Getting Started with Sales Orders

Duration:	3 Hours
Location:	Virtual
Instructor:	Innovia Application Consultant

Workshop Objectives:

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:

- Set up & configure sales order management
- Create sales orders
- Create item reservations
- Reserve items on a sales order

You will also learn about:

- Shipping
- Invoicing
- Posting
- Drop shipments
- Customer prepayments
- Printing documents and standard reports

Preparation:

What you will need for this Workshop:
- 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 • Sales & Receivables Setup • Customer Setup • Customer Posting Groups **Creating Sales Orders – Part 1** • Creating Basic Sales Orders • Blanked Sales Orders • Item Reservations • Reserving Items on Sales Orders	80 Minutes
Creating Sales Orders – Part 2 • Shipping and Invoicing Sales Orders • Posting Sales Orders • Drop Shipments • Calculating Order Promising • Customer Prepayments **Reporting** • Review of Documents and Standard System Reports	80 Minutes
Wrap Up • Discuss any additional questions or concerns • Recap of takeaways	10 Minutes