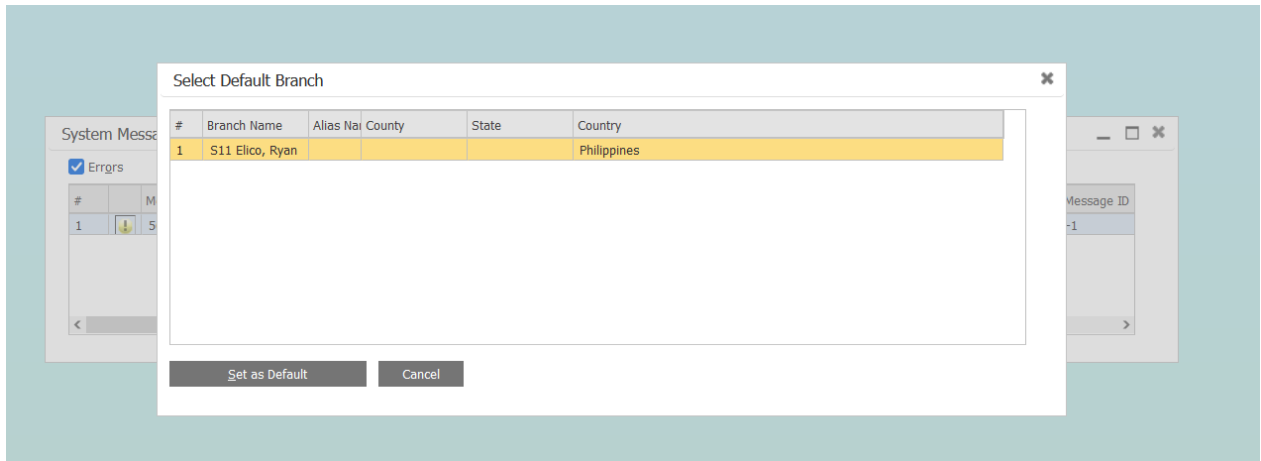


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1. LOGGING IN



Caption: My workflow begins with the initial step of logging in. I open a web browser and enter the URL provided by my instructor. Next, I select the designated server and company as instructed. To access the system, I input the user ID and password specific to my assigned branch, ensuring that I'm using the correct credentials. It's important to note that each student has a unique branch assignment. Once successfully logged in, I must remember to set my default branch to the one assigned to me for seamless navigation within the SAP B1 environment.

2. CURRENCIES (Section 3 of the Business Blueprint)

Company Details

General Accounting Data Basic Initialization

Chart of Accounts Template Basic Initialization

Local Currency Philippine Peso

System Currency Philippine Peso

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

Ordering Party

House Bank

Default Bank Country Philippines

Default Bank Bank of the Philippine Islands

Default Account No. 1000

Default Branch Main Branch

☐ Install Bank Statement Processing

☐ Enable Intrastat

☐ Enable Fixed Assets

☒ Enable Multiple Branches

☒ Mask Credit Card Number

☐ Enable Advanced G/L Account Determination

☐ Allow Selection of Any Account Type for Revenue Accounts

☐ Enable Project Management

☒ Enable Personal Data Protection Management

Terms and Conditions

Browse

OK Cancel

Caption: In SAP Business One, within Section 3 of the Business Blueprint, which pertains to currencies, my first step is to access the Company details where currency settings are managed. Here, I ensure that the required currencies, such as Philippine Peso and USD, are already defined in the list of available currencies. This involves confirming their presence and settings, ensuring that they are properly configured to facilitate financial transactions and reporting within the system, thereby maintaining accurate and efficient currency management for the company.

3. BANK INFORMATION (Section 5 of the Blueprint)

3.a - Add a New Bank

#	Country Code	Bank Code	Bank Name	BIC/SWIFT Code	Post Office	Account
1	United Kingdom	Barclays	Barclays Bank(House Bank 1)		<input type="checkbox"/>	123
2	Philippines	BDO	Banco De Oro		<input type="checkbox"/>	
3	United Kingdom	HSBC	HSBC(House Bank 2)		<input checked="" type="checkbox"/>	234
4	Philippines	Metrobank	Metrobank		<input type="checkbox"/>	
5	Philippines ▼				<input type="checkbox"/>	

OK Cancel

Caption: I follow a series of steps to add a new bank to the system. First, I navigate to the 'Administration' menu and select 'Setup' followed by 'Banking' and then 'Banks.' In the 'Banks - Setup Values' window, I set the 'Country Code' to Philippines and fill in the 'Bank Code' as Metrobank and 'Bank Name' as Metrobank. Next, I choose 'Update' without closing the window. To add another bank, I repeat the process by entering 'BDO' as the 'Bank Code' and 'Banco De Oro' as the 'Bank Name,' with the 'Country Code' still set to Philippines. Afterward, I capture the 'Banks – Setup' window and paste it into my document, labeling it as 'Banks-Setup.' Finally, I choose 'Update' and then click 'OK' to save the changes.

3.b - Set the House Bank

#	Bank Code	Country	Branch	Account No.	Bank Account Name	BIC/SWIFT Code	Cor
1	Barclays	GB	201030	12345678			
2	BDO	PH	Makati	190123483			
3	HSBC	GB	401020	23456789			
4	Metrobank	PH	Makati	987645671234			
5							

Caption: I start by setting the House Bank Account for Metrobank by navigating to Administration > Setup > House Bank Accounts. In the House Bank Accounts – Setup Values window, I specify the Bank Code as Metrobank, Country as Philippines, Branch as Makati, Account No. as 987645671234, and G/L Account as A1121. Next, I choose the "Update" option, making sure not to close the window yet. Then, I proceed to set up the House Bank Account for BDO, where I enter the Bank Code as BDO, Country as Philippines, Branch as Makati, Account No. as 190123483, and G/L Account as A1122. After this, I capture the House Bank Accounts – Setup window and paste it into my document, labeling it as "House Bank Accounts." Finally, I choose "Update" and confirm with "OK" to complete the process.

4. ITEM GROUPS (Section 9 of the Business Blueprint)

The screenshot displays two SAP dialog boxes. The top box, 'Item Groups - Setup', contains fields for 'Item Group Name' (with an asterisk), 'General' and 'Accounting' tabs, 'Default UoM Group', 'Planning Method' (set to 'None'), and 'Procurement Method' (set to 'Buy'). The bottom box, 'List of Item Groups', features a search bar, a 'Keep Visible' checkbox, and a table of existing item groups.

#	Code	Name
1	100	Items
2	101	Raw materials
3	102	Services
4	103	Finished products
5	104	Gadgets & Computers
6	105	Household

Buttons for 'Choose', 'Cancel', 'Find', and 'Cancel' are visible at the bottom of the respective dialog boxes.

Caption: I follow a specific process in Section 9 of the Business Blueprint. First, I navigate to Administration > Setup > Stock Management > Item Groups. Then, I input the required item groups, including their names (limited to 20 characters), such as "Gadgets & Computers" and "Household." I set default parameters for each group, specifying the Default UoM Group as "Manual," Default Planning Method as "MRP," and Default Procurement Method as "Buy." After ensuring all details are correct, I click "Add" to save the item groups. Finally, I capture the information for the two added groups, paste it into my document, and label it as "Item Groups." This process helps in effectively managing item groups within SAP B1.