

How-To Guide

CUSTOMER

SAP Business One 9.3 and SAP Business One 9.3, version
for SAP HANA

Document Version: 1.0 – 2017-08-23

How to Work with Multiple Branches in SAP Business One

Typographic Conventions

Type Style	Description
<i>Example</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE	Keys on the keyboard, for example, F2 or ENTER.

Document History

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1 Introduction

This how to guide will help you to work with *Multiple Branches* in SAP Business One, with a focus on the improvements being delivered in SAP Business One version 9.3.

Multiple branch functionality allows you to separate out elements of your business. Multiple branch functionality can help if your business has different operating locations, departments, segments or units. The functionality provides clarity on how your different business elements are performing through abilities such as separated transactions, inventory and reporting.

There are two main areas of focus for the *Multiple Branch* improvements in SAP Business One 9.3 and SAP Business One 9.3 version for SAP HANA:

- Filtering by Branch – where data is filtered out from view, but is still available, by branch
- Data Ownership by Branch – where data availability is restricted by branch

2 Prerequisites

- You have enabled *Manage Inventory by Warehouse* functionality. From the *Main Menu*, choose *Administration* → *System Initialization* → *Document Settings* → *General* tab → *Manage Inventory by Warehouse* checkbox.
- You have enabled *Multiple Branches* functionality. From the *Main Menu*, choose *Administration* → *System Initialization* → *Company Details* → *Basic Initialization* tab → *Enable Multiple Branches* checkbox.
- You have established the required warehouses, branches, users, items, business partners and made the appropriate branch assignments.

3 Filtering by Branches

3.1 Filtering by Branch Settings

Filtering by Branch must be enabled in SAP Business One for the functionality to work.

From the *Main Menu*, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab → *Enable Filtering by Branch* checkbox.

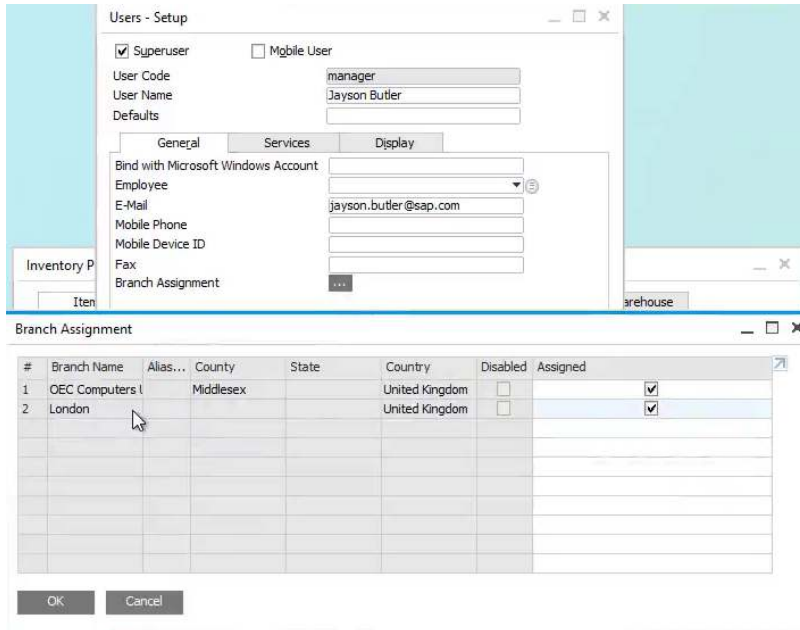
3.2 Branch Assignment

What data is filtered and shown in SAP Business One depends on the branch assignments that have been made in the system. If a user has been assigned to one branch, then they will automatically see data for that one branch and other data will be filtered out. If a user has been assigned to more than one branch, then they will see options to view data for only their assigned branches. In a similar fashion, business partners, warehouse and items are assigned to branches so data can be viewed according to assignment.

3.2.1 User Assignment

Users in SAP Business One can be assigned to one, or several, branches so that the information the users see is limited, or filtered, to that of their assigned branches.

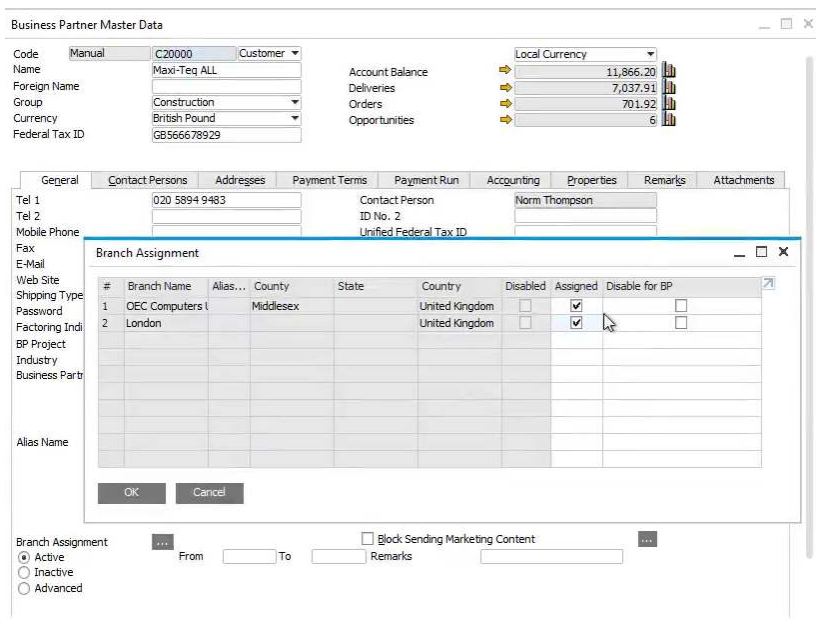
From the *Main Menu*, choose *Administration* → *Setup* → *General* → *Users* → *General* tab → *Branch Assignment*.



3.2.2 Business Partner Assignment

Business partners can be assigned to one or more of the branches that exist within the database of SAP Business One. This means that when working with a particular branch, only that branch's assigned business partners will be filtered and shown.

From the *Main Menu*, choose *Business Partners* → *Business Partner Master Data* → *General* tab → *Branch Assignment* → *Assigned* column.



After creating transactions against a particular branch for a business partner, you can choose to end the branch association by selecting the *Disable for BP* checkbox on the *Branch Assignment* window. The *Disable for BP* checkbox can only be activated once all related open documents have been processed. No further transactions will be possible for the business partner against that branch while the checkbox is active.

3.2.3 Item and Warehouse Assignment

Items can be assigned to one or more branches through branch related warehouses that exist within the database of SAP Business One. This means that when working with a particular branch only the relevant assigned items will be filtered and shown in choose from lists.

From the *Main Menu*, choose *Inventory* → *Item Master Data* → *Inventory Data* tab → *Whse Code* column.

The screenshot shows the 'Item Master Data' window in SAP Business One, specifically the 'Inventory Data' tab. The item is 'J.B. Officeprint 1420' (Item No. A00001). The 'Set Inv. Method By' is set to 'Warehouse'. The 'Valuation Method' is 'Moving Average'. The table below shows the warehouse assignments for this item.

#	Whse ...	Whse N...	Branch	Locked	In Stock	First Bin...	Committed	Default ...	Ordered	Enforce...	A...
1	01	General Wai	OEC Computers UK	<input type="checkbox"/>	398					<input type="checkbox"/>	
2	02	Backup War	OEC Computers UK	<input type="checkbox"/>	30					<input type="checkbox"/>	
3	03	Drop Ship	OEC Computers UK	<input type="checkbox"/>						<input type="checkbox"/>	
4	04	Consignmen	OEC Computers UK	<input type="checkbox"/>						<input type="checkbox"/>	
5	05	Bin Warehoh	OEC Computers UK	<input type="checkbox"/>						<input type="checkbox"/>	
6	11	London	London	<input type="checkbox"/>	-1					<input type="checkbox"/>	
7				<input type="checkbox"/>						<input type="checkbox"/>	
					427						427

3.3 Branches in Marketing Documents

Where users are assigned to a particular branch, they will only see business partners and items that are assigned to their branch in choose from lists. In this way, data is filtered out from view by branch even though the data is still accessible if the user wants to search for it.

So, for example, when creating an *A/R Invoice* for a branch:

- o The customers that show in the choose from list in the *Customer* field will only be the business partners assigned to the same branch.
- o The items that show in the choose from list for the *Item No.* field will only be the items assigned to warehouses related to the same branch.

Note

Item numbers and other data, if known, can be entered directly into the *A/R Invoice* to add an item even if the item is not associated with the branch. The items are only filtered out from choose from lists.

3.4 Viewing Business Partner Account Balance Data

The *Account Balance* window will only show data for the relevant branch for the business partner you want to view. If you are assigned to more than one branch, then you can filter by branch. If you are not assigned to a branch, then you will not see any transactions related to that branch.

From the *Main Menu*, choose *Business Partners* → *Business Partner Master Data* → *Account Balance*. Filter what you view by choosing from the *Branch* field.

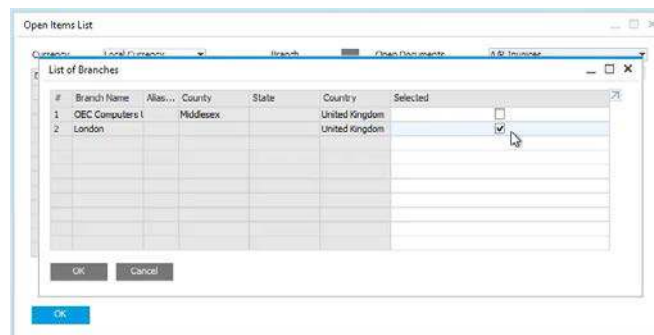


#	Posting Date	Origin	Origin No.	Offset Account	Details	C/D (L/C)	Balance Due (L/C)	C/D (P/C)	Balance Due (P/C)	Debit (L/C)	Credit (L/C)	Branch	Blanket Agreement
1	22.01.06	IN	1	400000	A/R Invoices - C20000	GBP 7,907.62	GBP 7,907.62	GBP 0.00			GBP 7,907.62	0EC Computers UK	
2	22.01.06	RC	1	151016	Invoicing - C20000	GBP (7,907.62)	GBP (0.00)				GBP 7,907.62	0EC Computers UK	
3	19.03.06	IN	8	400000	A/R Invoices - C20000	GBP 3,865.95	GBP 3,865.95	GBP 0.00			GBP 3,865.95	0EC Computers UK	
4	30.04.06	RC	5	161000	Invoicing - C20000	GBP (3,865.95)	GBP (0.00)				GBP 3,865.95	0EC Computers UK	
5	06.06.06	IN	19	400000	A/R Invoices - C20000	GBP 14,409.45	GBP 14,409.45	GBP 0.00			GBP 14,409.45	0EC Computers UK	
6	22.07.06	IN	27	400000	A/R Invoices - C20000	GBP 18,837.71	GBP 18,837.71	GBP 0.00			GBP 18,837.71	0EC Computers UK	
7	30.07.06	RC	14	161000	Invoicing - C20000	GBP (14,409.45)	GBP (0.00)				GBP 14,409.45	0EC Computers UK	
8	17.09.06	IN	29	400000	A/R Invoices - C20000	GBP 25,603.13	GBP 25,603.13	GBP 0.00			GBP 25,603.13	0EC Computers UK	
9	31.09.06	RC	23	161000	Invoicing - C20000	GBP (14,440.89)	GBP (0.00)				GBP 14,440.89	0EC Computers UK	
10	22.11.06	IN	50	400000	A/R Invoices - C20000	GBP 9,700.02	GBP 9,700.02	GBP 0.00			GBP 9,700.02	0EC Computers UK	
11	22.12.06	IN	87	400000	A/R Invoices - C20000	GBP 24,917.80	GBP 24,917.80	GBP 0.00			GBP 24,917.80	0EC Computers UK	
12	30.12.06	RC	31	161000	Invoicing - C20000	GBP (9,700.02)	GBP (0.00)				GBP 9,700.02	0EC Computers UK	
13	30.12.06	RC	31	161000	Invoicing - C20000	GBP (9,700.02)	GBP (0.00)				GBP 9,700.02	0EC Computers UK	
14	30.12.06	RC	35	161000	Invoicing - C20000	GBP (24,917.80)	GBP (0.00)				GBP 24,917.80	0EC Computers UK	
15	11.01.07	IN	59	400000	A/R Invoices - C20000	GBP 28,994.62	GBP 28,994.62	GBP 0.00			GBP 28,994.62	0EC Computers UK	
16	21.01.07	RC	43	161000	Invoicing - C20000	GBP (28,994.62)	GBP (0.00)				GBP 28,994.62	0EC Computers UK	
17	09.02.07	IN	67	400000	A/R Invoices - C20000	GBP 61,328.02	GBP 61,328.02	GBP 0.00			GBP 61,328.02	0EC Computers UK	
18	13.03.07	IN	75	400000	A/R Invoices - C20000	GBP 91,236.41	GBP 91,236.41	GBP 0.00			GBP 91,236.41	0EC Computers UK	
19	31.03.07	RC	55	161000	Invoicing - C20000	GBP (61,328.02)	GBP (0.00)				GBP 61,328.02	0EC Computers UK	
20	18.04.07	IN	86	400000	A/R Invoices - C20000	GBP 4,744.38	GBP 4,744.38	GBP 0.00			GBP 4,744.38	0EC Computers UK	
21	23.06.07	IN	94	400000	A/R Invoices - C20000	GBP 5,146.74	GBP 5,146.74	GBP 0.00			GBP 5,146.74	0EC Computers UK	
22	16.08.07	IN	101	400000	A/R Invoices - C20000	GBP 861.05	GBP 861.05	GBP 0.00			GBP 861.05	0EC Computers UK	
23	23.09.07	IN	108	400000	A/R Invoices - C20000	GBP 439.31	GBP 439.31	GBP 0.00			GBP 439.31	0EC Computers UK	
24	11.11.07	IN	115	400000	A/R Invoices - C20000	GBP 2,591.94	GBP 2,591.94	GBP 0.00			GBP 2,591.94	0EC Computers UK	
25	19.12.07	IN	122	400000	A/R Invoices - C20000	GBP 6,150.38	GBP 6,150.38	GBP 0.00			GBP 6,150.38	0EC Computers UK	
26	12.02.08	IN	130	400000	A/R Invoices - C20000	GBP 5,271.75	GBP 5,271.75	GBP 0.00			GBP 5,271.75	0EC Computers UK	
27	28.03.08	IN	137	400000	A/R Invoices - C20000	GBP 5,342.04	GBP 5,342.04	GBP 0.00			GBP 5,342.04	0EC Computers UK	
28	03.05.08	IN	144	400000	A/R Invoices - C20000	GBP 571.11	GBP 571.11	GBP 0.00			GBP 571.11	0EC Computers UK	
29	19.07.08	IN	151	400000	A/R Invoices - C20000	GBP 527.88	GBP 527.88	GBP 0.00			GBP 527.88	0EC Computers UK	
30	15.09.08	IN	158	400000	A/R Invoices - C20000	GBP 483.24	GBP 483.24	GBP 0.00			GBP 483.24	0EC Computers UK	
31	21.10.08	IN	165	400000	A/R Invoices - C20000	GBP 7,029.00	GBP 7,029.00	GBP 0.00			GBP 7,029.00	0EC Computers UK	
32	31.12.08	IN	172	400000	A/R Invoices - C20000	GBP 6,262.17	GBP 6,262.17	GBP 0.00			GBP 6,262.17	0EC Computers UK	
33	23.01.09	IN	180	400000	A/R Invoices - C20000	GBP 1,537.59	GBP 1,537.59	GBP 0.00			GBP 1,537.59	0EC Computers UK	
34	05.03.09	IN	187	400000	A/R Invoices - C20000	GBP 544.75	GBP 544.75	GBP 0.00			GBP 544.75	0EC Computers UK	
35	18.04.09	IN	194	400000	A/R Invoices - C20000	GBP 1,054.35	GBP 1,054.35	GBP 0.00			GBP 1,054.35	0EC Computers UK	
36	23.06.09	IN	202	400000	A/R Invoices - C20000	GBP 1,559.36	GBP 1,559.36	GBP 0.00			GBP 1,559.36	0EC Computers UK	
37	16.08.09	IN	209	400000	A/R Invoices - C20000	GBP 6,589.69	GBP 6,589.69	GBP 0.00			GBP 6,589.69	0EC Computers UK	
38	23.09.09	IN	216	400000	A/R Invoices - C20000	GBP 2,830.39	GBP 2,830.39	GBP 0.00			GBP 2,830.39	0EC Computers UK	
											0.00		

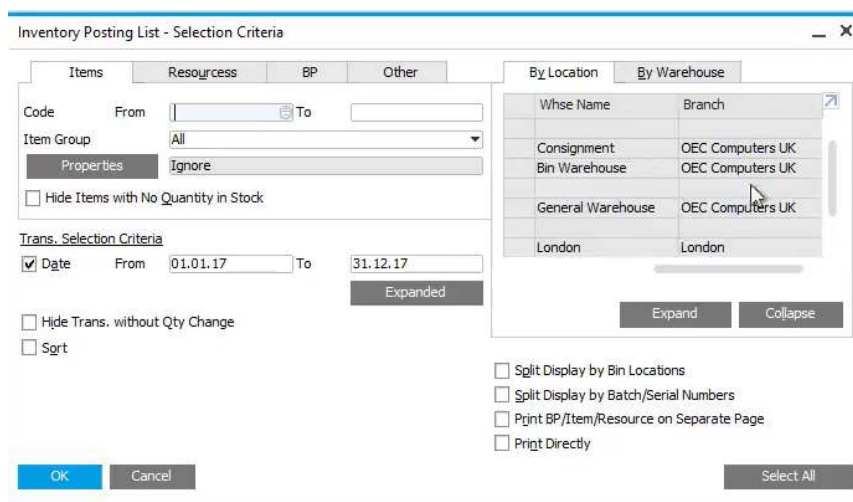
3.5 Viewing Report Data

The following reports in SAP Business One show only the relevant branch data. Through the report selection criteria, branches that are not assigned to users will automatically be disabled or not available for selection. If allocated to more than one branch, then a user can select the branches they want to see report data for.

In sales reporting, the *Open Items List* can be restricted by branch if the user has been allocated to more than one branch. From the *Main Menu*, choose *Sales - A/R* → *Sales Reports* → *Open Items List* → *Branch*.



In inventory reporting, the *Inventory Posting List* can be restricted by branch if the user has been allocated to more than one branch. Otherwise, only the single assigned branch will be available. From the *Main Menu*, choose *Inventory* → *Inventory Reports* → *Inventory Posting List*. On the *Items* tab and *By Location* tab you can view *Branches* details and whether information can be viewed for the branches.



3.6 Moving Inventory from Branch to Branch

By transferring inventory from branch assigned warehouses, it is possible to effectively move inventory from one branch to another. *Copy From* and *Copy To* options make branch to branch inventory transfers simple.

Procedure

1. Raise a *Goods Issue* document to transfer some inventory. From the *Main Menu*, choose *Inventory* → *Inventory Transactions* → *Goods Issue*.
2. Once the *Goods Issue* document has been added to the system, a *Copy To* option will be available from the *Goods Issue*.
3. By using this *Copy To* function you can raise a *Goods Receipt* document to receive the inventory into the other warehouse, and so branch.

Note

Alternatively, once the *Goods Issue* document has been added, a *Copy From* option will be available in a *Goods Receipt* to take the details from the *Goods Issue*. From the *Main Menu*, choose *Inventory* → *Inventory Transactions* → *Goods Receipt* → *Copy From*. Then choose the correct *Goods Issue*.

3.7 Dunning and Payment Wizards

In the *Dunning Wizard*, on step 2, there is the option *Branch* from which you can choose the branches you want to target. In this way only business partners related to the chosen branch will be highlighted for Dunning letters.

From the *Main Menu*, choose *Sales - A/R* → *Dunning Wizard*.

In the *Payment Wizard*, on step 2, there is the option *Branch* from which you can choose the branches you want to target. In this way only business partners related to the chosen branch will be highlighted for payment.

From the *Main Menu*, choose *Banking* → *Payment Wizard*.

4 Data Ownership by Branch

Data ownership by branch means that user access to marketing document, business partner, reporting and account information is authorized through branch assignment. Data ownership by branch does not apply to *Super Users* or other users where *Ignore Data Ownership* is enabled. Data ownership by branch is a firm barrier to access whereas filtering by branch simply alters the information displayed.

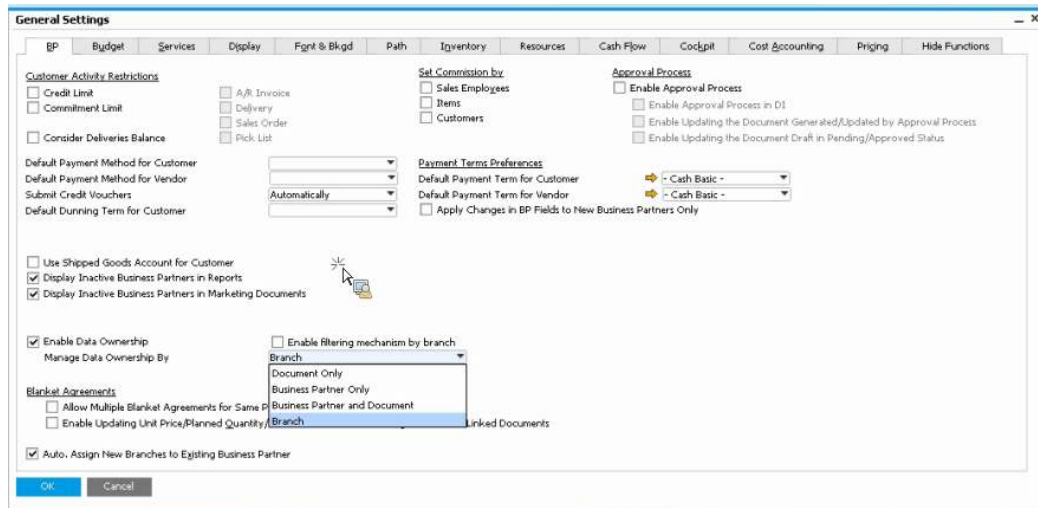
Access to the following depends on a user's branch assignment:

- o Business partner master data
- o Marketing documents
- o Reporting

4.1 Data Ownership by Branch Settings

Data ownership by branch must be enabled in SAP Business One for the functionality to work.

From the *Main Menu*, choose *Administration* → *System Initialization* → *General Settings* → *BP* tab → *Enable Data Ownership* checkbox → *Manage Data Ownership By* choose from list option *Branch*.



Individual users need to be assigned to branches through the *Branch Assignment* option in *Users - Setup* so that they can operate under data ownership rules.

From the *Main Menu*, choose *Administration* → *Setup* → *General* → *Users* → *General* tab → *Branch Assignment* option.

To disable data ownership by branch for a particular user, select the *Ignore Data Ownership* option in *Users - Setup*.

From the *Main Menu*, choose *Administration* → *Setup* → *General* → *Users* → *General* tab → *Ignore Data Ownership*.



4.2 Using Data Ownership by Branch

In Marketing Documents

When creating marketing documents, such as *Sales Orders*, only business partners assigned to the branches that users are also assigned to will be available in choose from lists.

If a document involves multiple branches, then the user must be assigned to all involved branches for the user to access the marketing document.

In Reconciliations

When performing an *Internal Reconciliation* of a business partner, users can only see the details for the branches they are assigned to. So, if the business partner has transactions with more than one branch, then the user will not see transactions for branches to which they are not assigned.

In Reporting

When running reports, such as the *Inventory Posting List*, only business partners assigned to the branches that users are also assigned to will be available in choose from lists.

From the *Main Menu*, choose *Inventory* → *Inventory Reports* → *Inventory Posting List*.

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