

SAP FICO – Create Vendor Master Record (Vendor Code) in SAP

How to create vendor master record in SAP

In this [SAP FICO tutorial](#) you will learn how to create vendor master record in SAP using transaction code XK01.

Vendor master record consists the following configuration screens.

1. [Create vendor initial screen](#)
2. [Vendor address](#)
3. [Vendor control](#)
4. [Vendor payment transactions](#)
5. [Vendor accounting information](#)
6. [Vendor correspondence accounting](#)
7. [Vendor Purchasing data](#)

Navigation

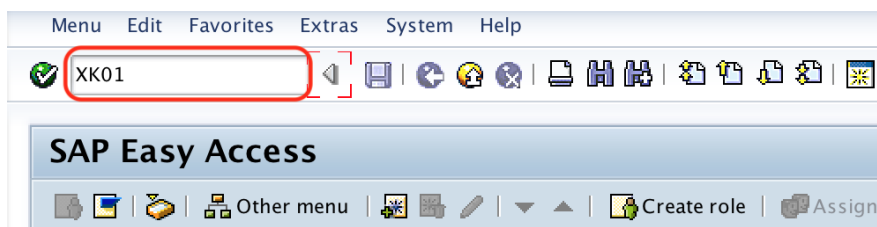
You can create vendor master record in SAP by using transaction code or menu path.

Transaction code	XK01
SAP Menu Path	SAP Menu > Accounting > Financial Accounting > Accounts Payable > Master records > Maintain centrally > XK01-Create.

Configuration steps

You can define vendor master record in SAP by performing the following configuration steps.

Step 1 : – Execute t-code “XK01” in command field from SAP easy access screen.



Step 2 : – On create vendor: initial screen, update the following details.

- **Company code :** – Here you need to enter [company code](#), so that vendor code is applicable for that company code only. After creation of vendor master data, you can extend from one company code to another company code as per requirements of an organization.
- **Purchasing organization :** – Update the [purchasing organization](#) key.
- **Account group :** – Update the [vendor account group](#).
- **Reference :** – With the reference of existed vendor code, you can maintain new vendor master record as per requirements.

After maintaining the required details, press enter to continue.

Create Vendor: Initial Screen

Vendor

Company Code

PurchasingOrganization

Account group

Reference

Vendor

Company code

PurchasingOrganization

Step 3 : – Create Vendor: Address

On create vendor: address screen, Update the required address details of vendor i.e.

- Title – Title of Vendor (Mr, Mrs, Company, etc)
- Name – Name of Vendor
- Street Address – Street/ house number, Postal code, City, Country, Region, etc
- PO Box Address – PO Box #, Postal code.
- Communication – Language, Contact number, Fax, etc.

Create Vendor: Address

CIN Details Interchangeability

Vendor

Preview Internat. versions

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country Region

PO Box Address

PO Box

Postal code

Communication

Language

Telephone Extension

Mobile Phone




Fax Extension

After maintaining address details of vendor, click on next screen button as shown above image.

Step 4 : – Create Vendor: Control

On create vendor: Control, update the required vendor control details like account control, Tax information, Reference data, etc.

Create Vendor: Control

   Tax categories CIN Details Interchangeability

Vendor ABC Software ltd Bangalore

Account control

Customer	<input type="text"/>	Authorization	<input type="text"/>
Trading Partner	<input type="text"/>	Corporate Group	<input type="text"/>

Tax information

CNPJ	<input type="text"/>	Tax number type	<input type="text"/>	<input type="checkbox"/> Equalizatn tax
Tax Number 2	<input type="text"/>	Tax type	<input type="text"/>	<input type="checkbox"/> Natural Person
Tax Number 3	<input type="text"/>			<input type="checkbox"/> Sales/pur.tax
Tax Number 4	<input type="text"/>			<input type="checkbox"/> Tax Split
Fiscal address	<input type="text"/>	Soc. Ins. Code	<input type="text"/>	<input type="checkbox"/> Soc.insurance
Tax Jur.	<input type="text"/>	VAT Reg. No.	<input type="text"/>	<input type="button" value="Other..."/>
Rep's Name	<input type="text"/>	Type of Busines	<input type="text"/>	
Tax office	<input type="text"/>	Type of Industr	<input type="text"/>	
Tax Number	<input type="text"/>			
Tax Number 5	<input type="text"/>			

Reference data

Location no. 1	<input type="text"/>	Location no. 2	<input type="text"/>	Check digit	<input type="text"/>
Cred.info no.	<input type="text"/>	Last ext.review	<input type="text"/>		
Industry	<input type="text"/>				
SCAC	<input type="text"/>	Car.freight grp	<input type="text"/>	ServAgntProcGrp	<input type="text"/>
Transport.zone	<input type="text"/>			Stat.gr.service	<input type="text"/>
POD-relevant	<input type="text"/>				
Actual QM sys.	<input type="text"/>	QM system to	<input type="text"/>		

After maintaining the required vendor control details, press next screen option.

Step 5 : – Create Vendor: Payment transactions

On create vendor : payment transactions screen, update the required bank account details of

- Country key
- Bank key
- Bank account number
- Account Holder name

Create Vendor: Payment transactions

CIN Details Interchangeability

Vendor: INTERNAL ABC Software Ltd Bangalore

Ctry	Bank Key	Bank Account	Acct Holder	AK	IBAN	IBANValue	Br
IN	TKAXIS01	911010059798488	ABC Software Limited				

Bank Data... Delete Bank Detail IBAN

Payment transactions: Alternative payee, DME Indicator, Instruction key, ISR Number

Different Payee in Document: Individual Entries, Entries for Referen. Permitted Payee

Step 6 : – Create vendor : Accounting information Accounting

In this screen, update vendor reconciliation account (Sundry creditor account).

Create Vendor: Accounting information Accounting

CIN Details Interchangeability

Vendor: INTERNAL ABC Software Ltd Bangalore

Company Code: TK01 TK Software limited

Accounting information

Recon. account: 100501

HO, Authorization, Minority indic., Sort key, Subsidy indic., Cash mgmnt group, Release group, Certificatn date

Interest calculation: Interest indic., Interest cycle, Last key date, Last interest run

Withholding tax: W. Tax Code, WH Tax Country, Recipient type, Exemption number, Valid until, Exmpt.authority

Reference data: Prev.acct no., Personnel number

Default data for tax reports: Activity Code, Distr. Type

Step 7 : – Create Vendor Payment transactions accounting

Click on next screen option and on create vendor payment transaction accounting screen, update the required details like payment terms, automatic payment transactions, invoice verification, etc.

Create Vendor: Payment transactions Accounting

CIN Details Interchangeability

Vendor: ABC Software ltd Bangalore
 Company Code: TK Software limited

Payment data

Payt Terms: Tolerance group:
 Cr memo terms: Chk double inv.:
 Chk cashng time:

Automatic payment transactions

Payment methods: Payment block: Free for payment
 Alternat.payee: House Bank:
 Individual pmnt: Grouping key:
 B/exch.limit: INR
 Pmt adv. by EDI: Alt.payee(doc.): Permitted Payee
 PmtAdv. XML:

Invoice verification

Tolerance group:
 Prepayment:

Step 8 : – Create Vendor : Correspondence Accounting

On correspondence accounting screen, update the details of dunning data details, Correspondence details, etc.

Create Vendor: Correspondence Accounting

CIN Details Interchangeability

Vendor: ABC Software ltd Bangalore
 Company Code: TK Software limited

Dunning data

Dunn.Procedure: Dunn. Areas
 Dunn.recipient: Dunning block:
 Last dunned: Legal dunn.proc.:
 Dunning clerk: Dunning level:
 Grouping key:

Correspondence

Local process.: Acct statement:
 Acctg clerk:
 Acct w/ vendor:
 Clerk at vendor:
 Act.clk tel.no.:
 Clerk's fax:
 Clrk's internet:
 Account memo:

Step 9 : – Create Vendor : Purchasing data

In the next screen, purchasing data, update the required details of Conditions, Sales data, control data, Invoice verification data, default data material, Service data, etc.

Create Vendor: Purchasing data

Interchangeability

Vendor: ABC Software Ltd Bangalore
 Purchasing Org.: TK Softwre.Purch.Org

Conditions

Order currency:

Terms of paymnt:

Incoterms:

Minimum order value:

Schema Group, Vendor: Standard procedure vendor

Pricing Date Control: No Control

Sub-item pricing:

Order optim.rest.:

Sales data

Salesperson:

Telephone:

Acc. with vendor:

Control data

<input type="checkbox"/> GR-Based Inv. Verif.	ABC indicator	<input type="text"/>	<input type="checkbox"/> RMA Required
<input type="checkbox"/> AutoEvalGRSetmt Del.	ModeOfTrnsprt-Border	<input type="text"/>	
<input type="checkbox"/> AutoEvalGRSetmt Ret	Office of entry	<input type="text"/>	
<input type="checkbox"/> Acknowledgment Reqd	Sort criterion	<input type="text"/>	By VSR sequence number
<input type="checkbox"/> Automatic purchase order	PROACT control prof.	<input type="text"/>	
<input type="checkbox"/> Subsequent settlement	<input type="checkbox"/> Revaluation allowed		
<input type="checkbox"/> Subseq. sett. index	<input type="checkbox"/> Grant discount in kind		
<input type="checkbox"/> Purchase org. code	<input type="checkbox"/> Relevant for Price Det. (Vendor Hierarchy)		

After maintaining all the required details, choose save icon and save the configured vendor master record in SAP. You will get a message as “Vendor 5006 has been created for company code TK01 purchasing organization TKPO.

Vendor 0000005006 has been created for company code TK01 purchasing organization TKPO

Successfully we have created new vendor code in SAP system.

SAP FICO Training

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SAP FICO - Introduction

↳ [SAP Financial Accounting](#)

↳ [What is SAP FICO](#)

↳ [What is client in SAP](#)

SAP FICO - Enterprise Structure

↳ [Define Company in SAP](#)

↳ [Define Company Code in SAP](#)

↳ [Assign company code to company in SAP](#)

↳ [Define business area and consolidation business area in SAP](#)

↳ Assign business area to consolidated business area in SAP

↳ Define credit control area in SAP

↳ Assign company code to credit control area in SAP

↳ Define functional area in SAP

↳ Maintain Financial Management Area in SAP

↳ Assign financial management area to company code in SAP

↳ How to create segments in SAP

SAP FICO - Global Parameters

↳ What is Chart of accounts and how to create COA in SAP?

↳ Assign company code to chart of accounts

↳ What is Fiscal year in SAP?

↳ How to maintain fiscal year variant

↳ Assign company code to fiscal year variant

↳ Define account group in SAP

↳ Define retained earnings account

↳ Define posting period variant (PPV)

↳ Assign variants to company code in SAP

↳ Open and closing posting period variants

↳ Define field status variant and field status groups in FICO

↳ Assign company code to field status variant

↳ Define Tolerance group for G/L accounts

↳ Define Tolerance group for employees

↳ Check company code global parameters

SAP FICO - Foreign Currency Transactions

↳ Check exchange rate types

↳ Define translation ratios for currency translation

↳ How to maintain exchange rates in SAP

↳ Define accounts for exchange rate differences

↳ Define foreign currency valuation methods

↳ Define accounting principles and assign to ledger group

↳ Define valuation areas and assign to accounting principles

SAP FICO - New G/L Accounting

↳ How to activate new G/L accounting?

↳ Define ledgers for general ledger accounting

‡ Define currencies for leading currency

‡ Define & Activate Non-Leading Ledgers

‡ Define Zero-balance clearing account

‡ Define interest calculation types

‡ Define interest indicator

SAP FICO - Accounts Receivable

‡ Define account group for customers

‡ Maintain number ranges for customer account groups

‡ Assign number ranges to customer account groups

‡ Define risk categories

‡ Define tolerance group for Customers

‡ Create sundry debtors accounts

‡ Define Customer Master Record

SAP FICO - Accounts Payable

‡ What is Accounts Payable in SAP?

‡ Define vendor account groups

‡ Maintain number range intervals for vendor accounts

‡ Assign number ranges to vendor account groups

‡ Create payment terms

‡ Define accounts for cash discount taken

‡ Define Vendor reconciliation account

‡ Create vendor code

SAP FICO - Tax on Sales and Purchases

‡ What is Sales tax and Purchase tax in SAP?

‡ Define tax calculation procedures

‡ Assign country to calculation procedure

‡ Assign tax codes for non taxable transactions

‡ Maintain tax codes for sales and purchases

‡ Define tax accounts in SAP

SAP FICO - Bank Accounting

‡ What is Bank Accounting in SAP?

‡ Define bank key

‡ Define house bank in SAP

‡ Create check lots

‡ Automatic payment program

SAP FICO - Asset Accounting

‡ What is Asset Accounting in SAP?

‡ Define Chart of Depreciation

‡ Assign chart of depreciation to company code

‡ Specify Account Determination

‡ Number range intervals for Assets

‡ Maintain Asset Classes

‡ Define tax accounts in SAP

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