How to Work with Blanket Agreements

All Countries

SAP

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>`	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

Version	Date	Change
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 → Sales Blanket Agreement* or *Purchasing - A/P → Purchase Blanket Agreement.*

Header Area

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 *Contact Person* tab in the *Business Partner Master Data* window. If no value is set in this field, the BP's telephone number, defined on the *General* tab, is used.
E-Mail	The BP's default contact person's e-mail address, which is taken from the *E-Mail* field on the *Contact Person* tab in the *Business Partner Master Data* window. If no value is set in this field, the BP's e-mail address, defined on the *General* 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 *Managing Series for Blanket Agreements* 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. **i Note** When you enter a date in this field, the agreement status changes to *Terminated*.
Signing Date	Specify the date on which the agreement was signed (mandatory field). The default date is the start date of the agreement. **i 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. **i 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.

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. **i** Note This field is available only when the setting *Block Multiple Blanket Agreement for Same AP/AR Document* is selected. For more information about this setting and about the *Payment Terms* field, see *Adding Blanket Agreement to Document's Journal Entry* 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 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. • *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 *Draft*. **i Note** Status *Draft* can be changed to *Approved*. Status *Approved* can be changed to *On Hold* or *Terminated*. Status *On Hold* can be changed to *Approved* or *Terminated*.
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. **i Note** When the agreement type is *General*, 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 *Renewal* checkbox.

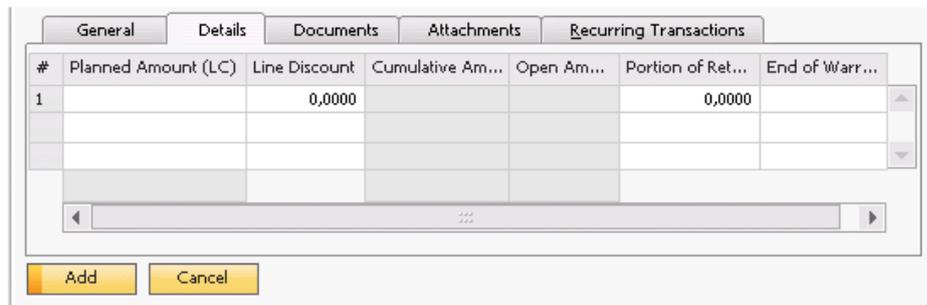| Field	User Action/Description
Remarks	Enter comments about the general terms of the agreement, if required.

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.

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 *Service* module of SAP Business One.
Item Row Status	Indicates whether the item row is open and active, or closed. Default value is *Open*; after closing the row it is set to *Closed*. For more information about this functionality, see Closing Rows below.

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. i 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. i 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.
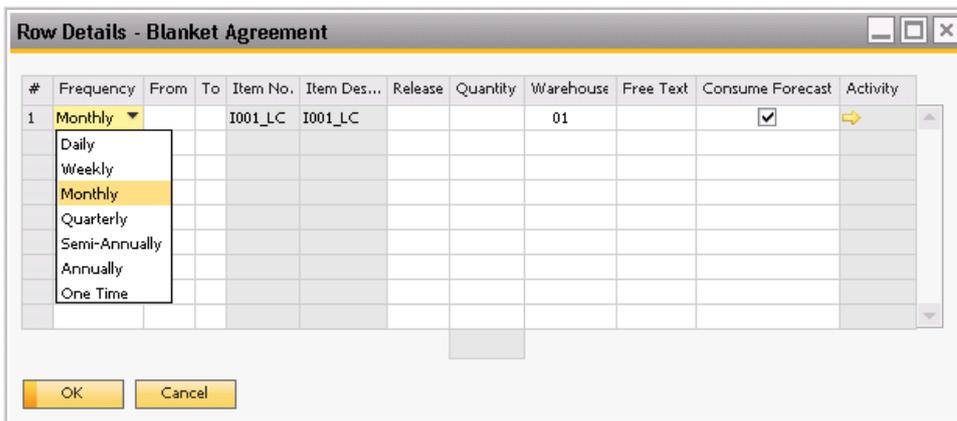
Specify the following information:

Field	User Action/Description
Frequency	Item/amount release period, for example, daily, weekly, monthly, or one-time. • *Daily*: 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 *From* date and with the end of the last week falling closest to or on the *To* date. If the period is less than a week, the total quantity/amount is assigned to the *From* 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 *From* 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.
To	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 *Planned Quantity/Planned Amount* on the *Blanket Agreement Details* tab.
Warehouse *(Only for Items Method)*	Warehouse from which the goods should be released. 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. i Note To consume forecast using blanket agreements, you must also select the Consume Forecast checkbox in *General Settings → Inventory* tab. The default value is taken from the *Consume Forecast setting* in *General Settings → Inventory* 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 *BP Code, Name*, and *Contact Person* from the agreement are copied to the activity and the activity type is *Phone Call* by default. i Note

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

¡ 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 → *Items tab*. Choose the relevant row, right-click the row number, select Close Row. Alternatively, from the menu bar, choose *Data → Close Row*.

¡ Note

o 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.

o New documents cannot be linked to closed rows (automatically or manually), whereas existing linked documents remain on the Documents tab.

o *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.

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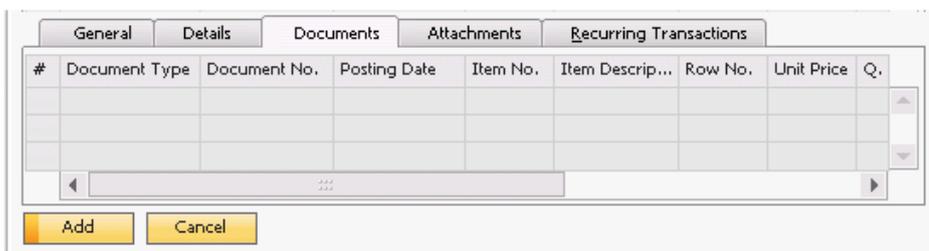
View the following information about existing documents associated with the blanket agreement:

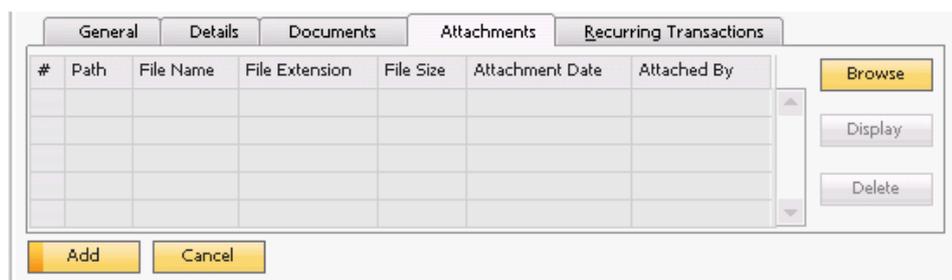| Field	User Action/Description
Document Type	Type of the document that was created and associated with the blanket agreement, for example, a sales order or A/P invoice.

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 *Service* 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.

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.
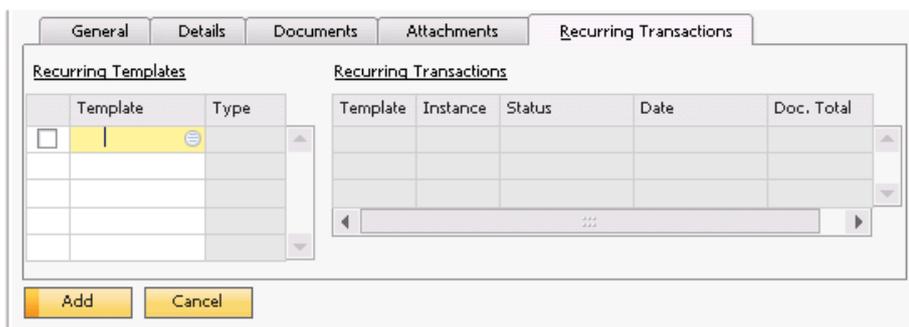
Specify the following information:

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.
Type	Displays the type of the selected recurring transactions template.

> **i** Note
>
> You can link more than one recurring transactions template to the same blanket agreement.

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
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.

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

> **i** 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.

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

    The *Series - Blanket Agreements - Customer/Vendor - Setup* window appears.
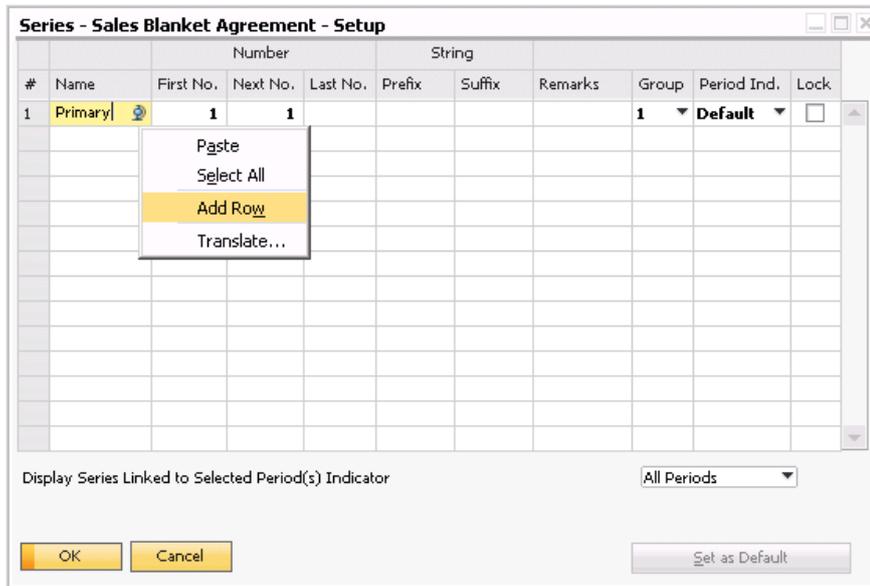
3. You can set the different attributes for the primary series. To add new series, right-click the row number and choose *Add Row*.

   ℹ **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

1. 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.

2. In the header area, specify the following:
   o Business partner code or name
   o Agreement method: Items or Monetary
   o Start date of the agreement
   o 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.

   i Note

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

   i 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.
5. 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.

   i 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:

        o *Frequency*

        o *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 → Sales Blanket Agreement* or *Purchasing A/P → 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.

> **i** 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 → Sales Blanket Agreement* or *Purchasing A/P → 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.

> **ⓘ 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*.

   > **ⓘ 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.

   > **ⓘ 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 → Sales Blanket Agreement* or *Purchasing A/P → 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*.

i 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 → Sales Blanket Agreement* or *Purchasing A/P → Purchase Blanket Agreement.*

2. Open the relevant blanket agreement in *Find* mode.

3. 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 → Sales Blanket Agreement - Customer* or *Purchasing A/P → Purchase Blanket Agreement.*

2. Open the relevant blanket agreement in *Find* mode.

3. 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 → Sales Blanket Agreement - Customer* or *Purchasing A/P → 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 → 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 → Customization Tools → User-Defined-Fields – Management, and under Master Data → 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 → 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 → System Initialization → Document Settings → 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.

> **i** 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.

   > **i** Note
   >
   > By default, no blanket agreement is associated automatically to a *Purchase Quotation*. You can select a valid blanket agreement manually.
4. Choose items.

i 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.

i 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.

  i 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 → System Initialization → 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:
  o 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.
  o When you clear the blanket agreement from the document header, the payment terms are refreshed from the business partner master data.
  o 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.

  i Note

  When you deselect the *Block Multiple Blanket Agreements for Same Document* setting*,* the payment terms selected in the blanket agreement*s* 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.

  i 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 -**

  - o In the *Document Generation Wizard* you can select documents by blanket agreement criteria. Then the base documents are restricted to the selected blanket agreement.

  - o 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.

> ⅰ 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 → Payment Terms* tab or in the blanket agreement itself.

Prerequisites

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

> ⅰ 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).

> **i** 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.

> **i** 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. If the blanket agreement type is General, the prices in the blanket agreement are ignored and price is set by the prices hierarchy.

   > **i** 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.

   > **i** 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.

i 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*.

i 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.

i 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

i 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:

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

o   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:

- o The cumulative quantity was increased to 5.

- o The cumulative amount was increased to 150$.

- o The open quantity was reduced to 95.

- o 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:
   - Customer code
   - Posting and delivery date
   - Item code (or amount, in the case of a Service type document)
   - 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.

   > **i 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.

   > **i 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*.

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.

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

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 customer C20000:

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

- o The price 40$ 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 customer C20000 was updated accordingly:

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

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 → 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.
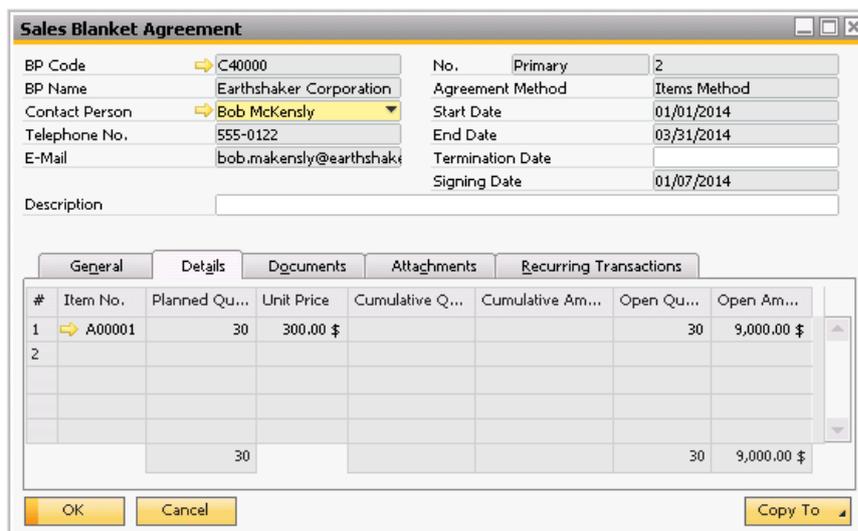
c4

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.

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

1. From the SAP Business One *Main Menu*, choose *Financials → Financial Reports → Financial → Cash Flow*.

   The *Cash Flow - Selection Criteria* window appears:
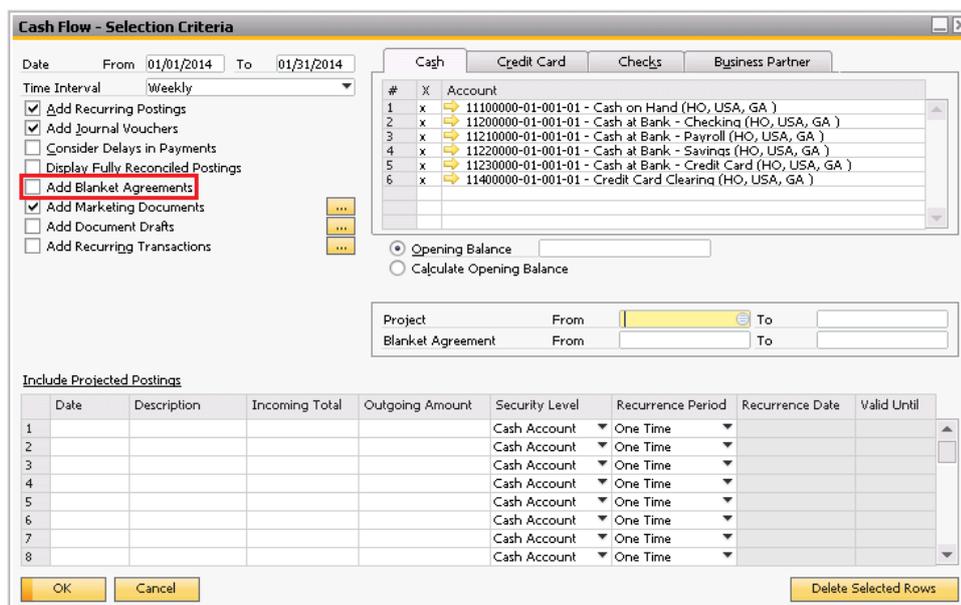
2. Select the *Add Blanket Agreements* checkbox and all other relevant data and choose *OK*.

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:

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

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

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:

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

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 → Sales and Purchasing → 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:

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.
Type	The kind of agreement (*General* 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. **ⅈ Note** For closed rows, *Open Quantity* displays zero. For more information about the closing rows functionality, see *Closing Rows*, 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 *Closing Rows*, 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 *Closing Rows*, 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 → Utilities → 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:
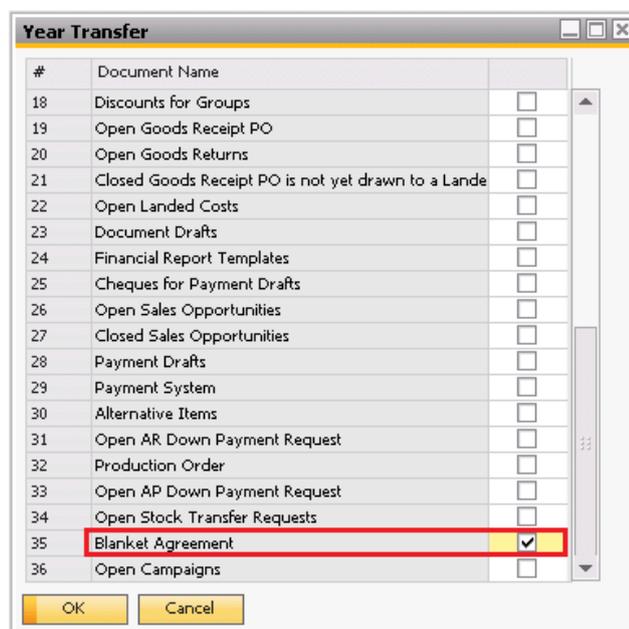
ⓘ Note

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.

ⓘ 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	X	X	X	X
BP Name	X	X	X	X
End Date	V	X	V	X
Agreement Method	V	X	X	X
Adding rows	V	X	V	X
Updating rows	V	X	V Only those with no linked documents	X
Closing rows	V Deleting rows	X	V	X
Updating Blanket Agreement Details	V	V	V	X
Termination date	V	V	V	X
Signing Date	V	X	V	X
Contact person	V	V	V	X
Description	V	V	V	X
Set as Default	X	V	X	X
Payment Terms	V	X	V	X
Settlement Probability	V	V	V	X
Status	V	V	V	X
Price List	V	X	V	X
Renewal	V	V	V	X
Remarks	V	V	V	X
Free text (Item tab)	V	V	V	X
Attach document	V	V	V	X
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 → *SDN Community* → *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:

   o To open the .zip file, choose the *Open* button and extract the `REFDB.chm` file to your computer.

   o 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.

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