# XD01 – Create Customer Account



* Input **XD01** in **Transaction Box** and press **Enter** key

# Create Customer Initial Screen.



* **Account group:** Select relevant account group from drop-down list
* **Company code:** Input relevant company code

Press **Enter** key

# Create Customer General Data Screen.



* **Title:** Select relevant title from the drop down list
* **Name:** Input customer name
* **Search term 1/2:** Input required/relevant search term
* **Street/House number:** Input steet and house number
* **Postal Code/City:** Input postal code and city
* **Country:** Select country code with the help of **F4** key
* **Region:** Select region code with the help of **F4** Key

Click on **Company Code Data** button

# Create Customer Company Code Data Screen.

**Account Management Tab**



* **Recon. account:** Select the relevant reconcialiation account with the help of **F4** key
* **Sort Key:** Select the relevant sort key with the help of **F4** key

Select **Payment Transactons** tab

# Create Customer Company Code Data Screen.

**Payment Transaction Tab**



* **Terms of payment:** Select the relevant terms of payment with the help of **F4** key
* **Payment methods:** Select the relevant payment metods with the help of **F4** key



* Click on **Save** icon or press **Ctrl+S** keys to save the data



Customer was successfully created message appears at bottom of the screen

**Manual End**