

The Working Process Across Branch Companies

The Intercompany Integration Solution for SAP Business One
Version 2.0 for SAP Business One 9.1



Welcome to the course on the working process across branch companies.

Process Overview

The Working Process Across Branch Companies

Topic 1: The Intercompany Trade Process

Topic 2: Allocation of Amounts Across Branch Companies

Topic 3: Centralized Payments

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- In this course we will review the major work processes across branch companies.
- We will start with the intercompany trade process.
- Then, we will allocate amounts across branch companies.
- And finally we will see how to work with centralized payments.
- During the course we will focus on the initial configuration needed for a proper working process.

Topic Objective



At the end of this topic, you will be able to:

- **Follow the workflow across companies:**
 - Run the intercompany trade process - post documents (AR/AP)
 - Allocate expense and income amounts
 - Post centralized payments
- **Work with the involved master data in the different companies.**

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- At the end of this topic, you will be able to:
- Follow the flow of marketing documents and transactions across head office and branch companies:
 - Run the intercompany trade process - post documents (AR/AP)
 - Allocate expense and income amounts
 - Post centralized payments
- We will demonstrate:
 - The business process
 - Involved documents, and
 - Replication of different master data in SAP Business One: Business Partners, Items, etc.
- Note!
- For more details on the process refer to the Admin guide and the User guide.

Process Overview

The Working Process Across Branch Companies

Topic 1: The Intercompany Trade Process

Topic 2: Allocation of Amounts Across Branch Companies

Topic 3: Centralized Payments

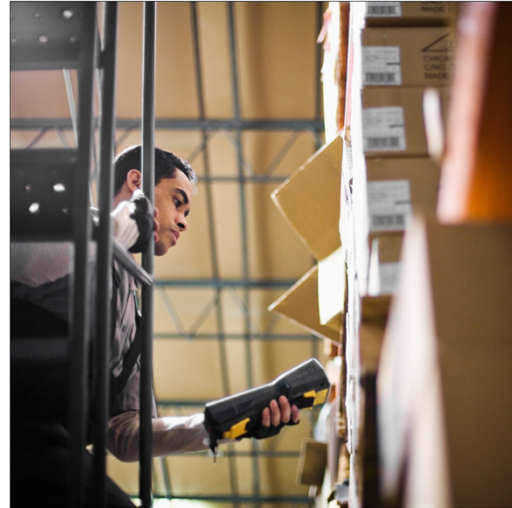
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We start with the intercompany trade process.

The Intercompany Trade Process: Business Scenario



- OEC Computers has three branches in the US: The head office in New York and branches in California and Texas.
- All branches run SAP Business One.
- New York and California are **selling** the company products, while Texas **manufacturers** them.
- When one of the retail companies receives an order from a customer, they place a back-to-back purchase order to the manufacturing company.
- This initiates the **intercompany trade process** that allows an automatic document flow.



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Let us discuss a business example:

- OEC Computers has three branches in the US: The head office in New York and branches in California and Texas.
- All branches run SAP Business One.
- New York and California are selling the company products, while Texas manufacturers them.
- When one of the retail companies receives an order from a customer, they place a back-to-back purchase order to the manufacturing company.
- This initiates the intercompany trade process that allows an automatic document flow.

The Intercompany Trade Process

Prerequisites - Branch Business Partner

- For each **branch** company define:

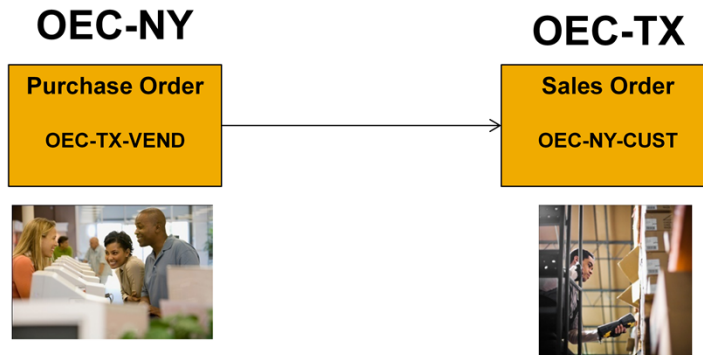
- **Vendor**
- **Customer**

- Define these master data records as **Global**.

Branch	Customer Code	Vendor Code
OEC-NY	OEC-NY-CUST	OEC-NY-VEND
OEC-TX	OEC-TX-CUST	OEC-TX-VEND
OEC-CA	OEC-CA-CUST	OEC-CA-VEND

- Connect each **customer** and **vendor** record to the relevant **branch**.

- A **Purchase Order** for a vendor (Texas) in the retail branch (NY) will initiate a Sales Order in the manufacturer branch (Texas).



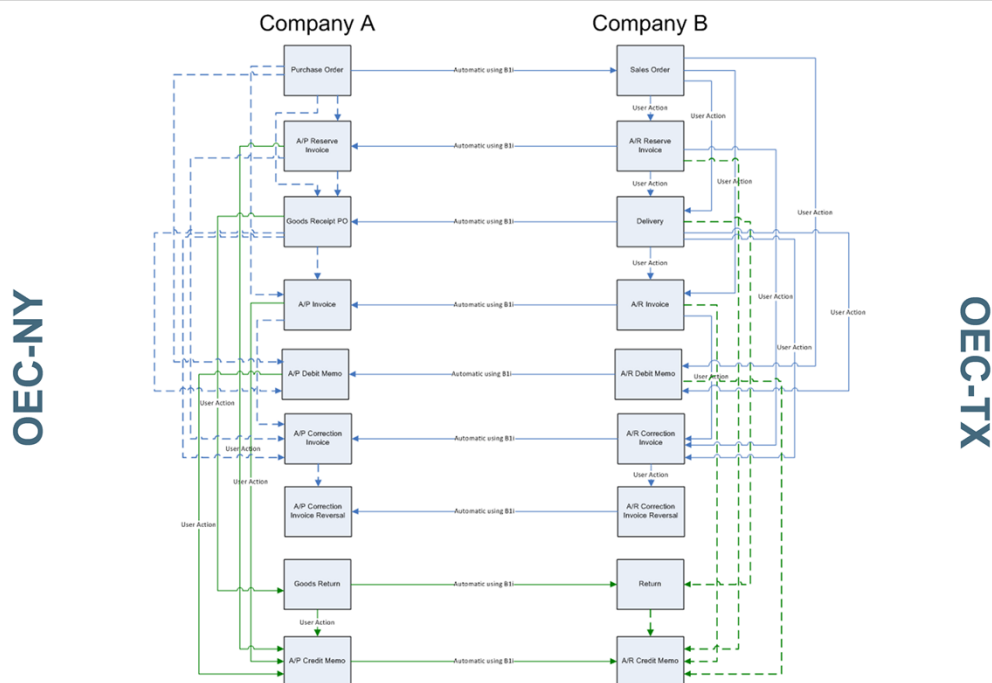
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To allow a smooth trade process, there are some prerequisites you need to implement:

- For each **branch** company you should define one **vendor** and one **customer** master record representing that branch.
- We recommend you define all the master records representing the branches in the **head office** database.
- Define these master data records as **Global**. This means the master records are replicated and appear in **all branches**. In our example, six master records will appear in all three branches.
- Connect each customer and vendor record to the relevant branch using the *Branch Partner Code* field. In our example, we will connect the New York **customer** and **vendor** records to the branch code **New York**. And perform the same step in the Texas and California branches.
- Those “internal” business partner records will hold the transactions between the legal entities.

- The connections between the business partner records and the relevant branch apply in all branches. So, when you create a purchase order in the retail branch company (New York) and choose the vendor BP that represents the manufacturer branch (Texas) it will initiate a sales order in the manufacturer branch (Texas) for the customer representing the retail company (New York).
- This is the first step in the trade process. In the following slides you will see the entire process with the document flow.

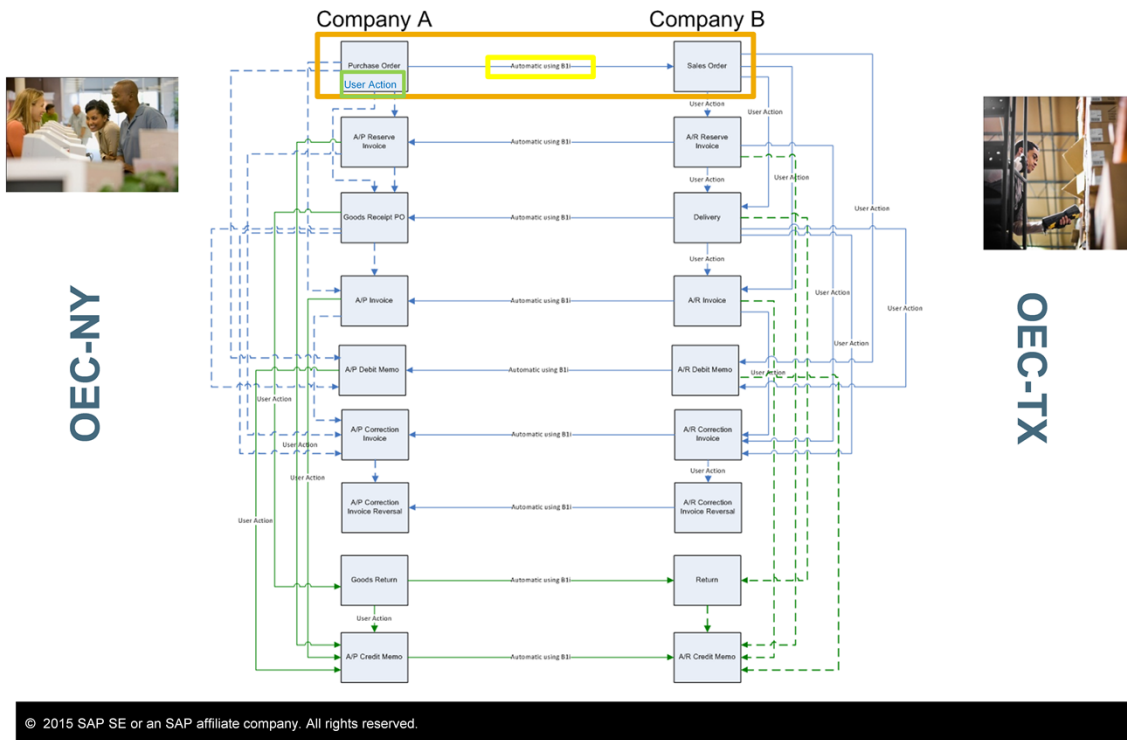
Intercompany Trade - Document Flow



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- The intercompany integration solution automates the flow of marketing documents across branch companies for the following documents:
 - Purchase order to sales order
 - A/R reserve invoice to A/P reserve invoice
 - Delivery to goods receipt PO
 - A/R invoice to A/P invoice
 - A/R debit memo to A/P debit memo
 - A/R correction invoice to A/P correction invoice
 - A/R correction invoice reversal to A/P correction invoice reversal
 - Goods return to return, and
 - A/P credit memo to A/R credit memo
- Note that the document flow is unidirectional and not bi-directional. For example, an A/R Invoice should trigger the creation of a draft A/P Invoice, and not vice versa.
- Also note that all inter-branch transactions should be executed in active periods of SAP Business One.
- Exchange rate values should be available in SAP Business One for foreign currency transactions.

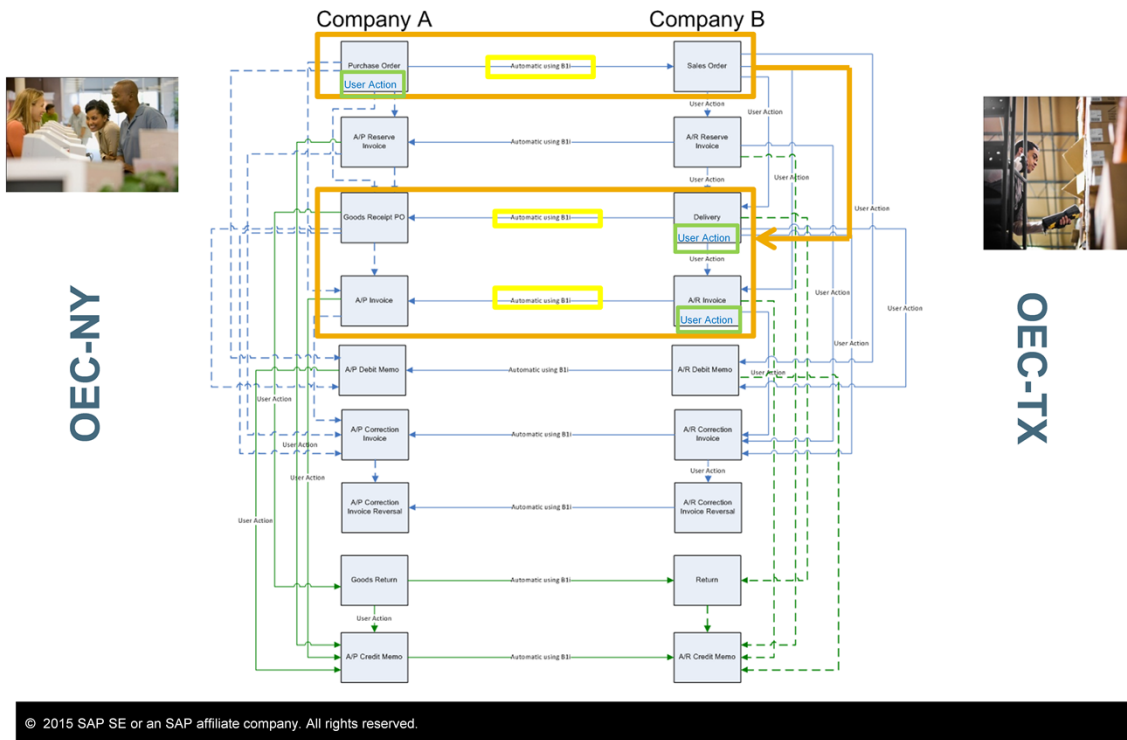
Inter-Branch Transaction Scenario



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- Let us review a typical transaction scenario between two branches: New York and Texas:
- For this purpose, pay attention to the following issues:
 - All transactions in the process are generated for the business partner connected to the 2 branches (NY and Texas).
 - Automatic transactions created by B1i in the receiving branch will always generate a draft document that should be accepted by the user to turn into a permanent document.
 - To view the inter-branch draft documents, open the *Draft Documents* window and choose the B1i user.
 - For most draft documents you will get a system alert with a link to the relevant document.
- Now, let us go back to the scenario we started earlier:
 - A customer in the **New York** branch (the retail branch company) has just ordered 4 servers for his company. The sales representative in the NY branch creates a **purchase order** and chooses the vendor BP Texas (representing the manufacturer branch).
 - This action automatically creates a **draft sales order** in the manufacturer branch (**Texas**) for the customer representing the retail company (New York).
 - The warehouse manager in the Texas branch converts the draft Sales Order to a **sales order**.

Inter-Branch Transaction Scenario



- The Texas branch starts to manufacture the 4 servers.
- When the production process ends, the warehouse manager creates a **delivery** based on the sales order and delivers the servers to the NY branch.
- A **draft goods receipt PO** is automatically created in the NY branch.
- The sales representative in the NY branch verifies that the servers arrived safely to the store and converts the draft goods receipt PO to a permanent **goods receipt PO**.
- After few days the accountant at the Texas branch issues an **A/R invoice** to reflect the manufacturing costs. He bases the invoice on the delivery issued for the NY branch earlier.
- A **draft A/P invoice** is automatically created in the NY branch.
- The sales manager in the NY branch converts the draft A/P invoice to a permanent **A/P invoice**. The A/P invoice is automatically based on the Good Receipt PO created in the previous step.
- Note that potentially, this process could include a **Goods Return** and an **A/P credit memo** generated by the NY branch and initiate a **Return** and an **A/R credit memo** in the Texas branch in case the servers are not provided to the customer or if they are damaged.

- Also note that the user can start the document flow from the middle. For example if the NY branch ordered goods from the Texas branch via mail without any order, the Texas branch could start with the delivery document that creates a draft Good Receipt PO in the receiving company (NY) and becomes to a Good Receipt PO. Then, the Texas branch can create an A/R invoice based on the Delivery (created in the previous step). This will issue a draft A/P invoice in the NY branch which will be based on the Good Receipt PO added in the previous stage.

Intercompany Trade - Document Status

The screenshot shows the 'Sales Order' window with the 'Intercompany' tab selected. The 'Branch Document' section contains the following data:

Branch Partner Code	ACME_NY
Branch BP Code	Acme_TX
Purchase Order Ref.	6
Sender Document Total	2,240.00
Ship To BP	
Ship To BP Ref.No.	
Ship To BP Address	

Below this table, the 'Document Status' field is highlighted with a yellow circle. Three yellow arrows point to it from the left, labeled 'Pending', 'Accept', and 'Reject'. The 'Document Status' field currently shows 'Confirmed'. The 'Total' field at the bottom right is also highlighted with a yellow box and labeled 'Document Total Comparison Engine'.

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- The involved marketing documents contain the **Intercompany** tab including fields relevant to inter-branch transactions.
- The system automatically inserts data into these fields for:
 - Inter-branch transactions.
 - When you select a business partner that is connected to a branch.
- **Document Status** field - displays the document status of the receiving branch. This field is editable when the document is in draft mode. The user in the receiving company can choose the document desired status:
 - *Pending*: the default status.
 - *Accept*: mandatory for adding the document.
 - *Reject*.
- Two engines are triggered in this process to avoid discrepancies:
 - The Tax Comparison Engine (relevant only for **Brazil**).
 - The Document Total Comparison Engine
- The engines compare the tax amounts (and details) and the document total amounts of the sending and receiving documents and alert on any discrepancies.

- The engines are triggered when the user:
 - Adds the marketing documents – Sales Order, A/P Reserve Invoice, Goods Receipt PO, A/P invoice, Return, A/R Credit Memo.
 - Updates sales orders
- If the engine alerts you on a mismatch of a document total amount or a tax amount, you have the option to correct the amounts and add the document again.
- For the Tax Comparison Engine to function properly, enable the relevant fields at the marketing document row level in the *Form Settings* window.

More about Marketing Documents

The Intercompany Integration Solution:

- **Replicates serial numbers and batch numbers** as part of the document exchange cycles.
- **Blocks creation** of intercompany marketing document until the base document is confirmed.



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Here are some additional considerations regarding the working process with branch companies:

- The Intercompany Integration Solution replicates serial numbers and batch numbers as part of the document exchange cycles.
- If you want to use the service management feature you need to ensure that the *Unique Serial Numbers By* setup is the same for all companies in the landscape. To display the settings, choose the menu path: **Administration** → **System Initialization** → **General Settings** → **Inventory** → **Unique Serial Numbers By**.
- You have the option to block creation of an intercompany marketing document until the base document is confirmed.
- If this setting is enabled, the user in the sending company cannot use *Copy To and Copy From* function in intercompany marketing documents until the base document is confirmed.
- To make this setting, use the menu path: **Administration** → **Setup** → **Intercompany** → **General Settings** and check the box: *Block Creation of Intercompany Marketing Documents Until Base Document is Confirmed*.

Cancelling Marketing Documents

You can cancel most sales and purchasing documents that trigger postings:

- A corresponding cancellation document is created.
- The base documents of the canceled documents are reopened.
- The application automatically cancels the reciprocal document.



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- You can cancel most sales and purchasing documents that trigger postings. When you cancel such a document, a corresponding cancellation document is created to reverse the associated accounting, tax, and inventory changes.
- The base documents of the canceled documents are reopened with the balances due restored.
- In the Intercompany document exchange cycle, when a user cancels a document, the application automatically cancels the reciprocal document.
- In the Intercompany document cancellation, the following four cases are handled:
 - When you reject the Intercompany type draft document in the receiving company, the application closes the draft document. This rejection creates the cancellation document in the sending company.
 - When you cancel the Intercompany document in the sending company, the application closes the draft document in the receiving company.
 - In the receiving company, when you add the draft document to the company document and then you cancel the document in the sending company, the firm document is canceled in the receiving company.
 - In the receiving company, when you cancel the company document, the company document is canceled in the sending company.

Branch Business Partner Dedicated Control Accounts

- Make sure you create **separate control accounts** for each of the business partners representing a **branch** company.

- In each branch you define the control accounts for the business partners representing the **other branches**.

- This is the **New York** branch account setup.

OEC-NY Control Account Setup

Branch	Vendor Control Account	Customer Control Account
OEC-NY	—	—
OEC-TX	Payable OEC-TX Company	Receivable OEC-TX Company
OEC-CA	Payable OEC-CA Company	Receivable OEC-CA Company

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- The intercompany vendors and customers in each branch company will have dedicated control accounts for A/P and A/R.
- The control accounts for business partners who are representing branch companies should be setup as *All Currencies*.
- With such reciprocal and dedicated control accounts – the intercompany transactions are automatically balanced.
- Let us assume a three companies scenario.
- In each branch you should define the control accounts for the business partners representing the other branches.
- So for example, In the NY branch you will define the control accounts for the customer and vendor business partners representing the Texas and California branches.
- After defining the control accounts in the NY chart of accounts you should connect them to the customers and vendors representing the other branches (the Texas and the California branches in our example).

Branch Business Partner Dedicated Control Accounts

Intercompany Trade
Chart of Accounts - Create Payables Accounts For Branches

You must define a separate payable account for each branch company defined in the Intercompany landscape setup except for the company you are currently logged in to (the Head Office). payable account should be defined as "All Currencies" in SAP Business One and defined as a control account. The payable account should be created for head office and branch companies, but not for consolidation companies.

Chart of Accounts

GL Account Details

☐ Title ☐ Active Account

GL Account Name: External Code: Currency: All Currencies

☐ Confidential Level: 2 Balance: 0.00 \$

GL Account Properties

Account Type: Other ☐ Control Account

Consolidation Translation Method: Average Rate Account Classification:

Assets

- 1000000000 - Current Assets
- 11000000 - Cash and Equiv
- 11100000 - Cash on Hand - clearing
- 11200000 - Cash at Bank - Checking
- 11210000 - Cash at Bank - Payroll
- 11220000 - Cash at Bank - Savings
- 11230000 - Cash at Bank - Credit Card
- 11300000 - Checking Account Clearing
- 11400000 - Credit Card Clearing
- 11500000 - Short Term Investments
- 11600000 - Exchange Account
- 11700000 - Deposit in Canadian Banks Canadian Curr
- 11710000 - Deposits in Canadian Bank Foreign Curren
- 11720000 - Deposit in Foreign Banks Canadian Curren
- 11730000 - Deposit in Foreign Banks Foreign Curren
- 12000000 - Accounts Receivable
- 12100000 - Credit Card Receivable
- 12110000 - Accounts Receivable Domestic
- 12111000 - A/R Toronto

Liabilities

- 13000000 - Current Liabilities
- 13100000 - Accounts Payable
- 13110000 - Accounts Payable Domestic
- 13111000 - A/P Toronto

Equity

- 14000000 - Equity
- 14100000 - Share Capital
- 14200000 - Retained Earnings
- 14300000 - Other Equity

Revenue

- 15000000 - Revenue
- 15100000 - Sales
- 15200000 - Other Revenue

Expenses

- 16000000 - Expenses
- 16100000 - Cost of Sales
- 16200000 - Other Expenses

Find Cancel Account Details

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- Steps 15 and 16 in the Intercompany Setup Wizard in each branch runs the users through the steps relevant for setting up the Receivable and Payable control accounts of the other branches.
- Step 17 in the setup wizard highlights the relevant fields in the Business Partner Master Data window that should be defined for a vendor or a customer representing another branch (the *Branch Partner Code* and the *Accounts Receivable* fields).
- Locate the payable account in the *Liability* drawer and the receivable account in the *Assets* drawer.
- Make sure you define these accounts for the head office and branch companies and not for the consolidation company.

Branch Business Partner Dedicated Control Accounts

- Let us look at the **Texas** control account setup.

OEC-TX Control Account Setup

Branch	Vendor Control Account	Customer Control Account
OEC-NY	Payable OEC-NY Company	Receivable OEC-NY Company
OEC-TX	—	—
OEC-CA	Payable OEC-CA Company	Receivable OEC-CA Company

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- As we mentioned before, in each branch you should define the control accounts for the business partners representing the other branches.
- For example, in the Texas branch you will define the control accounts for the customer and vendor business partners representing the NY and California branches.

Branch Business Partner Dedicated Control Accounts

- Let us look at the **California** control account setup.

OEC-CA Control Account Setup

Branch	Vendor Control Account	Customer Control Account
OEC-NY	Payable OEC-NY Company	Receivable OEC-NY Company
OEC-TX	Payable OEC-TX Company	Receivable OEC-TX Company
OEC-CA	—	—

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In the California branch you will define the control accounts for the customer and vendor business partners representing the NY and Texas branches.

Branch Business Partner Dedicated Control Accounts

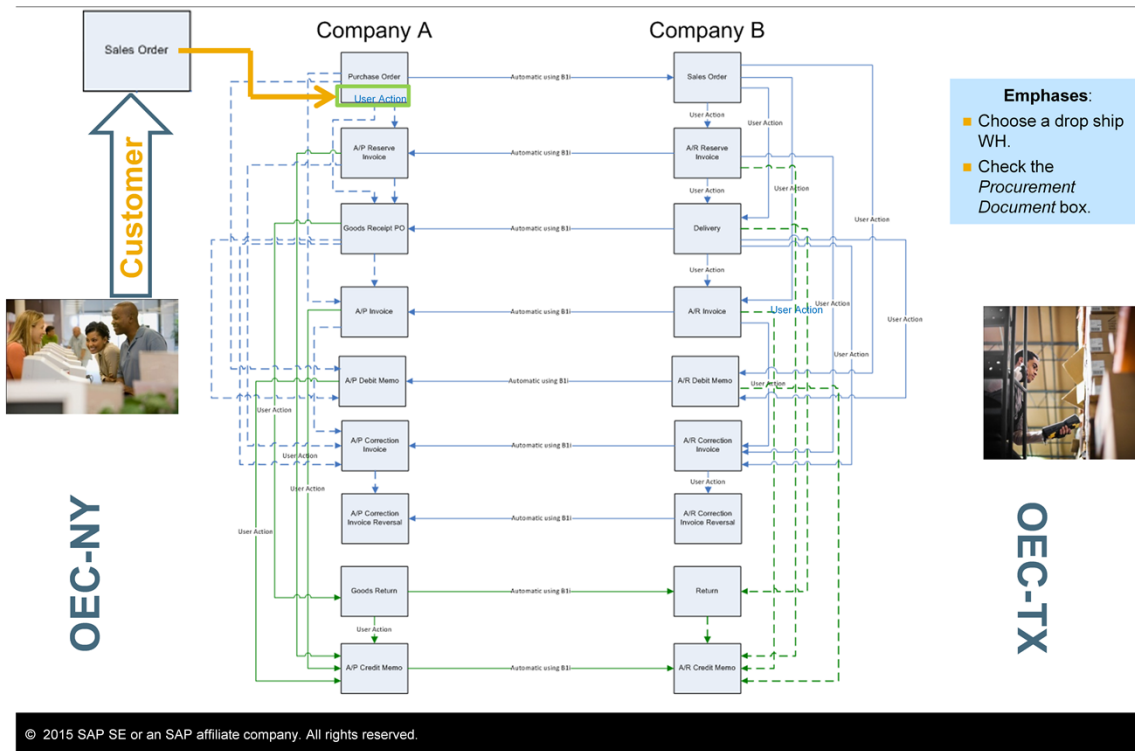
The screenshot shows the SAP Business Partner Master Data configuration interface. On the left is the 'Main Menu' with a 'California manager' tab. The 'Business Partners' section is expanded, showing 'Business Partner Master Data'. An arrow points from this menu item to the main configuration window. The main window has tabs for 'General', 'Contact Persons', 'Addresses', 'Payment Terms', 'Payment Run', 'Accounting', 'Intrastat Settings', 'Properties', 'Remarks', and 'Attachments'. The 'General' tab is active. It contains fields for 'Code' (Manual), 'ACME_NY', 'Customer', 'Name' (New York), 'Foreign Name', 'Group' (Customers), 'Currency' (All Currencies), 'Federal Tax ID', 'Local Currency', 'Account Balance' (0.00), 'Deliveries' (0.00), 'Orders' (0.00), 'Opportunities', and 'Branch Partner Code' (New_York). Below these are tabs for 'General', 'Tag', 'Consolidating BP', 'Payment Consolidation', 'Delivery Consolidation', 'Control Accounts', 'Accounts Receivable', 'Payment Advances', 'Block Dunning Letters', 'Dunning Level', 'Dunning Date', and 'Planning Group'. An arrow points from the 'Control Accounts' section to the 'Accounts Receivable' field, which contains the value '12900000-01-001-01' and is labeled 'Account Receivable - New York (HO, USA, GA)'. Another arrow points from the 'Branch Partner Code' field to the 'Accounts Receivable' field.

In each branch, for the business partners representing the other branches, define the control account.

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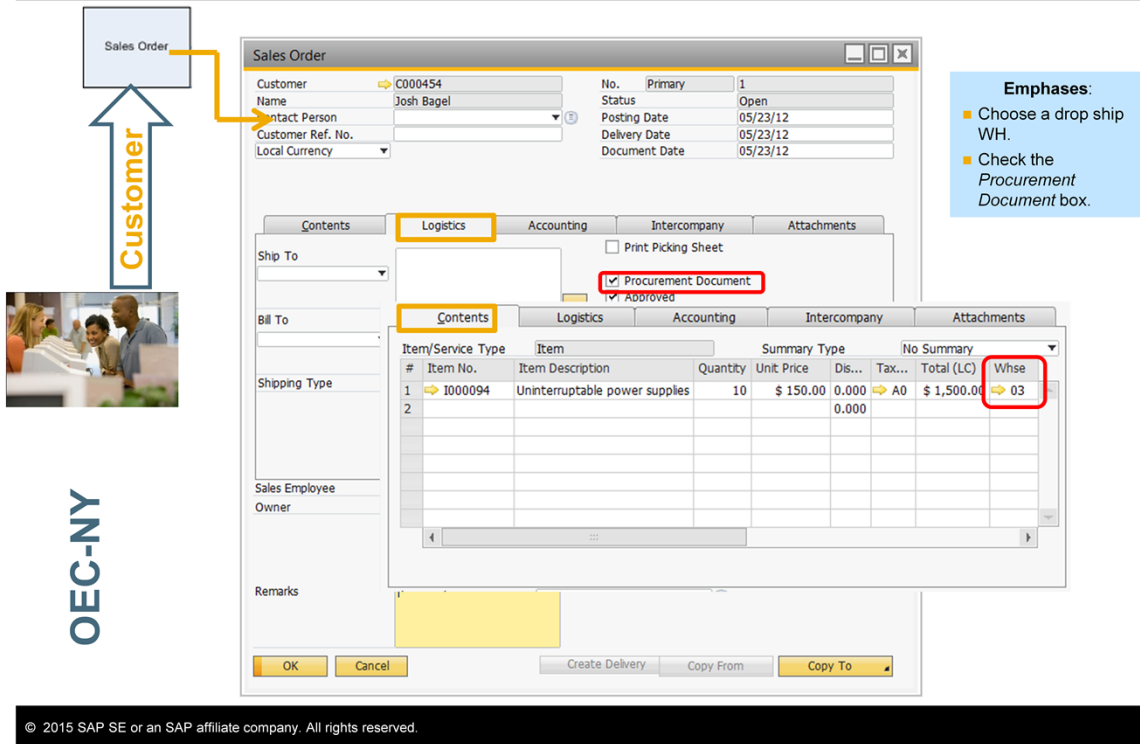
So after defining the New York control accounts in the California chart of accounts you should connect it to the customer and vendor representing the New York branch.

Inter-Branch Transaction Scenario Including an External Customer



- Sometimes the retail branch will only trigger the sales process of the inter-branch transaction scenario but will not deliver the goods to the end customer.
- Instead, the manufacturer branch (Texas in our example) will ship the ordered goods directly to the customer address.
- Let us review a scenario between two branches, New York and Texas that aims to supply items to a certain customer.
- A customer has just mailed a sales order for 10 uninterruptable power supplies to the New York branch (the retailing branch company). The sales representative in the NY branch creates a **sales order** to document the mailed order from the customer.
- The customer wants to get the items urgently and so the sales representative decides to ask the Texas branch to deliver the products directly to the customer site.

Inter-Branch Transaction Scenario Including an External Customer



The screenshot shows the SAP Sales Order (Sales Order) window. A blue box labeled "Sales Order" with an arrow points to the window title. A blue box labeled "Customer" with an arrow points to the Customer field (C000454). A small photo of three people is shown next to the "Customer" label. The "Logistics" tab is selected, and the "Procurement Document" checkbox is checked. The "Whse" field in the item table is set to 03. A blue box labeled "Emphases:" contains two bullet points: "Choose a drop ship WH." and "Check the Procurement Document box." The "Contents" tab is also visible, and the "Whse" field in the item table is highlighted with a red box.

Emphases:

- Choose a drop ship WH.
- Check the *Procurement Document* box.

Item Table:

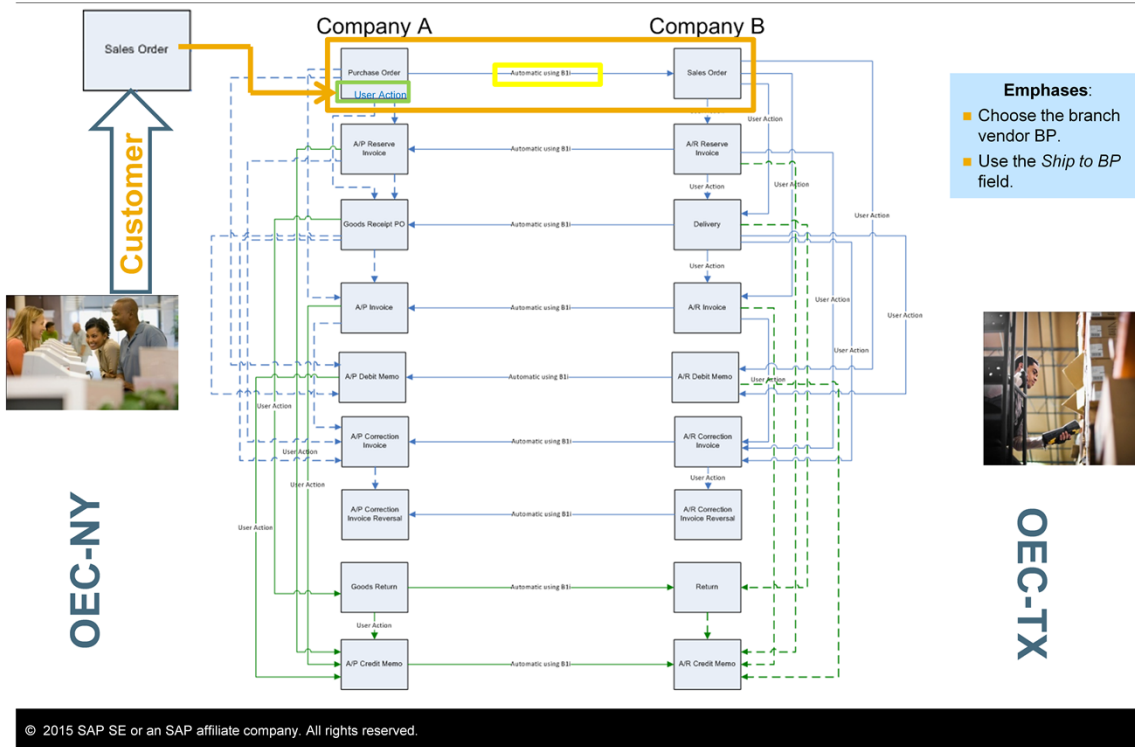
#	Item No.	Item Description	Quantity	Unit Price	Dis...	Tax...	Total (LC)	Whse
1	1000094	Uninterruptable power supplies	10	\$ 150.00	0.000	A0	\$ 1,500.00	03
2					0.000			

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In the customer's **sales order**, the sales representative:

- Checks the **Procurement Document** box under the *Logistics* tab to automatically **initiate a purchase order** from the Texas branch.
- Chooses the **drop ship warehouse** defined for the NY branch to reflect the fact that the items will not be delivered from the NY branch warehouse.

Inter-Branch Transaction Scenario Including an External Customer



When adding the sales order for the customer, the **Procurement Confirmation Wizard** opens allowing the sales representative to create a purchase order.

Inter-Branch Transaction Scenario Including an External Customer

Procurement Confirmation Wizard

Sales Order Line Items
Select line items for inclusion in the procurement documents. To create a procurement document as a draft, select "Create Draft Documents". If required, you can change the vendor or the purchase quantities.

Target Document: ☐ Create Draft Document

Vendor:
Name:

#	Vendor	Base Doc.	Item No.	Item Description	Quantity	Unit Price	Disco...	Price After Discount	Total (DOC)	Whse	Unit...
1	Acme_TX_V	1	100009	Uninterruptable p	10.000	\$ 150.00	0.000	\$ 150.00	\$ 1,500.00	03	

Purchase Order

Vendor:
Name:
Contact Person:
Vendor Ref. No.:
Local Currency:

No.:
Status:
Posting Date:
Delivery Date:
Document Date:

Intercompany

☒ Branch Document

Branch Partner Code:
Branch BP Code:
Sales Order Ref.:
Ship To BP:
Ship To BP Ref. No.:
Ship To BP Address:

Receiver Document Total:
Receiver Document Owner:
Receiver Document Status: Confirmed

Step 3 of 6

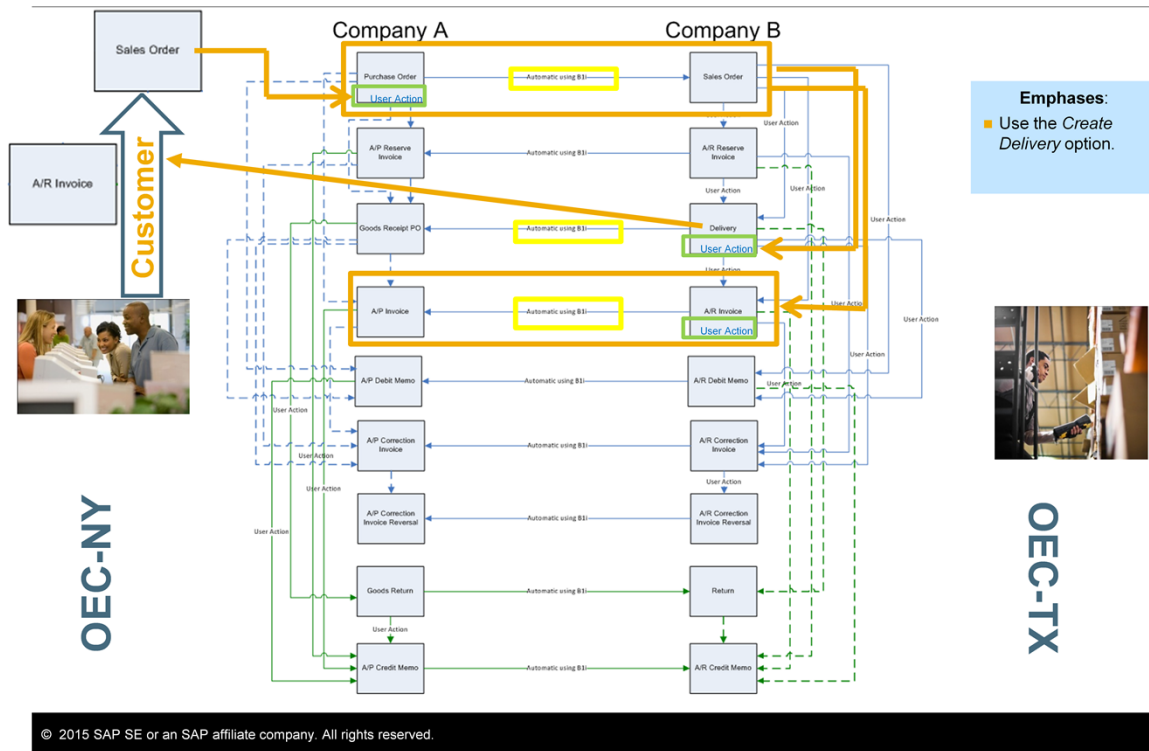
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Emphases:

- Choose the branch vendor BP.
- Use the **Ship to BP** field.

- In this **purchase order**, the sales representative:
 - Chooses the **vendor BP Texas** (representing the manufacturer branch).
 - Under the *Intercompany* tab in the **Ship To BP** field, he chooses the customer ordering the items.
 - He enters text in the *Remarks* field saying "Note: this is a back-to-back order!!!"
 - Adding the purchase order initiates the regular inter-branch transaction scenario.
- This action automatically creates a **draft sales order** in the manufacturer branch (**Texas**) for the customer representing the retail company (New York).
- The warehouse manager in the Texas branch reviews the draft sales order and notices the text in the *Remarks* field and verifies that the customer code appears in the **Ship To BP** field.
- Then the warehouse manager converts the draft sales order to a regular **sales order**.

Inter-Branch Transaction Scenario Including an External Customer



- The **Texas** branch starts to manufacture the 10 uninterruptable power supplies.
- When the production process ends, the warehouse manager creates a **delivery** for the **end customer** from the sales order:
 - He opens the sales order and click the **Create Delivery** button at the bottom of the screen.
 - A **draft delivery** document is created in the **Texas** branch for the customer that the NY branch specified in the **Ship to BP** field.
 - The dispatch department turns the draft delivery to a regular **delivery** and ships the uninterruptable power supplies to the end customer site.
 - The **delivery** document is **closed** automatically.
 - After few days the accountant at the Texas branch issues an **A/R invoice** to reflect the manufacture costs. She **bases** the invoice on the **sales order** issued for the NY branch earlier.
 - A **draft A/P invoice** is automatically created in the NY branch.
 - The sales manager in the NY branch converts the draft A/P invoice to a permanent **A/P invoice**.
 - The **A/P invoice** is automatically based on the **purchase order** created for the Texas branch.
 - The sales representative at the **NY branch** creates an **A/R invoice** for the **customer** to debit him for the items supplied by the Texas branch. This **A/R invoice** is **based** on the **sales order** he created for the mailed order.
- **Note!**

- Potentially this process could include a **Return** and an **A/R credit memo** generated by the Texas branch if the customer returns items.
- For more details on the inter-branch transaction scenario including an external **vendor** and for more details on this customer scenario, refer to the intercompany user guide.

Inter-Branch Transaction Scenario Including an External Customer

Sales Order

Customer	ACME_NY	No.	Primary	2
Name	Acme New York	Status	Open	
Contact Person		Posting Date	05/23/12	
Customer Ref. No.		Delivery Date	05/23/12	
Local Currency		Document Date	05/23/12	

Contents | **Logistics** | **Accounting** | **Intercompany** | **Attachments**

☒ Branch Document

Branch Partner Code	ACME_NY	Comments	
Branch BP Code	Acme_TX		
Purchase Order Ref.	5		
Sender Document Total	1,500.00		
Ship To BP	C000454		
Ship To BP Ref.No.			

Create Delivery

From Sales Order: 2
Ship To BP: C000454

Item No.	Item Description	Quantity	Quantity To Deliver
1000094	Uninterruptable power supplies	10,000	0,000

Total Before Discount: \$ 1,500.00
Discount: %
Freight:
Rounding:
Tax:
Total: \$ 1,500.00

Create Delivery | Copy From | Copy To

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Emphases:
■ Use the *Create Delivery* option.

- Following the previous slide, note that:
- When the production ends in the **Texas** branch, the warehouse manager creates a **delivery** for the **end customer** from the sales order:
 - He opens the sales order and click the **Create Delivery** button at the bottom of the screen (he **should not** use the *Copy To* button).
 - Following this action, a **draft delivery** document is created in the **Texas** branch for the customer that the NY branch specified in the **Ship to BP** field.
 - The dispatch department turns the draft delivery to a regular **delivery** and ships the uninterruptable power supplies to the end customer site.
 - The **delivery** document is **closed** automatically.
 - The process continues as described in the previous slide.

Process Overview

The Working Process Across Branch Companies

Topic 1: The Intercompany Trade Process

Topic 2: Allocation of Amounts Across Branch Companies

Topic 3: Centralized Payments

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The next topic will be allocation of Amounts Across Branch Companies.

Branch Allocation: Business Scenario



- At the end of each month the head office branch (NY) allocates expense and income amounts to the other branch companies (California and Texas).

- The head office branch allocates expenses such as travel, payroll, and audit.
- The head office also allocates income earned from Interest to the branch companies.



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- The allocation process can work in the other direction too: the branch companies can allocate amounts to the head office branch.
- Let us look at a business example:
 - At the end of each month the head office branch (NY) allocates expense and income amounts to the other branch companies (California and Texas).
 - The head office branch allocates expenses such as travel, payroll, and audit.
 - The head office also allocates income earned from Interest to the branch companies.

GL Branch Allocation Window

Financials → G/L Branch Allocation.

- You allocate expenses and income to other branch companies using the **G/L Branch Allocation** window.

Top Matrix – Allocating Company

#	G/L Account	Name	Currency Code	Currency Name	Debit	Credit	Remarks
6	61100000-01-001-01	Travel Expense - Accommodation	\$	US Dollar	0.00	50,000.00	Hotel Expense
			\$	US Dollar	0.00	0.00	

Allocation Method: Amount Calculate Allocation %

#	Branch Code	G/L Account	Allocation %	Allocation Amount	Account Name	Contact Person	Remarks	Status
	California	61140000-01-001	0.00	30,000.00	Travel Expense			Pending
	Texas		0.00	20,000.00				Pending
			0.00	0.00				Pending

Add Cancel Load All Branches

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Let us look at an example in SAP Business One:

- You allocate expenses and income to other branch companies using the *G/L Branch Allocation* window.
- Choose the menu path: *Financials → G/L Branch Allocation*.
- In the top matrix, in the *G/L Account* field specify the G/L account from which the allocation is to be made.
- Choose the currency code for the allocation transaction.
- Depending on the nature of the allocation, specify an amount in either the *Debit* (income allocation) or *Credit* field (expense allocation) field.
- All other fields are optional.
- If required, add additional allocation lines in the top matrix.
- Each row in the top matrix can correspond to multiple rows in the bottom matrix.
- Highlight the individual rows in the top matrix to populate corresponding allocation information in the bottom matrix.
- Choose an option from *Allocation Method* dropdown list.

GL Branch Allocation Window

Financials → G/L Branch Allocation.

- You allocate expenses and incomes to other branch companies using the **G/L Branch Allocation** window.

G/L Branch Allocation

No. 6 Due Date 09/02/13 Posting Date 09/02/13 Document Date 09/02/13 Ref. 1 Ref. 2

Trans. Code Remarks Indicator Project Template Type Template

#	G/L Account	Name	Currency Code	Currency Name	Debit	Credit	Remarks
61100000-01-001-01	Travel Expense - Accommodation	\$	US Dollar	0.00	50,000.00	Hotel Expense	
		\$	US Dollar	0.00	0.00		

Allocation Method Amount

Branch Code	G/L Account	Allocation %	Allocation Amount	Account Name	Contact Person	Remarks	Status
California	61140000-01-001	0.00	30,000.00	Travel Expense			Pending
Texas		0.00	20,000.00				Pending
		0.00	0.00				Pending

Bottom Matrix – Receiving Companies

Add Cancel Load All Branches

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In the Bottom matrix:

- Specify the branch codes of the companies to which the allocation is to be made. To automatically populate the branch codes of all branch companies, you can choose the **Load All Branches** button.

G/L Branch Allocation - Target Company Allocation Account

Financials → G/L Branch Allocation.

- If you specify the target company allocation account for a branch code, then this allocation account will be used instead of the receiving company's default expense account or default income account.

The screenshot displays the 'G/L Branch Allocation' SAP window. At the top, there are fields for No., Due Date, Posting Date, Document Date, Ref. 1, and Ref. 2. Below these are fields for Trans. Code, Remarks, Indicator, Project, Template Type, and Template. The main table lists allocation accounts with columns for #, G/L Account, Name, Currency Code, Currency Name, Debit, Credit, and Remarks. A row is highlighted with G/L Account 61100000-01-001-01, Name Travel Expense - Accommodation, and Remarks Hotel Expense. An 'Allocation Account' dialog box is open, showing a list of accounts with a search term 'travel'. A red arrow points from the 'G/L Account' field in the main table to the 'Allocation Account' dialog box.

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- If you specify the target company allocation account for a branch code in the *Alloc. Account Name* field, then this allocation account will be used instead of the receiving company's default expense account or default income account.
- The due to and due from entries in the receiving company will not be impacted.
- Note that you can choose the same receiving company more than once. This is in case you want to split the amounts in the journal entry created in the allocated company.

GL Branch Allocation - Target Company Allocation Account

Administration → System Initialization → Company Details → Accounting Data tab.

- To be able to specify the target company allocation account for a branch code, run the *Allocation Accounts Synchronization* option.

Company Details

General Accounting Data Basic Initialization

☐ Use Tax

Tax Code
Tax Office
Federal Tax ID 1
Federal Tax ID 2
Federal Tax ID 3
Additional ID
BZSt Sender ID
BZSt Registry ID

Exemption Number
Tax Deduction Number

Holidays → 2009 Holidays

Allocation Accounts Synchronization Sync

OK Cancel

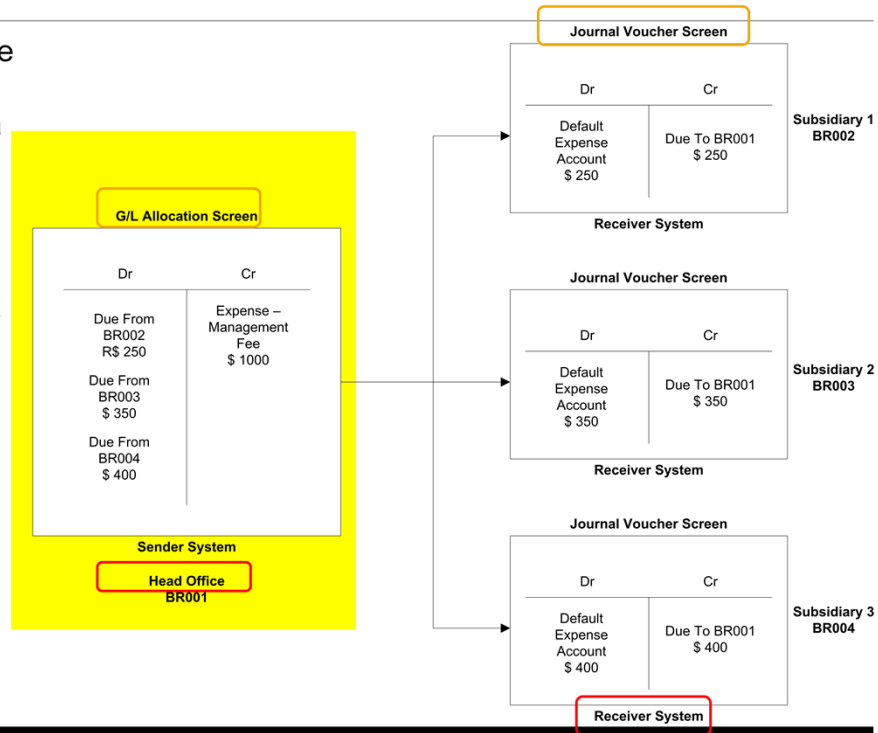
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- To be able to specify the target company allocation account for a branch code, you should run the *Allocation Accounts Synchronization* option.
- This option will synchronize the active accounts of all the branches in the landscape.
- To synchronize the allocation accounts from SAP Business One, choose the menu path: **Administration → System Initialization → Company Details → Accounting Data tab**. In the *Allocation Accounts Synchronization* field, choose the Sync button.
- To set up the replication schedule for the allocation account, in the *Administration Console*, choose the *Preferences* option. In the left frame, choose *Allocation Acct Scheduling* and complete the setup. You can set the schedule to reoccur on a daily or weekly basis at a defined time. For more information, refer to the *Intercompany integration solution for SAP Business One Administrator's Guide*.

Expense Allocation to Branch Companies

The Journal Entry in the **Allocating** Company

- When you add the *G/L Branch Allocation* form, a **journal entry** is automatically created in the current company, the company that allocates the amounts (NY in our example).



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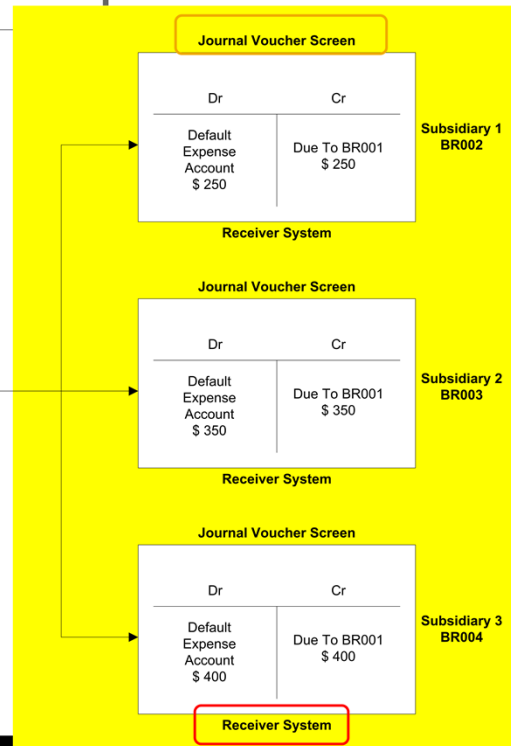
- When you add the *G/L Branch Allocation* form, a journal entry is automatically created in the current company, the company that allocates the amounts (NY in our example).
- The **Intercompany Details** button has been added to the Journal Entry window. Clicking this button will display the **Branch Journal Entry Details** window with all the fields that are relevant to the intercompany integration solution.
- This button will be enabled only for **allocations** and **centralized payment** transactions.
- Note that all fields in the **Branch Journal Entry Details** window are not editable and will be updated automatically by the system.

Expense Allocation to Branch Companies

Journal Voucher in the **Allocated** Companies

- When you add the G/L Allocation, a **journal voucher** is created in the allocated companies (Texas and California).

G/L Allocation Screen	
Dr	Cr
Due From BR002 R\$ 250	Expense – Management Fee \$ 1000
Due From BR003 \$ 350	
Due From BR004 \$ 400	
Sender System	
Head Office BR001	



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- When you add the G/L Allocation, a journal voucher is created in the allocated companies (Texas and California).
- You need to accept and post the journal voucher for the G/L allocation transaction in the receiving branch company to where the expense amounts were allocated.
- New fields were added to the Journal Voucher window that are relevant to the intercompany integration solution.
- Note that if the allocation account was selected for a branch code in the bottom matrix in the sending system, then this allocation account will be used instead of the receiving company's default expense account or default income account.
- The due to and due from entries in the receiving system will not be impacted. If the allocation account is selected, then it is always given posting priority in the receiving system.
- Also note that the system would use the Intercompany *General Settings* setups of the receiving company when creating the Receiving Document, that is – Journal Voucher or Journal Entry.
- The system would also use the Intercompany *General Settings* setups of the receiving company to set the default status for Journal Voucher as *Pending* or *Accept*.

- If you choose the status *Reject* and update the journal voucher the application automatically closes the journal voucher.
- An alert message is sent to the alert user (defined in the *Intercompany Alerts Administration* window) in the sending system, indicating that the journal voucher was updated.
- A reversal journal entry is automatically created for a receiving branch in the sending company. The reversal journal entry number will be displayed in the *Rejected Journal Entry* field in the bottom matrix of the *G/L Allocation* window in the sending company.

Allocate Amounts Across Branch Companies

Prerequisites - Due To + Due From Accounts

- Make sure you define **due from and due to accounts** in each **branch** company.

OEC-NY Branch Account Setup

- These accounts are used as the default accounts for the transactions:
 - G/L branch allocation
 - A/P service invoice allocation
 - Centralized payment

Branch	Due To Account	Due From Account
OEC-NY	—	—
OEC-TX	Due to OEC-TX Company	Due From OEC-TX Company
OEC-CA	Due to OEC-CA Company	Due From OEC-CA Company

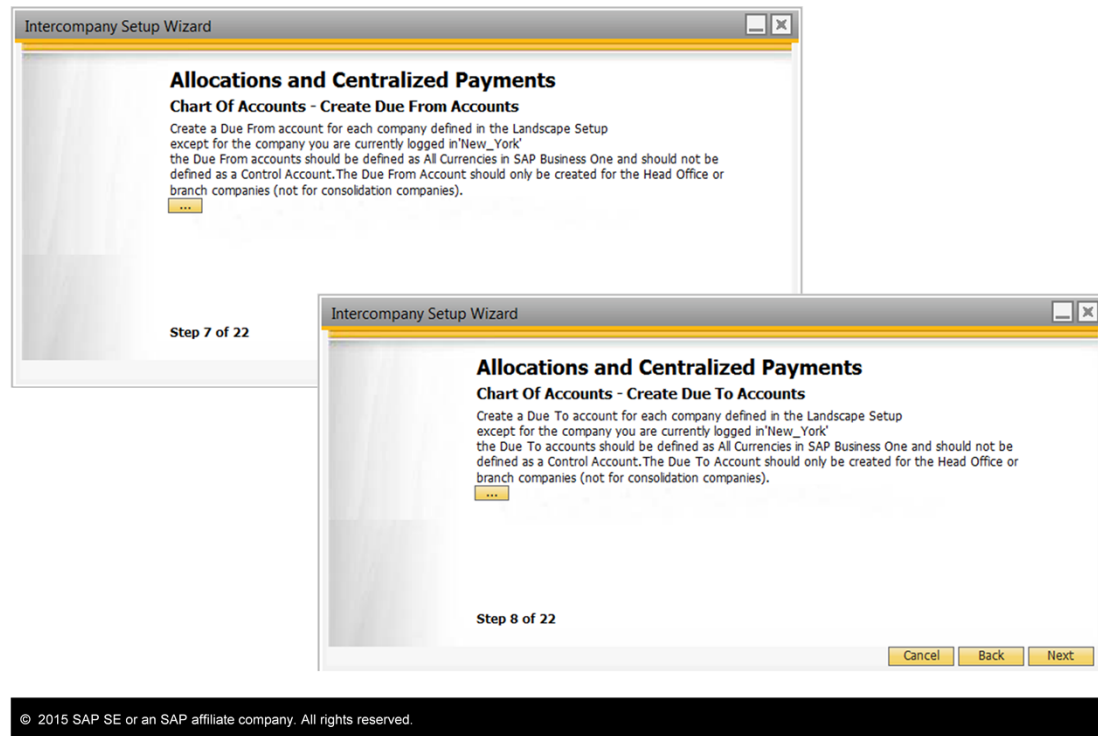
- In each branch you define the due from and due to accounts for transactions representing the **other branches**.

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- Make sure you define due from and due to accounts in each branch company.
- These accounts are used as the default accounts for the transactions:
 - G/L branch allocation.
 - A/P service invoice allocation.
 - Centralized payment.
- In each branch you define the due from and due to accounts for transactions representing the other branches.
- The accounts should be defined as *All Currencies* in the Chart of Accounts to support multi-currency transactions.
- The account type of these accounts should be *Other* and should NOT be control accounts.
- Locate the Due From accounts in the *Assets* drawer.
- Locate the Due To Account accounts in the *Liabilities* drawer.
- With such reciprocal and dedicated accounts – the intercompany transactions are automatically created.
- Let us assume a three companies scenario.

- In each branch you should define the due to and due from accounts for the other branches.
- So for example, in the NY branch you will define the accounts representing the Texas and California branches.
- Similarly, you will define the due from and due to accounts in the Texas and California branches.
- The Intercompany Setup Wizard runs the users through all these steps for setting up the relevant accounts.
- Make sure you define these accounts for the head office and branch companies and not in the consolidation company.
- For more details on the accounts definition refer to the intercompany user guide.

Due To + Due From Accounts Setup



- The Intercompany Set up Wizard in each branch guides the users through the definition of the Due From and Due To accounts.
- The relevant steps: 7 and 8.
- In our example we are logged in to the New York branch and hence, in the chart of accounts, we will define the due from and due to accounts for the Texas, Florida and California branches.

Due To + Due From Accounts Setup

Intercompany Setup Wizard

Allocations and Centralized Payments

Branch Accounts Setup

In the Branch Accounts Setup, define the Due From and Due To accounts for each branch company as defined in Step 7 and 8.

Branch Code	Due From Account	Due From Account Name	Due To Account	Due To Account Name
California	12550000-01-001-01	Due From CA (HO, USA, GA)	23700000-01-001-01	Due To CA (HO, USA, GA)
Florida	12560000-01-001-01	Due From FL (HO, USA, GA)	23800000-01-001-01	Due To FL (HO, USA, GA)

OK Cancel

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In step 9 of the Intercompany Set up Wizard, you attach the accounts defined in step 7 and 8 to the accounts representing the other branches. In our example we are logged in to the New York branch and hence we will define the due from and due to accounts for the Texas, Florida and California branches.

A/P Service Invoice Allocation

- Another way to allocate **expense amounts** to other branch companies is by using the **Allocation window** on the **A/P Service Invoice** document.

A/P Invoice

Vendor: V000725
 Name: Jim and Jeffrey
 Contact Person: [dropdown]
 Vendor Ref. No.: [dropdown]
 Local Currency: [dropdown]

No.: Primary 4
 Status: Open
 Posting Date: 10/13/13
 Due Date: 10/14/13
 Document Date: 10/13/13

#	Description	G/L Account	G/L Account Name	Tax	Total (LC)
1	Travel Expenses	61130000	Travel Expense - Airfare, Rail, Mileage (HO, USA, GA)	A0	\$ 100,000.00

Buyer: -No Sales Employee-
 Owner: [dropdown]

Total Before Discount: \$ 100,000.00
 Discount: %
 Total Down Payment: [dropdown]
 Freight: [dropdown]
 Rounding: [checkbox]
 Tax: [checkbox]
 Total Payment Due: \$ 100,000.00
 Applied Amount: [dropdown]
 Balance Due: \$ 100,000.00

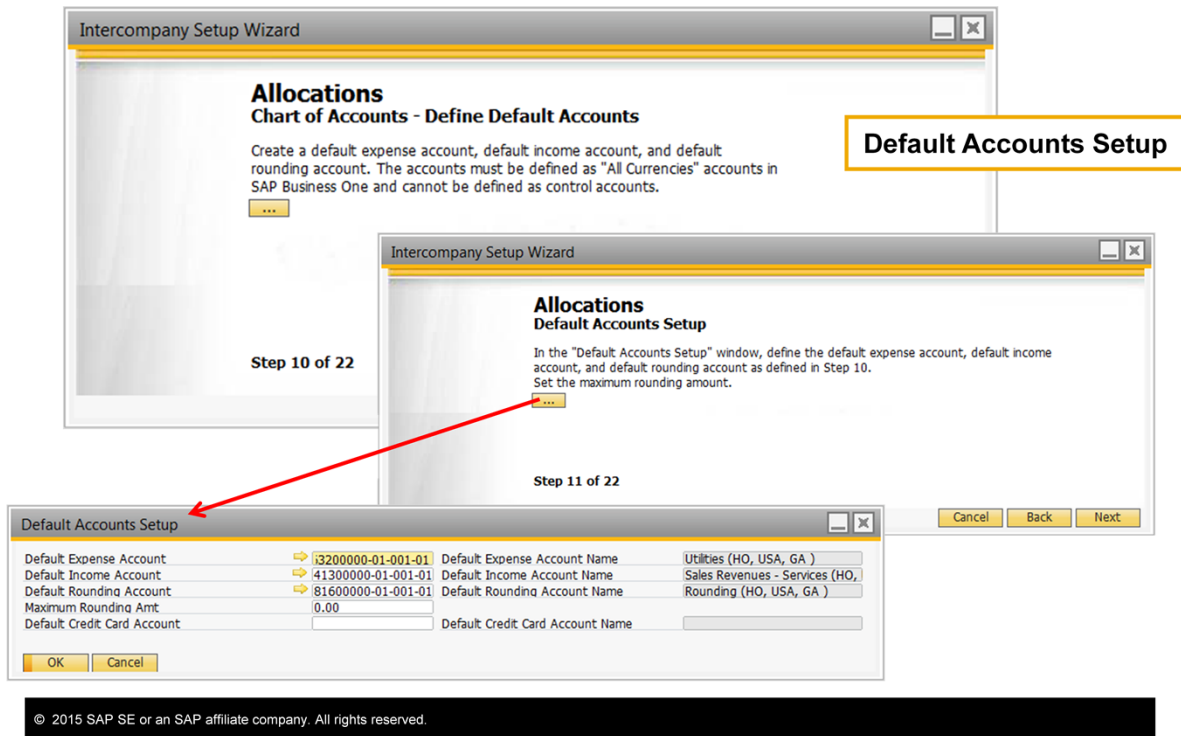
Payment Order Run: [checkbox]
 Remarks: [text area]

OK Cancel **Open Allocation** Copy From Copy To

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- Another way to allocate expense amounts to other branch companies is by using the *Allocation window* on the A/P Service Invoice document.
- The intercompany integration solution supports two methods for allocating expenses from an A/P Service Invoice:
 - Allocation by Invoice** – In this method of allocation, the system creates a draft A/R invoice as a result of the allocation action in the sending company. After adding these draft A/R service invoices, the system will automatically create draft A/P service invoices in the receiving companies.
 - Allocation by G/L** – This method of allocation is similar to the G/L branch allocation process we reviewed in the previous slides. The system creates a journal voucher in the receiving company as a result of the allocation in the sending company.
- For more details on the A/P service invoice allocation process refer to the intercompany user guide.

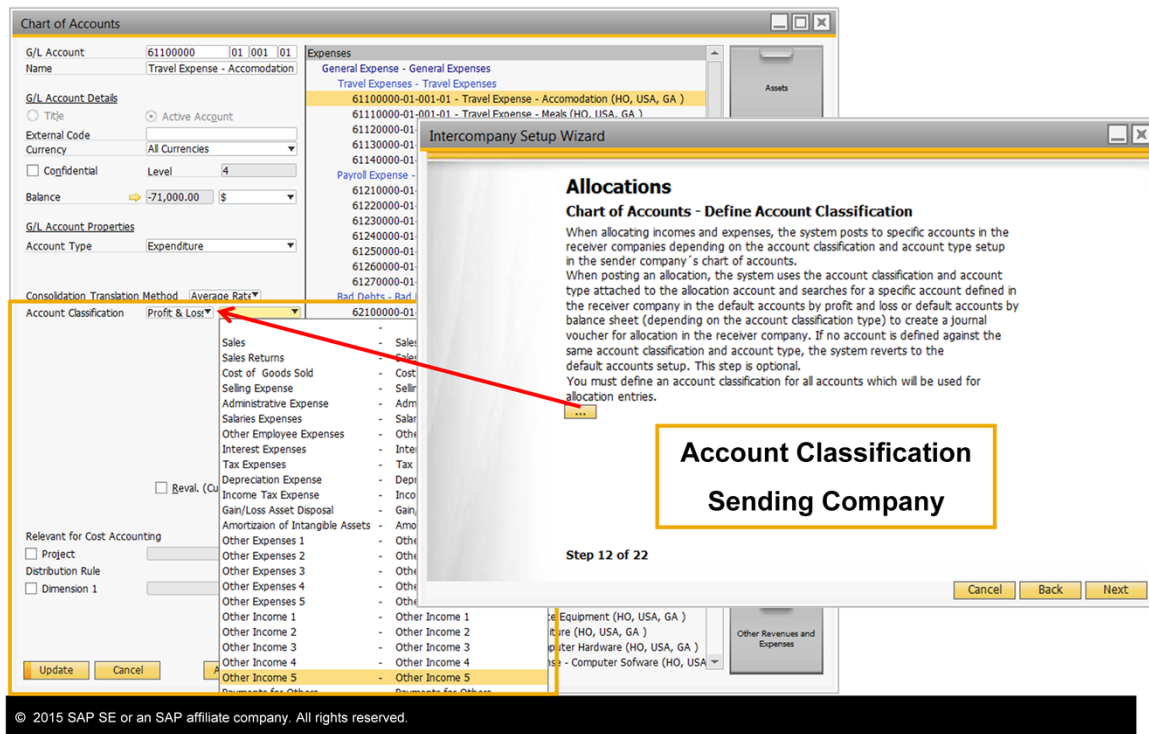
Additional Definitions for the G/L Allocation and the A/P Service Invoice Allocation



- Step 10 of the Intercompany Set up Wizard in each branch guides the users through the definition of **default expense income and rounding accounts**.
- In step 11 you define the accounts defined in step 10 as **default accounts** in this branch.
- This setup is used by the G/L Allocation and A/P Service Invoice Allocation features.
- The **expense account** will be used as the default account in the following scenario:
 - Let us assume that we are in the Texas branch.
 - When you post G/L allocations to an account that is being credited in another branch (let us say the New York branch), a reciprocal journal voucher is created in the receiving company (the Texas branch) that credits the Due To account and debits this default Expense account.
- Note that this Account should be set up as an *All Currencies* account in the Chart of Accounts.
- The **default expense account** is only used by the system in case where a specific account has not been defined in the *Default Account by Profit & Loss* or *Default Account by Balance Sheet*.
- And for the **default income account**:

- When you post G/L allocations to an account that is being debited in another branch (let us say the New York branch), a reciprocal journal voucher is created in the receiving company (the current company – Texas) that debits the Due From account and credits this default Income account.
- The Default Income Account is only used by the system in case a specific account has not been defined in the *Default Account by Profit & Loss* or *Default Account by Balance Sheet*

Additional Definitions for the G/L Allocation and the A/P Service Invoice Allocation



- Step 12 of the Intercompany Setup Wizard guides you to define *Account Classification* and *Account Type* for accounts that are going to allocate amounts in the **sending company**.
- This setup is used by the *G/L Allocation* and *A/P Service Invoice Allocation* features.

Additional Definitions for the G/L Allocation and the A/P Service Invoice Allocation

Intercompany Setup Wizard

Allocations
Default Accounts by Profit and Loss
 When allocating incomes and expenses, the system posts to specific accounts defined by Account Type in the Default Accounts by Profit & Loss setup. This is an optional.

Account Classification Receiving Company

Default Account By Profit & Loss

Account Classificat...	Account Type	G/L Account	G/L Account Name
3	Cost of Goods Sold	51300000-01-001-01	COGS - Services (HO, USA, GA)
4	Selling Expense		
5	Administrative Expense		
6	Salaries Expenses	61210000-01-001-01	Payroll Expense - Salaries (HO, USA, GA)
7	Other Employee Expenses		
8	Interest Expenses		
9	Tax Expenses		
10	Depreciation Expense		
11	Income Tax Expense		
12	Gain/Loss Asset Disposal		
13	Amortization of Intangible Assets		
14	Other Expenses 1		
15	Other Expenses 2		
16	Other Expenses 3		
17	Other Expenses 4		
18	Other Expenses 5		
19	Other Income 1		
20	Other Income 2		
21	Other Income 3		
22	Other Income 4		
23	Other Income 5		
24	Payments for Others		
25	Travel Expense	61100000-01-001-01	Travel Expense - Accomodation (HO, USA, GA)

Step 13 of 22

OK Cancel

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- Step 13 and 14 of the Intercompany Setup Wizard guides you to define specific accounts in the **receiving company**.
- These *Default Accounts by Profit & Loss* and *Default Accounts by Balance Sheet* will be used to create a Journal Voucher for the allocated amounts from the sending company.
- This setup is used by the *G/L Allocation* and *A/P Service Invoice Allocation* features.
- Note that these two steps are optional, but once defined you need to perform them in all branches

Additional Definitions for the G/L Allocation and the A/P Service Invoice Allocation

Chart of Accounts

G/L Account: 61100000 | 01 | 001 | 01
 Name: Travel Expense - Accommodation

G/L Account Details

☐ Title ☒ Active Account

External Code:
 Currency: All Currencies

☐ Confidential Level: 4

Balance: 4,000.00 \$

G/L Account Properties

Account Type: Expenditure

Consolidation Translation Method: Average Rate

Account Classification: Profit & Loss **Travel Expense**

☐ Reval. (Currency)

Account Classification Sending Company

Default Account By Profit & Loss

Account Classificat...	Account Type	G/L Account	G/L Account Name
3	Cost of Goods Sold	51300000-01-001-01	COGS - Services (HO, USA, GA)
4	Selling Expense		
5	Administrative Expense		
6	Salaries Expenses	61210000-01-001-01	Payroll Expense - Salaries (HO, USA, GA)
7	Other Employee Expenses		
8	Interest Expenses		
9	Tax Expenses		
10	Depreciation Expense		
11	Income Tax Expense		
12	Gain/Loss Asset Disposal		
13	Amortization of Intangible Assets		
14	Other Expenses 1		
15	Other Expenses 2		
16	Other Expenses 3		
17	Other Expenses 4		
18	Other Expenses 5		
19	Other Income 1		
20	Other Income 2		
21	Other Income 3		
22	Other Income 4		
23	Other Income 5		
24	Payments for Others		
25	Travel Expense	61100000-01-001-01	Travel Expense - Accommodation (HO, USA, GA)

Account Classification Receiving Company

- When posting an allocation **from a company** (for example the head office NY), the system will use the *Account Classification* and **Account Type** attached to the allocation account (for example: travel expense).
- Using this account type the system will search for a specific account defined in **receiving branch** company (for example Texas) under the *Default Accounts by Profit & Loss* or *Default Accounts by Balance Sheet* with the same **account type**.
- This account will be used to create a Journal Voucher in the receiving branch for the allocated amount.
- If no account is defined against the same account classification and account type, the system will use the *Default Accounts Setup* of the receiving branch (step 11 in the Intercompany Setup Wizard).
- Ensure you attach account classification for all accounts which will be used for allocation entries.
- You can define your own categories for the *Default Accounts by Profit & Loss* and *Default Accounts by Balance Sheet* setups.
- Note that this window is only available in the Head Office company. Administration → Setup → Intercompany → User Defined Default Accounts.

- Here you can define *Account Classification* and *Account Type* entries.

Process Overview

The Working Process Across Branch Companies

Topic 1: The Intercompany Trade Process

Topic 2: Allocation of Amounts Across Branch Companies

Topic 3: Centralized Payments

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The last topic will be centralized payments.

Centralized Payments: Business Scenario



- At the end of each month the head office branch (NY) centralizes the outgoing payments and pays the company vendors on behalf of the other branches (California and Texas)

- For this process, the branch companies (California and Texas) need to delegate outgoing payment lines to the paying branch (NY).

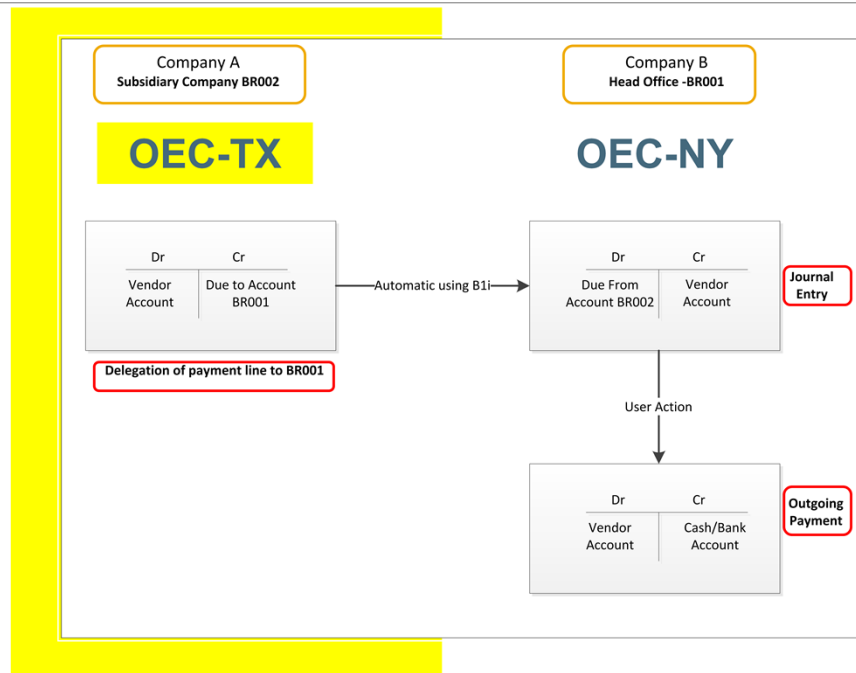


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Let us look at a business scenario:

- At the end of each month the head office branch (NY) centralizes the outgoing payments and pays the company vendors on behalf of the other branches (California and Texas)
- For this process, the branch companies (California and Texas) need to delegate outgoing payment lines to the paying branch (NY).

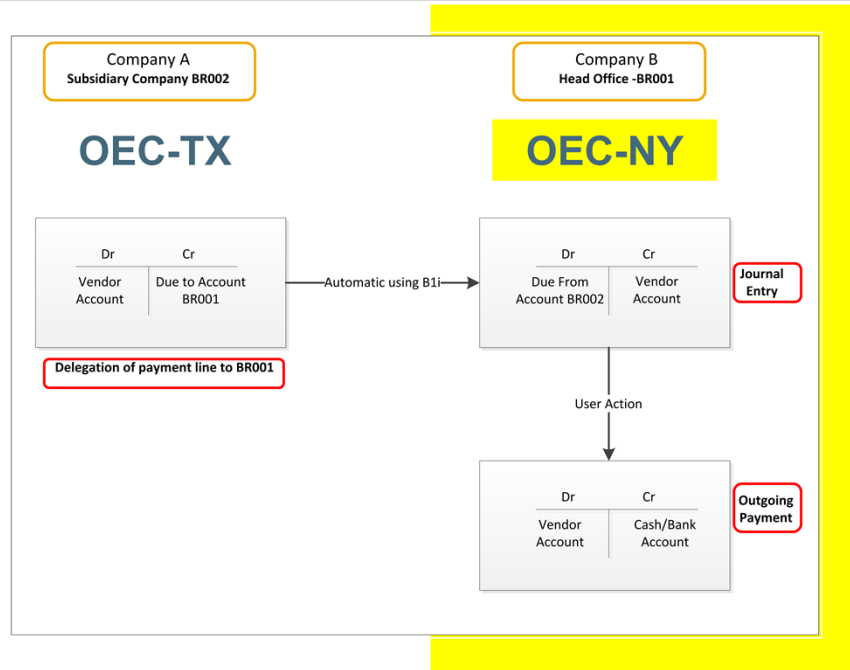
Centralized Payments Transaction Flow



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- Let us look at one example of the process.
- In the **Texas** branch the accountant opens the *Outgoing Payment* window.
- And chooses the vendor that the head office is going to pay for his open A/P invoices.
- She specifies the head office branch code to which she is going to delegate the payments (**NY**).
- Then, she chooses the payment lines to be delegated.
- And clicks the *Delegate* button.
- A journal entry is automatically created in the Texas branch that debits the vendor and credits the **Due To account** (that was defined in the branch account setup).

Centralized Payments Transaction Flow



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- In the head office branch (**NY**) a journal entry is automatically created that credits the vendor and debits the **Due From account**.
- The accountant at the head office account (NY) should open the **Incoming Delegation** window to display the incoming delegation details (*Banking → Outgoing Payments → Incoming Delegation*).
- In this window the delegation is presented as a payment line for each A/P invoice.
- Then, she opens the **Outgoing Payment** window.
- And chooses the vendor code she saw at the incoming delegation window.
- She selects all delegation payment lines and posts the outgoing payment.
- In the **Texas** branch the accountant opens the **Outgoing Payment** window and locates the outgoing payment that was paid by the NY branch. She clicks the on **Payment Detail** button to view the receiving company payment details.
- Note!
- A few fields that are relevant to the intercompany integration solution have been added to the **Outgoing Payment** window.
- For details on those fields refer to the intercompany user guide.

- All fields in the ***Payment Detail*** window are not editable and will be updated automatically by the system.