SAP Business ByDesign, express edition

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Warning

Personalization Quick Guide

You can personalize the SAP Business ByDesign, express edition, according to your preferences.

When you select **Start Personalization Mode** from the **Me Area** menu in the top shell bar, the personalize panel opens on the right side of the screen. The personalize panel contains the following sections:

- Work:Inbox
- Download Center
- Service & Support
- Full Version Business ByDesign

Tasks

Hide an UI Element

1. Start the **Personalization Mode** from the **Me Area** in the top shell bar. The personalize panel opens.
2. From the **Sections** table, select a screen section that you want to hide.
3. Open an UI Element and deselect the relevant **Visible** checkbox.

   → **Tip**
   You can adjust the title of each UI element by performing a right-click on the respective section in the sections table or from the screen.

4. To save you changes to the current screen, click **Save** and click the **Me Area** again to stop the **Personalization Mode**.

Personalize Settings

You can personalize your system settings, such as data and time formats in **Settings** from the **Me Area** menu.

Discard Your Personalization Changes

You can discard all personalization changes that you have made to a screen.

1. From the **Me Area** menu of the screen, select **Start Personalization Mode**. The personalize panel opens.
2. Click the **More** button **...** and select **Discard**.

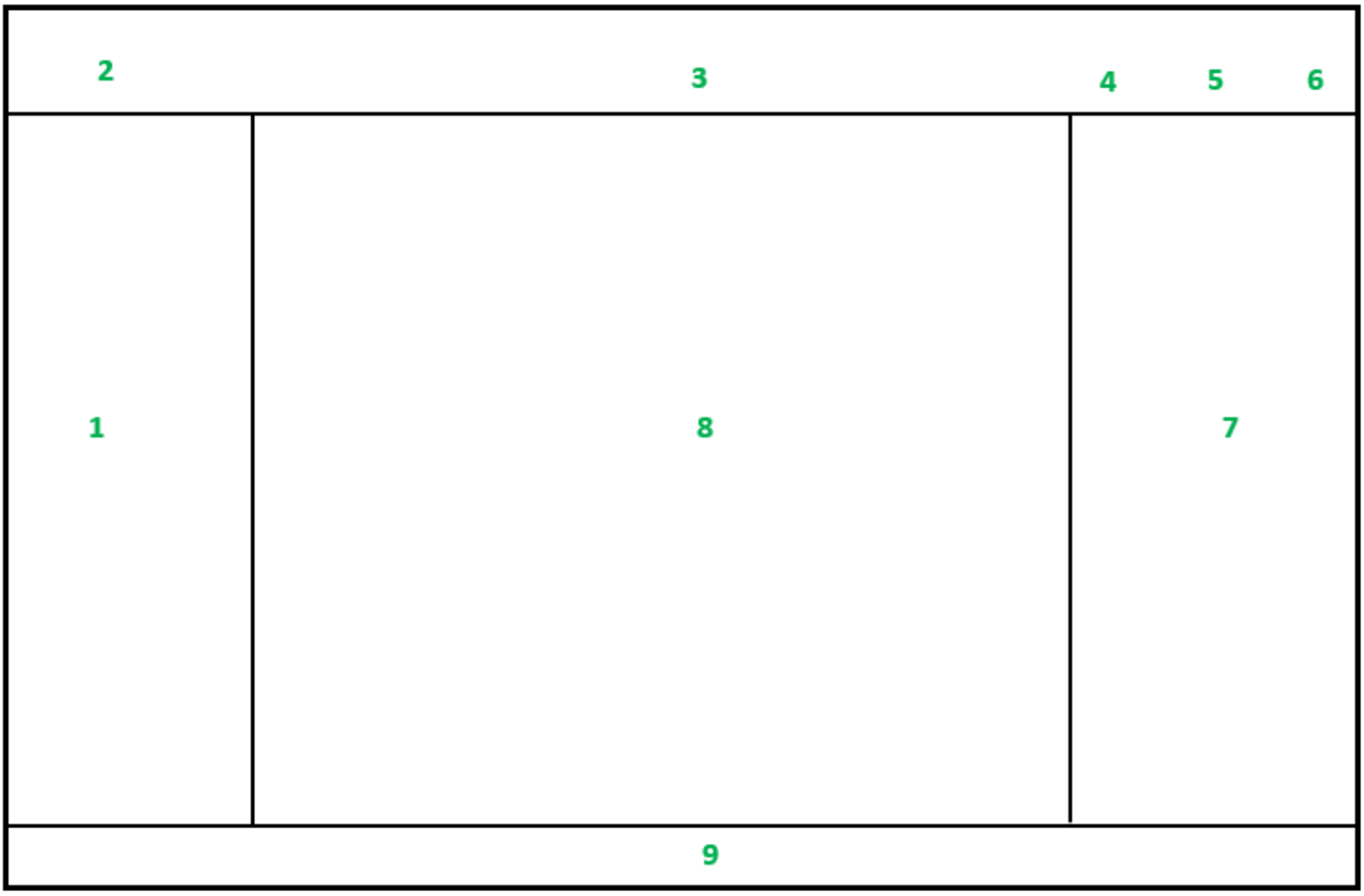
   This discards all changes that you have made to the current screen.

SAP Business ByDesign, express edition User Interface (UI) Concepts

SAP Business ByDesign, express edition screens allow you to identify and to complete your tasks easily and quickly. All SAP Business ByDesign, express edition screens are designed to provide you with a simple and intuitive user interface and bring tasks and required actions to you. All business processes, business documents, and technical implementation are integrated seamlessly in the SAP Business ByDesign, express edition user interfaces.

Screen Layout

An SAP Business ByDesign, express edition screen consists of the following areas:



The screen areas of SAP Business ByDesign, express edition.

1. **Navigation menu**: An area of the screen that enables the user to navigate from one work center or work center view to another. It is placed on the left to accommodate displays in the 16:9 ratio or wider.

   The navigation menu has icons that indicate which work centers belong to the same business area. With a click on the **Menu** icon in the upper left corner, you can decide whether you want to display the icons only or the icons combined with a menu name.

2. **Company Brand Image**: Displays the company logo.

3. **Title Bar**: Displays information about the work center view or the common task that the user is currently working in.

4. **Enterprise Search**: In the upper right corner, you can open the Enterprise Search by clicking the magnifying glass.

5. **Me Area**: In the **Me Area**, you can start the **Personalization** mode, adapt your settings, provide feedback, or log off the system.

   As key user, you can see additional options like adaptation or access to the company settings.

6. **Help Center**: The question mark opens the help center, where SAP Business ByDesign, express edition provides context-sensitive help for the user as well as the complete SAP Business ByDesign, express edition Library.

7. **Infobar/ Right Panel**: The collapsible panel displays help center, adaptation, and personalization contents. It can be collapsed or opened by clicking the help center icon next to the **Me Area**.

8. **Content area**: The area of the application window for performing user tasks. The content area is visible on every page and changes when the user navigates from one page to another.

A content area is further divided into sections. The layout of these screen sections varies depending on the business content of the screen and the typical tasks you perform on the screen.

9. In addition, there is a **navigation area** at the bottom of the screen, where you can find your open work center views or common tasks. You change between opened windows using tabbed navigation here.

10.

Type of Views	Sections (From Top to Bottom)
Overview view of a work center	Quick links and embedded reports
Work center view	A worklist and a detail section
Business document overview	Title, basic information, actions, and business data sections
Editor	Title, basic information, actions, and business data sections
Quick activity screen	Title, actions, and business data sections
Guided activity screen	Title, basic information, steps, actions, and business data sections

Support for SAP Business ByDesign, express edition customers

Channels:

Solve a Problem

For questions on how the product works or how to complete an activity you can avail of one of **SAP's self service solutions**. These are available from within the application help center or SAP knowledge base articles can be searched for from all search engines using error codes, report names, transaction codes, etc.

Expert Chat

If a solution cannot be found in any of the self-service solutions, you can connect to SAP experts instantly via the **SAP Support Expert Chat** available from the application help center between **8am – 6pm on work days** in Chinese language.

Create an Incident

For issues with critical business impact you can **report an incident** from the application help center **outside local business hours**.

Hotline for System Downtime

If your **system is not available**, you can call our Customer Interaction Center 24x7, 365 days a week on +86 411 8483 6717 or on the universal freephone number 400 620 2008.

All non-product issues, such as access credentials can also be addressed here.

Cloud Availability Center

Enables information on the availability of your SAP Cloud Services at Cloud Availability Center (CAC).

Overview of Analytics

Analytics is integrated in the solution to support and monitor business processes, helping you to make informed decisions.

Reports can be accessed from the **Reports** work center view of work centers. The Analytics data in the solution is real time.

Types of Objects in Analytics

Key Figure

A field according to which values are selected. Key figures are data items with numeric values and have an associated unit of measure or currency assigned. Some examples are pipeline value, Invoice Net Value, Purchase Order Quantity or tickets in queue.

Key Figure Structure

A group of predefined key figures for reporting on one axis. Key figures in the structure can be calculated or restricted.

Characteristic

A field according to which values are selected. Characteristics are alphanumeric, numeric, or text values. Examples include Product ID, Supplier, and Purchase Order Status. Variables are often associated with specified characteristics. Variables restrict characteristics to one or more specified value selections.

Report

A compilation of data for analysis. Reports show values derived from key figures and characteristics.

Views

Views enable you to set up one or more variations on which key figures and characteristics appear in the report, and the type of chart that appears for the report. Once you assign a report to a work center, you can select the view which appears in the end user reports list. You create a view by choosing key figures and characteristics for columns and rows in a table, then selecting a chart type to best represent that data. When you create a view, you can also define conditions and exceptions for key figures that alter how your data is presented based on rules and thresholds.

- **Conditional Formatting** : Set a threshold beyond which the data display is altered to display an alert indicator.
- **Value Filter**: Create a condition to filter the data based on a key figure (numeric valuer or dates). Only data that fits to the defined rule is shown (for example, Top N, Revenue smaller than 10 K, ...)

Reports View

Overview

SAP Business ByDesign, express package delivers predefined content for reports. The **Reports** view is a central access point to reports associated with a work center.

The following report types are available.

- Browser-Based Reports

Consists of a compilation of data for evaluation where analysis and drill-down is supported. You can open browser-based reports either in a Web browser or in Microsoft Excel®.

- Microsoft Excel®-Based Reports

  Using Microsoft Office Excel®, you can view and edit reports in spreadsheets.

  Note

  To view and work with Microsoft Excel®-based reports, ensure that the SAP add-in for Microsoft Excel® is installed.

  The add-in is available from the Download Center of the Home work center.

- Mobile Reports

  Mobile reports are browser-based reports that are enabled for mobile devices.

Features

Opening Reports

The report names are displayed as links. To open the report, click the relevant link. By clicking **View With**, you can open a report either in a Web browser or in Microsoft Excel®.

Organizing Reports

By default, all reports associated with the work center are displayed.

From the **Show** dropdown list, you can choose whether to display reports by the following criteria:

- By Report Category
- My Priority Reports

  To include or remove a report from your priority list, select the report row, click **Priority**, and choose **Mark as Priority** or **Remove from Priority**.

- All Reports
- All Reports - Quick List

  Displays a list of reports, providing only the names and descriptions of reports.

By default, the system displays reports grouped by report category.

For the **Home** work center, the following additional criteria are available:

- My Microsoft Excel® Workbooks

  Shows workbooks that you save to the system. To create or delete a workbook from the **Home** work center, click **Excel Workbook**, and then choose the relevant option.

- By Work Center
- Mobile Reports

Details

In the **Details** section below the reports list, you can find additional information about the selected report. There are three tab pages in the **Details** area of the **Reports** view.

- Report Views

  A report view is a modified view of the data available with a report. The **Report Views** tab page displays all existing views associated with a report. Report views are displayed as links and can be opened directly from this tab page by clicking the corresponding link.

- Report Details

  Displays general information about a report, including creation and change data. Under **Report Categories**, all of the report categories to which a report is assigned are listed, for example, Supply Chain – Physical Inventory.

- Report Assignment

  Displays the work center views and subviews with which the selected report is associated. Note that the list can also include views and subviews from work centers other than the work center in which the report is currently displayed.

Working with Selections

Overview

When you open a report in a Web browser, the data displayed in the report is restricted to the value selections set using variables in the **Selection** area above the report and any saved filter values.

Selection

A selection consists of the set of variables available for the report and any defined value selections. The selection you define determines the data to be displayed in the report. The value selections you make using variables for the selection also determine the characteristic value selections that can be further restricted using the filter function.

Note that you must specify a value for all mandatory variables. In the system, mandatory variables are indicated by an asterisk (*).

The **Access Context** variable is mandatory for all reports. This variable is defaulted to the access context to which the you are assigned. The system fills the variable with the access context available for the report. In this case, only one access context is assigned, and therefore the variable is not displayed.

If the report supports multiple access contexts, you must specify which access context is to be used to select data.

ℹ Note

For reports opened with Microsoft Excel®, the system also fills the variable with the initially saved access context.

Filter

The value selections you make using variables for the selection also determine the characteristic value selections that can be further restricted using the filter function.

Note that you can filter data for all characteristics available with the report regardless of whether they are shown in the report.

ℹ Note

If you change the values selections set in the selection and start the report again by clicking **Go**, the system resets any filter value selections you have made. Changes you make to the value selections for variables in the selection affect the value selections available to be filtered for characteristic.

Note that if you save a selection, the filter value selections you set are also saved.

General Functions

Making Value Selections

If you want to display the descriptions of values that you have selected, in the **Selection** area, click **Show Text**.

If you want to enter values manually, the system supports manual entry of only the ID of variable or characteristic values. For example, you know that you want to restrict the **Supplier** variable to `500001` (You cannot enter `Miller and Son`). You therefore enter `500001` in the **Supplier** variable field.

You can delete value selections by clicking the **X** icon. The delete function is always active.

Value Selection Help

By opening the value selection for a variable or for a characteristic, you can select single values, exclude values, set an interval, or a set of values, depending on how the content has been defined, or if you have set filter values.

You can also copy multiple values from an external source (such as, excel, notepad, word) and paste it in any of the fields in the Selection tab. Ensure that the copied content already exist in your reports for the pasting parameter. For example, for the **Account** selection, you can only copy valid Account IDs.

The following options are available depending on the variable or characteristic selected:

- **Basic Select**

  Allows you to restrict a specified characteristic to available values. Note that you can select multiple values by clicking the value and pressing `CTRL`.

- **Advanced Select**

  - You can to restrict a specified characteristic using relational operators, such as greater than and less than.
  - **Add More**

    You can enter a value or use the value selection to select a value.
  - **Relative Select**

    Allows you to restrict a specified characteristic to a relative variable selection. Relative selections are based on basic characteristics, such as Date, Week, Month, Fiscal Period, and Company. When you start the report, the system fills the cells in the report with the corresponding values.

Saving Selections

If you often restrict data in a report to specific value selections, you can save the selection. The selection is then available for reuse. Note that any set filter values selections are also saved. Saved selections are only available to the user who saved the selection.

You can save selections by clicking **Selections**, and then choosing **Save As**.

1. Make value selections for the relevant variables and filters.
2. Click **Save As**.
3. Enter a name for the selection.

The selection is then available from the **Selection** dropdown list.

The selection is also available for embedded reports.

Managing Selections

You can a selection as default, rename, or delete a selections.

You can manage selections by clicking **Selections**, and then choosing **Manage**.

Note that you cannot rename or delete the **Initial** selection.

User Subscriptions Quick Guide

Here you can monitor the number of users of your SAP Business ByDesign, express edition. This view enables you to check whether you have enough of subscriptions for users assigned to the solution.

Tasks

Monitor Your User Subscriptions

You can check the user subscriptions of your productive system for a specific date. To change the date, click on the calendar icon.

Click **View All** to display a list of your users. You can also export this list to Microsoft Excel®.

Check the number of **Licensed Users** against the number of **Assigned Users**. If the number of assigned users exceeds the number of licensed users, this will be indicated by a red traffic light under the **Status** column. The number of excess users is detailed in the **Over Usage** column.

Adjust Active Users and User Subscriptions

If the number of assigned users exceeds the number of licensed users, either adjust the number of users assigned to work centers and views or request additional user licenses.

To adjust the number of assigned users, go to **Application and User Management** **User and Access Management** **Business Users** .

To request more user subscriptions, contact your SAP Business ByDesign, express edition representative, or your SAP partner.

System Availability Quick Guide

In the **Service Control Center** work center, the **System Availability** view shows the average availability of your productive system and also gives details on any downtimes.

Tasks

View the Average Availability of the Productive System

The average availability of the productive system for the previous twelve months is displayed here in an embedded report. Here you can ensure the availability of the system is in accordance with the availability percentage as defined in the service level agreement of your customer contract.

You can view the data in chart or table format. To switch formats, simply click on the table or chart icon in the top left corner of the embedded report.

View Productive System Downtime Details

The downtimes of your productive system for the current month are displayed here in an embedded report. Here you can check to see if the system downtimes exceed those agreed upon in the service level agreement of your customer contract.

You can view the data in chart or table format. To switch formats, simply click on the table or chart icon in the top left corner of the embedded report.

Contact Details Quick Guide

In the **Service Control Center** work center, the **Contact Details** view gives you an overview of the information maintained for your contacts.

There are three contact types:

- **IT Contact**: A contact person in your organization who gives you system information and to whom you report downtimes.
- **SAP Store Buyer**: A contact person in your organization who is authorized to procure solutions on your behalf in the **SAP Store**.

  During initial implementation, you can assign service agents as contacts of the type **SAP Store Buyer** to allow them to purchase partner solutions. Once employees are available, we strongly recommend that you change the contact assignment to an employee assignment. After go-live, we recommend that you only assign employees as SAP Store buyers.
- **Commercial Contact**: A contact person in your organization who is authorized to order services from SAP Business ByDesign, express edition, such as purchasing additional licenses.

Tasks

View Company Details for a Contact

To view the company address and communication details of a contact, select the contact.

The address details are used for the purpose of delivering SAP services, such as sending a quote or invoices by mail. Ensure that the details are correct. If they are not correct, create an incident.

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SAP Business ByDesign Mobile App

The SAP Business ByDesign Mobile App for smartphones is available in the iOS App Store®, the Google Play™ store, and the Tencent Appstore.

Mobile Login

The following logon options are supported:

- Basic authentication (user and password)

  If necessary, you can change your password or reset your password.

- Fingerprint authentication (in combination with the app password feature)
- Single Sign-On (only via the Identity Provider (IDP))

Features

- **Seamless Analytics on Smartphones, Tablets, and Desktop**

  Using the SAP Business ByDesign Mobile App, managers and employees can set their targets, monitor the progress, and see the reports on their smartphones, tablets, and on the desktop.

  - You can consume your KPIs on the Mobile launchpad and with a separate KPI app. Important KPIs can be prioritized and distributed to your mobile users as initial KPI list.
  - It is possible to consume bookmarks on your smartphone once they are enabled for mobile use. Please activate the bookmark pane in the analysis pattern on your desktop and choose the desired combination of selection and view, which you want to be consumed on your smartphone.
  - The chart library supports zooming into a chart and filtering charts by tapping on the legend.
  - You can define your report bookmarks and key performance indicators in the desktop version.

- **Account 360 with contact on smartphones**

  - **Accounts**

    See the list of your accounts, check their classification and the main contact person. From the **Details** view, you can directly call your account, or send an e-mail. You can also check additional information, like industry, website, address, and edit the most important details.

    In the **Accounts** view, you can also check the most important key figures and the sales order volume report.

  - **Contacts**

    Here you can see the list of your all Account Contacts. From the **Details** view, you can directly call your contact, or send an e-mail. You can also view and maintain the office location or save notes regarding the contact.

- **Personalization**

  As with the desktop version, you can personalize the mobile launchpad to tailor it your requirements. You can remove the default work center view shortcuts and add new work center view shortcuts, KPIs, and mashups in form of tiles from the gallery.

  - To start the personalization mode, tap **Me Area** and select **Personalize**.
  - To rearrange the tiles:
    - **Change Position of Tiles** from the dialog. Then select any of the position under any group within the list to position the tile and tap **OK**.

        - Tap the **Personalize** button on the top right and select **Save**.
    - To add new tiles:
        - Tap the **Add Tile** (tile with + sign) below the required tile group.
        - Select the required shortcuts, mashups, or KPIs from the gallery and tap **Apply**.
        - Tap the **Personalize** button on the top right and select **Save**.
    - To reset to default personalization:

      Tap the **Personalize** button on the top right and select **Discard**.
    - To leave the personalization mode:

      Tap the **Personalize** button on the top right and select **Stop Personalization Mode**.

- **Demand & Supply**
    - The **Demand and Supply Panning** view acts as a central access point to the current demand and supply status of all products within a site.
    - It provides a summary of your products, brings your attention to shortage situation for these products.
- **Stock Management**
    - Allows the user to view the stock situation in a site.
    - Allows the user to perform absolute adjustment for products, where user can update the absolute quantity for a product. Upon successful adjustment, stock confirmation shall be created.
    - Allows the user to perform delta adjustment for products, where user can update the delta quantity for a product to record adhoc issues / receipts. Upon successful adjustment, stock confirmation shall be created.
    - Allows the user to perform 'Change of stock', where the underlying stock 'restricted' attribute can be changed from 'Un-restricted' to 'Restricted' or vice-versa. Upon successful transaction, stock confirmation shall be created.
- **Stock Confirmations**

  Allows the user to view the stock confirmations created as result of inventory update.
- **Manager Approvals**

  Allows the user to approve the following documents, when the approval tasks are assigned to user:
    - Sales Order
    - Purchase Order
    - Supplier Invoices (including supplier down payments & supplier credit memos)

Accounts Quick Guide

As a sales professional, you need complete and easy access to the account information of your customers and potential customers. This enables you to provide quality sales solutions.

The **Accounts** view provides you with an overview of all the accounts that are currently in your system. You can maintain important information about an account, such as address and communication data, status, classification, contact hours, sales data, and financial data.

You can access the **Accounts** view from the following locations:

- Master Data work center

Tasks

Create and Edit an Account

1. In the worklist of the Accounts view, click New, then choose Private Account or Corporate Account.

   → Tip

   You can also create a new account by starting the New Corporate Account or New Private Account common task, which belongs to the Master Data work center.

   i Note

   It is possible to differentiate between private and corporate accounts in the search of the Accounts list.

2. Enter the account's name, address, and communication details and other account-specific data, depending on whether the account is a private or corporate account.

   i Note

   Although the Name and E-mail fields are the only ones that are mandatory, we recommend that you also enter the main address, contact, and communication details. We also recommend that you enter sales data and financial data, as this information is required within other processes, such as creating a sales order.

   i Note

   If the account details do not include all the information required for the sale, delivery, and invoicing of products to the account we recommend you add the required information to the account.

   The information required for the complete sales process includes:

   - General data, for example, account name, main address, and language
   - Sales data, for example, sales organization, distribution channel, delivery priority, incoterms, payment terms, and currency
   - Financial data, for example, company ID, and account determination group

3. Click Save to save the new account.

Assign Multiple Addresses to an Account

1. In the editor of the Accounts view, click Communication and then Addresses.
2. Click Add Row.
3. Enter the address details.
4. If you require additional address fields, click Additional Fields.

   You can also select a different main address and indicate how the address should be used, such as the ship-to address.

5. Enter one or more addresses, and save the address details.

Assign a Contact to a Corporate Account

1. In the editor of the **Accounts** view, click **Contacts** and then **Contacts**.
2. Click **Assign Contact** if you want to use an existing business partner as the contact for the account.
   a. In the dialog box, search for a business partner using the value selection.
   b. Select a business partner and click **OK**.

      The existing address, communication, function, and department details for the business partner appear. You can edit the details or add information.
3. To create a new contact, click **Add Row**.
4. Enter the details about the new contact. Click **Check for Duplicate Contacts** to check the contact for duplication. You will see a list of contacts if duplicates exist, you can select a contact and take it over to the list.

   Note

   Only the first name and last name are considered over the other attributes of the contacts for the duplication check.

   You can assign multiple contacts to an account . You must select a main contact by selecting the **Main** checkbox.
5. Click **Save** to save the contact.

Set Document Blocks for an Account

1. In the editor of the **Accounts** view, click **Sales Data**.
2. To set a block, select a block reason from the dropdown list for the block you require under **Document Blocks**.

   To block an account for sales processes, you can set the following blocks:

   - Order block
   - Delivery block
   - Invoice block
3. Save your data.

Caution

When you set or remove a delivery or invoice block for an account, this change will only apply to newly created orders for that account. For existing sales or service orders, you need to set or remove the block in the related order itself.

Add Sales Data to an Account

1. In the editor of the **Accounts** view, click **Sales Data**.

   You can also maintain the sales data in the quick activity.
2. Click **Add Row** under **Sales Data**.
3. Select your sales data details, such as the Incoterms, for the distribution chains that are used to sell products to an account.

   If you select complete delivery for an account, this information is automatically transferred to the related sales or service orders for that account and results in one delivery of the full quantity. In the quick activity, you have to select a

sales organization and a distribution channel for this field to become visible. For more information about complete delivery orders, see .

You have the following options for sales data:

- Create sales data for an individual account
- Use cross-account sales data

> **Note**
> If cross-account sales data is available, the relevant checkbox is selected in the sales data.

4. Save your data.

   The sales data that you enter for an account will be used in the related business document for that account.

Add Payment Data to an Account

1. In the editor of the **Accounts** view, click **Financial Data** and then **Payment Data**.

   You can also maintain payment data in the quick activity. After you have selected the company ID and the account determination group, you can maintain further data depending on the payment method you selected.

2. Under **Companies**, click **Add Row** and select the company using the value selection.
3. Select the account determination group.

   You can select a payment block reason and a payment block expiry date. You can also select a dunning block reason and a dunning block expiry date.

4. Under **Payment Methods**, click **Add Row** and select a payment method from the dropdown list.
5. Depending on the payment method you selected, enter other applicable data.
6. If remittance advice is required, select the appropriate checkbox.
7. Save your data.

> **Note**
> For your primary company, the payment data will be defaulted.

Add Bank Data to an Account

1. In the editor of the **Accounts** view, click **Financial Data** and then **Bank Data**.
2. Select a bank using the value selection.

   The country and national bank code are added automatically.

> **Tip**
> If the relevant bank does not appear in the value selection, click **New Bank** and enter the bank's details to add the bank to the bank directory.

3. Enter the bank account details.
4. Save your data.

Add Tax Data to an Account

1. In the editor of the **Accounts** view, click **Financial Data** and then **Tax Data**.
2. Under **Tax Numbers**, click **Add Row** and select the country, tax number type, and tax number from the dropdown lists.
3. Under **Tax Exemptions**, click **Add Row** and select the country, state, tax type, and tax exemption reason from the dropdown lists.
4. Save your data.

Export Accounts Using Microsoft Excel®

You can export accounts data to Microsoft Excel by clicking **Export To Microsoft Excel®** .

Suppliers Quick Guide

The **Suppliers** view provides you with an overview of all the suppliers.

You can maintain the purchasing data of the suppliers. You can also maintain the financial data of the supplier, including their bank and tax details, and the finance details of each site of your company that deals with a specific supplier.

You can access the **Suppliers** view from the **Master Data** work center.

Tasks

Create and Edit a Supplier

1. In the worklist of the **Suppliers** view, click **New**, then choose **Supplier**.
2. Enter the supplier's name, address, and communication details and other supplier-specific data, such as the ABC classification.

   Note

   When you enter the details of a supplier, click **Check For Duplicates**. You can view the potential duplicates listed.

3. The **Supplier** role is pre-selected for you.
4. Enter purchasing data and payment data to enable an end-to-end-process from purchasing to invoicing, and accounting.

   The purchasing and payment information you enter will be used as standard data when you create a new purchasing document.

   Note

   When you maintain payment data for a new supplier and select the bank transfer payment method, the bank data can be maintained as well.

5. Click **Save** to save the new supplier.

Assign Multiple Addresses to a Supplier

1. In the editor of the **Suppliers** view, click **Communication** and then **Addresses**.

2. Click **Add Row**.
3. Enter the address details.
4. If you require additional address fields, click **Additional Fields**.

   You can also select a different main address and indicate how the address should be used, such as the ship-from address.
5. Enter one or more addresses, and save the address details.

Assign a Contact to a Supplier

1. In the editor of the **Suppliers** view, click **Contacts** and then **Contacts** .
2. Click **Assign Contact** if you want to use an existing business partner as the contact for the supplier.
   a. In the dialog box, search for a business partner using the value selection.
   b. Select a business partner and click **OK**.

      The existing address, communication, function, and department details for the business partner appear. You can edit the details or add information.
3. To create a new contact, click **Add Row**.
4. Enter the details about the new contact.

   You can assign multiple contacts to a supplier. You must select a main contact by selecting the **Main** checkbox.
5. Click **Save** to save the contact.

   → **Tip**

   You can also assign a contact to a particular supplier by selecting the supplier in the worklist and clicking **Edit** → **Contacts**.

Add Purchasing Data to a Supplier

1. In the editor of the **Suppliers** view, click **Purchasing**.
2. Select the purchasing data that you require, such as the payment terms and Incoterms.

   If you want to block a supplier from being used in the purchasing process, select the **Purchasing Blocked** checkbox.
3. Save your data.

Add Payment Data to a Supplier

1. In the editor of the **Suppliers** view, click **Financial Data** and then **Payment Data**.
2. Under **Companies**, click **Add Row** and select the company using the value selection.
3. Select the account determination group.

   You can select a payment block reason and a payment block expiry date.
4. Under **Payment Methods**, you can click **Add Row** if you want to select a payment method from the dropdown list.
5. If applicable, you can add instructions to the bank for international payments.
6. If remittance advice is required, select the appropriate checkbox.

7. Save your data.

i Note

When saving the supplier the first time, payment data for your primary company are automatically added.

Add Bank Data to a Supplier

1. In the editor of the **Suppliers** view, click **Financial Data** and then **Bank Data**.
2. Select a bank using the value selection.

   The country and national bank code are added automatically.

   → Tip

   If the relevant bank does not appear in the value selection, click **New Bank** and enter the bank's details to add the bank to the bank directory.

3. Enter the bank account details.
4. Save your data.

Add Tax Data to a Supplier

1. In the editor of the **Suppliers** view, click **Financial Data** and then **Tax Data**.
2. Under **Tax Numbers**, click **Add Row** and select the country, tax number type, and tax number from the dropdown lists.
3. Under **Withholding Tax Classifications**, click **Add Row** and select the country, tax type, and tax rate type from the dropdown lists.
4. Under **Tax Exemptions**, click **Add Row** and select the country, state, tax type, and tax exemption reason from the dropdown lists.
5. Save your data.

Contacts Quick Guide

The **Contacts** view provides you with an overview of all the contacts that are currently in your system. You can maintain essential information about a contact, such as address, e-mail, telephone number, department, and function within the company. You can also enter a contact's personal details, such as date of birth, marital status, and home address.

You can access the **Contacts** view from the **Master Data** work center.

Tasks

Create and Edit a Contact

1. In the worklist of the **Contacts** view, click **Add**.
2. Enter the contact's name, addresses, communication details, and other details.

   If you create a new contact for an existing account or supplier, you can enter the account ID or the Supplier IDt in the **Business Partner** field and enter relevant information under **Business Address**, **Business Details**, and **Business**

Communication.

3. → **Tip**

   You can also add more information to a particular contact by selecting the contact in the worklist and clicking **Edit**.

4. Click **Save** to save the new contact.

Assign Multiple Addresses to a Contact

1. In the editor of the **Contacts** view, click **Addresses**.
2. Click **Add Row**.
3. Select the address type, and enter the address details.
4. If you require additional address fields, click **Additional Fields**.
5. Enter one or more addresses, and save the address details.

Specify Relationships of a Contact

1. In the editor of the **Contacts** view, click **Relationships** to enter your details about relationships for a contact.
2. Click **Add Row** and select the relationship type and the business partner with whom the contact has a relationship.

   If your contact is the contact for more than one business partner (relationship type `Is Contact Person For`), select **Main** under **Details** for the main relationship for this contact.

   ℹ **Note**

   The main business partner to which a contact is assigned is also displayed in the worklist.

3. Save your data.

Employees Quick Guide

The **Employees** view allows you to view, create, and update the most essential employee data. It provides an overview of an employee's work details including in-house address and communication data. When you create a new employee, an inactive user login profile is created. You can view organizational details, such as the organizational unit, the job title, the reporting line unit, and the manager.

You can access the **Employees** view from the **Master Data** work center.

Tasks

Create and Edit an Employee

1. In the worklist of the **Employees** view, click **New**, then choose **Employee**.

   → **Tip**

   You can also create a new employee by starting the **New Employee** common task, which belongs to the **Master Data** work center.

2. Enter the employee's name, in-house address, communication details and other employee-specific details, such as the employee's organizational assignments.

   → **Tip**

   You can also add more information to a particular employee by selecting the employee in the worklist and clicking **Edit**.

3. Click **Save** to save the new employee.

Delimit the Validity of an Employee

If you want to delimit the validity of an employee record, enter the appropriate date in the **Valid To** field. From this date, you can no longer use this employee in new business processes.

ℹ **Note**

The value in the field is set to `Unlimited` by default.

My Banks Quick Guide

Overview

Your company bank and bank account data is maintained in the **Master Data** work center, **My Banks** view. The system assigns each bank a unique bank identifier, known as the Bank ID. Bank accounts are also assigned a unique identifier known as the Bank Account ID.

Creating a New My Banks Entry

You can create a new bank by choosing **Add** the **My Banks** subview. The My Banks editor displays. The tabs displayed are:

1. **General**

   You assign the Bank ID here. You must also enter a name and select the working day calendar that applies to this bank. These fields are mandatory. You can also enter the alternate account number in the Additional Name field.

   You can also enter address and communication details for the bank. The system uses the information you enter here as the default main address on the next tab.

2. **Addresses**

   You can enter and edit multiple addresses for the bank and also select the address that will be used as the default address for this bank.

3. **Contacts**

   You can enter and edit contact details for individual employees of the bank. You can also select an employee as the default contact for communications with this bank.

4. **Payments Format**

   You select the allowed payment formats used for payments made from bank accounts held at this bank. You can choose the payment format(s) used for payments made from this account. The available payment formats are displayed in a list. Only those formats delivered with the system can be used.

5. **Bank Accounts**

You can enter and edit multiple bank accounts for a bank entry. You choose **Add Row** and enter the bank account number, an account description, company and a time period for which the account will remain valid.

6. After you have completed the fields above choose **Save**. The new bank is automatically assigned a status of Active. Click **Close** to close the quick activity.

7. The new bank is displayed in the My Banks subview.

8. 8. You can edit a bank at any time in the same subview. Select the bank you wish to edit, choose Edit, then select the data you want to edit.

Updating a Bank Record

1. From the My Banks view select the bank that you want to update, choose **Edit**.

2. You update the bank account details on the Bank Accounts tab.

   Choose Add Row and enter the bank account details to create a new company bank account.

   You enter the account details, such as account type and IBAN, Minimum Amount, Maximum Amount and Overdraft Amount on the Account tab. You can, for example, specify another account to pay the bank charges for this account, if required using the **Bank Account for Fee** field.

   You may make frequent foreign currency transactions using this account. To facilitate this, your bank may provide you with several bank accounts all using the same bank account number. To differentiate these bank accounts internally, you may enter an alternative bank account number in the **Alternative Account Number** field and the **Bank Account ID** field.

   You must enter an overdraft limit for the liquidity check. This amount must be a negative number. If you keep an agreed amount on deposit with your bank, then you enter this in the Minimum Amount field. Similarly, if you wish to keep amount on deposit below a certain amount, you can enter this in the Maximum Amount field. These are not mandatory but they are used by the liquidity check.

3. The payment methods available for the bank account are derived from the payment formats you select for the bank. You should update the **Payment Formats** tab before you update the **Payment Methods** for the associated bank accounts. Choose the **Bank Accounts** tab, select a bank account and choose the **Payment Methods** tab to display the chosen payment methods for the bank account such as bank transfer or direct debit.

4. You can create and edit check lots issued to you for this account on the **Check Lots** tab. You can split and remove check lots. However, you cannot split check lots that have been used in automatic payments.

   If you want to issue outgoing checks from this account, you must choose the **Used in Automatic Payments** check box. This allows the system to draw check numbers automatically from this account. This number will be used for checks used in automatic payments. If selected, it also provides the check number automatically on the **New Outgoing Check** quick activity.

5. Save and close the updated bank records. To open the bank from the list in the **My Banks** subview, choose the appropriate ID from the **My Bank ID** column.

Tax Authorities Quick Guide

This view enables you to maintain master data for domestic and foreign tax authorities, as well as financial data relevant for VAT/sales tax or withholding tax. You can also maintain your company tax arrangements.

The tax authority master data is required for the system to be able to make tax entries, create tax returns, and enter payments from or to the tax authority correctly.

To enable the system to trigger and post tax payments, you must enter the data for the payment transaction and identify the relevant tax return type as relevant for payment on the **Tax Return Arrangement** tab.

For externally-initiated tax payments, that is tax payments entered in a work center other than the **Receivables & Payables - Tax Management** work center, the system can only use automatic payment allocation to identify a payment as a tax payment if a tax authority is specified as payee/payer. Then the tax payment can be assigned correctly in the **Receivables & Payables - Tax Management** work center or posted as a tax prepayment.

Tasks

Enter Tax Authority Master Data

1. Choose **Tax Authorities Add**. Enter the address and communication data and save. The system assigns a unique number to the tax authority.
2. On the **Financial Data** tab, under **Payment Data**, enter the relevant payment methods for your company or subsidiary .
3. Enter the accounts that are used for payment transactions with the tax authority under **Bank Data**.
4. Go to the **Company Tax Arrangements** tab and enter the standard settings of the tax return types that are relevant for your company.
    - If you are registered with a tax authority abroad, you also enter your foreign VAT identification numbers on the **Tax Numbers** subtab.

      If you trade with a third country or an EU country, or if intra-community goods and services are provided, companies need to be registered with the relevant tax authority abroad in some cases. If this applies to your company, you also have to enter the master data of the foreign tax authorities and the respective tax numbers
5. Save your entries. The master data record for the tax authority is now active.