User Guide

Sales and Operations Planning for Dynamics 365 Business Central

Last updated: January 18, 2023

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1.   ABOUT

The Sales and Operations Planning for Dynamics 365 Business Central application allows users to share Sales Budget and Demand Forecast data. Using Scenario Planning, users can generate budgets that account for company-specific events and changing macroeconomic conditions and quickly adjust forecasts based on a percentage value.

This app allows users to improve consistency across departments, the accuracy of Sales Budgets and other Financial Planning tools, as well as the collaboration among internal departments.

For more information, please go to https://www.websan.com/sales-and-operations-planning-for-business-central .

2.   BASIC SETUP

This section covers the basic system setup needed to use the Sales and Operations Planning for Dynamics 365 Business Central app. These steps should be completed prior to using the app.
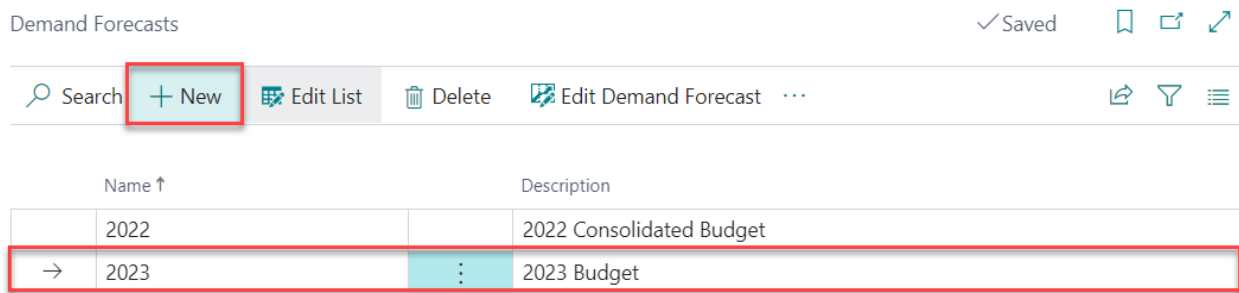
Generating Demand Forecasts

The Sales and Operations Planning for Dynamics 365 Business Central application allows users to populate Sales Budgets with existing Demand Forecast data.
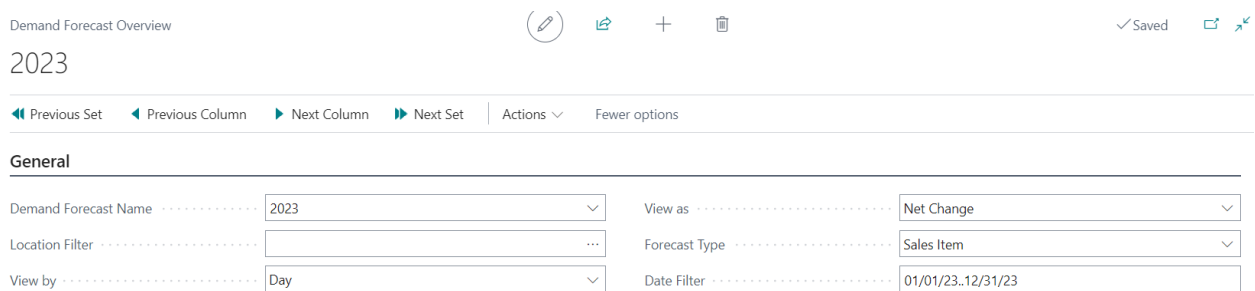
To generate a Demand Forecast, search for Demand Forecasts.
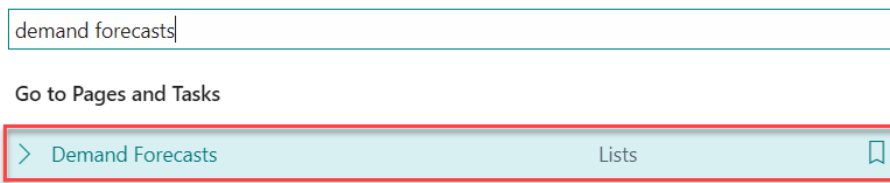
In the Demand Forecasts window, select New. Enter a Name and Description, and then select Edit Demand Forecast to set up your report.

In the General section of the Demand Forecast Overview window that appears:

- Select the ellipsis button (…) located next to the Location Filter field, then choose a location if you want to generate a forecast report for a specific location.

- Expand the View By drop-down list and specify the period (unit of time) that will be used to generate your report. Available options are Day, Week, Month, Quarter, Year, and Accounting Period.

- Expand the View As drop-down list to specify how the amounts will be displayed. Available options include Net Change (shows the net change in the balance for the selected period) and Balance at Date (shows the balance as of the last day in the selected period).

  Note that when users select the Balance at Date option, they will need to enter a date in the Date Filter field in the following format: yyyy-mm-dd.

- In the Forecast Type field, select Sales Item to generate a demand forecast. Additional options include Component, and Both.

Next, proceed to populate the Demand Forecast Matrix by clicking each respective field as needed.
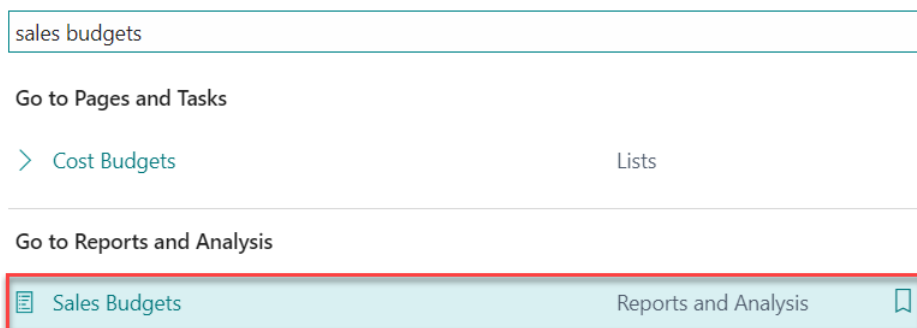
Demand Forecast Matrix

No. ↑	Description	01/01/23	01/02/23	01/03/23	01/04/23	01/05/23	01/06/23	01/07/23
1000	test item	165	170	170	175	185	195	170
1001	Service							
1003	NB Office Chair	10	2	5	5	7	8	10
→ 1004 ⋮	NB Office Desk	2		1	2	5	1	5

Generating Sales Budgets

The Sales and Operations Planning for Business Central app allows users to populate Demand Forecasts with Sales Budget data.

To generate a Sales Budget, search for Sales Budgets.

sales budgets	
Go to Pages and Tasks	
> Cost Budgets	Lists
Go to Reports and Analysis	
📄 Sales Budgets	Reports and Analysis 🔖

In the Sales Budget window, click New. Then, enter a Name and Description for your new budget. Based on reporting needs, users may choose to select up to three Budget Dimension Codes. Click Edit Budget to proceed.

	Search	+ New	Edit List	Delete	Edit Budget	More options					
	Name ↑			Description			Blocked	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code
→	USER_GUIDE		⋮	Sales Budget			☐	PROJECT	PROVINCE	

In the General section of the Sales Budget Overview window, select the appropriate options for the Show as Lines and Show as Columns fields – this will determine the configuration of the Sales Budget Overview Matrix. In the View by field, select a time period (Week, Month, etc.).

Item Budget Name	USER_GUIDE		View by	Quarter
Show as Lines	Item		Rounding Factor	None
Show as Columns	Period		Show Column Name	⬤
Show Value as	Sales Amount			

In the Date Filter field, enter a date in the format mm/dd/yy..mm/dd/yy. There are additional filters available for Customer, Item, and the Budget Dimensions selected in the Sales Budgets window.

Date Filter	01/01/23..12/31/23		Province Filter	
Customer Filter			Budget Dimension 3 ...	
Item Filter	1900-S..1906-S		Legal Entity Filter	
Project Filter	001		Cost Centre Filter	

Next, proceed to populate the Sales Budget Overview Matrix by clicking each respective field as needed.

Sales Budget Overview Matrix

| Code	Budgeted Quantity	Budgeted Sales Amount	Budgeted Cost Amount	1/2023	2/2023	
→ **1900-S** ⋮	19.00	8,000.00	4,000.00	4,000.00	1,000.00	
1906-S	110.00	2,200.00	700.00	1,000.00	500.00	

3. FUNCTIONALITY

The Sales and Operations Planning for Dynamics 365 Business Central application allows users to populate Sales Budgets using Demand Forecast data and vice versa, set up scenarios for sales and operations planning, copy budgets and forecasts, and more.

Populating Sales Budgets with Demand Forecast Data

The Sales and Operations Planning for Dynamics 365 Business Central application populates Sales Budgets using Demand Forecasts data corresponding to the overlapping period of both reports. Reporting periods are not required to be perfectly aligned to perform data imports; however, each Demand Forecast is restricted to populating a single Sales Budget and vice versa (document linking is restricted to a 1-on-1 relationship).

Users can keep track of the updates performed using the app's Update Log functionality.

To populate a Sales Budget using Demand Forecast data, search for Sales Budgets.
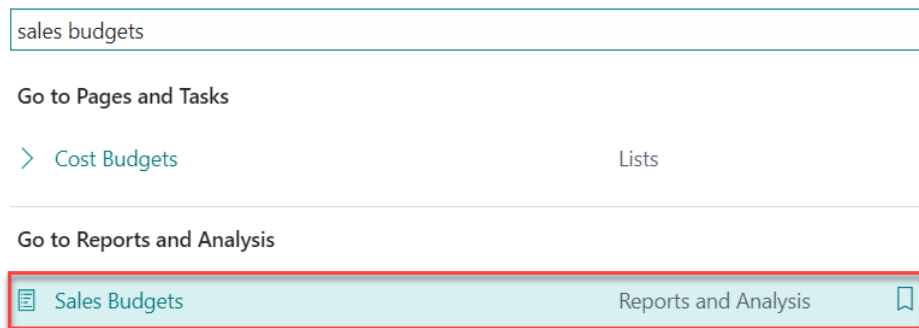
In the Sales Budgets window:

1. Click New. Then, enter a Name and Description for your new budget. Otherwise, click the Edit List button found at the top of the window.

2. Expand the Linked Budget Type drop-down menu and select Demand Forecast; then, select the Demand Forecast you wish to link from the Linked Budget Name field.

3. Select up to three Budget Dimension Codes, if needed.

4. Click Edit Budget to proceed. The Sales Budget Overview window will appear.
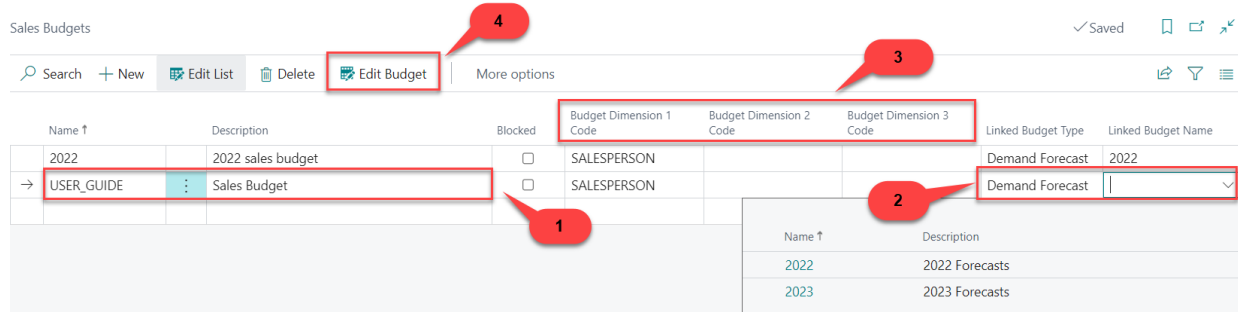
Note: Demand Forecasts must be created before they can be linked to Sales Budgets. Refer to the Basic Setup section of the present user guide to learn how to create a Demand Forecast.

In the Sales Budget Overview window:

1. Go to the General section. Select Item in the Show as Lines field. Also, ensure that the Show Value as field is set to Sales Amount and that Show as Columns is set to Period.
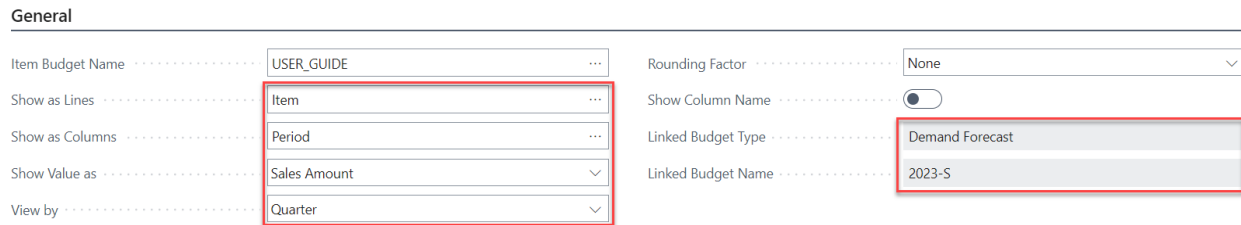
2. Scroll down to the Filters section. In the Date Filter field, enter a beginning and ending date for the Budget in the format (mm/dd/yy..mm/dd/yy).
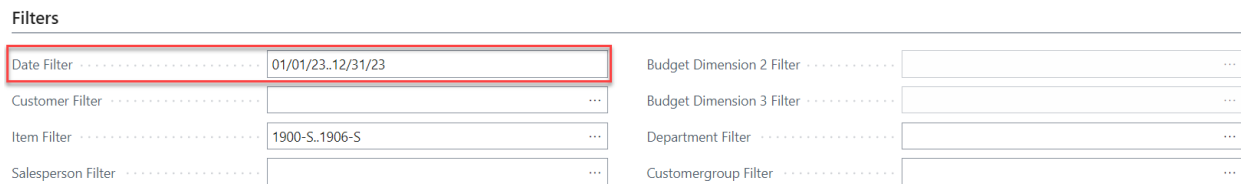
3. In the menu found at the top of the window, select Sync Demand Forecast.

4. Select Yes if you wish to continue; otherwise, click No.
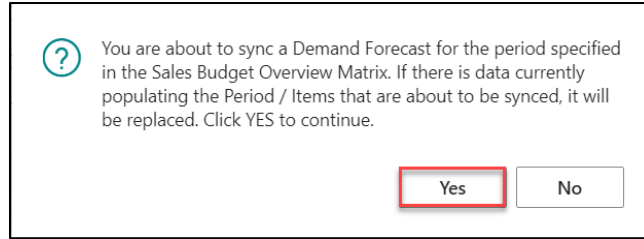
5. The Demand Forecast data will appear in the Sales Budget Overview Matrix.

Sales Budget Overview Matrix

Code		Name	Budgeted Quantity	Budgeted Sales Amount	Budgeted Cost Amount	1/2023	2/2023	3/2023	4/2023
→ 1896-S	⋮	ATHENS Desk	8,000.00	0.00	0.00	2,000.00	2,000.00	3,000.00	1,000.00
1900-S		PARIS Guest Chair, black	48,000.00	0.00	0.00	12,000.00	12,000.00	12,000.00	12,000.00
1906-S		ATHENS Mobile Pedestal	40,000.00	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00

Synced Demand Forecast data will replace existing Sales Budget data. Sales Budget data will remain if no Demand Forecast data is imported for a given combination of Item/Period.

Populating a Demand Forecast with Sales Budget Data

The Sales and Operations Planning for Dynamics 365 Business Central application looks for the overlapping period(s) between the Sales Budget (now, source report) and the Demand Forecast (now, destination report). Then, it populates the destination report using the source report data corresponding to the reports' overlapping period.

To populate a Demand Forecast using Sales Budget data, search for Demand Forecasts.
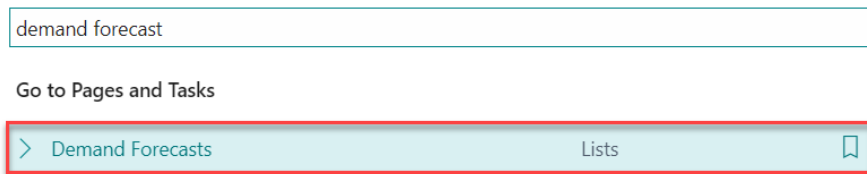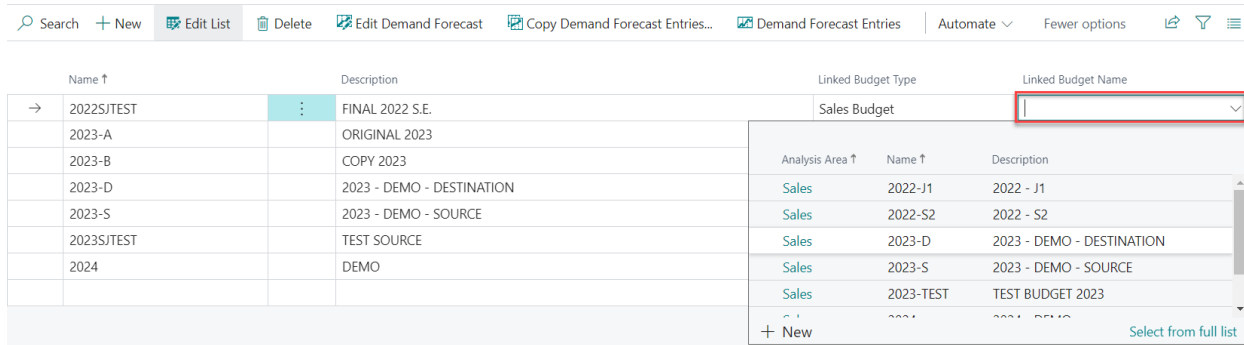

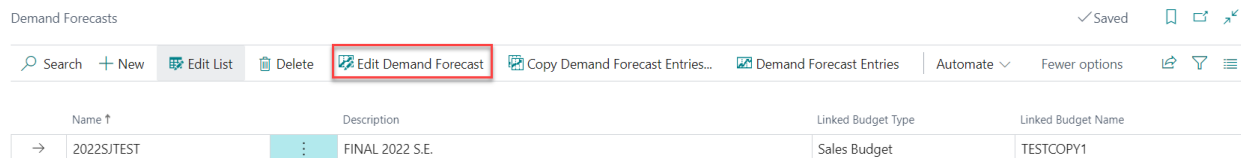In the Demand Forecasts window:

1. Click New. Then, enter a Name and Description for your new forecast. Otherwise, click the Edit List button found at the top of the window.
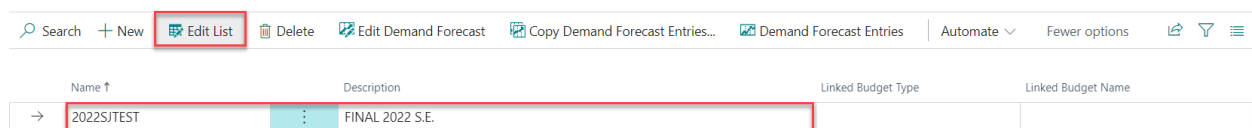
2. In the Linked Budget Type colum, select Sales budget. Expand the Linked Budget Name drop-down menu and select the Sales Budget that will be linked.


3. Click Edit Demand Forecast to proceed. The Demand Forecast Overview window will appear.


Note: Sales Budgets must be created before they can be linked to Demand Forecasts. Refer to the Basic Setup section of the present user guide to learn how to create a Sales Budget.

In the Demand Forecast Overview window:

1. Go the General section. In the Date Filter field, enter a beginning and ending date for the Forecast in the format (mm/dd/yy..mm/dd/yy).

2. Select Sync Sales Budget.
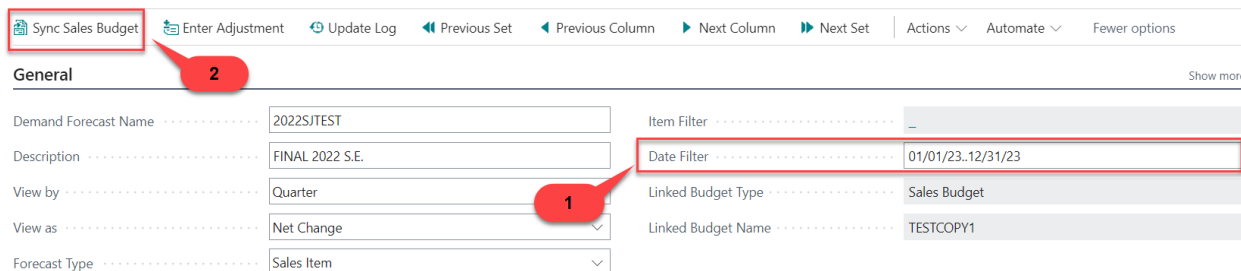
3. Select Yes if you wish to continue.
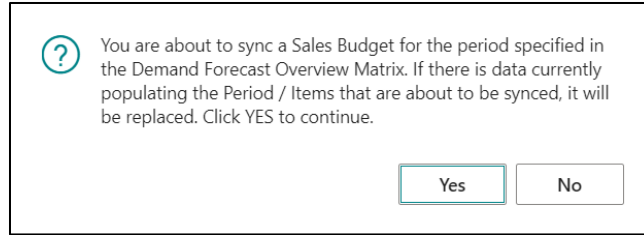
4. The Sales Budget data will appear in the Demand Forecast Overview Matrix.

Synced Sales Budget data will replace existing Demand Forecast data. Demand Forecast data will remain if no Sales Budget data is imported for a given item.

Adjusting Sales Budgets

Applying adjustments to Sales Budgets, users can easily modify their sales outlooks to better reflect market and economic expectations.
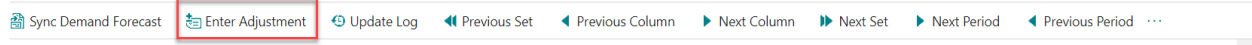
To adjust a Sales Budget:

1. Go to Sales Budget Overview window of the budget that will be adjusted. Note that the budget must be already populated.

2. Ensure that the Show as Lines field is set to Item. To adjust item's sales amounts by period, select Period and Sales Amount for the fields Show as Columns and Show Value as, respectively.

3. Select the Enter Adjustment button found in the menu at the top of the window. The Edit – Budget Adjustment window will appear.

Sales Budget Overview

📄 Sync Demand Forecast   📋 Enter Adjustment   🕒 Update Log   ◀◀ Previous Set   ◀ Previous Column   ▶ Next Column   ▶▶ Next Set   ▶ Next Period   ◀ Previous Period   ⋯

4. In the Adjustment section, enter the percentage factor by which budgeted amounts will be adjusted. For example, 10.00 for a 10% increase, or -7.25 for a 7.25% decrease. Users have the option to enter a description for the adjustment, if required (i.e., "expected 9% market contraction"/ "new supplier contract comes into effect on ...").

Percentage (+-%) Adjustment · · · · · · · · · · · · · · · · ·	7.25

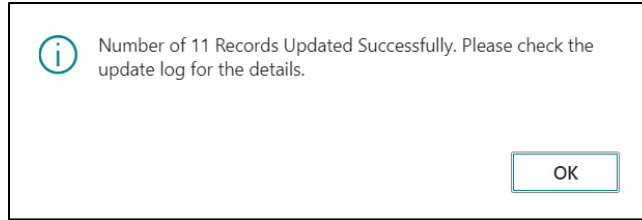|	
Adjustment Description · · · · · · · · · · · · · · · · · · ·	New supplier contract comes into effect on Q2 of 2023

5. If the percentage adjustment must be applied to a subset of the items/periods currently populating the Sales Budget Overview Matrix, go to the Filters section and enter the filters needed to narrow down items, periods, etc.

Date Filter · · · · · · · · · · ·	01/01/23..12/31/23	Customergroup Filter · · ·	···
Item Filter · · · · · · · · · · ·	1896-S..1960-S ⌄	Area Filter · · · · · · · · · · ·	···
Item Category Filter · · · · ·		⌄	Budget Dimension 2 Fi... ·	···
Customer Filter · · · · · · · ·			···
Department Filter · · · · · ·			

Code ↑	Description
CHAIR	Office Chair
MISC	Miscellaneous
TABLE	Assorted Tables

Cancel

Note that the filters entered in the Adjustment window will be applied to the existing Sales Budget Overview Matrix. As such, items, dates, and item categories not included in the Sales Budget Overview Matrix will not be available for filtering. Click Ok to proceed.

6. Click Ok in the confirmation window that appears.

> ℹ Number of 11 Records Updated Successfully. Please check the update log for the details.
>
> OK
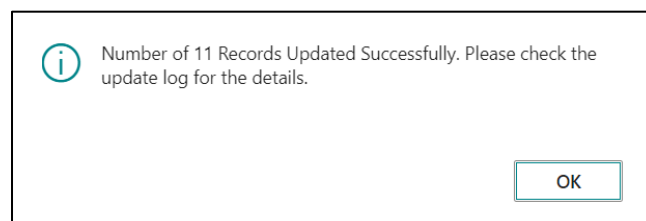
The Sales Budget Overview Matrix window will display the adjusted sales amounts.

Adjusting Demand Forecasts

Applying adjustments to Demand Forecasts, users can easily modify their demand outlooks to better reflect market and economic expectations.

To adjust a Demand Forecast:

1. Go to the Demand Forecast Overview window of the forecast that will be adjusted. Note that the forecast must be already populated.

2. Select Enter Adjustment. The Edit – Budget Adjustment window will appear.

2023-D · 2023 - DESTINATION

| Sync Sales Budget | Enter Adjustment | Update Log | Previous Set | Previous Column | Next Column | Next Set | Actions ∨ | Automate ∨ | Fewer options |

3. In the Adjustment section, enter the percentage factor by which forecasted amounts will be adjusted. For example, 10.00 for a 10% increase, or -7.25 for a 7.25% decrease. Users have the option to enter a description for the adjustment, if required (i.e., "expected 9% market contraction"/ "new supplier contract comes into effect on ...").

Percentage (+-%) Adjustment · 7.25

Adjustment Description · New supplier contract comes into effect on Q2 of 2023

4. If the adjustment will be applied to a subset of the items/periods currently populating the Demand Forecast Overview Matrix, go to the Filter section and enter the filters needed to narrow down items, periods, or item categories.

Filter

Date Filter · · · · · · · · · · · 01/01/23..12/31/23   Item Category Filter · · · · ·

Item Filter · · · · · · · · · · · ·

5. Click Ok to proceed. Then, click Ok to confirm the adjustment in the window that appears.

Number of 11 Records Updated Successfully. Please check the update log for the details.

OK

The Sales Budget Overview Matrix window will display the adjusted sales amounts.

Copying Sales Budgets

Using the Copy Budget Entries functionality of the app, users can easily copy budget data and generate multiple versions of a single budget. This feature also allows users to copy forecasted figures from a past period to a future budget.

To copy a Sales Budget:

1. Search for Sales Budgets.

sales budgets

Go to Pages and Tasks

> Cost Budgets   Lists

Go to Reports and Analysis

📄 Sales Budgets   Reports and Analysis   🔖
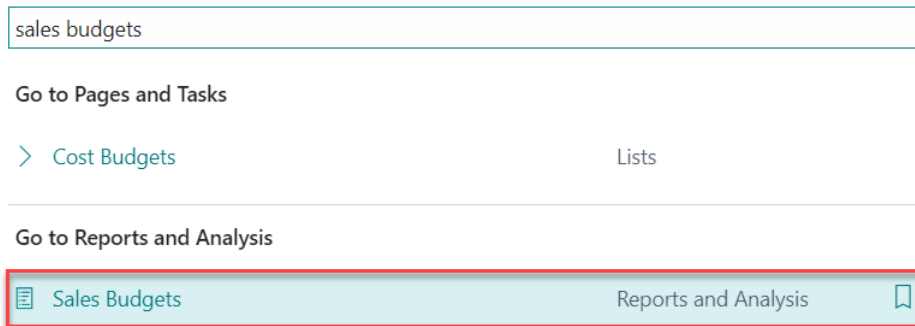
2. In the Sales Budget window, create a new budget or select one from the list.

Sales Budgets									Saved
🔍 Search + New 📝 Edit List 🗑 Delete 📝 Edit Budget 📋 Copy Budget Entries...	Automate ∨	Fewer options							
Name ↓	Description	Blocked	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code		Linked Budget Type	Linked Budget Name	
→ 2023 ⋮	Copy of 2022	☐							
2022-V2	2022 Sales budget v2	☐	PURCHASER				Demand Forecast	2022-V2	
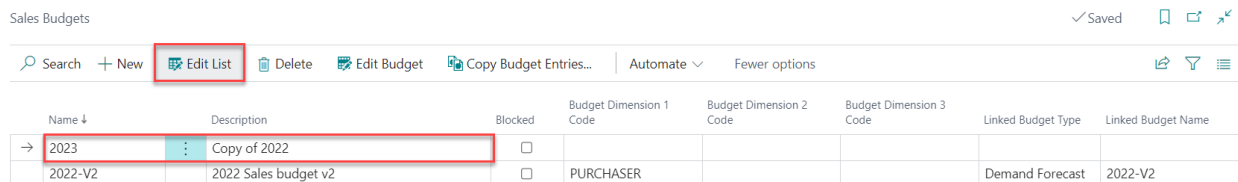
3. Select the Copy Budget Entries button. The Copy Budget window will appear.

Sales Budgets									Saved
🔍 Search + New 📝 Edit List 🗑 Delete 📝 Edit Budget 📋 Copy Budget Entries...	Automate ∨	Fewer options							
Name ↓	Description	Blocked	Budget Dimension 1 Code	Budget Dimension 2 Code	Budget Dimension 3 Code		Linked Budget Type	Linked Budget Name	
→ 2023 ⋮	Copy of 2022	☐							
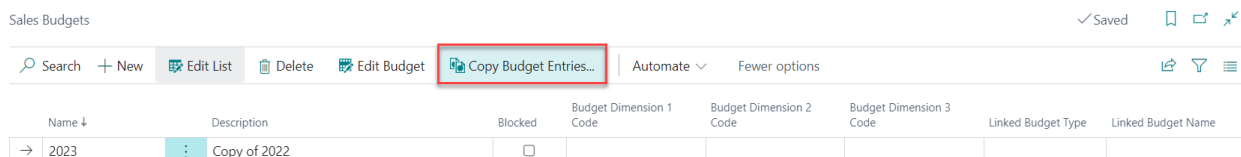
4. In the Options section, the Budget Name field will show the budget to which the data will be copied to. In the Date Change Formula field, enter 1Y to modify the dates of the 2022 budget by one year.

Copy to

Budget Name	2023
Item No.	
Date Change Formula	1Y

5. In the Filter: Item Budget Entry section, expand the Budget Name field drop-down list to select the budget from which data will be copied.

Filter: Item Budget Entry

× Budget Name	2022
× Item No.	

6. Click Ok to continue. Then confirm by clicking Yes.

This concludes the process to copy a Sales Budget.

Copying Demand Forecasts

Using the Copy Demand Forecast functionality of the app, users can easily copy forecasted data and generate multiple versions of a single forecast. This feature also allows users to copy forecasted figures from a past period to a future budget.

To copy a Demand Forecast:

1. Search for Demand Forecasts.

demand forecast	
Go to Pages and Tasks	
❯ Demand Forecasts	Lists

2. In the Demand Forecast window, create a new forecast or select one from the list.

3. Select the Copy Demand Forecast Entries button.

4. In the Options section, of the Copy Demand Forecast entries window that appears, the Budget Name field will show the forecast to which the data will be copied to. In the Date Change Formula field, enter 1Y to modify the dates of the 2023 budget by one year.


5. In the Filter: Demand Forecast Entry section, expand the Demand Forecast Name field drop-down list to select the forecast from which data will be copied.

6. Click Ok to continue. Then confirm by clicking Yes.

This concludes the process to copy a Demand Forecast.

4.   REPORTING

The Sales and Operations Planning for Dynamics 365 Business Central application allows users to access the list of updates that were performed to Sales Budgets and Demand Forecasts using the app. This reporting tool shows the items updated, description, date, user, and other details.

Update Log

To access the Update Log, click the Update Log button found at the top of the Sales Budget and Demand Forecast Overview windows.
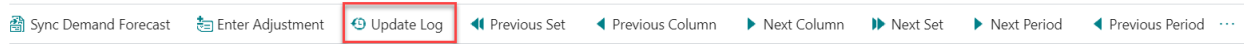
In the Budget Log Update History window that appears, users will find a list of the updates performed using the application. Users can filter the list by Item, Date, Adjustment Description, Executed Date Time, etc.

The transactions found in the log list are deleted every 90 days. To download a copy of the report as an Excel file, click the share button located at the top right corner of the window.
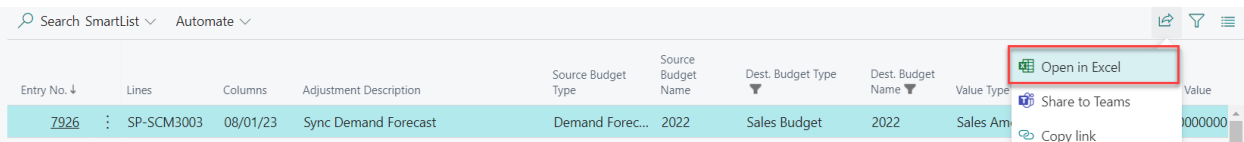
5.   SECURITY

The Sales and Operations Planning for Dynamics 365 Business Central app, along with the rest of WebSan Inc.'s Dynamics 365 apps, have a built-in AutoPermission security functionality. When a user with the proper credentials installs an App, the AutoPermission function automatically triggers and assigns or updates the user's permissions. No other action is needed from the user.

When a user without the proper credentials installs an App, the AutoPermission function allows the installation, but user permissions are not changed. In this case, a user with the proper security credentials can change the user's permissions later.

To change user permissions, search and go to the User list.
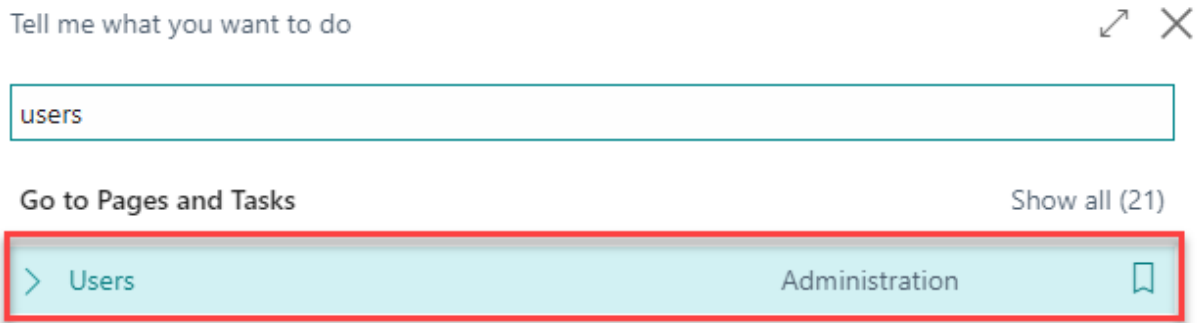
In the Users window, select Assign WebSan Permissions to assign all users the WebSan Permission Set.
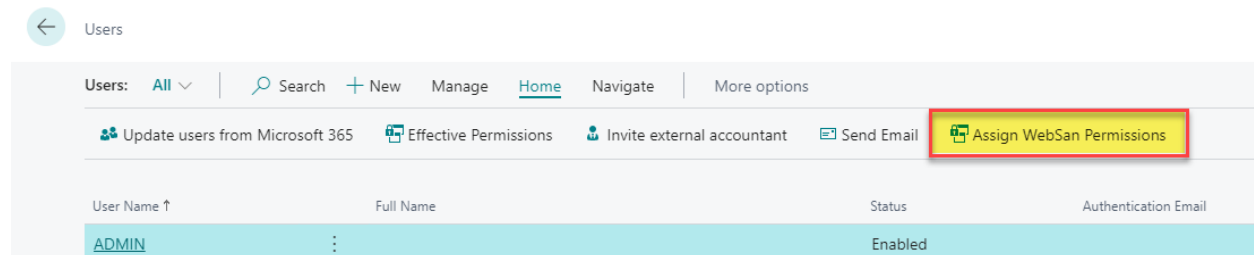
6. REGISTRATION

To register a WebSan Inc.'s application, in Business Central, search WebSan Client Information and select WebSan Client Information – Administration.

Tell me what you want to do

websan client information

Go to Pages and Tasks

> WebSan Client Information   Administration

In the WebSan Client Information window, enter your company's contact and billing information. After your information is complete, select Transmit Data.

✓ Saved

WebSan Client Information

Transmit Data

General

MS Client ID · · · · · · · · ·   On Hold · · · · · · · · · · ·

Active · · · · · · · · · · ·

Contact Information

Company · · · · · · · · *		PostalCode / ZipCode *	
Name · · · · · · · · · *		Country · · · · · · · · · · *	
Address · · · · · · · · · *		Phone · · · · · · · · · ·	
Address2 · · · · · · · · ·		Email · · · · · · · · · ·	
City · · · · · · · · · · · *		Email CC · · · · · · · · · ·	
Province / State · · · · · *		Billing is Same as Co... ·	