



# Microsoft Dynamics NAV

PRECAST USER GUIDE

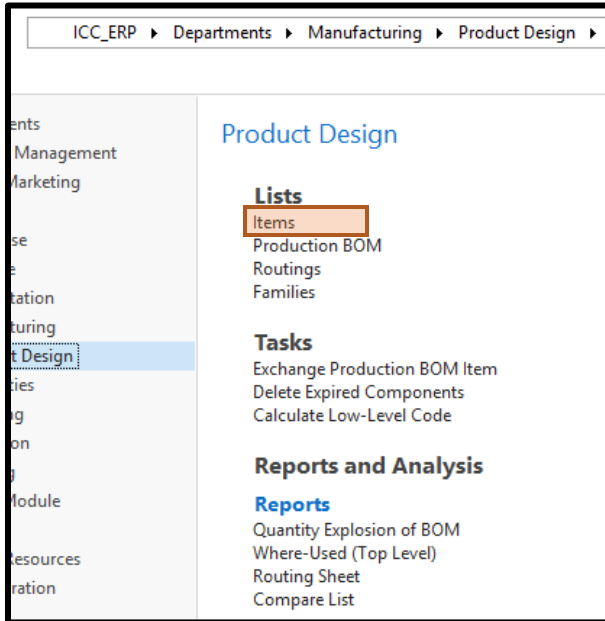
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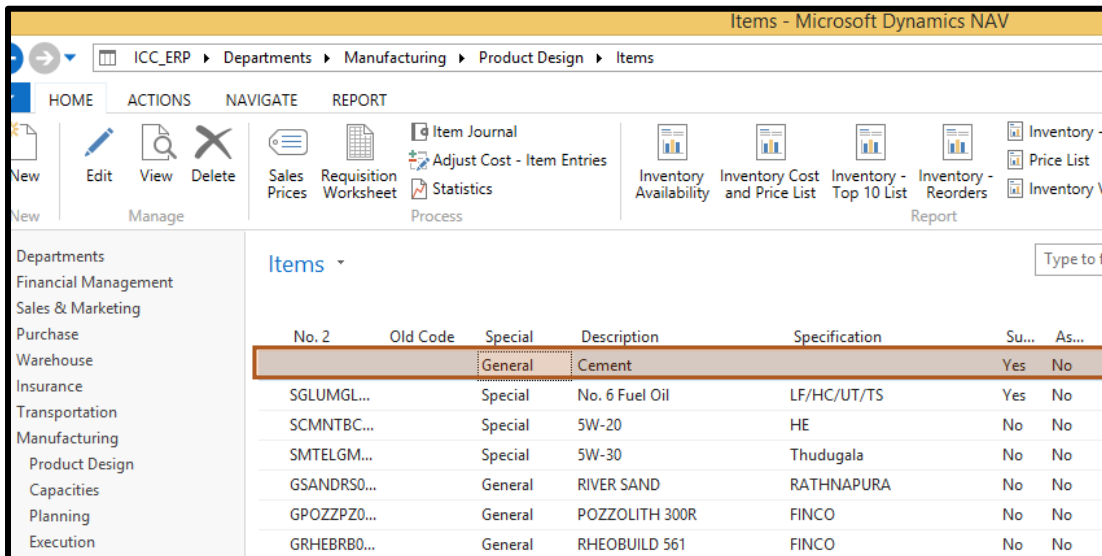
## 1. Stock Keeping Units(SKUs)

### 1.1 Creating a SKU for an Item

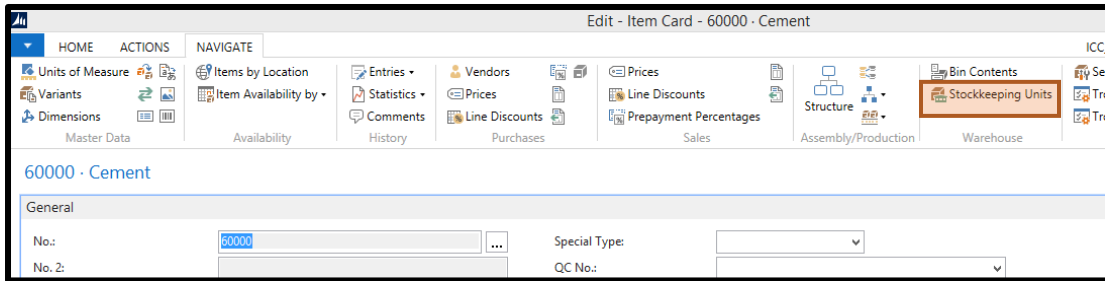
1. Navigate to Departments/ Manufacturing/Product Design / Items.



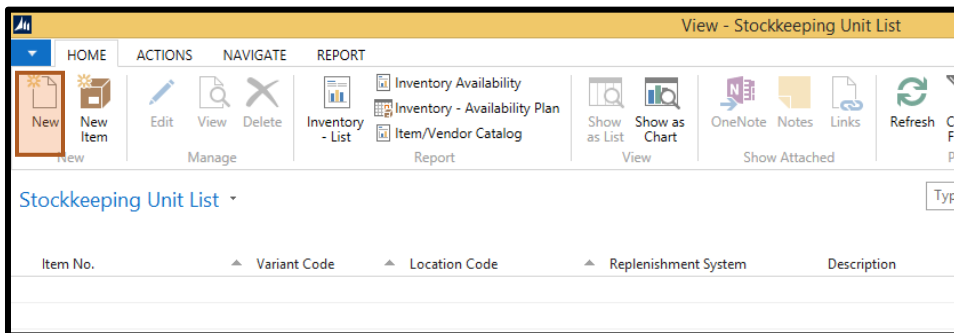
2. Select the Item to create SKUs and click “Edit”



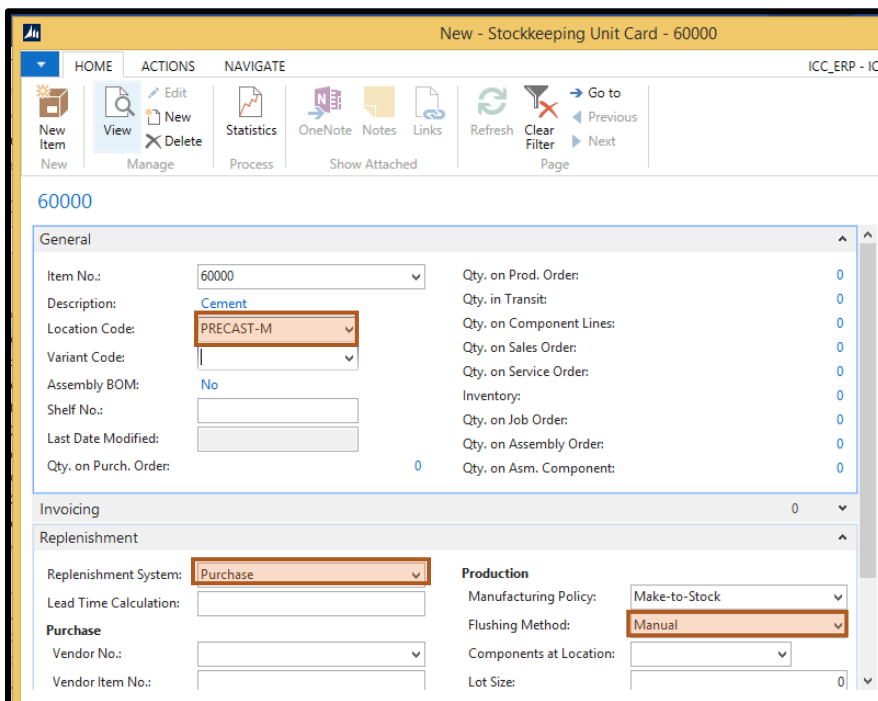
- Click “Stock Keeping Units” in the “Navigate” Tab of the Item Card



- Click “New” in the Ribbon to create a new SKU



- Select the location, Replenishment System and make sure Flushing Method is “Manual”

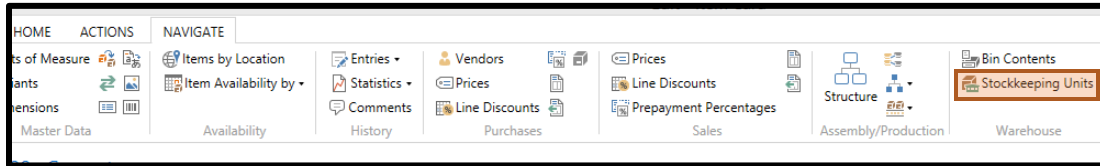


- Replenishment System: Select “Purchase” if Item is a raw material or select “Prod. Order” if the item is a finished good
- Location: Select the location to which the SKU should be created

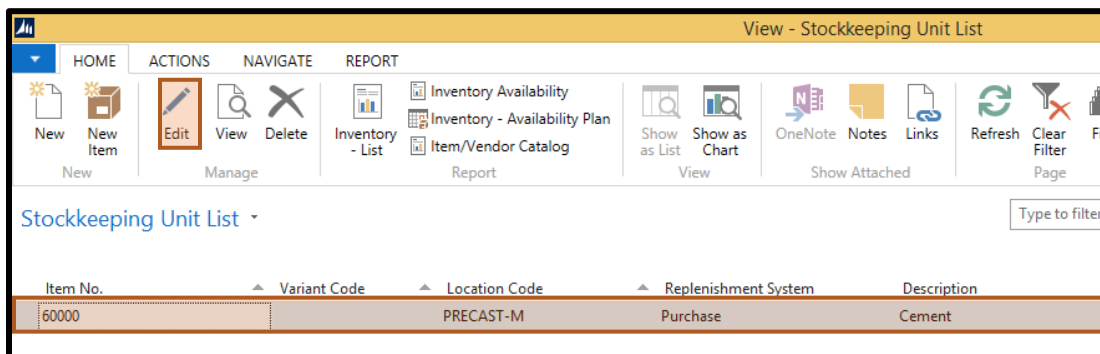
- Click “OK”

## 1.2 Viewing the created SKUs for an Item

1. Navigate to the Item Card
2. Click “Stock Keeping Units” in the “Navigate” Tab of the Item Card



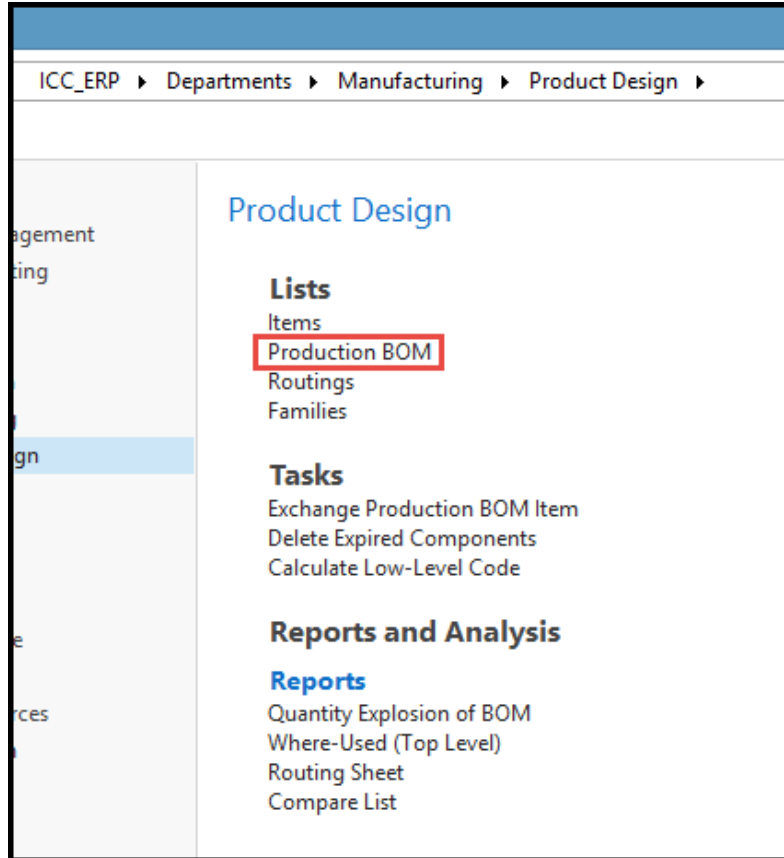
3. Click a SKU and click “Edit” in the Ribbon



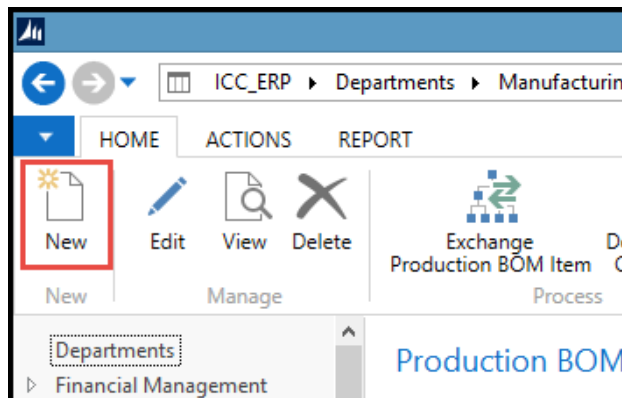
## 2. Production BOM

### 2.1 Creating Production BOM

1. Navigate to Departments/Manufacturing/Product Design/Production BOM.



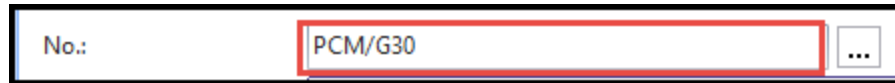
2. Click “New” in the Ribbon.



3. Select the Correct “No Series Code” by clicking the Assist Edit button.



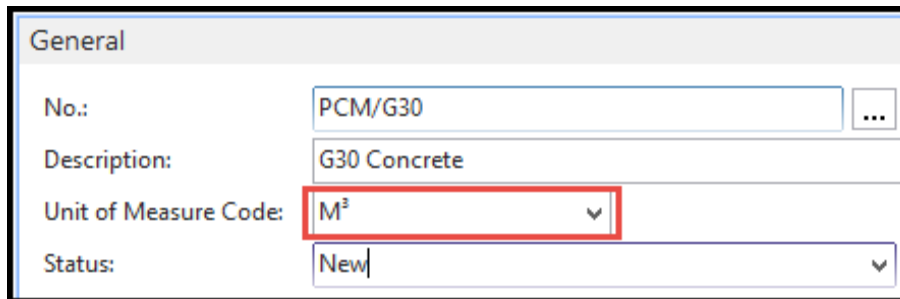
- The “Production BOM No” will be automatically generated.



- Type the “Description”.

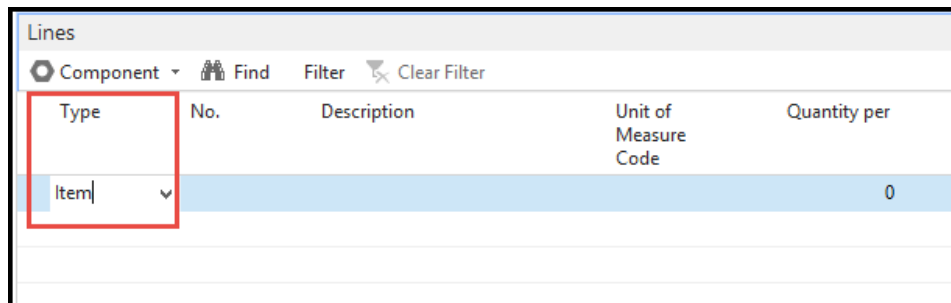


- Select the “Unit of Measure”.



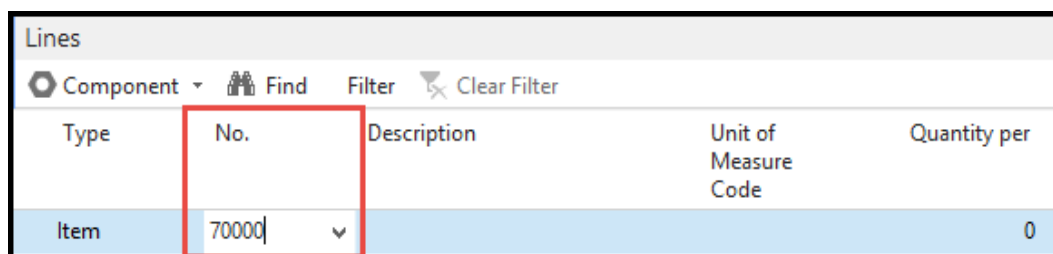
According to the above example, PCM/G30 is the Production BOM which defines the components and their required quantities in order to produce 1 M<sup>3</sup> of G30 Concrete.

- Go to the “Lines” tab to define the components and their required quantities.
- Select the “Type” as “Item”.



Type	No.	Description	Unit of Measure Code	Quantity per
Item				0

- In “No” field select the relevant item no.



Type	No.	Description	Unit of Measure Code	Quantity per
Item	70000			0

10. The “Description” and the “Unit of Measure” will be automatically generated. Change the Unit of Measure if required.

Lines				
Type	No.	Description	Unit of Measure Code	Quantity per
Item	70000	ORDINARY PORTLAND CEMENT	KG	0

11. Type the required quantity value in the “Quantity per” field.

General				
No.:	PCM/G30			
Description:	G30 Concrete			
Unit of Measure Code:	M <sup>3</sup>			
Status:	New			

Lines				
Type	No.	Description	Unit of Measure Code	Quantity per
Item	70000	ORDINARY PORTLAND CEMENT	KG	390

According to the above example, in order to produce 1 M<sup>3</sup> of G30 Concrete, 390 kg of Ordinary Portland Cement is required.

12. Continue the steps from 8 to 11 in order to define the other components and their required quantities.



Lines				
Type	No.	Description	Unit of Measure Code	Quantity per
Item	70000	ORDINARY PORTLAND CEMENT	KG	390
Item	73638	MANUFACTURE SAND	KG	805
Item	70032	WATER	LTRS	156
Item	73365	FLUBE SO 39 - 125 KG	NO	3.8

13. Go to the “General” tab and set the “status” to “Certified”.

**General**

No.:  ...

Description:

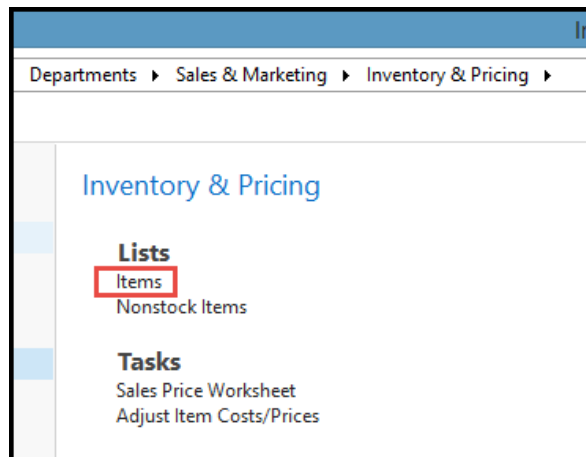
Unit of Measure Code:  ▼

Status:  ▼

14. Click “OK” to close the Production BOM page.

## 2.2 Attaching a Production BOM to an Item Card.

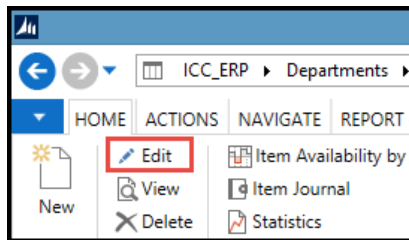
1. Navigate to Departments/Sales & Marketing/Inventory & Pricing/Items.



2. Select the relevant item.

No.	No. 2	Old Code	Description	Specification	As... BO...	Base Unit of Measure	Cost is Adj...
76386	GWTERWC000367		OIL FILTER ISUZU	VIC/O-578	No	NOS	<input checked="" type="checkbox"/>
76387	GWTERWC000369		OIL FILTER ISUZU	VIC/O-579	No	NOS	<input checked="" type="checkbox"/>
76388	GWTERWC000370		OIL FILTER MITSUBISHI	VIC/O-359	No	NOS	<input checked="" type="checkbox"/>
76389	GWTERWC000371		OIL FILTER ISUZU	VIC/O-580	No	NOS	<input checked="" type="checkbox"/>
76390	GWTERWC000372		OIL FILTER ISUZU	VIC/O-581	No	NOS	<input checked="" type="checkbox"/>
76391	GWTERWC000373		OIL FILTER MITSUBISHI STR...	C-306	No	NOS	<input checked="" type="checkbox"/>
76392					No		<input checked="" type="checkbox"/>
76393	GWTERWC000377		OIL FILTER UD GEAR BOX	SAKURA/SC-106	No	NOS	<input checked="" type="checkbox"/>
76394	GWTERWC000379		FUEL FILTER BENZ	VIC/FC-158	No	NOS	<input checked="" type="checkbox"/>
76395	GWTERWC000380		FUEL FILTER MITSUBISHI	VIC/FC-322	No	NOS	<input checked="" type="checkbox"/>
76396	GWTERWC000381		AIR FILTER ISUZU CREW CAB	VIC/A-519	No	NOS	<input checked="" type="checkbox"/>
76397			AIR FILTER MITSUBISHI STA...	VIC/A-503	No		<input checked="" type="checkbox"/>
76398	GRMGRCR000316		PCM/G30	G30 Concrete	No	M <sup>3</sup>	<input checked="" type="checkbox"/>
H/LAMP	STIPWOT000004				No	NOS	<input checked="" type="checkbox"/>

- Click "Edit" on the Ribbon.



- Go to the "Replenishment" tab of the Item Card.

**Replenishment**

<p>Replenishment System: <input type="text" value="Prod. Order"/></p> <p>Lead Time Calculation: <input type="text"/></p> <p><b>Purchase</b></p> <p>Vendor No.: <input type="text"/></p> <p>Vendor Item No.: <input type="text"/></p> <p>Purch. Unit of Measure: <input type="text" value="M&lt;sup&gt;3&lt;/sup&gt;"/></p>	<p><b>Production</b></p> <p>Manufacturing Policy: <input type="text" value="Make-to-Order"/></p> <p>Routing No.: <input type="text" value="R00001"/></p> <p>Routing Name: <input type="text" value="Batching Plant"/></p> <p>Production BOM No.: <input type="text"/></p> <p>ActiveVersion: <input type="text"/></p> <p>Rounding Precision: <input type="text" value="1"/></p> <p>Flushing Method: <input type="text" value="Manual"/></p> <p>Scrap %: <input type="text" value="0"/></p> <p>Lot Size: <input type="text" value="0"/></p> <p><b>Assembly</b></p> <p>Assembly Policy: <input type="text" value="Assemble-to-Stock"/></p>
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- On the "Production BOM No." field, select the relevant Production BOM.

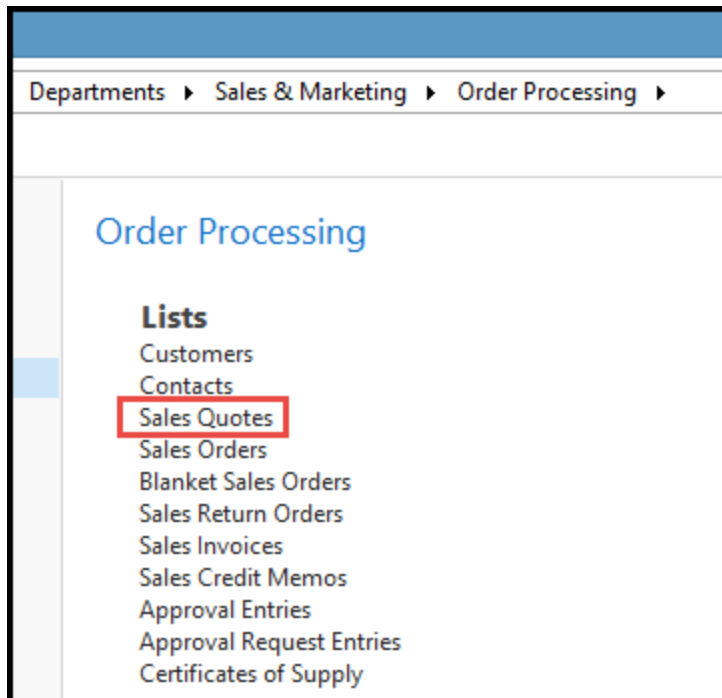
<b>Production</b>	
Manufacturing Policy:	Make-to-Order
Routing No.:	R00001
Routing Name:	Batching Plant
Production BOM No.:	PCM/G30
ActiveVersion:	
Rounding Precision:	1
Flushing Method:	Manual
Scrap %:	0
Lot Size:	0
<b>Assembly</b>	
Assembly Policy:	Assemble-to-Stock

6. Click “OK” to close the Item Card page.

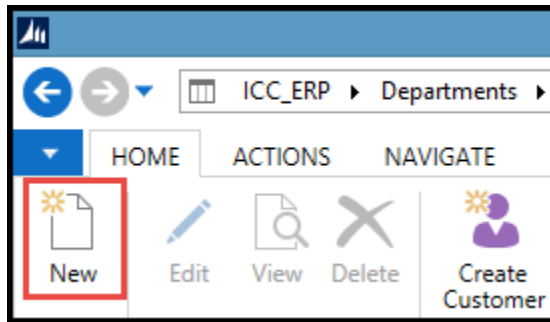
### 3. Sales Quotation

#### 3.1 Creating a Sales Quotation

1. Navigate to Departments/Sales & Marketing/Order Processing/Sales Quotes.



- Click “New” on the Ribbon.



No.:

- Select the correct “No Series Code” by clicking the Assist Edit button.

- The Sales Quotation No will be automatically generated.

No.:

- From “Sell-to Customer No” field, select the relevant customer.

Sell-to Customer No.:

- “Sell-to Customer Name” will be automatically generated.

Sell-to Customer Name:

- Select the “SBU Code” and “Project Code” as required.

Sbu Code:

Projects Code:

- If tax is applied, select the relevant “Tax Area Code” and tick the tick the “Tax Liable” field.

Tax Area Code:

Tax Liable:

9. Select the relevant “Location Code”.

Location Code:	PRECAST-G
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10. Go to the “Lines” tab.  
11. Select “Item” as the “Type”.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
Item	▼					

12. From “No” field, select the relevant Item Code.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code
Item	76399				

13. The Description of the item will be automatically generated.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
Item	76399	PC pipe - 300mm dia.x2400mm(NP2)	PRECAST-G		NO	

14. The Sales Unit of Measure of the item which is defined in the Item Card, will be automatically generated. Change it if required.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code
Item	76399	PC pipe - 300mm dia.x2400mm(NP2)	PRECAST-G		NO

15. Update the quantity and Unit Price.

Quantity	Unit of Measure Code	Unit Price Excl. VAT
5	NO	90,000.00

16. Select the “Tax Group Code” as required. The “Tax Area Code” and “Tax Liabile” fields will be automatically updated according the Header.

Tax Area Code	Tax Liabile	Tax Group Code
VAT 11%	<input checked="" type="checkbox"/>	VAT 11%

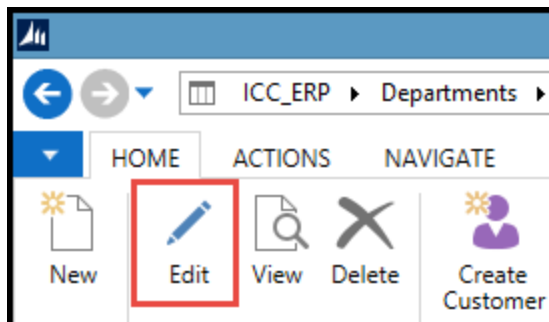
17. Click “OK” to close the Sales Quotation page.

### 3.2 Converting a Sales Quotation into a Sales Order

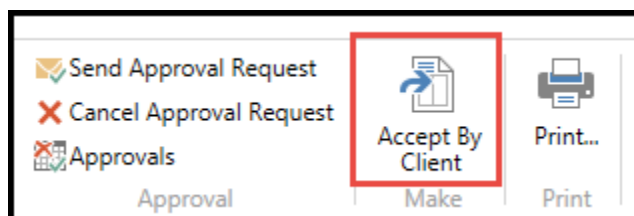
1. Navigate to Departments/Sales & Marketing/Order Processing/Sales Quotes.
2. Select the relevant Sales Quotation.

Sales Quotes ▾					
No.	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Salespers... Code
1003	RMB/CUS-...	W.W.N.I FERNANDO		PRECAST-G	SURANGA

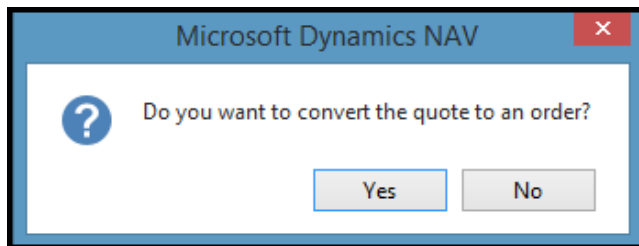
3. Click “Edit” on the Ribbon.



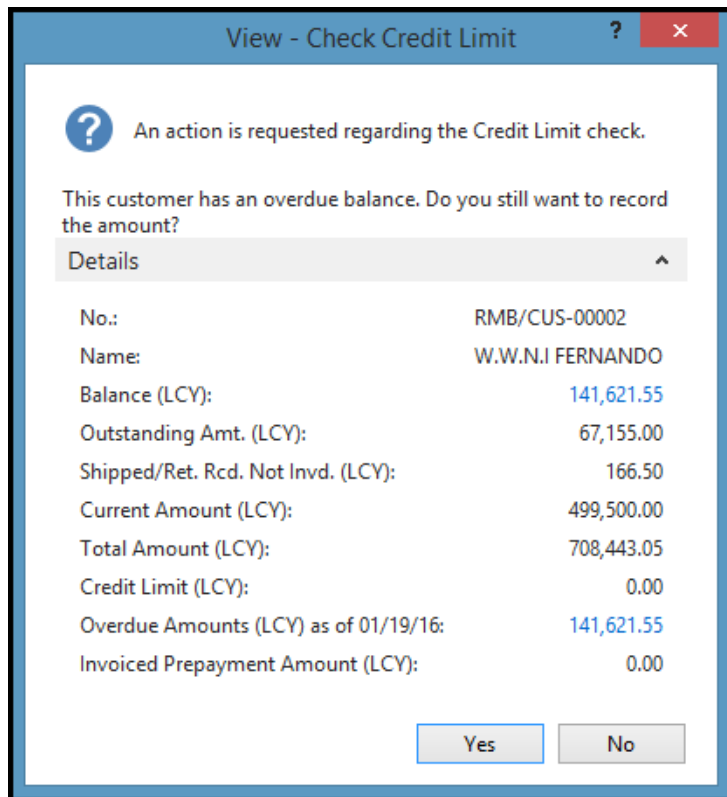
4. On the Ribbon of the Sales Quote page click “Accept By Client” button.



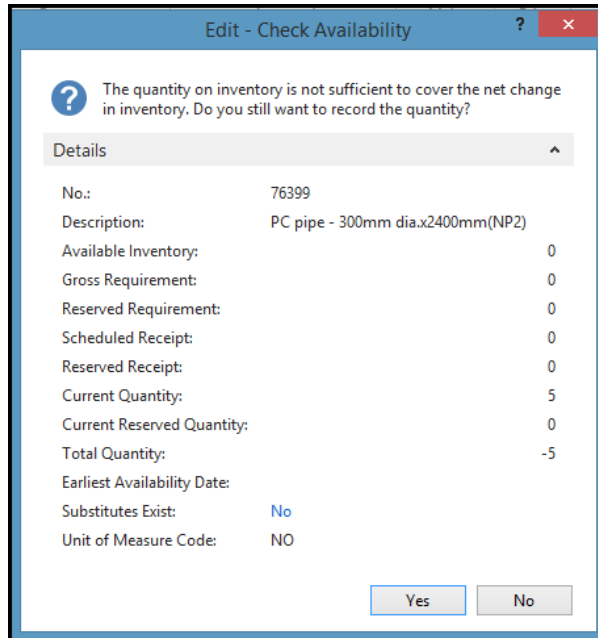
5. Accept the message by clicking “Yes”.



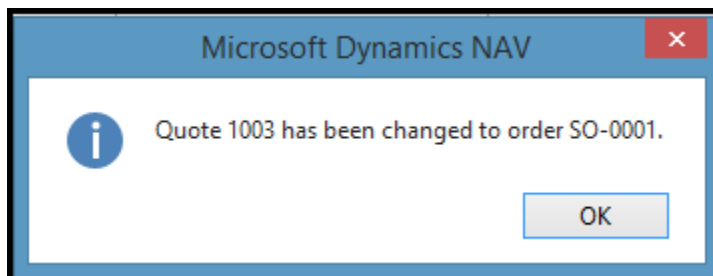
6. If the customer has an overdue amount a warning message will appear. If it is decided to proceed, accept the message.



7. A warning message will appear regarding the quantity availability of the item. If it is decided to proceed, accept the message.



8. A message will confirm the successful conversion of the sales quotation into a sales order and the no of the created sales order will be indicated.



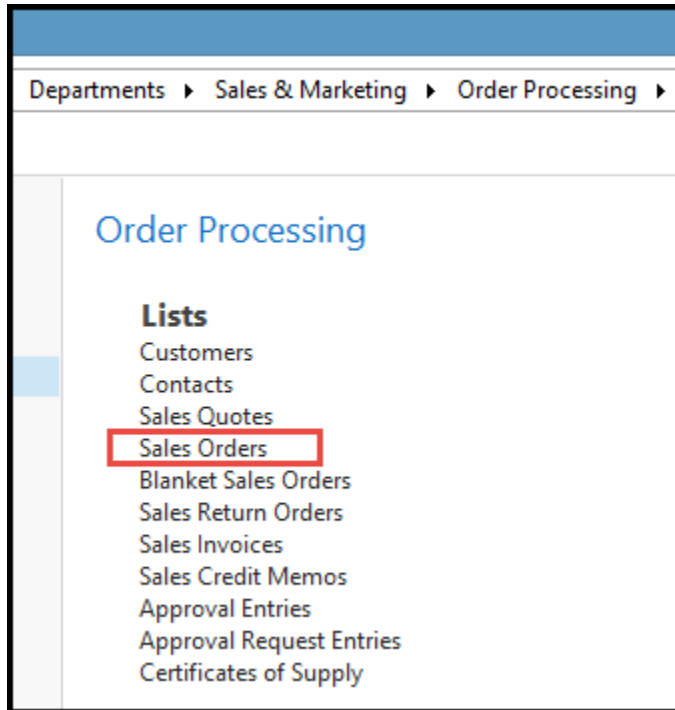
9. After accepting the message, the sales quotation will be deleted.



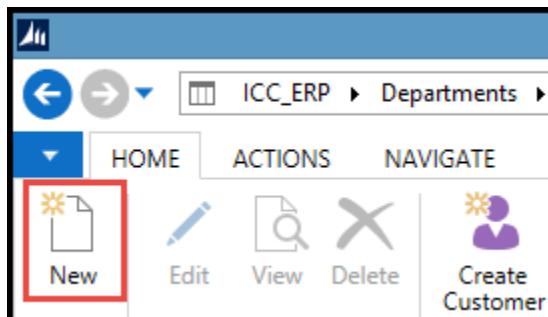
## 4. Sales Order

### 4.1 Creating a Sales Order directly

1. Navigate to Departments/Sales & Marketing/Order Processing/Sales Orders.



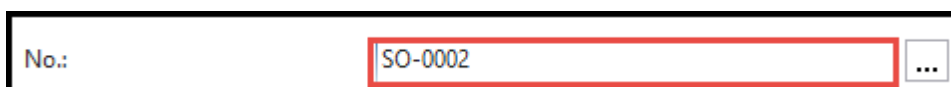
2. Click “New” on the Ribbon.



3. Select the correct “No Series Code” by clicking the Assist Edit button.



4. The Sales Order No will be automatically generated.



5. From “Sell-to Customer No” field, select the relevant customer.

Sell-to Customer No.:

6. “Sell-to Customer Name” will be automatically generated.

Sell-to Customer Name:

7. Select the “SBU Code” and “Project Code” as required.

Sbu Code:

Projects Code:

8. If tax is applied, select the relevant “Tax Area Code” and tick the tick the “Tax Liabile” field.

Tax Area Code:

Tax Liabile:

9. Select the relevant “Location Code”.

Location Code:

10. Go to the “Lines” tab.

11. Select “Item” as the “Type”.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
Item						

12. From “No” field, select the relevant Item Code.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code
Item	76399				

13. The Description of the item will be automatically generated.

Type		Description	Location Code	Quantity	Unit of Measure Code	Unit Price Excl. VAT
Item	76399	PC pipe - 300mm dia.x2400mm(NP2)	PRECAST-G		NO	

14. The Sales Unit of Measure of the item which is defined in the Item Card, will be automatically generated. Change it if required.

Type	No.	Description	Location Code	Quantity	Unit of Measure Code
Item	76399	PC pipe - 300mm dia.x2400mm(NP2)	PRECAST-G		NO

15. Update the quantity and Unit Price.

Quantity	Unit of Measure Code	Unit Price Excl. VAT
5	NO	90,000.00

16. Select the “Tax Group Code” as required. The “Tax Area Code” and “Tax Liabile” fields will be automatically updated according the Header.

Tax Area Code	Tax Liabile	Tax Group Code
VAT 11%	<input checked="" type="checkbox"/>	VAT 11%

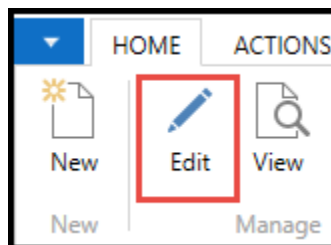
17. Click “OK” to close the Sales Order page.

## 4.2 Posting a Prepayment Invoice against a Sales Order

1. Navigate to Departments/Sales & Marketing/Order Processing/Sales Orders.
2. Select the relevant sales order.

No.	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Status	Salespers... Code	Bill-to Name
SO-0001	RMB/CUS-...	W.W.N.I FERNANDO		PRECAST-G	Open	SURANGA	W.W.N.I FERNANDO
RMB/SO-03691	RMB/CUS-...	W.W.N.I FERNANDO		READY-MIX	Open	SURANGA	W.W.N.I FERNANDO
RMB/SO-03686	RMB/CUS-...	BENN CONSORTIUM & CO...		READY-MIX	Released	SUJITH	BENN CONSORTIUM & CO...
RMB/SO-03685	RMB/CUS-...	SPAN ENGINEERING (PVT) L...		READY-MIX	Released	SUJITH	SPAN ENGINEERING (PVT) L...

3. Click “Edit” button on the Ribbon.



4. Go to “Lines” tab.
5. Update the “Prepayment Amount Excluding Tax Value”.

Type	No.	Unit of Measure Code	Quantity	Unit Price Excl. VAT	Amount Including VAT	Prepmt. Line Amount Excl. VAT
Item	76399	NO	5	90,000.00	499,500.00	90,090.09

Note that a prepayment invoice should be posted for each advanced payment made by the customer against a sales order.

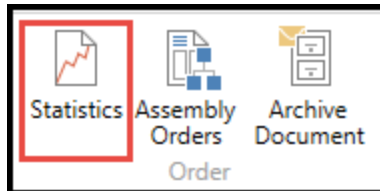
Consider a sales order for which 11% VAT is applied and the customer makes an advance payment of 100,000. Then the prepayment amount which should be updated in the sales line is

$$100,000 * 100 / 111 = 90,090.09$$

6. Select the relevant “Prepayment Tax Group Code”.

Tax Area Code	Tax Liabile	Tax Group Code	Prepayment Tax Group Code
VAT 11%	<input checked="" type="checkbox"/>	VAT 11%	VAT 11%

7. Click “Statistics” on the Ribbon.



8. Navigate to “Prepayment” section and check whether the prepayment amounts are correct.

Edit - Sales Order Statistics - SO-0001 · W.W.N.I FERNANDO

HOME ICC\_ERP - ICCNew - ta-nb-...

View Edit Refresh Clear Filter Go to Previous Next

Manage Page

**SO-0001 · W.W.N.I FERNANDO**

Total Incl. VA I:	499,500.00	Gross Weight:	0
Sales (LCY):	450,000.00	Volume:	0
Original Profit (LCY):	450,000.00	Original Cost (LCY):	0.00
Adjusted Profit (LC...):	450,000.00	Adjusted Cost (LCY):	0.00
Original Profit %:	100.0	Cost Adjmt. Amount (LCY):	0.00
		No. of VAT Lines:	1

Invoicing

Shipping

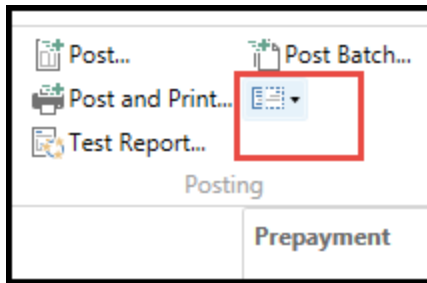
**Prepayment**

Prepmt. Amount Ex...:	90,090.09	Invoiced % of Prepayment Am...:	0%
VAT Amount:	9,909.91	Prepmt. Amt. Deducted Excl. V...:	0.00
Prepmt. Amount In...:	100,000.00	Deducted % of Prepayment A...:	0%
Prepmt. Amt. Invoi...:	0.00	Prepmt. Amt. to Deduct Excl. ...:	0.00
		No. of VAT Lines:	1

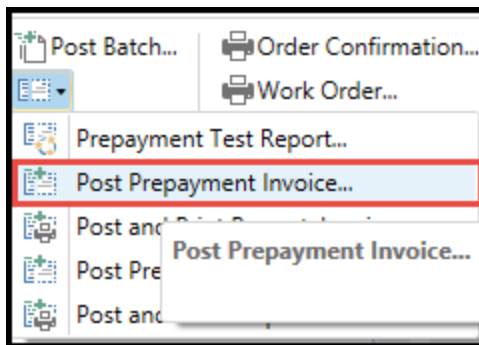
Customer

OK

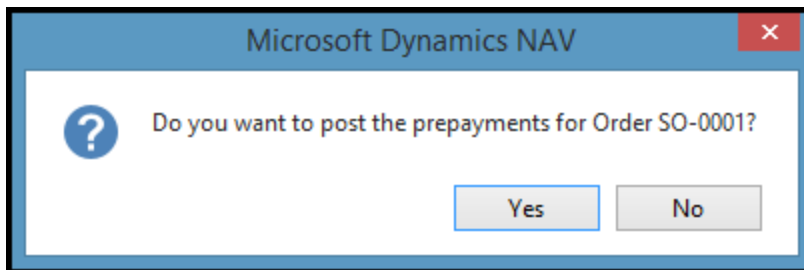
9. Click “OK” to close the “Statistics” page.
10. Click the “Prepayment” button on the Ribbon.



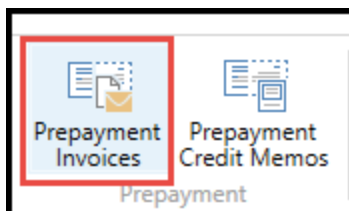
11. Click “Post Prepayment Invoice”.



12. Select “Yes” to the message. The prepayment invoice will be posted.



13. Click “Prepayment Invoices” button on the Ribbon.

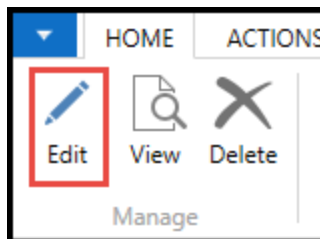


14. A list of Posted Prepayment Invoices will open. Select a prepayment invoice.

Posted Sales Invoices ▾

No.	Sell-to Customer No.	Sell-to Customer Name	Currency Code	Tax Area Code	Amount	Amount Including VAT
RMB/SPI-0...	RMB/CUS-...	W.W.N.I FERNANDO		VAT 11%	90,090.09	100,000.00

15. Click “Edit” button on the ribbon.



16. Selected prepayment invoice will open.

RMB/SPI-000122 · W.W.N.I FERNANDO

No.:	RMB/SPI-000122	Document Date:	1/19/2016
Sell-to Customer No.:	RMB/CUS-00002	Quote No.:	1003
Sell-to Contact No.:	CT001716	Order No.:	
Sell-to Customer Name:	W.W.N.I FERNANDO	Pre-Assigned No.:	
Sell-to Address:	No.182,	External Document No.:	
Sell-to Address 2:	New Gall Road,	Salesperson Code:	SURANGA
Sell-to Post Code:	10400	Responsibility Center:	
Sell-to City:	Moratuwa	Description 2:	
Sell-to Contact:		No. Printed:	0
Posting Date:	1/19/2016	Nature of Supply:	0

Lines

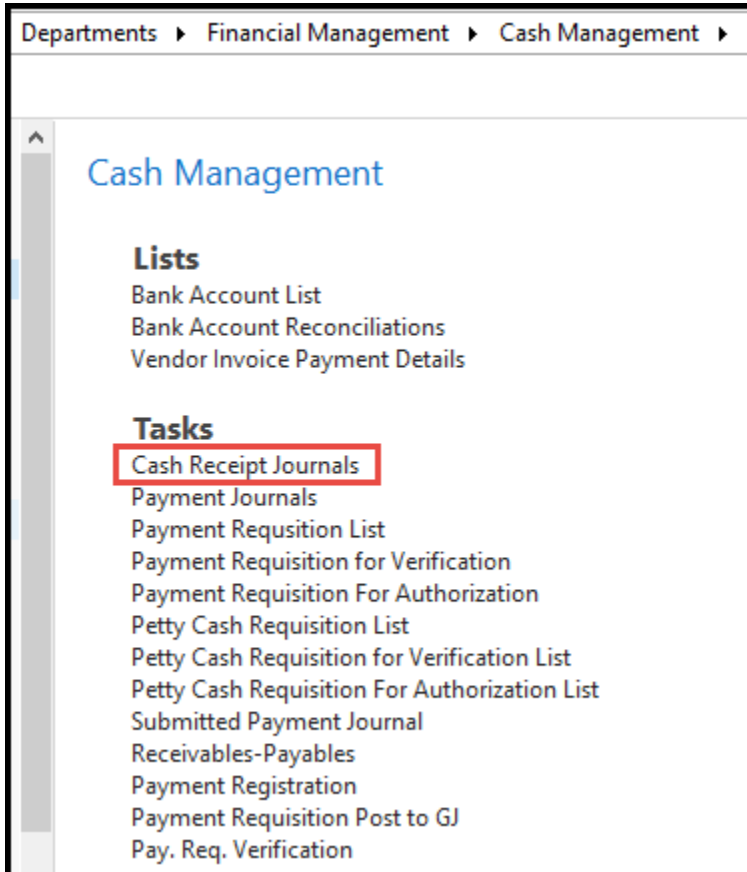
Type	No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Standard Price	Line Amount Excl. VAT	Line Discount %
G/L Account	4-10040	ADVANCE FROM PRECAST CUS...	1		90,090.09	0.00	90,090.09	

17. Click “OK” to close the Prepayment Invoice.

## 5. Cash Receipts

### 5.1 Posting a Cash Receipt against a Posted Prepayment Invoice or a Posted Sales Invoice.

1. Navigate to Departments/Financial Management/Cash Management/Cash Receipt Journal.



Departments > Financial Management > Cash Management >

### Cash Management

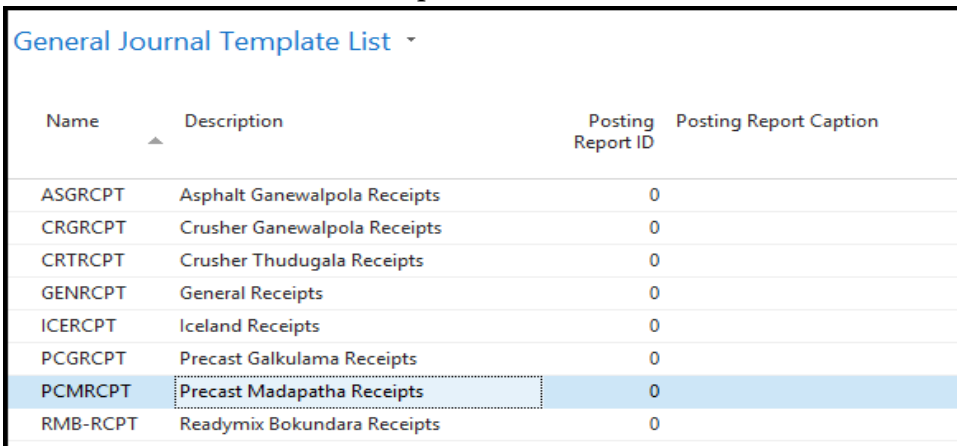
**Lists**

- Bank Account List
- Bank Account Reconciliations
- Vendor Invoice Payment Details

**Tasks**

- Cash Receipt Journals**
- Payment Journals
- Payment Requisition List
- Payment Requisition for Verification
- Payment Requisition For Authorization
- Petty Cash Requisition List
- Petty Cash Requisition for Verification List
- Petty Cash Requisition For Authorization List
- Submitted Payment Journal
- Receivables-Payables
- Payment Registration
- Payment Requisition Post to GJ
- Pay. Req. Verification

2. Select the relevant Journal Template and click OK.



Name	Description	Posting Report ID	Posting Report Caption
ASGRcpt	Asphalt Ganewalpola Receipts	0	
CRGRcpt	Crusher Ganewalpola Receipts	0	
CRTRcpt	Crusher Thudugala Receipts	0	
GENRCPT	General Receipts	0	
ICERCPT	Iceland Receipts	0	
PCGRcpt	Precast Galkulama Receipts	0	
<b>PCMRcpt</b>	<b>Precast Madapatha Receipts</b>	0	
RMB-RCPT	Readymix Bokundara Receipts	0	



3. Select the Posting Date.

Batch Name: <input type="text" value="DEFAULT"/>				
Posting Date	Document Type	Document No.	Account Type	Account No.
2/8/2016	Payment	PCM/DEF/RE-00823	Customer	

4. Select "Payment" as the Document Type.

Batch Name: <input type="text" value="DEFAULT"/>				
Posting Date	Document Type	Document No.	Account Type	Account No.
2/8/2016	Payment	PCM/DEF/RE-00823	Customer	

5. The Document No. will be automatically generated.

Batch Name: <input type="text" value="DEFAULT"/>				
Posting Date	Document Type	Document No.	Account Type	Account No.
2/8/2016	Payment	PCM/DEF/RE-00823	Customer	

6. Select "Customer" as the Account Type.

Batch Name: <input type="text" value="DEFAULT"/>				
Posting Date	Document Type	Document No.	Account Type	Account No.
2/8/2016	Payment	PCM/DEF/RE-00823	Customer	

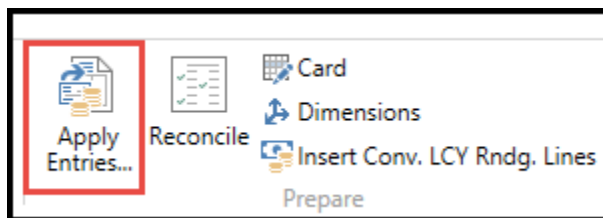
7. From the Account No. field, select the relevant customer.

Account Type	Account No.	Description	Narration			Bal. Account Type	Bal. Account No.
Customer	▼	G/L Account					
	No. ▲	Name ▼	City	Post Code	Phone No.	Contact	
		PCM/CU...	MARK ANTONY CROOS	Pitakotte	1234		
		PCM/CU...	DILAN ABEYKOON	Boralesgamuwa	10290		
		PCM/CU...	ATHULA WEERASEKARA	Nugegoda	10250		
		PCM/CU...	SANOJ KODIKARA				
		RMB/CUS...	GALAXY ENTERPRISES (PVT) LTD	Colombo 06	600	0777346303	
		RMB/CUS...	W.W.N.I FERNANDO	Moratuwa	10400	0759130050	
		RMB/CUS...	MATRIX HOME (PVT) LTD	Colombo 06	600	0773315406	

8. The name of the customer will be generated automatically on the Description field.

Document No.	Account Type	Account No.	Description
PCM/DEF/RE-00823	Customer	RMB/CUS-00002	W.W.N.I FERNANDO

9. Click “Apply Entries” button on the Ribbon.



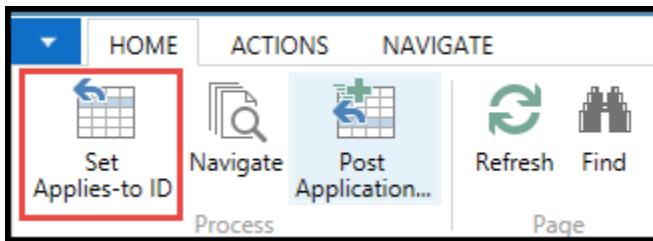
10. “Apply Customer Entries” page will open.

Apply Customer Entries - RMB/CUS-00002 - W.W.N.I FERNANDO									
ACTIONS					NAVIGATE				
Navigate		Post Application...		Refresh		Find			
Process					Page				
Date:	2/8/2016		Description:	W.W.N.I FERNANDO					
Type:	Payment		Currency Code:						
No.:	PCM/DEF/RE-00823		Amount:			0.00			
No.:	RMB/CUS-00002		Remaining Amount:			0.00			
ID	Posting Date	Document Type	Document No.	Cust. No.	Description	Currency Code	Remaining Amount	Appl. Remaining Amount	
1/11/2016	Invoice	RMB/DBN-002764	RMB/CUS-...		Order RMB/SO-03687		67,155.00	67,155.00	
1/11/2016	Invoice	RMB/DBN-002765	RMB/CUS-...		Order RMB/SO-03687		3,000.00	3,000.00	
1/11/2016	Invoice	RMB/DBN-002766	RMB/CUS-...		Order RMB/SO-03688		3,000.00	3,000.00	
1/11/2016	Invoice	RMB/DBN-002767	RMB/CUS-...		Order RMB/SO-03688		67,155.00	67,155.00	
1/11/2016	Invoice	RMB/DBN-002768	RMB/CUS-...		Order RMB/SO-03689		70,155.00	70,155.00	
1/11/2016	Invoice	RMB/DBN-002769	RMB/CUS-...		Order RMB/SO-03690		78,938.50	78,938.50	
1/12/2016	Invoice	RMB/DBN-002770	RMB/CUS-...		Order RMB/SO-03692		10,000.00	10,000.00	
1/12/2016	Invoice	RMB/DBN-002771	RMB/CUS-...		Order RMB/SO-03692		1,000.00	1,000.00	

11. Select the relevant Customer Entry.

Applies-to ID	Posting Date	Document Type	Document No.	Description	Remaining Amount	Appln. Remaining Amount	Amount to Apply
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002764</i>	Order RMB/SO-03687	67,155.00	67,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002765</i>	Order RMB/SO-03687	3,000.00	3,000.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002766</i>	Order RMB/SO-03688	3,000.00	3,000.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002767</i>	Order RMB/SO-03688	67,155.00	67,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002768</i>	Order RMB/SO-03689	70,155.00	70,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002769</i>	Order RMB/SO-03690	78,938.50	78,938.50	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002770</i>	Order RMB/SO-03692	10,000.00	10,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002771</i>	Order RMB/SO-03692	1,000.00	1,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002772</i>	Order RMB/SO-03693	10,000.00	10,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002773</i>	Order RMB/SO-03693	1,000.00	1,000.00	0.00
	1/16/2016	<i>Invoice</i>	<i>RMB/DBN-002774</i>	Order RMB/SO-03694	99,900.00	99,900.00	0.00
	1/19/2016	<i>Invoice</i>	<i>RMB/SPI-000122</i>	Prepayment Invoice, Order SO-0001.	100,000.00	100,000.00	0.00

12. Click “Set Applies-to ID” on the Ribbon.



13. Applies-to ID field will be updated with the Document No of the relevant Cash Receipt Line and the “Amount to Apply” field will be updated with the value in the “Remaining Amount” field.

Applies-to ID	Posting Date	Document Type	Document No.	Description	Remaining Amount	Appln. Remaining Amount	Amount to Apply
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002764</i>	Order RMB/SO-03687	67,155.00	67,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002765</i>	Order RMB/SO-03687	3,000.00	3,000.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002766</i>	Order RMB/SO-03688	3,000.00	3,000.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002767</i>	Order RMB/SO-03688	67,155.00	67,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002768</i>	Order RMB/SO-03689	70,155.00	70,155.00	0.00
	1/11/2016	<i>Invoice</i>	<i>RMB/DBN-002769</i>	Order RMB/SO-03690	78,938.50	78,938.50	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002770</i>	Order RMB/SO-03692	10,000.00	10,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002771</i>	Order RMB/SO-03692	1,000.00	1,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002772</i>	Order RMB/SO-03693	10,000.00	10,000.00	0.00
	1/12/2016	<i>Invoice</i>	<i>RMB/DBN-002773</i>	Order RMB/SO-03693	1,000.00	1,000.00	0.00
	1/16/2016	<i>Invoice</i>	<i>RMB/DBN-002774</i>	Order RMB/SO-03694	99,900.00	99,900.00	0.00
PCM/DEF/RE-00823	1/19/2016	<i>Invoice</i>	<i>RMB/SPI-000122</i>	Prepayment Invoice, Order SO-0001.	100,000.00	100,000.00	100,000.00

If the relevant invoice is going to be partially settled, then simply type the settled amount in the “Amount to Apply” field without clicking the “Set Applies-to ID” button on the Ribbon. The “Applies-to ID” field will be automatically updated after setting the “Amount to Apply” value.

14. Click “OK” to close the “Apply Customer Entries” page.
15. The “Credit Amount” field will be updated with automatically with the invoice value which is going to be settled.

Account No.	Description	Narration	Credit Amount
RMB/CUS-00002	W.W.N.I FERNANDO		100,000.00

16. Select “Bank Account” as the Balance Account Type.

Account No.	Description	Credit Amount	Bal. Account Type	Bal. Account No.
RMB/CUS-00002	W.W.N.I FERNANDO	100,000.00	Bank Account	

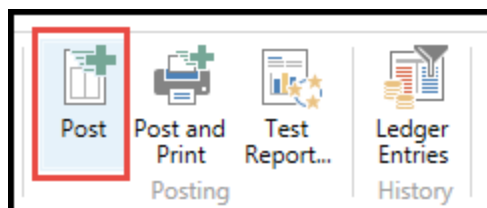
17. On “Bal. Account No.” field select the relevant Bank Account.

Account No.	Description	Credit Amount	Bal. Account Type	Bal. Account No.
RMB/CUS-00002	W.W.N.I FERNANDO	100,000.00	Bank Account	B005

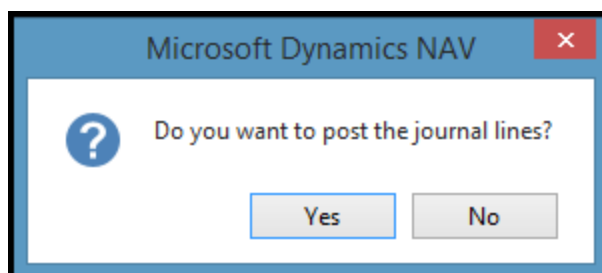
18. Select the relevant SBU Code and Project Code.

Credit Amount	Bal. Account Type	Bal. Account No.	Sbu Code	Projects Code
100,000.00	Bank Account	B005	3.6 PRECAST	8-00200

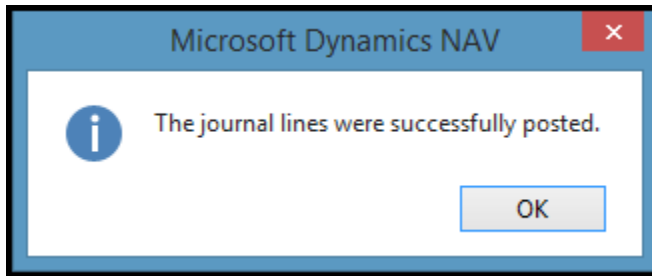
19. Click “Post” on the Ribbon.



20. Click “Yes” to the message.



- A message will appear to indicate the successful posting of the cash receipt. Click OK to close the message.



- Click "OK" to close the Cash Receipt Journal.

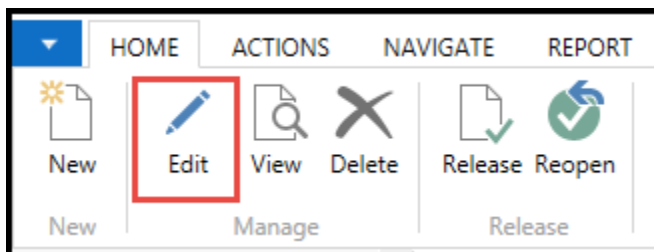
## 6. Production Orders

### 6.1 Creating a Firm Planned Production Order against a Sales Order.

- Navigate to Departments/Sales & Marketing/Order Processing/Sales Orders.
- Select the relevant Sales Order.

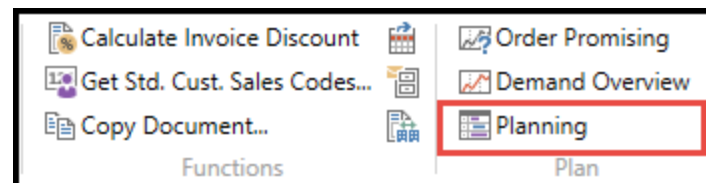
No.	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Status	Salespers... Code	Bill-to Name
SO-0001	RMB/CUS-00002	W.W.N.I FERNANDO		PRECAST-G	Pending Pr...	SURANGA	W.W.N.I FERNANDO
RMB/SO-03686	RMB/CUS-00031	BENN CONSORTIUM & CO...		READY-MIX	Released	SUJITH	BENN CONSORTIUM
RMB/SO-03685	RMB/CUS-00010	SPAN ENGINEERING (PVT) L...		READY-MIX	Released	SUJITH	SPAN ENGINEERING (P
RMB/SO-03683	RMB/CUS-00032	SAGA PROPERTY DEVELOPE...		READY-MIX	Released	SURANGA	SAGA PROPERTY DEVE
RMB/SO-03682	RMB/CUS-00105	BUILT ELEMENT LIMITED		READY-MIX	Released	SUJITH	BUILT ELEMENT LIMIT

- Click "Edit" on the Ribbon.

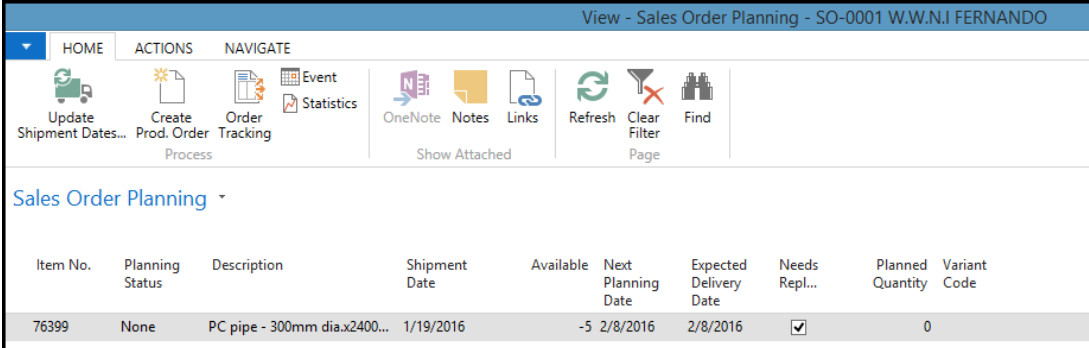


on the Ribbon.

- Click "Planning"



- Sales Order Planning page will open.



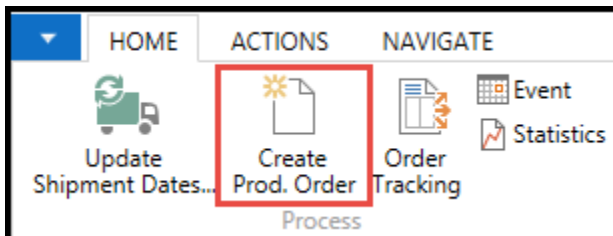
Item No.	Planning Status	Description	Shipment Date	Available	Next Planning Date	Expected Delivery Date	Needs Repl.	Planned Quantity	Variant Code
76399	None	PC pipe - 300mm dia.x2400...	1/19/2016	-5	2/8/2016	2/8/2016	<input checked="" type="checkbox"/>	0	

If “Needs Replanning” tick is selected, then the quantity in the inventory of the required item is not sufficient to satisfy the sales demand.

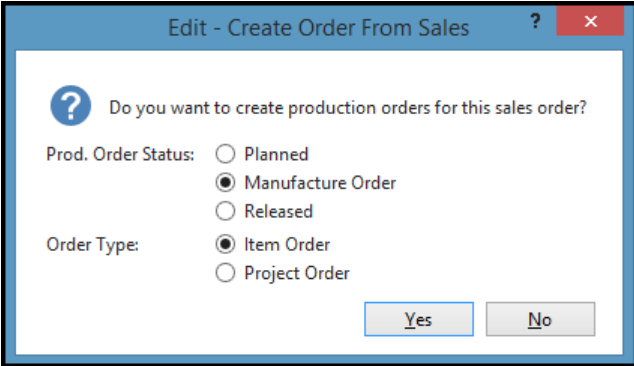


Description	Shipment Date	Available	Next Planning Date	Expected Delivery Date	Needs Replanning
PC pipe - 300mm dia.x2400...	1/19/2016	-5	2/8/2016	2/8/2016	<input checked="" type="checkbox"/>

- Click “Create Prod. Order” on the Ribbon.



- Select “Manufacture Order” as the “Prod. Order Status” and “Item Order” as the “Order Type”, and then click “Yes”.

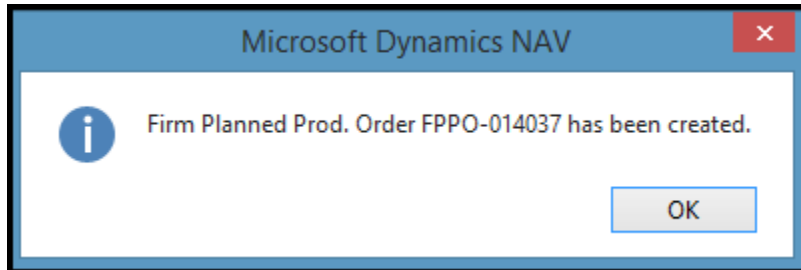


Do you want to create production orders for this sales order?

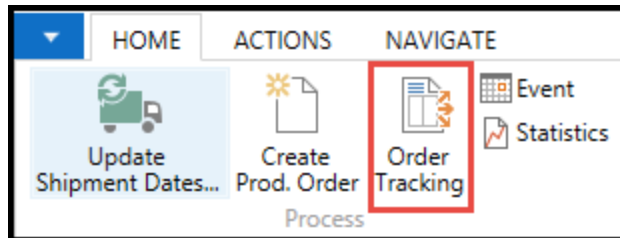
Prod. Order Status:  Planned  
 Manufacture Order  
 Released

Order Type:  Item Order  
 Project Order

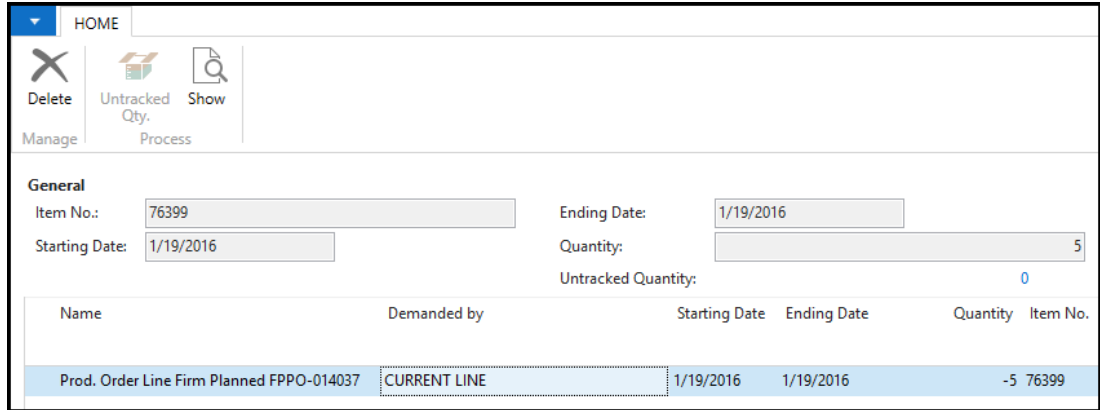
- A message will indicate the successful creation of a Firm Planned Production Order with the No. of the created Order.



- Click "OK" to close the message.
- Click "Order Tracking" on the Ribbon.

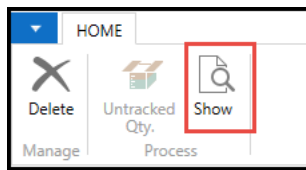


The "Order Tracking" page will appear.

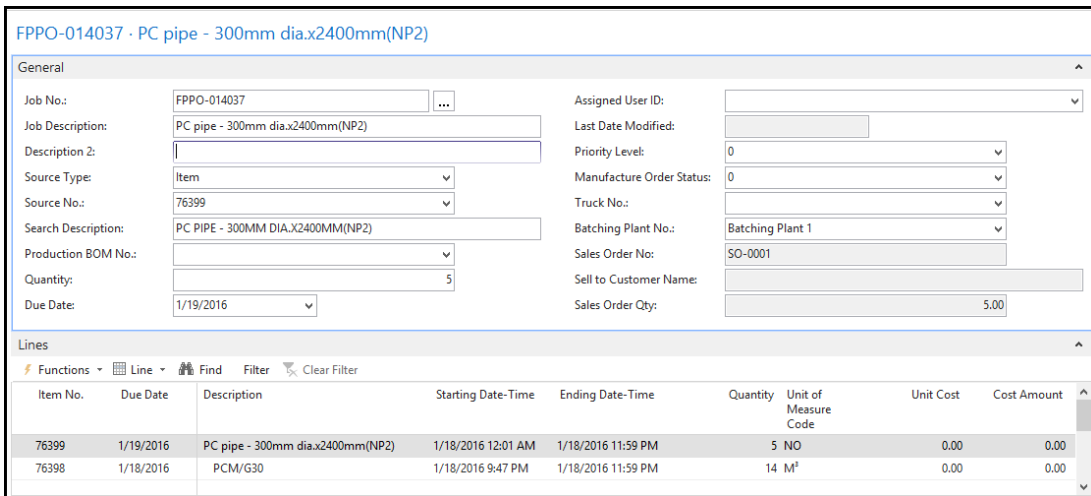


Name	Demanded by	Starting Date	Ending Date	Quantity	Item No.
Prod. Order Line Firm Planned FPPO-014037	CURRENT LINE	1/19/2016	1/19/2016	-5	76399

11. Click "Show" on the Ribbon.



Created Firm Planned Production Order will appear.



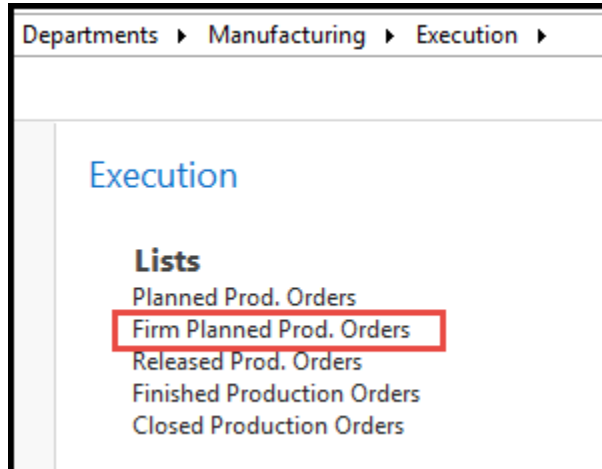
Item No.	Due Date	Description	Starting Date-Time	Ending Date-Time	Quantity	Unit of Measure Code	Unit Cost	Cost Amount
76399	1/19/2016	PC pipe - 300mm dia.x2400mm(NP2)	1/18/2016 12:01 AM	1/18/2016 11:59 PM	5	NO	0.00	0.00
76398	1/18/2016	PCM/G30	1/18/2016 9:47 PM	1/18/2016 11:59 PM	14	M <sup>3</sup>	0.00	0.00

Note that the sales order contains only Item No 76399. But the Firm Planned Production Order contains two lines, one is for item 76399 and the other one is for item 76398. This is because item 76398 is an output item which should be manufactured, but, at the same time it is a component which is required to manufacture item 76399.

## 6.2 Converting a Firm Planned Production Order into a Released Production Order.

1. Navigate to Departments/Manufacturing/Execution/Firm Planned Prod. Orders.





2. Select the relevant production order.

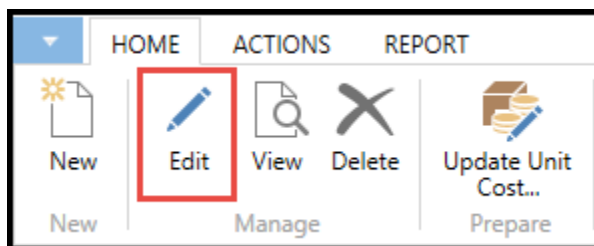
Firm Planned Prod. Orders ▾

Type to filter (F3) | Job No. ▾ | →

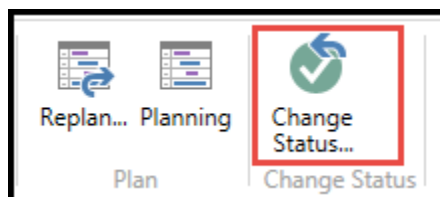
No filters applied

Job No.	Truck No.	Sales Order No	Sell to Customer Name	Sales Order Qty	Batching Plant No.	Job Description	Source No.	Routing No.
FPPO-0139...	HR-2165	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LJ-9273	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LD-8051	RMB/SO-0...	GENERAL SIR JOHN KOTHA...	26.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	HI-8110	RMB/SO-0...	JAGATH MENDIS	3.00	Batching P...	C15 N - (LF/HC/SL210/120) ...	73810	R00001
FPPO-0139...	LL-4853	RMB/SO-0...	R.A HEMANTHA	6.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0139...	LL-4858	RMB/SO-0...	R.A HEMANTHA	6.50	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0140...	LI-9129	RMB/SO-0...	LINK ENGINEERING (PVT) L...	25.00	Batching P...	C35 N - (LF/HC/SL411/120) ...	75348	R00001
FPPO-0140...	LJ-0370	RMB/SO-0...	SAVISEWANA (PVT) LTD	25.00	Batching P...	C30 N - (LF/HC/SL210/120) ...	73588	R00001
FPPO-0140...		RMB/SO-0...	M.H. SARATH	0.50	Batching P...	C25 N - (LF/HC/120) - RGC	70006	R00001
FPPO-0140...		SO-0001		5.00	Batching P...	PC pipe - 300mm dia.x2400...	76399	

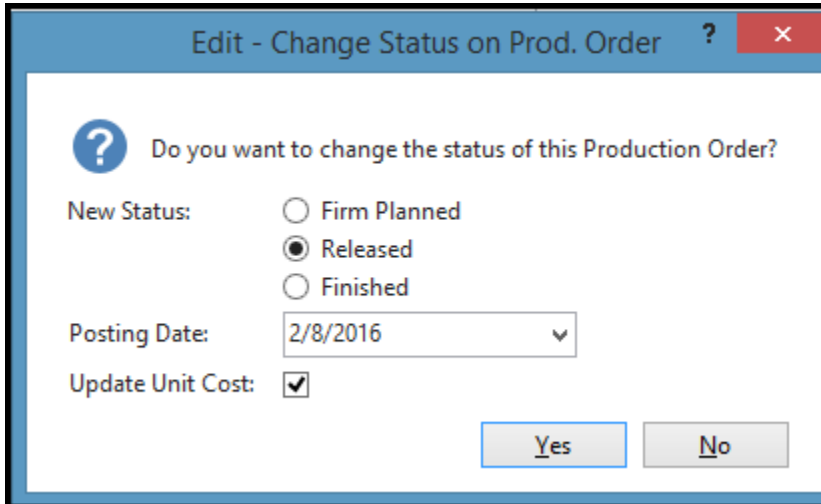
3. Click “Edit” on the Ribbon.



4. Click “Change Status” on the Ribbon.



5. Select “Released” as the “New Status” and select the Posting Date.



Dialog box titled "Edit - Change Status on Prod. Order".

Do you want to change the status of this Production Order?

New Status:

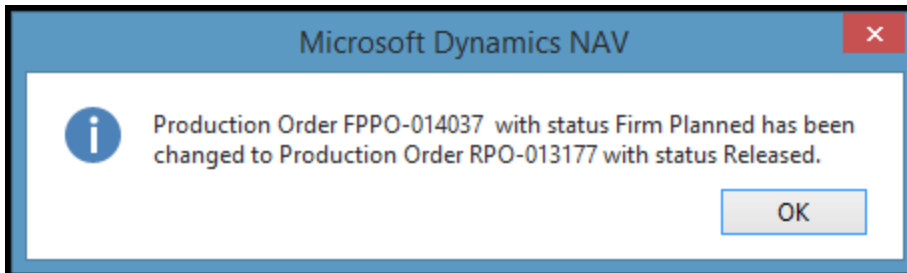
- Firm Planned
- Released
- Finished

Posting Date: 2/8/2016

Update Unit Cost:

Buttons: Yes, No

6. Click “Yes”. A message will appear indicating the successful conversion of the Firm Planned Production Order into a Released Production with the No. of the created Released Production Order.



Microsoft Dynamics NAV

Production Order FPPO-014037 with status Firm Planned has been changed to Production Order RPO-013177 with status Released.

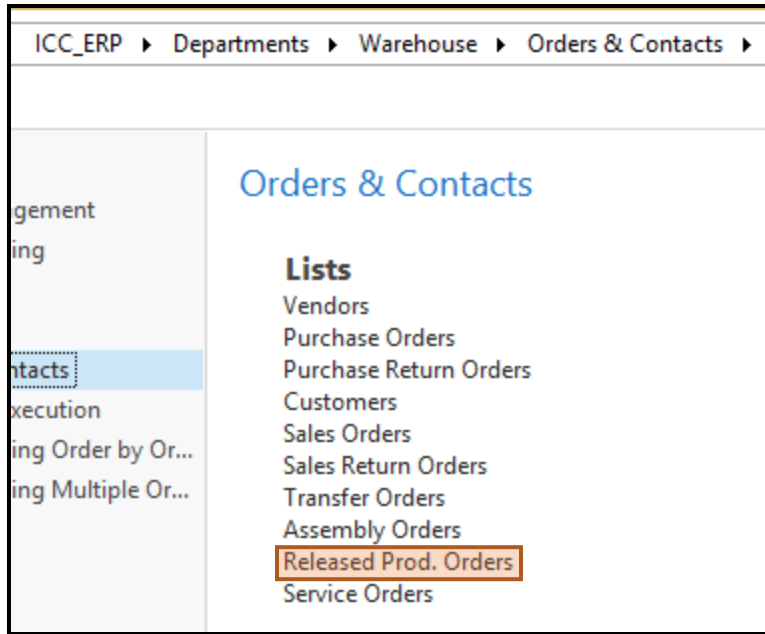
Button: OK

7. Click “OK”, relevant Firm Planned Production Order will be deleted.

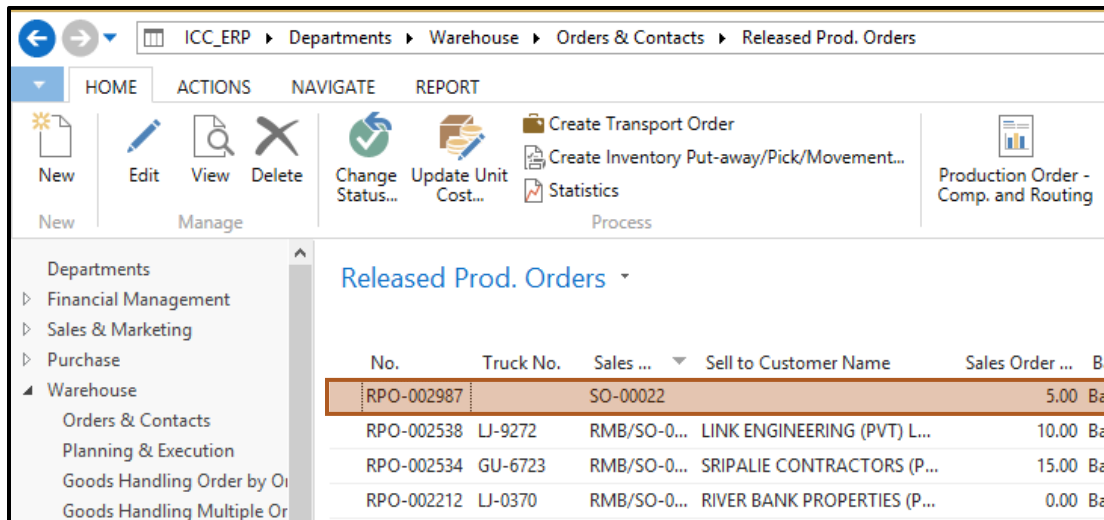
## 7. Production Journal

### 7.1 Posting from a Production Journal

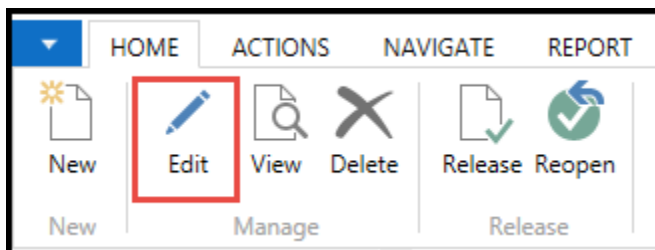
1. Navigate to Departments/ Warehouses/ Orders and Contracts/ Released Prod. Orders



2. Select the relevant Released Production Order



3. Click "Edit" on the Ribbon.



4. Select a line and click "Components" to view the components of each item

RPO-002987 · PCM/G30

General

Lines

⚡ Functions ▾ 📊 Line ▾ 👤 Find Filter 🗑️ Clear Filter

Item No.	Item Availability by
76398	Reservation Entries
76399	Dimensions <span>Ctrl+Shift+D</span>
	Routing
	<b>Components</b>
	Item Tracking Lines <span>Ctrl+Shift+I</span>
	Production Journal

5. Add components and quantities if required

Prod. Order Components ▾

Item No.	Due Date	Description	Quantity per	Unit of Mea...	Flushing M...	Expected Quant...	Remaining Qua...	Su...	Location C...
70000	2/23/2016	Ordinary Portland Cement	390	KG	Backward	1,950	1,950	No	PRECAST-G
73638	2/23/2016	MANUFACTURE SAND	805	KG	Manual	4,025	4,025	No	PRECAST-G
70032	2/23/2016	WATER	156	LTRS	Backward	780	780	No	PRECAST-G
73365	2/23/2016	FLUBE 50 39 - 125 KG	3.8	NO	Manual	19	19	No	PRECAST-G
0257	2/23/2016	Earth work support timber	2	M2	Manual	10	10	No	PRECAST-G
			0		Manual	0	0	No	

6. Select the line and click “Production Journal” in the Lines Tab

RPO-002987 · PCM/G30

General

Lines

Functions Line Find Filter Clear Filter

Item No.	Item Availability by	Starting Date-Time	Ending Date-Time	Quantity
76398	Reservation Entries	2/23/2016 12:01 AM	2/23/2016 11:59 PM	5
76399	Dimensions Ctrl+Shift+D	2/23/2016 12:01 AM	2/23/2016 11:59 PM	14

Production Journal

*Note: If the production of an item depends on the production of another item, then the independent item needs to be produced before the dependent item.*

- Change the “Quantities consumed” of each item and change the “Output Quantity” as required

General

Posting Date: 2/24/2016 Flushing Method Filter: Manual

Entry Type	Item No.	Operatio...	Type	No.	Description	Consumption Qu...	Setup Time	Run Time	Output Quantity	Scrap Quantity	Finis...
Consumption	73638				MANUFACTURE SAND	300					<input type="checkbox"/>
Consumption	73365				FLUBE S0 39 - 125 KG	19					<input type="checkbox"/>
Consumption	0257				Earth work support timber	5					<input type="checkbox"/>
Output	76398		Work Center		PCM/G30				2	0	<input type="checkbox"/>

- Click “Post” after changes have been made

Edit - Production Journal - Production Order RPO-002987 PCM/G30

HOME ACTIONS NAVIGATE

Delete Post Post and Print Print... Refresh Find

General

Posting Date: 2/24/2016 Flushing Method Filter: Manual

Entry Type	Item No.	Operatio...	Type	No.	Description	Consumption Qu...	Setup Time	Run Time	Output Quantity	Scrap
Consumption	73638				MANUFACTURE SAND	300				
Consumption	73365				FLUBE S0 39 - 125 KG	19				
Consumption	0257				Earth work support timber	5				
Output	76398		Work Center		PCM/G30				2	

- The released Production Order lines will be updated as shown below depending on the “Output Quantity”

RPO-002987 · PCM/G30

General

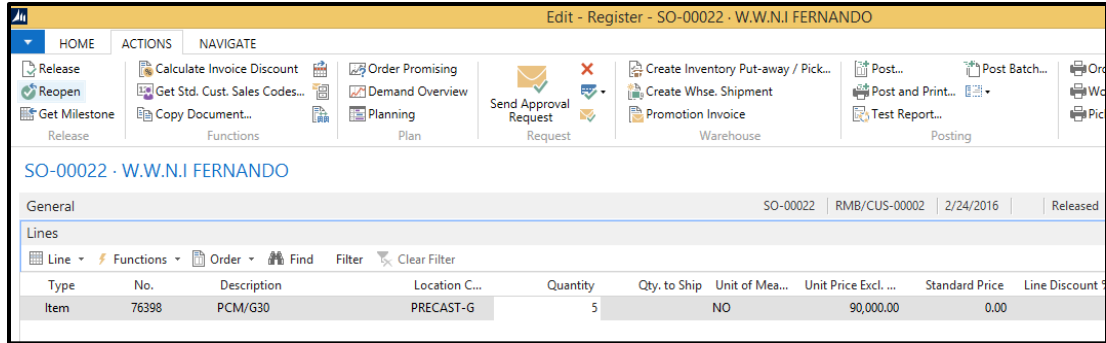
Lines

Functions Line Find Filter Clear Filter

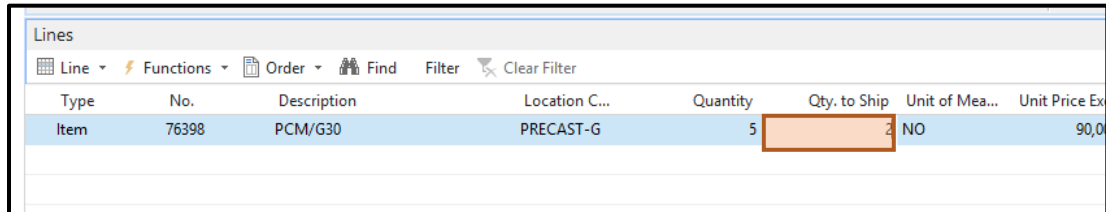
Item No.	Due Date	Description	Starting Date-Time	Ending Date-Time	Quantity	Unit of Mea...	Finished Quanti...	Remaining Qua...
76398	2/24/2016	PCM/G30	2/23/2016 12:01 AM	2/23/2016 11:59 PM	5 M <sup>3</sup>		2	3

## 8. Shipment and Invoice

- Navigate to the Sales Order

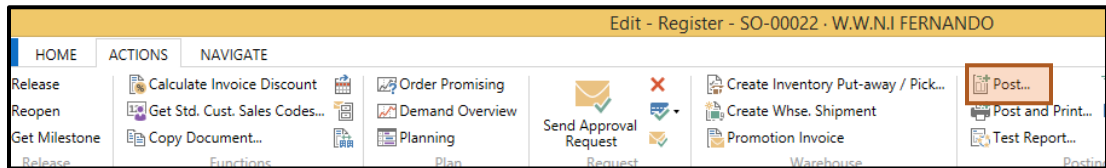


2. Enter the quantity produced to ship

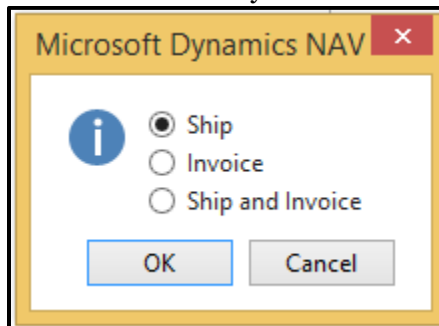


*Note: Enter "Qty to Invoice" if you need to create a Sales Invoice*

3. Click "Post" in the Actions Tab of the Ribbon



4. Select the necessary action and click "OK"



*Note: "Qty to Invoice" should be entered in the line before invoicing. The User can first Ship the goods and Invoice later or perform both actions at once (Ship and Invoice).*