

---

---

# **SAP Technical Upgrade ECC 6.0**

## **Training Manuals**



IMAGINATION BEYOND EDGES

# **Vendor Master for Accounting Data FICO Accounts Payable**

**Prepared by : Muhammad Ali & Syed Ijaz Bukhari**

**Date of Publication : 26.07.2011**

---

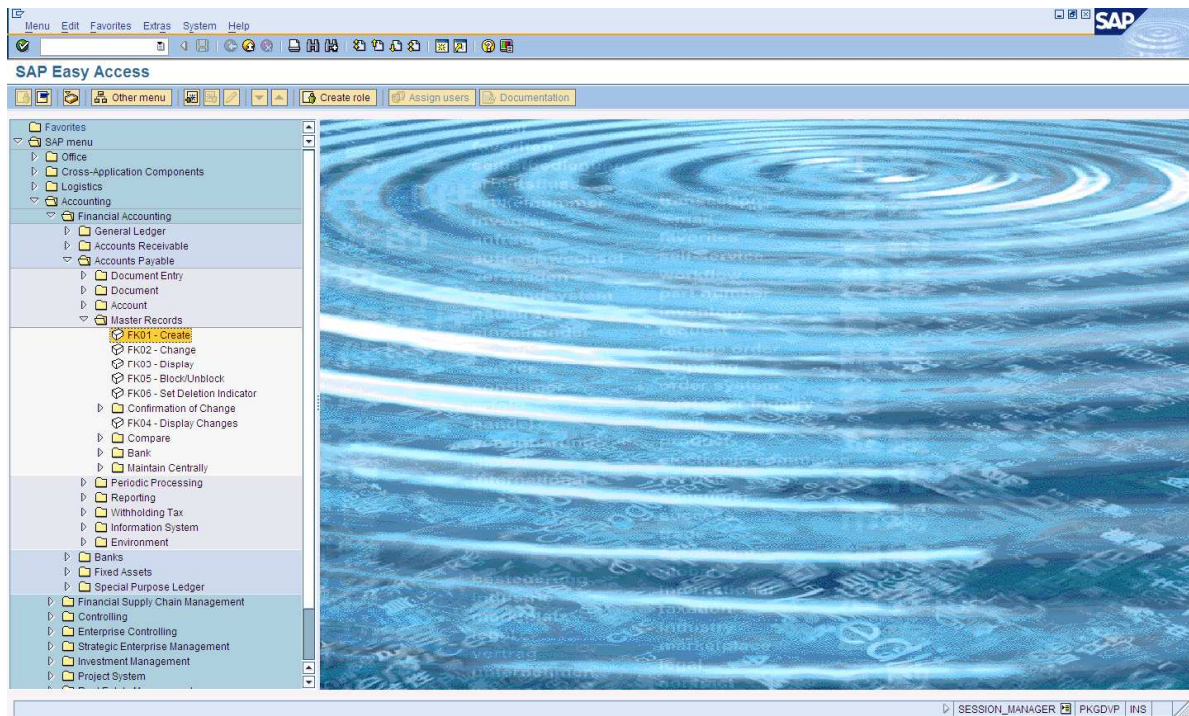
---



## Procedure

1. Start the transaction using the menu path or transaction code.

### SAP Easy Access



2. Double-click control **FK01 - Create**.
3. Click Master Records tree item **Master Records**.
4. Click FK01 - Create tree item **FK01 - Create**.



## Create Vendor: Initial Screen

5. As required, complete/review the following fields:

Field	R/O/C	Description
Vendor	R	<b>Example:</b> 1

6. As required, complete/review the following fields:

Field	R/O/C	Description
Company Code	R	<b>Example:</b> pkgs



## Create Vendor: Accounting information Accounting

Vendor Edit Goto Extras Environment System Help

Create Vendor: Accounting information Accounting

Vendor: 119465 Test vendor ss  
Company Code: PKGS Packages Limited

**Accounting information**

Recon. account:  Sort key:   
Head office:  Release group:

**Interest calculation**

Interest indic.:  Last key date:   
Interest freq.:  Last interest run:

**Reference data**

Prev. acct. no.:  Personnel number:

**Default data for tax reports**

Activity Code:  Distr. Type:

FK01 PKGDP/INS

7. Press "F4".



**Reconciliation acct (1) 12 Entries found**

Reconciliation acct (1) 12 Entries found

Restrictions

✓ ✕ H H \* ? [icon] [icon]

G/L Ac..	Long Text
371001	Trade Creditors - Local
371002	Trade Creditors - Foreign
371003	Trade Creditors - Imprest
371004	Trade Creditors - Internal
372060	Vendor Statistical Account
384001	Ex-employee Control Account
444002	CWIP- Vendor Advance - Local
642002	Imprest and advances to staff
642010	Employee vendor clearing account
643001	Advances considered good - to suppliers
643002	Balance Sheet FE Advance (Closing Procedure) Vendor
663049	Interbank transfer- Contra account

12 Entries found

**8. Double-click label**

371001 Trade Creditors - Local



## Create Vendor: Accounting information Accounting

Vendor Edit Goto Extras Environment System Help

Create Vendor: Accounting information Accounting

Vendor 119465 Test vendor ss  
Company Code PKGS Packages Limited

**Accounting information**

Recon. account 371001 Sort key  
Head office Release group

**Interest calculation**

Interest indic. Last key date  
Interest freq. Last interest run

**Reference data**

Prev. acct no. Personnel number

**Default data for tax reports**

Activity Code Distr. Type

FK01 PKGDI/P INS

9. Press "Return".



## Create Vendor: Payment transactions Accounting

Vendor: 119465 Test vendor ss  
Company Code: PKGS Packages Limited

**Payment data**  
Payt Terms:  Tolerance group:   
Cr memo terms:  Chk double inv.: ☐  
Chk cashing time:

**Automatic payment transactions**  
Payment methods:  Payment block: ☐ Free for payment: ☐  
Alternat payee:  House Bank:   
Individual pmnt: ☐ Grouping key:   
B/exch limit:  PKR: ☐ Alt payee(doc.): ☐ Permitted Payee:

**Invoice verification**  
Tolerance group:

11. Click Chk double inv. check box ☐.

12. As required, complete/review the following fields:

Field	R/O/C	Description
Payt Terms	R	Example:

13. Press "F4".



---

**Terms of Payment (1) 71 Entries found**

Terms of Payment (1) 71 Entries found	
Restrictions	
PayT	Own explanation
0001	Payable immediately Due net
0002	Within 14 days 2 % cash discount Within 30 days Due net
0003	Within 14 days 3 % cash discount Within 20 days 2 % cash discount Within 30 days Due net
0004	Payable immediately Due net Baseline date on End of the month
0005	Payable immediately Due net Baseline date on 10 of next month
0006	Before End of the month 4 % cash discount Before 15 of the next month ;; 2 % cash discount Before 15 in 2 months Due net
0007	For incoming invoices until 15 of the month Before 15 of the next month ;; 2 % cash discount Before End of the next month ;; Due net For incoming invoices until End of the month Before End of the next month ;; 2 % cash discount Before 15 in 2 months Due net
71 Entries found	

**14. Double-click label**

0001	Payable immediately Due net
------	-----------------------------





## Create Vendor: Payment transactions Accounting

Vendor Edit Goto Extras Environment System Help

Create Vendor: Payment transactions Accounting

Vendor: 119465 Test vendor SS  
Company Code: PKGS Packages Limited

**Payment data**

Payt Terms: 0001 Tolerance group:   
Cr memo terms:  Chk double inv.: ☒  
Chk cashing time:

**Automatic payment transactions**

Payment methods:  Payment block: ☐ Free for payment: ☐  
Alternat payee:  House Bank:   
Individual pmnt: ☐ Grouping key:   
B/exch limit:  PKR Alt payee(doc.): ☐ **Permitted Payee**

**Invoice verification**

Tolerance group:

FK01 PKGDI/P INS

15. Press "Return".



## Create Vendor: Correspondence Accounting

Vendor Edit Goto Extras Environment System Help

Create Vendor: Correspondence Accounting

Vendor: 119465 Test vendor SS  
Company Code: PKGS Packages Limited

**Dunning data**

Dunn.Procedure	<input type="checkbox"/>	Dunning Block	<input type="checkbox"/>
Dunn.recipient	<input type="text"/>	Legal dunn.proc.	<input type="text"/>
Last Dunned	<input type="text"/>	Dunning Level	<input type="text"/>
Dunning clerk	<input type="text"/>	Grouping key	<input type="text"/>
<input type="button" value="Dunn. Areas"/>			

**Correspondence**

Local process	<input type="checkbox"/>
Acct w/ vendor	<input type="text"/>
Account memo	<input type="text"/>

FK01 PKGDV/P INS

15. Press "Return".



## Create Vendor: Withholding tax Accounting

16. Press "F4".
17. Press "Return".
18. As required, complete/review the following fields:

Field	R/O/C	Description
With.t.type	R	Example:

19. Press "F4".
20. As required, complete/review the following fields:

Field	R/O/C	Description
W/tax code	R	Example:

21. Press "F4".
22. As required, complete/review the following fields:







---

Field	R/O/C	Description
W/tax code	R	<b>Example:</b> 01

23. Press "Return".

24. Click Liabile check box .

25. Click button .

---

**Result**

You have %s.