

SAP Business One Course Outline

SAP Business One is an ERP software platform specifically intended for small and medium-size businesses. SAP Business One (also known as SAP B1) was designed with the idea that smaller companies need ERP software to help manage their business, but not the kind of ERP that large and complex organizations need. SAP Business One has functional modules for finance, customer relationship management, warehousing and production management, purchasing and procurement, and reporting and analytics.

Classroom training based on practical application of software on assignments/project after every session.

COURSE OUTLINE:

Overview

- Introduction to SAP Business One
- Master Data and Documents

Purchasing A/P

- Procurement Process
- Purchasing Items
- Purchasing Requisitions and Purchase quotations
- Issues with Goods receipts POs
- Goods returns and A/P Credit Memos

Sales A/R

- Overview of the Sales process
- Sales Order to Cash
- Customers
- CRM
- Automating Sales Processes
- Returns and Exchanges
- A/R Credit Memos

Items

- Item Master records
- Item groups
- Units of Measure
- Valuation Methods

Inventory

- Warehouses
- Goods Movements
- Serial Numbers and Batches
- Physical inventory

Pricing

- Master Records in Bank Accounting

- Pricing Concepts
- Price lists
- Period and volume discounts
- Special prices for Business partners

Accounting for Sales and Purchasing

- Finance basics
- Financial Settings
- Automatic journal Entry value

Banking Process

- Incoming and Outgoing payments
- Payment Means
- Payment process in SAP Business One
- Payment Wizard

Financial Process

- Manage the Chart of Accounts
- Chart of Accounts Structure in Association with Financial reports
- Post journal entries file
- Journal entry form
- Posting tools

Posting Periods Process

- Process Overview
- Define period and post transactions
- Internal reconciliation process- Monitor and perform internal reconciliation
- System reconciliation
- Full and Partial reconciliation
- User reconciliation
- Period -End closing operations

Controlling Reports

- Financial Reports
- Cash Management Reports

Additional Financial Topics

- Currencies at the company level
- Posting Exchange Rates Differences
- Fixed Assets
- Terminology
- Solution Overview
- Review of the life cycle of a fixed asset master record

Implementation Tools

- Implementation Methodology
- Express Configuration Wizard
- Quick Copy
- Solution Packager

Project Realization

- Software and Licensing
- Security
- User Accounts
- Document numbering and Printing

Customization Tools

- Queries
- User- Defined Values
- User- Defined Fields and Tables
- Alerts
- Approval Procedures

Data Migration Tools

- Import from Excel
- Data Transfer Workbench
- Opening Balances

Support Processes

- Support Tools
- Support Messages
- Remote Platform Support (RSP)

Case Study

Above is our standard course outline, please suggest if you would like to include also few topics during the training to make sure it covers all your requirements and make this course a customized course.