

How to define vendor account groups with screen layout in SAP

How to create vendor account groups in SAP?

In this [SAP FICO tutorial](#) you will learn how to define vendor account groups with screen layout in [SAP](#) using transaction code OBD3.

Purpose of Configuration

- In this configuration step you determine the account groups for vendors.

Configuration values

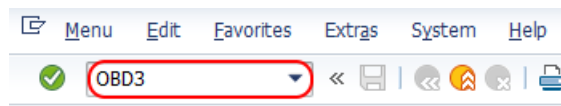
Group	Name
T001	Domestic Vendors
T002	Import Vendors
T003	One Time Vendors

IMG Menu Path

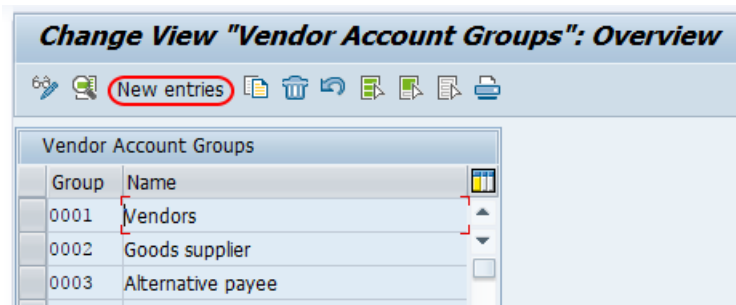
<i>SAP R/3 Role Menu</i>	Define account groups with screen layout (Vendor)
<i>Transaction code</i>	OBD3
<i>IMG path</i>	SPRO > IMG > Financial Accounting > Accounts Receivable & Accounts Payable > Vendor Accounts > Master Data > Define Account Groups with Screen Layout (Vendors)

Configuration Steps

Step 1 : – Enter t-code “OBD3” in the SAP commend field and enter.

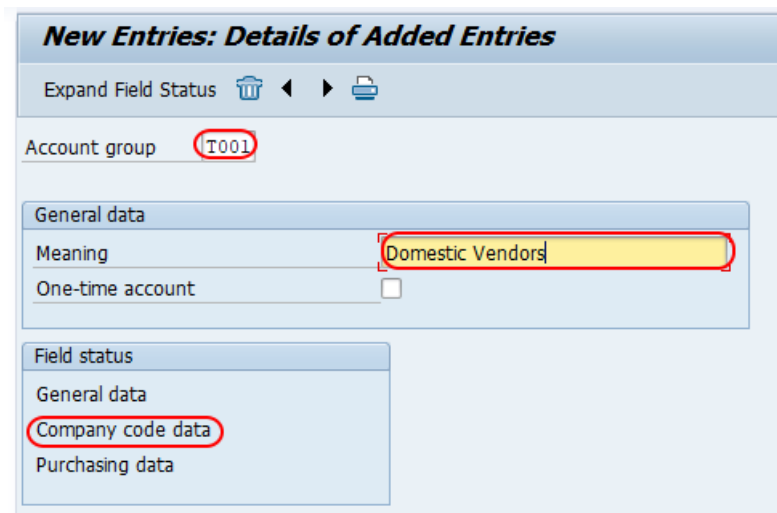


Step 2 : – On change view “vendor account groups” overview screen, click on new entries button for creation of new vendor account group in SAP as per requirements.

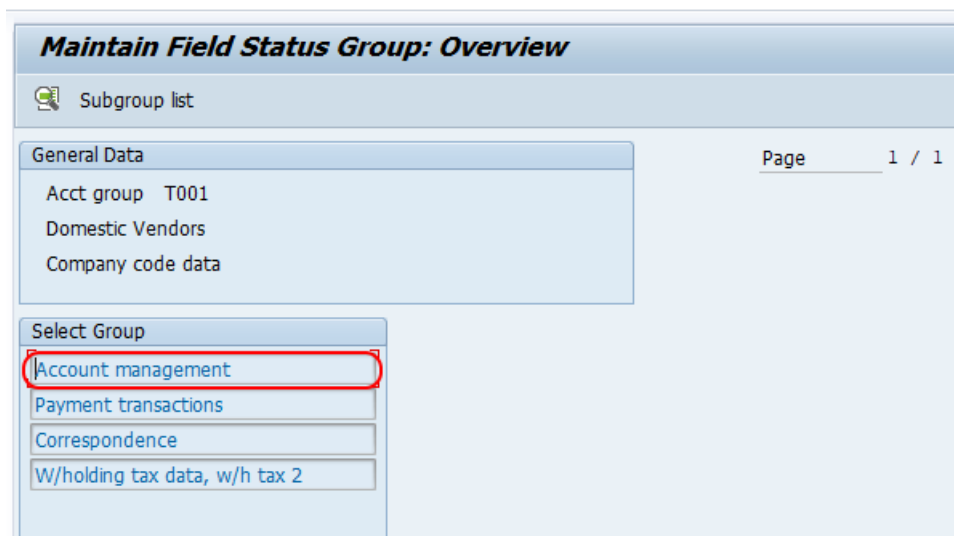


Step 3 : – On new entries: details of added entries screen, update the following details.

- **Account group :** – Update the four digit key that identifies the vendor account group in SAP.
- **Description/Meaning :** – Update the descriptive text of account group.
- **One-Time account :** – Leave this option as blank, if you are creating one time vendor account group than check this one time account option.
- **Field Status :** – Double click on company code data for maintaining the field status groups.



Step 4 : – On maintain field status group: overview screen, click on account management option which is under select group field.



On maintain field status group : account management screen, choose the reconciliation account as required entry.

Maintain Field Status Group: Account management

Field check

General Data Page 1 / 1

Acct group T001
Domestic Vendors
Company code data

Account management

	Suppress	Req. Entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Previous account number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Sort key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Head office	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Authorization	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Preference indicator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Minority indicator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Withholding tax code (1)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Wthld.tax exempt., wthld.tax 1	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Interest calculation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Withh.tax cat., exemp.reason(1)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Withholding Tax Country	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personnel number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Release Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Gross income tax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on save button and save the configured details.

Why we need to choose reconciliation account as required entry?

It is mandatory to choose reconciliation account as required entry, because when we are creating vendor accounts in SAP it ask to entry the reconciliation account and the system wont allows you to save the data without updating the reconciliation account.

SAP FICO Training

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SAP FICO - Introduction

↳ [SAP Financial Accounting](#)

↳ [What is SAP FICO](#)

↳ [What is client in SAP](#)

SAP FICO - Enterprise Structure

↳ [Define Company in SAP](#)

↳ [Define Company Code in SAP](#)

↳ [Assign company code to company in SAP](#)

↳ [Define business area and consolidation business area in SAP](#)

↳ Assign business area to consolidated business area in SAP

↳ Define credit control area in SAP

↳ Assign company code to credit control area in SAP

↳ Define functional area in SAP

↳ Maintain Financial Management Area in SAP

↳ Assign financial management area to company code in SAP

↳ How to create segments in SAP

SAP FICO - Global Parameters

↳ What is Chart of accounts and how to create COA in SAP?

↳ Assign company code to chart of accounts

↳ What is Fiscal year in SAP?

↳ How to maintain fiscal year variant

↳ Assign company code to fiscal year variant

↳ Define account group in SAP

↳ Define retained earnings account

↳ Define posting period variant (PPV)

↳ Assign variants to company code in SAP

↳ Open and closing posting period variants

↳ Define field status variant and field status groups in FICO

↳ Assign company code to field status variant

↳ Define Tolerance group for G/L accounts

↳ Define Tolerance group for employees

↳ Check company code global parameters

SAP FICO - Foreign Currency Transactions

↳ Check exchange rate types

↳ Define translation ratios for currency translation

↳ How to maintain exchange rates in SAP

↳ Define accounts for exchange rate differences

↳ Define foreign currency valuation methods

↳ Define accounting principles and assign to ledger group

↳ Define valuation areas and assign to accounting principles

SAP FICO - New G/L Accounting

↳ How to activate new G/L accounting?

↳ Define ledgers for general ledger accounting

‣ Define currencies for leading currency

‣ Define & Activate Non-Leading Ledgers

‣ Define Zero-balance clearing account

‣ Define interest calculation types

‣ Define interest indicator

SAP FICO - Accounts Receivable

‣ Define account group for customers

‣ Maintain number ranges for customer account groups

‣ Assign number ranges to customer account groups

‣ Define risk categories

‣ Define tolerance group for Customers

‣ Create sundry debtors accounts

‣ Define Customer Master Record

SAP FICO - Accounts Payable

‣ What is Accounts Payable in SAP?

‣ Define vendor account groups

‣ Maintain number range intervals for vendor accounts

‣ Assign number ranges to vendor account groups

‣ Create payment terms

‣ Define accounts for cash discount taken

‣ Define Vendor reconciliation account

‣ Create vendor code

SAP FICO - Tax on Sales and Purchases

‣ What is Sales tax and Purchase tax in SAP?

‣ Define tax calculation procedures

‣ Assign country to calculation procedure

‣ Assign tax codes for non taxable transactions

‣ Maintain tax codes for sales and purchases

‣ Define tax accounts in SAP

SAP FICO - Bank Accounting

‣ What is Bank Accounting in SAP?

‣ Define bank key

‣ Define house bank in SAP

‡ Create check lots

‡ Automatic payment program

SAP FICO - Asset Accounting

‡ What is Asset Accounting in SAP?

‡ Define Chart of Depreciation

‡ Assign chart of depreciation to company code

‡ Specify Account Determination

‡ Number range intervals for Assets

‡ Maintain Asset Classes

‡ Define tax accounts in SAP

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