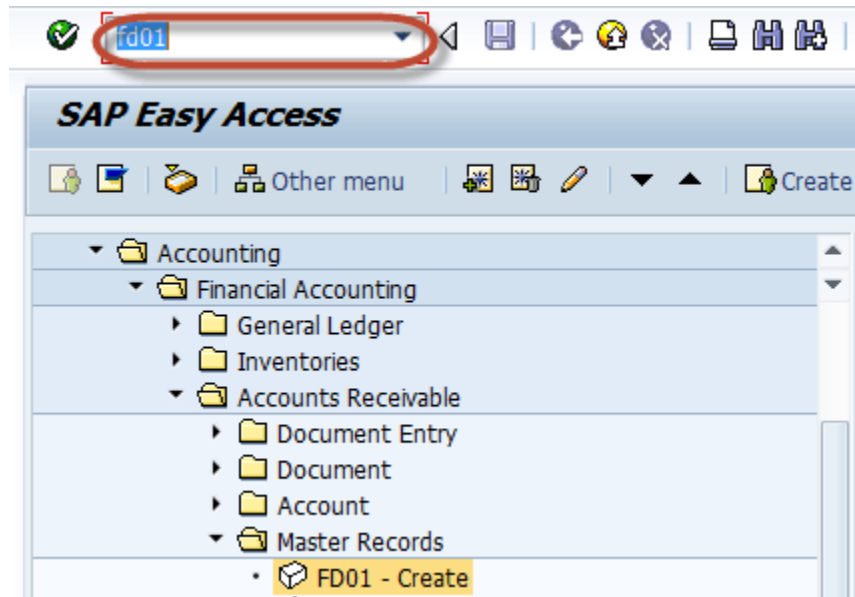


Accounts receivable : Customer master data

How to Create a Customer Master Data

Step 1) Enter Transaction code FD01 in [SAP](#) Command Field



Step 2) In the Initial Screen, Enter

1. Select Account Group
2. Enter unique customer id according to number range in Account Group
3. Enter the Company code in which you want to create the customer

Step 3) Press Enter

The screenshot shows the 'Customer Create: Initial Screen' in SAP. The window title is 'Customer Create: Initial Screen'. The form contains the following fields and annotations:

- Account group:** A dropdown menu showing 'Sold-to party - 0001', circled in red with a yellow circle labeled '1' pointing to it.
- Customer:** A text field containing '77799', circled in red with a yellow circle labeled '2' pointing to it.
- Company Code:** A text field containing '1000' and 'IDES AG', with '1000' circled in red and a yellow circle labeled '3' pointing to it.
- Reference:** A section with two empty text fields for 'Customer' and 'Company code'.
- Bottom right:** A toolbar with icons for save, lock, edit, search, and delete.

Step 4) In the next screen, select Address Tab Enter the Following

1. Enter the name of the customer
2. Enter Search Term ,for searching the customer Id
3. Enter Street/House Number
4. Enter Postal code/City
5. Enter Country/Region

Create Customer: General Data

Other Customer Company Code Data Additional Data, Empties Additional Data, DSD Sales Area

Customer 77799 New Customer 01 NEW DELHI

Address Control Data Payment Transactions Marketing Unloading Points Export Data

Preview Internat. versions

Name

Title Mr. 1

Name New Customer 01

Search Terms 2

Search term 1/2 GR01

Street Address 3

Street/House number MG Road 10 4

Postal Code/City 123456 NEW DELHI

Country IN India Region 30 Delhi 5

Time zone INDIA

Transportation zone 0000000001 Region East

Step 5) Choose the Control Data Tab page Enter the Corporate Group if the customer belongs to a corporate group enter the group key

Address Control Data Payment Transactions Marketing Unloading Points Export Data

Account control

Vendor

Authorization

Trading Partner

Corporate Group AC200

Step 6) Select Company code data Button

Other Customer Company Code Data Additional Data, Empties Additional Data, DSD

Step 7) Select Account Management Tab Enter the Reconciliation Account

Customer 77799 New Customer 01 NEW DELHI
 Company Code 1000 IDES AG

Account Management Payment Transactions Correspondence Insurance

Accounting information

Recon. account	140000	Sort key	
Head office		Preference ind.	
Authorization		Cash mgmt group	
		Value adjustment	

Step 8) Select Payment Transaction Tab Enter Terms of Payment

Customer 77799 New Customer 01 NEW DELHI
 Company Code 1000 IDES AG

Account Management Payment Transactions Correspondence Insurance

Payment data

Terms of payment	0001	Tolerance group	
B/e charges payt term		Known/neg.leave	
Time until check paid		AR Pledging Ind	
		<input type="checkbox"/> Payment history record	

Step 9) Choose Save



Step 10) Check the status bar to see the Customer data is created

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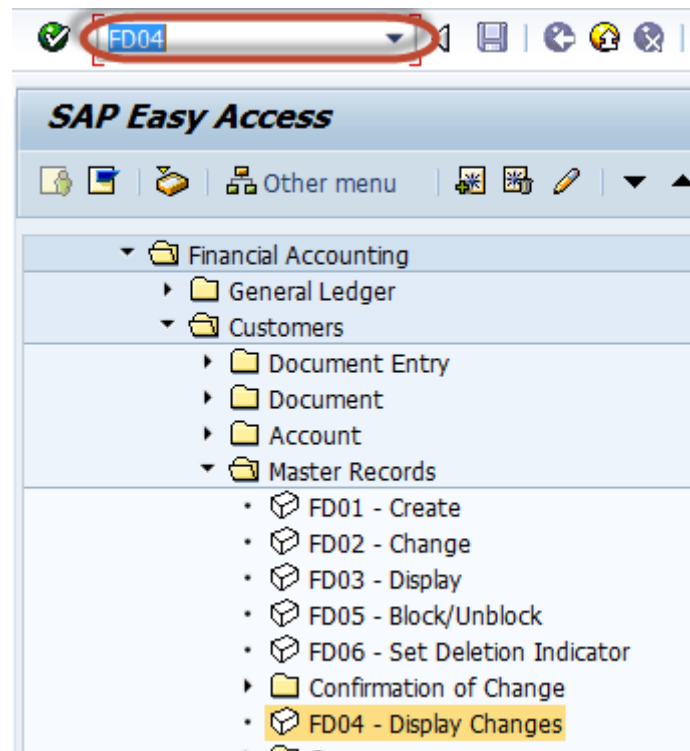
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How to Display Changes in Customer Master

Step 1) Enter the Transaction Code FD04 in the SAP Command Field



Step 2) In the next screen, Enter the Following

1. Enter the Customer Account Number
2. Enter the Company Code

Customer Account Changes: Initial Screen

Customer	T-S50A01
Company Code	1000 <input type="checkbox"/>
Dunning Area	<input type="text"/>

Period of change

From change date	<input type="text"/>
Time	00:00:00
Changed by	<input type="text"/>

Field selection

Sensitive fids only

Comp.code-specific fields only

Step 3) In the next screen , Select the Field from the list of Changed Fields

Customer Changes : Changed Fields

All Changes
 Entries
 Deletions
 Field Names

Customer T-S50A01 Motormarkt HD GMBH

Field
Language Key

Step 4) In the next screen, List is generated with New Value and Old Value of the field

Customer Changes : Overview

 [Changed Fields](#) [Entries](#) [Deletions](#) [Field Names](#)

Customer T-S50A01 Motormarkt HD GMBH

Date	Field	New	Old
11.06.11	Language Key	EN	DE