



## SAP Business One Certification Program

This course will prepare you to:

- Explain the concepts and methods of SAP Business One
- Describe and carry out the standard processes in logistics of SAP Business One
- Set up and configure the standard processes in logistics required by your company.

### **TB 1000 – Goals and Objectives**

#### **Course Structure and Flow**

- Unit 1 Course Overview
- Unit 2 Fundamentals of SAP Business One
- Unit 3 Master Data
- Unit 4 Document Handling
- Unit 5 Purchasing – A/P
- Unit 6 CRM
- Unit 7 Sales – A/R
- Unit 8 Cross Functionalities
- Unit 9 Inventory Transactions
- Unit 10 Production
- Unit 11 MRP
- Unit 12 Human Resources
- Unit 13 Service

## Course Schedule

### Course Schedule:

#### Day One

Content: Units and Topics	Activities: Instructor and Participant
01 Introduction and Course Overview	Presentation and round of introductions
02 Fundamentals of SAP Business One <ul style="list-style-type: none"><li>• SAP Solutions for SMB</li><li>• Additional Components for SAP Business One</li><li>• General Functions for SAP Business One</li></ul>	Presentation and exercises
03 Master Data <ul style="list-style-type: none"><li>• Business Partners</li><li>• Items and Warehouses</li></ul>	Presentation and exercises

#### Day Two

Content: Units and Topics	Activities: Instructor and Participant
04 Document Handling <ul style="list-style-type: none"><li>• General Structure of Documents</li><li>• General Functions of Documents</li></ul>	Presentation and exercises
05 Purchasing – A/P <ul style="list-style-type: none"><li>• Basic Procurement Process</li><li>• Additional Documents and Functionalities of Purchasing</li></ul>	Presentation and exercises
06 CRM <ul style="list-style-type: none"><li>• Activities</li><li>• Calendar</li><li>• Territories</li><li>• Sales Opportunities</li></ul>	Presentation and exercises

### Day Three

Content: Units and Topics	Activities: Instructor and Participant
06 CRM <ul style="list-style-type: none"><li>MS Outlook Integration Add-on</li></ul>	Presentation only
07 Sales – A/R <ul style="list-style-type: none"><li>Basic Sales Process</li><li>Additional Documents and Functionalities of Sales</li></ul>	Presentation and exercises
08 Cross Functionality <ul style="list-style-type: none"><li>Pricing</li></ul>	Presentation and exercises

### Day Four

Content: Units and Topics	Activities: Instructor and Participant
08 Cross Functionality <ul style="list-style-type: none"><li>Serial Number Management</li><li>Batch Management</li><li>Units of Measure</li><li>Business Partner Catalog Numbers</li><li>Additional Expenses</li></ul>	Presentation and exercises
09 Inventory Transactions <ul style="list-style-type: none"><li>Goods Receipts and Goods Issues</li><li>Stock Transfers</li><li>Physical Inventory</li><li>Warehouse Reporting</li></ul>	Presentation and exercises
10 Production <ul style="list-style-type: none"><li>Maintaining Bills of Materials (BOM)</li><li>Production</li></ul>	Presentation and exercises

## Day Five

Content: Units and Topics	Activities: Instructor and Participant
10 Production <ul style="list-style-type: none"><li>• Production Process</li></ul>	Presentation and exercises
11 MRP <ul style="list-style-type: none"><li>• MRP Fundamentals</li><li>• MRP Wizard</li></ul>	Presentation and exercises
12 Human Resources	Presentation and exercises
13 Service	Presentation and exercises

## **TB1100 - Goals and Objectives**

This course will prepare you to:

- Describe and carry out the standard processes in accounting of SAP Business One
- Set up and configure the standard processes in accounting required by your company.

## **Course Structure and Flow**

- Course Overview
- Financials
- Banking
- Period-End Closing and Reporting

## Course Schedule

### Day One

Content: Units and Topics	Activities: Instructor and Participant
Course Overview	Presentation and round of introductions
Financials <ul style="list-style-type: none"><li>• Chart of Accounts</li><li>• Journal Entries</li><li>• Posting Tools</li><li>• Budgeting</li><li>• Fixed Assets</li><li>• Cost Accounting</li></ul>	Presentation and exercises

### Day Two

Content: Units and Topics	Activities: Instructor and Participant
Banking <ul style="list-style-type: none"><li>• Payment Terms</li><li>• Aging and Dunning</li><li>• Manual Payments</li><li>• Payment System</li><li>• Down Payments</li><li>• Internal Reconciliations</li><li>• Deposits and Bank Statement Reconciliations</li><li>• Payment Processes</li></ul>	Presentation and exercises

### Day Three

Content: Units and Topics	Activities: Instructor and Participant
Banking <ul style="list-style-type: none"><li>• Payment Engine Add-on (1 h)</li></ul>	Presentation and exercises
Period-End Closing and Reporting <ul style="list-style-type: none"><li>• Working with Posting Periods</li><li>• Period-End Preparations</li><li>• Financial Reporting</li><li>• Value-Added Tax</li></ul>	Presentation and exercises

## **TB1200 - Goals and Objectives**

This course will prepare you to:

- Implement SAP Business One according to customer requirements
- Utilize the service and support provided by SAP

## **Course Structure and Flow**

- Course Overview
- Installation and Administration
- User-Defined Fields and Tables
- Queries and Reports
- Alerts and Approvals
- Formatted Search
- Designing the Print Layout
- Data Migration
- Support for SAP Business One
- Implementation and Operation
- Case Study

## Course Schedule

### Day One

Content: Units and Topics	Activities: Instructor and Participant
Introduction and Course Overview	Presentation and round of introductions
Installation and Administration <ul style="list-style-type: none"><li>• Installation and Upgrade</li><li>• Licensing</li><li>• Creating a New Company</li><li>• Paths for Files and Templates</li><li>• SAP Business One Services</li><li>• User and Authorization Management</li></ul>	Presentations and SAP Tutorials
User-defined fields and tables	Presentations and Exercises
Queries <ul style="list-style-type: none"><li>• Query Wizard</li><li>• Query Generator</li></ul>	Presentations and Exercises

### Day Two

Content: Units and Topics	Activities: Instructor and Participant
Queries <ul style="list-style-type: none"><li>• XL Reporter Add-on</li></ul>	Presentations
Alerts and Approvals <ul style="list-style-type: none"><li>• Alerts Management</li><li>• Approval Procedures</li></ul>	Presentations and Exercises
Formatted Search	Presentations and Exercises
Designing the Print Layout <ul style="list-style-type: none"><li>• Print Layout Designer</li></ul>	Presentations and Exercises

### Day Three

Content: Units and Topics	Activities: Instructor and Participant
Designing the Print Layout <ul style="list-style-type: none"><li>Advanced Layout Designer Add-on</li></ul>	Presentations
Data Migration <ul style="list-style-type: none"><li>Upload via Microsoft Excel</li><li>Data Transfer Workbench</li><li>Post Opening Balances</li></ul>	Presentations and Exercises
Support for SAP Business One <ul style="list-style-type: none"><li>SMB Portal</li><li>Support Services and Processes</li><li>Delta Knowledge Transfer</li></ul>	Presentations and Exercises
Implementation and Operation	Presentations

### Day Four

Content: Units and Topics	Activities: Instructor and Participant
<ul style="list-style-type: none"><li>Case Study</li></ul>	Preparation of Case Study, Instructor provides support when there are open questions but basically act as the customer.

### Day Five

Content: Units and Topics	Activities: Instructor and Participant
<ul style="list-style-type: none"><li>Case Study</li></ul>	Presentation of the group results of the case study
Optional: <ul style="list-style-type: none"><li>Preparation for certification</li></ul>	Free time for preparation, Q&A session
<ul style="list-style-type: none"><li>Certification</li></ul>	