

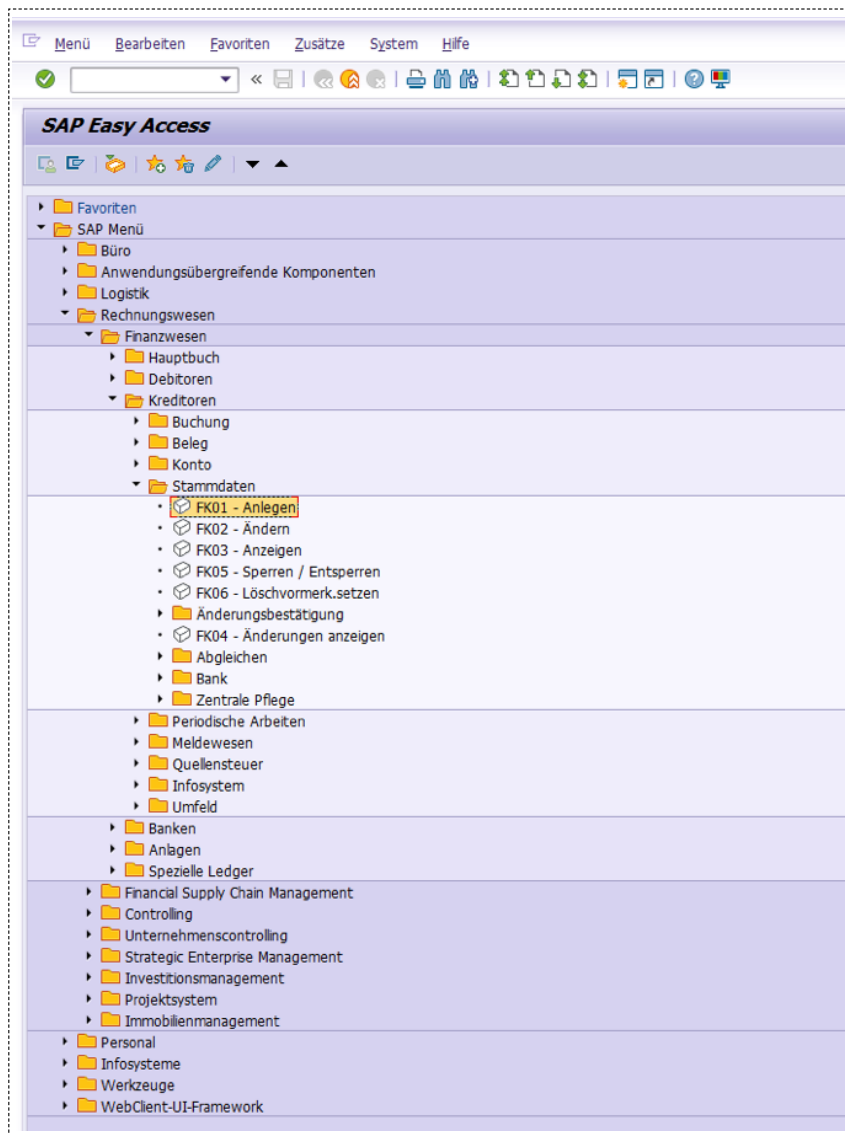
Example 1: Creating Unite Financial Services as a single creditor in a SAP ERP system

The following screens show you step-by-step examples of how to create Mercateo Unite as the only creditor in the ERP system SAP. The corresponding fields are marked in the interface. You can download the relevant information from the website.

System: SAP-FI component

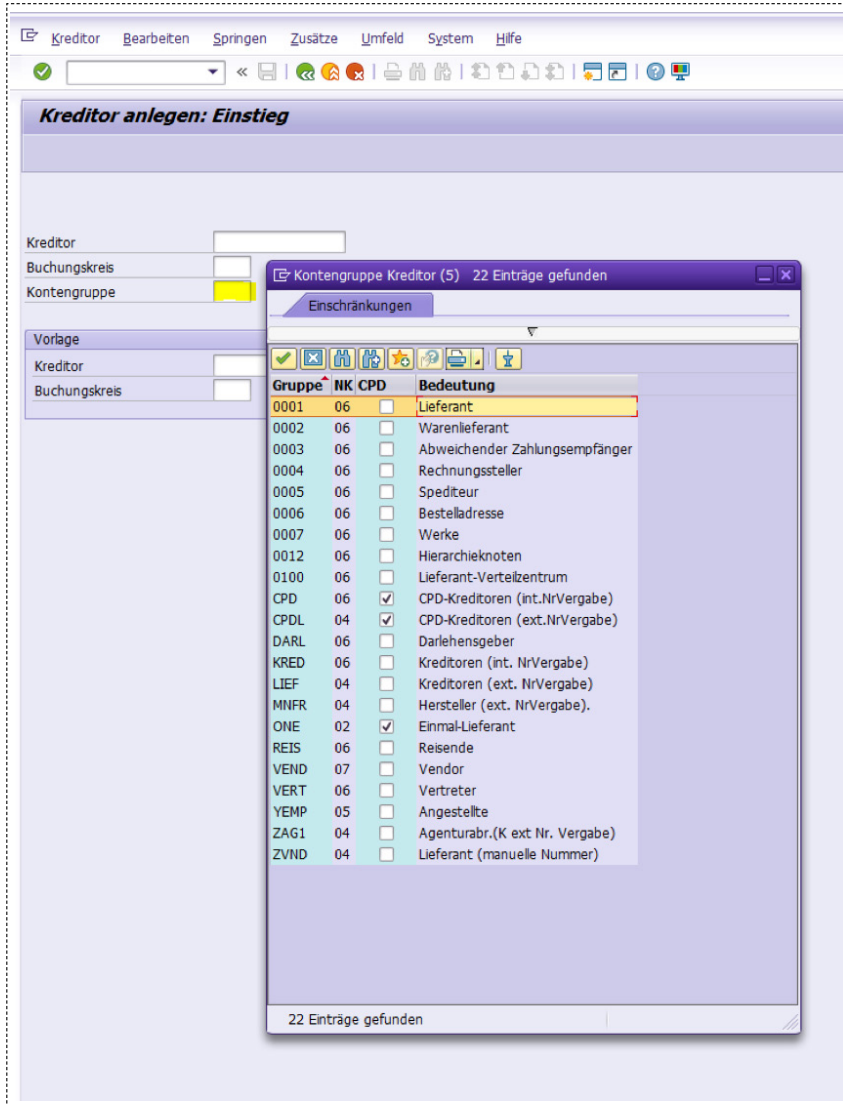
Area: Transaction FK01 – Create creditor

Path: SAP-Menu → Accounting → Financial Accounting → Accounts Payable → Master Records → FK01 - Create



Create Mercateo Unite as a creditor: Click by click

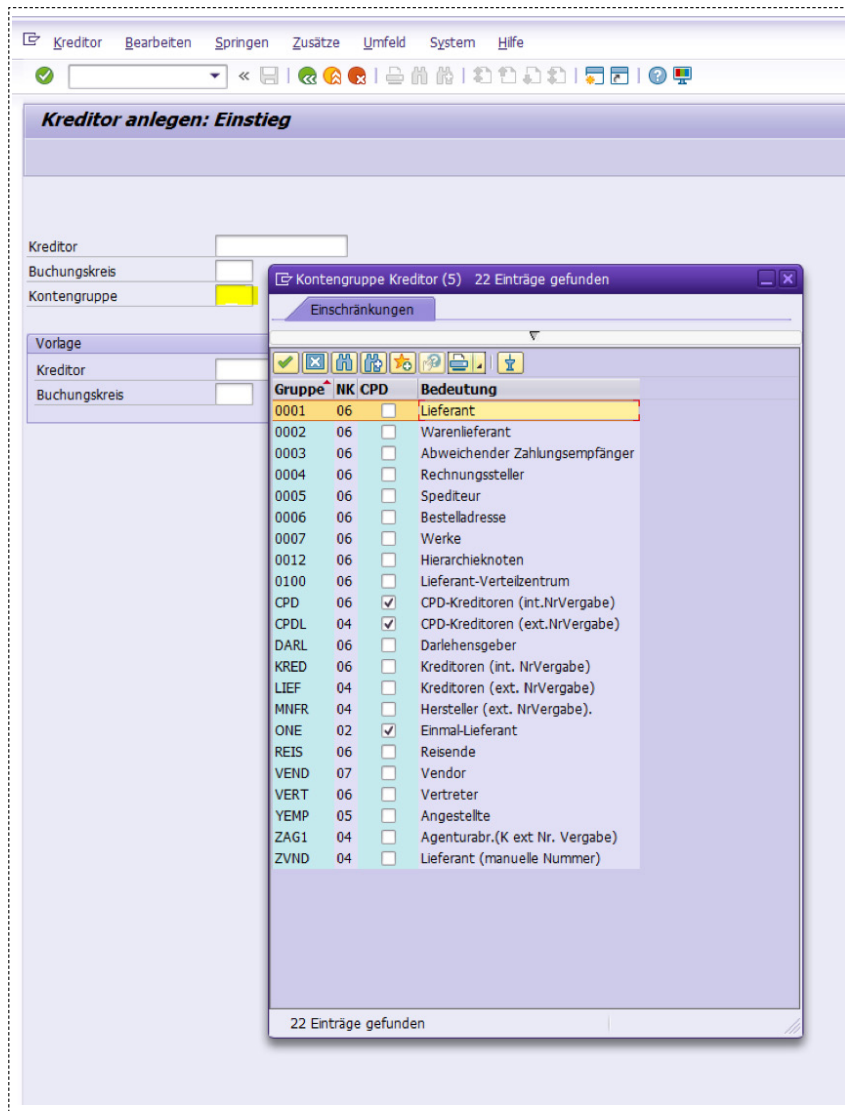
→ Select company code and account group



Address

→ Complete the name, search term, address, communication data

In the "Comment" field, save the reference to single creditor so that the field can be linked and displayed in transaction FBL1N "Display/Change Line Items (Accounts Payable)".



Control

Unite Financial Services GmbH issues invoices in the name of and on behalf of a provider and handles payment. As the providers are subject to VAT as service providers, no tax number has to be filed for Unite Financial Services GmbH. All tax-relevant data of the supplier can be found on the invoice.

Kreditor ändern: Steuerung

Kreditor: Unite Financial Services GmbH Leipzig

Kontosteuerung

Debitor Berechtigung

PartnGesellsch Konzern

Steuernformationen

Steuernummer 1 Ausgl.Steuer

Steuernummer 2 Natürl.Person

Umsatzsteuer

Fisk. Anschrift

Steuerstandort USt-Id.Nr [Weitere...](#)

Zust. Finanzamt

Steuernummer

Referenzdaten

Lokationsnr. 1 Lokationsnr. 2 Prüzfziffer

Auskunftsnummer Ltz.ext.Prüfung

Branche

Stan.Carrier Cd SpdFraGruppe DienstlSchmGr

Stat.Gr.Dienstl

Externer Herst.

Quellensteuerpflichtiger

Geburtsdatum Geburtsort

Geschlecht Beruf

Payment transactions

→ Enter the bank details of the collective escrow account of Unite Financial Services GmbH here

Transfers must be made to this account as only payments to this collective escrow account have a debt-discharging effect.

Kreditorenanlegen: Zahlungsverkehr

Kreditorenanlegen: Zahlungsverkehr

Kreditoren: INTERN Unite Financial Services GmbH

Land	Bankenschlüssel	Bankkonto	Kontoinhaber	IBAN	IBAN Wert	BTyp	Re
DE	51230800	000069274	Wirecard für Unite Financial Services GmbH	+	DE1251230800000069274		

Bankdaten... Bankvb. löschen IBAN

Zahlungsverkehr

Abw. Zahlungsempf.

DTA-Meldeschlüssel

Weisungsschlüssel

PBC/ESR-Nummer

Abweichende Zahlungsempfänger im Beleg

Angaben individuell

Angaben per Referenz

Zulässige Zahlmpfg.

Account management for the accounting department

→ No cross border is currently being implemented. For this reason, a restriction to domestic liabilities applies. "Reconciliation account" must therefore be selected in the SAP ERP system.

Kreditor anlegen: Kontoführung Buchhaltung

Kreditor: INTERN Unite Financial Services GmbH Leipzig
Buchungskreis: []

Kontoführung

Abstimmkonto	<input type="checkbox"/>	Sortierschlüssel	<input type="text"/>
Zentrale	<input type="text"/>	Präferenzkennz.	<input type="text"/>
Berechtigung	<input type="text"/>	Finanzdispogruppe	<input type="text"/>
Minderh.Kennz.	<input type="text"/>	Freigabegruppe	<input type="text"/>
		Zertifizierdatum	<input type="text"/>

Verzinsung

Zinskennzeichen	<input type="text"/>	Letzter Stichtag	<input type="text"/>
Zinsrhythmus	<input type="text"/>	Letzter Zinslauf	<input type="text"/>

Quellensteuer

Qst.Kennz.	<input type="text"/>	Befreiungsnummer	<input type="text"/>
Qst.Land	<input type="text"/>	Befristet bis	<input type="text"/>
Qst.Klasse	<input type="text"/>	Befreiungsgrund	<input type="text"/>

Referenzdaten

Alte Kontonr.	<input type="text"/>	Personalnummer	<input type="text"/>
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Abstimmkonto (5) 9 Einträge gefunden

Einschränkungen

Sachkonto	Langtext
152010	Abschlagszahlungen Lieferanten
211000	Verbindlichkeiten Inland
211001	Andere Verbindlichkeiten
212000	Verbindlichkeiten Ausland
212001	Verbindlichkeiten Kreditoren Österreich
213000	Accounts Payable - Intercompany
213001	Interests Payable - Intercompany

Payment transactions in accounting

→ Select payment terms and payment methods

Note that a payment term of 30 days is agreed with all providers for which the Unite Financial Services invoices are created.

- It is necessary to create advice notes. Please always send them to the address service@unite-services.eu
- In order to avoid charges, SEPA credit transfers are used exclusively.

It is possible to pay the outstanding amounts by collective transfer.

Kreditor anlegen: Zahlungsverkehr Buchhaltung

Kreditor Unite Financial Services GmbH Leipzig
 Buchungskreis

Zahlungsdaten

Zahlungsbed Toleranzgruppe
 Dauer Schckrif. Prf.dopp.Rech.

Automatischer Zahlungsverkehr

Zahlwege Zahlungssperre Zur Zahlung frei
 Abweich.Zempf. Hausbank
 Einzelzahlung GruppierSchl
 Wechsellimit EUR
 Avis per EDI

Rechnungsprüfung

Toleranzgruppe

Zahlwege

Zahlungsausgänge		Zahlungseingänge	
K.	Z., Bedeutung	K.	Z., Bedeutung
<input type="checkbox"/>	L. Auslandsüberweisung	<input type="checkbox"/>	E. Einzug
<input type="checkbox"/>	Überweisung	<input type="checkbox"/>	Z. SEPA Einzug
<input checked="" type="checkbox"/>	SEPA Überweisung		

Communication with the accounting department

→ You have now successfully created Mercateo Unite as a creditor.

The screenshot shows the SAP 'Kreditor anlegen' (Create Vendor) form for 'Zahlungsverkehr Buchhaltung' (Payment Transactions Accounting). The form is titled 'Kreditor anlegen: Zahlungsverkehr Buchhaltung'. The vendor name is 'Unite Financial Services GmbH' and the location is 'Leipzig'. The payment method is 'INTERN'. The form is divided into several sections: 'Zahlungsdaten' (Payment Data), 'Automatischer Zahlungsverkehr' (Automatic Payment Transactions), and 'Rechnungsprüfung' (Invoice Check). In the 'Zahlungsdaten' section, the 'Zahlungsbed.' (Payment Condition) field is highlighted in yellow. In the 'Automatischer Zahlungsverkehr' section, the 'Zahlwege' (Payment Method) field is highlighted in yellow. In the 'Rechnungsprüfung' section, the 'Toleranzgruppe' (Tolerance Group) field is highlighted in yellow. A confirmation dialog box is overlaid on the bottom right of the form, titled 'Letztes Datenbild erreicht' (Last Data Screen Reached). The dialog box contains the text: 'Die Bearbeitung wird verlassen.' (Processing will be left.) and 'Sollen die Daten vorher gesichert werden?' (Should the data be saved first?). The dialog box has three buttons: 'Ja' (Yes), 'Nein' (No), and 'Abbrechen' (Cancel).

With the confirmation of the last data screen, a creditor number is assigned and the control and release can be carried out by another employee.

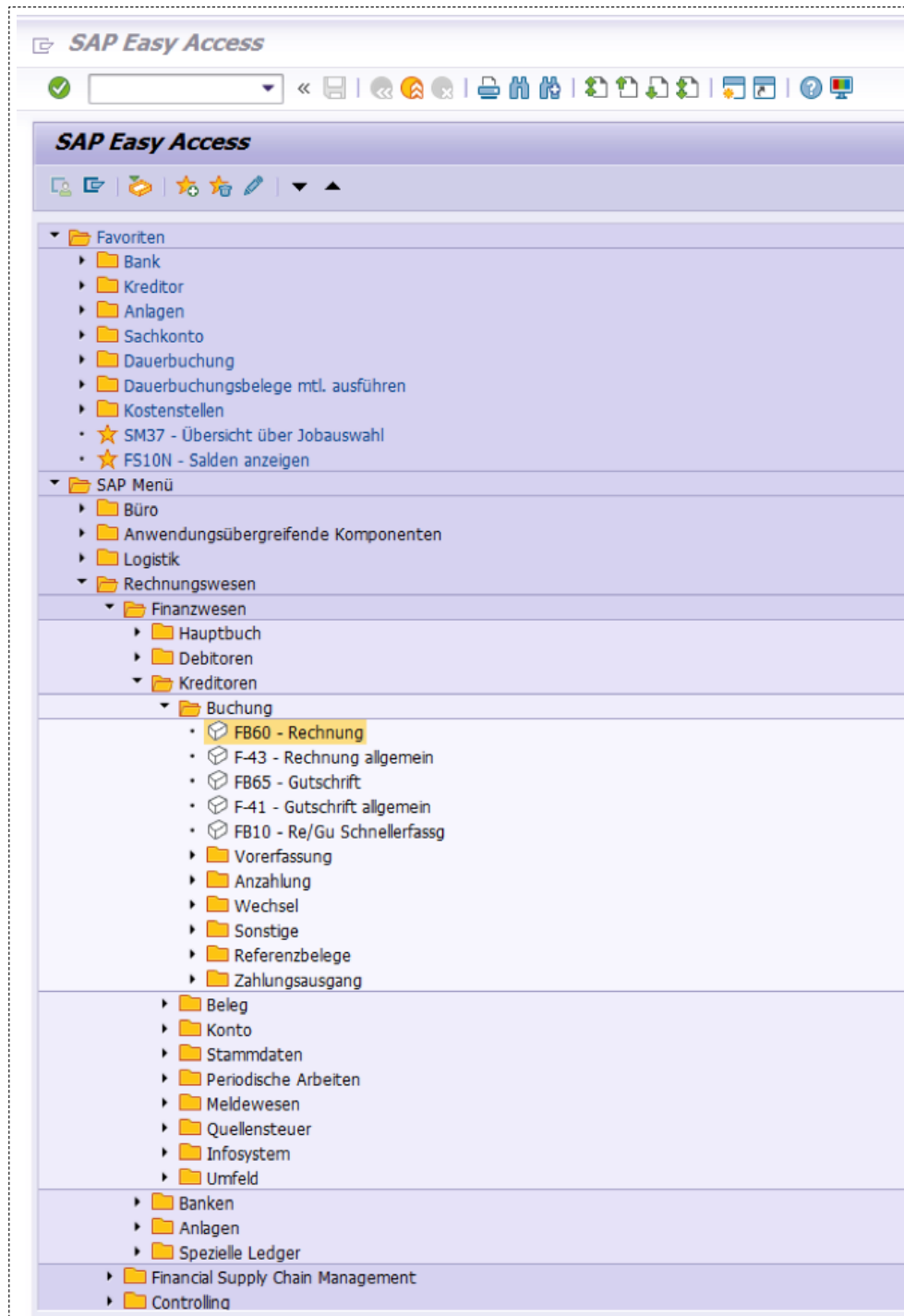
Example 2: Posting Unite Financial Services as a single creditor in an SAP ERP system

Once Mercateo Unite has been created as a creditor, you can update the invoices that come from UFS in your system.

System: SAP-FI component

Area: Transaction FB60 – Post creditor invoice

Path: SAP-Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → FB60 – Invoice



Post creditor invoice

- Entering the invoice components
- By calling up the creditor created, the creditor is displayed in the right-hand field of the input screen for verification purposes

Kreditorenrechnung erfassen: Buchungskreis MS01

Arbeitsvorlagen an Buchungskreis Merken Simulieren Vorerfassen Bearbeitungsoptionen

Vorgang Rechnung Saldo 0,00

Grunddaten Zahlung Detail Steuer Notiz

Kreditor SonderH

Rechnungsdatum Referenz

Buchungsdatum 05.02.2019 Periode 2

Belegart Kreditoren Rechn...

Übergreifd.Nr

Betrag EUR Steuer rechnen

Steuerbetrag V9 (Vorsteuer 19%)

Text

Buchungskreis

0 Positionen (Erfassungsvariante : ITEMS T1)

Er.	S...	Sachkonto	Kurztext	S/H	Betrag Bel...	Betrag Hauswähru...	S..	Kostenstelle	Text	Taxi
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			
				So11			0,00 V9			

Navigation icons: Home, Back, Forward, Print, etc.

In the text and/or allocation field, providers and scope of delivery can be entered, which can be useful for subsequently evaluating the providers. (Selection option via transaction FBL1N - Display/Change Line Items (Accounts Payable))

Kreditorenrechnung erfassen: Buchungskreis MS01

Arbeitsvorlagen an | Buchungskreis | Merken | Simulieren | Vorerfassen | Bearbeitungsoptionen

Vorgang: Rechnung | Saldo: 0,00

Grunddaten | Zahlung | Detail | Steuer | Notiz | Hauswahrung

Kreditor
 401052 | SonderH |
 Rechnungsdatum: 17.12.2018 | Referenz: 68363836
 Buchungsdatum: 05.02.2019 | Periode: 2
 Belegart: Kreditoren Rechn...
 bergreifd.Nr.:
 Betrag: 1.494,25 | EUR | Steuer rechnen
 V9 (Vorsteuer 19 %)
 Text: Rechnung im Namen & Auftrag von Anbieter GmbH
 Zahlungsbed.: 30 Tage netto
 Basisdatum: 05.02.2019
 Buchungskreis:

Kreditor Adresse
 Firma: Unite Financial Services GmbH
 Neumarkt 9
 D-04109 LEIPZIG
 IBAN: DE1251230800000069274
 SWIFT: WIREDEMMXXX
 Wirecard Bank

1 Positionen (Erfassungsvariante : ITEMS T1)

S...	Sachkonto	S/H	Betrag	Bel...	S...	Kostenstelle	Text	Zuordnung
✓	652000	So11	1.494,25	V9	V9	123456	Anbieter GmbH - Computerzubehor	Powerstation
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			
		So11		V9	V9			