

SAP Business One 2005: Certification Curriculum - Basic Functionality for SAP Business One

Live since: **Nov. 17, 2005** | Last update: **Nov. 17, 2005**

[Save & Close](#)

Personalized for: **Johan Mine**

Last visit: **Nov. 23, 2005** | *Must-know* docs set to *done*: **0** of **75**

[Open/Close Personalization](#)

RECENT UPDATES	VIEWER SOFTWARE	SEARCH
<input type="checkbox"/> Step 1: Learn What You Need Update your core competence - must know	<input type="checkbox"/> Step 2: Prepare for Your Project Learn which implementation tools, guides, and support are available Learn how to access the tools and content and how to get support	
LIVE EXPERT SESSIONS	SELF-TEST	Q & A

[Open All](#) / [Close All](#)

[Back to Top](#)

Update Your Core Competence - Must Know

Welcome and Introduction [Open/Close](#)

"" Duration: 5 mins

[Welcome and Introduction by Donna Troy, SVP, Global Small and Medium Business](#)

Video (WMV)
5 mins
June 2005

Donna Troy is Senior Vice President, Small and Mid-size Enterprise and has global responsibility for SAP's indirect channel business. Here, Donna introduces you to SAP and the PartnerEdge program. Welcome!

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

SAP Business One Overview [Open/Close](#)

"" Duration: 26 mins

[SAP Business One Overview](#)

Flashbook (HTM/SWF)
12 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe SAP's product offerings for the SMB market
- Discuss the features and technology of SAP Business One
- Outline the additional components that are available for SAP Business One

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Navigation](#)

Flashbook (SWF)
14 mins
June 2005

Once you have completed this topic, you will be able to:

- Log into an SAP Business One company
- Choose how data is displayed throughout the system
- Navigate successfully around the system
- Create user-defined shortcuts

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Master Data [Open/Close](#)

"" Duration: 30 mins

[Business Partner](#)

Flashbook (SWF)
18 mins
June 2005

Once you have completed this topic, you will be able to:

- Outline the three types of business partners
- Describe how business partner records are structured
- Outline the process of making a business partner active

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Items](#)

Flashbook (HTM/SWF)
12 mins
June 2005

Once you have completed this topic, you will be able to:

- Outline the three main types of Items
- Describe how Item Master Records are structured
- Group Item Master Records according to various criteria
- Define Alternative Items and Catalogue Number

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Sales & Purchasing [Open/Close](#)

"" Duration: 3.5 hours

[The Procurement Process Part I](#)

Flashbook (HTM/SWF)
14 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the documents and functions used within the Procurement Process
- Follow the changes in stock during the Purchase Process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[The Procurement Process Part II](#)

Flashbook (HTM/SWF)
13 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the extra documents and functions used within the Procurement Process
- Follow the changes in stock during the Purchase Process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Sales Process Part I](#)

Flashbook (SWF)
15 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe how documents and functions are used in the sales process
- Follow the changes in stock during the sales process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Sales Process Part II](#)

Flashbook (SWF)
15 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the extra documents and functions used in the sales process
- Follow the changes in stock during the sales process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Additional Expenses](#)

Flashbook (SWF)

Once you have completed this topic, you will be able to:

- Describe the additional expenses functionality
- Make the required initial definitions
- Use additional expenses in sales and purchasing documents
- Copy additional expenses from base to target documents

[Download](#) the Flashbook to your PC.

20 mins
June 2005

This content was approved by target group representatives. Did it help you? Please specify:

 [Pick & Pack](#)Flashbook (SWF)
20 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the documents and functions used within the picking process
- Describe the documents and functions used within the packing and dispatch process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

 [Document Generation Wizard](#)Flashbook (SWF)
11 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the 8 steps in the documentation generation wizard process
- Define different parameters for generating documents using the wizard

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

 [Document Handling Part I](#)Flashbook (SWF)
15 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the structure of documents
- Process documents
- Describe the form settings window
- Describe the 2 document types: item and service
- Process draft documents

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

 [Document Handling Part II](#)

Flashbook (SWF)

11 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the different row types
- Copy base documents to target documents
- Describe the work methods for processing documents
- Describe toolbar icons relevant for documents

[Download](#) the Flashbook to your PC.This content was approved by target group representatives. Did it help you? Please specify: [Sales & Purchasing Reports](#)Flashbook (HTM/SWF)
16 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the Sales and Purchasing Reports and their functions
- Track Open Items in various documents
- Monitor receivables and liabilities due

[Download](#) the Flashbook to your PC.This content was approved by target group representatives. Did it help you? Please specify: [Stamp-IT \(GERMANY only\)](#)Document (PDF)
60 mins (27 pages)
Nov. 25, 2004

After completing this document, you will be able to handle Stamp-IT, which was created in cooperation with the German postal service (Deutsche Post AG).

This document was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

This content was approved by target group representatives. Did it help you? Please specify:[Close](#)**Inventory, Production, MRP** [Open/Close](#)

"" Duration: 4 hours

 [Warehouses](#)Flashbook (HTM/SWF)
23 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand the meaning of 'Continuous Stock'
- Create Warehouses
- Configure and maintain the G/L account determination for postings in and out of stock
- Describe which accounts are needed for each logistics process

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Warehouse Reporting](#)

Flashbook (SWF)
10 mins
November 2005

Once you have completed this topic, you will be able to:

- Outline the 5 main reports that exist for warehouses

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Prices](#)

Flashbook (HTM/SWF)
12 mins
June 2005

Once you have completed this topic, you will be able to:

- Define and maintain prices in the Item and Business Partner Master Record
- Define Foreign Currency
- Outline the functionality behind last Purchase price

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Units of Measures](#)

Flashbook (HTM/SWF)
11 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe what is meant by Unit of Measure
- Outline the packaging process
- Describe how to use factors, packaging units and the Base Unit

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Batches & Serial Numbers](#)

Flashbook (HTM/SWF)
16 mins
June 2005

Once you have completed this topic, you will be able to:

- Define the management method for Batch and Serial Numbers
- Create and Issue Batch/Serial Numbers
- Manage Serial and Batch Numbers
- Run the Batch/Serial transaction report

- Outline the difference between Batch and Serial numbers

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Stock Movement](#)

Flashbook (HTM/SWF)

12 mins

June 2005

Once you have completed this topic, you will be able to:

- Create a Goods Receipt and Goods Issue and outline the effects on Stock and Accounting
- Define the Stock Transfer process including Consignment

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Physical Inventory](#)

Flashbook (HTM/SWF)

11 mins

June 2005

Once you have completed this topic, you will be able to:

- Create an Opening Balance
- Perform an Inventory Count and post any differences
- You will also be able to perform a Cycle Count

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Drop Ship & Back-to-Back Process](#)

Flashbook (SWF)

10 mins

June 2005

Once you have completed this topic, you will be able to:

- Describe the Drop Ship & Back-to-Back processes

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Special Prices Part I](#)

Flashbook (SWF)

Once you have completed this topic, you will be able to:

- Describe how SAP Business One determines item prices in documents
- Define special prices for your business partners

[Download](#) the Flashbook to your PC.

21 mins
June 2005

This content was approved by target group representatives. Did it help you? Please specify:

 [Special Prices Part II](#)Flashbook (SWF)
25 mins
June 2005

Once you have completed this topic, you will be able to:

- Copy special prices to a range of business partners
- Update special prices globally
- Define discount groups according to your requirements
- Define hierarchies and expansions to your regular price list

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

 [MRP](#)Flashbook (SWF)
40 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the MRP module
- Make the initial definitions required for working with the MRP
- Use the MRP wizard

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

 [Production](#)Flashbook (SWF)
26 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the production process in SAP Business One
- Define different types of bills of materials
- Use the production order window
- Use bill of material items in documents
- Update parent item prices globally

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Customer Relationship Management [Open/Close](#)

"" Duration: 4 hours

[Activities & Calendar](#)

Flashbook (HTM/SWF)

14 mins

November 2005

Once you have completed this topic, you will be able to:

- Create the five activities available and relate them to a document
- Use the Calendar facility in SAP Business One and customize it accordingly
- Create activities directly from within the Calendar
- Report on Activities

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Sales Opportunities Part I](#)

Flashbook (SWF)

32 mins

June 2005

Once you have completed this topic, you will be able to:

- Describe the sales opportunity module
- Make the required initial definitions in order to work in this module
- Describe the various tab pages in the sales opportunity window

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Sales Opportunities Part II](#)

Flashbook (SWF)

25 mins

June 2005

Once you have completed this topic, you will be able to:

- Describe the various sales opportunity reports in SAP Business One
- Run the sales opportunity reports

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Services Part I](#)

Flashbook (SWF)

15 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the service module
- Describe the possible business scenarios
- Define the required initial definitions
- Work according to the first business scenario

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Services Part II](#)

Flashbook (SWF)
26 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the service call functionality
- Update the various tab pages in the service call window

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Services Part III](#)

Flashbook (SWF)
19 mins
June 2005

Once you have completed this topic, you will be able to:

- Work according to the second business scenario
- Define customer equipment cards manually
- Define service contracts manually
- Describe the solution knowledge base
- Run service reports

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[SAP Business One Outlook Integration - Synchronization](#)

Flashbook (SWF)
30 mins
Nov. 2004

At the conclusion of the first topic, you will be able to:

- Explain what the MS Outlook Integration functionality within SAP Business One 2004 covers and how it works
- Synchronize appointments, tasks and contacts between MS Outlook and SAP Business One

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[SAP Business One Outlook Integration - Snapshot](#)

Flashbook (SWF)
30 mins
Nov. 2004

At the conclusion of the second topic, you will be able to:

- Explain what the snapshot function of MS Outlook Integration for SAP Business One 2004 covers and how it works
- Create a snapshot for a contact
- Explain what the quotation function covers and how it works
- Import quotations from SAP Business One to MS Outlook
- Create, change, display quotations and send quotations as emails from MS Outlook

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005. [Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[SAP Business One Outlook Integration - Email Integration](#)

Flashbook (SWF)
30 mins
Nov. 2004

At the conclusion of the third topic, you will be able to:

- Explain what the email-integration function of MS Outlook Integration for SAP Business One 2004 covers and how it works
- Send, forward and receive emails in MS Outlook and save them as activities in SAP Business One
- Explain how to use the MS Outlook Integration within SAP Business One to connect to MS Word / MS Excel
- Save MS Word documents as attachments to activities in SAP Business One
- Save MS Excel workbooks as attachments to activities in SAP Business One

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005. [Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Accounting [Open/Close](#)

"" Duration: 8.5 hours

[Commissions](#)

Flashbook (HTM/SWF)
7 mins
June 2005

Once you have completed this topic, you will be able to:

- Outline the three parameters to set Commissions by.
- Create new Commission Groups and assign percentages.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Chart of Accounts](#)

Flashbook (HTM/SWF)
12 mins
June 2005

Once you have completed this topic, you will be able to:

- Change the Chart of Accounts for your company
- Create, delete and change General Ledger Accounts
- Explain what a Control Account is
- Define the Currencies that the system uses to manage a General Ledger Account Balance
- Use Account Segmentation for reporting purposes

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Journal Entries](#)

Flashbook (HTM/SWF)
15 mins
June 2005

Once you have completed this topic, you will be able to:

- Define, Activate and Lock Posting Periods
- Post Journal Entries manually
- Post Journal Entries in Foreign Currencies
- Correct Journals using Reversal

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Budget Management Part I](#)

Flashbook (SWF)
13 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the Budget Management functionality
- Initialize Budget Management in your company
- Define Budget Distribution Methods
- Define Budget Scenarios

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Budget Management Part II](#)

Flashbook (SWF)

21 mins
June 2005

Once you have completed this topic, you will be able to:

- Define the budget of your company
- Maintain regular work with the company's budget
- Generate various budget reports

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Posting Tools](#)

Flashbook (SWF)
17 mins
June 2005

Once you have completed this topic, you will be able to:

- Post journal entries with automatic tax calculation
- Use journal vouchers
- Create recurring postings
- Build posting templates

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Posting Periods](#)

Flashbook (SWF)
17 mins
June 2005

Once you have completed this topic, you will be able to:

- Create posting periods in SAP Business One
- Work with posting periods
- Describe the period-end closing process
- Describe the influence of closing balances on financial reports

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Continous Stock Part I](#)

Flashbook (SWF)
14 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the continous stock system
- Describe the three possible costing methods
- Initialize the continous stock system in your company
- Describe the Moving Average costing method

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Continous Stock Part II](#)

Flashbook (SWF)
19 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the standard costing method
- Describe the FIFO costing method
- Describe the effect of additional expenses on the stock value
- Update the costing methods
- User the material revaluation functionality
- Run the inventory audit report

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Opening Balances](#)

Flashbook (HTM/SWF)
24 mins
June 2005

Once you have completed this topic, you will be able to:

- Create and verify opening balances for Business Partners
- Enter and verify opening balances for the General Ledger

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Cost Accounting and Projects](#)

Flashbook (HTM/SWF)
12 mins
June 2005

Once you have completed this topic, you will be able to:

- Create and group Profit Centers
- Define Distribution Rules and assign them to accounts
- Run the Profit Center Report
- Define and evaluate projects

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Doubtful Debts](#)

Flashbook (HTM/SWF)

9 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand the facilities for Doubtful Debt provision in SAP Business One and why you may wish to use them.
- Setup Doubtful Debt provision facilities.
- Use the Debtors' report and make postings to the Doubtful Debts Account.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Dunning](#)

Flashbook (SWF)
31 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the dunning system in SAP Business One
- Make the required initial definitions
- Print dunning letters using the dunning wizard

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Deferral with Automatic Reversal](#)

Flashbook (HTM/SWF)
6 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand the need for Deferrals and how these are handled in SAP Business One.
- Post Reversing Journals and execute their reversal.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Aging Reports](#)

Flashbook (SWF)
13 mins
November 2005

Once you have completed this topic, you will be able to:

- Describe the aging reports available in SAP Business One
- Analyze your customers' open receivables
- Describe the working methods in the aging reports
- Describe the printing options available for the aging report

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Exchange Rate Differences](#)

Flashbook (HTM/SWF)
9 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand differences on exchange in SAP Business One.
- Post Realized differences.
- Report and post Unrealized differences.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Tax Set Up Europe](#)

Flashbook (SWF)
6 mins
June 2005

Once you have completed this topic, you will be able to:

- Define tax groups, withholding tax and tax declaration boxes
- Assign a tax code to a business partner or item
- Understand how tax codes operate in sales and purchasing documents

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Reconciliation Part I](#)

Flashbook (SWF)
17 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the importance of internal and external reconciliations
- Outline the options available for performing internal and external reconciliations
- Carry out manual reconciliations
- Process external bank statements

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Reconciliation Part II](#)

Flashbook (SWF)
15 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe an automatic reconciliation
- Describe a semi-automatic reconciliation
- Work with the 'Manage Previous Reconciliations' function

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Financial Reports Part I](#)

Flashbook (SWF)
14 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the different financial reports
- Run the balance sheet, trial balance and the profit and loss statement

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Financial Reports Part II](#)

Flashbook (SWF)
14 mins
June 2005

Once you have completed this topic, you will be able to:

- Reevaluate the financial reports
- Run comparison reports
- Create financial report templates
- Run the cash flow report

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[DATEV FI Integration \(GERMANY only\)](#)

Document (PDF)
30 mins (18 pages)
Nov. 25, 2004

This presentation provides you with information about DATEV FI functionalities for SAP Business One.

This document was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

This content was approved by target group representatives. Did it help you? Please specify:

[Fixed Assets - Setup](#)

Flashbook (SWF)

30 mins
Nov. 2004

At the conclusion of this topic, you will be able to:

- Set up fixed assets within SAP Business One, including all definitions
- Create new fixed asset master data
- Import existing fixed asset data into SAP Business One

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Fixed Assets - Transactions](#)

Flashbook (SWF)
30 mins
Nov. 2004

At the conclusion of this topic, you will be able to:

- Acquire fixed assets and apply credit notes
- Retire fixed assets and account for profit & loss
- Forecast and apply depreciation

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[ELSTER Electronic Tax Return \(GERMANY only\)](#)

SAP Tutor (SIM)
7 mins (46 steps)
Sept. 23, 2004

This SAP Tutor session will provide you with an overview about the ELSTER functionality within SAP Business One. The ELSTER® (Elektronische Steuererklärung) is a common Project from the German Federal Tax Administration Department and the German States with the aim to allow data transmission for tax returns.

For SAP Business One, the software components from the Financial Office are integrated into the ELSTER AddOn.

After completing this SAP Tutor session, you will be able to:

- Use data already stored in SAP Business One to complete your advance return for VAT via the ELSTER functionality
- Submit your completed return electronically through the Internet to the appropriate tax office via the ELSTER functionality

Fulfil the request to send the vat data up from 01.01.2005 on electronic way.

This SAP Tutor was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Additional Material](#)

This content was approved by target group representatives. Did it help you? Please specify:

[Payment Engine](#)

Flashbook (SWF)
30 mins
Nov. 2004

At the conclusion of this topic, you will be able to:

- Understand the purpose of the payment engine and its functionality within SAP Business One
- Create data medium files for outgoing payments and direct debits using the payment engine
- Import external bank statements using the payment engine
- Use the cash and bank functionality to manually process incoming bank statements

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Download](#) the flashbook to your PC.

[Additional material](#)

This content was approved by target group representatives. Did it help you? Please specify:

[Sales Tax and 1099 Reporting](#)

Flashbook (SWF)
30 mins
Oct. 2004

After completing this Flashbook, you will be able to:

- Create multiple levels of Tax Jurisdictions from 'City' to 'Federal'
- Set default values for Business Partners and Items
- Create Sales Tax Reports
- Setup 1099 Definitions
- Setup 1099 Reports and submit them

This Flashbook was created for SAP Business One 2004 and is still valid for SAP Business One 2005.

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Payment System](#)

Flashbook (SWF)
13 mins
November, 2005

Once you have completed this topic, you will be able to:

- Define payment methods
- Use the payment wizard

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Manual Payments - Incoming](#)

Flashbook (SWF)
21 mins
November, 2005

Once you have completed this topic, you will be able to:

- Post incoming payments using different payment means
- Describe the different scenarios for using incoming payments
- Describe the deposit function

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)**Banking** Open/Close

"" Duration: 2 hours

 [Bank Definitions](#)Flashbook (HTM/SWF)
6 mins
June 2005

Once you have completed this topic, you will be able to:

- Setup Banks and Accounts for your own company and Business Partners
- Assign banks and house banks to a business partner
- Understand how Bank Definitions work in the system in everyday functions of payment and receipt

[Download](#) the Flashbook to your PC.This content was approved by target group representatives. Did it help you? Please specify: [Payment Terms](#)Flashbook (HTM/SWF)
13 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand how Payments Terms operate
- Configure Payment Terms
- Understand Cash Discounts

[Download](#) the Flashbook to your PC.This content was approved by target group representatives. Did it help you? Please specify: [Manual Payments - Outgoing](#)Flashbook (SWF)
17 mins
June 2005

Once you have completed this topic, you will be able to:

- Post outgoing payments using different payment means
- Use the 'Pay To' function
- Void checks for payments

[Download](#) the Flashbook to your PC.This content was approved by target group representatives. Did it help you? Please specify: [Down Payments](#)Flashbook (SWF)
16 mins
June 2005

Once you have completed this topic, you will be able to:

- Describe the down payment functionality
- Make required initial definitions
- Work with down payment invoices
- Work with down payment requests

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Credit Cards Part I](#)

Flashbook (SWF)
13 mins
June 2005

Once you have completed this topic, you will be able to:

- Define the required parameters in order to work properly with credit cards in SAP Business One

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Credit Cards Part II](#)

Flashbook (SWF)
25 mins
June 2005

Once you have completed this topic, you will be able to:

- Pay and receive payments from business partners using credit cards

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Pre-numbered Checks](#)

Flashbook (HTM/SWF)
8 mins
June 2005

Once you have completed this topic, you will be able to:

- Understand the purpose of pre-numbered checks and its functionality within SAP Business One
- Configure the printing of pre-numbered checks
- Define the use of pre-numbered checks at bank account level
- Generate a check register report and void a check

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Human Resources [Open/Close](#)

"" Duration: 6 mins

[Human Resources](#)

Flashbook (HTM/SWF)
6 mins

Once you have completed this topic, you will be able to:

- Maintain the master data of your employees
- Run several reports on the employee master data

[Download](#) the Flashbook to your PC.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Training Database [Open/Close](#)

""

[Training Database](#)

SAP Library (HTM)

You can [download](#) the training database and use it to practice the functionality you have learned.

This content was approved by target group representatives. Did it help you? Please specify:

[Close](#)

Summary [Open/Close](#)

Summary

- Test your knowledge with a [Self-Test](#)
- Equip yourself for onsite work in [Step 2: Prepare For Your Project](#)

Yes No, because

[Close](#)

Save & Close

Please remember to save & close whenever you leave this learning map.

[Back to Top](#)

See the statistics for this learning map