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|  |  |
| Master Data ScriptSAP S/4HANA - 18-09-20 | public |
| Create Customer Master (BND) |

Table of Contents

[1 Purpose 3](#_Toc51421970)

[2 Prerequisites 4](#_Toc51421971)

[2.1 System Access 4](#_Toc51421972)

[2.2 Roles 4](#_Toc51421973)

[2.3 Preliminary Steps 4](#_Toc51421974)

[2.4 Required Organizational Units 5](#_Toc51421975)

[2.5 Mandatory and Optional Master Data 6](#_Toc51421976)

[2.6 Main Parameters for Data Creation 6](#_Toc51421977)

[2.6.1 Business Partner Grouping and Number Ranges 7](#_Toc51421978)

[2.6.2 Business Partner ID 7](#_Toc51421979)

[2.6.3 Business Partner Function 8](#_Toc51421980)

[2.6.4 Account Group 8](#_Toc51421981)

[3 Overview Table 9](#_Toc51421982)

[4 Test Procedures 10](#_Toc51421983)

[4.1 Creating Customer Master Data - General Data 10](#_Toc51421984)

[4.2 Creating Customer Master Data - Company Code Data 16](#_Toc51421985)

[4.3 Creating Customer Master Data - Sales Area Data 22](#_Toc51421986)

# Purpose

A customer is a business partner to which goods and services are sold and delivered. A business partner can be a customer and a supplier at the same time if, for example, your customer also supplies goods to you.

A customer master holds information about the customer such as their name, address, bank details, tax details and delivery and billing preferences. This customer information is used and stored in transactions such as sales orders, deliveries and invoices.

Some customer information is specific to a particular company (known as company code) or sales unit (known as sales area) within your organization.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## Preliminary Steps

Context

In this step, you assign the roles of chapter Roles to the test user that are necessary for data replication. Prior to executing this step ensure you have created and added the necessary roles for the specific object for data replication.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad using your user credentials. | The Home screen displays. |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Users. |  |  |
| 3 | Enter User Name | Enter the User name given by your System Administrator then choose Go. |  |  |
| 4 | Select User | Select the User from the list. |  |  |
| 5 | Edit | Choose Edit. |  |  |
| 6 | Add Business Roles | Choose Add Business Roles, enter the required Business role into the Search field and choose Enter. |  |  |
| 7 | Select Business Roles | Select the required Business roles and choose OK. |  |  |
| 8 | Save | Choose Save. | Business roles are saved. |  |
| 9 | Home Screen | Go back to the SAP Home screen. | Home screen displays. |  |

## Required Organizational Units

Some segments of customer master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| General / Central Data | Independent from organizational units | ID, Name, Address, Bank Account, Tax Number, Industry Classification | Central data exists only once for a customer master data record. | n/a |
| Company Code Data | Company Code | Reconciliation Account, Payment terms, Accounting Clerk responsible, Account Number at Customer | Company code data can exist for every company code ID of your enterprise structure for which the customer master record is used. | Company Code: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Sales Area Data | Sales Organization, Distribution Channel, and Division(The Sales Area is a combination of these three org. units) | Standard Ordering Currency, Default Delivering Plant, Payment terms, Tax Classification | Sales Data can exist for every sales area for which the customer master record is used. | Sales Organization: \_\_\_\_\_\_\_\_\_\_Distribution Channel: \_\_\_\_\_\_\_\_\_\_Division: \_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

Some segments of customer master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| General / Central Data | Independent from organizational units | ID, Name, Address, Bank Account, Tax Number, Industry Classification | Central data exists only once for a customer master data record. | n/a |
| Company Code Data | Company Code | Reconciliation Account, Payment terms, Accounting Clerk responsible, Account Number at Customer | Company code data can exist for every company code ID of your enterprise structure for which the customer master record is used. | Company Code: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Sales Area Data | Sales Organization, Distribution Channel, and Division(The Sales Area is a combination of these three org. units) | Standard Ordering Currency, Default Delivering Plant, Payment terms, Tax Classification | Sales Data can exist for every sales area for which the customer master record is used. | Sales Organization: \_\_\_\_\_\_\_\_\_\_Distribution Channel: \_\_\_\_\_\_\_\_\_\_Division: \_\_\_\_\_\_\_\_\_\_ |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a customer master data record:

### Business Partner Grouping and Number Ranges

Business Partner Groupings determine the number ranges for the Business Partner IDs. You cannot change the assignment or IDs afterwards. If a Business Partner Grouping is assigned to an internal number range, you cannot enter the Business Partner ID manually. In this case, leave the field blank as the system automatically chooses a number from the assigned numeric number range.

The following business partner groupings and corresponding number ranges are defined for business partners (customers, suppliers, contacts, employees, and so on):

|  |  |  |
| --- | --- | --- |
| Business Partner Grouping | Range / Business Partner ID | Comments |
| BP01 | External numeric number range (low):1 – 999999 | Use this grouping, for example, to migrate numeric master data records |
| BP02 | Internal numeric number range for standard use:1000000 – 9999999 | If no Business Partner Group is entered, this number range is used per default. |
| BP03 | External numeric number range (high):10000000 – 999999999 | Reserved for SAP sample master data objects. |
| BPAB | External alpha-numeric number range:A – ZZZZZZZZZZ | This range must start with a character. |
| BPEE | Internal numeric number range:9980000000 – 9999999999 | Reserved for business partners used as Employees. |

### Business Partner ID

Business Partner ID

The following options for assigning the Business partner identifier (ID) are available:

* Enter an ID along with a Business Partner Grouping for external numbering. For example

|  |  |
| --- | --- |
| Business Partner Grouping | Possible Entries for the Business Partner ID |
| BP01 | Any number within the corresponding interval 1 – 999999 |
| BPAB | Any alpha-numeric combination up to 10 characters, provided you start with a character, for example, Z-TEST01 |

If you have not specified the Business Partner Grouping and leave the business partner ID blank, the system takes the next free number from the Business Partner Grouping BP02. This grouping is defined as the standard grouping for internal numeric business partner IDs.

### Business Partner Function

Business Partner Function

The business partner function determines the rights and responsibilities of each partner in a business transaction.

Examples for partner functions in Sales and Distribution are: Sold-to party, Ship-to party, and so on.

### Account Group

Account Groups are leading control parameters for creating the ERP data segments of a customer master record. Currently, the only supported account group for customer master data is CUST.

# Overview Table

This scope item consists of several process steps that are listed in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Creating Customer Master Data - General Data](#unique_14) [page ] 10 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Customer Master – General Data is created. |
| [Creating Customer Master Data - Company Code Data](#unique_15) [page ] 16 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Customer Master – Company Code Data is created. |
| [Creating Customer Master Data - Sales Area Data](#unique_16) [page ] 22 | Master Data Specialist - Business Partner Data | Maintain Business Partner (BP) | Customer Master – Sales Area Data is created. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Creating Customer Master Data - General Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating customer master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | A new window opens, displaying the Maintain Business Partner (BP) screen. |  |
| 3 | Create a BP Organization | Choose Organization. | The Create Organization screen appears. |  |
| 4 | Enter General Data | Make the following entries:* Business Partner: <Enter a Business Partner ID that starts with a character>
* Grouping: External alpha-numeric numbering

The Create in BP role field is filled by the system with the Business Partner (Gen.) role. Keep this setting.Note For more information about General Data details, see the Prerequisites section. |  |  |
| 5 | Enter Address Data | On the Address tab page in the Name section, enter the following data:* Title: 0003 -Company
* Name: <Name>
 |  |  |
| 6 | Enter Address Data | In the Standard Address section, enter the address. |  |  |
| 7 | Enter Time Zone and Transportation Zone | In the Street Address section, choose the More fields icon. Enter the following data:* Timezone
* Transportation Zone
 |  |  |
| For Thailand Only | Enter Address Data | In the Street Address section, choose the More fields icon. Enter the following data:Building code: <Building>Room: <Room no>Floor: <Floor no>Street 2: <Moo>Street 3: < Soi/Lane >Street: <Road>House Number: <no>Different City: <Sub-District>District: <District/Section>City: <Province>Postal code: <Post code>Telephone: <Tel no.> |  |  |
| 8 | Enter Search Term | On the Address tab page in the Search Term section, enter one or more search terms for the customer. |  |  |
| 9 | Enter Communication Data | In the Communication section in the Language field, enter the preferred language of the customer. |  |  |
| For Japan Only | Enter Industry Data (for Japan Only) | On the Identification tab in the Industries section, choose the All Industry Systems button. Enter the following data:Industry System: BOJP Bank of JapanIndustry: <Industry no>Standard Industry: not selected |  |  |
| 10 | Enter Tax Numbers | On the Identification tab, in the Tax Numbers section, enter the following data:* Category
* Tax Number

Note Choose the correct category applicable for the customer's country. For example, for a German business partner you maintain a value for the Category DE1, which represents the commonly used VAT tax number (Umsatzsteuer-Identifikationsnummer). |  |  |
| 11 | Enter Bank Accounts | On the Payment Transactions tab page in the Bank Details section, enter the following data:* Bank Key
* Bank acct.

Caution Bank keys must be defined beforehand. Use the value help for more information on allowed entries in this field. |  |  |
| 12 | Save Your Data | Save your entries. |  |  |

Procedure: Option 2 - Manage Customer Master Data

Use the following procedure when your user access presents you with the Manage Customer Master Data (F0850A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Master Data (F0850A). | The Customer Master screen opens. |  |
| 3 | Create New Organization | In the Customer Master screen, choose Create Organization | The Customer Master - New Customer screen opens in Edit Mode. |  |
| 4 | Enter Basic Data | In the Customer Master - BASIC DATA screen section make the following entries:General Information* Business Partner: for example, Z … that is, any external alphanumeric ID, as this must start with a character.
* Grouping: for example, BPAB
* Title: for example, 0003 Company
* Name(s): enter name

Customer Information* Customer classification: for example, A - A-Customer
* Customer Account Group: <enter value>

Note When the BP Grouping allows for a flexible account group assignment, you can choose the account group to be used and deviate from the proposed value. See details on BP-Groupings and how they relate to ID numbering in the Business Partner Grouping and Number Ranges section in this document. |  |  |
| 5 | Choose Roles | In the Customer Master - New Customer screen, choose ROLES.Note A Customer Master must be created with either BP role FLCU00 (FI Customer) and/or FLCU01 (Customer) ,with sales data, when used in Sales and/or Purchasing scenarios. | You are navigated to the ROLES screen section |  |
| 6 | Choose Create | In the Customer Master - New Customer - ROLES … screen, choose Create. | The Roles screen opens in Edit Mode. |  |
| 7 | Enter Roles Data | In the New Roles - General Data screen area make the following entries:* Business Partner Role: FLCU01

Choose Add. |  |  |
| 8 | Return to main screen | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the screen, before you return to the main screen. | You should see the added BP-Role in the main screen |  |
| 9 | Enter additional Roles Data | Repeat the previous steps , from Choose Roles, step 5 through the previous step, 8 for BP Role data entry. Add additional roles:* BP Role: FLCU00
 | After you complete entering all BP-Roles, they appear in the ROLES screen section of the Customer Master main screen. |  |
| 10 | Choose Address | In the Customer Master - New Customer Master screen, choose ADDRESS. | You are navigated to the ADDRESS screen section. |  |
| 11 | Enter Address Data | In the ADDRESS - Standard Address screen make the following entries:Street: for example, Augusta Ave SE* House Number: for example, 200
* Postal Code: for example, 30315-1402
* City: for example, Atlanta
* Country (mandatory): for example, US
* Region: for example, GA

Note When you create a Business Partner located in the United States, the Tax Jurisdiction code is automatically determined. However, you must enter the correct and complete address, as the jurisdiction is derived based on the entries of, Region and Postal Code.ADDRESS - Standard Communication* Language: for example, EN
* Telephone: add appropriate information, as required
* Email: add email address, for example,contact@Z.com

ADDRESS - Address Details* Standard: Automatically create the standard address
* Country: for example, US
* Standard: YES (The system displays these entries as the standard address of the business partner)
 |  |  |
| 12 | Return to main screen | Choose the back arrow.Note Ensure the Draft Saved message appears at the bottom of the screen before you return to the main screen. |  | . |
| 13 | Choose Bank Accounts | In the Customer Master - New Customer screen section, choose BANK ACCOUNTS. | You are navigated to the BANK ACCOUNTS screen area. |  |
| 14 | Choose Create | In the Customer Master - BANK ACCOUNTS screen, choose Create. | The New Bank Account screen appears in Edit Mode. |  |
| 15 | Enter Bank Data | In the New Bank Account - GENERAL DATA screen make the following entries:* ID: for example, BNK1
* Bank Country: for example, US
* Bank Key: for example, 011000390 - Bank 1 SAMPLE BANK
* Account Number: for example, 102030
* Populate all other fields for Bank Data based on your requirements.

and choose Add | You are returned to the main screen. |  |
| 16 | (Optional)Choose Tax Number | In the Customer Master screen, choose TAX NUMBERS. | You are navigated to the TAX NUMBERS screen section. |  |
| 17 | Choose Create | In the Customer Master - TAX NUMBER… screen section, choose Create. |  |  |
| 18 | Enter Tax Number Data | In the New Tax Number - GENERAL DATA screen make the following entries:* Tax Category: <enter the category>
* Tax Number: <enter the number>

Entering Tax Numbers depends on the specific country requirements.Note Choose the correct category that applies for the customer's country. For example, for a German business partner you maintain a value for the Category DE1, representing the commonly used VAT tax number (Umsatzsteuer-Identifikationsnummer).Only populate the fields if required, otherwise choose Delete to remove the (empty) data set. |  |  |
| 19 | Enter Tax Categories Data (Optional) | In the new Tax Data screen, enter the following:* Tax Code: For example, COC chamber of commerce
* Exemption Certificate Number: For example, <enter certificate number>
* Exemption Certificate Rate:For example, 800
* Start Date of Exemption: For example, <01/20/20>
* End Date of Exemption: For example, <12/20/20>
 |  |  |
| 20 | Create Customer Text | In the new Customer Text screen, enter the following:* Language: For example, EN
* ID: For example, 01
* Long Text: For example, <enter long text>
 |  |  |
| 21 | Additional Customer Data | Choose Basic Data > Additional data and choose Create.Add the required data as described in the steps above.Note This facet is for multiple assignments of customers to the same business partners and hence the same master data as described in the above steps applies.If any additional data such as Sales data and company code data is required, refer to preceding sections which describe how to add company code data and sales data. |  |  |
| 22 | Save Your Data | Choose Save. | System issue an info message that the object has being saved. |  |

## Creating Customer Master Data - Company Code Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating customer master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete the previous section, Creating Customer Master Data - General Data, before you proceed with this section.

Begin the procedure after you have saved the General Data entries, as described in the previous chapter.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/ Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | A new window opens, displaying the Maintain Business Partner (BP) screen. |  |
| 3 | Switch to Change mode | Hover over the text and choose the Switch Between Display and Change (F6) button to switch to change mode. |  |  |
| 4 | Change BP role | In the Change in BP role field, choose the following value:* FI Customer (FLCU01)

Note The technical key of this BP role is FLCU01. |  |  |
| 5 | Open Company Code Data | Choose Company Code. | The Company Code screen displays. |  |
| 6 | Enter Company Code | Enter the Company Code. |  |  |
| 7 | Enter Customer Accounting Data | On the Customer: Account Management tab page in the Account Management section, enter the following data:* Reconciliation Account: 140000 (Customers - Domestic Receivables)
* Sort key
 |  |  |
| 8 | Enter Customer Payment Data | On the Customer: Payment Transactions tab page in the Payment Data section, make the following entry:* Payment Terms
 |  |  |
| 9 | Enter Customer Payment Data | On the Customer: Payment Transactions tab page in the Automatic Payment Transactions section, enter the following data:* Payment Methods
* House Bank

Note Choose F4 to open the selection in the Field Payment methods. |  |  |
| 10 | Enter Customer Correspondence Data | On the Customer: Correspondence tab page in the Correspondence section, enter the following data:* Accounting Clerk
* Account at Customer
 |  |  |
| For Brazil Only | Withholding Tax | For Brazil only, on the Withholding Tax tab, use the following Withholding Tax Information (Brazil only) tables for selecting the appropriate entries, according to your requirements. |  |  |
| For Thailand Only | Branch Code | Open general data, on the Ctry-Spec.Enh. tab page, maintain branch code data along with address and default branch code for this business partner.For the branch code address, choose Address and enter the following data:Name (First two lines): <Name of Tax Payer>Country: THBuilding code: <Bldg name/Village>Room: <Room no>Floor: <Floor>Street 2: <Moo>Street 3: <Trok/Soi>Street: <Road>House Number: <no>Other City: <Tumbol/Subsection>District: <District/Section>City: <Province>Postal code: <Post code>Telephone: <Tel no.>When there are more than one Branch Codes for a Business Partner, you should maintain each Branch Code along with the Address for each Branch code. You should also default one branch code that is commonly used by the business partner. |  |  |
| For Japan Only | Invoice Sum-mary | On the Ctry-Spec.Enh. tab page, if this customer is relevant to Invoice Summary, make the following entries according to your requirements.In the Japan: Invoice Summary - Role section* IS Role

In case that IS Role is P: Invoice Summary Payer, in the Japan: Invoice Summary - Invoice section* Number Rang: MI
* Calculation Tax in MI
* Move Due Date
* Rule Payment Term
* Valid From
* Payment Term

In the Japan: Invoice Summary - Payment section* Number Rang: PI
* Bank Charge Payee
* Bank Charge Pattern ID
* Relevant for Special Cases: <DO NOT select>
* Bank Country
* Bank Key
* Virtual Account Number
* Sequential Number
* Alternative Payee Name
* Counter Bank Name
* Counter Bank Branch Name

In case that IS Role is M: Monthly Invoice Recipients in the Japan: Invoice Summary - Role section* Invoice Summary Payer

In the Japan: Invoice Summary - Invoice section* Number Rang: MI
* Calculation Tax in MI

In case that IS Role is C: (Invoice Summary) Customer in the Japan: Invoice Summary - Role section* Invoice Summary Recipient
 |  |  |
| 11 | Save Your Data | Save your entries. | The entry in the Change in BP role field switches from FI Customer (New) to FI Customer (defined). |  |

Procedure: Option 2 - Manage Customer Master Data

Use the following procedure when your user access presents you with the Manage Customer Master Data (F0850A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Master Data (F0850A). | The Customer Master screen opens. |  |
| 3 | Choose Edit | Choose Edit.Note This step assumes you are continuing from the previous step and are already logged on to the Master Data - Customer Master section, Customer Master tile. After you have saved your general data from the previous section, the system is in Display Mode. To proceed, you must be in Edit Mode. | The Customer Master screen opens in Edit Mode again (fields are ready for your input). | . |
| 4 | Choose Company Code | In the Customer Master screen, choose COMPANY CODES. | You are navigated to the COMPANY CODES screen section. |  |
| 5 | Choose Create | In the Customer Master - COMPANY CODES screen section, choose Create. | The Customer Company Code screen opens in Edit Mode. |  |
| 6 | Enter Company Code Data | In the Customer Company Code screen make the following entries:GENERAL DATA* Company Code: enter the company code, for example, 1710

CORRESPONDENCE* Accounting Clerk: for example, 01 Mr. Smith

Finance -Accounting* Reconciliation Account: for example, 12100000 - Trade Receivables Domestic
* Sort key: for example, 009 External Doc. Number

FINANCE - Payment Data* Payment Terms: 0001

Finance - Automatic Payment Transactions* Payment Methods: for example, CT (Check and Transfer,for example for US)
* Credit Memo Payment terms : for example 0002

DUNNING DATA* Dunning Area: Organizational unit that you use to process the dunning program for example, by division, or sales organization.
* Dunning Procedure, Dunning Block, Dunning Recipient, Dunning Clerk: Choose from the value help
* Dunning Level: for example, 0
* Last Dunned: for example, 10.02.2020
* Legal Dunning Procedure From: for example, 11.02.2020
* Language: For example, EN
* ID: For example, 01
* Long Text: <enter long text>
 |  |  |
| 7 | Return to Main Screen | Choose Add. |  |  |
| 8 | Save Your Data | Choose Save. | System displays a message that the object is saved. |  |

## Creating Customer Master Data - Sales Area Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The following procedure provides instructions for creating customer master data. Apps available to you are dependent upon your assigned role, so two options are provided.

Prerequisite

You must complete the previous section, Creating Customer Master Data – General Data, before you proceed with this section.

Begin the procedure after you have saved the General Data entries, as described in the previous chapter, on the Display Organization: Customer Name view.

Procedure: Option 1 - Maintain Business Partner

Use the following procedure when your user access presents you with the Maintain Business Partner (BP) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Choose Maintain Business Partner (BP). | A new window opens, displaying the Maintain Business Partner (BP) screen. |  |
| 3 | Switch to Change mode | Choose Switch Between Display and Change (F6) (mouse over text). |  |  |
| 4 | Change BP Role | In the Change in BP role field, choose the following value: CustomerNote The technical key of this BP role is FLCU01. |  |  |
| 5 | Open Sales Area | Choose Sales and Distribution at the top of the view. | The Sales Area view appears. |  |
| 6 | Enter Sales Area Data | Enter the following data:* Sales Org.
* Distr. Channel
* Division

Note These three entries (Sales Organization, Distribution Channel, and Division) form the sales area. In many cases, the sales area sets the Purpose for sales processing, for example, within the sales order or pricing. |  |  |
| 7 | Enter Sales Orders Data | On the Orders tab page in the Order section, enter the following data:* Currency
 |  |  |
| 8 | Enter Shipping Data | On the Shipping tab page in the Shipping section, enter the following data:* Delivery Priority
* Delivering Plant
* Shipping Conditions
 |  |  |
| 9 | Enter Billing Data | On the Billing tab page in the Delivery and Payment Terms section, make the following entries:* Incoterms: <EXW / Location of seller>
* Payment Terms: <Payment Terms>

Note The payment terms defined here are copied into a sales order and used instead of the Payment Terms defined on company code level. |  |  |
| 10 | Enter Accounting Data | In the Accounting section, enter the following data:* AcctAssgGr: <Account assignment group>

For example, domestic customers may be assigned to account assignment group 01; foreign customers may be assigned to group 02. Use the value help to see more options. |  |  |
| 11 | Enter Tax Data | In the Output Tax section, choose the following value for the existing entry in the table:* Tax Classification: <1>

For example, value <1> means that this customer is fully taxable. |  |  |
| 12 | Enter Partner Functions Data | On the Partner Functions tab page, create the four standard partner functions for this customer. Enter the following values in the PR column:* SP - Sold-to Party
* BP – Bill-To Party
* PY – Payer
* SH – Ship-to Party

Note The four partner roles mentioned are the minimum set of roles for assigning to a customer master data record, to work in a standard sale and distribution process. |  |  |
| 13 | Enter Long Text | On the Text facet, enter the details of sales data. |  |  |
| 14 | Open General Data | Choose General Data on the top of the view. |  |  |
| 15 | Enter Organization Data | On the Customer: General Data tab page in the Marketing section, enter the following data:* Customer Classific.: <Customer classification>
 |  |  |
| 16 | Save Your Data | Save your entries. |  |  |

Procedure: Option 2 - Manage Customer Master Data

Use the following procedure when your user access presents you with the Manage Customer Master Data (F0850A) app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Master Data (F0850A). |  |  |
| 3 | Choose Edit | Choose Edit.Note This step assumes you are continuing from the previous step and are already logged on to the Master Data - Customer Master section, Customer Master tile. After you have saved your data from the previous section, the system is in Display Mode. To proceed, you must be in Edit Mode. | The Customer Master view opens in Edit Mode (fields are ready for your input). |  |
| 4 | Choose Sales Area | From Customer Master…, choose SALES AREAS | You see the SALES AREAS view section. |  |
| 5 | Choose Create | In the Customer Master – SALES AREAS section, choose Create. | The Customer Sales Area … view opens in Edit Mode. |  |
| 6 | Enter Sales Area Data | In New Sales Area, enter the following data:GENERAL DATA* Sales Org.: for example, 1710
* Distr. Channel: for example, 10
* Division: for example, 00 SALES AREA DETAILS

Sales Area Details - Sales Orders* Account at Customer: …
* Currency: for example, USD

Sales Area Details - Billing:* Incoterms: for example, EXW
* Incoterms (Part 2): for example, Palo Alto
* Payment Terms: for example, 0001

Sales Area Details - Shipping:* Delivery Priority: for example, 02
* Shipping Conditions: for example, 01
* Delivery Plant: for example, 1710

Sales Area Details - Accounting:* Account assignment group: for example, 01 Domestic Revenues

Sales Area Details - Pricing and Statistics* Customer pricing Procedure: for example, 01

TEXTS* Language: For example, EN
* ID: For example, 01
* Long Text: <enter long text>
 |  |  |
| 7 | Choose Sales Area – Tax Data | In the Customer Sales Area screen, choose TAXES. | You see the Customer Sales Area TAX section. |  |
| 8 | Choose Create | In the Customer Sales Area – TAXES view section, choose Create. | The Sales Area Taxes view opens in Edit Mode. |  |
| 9 | Enter Sales Area Data – Tax Data | In Sales Area Tax – GENERAL DATA make the following entries:General Data:* Country: for example, US
* Tax Category: enter the appropriate Tax Jurisdiction Code

Note The Tax Category entry is dependent upon customer location. For example, UTXJ is the tax category for creating a US Customer, TTXJ is the tax category. for creating a DE Customer.* Tax Classification: for example, 1 (UTXJ Liable for Taxes)
 |  |  |
| 10 | Return to Main View | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the view, before you return to the main view. |  |  |
| 11 | Choose Sales Area – Partner Functions | From Customer Sales Areas, choose PARTNER FUNCTIONS. | Customer Sales Area -PARTNER FUNCTIONS section displays. |  |
| 12 | Choose Create | In the Customer Sales Area – PARTNER FUNCTIONS section, choose Create. | Partner Function – GENERAL INFORMATION opens in Edit Mode. |  |
| 13 | Enter Partner Function Data | From Partner Function – GENERAL INFORMATION, make the following entries:General Information:* Partner Role: SP Sold-To Party

And choose Add. |  |  |
| 14 | Return to Main View | Choose the back arrow.Note Ensure the message Draft saved appears at the bottom of the view, before you return to the main view. | The added BP-Role appears in the main view | . |
| 15 | Enter Additional Roles Data | Repeat the previous steps, from adding a partner function, step 10, to step 12, to include additional BP Role data. Enter the following for each Partner Role:Note Two-character Partner Role keys are language-dependent. The keys documented here are valid for logon language English.In other languages, these keys may be different, for example, the two-characters in German are:* AG for Sold-to (Auftraggeber)
* WE for Ship-to (Warenempfänger)
* RE for Bill-to (Rechnungsempfänger)
* RG for Payer (Regulierer)

Partner Role: Ship-to Party* Partner Role: SH Ship-to Party

Partner Role: Bill-to Party* Partner Role: BP Bill-To Party

Partner Role: PY Payer* Partner Role: PY Payer
 | After you have entered all BP-Roles, you should see them in the ROLES view section of the Customer Master main view |  |
| 16 | Return to Main View | Choose the back arrow twice.Note Ensure the message Draft saved appears at the bottom of the view, before you return to the main view. |  |  |
| 17 | Save Your Data | Choose Save. | System displays message that the object is saved. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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