SAP IMPLEMENTATION

END USER MANUAL



CIAL_EUM_ABS_CUSTOMER MASTER DATA

PREPARED BY



ABBREVATIONS

ABBREVATION	DESCRIPTION	
CIAL	Cochin International Airport Ltd.	

CHANGE HISTORY

Versi on	Description	Created by	Date	Reviewed by	Date

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1. Create Customer

Overview

Trigger:

This procedure will be used to create customer master that is required for the business processes.

Customer master Description Overview
This transaction will create new customer in the customer master records.

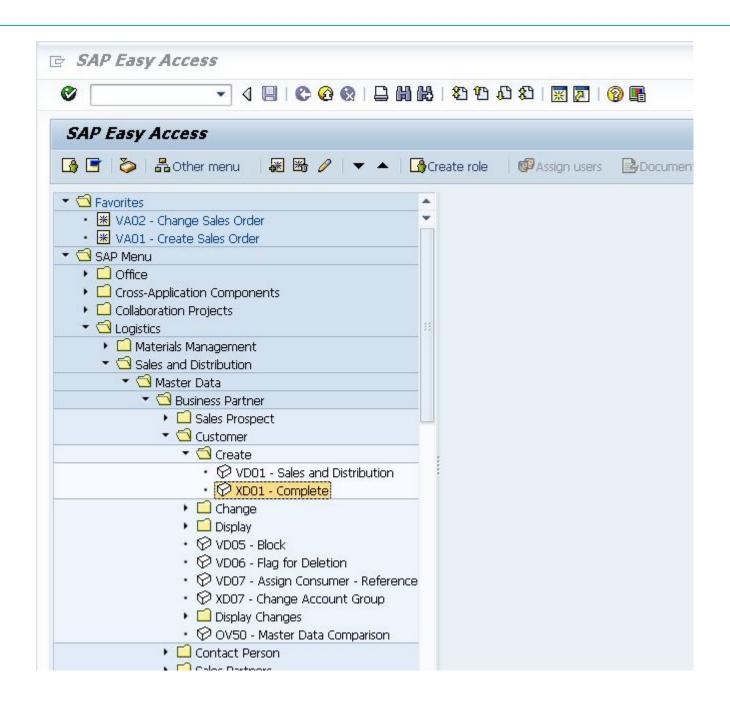
Input - Required Fields	Field Value / Comments
Account group,	Z001
Company Code,	1000, 2000
Sales Organization,	1000, 2000
Distribution Channel	10
Division	10

Output - Results	Comments
Customer have been created	

Procedural Steps

1.1. Access the transaction by:

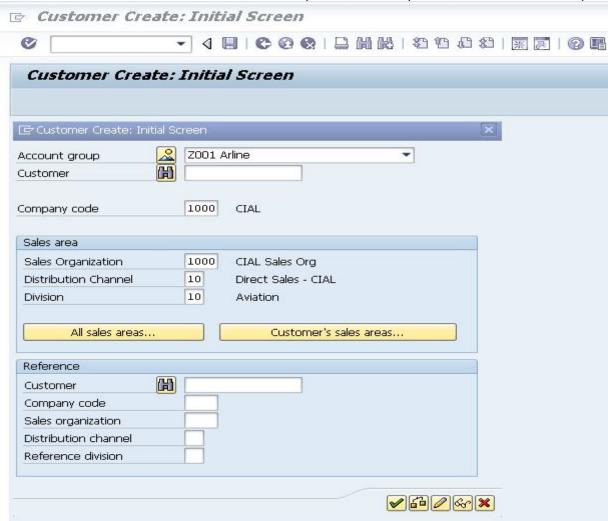
Via Menus	SAP Easy Access → Logistics → Sales and Distribution → Master Data → Business Partner→Customer →Create → Complete
Via Transaction Code	XD01 /VD01

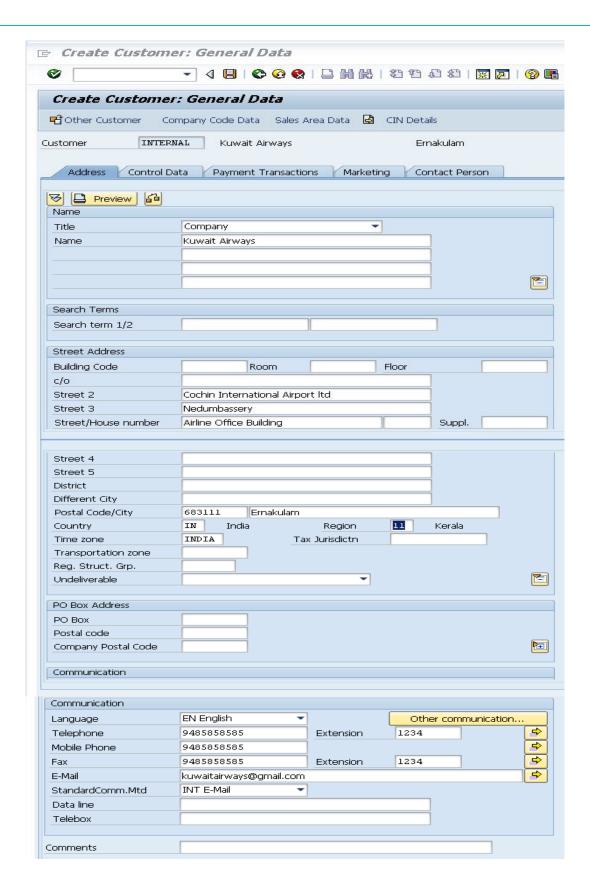


1.2. On screen "Create Customer", enter information in the fields as specified in the table below:

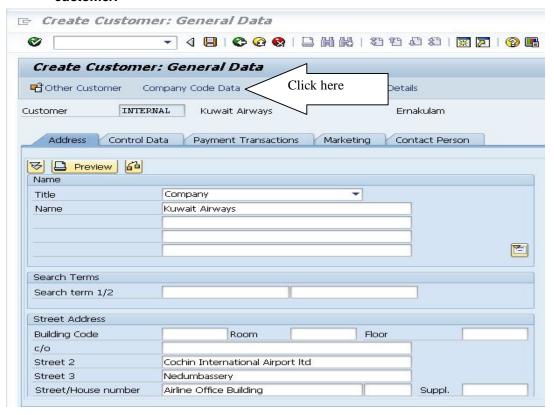
Field Name	Description	R/O/C	User Action and Values	Comments
Account	Enter the Account Group	R	Z001	All customers
Group	Company code	R	1000	created under
	Sales Organization	R	1000	z001 account
	Distribution Channel	R	10	group will be
	Division	R	10	airline customers

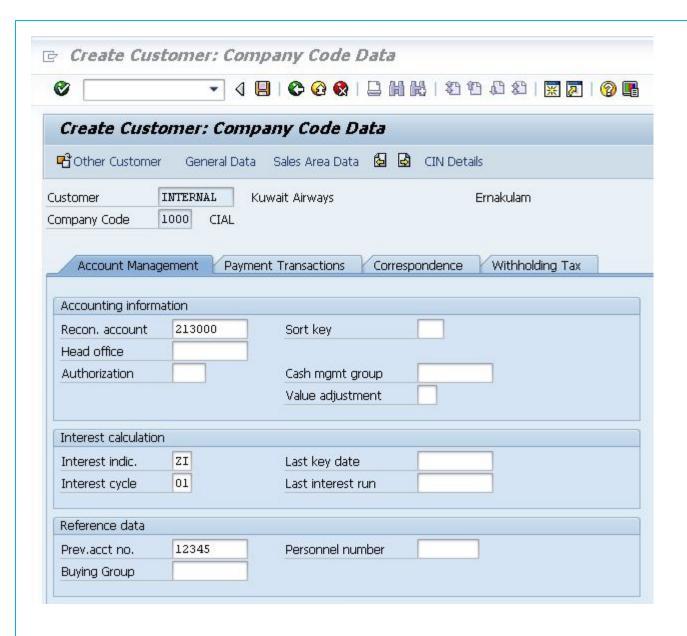
(<u>Note</u>: On Above table in column "R/O/C", " \mathbf{R} " = Required, " \mathbf{O} " = Optional, " \mathbf{C} " = Conditional)

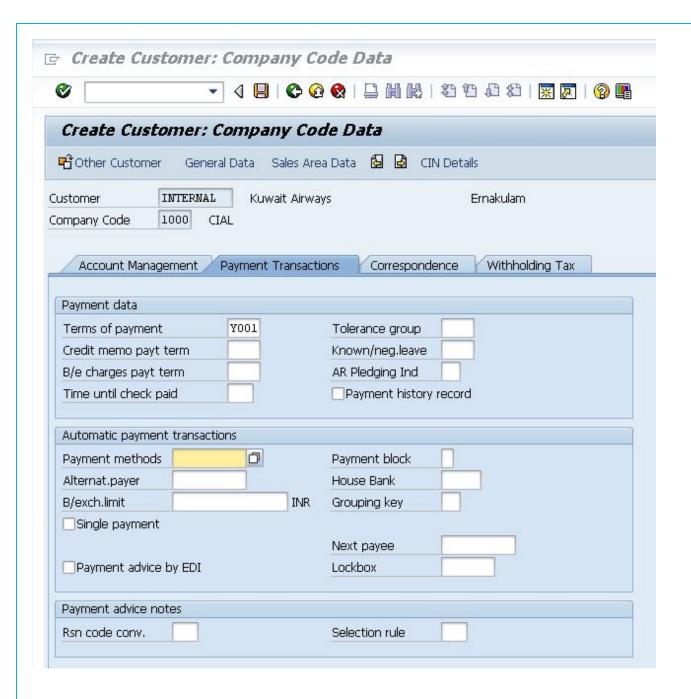


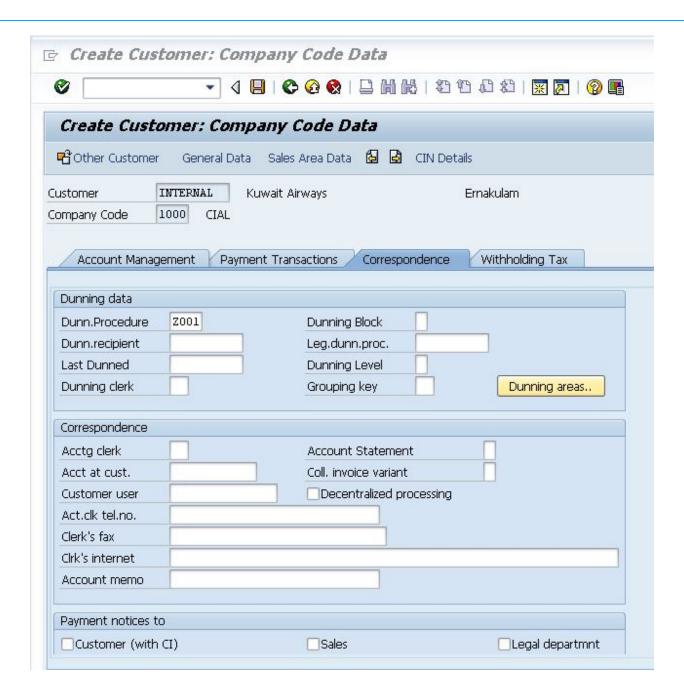


1.3. Click on the Company Code Data to enter the company code related details in the screen for the customer.

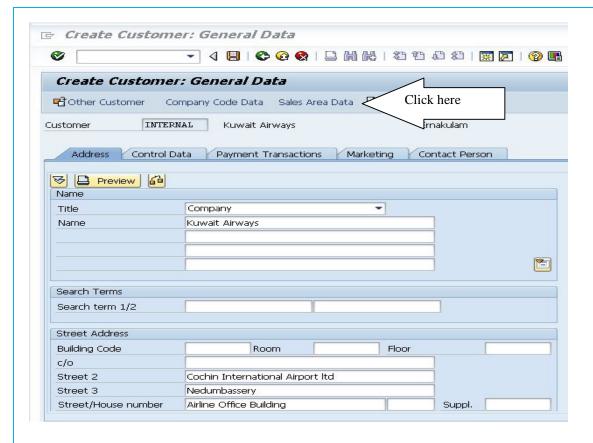


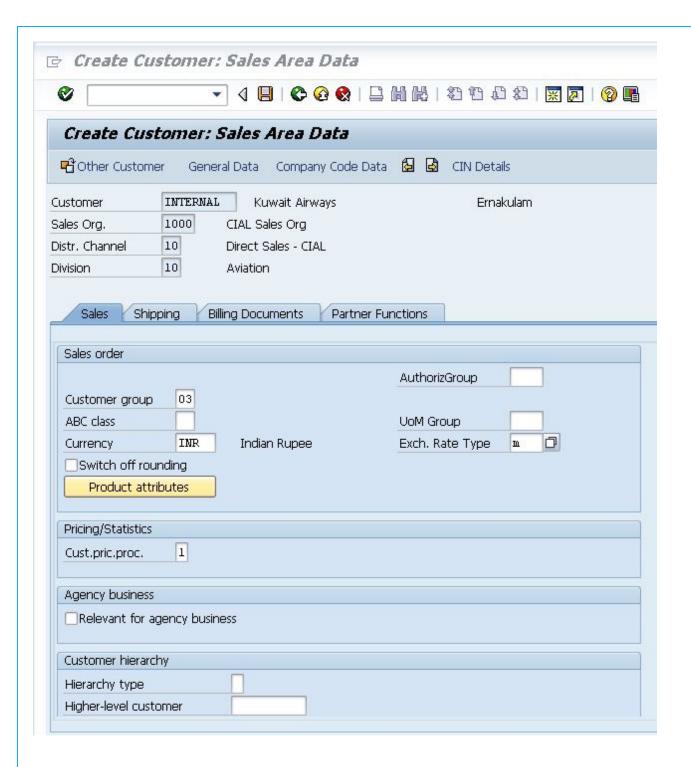


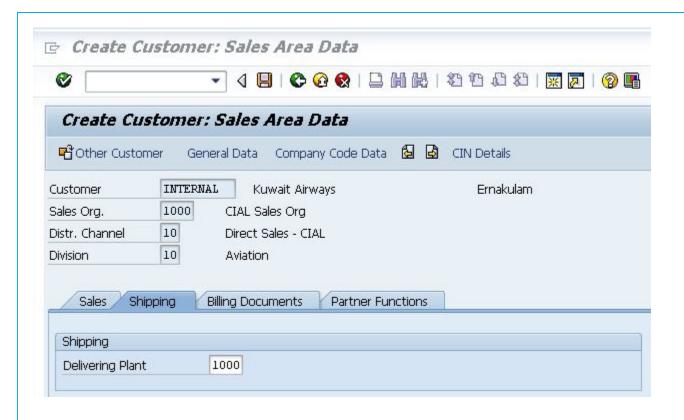


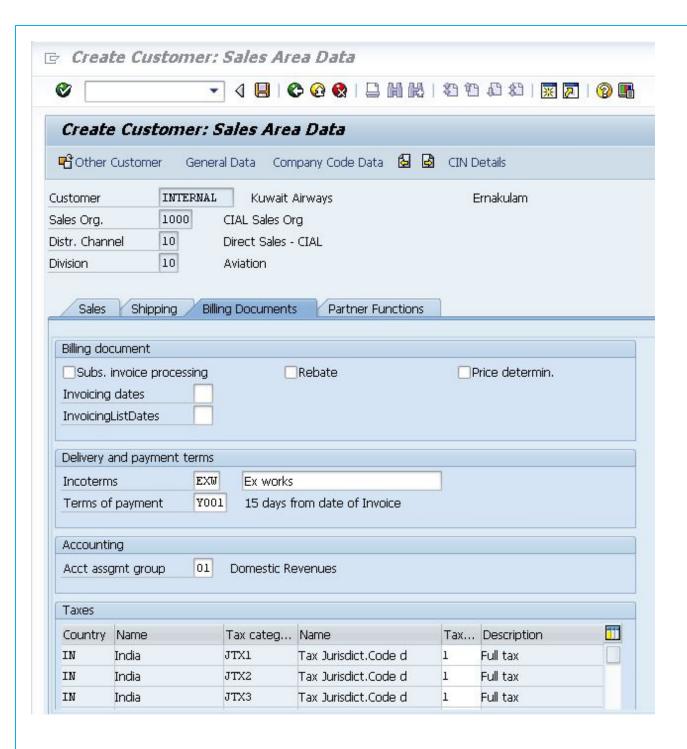


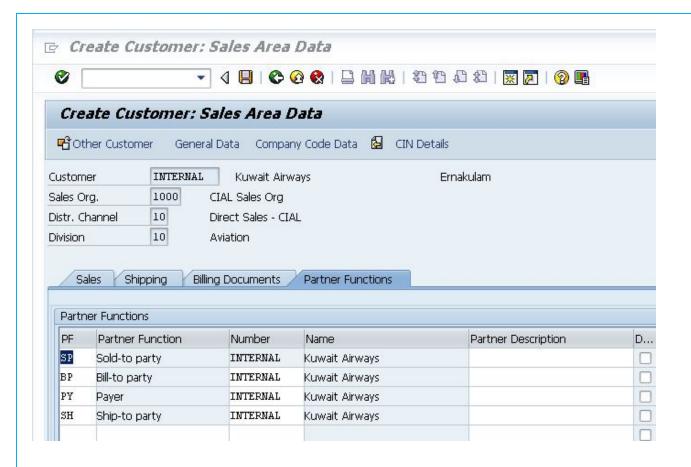
1.4. Click on the Sales Area Data for entering the sales related information of the customer











1.5. SAVE/the data--Select the ☐ POST icon—Control + S.



2. Change Customer

Overview

Trigger:

This procedure will be used to Change the details of the customer which has been already created in the system.

Business Process Description Overview	
This transaction will change existing customer master record	

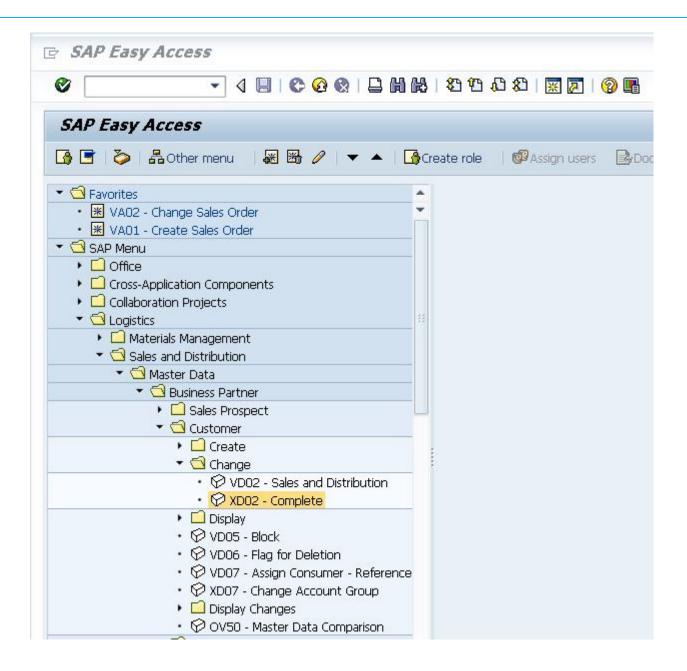
Input - Required Fields	Field Value / Comments
Customer Number	Seven character code

Output – Results	Comments
Changes have been made.	

Procedural Steps

2.1. Access the transaction by:

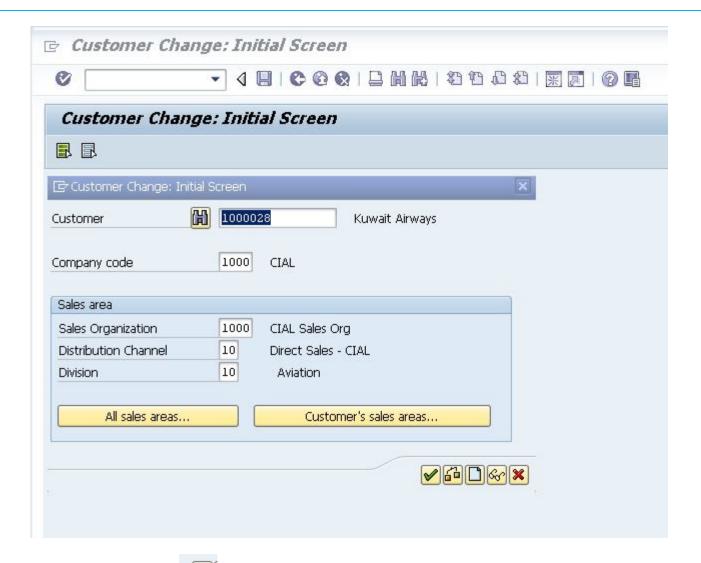
Via Menus	SAP Easy Access → Logistics → Sales and Distribution → Master Data → Business Partner→Customer →Change → Complete
Via Transaction Code	XD02/VD02



2.2. On screen "Change Customer", enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values	Comments
Customer No.	Enter the Business	R	1000028	
Company Code	Partner no. for change	R	1000	
Sales Organization	_	R	1000	
Distribution Channel		R	10	
Division		R	10	

(<u>Note</u>: On Above table in column "R/O/C", " \mathbf{R} " = Required, " \mathbf{O} " = Optional, " \mathbf{C} " = Conditional)



Select the Continue (Enter)

button to go inside the customer details.

2.3. Select the ✓ Enter icon to proceed

