

SAP Business One for SMEs

COURSE OVERVIEW

This practical course provides a detailed introduction to SAP Business One, the integrated Enterprise Resource Planning (ERP) solution designed specifically for small to mid-size businesses (SMBs/SMEs). The course content emphasizes a hands-on approach, teaching you how to perform daily operations, generate key business reports, and leverage the system's integrated nature to gain a unified view of company operations, improve efficiency, and support data-driven decision-making. Participants will learn how to navigate the system and master the end-to-end business processes that are critical for SMEs, including financial management, sales and customer management, purchasing and inventory control, and basic reporting.

WHO SHOULD ATTEND?

This course is ideal for business owners, managers, accountants, sales and purchasing managers, inventory controllers, and administrators in small to mid-size companies that use or are implementing SAP Business One, as well as consultants and resellers who need to master the platform to support their clients.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Confidently work through the SAP Business One user interface.
- Set up and manage core master data like items, business partners, and charts of accounts.
- Execute the complete sales process from quotation to delivery and invoicing.
- Manage the complete procurement process from purchase order to goods receipt and AP invoice.
- Perform essential financial posting and bank reconciliation tasks.
- Generate standard reports to track sales, inventory, and financial performance.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- The streamlined organizational structure and how to manage core master data effectively.
- The complete Order-to-Cash cycle specific to the SAP Business One environment.
- The complete Procure-to-Pay cycle, including inventory receipt and vendor management.
- How to perform essential financial operations and period-end closing procedures.
- How to generate and interpret key built-in reports for business analysis.
- The integrated nature of the system, seeing how a single transaction updates financial, inventory, and management records automatically.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded