

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:

- 1. 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.

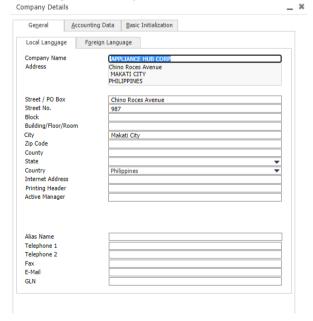
Procedure:

1. LOGGING IN

- a. Open any browser, then enter the URL provided by your instructor
- b. Select the assigned server and the company that will be provided by your instructor.
- c. 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.

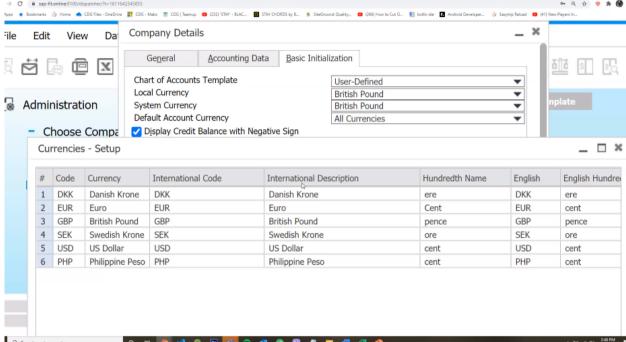
2. COMPANY DETAILS (Section 1 of Business Blueprint)

- a. Enter the company name, address, and other details as required
- Go to Administration > System Initialization > Company Details > General Tab > Local Language.
- **c.** 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.
- d. Click Update, then proceed to the Basic Initialization tab





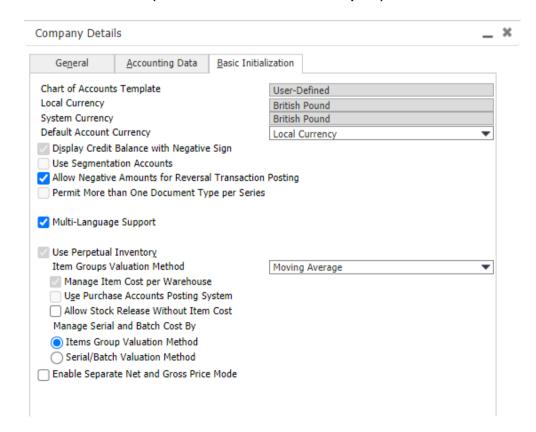
- e. In the Basic Initialization tab, enter Philippine Peso in the Local Currency and System Currency fields. If the option is not available, click **Define New** to add the new currency.
- f. Capture the updated Basic Initialization tab. See sample screenshot below. Label it with Company Details.



Company Details

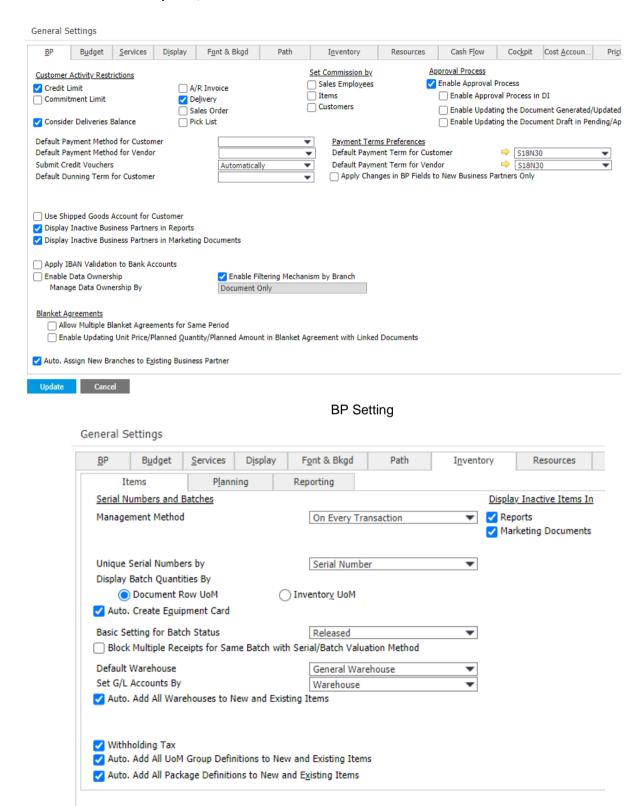
- g. Click Update, then OK.
- h. Check and select the following options.
- i. Click Update, then OK.

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





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



Inventory Settings

02 Laboratory Exercise 1



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.