

User Manual

Aptean Food and Beverage ERP

Quick Reference Guides

Product Documentation



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Bin setup

Article • 6/3/2026 • 23 min read

This document is a walk through of how to set up bin types, create bins, check item bin contents, set up First-Expired-First-Out (FEFO), and set up bin replenishment.

Set up bin types

You can direct the flow of items through bins by configuring its basic flow activities and thereby define how a bin is used by assigning it a bin type. There are six bin types. The following procedure will describe how to set up different bin types.

1. Select the Search icon , enter **Bin Types**, and then choose the related link.

The **Bin Types** page opens.

2. On the action bar, select **New**.

3. Enter relevant values in the **Code** and **Description** fields.

4. Select the checkbox associated with the entry to define the bin activities.

Note

- There are six types of bins.
- *Receive* - It stores received goods until they are processed for inventory.
- *Ship*- It stores goods that are ready to be used in shipping processes.
- *Put-away*-It stores items in large units of measure you do not want to access for picking purposes.
- *Pick*- It stores items that are ready to be used only for picking.
- *Putpick*- It stores items that are suggested for both put-away and pick activity.
- *QC*- It is used for inventory adjustments. You can specify this bin on the **Location Card** page in the **Adjustment Bin Code** field.

Create bin content

After setting up your bin types, you can set up the bin contents. The following procedure describes how to set up bin content.



1. Select the Search icon , enter **Locations**, and then choose the related link.

The **Locations** page opens.

2. Select the **Code** field of the relevant record.

The **Location Card** page opens.

3. On the action bar, select **Bins**.

The associated **Bins** page opens.

4. On the action bar, select **Contents**.

The **Bin Content** page opens.

5. On the action bar, select **New**.

6. Enter relevant values in the **Item No.**, **Quantity**, and **Quantity (Base)** fields.

7. Select the **Fixed** checkbox if necessary. Select the **Default** checkbox if the bin is to be used as the default bin for the item.

When you fix an item to a bin, the system always tries to place that item in the bin if there's room, regardless of the current quantity. This association between the item and the bin is maintained, even if the bin is empty.

Alternatively, you can also set up bin contents for an item from the **Item Card** page.

You can access the **Bin Contents** page by selecting **Related > Warehouse > Bin Contents** on the action bar of the **Item Card** page.

Set up FEFO

FEFO is a sorting method that ensures that the items with early expiration dates get picked first. The following procedure describes how to set up FEFO.

1. Select the Search icon , enter **Locations**, and then choose the related link.



The **Locations** page opens.

*

2. Select the **Code** field of the relevant record.

The **Location Card** page opens.

*

3. On the **Warehouse** FastTab, turn on the **Require Pick** and **Bin Mandatory** toggles.

*

4. On the **Bin Policies** FastTab, turn on the **Pick According to FEFO** toggle.

*

For the defined location the FEFO sorting method is set up.



Create items

Article • 6/3/2026 • 21 min read

This guide is a walkthrough on creating inventory items. Items are the foundation of your business and can be in the form of finished goods, packaging, work-in-process goods, raw materials, etc.

Assumptions/System setup configuration

- Number series must be set up even if manual numbering is used.
- Item category codes and product group codes must be created and set up.
- Units of Measure (UOM) table for items must be set up (for example, Case, LB, and EA).
- Routing assignments are set up independently.
- Production BOMs (associated with WIP and FG) require completed item cards for the components listed in the Bill of Materials (BOM).
- Inventory posting groups and general product posting groups must be set up.
- Item tracking codes and/or lot algorithms must be set up.
- Inventory setup must be done.

Create inventory items

1. Select the Search icon , enter **Items**, and then choose the related link.

The **Items** list page opens.

2. On the action bar, select **New**.

The **Item Card** page opens.

3. On the **Item** FastTab, enter the required information in the following fields:

- **No.:** Click the AssistEdit button to create a new item card number (system-assigned through the pre-defined number series). You can also manually enter an item card number if your business requires manual entry.
- **Description:** Enter a description for the item.
- **Type:** Select if the item is an inventory item, non-inventory item, or service item.
- **Base Unit of Measure:** Select the Base UOM for the item from the dropdown.



- **Item Category Code:** Select a category code for the item (for example: RAW, FG, etc.). Selecting this field will populate all the corresponding fields on the item card with the values pre-defined in the item category setup.
- **Blocked:** If this toggle is turned on, then the item cannot be used in any transactions or orders.

4. On the **Inventory** FastTab, enter the required information in the following fields:

- **Stockout Warning:** Specifies if a warning is displayed when you enter a quantity on a sales document that brings the item's inventory below zero.
- **Prevent Negative Inventory:** Prevents the system from posting transactions that will bring inventory below zero when turned on.
- **Net Weight:** Enter the Net Weight of the item.
- **Gross Weight:** Enter the Gross Weight of the item.
- **Catch Weight:** This toggle specifies whether the catch weight of the item is considered for the transactions. The weight can vary from item to item either due to weight loss during storage or other factors.
- **Catch Weight Setup Code:** Select a code from the dropdown representing the percentage variance of a catch weight item.

5. On the **Costs & Posting** FastTab, enter the required information in the following fields:

- **Costing Method:** It is populated with the default value from the item category code setup. You can select a different type of costing for this item from the pre-defined list.
- **Standard Cost:** If Standard was selected as the costing method, this field can be edited. Manually enter the known standard cost. If you will be using the cost roll-up routine to calculate the standard cost, leave the field blank until the BOM and routing information have been assigned to this item.
- **Unit Cost:** If Standard was not selected as the costing method, this field can be edited. No value needs to be entered here. The first transaction for the item will end up being the source of this ever-changing value.
- **Gen. Prod. Posting Group:** Enter the item's product type posting group to link transactions made for this item with the appropriate general ledger account according to the general posting setup.
- **Inventory Posting Group:** Enter the posting group that links transactions made for the item to an inventory account in the general ledger.
- **Tax Group Code:** Enter the tax group that is used to calculate and post sales tax.
- **Purchase Prices & Discounts:** Set up purchase prices and line discounts for the item.

6. On the **Price & Sales** FastTab, enter the required information in the following fields:



- **Price/Profit Calculation:** Set the relationship between price, cost, and profit.
- **Profit %:** If the Price/Profit Calculation field is set to *Price = Profit + Cost*, then enter the percentage of profit you want for the item.
- **Allow Invoice Disc.:** Use this toggle to allow invoice discounts to be applicable to this item.
- **Item Disc. Group:** Assign the item group code that can be used as a criterion to grant a discount when the item is sold to a certain customer.
- **Sales Unit of Measure:** Enter the unit of measure code that the item is sold in.
- **Sales Blocked:** Prevent this item from being used in sales transactions other than returns, memos, or journals.
- **Sales Prices & Discounts:** Set up purchase prices and line discounts for the item.
- **Trade Product Group:** Specifies the trade product group that is linked to this item.

7. On the **Replenishment** FastTab, enter the required information in the following fields:

- **Replenishment System:** Select either Purchase or Prod. Order (manufactured).
- **Vendor No.:** Select the primary vendor.
- **Vendor Item No.:** Enter the item number that the vendor uses to recognize your item. If you have multiple vendors for one product, you can set up the Vendor Item Catalog instead.
- **Purch. Unit of Measure:** Select the UOM used when purchasing the product.
- **Purchasing Blocked:** Prevent this item from being used in purchase transactions other than returns, memos, or journals.
- **Manufacturing Policy:** Select the appropriate value from the dropdown. The values are as follows:
 - *Make-to-Order:* The program explodes the bill of materials (BOM) and creates an additional production order line (or production order proposal line) for each level in the BOM structure where that item's manufacturing policy has also been defined as make-to-order. This means that if you want to make multi-level production orders, then the manufacturing policy for the parent item as well as the component items at all levels must be make-to-order.
 - *Make-to-Stock:* The program considers just the first level of the BOM and allows only one item per production order. A make-to-stock item is produced at inventory levels. Typically, these are standard items with a relatively short manufacturing lead time or items that are used as required subassemblies for other items.
- **Routing No.:** Enter the routing number that will link to the item's routing.
- **Production BOM No.:** Enter the Production Bill of Material number that links to the BOM for that item.
- **Rounding Precision:** Define what decimal length the system will be rounded and display quantities on hand for this item (for example, setting this value to 0.1 will display on hand quantities rounded to 1/10th of the Base UOM).



- **Flushing Method:** Click the dropdown arrow to select the appropriate value. The values are as follows:
 - *Manual:* Select this option if you want to post consumption manually using the production or consumption journal.
 - *Forward:* Select this option to have the program automatically calculate and post consumption.
 - *Backward:* Select this option to have the program automatically calculate and post consumption.

8. On the **Planning** FastTab, you can set your **Reordering Policy** and **Order Tracking Policy**. You can also specify the information for the **Lot for Lot Parameter** and **Reorder Point Parameters**.

- **Order Tracking Policy:** Specifies if and how order tracking entries are created and maintained between supply and its corresponding demand.
- **Reordering Policy:** Specifies when and how much to order.

9. On the **Item Tracking** FastTab, the required information in the following fields:

- **Item Tracking Code:** Specifies how serial or lot numbers assigned to the item are tracked in the supply chain.
- **Serial Nos. and/or Lot Nos.:** Select the numbering series that applies for serial or lot numbers.

10. On the **Warehouse** FastTab, you can define the **Next Counting Start Date** and **Next Counting End Date** along with various codes that are as follows:

- **Warehouse Class Code:** Specifies the warehouse class code for the item.
- **Put-away Template Code:** Specifies the code of the put-away template by which the program determines the most appropriate zone and bin for storage of the item after receipt.
- **Put-away Unit of Measure Code:** Specifies the code of the item unit of measure in which the program will put the item away.
- **Phys Invt Counting Period Code:** Specifies the code of the counting period that indicates how often you want to count the item in a physical inventory.
- **Last Phys. Invt. Date:** Specifies the date on which you last posted the results of a physical inventory for the item to the item ledger.

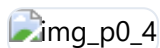


Create SKUs

Article • 6/3/2026 • 13 min read

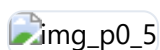
Stockkeeping Units (SKUs) enable the differentiation of item information by location or variant. A product variant denotes a distinct version or model differing slightly from others offered by the same manufacturer, encompassing variations in features, specifications, colors, sizes, or other attributes. Information on the SKU card takes precedence over that on the item card.

1. Select the Search icon , enter **Stockkeeping Units**, and then choose the related link.



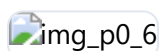
The **Stockkeeping Units** page opens.

2. On the action bar, select **New**.



The **Stockkeeping Unit Card** page opens.

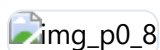
3. On the **General** FastTab, enter **Item No.** and **Location Code** field values.



4. On the **Invoicing** FastTab, enter the **Standard Cost** field value, confirm the **Unit Cost** and the **Last Direct Cost** field values.

5. On the **Replenishment** FastTab, select the desired value for the **Replenishment System**, **Routing No.**, **Flushing Method**, and **Manufacturing Policy** fields from the dropdown menu.

6. Enter the **Vendor No.** and **Vendor Item No.** field values.



Note

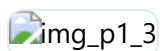
The **Manufacturing Policy** field has the following options to choose: *Make-to-Order*: The program explodes the Bill of Materials (BoM) and creates an additional production order line (or production order proposal line) for each level in the BOM structure where that item's manufacturing policy has also been defined as make-to-order. *Make-to-Stock*: The program considers just the first level of the BOM and allows only one item per production order. A make-to-stock item is produced to inventory levels. Typically, these are standard items with a relatively short manufacturing lead time or items that are used as required subassemblies for other items.

The stockkeeping unit for the defined item is created.



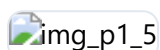
Alternatively, you can also create stockkeeping units from item cards. The following steps detail how to perform this activity.

7. Select the Search icon , enter **Items**, and then choose the related link.



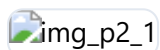
The **Items** list page opens.

8. Select the desired **No.**



The **Item Card** page opens.

9. On the action bar, select **Home > Create Stockkeeping Unit**.



The **Create Stockkeeping Unit** page opens.

10. On the **Create Stockkeeping Unit** page, specify the location and variant on the relevant filters.
11. Turn on the **Replace Previous SKUs** toggle to overwrite the existing SKU associated with the item.

Note

On the **Location Filter**, you can select more than one value. After creating SKUs for more than one location, you can select the **Replenishment System** per location for the defined item on the **Stockkeeping Unit Card** page.

12. Select **OK**.

The stockkeeping unit for the defined item is created.



Reclass and put-away

Article • 6/3/2026 • 16 min read

Reclass

Reclass is the movement of inventory from one location to another location and from one bin to another bin.

Item reclassification journal

1. Select the Search icon , enter **Item Reclassification Journals**, and then choose the related link.

The **Item Journal Template List** page opens.

2. select the required template **Name** and select **OK**.

The **Item Reclassification Journals** page opens.

3. On the **Item Reclassification Journals** page, fill in the following fields:

- **Item No.**
- **Location Code**
- **New Location Code**
- **Bin Code** (optional)
- **New Bin Code** (optional)
- **Quantity**

The values in the **Posting Date** and **Document No.** field values are automatically populated. The **Unit of Measure** code is also filled in by default but can be modified as needed.

Note

You can complete the reclassification in two ways, depending on bin requirements: with bins or without bins.



With bins

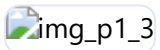
- The **Bin Code** and **New Bin Code** fields can be added to the lines via personalization.
- This type of inventory movement typically occurs within the same location, but with different bins. There is the possibility of moving bins & locations simultaneously as desired as well, however, we prefer the use of transfer orders for inventory movements between locations.

Put-away

Once inventory is received, inventory needs to be put-away into storage locations within the client facility.

Prerequisites

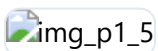
On the **Location Card** page, you must turn on the **Require Receive**, **Require Put-away**, and **Bin Mandatory** toggles on the **Warehouse** FastTab to create a put-away.



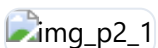
1. Create a new purchase order or use an existing purchase order you want to work with, and then release the purchase order.
2. On the action bar, select **Home > Create Whse. Receipt**.



The **Warehouse Receipt** page opens.



3. On the **Lines** FastTab, select **Line > Item Tracking Lines**. The system will automatically populate the value in the **Assigned Lot(s)** field.



4. On the action bar, select **Home > Post Receipt**, and then select **Post and Print Put-away**.



The Put-away is created.



Inventory put-away

1. Create a new purchase order or use an existing purchase order you want to work with, and then release the purchase order.
2. On the action bar, select **Home > Create Inventory Put-away/Pick**.



The **Create Inventory Put-away/Pick/Movement** card opens.



3. On the **Options** FastTab, turn on the toggles from the following list:
 - **Create Invt. Put-Away** - Specifies if you want to create inventory put-away documents for all source documents that are included in the filter and for which a put-away document is appropriate.
 - **Create Invt. Pick** - Specifies if you want to create inventory pick documents for all source documents that are included in the filter and for which a pick document is appropriate.
 - **Create Invt. Movement** - Specifies if you want to create inventory movement documents for all source documents that are included in the filter and for which a movement document is appropriate.
 - **Print Document** - Specifies if you want the document to be printed.
 - **Show Error** - Specifies if the report shows error information.

The inventory put-away is created.



Create routings and routing versions

Article • 6/3/2026 • 22 min read

Companies use routings to visualize and direct the manufacturing process. Routings serve as the foundation for process scheduling, capacity, process requirements of the manufactured item, and the creation of manufacturing documents. Routing versions are used to represent variations in a routing's structure, including the ability to control which version is active based on its starting date. This document is a walkthrough of how to create routings and versions of a routing.

Create routings

1. Select the Search icon , enter **Routings** and then choose the related link.

The **Routings** page opens.

2. On the action bar, select **New**.

The **Routing** card page opens.

3. On the **General** FastTab, in the **No.** field, you can either enter the number manually or select the automatic numbering through a number series setup.
4. If it's more efficient to copy from an existing routing, then on the action bar, select **Copy Routing** to copy lines from an existing routing.

Note

If you use this action, steps 5 to 7 are either unnecessary or can be considered to make changes to the existing data.

5. In the **Description** field, enter the text that describes the purpose and nature of the routing.
6. In the **Type** field, select either of the following:
7. *Serial*: When this type is selected, each operation is performed one at a time, with the next operation starting only after the previous one is completed.
8. *Parallel*: When this type is selected, multiple operations that are not dependent on each other can be performed simultaneously.



Note

Serial type calculates the production routing according to the value in the **Operation No.** field and *Parallel* type calculates the operations according to the value in the **Next Operation No.** field.

9. On the **Lines** FastTab, enter/select the following fields:

- In the **Operation No.** field, enter the number of the first operation.

Note

Consider using a consistent **Operation No.** field value where appropriate in business processes. For example, use 99 to represent the last step in all routings. This allows the operation number to serve as a filter when posting multiple orders at once, ensuring only the last operations are included.

- In the **Type** field, specify whether you want to use a work center or a machine center.
- In the **No.** field, select the resource from the dropdown.
- In the **Lot Size** field, enter the production quantity that coincides with the Run Time to match the throughput for this routing. For example, if the throughput is 20 units per minute, you can set the Lot Size to 20 and the Run Time to 1.
- In the **Run Time** and **Setup Time** fields, enter the process times needed to perform the operation.

Note

The run time works with the lot size to determine the production time for this operation. The setup time is a one-time calculation of additional time required for this operation, regardless of the quantity.

- In the **Unit Cost per** field, specify how many units of the selected resource are used to perform the operation.

Note

This is applicable only when the **Specific Unit Cost** toggle on the respective work center or machine center is turned on.



- On the **General** FastTab, once all lines have been set up correctly, in the **Status** field, change the status from *New* or *Under Development* to *Certified* to certify the routing.

The routing is created and certified.

Create routing version

- Select the Search icon , enter **Routings**, and then choose the related link.

The **Routings** page opens.

- Select the routing for which you want a related version, and then on the action bar, select **Related > Routing > Versions**.

The **Routing Version List** page opens.

- On the action bar, select **New**.

The **Routing Version** page opens.

- If it's more efficient to copy from an existing routing, on the action bar, you can directly select **Copy Routing** action to copy an existing routing to quickly create a similar BOM or **Copy Routing Version** to copy an existing routing version to quickly create a similar routing.

If you use this action, steps 5 and 6 are either unnecessary or can be considered to make changes to the existing data.

Note

Before using the copy function, ensure that the **Version Code** field is established.

- On the **General** FastTab, enter/select the following fields:

- **Version Code** - Enter or select the required code.
- **Description** - Enter the explanatory text.
- **Type** - Select either *Serial* or *Parallel*.
- **Starting Date** - Select the date.



6. On the **Lines** FastTab, fill in the required fields as per the changes you need to implement.

7. After filling in the fields, on the **General** FastTab, in the **Status** field, change the status from *New* or *Under Development* to *Certified* to certify the version.

 Note

A routing version with a certified status can only be used in production orders.

The version is created and certified.



Assign landed cost

Article • 6/3/2026 • 20 min read

A landed cost charge is a standard A/P Invoice that is linked against an inbound entry, such as a purchase receipt, to increase the inventory cost and subsequent COGs by that landed cost amount.

It allows for accurate inventory costing and analysis. A landed cost charge would be for invoices such as freight, handling, etc. When receiving a landed cost invoice, you should enter a standard A/P Invoice through the Purchase Invoices list. The following procedure describes how to perform this activity.

1. Select the Search icon , enter **Purchase Invoices**, and then choose the related link.

The **Purchase Invoices** list page opens.

2. On the action bar, select **New**.

The **Purchase Invoice** card page opens.

3. On the **General** FastTab of the **Purchase Invoice** page, enter **Vendor No.**, **Vendor Name**, **Vendor Invoice No.** and fill in other necessary fields.

This charge will be posted to accounts payable, so it should be approached like any other payable bill.

On the **Lines** FastTab, fill in the following fields.

4. For the **Type** field, select *Charge (Item)*.
5. Select the **No.** from the drop-down.
6. Enter **Quantity** and **Direct Unit Cost Excl. VAT**.

Note

The **Quantity** field value for the *Charge(Item)* must be 1.

7. On the **Lines** FastTab, select the *Charge(Item)* and select **Line > Related Information > Item Charge Assignment**.

The **Item Charge Assignment (Purch)** page opens.

8. On the action bar, select **Get Receipt Lines**.



 Note

The **Get Receipt Lines** action on the **Purchase Invoice** page filters receipt lines to the defined vendor associated in the invoice, while the action on the **Item Charge Assignment** page shows receipt lines from all vendors.

The **Purch. Receipt Lines** page opens.

9. Select the preferred **Document No.** or document lines and select **OK**.

The system updates the line entries on the **Item Charge Assignment(Purch)** page.

This page displays the landed cost charge that is allocated among one or more receipt lines.

10. On the action bar of the **Item Charge Assignment (Purch)** page, select **Suggest Item Charge Assignment**.

The system displays a dialog.

 Note

The allocation option defines how the assigned item charge will be distributed among the items; the following are the options:

- *Equally*- It gets added equally among the list of items.
- *By Amount*- It gets added based on the amount per item.
- *By Weight*-It gets added based on the standard item weight, whether measured or standard.
- *By Volume*- It gets added based on the calculated volume per item.

11. Choose an allocation option and select **OK**.

The system will allocate the item charge accordingly.

Alternatively, you can manually assign the item charge to receipt lines by filling in the **Qty. to Assign** field.

12. After the assignment, select **Close**.

13. Post the purchase invoice by selecting **Home > Post > Post**.



The system displays a dialog.

14. Select **Yes**.

The purchase invoice is posted.

 Note

After posting, you can run or schedule a run for the **Adjust Cost Item Entries** batch job for the item/items to get the updated unit price according to the applied charge. Ensure scheduling during off-peak system usage. You can view the updated price on the **Item Ledger Entries** page by selecting the AssistEdit button > **Related** > **Entry** > **Other** > **Value Entries** for the relevant line item.



Blanket purchase order

Article • 6/3/2026 • 18 min read

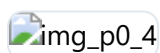
Blanket purchase orders are used to manage contracts between you and your vendor in which you are committed to purchase a large amount of goods from the vendor over a specific period. You can set up orders to be received from your vendor in several shipments with a blanket purchase order. In addition, you can maintain your commitments to your vendors and track purchases against those commitments.

Assumptions/System setup considerations

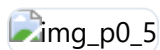
- A procedure intended to reduce spoiling and overstocking while facilitating inventory control.
- When a need for a purchase arises, the buyer will see whether there are any unfulfilled blanket orders before releasing the necessary amount from the blanket order along with the anticipated date of delivery.
- After a quantity is released from the blanket purchase order, a corresponding purchase order will be created to represent this release.
- The vendor will be notified of the shipment request and be given the purchase order number assigned when the purchase order was created.

Create a blanket purchase order

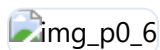
1. Select the Search icon , enter **Blanket Purchase Orders**, and then choose the related link.



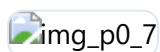
The **Blanket Purchase Orders** list page opens.



2. On the action bar, select **New**.



The **Blanket Purchase Order** card page opens.

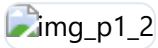


3. On the **General** FastTab, enter the required information in the following fields:

- **Vendor No.:** Select the buy-from vendor number from the vendor list. The fields on the **Buy-from** section are automatically updated based on this selection.
- **Document Date:** Ensure that the date of the order is correct. The field is automatically updated with the current date of entry.



- **Vendor Shipment No.:** Enter the vendor's shipment number, if the release quantity is for a shipment that has already been shipped. This reference will flow through to the associated released purchase order.
- **Order Address Code:** Select the ship-from code, if a purchase order is to be shipped from a particular vendor supply location (this is set up on the **Vendor Card** page).
- **Vendor Order No.:** Enter the vendor order confirmation number that the vendor uses for the order.
- **Purchaser Code:** Select the purchaser code (person responsible for this order).
- **Status:** Indicates whether the document is open or released to the next stage of processing.



4. On the **Invoice Details** FastTab, enter the required information in the following fields:

- **Location Code:** Select the location from which the items will be received.
- **Shipment Method Code:** Select the agreed shipment method from the list.



5. On the **Shipping and Payment** FastTab, the fields are automatically populated when the vendor is selected. Update the fields on the **Ship-to** and **Pay-to** section as required.



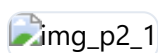
On the blanket order, each separate purchase can be set up as an order line, which can then be converted into a purchase order at the time of ordering. You can also opt to have one line for one item with the total quantity and release it partially throughout a period (four lines with quantity set to 100 for each line or one line with quantity set to 400).

6. On the **Lines** FastTab, enter the required information in the following fields:

- **Type:** Select the purchase line type.
- **No.:** Enter the item number or applicable number depending on the type selected.
- **Description:** The value will default from cross-reference or item record data. You can override this value if required to have a description unique to this purchase instance.
- **Unit of Measure Code:** The value will default from cross-reference or the item card. Change if desired. You can override this value if required.
- **Location:** Displays the code for the location where the items on the line will be received into. You will need to update this field if the order is not being sent to the same location as defaulted from the header.
- **Bin Code:** Enter the receiving bin code if required.
- **Item-Reference No.:** If using item-references to control which items are associated with this vendor, and the vendor's item numbers, then use the **Cross-Reference No.** field to select the items being purchased. Otherwise, use the **No.** field to look up the standard inventory item numbers.
- **Quantity:** Displays the total quantity to be purchased.



- **Direct Unit Cost Excl. Tax:** The value should default from the purchase prices setup. Otherwise, it will revert to the last direct cost from the item card or be blank (enter the unit cost excluding taxes in this field).
- **Qty to Receive:** Enter in the quantity you want for the purchase order you will release.
- **Quantity Received:** Indicates how many units (pieces, for example) of the item ordered have been received. Each time the line receipt is posted, the program will update the quantity received.
- **Quantity Invoiced:** Indicates how much of the line has been invoiced. The field is automatically updated when an invoice (or order) is posted and when an order line associated with an already-posted receipt is invoiced.
- **Expected Receipt Date:** Enter the date you expect the line to be received (if the full line will be received at once).



! Note

When you enter line items, the quantity from the value you enter in the **Qty. to Release** field is automatically entered in the **Qty. to Receive** field. Remember to enter 0 in the lines that you do not want to purchase when releasing a purchase order.

When you create a purchase order from a blanket purchase order, the new purchase order will be based on the values present in the **Qty. to Release** field.

7. To release a blanket purchase order, on the action bar, select **Home > Release > Release**.

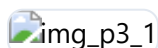
This will prevent users from creating changes to the order without reopening it first.

Issue a purchase order

You can create a purchase order from a blanket purchase order, and link a purchase line to a blanket order line. When the lines are linked, the price of the blanket purchase order line is transferred to the purchase order line. You can purchase not more than the quantity mentioned in the linked blanket purchase order line.

1. On the action bar, select **Home > Make Order**.

The system displays a dialog.



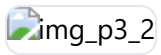
! Note

You can open and use the blanket order, make purchase orders more than once, and alter the quantity to release each time.



2. Select **Yes**.

An order is created from the blanket purchase order.



After the purchase order is created from the blanket purchase order, the system updates the value on the **Qty. to Receive** and **Quantity Received** fields.



Create a PO from a PQ

Article • 6/3/2026 • 13 min read

A purchase quote can be used as a preliminary draft for a purchase order. Once the vendor has provided a quote and you have approved the quote, the quote can then be converted to a purchase order.

1. Select the Search icon , enter **Purchase Quotes**, and then choose the related link.

The **Purchase Quotes** list page opens.

2. On the action bar, select **New**.

The **Purchase Quote** page opens.

3. On the **General** FastTab, enter the value in the **Vendor No.** or **Vendor Name** field. The system automatically populates the values in the related fields based on the selected vendor.

4. On the **Lines** FastTab, enter the values in the **Type**, **No.**, **Description**, **Location Code**, **Quantity**, **Unit of Measure Code**, and **Direct Unit Cost Excl. Tax** fields.

5. On the **Invoice Details** FastTab, enter the values in the **Payment Terms Code**, **Payment Method Code**, and **Shipment Method Code** fields based on the applicable tax information. Additionally, verify that the values in the **Payment Discount %** and **Pmt. Discount Date** fields are accurate.

6. On the action bar, select **Home > Release > Release**.

The **Purchase Quote** is now released.

The **Status** field value is changed from *Open* to *Released*.

Once approved, the quote can be made into a purchase order from the purchase quote card.

7. On the action bar, select **Home > Make Order**.

A confirmation dialog box appears, allowing you to proceed with the request.

8. On the dialog box, select **Yes**.

A dialog box appears indicating that the quote has been successfully converted. You are also prompted to choose whether to open the newly created order.



9. Select **Yes**.

The associated **Purchase Order** page opens.



Create a vendor

Article • 6/3/2026 • 21 min read

Overview

This guide explains creating, adding, and updating vendor information on the **Vendor Card** page.

Prerequisites

Before creating a vendor, ensure to set up the following configurations in your system:

- Vendor numbering
- 1099 codes in the US systems
- Vendor templates
- Posting groups
- Payment terms and payment types

Create a vendor

1. Select the Search icon , enter **Vendors**, and then choose the related link.

The **Vendors** list page opens.

2. On the action bar, select **New**.

Note

You can also use the vendor template created on the **Vendor Templates** page.

A new **Vendor Card** page opens.

3. On the **General** FastTab, select/enter the information in the following fields:



- **No.** - Select the number series for the Vendor Card. This field is either filled automatically from the number series, or you can enter the number manually if you have enabled manual number entry on the **No. Series** page.
- **Name** - Enter the name of the legal entity.
- **Blocked** - Provides you with the option to restrict the transaction with the vendor that cannot be processed. If payment must be blocked, select *Payment*. If all transactions must be blocked, select *All*. You can also choose to leave the field blank.
- **Privacy Blocked (Toggle)** - Turn on to limit access to data for the data subject during daily operations. Especially when protecting data from changes while it is under privacy review.
- **Last Date Modified** - Indicates the date of the most recent modification made to the vendor card.
- **Balance (LCY)** - Indicates the cumulative value of your finalized purchases from the vendor within the current fiscal year. This calculation is derived from amounts that exclude VAT on all completed purchase invoices and credit memos. By clicking this flow field value, the **Vendor Ledger Entries** page opens.
- **Balance (LCY) As Customer** - Indicates the outstanding balance owed by the customer, particularly pertinent in cases where the customer also serves as a vendor. This amount is derived from the netting of their payable and receivable balances.
- **Balance Due (LCY)** - Indicates the cumulative sum of outstanding payments for your purchases from the vendor within the current fiscal year. This calculation is derived from amounts that exclude taxes on all open purchase invoices and credit memos.
- **Document Sending Profile** - Select your preferred method of sending documents to a specific vendor. By doing so, you can avoid having to manually choose a sending option every time you post and send a document to that vendor. The selected Document Sending Profile will be used for all documents sent to that vendor and will take precedence over the default document-sending profile.
- **Search Name** - Enter an alternative name that can be used to search the record.
- **IC Partner Code** - Select the vendor's Intercompany Partner Code.
- **Purchase Code** - Select the salesperson or purchaser accountable for handling purchases from the designated vendor.
- **Responsibility Center** - Select the code of the responsibility center, like a distribution hub, linked to the relevant user, company, or vendor.
- **Disable Search by Name (Toggle)** - Turn on to modify the vendor's name within a document without affecting the search functionality. This will not impact the ability to locate or retrieve vendor information through searches.
- **Company Size Code** - Select the size of the vendor's company.
- **Lot No. Element** - Enter the code of the vendor, limited to four characters, that can be presented as an integral part of a lot number when configured through Lot No. Profiles.

4. On the **Address & Contact** FastTab, select/enter the information in the following fields:



- **Address** - Enter the registered address of the vendor.
- **Address 2** - Enter the additional address information of the vendor.
- **Country/Region Code** - Select the relevant country/region code of the address.
- **City** - Select the city of the vendor. You can also create a new entry by specifying the postal code associated with a city.
- **State** - Enter the state of the vendor.
- **Zip Code** - The associated postcode is auto-populated based on the selected city.
- **Phone No.** - Enter the telephone number of the vendor.
- **Mobile Phone No.** - Enter the mobile number of the vendor.
- **Email** - Enter the email address of the vendor or sales department.
- **Fax No.** - Enter the fax number of the vendor.
- **Home Page** - Enter the website address of the vendor.
- **Our Account No.** - Enter the account number of the vendor.
- **Language Code** - Select the language used to translate text on documents for foreign business partners, such as item descriptions on order confirmations.
- **Format Region** - Select the region formats for printouts related to the vendor.
- **Primary Contact Code** - Select the primary contact code, which includes the company and contact details of the vendor.
- **Contact** - Enter the name of the contact associated with the company. It is recommended to have a contact from the sales department.

5. On the **Invoicing** FastTab, select/enter the information in the following fields:

- **TAX Registration No.** - Select the vendor's VAT registration number.
- **GLN** - Enter the vendor in relation to receiving electronic documents.
- **Tax Liabile** - If non-liability has not been pre-established, set this value to indicate that taxation applies to purchases from this vendor.
- **Tax Area Code** - Select the appropriate payable tax if you have turned on the **Tax Liabile** toggle.
- **Vendor No.** - Select the vendor number to whom you make payments for products delivered by the vendor listed on the Vendor Card. Ensure to create the pay-to vendor card in the same manner as any other vendor.
- **Invoice Disc. Code** - Select the invoice discount code for the vendor. When configuring a new vendor card, the system automatically inserts the number entered in the **No.** field.
- **Bank Communication** - Select the language for the check image.
- **Price Calculation Method** - Select the default price calculation method. It determines if the vendor will use the Aptean Advanced Pricing extension logic or Business Central's low price standard pricing. If any of the



vendor's documents are subject to trade plans from the Aptean Trade Management extension, *Advanced Pricing* must be used.

Note

This field is visible only when the Aptean [Advanced Pricing](#) extension is installed.

- **Registration No.** - Enter vendor's registration number, allowing entry of up to 20 characters comprising both numbers and letters.
- **Posting Details**
 - **Gen Bus Posting Group** - Select the relevant posting group, such as selecting US for vendors based in the USA. It is the vendor's trade type used to link transactions made for this vendor with the corresponding general ledger account based on the general posting setup.
 - **Vendor Posting Group** - Select the relevant posting group to determine the AP account. Moreover, this field allows for the breakdown, analysis, and categorization of vendors, even though the options are consistently linked to the same AP account.
- **Foreign Trade**
 - **Currency Code** - Select the default currency code inserted when creating purchase documents or journal lines for the vendor.
- **Advanced Pricing**
 - **Trade Business Group** - Select the trade business group linked to this vendor. This setting applies exclusively in a purchase document when utilizing the *Advanced Pricing* price calculation method.

Note

This field is visible only when the Aptean [Trade Management](#) extension is installed.

6. On the **Payments** FastTab, select/enter the information in the following fields:

- **Prepayment %** - Enter a prepayment percentage for all orders with this vendor, irrespective of the items or services listed on the order lines.
- **Application Method** - Select the method of applying payments to entries for this vendor. It is recommended to choose the Manual option.
- **Payment Terms Code** - Select a formula for calculating the payment due date, payment discount date, and payment discount amount.
- **Payment Method Code** - Select the payment method, whether through bank transfer, cash, or check. Although the payment method table is commonly utilized for reference, it also links to G/L Balancing



accounts.

- **Priority** - Enter the priority of the vendor when suggesting payments through the Suggest Vendor Payments function.
- **Block Payment Tolerance (Toggle)** - Specifies whether the vendor permits payment tolerance. It is applicable only if you have established global payment tolerances in the Finance Setup and intend to exclude this vendor from such tolerances.
- **Preferred Bank Account Code** - Select the default vendor bank account for payment journal lines when exporting to a payment bank file.
- **Partner Type** - Select the type of partner. It determines whether the vendor is an individual or a company.
- **Intrastat Partner Type** - Provides you with the option to specify whether the vendor is an individual or a company for Intrastat reporting.
- **Cash Flow Payment Terms Code** - Select a payment term utilized in the calculation of cash flow.
- **IRS 1099 Code** - Select the suitable alpha-numeric code for payments made to US Consultants.
- **FATCA Filing Requirement (Toggle)** - Specifies whether the vendor is configured to necessitate FATCA filing.
- **Federal ID No.** - Enter the Taxpayer Identification Number (TIN) assigned to the vendor by the tax authorities.
- **Tax Identification Type** - Select the customer's tax identification type used for tax reporting, which depends on the classification of the customer as either a company or an individual.
- **Creditor No.** - Enter the vendor number.
- **Check Date Format** - Select the format for the date on the printed check image for this bank account.
- **Check Date Spectator** - Select the character used to separate the Month, Day, and Year in the date printed on the check image.
- **Exclude from Payment Practices (Toggle)** - Specifies the exclusion of the vendor from payment practice calculations.
- **Grower Accounting**
 - **Accounting Method** - Select one of the accounting methods: *Grade Out*, *Pack Out*, *Account Sale*, *Pooling*, or blank for the vendor. The method chosen will be applied to the purchase orders of the vendor.
 - **Default Cost Template** - Select the cost template to apply to this vendor by default. A cost template represents a set of costs to include in an account sale type settlement or can be compared to a grower contract.
 - **Settlement Grouping Type** - Select whether the vendor will settle purchase orders in a single grouped settlement or settle each purchase order individually.
 - **Invoice Grouping Type** - Select whether the settlement will generate one invoice per vendor or one invoice per source document.



 Note

These fields are visible only when the Aptean [Grower Return](#) extension is installed and should be used only if the vendor is involved in grower settlements.

7. On the **Receiving** FastTab, select/enter the information in the following fields:

- **Location Code** - Select the default warehouse location for receiving items from the vendor. It is the primary receiving location. If multiple locations are employed for receiving, leave this field empty.
- **Shipment Method Code** - Select the delivery conditions for the associated shipment, such as Free On Board (FOB).
- **Shipping Agent Code** - Select the code for the shipping agent responsible for transporting the items.
- **Lead Time Calculation** - Enter the date formula for determining the replenishment lead time for the item.
- **Base Calendar Code** - Select a customized calendar for delivery planning, incorporating the working days and holidays of the vendor.
- **Customized Calendar** - Indicates whether you have established a personalized calendar for the vendor.
- **Underdelivery Allowed (Toggle)** - Specifies whether underdelivery is permitted for this vendor, and the allowed percentage of underdelivery is determined on a per-item basis.
- **Overdelivery Allowed (Toggle)** - Specifies whether Overdelivery is permitted for this vendor, and the allowed percentage of Overdelivery is determined on a per-item basis.
- **Over-Receipt Code** - Select the policy applied to the vendor when receiving more items than originally ordered.

 Note

The **Underdelivery Allowed**, **Overdelivery Allowed** toggles and the **Over-Receipt Code** field are part of the Aptean [Over and Under Delivery](#) extension.

- **Logistical Time** - Enter the expected time for the availability of items in the warehouse.

The vendor record has been created.



Process a PO using item charges

Article • 6/3/2026 • 25 min read

This document is a walkthrough of processing a purchase order using Item charges (Freight).

1. Select the Search icon  , enter **Purchase Orders**, and then choose the related link.

The **Purchase Orders** list page opens.

2. On the action bar, select **New**.

The **Purchase Order** card page opens.

3. On the **General** FastTab, enter **Vendor No.**, **Vendor Name**, and **Vendor Invoice No.**

4. On the **Lines** FastTab, select the item **No.** and **Quantity**.

5. On the **Lines** FastTab, select **Type** as *Item(Charge)*, **No.**, **Quantity**, and **Direct Unit Cost Excl. Tax**.

6. Select the **Type Item(Charge)** line entry, and then select **Lines > Item Charge Assignment**.

The **Item Charge Assignment** page opens.

7. On the action bar, select **Suggest Item Charge Assignment**.

The system displays a dialog.

8. Select an allocation option and select **OK**.



 Note

The allocation option defines how the assigned item charge will be distributed among the items; the following are the options:

- *Equally* – It gets added equally among the list of items.
- *By Amount* – It gets added based on the amount per item.
- *By Weight* – It gets added based on the standard item weight, whether measured or standard.

9. *By Volume*- It gets added based on the calculated volume per item.

The item charge is now assigned to the defined items based on the selected allocation option.

10. On the action bar of the **Purchase Order** page, select **Home** > **Post** > **Post**.

The system displays a dialog.

 Note

If using warehouse documents, you might need to post the warehouse receipt instead of posting directly to the purchase order.

11. Select **Receive** and select **OK**.

Once the purchase order is posted for receiving, you can now see on the line level that the **Quantity Received** and **Quantity to Invoice** fields are marked with the order quantity that are received.

12. On the action bar of the **Purchase Order** page, select **Home** > **Post** > **Post**.

The system displays a dialog.

13. Select **Invoice** and select **Ok**.

You can see the details on the **Posted Purchase Invoices** page.

14. Select the Search icon  , enter **Item Ledger Entries**, and then choose the related link.

The **Item Ledger Entries** page opens.



15. Select the entry associated with the purchase order.

16. Select the **Cost Amount(Actual)** field value.

The **Value Entries** page opens.

You can ensure that the total cost of an item includes both the cost and the allocated charge amount.



Purchase journals

Article • 6/3/2026 • 9 min read

Purchase journals streamline procurement transactions, ensuring accurate financial documentation and efficient business procurement processes.

The following steps outline the process of creating and posting purchase journal lines.

1. Select the search icon , enter **Purchase Journals**, and then choose the related link.

The **Purchase Journals** page opens.

2. In the **Posting Date** field, select the posting date for the journal.
3. In the **Document Type** field, select the type of document that you want to create an entry for on the journal line from the dropdown.

 Note

An invoice or credit memo is typically chosen. While setting **Document Type** with *Blank* value is possible, it's not recommended. If a **No. Series** is associated with the **Journal Batch**, the **Document No.** field will inherit its value, automatically filling with the next available number in the series. If there is no linked **No. Series**, you can manually input a **Document No.** in this field.

4. In the **Account Type** field, select the account type to which you want to apply the lines from the dropdown.
5. In the **Account No.** field, enter the account number to which you want to apply the entries.

The system inherits the **Description** field value.

 Note

A blank entry signifies the Local Currency, as specified in the **General Ledger Setup** page.

6. In the **Document Amount** field, enter the journal line amount. The **Amount** field updates automatically upon entering a document amount.



 Note

The **Amount** should be negative (-) for *Invoice postings*, while for *Credit Memo postings*, it should be positive (+).

7. In the **Bal. Account Type** field, select the type of account to which the balancing entry is posted.
8. In the **Bal. Account No.** field, enter the number of the general ledger, customer, vendor, or bank account to which the balancing entry is posted.

 Note

Transactions against bank accounts should only be made through **Payment Journals**.

9. In the **Applies to Doc. No.** field, enter the number of the posted document that this document or journal line will be applied to when you post.
If you post a credit memo, use this field to specify which invoice it applies to.
10. Select the **Correction** checkbox to specify the entry as a corrective entry.
.
11. On the action bar, select **Home > Post > Post**.
.
The system displays a dialog box.
.
12. Select **Yes**.
The journal lines are posted.



A purchase order represents an agreement between a buyer and a vendor to buy products or services. It also helps in tracking product receipts for the order and accounting for vendor invoices related to it.

Create a purchase order

-



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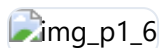
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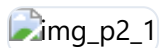
Alternatively, you can select multiple items at the same time by selecting **Manage > Select items** on the **Lines FastTab**



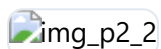
7. You can also add other line types such as *G/L account* or *Charge (Item)*. To add *Charge (Item)* lines, select **Line > Item Charge Assignment**.



8. On the **Item Charge Assignment** page, select **Suggest Item Charge Assignment**.

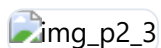


9. Select the way by which the assigned item charge will be distributed when the document has more than one line of item type.



10. Select **OK**.

11. On the action bar, select **Home > Release > Release**.



The purchase order is released.



Purchase return orders

Article • 6/3/2026 • 19 min read

Items that are of poor quality, damaged, or no longer required can be returned by users after they receive items on a purchase order. In such a scenario, when quantity received needs to be sent back to the vendor, a purchase return order is used.

1. Select the Search icon , enter **Purchase Return Orders**, and then choose the related link.

The **Purchase Return Orders** list page opens.

2. On the action bar, select **New**.

The **Purchase Return Orders** card page opens.

3. On the **General** FastTab, select/enter information in the **No.**, **Vendor Name**, **Vendor Cr. Memo No.**, **Contact**, **Purchaser Code**, and **Campaign No.** fields.

4. On the action bar, select **Prepare > Get Posted Document Lines to Reverse**.

The **Posted Purchase Document Lines** page opens.

5. On the **Posted Purchase Document Lines** page, on the **Options** FastTab, turn on the **Show Reversible Lines** toggle, to view lines with quantities that haven't been returned yet. For example, excluding quantities from a posted purchase invoice that have already been returned from a new purchase return document.

6. On the **Document Type Filter** field, select *Posted Receipts* or *Posted Invoices*.

On the **Lines** FastTab, the system displays the posted receipts enteries.

7. Select the lines for which you want to reverse the purchase receipt entry.

8. On the **Purchase Return Orders** page, the system generates the entries on the **Lines** FastTab.

9. If you want to change the quantity to be returned, on the **Lines** FastTab, select **Line > Item Tracking Lines**.



The **Item Tracking Lines** page opens.

10. On the **Item Tracking Lines** page, modify the quantity to be returned on the **Quantity (Base)** field.

11. On the **Lines** FastTab, modify the quantity in the **Quantity** field.

 Note

Due to precise cost reversing, return orders are challenging to fulfill after an item has been used in production or sold.

12. On the action bar, select **Home > Post > Post**.

The purchase return order is posted.



Purchases and payables setup

Article • 6/3/2026 • 16 min read

This guide provides an overview of the fields and configuration options within the Purchases & Payables Setup page. On this page, you can define how purchases and outgoing payments are processed. This setup is rarely configured, and only the mandatory fields are explained. However, if any issues arise or modifications are needed, you can adjust the necessary settings as required.

1. Select the Search icon , enter **Purchases & Payables Setup**, and then choose the related link.

The **Purchases & Payables Setup** page opens.

2. On the **General** FastTab, enter/select the following fields:

- **Discount Posting** – Select the type of purchase discounts to post separately. The available options are as follows:
 - *No Discounts* – Select this option to subtract the discount before posting, instead of posting the discounts separately.
 - *Invoice Discounts* – Select this option to post the invoice discount and invoice amount simultaneously, based on the **Purch. Inv. Disc. Account** field on the **General Posting Setup** page.
 - *Line Discounts* – Select this option to post the line discount and invoice amount simultaneously, based on the **Purch. Line Disc. Account** field on the **General Posting Setup** page.
 - *All Discounts* – Select this option to post the invoice, line discounts, and the invoice amount simultaneously, based on the **Purch. Inv. Disc. Account** and **Purch. Line Disc. Account** fields on the **General Posting Setup** page.
- **Receipt on Invoice** – Turn on this toggle to automatically create posted receipt documents when posting purchase invoices. If this option is not selected, only posted invoices are created.
- **Return Shipment on Credit Memo** – Turn on this toggle to automatically create a posted return shipment and a posted purchase credit memo when a credit memo is posted.
- **Invoice Rounding** – Turn on this toggle to round amounts for purchase invoices. Rounding is applied as specified in the **Inv. Rounding Precision (\$)** field on the **General Ledger Setup** page.
- **Create Item from Item No.** – Turn on this toggle to suggest creating a new item if no matching item number is found in the **No.** field on purchase lines.
- **Copy Vendor Name to Entries** – Turn on this toggle to copy the name on vendor cards to vendor ledger entries during posting.
- **Ext. Doc. No. Mandatory** – Turn on this toggle to make it mandatory to enter an external document number in the **External Document No.** field on a purchase header or a general journal line.



- **Allow Tax Difference** – Turn on this toggle to allow the manual adjustment of tax amounts in purchase documents.
- **Calc. Inv. Discount** – Turn on this toggle to automatically calculate the invoice discount amount in purchase documents. This is based on the **Allow Invoice Disc.** checkbox value on the purchase lines.
- **Calc. Inv. Disc. Per Tax ID** – Turn on this toggle to calculate the invoice discount according to the tax identifier defined in the tax posting setup. If you turn off this toggle, the invoice discount will be calculated based on the invoice total.
- **Appln. Between Currencies** – Select the option to allow applying vendor payments in different currencies. The available options are:
 - *None* – All entries involved in one application must be in the same currency.
 - *EMU* – You can apply entries in euro and one of the old national currencies (for EMU countries/regions) to one another.
 - *All* – You can apply entries in different currencies to one another. The entries can be in any currency.
- **Copy Comments Blanket to Order** – Turn on this toggle to copy comments from blanket purchase orders to purchase orders.
- **Copy Comments Order to Invoice** – Turn on this toggle to copy comments from purchase orders to purchase invoices.
- **Copy Comments Order to Receipt** – Turn on this toggle to copy comments from purchase orders to receipts.
- **Copy Cmts Ret. Ord. to Cr. Memo** – Turn on this toggle to copy comments from purchase return orders to purchase credit memos.
- **Copy Cmts Ret. Ord. to Ret. Shpt.** – Turn on this toggle to copy comments from the purchase return order to the posted return shipment.
- **Exact Cost Reversing Mandatory** – Turn on this toggle to ensure that a return transaction cannot be posted unless the **Appl.-to Item Entry** field on the purchase order line specifies an entry.
- **Check Prepmnt. When Posting** – Turn on this toggle to prevent receiving or invoicing an order with an unpaid prepayment amount.
- **Prepmnt. Auto Update Frequency** – Select the frequency for the job to automatically update the status of orders pending prepayment. The available options are *Never*, *Daily*, and *Weekly*.
- **Default Posting Date** – Select the default posting date to be used on purchase documents. The available options are *Work Date* and *No Date*.
- **Default Qty. to Receive** – Select the default value for the **Qty. to Receive** field on purchase order lines and the **Return Qty. to Ship** field on purchase return order lines. The available options are *Remainder* and *Blank*. If you choose *Blank*, the quantity to invoice is not automatically calculated.
- **Use Vendor's Tax Area Code** – Turn on this toggle to specify the source of the tax area code for purchase sales tax calculations. The tax area code, combined with the tax group, determines how sales taxes are calculated and posted.



- **Allow Document Deletion Before** – Select or enter the date when posted purchase invoices and credit memos can be deleted. If you enter a date, posted purchase documents with a posting date on or after this date cannot be deleted.
- **Ignore Updated Addresses** – Turn on this toggle to copy address changes made on purchase documents to the vendor card. By default, changes are copied to the vendor card.
- **Copy Line Descr. To G/L Entry** – Turn on this toggle to carry the description on document lines of G/L account type to the resulting general ledger entries.
- **Copy Invoice No. To Payment Reference** – Turn on this toggle to copy the value of the **Vendor Invoice No.** field to the **Payment Reference** field during posting, unless the **Payment Reference** field is not blank.
- **Document Default Line Type** – Select the default value for the **Type** field on the first line in new purchase documents. If required, you can change the value on the line. The available options are blank, *G/L Account*, *Item*, *Resource*, *Fixed Asset*, *Charge (Item)*, and *Allocation Account*.
- **Enable Vendor Document Number check for Purchase Documents** – Turn on this toggle to ensure that the external vendor document number check is performed to prevent duplicate purchase documents.

3. On the **Number Series** FastTab, select the required field values to configure the number series that are to be used for your different purchase documents.

4. On the **Background Posting** FastTab, enter/select the following fields:

- **Post with Job Queue** – Turn on this toggle to use job queues in the background to post documents, including orders, invoices, return orders, and credit memos.
- **Post & Print with Job Queue** – Turn on this toggle to enable job queues for posting and printing purchase documents in the background as part of your business process.
- **Job Queue Category Code** – Select the code for the category of the job queue that you want to associate with background posting.
- **Notify on Success** – Turn on this toggle to ensure a notification is sent when posting and printing is successfully completed.
- **Report Output Type** – Select the output type of the report that will be scheduled with a job queue entry when the **Post and Print with Job Queue** check box is selected. The available options are *PDF* and *Print*.

5. On the **Archiving Posting** FastTab, enter/select the following fields:

- **Archive Quotes** – Select how you want to archive purchase quotes when they are deleted. The available options are Never, Question, and Always.
- **Archive Orders** – Turn on this toggle to archive purchase orders when they are deleted.
- **Archive Blanket Orders** – Turn on this toggle to archive purchase blanket orders when they are deleted.



- **Archive Return Orders** – Turn on this toggle to archive purchase return orders when they are deleted.

6. On the **Default Accounts** FastTab, enter/select the following fields:

- **Default Debit Account for Non-Item Lines** – Select the G/L account that is automatically inserted on purchase lines of *Debit* type that are created from electronic documents when the incoming document line does not contain an identifiable item. Any incoming document line that does not have a GTIN or the vendor's item number will be converted to a purchase line of *G/L Account* type, and the **No.** field on the purchase line will contain the account that you select in the **G/L Account for Non-Item Lines** field.
- **Default Credit Account for Non-Item Lines** – Select the G/L account that is automatically inserted on purchase lines of *Credit* type that are created from electronic documents when the incoming document line does not contain an identifiable item. Any incoming document line that does not have a GTIN or the vendor's item number will be converted to a purchase line of *G/L Account* type, and the **No.** field on the purchase line will contain the account that you select in the **G/L Account for Non-Item Lines** field.



Receive a PO and undo receipt

Article • 6/3/2026 • 20 min read

This document is a walkthrough on receiving the materials through the purchase order and undo receipt.

Receive a purchase order

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.

The **Purchase Orders** list page opens.

2. On the action bar, select **New**.

The **Purchase Order** card page opens.

3. On the **General** FastTab, enter **Vendor Name** and **Vendor Invoice No**.

4. On the **Lines** FastTab, enter the item number, quantity and fill in other relevant fields.

5. Enter the **Qty. to Receive**.

 Note

Purchase can be directly received, when **Require Receive** toggle is turned off in the defined **Location Card** page. If a location requires a warehouse receipt, the receipt will be posted there, not directly on the purchase order.

6. On the action bar, select **Home > Post > Post**.

The system displays a dialog.

7. Select **Receive** and select **OK**.

The purchase order is now posted. The **Qty. to Receive** is now reflected in the **Quantity Received** field.



Undo receipt

1. Select the Search icon , enter **Posted Purchase Receipts** and then choose the related link.

The **Posted Purchase Receipts** page opens.

2. Select the required **No.** The **Posted Purchase Receipt** page opens.

3. On the **Lines** FastTab, select one or more lines, and then select **Functions > Undo Receipt**.

The system displays a dialog.

4. Select **Yes**.

The system creates reversal lines associated with the existing line item.

5. Verify the result by checking the original purchase order. Ensure the lines for which the receipt was undone no longer show a **Quantity Received** field value.

Similarly, you can undo receipts for other line items.



Set up and process a purchase approval

Article • 6/3/2026 • 29 min read

This document is a walkthrough on how to set up and process purchase approvals.

Set up approval users

1. Select the Search icon , enter **Approval User Setup**, and then choose the related link.

The **Approval User Setup** page opens.

2. On the action bar, select **New**.

The system populates a new line.

3. In the **User ID** field, enter the user ID of the approver and then select the **Unlimited Request Approval** checkbox.
4. Enter another user ID in the **User ID** field and select the previously defined ID in the **Approver Id** field.

The approval users setup is complete.

Set up notifications

1. On the **Approval User Setup** page, select the line with your user ID.
2. On the action bar, select the AssistEdit button , and then select **Notification Setup**.

The **Workflow Notification Setup** page opens.

3. In the **Notification Type** field, select *Approval*.
4. In the **Notification Method** field, select *Note*.

5. On the action bar, select **Notification Schedule**.

The **Notification Schedule** page opens.

6. In the **Recurrence** field, select *Instantly*.



The notification setup is complete.

Create the approval workflow

1. Select the Search icon , enter **Workflows**, and then choose the related link.

The **Workflows** page opens.

2. On the action bar, select **Related > View Templates**.

The **Workflow Templates** page opens.

3. On the action bar, select **New > New Workflow from Template**.

4. On the **Workflow Templates** page, select the **Purchase Order Approval Workflow**.

The **Workflow** page opens.

5. Select the Edit icon on the header of the **Workflow** page.

6. Turn on the **Enabled** toggle.

The purchase order approval workflow is created.

Use the approval workflow

As a user that requires approval

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.

The **Purchase Orders** list page opens.

2. Select the desired **No**.

The **Purchase Order** card page opens.

3. On the action bar, select **Actions > Request Approval > Other > Send Approval Request**.



•

The system displays a dialog.

•

4. Click **OK**.

The **Status** field value is updated to *Pending Approval*.

•

As the approver

1. On the Role Center, in the **Approvals** section, select **Requests to Approve**.

•

The **Requests to Approve** page opens.

2. On the action bar, select **Approve**.

•

The request is approved.

You can verify the **Status** field value on the **Purchase Order** page.

•



Tiered pricing (Purchase)

Article • 6/3/2026 • 33 min read

Tiered pricing offers products or services at various price points. It allows you to pre-configure prices into defined brackets and create different pricing layers. This guide walks you through setting up tiered pricing and assigning price lists to vendors and purchase orders.

Install advance pricing feature

Installing the new *Advanced Pricing* feature on the **Feature Management** page in Business Central enables you to set up complex pricing structures efficiently. It streamlines managing tiered pricing, discounts, and special offers, improving pricing accuracy and customer satisfaction. The following procedure describes how to perform this activity.

Note

If the new pricing experience feature is already enabled in Business Central, skip this section on enabling this feature.

1. Select the Search icon , enter **Feature Management**, and then choose the related link.

The **Feature Management** page opens.

2. On the action bar, select the search icon , enter **Feature Update: New Sales Pricing experience**.

The system filters the particular line entry.

3. Verify the **Current Company Status** field value for the new pricing experience feature.

4. On the action bar, select **Data Update > Schedule**.

The system displays a dialog.

5. Turn on the **Use default price lists** and **I accept the data update** toggles and select **Next**.

6. Select **Update**.



The feature is updated for this company. You can verify the **Current Company Status** field value for the new pricing experience feature.

Assign a price group to a vendor

1. Select the Search icon , enter **Vendors**, and then choose the related link.

The **Vendors** list page opens.

2. Select the desired **No.**

The **Vendor Card** page opens.

3. On the action bar, select **Prices & Discounts > Purchase Price Lists**.

The **Purchase Price Lists** page opens.

4. On the action bar, select **New**.

The **Purchase Price List** card page opens.

5. On the **General** FastTab, select the **Code** and enter the **Description**.

6. In the **Assign-to Type** field, select *Vendor*.

7. In the **Assign-to No.** field, select the vendor number for which you want to create the purchase price list.

8. On the **Lines** FastTab, in the **Product Type** field, enter *Item* and in the **Product No.** field, enter the item number.

9. Define the values for the **Unit of Measure Code**, **Minimum Quantity**, and **Direct Unit Cost** fields for the line entries.

10. On the **General** FastTab, change the **Status** field value from *Draft* to *Active*.

The system displays a dialog.



11. Select **Yes**.

12. Verify the **Status** field value.

The purchase price list is configured.

Assign the price group to purchase orders

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.

The **Purchase Orders** list page opens.

2. On the action bar, select **New** to open the **Purchase Order** card page.

3. On the **General** FastTab, in the **Vendor Name** field, select the defined vendor name for which we created purchase price list earlier.

4. On the **Lines** FastTab, select the items defined in the purchase price list and enter the quantity.

The system inherits the configured **Direct Unit Cost Excl. Tax** field value and calculates the **Line Amount Excl. Tax** field values accordingly.



Undo receipt

Article • 6/3/2026 • 9 min read

Undo receipt is a feature for correcting errors and clearing out an old entry before entering a new one. This document is a walkthrough on how to undo the receipt.

1. Select the Search icon , enter **Posted Purchase Receipts** and then choose the related link.

The **Posted Purchase Receipts** page opens.

2. Select the required **No.** The **Posted Purchase Receipt** page opens.

3. On the **Lines** FastTab, select one or more lines, and then select **Functions > Undo Receipt**.

The system displays a dialog box.

4. Click **Yes**.

The system creates reversal lines associated with the existing line item.

5. Verify the result by checking the original purchase order. Ensure the lines for which the receipt was undone no longer show a **Quantity Received** field value.

Similarly, you can undo receipts for other line items.



Vendor item catalog

Article • 6/3/2026 • 21 min read

You can enter a purchase order in a fast, structured, and controlled manner with the vendor item catalog.

Maintain a vendor item catalog

1. Select the Search icon , enter **Vendors**, and then choose the related link.

The **Vendors** list page opens.

2. On the **Vendors** list page, select the desired **No.**

The **Vendor Card** page opens.

3. On the action bar, select **Related > Purchases > Items**.

The **Vendor Item Catalog** page opens.

4. In the **Item No.** field, select the desired value from the list.

5. In the **Vendor Item No.** field, enter the value. (Optional)

The value entered in the **Vendor Item No.** field is recorded in the **Vendor Item Catalog** table and to the cross references. Cross references link your system with your vendor's system, replacing item numbers issued in documents.

When you enter the data in the **Vendor Item Catalog**, it automatically populates the cross references.

View references

1. On the selected **Vendor Card** page, on the action bar, select **Related > Vendor > Item References**.

The **Item References** page opens.

The **Reference No.** field inherits the value entered in the **Vendor Item No.** field.



Fast purchase order entry

1. Select the Search icon  , enter **Purchase Orders**, and then choose the related link.

•

The **Purchase Orders** list page opens.

•

2. On the action bar, select **New**.

•

The **Purchase Order** card page opens.

•

3. In the **Vendor Name** field, select the desired vendor.

•

4. On the action bar, select **Actions > Functions > Item Catalog**. Alternatively, press Alt+C to open the **Item Catalog** page.

If the vendor has a catalog, a notification appears. You can select the notification to open the catalog.

•

The **Purchase Item Catalog** page opens.

•

5. In the **Quantity** field, enter the desired value.

•

6. Select **OK**.

•

Purchase order lines are created on the associated purchase orders for every **Purchase Item Catalog** line when the **Quantity** field value mentioned is higher than zero.

You can review and confirm prices for the newly added purchase lines. Additionally, you can adjust the prices as required.



Blanket sales order

Article • 6/3/2026 • 21 min read

An extended contract between the client and the vendor is outlined in a blanket sales order. When a customer commits to buying large quantities that will be delivered in multiple smaller shipments over a predetermined period, that is when a blanket order is used.

Create a blanket sales order

1. Select the Search icon , enter **Blanket Sales Order**, and then choose the related link.

The **Blanket Sales Order** list page opens.

2. On the action bar, select **New**.

The **Blanket Sales Order** page opens.

3. On the **General FastTab**, select/enter the information in the following fields:

- **Customer No. & Name** – Specifies the name and number of the customer who will receive the products and be billed by default.
- **Sell-To**
 - **Address** - Specifies the address where the customer is located.
 - **Address 2** - Specifies additional address information.
 - **City** - Specifies the city of the customer on the sales document.
 - **State** - Specifies the state, province, or county of the address.
 - **ZIP Code** - Specifies the ZIP code.
 - **Country/Region Code** - Specifies the country or region of the address.
 - **Contact No.** - Specifies the number of the contact person that the sales document will be sent to.
 - **Phone No.** - Specifies the telephone number of the contact person that the sales document will be sent to.
 - **Mobile Phone No.** - Specifies the mobile telephone number of the contact person that the sales document will be sent to.
 - **Email** - Specifies the email address of the contact person that the sales document will be sent to.
 - **Contact** - Specifies the name of the person to contact the customer.



- **No. of Archived Versions** - Specifies the number of archived versions for this document.
- **Document Date** - Specifies the date when the related document was created.
- **Order Date** - Specifies the date the order was created. The order date is also used to determine the prices and discounts on the document.
- **Due Date** - Type in the due date for the sales invoice.
- **External Document No.** - Type the customer's purchase order number specifies a document number that refers to the customer's or vendor's numbering system.
- **Sales Comments** - Specifies the total number of comments that are linked to this document, both on header and on line level.
- **Your Reference** - Specifies the customer's reference. The content will be printed on sales documents.
- **Salesperson Code** - Specifies the name of the salesperson who is assigned to the customer.
- **Campaign No.** - Specifies the number of the campaign that the document is linked to.
- **Responsibility Center** - Specifies the code of the responsibility center, such as a distribution hub, that is associated with the involved user, company, customer, or vendor.
- **Assigned User ID** - Specifies the ID of the user who is responsible for the document.
- **Status** - Specifies whether the document is open, waiting to be approved, has been invoiced for prepayment, or has been released to the next stage of processing.
- **Status Management**
 - **Status Code** - Specifies the status management status. Depending on the status, some fields on this card might be blocked or mandatory. Use the **Change Status Management Status** action to change the status.
 - **Status Description** - Specifies the status management status. Depending on the status, some fields on this card might be blocked or mandatory. Use the **Change Status Management Status** action to change the status.
 - **Filter Group** - Specifies the status management filter group that is applicable to this sales order, and that determines which status management status codes can be selected for this sales order.

4. On the **Invoice Details FastTab**, select/enter the information in the following fields:

- **Currency Code** - Specifies the currency of amounts on the sales document. If local currency is used, do not enter any value.
- **Shipment Date** - Specifies when items on the document are shipped or were shipped. A shipment date is usually calculated from a requested delivery date plus lead time.
- **VAT Bus. Posting Group** - Specifies the tax specification of the involved customer or vendor to link transactions made for this record with the appropriate general ledger account according to the tax posting setup. For European countries only.



- **Payment Terms Code** - Specifies a formula that calculates the payment due date, payment discount date, and payment discount amount.
- **Transaction Type** - Specifies the type of transaction that the document represents, for the purpose of reporting to INTRASTAT.
- **Tax Liabile** - Specifies if the customer or vendor is liable for sales tax.
- **Tax Area Code** - Specifies the tax area that is used to calculate and post sales tax.
- **Shortcut Dimension 1 Code** - Specifies the code for Shortcut Dimension 1, which is one of two global dimension codes that you set up in the General Ledger Setup page.
- **Shortcut Dimension 2 Code** - Specifies the code for Shortcut Dimension 2, which is one of two global dimension codes that you set up in the General Ledger Setup page.
- **Payment Discount %** - Specifies the payment discount percentage granted if the customer pays on or before the date entered in the Pmt. Discount Date field.
- **Pmt. Discount Date** - Specifies the date on which the amount in the entry must be paid for a payment discount to be granted.
- **Location Code** - Specifies the location from where inventory items to the customer on the sales document are to be shipped by default.

5. On the **Shipping and Billing FastTab**, select/enter the information in the following fields:

- **Ship-to** - Specifies the address that the products on the sales document are shipped to. The Ship-to options are:
 - *Default (Sell-to Address)*: The same as the customer's sell-to address.
 - *Ship-to Address*: One of the customer's alternate ship-to addresses.
 - *Custom Address*: Any ship-to address that you specify in the fields below.
- **Contact** - Specifies the name of the contact person at the address that products on the sales document will be shipped to.
- **Shipment Method**
 - **Code** - Specifies how items on the sales document are shipped to the customer.
 - **Agent** - Specifies which shipping agent is used to transport the items on the sales document to the customer. (Example: FedEx)
 - **Agent Service** - Specifies the code that represents the default shipping agent service you are using for this sales order. (Example: Next day)
 - **Package Tracking No.** - Specifies the shipping agent's package number.
 - **Bill-to** - Specifies the customer that the sales invoice will be sent to.
 - *Default (Customer)*: The same as the customer on the sales invoice.
 - *Another Customer*: Any customer that you specify in the fields below.



6. On the **Lines** FastTab, select/enter the information in the following fields:

- **Type** - Specifies the type of transaction that will be posted with the document line. If you select **Comment**, then you can enter any text in the **Description** field, such as a message to a customer.
- **No.** - Specifies the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the **Type** field.
- **Item Reference No.** - Specifies the referenced item number.
- **Description** - Specifies a description of the entry of the product to be sold. To add a non-transactional text line, fill in the **Description** field only.
- **Color** - Specifies the value of global lot attribute 1. This global lot attribute was set up on the **Advanced Attribute Setup** page.
- **Origin** - Specifies the value of global lot attribute 2. This global lot attribute was set up on the **Advanced Attribute Setup** page.
- **Quantity** - Specifies how many units are being sold.
- **Location Code** - Specifies the inventory location from which the items sold should be picked and where the inventory decrease is registered.
- **Bin Code**
- **Unit of Measure Code** - Specifies how each unit of the item or resource is measured, such as in pieces or hours. By default, the value in the **Base Unit of Measure** field on the item or resource card is inserted.
- **Unit Price Excl. Tax** - Specifies the price for one unit on the sales line.
- **Frozen** - Specifies if **Unit Price** and **Line Discount %** of the sales line are frozen. When frozen, it will not change anymore when you adjust for example the order quantity or UoM in the sales line.
- **Tax Area Code** - Specifies the tax area that is used to calculate and post sales tax.
- **Tax Group Code** - Specifies the tax group that is used to calculate and post sales tax.
- **Line Amount Excl. Tax** - Specifies the net amount, excluding any invoice discount amount, that must be paid for products on the line.
- **Amount Including Tax** - Specifies the sum of the amounts in the **Amount Including Tax** fields on the associated sales lines.
- **Line Discount %** - Specifies the discount percentage that is granted for the item on the line.
- **Qty to Ship** - Specifies the quantity of items that remain to be shipped.
- **Qty to Invoice** - Specifies the quantity that remains to be invoiced. It is calculated as **Quantity** - **Qty. Invoiced**.
- **Subtotal Excl. Tax (USD)** - Specifies the sum of the value in the **Line Amount Excl. Tax** field on all lines in the document.
- **Inv. Discount Amount Excl. Tax (USD)** - Specifies a discount amount that is deducted from the value of the **Total Incl. Tax** field, based on sales lines where the **Allow Invoice Disc.** field is selected. You can enter or



change the amount manually.

- **Invoice Discount %** - Specifies a discount percentage that is applied to the invoice, based on sales lines where the Allow Invoice Disc. field is selected. The percentage and criteria are defined on the **Customer Invoice Discounts** page, but you can enter or change the percentage manually.
- **Total Excl. Tax (USD)** - Specifies the sum of the value in the Line Amount Excl. Tax field on all lines in the document minus any discount amount in the Invoice Discount Amount field.
- **Total Tax (USD)** - Specifies the sum of tax amounts on all lines in the document.
- **Total Incl. Tax (USD)** - Specifies the sum of the value in the Line Amount Incl. Tax field on all lines in the document minus any discount amount in the Invoice Discount Amount field.

Convert to a sales order

1. Once the order is released, on the action bar select **Home > Make Order**.

The system displays a dialog box.

2. Click **Yes**.

A sales order is created from the blanket sales order.



Create a sales quote

Article • 6/3/2026 • 14 min read

A sales quote represents an offer to a customer. You can send the sales quote via email, negotiate terms, and make changes as required. After confirmation, you can convert the sales quote into a sales order or invoice.

Create a sales quote

1. Select the Search icon  , enter **Sales Quotes**, and then choose the related link.

The **Sales Quotes** list page opens.

2. On the action bar, select **New**.

The **Sales Quote** card page opens.

3. On the **General** FastTab, enter/select the following fields:

- **Customer No.** – Select the customer who will receive the products and be billed by default. The system inherits the **Customer Name** field value.
- **Sell-to** – Enter/select the customer's address and contact details.
- **Quote Valid To Date** – Enter/select the date to specify how long the quote is valid.

4. On the **Invoice Details** FastTab, enter/select the following fields:

- **Currency Code** – Select the currency of amounts on the sales document. Leave the field blank if local currency is used.
- **Prices Including VAT** – Select if the **Unit Price** and **Line Amount** fields on the document lines should be shown with or without VAT.
- **Payment Terms Code** – Select a formula that calculates the payment due date, payment discount date, and payment discount amount.
- **Payment Method Code** – Select how to make payment, such as with bank transfer, cash, or check.
- **Payment Discount %** – Enter the payment discount percentage granted if the customer pays on or before the date entered in the **Pmt. Discount Date** field.

5. On the **Shipping and Billing** FastTab, enter/select the following fields:



- **Ship-to** – Confirm or select the address that the products on the sales document are shipped to.
- **Bill-to** – Confirm or select the customer that the sales invoice will be sent to.
- **Code** – Select how items on the sales document are shipped to the customer.

6. On the **Lines** FastTab, enter/select the following fields:

- **Type** – Select the type of transaction that will be posted with the document line. If you select **Comment**, then you can enter any text in the **Description** field, such as a message to a customer.
- **No.** – Select the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the **Type** field.
- **Description** – Enter a description of the item you're offering to the customer. The suggested text comes from the item, but you can change it to suit this document without changing the original description. If you're adding a comment, this is where you enter it. For comments, leave the other fields on the line empty.
- **Quantity** – Enter how many units are being sold.

7. On the action bar, select **Print Send > Send by Email**.

The sales quote is sent to the customer.

Convert a sales quote to a sales order

1. On the action bar, select **Home > Make Order**.

The sales quote is converted to a sales order.

Convert a sales quote to a sales invoice

1. On the action bar, select **Home > Make Invoice**.

The sales quote is converted to a sales invoice.



Pick sales order setup

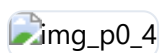
Article • 6/3/2026 • 12 min read

This document is a walk-through of all the setups required to create a pick document from a sales order. You need to configure the following setups:

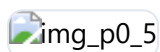
- Location setup
- Warehouse setup

Location setup

1. Select the Search icon , enter **Locations**, and then choose the related link.

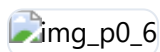


The **Locations** page opens.

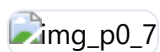


2. Select the **Code** field of the relevant record.

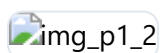
The **Location Card** page opens.



3. On the **Warehouse** FastTab, turn on the **Require Pick** and **Bin Mandatory** toggles.



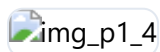
4. On the **Bins** FastTab, select the **Shipment Bin Code** field value.



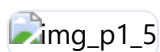
The location setup is completed.

Warehouse setup

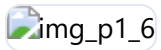
1. Select the Search icon , enter **Warehouse Setup**, and then choose the related link.



The **Warehouse Setup** page opens.



2. On the **General** FastTab, turn on the **Require Pick** toggle.



3. On the **Numbering** FastTab, select the number series for **Whse. Ship Nos.**, **Whse. Pick Nos.**, and **Registered Whse. Pick No.** fields.



The warehouse setup is configured.



Sales order entry

Article • 6/3/2026 • 13 min read

A sales order represents an agreement between the seller and a customer to sell products or services. It facilitates the management of shipments and invoices and the tracking of product deliveries, ensuring accurate accounting for customer invoices related to sales orders.

Assumption/System setup considerations

- Set up customers with relevant posting groups.
- Set up finished goods items and locations.
- Set up sales order numbering.
- Set up sales pricing and discounts.
- Set up item charges or surcharges (e.g., freight) if required.

Create a sales order

1. Select the search icon , enter **Sales Orders**, and then choose the related link.

The **Sales Orders** list page opens.

2. On the action bar, select **New**.

The **Sales Order** card page opens.

3. On the **General FastTab**, select a value in the **Customer No.** field and fill in the fields in the **Sell-to** group.

4. On the **Invoice Details FastTab**, enter/select the following fields:

- **Currency Code** – Select the currency of amounts on the sales document. Leave the field blank if local currency is used.
- **Payment Terms Code** – Select a formula that calculates the payment due date, payment discount date, and payment discount amount.
- **Payment Method Code** – Select how to make payment, such as with bank transfer, cash, or check.
- **Payment Discount %** – Enter the payment discount percentage granted if the customer pays on or before the date entered in the **Pmt. Discount Date** field.



5. On the **Shipping and Billing FastTab**, confirm or select the **Ship-to** and **Bill-to** locations. Select a shipment method in the **Code** field to specify how items on the sales document are shipped to the customer.

6. On the **Prepayment FastTab**, enter/select the following fields:

- **Prepayment %** – Enter the prepayment percentage to use to calculate the prepayment for sales.
- **Prepm. Payment Terms Code** – Select the code that represents the payment terms for prepayment invoices related to the sales document.
- **Prepm. Payment Discount %** – Enter the payment discount percent granted on the prepayment if the customer pays on or before the date entered in the **Prepm. Pmt. Discount Date** field.

7. On the **Lines FastTab**, enter/select the following fields:

- **Type** – Select the type of transaction that will be posted with the document line. If you select Comment, then you can enter any text in the **Description** field, such as a message to a customer.
- **No.** – Select the number of a general ledger account, item, resource, additional cost, or fixed asset, depending on the contents of the **Type** field.
- **Description** – Enter a description of the entry of the product to be sold. To add a non-transactional text line, fill in the **Description** field only.
- **Quantity** – Enter how many units are being sold.

8. On the action bar, select **Home > Release > Release**.

The sales order is released.



Create a warehouse shipment

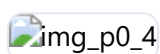
Article • 6/3/2026 • 18 min read

This document explains how to create a warehouse shipment from a sales order.

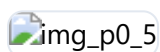
Prerequisites

Location setup

1. Select the Search icon , enter **Locations**, and then choose the related link.

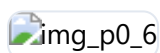


The **Locations** list page opens.

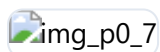


2. Select the required **Code**.

The **Location Card** page opens.



3. On the **Warehouse** FastTab, turn on the **Require Shipment** toggle.



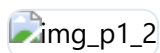
Note

You can perform step 3 when there is no ongoing activity at the specified location. This step depends on there being no internal picks assigned to the location.

The location is now set up for warehouse shipment.

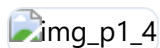
Warehouse employees setup

1. On the **Location Card** page on the action bar, select **Warehouse Employees**.

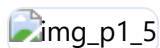


Alternatively, select the Search icon, enter **Warehouse Employees**, and then choose the related link.





The **Warehouse Employees** page opens.

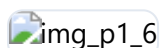


2. On the action bar, select **New**.
3. Enter **User ID** and **Location Code**.
4. Select the **Default** checkbox to specify that this is the only location where the employee can perform warehouse activities.

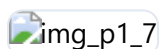
The Warehouse Employees Setup is configured.

Create a warehouse shipment

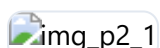
1. Select the Search icon , enter **Sales Orders**, and then choose the related link.



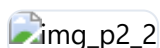
The **Sales Orders** list page opens.



2. Select the required **No**.
The **Sales Order** card page opens.

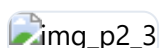


3. On the action bar, select **Home > Create Warehouse Shipment**.

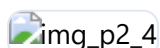


The system displays a dialog box confirming the creation of the warehouse shipment header.

4. Click **OK**.
The Warehouse Shipment is created.
5. On the action bar, select **Related > Warehouse > Warehouse Shipment Lines**.



The **Whse. Shipment Lines** page opens.



6. Select the **Source No.** to access the warehouse shipment.
The **Warehouse Shipment** page opens.





You can view the warehouse shipment document.



Location and bin creation

Article • 6/3/2026 • 24 min read

You can set up locations and create bins by following the below steps.

1. Select the Search icon , enter **Locations**, and then choose the related link.

The **Locations** list page opens.

2. On the action bar, select **New**.

The **Location Card** page opens.

3. On the **General** FastTab, enter **Code** and **Name**.

4. On the **Address & Contact** FastTab, enter/select field values in the **Address & Contact**, **Contact**, and **Electronic Document** groups.

5. On the **Warehouse** FastTab, turn on the toggles on the **Purchase, Sales, Service & Transfer** group based on what activities you want to perform in these locations.

The following toggles are under the **Purchase, Sales, Service & Transfer** group.

- **Require Receive** - Specifies if the location requires a receipt document when receiving items.
- **Require Shipment** - Specifies if the location requires a shipment document when shipping items.
- **Require Put-away** – Specifies if the location requires a dedicated warehouse activity when putting items away.
- **Require Pick** - Specifies if the location requires a dedicated warehouse activity when picking items.

The following toggles are under the **Project** group.

- **Bin Mandatory** – Specifies if the location requires that a bin code is specified on all item transactions.
- **Directed Put-away and pick** – Specifies if the location requires advanced warehouse functionality, such as calculated bin suggestion.
- **Use Put-away Worksheet** – Specifies if put-away for posted warehouse receipt must be created with the put-away worksheet. If the toggle is turned off, put-aways are created directly when you post a warehouse receipt.



- **Require License Plate Tracking** – Specifies if license plate tracking is necessary in this location. E.g. turn off this toggle when the location concerns an external location in which there is no insight into how items are stored. Only applicable when the **Bin Mandatory** toggle is turned on.
- **Use Cross-Docking** - Specifies if the location supports movement of items directly from the receiving dock to the shipping dock.

6. Turn on the **Bin Mandatory** toggle to specify if the location requires that a bin code that is specified on all item transactions.

7. On the **Default Bin Selection** field select the method used to select the default bin. Select *Fixed Bin* or *Last-Used Bin*.

- Fixed - Bin specifies the bin that is used by default.
- Last - Used Bin specifies the most recently used bin.

8. On the **Bins** FastTab, select **Receipt Bin Code** and **Shipment Bin Code**.

Note

The **Code** listed on the **Bins** page are available as options in the **Receipt Bin Code** and **Shipment Bin Code** fields.

9. Select the consumption and output bin on the **To-Production Bin Code** and **From-Production Bin Code** fields.

10. Select **Bin Adjustment Bin Code** if there are any adjustments for the bin code in which you record observed differences in inventory quantities.

11. On the **Bin Policies** FastTab, select the value for **Bin Capacity Policy** field as *Never Check Capacity*, *Allow More Than Max. Capacity*, or *Prohibit More Than Max. Cap.*

Inventory setup

After creating the location, proceed to establish the inventory setup for that specific location.

1. On the action bar, select **Inventory Posting Setup**.

The **Inventory Posting Setup** page opens.



2. Select/enter information in the **Location Code**, **Invt. Posting Group Code**, and **Inventory Account** fields.

Create warehouse employees

1. On the action bar, select **Warehouse Employees**.

The **Warehouse Employees** page opens.

2. Select **User ID** and **Location Code**.

Dimensions

1. On the action bar, select **Dimensions**.

The **Default Dimensions** page opens.

2. Select **Dimension Code** and **Dimension Value Code**.

Bins

1. On the action bar, select **Bins**.

The **Bins** page opens.

2. Enter **Code** and **Description**.
3. On the action bar, select **Contents**.

The **Bin Content** page opens.

4. Select **Location Code** and **Bin Code**.
5. Enter **Bin Ranking**, **Quantity**, and **Quantity (Base)**. Mark the bin as **Fixed**, **Default**, or **Dedicated**.



Mobile physical inventory

Article • 6/3/2026 • 18 min read

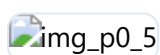
The standard Business Central's **Physical Inventory Journals** page can be used for periodic cycle counts and bulk inventory counts at the location or bin level. The **Mobile Physical Inventory Journal List** page has been added for more efficient use of this journal, using the same table and primary logic as the standard Business Central page yet with alternative calculation and page features. The special features may be useful even if mobile units are not part of your physical inventory process.

The **Mobile Physical Inventory Journal List** page improves upon the standard physical inventory journal by allowing for the following capabilities:

- Administer the count in terms of the item's put-away UOM, rather than its base UOM.
- Including the lot and related details directly in the journal lines rather than the related item tracking lines.
- Defaulting the count quantity to zero, facilitating the clearing out of a particular bin or location.
- Assessing and applying the count details from the scanning devices.

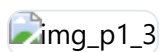
Prerequisites

- If multiple locations are present, it is recommended that separate journal batches be set up to organize physical inventory activities by location or by group of bins.
- All shipping, receiving activities, and internal movements must be paused during the physical inventory process.
- To update the counting period, update the **Phys Invt Counting Period Code** field on the **Warehouse** FastTab of the **Item Card** page. Select **Actions** > **Functions** > **Calculate Counting Period**.



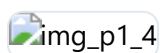
Calculate inventory

1. Select the Search icon , enter **Mobile Physical Inventory List**, and then choose the related link.



The **Mobile Physical Inventory List** page opens.

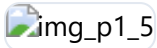
2. On the action bar, select **New**.



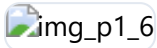
Alternatively, select the relevant record from the list.

3. On the action bar, select **Show Journal**.





The **Physical Inventory Journals** page opens.



4. To calculate the on-hand bin inventory as a starting point for the count activity, select **Prepare > Calculate Inventory**.



The **Calculate Inventory** page opens.



5. On the **Options** FastTab, enter/select the following fields:

- **Posting Date** – Enter the date to be used as the posting date for the item ledger entries that may result from this count. Typically, this will be the current date, but there may be circumstances where it's different.
- **Document No.** – Enter the document number that you want to assign to the journal lines. The batch name controls whether this is a sequential series or a manually entered value.
- **Items Not on Inventory** – Turn on the toggle if you want to create journal lines for all inventory items (within the filters that you set), including those with a current zero quantity.
- **By Lot No./License Plate No./Serial No.** – Turn on this toggle if you want the tracking data (lot, serial, and/or package/license plate) to be updated on the journal lines directly instead of existing only in the related item tracking lines. This must be turned on to ensure that the mobile device counting is able to function properly, making it more efficient and easier for users to administer the count this way.
- **Phys. Inv. Qty. to Zero** – Turn on this toggle if you want the journal lines to start with zero quantity counted instead of counted quantity matching with on-hand quantity.

6. On the **Filter: Item** FastTab, select the filters you want to apply to refine items and totals. For example, you can filter items by item number or totals by location.

7. Select **OK**. The journal lines are updated on the **Physical Inventory Journals** page.



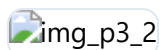
The physical inventory journal lines are updated on the Apteian Mobile Warehouse Registration app, where you can record the count activity. For more information, see [Apteian Mobile Warehouse Registration Activity](#).

Transfer entries and post

You can transfer the entries from the Apteian Mobile Warehouse Registration app into Business Central and post the physical inventory journal lines.

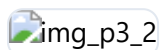


1. On the **Physical Inventory Journals** page, on the action bar, select **Actions > Functions > Transfer Scan Entries**.

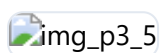


The journal compares the calculated and counted quantity and makes positive or negative adjustments to the journal lines accordingly.

2. On the action bar, select **Actions > Posting > Test Report**, to view the impact of the inventory posting.



3. On the action bar, select **Actions > Posting > Other > Post**.

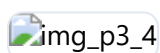


The system adjusts the on-hand quantity of items based on the physical inventory journal lines.

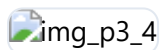
View ledger entries

You can view a log of all physical inventory transactions.

1. On the **Physical Inventory Journals** page, on the action bar, select **Item > Phys. Inventory Ledger Entries**.



The **Physical Inventory Ledger Entries** page opens.



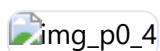
Prepare and create warehouse receipts

Article • 6/3/2026 • 20 min read

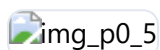
Warehouse Receipts are used while receiving a purchase order, transfer order, and sales return order.

Follow the below steps to create a warehouse receipt:

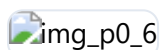
1. Select the Search icon , enter **Warehouse Receipts**, and then choose the related link.



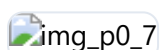
The **Warehouse Receipts** list page opens.



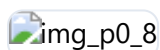
2. On the action bar, choose **New**.



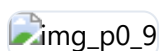
The **Warehouse Receipt** card page opens.



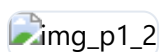
3. On the **General** FastTab, fill in the **No.** and **Location Code** fields.



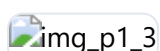
4. On the action bar, select **Prepare > Get Source Documents**.



The **Source Documents** page opens for the selected **Location Code**.



5. Select the required source document. You can select multiple documents and then click **OK**.



The Warehouse Receipt will be filled with lines representing the lines on the source documents for the vendors.

Note

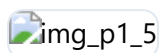
The **Quantity to Receive** field will be automatically filled. Select **Home > Post Receipt** on the action bar to post the Warehouse Receipt.



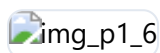
Create a warehouse receipt from a purchase order

Follow the below steps to create a Warehouse Receipt on the Purchase Order page:

1. Select the Search icon , enter **Purchase Orders**, and then choose the related link.

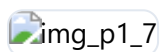


The **Purchase Orders** list page opens.

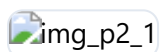


Select the specific Purchase Order **No.** for which you want to create a Warehouse Receipt.

2. On the **Purchase Order** page, on the action bar, select **Home > Create Whse. Receipt**.

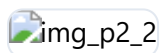


The **Warehouse Receipt** page opens.

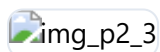


3. On the **Lines** FastTab, enter a value in the **Qty. to Receive** field.

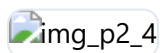
The field shows the default remaining quantity to receive as the default value.



4. On the action bar, select **Home > Post Receipt**.

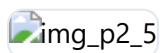


A confirmation dialog box opens.



5. Choose **Yes** to post the Warehouse Receipt.

Once you post the Warehouse Receipt, you can find the quantity received in the **Quantity Received** field on the **Lines** FastTab of the **Purchase Order** page.



Note

You can follow the same process for creating the Warehouse Receipt from a Transfer Order and Sales Return Order.



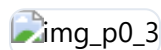
Shipment and pick

Article • 6/3/2026 • 15 min read

This guide is a walkthrough on creating warehouse shipment and pick and printing bill of lading (BoL).

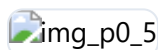
Prerequisites

On the **Locations Card** page, select a location and, on the **Warehouse** FastTab, you must enable the **Require Receive** and **Require Pick** toggles to create picking documents.

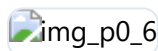


Picking documents

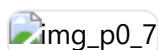
1. Select the Search icon , enter **Sales Orders**, and then choose the related link.



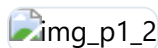
The **Sales Orders** list page opens.



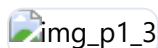
2. Create a new sales order or open an existing sales order you want to work with.
3. On the **Sales Order** page, on the action bar, select **Create Warehouse Shipment**.



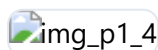
The **Warehouse Shipment** page opens.



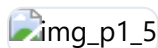
4. On the action bar, select **Home > Create pick**. The **Whse. Shipment Create Pick** card page opens.



5. On the **Whse. Shipment Create Pick** card page, enable **Print Document** and select **OK**.

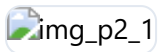


The **Picking List** card page opens.



6. Select **Preview/Print**.

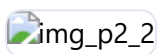
The Picking List document is printed.



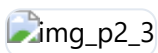
Bill of lading

Bill of Lading (BoL) is a legal document provided to a shipper by a carrier, or transportation company, and it contains information about the kind, quantity, and destination of the goods being transported. When the carrier delivers the goods at a specified location, a bill of lading also functions as a shipment receipt.

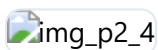
1. On the **Warehouse Shipment** page, on the action bar, select **Print/Send > Print**.



The **Whse. Ship Bill of Lading** card page opens.



2. Select **Print**.



The BoL is posted.



Warehouse picking and shipping

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Warehouse pick is an activity that allows the user to pick items from a warehouse's storage bins in preparation for shipments. In Business Central, there are multiple ways to create and process warehouse shipments. This quick reference guide outlines two standard approaches through:

1. Shop floor activities
2. Mobile warehouse registration

Picking and shipping via shop floor activities

The following steps detail the creation of warehouse shipment through the shop floor activities.

1. Select the Search icon , enter **Shop Floor Activities**, and then choose the related link.

The **Shop Floor Activities** list page opens.

Note

Filter the records for sales orders with released status to create warehouse shipment.

2. Select the desired sales order.
The **Sales Order** card page opens.
3. On the action bar, select **Home** > **Create Whse. Document**.

The warehouse document is created for this record.

4. Select the Search icon , enter **Warehouse Shipments**, and then choose the related link.

The **Warehouse Shipments** list page opens.

5. Select the desired warehouse shipment from the **No.** field.
Alternatively, on the **Sales Order** page, on the action bar, select **Related** > **Warehouse** > **Warehouse Shipment Lines**.



The **Whse. Shipment Lines** page opens.

6. Navigate to the desired record and on the action bar, select **Show Document**.

The **Warehouse Shipment** page opens.

7. On the action bar, select **Home** > **Create Pick**.

8. Select **OK**.

The warehouse pick is created with the quantity to ship and the location of the bin. This will result in the transfer of the item quantity from the warehouse bin to the warehouse shipment bin.

9. On the action bar, select **Related** > **Shipment** > **Other** > **Pick Lines**.

The **Warehouse Pick Lines** list page opens.

10. Select the desired warehouse pick from the **No.** field.

The **Warehouse Pick** card page opens.

11. On the action bar, select **Home** > **Register Pick**.

The system displays the confirmation message.

12. Select **Yes**.

The pick is registered and the item tracking is complete for the warehouse shipment. This will update the quantity to ship field on the warehouse shipment line.

13. On the action bar, select **Home** > **Post Shipment**.

The **Warehouse Shipment** is posted.

Picking and shipping via mobile warehouse registration

The following steps detail the creation of warehouse shipment through the mobile warehouse registration.

1. On the mobile warehouse registration home screen, in the **QS** (Quick Scan) field, enter or scan the sales order number.

Note

For existing warehouse shipments, the shipment number is directly scanned.



*

This will create a new warehouse shipment and a pick.
The **Pick** page opens.

*

2. In the **Identifier** field, enter or scan the bin number from which the items are to be picked.

Additionally, enter or scan the required item and lot numbers.

3. In the **Qty. Handled** field, enter the value.

*

4. Press **Enter**.

5. Repeat steps 2 through 4 to pick all the additional items.

6. On the action menu, choose **Register** or press the **F9** key to register the pick.

*

This moves the items from their storage bins to the designated shipping bins. You can now post the shipment from Business Central.

Undo shipment

Posted sales shipment

1. Navigate to the **Posted Sales Shipments** list page.

*

2. Select the desired posted sales shipment from the **No.** field.

The **Posted Sales Shipment** card page opens.

3. On the **Lines** FastTab, select **Function > Undo Shipment**.

*

The system displays the confirmation message.

4. Select **Yes**.

The undo shipment process has been completed for the selected line.

Posted warehouse shipment

1. Navigate to the **Posted Warehouse Shipments** list page.

*



2. Select the desired posted warehouse shipment from the **No.** field.

The **Posted Whse. Shipment** card page opens.

3. On the **Lines** FastTab, select **Line > Posted Source Document**.

The **Posted Sales Shipment** page opens.

4. On the **Lines** FastTab, select **Functions > Undo Shipment**.

The system displays the confirmation message.

5. Select **Yes**.

The undo shipment process has been completed for the selected line.

 Note

This works only when the shipment has been posted and not invoiced. This is similar for inventory with license plates.

