Perform Business Central operations

Perform Business Central operations

- Perform basic tasks in Business Central
- Purchase items
- Sell items
- Process financial documents
- Process payments and journals

Perform basic tasks in Business Central

Perform basic tasks in Business Central

- Differentiate between designing, customizing, and personalizing pages
- Customize pages
- Apply and save filters
- Find documents and related entries
- Use the Inspect pages and data feature
- Perform data updates by using the Edit in Excel feature
- Attach and share files by using OneDrive

Purchase items

Purchase items

- Create a purchase order
- Receive items for a purchase order
- Describe the over-receipt feature
- Undo a receipt
- Create a posted invoice from a purchase order
- Create a purchase credit memo
- Configure recurring purchase lines

Exercise

- We buy 20 «Brazilian Coffee» bags from vendor «Coffee Export Ltd»
- Check the prices on the order
- A first receipt is of 11 bags
- A second receipt is of 9 bags
- We receive a single invoice

Sell items

Sell items

- Create a sales quote
- Convert a sales quote into a sales order or sales invoice
- Analyze item availability
- Ship items for a sales order
- Undo shipments
- Create a sales invoice from a sales order
- Create sales credit memos
- Configure recurring sales lines

Exercise

- We receive these sales orders:
  - Customer 10000: 100 500Gr packs, 150 250Gr packs
  - Customer «Just Coffee Ltd»: 80 500Gr packs, 95 250Gr packs
- Ship first order (complete)
  - Make a single invoice from the order
- Ship second order: 60 500Gr packs and 95 250 Gr packs
- Ship the remaining quantity
  - Make a single invoice for all the shipments by using the Get Shipment Lines function

Process financial documents

Process financial documents

- Process purchase invoices
- Process purchase credit memos
- Process sales invoices
- Process sales credit memos
- Combine sales shipments into a single sales invoice
- Combine purchase receipts into a single purchase invoice
- Correct a posted purchase invoice
- Correct a posted sales invoice
- Release and reopen documents

Correct purchase invoices

- **Correct**: creates and post a credit memo to reverse a posted purchase invoice and create a new purchase invoice with the same information, that you can correct before posting

- **Cancel**: creates and post a credit memo to reverse a posted purchase invoice

- **Create Corrective Credit Memo**: creates a credit memo with the same information, that you can correct before posting

Correct purchase invoices

Posted Purchase Invoice | Work Date: 26/01/2023

108038 · London Postmaster

Process   Correct   Invoice   Print/Send   Navigate | More options

↶ Correct   ✕ Cancel   📇 Create Corrective Credit Memo

Vendor	London Postmaster
Contact	Mrs. Carol Philips
Posting Date	26/01/2023

Process payments and journals

Process payments and journals

- Process payments by using payment journals
- Run the Suggest Vendor Payments action
- Process receipts by using the cash receipts journal
- Process payment registrations
- Apply ledger entries and undo applied entries
- Reverse posted journals
- Create bank deposits
- Consolidate customer and vendor balances

Customer Payments

- Cash Receipt Journal
  - One payment – one document
  - One payment – multiple documents
- Register Customer Payments
  - Fast way to manage payments
  - One customer
  - Multiple customers
  - Need to do Payment Registration Setup

Payment Registration Setup

Edit - Payment Registration Setup

Select which balancing account you want to register the payment to, as well as which journal template to use.

Journal Template Name	PAYMENT
Journal Batch Name	PMT REG
Balancing Account Type	Bank Account
Balancing Account	WWB-OPERATING
Use this Account as Default	⬤
Automatically Fill Date Received	⬤

OK   Cancel

Register Customer Payments – Single documents

Register Customer Payments – Lump Payments

Exercise

- We receive these payments:
  - Customer 10000: one payment for 100 500Gr packs and 150 250Gr packs order
  - Customer «Just Coffee Ltd»: first payment 500 £ second payment for the remaining amount

Payment Tolerance Setup

Payment Tolereance – Currencies

Payment Tolerance Accounts - Customers

Customer Posting Groups | Work Date: 23/01/2025   ✓ Saved

🔍 Search ＋ New 📝 Edit List 🗑 Delete ✏ Edit 👁 View

Show All Accounts .... ⬤○

Code ↑	Description	View All Acco... on	Receivables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Interest Account	Additional Fee Account	Invoice Rounding Account	Debit Curr. Appln. Rndg. Acc.	Credit Curr. Appln. Rndg. Acc.	Debit Rounding Account	Credit Rounding Account
→ DOMESTIC	Domestic customers	☐	2310	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150
EU	Customers in EU	☐	2320	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150
FOREIGN	Foreign customers (not EU)	☐	2320	6810	9250	9255	9120	9120	9140	9150	9150	9150	9150

Payment Tolerance Accounts - Vendors

Vendor Posting Groups | Work Date: 23/01/2025   ✓ Saved

Search + New Edit List Delete Edit View

Show All Accounts ⚪

Code ↑	Description	View All Accou... on Lookup	Payables Account	Service Charge Acc.	Payment Disc. Debit Acc.	Payment Disc. Credit Acc.	Invoice Rounding Account	Debit Curr. Appln. Rndg. Acc.	Credit Curr. Appln. Rndg. Acc.	Debit Rounding Account	Credit Rounding Account
DOMESTIC	Domestic vendors	☐	5410	8910	9135	9130	9140	9150	9150	9150	9150
EU	Vendors in EU	☐	5420	8910	9135	9130	9140	9150	9150	9150	9150
FOREIGN	Foreign vendors (not EU)	☐	5420	8910	9135	9130	9140	9150	9150	9150	9150

Exercise

- We receive one payment for :
  - Customer 10000: one payment for 100 500Gr packs and 150 250Gr packs order
  - Customer «Just Coffee Ltd»: first payment 500 £ second payment for the remaining amount

Suggest Vendor Payments – One vendor

Vendor Priority

Payments using priorities

	Posting Date	Document Type	Document No.	External Document No.	Vendor No.	Original Amount	Remaining Amount ▼	Due Date ↑	Pmt. Discount Date	Pmt. Disc. Tolerance Date
3	→ 12/01/2023 ⋮	*Credit Me...*	*109001*	KR95-02-01	30000	35.430,00	35.430,00	*12/01/2023*		
1	31/12/2022	*Invoice*	*5578*	5578	10000	-24.080,19	-24.080,19	*20/01/2023*	31/12/2022	31/12/2022
1	31/12/2022	*Invoice*	*5672*	5672	10000	-57.792,45	-57.792,45	*21/01/2023*	31/12/2022	31/12/2022
3	25/01/2023	*Credit Me...*	*109002*	AWE-C3	01863656	4.654,60	4.654,60	*25/01/2023*		
3	31/12/2022	*Invoice*	*12388*	12388	30000	-105.952,82	-105.952,82	*31/01/2023*	31/12/2022	31/12/2022
1	31/12/2022	*Invoice*	*2344*	2344	01254796	-163.573,93	-163.573,93	*31/01/2023*	31/12/2022	31/12/2022
2	02/01/2023	*Invoice*	*108025*	5755	20000	-1.535,63	-1.535,63	*31/01/2023*	02/01/2023	02/01/2023
2	02/01/2023	*Invoice*	*108026*	5756	20000	-4.559,40	-4.559,40	*31/01/2023*	02/01/2023	02/01/2023
1	04/01/2...					-8.132,00	-8.132,00	*31/01/2023*	04/01/2023	04/01/2023

Suggest Vendor Payments   ↗ ✕

Options   Show less

Find Payments

Last Payment Date · · · · · · · · · · · · 26/01/2023   📅

Find Payment Discounts · · · · · · · · ⚪

Use Vendor Priority · · · · · · · · · · · · 🔵

Available Amount (LCY) · · · · · · · ·   82.000,00

Purchase return orders

1. Create the return order
2. Select the vendor
3. Select **Process, Get Posted Document Lines to Reverse**
4. Select one or more lines