

External Document No. for Lithuania
Functional and Technical Documentation

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USER GUIDES

1. External Document No. – How to start?

This is a guide how to start using External Document No. Once App was successfully installed, please follow the steps below.

2. How to set up No. Series for sales documents

Find **Sales & Receivables Setup** → open tab **Number series**. There are fields:

Field Name	Explanation
Tab Number series	
External Document Nos. for Invoice	Assign No. Series for Sales Invoice.
External Document Nos. for Order	Assign No. Series for Sales Order.
External Document Nos. for Cr. Memo	Assign No. Series for Sales Credit Memo.
External Document Nos. for Return Order	Assign No. Series for Sales Return Order.

If you need to use the same No. series for all documents type, assign it to all document types.

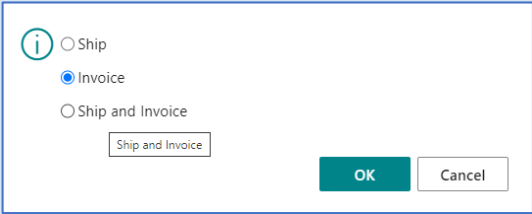
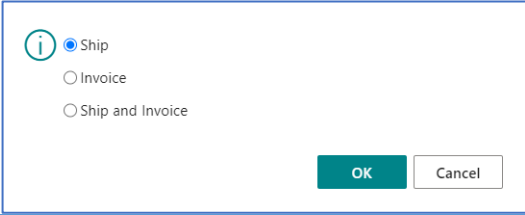
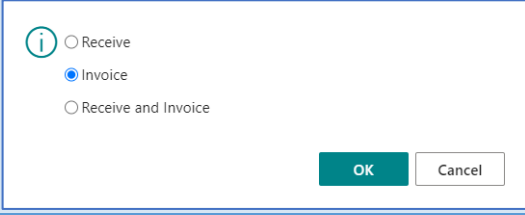
The screenshot shows the 'Sales & Receivables Setup' interface. At the top, there are navigation icons and a 'Saved' status. Below the title, there are tabs for 'Customer Groups', 'Payments', and 'More options'. The main section is titled 'Number Series' and contains a grid of fields, each with a dropdown menu. The 'External Document Nos. for Invoice' field is selected, showing a dropdown menu with 'EX-INV' as the chosen value. A 'Look up value' button is visible next to this field.

Detailed example is in chapter 0.

How to set up more than one number series for Sales Documents.

3. How to enable External Document No. check

Find **Sales & Receivables Setup** → open tab **General**. There are fields:

Field Name	Explanation
Tab General	
Ext. Doc. No. Mandatory	It's standard BC setup, recommend not to use it. Mandatory check is more flexible with new extension options listed below.
Ext. Document No. Unique Check	<p>Click this field to check, if External document No. is unique. Check is performed in:</p> <ul style="list-style-type: none"> • Posted and not posted document headers (sales order, invoice, credit memo, return order) • Customer ledger entries. <p>Check isn't performed in sales shipments/return receipts headers. Reason: these documents aren't exported to iSAF.</p>
Ext. Document No. Assign Automatically	Mark this field, if you want to assign External Document No. automatically. External Document No. is assigned on document creation moment from default No. series.
Ext. Document No. Mandatory for Invoice	<p>Mark this field to check, if field External document No. is filled on sales invoice/order invoicing moment.</p> 
Ext. Document No. Mandatory for Shipment	<p>Mark this field to check, if field External document No. is filled on sales order shipment moment.</p> 
Ext. Document No. Mandatory for Cr. Memo	<p>Mark this field to check, if field External document No. is filled on sales credit memo/return order invoicing moment.</p> 
Ext. Document No. Mandatory for Return Receipts	Mark this field to check, if field External document No. is filled on sales return order receiving moment.

Field Name	Explanation
	<div style="border: 1px solid #ccc; padding: 10px;"> <p>i <input checked="" type="radio"/> Receive</p> <p><input type="radio"/> Invoice</p> <p><input type="radio"/> Receive and Invoice</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

4. How to set up more than one number series for Sales Documents

Let's say you have one branch in Vilnius and one in Kaunas. Branches use different numbering for invoices: Vilnius – VLN2019001, Kaunas - KNS2019001. Most of the employees works in Vilnius branch.

✓ **First action – create Number series**

Open No. Series page and create no. series.

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order
INV-KNS	Invoice Kaunas	KNS20190101	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INV-VLN	Invoice Vilnius	VLN20190101	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✓ **Second action – set No. Series relationship**

Click number series INV-VLN → **Navigate** → **Relationship**

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Default Nos.	Manual Nos.	Date Order
INV-KNS	Invoice Kaunas	KNS20190101	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
→ INV-VLN	⋮ Invoice Vilnius	VLN20190101	-	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page **No. Series Relationship** opens, set **Series Code** INV-KNS.

Series Code ↑	Series Description
→ INV-KNS	⋮ Invoice Kaunas

✓ **Third action – set default number series**

Open **Sales & Receivable Setup** → tab **Number Series** → assign No. Series INV-VLN as default one in fields **External Document Nos.**

Number Series	
Customer Nos.	CUST
Quote Nos.	S-QUO
Blanket Order Nos.	S-BLK
Order Nos.	S-ORD
Return Order Nos.	S-RETORD
Invoice Nos.	S-INV
Posted Invoice Nos.	S-INV+
Credit Memo Nos.	S-CR
Posted Credit Memo Nos.	S-CR+
Posted Shipment Nos.	S-SHPT
Posted Return Receipt Nos.	S-RCPT
Reminder Nos.	S-REM
Issued Reminder Nos.	S-REM+
Canceled Issued Reminder Nos.	CR-REM
Fin. Chrg. Memo Nos.	S-FIN
Issued Fin. Chrg. M. Nos.	S-FIN+
Canceled Issued Fin. Charge Memo Nos.	CR-FIN
Posted Prepmnt. Inv. Nos.	S-INV+
Posted Prepmnt. Cr. Memo Nos.	S-CR+
Direct Debit Mandate Nos.	DDM
External Document Nos. for Invoice	INV-VLN
External Document Nos. for Order	INV-VLN
External Document Nos. for Cr. Memo	INV-VLN
External Document Nos. for Return Order	INV-VLN

If you need more information about Number series, please, visit Microsoft website <https://docs.microsoft.com/en-us/dynamics-nav-app/ui-create-number-series>.

5. How to assign External Document No. to sales document (look up value)

We already created necessary setup. Let's look how employees in Kaunas branch can set invoice number in sales document.

This functionality allows to choose External Document No. from Number Series.

Important: you don't need to activate setup Sales & Receivables Setup -> Ext. Document No. Assign Automatically.

Open sales order and click  next to External document No.

General	
Customer Name	Alpine Ski House
Contact	Ian Deberry
Posting Date	2020-09-16
VAT Date	2020-09-16
Order Date	2020-09-16
Due Date	2020-10-16
Requested Delivery Date	
External Document No.	
Status	Open

No. Series List opens. Click **No. Series** you need to use → OK.

Code ↑	Description	Starting No.	Ending No.	Last Date Used	Last No. Used	Def... Nos.	Ma... Nos.	Date Order
→ INV-KNS	Invoice Kaunas	KNS20190101	_	_	_	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INV-VLN	Invoice Vilnius	VLN20190101	_	_	_	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Result in document header: External Document No.

← Sales Order ✓ Saved

101005 · Alpine Ski House

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

General Show more

Customer Name	Alpine Ski House	Due Date	2020-10-16
Contact	Ian Deberry	Requested Delivery Date	
Posting Date	2020-09-16	External Document No.	KNS20190101
VAT Date	2020-09-16	Status	Open
Order Date	2020-09-16		

6. How to assign External document No. to sales document with one click

As we mentioned before, most of the employees works in Vilnius branch and it would be more convenient to assign invoice number with one click.

This functionality allows to assign External document No. with one click from number series set in Sales & Receivables Setup.

Important: you don't need to activate setup Sales & Receivables Setup -> Ext. Document No. Assign Automatically.

Open sales order and click  second to External document No.

Sales Order 101006 · School of Fine Art

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

General Show more

Customer Name	School of Fine Art	Due Date	2020-09-30
Contact	Meagan Bond	Requested Delivery Date	
Posting Date	2020-09-16	External Document No.	
VAT Date	2020-09-16	Status	Open
Order Date	2020-09-16		

Result in document header: External Document No.


Sales Order 101006 · School of Fine Art

Process Release Posting Prepare Order Request Approval Print/Send Navigate More options

General Show more

Customer Name	School of Fine Art	Due Date	2020-09-30
Contact	Meagan Bond	Requested Delivery Date	
Posting Date	2020-09-16	External Document No.	VLN20190101
VAT Date	2020-09-16	Status	Open
Order Date	2020-09-16		

7. Nice to have features

- **External Document No. is deleted after invoicing.** Situation: you have shipped some items; some items are still left unshipped in sales order, when you invoice order, External Document No. is deleted.
- Function **Copy document.** Coping Sales Document with function  Copy Document... field **External Document No. won't be copied.**