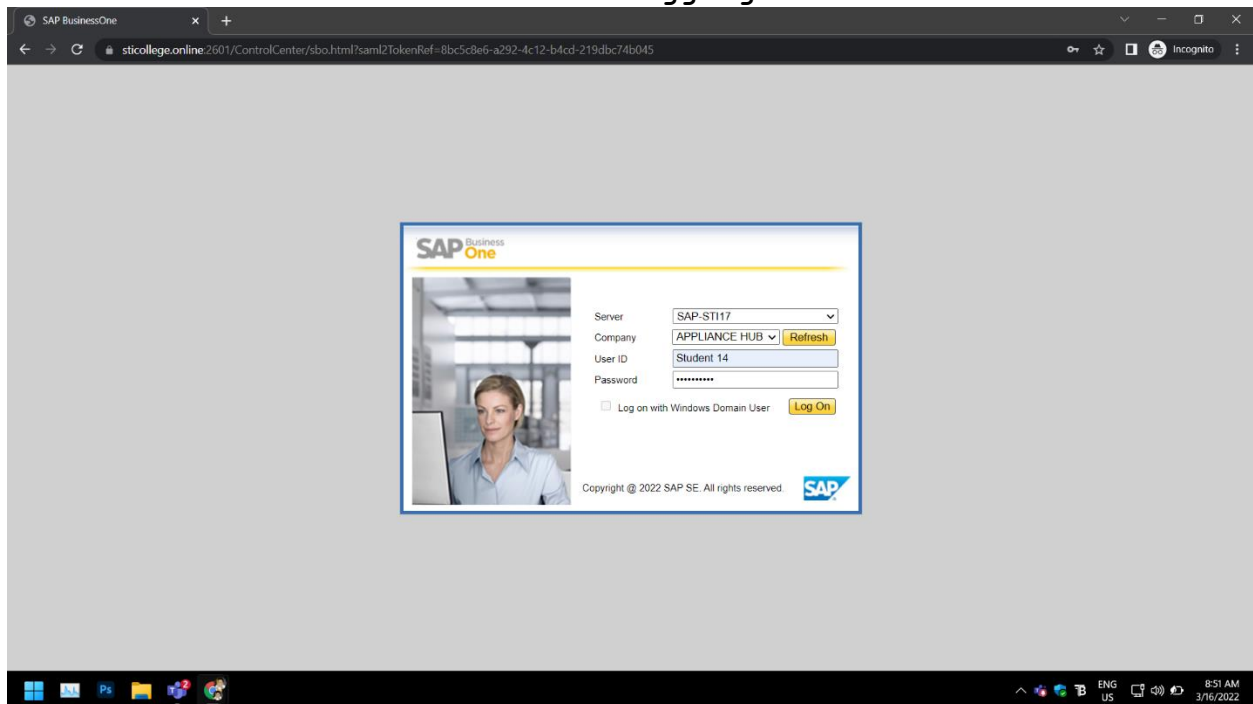
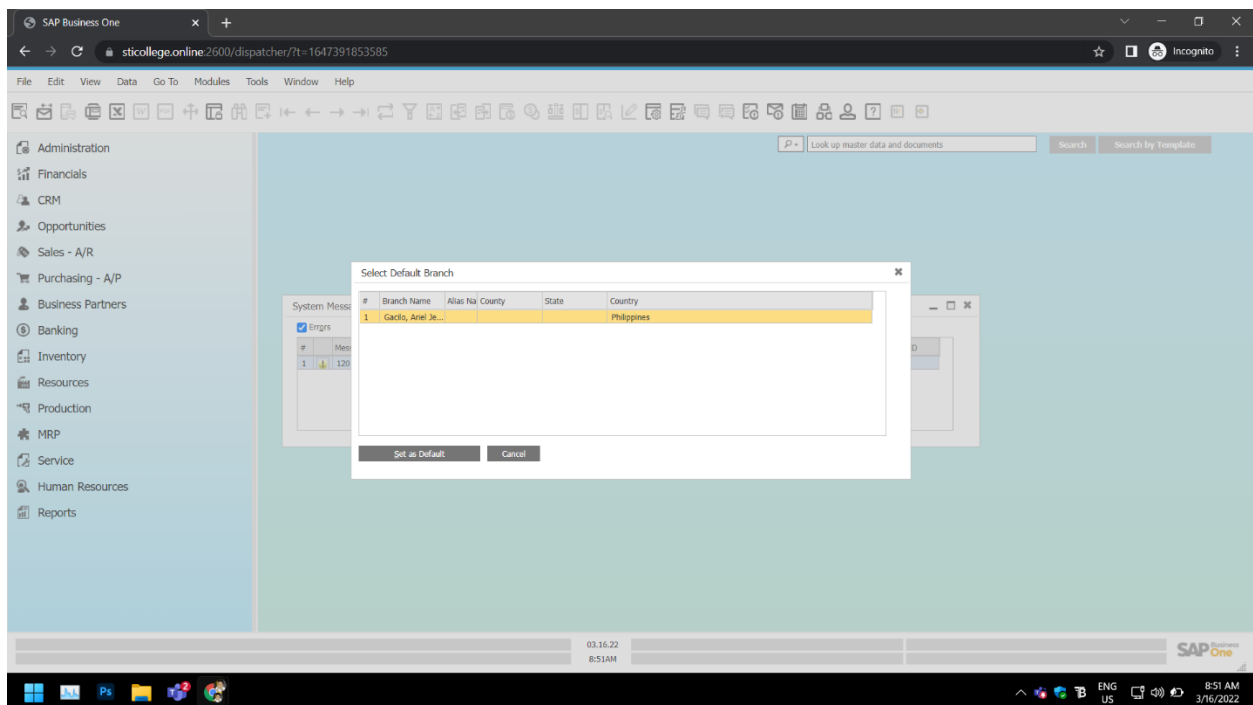


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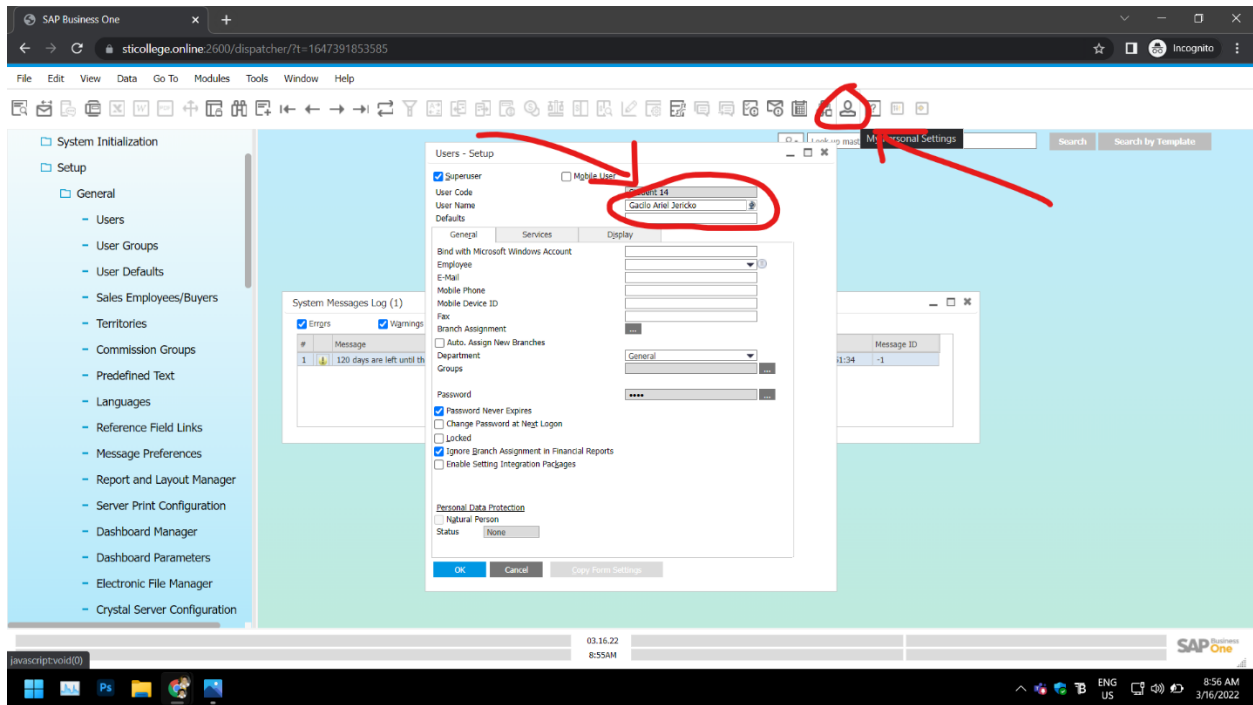
STEP 1.1 Logging In



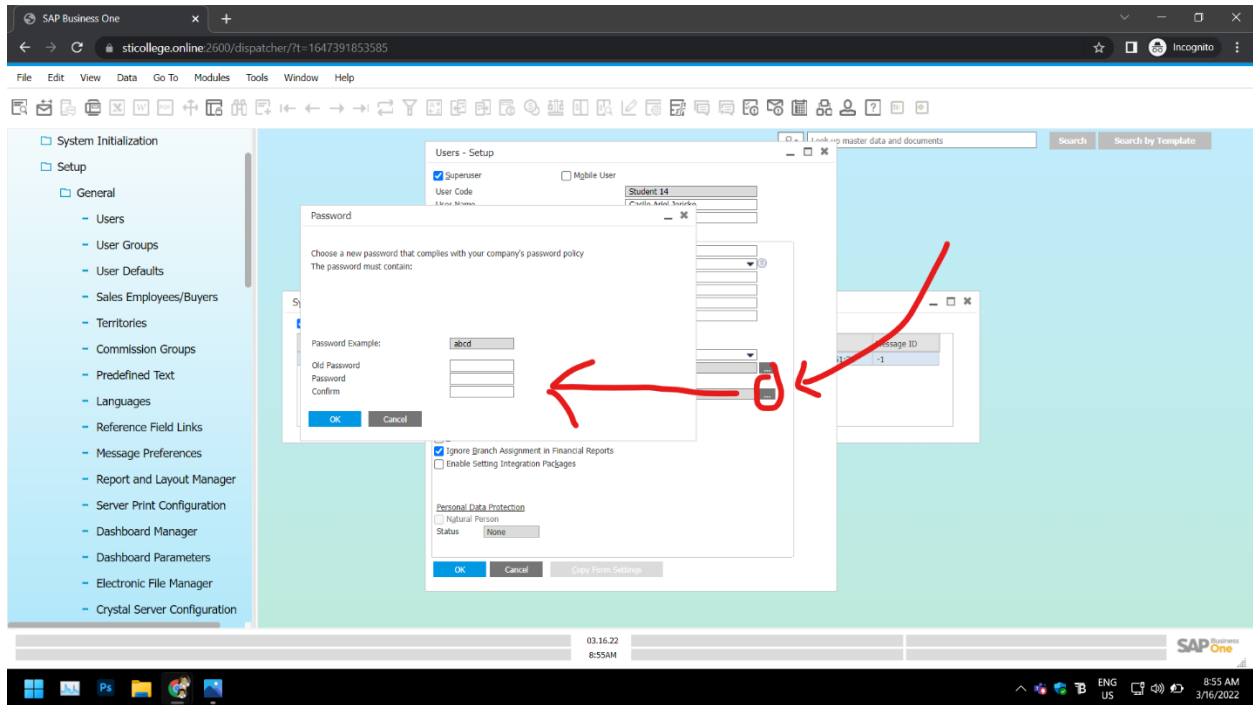
STEP 1.2 SELECTING BRANCH



STEP 1.3 MY PERSONAL SETTINGS

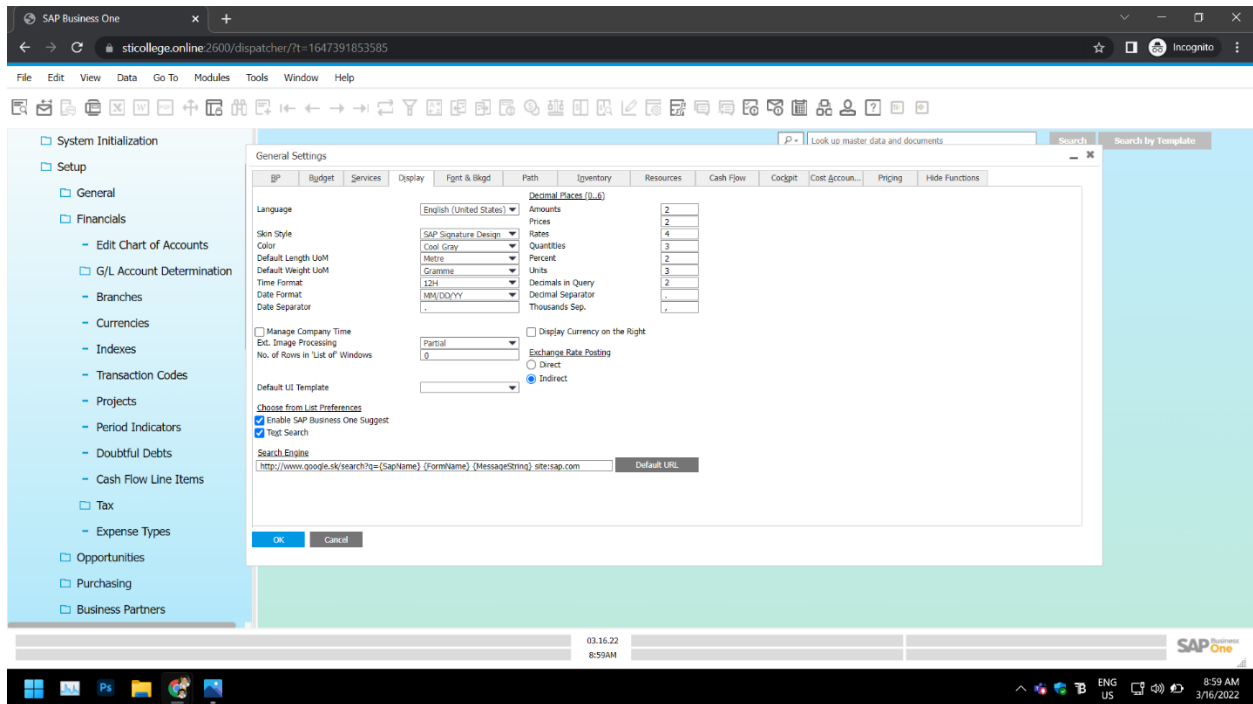


STEP 1.4 CHANGING PASSWORD



STEP 1.5 DISPLAY SETTING

ADMINISTRATION > SYSTEM INITIALIZATION > GENERAL SETTINGS



The screenshot shows the SAP Business One interface with the 'General Settings' window open. The left sidebar contains a navigation tree with 'System Initialization' expanded, showing 'Setup' > 'General'. The 'General Settings' window has tabs for 'BP', 'Budget', 'Services', 'Display', 'Font & Bkgd', 'Path', 'Inventory', 'Resources', 'Cash Flow', ' Cockpit', 'Cost Account...', 'Pricing', and 'Hide Functions'. The 'Display' tab is active, showing various settings for the user interface. The 'Decimal Places (0..4)' section has a table with the following values:

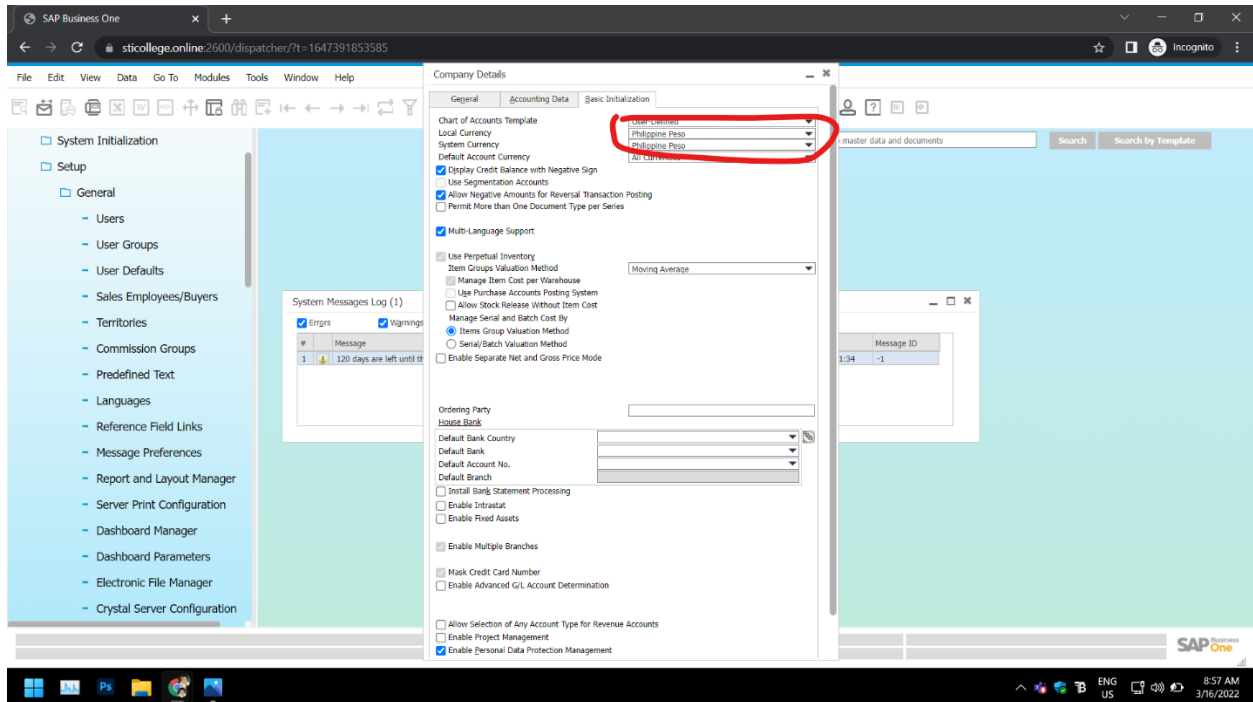
Amounts	Prices	Rates	Quantities	Percent	Units	Decimals in Query	Decimal Separator	Thousands Sep.
2	2	4	3	2	3	2	.	,

Other settings include: Language (English (United States)), Skin Style (SAP Signature Design), Color (Cool Gray), Default Length UoM (Metre), Default Weight UoM (Grams), Time Format (24h), Date Format (MM/DD/YY), Date Separator (/), Manage Company Time (unchecked), Ext. Image Processing (Partial), No. of Rows in 'List of' Windows (0), Display Currency on the Right (unchecked), Exchange Rate Posting (Indirect), and Search Engine (http://www.google.uk/search?q={SapName}_{FormName}_{MessageString}&site=sap.com).

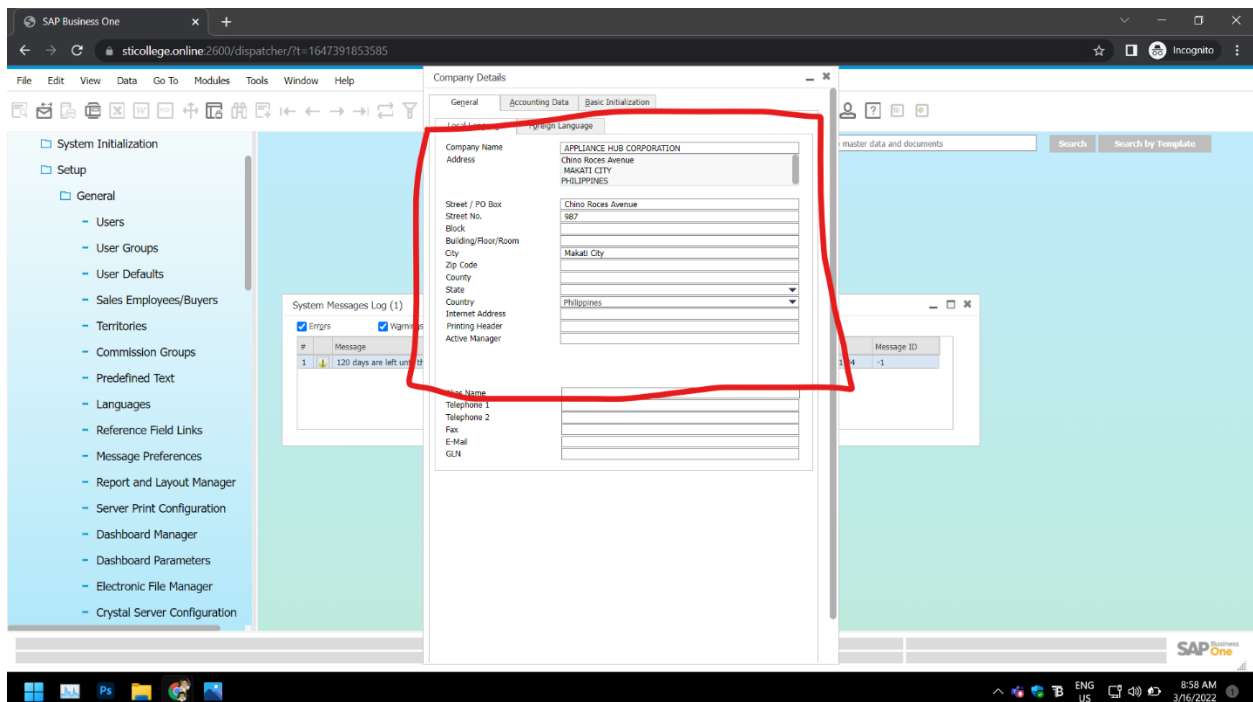
The bottom status bar shows the date 03.16.22, time 8:59AM, and the SAP Business One logo. The Windows taskbar at the bottom shows the Start button, taskbar icons, and system tray with the date 8:59 AM 3/16/2022.

STEP 2.1 COMPANY DETAILS

ADMINISTRATION > SYSTEM INITIALIZATION > COMPANY DETAILS >
GENERAL TAB > LOCAL LANGUAGE



STEP 2.2 SETTING LOCAL LANGUAGE



STEP 2.3 BP SETTING

ADMINISTRATION > SYSTEM INITIALIZATION > GENERAL SETTINGS > BP
TAB

The screenshot shows the SAP Business One interface. The browser address bar displays `sticcollege.online:2600/dispatcher/?t=1647391853585`. The SAP menu bar includes File, Edit, View, Data, Go To, Modules, Tools, Window, and Help. The left sidebar shows the navigation tree with 'System Initialization' expanded, leading to 'Setup', then 'Financials', and finally 'Business Partners'. The main window displays the 'General Settings' dialog for the 'BP' tab. The 'BP' sub-tab is selected, showing various configuration options. The 'Customer Activity Restrictions' section includes checkboxes for 'Credit Limit' (checked), 'Commitment Limit' (unchecked), 'Consider Deliveries Balance' (checked), 'A/R Invoice' (unchecked), 'Delivery' (checked), 'Sales Order' (unchecked), and 'Pick List' (unchecked). The 'Set Commission by' section has checkboxes for 'Sales Employees' (unchecked), 'Items' (unchecked), and 'Customers' (unchecked). The 'Approval Process' section includes checkboxes for 'Enable Approval Process' (checked), 'Enable Approval Process in DI' (unchecked), 'Enable Updating the Document Generated/Updated by Approval Process' (unchecked), and 'Enable Updating the Document Draft in Pending/Approved Status' (unchecked). The 'Payment Terms Preferences' section shows 'Default Payment Method for Customer' as 'Automatically', 'Default Payment Term for Customer' as 'S18K90', 'Default Payment Term for Vendor' as 'S18K90', and 'Apply Changes in BP Fields to New Business Partners Only' (unchecked). The 'Blanket Agreements' section includes checkboxes for 'Allow Multiple Blanket Agreements for Same Period' (unchecked), 'Enable Updating Unit Price/Planned Quantity/Planned Amount in Blanket Agreement with Linked Documents' (unchecked), and 'Auto. Assign New Branches to Existing Business Partner' (checked). The 'OK' and 'Cancel' buttons are at the bottom of the dialog. The bottom status bar shows the date and time as 03.16.22 9:00AM and the SAP logo.

SAP Business One

sticcollege.online:2600/dispatcher/?t=1647391853585

File Edit View Data Go To Modules Tools Window Help

System Initialization

Setup

Financials

Business Partners

General Settings

BP Budget Services Display Font & Bkgd Path Inventory Resources Cash Flow Cockpit Cost Account... Pricing Hide Functions

Customer Activity Restrictions

☒ Credit Limit

☐ Commitment Limit

☒ Consider Deliveries Balance

☐ A/R Invoice

☒ Delivery

☐ Sales Order

☐ Pick List

Set Commission by

☐ Sales Employees

☐ Items

☐ Customers

Approval Process

☒ Enable Approval Process

☐ Enable Approval Process in DI

☐ Enable Updating the Document Generated/Updated by Approval Process

☐ Enable Updating the Document Draft in Pending/Approved Status

Payment Terms Preferences

Default Payment Method for Customer

Default Payment Method for Vendor

Submit Credit Vouchers

Default Dunning Term for Customer

Automatically

Default Payment Term for Customer

Default Payment Term for Vendor

☐ Apply Changes in BP Fields to New Business Partners Only

☐ Use Shipped Goods Account for Customer

☒ Display Inactive Business Partners in Reports

☒ Display Inactive Business Partners in Marketing Documents

☐ Apply IBAN Validation to Bank Accounts

☐ Enable Data Ownership

Manage Data Ownership By

☒ Enable Filtering Mechanism by Branch

Document Only

Blanket Agreements

☐ Allow Multiple Blanket Agreements for Same Period

☐ Enable Updating Unit Price/Planned Quantity/Planned Amount in Blanket Agreement with Linked Documents

☒ Auto. Assign New Branches to Existing Business Partner

OK Cancel

03.16.22 9:00AM

SAP Business One

ENG US 9:00 AM 3/16/2022

ADMINISTRATION > SETUP > BANKING > BANKS

SAP Business One

sticollge.online:2600/dispatcher/?t=1647391853585

File Edit View Data Go To Modules Tools Window Help

Business Partners

Banking

- Banks
- House Bank Accounts
- Credit Cards
- Credit Card Payment
- Credit Card Payment Methods
- Credit Vendors
- Bank Charges Allocation Code
- Payment Methods

Inventory

- Item Groups
- Item Properties
- Warehouses
- Units of Measure
- Unit of Measure Groups
- Length and Width
- Weight
- Customs Groups

Banks - Setup

Look up master data and documents Search Search by Template

#	Country Code	Bank Code	Bank Name	BIC/SWIFT Code	Post Office	Account No.	Branch	Next Check No.
1	United Kingdom	Barclays	Barclays Bank(House Bank 1)		<input type="checkbox"/>	12345678	201030	
2	Philippines	BDO	Bancos De Oro		<input type="checkbox"/>			
3	United Kingdom	HSBC	HSBC(House Bank 2)		<input type="checkbox"/>	23456789	401020	
4	Philippines	Metrobank	Metrobank		<input type="checkbox"/>			
5	Philippines				<input type="checkbox"/>			

OK Cancel

03.16.22 9:04AM

SAP Business One

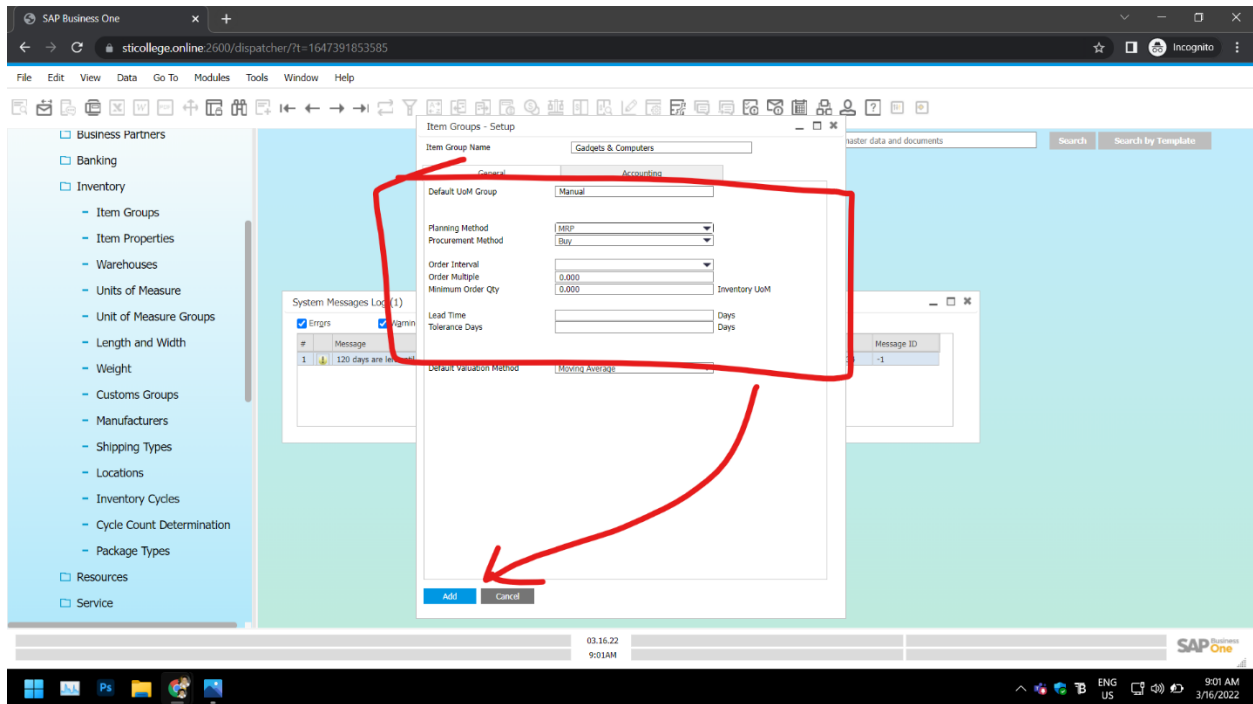
9:04 AM 3/16/2022

STEP 3.2 BANK HOUSE ACCOUNT

The image shows a screenshot of the SAP Business One software interface. At the top, there is a browser address bar showing the URL "sticcollege.online:2600/dispatcher/?t=1647391653585". Below the browser bar, the SAP Business One application window is open, displaying a sidebar menu on the left with options like Business Partners, Banking, Inventory, and Units of Measure. The main window area shows the "House Bank Accounts - Setup" dialog box. This dialog box contains a table with the following columns: #, Bank Code, Country, Branch, Account No., Bank Account Name, BIC/SWIFT Code, Control Key, Next Check No., G/L Account, G/L Interim Account, IBAN, Street, Street No., Block, and C. The table has four rows of data: 1. Barclays, GB, 231000, 12345678; 2. BDO, PH, Makati, 190123483; 3. HSBC, GB, 401020, 23456789; 4. Metrobank, PH, Makati, 987645671234. The "G/L Account" column shows "A1122" for the first two rows and "A1121" for the last two rows. The "Control Key" column has a dropdown menu open for the first row, showing "C". At the bottom of the dialog box, there are "OK" and "Cancel" buttons. The SAP Business One logo is visible in the bottom right corner of the application window. The system clock in the bottom right corner shows the date and time as 9:04 AM on 3/16/2022.

STEP 4.1 ADDING ITEM GROUPS

ADMINISTRATION > SETUP > INVENTORY > ITEM GROUPS



STEP 4.2 CHECKING ITEM GROUPS

