

SAP® Business One® v10.0 - Professional

The SAP® Certification exam is offered as a single exam—passing it boosts confidence, establishes expertise, and earns client trust. It takes less time than you think. Following curriculum will help you achieving it.

Introduction

- What Is SAP Business One?
- Breaking Ground for Small and Midsize Businesses
- SAP Implementation Methodology

Getting Started

- Personality of SAP Business One
- Building Documents from Reusable Parts
- Knowing Where You Are
- Finding What You Are Looking For
- Getting Where You Want To Go

Basics of Financial Accounting

- Overview of Financial Accounting
- Setting up Financial Accounting
- Performing Daily Procedures
- Maintaining Records
- Period-End Procedures
- Incoming and Outgoing Payments
- Internal Reconciliation
- Cost Accounting
- Budgeting
- Cashflow
- Inquiries and Reports

Entering and Managing Master Data

- Master Data use in SAP Business One
- Master Data Creation and Management
- Setting up Predefined Values and Defaults for Master Data
- Creating Business Partner Master Data
- Creating Item Master Data

Sales Documents and Accounts Receivable

- Sales-A/R Process
- Key Calculations: Gross Profit and Weight and Volume

- Taking It Step by Step
- Building One Document from Another
- Processing Groups of Documents
- Accounting and Inventory Impact

Purchasing Documents and Accounts Payable

- Purchasing-A/P Process
- Common Structure and Key Data
- Stock Valuation Reports
- Taking It Step by Step
- Building One Document from Another
- Accounting and Inventory Impact

The ABCs of MRP

- Material Requirements Planning (MRP)
- Preparing for an MRP Run
- Using the Wizard to Execute an MRP Run
- MRP Checklist

Production

- Bill of Material Types
- Resources
- Production Order

Sales Opportunities

- Sales Opportunities
- Managing Sales Opportunities in SAP Business One
- Managing Sales Opportunities in Microsoft Outlook
- Reporting on Sales Opportunities
- Campaign Management

Service Module

- Service
- Equipment Cards
- Creating Service Calls
- Service Reports

Document Creation, Authorizations, and Approvals

- Document Creation Features
- Authorizations, Approval Procedures, and Document Drafts
- Accelerating Document Creation through Wizards

Printing Documents and Reports

- Document Layouts and Reports
- Initial Setup
- Print Layout Designer

Inventory

- Valuation Methods
- Warehouse Setup
- Pick and Pack
- Pricing

Optional Modules

Reporting

- Modular Reports
- Introduction to Crystal Reports® for SAP
- Report Template Customizations
- Query Manager
- Formatted Search Queries

Interface Customization

- Form Customizations
- User-Defined Fields
- User-Defined Objects
- User-Defined Tables
- UI Customizations

Crystal Reports® for SAP

- Data Sources
- Report Designer
- Customization Tools

Implementation Landscaping

- Best Practices
- Strategies for Implementation
- Resources to Accompany