

Getting Started with Sales Orders

Duration:	3 Hours
Location:	Virtual
Instructor:	Felix Morales
Workshop Objectives:	
<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">• Set up & configure sales order management• Create sales orders• Create item reservations• Reserve items on a sales order <p>You will also learn about:</p> <ul style="list-style-type: none">• Shipping• Invoicing• Posting• Drop shipments• Customer prepayments• Printing documents and standard reports	
Preparation:	
<p>What you will need for this Workshop:</p> <ul style="list-style-type: none">• Laptop computer.• Access to a Business Central database• Previous knowledge of Business Central (NAV) is not required, but highly recommended	



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