

Streamline your business, accelerate profitable growth using an affordable business application designed for small to medium sized organisations

In common with many decision makers, you are prevented from focussing on growing your business by a daily flood of operational details, ad hoc requests for information, and nonstop competitive moves. Meeting these challenges is difficult and time consuming enough without the added complication of key information being held in different systems or locations. Disjointed sales, accounting, and operational processes also result in bottlenecks and reduced efficiency. Multiple systems can lead to multiple data entry, which in turn causes errors and delays. Your competitors, meanwhile, are making it harder for you to find and retain customers.

To maintain a competitive edge, you need a clear view of all aspects of your business. You need to streamline processes and find better ways to access information to inform key business decisions. By effectively tracking and accessing all customer related information you could service your customers more intelligently at each point of contact, ensuring their loyalty and repeat business. And by more accurately monitoring revenue and expenses, you are in a better position to optimise cash and liquidity. Improved financial strength gives you the flexibility to respond more quickly when business opportunities arise.

SAP® Business One can help your organisation see clearly, think clearly, and act clearly so that you can close the gap between strategy and execution and become a better run business.



SAP Business One

A Comprehensive, Integrated Solution

SAP Business One includes all the processes you need to run your entire business. Unlike niche solutions, it provides a complete business management solution covering financials, sales, customers, inventory, and operations. And because it is designed specifically for small and medium organisations it can be installed quickly, is straightforward to maintain and is easy to use.

Streamline Your Entire Business with a Single System

By capturing business information in a single system, information is instantly accessible across the organisation, eliminating duplicate data entry, costs, and related errors. Workflow-based alerts trigger automatic response when important business events occur, allowing you to monitor and focus on those that are most critical.

Strengthen Customer Relationships and Loyalty

SAP Business One helps you manage sales, customer service, and support by integrating these functions with other business functions across your company. With the service call component in SAP Business One you can respond to customer service and support

calls speedily and effectively. Detailed service reports related to call volumes, durations, and response times allow you to assess progress and take necessary actions. By combining data from sales, operations and finance SAP Business One helps you identify ways to serve your customers better and serve them faster.

Act on Instant and Complete Information

SAP Business One delivers compelling reporting functionality and information access that allows you to get crucial insights into all parts of your business. Interactive drill-down functionality and a variety of presentation formats allow you to click through relevant data and get answers at any time. Employees can respond to customer needs faster, and managers can accurately track revenues, costs, and cash flow to assess performance and determine how to improve it.

Adapt to Meet Your Changing Needs

The application can be implemented quickly and adapted easily as your business grows. With over 550 add-on solutions that have been built SAP Business One by software solution partners you can customise and extend the solution to meet your specific business and industry challenges.

One Application, Multiple Functions

SAP Business One combines a broad range of functions into a single integrated application.

Accounting and Financials

SAP Business One helps you manage your general ledger, journals, budgets, and accounts payable and receivable. You can conduct all your banking activities – including processing payments by cheque, cash, credit card, bank transfer, and bill of exchange – as well as reconcile various accounts and create

financial reports for profit and loss, cash flow, balance sheet, and aging. You can also update account postings at the exact time relevant business events occur.

Sales and Customers

With SAP Business One, you can:

- Create quotes, enter orders, and provide better customer service
- Track sales opportunities and activities from first contact to the close of sale
- Initiate marketing campaigns by using templates for mass e-mails
- Provide support for customer service, service contracts, and warranties

The application also lets you manage and maintain customer contacts with full Microsoft Outlook synchronisation, which results in increased sales effectiveness and stronger customer relationships.

Purchasing and Operations

Every small business needs a systematic approach to managing the procurement process, from creating purchase orders to paying vendors. SAP Business One helps manage the complete order-to-pay cycle, including receipts, invoices, and returns. You can also plan material requirements for production, control bills of materials, and replenish inventory automatically. And using integration with Crystal Reports, you can analyse your vendors' performance and adjust your procurement strategy accordingly.

Inventory and Distribution

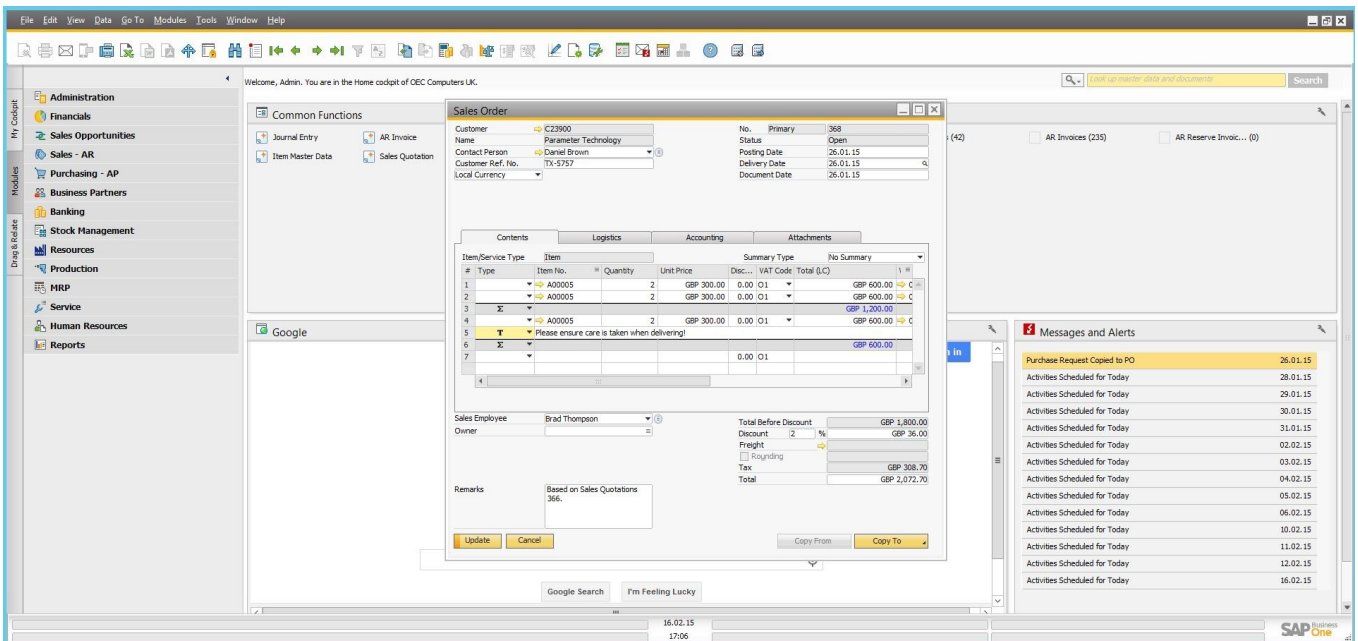
SAP Business One lets you readily manage your inventory and operations, including picking, packing, delivery, and billing. You can perform inventory valuation using different methods such as standard costing, moving average, and FIFO; monitor stock levels; and track transfers in real time and across multiple warehouses. In addition, you can run

real-time inventory updates, availability checks, and manage pricing and special pricing, allowing you to automatically apply volume, cash, and account discounts to transactions with vendors and customers.

Reporting and Administration

SAP Business One provides powerful, integrated analytic and reporting tools to help you access the critical business information you need. With SAP Business One, together with fully integrated Crystal Reports, you can gather data from multiple sources and generate timely and accurate reports based on critical company data across financials, sales, customers, inventory, service, production, and

operations. Completely integrated with the Microsoft Office products and focused on data security, Crystal Reports allows you to choose from a variety of report formats and to control access to information displayed. You can also use additional functionalities that are an integral part of SAP Business One such as “drag and relate” and interactive drilling down through multiple levels of relevant data to get complete information instantly.



The screenshot displays the SAP Business One interface for a Sales Order. The main window is titled 'Sales Order' and shows the following details:

- Customer:** C23900, Parameter Technology
- Contact Person:** Daniel Brown
- Customer Ref. No.:** TX-5757
- No.:** Primary 368
- Status:** Open
- Posting Date:** 26.01.15
- Delivery Date:** 26.01.15
- Document Date:** 26.01.15

The 'Contents' tab is active, showing a table of items:

#	Type	Item No.	Quantity	Unit Price	Disc...	VAT Code	Total (G)
1		A00005	2	GBP 300.00	0.00	O1	GBP 600.00
2		A00005	2	GBP 300.00	0.00	O1	GBP 600.00
3	Σ						GBP 1,200.00
4		A00005	2	GBP 300.00	0.00	O1	GBP 600.00
5							GBP 600.00
6	Σ						GBP 600.00
7							

Additional summary information at the bottom of the window:

- Sales Employee:** Brad Thompson
- Owner:**
- Remarks:** Based on Sales Quotations 366.
- Total Before Discount:** GBP 1,800.00
- Discount:** 2 %
- Discount:** GBP 36.00
- Freight:**
- Rounding:**
- Tax:** GBP 308.70
- Total:** GBP 2,072.70

The interface also includes a 'Messages and Alerts' pane on the right, showing a list of activities scheduled for today, and a 'Purchase Request Copied to PO' message. The SAP Business One logo is visible in the bottom right corner.

Key Functionality

LAKE

Accounting and Financials

- General ledger and journal entries
- Basic cost accounting and monitoring of project costs
- Budget management
- Banking and bank statement processing
- Payment processing and reconciliation
- Financial statements and reporting
- Sales tax and value-added tax
- Multicurrency support

Inventory and Distribution

- Items management and item queries
- Receipt to stock, release from stock, and stock transactions
- Stock transfer between multiple warehouses
- Serial number management
- Inventory revaluation
- Customer and vendor catalogue
- Price lists and special pricing
- Batch management
- Pick and pack

Purchasing and Operations

- Purchase proposals
- Purchase orders and deliveries
- Goods receipts and returns
- Accounts payable invoice and credit notes
- Bill of materials
- Production orders
- Forecasting and material requirements planning

Job Costing

- Job and Sub-Job Management
- Customisable Job Types, Statuses, Categories and Analysis codes
- Time and Material Entry
- Resource Management
- Billing System with Pro-Rata and Under/Over Recovery
- Contracts and Milestone Billing
- Purchase Order / AP Invoice Integration
- Service Call Integration for Advanced Management of Service Jobs
- Bulk Job Invoicing
- Contract Job Invoicing
- Retention Management
- Make to Stock / Light Manufacturing of Product
- Drag & Drop Scheduling of Staff and Resources

Sales and Customers

- Opportunities and pipeline management
- Customer contact and activity management
- Sales quotations and orders
- Invoicing and crediting
- Sales and pipeline forecast
- Service contract management
- Service-call management entry and tracking