



PUBLIC

SAP Business One Glossary

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SAP Business One 8.8

All Countries

English

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Document History

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1.0	Original draft, January 18, 2009

Glossary – Release 8.8

The definitions in this glossary are tailored specifically to make it easier for you to understand how they are used in the SAP Business One system.



How to Use This Glossary

Click the letters below to browse for words and definitions

...or

Use the **Bookmarks** in your Adobe® Reader® to navigate to a certain word.

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– A –

A/P credit memo

A posting that partially or fully reduces the balance of payables.

A/P invoice

An internal document that creates a journal entry and updates the inventory if a goods receipt PO has not been issued.

This document cannot be changed or deleted once it has been saved in SAP Business One.

A/P reserve invoice

A request for payment before the delivery of items to a customer.

A reserve invoice is used when a vendor is concerned about the credit worthiness of a customer (company).

A/R credit memo

A posting that partially or fully reduces the balance of receivables.

A/R invoice and payment

A transaction used for cash sales to one-time customers.

The customer has to pay the full invoice amount immediately.

A/R invoice

A legally binding document issued to customers itemizing money owed for products or services rendered.

This document cannot be changed or deleted once it has been saved in SAP Business One.

A/R reserve invoice

A request for payment before the delivery of items to a customer.

A reserve invoice is used when a company is concerned about the credit worthiness of its customers.

absence

A period during an employee's planned work time in which the employee is not working for the company, either on company premises or off-site.



Example

Leave, illness, and release from work.

Absence Report

Displays a list of the employees' absences due to sick days, vacation, and other reasons and includes the name of the employee who approved the absence.

account accumulator

A cumulative storage medium for each G/L account or business partner.

Every accounting transaction is recorded in corresponding accumulators according to the G/L accounts and/or business partners involved.

account assignment

A tool that specifies of which accounts to post to from a business transaction.

account assignment template

A pattern document that can be used for recurring journal entries in subledgers.

account balance

A bookkeeping balance of a customer or vendor account.

The value is updated automatically whenever an amount is posted to this business partner's account.

account code

The unique (alpha)numeric identification key of an account.

account currency

The currency used for all journal entries in a specified account.

account

A structure that records value transactions within an accounting unit (in this case a company code) as regards an element from a value grouping. The account can refer to an object to which the value transactions are assigned.

The account contains transaction figures, which contain the changes to the values in a summarized form per company code.

account group

An object with attributes that determine the creation of master records.

The account group determines:

- The data that is relevant for the master record
- A number range from which numbers are selected for the master records

An account group must be assigned to each master record.

account index

A report that displays all the G/L accounts defined in a company's database.

The label account index is used when you perform a year transfer and want to select a range of G/L Accounts.

accounting method

A set of rules that determine how to report incomes and expenses in bookkeeping and on income tax returns.

There are two basic methods - cash and accrual. Businesses that use the cash accounting method report incomes received during the fiscal year. Companies that use the accrual accounting method generally report incomes when they are earned, even though the appropriate payments are received at a later date.

account level

The rank of an account in a hierarchical structure containing several kinds of accounts.

Up to 6 levels can exist in the SAP Business One system.

account location

The position of an account within the system hierarchy of accounts (chart of accounts).

account name

The short text description of an account.

In addition to the name, an account is specified by its code.

account posting

The logging of movements of products or funds.

This process results in either an increase or a decrease of quantities or values.

account segmentation

An option to build an account number based on the hierarchical structure of a business.

The individual segments correspond to different units, such as company, department, or group of accounts.

accounts payable

Liabilities currently owed by a person or business.

These debts arise mainly from the purchase of goods or services.

accounts receivable

The amount owed to another party for goods sold or services provided that are still unpaid.

account type

A key that specifies the accounting area to which an account belongs.



Examples of account types:

- Asset accounts
- Customer accounts
- Vendor accounts
- G/L accounts

The account type is required in addition to the account number to identify an account, because the same account number can be used for each account type.

account with transactions

A G/L account in which journal entries have already been recorded.

General ledger accounts with transactions cannot be deleted from the database.

accumulated assets

The total property, resources, or items of value relative to a specific date.

acquisition

The process of identifying the requirement for a certain good or material item, ordering it, and paying for it.

acquisition tax

An acquisition tax is due on the cross-border movement of goods and services within the European Union.

Acquisition tax must be applied by the receiving party at the local rate (but can also be posted as input tax). Any company that is entitled to reclaim input tax does not ultimately pay acquisition tax. When the incoming invoice is posted, the tax amount is posted both as a payable and as a receivable on the tax account.

Acquisition tax is calculated on the base amount of the invoice when it is issued (at the latest, on the 15th day of the month following the month when the goods or services were acquired (In Germany, at the end of this month.)

The tax rates vary between Member States, but correspond to the standard domestic rates in each country.

activate

Allow the Customizing settings within a BC Set to overwrite those in the system.

activation log

A record automatically created when a BC Set is activated. It contains all warnings and other information returned by the activation program.

active account

An account in the chart of accounts to which journal entries are posted.

Accounts can be defined in the chart of accounts as either a title or an active account.

activity

An action that is required regarding a business partner contact. Can be a phone call, a meeting, a task, a note or a user-defined action.

activity period

The current posting period.

The main period is one full year which may be divided into subperiods, such as days, months, or quarters.

actual customs

Duties and taxes which are valid at the moment of the import or export.

They have to be paid to the state for the cross-border movement of goods.

actual VAT

The value added tax sum embedded in the journal posting.

additional costs

A cost not classifiable as a business expense and which, therefore, may not be reported in financial accounting.

- Imputed owner's wages
- Imputed rent

additional excise duty

Valid only for this country: *IN*

A form of excise duty, in India, levied on a select range of products, for the most part, textiles.

additional expense

An extra charge that is assessed for the sales or purchase of goods.



Examples

- Delivery charges
- Deposit taxes
- Insurance fees
- Shipment costs
- Other applicable charges

additional ID

The domestic tax number.

If necessary, an additional tax number can be stated as additional ID.

This is called the:

- CVR Number in Denmark
- MVR Number in Norway
- Y-Tunnus in Finland

additional tax

A tax that is levied in addition to an existing transaction or posting.

add-on

Program that offers additional functionality for SAP Business One.

All add-ons are technically dependent on and can be installed on top of SAP Business One. As of Release 2007, the SAP add-ons (such as Fixed Assets) come preinstalled with the application.

Add-On Registration Data Generator

A utility in the SDK that is used to create add-on registration data (.ard) files.

The .ard files are used to register add-ons with the SAP Business One application.

add-on registration

The process of registering add-ons with the SAP Business One application. Registering add-ons allows SAP Business One to recognize the add-on and install it to its workstations according to specific company and user preferences.

Registration is performed in the path Administration\Add-Ons\Add-On Administration, and requires two external files:

- Add-on registration data (.ard) file
- Setup.exe file

As of Release 2007, the SAP add-ons are preinstalled.

Add-On Solution License

A type of license that is required for distributing a partner add-on to customers.

Each add-on has a unique Add-On Solution License.

adjustment posting

A transaction that causes a change in an account to achieve a true picture of the current financial position.

administration

Module of the SAP Business One application that allows you to do the following:

- Define information about the company
- Specify the system setup
- Perform regular maintenance functions

admission date

The creation date of a document in batch management or serial numbers handling.

The system defaults to the current date. A different date can be entered manually.

Advanced Layout Designer

A modular development tool for enhancing the standard SAP Business One layout and print functionality.

The Advanced Layout Designer is part of the SAP Business One Add-on and offers enhanced layout and printing functionality for queries and reports.

advanced report builder

XL Reporter: A tool that creates, edits, or runs a report definition.

Report Designer: one of the three application components of the XL Reporter. The report designer interface refers to the XL Reporter functionality within Microsoft Excel.

The Advanced Report Builder is used to specify selections added to a report definition. The window is displayed to the left of the worksheet in the Report Designer component.

advance payment

An amount paid by a customer for goods or services which have not yet been delivered or provided.

advance return

An advance return for tax on sales/purchases.

It is a tax return of a company that is liable to tax on sales/purchases.

An advance return contains the transaction volume and the appropriate tax rates incurred in a defined period of time, normally a quarter or a month.

agent

A company employee responsible for the collection and management of bills of exchange.

Agents can only be defined in certain European countries.

agent service of remote support platform for SAP Business One

An application running at SAP Business One customer sites that executes automated support and maintenance tasks.

aggregate property

SAP E-Commerce and Web CRM: Property of a part that is composed of multiple parts.

A variant or a bill of materials.

alert

A function by which SAP Business One automatically notifies selected users whenever certain events occur.

There are two types of alerts:

- Predefined
- User-defined

alert overview

A function in the SAP Business One system that provides a summary of the messages generated by the alerts management task.

In addition to user-defined alerts, the standard alerts predefined in the system appear in the alert overview and include the following:

Inventory falls below defined minimum warehouse level

- Deviation from credit limit
- Deviation from commitment limit
- Deviation from defined percentage of gross profit
- Deviation from defined discount percentage
- Deviation from budget

alerts management

A function that enables the users to automatically send a message to selected users in the system whenever certain events occur.

There are two types of alert: predefined and user-defined alerts.

alternative catalog

A list of the numbers under which vendors and/or customers manage the same item.

These numbers can be entered by users in addition to their own internal numbers of the item.

alternative item

An item used to replace a missing item in production or purchase order. Can be configured for each item in the system.

amended return

A subsequent submission of an advance return using the ELSTER Integration Add-On.

analysis report

A compilation of data that enables users to analyze the sales on the customer and the vendor side.



Examples

- Sales analysis
- Purchasing analysis

annual profit

The positive difference between revenues and expenses before tax and reserves plus all payments to partners.

annual report

A collective summary of data compilations that provide an analysis of annual balance sheets or sales volumes.

approval procedure

The assignment of access to functions and applications in the system or to a specific function module.

approval process

The validation of tasks, such as transactions used for creating orders, by an authorized user. It can also include the release procedure as the highest authorization level.

approval report

A list containing all documents for which a release decision is pending.

approval stage

A degree or level in a user-defined approval process.

An approval stage designates which employees have the authorization to execute specific transactions.

approval status

The current state of a document that requires validation.

There are three options:

- No decision yet
- Approved
- Not approved

approval template

The list of the conditions for which a release procedure is required or a created document has to be validated.

ASP.NET

A component of the Microsoft .NET Framework for building, deploying, and running Web applications and distributed applications.

assembly bill of material

A complete list of components that make up a finished product.

This type of bill of material describes all the parts of a product that are not stored as an entire set in the warehouse but have to be put together before the product is sold.

assembly tree balancing

A transaction to balance the production recommendation for an assembly tree in an MRP run.

An assembly tree is not a physical item in the MRP, but rather a grouping of components. When the system recommends that such an item be produced, an opposite transaction must be created to balance the recommendation.

asset

All items to which a value can be assigned.

There are two kinds of assets:

- Financial (Example: cash)
- Physical (Example: machinery)

asset

SAP E-Commerce and Web CRM: The generic term for a Web site file that is stored in the \assets\ directory on the Web server. These files include icons, themes, graphic images, help files, and so on.

assignee

An employee responsible for handling service calls.

associated query

An SAP Business One query that is included in a snapshot for a Microsoft Outlook contact.

associate with

Link the data for an item in Microsoft Outlook with a business partner or contact person in SAP Business One to allow for data synchronization.

attribute

SAP E-Commerce and Web CRM: A characteristic of an item, such as color or size. All items in a product line have attributes, which are used to search for items in the attribute picker.

If the product line is shirts, attributes would be size, color, or material.

attribute matrix

SAP E-Commerce and Web CRM: A function that enables the refined search (matrix format) using the defined attributes of a product line.

attribute picker

SAP E-Commerce and Web CRM: A function that enables a refined search (through a dropdown menu) using the defined attributes of a product line.

authority type

Valid only for this country: *IL*

A government authority to which a specific tax report is sent.

automatic export

The automatic sending of a document to a printer or to Microsoft Word.

available

The quantity of inventory items accessible.

Availability is calculated as follows:

- Current quantity plus ordered quantity minus committed quantity

This is a field in a production order.

available stock

The inventory on-hand minus allocations, reservations and backorders.

Available-to-Promise

The uncommitted stock and receipts considered to be available to satisfy potential customer orders.

average price

The mathematic average of all valid prices of a commodity.

average rate

A settlement exchange rate used in foreign exchange transactions.

It is the arithmetic mean between the bank buying rate and bank selling rate.

— B —

backend of remote support platform for SAP Business One

Management software installed at SAP that communicates with the agent service of remote support platform for SAP Business One by exchanging data, tasks, and status information.

backflush

The non-manual posting of an issue of components some time after their physical withdrawal for an order.

The goods issue posting for backflushed components is performed automatically at the time of order completion confirmation.

backorder

Sales document whose order items cannot be confirmed due to lack of availability or material shortages.

balance audit trail

A record of all transactions posted to an account within a certain period.

The balance audit trail shows the balance at the start of a specific period and the way in which the balance of the account changed by the end of the period.

balance due

An outstanding amount of money that must be paid either immediately or on a specified date.

balance list

An analysis created for the system date that contains all transactions posted to that date.

balance posting

The recording of a given balance.

An opening balance

balance sheet budget report

A balance sheet report that is calculated based on a selected budget scenario.

balance sheet comparison

The parallel generation of balance sheets for different financial periods.

This function allows users to directly compare balance sheets for different time periods.

balance sheet

A statement of the financial position of a company on a given date, usually the last day of each financial year.

It is a summary of all the account balances of a business.

balance sheet revaluation

The display of the balance sheet figures calculated according to a selected index or rate.

bank code

An alphanumeric key that serves as an unambiguous identifier of a financial institution.

bank file format

A country-specific format for bank files delivered with the SAP Business One Payment Engine.

bank format

Valid only for this country: *IL*

A format that is required for importing bank statements.

bank format project

Bank-statement processing-related. A file that represents a bank statement format. It is created using the Format Definition add-on.

Banking

A primary module of SAP Business that handles financial transactions to include:

- Incoming payments
- Payments to vendors
- Deposits
- Checks
- Bank statements and reconciliations
- Credit cards
- Document printing

bank statement

A legally binding notification from the bank to inform its business partners about the turnovers on an account.

Bank statements can be delivered to the business partner through a variety of channels, such as by mail, fax, e-mail, or at the bank statement printer.

bank statement processing

The execution of procedures for comparing and matching documents and transactions in the application against those presented in a bank statement.

bank transaction handling facility

An add-on that facilitates the automatic import of electronic bank files into the application.

bank transfer

Form of non-cash payment with which the account holder informs his bank that a specific amount is to be debited from his bank account and credited to another bank account.

banner ad

SAP E-Commerce and Web CRM: An ad that runs either at the top of or along the side of a Web page.

bar code

Group of lines and spaces that can be recognized by an optical scanner.

For example, bar codes uniquely identify article data, production numbers or transport units. They can contain information such as batch number, expiration date, or weight.



Example

In the Logistics Execution System (LES), certain field entries can be represented by bar codes and printed on transfer documents. This simplifies data entry processes such as order confirmation.

base amount

The sum from which the VAT is calculated.

base document

Document you can refer to when you create a new system document.

For example, a sales document can refer to an existing opportunity. You create sales and purchasing documents of a higher hierarchy from a base document.

base index

Starting value in an account to which subsequent values can be compared.

This index can be used for revaluation purposes.

base item

Product that is used as the primary reference material or item to which other components can be added.

A bicycle to which additional components can be added, such as a luggage rack, a speedometer, and so on.

base price

The amount of money "normally" paid for goods or services.

The seller can adjust this price for certain customers or periods of time. The base price increases when additional components or services are added to the product.

base quantity

The quantity of components (child items) necessary to manufacture the required quantity of finished products (parents).

This term is used in production orders. The origin of this value is the Quantity field in a bill of materials.

base record

The source record copied from the system.

item master record

basic excise duty

Valid only for this country: *IN*

The main type of excise duty in India.

It is levied on a wide range of products, for example, foodstuffs, metals, jewelry, leather goods, and machinery.

batch

A quantity of material or substances that is intended to have uniform quality and character and is produced according to the requirements in a single manufacturing order during the same cycle under the same production conditions.

A batch or lot is expected to be homogenous within specified limits. The size of a batch may be defined by a fixed quantity or by the material that was produced within a fixed time interval.

In some regions, lots are considered to be subsets of a batch and are generally assigned an additional lot number that includes the original batch number. In other regions, only the word "lot" is used and has exactly the same meaning as the word "batch".

batch management

A function that allows partial quantities of a material handled in batches to be managed separately in stock.

batch number

An alphanumeric key of a single batch.

batch number transaction report

Report in SAP Business One which displays with details all the transactions which the chosen batch numbers are involved in. The report is generated according to selection criteria defined by the user.

batch number transactions report

A list containing different batch number transactions for a selected item number.

The report also indicates whether the transactions are incoming or outgoing.

batch record

A record that contains data on a subset of the total quantity of a material held in stock and is managed separately from all other subsets of the same material.

batch report

A collective name of a data compilation that contains receipts and releases for a single batch managed in the system.

benefit

SAP E-Commerce and Web CRM: The financial gain or advantage that comes from using a coupon when purchasing an item. A coupon can provide a 10% reduction in the amount of the total purchases price, 1 free item, or free shipping, for example. In some cases, a purchaser must meet certain conditions, or requirements, to use a coupon. For example, the user must purchase 10 items or more or must purchase over \$100 in items.

billing address

The location of the recipient of an invoice.

bill of exchange

A promise to pay in the form of an abstract payment paper detached from the original legal transaction.

bill of exchange management

Function in the "Banking" module that allows the user to monitor and execute all bill of exchange transactions.

Among other things, the user can change the status of a bill of exchange and define bank details and transaction data.

bill of material

A complete, structured list of the components that make up an object. The list contains the description, the quantity, and unit of measure. The components are known as BOM items.

BOM categories:

- Material BOM
- Document structure
- Equipment BOM
- Functional location BOM
- Sales order BOM
- Technical types
- Variant BOM
- Multiple BOM

BizAtom

SAP Business One integration platform: A basic building block used to create a particular BizFlow.

BizFlow

SAP Business One integration platform: A processing unit or program for the SAP Business One Integration Technology BizProcessor.

BizFlows are composed of customized BizAtoms and generated as XML documents.

BizProcessor

SAP Business One integration platform: An XML-based controller for reliable message processing between two or more systems.

The BizProcessor serves as a runtime environment for BizFlows, the programs developed in an XML-based language. Common integration features that the BizProcessor provides include Quality of Services, Guaranteed Delivery, In-Order-Processing and so on.

bonded warehouse

A location that is authorized by customs authorities to store goods that are either in transit or awaiting payment of customs duties. It is primarily available to defer payment of import duties for the period of time that the goods are in storage.

Bonded warehouses also free goods from trade policies, such as the presentation of import licenses, until they are cleared for free circulation or re-export.

Bonded warehouses allow the customs authorities to control the movement of dutiable goods and to safeguard customs revenue.

BP catalog number

A code that can be used in parallel to SAP Business One's item numbering system.

In your company, an item is assigned the number A1000. You purchase the item from a vendor with the number B100-67-5. You then sell the item to a customer who orders it from you under the number C4711.

BP channel

A business partner that sells goods and services on your behalf, thereby winning sales for your company.

BP summary

A function that assigns the business partner master record to a generic master record for reconciliation purposes.

If several master records for a business partner's various branches are created, your own business activities can be consolidated for one office of the business partner, for example, the head office.

branch

Node of the tree below the root node.

budget balance

The balance of the planned financial expenditures and receipts of a business over a defined period of time, normally a year.

budget check

A function that checks whether a defined budget has been exceeded after creating a purchase order, a delivery note, or an accounting document.

budget distribution

The budget distribution is the transfer of an amount from the budget to a lower position in a hierarchical structure.

At the lower position, you can have a free hand in determining how the budget amount received should be handled. For instance, you can distribute it again to lower positions in the hierarchy. These positions can be, for example, the positions in a capital investment program, or individual elements within a work breakdown structure.

In relation to capital investment programs, the budget distribution is the transfer of the budget from a program position to the individual measures assigned to it.

budget distribution method

The determination of the budget distribution among the twelve months of a fiscal year.

A part of the total budget sum is assigned by users to each month of the year. The total sum of these amounts is equal to the budget sum.

budget

An approved cost structure for an action or project in a particular period of time.

Budgeting differs from cost planning in that it is binding. While you must estimate costs as accurately as possible during the planning phase, it is in the approval phase that you prescribe your funds, in the form of a budget.

budget name

A user-defined key of the detailed schedule that is unique to a fiscal year.

budget report

A statement of the budget position.

This report contains the planned and the actual budget as well as the differences between them.

budget restriction

The constraint of a budget.

This option is used to avoid exceeding a defined budget.

business activity statement report

Business activity statement (BAS) reports are used by businesses in Australia to report their goods and services tax (GST), pay as you go (PAYG) and fringe benefits tax (FBT) obligations to the Australian Taxation Office.

business area

An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated.

You can create financial statements for business areas, and you can use these statements for various internal reporting purposes.

Business Configuration Set

An official implementation toolset used to simplify the customization process in SAP Business One.

BC Sets consist of Customizing settings that can be used multiple times to re-create or modify a database.

business document

A sales and purchase document used by the Intrastat Add-On to create an Intrastat declaration.

Business Integration Scenario

SAP Business One integration platform: A set of related steps in an integrated business process.

Business Integration Unit

SAP Business One integration platform: A pre-configured integration block that covers the smallest, discrete integration step between SAP Business One and another application, for example, a mySAP application.

business partner code

A unique (alpha)numeric identification key assigned to a business partner.

business partner currency

The currency in which transactions with business partners are processed in the system.

business partner

A customer, vendor, or a lead (interested party) with whom your company has business relations.

Business partner information includes contact persons, addresses, payment terms, financial, and logistics information.

business partner group

Representation of nodes in the BP group hierarchy. Conditions can be defined for the BP groups in the context of pricing.

business partner master data

The general information about a business partner, including:

- Company name including addresses and telephone numbers
- Business partner contact persons including telephone numbers and e-mail addresses
- Logistic details
- Tax information
- Accounting information
- Terms of payment

Business Partners

A module of the SAP Business One system that allows users to manage all relevant information for relationships between customers and vendors.

business place

A company subsidiary.

Each business place registers separately with its district tax office and is assigned a separate VAT registration number.

business transaction

Independent but logically connected business event that implies a change in value or quantity, or a result. Business transactions are therefore flow data. A business transaction is depicted as a posting in Accounting as one whole entity, which can be reversed. In Accounting, this entity has to have a key to identify it.

by-product

A product that is automatically produced when another product (main product) is manufactured.

Production of coke and tar during gas production



CAB

Valid only for this country: *IT*

A CAB number or CAB code is the identification number of a bank agency in Italy.

cancellation date

- The date after which something already arranged is not to be executed.
- The date the execution of a planned activity was stopped.

cash account

A bookkeeping structure that records the payments and receipts of cash.

All cash accounts are included in the cash flow report.

cash amount

The sum with which an account is debited after entering an outgoing payment.

Cash and Bank Book

A function integrated into the Payment Engine add-on that enables the user to process and reconcile several transactions of a bank statement in one step.

cash box

Virtual till or wallet to which you add credit that you use to purchase STAMPIT products.

Whenever you purchase STAMPIT products, the amount of the product is deducted from the available credit in your cash box.

cash check

A check that can be immediately deposited for a cash transfer into an account.

A predated (postdated) check becomes a cash check when it reaches its due date.

cash discount

A discount given to a customer by a vendor when the actual payment is made before the invoice due date.

Usually, the earlier payment is made, the bigger the discount given to the customer.

cash flow

The movements of money into and out of a business during an accounting period.

This includes all receipts and payments of cash and is an indication of a company's financial strength.

cash fund

A monetary account to which cash payments are credited.

The balance on this account should match the cash register.

catalog

A list containing objects with a unifying relationship, for example, a list of all article numbers of items that are available for delivery from one vendor. Catalog numbers are determined for an item. Each item can have a different catalog number for vendor and customer in SAP Business One.

category

Concept that figures as a node in a hierarchy of concepts (taxonomy) used for grouping documents based on their content.

category

SAP E-Commerce and Web CRM: A specific section of a catalog in which items of the same type or by the same manufacturer are presented together.

For example, in a catalog of PCs, categories could be Dell, IBM, Hewlett-Packard, and so on.

Categories are nonhierarchical and are synched to item groups.

Central Sales Tax

A tax on inter-state sales transactions.

central value-added tax

Valid only for this country: *IN*

A procedure whereby businesses (for example, in India) can offset excise duty on inputs against excise duty on outputs, similar to value-added tax in other countries.

cess

Valid only for this country: *IN*

In India, a tax on the manufacture of certain products, mostly foodstuffs.

CFOP code

Valid only for this country: *BR*

A code (Código Fiscal de Operações e Prestações) defined by the Brazilian tax authorities that describes the type of business transaction (natureza de operação).

A CFOP code contains information on the good's origin as well as the type of operation, such as sales, returns, stock transfers, or services.

It must be printed on most notas fiscais and it is included in most forms of legal reporting. CFOP codes are not required for the provision of most services, except for in electricity, communications, and transportation.

challan

Valid only for this country: *IN*

A payment voucher used for payments made to the tax authority.

character set

A group of alphabetic characters that determines the code of a particular "character", such as ASCII, for example.

The character set enables the display of certain special characters in the windows used for processing. For example, graphic characters have associated glyphs.

chart of accounts

The index of all general ledger accounts used by one or more companies.

check date

The date on which the check is drawn.

check deposit fee

The amount charged for depositing checks.

check register

A structure that stores the information on all checks received by the company through incoming payments documents.

This data contains the date of the receipt, the check number, amount, the deposit status, etc.

checks for payment

Use this function to:

- Print outgoing checks created through the Outgoing Payments window
- Create checks for payment without having the proper journal entry
- Create drafts for checks for payment
- Print checks created through this window

check stock

Paper on which checks are printed.

child

An object, item or node that is one level below the referenced node in a hierarchy.

For example, the child is subordinate to a parent item, parent purchase order, parent account, parent product, and so on.

child item

An item that is required for the proper production of a parent item.

clearing account

An account to which postings are recorded temporarily.

Clearing accounts are auxiliary accounts that exist for technical reasons and which are cleared repeatedly.

Postings may need to be made to a clearing account because of:

- A time gap between accounting transactions (GR/IR clearing account)
- Organizational task distribution (bank clearing account)
- Accounting transactions requiring clarification

clearing document

Document that is automatically created for each company code involved in clearing.

For zero clearing, or when the clearing program has been run, the document header is automatically generated. Instead of line items, a note indicates that this is a clearing document.

clearing transaction

An accounting transaction (such as an incoming or outgoing payment) that initiates the clearing procedure.

client

A customer or person who relies on another person for assistance or service.

client

SAP E-Commerce and Web CRM: A company linked to a banner ad on a Web site. For example, when a business sells items on a Web site from multiple companies, the business may run a banner ad to promote a particular company. In this situation, the client is the company that is linked to the banner ad.

client number

Five-digit number used in the DATEV add-on to identify a company. The tax consultant knows what this number is.

closed item

An item about which discussions with the business partner have been concluded.

closing balance

At the end of a financial period, the balance on all entries posted to an account.

closing date

The final date that determines the end of a specific period of time.

cluster

A group of transactions or documents that are linked together.

code table

A database table whose values are required by the system to provide default values for business documents as a basis for the subsequent Intrastat declaration.

collective account

An internal account used to collect related transactions, such as sales or purchases, in order to provide a complete picture of the appropriate business activity.

comma-separated file

A file containing the values in a table as a series of ASCII text lines organized so that each column value is separated by a comma (or some other delimiter) from the next column's value and each row starts a new line.

commission

Enterprise measure to provide specific incentives to its employees and partners to become active for the enterprise.

Used as a control instrument to realize enterprise strategic goals by using monetary and non-monetary incentives. Commission is remunerated as a result of a transaction-based activity.

A sales employee receives a commission of 10% of the net value for each customer contract that is signed.

commission group

All sales employees, items or customers for which the same commission is defined.

commission rate

The percentage rate used for calculating the commission for a sales employee, customer or an item.

commitment

The types of commitments and liabilities, such as:

- Outstanding orders (delivery commitment for confirmed orders)
- Open purchase orders (acceptance commitment from binding orders)
- Bill liability (total bill of exchange commitments at a bank)

commitment limit

The prescribed maximum of liabilities specified for a customer.

This may include open purchase orders or bill liabilities.

committed

A status indicating the quantity of items that has been reserved for customers and for internal use.

The stock reserved for internal use is the quantity of the item that will be used for finished products based on the BOMs for existing production orders.

company data

The SAP Business One company data plus the company's foreign trade parameters.

This applies to the Intrastat add-on.

company details

The basic information about a company, such as company name and country, tax office, federal tax id, or the system currency.

company registration number

Number used to identify a company in its contacts with government authorities and other organizations.

company report

A summary of the financial position of a company generated by the system.

The following reports are available:

- Balance Sheets
- Trial Balances
- Profit and Loss Statements
- Profit Center Reports
- Cash Flow

comparative financial report

A data compilation that compares the financial positions of the company in relation to two defined periods of time.

comparison database

In comparison reports, the data used as the basis for the comparison.

comparison date

The date that determines the age of a receivable.

Usually it is the current date.

comparison operator

XL Reporter: An operator that tests if two elements within a simple expression (in a selection) are the same.

comparison period

The period of time a comparison report is based on.

The period is determined by the date of the transaction, for example the tax date or transaction date.

comparison report

A summary listing that allows users to compare financial reports for various periods of time.

The following reports are available:

- Balance Sheet Comparison
- Trial Balance Comparison
- Profit and Loss Statement Comparison

completion confirmation

A part of order monitoring.

Completion confirmations document how far operations and sub-operations have been processed. The SAP System distinguishes between partial and final confirmations. A completion confirmation provides the following information:

- Work center at which an operation was carried out
- Person who performed the operation
- Amount of yield and scrap produced in the operation
- Actual amount of the activity for each operation

completion date

Date on which a transaction represented by a claim item grouping (such as an appraisal receipt) is completed or executed.

Date on which the appraisal in an appraisal receipt was actually performed.

component

Semi-finished part or raw material that is used together with other parts to assemble a product.

component item

A purchased item manufactured by a business partner, to the company's specification, that is required in an unmodified form for the proper production of a parent item.

component price

The amount of money paid for a part (component) of a finished product.

confidential account

An account that is kept separate for reasons of confidentiality.

conflict

System copies with different data exist for the same item in both Microsoft Outlook and SAP Business One.

This applies to the Microsoft Outlook Integration Add-On.

conflict resolution mode

The status of the Synchronization Preview Window that allows the user to identify items for which two system copies with different data exist (one in SAP Business One and one in Microsoft Outlook) and to decide which copy to retain during data synchronization.

consignment

A form of business in which a vendor (external supplier) maintains a stock of materials at a customer (purchaser) site.

The vendor retains ownership of the materials until they are withdrawn from the consignment stores.

Payment for consignment stock is required only when the material is withdrawn for use. For this reason, the vendor is informed of withdrawals of consignment stock on a regular basis.

consignment stock at customer

The stock made available to a customer that is stored on the customer's premises but remains the supplying entity's property until withdrawn from the stores by the customer for use or transferred to the customer's own stock.

consignment stock

Goods or materials belonging to a vendor that are retained at a warehouse or at a customer location.

The vendor retains ownership of the goods until they are withdrawn from the consignment stores and the appropriate payments have been made by the customer.

consolidating business partner

A business partner that merges all business transactions of one or several other business partners.

The two consolidation types include:

- Payments consolidation
- Delivery consolidation

consultant number

Internal number assigned to the tax consultant by the DATEV add-on. The DATEV consultant number may consist of a maximum of seven numeric characters.

contact closing date

The date on which discussions with a business partner are concluded.

contact

A person for whom the user saves data such as e-mail address and number. The person can be employed in the user's company or work outside of the company.

contact management

A function that allows users to enter and change information on contacts with business partners.

contact person

A person you deal with in the customer company.

contact person-specific data

Data included in a snapshot that is only related to the selected contact.

continuous inventory

The physical stocktaking of all items in a company, performed during the fiscal year.

A prerequisite for the continuous inventory procedure is an inventory accounting system that determines book inventory levels at the balance sheet date by continuously recording inward and outward stock movements.

contract template

A basic structure for a service contract that includes the contract type, coverage time, resolution time, and so on.

control account

An account that records totals of amounts entered in a subsidiary ledger.

Control accounts are used to test the accuracy of calculations and postings to ledger accounts.

There are two types of control accounts:

- Debtors control account
- Creditors control account

Control Center

SAP Business One integration platform: The Web-based administration user interface for SAP Business One integration for SAP NetWeaver.

conversion difference

The difference between account balances in the local currency and a foreign currency.

This can occur when transactions denominated in a foreign currency are translated (calculated) according to the corresponding exchange rate on the transaction date and then at the end of a financial period based on the actual exchange rate.

corporate tax

A tax on corporate income and other taxes paid by corporations to various levels of government.

These may include capital and insurance premium taxes, health taxes, employment insurance, pension plans, property taxes, and indirect taxes.

corporate tax number

A number that is used for income tax purposes and reports data associated with the business function, such as location or employment.

Correct Franking wizard

A wizard in the STAMPIT add-on that helps you to choose the appropriate STAMPIT postage product for your marketing document.

cost accounting

The branch of accounting concerned with providing information on costs incurred from business activities, such as materials, labor, and overhead.

cost center

Part of a company seen as a separate area of responsibility, location or cost-accounting entity. Place at which costs occur.

costing code

The code of a distribution rule or profit center.

By means of this key, costs are assigned to the appropriate profit center.

costing field

A field which displays the result of a predefined arithmetic operation.

cost of goods manufactured

Sum of the material and production costs incurred in the production of a material.

countervailing duty

A form of excise duty imposed on imports that are subsidized by the country in which they were manufactured.

Countervailing duty (also known as CVD) is intended to make the imports more expensive, thereby redressing any competitive advantage they might have over goods produced locally.

country code

A unique key that identifies a country.

In banking, it is used to identify the country in which a financial institution is located. In some regions, this key is required for bank- to-bank transfers.

country-specific

The reference to characteristics or functions in the Business One system that pertain to the cultural and business requirements of a particular country.

county code

A key that identifies the largest local administrative unit in various countries.

coverage

A collection of conditions under which the customer is entitled to receive service.

creation date

The date on which a document or a transaction is recorded.

The creation date is determined by the date defined in the server.

credit account

An account that allows buyers to obtain goods or services without paying for them until a later date.

credit amount

An amount of money in someone's favor.

credit card commission

The fee charged by a credit card company or bank to use their credit card.

credit card

Cashless means of payment with which bills can be paid in all shops and businesses connected to the credit card system.



Examples

- Standard cards (classic cards)
- Gold cards (premium cards)
- Company cards (business cards)

credit card management

A structure that stores the information on all the credit card vouchers received by the company through incoming payments documents.

This data contains the date of the receipt, the credit card voucher number, the deposit status, and so on.

credit card payment

A set of parameters that determines the date on which the credit card company redeems the incoming payments paid to your company by credit cards.

credit card payment method

A set of parameters that defines the terms of payment per credit card, which can include multiple payments, the minimum amount per payment and so on.

A credit card payment method can be applied to a selected credit card or to all credit cards.

credit card voucher deposit

The transfer of payment to an account by entering the details of credit card vouchers.

credit card voucher

Document used to purchase products, food in a restaurant, or services.

It contains a section for the product description, quantity, and cost. After a credit card has been authorized, the credit card voucher must be signed by the customer to complete the purchase transaction.

credit check

The audit of a customer's credit limit and past financial activity in relation to that limit.

credit clearing

The use of a credit booked with the tax office to clear levied taxes due.

credit limit

The maximum amount granted a customer as credit.

credit line

The fixed amount or limit which is made available for customers or business partners by a bank or business.

The outstanding credit should not exceed this limit.

credit memo

A bookkeeping document issued by a seller or creditor. It reduces the amount owed either partly or in total.

A credit memo issued for goods returned by a customer.

credit transaction

In double-entry accounting, an entry on the credit side (normally the right-hand side) of an account.

Each business transaction requires a debit and a credit posting to at least two different accounts. The posting to the credit side results in an increase in value.

credit vendor

Valid only for this country: *IL*

A credit indicator used in Israel for an application known as Pelecard.

credit voucher

The record of a credit card payment.

Crystal report

A report created by the Crystal Reports tool.

Crystal Reports

A reporting tool that allows users to create feature-rich reports and integrate them into Web and Microsoft Windows applications.

Crystal Reports layout

A design layout created by the Crystal Reports tool.

CST

Valid only for this country: *BR*

A required code that must be printed on the Nota Fiscal for the ICMS (state tax).

CST (Código de Situação Tributária in Portuguese) is composed of two parts:

The first part indicates the origin of the merchandise.

The second part indicates the specific taxation.

culture

SAP E-Commerce and Web CRM: The appearance and format of various elements of the user interface that are affected by a user's country or language. Elements such as numbers and dates can be affected by country-specific standards.

cumulative revenue

The sum of a company's income with respect to a specified financial period or date.

currency code

A code or symbol that identifies a type of currency.

In SAP Business One, a symbol or combination of alphanumeric characters and symbols may also be used, for example, US\$.

currency description

The international abbreviation of the currency used, for example, CHF for Swiss franc.

currency

A medium of exchange in current use within a particular country.

current account

An active bank account used for making and receiving payments and money transfers.

It is kept on the principle of credit and its limit may be exceeded.

current assets

The collective name of short-term assets that are in the possession of a company.

These assets can be converted into liquid funds at short notice and used to meet liabilities. In the balance sheet, the current assets are shown separately.

current number

Default for the document sequence number, an internal numeric key that is automatically assigned to documents. The user can change the defaulted number. Once the document has been saved, the number can no longer be changed.

current server

The computer on which SAP Business One and its database are installed.

customer account

A structure that records value movements in a company code that affect receivables or payables against a customer.

customer code

The unique (alpha)numeric identification key of a customer.

customer data

All information about a particular customer, such as address or credit limit.

customer

A business partner with whom a business relationship exists, involving the issue of goods or services.

customer equipment card

A repository that provides the details and history of a particular item, as well as the complete overview of all service-related information for the serial number that is entitled to receive service.

Your company sells mobile phones. Each phone has a code and name, such as Nokia 3120, and a unique serial number. In the Customer Equipment Card window, you'd enter a code, name, serial number, customer code, and name, and such data as related service contracts and service calls (if there are any), all the transactions associated with this phone (when it was delivered, whether it was returned, and so on). All this is important to provide service for an item Mobile Phone Nokia 3120.

customer group

A user-defined group of customers that have some unifying relationship, such as sector or order volume.

This classification is used for formatting or sorting purposes.

customer liabilities

Includes all open revenues to be paid by customers and possible payments to customers.

customer master record

A data record containing all the information necessary for any contact with a certain customer, in particular for conducting business transactions.

This information includes, for example, address data and bank data.

customer receivables aging

A report that displays the open receivables per customer up to a specific date.

The report includes the amount of debt per customer and for how long the payment has been outstanding.

customer receivables

The amounts owed that have not yet been paid by a customer.

customer reference number

An identification number assigned to customers.

The customer reference number serves as a link between payments and the customers who made them.

customs group

A user-defined customs specification.

It determines the customs duty for products purchased abroad.

cycle counting

A physical inventory process in which specific items are counted at regular intervals; the frequency and alert date and time of the inventory count is user-defined. The cycle counting approach can be used, for example, to ensure that inventory levels of fast-moving items are checked more frequently than slow-moving items.

data archive inventory entry

An inventory entry created by the data archive wizard containing the grouped values of inventory entries.

data archive journal entry

A journal entry created by the data archive wizard containing the grouped values of the business partner records and of the G/L accounts.

data archive wizard

A utility that enables deletion of historical transactional data and grouping of journal entries and inventory entries.

Database name

The technical name of a company.

database user

A user that has the necessary authorizations for making changes to the database.

data carrier

A medium on which documents and other data are recorded in coded form and stored for access at a later date.

Depending on their nature, data carriers are assigned to different data carriers.

data enrichment

SAP Business One integration platform: A step within a semantic integration model (SIM) that receives data during a transformation from, for example, the receiver system.

data grouping rules

A set of rules defined in the data archive wizard for determining the method of grouping journal entries and inventory entries.

Data Interface API

A programmable interface to the SAP Business One Company database. The DI API consists of a collection of business objects that allow updating, retrieving, and manipulating data in the Company database.

Data Interface Java Connector

An interface to the DI API objects from Java.

The DI Java Connector enables access to properties and methods of the DI API objects with Java-bean-style code.

Data Interface Server

A COM service running on the SAP Business One server that enables multiple clients to access and manipulate SAP Business One Company database, using SOAP version 1.1 messages.

The DI Server provides the same functionality as the DI API with the following advantages:

- Server architecture
- Improved performance
- Connection pooling mechanism
- Generic interface.

data item

XL Reporter: Data in the SAP Business One database that XL Reporter uses to specify a selection.

Depending on their relationship to other data in the database and the actions that XL Reporter can perform on them, data items can be of the three following categories:

- Dimensions
- Light Dimensions
- Measures

data medium file

A bank file that consists of the following:

- Header section (contains common values)
- Position section (contains payment details and amounts)
- End section (contains payment totals)

data ownership

A function used by managers to specify which documents may be viewed and which updated by regular users of SAP Business One.

Managers can grant authorizations for each of their employees and for every document type, even at the row level.

A manager has superuser status. Data ownership is not relevant for superusers, who can access all windows and perform all functions in SAP Business One.

data synchronization

The process by which new items in SAP Business One and Microsoft Outlook are identified based on user-defined default settings.

Appropriate changes are written to the system selected by the user. If conflicts arise, the user can, in certain circumstances, opt to resolve them.

Data Transfer Workbench

Migration tool that can be used to migrate master and transaction data from legacy systems into SAP Business One.

The Data Transfer Workbench offers pre-defined data file templates to simplify the data preparation process.

data type

Compilation of data records that have a common quality, such as numeric or alphanumeric data type.

date cross-section

The defined period of time for which a report or a statement is carried out.

To enter the date range for associated functions, users can select the corresponding fields or tabs on the interface.

date-dependent special price

A reduced amount of money paid for items during a specified period of time.

date range

A defined period of time between two specified dates.

DATEV export

Report that contains a log of all exported postings. Only the last export is displayed.

debit amount

The amount being charged.

It represents an increase to an expense account and a decrease to a revenue account.

debit posting

In double-entry accounting, an entry on the left side (debit side) of an account.

Each business transaction requires a debit and a credit posting using at least two different accounts, that is, one account is debited and the other one credited.

debtor

A person who owes money to another person.

deduction amount

The sum of money subtracted from a price, for example, the amount of a discount.

deduction

The amount that is subtracted from a sum before VAT is calculated.

Input tax deduction.

default customer

A fictional customer that represents a certain customer segment

Default customers are used for situations in which transactions are not tracked by the end customer.

delivery address

The location to which a consignment is sent.

delivery consolidation

A list of delivery transactions generated for specified periods of time, products, and business partners.

The process of delivery consolidation integrates items from several orders into one delivery note.

delivery date

The date on which goods are to arrive at the customer's premises.



Example

The delivery date can be the delivery date requested by the customer (desired delivery date) or the date confirmed in the vendor's order acknowledgment or shipping confirmation (confirmed or acknowledged delivery date).

delivery

A verification notice to confirm that the shipment of goods or services from the seller to the buyer has occurred.

delivery list

An invoice of all items that you want to send using STAMPIT products, for example, a mailing of brochures or catalogs.

You can print out this list to send it along with the delivery.

delivery note

A document issued by the supplier that lists detailed information about the articles sent.

It is normally sent with the goods and, when signed by the receiver, provides proof of delivery.

delivery order

A document issued by the owner of goods that authorizes the release of specified goods or materials to the bearer of the order.

delivery quantity

The quantity of goods to be delivered in a separate consignment.

delivery type

An indicator that controls delivery processing.



Example

A normal delivery and a returns delivery are assigned different delivery types. As a result, the system processes each of these documents in a different way.

demo company

A company example provided together with the SAP Business One system that can be used for practice and testing purposes.

dependencies

In Copy Express, interdependent data records.

deposit date

The date on which amounts that received by the company in any payment mean, such as cash, check, bill of exchange and credit card were transferred to the bank or credit card company.

deposit

The amount of money paid to a financial institution or business for credit to an account.

The payment can be made, for example, in cash, by check, or by credit card.

deposit

The transfer of funds to an account by means of a check.

deposit number

A predefined numeric key that is automatically assigned by the system to each deposit (cash, check, or credit memo).

depreciation type

A label for classifying depreciation based on the reason for the depreciation.

descendent

A node at a lower level than the referenced node, including not only child nodes, but also children of children, and so on

deviation

Difference between required and actual physical properties.

difference

The amount by which one total differs from another total.

dimension attribute

XL Reporter: Identifier or description of a dimension retrieved from tables in the SAP Business One database.

Dimension attributes represent the different columns that exist in the database table for a given dimension. Most dimensions have at least one default attribute, which is usually Code, and another descriptive attribute such as Name or Description.

In a report in XL Reporter, the dimension attribute tells SAP Business One which information for a dimension it should display in the report for selected transaction rows.

dimension

SAP E-Commerce and Web CRM: Additional characteristic related to an attribute.

If an attribute of an item of clothing, such as a shirt, is size, then dimension of the attribute is waist measurement and inseam length.

dimension

XL Reporter: Transaction data that has underlying tables (master data) in the SAP Business One database.

DIN

The German Institute for Standardization, in German, Deutsches Institut für Normung.

direct debit

Payment of an agreed amount that is collected from a customer's account by an originator on request.

A direct debit may or may not be subject to advance notice and the amounts may vary. Examples include the payment of utilities, news subscriptions, or the periodic collection of insurance premiums or loan payments.

direct distribution

A sales system in which goods are sold by the manufacturer to consumers without making use of markets or brokers.

direct distribution rule

A rule in the Cost Accounting module of the SAP Business One system that directly allocates costs and revenues to profit centers according to their specific business function.

direct exchange rate

The price in the home currency for one unit of the foreign currency.

disassembly production order

An order that splits an assembled product into its component parts.

For example, this production order applies when an auto parts dealer buys a car, takes it apart, and then sells the components.

discount

A discount is a reduction in the sales price; this reduction can take the form of a direct price reduction or vouchers (discount vouchers).

discount group

A group of items that has been assigned a specified percentage discount of the sales price.

This assignment can be applied to both item groups and business partners.

distribution key

A key or indicator that is used to define indirect costs such as advertising.

By means of this key, costs and revenues are allocated to the appropriate business activity.

distribution list

List containing several addresses that may be of different types, such as user, Internet, or fax.

A distribution list can be used to send documents to the addresses or to make documents accessible to the internal addresses in a shared folder.

The following types of distribution list exist:

- Private distribution lists, which can only be used by the relevant user.
- Shared distribution lists, which can be used by all authorized users.

distribution rule

The definition of a cost distribution.

Using distribution rules, costs and revenues are allocated to various profit centers.

document date

The date in documents and journal entries for tax reporting purposes.

document draft

Document in a draft stage that does not create values in the general ledger.

document generation wizard

A tool that performs batch processing of target documents.

document journal

A detailed list of transactions that have been posted to the journal as the result of a document having been added in SAP Business One.

document journal report

A report that provides a detailed overview of journal postings including posting dates, amounts, and month totals.

document number

A number assigned automatically to documents by the system.

Internal number assignment is based on user-defined settings.

document printing

The ability to print large number of documents by generating and displaying a list of documents according to user specifications.

document setting

The determination of the data and functions displayed in or executed for a specific document.

documents for approval report

A system-generated listing that provides information about the approval status of documents and the history of the transaction.

document status

The approval standing of a document.

Three statuses are defined:

- Pending
- Already approved
- Rejected

document template

A document used as a pattern to create other similar documents.

document type

A key that distinguishes the business transactions to be posted.

The document type determines where the document is stored as well as the account types to be posted.

domestic expense account

A structure that records domestic purchases.

domestic tax

A tax assessed by the authorities on the manufacture, sale, or use of a commodity in the home country of a business, for example, an excise tax.

double document

A document that has an internal serial number identical to another one.

This is an irregularity in the continuity of the internal document numbering system.

down payment

A part of the full price paid at the time of purchase or delivery.

This amount is subtracted from the total amount of the document, usually from a sales or purchasing invoice.

down payment invoice

A statement for an initial partial payment of goods at the time of purchase or delivery with the balance to be paid later.

down payment request

A function that traces down payments and reduces the down payment amount received from the regular invoice that is created later.

draft

The preliminary version of a document or report.

drag&relate menu

An extensive information system that allows users to display all available information about each business process.

draw document wizard

An interface that enables the user to create a target document based on a base document. The draw document wizard allows the creation of only one document at a time, as opposed to the document generation wizard, which performs batch processing of target documents and allows the creation of many documents at once.

The draw document wizard is accessible only from within a document and does not have its own menu option.

drawer

A title at the first level in the Chart of Accounts.

The following are examples of the types of drawers:

- Assets
- Liabilities
- Equity
- Revenues
- Cost of sales
- Expenses
- Financing
- Other revenue and expenses

drill down

XL Reporter: Means of obtaining more detailed information from a general category.

Clicking on a row in a list of transactions, to acquire exact details of a specific transaction.

drop ship

A method by which a product is shipped directly from the vendor to the customer, without the company being required to hold inventory.

In SAP Business One, to sell a product using the drop ship method, it must be allocated to a drop ship warehouse. The drop ship warehouse does not exist physically, but is the means by which SAP Business One designates a drop ship item.

due date

The date on which the claim of a creditor must be redeemed by the debtor.

dunning interest rate

A late payment fee based on a percentage of the overdue amounts in unpaid invoices.

dunning letter

A reminder or warning letter used to collect outstanding payments.

dunning level

Level of communication to customers for accounts receivable.

Dunning is a methodical process of contacting customers to collect unpaid bills. It generally starts at the first level with a reminder and progresses on to warning letters and to threats as accounts become more past due.

dunning wizard

An assistant that enables the creation and transmission of letters to customers that have not paid their open invoices within a given time range and reminds them of overdue payments.

In addition, the dunning wizard keeps track of customers' "payment behavior" in a database to make this information available to the authorities.

dynamic opportunity analysis

This window is part of the Opportunities Pipeline report. Each sales opportunity is represented by a balloon, the size of which corresponds to the size of the planned sales opportunity.



effective date

The starting date for which a defined tax group is effective.

electronic tax return

ELSTER stands for electronic tax return and describes a procedure according to which companies in Germany must send their tax data to the tax offices. The legal requirement for the procedure is tax changing law 2003. This affects the Financials and Human Capital Management areas. As of January 1, 2005, the advance tax return for tax on sales/purchases (Financials), employment tax notification and employment tax statement (Human Capital Management) are to be transferred electronically to the official clearing house according to the Elster procedure.

employee list

A report that creates a list of employees in a company.

The report can list the employees separately for each branch and department within the company.

encryption table

A table containing the codes for confidential data in the system.

When the encryption is activated, encoded characters are displayed instead of the actual digits or characters.

ending balance

The amount of money that is stated on a bank statement as the amount of money present in a bank account at the end of the period covered by that bank statement.

end of month

The end of a calendar month.

In reference to a pay period, EOM normally refers to the last working day of the month.

endorsement

The signature of a person on the back of a check or another negotiable instrument to transfer the document to another owner or institution.

entered by - ID

Unique ID used to determine who entered specific data, such as the person's initials. In the DATEV add-on, this ID is known as the DFV indicator.

Enterprise services for SAP Business One

A business-driven software architecture, conforming to SAP's overall service-oriented architecture (SOA) strategy, that increases adaptability, flexibility, openness, and cost efficiency.

Enterprise services for SAP Business One supports business requirements through the use of enterprise services. It combines the technologies, standards, and approaches of a service-oriented architecture with a common business language that SAP co-defines with its ecosystem in the form of enterprise services.

equalization tax

Relevant for Spain only.

Tax applied on small companies that do not have enough resources to run the tax administration and declaration. SAP Business One enables these companies to post the tax as their expense. Responsibility for tax administration and declaration is transferred to vendors.

equipment

SAP E-Commerce and Web CRM: Container for fitments.

An auto parts retailer doesn't sell cars; it sells fitments for cars, such as tires, hoses, and brakes. Instead of searching a Web site for brakes, and getting results for every make and model of every car made, a purchaser can enter the equipment information first (make and model: 2005 Mercedes 300SL wagon) and get only the brakes that will fit that particular make and model.

equity

Total assets minus total liabilities.

escalation handling

The method used to provide a timely response to business-critical system problems reported by customers and partners.



Examples

- 24-hour telephone hotline
- E-mail

event

For the Microsoft Outlook Integration add-on, an event is a user action that triggers automatic data synchronization. Examples of events include:

Opening or closing Microsoft Outlook

Logging on to or off from SAP Business One

EventSender

SAP Business One integration platform: A service used to monitor SAP Business One data, change events, and notify SAP Business One Integration.

exact daily base

A type of Pro rata temporis in which asset values during the course of the fiscal year are calculated proportionally using the actual number of days within the month. For example, January will have 31 days, February will have 28 days on non-leap years, March will have 31 days, and so on.

exchange rate

The relationship between two currencies.

This rate is used to translate an amount into another currency.

exchange rate difference

The amount arising where a foreign currency amount is translated at different exchange rates.

exchange rate difference account

Account for changes in item value between the delivery and invoice dates as a result of exchange rate differences.

exchange rate differences report

A summary of all selected accounts and business partner records that also contains the appropriate exchange rate differences transaction to balance each account and BP record.

exchange rate gain account

An account that is used to post currency gain amounts that result from a positive change in a foreign currency exchange rate.

exchange rate loss account

An account that is used to post currency loss amounts that result from negative change in a foreign currency exchange rate.

Excise Control Code

Valid only for this country: *IN*

A company's excise registration number.

This alphanumeric code is provided by the tax authority.

excise invoice

Valid only for this country: *IN*

A business document, in India, that you prepare when you issue excisable goods from a manufacturing plant, for example:

- To be sold to a customer
- To be transferred to another of your plants

The excise invoice lists the goods that you have issued and states how much excise duty applies. Your customer uses the excise invoice to claim back the excise that it has paid from the excise authorities.

exclusive code

An alphanumeric designator that clearly identifies a document template.

exclusive number

A key that uniquely identifies a field or an area.

execution date

The date a transaction is carried out.

exempt revenues account

A sales account with transactions for which no taxes must be paid.

expanding group

XL Reporter: A selection made in a row or a column.

The resulting data of an expanding group is presented in multiple rows or columns. Each row or column is for one occurrence of the data item(s) within the specifications of the selection. In other words, the row or column expands into multiple rows/columns to show each occurrence of the data item(s) that the selection requests.

expense account

A structure that records a particular type of cost, such as depreciation.

It is closed and transferred to the profit and loss account at the end of a financial period.

expense type

An additional cost for imported products.

Examples include the cost resulting from taxes, customs, transportation, insurance or the storage of goods.

expression

XL Reporter: A text string in a selection that conveys a user's request from the database.

A selection can include several expressions that you can modify.

extension

A program part of the SAP Business One add-ons that offers additional functionality for SAP Business One and can be installed only within the add-on framework, for example, STAMPIT.

All extensions are delivered on and can be installed via the SAP Business One add-on CD.

external bank operation code

A unique identifier assigned by a bank for each banking transaction type.

external code

An additional optional designator of an account that is used for sorting purposes.

external data

Data generated outside the organization or business.

external reconciliation

The comparison of an account with external data.

external statement

A bank statement that is imported as part of an external reconciliation process.

Ex Works

A declaration that the seller has fulfilled the obligation to deliver after making the goods available at the seller's premises to the buyer.

The seller is not responsible for loading the goods on the vehicle provided by the buyer or for clearing the goods for export, unless otherwise agreed. The buyer bears all costs and risks involved in taking the goods from the seller's premises to the desired destination.

In most parts of the world, Ex Works means that the shipper loads the vehicle.



factor code

A numeric factor used in a mathematical equation to determine the price of an item.

factor column

That part of a price list definition that allows users to specify the proportion of the prices of a new price list to those of the base price list.

factoring indicator

A key that can be recorded in certain journal entries and used as a selection criterion in various reports.

federal tax ID

The number used to identify a business to the federal government for income tax purposes.

FIFO

Abbreviation for "first in, first out".

An approach to inventory management (FIFO withdrawal method) or valuation (FIFO valuation procedure) in which materials and products are actually or supposedly withdrawn from stock for sale or use in the order of their acquisition (i.e. the first goods received are - or are deemed to be - the first to be issued).

FIFO layer

Quantity of an item in a warehouse with a particular cost value, based on the FIFO ("first in, first out") accounting method.

final string

The completed string defined for serial numbers of batch numbers.

The result of a formula composed from numbers and strings.

financial accounting

An accounting system that records and summarizes business transactions and makes periodic reports on the financial results and financial position of a company.

financial period

Date range for which account postings are taken into consideration.

financial report

A document stating incomes, expenditures, or the budget at a given date.



Examples

- Balance sheet
- Trial balance
- Profit and loss statement
- Cash flow

Financials

Application Module of the SAP Business One system that enables users to define information about monetary matters in their company and to perform transactions having to do with banking, credit, and other related activities.

financial statement

A written record showing the financial status of a business enterprise at a given date.

It is made at periodic intervals and sets out a balance sheet, a profit and loss statement and a statement of changes in working capital.

finished product

An object that is completely assembled and ready for sale.

fiscal year

A period of usually 12 months, for which the company produces financial statements and takes inventory.

A fiscal year need not correspond to the calendar year.

Under certain circumstances, fiscal years containing fewer than 12 months are also permitted (short fiscal year).

fitment

SAP E-Commerce and Web CRM: An element of equipment.



Examples

Tires, brakes, and hoses are fitments for a car (equipment type).

fixed amount

A price of an item or service that cannot be changed.

Fixed Assets

A Subsidiary ledger to the general ledger in financial accounting for SAP Business One.

The Fixed Assets add-on offers extended asset monitoring and management functions. It supports asset master data management as well as asset acquisitions, credit memos, retirements and transfers. It also offers extended depreciation functionality. A fixed asset is a purchased item that is neither sold nor used in production as a raw material.

fixed exchange rate

A defined exchange rate between the currencies of countries which does not vary.

fixed folder

XL Reporter: A grey-colored folder at the upper part of the Report Organizer component.

These folders are used to store XL Reporter items that can be made available in the Reports module in SAP Business One.

fixed price

Sales price fixed by the manufacturer or the government. Retailers are obliged to sell the merchandise at this price.

Fixed prices are illegal in many countries. In some countries, however, certain goods are excluded from the ban.

In the Federal Republic of Germany, fixed prices are illegal, with the exception of certain products such as books, pharmaceuticals, and certain agricultural products.

folder

XL Reporter: A storage system in the Report Organizer component.

Folders are used to store XL Reporter items in the SAP Business One database.

folio number

Pre-numbered external alphanumeric key that appears on every page of a sales or purchasing document.

In certain countries, the use of pre-numbered print forms is mandatory. The folio number helps to keep track of such legally required documents.

follow-up

An activity that is resumed after a user-defined lapse of time. The system can prompt the user to resume action related to a previous interaction (such as a task or e-mail) or a document (Word or Excel).

foreign currency account

An account kept in a currency of another country instead of in the local currency.

foreign expense

An expense for goods or services obtained from a company which has its billing address abroad.

foreign name

The foreign name of a company as opposed to the name of the company in the original language.

The foreign name of a company appears when you select the Print Layout Designer in a foreign language.

format definition

Bank-statement processing-related. An add-on used for creating bank format project (*.bfp) files.

formatted search

A function that allows users to enter data in a field using a predefined search method.

formula summary

A summary defined in a document template for printing using a certain formula.

You can define a formula using a calculation type field.

freight

The charges for transporting goods.



Examples

- Transportation
- Tax
- Insurance
- Import fees
- Customs

frozen

The status of an item or record that is locked and cannot be processed.

full authorization

The unrestricted access to all functions and applications of the system or to an entire specific function module.

fund

Valid only for this country: *US*

A fund is a separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts used to monitor the use of the financial resources/cash of an organization, together with associated liabilities, residual equities, and related changes.

Amounts are distinguished by fund so that certain activities can be performed or objectives achieved in accordance with special regulations, restrictions, or limitations. Organizations can set up funds at a lower level than those required for external reporting. Fund groups must then be used.

Funds are classified into fund types, which have distinctive accounting and reporting requirements.

future remit

A list of all receivables owed by a customer or vendor for which the due date has not yet been reached.



G/L account

A structure that records value movements in a company code and represents the G/L account items in a chart of accounts.

A G/L account has transaction figures that record changes to the account during a posting period. These figures are totals that are used for G/L reporting.

G/L account length

The number of digits in a general ledger account.

G/L accounts can have between four and seven digits.

G/L decrease account

An offset account for positive differences after inventory revaluation.

G/L increase account

An offset account for negative differences after inventory revaluation.

GBI

Valid only for this country: *CN*

The national standard data interface of China. "GB" is the abbreviation for the Chinese character "Guo Biao"; "I" stands for interface.

general area

Generally, the upper section or header of a window, containing fields with data that does not change. Frequently, additional tabs appear below this section.

Sometimes, it is the lower section or footer of the window that contains this data.

general label

Template for general letters in the Advanced Layout Designer add-on that are not specific to a certain document type, for example, cover letters or season greetings.

general ledger

A ledger designed to present the values used in creating financial statements.

It records values at company code level.

goods and services tax

An indirect tax on private consumption charged on any kind of goods or services.

It is comparable with the European VAT and levied, for example, in Canada, Australia, and Singapore.

goods clearing account

An offset account used to allocate open amounts when closing purchase documents.

goods issue

A reduction in warehouse stock due to a withdrawal of stock or the delivery of goods to a customer.

goods movement

A physical or logical movement of materials leading to a change in stock levels or resulting in the consumption of the material.

goods receipt

A term from inventory management denoting a physical inward movement of goods or materials.

SAP Business One differentiates between the following types of goods receipt:

- Goods receipt with reference to a purchase order
- Goods receipt with reference to a production order
- Other goods receipts without reference

goods receipt purchase order

A document that denotes the delivery of goods from a vendor to a company. It is used to update inventory quantities and values.

goods return

A clearing document that reverses the delivery for a purchase order and consequently the stock quantities and value-based changes.

grandchild

An object, item or node that is one level below the child node in a hierarchy.

gross posting

The entry of an invoice into the system that includes tax and other charges.

A gross posting may also refer to an entry that does not include a rebate or cash discount.

gross price

The price of one unit of an item, or a service, including tax.

gross profit

The positive difference between sales revenues and the costs of goods sold.

gross total

The price of an item calculated by multiplying the gross price by the quantity.

group code

A key that clearly identifies a set of objects having some unifying relationship.

tax group code

grouping

XL Reporter: The transaction rows that have the same data record for a specific data item and are grouped and displayed in one row in the report.

This is relevant when you specify a selection for an expanding group.

group level

A level defined for a number of fields in a document template for printing.



Hayes Command Set

A series of commands that prepare a modem for communication.

Developed by the Hayes company, this command set is generally considered to be industry standard.

hierarchical Business Configuration Set

A set of several simple BC Sets that only needs to be activated once to carry out a specific process.

hierarchy

A mapping of a structure that satisfies specific rules.

The structure elements of a hierarchy are called nodes.

There is only one top-level node.

Only one node is assigned directly above each node (apart from the top-level node).

Several nodes may be assigned directly below a node.

Nodes that do not have any nodes assigned below them are called end nodes.

holiday

A special predefined date in the calendar on which a business partner does not trade, thus affecting the due date of the related sales and purchasing documents.

house bank

A business partner that represents a bank through which you can process your own internal transactions.

house bank account

An internal representation of a company's bank account at a house bank. It contains all control information required for processing payment-relevant processes.



IBAN

A standardized, uniform representation of complete bank details in accordance with the European Committee for Banking Standards (ECBS).

An IBAN is a series of a maximum of 34 alphanumeric characters, and is made up of a combination of the following elements:

- The bank country key (ISO-Code)
- Two check digits
- Country-specific account number (comprises, for example the bank number and account number in Germany, or the bank number, account number and control key in France).

A constant IBAN length has been stipulated for each country.

ICMS

Valid only for this country: *BR*

In Brazil, a value-added tax levied at state level on the circulation of goods and services. It is applied to the purchase and sale of domestic and imported goods, interstate and intermunicipal transportation, and communications.

ICMS is a percentage-included tax, meaning that it is embedded in the price of the goods.

In Portuguese, the tax is known as Imposto sobre Circulação de Mercadorias e Serviços.

ID

An alphanumeric key that is unique to an object and clearly identifies it among other objects within a specific field.

ID mapping

SAP Business One integration platform: Assignment of the keys of identical master data objects from the same or different remote systems.

import costs

Expenses that arise from the cross-border movement of goods into another country.

This may include insurance, freight, transport costs, import taxes, and loading costs.

import data

The information on imported goods.

This data not only includes information such as item characteristics and quantities; vendor, broker and purchaser; but also includes financial data, such as import taxes and transport costs.

import fee

A duty that has to be paid on imported goods due to customs or agreed regulations.

import process

The act of importing external data into the system.

import turnover tax

A tax levied for the import of foreign merchandise into a customs territory for which tariffs are due.

This tax is incurred when goods are made available for domestic consumption or when customs duties are due.

inactive customer

A customer who has not made a purchase for a particular length of time but who is not yet considered a customer lost by the company.

inactive item

An item that is not used in selected transactions within a defined period of time.

inbound posting

The posting of goods as a result of an inbound transaction.



Examples

- Goods receipt PO
- A/P invoice
- Goods receipt stock entry

income tax

A direct tax based on income and earned by persons (personal income tax) or corporations (corporate income tax).

The income tax is the main source of revenue for the state or federal government.

Incoterms

The official rules of the International Chamber of Commerce (ICC) regarding how to define trade terms.

The ICC in Paris developed the International Commercial TERMS (INCOTERMS) as a uniform set of rules that are used to help define costs, risks and obligations of buyers and sellers in international trade.

The abbreviations for Incoterms 2000 include the following:

- EXW: Ex Works
- FCA: Free Carrier
- FAS: Free Alongside Ship
- FOB: Free On Board
- CFR: Cost and Freight
- CIF: Cost, Insurance and Freight
- CPT: Carriage Paid To
- CIP: Carriage and Insurance Paid To
- DAF: Delivered at Frontier
- DES: Delivered Ex Ship
- DEQ: Delivered Ex Quay
- DDU: Delivered Duty Unpaid
- DDP: Delivered Duty Paid

index rate

A percentage rate used to revalue financial statements, such as balance sheets or profit and loss statements, for example, a consumer price index

indirect costs

Expenses that are administrative or supportive by nature and which, therefore, cannot be attributed directly to grant-related activities.

indirect distribution rule

A user-definable rule in the Cost Accounting module of the SAP Business One system that allocates indirect costs and revenues to profit centers.

indirect exchange rate

The price for one unit of the national currency in the foreign currency.

industry solution for the SAP Business One application

A subdivision within a specific industry or a specifically defined homogeneous group of entities.



Example

- Job costing for IT services
- Warehouse management for food and beverages
- Fashion in the retail industry
- Car dealership for automotive
- Franchises of a specific franchisor
- Specialized solutions are offered for various industries or industry niches.

INN

Valid only for this country: *RU*

A tax number in Russia issued to legal persons and natural persons alike.

input tax

A tax that is charged by the vendor.

A claim for refund of the deductible portion of input tax can be submitted to the tax authorities.

input VAT

A tax paid by a VAT-registered business that can be recovered.

The VAT charged by a business is called output VAT. Input VAT is deducted from the output VAT on a return. The balance is then paid or reclaimed through customs and excise.

instant report builder

XL Reporter: A tool that creates, edits, or runs a report definition.

Report Designer: one of the three application components of the XL Reporter. The report designer interface refers to the XL Reporter functionality within Microsoft Excel.

The Instant Report Builder in the Report Designer component is used to specify static selections in a report definition.

in stock

The quantity of an item physically in the warehouse at a given time.

instruction date

The calendar day when production is scheduled to begin.

integrated development environment

SAP Business One integration platform: A set of integrated tools for developing applications.

An integrated development environment typically consists of a code editor, a compiler, a debugger, and a graphical user interface builder.

Integration Content

SAP Business One integration platform: A single use case for business integration.

integration pattern

SAP Business One integration platform: An isolated function for a frequently performed, typical integration task such as primary key generation or declarative data enrichment.

Integration Pattern Library

SAP Business One integration platform: A depository containing multiple integration patterns, provided by SAP. The Integration Pattern Library is used in integration development to reduce the implementation and stabilization time of an integration solution (iApp).

internal bank operation code

A unique identifier of up to 15 characters used in the application to determine the type of each transaction row in the bank statement.

interest on arrears

The interest paid to creditors when the due date for net payment of a debt has been exceeded.

interim account

General Ledger account that is used to handle m:n relationships in DATEV-FI for SAP Business One.

In SAP Business One, you can generate m:n postings. DATEV however can only handle 1:n or n:1 postings. Therefore, you need to use an interim account if you want to export m:n postings from SAP Business One to DATEV-FI.

interim balance sheet

Any balance sheet prepared during a fiscal year.

Examples include daily, monthly, quarterly or half-yearly financial statements.

internal node

A node that has child nodes

internal reconciliation

The adjustment of the credit and debit side of an account based on the status of the appropriate invoices.

internal reconciliation upgrade

A redesigned reconciliation engine, delivered as part of the SAP Business One 2007 A release, that unifies all reconciliation processes. The design eliminates the two different internal reconciliation engines and, with them, the risk that existed, in releases prior to 2007 A, of generating inconsistent reports on business partner balances and aging reports.

In addition, the 2007 A upgrade identifies, rectifies, and reinstates transactions affected in earlier releases, by creating adjustment journals and corresponding audit trails with detailed explanations for each resulting adjustment.

International Article Number

A standardized unit that uniquely identifies a material relating to a unit of measure or type of packaging.

The International Article Number (EAN) is assigned by the manufacturer of the material. In this case, the EAN identifies the manufacturer uniquely. A company can assign EANs using "in-store" numbering techniques known only to the company.

The equivalent of the EAN in America is the Universal Product Code (UPC).

Intrastat administrator

A function of the Intrastat Add-On for SAP Business One that is used to update statistical information in business documents that have already been saved.



Examples

- Goods Receipt PO
- Goods Return
- A/P Invoice
- Delivery
- Returns
- A/R Invoice

This function supports business processes in which different users create business documents and Intrastat reports (or both steps are performed sequentially).

Intrastat configuration tool

A function of the Intrastat add-on for SAP Business One that helps users to:

- Set up the Intrastat add-on
- Define prerequisites in SAP Business One

This tool allows users to update Intrastat settings and code tables directly.

Intrastat declaration editor

A function of the Intrastat add-on for SAP Business One that allows the user to edit, add, and delete Intrastat declaration details.

Intrastat declaration

A declaration conveying statistical information on an enterprise relating to the latter's import and export transactions within the European Union.

The Intrastat declaration is submitted to the relevant authorities in each country. In Germany, for example, this is the Federal Statistical Office.

Intrastat

SAP Business One Add-on for the creation of country-specific declaration files for declarations according to the requirements of Intrastat (intra-European-Union-Trade statistics).

Enterprises in the European Union are required to submit statistical data relating to their trade with other EU Member States to the appropriate national authorities. The Intrastat add-on enables the creation of these files directly out of SAP Business One.

inventory adjustment

Any upward or downward correction of item quantities resulting from goods issues, goods receipts, or other business transactions involving the transfer of goods.

Inventory Audit Report

An audit trail for the posted inventory transactions in the Chart of Accounts.

This report compares the accounting view (inventory balance accounts) and the logistics view (inventory value displayed by the audit report).

inventory cycle

The period of time after which an inventory count is carried out. An alert is issued by SAP Business One before a count is due.

inventory level

Number of items in stock.

inventory management

In the SAP system, part of the Logistics process covering the following:

Management (that is, the recording and tracking) of stocks of materials on a quantity and value basis

Planning, entry, and documentation of stock movements such as goods receipts, goods issues, physical stock transfers, and transfer postings

Performance of physical inventory (stocktaking)

inventory offset decrease account

An offset account for negative differences following an inventory count.

inventory offset

A balancing account used when the value of inventory is increased or decreased, following the creation of a material revaluation document.

inventory offset increase account

An offset account for positive differences following an inventory count.

inventory revaluation

A method used to recalculate the average or standard price of items that have been valued according to the moving average method or standard price method.

Inventory revaluation is used by companies running a perpetual inventory system.

inventory tracking

A function that is used to verify and correct warehouse stock levels recorded in the system.

This function prints inventory lists that can be used to enter results in the system. Inventory tracking can be carried out for specified items or for entire warehouses.

inventory transfer

A document that updates the quantities per warehouse, when items are transferred from one warehouse to another.

When running a perpetual inventory system, this document also results in a journal entry that reflects the change in the accounting system. In addition, the document refers to inventory that is transferred to a customer's warehouse and sold on consignment.

inventory valuation

The process of calculating the value of stock on hand.

This includes raw materials, products in process, finished products, and goods for resale. The inventory valuation is normally made by a business at the close of a financial period.

Inventory Valuation Utility

An add-on used by partners to correct inventory valuation issues.

invoice document

A document evidencing the posting of an incoming physical or electronic invoice in the SAP System during the invoice verification process.

The invoice document can contain one or more items.

invoice

A message to the buyer of goods or services that contains, among other things, the following information:

Name of the goods or services

Quantity sent

Remuneration due

invoice posting

The entry of bills or invoices into the system.

IPO step

SAP Business One integration platform: The executable atomic processing step: input-process-output.

issued

The total component (child) quantity already issued for a production order.

item balance

The current quantity of an item in stock.

item cost

The cost of the item as calculated according to the valuation method defined for the item.

item data

The entire information about an item, such as manufacturer, price, size, weight, or quantity in stock.

item

A material, object, or product that is the subject of business transactions.

Items can be traded, used in manufacture, produced, or consumed.

Items can be parent items, child items, or component items.

Items are a type of master data in SAP Business One.

item

Microsoft Outlook Integration: A calendar appointment, a contact, or a task.

item group

A set of items that have some unifying relationship.

item label

Print label that is specific for a certain item.

After printing the item, the Advanced Layout Designer add-on will print all corresponding labels.

item management

A function that allows users to enter and modify information on an item.

item master data

A record in the SAP Business One system that contains all relevant data on an item.

This may include the item number, the manufacturer, purchasing data, sales data, warehouse data, properties, and other details.

item number

A unique alphanumeric key assigned to an item in SAP Business One.

item property

A user-defined characteristic of an item.

Items may have up to 64 properties, which provide detailed information about them. Properties are also used for sorting purposes in SAP Business One.

item query

A function in the SAP Business One system that provides an overview of important item data, such as price or availability.

item stock

The quantity of items stored in a warehouse or storage area.

IVA

Valid only for this country: *PT*

VAT in Portugal, "Imposto de Valor Acrescentado" in Portuguese.



journal

A list of all postings in a period.

This list can be created at any time.

journal remark

An optional comment added by users in specific documents such as sales orders that is automatically copied to the accounting document.

journal type

A classification of journals according to their semantic content.

There are several different types, such as invoice, credit note or deposit.

journal voucher

A file in which journal entries can be recorded and saved temporarily without influencing the bookkeeping, and after an approval is received, these journal entries can be posted into the accounting system.

A journal voucher can have two different statuses:

Open <045> indicates that the journal entries recorded into the journal voucher have not yet been saved to the permanent file.

Closed <045> indicates that the journal entries recorded into the journal voucher have been saved to the permanent file.

jurisdiction code

Key that describes the tax jurisdiction. The jurisdiction code specifies the tax authorities to which sales tax is to be paid, and in what amount.

In some countries, such as Brazil, India, Canada, and the USA, sales tax is paid at local level as well as national level. To reflect the multilevel local tax levels in addition to the national taxes in the tax calculation, the jurisdiction code is used in addition to the tax code. The tax jurisdiction code always describes the location to which the goods were delivered or where a service was provided.

jurisdiction type

The authority group which has the right to interpret and apply tax laws or decisions, for example, state, county or city.

– K –

key date

A date that is related to a specific act, function, report or transaction.

key mapping

SAP Business One integration platform: The mapping between a source object key value and a destination object key value.

KMU Chart of Accounts

Valid only for this country: *CH*

The hierarchical arrangement of titles and accounts in a whole structure according to the Swiss umbrella organization for mid-sized companies (Schweizerischer Gewerbeverband).



landed costs

Based on the goods receipt PO, this function records the expenses incurred when purchasing goods in one country and importing them into another country.

These costs can include transport, customs, insurance fees, taxes, and other expenses.

landscape management

SAP Business One integration platform: Customization to manage the layout of systems in an integration environment.

language dependent

A string relating to the "document editing" function (templates for printing).

Since some languages are written from right to left rather than from left to right, a flag is required to tell SAP Business One when to print the text of a field in one direction or the other. This depends on the localization language of the database.

In IL localization, Hebrew is written from right to left, however numbers and amounts are printed from left to right. Therefore, fields containing text are printed as "language dependent" (from right to left) but fields containing numbers are printed as "opposite language dependent" (from left to right). Every field in a print template is defined either as "language dependent" or as "opposite language dependent".

last purchase price

The amount of money paid when an item was last purchased.

late payment fee

An additional charge that is assessed when payments are not made on time.

lead

A type of business partner who is a potential customer.

A limited number of transactions can be entered for leads, such as sales opportunities, sales quotations, sales orders, and activities.

letter of exemption

A letter written by a government or local authority certifying a company's tax-exempt status.

license key file

File containing SAP System license installation details such as SID, hardware key, installation number, license expiry data and license key.

LIFO

An approach used in the LIFO withdrawal method and the LIFO valuation procedure. LIFO stands for "last in, first out".

light dimensions

XL Reporter: Transaction data that does not have underlying tables in the SAP Business One database.

list price

The sale value of an item published by the supplier.

Retailers may decide to reduce this basic price by offering a discount to buyers.

local currency

The currency in which the company's ledgers are managed.

All reports are displayed in local currency, and all foreign currency transactions are translated automatically to local currency. The local currency enables the calculation of balances for multicurrency accounts and/or business partners. Thus, it is the common denominator for all currencies.

local era calendar

A type of calendar system that co-exists with the Gregorian calendar in some countries, such as Japan.

localization

The preparation of a product for use around the world.

For SAP Business One, localization is the process of adapting our product to a specific country -- to its language, standards and to the needs and expectations of a specific market.

The following country-specific characteristics are taken into consideration:

- Time/date displays
- Measurement systems
- Numbers
- Currency

- Legal conventions
- Fonts
- Icons
- Cultural aspects
- Content
- Local conventions

local sales tax

A tax on sales transactions made within a state.

log file

A structure that saves the history of changes made in documents.

logical operator

XL Reporter: Combines simple expressions (in a selection) to form a complex expression.

long-term investment

In accounting, an investment whose duration is at least one year.

lower-level bill of material

A list of the components of a finished or semi-finished product which is a part of another assembled finished product.

– M –

main budget

The sum of all budgets which reflect all aspects of business activities.

main menu

The primary navigation menu in the SAP Business One system.

The main menu enables users to control all system applications and functions in SAP Business One.

main scenario

A budget scenario on which other scenarios can be based.

main vendor

The person or business that supplies a customer with the largest quantity of goods or services in comparison to all other suppliers.

manual issue method

The manual distribution of the individual components of a parent item. The alternative is to use the backflush issue method.

manufacture date

The date that the fabrication of a product is completed.

marketing document

Any document that relates to planning, pricing, coordinating, promoting, purchasing, selling, or distributing goods or services.



Examples

- Invoice
- Order
- Delivery

master data

Persistent data that defines the items and business partners of SAP Business One.

master record

A data record containing master data that remains unchanged over a long period of time.

A vendor master record contains the vendor's name, address and bank details. A user master record in the SAP System includes the person's system authorizations, standard printer and start transactions and so on.

master system

The system used to create a BC Set.



Example

Headquarters

match factor

A factor that determines the level of suitability of an alternative item, when replacing an original item.

If there is more than one alternative item configured for a missing item, the replacement item with the highest match will be selected.

A replacement item with match factor 100 will be chosen over a replacement item with match factor of 80.

matching criteria

A set of rules that lets the application match transactions in bank statements to existing transactions for internal reconciliation as part of bank statement processing.

material requirements planning

A term for the actions of creating a production plan or procurement plan for the materials in a plant or company.

material type

A grouping together of materials with the same basic attributes such as raw materials, semifinished products, or finished products.

All materials must be assigned to a material type which determines:

- Whether the material is intended for a specific purpose such as a configurable material or process material
- Whether the material number can be assigned internally or externally
- The number range from which the material number is drawn
- Which screens appear and in what sequence
- Which user department data you may enter
- What procurement type the material has; that is, whether it is manufactured in-house or procured externally, or both

maximum commitment

The permissible total of liabilities assigned to a customer.

MDI Directory

SAP Business One integration platform: A directory that stores all declarations of a concrete project. When you use the SAP Business One integration for SAP NetWeaver Administration Setup to define your landscape, the concrete values are stored in this directory.

MDI Repository

SAP Business One integration platform: A repository that contains all system and object definitions.

It is the basis for all generic patterns and for the semantical integration model (SIM). All details of applications as well as their business objects and behavior in particular situations are stored here.

measures

XL Reporter: The values of transactions that do not have underlying tables in the SAP Business One database.

meeting request

Invitation to a meeting, sent via e-mail to one or more recipients

membership

A functional tab in the employee master data used to define the role and team to which an employee belongs.

menu bar

Element of the graphical user interface.

The menu bar is the top line of the primary window of the SAP Business One system. It contains several menu options, such as File, Edit or Help. Depending on the application window that is open at the time, menus in the menu bar change as appropriate.

message type

The classification of messages according to the receiving device.

You can send three types of messages from the SAP Business One system:

- E-mail
- SMS
- Fax

microvertical

A subdivision within a specific industry or a specifically defined homogeneous group of entities.



Examples

- Job costing for IT services
- Warehouse management for food and beverages
- Fashion in the retail industry
- Car dealership for automotive
- Franchises of a specific franchisor

Specialized solutions are offered for various microverticals.

minimum inventory level

The lowest quantity of a particular stock item in a warehouse that is allowed to exist before more stock is ordered.

Depending on system settings, three options are available in the SAP Business One system when stock in the warehouse falls below the minimum level:

- A message can be sent to the user's inbox.
- A warning or error message can appear.
- It is ignored by the system.

model-driven integration

SAP Business One integration platform: A model is a formal description of some key aspect of a system. A model provides an abstract of “the real thing”, giving insight into an otherwise complex system. Different systems are integrated on the SAP Business One integration platform through a model-driven concept. The concept provides a systematic framework to understand, design, and operate the systems on the integration platform.

monetary account

A structure that records cash flows, such as a cash funds account or bank account.

monthly invoice

Valid only for this country: *JP*

List of individual invoices issued by a certain closing date.

moving average

The average of commodity prices, constructed on a fixed period and showing trends for the latest interval.

When a new price is included in the calculation, the oldest price is dropped from the average.

moving average price

A price that changes in consequence of goods movements and the entry of invoices and is used to value a material.

The moving average price is calculated by dividing the value of the material by the quantity of material in stock. It is automatically recalculated by the system after each goods movement or invoice entry.

MRP

A term for procedures in requirements planning that take into account and plan every future requirement during the creation of order proposals such as independent requirements, and dependent requirements.

multi-currency account

An account that accepts and records journal entries in more than one currency.

multi-language support

A feature that provides the functionality of printing descriptive fields in the business partner's language or another foreign language.

multiple date

A date specification that consists of at least two different dates.

It may be used for sorting or reporting purposes.

– N –

namespace

An ID assigned exclusively by SAP that allows SAP customers, SAP partners and SAP to develop SAP components and products using SAP applications, without the danger of naming conflicts. (Naming conflicts can occur during transports to external SAP Systems, or when importing external products into your own systems.)

You assign objects to a namespace in the ABAP Workbench by placing the namespace prefix in front of the object name. The namespace ID begins and ends with a delimiter ("/"), and can have up to 10 characters.

national calamity contingency duty

Valid only for this country: *IN*

In India, a form of excise duty levied over and above additional excise duty.

It applies to a range of products, such as tobacco or high-speed diesel and oil.

natural account

An element in account codes based on segmentation.

NCM code

Valid only for this country: *BR*

A classification of goods that is issued by the Brazilian government and used to determine the IPI tax rate.

negative inventory

A quantity of items in the system that is less than zero.

This situation may occur when a goods issue is made before the corresponding goods receipt is entered.

net posting

The entry of an invoice into the system that does not include tax and other costs.

A net posting may also refer to an entry that includes a rebate or cash discount.

net total

The total amount of a payment before tax.

new items mode

Mode in the Synchronization Preview Window that allows users to identify new items and decide whether the items should be written to both systems during data synchronization.

node

An item in a tree

non-deductible

A business expense that may not be deducted from income tax payments.

non-deductible input tax

A tax already paid to a vendor that cannot be balanced against output tax.

Business persons pay an input tax to vendors and output tax to the tax office. One part of the input tax, the deductible input tax, can be balanced against the output tax, that is, a business pays a tax on sales/purchases only on its own added value. The other part, the non-deductible input tax, is excluded from this arrangement and depends on the applicable tax law of the appropriate country.

nota fiscal

Valid only for this country: *BR*

A legal document that accompanies all goods deliveries in Brazil. It serves as the delivery note and as the invoice, against which the customer makes payment. In addition, it includes all tax-related information, which is later required for financial reporting to the tax authorities.

The plural form of nota fiscal is notas fiscais.

number range

A range of numbers that you can assign to business objects (or their sub-objects) of the same type.

Examples of such objects are business partners, G/L accounts, orders, posting documents and materials.

Each number range has one or more number range intervals and a number assignment type.

The following are types of number assignment:

- Internal -

- External -
- Domestic business partners -
- Number range 01, number range interval 100,000 - 199,999, internal assignment
- Foreign business partners -
- Number range 02, number range interval 200,000 - 299,999, external assignment

numerator

A function that automatically creates internal successive numbers of items and documents. These numbers cannot be changed manually.



object group

A quantity of items or a group of individuals having some unifying relationship.

object key

A unique identifier of an object in a database.

offer

The willingness to sell an item at a fixed price or to enter into an agreement with a customer.

offset account

In double entry bookkeeping, the account that is either debited or credited to offset a credit or debit.

offsetting entry

The second of two entries made under the double-entry accounting procedure.

OKPO

Valid only for this country: *RU*

Abbreviation in Russian, for the Russian Classification of Enterprises and Establishments.

One-time account

An account managed for business partners with whom business is carried out only one time or rarely. If the flag for one-time account is set, several business partners can share one account.

open amount

The money that has not yet been paid for an item or service.

open balance

The amount in a document that has not yet been reconciled with any other document.

open goods receipt

A goods receipt purchase order document that has not been fully copied to a target document.

opening balance

The value of a financial quantity at the beginning of a financial period.

opening stock

The stock at the beginning of a financial period.

It is equal to the closing stock of the previous period.

open invoice

An invoice that has not yet been paid or settled.

open item

In purchasing or sales, a document that has not yet been transferred to a follow-on document.

Outgoing invoice without incoming payment

open list

A list of all sales and purchasing documents that have not been closed (fully processed).

open order

An order for which the appropriate delivery still has to be carried out.

open status

The state of documents, such as vouchers or checks, that have not yet been posted to the general ledger.

Once such documents have been posted, their status changes to "closed".

operational profit

Revenue from the regular activities of a business minus costs and expenses.

Operational profit is calculated before income taxes are paid.

operation code

Code that defines the type of business a company carries out with a third party, for example, acquisitions from a public entity or sales to travel agencies.

operation concept

A method provided by SAP which supports the error-free operation of the SAP Business One system.

The operation concept comprises a set of tools, templates and checklists for SAP customers and partners which facilitate numerous administrative tasks and help to clarify responsibilities during operation.

operator

XL Reporter: A symbol specifying an action that is performed on one or more expressions in a selection.

XL Reporter uses the following operator types:

- Comparison operators
- Logical operators

opportunities pipeline

The analysis of open sales opportunities.

opportunity analysis

A function that allows users to analyze open and closed sales opportunities.

It may be performed for business partners, items, or sales persons.

opportunity

A document used in Opportunity Management, representing a recognized possibility for sales of products or services. An opportunity can result from a trade fair, a sales deal or a bid invitation. A lead with the status "hot" can also be transformed into an opportunity.

opposite language dependent

A string relating to the "document editing" function (templates for printing).

Since some languages are written from right to left rather than from left to right, a flag is required to tell SAP Business One when to print the text of a field in one direction or the other. This depends on the localization language of the database.

In the IL localization, Hebrew is written from right to left, however numbers and amounts are printed from left to right. Therefore, fields containing text are printed as "language dependent" (from right to left) but fields containing numbers are printed as "opposite language dependent" (from left to right).

Every field in a print template is defined either as "language dependent" or as "opposite language dependent".

order amount

The actual cost of ordered goods or services after the deduction of discounts.

order completion

The settlement of a work order.

order date

The date of creation of an order.

A work order or delivery order

ordered

The quantity of items ordered from a vendor plus items that are due to enter the warehouse from production.

order number

The number of a work order or planned order

order quantity

The quantity of goods or materials ordered in a document, such as a work order, purchase order, or sales order.

order recommendation

A recommendation that was created during the last MRP run for a specific scenario.

The order recommendation report lists, according to the selection criteria made, the items and quantities that need to be either purchased or produced in order to fulfill production forecasts. On the basis of these recommendations, the user can choose whether or not to create production and/or purchase orders.

order value

The value of all order items or services that are to be delivered or provided.

Depending on this value, additional conditions may take place, such as a minimum order value or an advance payment.

organization number

The official number of an organization.

In the SAP Business One system, this is the corporate tax number in Norway and the Netherlands.

original currency

Actual currency of the cash flow.

original document

A document that serves as proof that a posting is correct.

original journal

A code that indicates the document type or the transaction type that triggered the creation of the journal entry.

"IN" indicates that the journal entry was posted as a result of the creation of an A/R invoice.

originator catalog

The list of the vendor's identification numbers of products or services.

originator

Employee whose documents trigger an approval procedure.

origin

The business-related origin of the data leading to a payment.

Essentially, this is the application triggering the payment.



Examples

Accounts payable, Accounts Payable Accounting (FI AP)

Bank account carry forwards, Treasury Cash Management (TR CM)

Employee payments, Payroll (PY)

outgoing invoice

An invoice for goods or services issued by the seller.

outgoing payment

The amount of money or its equivalent issued by the buyer to pay for goods or services.

output tax

A tax levied on customers at all levels of production and trade.

Output tax represents a tax liability.

output VAT

The tax charged to customers at all levels of production or trade.

It represents a tax liability.

outstanding amount

The amount of money that is owed by a debtor and has not yet been paid.

outstanding payment

The remaining amount of money that is due for goods or services.

overall amount

The entire sum that is to be paid.

This is equal to the invoices selected for payment, the information in the relevant payment window, and any amounts that are not contained in incoming or outgoing invoices.

overdue service call

A service call whose solution deadline has been passed.

owner

The user that is associated with a quotation in SAP Business One.

– P –

packaging unit

A unit of measure used for packaging.



Examples

- Can
- Bottle
- Crate
- Pallet

parameter

XL Reporter: A placeholder created for an unknown quantitative value of the data specified in a selection.

When a report definition includes a parameter, the data value is specified by the user who runs the report definition.

parent account

A superordinate account with subordinate child accounts.

parent article

A drawer in the chart of accounts, which has sublevels defined below it.

The level is set in the Account Code Generator window.

parent

The position that is one level above the referenced node in a hierarchy.

parent item

The assembly or package to which all subsidiary items (child items, component items) belong.

parent product price

The amount to be paid for an assembled finished product that consists of several components.

parent purchase order

The superordinate part of a split purchase order.

Purchase orders that contain more than one warehouse are split into child purchase orders.

partial delivery

A quantity of goods received that is less than the quantity ordered less the underdelivery tolerance.

partner service advisor

A partner's SAP contact for support issues. The partner service advisor guides partners in how to take preventive measures as well as in how to troubleshoot problems.

A partner's SAP contact for sales issues is the channel manager.

passive account

A bank account in which no transactions have taken place, neither deposits nor withdrawals, for a specified period of time (normally six months).

payable account

A bank account that is set up for the purpose of paying bills for procurement or services rendered.

payables

The total amount due to creditors.

This information includes the type, the amount, and the due date of the debts. Payables may include amounts payable to banks and suppliers, as well as customer down payments.

payee

A business partner to whom payments are made.

payment advances

A G/L account specified for down payment invoice postings (specific to Canada and USA).

payment block

Blocks the business partner from being included in the Payment Wizard.

payment date

Day on which payment is made or received.

payment due

The amount of money that is to be paid immediately.

Payment Engine

Add-on to SAP Business One that creates the file formats for electronic payments.

The Payment Engine add-on offers predefined file formats for a number of uses, including bank transfer, direct debit, bank files for bill of exchange documents, importing bank statements and electronic checks. An integrated Cash&Bank functionality enables the processing and reconciliation of several transactions of a bank statement in one step.

payment means

The way to make or receive payments in SAP Business One.

There are five options available in the system:

- Check
- Credit card
- Bank transfer
- Cash
- Bill of exchange

payment method

A set of parameters and other details that determine how invoices are cleared when the Payment Wizard is used.

It is possible to create as many payment methods as required. In addition, you can link specific payment methods to relevant business partners.

payment period

The period of time in which an outstanding debt has to be paid, for example a range of days or a certain month.

payment reference number

Number generated automatically by the SAP Business One system.

This number is a combination of the sales document number and the customer number. It is country-specific and is used in Denmark, Finland, and Norway.

payment run

A process that clears A/R and A/P invoices, by generating the payments, posting the transactions and updating the system (by creating the bank transfer files).

payment target

The value date for a credit card document.

It determines the day on which a credit card payment is received.

payment term code

The alphanumeric key that clearly identifies individual payment terms.

payment terms

The conditions of payment agreed to between business partners with respect to goods supplied or services provided.

payment type

One of the following payment methods:

- Outgoing - payment to vendors (A/P)
- Incoming - payment from customers (A/R)

payment wizard

A batch tool that automatically creates incoming and/or outgoing payments in order to clear A/R and/or A/P invoices. The following payment means are supported:

- Checks
- Bank transfers
- Bills of exchange

pending sale

A sale which is not yet concluded.

period code

The alphanumeric key for a single posting period.

period control

A method for calculating the start or end of depreciation at the time of a fixed asset acquisition or retirement.

period-end closing

Procedures at the end of the month or the end of the quarter, or both, for examining financial transactions and making corrections and adjustments.

Period-end closing includes the following tasks:

- Making sure that all transactions for the period were posted properly, including adjustments and accruals
- Printing trial balance
- Printing vendor liabilities aging and customer receivables aging reports to reconcile receivable accounts with the G/L
- Printing inventory audit report to reconcile inventory with the G/L
- Printing financial statements
- Making a backup of your database and put it in an off-site storage location
- Closing or deactivating the fiscal period by locking it using the posting period window

periodic budget

A budget prepared for a fixed period of time, normally one year.

periodic closing balance

A closing balance prepared at the end of a financial period.

period type

The basic time unit of a period used for evaluations, such as calendar week, or factory calendar day.

permanent extension

An official extension of the submission dates for advance returns and their respective advance payments.

permanent file

A record of the transactions contained within journal voucher that has since been posted. The transactions are now saved in the company database.

permission group

A set of authorizations assigned to users.

perpetual inventory

An automatic procedure in a warehouse whereby an instant record of the available stock count is kept, both during picks and putaways.

For continuous valuation of warehouse inventory, the following systems are available:

- Moving Average Standard Price
- Standard Price

personal ledger account

Valid only for this country: *IN*

A bank account, in India, that businesses use solely for the purpose of remitting excise duty to the excise authorities.

When you are due to remit excise duty, you transfer the appropriate sum to the personal ledger account, from where it is deducted by the authorities.

petty cash

A small cash fund kept in a business to make small payments.

phantom balancing

A transaction used to balance the production recommendation for a phantom item in an MRP run.

A phantom item is not a physical item in the MRP, but rather a grouping of components. When the system recommends that such an item be produced, an opposite transaction must be created to balance the recommendation.

phantom item

An item in a bill of materials (BOM) that has an engineering or structural function only.

Since it does not represent a physical component or sub-assembly, it is defined as a non-inventory item.

pick and pack

A process that manages picking activities, starting with the creation of a pick list, moving through the reporting of picked quantities, and ending with packaging and delivery.

pick document

A document that specifies items to be removed from a storage bin for goods issue.

Among other things, it contains the pick quantity, item number and description.

pick

The removal of goods from storage bins in the warehouse.

Picking not only refers to picking goods for deliveries or for production, but also to picking materials from a storage bin (or storage type) for any other reason.

picker

A person responsible for selecting (picking) items in a warehouse.

The items are selected according to a pick list.

pick list

A document containing all items released for picking (selecting items from a warehouse).

pick list report

A function that allows users to manage the status and quantities of items released for picking.

pick quantity

Quantity of goods picked (removed from a storage bin) in a warehouse.

This may be either the quantity that is to be picked or the quantity of items that have already been picked.

pipeline

A form of analysis that displays potential sales revenue by providing an overview of the current and future sales situation. Pipelines can be used to track quantities of sales, compare expected and actual values, or as a basis for planning future sales processes. Pipelines are employed in different areas, such as opportunities, contracts or activities.

planned

The quantity of component (child) items required for production.

This is calculated as the base quantity multiplied by the quantity of finished products.

"Planned" is a field in a production order.

postdated check

Valid only for this country: *PH*

A check that contains a maturity date in the future.

Unlike bills of exchange or promissory notes, postdated checks cannot be endorsed. Typically, companies keep them until the maturity date.

postdate

To enter a date on a document that is later than the date on which it is created -- a date that occurs sometime in the future.

posted tax

The amount of accumulated tax due that is calculated by the system.

posting date

Date on which the posting is carried out.

In Fixed Assets for SAP Business One, asset postings are carried out on this date. The posting date is transferred to the general ledger in SAP Business One. The respective posting period needs to be open in SAP Business One.

posting document

In bookkeeping, the piece of paper or document that serves as proof of the accuracy of every posting.

Examples include bills, receipts or checks.

posting

Transfer of a business transaction into one or several accounting ledgers. Posting takes place in the form of document entry.

posting key

The internal code of a journal type.

RC -> Receipt

PU -> Purchase Invoice

CN -> Credit Note

posting method

A process defined for creating transactions for the bank statement rows associated with the internal bank operation code on finalizing the bank statement. It is part of bank statement processing.

posting period

A period within a fiscal year for which transaction figures are updated.

Every transaction that is posted is assigned to a particular posting period. The transaction figures are then updated for this period.

posting proposal

The generation by the application of suggested documents and postings for reconciliation with bank statement rows. It is part of bank statement processing.

posting template

A fixed pattern document that can be used for recurring journal entries.

potential amount

The total amount to be received upon successful completion of a sales opportunity.

price index

A value that illustrates the relative changes in the price of an individual good or material item over time.

price list

A list containing the price of items for a particular business partner. When a business transaction is performed with the business partner, the price is determined by the assigned price list.

pricing code

An alphanumeric identifier that is used to assign an item to a group of items for pricing.

Pricing codes are normally used to calculate discount rates.

primary account

An account at the second level in the chart of accounts.

The first level consists of eight drawers that contain all subordinate accounts. These are organized in a hierarchy with up to five levels.

primary e-mail address

When a Microsoft Outlook e-mail with several recipients is being saved as an activity in SAP Business One, the primary e-mail address is the e-mail address selected from the different recipients by the user to allow for an association between a single business partner (and contact person) and the activity that will be created in SAP Business One.

primary title

A drawer in the chart of accounts.

principal input

Valid only for this country: *IN*

Any input used in the manufacture of a finished product in India, the cost of which constitutes no less than 10% of the total cost of raw materials for the finished product.

print layout

A customizable version of a default SAP Business One print template.

print sequence

Connects a number of documents for printing in the Advanced Layout Designer, such as a sales order, a quotation, and a label.

If the user starts the print process for the base document, SAP Business One prints all documents defined in the print sequence for this base document.

production bill of material

A bill of material that describes the components used to manufacture a finished or semi-finished product.

In contrast to a sales or assembly bill of material, the production bill of material is generated after creating a work order.

Production

An SAP Business One system module that allows users to define bills of material for products and to edit the relevant work orders for production.

production order

An order that initiates the manufacturing process in SAP Business One.

production run

A system run that creates final bank output files in the SAP Business One Payment Engine.

product line master

Master item for a product line; it cannot be purchased.

A polo shirt can be a product-line master. The associated items (children) can be blue, extra-large, cotton, and so on.

product tree

A list of components that make up a finished or semi-finished product.

The list contains the description, quantity, and unit of measure of each component.

profit and loss statement budget report

A profit and loss statement report, the calculation of which is based on a selected budget scenario.

profit and loss statement comparison

A report that enables the generation and display of profit and loss statement of two companies or two posting periods at once to enable comparison of the figures.

profit and loss statement

A comparison of revenue and expense within a certain period.

The purpose of the profit and loss statement is the establishing of profit made by an organization and the sources thereof. It is a compulsory part of year-end closing.

profit center code

An alphanumeric key that clearly identifies a profit center.

profit center

A company unit or division that performs a specific business function, such as manufacturing specific products or providing a specific service. The profit center can represent a division or department and is used to consolidate the expenditures and revenues resulting from the ongoing activity of a specific organizational unit.

profit center report

In cost accounting, the information on costs and revenues sorted by area or department.

This report provides a detailed analysis of the financial situation of a profit center.

project code

A key that clearly identifies a single project.

Each key corresponds to a project name entry.

projected customs

The value calculated by multiplying the FOB price for an item by the customs group data.

pro rata temporis

A type of period control in which asset values during the course of the fiscal year are calculated proportionally. An example of pro rata temporis is Exact Daily Base (EDB).

purchase analysis

A report that analyzes the volume of purchases from three perspectives:

- Per vendor
- Per item
- Per sales person

It provides information on the purchasing volume of the vendors.

purchase order

A request or instruction from a purchasing organization to a vendor (external supplier) or a plant to deliver a quantity of material or to perform services at a certain point in time.

purchase requisition

A request or instruction to Purchasing to procure a quantity of a material or service so that it is available at a certain point in time.

purchase tax

The tax to be paid as a result of creating a purchasing document.

The European tax system is based on tax groups that are identified by tax codes. A tax group can be either a purchase tax group or a sales tax group. A purchase tax group is assigned in purchasing document. A sales tax group is assigned in sales documents.

In some countries, purchase tax and sales tax are known as VAT.

purchasing document

An instrument used to obtain goods or materials.

In the SAP Business One system, purchasing documents include the following:

- Purchase order
- Goods receipts purchase order
- Incoming invoice

Purchasing

An SAP Business One application module that allows users to control the entire purchasing process.

It includes several processes, such as ordering goods from a vendor and processing incoming invoices.

purchasing factor

A numeric factor used in a mathematical equation to determine the purchasing price of an item.

This factor is defined for each item in inventory.



quarantined

A status designated for batches found in the middle of a production process or quality check.

A batch that is quarantined cannot be released in sales documents or purchase credit notes.

query category

The SAP Business One category that is used to provide authorized access to queries.

query definition

The conditions of a request for information available in the system.

The system makes use of the SQL's query engine and allows users to create their own queries.

Query Generator

An application program that generates queries in the system.

The query generator is sometimes referred to as the query wizard.

query interface

A tool that allows users to create their own queries for selection purposes.

Query Layout Management

Displays all existing query layouts.

Query Layout Management is part of the Advanced Layout Designer add-on. You can use Query Layout Management to create, delete and assign new or existing print layouts to queries.

Query Manager

Displays all queries that exist in the SAP Business One system grouped according to specific categories.

The Query Manager is a standard SAP Business One functionality. You can use the Query Manager to create new queries or to display or print existing queries.

query wizard

A tool that assists users with defining queries in the system.

queue

A team of employees responsible for handling a service call.

Quick Save

A function of the Microsoft Outlook Integration add-on for SAP Business One with which the user can save an e-mail as an SAP Business One activity according to the default settings for saving e-mails as activities.

Quick Synchronize

A function of the Microsoft Outlook Integration add-on for SAP Business One with which the user synchronizes data in SAP Business One and Microsoft Outlook according to the default data synchronization settings.

– R –

range

A group of continuous cells in a Microsoft Excel workbook that comprises an SAP Business One snapshot. A range for query result input is defined when a snapshot template is created.

realized exchange rate

The exchange rate a calculation is based on.

During a period of time, exchange rates between currencies may vary. The set of realizations of the exchange rate lies in the interval between the lowest and highest rate.

reconciliation account

A G/L account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are updated automatically.

Typically, several subledger accounts post to a common reconciliation account. This ensures that the developments in the subledger accounts are accurately reflected in the general ledger (that is, in line with balance sheet conventions).

A reconciliation account for all overseas customers.

reconciliation

The comparison of accounts in order to ensure that there are no errors in calculation or in items included.

reconciliation account

A G/L account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are updated automatically.

Typically, several subledger accounts post to a common reconciliation account. This ensures that the developments in the subledger accounts are accurately reflected in the general ledger (that is, in line with balance sheet conventions).



Example

A reconciliation account for all overseas customers.

reconciliation type

The classification of reconciliations according to the data with which they are performed.

There are internal and external reconciliations.

reference date

A key date used for calculations or sorting purposes.

In most cases, this date is the same as the posting date.

refusal period

The period within which the payee must express complaints about the invoice if he/she finds any errors in it.

registration form

A form that has to be filled out once on paper and then submitted to the appropriate tax office before ELSTER can be used to transmit tax data electronically.

regular tax

Standard tax derived from business partner master data and applied to sales and purchases.

remote support platform for SAP Business One

A service that enables automated, remote support in a high-volume business to protect an SAP Business One installation.

report book

XL Reporter: A storage system for report instances in the SAP Business One database.

Report books are used in the Report Organizer component.

report composer

XL Reporter: An application component used for reports.

You use the report composer to generate quick reports or custom queries by dragging and dropping data items from the SAP Business One database for inclusion in a report.

report definition

XL Reporter: Specifies the type and format of data to present in a report.

This component generates a report instance that contains real data recovered from the database based on the formulas in the report definition.

report definition link

XL Reporter: A link to a report definition.

These links are used in the Report Organizer component to include a report definition in a report package.

report designer

XL Reporter: A tool that creates, edits, or runs a report definition.

This tool is one of the three application components of the XL Reporter. The report designer interface refers to the XL Reporter functionality within Microsoft Excel.

report instance

XL Reporter: A finished report that has been generated from a report definition.

This report contains real data from the database and is displayed in Microsoft Excel format.

report job

XL Reporter: A task that specifies one or several report packages (collections of report definitions) to be run in one operation.

Report jobs are stored and maintained in the Report Organizer component.

report organizer

XL Reporter: An archive in which XL Reporter items are created, administered, and managed.

report package

A collection of links to report definitions that you want to include in a report job. You use it in the Report Organizer component.

Reports

An integrated and extensive SAP Business One application module used for analyzing business activities.

It includes the following reports:

- Business reports
- Accounting reports
- Warehouse reports
- Financial reports
- Account statements

reserve account

An account that is set up to make a balance sheet clearer by apportioning capital against future purchases, such as replacing equipment or estimates of bad debts.

For example, left-over profit (after dividends have been paid) could go into this account. The balance is then carried forward to the following year to be considered, together with the profits for that year, for any additional dividends.

reserve invoice

An invoice created without reducing the quantity of items in a warehouse.

It refers only to an item invoice and is closed against a receipt.

resolution time

The amount of time necessary to resolve a problem reported in a service call.

resolve a conflict

Determine which system copy from a conflict is written to both systems (SAP Business One and Microsoft Outlook) during data synchronization.

resource

SAP E-Commerce and Web CRM: User-defined field, such as custom data regarding an automotive part.

resource metadata

SAP E-Commerce and Web CRM: Data about the resource; a shell for customized information.

response time

The amount of time required to respond to a service call.

retained earnings

The annual net incomes accumulated since the founding of the company, adjusted by the distributions of dividends and retained earnings appropriations, such as transfers to or withdrawals from provisions.

Debit values are referred to as net loss.

The retained earnings (RE) of the corporate group is made up of the total RE of the consolidated companies taking into consideration the standardizing and consolidating entries as well as additional reclassifications based on the corporate policies concerning financial statements.

The way retained earnings are stated in the Consolidation system depends on the order of the items for appropriating retained earnings within the chart of accounts.

If the appropriation of retained earnings is stated on the balance sheet, then RE is defined as a totals item encompassing the financial statement item "Annual Profit", as well as all items related to the appropriation of retained earnings.

If the appropriation of retained earnings is portrayed as an addendum to the income statement, then retained earnings is a single value item on the balance sheet. The item must then be entered accordingly on the individual financial statement (reported financial data).

Both alternatives differ from the way the SAP General Ledger portrays retained earnings. There, retained earnings is a negative balance of all other balance sheet accounts, its definition being implied.

retrieval date

The date on which an advanced return is generated by the ELSTER Integration Add-On.

return components

A component from a disassembly production order that is posted to stock at the end of production.

returns

The returned goods from a customer to an internal or external vendor.

Returns can be divided into the following types, according to vendor and recipient:

- Customer returns
- Returns to vendor
- Returns for stock transfers

revaluation balance test report

A program that revalues a trial balance, balance sheet, or profit and loss statement based on a foreign currency or index without creating an actual journal transaction.

revaluation

A function that is used to update values of G/L account balances, cost of sale account balances, and inventory.

revaluation method

A procedure or means of fixing a new value on assets, such as revaluation according to the national or a foreign currency.

reverse link

A connection that creates a two-way relationship between an item and its alternative item.

Each item can act as an alternative item for the other.

revoked check

A check that has been canceled.

role

The collection of activities that an employee performs within an organization.

root

The top node of a tree

rounding account

An account used in journal postings to clear differences caused by rounding.

The amount left over or needed due to rounding allocated funds is stored in this account.



sales analysis

Detailed analysis of the sales volume achieved with a company's customers.

This report contains information about the sales volume from three perspectives:

- Sales volume per customer or vendor
- Sales volume per item
- Sales volume per sales employee

The data is based on different selection criteria, such as time period or sales documents.

sales bill of material

A bill of material created for sales purposes that lists both the finished product and its components.

sales document

A database document that represents a business transaction in the sales department.

A sales document consists of a document header with data applicable to the whole document, as well as any number of document items, with data regarding goods or services required by the customer.

Types of sales document types include:

- Inquiry
- Quotation
- Sales order
- Outline agreement (contracts and scheduling agreements)
- Complaints (returns, credit memo requests and debit memo requests)

Sales

An application module in the SAP Business One system.

This application module includes all the processes relevant to selling, to include creating quotations, orders, deliveries, returns, and invoicing.

sales factor

Numerical information defined for each item in inventory.

This factor can be used for multiplications according to specified data.

sales ledger

A record of the sales accounts of customers.

sales order

A customer request to the company for delivery of goods or services at a certain time.

The request is received by a sales area that is then responsible for fulfilling the contract.

sales quotation

In commercial usage, a detailed offer of prices, delivery dates, and payment terms issued by the seller.

A quotation is not a legally binding document.

sales tax code

The key of a sales tax, based on combinations of jurisdiction types and codes of specific locations.

sales tax

Tax imposed as a percentage of the price of goods (and sometimes of services).

sales tax

The tax to be paid as a result of creating a sales document.

The European tax system is based on tax groups that are identified by tax codes. A tax group can be either a purchase tax group or a sales tax group. A purchase tax group is assigned in purchasing document. A sales tax group is assigned in sales documents.

In some countries, purchase tax and sales tax are known as VAT.

sales tree balancing

A transaction to balance the production recommendation for a sales tree in an MRP run.

A sales tree is not a physical item in the MRP, but rather a grouping of components. When the system recommends that such an item be produced, an opposite transaction must be created to balance the recommendation.

sales unit

A unit of measure in which a material is sold.

Several sales units of measure can be defined for one material.

A conversion factor allows the system to refer to the base unit of measure.

SAP Business One

SAP's solution for advanced small businesses (SMBs), specifically those sales-driven companies with up to 250 employees.

SAP Business One is an easy-to-use product that offers a wide range of functionality and provides solutions for numerous SMB operational needs, such as accounting and banking, financials and Customer Relationship Management, purchasing and selling, logistics and product trees, as well as reporting and analysis.

SAP Business One Software Development Kit

A collection of APIs, tools, documentation, and samples that enable partners and customers to extend and change the SAP Business One application to:

- Create industry specific solutions
- Develop missing functionality
- Develop interfaces with third-party applications.

SAP Solutions for Small and Midsize Businesses

Business process scenarios that can be used in a branch of industry.



Examples

- Financials and Accounting
- Customer Relationship Management
- Product Lifecycle Management
- Human Resources
- Manufacturing
- Supply Chain Management

Screen Painter

A tool for creating SAP Business One-like forms. The Screen Painter is installed as an SAP Business One add-on and is provided on the SAP Business One CD.

SDK Compatibility License

A special SDK license that allows the running of add-ons developed by previous SDK versions without recompiling.

The SDK Compatibility License is valid for a limited period. After this period, partners must recompile the add-ons with a current version of the SAP Business One SDK to continue running their add-ons.

For more information, see the SAP Business One License Guide.

SDK Development License

A type of SAP Business One SDK license that allows the development of add-ons using both the UI API and DI API. This license also allows the distribution of add-ons to third parties.

The SDK Development License is based on a concurrent model (first-come, first-served).

SDK Implementation License

A type of SDK license that allows the development of add-ons using the UI API only.

This license is intended for partners developing add-ons for self-use only and does not allow distribution to third-parties. The Implementation License uses a concurrent model (first-come, first-serve).

security level

A key assigned automatically to expected payments or revenues according to their types.

This key evaluates the probability of a payment being made by taking into account that not all payments are guaranteed or made on the due date.

Four security levels are available:

- Level 1: Cash accounts
- Level 2: Checks, credit cards
- Level 3: Customer liabilities
- Level 4: Debts to vendors

selection

XL Reporter: An expression in a report definition.

This expression describes the data that is requested from the database and is displayed in the report instance.

selection inheritance

XL Reporter: A rule of inheritance.

This rule defines that selections specified on one level of the hierarchy are inherited by the lower levels. Therefore, columns and rows inherit from the report definition level, whereas cells inherit from all other levels.

semantical adapter

SAP Business One integration platform: A component of the Semantical Integration Model. It provides easy connectivity between SAP Business One integration for SAP NetWeaver and other system types, such as mySAP ERP.

Semantical Integration Model

A component that controls the flow of an integration process and leads the Business Integration Units throughout the integration task.

Semantic integration models (SIMs) also handle typical integration functions such as key mapping, value mapping, data enrichment, and so on.

sequence number

An internal unchangeable key that is automatically assigned by the system to various documents such as checks or contacts.

This number is normally incremented by one each time a new number is generated.

serial number

A unique identifier of a specific instance of an item.

The serial number can provide information such as manufacturing date, warranty data, and so on.

serial number transactions report

A list containing different serial number transactions for a selected item number.

The report also indicates whether the transactions are incoming or outgoing.

Server Tools

A collection of services that are installed on the SAP Business One Server machine. The services include:

- License service
- Backup service
- Mail service
- DI Server

service call

A record of actions taken by an employee to repair a serial number item and/or to resolve customer complaints.

service contract

A long-term agreement between business partners, in which conditions, such as prices and available products are defined.

These conditions and products apply for all service calls that are created with reference to the service contract. SAP Business One supports three types of service contracts:

- Customer
- Item group
- Serial number

Service Manager

A management console for the services running on the SAP Business One Server machine.

The Service Manager is used to start and stop the services and configure default settings.

The Service Manager is installed automatically with the Server Tools setup.

settlement number

A unique number assigned to each settlement period of an exchange that differentiate a particular settlement from other settlements in that exchange.

The settlement number can be used by brokers to track settlements for which securities are being delivered by investors.

share capital

The nominal capital of a closed corporation.

shipping address

The location goods are delivered to.

It can differ from the billing address.

shipping country

The country to which goods are delivered.

shipping type

An indicator that shows which means of transport and mode of transport (such as road or rail) can be used to carry out a shipment of goods.

Simple Business Configuration Set

A BC Set that saves existing data from Customizing tables, user queries, user-defined tables, and user-defined fields in a single table.

simulation mode

A system mode that allows the user to view all potential changes made by a BC Set before they take effect.

slot

SAP E-Commerce and Web CRM: One of nine points on a Web page that can be populated with text, banner ads, plug-ins (to run Flash demo, for example), and so on.

smart indexing

SAP Business One integration platform: A type of indexing for XML documents that are exchanged on the SAP Business One integration platform.

snapshot

A user-defined collection of query results from SAP Business One about a particular business partner or contact person. A snapshot can be saved to a Microsoft Outlook contact during a data synchronization run.

snapshot storage path

The location on the client machine where snapshots are saved. The files saved here are attached to the Microsoft Outlook contact for which the snapshot is being generated.

SOA foundation for SAP Business One

A business-driven software architecture, conforming to SAP's overall service-oriented architecture (SOA) strategy, that increases adaptability, flexibility, openness, and cost efficiency.

SOA foundation for SAP Business One supports business requirements through the use of enterprise services. It combines the technologies, standards, and approaches of a service-oriented architecture with a common business language that SAP co-defines with its ecosystem in the form of enterprise services.

solution

An action or process that will eliminate a symptom and the problem indicated by the symptom.

A solution can be described by freeform text that illustrates and supports the required actions. Solutions, along with symptoms, are stored in the solutions knowledge base.

solutions knowledge base

A repository of information that stores problems and solutions.

sort code

A key assigned to a profit center and used for sorting purposes.

sort type

The determination of the sorting method.

Any column in a table displayed by the system can be sorted using this rule. Depending on the data that is to be sorted, four sort types are available:

- Alphanumeric
- Numeric
- Monetary

- Binary

source business partner

The business partner that serves as the source of specific information that is copied to other business partners.

Information copied from the source business partner frequently includes special prices or catalog numbers.

source company

The company from which transactions are exported.

In SAP Business One, transactions can be copied from one company to another one. The company to which transactions are exported is called "target company".

source object

Either a sales opportunity or service call from which an activity is generated.

special advance payment

A regular payment to the tax office that must be made in order to receive an unlimited extension for the submission of advanced returns.

special excise duty

Valid only for this country: *IN*

A form of excise duty in India on a limited number of goods, mostly luxury goods, including pan masala, sparkling waters, furs, and yachts.

special ledger

A component of the Analytical Accounting for Greece.

special price

Amount of money which has to be paid to the seller by the buyer of goods or services.

It is valid for a defined period of time and/or specific items, quantities or business partners.

stage analysis

A function which retrieves an overview of the sales opportunities according to the success of the sales activity.

This function also displays a comparison graph that provides an overview of all closed sales opportunities, sorted according to sales stage.

STAMPIT Integration

Add-on that integrates the STAMPIT tool into SAP Business One.

STAMPIT is a PC-based franking software of the Deutsche Post AG (German postal service) used to create online franking stamps that can be printed with the document itself. A stamp picture is created as part of the address including the stamp bitmap and the address lines.

STAMPIT Journal

A history of all electronic stamps you have generated on the PC you are working on.

STAMPIT setting code

A unique code for a report created to use with STAMPIT.

STAMPIT allows you to assign default reports to marketing documents. The STAMPIT setting code of the report must be identical with the code of the marketing document you want to assign this STAMPIT report to.

standard cost

The item cost is copied from the Item Master Data without any additional calculations.

standard price

A constant price at which a material is valued without taking goods movements and invoices into account.

start date

The date that determines the beginning of a period of time.

starting balance

The amount of money present in a bank account at the beginning of the period covered by a given bank statement, as recorded on that bank statement.

status bar

A field at the bottom of the screen in the SAP Business One system that displays the system time and date, error messages, the progress of internal processes, or other data relevant to system activity.

stock account

An account that records the opening quantity of stock in a warehouse, goods issues and receipts, and the closing stock.

stock balance

The quantity of items available in stock.

This quantity is calculated as the closing stock of the previous period plus goods receipts minus goods issues.

stock entry

The recording of information in the system that affects stock quantities.



Examples

- Goods receipt
- Goods issue
- AP Invoice
- Stock transfer
- Delivery note

stock level

The quantity of a single item currently held in stock.

stock posting

A transaction related to changing or storing the quantity of an item in the system, for example, creating a goods issue or a goods receipt and "posting" it to the database.

stocktaking

The periodic determination of inventory quantity by actually counting or measuring it.

stock transaction

The process of changing the quantity of goods held in stock based on the appropriate document entry, for example, due to an order or invoice.

stock transfer document

The record of any movement of goods between different warehouses or storage areas.

stock value

The value of the total quantity of an enterprise's own material currently held in stock under a certain material number.



Example

Stock value for:

- A plant
- A company code
- A valuation type
- A storage location

storage costs

The costs incurred from the storage of a material.

They are recorded in the material master record as a percentage of the valuation price, and are referred to by optimizing lot-sizing procedures during lot-size calculation.

structure mapping

SAP Business One integration platform: The assignment of structures of one component to the structures of another component.

subledger account

An account used to group related transactions within a given account into subgroups.

supplies

Total sale of goods and services over a defined time period.

Support Desk

Part of the Support Tools add-on for SAP Business One.

The Support Desk helps to react quickly in case of a system problem. Use the Support Desk function to log onto the SAP Service Marketplace directly from SAP Business One. On the SAP Service Marketplace, you can search for known problem solutions or create a support message.

Support Tools

SAP Business One add-on that offers Support Desk and Early Watch Alert functions.

The Support Desk offers direct access to the SAP Service Marketplace from the SAP Business One application. After creating a problem message offline in SAP Business One, users can connect to the SAP Service Marketplace to send the message or track the message status.

The Early Watch Alert enables users to receive information on system performance collected by SAP. The data is analyzed and can be accessed via the SAP Service Marketplace.

SWIFT number

A key that clearly identifies a bank within the Society for Worldwide Interbank Financial Telecommunications (SWIFT).

The organization is an international society of banks that speeds up the transfer of international payments.

symptom

A change in a product or system that indicates a malfunction.

A symptom is described using freeform text. Symptoms, along with solutions, are stored in the Solutions Knowledge Base.

system currency

Currency to which all the transactions are translated automatically. This is a "shadow" currency, so that it is impossible to create transactions using the system currency alone.

system date

The day on which a document is created in the system.

The system enters this date automatically.

system requirement

A hardware or software component that a PC must have in order to run a specific software package.

– T –

target document

A document to which the data from another document, the reference document, is copied.

target system

The system that is updated with data from a BC Set.

Subsidiary system

taxable person

A person or company obligated to pay tax.

tax account

The G/L account to which the calculated tax amount for a document is posted.

tax amount

An amount that is posted as input tax, output tax or withholding tax, for example, and sent to the tax authorities.

tax code

A two-digit code that represents the specifications used for calculating and displaying tax.

Examples of the specifications defined under the tax code are:

- Tax rate
- Type of tax (input tax or output tax)
- Calculation method (percentage included or percentage separate)

tax consultant

An expert who is officially authorized to give advice and act as a representative in tax matters.

tax date

The day on which a transaction is liable to tax.

The tax rules and regulations applied are those valid on this day. The tax date is the usually the same as the invoice date but in some cases it can be the same as the delivery date or goods receipt date.

tax declaration box

The field in the advance return located next to the code for the tax group.

tax deduction number

An additional key used in some countries to report data associated with the business function.

This number is used in Denmark to report information such as location, employment, and industry of the branches to environmental authorities.

tax definition

The specification of a tax.

This may include the tax status and/or the tax group.

- Liable to tax
- Tax exempt
- Input tax

tax-exempt

A purchased item, earned income, interest income, or income from sales for which no tax must be paid.

tax-exempt revenue

That part of income on which no taxes must be paid.

tax group

The definition of the tax that links documents subject to the duty rate.

It includes the tax code, the tax name, and the tax percentage.

tax name

SAP E-Commerce and Web CRM: Full name of the relevant tax.

Minnesota State Sales Tax is the tax name for the tax code MN.

tax number

An identification number issued by the tax authorities to taxpayers.

Each country has its own system. For example, in some countries, tax numbers are only assigned to legal persons, whereas natural persons use their personal identification number as a tax number. In other countries, all persons are assigned a dedicated tax number.

In countries where taxes are levied not just at national (or federal) level, but also at local level (by states or municipalities), multiple tax numbers may be issued.

tax office

Tax authorities responsible for the administration and collection of taxes.

tax official

A tax authority's number.

Depending upon the localization, this number can also comprise a combination of the tax authority number and the number the tax authority has assigned to the company.

taxpayer identification number

Valid only for this country: *IN*

An 11-character, alphanumeric code that is assigned to every company or individual that is registered to pay tax in India. The first two characters represent one of the Indian states. The setup of the next nine characters is different for each state.

tax rate

The percentage rate used to calculate the tax amount.

tax report

A summary of the sales tax collected from sales and purchase invoices for a defined period of time.

tax status

The status assigned to business partners which indicates the tax liability.



Examples

- Liable
- Exempt
- Acquisition (EU)

tax total

The total amount of tax included in the payment.

technical adapter

SAP Business One integration platform: A preconfigured adapter that provides easy connectivity between SAP Business One integration for SAP NetWeaver and other systems, such as mySAP ERP, so that information can be exchanged.

Technical Integration Model

SAP Business One integration platform: A model that describes the modeling entities of SAP Business One integration for SAP NetWeaver.

This model consists of BizAtoms, BizFlows, IPO steps, and SAP Business One integration for the SAP Business One application.

telemodule

A software component provided by the tax authority, which must be installed on a PC before it can be used to transmit tax data through the Internet.

template code

A key that clearly identifies a template used for recurring journal entries.

template storage path

The location on the SAP Business One server where layout files for snapshot templates are stored.

template type

A predefined pattern record used to record journal entries according to a specified percentage rate or period of time.

Templates are used for recurring transactions.

territory

A geographic location, brand, or item category and its hierarchy.

Same-level entries and entries at lower levels can be created in this hierarchy.

test run

A non-productive mode that allows the user to preview the results of a test payment run in the SAP Business One Payment Engine.

theme

SAP E-Commerce and Web CRM: Framework of the configurable elements that define the look and feel of a Web site.

third-party order

SAP Business One integration platform: A sales order outsourced to a third-party company that then delivers the ordered products to the customer.

threshold

The total monetary amount of supplies (being shipped abroad) at which the supplies have to be declared in the advanced return.

title

An account in the chart of accounts that indicates the category or sub-category to which the accounts listed below it belong.

This account is not an active account. Therefore, journal entries cannot be recorded in it.

transaction code

An additional identification key of manual postings determined by users.

It may be used for sorting purposes.

transaction data

Transaction-specific data that is short-lived and assigned to certain master data.

Individual posting documents are called transaction data. For example, transaction data relating to sales development can be assigned to a vendor's master data. The total sales of a vendor consist of the data of the individual business transactions, the transaction data.

transaction journal

A detailed list of all monetary transactions, such as invoices, receipts or opening balances, entered in the system within a specified period of time.

transaction number

A successive number assigned automatically to each journal entry or inventory transaction.

transaction type

The specification of a financial transaction, for example, telephone or regular transaction.

transmission log

A record of the tax data to be transmitted through the Internet using ELSTER.

transportation costs

The expenses associated with moving goods or materials from one location to another via sea, air, or land.

tree

A hierarchical arrangement of items in multilevel categories.

trial balance budget report

A trial balance report that is calculated on the basis of a selected budget scenario.

trial balance comparison

A report that enables the generation and display of the trial balance of two companies or two posting periods simultaneously, so that the figures can be compared.

trial balance

A summary of all the account balances at a given date.

This preliminary balance is used to point out errors in the closing balance.

triangular deal

The exchange of goods between two parties without transfers of money.

Triangular deals are based on two independent contracts linked by a protocol. The goods receipts may be carried to third parties such as banks or trading houses.

tributary situation

Valid only for this country: *BR*

A description for the CST tax code in Brazil.

This term is called "Situação Tributária" in Portuguese, which means the origin of the merchandise and the specific taxation. Tributary situations can be at the federal and state level.

type of business

Valid only for this country: *KR*

The field of business in which a company operates.

In South Korea, you have to provide this information in statutory reports, both about your own company and about your business partners.

The National Tax Service uses this information for statistical purposes.

type of industry

Valid only for this country: *KR*

The field of industry in which a company operates.

In South Korea, you have to provide this information in statutory reports, both about your own company and about your business partners.

The National Tax Service uses this information for statistical purposes.



umbrella organization

An administrative and functional structure that includes several smaller organizations within its structure.

unique taxpayer reference

Valid only for this country: *GB*

A unique ten-digit number allocated automatically by HM Revenue and Customs when a taxpayer is set up.

Also known as a UTR.

unit of measure

A value used to determine the size of a quantity of material.

Units of measure in the SAP System include:

- Base unit of measure
- Unit of entry
- Unit of issue
- Order unit
- Sales unit

unit of measurement

A value for a physical size.

Units of measurement are used for internal conversion purposes. There are standardized names (ISO codes) for all units of measurement.



Examples

- Length dimensions include meter, centimeter, and inch
- Time dimensions include second, minute, and hour

unit price

Sales price for one unit (quantity one) of the service line.

If 6 recessed lighting units are tendered for in the service line, a unit of 30.00 UNI means that the construction proprietor is billed 30.00 UNI for each lighting unit. The service line is billed for a total price of 180.00 UNI.

UoM code

An identifier for a unit of measure.

user code

A case-sensitive numeric or alphanumeric key that, in addition to the user name, enables users to log on SAP Business One.

user-defined fields

A feature in the SAP Business One application that enables the user to add additional fields to:

- Sales and purchasing documents
- Payments
- Master data (business partners, items, price lists and so on)
- Production trees
- Production instructions
- Accounting and journal transactions
- Budgets

user-defined objects

A feature in the SAP Business One application that enables partners and customers to create business objects, register them with the application, and link them to their add-ons.

The UDO feature reduces add-on development time and provides smoother integration with the application.

User Interface API

A programmable interface to the SAP Business One user interface. The UI API consists of a collection of DCOM objects that provide access to the application forms, controls, and menus.

use tax

A tax imposed on the use of personal property and especially property purchased in another state.

Specifically, a one-time tax imposed on the exercise or enjoyment of any right or power over tangible personal property that is incident to the ownership, possession, custody, or leasing of it.



validity period

The validity periods define the lifespan of an object or infotype record, or the period of time when they exist.

You specify a validity period by entering a start date and end date when you create objects and infotype records.

valid-to date

The end of the period of validity or effectivity of an object, such as a BOM or routing, in the production planning system.

valuation

The process of estimating the value of company's stock based on earnings and market values of assets.

valuation method

The determination of how inventory value is to be calculated, for example, moving average price, FIFO ("first in, first out"), or LIFO ("last in, first out").

valuation price

The price of an item calculated according to a specific valuation method, for example, the moving average price.

value-added tax

An indirect tax imposed by the government on the value added to a good or service during production.

The value-added tax (VAT) is levied in all EU countries.

value mapping

SAP Business One integration platform: The mapping at field value level between a particular source value and a particular destination value.

variant

SAP E-Commerce and Web CRM: An item that does not exist until it is configured by a customer using parts available on a business-to-business or business-to-consumer Web site.

A customer can "build" a computer by selecting processors, hard drives, motherboards, and so on from lists.

VAT account

In bookkeeping, a structure that records the value-added taxes.

VAT code

An internal successive alphanumeric key that clearly identifies a group of items to which a value-added tax rate is applied.

Each VAT group has a tax rate assigned to it. The standard rate differs with each country -- from 19% in Germany to 21% in Ireland. Additionally, there are reduced and super-reduced rates subject to varying conditions.

VAT exempt

Describes items for which value-added tax must not be paid.

VAT registration number

A number assigned to a business that is used when reporting foreign trade activities to the customs authorities.

The name and length of the VAT ID varies with the country and language. A European VAT ID consists of a country code and 8 to 12 further digits, depending on the country.

VAT report

An official periodic report that must be provided to the tax authorities in Europe.

The rules and periods for submitting the value added tax (VAT) report vary in different countries.

vendor

A business partner from whom materials or services can be procured.

vendor group

A collective name for vendors that have similar characteristics or a unifying relationship that combines them into one group.

vendor liabilities aging

A report transaction that displays the company's debts to each vendor, according to how long these debts have been outstanding.

vendor net procedure

A procedure whereby cost or inventory postings are reduced automatically by the expected cash discount when an invoice is posted.

For example, you can post exact acquisition values (less the cash discount) to fixed assets accounts.

vendor number

A unique alphanumeric identification of a vendor.

volume code

The name of a volume unit of measure, usually an acronym or the mathematical symbol, for example, cm or m³ for cubic meter.

volume label

Electronic label for a data medium, such as a disk.

volume number

A freely selectable number, maximum 3 digits in length, that is used to identify a data carrier.

This number can be automatically transferred to the data carrier (for example, a disk). It appears in the header data of the data transmission file. The system default is a sequential number.

volume unit

Unit of measure for cubic volume.

voucher

In bookkeeping, the piece of paper that attests the execution of a business transaction.

– W –

wallet

SAP E-Commerce and Web CRM: Credit card information that is saved for the user so that frequent users of business-to-business or business-to-consumer Web sites can expedite the checking out process by not having to reenter this information.

warehouse code

An alphanumeric identification key of a storage area or warehousing complex.

warehouse

A building, room, or area within a factory or place of business that is used for storing merchandise, raw materials, or parts (semi-finished products).

warehouse stock

Items, materials, or finished products located in a warehouse.

warehouse stock valuation

The process of estimating the value of all items held in a warehouse.

warranty

The contract information for an item.

Maintained as a template in SAP Business One. A warranty usually covers specific conditions, usually within a limited time period.

Web flow

SAP E-Commerce and Web CRM: The steps that a shopping cart takes during the shopping and checkout procedure: fill cart, select checkout, enter address, enter CC, select shipping method, and so on. Customers can modify this flow to meet their needs.

Web sites may want to have customers enter their address before they can select a shipping method. This way, if a customer lives in Hawaii and the Web store is in New Hampshire, UPS Ground will not display as a possible shipping method.

Web tools

SAP Business One E-Commerce (formerly known as NetPoint™ Commerce) and Web CRM (formerly known as NetPoint™ Focus) are now referred to collectively as Web tools.

The E-Commerce component of Web tools provides an online presence for business-to-business (B2B) and business-to-customer (B2C) product sales. The Web Customer Relationship Management (CRM) component of Web tools provides comprehensive sales and service functions, including remote access to customer orders and service call information.

The E-Commerce and Web CRM components of Web tools are licensed separately and can be used individually or combined.

Web tools is designed to work together with SAP Business One, not as a stand-alone product. Web site product sales information, in addition to service and sales call information entered via the Web site, is synchronized with SAP Business One at predetermined intervals, as frequently as every 20 minutes.

weighted amount

The amount of money calculated from the maximum total of a sales opportunity and the degree of probability of the sale.

weight unit

A decimal unit based on the gram that measures weight.

Examples include microgram, milligram or kilogram.

win a conflict

Be saved to a system (either SAP Business One or Microsoft Outlook), overwriting the data in the other system that triggered the conflict. The user determines which system copy "wins" the conflict.

WIP Account

Contains the value of items in production before the final product is complete.

WIP Variance Account

An account for the differences between the actual and standard cost of items in production.

The standard cost is the cost of an item as defined in Item Master data. The actual cost is the cost determined by a product costing method, such as FIFO, Moving Average, or Product Cost Calculation.

wish list

SAP E-Commerce and Web CRM: User-created list of items the user would like to buy. It can be made available and publicly searchable; it can also be sent to family and friends.

withholding tax

A form of taxation deducted at the beginning of the payment flow.

Typically, an amount is withheld and paid over or reported to the tax authorities on behalf of (as opposed to by) the person subject to tax, the exception being self-withholding tax.

If a withholding tax exemption is available, withholding tax is not withheld.

The SAP System distinguishes between:

- Classic withholding tax
- Extended withholding tax
- Extended withholding tax enables the assignment of more than one withholding tax types to a business partner. This is necessary for calculating withholding tax in Argentina or Brazil.

won opportunity

A potential sale that is concluded successfully.

workflow

A logical sequence of steps carried out by people or the system to perform a business process.

It includes the tasks to be performed, steps in each procedure, people involved, required input and output information, and the functions required for each step. The workflow engine manages the workflow. It determines when to move to the next step in the process.

work in progress

The process or work flow when a production order is being executed.

During the work-in-progress period, transactions take place between inventory and production that are recorded in the WIP or WIP Variance accounts.

work instruction

A detailed specification required for the production of components, assembly groups or finished products.

Within a work instruction, you can create confirmations, recording, for example, quantities for input components or output products.

– X –

Xcellerator

SAP Business One integration platform: A component that performs the overall processing, storage, and manipulation of data in SAP Business One Integration Technology.

– Y –

year to date

The period of time from the beginning of the fiscal year (for example, April 1) to the current date.

year transfer

A function designated for transferring data at the end of a fiscal year in companies that do not work with a multi-annual system.

– Z –

zero balance account

An account that remains empty due to transfers of funds from or to a master account at the close of each business day.

zero profit center

A special profit center to which indirect costs or revenues are written.

If costs and revenues cannot be allocated because no distribution key is available when they are incurred, they can be assigned to the zero profit center and allocated later based on a new distribution rule.

Appendix

List of Abbreviations

The following table contains a list of abbreviations commonly used in the SAP Business One user interface and documentation.

Abbreviation	Description
A/P	accounts payable
A/R	accounts receivable
AA	account assignment
abs.	absence
Acct	account
acct assgmt	account assignment
AddOnRegDataGen	Add-On Registration Data Generator
Adj.	adjustment
AED	additional excise duty
ALD	Advanced Layout Designer
Alloc.	allocation
assembly BOM	assembly bill of material
AT	account type
avail.	available
avg.	average
B1	SAP Business One
BA	business area
BAS report	business activity statement report
base qty	base quantity
bat.	batch
bdgt	budget
BED	basic excise duty
BFP	bank format project
BoE	bill of exchange
BOM	bill of material
BP	business partner
BS	balance sheet
BSP	bank statement processing

Abbreviation	Description
BTHF	bank transaction handling facility
cat.	category
CCD	Cargo Customs Declaration
CD	clearing document
CDC account	cash discount clearing account
CENVAT	central value-added tax
chk	check
checking acct	checking account
CNPY	credit note previous year
co.	company
COGM	cost of goods manufactured
COGS	cost of goods sold
consolidating BP	consolidating business partner
corr.	correction
ctrl	control
cr.	credit
crcy	currency
CRN	company registration number
crs	creditor
csgmt	consignment
CST	Central Sales Tax
CSV	Comma Separated Values
CSV File	comma-separated file
CTN	corporate tax number
cust.	customer
cust. acct	customer account
CVD	countervailing duty
data carr	data carrier
DD	double document
DDW	draw document wizard
declaration	Intrastat declaration
dr.	debit
del. note	delivery note
dt.	detail

Abbreviation	Description
DGW	document generation wizard
DI API	Data Interface Application Programming Interface
DI Java Connector	Data Interface Java Connector
DI Server	Data Interface Server
diff.	difference
disc.	discount
discnt	discount
Distr.	distribution
DL	distribution list
doc.	document
exch.	exchange
FC	foreign currency
fld	field
fwd	forward
fxd	fixed
func.	function
gds	goods
GI	goods issue
GLEP	moving average price
goods receipt PO	goods receipt purchase order
GR	goods receipt
GRPO	goods receipt purchase order
GST	goods and services tax
HBA	house bank account
house bk	house bank
IDC	indirect costs
interim acct.	interim account
IRU	internal reconciliation upgrade
itm	item
JE	journal entry
key	object key
LC	local currency
LST	local sales tax
LTN	Licensed Trader Number

Abbreviation	Description
MAP	moving average price
matl type	material type
max.	maximum
mfg	manufacturing
min.	minimum
mktg	marketing
mgmt	management
mo.	month
MRP	material requirements planning
NCCD	national calamity contingency duty
neg.	negative
NF	nota fiscal
NFFS	Nota Fiscal Fatura de Servi.o
no.	number
NR	number range
OB	opening balance
obj	object
ODoc.	original document
op.	operation
ord.	order
org.	organization
orig.	original
P&L statement	profit and loss statement
payt	payment
pkg.	package
per.	period
PLA	personal ledger account
PLD	Print Layout Designer
pmt run	payment run
PO	purchase order
pr.	price
PR	purchase requisition
Preq	purchase requisition
prev.	previous

Abbreviation	Description
PSA	partner service advisor
pstng	posting
qty	quantity
RE	retained earnings
rcpt	receipt
rec.	record
ref.	reference
reg.	regular
req	purchase requisition
ret. earn.	retained earnings
rev.	revenue
S price	standard price
SC	system currency
SDK	SAP Business One Software Development Kit
SE	sales employee
SED	special excise duty
seq.	sequence
sls	sales
sls ord.	sales order
SME	small businesses and midsize companies
SO	sales order
spec.	specification
std	standard
SUn	sales unit
temp.	temporary
tgt	target
TIN	taxpayer identification number
TOI	type of industry
tot.	total
transac.	transaction
TRS	tax report saving
type of ind.	type of industry
UDF	user-defined fields
UDO	user-defined objects

Abbreviation	Description
UI API	User Interface Application Programming Interface
UoM	unit of measure
UP	unit price
UTR	unique taxpayer reference
VAT ID	VAT registration number
vend.	vendor
VN	vendor net procedure
whse	warehouse
WIP	work in progress
Wk	week
Wtax	withholding tax
Yr	year
ZBA	zero balance account

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