



ZEPTER IT
Solutions for Business & Management

Sales Item

Date

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Project

2010007 Country Model Improvement

Prepared by

Zepter IT International

Revision Log

Change Record

Version	Date	Editor	Revision Notes
1.00	2010-09-17	Artur Marciniak	Document created
1.01	2010-10-05	Piotr Swaryczewski	Rename tab 'Additional Index Features' to 'Classification'
1.02	2010-10-08	Artur Marciniak	Template change
1.03	2010-10-27	Artur Marciniak	Template change (Introduction, name of chapter 2)
1.04	2010-10-29	Stephan Boehler	Test & Revise
1.05	2012-02-17	Piotr Swaryczewski	Zepter IT logo changed
1.06	2014-05-22	Kamila Dura	Screenshots, paths update

Related Documents

Date	Version	Document Name

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1. New Sales Item

1.1. Introduction

This document explains how to enter a new sales item in NAV.

Following conventions are used in the manual

- texts in the quotation marks (for example: „Functions”) are names of the forms, tables and the names of the buttons
- texts in the quotation marks with ‘->’ inside (for example: “Zepter Soft -> Contract Processing -> Sales Contracts”) are menu paths
- bold texts (for example **Sales Contract No.**) are names of the fields/columns in forms
- Texts in italic (e.g. *New*) are field values
- Paragraphs preceded with the headline **IMPORTANT** and framed, contain the key information.

1.2. Step-by-Step Guide

1. To enter a new Sales Item go to 'Zepter Soft -> Sales Items -> Lists -> Sales Items' and press 'New' button on 'Home' tab to open new Sales Item card. On 'General' FastTab enter following data: **No., Description, Unit of Measure and VAT Prod. Posting Group.**

Edit - Sales Item Card - PAG-880

HOME NAVIGATE

View Edit New Delete Manage Notes Links Refresh Clear Filter Page Go to Previous Next

PAG-880

General

No.: PAG-880 VAT Prod. Posting Group: VAT20

Description: BIOPTRON 2 EEC Use BOM Division Factors:

Unit of Measure: STK Bill of Materials: No

Classification

E-Shop

OK

2. On 'Classification' FastTab select: **Brand, Item Group, Item Sales Program, Item Type, Replenishment Status and Sales Status**

Edit - Sales Item Card - PAG-880

HOME NAVIGATE

View Edit New Delete Manage Notes Links Refresh Clear Filter Page Go to Previous Next

PAG-880

Classification

Brand: 0300 Replenishment Status: AC

Item Group: 0305 Sales Status: AC

Item Sales Program: ABC:

Item Type: 010

E-Shop

OK

3. After entering data close the card by pressing 'OK' button

2. Advanced Guide

2.1. Setup Process / Administrators

2.2. Periodic Activities

2.3. Exception Handling

2.4. Glossary

Term	Description