How to create a legal entity in SAP SuccessFactors

This guide shows you how to create a legal entity in SuccessFactors using the Manage Data tool in the Admin Center. You open Manage Data, create a new Legal Entity object, fill in its details, and save it. The example creates a legal entity for Skanda IT Solutions' India operations.

Prerequisites

Before you begin, make sure you have:

- Access to SAP SuccessFactors and its Admin Center.
- The details for your legal entity: start date, a unique ID, name, description, standard weekly hours, currency, and country.

Steps

1. Open the Admin Center

Open SAP SuccessFactors and go to the **Admin Center**. Check that you see the **Admin Center** heading and any important system notifications.



Admin Center screen with notifications and data subject information panels visible

2. Open Manage Data

Use the search bar at the top of the Admin Center to search for **Manage Data**. Select **Manage Data** from the search results to open the data management interface.

3. Start creating a legal entity

On the right side of the Manage Data screen, find the **Create New** dropdown menu. Click it to display the list of objects you can create.



Create New dropdown menu showing the available object types in SAP SuccessFactors

From the list, scroll to and select **Legal Entity**.

4. Set the effective start date

In the **Start Date** field, enter the date from which the legal entity becomes active. In this example, enter 01/06/2026 (1 June 2026).

5. Enter a unique legal entity ID

In the **Legal Entity ID** field, enter a unique identifier. In this example, enter SKANDA2026. The ID must be unique because SAP uses it internally to identify the legal entity.



Legal Entity creation form with the Start Date and Legal Entity ID fields being filled in

6. Enter the company name

In the **Legal Entity Name** field, enter the company name as you want users to see it. In this example, enter Skanda IT Solutions. This name is visible throughout SAP SuccessFactors.

7. Set the status

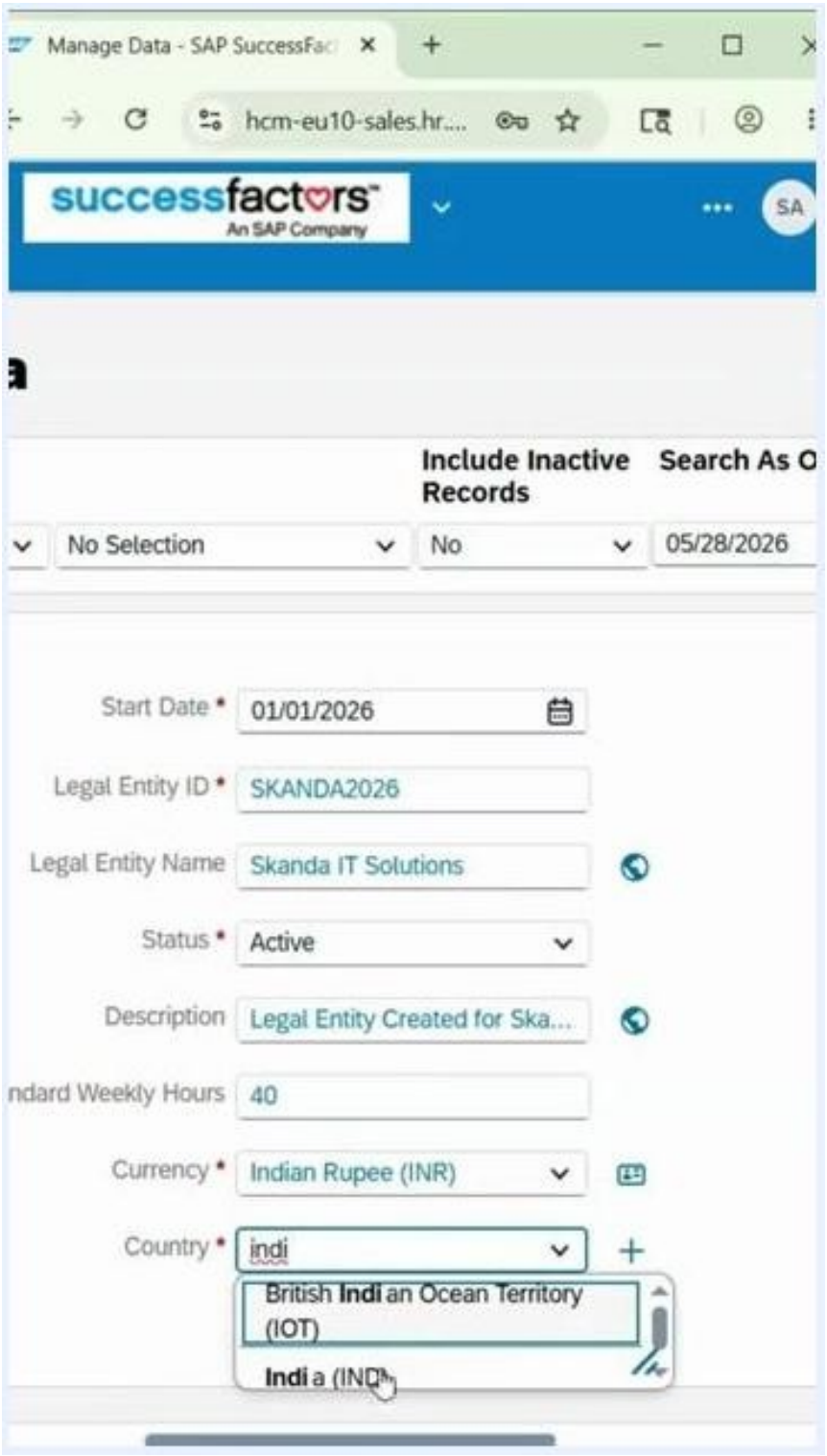
Make sure the **Status** field is set to Active. This lets you use the legal entity in future configurations and transactions.

8. Enter a description

In the **Description** field, briefly explain the purpose of the legal entity. In this example, enter Legal Entity Created for Skanda IT Solutions India Operations.

9. Enter the standard weekly hours

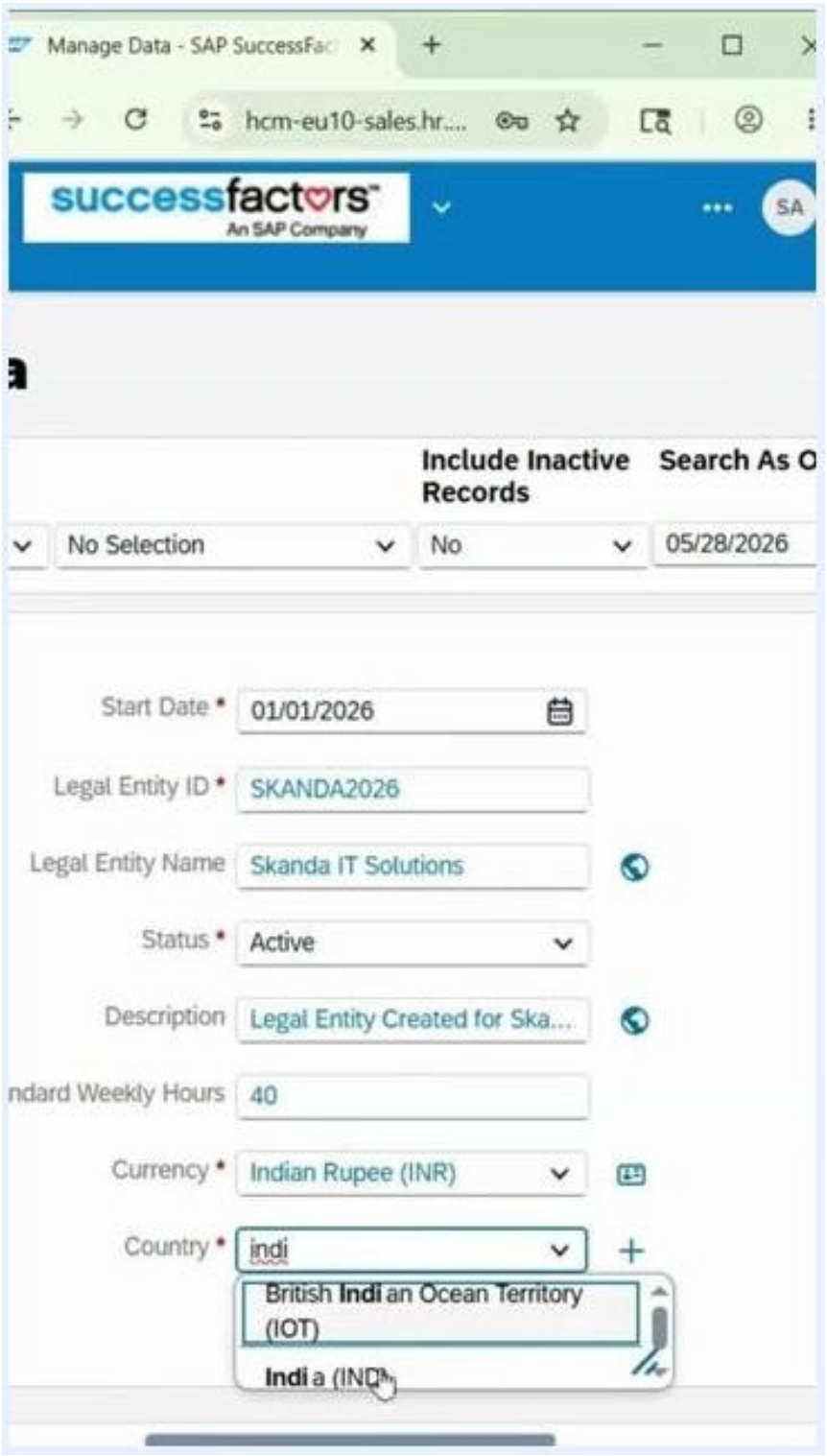
In the **Standard Weekly Hours** field, enter the number of working hours per week according to your company policy. In this example, enter 40.



Legal Entity creation form with the cursor in the Standard Weekly Hours field and the currency and country still empty

10. Select the default currency

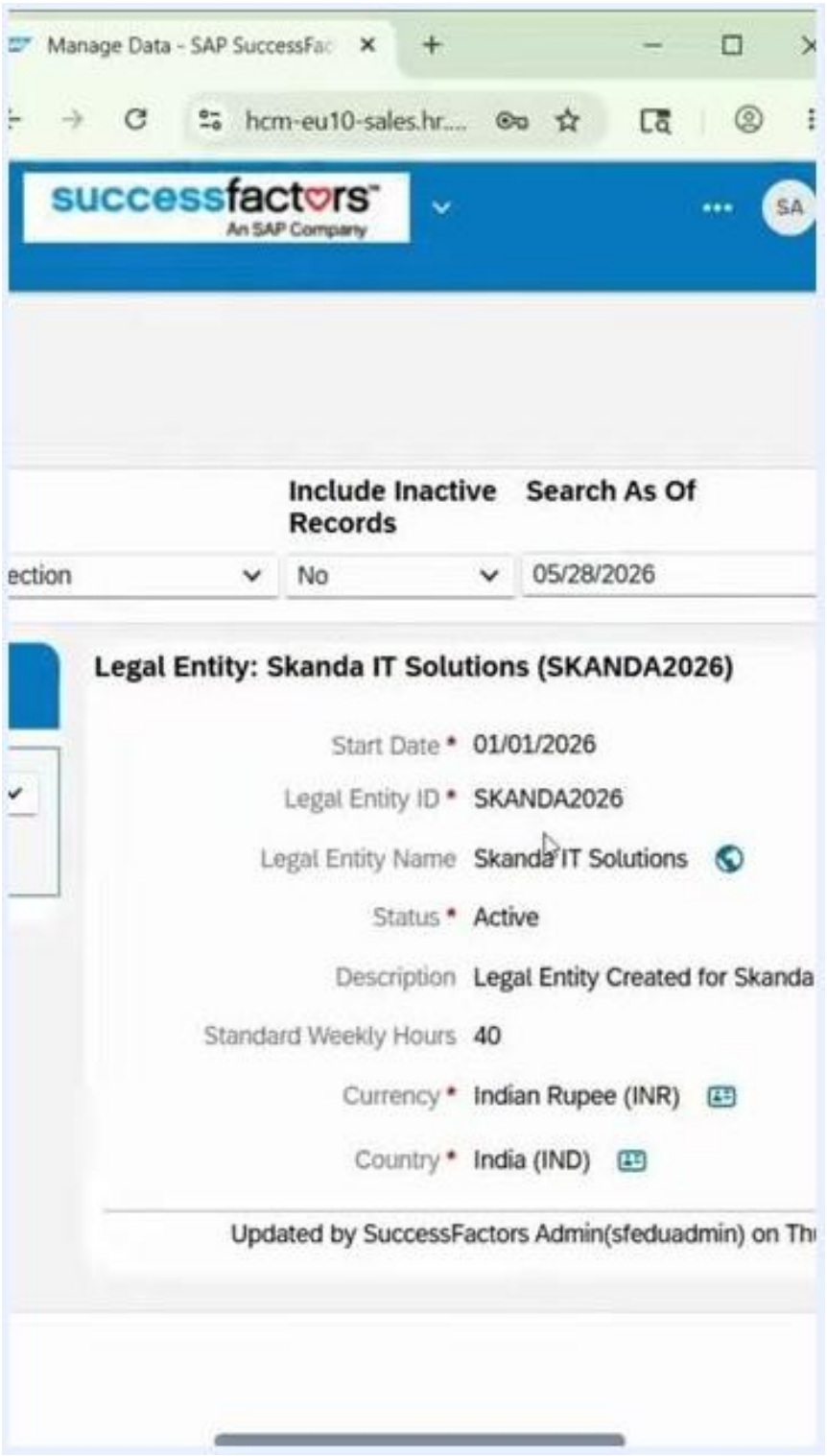
In the **Currency** field, type or select the default currency for payroll and business transactions. In this example, select Indian Rupee (INR).



Currency field set to Indian Rupee (INR) in the Legal Entity creation form

11. Choose the country

In the **Country** field, type or select the country where the legal entity is launched. In this example, select India (IND).



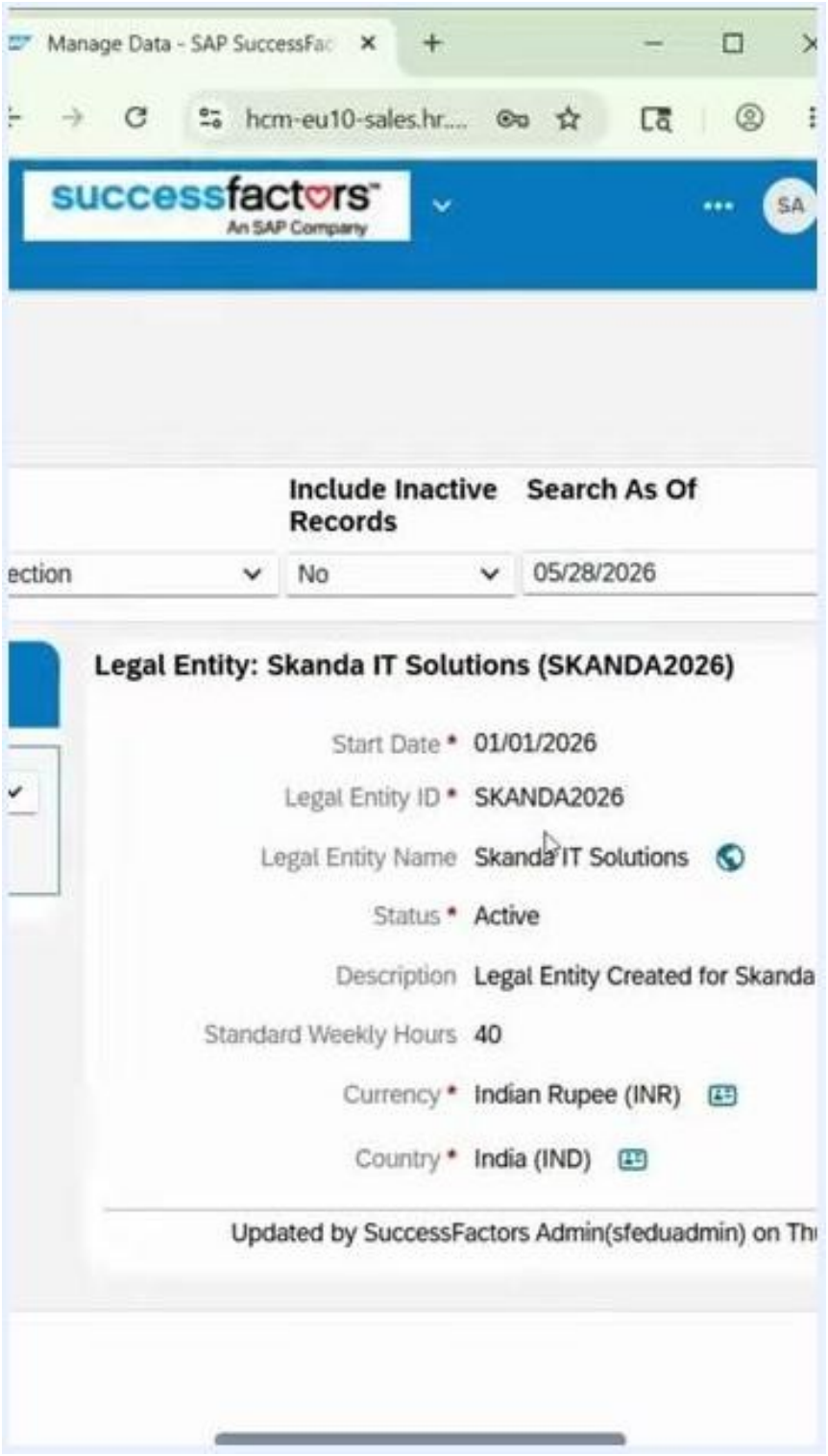
Country field set to India (IND) in the Legal Entity creation form

12. Add more information (optional)

You can add further details, such as address, tax details, or local logistics, depending on your business requirements.

13. Save the legal entity

After you complete all required and optional fields, click **Save** to create the legal entity. The system displays a summary of the new legal entity so you can confirm the details you entered.



Legal Entity summary screen showing the entered details after saving

Summary

You now know how to create a legal entity in SuccessFactors. Open **Manage Data** from the Admin Center, choose **Create New** > **Legal Entity**, and enter the start date, a unique ID, name, status, description, weekly hours, currency, and country. Add optional details if you need them, then click **Save** and review the summary.