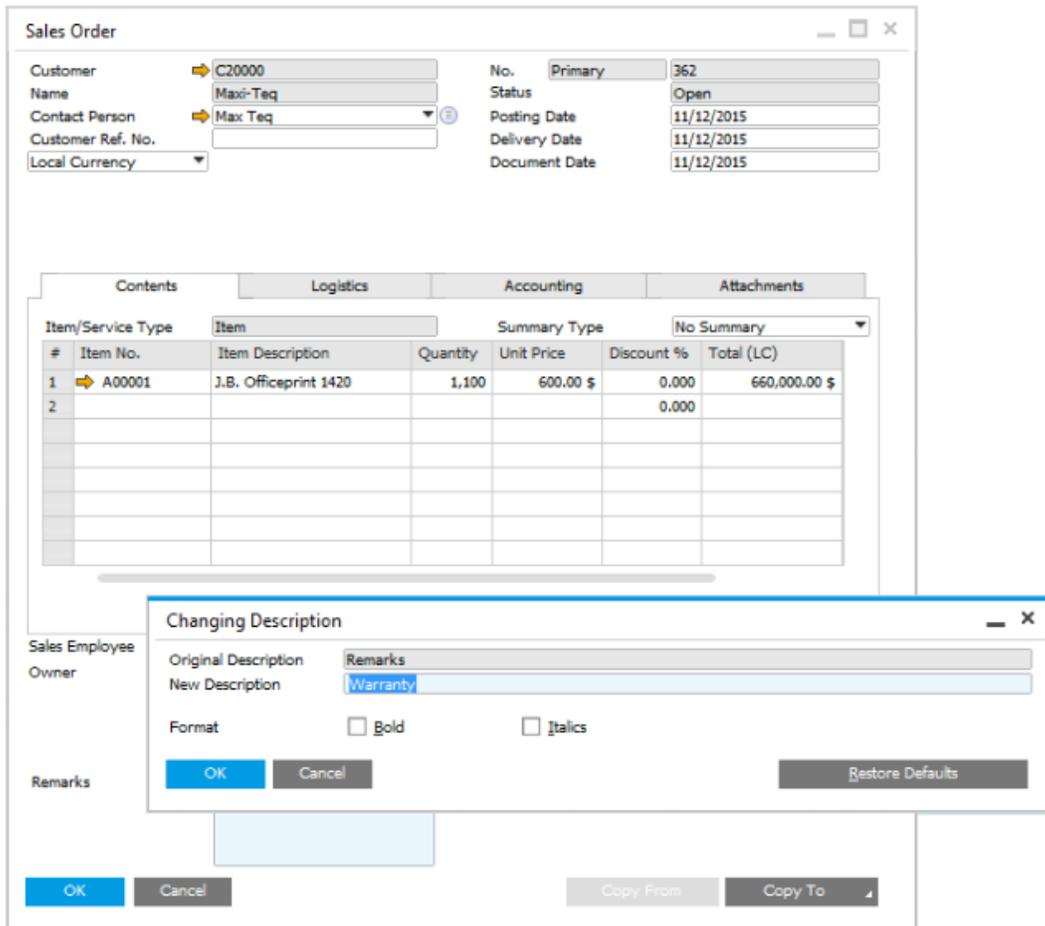


Customization is Only Ctrl+Double Click Away

Did you know? The labels of fields, column headers, tabs, etc. that appear on the user interface, are not written in stone.

If needed, an authorized user can change on the fly the label of most of the UI elements in SAP Business One. For example, if your business uses the Remarks text box in Sales Order for providing the warranty information, you can change the label “Remarks” to “Warranty”. Just place the mouse cursor on the respective label and then simultaneously press the CTRL key and double click.

The Changing Description window appears.



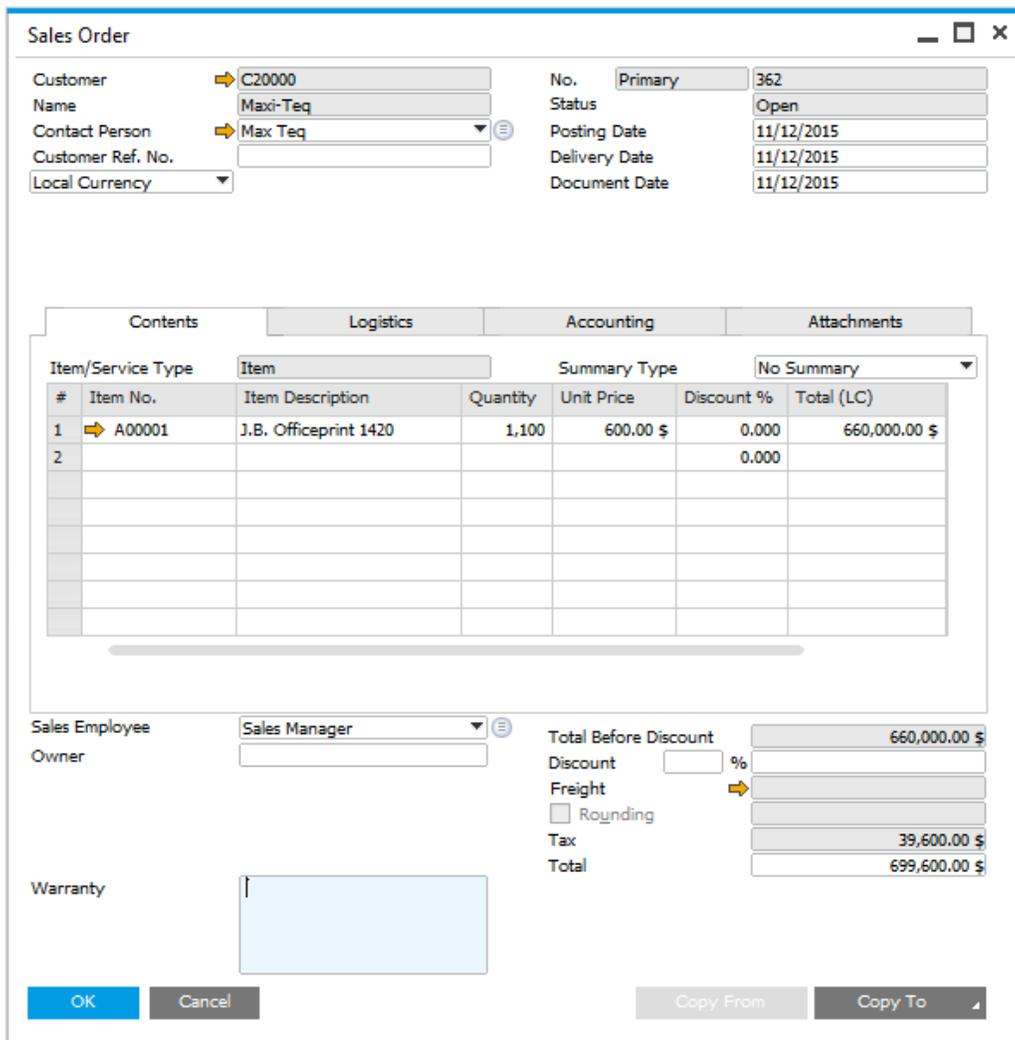
The screenshot shows the SAP Business One Sales Order window. The main window has several tabs: Contents, Logistics, Accounting, and Attachments. The Contents tab is active, showing a table with columns: #, Item No., Item Description, Quantity, Unit Price, Discount %, and Total (LC). The first row shows item 1 with item number A00001 and description J.B. Officeprint 1420, with a quantity of 1,100 and a unit price of 600.00 \$.

Overlaid on the bottom of the Sales Order window is the "Changing Description" dialog box. It has the following fields and options:

- Original Description:** Remarks
- New Description:** Warranty
- Format:** Bold Italics
- Buttons:** OK, Cancel, Restore Defaults

At the bottom of the Sales Order window, there are additional buttons: OK, Cancel, Copy From, and Copy To.

Enter the new label and format it as Bold or Italic if needed. Choose OK. Your change is reflected immediately in the user interface and is seen by any user accessing the respective window.



Sales Order

Customer: C20000
 Name: Maxi-Teq
 Contact Person: Max Teq
 Customer Ref. No.:
 Local Currency: [Dropdown]

No. Primary: 362
 Status: Open
 Posting Date: 11/12/2015
 Delivery Date: 11/12/2015
 Document Date: 11/12/2015

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Total (LC)
1	A00001	J.B. Officeprint 1420	1,100	600.00 \$	0.000	660,000.00 \$
2					0.000	

Sales Employee: Sales Manager
 Owner:
 Warranty:

Total Before Discount: 660,000.00 \$
 Discount: %
 Freight: [Dropdown]
 Rounding
 Tax: 39,600.00 \$
 Total: 699,600.00 \$

Buttons: OK, Cancel, Copy From, Copy To

To return to the original label, choose the Restore Defaults button.

Available in SAP Business One, version for SAP HANA and SAP Business One.