How to change the language in SAP Business One

Language configuration is one of the first things you may need to adjust, especially in an environment set up for a different country or subsidiary. This guide shows you how to change the language in SAP Business One from the General Settings window and how to check the result. It also explains how to set the screen lock timeout from the same window.

Most users have the environment set to their local language. Consultants and users working abroad often need to switch to another installed language.

Prerequisites

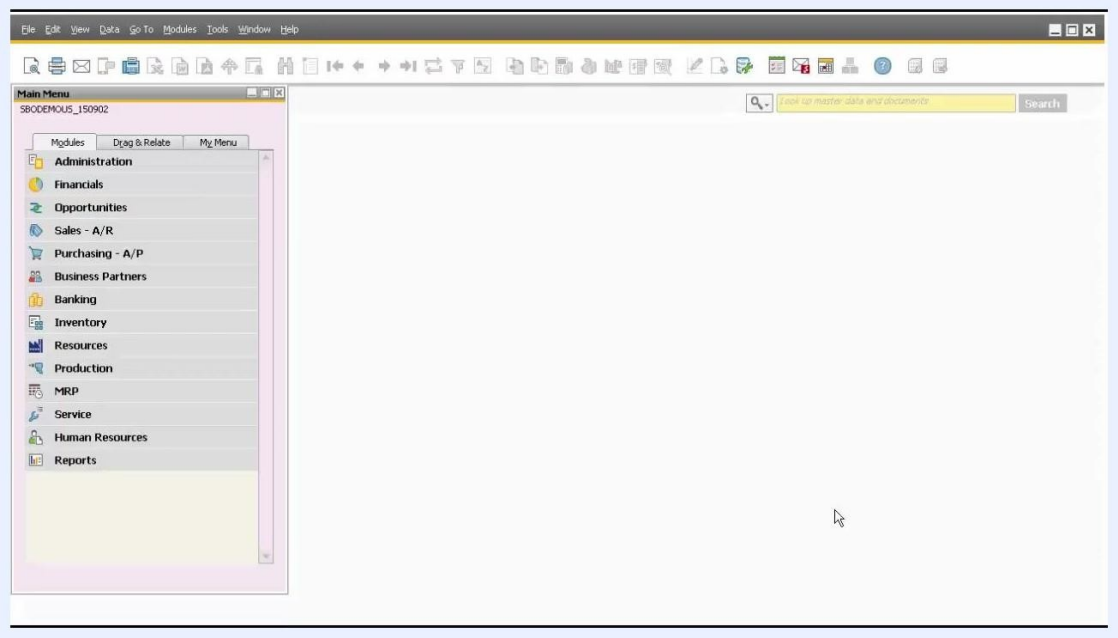
Before you start, make sure you have the following:

- Access to SAP Business One and a login to your company database.
- Access to **General Settings** under **System Initialization**. Administrators and users can switch between installed languages as needed.

Change the language

1. Start from the SAP Business One main screen

The main menu appears on the left. It lists modules such as Administration, Financials, Opportunities, Sales - A/R, Purchasing - A/P, Business Partners, Banking, Inventory, Resources, Production, MRP, Service, Human Resources, and Reports.



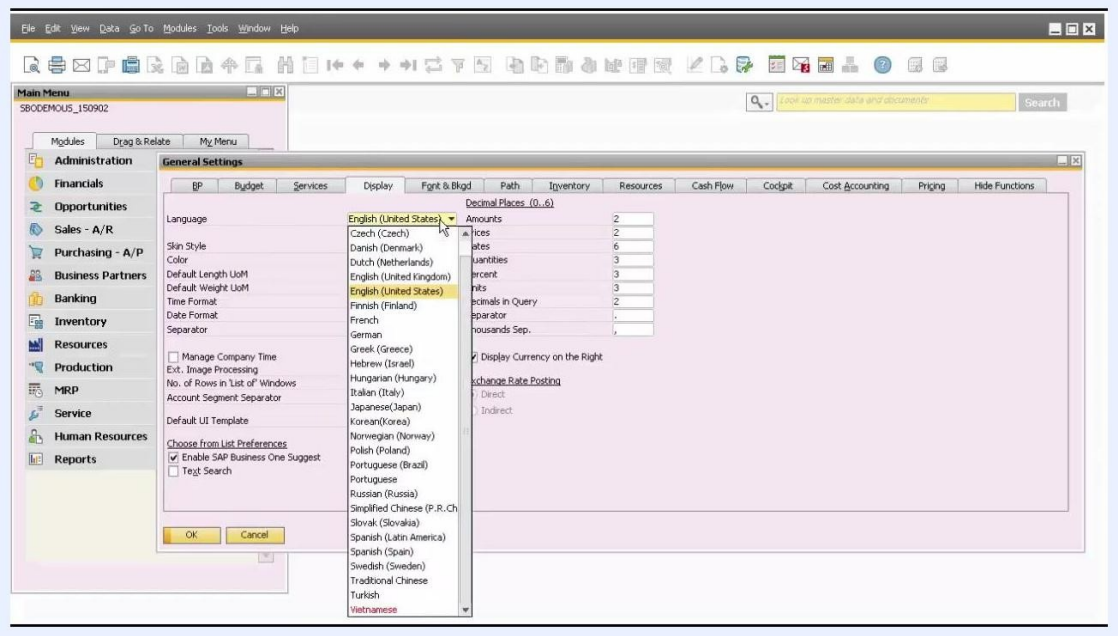
SAP Business One main screen with the main menu on the left showing the available modules

2. Go to General Settings

To open the language settings, follow this path:

1. In the top menu bar, click **Modules**.
2. In the dropdown, select **Administration**.
3. Navigate to **System Initialization**.

4. Choose **General Settings**.



The Modules dropdown menu open in the top menu bar, listing the available modules

3. Review the General Settings window

The General Settings window opens with several tabs: BP, Budget, Services, Display, Font & Bkgd, Path, Inventory, Resources, Cash Flow, Cockpit, Cost Accounting, Pricing, and Hide Functions.

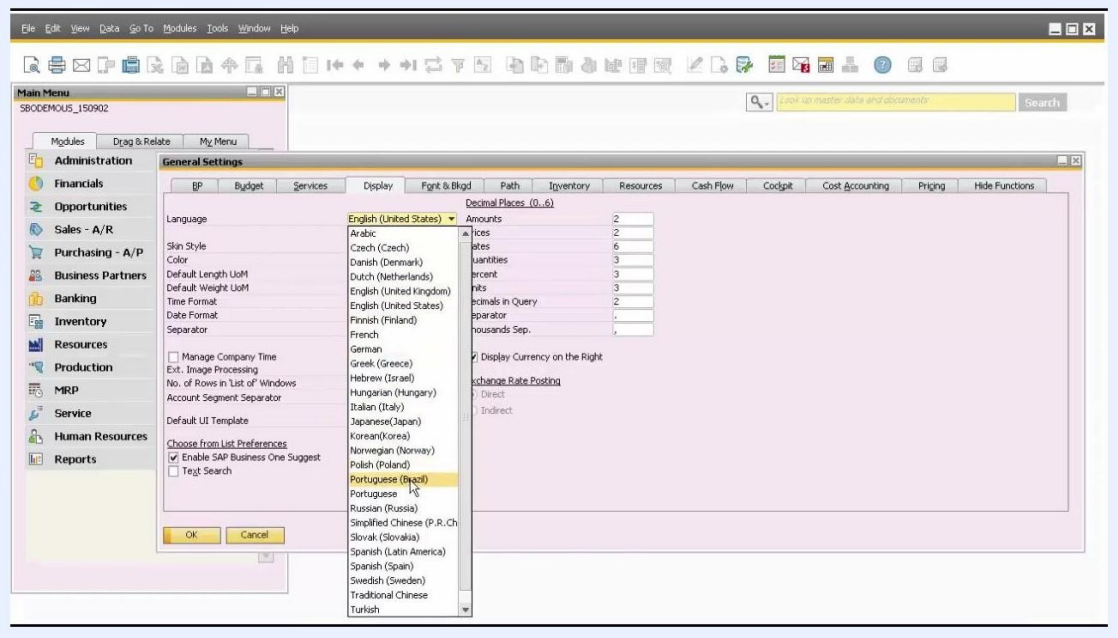
The **Display** tab is selected by default, and the current language is **English (United States)**. This tab also shows settings such as Skin Style, Color, Default Length UoM, Default Weight UoM, Time Format, Date Format, and various decimal places.

4. Select a new language

Click the dropdown menu next to **Language**. The list of available languages includes:

- English (United States) and English (United Kingdom)
- Czech, Danish, Dutch, Finnish, French, German, and Greek
- Hebrew, Hungarian, Italian, Japanese, Korean, and Norwegian
- Polish, Portuguese (Brazil), Portuguese, and Russian
- Simplified Chinese, Slovak, Spanish (Latin America), and Spanish (Spain)
- Swedish, Traditional Chinese, Turkish, and Vietnamese

Select the language you want. This example uses **Portuguese (Brazil)**.



The Language dropdown open in General Settings, with the cursor near Portuguese (Brazil)

The new language setting updates all screens, menu labels, and field names. It changes the entire user interface layout for the current user.

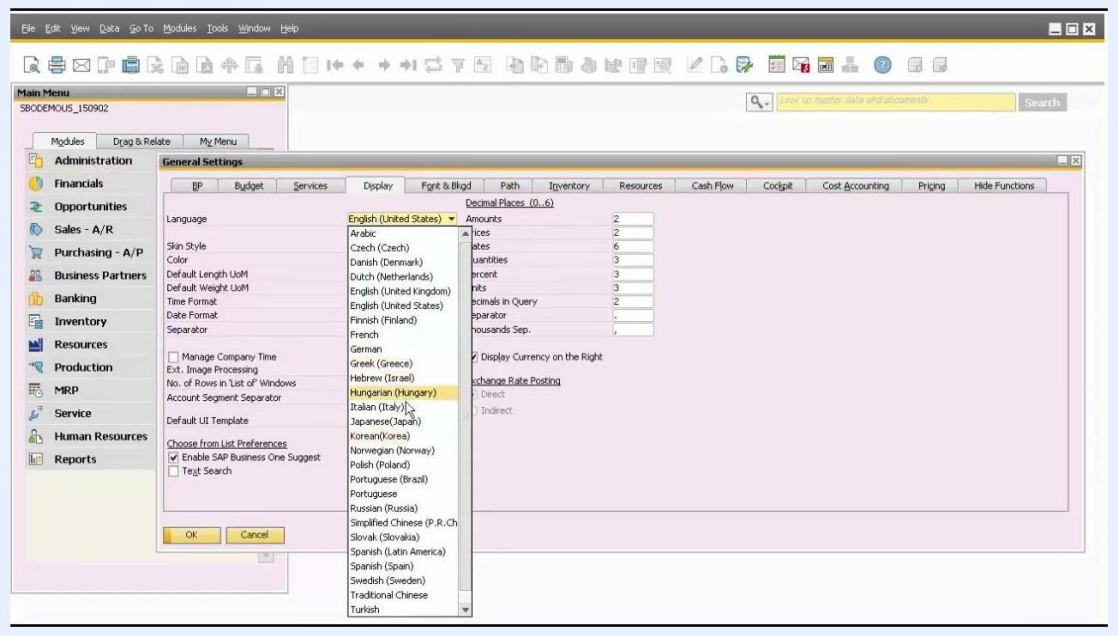
5. Save the setting

Click **OK** to save and apply the new language setting.

6. Confirm the language change

A **System Message** dialog appears: "In order to change the current language setting, all open windows will be closed. Do you want to continue?"

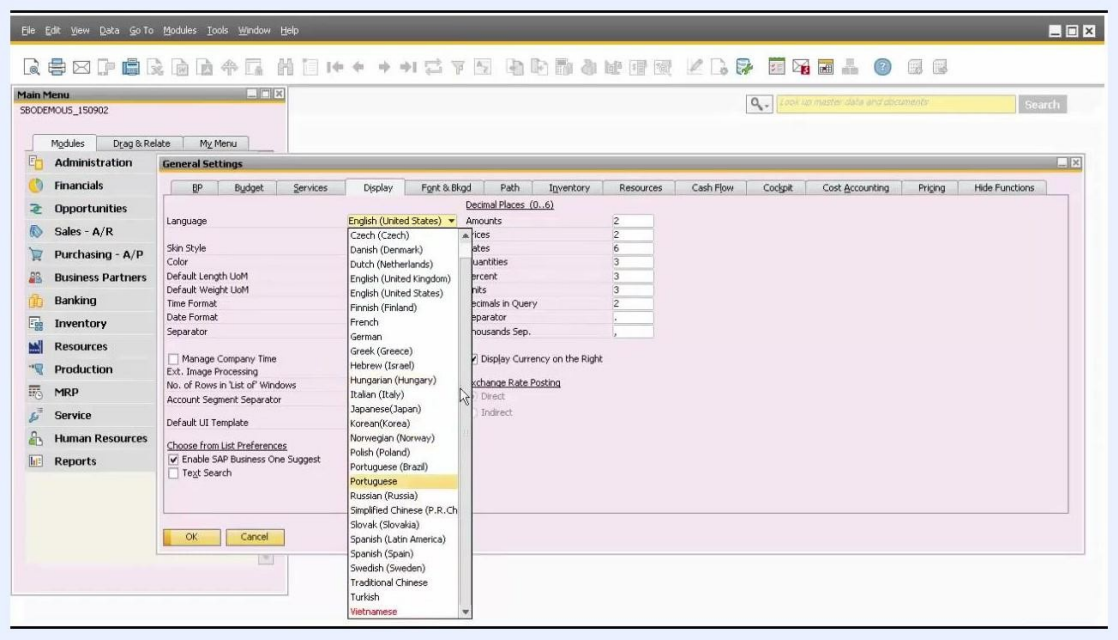
Click **Yes** to confirm.



General Settings with Language set to Portuguese (Brazil) and the System Message dialog asking to confirm closing all windows, with the cursor on Yes

7. Check the updated interface

SAP Business One refreshes, and all menus, fields, and labels appear in Portuguese. The main menu now shows modules such as Administração, Finanças, Oportunidades de vendas, Vendas - C/R, Compras - C/P, Parceiros de negócios, Banco, Estoque, Recursos, Produção, MRP, Serviço, Recursos humanos, and Relatórios.



SAP Business One main screen with the main menu displayed in Portuguese

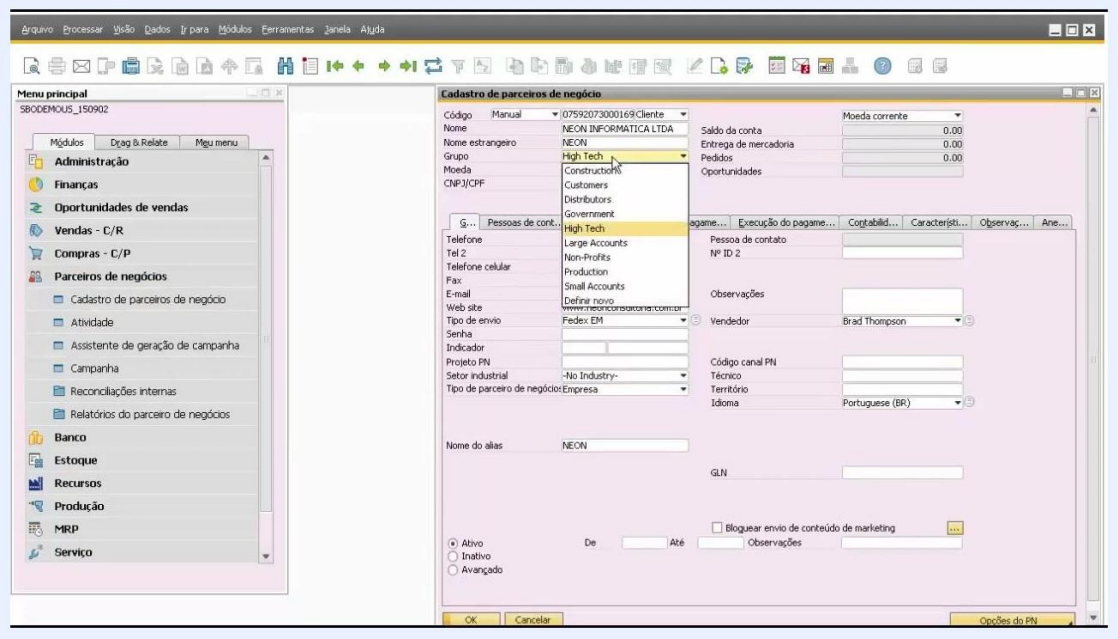
8. Verify the language in a business partner record

The interface language changes, but the underlying database may still be in English if it was originally installed that way. Some data fields or default values can therefore remain in English, even though the layout and field labels are in Portuguese.

To check this, follow these steps:

1. In the main menu, go to **Parceiros de negócios** (Business Partners).
2. Open **Cadastro de parceiros de negócio** (Business Partner Master Data).

3. Review the form. Fields and labels appear in Portuguese. Some dropdown values, such as group names or vendor names, may still appear in English if they were created before the language change.



Business Partner Master Data form with Portuguese labels such as Código, Nome, Grupo, Moeda, Telefone, and E-mail, while some dropdown values remain in English

Set the screen lock timeout

You can also configure the screen lock timeout in General Settings. The following steps use the Portuguese interface from the previous section.

1. Log in

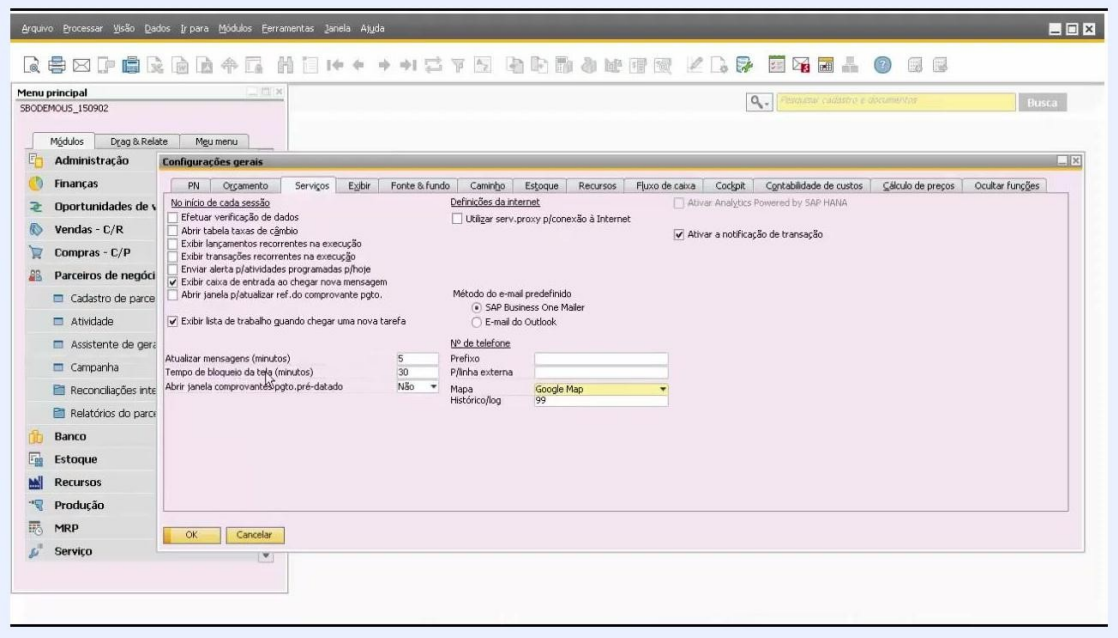
Open SAP Business One and log in to your company database.

2. Open General Settings

Follow this menu path:

1. In the top menu bar, select **Módulos** (Modules).
2. Hover over **Administração** (Administration).
3. In the next submenu, hover over **Inicialização do sistema** (System Initialization).
4. In the following submenu, hover over **Configuração** (Configuration).
5. In the final submenu, click **Configurações gerais** (General Settings).

The General Settings window opens.



The SAP Business One main window with the Administration, System Initialization, Configuration, General Settings menu path highlighted

3. Find the screen lock field

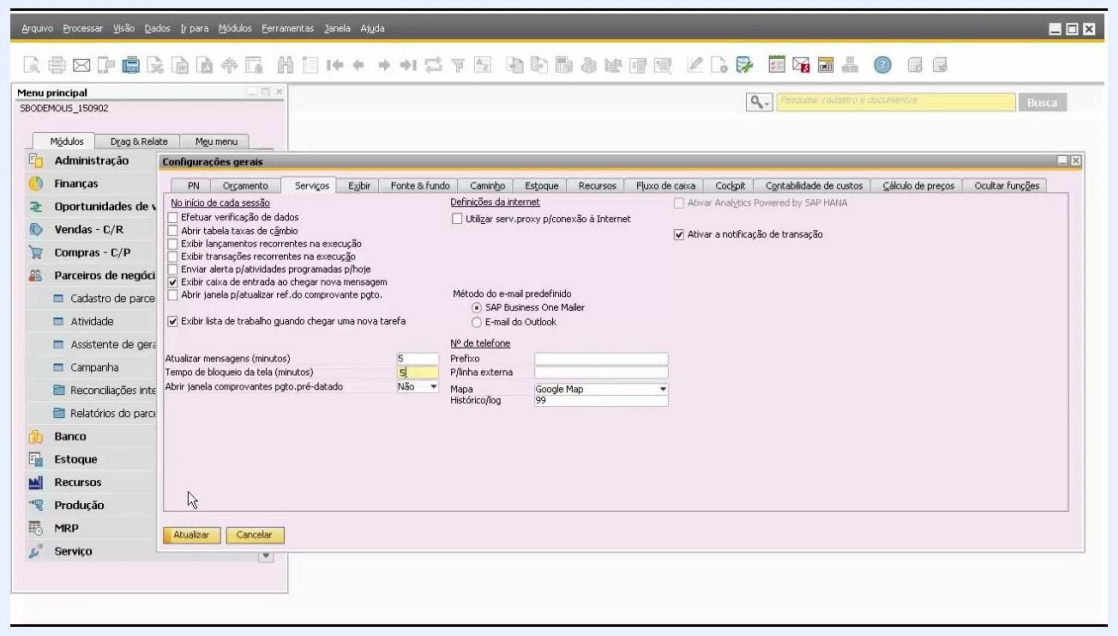
In the **Configurações gerais** (General Settings) window, select the **Serviços** (Services) tab. Locate the field **Tempo de bloqueio da tela (minutos)** (Screen lock timeout in minutes).

4. Enter the timeout value

Enter the timeout in minutes. For example:

- Enter 30 to lock the screen after 30 minutes of inactivity.

- Enter 5 for a shorter timeout of 5 minutes.



General Settings open to the Services tab with the editable screen lock timeout field and other session and notification options

5. Save your changes

Click **Atualizar** (Update) to save your changes. Then click **OK** to close the General Settings window.

After the specified period of inactivity, the SAP Business One screen locks and you must re-authenticate to continue. This works similarly to the Windows lock screen and helps secure your session when you step away from your computer. You can customize the setting per user or company policy.

Summary

You now know how to change the language in SAP Business One through **Modules** > **Administration** > **System Initialization** > **General Settings**. Selecting a language in the **Display** tab and confirming the **System Message** updates all menus, fields, and labels. Existing database values may still appear in English. You also learned how to set a screen lock timeout so your session is secured according to your organization's requirements.

What's next

Continue with additional best practices and hands-on activities within SAP Business One, and review your General Settings as a final check.