

BusinessNow! Standard Setup at a Glance

What's included with BusinessNow!

Core BusinessNow! Modules

Administration – Setup security, authorizations, Alerts, Approval Procedures (Workflow), Data Import / Export and more.

Financials – Complete General Ledger with GL Reporting, Budgeting and more (Includes BusinessNow! Chart of Accounts).

Sales Opportunities – Opportunity Management, Pipeline reporting and more.

Sales and A/R – Quotes, Orders, Deliveries, Invoices, Credit Memos, Returns and more.

Purchasing and A/P – Purchase Orders, PO Receipts, Goods Returns, Invoices and more.

Business Partners – Leads, Customers, Suppliers, Activities and more.

Banking – Incoming and Outgoing Monetary Transactions, Reconciliation and more.

Inventory – Item Management, Cycle Counting, Misc Receipts and Issues, Transfers, Picking and Packing (Includes Default Warehouse)

Production – Bill of Materials, Production Orders and more.

MRP – Material Requirements Planning, Purchase Order and Production Order Creation and more.

Service – Incident Tracking, Knowledgebase, Service Contracts and more.

Human Resources – Employee Master, Absence Tracking, Phone List and more.

Reporting – Standard reports covering all modules. Other Ad-Hoc standard reporting tools include the Query Generator, Drag & Relate and XL Reporter.

Optional BusinessNow! Modules

Food One (Food and Beverage)

Production (More Complex Manufacturing)

Fashion One (Apparel Matrix)

Warehouse Management and Logistics (Advanced)

eCommerce

webCRM

More...

* Optional modules are installed on an as needed basis.

What's NOT included with BusinessNow! Standard Setup

- **Custom Alerts** – Automatic notifications can be created by you after training.
- **Custom Approval Procedures** – Workflow can be created by you after training.
- **Custom Reports** – Three Ad-Hoc reporting tools available for your needs.
- **User Defined Tables and User Defined Fields** – Can be created by you after training.
- **Formatted Searches** – Data Entry Automation can be created by you after training.

Connecting to BusinessNow!

Installing the BusinessNow! Icon

SAP Business One.zip which you received in an e-mail is the installation procedure that created a secure Icon on your desktop. SAP Business One.zip will need to be extracted and run on every desktop in which access to BusinessNow! is required.



Logging into BusinessNow!

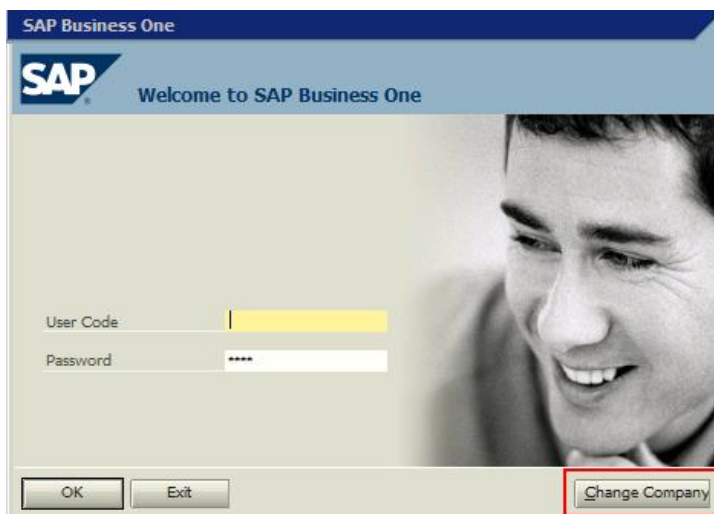
Two databases have been created for you. One is your live production account, the other is a sandbox account to be used for training, education and testing. The sandbox account also contains sample data.

You have been given an initial user ID and a Password for your BusinessNow! account access. For security purposes, that information has been sent in another email. Please document your user ID and Password so it is not forgotten.

User ID: _____

Password: _____

To access BusinessNow!, simply double click on the SAP Business One Icon. Depending on your operating system, you may be presented with a Windows login. Be sure to enter your User ID and Password exactly as instructed. This is a case sensitive entry.



User Code: _____

Password: _____

* We highly recommend selecting the Change Company button during every login, to ensure you are connecting to the Sandbox account to train, or the Production account when access to the actual business account is desired.

Change Company will display two databases. One is your live production database, the other is your sandbox database. When learning SAP Business One, it is highly recommended you log into your sandbox database!

Learning BusinessNow!

Although SAP Business One is very intuitive, it is your responsibility to learn the application prior to onsite training via E-Learning (FlashBooks).

E-Learning is a self paced, computer based training (CBT) solution for BusinessNow!

Below is an FTP link enabling you to download the entire E-Learning solution, containing all CBT FlashBooks required to effectively learn SAP Business One.

Direct your internet browser to: <ftp://97.74.115.33/>

User ID: BusinessNow

Password: BusinessNow

Install E-Learning on your C or D drive at the Root level i.e. C:\

E-Learning is accessed through an internet browser, and can be launched by clicking on Start.exe or Start.html

You can access you C or D drive via Internet Explorer by entering C:\ as the URL.

You can also browse the E-Learning directory tree, and easily the desired area i.e. Sales and A/R, then click on index.html to launch the desired CBT FlashBook.

Individual Training is also available and encouraged; please discuss it with your Softengine Consultant regarding an estimate of number of hours you can purchase using our Block Hours plan.

BusinessNow! Project Plan Summary

Project Step Description	Std.	Customer	Softengine																														
Kick-Off Meeting																																	
Deliver e-mails containing login access, and FTP download information for E-Learning. Review the project plan, expectations, concerns and questions. Review customers top goals, and reasons for selecting BusinessNow! as those become our goals at go live. Define a Phase II if necessary. Ensure customer has access to BusinessNow!	X	X	X																														
SAP Business One E-Learning (CBT) FlashBook Training																																	
E-Learning – Review all the appropriate CBT FlashBooks gaining a good understanding of SAP Business One. Must be completed prior to Web or On-Site training.	X	X																															
Prepare Data Import Spreadsheets (Leads, Customers, Suppliers, Items)																																	
<p>Create separate Microsoft Excel Spreadsheets for Leads, Customers, Suppliers and Items. Appendix A describes the mapping of what data elements can be imported. The spreadsheets should be setup horizontally whereas each row represents a record set. Example:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Part No.</td> <td>Desc</td> <td>Item Type</td> <td>Item Group</td> </tr> <tr> <td>2</td> <td>A100</td> <td>Widget 1</td> <td>Item</td> <td>Finished Goods</td> </tr> <tr> <td>3</td> <td>A101</td> <td>Widget 2</td> <td>Item</td> <td>Finished Goods</td> </tr> <tr> <td>4</td> <td>A102</td> <td>Widget 2</td> <td>Item</td> <td>Finished Goods</td> </tr> <tr> <td>5</td> <td>L100</td> <td>Labor</td> <td>Labor</td> <td>WIP</td> </tr> </tbody> </table> <p>* Spreadsheet must be saved as a TAB delimited .TXT file prior to importation into SAP Business One. * It is our recommendation data not be imported into the live production database until data imports have been tested in the sandbox database.</p>		A	B	C	D	1	Part No.	Desc	Item Type	Item Group	2	A100	Widget 1	Item	Finished Goods	3	A101	Widget 2	Item	Finished Goods	4	A102	Widget 2	Item	Finished Goods	5	L100	Labor	Labor	WIP	X	X	
	A	B	C	D																													
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4	A102	Widget 2	Item	Finished Goods																													
5	L100	Labor	Labor	WIP																													
Production Account Readiness Assessment																																	
Review the pre-set settings in the live Production Account. Change if necessary.	X	X	X																														
Follow-up Training																																	
Core SAP Business One training based on customers exact needs	(a)	X	X																														
Optional Module Training based on customers exact needs	(a)	X	X																														
Pilot Test																																	
Testing in the sandbox account with customer data, testing real-life scenarios.	X	X	X																														
Go Live!																																	

Customer Support

During the implementation, your assigned SAP Consultant will provide you with personal support.

Name: _____ Office #: _____ Cell #: _____

Support after Go Live!

24 x 7 E-Support: <http://www.softengineusa.com/services/support.html> or Call: 818.704.7000

(a) Follow-up Training (individual) on Core & Optional Modules requires the purchase of Block Hours.