# Exercise 11: Create a Business Partner (FI Vendor)

Follow this menu path:

**Accounting → Financial Accounting → Accounts Payable → Master Records → Create**

Select Organization and click Continue.

Enter the following data:

|  |  |
| --- | --- |
| Business Partner | Leave blank |
| Grouping | Internal number assignment |
| Create in BP role | FI Vendor (New) |
| Title | Company |
| Name | TS410-## |
| Search Term ½ | 0## |
| Street | Maryland Ave |
| House number | 3202 |
| Postal code | 53211 |
| City | Milwaukee |
| Country | US |
| Region | WI |
| Language | English |

Click Company Code (in the menu at the top).

Enter the following data:

|  |  |
| --- | --- |
| Company Code | US00 |

Click Enter:

Enter the following data:

|  |  |
| --- | --- |
| Vendor: Account Management Tab | |
| Reconciliation acct | Payables-Trade Accounts |
| Vendor: Payment Transactions Tab | |
| Payment Terms | Payable immediately due net |
| Payment methods | Check |

Click Save and stay on the screen.

|  |  |
| --- | --- |
| What is the number of the new Business Partner (shown on the bottom left)? |  |
| What is the Vendor account number (shown below the Company Code)? |  |

Enter the following data:

|  |  |
| --- | --- |
| Display in BP role | Business Partner (Gen.) |

Click More → Business Partner → Display <-> Change

Enter the following data:

|  |  |
| --- | --- |
| Control Tab | |
| Tax Classification Country | US UTXJ None |

Click Save.