

EMPOWER ERP BUSINESS PARTNER(EMPLOYEE, CUSTOMER AND VENDOR)



**TABLE OF CONTENTS**

Introduction.....4  
1 How to Login .....4  
2 Navigate to Business Partner window .....5  
3 Create Sales Representative.....7  
4 Customer and vendor record creation.....7

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## INTRODUCTION

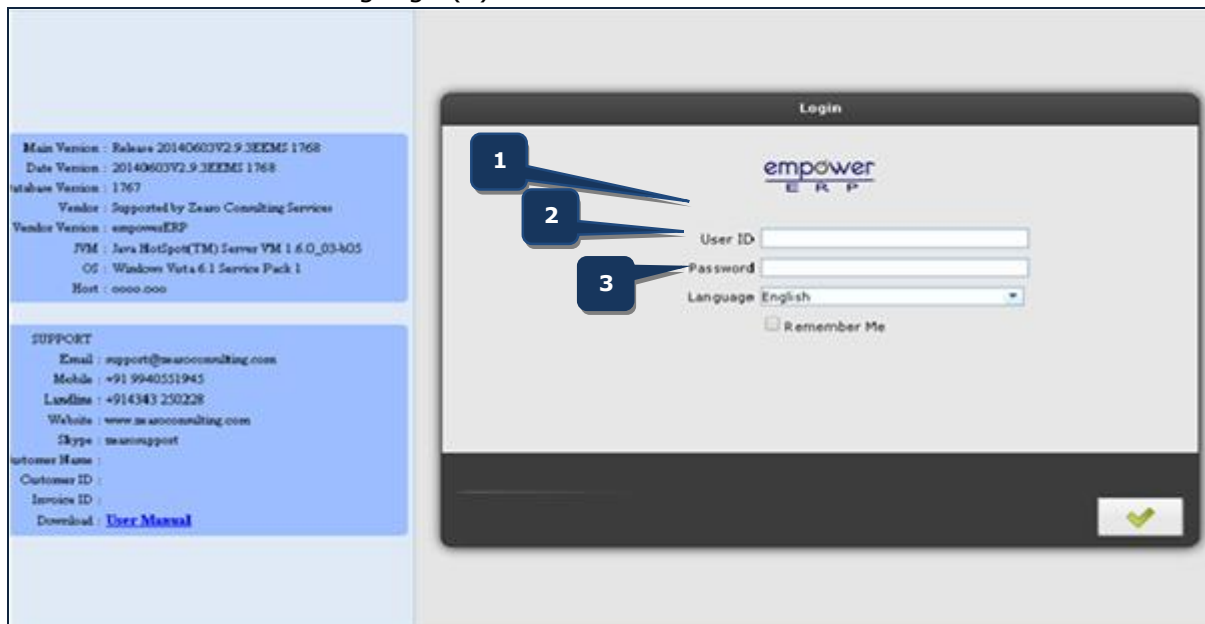
A Business Partner is any person or corporation that you do business with. A business partner can be a customer, vendor and/or employee can have a number of contacts or individuals associated with it and a number of locations.

This section contains procedures for system login and ensures the roles and client and organization for user. Before creating Employee record, collect the information as given below:

Employee ID, Name, QID, Address, Phone No, Mobile No, Department, Designation, Nationality, Religion, Salary Element Master, Unit of Measure, Account Element, Leave Type, Employee and Employee Salary element.

### 1 HOW TO LOGIN

1. Enter Admin User ID (1) and Password (2) created above.
2. Select listed Language (3). See the screenshot below.

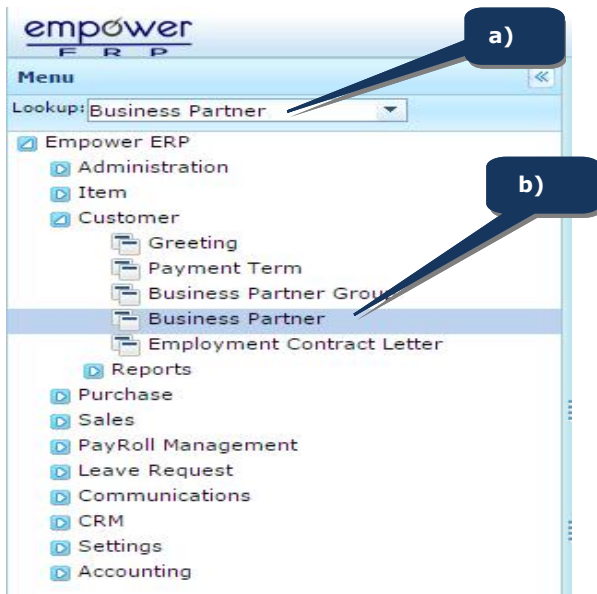


3. Select appropriate Role, Client (5) and Organization (6).
4. Click on **Tick (Ok)** button. See the screenshot below.

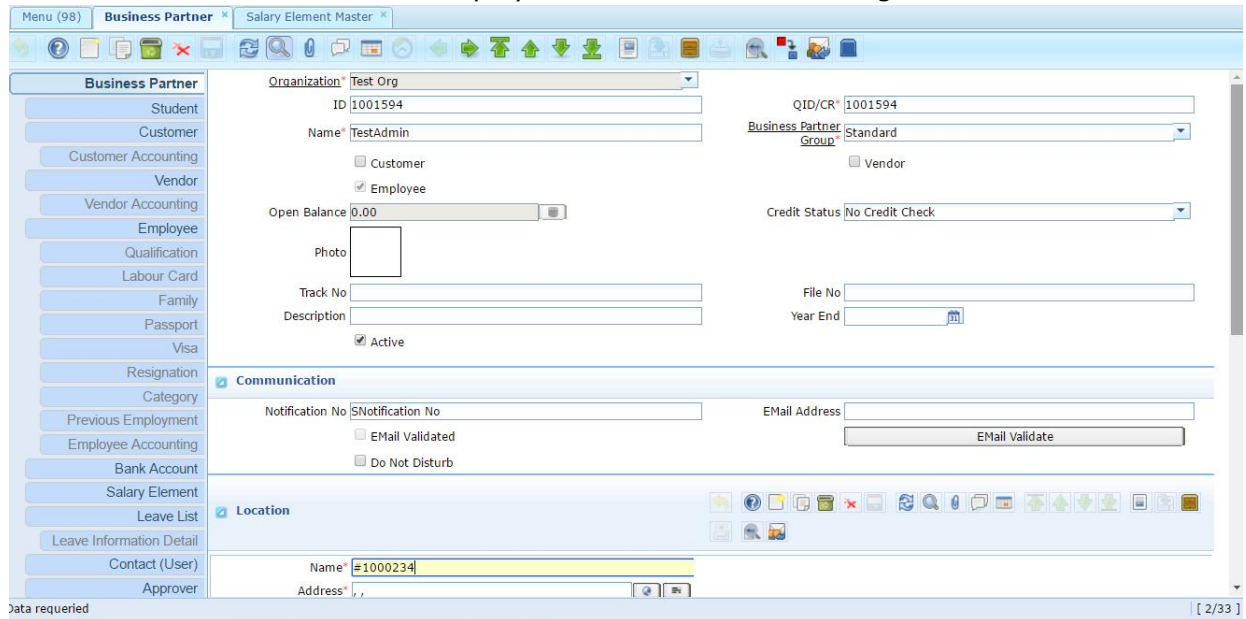


2 NAVIGATE TO BUSINESS PARTNER WINDOW

Type Name in **look up** box(its used to search the window) **(OR)** b) Select Empower ERP → Customer → Business Partner is given below:

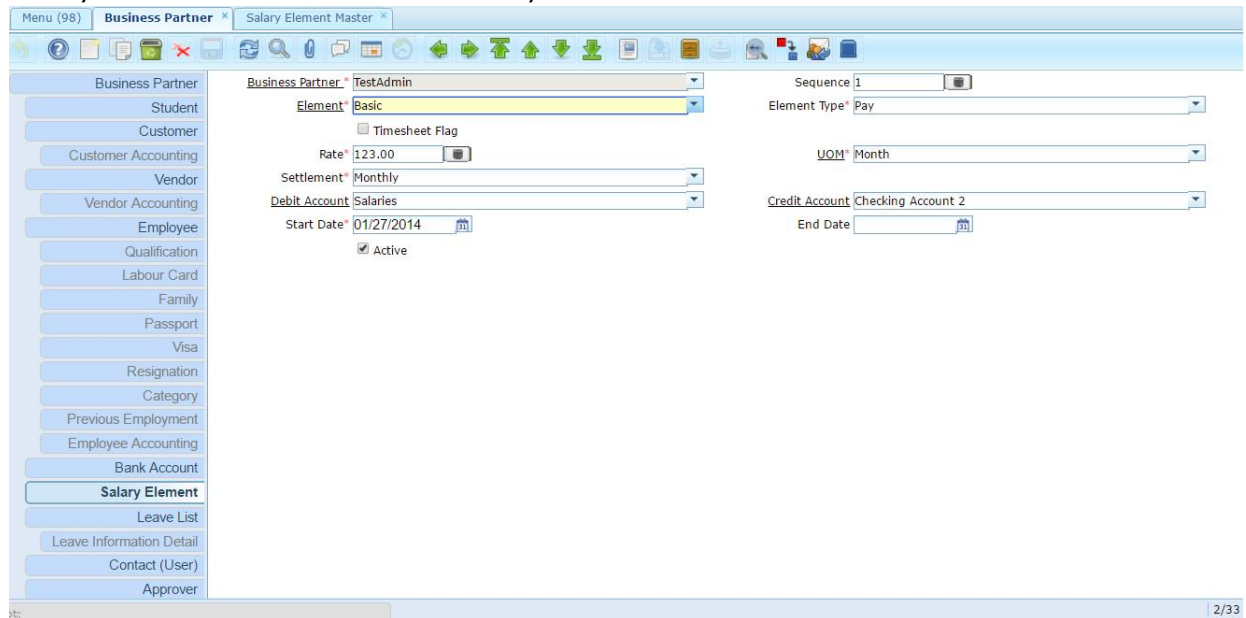



Business Partner screen will be displayed. See the screenshot is given below.

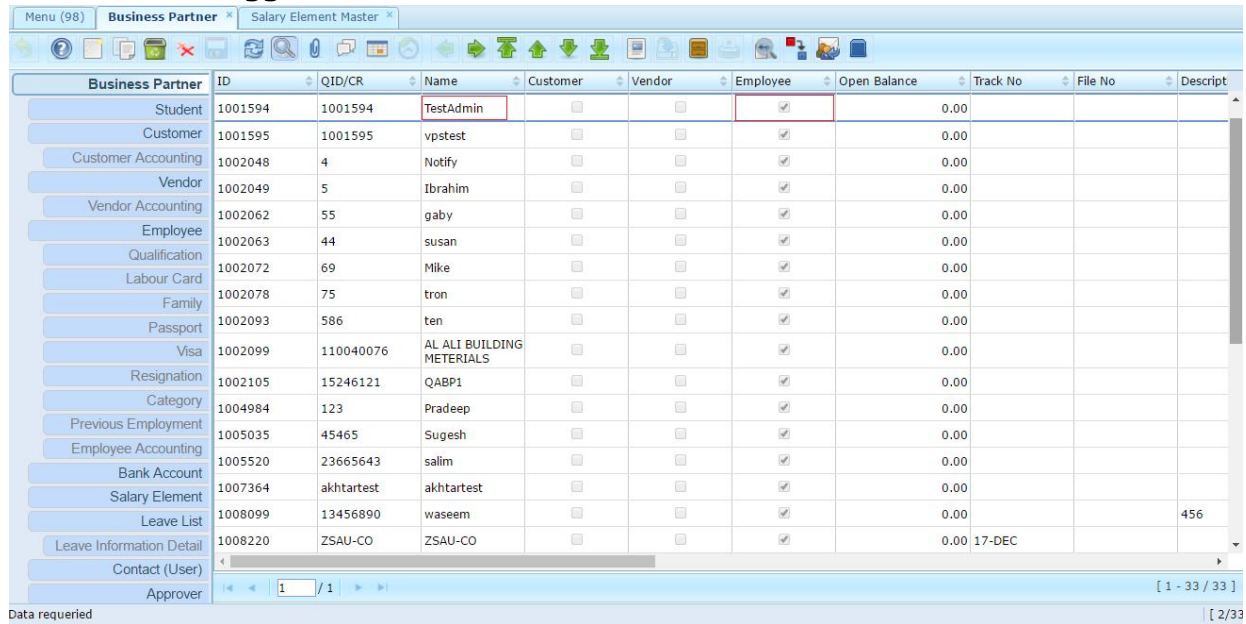


Enter Name, QID and select Business Partner Group(Employee). Check Employee checkbox. Click on **“Save”** button in the Tool Bar.

Salary details can be entered in **“Salary Element”** Tab.



Click on "Grid Toggle" Button . Select the created Business Partner name in the list.



Business Partner	ID	QID/CR	Name	Customer	Vendor	Employee	Open Balance	Track No	File No	Description
Student	1001594	1001594	TestAdmin	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Customer	1001595	1001595	vpstest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Customer Accounting	1002048	4	Notify	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Vendor	1002049	5	Ibrahim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Vendor Accounting	1002062	55	gaby	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Employee	1002063	44	susan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Qualification	1002072	69	Mike	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Labour Card	1002078	75	tron	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Family	1002093	586	ten	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Passport	1002099	110040076	AL ALI BUILDING METERIALS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Visa	1002105	15246121	QABP1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Resignation	1004984	123	Pradeep	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Category	1005035	45465	Sugesh	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Previous Employment	1005520	23665643	salim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Employee Accounting	1007364	akhtartest	akhtartest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			
Bank Account	1008099	13456890	waseem	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00			456
Salary Element	1008220	ZSAU-CO	ZSAU-CO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	17-DEC		

### 3 CREATE SALES REPRESENTATIVE

Create Employee record as given above and check "Sales Representative" checkbox in **Vendor** TAB after selecting the Employee under Business Partner window.

### 4 CUSTOMER AND VENDOR RECORD CREATION

User can create Customer and Vendor using Business Partner window like above (Except Salary and designation information).

In **Contact (User)** TAB, User can enter multiple contact Persons information for Customer and vendor.