Use of Dates on Sales & Purchase Orders in D365 BC

Date Fields on Microsoft Dynamics D365 BC sales and purchase orders can be confusing, but very beneficial if used correctly. The dates are designed to allow you to:

- Schedule a shipment in time to meet the customer's requested delivery date.
- Schedule the delivery of a product in time to ship the order on the desired date.
- Track your delivery performance to your customer.

Dates on Sales Orders

The ***Requested Delivery Date*** field allows you to record the date by which the customer wanted to receive the goods. This date is not recalculated in D365 BC, so once established it gives you a marker to measure your performance against the customer's requested date.

The ***Promised Delivery Date*** is the date you promised the customer you would deliver the goods. D365 BC does not change this date either, so it allows you to set a marker to measure your delivery performance against what you promised.

With these performance dates, you now have the ability to measure yourself against what the customer requested and what you promised.

Dates are located on the sales header and sales order lines. The dates on the header are for reference, used for the convenience of updating information on the sales orders lines. The dates on the sales order lines are used for the planning and execution of the order. When executing orders, make sure you are using the information on the sales lines as D365 BC does not use the Sales Header dates for execution.

Let's review the date fields, their purpose and use.

Sales Header Dates

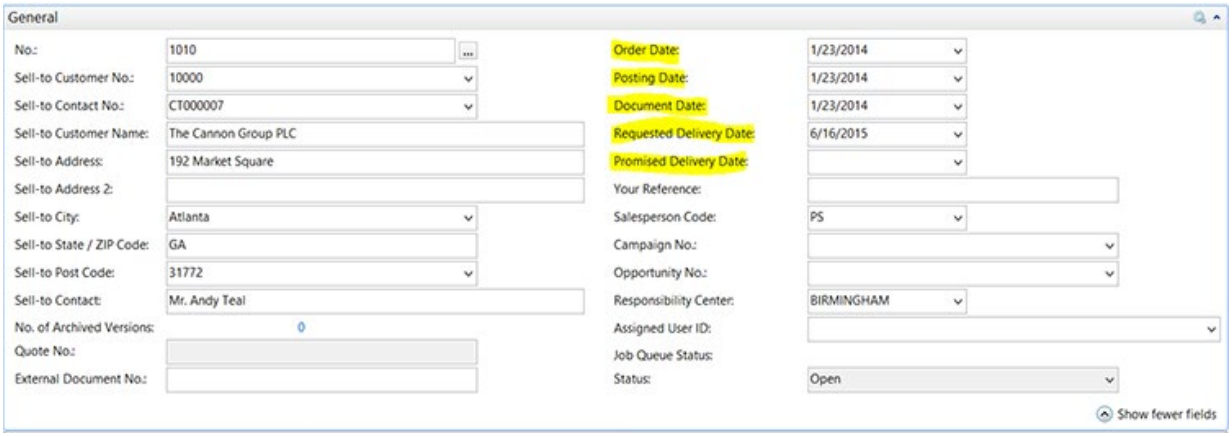

Figure 1 – General Date fields

Order Date: This is the date the order was created. D365 BC populates this with the work date at the time the order is created.

Posting Date: This is the date you populate to record the date you want as the Posting Date on the Ledger Entry tables when the order is Shipped and Invoiced.

Document Date: This is the date the system uses to calculate the Due Date (Payment Due Date) when the order is posted. This date has no use or meaning until posting time. This date defaults to the same date as the Posting Date, but can be overridden if the Due Date should be calculated on a date different than the posting date.

Requested Delivery Date: This is the date the Customer has requested that the goods be delivered at their location. This date will be blank unless you populate it.

When the Requested Delivery Date is populated, D365 BC uses this date along with *SHIPPING TIME* and *WAREHOUSE OUTBOUND HANDLING TIME* to determine when the order must be shipped to arrive at the customer on this date.

D365 BC subtracts the *SHIPPING TIME* from the Requested Delivery date and populates the Planned Shipment Date. The *WAREHOUSE OUTBOUND HANDLING TIME* is subtracted from the Planned Ship Date and populates the Shipment Date on the Sales Lines.

Promised Delivery Date: This is the date you initially promised the customer that you would deliver the goods to them.

Populating this date will reset the Shipment Date based on the *SHIPPING TIME* and *WAREHOUSE OUTBOUND HANDLING TIME.* D365 BC backwards calculates the shipment date to make sure it arrives at the Customer by the date you promised the customer.

D365 BC subtracts the *SHIPPING TIME* from the Promised Delivery Date and populates the Planned Shipment Date. The *WAREHOUSE OUTBOUND HANDLING TIME* is subtracted from the Planned Ship Date and populates the Shipment Date on the Sales Lines.

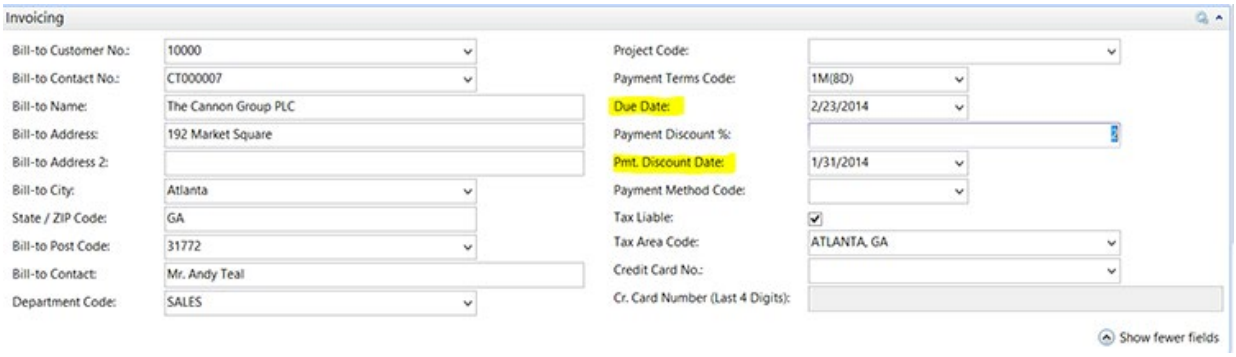

Figure 2 – Invoice Date fields

Due Date: This is the date that the balance payment of the order would be due. This date is calculated be adding the payment terms date field to the Posting Date field.

Pmt. Discount Date: This is the date by which the Discount must be taken in order to earn the payment discount. This date is populated by adding the payment discount date calculation to the Posting Date.

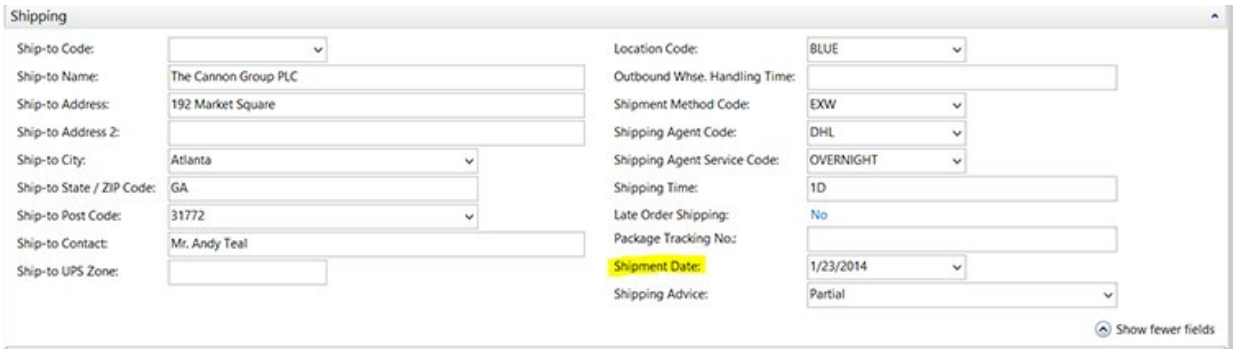

Figure 3 – Shipping Date fields

Shipment Date: This is the date you plan to start shipping the order, described in more detail below. This date is manually populated and causes the dates on the sales line to be recalculated. It does not change the other sales header dates.

Sales Order Line Dates

The same dates that existed on the sales header exist on the sales line. They have the exact same meaning. The meaning and purpose of the fields are exactly the same. The tricky part about the date values on the Sales Order line is that most of these fields calculate each other. Only the *Requested Delivery Date* and the *Promised Delivery Date* are not recalculated whenever a sales order line field is changed.

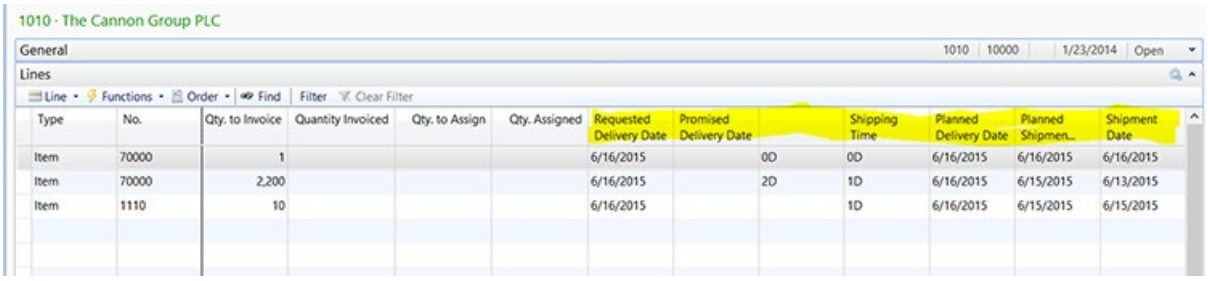

Figure 4 – Sales Order Line Date fields

Requested Delivery Date: This is the date the Customer has requested that the goods be delivered at their location. This date will be blank unless you populate it.

When the Requested Delivery Date is populated, D365 BC uses this date along with *SHIPPING TIME* and *WAREHOUSE OUTBOUND HANDLING TIME* to determine when the order must be shipped to arrive at the customer on this date.

D365 BC subtracts the *SHIPPING TIME* from the Requested Delivery date and populates the Planned Shipment Date. The *WAREHOUSE OUTBOUND HANDLING TIME* is subtracted from the Planned Ship Date and populates the Shipment Date on the Sales Lines.

Promised Delivery Date: This is the date you initially promised the customer that you would deliver the goods to them.

Populating this date will reset the Shipment Date based on the *SHIPPING TIME* and *WAREHOUSE OUTBOUND HANDLING TIME.* D365 BC backwards calculates the shipment date to make sure it arrives at the Customer by the date you promised the customer.

D365 BC subtracts the *SHIPPING TIME* from the Promised Delivery Date and populates the Planned Shipment Date. The *WAREHOUSE OUTBOUND HANDLING TIME* is subtracted from the Planned Ship Date and populates the Shipment Date on the Sales Lines.

Planned Delivery Date: This is the date you now plan to deliver the goods to the customer. This date can be manually set, or it is calculated by adding the *SHIPPING TIME* to Planned Shipment date. This field is automatically calculated when any of the following sales order line fields are changed:

- Outbound Warehouse Handling
- Shipping Time
- Planned Shipment Date
- Shipment Date

If you manually set this field, then the Planned Shipment and Shipment Dates are recalculated based on the formula described for each field below.

Planned Shipment Date: This is the date you expect the order to leave your facility. It is different from the Shipment Date in that it may take the warehouse time to pack and ship orders. If this is the case, then the *Shipment Date* describes the date that the order is pulled to start the shipping process, and the *Planned Shipment* date reflects the date the packing process is completed and the goods are physically shipped out the door.

This date is either backward calculated from the *Planned Delivery Date*, or forward calculated from the *Shipment Date*. The *Planned Shipment Date* = *Shipment Date* + *Outbound Handling time* (Time it takes to pick and pack an order), or *Planned Shipment Date* = *Planned Delivery Date* - *Shipping Time*.

Shipment Date: This date is either backward calculated from the *Planned Shipment Date*, or is manually populated. The *Shipment Date* = *Planned Shipment Date – Outbound Warehouse Handling Time.* If you manually set the *Shipment Date*, the other date fields on the line will be changed as well.

The *Shipment Date* is the date the planning system uses to schedule product to be available for shipment. The planning system plans the arrival of the goods to be there in time for the Shipment date.

(*Note: Requested and Promised Delivery Dates are not cross calculated like the other date fields on the line)*.

Dates on Purchase Orders

Dynamics D365 BC automatically calculates the date on which you must order an item to have it in inventory on a certain date. This is the date on which you can expect items ordered on a particular date to be available for picking.

If you specify a requested receipt date on a purchase order header, then the calculated order date is the date on which the order must be placed to receive the items on the date that you requested. Then, the date on which the items are available for picking is calculated and entered in the **Expected Receipt Date** field.

If you do not specify a requested receipt date, then the order date on the line is used as the starting point for calculating the date on which you can expect to receive the items and the date on which the items are available for picking.

Calculating with a Requested Receipt Date

If there is a requested receipt date on the purchase order line, then that date is used as the starting point for the following calculations.

- requested receipt date - lead time calculation = order date
- requested receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you entered a requested receipt date on the purchase order header, then that date is copied to the corresponding field on all the lines. You can change this date on any of the lines, or you can remove the date on the line.

Calculating without a Requested Delivery Date

If you enter a purchase order line without a requested delivery date, then the **Order Date** field on the line is filled with the date in the **Order Date** field on the purchase order header. This is either the date that you entered or the work date. The following dates are then calculated for the purchase order line, with the order date as the starting point.

- order date + lead time calculation = planned receipt date
- planned receipt date + inbound whse. handling time + safety lead time = expected receipt date

If you change the order date on the line, such as when items are not available at your vendor until a later date, then the relevant dates on the line are automatically recalculated.

If you change the order date on the header, then that date is copied to the **Order Date** field on all the lines, and all the related date fields are then recalculated.