

User Manual

Aptean Food and Beverage ERP

External Sales

Product Documentation



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Release notes

Article • 6/4/2025 • 1 min read

To view what's new or changed in each release of the Aptean External Sales extension, select the specific release version.

Date	Release version	Description
June 2025	2503.0.0.0	Feature release
April 2025	2502.1.0.0	Stability release
March 2025	2502.0.0.0	Feature release
March 2025	2501.1.0.0	Stability release
February 2025	2501.0.0.0	Feature release
January 2025	2401.2.0.0	Stability release
January 2025	2401.1.0.0	Stability release
September 2024	2401.0.0.0	Initial release



2503.0.0.0

Release Note • 6/4/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean External Sales extension, the dependency on the Aptean [Standard Measurements](#) extension has been removed. Businesses can use the Aptean External Sales extension independently without requiring the installation of the Aptean Standard Measurements extension.



2502.1.0.0

Release Note • 4/23/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
279698	The system fails to update the Source No. and Source Name field values on the Trade Accrual Entries (Interim) page.



2502.0.0.0

Release Note • 3/12/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
263044	An error occurs when entering a negative value in the Rate field on the Add Document Trade Line page, preventing the addition of negative trade lines to external sales orders. This issue arises when the Aptean Trade Management extension is installed.



2501.1.0.0

Release Note • 3/12/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
270705	The system incorrectly updates the values in the Trade Business Group fields on the External Sales Order page based on the associated customer instead of the relevant sales price reference customer. This issue occurs when an external sales order is created via the External Sales Order Staging page, the Sales Price Reference Customer field is blank on the Customer Card page, but the imported CSV file contains a sales price reference customer value.



2501.0.0.0

Release Note • 2/11/2025 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean Trade Management extension. To know more, see [What's new in Trade Management, version 2501.0.0.0](#).



2401.2.0.0

Release Note • 1/27/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean External Sales extension, it is mandatory to install the Aptean [Standard Measurements](#) extension to ensure compatibility and seamless operation for businesses using the Aptean External Sales extension.



2401.1.0.0

Release Note • 1/22/2025 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean Standard Measurements extension. To know more, see [Highlights of Standard Measurements, version 2501.0.0.0](#).



2401.0.0.0

Release Note • 9/18/2024 • 1 min read

Features

With this release of the Aptean External Sales extension, you can:

- Create and configure external sales orders. For more information, see [External sales order](#).
- View and manage trade lines associated with external sales orders, including options to add and recalculate trade lines based on updated information. For more information, see [Document trade lines](#).
- Generate accurate trade accrual entries for external sales orders. For more information, see [Posted external sales order](#).
- Create and issue trade statements for the trade accrual entries related to external sales orders. For more information, see [Trade statements](#).
- Import external sales orders into the system as Excel or CSV files received from various suppliers. For more information, see [External sales order staging](#).

Integrations

The Aptean External Sales extension has been integrated with the Aptean Trade Management extension. For more information, see [Integration with Aptean Trade Management](#).



Introduction

Article • 9/19/2024 • 1 min read

The Aptean External Sales (EXS) extension is designed to streamline the management of external sales that do not originate from direct customer interactions. This extension allows you to import and process external sales orders efficiently, accommodating scenarios involving rebates, commissions, and complex sales arrangements.

This extension is specifically for customers using the Aptean Trade Management extension, enhancing their sales order capabilities with specialized tools for managing external sales transactions.

You can integrate this extension with the Aptean [Trade Management](#) extension to support trade management functionalities. It supports detailed trade line management, ensuring accurate financial and trade information while facilitating comprehensive reporting and accrual processes.



Setup

Article • 12/27/2024 • 1 min read

The following setups are required.

- [Manage permission sets](#)
- [Set up external sales](#)



Manage permission sets

Article • 12/27/2024 • 3 min read

Permission sets in Business Central define a user's access level to various features and data within this extension.

We provide the following system permission sets:

- Direct
- Indirect

Direct permission sets

Users with this permission set can perform specific actions directly without requiring additional approvals or workflows. These sets include permissions to read, modify, delete, and create data.

The direct permission set ID for this extension is *EXTERNALSALESFDW*.

Indirect permission sets

Users with this permission set can perform specific actions. This is used in conjunction with other permission sets and typically involves additional conditions or approvals before an action can be completed.

The indirect permission set ID for this extension is *EXTERNALSALESBASICFDW*.

User-defined permission sets

In addition to the system permission sets we provide, you can create new permission sets or copy system permission sets and modify or delete access to specific entities according to your requirements. For more information, see

[Assign permissions to users and groups](#).

Assign a permission set

1. Select the Search icon , enter **Users**, and then choose the related link.
The **Users** list page opens.
2. Navigate to the username for which you want to assign the permission set and select it.
The **User Card** page opens.
3. On the **User Permission Sets** FastTab, in the **Permission Set** field, enter the valid permission set for this extension.



External Sales

The associated fields are automatically updated based on the entered value. The user has the necessary permissions to use the features of the Aptean External Sales extension, ensuring secure and role-based access.



Set up external sales

Article • 9/19/2024 • 2 min read

You can use the **External Sales Setup** page to define the number series, journal template, batch, G/L accounts, and data exchange framework for processing external sales orders.

To configure the **External Sales Setup** page, follow these steps:

1. Select the Search icon , enter **External Sales Setup**, and then choose the related link.
The **External Sales Setup** page opens.
2. On the **No. Series** FastTab, in the **External Sales No.** field, select the number series code for the external sales orders. This number series is used to assign unique numbers when new external sales orders are created.
3. On the **Indirect Sales** FastTab, fill in the fields as follows:

Field	Description
Indirect Sales Journal Name	Select the general journal template used for posting sales journals when external sales orders are posted.
Indirect Sales Batch	Select the general journal batch used for posting sales journals when external sales orders are posted.
Indirect Sale G/L Account	Select the G/L account where the amount is posted as a debit in sales journals.
Indirect Credit G/L Account	Select the G/L account where the amount is posted as a credit in sales journals.
4. On the action bar, select **Create Data Exch Definition** to generate a data exchange definition code specifically for importing external sales orders. This also updates the value in the **Data Exchange Definition Code** field. This action is visible only when the **Data Exchange Definition Code** field is blank. For importing external sales orders, see [External sales order staging](#).



External sales order

Article • 9/19/2024 • 4 min read

An external sales order is a type of order used to manage sales transactions that occur outside the standard direct customer interactions. This order is ideal for handling sales from external sources or indirect sales channels. It allows you to track and process orders with specific requirements, such as rebates, commissions, and other trade-related details.

External sales orders facilitate the import and management of sales data, ensuring accurate financial records and trade calculations. This functionality is particularly useful for integrating with trade management systems and generating comprehensive trade statements and accruals.

To create and post external sales order, follow these steps:

1. Select the Search icon , enter **External Sales Orders**, and then choose the related link.
The **External Sales Orders** list page opens.
2. On the action bar, select **New** to create a new external sales order or select the required **No.** to open the existing external sales order.
The **External Sales Order** page opens.
3. On the **General** FastTab, in the **No.** field, the number is assigned automatically based on the number series configured on the **External Sales Setup** page.
4. In the **Sell-To Customer No.** field, select the customer number to whom the product is sold. The **Sell-To Customer Name** and other relevant fields related to the customer are automatically filled with the standard information based on the selected customer.
5. Fill in the required fields. Hover over a field to read a short description.
6. On the **Lines** FastTab, fill in the fields as follows:

Field	Description
Item No.	Select the required item number.
Item Reference No.	Select the required reference number for the item.
Description	Specifies the description of the selected item.
Unit of Measure Code	Specifies the unit of measure code for the selected item. This field is automatically updated with the base unit of measure of the selected item but can be modified as required.
Quantity	Enter the quantity for the item.



Line Amount	Specifies the amount for this line. This value is calculated based on the unit price, unit discount, and quantity.
Line Amount (GBP)	Specifies the amount for this line in the local currency code that is configured in the LCY Code field on the General Ledger Setup page. Also, this field name is displayed based on the currency code.
Trade Product Group fields	Specifies the trade product group codes for the selected item. For more information, see Trade Group Sets .

- In the **Total Amount** field, you can view the total sum of the values in the **Line Amount** field on the lines.
- In the **Total Amount (GBP)** field, you can view the total sum of the values in the **Line Amount (GBP)** field on the lines. This field name reflects the currency code that is configured in the **LCY Code** field on the **General Ledger Setup** page.
- On the **Lines** FastTab, select **Line > Related Information** and select the following actions as required.

Action	Description
Dimensions	View the dimensions for the selected line.
Document Trade Lines	View the document trade lines for the selected line. For more information, see Document trade lines .

- On the **Trade Management** FastTab, the **Trade Business Group**, **Trade Business Group 2**, and **Trade Business Group 3** fields display the trade business groups configured for the selected customer. If these fields are blank on the **Customer Card** page, the system considers these values from the relevant ship-to code. These fields are non-editable. For more information, see [Trade Group Sets](#).

Note

The **Trade Business Group 2**, and **Trade Business Group 3** fields are visible only when the **Enable Trade Group Set 2** and **Enable Trade Group Set 3** toggles on the **Trade Management Setup** page are turned on.

- On the **Indirect Sales** FastTab, fill in the fields as follows:

Field	Description
Sold By Customer No.	Select the customer number who sold the product. This value should be different from the value selected in the Sell-To Customer No. field.
Sold By Customer Name	Specifies the name of the selected customer.



Credit Sold By Customer	Turn on this toggle to post sales journal lines for the external sales lines based on the customer selected in the Sold By Customer No. field. The system will create the relevant sales journal lines upon posting the external sales order. If turned off, sales journal lines will not be posted. Make sure that the fields on the Indirect Sales FastTab of the External Sales Setup page have values to post the sales journals.
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12. On the action bar, select **Related > Document Trade Partner Allocations** to view the associated trade partner allocations. This list is filtered from the trade partner allocations of the customer based on the option selected in the **Ship-to Code** field (including the blank ship-to code entries) on the **Shipping** FastTab on the **Customer Card** page. For more information, see [Document Trade Partner Allocations](#).
13. On the action bar, select **Home > Post** to post the external sales order.
- The external sales order is posted. For more information, see [Posted external sales order](#).



Posted external sales order

Article • 9/19/2024 • 3 min read

The **Posted External Sales Order** page mirrors the structure of the **External Sales Order** page, replicating all the fields and information. For more information, see [External sales order](#). 1. Select the Search icon , enter **Posted External Sales Orders**, and then choose the related link.

The **Posted External Sales Orders** list page opens. 2. Select the required **No.** to open the relevant **Posted External Sales Order** page.

When the external sales order is posted, the system will only generate the general ledger and trade accrual entries for it. Inventory-related entries, such as item ledger or customer ledger entries, will not be created.

Note

If the document is posted without any document trade lines, no entries will be created.

The system uses the values from the external sales lines to create trade accrual entries, as item ledger entries are not generated for these transactions. You also have the option to reverse the trade accrual entries. For more information about trade accrual entries, see [Trade Accrual Entries](#).

Additionally, you can create trade statements for these trade accrual entries. For more information, see [Trade statements](#).

If the **Credit Sold By Customer** toggle on the **External Sales Order** page is turned on, the system also creates customer ledger entries and posts sales journal lines related to the customer selected in the **Sold By Customer No.** field. While posting the sales journals, it uses the journal template, journal batch, and G/L accounts configured in the fields on the **Indirect Sales** FastTab of the **External Sales Setup** page.

When generating customer ledger entries, the system updates the entry for the sell-to customer with the associated currency code and converts the amount to the currency code of the sold-by customer. If either customer lacks an associated currency code, the system defaults to the local currency code specified in the **LCY Code** field on the **General Ledger Setup** page.



Posted external sales lines

Article • 11/19/2024 • 2 min read

The **Posted External Sales Lines** page provides an overview of lines from posted external sales orders. You can view detailed information about the lines, including the source document and associated dimensions.

To view source documents and dimensions, follow these steps:

1. Select the Search icon , enter **Posted External Sales Lines**, and then choose the related link.
The **Posted External Sales Lines** page opens.
2. Select the required line.
3. On the action bar, select the required action from the following.
 - **Show Document** – Opens the relevant **Posted External Sales Order** page associated with the line.
 - **Dimensions** – Opens the **Dimension Set Entries** page, displaying the dimensions assigned for the associated line.



External sales order staging

Article • 11/19/2024 • 4 min read

You can import external sales orders into the system as Excel or CSV files received from various suppliers. The system will generate external sales orders if the import is successful without any errors. Follow these steps to import and process external sales orders: 1. Select the Search icon , enter **External Sales Order Staging**, and then choose the related link.

The **External Sales Order Staging** page opens. 2. On the action bar, select **Import from CSV**. 3. Browse and select the required CSV file from your system and then select **Open**.

The file must adhere to the following formatting requirements: - The data in the file should align with the columns defined in the data exchange definition created for external sales orders. For more information, see [Set up data exchange definitions](#). - The file should contain a single header row, as the system skips the first row during processing. - If specific columns listed in the data exchange definition are not used, they should still exist in the file with their data left blank. When working in Excel, these columns can be hidden for convenience before saving the file as a .csv.

The system generates the lines and updates them with the information from the imported file. You can manually add a new line by selecting the **New** or edit the existing lines using the **Edit List** action on the action bar. 4. On the action bar, select **Actions > Process External Sales Order**.

The system then checks for the following: * The values from the imported file match the information in your system. * The mandatory fields such as **Sell-to Customer No.**, **Posting Date**, **Order Date**, **Item No.**, **Quantity**, and **Unit Price** are filled.

If all criteria are met, the system updates the **Verification Status** field as *Pass* and the **Process Status**

If any errors are found, the system updates the **Verification Status** field as *Fail*, the **Process Status** fi

<blockquote class="callout note">
<h6></h6>
<p>The sell-to customer and sold by customer cannot be the same. The Sold By Customer No.</str
</blockquote>

You can fix the errors identified and execute the **Process External Sales Order** action again to create ex

1. On the action bar, select **Actions** and select the required action from the following list:

Action	Description
External Sales Orders	View the external sales order created for the selected line.
Filter Unprocessed Records	Filter and display only the lines that have not yet been processed into external sales orders.



Clear Page Filters

Remove the filter for unprocessed records to view all lines.

If the external sales order created via the **Process External Sales Order** action is deleted, the system will update the **Process Status** field to *Ready* for the relevant line. However, the values cannot be edited, and you can only reprocess the order. If the external sales order has already been posted and then deleted, it cannot be reprocessed.

You can use the retention policy functionality to specify how often to delete outdated lines from the **External Sales Order Staging** page using the *External Sales Order Staging* object ID (70219202). To know more about configuring retention policy, see [Set up a retention policy](#).



Integrations

Article • 9/19/2024 • 1 min read

The Aptean External Sales extension can be integrated with the following extension.

- [Aptean Trade Management](#)



Aptean Trade Management

Article • 11/19/2024 • 4 min read

You can integrate the Aptean External Sales extension with the Aptean [Trade Management](#) extension to view and manage document trade lines for external sales order lines based on the configured trade plans in the system. Also, you can create and issue trade statements for trade accrual entries.

Document trade lines

The document trade lines functionality allows you to view and manage trade lines associated with external sales order lines.

To view the document trade lines, follow these steps:

1. Open the required **External Sales Order** page.
2. On the **Lines** FastTab, select **Line > Related Information > Document Trade Lines**.

The **Document Trade Lines** page opens and displays the document trade lines that are applicable for the relevant external sales order line.

When managing document trade lines for external sales orders, the system checks several conditions based on the trade plans configured in the system. For document trade lines to be applied to external sales orders, the following criteria must be met:

- Ensure that the **Use in External Sales** toggle on the **Trade Plan Card** page is turned on.
- The **Price Rule** field on the **Trade Plan Card** page should be left blank. If a price rule is specified, the system will not consider the trade lines for external sales orders.
- The **Calculation Base** field must be set to either *Current Price* or *Base Price* on the **Trade Plan Card** page.
- The **Rate Type** field must be set to either *Amount per Unit* or *Percentage of Line Amount* on the **Trade Plan Card** page.
- The **Volume Type** field must be set to either *Units Line* or *Line Amount* on the **Trade Plan Card** page.

For additional information on how the system considers and applies document trade lines, see [Document Trade Lines](#).

On the **Document Trade Lines** page associated external sales orders, you can view the following fields:

Field	Description
Quantity in External Sales Line	Specifies the quantity of the item specified in the external sales order line, measured according to the relevant unit of measure.
Total Line Amount	Specifies the total amount for the line item, not including any discounts. It reflects the full amount calculated for the selected quantity and unit price.



Quantity (in Item Base UoM)	Specifies the quantity of the item in the external sales order line, expressed in the base unit of measure of the item.
Total Accrual	Specifies the total accrual amount associated with the external sales order line. It reflects the accumulated value related to trade lines and any applicable adjustments.

3. On the action bar, select the following actions as required.

Action	Description
Add Document Trade Line	Select this action to manually add a new document trade line to the external sales order. This allows you to include additional trade details or adjustments not automatically included by the system.
Recalculate Doc. Trade Lines	Select this action if you want to recalculate the existing document trade lines if any changes have been made to the external sales order.

For more information, see [Document Trade Lines](#).

Trade statements

You can create and issue trade statements for the trade accrual entries related to external sales orders. This functionality works similarly to the process of regular sales orders, with a few adjustments. For more information, see [Trade Statements](#).

If the trade statement includes both posted sales and posted external sales order lines, the system organizes the lines by document type. The posted sales order lines are listed first, followed by posted external sales order lines. For external sales order lines, the **Value Entry No.** field will display zero.

When creating an issue trade statement, the system generates one of the following documents:

- Purchase invoice
- Sales invoice
- Purchase credit memo
- Sales credit memo

If the **Retain Source Dimensions** toggle of the **Issue Trade Statements** page is turned on, the system uses the dimensions from the external sales order when creating the related document for issuing the trade statement.

The system creates lines in the document with the following updates:

- The **Type** field is set to *G/L Account*.



- The **No.** field is updated with the account number configured on the **General Posting Setup** page. This is based on the combination of the general business posting group assigned to the customer, the general product posting group for the item charge, and the document type.

Additionally, the system combines issue trade statement lines that share the same trade plan number and posted external sales document type, creating a single line in the newly generated document.

You can also use the **Get Accrual Entries** functionality for external orders from the invoice or credit memo. This functionality works similarly to the process of regular sales orders but creates the line with the **Type** field set to *G/L Account*. For more information, see [Get Trade Accrual Entries](#).

