

PUBLIC



How to Make the Initial Settings in SAP Business One

European Localization

Solutions from SAP






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Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

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How to Make the Initial Settings in SAP Business One

Introduction

This document describes the settings and definitions required to initialize SAP Business One. For more information about the described procedures, see the SAP Business One online help.



Fields and terminology may vary from one localization to another.

Licenses

Assigning Licenses

Use

This setting is mandatory; you must assign a license to each user before he or she can work with SAP Business One. For the purpose of initializing SAP Business One, one license assigned to one user is sufficient.



Refer to the following for installation and configuration instruction:

License Guide (located in the documentation folder of the product CD and upgrade package).

Prerequisites

You have defined users in the system. The user *manager* is predefined.

Procedure

1. From the Main Menu, choose *Administration* → *License* → *License Administration*.
2. If the license key was not already imported during installation, import it in this step.
To determine license availability, check the *Components* tab.
3. On the *Allocation* tab, assign the licenses.



Only a superuser can assign licenses. The superuser must not be the manager.

Database Creation

Creating a New Company

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

- From the Main Menu, choose *Administration* → *Choose Company* → *New*.
The *Create New Company* window appears.
- Enter the required parameters:

Create New Company

Field name	User action and values	Comments
<i>Company Name</i>	Enter the name of your company.	This name appears above the main menu.
<i>Database Name</i>	Enter a short name representing the company's name.	Do not use spaces or illegal Windows characters, such as ", ' or !
<i>Copy User-Defined Fields and Tables</i>	Select to copy user-defined fields and tables from the database you are currently logged into.	Make sure you do not copy user-defined fields and tables from the demo database.
<i>Copy User-Defined Objects</i>	Select to copy user-defined objects from the database you are currently logged into.	Make sure you do not copy user-defined objects from the demo database.
<i>Local Settings</i>	Select <i>United States Of America</i> for functionality and defaults suitable for the United States regulations and tax rules.	
<i>Chart of Accounts Template</i>	Select a chart of accounts template suitable for your country's regulations and tax rules. You can also select <i>User-Defined</i> if you import a chart of accounts from your legacy system, or if you would like to define it manually.	
<i>Base Language</i>	The language is selected automatically according to your local settings. You can change the base language any time later in <i>Administration</i> → <i>System Initialization</i> → <i>General Settings</i> → <i>Display</i> tab.	The base language only affects the application user interface language.
<i>Define Posting Periods</i>	Choose to define posting periods for the company.	

- To create the new company, choose *OK*.

Chart of Accounts

Choosing a Chart of Accounts Template

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select a chart of accounts template suitable for the your country's regulations and tax rules.



If you do not have a legacy chart of accounts, you can use the standard template as a basis and then build your own set of chart of accounts by modifying it.

When you create a single journal entry (from any kind of transaction resulting in a journal entry) or an item master record in the system, you cannot make further changes to the chart of accounts template.

You cannot delete or modify segments if you choose a chart of accounts template.



If the company's bookkeeping is handled by an external accountant, the chart of accounts you set up in the company should match the one the external accountant is using. We recommend that you coordinate the creation of new G/L accounts with your external accountant.

Posting Periods

Creating Posting Periods

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Posting Periods* tab.
2. Update the generated periods (such as date ranges) and create new ones if necessary. You can also change the start of the fiscal year.



When you create a new database, you are required to define the posting periods for the company.

For due dates, we recommend that you define a range that is broader than the current posting period (posting date). This allows you to accommodate payment terms that calculate a due date beyond the current period.

Due dates of posting periods can be changed later. For example, if the due date range does not allow a transaction with a certain payment term, this can be adjusted.

You can create more than 12 periods when using monthly periods or when you use the Days option. However, you cannot create overlapping periods! After periods are created, you can adjust the date range and the beginning of the fiscal year according to your needs.

The fiscal year does not have to be the same as the calendar year; however the beginning of the fiscal year must be the first day of the month. In this case, you need to change the date range of the periods of that fiscal year. Do that by starting from the last period and backwards, to avoid a situation where the periods overlap.



When you create a new posting period, whether the new posting period dates are before or after the existing periods, the definitions in the G/L Account Determination window for the new posting period will be taken automatically from the current active period.

If your period setup is not based on calendar months, for example 4-4-5, use the option Periodic Report when running financial reports such as Trial Balance, Profit and Loss Statement and Balance Sheet.

Currencies

Setting Local Currency

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select your national currency in the *Local Currency* field.



After you create any transactions or any master data record in the system, you can no longer change the local currency.



The local currency must be the currency in which the company reports to the local tax authorities.

Setting System Currency

Use

This setting is mandatory. You must make this setting together with a consultant.

The system currency allows you to display accounting reports and balances in the system currency you define.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. In the *System Currency* field, select a currency for financial reporting.

Every journal entry is translated automatically into the system currency.

If you do not have any reporting requirements in another currency, set the system currency to your local currency.



After you create any transaction or any master data record in the system, you can no longer change the system currency.



In contrast to the local currency, the system currency can be used as the reporting currency.

For example, the corporate group requires a different reporting currency than the national currency.

If you define a system currency, you must also define a daily exchange rate for this currency in relation to the local currency. All journal entries are posted in both currencies.

Setting Default Account Currency

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. In *Default Account Currency*, select the default currency for new G/L accounts.

Setting Currency Codes

Use

This setting is mandatory. You must make this setting together with a consultant.

The definition of currency codes is used during transaction processing. Therefore, set the most used codes prior to making other initialization settings.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Financials* → *Currencies*.
2. The *Currencies* → *Setup* window appears.
3. Create all currencies used within SAP Business One.



You cannot change a currency code after you create it. You can only delete the code if it is not referenced in any transaction or master data record.

If you need to change the code, create a new currency code with the correct code.

Setting Exchange Rates Based on Document Date or Posting Date

Use

This setting is optional.

If you select this option, the system uses the daily exchange rate based on the posting or document date for foreign currency purchasing documents. You can change this option at any time.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Document Settings* → *General* tab.
2. In the *Exchange Rate Base Date (A/P Documents)* field, select *Posting Date* or *Document Date*.

Document Numbering

Defining Period Indicators

Use

You can link document series to your posting periods using period indicators. This enables only the document series you specify to be used in a certain period. This setting is required, for example, if you want to restart document numbering with a new fiscal year.



If you assign your document series to period indicators, you can open a document window only if the period indicator for the default posting period is valid.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Financials* → *Period Indicators*.
2. Define the names of the period indicators and choose *Update*.



You can also define new period indicators directly from the *Series - Setup* window.

Permitting More than One Document Type per Series

Use

You can enable the system to use the same document numbering series for more than one document type. This setting enables you, for example, to assign the same document series to invoices and credit memos.



Select this option only if your local regulations require different documents within the same document numbering range.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select the *Permit More Than One Document per Series* checkbox.
3. Choose *Update*.

Result

The window defining the document series changes.

You must define the numbering series first (independent of the documents) and then assign them to the different document types.

Defining Document Series

Use

This setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Document Numbering*.
2. For every document, define one or more number ranges.

The Name of the series is used to identify the series in the document.



After you use one series in a document, you can no longer delete this series.

If you have different branches, you can define separate numbering series per branch and assign them to different users in the authorization setup.

When setting up authorizations, define the series group to which each user is authorized. Make sure it corresponds with the defaults you have defined.

If a user does not have authorization for his assigned series, the document window will not open.

If you want to use your legacy document numbers for data migration, you must make sure that you do not have any overlapping document numbers.

Company Details

Entering Company Address

Use

This setting is mandatory. You must make this setting together with a consultant.

You can enter or modify this information at any time. The company address is used in the header section of printed documents.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *General* tab.
2. Enter the company name, address, and contact information.

Company Details, General Tab

Field name	User action and values
<i>Company Name</i>	Enter the name of your company. This name appears above the main menu.
<i>Printing Header</i>	Enter the official name of the company. This is the name that is printed on documents.
<i>Active Manager</i>	Enter the name of the person who is authorized to sign marketing documents. This name appears on printed marketing documents.

The *Telephone 1*, *Telephone 2*, *Fax*, and *E-Mail* fields also appear on printed marketing documents.

3. Choose *Update*.

Defining Holidays

Use

Holidays are used to calculate the resolution time in the service module and to calculate due dates in purchasing documents based on payment terms. Holidays assigned to the customer are used to calculate the due date in sales documents.

This setting is optional. You can change holidays or remove holiday assignment at any time. You can also define additional holidays and assign them to business partners.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Accounting Data* tab.
2. In the *Holidays* field, select the appropriate calendar year.
The holidays of your country are set by default.

Account Segmentation

Account segmentation is not often used in European companies.

For details on account segmentation, please see the United States version of the document *How to Make the Initial Settings in SAP Business One*.

Perpetual Inventory

Setting Perpetual Inventory

Use

This setting is optional. The consultant must make this setting together with the customer.

When you decide to use the Perpetual Inventory system, the people responsible for logistics and accounting at the customer site must analyze the accounting transactions carried out in the background for each inventory transaction. Special G/L accounts also have to be determined. This influences the settings for warehouses and item groups.

In addition, you need to be aware of the inventory accounting transactions performed automatically by SAP Business One when you integrate external systems that generate any kind of inventory transactions.



Before you post any transactions, you need to determine a Perpetual Inventory system.

Once you select this option and add a document to the system that creates an automatic inventory posting, you will not be able to switch off perpetual inventory.



You can enter zero amount documents for all documents except invoices and credit memos. However, when you use the Perpetual Inventory system, if no cost price for an item is available, the system does not create an inventory entry. This can lead to discrepancies between the general ledger and the warehouse reports.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select the *Default Valuation Method* checkbox.

Choosing Valuation Method

Use

This setting is mandatory only if you work with a perpetual inventory system. You must make this setting together with a consultant.

You can maintain different inventory valuation methods in the same database. In the system initialization, the valuation method you select here serves as a default value only for item groups.

The valuation method of an item group can also be overwritten at the item level. When you create a new item, if not all items of the same item group have the same inventory valuation method, you must change the valuation method. This is easy to forget. Therefore, we recommend that you setup the item groups in such way that all items in one group share the same valuation method.

As long as open transactions or quantity exist for an item, you cannot change the valuation method. However, if no open transactions exist and the inventory quantity is zero, you can change it later.

If you upgrade a database from a previous version, you can only change the inventory valuation method of existing items if they have an inventory quantity of zero and no open transactions.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. In *Default Valuation Method*, select *Standard*, *Moving Average*, or *FIFO*:
 - *Standard*

A standard fixed price is defined for the item and used in inventory release and receipt transactions to reflect the inventory value.
 - *Moving Average*

The system automatically maintains and updates an average item price that is used for all journal entries reflecting your inventory transactions.
 - *FIFO*

Items are added to inventory at actual costs and items are removed from inventory at actual costs. Note that the system removes the oldest entry first.

Managing Item Cost per Warehouse

Use

If you use perpetual inventory, this setting is mandatory. You must make this setting together with a consultant.

This option allows you to maintain different item costs for each item and warehouse.



Once inventory transactions have been posted, you cannot deselect this checkbox.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select the *Manage Item Cost per Warehouse* checkbox.

Allowing Stock Release Without Item Cost

Use

If you use the valuation methods *Moving Average* or *FIFO*, this setting is mandatory. If you use the *Standard* valuation method, you do not need to set this option. A consultant and the customer must choose this setting together.

This option allows you to include items in documents such as deliveries or A/R invoices, even when item cost has not been determined.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select the *Allow Stock Release Without Item Cost* checkbox.

Setting Release Stock Below Minimum Level

Use

If you use perpetual inventory, this setting is mandatory. You must make this setting together with a consultant.



To prevent negative inventory, we strongly recommend that you set this option.

Accounting rules do not allow negative inventory. Therefore, the company should only enter into a negative inventory position knowingly and intentionally.

Negative inventory can result in incorrect inventory valuation, especially when you use Moving Average or FIFO.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Document Settings* → *General* tab.
2. Under *Response to Release of Inventory below the Minimum Level*, select one of the following:

Document Settings, General Tab - Response to Release of Inventory below the Minimum Level:

Option name	User action and values
<i>Without Warning</i>	Select this option if you do not use perpetual inventory and do not keep track of minimum quantity level.
<i>Warning Only</i>	Select this option to alert the user when quantity level drops below minimum. To display warnings for the specific warehouse used in the transaction, select the <i>Manage Inventory By Warehouse</i> checkbox.
<i>Block Release</i>	Select this option to block release below minimum level for all users. Select <i>Manage Inventory by Warehouse</i> to block releases for the specific warehouse used in the transaction.
<i>Block Negative Inventory</i>	Select this checkbox to prevent negative inventory.

Setting G/L Accounts By

Use

If you use perpetual inventory, this setting is mandatory. You must make this setting together with a consultant.

This determines whether G/L accounts for inventory transactions are determined by warehouse, item group or item.



This is the default setting for each item and can be overwritten. It should be set depending on the most frequent use. You can change the default setting at any time.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Inventory* → *Items* tab.
2. In *Set G/L Accounts By*, select one of the following:
 - *Warehouse*
 - *Item Group*
 - *Item Level*

Adding All Warehouses to New Items Automatically

Use

If you use perpetual inventory, this setting is mandatory. You must make this setting together with a consultant.

You can change this setting at any time.



Use this option with caution. If you have many items and several warehouses, this option may generate many records in the OITW table. Choose this option only if you really need to have all items available in all warehouses.

When you import items using the Data Transfer Workbench, unless it is absolutely necessary to create all combinations of items and warehouses, deselect this checkbox.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Inventory* → *Items* tab.
2. Select *Auto. Add All Warehouses to New Items*.

Result

- When you add a new item, the system automatically assigns it to all warehouses.
- When you add a new warehouse, the system automatically assigns it to all items.

Credit Balance

Displaying Credit Balance with Negative Sign

Use

This setting is mandatory. You must make this setting together with a consultant.



You cannot change this setting after a transaction has been posted.

This setting influences the entry of beginning balances for G/L accounts and business partners. Depending upon this setting, you must enter the opening balances as positive or negative numbers.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select *Display Credit Balance with Negative Sign*.

If this checkbox is deselected, debit balances are displayed with a negative sign.

Reverse Transactions

Using Negative Amount for a Reverse Transaction

Use

This setting is mandatory for certain countries. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab.
2. Select the *Use Negative Amount for Reverse Transaction* checkbox.



You can change this setting at any time.

Result

The system posts the journal entry of the reversal with negative amounts. This applies to credit memos, payment cancellations, and journal entry cancellations.

If the *Use Negative Amount for Reverse Transaction* checkbox is deselected, the journal entry of the reversal is posted using a debit/credit switch.

Document Settings

Configuring Document Settings

Use

You should discuss default values that depend upon localization together with a consultant.

Changes to these settings influence future documents only and do not change past documents.


Procedure



1. From the Main Menu, choose *Administration* → *System Initialization* → *Document Settings*.
2. On the *General* tab, enter the following data:






See the SAP Business One online help for details of the fields on the *General* tab. The following information supplements the information contained in the online help.

Document Settings, General Tab

Field name	User action and values	Comments
<i>Calculate Gross Profit</i>	<p>Automatically calculates the gross profit per transaction.</p> <p>If you only select this checkbox, the gross profit function is activated in both the menu and the toolbar.</p>	<p>See the section <i>Gross Profit Concept</i> in SAP Business One below.</p>
<i>Base Price Origin</i>	<p>Before you select the value for the <i>Base Price Origin</i> field, it is very important that you understand the business process of the customer. You especially need to consider the timing. For example, if the chosen price is not available at the time of selling, the system will calculate the gross profit incorrectly. Even if this only happens periodically, it influences future reporting on gross profit totals and averages.</p> <p>If the cost prices are always available, the most accurate option is to use the <i>Last Purchase Price</i>. Otherwise, we recommend that you use a price list instead. You can also use a combination of last purchase price and a price list by creating a price list based on the last purchase price and adding prices for some items manually.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> • <i>Price List</i> • <i>Last Purchase Price</i> <p>If you use <i>Last Purchase Price</i> as the price origin, you must be careful concerning the timing in the business process since the</p>	<p>SAP Business One will recalculate the item cost for gross profit calculations only until an inventory transaction for the item has been posted to the system. For example, when the goods are delivered using a <i>Delivery</i> document.</p>  <ul style="list-style-type: none"> • The gross profit calculation is not retroactive. The calculation starts from the time you switch it on. • Since the average gross profit is calculated in some reports for all transactions in the system, the calculation can only be correct if the settings remain the same. Therefore, once transactions exist in the system, do not change the calculation options. • Once an A/R invoice or s delivery is added, you cannot update the gross profit values in this document. In a sales order, you can only update gross profit values

Field name	User action and values	Comments
	<p>last purchase price is not updated by every transaction (for example, it is only updated at the time of the A/P invoice, not at the time of saving a Goods Receipt PO).</p> <ul style="list-style-type: none"> Last Evaluated Price If you use <i>Last Evaluated Price</i> as the cost price for calculating gross profit, the system takes the value from the last run of the inventory valuation report. This means you must update this information by running the inventory valuation report regularly before the gross profit numbers can be shown correctly. Item Cost Calculates the gross profit based on the item cost in the relevant warehouse. 	as long as the sales order is open.
<i>Calculate % Gross Profit as:</i>	Determines how the gross profit is calculated - either based on the sales price or based on the base price.	 <p>Price purchased at €25 Price sold at €50 Profit/Sales Price; result = 50% profit Profit/Base Price; result = 100% profit</p>
<i>Document Remarks Include:</i>	Since some of the marketing documents can be based on previous documents (for example a sales order can be based on a sales quotation, a delivery can be based on a sales order), you need to specify whether to display the internal document number or the customer/vendor reference number in the <i>Remarks</i> field.	If you choose to display the customer/vendor reference number and no such number is entered in the base document, the <i>Remarks</i> field remains blank in any document that is created with reference to the base document.
<i>For a Sales BOM in Documents, Display:</i>	Determine the display of data in a marketing document that refers to a product that constitutes a sales bill of materials. When you sell a Sales BOM, the sales bill of materials and its child items are displayed in the marketing document. Select whether to display the price and total for the parent only, or for the child items.	
<i>Response to Release of Inventory below the Minimum Level:</i>	Determine whether to allow or block inventory transactions below the minimum level. If they are allowed, you can decide whether the system displays a warning. Also, you can decide whether you want the system to check the minimum stock for each warehouse or for all warehouses.	
<i>Block Negative Inventory</i>	Select this checkbox to prevent negative inventory.	 <p>We strongly recommend that you select this option. Negative inventory can result in subsequently wrong inventory</p>

Field name	User action and values	Comments
		valuation, especially when you use the moving average price or the FIFO valuation methods.
<i>Rounding Method</i>	<p>Specify whether to round the document total to the absolute value by selecting <i>By Document</i>. In this case, you need to specify for which documents the document total should be rounded to the absolute value under the settings for each document (<i>Document Settings</i> → <i>Per Document</i> tab). In this case, the system also automatically adds a comment in the <i>Remarks</i> field. To avoid this message, deselect the <i>Display Rounding Remark</i> checkbox in the same window.</p> <p>If you choose to round the document <i>By Currency</i>, you need to specify the rounding method for each currency in the <i>Currencies - Setup</i> window. This will apply to all document types created for the currency.</p>	
<i>Exchange Rate Base Date (A/P Documents)</i>	<p>Choose the base date for the calculation of the exchange rate.</p> <p>Possible values are <i>Posting Date</i> or <i>Document Date</i>. This parameter is applicable only for purchasing documents.</p>	
<i>Round Tax Amount in Rows</i>	Select to round the tax amount in marketing document rows.	The rounding settings are dependent on country-specific requirements.
<i>Display Rounding Remark</i>	Choose whether to display a remark concerning automatic rounding when generating a document.	This option is only valid when defining the <i>Rounding Method by Document</i> .
<i>Use Warehouse Address</i>	Determines the ship-to address in purchasing documents. Select this checkbox to use the default ship-to address from the warehouse address. Otherwise, the system uses the ship-to address from the company address.	
<i>Manage Freight in Documents</i>	<p>Select to define freight types that can be used as freight on document header and row level. For example customs, insurance, shipping, etc.</p> <p>To define freight types, choose <i>Administration</i> → <i>Setup</i> → <i>General</i> → <i>Freight</i>.</p> <p>To copy freight from base documents to target documents, specify the <i>Base Method</i> in this window. The <i>Base Method</i> determines if freight is copied and how row freight is split when you copy only a partial quantity of the row. You can also change the base method in the wizard during copying. After the base document has been copied to the target document, you can still overwrite freight amounts manually, but the base method has no meaning any more for this target document.</p>	 <ul style="list-style-type: none"> In a document you can overwrite the distribution method, fixed amounts, the <i>Last Purchase Price</i> checkbox and the <i>Stock</i> checkbox. In the journal entry, freight is split into separate journal entry rows by expense accounts. If freight is defined as stock-relevant, you have to define Expense and Inventory account and Expenses Clearing account.  <ul style="list-style-type: none"> You can remove freight definitions




Field name	User action and values	Comments
	<p><i>Stock</i> checkbox</p> <p>Select this checkbox to include freight amounts in the cost price calculation of the item. This includes average price calculation, inventory value postings, price recorded in the OINM table and the inventory valuation report.</p>	<p>only as long as they are not used in any document.</p> <ul style="list-style-type: none"> The <i>Base Method</i> of freight defined as stock-relevant should be <i>Quantity</i>.
<i>Block documents with earlier Posting Date</i>	<p>Use this option to prevent adding a document with an earlier posting date than an existing document of the same type. This option applies to the invoices, credit memos, deposits and payments.</p>	 <p>This option may be mandatory in some countries to implement rules for document sequences.</p>
<i>Allow Future Posting Date</i>	<p>Select to be able to create documents with future posting dates. Companies can create documents with future posting dates at the company level and then decide whether to apply this option to all the documents or only to those selected.</p>	
<i>Calculate the Row Total using the Unit Price</i>	<p>Select to calculate discounts on the entire row total. Using this method the row total is calculated as:</p> $\text{Round} [\text{Unit Price} * \text{Quantity} * \text{Discount} \%]$ <p>Deselect to calculate discounts per item in document rows. Using this method the row total is calculated as:</p> $\text{Round} [\text{Unit Price} * \text{Discount} \%] * \text{Quantity}$	<p>This option relates to the method you calculate discounts in a document row; either per item or on the entire row total.</p>


In the *Document Settings* window, choose the *Per Document* tab and complete the required settings for each document selected in the *Document* field.



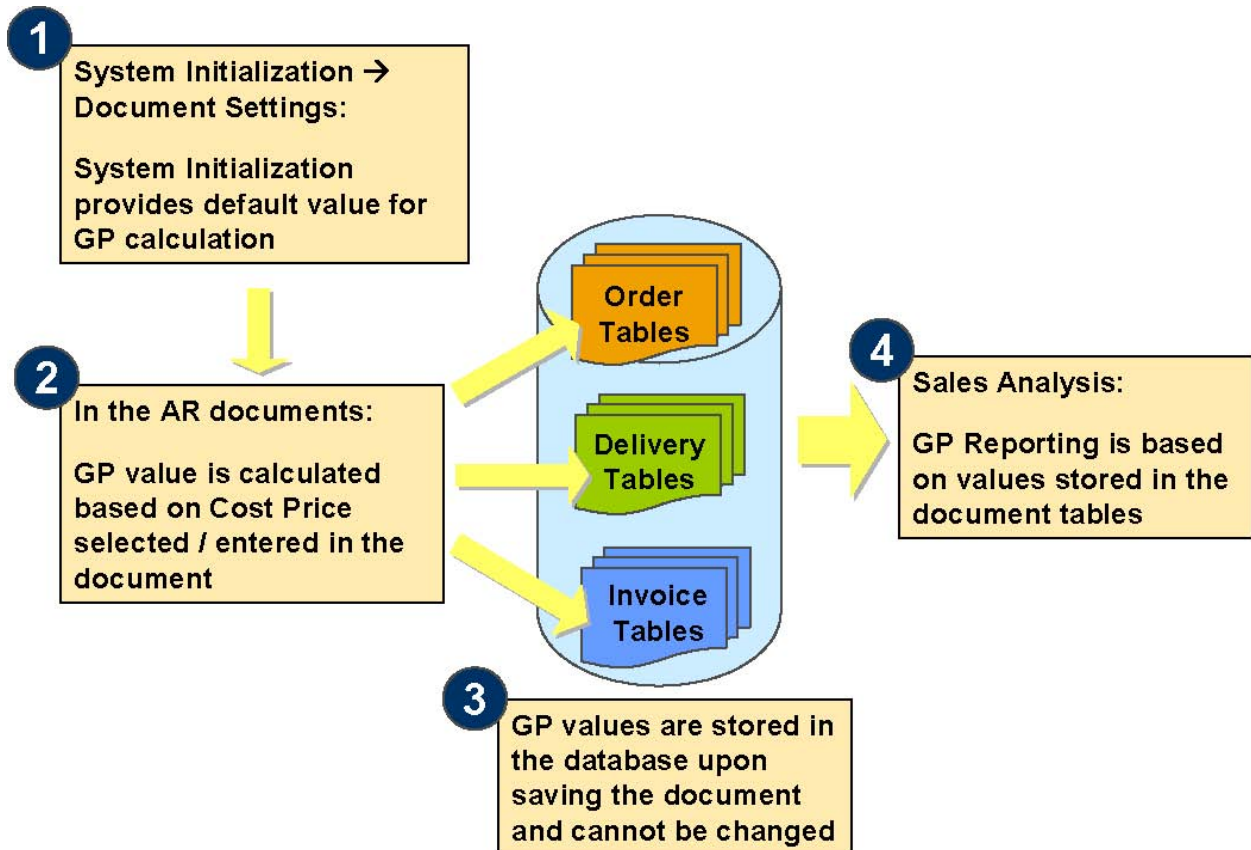
See the SAP Business One online help for details of the fields on the *Per Document* tab. The following information supplements the information contained in the online help.

Document Settings, Per Document Tab

Document	Field name	User action and values
Sales Quotation	<i>Include Tax in Quotation</i>	Deselect this option if you do not want to show taxes in sales quotations.
	<i>Allow Copying Closed Quotations to Target Doc.</i>	Select to allow the use of the same sales quotation repeatedly for many target documents. If you select this option, the quotation will be closed but will be available for copying even if it was fully used in a sales order.
Sales Order	<i>Default Days for Order Cancellation</i>	Specify the number of days you would like to add to the sales order header <i>Delivery Date</i> in order to determine the default order <i>Cancellation Date</i> . You cannot pick sales orders via the pick and pack manager after the cancellation date has expired. This value can be updated any time.
	<i>Allow Changes to Existing Orders</i>	Select to enable updates to orders after you have added them. For example, you have created an order for a customer with 20 items. Three days later, the order has not been processed and the customer wants to decrease the number to 10 items. If the checkbox is selected you can make changes to the order. If not, you will have to create a new order and cancel the old one.  It is not possible to change this setting after the creation of sales orders.
	<i>Activate Automatic Availability Check</i>	Select to check the available quantities of items included in a sales order before you add it to the system. In case the available quantity is less than the quantity in the sales order, a window opens offering different solutions.
	<i>Sales Order Approved</i>	Select to create all sales orders automatically as Approved. Only approved sales orders appear in the <i>Open</i> drawer in the <i>Pick and Pack Manager</i> window and are available for delivery.
Purchase Order	<i>Split Purchase Order</i>	Select to mark all purchase orders to be split as a default. You can change this within each document. In this case, a separate purchase order is created for each warehouse defined in the original purchase order; the original purchase order will be closed after you add it to the system.  Make sure you deselect this option before importing purchase orders via the Data Transfer Workbench.
	<i>Purchase Order Approved</i>	Select to enable the copying of purchase orders to target documents.
Incoming Payment	<i>Split BP/Account in Journal Entry</i>	Select to post the total payment amount to the business partner as one sum. Deselect to split it showing different payments.  If one payment includes several payment methods, the offsetting entry is split by payment method. You

Document	Field name	User action and values
		may wish to show a separate row for each payment method in the business partner balance as well.
	<i>Maximum No. of Documents in Payment</i>	Type a number to indicate the maximum number of documents you allow to include in each incoming payment.
	<i>Split Credit Voucher</i>	Select to allow payment via credit card using more than one payment. In this case, the credit card voucher is split to separate vouchers according to the number of payments. When you deposit the voucher, each payment appears separately.
	<i>Display All Transactions by Default</i>	Select to display in the incoming payment window all relevant transactions including invoices, credit memos and manual journal entries.
	<i>Under/Overpayment Amt Allowed</i>	Enter the maximum amount for which under or overpayment is allowed.
<i>Postdated Deposit</i>	<i>Split BP/Account in Journal Entry:</i> <i>In Postdated Checks Deposit</i> <i>In Postdated Credit Voucher Deposit</i>	Select the required type(s) of deposit to determine how the bank rows in the journal entry are delivered by the bank. Usually, it is done without a split.
<i>Journal Entry</i>	<i>Block Unbalanced FC Journal Entry</i>	Select to block the creation of an unbalanced transaction in a foreign currency.  This option and the following journal entry options should be selected. In certain exceptional circumstances the company accountant may deselect one of these checkboxes. Deselecting these checkboxes can lead to an unbalanced balance sheet!
	<i>Block Multi Currency Journal Entry</i>	Select to block any transaction with multiple currencies.
	<i>Block Editing of Totals in System Currency</i>	Select to block a manual entry of debit/credit amounts in the system currency columns.
	<i>Block Posting Date Editing per Row</i>	Select to block entering different posting dates in individual journal entry rows.
	<i>Block Updating of Doc. Date After Posting per Row</i>	Select to block the update of the document date after you have updated the posting date per row.
	<i>Use Automatic VAT</i>	Select to perform automatic VAT calculation according to the default VAT group defined for each G/L account.

Gross Profit Concept in SAP Business One



General Ledger

Determining G/L Accounts

Use



See the SAP Business One online help and the *How to Determine G/L Accounts for Automatic Creation of Journal Entries* for more details. The following information supplements the information contained in these documents.

These settings are mandatory although there are certain default values the system provides depending upon localization and the selected chart of accounts. After explaining accounting entries and G/L account determination, the customer's accountant should be responsible for these settings.

Account determination must be carefully chosen from the start.

Prerequisites

You have defined the chart of accounts.

Procedure

From the Main Menu, choose *Administration* → *Setup* → *Financials* → *G/L Account Determination*.

- You must define accounts for *Domestic/Foreign Accounts Receivable/Payable* as control accounts, otherwise you cannot assign them here (select the *Control Account* checkbox in the *Chart of Accounts* window).
- You can use additional control accounts for doubtful debts and for fixed assets items. These accounts must also be marked as control accounts; otherwise you cannot assign them here.



Do not define items as *Fixed Assets* if you do not want to use the booking of vendor asset invoices on different control accounts.

- You can overwrite the *Accounts Receivable/Payable* account in the business partner master data if you select the *Allow Changing Control Accounts* checkbox. However, this is only possible if the business partner has a zero balance.
- For your *Cash on Hand* account, select *Cash Account* in the *Chart of Accounts* window.
- If you have one-time customers and you want to use the *Invoice + Payment* functionality, you must select a default customer code for A/R invoice and payment otherwise the Invoice + Payment document cannot be used. This should be a customer code out of the range of regular customer codes.



If you use a query to generate business partner codes, you must exclude this code in the query.

- The accounts in the *Inventory* tab are only relevant if *Default Valuation Method* is selected in the *Company Details* window. These accounts are used as defaults when defining new items, warehouses and item groups.
- In general, the customer's accountant should perform this task after explanation of the various settings.

- You can change G/L account assignments later. These assignments influence only future documents and do not change documents created in the past.
- Changing these accounts after transactions have been made can result in differences during reconciliation at month/year-end closing! You can change accounts relevant for perpetual inventory only if there are no open transactions pending for these accounts.
- You must complete the G/L account determination before you start entering/importing master data or transactions.

Print Preferences

Setting Print Preferences

Use

These settings are optional.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Print Preferences* → *General* tab.
2. Make the required selections.



See the SAP Business One online help for details on print preferences.

Transaction Codes

Defining Transaction Codes

Use

This setting is optional. Transaction codes help you find and identify specific journal entries. For example, separate codes for adjustments, accruals and so on.



You can change the description but cannot remove or change the code. Updates to the description will appear in future journal entries only.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Financials* → *Transaction Codes*.
2. Enter the codes and their description.

Tax

Defining Company Tax Details

Use

These settings are mandatory. You can change these settings at any time.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Company Details* → *Accounting Data* tab.
2. Enter the company tax details.

Defining Tax Groups and Withholding Tax

Use

These settings are mandatory and must be made by the customer.

Tax groups and withholding tax must be defined according to the local requirements for each country.

Prerequisites

You have defined the chart of accounts.

Procedure



See the SAP Business One online help for details.

Payments

Defining Payment Terms

Use

This setting is mandatory.

Since you probably will not have defined any items or price lists in the system when you define the payment terms, we recommend that you at least define the names of the price lists initially and assign them to the payment terms. You can define the prices in the price lists at a later stage.



The definition of the payment terms includes default values for other functionalities such as credit limit and price lists. We recommend creating separate payment terms for sales and purchasing documents. This means that if you need to change the payment terms, only the appropriate business partners will be updated.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Payment Terms*.
2. To define the baseline date, select an option for the *Due Date Based on* field.

The baseline date is used as the basis for the calculation of the due date. Options include *Posting Date*, *System Date*, or *Document Date*.

3. In the *Start From* field, specify whether the due date calculation should always start from the month end, the month start, or the middle of the month.

If you do not select a value, the due date calculation will always start from the baseline date.

Example: Payment Terms Definitions

Term	Invoice Date	Payment Due Date	Start From	+ Months	+ Days
<i>Immediate</i>	April 13	April 13		0	0
<i>30 days net</i>	April 13	May 13			30
<i>At the end of current month</i>	April 13	April 30	Month End	0	0
<i>At the end of next month</i>	April 13	May 30	Month End	1	0
<i>On the 15th of the month after next month</i>	April 13	June 15	Month Start	1	14

4. Use the optional *Tolerance Days* field when the customer needs to specify fixed payment dates on the business partner level. In this case, the due date will always be calculated to the next fixed payment date based on the payment terms. For tolerance days, you can specify how many days are subtracted when calculating the due dates for those fixed payment dates.
5. To define payment terms for a payment in several installments, open the Installments window from the *No. of Installments* field. Enter the number of payments and the percentage to be paid in each installment.

Example: Payment Terms Definitions with Installments

	Installment 1	Installment 2	Installment 3
Invoice Date	Due Date (30 days)	Due Date (60 days)	Due Date (90 days)
April 13, 2006	May 13, 2006	June 13, 2006	July 13, 2006
Month end	May 31, 2006	June 30, 2006	July 13, 2006
Half month	May 15, 2006	June 15, 2006	July 15, 2006
Month start	June 1, 2006	July 1, 2006	August 1, 2006

The definitions in the *Payment Terms - Setup* window serve as default for each invoice linked to these payment terms. Alternatively, the terms can be defined individually in the A/R Invoice window.

6. In the *Open Incoming Payment* field define the payment means to be opened automatically when creating an invoice linked to these payment terms. This will force the user to create a payment with the invoice.
7. To define payment terms with a cash discount, define a new *Cash Discount Name* and assign it to the payment terms. You can define whether or not to include expenses (for example freight) or sales tax in the discount calculation.
8. In the *Price List* field, assign a default price list for customers and vendors.



You can change all data in the payment terms. You can remove it only if it not assigned to any documents or business partners.

If you update existing payment terms, you will be prompted whether to update all linked business partners. If you confirm this, the parameters defined in the payment terms will be updated in the *Business Partner Master Data* window.

Setting Payment Term Defaults

Use

This setting is mandatory. You must make this setting together with a consultant.

Prerequisites

You have defined payment terms.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab.
2. Specify the default customer and vendor payment terms.

Defining Banks and Bank Account Details

Use

This setting is mandatory. The customer must make this setting.

Procedure

To define banks:

1. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *Banks*.
2. Define all the banks you work with here.
3. To assign account numbers and branches to your banks you need to define house bank accounts.
4. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *House Bank Accounts*.
5. Define all house banks here. These bank accounts represent the company's house banks information.
6. You define business partner bank accounts directly from the *Business Partner Master Data* window.
7. Assign a G/L account.

The G/L account defined here is used in the journal entry of the payments.



A bank name can contain up to 32 characters. Printing requirements must be considered when entering the bank names.

8. Go back to the *Banks - Setup* window and assign account numbers to your banks.

Setting-Up Automatic Payment

Use

This setting is mandatory if you are using automatic payments. You must make this setting together with a consultant.

Automatic payment is used for bulk incoming and outgoing check processing and bank transfers.

If you are processing payments via electronic file transfer (single or several payments), the bank file is created via the payment engine which is an SAP Add-on. You need to install the payment engine before you can setup your payment methods for electronic bank transfer.

Manual payments can be processed without a need to configure the payments methods.

Prerequisites

You have defined internal house bank accounts before you can define payment methods.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *Payment Methods*.
2. Define at least one payment method for each type of payment (incoming/outgoing). For outgoing payments, different payment methods have to be defined for check or bank transfer payment. Also since the internal bank account is assigned to the payment method, additional payment methods have to be defined for each internal bank account that should be used in automatic payments.
3. For check payments, specify how to determine the due date of the check. You can choose between three options.

4. Assign a file format to every bank transfer payment method.
5. Assign the validation checks to the payment method.
4. For check payments, select *Check Address* to validate the address of the business partner.
5. For bank transfer files, select *Check Bank Details* to validate the bank information of the business partner.
6. For direct debit, select *Check Collection Authorization*.
7. Select one of the following:
 - *Group Invoices by Pay To address* to group payments by pay-to address (for checks only)
 - *Group Invoices by Pay To bank* (for bank transfer files only).



It may prove useful to name the payment method so that the name indicates the payment type, means, and bank account, especially when you have several.

The payment method must be assigned to one or several business partners, and also to the *Payment Run Defaults*, to be selected in a payment run.

Setting Payment Run Defaults

Use

This setting is mandatory if you are using automatic payments.

Prerequisites

You have defined payment methods.

Procedure

1. From the Main Menu, choose *Banking* → *Payment System* → *Payment Run Defaults*.
2. Assign the payment methods to the payment run defaults.

Any payment method that is not assigned to the payment run defaults cannot be used in a payment run.



It might be useful to set the payment run defaults differently for different users (depending on their tasks - for example incoming or outgoing payments). You may also consider restricting authorization on payment run default settings.

Defining Payment Blocks

Use

This setting is optional.

The payment block descriptions appear as options in the *Payment Block* field on the *Business Partner Master Data* window, *Payment System* tab.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Payment Blocks*.
2. Enter a description of the reasons for the payment block.

Defining Credit Cards

Use

This setting is mandatory if you are using credit card payments and must be made by the customer.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *Credit Cards*.
2. Define the required credit cards.
3. Assign a G/L account that will serve as a clearing account. This account will be debited in the incoming payment posting, and credited in the deposit posting.
4. Company ID and telephone number will appear in the payment means window. These details are required when requesting approval from the credit card company.



You can change all the credit card data but cannot remove it.

Defining Credit Card Payment Rules

Use

This setting is mandatory if you are using credit card payments.

You can change all data except the code. However, you cannot remove a rule once it has been used within a payment method.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *Credit Card Payment*.
2. The credit card payment determines the due date of the credit card voucher, based on the incoming payment creation date. Select one of the following options:
 - *Payment After*

Define the number of months and days, upon which the system calculates the credit card due date. In other words, how long it will take for the credit card company to wire the money to your company after the payment was made.
 - *Voucher Date of Receipt*

Define the range of dates of the payments, and for each range, how long until the company receives the money. For example, if the payment was made between the 1st and the 15th of the month, the money will be received on the second day of the following month. If the payment was made between the 16th and the 31st the money will be received on the 10th of the following month.



Most companies utilize the *Payment After* option, where the money is received a few days after the incoming payment was posted.

Defining Credit Card Payment Methods

Use

This setting is mandatory if you are using credit card payments. You must make this setting together with a consultant.

You can change all the data in a payment method but cannot remove it.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Banking* → *Credit Card Payment Methods*.
2. Enter the details for the payment method:

Credit Cards Payment Methods

Field name	User action and values
<i>Name</i>	Enter a name that will help you identify the settings of this payment method. For example, the type of credit cards and date of the money receipt.
<i>Card</i>	Choose the credit card that is relevant for this payment method.
<i>Payment Code</i>	Choose the payment code defined in the previous setting.
<i>Min. Credit Voucher</i>	Enter the minimum amount for which the company accepts credit cards.
<i>Min. Payment</i>	Enter the minimum amount for which multiple credit card payments are acceptable.
<i>Without Approval</i>	Enter the maximum amount for which no approval is required from the credit card company.
<i>Payments</i>	Indicate whether multiple credit card payments are acceptable using this payment method. The system alerts the user if there is deviation from the minimum amount defined in the linked payment method.

Defining Credit Card Services

Use

The service settings determine actions that will occur automatically at the start of a session when working with credit cards.

These settings are optional. You must make these settings together with a consultant. You can change them at any time.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Services* tab.
2. If required, select *Open Window for Credit Voucher Ref. Update* and enter the planning interval in days for the due date of the voucher.
3. If required, select *Yes* for *Open Postdated Credit Vouchers Window*.

Defining Doubtful Debts

Use

This setting is optional.

Prerequisites

To be able to post the doubtful debts out from the *Customer Receivables Aging* report, you need to define a separate control account in G/L Account Determination for doubtful debts.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Financials* → *Doubtful Debts*.
2. Enter the number of days and percentages for the doubtful debts.



You can change or delete this definition at any time.

Inventory and Items

Defining Item Groups

Use

This setting is optional.

Prerequisites

You have defined the chart of accounts.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Item Groups*.
2. Define the required item groups.
3. Assign the default inventory valuation method for all items in this item group.



We recommend that you create the item groups so that all items belonging to the same item group share the same inventory valuation method. Otherwise, it can happen easily that you forget to change the valuation method on the item level upon creation.

4. Define the G/L accounts for the perpetual inventory journal entries.

Upon creation of a new group, the G/L accounts will be populated automatically as defaults from the G/L account determination. Every account defined in an item group can be overwritten on the item level if necessary.

5. Define the MRP parameters. These are default values that can be overwritten on the item level.



You can change the group name but not remove it after the item group has been assigned in an item master record.

You can change the G/L account in an item group only if there are no open transactions pending for these accounts! Otherwise, there will be reconciliation differences on these accounts during period-end closing.

Defining Item Properties

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Item Properties*.
2. Define any item properties as needed by overwriting the predefined default property name. You can define up to 64 properties.

Defining Warehouses

Use

This setting is mandatory if you are using any of the logistics functionality.

Prerequisites

You have defined the chart of accounts and G/L Account Determination.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Warehouses*.
2. Define all the warehouses you work with.
3. If the customer is using drop shipments, create at least one warehouse as a drop ship warehouse by selecting *Drop Ship*. No inventory transactions or accounting transactions are created for such warehouse.
4. To exclude the warehouse from use in the MRP, mark it as *Nettable*.
5. Assign the warehouse address.

You can define and assign additional warehouse locations used in reporting independently from the warehouse address. These locations can group several warehouses into one location.

6. Define the G/L accounts for perpetual inventory journal entries. Upon creation of a new warehouse, the G/L accounts will be populated automatically as defaults from the G/L account determination.



Every account defined in a warehouse can be overwritten at the item group and item levels.



You can change all the data except the code. You cannot remove a warehouse.

We recommend that you do not create warehouses in order to represent bin locations since this usually results in too many warehouses.

The G/L accounts should be changed only if there are no open transactions pending for these accounts. Otherwise, there will be reconciliation differences on these accounts during period-end closing.

Defining Length, Width and Weight Measures

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Length and Width UoM*.
2. Define all required measures.
3. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Weight UoM*.
4. Define all required measures.



You can change all the data except the code. You cannot remove a length/weight measure code once it is referenced in any master data record.

Defining Length and Weight Display Defaults

Use

This setting is optional. You must make this setting together with a consultant.

This setting can be changed at any time.

Prerequisites

You have defined the length and weight UoMs.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Display* tab.
2. Define the default display for length and weight measures.

Defining Customs Groups

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Customs Groups*.
2. Define all required customs groups.

The values entered are percentages. For 10%, enter the number 10. There are three percentages available that are summed up into a total using a predefined formula.



As a prerequisite for distributing the customs between the items in the Landed Costs document, link the items to the appropriate groups when defining the items.

You can change but not remove the data.

Defining Manufacturers

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Manufacturers*.
2. Define all required manufacturers.



If you change a manufacturer's name, it will have an impact on the history of all items.



You cannot remove a manufacturer.

Defining Shipping Types

Use

This setting is optional.

The shipping type is linked to the item master data and the business partner master data and populates marketing documents by default.

You can change the shipment type name but not remove it.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Shipping Types*.
2. Define required shipping types.



Shipping types can include entries such as UPS, FedEx and Sea.



If you change a shipment type name, it will have an impact on the history of all documents.

Defining Landed Costs

Use

This setting is optional. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Purchasing* → *Landed Costs*.
2. Define specific landed costs types to be used in the *Landed Costs* document.

You can determine how these costs are distributed to the different items via the *Allocation By* setting. For example, insurance costs should be distributed by cash value since usually the higher the insurance the more expensive an item gets, while air freight costs should be distributed by weight.



There is a trade off between the accuracy of the cost allocation and the item master data maintenance since the values for weight and volume have to be maintained for each item. This needs to be discussed with the customer during implementation.



If you change the costs type name it impacts the history of all documents. Changing the code or removing a definition is not possible.

Changing the allocation default value is only valid for Landed Costs documents entered after the change was made.

Defining Business Partners Priorities

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Business Partner Priorities*.
2. Define the priorities to be used to classify business partners for picking. These can be used for the selection of sales orders in the *Pick and Pack Manager*.

Defining Package Types

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Package Types*.
2. Define different types of packages for shipment. These are assigned in a delivery to document how the goods are distributed to different packages.

Defining Batch and Serial Numbers



Use

These settings are optional and must be made by the consultant together with the customer

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Inventory* tab and choose *Items*.
2. Enter data as follows:

General Settings → Inventory Tab, Items Tab

Field name	User action and values	Comments
<i>Management Method</i>	<p>Select one of the following:</p> <ul style="list-style-type: none"> • <i>On Every Transaction</i> You are required to assign a serial/batch number on inventory entry and inventory release transactions. • <i>On Release Only</i> You are required to assign a serial/batch number on inventory release transactions only. Other transactions are not mandatory. 	
<i>Automatic Serial Number Creation on Receipt</i>	<p>This is activated if you choose the management method <i>On Release Only</i>.</p> <p>Select to automatically assign a system-generated serial number upon inventory receipt. You cannot assign numbers manually upon inventory receipt.</p> <p>If this checkbox is deselected, the system creates the number automatically, but you can also assign a number manually. This is used when the final serial number is known only at a later stage. The serial number can be updated after receipt using the <i>Serial Number Management</i> window.</p>	<p> You can change the above settings at the item level.</p> <p> If you set the management method to <i>On Release Only</i> but select <i>Automatic Serial Number Creation on Receipt</i>, the system allows you to release an item without assigning a unique serial number.</p>
<i>Unique Serial Numbers by</i>	<p>This prevents you from entering two identical serial numbers.</p> <p>To determine which type of serial number is unique, select one of the following:</p> <ul style="list-style-type: none"> • <i>None</i> The Unique Serial Numbers function is not activated. • <i>Mfr. Serial No.</i> • <i>Serial Number</i> • <i>Lot Number</i> 	

Field name	User action and values	Comments
<i>Auto. Create Customer Equipment Card</i>	<p>This checkbox is activated if one of the numbers has been set as unique in the previous field.</p> <p>Select to create a customer equipment card automatically when you create a sales document for a specific serial number in the Service module.</p>	
<i>Basic Setting for Batch Status</i>	<p>Select the default status of new batches:</p> <ul style="list-style-type: none"> • <i>Released</i> Enables full work with a batch. • <i>Not Accessible</i> Designed for batches found in the middle of a production process or quality check. Therefore a batch cannot be released in sales documents or an A/P credit memo, but can be released in documents such as Inventory Transfer. This status is used mainly for generating reports (to distinguish between locked and inaccessible batches). • <i>Locked</i> Enables you to work with the batch in inventory documents only (for example, Inventory Transfer and Goods Issue). 	



These settings can be changed later. You can change the status upon creation of a batch.

Defining Inventory Cycles

Use

This setting is mandatory only if you use cycle counting. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Inventory Cycles*.
2. Define inventory cycle counting frequencies.



You can remove existing inventory cycles only if they are not assigned to any item group or item master data.

Assigning Inventory Cycles

Use

This setting is mandatory only if you use cycle counting, and must be made by the customer.

Prerequisites

You have defined inventory cycles.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Item Groups* → *General* tab.
2. Optional: You can assign an inventory cycle group to an item group.
This cycle automatically becomes the default for each item of the item group. This setting can be overwritten at the item level.
3. Select the checkbox *Alert* for automatic notification.
4. This will automatically create an alert once the counting is due. This setting can be overwritten at the item level.

Setting Item Availability Check

Use

This setting is optional. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Document Settings* → *Per Document* → *Sales Order*.
2. Select *Activate Automatic Availability Check*.



The availability check is enabled only in sales orders. If this setting is selected, the system performs the availability check automatically upon entering the quantity in the sales order. If this setting is deselected, the availability check is still possible but you must initiate it manually (for example, using the right click).

MRP

Setting Consume Forecast

Use

This setting is optional. You must make this setting together with a consultant.



You can change these settings at any time. Changes are relevant for future MRP runs only.

Procedure

From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Inventory* tab.

1. On the *Planning* tab, select *Consume Forecast*.
2. The MRP run will consume the forecast together with actual sales orders.
3. If you do not select *Consume Forecast*, the MRP run adds the sales orders to the sales forecast.
4. This setting serves as a default for all sales order rows. You can change it at any time.
5. To specify how the forecast should be consumed, in *Consumption Method* select the required method and enter the days forward and backward.

Use

To include a warehouse in the MRP run, define it as *Nettable*. If you do not define the warehouse as *Nettable* it is not considered by the MRP system. The system automatically defines drop ship warehouses as *Not Nettable*.

This setting is optional.



You can change these settings at any time. Changes are relevant for future MRP runs only.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Warehouses*.
2. Locate the required warehouse.
3. On the *General* tab, select *Nettable*.

Defining MRP Default for Item Groups

Use

Use this procedure to define the planning method for the item group.

These definitions are the default for new items added to the group, but you can also change them at the item level.

This setting is optional.



You can change these settings at any time. Changes are relevant for future MRP runs only.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Inventory* → *Item Groups* → *General* tab.
2. In the *Planning Method* field, select *MRP* to include the item group in the MRP run, or select *None* to exclude the item group.
3. In the *Procurement Method* field select *Make* or *Buy*.
According to this definition, the MRP run will recommend purchasing or producing the missing item.
4. Select the *Order Interval* that represents the time interval between one order and another for the MRP requirements calculations.
5. In the *Order Multiple* field, enter the lot size for production or purchase.
6. Enter the minimum quantity for ordering items by the MRP.
7. If purchasing, enter the time required to receive the item from the vendor; if producing, enter the time required to produce the parent item.

Business Partners

Defining Customer Groups

Use

Use customer groups for selection and evaluation in reports.

This setting is optional.



You can assign each customer to only one customer group. You can change the customer group name, but you cannot remove it.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Customer Groups*.
2. Define the customer groups.

Defining Vendor Groups

Use

You use vendor groups for selection and evaluation in reports.

This setting is optional.



You can assign each vendor to one vendor group only. You can change the vendor group name, but not remove it.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Vendor Groups*.
2. Define the vendor groups.

Defining Business Partner Properties

Use

This setting is optional.



You can link each business partner to some or all business partner properties.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Business Partner Properties*.
2. Overwrite the default string to define business partner property names.
You can define up to 64 properties.

Setting Credit Limits

Use

If you want to maintain credit and commitment limits, this setting is mandatory. You must make this setting together with a consultant.

Credit limit deviation is calculated as the customer credit limit minus the customer existing account balance minus the current document total. If the result is negative, the system displays an alert on the credit limit deviation.

Commitment limit deviation is calculated as the commitment limit minus the customer existing account balance minus the current document total minus checks that are not yet deposited (via the Deposit window). If the result is negative, the system displays an alert on a commitment limit deviation.



The commitment limit must be equal to or higher than the credit limit. You can change the credit limit at any time.



If you select credit and/or commitment limits, you must also maintain the maximum permissible credit and/or commitment level for each customer in the business partner master data.

The credit limit defaults from the definition in the payment terms linked to the business partner.

By applying authorization to users, you can define whether a user is allowed to confirm the deviation. Also, you can set the system so that an approval procedure is activated when a deviation occurs.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab.
2. Under *Customer Activity Restrictions*, select *Credit Limit* and/or *Commitment Limit*.
3. Select the documents upon which to apply the restriction: *A/R Invoice*, *Delivery*, and *Sales Order*.
4. To include delivery balances in the deviation calculation, select *Consider Deliveries Balance*.



Our recommendation: Include delivery balances in the deviation calculation.

Defining Dunning Levels

Use

If you want to use dunning, this setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Dunning Levels*.
2. Assign a dunning letter format to the level number.
You can assign the same letter to several levels.
3. Enter the default values for effective days between the levels, fee per letter, minimum balance and interest calculation that will be used in the dunning terms definition.

Defining Dunning Terms

Use

If you want to use the dunning feature, this setting is mandatory.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Dunning Terms*.
2. To specify the dunning for each specific customer, define dunning terms to customers.
You can overwrite the default values as defined in the dunning levels.
3. Define the dunning letter method.

The dunning letter method determines how the invoices are accumulated into one or different letters.

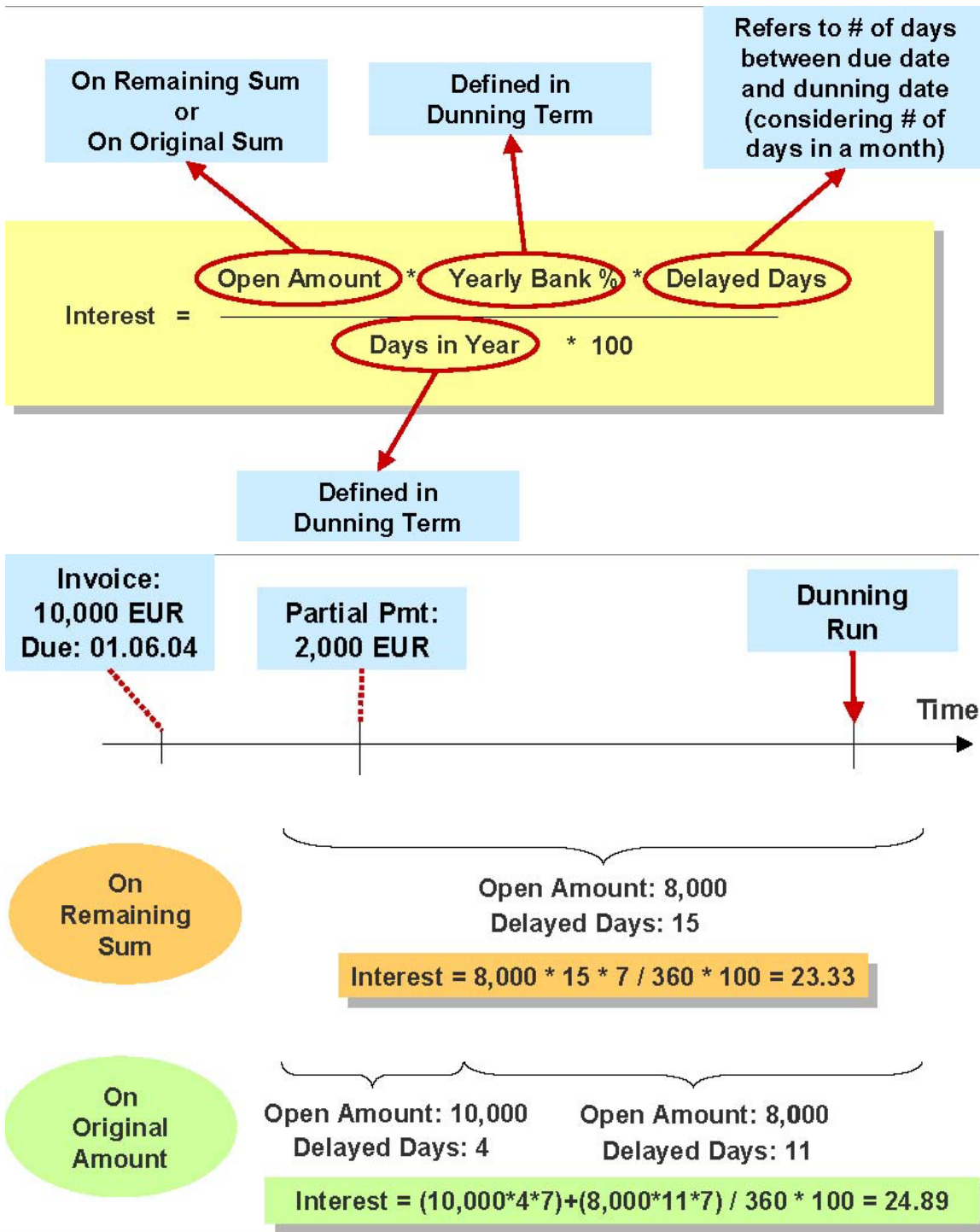


Credit memos and payments not based on invoices will reduce the outstanding amount only if you choose *One Letter per BP* as the dunning letter method.

4. If required, define the dunning interest calculation.

Example

Dunning Interest Calculation



Setting Up Dunning Letter Templates

Use

If you want to use the dunning feature, this setting is mandatory.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Dunning Levels*.
2. To customize each dunning letter content and layout, choose the *Print Layout Designer* icon.



You can block dunning letters for specific customers and invoices.

To block a customer, go to *Business Partners* → *Business Partner Master Data* → *Accounting* tab, and select *Block Dunning Letters*.

To block an invoice, in the *Logistics* tab of the invoice document, select *Block Dunning Letters*.

Displaying Bookkeeping Balance by Control Accounts

Use

This setting is optional. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab.
2. Select *Display Accounts Balance by Control Accounts*.

If you are using different control accounts for doubtful debts and fixed assets items, you can select this option and see the account balance of the business partner for each control account.



You can change this setting at any time.

CRM

Defining Commission Levels

Use

This setting is mandatory only if you work with commissions. You must make this setting together with a consultant.

This setting determines where you can specify the sales commission percentage. It does not perform any commission transactions.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab.
2. Under *Set Commission by*, specify at which level commission should be maintained selecting one or more of the following:
 - *Sales Employees*
 - *Items*
 - *Customers*



You can change this setting at any time.

Defining Commission Groups

Use

If you work with commissions, this setting is mandatory.

The commission groups define the commissions that are given internally to your employees. You can then assign the commission group to the sales employees in the sales employee screen.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *General* → *Commission Groups*.
2. Define commission groups as needed.



The system calculates the commission through a report (query) and you must post it manually.

You can change data in a commission group and, if necessary, remove a group.

Defining Sales Employees

Use

If you work with commissions, this setting is mandatory.

You can assign a sales employee to a business partner. You can also set a certain sales employee as your default in sales and purchasing documents.

Prerequisites

You have defined *Commission Groups*.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *General* → *Sales Employees*.
2. Enter the details of your sales employees.
3. To set a sales employee as default for the current user, click the relevant sales employee row and choose *Set as Default*.



The user can change all the data for a sales employee and, if necessary, remove one.

Defining Sales Stages

Use

This setting is optional.

Use this procedure to define the stages in the sales process, for example:

- Lead
- 1st Meeting
- 2nd Meeting
- Sales Quotation
- Negotiation

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Sales Opportunities* → *Sales Stages*.
2. Enter the required sales stages.
3. Enter the estimated closing percentage of the deal for each stage. The sales opportunity calculates the weighted amount of the deal according to the current stage.



You can change data in a sales stage and mark it as cancelled, but you cannot remove it.

Defining Partner Relationships

Use

This setting is optional.

You can define different types of partner relationships to be assigned in sales opportunities, such as reseller or advisor.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Sales Opportunities* → *Relationships*.
2. Enter the different types of partner relationships to be assigned in the sales opportunities.



You can update existing relationships at any time. You can also remove them as long as they have not been referenced in a sales opportunity.

Defining Territories

Use

Territories can be any kind of geographic or non-geographic categorization. You can assign a territory to a customer or lead. From there, it appears as default in a *Sales Opportunity* and a *Customer Equipment Card*.

This setting is optional.



You cannot delete a territory once it is assigned to a business partner, sales opportunity or customer equipment card.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *General* → *Territories*.
2. Define the territory hierarchy.



You can update the name and location of a territory at any time

Defining Service Contract Templates

Use

This setting is optional.

Prerequisites

Since the template is assigned in the Item Master Data, when you use the *Item Warranty*, you must create service contract templates before you enter or load items.

If the system creates service contracts automatically for warranty items, you must define contract templates for warranty.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Service* → *Contract Templates*.
2. Define templates to create service contracts.



You cannot remove service contract templates once they have been saved. However, you can set invalid contracts as *Expired* to indicate that they are no longer used.

Creating Customer Equipment Cards Automatically

Use

When you create a delivery or an A/R invoice for a serial number item, you can set the system to create a customer equipment card automatically.

This setting is optional. You must make this setting together with a consultant.

Prerequisites

You have defined the serial number as unique, either by *Manufacturer Serial Number* or by *Serial Number*.

If you select this option when transactions already exist in the system, you must ensure that all existing serial numbers fulfill the unique serial number prerequisite.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Inventory* → *Items* tab.
2. Select *Auto. Create Customer Equipment Card*.



You can update this setting at any time.

Defining Queues

Use

This setting is optional.

You use queues to manage service calls in a service center.

You can assign the same user to more than one queue. Even if certain users are defined in a specific queue, any user can pick up the service call assigned to a queue.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Service* → *Queues*.
2. Enter the *Queue* details.

The queue manager and email address are for information purposes only.



You can update the queue definition at any time.

You can only delete a queue if it is not assigned to a service call.

Cost Accounting

Defining Projects

Use

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Financials* → *Projects*.
2. Enter project details.



You can change the project name but you cannot change the code. You can remove a project if it is not linked to any master data, journal entry, or document.

Defining Profit Centers

Use

This setting is optional and only mandatory for cost accounting.

Procedure

1. From the Main Menu, choose *Financials* → *Cost Accounting* → *Profit Centers*.
2. Enter the *Profit Center* details.



You can change all data except for the code. You can change or remove a code if it is not linked to any G/L account.



When the system saves a new profit center it automatically adds a distribution rule with a distribution value of 100. Within a G/L account or document, you can assign a distribution rule only, and not a profit center.

If you delete a profit center, the system automatically deletes its related distribution rule (100%).

Defining Distribution Rules

Use

For cost accounting, this setting is mandatory.

Use this procedure to define distribution rules to distribute amounts between different profit centers.

Prerequisites

You have defined profit centers.

Procedure

1. From the Main Menu, choose *Financials* → *Cost Accounting* → *Distribution Rules*.
2. Define distribution rules as required.



If you delete a distribution rule for one profit center (100%) this does not automatically delete the profit center.

Budget

Defining Budget Settings

Use

This setting is only mandatory if you use the budget functionality. You must make this setting together with a consultant.



All budget amounts are in the local currency.

Enter expense budgets on the debit side and revenue budgets on the credit side.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Budget* tab.
2. Select *Budget Initialization*.
3. Select the type of budget restriction for documents that deviate from the budget:
 - *Block Deviation from Budget*
 - *Warning*
 - *Without Warning*
4. If you select *Block Deviation from Budget* or *Warning*, select the documents that you want to include into the restriction:
 - *Purchase Orders*
 - *Goods Receipt POs*
 - *Accounting*

The Accounting restriction can include A/P invoices or any other accounting transaction. To apply the budget generally to all transactions, select all three options.

5. Choose *Update*.

The system displays a message asking you to confirm that all profit & loss accounts will be marked as budget accounts.

6. Choose *OK* to confirm.

Only G/L accounts that are relevant to budget are displayed in the budget definition window.



To mark new G/L accounts that are added after the budget was initialized as Relevant to Budget, choose *Account Details* in the Chart of Accounts window

You can change these settings at any time.



If you are using monthly budgets, the system does not roll over unused budgets from one month to another.

Defining Budget Scenarios

Use

This setting is optional.

Budget scenarios are used for reporting purposes only. The actual budget limitation is done against the main scenario for each fiscal year.

Procedure

1. From the Main Menu, choose *Financials* → *Budget Setup* → *Budget Scenarios*.
2. Define scenarios as required.
3. To copy budget amounts from one scenario to another in the same database, choose *Copy Scenario*.
4. To import budget amounts from a different database, choose *Import Scenario*.

The amounts will be copied only for identical G/L accounts in both databases.



When you create a new fiscal year, the system automatically selects the first budget scenario as the main scenario.

When required, you can base one scenario on another using a factor and update the values manually.

You can change or remove additional budget scenarios later.

Defining Additional Budget Distribution Methods

Use

This setting is optional.

You can specify budget distribution methods in addition to the default distribution methods.

By default, each company in SAP Business One has three available distribution methods:

- Equal
- Ascending Order
- Descending Series

Procedure

1. From the Main Menu, choose *Financials* → *Budget* → *Budget Distribution Methods*.
2. Add additional distribution methods as required.
3. To set a distribution method as default, choose *Set as Default*.

The default distribution method is displayed in the *Budget Scenarios - Setup* window.



You can change or remove additional budget distribution methods later.

Defining Budget

Use

This setting is optional.

You can define budget amounts for each budget-related G/L account.

Procedure

1. From the Main Menu, choose *Financials* → *Budget Setup* → *Budget*.
2. Select the appropriate scenario.
3. To select a range of accounts from the chart of accounts, choose *Find*.
4. In the *Budget Scenarios – Setup* window, choose *OK*.
5. To access all the G/L accounts that are relevant to budget, select *Display Accounts with no Budget*.
6. Enter budget amounts in the *Debit* or *Credit* fields and choose *Update* to save the data.
7. If you are working with a monthly budget, once a budget amount is defined, double-click the row number to distribute the total amount between the different months.



You can update budget amounts at any time.

You can define a budget for a G/L account with existing activity.

Users and Authorizations

Defining Users

Use

This setting is mandatory.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *General* → *Users*.
2. In the *Users – Setup* window enter user details.
3. If required, in the *Defaults* field, select user specific defaults from the *List of User Defaults* window or choose *New* to define new defaults.



You are required to define user-specific defaults, for example, when you work with different warehouses or different bank accounts in different subsidiaries.



User Defaults overwrite other default entries. You can define specific accounts for users in different branches. When a specific account is entered as default, the correct account is automatically entered. This is useful if there are several branches with different warehouses or bank accounts.

You can add permanent remarks to your printed documents within the print default settings for each document. This general remark is user-specific.

Setting User Authorizations

Use

This setting is mandatory.

For more information, see the document *How to Define Authorizations*.

Prerequisites

You have defined users.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Authorizations* → *General Authorizations*.
2. Define the authorizations for the users in your company.

You cannot remove authorizations from a user defined as superuser in the *Users – Setup* window.



If you have more than one user with the same authorization profile, you can drag and drop this profile from one user to another.



Consider dependencies between functionalities when you limit authorizations.

When you limit authorization to a certain document series, you must set the series as default for the user; otherwise the user cannot open the document window.


Displaying and Hiding Main Menu Items

Use

This setting is optional.

You can add or remove items from the Main Menu. This is independent of the authorization settings.

Procedure

1. From SAP Business One toolbar, open the *Main Menu* and choose .
The *Form Settings – Main Menu* window appears.
2. To display a menu item, select the checkbox under the *Visible* column.
3. To hide a menu item, deselect the checkbox.



You can change this user-specific setting at any time.

Activating Data Ownership

Use

This setting is optional.

You can activate or deactivate data ownership authorizations for the entire company. If activated, access will be granted for all sales or purchasing documents and sales opportunities only if the following conditions apply:

- The user has a relationship to the owner
- The relationship is defined as *Full* or *Read-Only*.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Authorizations* → *Data Ownership Exceptions*.
2. To activate data ownership, select *Enable Ownership Filtration*.

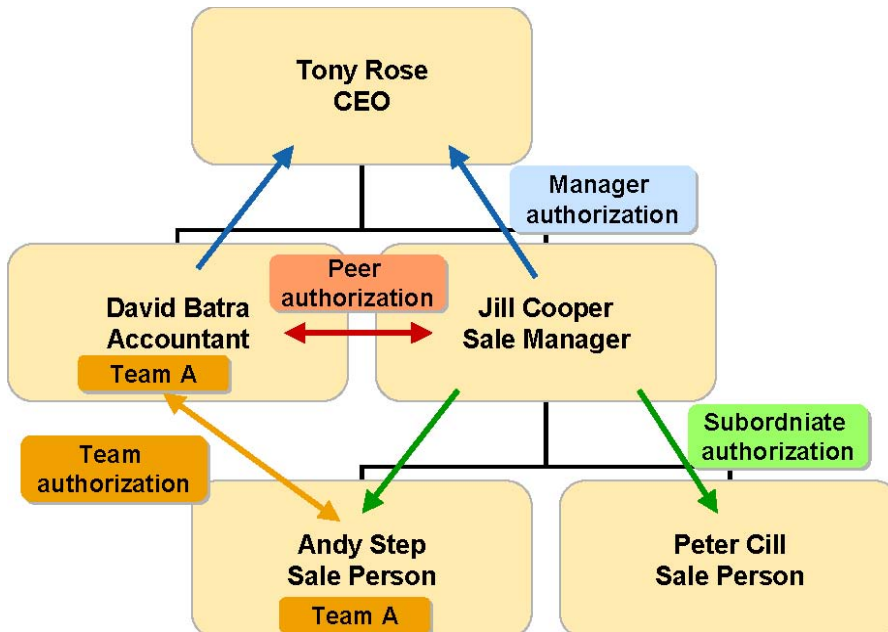


You can activate or deactivate data ownership at any time. If you activate data ownership later, it applies only to those documents that have been entered previously with an owner assigned.

Defining Data Ownership Authorizations

Use

You can define the types of authorizations that apply to employees and to documents. The definition of data ownership authorizations is based on employees and their relationships. For example, managers have access to the documents of their subordinates; Employees in the same team have access to the documents of other team members.



By default, a superuser has full data ownership authorizations to all employee documents.



This feature may require high setup and maintenance efforts depending on the number of employees and the complexity of authorization requirements.

This setting is optional.

Prerequisites

You have defined employees in the *Human Resources* module.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Authorizations* → *Data Ownership Authorizations*.
2. Define the required authorizations in the *Data Ownership Authorizations* window.

Defining Data Ownership Exceptions

Use

You can define how users view documents. You can grant users ownership of the whole document, on the header only or on the header and rows.

This setting is optional.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *Authorizations* → *Data Ownership Exceptions*.
2. In the *Data Ownership Exceptions* window, select *By Header Owner Only* or *By Header and Row Owners* and specify any exception forms.



You can update these settings at any time.



For reports that are executed from the *Drag & Relate* function, the data ownership mechanism will not restrict data viewing. Therefore, we recommend denying *Drag & Relate* authorization for regular users.

In the *Data Ownership Exceptions* window, the *Excluded Forms* tab allows users to configure the extent of data ownership on a form by form basis. Since some form names appear more than once, the list appears to have duplicate forms.

There are forms in the list that currently do not participate in data ownership. Therefore, if a user changes data ownership for one such form, the system will not change its behavior and this user action will have no effect.

Activating Document Approval Procedure

Use

You can enable the use of document approvals for purchasing and sales documents.

If you want to use the Approval Procedure function, this setting is mandatory. You must make this setting together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab.
2. Select *Activate Approval Procedure*.



You can activate or disable this function at any time.

Alerts

Defining Alert Services

Use

These settings are optional. You must make them together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Services* tab.
2. To display the Inbox when a new message arrives, select *Display Inbox When New Message Arrives*.
3. To change the refresh time for your Inbox, enter the time in minutes in the *Update Messages (Min.)* field.
The default is 5 minutes.
4. If required, select *Send Alert for Activities Scheduled for Today*.



The settings are at the user level.

You can change the settings for alert services at any time.

Defining Alerts

Use

These settings are optional. Initially, you should define these settings together with a consultant

Prerequisites

You have defined users.

Procedure

1. From the Main Menu, choose *Administration* → *Alerts Management*.
2. Define alerts according to your requirements.



You can change, deactivate, or remove alerts at any time.

We recommend that you do not remove alerts. Instead, deactivate them if you do not need them.

Defining Address Formats

Use

You can update predefined address formats for different countries, or define completely new address formats.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Address Formats*.
2. Define the printout format for addresses.



You can update the definition of address formats at any time.

Newly created address formats are used only if they are assigned to appropriate countries.

Countries

Defining Countries

Use

These settings are optional.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *Business Partners* → *Countries*.
2. Assign address formats to predefined countries.

If you have created a new address format, you must assign it to the appropriate countries.



You can update the definition of address formats at any time.

Predefined Text

Defining Predefined Text

Use

This setting is optional.

With this setting, you can define text building blocks to be used in opening and closing remarks of a document.

Procedure

1. From the Main Menu, choose *Administration* → *Setup* → *General* → *Predefined Text*.
2. Define a code for the predefined text and enter the text.



You can update these text building blocks at any time. You can also define them when you enter documents.

Services

Defining User Specific Services

Use

These settings are optional.

When you log on, you can determine which services are activated.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Services* tab.
2. Select from the following to specify user-specific behavior for the system when the user logs on.

General Settings - Services Tab

Field name	Description/Activity
<i>Perform Data Check</i>	Activates a system check of the data files for corruption when you log on. Since it can adversely affect system performance, we recommend that you do not select this option.
<i>Open Exchange Rates Table</i>	Opens the <i>Exchange Rates and Indexes</i> window when you log on.
<i>Display Recurring Postings on Execution</i>	Opens the <i>Confirmation of Recurring Postings</i> window when you log on.
<i>Send Alert for Activities Scheduled for Today</i>	Prompts the system to automatically send a message to your Inbox with all the activities scheduled for today, when you log on.
<i>Display Inbox When New Message Arrives</i>	Opens the <i>Messages/Alert Overview</i> window whenever you receive a new message.
<i>Open Window for Credit Voucher Ref. Update</i>	Opens a window that displays credit vouchers without a reference, when you log on. You can update the reference numbers from this window. You also have to specify the planning interval for the due date of the vouchers in days.
<i>Open Postdated Checks Window</i>	Opens a window at log on that displays the postdated checks for which the due date has passed.
<i>Update Messages (Min.)</i>	Enter the time interval in minutes for the system to update the <i>Messages/Alert Overview</i> window.
<i>Screen Locking Time (Min.)</i>	Enter the time of no activity in minutes after which the system locks the screen and displays the login window. If Windows screen locking is activated, this is not needed.



You can change this setting for each user at any time.

Defining Internet and Telephone Services

Use

These settings are required for internet and telephone functionalities.

If a modem is connected to your computer, you can dial directly from SAP Business One using CTRL + double-click on a phone field.

If supported, you can connect directly from SAP Business One to the internet. This is used to import exchange rate information from the internet.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Services* tab.
2. Enter telephone details according to your system requirements.
3. If required, select *Use Proxy Server for Web Connection* and enter connection details.

Display

Setting General Display Options

Use


These settings are optional. The options are applicable to all users.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Display* tab.
2. Set the display options.

The system provides the default values. If specifically required by the customer, we recommend that you change the default values.

General Settings - Display Tab

Field name	Description/Activity
<i>Language</i>	Select the language in which Business One's interface is displayed.
<i>Color</i>	<p>Select the background color for the active windows.</p> <p>To define a background color individually for different windows in various colors, select <i>Combined</i>.</p>  <p>To select a background color for a window, open the required window, choose <i>Window</i> → <i>Color</i> from the menu bar, and select the required color.</p>
<i>Default Length UoM, Default Weight UoM</i>	<p>Select the standard units for various length and weight units for items in Item and Warehouse Management.</p> <p>The system proposes the length and weight units automatically when you define a new item in the system.</p>
<i>Time Format</i>	<p>Select how the system displays time – in 12-Hour or 24-Hour format.</p> <p>If you select the 24-Hour format, the system displays 1 p.m. as 13:00. If you select the 12-Hour format, it is displayed as 1:00.</p>
<i>Date Format</i>	<p>Select how the date is displayed throughout the system.</p> <p>The settings in these fields do not affect how you must enter dates in SAP Business One. However, the system can display the date differently depending on how you enter it.</p>
<i>Separator</i>	Define the character displayed in the date format between the date fields, that is, between the day and month, and month and year.
<i>Ext. Image Processing</i>	To print pictures or barcodes from SAP Business One that require a high resolution, set this value to <i>Full</i> .
<i>No. of Rows in 'List of' Windows</i>	Enter the number of rows for display in <i>Choose From List</i> windows.

Field name	Description/Activity
<i>Decimal Places</i>	Depending on your requirements, define decimal places for the system units. For example, in the case of calculations using cubic measure, you may need to allow more decimal places than the system default.
<i>Display Currency on the Right</i>	Displays the currency or currency symbol on the right side in amount fields. By default, the currency symbol appears on the left of the amount.



You can change these settings at any time.

Setting Background Display

Use

This setting is optional.

You can select a graphic file as a background image.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Font & Bkgd* tab.
2. To select a picture file as the background, choose *Browse*.



You can change this setting for each user any time.

Connecting with External Systems

Defining File Paths

Use

These settings are optional. You must make these settings together with a consultant.

Procedure

1. From the Main Menu, choose *Administration* → *System Initialization* → *General Settings* → *Path* tab.
2. Define the file paths for the following folders:

Field name	Description/Activity
<i>Microsoft Word Templates Folder</i>	This folder contains the Microsoft Word templates that are necessary for document export to MS-Word. System templates are delivered in the <i>WordDocs</i> subfolder in the SAP Business One installation folder.
<i>Microsoft Excel Folder</i>	This folder contains the Excel Macro AutoOpen.xls that is needed for the export to Excel. The macro is located in the <i>ExclDocs</i> subfolder in the SAP Business One installation folder.
<i>Picture Folder</i>	You can select bitmaps from this folder when you assign them, for example, to the business partner master data or item master data.
<i>Attachments Folder</i>	Use this folder to locate attachments to be assigned in SAP Business One, for example, to assign a Website link in a user-defined field.
<i>Extensions Folder</i>	You can store secured images in this folder. Secured images are images such as official stamps, which due to legal requirements can only be saved on your computer as *.dll files and not in regular picture formats. In the Print Layout Designer, you can assign the *.dll file to a field via its Properties window. If a *.dll file is located in this directory, you can print this secured image on a document. Currently, the StampIT add-on uses this, but it can also be used for printing other secured images stored in *.dll files.
<i>Current Scanner</i>	If you have a local scanner, SAP Business One locates it automatically. You can use the scanner to scan images and link them to an object in SAP Business One.
<i>XML File Folder</i>	The system uses this folder to save documents and other data you export to XML.



You can change these settings at any time. We recommend using folders on a server that are accessible for all users.

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