

Case Study Financial Accounting - Accounts Receivable (FI - AR)

This case study describes an integrated process of external accounting and provides the understanding of the individual process steps and the incoming SAP functionality.

Product

[S/4HANA 1809
Global Bike]

[Fiori 2.0]

Level

[Bachelor
Master
Beginner]

Focus

[Financial Accounting
Accounts Receivable]

Authors

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Version

[3.3]

Last Update

[May 2019]

MOTIVATION

[In this case study you will create various customer invoices, initiate their payment, and cancel and reassign incorrectly posted payments]

A majority of the data already exists in the SAP system. The stored data, known as master data, simplifies the processing of business processes. Examples include customer data, charts of accounts and G/L accounts.]

PREREQUISITES

[Before you work on the case study, you should familiarize yourself with navigation in the SAP system.]

To carry out this FI case study successfully, it is not necessary to have the FI exercises (FI 1 to FI 3) or FI case study AP processed. However, it is recommended.]

NOTES

[This case study uses the model company Global Bike Group, which was developed exclusively for SAP UA Curricula.]



Process Overview

Learning Objective Understand and manage a process of external accounting.

Time 125 Min.

Scenario To handle an external accounting process, you will take on different roles within Global Bike. You will be working in the Finance (FI) department.

Employees involved

Silvia Cassano (Accounts Payable Specialist)
Shuyuan Chen (Head of Accounting)
Clayton Bartolome (Accounts Officer)

[In this case study, you will enter various customer invoices in the system. The preceding process of the sales order, possible production / ordering of materials as well as outgoing goods is not considered in this scenario.

In order to understand the different conditions, you will first see the terms of payment that you have negotiated with your customers and, if applicable, update their master data.

After you have successfully verified this information, you will be posting the payment for all customer invoices in the system. These are partially booked with discounts. Check the effect of this booking on the relevant accounts.

Unfortunately, you will find out later that some incoming payments have been wrongly entered in the system. The case study will be split into two cases:

- Problem scenario 1: Your customer Motown Bike has informed you by telephone that delivery for the First Aid Kit FAID with the reference ### Motown 2 is no longer needed. Therefore, you must reverse the document for the receivables from the delivery and services (cancel the billing document). Also, check the influence of this on your balance sheet.
- Problem Scenario 2: Your customer Philly Bikes has two outstanding payments for the same amount. He settles the first payment with a false reference, which is why you mistakenly settle this payment with the first outstanding invoice. You must therefore reset and reassign the payment.
- Problem Scenario 3: You also incorrectly posted a receipt of payment from your Windy City Bikes customer. Therefore, you have to completely cancel the payment.

The SAP system distinguishes between these:

- Reversal from goods and services where no payment has yet been made (cancel billing document)
- Document reversal for payment already made
- Defer and reversal of payment already made. Since these postings are income statement effective you will see an impact on the balance sheet.

]

[First, take a look at an overview of your invoices / bookings.

Customer	Text	Reference	Price	Cash discount
Motown Bikes	Inv: Bicycle Accessories	### Motown 1	5.000	Yes
Motown Bikes	Inv: First Aid Kit FAID	### Motown 2	2.000	Yes
Philly Bikes	Inv: Men's Off Road Bike ORMN	### Philly 1	3.500	No
Philly Bikes	Inv: Women's Off Road Bike ORWN	### Philly 2	3.500	No
Big Apple Bikes	Inv: Professional Touring Bike-Red PRTR3	### Apple 1	6.000	No
Peachtree Bikes	Inv: Helmet RHMT & OHMT	### Peachtree 1	10.000	No
Windy City Bikes	Inv: Bike & Accessories DXTR1, BOTL	### Windy 1	4.000	No

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]



Step 1: Change terms of payment for Customer

Task Change the terms of payment of your customer.

Short Description Change the terms of payment of your customer Motown bikes to grant him discount.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

Time 10 Min.

[Your customer Motown Bikes has negotiated new terms with your finance department. If the customer settles his bill within 14 days, you will automatically grant him a 2% discount. To do this automatically during incoming payment posting, you must change your customers master data. By maintaining this information in the master record, SAP automatically calculates rebates and discounts.]

[Scenario]

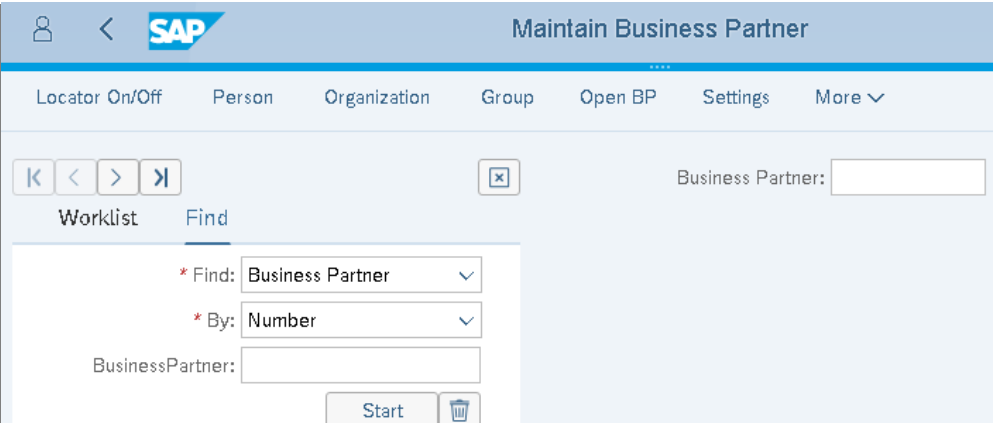
[To change your customer's master record, use the Fiori App *Maintain Business Partner*.]

[Fiori App]



[You will see the following screen:]

[]



[Use the **F4** Help in the Business Partner field to find your customer Motown Bikes. In the pop-up *business partner number*, you use your three-digit number ### for search term 1, which you have received from your instructor in order to find your customer in the *Partners, General* tab.]

[###]

Business Partner Number (1) ✕

▼ Partners by address

Partners, General

Partners by BP Role

Russia: Search by miscellaneous data

...

Name 1/last name:

Name 2/first name:

Search term 1:

999

Search term 2:

Business Partner:

BP Category:

Maximum No. of Hits:

500

Find

Cancel

Click on **Find**. Choose your Motown Bikes customer by double-clicking on them.

Back in the View Organization view, in the drop down menu, choose Display in BP Role **FI Customer**. Then select the button **Company Code**. If you do not see the button, select **More ▼**.

👤 < 🏠 SAP

Display Organization: 8000, role FI Customer

...

Locator On/Off

Person

Organization

Group

Open BP

Switch Between Display and Change

Company Code

More ▼

Exit

Business Partner: 8000

🔗 Motown Bikes / Detroit MI 48076

* Display in BP role:

FI Customer

▼ 🔍

Address

Address Overview

Identification

Control

Payment Transactions

Status

Legal Data

Customer: General Data

> ...

Name

Title: Company

▼

Name: Motown Bikes

Salutation:

Salutation: 00

Search Terms

Search Term 1/2: 999

Special Customer

VIP

☐

Undesirable Customer

☐

Reason Undes.:

Comment:

Enter

Make sure you are in change mode. If not you can click on **Switch Between Display and Change**. Click on the tab **Customer: Payment Transactions**. Change the Payment terms for your customer to **within 14 days 2% discount and within 30 days without deduction (0002)**. In the Payment Methods field, choose **F4 Help**. Select the line **I Incoming Payment**.

Incoming Payments

<input checked="" type="checkbox"/>	PM	Name
<input checked="" type="checkbox"/>	I	Incoming Payment

Click on **Continue**. Compare your screen with the following screen and confirm with **Save**.

Change Organization: 8000, role FI Customer

Locator On/Off

Person

Organization

Group

Open B

More

Exit

Business Partner: 8000

Motown Bikes / Detroit MI 48076

* Change in BP role: FI Customer (defined)

Company Code

Company Code: US00

Global Bike Inc.

Company Codes

Customer: 8999

Switch Company Code

Vendor:

Customer: Account Management

Customer: Payment Transactions

Customer: Correspondence

Payment Data

Payment Terms: 0002

14 days 2%, 30 net

Credit Memo Pyt Term:

Tolerance Group:

GBI Default US

B/Ex. Charges Terms:

Check Cashing Time:

Known/Negotiat.Leave:

Record Pmnt History:

Automatic Payment Transactions

* Payment methods: I

House bank:

Save

Enter

Cancel

Click on to return to the SAP Fiori Launchpad.



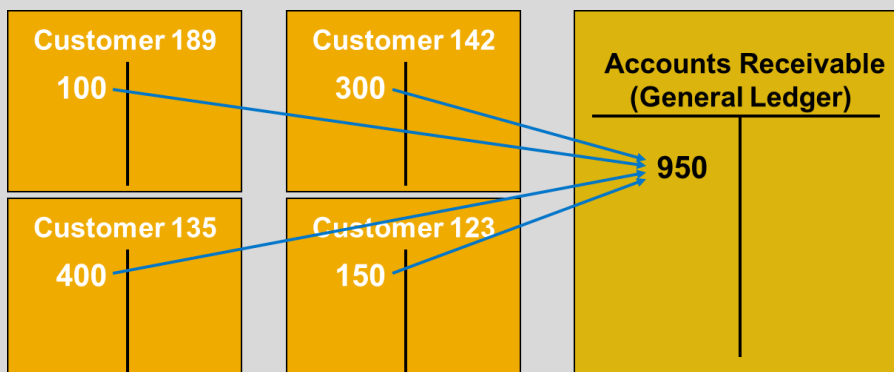
[Step 2: Create customer invoice]

Task Create multiple accounts receivable invoices.**Time** 35 Min.**Short Description** Use the SAP Fiori Launchpad to manually enter multiple customer invoices in the system.**Name (Position)** Silvia Cassano (Accounts Payable Specialist)

In this step, you will enter six customer invoices in the system. The term **debtor** comes from Latin and means in accounting the debtor of money, service or commodity. With the new accounting law (nAL), this collective account is now called trade receivables instead of debtors.

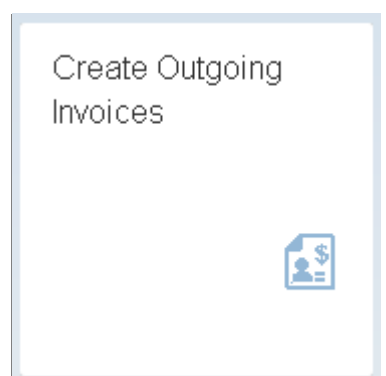
Scenario

Accounts receivable accounts are accounting accounts that record trade receivables. This represents the credit given towards customers. The customer account summarizes the receivables from the subledger, where accounts are maintained for each individual customer. This subledger is called accounts receivable. In the general ledger (GL), in turn, a collective account is kept, in which all customer credit balances or debtors from the subledger are taken over.

[To create a customer invoice use the Fiori app *Create Outgoing Invoices*.]

[Fiori App]

[]



[If the following popup appears, enter **US00** as company code and confirm with **Continue**. If not, then click on the button **Company Code**.]

US00 []

☰

Enter Company Code

✕


* Company Code:

U500

🔍

Continue

Cancel

In the screen *Enter Customer Invoice* search for your customer number of Motwon Bikes by using **F4** help or button  in the customer field.

Enter your search term **###** and your customer's name **Motown Bikes** and choose **Find**

Motown Bikes

Account or Matchcode for the Next Line Item (1) ✕

▼ Customers (General)

Customers (by company code) ...

Search term:

999

Country:

Postal Code:

City:

Name:

Motown Bikes

Customer:

Deletion flag:

Maximum No. of Hits:

500

Find

Cancel

Double-click on your customer to select him. Enter **today's** date as the invoice date, **5000** as the amount. For reference, enter **### Motown 1** and for text **Inv: Bicycle Accessories**.

today, 5.000
Motown 1
Inv: Bicycle Accessories

In the Items section, enter **600001** (Sales proceeds) for G / L account, for D/C select **Credit** and for Amount in document currency enter **5000**. Confirm with Enter. Confirm any upcoming warning messages with Enter.

600001
Credit
5000

Note that the SAP System automatically pulls the payment terms.

Enter Customer Invoice: Company Code US00

Tree on Company Code Hold Simulate Park Editing options More ▾ Exit

Transactn: Invoice ▾ Bal.: 0,00

Basic data

Payment

Details

Tax

Notes

Customer: 8100

Sp.G/LI: ▾

Invoice date: 04.12.2018

Reference: 100 MOTOWN 1

Posting Date: 04.12.2018

Cross-CC Number: ▾

Amount: 5.000,00

USD

☐ Calculate Tax

Tax Amount: ▾

▾

Text: Inv: Bicycle Accessories

Paymt terms: 14 Days 2 %, 30 Days net

Baseline Date: 04.12.2018

Company Code: US00 Global Bike Inc. Dallas

IR coefficient: ▾

1 Items (No entry variant selected)

Click on **Simulate**. Here you can also confirm any upcoming warning messages with Enter.]

Doc.Type : DR (Customer Invoice) Normal document

Doc. Number	Company Code	US00	Fiscal Year	2018	
Doc. Date	11.09.2018	Posting Date	11.09.2018	Period	09
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	999 MOTOWN 1				
Doc. Currency	USD				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	01	8999	Motown Bikes			5.000,00
2	50	600001	Sales revenue			5.000,00-

Choose **Post**.]

☒ Document 1800000014 was posted in company code US00

[]

[]

Philly 1, Inv: Men's
Off Road Bike ORMN]

$$\begin{bmatrix} 600001 \\ \text{Credit} \\ 3500 \end{bmatrix}$$

[]

[]

[]

[1]

[1]

[1]

Enter Customer Invoice: Company Code US00

Tree on Company Code Hold Simulate Park Editing options More

Transactn: Invoice Bal.: 0,00

Basic data

Payment

Details

Tax

Notes

Customer: 2100

Sp.G/LI:

Invoice date: 04.12.2018

Reference: 100 APPLE 1

Posting Date: 04.12.2018

Cross-CC Number:

Amount: 6.000,00 USD ☐ Calculate Tax

Tax Amount:

Text: Inv: Professional Touring Bike-Red PRTR3

Paymt terms: Due immediately

Baseline Date: 04.12.2018

Company Code: US00 Global Bike Inc. Dallas

IR coefficient:

1 Items (No entry variant selected)

<input type="checkbox"/> St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W...	Assignment
<input checked="" type="checkbox"/>	600001	Sales revenue	Credit	6.000,00	6.000,00			<input type="checkbox"/>	

[You will receive the following success message:]

Document 1800000016 was posted in company code US00

[Customer Invoice ### Peachtree 1

Customer Peachtree Bikes over \$10.000 for Inv: Helmet RHMT & OHMT]

Enter Customer Invoice: Company Code US00

Tree on Company Code Hold Simulate Park Editing options More

Transactn: Invoice Bal.: 0,00

Basic data

Payment

Details

Tax

Notes

Customer: 4100

Sp.G/LI:

Invoice date: 04.12.2018

Reference: 100 PEACHTREE 1

Posting Date: 04.12.2018

Cross-CC Number:

Amount: 10.000,00 USD ☐ Calculate Tax

Tax Amount:

Text: Inv: Helmet RHMT & OHMT

Paymt terms: Due immediately

Baseline Date: 04.12.2018


Company Code: US00 Global Bike Inc. Dallas

IR coefficient:

1 Items (No entry variant selected)

<input type="checkbox"/> St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W...	Assignment
<input checked="" type="checkbox"/>	600001	Sales revenue	Credit	10.000,00	10.000,00			<input type="checkbox"/>	




[You will receive the following success message:]




Document 1800000017 was posted in company code US00

Customer Invoice ### Philly 2

Customer Philly Bikes over \$3.500 Inv: Women’s Off Road Bike ORWN





Enter Customer Invoice: Company Code US00

Tree on

Company Code

Hold

Simulate

Park

Editing options

More

Transactn: Invoice

Bal.: 0,00

Basic data

Payment

Details

Tax

Notes

Customer: 3100

Sp.G/LI:

Invoice date: 04.12.2018

Reference: 100 PHILLY 2

Posting Date: 04.12.2018

Cross-CC Number:

Amount: 3.500,00

USD

Calculate Tax

Tax Amount:

Text: Inv: Women’s Off Road Bike ORWN

Paymt terms: Due immediately

Baseline Date: 04.12.2018


Company Code: US00 Global Bike Inc. Dallas

IR coefficient:

1 Items (No entry variant selected)

<input type="checkbox"/> St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W...	Assignment
<input checked="" type="checkbox"/>	600001	Sales revenue	Credit	3.500,00	3.500,00			<input type="checkbox"/>	

You will receive the following success message:



Document 1800000018 was posted in company code US00

Customer Invoice ### Windy 1

Windy City Bikes \$4,000 Inv: Bike & Accessories DXTR1, BOTL. Note: Your customer wants to pay by check. First, enter the necessary data as in the previous steps

[]

Enter Customer Invoice: Company Code US00

Tree on Company Code Hold Simulate Park Editing options More ▾

Transactn: **Invoice** Bal.: 0,00

Basic data Payment Details Tax Notes

Customer: 6100 Sp.G/L:

Invoice date: 04.12.2018 Reference: 100 WINDY 1

Posting Date: 04.12.2018

Cross-CC Number:

Amount: 4.000,00 USD ☐ Calculate Tax

Tax Amount:

Text: Inv: Bike & Accessories DXTR1, BOTL

Paymt terms: Due immediately

Baseline Date: 04.12.2018

Company Code: US00 Global Bike Inc. Dallas

IR coefficient:

1 Items (No entry variant selected)

<input type="checkbox"/> St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W...	Assignment
<input checked="" type="checkbox"/>	600001	Sales revenue	Credit ▾	4.000,00	4.000,00			<input type="checkbox"/>	

Switch to the tab **Payment**. Choose as Payt Meth. **Check (C)**. Confirm with Enter. [

[
c]

Choose **Post**.]

[]

☒ Document 1800000019 was posted in company code US00]

[]

Customer Invoice ### Motown 2

[]

Motown Bikes \$2,000 Rg: First Aid Kit FAID.]

Enter Customer Invoice: Company Code US00

Tree on

Company Code

Hold

Simulate

Park

Editing options

More

Transactn:

Invoice

Bal:

0,00

Basic data

Payment

Details

Tax

Notes

Customer:

8100

Sp.G/L:

Invoice date:

04.12.2018

Reference:

100 MOTOWN 2

Posting Date:

04.12.2018

Cross-CC Number:

Amount:

2.000,00

USD

☐ Calculate Tax

Tax Amount:

Text:

Inv: First Aid Kit FAID

Paymt terms:

14 Days 2 %, 30 Days net

Baseline Date:

04.12.2018

Company Code:

US00 Global Bike Inc. Dallas

IR coefficient:

1 Items (No entry variant selected)

<input type="checkbox"/> St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code	W...	Assignment
<input checked="" type="checkbox"/>	600001	Sales revenue	Credit	2.000,00	2.000,00			<input type="checkbox"/>	

Choose

Post

Please note down your receipt number:

☒

Document 1800000013 was posted in company code US00

Click on

to return to the SAP Fiori Launchpad.

Step 3: Display customer balances

Task Display the customer balances

Time 10 min

Short Description Use the SAP Fiori Launchpad to display different customer balances after you entered various invoices/ receivables in the system.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

In the following step you can display balances for all customers as an example.

Scenario

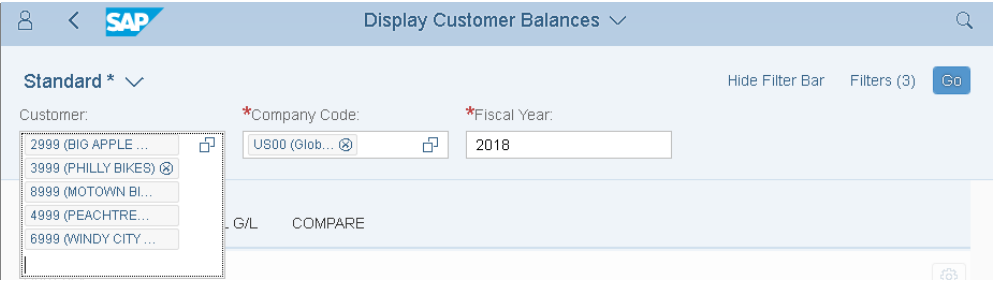
[Use the app *Display Customer Balances* to display the open balances]

[
Fiori App
]



[In the *Display Customer Balances* screen search for your customers **Motown Bike, Philly Bikes, Big Apple Bikes, Peachtree Bikes** and **Windy City Bikes**. Also enter the company code **US00** and the **current year** as Fiscal year.]

[
Motown Bike, Philly
Bikes, Big Apple Bikes,
Peachtree Bikes , Windy
City Bikes, US00
current year]



[Choose  .]

[]

Display Customer Balances

Standard * ▾

Customer: 4 More Company Code: Fiscal Year:

BALANCES SPECIAL G/L COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Open...						
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12	34.000,00		34.000,00	34.000,00	34.000,00	-5,75
13				34.000,00		
14				34.000,00		
15				34.000,00		
16				34.000,00		
Total	34.000,00		34.000,00	34.000,00	34.000,00	-5,75

Navigate to your debtors individual documents by clicking on the open items in the column Debit.]

Manage Customer Line Items

Standard * ▾

Customer: 4 More Company Code: Status: Posting Date:


*Item Type: Fiscal Year: Period: Debit/Credit:

Adapt Filters (7)

Items (7) Standard ▾ Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

<input type="checkbox"/>	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	8100	US00		20181204	04.12.2018	1800000013	DR
<input type="checkbox"/>	6100	US00		20181204	04.12.2018	1800000012	DR
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000011	DR
<input type="checkbox"/>	4100	US00		20181204	04.12.2018	1800000010	DR
<input type="checkbox"/>	2100	US00		20181204	04.12.2018	1800000009	DR
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000008	DR
<input type="checkbox"/>	8100	US00		20181204	04.12.2018	1800000007	DR

What does the red icon under Clearing status of items mean?

Click on  to return to the SAP Fiori Launchpad.

Step 4: Post an incoming payment

Task Post an incoming payment.

Time 15 min

Short Description Use the SAP Fiori Launchpad to post the incoming payment from the task before.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

In this step, you post the incoming payment for the following customer invoices: ### Motown 1, ### Philly 1, ### Apple 1, ### Peachtree 1, ### Windy 1

Scenario

[Use the app *Post Incoming Payments* to create a customer invoice.]

[
Fiori App
]



[Enter for Company Code **US00**, **today** for posting and journal entry date, **### Motown 1** as Reference the **current period**, **100000** as G/L account, and **4900 USD** as Amount. Choose Enter.

[
US00, today,
Motown 1
current period, 100000,
4900 USD,
]

SAP

Post Incoming Payments

Balance: -4,900.00 USD

Payment

Payment

General Information

*Company Code: US00

*Posting Date: 28.05.2019

*Journal Entry Date: 28.05.2019

Value Date: 28.05.2019

Reference: 020 MOTOWN 1

Period: 05

*Journal Entry Type: 02 (Customer Payment)

Bank Data

*GL Account: 100000

Have Bank/Account ID:

*Amount: 4,900.00

Fees: 0.00

Assignment:

Exchange Rate:

Open Item Selection

Account Type/Account ID: Customer

Payment Reference:

Under open item search for your customer **Motown Bikes**.

Select Customer

Search

Hide Advanced Search

Go

Customer:

Postal Code:

Company Code: US00

City:

Search Term: =100

Customer Name: =MOTOWN BIKES

Country:

Items

	Customer	Comp...	Search Term	Cou...	Postal Code	City
	8100	US00	100	US	48076	DETROIT

Cancel

Double click the customer to select him. Back in the screen *Post Incoming Payments* choose **Propose Items**. You will see the two open items from you customer. Select the line for the *Inv: Bicycle Accessories*.

SAP

Post Incoming Payments

Balance: -4.900,00 USD

Payment

Payment

General Information

Bank Data

Open Item Selection

Company Code: US00

Posting Date: 28.05.2019

Journal Entry Date: 28.05.2019

Value Date: 28.05.2019

Reference: 820 MOTOWN 1

Period: 05

Journal Entry Type: DZ (Customer Payment)

GL Account: 100000

House Bank/Account ID:

Amount: 4.900,00 USD

Fees: 0,00

Assignment:

Exchange Rate:

Account Type/Account ID: Customer 8020

Payment Reference:

Proposed Items

Post to GL Account

Post on Account

Attachments (0)

Notes (0)

Open Items (2)

Standard

Search

Select More

Clear All

Items to Be Cleared (0)

Standard

Remove All

Comp...	Account	Journal Entry	Journal...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	8020	1800000007	DR	Inv Bicycle Ac...	28.05.2019	27.06.2019	5.000,00	20190328	Clear
US00	8020	1800000013	DR	First Aid Kit FND	28.05.2019	27.06.2019	2.000,00	20190328	Clear

Choose **Clear** >>.

[The system automatically calculates a discount of \$ 100 because you specified 2% discount for payment within 14 days in the terms of payment.]

Items to Be Cleared (1) | Standard

Remove All

Remove	Journal E...	Open Am...	Allocated ...	Discount ...
<<	1800000014	5.000,00	5.000,00	100,00

[Check if the balance is **Balance: 0,00 USD** and press **Post**.]

☒ Success

Journal entry 1400000017 (2018, US00) successfully posted

[Display](#) [Post Next Payment](#)

Choose [Display](#) .

Manage Journal Entries

Journal Entry (1400000013) - Entry View

Header

Attachments

Notes

Related Documents

Journal Entry Date: 28.05.2019
Posting Date: 28.05.2019
Posting period: 5 / 2019
Journal Entry Type: DZ (Customer Payment)
Created: by LEARN-020 on 28.05.2019

Company Code: US00 (Global Bike Inc.)
Transaction Currency: USD
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:
Company Code Crpy:

Reference: 620 MOTOVN 1
Ref. Document Type: BKPPF (Aug dist.direct rpy)
Header Text:
Reference 1:
Reference 2:

Line Items (3) Standard

Posting View Item	GL Account	Profit Center	Debit	Credit
000001	100000 (Bank)		4,900.00 USD	0.00 USD
000002	610000 (Tax on stlpurch)		100.00 USD	0.00 USD
000003	110000 (Trade Receivables)		0.00 USD	5,000.00 USD

What do you notice about the document number when comparing to the Accounts Receivable invoice entry document number?

In addition, you received the payments from your customers for Big Apple Bikes, Peachtree Bikes, Windy City Bikes, and the first invoice from Philly Bikes Inv: Men's Off Road Bike ORMN. Post the payment receipt in the system.

Incoming Payment ### Apple 1

Customer Big Apple Bikes over \$6.000 for Inv: Professional Touring Bike-Red PRTR3

Post Incoming Payments

Balance: 0.00 USD

Payment

Payment

General Information

Bank Data

Open Item Selection

Company Code: US00
Posting Date: 28.05.2019
Journal Entry Date: 28.05.2019
Value Date: 28.05.2019
Reference:
Period: 05
Journal Entry Type: DZ (Customer Payment)

*GL Account: 100000
House Bank/Account ID:
Amount: 6,000.00 USD
Free:
Assignment:

Account Type/Account ID: Customer 2020
Payment Reference:
[Propose Item](#)

Proposed Items (6,000.00 USD)

Print to GL Account

Post on Account

Attachments (0)

Notes (0)

Open Items (1) Standard

Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	2020	1800000009	DR	Inv: Professio...	28.05.2019	28.05.2019	6,000.00	20190528	<input checked="" type="checkbox"/>

Items to Be Cleared (1) Standard

Remove All

Remove	Journal Entry	Open Amount...	Allocated A...	Discount Am...	Invoice Refer...
<input checked="" type="checkbox"/>	1800000009	6,000.00	6,000.00	0.000	

Choose the button **Post Next Payment**.

Incoming payment ### Philly 1

Customer Philly Bikes over \$3.500 Inv: Men's Off Road Bike ORMN

Post Incoming Payments Balance: 0,00 USD

Payment

General Information

Company Code: US00
Posting Date: 28.05.2019
Journal Entry Date: 28.05.2019
Value Date: 28.05.2019
Reference: 020 PHILLY 1
Period: 05
Journal Entry Type: 02 (Customer Payment)

Bank Data

*GL Account: 100000
House Bank/Account ID:
*Amount: 3.500,00 USD
Fees: 0,00
Assignment:
Post to GL Account

Open Item Selection

Account Type/Account ID: Customer 3020
Payment Reference:
Use this section to enter information (such as the invoice number, customer number, payment reference, or reason for payment) to help the system find the right item.

Proposed Items (3.500,00 USD)

Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	3020	1800000008	DR	Inv: Men's Off R...	28.05.2019	28.05.2019	3.500,00	20190528	✓
US00	3020	1800000011	DR	Inv: Women's G...	28.05.2019	28.05.2019	3.500,00	20190528	Clear

Items to Be Cleared (1)

Remove	Journal Entry	Open Amount...	Allocated A...	Discount Am...	Invoice Refer...
←	1800000008	3.500,00 (1)	3.500,00	0,000	

Choose the Inv: Men's Off Road Bike ORMN and press

Clear >>

Check if the balance is **Balance: 0,00 USD** and press **Post**.

✓ Success

Journal entry 1400000019 (2018, US00) successfully posted

Display Post Next Payment

Important:

- Note the journal entry for later tasks:
- Also note the posting date:

Note If you haven't written down the document number, you can later find the document by using the *Display Customer Balances* app. Enter your **customer**, your company code **US00** and your **current fiscal year**. Confirm with Enter.

Display Customer Balances

Standard * ▾ Hide Filter Bar Filters (3) Go

Customer: 3999 (PHIL...) *Company Code: US00 (Glob...) US00 *Fiscal Year: 2018

BALANCES SPECIAL G/L COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Openi...						
01						
02						
03						
04						
05						
06						
07						
08						
09	7.000,00	3.500,00	3.500,00	3.500,00	7.000,00	0,10
10				3.500,00		
11				3.500,00		
12				3.500,00		
13				3.500,00		
14				3.500,00		
15				3.500,00		
16				3.500,00		
Total	7.000,00	3.500,00	3.500,00	3.500,00	7.000,00	0,10

Click on your open debit **7.000,00**. In the *Edit Debtor Item* window, note the clearing document: _____ and the posting document date: _____

Manage Customer Line Items

Standard * ▾ Hide Filters Go

Customer: 3999 Company Code: US00 *Status: All Items Posting Date: *Item Type: Normal Items Fiscal Year: 2018

Period: 09 Debit/Credit: Debit Adapt Filters (7) Go

Items (2) Standard ▾ Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning Block for Payment Unblock for Payment

	Customer	Company...	Cleain...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Special...	Due Ne...	Amount (CoCd Cur.)	Clearing Entry
<input type="checkbox"/>	3999	US00		20180911	11.09.2018	1800000018	DR			3.500,00 USD	
<input type="checkbox"/>	3999	US00		20180911	11.09.2018	1800000015	DR			3.500,00 USD	1400000019
										7.000,00 USD	

Incoming payment ### Peachtree 1

Customer Peachtree Bikes, \$10,000 Invoice for the provision of bicycle tours

SAP Post Incoming Payments Balance: 0.00 USD

Payment

General Information

Company Code: US00
Posting Date: 28.05.2019
Journal Entry Date: 28.05.2019
Value Date: 28.05.2019
Reference: 020 PEACHTREE 1
Period: 05
Journal Entry Type: DZ (Customer Payment)

Bank Data

*GL Account: 100000
House Bank/Account ID:
*Amount: 10,000.00 USD
Fees: 0.00
Assignment:

Open Item Selection

Account Type/Account ID: Customer 4020
Payment Reference: Use this section to enter information (such as the invoice number, customer number, payment reference, or reason for payment) to help the system find the right item.

Proposed Items (10,000.00 USD) Post to GL Account Post on Account Attachments (0) Notes (0)

Open Items (1) Standard

Comps...	Account	Journal Entry	Journal ...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	4020	1800000010	DR	Inv Helmet RH...	28.05.2019	28.05.2019	10,000.00	20190528	✓

Items to Be Cleared (1) Standard

Remove	Journal Entry	Open Amount...	Allocated A...	Discount Am...	Invoice Refer...
◀	1800000010	10,000.00	10,000.00	0.000	

Incoming payment ### Windy 1

Customer Windy City Bikes \$4,000 Inv: Bike & Accessories DXTR1, BOTL

SAP Post Incoming Payments Balance: 0.00 USD

Payment

General Information

Company Code: US00
Posting Date: 28.05.2019
Journal Entry Date: 28.05.2019
Value Date: 28.05.2019
Reference: 020 WHINDY 1
Period: 05
Journal Entry Type: DZ (Customer Payment)

Bank Data

*GL Account: 100000
House Bank/Account ID:
*Amount: 4,000.00 USD
Fees: 0.00
Assignment:

Open Item Selection

Account Type/Account ID: Customer 6020
Payment Reference: Use this section to enter information (such as the invoice number, customer number, payment reference, or reason for payment) to help the system find the right item.


Proposed Items (4,000.00 USD) Post to GL Account Post on Account Attachments (0) Notes (0)

Open Items (1) Standard

Comps...	Account	Journal Entry	Journal ...	Item Text	Journal Entry D...	Net Due Date	Amount (USD)	Assignment	Clear
US00	6020	1800000012	DR	Inv Bike & Acc...	28.05.2019	28.05.2019	4,000.00	20190528	✓

Items to Be Cleared (1) Standard

Remove	Journal Entry	Open Amount...	Allocated A...	Discount Am...	Invoice Refer...
◀	1800000012	4,000.00	4,000.00	0.000	

Click on  to return to the SAP Fiori Launchpad.

[Step 5: Display the customer balances]

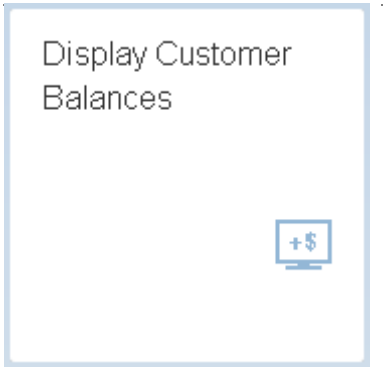
Task Display the customer balances.

Time [5 Min]

Short Description Use the SAP Fiori Launchpad to display the customer invoice from Philly Bikes which you had created in the step before.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

[Use the app *Display Customer Balances* to display the open balances]





[In the *Display Customer Balances* screen search for your customers **Motown Bike, Philly Bikes, Big Apple Bikes, Peachtree Bikes** and **Windy City Bikes**. Also enter the company code **US00** and the **current year** as Fiscal year.]


[
Motown Bike, Philly
Bikes, Big Apple Bikes,
Peachtree Bikes , Windy
City Bikes, US00
current year]


A screenshot of the SAP Fiori 'Display Customer Balances' app. The header shows the SAP logo and the app title 'Display Customer Balances'. Below the header, there's a 'Standard *' dropdown and a 'Go' button. The main area contains search filters: 'Customer:' with a dropdown menu showing '2999 (BIG APPLE ...)', '3999 (PHILLY BIKES)', '8999 (MOTOWN BI...', '4999 (PEACHTRE...', and '6999 (WINDY CITY ...'; '*Company Code:' with a dropdown showing 'US00 (Glob...'; and '*Fiscal Year:' with a text input showing '2018'. At the bottom, there are 'G/L' and 'COMPARE' buttons.



[Choose  .]


[]

 Display Customer Balances 

Standard * 


Hide Filter Bar Filters (3) 

Customer: 2100 (BIG ...  4 More 

*Company Code: US00 (Glob... 

*Fiscal Year: 2018

BALANCES SPECIAL G/L COMPARE

Currency: USD 

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Openl...						
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12	34.000,00	28.500,00	5.500,00	5.500,00	34.000,00	-5,75
13				5.500,00		
14				5.500,00		
15				5.500,00		
16				5.500,00		
Total	34.000,00	28.500,00	5.500,00	5.500,00	34.000,00	-5,75

[]

[In the previous step, you cleared all outstanding customer invoices, except ### Philly 2 and ### Motown 2, by posting a receipt. In the SAP system, the open \$ 3,500 of Philly Bikes plus \$ 2,000 from Motown Bikes for Inv: First Aid Kit FAID are displayed under balance and you have \$ 28,500 in the credit.]

[]

[Click on the \$ 28,500 under credit. What does the green icon under Clearing status of items mean? _____]

[]

[]

[]

Step 6: Scenario 1 Cancel the invoice

Task Cancel the invoice from a customer.

Time 10 min

Short Description Use the SAP Fiori Launchpad to cancel the invoice from you customer Motown Bikes.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

Problem Scenario 1:


Scenario

Your customer Motown Bike has informed you by telephone that the delivery of the First Aid Kit FAID with the reference ### Motown 2 is no longer needed. Therefore, you must cancel the invoice document for the trade accounts receivable. Also, check the influence of this on your balance sheet.

[Step 1: Use the app *Display Financial Statement* to see the effect of the open invoices.]

Fiori App []



For company code enter **US00**, Ledger **0L** and Statement Version **G000**. Make sure that you select the **period** in which you made the posting from the previous step in the End and Comparison End periods. Select  and unfold the tree path in the *All Accounts* tab.

US00
0L
G000
Period

Display Financial Statement

Standard * ▾

Hide Filters

*Company Code: US00 (Glob... ▾) *Ledger: 0L (Leading Ledger) ▾ *Statement Version: GL00 ▾ *Statement Type: Normal (Actual - Actual) ▾ *End Period: 12 2018

*Comparison End Period: 12 2017 *Currency: USD (Company Cod... ▾)

Adapt Filters (7) Go


All Accounts Balance Sheet Profit & Loss Notes

Select Node ▾ Search

Description	G/L Account	Period Balance	Comparison Bal...	Absolute Differ...	Relative Differ...
ASSETS		-296.205.500,00 USD	0,00 USD	-296.205.500,0...	0
Cash & Cash Equivalents		13.000,00 USD	0,00 USD	13.000,00 USD	0
Trade Accounts receivables	110000	13.000,00 USD	0,00 USD	13.000,00 USD	0
Short-term Assets		-296.218.500,00 USD	0,00 USD	-296.218.500,0...	0
Inventory-Finished Goods	200100	-243.654.500,00 USD	0,00 USD	-243.654.500,0...	0
Inventory-Suspense (Heaven)	200500	-52.564.000,00 USD	0,00 USD	-52.564.000,00 ...	0
PROFIT & LOSS STATEMENT		296.205.500,00 USD	0,00 USD	296.205.500,00...	0
Revenue		-13.000,00 USD	0,00 USD	-13.000,00 USD	0
Sales revenue	600001	-13.200,00 USD	0,00 USD	-13.200,00 USD	0
Tax on sales/purchases (output tax)	610000	200,00 USD	0,00 USD	200,00 USD	0
Expenses		296.218.500,00 USD	0,00 USD	296.218.500,00...	0
Miscellaneous Expense	741000	296.218.500,00 USD	0,00 USD	296.218.500,00...	0
		0,00 USD	0,00 USD	0,00 USD	0

Look for the line Trade Accounts receivables. What amount is displayed to you?

Please note that the amount you see depends on the steps you and the other users performed before and could be different to the screenshot.

Click on  to return to the SAP Fiori Launchpad.

Step 2: Use the app *Manage Journal Entries* to view the open balances.

Fiori App



Enter **US00** for company code. In addition, fill in the data for the **Journal Entry** and the **Journal Entry Date** that you noted in Task 2 for Motown

Bikes 2 and choose .

US00
Journal Entry
Journal Entry Date

Note You can find your Journal Entry number and date by using the app **Display Customer Balances** as described in step 4. Enter your customer,

your company code US00 and your current fiscal year. Confirm with Enter. Click on your debit in the current period.

SAP

Manage Journal Entries

Standard *

Hide Filters

Company Code:

US00 (Global Bi...

Ledger Group:Journal Entry Type:Journal Entry:

1800000013

Journal Entry Date:

Date Range (04.12.2018 - t

Period:Fiscal Year:Posting Date:

Adapt Filters (3)

Go

Journal Entries (1) | Standard

<input type="checkbox"/>	Journal Entry	Header Text	Company Code	Journal Entry Type	JE Created By	Posting Date	Amount in CC Crcy
<input type="checkbox"/>	1800000013		US00 (Global Bike...	DR (Customer Inv...	BRUSS	04.12.2018	2.000,00 USD

Select your Journal Entry and click on

Reverse

.

In the pop up *Reverse Journal Entries* enter your **posting date** and choose

OK

.

Posting date

Reverse Journal Entries

Reversal Reason:

Reversal in current period

Posting Date:

04.12.2018

Tax Reporting Date:

dd.MM.yyyy

Period:

12


Check Void Reason:

☐ Process Intercompany Transactions Completely

OK


Cancel

You will receive a success message.

Click on  to return to the SAP Fiori Launchpad.



Step 3: Use the app *Display Financial Statement* to view the impact of the reversal.









For company code enter **US00**, Ledger **0L** and Statement Version **GL00**. Make sure that you select the **period** in which you made the posting from the previous step in the End and Comparison End periods. Select  and unfold the tree path in the *All Accounts* tab.


US00
0L
GL00
Period


Note If you don't see the field to enter click on .

 Display Financial Statement 







Standard *  Hide Filters 

*Company Code: US00 (Global ...)  *Ledger: 0L (Leading Ledger)  *Statement Version: GL00  *Statement Type: Normal (Actual - Actual) 

*End Period: 12 2018 *Comparison End Period: 12 2017 *Currency: USD (Company Code ...) Adapt Filters (7) 



All Accounts Balance Sheet Profit & Loss Notes


Select Node  Search    Default  

Description	G/L Ac...	Period Balance	Compariso...	Absolute D...	Relative Di...
ASSETS		\$,207.500,00 USD	0,00 USD	-296.207.5...	0,0
Cash & Cash Equivalents		11.000,00 USD	0,00 USD	11.000,00 ...	0,0
Trade Accounts receivables	110000	11.000,00 USD	0,00 USD	11.000,00 ...	0,0
Short-Term Assets		\$,218.500,00 USD	0,00 USD	-296.218.5...	0,0
Inventory-Finished Goods	200100	\$,654.500,00 USD	0,00 USD	-243.654.5...	0,0
Inventory-Suspense (Heaven)	200500	\$,564.000,00 USD	0,00 USD	-52.564.00...	0,0
PROFIT & LOSS STATEMENT		\$,207.500,00 USD	0,00 USD	296.207.50...	0,0
Revenue		-11.000,00 USD	0,00 USD	-11.000,00 ...	0,0
Sales revenue	600001	-11.200,00 USD	0,00 USD	-11.200,00 ...	0,0
Tax on sales/purchases (output tax)	610000	200,00 USD	0,00 USD	200,00 USD	0,0
Expenses		\$,218.500,00 USD	0,00 USD	296.218.50...	0,0
Miscellaneous Expense	741000	\$,218.500,00 USD	0,00 USD	296.218.50...	0,0
		0,00 USD	0,00 USD	0,00 USD	0,0

Look for the line Trade Accounts receivables.

What amount is displayed to you?

Where does the difference to the previous step come from?

Click on  to return to the SAP Fiori Launchpad.



Step 7: Scenario 2 Change the invoice assignment

Task Change the assignment of the customer invoice from Philly Bikes.

Time 15 min

Short Description Use the SAP Fiori Launchpad to change the assignment of the payment.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

Problem Scenario 2:

Scenario

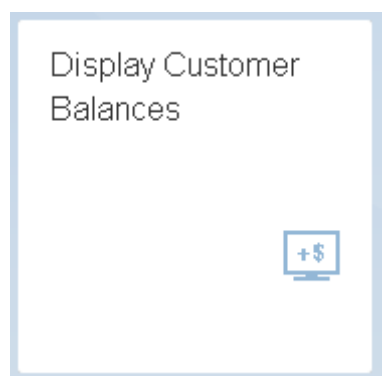
Unfortunately, an error has crept into your work. You had two bills over \$3,500 each for your customer Philly Bikes.

- #### Philly 1: Inv: Men's Off Road Bike ORMN
- #### Philly 2: Inv: Women's Off Road Bike ORWN

The amount of money received from Philly Bikes over 3500 USD has been misclassified by your customer. That's why you have assigned the payment to the reference #### Philly 1. Your customer has now informed you that the payment should balance the invoice with reference #### Philly 2. You have to correct this now. Unlike Step 8, in which you later cancel the entire incoming payment, you simply have to change the assignment here. The money remains with us and only the compensation allocation and thus the still due documents are exchanged.

[Step 1: Use the app *Display Customer Balances* to display open balances.]

Fiori App



[In the Display customer Balances screen, look for your customers **Philly Bikes**, also enter your company code **US00** and the **current year** as fiscal year.]

Philly Bikes, US00,
Fiscal Year

[]

Display Customer Balances

Standard * ▾

Customer: 3100 (PHIL...) Company Code: US00 (Glob...) Fiscal Year: 2018

Hide Filter Bar Filters (3) Go

BALANCES SPECIAL G/L COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Openi...						
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12	7.000,00	3.500,00	3.500,00	3.500,00	7.000,00	0,10
13				3.500,00		
14				3.500,00		
15				3.500,00		
16				3.500,00		
Total	7.000,00	3.500,00	3.500,00	3.500,00	7.000,00	0,10

[Click on your debit in the current period.]

[]

[]

Manage Customer Line Items

Standard * ▾

Customer: 3100 Company Code: US00 Status: All Items Posting Date:

Item Type: Normal Items Fiscal Year: 2018 Period: 12 Debit/Credit: Debit

Adapt Filters (7) Go

Items (2) Standard ▾ Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000011	DR
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000008	DR

[Click on to return to the SAP Fiori Launchpad.]

[]

[Step 2: Use the *Reset Cleared Items..*

Fiori App



In the *Reset Cleared Items* screen, enter your **Clearing Document** from Philly Bikes (Step 4), **US00** as the company code, and the **current fiscal year**. Click on **Reset cleared items**.

[
Clearing Document
US00
Current fiscal year]

Note You can find your Clearing Document by using the app Display Customer Balances as described in Step 4. Enter your **customer**, your company code **US00** and your current **fiscal year**. Confirm with Enter. Click on your debit in the current period.]

Clearing Document:	1400000010
Company Code:	US00
Fiscal Year:	2018

In the following pop up *Reversal of clearing document*, you now have two options

- Only resetting: The assignment of the payment to the open item will be canceled
- Resetting and revers: The assignment of the payment to the open item is reversed and the incoming payment is canceled.]

Reversal of clearing document

✕

As well as resetting cleared items, it is also possible to reverse the clearing document.


Only resetting

Resetting and revers

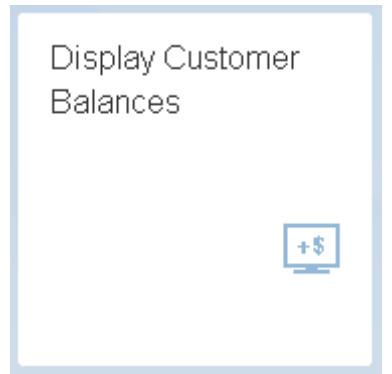
⊗ Cancel


Click on **Only resetting**.

 Clearing 1400000010 reset

Click on  to return to the SAP Fiori Launchpad.

Step 3: Use the app *Display Customer Balances* to view the open balances.





In the Display Customer Balances screen, look for your customers **Philly Bikes**, also enter your company code **US00** and the **current year** as fiscal year. Choose 

Philly Bikes, US00,
Fiscal Year


Click on your debit in the current period.


Manage Customer Line Items



Standard *  Hide Filters 

Customer: Company Code: *Status: Posting Date:


*Item Type: Fiscal Year: Period: Debit/Credit:

Adapt Filters (7) 

Items (2) | Standard  Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

<input type="checkbox"/>	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000011	DR
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000008	DR

Explain the difference to step 7.1:

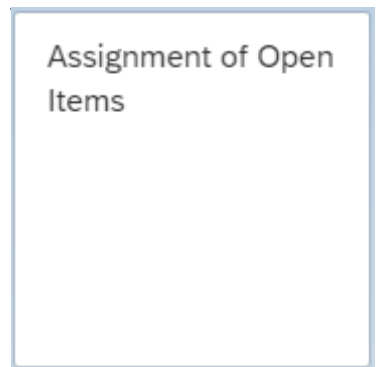
Click on  to return to the SAP Fiori Launchpad.

Step 4: Previously, you had mistakenly assigned the payment received by your customer Philly Bikes to the open claim ### Philly 1. You have

Scenario

withdrawn this assignment in the previous step. In this step, you must assign the open items to the following customer invoice: ### Philly 2.

Use the app *Assignment of Open Items*.]



[Fiori App]

[In the Customer account field, choose the F4 help.]

[Please enter ### for the search term and your customer **Philly Bikes** as the name. Choose **Find**.]

[###
Philly Bikes]

[]

[Back in the screen *Assignment of Open Items* enter your Company Code

[US00]

US00 choose **Execute**.]

<

Assignment of Open Items: Customer 3100 Company Code US00

Display line items

Clear

Confirm

All

Reset confirmation

All

Display customer

Mail

More

Debit

Assignment	DocumentNo	Type	PK	Document D...	Amnt in DC	Crcy
<input type="checkbox"/>	20181204	1800000008	DR	01	04.12.2018	3.500,00 USD
<input type="checkbox"/>	20181204	1800000011	DR	01		3.500,00 USD
					7.000,00 USD	

Credit

Assignment	DocumentNo	Type	PK	Document D...	Amnt in DC	Cr
<input type="checkbox"/>	20181204	1400000010	DZ	15	04.12.2018	3.500,00 US
<input type="checkbox"/>					3.500,00 US	

Under Debit you can see the two outstanding claims against your customer Philly Bikes. The column Credit shows you the incoming payment over 3500 Euro. Assign your second customer's bill to the payment. Select the second row Debit and the row under Credit.]

[]

[]

Assignment of Open Items: Customer 3100 Company Code US00									
Display line items Clear Confirm All Reset confirmation All Display customer Mail More ▾ Exit									
Debit					Credit				
<input type="checkbox"/>	Assignment	DocumentNo	Type	PK	Document D...	Amnt in DC	Crcy		
<input type="checkbox"/>	20181204	1800000008	DR	01	04.12.2018	3.500,00	USD		
<input checked="" type="checkbox"/>	20181204	1800000011	DR	01		3.500,00	USD		
<input type="checkbox"/>						7.000,00	USD		

Choose



Assign

[]

[]

SAP

Assignment of Open Items: Customer 3100 Company Code US00

Display line items

Clear

Confirm

All

Reset confirmation

All

More ▾

Debit

</

Stat

Pay

Select All

Deselect All

To confirm the assignment, select all lines. Click on

Assigned items

	Stat	Payt Advice No.	DocumentNo	Type	PK	Amnt in DC	Alt.Amount	Crcy	PN text
<input checked="" type="checkbox"/>	▲	0919042612114501	1400000010	DZ	15	3,500.00-	0.00	USD	
<input checked="" type="checkbox"/>	▲	0919042612114501	1800000011	DR	01	3,500.00	0.00	USD	
<input checked="" type="checkbox"/>		0919042612114501				0.00		USD	
<input checked="" type="checkbox"/>						0.00		USD	

Press Confirm and again Save.

Assigned items

	Stat	Payt Advice No.	DocumentNo	Type	PK	Amnt in DC	Alt.Amount	Crcy	PN text
<input type="checkbox"/>	■	0918120513395201	1400000010	DZ	15	3,500,00-	0,00	USD	
<input type="checkbox"/>	■	0918120513395201	1800000011	DR	01	3,500,00	0,00	USD	
<input type="checkbox"/>		0918120513395201				0,00		USD	
<input type="checkbox"/>						0,00		USD	

☒ Assignment(s) has/have been confirmed

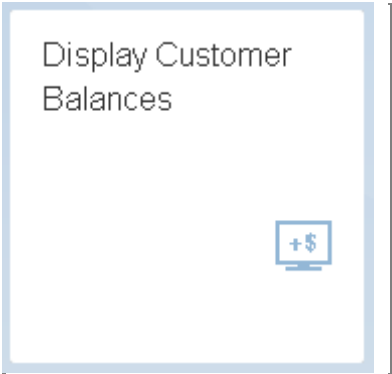
Select your assigned items again and click Clear


☒ Document 100000001 was posted in company code US00

Click on to return to the SAP Fiori Launchpad.




Step 5: Use the app *Display Customer Balances* to view the open balances.



Fiori App





In the Display Customer Balances screen, look for your customers **Philly Bikes**, also enter your company code **US00** and the **current year** as fiscal year. Choose 


Click on your debit in the current period.


 <  Manage Customer Line Items 


Standard *  Hide Filters 


Customer:
 


Company Code:
 


*Status:
 


Posting Date:
 


*Item Type:
 



Fiscal Year:
 

Period:
 


Debit/Credit:
 

Adapt Filters (7) 

Items (2) Standard  Edit Line Items Create Correspondence Block for Dunning Unblock for Dunning ...

<input type="checkbox"/>	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000011	DR
<input type="checkbox"/>	3100	US00		20181204	04.12.2018	1800000008	DR

Describe what happened

Click on  to return to the SAP Fiori Launchpad.



[Step 8: Scenario 3: Resetting and revers incoming payments]

Task Cancel and withdraw the payment.

Time 15 min

Short Description Use the SAP Fiori Launchpad to take back the incorrectly registered payment receipt as well as the assignment to your customer Windy City Bikes.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

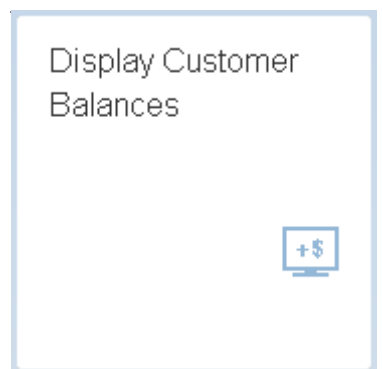
Problem Scenario 3: You incorrectly assigned and posted a receipt to a wrong customer. You therefore have to completely cancel the payment.

Scenario

[Step 1: Use the app *Display Customer Balances* to display the balances.]

Fiori App [

[]



[In the *Display Customer Balances* screen search for your customer **Windy City Bikes**. Also enter the company code **US00** and the **current year** as Fiscal year.]

Windy City Bikes, [US00 current year]

[]

<

SAP

Display Customer Balances

Standard

Hide Filter Bar

Filters (3)

Go

Customer:

=6100

*Company Code:

=US00

*Fiscal Year:

2018

BALANCES

SPECIAL G/L

COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Openi...						
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12	8.000,00	4.000,00	4.000,00	4.000,00	4.000,00	0,11
13				4.000,00		
14				4.000,00		
15				4.000,00		
16				4.000,00		
Total	8.000,00	4.000,00	4.000,00	4.000,00	4.000,00	0,11

[Choose the Debit from your current period.]

[]

[]

<

SAP

Manage Customer Line Items

Standard

Hide Filters

Customer:

=6100

Company Code:

=US00

*Status:

All Items

Posting Date:

*Item Type:

Normal Items

Fiscal Year:

=2018

Period:

=12

Debit/Credit:

Debit

Adapt Filters (7)

Go

Items (1)

Standard

Edit Line Items


Create Correspondence

Block for Dunning

Unblock for Dunning

...

	Customer	Company...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E
<input type="checkbox"/>	6100	US00	<input type="checkbox"/>	20181204	04.12.2018	1800000012	DR


[Click on  to return to the SAP Fiori Launchpad.]

[]

[Step 2: Use the app *Display Financial Statement*.]

[]



For company code enter **US00**, Ledger **0L** and Statement Version **GL00**. Make sure that you select the **period** in which you made the posting from the previous step in the End and Comparison End periods. Select  and unfold the tree path.]

[
US00
0L
GL00
Period]

Display Financial Statement

Standard *

Hide Filters

*Company Code:

US00 (Global ...)

*Ledger:

0L (Leading Ledger)

*Statement Version:

GL00

*Statement Type:

Normal (Actual - Actual)

*End Period:

12

2018

*Comparison End Period:

12

2017

*Currency:

USD (Company Code ...)

Adapt Filters (7)

Go

All Accounts

Balance Sheet

Profit & Loss


Notes

Select Node

Search

Default

Description	G/L Ac...	Period Balance	Compariso...	Absolute D...	Relative Di...
ASSETS		\$,207.500,00 USD	0,00 USD	-296.207.5...	0,0
Cash & Cash Equivalents		11.000,00 USD	0,00 USD	11.000,00 ...	0,0
Trade Accounts receivables	110000	11.000,00 USD	0,00 USD	11.000,00 ...	0,0
Short-Term Assets		\$,218.500,00 USD	0,00 USD	-296.218.5...	0,0
Inventory-Finished Goods	200100	\$,654.500,00 USD	0,00 USD	-243.654.5...	0,0
Inventory-Suspense (Heaven)	200500	\$,564.000,00 USD	0,00 USD	-52.564.00...	0,0
PROFIT & LOSS STATEMENT		\$,207.500,00 USD	0,00 USD	296.207.50...	0,0
Revenue		-11.000,00 USD	0,00 USD	-11.000,00 ...	0,0
Sales revenue	600001	-11.200,00 USD	0,00 USD	-11.200,00 ...	0,0
Tax on sales/purchases (output tax)	610000	200,00 USD	0,00 USD	200,00 USD	0,0
Expenses		\$,218.500,00 USD	0,00 USD	296.218.50...	0,0
Miscellaneous Expense	741000	\$,218.500,00 USD	0,00 USD	296.218.50...	0,0
		0,00 USD	0,00 USD	0,00 USD	0,0

Click on  to return to the SAP Fiori Launchpad.]

Step 3: Use the app *Reset Cleared Items*.

[
Fiori App



In the *Reset Cleared Items* screen, enter your **Clearing Document** from Windy City Bikes (Step 4), **US00** as the company code, and the **current fiscal year**. Click on **Reset cleared items**.


[
Clearing Document
US00
Current fiscal year]

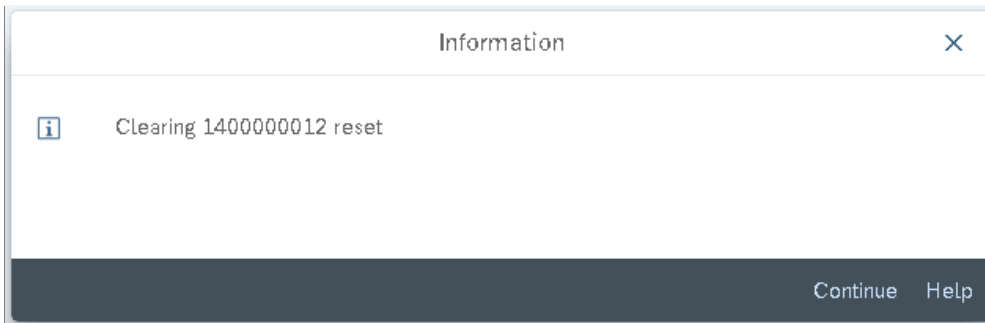
Note You can find your Clearing Document by using the app Display Customer Balances as described in Step 4. Enter your **customer**, your company code **US00** and your current **fiscal year**. Confirm with Enter. Click on your debit in the current period.]


In the following pop up *Reversal of clearing document*, you now have two options

- Only resetting: The assignment of the payment to the open item will be canceled
- Resetting and revers: The assignment of the payment to the open item is reversed and the incoming payment is canceled.]

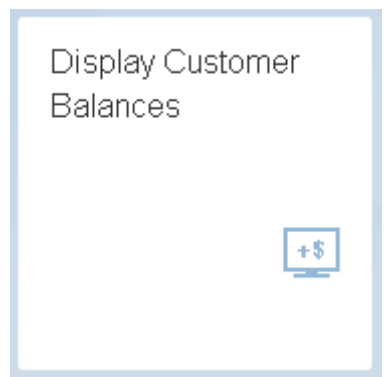
[Click on  .]


[Enter **01 - reversal in current period** as cancellation reason. In addition, choose the posting date and period from task 4. Press  .]



[Click on  to return to the SAP Fiori Launchpad.]

[Step 4: Use the app *Display Customer Balances* to view the balances.]



[In the *Display Customer Balances* screen, look for your customers **Windy City Bikes**, also enter your company code **US00** and the **current year** as fiscal year. Choose ]

[]

[
01
Posting Date
Posting period]

[]

[]

[
Fiori App]

[]

[
Windy City Bikes, US00,
Fiscal Year]

[]

SAP

Display Customer Balances

Standard

Hide Filter Bar

Filters (3)

Go

Customer:

=6100

*Company Code:

=US00

*Fiscal Year:

2018

BALANCES

SPECIAL G/L

COMPARE

Currency: USD

Period	Debit	Credit	Balance	Cumulative Bala...	Sales	Imputed Interest
Openi...						
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12	8.000,00	4.000,00	4.000,00	4.000,00	4.000,00	0,11
13				4.000,00		
14				4.000,00		
15				4.000,00		
16				4.000,00		
Total	8.000,00	4.000,00	4.000,00	4.000,00	4.000,00	0,11

[Click on your debit in the current period.]

[]

[]

SAP

Manage Customer Line Items

Standard

Hide Filters

Customer:

=6100

Company Code:

=US00

*Status:

All Items

Posting Date:

*Item Type:

Normal Items

Fiscal Year:

=2018

Period:

=12

Debit/Credit:

Debit

Adapt Filters (7)

Go

Items (2)

Standard


Edit Line Items

Create Correspondence

Block for Dunning

Unblock for Dunning

...


[Click on  to return to the SAP Fiori Launchpad.]

[]

[Step 5: Use the app *Display Financial Statement*.]

[]



[For company code enter **US00**, Ledger **0L** and Statement Version **GL00**. Make sure that you select the **period** in which you made the posting from the previous step in the End and Comparison End periods. Select  and unfold the tree path.]

[
US00
0L
GL00
Period]

Display Financial Statement

Standard *

*Company Code:

US00 (Global ...)

*Ledger:

0L (Leading Ledger)

*Statement Version:

GL00

*Statement Type:

Normal (Actual - Actual)

*End Period:


12 2018

*Comparison End Period:

12 2017

*Currency:

USD (Company Code ...)

Adapt Filters (7) 

Hide Filters

All Accounts

Balance Sheet

Profit & Loss


Notes

Select Node

Search

Default

Description	G/L Acco...	Period Balance	Comparis...	Absolute ...	Relative
ASSETS		-296.203.500,00 USD	0,00 USD	-296.203....	
Cash & Cash Equivalents		15.000,00 USD	0,00 USD	15.000,0...	
Trade Accounts receivables	110000	15.000,00 USD	0,00 USD	15.000,0...	
Short-Term Assets		-296.218.500,00 USD	0,00 USD	-296.218....	
Inventory-Finished Goods	200100	-243.654.500,00 USD	0,00 USD	-243.654....	
Inventory-Suspense (Heaven)	200500	-52.564.000,00 USD	0,00 USD	-52.564.0...	
PROFIT & LOSS STATEMENT		296.203.500,00 USD	0,00 USD	296.203....	
Revenue		-15.000,00 USD	0,00 USD	-15.000,0...	
Sales revenue	600001	-15.200,00 USD	0,00 USD	-15.200,0...	
Tax on sales/purchases (output tax)	610000	200,00 USD	0,00 USD	200,00 USD	
Expenses		296.218.500,00 USD	0,00 USD	296.218....	
Miscellaneous Expense	741000	296.218.500,00 USD	0,00 USD	296.218....	
>		0,00 USD	0,00 USD	0,00 USD	

[Click on  to return to the SAP Fiori Launchpad.]

