

Access General Authorizations (Administrator Task):

- Log in to SAP Business One with an **Administrator** account (or a user with full authorization to manage users and authorizations).
- Navigate to **Administration > System Initialization > Authorizations > General Authorizations**.

Select the User:

- In the "Authorizations" window, on the left-hand side under the "Users" tab, select the specific user for whom you want to set or adjust the discount limit.

Define Maximum Discount Percentages:

- On the right-hand side of the "Authorizations" window, scroll down to the bottom section.
- You will find fields to set maximum discount rates for different document types:
 - **Max. Discount - Sales:** Defines the maximum discount percentage a user can apply in sales documents (e.g., Sales Orders, A/R Invoices).
 - **Max. Discount - Purchase:** Defines the maximum discount percentage a user can apply in purchasing documents (e.g., Purchase Orders, A/P Invoices).
 - **Max. Discount - General:** Defines the maximum discount percentage a user can apply in other general areas, such as Business Partner Master Data (Total Discount field), Payment Terms definitions, Goods Issues, Goods Receipts, Inventory Transfers, and Special Prices.
- Enter a value between **0** (no discount allowed) and **100** (100% discount allowed) in the relevant fields.

The screenshot shows the SAP Business One 'Authorizations' window. On the left, the 'Users' tab is active, and the user 'APurch' is selected. The 'Find Next' button is highlighted. The main table lists various subjects and their authorization status. The bottom section, highlighted with a red box, contains the following fields:

Max. Discount - Sales	100.00	Expand	Collapse
Max. Discount - Purchase	100.00		
Max. Discount - General	100.00		
<input type="checkbox"/> Max. Credit Amount for Incoming Payments			

At the bottom right, there are buttons for 'Full Authorization', 'Read Only', and 'No Authorization'.