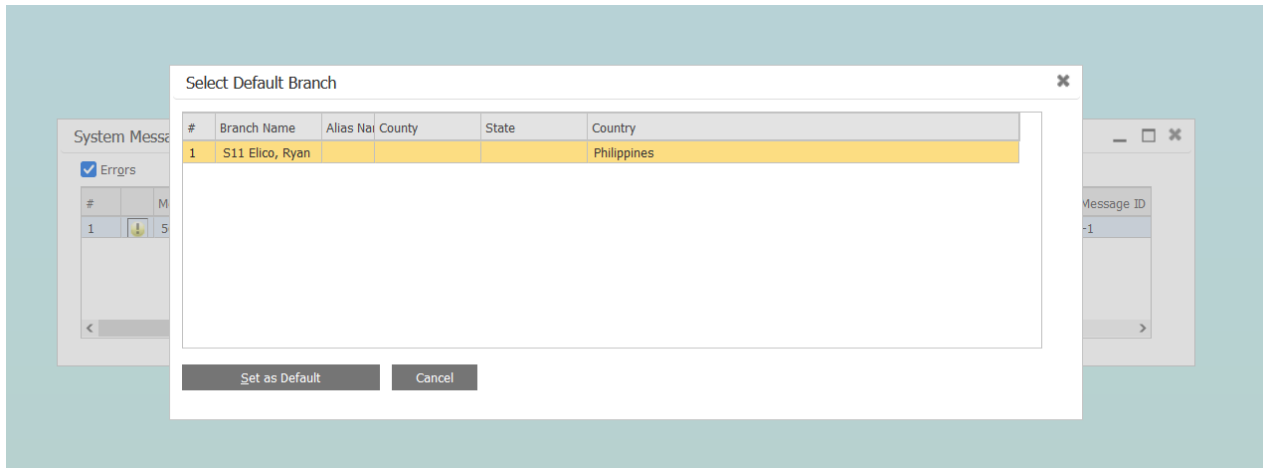


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1. LOGGING IN



Caption: As a student, the process of using SAP B1 begins with logging in. This involves opening a web browser and entering the URL provided by the instructor. Next, I select the assigned server and company, which are also provided by the instructor. Then, I log in using the user ID and password specific to the branch assigned to me, as each student has a unique branch assignment. It's crucial to remember to set the default branch assigned to me once I'm logged in to ensure seamless operation within SAP B1.

2. COMPANY DETAILS (Section 1 of Business Blueprint)

Company Details

General Accounting Data Basic Initialization

Local Language Foreign Language

Company Name APPLIANCE HUB CORPORATION

Address SURIGAO CITY
PHILIPPINES

Street / PO Box

Street No.

Block

Building/Floor/Room

City Surigao City

Zip Code

County

State

Country Philippines

Internet Address

Printing Header

Active Manager

Alias Name

Telephone 1

Telephone 2

Fax

E-Mail

GLN

OK Cancel

Company Details

General | Accounting Data | Basic Initialization

Chart of Accounts Template: User-Defined

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: [selected]

Default Bank: [selected]

Default Account No.: [selected]

Default Branch: [selected]

☐ 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: As a student using SAP Business One (SAP B1), the process of entering company details in Section 1 of the Business Blueprint begins by inputting the company name, address, and other necessary information. Next, I navigate to Administration > System Initialization > Company Details > General Tab > Local Language. Here, I observe that the Address field updates automatically based on the input in the boxes below it. I capture the company details and paste them into my document before clicking Update and proceeding to the Basic Initialization tab. In the Basic Initialization tab, I enter "Philippine Peso" in the Local Currency and System Currency fields. If this option is unavailable, I click on Define New to add the new currency. After capturing the updated Basic Initialization tab and labeling it as "Company Details," I click Update and then OK. Lastly, I check and select specific options as required, and once again, click Update and OK to complete the process.

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

The screenshot shows the 'General Settings' dialog box with the 'BP' tab selected. The settings are as follows:

- 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: [Dropdown]
 - Default Payment Method for Vendor: [Dropdown]
 - Submit Credit Vouchers: Automatically
 - Default Dunning Term for Customer: [Dropdown]
 - Default Payment Term for Customer: - Cash Basic -
 - Default Payment Term for Vendor: - Cash Basic -
 - ☐ 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: [Dropdown]
- ☒ 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

Buttons: OK, Cancel

The screenshot shows the 'General Settings' dialog box with the 'Inventory' tab selected. The settings are as follows:

- Serial Numbers and Batches:**
 - Management Method: On Every Transaction
 - Unique Serial Numbers by: Serial Number
 - Display Batch Quantities By:
 - ☒ Document Row UoM
 - ☐ Inventory UoM
 - ☒ Auto. Create Equipment Card
 - Basic Setting for Batch Status: Released
 - ☐ Block Multiple Receipts for Same Batch with Serial/Batch Valuation Method
 - Default Warehouse: General Warehouse
 - Set C/L Accounts By: Warehouse
 - ☒ Auto. Add All Warehouses to New and Existing Items
- Display Inactive Items In:**
 - ☒ Reports
 - ☒ Marketing Documents
- ☒ Withholding Tax
- ☒ Auto. Add All UoM Group Definitions to New and Existing Items
- ☒ Auto. Add All Package Definitions to New and Existing Items

Buttons: OK, Cancel

Caption: As a student using SAP Business One, I begin by configuring the general settings in Section 2 of the Business Blueprint. First, I navigate to Administration, then System Initialization, and select General Settings, followed by the BP Tab. Here, I carefully review and ensure that all the selections match those in the sample image for BP Settings. After confirming this, I click on Update to save the changes and then proceed to the Inventory tab. In the Inventory tab, I once again review and verify that all the selections align with the sample image for Inventory Settings. Once confirmed, I click on Update to save the changes and then click OK to complete the setup process. This meticulous configuration ensures that SAP Business One is tailored to meet the specific needs of the business, providing an efficient and streamlined operational environment.