

SAP Business One 10.0 Basics – Purchasing

EN-SBO1005

[▶ Start your free online demo now](#)



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 Business One user interface. At the top, there is a menu bar with options: File, Edit, View, Data, Go To, Modules, Tools, Window, Help. Below the menu bar is a toolbar with various icons. The main area is divided into two parts:

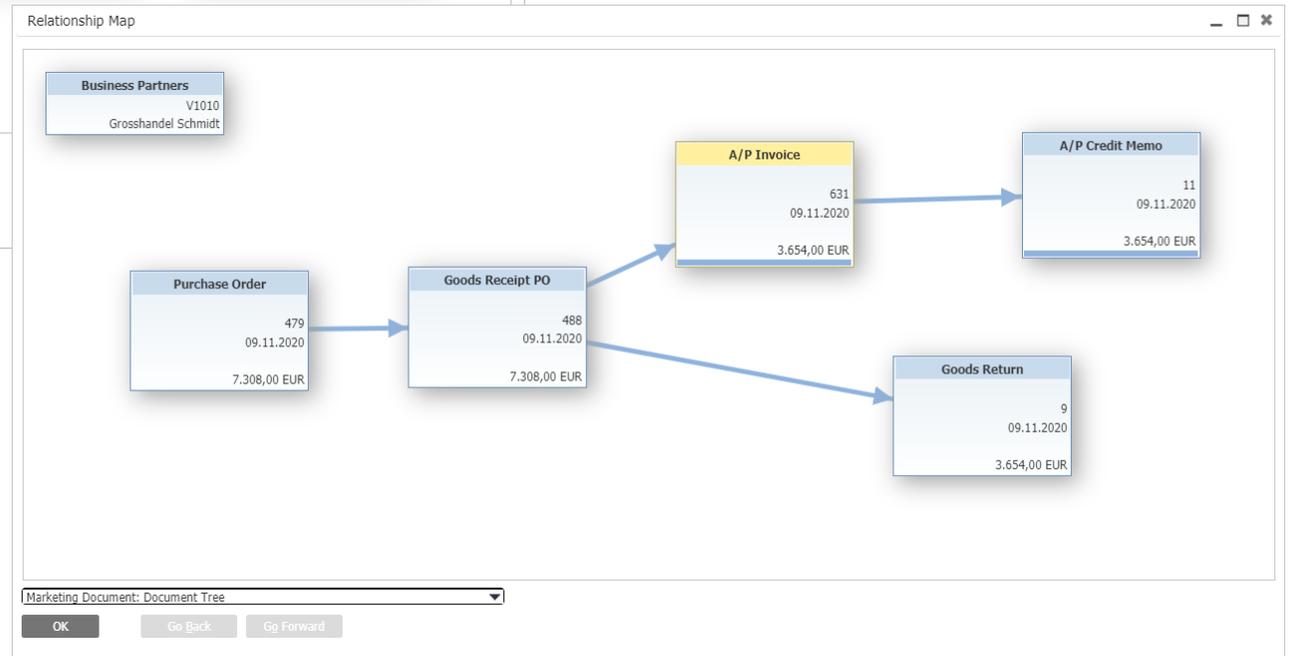
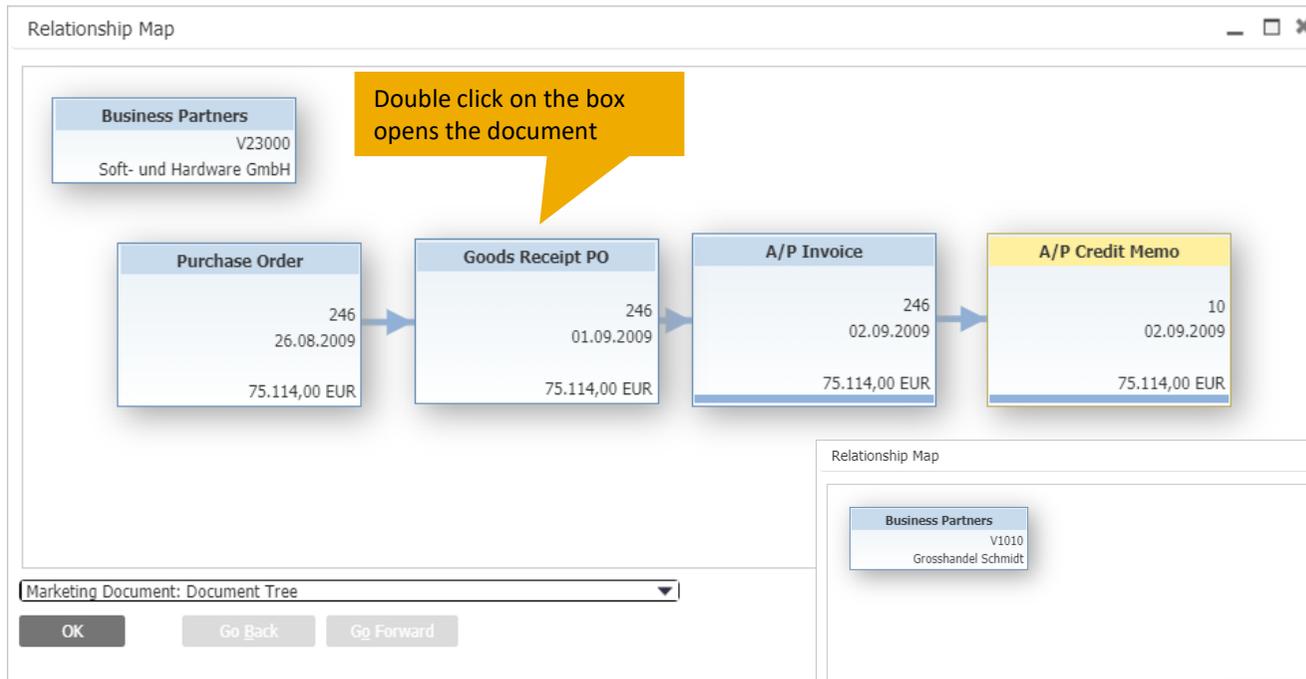
- Module Bar (1):** A vertical list of modules on the left side, highlighted with a yellow border. The 'Purchasing - A/P' module is selected and expanded, showing a list of sub-modules:
 - Purchase Blanket Agreement
 - Purchase Request
 - Purchase Quotation
 - Purchase Order
 - Goods Receipt PO
 - Goods 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
- Purchasing Process (2):** A flowchart diagram titled 'Purchasing Process' in the center, also highlighted with a yellow border. It illustrates the sequence of documents and actions in the purchasing cycle:
 - Purchase Request** (top left) leads to **Purchase Order** (middle left).
 - Purchase Order** leads to **Goods Receipt PO** (middle left).
 - Goods Receipt PO** leads to **Goods Return** (bottom left).
 - Purchase Request** leads to **A/P DP Invoice** (top right).
 - A/P DP Invoice** leads to **A/P Invoice** (middle right).
 - A/P Invoice** leads to **A/P Credit Memo** (bottom right).
 - A/P Invoice** leads to **Outgoing Payments** (middle right).
 - Outgoing Payments** leads to **Vendor** (right side).
 - Vendor** leads to **Purch. Reports** (bottom right).

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	Qty	UoM Name	Unit Price	Discount %	Price after Discount	Tax	Total (LC)	Proj	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		AG00003		Workstation	1			0,0000		V1			1		
4	T	Text line 2													
5								0,0000		V1					

Buyer: Kora Adelheid
 Owner: Adelheid, Kora

Remarks:

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

Add & View | Cancel

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

No.	Primär	489
Status		Open
Posting Date		09.11.2020
Due Date		09.11.2020
Document Date		09.11.2020

Contents | Logistics | Accounting | Electronic Documents | Attachments

Item/Service Type: 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	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: Kora Adelheid

Owner: Adelheid, Kora

Remarks: Based On Purchase Orders 480.

Before Discount: 72,00 EUR

Discount: %

Amount: 0,00 EUR

Amount Due: 5,04 EUR

Payment Due: 77,04 EUR

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.

4

Add & View

Cancel

Copy From

Copy To

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: 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			

2

3

6

Buyer Owner:

Payment Order Remarks:

7

4

Total Before Discount	72,00 EUR
Discount	%
Total Down Payment	
Freight	
<input type="checkbox"/> Rounding	0,00 EUR
Tax	5,04 EUR
Total Payment Due	77,04 EUR
Applied Amount	
Balance Due	77,04 EUR

Copy From | Copy To

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.

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 1
 Name
 Ansprechpartner
 Lieferantenref.nr.
 Hauswährung

Nr.
 Status
 Buchungsdatum
 Fälligkeitsdatum
 Belegdatum

Inhalt | **Logistik** | Buchhaltung | Anhänge

Artikel/Serviceart Zusammenfassungstyp

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

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 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.

Einkäufer
 Eigentümer

Bemerkungen

4

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.

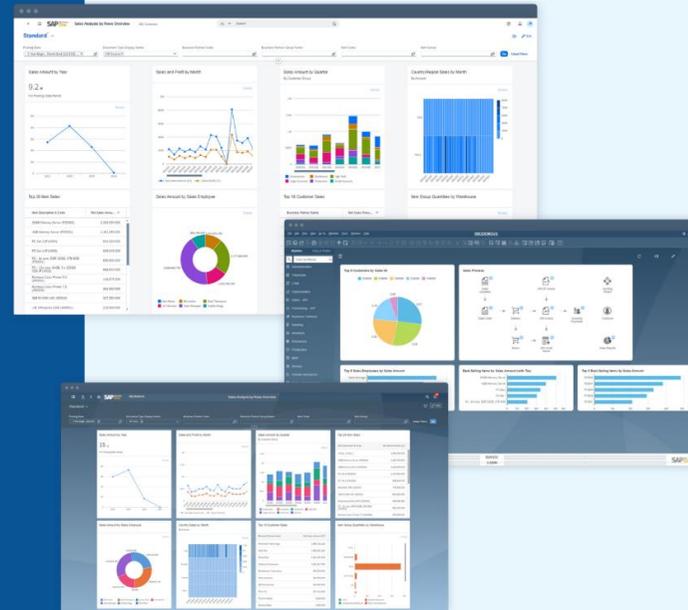
Purchase Document		Purchase Order	Good Receipt PO	Goods Return	A/P Invoice	A/P Credit Memo
Can the document be changed again after adding it?		Yes, until it is closed	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal 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	-

Your own SAP Business One demo system.

Ready for you in 2 minutes.

**Don't believe us?
Then try it now!**

 Free Online-Demo



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.

conespritz GmbH
Eduard-Breuninger-Straße 6/1
71522 Backnang, Germany
conespritz.de
business-one-consulting.com

Contact person
Katrin Douverne
Email: katrin.douverne@conespritz.de
Tel.: +49 7191 18 70 190
Fax: +49 7191 18 70 191