

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.

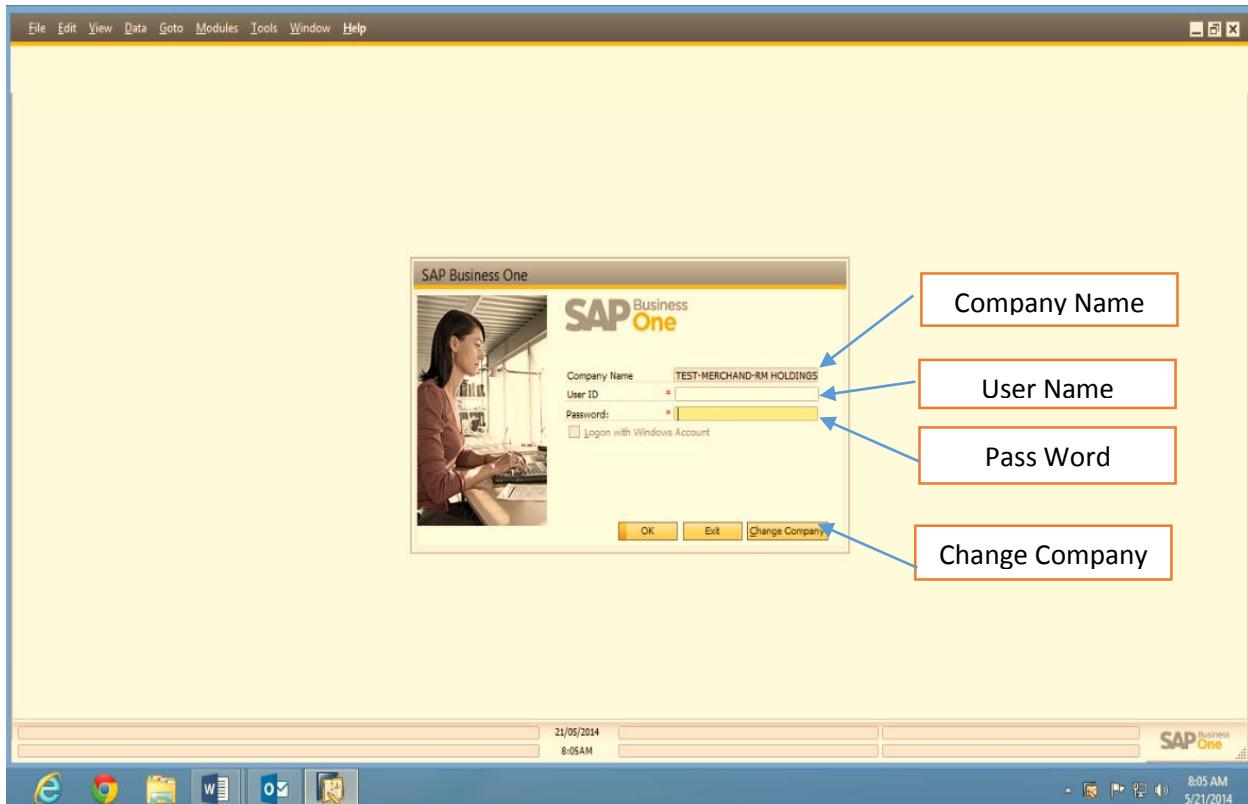


Figure 01: SAP Interface

Purchasing Process

Purchasing process is mainly based on the Purchase Orders.

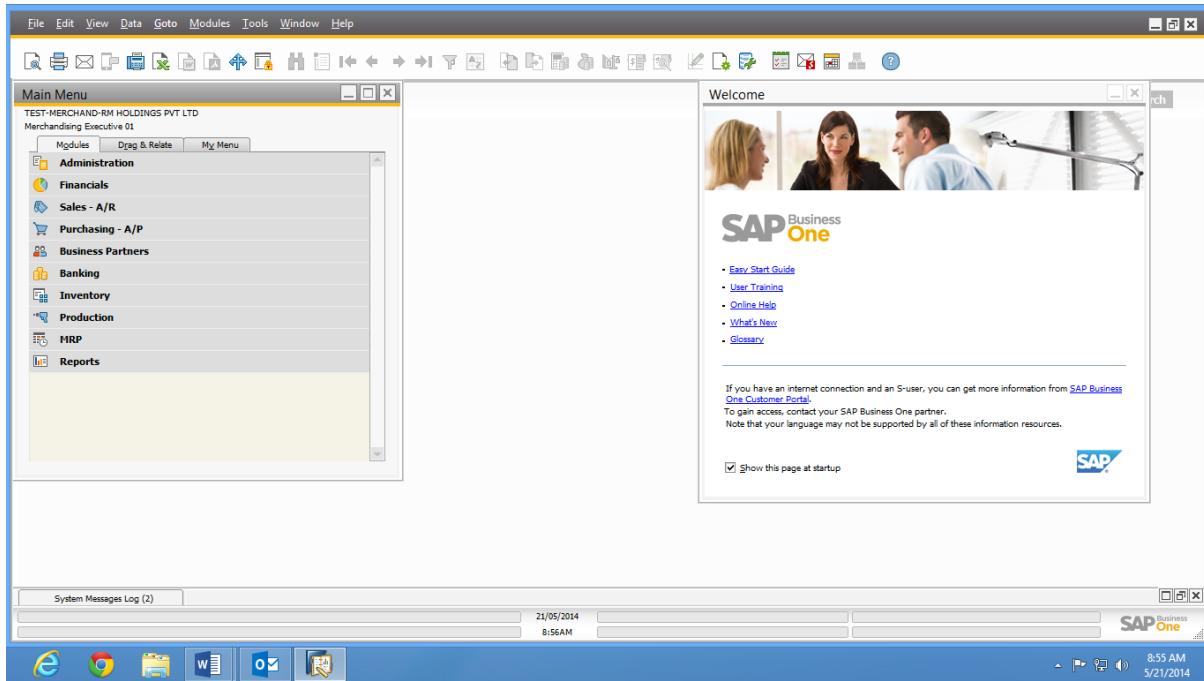
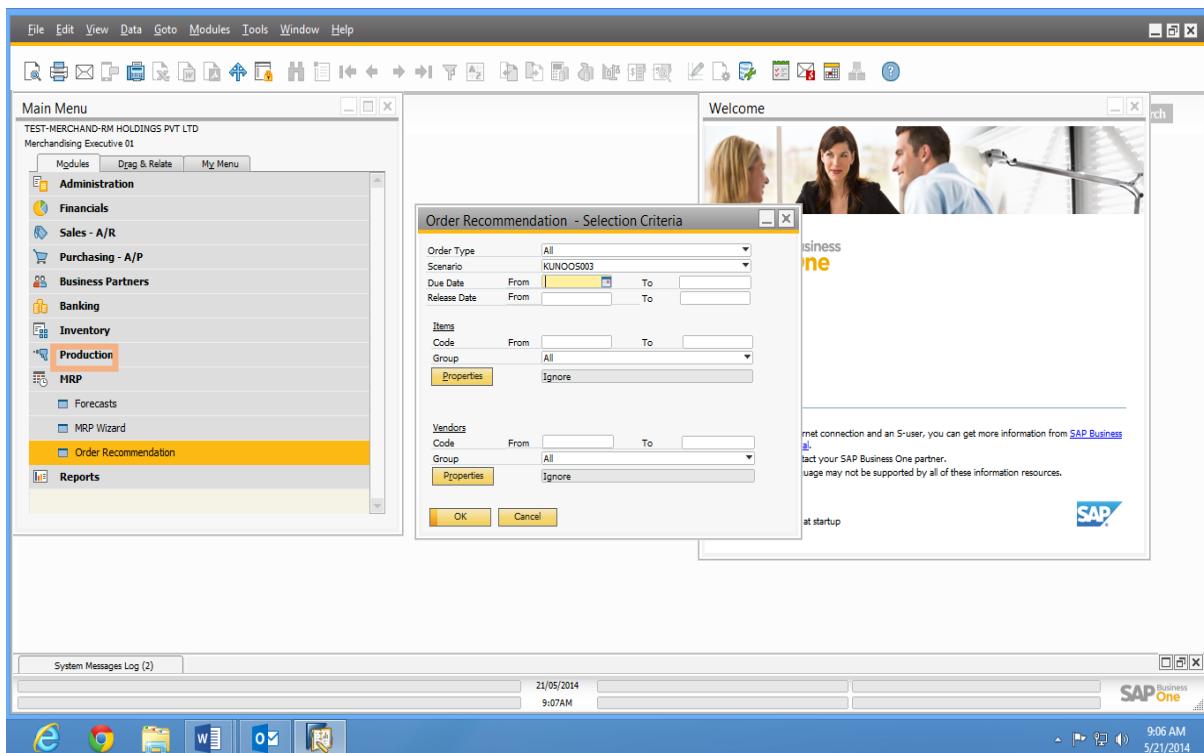


Figure 02: Main Window

Steps for making purchase orders

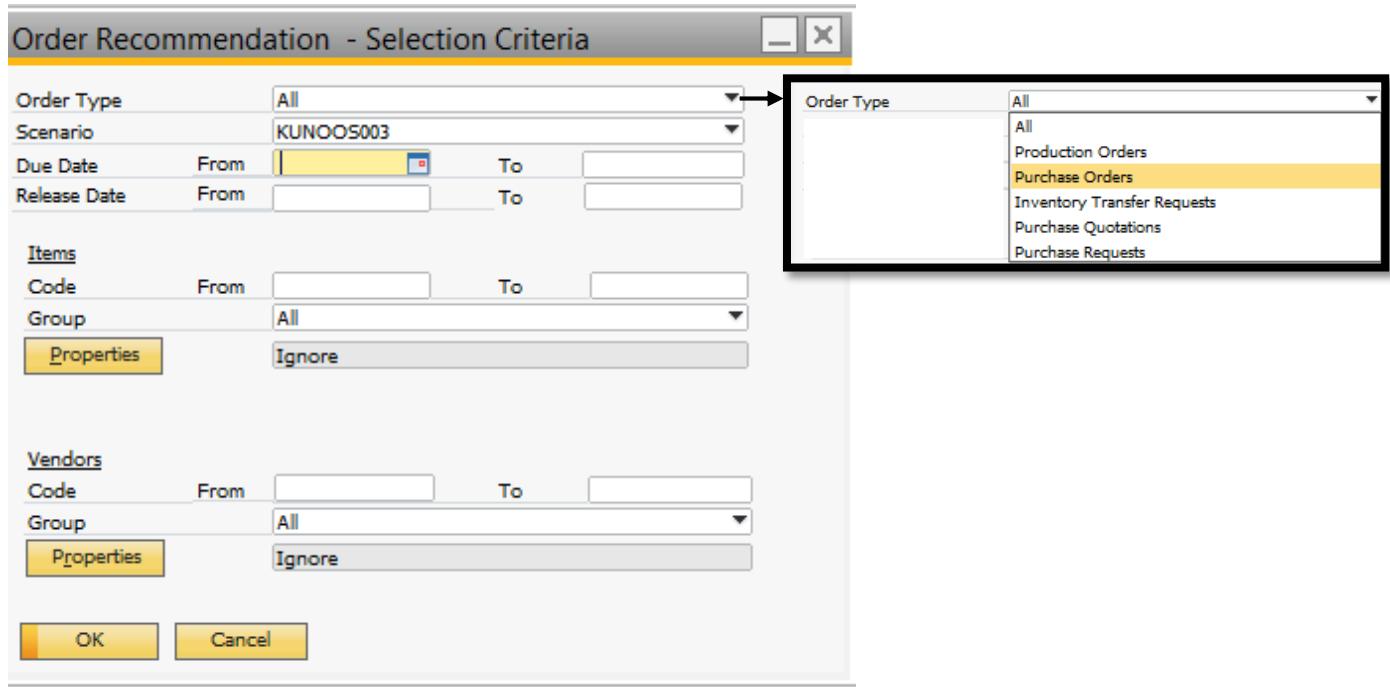


Here, at the order recommendation criteria the below table will be appeared.

First you have to select the order type. (Purchase Orders)

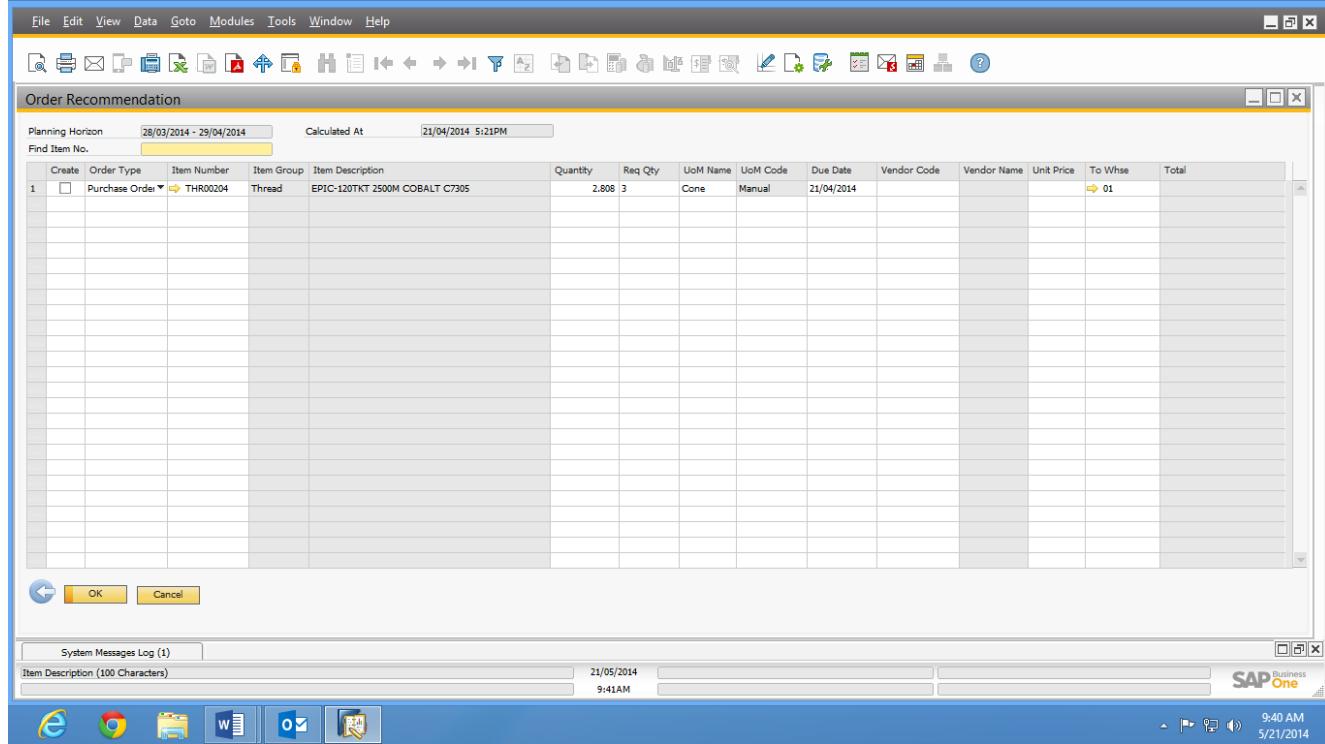
Then select the relevant scenario (Relevant Customer PO Number)

Then click on OK



Then it will take you to the below window.

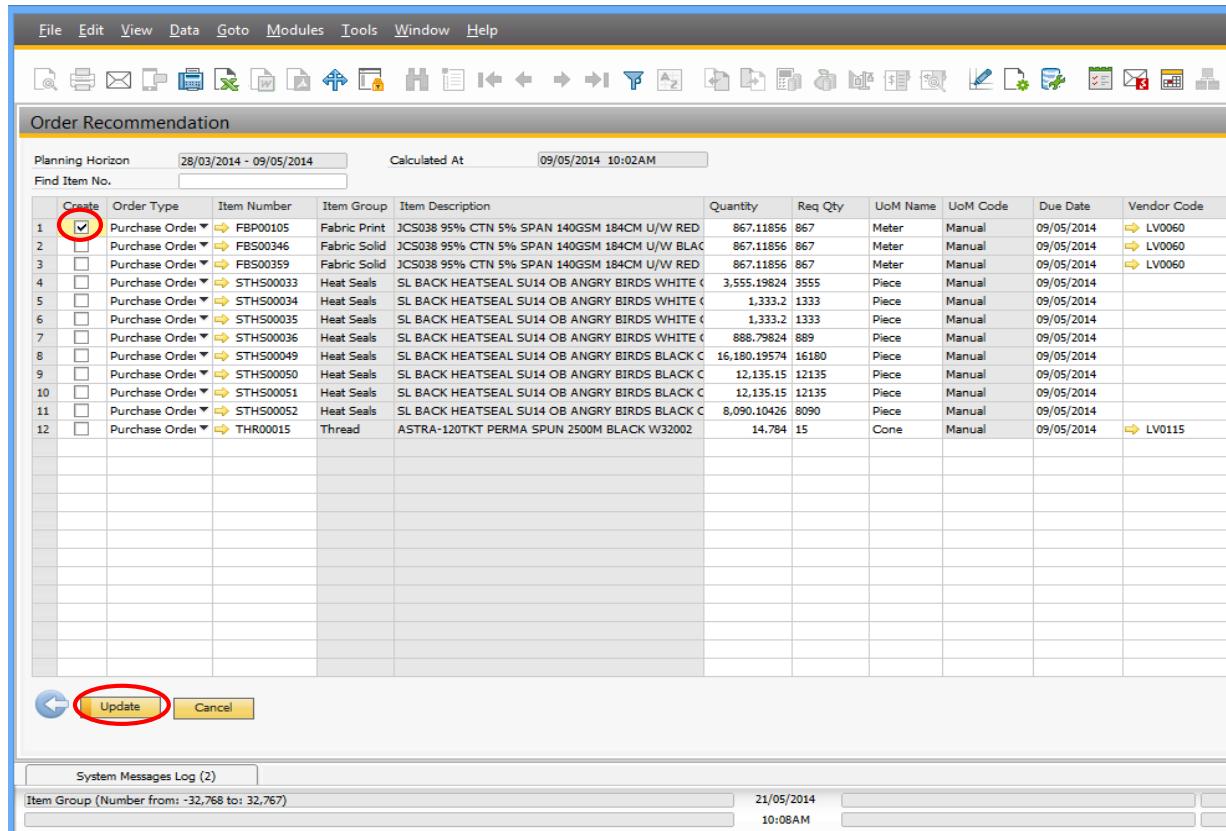
Order Recommendation



There are some attributes here for you to be checked.

- Vendor code – Relevant Vendor code need to be selected by user at the time of raising PO.
- Vendor Name – Upon Selection Vendor Code, Name of the Vendor will be appeared.
- Order Type – It should be selected as Purchase Orders
- Item No. – This is Item Code and this need to be selected
- Item Group – This will be shown upon selection of the item code.
- Item Description – This will be shown upon selection of the item code.
- Quantity – this is the ideal quantity
- Quantity required – if this is not updated, it should be updated.
- UOM name - this will be updated by the system
- Due date – You have to select the due date
- Unit Price – Need to be entered manually. (If the prices are given in US Dollars, you should mention it as **USD as a prefix for the price**. Because the system has been coded for Sri Lankan Rupees (LKR)
- Warehouse – you should select the relevant warehouse
- Total Payment due – This is system calculation

After completing these all, if all are perfect should tick on the create column and then update the table.



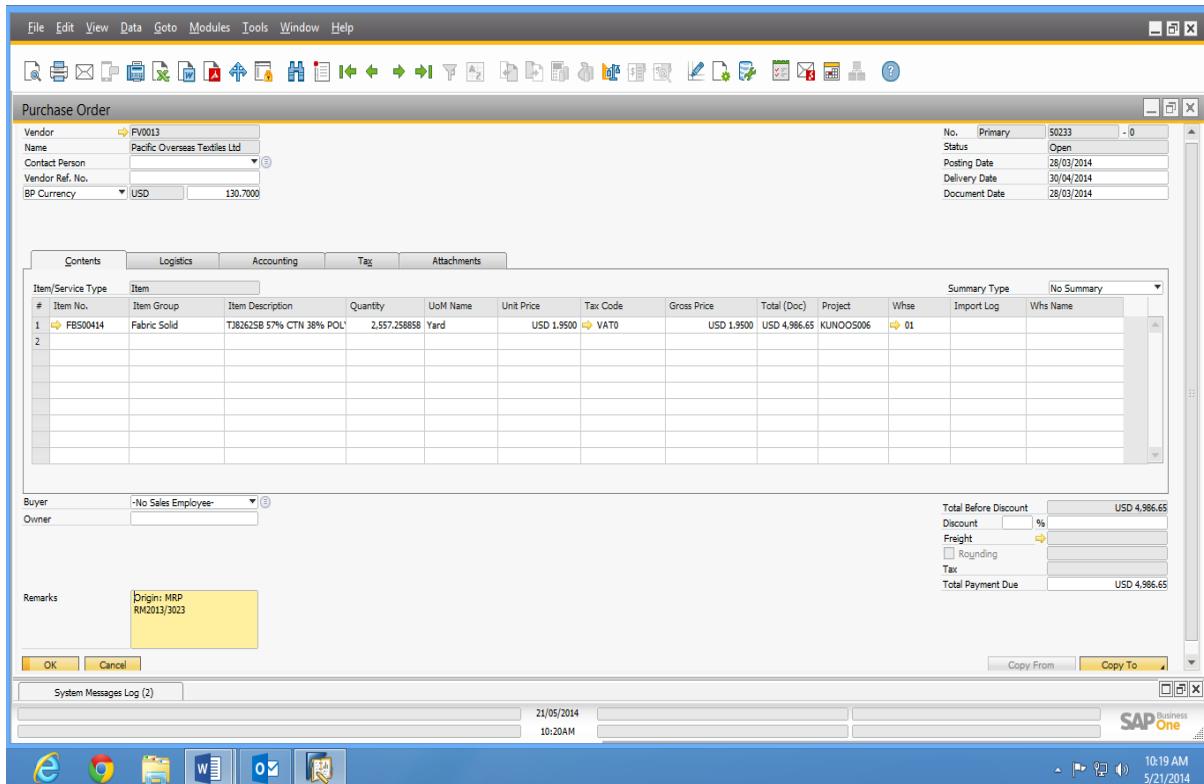
The screenshot shows the SAP Order Recommendation screen. The table lists 12 purchase orders. The first row has a checked 'Create' checkbox. The 'Update' button at the bottom left is circled in red.

Line No.	Create	Order Type	Item Number	Item Group	Item Description	Quantity	Req Qty	UoM Name	UoM Code	Due Date	Vendor Code
1	<input checked="" type="checkbox"/>	Purchase Order	FBP00105	Fabric Print	JCS038 95% CTN 5% SPAN 140GSM 184CM U/W RED	867.11856	867	Meter	Manual	09/05/2014	LV0060
2	<input type="checkbox"/>	Purchase Order	FBS00346	Fabric Solid	JCS038 95% CTN 5% SPAN 140GSM 184CM U/W BLACK	867.11856	867	Meter	Manual	09/05/2014	LV0060
3	<input type="checkbox"/>	Purchase Order	FBS00359	Fabric Solid	JCS038 95% CTN 5% SPAN 140GSM 184CM U/W RED	867.11856	867	Meter	Manual	09/05/2014	LV0060
4	<input type="checkbox"/>	Purchase Order	STHS00033	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS WHITE C	3,555.19824	3555	Piece	Manual	09/05/2014	
5	<input type="checkbox"/>	Purchase Order	STHS00034	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS WHITE C	1,333.2	1333	Piece	Manual	09/05/2014	
6	<input type="checkbox"/>	Purchase Order	STHS00035	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS WHITE C	1,333.2	1333	Piece	Manual	09/05/2014	
7	<input type="checkbox"/>	Purchase Order	STHS00036	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS WHITE C	888.79824	889	Piece	Manual	09/05/2014	
8	<input type="checkbox"/>	Purchase Order	STHS00049	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS BLACK C	16,180.19574	16180	Piece	Manual	09/05/2014	
9	<input type="checkbox"/>	Purchase Order	STHS00050	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS BLACK C	12,135.15	12135	Piece	Manual	09/05/2014	
10	<input type="checkbox"/>	Purchase Order	STHS00051	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS BLACK C	12,135.15	12135	Piece	Manual	09/05/2014	
11	<input type="checkbox"/>	Purchase Order	STHS00052	Heat Seals	SL BACK HEATSEAL SU14 OB ANGRY BIRDS BLACK C	8,090.10426	8090	Piece	Manual	09/05/2014	
12	<input type="checkbox"/>	Purchase Order	THR0015	Thread	ASTRA-120TTK PERMA SPUN 2500M BLACK W3200	14.784	15	Cone	Manual	09/05/2014	LV0115

Then move to,



Purchase Order

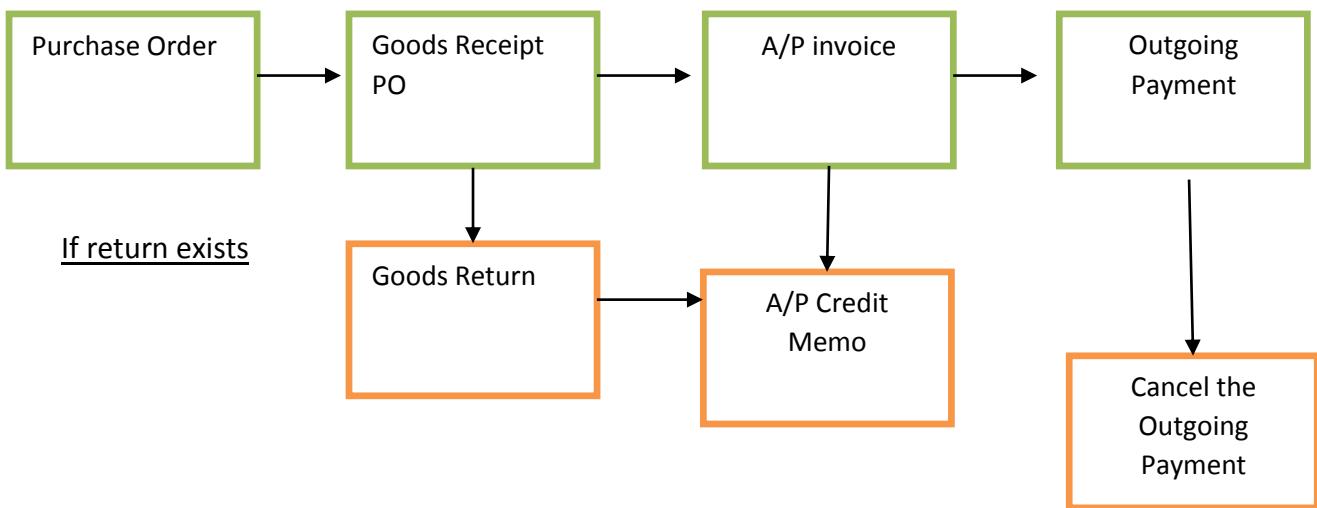


Attributes

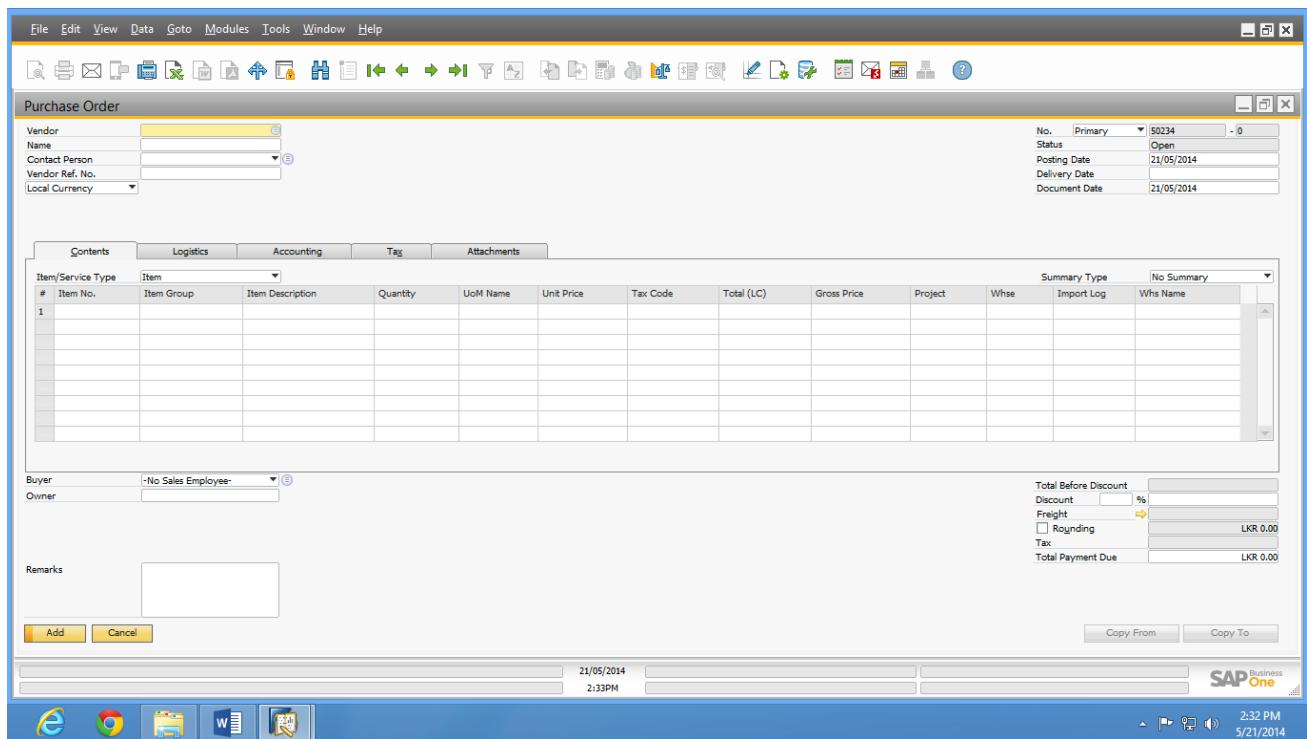
- Vender – Select the relevant vender (Number given for the vender)
- Name – System will updates the vender name
- BP currency – You can select the currency
- No. – This is system generated PO number.
- Status – This is system maintained status (Open, Closed and Canceled)
- Posting date, Valid until, Document date, Required date – These fields need to be selected by the user as applicable.
- Project – Select the particular project
- Warehouse – Select the relevant warehouse

Check all the attributes and if you have edited any attribute there, you should update the table.

Basic Purchasing Process



Raising Manual Purchase Orders

The screenshot shows the SAP Business One Purchase Order screen. The top navigation bar includes File, Edit, View, Data, Goto, Modules, Tools, Window, and Help. The toolbar contains various icons for document management and data entry. The main area is titled "Purchase Order" and contains the following fields:

- Vendor: 50234
- Status: Open
- Posting Date: 21/05/2014
- Delivery Date: 21/05/2014
- Document Date: 21/05/2014

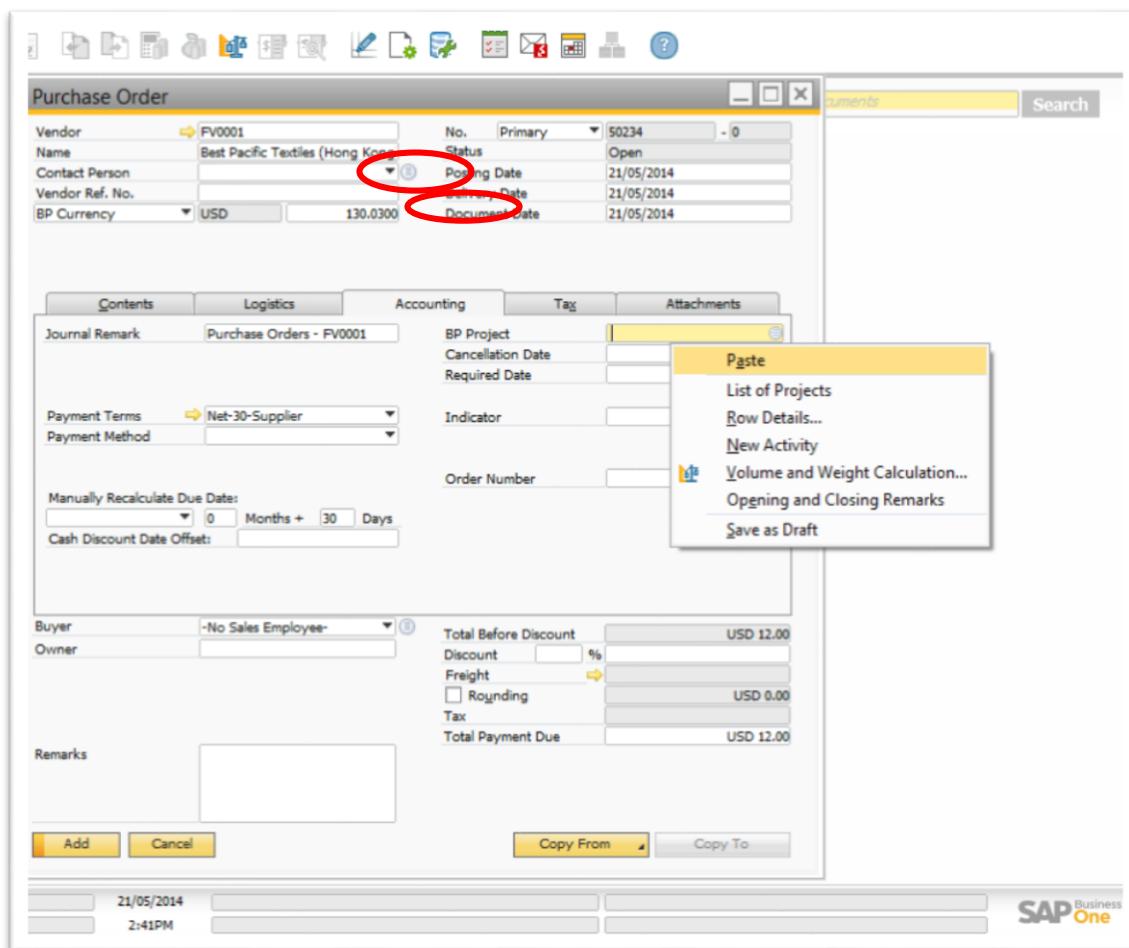
The "Purchase Order" table has columns for Item/Service Type, Item No., Item Group, Item Description, Quantity, UoM Name, Unit Price, Tax Code, Total (LC), Gross Price, Project, Whse, Import Log, and Whs Name. The table currently has one row with item number 1.

Below the table, there are fields for Buyer (No Sales Employee), Owner, and Remarks. On the right, there are summary fields for Total Before Discount, Discount %, Freight, Rounding, Tax, and Total Payment Due. The bottom of the screen shows the SAP Business One logo and the date 5/21/2014.

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, Valid until, Document date, required date – These fields need to be selected by the user as applicable.
- Item No. –Select the relevant Item Code
- Item Group–Update this column(Just Double click on it)
- Item Description–This will appear automatically
- Quantity – Type the quantity of the particular PO
- UoM Name–System will show the item unit of measure.
- Unit Price – Type the unit price manually (No need to state whether USD or LKR)
- Discount % –Type the percentage of discount if applied for the unit price
- Project – **Select the particular customer PO number** as the project
- Warehouse – select the relevant warehouse
- Whs Name –Update this column(Just Double click on it)
- Del. Date –Item wise delivery date can be mentioned here if needed, If not main delivery date will appear automatically.
- Open Qty– This will show the quantity to be received
- Import Log –You can type here any reserved quantities from stock.
- Total (Doc) – This will show the row wise total value
- Reference – This can be updated when revising item description. You can type the new added description.
- Tax Code – You can select the correct tax code here.

Then copy project and go to the Accounting tab and paste it on BP project.



The screenshot shows the SAP Business One Purchase Order screen. The 'Accounting' tab is selected. A context menu is open over the 'BP Project' field, with the 'Paste' option highlighted. The 'Paste' option is part of a list that includes 'List of Projects', 'Row Details...', 'New Activity', 'Volume and Weight Calculation...', 'Opening and Closing Remarks', and 'Save as Draft'. The main screen displays vendor information (FV0001, Best Pacific Textiles (Hong Kong)), purchase details (No. 50234, Primary Status Open, PO Date 21/05/2014, Required Date 21/05/2014, Document Date 21/05/2014, BP Currency USD, Amount 130.0300), payment terms (Net-30-Supplier), and financial summary (Total Before Discount USD 12.00, Discount 0%, Freight USD 0.00, Tax USD 0.00, Total Payment Due USD 12.00). The 'Remarks' field is empty. The SAP Business One logo is visible in the bottom right corner.

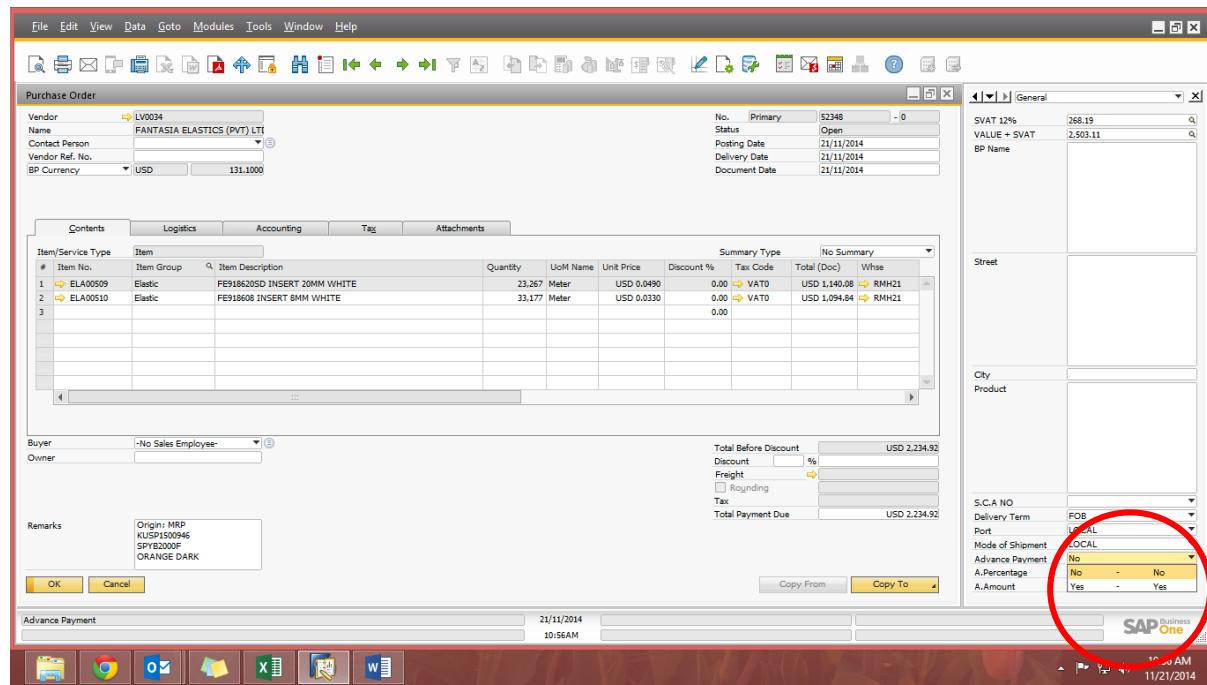
If there's any comments/clarifications you can mention it on the Remarks box.

After completing these all click on the “Add” button.

Raising Advance Payment Requisition Form

If the vendor requires advance payment the merchandiser should handover Advance payment requisition form to the finance division. This generates formal request for the Advance Payment from Finance Department. This is not any subject of finance data and it reflects to generate a formal request for the payment to the supplier.



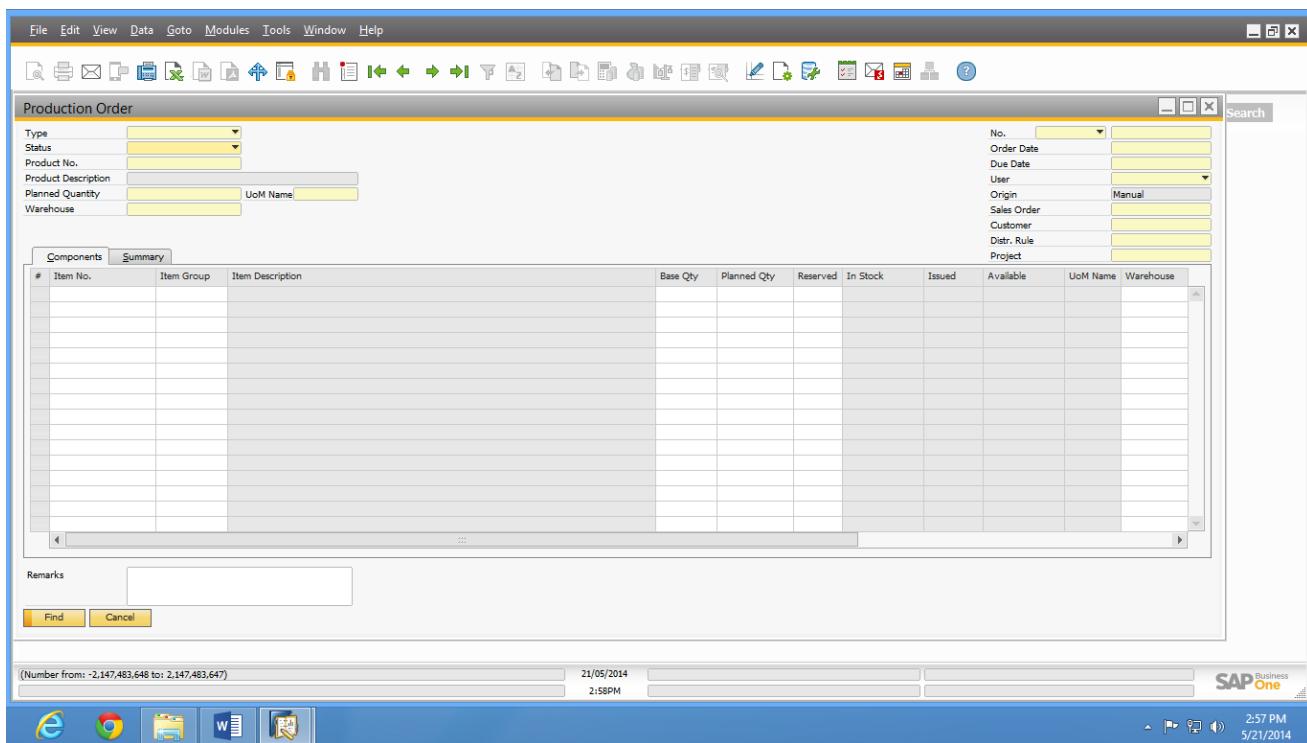


The screenshot shows the SAP Business One Purchase Order window. The 'Advance Payment' section is highlighted with a red circle. The 'Advance Payment' field is set to 'No'. The 'A. Percentage' field is set to '0'. The 'A. Amount' field shows 'USD 2,234.92'. The 'Remarks' section indicates the origin: 'MRP KUSRI500946 SPYB2000F ORANGE DARK'.

- When you select the added purchase order, then you should select Advance payment- Yes or No. And then type the advance payment percentage at A. Percentage below the Advance payment box, the advance payment amount will automatically appear in the A. Amount field.
- If you want to change the advance payment amount, first you should reset the A. Percentage to 0 and then enter the relevant percentage again.

Raising Production Orders





Attributes

- Status – This should be as “**Released**”
- Product No – Select the product number
- Product Description – this will be automatically given by the system
- Warehouse – **Select the relevant sub-factory for the production as the warehouse**
- No. – Given by the SAP system
- Order Date, Due Date – set the particular dates
- Project – Select the customer PO number as the project
- Item No – Select the Item number
- Item Group – Refresh this column
- Item Description – Updated by the system
- UoM Name – Will be given by the system
- **Base quantity** – The quantity required for one five pair pack
- **Planned Quantity(Purchased Qty)** – The total quantity required based on the given planned quantity
- Reserved – Enter the reserved quantity based on the stock data. Before you update the reserve quantity in the production order, you have to check stock status report and get the figure being available in the particular warehouse. The reserved quantity reflects

the required reservation of inventory for the particular order and it gives information to the stores.

- **In stock** – The stock available for issuing
(No need to enter the values for the above highlighted areas manually, it will be updated automatically by the system)
- Issued – The quantity issued for the particular sub factory (When the stores issue goods by raising a issuing note it will automatically update the issued column in the production order)
- Warehouse – Should select the name of the relevant sub factory as the warehouse
- Warehouse Name – Automatically selected by the system
- Open Qty – This shows the balance quantity to be issued to the purchase quantity
- Issuing % – Type the issue percentage
- Issuing Qty with % – System will show this value
- Price – System will show the last purchase price of the relevant item
- Committed – Shows the quantities allocated for production orders
- Ordered – Shows the quantities which are ordered by purchase orders and not raised the goods receipt POs at that time.
- Available – Shows the quantity → In Stock + Ordered - Committed

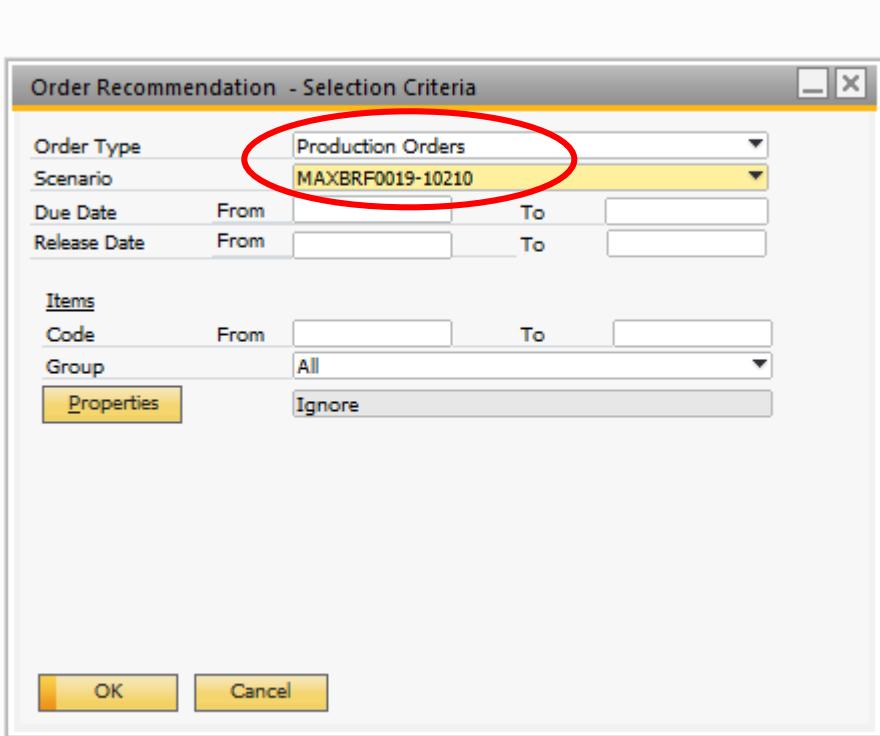
If there are any remarks, mention it on the Remarks box given.

After completing all, click on the Add button.

Raising Production Orders via Order Recommendation



Then below window will be appeared and you should select the 'order type' to production orders from the drop down list and select the correct 'scenario'.



Then the list of production orders to be raised will be appeared, there you should

There are some attributes here for you to be checked.

- Order Type – It should be selected as Production Orders
- Item No. – This is Item Code for the Pr.Os
- Item Group – This will be shown upon selection of the item code.
- Item Description – This will be shown upon selection of the item code.
- Quantity – this is the ideal quantity
- UOM name - this will be updated by the system
- Due date – It will appear as in the sales order
- To Whse – you should select the relevant warehouse

Tick the required production order on the box under “Create”, Then the production orders will be generated.

Manually adding items to the production orders

If you want to manually add an item to the production order the below mentioned steps need to be followed.

- Select the required 'Item No.' on a new raw.
- Update the 'Item Group'
- Type the order quantity at 'OQty', Usage at 'Actual Usage' and the correct purchase qty at 'Purchased Qty'.
- Type the Issue percentage at 'Issuing %' then automatically the Issue quantity will appear at 'Issuing Qty with %' cell.