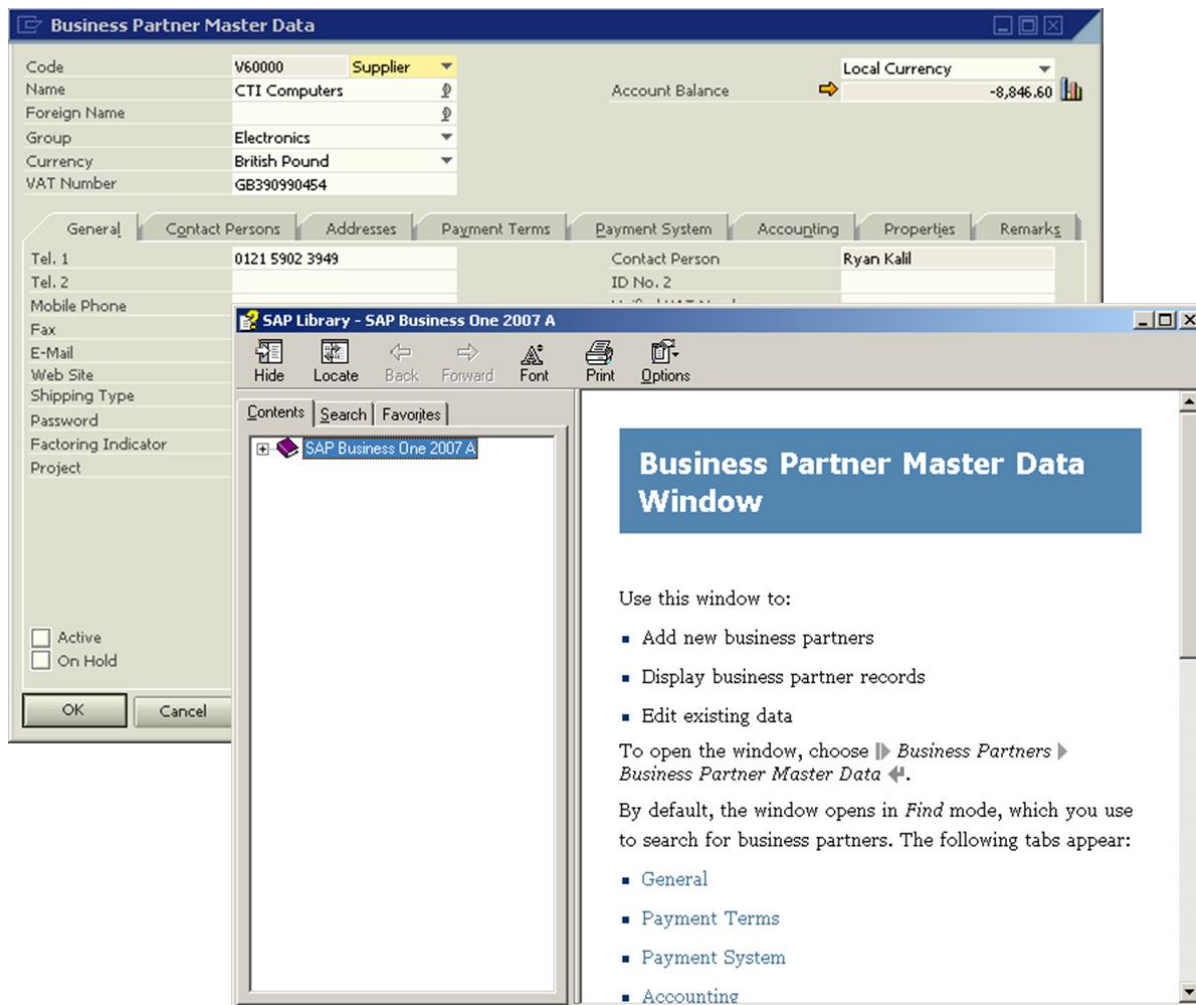


Is there a quick way to access the explanation of a specific field in SAP Business One?

In SAP Business One the online help offers a detailed explanation of fields in a specific window/module. It can be accessed by going to Help -> Documentation -> Context Help or by pressing the F1 button on the keyboard.

In the following example, the context help was accessed by pressing the F1 button in the Business Partner Master Data window. In this scenario, the context help file will open at the general information page for Business Partner Master Data. The user will need to search to find the information regarding specific fields.



If an explanation of a specific field is required and not an explanation of all fields in the module or window, then the 'What's This?' help can be used.

The 'What's This?' help opens up in a small pop up window with a detailed explanation of the specific field. It is accessed in one of two ways. To access it, click into the required field and:

1. Go to Help -> Documentation -> What's This?
2. Press the SHIFT + F1 keys, on the keyboard, at the same time

In the following example, in the Business Partner Master Data, information is required regarding the business partner 'Type' field only. In this case, the 'What's This?' help is accessed by clicking into the field and pressing SHIFT + F2 at the same time. The 'What's This?' help window opens up providing the information regarding that field only.

Business Partner Master Data

Code: V60000 **Supplier** Local Currency: Local Currency
Name: CTI Computers Account Balance: -8,846.60

Foreign Name: _____
Group: _____
Currency: _____
VAT Number: _____

General | Contact F

Tel. 1: _____
Tel. 2: _____
Mobile Phone: _____
Fax: _____
E-Mail: _____
Web Site: _____
Shipping Type: _____
Password: _____
Factoring Indicator: _____
Project: _____

Active
 On Hold

OK Cancel Related Service Calls Activity Related Activities

SAP Library - SBO What's This Help

Type

Select the business partner type from the list to the right of the *Code* field. The type determines the transactions you can perform with this business partner:

- *Customer* - You can carry out sales transactions, activities, enter sales opportunities and service calls.
- *Vendor* - You can carry out purchasing transactions and activities.
- *Lead* - You can enter sales opportunities, sales quotations, sales orders, and activities.

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