

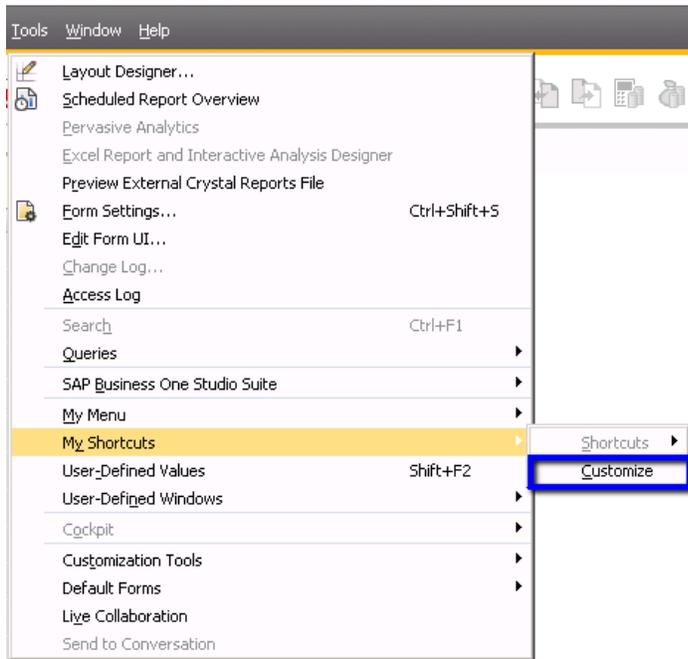


15 Minute Tip Talk – March 15, 2018

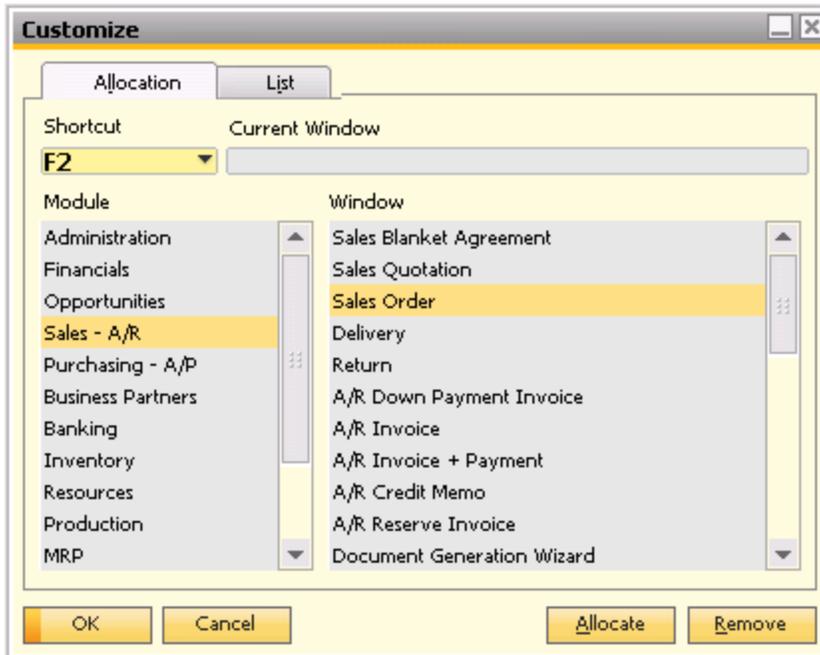
Three More Quick Tips for Business One Success

1. Set Your Own Shortcuts

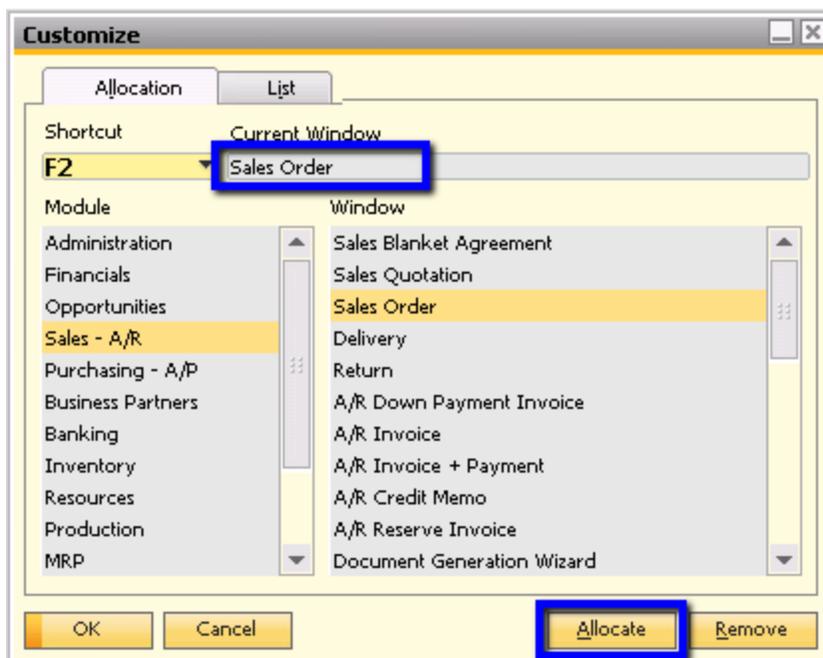
If you use the same forms and windows in SAP Business One every day, you may want to configure shortcut keys to save time and clicks. To do this, navigate to Tools > My Shortcuts > Customize



You can then select the relevant F key and the window you would like to open.

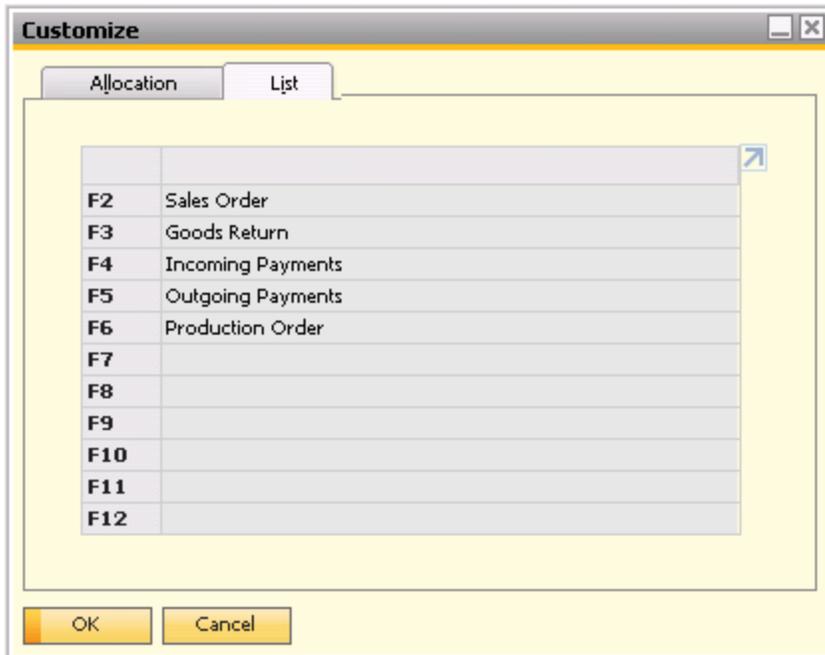


Click Allocate to assign that window to the F key. In this example, we have assigned Sales Orders to the F2 key.



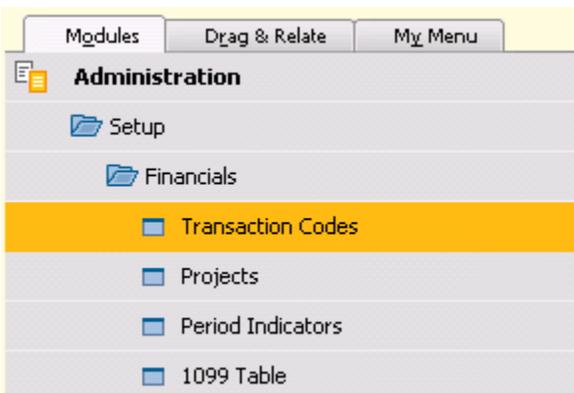
After allocating, the next time you press F2, the system will open the Sales Order window. Should you wish to remove this shortcut, simply navigate to the Shortcut Allocation tab and click Remove.

You may view the list of current shortcuts by going to the List tab of the shortcut customization window:



2. Assign Codes to Your Transactions

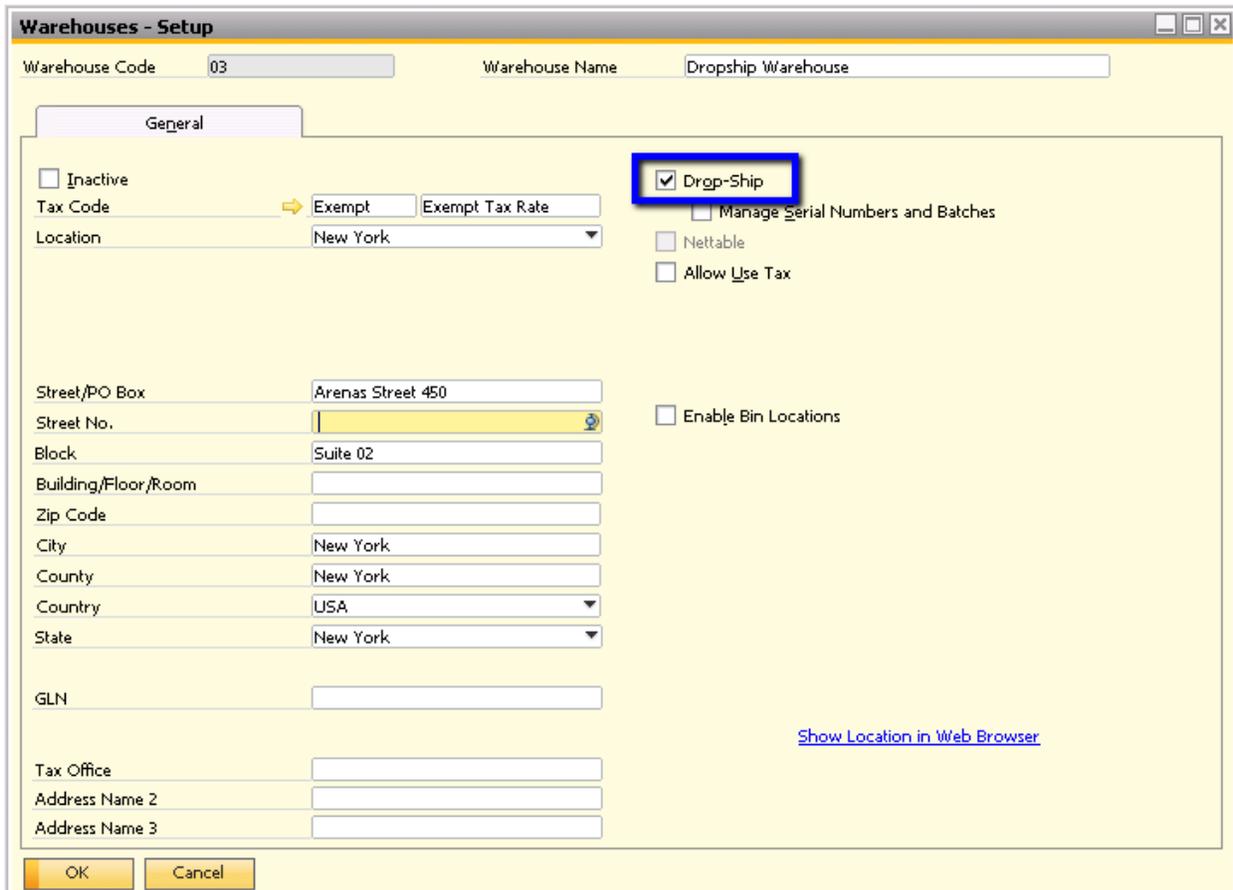
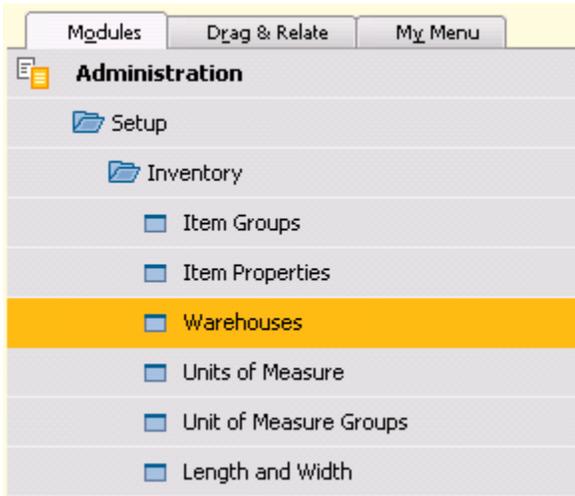
SAP Business One allows you flag and identify your business transactions in a way that is more meaningful to your organization. Perhaps you want to codify your transactions in terms of expense type or department. You can set up transaction codes in Administration > Setup > Financials > Transaction Codes



In the Transaction Codes Setup window, you will enter the transaction code (up to four characters) as well as a description for that code:

3. Virtual Warehouse? It's Drop-Ship

Some businesses may ship directly from the vendor's warehouse to the customer. This vendor's warehouse often categorized as a drop-ship or virtual warehouse. The items stored in this warehouse require a different documentation process, for which SAP Business One allows you to define a virtual warehouse. This flag can be found in the Warehouse setup window in Administration > Setup > Inventory > Warehouses:



If you would like to manage batches and serial numbers, you can select the 'Manage Serial Numbers and Batches' box. Note that when creating documents for items in the drop-ship warehouse, no inventory transactions are created for those items, as those items are categorized as consignment items. For the same reason, available-to-promise reports are not available for drop-ship warehouses.

Note: After a document involving a drop-ship warehouse is posted, you cannot uncheck the Drop-Ship box in the warehouse setting.

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