

## **STREAMLINE YOUR BUSINESS, ACCELERATE PROFITABLE GROWTH** USING AN AFFORDABLE APPLICATION BUILT FOR SMALL BUSINESSES

Like many decision makers in small businesses, you want to focus on growing your business but instead find yourself dealing with a flood of daily operational details, ad hoc requests for information, and nonstop competitive moves. Meeting these challenges is difficult and time-consuming. When key pieces of information reside in different systems or locations, response times can lag and create customer dissatisfaction. And disjointed sales, accounting, and operational processes inevitably result in bottlenecks and reduced productivity. Multiple systems also mean additional work – such as duplicate data entries – which in turn causes errors and delays. Meanwhile, your competition is making it hard for you to find and keep customers.

To maintain a competitive edge, you need a clear view of all aspects of your business. You must streamline processes and find better ways to access the information that will result in the best business decisions. If you can effectively track and then access all customer-related information, for example, you can service your customers more personally and intelligently at every point of contact – locking in their loyalty and ensuring repeat business. And if you can accurately monitor and manage revenue and expenses, you are positioned to optimize cash and liquidity, which increases your financial strength and gives you the flexibility to respond quickly when business opportunities arise. The SAP® Business One application can help your organization see clearly, think clearly, and act clearly so that you can close the gap between strategy and execution and become a best-run business.

### **SAP Business One: A Comprehensive, Integrated Solution**

SAP Business One includes all the processes you need to run your entire business. Unlike niche solutions, it provides complete business management functions covering financials, sales, customers, inventory, and operations. And because it is designed specifically for small businesses, it can be installed quickly (typical implementation time is about two to eight weeks) and is straightforward to maintain and use.

#### **Streamline Your Entire Business with a Single System**

By integrating all critical business functions, SAP Business One provides support for sales, customers, purchasing, inventory, operations, financials,

**“SAP Business One enables us to  
run our business 20% more effi-  
ciently, which ultimately leads  
to greater profitability.”**

**Bill Boiler**, Warehouse Manager, Trade Union  
International Inc.

and human resources. And by capturing business information in a single system, it makes the information instantly accessible across the organization, eliminating duplicate data entry, costs, and related errors. Its workflow-based alerts trigger automatic response when important business events occur, allowing you to monitor and focus on those that are

The SAP® Business One application offers a single, affordable way to manage your entire business – from sales and customer relationships to financials and operations. Designed specifically for small businesses, it helps you streamline processes, act on timely information, and accelerate profitable growth.



most critical. Freeing you from constantly reacting to day-to-day minutiae, the application lets you spend more time driving the business forward.

#### Strengthen Customer Relationships and Loyalty

SAP Business One helps you manage sales, customer service, and support by integrating these functions with other business functions across the company. With the service call component in SAP Business One, you can effectively respond to customer service and support calls and find resolutions more quickly. Detailed service reports related to call volumes, durations, and response times allow you to assess progress and take necessary actions. SAP Business One also lets you analyze customers using data from sales, operations, and finance to identify ways to serve them faster and better.

#### Act on Instant and Complete Information

The application captures critical data across sales, customers, operations, and financials in a single system for immediate access and use. Together with the fully integrated Crystal Reports® software, SAP Business One delivers compelling reporting functionality and information access that allow you to get crucial insights into all parts of your business. Interactive drill-down functionality and a variety of presentation formats allow you to click through relevant data and get answers at any time. Your employees can respond to customer needs faster, and managers can accurately track revenues, costs, and cash flow so they can assess business performance and determine how to improve it.

#### Adapt to Meet Your Changing Needs

You can set up and configure SAP Business One quickly, and as your business grows, you can adapt and customize the software to meet your changing needs. For instance, with its published software development kit and over 550 add-on solutions that have been built on SAP Business One by our software solution partners, you can

customize and extend SAP Business One to meet your specific business and industry challenges. In addition, unlike many other small business solutions on the market today, SAP Business One provides worldwide coverage with 40 country-specific versions on a single platform, delivered and supported locally so you can confidently grow your business overseas.

### SAP Business One Key Functionality

#### Accounting and Financials

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

#### Sales and Customers

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

#### Purchasing and Operations

- Purchase proposals
- Purchase orders and deliveries
- Goods receipts and returns
- Accounts payable invoice and credit notes
- Bill of materials

- Production orders
- Forecasting and material requirements planning

#### Inventory and Distribution

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

#### Reporting and Administration

- Full integration with Crystal Reports® software
- “Drag and relate,” drill downs, search assistance, workflow-based alerts
- Employee directory and administration, employee time
- Remote support platform
- Data migration workbench, data archiving
- SAP® Business One Software Development Kit, including the data interface and user interface application program interfaces, user-defined fields, and tables

## One Application, Multiple Functions

SAP Business One combines a broad range of functions into a single application. These functions are summarized in the sidebar.

### Accounting and Financials

SAP Business One helps you manage your general ledger, journals, budgets, and accounts payable and receivable. You can conduct all your banking activities – including processing payments by check, cash, credit card, bank transfer, and bill of exchange – as well as reconcile various accounts and create financial reports for profit and loss, cash flow, balance sheet, and aging. You can also update account postings at the exact time relevant business events occur.

### Sales and Customers

With SAP Business One, you can:

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

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

### Purchasing and Operations

Every small business needs a systematic approach to managing the procurement process, from creating purchase orders to paying vendors. SAP Business

One helps manage the complete order-to-pay cycle, including receipts, invoices, and returns. You can also plan material requirements for production, control bills of materials, and replenish inventory automatically. And using integration with Crystal Reports, you can analyze your vendors' performance and adjust your procurement strategy accordingly.

### Inventory and Distribution

SAP Business One also lets you readily manage your inventory and operations, including picking, packing, delivery, and billing. You can perform inventory valuation using different methods such as standard costing, moving average, and FIFO; monitor stock levels; and track transfers in real time and across multiple warehouses. In addition, you can run real-time inventory updates, availability checks, and manage pricing and special pricing, which allows you to automatically apply volume, cash, and account discounts to transactions with vendors and customers.

### Reporting and Administration

SAP Business One provides powerful, integrated analytic and reporting tools to help you access the critical business information you need. With SAP Business One, together with fully integrated Crystal Reports, you can gather data from multiple sources and generate timely and accurate reports based on critical company data across financials, sales, customers, inventory, service, production, and operations. Completely integrated with the Microsoft Office products and focused on data security, Crystal Reports allows you to choose from a variety of report formats and to control access to information displayed.

You can also use additional functionalities that are an integral part of SAP Business One such as “drag and relate” and interactive drilling down through multiple levels of relevant data to get complete information instantly.

### System Reliability and Performance

SAP offers a remote support platform for SAP Business One to help you maintain your software system more easily and proactively prevent potential issues from impacting your business activities. As an automated monitoring tool, this remote support platform helps identify system bottlenecks by enabling SAP support services to collect information on your system status and check the system against known support issues. By sending regular status e-mails and automatic fixes, it allows you to avoid issues from happening and decrease the time you would otherwise spend on IT support. In addition, the tool provides several other services including automated database backups, preupgrade evaluations, inventory valuation checkups, and system installation health checks.

## To Learn More

To learn more about how SAP Business One can help your business gain clarity, streamline processes, and accelerate profitable growth, call your SAP representative today or visit us on the Web at [www.sap.com/sme/solutions/businessone/index.epx](http://www.sap.com/sme/solutions/businessone/index.epx).

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## Summary

Designed specifically for small businesses, SAP® Business One is a single, affordable application for managing your entire business with greater clarity, including financials, sales, customer relationships, and operations. It helps streamline your end-to-end operations, gain instant access to complete information, and accelerate profitable growth.

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## Business Challenges

- Find time to focus on growing your business
- Access the right information to make key decisions
- Build and maintain closer customer relationships
- Minimize duplicate data entries, errors, and delays
- Optimize cash flow for business needs

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## Key Features

- **Accounting and financials** – Manage your general ledger, journals, budgets, and accounts receivables and payables
- **Sales and customer relationship management** – Manage the entire sales process from first contact to closing the sale and from customer data management to aftersales support
- **Purchasing and operations** – Control the entire procurement process
- **Inventory and distribution** – Manage inventory across multiple warehouses and locations, and track and record stock movements
- **Reporting and administration** – Create, manage, and distribute reports that help foster clarity in your business

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## Business Benefits

- **Spend more time growing your business** using newly streamlined operations instead of reacting to the details of day-to-day tasks
- **Respond quickly to customer needs** by instantly accessing the information necessary to make confident business decisions
- **Eliminate redundant data entry and errors** with a single, integrated system that improves process efficiency, minimizes costs and delays, and strengthens your bottom line
- **Form closer customer relationships** via centralized information that makes it easier to manage customer communication and sales contracts
- **Lower your technology costs and achieve faster time to value** by using a system that can be implemented quickly, is uncomplicated to maintain, and minimizes end-user training

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## For More Information

Call your SAP representative, or visit us online at [www.sap.com/sme/solutions/businessone/index.epx](http://www.sap.com/sme/solutions/businessone/index.epx).

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