

SAP Business One 10.0
Basics – Business Partner
(customer/vendor master data)

EN-SBO1001

[▶ Start your free online demo now](#)



Table of contents

- Customer master data
- Vendor master data
- Set default payment preference
- Define payment terms for customers and vendors
- Define customer and vendor groups

Customer master data

Business Partners > Business Partner Master Data

The screenshot shows the SAP Business Partner Master Data interface. The left sidebar contains a navigation menu with 'Business Partners' selected and 'Business Partner Master Data' highlighted. The main window displays the 'Business Partner Master Data' form with various tabs like 'General', 'Payment Terms', etc. Annotations include:

- Binoculars + Arrows:** A callout box pointing to the navigation icons in the top toolbar, explaining that the binoculars icon is used to 'Find' and the arrows are used for 'Next data set' and 'First to last data set'.
- Business partner master data always open in find mode:** A callout box on the right side of the main window.
- fields highlighted in yellow: search fields** and **fields with a white background: input fields:** A callout box pointing to specific fields in the 'General' tab.
- Searching for customers:** A callout box explaining search methods: entering the exact name (e.g., "conesprit GmbH" + Enter) or using a wildcard (* con" + Enter) to get a list of results.
- WARNING:** A callout box at the bottom right stating: "As long as a business partner has not yet initiated a transaction, this master data can still be deleted. However, the BP code is not assigned a second time if consecutive numbering is used."

Create customer

Business Partners > Business Partner Master Data

The screenshot shows the SAP Business Partner Master Data form. The form is titled "Business Partner Master Data" and contains various fields for customer information. The "Group" field is set to "High Tech". A yellow callout box points to the "Group" field with the text: "Price lists and discounts are assigned to the group. Please confirm with 'Yes'". A dialog box is open in the center of the screen, asking: "Do you want to replace the price list, effective discount group, and effective price according to the selected business partner group? Field: Group". The "Yes" button in the dialog box is highlighted with a yellow box. A yellow callout box points to the "Yes" button with the text: "Price lists and discounts are assigned to the group. Please confirm with 'Yes'". At the bottom of the form, the "OK" button is highlighted with a yellow box. A yellow warning box is located at the bottom right of the form, containing the following text:

WARNING
Do not save (add) until the data record has been completely entered. The data record is closed by the saving process and a new one is opened immediately. If you don't pay attention to this, instead of a complete data set you will have several partial data sets that cannot be deleted but overwritten. If you add the data record too early, you call up the correct data record again and complete it.

The ENTER key activates the saving process. Instead of ENTER, the Tab key should be used for navigation in SAP Business One.

Customer master data - Head and general

Business Partners > Business Partner Master Data

Discounts and price lists can be associated to the **customer group**. They are also available in reporting.

The **currency** defines the currency in which sales documents are created.

From a tax point of view, the **Federal Tax Id** is relevant for customers in EU foreign country or third countries.

The **shipping type** is shown in the receipts. It can be maintained in the article master and in the GP master. In practice it is mostly maintained in the GP master data.

Business Partner Master Data
— □ ×

Code:

Name:

Foreign Name:

Group:

Currency:

Federal Tax ID:

Account Balance:

Deliveries:

Orders:

Opportunities:

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties	Remarks	Attachments	eDocs
Tel 1	<input type="text"/>				Contact Person	<input type="text" value="Max Mueller"/>			
Tel 2	<input type="text"/>				ID No. 2	<input type="text"/>			
Mobile Phone	<input type="text"/>				Unified Federal Tax ID	<input type="text"/>			
Fax	<input type="text"/>				Remarks	<input type="text"/>			
E-Mail	<input type="text"/>				Sales Employee	<input type="text" value="Bernhard Heinrich"/>			
Web Site	<input type="text"/>				BP Channel Code	<input type="text"/>			
Shipping Type	<input type="text" value="DHL"/>				Technician	<input type="text"/>			
Password	<input type="text"/>				Territory	<input type="text"/>			
Factoring Indicator	<input type="text"/>				Language	<input type="text" value="German"/>			
BP Project	<input type="text"/>								
Industry	<input type="text"/>								
Business Partner Type	<input type="text" value="Company"/>								

Personal Data Protection

Natural Person Status:

Alias Name:

GLN:

Block Sending Marketing Content

From: To: Remarks:

Active
 Inactive
 Advanced

Update
Cancel

Account Balance, deliveries and sales orders, as well as outstanding opportunities are shown in the customer master data.

The **contact person** is specified, which is stored as the default in the contact person tab.

An internal **sales employee** can be permanently connected to the BP.

The specification of the **language** influences the document language if the database supports the multi-language function.

Leads who are not yet customers are created like customers. Exception: In the **Business Partner Type** field, there's a lead instead of a customer. The Business Partner Type field changes when the lead becomes a customer. Offers and customer orders can be created under the lead type. As soon as deliveries and outgoing invoices are created, you receive a request to convert the lead into a customer.

Customer master data – Contact persons

Business Partners > Business Partner Master Data

Business Partner Master Data

Code: Manuell C20000 Customer
Name: PC Welt GmbH & Co.KG
Foreign Name:
Group: Konstruktion
Currency: Euro
Federal Tax ID:
Account Balance: 105.251,04
Deliveries: 28.233,35
Orders: 165.772,73
Opportunities:
Local Currency:
General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

Christian Gander
Wolfgang Müller
Define New

Set as Default

Contact ID: Christian Gander
First Name:
Middle Name:
Last Name:
Title:
Position: Mitarbeiter Einkauf
Address:
Telephone 1: 030/56590-1
Telephone 2:
Mobile Phone: 01789/104-9100
Fax: 030/56590-2
E-Mail: christian.gander@pcweltgm...
E-Mail Group:
Pager:
Remarks 1:
Remarks 2:
Password:
Country of Birth:
Date of Birth:
Gender:
Profession:
City of Birth:
 Block Sending Marketing Content
 Active eDoc Recipient
Personal Data Protection
 Natural Person
Status: None

Hinzufügen Cancel You Can Also

Contact persons are created.

You can define the **ID** yourself.

The contact person that is defined as **default** is shown in the General tab and is preselected in all documents.

Customer master data - Addresses

Business Partners > Business Partner Master Data

Business Partner Master Data

Code: Manuell C20000 Customer
Name: PC Welt GmbH & Co.KG
Foreign Name:
Group: Konstruktion
Currency: Euro
Federal Tax ID:
Account Balance: 105.251,04
Deliveries: 28.233,35
Orders: 165.772,73
Opportunities:
Local Currency:
Show Location in Web Browser

Bill to	Ship To
Rechnungsempfänger	Lieferadresse
Define New	Nebenstelle
Define New	Define New

Address ID: Rechnungsempfänger
Address Name 2:
Address Name 3:
Street / PO Box: Goethestr. 24
Street No.:
Block:
City: Berlin
Zip Code: 10625
County:
State: Berlin
Country: Germany
Building/Floor/Room:
GLN:
Set as Default
>>

OK Cancel You Can Also

A distinction is made between Bill to and Ship to addresses.

When choosing an ID, it is advisable to assign speaking IDs to several different addresses (e.g. Berlin and Hanover or main and sub-camps).

If the bill to and ship to addresses are the same, the bill to address can be copied into the ship to address using the >> arrows. However, if the bill to address changes in the future, the ship to address will not be adjusted automatically.

The specification of the **country** affects the accounts that are addressed when an invoice is created (domestic claims, EU claims or third-party claims).

Customer master data – Payment terms

Business Partners > Business Partner Master Data

Standard **payment terms** are defined under Administration> System initialization> General settings > BP tab.

Of course, another condition can be stored in the BP master data.

Price lists and discounts are defined via the customer group. They are pre-assigned, but can be adjusted.

Definition of the customer group under:
Administration> Setup > Business Partners > Customer Groups

Credit limits and commitment limits can be set if necessary.

Under Administration> System initialization> General settings> GP tab, you can set whether a warning should be issued if the limit is exceeded.

Business Partner Master Data
— □ ✕

<table style="width: 100%; border-collapse: collapse;"> <tr><td>Code</td><td>Manuell</td><td>C20000</td><td>Customer ▾</td></tr> <tr><td>Name</td><td colspan="3">PC Welt GmbH & Co.KG</td></tr> <tr><td>Foreign Name</td><td colspan="3"></td></tr> <tr><td>Group</td><td colspan="3">Konstruktion ▾</td></tr> <tr><td>Currency</td><td colspan="3">Euro ▾</td></tr> <tr><td>Federal Tax ID</td><td colspan="3"></td></tr> </table>	Code	Manuell	C20000	Customer ▾	Name	PC Welt GmbH & Co.KG			Foreign Name				Group	Konstruktion ▾			Currency	Euro ▾			Federal Tax ID				<table style="width: 100%; border-collapse: collapse;"> <tr><td>Account Balance</td><td>➔</td><td>Local Currency</td><td>105.251,04</td><td>▮▮▮</td></tr> <tr><td>Deliveries</td><td>➔</td><td></td><td>28.233,35</td><td>▮▮▮</td></tr> <tr><td>Orders</td><td>➔</td><td></td><td>165.772,73</td><td>▮▮▮</td></tr> <tr><td>Opportunities</td><td></td><td></td><td></td><td></td></tr> </table>	Account Balance	➔	Local Currency	105.251,04	▮▮▮	Deliveries	➔		28.233,35	▮▮▮	Orders	➔		165.772,73	▮▮▮	Opportunities					
Code	Manuell	C20000	Customer ▾																																											
Name	PC Welt GmbH & Co.KG																																													
Foreign Name																																														
Group	Konstruktion ▾																																													
Currency	Euro ▾																																													
Federal Tax ID																																														
Account Balance	➔	Local Currency	105.251,04	▮▮▮																																										
Deliveries	➔		28.233,35	▮▮▮																																										
Orders	➔		165.772,73	▮▮▮																																										
Opportunities																																														

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties	Remarks	Attachments	eDocs																																																																																																																								
<table style="width: 100%; border-collapse: collapse;"> <tr><td>Payment Terms</td><td>➔</td><td>2% 10 Tage, Netto 30 Tage ▾</td></tr> <tr><td>Interest on Arrears %</td><td></td><td></td></tr> <tr><td>Price List</td><td></td><td>VK Regulär ▾</td></tr> <tr><td>Total Discount %</td><td></td><td></td></tr> <tr><td>Credit Limit</td><td></td><td>50.000,00</td></tr> <tr><td>Commitment Limit</td><td></td><td>50.000,00</td></tr> <tr><td>Dunning Term</td><td></td><td>Standard ▾</td></tr> <tr><td>Automatic Posting</td><td></td><td>No ▾</td></tr> <tr><td>Dflt Blanket Agreement</td><td></td><td></td></tr> <tr><td>Effective Discount Groups</td><td></td><td>Lowest Discount ▾</td></tr> <tr><td>Effective Price</td><td></td><td>Default Priority ▾</td></tr> </table>				Payment Terms	➔	2% 10 Tage, Netto 30 Tage ▾	Interest on Arrears %			Price List		VK Regulär ▾	Total Discount %			Credit Limit		50.000,00	Commitment Limit		50.000,00	Dunning Term		Standard ▾	Automatic Posting		No ▾	Dflt Blanket Agreement			Effective Discount Groups		Lowest Discount ▾	Effective Price		Default Priority ▾	<table style="width: 100%; border-collapse: collapse;"> <tr><td>Credit Card Type</td><td>Master Karte ▾</td></tr> <tr><td>Credit Card No.</td><td>*****1821</td></tr> <tr><td>Expiration Date</td><td></td></tr> <tr><td>ID Number</td><td></td></tr> <tr><td>Average Delay</td><td></td></tr> <tr><td>Priority</td><td>Erster ▾</td></tr> <tr><td>Default IBAN</td><td></td></tr> <tr><td>Holidays</td><td></td></tr> <tr><td>Payment Dates</td><td>...</td></tr> </table>						Credit Card Type	Master Karte ▾	Credit Card No.	*****1821	Expiration Date		ID Number		Average Delay		Priority	Erster ▾	Default IBAN		Holidays		Payment Dates	...	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allow Partial Delivery of Sales Order <input checked="" type="checkbox"/> Allow Partial Delivery per Row <input type="checkbox"/> Do Not Apply Discount Groups <input checked="" type="checkbox"/> Endorsable Checks from This BP <input type="checkbox"/> This BP Accepts Endorsed Checks 																																																																				
Payment Terms	➔	2% 10 Tage, Netto 30 Tage ▾																																																																																																																															
Interest on Arrears %																																																																																																																																	
Price List		VK Regulär ▾																																																																																																																															
Total Discount %																																																																																																																																	
Credit Limit		50.000,00																																																																																																																															
Commitment Limit		50.000,00																																																																																																																															
Dunning Term		Standard ▾																																																																																																																															
Automatic Posting		No ▾																																																																																																																															
Dflt Blanket Agreement																																																																																																																																	
Effective Discount Groups		Lowest Discount ▾																																																																																																																															
Effective Price		Default Priority ▾																																																																																																																															
Credit Card Type	Master Karte ▾																																																																																																																																
Credit Card No.	*****1821																																																																																																																																
Expiration Date																																																																																																																																	
ID Number																																																																																																																																	
Average Delay																																																																																																																																	
Priority	Erster ▾																																																																																																																																
Default IBAN																																																																																																																																	
Holidays																																																																																																																																	
Payment Dates	...																																																																																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="10"><u>Business Partner Bank</u></td></tr> <tr><td>Bank Country</td><td colspan="9">Germany</td></tr> <tr><td>Bank Name</td><td colspan="9">➔ Bundesbank</td></tr> <tr><td>Bank Code</td><td colspan="9">10010050</td></tr> <tr><td>Account</td><td colspan="9">0123456789</td></tr> <tr><td>BIC/SWIFT Code</td><td colspan="9">MARKDEF1100</td></tr> <tr><td>Bank Account Name</td><td colspan="9"></td></tr> <tr><td>Branch</td><td colspan="9"></td></tr> <tr><td>Ctrl Int. ID</td><td colspan="9"></td></tr> <tr><td>IBAN</td><td colspan="9">DE22100100500123456789</td></tr> <tr><td>Mandate ID</td><td colspan="9">C2000001</td></tr> <tr><td>Date of Signature</td><td colspan="9">01.09.2016</td></tr> </table>										<u>Business Partner Bank</u>										Bank Country	Germany									Bank Name	➔ Bundesbank									Bank Code	10010050									Account	0123456789									BIC/SWIFT Code	MARKDEF1100									Bank Account Name										Branch										Ctrl Int. ID										IBAN	DE22100100500123456789									Mandate ID	C2000001									Date of Signature	01.09.2016								
<u>Business Partner Bank</u>																																																																																																																																	
Bank Country	Germany																																																																																																																																
Bank Name	➔ Bundesbank																																																																																																																																
Bank Code	10010050																																																																																																																																
Account	0123456789																																																																																																																																
BIC/SWIFT Code	MARKDEF1100																																																																																																																																
Bank Account Name																																																																																																																																	
Branch																																																																																																																																	
Ctrl Int. ID																																																																																																																																	
IBAN	DE22100100500123456789																																																																																																																																
Mandate ID	C2000001																																																																																																																																
Date of Signature	01.09.2016																																																																																																																																

Hinzufügen
Cancel
You Can Also

Customer master data – Payment run

Business Partners > Business Partner Master Data

Business Partner Master Data

Code: Manuell C20000 Customer
Name: PC Welt GmbH & Co.KG
Foreign Name:
Group: Konstruktion
Currency: Euro
Federal Tax ID:
Local Currency:
Account Balance
Deliveries
Orders
Opportunities

General | Contact Persons | Addresses | Payment Terms | **Payment Run** | Accounting | Properties | Remarks | Attachments

House Bank

Country: Germany
Bank: Bundesbank
Account: 0123456789
Branch:
IBAN: DE22100100500123456789
BIC/SWIFT Code: MARKDEF1100
Control No.:

Reference Details
 Payment Block
 Single Payment
 Collection Authorization
Bank Charges Allocation Code:

Auto. Cal. Bank Charge for Incoming Payment

Payment Methods

#	Code	Description	Include	Active
1	Incoming BT	Eingehende Banküberweisung	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	SEPA_DD_...	SEPA Lastschrift B2B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	SEPA_DD_C...	SEPA Lastschrift CORE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Clear Default | Set as Default

Hinzufügen | Cancel | You Can Also

This register is not part of the basic training. It is dealt with in the payment transactions training course.

Customer master data – Accounting – General

Business Partners > Business Partner Master Data

Business Partner Master Data

Code: Manuell C20000 Customer
Name: PC Welt GmbH & Co.KG
Foreign Name:
Group: Konstruktion
Currency: Euro
Federal Tax ID:
Account Balance: 105.251,04
Deliveries: 28.233,35
Orders: 165.772,73
Opportunities:
Local Currency

General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

General | Tax

Consolidating BP:
 Payment Consolidation Delivery Consolidation

Control Accounts

Accounts Receivable	1410	Forderungen aus L.u.L. Inland
Down Payment Clearing Account		
Down Payment Interim Account		

Block Dunning Letters
Dunning Level: 0
Dunning Date: 24.07.2012
Connected Vendor:

Planning Group:
 Use Shipped Goods Account
 Affiliate

Hinzufügen Cancel You Can Also

In SAP Business One, the corresponding posting records are created when documents are created.

The accounts shown here are defined under:
Administration > Setup > Financials > G / L Accounts Determination

Please reconcile the selected account determination with your tax accountant before you make your first booking.

Customer master data – Accounting – Tax

Business Partners > Business Partner Master Data

Business Partner Master Data

Code: Manuell C20000 Customer
Name: PC Welt GmbH & Co.KG
Foreign Name:
Group: Konstruktion
Currency: Euro
Federal Tax ID:
Account Balance: 105.251,04
Deliveries: 28.233,35
Orders: 165.772,73
Opportunities:
Local Currency:
Tax Status: Liable
Tax Group: A2 USt 16%(06)/19%...
Deferred Tax:
DATEV Account:
First Data Entry: Yes

Update Cancel You Can Also

The **tax status** field is set to mandatory in the standard system. If the customer is located in a third country, it is “tax-exempt”. Customers in other EU countries have the “EU” tax status. Please discuss with your tax accountant which indicator must be selected.

Please make sure that you create a UID for customers from the EU and third countries.

If the tax status is “Liable”, the indicator A2 is automatically selected in a document, provided that no further settings are made in the business partner master data or the item master data.

How the current tax cut is dealt with must be clarified on a situational basis.

The **DATEV account** field is only relevant for the German localization. This account is used when exporting data from SAP Business One to DATEV. This is part of another training course.

Customer master data – Properties

Business Partners > Business Partner Master Data

Business Partner Master Data
— □ ×

Code:

Name:

Foreign Name:

Group:

Currency:

Federal Tax ID:

Account Balance:

Deliveries:

Orders:

Opportunities:

Local Currency:

General
Contact Persons
Addresses
Payment Terms
Payment Run
Accounting
Properties
Remarks
Attachments
eDocs

#	Property Name	
1	Nord	<input checked="" type="checkbox"/>
2	Süd	<input type="checkbox"/>
3	Ost	<input checked="" type="checkbox"/>
4	West	<input type="checkbox"/>
5	<10 Mitarbeiter	<input type="checkbox"/>
6	>10 Mitarbeiter	<input checked="" type="checkbox"/>
7	Inland	<input checked="" type="checkbox"/>
8	Ausland	<input type="checkbox"/>
9	Geschäftspartner Eigenschaft 9	<input type="checkbox"/>
10	Geschäftspartner Eigenschaft 10	<input type="checkbox"/>
11	Geschäftspartner Eigenschaft 11	<input type="checkbox"/>
12	Geschäftspartner Eigenschaft 12	<input type="checkbox"/>
13	Geschäftspartner Eigenschaft 13	<input type="checkbox"/>
14	Geschäftspartner Eigenschaft 14	<input type="checkbox"/>
15	Geschäftspartner Eigenschaft 15	<input type="checkbox"/>
16	Geschäftspartner Eigenschaft 16	<input type="checkbox"/>
17	Geschäftspartner Eigenschaft 17	<input type="checkbox"/>
18	Geschäftspartner Eigenschaft 18	<input type="checkbox"/>
19	Geschäftspartner Eigenschaft 19	<input type="checkbox"/>

Select All
Clear Selection

Hinzufügen
Cancel
You Can Also

You can classify your business partners using properties that you define according to your company requirements. You assign the relevant properties while editing the master record of a business partner. There are 64 properties available.

With the help of those properties you can:

- Define reports and assessments
- Sort data
- Select master data records during processing

Customer master data – Remarks

Business Partners > Business Partner Master Data

Business Partner Master Data

Code	Manuell	C20000	Customer	Local Currency	
Name	PC Welt GmbH & Co.KG			Account Balance	105.251,04
Foreign Name				Deliveries	28.233,35
Group	Konstruktion			Orders	165.772,73
Currency	Euro			Opportunities	
Federal Tax ID					

General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

Comments and a photo can be saved in this register.

Hinzufügen | Cancel | You Can Also

Customer master data – Attachments

Business Partners > Business Partner Master Data

Business Partner Master Data

Code:

Name:

Foreign Name:

Group:

Currency:

Federal Tax ID:

Account Balance:

Deliveries:

Orders:

Opportunities:

General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

#	Target Path	File Name	Attachment Date	Free Text
---	-------------	-----------	-----------------	-----------

Attachments, such as contracts or the like, can be stored for the business partner.

The master data record is only saved at the end of the entry.

Business partner master data – Vendor / Register General

Business Partners > Business Partner Master Data

The dialog for vendors differs only marginally from the customer master data. Only the main differences are explained here:

Business Partner Master Data

Code: Manuell V30000 Vendor

Name: Blockies Corporation

Foreign Name:

Group: Vertriebsunternehmen

Currency: GBP

Federal Tax ID:

Account Balance: -484,19

Goods Receipt POs: -6.048,00

Purchase Orders: -235,20

BP Currency:

General

Tel 1: (44)028-7920

Tel 2:

Mobile Phone:

Fax: (44) 028-7922

E-Mail: info@blockies.sap.uk

Web Site: www.blockies.sap.uk

Shipping Type: DHL

Password:

Factoring Indicator:

BP Project:

Industry:

Business Partner Type: Company

Contact Person: Karl Fuerst

ID No. 2:

Unified Federal Tax ID:

Remarks:

Buyer: Kora Adelheid

Territory Language: German

Personal Data Protection

Natural Person Status: None

Alias Name:

GLN:

Block Sending Marketing Content

From: To: Remarks:

Active

Inactive

Advanced

OK Cancel You Can Also

If invoices from a supplier are not made in EUR, the **currency** is specified here. Purchasing documents are created in the specified foreign currency.

The specification of the **language** influences the document language if the database supports multi-language function.

Corresponding settings aren't part of the basic training.

Vendor master data – Payment terms

Business Partners > Business Partner Master Data

Standard **payment terms** are defined under Administration> System initialization> General settings > BP tab.

Of course, another condition can be stored in the BP master data.

Price lists and **discounts** are defined via the vendor group. They are pre-assigned, but can be adjusted.

Definition of the customer group under:

Administration> Setup > Business Partners > Vendor Groups

The vendor's **bank details** must be entered if the automated payment run is to be used.

Business Partner Master Data

Code: Manuell V30000 Vendor
Name: Block*
Foreign Name:
Group: Vertriebsunternehmen
Currency: GBP
Federal Tax ID:

Account Balance: -484,19
Goods Receipt POs: -6.048,00
Purchase Orders: -235,20

BP Currency: [Dropdown]

General | Contact Persons | Addresses | **Payment Terms** | Payment Run | Accounting | Properties | Remarks | Attachments | eDocs

Payment Terms: Netto 30 Tage
Interest on Arrears %:
Price List: EK Regulär
Total Discount %:
Credit Limit: 0,00
Commitment Limit: 0,00

Effective Discount Groups: Lowest Discount
Effective Price: Default Priority

Business Partner Bank
Bank Country: Germany
Bank Name: Bundesbank
Bank Code: 10010050
Account: 0123456789
BIC/SWIFT Code: MARKDEF1100
Bank Account Name:
Branch:
Ctrl Int. ID:
IBAN: DE22100100500123456789
Mandate ID:
Date of Signature:

Average Delay:
Priority: Dritter
Default IBAN:
Holidays:
Payment Dates: ...

Do Not Apply Discount Groups
 Endorsable Checks from This BP
 This BP Accepts Endorsed Checks

Hinzufügen Cancel You Can Also

Vendor master data – Accounting – Tax

Business Partners > Business Partner Master Data

The **tax status** field is set to "Liable" in the standard system. If the supplier is located in another EU country (acquisition) or a third country (exempt), the tax status and **tax code** must be entered here accordingly. Please discuss with your tax accountant which indicator must be selected. Please make sure that the supplier prints your UID in his invoices.

If the tax status is "Liable", the indicator V2 is automatically selected in a purchasing document, provided that no further settings are made in the business partner master data or the item master data.

How the current tax cut must be dealt with on a situational basis.

Business Partner Master Data

Code: Manuell V30000 Vendor
Name: Block*
Foreign Name:
Group: Vertriebsunternehmen
Currency: GBP
Federal Tax ID:

Account Balance: -484,19
Goods Receipt POs: -6.048,00
Purchase Orders: -235,20

BP Currency: [Dropdown]

General | Contact Persons | Addresses | Payment Terms | Payment Run | Accounting | Properties | Remarks | Attachments | eDogs

General | Tax

Tax Status: Liable
Tax Group: V0 VSt 0%

Deferred Tax

DATEV Account: [Field]
First Data Entry: Yes

OK Cancel You Can Also

Set default payment preference

Administration > System Initialization > General Settings > Register BP

General Settings

BP | Budget | Services | Display | Font & Bkgd | Path | Inventory | Resources | Cash Flow | Cockpit | Cost Accoun... | Pricing | Hide Functions | QR Codes

Customer Activity Restrictions

- Credit Limit
- Commitment Limit
- Consider Deliveries Balance

Set Commission by

- Sales Employees
- Items
- Customers

Approval Process

- Enable Approval Process
- Enable Approval Process in DI
- Enable Updating the Document Generated/Updated by Approval Process
- Enable Originator to Update the Document Draft in Pending/Approved Status
- Enable Authorizer to Update Document Draft in Pending Status

Payment Terms Preferences

- Default Payment Method for Customer: SEPA_DD_B2B
- Default Payment Method for Vendor: SEPA_CT
- Submit Credit Vouchers: Automatically
- Default Dunning Term for Customer: Standard
- Default Payment Term for Customer: 2% 10 Tage, Netto 30 Tage
- Default Payment Term for Vendor: Netto 30 Tage
- Apply Changes in BP Fields to New Business Partners Only

Use Shipped Goods Account for Customer

Display Inactive Business Partners in Reports

Display Inactive Business Partners in Marketing Documents

Apply IBAN Validation to Bank Accounts

Allow Updating Address ID

Enable Data Ownership

Manage Data Ownership By: Business Partner and Document

Blanket Agreements

- Allow Multiple Blanket Agreements for Same Period
- Enable Updating Unit Price/Planned Quantity/Planned Amount in Blanket Agreement with Linked Documents

OK Cancel

Either select the payment term in the list, or jump to the administration with the golden arrow

Define payment terms for customers and vendors

Administration > Setup > Business Partners > Payment Terms



Payment Terms - Setup

Payment Terms Code: C 8 days 2% discount, 30 days net

Due Date Based on: Document Date

Start From: + 0 Months + 0 Days

Tolerance Days: 0

No. of Installments: 0

Open Incoming Payment: IVO

Cash Discount Name: 8 days 2%

BP Fields

Total Discount %: 0,0000

Interest % on Receivables: 0,0000

Price List: VK Regulär

Max. Credit: 0,00

Commitment Limit: 0,00

OK Cancel

The existing conditions can be displayed using the **magnifying glass symbol** or the **arrows**. New conditions are added using the "+" symbol.

The **payment terms code** is displayed on the receipts, so the text should be understandable for customers. Conditions for customers start in the code with a C, conditions for vendors, i.e. the conditions that you are subject to, start with an V for vendors.

When defining the discount, the following must be noted:
The special character "%" must not be used in the discount definition code. The word percent must be written out, otherwise the discount definition cannot be saved. In the name of the discount definition, however, the special character "%" may be used.

If the defined payment term is a term for customers, a sales price list must be associated to the term. If the term is for vendors, a purchase price list must be associated to the term.

Cash Discount

Code: 8 days 2 percent

Name: 8 days 2%

By Date

Freight

Cash Discount Based on: Posting Date

#	Cash Discount Days	Discount %
1	8	2,0000
2		0,0000

Add Cancel Clear Table

If the box for freight is not ticked, the freight is not included in the discount calculation. If the check mark is set, the freight is also discounted by a discount.

Define customer and vendor groups

Administration > Setup > Business Partners > Customer Groups / Vendor Groups

Customer Groups - Setup

#	Group Name	Price List	Effective Discount Groups	Effective Price
1	Kunden	VK Einzelhandel	Lowest Discount	Default Priority
2	Warenhaus	VK Wiederverkäufer	Lowest Discount	Default Priority
3	Wiederverkäufer	VK Wiederverkäufer	Lowest Discount	Default Priority
4	Einzelhandel	VK Einzelhandel	Lowest Discount	Default Priority
5	Regierung	VK Regulär	Lowest Discount	Default Priority
6	High Tech	VK Regulär	Lowest Discount	Default Priority
7	Konstruktion	VK Regulär	Lowest Discount	Default Priority
8	Produktion	VK Regulär	Lowest Discount	Default Priority
9	Inaktiv	VK Einzelhandel	Lowest Discount	Default Priority
10	Beratung	VK Regulär	Lowest Discount	Default Priority
11			Lowest Discount	Default Priority

OK Cancel

Enter a meaningful name for the group.

A suitable price list can be assigned to the respective group in the Price List column. The selected price list is assigned to the customer or supplier by default when the corresponding customer or supplier group is selected in the business partner master data.

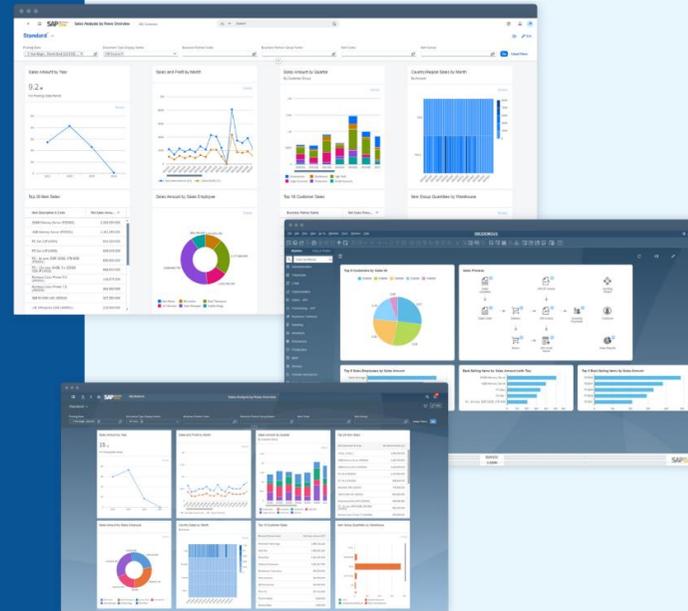
Discounts and price lists can be associated to the group. The group is also regularly available for selection in reporting.

Your own SAP Business One demo system.

Ready for you in 2 minutes.

**Don't believe us?
Then try it now!**

 Free Online-Demo



Disclaimer of liability

The information in this publication was compiled from data that were assumed to be correct; however, we do not assume any liability or guarantee for the correctness and completeness of the information.

Although we have prepared this publication with care, it cannot be ruled out that it is incomplete or contains errors. The publisher, its managing directors, executives or employees are therefore not liable for the correctness and completeness of the information. Any inaccuracies or incompleteness of the information do not constitute liability, neither for direct nor for indirect damage.

conesprit GmbH
Eduard-Breuninger-Straße 6/1
71522 Backnang, Germany
conesprit.de
business-one-consulting.com

Contact person
Katrin Douverne
Email: katrin.douverne@conesprit.de
Tel.: +49 7191 18 70 190
Fax: +49 7191 18 70 191