

Laboratory Exercise

Basic Customization: Company Details and General Settings

Objective:

At the end of the exercise, the students should be able to:

- Set-up the company details.

Software Requirement:

- SAP Business One on Cloud

Instructions:

- Retrieve your **01 SAPB1 MyWorkbook** from your previous activity.
- This file will be used all throughout this course and must be submitted at the end of every laboratory session.

Procedure:

1. LOGGING IN

- Open any browser, then enter the URL provided by your instructor
- Select the assigned server and the company that will be provided by your instructor.
- Log-in using the user ID and password provided depending on the branch assigned to you. Each student will be given a unique branch assignment. Once logged-in, **DO NOT FORGET** to set the default branch assigned to you.

2. COMPANY DETAILS (Section 1 of Business Blueprint)

- Enter the company name, address, and other details as required
- Go to **Administration > System Initialization > Company Details > General Tab > Local Language**.
- Note that the Address field will automatically update depending on the inputs in the boxes below it. Capture the company details, then paste them into your document.
- Click **Update**, then proceed to the **Basic Initialization** tab

Company Details

General Accounting Data Basic Initialization

Local Language Foreign Language

Company Name **APPLIANCE HUB CORP**

Address Chino Roces Avenue
MAKATI CITY
PHILIPPINES

Street / PO Box Chino Roces Avenue

Street No. 987

Block

Building/Floor/Room

City Makati City

Zip Code

County

State

Country Philippines

Internet Address

Printing Header

Active Manager

Alias Name

Telephone 1

Telephone 2

Fax

E-Mail

GLN

- e. In the Basic Initialization tab, enter Philippine Peso in the Local Currency and System Currency fields. If the option is not available, click **Define New** to add the new currency.
- f. Capture the updated Basic Initialization tab. See sample screenshot below. Label it with Company Details.

Company Details

General Accounting Data Basic Initialization

Chart of Accounts Template User-Defined

Local Currency British Pound

System Currency British Pound

Default Account Currency All Currencies

☒ Display Credit Balance with Negative Sign

Currencies - Setup

#	Code	Currency	International Code	International Description	Hundredth Name	English	English Hundred
1	DKK	Danish Krone	DKK	Danish Krone	ere	DKK	ere
2	EUR	Euro	EUR	Euro	Cent	EUR	cent
3	GBP	British Pound	GBP	British Pound	pence	GBP	pence
4	SEK	Swedish Krone	SEK	Swedish Krone	ore	SEK	ore
5	USD	US Dollar	USD	US Dollar	cent	USD	cent
6	PHP	Philippine Peso	PHP	Philippine Peso	cent	PHP	cent

Company Details

- g. Click **Update**, then **OK**.
- h. Check and select the following options.
- i. Click **Update**, then **OK**.

3. GENERAL SETTINGS (Section 2 of the Business Blueprint)

Company Details

General Accounting Data Basic Initialization

Chart of Accounts Template User-Defined

Local Currency British Pound

System Currency British Pound

Default Account Currency Local Currency

☒ Display Credit Balance with Negative Sign

☐ Use Segmentation Accounts

☒ Allow Negative Amounts for Reversal Transaction Posting

☐ Permit More than One Document Type per Series

☒ Multi-Language Support

☒ Use Perpetual Inventory

Item Groups Valuation Method Moving Average

☒ Manage Item Cost per Warehouse

☐ Use Purchase Accounts Posting System

☐ Allow Stock Release Without Item Cost

Manage Serial and Batch Cost By

☒ Items Group Valuation Method

☐ Serial/Batch Valuation Method

☐ Enable Separate Net and Gross Price Mode

- Go to **Administration > System Initialization > General Settings > BP Tab**.
- Check all the selections as seen in the sample image BP Settings.
- Click **Update**, then proceed to the **Inventory** tab.
- Check all the selections as seen in the sample image Inventory Settings.
- Click **Update**, then **OK**.

General Settings

BP	Budget	Services	Display	Font & Bkgd	Path	Inventory	Resources	Cash Flow	Cockpit	Cost Account...	Price
<div> <div> Customer Activity Restrictions <input checked="" type="checkbox"/> Credit Limit <input type="checkbox"/> Commitment Limit <input checked="" type="checkbox"/> Consider Deliveries Balance </div> <div> <input type="checkbox"/> A/R Invoice <input checked="" type="checkbox"/> Delivery <input type="checkbox"/> Sales Order <input type="checkbox"/> Pick List </div> <div> Set Commission by <input type="checkbox"/> Sales Employees <input type="checkbox"/> Items <input type="checkbox"/> Customers </div> <div> Approval Process <input checked="" type="checkbox"/> Enable Approval Process <input type="checkbox"/> Enable Approval Process in DI <input type="checkbox"/> Enable Updating the Document Generated/Updated <input type="checkbox"/> Enable Updating the Document Draft in Pending/Approved </div> </div>											
<div> <div> Default Payment Method for Customer Default Payment Method for Vendor Submit Credit Vouchers Default Dunning Term for Customer </div> <div> <div></div> <div></div> <div>Automatically</div> <div></div> </div> </div>											
<div> <div> <input type="checkbox"/> Use Shipped Goods Account for Customer <input checked="" type="checkbox"/> Display Inactive Business Partners in Reports <input checked="" type="checkbox"/> Display Inactive Business Partners in Marketing Documents </div> <div> <input type="checkbox"/> Apply IBAN Validation to Bank Accounts <input type="checkbox"/> Enable Data Ownership Manage Data Ownership By </div> <div> <input checked="" type="checkbox"/> Enable Filtering Mechanism by Branch Document Only </div> </div>											
<div> Blanket Agreements <input type="checkbox"/> Allow Multiple Blanket Agreements for Same Period <input type="checkbox"/> Enable Updating Unit Price/Planned Quantity/Planned Amount in Blanket Agreement with Linked Documents </div>											
<input checked="" type="checkbox"/> Auto. Assign New Branches to Existing Business Partner											
<div> <div>Update</div> <div>Cancel</div> </div>											

BP Setting

General Settings

BP	Budget	Services	Display	Font & Bkgd	Path	Inventory	Resources
<div> <div>Items</div> <div>Planning</div> <div>Reporting</div> </div>							
<div> <div> Serial Numbers and Batches Management Method </div> <div> <div>On Every Transaction</div> </div> </div>							
<div> <div> Unique Serial Numbers by Display Batch Quantities By </div> <div> <div>Serial Number</div> </div> </div>							
<div> <input checked="" type="radio"/> Document Row UoM <input type="radio"/> Inventory UoM </div>							
<input checked="" type="checkbox"/> Auto. Create Equipment Card							
<div> <div> Basic Setting for Batch Status <input type="checkbox"/> Block Multiple Receipts for Same Batch with Serial/Batch Valuation Method </div> <div> <div>Released</div> </div> </div>							
<div> <div> Default Warehouse Set G/L Accounts By </div> <div> <div>General Warehouse</div> <div>Warehouse</div> </div> </div>							
<input checked="" type="checkbox"/> Auto. Add All Warehouses to New and Existing Items							
<input checked="" type="checkbox"/> Withholding Tax							
<input checked="" type="checkbox"/> Auto. Add All UoM Group Definitions to New and Existing Items							
<input checked="" type="checkbox"/> Auto. Add All Package Definitions to New and Existing Items							

Inventory Settings

Grading Rubrics (100 points):

Criteria	Exemplary (4)	Acceptable (3)	Developing (2)	Beginning (1)	No Output (0)
Task Completion (x15)	The student completed the laboratory activity.	The student completed 75% of the laboratory activity.	The student completed 50% of the laboratory activity.	The student completed less than 50% of the laboratory activity.	The student started the laboratory activity but did not make significant progress.
Demonstration of Concepts (x10)	The student demonstrated mastery of the topic covered by the laboratory activity.	The student demonstrated strong knowledge of the topic covered by the laboratory activity.	The student demonstrated some understanding of the topic covered by the laboratory activity.	The student did not demonstrate an understanding of the topic covered by the laboratory activity beyond a surface level.	The student did not demonstrate an understanding of the topic covered by the laboratory activity.