#### **Workflow 1: Maintain Business Partner**

**Purpose**: You can create, edit, and manage business partners, and integrate them with other functions.

**App Name**: Maintain Business Partner

**App ID:** BP

**Role:** AP Accountant, AR Accountant, FI Accountant, GL Accountant, Master

| **Explanation** | **Screenshot** |
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| 1. In the homepage, click on the app **“Maintain Business Partner”** on the Page **“Group GSP24SA04 Apps”** |  |
| 2. Open the app **“Maintain Business Partner”** to show the fields to add.  Click **“Enter”** to show the results |  |
| 3. The results show up.  Click the **Partner number** to make changes. |  |
| 4. The relevant information shows up. |  |
| 5.You can make changes on the tab below |  |
| 6. Switch to the “**Payment Transactions**” tab to view Bank Details  Type ID, Country, Bank key and Bank account  Valid From: 01.01.2000  Valid To: 31.12.9999 |  |

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