

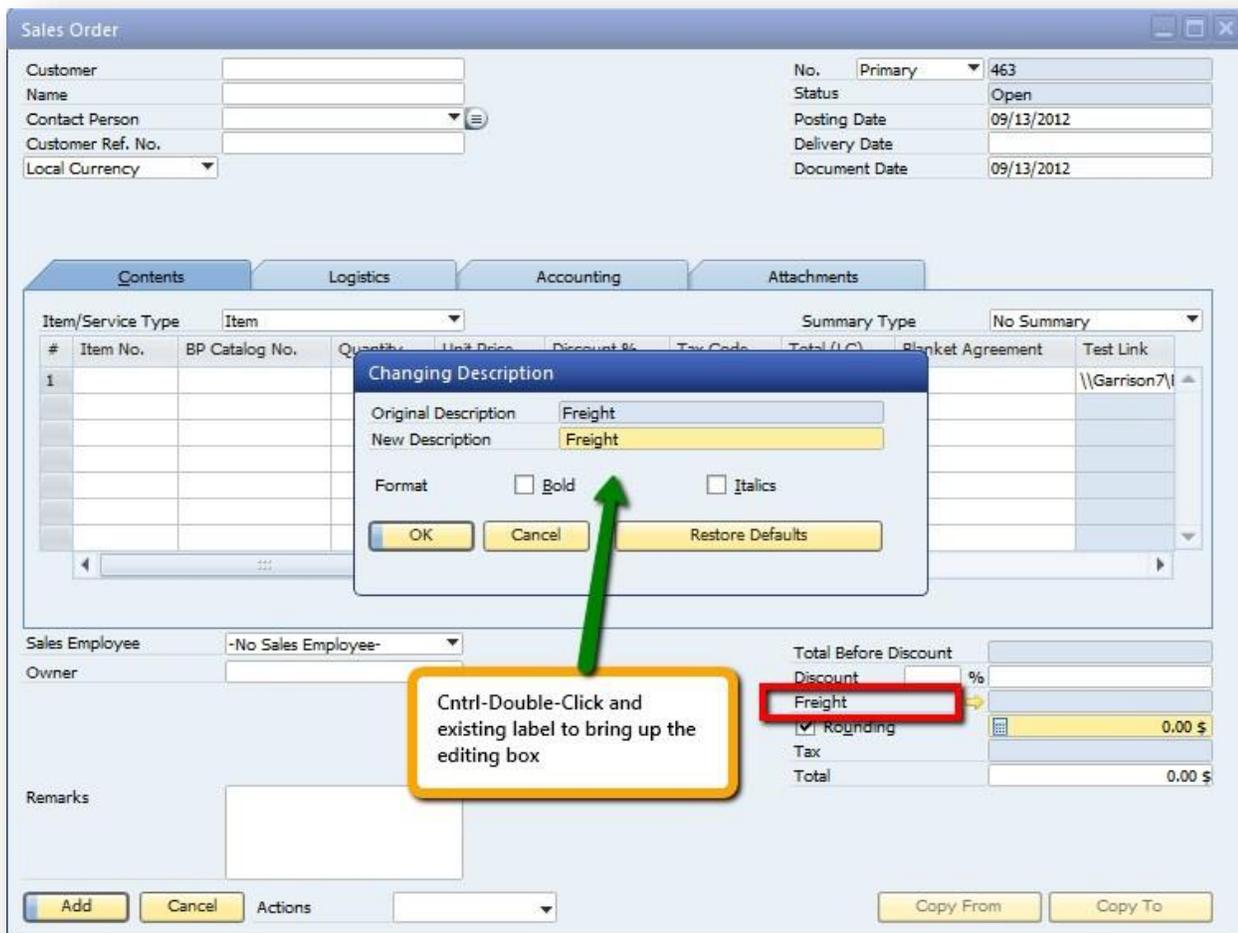
Changing Field Labels in SAP Business One

SAP Business One provides your company with complete visibility across your business' processes. Nonetheless, if you have ever wished that you could change the way certain fields are labeled to make access to this information easier to locate or stand out to the user, there is a simple method to do both:

Here's how it works

In the example below, the user wishes to modify the **Freight** label found on the Sales Order screen, changing it to **Shipping & Handling** and making it bold. This useful shortcut can also be used to restore label defaults.

Note: This is a global change and the new label will be visible to all users once they refresh their screen.



The screenshot shows the SAP Business One Sales Order interface. A dialog box titled "Changing Description" is open, allowing the user to modify the label for a specific item. The dialog contains the following fields and options:

- Original Description: Freight
- New Description: Freight
- Format: Bold, Italics
- Buttons: OK, Cancel, Restore Defaults

A green arrow points from the "New Description" field in the dialog to the "Freight" label in the summary table below. A yellow callout box with the text "Ctrl-Double-Click and existing label to bring up the editing box" points to the "Freight" label. A red box highlights the "Freight" label in the summary table.

#	Item No.	BP Catalog No.	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Blanket Agreement	Test Link
1									\\Garrison7\...

Summary Table:

Total Before Discount	
Discount	%
Freight	
<input checked="" type="checkbox"/> Rounding	0.00 \$
Tax	
Total	0.00 \$

Sales Order

Customer Name:

Contact Person:

Customer Ref. No.:

Local Currency:

No. Primary: 463

Status: Open

Posting Date: 09/13/2012

Delivery Date:

Document Date: 09/13/2012

Contents
Logistics
Accounting
Attachments

Item/Service Type: Summary Type:

#	Item No.	BP Catalog No.	Quantity	Unit Price	Discount %	Tax Code	Total (LC)	Blanket Agreement	Test Link
1					0.000				\\Garrison7\

Sales Employee:

Owner:

Remarks:

Total Before Discount:

Discount: %

Shipping & Handling

Tax:

Total:

Add Cancel Actions

Copy From Copy To