How To Guide SAP Business One 9.0 Document Version: 1.0 – 2014-01-15

How to Work with Blanket Agreements All Countries



Typographic Conventions

Type Style	Description
Example	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></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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1.0	2014-01-15	

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Introduction

Blanket agreements are long-term contracts between a purchasing organization and a vendor, or a sales organization and a customer, for the supply of items or provision of services over a period of time based on predefined terms and conditions. Blanket agreements can be used as a basis for expected revenue forecasts, quantity reservation, and for Material Requirements Planning (MRP).

SAP Business One provides the following two methods for managing blanket agreements:

- **Items method** agreement to sell or purchase specific items within a predefined time frame. This method lets you define a planned item quantity and a price for the item that will be valid when the blanket agreement is linked to marketing documents.
- **Monetary method** agreement to sell or purchase goods at a predefined amount and within a predefined time frame. This method lets you define a planned amount and a discount to be applied on the price from the BP's pricelist when the blanket agreement is linked to marketing documents.

Each of the two methods mentioned above lets you choose one of the following provided blanket agreement types:

- **General** blanket agreements are used to track fulfillment of terms to obtain a special bonus at year end, for example, for selling or purchasing a certain quantity of an item or for achieving a defined turnover. They are also used to determine a delivery schedule, for example, by defining the intervals at which a specific quantity of goods should be delivered.
- **Specific** blanket agreements are used to track fulfillment of terms to obtain a special discount for the individual sales or purchasing transaction. They are also used to determine a delivery schedule, for example, by defining the intervals at which a specific quantity of goods should be delivered.

If a valid blanket agreement exists with a customer or vendor, SAP Business One automatically links sales and purchasing documents to the blanket agreement. This way the prices or the discount agreed upon with the business partners can be copied directly into the sales and purchasing documents. You can also choose to remove the link and create a sales or purchasing document that is not governed by a blanket agreement.

Managing Blanket Agreements

You can add new blanket agreements according to your agreements with your suppliers/customers. You must approve any new blanket agreement before it can be used in SAP Business One. You can also update an existing blanket agreement, as long as its status is not *Approved*, *Terminated*, or *Cancelled*.

Blanket Agreement Fields

The *Blanket Agreement* window lets you define and manage blanket agreements. To access the window, from the SAP Business One *Main Menu*, choose *Sales - A/R \rightarrow Sales Blanket Agreement* or *Purchasing - A/P \rightarrow Purchase Blanket Agreement*.

BP Code C50000 No. Primary 1 BP Name ADA Technologies Agreement Method Monetary Method Contact Person Mary Brown Start Date 01/07/2014 Telephone No. 555-0129 End Date End Date E-Mail mary.brown@ada-tech.sag Termination Date 01/07/2014 Description Signing Date 01/07/2014 01/07/2014 General Details Documents Attachments Recurring Transactions Agreement Type Specific Status Draft Price List Base Price Owner Status Draft Statues t Discount Specified in Blanket Agreement Owner Owner Status Draft	→ C50000 No. Primary 1 ADA Technologies Agreement Method Monetary Method → Mary Brown Start Date 01/07/2014 555-0129 End Date mary.brown@ada-tech.sag Termination Date Signing Date 01/07/2014 Details Dgcuments Attachments Recurring Transactions Specific Status Draft Price List Base Price Mary brown Owner	BP Code C50000 No. Primary 1 BP Name ADA Technologies Agreement Method Monetary Method Contact Person Mary Brown Start Date 01/07/2014 Telephone No. 555-0129 End Date E-Mail mary.brown@ada-tech.sat Termination Date <td< th=""><th>)raft Sales Blank</th><th>cet Agre</th><th>ement</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>)raft Sales Blank	cet Agre	ement						
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Remarks Reminder Day(s)	Reminder Day(s)		Remarks				Remin	der		Day(s)	
					,						

Header Area

6

Use the header area to specify or view general information relevant to all items in the agreement:

Field	User Action/Description
BP Code	Specify the code of the business partner with whom you have made the agreement (mandatory field).

Field	User Action/Description
BP Name	The default BP name is displayed.
Contact Person	The BP's default contact person is displayed. From the dropdown list, you can choose any other contact person of the current BP.
Telephone No.	The BP's default contact person's telephone number, which is taken from the Tel 1 field on the <i>Contact Person</i> tab in the <i>Business Partner Master Data</i> window. If no value is set in this field, the BP's telephone number, defined on the <i>General</i> tab, is used.
E-Mail	The BP's default contact person's e-mail address, which is taken from the <i>E-Mail</i> field on the <i>Contact Person</i> tab in the <i>Business Partner Master Data</i> window. If no value is set in this field, the BP's e-mail address, defined on the <i>General</i> tab, is used.
Description	Enter a descriptive text for the agreement, if required.
No.	Automatically assigned sequential number of the agreement according to the selected series in the next field. The default series is automatically selected, but you can choose other series. For more information about defining series, see <i>Managing Series for Blanket Agreements</i> below.
Agreement Method	 The way that you choose to manage this agreement: Items Method - The agreement is based on a commitment to sell/purchase specific items within a predefined time frame (default value). Monetary Method - The agreement is based on a commitment to sell/purchase goods at a predefined amount and within a predefined time frame.
Start Date	Specify the date on which the agreement becomes effective (mandatory field). The default date is the date on which the agreement is created.
End Date	Specify the date until which the agreement is effective (mandatory field). The default date is blank.
Termination Date	Date on which the blanket agreement ceases to be effective, if the agreement is terminated before the actual end date.
	1 Note
	When you enter a date in this field, the agreement status changes to <i>Terminated</i> .
Signing Date	Specify the date on which the agreement was signed (mandatory field). The default date is the start date of the agreement.
	1 Note
	The signing date can be set to a date earlier than the start date but cannot be set to a date later than the end date.
	1 Note
	The signing date must be valid for the selected blanket agreement series in case the series is related to a specific period indicator.

General Tab

Use the General tab to specify or view the general terms of the agreement.

General	Details	Documents	Attac	nments	<u>R</u> ecurring Tr	ansactions	
Agreement Type	2	Specific	•	Status		Draft	
Payment Terms				Price List		Price Lis	st 01
📃 Ignore Disco	unt Specified	l in Blanket Agree	ement	Owner		manage	r .
Settlement Prob	ability %		0,0000	Rene	ewal		
Remarks				Reminde	r	D	ay(s)
Add	Cancel]					

Specify the following information:

Field	User Action/Description
Agreement Type	 The kind of agreement you have made with your business partner: General Used if the terms of the agreement aim at achieving a certain number of items or turnover with the business partner and thus obtaining a special bonus after the agreement is fulfilled. Specific Used if a special discount is to be given for each business transaction related to the agreement, or if a certain delivery plan has been agreed upon, for example, the sale or purchase of a certain quantity or value of items at regular intervals.
Payment Terms	Select payment terms for the blanket agreement. By default, the field is empty. Note This field is available only when the setting <i>Block Multiple Blanket</i> <i>Agreement for Same AP/AR Document</i> is selected. For more information about this setting and about the <i>Payment Terms</i> field, see <i>Adding Blanket</i> <i>Agreement to Document's Journal Entry</i> below.
Ignore Prices/Discount(*) Specified in Blanket Agreement (*Prices- for Items Method Discount- for Monetary Method)	When the blanket agreement is of type General, the checkbox is selected and disabled. It means that when you relate the blanket agreement to sales or purchasing documents, the price list or special prices that may have been defined for the business partner take precedence in sales and purchasing documents over the price/discount you specify in the blanket agreement. When the blanket agreement is of type Specific, the checkbox is deselected and disabled. It means that when you relate the blanket agreement to sales or purchasing documents, the price/discount specified in the blanket agreement to sales or purchasing documents, the prices/discount specified in the blanket agreement take precedence in sales and purchasing documents over other prices you define.

Field	User Action/Description
Settlement Probability %	Specify a percentage value to indicate how probable it is that the business partner will pay for the goods.
Status	 Select the status of the blanket agreement. Approved You can create sales or purchasing documents associated with the blanket agreement. On Hold The blanket agreement is set to inactive, and you cannot create sales or purchasing documents associated with the blanket agreement. Draft The blanket agreement is not approved, and you cannot create sales or purchasing documents associated with the blanket agreement. Draft The blanket agreement is not approved, and you cannot create sales or purchasing documents associated with the blanket agreement. Terminated The blanket agreement is concluded. Once you set a blanket agreement as terminated, regardless of the termination date you define, SAP Business One considers this blanket agreement as ended, and you can no longer create sales
	or purchasing documents associated with the blanket agreement. The default value in this field is <i>Draft</i> . i Note Status <i>Draft</i> can be changed to <i>Approved</i> . Status <i>Approved</i> can be changed to <i>On Hold</i> or <i>Terminated</i> . Status <i>On Hold</i> can be changed to <i>Approved</i> or <i>Terminated</i> .
Price List	Select a price list for the blanket agreement. By default, the price list assigned to the business partner on the Payment Terms tab in Business Partners → Business Partners Master Data is selected. I Note This field is available only when the agreement method is Monetary. When the agreement type is Specific, and the blanket agreement is associated to a document row, the price from the selected price list in this field is taken to the document's row. In addition, the discount defined in the blanket agreement is applied to the price from the selected price list. Note Note Note Note Note Note Note Not
	When the agreement type is <i>General</i> , the price list is ignored.
Owner	Name of the user who is responsible for the blanket agreement
Renewal	Enables you to set a reminder for renewing a blanket agreement before it expires.
Reminder	The number of days, weeks, or months for the alert to appear prior to the termination of the blanket agreement. You can specify a value in this field only after you select the <i>Renewal</i> checkbox.

Field	User Action/Description
Remarks	Enter comments about the general terms of the agreement, if required.

Details Tab

Use the *Details* tab to specify or view the items that can be purchased or sold within the terms of the blanket agreement, or in the case of a monetary agreement, the amount and the discount that are defined for the agreement.

#	Item No.	Item Descr	Planned Q	Unit Price	Open Qua	Portion of Return	End of Warranty	
1						0,0000		

For an *Items Method* agreement, specify the following information:

Field	User Action/Description
Item No.	Number of the item that is covered by the blanket agreement (mandatory field).
Item Description	Item description, as maintained in the item master data.
Item Group	Item group, as maintained in the item master data.
Planned Quantity	Total quantity of items that are supposed to be sold or bought within the terms of the blanket agreement (mandatory field). The value in this field must be greater than zero.
Unit Price	Price of the item that you agreed upon with the business partner.
Cumulative Quantity	The number of those items that are included in sales or purchasing transactions associated with the blanket agreement. This value is filled in by the system.
Cumulative Amount Cumulative Amount (LC) Cumulative Amount (FC)	The monetary value of those items which are included in sales or purchasing transactions associated with the blanket agreement. This value is filled in by the system. When BP currency is foreign, the local currency amount is converted according to the rate in effect in the exchange rate table on the start date of the blanket agreement.
Open Quantity	The number of items associated with the blanket agreement that are not yet included in sales or purchasing transactions, that is, the planned quantity minus the cumulative quantity. This value is filled in by the system.
Open Amount (LC) Open Amount (FC)	The monetary value of the open quantity, that is, of the items associated with the blanket agreement that are not yet included in sales or purchasing transactions.

Field	User Action/Description
	This value is filled in by the system.
	When BP currency is foreign, the local currency amount is converted by the rate in effect in the exchange rate table on the start date of the blanket agreement.
Free Text	Specify free text for the item, if required. By default, the text is copied to the row details of the current item.
UoM	Unit of Measurement – Type of unit by which the inventory is managed, as defined in the item master data. You can change this value at any time.
Portion of Returns %	Specify a percentage value for the probability that the goods will be returned by the business partner.
End of Warranty	Specify the date on which the goods warranty expires.
	i Note
	This field is not related to any warranties you may have defined in the <i>Service</i> module of SAP Business One.
Item Row Status	Indicates whether the item row is open and active, or closed. Default value is <i>Open</i> ; after closing the row it is set to <i>Closed</i> . For more information about this functionality, see Closing Rows below.

#	Planned Amount (LC)	Line Discount	Cumulative Am	Open Am	Portion of Ret	End of Warr
1		0,0000			0,0000	
	•					•

For a *Monetary Method* agreement, specify the following information:

Field	User Action/Description
Planned Amount (LC) Planned Amount (FC)	The amount that is supposed to be sold or bought within the terms of the blanket agreement (mandatory field). The value in this field must be greater than zero. When BP currency is foreign, the local currency amount is converted according to the rate in effect in the exchange rate table on the start date of the blanket agreement. If no start date is set, the exchange rate is taken from the system date
Line Discount	The discount rate for the agreement amount that you agreed upon with the business partner. Note When the agreement type is Specific, this discount is applied on the prices from the BP's price list as defined in the BP master data. This discount is

Field	User Action/Description
	moved to the discount column when you generate a marketing document for the agreement's BP.
Cumulative Amount (LC) Cumulative Amount (FC)	The total amounts which are included in sales or purchasing transactions associated with the blanket agreement. This value is filled in by the system. When BP currency is foreign, the local currency amount is converted according to the rate in effect in the exchange rate table on the start date of the blanket agreement.
Open Amount (LC) Open Amount (FC)	The amount out of the planned amount that is not yet included in sales or purchasing transactions. This value is filled in by the system. When BP currency is foreign, the local currency amount is converted by the rate in effect in the exchange rate table on the start date of the blanket agreement.
Free Text	Specify free text for the row, if required.
Portion of Returns %	Specify a percentage value for the probability that the goods will be returned by the business partner.
End of Warranty	Specify the date on which the goods warranty expires. Note This field is not related to any warranties you may have defined in the Service module of SAP Business One.

Whether the blanket agreement type is *Specific or General*, you can specify details of a delivery plan for an item or for a specific amount, for example, the intervals at which an item should be delivered. On the *Details* tab, double-click a specific row or right-click and choose *Details*. The *Row Details* - *Blanket Agreement* window appears.

#	Frequency	From	То	Item No.	Item Des	Release	Quantity	Warehouse	Free Text	Consume Forecast	Activity	
	Monthly 💌			1001_LC	1001_LC			01		~	⇒	
	Daily Weekly											
	Monthly											
	Quarterly Semi-Annua	lly 🗌										
	Annually One Time											
												1

Specify the following information:

Field	User Action/Description
Frequency	 Item/amount release period, for example, daily, weekly, monthly, or one-time. <i>Daily</i>: The quantity/amount is divided by the number of days within the period you define for the item/amount line.

Field	User Action/Description
	 Weekly: The quantity/amount is divided by the number of weeks within the period, starting with the <i>From</i> date and with the end of the last week falling closest to or on the <i>To</i> date. If the period is less than a week, the total quantity/amount is assigned to the <i>From</i> date. Monthly, Quarterly, Semi-Annually, and Annually follow the same principle as Weekly. One Time: This represents a single instance, so the whole quantity/amount relates to the <i>From</i> date only.
From	Start date of the release plan, that is, the date on which release against the blanket agreement starts. This date cannot be earlier than the start date of the blanket agreement.
То	End date of the release plan, that is, the date until which release against the blanket agreement takes place. This date cannot be later than the end date of the blanket agreement.
Release	Enter information related to a specific release against the blanket agreement, for example, release date and remarks.
Quantity/Planned Amount (*) (*Quantity - for Items Method Planned Amount - for Monetary Method)	Number of items/amount to be released during the release period. The total number of this column must be lower than or equal to the <i>Planned Quantity/Planned Amount</i> on the <i>Blanket Agreement Details</i> tab.
Warehouse	Warehouse from which the goods should be released.
(Only for Items Method)	Default value is the default item's warehouse.
Free Text	Specify free text, if required.
Consume Forecast (Only for Items Method)	To the item in blanket agreements to consume forecast, select the checkbox. When the checkbox in this column is selected, in the MRP run, the application subtracts the item's open quantities in blanket agreements (of type Specific) from the forecasted quantities.
	1 Note
	To consume forecast using blanket agreements, you must also select the Consume Forecast checkbox in <i>General Settings</i> → <i>Inventory</i> tab. The default value is taken from the <i>Consume Forecast setting</i> in <i>General Settings</i> → <i>Inventory</i> tab. For purchase blanket agreements with vendors, it is always set to No.
Activity	To record an activity, such as a phone call or meeting, associated with the blanket agreement, click the yellow arrow and specify the required information. The <i>BP Code, Name</i> , and <i>Contact Person</i> from the agreement are copied to the activity and the activity type is <i>Phone Call</i> by default.

Field	User Action/Description
	You can also link the <i>Blanket Agreement</i> document in the <i>Activity</i> form itself on the <i>Linked Document</i> tab.
	·

1 Note

It is possible to add, update, and delete/close any item's line only when the blanket agreement status is *Draft* or *On Hold*. Under the status *On Hold*, it is possible to update only rows that have no linked documents.

Closing Rows

When a blanket agreement is defined as *Items Method* and its status is *On Hold*, it is possible to close certain rows, if required. This functionality can be used, for example, when a mistake was made in the item details and the agreement is already approved, or when the quantity of a specific item is not going to be fulfilled after documents were already linked to this item in the blanket agreement. This way, you can avoid having to cancel an entire agreement.

To close a row, go to an *On Hold* blanket agreement \rightarrow *Items tab*. Choose the relevant row, right-click the row number, select Close Row. Alternatively, from the menu bar, choose *Data* \rightarrow *Close Row*.

- 1 Note
- After closing a row, it is possible to add the same item to the same blanket agreement or add it to a different blanket agreement with the same period.
- New documents cannot be linked to closed rows (automatically or manually), whereas existing linked documents remain on the Documents tab.
- Open Quantity and Open Amount values of closed rows are set to zero, whereas *Planned Quantity*, *Cumulative Quantity*, and *Cumulative Amount* values remain the same as they were before closing the row and will be considered when calculating totals.
- Line details of closed rows are not considered when running *Cash Flow* and *MRP*. For more information about those related modules see *Cash Flow* and *MRP* below.

Documents Tab

Use the Documents tab to view the document lines associated with the blanket agreement.

	General	De	etails	Docu	uments	Atta	achments	Recurring Tra	nsactions]		
#	Document 1	Гуре	Docume	ent No.	Posting	Date	Item No.	Item Descrip	Row No.	Unit Price	Q.	
												-
												1
	4				1						Þ	

View the following information about existing documents associated with the blanket agreement:

Field	User Action/Description
Document Type	Type of the document that was created and associated with the blanket agreement, for example, a sales order or A/P invoice.

Field	User Action/Description					
Document No.	Number of the document that was created and associated with the blanket agreement.					
Posting Date	Posting date of the document that was created and associated with the blanket agreement.					
Item No.	Item code from the document line that is associated with the blanket agreement. It remains empty in the case of a <i>Service</i> document type.					
Item Description	Item description from the document line that is associated with the blanket agreement.					
Row No.	Number of the row in the document that is associated with the blanket agreement.					
Unit Price	Price of the item used in the sales or purchasing document.					
Quantity	Quantity of the item used in the sales or purchasing document.					
Discount	Discount from the document line that is associated with the blanket agreement.					
UoM	Unit of measurement of the item used in the sales or purchasing document.					
Document Row Status	The status of the document row that is associated with the blanket agreement.					

i Note

By default, documents are displayed according to the document date, with the oldest one displayed at the bottom and then in ascending sequence according to document number. You can change the display order by using the sort function or the filter function located in the upper icons bar.

Attachments Tab

Use the Attachments tab to manage files used in the blanket agreement.

# Path File Name File Extension File Size Attachment Date Attached By Brow - - - - - - - - Brow - Brow - Brow - - Brow - - Brow - - Brow - - - - Brow -		Gener	ral	Detail	s Docume	nts	At	tachments	Recu	irring Transactions		
Disp	#	Path	File	Name	File Extension	File	Size	Attachmen	t Date	Attached By		Browse
Disp												
												Display
The second												Delete
											w.	

Field	User Action/Description
Path	Displays the path of the attached file.
File Name	Displays the name of the attached file.
File Extension	Displays the extension of the attached file.
File Size	Displays the size of the attached file.
Attachment Date	Displays the date on which the file was attached.

Field	User Action/Description
Attached By	Displays the user who attached the file.

To attach a file to the blanket agreement, choose *Browse*.

To open an attached file, select the file and choose *Display*.

To remove an attached file from the attachments table, select the file and choose *Delete*.

Recurring Transactions Tab

Use the *Recurring Transactions* tab to link recurring transactions templates to the blanket agreement and to view linked recurring transactions that were executed or are waiting to be executed.

Recu	General	Det ates	ails	Docum	ents A	Attachment: Transactior	s <u>R</u> ecu <u>ns</u>	rring Transactions]	
	Template		Туре		Template	Instance	Status	Date	Doc. Total	
		Θ								
					•				•	-
				w						
- 1	٨dd	Can	cel							

Specify the following information:

Field	User Action/Description
Template	To link a recurring transactions template, enter the template code or choose from list. I Note Only templates defined for the same BP as the one in the blanket agreement appear in the list
	agreement appear in the list.
Туре	Displays the type of the selected recurring transactions template.

1 Note

You can link more than one recurring transactions template to the same blanket agreement.

	played in the recurring manadetion table with the following details.
Field	User Action/Description
Template	Displays the recurring transactions template code.
Instance	Displays the instance number of the recurring transaction.
Status	Displays the instance status, whether it has already been executed or not.
Date	Displays the date for which the recurring transaction is set.

To view and track the transactions of any template, select the checkbox to the left of the specific template code. Then the transactions are displayed in the *Recurring Transaction* table with the following details:

Field	User Action/Description
Doc, Total	Displays the total of the document created in the recurring transaction.

1 Note

Executed recurring transactions cannot be removed from the blanket agreement.

Managing Series for Blanket Agreements

You can define different series for customers' blanket agreements separately from vendors' blanket agreements, in the same way you define series for all other documents.

Procedure

1. From the SAP Business One Main Menu choose Administration → System Initialization → Document Numbering.

The Document Numbering - Setup window appears.

Document	Default Series	First No.	Next No.	Last No.
Inventory Transfers	Primary	1	3	
Landed Costs	Primary	1	1	
Inventory Revaluation	Primary	1	1	
Service Call	Primary	1	21	
Production Orders	Primary	1	153	
A/R Down Payment	Primary	1	1	
A/P Down Payment	Primary	1	1	
Inventory Posting	Primary	1	1	
Inventory Opening Balances	Primary	1	1	
Purchase Quotation	Primary	1	2	
Purchase Quotation Group	Primary	1	2	
Sales Blanket Agreement	Primary	1	1	
Purchase Blanket Agreement	Primary	1	1	
Fixed Asset Capitalization	Primary	1	2	
4				•

2. Double-click the *Blanket Agreement - Customer* row or the *Blanket Agreement - Vendor* row for which you want to add new series or update existing ones.

The Series - Blanket Agreements - Customer/Vendor - Setup window appears.

	Number				St	ring					
#	Name	First No.	Next No.	Last No.	Prefix	Suffix	Remarks	Group	Period Ind.	Lock	
Primary	Primary 🕺	1	1					1 .	Default 💌		-
		P <u>a</u> s	te								
		S <u>e</u> le	ect All	<u> </u>							
		Add	l Ro <u>w</u>								
		Tra	nslate								
				-							
											1100
is	play Series Link	ed to Sele	cted Period	(s) Indical	or			All Per	iods "		
	OK	Capital							Call on Dafault		

3. You can set the different attributes for the primary series. To add new series, right-click the row number and choose *Add Row*.

1 Note

The rules for adding and updating series for blanket agreements are the same rules as for all other marketing document series. For more information, see the online help for SAP Business One.

Adding New Blanket Agreements

Procedure

 From the SAP Business One Main Menu, choose Sales A/R → Sales Blanket Agreement or Purchasing A/P → Purchase Blanket Agreement. The Sales/Purchase Blanket Agreement window appears in Find mode.
 Switch to Add mode.

	-						
3P Code			8	No.	Primary 💌	1	
3P Name				Agreemer	nt Method	Items Method	
Contact Person				Start Date	e	01/07/2014	
Felephone No.				End Date	1		
E-Mail				Terminati	ion Date		
				Signing D	Date	01/07/2014	
Description							
Crewel	Dataila	Descurrente			D		
General	Decails	Documents	Attag	Inments	Kecoming transac	uons	
Agreement Type	2	Specific	-	Status		Draft	
Agreement Type	2	Specific	•	Status		Draft	
Agreement Type	e s Specified in	Specific Blanket Agreeme	ent .	<u>Status</u> Owner	r	Draft	
Agreement Type	e s Specified in ability %	Specific	ent 0.000	Status Owner	r :newa <u>l</u>	Draft	
Agreement Type Ignore Price Settlement Prob Remarks	e s Specified in ability %	Specific Blanket Agreeme	ent 0.000	Status Owner Remino	r :newa <u>l</u> der	Draft	

- 2. In the header area, specify the following:
 - o Business partner code or name
 - Agreement method: Items or Monetary
 - o Start date of the agreement
 - End date of the agreement
- 3. Optional: In the *Description* field, enter a short description of the blanket agreement.
- 4. On the General tab, select the agreement type General or Specific and do the following:
 - 1. Specify the status of the agreement.

1 Note

You can create sales and purchasing documents associated with a blanket agreement only if the blanket agreement has the status Approved.

1 Note

To be able to set the blanket agreement status you must have the appropriate authorizations. For more information about the authorizations required, see the document How to Define Authorizations, which you can download from the documentation area of SAP Business One Customer Portal at http://service.sap.com/smb/sbocustomer/documentation.

2. To receive a reminder before the blanket agreement expires, select the Renewal checkbox.

For more information about the individual fields on this tab, see Blanket Agreement Fields, above.

- On the *Details* tab, specify the items, prices, and quantities governed by the agreement, or in the case of a monetary agreement, specify the planned amount and the discount.
 For more information, see *Blanket Agreement Fields*, above.
 - 1 Note

For the same period of time, for each business partner and a certain item, only one approved blanket agreement is allowed to exist. As well, an approved Monetary agreement cannot exist if an approved

Items agreement already exists for the same period of time and the same business partner, and vice versa.

- 6. To enter detailed information, such as the intervals at which items should be released against the blanket agreement, double-click the item line.
 - 1. In the *Row Details Blanket Agreement* window that appears, enter the following mandatory information:
 - Frequency
 - From and To dates
 - o Quantity/Planned Amount
 - o Consume Forecast
 - 2. Choose Update and OK.

For more information, see Blanket Agreement Fields, above.

- 7. To attach the signed agreement document to the blanket agreement in SAP Business One, on the *Attachments* tab, choose the *Browse* button to navigate to and append the file.
- 8. To save the blanket agreement, choose *Add*.

Approving Blanket Agreements

To be able to buy or sell items according to a blanket agreement, the agreement first must be approved.

Procedure

- 1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.
- 2. Open the relevant blanket agreement in *Find* mode.
- 3. Set the status of the blanket agreement to *Approved* and choose *Update*.
- 4. To exit the blanket agreement, choose OK or Cancel.

Copying Blanket Agreements to Marketing Documents

You can copy blanket agreements to and from marketing documents.

1 Note

The copy action lets you save time reentering the items in the marketing document. It does not have any other impact, neither on the blanket agreement nor on the marketing document.

Copy To Procedure

- 1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.
- 2. Open the relevant blanket agreement in *Find* mode.
- 3. Choose the Copy To button, and from the dropdown list, select the relevant document.

1 Note

To copy the blanket agreement to marketing documents, it must be of *Items Method* and its status must be *Approved*.

The blanket agreement date range must be valid for the system date since, by default, this is the date set for the marketing document.

Results

The business partner details and the details of the items are copied from the blanket agreement to the selected target document.

The payment terms selected in the blanket agreement are copied to the marketing document, replacing the default payment terms of the business partner.

Copy From Procedure

- 1. From the SAP Business One *Main Menu*, choose any sales or purchase marketing document.
- 2. Enter a business partner.
- 3. Choose the *Copy From* button and from the dropdown list, select *Blanket Agreement*.

1 Note

In an A/P invoice document, first enter the posting date, then select *Copy From* and choose a blanket agreement.

4. In the *List of Blanket Agreements* window, select the relevant blanket agreement and choose the *Choose* button.

1 Note

The *List of Blanket Agreements* window displays all approved blanket agreements for the specific business partner that are valid for the document's posting date.

5. In the *Draw Document Wizard* window, you can choose whether to draw all data to the marketing document or to customize the data first.

Results

All rows of open items from the blanket agreement are copied to the marketing document.

Changing Blanket Agreements

Procedure

- 1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.
- 2. Open the relevant blanket agreement in *Find* mode.
- 3. Modify the necessary fields and choose *Update*.
- 4. To exit the blanket agreement, choose *OK* or *Cancel*.

1 Note

Blanket agreements with the status *Terminated* or those that were canceled cannot be updated at all. Blanket agreements with the status *Approved* or *On Hold* can be updated only in certain fields. For a detailed list of those fields, see *Updating Blanket Agreements*, below.

Duplicating Blanket Agreements

Procedure

- 1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.
- 2. Open the relevant blanket agreement in *Find* mode.
- Right-click in the agreement and from the dropdown list, select *Duplicate*. Alternatively, from the menu bar, choose *Data* → *Duplicate*.
 The agreement status changes to *Draft*.
- 4. Change details as required.
- 5. To add the new blanket agreement, choose *Add*.

Terminating Blanket Agreements

It is possible to terminate a blanket agreement before it has reached its end date.

Procedure

- 1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement Customer or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.
- 2. Open the relevant blanket agreement in *Find* mode.
- In the *Termination Date* field of the header area, specify the date on which the agreement ceases to be effective and choose *Update*.
 The agreement status changes to *Terminated* and no additional sales or purchase documents can be associated with this agreement.
- 4. To save the changes, choose Update.
- 5. To exit the blanket agreement, choose OK or Cancel.

Canceling Blanket Agreements

Procedure

1. From the SAP Business One Main Menu, choose Sales $A/R \rightarrow$ Sales Blanket Agreement - Customer or Purchasing $A/P \rightarrow$ Purchase Blanket Agreement.

- 2. Open the relevant blanket agreement in *Find* mode.
- 3. Right-click in the agreement and from the dropdown list, select *Cancel*. Alternatively, from the menu bar, choose *Data* \rightarrow *Cancel*.

The agreement status changes to *Cancelled*. No additional actions can be performed in this blanket agreement nor can any document be associated with this agreement.

Other Functionalities

User Defined Fields

To add your own fields to the blanket agreement, from the menu bar, choose $Tools \rightarrow Customization Tools \rightarrow User-Defined-Fields - Management, and under Master Data \rightarrow Blanket Agreement, add the fields.$

For information about how to define user fields, see the document *How to Create User-Defined Fields and Tables*, which you can download from the documentation area of SAP Business One Customer Portal at http://service.sap.com/smb/sbocustomer/documentation.

Printing Blanket Agreements

To print a blanket agreement, use the default Crystal Reports template. To do so, open the relevant blanket agreement and click the *Print* icon, or from the menu bar, choose *File* \rightarrow *Print*.

Adding Blanket Agreements to a Document's Journal Entry

When creating a marketing document, you might want to associate the linked blanket agreement also to the document's journal entry, in order to, for example, enable analysis of financial reports by blanket agreement.

To enable this functionality, there is an option which lets you define that only one blanket agreement is to be linked to a certain document. The number of the blanket agreement then is added to the document's journal entry.

You can activate this setting for only A/P documents or only A/R documents or both.

Prerequisites

From the SAP Business One Main Menu, choose Administration \rightarrow System Initialization \rightarrow Document Settings \rightarrow General tab.

- To apply this functionality to A/P documents, select the *Block Multiple Blanket Agreements for Same A/P Document* checkbox.
- To apply this functionality to A/R documents, select the *Block Multiple Blanket Agreements for Same A/R Document* checkbox.
 - 1 Note

By default, the two checkboxes are not selected, meaning you can link different blanket agreements to the same document and the blanket agreement number is not displayed in the document's journal entry.

Procedure

- 1. Start to create a new marketing document by opening the relevant document in *Add* mode.
- 2. Specify the following information:
 - o Business partner code
 - o Posting date
- 3. SAP Business One automatically associates a valid blanket agreement according to different rules based on the defined settings, as detailed in *Rules for Linking Blanket Agreements* below.

You can manually change the blanket agreement to another valid blanket agreement.

For example, when the settings do not allow multiple blanket agreements in the same period and block multiple blanket agreements in the same documents, then a valid blanket agreement that matches the document's posting date is taken automatically to the *Blan. Agreement* field on *the Accounting* tab.

1 Note

By default, no blanket agreement is associated automatically to a *Purchase Quotation*. You can select a valid blanket agreement manually.

4. Choose items.

1 Note

Once a blanket agreement is associated to the document's header on the *Accounting* tab, you can choose only items that are valid in the associated blanket agreement.

1 Note

When you select the setting *Block Multiple Blanket Agreements for Same Document, the Blanket Agreement* column in the document's row is disabled and you cannot choose a blanket agreement in the row level or change the value in this column.

5. To save the document, choose Add and OK.

Results

The number of the valid blanket agreement is displayed in the *Blan. Agreement* field, which is located on the *Accounting* tab of the document.

• The document's blanket agreement number is displayed in the *Blan. Agreement* field, which is located in the header of the document's journal entry.

1 Note

The Blan. Agreement field in the document header and in the journal entry header is displayed only when Block Multiple Blanket Agreement for Same Document is selected on the General tab in Administration \rightarrow System Initialization \rightarrow Document Settings

Other Functionalities

- **Payment Terms** When you select the *Block Multiple Blanket Agreements for Same Document* setting, you can set payment terms in the blanket agreement, and then the following rules are applied:
 - When a blanket agreement with payment terms is associated automatically to a document header or is chosen manually in a document, the payment terms from the blanket agreement, instead of the existing document's payment terms, are set in the document.
 - When you clear the blanket agreement from the document header, the payment terms are refreshed from the business partner master data.
 - When you replace the document's current blanket agreement with another one, payment terms are refreshed with the payment terms in the new selected blanket agreement.

1 Note

When you deselect the *Block Multiple Blanket Agreements for Same Document* setting, the payment terms selected in the blanket agreements are removed. A relevant message is displayed before the payment terms are removed.

• **Copy From/ Copy To** - When using the *Copy From* functionality, you can select only documents with the same associated blanket agreement in the header.

1 Note

You can display the blanket agreement number of the document in the list of documents window when copying the document using the *Copy From* button.

• Document Generation Wizard -

- In the *Document Generation Wizard* you can select documents by blanket agreement criteria. Then the base documents are restricted to the selected blanket agreement.
- Documents with different blanket agreements in their headers are not consolidated, no matter which consolidation options are selected in the wizard.
- Blanket Agreement in Reports Selection Criteria You can generate some accounting reports and financial reports by blanket agreement. In addition, you can display the blanket agreement number in the results of the General Ledger report and of the Document Journal report.

Allowing Multiple Blanket Agreements for the Same BP and the Same Period

You can decide to allow multiple blanket agreements for the same business partner, for the same period, and even for the same item, as a result of which you would get more flexibility when pricing goods and services.

For example, you can create different blanket agreements for the same business partner, same period, and same item, where the price is set differently according to the payment terms defined in the blanket agreement.

1 Note

The Payment Terms field in the Blanket Agreement window is available only when the setting Block Multiple Blanket Agreement in Same Document is selected. For more information about this setting and about the Payment Terms field, see Adding Blanket Agreement to Document's Journal Entry above.

Example

Ability to define different prices according to the blanket agreement's payment terms:

Blanket agreements No. 1 and No.2 are created for the same business partner, for the same period, and for the same item.

In blanket agreement No. 1, payment terms A are selected and in blanket agreement No. 2 payment terms B are selected.

Blanket agreement No. 1 - When the delivered goods are to be paid for after 1 month, according to the blanket agreement's payment terms (A), the discount is set to 5%.

Blanket agreement No. 2 - When the delivered goods are to be paid for after 2 months, according to the blanket agreement's payment terms (B), the discount is set to 4%.

After you set to allow multiple blanket agreements, you can define a default blanket agreement for each business partner in *Business Partner Master Data* \rightarrow *Payment Terms* tab or in the blanket agreement itself.

Prerequisites

You have selected the Allow Multiple Blanket Agreements for Same Period checkbox in Administration \rightarrow System Initialization \rightarrow General Settings \rightarrow BP tab. By default this checkbox is not selected.

1 Note

You can deselect this checkbox, but only when there are no multiple approved blanket agreements for any business partner.

Procedure

- 1. Add at least 2 blanket agreements for the same business partner and for the same period and item (or any other combination of those parameters).
- 2. Approve those blanket agreements.
- 3. Set one of the defined blanket agreements as the default.

i Note

Only an approved blanket agreement can be defined as Default.

i Note

When you select the *Set as Default* field in **any blanket agreement**, the *Dflt Blanket Agreement* field on the *Payment Terms* tab in the *Business Partner Master Data* window is updated automatically with the number of the blanket agreement (also when you update the default blanket agreement number in the *Business Partner Master Data* the *Set as Default* field in the relevant blanket agreement is selected automatically).

1 Note

Both the Set as Default field in the Blanket Agreement window, and the Dflt Blanket Agreement field in the Business Partner Master Data window are displayed only when the setting Allow Multiple Blanket Agreements for Same Period is selected.

4. Go to any marketing document and choose the business partner from the defined blanket agreements.

Results

For any added new row in the document, the default blanket agreement is taken automatically according to the following rules:

- When the default blanket agreement is of *Monetary* method, it is taken to the document's row if the blanket agreement dates are valid for the document's posting date.
- When the default blanket agreement is of *Items* method, it is taken to the document's row if it is valid for the document's posting date and if the item matches the item from the blanket agreement and the row status is not closed.

1 Note

The default blanket agreement can be changed manually to another valid blanket agreement.

Purchasing Goods Related to a Blanket Agreement

You negotiated a blanket agreement with your vendor governing the purchase of a certain number of goods at a certain price or of a certain total amount with a certain discount, over a certain period of time. To record purchasing transactions in relation to the blanket agreement, you create purchasing documents such as purchase orders or invoices that are linked to the blanket agreement.

In addition, you can set up recurring transactions to support the recurring purchasing transactions governed by the blanket agreement. For more information, see *Recurring Transactions*, below.

Prerequisites

A blanket agreement exists for the business partner and the specific item (in the case of an Item Method agreement), and the posting date of the purchasing transaction falls into the validity period of the agreement.

Procedure

- 1. Start to create a new purchasing document, for example, a purchase order or goods receipt PO, by opening a purchasing document in *Add* mode.
- 2. Specify at least the following information:
 - o Vendor code
 - o Posting and delivery date
 - o Item code (or amount, in the case of a Service type document)
 - o Quantity (only in the case of an Item type document)

SAP Business One checks whether a blanket agreement exists for this vendor, one that is valid on the specified posting date, and in the case of an items agreement, also covers the desired items. If there is such an agreement, the application enters the blanket agreement number into the Blanket Agreement column for each item/row. If the blanket agreement type is Specific, it also inserts the unit prices agreed upon in the blanket agreement type is General, the prices in the blanket agreement are ignored and price is set by the prices hierarchy.

1 Note

If the item quantity you have entered is larger than the open quantity of the blanket agreement, or if the unit price you have entered is different from the price in the blanket agreement, a relevant system message appears in the status bar. You can decide whether to proceed with the data you have entered or to change it according to the blanket agreement before adding the document.

1 Note

When a valid monetary agreement exists and the price in the price list is zero, or when the document type is Service, the blanket agreement is linked to the document line, but the discount from the blanket agreement is not drawn into the line.

3. If required, specify any additional data.

1 Note

When you perform an action that triggers price updating, such as changing payment terms in the document, the price update will be done only for lines which have no linked blanket agreement. The reason for this behavior is that the prices defined in the blanket agreement have the highest hierarchy of all prices.

4. To save the document, choose Add and OK.

1 Note

When copying documents (*Copy From*, *Copy To*), the linked blanket agreement from the base document is copied to the target document by default, even when the target document posting date is out of the date range of the linked blanket agreement. Before adding the target document, you can decide whether to:

- o Leave this blanket agreement for the target document
- o Manually choose a blanket agreement that complies with the target document posting date
- o Remove the linked blanket agreement completely

If you choose a different blanket agreement for the target document, the document data will not be reflected in the blanket agreement of the base document.

1 Note

When copying (*Copy From*) more than one document with different header discounts into a target document, the header discount is applied on the line discount. When a monetary agreement is linked to the base document, the line discount in the target document includes the blanket agreement discount and the header discount from the base document.

Result

SAP Business One creates a purchasing document associated with a blanket agreement. If the document involves inventory movement, the purchasing document has the following impact on the blanket agreement:

- Increases the cumulative quantity and cumulative amount
- Decreases the open quantity and open amount

1 Note

In the event that you change the price in a target document, and the base document has already updated the cumulative amount in the linked blanket agreement, the resulting delta in the price is also updated in the cumulative amount when adding the target document.

Example

The following blanket agreement was created for vendor V10000:

3P Code	📫 V100	00		No. Primary		1	1		
3P Name	Acme	Associates		Agreement Method		Items M	lethod		
Contact Perso	on 🔿 Sarah	🔿 Sarah Kierl 🛛 💌			ate	01/01/2	014		
Felephone No	o. 555-0	151		End Da	te	03/31/2	014		
E-Mail sarah,kierl@acme,sap.com		Termin	ation Date						
				Signing	Date	01/01/2	014		
Description								Ì	
Ge <u>n</u> era	I Det <u>a</u> ils	D <u>o</u> cuments	Atta	<u>c</u> hments	<u>R</u> ecurring 1	ransactions			
Ge <u>n</u> era	I Det <u>a</u> ils	D <u>o</u> cuments	Atta	chments	Recurring 1	ransactions			
# Item No 1 ⇒ A000	01 Planned Qu	30.00 \$.umulati	ve Q	Lumulative Am	0pen Qu 100	Open Am 3.000.00 \$		
2									
	100					100	3,000.00 \$		

Then the following goods receipt PO was created for vendor V10000:

1000	Is Receipt PO								
/end	or	V10000		1	lo. Prima	ry	417		
Name		Acme Assoc	iates	9	Status		Open		
Conta	act Person	📫 Sarah Kierl	•	Posting Date			01/07/2014		
/end	or Ref. No.			1)ue Date		01/31/2014		
.ocal	Currency	*		[Ocument Date	•	01/07/2014		
	Contents		Logistics		Accounting		Attachments		
Iter	n/Service Type	Item	-	1	- Summary: Typ	he	No Summary	*	
#	Item No.	Quantity	Unit Price	To	tal (LC)	Blanke	t Agreement No.		
	A00001	,		0.00.4	150.00				
-				0100 \$	150100				
uye	,	James Chan	*	I	otal Before Di	scount		150.00	
wne	er -			0	Discount	%			
				F	Freight				
				[Ro <u>u</u> nding				
				1	ax			12.38 \$	
				1	otal Payment	Due		162.38 \$	
ema	rks								

 $_{\odot}$ $\,$ The price 30\$ was taken from the valid blanket agreement and displayed in blue.

o The blanket agreement number 1 with link arrow was displayed automatically.

The same blanket agreement for vendor V10000 was updated accordingly:

	ode	📫 V100	000		No.	Primary	1	1 Items Method		
3P N	ame	Acm	e Associates		Agreeme	ent Method	Items M			
Cont	ntact Person 💛 Sarah Kierl 💌		-	Start Date			01/01/2014			
Telep	hone No.	ne No. 555-0151			End Date	e	03/31/20	014		
E-Ma	-Mail sarah.kierl@acme.sap.com		ap.com	Terminal	tion Date					
					Signing	Date	01/01/20	014		
)esc	ription									
_										
	Ge <u>n</u> eral	Det <u>a</u> ils	Documents	Atta	chments	<u>R</u> ecurring Tran	nsactions			
#	Item No.	Planned Qu	Unit Price	Cumulatin	ve Q C	umulative Am	Open Qu	Open Am		
1	📫 A00001	100	30.00 \$		5	150.00 \$	95	2,850.00 \$	4	
2										
									1	

- \circ $\;$ The cumulative quantity was increased to 5.
- The cumulative amount was increased to 150\$.
- The open quantity was reduced to 95.
- The open amount was reduced to 2,850\$.

Selling Goods Related to a Blanket Agreement

You negotiated a blanket agreement with your customer governing the sale of a certain number of goods at a certain price, or of a certain total amount with a certain discount, over a certain period of time. To record sales transactions in relation to the blanket agreement, you create sales documents such as deliveries or invoices that are linked to the blanket agreement.

In addition, you can set up recurring transactions to support the recurring sales transactions governed by the blanket agreement. For more information about recurring transactions, see *Recurring Transactions*, below.

Prerequisites

A blanket agreement exists for the business partner, and the posting date of the sales transaction falls into the validity period of the agreement.

Procedure

- 1. Start to create a new sales document, for example, a sale order or delivery, by opening a sales document in *Add* mode.
- 2. Specify at least the following information:
 - o Customer code
 - o Posting and delivery date
 - o Item code (or amount, in the case of a Service type document)
 - o Quantity (only in the case of an Item type document)

SAP Business One checks whether a blanket agreement exists for this customer, one that is valid at the specified posting date and covers the desired items. If there is such an agreement, the application enters the blanket agreement number into the *Blanket Agreement* column for each item. If the blanket agreement type is *Specific*, it also inserts the unit prices agreed upon in the blanket agreement. If the blanket agreement type is *General*, the prices in the blanket agreement are ignored and price is set by the prices hierarchy.

1 Note

If the item quantity you have entered is larger than the open quantity of the blanket agreement, or if the unit price you have entered is different from the price in the blanket agreement, a relevant system message appears in the status bar. You can decide whether to proceed with the data you have entered, or to change it according to the blanket agreement, before adding the document.

3. If required, specify any additional data.

1 Note

When you perform an action that triggers price updating, such as changing payment terms in the document, the price update will be done only for lines which have no linked blanket agreement. The reason for this behavior is that the prices defined in the blanket agreement have the highest hierarchy of all prices.

4. To save the document, choose Add and OK.

1 Note

For a sales bill of materials, the blanket agreement can be linked only to a parent item. The price from the blanket agreement is inserted into the parent item line when the blanket agreement is of type Specific and the *Price* and *Total for Parent Item Only* checkbox in document settings is selected.

1 Note

When copying documents (Copy From, Copy To), the linked blanket agreement from the base document will be copied to the target document by default, even when the target document posting date is out of the date range of the linked blanket agreement. Before adding the target document, you can decide whether to:

- o Leave this blanket agreement for the target document
- o Manually choose a blanket agreement that complies with the target document posting date
- o Remove the linked blanket agreement completely

Note that if you choose a different blanket agreement for the target document, the document data will not be reflected in the blanket agreement of the base document.

Result

SAP Business One creates a sales document associated with a blanket agreement. If the document involves inventory movement, the sales document has the following impact on the blanket agreement:

- Increases the cumulative quantity and cumulative amount
- Decreases the open quantity and open amount

1 Note

In the event that you change the price in a target document, and the base document has already updated the cumulative amount in the linked blanket agreement, the resulting delta in the price is also updated in the cumulative amount, when adding the target document.



The following blanket agreement was created for customer C20000:

BP Code	C2000	0		No.	Primary	1			
BP Name	Maxi-1	Teq		Agreer	nent Method	Ite	ms Me	ethod	
Contact Person	📫 Max T	eq	•	Start D	ate	01	/01/20	014	
Telephone No.	555-03	137		End Da	ate	12,	/31/20	014	
E-Mail	max.te	eq@maxi-teq.sa	ap.con	Termin	iation Date				
				Signin	g Date	01	/01/20	014	
Description									Ż
			Y				_		
Ge <u>n</u> eral	Det <u>a</u> ils	D <u>o</u> cuments	Atta	chments	Recurring	; Transaction	20		
# Item No.	Planned Qu	Unit Price 0	Cumulativ	re Q	Cumulative Am	Open G	2u	Open Am	
# Item No. 1 ⇒ A00001	Planned Qu 70	Unit Price (Cumulativ	re Q	Cumulative Am	Open G	u 70	Open Am 2,800.00 \$	
# Item No. 1 ⇒ A00001 2	Planned Qu 70	Unit Price (40.00 \$	Eumulativ	re Q	Cumulative Am	Open Q	2u 70	Open Am 2,800.00 \$	1
# Item No. 1 ⇒ A00001 2	Planned Qu 70	Unit Price (40.00 \$	Cumulativ	re Q	Cumulative Am	Open G	20 70	Open Am 2,800.00 \$	1
# Item No. 1 → A00001 2	Planned Qu 70	Unit Price (40.00 \$	Eumulativ	re Q	Cumulative Am	Open G	20 70	Open Am 2,800.00 \$	2
 # Item No. 1 ⇒ A00001 2 	Planned Qu 70	Unit Price (40.00 \$	Cumulativ	re Q	Cumulative Am	Open G	2u 70	Open Am 2,800.00 \$	
 # Item No. 1 ⇒ A00001 2 4 4<td>Planned Qu 70</td><td>Unit Price (40.00 \$</td><td>Cumulativ</td><td>/e Q</td><td>Cumulative Am</td><td> Open G</td><td><u>2</u>u 70</td><td>Open Am 2,800.00 \$</td><td></td>	Planned Qu 70	Unit Price (40.00 \$	Cumulativ	/e Q	Cumulative Am	Open G	<u>2</u> u 70	Open Am 2,800.00 \$	
# Item No. 1 ↔ A00001 2	Planned Qu 70	Unit Price (40.00 \$	Cumulativ	re Q	Cumulative Am	Open G	20	Open Am 2,800.00 \$	
# Item No. 1 ↔ A00001 2	Planned Qu 70	Unit Price (Ξumulativ	re Q	Cumulative Am	Open G	20	Open Am 2,800.00 \$	

Then the following A/R invoice was created for customer C20000:

Eustomer 🛛	⇒⊂20000		No. Primary	352	
lame	Maxi-Teq		Status	Open	
Iontact Person 🛛 🗧	🔶 Max Teq		Posting Date	01/07/2014	
Eustomer Ref. No.			Due Date	02/06/2014	
ocal Currency	•		Document Date	01/07/2014	
Contents	L	ogistics	Accounting	Attachme	nts
- Item/Service Type	Item		Summary Type	No Summary	*
# Item No.	Quantity	Unit Price	Total (LC)	Blanket Agreemer	nt No.
1 📫 A00001		8 40.	00 \$ 320.0	0\$ 📫 1	
1 🔿 A00001		8 40.	00 \$ 320.0	0 \$ 📫 1	A
1 🔿 A00001		8 40,	00 \$ 320.0	0 \$ 🔿 1	A
1 🔿 A00001		8 40,	320.0	0 \$ 📫 1	
1 🔿 A00001		8 40.	00 \$ 320.0	0 \$ > 1	
1 ↔ A00001		8 40.	00 \$ 320.0	0 \$ > 1	×
1 -> A00001	Sales Manager	8 40. 	00 \$ 320.0	unt	320.00 :
1 A00001	Sales Manager	8 40.	00 \$ 320.0	unt%	320.00 :
1 A00001	Sales Manager	€€ € €	Total Before Discount Total Down Payme	unt%	320.00 s
1 A00001	Sales Manager	€ €	Total Before Discou Discount Total Down Payme Freight	unt %	320.00 :
A00001	Sales Manager	8 40.	Total Before Discou Discount Total Down Payme Freight Roynding	0 \$ > 1	320.00 :
A00001	Sales Manager	8 40.	Total Before Discou Discount Freight Roynding Tax	unt 96 ant	320,00 :
A00001	Sales Manager	▼ =	Total Before Discou Discount Total Down Payme Freight Roynding Tax Total	unt %	320.00 s 19.20 s 339.20 s
A00001	Sales Manager		Total Before Discou Discount Total Down Payme Freight Roynding Tax Total Applied Amount	unt %	320.00 s

 $_{\odot}$ The price 40\$ was taken from the valid blanket agreement and displayed in blue.

• The blanket agreement number 1 with link arrow was displayed automatically.

The same blanket agreement for customer C20000 was updated accordingly:

		20000	0		No.	Primary	1		
P Name	l.	vlaxi-T	eq		Agreen	ent Method	Items Me	ethod	
Iontact Persor	n 📫	vlax Te	eq		Start D	ate	01/01/20	14	
elephone No	5	55-01	37		End Da	te	12/31/20	14	
-Mail	r	nax.te	q@maxi-teq.	.sap.con	Termin	ation Date			
					Signing) Date	01/01/20	14	
escription									
Ge <u>n</u> eral	Det <u>a</u> il:	5	D <u>o</u> cuments	Atta	chments	Recurring Tra	nsactions		
# Item No.	Planned Q	u	Unit Price	Cumulatin	ve Q	Cumulative Am	Open Qu	Open Am	
1 📫 A0000	1	70	40.00 \$		8	320.00 \$	62	2,480.00 \$	
-					_				
<u> </u>									
<u>-</u>									
<u>-</u>									

- The cumulative quantity was increased to 8.
- The cumulative amount was increased to 320\$.
- The open quantity was reduced to 62.
- The open amount was reduced to 2,480\$.

Related Modules

Recurring Transactions

Certain business transactions recur on a regular basis. For example, every month a company orders a stack of copying paper from their vendor. You can define templates for such recurring transactions using regular sales and purchasing document drafts. The templates contain the required business partner, item, accounting, and shipping information as well as any associated blanket agreement.

In order to have a blanket agreement associated in the recurring transaction template, the draft document's posting date must be within the date range of the blanket agreement.

Procedure

From the SAP Business One Main Menu, choose Sales - A/R / Purchasing - $A/P \rightarrow$ Recurring Transactions Templates and define your template by adding a draft document.

Result

The blanket agreement is automatically associated to the recurring posting as long as the next execution is not beyond the blanket agreement's end date.

When the execution date of the recurring posting is beyond the blanket agreement's end date, the recurrent posting fails and is not added.

Example

The date range of blanket agreement No. 2 is from January 1, 2014 until March 31, 2014.

ale	s Blanket	Agreemer	nt					_	
вр с	Iode		40000		No.	Primary	2		
BP N	lame	E	arthshaker Corpo	oration	Agreer	ment Method	Items M	lethod	
Con	tact Person	i 🔿 🖪	ob McKensly		Start D	ate	01/01/2	014	
Telej	phone No.	55	55-0122		End Da	ate	03/31/2	014	
E-M	ail	Ь	ob.makensly@ear	rthshake	Termin	ation Date			
					Signin	g Date	01/07/2	014	
_				T					
	Gamaral	Dataile	Desuments	A		Pecturying Tr	annations		
#	Ge <u>n</u> eral Item No	Det <u>a</u> ils	Documents	Atta	a <u>c</u> hments	Recurring Tr	ansactions	Open ém	
#	Ge <u>n</u> eral Item No.	Det <u>a</u> ils Planned Qu	Documents	Atta Cumulati	a <u>c</u> hments ive Q	<u>R</u> ecurring Tr Cumulative Am	Open Qu	Open Am	
#	Ge <u>n</u> eral Item No. A00001	Det <u>a</u> ils Planned Qu	Documents u Unit Price 30 300.00 \$	∐ Atta Cumulati	a <u>c</u> hments ive Q	<u>R</u> ecurring Tr Cumulative Am	Open Qu 30	Open Am 9,000.00 \$	
# 1 2	Ge <u>n</u> eral Item No.	Det <u>a</u> ils Planned Qu	Documents u Unit Price 30 300.00 \$	Cumulati	a <u>c</u> hments ive Q	Recurring Tr	open Qu 30	Open Am 9,000.00 \$	*
# 1 2	Ge <u>n</u> eral Item No. ➡ A00001	Det <u>a</u> ils Planned Qu	Documents u Unit Price 30 300.00 \$	Cumulati	a <u>c</u> hments ive Q	<u>R</u> ecurring Tr Cumulative Am	Open Qu 30	Open Am 9,000.00 \$	
# 1 2	Ge <u>n</u> eral Item No. ➡ A00001	Det <u>a</u> ils Planned Qu	Documents u Unit Price 30 300.00 \$	Att. Cumulati	a <u>c</u> hments ive Q	<u>R</u> ecurring Tr	Open Qu 30	Open Am 9,000.00 \$	•

A recurring transaction of Invoice was defined for the related customer and item of blanket agreement No. 2, for the first of each month.

Once the draft invoice's posting date is in the date range of the blanket agreement, blanket agreement No.2 is automatically associated to the recurring transaction template.

•	Template	Тур	e	Doc No.	Recurrence	Period	Recurrence	Date	Start Date	Next E	xe	
1		A/R	Invoice '	🕶 📫 353 🤅	Monthly	*	On 1	•	01/07/2014	02/01/	2014 🔶	
		A/R	Invoices - Ter	mplate - 1	1							
		Cus	tomer	⇒⊂40000)			No.	Primary	▼ 353		
		Nam	ne -	Earths	haker Corpor	ation		Status		Draf	t I	
		Con	tact Person	👄 🔿 Bob M	cKensly		▼ (Ξ)	Posting	g Date	01/0	1/2014	
		Cus	tomer Ref. No.					Due Da	ate	01/3	1/2014	
		Loca	al Currency	*				Docum	ient Date	01/0	1/2014	
		ſ	Contents		Logisti	cs		Accou	nting		Attachments	
		Г	em/Service Type	There			*	Suppr		No.9		*
		#	Item No.	Quan	ltity	Unit Prie	ce	Total	(LC)	Blanket	Agreement No.	
		1	A00001		10		200.00 #		2 000 00 4		-	
	date	Esla	Employee	Carbi	- 141							-
		Owr	s Employee	Sophie	e kiogg			Total B	efore Discount		3	,000.00 \$
		0						Discour	nt i	%		
								Total D	own Payment			
									unding			
								L KO	unaing			270.00.4
			Payment Order Ru	In				Total		_	-	270.00 4
		Rem	arks					Applied	1 Amount		-	,270,000 \$
								. applied				
								Balance	e Due			.270.00 \$

On the first of each month, an invoice can be added automatically via the recurring transaction. On April 1, 2014, if you try to add the invoice via a recurring transaction, a message notifies you that the associated blanket agreement is not valid and the recurring invoice cannot be added.

For more information about recurring transactions, see the Online Help for SAP Business One.

Cash Flow

Approved blanket agreements for which item details (shipment information) were set, could be considered in the cash flow as part of the financial forecast.

Procedure

 From the SAP Business One Main Menu, choose Financials → Financial Reports → Financial → Cash Flow. The Cash Flow - Selection Criteria window appears:

									_		
te	From 01/01/2014	To 01/31/2014	Cash	Credit Card		Checks	Bus	iness Partner			
ne Interval	Weekly	•	# X Accou	unt							
Add Rect	urring Postings		1 x 📫 11	100000-01-001-01 -	- Ca	sh on Hand (H	io, usi	A, GA)			
Add Jour	nal Vouchers		2 x -> 112	200000-01-001-01	- Ca	sh at Bank - ⊂	heckin	1 (HO, USA, G	5A)		
⊂onsider	Delays in Payments		$4 \times \rightarrow 112$	220000-01-001-01 -	- Ca - Ca	sh at Bank - P. sh at Bank - S.	avroli (avinds	HO, USA, GA (HO, USA, GA	ú –		
Display F	ully Reconciled Postin	gs	5 x 🔿 112	230000-01-001-01 -	- Ca	sh at Bank - ⊂	redit C	ard (HO, USA,	, GA)		
Add Blan	ket Agreements	-	6 x ⇒ 114	400000-01-001-01 -	- Cr	edit Card Clear	ring (H	D, USA, GA)			
Add Marl	keting Documents										
Add Doc	ument Drafts										
Add Recu	urring Transactions		Opening Ba	lance							
			Calculate Or	pening Balance							
			Project	From				🗐 To			_
			Project Blanket Agreeme	From From		1		To To			
			Project Blanket Agreeme	From Int From				🗐 To To			
ude Proje	acted Postings		Project Blanket Agreeme	From Int From				🥃 То То			
<u>ude Proi</u> e	<u>ected Postings</u> Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From int From Security Level		Recurrence F)eriod	To To Recurrence E	Date	Valid Until	
<u>ude Proje</u> Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From ent From Security Level Cash Account	•	Recurrence F	Period	To To Recurrence D	Date	Valid Until	
lude Proje Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From Int From Security Level Cash Account Cash Account	•	Recurrence F One Time One Time	Period	To To Recurrence E	Date	Valid Until	
l <u>ude Proj</u> e Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From ant From Security Level Cash Account Cash Account Cash Account	•	Recurrence F One Time One Time One Time	Period •	To To Recurrence E	Date	Valid Until	
lude Proje Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From ent From Security Level Cash Account Cash Account Cash Account Cash Account	* *	Recurrence F One Time One Time One Time One Time	Period	To To Recurrence D	Date	Valid Until	
lude Proje Date	Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From Security Level Cash Account Cash Account Cash Account Cash Account Cash Account	* *	Recurrence F One Time One Time One Time One Time One Time	Period • • •	To To	Date	Valid Until	
lude Proje Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From From Security Level Cash Account Cash Account Cash Account Cash Account Cash Account	* *	Recurrence F One Time One Time One Time One Time One Time One Time	Period * * *	To To Recurrence [Date	Valid Until	
lude Proje Date	ected Postings Description	Incoming Total	Project Blanket Agreeme Outgoing Amount	From Security Level Cash Account Cash Account Cash Account Cash Account Cash Account Cash Account Cash Account	* *	Recurrence F One Time One Time One Time One Time One Time One Time	Period * * * *	C To To Recurrence D	Date	Valid Until	

2. Select the Add Blanket Agreements checkbox and all other relevant data and choose OK.

Result

In the cash flow window, the approved blanket agreements with customers that contain row details are part of the Customer Liabilities, while the approved blanket agreements with vendors that contain row details are part of the Debts to Vendors.

The forecast value is calculated according to the information in the *Row Details - Blanket Agreement* form, including the quantity/planned amount, unit price, frequency, from date and to date.

The amount of the invoice line items that are linked to agreements is deducted from the agreement value in the cash flow, and the amount of the credit memo line items that are linked to agreements, is added to the agreement value in the cash flow.

Example

The following blanket agreement was created for customer C03, for a quantity of 300 and at a 100 EUR unit price, including the information in the *Row Details* - *Blanket Agreement* form, a quantity of 100 per month:

BD (Code	\Rightarrow	203			No	ы. Г	Prin	nary		8						
BP I	Name		AO Comp	uters		Ag	reement l	Met	hod		Items M	ethod					
Сог	ntact Person		Allen Hork	c 🔻	1	Sta	art Date				01.10.20	10					
Tele	phone No.	2	58-68458	96		En	d Date				31.12.20	10					
E-M	lail	a	allen@ao.c	:om		Te	rmination	Da	te								
Des	cription				F	lov	/ Detail	s -	Blan	ket Ag	reeme	nt					C
C				. 1		#	Frequen	су	Fr	То	Item	Item	Release	Qua	War	Free Text	
	General	Details	: Do	cuments	91	1	Monthly	*	01.10.	31.10.20	1002	1002	1	100			
#	Item No.	Planned Qu	antity	Unit Price		2	Monthly	Ŧ	01.11.	30.11.20	1002	1002	2	100			
1	⇒ 1002		300	100,00 EU	2	3	Monthly	Ŧ	01.12.	31.12.20	1002	1002	3	100			
2						4	Monthly				1002	1002					
																	7
														300			
			300														a.

The monthly calculated forecast value is 100EUR*100=10,000EUR and the blanket agreement is displayed in the cash flow as follows:

Date From 01.10.2010 To 31.12.2010 I C gah Account I C gheks I gutomer Liabilities I Debt to Vendors Due Date Origin Reference GL Account/BP Remarks Debt Credit Total Balance Security Level I Image: Customer Liabilities Image: Customer										Cash Flow
✓ Cgsh Accounts ✓ Credit ✓ Cpecks ✓ Quotomer Liabilities ✓ Debts to Vendors Due Date Origin Reference G/L Account/BP<							31.12.2010	010 To	01.10.20	Date From
Due Date Origin Reference G/L Account/BP Remarks Debit Credit Total Balance ● Scurity Level ● ● Cuttomer Liabilities ●				Vendors	✔ Debt <u>s</u> to	✓ ⊆ustomer Liabilities	✓ Checks	<u>r</u> edit	s 🔽 C	✓ C <u>a</u> sh Account
Security Level Image: Customer Liabilities Image: Cus		Balance	Total	Credit	Debit	Remarks	G/L Account/BP	Reference	Origin	Due Date
01.10.2010 ⇒ BA 8 ⇒ C03 Blanket Agreement - C03 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR Security Level Customer Liabilities 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR Security Level Debts to Vendors Debts to Vendors 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR Security Level Customer Liabilities 10.000,00 EUR 10.000,00 EUR 20.000,00 EUR 01.11.2010 ⇒ BA 8 ⇒ C03 Blanket Agreement - C03 10.000,00 EUR 20.000,00 EUR Security Level Customer Liabilities 10.000,00 EUR 20.000,00 EUR 20.000,00 EUR Security Level Debts to Vendors 20.000,00 EUR 20.000,00 EUR 20.000,00 EUR Security Level Debts to Vendors 10.000,00 EUR 20.000,00 EUR 20.000,00 EUR 20.000,0						Customer Liabilities				 Security Level
Security Level Customer Liabilities 10.000,00 EUR 10.000,00 EUR 30.11.2010 Debts to Vendors 10.000,00 EUR 10.000,00 EUR 30.11.2010 Total 31.10.2010 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR Security Level Credit 10.000,00 EUR 10.000,00 EUR O1.11.2010 BA 8 © C03 Blanket Agreement - C03 10.000,00 EUR 20.000,00 EUR Security Level Customer Liabilities 10.000,00 EUR 20.000,00 EUR 20.000,00 EUR Security Level Debts to Vendors 10.000,00 EUR 20.000,00 EUR 20.000,00 EUR Security Level Debts to Vendors 20.000,00 EUR 20.000,00 EU	UR	10.000,00 EUR	10.000,00 EUR		10.000,00 EUR	Blanket Agreement - C03	C03	8	📫 BA	01.10.2010
Security Level Control Debts to Vendors Image: Control of the cont			10.000,00 EUR		10.000,00 EUR	Customer Liabilities				
Security Level Cash Accounts 10.000,00 EUR 10.000,00 EUR 10.000,00 EUR 30.11.2010 Cash Accounts Cash Accounts Cash Accounts 10.000,00 EUR 10.000,00 EUR Security Level Cash Accounts Cash Accounts Cash Accounts 10.000,00 EUR 10.000,00 EUR Security Level Credit Checks Cash Accounts Cash Accounts 10.000,00 EUR 10.000,00 EUR Security Level Customer Liabilities Custom	TI IR	10.000.00 ELIR				Debts to Vendors				Security Level
> 30.11.200 > 10.100,00 > 10.100,00 > 10.100,00 > 10.100,00 > 10.000,00	UR	10.000,00 EUR	10.000,00 EUR		10.000,00 EUR	Total 31.10.2010				Secony cores
→ 30.11.2010 → → → → → → → → → → → → → → → → → → →										
Security Level Cash Accounts Cash A										▼ 30.11.2010
Security Level Credit Credit Image: Constraint of the constrain	UR	10.000,00 EUR				Cash Accounts				Security Level
Security Level Checks Classifier 10.000,0 9 Security Level Customer Liabilities 20.000,00 <td>UR</td> <td>10.000,00 EUR</td> <td></td> <td></td> <td></td> <td>Credit</td> <td></td> <td></td> <td></td> <td>Security Level</td>	UR	10.000,00 EUR				Credit				Security Level
Security Level Customer Liabilities 10.000,00 EUR 20.000,00 EUR 01.11.2010 BA 8 C03 Blanket Agreement - C03 10.000,00 EUR 20.000,00 EUR Security Level Customer Liabilities 10.000,00 EUR 10.000,00 EUR 20.000,00 EUR Security Level Debts to Vendors Customer Liabilities 20.000,00 EUR 20.000,00 EUR Security Level Total 30.11.2010 10.000,00 EUR 20.000,00 EUR 20.000,00 EUR	UR	10.000,00 EUR				Checks				Security Level
01.11.2010 ➡ BA 8 ➡ C03 Blanket Agreement - C03 10.000,00 EUR 10.000,00 EUR 20.000,00 Customer Liabilities 10.000,00 EUR 10.000,00 EUR 20.000,00 20.000,00 Security Level Debts to Vendors 20.000,00 EUR 20.000,00 EUR 20.000,00 ▼ 31.12.2010 10.000,00 EUR 10.000,00 EUR 20.000,00 20.000,00						Customer Liabilities				 Security Level
Security Level Customer Liabilities 10.000,00 EUR 10.000,00 EUR Security Level Debts to Vendors 20.000,00 20.000,00 → 31.12.2010 10.000,00 EUR 10.000,00 EUR 20.000,00	UR	20.000,00 EUR	10.000,00 EUR		10.000,00 EUR	Blanket Agreement - C03	📫 C03	8	📫 BA	01.11.2010
Security Level Debts to Vendors 20.000,0 Total 30.11.2010 10.000,00 EUR 10.000,00 EUR 20.000,0 ▼ 31.12.2010 10.000,00 EUR 10.000,00 EUR 20.000,00			10.000,00 EUR		10.000,00 EUR	Customer Liabilities				
Total 30.11.2010 10.000,00 EUR 10.000,00 EUR 20.000,00 ▼ 31.12.2010 ■	IUR	20.000,00 EUR				Debts to Vendors				Security Level
▼ 31.12.2010	(UR	20.000,00 EUR	10.000,00 EUR		10.000,00 EUR	Total 30.11.2010				
										▼ 31.12.2010
Security Level Cash Accounts 20.000,07	UR	20.000,00 EUR				Cash Accounts				Security Level
Security Level Credit 20.000,07	JUR	20.000,00 EUR				Credit				Security Level
Security Level Checks 20.000,07	JUR	20.000,00 EUR				Checks				Security Level
▼ Security Level Customer Liabilities						Customer Liabilities				 Security Level
01.12.2010 🖙 BA 8 🖙 C03 Blanket Agreement - C03 10.000,00 EUR 10.000,00 EUR 30.000,00	UR .	30.000,00 EUR	10.000,00 EUR		10.000,00 EUR	Blanket Agreement - C03	📫 C03	8	📫 BA	01.12.2010
Customer Liabilities 10.000,00 EUR 10.000,00 EUR			10.000,00 EUR		10.000,00 EUR	Customer Liabilities				
	•									

Then an A/R invoice with the amount 3,000EUR was added, linked to the above blanket agreement:

	nvoice								
Custor	mer 🛁	C03		1	No.	Primary		5	
lame		AO Compute	rs		Status			Open	
Ionta	ict Person 🛛 🛁	Allen Hork	•	0	Postin	g Date		02.11.2010	
Custor	mer Ref. No.]	Due D	ate		02.11.2010	
ocal (Currency 🔻				Docun	nent Date		02.11.2010	
	Contents		Logistics		Acco	ounting	Ţ	Attachments	
-		_							
Item	n/Service Type	Item			Sumr	nary Type		No Summary	•
#	Item No.	Quantity	Unit Price		Total (LC)	Blan	ket Agreement No.	
1	📫 I002		30 100,0	IO EUR		3.000,00 EUR	1 🔿 8		-
							_		
									Ŧ
									•
ales E	Employee	-No Sales Em	iployee- 🔻](3)	Total E	Before Discour	nt	3.00	
iales E)wnei	Employee r	-No Sales Em	iployee- 🔻]=	Total E Discou	sefore Discour	nt %	3.00	•
ales E)wnei	Employee r	-No Sales Em	iployee- 🔻)(=)	Total E Discou Total D	Before Discour Int	nt 96	3.00(•
ales E)wnei	Employee r	-No Sales Em	ployee- 🔻)(=)	Total E Discou Total E Freigh	Before Discour Int Down Paymen t	nt % It	3.00(0,00 EUR
jales E Owner	Employee r	-No Sales Em	iployee- 🔻)=	Total E Discou Total E Freigh	Before Discour nt Down Paymen t unding	nt % t	3.00	0,00 EUR
iales E Owner	Employee r	-No Sales Em	iployee- 🔻)	Total E Discou Total C Freigh Ro Tax	efore Discour nt Jown Paymen t unding	nt 96 It	3.00	0,00 EUR
jales E Dwnei	Employee r	-No Sales Em	iployee- 🔻]	Total E Discou Total C Freigh Ro Tax Total	Before Discour nt Down Paymen t unding	nt % t	3.00 57 3.57	0,00 EUR
jales E Dwnei Pa	Employee r 1 <u>y</u> ment Order Run ks	-No Sales Em	ployee- ▼]	Total E Discou Total C Freigh Ro Tax Total Applier	Refore Discour nt Down Paymen t Unding d Amount	nt 96 It	3.00 57 3.57	0,00 EUR 0,00 EUR 0,00 EUR

The calculated forecast value for the relevant month is 100EUR*100–3000EUR=7000EUR and the blanket agreement is displayed in the cash flow as follows:

Cash Flow									T
Date From	01.10.2	010 To	31.12.2010						
✓ Cash Accounts	s 🗸 C	redit	✓ Checks	✓ <u>C</u> ustomer Liabilities	✓ Debt <u>s</u> to	Vendors			
Due Date	Origin	Reference	G/L Account/BP	Remarks	Debit	Credit	Total	Balance	
▶ OB									
▶ 31.10.2010					10.000,00 EUR		10.000,00 EUR	10.000,00 EU	2
➡ 30.11.2010									
Security Level				Cash Accounts				10.000,00 EU	٤ -
Security Level				Credit				10.000,00 EU	٤ -
Security Level				Checks				10.000,00 EU	٤ -
 Security Level 				Customer Liabilities					
01.11.2010	📫 BA	8	📫 C03	Blanket Agreement - C03	7.000,00 EUR		7.000,00 EUR	17.000,00 EU	٤.
02.11.2010	📫 IN	5	📫 C03	A/R Invoices - C03	3.570,00 EUR		3.570,00 EUR	20.570,00 EU	٤.
				Customer Liabilities	10.570,00 EUR		10.570,00 EUR		
Security Level				Debts to Vendors				20.570,00 EU	2
				Total 30.11.2010	10.570,00 EUR		10.570,00 EUR	20.570,00 EU	¢.
▶ 31.12.2010					10.000.00 EUR		10.000.00 EUR	30.570.00 EU	

MRP Module

Approved blanket agreements for which item details (shipment information) were set, could be considered as data sources during MRP runs.

MRP → *MRP Wizard*

MRP Wizard - Monthly		_ 🗆 ×
Documents Data Sour Define the data sources as well	CE as the documents to include in the MRP calculation.	
Time Range ● Within Planning Horizon ● Include Historical Data Sources of Demand and Supply to Be Included in MRP (♥ Purchase Orders ♥ Blanket Purchase Agreements ♥ Sales Orders ♥ Blanket Sales Agreements ♥ Production Orders ■ Inventory Transfer Requests ■ Recurring Order Transactions ■ Reserve Invoices Inventory Level	Calculation Restrict Purchase Orders Restrict Sales Orders Restrict Production Orders Restrict Reserve Invoices	
Forecast Recommendations Purchase Purchase Requests Purchase Orders Production Orders Inventory Transfer Requests	 Generate to Default Warehouse for Item Generate to Warehouse with the Demand 	Scenario
Step 5 of 6	Cancel Back Next	Run

For more information, see the document *How To Configure and Use MRP in Release 8.8*, which you can download from the documentation area of SAP Business One Customer Portal at http://service.sap.com/smb/sbocustomer/documentation.

Displaying Available Blanket Agreements and Fulfillment Status

To see at a glance all blanket agreements (*Items or Monetary*) that may exist with particular business partners or for certain date ranges, you can generate a Blanket Agreement Fulfillment Report.

Procedure

- 1. From the SAP Business One Main Menu, choose Reports \rightarrow Sales and Purchasing \rightarrow Blanket Agreements Fulfillment Report. Alternatively, open it from the Sales A/R module or from the Purchase A/P module.
- 2. In the Blanket Agreements List Selection Criteria window, specify the selection criteria for the report:

Blanket Agreements List	- Selec	tion Criteria		
Agreement Method		Items Method 💌		
Agreement No.	From		То	
BP Code	From		То	
Item Code	From		То	
Start Date	From		То	
End Date	From		То	
Termination Date	From		То	
Agreement Type <u>Agr</u> eement Status Fulfilled	•••			
OK Cancel]			

3. Choose OK.

Result

The blanket agreements fulfillment report displays the following information:

Field	User Action/ Description	
Agreement No.	Automatically assigned sequential number of the agreement.	
BP Code	Code of the business partner with whom you have made the agreement.	
BP Name	Name of the business partner with whom you have made the agreement.	
Start Date	Date on which the agreement becomes effective.	
End Date	Date until which the agreement is effective.	
Termination Date	Date on which the blanket agreement ceases to be effective, if the agreement is terminated before the actual end date. When you enter a date, the agreement status changes to Terminated.	
Fulfilled Status	Shows whether the terms of the agreement have been fulfilled for a particular item, that is, whether the number of items or monetary amount agreed upon has been reached.	
Туре	The kind of agreement (<i>General</i> or Specific) you have made with your business	

Field	User Action/ Description		
	partner.		
Owner	Name of the user who is responsible for the blanket agreement.		
Discount (only for Monetary Method)	The line discount that is set in the blanket agreement.		
Item No. (only for Items Method)	Number of the item that is covered by the blanket agreement.		
Item Description (only for Items Method)	Item description as maintained in the item master data.		
Unit Price/Planned Amount	Price of the item that you agreed upon with the business partner.		
Planned Quantity (only for Items Method)	Total quantity of items that are supposed to be sold or bought within the realm of the blanket agreement.		
Cumulative Quantity (only for Items Method)	The number of those items that are included in sales or purchasing transactions associated with the blanket agreement. This value is filled in by the system.		
Open Quantity (only for Items Method)	The number of items that are not yet included in sales or purchasing transactions associated with the blanket agreement. That is, the planned quantity minus the cumulative quantity. This value is filled in by the system.		
	1 Note		
	For closed rows, <i>Open Quantity</i> displays zero. For more information about the closing rows functionality, see <i>Closing Rows</i> , above.		
Cumulative Amount	The monetary value of those items that are included in sales or purchasing transactions associated with the blanket agreement. This value is filled in by the system.		
Open Amount	The monetary value of the open quantity, that is, of the items associated with the blanket agreement but not yet included in sales or purchasing transactions. This value is filled in by the system.		
	i Note		
	For closed rows, Open Amount displays zero. For more information about the closing rows functionality, see <i>Closing Rows</i> , above.		
Row Status (only for Items Method)	Indicates whether the item row is open and active, or closed. For more information about the closing rows functionality, see <i>Closing Rows</i> , above.		

i Note

Another way of seeing a list of blanket agreements for a specific business partner is to use the drag & relate functionality. For more information about the drag & relate functionality, see the Online Help for SAP Business One.

Localization Features

Year Transfer - Israel and The Netherlands

Administration \rightarrow Utilities \rightarrow Year Transfer

In the third step of the Year Transfer process, you can transfer blanket agreements defined in the source company to the target company, as with all other documents that can be transferred.

In step 3, select the *Doc. Transfer* checkbox and choose the *Documents* button. The *Year Transfer* window appears with a list of all the documents that can be transferred:

'ear	Transfer		
#	Document Name		
18	Discounts for Groups		-
19	Open Goods Receipt PO		
20	Open Goods Returns		
21	Closed Goods Receipt PO is not yet drawn to a Lande		
22	Open Landed Costs		
23	Document Drafts		
24	Financial Report Templates		
25	Cheques for Payment Drafts		
26	Open Sales Opportunities		
27	Closed Sales Opportunities		
28	Payment Drafts		
29	Payment System		
30	Alternative Items		
31	Open AR Down Payment Request		
32	Production Order		
33	Open AP Down Payment Request		
34	Open Stock Transfer Requests		
35	Blanket Agreement	~	
36	Open Campaigns		-

1 Note

If you wish to transfer blanket agreements you must do it before creating any blanket agreements in the target company. Otherwise, you might create a situation whereby a new blanket agreement in the target company will get the same agreement number as an existing blanket agreement in the source company. In such a case, the blanket agreement from the source company is not transferred to the target company.

1 Note

Transferred documents which were linked to a blanket agreement in the source company will no longer be linked to the blanket agreement in the target company. However, you can track the fulfillment status by the accumulated quantity and accumulated amounts in the transferred blanket agreement itself.

For more information about the Year Transfer process, see the document *How to Perform a Year Transfer*, which you can download from the documentation area of SAP Business One Customer Portal at http://service.sap.com/smb/sbocustomer/documentation.

Appendix 1 - Updating Blanket Agreements

When updating an existing blanket agreement, different fields can be updated according to the blanket agreement status, as detailed in the below table:

	Draft	Approved	On Hold	Terminated/Cancelled
BP Code	Х	Х	Х	Х
BP Name	Х	Х	Х	Х
End Date	V	Х	V	Х
Agreement Method	V	Х	Х	Х
Adding rows	V	Х	V	Х
Updating rows	V	Х	V	Х
			Only those with no linked documents	
Closing rows	V	Х	V	Х
	Deleting rows			
Updating Blanket Agreement Details	V	V	V	Х
Termination date	V	V	V	Х
Signing Date	V	Х	V	Х
Contact person	V	V	V	Х
Description	V	V	V	Х
Set as Default	Х	V	Х	Х
Payment Terms	V	Х	V	Х
Settlement Probability	V	V	V	Х
Status	V	V	V	Х
Price List	V	Х	V	Х
Renewal	V	V	V	Х
Remarks	V	V	V	Х
Free text (Item tab)	V	V	V	Х
Attach document	V	V	V	Х
Linking recurring transactions template	V	V	V	X

Appendix 2 - Rules for Linking Blanket Agreements

When creating or changing marketing documents, the rules for linking blanket agreements to the document differ according to the different settings made, as detailed below.

A. When Block multiple BA on same document is not selected:

- The blanket agreement in the document header is irrelevant.
- In target documents, based rows inherit the BA from the base document with no validations (date/status).
- When changing the posting date in target documents, BA is not refreshed in based rows,
- When adding documents, BA in rows must be valid, except in based rows.

Additional rules:

Allow multiple BA on same period	Default BA is set	Adding new /Changing rows in non- base document or in target document	Changing posting date in non-base documents or in non-based rows in target document
No	N/A	Valid BA by posting date is selected automatically in rows	If BA is not valid, another valid BA is selected. If no BA is valid, filed is cleared.
Yes	No	No BA is set automatically in rows. Can be selected manually.	Not valid BA is cleared in all rows.
Yes	Yes	Default BA is set to rows if it's valid by posting date and by the items.	Not valid BA is cleared in all rows. Valid default BA is selected.

B. When Block multiple BA on same document is selected:

- When adding new rows or changing rows in non-based documents, BA in row is copied from BA on document's header and it is disabled. Item which doesn't match BA on header cannot be selected.
- In target documents, header BA is inherited from base document's header BA with no validations (date/status).
- When changing posting date in target documents, if all rows are based, no change in BA (header and rows). If some of the rows are not based and BA is not valid, system message is displayed to confirm whether to clear the BA or not.
- When adding documents BA in header has to match BA in all rows and must be valid, except on based rows then it can be not valid.

Additional rules:

Allow multiple BA on same period	Default BA is set	Header BA in non-based document when selecting business partner	Changing posting date
Yes	Yes	Default BA is selected automatically if it is valid by posting date.	If BA is not valid, BA's header and rows are cleared. If default BA is valid for the new date, it is selected in header and rows.
No	N/A	Valid BA by posting date is selected if BA method is Monetary or if only one BA of Items method exists. If not field stays empty and can be selected manually.	If BA is not valid, BA's header and rows are cleared. If there is a valid BA for the new date, it is selected in header and rows.
Yes	No	Field stays empty and can be updated manually.	If BA is not valid, BA's header and rows are cleared.

Database Tables Reference

For information about the tables used in *Blanket Agreements*, see the Database Tables Reference.chm file. You can download it from the SAP Community Network.

To download the *Database Tables Reference .chm* file, proceed as follows:

- 1. Go to https://www.sdn.sap.com/irj/sdn/businessone \rightarrow SDN Community \rightarrow SAP Business One.
- 2. Under *BUSINESS ONE KNOWLEDGE CENTER*, click the link of the SAP Business One release version you want.
- 3. Click the SDK Help Center link.
- 4. In the File Download window, do one of the following:
 - To open the .zip file, choose the *Open* button and extract the REFDB.chm file to your computer.
 - To save the .zip file to your computer, choose the *Save* button. You can open the .zip file and extract the REFDB.chm file later.

www.sap.com/contactsap

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