SAP

SAP Business One is an integrated Enterprise Resource Planning (ERP) solution for small and midsize businesses, as well as subsidiaries of large enterprises.

SAP Business One helps to manage every aspect of any company by providing access to real-time business information through a single system. The application is divided into a number of modules, which each cover a different business function.

Getting Started

This *(Figure 01)* is the first interface of the SAP Business One. Here you have to select the company name by clicking on the button "change company", if there is no company name selected.

Then you can enter the given pass word and the user name at relevant spaces and give the command OK for getting started.

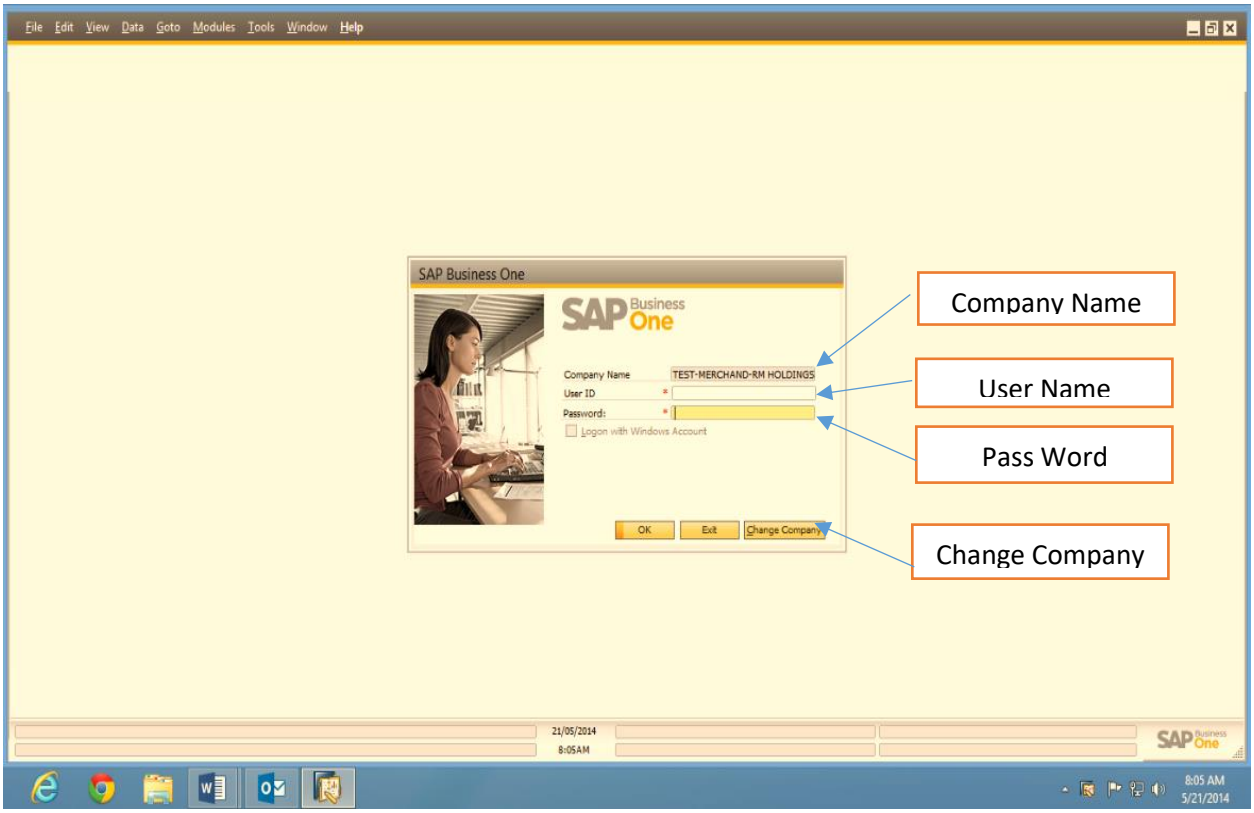
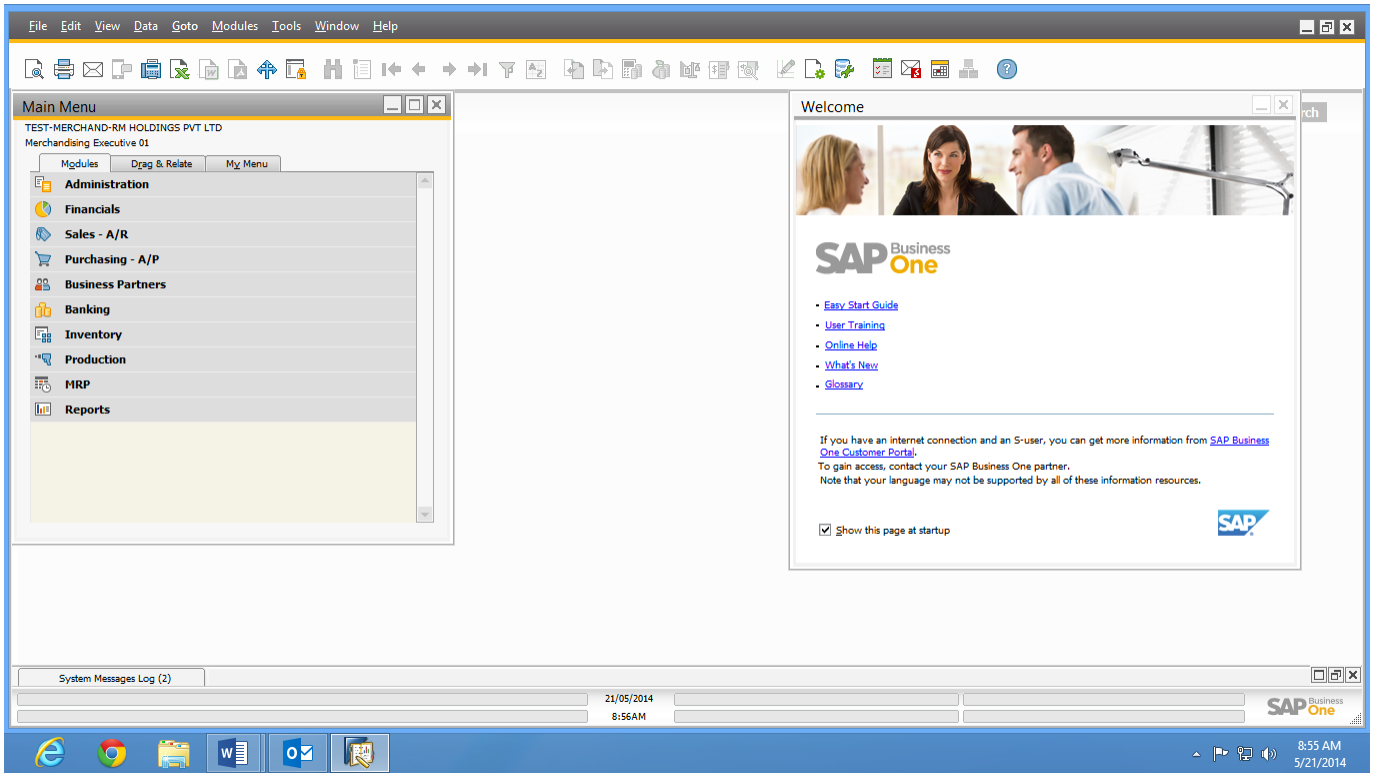


Figure 01: SAP Interface

Then you will move to the main window given below.



Outgoing payments

Once the deliveries received to the stores, the stores team will generate goods receipt notes for the relevant invoices. Then you can arrange the payments to the relevant vendors and there are some steps you should be undertake via SAP.

01. Raise an A/P Invoice

02. Raise an Outgoing payment

Journal Entries at GRN point

When the GRN is raised the following double entry is updated.

Inventory A/C

Dr	Cr
xxxx	

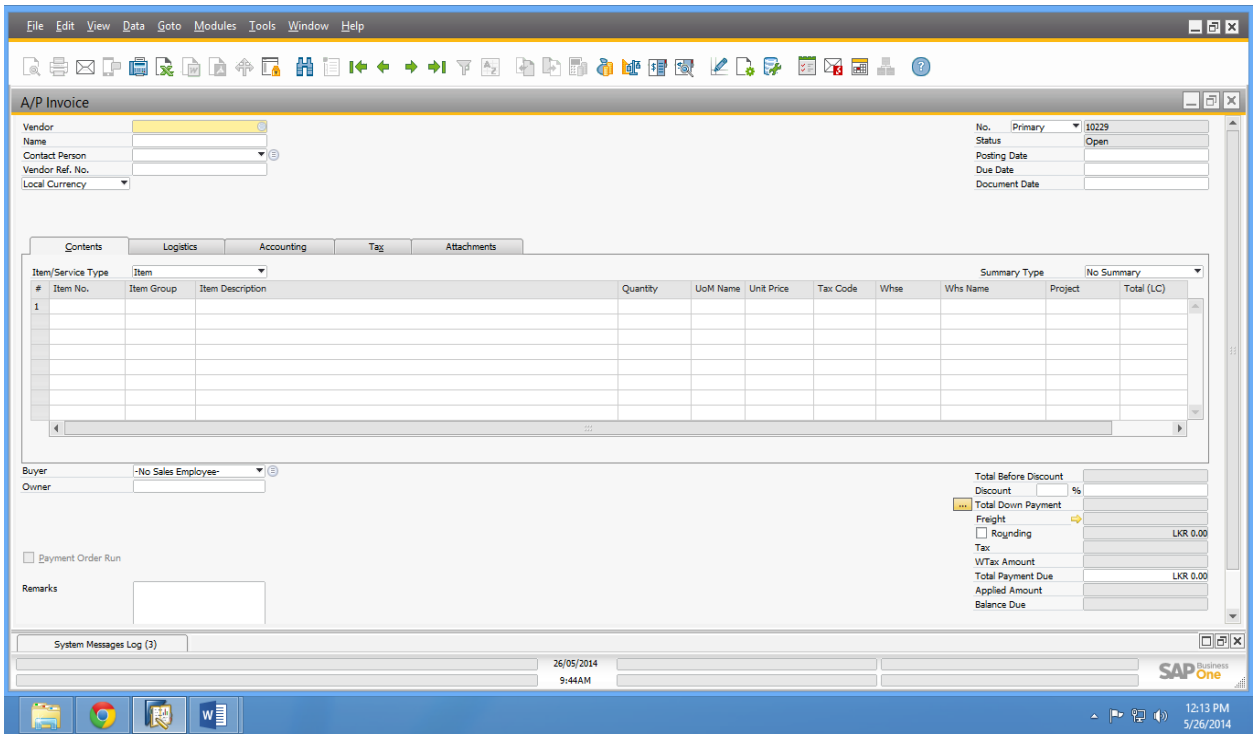
Goods received not invoiced

Dr	Cr
	xxxx

First you should raise an A/P Invoice and then update the outgoing payments.

Raising an A/P invoice

Main Menu → Purchasing A/P → A/P Invoice



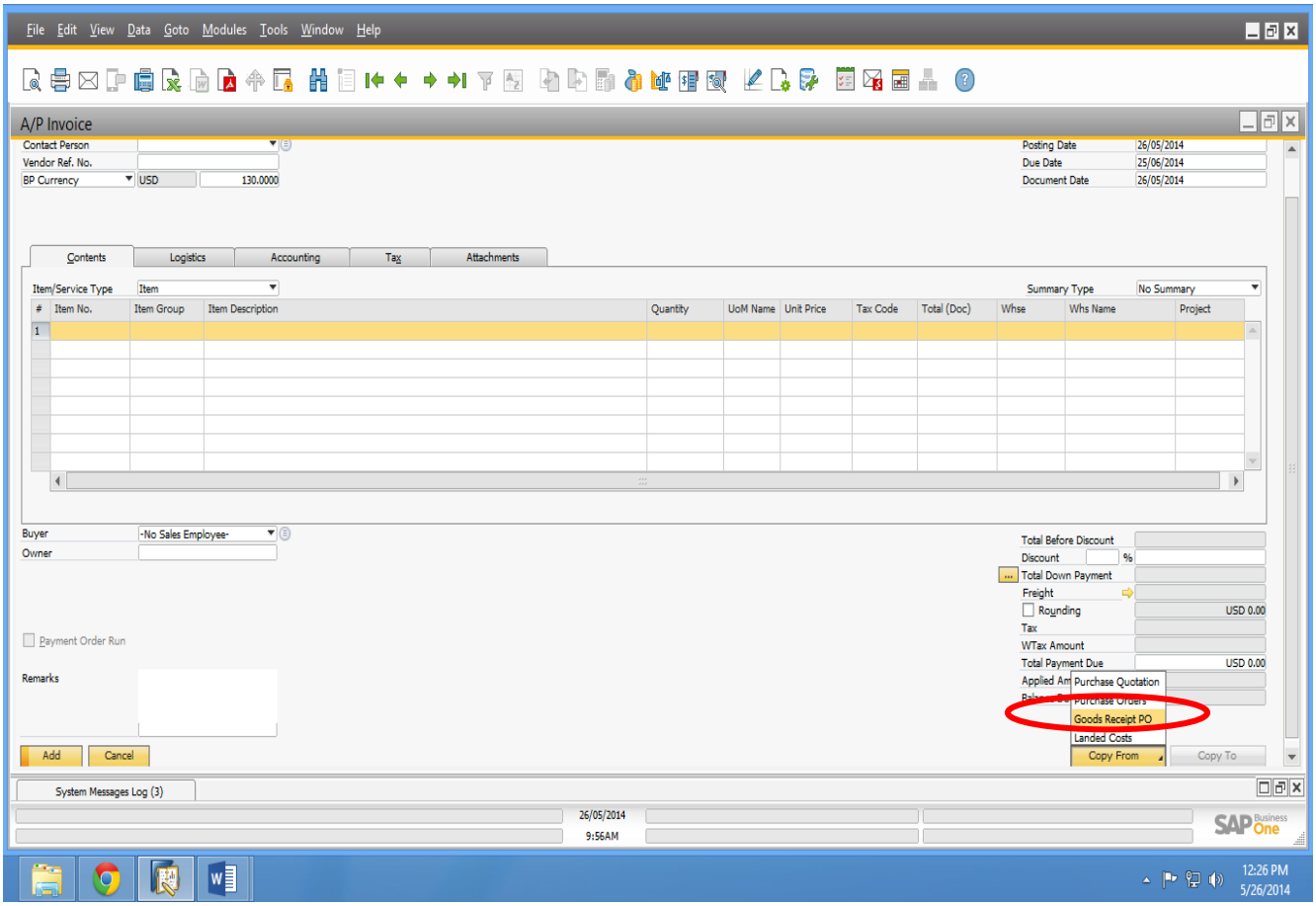
Attributes

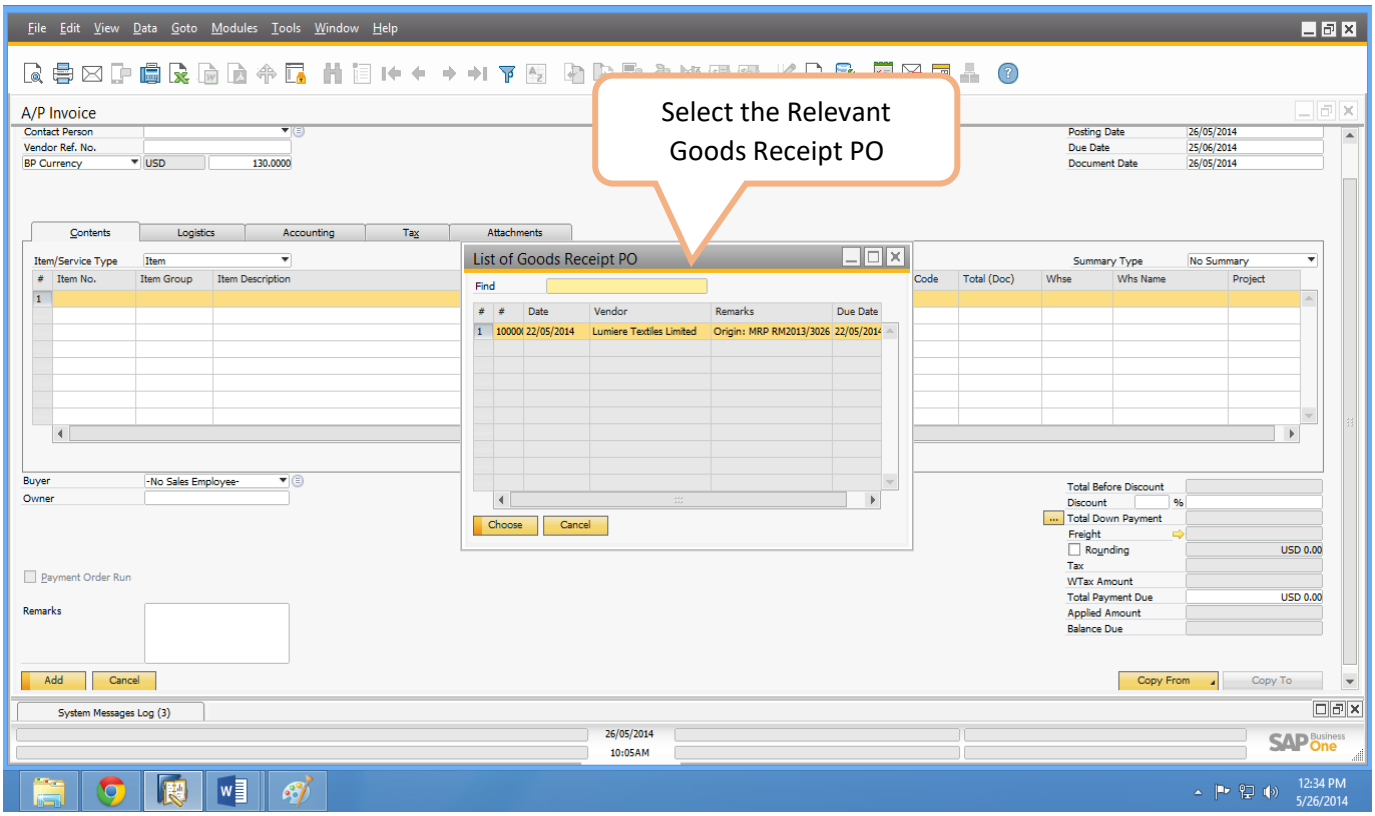
Vender – Select the particular vender

Name – Vender name will be given by the system

Then go to,

Copy From → Goods Receipt PO → Select the relevant PO from the List of Goods Receipt PO

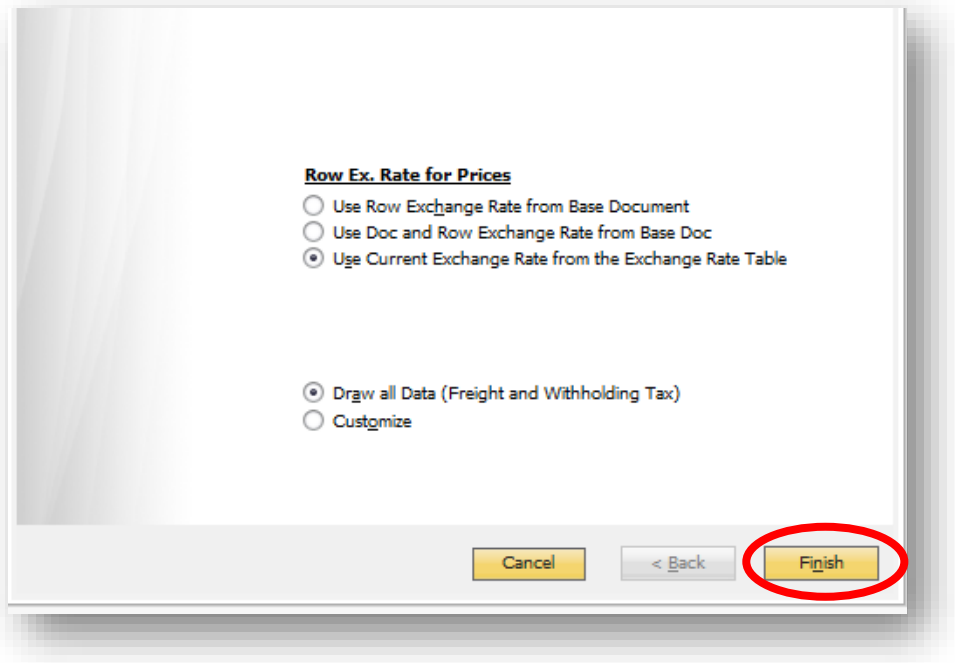




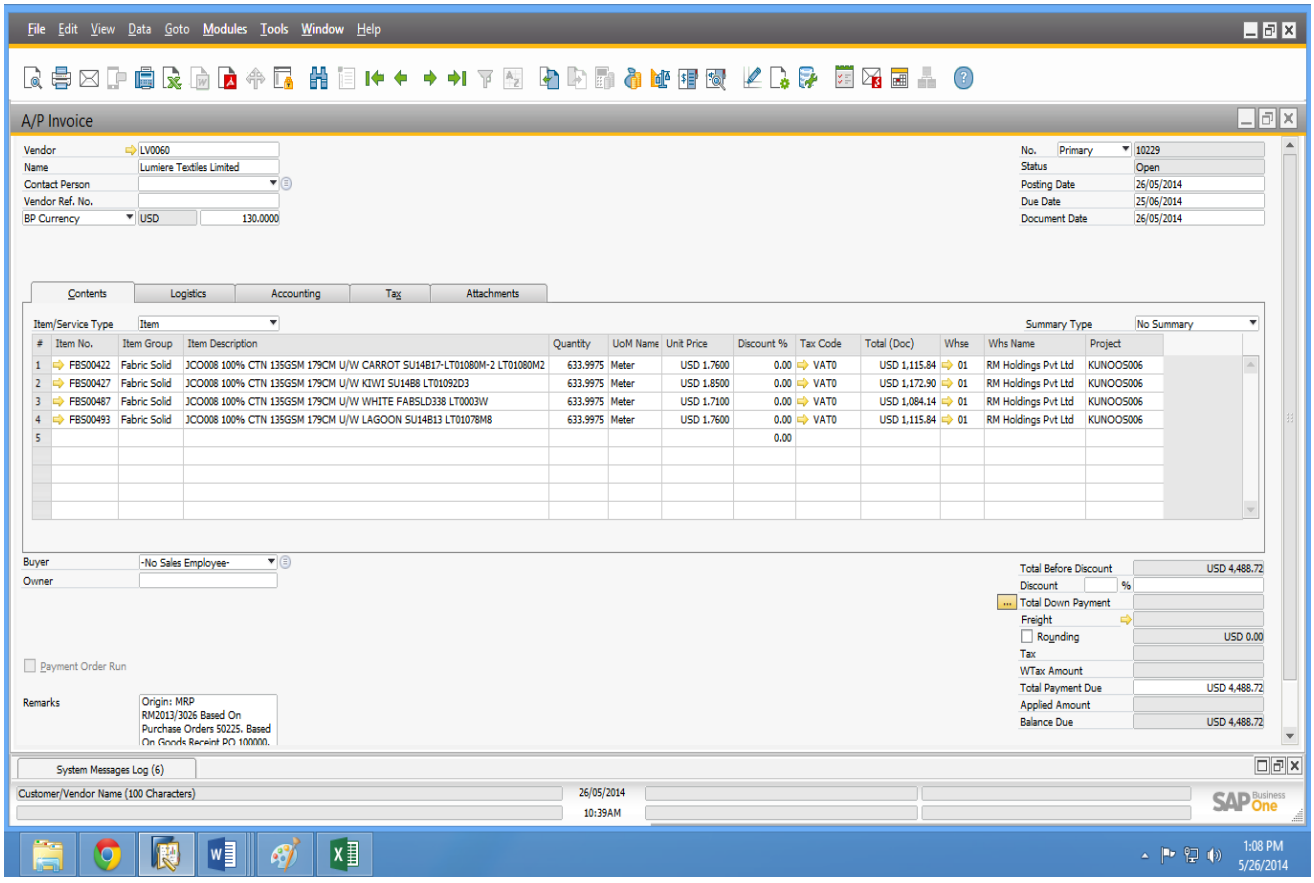
Prepared by SAP Team

Then click on “Choose” button.

Once you select the PO you will move to the below window. In this window, you have nothing to change and only give the command “finish”.



Then it will appear the below window. There are some attributes to change and check here.



Attributes

Vender – Check the particular vender

Name – Vender name will be given by the system

Currency – Select the BP Currency USD

Posting date, due date, document date – Enter the relevant dates

Item Number, Item Group, Item description -Check whether the relevant item has appeared

Quantity-Check whether the correct quantity has appeared

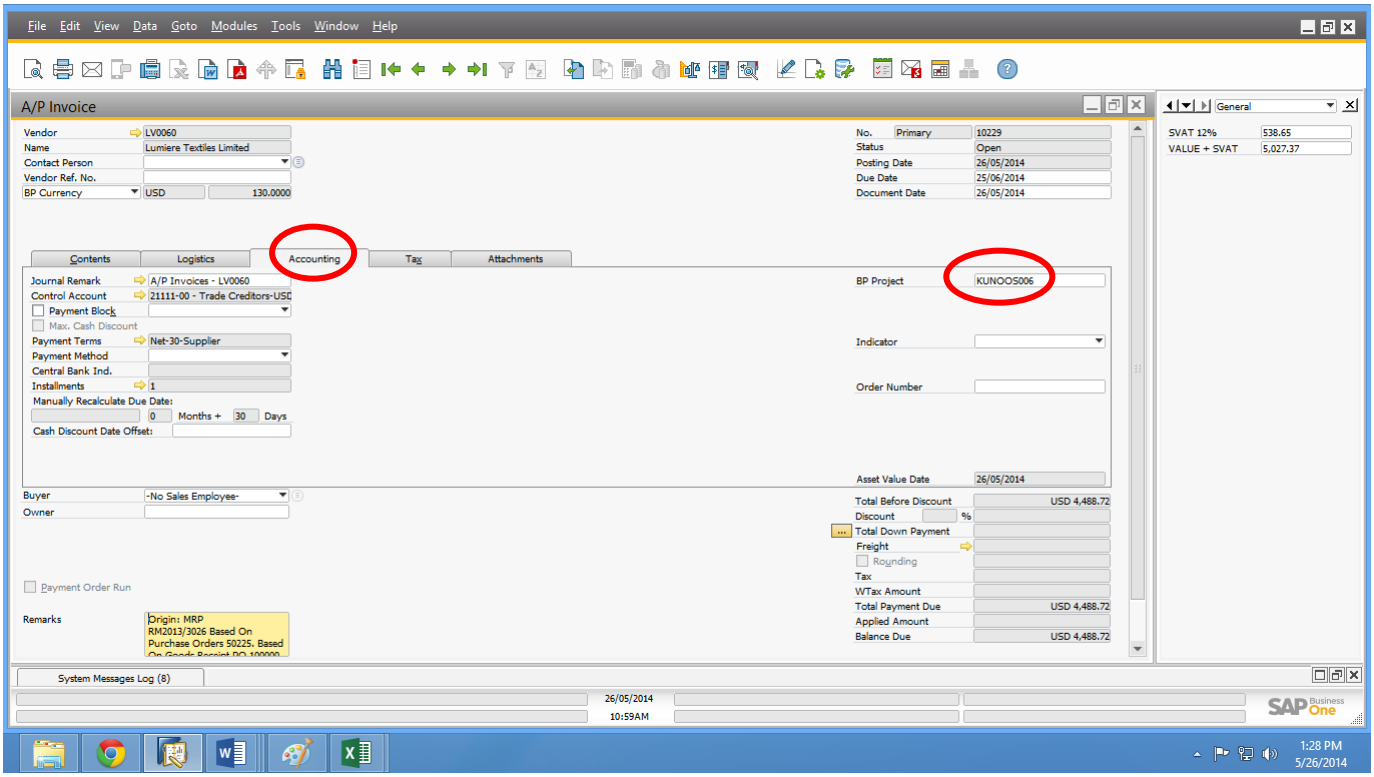
Unit Price- Check whether the correct price has appeared

Discount %-Insert the discount percentage if required

Tax code-Select the relevant tax code

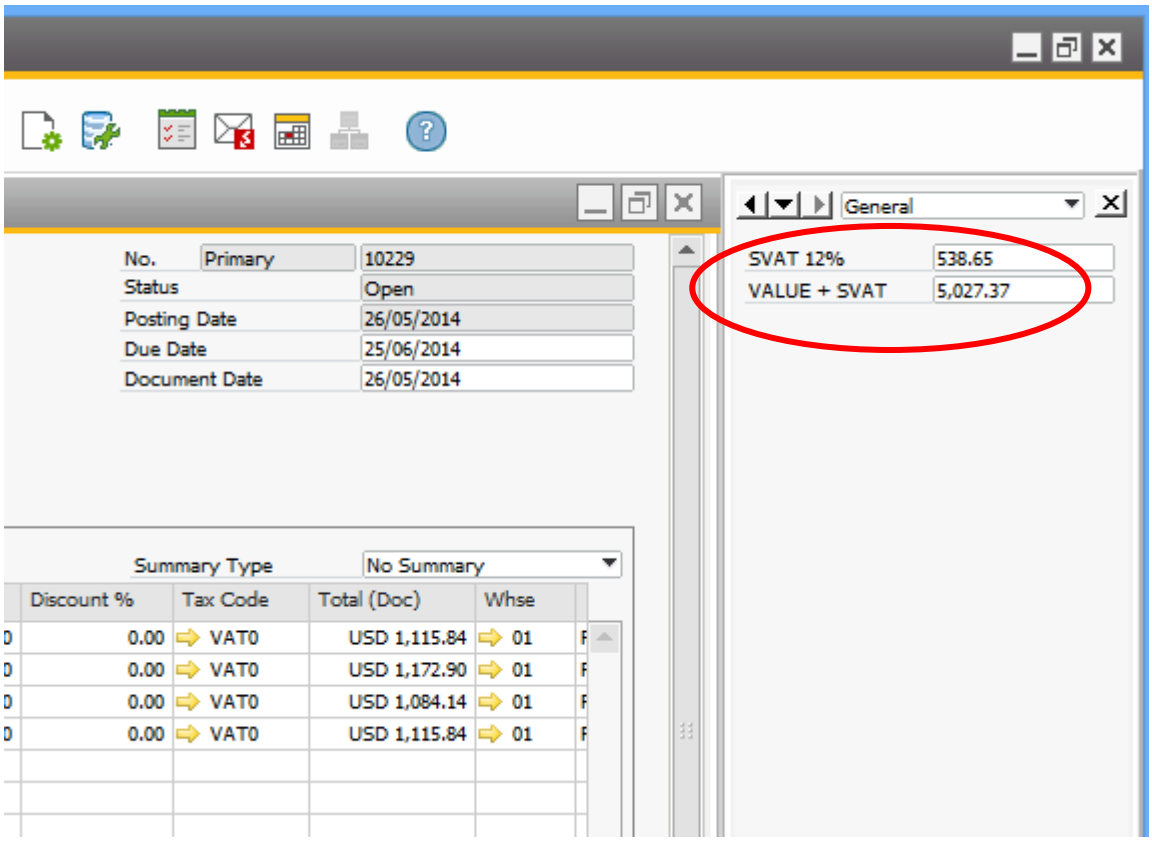
Remarks-If additional information is available you can insert in this box

Then go to the accounting and select the relevant customer PO Number in the BP project.



Then click on"Add".

Then the SVAT will change automatically as shown below. It is an amount which is apart from the PO value and calculated according to the tax rate.



Journal Entries at raising A/P Invoice

When the A/P Invoice is raised the following double entry is updated.

Goods received not invoiced

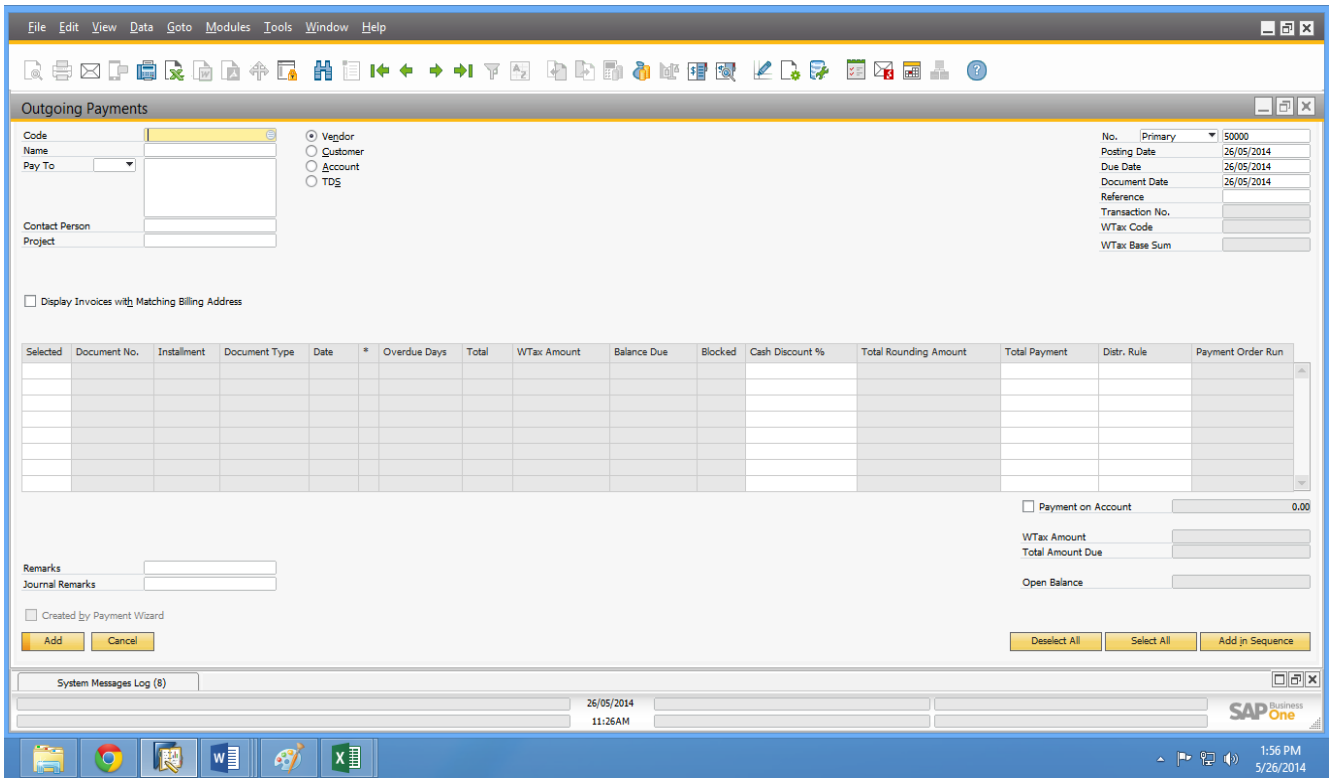
Dr	Cr
xxxx	

Vender

Dr	Cr
	xxxx

Raising an Outgoing payment

Main menu → Banking → Outgoing payments → Outgoing payments



Attributes

Code – Tick the relevant code and select the relevant vender, then it will show all the open invoices.

Pay to-Select the relevant category

Project-Select the customer PO Number

Posting date, due date, document date – Enter the relevant dates

Reference-Put the relevant invoice number

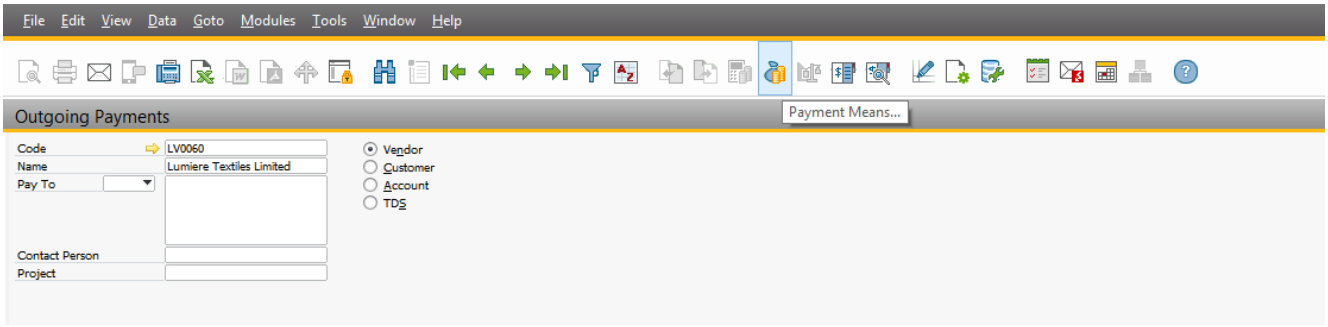
Doc. Currency-Change the exchange Rate if required

Total payment-Check the amount and if it's a partial payment type the value

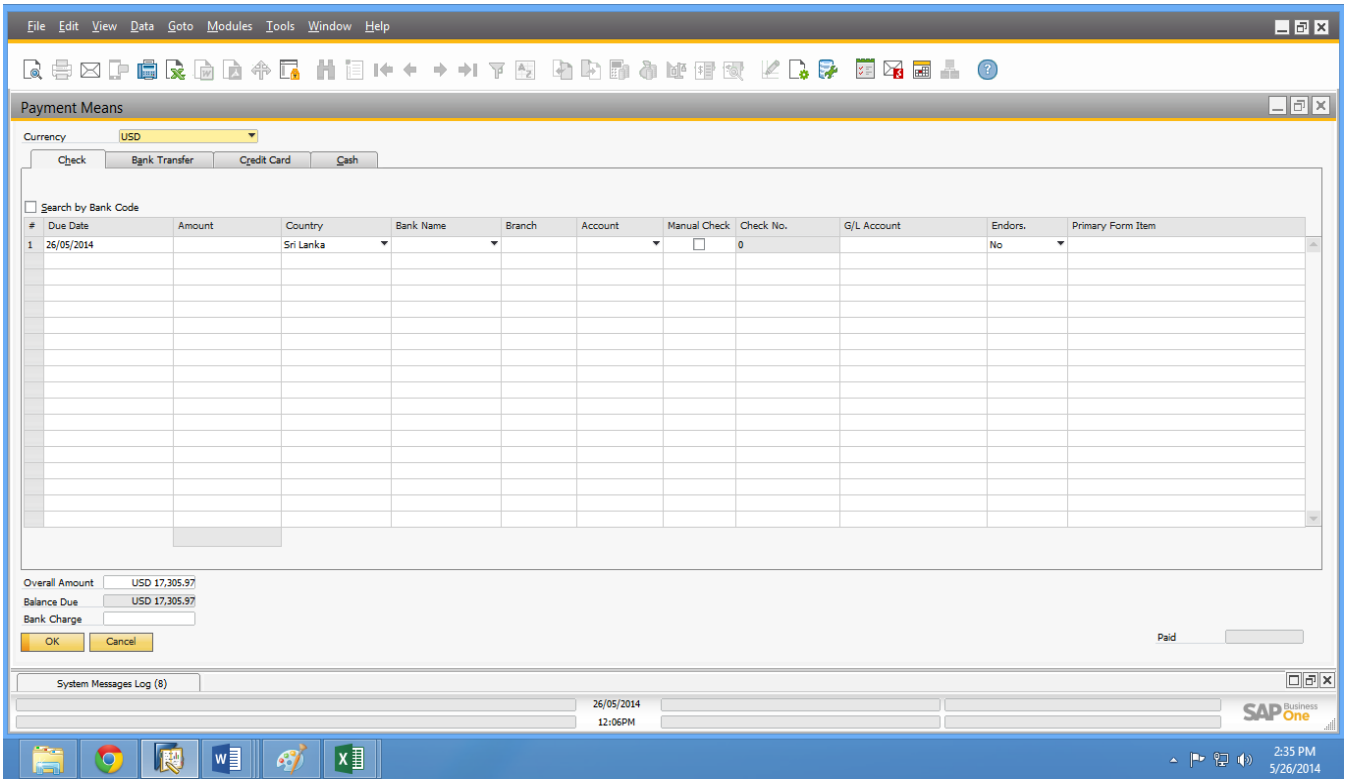
Remarks-Mention the additional details here

Select the relevant documents by applying a tick for the correct A/P Invoice number.

Then click on the “Payment means” logo on the top of the window.



Then it will appear below window.



Attributes

Currency-Select the relevant currency

If the payment is made by a cheque select “Check”

Amount-Press CTRL+ B, then it will show the selected values

Bank Name, Branch, Account-Select the relevant details

Manual Check-Select if it's a manual cheque,If you print cheque via SAP no need to select this.

Check no.-Mention cheque no. if manually print

G/L Account-Select the relevant account

Click OK payment means and Click ADD.

Journal Entries at Outgoing Payment

When an outgoing payment is raised the following double entry is updated.

Vender

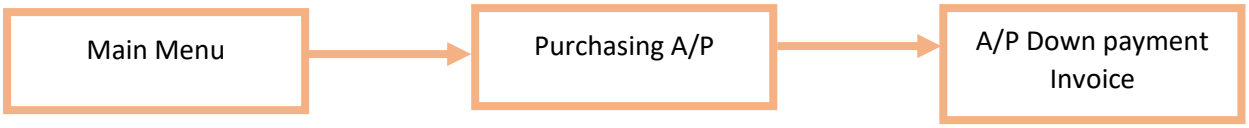
Dr	Cr
xxxx	

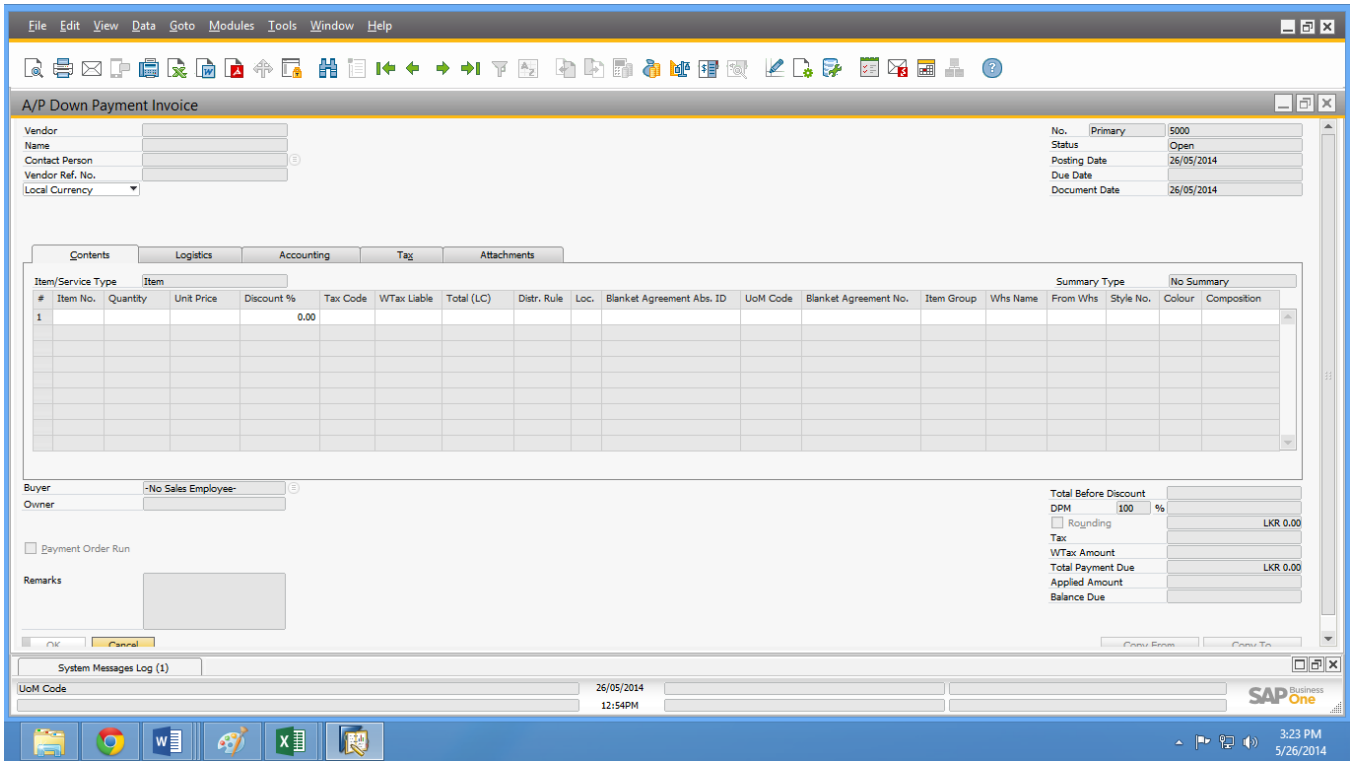
Bank

Dr	Cr
	xxxx

A/P Down payment Invoice

If there is a requirement for an advance payment the merchandisers will raise an A/P down payment request. Then the finance division should raise an A/P down payment invoice.





Attributes

- Vender – Select the relevant vender (Number given for the vender)
- Name – system will updates the vender name
- BP currency – Select the currency
- No. – This is system generated PO number.
- Status – This is system maintained status (open, Closed)
- Posting date, Due date, Document date– These fields need to be selected by the user as applicable.
- Quantity – Type the quantity of the particular PO
- Project – Select the particular customer PO number as the project
- Warehouse – select the relevant warehouse

If there are any remarks, note that on the remarks box.

Then click Add.

Then raise an Outgoing Payment for the advance payment. Stores will raise goods receipt note when actually received the goods. Then you should raise an A/P Invoice and Do the final outgoing payment if any balances available to pay.

Journal Entries at A/P Down Payment Invoice

When the A/P Down payment request is raised the following double entry is updated.

A/P Down Payment Clearing

Dr	Cr
xxxx	

Vender

Dr	Cr
	xxxx

Journal Entries at A/P invoice-Advance payment

When stores GRN the goods in actual goods receiving you should raise the A/P Invoice ,The Journal entries will be as follows.

Goods received not invoiced

Dr	Cr
xxxx	

A/P Down Payment Clearing

Dr	Cr
	xxxx