Assignment5-01

Unit: Master Data

1-1 **Define customer and vendor groups**

1-1-1 **Create customer groups**

Choose ***Administration*** → ***Setup*** → ***Business Partners*** → ***Customer Groups***.

Field Name or Data Type	**Values**
Group Name	**Schools**
Group Name	**Small Customers**

Choose *Update* and then choose *OK*.

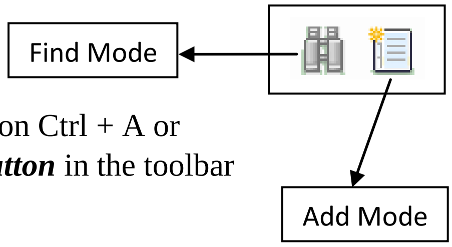
1-1-2 **Create vendor groups**

Choose ***Administration*** → ***Setup***→ ***Business Partners*** → ***Vendor Groups.***

Field Name or Data Type	**Values**
Group Name	**Regular Suppliers**
Group Name	**Service**

Choose *Update* and then choose *OK*.

1-2 Create customer master records



To go to add mode, use the key combination Ctrl + A or choose ***Data*** → ***Add*** or choose the ***Add button*** in the toolbar

1-2-1 Create a domestic customer

Choose ***Business Partners (****From the Modules Tab****)*** → ***Business Partner Master Data .***
Change to add mode.

Field Name or Data Type	Values
Code	**C2001**
BP Type	**Customer**
Name	**Laurel School**
Group	**Schools**
Currency	**<Your local currency>**

Choose the *Addresses* tab page.

To enter the bill-to address, choose *Define New* (under *Bill to).*

Field Name or Data Type	Values
Street / P.O. Box	**<Any>**
City	**<Any>**
Zip Code	**<Any>**
Country	**<Domestic>**

To enter the ship-to address, choose *Define New* (under *Ship to).*

Field Name or Data Type	Values
Name	**Ship To**
Street / P.O. Box	**<Any>**
City	**<Any>**
Zip Code	**<Any>**
Country	**<Domestic>**

Enter data in the other fields.
Choose *Add* to save the data record.

1-2-2 Create foreign customer

If your customer's currency has not already been defined, create it now. Choose ***Administration* → *Setup* → *Financials* → *Currencies.***

Choose ***Business Partners* → *Business Partner Master Data* .**
Change to add mode.

Field Name or Data Type	**Values**
Code	**C2002**
BP Type	**Customer**
Name	**Richard Body**
Group	**Small Customers**
Currency	**<Customer's currency>**

Choose the *Addresses* tab page.

To enter the bill-to address, choose *Bill To*.

Field Name or Data Type	**Values**
Street / P.O. Box	**<Any>**
City	**<Any>**
Zip Code	**<Any>**
Country	**<A neighboring country>**

Choose *OK* to confirm the *Change accounts receivable/payable?* message.

Enter data in the other fields.
Choose *Add* to save the data record.

1-3 Create vendor master records

1-3-1 Create vendor master record in local currency

Choose ***Business Partners* → *Business Partner Master Data* .**

Change to add mode.

Field Name or Data Type	**Values**
Code	**V2001**
BP Type	**Vendor**
Name	**Web Design**
Group	**Service**
Currency	**<Your local currency>**

Enter data in the other fields.
Choose *Add* to save the data record.

1-3-2 **Create vendor master record in multi-currency**

Choose ***Business Partners*** → ***Business Partner Master Data*** **.**

Change to add mode.

Field Name or Data Type	**Values**
Code	**V2002**
BP Type	**Vendor**
Name	**Sobel Digital Inc.**
Group	**Regular Suppliers**
Currency	**All Currencies**

Enter data in the other fields.
Choose *Add* to save the data record.

Assignment5-02: Master Data

Unit: Master Data

Topic: Items and Warehouses

2-1 Define item group.

Choose ***Administration*** → ***Setup*** → ***Inventory*** → ***Item Groups***

Field Name or Data Type	**Values**
Item Group Name	**Scanners**

Choose ***Add***.

2-2 Create item master records.

2-2-1 Create the item Photo Scanner**.**

Choose ***Inventory (****From the Modules Tab****)*** → ***Item Master Data.***
Change to add mode.

Field Name or Data Type	**Values**
Item Number	**A2000**
Description	**Photo Scanner**
Item Group	**Scanner**
Choose *RegularPurchase Price List*	**60**
Inventory Item	**Set indicator**
Sales Item	**Set indicator**
Purchased Item	**Set indicator**

Choose the *Purchasing Data* tab page.

Field Name or Data Type	**Values**
Preferred Vendor	**V1000**
Length	**18**
Width	**10**
Height	**4.5**
Weight	**3kg**

Choose *Add*.

2-2-2 Create the item Digital Flatbed Scanner.

Choose ***Inventory*** → ***Item Master Data.***
Change to add mode.

Field Name or Data Type	**Values**
Item Number	**A2001**
Description	**Digital Flatbed Scanner**
Item Grouping	**Scanners**
Choose *RegularPurchasing Price* list	**80**
Inventory Item	**Set indicator**
Sales Item	**Set indicator**
Purchased Item	**Set indicator**

Choose the *Purchasing Data* tab page.

Field Name or Data Type	**Values**
Preferred Vendor	**V1000**
Length	**14**
Width	**19**
Height	**6**
Weight	**5kg**

Choose *Add*.

2-3 Find item master records and work with the List of Items function.

2-3-1 Choose *Item Master Data*. In the *Item Number field*, type in **A** and choose *Enter* or *Find*. Which item master record do you find?

The window **List of Items** opens, and the list contains all the items beginning with **A**.

Assignment5-03:Document Handling

Unit: Document Handling

Topic: Document Structure / Document Functions

1-1 You want to purchase several items from a vendor. You only know the approximate name of the vendor: Lasercom.

Choose ***Purchasing-A/P*** → ***Purchase Order***

1-1-1 Choose the **Tab key** in the **V*endor (Number)*** field, and the *List of Business Partners* window opens. Double-click on the ***BP Name*** column and enter **L** into the ***Find*** field**.** The system positions on the first entry beginning with **L**.
Or:
Enter **L*** into the ***(Vendor) Name*** field, choose the **Tab key**, and the ***Choose from List*** window opens. The system positions directly on the first entry beginning with **L** and only displays the entries beginning with **L**.

1-1-2 Is it possible to enter a description for a service as well as an inventory item in the same document?

A service as a service (which doesn't have an item master record) cannot be ordered in the same document with items (having item master records).

1-1-3 Specify three methods of quickly finding the correct purhase order.

Change to the ***Find*** mode.
If you know the document number you can type it in directly.
Or:
You can use ***Data*** → ***Next Record, Previous Record, First Data Record, Last Data Record*** or the corresponding buttons in the tool bar.
Or:
If you know the vendor number, type it into the *Vendor (Number)* field and add ***V2000***. The *List of Purchase Orders* with all purchase orders of the vendor V2000 opens.

1-1-4 Use drag and relate functionality to select the correct purchase order.

Go to the ***Drag & Relate*** menu.
Select *Purchase Order*. **All** purchase orders are displayed. therefore, use the **Filter** function to select the purchase orders only of the vendor V2000 (Customer/Vendor Equal V2000).
Or:
Select *Business Partners*. All Business Partners display. **Drag** business partner **V2000** to *Purchase Order*, so you get only purchase orders for the vendor V2000.

1-1-5 Open the first purchase order in the list by chosing the arrow at the beinning of the row. Put the cursor on an item in the purchase order, then choose:

Data → Add Row or right mouse-click → Add Row.

Data → Delete Row or right mouse-click → Delete Row.

Data → Duplicate Row or right mouse-click → Duplicate Row
In order to group different rows by item, choose ***Summary Type***: **By Items** (in the top right corner of the ***Contents*** tab.).

1-2 Create another purchase order.

1-2-1 Choose ***Purchasing-A/P → Purchase Order***

Enter Vendor **V10000**. Items **C00003** and **C00004** for 10 units each. Do **not** add the purchase order yet.

1-2-2 Calculate and display the volume and weight of the purchase order.

From the purchase order choose *Go to → Volume and Weight Calculation* or right mouse-click or the respective button in the tool bar:

1-2-3 How can you save the order provisionally?

You can save the purchase order as a **draft**.

From the purchase order, choose: ***File → Save as Draft.***

1-2-4 After posting some changes, you would like to create a real purchase order from the draft.

Choose ***Purchasing-A/P → Purchasing Reports→ Document Drafts Report.***
Confirm the *Selection Criteria* with ***OK,*** highlight the respective draft and choose ***Go to → Document Drafts*** or simply **double-click** the respective draft. The *Purchase Order – Draft* window opens. Post any changes and choose ***Add*** to create the real purchase order out of the draft.

1-2-5 ***Question:*** Has the draft disappeared automatically or can it be used again for additional purchase orders?

Answer: Although the draft is **not open** any more, it can be used for additional purchase orders (consider the selection criteria!)
In order to delete the draft, choose ***Data*** → ***Remove*** or ***right mouse-click*** → ***Remove,*** and confirm with ***OK..***

1-3 Create another purchase order with different row types.

Choose ***Purchasing-A/P*** → ***Purchase Order***

1-3-1 What do you have to do first, before you can enter the row type in a purchase order document?

Form Settings Icon

First you have to select the *Type* indicator in the Form Settings. Choose ***Form Settings*** in the toolbar and go to the *Table Format* tab page. Check the *Type* indicator.

1-3-2 Enter the following information in your purchase order:

Field Name or Data Type	Values
Vendor	**V10000**
Item 1	**A00001**
Quantity	**5**
Item 2	**A00002**
Quantity	**10**
Type	**Subtotal**
Item 3	**A00005**
Quantity	**2**
Item 4	**A00006**
Quantity	**2**
Type	**Text**
Text Editor	**Any text**
Type	**Subtotal**

Question: Can you enter an Alternative Item row in the purchase order?

Answer: You **cannot** enter an *Alternative Item* row in the purchase order. You can only enter *Alternative Item* rows in sales quotations.

Assignment5-04: Pricing Solutions

Unit: **Pricing**

Topic: **Pricing**

1-1 Add a new item in the system and maintain prices manually.

1-1-1 Choose ***Inventory* → *Item Master Data***
Choose ***Data* → *Add.***

Field Name or Data Type	Values
Item	**T2002**
Description	**Ergo Screen Monitor**
Price List	**Base Price**
	150
Price List	**Regular Sales Price**
	400
Price List	**Small Account Sales Price**
	500

Maintain all the prices in the specified price lists for the item master record by changing the dropdown in the field price list to each price list needed.

Add the item.

Alternately, you can save the item master record and enter the prices in the ***Inventory* → *Price Lists* → *Price Lists*** menu by double-clicking each price list and entering the required price for the item.

1-2 Create a new customer, **TC200, Smith Inc.**. Since this customer initially only orders small quantities, assign him your terms for stores. You can assign the **Price List Low Volume** price list in the payment terms.

Business Partners → Business Partner Master Data
Choose Data → Add

Field Name or Data Type	Values
Code	**TC200**
	Customer
Name	**Smith Inc.**
Group	**Small Accounts**

Choose the price list **Small Account Sales Price** on the *Payment Terms* tab page.
Choose ***Add***.

1-2-1.1 Create a sales order for customer **TC200** and item **T2002**. Make sure that the system chooses the right price.

Choose ***Sales-A/R → Sales Order***

Field Name or Data Type	Values
Customer	**TC200**
Delivery Date	**Today's date**
Item	**T2002**

Check the price by displaying the item master record and comparing the price in the document with the price in the *Small Account Sales Price* price list.

Save the order. Acknowledge any messages about lack of stock and choose ***Add***.

1-2-2 Create a new price list called **Test**

Inventory → Price Lists → Price Lists.
In order to create a new price list, ***Right mouse click → Add Row***.

1-2-3 The base price list is the ***Base Price*** and the factor is ***2***
Save the price list.

1-2-4 Create a new item **T2004** (**Easy Pixel Monitor**) and assign it a purchase price
(*Base Price*) of **300.00** units of your national currency.

Inventory → Item Master Data

Data* → *Add

Field Name or Data Type	Values
Item	**T2004**
Description	**Easy Pixel Monitor**
Price List	**Base Price**
	300

Add the item.

1-2-5 Call up the *Price List* screen and go to your **Test** price list. Check the price of your item.

Inventory* → *Price Lists* → *Price List

Select radio button ***Update Entire Price List***

Double click on the **Test** price list.

The price of the new item is **600.00** units of national currency.

1-2-6 Create a sales order for customer **TC200** and material **T2004**. What price list will be used in the sales order?

Choose ***Sales-A/R* → *Sales Order.***

Field Name or Data Type	Values
Customer	**TC200**
Delivery Date	**Today's date**
Item	**T2004**

The system will choose the **Small Account Sales Price** price list for the document. This price list is maintained in the business partner master record (see above).

Make sure that the new **Test** price list (and not the price list in the customer master record) is used in this document.

Form Settings* → *Document tab* → *Table tab in order to assign the **Test** price list to the document. Choose **OK** and answer the question, *"Update prices in existing rows?"* with **Yes**.
The system then uses the price of the **Test** price list (**600.00** units of national currency).
Add your sales order.

1-3 Calculate prices automatically using the *Last Purchase Price* list.

1-3-1 Change the *Base Price* so that it is calculated based on the *Last Purchase Price* list.

Inventory → Price Lists → Price List

For the *Base Price* row, use the dropdown to set the following:

Field Name or Data Type	Values
Base Price List	**Last Purchase Price**

Choose ***OK***.

1-3-2 Create a new item master, **T2003 (Flat X-Large Monitor)**. Do not assign any price to this item. Check the price in the *Last Purchase Price* list. The list does not contain an entry yet.

Choose ***Inventory → Item Master Data***

Choose ***Data → Add.***

Field Name or Data Type	Values
Item	**T2003**

Do not enter any price! Add the item.

Choose ***Inventory → Price Lists → Price Lists*** in order to check the price in the *Last Purchase Price* list.

Double click on the price list **Last Purchase Price** to open the price list.

There is currently no price listed for T2003

1-3-3 Now order 10 units of the new item, **T2003,** from vendor **V1010** at the price of **250.00** units of your national currency. Create a goods receipt posting with reference to the purchase order. Then display the price list and check whether the last purchase price has updated.

Purchasing-A/P → Purchase Order.

Field Name or Data Type	**Values**
Vendor	**V1010**
Item	**T2003**
Quantity	**10**
Unit Price	**250**

Add the purchase order.

Receive the items from the vendor.

Purchasing-A/P → Goods Receipt PO.

Field Name or Data Type	**Values**
Vendor	**V1010**

Copy from → Purchase Orders.
Choose your purchase order from the list
In the ***Draw Document Wizard***, choose ***Finish***
Add the Goods Receipt PO**.**

Check: Choose ***Inventory → Price Lists → Price Lists*** in order to check the price in the *Last Purchase Price* list

The system will not automatically copy the last purchase price of **250.00** units of the national currency until the AP invoice is entered.

1-3-4 You can now post the AP invoice for item **T2003** with a purchase price of **250.** Check again whether the last purchase price has been updated.

Choose ***Purchasing-A/P → A/P Invoice.***

Field Name or Data Type	**Values**
Vendor	**V1010**
Posting Date	**Today's date**

Copy from → Goods Receipt PO.
Choose your Goods Receipt PO from the list
Choose ***Finish*** in the ***Draw Document Wizard***
Add the A/P Invoice.

1-3-5 Now find out if the prices related to other price lists have been calculated. Confirm the result by checking the situation in the *Price Lists* menu.

Inventory → Price Lists → Price Lists
Yes, the price is updated.

1-4 Special prices

1-4-1 You have agreed on a special discount of 10% of the store price (**Small Account Sales Price** price list) for the item **C00008** with customer **C23900**.

Inventory → Price Lists → Special Prices → Special Prices for Business Partners.

Field Name or Data Type	Values
BP Code	**C23900**
Price List	**Small Account Sales Price**
Discount Percentage	**10**
Item No.	**C00008**

1-4-2 You have also negotiated a special price with quantity-based discounts for item **C00005** (**5%** discount as of two units, **10%** as of four units) with the same customer. This quantity-based discount is to be valid for **three months**. Create a sales order for **5** units for customer **C23900** and materials **C00008** and **C00005,** Check the prices.

Add item **C00005** to the special prices for business partners.

Field Name or Data Type	Values
Item No.	**C00005**
Price List	**Small Account Sales Price**
Discount Percentage	**0**

Select the row containing item **C00005** and double-click to display a time interval.
Enter **today's date** in the *Valid Until* field.
Double-click this interval to display the quantity scale
Enter a quantity-based discount (**5%** discount as of two units, **10%** as of four units).

Field Name or Data Type	Values
Quantity.	**2**
Discount	**5**
Quantity	**4**
Discount	**10**

Add the record by choosing ***Update*** in each window, then ***OK***.
Choose ***Add*** and ***Yes***.

Create a sales order for **5** units of **C00005** and **C00008** and check that the prices are correct.
Choose ***Sales-A/R*** → ***Sales Order***

Field Name or Data Type	Values
Customer	**C23900**
Delivery Date	**Today's date**
Item	**C00008 and C00005**
Quantity	**5**

Add the sales order.

1-4-3 After lengthy negotiations, you agree to grant customer **C30000** the same conditions for items **C00005 - C00008**. Use the copy function for special prices.

Inventory → Price Lists → Special Prices → Copy Special Prices to Selection Criteria.
At header level, enter the business partner from whom you want to copy the special prices (**C23900**) and choose a selection of partners to whom you want to copy the special prices (**C30000** in the *From* and *To* fields).
Items: Code *From* **C00005** *To* **C00008,** radio-button: ***Replace All Items.***
Choose ***OK***
Choose ***Yes*** and ***OK***.

1-4-4 You want to grant customers **C40000** and **C42000** a special discount for selected item groups. Create a discount of **10%** for the *Scanners* item group for customer **C40000.** Now copy the discount to customer **C42000**:

Inventory → Price Lists → Special Prices → Discount Groups.
Choose customer **C40000** and select the tab ***Item Groups***.
For the item group *Scanners*, create a **10%** discount.
Choose the button *Copy to Selection Criteria* to copy the discount information to **C42000.**
In the selection field, enter customer **C42000** (in the *From* and *To* fields) and choose ***OK*** and ***Add***..

Create an order and check the prices. Make sure that the item is assigned to the *Scanners* item group.

Sales-A/R → Sales Order

Field Name or Data Type	Values
Customer	**C42000**
Delivery Date	**Today's date**
Item	**A2000**

Assignment5-05: Inventory

Unit: **Inventory**

Topic: **Stock Transfers**

1-1 Your customer, C40000, has agreed to manage consignment stock on their premises. You fill the customer's warehouse, but do not charge for the goods until they are used. The customer confirms by telephone that the stock has been used.

1-1-1 Create a new warehouse for customer **C40000**. Assign it the warehouse code **07** and the name **CONSI C40000**. Enter any domestic location, street, city and country for the warehouse.
Make sure that the following accounts are assigned for Inventory Account, Cost of Goods Sold and Price Differences Account.

Choose ***Administration*** → ***Setup*** → ***Inventory*** → ***Warehouses***.

Enter the following information on the *General* tab page:

Field Name or Data Type	**Values**
Warehouse Code	**07**
Warehouse Name	**CONSI C40000**
Location	**any**
Street/City	**any**
Country	**Domestic**

Choose ***Add.***

1-1-2 Fill the warehouse for customer **C40000** by sending **5 units** of item **C00010** from warehouse **01**. Enter this delivery in SAP Business One by using the *Inventory Transfer* transaction.

Inventory → ***Inventory Transactions*** → ***Inventory Transfer***

Field Name or Data Type	**Values**
Customer	**C40000**
From warehouse	**01**
Item No	**C00010**
To Warehouse	**07**
Quantity	**5**

To check the quantity available in Warehouse 01 put the cursor in the *To Warehouse* field and choose **Ctrl+Tab**.

Choose ***Add***.

1-1-3 How much stock is currently stored in the consignment warehouse?

Inventory → Inventory Reports → Inventory in Warehouse Report.
Choose ***OK***
The stock is **5** units.

1-1-4 Customer **C40000** informs you that they have used **2** items. You want to post both the goods issue from the **consignment warehouse** and the invoice to the customer.
Create a customer invoice from warehouse **07**.
Choose ***Sales-A/R → A/R Invoice.***

Field Name or Data Type	Values
Customer	**C40000**
Item No	**C00010**
Quantity	**2**
Whse	**07**

If the field Whse is not shown, add the field ***Whse*** to the invoice in order to change the warehouse to **07**.
(Choose the ***Form Settings*** icon.
On the *Table format* tab, mark ***Whse*** as **visible**
Choose ***OK*** to save the setting and return to the invoice.)
After changing the warehouse from 01 to 07, save the A/R invoice.

The system posts both quantities and values.

1-1-5 Check the current stock situation for item **C00010** in warehouses **01** and **07**.

Choose ***Inventory → Inventory Reports → Inventory in Warehouse Report.***