



SAP Business One Study Guide

SAP Business One Version 9.0

How to use the Study Guide:

There are 17 units in the study guide. You can scroll through the document to reach each topic or you can use the bookmarks in the Overview of Topics to jump to each section individually. Each section contains questions on a topic. Answer the questions in your own words to the best of your ability.

If you can easily answer the questions, then you likely have the knowledge necessary to take the 9.0 certification. Your next step should be to take the [Self Test](#) for the certification (You need to be online and enter an s-user to access).

If you cannot easily answer certain questions, then go to the study section for that unit to learn more about the area. In each study section you will find the following:

- Links to relevant [SAP Business One Academy](#) pages where you can find:
 - Presentations,
 - Demos and simulations,
 - Exercises and solutions. You can run the exercises on your own SAP Business One system. (The exercises are based on the UK demo database, however, they are written to allow you to run them in most localized demo databases.)
- An additional resources segment with links to the Online Help, B1 To Go and Other supplementary materials

If you cannot answer the majority of questions and you have not worked with SAP Business One, we recommend that you take the three courses: TB1000, TB1100, and TB1200. You can take an instructor led classroom training. Access the [Training and Certification Shop](#) portal to receive more information. Or you can use the SAP Business One Academy pages for self-learning. You can also view a [sample test](#) to receive a notion of the certification exam structure.

For more details on how to prepare for the certification exam read the blog: [Tips for preparing for the SAP Business One CTB1200 certification](#).

Overview of Topics – Table of Contents

Click on any topic below to go directly to the self-study questions for that topic.

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Study Guide Unit 1: Introduction

Answer the following questions in your own words:

1. What type of architecture does SAP Business One use?
2. Name the basic processes in SAP Business One.
3. What is the purpose of the link arrow?
4. What is an easy way to find table and field names when you are viewing a form such as a sales order?
5. What types of online help are available and how do you access them?
6. What information appears in the system message log?
7. What is the purpose of user-defined shortcuts and how are they set up?
8. What is available in the cockpit? How is the cockpit activated?
9. What is master data? State two examples used in a purchase order.
10. What is configuration data? What is its purpose?
11. A document may have fields which currently do not display. How do you display these fields in the document?
12. What are marketing documents?
13. What type of information is displayed on the Contents tab?
14. What type of information is displayed on the Logistics tab?
15. What type of information is displayed on the Accounting tab?
16. When you enter master data into a marketing document, information from the master data record defaults into the document. If you change the defaulted information in the document, how is the business partner master affected?
17. What are the three types of business partners?
18. What row types are available in marketing documents?
19. Which row type is only available on sales quotations?
20. What is a draft document? How are they created? How are they used?
21. What information is available in the relationship map?
22. How can you view what changes have been made for a document?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Link to Purchasing - A/P Study Questions\)](#)
- [Return to the overview of topics](#)

If you are not comfortable answering these questions:

- [Use the materials in the SAP Business One Introduction Study Section](#)

Introduction Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Introduction unit:

Review the e-books, demos, exercises and solutions in the [Academy - Introduction page\ Overview of SAP Business One](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Getting Started)

B1ToGo units:

- [Getting started](#)
- [Understanding the personality of SAP Business One](#)
- [Knowing where you are](#)
- [Finding what you are looking for](#)
- [Getting where you want to go](#)
- [Finding answers to your questions](#)
- [How master date is used in SAP Business One](#)
- [Master data creation and management](#)
- [Creating Business Partner Master Data](#)

Navigation Links:

[Return to Introduction Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 2: Purchasing – A/P

Answer the following questions in your own words:

1. What are the four basic steps in the purchasing process (Hint: The final step is an accounting step)?
2. What does the Item/Service Type field control?
3. What key master data must be entered into every (Item-type) purchasing document?
4. Which document in the purchasing process is the only mandatory document? Why?
5. What is the main purpose of a purchase order? How does it affect inventory reporting?
6. What is the main purpose of the Goods Receipt PO? How does it affect inventory and accounting in a perpetual inventory system? Which accounts are debited and credited?
7. What are the differences between *Copy from* and *Copy to*?
8. What is the main purpose of the A/P Invoice? How does it affect inventory and accounting in a perpetual inventory system? Which accounts are debited and credited?
9. What happens if you create an A/P Invoice without creating a Goods Receipt PO? How are the journal entries different for an A/P invoice created without referencing a goods receipt PO compared to an A/P invoice which references a goods receipt PO?
10. In the purchasing process, what is the purpose of a purchase quotation?
11. When is the purchase request issued? What are the advantages of its use?
12. How can you easily compare between different quotations your vendor sent you?
13. What tool does SAP Business One provide for a quick generation of a group of purchase quotations? How are vendors chosen for the quotations generated?
14. Where can you view inventory status information for an item?
15. What does the field “ordered” signify? Is ordered stock considered as available stock?
16. Which report shows open sales and purchasing documents? Will documents with a closed or cancelled status appear on this report?
17. Which purchasing documents are typically used for purchasing services?
18. When is it appropriate to use a Service-type purchase order?
19. What information must be entered on the row in a service-type purchasing document?
20. When is it an advantage to create an item representing a service rather than use a Service-type purchase order?
21. How do you set up recurring transactions to pay monthly payments for a leased item?
22. Which options are available to correct issues in purchasing? Give an example of each.
23. You have created a purchase order but then discover that the items are no longer needed. The purchase order information has not even been sent to the vendor yet. What action should you take in the system?
24. If a purchase order is partially received, but the vendor will never ship the remaining items, what status should you select for the document?
25. If a vendor substitutes one item but delivers two other items as ordered, how many goods receipt PO documents are needed to receive the items?
26. You need to create a credit memo for an invoice. When can you reference the original invoice?

27. Which field in an A/P invoice is used to enter the vendor's invoice number? Why is this field useful for searching?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Link to Sales - A/R Unit\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Purchasing - A/P Study Section](#)

Purchasing – A/P Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Purchasing – A/P unit:

Review the e-books, demos, exercises and solutions in the [Academy – Logistics page\ Purchasing – A/P](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Purchasing – A/P)

B1 To Go units:

- [Overview of Purchasing – A/P Process](#)
- [Taking it Step By Step](#)
- [Accounting and inventory impact](#)

Navigation Links:

[Return to Purchasing - A/P Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 3: Sales – A/R

Answer the following questions in your own words:

1. What are the main documents used in the sales process?
2. What master data must be entered into every sales document?
3. What is the purpose of managing customer groups?
4. Which document in the sales process is the only mandatory document and why?
5. What are the differences between a lead and a customer? How do you convert a lead into a customer?
6. On which sales and purchasing documents can a lead be used?
7. On which sales and purchasing documents can a customer be used?
8. How are addresses handled on a business partner master? Can you set up multiple addresses? If so, how?
9. What default values can be set for business partners at the company level? At the business partner group level? In the payment terms?
10. What is the main purpose of a sales order? How does it affect inventory reporting?
11. What are activities? How are they used? How can you learn of upcoming activities?
12. How can activities be associated with specific sales documents?
13. How can you set up a recurring activity?
14. What does the committed quantity represent?
15. How does SAP Business One calculate item availability?
16. Which options are available in Item Availability checks?
17. When can changes be made to a sales order? How can you block a sales order from changes?
18. What is the main purpose of the Delivery?
19. How does a delivery affect inventory and accounting? What causes accounting postings to occur or not for a delivery?
20. When a delivery is saved for an item which is controlled by the moving average method, what accounting postings are made?
21. What is the main purpose of the A/R Invoice? How does it affect inventory and accounting? Which accounts are debited and credited for an item controlled by moving average?
22. Why should you always reference the delivery document when you create an invoice for a delivered item?
23. What types of information can be changed in a delivery after it is added to the system? What can be changed in a saved invoice?
24. What is the document generation wizard and how is it used?
25. What options are available for correcting issues in the sales process?
26. How do you decide among the available correction documents and options?
27. Why is it a best practice to use copy from or copy to when creating a correction document?
28. What options are available if a customer returns an item and asks for a replacement? How are these options controlled in configuration?
29. What controls whether a stock posting is made in a correction document?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Items Study Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\).](#)

If you are not comfortable answering these questions:

- [Use the materials in the Sales - A/R Process Study Section](#)

Sales – A/R Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Sales – A/R unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Logistics page\ Sales – A/R](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Sales – A/R)

B1 To Go units:

- [Overview of Sales-A/R process](#)
- [Getting started](#)
- [Taking it step by step](#)
- [Processing groups of documents](#)
- [Accounting and inventory impact](#)

Navigation Links:

[Return to Sales - A/R Study Questions](#)

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Study Guide Unit 4: Items

Answer the following questions in your own words:

1. What information is contained at the header of an item master record?
2. What are the three item categories? What do they control? Can an item belong to multiple categories?
3. What information is contained on the purchasing and sales tabs of the item master?
4. What information do you find on the inventory data tab of an item master record?
5. What type of information is found on the Planning tab of an item master record?
6. When is it possible to delete items? What is another option for restricting the use of items that cannot be deleted?
7. What are item properties and why could they be useful?
8. How can you reformat item search criteria?
9. What steps do you take to create a unit of measure group?
10. How can you set up different units of measure for selling and purchasing a specific item?
11. How do the units of measure appear automatically in the marketing documents rows?
12. When can you use the same UoM group for different items?
13. Assuming the sales unit of measure of an item is different than the inventory unit of measure, when issuing a Delivery for the item, what transaction would you see in the Inventory Posing List report?
14. What are the advantages of using item groups?
15. Which important default values can be set at the item group level?
16. What are the differences between a perpetual and a non-perpetual inventory system? What is not affected in a non-perpetual inventory system?
17. What are the three valuation methods for calculating the inventory value?
18. How is the item cost calculated for an item controlled by the moving average method?
19. What posting is made when a Goods Receipt PO is created for an item controlled by the moving average method?
20. How is the standard cost of an item set?
21. When using the standard cost method, what happens when the purchase price differs from the standard cost of an item?
22. How are item costs managed in the FIFO inventory valuation method?
23. How do you activate perpetual inventory? Which related settings are available in the same window?
24. What is the purpose of the inventory audit report? What are the limitations on its use?

If you are comfortable answering all of the questions above:

- [Continue to the next section \(Link to Inventory\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Items Study Section.](#)

Items Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Items unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Logistics page\Items](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Item Master Data)

[Online Help](#) (Unit: Item Group - Setup)

B1 To Go unit: [Creating item master data](#)

Navigation Links:

[Return to Items Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 5: Inventory

Answer the following questions in your own words:

1. How do you define a new warehouse? What options are available in the warehouse definition?
2. What is the purpose of setting up a drop ship warehouse? How does the drop ship process work?
3. What are the advantages of working with bin locations?
4. What does a bin location code represent? How is the bin location code structured?
5. When are bin locations required in inventory documents?
6. If a bin location is automatically determined for a document, how can you change the location?
7. Which documents in logistics are available to receive items into a warehouse (include purchasing and sales documents as well as inventory documents)?
8. Which documents in logistics are available to release items from a warehouse (include purchasing and sales documents as well as inventory documents)?
9. Which document is used to move items between warehouses?
10. If you are running perpetual inventory, what is the effect of each of the inventory documents?
11. What is the difference between an inventory transfer and an inventory transfer request in terms of their effect on inventory status of an item?
12. What master data must be entered into every warehouse management document?
13. When would you use a goods issue rather than a delivery or goods return?
14. When would you use a goods receipt rather than a goods receipt PO?
15. What is the advantage of having batch numbers?
16. What is the advantage of using serial numbers?
17. What are the two management methods for batch and serial numbering? What difference does this choice make in which documents require batch or serial numbering?
18. Which documents allow batch and serial number information but do not require it (regardless of management method)?
19. What types of additional information can be associated with a serial number or batch?
20. What is the inventory counting process?
21. What are the steps for setting up automatic recommendations for periodic inventory counts?
22. What options are available when setting up cycle count determination?
23. Once you started counting, what can you do to ensure no inventory transactions take place for the items in the area you count?
24. What is the process for inventory counts for two stock takers to count the same area of a warehouse?
25. What tool does SAP Business One provide for inventory counting risk assessment?

Inventory Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Inventory unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Logistics page\ Inventory](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Inventory)

B1 To Go unit: [Warehouse Setup](#)

How To Guide (need an S-user to access): [How to Conduct Inventory Counting with SAP Business One 9.0](#)

Navigation Links:

[Return to Inventory Study Questions](#)

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Study Guide Unit 6: Pricing

Answer the following questions in your own words:

1. Describe the different types of prices available in SAP Business One.
2. What is the most basic type of price?
3. Which type of price can be based on items, item groups, item properties, or an item manufacturer?
4. How is a price list assigned to a sales order?
5. In what order does the system search for a price in sales document?
6. How can you create a new price list?
7. When a price list is created, which items are linked to the new pricelist?
8. How can you update an existing price list?
9. How can you assign a pricelist to a business partner?
10. How can you price an item with different units of measure?
11. When a price is set for specific unit of measure and the unit of measure on the document row is different, what happens? How does this differ by the type of price?
12. How can you set a price for a limited time period?
13. How can you give an automatic discount according to the volume sold to a customer?
14. How can you set a unique price for a certain BP? Does this special price have to be based on the price list assigned to the business partner?
15. What are the two system price lists? How are they calculated?
16. What can you do in order to maintain a sales pricelist that is always set to 50% more than the purchase price list? What can you do if you want to maintain certain items in the sales price list with a fixed price?
17. When is it a good idea to set additional prices in different currencies in the price list?
18. What happens if a pricelist is inactive?
19. What solution exists in SAP Business One for companies with huge number of items and price lists, when some of the price lists are not relevant anymore?
20. What can you do if you want a certain discount to apply to a group of items?
21. How can you assign multiple types of discounts in one invoice row?
22. Assuming multiple discounts apply to a certain business partner, how can you avoid multiple discounts in one invoice row? How can the system choose the lower discount automatically?
23. How can you set a discount for all items that are manufactured by a certain manufacturer?
24. How can you set a "Buy 3 and get 1 for free" pricing?
25. What can you do if you want to exclude a certain BP from a discount group?

Pricing Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Pricing unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Logistics page\ Pricing](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Price List)

B1 To Go unit: [Pricing](#)

Navigation Links:

[Return to Pricing Study Questions](#)

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Study Guide Unit 7 - Accounting for Sales and Purchasing

Answer the following questions in your own words:

1. What is the minimum amount of lines a journal entry should include?
2. What does the balance of a business partner or a G/L accounts represent?
3. What happens to the accounts involved in the A/R Invoice? Which account is debited and which is credited?
4. What is the typical account balance of Assets and Expenses accounts?
5. What is the effect of debit transactions on an asset account value?
6. What is the effect of credit transactions on a revenue account value?
7. In an Incoming Payment, which account is debited and which is credited?
8. What is the main purpose of the G/L Account Determination window?
9. What is the main purpose of defining the Control Accounts: Accounts Receivable and Accounts Payable?
10. How does SAP Business One reflect vendor's transactions in the chart of accounts? Can Business Partner Master Data balances appear in the Chart of Accounts?
11. Whenever you post a document to a business partner how does the system affect the control account balance?
12. How does SAP Business One set the value to be credited and debited in an automatic journal entry created by an A/R Invoice?
13. What is the main purpose of defining a purchase price list?
14. Assuming the company runs perpetual inventory, how does SAP Business One set the value of the Unit Price in an A/P Invoice? And what about the Goods Receipt PO?
15. How does SAP Business One set the value to be credited and debited in an automatic journal entry created by a Goods Receipt PO?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Banking Process Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the SAP Business One Standard Financial Processes Study Section](#)

Accounting for Sales and Purchasing Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Accounting unit:

Review the e-books, demos, exercises and solutions in the [Academy – Accounting page\ Accounting Concepts](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

B1 To Go unit: [Overview of financial Accounting](#)

Navigation Links:

[Return to Standard Financial Processes Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 8 - Banking Process

Answer the following questions in your own words:

1. What are the main documents used in the incoming payment process?
2. How does a deposit affect accounting? Which accounts are involved and how?
3. What determines the list of checks presented in the Deposit window?
4. Which payment means can be used in an incoming payment? And in an outgoing payment?
5. In an Incoming payment what is the main difference between a bank transfer and the other payment means?
6. From accounting perspective, what is the main difference between a manual incoming payment and a manual outgoing payment in SAP Business One?
7. In an outgoing payment, which account is debited and which is credited?
8. When issuing an outgoing payment, what is the status of an invoice or an installment appearing in the documents table?
9. In a payment document, how do you know that an invoice due date has passed?
10. In a payment document, how do you know that an invoice has been partially paid?
11. What is the payment wizard and how is it used?
12. Which kind of payments can you create using the payment wizard?
13. What is the main definition in the payment wizard process?
14. What are the main steps in creating a payment run using the payment wizard?
15. What is the Payment Order Run? And how it is used?

If you are comfortable answering all of the questions above:

- [Continue to the next section \(Financial Process Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Banking Process Study Section](#)

Banking Process Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Banking unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Accounting page\ Banking Process](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Banking)

B1 To Go unit: [Incoming and Outgoing Payments](#)

Navigation Links:

[Return to Banking Process Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 9 – Financial Process

Answer the following questions in your own words:

1. In a new company, what options do you have for defining a chart of accounts? What are the considerations for choosing each one of the options?
2. What is the main purpose of the drawers in the chart of accounts?
3. What are the main differences between a balance sheet account type and a profit and loss account?
4. Which accounts typically appear in each drawer?
5. Which accounts typically appear in each financial report?
6. How does the chart of accounts structure in SAP Business One affect the financial reports structure?
7. What is the difference between an active account and a title account?
8. What is the main purpose of a title account? How does it affect the financial reports?
9. What is the main purpose of the levels in the chart of accounts?
10. On which of the existing levels would you place an active account and why?
11. Why should you have all active accounts at the same level?
12. What are the two functions for maintaining the chart of accounts? Which tasks would you typically perform in each function?
13. What does the Account Type field represent?
14. What does a Cash Account represent?
15. What are the two main journal entry types registered to the journal entries file?
16. How can you recognize the journal entry origin in the journal entries file?
17. Can you set up defaults for entering manual journal entries? If so how?
18. What are the two main areas in the journal entry form?
19. In a manual journal entry, how do you enter a line for a G/L account?
20. In a manual journal entry, can you enter a line for a business partner master data? If so how?
21. How can you cancel a manual journal entry?
22. How can you recognize a cancelled journal entry?
23. What is the main purpose of a posting template?
24. What are the differences between a posting template and a recurring posting?
25. On which posting tool can you define a frequency of execution?
26. What is the working procedure with a journal voucher?
27. Can you save a journal entry as a draft document?
28. What can you do with journal entries while working with the journal voucher option that cannot be done with journal entries stored in the journal entries file?
29. How can you post just one transaction out of several that exist in one journal voucher?
30. What is the main window for defining default G/L accounts?
31. According to the traditional solution, what are the three options for defining a default G/L method for an item?
32. According to the traditional solution, how many methods can you define for each item?
33. With the advanced solution for G/L account determination, what is the indication for having a rule defined for an account?

34. Which type of documents are affected by the advanced rules?
35. What sets the priorities in the Advanced G/L Account Determination Rules window?
36. How can you set up a different revenue account for each country the company sells products to?
37. Assuming several rules apply for a certain revenue account in the G/L Account Determination window, how does the system know which rule to apply in the invoice?

If you are comfortable answering all of the questions above:

- [Continue to the next section \(Posting Periods Process Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Financial Process Study Section.](#)

Financial Process Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Financial unit:

Review the e-books, demos, simulations, exercises and solutions in the [Academy – Accounting page\ Financial Process](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Financials)

B1 To Go Units:

- [Setting up financial accounting](#)
- [Performing daily procedures](#)
- [Maintaining records](#)

Navigation Links:

[Return to Financial Process Study Questions](#)

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Study Guide Unit 10 – Posting Periods Process

Answer the following questions in your own words:

1. What is the main posting period and what are the sub-periods?
2. Which sub-periods can you define?
3. What are the considerations when defining sub-periods?
4. How do the financial processes in the company (like annual financial statements and internal controlling) affect the set up of posting periods in SAP Business One?
5. How does SAP Business One determine to which sub-period a transaction belongs to?
6. On which cases does the system internally reconcile a business partner master data account? When is it a full reconciliation and when partial?
7. On which cases does the user internally reconcile a business partner master data account? When is it a full reconciliation and when partial?
8. Why is it important to apply an invoice to a payment?
9. Can you apply an invoice to a payment retroactively? If so, how?
10. On which currency an internal reconciliation is being performed?
11. On which currencies an internal reconciliation needs to be balanced?
12. Can you cancel user reconciliations? If so, how?
13. What are the four types of posting period statuses?
14. Which operations can you do under each status?
15. Which status is used when you are about to close a period? And which is used after you finished the closing period process?
16. What are the differences between the year-end closing and the period end closing processes? What are the similarities?
17. When is the period end closing process typically done? When is it considered as optional?
18. What is the main purpose of the Period End Closing utility? How does it affect accounting?
19. Which accounts are affected by the Period End Closing utility?
20. When do you typically run the period end closing utility? When is it considered as optional?
21. How do the financial processes in the company (like annual financial statements and internal controlling) affect the decision of how often to run the Period-End Closing utility in SAP Business One?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Controlling Reports Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Posting Periods Process Study Section](#)

Posting Periods Process Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Posting Periods Process unit:

Review the e-books, demos, exercises and solutions in the [Academy – Accounting page\ Posting Periods](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

Online Help:

- [Unit: Administration=>Initializing the System=>Posting Periods Window](#)
- [Unit: Administration=>Utilities=>Period-End Closing](#)
- [Unit: Business Partners=>Internal Reconciliations](#)

B1 To Go Units:

- [Period-End Procedure](#)
- [Internal Reconciliation](#)

Navigation Links:

[Return to Posting Periods Process Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 11 – Controlling Reports

Answer the following questions in your own words:

1. What are the three main financial reports?
2. What is the main purpose of each financial report?
3. When do you usually issue the Financial Reports?
4. Which type of account typically appears in each financial report?
5. How does the chart of accounts structure in SAP Business One affect the financial reports structure?
6. What is the difference between the Trial Balance and the Balance Sheet reports?
7. What is the main purpose of the cash flow?
8. Which accounts are included in the cash flow?
9. Which transactions does the cash flow present? In those transactions which date is being used?
10. How can you improve the Cash Flow Results
11. What is the main purpose of the customer receivables aging report?
12. What does the aging date represent?
13. What is the most efficient way to send all debtors a reminder letter?
14. How can you configure the system to automatically calculate the costs on demanding the outstanding A/ R invoices?
15. How can you automatically charge the customer for these costs?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Financial Accounting Initialization Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Controlling Reports Study Section](#)

Controlling Reports Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Controlling Reports unit:

Review the e-books, demos, exercises and solutions in the [Academy – Accounting page\ Controlling Reports](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

[Online Help](#) (Unit: Financials=>Financial Reports)

B1 To Go units:

- [Cashflow](#)
- [Inquiries and reports](#)

Navigation Links:

[Return to Controlling Reports Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 12 – Additional Financial Topics

Answer the following questions in your own words:

1. What does the local currency represent?
2. What does the system currency represent?
3. How do you define foreign currencies? How do you define exchange rates for these currencies?
4. What are the three options for the account currency in a business partner master data and a G/L account?
5. How can you manage a pricelist in different currencies?
6. When you issue a marketing document, how does the system automatically pick the relevant price in the relevant currency?
7. On which case exchange rate differences can occur?
8. How does the system handle those exchange rate differences?
9. What tool does SAP Business One offer you to evaluate the difference between the local currency and foreign currency balances of an account?
10. Which definitions are essential for setting-up a fixed asset master data?
11. How do you activate a fixed asset in SAP Business One?
12. What are the two ways to retire a fixed asset in SAP Business One?
13. What tool does SAP Business One provide to execute depreciations, for a range of assets, automatically?
14. How does the depreciation execution affect the assets values?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Link to SAP Business One Accelerated Implementation Program \(AIP\) Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Financial Accounting Initialization Study Section](#)

Additional Financial Topics Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Additional Financial Topics unit:

Review the e-books, demos, exercises and solutions in the [Academy – Accounting page\ currencies](#) and [Fixed Assets](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

Online Help:

- [Unit: Administration=>Setup=>Financials=>Currencies - Setup Window](#)
- [Unit: Financials => Working with Fixed Assets](#)

Navigation Links:

[Return to Financial Accounting Initialization Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 13: Implementation Tools

Answer the following questions in your own words:

1. Can you name all AIP phases in order?
2. What is the purpose and main goal of each AIP phase?
3. What is one of the goals for the Kick-off meeting?
4. What is the purpose of a risk assessment?
5. What tool from the AIP can be used to conduct a risk assessment?
6. What document is provided in the AIP materials to signify the completion of a phase?
7. What is the purpose of the business blueprint?
8. What are some advantages of using the project plan embedded in SAP Business One? What is the purpose of the Implementation Center?
9. What is an advantage of using the Express Configuration Wizard?
10. Can you use the Express Configuration Wizard to configure all settings?
11. How can you track configuration changes made using the Express Wizard?
12. Which settings in the Company Details screen are irreversible once you have posted a transaction?
13. How is the Quick Copy tool useful during an implementation project?
14. What is the difference between the Quick Copy and Solution Packager tools?
15. During the Quick Copy copying process, what happens to records marked as dependent records?
16. How can the Solution Packager tool support volume deployments of SAP Business One?
17. How do you deploy a new company based on a solution package?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Link to Project Realization Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Implementation Tools Study Section](#)

Implementation Tools Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Accelerated Implementation Program unit:

Review the e-books, demos, exercises, simulations and solutions in the [Academy – Application Management page\ Implementation Tools](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Navigation Links:

[Return to Implementation Tools Study Questions](#)

[Return to Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 14: Project Realization

Answer the following questions in your own words:

1. Which guide provides step-by-step instructions to install the SAP Business One software?
2. Which should be installed first: the Server Tools or the Server?
3. Where can you find information on the tables used in SAP Business One objects?
4. Describe the licensing model.
5. What is the implication of stopping the License Manager during business operations?
6. Which piece of information do you need to supply when you request a license key?
7. What is the role of the SAP Business One Service Manager?
8. How are the database access credentials hidden from the end user? Why do some functions require the site user password?
9. Where can the site user password be maintained?
10. Where can you define the password strength for user passwords?
11. What causes a user account to be locked?
12. What functions are provided by the System Landscape Directory?
13. What are two ways to open the System Landscape Directory?
14. What is the purpose of the access log?
15. What is the purpose of the change (history) log?
16. Which objects have a change (history) log?
17. What is the difference between a super user account and a standard user account?
18. What is the easiest way to assign general authorizations to a set of users?
19. In what situation would you need to assign general authorizations to a user who has a professional license?
20. What is the advantage of defining a default sales employee or buyer for a document?
21. What is the purpose in designating an owner for a document?
22. Employee master data is used for setting the owner in a document. What is another purpose of employee master data?
23. If a user is assigned a Limited Logistics license type, do they also need an Indirect license type to access a third party add-on?
24. The client wants to continue document numbering from the legacy system numbers. How can you do this in SAP Business One?
25. How can you link a range of document numbers to a fiscal year?
26. When you define a document numbering series, how can you make the series available to users?
27. How can you configure the system to allocate codes automatically when a new master data record is created?
28. What is the purpose of a print layout?
29. Do you need a print layout for a new report?
30. What are the steps to change the default print layout for a document?
31. User A needs to print invoices in a different format to user B. How can you implement this?
32. What is the name of the window in SAP Business One for managing layouts?
33. What is in a *.b1p file?

If you are comfortable answering all of the questions above:

- [Continue to the next section. \(Link to Customization Tools Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

[Use the materials in the Project Realization Study Section](#)

Project Realization Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Project Realization unit:

Review the e-books, demos, exercises, simulations and solutions in the [Academy – Application Management page\ System Administration](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

Download the following guides from the SAP PartnerEdge portal (S-user is needed):

- [Administrator's Guide for SAP Business One 9.0, version for SAP HANA](#)
- [Administrator's Guide for SAP Business One 9.0 on MS SQL](#)
- [License Guide for SAP Business One 9.0, version for SAP HANA](#)
- [License Guide for SAP Business One 9.0 on MS SQL](#)

Navigation Links:

[Return to Project Realization Study Questions](#)

[Return to Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 15: Customization Tools

Answer the following questions in your own words:

1. How can you find out the table name for a field in a document?
2. How can you assign and organize the queries that you create?
3. What is the naming convention used for the table that holds an object's header information and the table that holds the row information?
4. How do you refer to a field in the active window when writing a query?
5. To which objects can user-defined fields be added?
6. How can you view user-defined fields added to the header area of a document?
7. How can you recognize a user-defined field when browsing the fields in a table?
8. What is the purpose of assigning a category to a user-defined field added to a document's header?
9. You add a user-defined field to a document row with a list of six different colors. How can you make sure that a user selects one of the six colors in a sales order row? What is the main purpose of user-defined values?
10. How do you know if a field has user-defined values?
11. What are the two options for setting up user-defined values?
12. How can you remove user-defined values from a field?
13. You added user-defined values to display the result of a query. The query result should change according to the document date. What should you do when defining this user-defined value?
14. If you add a query as user-defined values to a header-level field, what are the restrictions on choosing another field as a dependent field for refresh?
15. What predefined alerts are supplied with the system?
16. What is a user-defined alert?
17. How can each sales employee automatically receive a weekly sales report by mail?
18. A user creates a sales document that triggers an alert. What happens to the document?
19. To define an approval process, what do you need to set up in addition to an approval template?
20. What preset conditions can be used in an approval template?
21. A user creates a sales document that triggers an approval process. What happens to the document?
22. How can you nominate a group of users so that only one of them is required to approve a document?
23. If you choose a combination of predefined term and query in an approval template, do both have to be fulfilled to trigger the approval process?
24. What special results must a query return when used in an approval procedure?
25. The purchasing manager at your client wants to be informed automatically as soon as the stock level of an item falls below the minimum stock quantity. How would you implement this in SAP Business One?

26. In order to control spiraling expense claims, the client requires all expenses over 500 to be authorized by the accounting department before the expenses are added to the system. How would you implement this in SAP Business One?
27. The company's sales staff needs to see the customer's existing balance when they are on the phone taking a new order. This information is not provided in the sales order form. What would you recommend?
28. Existing customers get 5% discount provided there are no overdue payments and they placed an order previously during the last 6 months. How can the two conditions be checked when processing a sales order?

If you are comfortable answering all of the questions above:

- [Continue to the next section \(Link to Data Migration Tools Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Customization Tools Study Section](#)

Customization Tools Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Customization Tools unit:

Review the e-books, demos, exercises and solutions in the [Academy – Application Management page\ Customization Tools](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Additional Resources:

Read these How To Guides from SAP PartnerEdge portal (need an S-user to access):

[How to work with user defined objects in SAP Business One 8.82](#)

[How to Create User-Defined Fields and Tables](#)

B1 To Go unit: [Authorizations, Approval Procedures, and document drafts](#)

Navigation Links:

[Return to the Customization Tools Study Questions](#)

[Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 16: Data Migration Tools

Answer the following questions in your own words:

1. What is the recommended order of importing legacy data, according to the AIP methodology?
2. What objects can be imported using the Import from Excel utility?
3. How can you use the import from excel utility to import a price list with several currencies?
4. What objects can you import from legacy systems using the Data Transfer Workbench?
5. What are some advantages in using the Import from Excel utility instead of the Data Transfer Workbench?
6. What are some reasons why you would use the Data Transfer Workbench instead of the Import from Excel utility?
7. How does the order of the data in the spreadsheet columns affect the import process when importing from Excel? When using the Data Transfer Workbench?
8. Why do some objects have multiple templates in Data Transfer Workbench?
9. How can you easily find the required values for a field in the Data Transfer Workbench templates?
10. Which data migration tool can you use to import user-defined fields?
11. In a company with an existing chart of accounts, is it possible to import new accounts using the Data Transfer Workbench?
12. How can you import a segmented chart of accounts?
13. How can you import customer addresses?
14. What are your options for importing an item managed with batch numbers?
15. What kind of information can you find in the help files of the DTW?
16. What is the recommended order of importing legacy master data into the new company?
17. What are the recommended ways to enter A/R and A/P account opening balances?
18. What are the recommended ways to enter the item quantities and costs as opening balances?
19. What are the recommended ways to enter the G/L opening balances?
20. After you have entered opening balances, how can you verify that these balances match the legacy system?

If you are comfortable answering all of the questions above:

- [Continue to the next section \(Link to Support Processes Questions\)](#)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Data Migration Tools Study Section](#)

Data Migration Tools Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Data Migration Tools unit:

Review the e-books, demos, exercises and solutions in the [Academy – Application Management page\ Data Migration Tools](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Navigation Links:

[Return to the Data Migration Tools Study Questions](#)

[Return to Overview of Topics \(Table of Contents\)](#)

Study Guide Unit 17: Support Processes

Answer the following questions in your own words:

1. What kind of information should the customer receive from the consultant after going live?
2. What are your obligations for Level 1 and Level 2 support?
3. How can you prove to SAP that you have fulfilled these obligations?
4. What should you do to make sure your customer's problem is caused by SAP Business One?
5. How can you decide which priority to assign to a support message?
6. When entering a support message, what is the business impact and where do you get this information from?
7. What services are provided by the remote support platform (RSP)?
8. What must you run before you can use the check-up services provided by remote support platform?
9. If you are able to reproduce a customer's problem in your own environment, why do you still need to test again using the latest patch level?
10. What happens when the customer's maintenance contract is not renewed?
11. What options are available for backup up of company databases in release 9.0?

If you are comfortable answering all of the questions above:

- Continue to the next section (Mapping Questions)
- [Return to the Overview of Topics \(Table of Contents\)](#)

If you are not comfortable answering these questions:

- [Use the materials in the Support process Study Section](#)

Support Processes Study Section

Choose a link in this section to help you answer the questions you are not comfortable with.

Use the SCN Academy page to learn about the Support Processes unit:

Review the e-books, demos, exercises and solutions in the [Academy – Application Management page\ Support Process](#).

Please note, items relevant for certification are marked with * (asterisk) in the Academy pages.

Navigation Links:

[Return to Support Processes Questions](#)

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