

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.

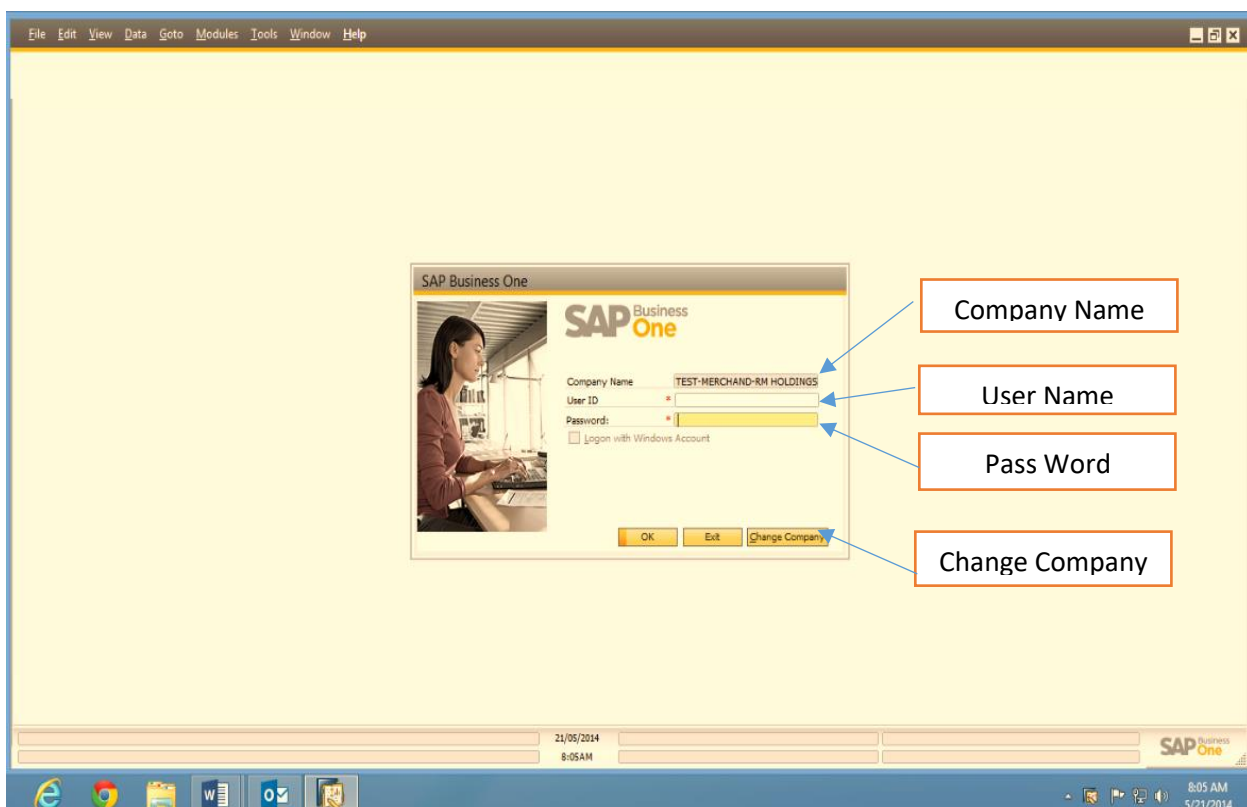
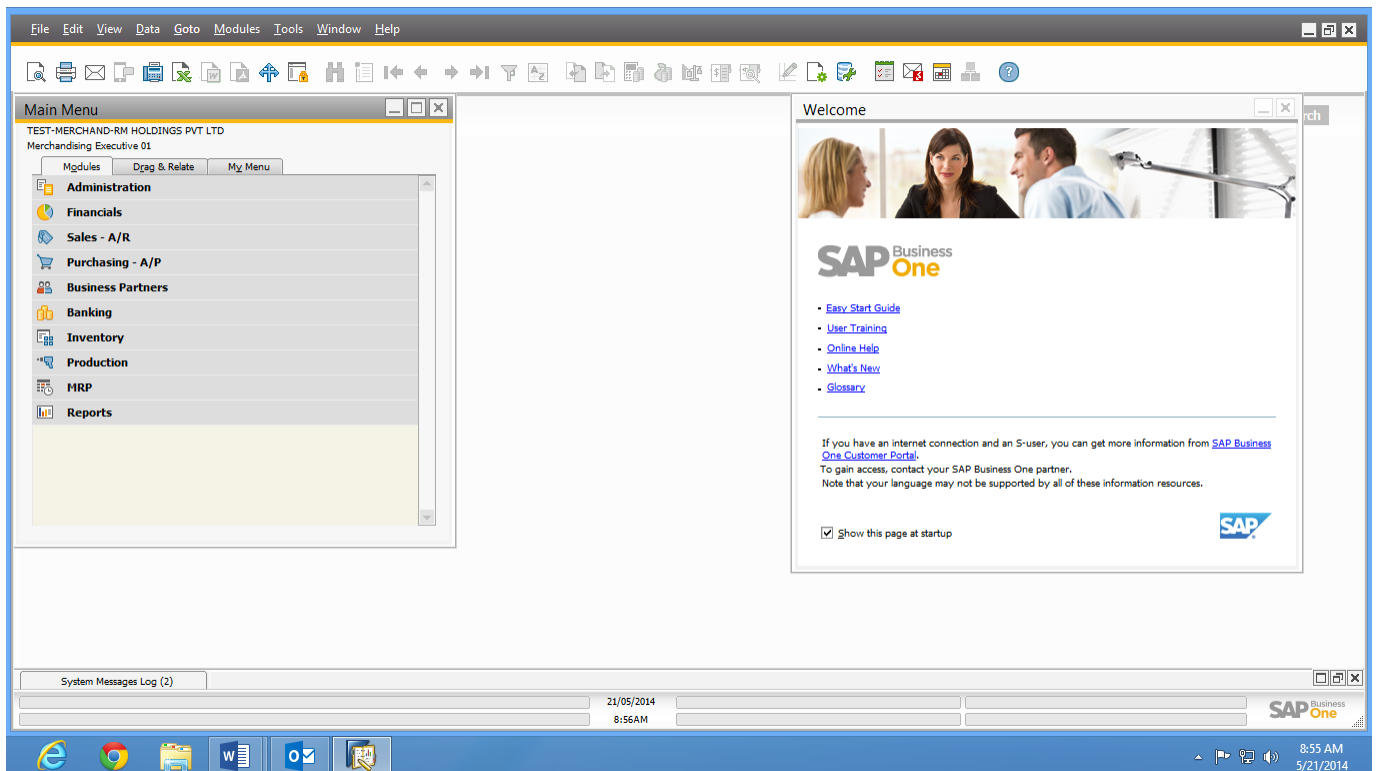


Figure 01: SAP Interface

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		Goods received not invoiced	
Dr	Cr	Dr	Cr
	XXXX		XXXX

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

Raising an A/P invoice



Attributes

Vender – Select the particular vender

Name – Vender name will be given by the system

Then go to,



A/P Invoice

Contact Person: _____
Vendor Ref. No.: _____
BP Currency: USD 130.0000

Posting Date: 26/05/2014
Due Date: 25/06/2014
Document Date: 26/05/2014

Contents Logistics Accounting Tag Attachments

#	Item No.	Item Group	Item Description	Quantity	UoM Name	Unit Price	Tax Code	Total (Doc)	Whse	Whs Name	Project
1											

Buyer: -No Sales Employee-
Owner: _____

☐ Payment Order Run

Remarks: _____

Add Cancel

System Messages Log (3)

26/05/2014 9:56AM

SAP Business One

12:26 PM 5/26/2014

Total Before Discount: _____
Discount: _____ %
Total Down Payment: _____
Freight: _____
☐ Rounding: USD 0.00
Tax: _____
WTax Amount: _____
Total Payment Due: USD 0.00
Applied Amt: _____
Purchase Quotation: _____
Goods Receipt PO (highlighted)
Landed Costs: _____
Copy From: _____

A/P Invoice

Contact Person: _____
Vendor Ref. No.: _____
BP Currency: USD 130.0000

Posting Date: 26/05/2014
Due Date: 25/06/2014
Document Date: 26/05/2014

Contents Logistics Accounting Tag Attachments

#	Item No.	Item Group	Item Description	Quantity	UoM Name	Unit Price	Tax Code	Total (Doc)	Whse	Whs Name	Project
1											

Buyer: -No Sales Employee-
Owner: _____

☐ Payment Order Run

Remarks: _____

Add Cancel

System Messages Log (3)

26/05/2014 10:05AM

SAP Business One

12:34 PM 5/26/2014

Total Before Discount: _____
Discount: _____ %
Total Down Payment: _____
Freight: _____
☐ Rounding: USD 0.00
Tax: _____
WTax Amount: _____
Total Payment Due: USD 0.00
Applied Amount: _____
Balance Due: _____

List of Goods Receipt PO

Find: _____

#	#	Date	Vendor	Remarks	Due Date
1	100000	22/05/2014	Lumiere Textiles Limited	Origin: MRP RM2013/3026	22/05/2014

Choose Cancel

Select the Relevant Goods Receipt PO

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”.

Row Ex. Rate for Prices

☐ Use Row Exchange Rate from Base Document
☐ Use Doc and Row Exchange Rate from Base Doc
☒ Use Current Exchange Rate from the Exchange Rate Table

☒ Draw all Data (Freight and Withholding Tax)
☐ Customize

Cancel < Back **Finish**

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

A/P Invoice

Vendor: LV0060
 Name: Lumiere Textiles Limited
 Contact Person: [dropdown]
 Vendor Ref. No.: [dropdown]
 BP Currency: USD 130,000

No.: Primary 10229
 Status: Open
 Posting Date: 26/05/2014
 Due Date: 25/06/2014
 Document Date: 26/05/2014

Item/Service Type	Item	Quantity	UoM Name	Unit Price	Discount %	Tax Code	Total (Doc)	Whse	Whs Name	Project
1	FBS00422 Fabric Solid JCO008 100% CTN 135GSM 179CM U/W CARROT SU14B17-LT01080M2	633.9975	Meter	USD 1.7600	0.00	VAT0	USD 1,115.84	01	RM Holdings Pvt Ltd	KUNOOS006
2	FBS00427 Fabric Solid JCO008 100% CTN 135GSM 179CM U/W KIWI SU14B88 LT01092D3	633.9975	Meter	USD 1.8500	0.00	VAT0	USD 1,172.90	01	RM Holdings Pvt Ltd	KUNOOS006
3	FBS00487 Fabric Solid JCO008 100% CTN 135GSM 179CM U/W WHITE FABSLD338 LT0003W	633.9975	Meter	USD 1.7100	0.00	VAT0	USD 1,084.14	01	RM Holdings Pvt Ltd	KUNOOS006
4	FBS00493 Fabric Solid JCO008 100% CTN 135GSM 179CM U/W LAGOON SU14B13 LT01078M8	633.9975	Meter	USD 1.7600	0.00	VAT0	USD 1,115.84	01	RM Holdings Pvt Ltd	KUNOOS006
5					0.00					

Buyer: -No Sales Employee-
 Owner: [dropdown]

Total Before Discount: USD 4,488.72
 Discount: %
 Total Down Payment: [dropdown]
 Freight: [dropdown]
 Rounding: USD 0.00
 Total Payment Due: USD 4,488.72
 Applied Amount: [dropdown]
 Balance Due: USD 4,488.72

System Messages Log (6)
 Customer/Vendor Name (100 Characters): 26/05/2014 10:39AM

SAP One

Attributes

Vendor – 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

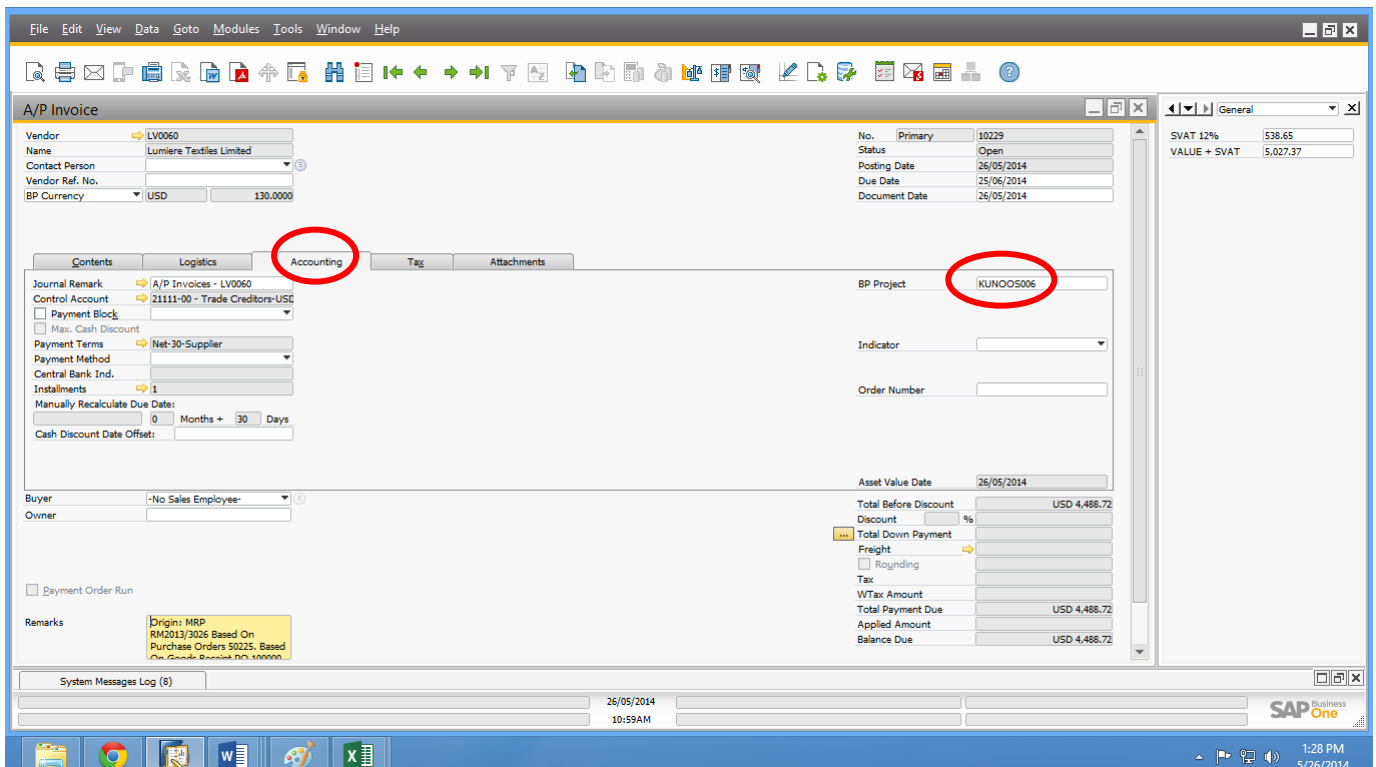
Unit Price- Check whether the correct price has appeared

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.



The screenshot shows the SAP A/P Invoice form. The 'Accounting' tab is selected and circled in red. The 'BP Project' field is also circled in red and contains the value 'KUN005006'. The form includes fields for Vendor (LV0060), Name (Lumiere Textiles Limited), Contact Person, Vendor Ref. No., BP Currency (USD), and various dates (Posting Date, Due Date, Document Date). The 'Contents' section shows 'A/P Invoices - LV0060' and '21111-00 - Trade Creditors-USD'. The 'Logistics' section shows 'Net-30-Supplier'. The 'Accounting' section shows 'BP Project' and 'KUN005006'. The 'Tag' and 'Attachments' tabs are also visible. The bottom of the form shows the 'System Messages Log (8)' and the date/time '26/05/2014 10:59AM'.

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.

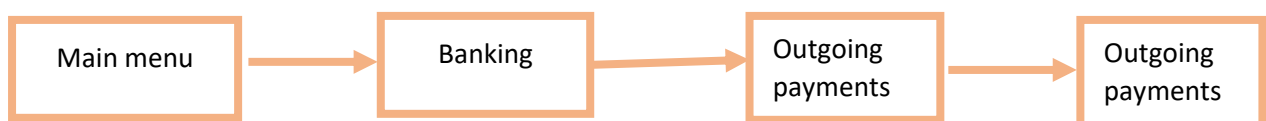
The screenshot shows the SAP PO document interface. The 'General' tab is selected. The 'No.' field is 10229, 'Status' is Open, 'Posting Date' is 26/05/2014, 'Due Date' is 25/06/2014, and 'Document Date' is 26/05/2014. The 'Summary Type' is set to 'No Summary'. A table below shows four lines of items with 'Discount %' 0.00, 'Tax Code' VAT0, and 'Total (Doc)' in USD. The 'SVAT 12%' field is circled in red, showing a value of 538.65. The 'VALUE + SVAT' field shows a value of 5,027.37.

Journal Entries at raising A/P Invoice

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

Goods received not invoiced		Vender	
Dr	Cr	Dr	Cr
XXXX			XXXX

Raising an Outgoing payment



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

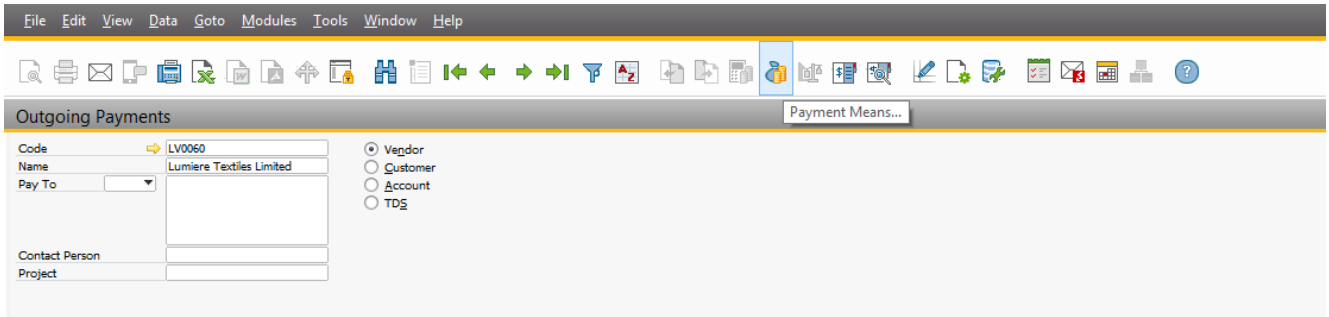
Doc. Currency-Change the exchange Rate if required

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.

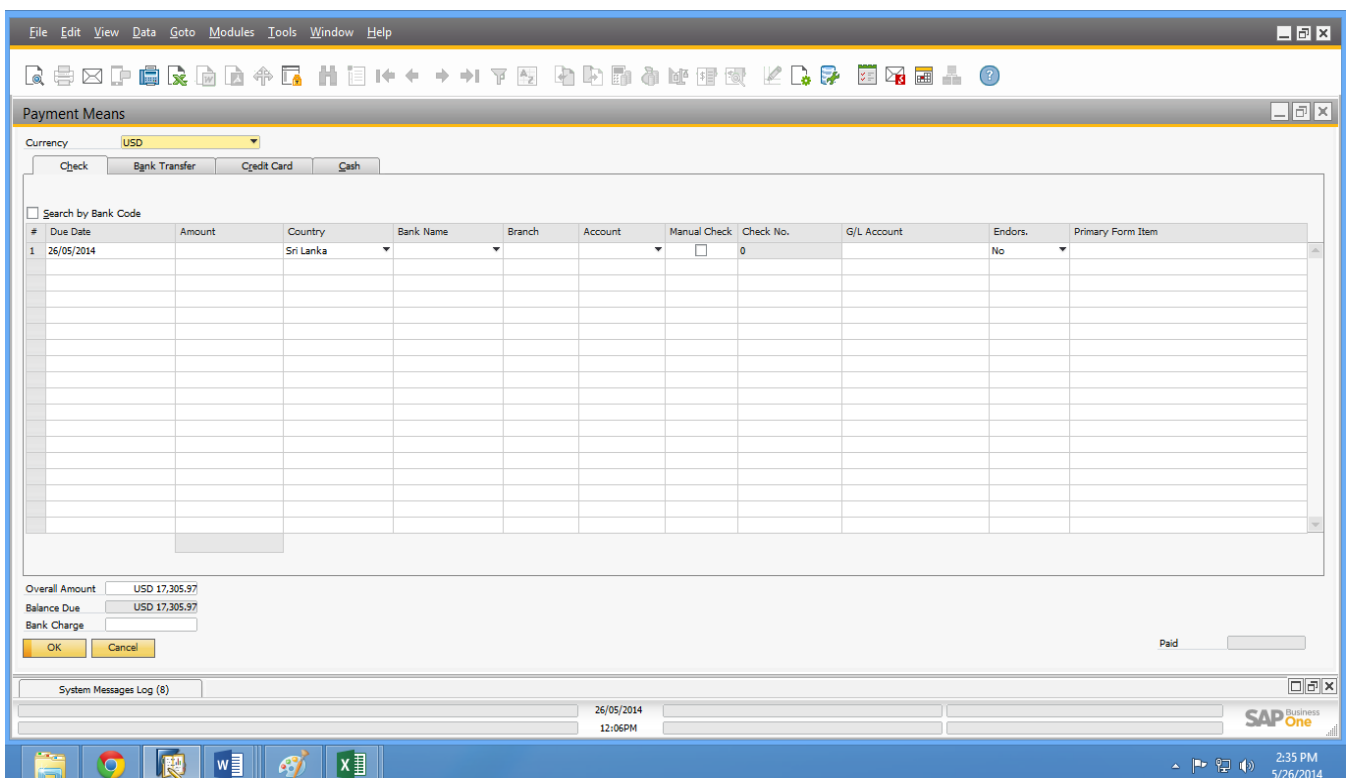


Outgoing Payments

Code: LV0060
 Name: Lumiere Textiles Limited
 Pay To:
 Contact Person:
 Project:

☒ Vendor
☐ Customer
☐ Account
☐ TDS

Then it will appear below window.



Payment Means

Currency: USD

Check Bank Transfer Credit Card Cash

☐ Search by Bank Code

#	Due Date	Amount	Country	Bank Name	Branch	Account	Manual Check	Check No.	G/L Account	Endors.	Primary Form Item
1	26/05/2014		Sri Lanka				<input type="checkbox"/>	0		No	

Overall Amount: USD 17,305.97
 Balance Due: USD 17,305.97
 Bank Charge:
 OK Cancel

System Messages Log (8)

26/05/2014 12:06PM

SAP Business One

2:35 PM 5/26/2014

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.

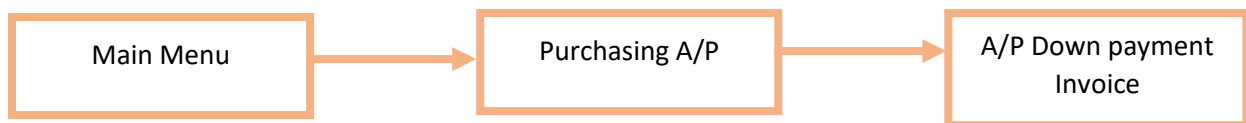
Journal Entries at Outgoing Payment

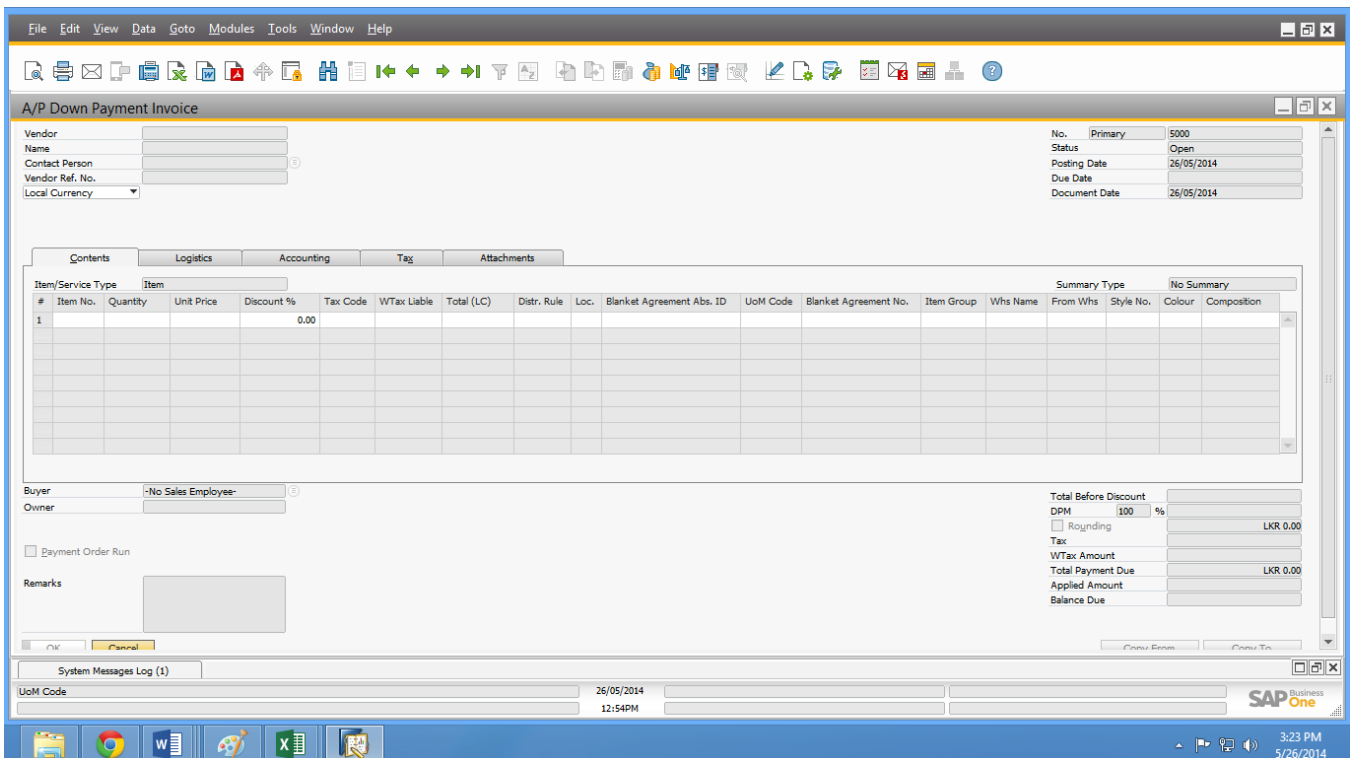
When an outgoing payment is raised the following double entry is updated.

Vender		Bank	
Dr	Cr	Dr	Cr
xxxx			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.





The screenshot shows the SAP A/P Down Payment Invoice screen. The top menu bar includes File, Edit, View, Data, Goto, Modules, Tools, Window, and Help. Below the menu is a toolbar with various icons. The main window is titled 'A/P Down Payment Invoice' and contains several sections:

- Vendor Information:** Fields for Vendor, Name, Contact Person, Vendor Ref. No., and Local Currency.
- Summary Fields:** No. (Primary: 5000), Status (Open), Posting Date (26/05/2014), Due Date, and Document Date (26/05/2014).
- Table Section:** A table with columns: #, Item No., Quantity, Unit Price, Discount %, Tax Code, WTax Liable, Total (LC), Distr. Rule, Loc., Blanket Agreement Abs. ID, UoM Code, Blanket Agreement No., Item Group, Whs Name, From Whs, Style No., Colour, and Composition. The first row shows a discount of 0.00.
- Buyer Information:** Buyer (No Sales Employee) and Owner.
- Payment Order Run:** A checkbox labeled 'Payment Order Run'.
- Remarks:** A text area for entering remarks.
- Summary Totals:** Total Before Discount, DPM (100 %), Rounding (LKR 0.00), Tax, WTax Amount, Total Payment Due (LKR 0.00), Applied Amount, and Balance Due.
- System Messages Log (1):** A section at the bottom showing system messages.

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		Vender	
Dr	Cr	Dr	Cr
xxxx			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		A/P Down Payment Clearing	
Dr	Cr	Dr	Cr
xxxx			xxxx