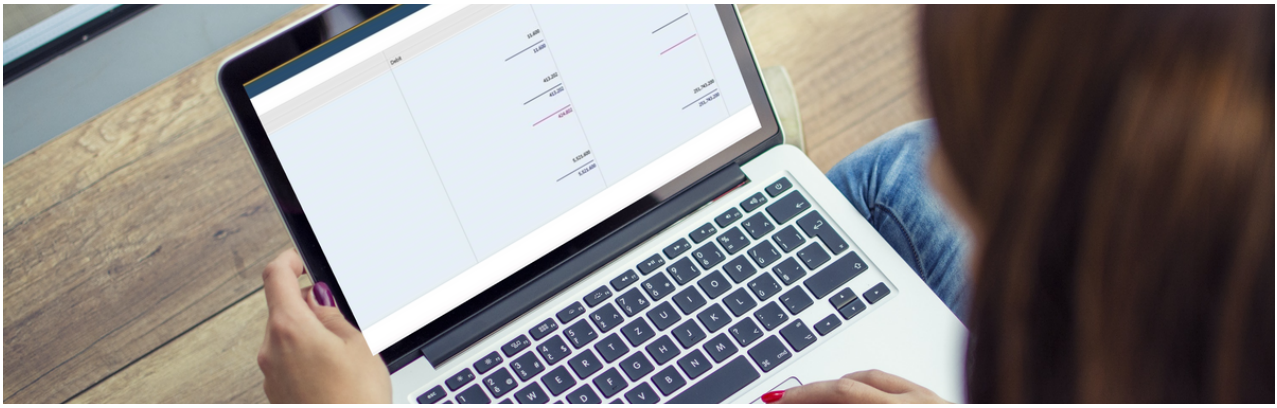




# SAP Business One Standard Reports

Use data to grow your business.



Whether you're a controller, inventory manager, or CEO, you're going to need a clear view of the state of your business to make smart decisions. With SAP Business One, prepare and run standard reports on your business' data with ease using the many reporting options available.

SAP Business One allows you to see the whole picture with a holistic view of your business, or drill down with the fully customizable options for how you view data in every report. Empower yourself and your team to make more informed decisions based on real-time data.

## Standard Reports in SAP Business One

Depending on your position in the company, you may need to conduct an inventory audit, compare budgets from different years, or run a report for something else entirely. Whatever the case may be, we want to make sure you know every tool at your disposal in SAP Business One.

To help users like you take advantage of these powerful reporting features, we've put together a simple reference guide to the most common reports in SAP Business One.

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## Financial Reports

### General Ledger

Financials > Financial Reports > Accounting > General Ledger

The general ledger report allows you to check and display the movement of accounts in a specified period. This report has the ability to save different criteria to customize what you want to see in the report (AR invoices, Credit Memos, etc.) and filters out everything else.

Posting Date	Due Date	Series	Doc. No.	Trans. No.	Remarks	Offset Acct	Offset Acct Name	Deb./Cred. (LC)	Est. Recon.	Ref. ...
01/10/2018	02/09/2018	Primary	IN 369	2677	A/R Invoices - C20000	81400000-01-001-01	Interest Income (HO, USA, GA )	\$ 1,333.20 0		369
06/01/2018	07/02/2018	Primary	IN 391	2770	A/R Invoices - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ 14,194.40 0		391
06/06/2018	07/06/2018	Primary	IN 376	2699	A/R Invoices - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ 412.06 0		374
06/07/2018	07/09/2018	Primary	IN 376	2701	A/R Invoices - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ 329.47 0		375
06/07/2018	07/09/2018	Primary	IN 376	2702	A/R Invoices - Cancellation - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ (329.47) 0		376
06/07/2018	07/09/2018	Primary	IN 377	2703	A/R Invoices - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ 349.24 0		377
07/10/2018	08/09/2018	Primary	IN 376	2712	A/R Invoices - C20000	41100000-01-001-01	Sales Revenues - Domestic (HO, USA, GA )	\$ 889.58 0		378
07/14/2018	08/15/2018	Primary	IN 379	2721	A/R Invoices - C20000	41100000-01-001-01	JB Printer Revenues (HO, USA, GA )	\$ 250.00 0		379
07/14/2018	08/16/2018	Primary	RC 234	2722	Incoming Payments - C20000	11230000-01-001-01	Cash at Bank - Credit Card (HO, USA, GA )	\$ (250.00) 0		234
07/14/2018	08/15/2018	Primary	IN 380	2727	A/R Invoices - C20000	41100000-01-001-01	JB Printer Revenues (HO, USA, GA )	\$ 265.00 0		380
07/18/2018	08/17/2018	Primary	IN 381	2729	A/R Invoices - C20000	41100000-01-001-01	JB Printer Revenues (HO, USA, GA )	\$ 500.00 0		381
08/07/2018	09/06/2018	Primary	IN 383	2731	A/R Invoices - C20000	41100000-01-001-01	JB Printer Revenues (HO, USA, GA )	\$ 1,000.00 0		383
08/07/2018	09/06/2018	Primary	IN 384	2732	A/R Invoices - C20000	41100000-01-001-01	JB Printer Revenues (HO, USA, GA )	\$ 375.00 0		384

### Budget

Financials > Financial Reports > Budget Reports

To quickly set up a budget in SAP Business One (if you don't want to go through and allocate your budget to all of your different accounts) you can just take your prior year actuals and create a budget based on those (ex. 10% growth). In SAP Business One, you also have the ability to import budgets from excel through DTWs and define budgets based on previous years.

Once you have a budget set up, you will be able to run a variety of budget reports and filter the data to variables such as monthly/quarterly periods or different accounts. The two most common of these reports are the basic Budget Report, which gives you a customizable view of your budget, and the Profit and Loss Statement, which allows you to compare profit/loss against your budget.

**Profit and Loss Statement Budget Report - Selection Criteria**

Date: 2016

Posting Date: From 01/01/2018 To 12/31/2018 Scenario:

☒ Logal Currency ☐ System Currency ☐ External Code ☐ Ignore Adj. Trans. (Period 13)

☐ Accounts with Balance of Zero ☐ Budget-Relevant Accounts Only ☐ Foreign Names

☒ Annual Report ☐ Quarterly Report ☐ Monthly Report

OK Cancel Choose Segments Expanded

## Comparison Reports

Financials > Financial Reports > Comparison

There are multiple comparison reports you can run including Balance Sheet, Trial Balance, and a Profit and Loss Statement.

These can allow you, for example, to compare two years and filter the view based on division/region, percentage difference, etc.

Account Name	Current Period	Comparison Period	Difference Amount	Percentage Difference
Revenues	\$ 46,713.86	\$ 58,394.76	\$ -11,680.90	% -20.003
Cost of Sales	\$ (56,741.95)	\$ 64,283.69	\$ -121,025.64	****
Gross Profit	\$ (10,028.09)	\$ 122,678.45	\$ -132,706.54	****
Expenses	\$ (1,400.00)	\$ (2,046.00)	\$ 646.00	% 31.574
Operating Profit	\$ (11,428.09)	\$ 120,632.45	\$ -132,060.54	****
Financing	\$ 6,968.92	\$ (380.81)	\$ 7,349.73	****
Profit After Financing Expenses	\$ (4,459.17)	\$ 120,251.64	\$ -124,710.81	****
Other Revenues and Expenses				
Profit Period	\$ (4,459.17)	\$ 120,251.64	\$ -124,710.81	****
#9	\$ (4,459.17)		\$ -4,459.17	****
#10	\$ (4,459.17)	\$ 120,251.64	\$ -124,710.81	****

## Cash Flow Options

Financials > Financial Reports > Financial > Cash Flow

### Cash Flow Report

This tool allows you to define your framework in multiple ways and filter by different accounts, time frames, and more. It also allows you to estimate cash flows based on expenses that have not yet been reported on.

### Statement of Cash Flow

You can produce a statement of cash flow showing all of the line items, categories, etc. for a specified period of time.

### HANA Cash Flow Forecast

HANA Cash Flow Forecast gives you a graphical view of cash flow that you can customize based on certain criteria.

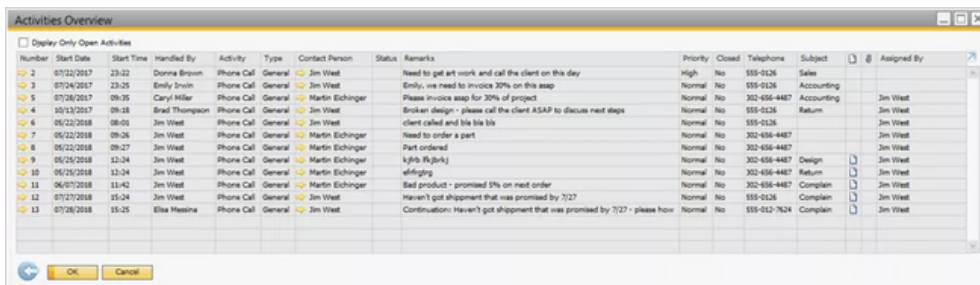


Customer Receivables Aging								
Currency		Business Partner						
#	Customer Code	Customer Name	Blanket Agreement	Type	Doc. No.	Instal. No.	Posting Date	Due Date
1	▼ C20000	↗ Saint Francis Medical - OSF Healthcare	▼ N/A					
2								
3				↗ IN	335	1	10/13/2012	11/12/2012
4				↗ IN	341	1	11/01/2012	12/03/2012
5				↗ IN	355	1	01/11/2017	02/10/2017
6				↗ IN	356	1	01/11/2017	02/10/2017
7				↗ IN	357	1	01/12/2017	02/13/2017
8				↗ IN	365	1	10/06/2017	11/06/2017
9				↗ IN	368	1	10/13/2017	11/13/2017
10				↗ IN	369	1	01/10/2018	02/09/2018
11				↗ IN	374	1	06/06/2018	07/06/2018
12				↗ IN	377	1	06/07/2018	07/09/2018
13				↗ IN	378	1	07/10/2018	08/09/2018
14				↗ IN	380	1	07/16/2018	08/15/2018
15				↗ IN	381	1	07/18/2018	08/17/2018
16				↗ IN	383	1	08/07/2018	09/06/2018
17				↗ IN	386	1	08/08/2018	09/07/2018
18				↗ IN	387	1	08/13/2018	09/12/2018
19				↗ IN	389	1	08/13/2018	09/12/2018
20				↗ IN	391	1	06/01/2018	07/02/2018
21	▼ C23900	↗ Amazon	▼ N/A					
22								
23				↗ IN	359	1	09/28/2017	10/30/2017
24				↗ IN	360	1	09/28/2017	10/30/2017
25				↗ IN	361	1	09/28/2017	10/30/2017

## Activities Overview

Business Partners > Business Partner Reports > Activities Overview

SAP Business One allows you to record anything that happens in the business: conversations, emails with customers, sales orders, and more as “activities.” All of those activities get funneled into one report which can be used for things like reporting the expenses for sales employees. You can also filter your activities by type and subject to give you information on returns, complaints, or compliments your customers give you.



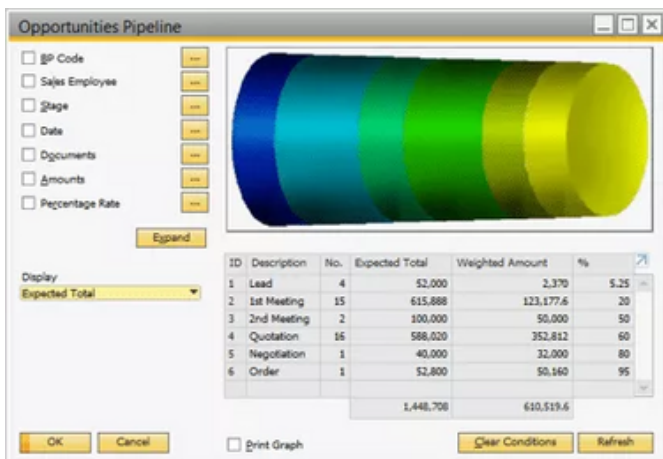
The screenshot shows the 'Activities Overview' window in SAP Business One. It features a table with columns for Number, Start Date, Start Time, Handled By, Activity, Type, Contact Person, Status, Remarks, Priority, Closed, Telephone, Subject, and Assigned By. The table contains 13 rows of activity data, including phone calls and emails, with details on dates, times, and participants.

Number	Start Date	Start Time	Handled By	Activity	Type	Contact Person	Status	Remarks	Priority	Closed	Telephone	Subject	Assigned By
2	07/22/2017	23:22	Donna Brown	Phone Call	General	Jim West		Need to get art work and call the client on this day	High	No	555-0126	Sales	
3	07/24/2017	23:25	Emily Irwin	Phone Call	General	Jim West		Emily, we need to invoice 30% on this app	Normal	No	555-0126	Accounting	
5	07/26/2017	09:35	Caryl Miller	Phone Call	General	Martin Eichinger		Please invoice app for 30% of project	Normal	No	302-456-4467	Accounting	Jim West
4	10/13/2017	09:18	Brad Thompson	Phone Call	General	Jim West		Broken design - please call the client ASAP to discuss next steps	Normal	No	555-0126	Return	Jim West
6	05/22/2018	08:01	Jim West	Phone Call	General	Jim West		client called and he like his	Normal	No	555-0126		Jim West
7	05/22/2018	08:26	Jim West	Phone Call	General	Martin Eichinger		Need to order a part	Normal	No	302-456-4467		Jim West
8	05/22/2018	09:27	Jim West	Phone Call	General	Martin Eichinger		Part ordered	Normal	No	302-456-4467		Jim West
9	05/25/2018	12:24	Jim West	Phone Call	General	Martin Eichinger		lyfhs Bjork	Normal	No	302-456-4467	Design	Jim West
10	05/25/2018	12:24	Jim West	Phone Call	General	Martin Eichinger		defecting	Normal	No	302-456-4467	Return	Jim West
11	04/07/2018	11:42	Jim West	Phone Call	General	Martin Eichinger		Bad product - promised 5% on next order	Normal	No	302-456-4467	Complain	Jim West
12	07/27/2018	15:24	Jim West	Phone Call	General	Jim West		Haven't got shipment that was promised by 7/27	Normal	No	555-0126	Complain	Jim West
13	07/28/2018	15:25	Ella Meena	Phone Call	General	Jim West		Continuation: Haven't got shipment that was promised by 7/27 - please how	Normal	No	555-012-7624	Complain	Jim West

## Opportunities Pipeline

Opportunities > Opportunities Reports > Opportunities Pipeline

This is a very powerful reporting tool for sales managers. See a real-time view of the business' current sales pipeline at a company-level view and see where all of your opportunities are. Or sit down with an individual employee and drill down to where their opportunities and leads are with completely customizable stages.



## Inventory Reports

### Inventory Audit

Inventory > Inventory Reports > Inventory Audit

This report provides an audit trail for the posted inventory transactions as they move through the chart of accounts. The report explains the value changes in different inventory accounts.

Transaction types out of scope for this report:

- Non-inventory items
- Drop-ship warehouse
- Service type documents
- Manual journal entries to inventory accounts

### Inventory Valuation

Inventory > Inventory Reports > Inventory Valuation Simulation Report

This is used for running a simulation to explore “what if” scenarios regarding your inventory. For example, you can see what effects doing something like changing your costing method would have. Maybe you have a first in first out costing method, but you want to check your inventory based on moving average; SAP Business One lets you do this through the Inventory Valuation Report.

This report also updates the last evaluated price and allows you to see the changes in the log of the item master data. You can access it through the change log table (ADOC).

Posting Date	Document	Whse	Qty	Price	Total	Cumulative Qty	Cumulative Value	System Date	G/L Account
01/10/2006	PD 2	01	10	\$ 1,085.81	\$ 10,858.10	10	\$ 10,858.10	12/31/2006	13400000-01-001-01
01/15/2006	PD 3	01	10	\$ 1,085.81	\$ 10,858.10	20	\$ 21,716.20	12/31/2006	13400000-01-001-01
03/09/2006	PD 12	01	1	\$ 1,085.81	\$ 1,085.81	21	\$ 22,802.01	12/31/2006	13400000-01-001-01
04/15/2006	PD 19	01	1	\$ 1,085.81	\$ 1,085.81	22	\$ 23,887.82	12/31/2006	13400000-01-001-01
05/15/2006	PD 26	01	40	\$ 1,085.81	\$ 43,432.40	62	\$ 67,320.22	12/31/2006	13400000-01-001-01
06/10/2006	PD 31	01	2	\$ 1,085.81	\$ 2,171.62	64	\$ 69,491.84	12/31/2006	13400000-01-001-01
09/01/2006	PD 46	01	5	\$ 1,085.81	\$ 5,429.05	69	\$ 74,920.89	12/31/2006	13400000-01-001-01
09/15/2006	PD 49	01	4	\$ 1,085.81	\$ 4,343.24	73	\$ 79,264.13	12/31/2006	13400000-01-001-01
11/22/2006	PD 62	01	2	\$ 1,085.81	\$ 2,171.62	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
01/20/2006	PU 3	01	--	\$ 1,085.81	\$ 0.00	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
04/20/2006	PU 19	01	--	\$ 1,085.81	\$ 0.00	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
05/20/2006	PU 26	01	--	\$ 1,085.81	\$ 0.00	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
09/02/2006	PU 46	01	--	\$ 1,085.81	\$ 0.00	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
09/18/2006	PU 49	01	--	\$ 1,085.81	\$ 0.00	75	\$ 81,435.75	12/31/2006	13400000-01-001-01
02/09/2006	DN 3	01	-5	\$ 1,085.81	\$ -5,429.05	70	\$ 76,006.70	12/31/2006	13400000-01-001-01
04/06/2006	DN 10	01	-5	\$ 1,085.81	\$ -5,429.05	65	\$ 70,577.65	12/31/2006	13400000-01-001-01
04/22/2006	DN 14	01	-1	\$ 1,085.81	\$ -1,085.81	64	\$ 69,491.84	12/31/2006	13400000-01-001-01
04/25/2006	DN 15	01	-5	\$ 1,085.81	\$ -5,429.05	59	\$ 64,062.79	12/31/2006	13400000-01-001-01
						40	\$ 43,432.40		

## Inventory Posting

This report gives you everything you need to know about inventory movement from an item perspective, DP perspective, location, warehouse, you name it.

Inventory Posting List - Selection Criteria

Items

Resources

BP

Other

Code

From

To

Item Group

All

Properties

Ignore

☐ Hide Items with No Quantity in Stock

Trans. Selection Criteria

☒ Date
 

From

01/01/2018

To

12/31/2018

☐ Hide Trans. without Qty Change

☐ Sort

Expanded

By Location

By Warehouse

	Location	Whse Code	
<input checked="" type="checkbox"/>	▼		
<input checked="" type="checkbox"/>		01	M
<input checked="" type="checkbox"/>		02	I
<input checked="" type="checkbox"/>		05	B
<input checked="" type="checkbox"/>	▼ New York		
<input checked="" type="checkbox"/>		04	R

Expand

Collapse

☐ Split Display by Bin Locations  
☐ Split Display by Batch/Serial Numbers  
☐ Print BP/Item/Resource on Separate Page  
☐ Print Directly

OK

Cancel

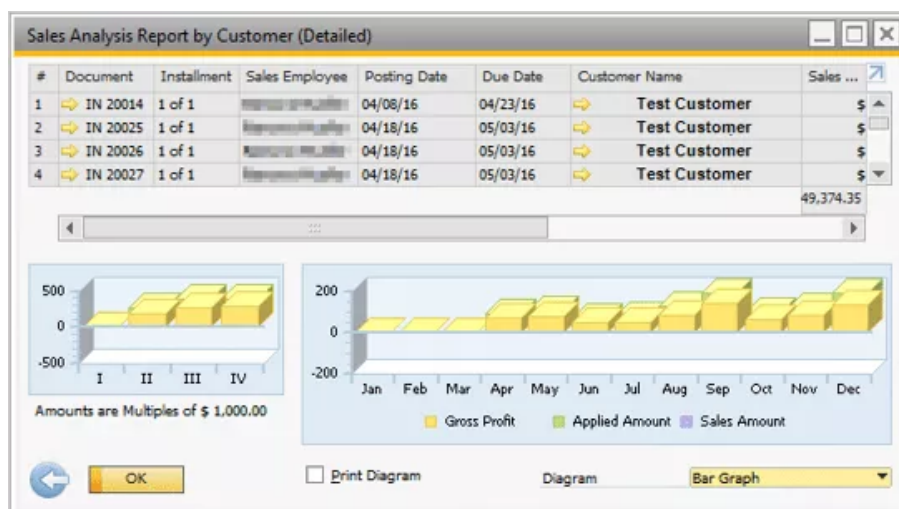
Select All

## Sales Reports

## Sales Analysis

Sales A/R > Sales Reports > Sales Analysis

The Sales Analysis report can give you information on sales from every angle. It lets you compare using different variables, and drill down to a specific sales employee or account.





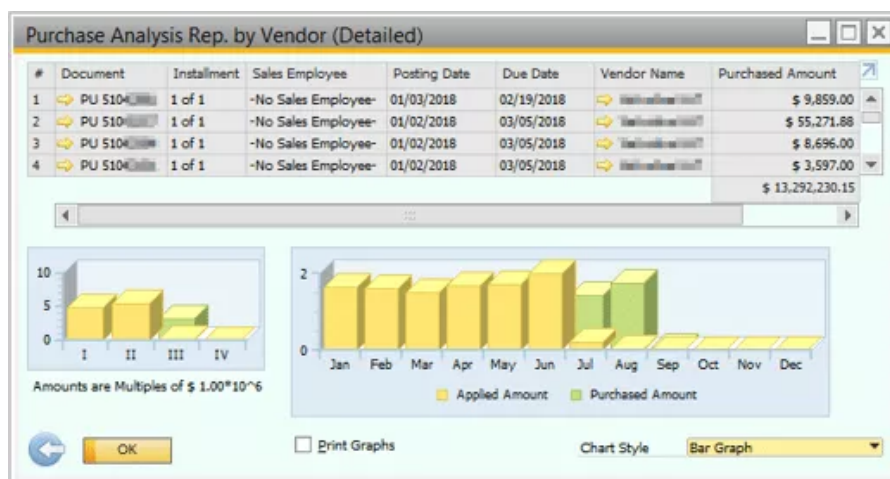
## Purchase Analysis

Purchasing A/P > Purchasing Reports > Purchasing Analysis

Three Groupings:

- Vendors
- Items
- Sales Employees

This report gives you the same level of analysis as the Sales Analysis report but from the purchasing side.



## Open Items List

Track the status of your sales and purchasing documents with this report. Find the customers that still need to pay for their orders and the vendors that have not provided the items you ordered. For production orders, you can filter by "released" or "planned" orders. You are also able to cancel/close multiple documents at once via Data menu > cancel or close.

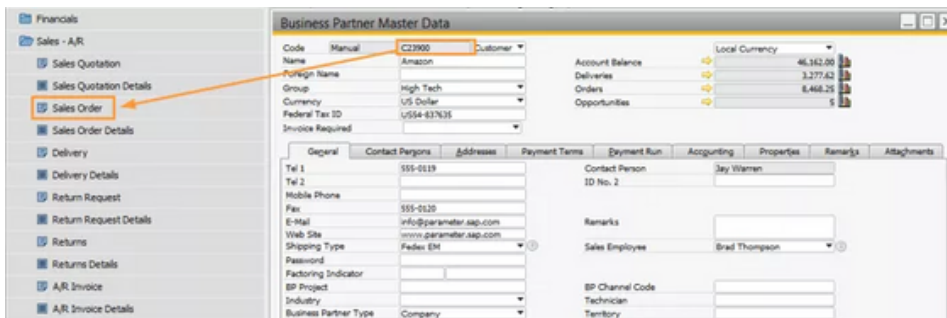
Tip: by default, the Open Items List Report will not load over 500 items. To view more than 500 items simply press CTRL+TAB+END which will load all documents and enable filter and sort options.

Sales Quotations
Sales Orders
Deliveries
Return Requests
Returns
A/R Down Payments - Unpaid
A/R Down Payments - Not Yet Fully Applied
A/R Invoices
A/R Credit Memos
A/R Reserve Invoices - Unpaid
A/R Reserve Invoices - Not Yet Delivered
Purchase Request
Purchase Quotations
Purchase Orders
Goods Receipt POs
Goods Return Requests
Goods Return
A/P Down Payments - Unpaid
A/P Down Payments - Not Yet Fully Applied
A/P Invoices
A/P Credit Memos
A/P Reserve Invoices - Unpaid
A/P Reserve Invoices - Not Yet Delivered
Inventory Transfer Requests
Production Orders
Missing Items
Inventory Counting
A/P Credit Memo - GST Tax Invoices

## Additional Reporting Options

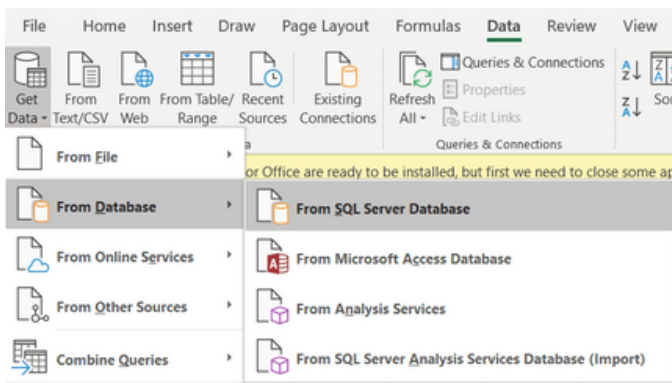
### Drag & Relate

From the Business Partner window, you can drag and drop the BP into the relevant area (ex. Sales Order) and it will run the specified report on that BP.



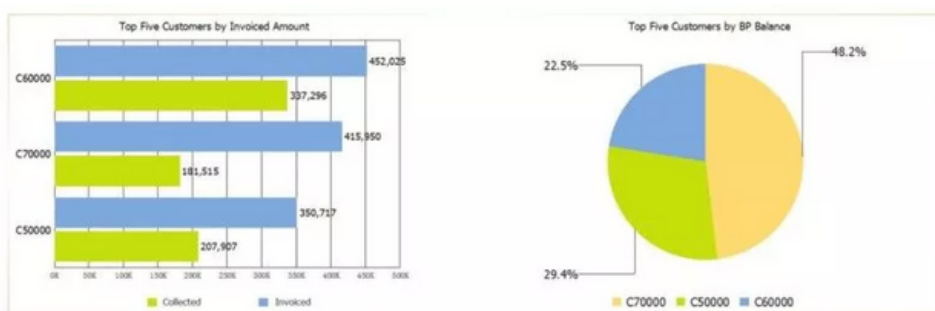
### Excel Connections

SAP business one allows you to connect your excel directly to your SQL server and update the information in real-time.



### Crystal Reports

Crystal reports are available for all customers SQL or HANA to generate visuals on reports.



# Let's **talk!**

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