



Business Partner Audit

Report Summary

Printed Report Title: Business Partner Key Data Audit

Audit style report looks at key data fields in the Business Partner master data to see what important fields might be incomplete or missing.

The main report flags missing data and there is an on-demand sub-report that can be run for any BP that will show the current values in all key fields.

Default Location In Orchestrated

Business Partner > Business Partner Reports > Orchestrated Reports

Reports > Business Partner > Orchestrated Reports

**These are the standard default locations. Your locations may be different.*



Typically Used by

Sales Managers and Materials Managers would typically run this on a periodic basis to identify where key data may be missing from the Business Partner Master data.

Key Requirements

The Properties tab audit data will show the first 21 customer defined properties

Tips

Be sure to select at least one BP Master Data Tab or the report will only contain the BP names

Parameter Entry Options

Required:

Enter BP Types (Choose Customers, Vendors, or Both)

Optional:Select BP Groups:

Select BP's:

Select Buyer / Salesperson



Choose Which Tabs to audit: (select 1 or more)

General Tab

Payment Tab

Payment Run Tab

Accounting Tab

Properties Tab

Parameter Entry Image

- Selection Criteria

Enter BP Type:

Select BP Group(s) (optional) ☐

Select BP(s) (optional) ☐

Select Buyer/Salesperson (optional) ☐

Choose 1 or more tabs to Audit:

General Tab: ☐

Payment Terms: ☐

Payment Run Tab: ☐


Accounting Tab: ☐

Properties tab: ☐

OK Cancel



Main Report Sample Image (2 tabs selected to audit)



Business Partner Key Data Audit
Key Fields for Customers

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Click the "Business Partner Audit Details" hyper-link to see a detail report for a Business Partner

Customers **Distributor (100)**

⇒ **Arieas Inc. - (C1100)** [Business Partner Audit Details](#)

General	<input checked="" type="checkbox"/> Tel1	<input type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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⇒ **Aspentown Beverage - (C1120)** [Business Partner Audit Details](#)

General	<input checked="" type="checkbox"/> Tel1	<input checked="" type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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⇒ **Austin Beverage Co. - (C1140)** [Business Partner Audit Details](#)

General	<input checked="" type="checkbox"/> Tel1	<input checked="" type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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⇒ **Bay Area Distributing - (C1115)** [Business Partner Audit Details](#)

General	<input checked="" type="checkbox"/> Tel1	<input checked="" type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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⇒ **Beer House Distributors - (C1060)** [Business Partner Audit Details](#)

General	<input checked="" type="checkbox"/> Tel1	<input checked="" type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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⇒ **Ben H. Keith Beverages - (C1030)** [Business Partner Audit Details](#)


General	<input checked="" type="checkbox"/> Tel1	<input checked="" type="checkbox"/> Fax#	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Seller/Buyer	<input type="checkbox"/> Proj Name
	<input type="checkbox"/> Mobile		<input checked="" type="checkbox"/> Contact(s)	<input type="checkbox"/> Territory	

Accounting	<input type="checkbox"/> Consolidating Business Partner	<input type="checkbox"/> Affiliate	<input checked="" type="checkbox"/> Payment Consolidation	<input type="checkbox"/> Delivery Consolidation
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On-Demand Sub-Report Sample



Business Partner Audit Details
For Customer Aspentown Beverage

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Business Partner Master Data

Code	C1120	Customer	Contract Brewer	N
Name	Aspentown Beverage		Internal Sales Biz Partner	N
Group	100 - Distributor			

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Tel 1	688-555-3437	Fax	303-447-2825	Contact Person		
Tel 2	781-555-3007	E-Mail		Sales Employee	3 - Daniel Wilson	
Mobile Phone		BP Project		Territory		

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Status	Contact ID	Last Name, First Name Position (or Dept)	Telephone 1 E-mail			

-- None --

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Type	Address ID / Name	Street	City, ST Zipcode - Country	Address Warnings		
Bill To (Default)	Bill To	3177 Pennsylvania Ave	Salt Lake City, UT 76456 - US			
Ship To (Default)	Ship To	3177 Pennsylvania Ave	Salt Lake City, UT 76456 - US			

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Payment Terms	Net 30 Days	Credit Limit	\$ -	<input checked="" type="checkbox"/> Allow Partial Delivery of Sales Order		
Price List	Price List 03			<input checked="" type="checkbox"/> Allow Partial Delivery of per Row		

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Payment Methods	Default	Include	Active	**Include at least one payment method		
IN-EFT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
Consolidating Business Partner						
<input type="radio"/> Payment Consolidation <input type="radio"/> Delivery Consolidation						

General	Contact Persons	Addresses	Payment Terms	Payment Run	Accounting	Properties
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