

User Guide | PUBLIC
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How to Define Authorizations in SAP Business One 10.0

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Document History

Version	Date	Change
1.0	2013-09-02	First version.
1.1	2018-11-28	• Added UDFs to the *Determination Criteria - Inventory* window. • Updated the screenshot of the *Determination Criteria - Inventory* window. • Updated the screenshot and information in section 2.3.
1.2	2019-10-30	• Updated and corrected from Chapter 2 to Chapter 20. • Added steps for setting up authorizations for system queries.
1.3	2019-12-27	Updates for SAP Business One 10.0 and SAP Business One 10.0, version for SAP HANA.
1.4	2020-02-21	Minor updates.
1.5	2020-04-23	Added authorizations for Crystal Report APIs and Crystal Report layout APIs.
1.6	2020-09-14	Updates for SAP Business One 10.0 FP 2008 and SAP Business One 10.0 FP 2008, version for SAP HANA.
1.7	2020-11-17	Added authorizations for Copy Table to General Authorizations [page 12].
1.8	2021-03-29	Updates for SAP Business One 10.0 FP 2102 and SAP Business One 10.0 FP 2102, version for SAP HANA.
1.9	2021-06-21	Updates for SAP Business One 10.0 FP 2105 and SAP Business One 10.0 FP 2105, version for SAP HANA.
2.0	2022-03-25	Updates for SAP Business One 10.0 FP2202 and SAP Business One 10.0 FP2202, version for SAP HANA.
2.1	2024-05-31	Added a new topic Configuration App Authorizations in Web Client [page 51].
2.2	2024-08-23	Added authorizations for *History / Log*, *History / Log Retain Years*, and *Audit Trail Report*

Version	Date	Change
2.3	2025-02-27	• Updated the description for the *User-Defined Values - Setup* authorization with Web client-specific content in the Customization Tool Authorizations [page 21] topic. • Added authorizations for user-defined tables in the Customization Tool Authorizations [page 21] topic. • Added a new topic User-Defined Tables and Objects Authorizations [page 24].
2.4	2025-07-25	Updated the Customization Tool Authorizations [page 21] topic: • Added a new authorization: *User-Defined Values App in Web Client*. • Updated the description for the authorization *User-Defined Values - Setup*.

2.5	2026-02-03	• Changed the authorization name *Tabs in Web Client for SAP Business One* to *Web Client Tabs* in the topic Business Partners Module Authorizations [page 89].
		• Changed the authorization name *Export and Import Views in Web Client* to *Export and Import Views App in Web Client* in the *Reports Module Authorizations* topic.
		• Added three new authorizations to the *Web Client Reports* category in the *Reports Module Authorizations* topic:
		  • *Web Client Reports*
		  • *Sales Analysis*
		  • *Profit and Loss Statement*
		• Added authorizations for *Distribution Lists*, *Accounting*, and *DATEV Export* in the topic Configuration App Authorizations in Web Client [page 51].
		• Added a new authorization for Webhooks in the topic General Authorizations [page 12].

2.6	2026-07-10	• Added a new *Generative AI* authorization to the Configuration App Authorizations in Web Client [page 51] topic.
		• Renamed the *Reports Module Authorizations* topic to *Reports and Analytics Authorizations* and updated the content.
		• Added the following authorizations to the *Reports and Analytics Authorizations* topic:
		  • *Ask AI App in Web Client*
		  • *Generate User-Defined Queries with AI*
		• Added four new authorizations to the *Web Client Reports* category in the *Reports and Analytics Authorizations* topic:
		  • *Inventory Movement*
		  • *General Ledger*
		  • *Profit and Loss Statement Comparison*
		  • *Purchase Analysis*

1 Introduction

This document provides information about the authorization settings in the *Authorizations* window in SAP Business One. The authorizations apply to both the SAP Business One client and SAP Business One, Web client, unless specified otherwise.

In the *Authorizations* window, you can determine the required authorizations for the users and user groups in your company. You can also grant authorizations for creating, updating, and deleting documents in the *Data Ownership Authorizations* window.

Only a user defined as *Superuser* (*Administration* > *Setup* > *General* > *Users* > *Setup*) can access the *Authorizations* submenu and grant authorizations for other users. A user defined as a *Superuser* has full authorization for all SAP Business One modules and functions and it is not possible to modify the authorizations for this user.

Within a module, when different components have different authorizations, the module authorization is displayed as *Various Authorizations*. For example, in the *Sales* module, if you have *Full Authorization* for the sales quotation, but *No Authorization* for the sales order, *Sales* is displayed as *Various Authorizations*.

This document relates to a *Professional User* license. Other license types have a fixed set of authorizations.

For more information about the authorization function and the SAP Business One client functions, see the online help for SAP Business One.

For more information about the Web client functions, see the User Guide for SAP Business One, Web Client.

2 Authorizations Window

The main pane of the *Authorizations* window contains a list of modules and functions. To expand its content, choose ▸ next to a module or a function name.

The column to the right of the function names displays the authorization type granted for the module, window, function, or action.

> **Note**
>
> In the *Authorizations* window, the functions appear in a hierarchical structure. The Expand icon (▸) in a row indicates that the function contains additional functions at a lower level. The authorizations set at the higher level apply to all its lower level functions. To set each lower level function individually, choose ▸ to expand the hierarchy and set the authorizations for the specific function.

To open the *Authorizations* window, proceed as follows:

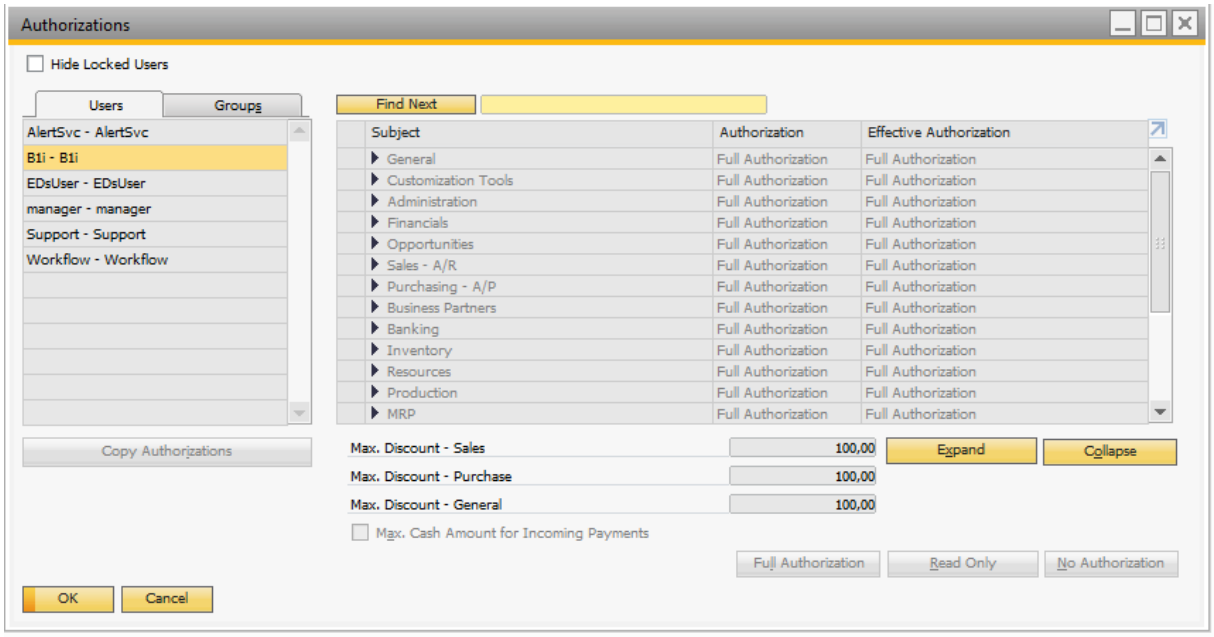
From the SAP Business One *Main Menu*, choose *Administration* > *System Initialization* > *Authorizations* > *General Authorizations*.

You can define the authorizations for either an individual user, or a group of users with *Authorization* group type.

2.1 Authorizations for Users

To define authorizations for a user, select the user on the *Users* tab on the left side of the window,

You can select the *Hide Locked Users* checkbox to hide users for whom the *Locked* checkbox is selected in the *Users - Setup* window.



Defining Authorization Profiles for a Certain User

In the *Authorization* column, select one of the following options for the corresponding subject displayed in the *Subject* column:

- *Full Authorization*: grant full authorizations to the user for the subject
- *Read-Only*: the user can display all data of the subject but cannot make any changes to it
- *No Authorization*: the user is unable to display or change any data of the subject

Effective Authorization for a User

This column displays the resultant authorization that the current user has over the subject. It is the highest level of authorization that is applied to the user considering the authorization defined for it and the user group or groups it belongs to.

Example

User U0001 is assigned to User Group A and User Group B. For a particular permission subject:

- U0001 authorization = Read-Only
- User Group A authorization = Full Authorization
- User Group B authorization = No Authorization
  As a result, the effective authorization = Full Authorization.

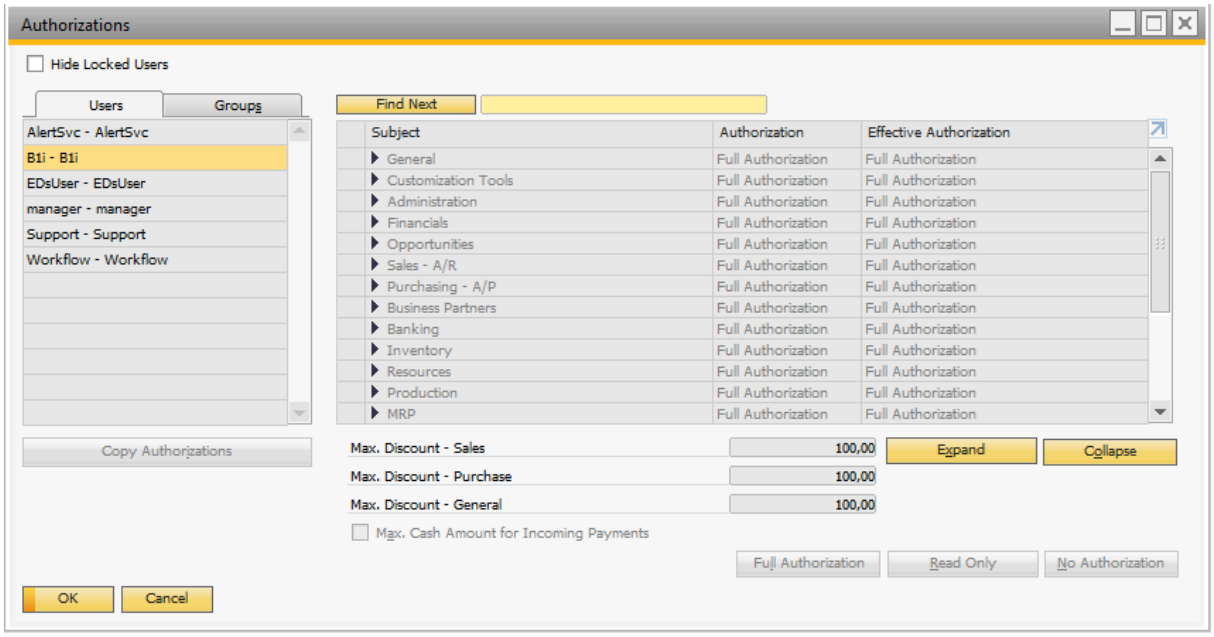
Note

The authorizations at the window level have the highest priority over those at the field,tab or other sub-levels. When a specific window is inaccessible to a user, the user cannot access any elements of the

window, unless the user has the authorization of an authorized user and can provide credentials of the authorized user in the *Permission override* window that pops up.

2.2 Authorizations for User Groups

To define authorizations for a user group, select a user group on the Groups tab on the left side of the window.



Defining Authorization Profiles for a User Group

In the *Authorization* column, select one of the following options for the corresponding subject displayed in the *Subject* column:

- *Full Authorization*: grant full authorizations to all users in the group for the subject
- *Read-Only*: all users in the group can display all data of the subject but cannot make any changes to it
- *No Authorization*: all users in the groupare unable to display or change any data of the subject

2.3 Copying Authorization Profiles from One User to Another

Prerequisites

Ensure that the users are already defined in the company.

> ⓘ Note
>
> For more about defining users, see the online help.

Context

After defining the general authorizations for a certain use, you can copy his or her authorization profile to another user.

Procedure

To copy authorizations to multiple users:

1. In the *Authorizations* window, on the left side, select a user who has the authorizations that you want to copy.

   > ⓘ Note
   >
   > To check the authorizations for specific users, select a user and in the *Authorization* column, the permissions for the selected user are displayed.

2. Drag and drop the user name onto the name of the user to whom you want to copy the authorizations.
3. In the *System Message* window, choose *Copy*.
4. Choose *Update*, then choose *OK*.
5. The second user now has the same authorizations as the first.
6. The following behavior applies when changing authorizations in SAP Business One:
   - When you change the authorization of a parent article, for example, from *No Authorization* to *Full Authorization*, the change is applied automatically to all the child authorizations below it.
   - If you change the parent article to *Read Only*, and one or more of the child authorizations do not include the *Read Only* option, this child authorization is set with the value *No Authorization*.
   - When you change an authorization that has a parent article, and that parent article represents an application window (for example, the authorization for the *Business Partner Master Data* window under

Business Partners in the authorizations tree), the parent article is not influenced and retains the same authorization it had before the child authorization was changed.

- When you change an authorization that has a parent article, and that parent article represents a menu entry in SAP Business One, but with no application window (for example, *Setup*, under *Administration* in the Authorizations tree) the following behavior applies:
  - If after the change of the child authorization, the values of the child authorizations below the specific parent article vary (for example, one child authorization is set to *No Authorization* and the other is set to *Full Authorization*), the parent article is set with the value *Various Authorizations*.
  - If after the change of the child authorization, all of the child authorizations of a specific parent article are set to the same value, the parent article is set to that value as well.

3 General Authorizations

The following modules and functions define the general authorizations:

Field Name	Description
General	• *Full Authorization*: Users can enter all *General* functions and make required changes or new settings. • *Read Only*: Users can view the data defined in all the *General* functions. • *No Authorization*: Users cannot access any option specified in the *General* functions. **Note** If you select the *Read Only* authorization for the entire list of *General* functions, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Send Message	• *Full Authorization*: Users can open the *Send Message* window (*File* > *Send* > *Send Message*) and send messages. • *Read Only*: Users can open the *Send Message* window but cannot send messages. **Note** Authorization for document printing is required to send documents as e-mail attachments. The e-mail layout is defined in the document's printing properties. To save a distribution list when sending e-mails or SMS messages, authorization for the document settings (*Administration* > *System Initialization*) is required. The *Read Only* authorization gives users the ability to view a saved distribution list. With full authorization, users can save a new distribution list. • *No Authorization*: Users cannot open the *Send Message* window.
Print Layout Designer	• *Full Authorization*: Users can use the Print Layout Designer functions, such as modifying existing print templates and creating new print templates, for sales and purchasing documents. • *No Authorization*: Users cannot use the Print Layout Designer functions.
Change Default Report	• *Full Authorization*: Users can layout change the default print currently defined for a certain document or report. • *No Authorization*: Users cannot change the default print layout currently defined for a certain document or report.

Field Name	Description
Query Print Layout	• *Full Authorization*: Users can open the *Query Print Layout* window and modify the user-defined query print template. **Note** To open a template, you need authorization for *Print Layout Designer*. To print the query, you require authorization in the *Sales* module for document printing. To create a new query print layout, you require *Read Only* or *Full Authorization* for the query generator, query manager and for *Saved Queries: Group No. 1*, *2*, and so on. • *No Authorization*: Users cannot open the *Query Print Layout* window.
Form Settings	• *Full Authorization*: Users can open the *Form Settings* window (*Tools* > *Form Settings*) and modify data. For example, users can determine which columns to be displayed, determine whether the columns will be active or not, or change the system default values for fields such as *Sales Employee*, *Price List* and *Discount*. **Note** To modify the *Sales Employee* field in a marketing document through Form Settings (or directly in the document) when adding the document, authorization for *Sales - A/R* > *Change Sales Employee* is required. To update the *Sales Employee* field through Form Settings when updating a marketing document, authorization for *Sales - A/R* > *Sales Employee Update* is required. The *Price List* dropdown list in *Form Settings* displays only price lists in the price list group for which you have read only or full authorization. To set a discount in *Form Settings* (or directly in the document header or document row), you must first define the *Max. Discount - Sales* value and/or the *Max. Discount - Purchase* value in the *Authorizations* window. • *No Authorization*: Users cannot access the *Form Settings* window (*Tools* > *Form Settings*).

Field Name	Description
Access to Confidential Accounts	• *Full Authorization*: Users can view G/L accounts marked as Confidential (*Financials* > *Chart of Accounts* > *Confidential* field); you also must have *Read Only* or *Full Authorization* rights for the chart of accounts. • *No Authorization*: Users cannot view confidential G/L accounts in the chart of accounts or in any report that displays G/L accounts. In addition, confidential G/L accounts are not displayed in any Choose From lists displaying G/L accounts. **Note** Users without authorizations for confidential accounts but with authorizations for journal entries/documents can view journal entries/documents posted to the accounts.
Account Balances	• *Full Authorization*: Users can view the balances of G/L accounts in the chart of accounts and generate reports with account balance data; you also must have *Read Only* or *Full Authorization* rights for the chart of accounts. • *No Authorization*: Users cannot view data about G/L accounts in financial reports, such as the *General Ledger* report.
BP Balances	• *Full Authorization*: Users can view the balances of business partners displayed in the *Business Partner Master Data* window and in the *Account Balance* window. You also require *Read Only* or *Full Authorization* rights for business partner master data. To open the account balance from a sales document, you need full authorization for the sales order and delivery. • *No Authorization*: Users cannot view data for business partners or in financial reports such as the *General Ledger* report. In addition, the *Account Balance* field in the *Business Partner Master Data* window displays asterisks (****) instead of the actual balance. **Note** If users have no authorizations to view business partner balances, you must also prevent them from viewing the following: • All documents and reports related to the business partner by which the balances can be concluded, including marketing documents, journal entries and transaction journals. • Accounts balances (chart of accounts) by which the business partner balances can be concluded when the accounts transactions that involve business partners can be viewed.
My Messages/Alerts Cleanup	• *Full Authorization*: In the *Messages/Alerts Overview* window, a user can choose the *My Messages/Alerts Cleanup* button to open the *Messages/Alerts Cleanup* window to clean up the user's messages and alerts created both before and on a specific date. • *No Authorization*: In the *Messages/Alerts Overview* window, a user can open the *My Messages/Alerts Cleanup* window but cannot perform a cleanup of the messages and alerts.

Field Name	Description
Messages/Alerts Cleanup	• *Full Authorization*: In the *Messages/Alerts Overview* window, users can choose *Messages/Alerts Cleanup* to open the *Messages/Alerts Cleanup* window to clean up messages and alerts created both before and on a specific date for all users of the same company. • *No Authorization*: In the *Messages/Alerts Overview* window, users can open the *Messages/Alerts Cleanup* window but cannot perform a cleanup of the messages and alerts.
Access to Masked Data	• *Full Authorization*: Users can view and modify the masked data. • *Read-Only*: Users can view but cannot modify the masked data. • *No Authorization*: Users can view but cannot modify the masked data. Available in Korea only: • *Full Authorization*: Users can view and modify the actual values of the masked data. • *Read-Only*: Users can view but cannot modify the actual values of the masked data. • *No Authorization*: Users can view fully/partially masked data only.
Employee ID No.	• *Full Authorization*: Users can view and modify the *Employee ID No.* • *Read-Only*: Users can view but cannot modify the *Employee ID No.* • *No Authorization*: Users can view but cannot modify the *Employee ID No.*
Employee Passport No.	• *Full Authorization*: Users can view and modify the *Employee Passport No.* • *Read-Only*: Users can view but cannot modify the *Employee Passport No.* • *No Authorization*: Users can view but cannot modify the *Employee Passport No.*
BP ID No. 2	• *Full Authorization*: Users can view and modify *BP ID No. 2*. • *Read-Only*: Users can view but cannot modify *BP ID No. 2* • *No Authorization*: Users can view but cannot modify *BP ID No. 2*.
Unformatted Text	• *Full Authorization*: Users can export data in XML format. You also require authorization for the relevant functions and documents. • *No Authorization*: Users cannot export data in XML format.
MS–EXCEL	• *Full Authorization*: Users can export data to Microsoft Excel. You also require authorization for the related functions. • *No Authorization*: The *Export to Microsoft Excel* ( ) icon and the *File* > *Export* > *MS-Excel* menu are disabled. **Note** If you have no authorizations except for *Export to MS-Excel*, only the main menu and the *MS Excel* icon are active when you open SAP Business One. Note that the main menu is not exported to *MS Excel*

Field Name	Description
MS–WORD	• *Full Authorization*: Users can export documents, letters, and reports to Microsoft Word. • *No Authorization*: The *Export to Microsoft Word* () icon is not active for you.
Copy Table	• *Full Authorization*: Users can use the Copy Table function on all documents, records, and reports in which the copy table function is available (right click a cell in the table and choose *Copy Table* or, in the menu bar, choose *Edit* > *Copy Table*). • *No Authorization*: Users cannot use the copy table function.
Period Status: Unlocked Except Sales	• *Full Authorization*: Users can add documents even when the posting period status is *Unlocked Except Sales*. You must have authorization to add the relevant document. • *No Authorization*: Users cannot add documents when the posting period status is *Unlocked Except Sales.*
Period Status: Closing Period	• *Full Authorization*: Users can add documents even when the posting period status is *Closing Period*. You must have authorization to add the relevant document. • *No Authorization*: Users cannot add documents when the posting period status is *Closing Period*.
Launch Application	• *Full Authorization*: Users can open the *Launch Application* window and run external applications. • *Read Only*: Users can open the *Launch Application* window, run applications from the list, and view application details. Users cannot add new applications, edit existing ones, or delete applications. • *No Authorization:* Users cannot open the *Launch Application* window. The *Launch Application* icon and the *File* > *Launch Application* menu are disabled.
Drag & Relate	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions (*Main Menu* > *Drag & Relate* tab). You can grant authorizations for specific *Drag & Relate* categories to different users. For example, a user can be authorized for *Sales: A/R* but not for *Financials*. • *No Authorization*: The *Drag & Relate* tab is not displayed in the *Main Menu*, even if you have full authorization for the *Drag & Relate* subcategories. To provide authorization for *Drag & Relate* functions for certain modules only, grant full authorization to the *Drag & Relate* category, and then set *No Authorization* for those modules from which the user should be excluded.
Sales: A/R	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for *Sales A/R*. • *No Authorization*: Users cannot use the *Drag & Relate* functions for the *Sales A/R* module. To open documents and the *Item Master Data* window, you require either *Read Only* or *Full Authorization* rights for the business partner master data.

Field Name	Description
Purchasing: A/P	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for the *Purchasing A/P* module. • *No Authorization*: Users cannot use the *Drag & Relate* functions for the *Purchasing A/P* module. To open documents and the *Item Master Data* window, you also require either *Read Only* or *Full Authorization* rights for the business partner master data.
Business Partners	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for business partner information. • *No Authorization*: Users cannot use the *Drag & Relate* functions for business partner information. You need authorization for *Business Partner Master Data* to open activities, and *Read Only* or *Full Authorization* is also required to set up and use the payment terms (*Administration* > *Setup* > *Business Partners* > *Payment Terms*).
Inventory	• *Full Authorization*: Users can access and use the *Drag &Relate* tab functions for the *Inventory* module. • *No Authorization*: Users cannot use the *Drag & Relate* functions for inventory information. To open the *Item Master Data* window or the *Bill Of Materials* window, you require either *Read Only* or *Full Authorization* rights for item groups, warehouses, and manufacturers. You also require *Read Only* or *Full Authorization* for the setup of the item groups, warehouses, and manufacturers (*Administration* > *Setup* > *Inventory*).
Production	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for the *Production* module. To open the production order from within the *Drag & Relate* tab, you require *Read Only* or *Full Authorization*. • *No Authorization*: Users cannot use the *Drag & Relate* functions for production information.
Financials	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for the *Financials* module. You also require authorization for the chart of accounts and the journal entry. • *No Authorization*: Users cannot use the *Drag & Relate* functions for financials information.
Service	• *Full Authorization*: Users can access and use the *Drag & Relate* tab functions for the *Service* module. You also require *Read Only* or *Full Authorization* to open the service contract, service call, and customer equipment card. • *No Authorization*: Users cannot use the *Drag & Relate* functions for service information.
Renaming Fields	• *Full Authorization*: Users can open the *Change Description* window and change field names (CTRL+ double-click a field name). You also require authorization for the relevant document. • *No Authorization*: Users cannot open this window.

Field Name	Description
Access Log	• *Full Authorization*: Users can open the *Access Log* window (*Tools* > *Access Log*) to view the access details of the different users. • *No Authorization*: Users cannot open this window.
Change Log	Users can open the *Change Log* window (*Tools* > *Change Log*) from various windows. • *Full Authorization*: Users can access the *Change Log* window. You also require authorization for the relevant forms. • *No Authorization*: Users cannot open this window. **Note** To view the change logs of objects, full authorizations for the objects are also required. Users can only view the change logs of the following types of documents if they have full authorizations for *Change Log* and read-only authorizations for the documents: • Sales and purchasing documents • Journal Entries • Goods Issues, Goods Receipts, Receipts from Production, and Issues for Production • Production Orders • Inventory Transfers and Inventory Transfer Requests • Inventory Opening Balances, Inventory Countings, and Inventory Postings • Incoming Payments and Outgoing Payments
Edit Form UI	• *Full Authorization*: Users can enter the Edit Form UI mode and modify a form (*Tools* > *Edit Form UI*). • *No Authorization*: Users cannot enter the Edit Form UI mode.
Organize My Menu	• *Full Authorization*: Allows you to access the *Organize My Menu* window (*Tools* > *My Menu* > *Organize*) and customize the menu. • *No Authorization*: Users cannot open this window.
Cancel Marketing Documents by Generating Cancellation Documents	• *Full Authorization*: Users can generate cancellation documents • *No Authorization*: Users cannot generate cancellation documents
Cancel Other Documents	• *Full Authorization*: Users can *Cancel* documents which don't generate journal entries, such as sales/purchase orders or quotations. • *No Authorization*: Users cannot *Cancel* documents which don't generate journal entries, such as sales/purchase orders or quotations.

Field Name	Description
Close Document	• *Full Authorization*: Users can close documents such as sales/purchase quotations, sales/purchase orders, delivery and returns (*Data* > *Close*), if *Close* is an option for the documents. • *No Authorization*: Users cannot close the documents.
Duplicate Documents and Records	• *Full Authorization*: Users can use the *Duplicate* option in the context menu to duplicate transactional documents, such as sales orders, and duplicate data records, such as item master data. • *No Authorization*: When users choose *Duplicate* in the context menu, they will be asked for authorization. This authorization is not applicable to the *Duplicate To* and *Duplicate Row* options in the context menu.
Change Field Labels	This entry doesn't work anymore. It is now replaced by *Renaming Fields*.
Document Manual Numbering	• *Full Authorization*: Users can determine whether to manually number a document. • *No Authorization*: Users cannot determine whether to manually number a document.
Relationship Map	• *Full Authorization*: Users can open the *Relationship Map* window (*Go to* > *Relationship Map*) to see a visual of an object's relations with other objects. • *No Authorization*: Users cannot open this window.
Translations	• *Full Authorization*: Users can choose the *Translate* ( ) icon in a translatable field, or right click the field and choose *Translate* to open the *Translations* window and translate the field value into multiple languages. • *Read-Only*: Users can open the *Translations* window but cannot add or edit any item. • *No Authorization*:Users cannot open the *Translations* window. **Note** These authorizations are available only when you have enabled Multi-Language Support from the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab.
Future Posting Date in Documents	• *Full Authorization*: Users can enter a future posting date in sales and purchasing documents if *Allow Future Posting Date* checkbox is selected (*Administration* > *System Initialization* > *Document Settings*). • *No Authorization*: Users cannot enter future posting dates.
Logger Settings	• *Full Authorization*: Users can open the *Logger Settings* window (*Help* > *Support Desk*) to log file parameters. • *No Authorization* - Users cannot open the *Logger Settings* window. The window is disabled.

Field Name	Description
Electronic File Manager	• *Full Authorization*: Users can open the *Electronic File Manager* window ((*Administration* > *Setup* > *General*)) to design electronic format solutions. • *No Authorization*: Users cannot open this window.
SAP HANA Database Client Enablement	• *Full Authorization*: Users can view and modify the checkbox status. • *Read Only* Users can view the checkbox but cannot modify the checkbox status. • *No Authorization*: Users cannot view or modify the checkbox status.
Disable DI API Permission Check	• *Full Authorization*: Your authorizations are ignored in the DI API and no requests from DI API check permissions, which means all permissions are granted. • *No Authorization*: Your authorizations are applied in the DI API.
Modify SQL Queries in Service Layer	• *Full Authorization*: Users can perform any operations on SQL queries. • *No Authorization*: Users have retrieval authorization but don't have permission to create, delete, or update SQL queries.
Webhook Manipulation	• *Full Authorization*: Users have full permission to perform any operations on `EventSubscription`. • *Read Only* Users can retrieve event subscriptions, but cannot create, delete, or update event subscriptions. • *No Authorization*: Users don't have permission to manipulate `EventSubscription`. Attempting to do so results in a "403 Forbidden" error.

4 Customization Tool Authorizations

The following modules and functions define the *Customization Tools* authorizations:

Field Name	Description
Customization Tools	• *Full Authorization*: Users can use all the functions available under the *Customization Tools* and make required changes or define new settings. • *Read Only*: Users can view the data defined in all the *Customization Tools*. • *No Authorization*: Users cannot access any option under the *Customization Tools*. **Note** If you select the *Read Only* authorization for the *Customization Tools* menu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.

Field Name	Description
User-Defined Values - Setup	• *Full Authorization*: In SAP Business One, users can create and search for User-Defined Values (UDVs) in many fields (*Tools* > *Customization Tools* > *User-Defined Values*). In SAP Business One, Web client, users can set up and utilize UDVs for customizable fields directly in the detailed views of supported business objects, without using the dedicated *User-Defined Values* app. They can see the *Edit User-Defined Values* button in the top right corner when they create or edit such an individual business object, as well as the *Edit* icon next to each customizable field after choosing *Edit User-Defined Values*. • *Read Only*: In SAP Business One, users can view existing formatted searches but cannot modify them. In SAP Business One, Web client, users can view, use, and refresh UDVs directly in the detailed views of supported business objects, but cannot create or edit them for customizable fields in these business objects. They cannot see the *Edit User-Defined Values* button or the *Edit* icon. • *No Authorization*: In SAP Business One, users cannot define or view formatted searches. In SAP Business One, Web client, users can view, use, and refresh UDVs directly in the detailed views of supported business objects, but cannot create or edit them for customizable fields in these business objects. They cannot see the *Edit User-Defined Values* button or the *Edit* icon. **Note** To set up UDVs for fields in SAP Business One and SAP Business One, Web client, prior authorization for the relevant windows, documents, and business objects is required. To acquire authorization for queries in the *Query Manager*, you need authorization for both *Query Manager* and the *Saved Queries - Group No. <X>* fields (*Reports* > *Query Generator* > *Saved Queries - Group No. X*). In SAP Business One, Web client, if you define a formula for UDVs that references database fields, you need full authorization for both *Disable DI API Permission Check* and the source documents of these fields.
User-Defined Fields - Management	• *Full Authorization*: Users can view, modify and create user–defined fields (*Tools* > *Customization Tools* > *User–Defined Fields Management*). • *No Authorization*: Users cannot open this window.
Execute Commands	Available for Israel only. • *Full Authorization*: Users can access the *Execute Commands* window (*Administration* > *Utilities* > *Execute Commands*) and execute commands written as macros. • *Read Only*: Users cannot open this window. • *No Authorization*: Users cannot open this window.

<table>
<tr><th>Field Name</th><th>Description</th></tr>
<tr><td>User–Defined Object Registration</td><td>

Full Authorization: Users can access the user-defined objects registration wizard (Tools > Customization Tools > Objects Registration Wizard).Users can load DLL files that are created by partners for user-defined objects (that are also created by partners). This means that business logic, which is not part of the core application, can be added and activated throughout the application like any other built-in functions.
No Authorization: Users cannot view or open the wizard.

</td></tr>
<tr><td>Manage Public Linked List Views in Web Client</td><td>

Full Authorization: Users can set the status of linked list views in the Linked List Views app in SAP Business One, Web client to Public and edit or delete linked list views in public status.
No Authorization: Users cannot set the status of linked list views in the Linked List Views app in SAP Business One, Web client to Public, or edit or delete linked list views in public status.

</td></tr>
<tr><td>User-Defined Tables - Setup</td><td>

Full Authorization: Users can view, modify and create user–defined tables. (Tools > Customization Tools > User–Defined Tables - Setup).
No Authorization: Users cannot open this window.

</td></tr>
<tr><td>User-Defined Values App in Web Client</td><td>
This authorization controls user access to the User-Defined Values (UDVs) app in the Administration group in SAP Business One, Web client. The effectiveness of this authorization partially depends on your prior configuration for the User-Defined Values - Setup authorization.

Effectiveness of Authorization Groups
<table>
<tr><th>User-Defined Values - Setup</th><th>User-Defined Values App in Web Client</th><th>Effect</th></tr>
<tr><td>Full Authorization</td><td>Full Authorization</td><td>Users have full access to the User-Defined Values app in the Web client, including creating, editing, deleting, exporting, importing, and copying UDVs setups.</td></tr>
<tr><td>Any authorization</td><td>Read Only</td><td>Users can view UDVs setups in the User-Defined Values app in the Web client, but cannot perform any actions.</td></tr>
<tr><td>Any authorization</td><td>No Authorization</td><td>The User-Defined Values app is hidden in the Web client. Users cannot access or view the app.</td></tr>
<tr><td>Read-Only or No Authorization</td><td>Full Authorization</td><td>Users can view UDVs setups in the User-Defined Values app in the Web client, but cannot create, edit, delete, export, import, or copy UDVs setups.</td></tr>
</table>
</td></tr>
</table>

5 User-Defined Tables and Objects Authorizations

During the creation of a user-defined table or object in SAP Business One and SAP Business One, Web client, you can select the *Apply Authorization* checkbox. Selecting this checkbox will allow admins to provide authorization for data entry for their specific tables or objects.

Field Name	Description

User-Defined Tables	Once you select the *Apply Authorization* checkbox, your UDT will be visible under the *User-Defined Tables* category in the *General Authorizations* window in the SAP Business One client. Please note, only the table types *No Object* and *No Object with Auto. Increment* support the *Apply Authorization* checkbox.
	• *Full Authorization*: When you grant *Full Authorization* for a User-Defined Table (UDT) in SAP Business One, the visibility of the UDT for data entry is as follows:
	  • SAP Business One: If the UDT was created in the SAP Business One client, it will be accessible for data entry under *Tools* > *User-Defined Windows*.
	  • SAP Business One, Web client: If the UDT was created in the Web client, it will appear on the home page under the *User-Defined Tables* group.
	• *Read-Only*: The user will not be able to open the window.
	• *No Authorization*: If you select this for a specific user, the user-defined table will not be visible for data entry.

User-Defined Objects	Once you select the *Apply Authorization* checkbox, your UDO will be visible under the *User-Defined Objects* category in the *General Authorizations* window in the SAP Business One client. • *Full Authorization*: When you grant *Full Authorization* for a User-Defined Object (UDO) in SAP Business One, the visibility of the UDO for data entry is as follows: • SAP Business One: If the UDO was created in the SAP Business One client, it will be accessible for data entry under *Tools* > *Default Forms*.

Field Name	Description
	• SAP Business One, Web client: If the UDT was created in the Web client, it will appear on the home page under the *User-Defined Objects* group. If you select this checkbox while creating a user-defined object in SAP Business One, Web client, your UDO will be visible for data entry under the *User-Defined Objects* group in the Home page. • *Read-Only*: The user will not be able to open the window. • *No Authorization*: If you enable this for a specific user, the user-defined object will not be visible for data entry.

> **Note**
>
> Even if the user-defined objects or tables are created in the SAP Business One, Web client, the authorizations for them are granted in the SAP Business One client.

For more information on User-Defined Tables and User-Defined Objects authorizations, see Customization Tool Authorizations [page 21].

6 Administration Module Authorizations

The following modules and functions define the *Administration* authorizations:

Field Name	Description
Administration	• *Full Authorization*: Users can enter all *Administration* module functions and make required changes or new settings. • *Read Only*: Users can view the data defined in the *Administration* module. • *No Authorization*: Users cannot access any of the functions in the *Administration* module. **Note** If you select the *Read Only* authorization for the entire *Administration* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Exchange Rates and Indexes	• *Full Authorization*: Users can open the *Exchange Rates and Indexes* window (*Administration* > *Exchange Rates and Indexes*) and enter relevant exchange rates. With this authorization, the Exchange Rates and Indexes window open automatically when users try to add a document for which any exchange rate is not defined. • *Read Only*: Users can view the data in the *Exchange Rates and Indexes* window. • *No Authorization*: Users cannot open the *Exchange Rates and Indexes* window. **Note** With read only or no authorization, users cannot create a document if the exchange rate on the creation date (if required) is not defined. This is because the users are not authorized to update the *Exchange Rates and Indexes* window. If you have already defined an exchange rate for that date, this setting has no effect.

Field Name	Description
System Initialization	Controls your access to the functions in the *System Initialization* menu. The authorizations selected in the *System Initialization* row apply to all system initialization functions. To set authorizations for individual system initialization functions, select the required authorization for each function as described below: • *Full Authorization*: Users can enter all functions located in the *System Initialization* menu and make changes or create new settings. • *Read Only*: Users can view the data defined in all the functions located in the *System Initialization* submenu. • *No Authorization*: Users cannot access any function located in the *System Initialization* menu.
Company Details	• *Full Authorization*: Users can enter the *Company Details* window and make required settings or modifications. • *Read Only*: Users can view the *Company Details* window. • *No Authorization*: Users cannot open the *Company Details* window.
Allow Stock Release Without Item Cost	This feature is available only when the *Use Perpetual Inventory* checkbox on the *Company Details* > *Basic Initialization* tab is selected. • *Full Authorization*: Users can select the *Allow Stock Release Without Item Cost* checkbox (*Company Details* > *Basic Initialization*). Authorization for the *Company Details* window is also required. • *No Authorization*: Users cannot select this checkbox.
Mask Credit Card Number	• *Full Authorization*: Users can select the *Mask Credit Card Number* checkbox (*Company Details* > *Basic Initialization*). Authorization for the *Company Details* window is required. • *No Authorization*: Users cannot select this checkbox. **Note** As of SAP Business One 9.3 PL04, this authorization doesn't work anymore. The checkbox is selected by default and always disabled.
General Settings	• *Full Authorization*: Users can make changes or create new settings on all tabs of the *General Settings* window. To grant authorization to define default payment terms, authorization is also required for payment terms setup (*Administration* > *Setup* > *Business Partner* > *Payment Terms*) and *Read Only* authorization is required for the price lists (in *Inventory*). • *Read Only*: Users can view the data defined in the various tab pages of the *General Settings* window. • *No Authorization*: Users cannot open the *General Settings* window.

Field Name	Description
Cash Flow	• *Full Authorization*: Users can define the global settings for assigning *Cash Flow* line items to *Cash Flow* relevant transactions. • *Read Only*: Users can view the settings of the *Cash Flow* tab. • *No Authorization*: The *Cash Flow* tab is not displayed in the *General Settings* window.
VAT Report Settings	This authorization is available for Korean localizations only. • *Full Authorization*: Users can view and update the settings on the *VAT* tab in the *Administration* > *System Initialization* > *General Settings* window. The *VAT* tab is visible only when the *Extended Tax Reporting* checkbox on the *Administration* > *System Initialization* > *Company Details* > *Accounting Data* tab is selected. • *Read Only*: Users can view the settings of the *VAT Report*. • *No Authorization*: The *VAT* tab is not displayed in the *General Settings* window.
Map Services	• *Full Authorization*: Users can define new *Map Services* (*General Settings* > *Services* tab). Authorization for the *General Settings* window is required. • *No Authorization*: Users cannot define new *Map Services*.
History / Log	• *Full Authorization*: Users can view and update the *History / Log* field on the *Services* tab in the *Administration* > *System Initialization* > *General Settings* window. • *Read Only*: Users can view the *History / Log* field. • *No Authorization*: The *History / Log* field is not displayed in the *General Settings* window.
History / Log Retain Years	• *Full Authorization*: Users can view and update the *History / Log Retain Years* field on the *Services* tab in the *Administration* > *System Initialization* > *General Settings* window. • *Read Only*: Users can view the *History / Log Retain Years* field. • *No Authorization*: The *History / Log Retain Years* field is not displayed in the *General Settings* window.
Posting Period	You open this window by choosing *General Settings* > *Posting Periods* tab *New Period* or by clicking the link arrow next to one of the posting periods in the table. • *Full Authorization*: Users can enter the *Posting Period* window and make settings or modifications on condition that they have *Full Authorization* for *Change Period Status*. • *Read Only*: Users can view the *Posting Period* window on condition that they have *Full Authorization* for *Change Period Status*. • *No Authorization*: Users cannot open the *Posting Period* window.
Change Period Status	• *Full Authorization*: Users can change the period status of the posting period, including locking it (*Administration* > *System Initialization* > *Posting Period* > *Posting Period* window). • *No Authorization*: Users are unable to change the period status.

Field Name	Description
Document Numbering	• *Full Authorization*: Users can enter the *Document Numbering* window and define a numbering series. • *Read Only*: Users can view the *Document Numbering* window. • *No Authorization*: Users cannot view the *Document Numbering* window. **Note** The authorization for a user or user group to use a specific numbering series to generate a document is set under the category *Administration* > *System Initialization* > *Numbering Series* > *Series - Group No. <X>*.
Document Settings	• *Full Authorization*: Users can enter the *Document Settings* window and make settings or modifications. You also require *Read Only* or Full Authorization rights for the *Price Lists*. • *Read Only*: Users can view the *Document Settings* window. • *No Authorization*: Users cannot open the *Document Settings* window.
Max. Under/Over Payment	This authorization is not applicable anymore.
Allow Future Posting	• *Full Authorization*: Users can select or deselect the *Allow Future Posting Date* checkbox (*Document Settings* > *General* tab). • *No Authorization*: Users cannot change this selection.
Print Preferences	• *Full Authorization*: Users can enter the *Print Preferences* window and make required settings or modifications. • *Read Only*: Users can view the *Print Preferences* window. • *No Authorization*: Users cannot open the *Print Preferences* window.
Menu Alias for Searching	• *Full Authorization*: Users can define a menu alias for searching from *Administration* > *System Initialization* > *Menu Alias for Searching.* • *No Authorization*: Users cannot open the *Menu Alias for Searching* window.
Menu Structure	• *Full Authorization*: Users can define the menu structure. • *No Authorization*: Users cannot open the *Menu Structure* window.
Opening Balances	• *Full Authorization*: Users can enter opening balances for G/L accounts, business partners, and 1099 form or box. • *Read Only*: Users can view the *Opening Balance* windows only. • *No Authorization*: Users cannot access these options.
G/L Accounts Opening Balance	• *Full Authorization*: Users can open the *G/L Accounts Opening Balance* window and record data. • *No Authorization*: Users cannot access this window.
Business Partners Opening Balance	• *Full Authorization*: Users can open the *Business Partners Opening Balance* window and record relevant data. • *No Authorization*: Users cannot access this window.

Field Name	Description
1099 Opening Balance	Relevant only for the United States localization. • *Full Authorization*: Users can open the *1099 Opening Balance* window and enter data. • *Read Only*: Users cannot access the *1099 Opening Balance* window. • *No Authorization*: Users cannot open the *1099 Opening Balance* window.
Numbering Series	• *Full Authorization*: When users generate a document, they can view a complete list of numbering series defined for the document and select one of them. • *Read Only*: Users cannot access any document. • *No Authorization*: Users cannot access any document. **Note** If no authorization is granted to the *Numbering Series* option, a user cannot access any document in SAP Business One. We recommend that you grant authorizations for series groups as described below. If *No Authorization* is granted to any numbering series groups, the user does not have access to any documents, even if the document numbering series has been defined correctly. If *Read Only* is granted at the header level, then *No Authorization* is granted to all the series groups and *Read Only* is applied only to locked series. In such a case, the series groups have *No Authorization* or *Full Authorization*.
Series Lock	• *Full Authorization*: Users can select the *Lock* option for fields in the *Series* - `<Document Type>` - *Setup* window. • *Read Only*: Users cannot select the *Lock* option for fields in the *Series* - `<Document Type>` - *Setup* window. • *No Authorization*: Users cannot select the *Lock* option for fields in the *Series* - `<Document Type>` - *Setup* window.

Field Name	Description
Series: Group No. 1 - 30	This authorization works as follows: 1. In the *Document Numbering - Setup* window, select a type of document and define a default numbering series. 2. Double click the empty row header of the document and assign a series group number, for example, 1, to the numbering series in the *Group* field of the *Series - <Document Type> - Setup* window. 3. Assign one of the following authorizations for the series group *Series: Group No. 1* to a certain user or user group: • *Full Authorization*: When generating a document, the user or user group can view and select the series group in the series list. • *No Authorization*: The user or user group cannot access or create a document assigned to this group. **Note** This setting affects the use of the *Group* field in the *Document Numbering - Setup* window.
Copy from Unauthorized Series Group	• *Full Authorization*: When users use the Copy From functionality, they can view documents with a series group for which they have no authorization in the document list. • *No Authorization*: Users cannot view documents with a series group for which they have no authorization.
E-Mail Settings	• *Full Authorization*: Users can open the *E-Mail Settings* window and set up the E-Mail signatures. • *Read Only*: Users can view the E-*Mail Settings* window. • *No Authorization*: Users cannot open this window.
Implementation Tasks	Select *Full Authorization* or *No Authorization* for all of the child authorizations under *Implementation Tasks*.
Implementation Tasks	• *Full Authorization*: Users can access and modify data in the *Implementation Tasks* window. • *No Authorization*: Users cannot access the *Implementation Tasks* window.
Implementation Project	• *Full Authorization*: Users can open the *Implementation Project* menu and work with the *Edit* and *View* tabs presented. • *Read Only*: Users can view the *Implementation Project* window. • *No Authorization*: Users cannot open the *Implementation Project* window.
Tooltip Preview	• *Full Authorization*: Users can access and modify Tooltip Preview. • *No Authorization*: Users cannot access Tooltip Preview.
Setup	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Setup*.

Field Name	Description
General	Only Superusers can modify the *Password* window and the password definitions in the *Users-Setup* window. Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *General*.
Users	• *Full Authorization*: Users can create, delete and modify the *Users- Setup* window • *Read Only*: Users can view the *Users-Setup* window • *No Authorization*: Users cannot access the *Users-Setup* window
Change My Personal Settings	• *Full Authorization*: Users can view and change their personal settings. • *Read Only*: Users can view their personal settings only. • *No Authorization*: Users cannot view their personal settings.
User Defaults	• *Full Authorization*: Users can create, delete and modify User Defaults in the *User Defaults* window • *Read Only*: Users can view the *User Defaults* window • *No Authorization*: Users cannot access the *User Defaults* window
Sales Employees/Buyers	• *Full Authorization*: Users can create, delete and define *Sales Employees and Buyers* in the *Sales Employees/ Buyers-Setup* window • *Read Only*: Users can view the *Sales Employees/ Buyers-Setup* window • *No Authorization*: Users cannot access the *Sales Employees/ Buyers-Setup* window
Territories	• *Full Authorization*: Users can view and add territories in the *Territories- Setup* window • *Read Only*: Users can view the *Territories- Setup window* • *No Authorization*: Users cannot access the *Territories- Setup* window
Commission Groups	• *Full Authorization*: Users can view and access *Commission Groups* • *Read Only*: Users can view *Commission Groups* • *No Authorization*: Users cannot access the *Commission Groups*
Predefined Text	• *Full Authorization*: Users can access and modify the *Predefined Text-Setup* window • *Read Only*: Users can view the *Predefined Text-Setup* window • *No Authorization*: Users cannot access the *Predefined Text-Setup* window
Reference Field Links	• *Full Authorization*: Users can access and modify *Reference Field Links* • *Read Only*: Users can view *Reference Field Links* • *No Authorization*: Users cannot access *Reference Field Links*
Freight	• *Full Authorization*: Users can access and modify the *Freight-Setup* window • *Read Only*: Users can view the *Freight-Setup* window • *No Authorization*: Users cannot access the *Freight-Setup* window

Field Name	Description
Message Preferences	• *Full Authorization*: Users can access and modify the *Message Preferences* window and can set their preferences for some system messages with the checkbox *Remember My Answer and Do Not Show this Message Again*. • *No Authorization*: Users cannot access the *Message Preferences* window or set preferences for system messages.
Report and Layout Manager	• *Full Authorization*: Users can access and generate *Report and Layout Manager* • *No Authorization*: Users cannot access *Report and Layout Manager*
Dashboard Manager	• *Full Authorization*: Users can access the *Dashboard Manager-Setup* window • *No Authorization*: Users cannot access the *Dashboard Manager Set-up* window
Dashboard Parameters	• *Full Authorization*: Users can access Dashboard Parameters • *No Authorization*: Users cannot access Dashboard Parameters
Crystal Server Configuration	• *Full Authorization*: Users can access *Crystal Server Configuration* • *No Authorization*: Users cannot access *Crystal Server Configuration*
SAP Links	• *Full Authorization*: Users can view and access *SAP Links* • *Read Only*: Users can view *SAP Links* • *No Authorization*: Users cannot access *SAP Links*
SAP HANA *Model Management*	• *Full Authorization*: Users can access and modify the window. • *No Authorization*: Users cannot access the window.
Financials	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Financials*.
Edit Chart of Accounts	• *Full Authorization*: Users can access and edit the chart of accounts in the *Edit Chart of Accounts* window • *Read Only*: Users can view the *Edit Chart of Accounts* window • *No Authorization*: Users cannot access the *Edit Chart of Accounts* window
G/L Account Determination	To define G/L account determination, full authorization for *Sales - Allow Changes to Reconciliation Accounts* is required, which lets you access the *Allow Changes to Control Accounts* option.
G/L Account Determination	• *Full Authorization*: Users can access all tabs and modify the *G/L Account Determination* • *Read Only*: Users can view the *G/L Account Determination* window • *No Authorization*: Users cannot view or modify the *G/L Account Determination*
Determination Criteria - Inventory	• *Full Authorization*: Users can view and select criteria in the *Determination Criteria-Inventory* window • *Read Only*: Users can view the *Determination Criteria - Inventory* window • *No Authorization*: Users cannot access the *Determination Criteria - Inventory* window

Field Name	Description
Determination Criteria - Resources	• *Full Authorization*: Users can view and select criteria in the *Determination Criteria-Resources* window • *Read Only*: Users can view the *Determination Criteria - Resources* window • *No Authorization*: Users cannot access the *Determination Criteria - Resource* window
Account Segmentation	• *Full Authorization*: Users can view and update the *Account Segmentation-Setup* window • *Read Only*: Users can view the *Account Segmentation- Setup* window • *No Authorization*: Users cannot access the *Account Segmentation-Setup* window **Note** This window is only visible when the checkbox *Use Segmentation Accounts* on the *Company Details* > *Basic Initialization* tab is selected.
Currencies	• *Full Authorization*: Users can view and update the *Currencies Setup* window. • *Read Only*: Users can view the *Currencies Setup* window • *No Authorization*: Users cannot access the *Currencies Setup* window
Indexes	• *Full Authorization*: Users can add and modify Indexes in the *Exchange Rates and Indexes* window • *Read Only*: Users can view the *Exchange Rates and Indexes* window • *No Authorization*: Users cannot view or modify Indexes in the *Exchange Rates and Indexes* window
Transaction Codes	• *Full Authorization* :Users can modify and add to the *Transaction Codes- Setup* window • *Read Only*: Users can view the *Transaction Codes- Setup* window • *No Authorization*: Users cannot view or modify the *Transaction Codes-Setup* window
Projects	• *Full Authorization*: Users can modify and add to the *Project-Setup* window • *Read Only*: Users can view the *Projects-Setup* window • *No Authorization*: Users cannot view or modify the *Projects-Setup* window
Period Indicators	• *Full Authorization*: Users can view and modify the *Period Indicators-Setup window* • *Read Only*: Users can view the *Period Indicators - Setup* window • *No Authorization*: Users cannot access the *Period Indicators-Setup window*
1099 Table	Relevant only for the United States localization. • *Full Authorization*: Users can open the *1099 Table*, enter data and access *1099 Boxes*. • *Read Only*: Users can view the *1099 Table*. • *No Authorization*: Users cannot access the *1099 Table*
Doubtful Debts	• *Full Authorization*: Users can add, delete and modify the data in the *Doubtful Debts-Setup* window • *Read Only*: Users can view the *Doubtful Debts-Setup* window • *No Authorization*: Users cannot access the *Doubtful Debts-Setup* window

Field Name	Description
Tax	Select *Full, Read Only*, or *No Authorization* for all of the child authorizations under *Tax*.
Tax Code Determination	• *Full Authorization*: Users can access and modify the *Tax Code Determination- Setup* window • *Read Only*: Users can view the *Tax Code Determination-Setup* window • *No Authorization*: Users cannot access the *Tax Code Determination-Setup* window
Sales Tax Jurisdiction Types	• *Full Authorization*: Users can access and modify the *Sales Tax Jurisdiction Types* window. • *Read Only*: Users can view the *Sales Tax Jurisdiction Types* window only. • *No Authorization*: Users cannot access the *Sales Tax Jurisdiction Types* window.
Sales Tax Jurisdictions	• *Full Authorization*: Users can access and define jurisdiction from the *Sales Tax Jurisdictions-Selection Criteria* window • *Read Only*: Users can view the *Sales Tax Jurisdictions-Selection Criteria* window • No Authorization: Users cannot access the *Sales Tax Jurisdictions-Selection Criteria* window
Sales Tax Codes	• *Full Authorization*: Users can access and modify the *Sales Tax Codes-Setup* window • *Read Only*: Users can view the *Sales Tax Codes-Setup* window • *No Authorization*: Users cannot access the *Sales Tax Codes-Setup* window
Fixed Assets	• *Full Authorization*: Users can view and modify the fixed assets setup • *Read Only*: Users can view the fixed assets setup • *No Authorization*: Users cannot access the fixed assets setup **Note** The authorizations for *Fixed Assets* and the related windows are available only when the checkbox *Enable Fixed Assets* on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab is selected.
Account Determination	• *Full Authorization*: Users can view and modify the *Account Determination* window • *Read Only*: Users can view the *Account Determination* window • *No Authorization*: Users cannot access the *Account Determination* window
Depreciation Types	• *Full Authorization*: Users can view and modify the *Depreciation Types* window • *Read Only*: Users can view the *Depreciation Types* window • *No Authorization*: Users cannot access the *Depreciation Types* window
Depreciation Areas	• *Full Authorization*: Users can view and modify the *Depreciation Areas* window • *Read Only*: Users can view the *Depreciation Areas* window • *No Authorization*: Users cannot access the *Depreciation Areas* window

Field Name	Description
Asset Classes	• *Full Authorization*: Users can view and modify the *Asset Classes* window • *Read Only*: Users can view the *Asset Classes* window • *No Authorization*: Users cannot access the *Asset Classes* window
Attribute Groups	• *Full Authorization*: Users can view and modify the *Attribute Groups* window • *Read Only*: Users can view the *Attribute Groups* window • *No Authorization*: Users cannot access the *Attribute Groups* window
Cash Flow Line Items	• *Full Authorization*: Users can add and select *Cash Flow Line Items* from the *Cash Flow Line Items-Setup* window • *Read Only*: Users can view the *Cash Flow Line Items- Setup* window • *No Authorization*: Users cannot access the *Cash Flow Line Items-Setup* window
Financial KPI Factors (version for SAP HANA)	• *Full Authorization*: Users can view and modify the *Financial KPI Factors* window • *Read Only*: Users can view the *Financial KPI Factors* window • *No Authorization*: Users cannot access the *Financial KPI Factors* window
Expense Types	• *Full Authorization*: Users can view and modify the *Expense Types* window • *Read Onl:*: Users can view the *Expense Types* window • *No Authorization*: Users cannot access the *Expense Types* window
Opportunities	• *Full Authorization*: Users can enter all the functions specified in the *Opportunities* module and make required changes or new settings. You also require full authorization for the sales stages, as defined in the authorizations in *Administration* > *Setup* > *Opportunity*. You require authorization for the *Close Document* function (in *General Authorizations*), even if authorization is not provided for setting up and viewing documents in these modules. Therefore, on the *Opportunity Stages* tab, when closing a row (before opening a new row), you first may have to close a document linked to that stage. • *Read Only*: Users can view the data defined in all the functions specified in the *Opportunities* module. • *No Authorization*: Users cannot access any option specified in the *Opportunities* module.
Opportunity Stages	• *Full Authorization*: Users can view, add and delete *Opportunities* Stages in the *Opportunities Stages- Setup* window • *Read Only*: Users can view the *Opportunities Stages- Setup* window • *No Authorization*: Users cannot access the *Opportunities Stages- Setup* window
Partners	• *Full Authorization*: Users can add, modify and delete from the *Partners-Setup*-Window • *Read Only*: Users can view the *Partner-Setup* window • *No Authorization*: Users cannot access the *Partner Setup* window

Field Name	Description
Competitors	• *Full Authorization*: Users can add, modify and delete from the *Competitors-Setup* window • *Read Only*: Users can view the *Competitors-Setup* window • *No Authorization*: Users cannot access the *Competitors-Setup* window
Relationships	• *Full Authorization*: Users can view and add to the *Relationships- Setup* window • *No Authorization*: Users cannot view or modify the *Relationships- Setup* window
Sales (version for SAP HANA)	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Sales*.
ATP Checking Rule List (version for SAP HANA)	• *Full Authorization*: Users can view and modify the *ATP Checking Rule List* window • *Read Only*: Users can view the *ATP Checking Rule List* window • *No Authorization*: Users cannot access the *ATP Checking Rule List* window **Note** This authorization is available only when the checkbox *Enable Advanced Available to Promise in Document Settings* is selected.
Purchasing	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Purchasing*
Landed Costs	• *Full Authorization*: Users can add and modify the *Landed Costs- Setup* window • *Read Only*: Users can view the *Landed Costs- Setup* window • *No Authorization*: Users cannot access the *Landed Costs- Setup* window
Business Partners	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Business Partner*
Countries	• *Full Authorization*: Users can add, modify and delete countries from the *Countries-Setup* window • *Read Only*: Users can view the *Countries-Setup* window • *No Authorization*: Users cannot access the *Countries-Setup* window
Address Formats	• *Full Authorization*: Users can insert and modify addresses in the *Address Formats-Setup* window • *Read Only*: Users can view *Address Formats* only • *No Authorization*: Users cannot access *Address Formats*
Customer Groups	• *Full Authorization*: Users can modify and add customer groups in the *Customer Groups -Setup* window • *Read Only: Users* can view the *Customer Groups Setup* window • *No Authorization*: Users cannot access the *Customer Groups Setup* window

Field Name	Description
Vendor Groups	• *Full Authorization*: Users can modify and add vendor groups in the *Vendor Groups -Setup* window • *Read Only*: Users can view the *Vendor Groups Setup* window • *No Authorization*: Users cannot access the *Vendor Groups Setup* window
Business Partner Properties	• *Full Authorization*: Users can access the *Business Partner Properties-Setup* window • *Read Only*: Users can view the *Business Partner Properties-Setup* window • *No Authorization*: Users cannot access the *Business Partner Properties-Setup* window
Business Partner Priorities	• *Full Authorization*: Users can add and modify the Business Partner priority list in the *Business Partner Priorities Setup* window • *Read Only*: Users can view *Business Partner Priorities Setup* window • *No Authorization*: Users cannot access the *Business Partner Priorities Setup* window
Dunning Terms	• *Full Authorization*: Users can add and modify *Dunning Terms* in the *Dunning Terms - Setup* window • *Read Only*: Users can view the *Dunning Terms - Setup* window • *No Authorization*: Users cannot access the *Dunning Terms - Setup* window
Payment Terms	• *Full Authorization*: Users can modify and update the *Payment Terms-Setup* window • *Read Only*: Users can view the *Payment Terms-Setup* window • *No Authorization*: Users cannot access the *Payment Terms-Setup* window The field value of *Total Discount %* in the *BP Fields* section of the *Payment Terms-Setup* window cannot be greater than the value of the *Max. Discount - General* field at the bottom of the *General Authorizations* window. *Price List* displays only price lists of a price list group for which users have authorizations (*Inventory* > *Price Lists*)
Cash Discount	• *Full Authorization*: Users can view and modify a cash discount in the *Cash Discount* window (*Payment Terms - Setup* > *Cash Discount Name* > *Define New*). • *Read Only*: Users can view the *Cash Discount* window • *No Authorization*: Users cannot view or modify cash discounts in the *Cash Discount* window
Payment Blocks	• *Full Authorization*: Users can add and modify description in the *Payment Blocks - Setup* window or through the *Business Partner Master Data* > *Payment Run* tab or the *AP/AR Invoice* > *Accounting* tab. In *Payment Blocks*, you can describe various reasons for blocking payments generated by the *Payment Wizard*. • *Read Only*: Users can view the *Payment Blocks Setup* window. • *No Authorization*: Users cannot access the *Payment Blocks Setup* window.
Target Group	• *Full Authorization*: Users can view and update the *Target Group Setup* window • *Read Only*: Users can view the *Target Group Setup* window • *No Authorization*: Users cannot access the *Target Group Setup* window

Field Name	Description
Banking	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Banking*.
Banks	• *Full Authorization*: Users can add, remove and modify data in the *Banks-Setup* window • *Read Only: Users* can view the *Banks-Setup* window • *No Authorization*: Users cannot access the *Banks-Setup* window
House Bank Accounts	• *Full Authorization*: Users can add, remove and update the *House Bank Accounts-Setup* window • *Read Only*: Users can view the *House Bank Accounts-Setup* window • *No Authorization*: Users cannot access the *House Bank Accounts-Setup* window
Credit Cards	• *Full Authorization*: Users can add, delete and modify the *Credit Cards-Setup* window • *Read Only*: Users can view the *Credit Cards-Setup* window • *No Authorization*: Users cannot access the *Credit Cards-Setup* window
Credit Card Payment	• *Full Authorization: Users* can view and modify the *Credit Card Payment-Setup* window • *Read Only*: Users can view the *Credit Card Payment-Setup* window • *No Authorization*: Users cannot access the *Credit Card Payment-Setup* window
Credit Card Payment Methods	• *Full Authorization:* Users can add *Credit Card Payment Methods* and modify the *Credit Card Payment Methods-Setup* window • *Read Only*: Users can view the *Credit Card Payment Methods-Setup* window • *No Authorization*: Users cannot access the *Credit Card Payment Methods-Setup* window
Bank Charges Allocation Codes	• *Full Authorization: Users* can add, modify and delete data in the *Bank Charges Allocation Codes-Setup* window • *Read Only: Users* can view the *Bank Charges Allocation Codes-Setup* window • *No Authorization*: Users cannot access the *Bank Charges Allocation Codes-Setup* window
Payment Methods	• *Full Authorization*: Users can add and update *Payment Methods* in the *Payment Methods-Setup* window • *Read Only*: Users can view payment methods in the *Payment Methods-Setup* window • *No Authorization: Users* cannot access the *Payment Methods-Setup* window
Bank Statement Processing	• *Full Authorization*: Users can view and modify the data in the menu entries under the menu entry *Bank Statement Processing.* • *Read Only*: Users can view the data in the menu entries under the menu entry *Bank Statement Processing.* • *No Authorization*: Users cannot access the menu entries under the menu entry *Bank Statement Processing.* This functionality is available when the *Install Bank Statement Processing* checkbox in the *Company Details* > *Basic Initialization* tab is selected.

Field Name	Description
Inventory	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Inventory*.
Item Groups	• *Full Authorization: Users* can set up and modify *Item Groups* in the Item *Groups-Setup* window. • *Read Only*: Users can view the *Item Groups Setup* window • *No Authorization*: Users cannot access the *Item Groups Setup* window
Item Properties	• *Full Authorization:* Users can access the *Item Properties-Setup* window • *Read Only*: Users can view the *Item Properties-Setup* window • *No Authorization*: Users cannot access the *Item Properties-Setup* window
Warehouses	• *Full Authorization*: Users can view and modify the *Warehouse- Setup* window • *Read Only*: Users can view the *Warehouse - Setup* window • *No Authorization*: Users cannot access the *Warehouse -Setup* window
Enable and Disable Bin Locations	• *Full Authorization*: Users can select or deselect the checkbox *Enable Bin Locations* in the *Warehouse - Setup* window. When the checkbox is selected, the warehouse can be managed by bin locations. • *No Authorization*: Users cannot select or deselect the checkbox *Enable Bin Locations* in the *Warehouse - Setup* window.
Activate and Deactivate Warehouse	• *Full Authorization*: Users can select or deselect the checkbox *Inactive* in the *Warehouse - Setup* window. • *No Authorization*: Users cannot select or deselect the checkbox *Inactive* in the *Warehouse - Setup* window. To enable this authorization, *Full Authorization* for *Warehouses* is required.
Units of Measure	• *Full Authorization*: Users can add and modify data in the *Units of Measure -Setup* window • *Read Only*: Users can view the *Units of Measure -Setup* window • *No Authorization*: Users cannot access the *Units of Measure -Setup* window
Unit of Measure Groups	• *Full Authorization*: Users can modify and define new Uni*t of Measure Groups* in the *Unit of Measure Groups- Setup* window • *Read Only*: Users can view *Unit of Measure Groups* in the *Unit of Measure Groups- Setup* window • *No Authorization*: Users cannot access the *Unit of Measure Groups- Setup* window
Length and Width	• *Full Authorization*: Users can add and modify *Length and Width* definitions in the *Length and Width-Setup* window • *Read Only*: Users can view *Length and Width* definitions in the *Length and width-Setup* window • *No Authorization*: Users cannot access the *Length and width-Setup* window

Field Name	Description
Weight	• *Full Authorization*: Users can add and modify *Weight* definitions in the *Weight-Setup* window • *Read Only*: Users can view *Weight* definitions in the *Weight-Setup* window • *No Authorization*: Users cannot access the *Weight-Setup* window
Payment Terms	• *Full Authorization*: Users can modify and update the *Payment Terms-Setup* window • *Read Only*: Users can view the *Payment Terms-Setup* window • *No Authorization*: Users cannot access the *Payment Terms-Setup* window **Note** The field value of *Total Discount %* in the *BP Fields* section of the *Payment Terms-Setup* window cannot be greater than the value of the *Max. Discount - General* field at the bottom of the *General Authorizations* window. *Price List* displays only price lists of a price list group for which users have authorizations (*Inventory* > *Price Lists*)
Cash Discount	• *Full Authorization*: Users can view and modify a cash discount in the *Cash Discount* window (*Payment Terms - Setup* > *Cash Discount Name* > *Define New*). • *Read Only*: Users can view the *Cash Discount* window • *No Authorization*: Users cannot view or modify cash discounts in the *Cash Discount* window
Payment Blocks	• *Full Authorization*: Users can add and modify description in the *Payment Blocks - Setup* window or through the *Business Partner Master Data* > *Payment Run* tab or the *AP/AR Invoice* > *Accounting* tab. In *Payment Blocks*, you can describe various reasons for blocking payments generated by the *Payment Wizard*. • *Read Only*: Users can view the *Payment Blocks Setup* window. • *No Authorization*: Users cannot access the *Payment Blocks Setup* window.
Target Group	• *Full Authorization*: Users can view and update the *Target Group Setup* window • *Read Only*: Users can view the *Target Group Setup* window • *No Authorization*: Users cannot access the *Target Group Setup* window
Banking	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Banking*.
Banks	• *Full Authorization*: Users can add, remove and modify data in the *Banks-Setup* window • *Read Only: Users* can view the *Banks-Setup* window • *No Authorization*: Users cannot access the *Banks-Setup* window
House Bank Accounts	• *Full Authorization*: Users can add, remove and update the *House Bank Accounts-Setup* window • *Read Only*: Users can view the *House Bank Accounts-Setup* window • *No Authorization*: Users cannot access the *House Bank Accounts-Setup* window

Field Name	Description
Credit Cards	• *Full Authorization*: Users can add, delete and modify the *Credit Cards-Setup* window • *Read Only*: Users can view the *Credit Cards-Setup* window • *No Authorization*: Users cannot access the *Credit Cards-Setup* window
Credit Card Payment	• *Full Authorization: Users* can view and modify the *Credit Card Payment-Setup* window • *Read Only*: Users can view the *Credit Card Payment-Setup* window • *No Authorization*: Users cannot access the *Credit Card Payment-Setup* window
Credit Card Payment Methods	• *Full Authorization:* Users can add *Credit Card Payment Methods* and modify the *Credit Card Payment Methods-Setup* window • *Read Only*: Users can view the *Credit Card Payment Methods-Setup* window • *No Authorization*: Users cannot access the *Credit Card Payment Methods-Setup* window
Bank Charges Allocation Codes	• *Full Authorization: Users* can add, modify and delete data in the *Bank Charges Allocation Codes-Setup* window • *Read Only: Users* can view the *Bank Charges Allocation Codes-Setup* window • *No Authorization*: Users cannot access the *Bank Charges Allocation Codes-Setup* window
Payment Methods	• *Full Authorization*: Users can add and update *Payment Methods* in the *Payment Methods-Setup* window • *Read Only*: Users can view payment methods in the *Payment Methods-Setup* window • *No Authorization: Users* cannot access the *Payment Methods-Setup* window
Bank Statement Processing	• *Full Authorization*: Users can view and modify the data in the menu entries under the menu entry *Bank Statement Processing.* • *Read Only*: Users can view the data in the menu entries under the menu entry *Bank Statement Processing.* • *No Authorization*: Users cannot access the menu entries under the menu entry *Bank Statement Processing.* This functionality is available when the *Install Bank Statement Processing* checkbox in the *Company Details* > *Basic Initialization* tab is selected.
Inventory	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Inventory*.
Item Groups	• *Full Authorization: Users* can set up and modify *Item Groups* in the Item *Groups-Setup* window. • *Read Only*: Users can view the *Item Groups Setup* window • *No Authorization*: Users cannot access the *Item Groups Setup* window
Item Properties	• *Full Authorization:* Users can access the *Item Properties-Setup* window • *Read Only*: Users can view the *Item Properties-Setup* window • *No Authorization*: Users cannot access the *Item Properties-Setup* window

Field Name	Description
Warehouses	• *Full Authorization*: Users can view and modify the *Warehouse- Setup* window • *Read Only*: Users can view the *Warehouse - Setup* window • *No Authorization*: Users cannot access the *Warehouse -Setup* window
Enable and Disable Bin Locations	• *Full Authorization*: Users can select or deselect the checkbox *Enable Bin Locations* in the *Warehouse - Setup* window. When the checkbox is selected, the warehouse can be managed by bin locations. • *No Authorization*: Users cannot select or deselect the checkbox *Enable Bin Locations* in the *Warehouse - Setup* window.
Activate and Deactivate Warehouse	• *Full Authorization*: Users can select or deselect the checkbox *Inactive* in the *Warehouse - Setup* window. • *No Authorization*: Users cannot select or deselect the checkbox *Inactive* in the *Warehouse - Setup* window. To enable this authorization, *Full Authorization* for *Warehouses* is required.
Units of Measure	• *Full Authorization*: Users can add and modify data in the *Units of Measure -Setup* window • *Read Only*: Users can view the *Units of Measure -Setup* window • *No Authorization*: Users cannot access the *Units of Measure -Setup* window
Unit of Measure Groups	• *Full Authorization*: Users can modify and define new Uni*t of Measure Groups* in the *Unit of Measure Groups- Setup* window • *Read Only*: Users can view *Unit of Measure Groups* in the *Unit of Measure Groups- Setup* window • *No Authorization*: Users cannot access the *Unit of Measure Groups- Setup* window
Length and Width	• *Full Authorization*: Users can add and modify *Length and Width* definitions in the *Length and Width-Setup* window • *Read Only*: Users can view *Length and Width* definitions in the *Length and width-Setup* window • *No Authorization*: Users cannot access the *Length and width-Setup* window
Weight	• *Full Authorization*: Users can add and modify *Weight* definitions in the *Weight-Setup* window • *Read Only*: Users can view *Weight* definitions in the *Weight-Setup* window • *No Authorization*: Users cannot access the *Weight-Setup* window
Customs Groups	• *Full Authorization*: Users can add, delete and modify the *Customs Groups-Setup* window • *Read Only*: Users can view the *Customs Groups* in the *Customs Groups Setup* window • *No Authorization*: Users cannot access the *Customs Groups Setup* window

Field Name	Description
Manufacturers	• *Full Authorization*: Users can modify, delete and add Manufacturers to the *Manufacturers-Setup* window • *Read Only*: Users can view Manufacturers in the *Manufacturers-Setup* window • *No Authorization*: Users cannot access the *Manufacturers-Setup* window
Shipping Types	• *Full Authorization*: Users can add, delete and modify Shipping Types in the *Shipping Types-Setup* window • *Read Only*: Users can view Shipping Types in the *Shipping Types-Setup* window • *No Authorization*: Users cannot access the *Shipping Types-Setup* window
Locations	• *Full Authorization*: Users can view, add and remove locations from the *Locations- Setup* window • *Read Only*: Users can view locations in the *Locations-Setup* window • *No Authorization*: Users cannot access the *Locations -Setup* window
Inventory Cycles	• *Full Authorization*: Users can modify and set up Inventory Cycles from the *Inventory Cycles-Setup* window • *Read Only*: Users can view Inventory Cycles in the *Inventory Cycles-Setup* window • *No Authorization*: Users cannot access the *Inventory Cycles- Setup* window
Cycle Count Determination	• *Full Authorization*: Users can access *Cycle Count Determination* in the *Cycle Count Determination-Setup* window • *Read Only*: Users can view the *Cycle Count Determination-Setup* window • *No Authorization*: Users cannot access the *Cycle Count Determination-Setup* window
Package Types	• *Full Authorization*: Users can add, modify and remove package types in the *Package Types-Setup* window • *Read Only*: Users can view the *Package Types-Setup* window • *No Authorization*: Users cannot access the *Package Types-Setup* window
Bin Locations	Select *Full, Read Only*, or *No Authorization* for all of the child authorizations under *Bin Locations*. Bin location entries are displayed only when the checkbox *Enable Bin Locations* for a warehouse is selected in the *Warehouse- Setup* window.
Bin Location Field Activation	• *Full Authorization*: Users can view and modify the *Bin Location Field Activation* window • *Read Only*: Users can view the *Bin Location Field Activation* window • *No Authorization*: Users cannot access the *Bin Location Field Activation* window
Bin Location Attribute Codes	• *Full Authorization*: Users can add and modify the Bin Location Attribute Codes to the *Bin Location Attribute Codes* window • *Read Only*: Users can view the *Bin Location Attribute Codes* window • *No Authorization*: Users cannot view or modify the *Bin Location Attribute Codes* window

Field Name	Description
Warehouse Sublevel Codes	• *Full Authorization*: Users can access and define Warehouse Sublevel Codes on the *Warehouse Sublevel Codes-Setup* window • *Read Only*: Users can view the *Warehouse Sublevel Codes-Setup* window • *No Authorization*: Users cannot access the Warehouse *Sublevel Codes Setup* window
Warehouse Sublevel Code Management	• *Full Authorization*: Users can access and generate Warehouse Sublevel Code management in the *Warehouse Sublevel Code Management-Setup* window • *Read Only*: Users can view the *Warehouse Sublevel Code Management-Setup* window • *No Authorization*: Users cannot access the *Warehouse Sublevel Code Management-Setup* window
Resources	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Resources*.
Resource Groups	• *Full Authorization*: Users can view and modify the *Resource Groups* window • *Read Only*: Users can view the *Resource Groups* window • *No Authorization*: Users cannot access the *Resource Groups* window
Resource Properties	• *Full Authorization*: Users can view and modify the *Resource Properties* window • *Read Only*: Users can view the *Resource Properties* window • *No Authorization*: Users cannot access the *Resource Properties* window
Service	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Service*.
Contract Templates	• *Full Authorization*: Users can add and modify Contract Templates in the *Contract Templates-Setup* window • *Read Only*: Users can view Contract Templates in the *Contract Templates-Setup* window • *No Authorization*: Users cannot access the *Contract Templates-Setup* window
Queues	• *Full Authorization: Users* can modify, add or remove Queues on the *Queues-Setup* window. • *Read Only*: Users can view the *Queues-Setup* window • *No Authorization*: Users cannot access the *Queues-Setup* window
Project Management	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Project Management*. The *Project Management* options are displayed only when the *Enable Project Management* checkbox in the *Company Details* > *Basic Initialization* tab is selected.
Stages - Setup	• *Full Authorization*: Users can view and modify the *Stages - Setup* window. • *Read Only*: Users can view the *Stages - Setup* window. • *No Authorization*: Users cannot access the *Stages - Setup* window.
Human Resources	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Human Resources*.

Field Name	Description
Activity Type - Setup	• *Full Authorization*: Users can view and modify the *Activity Type - Setup* window. • *Read Only*: Users can view the *Activity Type - Setup* window. • *No Authorization*: Users cannot access the *Activity Type - Setup* window.
Production	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Production*
Route Stages	• *Full Authorization*: Users can view and modify the *Route Stages* window. • *Read Only*: Users can view the *Route Stages* window. • *No Authorization*: Users cannot access the *Route Stages* window.
Data Import/Export	Select *Full Authorization* or *No Authorization* for all of the child authorizations under *Data Import/Export*
Data Import	Select *Full Authorization* or *No Authorization* for all of the child authorizations under *Data Import*
Import from Excel	• *Full Authorization*: Users can access the *Import from Excel* window and import data from Microsoft Excel files • *No Authorization*: Users cannot access the *Import from Excel* window
Import Transactions from SAP Business One	• *Full Authorization*: Users can access the *Import Transactions from SAP Business One* window and choose the data to be imported. • *No Authorization*: Users cannot access the *Import Transactions from SAP Business One* window
Import Fixed Assets Master Data from Microsoft Excel	• *Full Authorization*: Users can access the *Import Fixed Assets Master Data from Microsoft Excel* window and choose the data to be imported. • *No Authorization*: Users cannot access the *Import Fixed Assets Master Data from Microsoft Excel* window
Financial Template Import Wizard	• *Full Authorization*: Users can access the *Financial Template Import Wizard* windowand choose the data to be imported. • *No Authorization*: Users cannot access the *Financial Template Import Wizard* window
Data Export	• *Full Authorization*: Users can perform the data export actions available (*Data Import/Export* > *Data Export*). • *No Authorization*: Users cannot use this function.
Utilities	Select *Full Authorization*, *Read Only*, or *No Authorization* for all of the child authorizations under *Utilities*
Period–End Closing	• *Full Authorization*: Users can open the *Period-End Closing* window and perform period-end closing transactions. • *No Authorization*: Users cannot open this window.

Field Name	Description
Update Control Report	The *Update Control Report* opens automatically after the completion of an upgrade process. • *Full Authorization*: Users can view the *Update Control* report and perform year transfer operations. • *Read Only*: Users can view the *Update Control* report but cannot select the *Display Non–matching Quantities Only* checkbox. • *No Authorization*: Users cannot view the *Update Control* report.
Check Document Numbering - Selection Criteria	• *Full Authorization*: Users can open the *Check Document Numbering* window and perform this operation. • *No Authorization*: Users cannot open this window.
Data Archive Wizard	• *Full Authorization*: Users can access and run the Data Archive Wizard. • *No Authorization*: Users cannot access this window. **Note** Full authorization for *Data Archive Wizard Execution* is required to execute the wizard (the final step in the Wizard).
Data Archive Wizard Execution	• *Full Authorization*: Users can access, run and execute the Data Archive Wizard. • *No Authorization*: Users cannot execute the Data Archive Wizard. **Note** With full authorization for *Data Archive Wizard* but no authorization for *Data Archive Wizard Execution*, users can access all *Wizard Options* in Step 2 but cannot execute the wizard.
Master Data Cleanup Wizard	• *Full Authorization*: Users can open the *Check Master Data Cleanup Wizard* window and perform this operation. • *No Authorization*: Users cannot open this window.
Change Logs Cleanup	• *Full Authorization*: Users can open the *Change Log Cleanup* window. To execute the cleanup, *Full Authorization* for *Execute Change Log Cleanup* is required. • *No Authorization*: Users cannot open this window.
Execute Change Logs Cleanup	• *Full Authorization*: Users can execute the change log cleanup. This authorization is available only when *Full Authorization* is set to *Change Log Cleanup*. • *No Authorization*: Users cannot execute the change log cleanup.
Manual Master Data Series Converter	• *Full Authorization*: Users can open the *Check Manual Master Data Series Converter* window and perform this operation. • *No Authorization*: Users cannot open this window.

Field Name	Description
Revalidate Manual Internal Reconciliations	• *Full Authorization*: Users can open the *Revalidate Manual Internal Reconciliations* window and perform this operation. • *No Authorization*: Users cannot open this window.
Transfer Posting Correction Wizard	• *Full Authorization*: Users can access the *Transfer Posting Correction Wizard* window and post corrections resulted from VAT changes. • *No Authorization*: Users cannot open this window.
Restore	• *Full Authorization*: Users can perform the restore options under *Help* > *Support Desk* > *Restore*. • *No Authorization*: Users cannot perform any restore operations. **Note** All restore actions may be performed only in accordance with direct instruction from your SAP Business One Support Center.
Restore G/L Account and Business Partner Balances	• *Full Authorization*: Users can choose the option *Restore G/L Account and Business Partner Balances* • *No Authorization*: Users cannot choose the option *Restore G/L Account and Business Partner Balances*
Restore Item Balances	• *Full Authorization*: Users can choose the *Restore Item Balances* option • *No Authorization*: Users cannot choose the *Restore Item Balances* option
Restore Numbering File	• *Full Authorization*: Users can choose the *Restore Numbering File* option • *No Authorization*: Users cannot choose the *Restore Numbering File* option
Restore System Reports	• *Full Authorization*: Users can choose the *Restore System Reports* option • *No Authorization*: Users cannot choose the *Restore System Reports* option
Restore Stored Procedures	• *Full Authorization*: Users can choose the *Restore Stored Procedures* option • *No Authorization*: Users cannot choose the *Restore Stored Procedures* option
UI Configuration Template	• *Full Authorization*: Users can open the *UI Configuration Template* window and add/modify UI templates. • *No Authorization*: Users can open the *UI Configuration Template* window **Note** To add a template for a form, make sure that you have authorization for the specific form. To add a template to a document, make sure that you have authorizations for the document and for Numbering Series.

Field Name	Description
Data Protection Tools	Select *Full Authorization* or *No Authorization* for all of the child authorizations under *Data Protection Tools* The functionality is available only when the *Enable Personal Data Protection Management* checkbox in the *Company Details* > *Basic Initialization* tab is selected.
Personal Data Management	• *Full Authorization*: Users can view and modify the *Personal Data Management* window • *Read Only*: Users can view the *Personal Data Management* window • *No Authorization*: Users cannot access the *Personal Data Management* window
Personal Data Management Wizard	Select *Full Authorization* or *No Authorization* for the actions that users can perform in the *Personal Data Management Wizard.*
Personal Data Report	• *Full Authorization*: Users can see and perform the *Personal Data Report* action to create a report • *No Authorization*: Users cannot see or perform the *Personal Data Report* action
Personal Data Cleanup	• *Full Authorization*: Users can see and perform the *Personal Data Cleanup* action • *No Authorization*: Users cannot see or perform the *Personal Data Cleanup* action
Personal Data Blocking	• *Full Authorization*: Users can see and perform the *Personal Data Blocking* action • *No Authorization*: Users cannot see or perform the *Personal Data Blocking* action
Personal Data Unblocking	• *Full Authorization*: Users can see and perform the *Personal Data Unblocking* action • *No Authorization*: Users cannot see or perform the *Personal Data Unblocking* action
Determine Natural Persons	• *Full Authorization*: Users can see and perform the *Determine Natural Persons* action or the *Reverse Natural Person Determination* action • *No Authorization*: Users cannot see or perform the *Determine Natural Persons* action or the *Reverse Natural Person Determination* action
View Sensitive Personal Data	• *Full Authorization*: Users can view the sensitive data by choosing *Display Sensitive Data* in the context menu • *No Authorization*: Users cannot view the sensitive data
View Sensitive Personal Data Access Log	• *Full Authorization*: Users can access the *Sensitive Personal Data Access Log* window • *No Authorization:* Users cannot access the *Sensitive Personal Data Access Log* window
Approval Process	Select *Full* or *No Authorization* for all of the child authorizations under *Approval Process*
Approval Stages	• *Full Authorization*: Users can access the *Approval Stages* window, define new approval stages and modify existing ones. • *Read Only*: Users can view the *Approval Stages* window. • *No Authorization*: Users cannot open the *Approval Stages window.*

Field Name	Description
Approval Templates	• *Full Authorization*: Users can access the *Approval Templates* window, define new approval templates, and modify existing ones. To define terms based on user queries, *Full Authorization* for *Query Manager* is required. In the list of user queries, you can view only quires of a query group for which you have authorization. • *Read Only*: Users can view the *Approval Templates* window. • *No Authorization*: Users cannot open the *Approval Templates* window. **Note** The *Originator* needs to have *Full Authorization* for the selected documents. The authorizer needs to have read only or full authorization for the selected documents in order to be able to view the drafts pending for approval before approving or rejecting them. With no authorization for the selected documents, the authorizer can approve or reject a request, but cannot access the draft.
Approval Status Report	• *Full Authorization*: Users can run the *Approval Status* report, view the report results, and change the approval status to *Canceled* through the context menu. • To view the details of a document in the report, *Read Only* or *Full Authorization* rights for the document is required. • *No Authorization*: Users cannot open this report.
Approval Decision Report	• *Full Authorization*: Users can run the *Approval Decision* report and update approval decisions for your related requests for approval. To view the documents listed in the report, you require *Read Only* or *Full Authorization* rights for the relevant documents. • *No Authorization*: Users cannot open this report.
Substitute Authorizer for Approval Templates	• *Full Authorization*: Users can open and modify data in the *Substitute Authorizer for Approval Templates* window. • *Read Only*: Users can view the *Substitute Authorizer for Approval Templates* window. • *No Authorization*: Users cannot open the *Substitute Authorizer for Approval Templates* window.
Alerts Management	• *Full Authorization*: Users can open the *Alerts Management* window, define new alerts, and update system alerts. To generating new alerts, *Full Authorization* for the *Query Manager* is required. In the list of user queries, you can view only quires of a query group for which you have authorization. • *Read Only*: Users can view the *Alerts Management* window. • *No Authorization*: Users cannot open the *Alerts Management* window.

Field Name	Description
Remove User Alerts	• *Full Authorization*: Users can remove user alerts. • *No Authorization*: Users cannot remove user alerts unless they are authorized. If you're upgrading from a lower version to SAP Business One 10.0 FP 2008, users with full authorization for alerts management are given full authorization to remove user alerts by default, while users with no authorization for alerts management are given no authorization to remove user alerts by default.
BI OnDemand Integration Configuration	• *Full Authorization*: Users can open the *BI OnDemand Integration Configuration* window to upload query results to *BI OnDemand*. • *Read Only*: Users can view the *BI OnDemand Integration Configuration* window. • *No Authorization*: Users cannot open this window
Workflow	Select *Full Authorization* or *No Authorization* for all of the child authorizations under *Workflow*
Workflow Instance	• *Full Authorization*: Users can open and modify data in the *Workflow Instance* window • *No Authorization*: Users cannot open this window
Workflow Worklist	• *Full Authorization*: Users can open and modify data in the Workflow *Worklist* window • *No Authorization:* Users cannot open this window
Workflow Manager	• *Full Authorization:* Users can open and modify data in the *Workflow Manager* window • *No Authorization:* Users cannot open this window
Workflow Tracking	• *Full Authorization:* Users can open and modify data in the *Workflow Tracking* window • *No Authorization:* Users cannot open this window
Alerts Management	• *Full Authorization*: Users can open the *Alerts Management* window, define new alerts, and update system alerts. To select queries for the alerts requires authorization for the *Query Manager.* • *Read Only*: Users can view the *Alerts Management* window. • *No Authorization*: Users cannot open the *Alerts Management* window.
BI OnDemand Integration Configuration	• *Full Authorization*: Users can open the *BI OnDemand Integration Configuration* window to upload query results to *BI OnDemand*. • *Read Only*: Users can view the *BI OnDemand Integration Configuration* window. • *No Authorization*: Users cannot open this window.

6.1 Configuration App Authorizations in Web Client

From the SAP Business One *Main Menu*, choose *Administration* > *System Initialization* > *Authorizations* > *General Authorizations*. In the *Authorizations* window that appears, choose and expand the subject *Administration* > *Configuration App in Web Client*.

The subject *Configuration App in Web Client* groups available authorizations that can be granted to control user access to certain settings in the *Configuration* app in SAP Business One, Web client. The default authorization for *Configuration App in Web Client* is *No Authorization*. According to your authorization requirements, you can also select *Full Authorization* or *Read Only* for *Configuration App in Web Client*, or for any other parent level of expandable subject under *Configuration App in Web Client*. The selected authorization is automatically applied to all the subordinate entries of the parent subject. However, you can also set different authorizations for the individual entries of a parent subject. If you set different individual authorizations, the authorization for the parent subject displays *Various Authorizations*.

> ### Note
>
> The authorizations for the other settings and business object definitions in the *Configuration* app that are not documented in this topic are subject to their relevant configuration in the SAP Business One client.

For more information about the settings in the *Configuration* app, see Configuration.

Field Name	Description
General	You can select *Full Authorization*, *Read Only*, or *No Authorization* for all the subordinate entries under the *General* subject.
Generative AI	The *Generative AI* authorization controls user access to all settings on the *Generative AI* tab under the menu *General* > *Company Settings* > *Generative AI* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view the *Generative AI* tab and change all the settings. • *Read Only*: Users can view the *Generative AI* tab. They cannot change any settings. • *No Authorization*: Users cannot view the *Generative AI* tab or change any settings. **→ Recommendation** • Grant this authorization only to administrators who are responsible for AI configuration. Do not grant it to general users. • Review your authorization assignment after any change in personnel or roles. • Remove this authorization promptly when a user no longer requires configuration access.
States	The *States* authorization controls user access to the actions available under the menu *General* > *States* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view the *States* submenu page. Users can edit and delete state entries. They can also create new state entries. • *Read Only*: Users can view the *States* submenu page. Users cannot edit, create, or delete state entries. • *No Authorization*: Users cannot view the *States* submenu page or create new state entries.

Field Name	Description
Attachment Settings	The *Attachment Settings* authorization controls user access to all the settings under the menu *General* > *Attachment Settings* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Approval Process	You can select *Full Authorization*, *Read Only*, or *No Authorization* for the subordinate entry under the *Approval Process* subject.
Approval Process Settings	The *Approval Process Settings* authorization controls user access to all the settings under the menu *Approval Process* > *Approval Process Settings* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings. **Note** The *Enable Approval Process* setting under *Approval Process Settings* cannot be changed by a user who is also an originator in any of the approval process templates.
CRM	You can select *Full Authorization*, *Read Only*, or *No Authorization* for all the subordinate entries under the *CRM* subject.
Recipients Lists	The *Recipients Lists* authorization controls user access to the actions available under the menu *CRM* > *Activities* > *Recipients Lists* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view the *Recipients Lists* submneu page and browse to the detailed view of a selected recipient list. Users can edit and delete recipients lists. They can also create new recipients lists. • *Read Only*: Users can view the *Recipients Lists* submneu page and browse to the detailed view of a selected recipient list. Users cannot edit, create, or delete recipients lists. • *No Authorization*: Users cannot view the *Recipients Lists* submneu page or create new recipients lists.

Field Name	Description
Distribution Lists	The *Distribution Lists* authorization controls user access to the actions available under the menu ▶ *CRM* > *Activities* > *Distribution Lists* ◀ in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view the *Distribution Lists* submneu page and browse to the detailed view of a selected distribution list. Users can edit and delete distribution lists. They can also create new distribution lists. • *Read Only*: Users can view the *Distribution Lists* submneu page and browse to the detailed view of a selected distribution list. Users cannot edit, create, or delete distribution lists. • *No Authorization*: Users cannot view the *Distribution Lists* submneu page or create new recipients lists.
Sales and Purchasing	You can select *Full Authorization*, *Read Only*, or *No Authorization* for all the subordinate entries under the *Sales and Purchasing* subject.
Sales and Purchasing Settings	The *Sales and Purchasing Settings* authorization controls user access to all settings on all the tabs under the menu ▶ *Sales and Purchasing* > *Sales and Purchasing Settings* ◀ in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Sales Document Settings	The *Sales Document Settings* authorization controls user access to all settings on all the tabs under the menu ▶ *Sales and Purchasing* > *Sales Document Settings* ◀ in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Purchasing Document Settings	The *Purchasing Document Settings* authorization controls user access to all settings on all the tabs under the menu ▶ *Sales and Purchasing* > *Purchasing Document Settings* ◀ in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.

Field Name	Description
Blanket Agreement Settings	The *Blanket Agreement Settings* authorization controls user access to all the settings on all the tabs under the menu *Sales and Purchasing* > *Blanket Agreement Settings* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Business Partners	You can select *Full Authorization*, *Read Only*, or *No Authorization* for the subordinate entry under the *Business Partners* subject.
Business Partners Settings	The *Business Partners Settings* authorization controls user access to all settings under the menu *Business Partners* > *Business Partners Settings* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit all settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Inventory	You can select *Full Authorization*, *Read Only*, or *No Authorization* for the subordinate entry under the *Inventory* subject.

Field Name	Description
Inventory Settings	The *Inventory Settings* authorization controls user access to all settings on all tabs under the menu ▶ *Inventory* > *Inventory Settings* ▶ in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit the settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings. **Note** Special rules apply to the authorization of the checkbox *Allow Stock Release Without Item Cost* in the *Perpetual Inventory* section in the *General Settings* tab on the *Inventory Settings* page in the *Configuration* app. As you can set separate authorizations for this checkbox under the subject ▶ *Administration* > *System Initialization* > *Company Details* ▶ in this *Authorizations* window, different *Inventory Settings* authorizations can be used in combination with different authorizations for *Allow Stock Release Without Item Cost*. The resulting effect of the authorization combinations depends on the following rules: Results of Authorization Combinations of Inventory Settings and Allow Stock Release Without Item Cost *Inventory Settings* / *Allow Stock Release Without Item Cost* / **Result** Full Authorization / Full Authorization / Users can view and make changes to the setting for the *Allow Stock Release Without Item Cost* checkbox. Read Only / Full Authorization / Users can only view the setting for the *Allow Stock Release Without Item Cost* checkbox. No Authorization / Full Authorization / Users cannot view the *Inventory Settings* page or the *Allow Stock Release Without Item Cost* checkbox. Full Authorization / No Authorization / The *Allow Stock Release Without Item Cost* checkbox is hidden, yet users can view and make changes to

Field Name	Description
	<table><tr><th>*Inventory Settings*</th><th>*Allow Stock Release Without Item Cost*</th><th>**Result**</th></tr><tr><td></td><td></td><td>the other settings on the *Inventory Settings* page.</td></tr><tr><td>Read Only</td><td>No Authorization</td><td>The *Allow Stock Release Without Item Cost* check-box is hidden. Users can only view the other settings on the *Inventory Settings* page.</td></tr><tr><td>No Authorization</td><td>No Authorization</td><td>Users cannot view the *Inventory Settings* page or the *Allow Stock Release Without Item Cost* check-box.</td></tr></table>
Service	You can select *Full Authorization*, *Read Only*, or *No Authorization* for the subordinate entry under the *Service* subject.
Service Settings	The *Service Settings* authorization controls user access to all the settings under the menu *Service* > *Service Settings* in the *Configuration* app. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view and edit all settings. • *Read Only*: Users can only view the settings. • *No Authorization*: Users cannot view or make any changes to the settings.
Accounting	You can select *Full Authorization* or *No Authorization* for the subordinate entry under the *Accounting* subject.
DATEV Export	The *DATEV Export* authorization controls user access to the *DATEV Export* and the *Create DATEV Export* apps in the *Accounting* group. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can access the *DATEV Export* and *Create DATEV Export* apps, create new DATEV export runs, and modify the existing ones. • *No Authorization*: Users cannot access the *DATEV Export* and *Create DATEV Export* apps.

6.2 Process Maps Authorizations in Web Client

From the SAP Business One *Main Menu*, choose *Administration* > *System Initialization* > *Authorizations* > *General Authorizations*. In the *Authorizations* window that appears, choose and expand the subject *Administration* > *Process Maps in Web Client*.

The subject *Process Maps in Web Client* groups available authorizations that can be granted to control user access to certain actions in the process maps in *Process Maps* group in SAP Business One, Web client. The default authorization for *Process Maps in Web Client* is *No Authorization*. According to your authorization requirements, you can also select *Full Authorization* for *Process Maps in Web Client*, or for any other parent level of expandable subject under *Process Maps in Web Client*. The selected authorization is automatically applied to all the subordinate entries of the parent subject. However, you can also set different authorizations for the individual entries of a parent subject. If you set different individual authorizations, the authorization for the parent subject displays *Various Authorizations*.

Field Name	Description
Design Process Map App	The *Design Process Map App* authorization controls user access to the actions available on the *Design Process Map* app in the *Process Maps* group. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can access and use process maps. They can delete, edit, and create maps only if they have *Full Authorization* for *Design Process Map* app. • *No Authorization*: Users cannot create, edit, or delete process maps.
Process Maps App	The *Process Maps App* authorization controls user access to the actions available on the *Process Maps* app in the *Process Maps* group. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: Users can view the process maps. Users can edit and delete user-defined process maps. They can also create new process maps. • *No Authorization*: Users cannot view the list of process maps or access them via the process maps list.
Process Maps	You can select *Full Authorization* or *No Authorization* for the subordinate entries under the *Process Maps* subject.
Quote to Cash	The *Quote to Cash* authorization controls user access to the *Quote to Cash* predefined process map under the *Process Maps* group. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: User can access and use the map. • *No Authorization*: Users cannot view, access, or use the map.

Field Name	Description
Procure to Pay	The *Procure to Pay* authorization controls user access to the *Procure to Pay* predefined process map under the *Process Maps* group. You can select one of the following authorizations from the dropdown list: • *Full Authorization*: User can access and use the map. • *No Authorization*: Users cannot view, access, or use the map.

7 Financials Module Authorizations

The following modules and functions define the *Financials* authorizations:

Field Name	Description
Financials	Controls your access to all functions in the *Financials* module. The authorizations selected in the *Financials* row apply to all *Financials* functions. To set authorizations for individual functions, select the required authorization for each function as described in this table. • *Full Authorization*: Users can enter all the functions specified in the *Financials* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Financials* module. • *No Authorization*: Users cannot access any option specified in the *Financials* module. **Note** If you select *Read Only* authorization for the entire *Financials* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Chart of Accounts	• *Full Authorization*: Users can open the *Chart of Accounts* window, create new G/L accounts, and modify existing ones. This includes access to the *Chart of Accounts* window from other parts of SAP Business One. For example, users can access the *Chart of Accounts* window through the arrow link to the G/L account from a marketing document. • *Read Only*: Users can view the *Chart of Accounts* window. • *No Authorization*: Users cannot open the *Chart of Accounts* window. **Note** Users with no authorization for *Chart of Accounts* can still view the accounts data and the related balances in the financial reports for which they have authorizations. User with no authorization for *Chart of Accounts* but with authorization for *Form Settings* can design the *List of Accounts* window and choose the data to be displayed from chart of accounts.
Account Code Generator	This feature is available only when the *Use Segmentation Accounts* checkbox is selected in the *Company Details* > *Basic Initialization* tab. • *Full Authorization*: Users can open the *Account Code Generator* window and generate G/L account codes when working with segmentation accounts. • *No Authorization*: Users cannot open the *Account Code Generator* window.

Field Name	Description
Journal Entry	Prerequisites for this authorization are as follows: 1. Find *Journal Entries* in the *Document Numbering - Setup* window and define a default numbering series. 2. Double click the empty row header of the document type and assign a series group number, for example, 1, to the numbering series in the *Group* field of the *Series - Journal Entries - Setup* window. 3. Assign full authorization for the series group to the users in the *General Authorizations* window (*Administration* > *System Instillation* > *Numbering Series* > *Series - Group No. 1)*. • *Full Authorization*: Users can open the *Journal Entry* window, add manual journal entries, and perform all actions related to journal entries. Note that users can access only journal entries with numbering series which are assigned to series groups for which they have full authorizations. • *Read Only*: Users can view the *Journal Entry* window. • *No Authorization*: Users cannot open the *Journal Entry* window. **Note** • Users with no authorization for *Access to Confidential Accounts* but with full authorization or read only authorization for journal entries can view journal entries posted to the confidential accounts for which the users have authorization for the associated numbering series. • When a user is authorized to access financial reports, the user can view journal entries with all numbering series no matter if the user has authorization for the series or not. However, the user can only access the journal entries with numbering series for which the user has read only or full authorization. • Modifying the *Journal Entry* window, for example, displaying or hiding certain fields in the *Form Settings* window, requires full authorization for *Form Settings*.

Field Name	Description
Update Posting Data	• *Full Authorization*: Users can update all the active fields in an existing journal entry, such as *Ref. 1, Indicator*, and *Project*. • *Read Only*: Users cannot update any fields in an existing journal entry with the exception of *Due Date* and *Details.* • *No Authorization*: Users cannot update any fields in an existing journal entry with the exception of *Due Date* and *Details.* **Note** A user with no authorization for the *Journal Entry* or *Update Posting Data* windows cannot update the *Document Date* and the *Posting Date* fields in the journal entry rows, even if the user is granted full authorization for these options. In a sales or purchasing document that generates a journal entry, some fields can be updated, such as the *Customer* or *Vendor Reference No* fields. However, this information is not updated automatically in the *Journal Entry* window, in fields such as *Ref. 2*. If you do not have full authorization to update posting data, Users cannot manually update this data in the corresponding journal entry. In this case, the journal entry information does not match the sales or purchasing document.
Confirm Entry with Multiple Currencies	• *Full Authorization*: Users can select or deselect the *Block Multi Currency Journal Entry* checkbox (*Administration* > *System Initialization* > *Document Settings* > *Per Document* > tab *Journal Entry*). You also require authorization for the *Document Settings*window. • *No Authorization*: Users cannot change the selection of the *Block Multi Currency Journal Entry* checkbox.
Confirm Unbalanced FC Entry	• *Full Authorization*: Users can select or deselect the Block Unbalanced FC Journal Entry checkbox (*Administration* > *System Initialization* > *Document Settings* > *Per Document* > tab *Journal Entry*). You also require authorization for the *Document Settings* window. • *No Authorization*: Users cannot change the selection of the *Block Unbalanced FC Journal Entry* checkbox.
Confirm Row Posting Date Editing	• *Full Authorization*: Users can select or deselect the *Block Posting Date Editing per Row* checkbox (*Administration* > *System Initialization* > *Document Settings* > *Per Document* > tab *Journal Entry*). You also require authorization for the *Document Settings* window. • *No Authorization*: Users cannot change the selection of the *Block Posting Date Editing per Row* checkbox.

Field Name	Description
Allow Row Doc. Date Editing	• *Full Authorization*: Users can select or deselect the *Block Document Date Editing per Row* checkbox (*Administration* > *System Initialization* > *Document Settings* > *Per Document* > tab *Journal Entry*). You also require authorization for the *Document Settings* window. • *No Authorization*: Users cannot change the selection of the *Block Document Date Editing per Row* checkbox.
Confirm SC Editing	• *Full Authorization*: Users can select or deselect the *Block Editing of Totals in System Currency* checkbox (*Administration* > *System Initialization* > *Document Settings* > *Per Document* > tab *Journal Entry*). You also require authorization for the *Document Settings* window. • *No Authorization*: Users cannot change the selection of the *Block Editing of Totals in System Currency* checkbox.
Journal Vouchers	• *Full Authorization*: Users can open the *Journal Vouchers* window, add journal vouchers, modify existing vouchers, and delete vouchers. To post journal vouchers to the accounting system, full authorization for *Journal Entry* is required. For more information, see the description on the *Journal Entry* authorization. • *Read Only*: Users can view the *Journal Vouchers* window. • *No Authorization*: Users cannot open the *Journal Vouchers* window.
Posting Templates	• *Full Authorization*: Users can open the *Posting Templates* window, add new templates, and update existing ones. • *Read Only*: Users can view the *Posting Templates* window. • *No Authorization*: Users cannot open the *Posting Templates* window.
Recurring Postings	• *Full Authorization*: Users can open the *Recurring Postings* window, add new recurring postings, and update the existing ones. • *Read Only*: Users can view the *Recurring Postings* window. • *No Authorization*: Users cannot open the *Recurring Postings* window. **Note** When you log on to the application, if the circumstances listed below are in effect, SAP Business One displays the error message: `You are not permitted to perform this action: Recurring Postings.` • The *Display Recurring Postings on Execution* checkbox is selected (*Administration* > *System Initialization* > *General Settings* > *Services* > tab). • You have no authorization for the *Recurring Postings* window. • There are recurring postings scheduled for execution.

Field Name	Description
Reverse Transactions	• *Full Authorization*: Users can open the *Reverse Transactions* window and cancel transactions scheduled to be reversed today. • *Read Only*: Users can view the *Reverse Transactions* window but cannot reverse transactions. • *No Authorization*: Users cannot open the *Reverse Transactions* window. **Note** When you log on, if the circumstances listed below are in effect, SAP Business One displays the error message: `You are not permitted to perform this action: Reverse Transactions.` • You have no authorization for the *Reverse Transactions* window. • There are *Reverse Transactions* scheduled to be cancelled today
Exchange Rate Differences	• *Full Authorization*: Users can open the *Exchange Rate Differences* window, perform exchange rate differences transactions, and save approved transactions. If the exchange rate for the day on which this report is run is not defined in the *Exchange Rates and Indexes* window and users have no authorization for *Exchange Rates and Indexes,* this authorization will not take effect. • *No Authorization*: Users cannot open this window.
Conversion Differences	• *Full Authorization*: Users can open the *Conversion Rate Differences* window and perform conversion differences transactions. If the exchange rate for the day on which this report is run is not defined in the *Exchange Rates and Indexes* window and users have no authorization for *Exchange Rates and Indexes,* this authorization will not take effect. • *No Authorization*: Users cannot open this window.
1099 Editing	Relevant only to the United States localization. • *Full Authorization*: Users can open the *1099 Editing* window and update 1099 Forms, Boxes and Amounts. • *Read Only*: Users can view the *1099 Editing* window. • *No Authorization*: Users cannot open the *1099 Editing* window.
Financial Report Templates	• *Full Authorization*: Users can open the *Financial Report Templates* window, design new financial report templates, and update existing ones. • *No Authorization*: Users cannot open this window.
Process Checklist	• *Full Authorization*: Users can open the *Process Checklist*window and define the visual presentation of business processes. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot open this window.

Field Name	Description
Journal Voucher Report	• *Full Authorization*: Users can create a report that provides comprehensive information on existing journal vouchers. • *No Authorization*: Users cannot create a *Journal Voucher* report.
Fixed Assets	• *Full Authorization*: Users can access all windows in the *Fixed Assets* menu and add or edit the data. • *Read Only*: Users can view all windows in the *Fixed Assets* menu. • *No Authorization*: Users cannot access any window in the *Fixed Assets* menu. The *Fixed Assets* authorizations and the related windows are available only when the check-box *Enable Fixed Assets* on the *Basic Initialization* tab of the *Administration* > *System Initialization* > *Company Details* window is selected.
Asset Master Data	• *Full Authorization*: Users can access this window and add or modify the data. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot open this window.
Capitalization	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.
Capitalization Credit Memo	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.
Retirement	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.

Field Name	Description
Transfer	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.
Manual Depreciation	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.
Depreciation Run	• *Full Authorization*: Users can access this window, view previously created depreciation runs and execute depreciation runs. • *Read Only*: Users can access this window and view previously created depreciation runs. • *No Authorization*: Users cannot access this window.
Asset Revaluation	• *Full Authorization*: Users can access this window and generate documents. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window. This authorization is available only when the default *Fixed Asset Capitalization* series is defined for the users in the *Document Numbering* window and the users have authorization for the series group number under *Administration* > *System Instillation* > *Numbering Series* in the *General Authorizations* window.
Fiscal Year Change	• *Full Authorization*: Users can access this window and start a fiscal year change to calculate the year-end value of assets. • *Read Only*: Users can view the data in this window. • *No Authorization*: Users cannot access this window.
Fixed Asset Reports	• *Full Authorization*: Users can access all windows in the *Fixed Asset Reports* menu and run the reports. • *No Authorization*: Users cannot access any window in the *Fixed Asset Reports* menu.
Asset Depreciation Forecast Report	• *Full Authorization*: Users can access this window and run the report. • *No Authorization*: Users cannot access this window.
Asset History Sheet	• *Full Authorization*: Users can access this window and run the report. • *No Authorization*: Users cannot access this window.

Field Name	Description
Asset Status Report	• *Full Authorization*: Users can access this window and run the report. • *No Authorization*: Users cannot access this window.
Asset Transaction Report	• *Full Authorization*: Users can access this window and run the report. • *No Authorization*: Users cannot access this window.
Internal Reconciliations	• *Full Authorization*: Users can access all windows in the *Internal Reconciliations* menu and manage reconciliations. • *Read Only*: Users can access all windows in the *Internal Reconciliations* menu. • *No Authorization*: Users cannot access any window in the *Internal Reconciliations* menu
Reconciliation	• *Full Authorization*: Users can internally reconcile transactions created for G/L accounts. • *Read Only*: Users can view transactions available for reconciliation but cannot reconcile them. • *No Authorization*: Users cannot open the *Reconciliation* window.
Budget Setup	• *Full Authorization*: Users can access all windows and reports in the *Budget* menu and configure budget setups. • *Read Only*: Users do not have full access to the *Budget* windows but have either *Read Only* or *No Authorization.* • *No Authorization*: Users cannot access any window in the *Budget* menu.
Budget Scenarios - Setup	• *Full Authorization*: Users can open the *Budget Scenarios - Setup* window, define new scenarios, update existing ones, and import budget scenarios. To enable the *Import Scenario* optionin the *Budget Scenarios - Setup* window, *Full Authorization* for *Import Budget Scenarios* is required. • *No Authorization*: Users cannot open the *Budget Scenarios - Setup* window.
Import Budget Scenarios	• *Full Authorization*: Users can import budget scenarios from one company into another. To enable this authorization, *Full Authorization* for *Budget Scenarios - Setup* is required. • *No Authorization*: Users cannot import budget scenarios.
Budget Distribution Methods - Setup	• *Full Authorization*: Users can define new *Budget Distribution Methods* and update existing ones in the *Budget Distribution Methods - Setup* window. • *Read Only*: Users can view the *Budget Distribution Methods - Setup* window. • *No Authorization*: Users cannot open the *Budget Distribution Methods - Setup* window.
Budget	• *Full Authorization*: Users can define and update budget amounts in the *Budget - Setup* window. • *Read Only*: Users can view existing budgets in the *Budget - Setup* window. • *No Authorization*: Users cannot open the *Budget - Setup* window.

Field Name	Description
Confirm Budget Deviation	• *Full Authorization*: Users can confirm a warning message regarding budget deviation in documents and journal entries (defined by choosing *Administration* ▸ *System Initialization* ▸ *General Settings* ▸ *Budget* tab). Users can also add a document or a journal entry that causes a deviation from the budget, as defined for the linked G/L account. • *No Authorization*: Users cannot confirm budget deviation warning messages.
Cost Accounting	• *Full Authorization*: Users can access all windows and reports in the *Cost Accounting* menu. • *Read Only*: Users can view windows related to the cost accounting functions, with the exception of the *Profit Center Report* window. • *No Authorization*: Users cannot view any data related to cost accounting.
Dimensions	• *Full Authorization*: Users can access and determine multiple dimensions. This menu is available when the *Use Multidimensions* checkbox on the *General Settings* ▸ *Cost Accounting* tab is selected. To enable this authorization, *Full Authorization* for *Cost Accounting* is required. • *Read Only*: Users can only view the selected dimensions. To enable this authorization, *Read Only* authorization for *Cost Accounting* is required. • *No Authorization*: Users cannot open this window
Cost Centers - Setup	• *Full Authorization*: Users can define new cost centers and update existing ones. • *Read Only*: Users can view the cost centers defined in the company. • *No Authorization*: Users cannot open the *Cost Centers - Setup* window.
Distribution Rules - Setup	• *Full Authorization*: Users can define new distribution rules and update existing ones. • *Read Only*: Users can view the distribution rules defined in the company. • *No Authorization*: Users cannot open the *Distribution Rules - Setup* window.
Table of Cost Centers and Distribution Rules	• *Full Authorization*: Users can display the *Table of Cost Centers and Distribution Rules* window, add new cost centers, add new distribution rules, and make cost accounting adjustments. • *Read Only*: Users can view the *Table of Cost Centers and Distribution Rules* window. • *No Authorization*: Users cannot open the *Table of Cost Centers and Distribution Rules* window.
Cost Center Report	• *Full Authorization*: Users can open the *Cost Center Report* window. • *No Authorization*: Users cannot open this window.
Distribution Report	• *Full Authorization*: Users can open the *Distribution Report* window. • *No Authorization*: Users cannot open this window.
Cost Accounting Summary Report	• *Full Authorization*: Users can open the *Cost Accounting Summary Report* window. • *No Authorization*: Users cannot open this window.

Field Name	Description
Budget Versus Cost Accounting	• *Full Authorization*: Users can open the *Budget Versus Cost Accounting* window. • *No Authorization*: Users cannot open this window.
Accrual Types	• *Full Authorization*: Users can display the *Accrual Types* window and update accrual types. • *Read Only*: Users can view the *Accrual Types* window. • *No Authorization*: Users cannot open this window.
Cost Accounting Reconciliation Report	• *Full Authorization*: Users can open the *Cost Accounting Reconciliation Report* window. • *No Authorization*: Users cannot open this window.
Journal Entry for Cost Accounting Adjustment	• *Full Authorization*: Users can access the *Journal Entry for Cost Accounting Adjustment* window and generate a journal entry. To generate an adjustment journal entry, the authorization for a *Journal Entry* numbering series which is defined as *Cost Accounting Adjustment Only* through the *Document Numbering* window is required. • *No Authorization*: Users cannot open the *Journal Entry for Cost Accounting Adjustment* window.
Cost Elements	• *Full Authorization*: Users can access the *Cost Elements* window, add new elements and modify the existing ones. • *Read Only*: Users can access the *Cost Elements* window. • *No Authorization*: Users cannot open the *Cost Elements* window.
Financial Reports	• *Full Authorization*: Users can access and generate all the *Financial Reports* in all the categories, such as the *Trial Balance* and the *General Ledger* reports. • *No Authorization*: Users cannot access or generate any of the reports specified in this submenu. **Note** You can grant full authorization or no authorization to each individual report or globally to a group of reports located in a certain menu. For example, grant *Full Authorization* rights for the *Aging* menu to apply this authorization to both the *Customer Receivables Aging* and the *Vendor Liabilities Aging* reports.
Electronic Reports	• *Full Authorization*: Users can generate legal reports in electronic format that comply with the conventional regulations of this country. • *Read Only*: Users can view existing electronic reports. • *No Authorization*: Users cannot generate legal reports in electronic format **Note** Currently, Users can find electronic reports only in the *Financials* module of the UK and DE localizations. The electronic report folders in the different modules are folders reserved for electronic reports usage. If functions are added to an electronic report folder, the folder appears in the *Main Menu*, otherwise, it remains hidden.

Field Name	Description
Accounting	• *Full Authorization*: Users can access and generate all the accounting reports, such as *General Ledger*, *1099 Report*, and *Aging*. • *No Authorization*: Users cannot access and generate any of the reports located under this submenu.
G/L Accounts and Business Partners	• *Full Authorization*: Users can run the G*/L Accounts and Business Partners* report. • *No Authorization*: Users cannot generate this report.
General Ledger	• *Full Authorization*: Users can run the *General Ledger* report. • *No Authorization*: Users cannot generate this report.
Aging *Customer Receivables Aging* *Vendor Liabilities Aging*	• *Full Authorization*: Users can access and generate the *Aging* reports. • *No Authorization* for *Aging*: Users cannot access or generate the reports located under this submenu.
Transaction Journal Report	• *Full Authorization*: Users can run the *Transaction Journal* report. • *No Authorization*: Users cannot generate this report.
Transaction Report by Projects	• *Full Authorization*: Users can access the *Transaction Report by Projects* window and generate a transaction report by projects. • *No Authorization*: Users cannot access the *Transaction Report by Projects* window.
Document Journal	• *Full Authorization*: Users can run the *Document Journal* report. • *No Authorization*: Users cannot generate this report.
Cash Flow Reference Report	• *Full Authorization*: Users can run the *Cash Flow Reference* report. • *No Authorization*: Users cannot generate this report.
1099/1096 Report	Relevant only for the United States localization. • *Full Authorization*: Users can run the *1099* report. • *No Authorization*: Users cannot generate this report.
Tax	• *Full Authorization*: Users can run the tax reports. • *No Authorization*: Users cannot generate these reports.
Tax Report	• *Full Authorization*: Users can run the *Tax* report. • *No Authorization*: Users cannot generate this report.
Commission Trade Tax Invoice Journal - Selection Criteria	Available in Russia only. • *Full Authorization*: Users can access this window and run the report. • *No Authorization*: Users cannot open this window.
Customer Open Document List	Available in the United States and Germany only. • *Full Authorization*: Users can generate this crystal report. • *No Authorization*: Users cannot access this report.

Field Name	Description
Financial	• *Full Authorization*: Users can access and generate all the financial reports, such as *Balance Sheet* and *Cash Flow*. • *No Authorization for Financial*: Users cannot access or generate any of the reports located under this submenu.
Balance Sheet	• *Full Authorization*: Users can run the *Balance Sheet* report. • *No Authorization*: Users cannot generate this report.
Trial Balance	• *Full Authorization*: Users can run the *Trial Balance* report. • *No Authorization*: Users cannot generate this report.
Profit and Loss Statement	• *Full Authorization*: Users can run the *Profit and Loss Statement* report. • *No Authorization*: Users cannot generate this report.
Cash Flow	• *Full Authorization*: Users can run the *Cash Flow* report. • *No Authorization*: Users cannot generate this report.
Include Projected Postings by Others	• *Full Authorization*: Users can view records created by other users in the *Include Projected Postings* section of the *Cash Flow - Selection Criteria* window and in the Cash Flow report. • *No Authorization*: Users cannot view records created by other users in the *Include Projected Postings* section of the *Cash Flow - Selection Criteria* window or in the Cash Flow report, even if they have *Full Authorization* for *Cash Flow*.
Statement of Cash Flows	• *Full Authorization*: Users can run the *Statement of Cash Flows* report and adjust it. • *Read Only*: Users can only view the *Statement of Cash Flows* report • *No Authorization*: Users cannot generate this report.
Comparison	• *Full Authorization*: Users can access and generate all the comparison reports, such as *Balance Sheet Comparison* and *Trial Balance Comparison*. • *No Authorization*: Users cannot access or generate any of the reports located under this submenu.
Balance Sheet Comparison	• *Full Authorization*: Users can run the *Balance Sheet Comparison* report. • *No Authorization*: Users cannot generate this report.
Trial Balance Comparison	• *Full Authorization*: Users can run the *Trial Balance Comparison* report. • *No Authorization*: Users cannot generate this report.
Profit and Loss Statement Comparison	• *Full Authorization*: Users can run the *Profit and Loss Statement Comparison* report. • *No Authorization*: Users cannot generate this report.
Budget Setup	• *Full Authorization*: Users can access and generate all the budget-related reports, such as *Budget* and *Trial Balance* Budget. • *No Authorization*: Users cannot access or generate any of the reports located under this submenu.

Field Name	Description
Budget Report	• *Full Authorization*: Users can run the *Budget* report. • *No Authorization*: Users cannot generate this report.
Balance Sheet Budget Report	• *Full Authorization*: Users can run the *Balance Sheet Budget* report. • *No Authorization*: Users cannot generate this report.
Trial Balance Budget Report	• *Full Authorization*: Users can run the *Trial Balance Budget* report. • *No Authorization*: Users cannot generate this report.
Profit and Loss Statement Budget Report	• *Full Authorization*: Users can run the *Profit and Loss Statement Budget* report. • *No Authorization*: Users cannot generate this report.

8 Opportunities Module Authorizations

The following modules and functions define the *Opportunities* authorizations:

Field Name	Description
Opportunities	• *Full Authorization*: Users can enter all the functions specified in the *Opportunities* module and make required changes or new settings. When adding a new stage, users can choose whether to close a document which is linked to the previous stage. Closing the document requires authorization for the *Close Document* function (in *General Authorizations*). • *Read Only*: Users can view the data defined in all the functions specified in the *Opportunities* module. • *No Authorization*: Users cannot access any option specified in the *Opportunities* module. **Note** If you select the *Read Only* authorization for the entire *Opportunities* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Opportunity	• *Full Authorization*: Users can open the *Opportunity* window, add new sales opportunities, and modify existing opportunities. • *Read Only*: Users can view the *Opportunity* window. • *No Authorization*: Users cannot open the *Opportunity* window.
Gross Profit	• *Full Authorization*: Users can update the *Gross Profit %* and *Gross Profit Total* fields. • *No Authorization*: Users cannot update the *Gross Profit %* and *Gross Profit Total* fields.
Special Opportunity Authorizations	• *Full Authorization*: Users can access the options under the *Special Opportunity Authorizations* submenu • *No Authorization*: Users cannot access the options under the *Special Opportunity Authorizations* submenu
Edit Closing Date	• *Full Authorization*: Users can update the *Closing Date* field in the *Opportunity* window if the opportunity status is *Won* or *Lost*. This authorization is available only when *Full Authorization* is set to *Opportunity*. • *No Authorization*: If users have full authorization for *Opportunity* but no authorization for *Edit Closing Date*, the *Closing Date* field is disabled when the opportunity status is *Won* or *Lost*,

Field Name	Description

Remove Opportunity	• *Full Authorization*: Users can remove an opportunity in either of the following ways:
	  • In the opportunity document, choose *Data* > *Remove* from the main menu.
	  • In the opportunity document, right click and choose *Remove*.
	• *No Authorization*:Users cannot remove an opportunity.

Opportunities Reports	• *Full Authorization*: Users can access and generate all the sales opportunity reports, such as management, general, and status reports. • *No Authorization*: Users cannot access or generate any of the reports located under this submenu.
Electronic Reports	• *Full Authorization*: Users can view and generate *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*
Management Reports	• *Full Authorization*: Users can access and generate all the management reports, such as *Opportunities Forecast*; *Opportunities Forecast Over Time*; and *Opportunities Statistics*. • *No Authorization*: Users cannot access and generate any of these reports.
General Reports	• *Full Authorization*: Users can access and generate all the general reports such as *Opportunities Report*; *Stage Analysis*; and *Information Source Distribution Over Time.* • *No Authorization*: Users cannot access or generate any of these reports.
Status Reports	• *Full Authorization*: Users can access and generate all status reports, such as *Won Opportunities*, *Lost Opportunities*, *My Open Opportunities*, and *My Closed Opportunities.* • *No Authorization*: Users cannot access or generate any of these reports.
Opportunities Pipeline	• *Full Authorization*: Users can access and generate the *Opportunities Pipeline* report and open the *Dynamic Opportunity Analysis* window and the *Opportunity List* window. • *No Authorization*: Users cannot access and generate this report.
Dynamic Opportunity Analysis	• *Full Authorization*: Users can access and run the *Dynamic Opportunity Analysis* report (through the *Go To* main menu). • *No Authorization*: Users cannot use this function.
Opportunity List	• *Full Authorization*: Users can open the *Opportunity List* window (by double clicking the pipeline in the *Opportunities Pipeline* window). • *No Authorization*: Users cannot open this window.

9 Sales - A/R Module Authorizations

The following authorizations are required to create a sales document:

- Authorization for the specific document (such as a sales order)
- Authorization for the required numbering series (if possible, define a numbering series as the default, per user)
- Authorization for discount percentages, if you use special prices or if you update prices manually. You must also define this at the row level.
- Authorization for price lists, especially if you update prices manually
- Authorization for row totals, especially if you update prices manually
- Authorization to modify the table layout, if required

The following modules and functions define the *Sales - A/R* authorizations

Field Name	Description
Sales - A/R	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Sales - A/R* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Sales - A/R* module. • *No Authorization*: Users cannot access any option specified in the *Sales - A/R* module. **Note** If you select the *Read Only* authorization for the entire *Sales - A/R* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*. A default numbering series needs to be assigned to users for them to be able to open a sales document. Full authorization or read only authorization for the base document is required to copy a base document to a target document.
Sales Blanket Agreement	• *Full Authorization*: Users can open the *Sales Blanket Agreement* window, add new blanket agreements and modify the existing ones. • *Read Only*: Users can view sales blanket agreements. • *No Authorization*: Users cannot open the *Sales Blanket Agreement* window.

Field Name	Description
Blanket Agreement Status	• *Full Authorization*: Users can modify the *Status* field of a blanket agreement. This authorization is available only when *Full Authorization* is set to *Blanket Agreement* under *Sales - A/R*. • *No Authorization*: Users cannot modify the *Status* field of a blanket agreement. **Note** Note the following when managing approval processes for a blanket agreement: • If you have no authorization for *Blanket Agreement Status*, you can still change the document status from *Draft* to *To Be Approved* in order to trigger approval processes. You can also restart approval processes by changing the status from *Draft* to *To Be Approved* when a blanket agreement is rejected by your authorizers. • Once a blanket agreement is approved, the requester cannot modify the blanket agreement status even with full authorization for *Blanket Agreement Status*.
Sales Quotation	• *Full Authorization*: Users can open the *Sales Quotation* window, add new documents, and modify existing ones. • *Read Only*: Users can view sales quotation documents. • *No Authorization*: Users cannot open the *Sales Quotation* window.
Sales Order	• *Full Authorization*: Users can open the *Sales Order* window, add new documents, and modify the existing ones. Full authorization for *Procurement Confirmation Wizard* and for *Purchase Order* under *Purchasing - A/P* are required to activate the Procurement Confirmation Wizard from a sales order. • *Read Only*: Users can view sales order documents. • *No Authorization*: Users cannot open the *Sales Order* window.
Delivery	• *Full Authorization*: Users can open the *Delivery* window, add new documents, and modify existing ones. • *Read Only*: Users can view delivery documents. • *No Authorization*: Users cannot open the *Delivery* window.
Return Request	• *Full Authorization*: Users can open the *Return Request* window, add new documents, and modify the existing ones. • *Read Only*: Users can view return request documents. • *No Authorization*: Users cannot open the *Return Request* window.
Return	• *Full Authorization*: Users can open the *Return* window, add new documents, and modify the existing ones. • *Read Only*: Users can view return documents. • *No Authorization*: Users cannot open the *Return* window.

Field Name	Description
A/R Down Payment Request	• *Full Authorization*: Users can open the *A/R Down Payment Request* window, add new documents, and modify the existing ones. Full authorization for *Incoming Payments* is required to activate payment means. • *Read Only*: You can view A/R down payment request documents. • *No Authorization*: You cannot open the A */R Down Payment Request* window.
A/R Down Payment Invoice	• *Full Authorization*: Users can open the *A/R Down Payment Invoice* window, add new documents, and modify existing ones. Users can also update the payment means in the sales order. • *Read Only*: Users can view *A/R Down Payment Invoice* documents. • *No Authorization*: Users cannot open the A */R Down Payment Invoice* window.
A/R Invoice	• *Full Authorization*: Users can open the *A/R Invoice* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/R invoice* documents. • *No Authorization*: Users cannot open the *A/R Invoice* window.
A/R Invoice + Payment	• *Full Authorization*: Users can open the *A/R Invoice + Payment* window, add new documents, and modify existing ones. This authorization is available only when *Full Authorization* is set to *Incoming Payments*. • *Read Only*: Users can view *A/R invoice + Payment* documents. With no authorization for *Incoming Payments*, users can view the payment list by choosing the *Payment Means* icon in the toolbar but cannot access the *Incoming Payments* window. • *No Authorization*: Users cannot open the *A/R Invoice + Payment* window.
A/R Credit Memo	• *Full Authorization*: Users can open the *A/R Credit Memo* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/R credit memo* documents. • *No Authorization*: Users cannot open the *A/R Credit Memo* window.
A/R Reserve Invoice	• *Full Authorization*: Users can open the *A/R Reserve Invoice* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/R reserve invoice* documents. • *No Authorization*: Users cannot open the *A/R Reserve Invoice* window.
Recurring Transactions	• *Full Authorization*: Users can open the *Recurring Transactions/Confirmation of Recurring Transactions* window and execute the recurring transactions. Full authorization for the types of documents listed in the *Transact. Type* column is required to execute the recurring transactions. Full or read-only authorization for *Recurring Transactions Templates* is required to access the *Recurring Transactions - Templates* window by choosing the *Templates* button in the *Confirmation of Recurring Transactions* window. • *Read Only*: Users can view the *Recurring Transactions* window but cannot execute the recurring transactions. • *No Authorization*: Users cannot open the *Recurring Transactions* window.

Field Name	Description
Recurring Transactions Templates	• *Full Authorization*: Users can open the *Recurring Transactions: Templates* window to create recurring transaction templates, • *Read Only*: Users can view the *Recurring Transactions: Templates* window. • *No Authorization*: Users cannot open the *Recurring Transactions: Templates* window.
Document Generation Wizard	• *Full Authorization*: Users can access the document generation wizard and create documents. Generating documents does not require authorization for base or target documents. • *No Authorization*: Users cannot use this function.
Available-to-Promise Check (version for SAP HANA)	• *Full Authorization*: Users can access the *Available-to-Promise Check* window. • *No Authorization*: Users cannot access the *Available-to-Promise Check* window. This authorization is available only when the *Enable Advanced Available to Promise* checkbox on the *Document Settings* > *General* tab is selected.
Delivery Schedule Management (version for SAP HANA)	• *Full Authorization*: Users can accessthe *Delivery Schedule Management* window. • *No Authorization*: Users cannot accessthe *Delivery Schedule Management* window.
Fixed Qty/Date (version for SAP HANA)	• *Full Authorization*: Users can select or deselect the *Fixed Qty/Date* checkbox in the *Delivery Schedule Details* window. To access the window, right click on *Qty* in a sales order to open the context menu. • *No Authorization*: Users cannot select or deselect the checkbox. It is disabled.
Document Draft	• *Full Authorization*: Users can save a document as a draft (by choosing *Save as Draft or File* > *Save as Draft* in the context menu). • *No Authorization*: Users cannot save any document as a draft.
Document Drafts Report	• *Full Authorization*: Users can open the *Document Drafts Report* window, open existing drafts, modify them, and add them as genuine documents. Users can close or remove a draft through the context menu. • *Read Only*: Users can open the *Document Drafts Report* window, open existing drafts, modify them, and add them as genuine documents. Users can close or remove a draft through the context menu. • *No Authorization*: Users cannot open the *Document Drafts Report* window. **Note** In addition to full or read-only authorization for *Document Drafts Report*, authorization for a document (sales order, delivery, etc.) is also required to access the draft document.

Field Name	Description
Remove Document Drafts	• *Full Authorization*: Users can remove *Document Drafts.* To enable this authorization, full authorization for *Document Drafts Report* is required. • *No Authorization*: Users cannot remove *Document Drafts* **Note** If users have no authorization for *Document Drafts Report* but have full authorization for *Remove Document Drafts*, they cannot remove the draft.
Document Printing	• *Full Authorization*: Users can print all the documents and reports in SAP Business One and access the *Document Printing* window. • *No Authorization*: Users cannot print documents, reports, or windows through SAP Business One. **Note** This authorization applies to all documents and reports. It is also required for sending documents in e-mails, to fax and for preview, and exporting them to PDFs, text, unformatted text and images.
Dunning Wizard	• *Full Authorization*: Users can access the *Dunning Wizard*, define required parameters, and save them by choosing *Save Selection Parameter and Exit* on the *Processing* page of the wizard. To execute the other options on the *Processing* page, full authorization for *Execute a dunning run* is required. To print, e-mail or preview dunning letters, authorization for *Document Printing* is required. • *No Authorization*: Users cannot use this function.
Execute a dunning run	• *Full Authorization*: Users can execute a dunning run in the *Dunning Wizard*. • *Read Only*: Users can run the *Dunning Wizard.* They can view executed dunning runs or run the wizard and select *Save Selection Parameter and Exit* on the *Processing* page. • *No Authorization*: Users can run the *Dunning Wizard*. They can view executed dunning runs or run the wizard and select *Save Selection Parameter and Exit* on the *Processing* page.
Gross Profit Recalculation Wizard	• *Full Authorization*: Users can access and run the *Gross Profit Recalculation Wizard.* Executing the wizard requires *Full Authorization* for *Execute Gross Profit Recalculation Run.* • *No Authorization*: Users cannot access the *Gross Profit Recalculation Wizard*. This feature is available when you manage a perpetual inventory system.
Execute Gross Profit Recalculation Run	• *Full Authorization*: Users can execute the *Gross Profit Recalculation Wizard.* • *No Authorization*: Users cannot execute the wizard. They can only save parameters or save simulation.

Field Name	Description
Sales Reports	• *Full Authorization*: Users can access and generate all *Sales Reports*, add new documents and view the existing ones. • *No Authorization*: Users cannot open *Sales Reports.*
Electronic Reports	• *Full Authorization*: Users can view and generate *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*
Sales Analysis	• *Full Authorization*: Users can run the *Sales Analysis* report. • *No Authorization*: Users cannot run this report.
Backorder - Selection Criteria	• *Full Authorization*: Users can run the *Backorder* report. • *Read Only*: Users cannot generate the *Backorder* report. • *No Authorization*: Users cannot generate the *Backorder* report.
Blanket Agreement Fulfillment Report	• *Full Authorization*: Users can run the *Blanket Agreement Fulfillment Report* under *Sales - A/R.* • *No Authorization*: Users cannot run the *Blanket Agreement Fulfillment Report* under *Sales - A/R.*
View Related Blanket Agreement from BP Master Data	• *Full Authorization*: Users can view a business partner's sales blanket agreements by choosing *You Can Also* > *View Related Sales Blanket Agreements* in the *Business Partner Master Data* window. • *No Authorization*: Users cannot view the related sales blanket agreements.
Annual Sales Analysis (by Quarter)	• *Full Authorization*: Users can run the *Annual Sales Analysis (by Quarter) Crystal* report. • *No Authorization*: Users cannot run this report.
Monthly Customer Status Report (version for Microsoft SQL)	• *Full Authorization*: Users can run the *Monthly Customer Status Crystal* report. • *No Authorization*: Users cannot run this report.
Monthly Customer Status Report(version for SAP HANA)	• *Full Authorization*: Users can view and modify the *Monthly Customer Status*report • *No Authorization*: Users cannot access the report
Tax Only	• *Full Authorization*: Users can select the *Tax Only* checkbox in a row on the *Contents* tab of a sales document to mark the row for tax payments and not for other purposes. The *Tax Only* checkbox is invisible by default. To display it, open *Form Settings*. • *No Authorization*: Users cannot select the *Tax Only* checkbox.
Change Row Amounts	• *Full Authorization*: Users can change the price, discount, and line total of the contents in a document. • *No Authorization*: Users cannot change the price, discount, and line total of the contents in a document. Those fields are disabled.

Field Name	Description
Change Sales Employee	• *Full Authorization*: Users can change the sales employee entered automatically in a document (according to either the selected customer or the document owner) when adding the document. • *No Authorization*: Users cannot select a different sales employee for the document.
Sales Employee Update	• *Full Authorization*: Users can change the sales employee selected in an existing document. • *No Authorization*: Users cannot change the sales employee in existing documents.
Confirm Credit Line Deviation	When a customer exceeds the credit limit (defined by choosing *Business Partner Master Data* > *Payment Terms* > tab *Credit Limit*), the following warning message appears: `Customer has exceeded credit limit.` • *Full Authorization*: Users can approve system messages regarding the deviation from the credit limit by clicking *Yes*, thus enabling the customer to exceed the credit limit. • *No Authorization*: Users cannot approve such actions.
Confirm Debt Line Deviation	When a customer deviates from the commitment limit (defined for each customer by choosing *Business Partner Master Data* > *Payment Terms* > tab *Max. Commitment*), the following warning message appears: `Customer has exceeded commitment limit.` • *Full Authorization*: Users can approve system messages regarding deviation from the commitment limit by clicking *Yes*, thus enabling the customer to deviate from the commitment limit. • *No Authorization*: Users cannot approve such actions.

Confirm Stock Limit Deviation	If, during stock issue, inventory falls below the minimum level defined in *Item Master Data*, the following warning message appears:
	`Inventory is under minimum per Item.`
	This warning is defined by choosing *Document Settings* > *General* > tab *When Attempting to Release Stock Below the Minimum Level* > *Warning Only* >),
	A warning message also appears when inventory falls below the minimum in goods issue and inventory transfer documents.
	If the receipt of stock makes the inventory quantity higher than the maximum quantity level defined in *Item Master Data*, the following warning message appears:
	`Quantity exceeds maximum inventory level.`
	• *Full Authorization*: Users can approve system messages regarding deviation from the minimum/ maximum stock level by clicking *Yes*, allowing the stock to fall below the minimum or exceed the maximum.
	• *No Authorization*: Users cannot approve such actions.

Field Name	Description
Partial Delivery	Users can select or deselect the *Allow Partial Delivery in Sales Orders* checkbox on the *Logistics*tab. This determines whether the sales order can be copied partially to a target document. To set the default, choose *Business Partner Master Data* > *Payment Terms* tab. • *Full Authorization*: Users can select or deselect the *Partial Delivery* checkbox in sales orders. • *No Authorization*: Users cannot change this definition in the document. The *Allow Partial Delivery* checkbox is disabled.
Document Confirmation	Users can select or deselect the *Approved* checkbox on the *Logistics*tab in sales and purchase orders and in sales and purchase return requests. This determines whether these documents are approved for being copied to a target document. To set the default, choose *Administration* > *System Initialization* > *Document Settings* > *Per Document* tab *Sales Order/Purchase Order*. • *Full Authorization*: Users can select or deselect the *Approved* checkbox in sales orders and in purchase orders. • *No Authorization*: Users cannot change this definition in the document. The *Approved* checkbox is disabled.
Documents with Zero Amounts	Users can add sales and purchasing documents with a zero total amount (the value in the *Total* field is 0). • *Full Authorization*: Users can add documents with a zero total amount. • *No Authorization*: Users cannot add such documents.
Allow to Change Reconciliation Accounts	• *Full Authorization*: Users can select or deselect the *Permit Change of Control Accounts* checkbox (*Administration* > *Setup* > *Financials* > *G/L Account Determination* > *Sales/Purchase* tab). • *No Authorization*: Users cannot change this definition. The *Permit Change of Control Accounts* checkbox is disabled.
Gross Profit	• *Full Authorization*: Users can open the *Gross Profit* window and modify relevant data. • *Read Only*: Users can view the *Gross Profit* window. • *No Authorization*: Users cannot open the *Gross Profit* window. In addition, gross profit data is not displayed in reports (such as *Sales Analysis*) generated by a user with no authorization.
Change Tax Rate	Available in Israel only, where the tax rate is managed at company level. • *Full Authorization*: Users can change the default company tax rate when they add a new marketing document or when they copy an existing marketing document to another document. • *No Authorization*: Users cannot change the default company tax rate in marketing documents. It is read-only.

Field Name	Description
Modify Posted A/R Documents	• *Full Authorization*: Users can modify fields at the row level after the sales documents have been posted. For example, the owner can be modified in a row in a sales document that creates a journal entry (such as an invoice) or inventory transaction only (such as a delivery in a non-perpetual inventory system) after the document has been posted. • *No Authorization*: Users cannot modify any field at the row level after the sales document has been posted.
Update User-Defined Fields in Not Editable Rows	This authorization is available when the checkbox *Allow Update of User-Defined Fields When Document Rows Are Not Editable* on the *Document Settings* > *Per Document* tab is selected. • *Full Authorization*: Users can update user-defined fields after a marketing document is added or closed. • *No Authorization*: User cannot update user-defined fields after a marketing document is added or closed.

10 Purchasing - A/P Module Authorizations

In general, the following authorizations are required to create a purchasing document:

- Authorization for the specific document (such as a purchase order)
- Authorization for the required numbering series (if possible, define a numbering series as the default, per user)
- Authorization for discount percentages, if special prices are used or if the customer changes prices manually. This must also be defined at the row level.
- Authorization for price lists, especially if prices are updated manually
- Authorization for row totals, especially if prices are updated manually
- Authorization to modify the table layout, if required

The following modules and functions define the *Purchasing - A/P* authorizations:

Field Name	Description
Purchasing - A/P	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Purchasing - A/P* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Purchasing - A/P* module. • *No Authorization*: Users cannot access any of the options in the *Purchasing - A/P* module. **Note** If you select the *Read Only* authorization for the entire *Purchasing - A/P* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Blanket Agreement	• *Full Authorization*: Users can open the *Purchase Blanket Agreement* window, add new blanket agreements and modify the existing ones. • *Read Only*: Users can view purchase blanket agreements. • *No Authorization*: Users cannot open the *Purchase Blanket Agreement* window.

Field Name	Description
Blanket Agreement Status	• *Full Authorization*: Users can modify the *Status* field of a blanket agreement. This authorization is available only when *Full Authorization* is set to *Blanket Agreement* under *Purchase - A/P*. • *No Authorization*: Users cannot modify the *Status* field of a blanket agreement. **Note** Note the following when managing approval processes for a blanket agreement: • If you have no authorization for *Blanket Agreement Status*, you can still change the document status from *Draft* to *To Be Approved* in order to trigger approval processes. You can also restart approval processes by changing the status from *Draft* to *To Be Approved* when a blanket agreement is rejected by your authorizers. • Once a blanket agreement is approved, the requester cannot modify the blanket agreement status even with full authorization for *Blanket Agreement Status*.
Purchase Request	• *Full Authorization*: Users can open the *Purchase Request* window, add new documents, and modify the existing ones. • *Read Only*: Users can view *Purchase Request* documents. • *No Authorization*: Users cannot open the *Purchase Request* window.
Requester Change	• *Full Authorization*: Users can change the requester code (user/employee) of an existing purchase request. • *No Authorization*: Users cannot change the requester code of an existing purchase request.
Purchase Quotation	• *Full Authorization*: Users can open the *Purchase Quotation* window, add new documents, and modify existing ones. • *Read Only*: Users can view *Purchase Quotation* documents. • *No Authorization*: Users cannot open the *Purchase Quotation* window.
Purchase Order	• *Full Authorization*: Users can open the *Purchase Order* window, add new documents, and modify existing ones. In addition, you are granted full authorization for the *Split Purchase Order* function. • *Read Only*: Users can view purchase order documents. In addition, you are granted read only authorization for the *Split Purchase Order* function. • *No Authorization*: Users cannot open the *Purchase Order* window.
Split Purchase Order	• *Full Authorization*: Users can select and deselect the *Split Purchase Order* checkbox on the *Logistics* tab in a purchase order. • *No Authorization*: The *Split Purchase Order* checkbox is disabled.
Goods Receipt PO	• *Full Authorization*: Users can open the *Goods Receipt PO* window, add new documents, and modify the existing ones. • *Read Only*: Users can view *Goods Receipt PO* documents. • *No Authorization*: Users cannot open the *Goods Receipt PO* window.

Field Name	Description
Goods Return Request	• *Full Authorization*: Users can open the *Goods Return Request* window, add new documents, and modify the existing ones. • *Read Only*: Users can view *Goods Return Request* documents. • *No Authorization*: Users cannot open the *Goods Return Request* window.
Goods Return	• *Full Authorization*: Users can open the *Goods Return* window, add new documents, and modify existing ones. • *Read Only*: Users can view *Goods Return* documents. • *No Authorization*: Users cannot open the *Goods Return* window.
A/P Down Payment Invoice	• *Full Authorization*: Users can open the *A/P Down Payment Invoice* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/P Down Payment Invoice* documents. • *No Authorization*: Users cannot open the *A/P Down Payment Invoice* window.
A/P Invoice	• *Full Authorization*: Users can open the *A/P Invoice* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/P invoice* documents. • *No Authorization*: Users cannot open the *A/P Invoice* window.
A/P Credit Memo	• *Full Authorization*: Users can open the *A/P Credit Memo* window, add new documents, and modify existing ones. • *Read Only*: Users can view *A/P Credit Memo* documents. • *No Authorization*: Users cannot open the *A/P Credit Memo* window.
A/P Reserve Invoice	• *Full Authorization*: Users can open the *A/P Reserve Invoice* window, add new documents and modify existing ones. • *Read Only*: Users can view *A/P Reserve Invoice* documents. • *No Authorization*: Users cannot open the *A/P Reserve Invoice* window.
Landed Costs	• *Full Authorization*: Users can open the *Landed Costs* window, add new documents and modify existing ones. • *Read Only*: Users can view *Landed Costs* documents. • *No Authorization*: Users cannot open the *Landed Costs* window.
Folio Numbering - Editing	• *Full Authorization*: Users can edit the folio numbers by choosing *Edit Folio Numbers* in the context menu of a document. • *No Authorization*: Users cannot edit the folio numbers.
Procurement Confirmation Wizard	• *Full Authorization*: Users can access the *Procurement Confirmation Wizard* and create purchase documents directly from sales orders (providing you have an authorization for the purchase documents). • *No Authorization*: Users cannot open or view the wizard.

Field Name	Description
Purchase Quotation Generation Wizard	• *Full Authorization*: Users can access the *Purchase Quotation Generation Wizard* and create a batch of purchase quotations automatically. • *No Authorization*: Users cannot open or view the wizard.
Change Tax Amount Distribution	Relevant only for the United States localization Users can access the *Define Tax Amount Distribution* window, opened from the *Tax Amount* (LC) field in sales and purchasing documents or by choosing the *Add Expenses* field ▶ *Expenses window* ▶ *Total Tax Amount* ▶ field. • *Full Authorization*: Users can open the *Define Tax Amount Distribution* window and change the distribution of the tax amount. • *Read Only*: Users can view the *Define Tax Amount Distribution* window. • *No Authorization*: Users cannot open the *Define Tax Amount Distribution* window.
Purchasing Reports	• *Full Authorization*: Users can open *Purchasing Reports.* • *No Authorization*: Users cannot open *Purchasing Reports*.
Electronic Reports	• *Full Authorization*: Users can view and generate *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*
Purchase Analysis	• *Full Authorization*: Users can view and access *Purchase Analysis* documents. • *No Authorization*: Users cannot access the window.
Purchase Request Report	• *Full Authorization*: Users can open the *Purchase Request Report*, create target documents and view existing ones. • *No Authorization*: Users cannot open *Purchase Request Report.*
Quotation Comparison	• *Full Authorization*: Users can open the *Quotation Comparison*, add new documents and view existing ones. • *No Authorization*: Users cannot open or view the *Quotation Comparison*.
Blanket Agreement	• *Full Authorization*: Users can run the *Blanket Agreement Reports.* • *No Authorization*: Users cannot run the *Blanket Agreement Reports.*
Blanket Agreement Fulfillment Report	• *Full Authorization*: Users can run the *Blanket Agreement Fulfillment Report* under *Purchase - A/P.* • *No Authorization*: Users cannot run the *Blanket Agreement Fulfillment Report* under *Purchase - A/P.*
View Related Blanket Agreement from BP Master Data	• *Full Authorization*: Users can view a business partner's purchase blanket agreements by choosing ▶ *You Can Also* ▶ *View Related Purchase Blanket Agreements* ▶ in the *Business Partner Master Data* window. • *No Authorization*: Users cannot view the related purchase blanket agreements.

Field Name	Description
Tax Only	• *Full Authorization*: Users can select the *Tax Only* checkbox to mark a row in a purchasing document for tax payments and not for other purposes. The *Tax Only* checkbox is invisible by default. To display it, open *Form Settings* • *No Authorization*: Users cannot select the *Tax Only* checkbox.
Modify Posted A/P Documents	• *Full Authorization*: Users can modify fields at the row level after the purchasing documents have been posted. For example, the owner can be modified in a row in a document that creates a journal entry or inventory transaction, such as a goods receipt PO, after the document has been posted. • *No Authorization*: Users cannot modify any field at the row level in a purchasing document once it has been posted.

11 Business Partners Module Authorizations

The following modules and functions define the *Business Partners* authorizations:

Field Name	Description
Business Partners	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Business Partners* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Business Partners* module. • *No Authorization*: Users cannot access any option specified in the *Business Partners* module. **Note** If you select the *Read Only* authorization for the entire *Business Partners* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Adding Business Partner	• *Full Authorization*: Users can add business partner master data from all business partner types: *Customer*, *Vendor* and *Lead*. In addition, you require *Read Only* authorization for price lists. • *No Authorization*: Users cannot add business partners.
Adding Customer/Vendor Master Data	• *Full Authorization*: Users can add *Customer* and *Vendor* business partner master data. • *No Authorization*: Users cannot add *Customer* and *Vendor* business partners.
Adding Lead BP	• *Full Authorization*: Users can add *Lead* business partner master data. • *No Authorization*: Users cannot add *Lead* business partners.
Business Partner Master Data	• *Full Authorization*: Users can open and work in the *Business Partner Master Data* window, modify and view data, and perform all the actions specified in this section, such as *Sales Order Balance*. • *Read Only*: Users can view the *Business Partner Master Data* window. If you select *Read Only*, all the options listed in this section (such as *Delivery Balance*) are set to *No Authorization*. • *No Authorization*: Users cannot open the *Business Partner Master Data* window.
Sales Order Balance	• *Full Authorization*: Users can view the sales order balance of the business partner in the *Orders* field. • *No Authorization*: Users see asterisks (****) instead of numbers.
Delivery Balance	• *Full Authorization*: Users can view the delivery balance of the business partner in the *Deliveries* field. • *No Authorization*: Users see asterisks (****) instead of numbers.

Field Name	Description
Open Check Balance	• *Full Authorization*: Users can see the *Checks* field in the *Business Partner Master Data* window and open the *Check Balance* window. • *No Authorization*: Users cannot see the *Checks* field in the *Business Partner Master Data* window or access the *Check Balance* window.
Goods Receipt PO Balance	• *Full Authorization*: Users can view the delivery balance of a business partner in the *Goods Receipt PO Balance* field. • *No Authorization*: Users see asterisks (****) instead of numbers.
Purchase Order Balance	• *Full Authorization*: Users can view the delivery balance of the business partner in the *Purchase Order Balance* field. • *No Authorization*: Users see (****) asterisks instead of numbers.
Change Sales Employee	• *Full Authorization*: Users can change the specified sales employee by choosing *Business Partner Master Data* > *General* tab. • *No Authorization*: Users cannot change the sales employee.
General Tab	• *Full Authorization*: Users can view and edit the data on the *General* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *General* tab in the *Business Partner Master Data* window. • *No Authorization:* The *General* tab in the *Business Partner Master Data* window is hidden.
Contact Persons Tab	• *Full Authorization*: Users can view and edit the data on the *Contact Persons* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Contact Persons* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Contact Persons* tab in the *Business Partner Master Data* window is hidden.
Addresses Tab	• *Full Authorization*: Users can view and edit the data on the *Addresses* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Addresses* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Addresses* tab in the *Business Partner Master Data* window is hidden.

Field Name	Description
Payment Terms Tab	• *Full Authorization*: Users can view and edit the data on the *Payment Terms* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Payment Terms* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Payment Terms* tab in the *Business Partner Master Data* window is hidden.
Payment Run Tab	• *Full Authorization*: Users can view and edit the data on the *Payment Run* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Payment Run* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Payment Run* tab in the *Business Partner Master Data* window is hidden.
Accounting Tab	• *Full Authorization*: Users can view and edit the data on the *Accounting* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Accounting* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Accounting* tab in the *Business Partner Master Data* window is hidden.
Intrastat Settings Tab	• *Full Authorization*: Users can view and edit the data on the *Intrastat Settings* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Intrastat Settings* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Intrastat Settings* tab in the *Business Partner Master Data* window is hidden. **Note** • The authorization for *Intrastat Settings Tab* will be updated to no authorization when no authorization is selected for *General Tab*. • The authorization for *General Tab* will be updated to read-only when full or read-only authorization is selected for *Intrastat Settings Tab*.
Properties Tab	• *Full Authorization*: Users can view and edit the data on the *Properties* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Properties* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Properties* tab in the *Business Partner Master Data* window is hidden.

Field Name	Description
Remarks Tab	• *Full Authorization*: Users can view and edit the data on the *Remarks* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Remarks* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Remarks* tab in the *Business Partner Master Data* window is hidden.
Attachments Tab	• *Full Authorization*: Users can view and edit the data on the *Attachments* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Attachments* tab in the *Business Partner Master Data* window. • *No Authorization:* The *Attachments* tab in the *Business Partner Master Data* window is hidden.
eDocs Tab	• *Full Authorization*: Users can view and edit the data on the *eDocs* tab in the *Business Partner Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *eDocs* tab in the *Business Partner Master Data* window. • *No Authorization:* The *eDocs* tab in the *Business Partner Master Data* window is hidden.
Web Client Tabs	• *Full Authorization*: Users can view and edit the data on the tabs in the *Business Partner* detailed view in Web client for SAP Business One specified in this section, unless they have no authorization for a specific field on the tabs. • *Read Only*: Users can view but cannot edit the data on the tabs in the *Business Partner* detailed view in Web client for SAP Business One specified in this section. • *No Authorization:* The tabs in the *Business Partner* detailed view in Web client for SAP Business One specified in this section are hidden.
Additional Data Tab	• *Full Authorization*: Users can view and edit the data on the *Additional Data* tab in the *Business Partner* detailed view, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Additional Data* tab in the *Business Partner* detailed view. • *No Authorization:* The *Additional Data* tab in the *Business Partner* detailed view is hidden.
Active	Users can set an activity period for the business partner. When this activity period is over, it is not possible to create documents for this business partner. • *Full Authorization*: Users can select or deselect the *Active* checkbox (*Business Partner Master Data* *General* tab). When the checkbox is selected, three additional fields are displayed, letting you define the activity period and enter comments. • *No Authorization*: Users cannot set an activity period for a business partner.

Field Name	Description
Inactive	• *Full Authorization*: Users can select or deselect the Inactive checkbox (*Business Partner Master Data* > *General* tab). When the checkbox is selected, three additional fields are displayed, letting you define the inactive period and enter comments. • *No Authorization*: Users cannot set an inactive period for a business partner.
Remove Business Partner	• *Full Authorization*: Users can remove a business partner (from the context menu; or the menu bar, choose *Data* > *Remove Business Partner*). • *No Authorization*: Users cannot remove a business partner.
Verify VAT Numbers	• *Full Authorization*: Users can verify VAT numbers for business partners using the *Verify VAT Numbers* option through the *You Can Also* button in the *Business Partner Master Data* window. • *No Authorization*: Users cannot verify VAT numbers.. **Note** This entry only appears when the *Verify VAT Numbers for Business Partners and Documents* checkbox on the *BP* tab in the *General Settings* window is selected.
Campaign Generation Wizard	• *Full Authorization*: Users can access the *Campaign Generation Wizard*, create a new campaign, save it, and load the saved campaign. • *No Authorization*: Users cannot access the wizard.
Execute Campaign	• *Full Authorization*: Users can execute the *Campaign Generation Wizard* on condition that they have authorization for *Campaign Generation Wizard.* • *No Authorization*: If users have full authorization for *Campaign Generation Wizard* but no authorization for *Execute Campaign,* they can access the wizard, create a new campaign, save it and load the saved campaign, but they cannot execute the campaign.
Campaign	• *Full Authorization*: Users can open the *Campaign* window, add new campaigns, and modify existing ones. • *Read Only*: Users can view the *Campaign* window. • *No Authorization*: Users cannot open the *Campaign* window.
Business Partner Type	• *Full Authorization*: Users can search for and view specific types of business partners. • *No Authorization*: Users cannot search for specific types of business partners.
Customers, Vendors, Leads	• *Full Authorization*: Users can search for and view specific types of business partners. • *No Authorization*: Users cannot search for specific types of business partners.
Activity	• *Full Authorization*: Users can open the *Activity* window, add new activities, and modify existing ones. • *Read Only*: Users can view the *Activity* window. • *No Authorization*: Users cannot open the *Activity* window.

Field Name	Description
Delete Activity	• *Full Authorization*: Users can delete an existing activity by the context menu or by choosing *Data* > *Remove*. • *No Authorization*: Users cannot delete activities.
Internal Reconciliations	• *Full Authorization*: Users can display, cancel, and recreate internal reconciliations created for a specified range of business partners, and manage previous internal reconciliations. • *Read Only*: Users can view the *Reconciliation* and *Manage Previous Reconciliations* windows but not make any changes. • *No Authorization*: Users cannot view these windows.
Reconciliation	• *Full Authorization*: Users can display, cancel, and recreate internal reconciliations created for a specified range of business partners. • *Read Only*: Users can view the *Reconciliation* window but cannot make any changes. • *No Authorization*: Users cannot view this window.
Manage Previous Reconciliations	• *Full Authorization*: Users can display, cancel, and recreate internal reconciliations created for a specified range of business partners. • *Read Only*: Users can view the *Manage Previous Reconciliations* window but cannot make any changes. • *No Authorization*: Users cannot view this window.
Business Partner Reports	• *Full Authorization*: Users can open and run all the business partner reports. In addition, you require full authorization for *BP Balances*, *Account Balances*, *Accounting* and *Access to Confidential Accounts* fields. These are set in *General Authorizations* module Authorizations. To print these reports, you require full authorization for the *Document Printing* field. • *No Authorization*: Users cannot run these reports.
Electronic Reports	• *Full Authorization:* Users can view and generate *Electronic Reports* • *Read Only:* Users can view *Electronic Reports* • *No Authorization:* Users cannot access *Electronic Reports*
Activities Overview	• *Full Authorization*: Users can open and run all activityreports: *My Activities*, *Activities Overview* and *Activity Check in Report* (available in SAP Business One, version for SAP HANA only). • *No Authorization*: Users cannot run these reports.
Inactive Customers	• *Full Authorization*: Users can open and run the *Inactive Customers* report. • *No Authorization*: Users cannot run this report.
Dunning History Report	• *Full Authorization*: Users can open and run the *Dunning History* report. • *No Authorization*: Users cannot run this report.
Campaigns List	• *Full Authorization*: Users can open and run the *Campaigns List* report. • *No Authorization*: Users cannot run this report.

Field Name	Description
Sent Emails Report	• *Full Authorization*: Users can open and run the *Sent Emails Report*. • *No Authorization*: Users cannot run this report.

12 Banking Module Authorizations

The following modules and functions define the *Banking* authorizations:

Field Name	Description
Banking	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Banking* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Banking* module. • *No Authorization*: Users cannot access any option specified in the *Banking* module. **Note** If you select the *Read Only* authorization for the entire *Banking* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Incoming Payments	• *Full Authorization*: Users can open all the windows located under the *Incoming Payments* submenu, add new incoming payment documents, view the *Check Register* window, *Credit Card Management* window, *Credit Card Summary* window and perform various actions. • *Read Only*: Users can view windows located under the *Incoming Payments* submenu. • *No Authorization*: Users cannot open any of the windows located under the *Incoming Payments* submenu.
Incoming Payments	• *Full Authorization*: Users can open the *Incoming Payments* window, add new incoming payment documents, and modify existing ones. • *Read Only*: Users can view the *Incoming Payments* window. • *No Authorization*: Users cannot open the *Incoming Payments* window.
Cash Receipt	• *Full Authorization*: Users can use cash as the payment means (*Incoming Payments* > *Payment Means* > *Cash* tab). • *No Authorization*: Users cannot use cash as the payment means in incoming payments.
Check Register	• *Full Authorization*: Users can open the *Check Register* window, view check data, update due dates, endorse and cancel checks, and cancel deposits and payments. • *Read Only*: Users can view the *Check Register* window. • *No Authorization*: Users cannot open the *Check Register* window.
Credit Card Management	• *Full Authorization*: Users can open the *Credit Card Management* window, view credit card vouchers data, update references, and cancel credit card vouchers. • *Read Only: Users* can view the *Credit Card Management* window • *No Authorization*: Users cannot open the *Credit Card Management* window

Field Name	Description
Deposits	• *Full Authorization*: Users can open the *Deposit* window and deposit checks, credit card vouchers, and cash to the bank or to a business partner. In addition, Users can view previous deposits, modify their data, and even cancel deposits. This authorization also includes access to the *Postdated Credit Voucher* window and the ability to deposit postdated checks. • *Read Only*: Users can view the *Deposit* window. • *No Authorization*: Users cannot open the *Deposit* window.
Deposit	• *Full Authorization*: Users can open the *Deposit* window and deposit checks, credit card vouchers, and cash to the bank or to a business partner. In addition, Users can view previous deposits, modify their data, and even cancel deposits. • *Read Only*: Users can view the *Deposit* window. • *No Authorization*: Users cannot open the *Deposit* window.
Outgoing Payments	• *Full Authorization*: Users can open all the windows located under the *Outgoing Payments* submenu, add new outgoing payment documents, process and view checks for payment, perform actions in the *Void Checks for Payment* window, and open the *Checks for Payments Draft Report*. • *Read Only*: Users can view the windows located under the *Outgoing Payments* sub-menu. • *No Authorization*: Users cannot open any of the windows located under the *Outgoing Payments* submenu.
Outgoing Payments	• *Full Authorization*: Users can open the *Outgoing Payments* window, add new outgoing payment documents, and modify existing ones. • *Read Only*: Users can view the *Outgoing Payments* window. • *No Authorization*: Users cannot open the *Outgoing Payments* window.
Payment Draft	• *Full Authorization*: Users can save a payment as a draft • *No Authorization*: Users cannot save a payment as a draft
Checks for Payment	• *Full Authorization*: Users can open the *Checks for Payment* window, add new checks for payment documents, modify the existing ones and cancel checks. This authorization also determines the ability to access the *Check Register Report* under *Banking* > *Banking Reports*. • *Read Only*: Users can view the *Checks for Payment* window. • *No Authorization*: Users cannot open the *Checks for Payment* window.
Void Checks for Payment	• *Full Authorization*: Users can open the *Void Checks for Payment* window, void required checks, and reprint them. **Note** Make sure that you have authorizations for *Numbering Series*. • *Read Only*: Users can view the *Void Checks for Payment* window. • *No Authorization*: Users cannot open the *Void Checks for Payment* window

Field Name	Description
Update Pay To	• *Full Authorization*: Users can change *Pay to* in the *Checks for Payment* window • *No Authorization*: Users cannot change *Pay to* in the *Checks for Payment* window
Create Check for Payment Without Journal Entry	• *Full Authorization: Users* can deselect *Create Journal Entry* in the *Checks for Payment* window to create a check for payment without a journal entry. • *No Authorization*: Users cannot deselect *Create Journal Entry* in the *Checks for Payment* window.
Print Check for Payment	• *Full Authorization*: Users can print a check for payment from the check itself and from *Document Printing*. • *No Authorization*: Users cannot print a check for payment from the check itself or from *Document Printing*.
Print Voided Checks for Payment	• *Full Authorization*: Users can print voided checks for payment. • *No Authorization*: Users cannot print voided checks for payment.
Reprint Check for Previously Printed Payment	• *Full Authorization*: Users can print a check that was already printed • *No Authorization*: Users cannot print any check that was already printed
Payment Drafts Report	• *Full Authorization*: Users can open the *Payment Drafts Report* window, open existing drafts, modify them, and add them as genuine documents. • *No Authorization*: Users cannot open the *Payment Drafts Report* window. **Note** The *Payment Drafts Report* authorization applies to both incoming and outgoing payments.
View Incoming Payment Drafts Created by Other Users	• *Full Authorization*: Users can view incoming payment drafts created by other users in the *Payment Drafts Report* window. • *No Authorization*: Users cannot view incoming payment drafts created by other users in the *Payment Drafts Report* window.
View Outgoing Payment Drafts Created by Other Users	• *Full Authorization*: Users can view outgoing payment drafts created by other users in the *Payment Drafts Report* window. • *No Authorization*: Users cannot view outgoing payment drafts created by other users in the *Payment Drafts Report* window.
Remove Payment Drafts	• *Full Authorization*: Users can remove payment drafts from the *Payment Drafts Report* window. • *No Authorization*: Users cannot remove payment drafts from the *Payment Drafts Report* window.
Checks for Payment Draft	• *Full Authorization*: Users can save checks for payment as drafts. • *No Authorization*: Users cannot save checks for payment as drafts.

Field Name	Description
Checks for Payment Drafts Report	• *Full Authorization*: Users can open the *Payment Drafts Report* window, open existing drafts, modify them, and add them as genuine documents. • *Read Only*: Users can view the *Checks for Payment Drafts Report* window. • *No Authorization*: Users cannot open the *Payment Drafts Report* window.
Remove Checks for Payment Drafts	• *Full Authorization*: Users can remove *Checks for Payment Drafts* from the *Checks for Payment Drafts Report* window. • *No Authorization*: Users cannot remove *Checks for Payment Drafts* from the *Checks for Payment Drafts Report* window.
Payment System	• *Full Authorization*: Users can run the *Payment Wizard*, access all its related definitions, and execute payment runs. • *No Authorization*: Users cannot work with the payment wizard.
Payment Wizard	• *Full Authorization*: Users can work with the *Payment Wizard* and execute payment runs. Full authorization for *Execute* is required to enable the *Execute Payment Run* option in the *Save Options* step of the wizard. • *No Authorization*: Users cannot work with the payment wizard.
Execute	• *Full Authorization*: Users can execute payment runs by selecting the *Execute Payment Run* option in the payment wizard when they have full authorization for *Payment Wizard*. • *No Authorization*: Users cannot execute the wizard. The *Execute Payment Run* option is hidden. **Note** This authorization is not applicable to *Execute Payment Order*.
Payment Engine - Bank File Generation	• *Full Authorization*: Users can generate a bank file by selecting *Bank File* in the step *Payment Run Summary and Printing* of the *Payment Wizard* when they have full authorization for the wizard. • *No Authorization*: Users cannot generate bank files.
Payment Orders	• *Full Authorization*: Users can access *Payment Orders* under *Banding* and print payment orders. *Full Authorization* for *Documents Printing* under *Sales - A/R* is required for printing payment orders. • *No Authorization: Users* cannot access *Payment Orders.*

Field Name	Description
Bank Statements and External Reconciliations	• *Full Authorization*: Users can open all the windows specified in the *Bank Statements and Reconciliations* submenu and perform various actions. • *Read Only*: Users can only view the *Bank Statement Summary* window. **Note** This option applies only in certain localizations and is relevant when the Install *Bank Statement Processing* checkbox on the *Basic Initialization* tab of the *Administration* > *System Initialization* > *Company Details* window is selected. • *No Authorization*: Users cannot open any of the windows located under the *Bank Statements and Reconciliations* submenu.
Bank Statement Summary	• *Full Authorization*: Users can access *Bank Statement Summary* via *Bank Statement Processing* and view and process bank statement details. • *Read Only*: Users can view bank statement details • *No Authorization*: Users cannot access *Bank Statement Processing*. **Note** The entry *Bank Statement Processing* is available when the *Install Bank Statement Processing* checkbox on the *Basic Initialization* tab in the *Administration* > *System Initialization* > *Company Details* window is selected.
Process External Bank Statement	• *Full Authorization*: Users can access the *Process External Bank Statement* window, add new bank statements, or update the existing ones. • *No Authorization*: Users cannot open this window. **Note** This functionality is available when the *Install Bank Statement Processing* checkbox on the *Basic Initialization* tab in the *Administration* > *System Initialization* > *Company Details* window is deselected. In some localizations (for example, Polish), the window name is *Statement Evidence*.
Bank Statement Information	• *Full Authorization*: Users can access *Bank Statement Information* under *Banking Reports*. • *No Authorization*: Users cannot access *Bank Statement Information*.
Reconciliation	• *Full Authorization*: Users can access the *Reconciliation* window and reconcile open transactions with open bank statement transactions. • *No Authorization*: Users cannot open this window.

Field Name	Description
External Bank Reconciliation	• *Full Authorization*: Users can access the *Manual Reconciliation* window and check/clear open transactions against bank statement transactions. • *No Authorization*: Users cannot open this window. **Note** This functionality is available when the *Install Bank Statement Processing* checkbox on the *Basic Initialization* tab in the *Administration* > *System Initialization* > *Company Details* window is deselected.
Manage Previous External Reconciliations	• *Full Authorization*: Users can access the *Manage Previous Reconciliations* window and view and cancel reconciliations. • *No Authorization*: Users cannot open this window.
Check and Restore Previous External Reconciliations	• *Full Authorization*: Users can access the *Check and Restore Previous Reconciliations* window and open and restore reconciliations. • *No Authorization*: Users cannot open this window.
Check Number Confirmation	• *Full Authorization*: Users can access the *Check Number Confirmation* window and change the *Status* column. • *Read Only*: Users can view the *Check Number Confirmation* window. • *No Authorization*: Users cannot open the *Check Number Confirmation* window.
Electronic Reports	• *Full Authorization*: Users can view and generate *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*
Bank Reconciliation Report	• *Full Authorization*: Users can run the *Bank Reconciliation* crystal report under *Banking Reports* > *External Reconciliation*. • *No Authorization*: Users cannot run this report.
Payment Orders Report by Business Partner	• *Full Authorization*: Users can run the *Payment Orders Report by Business Partner* crystal report under *Banking Reports*. • *No Authorization*: Users cannot run this report.
Payment Orders Report by Payment Run	• *Full Authorization*: Users can run the *Payment Orders Report by Payment Run* crystal report under *Banking Reports*. • *No Authorization*: Users cannot run this report.

13 Inventory Module Authorizations

The following modules and functions define the *Inventory* authorizations:

Field Name	Description
Inventory	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Inventory* module and make required changes or new settings. • *Read Only*: Users can view the data defined in all the functions specified in the *Inventory* module. • *No Authorization*: Users cannot access any option specified in the *Inventory* module. **Note** If you select the *Read Only* authorization for the entire *Inventory* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization.*
Item Master Data	• *Full Authorization*: Users can open and work in the *Item Master Data* window, modify and view data, and perform all the actions specified in this section. • *Read Only*: Users can view the *Item Master Data* window. • *No Authorization*: Users cannot open the *Item Master Data* window.
General Tab	• *Full Authorization*: Users can view and edit the data on the *General* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *General* tab in the *Item Master Data* window. • *No Authorization*: The *General* tab in the *Item Master Data* window is hidden.
Purchasing Tab	• *Full Authorization*: Users can view and edit the data on the *Purchasing* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Purchasing* tab in the *Item Master Data* window. • *No Authorization*: The *Purchasing* tab in the *Item Master Data* window is hidden.
Sales Tab	• *Full Authorization*: Users can view and edit the data on the *Sales* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Sales* tab in the *Item Master Data* window. • *No Authorization: The Sales* tab in the *Item Master Data* window is hidden.

Field Name	Description
Inventory Tab	• *Full Authorization*: Users can view and edit the data on the *Inventory* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Inventory* tab in the *Item Master Data* window. • *No Authorization*: The *Inventory* tab in the *Item Master Data* window is hidden.
Planning Tab	• *Full Authorization*: Users can view and edit the data on the *Planning* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Planning* tab in the *Item Master Data* window. • *No Authorization*: The *Planning* tab in the *Item Master Data* window is hidden.
Production Tab	• *Full Authorization*: Users can view and edit the data on the *Production* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Production* tab in the *Item Master Data* window. • *No Authorization*: The *Production* tab in the *Item Master Data* window is hidden.
Properties Tab	• *Full Authorization*: Users can view and edit the data on the *Properties* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Properties* tab in the *Item Master Data* window. • *No Authorization*: The *Properties* tab in the *Item Master Data* window is hidden.
Remarks Tab	• *Full Authorization*: Users can view and edit the data on the *Remarks* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Remarks* tab in the *Item Master Data* window. • *No Authorization*: The *Remarks* tab in the *Item Master Data* window is hidden.
Attachments Tab	• *Full Authorization*: Users can view and edit the data on the *Attachments* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Attachments* tab in the *Item Master Data* window. • *No Authorization*: The *Attachments* tab in the *Item Master Data* window is hidden.

Field Name	Description
Intrastat Settings Tab	• *Full Authorization*: Users can view and edit the data on the *Intrastat Settings* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Intrastat Settings* tab in the *Item Master Data* window. • *No Authorization*: The *Intrastat Settings* tab in the *Item Master Data* window is hidden. **Note** The authorization for *Intrastat Settings Tab* will be updated to no authorization when no authorization is selected for *General Tab*. The authorization for *General Tab* will be updated to read-only when full or read-only authorization is selected for *Intrastat Settings Tab*.
Localization Fields Tab	• *Full Authorization*: Users can view and edit the data on the *Localization Fields* tab in the *Item Master Data* window, unless they have no authorization for a specific field on the tab. • *Read Only*: Users can view but cannot edit the data on the *Localization Fields* tab in the *Item Master Data* window. • *No Authorization*: The *Localization Fields* tab in the *Item Master Data* window is hidden.
Active	Users can set a validity period for the item. When this validity period is over, it is not possible to create documents that include this item. • *Full Authorization*: Users can select or deselect the *Active* checkbox (*Item Master Data* > *General* tab). When the checkbox is selected, three additional fields are displayed, letting you define the validity period and enter comments. • *No Authorization*: Users cannot set a validity period for an item.
Inactive	• *Full Authorization*: Users can select or deselect the *Inactive* checkbox (*Item Master Data* > *General* tab). When the checkbox is selected, three additional fields are displayed, letting you define the inactive period and enter comments. • *No Authorization*: Users cannot set an inactive period for an item.
Valuation Method	• *Full Authorization*: When adding a new item or updating an existing one, users can change the *Valuation Method* set for the item (*Item Master Data* > *Inventory Data* tab). • *Read Only*: Users cannot change this definition. • *No Authorization*: Users cannot change this definition.
Remove Item Master Data	• *Full Authorization*: Users can delete an item master data record (from the menu bar, choose *Data* > *Remove;* or choose *Remove* from the context menu). • *No Authorization*: Users cannot delete an *Item Master Data* record.

Field Name	Description
Bar Codes	• *Full Authorization*: Users can define and enter one or more Bar-Codes into the *Item Master Data*. • *Read Only:* Users can view Bar-Codes in the *Item Master Data* • *No Authorization*: Users cannot view or modify Bar-Codes in the *Item Master Data*
Bin Locations	• *Full Authorization*: Users can access all the windows and perform all the actions specified in the *Bin Locations* submenu. • *Read Only*: Users can view the data defined in all the functions specified in the *Bin Locations* submenu. • *No Authorization*: Users cannot access any option specified in the *Bin Locations* submenu.
Bin Location Master Data	• *Full Authorization*: Users can access the *Bin Location Master Data window* and add new master data or update the existing master data. • *Read Only*: Users can view *Bin Location Master Data* only. • *No Authorization*: Users cannot access *Bin Location Master Data.*
Activate and Deactivate Bin Location	• *Full Authorization*: Users can activate or deactivate a piece of bin location master data by selecting or deselecting the *Inactive* checkbox in the *Bin Location Master Data* window. • *No Authorization*: The *Inactive* checkbox is disabled.
Transaction Restrictions	• *Full Authorization*: Users can modify the *Transaction Restrictions* setting in the *Bin Location Master Data* window. • *No Authorization*: Users cannot modify this setting.
Bin Location Management	• *Full Authorization*: Users can access the *Bin Location Management* window and generate, update and delete a range of bin locations. • *No Authorization*: Users cannot access the *Bin Location Management* window.
Bin Location Code Modification	• *Full Authorization*: Users can access the *Bin Location Code Modification* window and modify bin location codes. • *Read Only*: Users cannot access the *Bin Location Code Modification* window. • *No Authorization*: Users cannot access the *Bin Location Code Modification* window.

Field Name	Description
Item Management	• *Full Authorization*: Users can access all the windows, perform all the actions relevant to the *Item Management* submenu. • *Read Only*: Users can view the data defined in all of the functions available under the *Item Management* submenu. • *No Authorization*: Users cannot access any option under the *Item Management* submenu. **Note** If you select *Read Only* authorization for the entire *Item Management* menu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Item Serial Numbers	• *Full Authorization*: Users can open all the windows specified in the *Serial Numbers* submenu, add new serial numbers, and update existing ones. • *No Authorization*: Users cannot open these windows.
Serial Number Management	• *Full Authorization*: Users can access the *Serial Numbers Management* window, view serial numbers selected in documents, update data for specific serial numbers, or perform a sweeping update of several serial numbers. • *No Authorization*: Users cannot open this window. **Note** A user with no authorization for the *Serial Numbers Management* window cannot select or define serial numbers in documents. For example, the user cannot right-click in the *Quantity* field and choose *Batch/Serial Numbers* in stock release documents or open the *Define Serial Numbers* window in stock receipt documents.
Serial Number Details	• *Full Authorization*: Users can access the *Serial Number Details* window, view serial numbers selected in documents, update data for specific serial numbers, or perform a sweeping update of several serial numbers. • *No Authorization*: Users cannot open this window.
Batches	• *Full Authorization*: Users can open all the windows specified in the *Batches* submenu, add new serial number, and update existing ones. • *No Authorization*: Users cannot open these windows.

Field Name	Description
Batch Management	• *Full Authorization*: Users can access the *Batch Management* window, view batch numbers selected in documents, update data for specific batch numbers or perform a sweeping update of several batch numbers. • *No Authorization*: Users cannot open this window. **⚠ Caution** A user with no authorization for the *Batch Management* window cannot select or define batch numbers in documents. For example, the user cannot right-click in the *Quantity* field and select *Batch/Serial Numbers* in stock release documents or open the *Define Batches* window in inventory receipt documents.
Batch Details	• *Full Authorization*: Users can access the *Batch Details* window, view batch numbers selected in documents, update data for specific batch numbers, or perform a sweeping update of several batch numbers. • *No Authorization*: Users cannot open this window.
Alternative Items	• *Full Authorization*: Users can access the *Alternative Items* window, define new alternative items for a certain item or even delete alternative item definitions. • *Read Only*: Users can view the *Alternative Items* window. • *No Authorization*: Users cannot open the *Alternative Items* window.
Business Partner Catalog Numbers	• *Full Authorization*: Users can access the *Business Partner Catalog Numbers* window, define new business partner catalog number for items, and update or delete catalog numbers. • *Read Only*: Users can view the *Business Partner Catalog Numbers* window. • *No Authorization*: Users cannot open the *Business Partner Catalog Numbers* window.
Global Update to BP Catalog Numbers	• *Full Authorization*: Users can access the *Global Update to BP Catalog Numbers* window and replace catalog numbers for a selected range of business partners and/or items. • *No Authorization*: Users cannot open this window.
Inventory Valuation Method	• *Full Authorization*: Users can access the *Inventory Valuation Method* window and update the costing method of items. • *Read Only*: Users can view the *Inventory Valuation Method* window. • *No Authorization*: Users cannot open the *Inventory Valuation Method* window.

Field Name	Description
Inventory Transactions	• *Full Authorization*: Users can access all the windows and perform all the actions available under the *Inventory Transactions* submenu. • *Read Only*: Users can view the data defined under all the functions in the *Inventory Transactions* submenu. • *No Authorization*: Users cannot access any option in the *Inventory Transactions* submenu. **Note** If *Read Only* authorization is selected for the entire *Inventory Transactions* submenu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*
Goods Receipt	• *Full Authorization*: Users can open the *Goods Receipt* window, add new documents and modify existing ones. • *Read Only*: Users can view *Goods Receipt* documents. • *No Authorization*: Users cannot open the *Goods Receipt* window.
Goods Issue	• *Full Authorization*: Users can open the *Goods Issue* window, add new documents, and modify existing ones. • *Read Only*: Users can view *Goods Issue* documents. • *No Authorization*: Users cannot open the *Goods Issue* window.
Inventory Transfer Request	• *Full Authorization*: Users can open the *Inventory Transfer Request* window, add new documents, and modify existing ones. • *Read Only*: Users can view *Inventory Transfer Request* documents. • *No Authorization*: Users cannot open this window.
Inventory Transfer	• *Full Authorization*: Users can open the *Inventory Transfer* window, add new documents, and modify existing ones. • *Read Only*: Users can view *Inventory Transfer* documents. • *No Authorization*: Users cannot open the *Inventory Transfer* window.
Inventory Counting Transactions	• *Full Authorization*: Users can access all the windows and perform all the actions available under the *Inventory Counting Transactions* submenu. • *Read Only*: Users can access and view the windows available under the *Inventory Counting Transactions* submenu. • *No Authorization*: Users cannot access any option under the *Inventory Counting Transactions* submenu. **Note** If you select the *Read Only* authorization for the *Inventory Counting Transactions* submenu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization.*

Field Name	Description
Inventory Counting	• *Full Authorization*: Users can open the *Inventory Counting* window, add new documents and modify existing ones. • *Read Only*: Users can view the *Inventory Counting* window. • *No Authorization*: Users cannot open the *Inventory Counting window.*
Special Inventory Counting Authorizations	• *Full Authorization*: Users have full authorization for all the child options under the *Special Inventory Counting Authorizations* submenu. • *No Authorization*: Users have no authorization for any of the child options under the *Special Inventory Counting Authorizations* submenu.
Modify Inventory Counting	• *Full Authorization*: Users can open an existing *Inventory Counting* document and modify it. • *No Authorization*: Users can view inventory counting documents but cannot modify them when they have authorization for *Inventory Counting*.
Freeze Items	• *Full Authorization*: Users can freeze an item or cancel this action by selecting or deselecting the *Freeze* checkbox in the table row of the *Inventory Counting* window. When this checkbox is selected, you can prevent any transaction (except inventory posting) that affects the in-warehouse quantity of the item in the selected warehouse and bin. • *No Authorization*: you cannot select or deselect this checkbox.
Inventory Posting	• *Full Authorization*: Users can open the *Inventory Posting* window, add new documents and modify the existing ones. • *Read Only*: Users can view the *Inventory Posting* window only. • *No Authorization*: Users cannot open this window.
Inventory Opening Balance	• *Full Authorization*: Users can open the *Inventory Opening Balance* window, add new documents and modify the existing ones. • *Read Only*: Users can view the *Inventory Opening Balance* window. • *No Authorization*: Users cannot open the *Inventory Opening Balance* window.
Cycle Count Recommendations	• *Full Authorization*: Users can open the *Cycle Count Recommendations* window and perform various actions. • *Read Only*: Users can view the *Cycle Count Recommendations* window. • *No Authorization*: Users cannot open this window.
Inventory Revaluation	• *Full Authorization*: Users can open the *Inventory Revaluation* window, add new documents and view the existing ones. • *Read Only*: Users can view *Inventory Revaluation* documents. • *No Authorization*: Users cannot open this window.

Field Name	Description
Price Lists	• *Full Authorization*: Users can access all the windows, perform all the actions available under the *Price Lists* submenu. • *Read Only*: Users can access and view windows available under the *Price Lists* submenu. • *No Authorization*: Users cannot access any option under the *Price List* submenu.
Price Lists	• *Full Authorization*: Users can access all the windows and perform all the actions available under the *Price Lists* submenu. • *Read Only*: Users can access and view windows available under the *Price Lists* submenu. • *No Authorization*: Users cannot access any option under the *Price Lists* submenu.
Price List: Group No. 1-30	Users can access price lists related to a certain group (*Inventory* > *Price Lists* > *Price Lists* > *Group*). • *Full Authorization*: Users can access all the price lists related to the group. • *Read Only*: Users can view the price lists related to the group. • *No Authorization*: Users cannot access any price list related to the group. **Note** A user with no authorization for a certain price list group is not able to view its prices in the *Item Master Data* window. The *Price* field displays asterisks (****) for restricted price list groups. In addition, the price list is excluded from the price list drop-down list of any other relevant windows.
Last Evaluated Price	• *Full Authorization*: Users can view the *Last Evaluated Price* list. • *No Authorization*: Users cannot view data in this price list. **Note** A user with no authorization for the *Last Evaluated Price* list cannot view its prices in the *Item Master Data* window. The *Price* field displays asterisks (****) for this price list.
Last Purchase Price	• *Full Authorization*: Users can view the *Last Purchase Price* list. • *No Authorization*: Users cannot view data in this price list. **Note** A user with no authorization for the *Last Purchase Price* list is not able to view its prices in any relevant windows, for example, the *Item Master Data* window. The *Price* field in the *Item Master Data* window displays asterisks (****) for this price list.
Item Cost	• *Full Authorization*: Users can view *Item Cost* in relevant windows, for example, the *Item Master Data* window, marketing documents, *Batch Details* window and *Serial Number Details* window (when the item is managed by the batch/serial valuation method). • *No Authorization*: Users cannot view *Item Cost*.

Field Name	Description
Period and Volume Discounts	• *Full Authorization*: Users can access the *Period and Volume Discount* window and define date-dependent and quantity-dependent discount prices for the selected price lists. • *Read Only*: Users can view the *Period and Volume Discount* window. • *No Authorization*: Users cannot open the *Period and Volume Discount* window.
Special Prices	• *Full Authorization*: Users can access all the windows under the *Special Prices* submenu, add new data, modify existing data, and perform various actions. • *Read Only*: Users can view the different windows under the *Special Prices* submenu. • *No Authorization*: Users cannot access any window under the *Special Prices* submenu.
Special Prices for Business Partners	• *Full Authorization*: Users can access the *Special Prices for Business Partners* window, define special prices for business partners, and modify existing data. • *Read Only*: Users can view the *Special Prices for Business Partners* window. • *No Authorization*: Users cannot open the *Special Prices for Business Partners* window.
Copy Special Prices to Selection Criteria	• *Full Authorization*: Users can access the *Copy Special Prices to Selection Criteria* window and copy special prices to a range of business partners and/or items. • *No Authorization*: Users cannot open this window.
Update Special Prices Globally	• *Full Authorization*: Users can access the *Update Special Prices Globally* window and perform a global update of special prices by changing the discount %, price, or linked price list. • *No Authorization*: Users cannot open this window.
Discount Groups	• *Full Authorization*: Users can access the *Discount Groups* window and define special prices according to discount groups. • *Read Only*: Users can view the *Discount Groups* window. • *No Authorization*: Users cannot open the *Discount Groups* window.
Update Parent Item Prices Globally	• *Full Authorization*: Users can access the *Update Parent Item Prices Globally* window and update prices for the parent and child items comprising bills of materials. • *Read Only*: Users can view the *Update Parent Item Prices Globally* window. • *No Authorization*: Users cannot open this window.
Prices Update Wizard	• *Full Authorization*: Users can access the *Prices Update Wizard* window and update prices globally. • *No Authorization*: Users cannot open this window.
Execute Prices Update	• *Full Authorization*: Users can execute the price updates with the *Prices Update Wizard* window. • *No Authorization*: Users cannot execute any price update with the *Prices Update Wizard* window. **Note** When users have full authorization for *Prices Update Wizard* and no authorization for *Execute Prices Update,* theycan only view the prices update simulation.

Field Name	Description
Pick and Pack	• *Full Authorization*: Users can access the *Pick and Pack Manager* and the *Pick List* windows. • *No Authorization*: Users cannot open these windows.
Pick Pack and Production Manager	• *Full Authorization*: Users can access the *Pick Pack and Production Manager* window, pick and release sales orders, and pack items for delivery. • *No Authorization*: Users cannot open this window.
Pick List	• *Full Authorization*: Users can access the *Pick List* window, pick items, and pack them for delivery. • *Read Only*: Users can view the *Pick List* window. • *No Authorization*: Users cannot open the *Pick List* window. **Note** In addition to full authorization for *Pick List*, authorizations for the documents in the *Create* drop-down list in the *Pick List* window are also required if you want to create such documents from a pick list.
Update User-Defined Fields in Closed Pick List	• *Full Authorization*: Users can modify user-defined fields (UDFs) in pick lists with *Closed* status. • *No Authorization*: Users cannot modify user-defined fields (UDFs) in pick lists with *Closed* status. This functionality is available only when the *Allow Updating of User-Defined Fields When Pick List is Closed* checkbox in *Document Settings* > *Per Document* tab is selected.
Inventory Reports	Select *Full Authorization* or *No Authorization* for all windows and actions available under the *Inventory Reports* submenu.
Items List	• *Full Authorization*: Users can access the *Items List* report. • *No Authorization*: Users cannot access the *Items List* report.
Last Prices Report	• *Full Authorization*: Users can access the *Last Prices Report*. • *No Authorization*: Users cannot access the *Last Prices Report*.
Inactive Items	• *Full Authorization*: Users can access the *Inactive Items* report. • *No Authorization*: Users cannot access the *Inactive Items* report.

Field Name	Description
Inventory Posting List	• *Full Authorization*: Users can access the *Inventory Posting List*. • *No Authorization*: Users cannot access the *Inventory Posting List*. **Note** In SAP Business One 10.0 FP 2011 or lower, users with full authorization for *Inventory Posting List* and no authorization for *Price List 01*, can view the amount in the *Price After Disc.* field of all documents except A/P invoices in the *Inventory Posting List*. As of SAP Business One 10.0 FP 2102 or higher, you can set the authorization to view the amount in the *Price After Disc.* field of purchasing, sales, and inventory documents in the *Inventory Posting List* through their respective authorizations: • *View Price in Purchasing Documents* • *View Price in Sales Documents* • *View Price in Inventory Documents*
Purchasing Documents	• *Full Authorization*: In the *Inventory Posting List*, users can view the amount in the *Price After Disc.* field of purchasing documents. • *No Authorization*: In the *Inventory Posting List*, the *Price After Disc.* field of purchasing documents displays asterisks (***).
View Price in Sales Documents	• *Full Authorization*: In the *Inventory Posting List*, users can view the amount in the *Price After Disc.* field of sales documents. • *No Authorization*: In the *Inventory Posting List*, the *Price After Disc.* field of sales documents displays asterisks (***).
View Price in Inventory Documents	• *Full Authorization*: In the *Inventory Posting List*, users can view the amount in the *Price After Disc.* field of inventory documents. • *No Authorization*: In the *Inventory Posting List*, the *Price After Disc.* field of inventory documents displays asterisks (***).
Inventory Status	• *Full Authorization*: Users can access the *Inventory Status* report. • *No Authorization*: Users cannot access the *Inventory Status* report.
Inventory in Warehouse Report	• *Full Authorization*: Users can access the *Inventory in Warehouse Report*. • *No Authorization*: Users cannot access the *Inventory in Warehouse Report*.
Inventory Audit Report	• *Full Authorization*: Users can access the *Inventory Audit Report*. **Note** Users with no authorization for *Item Cost* can view the cost in this report. • *No Authorization*: Users cannot access the *Inventory Audit Report*.

Field Name	Description
Inventory Valuation Simulation Report	• *Full Authorization*: Users can access the *Inventory Valuation Simulation Report*. • *No Authorization*: Users cannot access the *Inventory Valuation Simulation Report*. **Note** This report is available when you manage a perpetual inventory system.
Inventory Valuation Report	• *Full Authorization*: Users can access the *Inventory Valuation Report*. • *No Authorization*: Users cannot access the *Inventory Valuation Report*. **Note** This report is available when you manage a non-perpetual inventory system.
Batch Number Transactions Report	• *Full Authorization*: Users can access the *Batch Number Transactions Report*. • *No Authorization*: Users cannot access the *Batch Number Transactions Report*.
Serial Number Transactions Report	• *Full Authorization*: Users can access the *Serial Number Transactions Report*.. • *No Authorization*: Users cannot access the *Serial Number Transactions Report*.
Bin Location List	• *Full Authorization*: Users can access the *Bin Location List* report. • *No Authorization*: Users cannot access the *Bin Location List* report. **Note** This report is available when the *Enable Bin Locations* checkbox is selected for at least one warehouse.
Bin Location Content List	• *Full Authorization*: Users can access the *Bin Location Content List* report. • *No Authorization*: Users cannot access the *Bin Location Content List* report. **Note** This report is available when the *Enable Bin Locations* checkbox is selected for at least one warehouse.
Price Report	• *Full Authorization*: Users can access the *Price Report*. • *No Authorization*: Users cannot access the *Price Report*.
Discount Group Report	• *Full Authorization*: Users can access the *Discount Group Report*. • *No Authorization*: Users cannot access the *Discount Group Report*.
Inventory Counting Transactions Report	• *Full Authorization*: Users can access the *Inventory Counting Transactions Report*. • *No Authorization*: Users cannot access the *Inventory Counting Transactions Report*.
Inventory Valuation Method Report	• *Full Authorization*: Users can access the *Inventory Valuation Method Report*. • *No Authorization*: Users cannot access the *Inventory Valuation Method Report*.

Field Name	Description
Inventory Turnover Analysis	• *Full Authorization*: Users can access the *Inventory Turnover Analysis* crystal report. • *No Authorization*: Users cannot access the *Inventory Turnover Analysis* crystal report.

14 Resources Module Authorizations

The following modules and functions define the *Resources* authorizations:

Field Name	Description
Resources	• *Full Authorization*:Users can access all the windows and perform all the actions available under the *Resources* submenu. • *Read Only*: Users can access and view windows available under the *Resources* submenu. • *No Authorization*: Users cannot access any option available under the *Resources* submenu. **Note** If you select the *Read Only* authorization for the *Resources* submenu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Resource Master Data	• *Full Authorization*: Users can access the *Resource Master Data* window, add new master data and modify the existing master data. • *Read Only*: Users can view the *Resource Master Data* window only. • *No Authorization*: Users cannot access this window.
Resource Capacity	• *Full Authorization*: Users can access the *Resource Capacity* window and define resources capacity. • *Read Only*: Users can view the *Resource Capacity* window only. • *No Authorization*: Users cannot access this window.
Set Daily Internal Capacities	• *Full Authorization*: Users can access this window and set daily internal capacities. • *No Authorization*: Users cannot access this window.

15 Production Module Authorizations

The following modules and functions define the *Production* authorizations:

Field Name	Description
Production	• *Full Authorization*: Users can enter all the windows located under the *Production* module and make new settings and modifications. • *Read Only*: Users can view the data in all the windows located under the *Production* module. • *No Authorization*: Users cannot access any window located under the *Production* module. **Note** If you select *Read Only* authorization for the entire *Production* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Bill of Materials	• *Full Authorization*: Users can access the *Bill of Materials* window, define new bills of materials, or modify existing ones. • *Read Only*: Users can view the *Bill of Materials* window. • *No Authorization*: Users cannot open the *Bill of Materials* window.
Production Order	• *Full Authorization*: Users can access the *Production Order* window, plan new production orders, modify existing ones, release orders for production, and close production orders at the end of the production process. • *Read Only*: Users can view the *Production Order* window. • *No Authorization*: Users cannot open the *Production Order* window. **Note** To enable the *Report Completion* option in the context menu of a production order, full authorization for *Receipt from Production* and for *Issue for Production* (when the issue method is *Backflush*) are required.
Receipt from Production	• *Full Authorization*: Users can access the *Receipt from Production* window and release or receive quantities. • *Read Only*: Users can view the *Receipt from Production* window. • *No Authorization*: Users cannot open the *Receipt from Production* window.
Issue for Production	• *Full Authorization*: Users can access the *Issue for Production* window and release or receive quantities. • *Read Only*: Users can view the *Issue for Production* window. • *No Authorization*: Users cannot open the *Issue for Production* window.

Field Name	Description
Bill of Materials - Component Management	• *Full Authorization*: Users can access the *Bill of Materials - Component Management* window and apply batch updates to BOMs. • *No Authorization*: Users cannot access this window.
Production Std Cost Management	• *Full Authorization*: Users can access all the windows available under the *Production Std Cost Management* submenu. • *No Authorization*: Users cannot access any window under the *Production Std Cost Management* submenu.
Production Std Cost Rollup	• *Full Authorization*: Users can access the *Production Std Cost Rollup* window and update a parent item's production standard cost with the sum of total production standard costs of its BOM components. **Note** The checkbox *Include in Production Std Cost Rollup* on the *Item Master Data* > *Production Data* tab must be selected for the parent item. • *No Authorization*: Users cannot access this window.
Production Std Cost Update	• *Full Authorization*: Users can access the *Production Std Cost Update* window and over-write the production standard cost value with the current item cost value. **Note** The checkbox *Include in Production Std Cost Rollup* on the *Item Master Data* > *Production Data* tab must be selected for the item. This functionality is available when you manage a perpetual inventory system. • *No Authorization*: Users cannot access this window.
Production Cost Recalculation Wizard	• *Full Authorization*: Users can run the *Production Cost Recalculation Wizard.* • *No Authorization*: Users cannot access this wizard. This functionality is available when you manage items by the serial or batch valuation method.
Execute Production Cost Recalculation Run	• *Full Authorization*: Users can execute the *Production Cost Recalculation Wizard.* • *No Authorization*: When users have full authorization for *Production Cost Recalculation Wizard* and no authorization for *Execute Production Cost Recalculation Run,* they can only run a simulation.
Production Reports	• *Full Authorization*: Users can access all windows available under the *Production Reports* submenu. • *No Authorization*: Users cannot access any window under the *Production Reports* sub-menu.

Field Name	Description
Electronic Reports	• *Full Authorization*: Users can view and generate *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*
Bill of Materials Report	• *Full Authorization*: Users can view and generate *Bill of Materials Reports.* • *No Authorization:* Users cannot open the *Bill of Materials Reports.*

16 MRP Module Authorizations

The following modules and functions define the *MRP* authorizations:

Field Name	Description
MRP	• *Full Authorization*: Users can enter all the windows specified in the *MRP* module. • *Read Only*: Users can view only the *Forecasts* window. • *No Authorization*: Users cannot access any window specified in the *MRP* module. **Note** If you select *Read Only* authorization for the entire *MRP* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Forecasts	• *Full Authorization*: Users can access the *Forecasts* window, define new forecasts, or modify existing ones. • *Read Only*: Users can view the *Forecasts* window. • *No Authorization*: Users cannot open the *Forecasts* window.
MRP Wizard	• *Full Authorization*: Users can access the *MRP Wizard* window and run MRP calculation of recommendations. • *No Authorization*: Users cannot access the wizard.
Order Recommendation	• *Full Authorization*: Users can access the *Order Recommendation Report* window and create purchase requests, purchase quotations, purchase orders, production orders and stock transfer requests. **Note** Full authorization for the corresponding documents is required. • *No Authorization*: Users cannot open this window.
MRP Reports	• *Full Authorization*: Users can access *MRP Reports* • *No Authorization*: Users cannot access *MRP Reports*
Electronic Reports	• *Full Authorization*: Users can view and modify *Electronic Reports* • *Read Only*: Users can view *Electronic Reports* • *No Authorization*: Users cannot access *Electronic Reports*

17 Service Module Authorizations

The following modules and functions define the *Service* authorizations:

Field Name	Description
Service	• *Full Authorization*: Users can enter all the windows located under the *Service* module and perform the various actions available in this module. • *Read Only*: Users can view the data in all the windows located under the *Service* module. • *No Authorization*: Users cannot access any window located under the *Service* module. **Note** If you select the *Read Only* authorization for the entire *Service* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Service Call	• *Full Authorization*: Users can open the *Service Call* window, record new service calls, and update existing ones. • *Read Only*: Users can view the *Service Call* window. • *No Authorization*: Users cannot open the *Service Call* window.
Special Service Call Authorizations	• *Full Authorization*: Users can perform all the actions available under the *Special Service Call Authorizations* submenu. • *No Authorization*: Users cannot perform any of these actions.
Change Status	• *Full Authorization*: Users can change the status of a service call by clicking the *Call Status* field in a service call and selecting a different status. • *No Authorization*: Users cannot change the status of a service call.
Define Statuses	• *Full Authorization*: Users can define a new status for a service call by clicking the *Call Status* field in a service call and selecting the option *Define New* to open the *Service Call Statuses - Setup* window. • *No Authorization*: Users cannot change the status of a service call.
Reopen	• *Full Authorization*: Users can reopen a service call and change its status from *Closed to Open* by clicking the *Call Status* field in a closed service call and selecting Open. • *No Authorization*: Users cannot reopen a service call.
Edit Created On/Closed On	• *Full Authorization*:Users can edit the *Created On* field when they create a new service call and can edit the *Closed On* field when they change the service call status to *Closed* in the *Service Call* window. • *No Authorization*: Users cannot edit the fields *Created On* or *Closed On* in the *Service Call* window.

Field Name	Description
Allow Service Without Contract	• *Full Authorization*: Users can record a service call for customers without a valid service contract. The following system message is displayed: `Warning: No valid contracts exist for the customer`. Users can confirm the system message by choosing the *OK* button and recording the service call. • *No Authorization*: Users cannot confirm the system message or process service calls for customers with no valid service contracts.
Allow Service Beyond Coverage Time	• *Full Authorization*: Users can record a service call with a *Created On* date which exceeds the coverage time defined in the service contract. The following system message appears: `Warning: You cannot create a service call outside normal working hour or on public holidays`. Confirm the system message by choosing *OK*, and then process the service call. • *No Authorization*: Users cannot confirm the system message or process service calls that deviate from the coverage time defined in the service contract.
Allow Service Beyond Credit Limit	• *Full Authorization*: Users can record a service call for a customer that deviates from his or her credit limit (defined by choosing *Business Partners* > *Business Partner Master Data* > *Payment Terms* tab.) The following system message appears: `Customer has passed credit limit`. Confirm the system message by choosing the *OK* button, and then process the service call. • *No Authorization*: Users cannot confirm this message or process service calls for customers who deviate from their credit limit. **Note** System messages regarding deviations from the credit limit appear only if the *Credit Limit* checkbox is selected (*Administration* > *System Initialization* > *General Settings* > *Sales* > *Customer Activity Restrictions*).
Equipment Card	• *Full Authorization*: Users can access the *Equipment Card* window, create new customer equipment cards, and modify existing ones. • *Read Only*: Users can view the *Equipment Card* window. • *No Authorization*: Users cannot open the *Equipment Card* window. **Note** When users have read only or no authorization for *Equipment Card* but the *Auto. Create Equipment Card* checkbox on the *General Settings* > *Inventory* tab is selected, the automatic creation of an equipment card which follows the creation of a delivery or invoice is enabled.
Service Contract	• *Full Authorization*: Users can access the *Service Contract* window, define new service contracts, and modify existing ones. • *Read Only*: Users can view the *Service Contract* window. • *No Authorization*: Users cannot open the *Service Contract* window.

Field Name	Description
Change Status	• *Full Authorization*: Users can change the status of a service contract by clicking the Status field (*Service Contract* > *General* tab) and selecting a status from the dropdown list. • *No Authorization*: Users cannot change the status of a service contract.
Solutions Knowledge Base	• *Full Authorization*: Users can access the *Solutions Knowledge Base* window, add new solutions, and modify existing ones. • *Read Only*: Users can view the *Solutions Knowledge Base* window. • *No Authorization*: Users cannot open the *Solutions Knowledge Base* window.
Special Solution Authorizations *Change Status*	• *Full Authorization*: Users can change the status of a knowledge base solution by selecting a status from the *Status* field in the *Solutions Knowledge Base* window. • *No Authorization*: Users cannot change the status of a knowledge base solution.
Service Reports	• *Full Authorization*: Users can access all the windows and perform various actions available under the *Service Reports* submenu. • *Read Only*: Users can view the data in all the windows available under the *Service Reports* submenu. • *No Authorization*: Users cannot access any window under the *Service Reports* submenu. **Note** If you select the *Read Only* authorization for the *Service Reports* submenu, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Service Calls	• *Full Authorization*: Users can access the *Service Calls* report. • *No Authorization*: Users cannot access the *Service Calls* report.
Service Calls by Queue - Selection Criteria	• *Full Authorization*: Users can access the *Service Calls by Queue* report. • *No Authorization*: Users cannot access the *Service Calls by Queue* report.
Response Time by Assigned to - Selection Criteria	• *Full Authorization*: Users can access the *Response Time by Assigned to* report. • *No Authorization*: Users cannot access the *Response Time by Assigned to* report.
Average Closure Time	• *Full Authorization*: Users can access the *Average Closure Time* report. • *No Authorization*: Users cannot access the *Average Closure Time* report.
Service Contracts	• *Full Authorization*: Users can access the *Service Contracts* report. • *No Authorization*: Users cannot access the *Service Contracts* report.
Equipment Card Report	• *Full Authorization*: Users can access the *Equipment Card Report*. • *No Authorization*: Users cannot access the *Equipment Card Report*.

Field Name	Description
Service Monitor	• *Full Authorization*: Users can access the *Service Monitor* report. • *No Authorization*: Users cannot access the *Service Monitor* report.

18 Human Resources Module Authorizations

The following modules and functions define the *Human Resources* authorizations:

Field Name	Description
Human Resources	• *Full Authorization*: Users can open all windows and reports in the *Human Resources* module. • *Read Only*: Users can view the data in all the windows in the *Human Resources* module. • *No Authorization*: Users cannot access any window in the *Human Resources* module. **Note** If you select *Read Only* authorization for the entire *Human Resource* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*.
Employee Master Data	• *Full Authorization*: Users can access the *Employee Master Data* window, create new master data for company employees, and modify existing ones. • *Read Only*: Users can view the *Employee Master Data* window. • *No Authorization*: Users cannot open the *Employee Master Data* window.
Time Sheet	• *Full Authorization*: Users can access the *Time Sheet* window, create new time sheet, and modify existing ones. • *Read Only*: Users can view the *Time Sheet* window. • *No Authorization*: Users cannot open the *Time Sheet* window.
Remove	This is a child authorization entry of *Time Sheet*. • *Full Authorization*: Users can remove time sheets. • *No Authorization*: Users cannot remove time sheets.
Human Resources Reports	Users can grant *Full Authorization* or *No Authorization* for the *Human Resources Reports*.
Employee List	• *Full Authorization*: Users can access the *Employee List* window. • *No Authorization*: Users cannot access the *Employee List* window.
Absence Report	• *Full Authorization*: Users can access the *Absence Report*. • *No Authorization*: Users cannot access the *Absence Report*.
Phone Book	• *Full Authorization*: Users can access the *Phone Book*. • *No Authorization*: Users cannot access the *Phone Book*.

19 Project Management Module Authorizations

The following modules and functions define the *Project Management* authorizations:

Field Name	Description
Project Management	• *Full Authorization*: Users can enter all the windows and reports specified in the *Project Management* module. • *Read Only*: Users can view the data in all the windows specified in the *Project Management* module. • *No Authorization*: Users cannot access any window specified in the *Project Management* module **Note** If you select *Read Only* authorization for the entire *Project Management* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization*. The *Project Management* menu is available only when the *Enable Project Management* checkbox on the *Administration* > *System Initialization* > *Company Details* > *Basic Initialization* tab is selected.
Project	• *Full Authorization*: Users can access the *Project* window, create new project, and modify existing ones. • *Read Only*: Users can view the *Project* window. • *No Authorization*: Users cannot open the *Project* window.
Project Reports	You can grant *Full Authorization* or *No Authorization* for the *Project Management Reports*.
Stage Analysis - Selection Criteria	• *Full Authorization*: Users can access the *Stage Analysis* report. • *No Authorization*: Users cannot access the *Stage Analysis* report.
Open Issues - Selection Criteria	• *Full Authorization*: Users can access the *Open Issues* report. • *No Authorization*: Users cannot access the *Open Issues* report.
Resources - Selection Criteria	• *Full Authorization*: Users can access the *Resources* report. • *No Authorization*: Users cannot access the *Resources* report.
Time Sheet - Selection Criteria	• *Full Authorization*: Users can access the *Time Sheet* report. • *No Authorization*: Users cannot access the *Time Sheet* report.

20 Reports and Analytics Authorizations

The following table lists authorizations required for the reports and analytics functions available in the SAP Business One client and SAP Business One, Web client.

Field Name	Description
Reports and Analytics	• *Full Authorization*: Users have full access to all the subordinate entries listed under this category. • *Read Only*: Users can view data for all the subordinate entries listed under this category. • *No Authorization*: Users cannot access any subordinate entries listed under this category. • *Various Authorizations*: When the subordinate entries listed under this category have different authorizations, the authorization for this category is displayed as *Various Authorizations*. **Note** If you select *Read Only* for the entire *Reports and Analytics* category, the authorizations for its subordinate entries without the *Read Only* option are automatically set to *No Authorization*.
Web Client Reports	This authorization applies to all reports that are available by default within the *Reports* group in SAP Business One, Web client. • *Full Authorization*: Users can see the *Reports* group on the Web client home page and have full access to all the subordinate reports listed under this authorization category. • *Read Only*: Users can see the *Reports* group on the Web client home page and have full access to all the subordinate reports listed under this authorization category. • *No Authorization*: Users cannot see the *Reports* group on the Web client home page or access any subordinate report listed under this authorization category. • *Various Authorizations*: When the subordinate entries listed under this category have different authorizations, the authorization for this category is displayed as *Various Authorizations*.
Sales Analysis	• *Full Authorization*: Users have full access to the *Sales Analysis* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *Sales Analysis* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *Sales Analysis* report in SAP Business One, Web client.

Field Name	Description
Profit and Loss Statement	• *Full Authorization*: Users have full access to the *Profit and Loss Statement* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *Profit and Loss Statement* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *Profit and Loss Statement* report in SAP Business One, Web client.
Inventory Movement	• *Full Authorization*: Users have full access to the *Inventory Movement* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *Inventory Movement* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *Inventory Movement* report in SAP Business One, Web client.
General Ledger	• *Full Authorization*: Users have full access to the *General Ledger* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *General Ledger* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *General Ledger* report in SAP Business One, Web client.
Profit and Loss Statement Comparison	• *Full Authorization*: Users have full access to the *Profit and Loss Statement Comparison* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *Profit and Loss Statement Comparison* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *Profit and Loss Statement Comparison* report in SAP Business One, Web client.
Purchase Analysis	• *Full Authorization*: Users have full access to the *Purchase Analysis* report in SAP Business One, Web client. • *Read Only*: Users have full access to the *Purchase Analysis* report in SAP Business One, Web client. • *No Authorization*: Users cannot access the *Purchase Analysis* report in SAP Business One, Web client.
Sales and Purchasing	• *Full Authorization*: Users can access all the sales and purchasing reports available under the *Sales and Purchasing* submenu. • *No Authorization*: Users cannot access these reports.

Field Name	Description
Open Items List	• *Full Authorization*: Users can access all the windows and reports available under the *Open Items List* menu entry. • *No Authorization*: access cannot access any window under this menu entry. **Note** You can access *Open Items List* by choosing one of the following from the *Main Menu* of SAP Business One: *Sales - A/R* > *Sales Reports, Purchasing - A/P* > *Purchasing Reports, Inventory* > *Inventory Reports* or *Reports* > *Sales and Purchasing*.
Sales Quotations	• *Full Authorization*: Users can access open *Sales Quotations* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Sales Quotations* from the *Open Documents* drop-down list in the *Open Items List* window.
Sales Orders	• *Full Authorization*: Users can access open *Sales Orders* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Sales Orders* from the *Open Documents* drop-down list in the *Open Items List* window.
Deliveries	• *Full Authorization*: Users can access open *Deliveries* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Deliveries* from the *Open Documents* drop-down list in the *Open Items List* window.
Return Requests	• *Full Authorization*: Users can access open *Return Requests* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Return Requests* from the *Open Documents* drop-down list in the *Open Items List* window.
Returns	• *Full Authorization*: Users can access open *Returns* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Returns* from the *Open Documents* drop-down list in the *Open Items List* window.
A/R Down Payments - Unpaid	• *Full Authorization*: Users can access unpaid *A/R Down Payments* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access unpaid *A/R Down Payments* from the *Open Documents* drop-down list in the *Open Items List* window.
A/R Down Payments - Not Yet Fully Applied	• *Full Authorization*: Users can access *A/R Down Payments* that are not yet fully applied from the *Open Documents* dropdown list in the *Open Items List* window. • *No Authorization*: Users cannot access *A/R Down Payments* that are not yet fully applied from the *Open Documents* dropdown list in the *Open Items List* window.

Field Name	Description
A/R Invoices	• *Full Authorization*: Users can access open *A/R Invoices* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *A/R Invoices* from the *Open Documents* drop-down list in the *Open Items List* window.
A/R Credit Memos	• *Full Authorization:* Users can access open *A/R Credit Memos* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *A/R Credit Memos* from the *Open Documents* drop-down list in the *Open Items List* window.
A/R Reserve Invoices - Unpaid	• *Full Authorization*: Users can access unpaid *A/R Reserve Invoices* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access unpaid *A/R Reserve Invoices* from the *Open Documents* drop-down list in the *Open Items List* window.
A/R Reserve Invoices - Not Yet Delivered	• *Full Authorization*: Users can access *A/R Reserve Invoices* that are not yet fully delivered from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access *A/R Reserve Invoices* that are not yet fully delivered from the *Open Documents* drop-down list in the *Open Items List* window.
Purchase Quotations	• *Full Authorization*: Users can access open *Purchase Quotations* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Purchase Quotations* from the *Open Documents* drop-down list in the *Open Items List* window.
Purchase Requests	• *Full Authorization*: Users can access open *Purchase Requests* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Purchase Requests* from the *Open Documents* drop-down list in the *Open Items List* window.
Purchase Orders	• *Full Authorization*: Users can access open *Purchase Orders* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Purchase Orders* from the *Open Documents* drop-down list in the *Open Items List* window.
Goods Receipt POs	• *Full Authorization*: Users can access open *Goods Receipt POs* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Goods Receipt POs* from the *Open Documents* drop-down list in the *Open Items List* window.
Goods Return Requests	• *Full Authorization*: Users can access open *Goods Return Requests* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Goods Return Requests* from the *Open Documents* drop-down list in the *Open Items List* window.

Field Name	Description
Goods Return	• *Full Authorization*: Users can access open *Goods Return* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Goods Return* from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Down Payments - Unpaid	• *Full Authorization*: Users can access unpaid *A/P Down Payments* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access unpaid *A/P Down Payments* from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Down Payments - Not Yet Fully Applied	• *Full Authorization*: Users can access *A/P Down Payments* that are not yet fully applied from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access *A/P Down Payments* that are not yet fully applied from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Invoices	• *Full Authorization*: Users can access open *A/P Invoices* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *A/P Invoices* from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Credit Memos	• *Full Authorization*: Users can access open *A/P Credit Memos* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *A/P Credit Memos* from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Reserve Invoices - Unpaid	• *Full Authorization*: Users can access unpaid *A/P Reserve Invoices* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access unpaid *A/P Reserve Invoices* from the *Open Documents* drop-down list in the *Open Items List* window.
A/P Reserve Invoices - Not Yet Delivered	• *Full Authorization*: Users can access *A/P Reserve Invoices* that are not yet fully delivered from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access *A/P Reserve Invoices* that are not yet fully delivered from the *Open Documents* drop-down list in the *Open Items List* window.
Inventory Transfer Requests	• *Full Authorization*: Users can access open *Inventory Transfer Requests* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Inventory Transfer Requests* from the *Open Documents* drop-down list in the *Open Items List* window.
Production Orders	• *Full Authorization*: Users can access open *Production Orders* from the *Open Documents* dropdown list in the *Open Items List* window. • *No Authorization*: Users cannot access open *Production Orders* from the *Open Documents* dropdown list in the *Open Items List* window.

Field Name	Description
Missing Items	• *Full Authorization*: Users can access *Missing Items* from the *Open Documents* drop-down list in the *Open Items List* window. • *No Authorization*: Users cannot access *Missing Items* from the *Open Documents* drop-down list in the *Open Items List* window.
Query Generator	• *Full Authorization*: Users can open the *Query Generator* window, create new queries, create and edit query categories, and view all the user–defined queries and system queries. • *Read Only*: Users can open the *Query Generator* window but cannot create, edit or view queries. • *No Authorization*: Users cannot access the *Query Generator* window and view queries.
New Queries	• *Full Authorization*: Users can open the *Query Generator* or the *Query Wizard* window to create new queries. • *No Authorization*: Users cannot open the *Query Generator* or the *Query Wizard* window.
Create/Edit Categories	• *Full Authorization*: Users can open the Cr*eate/Edit Categories* window (*Query Manager* > *Manage Categories*), create new categories for your queries, or edit existing ones. • *No Authorization*: Users cannot open the *Create/Edit Categories* window.
Saved Queries: Group (No. 1-20)	Users can run queries related to each of the 20 authorization groups available in SAP Business One. Each query category can be linked to up to 20 authorization groups (*Query Manager* > *Manage Categories* > *Authorization Groups*). When linking query categories to different authorization groups, it is possible to restrict certain users from running queries in the linked categories. • *Full Authorization*: Users can run queries related to categories linked to this authorization group. For example, *Full Authorization* for *Saved Queries: Group No. 1* lets you run queries related to query categories linked to authorization group number 1. • *Read Only*: Users can view queries related to this authorization group but cannot save queries in categories linked to this group. • *No Authorization*: Users cannot view queries linked to this group, nor save queries in categories linked to this authorization group.
Execute Non-select SQL Statement	• *Full Authorization*: Users can generate *Non-select SQL Statements.* • *No Authorization*: Users cannot generate *Non-select SQL Statements.* **Note** Make sure you have authorizations for query tools and for *Modify SQL Statement.*
Modify SQL Statement	• *Full Authorization*: Users can edit the SQL statement in the *Display Query Structure* field in the *Query Generator* window by clicking the pencil icon. • *No Authorization*: Users cannot edit the SQL statement in a query, but can view the text in the *Query Generator* window.

Field Name	Description
Export and Import Views App in Web Client	• *Full Authorization*: Users can have full access to the *Export and Import Views* app in SAP Business One, Web client. • *No Authorization*: Users cannot view or access the *Export and Import Views* app in SAP Business One, Web client.
Ask AI App in Web Client	• *Full Authorization*: Users can use the *Ask AI* dropdown button in list views and detailed views, and have full access to the centralized *Ask AI* app in SAP Business One, Web client. • *No Authorization*: Users cannot view the *Ask AI* dropdown button or the centralized *Ask AI* app in SAP Business One, Web client.
Manage Public Questions	• *Full Authorization*: Users can set the status of question templates in the *Ask AI* app in SAP Business One, Web client to *Public* and edit or delete question templates in public status. • *No Authorization*: Users cannot set the status of question templates in the *Ask AI* app in SAP Business One, Web client to *Public*, or edit or delete question templates in public status.
Query Wizard	• *Full Authorization*: Users can open the *Query Wizard* window and create new queries. • *No Authorization*: Users cannot use this wizard. **Note** A user with no authorization for the *New Queries* field cannot open the *Query Wizard*.
Query Manager	• *Full Authorization*: Users can open the *Query Manager* window, view, schedule, create a report and remove a query. • *Read Only*: Users can open the *Query Manager* window, schedule and create a report from a query. Users cannot view the query or remove it. • *No Authorization*: Users cannot open the *Query Manager* window.
User-Defined Queries App in Web Client	• *Full Authorization*: Users can access the *User-Defined Queries* app in SAP Business One, Web client. • *No Authorization*: Users cannot view or access the *User-Defined Queries* app in SAP Business One, Web client.

Field Name	Description
Generate User-Defined Queries with AI in Web Client	• *Full Authorization*: Users can use the *Generate with AI* button to let AI generate queries when creating queries in the *User-Defined Queries* app in SAP Business One, Web client. • *No Authorization*: The *Generate with AI* button is grayed out. Users cannot use it to generate queries in the *User-Defined Queries* app in SAP Business One, Web client. → Recommendation • Grant this authorization only to users with a confirmed and legitimate business need. Treat it as a privileged data-access authorization, comparable to access to sensitive reports. • Review your authorization assignment after any change in personnel or roles. • Remove this authorization promptly when a user no longer requires access to AI assistance with query generation.
Preview External Crystal Reports File	• *Full Authorization*: Users can access the following menus: • *Tools* > *Preview External Crystal Reports File* in the SAP Business One client • *Add-ins* > *SAP Business One* > *Preview in SAP Business One* in the SAP Crystal Reports designer • *No Authorization*: Users cannot access the above menus.
Report Scheduling	• *Full Authorization*: Users can access all forms specified in the *Report Scheduling* section. • *Read Only*: Users can view the data in all forms specified in the *Report Scheduling* section. • *No Authorization*: Users cannot access any form specified in the *Report Scheduling* section.
Scheduled Report Overview	• *Full Authorization*: Users can open the *Scheduled Report Overview* window (*Tool* > *Scheduled Report Overview*) to view all the scheduled reports and those already executed. • *Read Only*: Users can view the *Scheduled Report Overview* window. • *No Authorization*: Users cannot open the *Scheduled Report Overview* window.
Report Execution Scheduler	• *Full Authorization*: Users can open the *Report Execution Scheduler* window (*Tools* > *Queries* > *Query Manager* > *Schedule*) to define and add scheduling. • *Read Only*: Users can view the *Report Execution Scheduler* window from the *Scheduled Report Overview* window. • *No Authorization*: Users cannot open the *Report Execution Scheduler* window.
Audit Trail Report	• *Full Authorization*: Users can open the *Audit Trail Report* window. • *No Authorization*: Users cannot use this report.

21 Cockpit and Widget Authorizations

The following modules and functions define the cockpit and the widget authorizations.

Field Name	Description
Cockpit & Widget	You can grant authorizations for the different parts of the *Cockpit* and the *Widget*. • *Full Authorization*: Users can access all parts specified in the *Cockpit & Widget* authorizations section. • *No Authorization*: Users cannot access any part specified in the *Cockpit & Widget* authorizations section. **Note** These authorizations are available when the *Cockpit* option on the *Administration* > *System Initialization* > *General Settings* > *Cockpit* tab is selected.
Cockpit Management	• *Full Authorization*: Users can access the *Cockpit Management - Setup* window (*Tools* > *Cockpit*) for creating and maintaining the cockpits. • *No Authorization*: Users cannot access the *Cockpit Management - Setup* window.
General Widgets	• *Full Authorization*: Users can view and access all widgets specified in the *General Widgets* section. • *No Authorization*: Users cannot access any of the widgets specified in the *General Widgets* section.
Dashboards	• *Full Authorization*: Users can view and access the particular content in the cockpit widget. You are also required to have the correct authorization for the content itself. • *No Authorization*: Users cannot access the particular content in the cockpit widget.
Common Functions	• *Full Authorization*: Users can open and work with documents and common functions presented in the *Common Functions* widget in the Cockpit • *No Authorization*: Users cannot view or open the documents in the *Common Functions* widget

Field Name	Description
Open Documents	• *Full Authorization*: Users can select and view open documents in the *Open Documents* widget in the Cockpit • *No Authorization*: Users cannot open or view the documents in the *Open Documents* widget **Note** Even if you have full authorization for this widget, you can view only documents under the menu of *Reports* > *Sales and Purchasing* > *Open Items List* for which you have full authorization.
Messages and Alerts	• *Full Authorization*: Users can view message and alert overviews listed in the *Messages and Alerts* widget of the Cockpit • *No Authorization*: Users cannot view message or alert overviews in the *Messages and Alerts* widget
Browser	• *Full Authorization:* Users can view the content of the *Browser* widget. • *No Authorization*: Users cannot view the content of the *Browser* widget.
Dashboard Widget	• *Full Authorization*: Users can view and access all dashboards specified in the *Dashboards* section. • *No Authorization*: Users cannot access any of the dashboards specified in the *Dashboards* section.
Widget Content	• *Full Authorization*: Users can view and access all widget content specified in the *Widget Content* section. • *No Authorization*: Users cannot access any of the widget content specified in the *Widget Content* section.
Crystal Dashboard	• *Full Authorization*: Users can view and access all dashboards specified in the Crystal *Dashboard* section. • *No Authorization*: Users cannot access any of the dashboards specified in the Crystal *Dashboard* section.
Service Call (version for Microsoft SQL)	• *Full Authorization*: Users can open and view performance indicators and the Service call status with the *Service Call* window • *No Authorization*: Users cannot open or view the *Service Call* window
Customer Receivables Aging (version for Microsoft SQL)	• *Full Authorization*: Users can access an overall analysis of the company's accounts receivables collection efforts and the status of key accounts with the *Customer Receivables Aging* dashboard • *No Authorization:* Users cannot access the *Customer Receivables Aging* dashboard
Sales Analysis (version for Microsoft SQL)	• *Full Authorization*: Users can view the sales performance and status of customers and employees with the *Sales Analysis* dashboard • *No Authorization*: Users cannot access the *Sales Analysis* dashboard

Field Name	Description
Cash Flow Forecast	• *Full Authorization*:Users can open andview detailed information about your company's incoming and outgoing cash flows • *No Authorization:* Users cannot open or view information about the company's Cash Flow Forecast
Purchase Quotations (version for Microsoft SQL)	• *Full Authorization*: Users can open and modify the *Purchase Quotation* window found in the *Common Functions* widget of the *Cockpit* • *No Authorization:* Users cannot access the *Purchase Quotation* window via the *Common Functions* widget of the *Cockpit*
Service Call- SAP HANA	• *Full Authorization*: Users can open and view performance indicators and the Service call status with the *Service Call* window • *No Authorization*: Users cannot open or view the *Service Call* window
Sales Analysis-SAP HANA	• *Full Authorization*: Users can view the sales performance and status of customers and employees with the *Sales Analysis* dashboard • *No Authorization*: Users cannot access the *Sales Analysis* dashboard
Purchase Quotations- SAP HANA	• *Full Authorization*: Users can view and monitor open purchase quotations with the *Purchase Quotation* dashboard • *No Authorization:* Users cannot view or open the *Purchase Quotations* dashboard
Inventory Status- SAP HANA	• *Full Authorization*: Users can open and view the detailed confirmation status of all open document rows for a specific item with the *Inventory Status* dashboard • No Authorization:Users cannot access the *Inventory Status* dashboard
Delivery Analysis-SAP HANA	• *Full Authorization*: Users can open and identify whether the company delivers goods to customers on time with the *Delivery Analysis* dashboard • *No Authorization:* Users cannot access the *Delivery Analysis* dashboard

22 Report Layout API Authorizations

This module determines the authorizations for SAP Crystal Reports APIs and SAP Crystal Reports layout APIs:

Field Name	Description

Report Layout API	• *Full Authorization*: In the following scenarios, users have full access to the SAP Crystal Reports data organized by the modules listed under this category in the SAP Business One database:
	  • Sending API calls to API Gateway for access to SAP Crystal Reports
	  • Previewing documents with SAP Crystal Reports layouts in SAP Business One, Web client
	  • Running SAP Crystal Reports in Analytics Portal in SAP Business One analytics, powered by SAP HANA
	• *Various Authorizations*: When the modules listed under this category have different authorizations, this authorization is displayed as *Various Authorizations.*
	• *No Authorization*: Users cannot access any SAP Crystal Reports data in the aforementioned scenarios.

23 User Authorizations

The following modules and functions define the User authorizations:

Field Nme	Description
User Authorization	You can grant authorizations for user-defined forms. • *Full Authorization*: Users can access all forms specified in the *User Authorization* section. • *Read Only*: Users can view the data in all forms specified in the *User Authorization* section. • *No Authorization*: Users cannot access any form specified in the *User Authorization* section. **Note** To create authorizations for user–defined forms, choose *Administration* > *System Initialization* > *Authorizations* > *Additional Authorization Creator*. If you do not create any user-defined forms, the *User Authorization* title is displayed as *No User Authorizations.* If you select *Read Only* authorization for the entire *User Authorization* module, the authorizations for its child items without the *Read Only* option are automatically set to *No Authorization.*
XL Reporter Tools	• *Full Authorization*: Users can start *XL Reporter* from the *Tools* menu, to compose or edit reports or change the *XL Reporter* settings. • *No Authorization*: Users cannot access *XL Reporter.*
XL Reporter Reports	• *Full Authorization*: Users can access and run reports that have been generated and placed in the Main Menu by *XL Reporter*. To access *Report Composer* and *Report Designer* (*Administration* > *Setup* > *General* > *Users*), you must be defined as a Superuser. • *No Authorization*: Users cannot access reports generated by *XL Reporter*.

24 System Queries Authorizations

If you want to allow or prevent your users from viewing the reports below, you need to set up authorizations for them:

- BP Bank Accounts Query
- Checks for Payment in Date Cross Section Report
- Customer Receivables by Customer Cross-Section
- Customers Credit Limit Deviation
- External Reconciliation by Due Date
- External Reconciliation by Exact Amount
- External Reconciliation by Sum (FC)
- External Reconciliation by Trans. Number
- G/L Account Location in Balance Sheet Templates
- House Bank Accounts Query
- Internal Reconciliation by Trans. Number
- Locate Exceptional Discount in Invoice
- Locate Journal Transaction by Amount Range
- Locate Journal Transaction by FC Amount Range
- Locate Reconciliation in Bank Statement by Row Number
- Locate Reconciliation/Row in Bank Statements by Exact Amount
- SE Commission by Invoices in Posting Date Cross Section
- Transactions Received from Voucher Report

These reports above are System Queries, which you can access either through the *Query Manager* icon in the tool bar or by choosing the menu *Tools* > *Queries* > *System Queries*.

To set up authorizations for system queries, proceed as follows:

1. Go to *Tools* > *Queries* > *Query Manager*, choose*Manage Category* to open the *Create/Edit Categories* window, and assign the desired authorization groups to system queries.
2. Choose *Main Menu* > *Administration* > *System Initialization* > *Authorizations* > *General Authorizations* to open the *General Authorizations* window, go to *Reports* > *Query Generator* > *Saved Queries* - `<Group No. 1 - Group No. 20>` and assign authorizations to users.

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