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Nina.George@k3re
tail.com
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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.
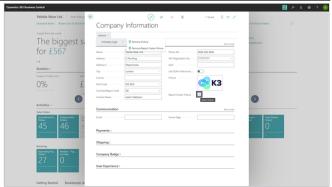
The company logo can be added by clicking the plus icon or the existing image.

The logo image can be dropped into the field, or you can select an image by browsing for it.
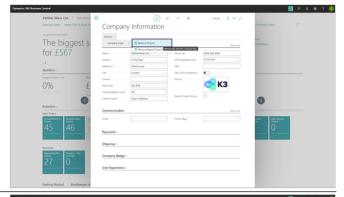
The same applies to the image used as a footer on documents.

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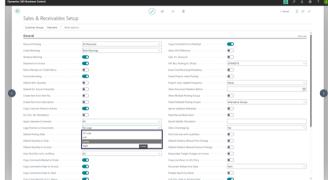
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An image can be removed by selecting Actions in the ribbon.

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.
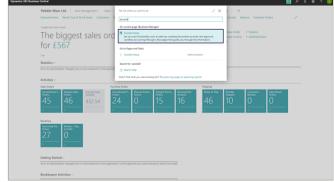
1.2. Assisted Setup BC25

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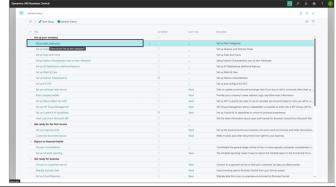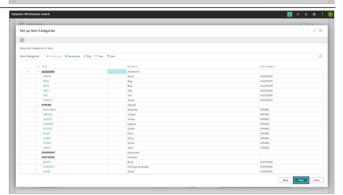
By clicking on the Set up topics from top to bottom, or by selecting one and choosing Start Setup from the ribbon, you enter a wizard that guides you through configuring the application. In this wizard, you can add, modify, or remove data, which is then directly saved in the underlying table.
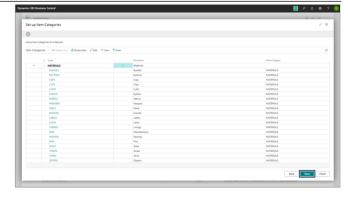
In the wizard, you can enable or disable components before proceeding to the next step.

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

The data in the following screens can also be modified.
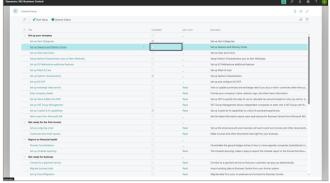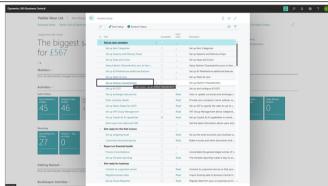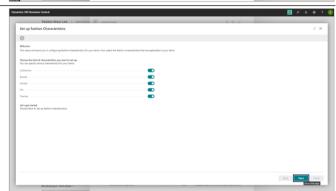
Once a wizard is completed, a checkmark is placed in the Completed field in the overview.
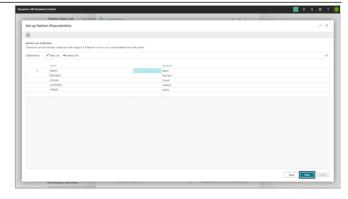
Click on the Set up Fashion Characteristics

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.

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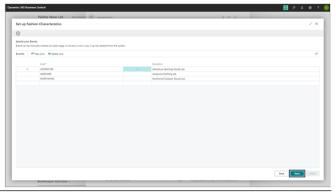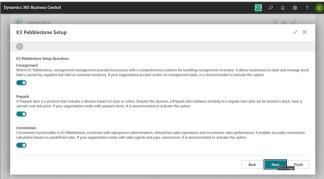
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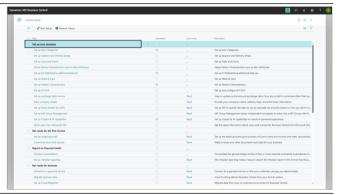
Once you have entered your own brands, genders, fits and themes, depending on what you're using, these details are automatically saved in the table.

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.
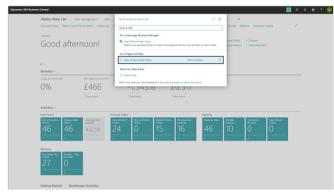
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Sales & Receivables Setup

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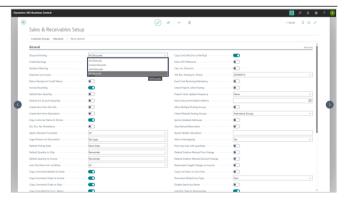
The Sales & Receivable Setup can be started by searching for it.

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.
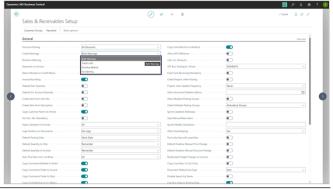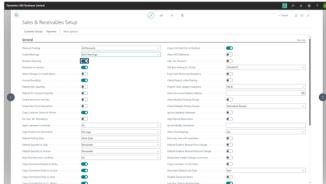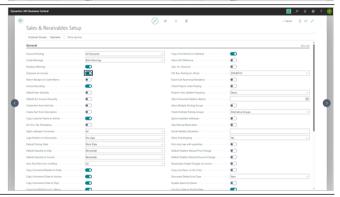
Specifies whether to warn about the customer's status when you create a sales order or invoice.
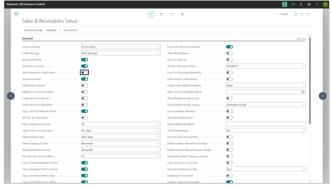
Specifies if a warning is displayed when you enter a quantity on a sales document that brings the item's inventory level below zero.

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.

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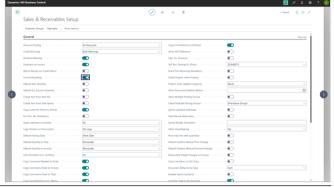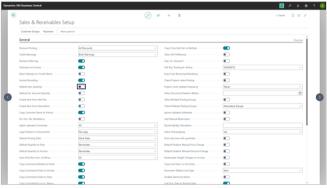
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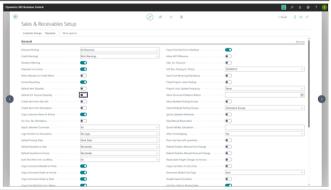
Specifies if amounts are rounded for sales invoices. Rounding is applied as specified in the Inv. Rounding Precision (LCY) field in the General Ledger Setup window.
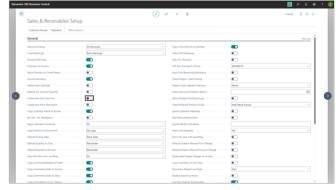
Specifies that the Quantity field is set to 1 when you fill in the Item No. field.

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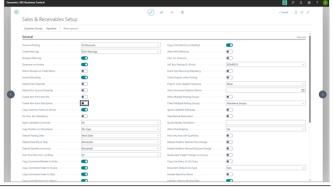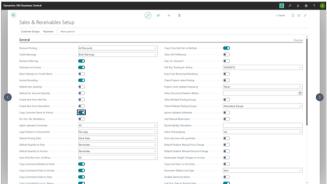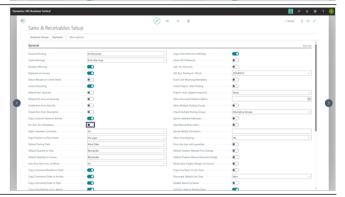
Specifies if the system will suggest to create a new item when no item matches the description that you enter in the Description field on sales lines.

Specifies if you want the name on customer cards to be copied to customer ledger entries during posting.
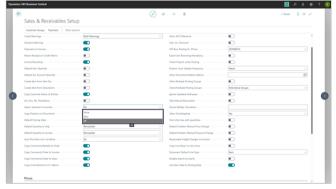
Specifies if it is mandatory to enter an external document number in the External Document No. field on a sales header or the External Document No. field on a general journal line.

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.

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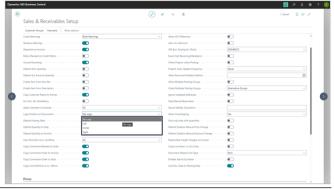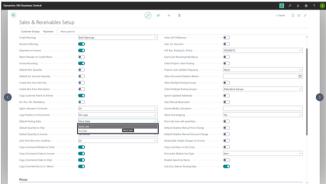
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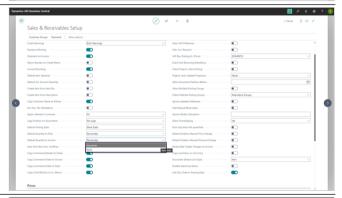
Specifies the position of your company logo on business letters and documents.
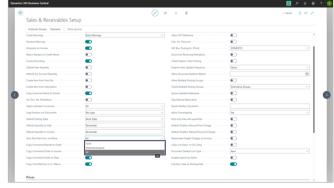
Specifies which date must be used as the default posting date on sales documents. If you select Work Date, the Posting Date field will be populated with the work date at the time of creating a new sales document. If you select No Date, the Posting Date field will be empty by default and you must manually 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.
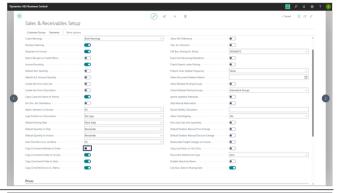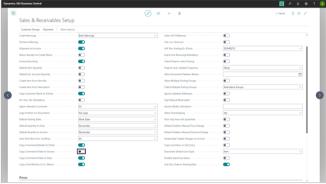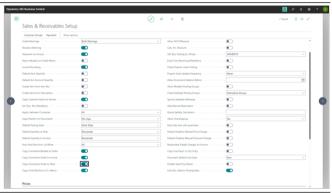
Specifies whether to copy comments from blanket sales orders to sales orders.
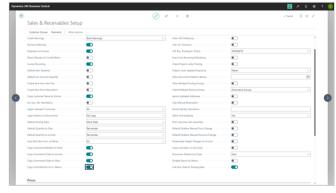
Specifies whether to copy comments from sales orders to sales invoices.

Specifies whether to copy comments from sales orders to shipments.

Specifies whether to copy comments from sales return orders to sales credit memos.
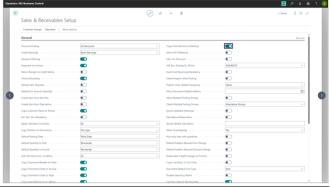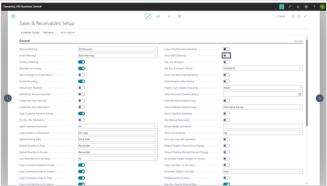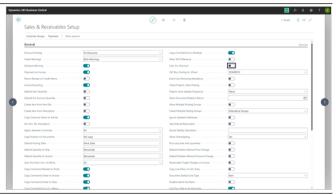
Specifies that comments are copied from the sales return order to the posted return receipt.
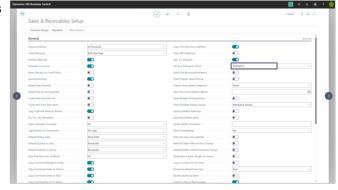
Specifies that comments are copied from the sales return order to the posted return receipt.

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.
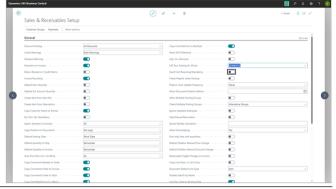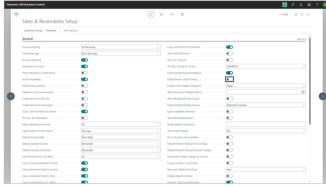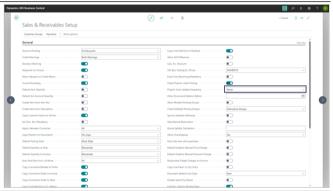
Specifies that a return transaction cannot be posted unless the Appl.-from Item Entry field on the sales order line specifies an entry.
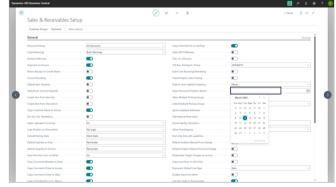
Specifies that you cannot ship or invoice an order that has an unpaid prepayment amount.

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.
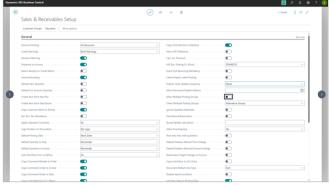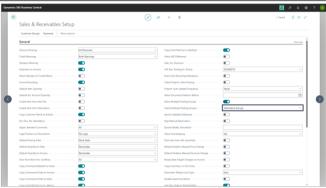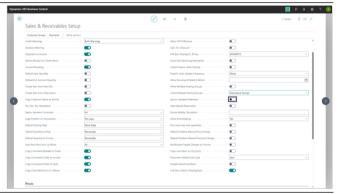
Specifies if multiple posting groups can be used for the same customer in sales documents.
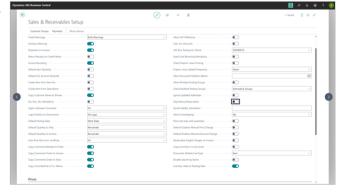
Specifies implementation method of checking which posting groups can be used for the customer.

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.

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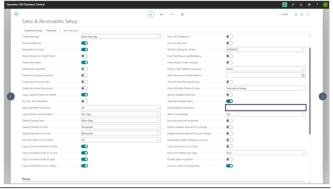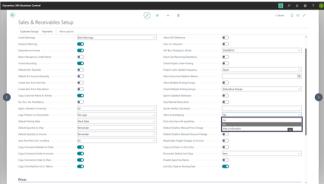
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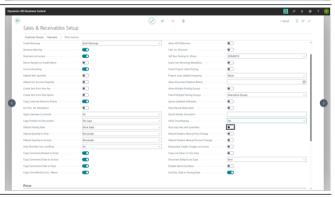
Specifies a formula that determines how to calculate the quote expiration date based on the document date.
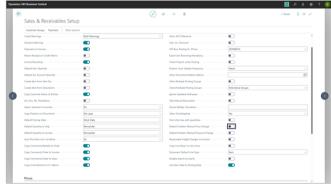
Specifies if overshipping is allowed.

Specifies if only lines with quantities will be posted.

Default Disallow Manual Price Change
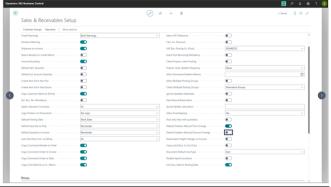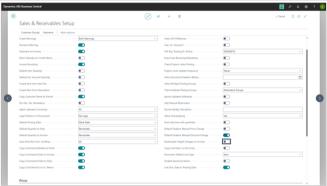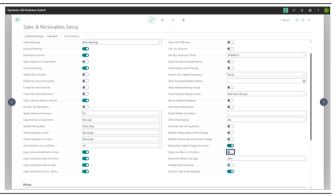
Default Disallow Manual Discount Change
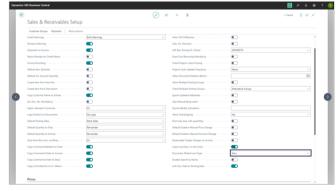
Recalculate Freight Charges on Invoice

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.
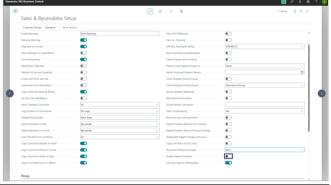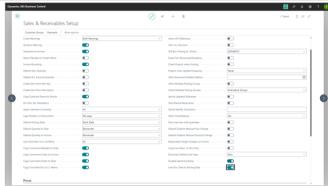
Specifies that you can change the names of customers on open sales documents. The change applies only to the documents.
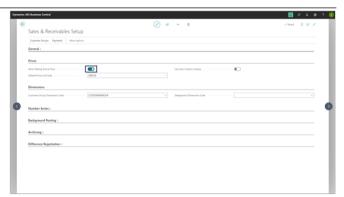
Specifies whether the document date changes when the posting date is modified.
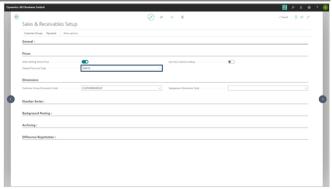
Tab Prices

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.

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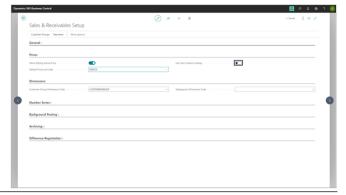
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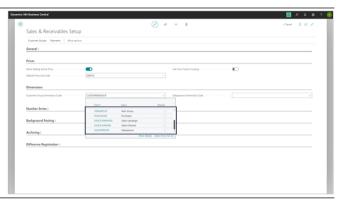
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Specifies whether the Assign-to Parent No., Assign-to No., and Product No. fields on price list pages use standard lookups to find records. If you have customized these fields and prefer your implementation, turn on this toggle.
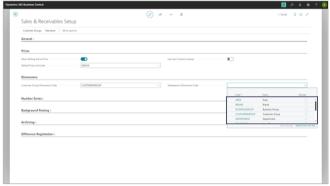
Tab Dimensions

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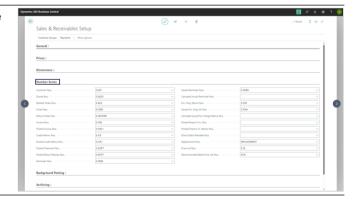
Specifies the dimension code for salespeople in your analysis report.

Tab Number Series

Specifies the codes for the number series that will be used to assign numbers to different entities and documents.
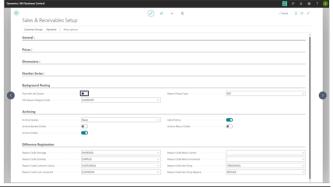
Tab Background Posting
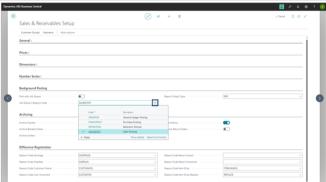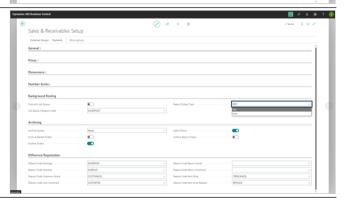
Specifies if you use job queues to post sales documents in the background.

Specifies the code for the category of the job queue that you want to associate with background posting.
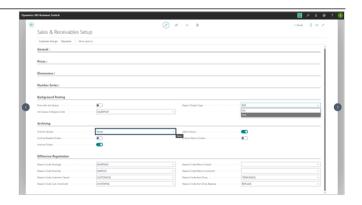
Specifies the output of the report that will be scheduled with a job queue entry when the Post and Print with Job Queue check box is selected.

Tab Archiving

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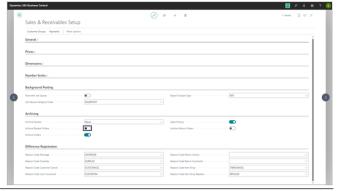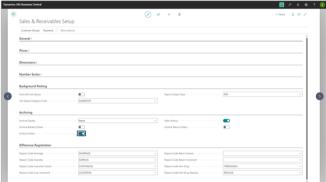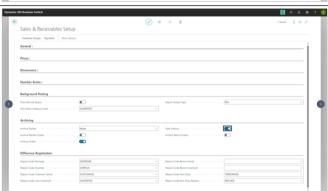
pecifies if you want to archive sales blanket orders when they are deleted.
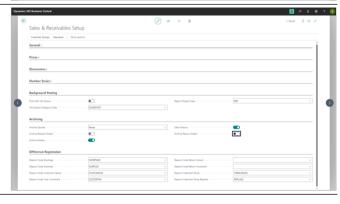
Specifies if you want to archive sales orders when they are deleted.

Sales History

Specifies if you want to archive sales return orders when they are deleted.
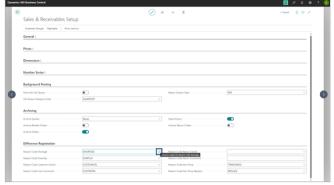
Tab Difference Registration
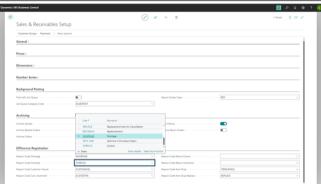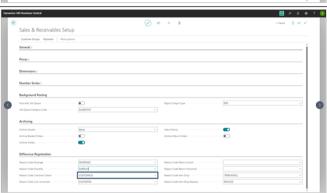
Reason Code Shortage
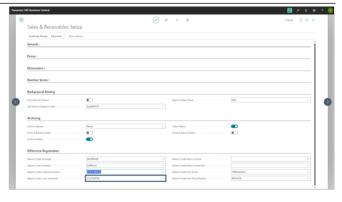
Reason Code Overship

Reason Code Customer Cancel

Reason Code Cust. Increment
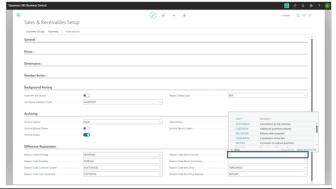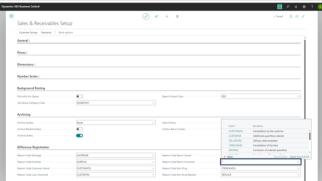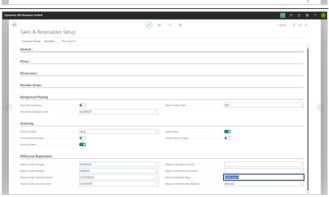
Reason Code Return Cancel
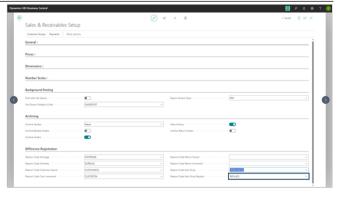
Reason Code Return Increment

Reason Code Item Drop

Reason Code Item Drop Replace

Thank you for watching!

1.4. Purchase & Payables Setup

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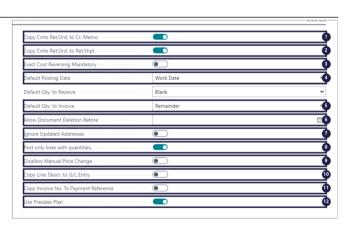
1. Click on the link **Search** - Enter the text **Puchase & Payables**.
2. Click on **Purchases & Payables Setup Administration** □.

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.**
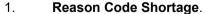
Archiving

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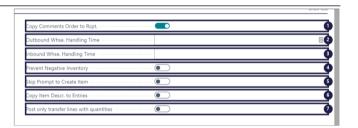
1. Click on the link **Search**.
2. Click on the field **Tell me what you want to do** - Enter the text **Inventory setup**.
3. Click on **Inventory Setup Administration**.

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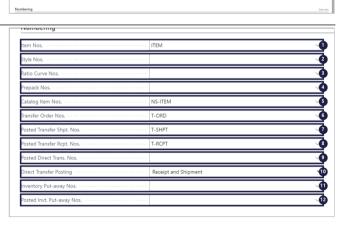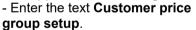
Prepacks.
5. **Catalog Item Nos.**
6. **Transfer Order Nos.**
7. **Posted Transfer Shpt. Nos.**
8. **Posted Transfer Rcpt. Nos.**
9. **Posted Direct Trans. Nos.**
10. **Direct Transfer Posting**.
11. **Inventory Put-away Nos.**
12. **Posted Invt. Put-away Nos.**

1. **Inventory Pick Nos.**
2. **Posted Invt. Pick Nos.**
3. **Inventory Movement Nos.**
4. **Registered Invt. Movement Nos.**
5. I**nternal 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** ☐.
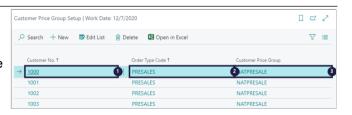
1. **Customer No.**
Specifies the customer account number for which the price groups are setup per order type.
2. **Order Type Code**.
Specifies the order type for which you want to setup special discounts.
3. **Customer Price Group**.
Specifies the customer price group code for this order type, which you can use as a criterion to set up special prices in the Sales Prices window.
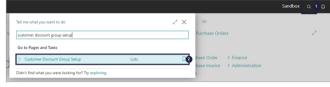
1.7. Customer discount group Setup

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.
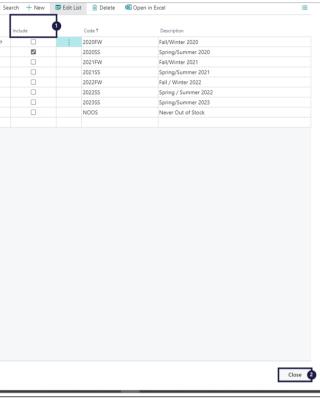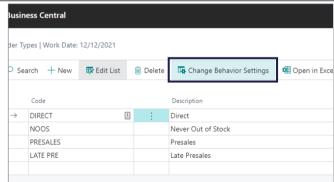
1. **Include**.
   To add multiple seasons include the seasons.
2. **Close**.
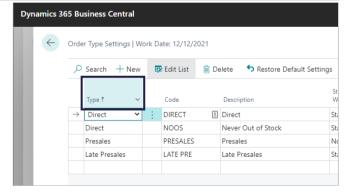
Change Behavior Settings
Change how, in particular, order entry behaves for sales documents with this order type assigned.

Type

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

Code
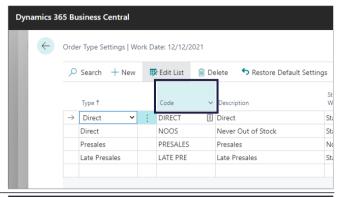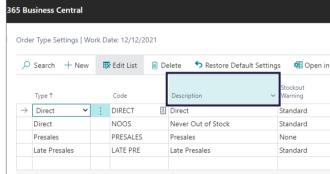
Specifies a code for the order type.

Description
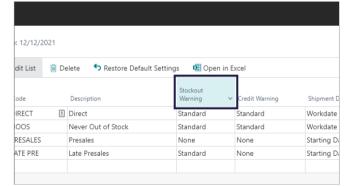
Specifies a description for the order type.
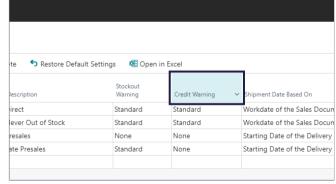
Stockout Warning

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.

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K3 Pebblestone
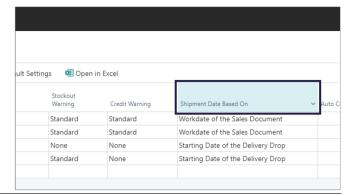
Nina.George@k3re
tail.com
May 12, 2025
38/251
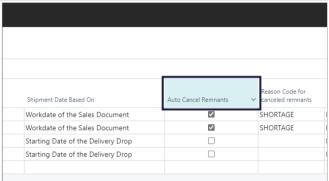
Shipment Date Based On

Specifies the date that will determine the shipment date.
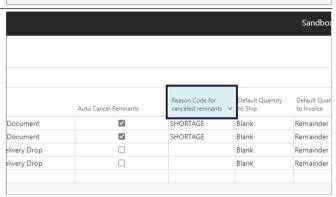
	Stockout Warning	Credit Warning	Shipment Date Based On	Auto C
	Standard	Standard	Workdate of the Sales Document	
	Standard	Standard	Workdate of the Sales Document	
	None	None	Starting Date of the Delivery Drop	
	Standard	None	Starting Date of the Delivery Drop	

Auto Cancel Remnants

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

Shipment Date Based On	Auto Cancel Remnants	Reason Code for canceled remnants
Workdate of the Sales Document	☑	SHORTAGE
Workdate of the Sales Document	☑	SHORTAGE
Starting Date of the Delivery Drop	☐	
Starting Date of the Delivery Drop	☐	

Reason Code for canceled remnants
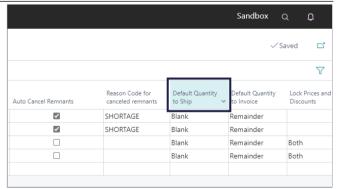
Specifies the reason code that will be used to register an automatic cancellation of remaining quantities.

	Auto Cancel Remnants	Reason Code for canceled remnants	Default Quantity to Ship	Default Quan to Invoice
Document	☑	SHORTAGE	Blank	Remainder
Document	☑	SHORTAGE	Blank	Remainder
elivery Drop	☐		Blank	Remainder
elivery Drop	☐		Blank	Remainder

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.
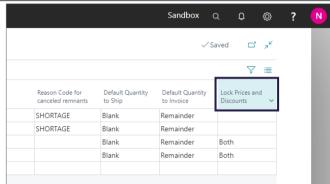
Auto Cancel Remnants	Reason Code for canceled remnants	Default Quantity to Ship	Default Quantity to Invoice	Lock Prices and Discounts
☑	SHORTAGE	Blank	Remainder	
☑	SHORTAGE	Blank	Remainder	
☐		Blank	Remainder	Both
☐		Blank	Remainder	Both

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Nina.George@k3re
tail.com
May 12, 2025
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Default Quantity to Invoice

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

	Reason Code for canceled remnants	Default Quantity to Ship	Default Quantity to Invoice	Lock Prices and Discounts
	SHORTAGE	Blank	Remainder	
	SHORTAGE	Blank	Remainder	
		Blank	Remainder	Both
		Blank	Remainder	Both

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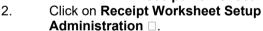
Specifies if the Unit Price or Line Discount % will be
locked on releasing the sales order.

	Reason Code for canceled remnants	Default Quantity to Ship	Default Quantity to Invoice	Lock Prices and Discounts
	SHORTAGE	Blank	Remainder	
	SHORTAGE	Blank	Remainder	
		Blank	Remainder	Both
		Blank	Remainder	Both

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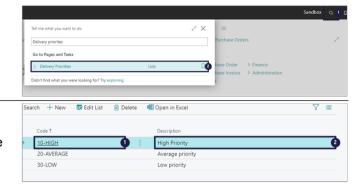
1. Click on the link **Search** - Enter the text **Delivery priorities.**
2. **Click on Delivery Priorities Lists.**

1. **Code**
   Specifies the code that identifies the delivery priority.
2. **Description**
   Specifies the description of the delivery priority.
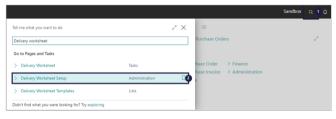
1.11. Delivery worksheet Setup

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.
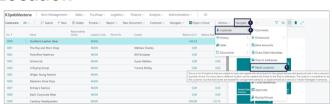
    Customers.

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).
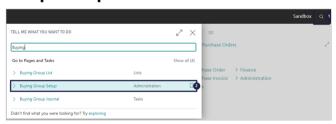
1.13. Buying group

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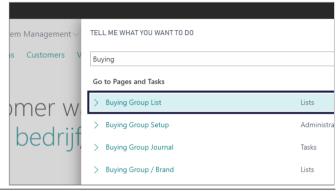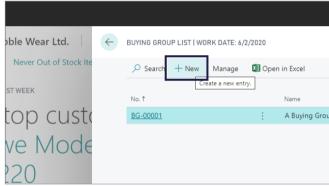
Specifies the code for the number series that will be used to assign numbers to Buying. To see the number series that have been set up in the No. Series table, click the field.

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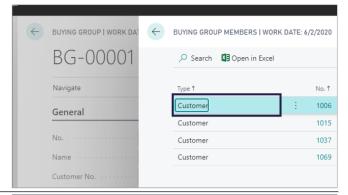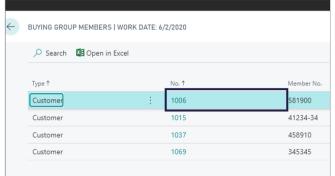
Type
Indicates if the member is a vendor or a customer.

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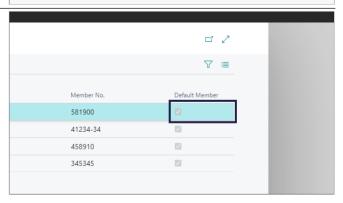
Member No.
Specifies the buying group's member number of the customer or vendor.

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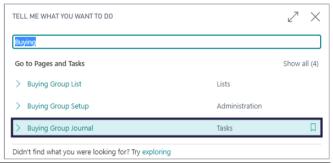
1. Move the mouse to the navigation menu item popup **Buying Group**.
2. Click on the navigation menu item **Buying Group Brands**.

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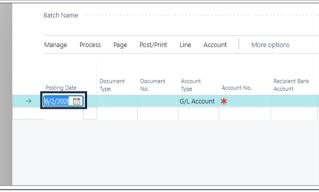
1.13.5. Navigate to Buying Group Journal

1. Click on **Buying Group Journal Tasks □**.
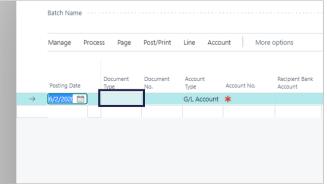
Posting Date
Specifies the posting date for the entry.

Document Type
Specifies the type of document that the entry on the journal line is.
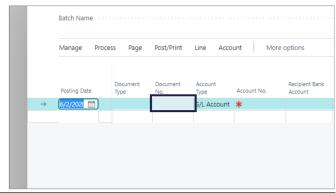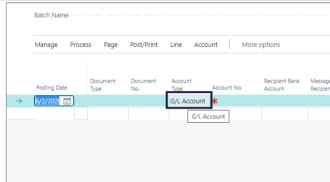
Document No.
Specifies a document number for the journal line.
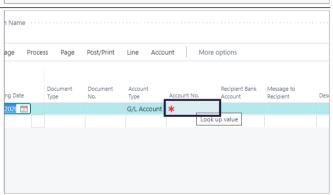
Account Type
Specifies the type of account that the entry on the journal line will be posted to.
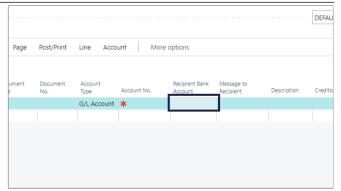
Account No.
Specifies the account number that the entry on the journal line will be posted to.

Recipient Bank Account
Specifies the bank account that the amount will be transferred to after it has been exported from the buying group journal.
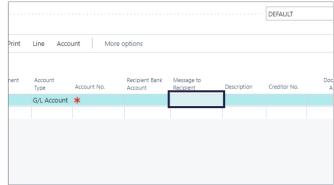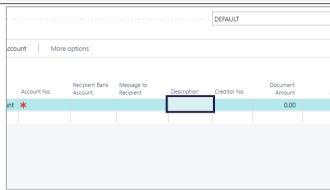
Message to Recipient
Specifies the message exported to the payment file when you use the Export Payments to File function in the Buying Group Journal window.
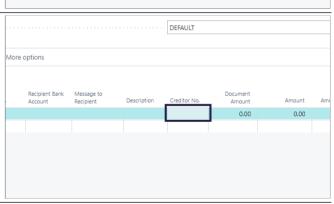
Description
Specifies a description of the entry.
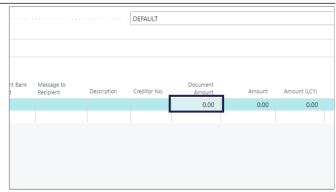
Creditor No.
Specifies the vendor who sent the purchase invoice.

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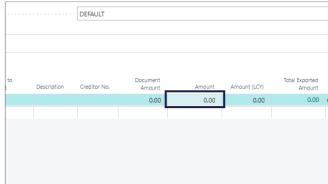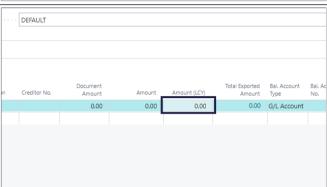
Amount
Specifies the total amount (including VAT) that the journal line consists of.
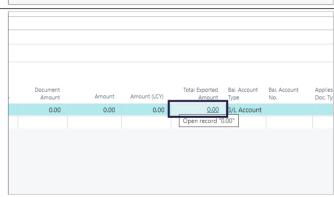
Amount (LCY)
Specifies the total amount in local currency (including VAT) that the journal line consists of.

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.

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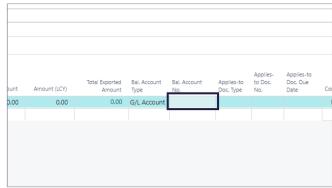
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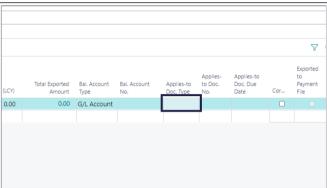
Bal. Account No.
Specifies the number of the general ledger, customer, vendor, or bank account that the balancing entry is posted to, such as a cash account for cash purchases.
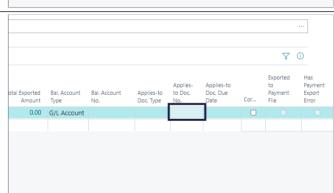
Applies-to Doc. Type
Specifies the type of the posted document that this document or journal line will be applied to when you post, for example to register payment.
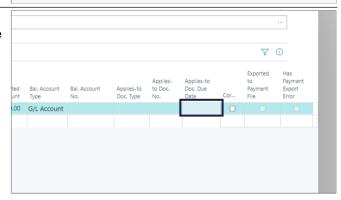
Applies-to Doc. No.
Specifies the number of the posted document that this document or journal line will be applied to when you post, for example to register payment.

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

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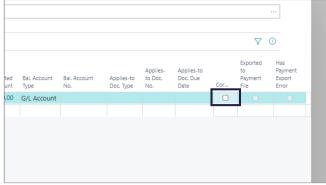
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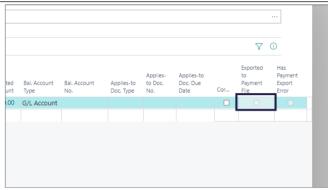
Correction
Specifies the entry as a corrective entry. You can use
the field if you need to post a corrective entry to an
account.
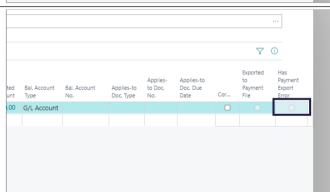
Exported to Payment File
Specifies that the buying group journal line was
exported to a buying group file.

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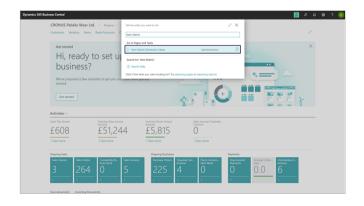
2. Item management

2.1. Item Matrix Dimension Setup BC25

Navigate to Item Matrix Dimension Setup.

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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.
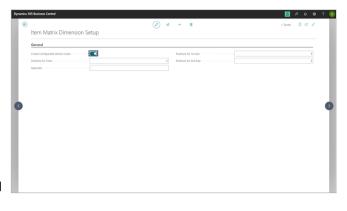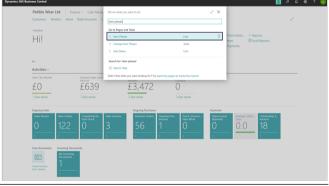
2.2. Pebblestone fields

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.

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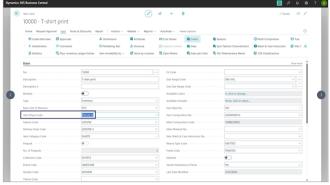
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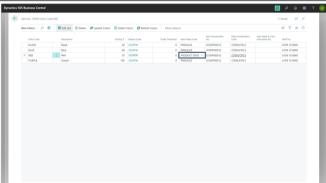
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On the item card, the correct item phase for that item can be selected.
This will normally apply to all colors and variants, but you can also vary it per color or variant if needed.
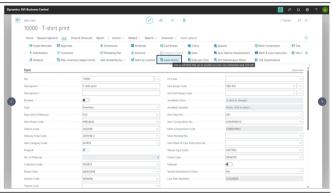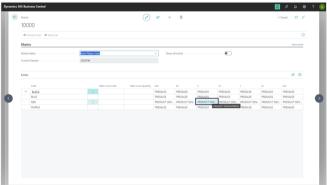
An item phase can be selected for each color.

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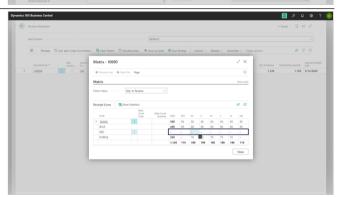
In the sales order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.
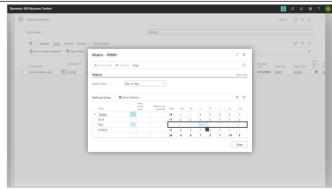
In the purchase order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.

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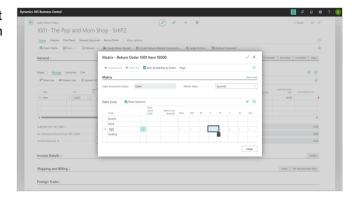
During delivery, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.

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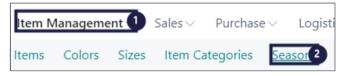
In the sales return order and purchase return order, it is determined based on the item phase code per item variant whether that specific variant is open or blocked.

2.2.2. Seasons
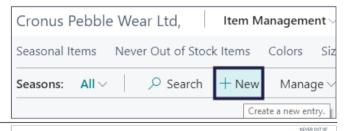
2.2.2.1. Navigate to Seasons

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

2.2.2.2. Create a new season

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

1. **Code**.
   Add a code to identify the season.
2. **Description**.
   Change the description for the season.
3. **Sorting**.
   Specifies the order in which the seasons are shown in the matrixes.
4. **Never Out of Stock**.
   Indicates whether or not the season is for never out of stock items.

2.2.2.3. Create delivery drops for the season

1. Move the mouse to the cell **Code** on any row.
2. Click on the link **Process**.
3. Click on the navigation menu item **Delivery Drops**.

1. **Season Code**.
   Specifies the code of the season for the delivery drop.
2. **Code**.
   Add the code that identifies the

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delivery drop.

3. **Description**.
    Add the description of the delivery
    drop.
4. **Starting Date**.
    Add the starting date of the delivery
    drop.
5. **Ending Date**.
    Add the ending date of the delivery
    drop.
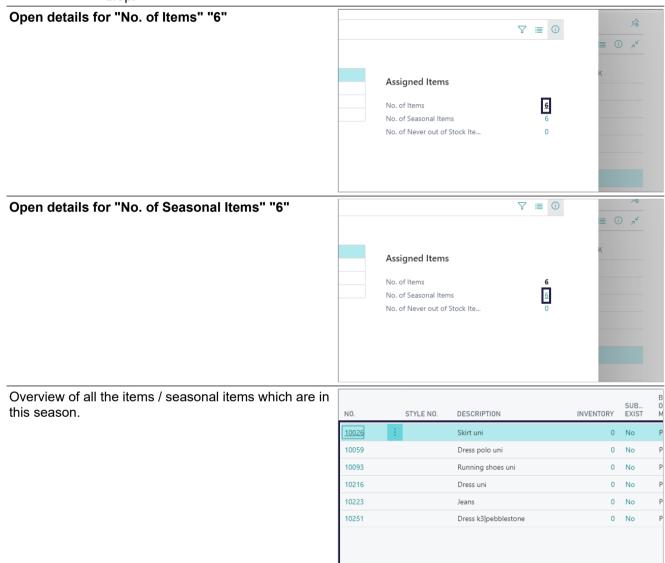
Open details for "No. of Items" "6"	
Open details for "No. of Seasonal Items" "6"	
Overview of all the items / seasonal items which are in this season.	
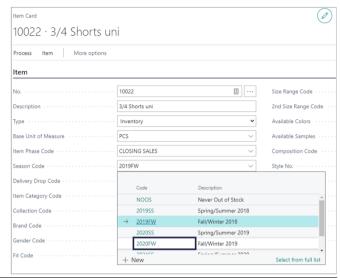
2.2.3. Carry over

1. When an item is successful it could become a Carry-over item, this means that the item is part of more than one season. You can attach different seasons on item and colour level and K3 pebblestone supports this and makes sure that the different seasons are linked to the item and colour.
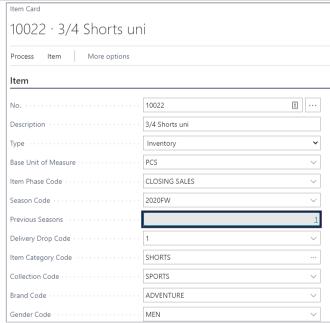
   Code.
   Choose the new season.

1. **Previous Seasons**.
   Specifies the number of previous seasons that this item belongs to.

1. **Season Code**.
   Specifies a code for the season that this item belongs to.
2. **No. of Colors**.
   Specifies the number of colors that are available for this item and season.
3. **Delivery Drop Code**.
   Specifies the code that defines the drop in which this item will be delivered in this season.

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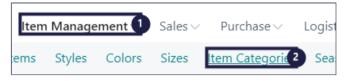
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2.2.4. Item categories

2.2.4.1. Navigate to Item category

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

2.2.4.2. Create an Item category

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

1. **Code**.
   Add the item category.
2. **Description**.
   Add a description of the item category.
3. **Parent Category**.
   Add the item category that this item category belongs to. If the parent item category does not exist create it. Item attributes that are assigned to a parent item category also apply to the child item category.
4. **Default Color Group Code**.
   Add the default Color Group Code that will be applied on items that get this Item Category assigned if needed.
5. **Default Size Range Code**.
   Add the default Size Range Code that will be applied on items that get this Item Category assigned if needed.
6. **Default 2nd Size Range Code**.
   Add the default second Size Range Code that will be applied on items that get this Item Category assigned if needed.
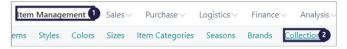
2.2.5. Collections

2.2.5.1. Navigate to collections

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

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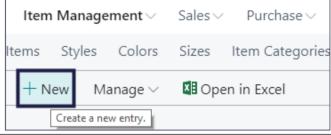
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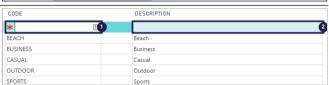
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2.2.5.2. Create a collection

1. Click on the navigation menu item
    New.
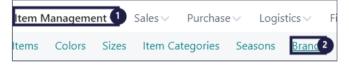
1. **Code**.
    Add a code to identify the collection.
2. **Description**.
    Add the description of the collection.

2.2.6. Brands
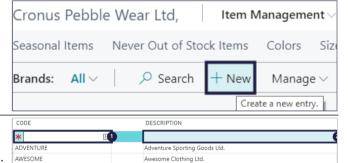
2.2.6.1. Navigate to Brand

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

2.2.6.2. Create a new Brand

1. Click on the navigation menu item
    New.
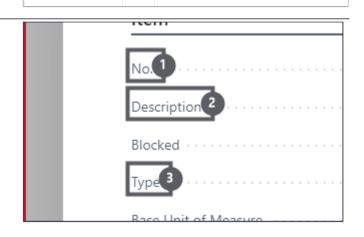
1. **Code**.
    Add the code that identifies the brand.
2. **Description**.
    Add the description of the brand.

1. **No.**: %3
2. **Description**:
3. **Type**:

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2.2.7.   Genders
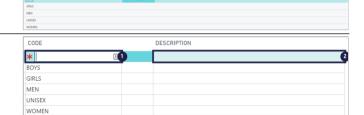
2.2.7.1.   Navigate to Gender

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

2.2.7.2.   Create a gender

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

---

1.   **Code**.
     Add a code to identify a gender.
2.

     Description.
     Add the description of the gender.

2.2.8.   Themes

2.2.8.1.   Navigate to themes
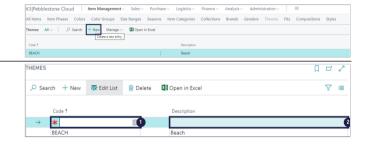
1.   Click on the navigation menu item popup **Item Management**.
2.   Click on the navigation menu item **Themes**.

2.2.8.2.   Create a new theme

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

---

1.   **Code**.
     Add the code that identifies the theme.
2.   **Description**.
     Add the description of the theme.

2.2.9.   Fits

2.2.9.1.   Navigate to Fits

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

2.2.9.2. Create a new Fit

1. Click on the navigation menu item **New**.
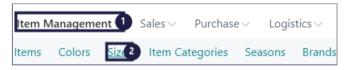
1. **Code**.
Specifies a code for the item fit.
2. **Description**.
Add a description for the item fit.

2.2.10. Sizes
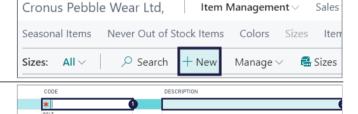
2.2.10.1. Navigate to Sizes

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

2.2.10.2. Create a size range

1. Click on the navigation menu item **New**.
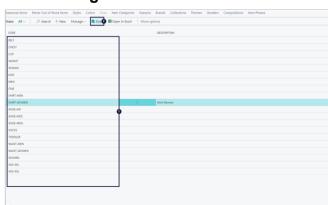
1. **Code**.
Add a code for the size range. A size range determines the default set of sizes in which the items are produced or sold.
2. **Description**.
Change the description for the size range if needed.

2.2.10.3. Create sizes within a size range

1. Select the size range you just created.
2. Click on the link **Shows the sizes which belong to the size range.**

1. **Size Code**.
   Add a code to identify the size.
2. **Description**.
   Specifies the description for the size.
3. **Sorting**.
   Specifies the order in which the sizes are shown in the matrixes.
4. **Sample**.
   Select the sample size, if needed. Only one size within a size range can be a sample size.
5. **Copy to Item**.
   Indicates if the size will be available on an item automatically, when the Size Range is selected on the item. Sizes that are not copied automatically can be manually added to an item after selecting the Size Range.
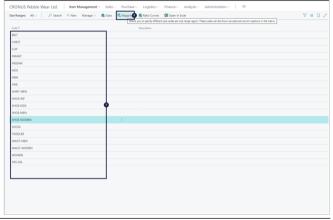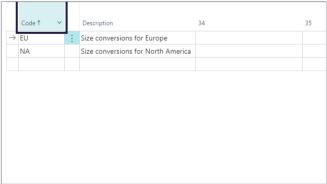
2.2.10.4. Size range region mapping

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

Code
Specifies the code for the Size Range Region.
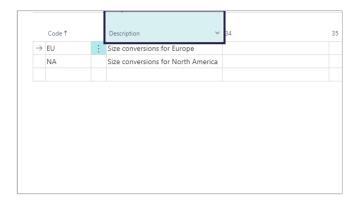
Description
Specifies the description for the Size Range Region.

2.2.11.   Color Groups

2.2.11.1.   Navigate to Color Groups
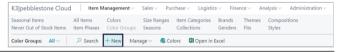
1.   Click on the navigation menu item popup **Item Management**.
2.   Click on the navigation menu item **Color Groups**.

2.2.11.2.   Create a new Color group
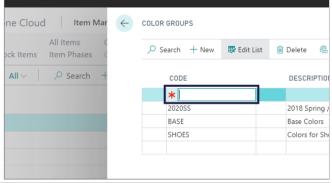
1.   Click on the navigation menu item **New**.
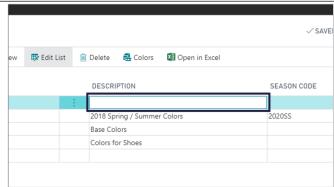
Code
Add a color group name or number.

Description
Add a description of the color group.

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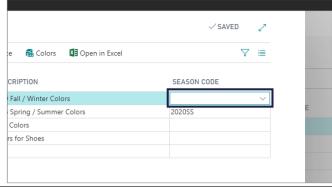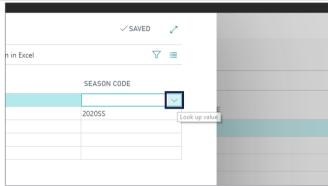
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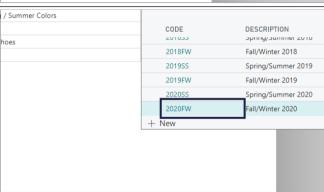
Season Code

Click on the lookup button in the cell **Season Code**
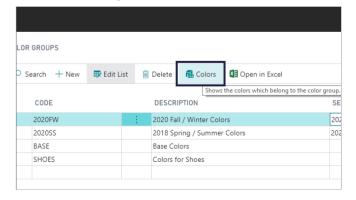
Move the mouse to the cell Code and choose the season.

2.2.11.2.1. Create colors for the color group

Click on the navigation menu item **Colors**

Click on the cell **Color Code**
Add the colors which belong to the color group.

Click on the cell **Color Code**
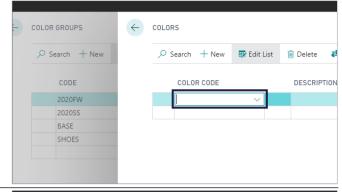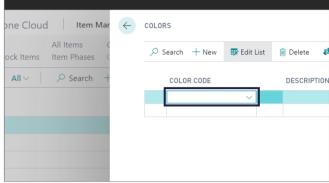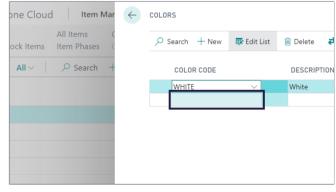
Click on the link in cell **Code** with the value **WHITE**

Click on the cell **Color Code**

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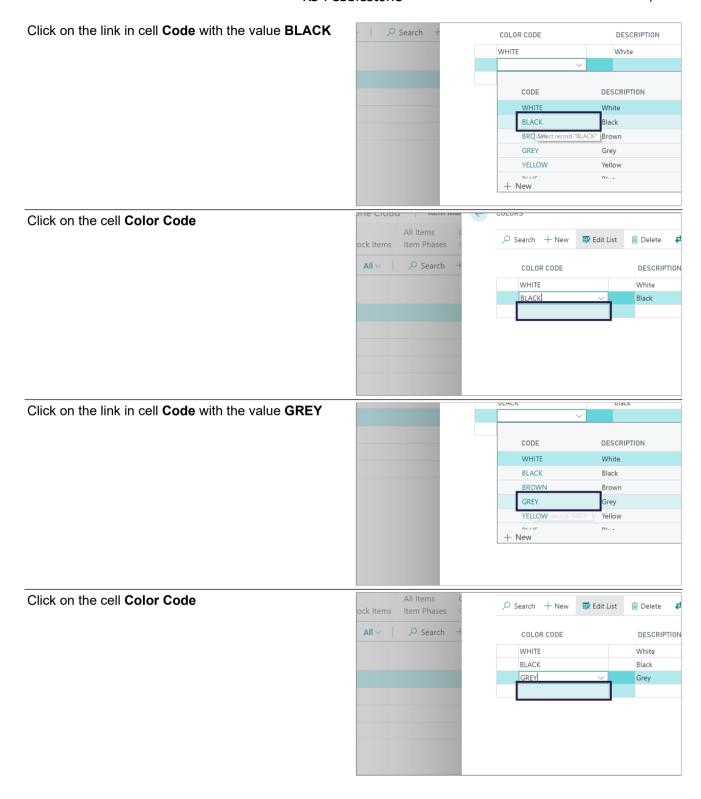
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tail.com
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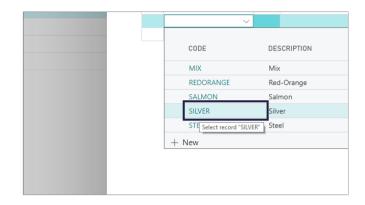
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Click on the link in cell **Code** with the value **BLACK**

Click on the cell **Color Code**

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

Click on the cell **Color Code**

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

2.2.12. Colors
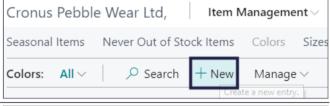
2.2.12.1. Navigate to colors

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

2.2.12.2. Create a new color

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

1. **Code**.
   Add a code to identify the color.
2. **Description**.
   Change the description for the color if needed.
3. **Sorting**.
   Specifies the order in which the colors are shown in the matrixes, this will be generated automatically.
4. **Base Color Code**.
   Add the base color code for the color.
5. **RGB Value**.
   Specifies the number of the color value according to the Windows colour table for the color.
6. **Hex Value**.
   Specifies an alternative code to identify the color.
7. **Out of Use**.
   Specifies whether a color is out of use. Colors that are out of use cannot be selected on a color group or item.

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2.2.13. Compositions

2.2.13.1. Navigate to Compositions
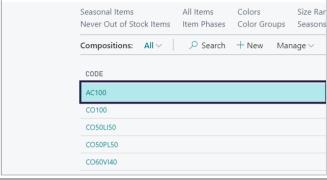
1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **Compositions**.

2.2.13.2. Compositions overview

Code
Specifies the code that identifies the composition.
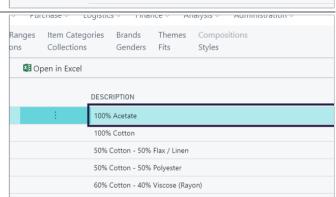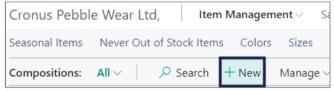
Description
Specifies the description of the composition.
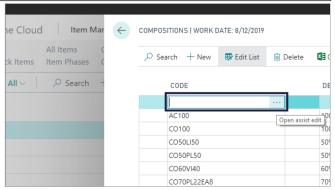
2.2.13.3. Create a new composition

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

Click on the link in cell Code Open assist edit

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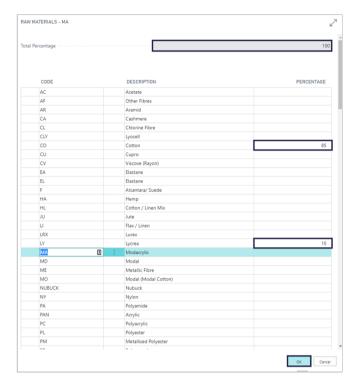
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- **Percentage**.
- **Percentage**.
- **Total Percentage**, the total cannot be more then 100%.
- Click on the button **OK**.

2.2.13.4. Composition code and Tariff number on item colors

- **Composition Code**.
- **Tariff No.**
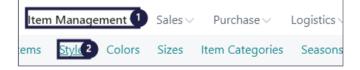
2.2.14. Styles

2.2.14.1. Navigate to styles

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

2.2.14.2. Create a new style

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

1. **No.**
   Add a style number.
2. **Description**.
   Add a description of the style.
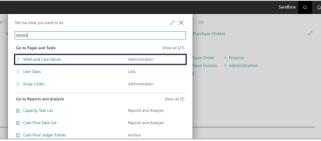
2.2.15. Wash and Care

2.2.15.1. Navigate to Wash and Care value

1. Enter **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.**.
2. Click on **Wash and Care Values Administration** □.

1. **Type**.
   Specifies the type of the Wash and Care instruction, such as Wash, Bleach, Iron, etc..
2. **Code**.
   Specifies a code to identify this Wash and Care instruction.
3. **Description**.
   Specifies a text to describe the Wash and Care instruction.
4. **Sorting**.
   Specifies the order in which the Wash and Care instructions are shown per type of instruction.
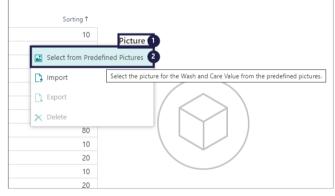
1. **Picture**.
2. **Select the picture for the Wash and Care Value from the predefined pictures.**
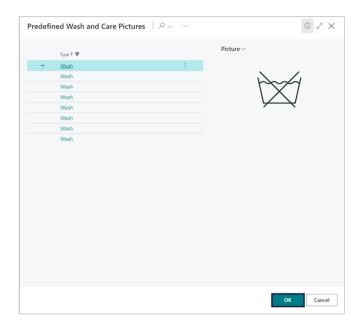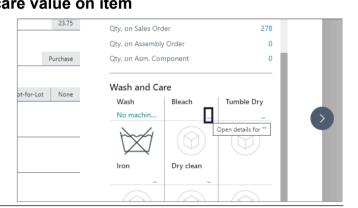
1. Click on the button **OK**.
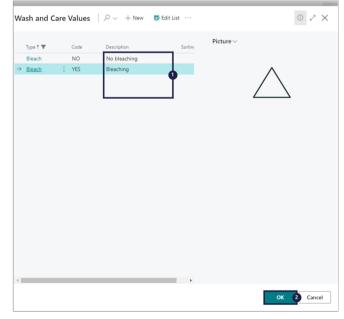
2.2.15.2. Add wash and care value on item

Bleach, **Open details for ""**
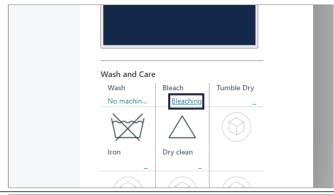
1. Click on the cell **Description** on any row.
2. Click on the button **OK**.
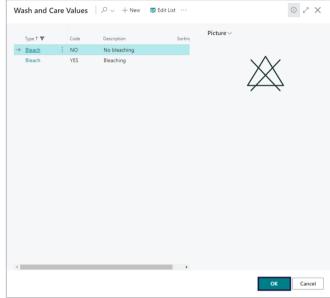
Bleach, **Open details for "Bleaching"**.

1. Choose a different value for bleach if needed.

2.2.15.3.   **Add wash and care on item color level**

2.3. Prices & Discounts

2.3.1.   Special Purchase Prices and Discounts

2.3.1.1.   Navigate to Special Purchase Prices & discounts

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

2.3.1.2.   Create Special Purchase price

Click on the field **Special Purch. Prices & Discounts**
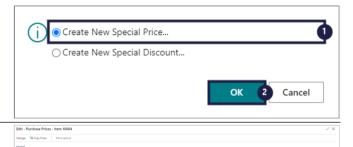
1. Click on the item **Create New Special Price...**
2. Click on the button **OK**.

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.

2.3.1.3. Add a Special purchase price

1. Choose **Vendor No.**

2. Add **Direct Unit Cost**.
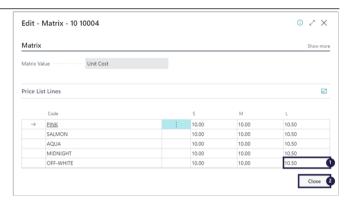
2.3.1.4. Different purchase prices on variant level.

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**.

	Code		S	M	L
→	PINK	⋮	10.00	10.00	10.50
	SALMON		10.00	10.00	10.50
	AQUA		10.00	10.00	10.50
	MIDNIGHT		10.00	10.00	10.50
	OFF-WHITE		10.00	10.00	10.50

2.3.1.5. Create Special discount price

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

FIFO

0.00

12.35

-3

Create New...

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

Create New Special Price...

Create New Special Discount...

OK   Cancel

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.

2.3.1.6.   Add a Special discount price

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

2.3.2.   Special sales prices & discount prices

2.3.2.1.   Navigate to Special sales & discount prices

1. **Special Sales Prices & Discounts Create New...**
2. **Open details for "Special Sales Prices & Discounts" "Create New...".**
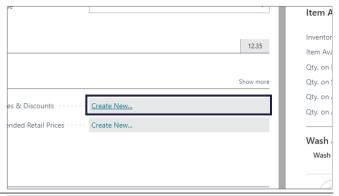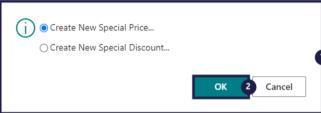
2.3.2.2.   Create Special sales prices

Move the mouse to the field **Special Sales Prices & Discounts**

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

1. **Sales Type Filter**.
   Specifies a filter for which sales prices to display.
2. **Sales Type Filter**.
3. Click on an option from the list.

1. **Sales Code Filter**.
   Specifies a filter for which sales prices to display.
2. **Item No. Filter**.
   Specifies a filter for which sales prices to display.
3. **Starting Date Filter**.
   Specifies a filter for which sales prices to display.
4. **Currency Code Filter**.
   Specifies a filter for which sales prices to display.

1. **Sales Type**.
   Specifies the sales price type, which defines whether the price is for an individual, group, all customers, or a campaign.
2. **Sales Code**.
   Specifies the code that belongs to the Sales Type.
3. **Item No.**
   Specifies the number of the item for which the sales price is valid.
4. **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.
5. **Minimum Quantity**.

Specifies the minimum sales quantity required to warrant the sales price.

6. **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.
7. **Unit Price (EUR)**.
   Specifies the Unit Price in the foreign currency.
8. **Unit Price (USD)**.
   Specifies the Unit Price in the foreign currency.
9. **Starting Date**.
   Specifies the date from which the sales price is valid.
10. **Ending Date**.
    Specifies the calendar date when the sales price agreement ends.

2.3.2.3.   Add a Special sales price

1. Add the **Unit Price**.
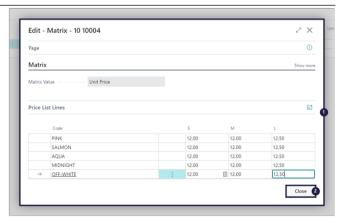
2.3.2.4.   Different sales prices on variant level.

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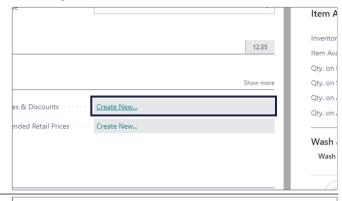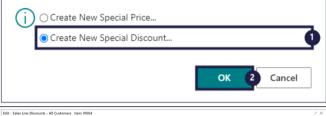
1. **Change the price on variant level.**
2. Click on the button **Close**.

2.3.2.5. Create Special discount prices

Move the mouse to the field **Special Sales Prices & Discounts**

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

1. **Sales Type Filter**.
   Specifies a filter for which sales line discounts to display.
2. **Sales Code Filter**.
   Specifies one of the following values, depending on the value in the Sales Type field.
3. **Starting Date Filter**.
   Specifies a filter for which sales line discounts to display.
4. **Type Filter**.
   Specifies a filter for which sales line discounts to display.
5. **Code Filter**.
   Specifies a filter for which sales line discounts to display.
6. **Currency Code Filter**.
   Specifies a filter for which sales line discounts to display.

1. **Sales Type**.
   Specifies the sales type of the sales line discount. The sales type defines whether the sales price is for an individual customer, customer discount group, all customers, or for a campaign.
2. **Sales Code**.
   Specifies one of the following values, depending on the value in the Sales Type field.
3. **Type**.
   Specifies the type of item that the sales discount line is valid for. That is, either an item or an item discount group.
4. **Code**.

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Nina.George@k3re
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Specifies one of two values,
depending on the value in the Type
field.
5.   **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.
6.   **Minimum Quantity**.
Specifies the minimum quantity that
the customer must purchase in order
to gain the agreed discount.
7.   **Line Discount %**.
Specifies the discount percentage
that is granted for the item on the line.
8.   **Starting Date**.
Specifies the date from which the
sales line discount is valid.
9.   **Ending Date**.
Specifies the date to which the sales
line discount is valid.

2.3.2.6.   Add a Special discount price

1.   Add the **Line Discount %**.
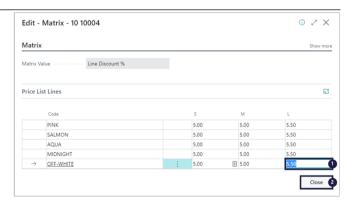
2.3.2.7.   Different discounts on variant level

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 discount on variant
level.**
2.   Click on the button **Close**.

2.3.3. Recommended Retail Prices

2.3.3.1. Navigate to Special Recommended Retail Prices

Special Recommended Retail Prices Create New...

23.75	Special Recommended Retail Prices ············· Create New...
49.95	Sales Unit of Measure ······················· PCS
48.00	Sales Blocked ····························· ⬤

Open details for "Special Recommended Retail Prices" "Create New..."

	-3
	12.35 RETAIL RESALE
	Show more
rices ·············	Create New...
	PCS ⌄ Open details for "Special Recommended Retail Prices" "Create New..." ⌄
	⬤

2.3.3.2. Create recommended retail prices

1. **Price Group Code Filter**.
   Specifies a filter for which Recommended Retail Prices to display.
2. **Item No. Filter**.
   Specifies a filter for which Recommended Retail Prices to display.
3. **Starting Date Filter**.
   Specifies a filter for which Recommended Retail Prices to display.
4. **Currency Code Filter**.
   Specifies a filter for which Recommended Retail Prices to display.
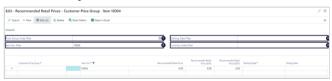
Specifies the price of one unit of the item or resource. You can enter a price manually or have it entered according to the Price/Profit Calculation field on the related card.

1. **Customer Price Group**.
   Specifies the code that belongs to the Sales Type.
2. **Item No.**
   Specifies the number of the item for which the sales price is valid.
3. **Recommended Retail Price**.
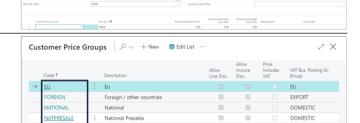
4. **Recommended Retail Price (EUR)**.
Specifies the recommended retail price of one unit of the item or resource in the foreign currency.

5. **Recommended Retail Price (USD)**.
Specifies the recommended retail price of one unit of the item or resource in the foreign currency.

6. **Starting Date**.
Specifies the date from which the sales price is valid.

7. **Ending Date**.
Specifies the calendar date when the sales price agreement ends.

2.3.3.3.　　　　　Add recommended retail price

1. Click on the lookup button **Price Group Code Filter**.

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

1. Add the **Recommended Retail Price**.
2. **Recommended Retail Price**.
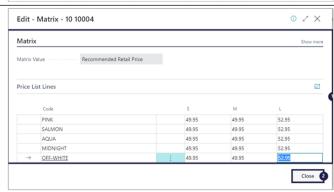
2.3.3.4.　　　　　Different recommended retail prices on variant level

1. **View or set the recommended retail prices for colors and sizes in a matrix. (Ctrl+M)**.

1. Change the recommended retail price for one size.
2. Click on the button **Close**.

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2.3.4. Pricing in different currencies

2.3.4.1. Navigate to Currencies
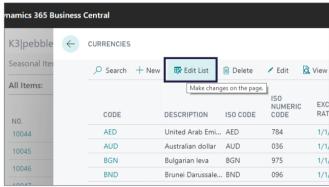
1. Click on the link TELL ME WHAT YOU WANT TO DO.

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

2.3.4.1.1. 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	SALES PRICE CURRENCY	PRICE 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	

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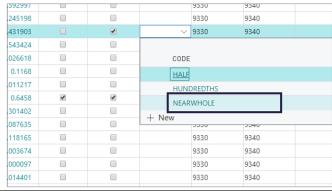
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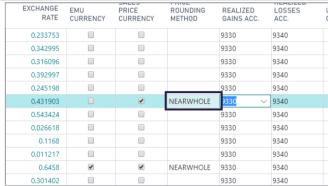
Specifies how the sales prices for this currencies are rounded. The system will automatically convert local prices to sales prices in this currency and then round it according to the Rounding Method setup.
Choose the Sales Price Rounding Method you prefer.
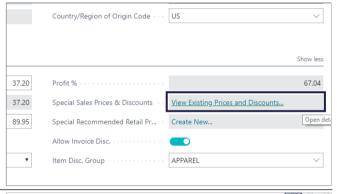
NEARWHOLE

2.3.4.1.2. 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.

2.4. Item worksheet

2.4.1. 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.

2.4.2.   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.

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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.
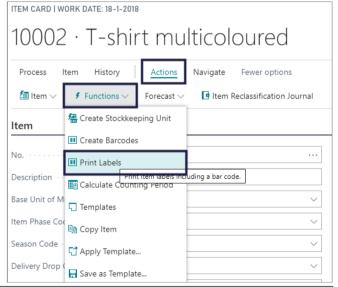
2.5. Reports

2.5.1. Barcode Labels

2.5.1.1. Navigate to Barcode labels on Item
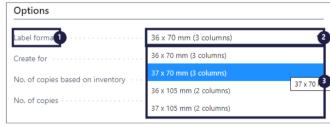
- Click on the navigation menu item popup **Actions**.
- Click on the navigation menu item popup **Functions**.
- Click on the navigation menu item **Print Labels**.

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.
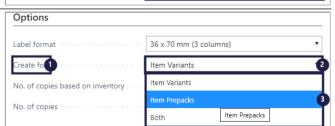
1. **Create for**.
   Specifies if you want to print a label for each item variant, each item prepack, or both variants and prepacks.
2. Click on the field **Create for**.
3. Click on an option from the list.
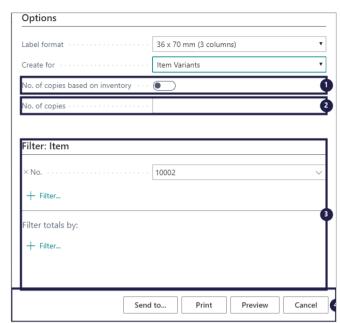
1. **No. of copies based on inventory**. Indicates whether or not you want to print as much labels as there are items, item variants, or prepacks on inventory.
2. **No. of copies**. Specifies the number of labels you want to create if you have not chosen to create the number of labels based on inventory.
3. Choose the filters.
4. Make a choise **Send to... Print Preview Cancel**.

- This is the outcome of the preview.
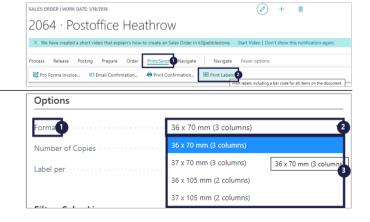
2.5.1.2. Print barcode label from Sales order

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 chosen 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.

2.5.1.3.   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.
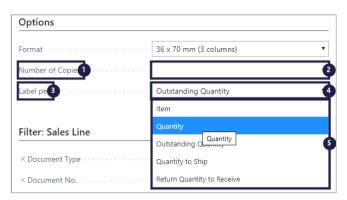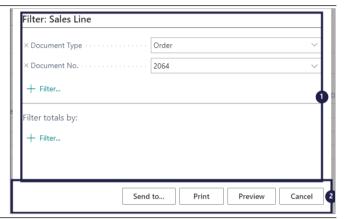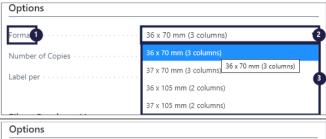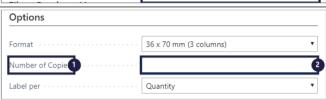
1. **Number of Copies**.
   Specifies the number of labels you want to create if you have not chosed to create the number of labels based on inventory.
2. Choose the **Number of Copies**.
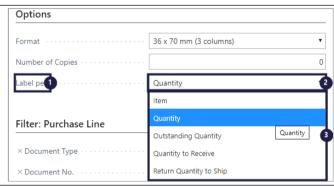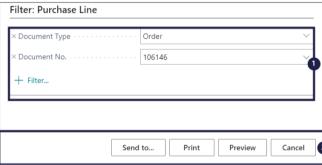
1. **Label per**.
   Indicates whether or not you want to print as much labels as there are items, quantities, outstanding quantities, etc..
2. Click on the field **Label per**.
3. Click on an option from the list.

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

- This is the outcome of the preview.

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2.6. Material creation

2.6.1.   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**.

2.6.2.   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.

2.6.3.   Inventory

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

2.6.4.   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.

2.6.5. 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.
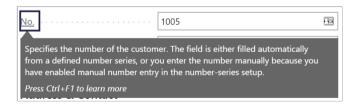
2.7. Item creation
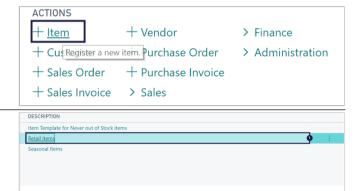
2.7.1. Tooltip

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.

2.7.2. Create a new Item

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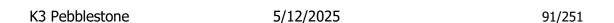
1. **Description**.
Choose which template you want to use for creating a new Item.
2. Click on the button **OK**.

2.7.3. 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.

Item		
No.	10084	①
Description	Socks multicoloured	②
Base Unit of Measure	PCS	③
Item Phase Code	CLOSING SALES	④
Season Code	2020SS	⑤
Previous Seasons		⑥
Delivery Drop Code	2	⑦
Item Category Code	LEGWEAR	⑧
Collection Code	CASUAL	⑨
Brand Code	AWESOME	⑩
Gender Code	MEN	⑪
Theme Code		⑫

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

		Show less
Fit Code		①
Size Range Code	SOCKS	②
2nd Size Range Code		③
Color Group Code		④
Available Colors	3, click to change...	⑤
Composition Code	CO80PL15EL5	⑥
Style No.		⑦
Main Material No.		⑧
Weave Type Code		⑨
Finish Code		⑩

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.

2.7.4. Inventory

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

Inventory

Shelf No. ....

2.7.5. Cost & Purchasing

2.7.5.1. 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.

COST DETAILS

Standard Cost .... 0.00 ···1

Unit Cost .... 0.00 ···2

Special Purch. Prices & Disco... Create New... 3

2.7.5.2. Foreign Trade

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

FOREIGN TRADE

Tariff No. ....

2.7.6.   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.

2.7.7.   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.

2.7.7.1.   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.

2.7.8. 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.
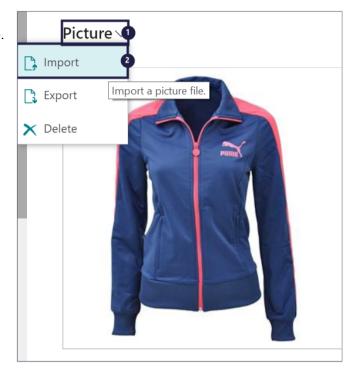
2.7.9. Picture
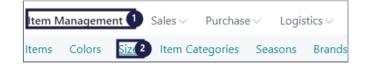
1. Click on the link **Actions for Picture**.
2. **Import**.
   Choose import and add a picture.

2.8. One sample size for all genders
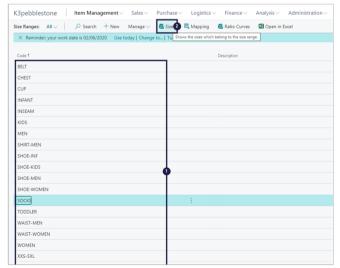
2.8.1. Navigate to Sizes

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

2.8.2. Sample size for all genders

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

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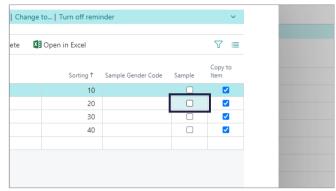
Nina.George@k3re
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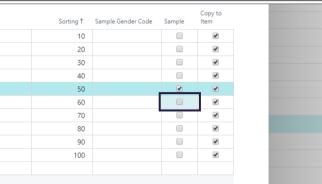
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Sample
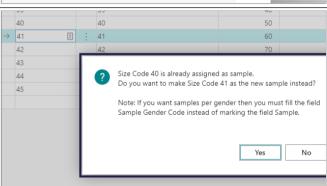
Mark the field "Sample" for the size which is the default sample for all genders.
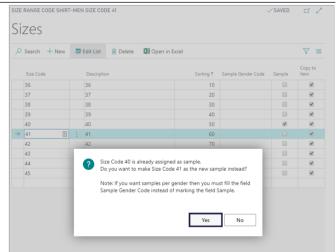
Sample

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.

2.8.3. 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

2.9. One sample size per gender
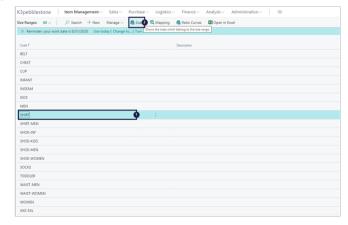
2.9.1. Navigate to sizes

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

2.9.2. Samples sizes per gender

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

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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**
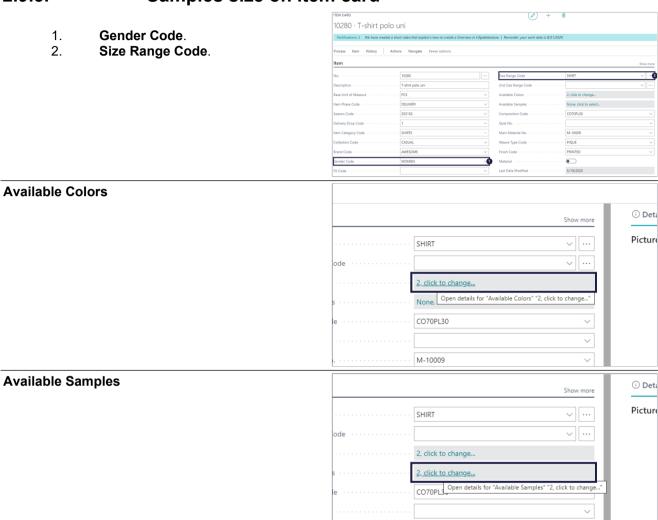
2.9.3. Samples size on item card

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

Available Colors

Available Samples

2.10. Create a prepack

2.10.1. Prepack creation

1. Click on the navigation menu item popup **Item**.
2. Click on the link **Create a prepack for this item. Prepacks are not supported yet for items with two Size Ranges.**
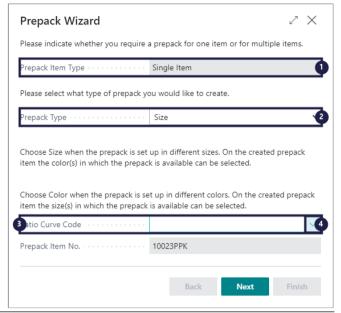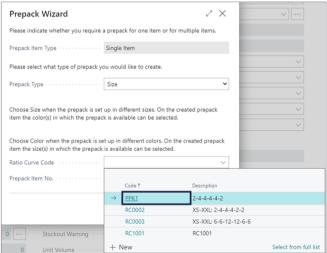
1. **Prepack Item Type Single Item**.
2. **Prepack Type Size Color**.
3. **Ratio Curve Code**.
4. Click on the lookup button **Ratio Curve Code**.
   Select the ratio curve that you want to apply for the size prepack.
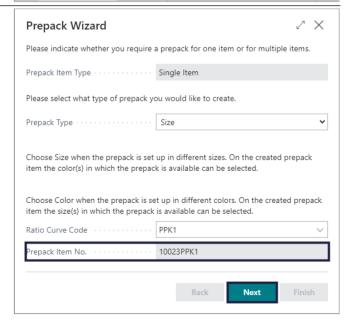
1. Choose a ratio curve or create a new one.

- **Prepack Item No. 10023PPK1**.
  Enter a new item number for the prepack item.
- Click on the button **Next**.

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1. **Copy-From Item No. 10023**.
Specifies the item number for which a
prepack item will be created. The item
information is copied from this item to
the new prepack item.
2. **Description**.
Specifies the description for the
Prepack item.
3. **Dimensions**.
Indicates whether to copy dimensions
from the Item.
4. **Comments**.
Indicates whether to copy comments
from the Item.
5. **Picture**.
Indicates whether to copy picture
from the Item.
6. **Item Vendors**.
Indicates whether to copy item
vendors from the Item.
7. **Translations**.
Indicates whether to copy translations
from the Item.
8. **Attributes**.
9. **Extended Texts**.
Indicates whether to copy extended
texts from the Item.
10. **Item Discount Group**.
11.
    Rollup Unit Price.
Indicates whether to rollup unit price.
12. **Prepack Unit Price**.
Specifies the new Unit Price for the
prepack item.
13. **Rollup Unit Cost**.
Indicates whether to rollup unit cost.
14. **Prepack Unit Cost**.
Specifies the new Unit Cost for the
prepack item.
15. **Prepack Unit of Measure**.
Specifies the new (Base) Unit of
Measure for the prepack item.
16. **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.
17. **Continue to the next step in the
Wizard.**
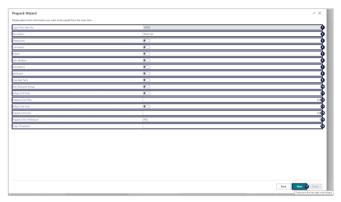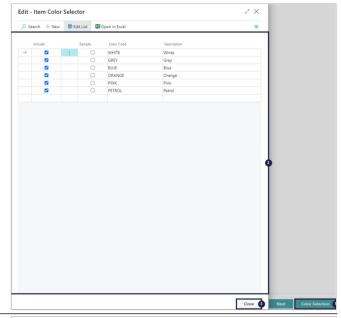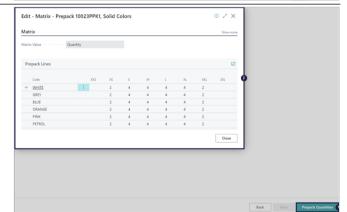
1. **Color Selection**.
2. Choose the colors for this prepack, only the colors can be chosen that are available on the item where the prepack is created for.
3. Click on the button **Close**.

- Click on the button **Next**.
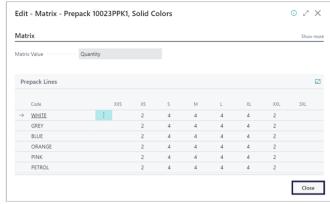
1. Click on the button **Prepack Quantities**.
2. The prepack quantities for this new prepack item.
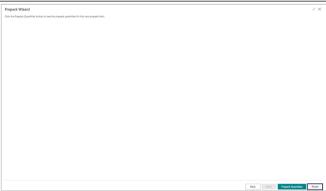
- Click on the button **Close**.

- Click on the button **Finish**.
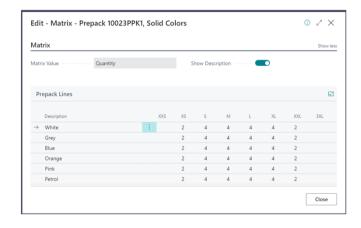
2.11.Prepack content

2.11.1. Navigate to prepack content

- Click on the navigation menu item popup **Item**.
- Click on the link **View the prepack contents for this item.**

- Prepack content for this item.

2.12.Information on item colors

2.12.1. Navigate to item colors

1. Click on the navigation menu item popup **Item**.
2. Move the mouse to the link **View or edit the colors in which the item is**

avialable.

1. **Color Code**.
Specifies a code to identify the color.
2. **Description**.
Specifies the description for the color.
3. **Sorting**.
Specifies the order in which the colors are shown in the matrixes.
4. **Order Threshold**.
Indicates the threshold for purchasing presales orders.
5. **Item Phase Code**.
Specifies the code of the Item Phase assigned to the color. The Item Phase can be used to block a color for specific processes.
6. **Composition Code**.
Specifies the composition of the color. Compositions specifies the usage percentages of raw materials.
7. **Tariff No.**
Specifies a code for the color's tariff number.

2.13. Information on item sizes

2.13.1. Navigate to item sizes

1. Click on the navigation menu item popup **Item**.
2. Click on the link **View or edit the sizes in which the item is avialable.**

1. **Size Range Code**.
Specifies the size range where this size belongs to.
2. **Size Code**.
Specifies a code to identify the size.
3. **Description**.
Specifies the description for the size.
4. **Sorting**.
Specifies the order in which the sizes are shown in the matrixes.
5. **Default Sample Size**.
Indicates the sample size. Only one size within the size range can be a sample.
6. **VAT Prod. Posting Group**.
Specifies the VAT specification of the involved size to link transactions made for item variants for this size with the appropriate general ledger account according to the VAT posting setup.
7. **Gross Weight**.
Specifies the Gross weight of all item variants for this size.

8. **Net Weight**.
Specifies the net weight of all item variants for this size.

2.14. Ratio Curves
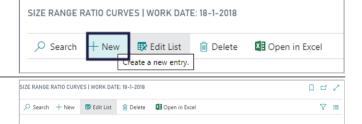
2.14.1. Navigate to Ratio Curves

1. Click on the navigation menu item popup **Item Management**.
2. Click on the navigation menu item **Size Ranges**.
3. Move the mouse to the cell **Code** on any row.
4. Click on the navigation menu item **Ratio Curves**.

2.14.2. Create a new Ratio Curve

1. Click on the navigation menu item **New**.
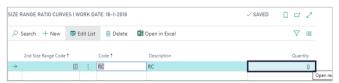
1. **Code**.
Specifies a code for the size range ratio curve.
2. **Description**.
Specifies a description for the size range ratio curve.

2.14.3. Fill quantities for the ratio curve

1. Click on the link in cell **Quantity** with the value **0**.

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

1.   The **Quantity** are added.

2.15. Size Range Region

2.15.1.   Navigate to size range region

- 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 **Size Range Regions Lists** ☐.

2.15.2.   Create a size range region

- Click on the link **Create a new entry.**
- **Code**.
  Enter a code for the new size range region.
- **Description**.
  Enter a description for the code.
- Click on the navigation menu item **Size Ranges**.

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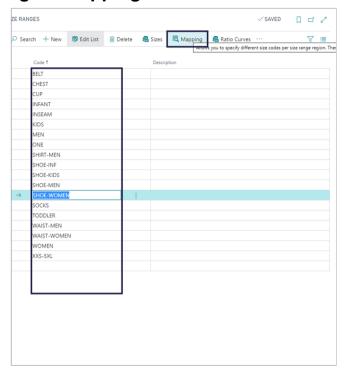
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2.15.3.   Create a size range region mapping

- Click on the cell **Code** on any row.
- Click on the navigation menu item **Mapping**.

2.15.3.1.   Size range region mapping
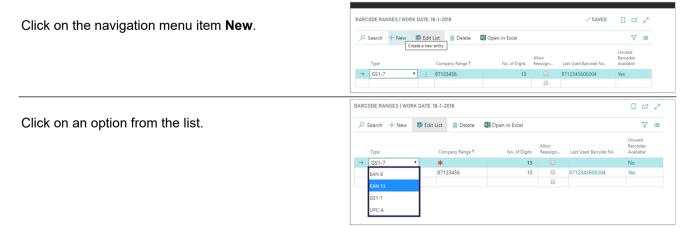
2.16. Barcode Ranges

2.16.1.   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** □.

2.16.2.   Create a new Barcode Range

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

Click on an option from the list.

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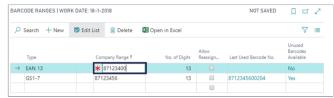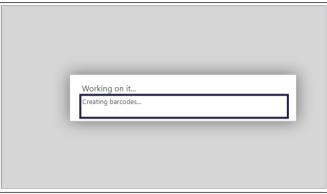
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Fill in the **Company Range**.

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.
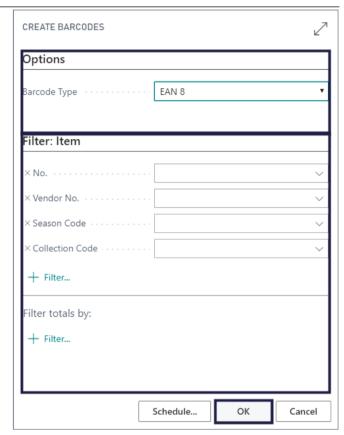
2.17. Create Barcodes

2.17.1. 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.

2.17.2. Create Barcodes on an item

- Click on the navigation menu item popup **Item**.
- Click on the navigation menu item **Create Barcodes**.
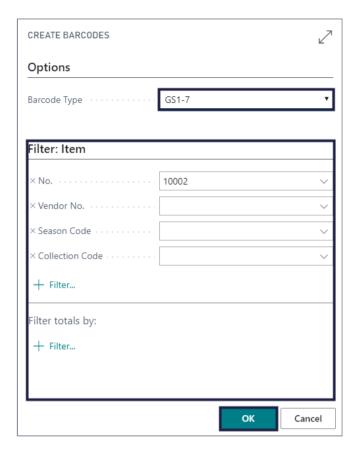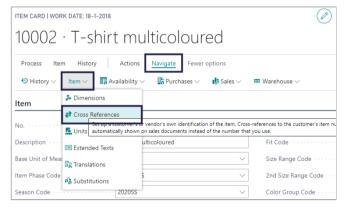
- Choose which barcode type you want to create.
- Choose the right filters.
- Click on the button **OK**.
  The barcodes are being created.

2.17.3.   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**.

2.18.Document node
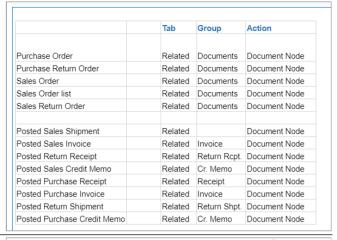
2.18.1.   Navigate to Document node

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.

2.19. Filter by variants

2.19.1.   Navigate to filter by variants

1. **Item**.
2. **Find items that match specific variants.**

- **Field**.
  Specifies the name of the field to filter on.
- **Condition**.
  Specifies the condition for the filter value.
  Example: To specify that the value for a color code must start with blue, fill the fields as follows:
  Condition field = Starts With. Value field = blue.
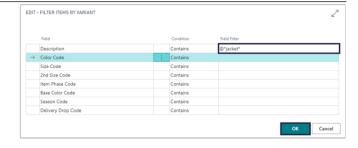
- **Field Filter**.
  Specifies the filter value that the condition applies to.

- Move the mouse to the cell **Field Filter** - Enter **Field Filter**. Press the **TAB** key.
- Click on the button **OK**.

3. Landed Cost BC25

3.1. 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.

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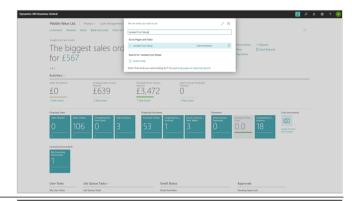
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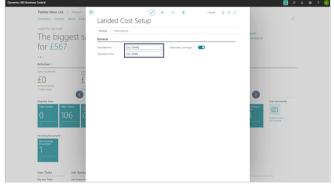
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3.1.1. Landed Cost Setup

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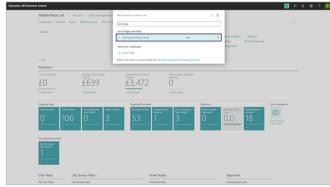
By creating surcharge posting groups and linking G/L accounts to them, it is possible to post coverages for calculated costs to the general ledger.

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.
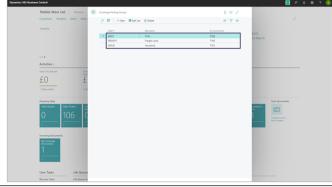
Search for Surcharge Posting Groups
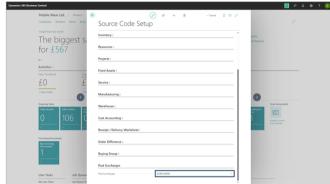
Set up Surcharge posting Groups and select a G/L Account from the G/L Account table.
This can be any G/L Account No.
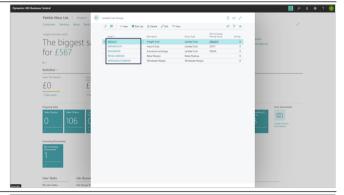
Source Code Post Surcharges must be setup
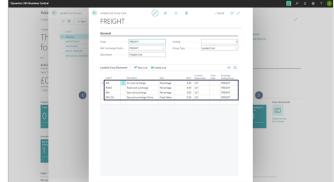
3.1.2. Landed Cost Groups

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:
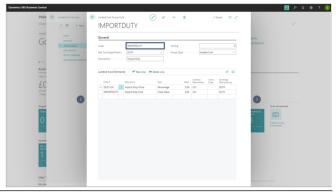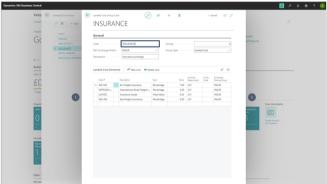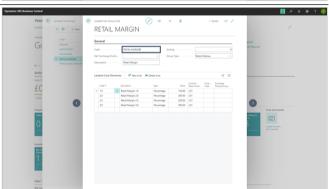
The following elements could be created under
IMPORTDUTY
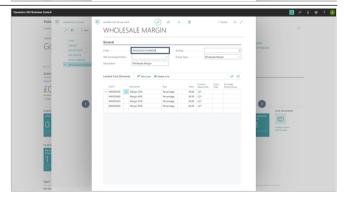
The following elements could be created under
INSURANCE

The following elements could be created under
RETAIL MARGIN

The following elements could be created under
WHOLESALE MARGIN

3.1.3. 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.
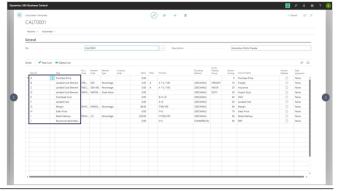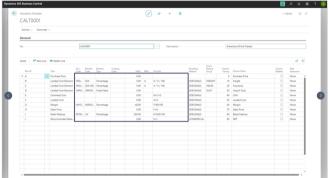
The 'Row ID' can be chosen freely, and the 'Type' column links to the field on the item card in Business Central. The 'Column Name' is the final display in the calculation scheme.
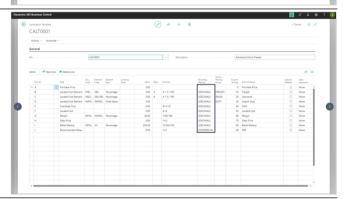
The structure of the calculation lines can be customized as desired, using predefined Landed Cost Groups and Elements.
By utilizing the 'Reference,' where a previously mentioned Row ID can be filled in, the 'Formula' is automatically generated.
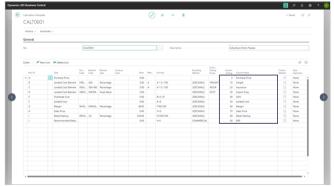
By creating rounding methods, the correct rounding can be achieved

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.
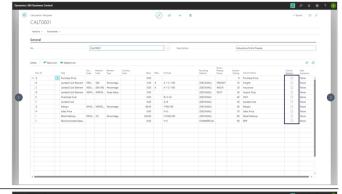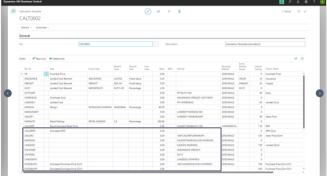
When Column Editable is set to true, users can change the values in the columns in the Item Calculation Sheet.
Please note that this field can not be set to true if the template line contains a formula.
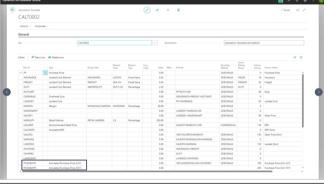
It is also possible to create a calculation template for a simulated recommended retail price back to a potential purchase price
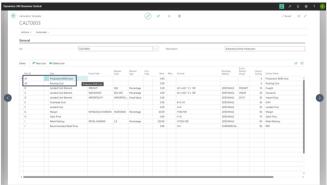
By manually entering the simulated recommended retail price and setting the correct formulas, it is possible to calculate back to the intended purchase price.
When calculating backwards, the calculated purchase price can be converted to foreign currency by using type Simulated Purchase Price FCY. The exchange rated for the currency must be defined in the Item Calculation Sheet.
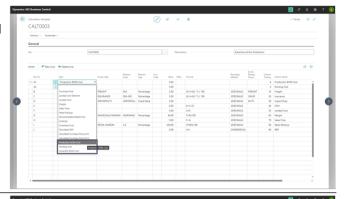
The following calculation template could be created based on the Production BOM cost and Routing cost, or on the Assembly BOM cost
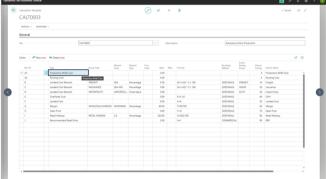
The current calculation is based on items. Since in Production Boms and Assembly Boms, final items and materials are recorded per variant, the calculation for each item will be based on the default variant (color,size,second size combination) of the final item.
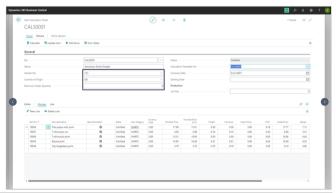
Based on the Production Bom material quantities, the Production Routing quantities and the Assembly Bom material quantities from the default size and default color, the purchasing costs (Unit Cost) of all underlying materials and operations are added together (cost per material and operations multiplied 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.
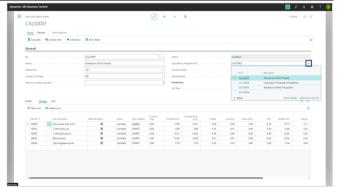
3.1.4. Item Calculation Sheet

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.
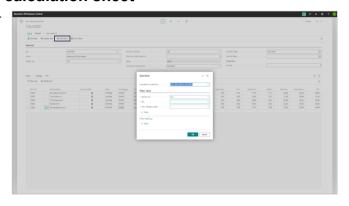
3.1.4.1.   Add items to the calculation sheet

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
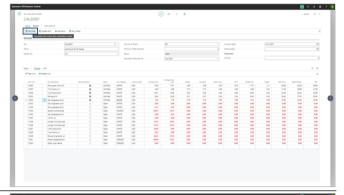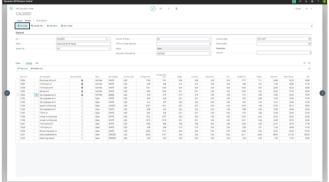
3.1.4.2.   Calculate item lines in the calculation sheet

Values that have not yet been calculated are displayed in red and italicized.
In the ribbon, the option Calculate is available.
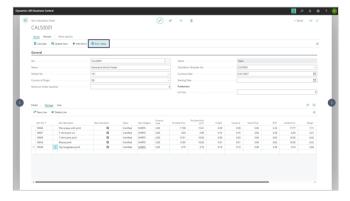
The lines are calculated using the data from elements in the linked calculation template. Calculated values are displayed in black and upright.

3.1.4.3.   Currency Rate and Base calculation

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

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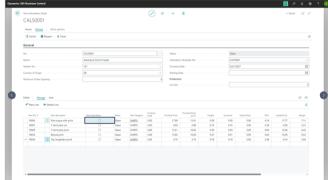
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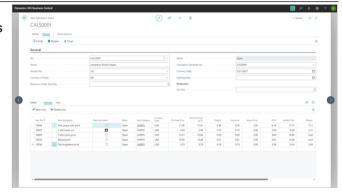
After entering the currency code, the currency rate is
taken from the exchange rate setup but can be
changed manually

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.
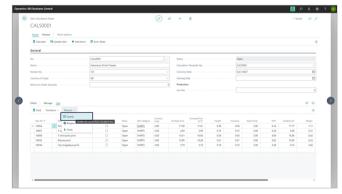
3.1.4.4. Certify and Close calculation sheet

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.
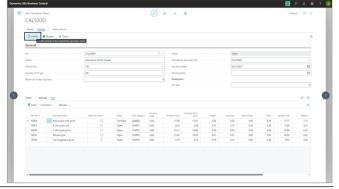
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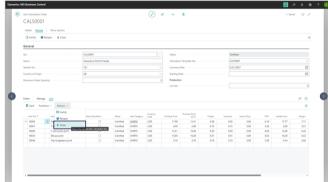
It is also possible to certify all items in the sheet by certifying the entire calculation sheet
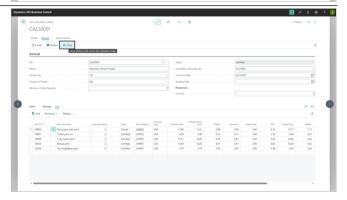
When an Item Calculation Sheet is no longer needed, its status should be 'Closed'.
Before closing the whole sheet, it is possible to close each item line individually.

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.
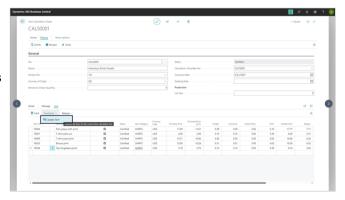
3.1.4.5. Update Item Card

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

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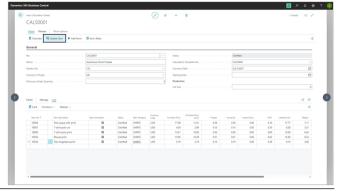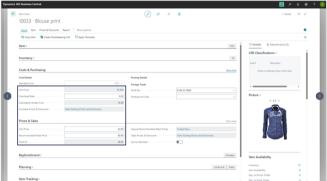
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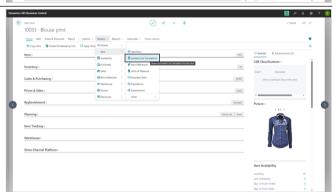
It is also possible to update the item cards for all items in the calculation sheet. An item calculation for all items in the Item Calculation Sheet will be created or updated.
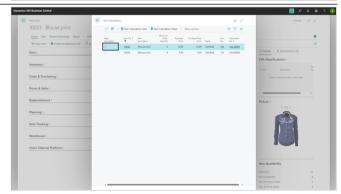
Calculated fields can be changed on the item card before any postings are made. After the first posting, these fields on the item card can no longer be updated, similar to standard Business Central functionality.

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.

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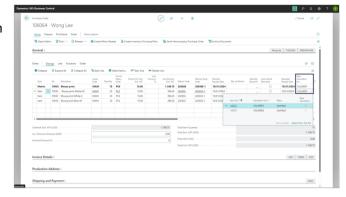
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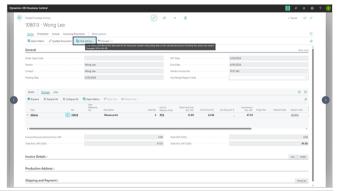
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When multiple item calculation numbers are linked to an item, you can choose a different item calculation in the purchase order line than the default base item calculation.

3.1.5. 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.

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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.
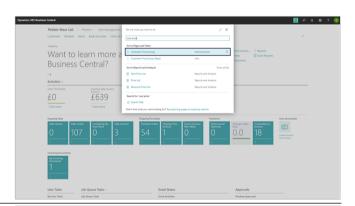
4. Sales
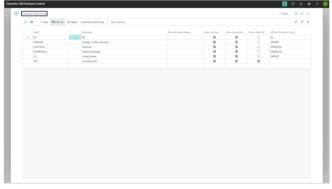
4.1. Customer Price Groups BC25

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.

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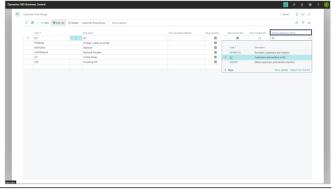
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A default VAT Business Posting Group can be assigned to a customer price group, ensuring the correct VAT settings are applied automatically for customers linked to that group.
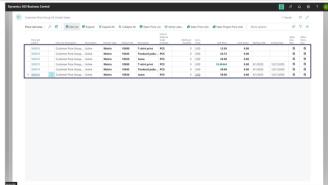
Multiple price lists can be linked to a customer price group, such as a list with a different currency or a list with a specific start and end date.

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.
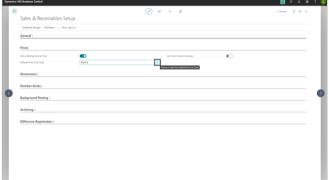
4.2. Sales prices BC25

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.
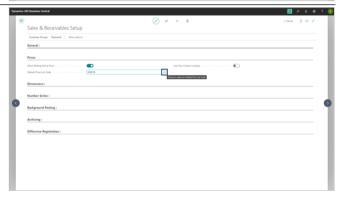
The Sales & Receivable Setup can be started by searching for it.
To allow to edit prices on active price lists for items, resources, customers, or other entities that use pricing, turn on the Allow Editing Active Price toggle.
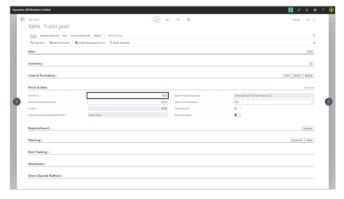
Field Default Price List Code specifies the code of the existing sales price list that stores all new price lines created in the price worksheet page.

4.2.1.   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.
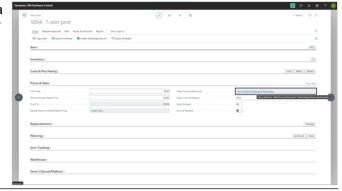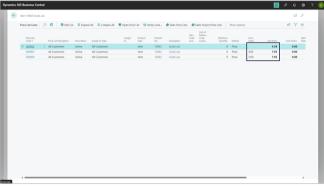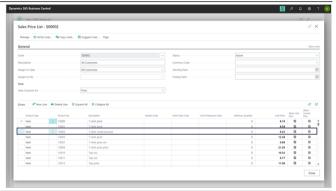
It is possible to create special sales price lists where a specific price, different from the default, can be set for an item.
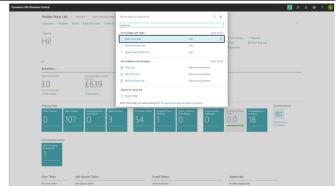
It is possible to add the same item to multiple price lists, such as a price list for all customers, a specific customer price group like a country, a particular customer, or a specific campaign. The item price can be defined for each price list in a different currency, for a specific period, unit of 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.
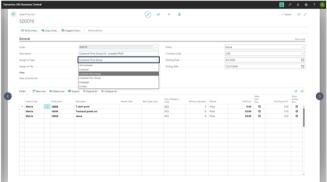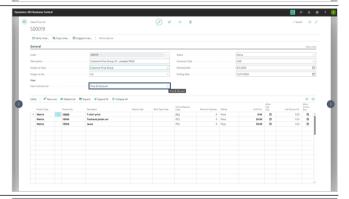
As mentioned earlier, sales price lists can be created for different groups, with varying items and prices. This can be done per country, customer price group, customer agreement, for a specific period, for a certain unit of measure, currency, or starting from a minimum quantity.
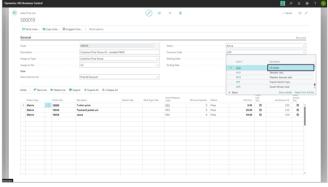
The Assign-to Type field specifies the type of entity to which the price list is assigned. The options are relevant to the entity you are currently viewing.

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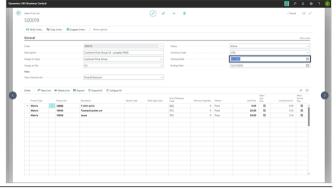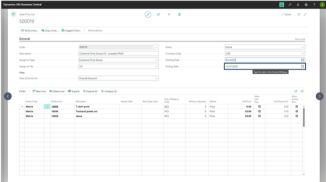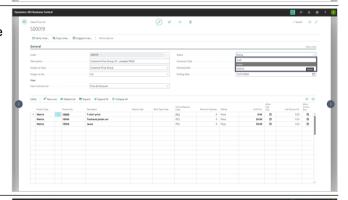
The Starting Date specifies the date from which the price is valid.
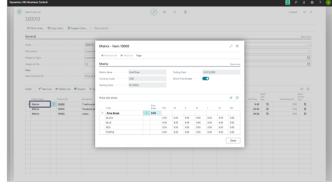
The Ending Date specifies the last date the price is valid.

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.

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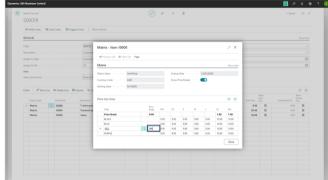
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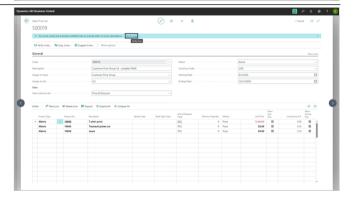
By using the general field at the top left of the Price Break row and column, all variants can be filled at once with the entered amount.

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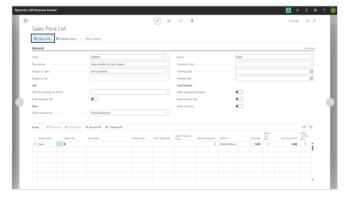
The Verify Lines function checks data consistency in the new and modified price list lines, finds the duplicate price lines and suggests the resolution of the line conflicts.

4.2.2. 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.
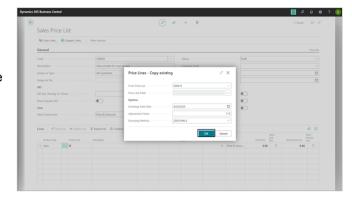
When retrieving existing prices, an adjustment factor can be entered, which will be multiplied with the retrieved prices and rounded according to the specified rounding method. For prices in a different currency, the desired exchange rate date can also be specified.

4.2.3. 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.
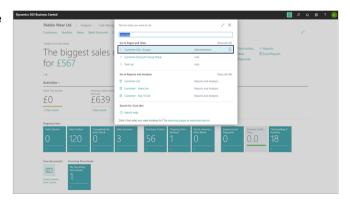
Thank you for watching!

4.3. 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.

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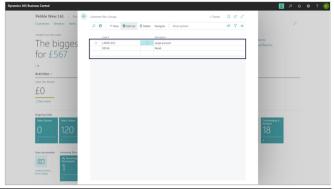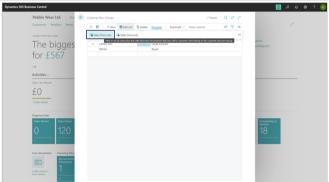
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It is possible to create discount groups for different customer segments. Like Large Accounts and Retailers.
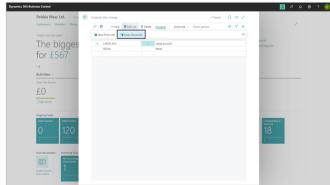
The Sales Price Lists option is available for selection.

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.
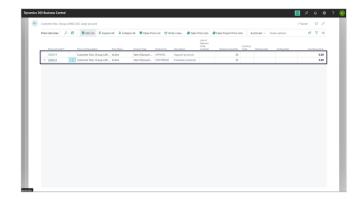
The Sales Discounts option is also available for selection.

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.
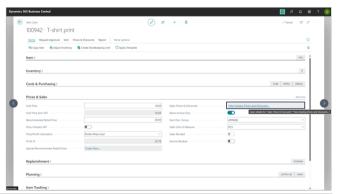

4.4. Sales discounts BC25

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.


4.4.1. 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.
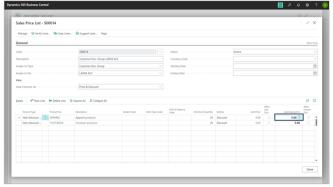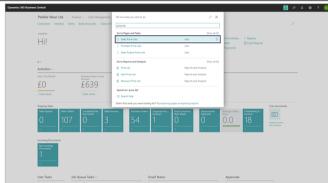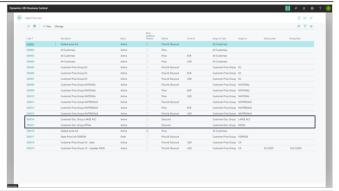
By opening a price/discount list, you can adjust the discount percentage of an item on that specific list. To do this, the price list must be in Draft status, and after making the adjustment, it should be set to Active.
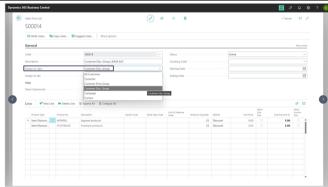
The Sales Price/Discount Lists can also be started by searching for it.

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.

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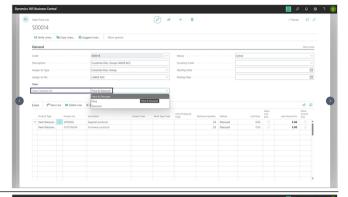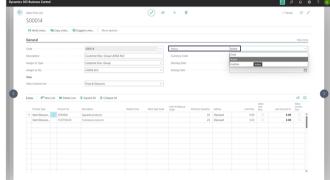
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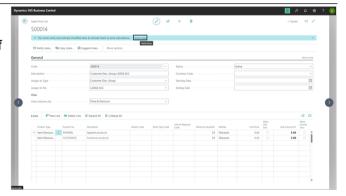
The View Columns for field specifies the amount type filter that defines the columns shown in the price list lines.

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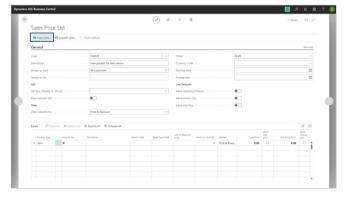
The Verify Lines function checks data consistency in the new and modified discount list lines, finds the duplicate discount lines and suggests the resolution of the line conflicts.

4.4.2. 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.
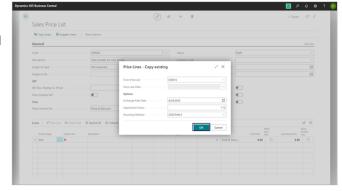
When retrieving existing discounts percentages, an adjustment factor can be entered, which will be multiplied with the retrieved discount percentages and rounded according to the specified rounding method.

4.4.3. 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.
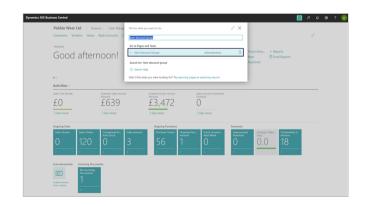
Thank you for watching!

4.5. 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.
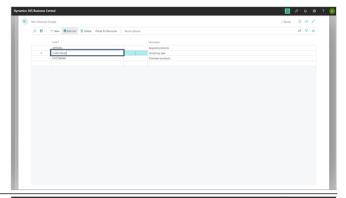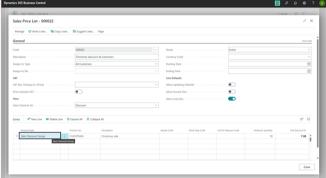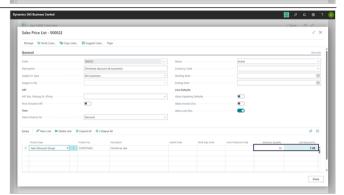
Multiple item discount groups can be created.
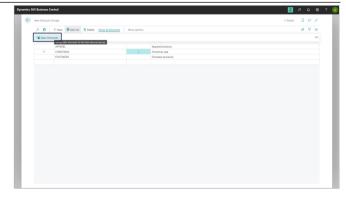
By creating a sales price list with the product type Item Discount Group, it can be linked to an Item Discount Group.

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.

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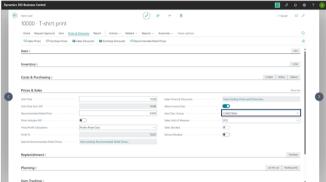
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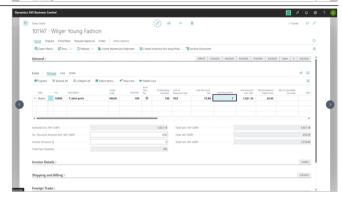
All sales price lists with Product Type 'Item Discount Group' are displayed.

Link the item to the Item Discount Group.
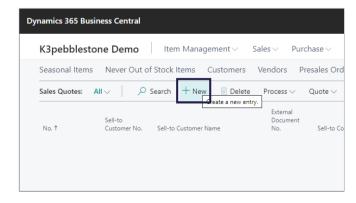
When entering the sales order, customers receive the specified discount for this item if the quantity exceeds the minimum.

4.6. Sales Quote

4.6.1. Create a Sales Quote

Click on the navigation menu item **New**
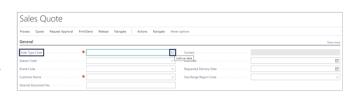
4.6.2.   General
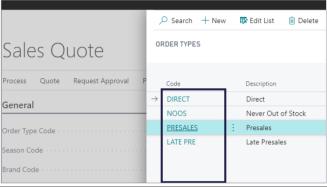
- **Order Type Code**.

  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**.
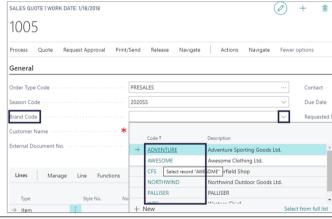
- **Brand Code**.
  Specifies a code for the brand that this sales quote belongs to.
- Click on the lookup button **Brand Code**.
- Click on the link in cell **Code** on any row.
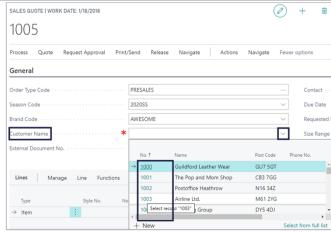
- **Customer Name**.
  Specifies the name of the customer who will receive the products and be billed by default.
- Click on the lookup button **Customer Name**.
- Click on the link in cell **No.** on any row.

- **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.

4.6.3. 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-

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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.
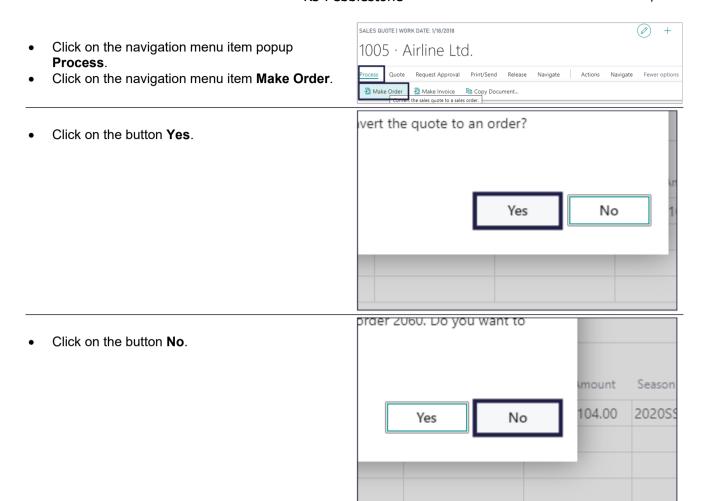
4.6.4. Make order from quote

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

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- 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**.
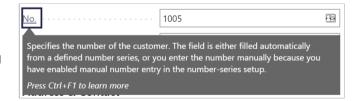
4.7. Sales order creation

4.7.1. 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.

4.7.2. 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**.
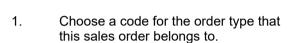
4.7.3. Create a new Sales Order
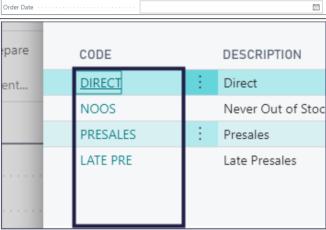
1. Click on the navigation menu item **Sales Order**.

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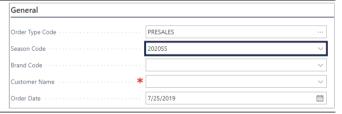
1. Move the mouse to the field **Order Type Code**.
2. Click on the lookup button **Order Type Code**.

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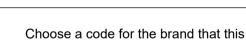
1. Move the mouse to the field **Brand Code**.
2. Click on the lookup button **Brand Code**.

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**.
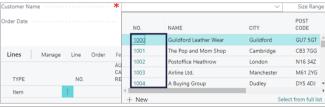
1. Choose the customer who will receive the products and be billed by default.
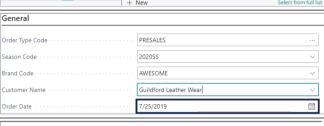
1. Move the mouse to the field **Order Date**.
Specifies the date when the order was created.

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.
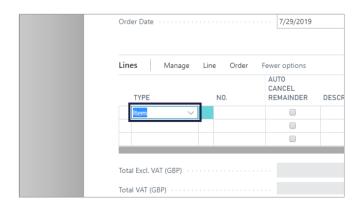
4.7.5.   Sales lines

Type

Click on the lookup button in the cell **Type**
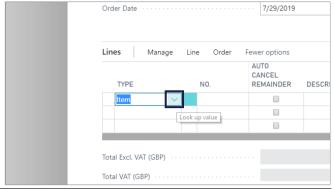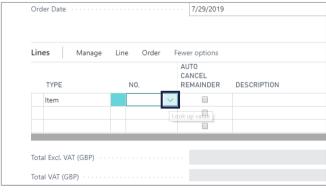
Move the mouse to the cell **Option Values** with the value **Item**
Specifies the type of transaction that will be posted with the document line.

No.

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

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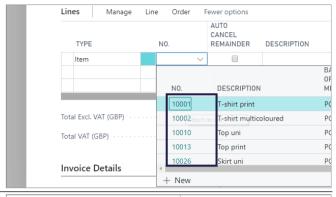
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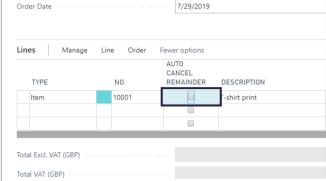
Click on the link in cell **No.** on any row
Specifies the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the Type field.

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.

DESCRIPTION	UNIT OF MEASURE CODE	LOCATION CODE	QUANTITY	UNIT PRICE
T-shirt print	PCS	MAIN		

0.00

0.00   Total Incl. VAT (GBP)

Quantity

	UNIT OF MEASURE CODE	LOCATION CODE	QUANTITY	UNIT PRICE	LINE DISCOUNT %
	PCS	MAIN			

Status — Open

0.00

0.00   Total Incl. VAT (GBP)

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

UNIT OF MEASURE CODE	LOCATION CODE	QUANTITY	UNIT PRICE	LINE DISCOUNT %	LI AMOU
PCS	MAIN				

Status — Open

Look up value

0.00

0.00   Total Incl. VAT (GBP)

Quantity

Specifies how many units are being sold.

	UNIT OF MEASURE CODE	LOCATION CODE	QUANTITY	UNIT PRICE	LINE DISCOUNT %
	PCS	MAIN	12	8.58	

Status — Open

8.58

Total Incl. VAT (GBP)

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

UNIT OF MEASURE CODE	LOCATION CODE	QUANTITY	UNIT PRICE	LINE DISCOUNT %	LINE AMOUNT
PCS	MAIN	12	8.58		102.96

Status .... Open

8.58   Total Incl. VAT (GBP) ....

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

LOCATION CODE	QUANTITY	UNIT PRICE	LINE DISCOUNT %	LINE AMOUNT	QTY. TO SHIP
MAIN	12	8.58		102.96	

Status .... Open

Total Incl. VAT (GBP) ....

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

QUANTITY	UNIT PRICE	LINE DISCOUNT %	LINE AMOUNT	QTY. TO SHIP	QUANTITY SHIPPED
12	8.58		102.96		

Open

VAT (GBP)   1

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

UNIT PRICE	LINE DISCOUNT %	LINE AMOUNT	QTY. TO SHIP	QUANTITY SHIPPED	
8.58		102.96	_		

Open

10.73

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

LINE DISCOUNT %	LINE AMOUNT	QTY. TO SHIP	QUANTITY SHIPPED
	102.96		_
			10.73

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

7/29/2019   Status

er options

LINE AMOUNT	QTY. TO SHIP	QUANTITY SHIPPED	OUTSTANDI... QUANTITY	QTY. TO INVOICE	QUANTITY INVOICED
102.96		_	12		_
			8.58	Total Incl. VAT (GBP)	

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

Status

QTY. TO SHIP	QUANTITY SHIPPED	OUTSTANDI... QUANTITY	QTY. TO INVOICE	QUANTITY INVOICED	REQUES... DELIVERY DATE
	_	12		_	
	8.58		Total Incl. VAT (GBP)		

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

Status   Open

QUANTITY SHIPPED	OUTSTANDI... QUANTITY	QTY. TO INVOICE	QUANTITY INVOICED	REQUES... DELIVERY DATE	SHIPMENT DATE	SE CC
_	12		_		1/15/2020	20.
8.58		Total Incl. VAT (GBP)				
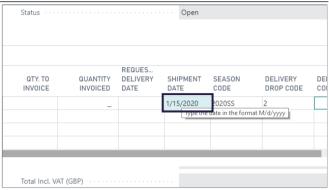
Requested Delivery Date
Specifies the date that the customer has asked for the order to be delivered.
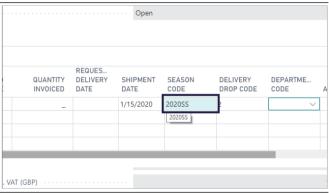
Shipment Date
Specifies when items on the document are shipped or were shipped. A shipment date is usually calculated from a requested delivery date plus lead time.

Season Code
Specifies a code for the season that this ordered item belongs to.
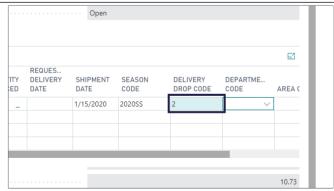
Delivery Drop Code
Specifies the code that defines the drop in which this item will be delivered, associated with the season.

4.7.6.   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.

4.7.7. Shipping and Billing

4.7.7.1. 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.

4.7.7.2. 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.

4.7.7.3. 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.
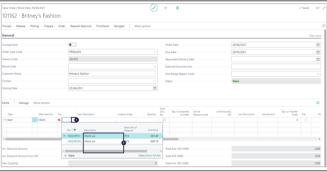
4.8. Use Prepack in Sales Order

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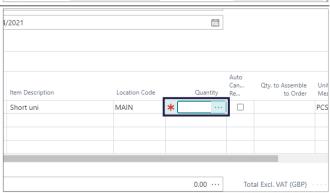
1. Move the mouse to the column header **Main Item No.**
2. Enter the Main Item number.
3. Click on the link in cell **No.** with the value **10023**.

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**

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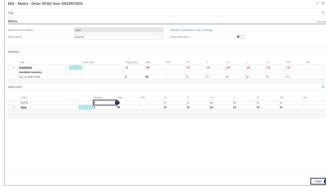
Nina.George@k3re
tail.com
May 12, 2025
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1. Click on the cell **Prepack Qty.** - Enter **Prepack Qty.**.
2. Click on the button **Close**.

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
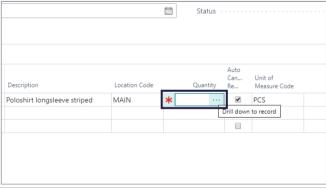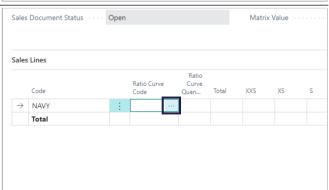
4.9. Use Ratio Curves in Sales Order

4.9.1. Ratio Curves in Sales order

Open Matrix to fill in **Quantity**
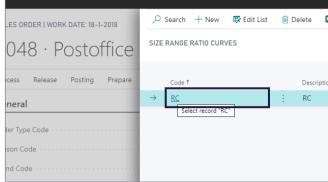
Click on the lookup button in the cell **Ratio Curve Code**
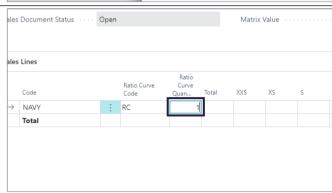
Choose a Ratio Curve.

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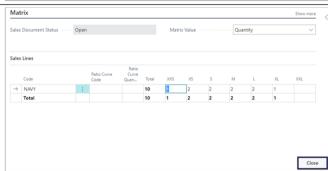
1.   Click on the button **Close**.

4.10. Sales return order creation

4.10.1.   Navigate to sales return order

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

4.10.2.   Create a sales return order

Create a new entry.

4.10.3.   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.

4.10.4. 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.
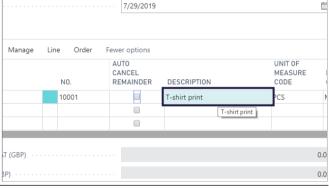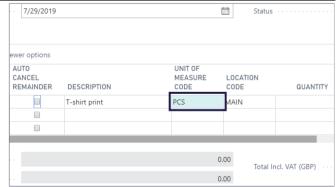3. **Description**.
Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.
4. **Return Reason Code**.
Specifies the code explaining why the item was returned.
5. **Location Code**.
Specifies the location from where inventory 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.
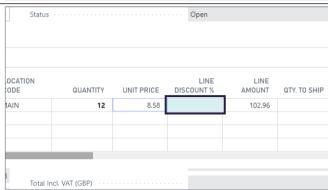8. **Unit Price**.
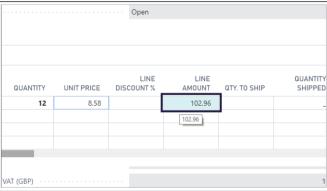Specifies the price for one unit on the sales line.
9. **Line Discount %**.
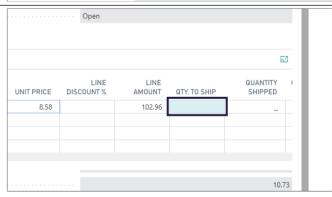Specifies the discount percentage that is granted for the item on the line.
10. **Line Amount**.
Specifies the net amount, excluding any invoice discount amount, that

must be paid for products on the line.

11. **Return Qty. to Receive**.
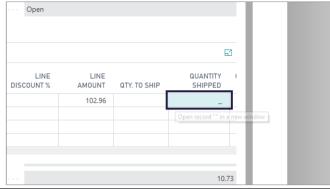Specifies the quantity of items that remain to be shipped.

1. **Return Qty. Received**.
Specifies how many units of the item on the line have been posted as shipped.
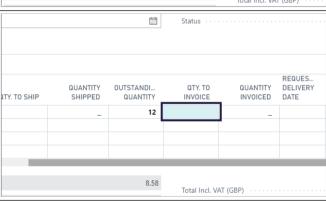2. **Outstanding Quantity**.
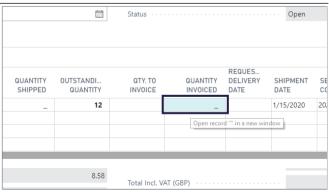Specifies how many units of the item on the line have been unfulfilled.
3. **Qty. to Invoice**.
Specifies the quantity that remains to be invoiced. It is calculated as Quantity - Qty. Invoiced.
4. **Quantity Invoiced**.
Specifies how many units of the item on the line have been posted as invoiced.
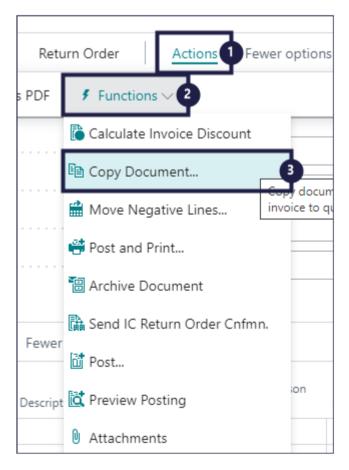
4.10.4.1.   Copy document

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.**
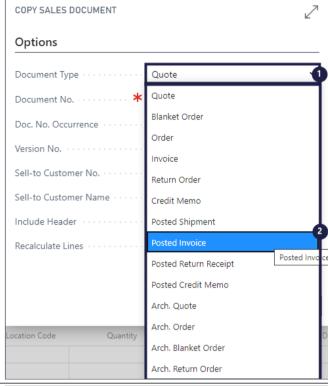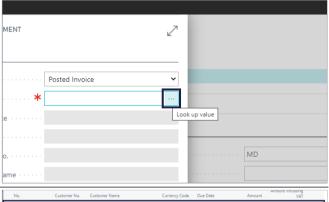
1. **Document Type**.
   Specifies the type of document that is processed by the report or batch job.
2. Click on an option from the list.
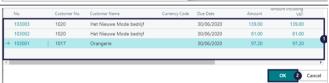
Document No.
Specifies the number of the document that is processed by the report or batch job.

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**.

4.10.5. 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.

4.10.6. 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**.
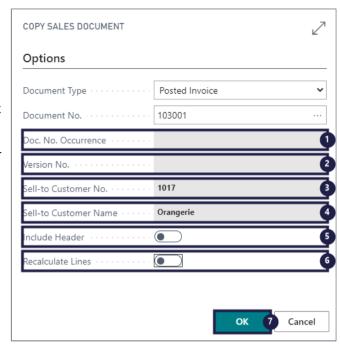
Specifies when items on the document are shipped or were shipped. A shipment date is usually calculated from a requested delivery date plus lead time.
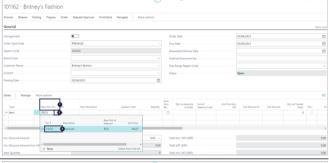
4.10.7. Shipping and billing
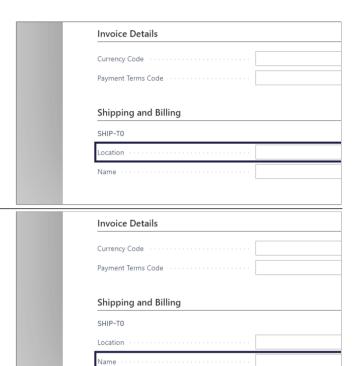
4.10.7.1. Ship-to

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.

4.10.7.2. Bill-to

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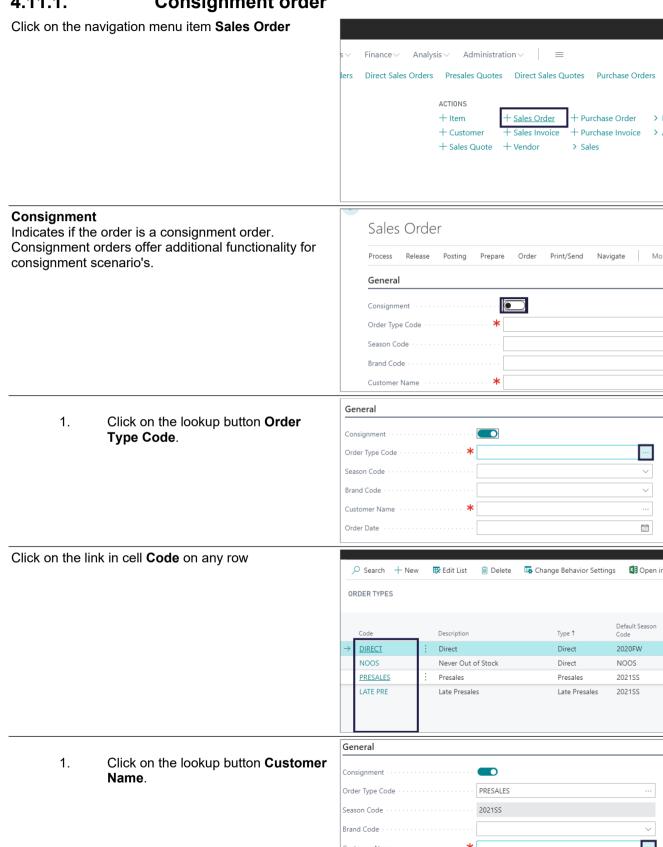
4.11. Consignment order

4.11.1. 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**.

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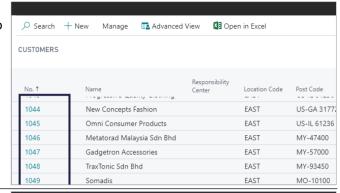
Nina.George@k3re
tail.com
May 12, 2025
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Click on the link in cell **No.** on any row
If a customer has multiple ship to addresses, a pop-up appears.

No. ↑	Name	Responsibility Center	Location Code	Post Code
1044	New Concepts Fashion		EAST	US-GA 3177
1045	Omni Consumer Products		EAST	US-IL 61236
1046	Metatorad Malaysia Sdn Bhd		EAST	MY-47400
1047	Gadgetron Accessories		EAST	MY-57000
1048	TraxTonic Sdn Bhd		EAST	MY-93450
1049	Somadis		EAST	MO-10100

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

SHIP-TO ADDRESS LIST – 1068 · JAMES DAILEY SPORTSWEAR LTD.

Code ↑	Name	City
COVENTRY	James Dailey Sportswear Ltd.	Coventry
LIVERPOOL	James Dailey Sportswear Ltd.	Liverpool
LONDON	James Dailey Sportswear Ltd.	London
MANCHESTER	James Dailey Sportswear Ltd.	Manchester

4.11.1.1. Manually quantity for Transfer order

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

...e Discount %	Line Amount	Qty. on Transfer Order	Qty. to Ship	Quantity Shipped	Outstandi... Quant...
2	105.84	0	12	–	
	12		Total VAT (GBP)		

4.11.1.2. Create consignment transfer order

Click on the navigation menu item popup **Release**
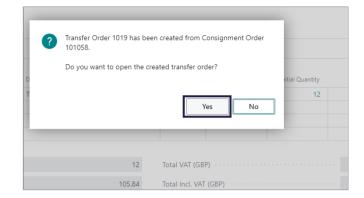
SALES ORDER | WORK DATE: 6/2/2020

101058 · James Dailey Sportswear Ltd. · MANCHES...

Process   Release   Posting   Prepare   Order   Print/Send   Navigate   Actions

General

Consignment	⬤
Order Type Code	PRESALES
Season Code	2021SS
Brand Code	

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.
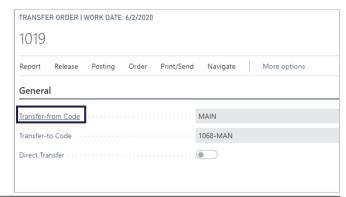
Click on the button **Yes**

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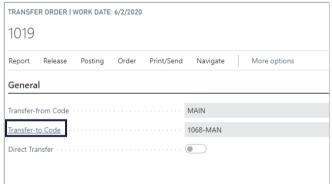
Transfer-from Code
Specifies the code of the location that items are transferred from.
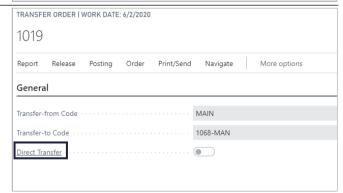
Transfer-to Code
Specifies the code of the location that the items are transferred to.

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.

In-Transit Code	OWN LOG.
Posting Date	6/2/2020
Status	Released

Posting Date
Specifies the posting date of the transfer order.

ions

| In-Transit Code | |
| Posting Date | |

Posting Date
Specifies the posting date of the transfer order.
Learn more

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

In-Transit Code	OWN LOG.
Posting Date	6/2/2020
Status	Released

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.

Shipment

Shipment Date	6/2/2020
Delivery Priority Code	PRIO 3
Outbound Whse. Handling Time	
Shipment Method Code	

Transfer-from >

4.11.3. 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.
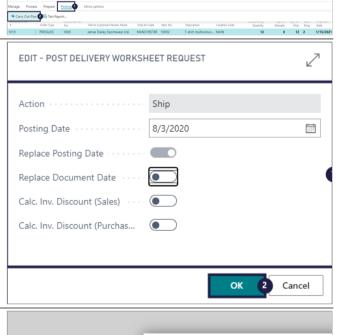
4.11.3.1. Create Inventory pick for Transfer order in Delivery worksheet.

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**.

4.12. 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**
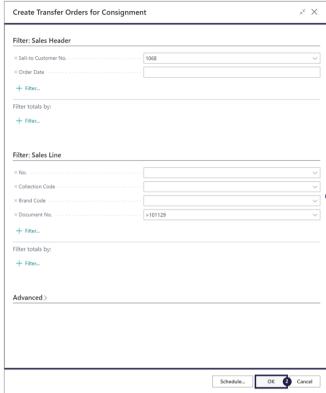
start search: - Enter **Create transfer**.

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**.

Create Transfer Orders for Consignment

Filter: Sales Header

× Sell-to Customer No. · · · · · · · · · · · · · · · 1068
× Order Date ·
+ Filter...

Filter totals by:
+ Filter...

Filter: Sales Line

× No. ·
× Collection Code · · · · · · · · · · · · · · · · ·
× Brand Code ·
× Document No. · · · · · · · · · · · · · · · · · · >101129
+ Filter...

Filter totals by:
+ Filter...

Advanced >

Schedule...   OK 2   Cancel

---

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

...ted. 15 consignment orders have

OK

---

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
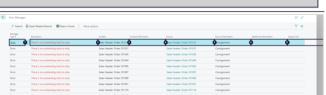
occurred.

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.
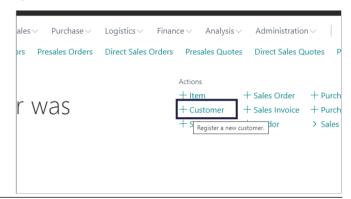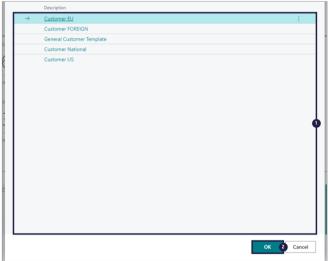
4.13. Customer creation

4.13.1. 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**.

4.13.2. 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.
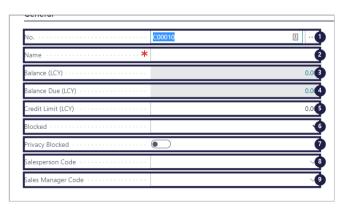
4. **Balance Due (LCY)**.
Specifies payments from the customer that are overdue per today's date.

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.

Sales Determ. Group Code ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑	1
Responsibility Center ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑	2
Document Sending Profile ‑ ‑ ‑ ‑ ‑ ‑	3
Total Sales ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ 0.00	4
Costs (LCY) ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ 0.00	5
Profit (LCY) ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ 0.00	6
Profit % ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ 0.0	7
Last Date Modified ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ ‑ 7/19/2021	8
Disable Search by Name ‑ ‑ ‑ ‑ ‑ ‑	9

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.

4.13.3. 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.

4.13.4. 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.
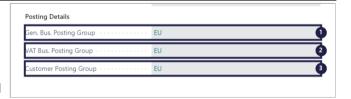
Posting details

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.
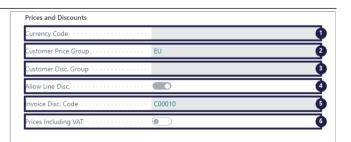
4. **Allow Line Disc.**
Specifies if a sales line discount is calculated when a special sales price is offered according to setup in the Sales Prices window.

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.

4.13.5. 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.

4.13.6.   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.

4.14. Order Type pricing

4.14.1.   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**.
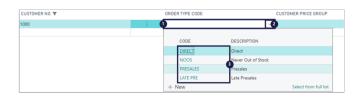
1. Click on the navigation menu item popup **Navigate**.
2. Click on the link **Prices and Discounts**.
3. Click on the navigation menu item **Price Group Setup**.

4.14.2. 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.
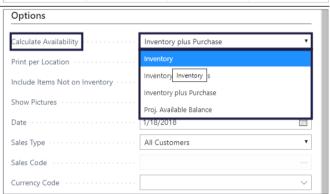
4.15. Inventory and price list

4.15.1. 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.
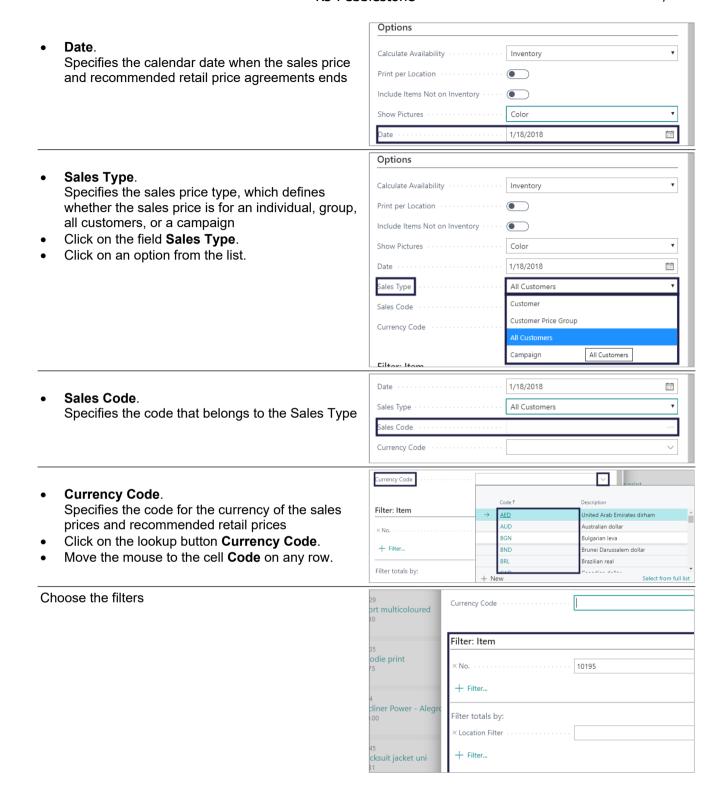
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- **Date**.
  Specifies the calendar date when the sales price and recommended retail price agreements ends

- **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

4.16. Comment lines

4.16.1.   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**.
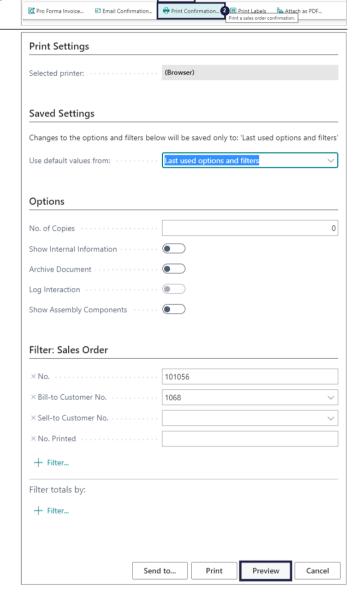
4.16.2.   Comment line on orderconfirmation

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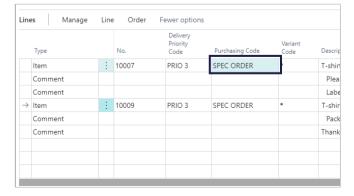
1. Click on the button **Preview**.

4.16.3.   Comment line from special order to purchase order

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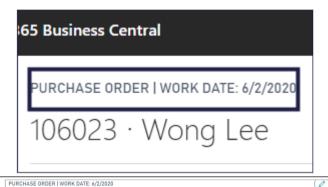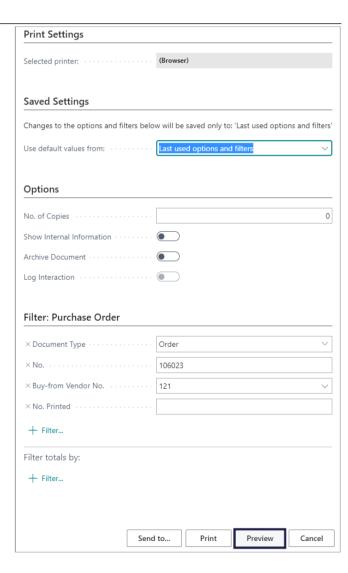
1. Purchase order.

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**.

4.17. Initial quantity sales order

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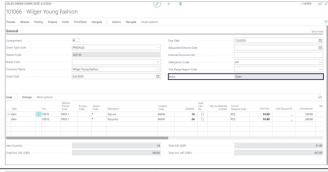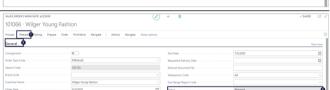
1. **Status Open**.
Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.

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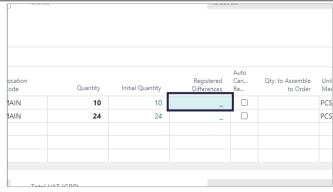
Initial Quantity
Specifies how many units have been ordered originaly. The Quantity is set when the order is released.

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

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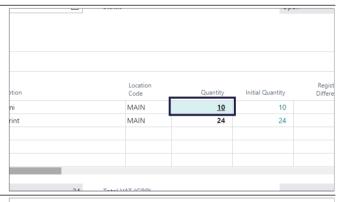
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4.17.2. Registered differences

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.**
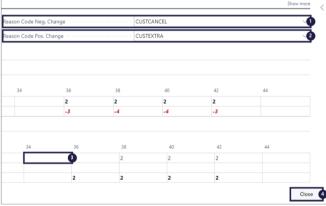
Click on the link in cell **Quantity** with the value **10**
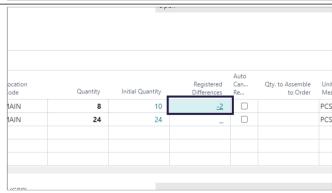
1. **Reason Code Neg. Change**. Specifies the reason code that will be used to register a negative change.
2. **Reason Code Pos. Change**. Specifies the reason code that will be used to register a positive change.
3. Delete the quantities for size 34 and 44.
4. Click on the button **Close**.

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

4.17.3. 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**

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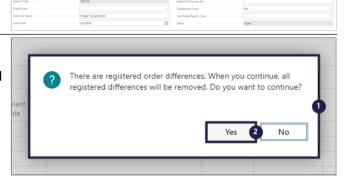
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differences will be removed.

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**.	

4.18. Batch open en release Sales Orders

4.18.1. Navigate to all orders

1. Click on the navigation menu item popup **Sales**. 2. Click on the navigation menu item **All Orders**.	
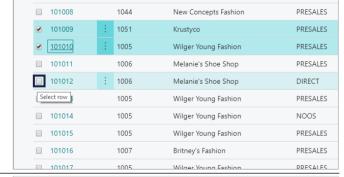
4.18.1.1. Open and release orders

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**	

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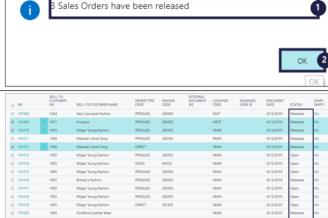
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**receipt date of the items. You must
reopen the document before you
can make changes to it.**

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.
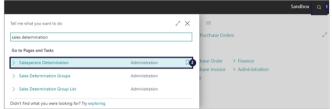
4.19. Salesperson Determination

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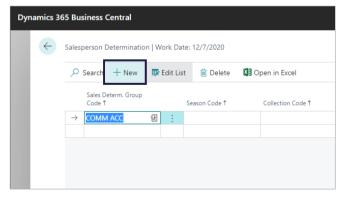
1. Click on the link **Tell me what you
want to do. Quickly access actions,
pages, reports, documentation,
and apps and consulting services.**
- Enter **the text sales
determination.**.
2. Click on **Salesperson Determination
Administration** .

4.19.2. Create a new Salesperson Determination

Create a new entry.
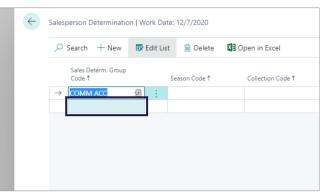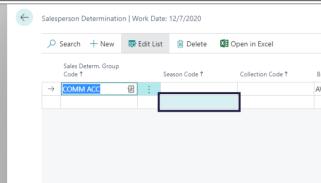
Sales Determ. Group Code
Specifies the sales determination group code that must be used on the sales document to determine the salesperson and sales manager.
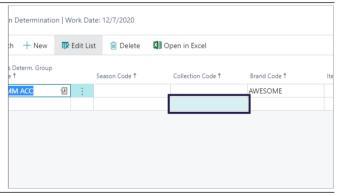
Season Code
Specifies the season code that must be used on the sales document line to determine the salesperson and sales manager.
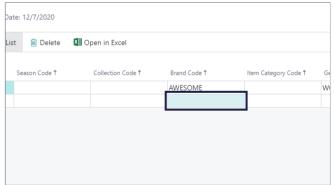
Collection Code
Specifies the collection code that must be used on the sales document line to determine the salesperson and sales manager.

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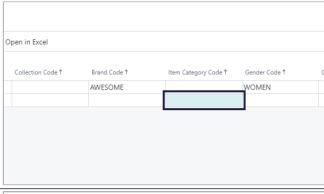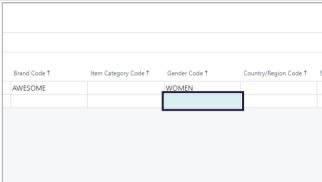
Item Category Code
Specifies the item category code that must be used on the sales document line to determine the salesperson and sales manager.

	Collection Code ↑	Brand Code ↑	Item Category Code ↑	Gender Code ↑	Co
		AWESOME		WOMEN	

Open in Excel

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

	Brand Code ↑	Item Category Code ↑	Gender Code ↑	Country/Region Code ↑	Sta
	AWESOME		WOMEN		
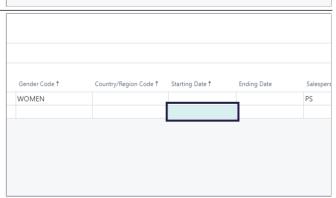
Country/Region Code
Specifies the country/region code that must be used on the sales document to determine the salesperson and sales manager.

	Item Category Code ↑	Gender Code ↑	Country/Region Code ↑	Starting Date ↑	Endin
		WOMEN			

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

	Gender Code ↑	Country/Region Code ↑	Starting Date ↑	Ending Date	Salespers
	WOMEN				PS
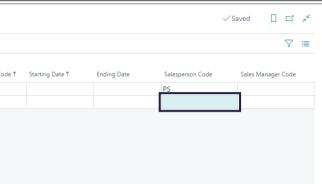
Ending Date
Specifies the date to which the sales person determination is valid.
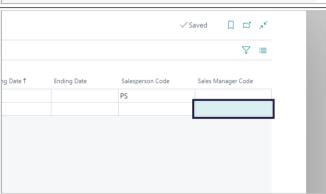
Salesperson Code
Specifies the Salesperson Code. This Salesperson Code is chosen in the sales line based on sales determination group, season, collection, brand, item category, gender and country/region in the sales document.

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.

5. Presales Plan BC25

5.1. Presales Plan 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.

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5.1.1. Presales Worksheet Templates
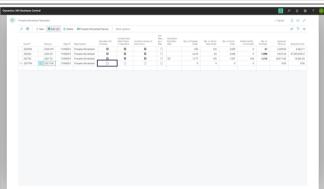
A presales worksheet template can be created for each presales season or delivery drop. Per template, settings can be configured to determine whether to account for direct sales orders or existing inventory.
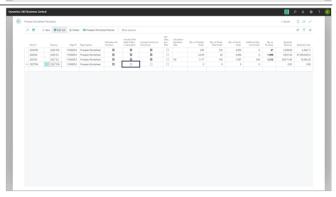
Enter the new template name

Choose whether existing inventory should be included in the calculation

Choose whether direct sales orders should be included in the calculation
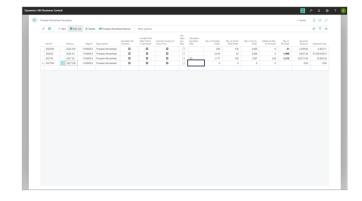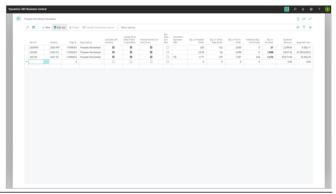
Enter the date formula that indicates when a calculation is too old and recalculation of the lines is recommended for the 'Calculation Date-Time' field

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
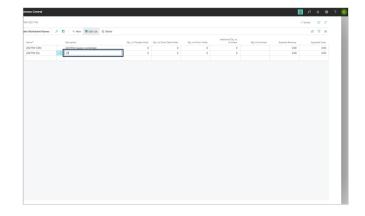
Enter the new description

5.1.2. Presales Worksheet

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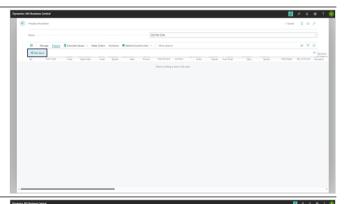
5.1.2.1. Get Items function

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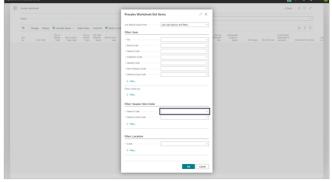
These filters ensure that only relevant items are included in the worksheet, allowing for targeted and accurate presales management.

Click on the navigation menu item Prepare and Get Items

Optionally, apply a filter to the presales season

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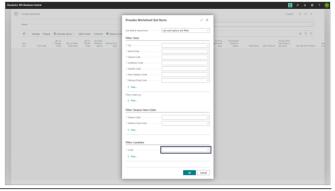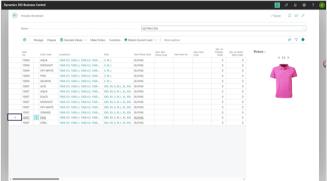
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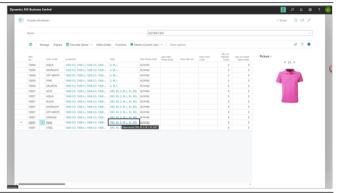
Apply a filter to the location if desired.
If no location filter is entered, an overview of all
locations is provided, which offers less clarity.

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
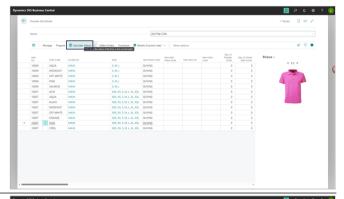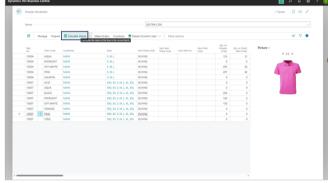
5.1.2.2. Calculate Values function

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.
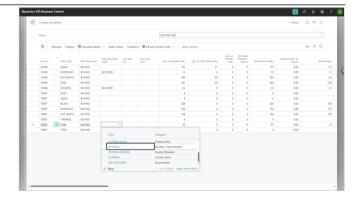
5.1.2.3. Undersold item color combinations

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

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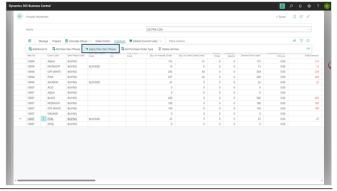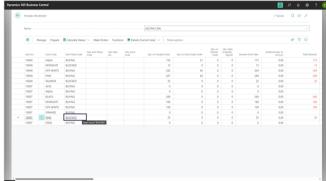
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Click on the navigation menu item Functions and
Apply New Item Phases

The new item phases will be transferred to the "Item
Phase" column and the "New Item Phase" column will
be cleared
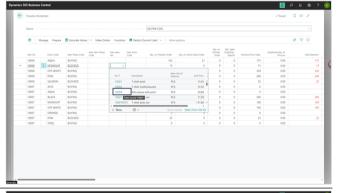
5.1.2.4. Replace blocked item colors
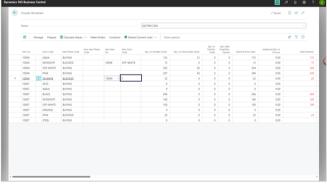
5.1.2.4.1. Enter New Item No. and New Item Color

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

For another blocked item color, a replacement color
can be entered
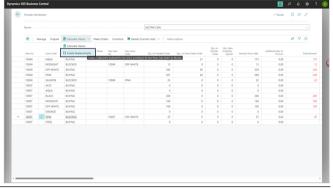
5.1.2.4.2. Function Create replacements
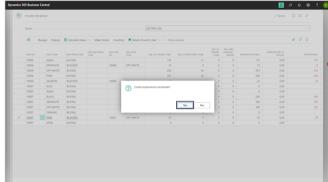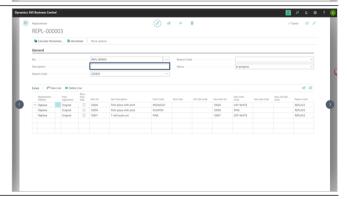
With this function in the presales worksheet, the system identifies which item colors are blocked and where it needs to create a replacement.
It is also possible to run the replacement standalone.

The replacement worksheet will be created
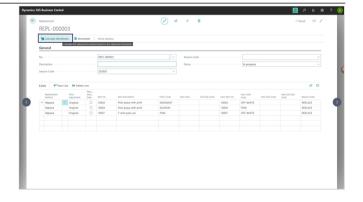
In the Replacement page, you can indicate through the Replacement Method whether the blocked item should be replaced or canceled.

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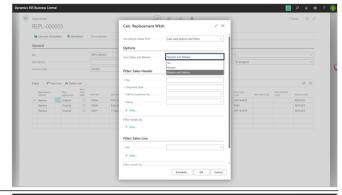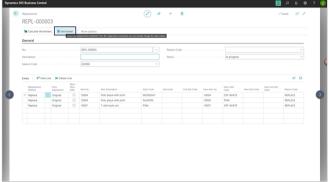
Automatic opening and releasing of sales orders is possible to enable changes in the sales orders

Click on the navigation menu item **Worksheet**

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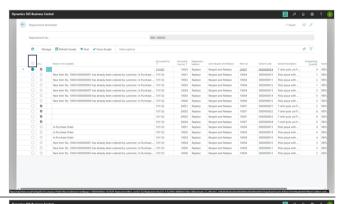
5.1.2.4.3.1. Accept the proposed replacement sales order lines
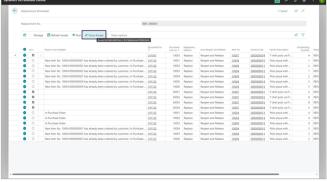
One can review and optionally check or uncheck the suggested replacement sales order lines.
Customers can be informed, and based on their preference, the replacement or cancellation can be accepted.

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

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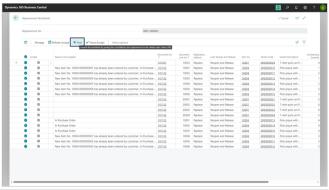
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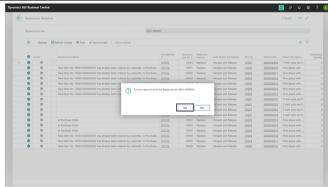
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adjustments.

Click on the navigation menu item **Post**
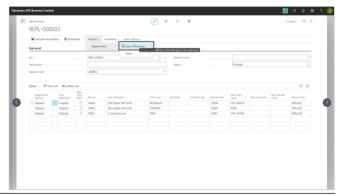
Sales lines will be updated
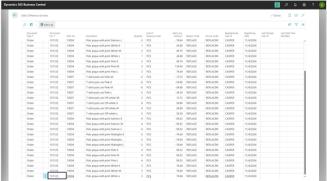
5.1.2.4.3.3. Check sales difference entries

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
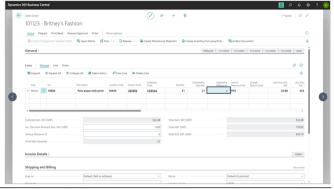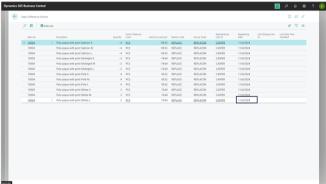
On sales order line, click in cell Registered Differences

Check Sales Difference Entries
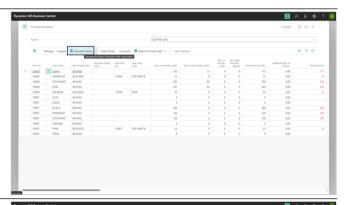
5.1.2.4.4. Recalculate Values
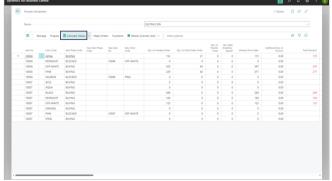
During the use of the presales worksheet, constant recalculation is necessary to reevaluate changed conditions.

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.

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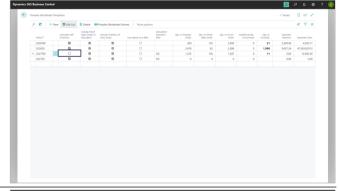
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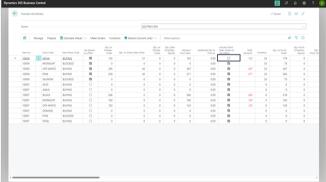
5.1.2.5. Toggle per worksheet line

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.
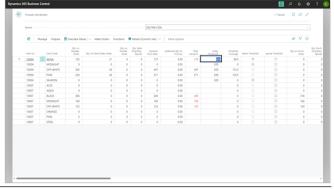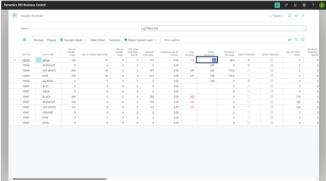
The threshold per item color is taken from the item card. This quantity can be manually adjusted in the worksheet.
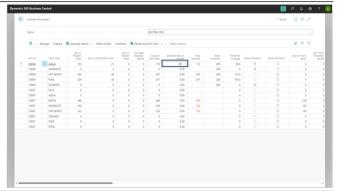
In addition to the threshold coverage percentage, there is a field indicating whether the quantity to purchase is below the threshold. It can be decided to ignore the threshold.
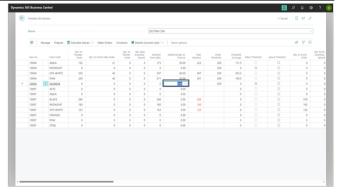
It's possible to add total additional quantities to purchase for multiple item colors in the "Additional Qty to Purchase" column.
The calculated total quantities will be automatically distributed according to the size range in which it has already been presold.

After entering an additional quantity, the worksheet line will automatically recalculate the values.
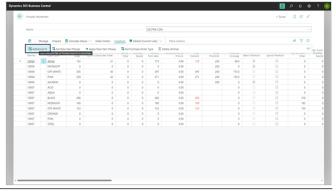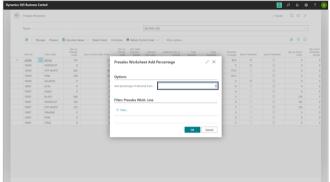
It's also possible to add total additional quantities to purchase for multiple item colors in the "Additional Qty to Purchase" column by using the Additional % function.
The calculated total quantities will be automatically distributed according to the size range in which it has already been presold.
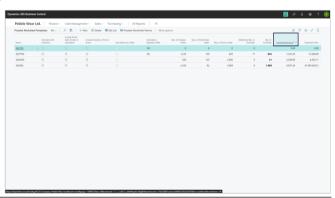
The entered percentage will be calculated as a percentage of the Demand from Sales quantity
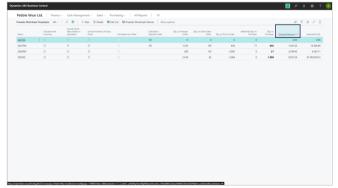
5.1.3.1. Financial Insights

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.

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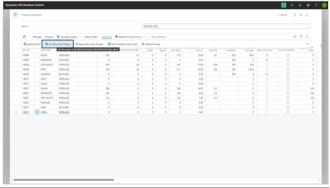
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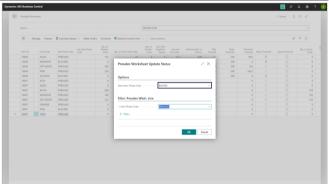
Typically, after the sales period has ended, the sold quantities are totalled and then purchased. Before an item can be purchased, its item phase must be changed to one where purchasing is not blocked.

It is possible to use the 'Set new Item Phase' function to apply a selected item phase for multiple items in the worksheet.
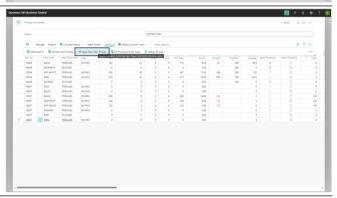
Click on the navigation menu item **Set New Item Phases**	
Select New Item Phase Code that allows creating purchase orders or production orders	
Click on the navigation menu item **Apply New Item Phases**	
Check the status per item color	
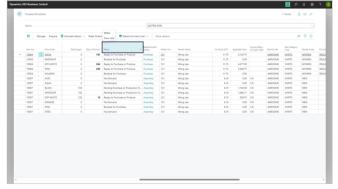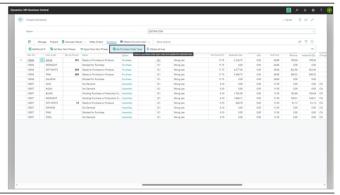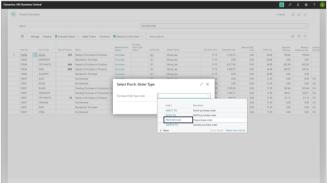
5.1.3.3.   Create purchase orders

When the status in the worksheet lines is 'Ready to Purchase or Produce', the purchase orders can be created for the quantities to procure.
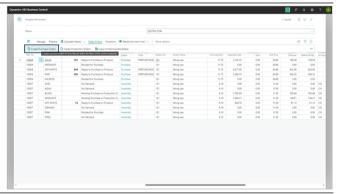
Click on the navigation menu item **Set Purchase Order Type**	
Select a purchase order type	
Click on the navigation menu item **Create Purchase Orders**	
Choose whether you want a purchase order created per location or per item The Expected Receipt Date can be based on the starting date of the delivery drop or manually entered	
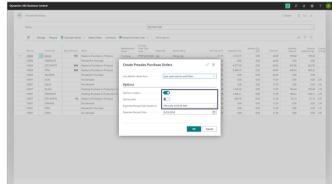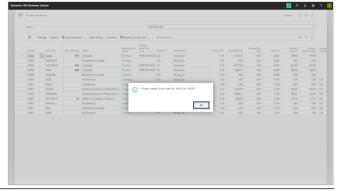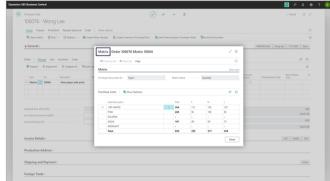
A purchase order has been created
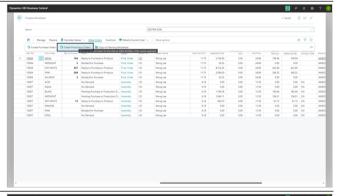
Check the created purchase order. In the matrix, the ordered quantities can be found for each color-size combination.
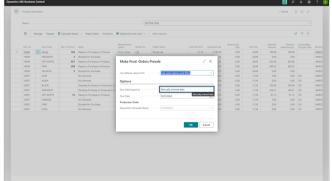
5.1.3.4. Create production orders

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
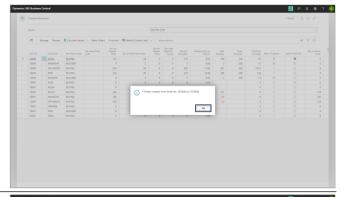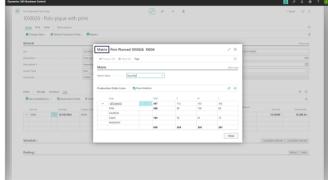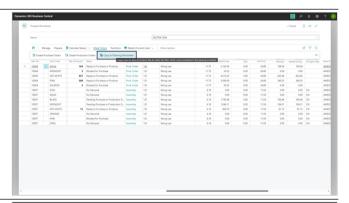
Check the created production order. In the matrix, the ordered quantities can be found for each color-size combination.
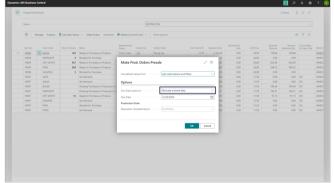
5.1.3.5. Create production orders by using planning worksheet

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
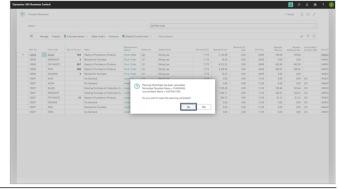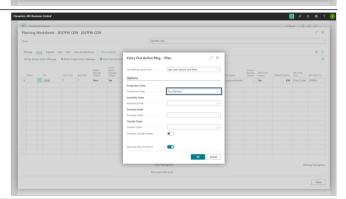
Choose whether you want to open the planning worksheet
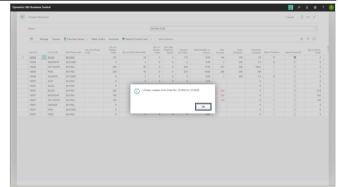
Click on the navigation menu item **Carry Out Action Message...**

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

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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.
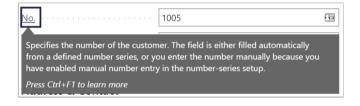
6. Purchase

6.1. Vendor creation
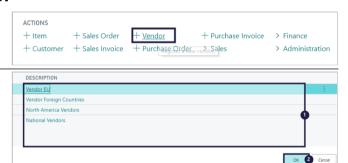
6.1.1.   Tooltips

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.

6.1.2.   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**.
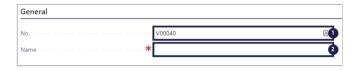
6.1.3.   General

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.

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6.1.4. Address & Contacts

6.1.4.1. 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".

6.1.4.2. 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.

6.1.5. Invoicing

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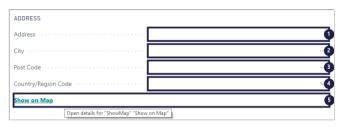
   Prices Including VAT, No.
Specifies if the Unit Price and Line Amount fields on document lines should be shown with or without VAT.
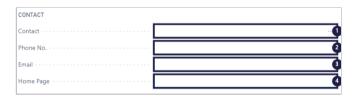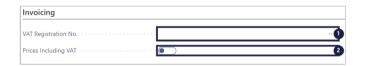
6.1.6. Payments

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.

6.1.7. 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.

6.1.8. Picture

1. Click on the link **Actions for Vendor Picture**.

2. **Import**.
Choose import and add a picture.

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6.2. Purchase order creation

6.2.1.   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.
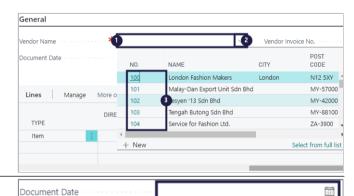
6.2.2.   Create a new Purchase Order

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

6.2.3.   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.

6.2.4. 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.**

me the running header
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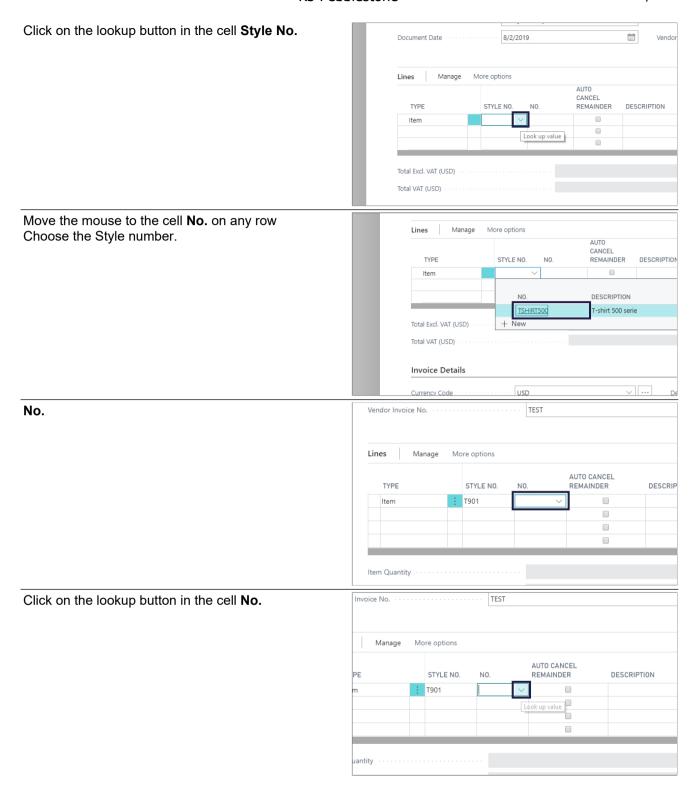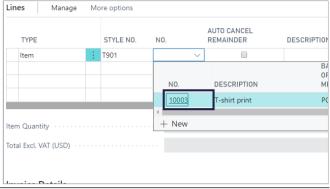
Nina.George@k3re
tail.com
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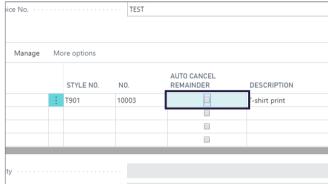
Click on the cell **No.** on any row
Choose the item, number of a general ledger account, resource, additional cost, or fixed asset, depending on the contents of the Type field.
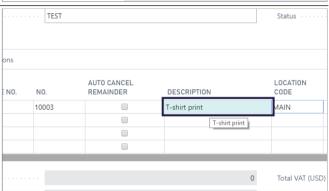
Auto Cancel Remainder
Specifies if the remaining quantity will automatically be canceled when receiving less then the ordered quantity.
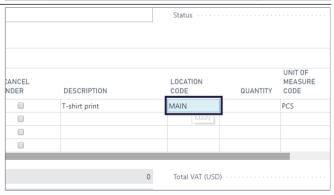
Description
Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the Description field only.

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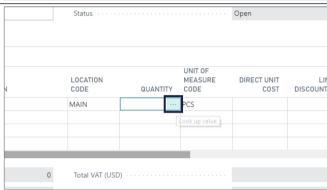
Quantity

Click on the lookup button in the cell **Quantity**
Fill in the quantities in the order matrix
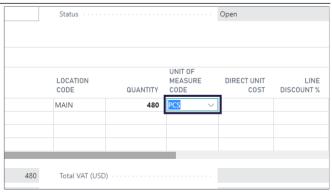
Quantity
Specifies the number of units of the item specified on the line.

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.

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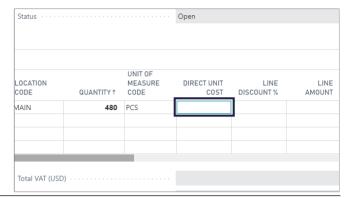
Nina.George@k3re
tail.com
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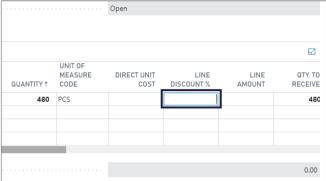
Direct Unit Cost
Specifies the cost of one unit of the selected item or resource.
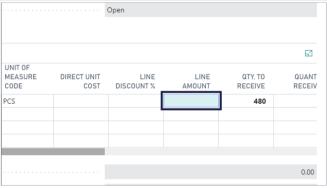
				Status	Open

LOCATION CODE	QUANTITY ↑	UNIT OF MEASURE CODE	DIRECT UNIT COST	LINE DISCOUNT %	LINE AMOUNT
MAIN	480	PCS			

Total VAT (USD) . . . .

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

			Open		

QUANTITY ↑	UNIT OF MEASURE CODE	DIRECT UNIT COST	LINE DISCOUNT %	LINE AMOUNT	QTY. TO RECEIVE
480	PCS				480

0.00

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

		Open		

UNIT OF MEASURE CODE	DIRECT UNIT COST	LINE DISCOUNT %	LINE AMOUNT	QTY. TO RECEIVE	QUANT RECEIV
PCS				480	

0.00

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

				Status	

DIRECT UNIT COST	LINE DISCOUNT %	LINE AMOUNT	QTY. TO RECEIVE	QUANTITY RECEIVED	QTY. TO INVOICE
			480	_	480

480   Total VAT (USD) . . . .
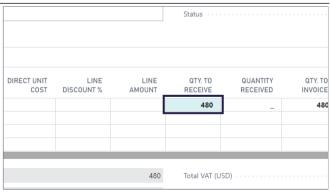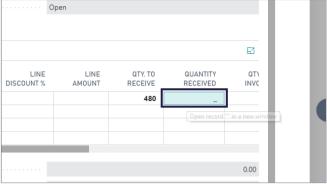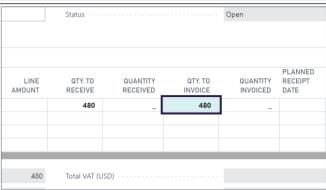
Quantity Received
Specifies how many units of the item on the line have been posted as received.
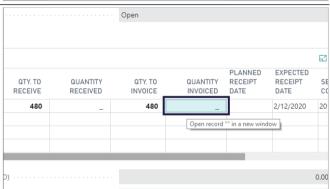
LINE DISCOUNT %	LINE AMOUNT	QTY. TO RECEIVE	QUANTITY RECEIVED	QTY INVO
		480	_	
				0.00

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

LINE AMOUNT	QTY. TO RECEIVE	QUANTITY RECEIVED	QTY. TO INVOICE	QUANTITY INVOICED	PLANNED RECEIPT DATE
	480	_	480	_	
480	Total VAT (USD)				

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

QTY. TO RECEIVE	QUANTITY RECEIVED	QTY. TO INVOICE	QUANTITY INVOICED	PLANNED RECEIPT DATE	EXPECTED RECEIPT DATE	SE CC
480	_	480	_		2/12/2020	20
						0.00

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

QUANTITY RECEIVED	QTY. TO INVOICE	QUANTITY INVOICED	PLANNED RECEIPT DATE	EXPECTED RECEIPT DATE	SE CO
_	480	_	2/12/2020	201	
					0.00
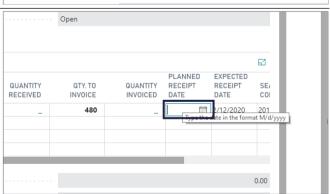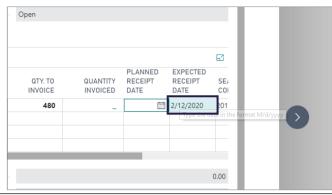
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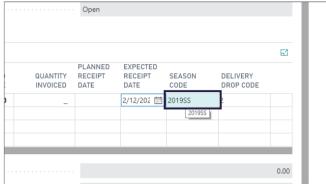
Expected Receipt Date
Specifies the date you expect the items to be available in your warehouse. If you leave the field blank, it will be calculated as follows: Planned Receipt Date + Safety Lead Time + Inbound Warehouse Handling Time = Expected Receipt Date.

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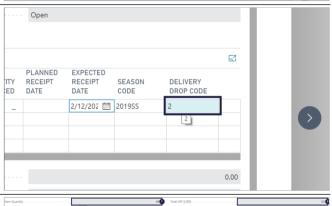
Delivery Drop Code
Specifies a code for the delivery drop that this item belongs to.

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.

6.2.5.   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.
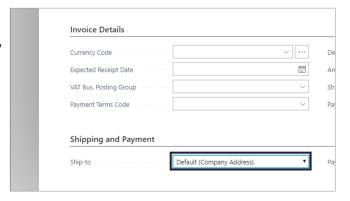
6.2.6.   Shipping & Payment

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.

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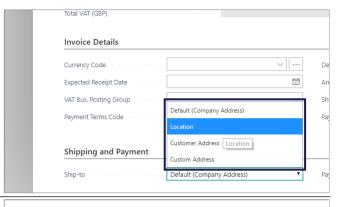
Nina.George@k3retail.com
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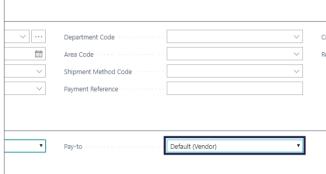
Default (Company Address)
Location: One of the company's location addresses.
Customer Address: Used in connection with drop shipment.
Custom Address: Any ship-to address that you specify in the fields below.
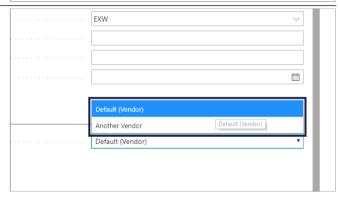
Pay-to

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.
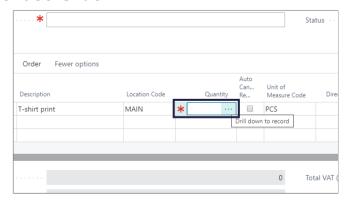
6.3. Use Ratio Curves in Purchase Order

6.3.1.   Ratio Curves in Purchase Order

Click on the link in cell **Quantity**

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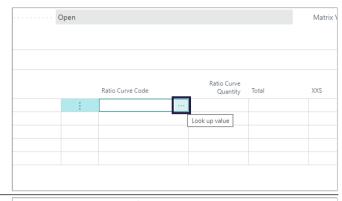
Nina.George@k3re
tail.com
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Click on the lookup button in the cell **Ratio Curve Code**
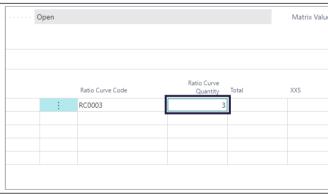
1. Click on the link in cell **Code** on any row.

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**.

6.4. Item Supply Planning

6.4.1. Navigate to Item supply planning
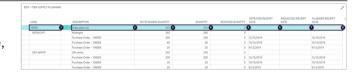
6.4.2. Item supply planning

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.

6.4.3. 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**.

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Nina.George@k3re
tail.com
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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.

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**.

QUANTITY	OUTSTANDI... QUANTITY	QTY. TO INVOICE	QTY. TO RECEIVE	OUTSTANDI... AMOUNT	QUANTITY RECEIVED	QUANTITY INVOICED
40	40 ②	40 ③	40 ④	756.00 ⑤	⑥	1 ⑦
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

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.

6.5. Requisition Worksheet

6.5.1. Navigate to Requisition Worksheet

1. Click on the navigation menu item popup **Purchase**.
2. Click on the navigation menu item **Requisition Worksheet**.

6.5.2. 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.

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.
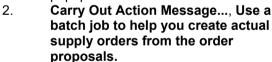
16. **Replenishment System**.
Specifies which kind of order to use to create replenishment orders and order proposals.

6.5.3.   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.**

---
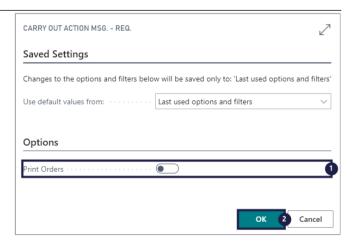
1. **Print Orders**.
Specifies whether to print the purchase orders after they are created.

2. Click on the button **OK**.

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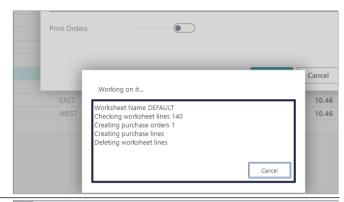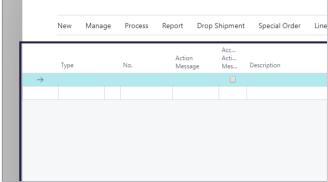
Nina.George@k3re
tail.com
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The purchase orders are being created.

The purchase orders are created, go to the purchase orders.

6.5.4. Special order
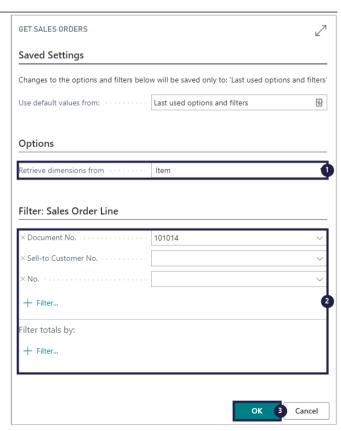
1. Click on the navigation menu item popup **Special Order**.
2. Click on the navigation menu item **Get Sales Orders...**

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**.

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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.**
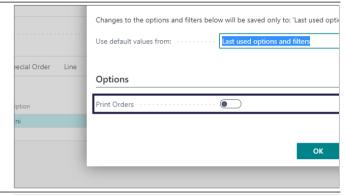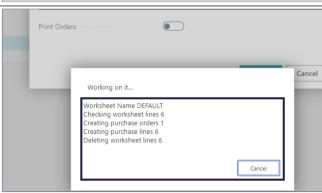
Print Orders
Specifies whether to print the purchase orders after they are created.

Click on the button **OK**

The purchase orders are being created.

The purchase orders are created, go to the purchase orders.

K3 Business Technologies

Nina.George@k3re
tail.com
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6.5.5. Drop Shipment

1. Click on the navigation menu item popup **Drop Shipment**.
2. Click on the navigation menu item **Get Sales Orders...**
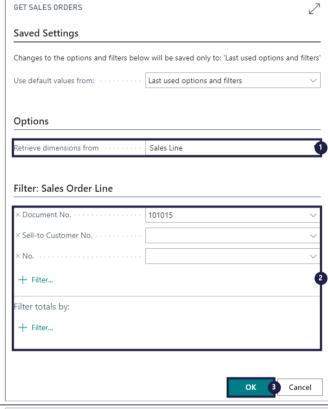
1. **Retrieve dimensions from Item Sales Line**.
   Specifies the source of dimensions that will be copied in the batch job. Dimensions can be copied exactly as they were used on a sales line or can be copied from the items used on a sales line.
2. Choose the filters, if needed.
3. Click on the button **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.

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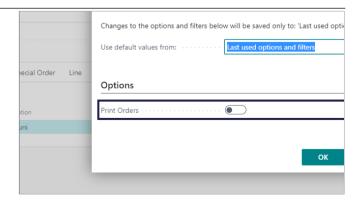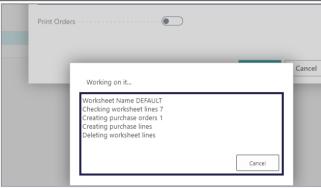
Nina.George@k3re
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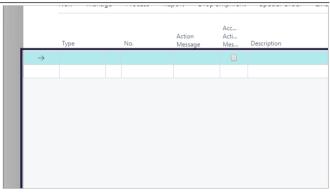
Click on the button **OK**

The purchase orders are being created.

The purchase orders are created, go to the purchase orders.

6.6. Presales Plan

6.6.1. Presales Plan

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

1. Click on the cell **Code** with the value **2020SS**.
2. Click on the navigation menu item popup **Planning**.
3. Click on the navigation menu item **Presales Plan**.

1. **Season Filter**.
    Specifies a filter for the seasons, to determine which items are displayed in the Presales Plan.

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Nina.George@k3re
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2. **Delivery Drop Filter**.
Specifies a filter for the delivery drops, to determine which items are displayed in the Presales Plan.

3. **Order Threshold Filter**.
Specifies a filter for the Order Threshold to determine which items and/or colors are displayed in the Presales Plan. When a color is within the filter the item is always shown as it's parent.

4. **Item Phase Filter**.
Specifies a filter for the item phases to determine which items are displayed in the Presales Plan.

5. **Item Filter**.
Specifies a filter for the items to delimit the items that are shown in the Presales Plan.

6. **Location Filter**.
Specifies a filter for the locations. The quantities (e.g. Qty. on Presales Orders and Inventory) shown in the Presales Plan will be delimited on demand and supply for these locations.

1. **Type**.
Specifies the type of the line. The line can represent an item or an color.

2. **Code**.
Specifies at first level the Item No. and at second level the color code.

3. **Description**.
Specifies at first level the item description and the color description at second level.

4. **Qty. on Presales Order**.
Specifies the outstanding quantities on presales orders.

5. **Additional Qty. to Purchase**.
Specifies the total manually entered additional quantities. Additional quantities can be registered on color-size-location level in a matrix.

6. **Total Demand**.
Specifies the total demand, which is the sum of the quantities on presales orders and the manually entered additional quantities to purchase. The total demand is zero when the value is below the order threshold.

7. **Order Threshold**.
Specifies the order threshold for an item or a color. Items or colors can be automatically blocked for future sales when the total demand is below the order threshold.

8. **Threshold Coverage**.
Specifies the Total Demand as a

9. **Ignore Order Threshold**.
When set the Order Threshold is ignored and the Total Demand is used when creating the presales purchase orders.

10. **Item Phase Code**.
Specifies the current Item Phase Code of the Item or the Color. Item statuses can be used to block for certain activities. E.g. Shipping or sales order entry.

11. **New Item Phase Code**.
Specifies the new Item Phase Code of the Item or the Color, which can be applied using the Apply New Item Phases action. By assiging a new Item phase the item can be blocked or unblocked for certain activities. Within the Presales Plan the item or color is typically blocked completely or blocked for sales order entry.

12. **New Item No.**
Specifies the new Replacement Item No., which can be used as an alternative for the currently blocked items. When the New Item Phases are applied, then a replacement document is created. This document will be used by the sales department to replace cancelled items on existing sales orders.

13. **New Color Code**.
Specifies the new Color Code for the new Item No., which can be used as an alternative for the currently blocked colors. When the New Item Phases are applied, then a replacement document is created. This document will be used by the sales department to replace cancelled items on existing sales orders.

1. **Replacement**.
Specifies the Replacement No. or the number of Replacements that has been created for the sales department to replace cancelled items on existing sales orders.

2. **Expected Revenue**.
Specifies the expected revenue for this item or color. The expected revenue is based on the Outstanding Amount of the sales orders and a forecasted revenue for the additional quantities to purchase, which is based on the unit price of the item.

3. **Expected Costs**.
Specifies the expected costs for this item or color. The expected costs are

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based on the total demand and the unit cost of the item.
4. **Supply Coverage**.
    Specifies the supply (current inventory and outstanding quantities on purchase orders) as a percentage of the quantities on presales orders.
5. **Delivery Drop Code**.
    Specifies the code that defines the drop in which this item or color will be delivered, associated with the season.
6. **Brand Code**.
    Specifies the code of the brand that the item belongs to.
7. **Vendor No.**
    Specifies the Vendor No. where the item will be purchased from.
8. **Vendor Name**.
    Specifies the name of the vendor where the item will be purchased from.
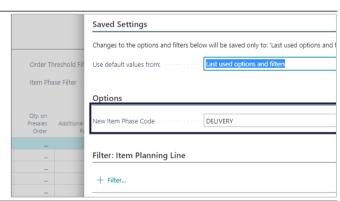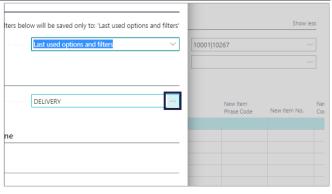
6.7. Change item phases on presales plan

6.7.1. Change item phases on the presales plan

- Click on the navigation menu item **Change Item Phases**.

New Item Phase Code	
	Saved Settings
	Changes to the options and filters below will be saved only to: 'Last used options and f
Order Threshold Fil	Use default values from: Last used options and filters
Item Phase Filter	
	Options
Qty. on Presales Additional Order P	New Item Phase Code DELIVERY
	Filter: Item Planning Line
	+ Filter...
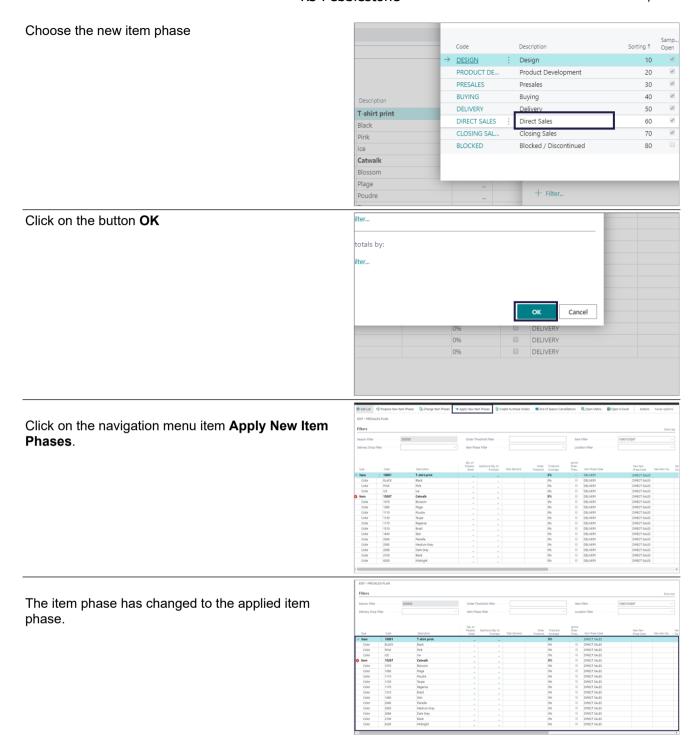
Click on the lookup button **New Item Phase Code**	
	lters below will be saved only to: 'Last used options and filters' Show less
	Last used options and filters 10001|10267
	DELIVERY New Item Phase Code New Item No.
	ne

Choose the new item phase

Click on the button **OK**

Click on the navigation menu item **Apply New Item Phases**.

The item phase has changed to the applied item phase.

6.8. Create PO via Presale plan

6.8.1. Navigate to the Presales Plan

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

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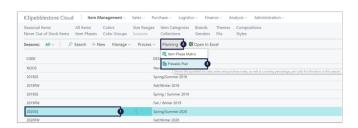
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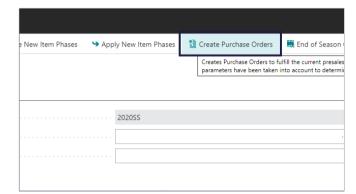
1. Click on the cell **Code** with the value **2020SS**.
2. Click on the navigation menu item popup **Planning**.
3. Click on the navigation menu item **Presales Plan**.

6.8.2. Create Purchase orders
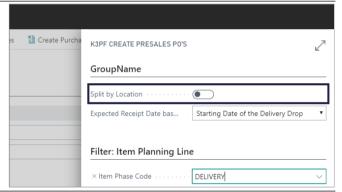
Click on the link **Creates Purchase Orders to fulfill the current presales orders for the Quantities to Purchase. Inventory levels, current availability and item planning parameters have been taken into account to determine what is being purchased.**
A pop-up appears.
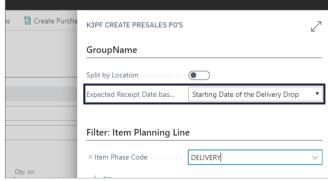
Split by Location
If enabled then purchase orders are created per vendor and location.
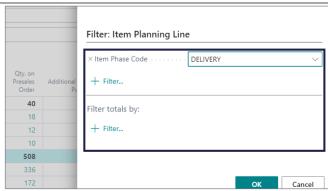
Select how the Expected Receipt Date on the purchase order lines should be determined.

Add filters on which the purchase orders should be based.
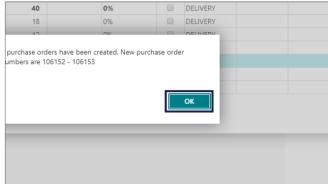
Click on the button **OK**
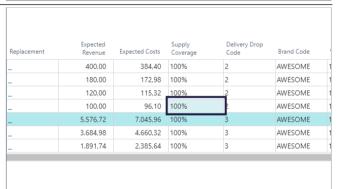
Purchase orders are being created.
Click on the button **OK**

Supply Coverage
Specifies the supply (current inventory and outstanding quantities on purchase orders) as a percentage of the quantities on presales orders.

6.9. Replacement and cancellation by wholesaler

6.9.1. 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**.

6.9.2. Replacement

- Click on the **Replacement**number in cell **Replacement**.
  The replacement worksheet will open.

6.9.3. 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**.
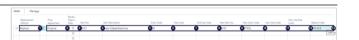
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Specifies the code of the size that will
replace the size selected in the Size
Code field.

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.
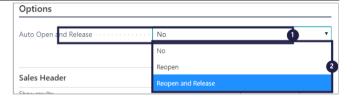
6.9.4.   Calculate Worksheet

- 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.

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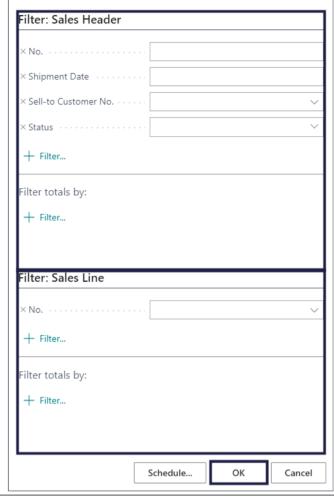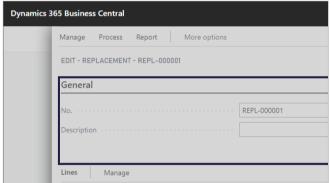
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- If needed choose the right filters for Sales Header.
- If needed choose the right filters for Sales Line.
- Click on the button **OK**.

The status changed into, in progress.

6.9.5.   Worksheet

- Click on the navigation menu item popup **Process**.
- Click on the navigation menu item **Worksheet**. The calculated worksheet will open.
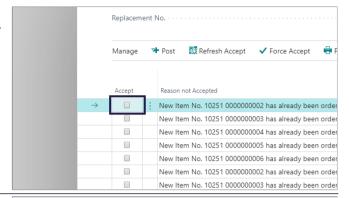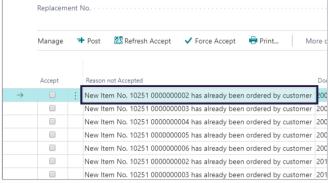
Accept
Indicates whether to accept the proposed changes for this line.

Reason not Accepted
Specifies a code to explain why you don't want to accept the proposed changes for this line.
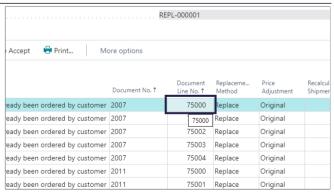
Document No.
Specifies the number of the sales order that represents the line.

Document Line No.
Specifies the line number of the sales order line.
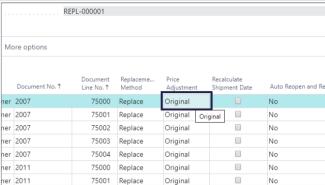
Replacement Method

Indicates whether the item, color and/or size on the line will be replaced or cancelled.

	Document No. ↑	Document Line No. ↑	Replaceme... Method	Price Adjustment	Recalculate Shipment Date	Aut
ered by customer	2007	75000	Replace	Original	☐	No
ered by customer	2007	75001	Replace	inal		No
ered by customer	2007	75002	Replace	Original	☐	No
ered by customer	2007	75003	Replace	Original	☐	No
ered by customer	2007	75004	Replace	Original	☐	No
ered by customer	2011	75000	Replace	Original	☐	No
ered by customer	2011	75001	Replace	Original	☐	No

Price Adjustment

Indicates wether a price charge is applicable or that the current prices will be remained.

	Document No. ↑	Document Line No. ↑	Replaceme... Method	Price Adjustment	Recalculate Shipment Date	Auto Reopen and Re
ner	2007	75000	Replace	Original	☐	No
ner	2007	75001	Replace	Original	☐	No
ner	2007	75002	Replace	Original	☐	No
ner	2007	75003	Replace	Original	☐	No
ner	2007	75004	Replace	Original	☐	No
ner	2011	75000	Replace	Original	☐	No
ner	2011	75001	Replace	Original	☐	No

Recalculate Shipment Date

Indicates whether the shipment date will be recacalated or that the current shipment date on the order lines will be remained.
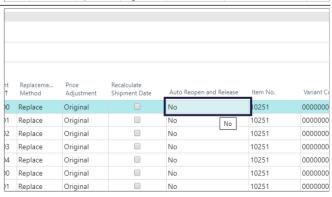
No. ↑	Document Line No. ↑	Replaceme... Method	Price Adjustment	Recalculate Shipment Date	Auto Reopen and Release	Item N
	75000	Replace	Original	☐	No	10251
	75001	Replace	Original	☐	No	10251
	75002	Replace	Original	☐	No	10251
	75003	Replace	Original	☐	No	10251
	75004	Replace	Original	☐	No	10251
	75000	Replace	Original	☐	No	10251
	75001	Replace	Original	☐	No	10251

Auto Reopen and Release

Indicates whether the sales order will be automatically reopened and replaced to apply the replacement
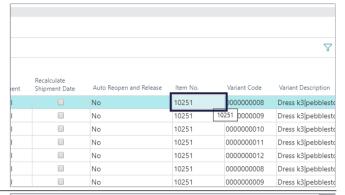
nt ↑	Replaceme... Method	Price Adjustment	Recalculate Shipment Date	Auto Reopen and Release	Item No.	Variant C
0	Replace	Original	☐	No	0251	0000000
1	Replace	Original	☐	No	10251	0000000
2	Replace	Original	☐	No	10251	0000000
3	Replace	Original	☐	No	10251	0000000
4	Replace	Original	☐	No	10251	0000000
0	Replace	Original	☐	No	10251	0000000
1	Replace	Original	☐	No	10251	0000000

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	10251 0000009	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.

Date	Auto Reopen and Release	Item No.	Variant Code	Variant Description
	No	10251	0000000008	Dress k3|pebblestone Red-3
	No	10251	000000 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.
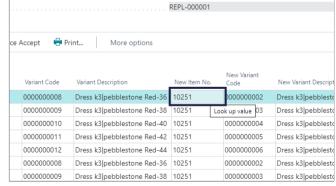
REPL-000001

🔄 Refresh Accept   ✔ Force Accept   🖨 Print...   More options

open and Release	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

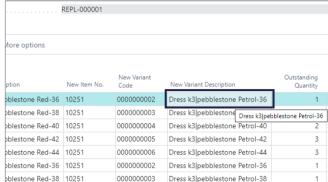| Variant Code	Variant Description	New Item No.	New Variant Code	New Variant Descript
0000000008	Dress k3|pebblestone Red-36	10251	0000000002	Dress k3|pebblesto
0000000009	Dress k3|pebblestone Red-38	10251	Look up value 03	Dress k3|pebblesto
0000000010	Dress k3|pebblestone Red-40	10251	0000000004	Dress 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

New Variant Code
Specifies the code of the item variant that will replace the item variant selected in the Variant Code field.
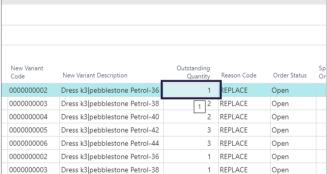
New Variant Description
Specifies the description of the item variant that will replace the item variant selected in the Variant Code field.
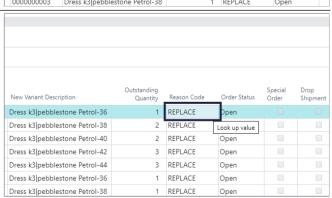
Outstanding Quantity
Specifies how many units on the order line have not yet been shipped.

Reason Code
Specifies the Reason Code that reflects why the cancellation or replacement occured.
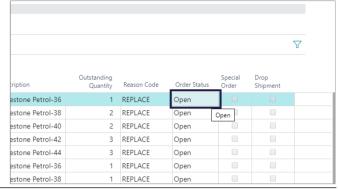
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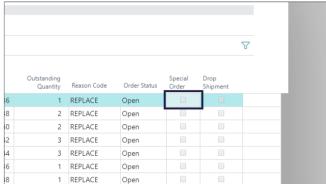Nina.George@k3re
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Order Status
Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing..
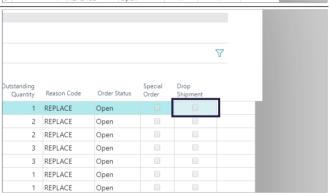
Special Order
Specifies that the item on the sales line is a special-order item.

Drop Shipment
Specifies if your vendor ships the items directly to your customer.
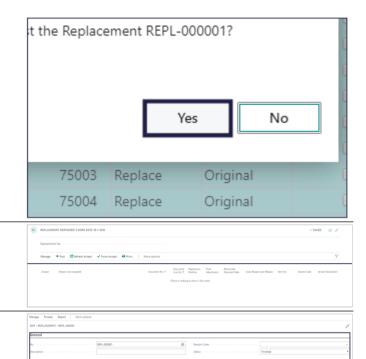
- Click on the row menu button.
- Click on the menu item **Select More**.

- Click on the column header **Selected**.
- Click on the navigation menu item **Force Accept**.
- Click on the navigation menu item **Post**.

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- Click on the button **Yes**.

- The replacement has been booked.

- The status changed into, finished.
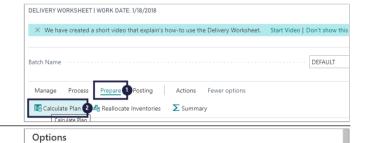
7. Logistics

7.1. Delivery plan

7.1.1. Navigate to Delivery worksheet

Click on the navigation menu item popup **Logistics**.
Click on the navigation menu item **Delivery Worksheet**.

7.1.2. 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.

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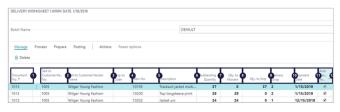
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Choose the filter for Item, if needed.

Choose the filter for Sales Header, if needed.

Choose the filter for Sales line, if needed.

Click on the button **OK**

7.1.3. 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.

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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.

Order Type	Season Code	Delivery Priority	Planned Shipment Date	Shipping Agent Code	Posting Status
PRESALES	2019SS		12/15/2018	TNT	Open
PRESALES	2019SS		1/15/2019	TNT	Open
PRESALES	2019SS		12/15/2018	TNT	Open
PRESALES	2019SS		12/15/2018	TNT	Open

7.1.4.   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.
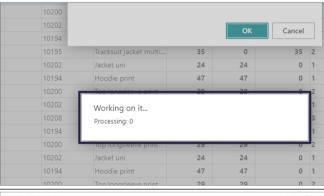
1. **Action Ship**.
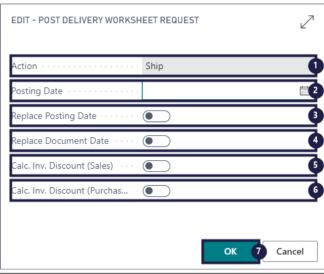2. **Posting Date**.
3. **Replace Posting Date**.
4. **Replace Document Date**.
5. **Calc. Inv. Discount (Sales)**.
6. **Calc. Inv. Discount (Purchase)**.
7. Click on the button **OK**.
   If quantity to ship is filled, it will create inventory picks after posting.

Working on it... Processing: 0
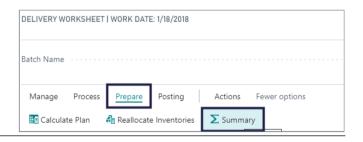
If there is an error or warning it will appear.

7.1.5.   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**.
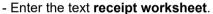Posting status gives the indication that the goods can be shipped with or without approval.
The Sales orders which needs approval, will have posting status pending approval, they will stay in the Delivery Worksheet and in the delivery worksheet summary.
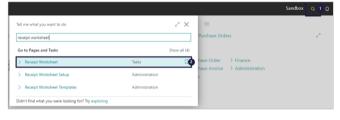
7.2. Receipt worksheet

7.2.1. Navigate to receipt worksheet
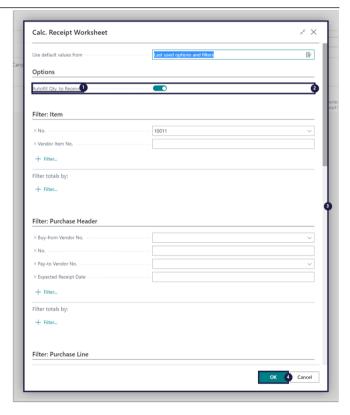
1. Click on the link **Tell me what you want to do. Quickly access actions, pages, reports, documentation, and apps and consulting services.** - Enter the text **receipt worksheet**.

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**.

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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)**.
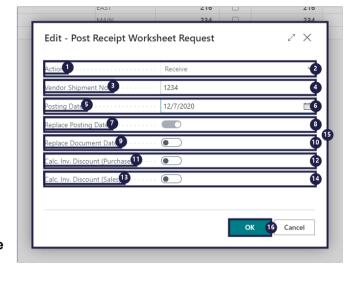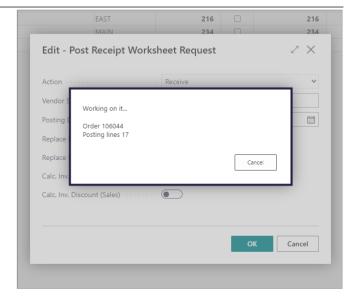
1. **Action**.
2. **Specifies how the source document lines will be processed. When you select Update, the Quantity to Receive field in the source document line will be updated.**
3. **Vendor Shipment No.**
4. **Specifies the vendor's shipment number.**
5. **Posting Date**.
6. **Specifies the posting 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...**

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Nina.George@k3re
tail.com
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1. **All the documents were processed.**
2. Click on the button **OK**.

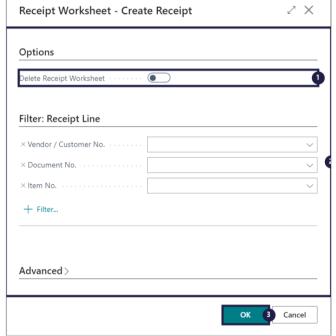# 7.3. Create Warehouse receipt

7.3.1. 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.