

## Getting Started with Sales Orders

<b>Duration:</b>	3 Hours
<b>Delivery Method:</b>	Virtual
<b>Instructor:</b>	Lisa Doran
<b>Difficulty Level</b>	Basic
<b>Description and Learning Objectives:</b>	
<p>This workshop introduces users to processing sales orders in Business Central (NAV). After attending this practical session, you will understand how to do the following:</p> <ul style="list-style-type: none"><li>• Set up &amp; configure sales order management</li><li>• Create sales orders</li><li>• Create item reservations</li><li>• Reserve items on a sales order</li></ul> <p>You will also learn about:</p> <ul style="list-style-type: none"><li>• Shipping</li><li>• Invoicing</li><li>• Posting</li><li>• Drop shipments</li><li>• Customer prepayments</li><li>• Printing documents and standard reports</li></ul>	
<b>Preparation:</b>	
<p><b>What you will need for this Workshop:</b></p> <ul style="list-style-type: none"><li>• Laptop computer.</li><li>• Access to a Business Central database</li><li>• Previous knowledge of Business Central (NAV) is not required, but highly recommended</li></ul>	

Schedule	
Topic	Duration
<b>Introductions</b>	10 Minutes
<b>Setup &amp; Configuration of Sales Order Management</b> <ul style="list-style-type: none"> <li>Sales &amp; Receivables Setup</li> <li>Customer Setup</li> <li>Customer Posting Groups</li> </ul> <b>Creating Sales Orders – Part 1</b> <ul style="list-style-type: none"> <li>Creating Basic Sales Orders</li> <li>Blanked Sales Orders</li> <li>Item Reservations</li> <li>Reserving Items on Sales Orders</li> </ul>	80 Minutes
<b>Creating Sales Orders – Part 2</b> <ul style="list-style-type: none"> <li>Shipping and Invoicing Sales Orders</li> <li>Posting Sales Orders</li> <li>Drop Shipments</li> <li>Calculating Order Promising</li> <li>Customer Prepayments</li> </ul> <b>Reporting</b> <ul style="list-style-type: none"> <li>Review of Documents and Standard System Reports</li> </ul>	80 Minutes
<b>Wrap Up</b> <ul style="list-style-type: none"> <li>Discuss any additional questions or concerns</li> <li>Recap of takeaways</li> </ul>	10 Minutes