

# SAP Business One



SAP Business One 9.3  
Purchasing  
October 2020

SBO1005-EN

# Table of contents

---

- Create documents
- Purchasing Process Relationship Map
- Purchase process from order to credit note
- Change documents / close documents

# Create documents

---

There are several ways to create a document:

**1. Create new document**

Open the dialog for new document and enter contents. Each document can be created individually and new without prior document. E.g. no purchase order to be created for an A/P invoice. A/P invoices can be created directly.

**2. Use "Copy To" function**

Open base document and copy its contents to a new document using the "Copy To" function. The contents of the base document is copied into the new document.

**3. Use "Copy From" function**

Open the document, which should be created. Enter vendor code and use the "Copy From" function. Find and select corresponding preceding document(s) from the contents should be copied from. This method takes a little longer than "Copy To", but contents from several predecessor documents can be copied. This procedure supports a fast creation of collective A/P invoices.

**4. Use duplicate function for the same business partner**

Open existing document (right mouse click duplicate) and duplicate document for the same business partner

**5. Duplicate for other business partner**

Open existing document (right mouse click duplicate) and duplicate for another business partner

# Open purchasing documents

Purchasing documents can be opened for the first time using the **module bar (1)** or the **Workbench Purchasing Process (2)**.

The screenshot displays the SAP S/4HANA interface. At the top, there is a menu bar (File, Edit, View, Data, Go To, Modules, Tools, Window, Help) and a toolbar with various icons. Below the menu bar, the 'Sales - A/R' module is selected, and a yellow box labeled '1' highlights the 'Purchasing - A/P' module bar. The module bar lists the following items:

- Purchase Blanket Agreement
- Purchase Request
- Purchase Quotation
- Purchase Order
- Goods Receipt PO
- Goods Return Request
- Goods Return
- A/P Down Payment Request
- A/P Down Payment Invoice
- A/P Invoice
- A/P Credit Memo
- A/P Reserve Invoice
- Recurring Transactions
- Recurring Transaction Templates
- Landed Costs
- Procurement Confirmation Wizard
- Purchase Quotation Generation Wizard
- Document Printing
- ▢ Purchasing Reports

In the main workspace, a yellow box labeled '2' highlights the 'Purchasing Process' flowchart. The flowchart shows the following steps:

- Purchase Request (with a blue plus icon)
- A/P DP Invoice (with a blue plus icon)
- Purchase Order (with a blue plus icon)
- Goods Receipt PO (with a blue plus icon)
- A/P Invoice (with a blue plus icon)
- Outgoing Payments (with a blue plus icon)
- Goods Return (with a blue plus icon)
- A/P Credit Memo (with a blue plus icon)
- Vendor (with a blue plus icon)
- Purch. Reports (with a blue plus icon)

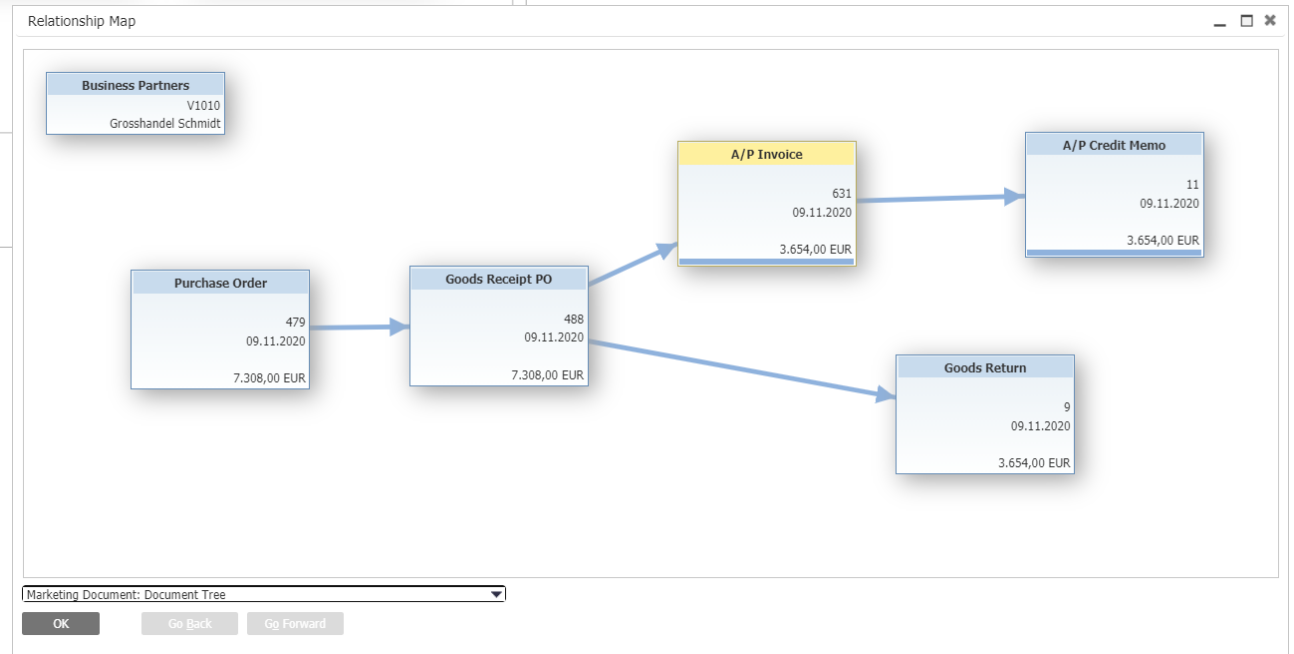
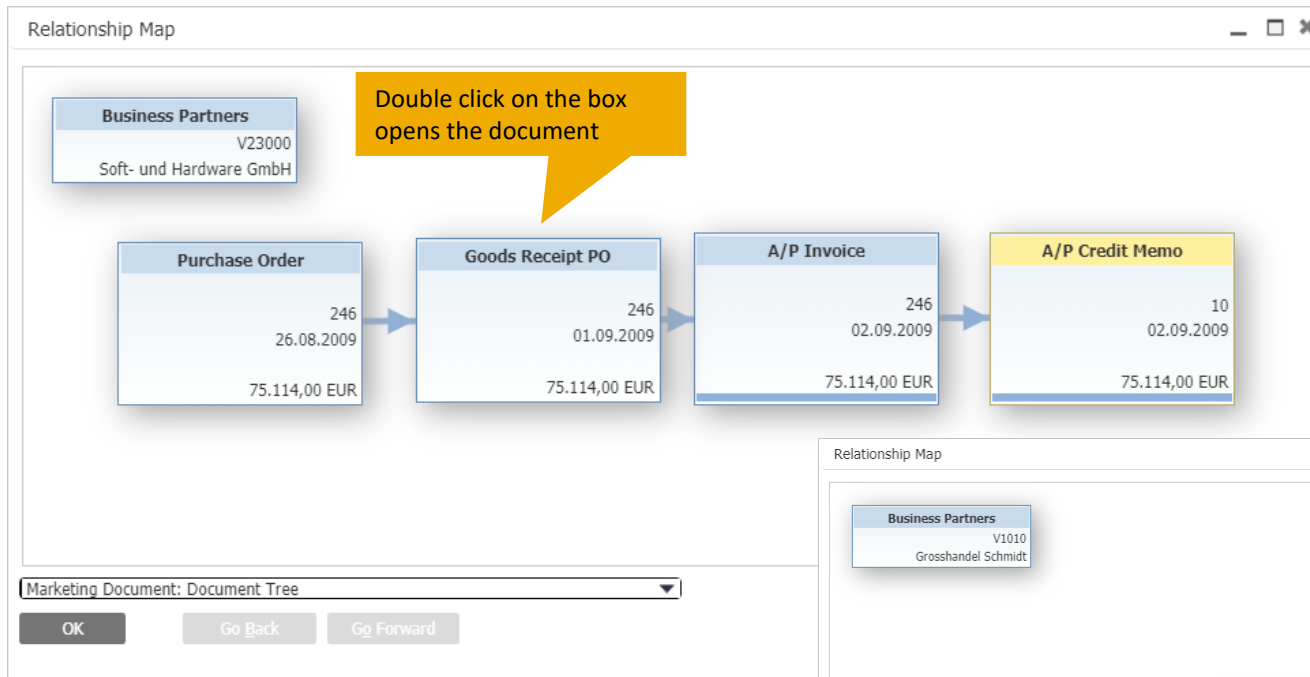
The flowchart also includes a 'Vendor' icon and a 'Purch. Reports' icon. The flow starts with 'Purchase Request' leading to 'Purchase Order', 'Goods Receipt PO', and 'Goods Return'. 'Purchase Order' leads to 'A/P DP Invoice' and 'A/P Invoice'. 'A/P DP Invoice' leads to 'A/P Invoice'. 'A/P Invoice' leads to 'Outgoing Payments' and 'A/P Credit Memo'. 'Outgoing Payments' leads to 'Vendor'. 'A/P Credit Memo' leads to 'Purch. Reports'.

# Relationship map: From Purchase Order to A/P Credit Memo

When documents are created using the "Copy To" and "Copy From" functions, SAP Business One records a coherent document flow. This can be viewed by opening one of the documents and calling up the "Relationship Map" function with the right mouse button.

Double-clicking on the respective document field opens the corresponding document.

A red bar below the document box indicates that the document is partially or completely open. The yellow marking indicates that the relationship plan has been opened via this document.



# Purchasing process: Create Purchase Order

Purchasing – A/P > Purchase Order

Purchase Order - Split

Vendor: V23000  
 Name: Soft- und Hardware GmbH  
 Contact Person: Peter Ottermann  
 Vendor Ref. No.:  
 BP Currency: EUR

No. Primär 480 - 0  
 Status: Open  
 Posting Date: 09.11.2020  
 Delivery Date: 09.11.2020  
 Document Date: 09.11.2020

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: Item

#	Type	Item	BP Catalog No.	Item Description	Quantity	UoM Name	Unit Price	Discount %	Price after Discount	Tax	Total (LC)	Project	Open Qty	In Stock	Committed
1		AG0002		J.B. Multifunktionsdrucker 1111	1		72,00 EUR	0,0000	72,00 EUR	V1	72,00 EUR		1	1.904	22
2	T	Text line 1													
3		AG0003		Workstation	1			0,0000		V1			1		
4	T	Text line 2													
5								0,0000		V1					

Buyer: Kora Adelheid  
 Owner: Adelheid, Kora

Remarks:

Add & View | Cancel

Total Before Discount: 72,00 EUR  
 Discount: %  
 Freight: →  
 Rounding: 0,00 EUR  
 Tax: 5,04 EUR  
 Total Payment Due: 77,04 EUR

Copy From | Copy To

1. Select vendor by code
2. Optional: Exchange contact person
3. Optional: Enter vendor reference number
4. Select article via article code
5. Enter quantity
6. Optional: Enter price if it is not stored in the price list
7. Enter desired delivery date
8. Check tax codes
9. Optional: Modify warehouse, free text, etc.
10. Optional: Insert a text line, select a text line (T) in the Type column
11. Optional: Add discount
12. Optional: Change the delivery address in the Logistics tab
13. Add & View

Current document is closed. The document is viewed afterwards for reconciliation purposes.

In the background the available stock is increased.

# Purchasing process: Create Goods Receipt PO based on a Purchase Order

Purchasing – A/P > Goods Receipt PO

**Goods Receipt PO**

Vendor:  No. Primär 489  
 Name:  Status Open  
 Contact Person:  Posting Date 09.11.2020  
 Vendor Ref. No.  Due Date 09.11.2020  
 Local Currency:

Document Date 09.11.2020

Contents

Logistics

Accounting

Electronic Documents

Attachments

#	Type	Item No.	BP Catalog No.	Item Description	Quantity	UoM Name	Unit Price	Discount %	Price after Discount	Tax Code	Total (LC)	Whse	Proj
1		A00002		J.B. Multifunktionsdrucker 1111	1		72,00 EUR	0,0000	72,00 EUR	V1	72,00 EUR	01	
2	T	Text line 1											
3		AG00003		Workstation	1			0,0000		V1		01	
4	T	Text line 2											
5								0,0000		V1			

Buyer:

Owner:

Remarks:

Price before Discount: 72,00 EUR

Discount: 0,00 EUR

Price after Discount: 5,04 EUR

Payment Due: 77,04 EUR

**4**

Open existing purchase order via Enterprise Search or list of sales orders  
 Copy To: G. Receipt PO

1. Optional: Enter vendor reference number
2. Optional: Adjust quantity
3. Optional: Modify any other fields
4. Add & View

Current document is closed. The document is viewed afterwards for reconciliation purposes.

The purchase order document is now closed if the quantity of items receipt is the same as in the order or if it is greater than the quantity in the order (overdelivery). Otherwise, the purchase order remains open until the remaining quantity is receipt or the order is closed manually.  
 In the background, the stock level is now increased.

7

# Purchasing process: Create A/P Invoice based on a Goods Receipt PO

Purchasing – A/P > A/P Invoice

**A/P Invoice**

Vendor:  No. Primär 632  
 Name: Soft- und Hardware GmbH Status: Open  
 Contact Person: Peter Ottermann Posting Date: 09.11.2020  
 Vendor Ref. No.:  Due Date: 09.12.2020  
 Local Currency:  Document Date: 09.11.2020

**1**

**5**

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type:  **6** Summary Type: No Summary

#	Type	Item No.	BP Catalog No.	Item Description	Quantity	UoM Name	Unit Price	Discount %	Price after Discount	Tax Code	Total (LC)	Whse	Projec
1		A00002		J.B. Multifunktionsdrucker 1111	1		72,00 EUR	0,0000	72,00 EUR	V1	72,00 EUR	01	
2	T	Text line 1											
3		AG00003		Workstation	1			0,0000		V1		01	
4	T	Text line 2											
5								0,0000		V1			

Buyer Owner:

Payment Order Remarks

**7**

Open existing goods receipt PO via Enterprise Search or list of deliveries  
 Copy To: A/R invoice

1. Optional: Adjust vendor reference number
2. Optional: Adjust quantity
3. Optional: Adjust price
4. Optional: Enter discount
5. Optional: Adjust payment terms in the Accounting tab
6. Optional: Adjust other fields
7. Add & View

Current document is closed. The document is viewed afterwards for reconciliation purposes.

The Goods Receipt PO document is now closed when the quantity of items in the A/P invoice is the same as in the Goods Receipt PO. Otherwise, the goods receipt PO document remains open until the remaining quantity is received as an A/P invoice.  
 In the background, the expense as well as the liability to the vendor is posted.

Total Before Discount: 72,00 EUR  
 Discount:  % **4**  
 Total Down Payment:   
 Freight:   
 Rounding: 0,00 EUR  
 Tax: 5,04 EUR  
 Total Payment Due: 77,04 EUR  
 Applied Amount:   
 Balance Due: 77,04 EUR



# Purchasing process: Journal Entry

Purchasing – A/P > A/P Invoice

Journal Entry
– □ ×

Series	Number	Posting Date	Due Date	Doc. Date	Remarks	<input type="checkbox"/> Revaluation Reporting Exch. Rate		
Primär	3986	09.11.2020	09.12.2020	09.11.2020	A/P Invoices - V1010			
Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project	<input type="checkbox"/> EU Report	
PU	631	4005						
Trans. Code	Ref. 1	Ref. 2	Ref. 3					
	631							

Blanket Agreement

Contents

Attachments

▶ Expand Editing Mode

#	G/L Acct/BP Code	G/L Acct/BP Name	Debit	Credit	Remarks Template	Tax Group	Federal Tax ID	Receipt Num
1	➔ V1010	Grosshandel Schmidt		3.654,00 EUR				
2	➔ 1576	Vorsteuer 19%	504,00 EUR			V2		
3	➔ 1795	Wareneingangsverrechnungskonto	3.150,00 EUR					

By right-clicking on the A/R invoice, the automatically generated journal entry can be viewed.

	3.654,00 EUR	3.654,00 EUR
--	--------------	--------------

Display in FC
  Display in SC

# Purchasing process: Create A/P Credit Memo based on an A/P Invoice

Einkauf > Eingangsgutschrift

**Eingangsgutschrift**

Lieferant → 0200003  
 Name Computerfachhandel GmbH  
 Ansprechpartner → Meier, Tom  
 Lieferantenref.nr.  
 Hauswährung

Nr. Primär 9900000  
 Status Offen  
 Buchungsdatum 12.01.2020  
 Fälligkeitsdatum 12.01.2020  
 Belegdatum 12.01.2020

Inhalt

Logistik

Buchhaltung

Anhänge

Artikel/Serviceart Artikel Zusammenfassungstyp Keine Zusfg.

#	Typ	Text	Artikelnr.	Artikelbeschreibung	Menge	ME-Name	Stückpreis	Gesamt (HW)	Steuerkennzeichen	Lager	Lieferdat.	Freitext
1			→ 0300001	Drucker	1.000	Stück	30,00 EUR	30.000,00 EUR	V2	→ 02	12.01.2020	
2	T	Textzeile										
3			→ 0300002	Maus	2.000	Stück	5,00 EUR	10.000,00 EUR	V2	→ 02	12.01.2020	
4	T	Textzeile										
5									V2			

**Einkäufer**  
Eigentümer

**Bemerkungen**

Gesamt vor Rabatt 40.000,00 EUR  
 Rabatt %  
 Anzahlung gesamt  
 Fracht →  
 Rundung  
 Steuer 7.600,00 EUR  
 Haben Gesamt 47.600,00 EUR  
 Angewandter Betrag 47.600,00 EUR  
 Offener Saldo

Hinzufügen

Abbrechen

Kopieren von

Kopieren nach

Open existing A/P invoice via Enterprise Search or list of invoices  
 Copy To: A/P Credit Note

1. Optional: Enter vendor reference number
2. Optional: Adjust quantity
3. Optional: Customize other fields
4. Add & View

Current document is closed. The document is viewed afterwards for reconciliation purposes.

The A/P invoice document is now closed when the quantity of items in the A/P credit memo is the same as in the A/P invoice. Otherwise, the A/P invoice remains open until the remaining quantity is paid or credited.

If it is determined before the A/P invoice is received that items sent do not meet the requirements, a return is created instead of a credit memo. This can be created from the goods receipt using the "Copy To" function. In the background the article stock is increased again.

# Change documents / close documents

SAP Business One has integrated financial accounting. When documents are created, the corresponding journal entries are automatically posted. For this reason, posting-relevant information in documents cannot be changed after the document has been added. Purchase quotations and purchase orders do not create journal entries. They can be modified until they are closed. A document is considered closed when it has been cancelled or when it has been transferred to a subsequent document using the "Copy To" or "Copy From" function. The following table shows the possibilities to modify different documents.

Purchase Document		Purchase Order	Good Receipt PO	Goods Return	A/P Invoice	A/P Credit Memo
Can the document be changed again after adding it?		Yes, until it is 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 documents be closed?		Goods receipt PO with the same or a higher quantity / cancellation	A/P invoice with the same quantity / return in the same quantity or combination of A/P invoice and return	-	A/P credit memo with same quantity / outgoing payment or combination of both	-



### Disclaimer of liability

The information in this publication was compiled from data that were assumed to be correct; however, we do not assume any liability or guarantee for the correctness and completeness of the information.

Although we have prepared this publication with care, it cannot be ruled out that it is incomplete or contains errors. The publisher, its managing directors, executives or employees are therefore not liable for the correctness and completeness of the information. Any inaccuracies or incompleteness of the information do not constitute liability, neither for direct nor for indirect damage.

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