specifies the quantity of items that remains to be received.
9. **Outstanding Quantity**.
   Specifies the quantity of items that

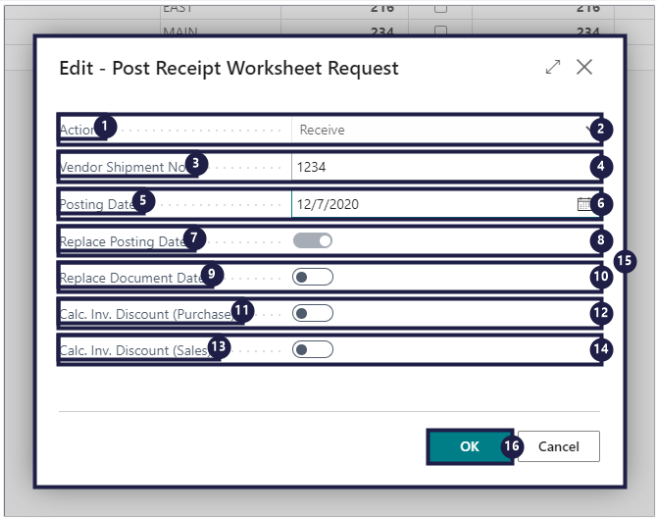
can be received in the source document line on the receipt line.

10. **Expected Receipt Date**. Specifies the date you expect the items to be available in your warehouse.

---

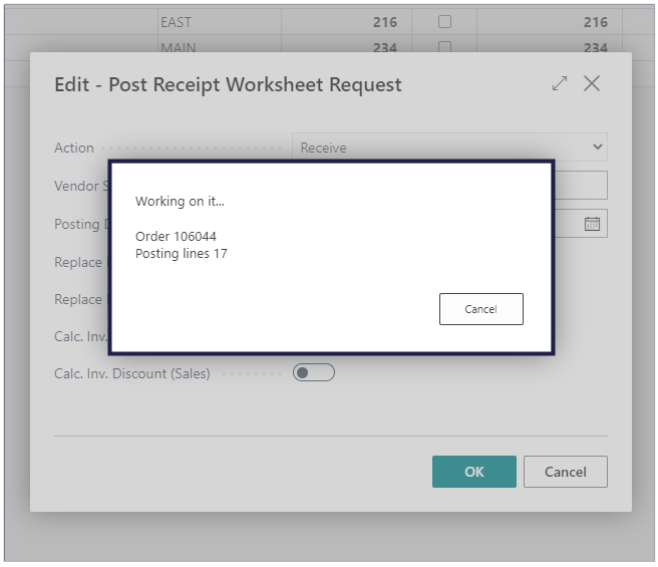
1. **Carry out plan, Use a batch job to help you post the receipt of the purchase orders, sales return order or inbound transfer orders from the receipt worksheet. (F9).**



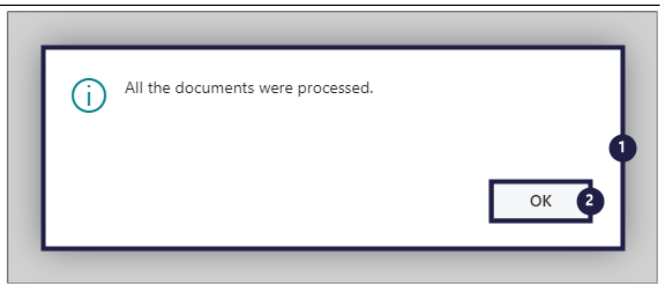


1. **Action**.
2. **Specifies how the source document lines will be processed. When you select Update, the Quantity to Receive field in the source document line will be updated.**
3. **Vendor Shipment No.**
4. **Specifies the vendor's shipment number.**
5. **Posting Date**.
6. **Specifies the posting date of the record.**
7. **Replace Posting Date**.
8. **Indicates whether the posting date on the source document will be replaced by the specified posting date.**
9. **Replace Document Date**.
10. **Indicates whether the document date on the source document will be replaced by the posting date.**
11. **Calc. Inv. Discount (Purchase)**.
12. **Specifies if the invoice discount amount is automatically calculated with purchase documents. If this check box is selected, then the invoice discount amount is calculated automatically when you post the purchase order.**
13. **Calc. Inv. Discount (Sales)**.
14. **Specifies if the invoice discount amount is automatically calculated with sales documents. If this check box is selected, then the invoice discount amount is calculated automatically when you post the sales return order.**
15. **Edit - Post Receipt Worksheet Request**.
16. Click on the button **OK**.

1. **Working on it...**

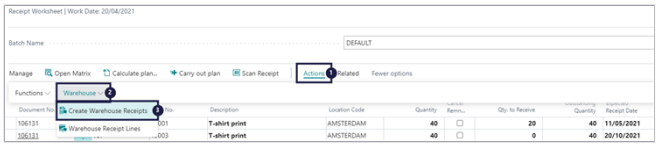


1. **All the documents were processed.**
2. Click on the button **OK**.



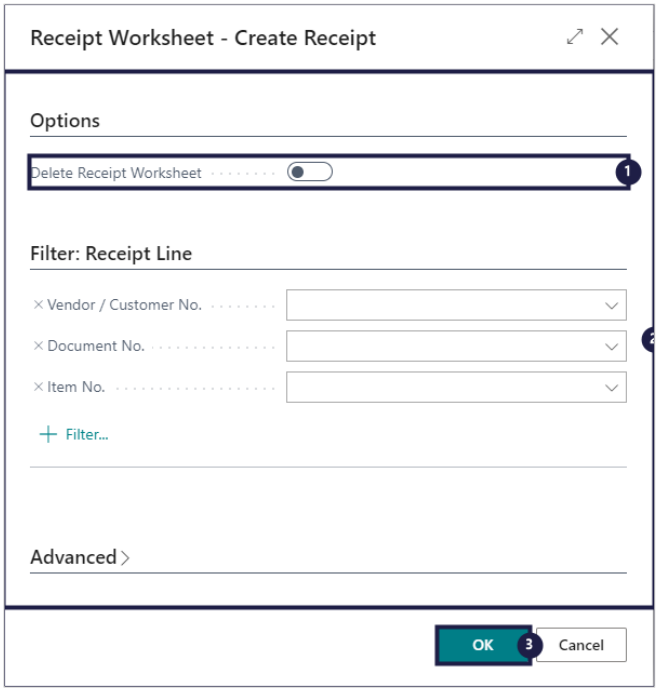
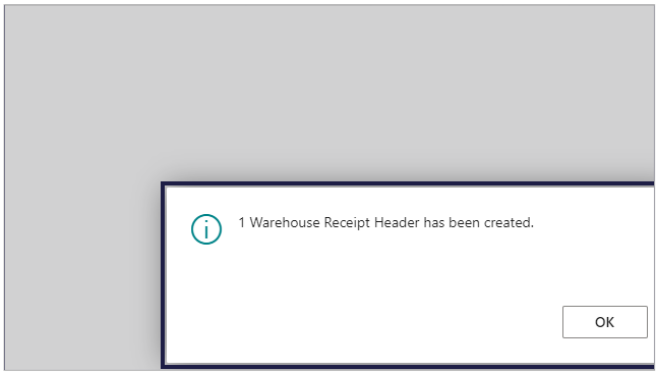
6.4. Create Warehouse receipt

6.4.1. Create warehouse receipt



1. Click on the navigation menu item popup **Actions**.
2. Click on the navigation menu item popup **Warehouse**.
3. Click on the navigation menu item **Create Warehouse Receipts**.

1. **Delete Receipt Worksheet**. Specifies if all existing receipt worksheet lines will be removed after the Warehouse Receipts are created.
2. Set filters if needed.
3. Click on the button **OK**.



1 Warehouse Receipt Header has been created.