4 Ways to Customize Forms in SAP Business ByDesign

Like many features in SAP Business ByDesign, form templates can be customized to fit your needs when sending documents to external parties (sales quotes, order confirmations, purchase orders, etc.). Whether you need a complete template overhaul or just a single custom field, the tools in SAP Business ByDesign will help you generate the forms you need to run your business.

In this blog, we will take a look at four of the advanced features that SAP Business ByDesign supports for forms. We'll show you how these features can help you to customize your templates to your needs.

1. Custom Fields:

If you would like to put an additional field on your form templates, you can easily create one in ByDesign using Adaptation mode as an administrator. The new field will blend in perfectly with the standard fields, too, keeping your externally-facing documents looking tidy and professional.

Business Context:	Purchase Order - General Information
Field Label: *	Color
Technical Name: *	Color
Tooltip: *	Enter Color
Data Protection Level: *	None
Field Type: *	Extended Text
Default Value:	

Save   Cancel

Above: Adding a list-type extension field to Sales Orders.

By clicking on the 'Show Further Usage' field in the Custom Fields area, you will see a tab called Forms. Anywhere this field can impact an external form, you have the option using Easy form editor to add the field directly. Click on the form, country and language you want to add the field to and click on 'Add field and Edit'.

Custom Fields

Selected Business Context: Purchase Order - General Information ▾

Edit   Delete   **Show Further Usage**   Create New Field

Field Label	≜	Field Type	Is Consistent	Is Already Added
Color		Extended Text	✓	☐

Properties

Field Label: Color   Has Calculation: ☐

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To add an extension field to a form template, select the form template and open it for editing in either Easy Form Editor or Adobe LiveCycle Designer.

Add Field and Edit ▾

Form Template	Country	Language	Field Available
Canceled Purchase Order	Norway	English	☐
Canceled Purchase Order	New Zealand	English	☐
Canceled Purchase Order	Romania	English	☐
Canceled Purchase Order	Sweden	English	☐
Canceled Purchase Order	Singapore	English	☐
Canceled Purchase Order	Thailand	English	☐
Canceled Purchase Order	United States	English	☐
Canceled Purchase Order	South Africa	English	☐
Purchase Order (Interactive)		English	☐
Purchase Order (Interactive)		Czech	☐

2. Multi-language Support:

Do you conduct business with multiple countries and need to produce documents in the respective languages? If so, SAP ByDesign supports forms for multiple countries, as well as multiple languages for each country.

Status	Form Template	≜	Country	≜	Language	≜

Form Template: Purchase Order (3)

📄	Purchase Order	China	Chinese
📄	Purchase Order	China	English
📄	Purchase Order	United States	English

Having separate templates allows you to easily customize which fields are present and how they are labeled for different countries. The system will automatically determine the country and language combination that should be used for form generation. This ensures the correct form template is used every time. Individual preferences for language can also be overridden on the customer or supplier record.

3. Scripting:

One of the most powerful features for ByDesign forms is the ability to add scripts to specific fields or entire sections of the form. Scripts can be used to do calculations, hide blank fields, automatically change the text in specific conditions, and more.

For example, if there is a single field that you would like to be different between countries, instead of updating the entire form, ByDesign makes it possible to use scripting for country-specific behavior.

Let's say a client needed certain information to appear on packing slips. However, they only need this information to appear if the delivery is going to particular countries. Since they only need a single field changed, rather than the entire form, we would add a script to automatically fill a field with the relevant information based on the order's destination.

项目 / ITEM	产品编号 / PRODUCT ID	产品描述 / PRODUCT DESCRIPTION	数量/计量单位 / QUANTITY	交货日期/服务期 / DELIVERY DATE	净价/价格单位 / NET PRICE	净值/限额 / NET VALUE
1	56876	Wallet	10 Pcs	Jun 7, 2016	100.00 CNY / 1 Pcs	1,000.00 CNY

Above: Sample script to hide a field if it's blank.

4. Advanced Formatting:

While using Easy Form Editor certainly makes simple adjustments a cinch, Adobe LiveCycle Form Designer offers a wide range of options for formatting the layout and content.

For example, you can change the section flow, fine-tune item table layouts, or apply formatting rules to individual fields.

LiveCycle also offers fonts with multi-alphabet text support. This means that, in addition to having forms with different languages, you can have multiple languages on a single form.

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