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SAP Business One 10.0
Basics Processes
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Create documents

There are several ways to create a document:

1. **Create new document**
   Open the dialog for the document to be created and enter the content. Each document can be created individually and without prior document. For example in invoice can be created alone without a prior sales order.

2. **Function "Copy to"**
   Call "Copy to" function in previous document and copy its content to a new document. The contents is applied accordingly.

3. **Function "Copy from"**
   Open the dialog for the new document, enter the customer or supplier code, and use the "Copy from" function to search for previous document(s) from which you want to copy. This process takes a little longer than "Copy to", but contents from several previous documents can be included. This procedure supports the quick creation of collective invoices.

4. **Duplicate for the same BP**
   Call up an existing document (duplicate right mouse click) and duplicate it for the same business partner

5. **Duplicate for another BP**
   Call up an existing document (duplicate right mouse click) and duplicate it for another business partner

Change documents / close documents

SAP Business One has integrated financial accounting. This means that the corresponding journal entries are automatically triggered when documents are created. For this reason, posting-relevant information in documents can no longer be changed after the document has been added. Quotations and sales orders do not trigger a journal entry. They are changeable until they are closed. A document is considered closed if it has been canceled or if it has been transferred to a subsequent document using the "Copy to" or "Copy from" function. The following table shows the options for changing various documents.

Sales documents	Quotation	Sales order	Delivery	Returns in sales	Outgoing invoice	Outgoing credit memo
Can the document be changed again after it has been added?	Yes, until it's closed	Yes, until it's closed	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background
How can document be closed?	Sales order with the same or a higher quantity / cancellation	Delivery with the same or a higher quantity / cancellation	Outgoing invoice with the same quantity / return in the same quantity or a combination of outgoing invoice and return	-	Outgoing credit memo with the same quantity / incoming payment or a combination of both	-

Purchase documents		Purchase order	Goods Receipt	Returns in purchasing	Incoming invoice	Incoming credit
Can the document be changed again after it has been added?		Yes, until it's closed	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background	No, because there is a journal entry in the background
How can document be closed?		Goods receipt with the same or a higher quantity / cancellation	Incoming invoice with the same quantity / return in the same quantity or a combination of outgoing invoice and return	-	Incoming credit memo with the same quantity / outgoing payment or a combination of both	-

Find documents

There are several ways to search for a receipt:

1. **Enterprise Search** (see following slides)

2. **Document list**
   Example: Open quotation in search mode (Sales order > Quotation) and search for offers for a customer
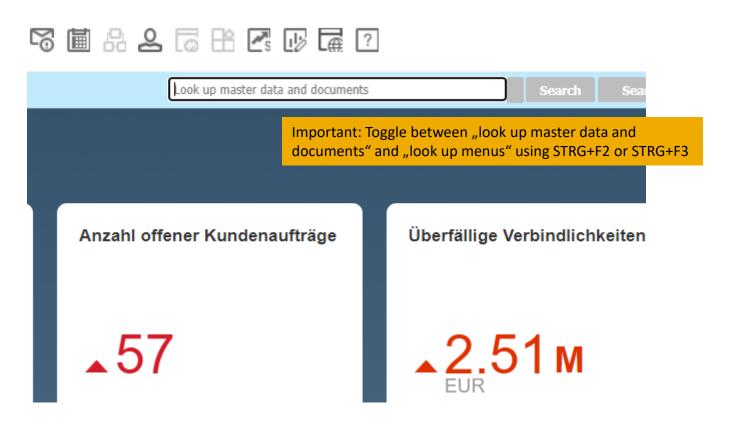
3. **Open item list**
   Sales – A/R > Sales Reports > Open Item List > select the relevant receipt

4. **Relationship map**
   If a document is part of a document chain, the relationship map can be opened with any document of the chain
   (right mouse click on any document and then select relationship map)

Enterprise Search - SAP Business One "Google"- search

Look up master data and documents | Search | Sea

Important: Toggle between „look up master data and documents" and „look up menus" using STRG+F2 or STRG+F3

Anzahl offener Kundenaufträge

▲57

Überfällige Verbindlichkeiten

▲2.51 M
EUR

The Enterprise Search is like a Google search. The entire database is searched for the search text / search number. All results that contains the search text / search number are displayed according to groupings.

Text line in documents (Type text)

Predefined text for documents

Administration > Setup > General > Predefined Text

Text blocks can be defined and used flexibly in documents:

1. Select document

2. Select "Text" in the type field

3. Select predefined texts in the print field

4. Select text block

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Add fields to documents

Form Settings …

Select table format

Add field
Check the visible column

Remove fields
Delete the check mark in the visible column

Field visible but not changeable
Set a checkmark for visible but not for active

Add fields to lists / filter field values in lists

Define the language in the business partner master data

Define the language in the document (e.g. sales order)

Basically, the language should be defined in the GP master, in this case it is called automatically in every document. However, if a document is created only once in a different language, it makes sense to adapt the language in the document logistics tab.

Translate item master data

The following fields must be translated in the article master data:

1. Description / name of the article

2. Name Purchasing Unit of Measure (Purchasing tab)

3. Name Sales Unit of Measure (Sales tab)

To translate values, click on the respective field. A globe symbol appears in the right corner of this field. Click on the globe. The text for a foreign language can now be entered.

WARNING: For languages with localization (e.g. English and English UK) consider to use a uniform language.

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Translate payment terms and shipping types

Administration > Setup > Business Partners > Payment Terms and Administration > Setup > Inventory > Shipping Types

1. Call up / mark the terms of payment / shipping method
2. Press globe icon
3. Select language
4. Enter the translation and confirm

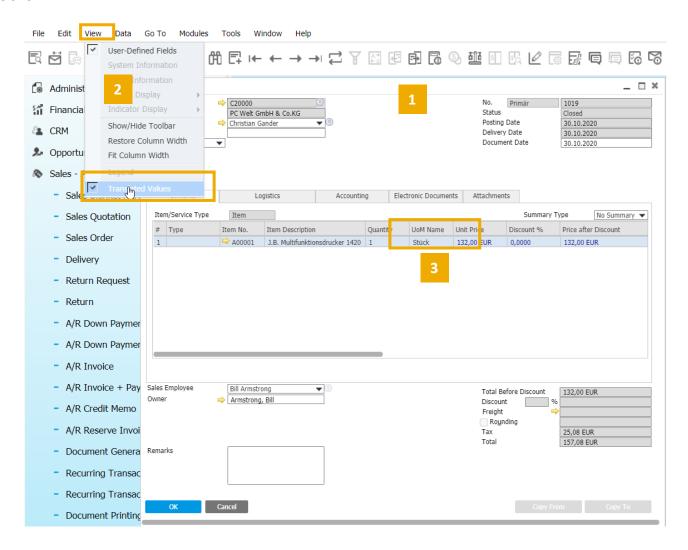WARNING: For languages with localization (e.g. English and English UK) consider to use a uniform language.

Show translated values in documents

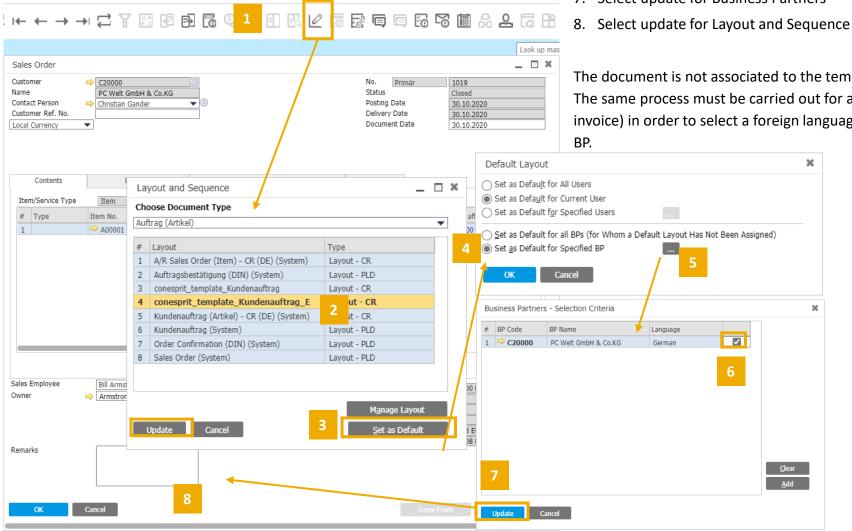Open document, View > Beleg aufrufen, Ansicht > Übersetzte Werte

1. Open document

2. View > Übersetzte Translated Values

3. The translated values are shown

Print documents in foreign language

1. Open document, aufrufen, select layout designer
2. Select layout for corresponding foreign language
3. Set as Default

4. Set as Default for Specific BP
5. Select 3 more (…)
6. Check to select relevant business partners
7. Select update for Business Partners
8. Select update for Layout and Sequence

The document is not associated to the template int the foreign language. The same process must be carried out for all other document types (e.g. invoice) in order to select a foreign language template as default for this BP.

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