

## Project – SUGAM End User Manual BP Creation for Customer



DOCUMENT DETAILS		
Project Name	Module	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD - BSPTCL	Module Lead – Yash	PROCESS OWNER
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BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

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<b>REVISION HISTORY</b>				
Date	Document Version	Document Revision Description	Author	Reviewer
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen





## **1.1.** Creation of BP for Customer Master:

SAP T-code	BP
Process	Input BP in Transaction Box and press Enter key

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S BP		•	« 📙	🔊 🔊	🔁 l 🖨	ሸሹ	1 🏝 1	D 💭	🕄 I 📮	2 (	0 🖷
SAP Ea	asy Ac	cess									
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	SPRO - Cu ZFI001 - F	stomizing - S00 BDC	Edit Proje	ect							
→ <mark>□</mark> (	-										

SAP T-code	BP
Process	Click on Organization - Entre

🖻 Maintain Business Partner	
	u 🛛 🖉 🖳
Maintain Business Partner	
💷   🗅 Person 🗋 Organization 🗋 Group   📂   🗇 🔿   🦘 🍰 General Data	Relationships   🚈
Worklist     Find	
Find 1 Business Partn 💌	
By 1 Number 🔻	
BusinessPartner Start m	

रू गाम रासमिशन कामामि विस	Project – SUGAM	YASH
BSPTCL	End User Manual	Technologies
A THR ROWER TRANSMSBOTCORES	<b>BP Creation for Customer</b>	Americas   EU   ASIA   AUS

SAP T-code	BP
Process	Create in BP Role FI Customer – select Grouping FI Customer

E <u>B</u> usiness Partner	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp
0	
Create Organ	nization
	Business Partner
Worklist Find	Create in BP role FI Customer
Find	Business Partner 💌
Ву	Customer Numb  Customer Numb  Address Overview Identification Control Payment Transactions Status
Customer Number	

SAP T-code	BP
Process	Click on Create option below:

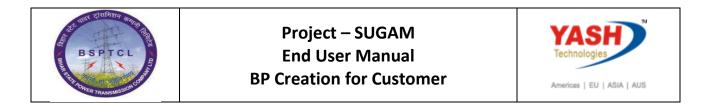
Create Organization	
	Business Partner
Worklist Find	Create in BP role FI Customer
Find Business Partner By Customer Numb	
Customer Number	Address Address Overview Identification Control Payment Transactions Status Additional Fext
	1 Name
	Title Cr Change to another BP role in create mode
Partner Description	Name     Do you want to create business partner in BP role 'FI Customer' or do you want to save it first in BP role 'Business Partner (Gen.)' and then change it?
	Search Terms Data already entered is not saved during creation
	Standard Address
	Street Address

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BSPTCL	End User Manual	Technologies
Rest POWER TRANSMISSION COM	<b>BP Creation for Customer</b>	Americas   EU   ASIA   AUS

SAP T-code	BP
Process	Create Customer General Data Screen – Title: Select relevant title from
	the drop down list - Name: Input customer name - Search term 1/2:
	Input required/relevant search term

Create Organization: Role FI	Customor			
Create Organization. Kole F1	customer			
💷 🗋 Person 🗋 Organization 🗋 Gro	oup 🗋 With Reference	😂 🦻 🖆 Company Code 🛛 ETM Dat	ta Relationships 🐻	
	Business Partner	Grouping	FI Customer 💌	
Worklist Find	Create in BP role FI	I Customer (New) 🔻 🕄		
Find Business Partner 💌				
By Customer Numb 💌	Address Address	ss Overview Identification Control	Payment Transactions Status	Legal Data Customer: General Data
Customer Number	News			
MaxHit 100 Start	Name			
	Title	Company		
	Name	ABC Limited		
Partner Description		[		
		[		
	Salutation	ABC	7	
	Salutation			
	Search Terms			
	Search Term 1/2	ABC		
	Special Customer			
	VIP			
	Undesirable Customer	Reason Undes.		
		Comment		

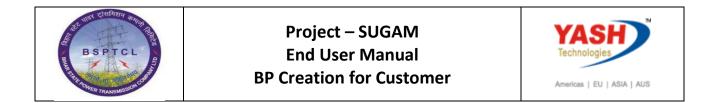
SAP T-code	BP
Process	Give Details of Street/House number: Input street and house number -
	Postal Code/City: Input postal code and city – County – Region -
	Language : English - Mobile Number : As per customer - Email id : Email
	id of customer



Create Organization: Role FI	Customer					
-						
🔲 🗋 Person 🗋 Organization 🗋 Grou	up 🗋 With Reference	😂  🎾 🚰 Company C	ode ETM Data	Relationships		
	Business Partner	łm	Grouping	FI Customer	-	
Worklist Find	Create in BP role FI	Customer (New)	- 🔍			
Find Business Partner						
By Customer Numb	Address Addres	s Overview Identification	Control Pay	yment Transactions	Status Legal Da	ta Customer: General Data
Customer Number		1				
MaxHit 100 Start	Print Preview	N				l l l
	Street Address		16			
🔇 🛗 🔀 🏹 🛛 🛲 🖌 😹	Street/House number	R K Road				
Partner Description	Postal Code/City	111111 Patna				
	Country	IN	Region 04			
	PO Box Address					
	PO Box					
	Postal code					
	Company Postal Code				<b>E</b>	23
	Communication					
	Language	English 🔹	(	Other communication		
	Telephone		Extension			
	Mobile Phone	9167546372			<b>P</b>	
	Fax		Extension		<b>P</b>	
4 F	E-Mail	abc@gmail.com			<b></b>	
		L				

SAP T-code	BP
Process	Tax Number : Input GST number in this Field - Category: Input IN3

Create Organization: Role FI	Customer
💷 📋 Person 🗋 Organization 📑 Gro	nup 🗋 With Reference 🛛 😂 l 🎾 🖧 Company Code 🛛 ETM Data 🔹 Relationships 🛛 🖗
Workist Find	Business Partner Brole FI Customer (New) Tester FI Customer Tester FI Customer (New)
Find Business Partner  By Customer Numb Customer Number	Address VAddress Overview Zidentification Control V Payment Transactions V Status Legal Data Customer: General Data V C
MaxHit 100 Start	Entry 0 of 0
Partner Description	Identification Numbers External BP Number
	Tax Numbers Natural Person
	Category Name Tax Number SSABBCS1429B1ZX



SAP T-code	BP
Process	Click on Company code.

Create Organization: Role I	FI Customer	
🖽 🗋 Person 🗋 Organization 🗋	Group 📋 With Reference 🛛 😂 🗎 🦅 🖆	Company Code ETM Data Relationships 🛛 🔞
Worklist Find	Business Partner Create in BP role FI Customer (Ne	Grouping FI Customer

SAP T-code	BP
Process	Give Company code : 1000

Create Organization: Role FI	Customer			
💷 🗋 Person 🗋 Organization 🗋 Gr	oup 🗋 With Reference	🈂   🎾 🏜 🛛 General Da	ta ETM Data I	Relationships 🛛 👼
	Business Partner		Grouping	FI Customer 💌
Worklist Find	Create in BP role	FI Customer (New)	- 🕄	
Find Business Partner 💌				
By Customer Numb 🔻	Company Code			
Customer Number	Company Code	1000 BSPTCL	<b>~</b>	Company Codes
MaxHit 100 Start	Customer	<internal></internal>	<b>F</b>	Switch Company Code
	Vendor			

SAP T-code	BP
Process	Select Customer: Account Management tab - Select the relevant
	reconciliation account



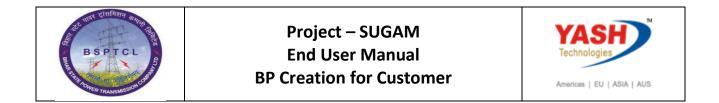
## Project – SUGAM End User Manual BP Creation for Customer



Create Organization: Role FI Customer							
💷 🗋 Person 🗋 Organizatio	on 🗋 Gro	oup 🗋 With Reference	i 🖉 🖗 🖓	General Data	ETM Data	Relationships	
Find     Business Parts       By     Customer Number       MaxHit     100       Start     Partner	ner V mb V	Company Code Company Code Company Code Customer Vendor Customer: Account 1	FI Customer (Ne	₩ vw) v	Grouping	FI Customer Company Codes Switch Company Code	Customer: Insurance
		Account Management Reconciliation acct Head office Sort key Subsidy Indicator Authorization Group Planning Group Release Group Value Adjustment		<b>BBPDCL</b>			

SAP T-code	BP
Process	Click on Customer: payment Transactions Tab–Select Payment
	Term – select Payment method

Create Organization: Role FI Customer						
💷 🗋 Person 🗋 Organization 🗌	] Group 🗋 With Reference 🛛 😂 🛛 🎾 🖧 General Data 🛛 ETM Data 🔹 Relationships 🗌 🛃					
Worklist Find	Business Partner     Image: Grouping     FI Customer       Create in BP role     FI Customer (New)     Image: Grouping					
Find Business Partner 🔻						
By Customer Numb 🔻	Company Code					
Customer Number	Company Code 1000 BSPTCL Company Codes					
MaxHit 100 Start	Customer <internal> Bit Switch Company Code</internal>					
Partner     Description	Vendor Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance Payment Data Payment terms 0003 Credit Memo Pyt Term					
	Tolerance Group     BSPTCL Tolerance Group       B/Ex. Charges Terms     BSPTCL Tolerance Group       Check Cashing Time     Check Cashing Time       Known/Negotiat.Leave     Record Pmnt History       Automatic Payment Transactions     Payment Methods					
< >	House bank					



SAP T-code	BP			
Process	Click on Customer: Ctry.spec.enh – Save -			
	Business partner 909 created			

Provide Automation: 909, role FI Customer							
💷 📄 Person 📄 Organization 📄 Gro	oup   🍃 🗢   🎾 🖧 Company Code 🛛 ETM Data   Relationships   🖗						
	Business Partner 909 时 ABC Limited / 111111 Patna Change in BP role FI Customer (defined)						
Find Business Partner  By Customer Numb_	Customer: General Data Customer: Tax Data Customer: Additional Data Customer: Unloading Points Customer: Texts	Customer: Ctry-Spec. Enh					
Customer Number MaxHit 100 Start	Excise Duty Determination Exc.Ind.Cust.	*					
Partner         Description							
	India: Excise Duty/Service Tax CST no.						
	LST no.						
	Service Tax Reg						
	India: Withholding Tax						
	PAN AHDJS8476C						
	PAN Reference						

## Manual End