

# SAP Business One



SAP Business One 10.0  
Basics Prozesses  
October 2020

SBO1003-EN

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# Create documents

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There are several ways to create a document:

**1. Create new document**

Open the dialog for the document to be created and enter the content. Each document can be created individually and without prior document. For example in invoice can be created alone without a prior sales order.

**2. Function "Copy to"**

Call "Copy to" function in previous document and copy its content to a new document. The contents is applied accordingly.

**3. Function "Copy from"**

Open the dialog for the new document, enter the customer or supplier code, and use the "Copy from" function to search for previous document(s) from which you want to copy. This process takes a little longer than "Copy to", but contents from several previous documents can be included. This procedure supports the quick creation of collective invoices.

**4. Duplicate for the same BP**

Call up an existing document (duplicate right mouse click) and duplicate it for the same business partner

**5. Duplicate for another BP**

Call up an existing document (duplicate right mouse click) and duplicate it for another business partner

# Change documents / close documents

SAP Business One has integrated financial accounting. This means that the corresponding journal entries are automatically triggered when documents are created. For this reason, posting-relevant information in documents can no longer be changed after the document has been added. Quotations and sales orders do not trigger a journal entry. They are changeable until they are closed. A document is considered closed if it has been canceled or if it has been transferred to a subsequent document using the "Copy to" or "Copy from" function. The following table shows the options for changing various documents.

Sales documents	Quotation	Sales order	Delivery	Returns in sales	Outgoing invoice	Outgoing credit memo
Can the document be changed again after it has been added?	Yes, until it's closed	Yes, until it's closed	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background
How can document be closed?	Sales order with the same or a higher quantity / cancellation	Delivery with the same or a higher quantity / cancellation	Outgoing invoice with the same quantity / return in the same quantity or a combination of outgoing invoice and return	-	Outgoing credit memo with the same quantity / incoming payment or a combination of both	-
Purchase documents		Purchase order	Goods Receipt	Returns in purchasing	Incoming invoice	Incoming credit
Can the document be changed again after it has been added?		Yes, until it's closed	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background
How can document be closed?		Goods receipt with the same or a higher quantity / cancellation	Incoming invoice with the same quantity / return in the same quantity or a combination of outgoing invoice and return	-	Incoming credit memo with the same quantity / outgoing payment or a combination of both	-

# Find documents

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There are several ways to search for a receipt:

**1. Enterprise Search** (see following slides)

**2. Document list**

Example: Open quotation in search mode (Sales order > Quotation) and search for offers for a customer

**3. Open item list**

Sales – A/R > Sales Reports > Open Item List > select the relevant receipt

**4. Relationship map**

If a document is part of a document chain, the relationship map can be opened with any document of the chain (right mouse click on any document and then select relationship map)

# Enterprise Search - SAP Business One "Google"- search



Look up master data and documents Search Search

Important: Toggle between „look up master data and documents“ and „look up menus“ using STRG+F2 or STRG+F3

Anzahl offener Kundenaufträge

▲ 57

Überfällige Verbindlichkeiten

▲ 2.51 M  
EUR

# Enterprise Search - Example: Search customer C20000

The Enterprise Search is like a Google search. The entire database is searched for the search text / search number. All results that contains the search text / search number are displayed according to groupings.

Suchergebnis

Layout ☰ Satz 1-10 von 372 Ressourcen Ansicht 10 20 40

Suchvorlage auswählen ▾ Suchen nach "c20000" ☆

Alle

Stammdaten (3)  
▷ Geschäftspartner (1)  
▷ Ansprechpartner (2)

Verkaufstransaktion (328)  
▷ Ausgangsgutschrift (2)  
▷ Ausgangsrechnung (101)  
▷ Verkaufslieferung (88)  
▷ Kundenauftrag (93)  
▷ Angebot (43)  
▷ Retoure (Verkauf) (1)

Service (10)  
▷ Aktivität (4)  
▷ Serviceabruf (6)

Opportunity (9)  
▷ Opportunity (9)

Bankenabwicklung (22)  
▷ Eingangszahlung (22)

**Aktivität - 5** [Zugehörige finden](#)

Aktivität: P(Kampagne) Tel.: 030/56590-1 Bemerkungen: Kampagne Som...  
Startdatum: 2012-06-06 Startzeit: 1501 Enddatum: 2012-06-06  
Endzeit: 1516 Priorität: 1(Normal) Inaktiv: N(Nein)  
Geschlossen: N(Nein) Typ: Allgemein Thema:  
Zugeordnet von: Robert Leitner Zugeordneter Benutzer: Rober... GP-Code: C20000  
GP-Name: PC Welt GmbH & Co... Ansprechpartner: Christian Gan... Zugeordneter Mitarbeiter:

**Aktivität - 19** [Zugehörige finden](#)

Aktivität: T(Aufgabe) Tel.: 030/56590-1 Bemerkungen: Druckerproble...  
Startdatum: 2012-06-11 Startzeit: 907 Enddatum: 2012-06-11  
Endzeit: 907 Priorität: 1(Normal) Inaktiv: N(Nein)  
Geschlossen: N(Nein) Typ: Allgemein Thema:  
Zugeordnet von: Robert Leitner Zugeordneter Benutzer: Kolma... GP-Code: C20000  
GP-Name: PC Welt GmbH & Co... Ansprechpartner: Christian Gan... Zugeordneter Mitarbeiter:

**Aktivität - 22** [Zugehörige finden](#)

Aktivität: P(Kampagne) Tel.: Bemerkungen: Frühjahr/Somm...  
Startdatum: 2013-02-12 Startzeit: 1943 Enddatum: 2013-02-12  
Endzeit: 1958 Priorität: 1(Normal) Inaktiv: N(Nein)  
Geschlossen: N(Nein) Typ: Allgemein Thema:  
Zugeordnet von: Robert Leitner Zugeordneter Benutzer: Rober... GP-Code: C20000  
GP-Name: PC Welt GmbH & Co... Ansprechpartner: Christian Gan... Zugeordneter Mitarbeiter:

**Aktivität - 34** [Zugehörige finden](#)

Aktivität: P(Kampagne) Tel.: Bemerkungen: Anfrage Verkauf  
Startdatum: 2016-01-10 Startzeit: 1501 Enddatum: 2016-01-10  
Endzeit: 1516 Priorität: 1(Normal) Inaktiv: N(Nein)  
Geschlossen: N(Nein) Typ: Allgemein Thema:  
Zugeordnet von: Robert Leitner Zugeordneter Benutzer: Rober... GP-Code: C20000  
GP-Name: PC Welt GmbH & Co... Ansprechpartner: Christian Gan... Zugeordneter Mitarbeiter:

**Ausgangsgutschrift - 10** [Zugehörige finden](#)

Belegnummer: 10 GP-Code: C20000 GP-Name: PC Welt GmbH & Co...  
Status: C(Geschlossen) Buchungsdatum: 2012-06-18 Fälligkeitsdatum: 2012-06-18  
Belegdatum: 2012-06-18 Gesamt: 952.000000 Bemerkungen: Basierend auf Li...  
Kundenref.nr.: Projekt: Ansprechpartner: Christian Gan...  
Vertriebsmitarbeiter: Verkaufsl... Versandart: UPS Ground Offener Saldo: 0.000000  
Verantwortlicher: Leitner.Robert

◀ 1 2 3 4 5 6 7 8 9 ... 38 ▶

# Text line in documents (Type text)

Sales Order

Customer: C20000  
Name: PC Welt GmbH & Co.KG  
Contact Person: Christian Gander  
Customer Ref. No.:  
BP Currency: EUR

No.: Primär 1020  
Status: Open  
Posting Date: 31.10.2020  
Delivery Date:  
Document Date: 31.10.2020

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item Summary Type: No Summary

#	Type	Item No.	Item Description	Quantity	UoM Name	Unit Price	Discount %	Price after Discount	Tax Cod
1		A00001	1 B. Multifunktionsdrucker 1420	1	Stück	132,00 EUR	0,0000	132,00 EUR	A2
2	T - Text		Instant ink, printer, scanner, fax, wifi, air print						
3							0,0000		A2

Sales Employee: Bill Armstrong  
Owner: Armstrong, Bill

Total Before Discount: 132,00 EUR  
Discount: %  
Freight: →  
 Rounding: 0,00 EUR  
Tax: 25,08 EUR  
Total: 157,08 EUR

Remarks:

Add & View Cancel Copy From Copy To



# Predefined text for documents

Administration > Setup > General > Predefined Text

Sales Order

Customer: C20000  
Name: PC Welt GmbH & Co.KG  
Contact Person: Christian Gander  
Customer Ref. No.:  
BP Currency: EUR

No. Print  
Status  
Posting Date  
Delivery Date  
Document Date

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item

#	Type	Item No.	Item Description	Quantity	UoM Name	Unit Price	Discount %
1		A00001	J.B. Multifunktionsdrucker 1420	1	Stück	132,00 EUR	0,0000
2	T		Instant ink, printer, scanner, fax, wifi, air print				
3	T - Text		We wish you a Merry Christmas...				
4							0,0000

Text blocks can be defined and used flexibly in documents:

1. Select document
2. Select "Text" in the type field
3. Select predefined texts in the print field
4. Select text block

OK Cancel Insert Predefined Texts

List of Predefined Text

Find

#	Text Code	Text
1	AGB	Dies sind unsere AGBs.
2	Belegfuss_Textbox1	Unternehmensname Strasse ...
3	Belegfuss_Textbox2	Fon +49 7191 12 34 56 Fax ...
4	Belegfuss_Textbox3	Geschäftsführer Martin Must...
5	Belegfuss_Textbox4	Bankname IBAN: DE512 345...
6	Belegkopf_Storno	Der vorliegende Beleg wurde...
7	Christmas 2020	We wish you a Merry Christ...
8	Weihnachten 2020	Wir wünschen frohe Weihna...

Choose Cancel New

# Add fields to documents

**Form Settings ...**

Look up master data and documents

Sales Order

Customer Name, Contact Person, Customer Ref. No., Local Currency

No. Primär, Status Open, Posting Date 31.10.2020, Delivery Date, Document Date 31.10.2020

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item | Summary Type: No Summary

#	Type	Item No.	Item Description	Quantity	UoM Name	Unit Price	Discount %	Price after Dis
1							0,0000	

Sales Employee: -Kein Vertriebsmitarbeiter- | Owner

Remarks

Total Before Discount, Discount, Freight, Rounding, Tax, Total: 0,00 EUR

Add & View | Cancel | Copy From | Copy To

**Form Settings - Sales Order**

Select UI Template **Select table format** Apply

Table Format | Row Format | Document

Find Next

Column	Visible	Active
#	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item No.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BP Catalog No.	<input type="checkbox"/>	<input type="checkbox"/>
Item Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bar Code	<input type="checkbox"/>	<input type="checkbox"/>
Mfr No.	<input type="checkbox"/>	<input type="checkbox"/>
Serial No.	<input type="checkbox"/>	<input type="checkbox"/>
Factor 1	<input type="checkbox"/>	<input type="checkbox"/>
Factor 2	<input type="checkbox"/>	<input type="checkbox"/>
Factor 3	<input type="checkbox"/>	<input type="checkbox"/>
Factor 4	<input type="checkbox"/>	<input type="checkbox"/>
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK | Cancel | Restore Default

## Add field

Check the visible column

## Remove fields

Delete the check mark in the visible column

## Field visible but not changeable

Set a checkmark for visible but not for active

# Add fields to lists / filter field values in lists

The screenshot shows the SAP Open Items List interface. The main window displays a list of items with columns for Doc. Series, Doc. No., Installment No., Customer Code, Customer Name, Days Overdue, Customer Ref. No., Due Date, and Amount. Two callout boxes highlight the 'Filter' and 'Form settings ...' icons in the top toolbar.

The 'Filter Table' dialog is open, showing a table with columns for #, Field, Rule, Value, and To Value. A callout box titled 'Add filter' provides instructions:

- Call up the list
- Activate filter
- Define rule

The 'Form Settings - Open Items List' dialog is also open, showing a table of columns with 'Visible' and 'Active' checkboxes. A callout box titled 'Spalten hinzufügen' provides instructions:

- Liste aufrufen
- Formulareinstellungen aktivieren
- Feld in neuer Zeile selektieren

# Define the language in the business partner master data

Business Partners > Business Partner Master Data

Business Partner Master Data

Code:

Name:

Foreign Name:

Group:

Currency:

Federal Tax ID:

Local Currency:

Account Balance:

Goods Receipt POs:

Purchase Orders:

General | Contact Perso... | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

Tel 1:

Tel 2:

Mobile Phone:

Fax:

E-Mail:

Web Site:

Shipping Type:

Password:

Factoring Indicator:

BP Project:

Industry:

Business Partner Type:

Contact Person:

ID No. 2:

Unified Federal Tax ID:

Remarks:

Buyer:

Territory Language:

GLN:

Personal Data Protection

Natural Person

Status:

Alias Name:

Active

Inactive

Advanced

From:  To:

Block Sending Marketing Content

Remarks:

Update Cancel You Can Also

# Define the language in the document (e.g. sales order)

Sales – A/R > Sales Order

Basically, the language should be defined in the GP master, in this case it is called automatically in every document. However, if a document is created only once in a different language, it makes sense to adapt the language in the document logistics tab.

The screenshot shows the SAP Sales Order document editor. The window title is "Sales Order". The top section contains customer and document details:

Customer	C20000	No.	Primär	1020
Name	PC Welt GmbH & Co.KG	Status		Open
Contact Person	Christian Gander	Posting Date		31.10.2020
Customer Ref. No.		Delivery Date		31.10.2020
Local Currency		Document Date		31.10.2020

The middle section has tabs for Contents, Logistics, Accounting, Electronic Documents, and Attachments. The Logistics tab is active and highlighted with a yellow box. It contains the following fields:

- Ship To: Lieferadresse (dropdown), Neumannstr. 35, 13189 Berlin GERMANY
- Bill To: Rechnungsempfänger (dropdown), Goethestr. 24, 10625 Berlin GERMANY
- Shipping Type: UPS Ground
- Print Picking Sheet:
- Language: German (dropdown, highlighted with a yellow box)
- Procure Non Drop-Ship Items:
- Procure Drop-Ship Items:
- Approved:
- Allow Partial Delivery:
- Pick and Pack Remarks:
- BP Channel Name:
- BP Channel Contact:

The bottom section contains sales employee and financial summary information:

Sales Employee	Bill Armstrong	Total Before Discount	132,00 EUR
Owner	Armstrong, Bill	Discount	%
		Freight	
		Rounding	<input type="checkbox"/>
		Tax	25,08 EUR
		Total	157,08 EUR

At the bottom, there are buttons for OK, Cancel, Copy From, and Copy To.

# Translate item master data

Inventory > Item Master Data

The following fields must be translated in the article master data:

1. Description / name of the article
2. Name Purchasing Unit of Measure (Purchasing tab)
3. Name Sales Unit of Measure (Sales tab)

To translate values, click on the respective field. A globe symbol appears in the right corner of this field. Click on the globe. The text for a foreign language can now be entered.

The screenshot shows the 'Item Master Data' window for item A00001. The description field 'J.B. Multifunktionsdrucker 1420' is highlighted with a yellow box and labeled '1'. A yellow arrow points from this box to the 'Übersetzungen' dialog box.

**Übersetzungen**

Tabelle	Artikel	
Feld	Artikelbeschreibung	
Kenzeichen	A00001	
Standardbeschreibung	J.B. Multifunktionsdrucker 1420	
Übersetzte Werte		
#	Sprache	Übersetzung
1	English	Druckername in E
2		

**WARNING:** For languages with localization (e.g. English and English UK) consider to use a uniform language.

The top screenshot shows the 'Purchasing Data' tab. The 'Purchasing UoM Name' field is highlighted with a yellow box and labeled '2'. A yellow arrow points from this box to the 'Sales Data' tab.

The bottom screenshot shows the 'Sales Data' tab. The 'Sales UoM Name' field is highlighted with a yellow box and labeled '3'.

# Translate payment terms and shipping types

Administration > Setup > Business Partners > Payment Terms and Administration > Setup > Inventory > Shipping Types

1. Call up / mark the terms of payment / shipping method
2. Press globe icon
3. Select language
4. Enter the translation and confirm

Payment Terms - Setup

Payment Terms Code: **Net 30 days** (1)

Due Date Based on: Document Date

Start From: + 0 Months + 30 (2)

Tolerance Days:

No. of Installments:

Open Incoming Payment: No

Cash Discount Name:

BP Fields

Total Discount %:

Interest % on Receivables:

Price List: Basis Preisliste

Max. Credit:

Commitment Limit:

Translations

Table: Payment Terms

Field: Payment Terms Code

Code: 2

Default Description: Netto 30 Tage

Translated Values

#	Language	Translation
1	German	Netto 30 Tage
2		

(3) (4)

**WARNING: For languages with localization (e.g. English and English UK) consider to use a uniform language.**

# Show translated values in documents

Open document, View > Beleg aufrufen, Ansicht > Übersetzte Werte

1. Open document
2. View > Übersetzte Translated Values
3. The translated values are shown

The screenshot shows the SAP Sales Order document interface. The 'View' menu is open, and 'Translated Values' is selected. The document header shows the following details:

No.	Primär	1019
Status		Closed
Posting Date		30.10.2020
Delivery Date		30.10.2020
Document Date		30.10.2020

The item table shows the following data:

#	Type	Item No.	Item Description	Quantit	UoM Name	Unit Price	Discount %	Price after Discount
1		A00001	J.B. Multifunktionsdrucker 1420	1	Stück	132,00 EUR	0,0000	132,00 EUR

The document summary shows the following totals:

Total Before Discount	132,00 EUR
Discount	%
Freight	
Tax	25,08 EUR
Total	157,08 EUR



# Print documents in foreign language

Open document

1. Open document, aufrufen, select layout designer
2. Select layout for corresponding foreign language
3. Set as Default

4. Set as Default for Specific BP
5. Select 3 more (...)
6. Check to select relevant business partners
7. Select update for Business Partners
8. Select update for Layout and Sequence

Sales Order

Customer: C20000  
Name: PC Welt GmbH & Co.KG  
Contact Person: Christian Gander  
Customer Ref. No.:  
Local Currency:

No.: Primär 1019  
Status: Closed  
Posting Date: 30.10.2020  
Delivery Date: 30.10.2020  
Document Date: 30.10.2020

Contents

#	Type	Item No.
1		A00001

Layout and Sequence

Choose Document Type: Auftrag (Artikel)

#	Layout	Type
1	A/R Sales Order (Item) - CR (DE) (System)	Layout - CR
2	Auftragsbestätigung (DIN) (System)	Layout - PLD
3	conesprit_template_Kundenauftrag	Layout - CR
4	conesprit_template_Kundenauftrag_E	Layout - CR
5	Kundenauftrag (Artikel) - CR (DE) (System)	Layout - CR
6	Kundenauftrag (System)	Layout - PLD
7	Order Confirmation (DIN) (System)	Layout - PLD
8	Sales Order (System)	Layout - PLD

Default Layout

Set as Default for All Users  
 Set as Default for Current User  
 Set as Default for Specified Users  
 Set as Default for all BPs (for Whom a Default Layout Has Not Been Assigned)  
 Set as Default for Specified BP

Business Partners - Selection Criteria

#	BP Code	BP Name	Language
1	C20000	PC Welt GmbH & Co.KG	German

The document is not associated to the template in the foreign language. The same process must be carried out for all other document types (e.g. invoice) in order to select a foreign language template as default for this BP.



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conesprit GmbH  
Hans-Gaugler-Weg 14  
71522 Backnang  
Germany  
[conesprit.de](http://conesprit.de)  
[business-one-consulting.com](http://business-one-consulting.com)

Contact person  
Katrin Douverne  
**Email:** [katrin.douverne@conesprit.de](mailto:katrin.douverne@conesprit.de)  
**Tel.:** +49 7191 18 70 190  
**Fax:** +49 7191 18 70 191