





Starting right now: Your SAP Business One Cloud test system will be ready in 3 minutes>

SAP Business One 10.0
Basics Business Partner (Customer and vendor master data)
October 2024

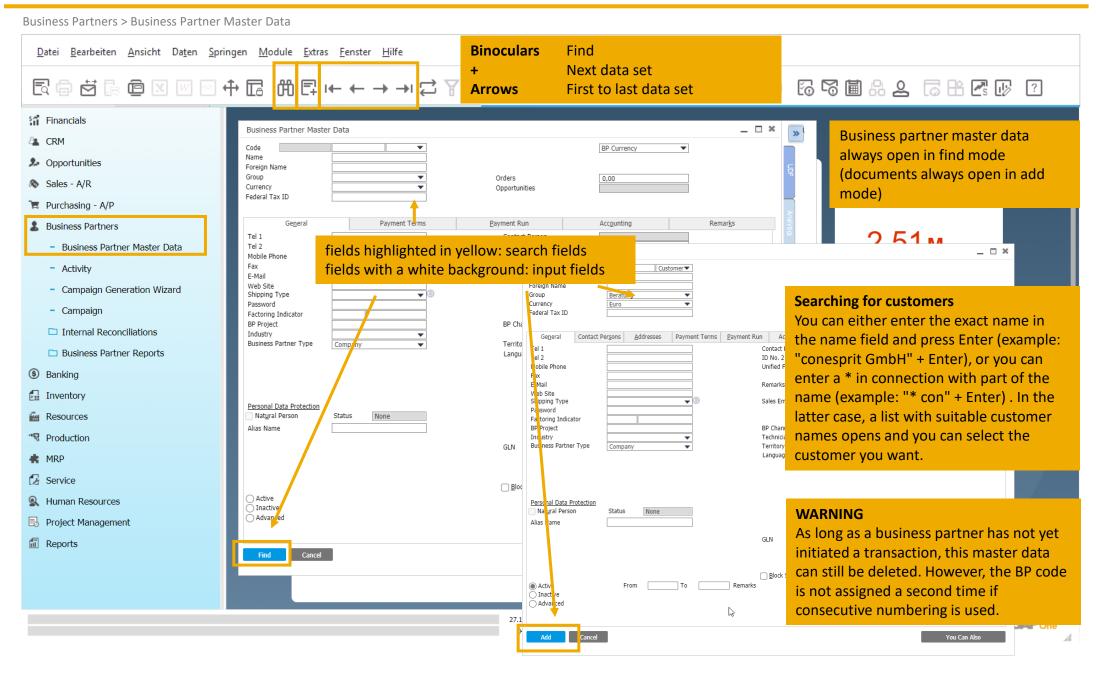
**SBO1001-EN** 

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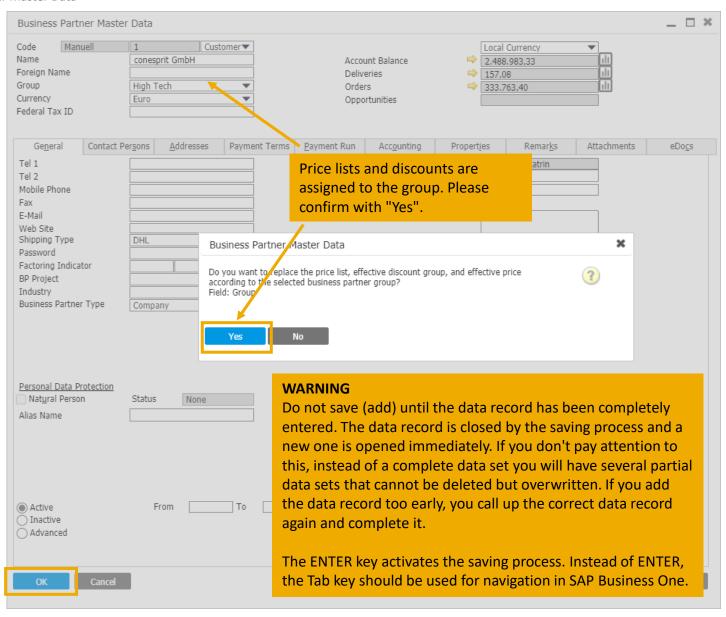
### Customer master data





### Create customer

Business Partners > Business Partner Master Data







# Customer master data - Head and general

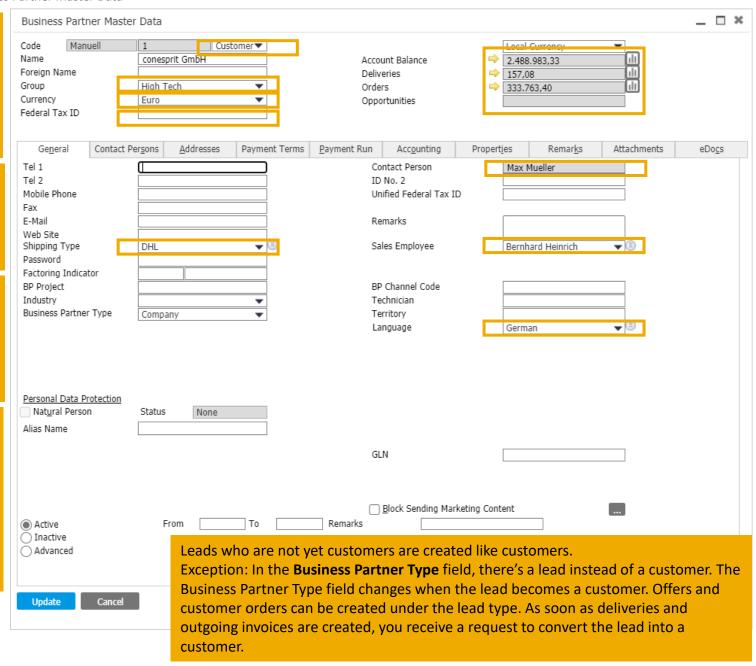
Business Partners > Business Partner Master Data

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.



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

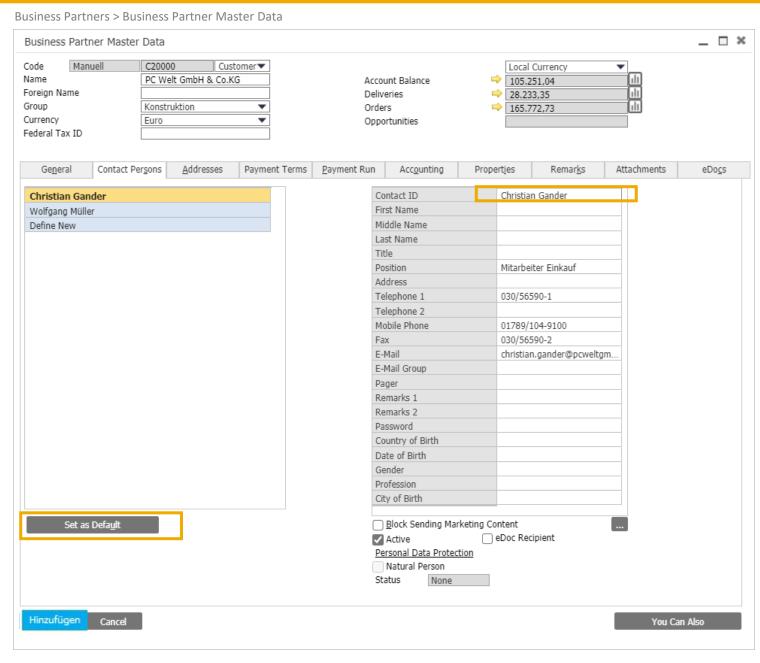
The **contact person** is specified, which is stored as the default in the contact person tab.

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 multilanguage function.



# Customer master data – Contact persons



Contact persons are created.

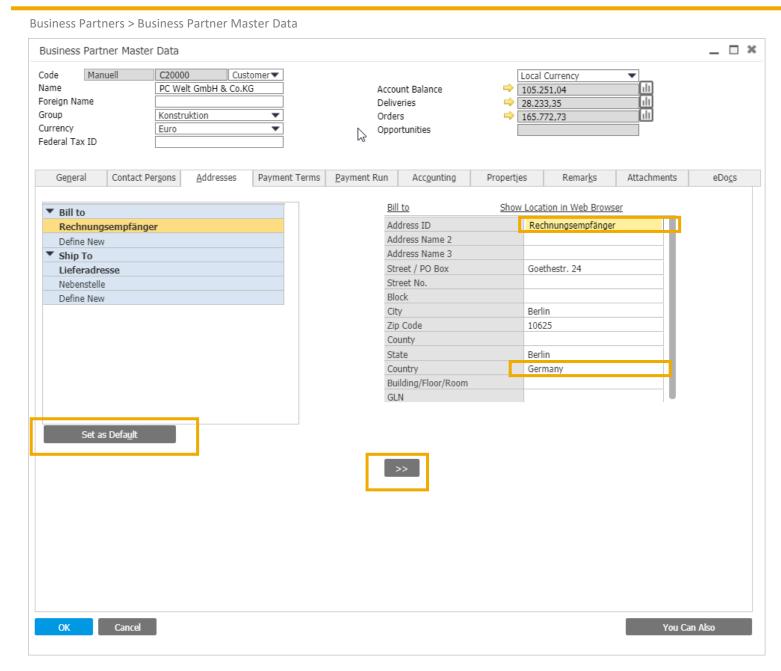
You can define the ID yourself.

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





### Customer master data - Addresses



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.

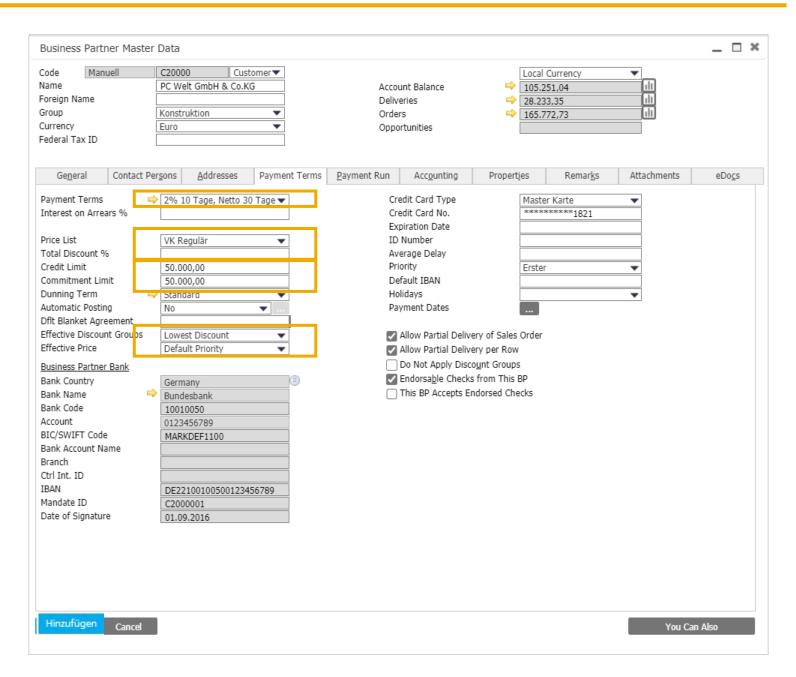
**Price lists** and **discounts** are defined via the customer group. They are preassigned, but can be adjusted.

Definition of the customer group under:

Administration> Setup > Business Partners > Customer Groups

**Credit limits** and **commitment limits** can be set if necessary.

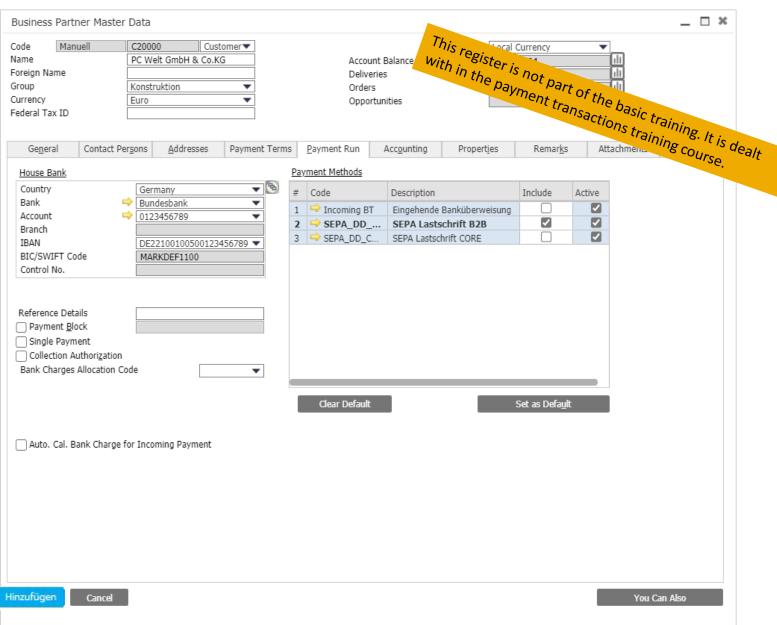
Under Administration> System initialization> General settings> GP tab, you can set whether a warning should be issued if the limit is exceeded.





# Customer master data – Payment run

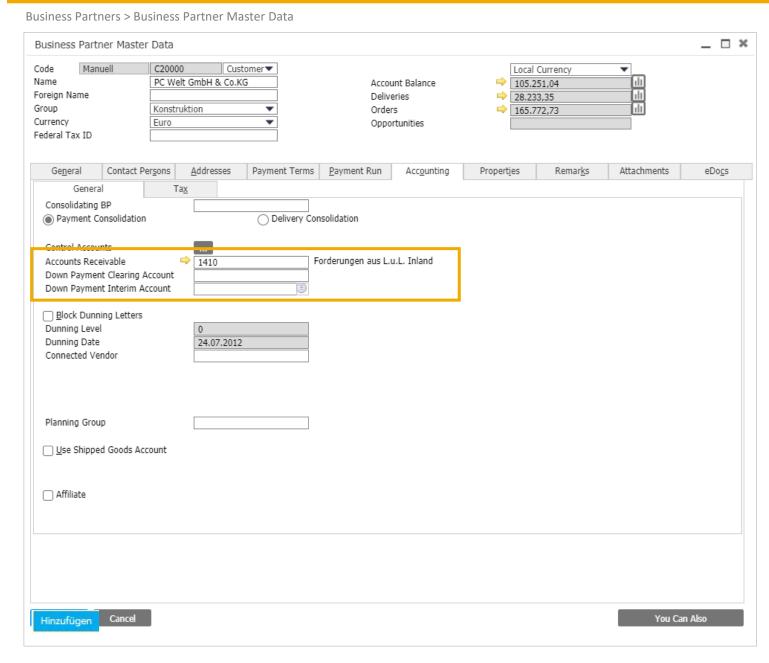
Business Partners > Business Partner Master Data







# Customer master data – Accounting – General



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

The accounts shown here are defined under:

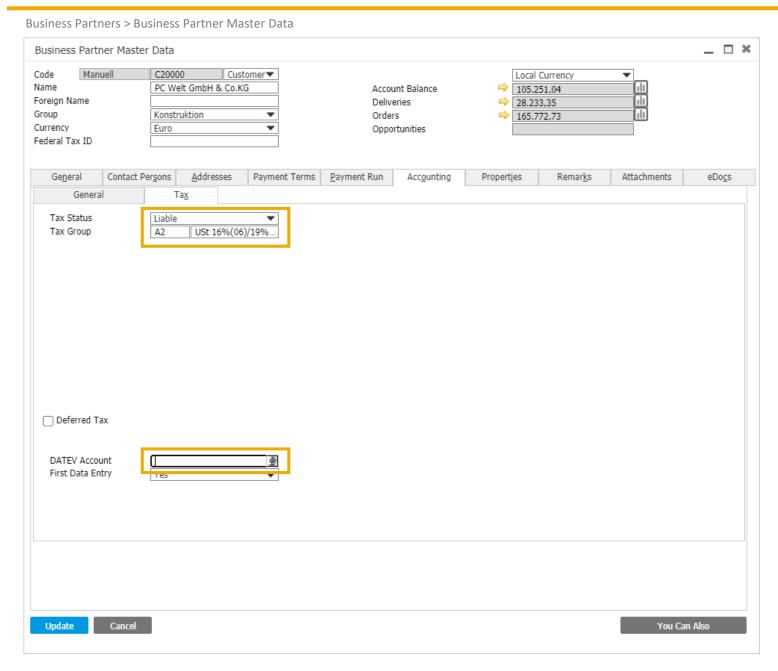
Administration > Setup > Financials > G / L Accounts Determination

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





# Customer master data – Accounting – Tax



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 C20000 Code Customer▼ Local Currency Name PC Welt GmbH & Co.KG 105.251,04 Account Balance Foreign Name Deliveries → 28,233,35 Group Konstruktion • Orders 165.772,73 Currency Euro • Opportunities Federal Tax ID Contact Persons Addresses Payment Terms Payment Run Accounting Properties | Remarks Attachments eDocs General Property Name **~** Nord 2 Süd $\checkmark$ 3 Ost West 4 <10 Mitarbeiter **✓** >10 Mitarbeiter **✓** Inland 8 Ausland Geschäftspartner Eigenschaft 9 10 Geschäftspartner Eigenschaft 10 11 Geschäftspartner Eigenschaft 11 12 Geschäftspartner Eigenschaft 12 13 Geschäftspartner Eigenschaft 13 14 Geschäftspartner Eigenschaft 14 15 Geschäftspartner Eigenschaft 15 16 Geschäftspartner Eigenschaft 16 17 Geschäftspartner Eigenschaft 17 Select All 18 Geschäftspartner Eigenschaft 18 19 Geschäftspartner Eigenschaft 19 Clear Selection Hinzufügen 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.

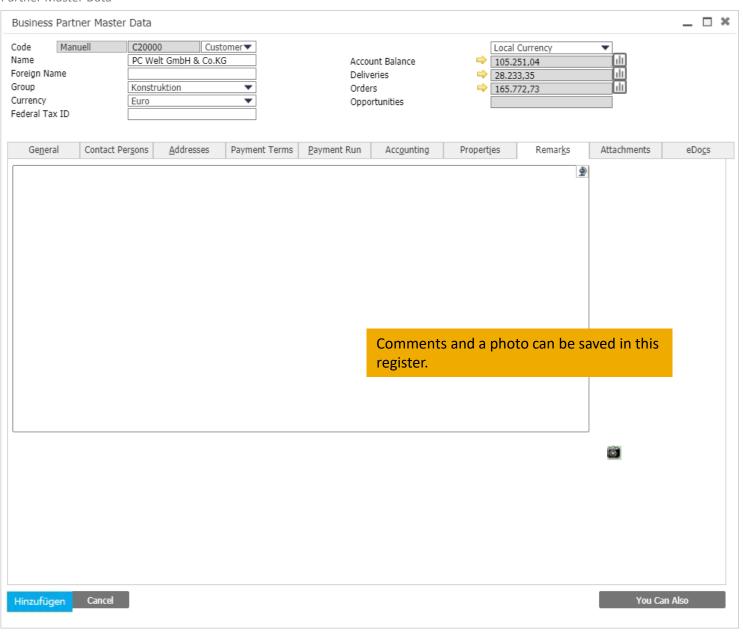
With the help of those properties you can:

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



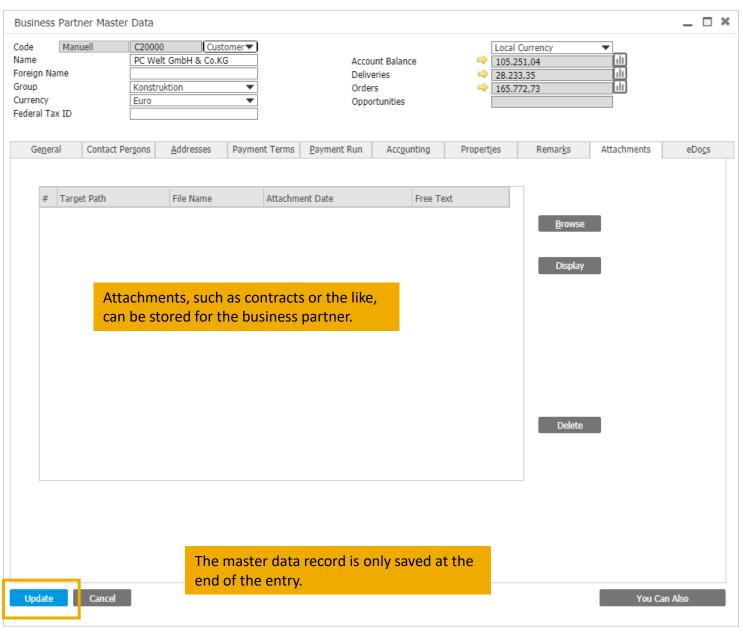
## Customer master data – Remarks

Business Partners > Business Partner Master Data



## Customer master data – Attachments

Business Partners > Business Partner Master Data



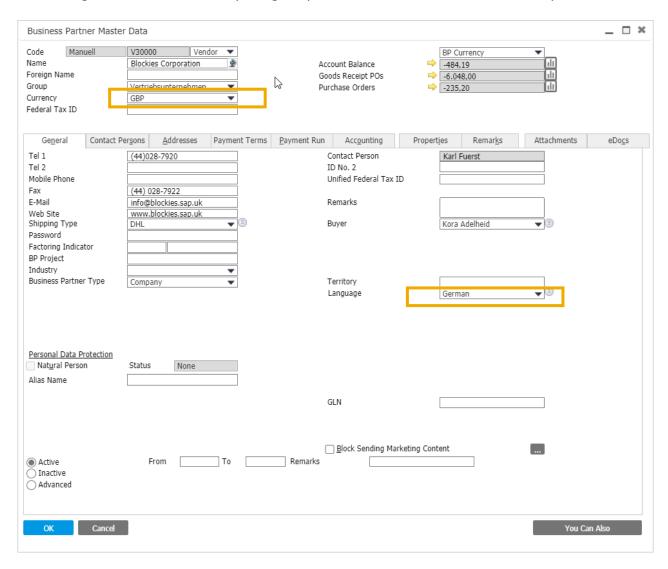




# Business partner master data – Vendor / Register General

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:



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.

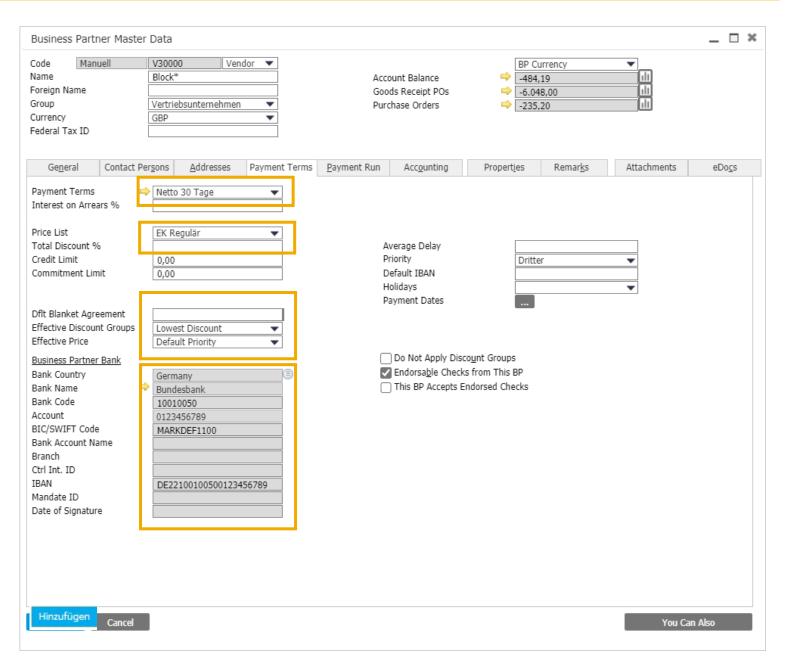
Of course, another condition can be stored in the BP master data.

**Price lists** and **discounts** are defined via the vendor group. They are preassigned, 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.



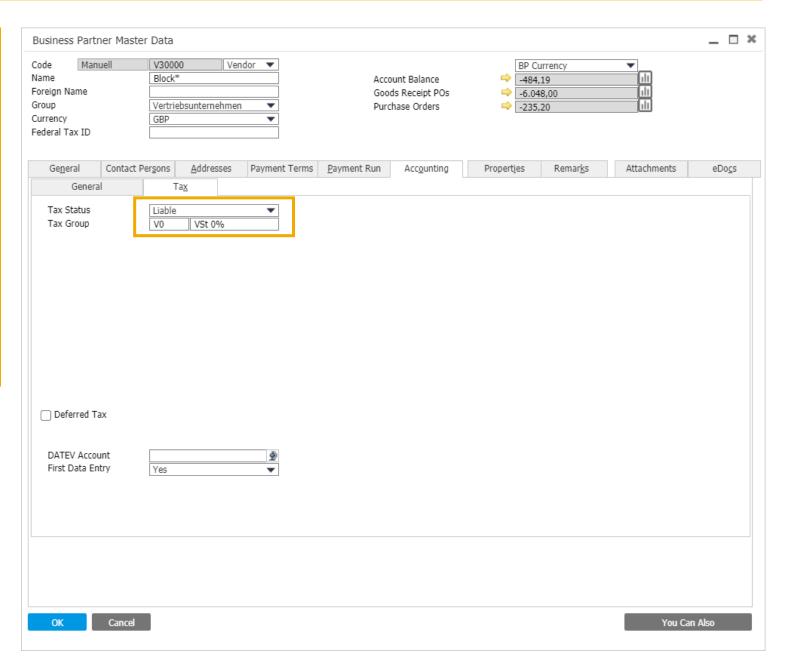
# Vendor master data – Accounting – Tax

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.

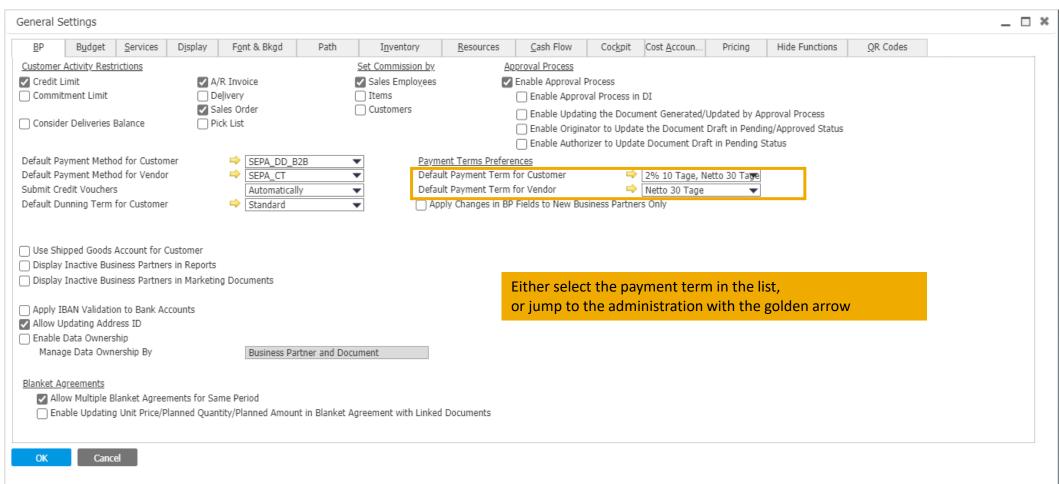
How the current tax cut must be dealt with on a situational basis.





# Set default payment preference

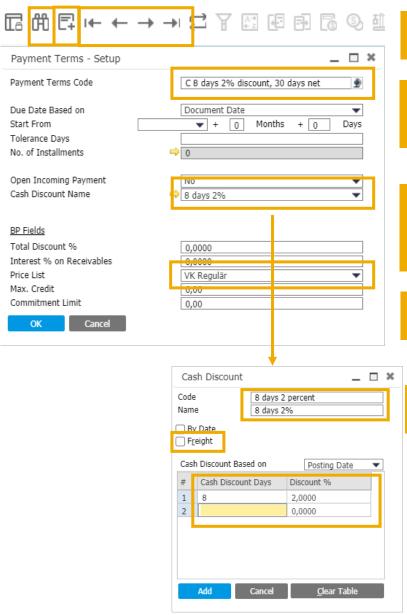
Administration > System Initialization > General Settings > Register BP





# Define payment terms for customers and vendors

Administration > Setup > Business Partners > Payment Terms



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.

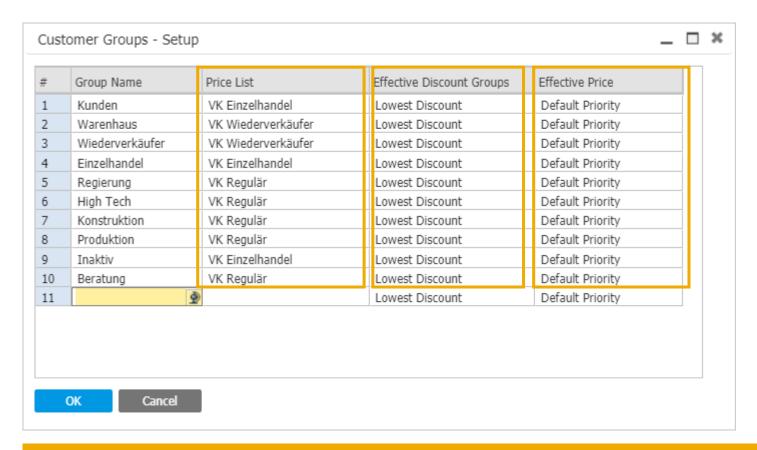
If the defined payment term is a term for customers, a sales price list must be associated to the term. If the term is for vendors, a purchase price list must be associated to the term.

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



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.









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