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Introduction

SAP is an ERP (Enterprise Resource Planning) software by the same name of the company. SAP is a German acronym which is spelled in English as “Systems, Applications and Products in data processing”.

SAP Business One gives you access to real-time information through a single system containing financial, customer relationship management, manufacturing, and management control capabilities. The application consists of modules that cover these corresponding areas, and more.

SAP Business One is based on the Microsoft Windows standard.

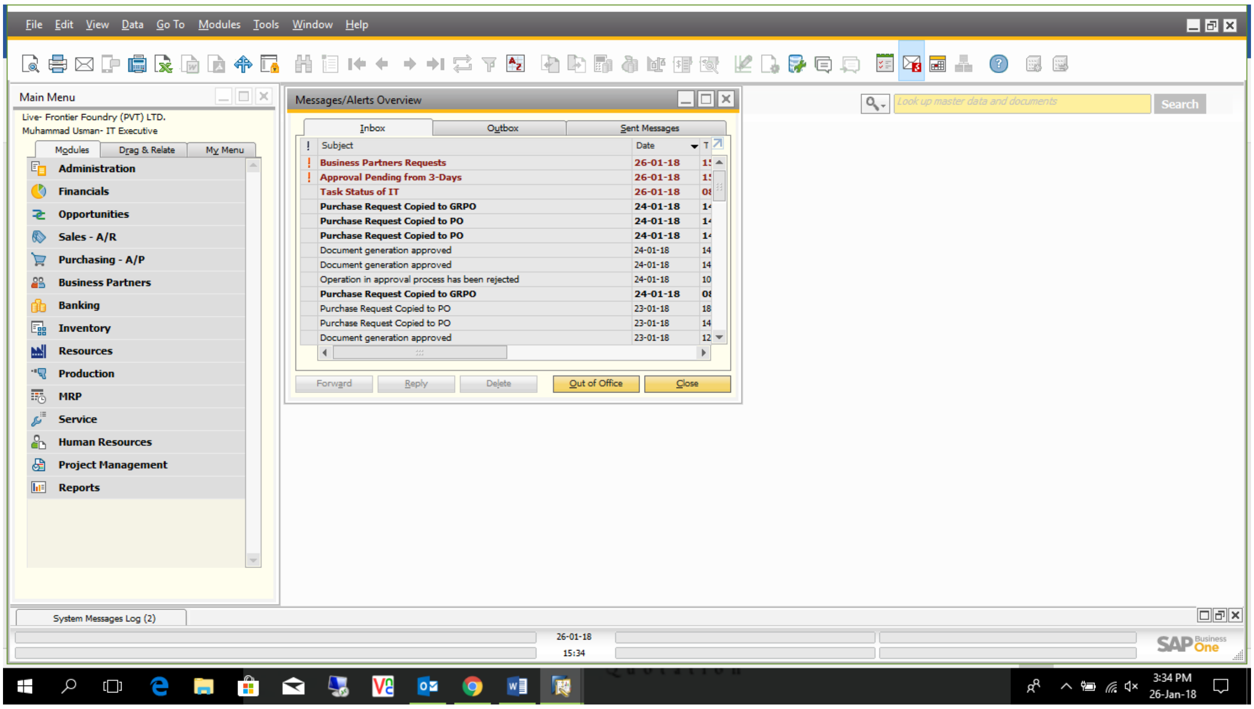
There are two versions of SAP:

- SAP R3 (All in One) for large companies. It has different modules like SD, MM, PM, SF Etc.
- SAP Business One for Small and medium size companies it has an End-to-End solution for a company.

Modules of SAP Business One at FF Steel

- Sales
- Purchasing
- Production
- Finance
- Inventory
- CRM
- HRMS & Payroll (Add on)
- Plant & Maintenance (Add On)

DASHBOARD



MENU BAR

The SAP Business One menu bar is located at the top of the main window and contains the following menu commands:

- File
- Edit
- View
- Data
- Goto
- Modules
- Tools
- Window

The menus in the menu bar change according to the application window that is open at the time.

Keyboard Shortcuts

You can use your mouse, as well as keyboard shortcuts, to access and navigate through menus. Underlined letters in the menu text indicate these shortcuts. To use a keyboard shortcut, hold the Alt key and press the appropriate keyboard letter. The relevant menu appears

Application-Specific Menu Functions

When you launch certain functions of SAP Business One, specific menu entries are added to the Goto menu. These menu entries are available for as long as you are using the function.

FILE MENU

Use the File menu to select the options described below.

File Menu Fields

Menu Command	Description / Activity
Close	Closes the current window.
Save as Draft	Saves the document as a draft.
Page Setup	Let's you change the orientation of text, select paper source and size, and adjust page margins.
Preview	Provides a preview window displaying the open document or report based on the default layout. If the document or report has a layout created with the Crystal Reports software, version for the SAP Business One application as its default, the preview opens in Crystal Reports Viewer.
Preview Layouts	Opens the Choose Layout window, displaying both Crystal Reports and PLD layouts. You can select a layout other than the default layout to view the open document or report. If you select a layout created with the Crystal Reports software, the document or report is displayed in Crystal Reports Viewer.
Print (Ctrl + P)	Opens the standard Microsoft Windows Print window.

Select Layout and Print	Opens the Choose Layout window, displaying both PLD (standard SAP Business One) layouts and layouts created with the Crystal Reports software. Select a layout, choose the OK button, and the standard Microsoft Windows Print window opens.
Print Sequence	Opens the Print Sequence window. Select a print sequence that you want to apply to the open document or report, and choose the Print button.
Send	Sends messages, e-mails, SMS messages, and faxes directly from SAP Business One.
Export	Exports data to the defined applications or XML, and converts layouts to PDF, text, unformatted text, or image.
Lock Screen	Prevents access to your active screen when you are not at your workstation. To unlock your session, enter your user name and password.
Exit (Ctrl + Q)	Closes the SAP Business One application.

Edit Menu

Use the Edit menu to perform standard Microsoft Windows functions.

Edit Menu Fields

Menu Command	Shortcut
Undo (Ctrl + Z)	Reverse your most recent action.
Redo (Ctrl + Shift + Z)	Repeat an action that you just undid.
Cut (Ctrl + X)	Remove data from one place in the document, in order to insert it elsewhere in the document.
Copy (Ctrl + C)	Duplicate data to leave it where it is and also insert it elsewhere in the document.
Paste (Ctrl + V)	Insert data, which you have cut or copied, at the required place in the document.
Delete (Del)	Remove selected data from the document.
Select All	Select the entire field.

View Menu

The View menu contains options that relate to the display functions of SAP Business One . The open window determines which functions are active.

View Menu Options

Menu Option	Description/Activity
User-Defined Fields (Ctrl + Shift + U)	Displays user-defined fields that you have previously created in existing tables, according to your business requirements. For more information, see User-Defined Fields.
System Information (Ctrl + Shift + D)	Displays information in the status bar, such as form number, or item number in a database table.
Pickers Display	Let's you activate or deactivate certain picking functions, for example, a list selection, a date picker, or user-defined values. For more information, see Pickers Display.

Indicators Display	Activated indicators show you which fields can be translated or have user-defined values, and whether you can choose values from a list.
Restore Column Width	Cancels manual changes to column widths in tables and restores default table settings.
Legend (Ctrl + L)	Displays the colors used for highlighting the dynamic information in the Dynamic Opportunity Analysis report.
Translated Values	Displays the translated values of fields that have been translated to the language selected in the current document.
	This option appears only if the option Multi-Language Support is selected in
	Administration
	System Initialization
	Company Details
	Basic Initialization

Data Menu

Use the enabled relevant Data menu options while you perform various actions in SAP Business One. For example, you can add and delete rows, or scroll between the records, when filling in a table.

Goto Menu

The Goto menu is active depending on the window that is currently displayed. The choices in the Goto menu are links, which enable quick access to the window, reports, and specific fields in the window.

For example, when you display an A/R invoice, options such as Base and Target Document, Gross Profit, Payment Means, and Transaction Journal ... are available. You can access many of the Goto menu options from the Context menu.

Modules Menu

The Modules menu contains a list of all modules with their related options. The menu options:

- Are arranged in the same order as the menus in the Main Menu
- Cannot be modified
- May be inactive for unauthorized users

For more information about each of the SAP Business One modules, see Main Menu: Modules Tab.

Tools Menu

The Tools menu in SAP Business One contains a variety of commands that are either active or inactive, depending on the currently open window.

Tools Menu Options

Menu Options	Description/Activity
Layout Designer	Let's you assign layouts or printing sequences for printing. The option is available when most document types or reports are active. For more information, see Layout Designer.
Preview External Crystal Reports File	Let's you preview reports or layouts, created with the Crystal Reports software, that you have not yet imported into SAP Business One.
Form Settings (Ctrl + Shift + S)	Displays the Form Settings Window containing a list of all the fields, rows, and tables that you can arrange in any particular window. The options available to each window depend on the window itself. For example, row and table options are available in sales and purchasing documents.
Change Log	Tracks changes to the authorization system and to different documents and master data in SAP Business One. For more information, see Change Log Window.
Access Log	Displays the access activity of SAP Business One users. For more information, see Access Log Window.
Queries	Used to display and organize system and user-defined queries, run the Query Manager, and select a print layout for a query.
My Menu	Organize or add new options to the user menu. For more information, see Main Menu: My Menu Tab.
My Shortcuts	Select Customize to define your own shortcuts to frequently used windows in SAP Business One, or select one of the previously defined shortcuts. For more information, see Customize User Shortcuts.
User-Defined Values (Shift+ F2)	Enter values, originating from a predefined search process, to any field in SAP Business One (including user-defined fields). For more information, see User-Defined Values.
User-Defined Windows	Displays and manages user-defined windows, which contain additional fields that your business might require for day-to-day activities. For more information, see User-Defined Fields.
Customization Tools	Displays a list of user-defined tables you have previously created in SAP Business One. Your business might require these additional tables for its day-to-day activities.
Default Forms	Displays new business logic or new objects in SAP Business One, based on existing functionality. For more information, see User-Defined Objects.

Window Menu

The Window menu enables you to cascade or close all the open windows, to change the color of a window, to activate a particular open window, and to display or hide the Main Menu.

Window Menu Options

Menu Option	Description/Activity
Cascade	Arranges all the currently open windows so that they partially overlap each other.
Close All	Closes all open windows with the exception of Main Menu.
Color	Let you choose a color for the active window.
Main Menu (Ctrl + 0)	Sets the SAP Business One Main Menu as the active window.
	This is useful if you have closed Main Menu accidentally, or need to bring it to the top of a number of open windows.
Messages/Alerts Overview	Displays the Messages/Alerts Overview window, which shows your E-mail, SMS, and fax messages, and your alerts.
Calendar	Displays the Calendar, so that you can view your meetings, telephone calls, and other activities.
System Messages Log	Displays the System Messages Log window where you can see the last error messages, according to the definition in the General Settings window.
	You can select whether to display all types of messages, error messages, warnings, or information messages only.

In addition, when you open a new window, its name is added to the Window menu. You can then activate the window from that menu. To switch between two or more open windows, press Ctrl+1, Ctrl+2, and so on depending on the number of open windows.

Help Menu

The Help menu enables you to access all the documents provided with the release of SAP Business One you are currently using; provide feedback about the application and documentation; and submit messages to the support center.

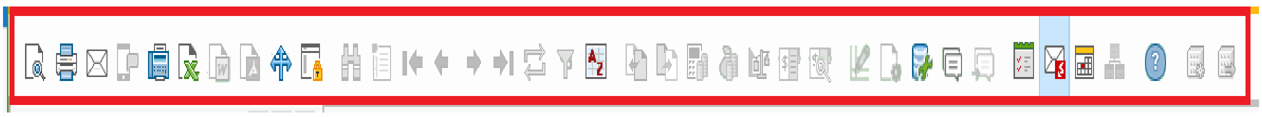
Help Menu Options

Menu Option	Activity/Description
Documentation	This menu item encompasses:
	Online Help: to launch the online help of SAP Business One
	Context Help: to launch the online help page that corresponds to the currently active window in SAP Business One
	What's This? To launch the description of the field at which the mouse is pointing.
	The option is active only if the field is enabled (not read-only).
	Help Settings: to specify the language of the documentation, and whether to launch it from the local machine or directly from the server
Welcome Screen	Enables you to launch the Welcome screen of the application, which includes useful links to documents and training material.
Support Desk	Enables you to:
	Look for SAP Notes and calls submitted to the support center
	Submit a message to the support center
	Run the Restore utilities, following explicit instructions from a support consultant
Your Feedback	Enables you to submit your feedback about application functionality and/or the documentation.
	This option is *not* for submitting messages to the support center.
About	Displays the exact version and build of SAP Business One that you are using.

Toolbar

The toolbar, located below the menu bar, is a collection of icons that provide easy access to commonly used functions. Active functions are shown in color, while inactive ones are grayed out.

The functions represented by the buttons are also available in the menu bar.
To hide or show a toolbar, right-click in the toolbar area and select or deselect, as required.



Toolbar Icons

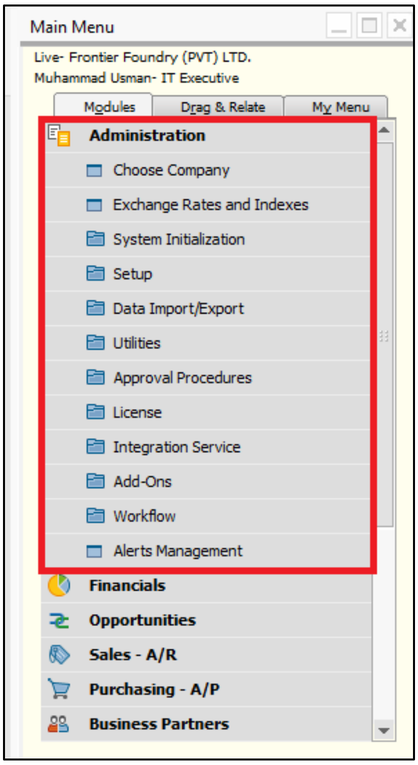
Icon	Description/Activity
(Preview...)	Enables you to view a document before printing. See also Print Preview.
(Print...)	Prints the active document on the specified printer.

(E-mail...)	Displays the Send Message window, in which you add the E-mail address and enter the text of the message.
(SMS...)	Displays the Send Message window, in which you enter the phone number and the text of your SMS message.
(Fax...)	Displays the Send Message window, in which you add the Fax number and enter the text for the fax.
(MS-EXCEL)	Enables you to export data to Microsoft Excel.
(MS-WORD)	Enables you to export data to Microsoft Word.
(PDF)	Enables you to export data as a PDF (portable document format) file.
(Launch Application...)	Enables you to launch different applications directly from SAP Business One. See also Launch Application.
(Lock Screen)	Enables you to lock the active screen. See also File Menu.
(Find)	Switches to Find mode. See also Working in the Find Mode.
(Add)	Switches to Add mode. See also Working in the Add Mode.
(First Data Record)	Enables you to navigate between objects of the same type. See also Data Menu.
(Previous Record)	
(Next Record)	
(Last Data Record)	
(Filter Table...)	Enables you to search and display specific data in SAP Business One. See Filtering Data in SAP Business One.
(Sort Table...)	Enables you to sort data in a table. See Sorting Data in Tables.
(Base Document...)	Displays a document that has been created on the basis of the selected document or as a follow-up to the selected document. For example, you can view the original sales quotation or the subsequent A/R invoice from a delivery.
(Target Document...)	
(Gross Profit...)	Displays the Gross Profit window for a sales document. See Gross Profit.
(Payment Means...)	Enables you to specify payment means for a document. See Payment Means.
(Volume and Weight Calculation...)	Calculates the volume and weight of the items in marketing documents.
(Transaction Journal...)	Displays the Transaction Journal Report with the summary of all the accounting transactions.
(Journal Entry Preview)	Enables you to preview the corresponding journal entry posting before you add a document that generates journal entry. If adding the document triggers more than one journal entry posting, you can preview all at one time. Note If transactions are posted to journal entries, for example, by another user, during journal entry preview, the final journal entry might differ from the one previewed.
(Layout Designer...)	Let's you select a layout or printing sequence and edit layouts for printing documents and reports. See Print Layout Designer and Working with the Crystal Reports Software.
(Form Settings...)	Displays the Form Settings window with the list of options for the active window. You can change these settings to modify the fields, rows, and tables displayed in a window. Additionally, see Tools Menu.
(Query Manager...)	Displays the Query Manager window. For more information about queries, see Query Manager.
(Worklist Messages Overview)	Displays Workflow Worklist window. See Workflow Worklist Window.
(Messages/Alert Overview...)	Displays the Messages/Alerts Overview window, which displays user messages and alerts.

(Calendar...)	The SAP Business One Calendar displays your scheduled meetings, phone calls, and other activities.
(Available to Promise Check)	Displays the ATP Check window. For more information, see Checking ATP.
(Delivery Schedule Management)	Displays the Delivery Schedule Management window. For more information, see Scheduling Deliveries.
(Cash Flow Forecast)	Displays the Cash Flow Forecast window allowing you to view detailed information about the incoming and outgoing cash flows. For more information, see Cash Flow Forecast Window.
(Pervasive Analytics Designer)	Displays the pervasive analytics designer. For more information about working with pervasive dashboards, see the How to Work with Pervasive Analytics guide in the documentation area of SAP Business One Customer Portal at http://service.sap.com/smb/sbocustomer/documentation
(Context Help…)	Displays the SAP Business One online help.

MAIN MENU

Administration



You can use this module to do as follows:

- Specify information about your company and user information in the system, such as the following:
  - Currency exchange rates
  - Authorizations and alerts
  - Approvals
  - Internal mail organization, basic E-mail settings and other information

- Access information from non-SAP software using data import and export functions

- Specify system setup and system parameters
- Perform regular maintenance functions for your system such as backup and restore.

Features

- Choose Company
- Exchange Rates and Indexes
- Initializing the System
- Setup
- Data Import/Export
- Utilities
- Approval Process
- License
- Integration Framework
- Add-Ons
- Working With Workflow
- Setting Up and Working with Alerts
- Send Message
- BI OnDemand Integration Configuration

Financials

This module:

- Includes all functions and reports required for the accounting and financial operations of the company
- Includes all tax-related reports according to the regulations in each country
- Enables you to document all financial and accounting-related transactions

Features

- Chart of Accounts
- Journal Entry
- Journal Vouchers
- Posting Templates
- Recurring Posting
- Reverse Transactions
- Exchange Rate Differences
- Conversion Differences
- Financial Report Templates
- Journal Voucher Report
- Working with Fixed Assets
- Budget
- Cost Accounting
- Financial Reports
- Cash Flow Forecast Window

Sales Opportunities

The Sales Opportunities module lets you track and analyze pending opportunities according to the progress of activities such as meetings, negotiations, and other proceedings in the sales pipeline.

Comprehensive forecasting methods enable you to project potential earnings and prioritize sales activities.

Using the various tabs of the Sales Opportunity window you can process a sales opportunity from creation and field configuration, through updating and reporting, to closure.

Some features of this module include being able to do the following:

- Link a variety of documents
- Designate an owner for a sales opportunity
- Select a different owner for each stage of a sales opportunity
- Determine employee access to the contained information
- Generate table and graphical reports to provide different formats for analysis
  - Analysis can be per stage, per user, or a high-level overview displayed in the Statistics report.
  - Reports can be filtered by such parameters as business partner, sales employee, and time period.

Features

- Managing Sales Opportunities
- Sales Opportunity Reports

Sales A-R

This module covers the entire sales process, from creating quotations for customers and interested parties, to invoicing, creating document drafts, and printing. SAP Business One provides an extensive range of sales documents, each of which pertains to a different stage of the sales process.

You can customize documents to meet special requirements, as follows:

- Combine different types of content in one sales document by making appropriate settings in the Form Settings window.
- Perform batch processing of target documents using the Document Generation Wizard.
- Create letters using the Dunning Wizard to notify customers of their open invoices and to remind them of overdue payments.
- Add predefined text to a document with the built-in text editor.

Features

- Sales Process in SAP Business One
- Sales Quotation
- Sales Order
- Delivery
- Return
- Down Payments
- A/R Invoice
- A/R Invoice + Payment

- A/R Credit Memo
- A/R Reserve Invoice
- Recurring Transactions
- Document Generation Wizard
- Draw Document Wizard
- Managing Document Drafts
- Document Printing
- Dunning Wizard
- Sales Reports
- Goto Menu - Sales and Purchasing Documents
- Additional Information

Purchasing A-P

SAP Business One enables you to manage the entire purchasing process from purchase orders through processing A/P invoices. Furthermore, you can create various reports to analyze purchasing information such as purchase volume analysis, pricing information, vendor liabilities aging, and so on.

Features

SAP Business One supports the following purchasing documents:

- Purchase Quotations
- Purchase Order
- Goods Receipt PO
- Goods Return
- A/P Down Payment Invoice
- A/P Invoice
- A/P Credit Memo
- A/P Reserve Invoice
- Landed Costs

You can customize all purchasing documents to your specific requirements.

Business Partner

The Business Partners module manages all the information relevant for your relationships with customers, vendors, and leads (interested parties), as well as performing and reviewing internal reconciliations for business partners.

Business Partners and Accounts

SAP Business One differentiates between business partners and G/L accounts:

- Business partners are all your company customers, vendors, and leads.
- G/L accounts are all the entities defined in your company's Chart of Accounts, such as expenses, revenues, assets, and liabilities.

SAP Business One connects between business partners and G/L accounts through control accounts that are defined during system initialization, and which may vary for different business partners.

All sales and purchasing transactions are posted to the appropriate control accounts, allowing you to access the overall balance, the balance for customers, and the balance for vendors in one G/L account. In addition, you can access the balance of a specific customer or vendor.

Banking

Use this component to perform all monetary transactions that involve bank accounts, including the following:

- Manual and automatic creation of incoming and outgoing payments for various payment means
- Manual and automatic performance of internal and external reconciliations
- Postdated and cash deposits of checks and credit card vouchers
- Batch and single check printing

Inventory

Use the Inventory module to optimize inventory management, including the following:

- Managing item master data records
- Working with serial and batch numbers
- Managing Inventory transactions, including goods receipts, goods issues, inventory transfers, initial item quantity settings, and inventory counts
- Managing price lists, including period and volume discounts, and special prices
- Working with the pick and pack process
- Generating inventory-related reports

Resources

The Resources module serves as an extension to the Production module; together they provide a base platform for managing light manufacturing processes in SAP Business One.

Using the resources functionality you can perform the following key business functions:

- Manage production capacity
- Monitor complete standard production costing
- Analyze real production variances
- Simplify BOM management
- Use production orders more flexibly

A resource is a commodity, machine, labor, and so on, used to produce goods and services. As opposed to items, resources have capacity available throughout a period of time that can be consumed in a production process. You can define daily resource capacity for each day separately or for a period of time, and then you can assign the capacity to production orders. Consumption of resources in a production process contributes to overall production costs and can be split into underlying cost elements for further accounting purposes.

Production

Production module is used to create and maintain the following:

- Bill of Materials (BOMs) - specifies the quantities of components that make up a product.

- Production Orders - a set of instructions for planning and assembling a production item. It tracks all the material transactions and costs involved in the production process, as well as additional costs, such as labor overhead. SAP Business One supports the following types of production orders:
  - Standard - used for regular production. Components are copied from the item BOM.
  - Special - used to produce items or perform activities on the shop floor that are not based on the Standard BOM.
  - Disassembly - used to report the disassembly of an item with a production BOM. Components are copied from the item BOM.

Material Requirements Planning

The Material Requirements Planning (MRP) module enables you to plan material requirements for a manufacturing or procurement process based on the re-evaluation of existing inventories, demands, and supplies on changing planning parameters (such as lead time determination, make or buy decisions, and holi day planning).
MRP calculates gross requirements for the highest bill of materials (BoM) level, based on existing inventory, sales orders, purchase orders, production orders, forecasts, and so on. It calculates gross requirements at the lowest BOM levels by carrying down net parent demands through the BOM structure. Dependent levels might have their own requirements, based on sales orders and forecasts.
The results of the MRP run are report and recommendations that fulfill gross requirements by taking into consideration the existing inventory levels and existing purchase orders and production orders. The MRP run also takes into account predefined planning rules such as Order Multiple, Order Interval, Minimum Order Quantity, Inventory Level, and so on.

Services

If company provides support services to its customers, or receives support services from your vendors, you can manage all activities related to those services using the service component.
For example, you can:

- Manage the interaction between service representatives and business partners.
- Maintain information on service contracts, items, and serial numbers as well as customer complaints and inquiries.
- Monitor and manage the activities of your service department by using standard and custom reports th at assist managers and support staff with their daily work.
- Optimize the potential of your sales and service departments and generate additional revenue by supporting business functions such as:
  - Service operations
  - Service contract management
  - Service planning
  - Tracking of customer interaction activities
  - Customer support
  - Management of sales opportunities

- Create a knowledge base of solutions for issues raised by your customers. You can manage this knowledge base according to your items; therefore, when a certain problem reoccurs, you can reduce the time required to solve it by searching for solutions by item.

Human Resource

The Human Resources module to enter and maintain information about company employees, and to perform the following related tasks:

- Enter and maintain general and personal employee information, such as age, marital status, passport and ID number, phone numbers, and home and work addresses.
- Manage information regarding employee education, previous job records, results of professional reviews, and absences.
- Analyze employee costs and salaries.
- Create various reports and employee lists to run your business more efficiently.

Project Management

The Project Management module to manage your projects from start to finish, centralizing all project related transactions, documents, and activities. The feature helps you monitor the progress of tasks, stages and phases, analyze budget costs, and generate reports on various aspects of the project, such as stage analysis, open issues, and resources.

Reports

SAP Business One contains an integrated and extensive Reports module that includes reports from the following modules:

- Financials
- Sales Opportunities
- Sales and Purchasing
- Business Partners
- Banking
- Inventory
- Production
- MRP
- Service
- Human Resources

SAP Business One contains many predefined reports that you can analyze in various ways by using the selection and sort functions. Navigating in a report enables you to quickly access the underlying detailed information that it contains.

You can also export all reports to Microsoft Excel and some to a Microsoft Word document. This capability gives you access to data from outside of SAP Business One.