

CONFIGURING BUSINESS PARTNER IN SAP S/4HANA

Scenario: Customer & Vendor with Same Numbers

Abstract

Master the SAP Business Partner configuration through this guide, gain hands-on-experience and implement the BP concept for your clients with confidence

Mohammed Fahim Shaikh
faheemss1@gmail.com

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Business Scenario:

There are situations under which Customer is also a Vendor. In such cases Business Partner number is synced with Customers and Vendors. This is particularly useful in S/4HANA where Business Partner can have different number ranges and Customer Vendors can have different number ranges.

Business Partner can be created in the following ways:

- a. BP can have different number range from Customer and Vendor accounts.
- b. BP and Customer account can have similar number range.
- c. BP and Vendor account can have similar number range.
- d. **BP, Customer Account and Vendor Account can have same number ranges.**

In this demo, we are focusing on 4th Scenario wherein the BP number is aligned with both customer and vendor Accounts.

Note: 0711 is a non-productive company code created for demo purpose only. None of the data shown in this document pertains to my past or present SAP clients.

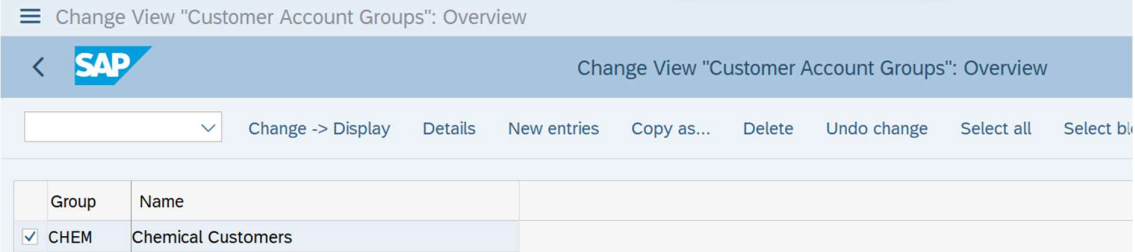
Let's begin...

1. Define Account Groups with Screen Layout (Customers)

In this step you define Customer Account Groups as per your business requirements.

I have created a new Group **CHEM** for customer accounts who buy only chemicals from us.

IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Customer Accounts > Master Data > Preparations for Creating Customer Master Data > Define Account Groups with Screen Layout (Customers)




| Change View "Customer Account Groups": Overview | |
|--|--------------------|
| Change View "Customer Account Groups": Overview | |
| Change -> Display Details New entries Copy as... Delete Undo change Select all Select bl | |
| Group | Name |
| <input checked="" type="checkbox"/> CHEM | Chemical Customers |

2. Create Number Ranges for Customer Accounts

For the account group CHEM, we shall now create a new number range **Z4** dedicated to CHEM customers. Keep this number range as External so that we can copy the number generated by BP Grouping and extend the same to Customer Accounts.


IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Customer Accounts > Master Data > Preparations for Creating Customer Master Data >> Create Number Ranges for Customer Accounts

| | | | | | |
|--|----|------------|------------|-----------|-------------------------------------|
| Edit Intervals: Customer, Object DEBITOR | | | | | |
| <div> <div>< </div> <div>Edit Intervals: Customer, Object DEBITOR</div> </div> | | | | | |
| <div> <div> <div></div> <div>▼</div> </div> <div>Display <-> Change Change number range status Free Intervals Insert Line Delete Line</div> </div> | | | | | |
| | No | From No. | To Number | NR Status | Ext |
| <input type="checkbox"/> | Z4 | 0000400000 | 0000499999 | 0 | <input checked="" type="checkbox"/> |

3. Assign Number Ranges to Customer Account Groups

Now, assign the number range **Z4** to **CHEM** Account Group.

IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Customer Accounts > Master Data > Preparations for Creating Customer Master Data > Assign Number Ranges to Customer Account Groups


| | | | |
|--|-------|--------------------|--------------|
| Change View "Assign Customer Acct Groups->Number Range": Overview | | | |
| <div> <div>< </div> <div>Change View "Assign Customer Acct Groups->Number Range": Overview</div> </div> | | | |
| <div> <div> <div></div> <div>▼</div> </div> <div>Undo Change Select All Select Block Deselect All Configuration Help More ▼</div> </div> | | | |
| | Group | Name | Number range |
| <input type="checkbox"/> | CHEM | Chemical Customers | Z4 |

4. Define Account Groups with Screen Layout (Vendors)

In this screen you define Vendor Account Groups as per your business requirements.

I have created a new Group **CHEM** for Vendor accounts who sell Chemicals to us.

IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Vendor Accounts > Master Data > Preparations for Creating Customer Vendor Data > Define Account Groups with Screen Layout (Vendors)

| | | | |
|---|-------|-----------------|--|
| Change View "Vendor Account Groups": Overview | | | |
| <div> <div>< </div> <div>Change View "Vendor Account Groups": Overview</div> </div> | | | |
| <div> <div> <div></div> <div>▼</div> </div> <div>Change -> Display Details New entries Copy as... Delete Undo change Select all Select</div> </div> | | | |
| Vendor Account Groups | | | |
| | Group | Name | |
| <input type="checkbox"/> | CHEM | Chemical vendor | |

5. Create Number Ranges for Vendor Accounts

IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Vendor Accounts > Master Data > Preparations for Creating Customer Vendor Data > Create Number Ranges for Vendor Accounts

For the account group CHEM, we shall now create a new number range **Z4** dedicated to CHEM Vendors. Keep this number range as External so that we can copy the number generated by BP Grouping and extend the same to Vendor Accounts.

| Edit Intervals: Vendor, Object KREDITOR | | | | | |
|--|------------|------------|-----------|-------------------------------------|--|
| SAP | | | | | |
| Edit Intervals: Vendor, Object KREDITOR | | | | | |
| <div> <div></div> <div>Display <-> Change</div> <div>Change number range status</div> <div>Free Intervals</div> <div>Insert Line</div> <div>Delete Line</div> </div> | | | | | |
| No | From No. | To Number | NR Status | Ext | |
| <input type="checkbox"/> Z4 | 0000400000 | 0000499999 | 0 | <input checked="" type="checkbox"/> | |

6. Assign Number Ranges to Vendor Account Groups

Now, assign the number range **Z4** to **CHEM** Account Group.

IMG > Financial Accounting > Accounts Receivable and Accounts Payable > Vendor Accounts > Master Data > Preparations for Creating Customer Vendor Data > Assign Number Ranges to Vendor Account Groups

| Change View "Assign Vendor Account Groups->Number Range": Overview | | | |
|---|-----------------|--------------|--|
| SAP | | | |
| Change View "Assign Vendor Account Groups->Number Range": Overview | | | |
| <div> <div></div> <div>Undo Change</div> <div>Select All</div> <div>Select Block</div> <div>Deselect All</div> <div>Configuration Help</div> <div>More</div> </div> | | | |
| Group | Name | Number range | |
| <input type="checkbox"/> CHEM | Chemical vendor | Z4 | |

7. Define Number Ranges

In this step we shall define the number range for BP Grouping. We shall create a new number range which is similar to the number range defined for Customer and Vendor. This will ensure that all your customers and vendors have same account numbers.

We shall create a new number range **Z4** and keep it as Internal number range.

IMG > Cross-Application Components > SAP Business Partner > Business Partner > Basic Settings > Number Ranges and Groupings > Define Number Ranges

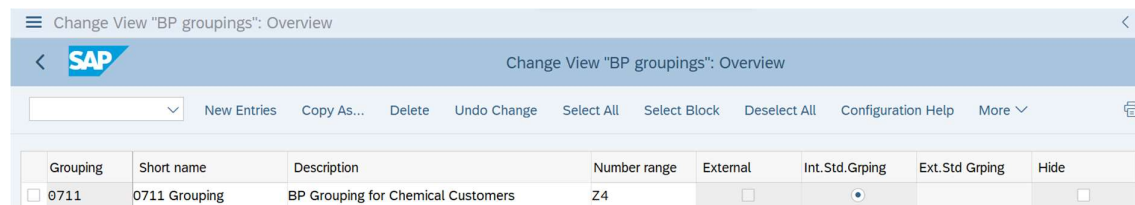
| Edit Intervals: Business partner, Object BU_PARTNER | | | | | |
|---|------------|------------|-----------|--------------------------|--|
| SAP | | | | | |
| Edit Intervals: Business partner, Object BU_PARTNER | | | | | |
| <div> <div></div> <div>Display <-> Change</div> <div>Change number range status</div> <div>Free Intervals</div> <div>Insert Line</div> <div>Delete Line</div> <div>S</div> </div> | | | | | |
| No | From No. | To Number | NR Status | Ext | |
| <input type="checkbox"/> Z4 | 0000400000 | 0000499999 | 400009 | <input type="checkbox"/> | |

8. Define Groupings and Assign Number Ranges

In this step we are creating a new Grouping ID **0711** and describing it as **0711 Grouping for Chemical Customers**.

Next, assign the number range **Z4** and click on Radio Button **Int.Std.Grping**. With this configuration we have ensured that BP will be created with internal number range Z4.

IMG > Cross-Application Components > SAP Business Partner > Business Partner > Basic Settings > Number Ranges and Groupings > Define Groupings and Assign Number Ranges



The screenshot shows the SAP S/4HANA IMG configuration screen for "BP groupings". The title bar indicates "Change View 'BP groupings': Overview". The main table lists the configuration for grouping 0711.

| Grouping | Short name | Description | Number range | External | Int.Std.Grping | Ext.Std.Grping | Hide |
|-------------------------------|---------------|------------------------------------|--------------|--------------------------|----------------------------------|----------------|--------------------------|
| <input type="checkbox"/> 0711 | 0711 Grouping | BP Grouping for Chemical Customers | Z4 | <input type="checkbox"/> | <input checked="" type="radio"/> | | <input type="checkbox"/> |

9. Define BP Role for Direction Customer to BP

In this step we are connecting Customer Account Group to BP Roles.

IMG > Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Customer Integration > Define BP Role for Direction Customer to BP



The screenshot shows the SAP S/4HANA IMG configuration screen for "Role Assignment for Customer According to BP". The title bar indicates "Change View 'Role Assignment for Customer According to BP': Overview". The main table lists the role assignments for customer account group CHEM.

| Group | BP Role |
|-------------------------------|---------|
| <input type="checkbox"/> CHEM | FLCU00 |
| <input type="checkbox"/> CHEM | FLCU01 |

10. Define Number Assignment for Direction BP to Customer

In this step we are connecting BP Grouping with Customer Account Group and selecting **Same Numbers** for BP & Customer Account Group.

With this configuration all new customer accounts will be created with same number range as specified in BP Grouping configuration.

IMG > Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Customer Integration > Assign Keys > Define Number Assignment for Direction BP to Customer

| | | | | | | |
|--|---------|---------------|---------|--------------------|-------------------------------------|--------------------------|
| Change View "Number Assignment for Direction BP to Customer": Overview | | | | | | |
| <div> <div> <div></div> <div>SAP</div> </div> <div>Change View "Number Assignment for Direction BP to Customer": Overview</div> </div> | | | | | | |
| <div> <div> <div></div> <div></div> </div> <div> <div>New Entries</div> <div>Copy As...</div> <div>Delete</div> <div>Undo Change</div> <div>Select All</div> <div>Select Block</div> <div>Deselect All</div> <div>Configuration Help</div> <div>More</div> </div> </div> | | | | | | |
| Number Assignment for Direction BP to Customer | | | | | | |
| | Grou... | Short name | Acco... | Name | Same Numbers | Flexible Grouping |
| <input type="checkbox"/> | 0711 | 0711 Grouping | CHEM | Chemical Customers | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

11. Define Number Assignment for Direction Customer to BP

In this step we are connecting Customer Account Group with BP Grouping and Not Selecting **Same Numbers** for BP & Customer Account Group.

We did not check the Same No box as we do not want the new customer accounts to pick their own number range. Instead, we want the BP grouping to decide the number range, and we shall just extend that number on customer account.

Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Customer Integration > Assign Keys > Define Number Assignment for Direction Customer to BP

| | | | |
|--|-------|------|--------------------------|
| Change View "Number Assignment for Direction Customer to BP": Overview | | | |
| <div> <div> <div></div> <div>SAP</div> </div> <div>Change View "Number Assignment for Direction Customer to BP": Overview</div> </div> | | | |
| <div> <div> <div></div> <div></div> </div> <div> <div>New Entries</div> <div>Copy As...</div> <div>Delete</div> <div>Undo Change</div> <div>Select All</div> <div>Select Block</div> <div>Deselect All</div> <div>Configuration Help</div> <div>More</div> </div> </div> | | | |
| Number Assignment for Direction Customer to BP | | | |
| | Group | Grp. | Same No |
| <input type="checkbox"/> | CHEM | 0711 | <input type="checkbox"/> |

12. Define BP Role for Direction Vendor to BP

In this step we are connecting Vendor Account Group to BP Roles.

Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Vendor Integration > Define BP Role for Direction Vendor to BP

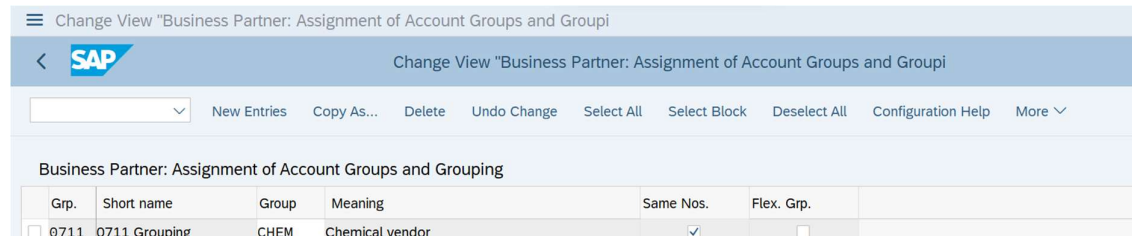
| | |
|--|---------------|
| Change View "BP Role for Direction Vendor to Business Partner": Overvi | |
| <div> <div> <div></div> <div>SAP</div> </div> <div>Change View "BP Role for Direction Vendor to Business Partner": Overvi</div> </div> | |
| <div> <div> <div></div> <div></div> </div> <div> <div>New Entries</div> <div>Copy As...</div> <div>Delete</div> <div>Undo Change</div> <div>Select All</div> <div>Select Block</div> <div>Deselect All</div> <div>Configuration Help</div> <div>More</div> </div> </div> | |
| BP Role for Direction Vendor to Business Partner | |
| | Group BP Role |
| <input type="checkbox"/> | CHEM BBP000 |
| <input type="checkbox"/> | CHEM FLVN00 |
| <input type="checkbox"/> | CHEM FLVN01 |

13. Define Number Assignment for Direction BP to Vendor

In this step we are connecting BP Grouping with Vendor Account Group and selecting **Same Numbers** for BP & Vendor Account Group.

With this configuration all new vendor accounts will be created with same number range as specified in BP Grouping configuration.

Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Vendor Integration > Assign Keys > Define Number Assignment for Direction BP to Vendor



The screenshot shows the SAP configuration interface for 'Business Partner: Assignment of Account Groups and Grouping'. The table below lists the configuration for the '0711' group.

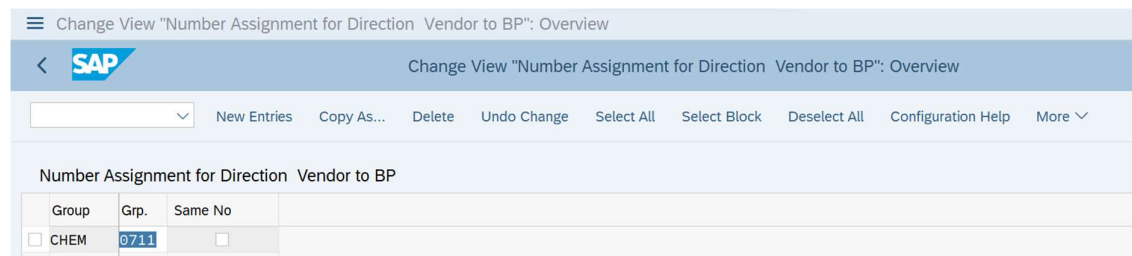
| Grp. | Short name | Group | Meaning | Same Nos. | Flex. Grp. |
|-------------------------------|---------------|-------|-----------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> 0711 | 0711 Grouping | CHEM | Chemical vendor | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

14. Define Number Assignment for Direction Vendor to BP

In this step we are connecting Vendor Account Group with BP Grouping and Not Selecting **Same Numbers** for BP & Vendor Account Group.

We did not check the Same No box as we do not want the new vendor accounts to pick their own number range. Instead, we want the BP grouping to decide the number range, and we shall just extend that number on vendor account.

Cross-Application Components > Master Data Synchronization > Customer/Vendor Integration > Business Partner Settings > Settings for Vendor Integration > Assign Keys > Define Number Assignment for Direction Vendor to BP



The screenshot shows the SAP configuration interface for 'Number Assignment for Direction Vendor to BP: Overview'. The table below lists the configuration for the 'CHEM' group.

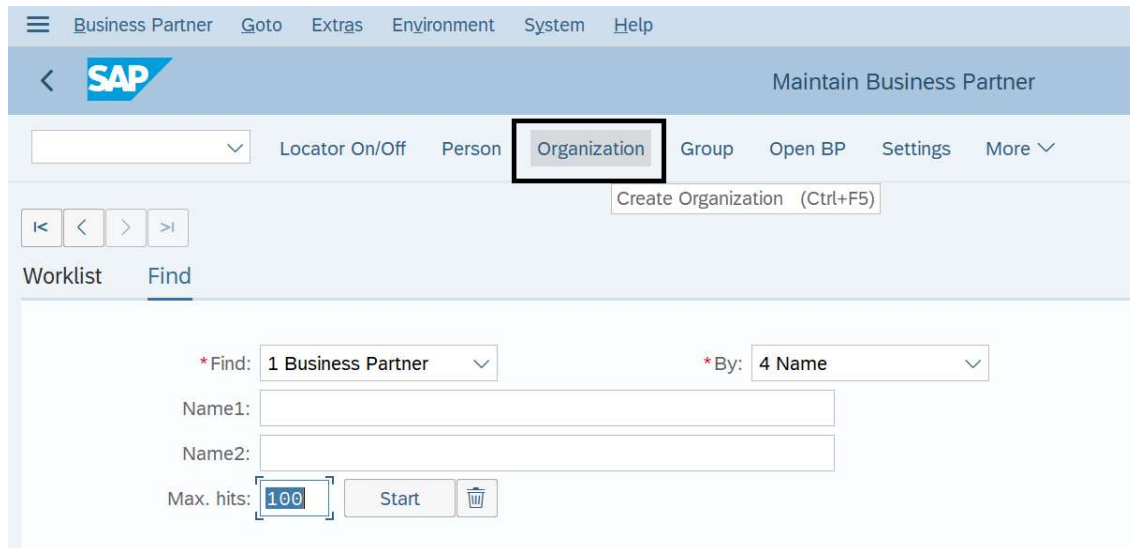
| Group | Grp. | Same No |
|-------------------------------|------|--------------------------|
| <input type="checkbox"/> CHEM | 0711 | <input type="checkbox"/> |

The configuration is now complete.

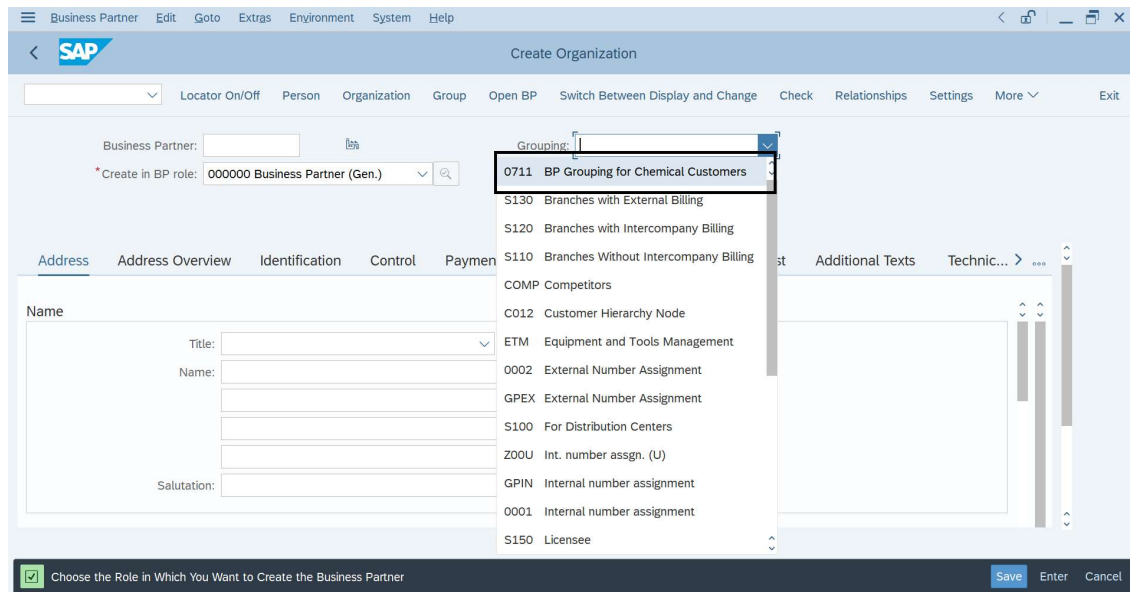
15. Creating a test BP

Let us now create a test BP and extend the same to Customer and Vendor Account.

1. Enter T-Code **BP** on Okay Code Screen, and Click on **Organization**



2. Choose the Grouping **0711** from the Drop-down list



3. Fill the Name 1, Search Term, Postal Address, and Language, and Click **Save**. BP no. 400003 is created for the role 000000 Business Partner (Gen.). This information is available at client level.

Display Organization : 400003

SAP Display Organization : 400003

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change More

Business Partner: 400003 ABC Company Ltd / California 98761

* Display in BP role: 000000 Business Partner (Gen.)

Address Address Overview Identification Control Payment Transactions Status Where-Used List Additional Texts Tec

Name

Title:

Name: ABC Company Ltd

Salutation:

- Click on **Switch Between Display and Change** button and Click on drop-down list **Display in BP role**.

Display Organization : 400003

SAP Display Organization : 400003

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change More

Business Partner: 400003 ABC Company Ltd / California 98761

* Display in BP role: 000000 Business Partner (Gen.)

Address Address Overview Identification Control Payment Transactions Status Where-Used List Additional Texts

- Select Role **FLCU00 FI Customer**

Business Partner Edit Goto Extras Environment System Help

SAP Change Organization: 400003

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change

Business Partner: 400003 ABC Company Ltd / California 98761

* Change in BP role: 000000 Business Partner (Gen.)

VLC001 End Customer

FLCU00 FI Customer

FS0000 Financial Services BP

TR0155 Global Custodian

TR0200 Guarantor

Address Address Payment Transactions Status Where-Used List Additional T

Name

- Click on **More > Company Code**

Business Partner Edit Goto Extras Environment System Help

< **SAP** Change Organization: 400003, new role FI Customer

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change More

Business Partner: 400003 ABC Company Ltd / California 98761

* Change in BP role: FLCU00 FI Customer (New)

Check (F8)
Company Code (Ctrl+F2)
ETM Data (Ctrl+F3)

7. Enter **Company Code** number and Press **Enter**

Change Organization: 400003, new role FI Customer

< **SAP** Change Organization: 400003, new role FI Customer

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change More

Business Partner: 400003 ABC Company Ltd / California 98761

* Change in BP role: FLCU00 FI Customer (New)

Company Code

Company Code: Customer: 400003 Vendor:

Company Codes
Switch Company Code

Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance Customer: S

Account Management

Reconciliation acct:

8. Enter **Reconciliation Account** number, Sort key and Click **Save**.

Change Organization: 400003, new role FI Customer

< **SAP** Change Organization: 400003, new role FI Customer

Locator On/Off Person Organization Group Open BP Previous Partner Switch Between Display and Change

Business Partner: 400003 ABC Company Ltd / California 98761

* Change in BP role: FLCU00 FI Customer (New)

Company Code

Company Code: 0711 0711 Enterprise Customer: 400003 Vendor:

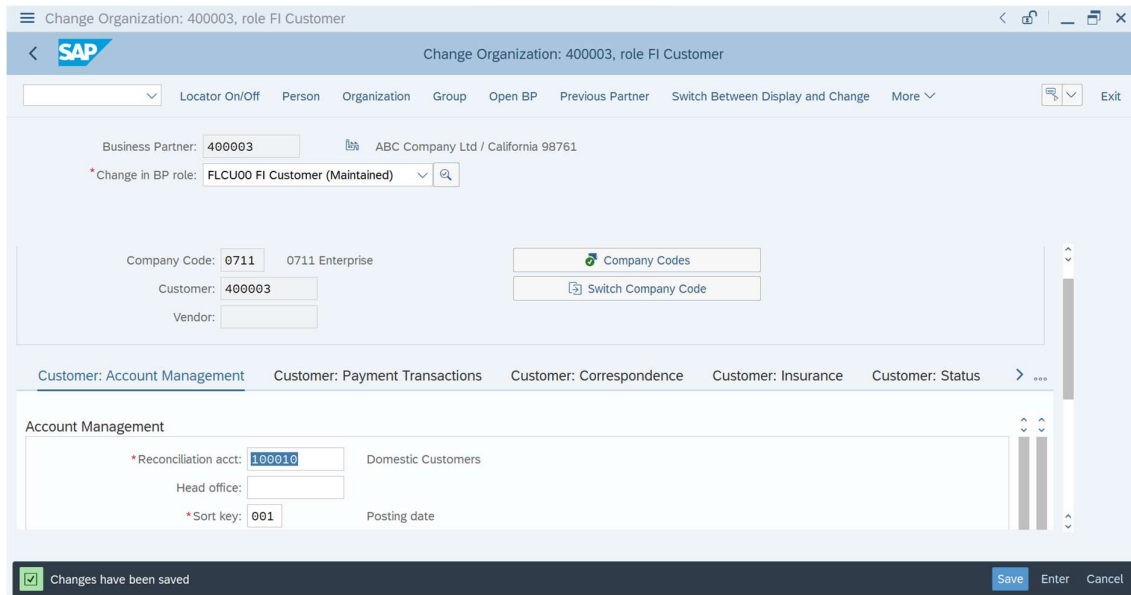
Company Codes
Switch Company Code
Delete Company Code

Customer: Account Management Customer: Payment Transactions Customer: Correspondence Customer: Insurance C

Account Management

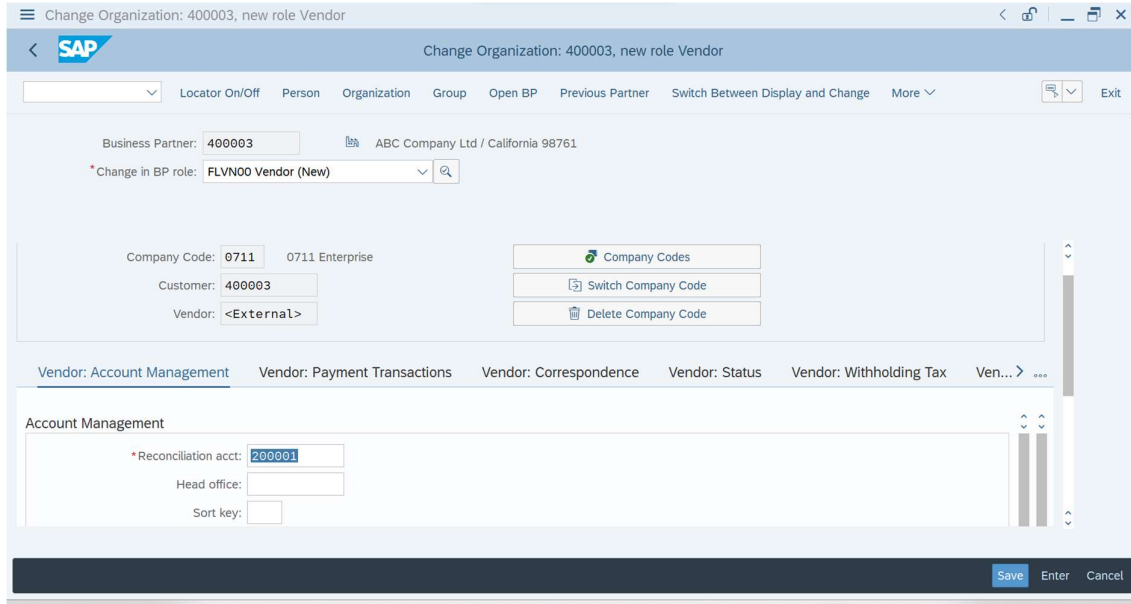
* Reconciliation acct: Head office:

9. BP 400003 is now extended to FI Customer 400003 (with same number as BP role 000000) under Company Code 0711 and is ready for posting financial transactions such as Invoice, Credit Note Payments, etc.



The screenshot shows the SAP 'Change Organization' window for business partner 400003, role FI Customer. The window title is 'Change Organization: 400003, role FI Customer'. The top navigation bar includes tabs for Locator On/Off, Person, Organization, Group, Open BP, Previous Partner, Switch Between Display and Change, and More. The main area displays the Business Partner '400003' and the company 'ABC Company Ltd / California 98761'. The 'Change in BP role' is set to 'FLCU00 FI Customer (Maintained)'. The 'Company Code' is '0711' (0711 Enterprise). The 'Customer' is '400003'. The 'Vendor' field is empty. The 'Account Management' section shows the 'Reconciliation acct' as '100010' and the 'Sort key' as '001'. The bottom status bar indicates 'Changes have been saved' and includes 'Save', 'Enter', and 'Cancel' buttons.

10. Now Choose FLVN00 Role from Drop-down list and Choose **FLVN00 Vendor** role. Enter **Recon A/c** and Click **Save**.



The screenshot shows the SAP 'Change Organization' window for business partner 400003, new role Vendor. The window title is 'Change Organization: 400003, new role Vendor'. The top navigation bar includes tabs for Locator On/Off, Person, Organization, Group, Open BP, Previous Partner, Switch Between Display and Change, and More. The main area displays the Business Partner '400003' and the company 'ABC Company Ltd / California 98761'. The 'Change in BP role' is set to 'FLVN00 Vendor (New)'. The 'Company Code' is '0711' (0711 Enterprise). The 'Customer' is '400003'. The 'Vendor' is '<External>'. The 'Account Management' section shows the 'Reconciliation acct' as '200001' and the 'Sort key' is empty. The bottom status bar indicates 'Changes have been saved' and includes 'Save', 'Enter', and 'Cancel' buttons.

11. Vendor is created with same BP number/Customer number **400003**

The screenshot shows the SAP S/4HANA 'Change Organization' interface for a Vendor with Business Partner number 400003. The title bar indicates 'Change Organization: 400003, role Vendor'. The main header includes the SAP logo and the same title. Below the header is a navigation bar with tabs: Locator On/Off, Person, Organization, Group, Open BP, Previous Partner, Switch Between Display and Change, and More. The 'Organization' tab is active. The main content area shows the Business Partner details: Business Partner: 400003, ABC Company Ltd / California 98761. Below this is a dropdown for 'Change in BP role' set to 'FLVN00 Vendor (Maintained)'. Further down, the 'Company Code' is 0711 (0711 Enterprise), and the 'Customer' and 'Vendor' numbers are both 400003. There are buttons for 'Company Codes' and 'Switch Company Code'. At the bottom, there is a tabbed interface for 'Vendor: Account Management', 'Vendor: Payment Transactions', 'Vendor: Correspondence', 'Vendor: Status', 'Vendor: Withholding Tax', and 'Ven...'. The 'Vendor: Account Management' tab is selected, showing fields for '*Reconciliation acct:' (2000001), 'Domestic Vendors', 'Head office:', and 'Sort key:'. A status bar at the very bottom shows a green checkmark and the message 'Changes have been saved', with buttons for 'Save', 'Enter', and 'Cancel'.

Test result: Configuration was mapped correctly, and BP was created successfully.

Happy Learning 😊