

# SAP Accounts Receivable & Accounts Payable Configuration

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## **INTRODUCTION**

Having configured the FI- GL component, we now need to configure the second important module Accounts Receivable (AR) and Accounts Payable (AP) of SAP. The AR and AP acts as sub ledger to FI- GL for managing the balances of Customers and Vendors. The AR and AP components store all the information and balance details for customer and vendor. Data is updated from AR and AP in real time to the FI-GL module. Most of the Data in AP module is obtained from the Materials Management (MM) module. Similarly most of the Data in AR module is obtained from the Sales and Distribution module.

Here we see the configuration for AR and AP and also cover the configuration for Automatic payment program.

## **1) Accounts Receivable and Accounts Payable**

### **1.1 Customer Accounts**

#### **1.1.1 Master Records**

##### **1.1.1.1 Define Account Groups with Screen Layout (Customers)**

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Customer Accounts → Master Records → Preparations for Creating  
Customer Master Records → Define Account Groups with Screen Layout  
(Customers)

When creating a customer account, you must specify an account group.  
You use the account group to determine:

- the interval for the account numbers
- whether the number is assigned internally by the system or externally by the user (type of number assignment)
- whether it is a one-time account
- which fields are ready for input or must be filled when creating and changing master records (field status)

**Click on**

New entries

Update the following: -



Field status Edit Goto Extras System Help

**Maintain Field Status Group: Address**

Field check

Acct group Z910 Page 1 / 3

Sold to party

General data

Address

	Suppress	Req.entry	Opt. entry	Display
Name 1/last name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Form of address	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Search term A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Name 2/first name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Name 3, name 4	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Postal code, city	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Street	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Region	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
P.O. box	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
P.O. box postal code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Transportation zone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tax jurisdiction code	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
P.O. Box city	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Search term B	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
c/o name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Street 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Street 3	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Street 5	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Buildings	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Double Click Company code data

Double Click Account management

Change Reconciliation account and sort key from Opt entry to Req. entry

Field status Edit Goto Extras System Help

Field check

Acct group Z910 Page 1 / 1

Sold to party

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 checked="" type="radio"/>	<input 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"/>
Interest calculation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Buying group	<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 approval 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"/>
Value adjustment key	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on 

Change Terms of payment from Opt. Entry to Req. entry



Field status Edit Goto Extras System Help

Field check

Acct group Z910 Page 1 / 1

Sold to party

Company code data

Payment transactions

	Suppress	Req. entry	Opt. entry	Display
Terms of payment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bill of exch. charges terms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment block	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment methods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alternative payer account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Clearing with vendor	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bill of exchange limit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Next payee	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Indicate payment history	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tolerance group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
House bank	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Known/negotiated leave	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Lockbox	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice via EDI	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice notes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Single pmnt, grp key, PM supl.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Credit memo terms of payment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Diff. payer in document	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Accts recble pledging ind.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on Save 

### 1.1.1.2 Define Screen Layout per Company Code (Customers)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Customer Accounts → Master Records → Preparations for Creating  
 Customer Master Records → Define Screen Layout per Company Code  
 (Customers)

Here in this step you specify, depending on the company code, which  
 company code-dependent master record fields

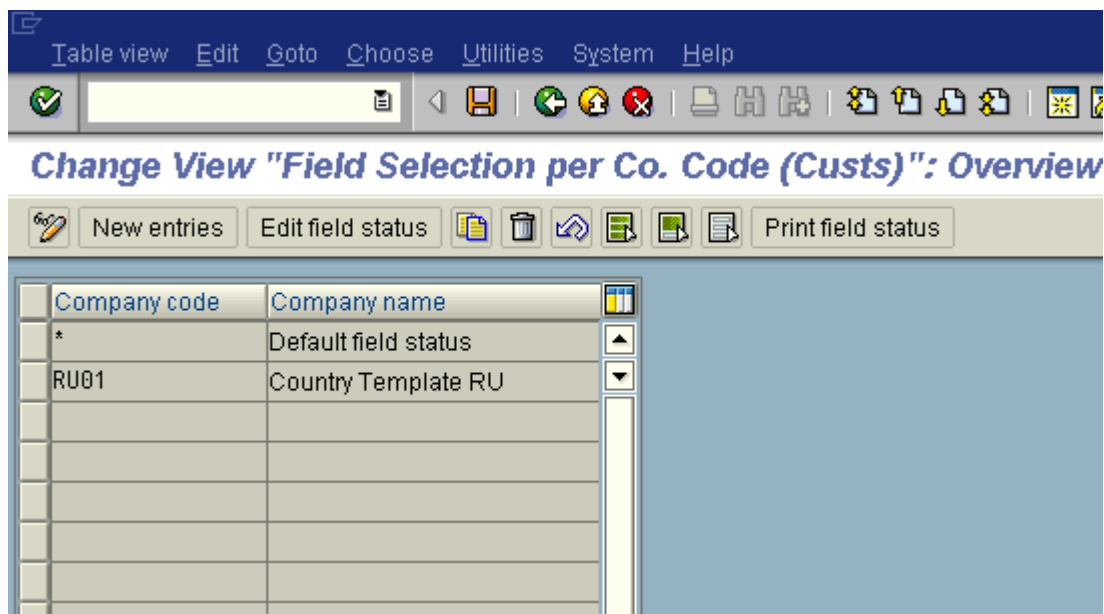
- are ready for input
- require an entry
- are hidden.

This specification is linked to the field status of the account group and a specification for the transaction. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

The entry under the company code \* applies to the company codes which are not explicitly entered in the table. You should not delete this entry.

Normally no configuration is required except in exceptional cases. For example, if the company codes are in different countries or some company codes do not use automatic payment processing for customers. If fields are to have an alternative status depending on the company code, specify the company code and determine the status of the fields.

We will not configure anything here since we do not want field status differently based on company codes.



### 1.1.1.3 Define Screen Layout per Activity (Customers)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Customer Accounts → Master Records → Preparations for Creating  
 Customer Master Records → Define Screen Layout per Activity (Customers)

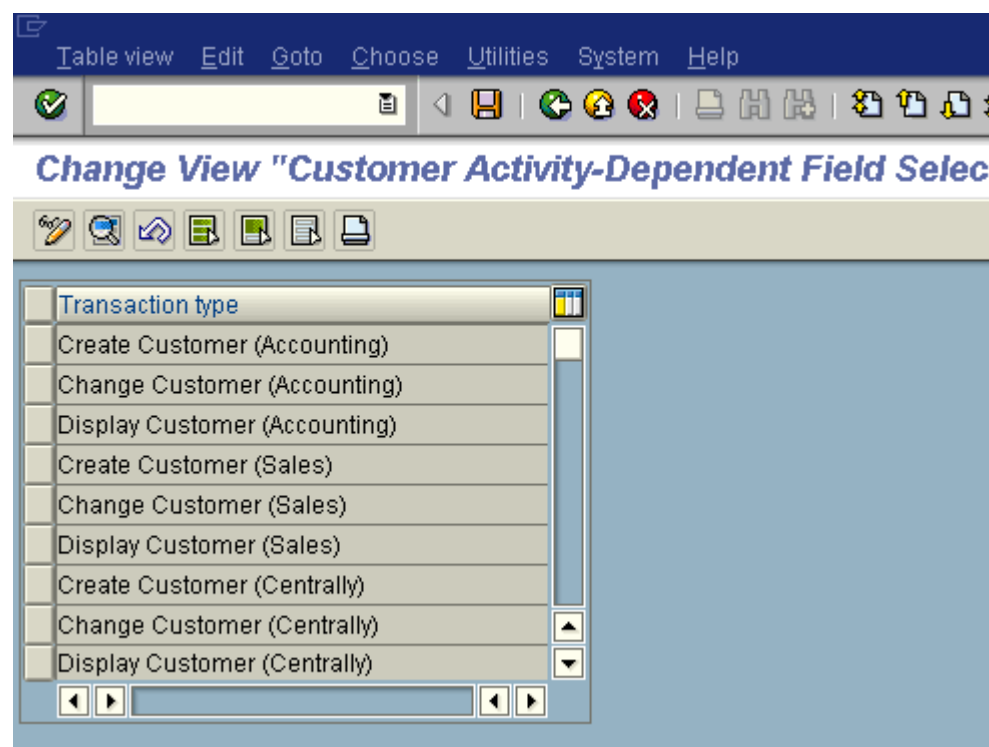
In this activity you specify, depending on the transactions (display, create, change) for customer master data, which master record fields

- are ready for input
- require an entry
- are hidden.

This specification is linked with the field status of the account group and the company code-dependent specification. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

This, particular configuration is required if the fields are to be filled when creating and are not to be changed via the change transaction. This is required for reconciliation account. The reconciliation account updated during the create mode should not be changed later on in the change mode. This will create a lot of problem. In the change mode the field should not be available for change. It should be only in the display mode.

Let us configure that.



Double click Change Customer (Accounting)

Double click Company code data

Field status Edit Goto Extras System Help

Subgroup list

Change Customer (Accounting)

Company code data

Select group

- Account management
- Payment transactions
- Correspondence
- Insurance
- Withholding tax data, w/h tax 2

Double click Account management

Change the reconciliation account from opt. entry to display

Field status Edit Goto Extras System Help

Field check

Change Customer (Accounting)

Company code data

Page 1 / 1

Account management	Suppress	Req. entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Field status Edit Goto Extras System Help

Field check

Change Customer (Accounting) Page 1 / 1

Company code data

Account management

	Suppress	Req.entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on 

Double click Change Customer (Centrally)

Double click Company code data

Double click Account management and change reconciliation account from optional entry to display

Field status Edit Goto Extras System Help

Field check

Change Customer (Centrally) Page 1 / 1

Company code data

Account management

	Suppress	Req.entry	Opt. entry	Display
Reconciliation account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cash management group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

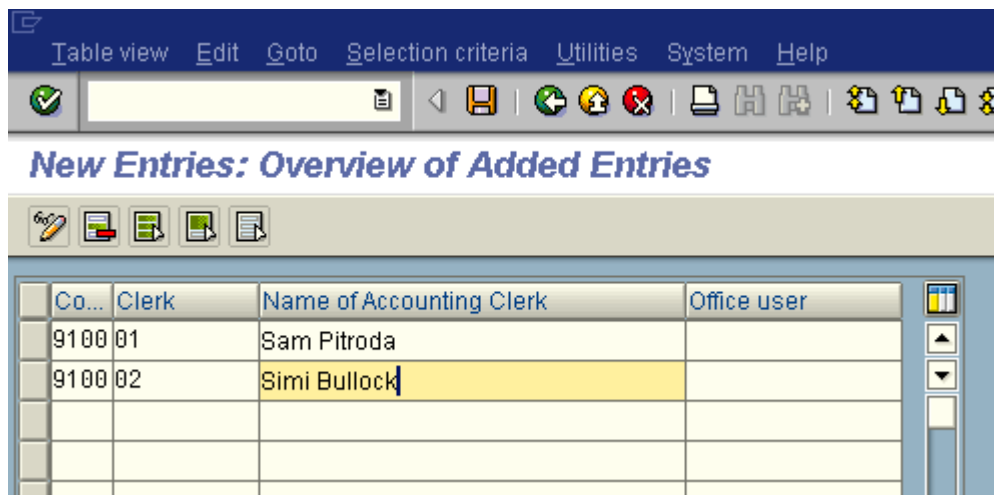
Click on 

#### 1.1.1.4 Enter Accounting Clerk Identification Code for Customers

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Enter Accounting Clerk Identification Code for Customers

In this step, you define the names of the accounting clerks under a name identification code. You enter the identification code in the customer master records which the accounting clerk supervises. You can use this information for evaluations and for correspondence.

Click on 



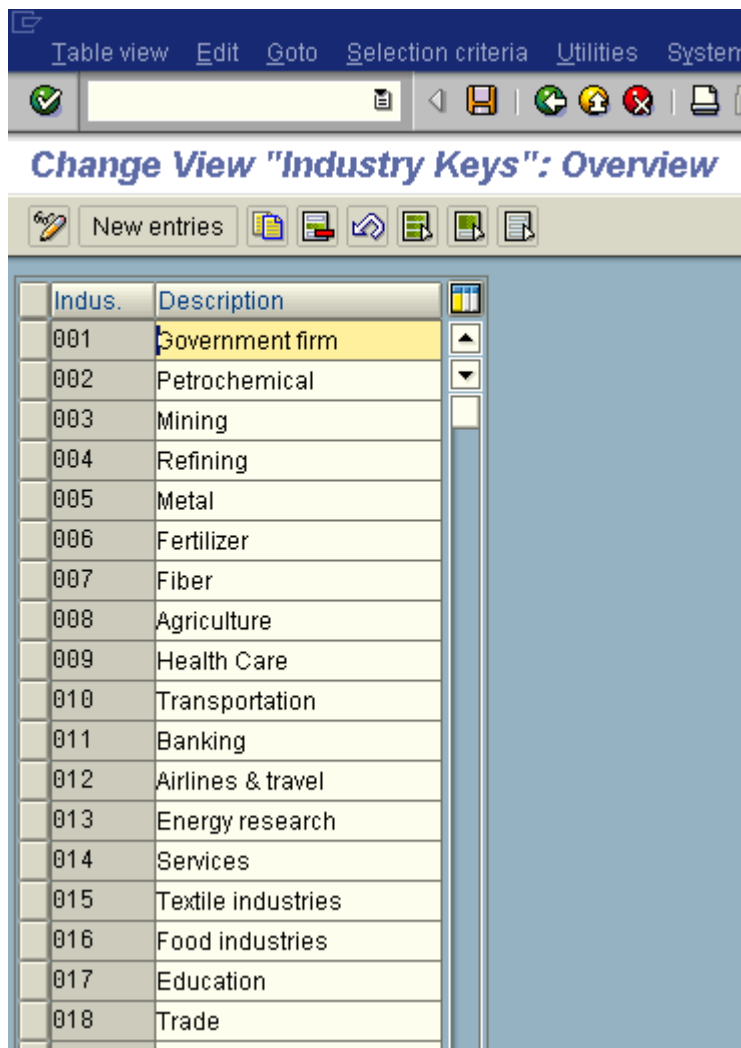
Click on Save 

#### 1.1.1.5 Define Industries

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Define Industries

In this activity you define the industries you require. You can group together your customers by industry. The industry field is located in the general area of the customer's master record. You specify what industry a business partner belongs to by entering an industry key in its master record. You can use this information for evaluations, for example, to create a customer list according to industry.

We will not configure anything here. In case you want to configure click on new entries, enter a 3 digit code and description.



#### 1.1.1.6 Create Number Ranges for Customer Accounts

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Customer Accounts → Master Records → Preparations for Creating  
 Customer Master Records → Create Number Ranges for Customer Accounts

In this activity you create the number ranges for the customer accounts. To do this, specify the following under a two-character key:

- A number interval from which the account number for the customer accounts is to be selected
- The type of number assignment (internal or external number assignment)

Click on  Intervals

Click on  Interval



Insert Interval

New interval

No	From number	To number	Current number	Ext
Z9	0001000000	0001009999	0	<input type="checkbox"/>

Existing number ranges

01	0010000000	0019999999	10043000	<input type="checkbox"/>
02	0020000000	0029999999	20000004	<input type="checkbox"/>
03	0030000000	0039999999	0	<input type="checkbox"/>




Click on Save 

Transport number range intervals

The number range intervals are not included in automatic recording of customizing changes. Transport of all the changes made within number range interval maintenance must be triggered manually.

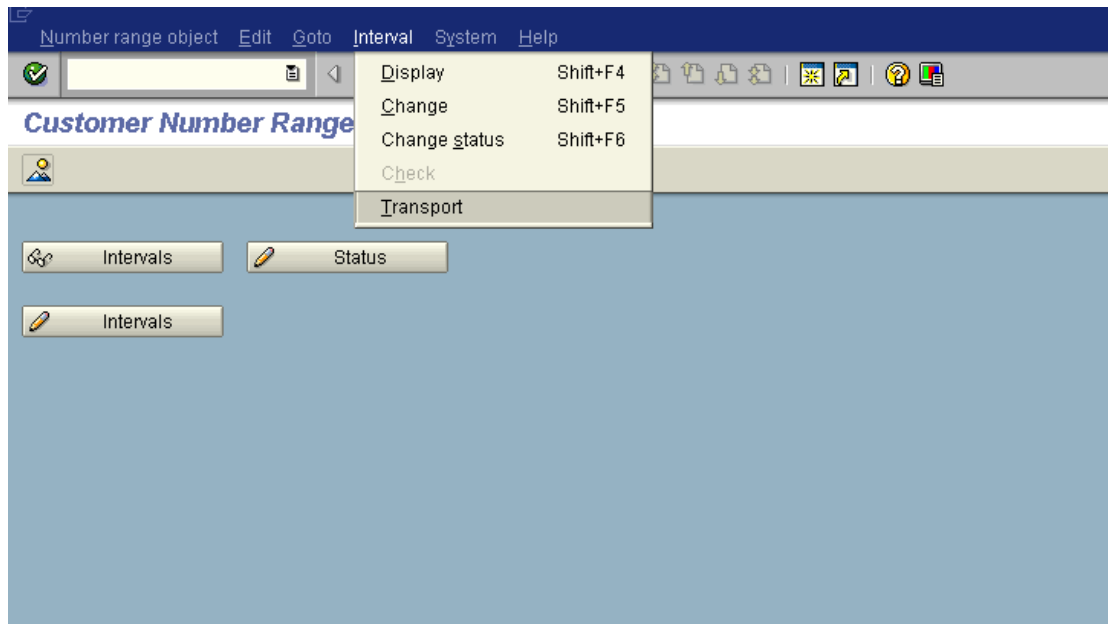
In the initial screen for number range interval maintenance choose the function [Interval](#) -> [Transport](#).

Please note the information that you get when transporting number range intervals.

To Transport





When we transport in the above manner all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

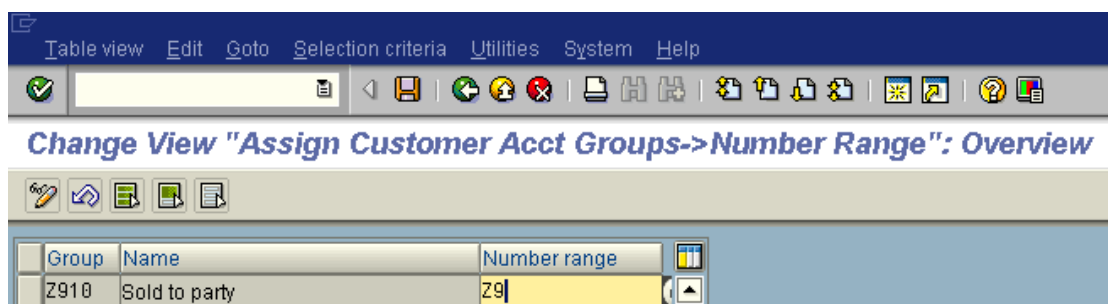
Dependent tables are not transported or converted.

### 1.1.1.7 Assign Number Ranges to Customer Account Groups

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Assign Number Ranges to Customer Account Groups

In this step you assign the number ranges you created in the preceding step to the account groups for customers. You can use one number range for several account groups.

We will assign number range Z9 created to account Z910.



Click on Save 

### 1.1.1.8 Delete Customer Master Data (OBR2)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Customer Accounts → Master Records → Delete Customer Master Data (OBR2)

You can delete the master records for customers by using this program. This program is to be used only during test phase.

The company code for which master records are to be deleted, should not be flagged as productive. Only master records for accounts which do not have any transaction data may be deleted.

The general customer master data is only deleted for customers who are not also created as customers in Sales and Distribution.

You can use transaction code OBR2 in the main SAP Easy Access menu.

The screenshot shows the SAP 'Deleting Master Data' (OBR2) program interface. The title bar includes 'Program Edit Goto System Help' and a standard SAP toolbar. The main window is titled 'Deleting Master Data' and contains three sections:

- Deletion quantity selection:**
  - ☐ Delete customers: Customers [ ] to [ ]
  - ☐ Delete vendors: Vendors [ ] to [ ]
  - ☐ Delete G/L accounts: G/L accounts [ ] to [ ]
  - ☐ Process sample accounts also
- Deletion depth:**
  - ☐ Only general master data: In chart of accounts [ ]
  - ☐ With general master data: In company code [ ]
- Program control:**
  - ☒ Test run
  - ☐ Delete per deletion flag only
  - ☐ G/L account detail log
  - ☐ Customer detail log
  - ☐ Vendor detail log

## 1.2 Vendor Accounts

### 1.2.1 Master Records

#### 1.2.1.1 Define Account Groups with Screen Layout (Vendors)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Vendor Accounts → Master Records → Preparations for Creating Vendor  
Master Records → Define Account Groups with Screen Layout (Vendors)

In this step you specify the account groups for vendors.

Via the account group you determine

- The interval for the account numbers
- Whether the number is assigned internally by the system or externally by the user (type of number assignment)
- Whether it is a one-time account
- Which fields are ready for input or must be filled when creating and changing master records (field status)

Click on

New entries

Update the following: -



Field status Edit Goto Extras System Help

Field check

Acct group Z910 Page 1 / 1

Vendors A Ltd

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 checked="" type="radio"/>	<input 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"/>
Withld.tax exempt., withld.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 approval 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 

**Make Terms of payment Req. entry**

Field status Edit Goto Extras System Help

Field check

Acct group Z910 Page 1 /

Vendors A Ltd

Company code data

Payment transactions

	Suppress	Req. entry	Opt. entry	Display
Terms of payment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double invoice validation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment block	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment methods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alternative payee account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Clearing with customer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Bill of exchange limit	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cashed checks duration	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Invoice verification tol. group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tolerance group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
House bank	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Payment advice via EDI	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Single prnt, grp key, PM supl.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Credit memo terms of payment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alternative payee in document	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Click on Save 

### 1.2.1.2 Define Screen Layout per Company Code (Vendors)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Vendor Accounts → Master Records → Preparations for Creating Vendor  
 Master Records → Define Screen Layout per Company Code (Vendors)

Here you determine, depending on the company code, which company code-  
 dependent master record fields

- are ready for input

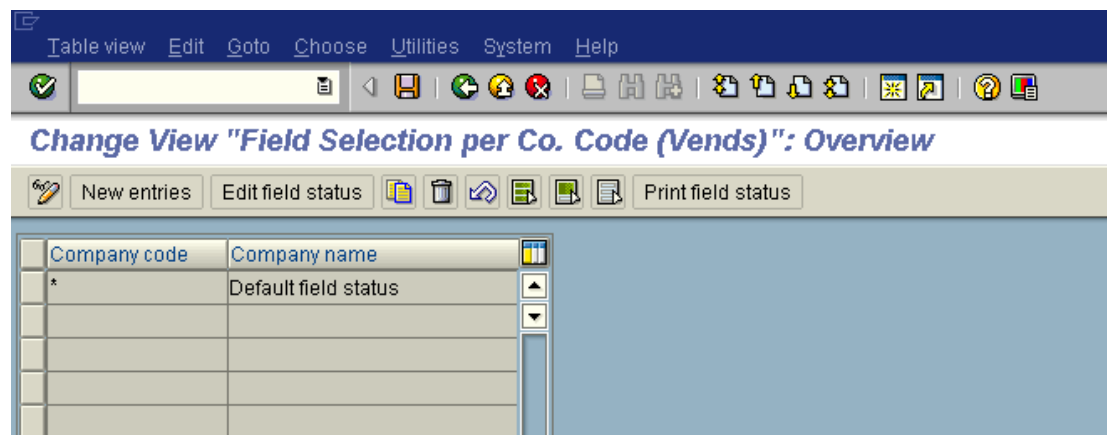
- require an entry
- are hidden.

This specification is linked to the field status of the account group and a specification for the transaction. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

The entry under the company code \* applies to the company codes which are not explicitly entered in the table. You should not delete this entry.

Normally no configuration is required except in exceptional cases. For example, if the company codes are in different countries or some company codes do not use automatic payment processing for customers. If fields are to have an alternative status depending on the company code, specify the company code and determine the status of the fields.

We will not configure anything here since we do not want field status differently based on company codes.



### 1.2.1.3 Define Screen Layout per Activity (Vendors)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Vendor Accounts → Master Records → Preparations for Creating Vendor  
 Master Records → Define Screen Layout per Activity (Vendors)

In this activity you specify, depending on the transactions (display, create, change) for customer master data, which master record fields

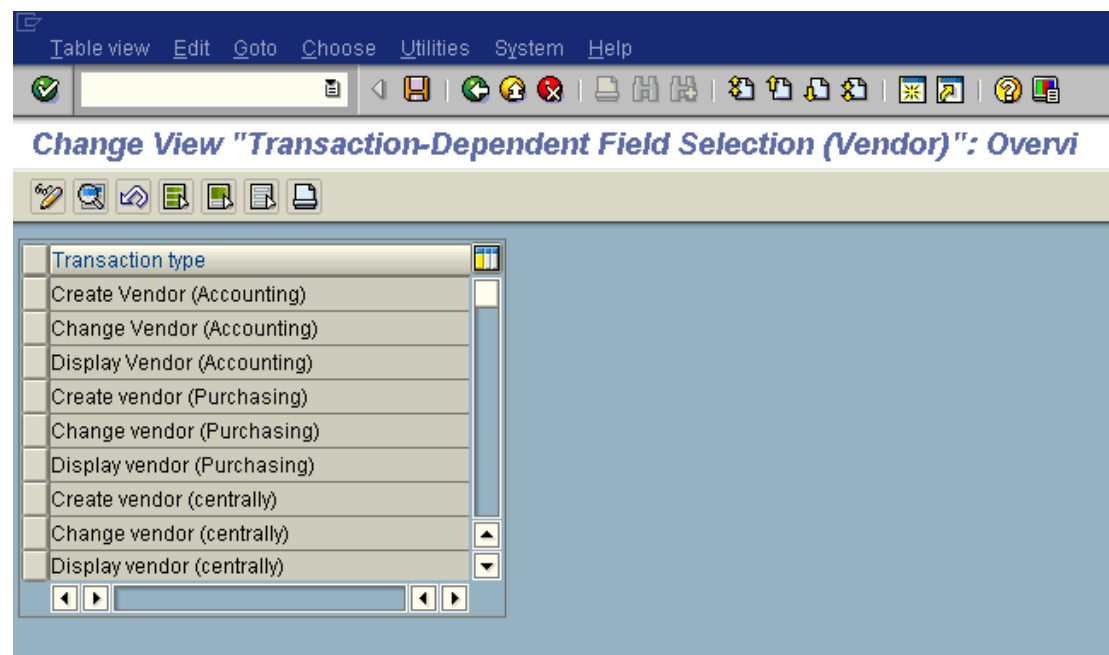
- are ready for input
- require an entry

- are hidden.

This specification is linked with the field status of the account group and the company code-dependent specification. By means of the link, you can see which status the fields have on the entry screen for master data. In this case, the fields take on the status which has the highest priority. Hiding a field has the highest priority, followed by a display field, a required field and then an optional field:

This configuration is required if the fields are to be filled when creating and are not to be changed via the change transaction. This is required for reconciliation account. The reconciliation account updated during the create mode should not be changed later on in the change mode. This will create a lot of problem. In the change mode the field should not be available for change. It should be only in the display mode.

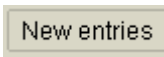
Let us configure that.



#### 1.2.1.4 Define Accounting Clerks

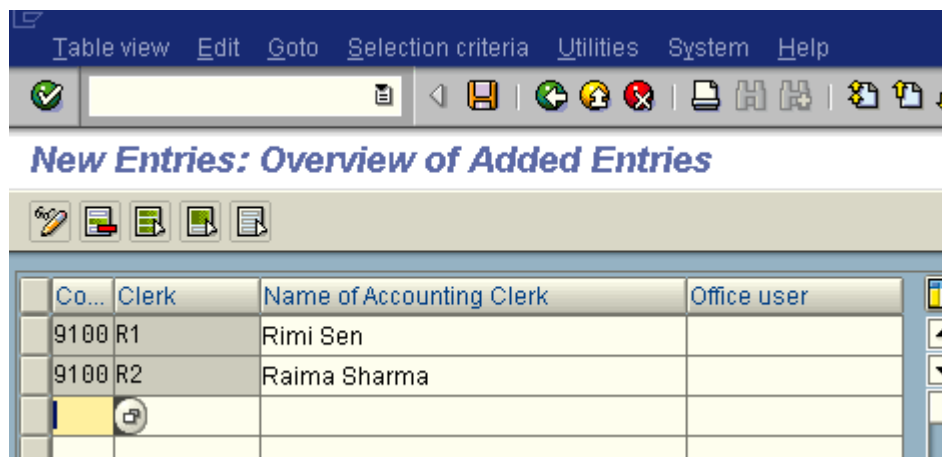
IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Vendor Accounts → Master Records → Preparations for Creating Vendor  
 Master Records → Define Accounting Clerks

In this step, you define the names of the accounting clerks under a name identification code. You enter the identification code in the vendor master records which the accounting clerk supervises. You can use this information for evaluations and for correspondence.

**Click on** 



Update the following:-



Click on Save 

### 1.2.1.5 Create Number Ranges for Vendor Accounts

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Vendor Accounts → Master Records → Preparations for Creating Vendor  
Master Records → Create Number Ranges for Vendor Accounts

Here you create the number ranges for vendor accounts. You specify whether the number range is internal or external. Internal number range means the system allots the number automatically from the number range. External number range means the system expects the user to allot the number from the specified range.

Click on  Intervals

Click on  Interval



Insert Interval

New interval

No	From number	To number	Current number	Ext
z9	0001000000	0001009999	0	<input type="checkbox"/>

Existing number ranges

01	0000100000	0000199999	101774	<input type="checkbox"/>
02	0000300000	0000399999	300004	<input type="checkbox"/>
03	0000400000	0000499999	400084	<input type="checkbox"/>

Click on



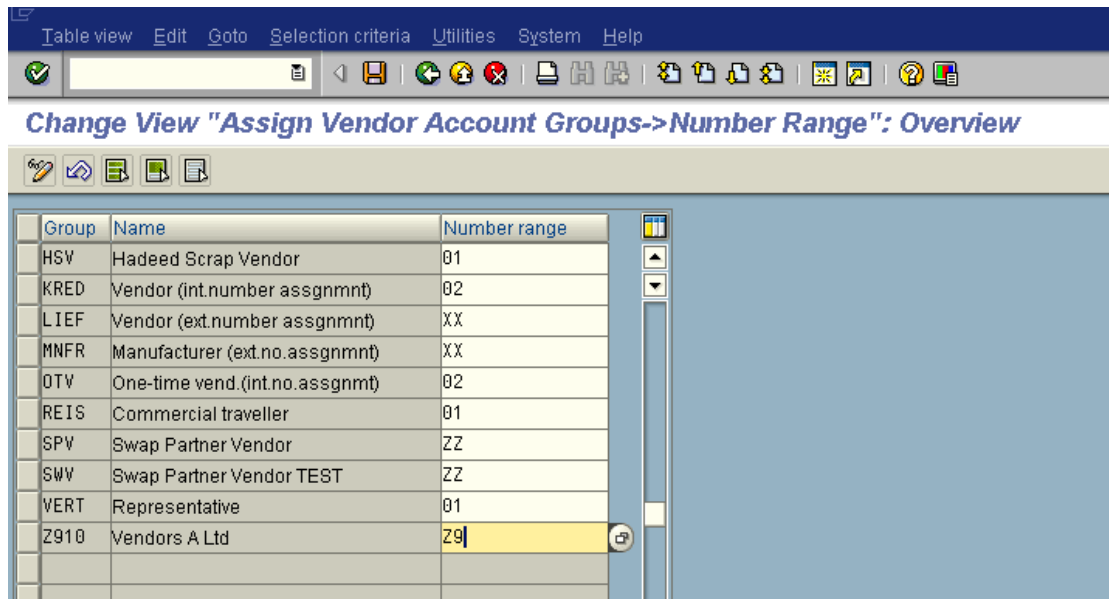
Click on Save



### 1.2.1.6 Assign Number Ranges to Vendor Account Groups

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Vendor Accounts → Master Records → Preparations for Creating Vendor  
 Master Records → Assign Number Ranges to Vendor Account Groups

Assign number range **Z9** to account group **Z910**



Click on Save 

### 1.2.1.7 Delete Vendor Master Data (OBR2)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Vendor Accounts → Master Records → Delete Vendor Master Data

Here you can delete the master records for vendors. You can use this program in the test phase. The company code, for which master records are to be deleted, should not be flagged as productive. Only master records for accounts which do not have any transaction data may be deleted.

The general vendor master data is only deleted for vendors who are not also created as vendors in Purchasing.

**Deleting Master Data**

**Deletion quantity selection**

☐ Delete customers  
 Customers  to

☐ Delete vendors  
 Vendors  to

☐ Delete G/L accounts  
 G/L accounts  to

☐ Process sample accounts also

**Deletion depth**

☐ Only general master data  
 In chart of accounts

☐ With general master data  
 In company code

**Program control**

☒ Test run

☐ Delete per deletion flag only

☐ G/L account detail log

☐ Customer detail log

☐ Vendor detail log

## 1.3 Business Transactions

### 1.3.1 Incoming Invoices/Credit Memos

#### 1.3.1.1 Maintain Terms of Payment

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos → Maintain Terms of Payment

Here you can define rules which are stored under a four-character key called as payment term. You assign this terms of payment to the vendors master record. The payment term is proposed when entering a document to the vendor account.

You can use the same key for the terms of payment for both customers and vendors who have the same payment terms. SAP recommends, however, that

you use different terms of payment keys for customers and vendors and limit the permitted account type correspondingly within the terms of payment.

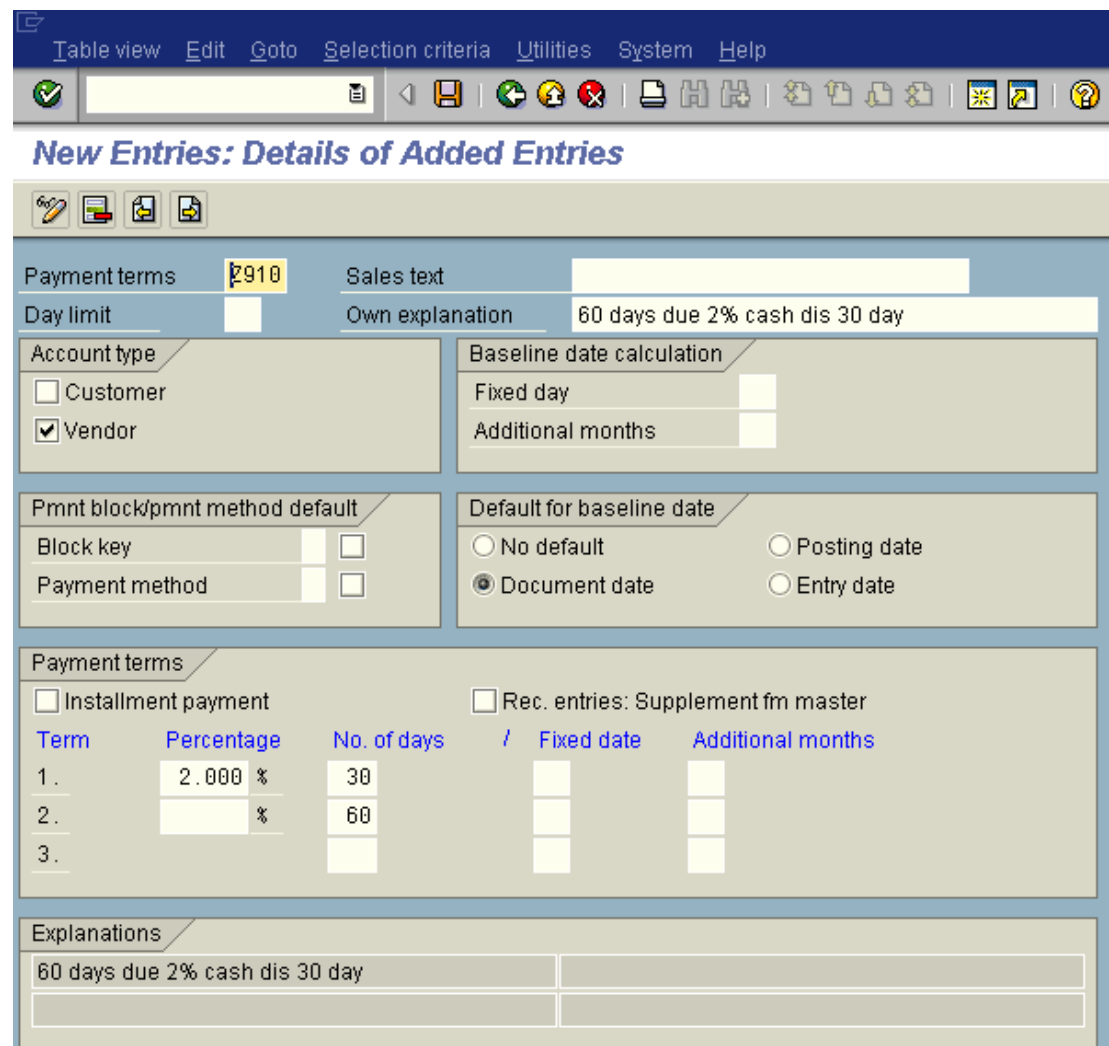
Let us configure 2 payment terms.

- 1) Payable to vendor 60 days. If paid within 30 days 2 % cash discount can be availed.
- 2) Receivable from customer within 45 days. If paid within 15 days 2 % cash discount will be paid.

Generally document date is selected as the default baseline date. **Document date** is the invoice date.

**You configure both the payment terms for customers and vendor using the same configuration path.**

Click on 



**New Entries: Details of Added Entries**

Payment terms: 2910 Sales text: Own explanation: 60 days due 2% cash dis 30 day

Day limit: Account type: ☐ Customer ☒ Vendor

Baseline date calculation: Fixed day: Additional months:

Prmt block/pmmt method default: Block key: Payment method:

Default for baseline date: ☐ No default ☐ Posting date ☒ Document date ☐ Entry date

Payment terms: ☐ Installment payment ☐ Rec. entries: Supplement fm master

Term	Percentage	No. of days	/	Fixed date	Additional months
1.	2.000 %	30			
2.	%	60			
3.					

Explanations: 60 days due 2% cash dis 30 day

Click on Save 

To configure another payment, Click on

New entries

**New Entries: Details of Added Entries**

Payment terms: Z911 Sales text: 45 day due net 15 days 3% disc  
Day limit: Own explanation:

Account type: ☒ Customer ☐ Vendor  
Baseline date calculation: Fixed day: Additional months:

Prmnt block/prmnt method default: Block key: Payment method:  
Default for baseline date: ☐ No default ☐ Posting date ☒ Document date ☐ Entry date

Payment terms: ☐ Installment payment ☐ Rec. entries: Supplement frm master

Term	Percentage	No. of days	/	Fixed date	Additional months
1.	3.000 %	15			
2.	%	45			
3.					

Explanations: Within 15 days 3 % cash discount Within 45 days Due net

Click on Save



### 1.3.1.2 Define Terms of Payment for Installment Payments
























IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos → Define Terms of Payment for Installment Payments

Here you can configure whether an invoice amount is to be divided into partial amounts with different due dates. For this, you must specify the amount of the holdback/retainage in percent and the terms of payment for each holdback/retainage payment. If you then post an invoice with terms of holdback/retainage payment, the system generates the corresponding number of line items due to your specifications for the holdback/retainage.

We want to create a Installment payment key where 60 % of the amount is payable to vendor within 90 days and the balance 40 % in 120 days.

Let us create 3 payment terms (keys) using configuration path in step 1.3.1.1

Table view Edit Goto Selection criteria Utilities System Help

Page 32 of 32



Table view Edit Goto Selection criteria Utilities System Help

**New Entries: Details of Added Entries**

Payment terms **2914** Sales text

Day limit Own explanation **40 % 120 days**

Account type

☐ Customer

☒ Vendor

Baseline date calculation

Fixed day

Additional months

Pmnt block/pmnt method default

Block key

Payment method

Default for baseline date

☐ No default ☐ Posting date

☒ Document date ☐ Entry date

Payment terms

☐ Installment payment ☐ Rec. entries: Supplement fm master

Term	Percentage	No. of days	/	Fixed date	Additional months
1.	%	120			
2.	%				
3.					

Explanations

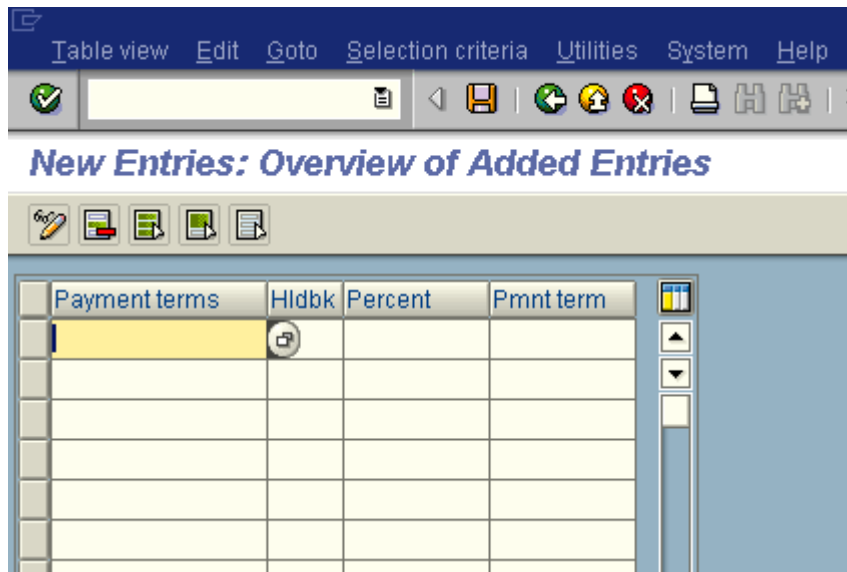
40 % 120 days

Click on Save 

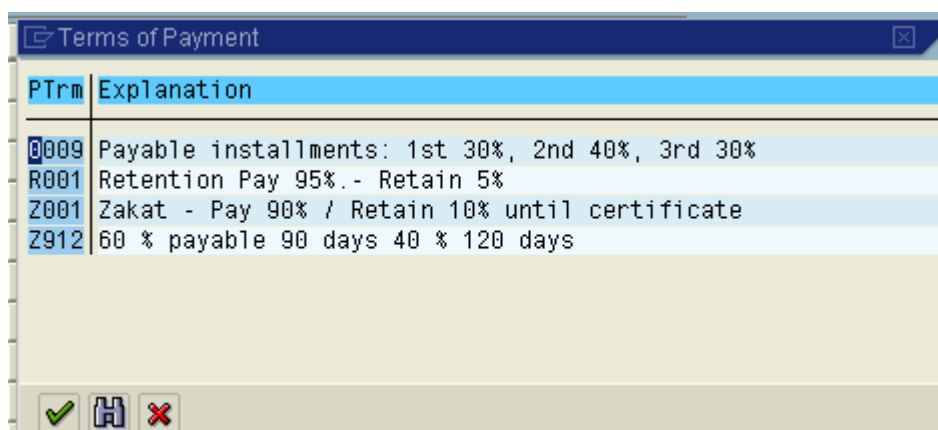
**Now link all the 3 keys together using the above configuration path.**

Click on 

Update the following: -

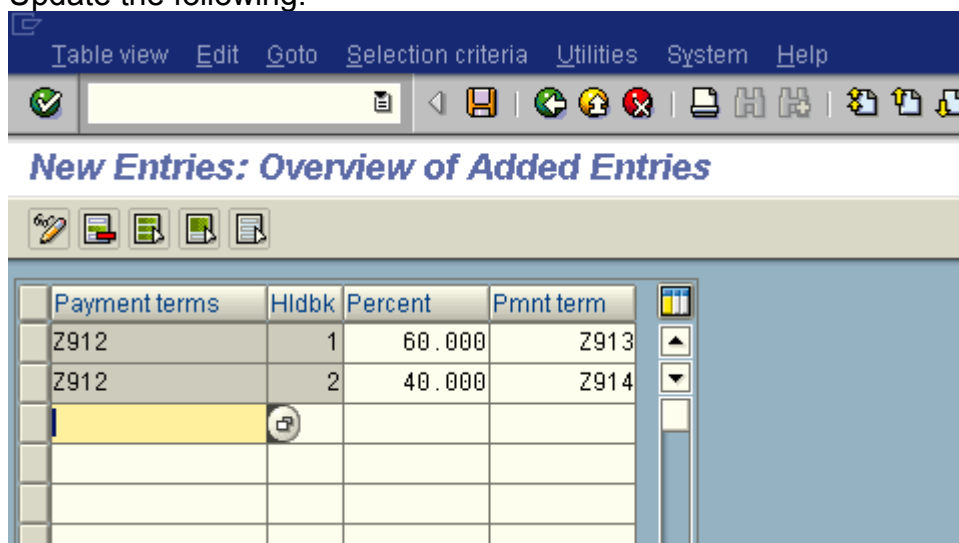


Take a drop down in field payment terms



Double Click Z912

Update the following:-



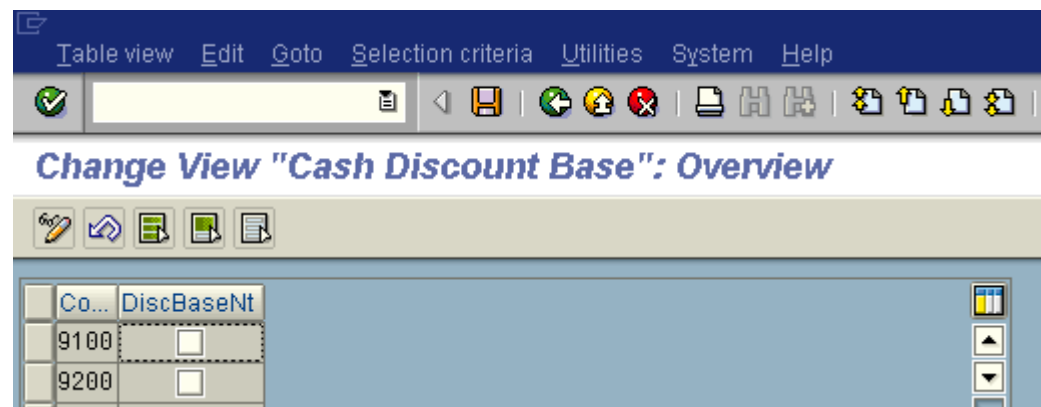
Click on Save 

### 1.3.1.3 Define Cash Discount Base for Incoming Invoices

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos → Define Cash Discount Base for Incoming Invoices

Here we define whether the tax amount is taken into consideration in the base amount for calculating the cash discount amount. This specification is per company code.

We do not want the cash discount base to be net; hence we will not configure this.



### 1.3.2 Outgoing Payments

#### 1.3.2.1 Outgoing Payments Global Settings

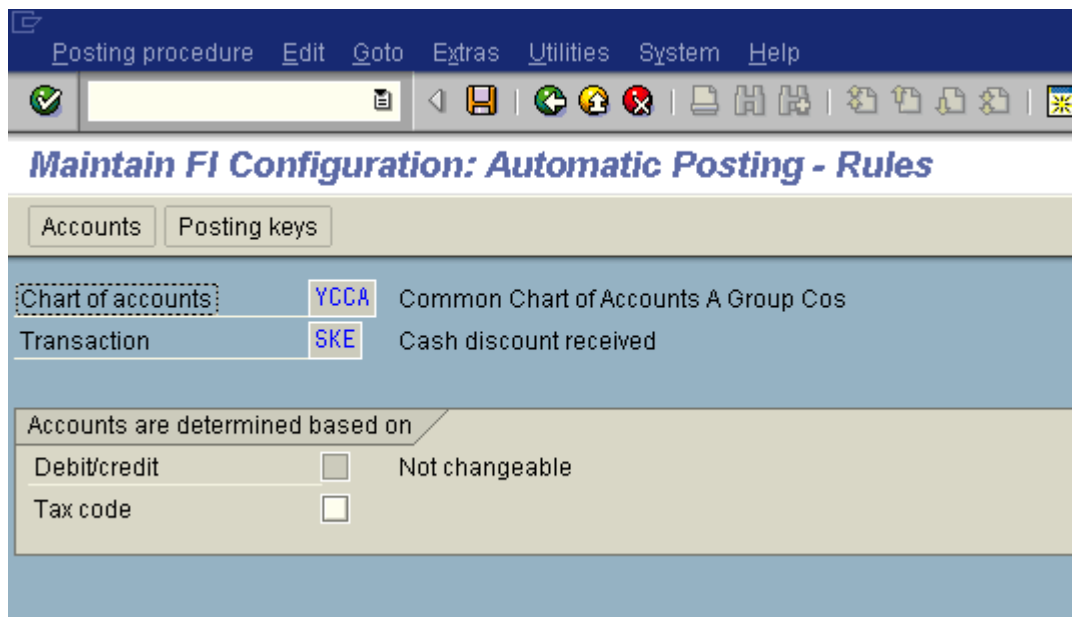
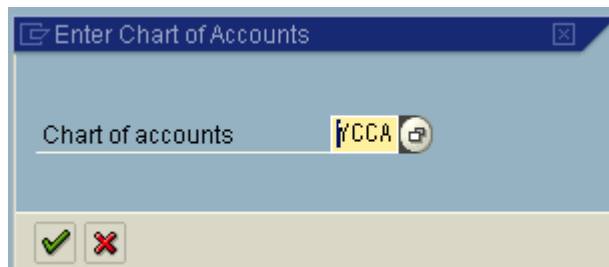
##### 1.3.2.1.1 Define Accounts for Cash Discount Taken

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Define Accounts for Cash Discount Taken

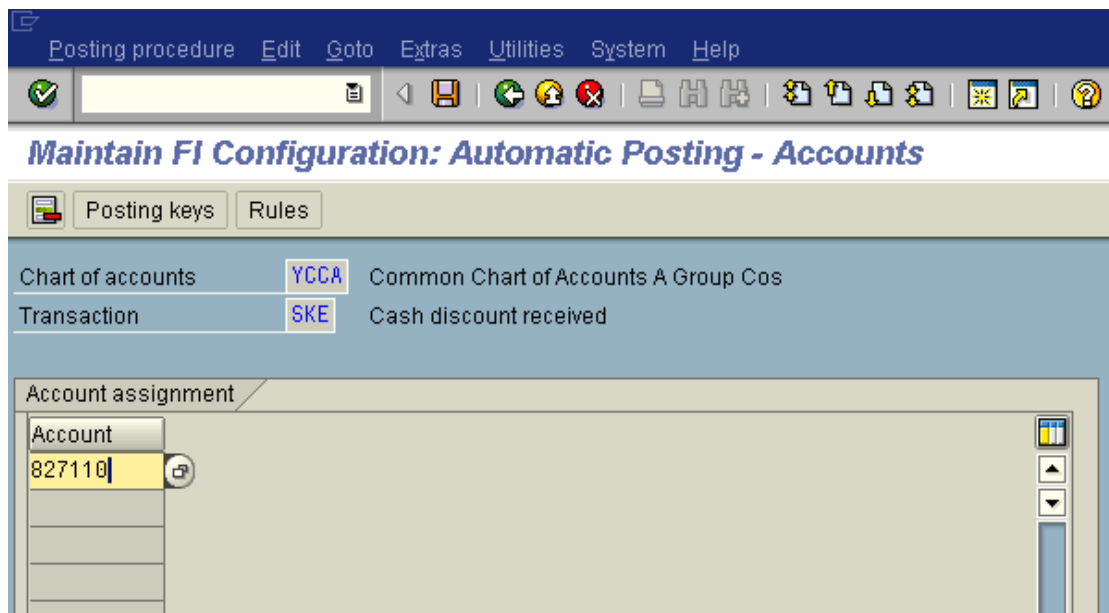
Here you define the account numbers of your cash discount received accounts. The system posts the cash discount amount to these accounts when clearing open items in vendors.

You can specify tax code also.

**Update the following: -**



Click on Save 



827110 is a cash discount received account

Click on Save 

### 1.3.2.1.3 Define Accounts for Exchange Rate Differences (OB09)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments Global Settings → Define Accounts for Overpayments/Underpayments

The configuration procedure is same for both customer and vendor. Which means you can use the same path to maintain the customer and vendor for exchange rate differences.


Click on 

**Here you will enter the GL code for Accounts receivable or Accounts Payable (the reconciliation account). You can enter different GL codes for each currency code and currency type. Alternatively if you do not want different GL codes for each currency you can keep them blank**




The SAP System supports two valuation areas in parallel. This account is used during valuation of the first valuation area.

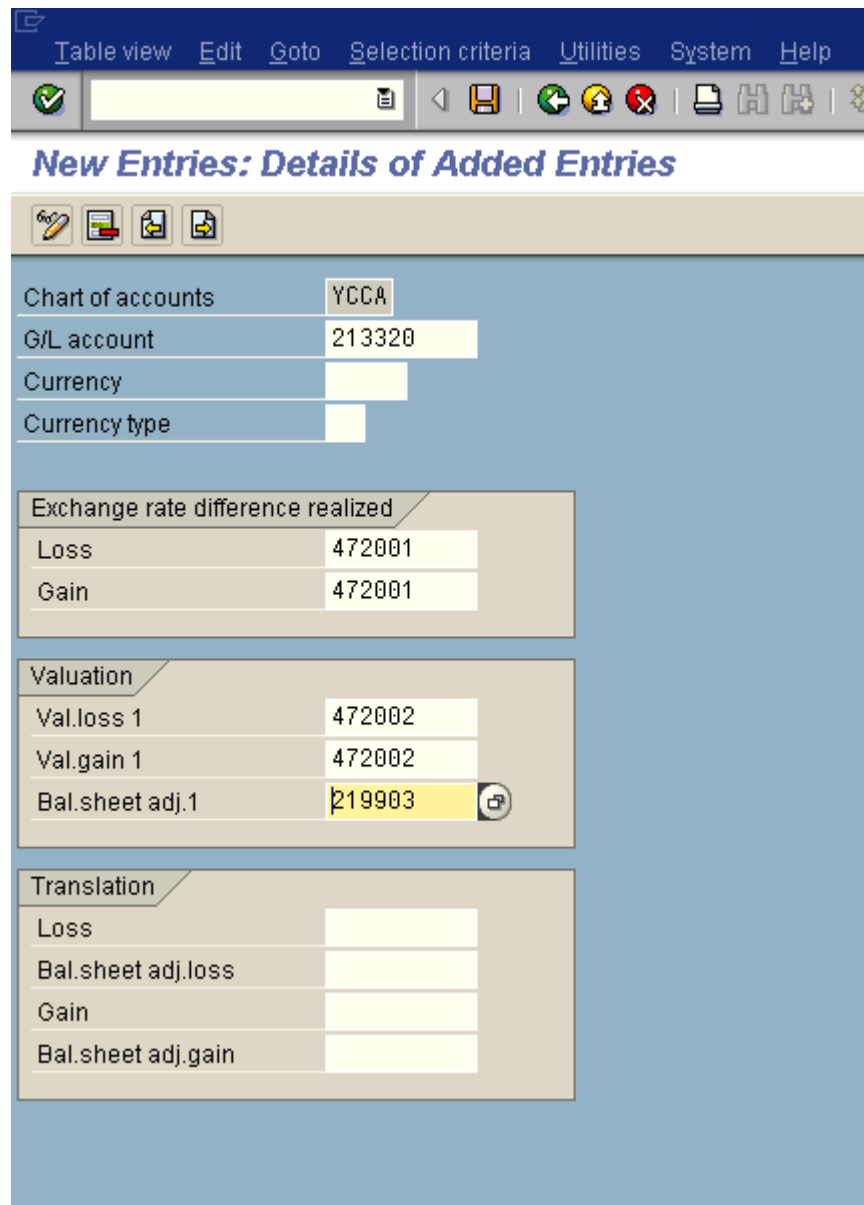
The first valuation area reflects the local view of the Company code; the second valuation area takes the corporate policy for the valuation into consideration.

Click on 

**Similarly you can configure exchange rate difference for account payable.**

213320 is accounts payable trade third parties

Click on 




**New Entries: Details of Added Entries**

Chart of accounts	YCCA
G/L account	213320
Currency	
Currency type	


Exchange rate difference realized	
Loss	472001
Gain	472001

Valuation	
Val.loss 1	472002
Val.gain 1	472002
Bal.sheet adj.1	219903 

Translation	
Loss	
Bal.sheet adj.loss	
Gain	
Bal.sheet adj.gain	

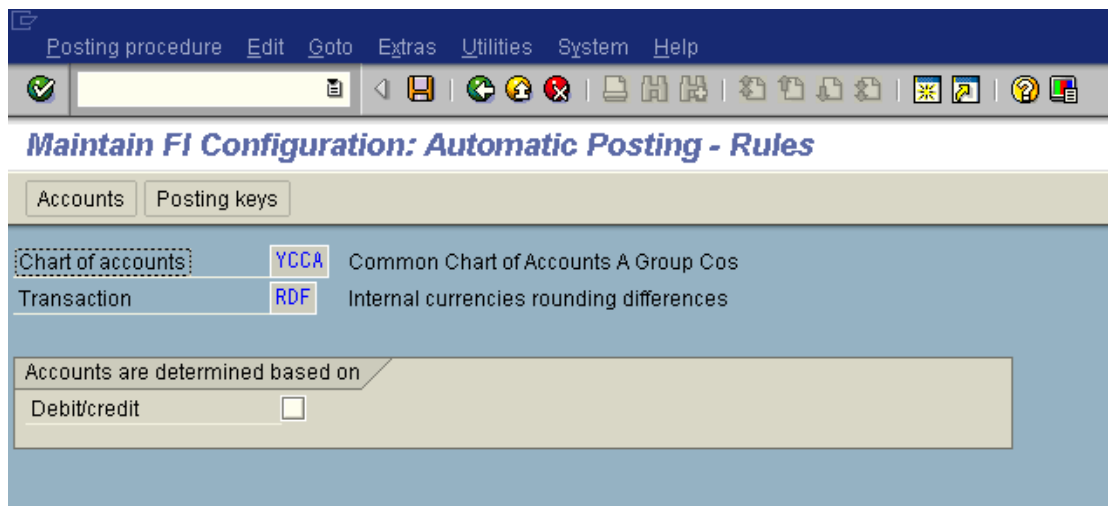
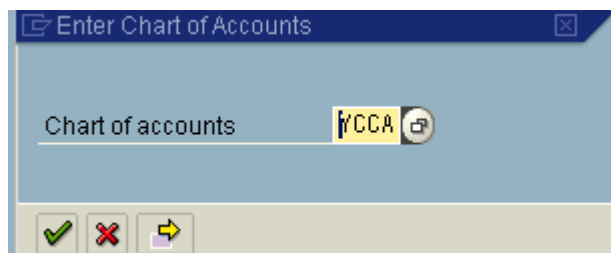
Click on 

#### 1.3.2.1.4 Define Accounts for Rounding Differences

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments Global Settings → Define Account for Rounding Differences

**This configuration is valid for both customers and vendors.**

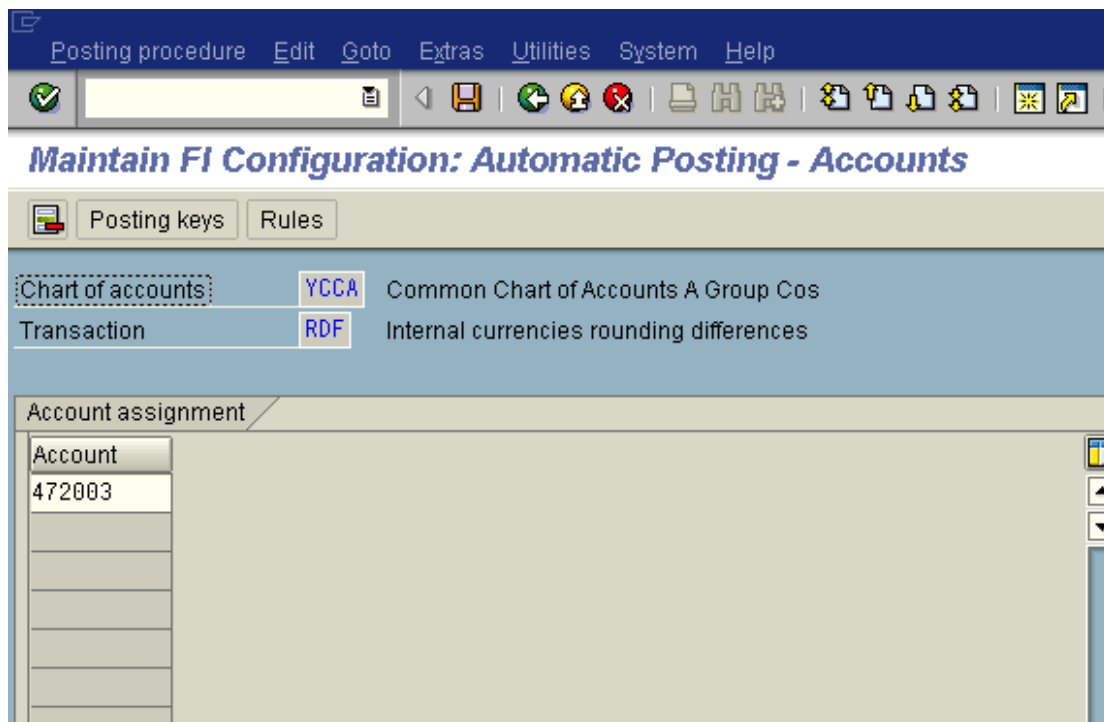
**Update the following:-**



Click on Save 

**Update the following:-**





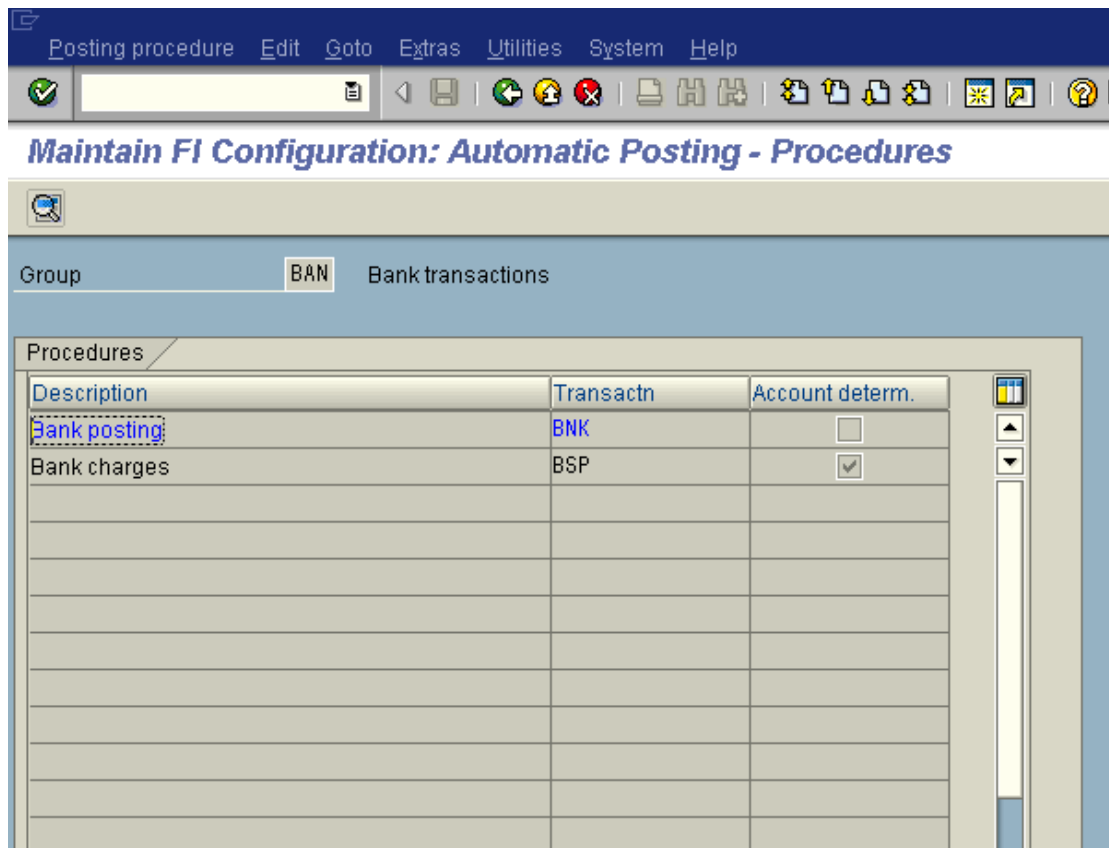
Click on Save 

#### 1.3.2.1.5 Define Accounts for Bank Charges (Vendors)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments Global Settings → Define Accounts for Bank Charges (Vendors)

**This configuration is valid for both customers and vendors.**

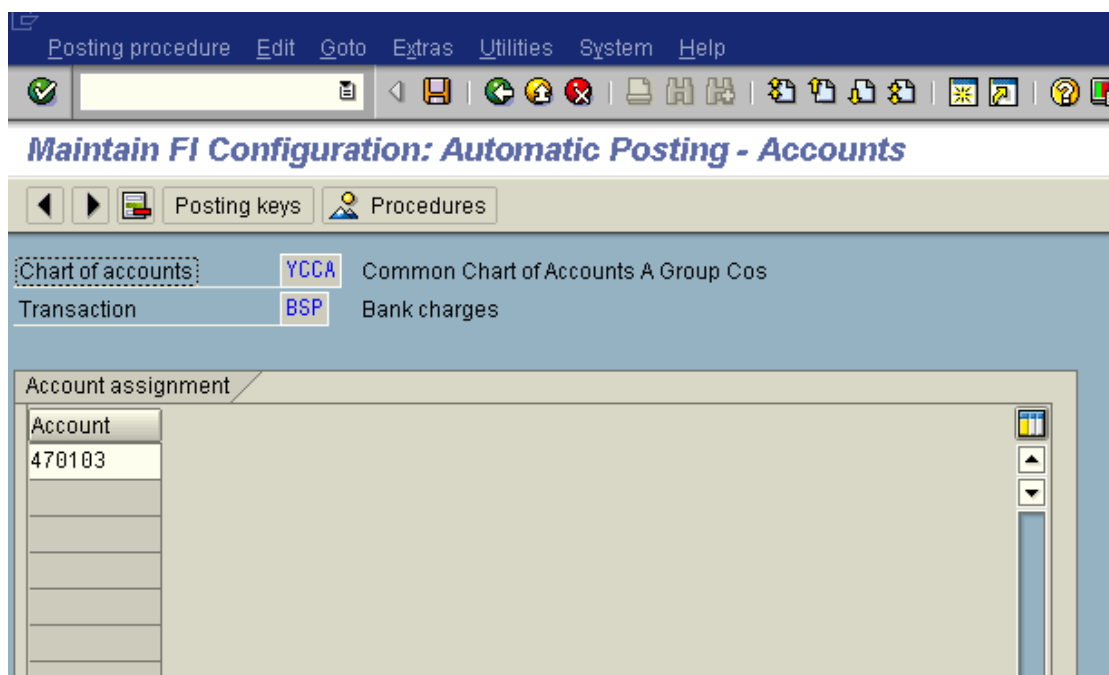
Here you define the account numbers of your bank charges accounts. The system posts the charges amount you specify for a bank item when settling payment to these accounts. The bank charges accounts must be defined as relevant to cash flow.



Double Click

Bank charges	BSP	<input checked="" type="checkbox"/>
--------------	-----	-------------------------------------

470103 is Bank charges account



Click on Save 

### 1.3.2.1.6 Define Payment Block Reasons

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments Global Settings → Payment Block Reasons → Define Payment Block Reasons

Using payment blocking reasons, you can differentiate why invoices are to be blocked for payment.

For each block indicator, you must decide whether:

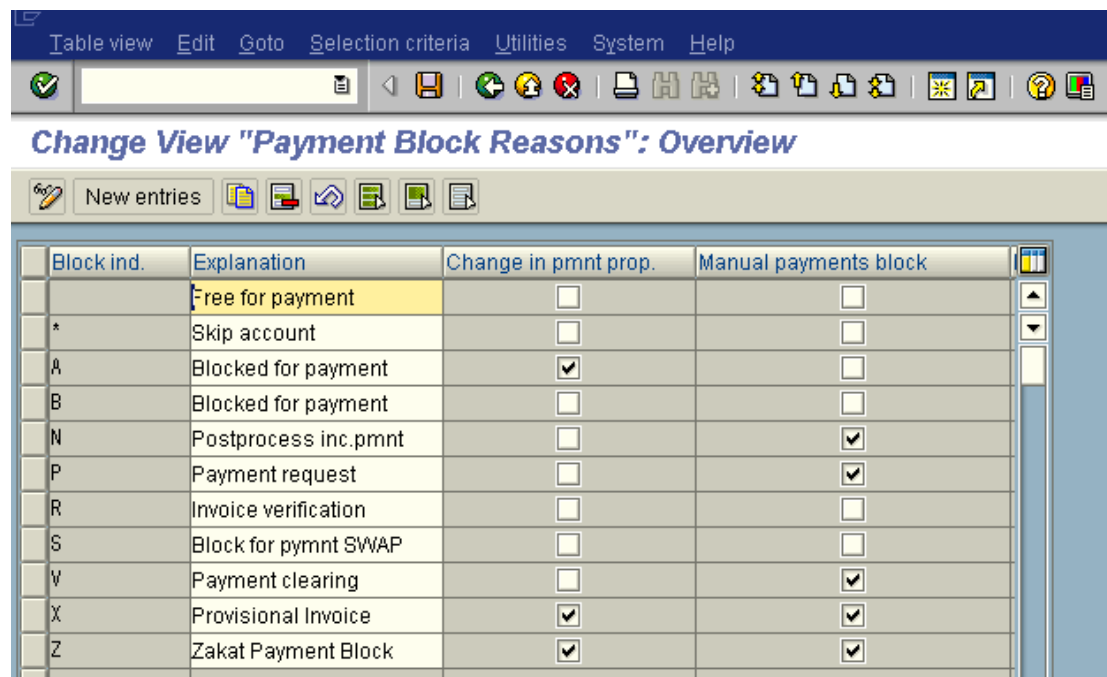
- Changes are allowed in the payment proposal.

If the indicator is not set, the reason for blocking cannot be set nor removed when a payment proposal is processed.

- Documents defined with the block key are also not to be cleared during manual payment entry.

Payment blocking reasons are valid for all company codes. By using the reasons for payment blocking, you can also prevent items from being processed manually with the clearing procedures "Incoming payment" and "Outgoing payment". You define a blocking reason to do this and mark it accordingly. Such items can always be transferred or reversed.

You can configure Payment block reasons as required by you.



Block ind.	Explanation	Change in pmnt prop.	Manual payments block
	Free for payment	<input type="checkbox"/>	<input type="checkbox"/>
*	Skip account	<input type="checkbox"/>	<input type="checkbox"/>
A	Blocked for payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	Blocked for payment	<input type="checkbox"/>	<input type="checkbox"/>
N	Postprocess inc.pmnt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P	Payment request	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R	Invoice verification	<input type="checkbox"/>	<input type="checkbox"/>
S	Block for pymnt SWAP	<input type="checkbox"/>	<input type="checkbox"/>
V	Payment clearing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	Provisional Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Z	Zakat Payment Block	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 1.3.2.1.7 Define Default Values for Payment Block

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments Global Settings → Payment Block Reasons → Define Default Values for Payment Block

Here you can change (based on the payment terms) the blocking key value that is proposed as a default when entering postings to customer accounts and vendor accounts.

The screenshot shows the SAP 'Change View' for 'Pmnt Terms: Default Values For Pmnt Block'. The interface includes a menu bar (Table view, Edit, Goto, Selection criteria, Utilities, System, Help) and a toolbar with various icons. The main area is titled 'Change View "Pmnt Terms: Default Values For Pmnt Block": Overview'. It contains a table with four rows, each representing a payment term. The columns are 'PayT', 'Day limit', 'Block key', and a text field for the payment terms. The first row is for 'Z912' with a day limit of '0' and a block key of '1'. The second row is for 'Z913' with a day limit of '0' and a block key of '1'. The third row is for 'Z914' with a day limit of '0' and a block key of '1'. The fourth row is for 'ZCOM' with a day limit of '0' and a block key of 'B'. The text field for the first row contains '60 % payable 90 days 40 % 120 days'. The text field for the second row contains '60 % payable 90 days'. The text field for the third row contains '40 % 120 days'. The text field for the fourth row contains 'Payable immediately Due net (Paymt Block)'.

PayT	Day limit	Block key	
Z912	0	1	60 % payable 90 days 40 % 120 days
Z913	0	1	60 % payable 90 days
Z914	0	1	40 % 120 days
ZCOM	0	B	Payable immediately Due net (Paymt Block)

### 1.3.2.2 Manual outgoing Payments

#### 1.3.2.2.1 Define Tolerances (Vendors)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments → Define Tolerances (Vendors)

**This configuration setting is valid for both customers and vendors.**

Here you specify the tolerances for vendors. These tolerances are used for dealing with differences in payment and residual items which can occur during payment settlement. Specify the tolerances under one or more tolerance groups. Allocate a tolerance group to each vendor via the master record. For each tolerance group, specify the following:

- Tolerances up to which differences in payment are posted automatically to expense or revenue accounts when clearing open items
- The handling of the terms of payment for residual items, if they are to be posted during clearing

When clearing, the lower limit for the customer specifications and employee group specifications are taken. Employee tolerance is configured in the FI GL module. The tolerance needs to be assigned to the vendor master.

We are configuring a blank tolerance group

The permitted payment difference configured for gain and loss is 100 INR or 5 % whichever is lower.

**Click on** 

Update the following: -

Table view Edit Goto Selection criteria Utilities System Help

**New Entries: Details of Added Entries**

Company code 9100  
 Currency  
 Tolerance group General Tolerance group

Specifications for clearing procedures  
 Grace days due date Cash discount terms displayed

Permitted payment differences

	Amount	Percent	Adjust discount by
Gain	100	5 %	
Loss	100	5 %	

Specifications for posting residual items from payment differences  
☒ Payment term from invoice Fixed payment term  
☐ Only grant partial cash disc  
 Dunning key

Tolerances for payment advices

	Amount	Percent
Outst.receive.from		%
Outst.payable from		%

Click on Save 

### 1.3.2.2.2 Define Reason Codes (Manual Outgoing Payments)

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Business Transactions → Manual Outgoing Payments →  
 Overpayment/Underpayment → Define Reason Codes (Manual Outgoing  
 Payments)

Here you define reason codes, per company code, for handling payment  
 differences in the form of

- Residual items
- Partial payments
- Postings on account

Reason codes help in giving information in a structured manner, if the cash discount period was exceeded or if cash discount was taken when net payment was due, if the customer paid short and so on.

Per reason code, you determine:

- In which company code it is valid
- Which correspondence type (payment notice to the customer) is connected to it
- Short text and long text of the reason code

There are 3 indicators available:-

**Charge of difference via separate account:-**

Indicator that payment differences with this reason code are charged off via a separate G/L account. The account is specified in the configuration menu depending on the reason code.

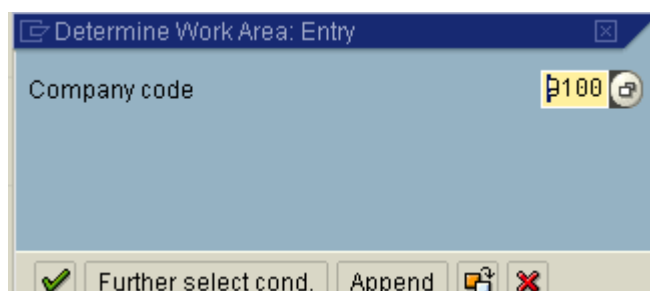
**Indicator: Disputed item:-**

Indicator which should cause a disputed item from payment differences with this reason code during residual item formation. Disputed items do not raise the total receivables for a customer in the framework of the credit management program.

**Indicator: Do not copy text:-**

If you set this indicator, the text for the reason code is not copied into the segment text of the residual item or the partial payment. Set the indicator if you want to enter the segment text manually.

Update the following: -



Click on 





### 1.3.2.3 Automatic Outgoing Payments

#### 1.3.2.3.1 Set Up All Company Codes for Payment Transactions

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
→ Business Transactions → Outgoing Payments → Automatic Outgoing  
Payments → Payment Method/Bank Selection for Payment Program → Set  
Up All Company Codes for Payment Transactions

Here you make specifications for all company codes involved in payment transactions.

For each company code, you make the following specifications:

- Paying company code

You assign a paying company code to each company code. This means that you can have one company code process payment transactions centrally for several company codes.

- Cash discount and tolerance

The payment program uses these entries to determine the cash discount strategy for the company code.

- Special G/L transactions

Specify which special G/L transactions are to be settled for customers and vendors.

F = Down payment request

P = Payment request

A = Down payment on current assets


Click on 

Table view Edit Goto Selection criteria Utilities System Help

**Change View "Company Codes": Details**

New entries

Company Code 9100 A Ltd Paying company code

**Control data**

Sending company code 9100

Paying company code 9100 A Ltd

☐ Separate payment per business area

☐ Pyt meth suppl.

**Cash discount and tolerances**

Tolerance days for payable

Outgoing pmnt with cash disc.from %

☐ Max.cash discount

**Vendors**

Sp. G/L transactions to be paid AF

Sp. G/L trans. for exception list

**Customers**

Sp. G/L transactions to be paid

Sp. G/L trans. for exception list

### 1.3.2.3.2 Set Up Paying Company Codes for Payment Transactions

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Business Transactions → Outgoing Payments → Automatic Outgoing  
 Payments → Payment Method/Bank Selection for Payment Program → Set  
 Up Paying Company Codes for Payment Transactions

Here you make the following specifications for the paying company codes:

- Data for controlling the payment program

Here we specify the minimum amount for which an incoming (100 INR)  
 or outgoing payment (1000 INR) is created.

If you do not want exchange rate difference to be generated when the payment is in foreign currency you need to select the parameter.  
If you want to make separate payment for each reference you need to select the parameter.

➤ Specifications for paying with bills of exchange

You can show or hide the settings for paying with bills of exchange.

➤ Forms and sender details for advice notes and EDI accompanying sheets

If you wish to print payment advice notes or an EDI accompanying sheet, specify the form name. Specify also the SAPscript text modules that contain details about the sender that are to be printed on the payment advice note. You can go directly from this transaction to the transaction for editing forms and text modules.

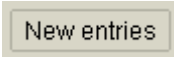
Click on  and update the following fields:-

Table view Edit Goto Selection criteria Utilities System Help

Change View "Paying Company Codes": Details

New entries

Paying co. code 9100 A Ltd. Company codes

Control Data

Minimum amount for incoming payment 100.00 INR

Minimum amount for outgoing payment 1,000.00 INR

☐ No exchange rate differences

☐ Separate payment for each ref.

☐ Bill/exch pymt

Forms

Forms

Form for the payment advice F110\_IN\_AVIS

EDI accompanying sheet form F110\_ED1\_01

Form

Sender details

Sender details

Text ID ADRS

Text elements

Letter header ADRS\_HEADER

Footer text ADRS\_FOOTER

Signature text ADRS\_SIGNATURE

Sender ADRS\_SENDER

### 1.3.2.3.3 Set Up Payment Methods per Country for Payment Transactions

IMG → Financial Accounting → Accounts Receivable and Accounts Payable  
 → Business Transactions → Outgoing Payments → Automatic Outgoing  
 Payments → Payment Method/Bank Selection for Payment Program → Set  
 Up Payment Methods per Country for Payment Transactions

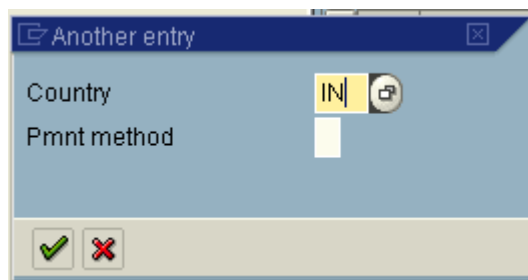
Here you specify which payment methods are to be used in each country.

The following parameters are entered:-

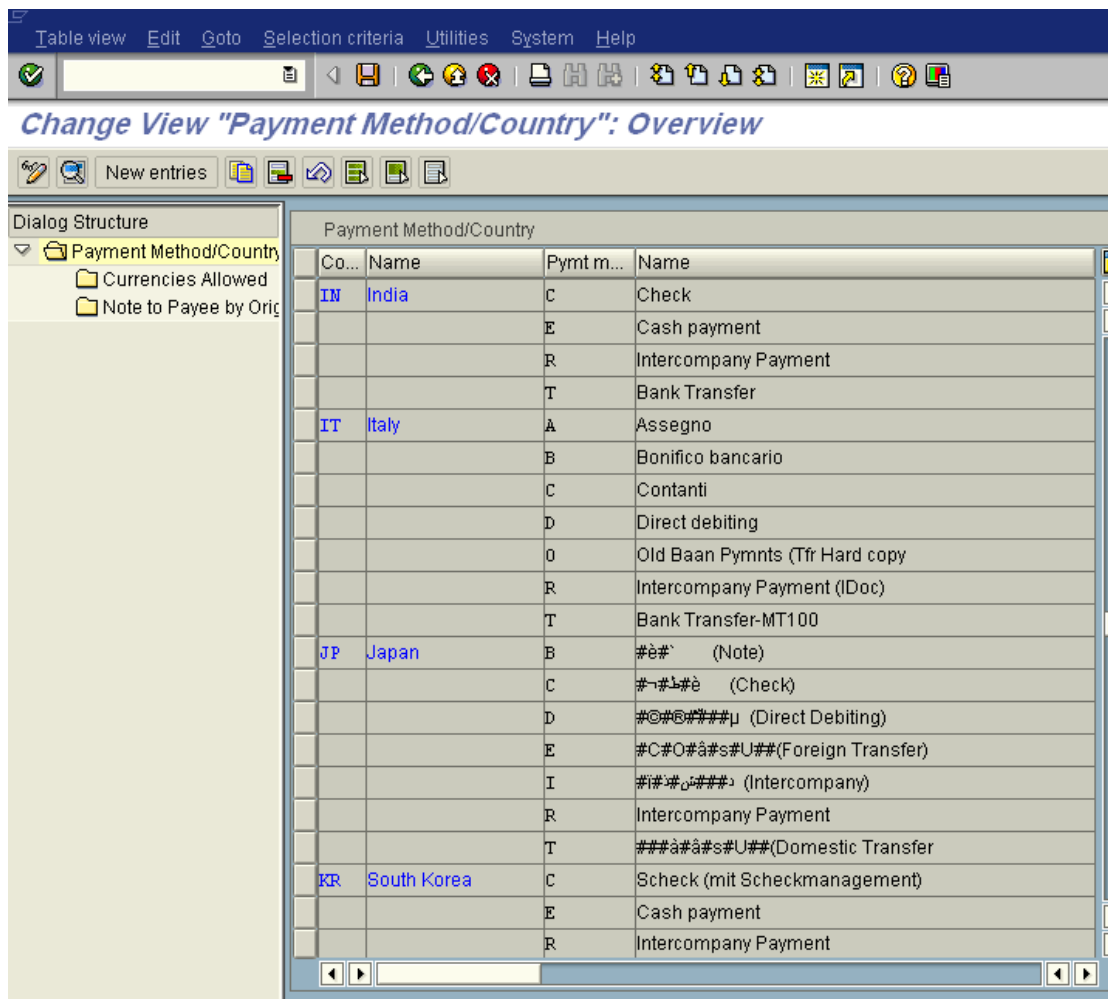
- 1) whether it is an outgoing payment or incoming payment
- 2) payment classification – check, bank transfer
- 3) What master data specification required – address required, bank details required etc.
- 4) Document type is attached
- 5) The payment program name is attached.
- 6) Which currencies are to be permitted?

Ensure that the payment methods to be used for paying the open items of a business partner have been entered in the appropriate customer or vendor master record. To get a list of payment media programs, use transaction code SA38 and enter RFFO\*. Click on Utilities → Find program → Execute.

Click on  and update the following



In case there is no entry found for country IN you will have to manually create by clicking new entries



Double click on

IN	India	C	Check
----	-------	---	-------

Table view Edit Goto Selection criteria Utilities System Help

Change View "Payment Method/Country": Details

New entries

Dialog Structure

- Payment Method/Country
  - Currencies Allowed
  - Note to Payee by Orig

Country **IN** India [Use in company codes](#)

Pmnt method **C**

Description **Check**

Payment method for

☒ Outgoing payments

☐ Incoming payments

Payment method classification

☐ Bank transf

☒ Check

☐ Bill/ex

☐ Check/bill/ex.

☐ Post office curr.acct method?

☒ Allowed for personnel payments

☐ Create bill/exch.before due date

☐ Bill of exch. accepted

☐ POR payment procedure

☐ EU internal transfer

Required master record specifications

☒ Street,P.O.box or P.O.box pst code

☐ Bank details

☐ Collection authorization

Posting details

Document type for payment **ZP**

Clearing document type **ZV**

Sp.G/L ind.b/ex. / b/ex.pmnt req. ☐

☐ Payment order only

Payment medium

☐ Use payment medium workbench [Information on PMW](#)

Payment medium

☐ Use payment medium workbench [Information on PMW](#)

Format

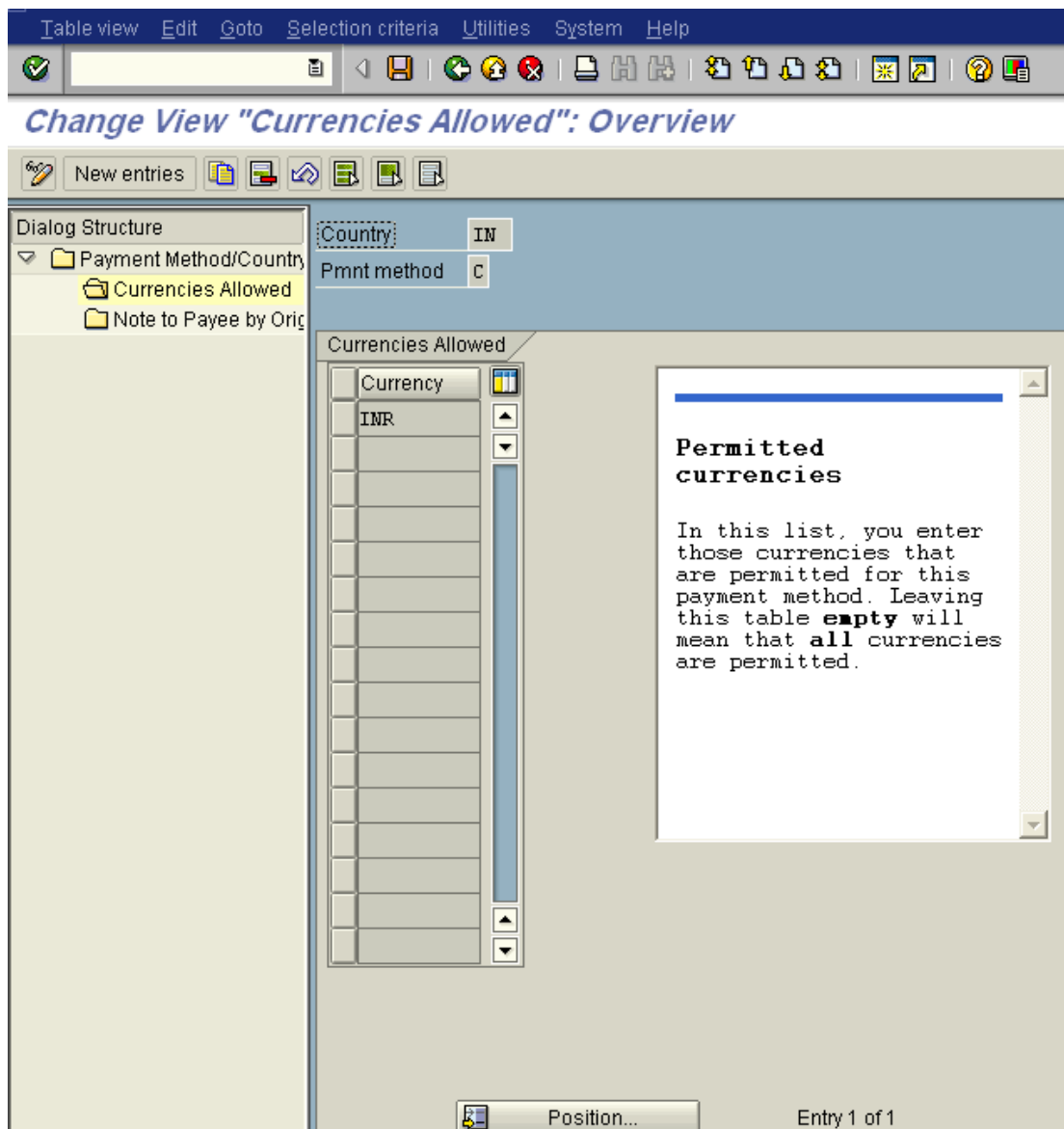
Format supplement

☒ Use classic payment medium programs (RFFO\*)

Payment medium program **RFFOUS\_C** Key in code line

Name of print dataset **LIST1S** Print dataset for b/exch.

Click on [Currencies Allowed](#)



In case of Bank transfers (E- Banking) the payment method is T the SAP std. configuration settings are as follows:-

In the standard SAP setting only 1 currency is allowed i.e. INR, but bank transfers can be in any currency, therefore we will create a new payment method A (eBanking Payment Method) to incorporate all currencies.

We will copy from the existing payment method T and create

Click on  and update the following



Another entry

Country IN

Pmnt method T

✓ ✗

Select the line

Co...	Name	Pymt m...	Name
IN	India	T	Bank Transfer


Click  and update the following

Table view Edit Goto Selection criteria Utilities System Help

Change View "Payment Method/Country": Details of Selected Set

Dialog Structure

- Payment Method/Country
  - Currencies Allowed
  - Note to Payee by Orig

Country IN India  Use in company codes

Pmnt method A

Description eBanking Payment Method

Payment method for

☒ Outgoing payments

☐ Incoming payments

Payment method classification

☒ Bank transf

☐ Check

☐ Bill/ex

☐ Check/bill/ex.

☐ Post office curr.acct method?

☒ Allowed for personnel payments

☐ Create bill/exch.before due date

☐ Bill of exch. accepted

☐ POR payment procedure

☐ EU internal transfer

Required master record specifications

☐ Street,P.O.box or P.O.box pst code

☒ Bank details

☐ Collection authorization

Posting details


Document type for payment ZP

Clearing document type ZV

Sp.G/L ind.b/ex. / b/ex.pmnt req.

☐ Payment order only

Payment medium

☐ Use payment medium workbench  Information on PMW

<b>Required master record specifications</b> <input type="checkbox"/> Street, P.O. box or P.O. box pst code <input checked="" type="checkbox"/> Bank details <input type="checkbox"/> Collection authorization		<b>Posting details</b> Document type for payment: ZP Clearing document type: ZV Sp. G/L ind. b/ex. / b/ex. pmnt req.: <input type="checkbox"/> <input type="checkbox"/> Payment order only	
<b>Payment medium</b> <input type="radio"/> Use payment medium workbench <div style="float: right; border: 1px solid gray; padding: 2px;">  Information on PMW         </div> <div style="clear: both;"></div> Format: <input type="text"/> Format supplement: <input type="text"/>  <input checked="" type="radio"/> Use classic payment medium programs (RFFO*) Payment medium program: RFFOM100 Name of print dataset: LIST3S Key in code line: <input type="text"/> Print dataset for b/exch.: <input type="text"/>			

Click on and click on

Select

Payment Method/Country			
Co...	Name	Pynt m...	Name
IN	India	A	eBanking Payment Method

and click on

Country: IN  
 Pmnt method: A  
 Currencies Allowed  

Currency
INR

Select and click on Delete button to delete the INR entry.

Click the Save button.

#### 1.3.2.3.4 Set Up Payment Methods per Company code for Payment Transactions

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Payment Methods per Company Code for Payment Transactions

Here you specify which payment methods can be used per company code and determine the conditions under which a payment method should be used.

- ✓ Specifications for grouping items for payment (such as single payment for marked items)
- ✓ Specifications for foreign/foreign currency payments

If you specify that the payment method can also be used for foreign currencies, all currencies are permitted.

- ✓ Specifications for optimizing bank selection

You can optimize either by bank groups or by postal codes. If you optimize by bank groups, money is transferred from the house bank to the business partner's bank in the shortest possible time. For this to be possible, you assign all banks in the master records to a bank group defined by you.

If you optimize by postal codes, the house bank selection is determined by the business partner's domicile. If you select the "Optimization by postal codes" field, you can go directly to the activity for assigning house banks to an interval of postal codes.

- ✓ Specifications for the form to be used for the payment medium
- ✓ Specifications for issuing payment advice notes

Depending on the space available on the payment medium form for information about the note to payee, you have the following options:

- If **unlimited space** is available, you do not need to print payment advice notes (for **checks**, for example), but can do so if desired.
- If there is **no space** available, a payment advice note containing all the information about the purpose of payment is always printed (for **bills of exchange**, for example).
- If **only limited space** is available and there is therefore a risk that the space will not be sufficient, you can choose from the following options:
  - ❖ You can have the system create a payment advice note containing the information about the note to payee.

If a **payment advice note is to be created every time**, select "Always payment advice". The note to payee is then printed on both the form (so far as the number of lines selected on the form allow) and the payment advice note. If insufficient space is

available, a payment advice note indicator is printed on the payment medium.

**A payment advice note can only** be created if the note to payee information does not fit into the available space. Select *Payment advice after X lines*.

- ❖ You can have the system distribute **the items between several forms**. To do so, select *No payment advice* and *Distribute items, XX lines per payment*.
  
- ❖ You can have the payment program determine **another payment method** if insufficient space is available. To do so, choose *No payment advice* and *Payment method valid to xx lines*.

We are configuring payment method **check** for company code 9100, the minimum amount for which a check should be raised is 1000 INR and the maximum amount is 9999,999,999 INR. We have selected SAP standard check layout form F110\_PRENUM\_CHECK. This need to be modified as per the customer requirement and Z form needs to be attached here.

Since the check will contain all the information of payment details we have selected the **parameter** under Note to payee lines on the form **-as many as required** and **Parameter - no Payment advice**.

In case you get error while entering the maximum amount enter a lower figure such as 9999999 and press enter. System will automatically set the format

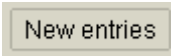
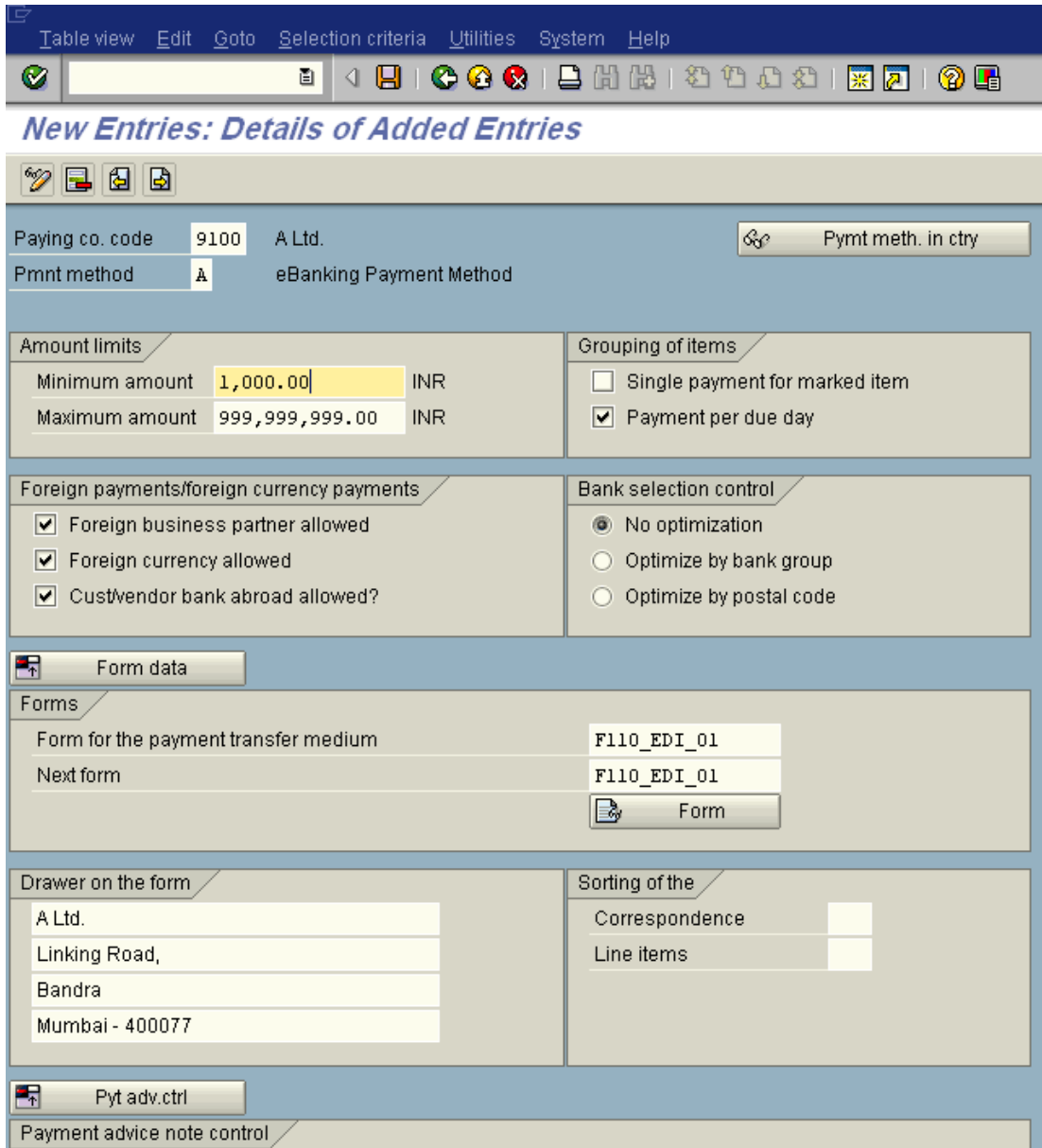
Click on  and update the following:-

Table view   Edit   Goto   Selection criteria   Utilities   System   Help			
<div> </div>			
Paying co. code <b>9100</b> A Ltd.		Pymt meth. in ctry	
Pmnt method <b>C</b> Check			
<b>Amount limits</b> Minimum amount <b>1,000.00</b> INR Maximum amount <b>99999,999,999.00</b> INR		<b>Grouping of items</b> <input type="checkbox"/> Single payment for marked item <input type="checkbox"/> Payment per due day	
<b>Foreign payments/foreign currency payments</b> <input type="checkbox"/> Foreign business partner allowed <input type="checkbox"/> Foreign currency allowed <input type="checkbox"/> Cust/vendor bank abroad allowed?		<b>Bank selection control</b> <input checked="" type="radio"/> No optimization <input type="radio"/> Optimize by bank group <input type="radio"/> Optimize by postal code	
<div> </div>			
<b>Forms</b> Form for the payment transfer medium <b>F110_PRENUM_CHCK</b> Next form <div>Form</div>			
<b>Drawer on the form</b> A. Ltd Linking Road Bandra Mumbai - 400077		<b>Sorting of the</b> Correspondence <b>K2</b> Line items <b>E2</b>	
<div> </div>			
<b>Payment advice note control</b>			

<div> </div>	
<b>Payment advice note control</b>	
<b>Note to payee lines on the form</b> <input type="radio"/> restricted to <b>1</b> Rows <input type="radio"/> None <input checked="" type="radio"/> as many as req	
<b>Payment advice output according to no. of lines</b> <input type="radio"/> Pymt adv. after ... lines <input type="radio"/> Always pyt adv <input checked="" type="radio"/> NoPytAdv	

Click on 

We will configure payment method A (eBanking Payment Method) similarly will the following fields updated.



The screenshot shows the SAP 'New Entries: Details of Added Entries' form. The form is divided into several sections with tabs and checkboxes. The 'Paying co. code' is 9100, and the 'Pmnt method' is A (eBanking Payment Method). The 'Amount limits' section shows a minimum amount of 1,000.00 INR and a maximum amount of 999,999,999.00 INR. The 'Grouping of items' section has a checkbox for 'Single payment for marked item' and a checked checkbox for 'Payment per due day'. The 'Foreign payments/foreign currency payments' section has three checked checkboxes: 'Foreign business partner allowed', 'Foreign currency allowed', and 'Cust/vendor bank abroad allowed?'. The 'Bank selection control' section has three radio buttons: 'No optimization' (selected), 'Optimize by bank group', and 'Optimize by postal code'. The 'Form data' section has a 'Form' button. The 'Forms' section has two fields: 'Form for the payment transfer medium' and 'Next form', both set to 'F110\_ED1\_01'. The 'Drawer on the form' section has four text fields: 'A Ltd.', 'Linking Road,', 'Bandra', and 'Mumbai - 400077'. The 'Sorting of the' section has two checkboxes: 'Correspondence' and 'Line items'. The 'Pyt adv.ctrl' section has a 'Payment advice note control' checkbox.

Table view Edit Goto Selection criteria Utilities System Help

**New Entries: Details of Added Entries**

Paying co. code 9100 A Ltd. Pymt meth. in ctry

Pmnt method A eBanking Payment Method

Amount limits

Minimum amount 1,000.00 INR

Maximum amount 999,999,999.00 INR

Grouping of items

☐ Single payment for marked item

☒ Payment per due day

Foreign payments/foreign currency payments

☒ Foreign business partner allowed

☒ Foreign currency allowed

☒ Cust/vendor bank abroad allowed?

Bank selection control

☒ No optimization

☐ Optimize by bank group

☐ Optimize by postal code

Form data

Forms

Form for the payment transfer medium F110\_ED1\_01

Next form F110\_ED1\_01

Form

Drawer on the form

A Ltd.

Linking Road,

Bandra

Mumbai - 400077

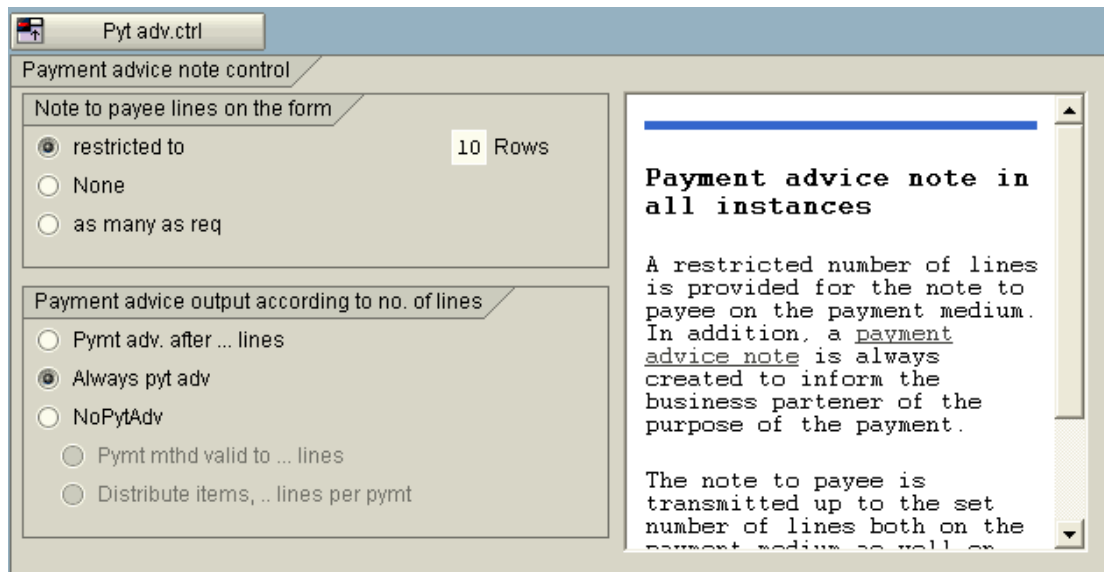
Sorting of the

Correspondence

Line items

Pyt adv.ctrl

Payment advice note control



#### 1.3.2.3.5 Set Up Bank Determination for Payment Transactions

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Set Up Bank Determination for Payment Transactions

**Before you can configure this step you need a house bank to be configured. You can refer the SAP Bank configuration manual.**

Here you define the following:

- ✓ Ranking order of banks

You specify which house banks are permitted and rank them in a list.

- ✓ Bank accounts

For each house bank and payment method and currency, you specify which bank account is to be used for payments.

- ✓ Available amounts

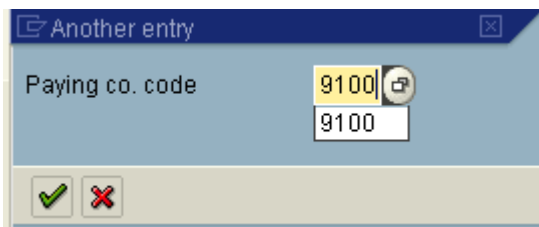
For each account at a house bank, you enter the amounts that are available for the payment run. You enter separate amounts for incoming and outgoing payments. Specifying available amounts enables you to control which bank account is to be used for payments. You can specify the amounts depending on the value date at the bank.

✓ Value date

You specify how many days elapse between the posting date of the payment run and the value date at the bank, dependent on the payment method, bank account, payment amount and currency.

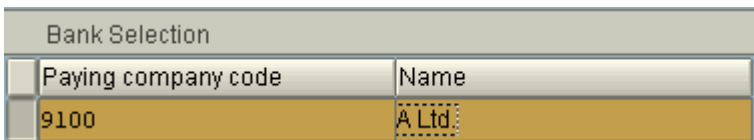
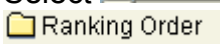
You can have the system determine the value date, taking into account the bank calendar and any individual arrangements made with the bank. To do so, choose the activity Define value date rules

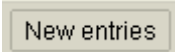
Click on  and update paying co. code 9100

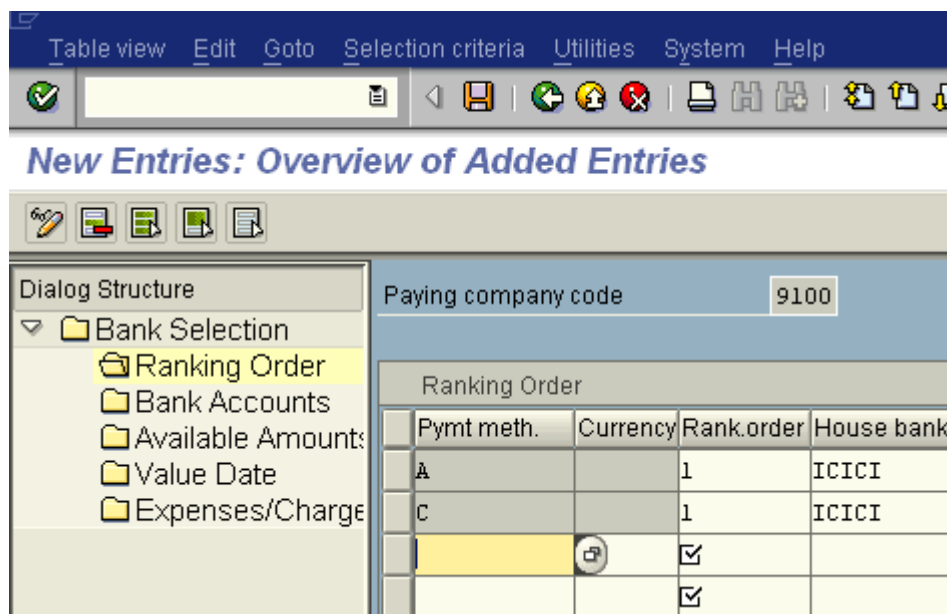


Another entry

Paying co. code

Select  and click on 

Click on  and update the following



**New Entries: Overview of Added Entries**

Dialog Structure

- Bank Selection
  - Ranking Order**
  - Bank Accounts
  - Available Amounts
  - Value Date
  - Expenses/Charge

Paying company code

Ranking Order			
Pymt meth.	Currency	Rank.order	House bank
A		1	ICICI
C		1	ICICI
		<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/>	

House banks are ranked for payment based on payment method and currency. If there are more than one house bank, the second bank will be ranked based on payment method and currency.



Whenever you want to make payment from the desired bank you need to check the ranking of the house bank here and change the ranking to 1, which is possible through transaction code **S\_ALR\_87001487** - Bank selection for payment program (which is available on the SAP Easy access menu)

Click on 

Next step is to maintain bank GL sub-accounts for these house banks.


Bank sub accounts for our bank accounts are as follows:-

111411 ICICI check issued out

111412 ICICI outgoing w/tfr

Bank Selection

Paying company code	Name
9100	A Ltd.

Select  Bank Accounts and then click

Click on  and update the following information:-

**New Entries: Overview of Added Entries**


Dialog Structure

- Bank Selection
  - Ranking Order
  - Bank Accounts**
  - Available Amounts
  - Value Date
  - Expenses/Charge

Paying company code: 9100 A Ltd.

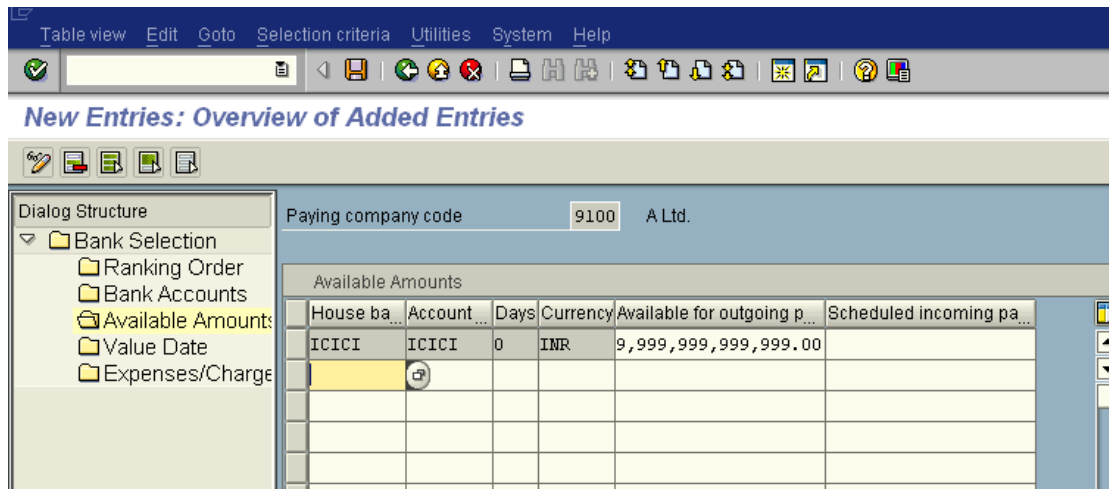
House b...	Pmnt meth.	Curr...	Account ID	Bank subaccount	Charge ind	Bus. ar...
ICICI	A		ICICI	111412		
ICICI	C		ICICI	111411		
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Click on 

Click on  Available Amounts

And click on

New entries



Update the available amount for outgoing payment and the currency for the house bank. The available amount for outgoing payment in this case we have updated the maximum amount. The amount planned here is available for outgoing payments. The amount is only used for payments with which the bank debit entry is expected during the number of days displayed.

Click on



### 1.3.3 Outgoing Invoices/Credit Memos

#### 1.3.3.1 Maintain Terms of Payment

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Invoices/Credit Memos → Maintain Terms of Payment

Click on

New entries

Update the following:-

Table view Edit Goto Selection criteria Utilities System Help

**New Entries: Details of Added Entries**

Payment terms **Z001** Sales text **14 days 2%, 30 net**

Day limit Own explanation

Account type

☒ Customer

☐ Vendor

Baseline date calculation

Fixed day

Additional months

Pmnt block/pmnt method default

Block key

Payment method

Default for baseline date

☐ No default ☐ Posting date

☒ Document date ☐ Entry date

Payment terms

☐ Installment payment ☐ Rec. entries: Supplement fm master

Term	Percentage	No. of days	/	Fixed date	Additional months
1.	2,000 %	14			
2.	%	30			
3.					

Explanations

Within 14 days 2 % cash discount Within 30 days Due net

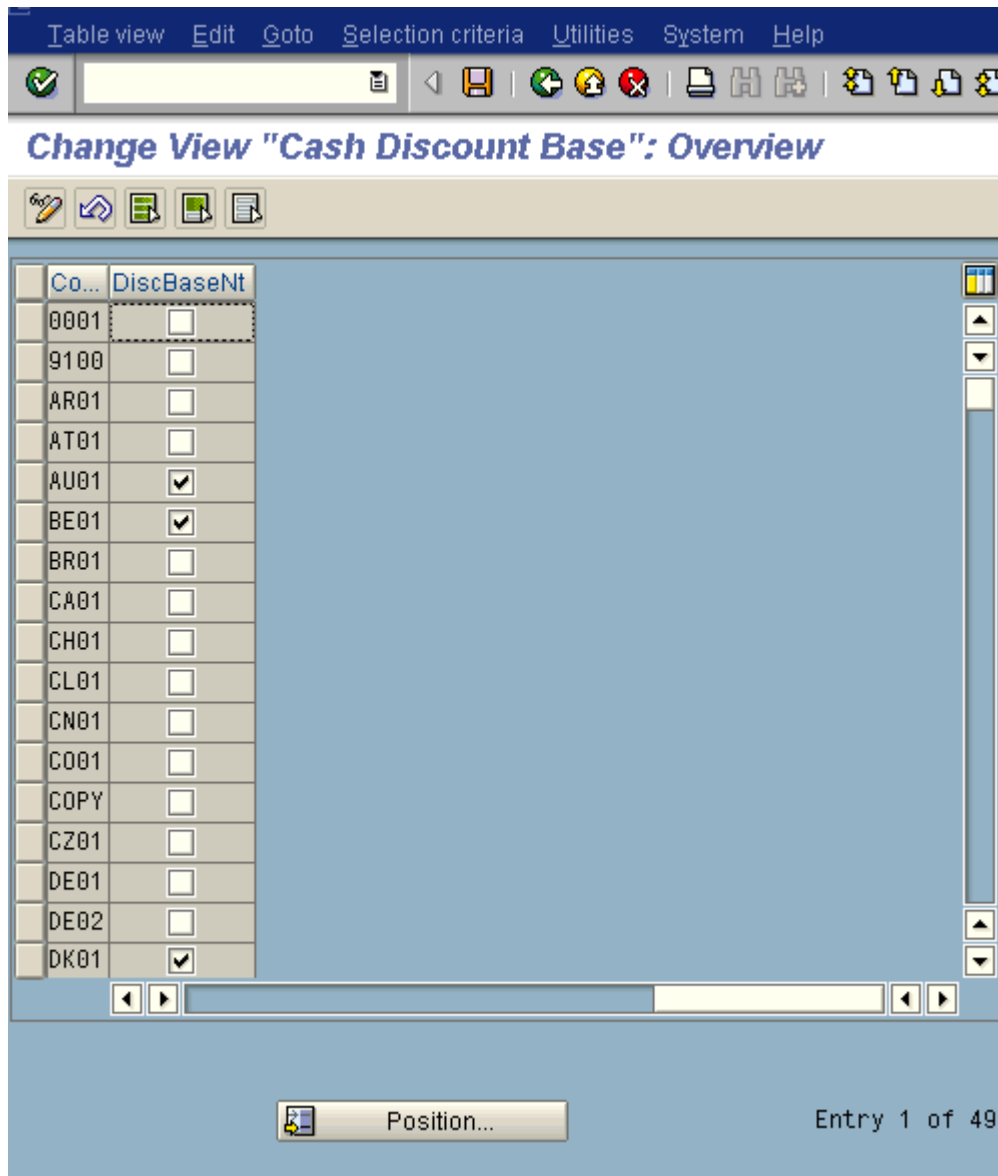
Click on 

### 1.3.3.2 Define Cash Discount Base for Outgoing Invoices

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Invoices/Credit Memos → Maintain Terms of Payment

Here you determine whether the tax amount is to be taken into consideration in the base amount for calculating the cash discount amount. You make your specifications per company code.

**We do not want the cash discount base to be net.**

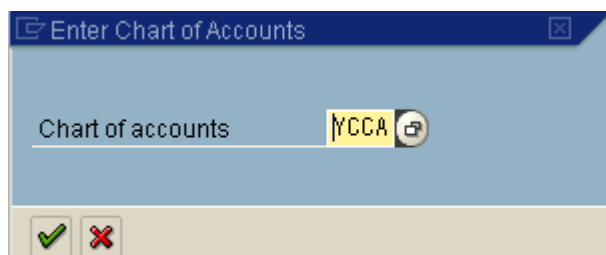


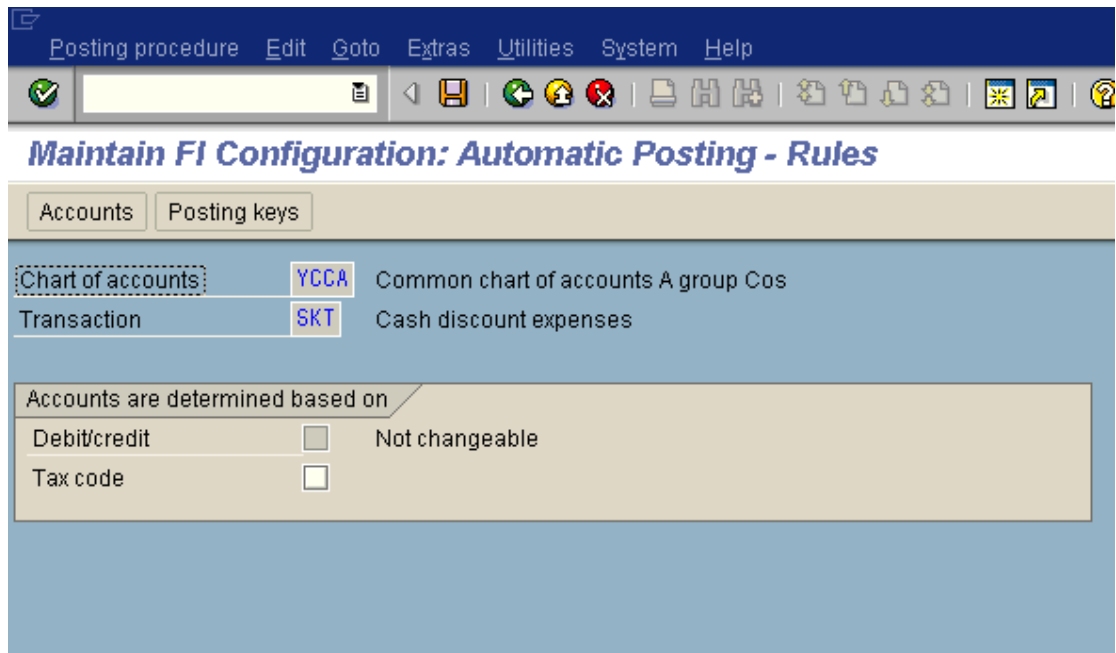
### 1.3.4 Incoming Payments

#### 1.3.4.1 Define Accounts for Cash Discount Granted

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Incoming Payments → Incoming Payments Global Settings → Define Accounts for Cash Discount Granted

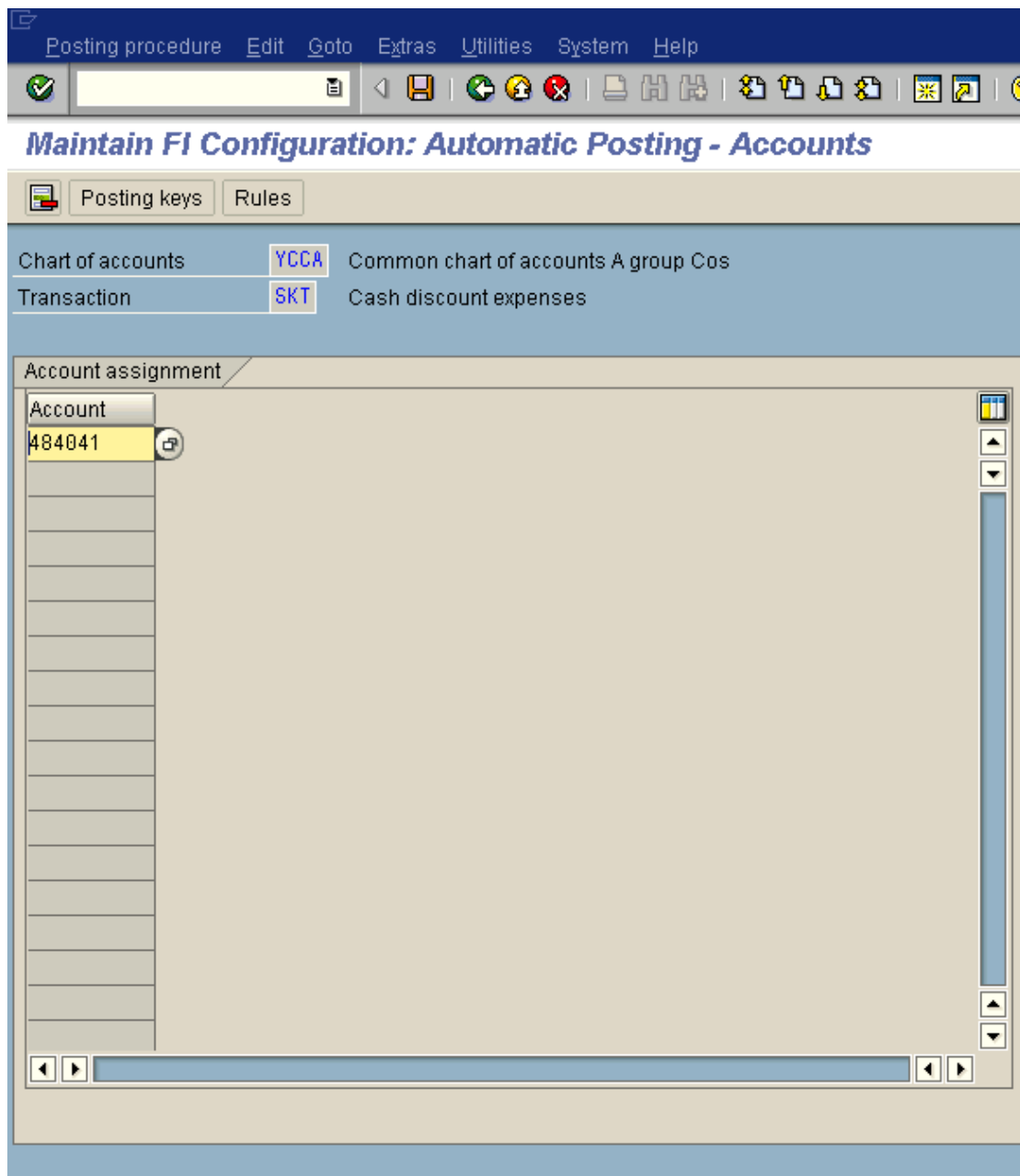
Update the following:-





Click on 

Update the following:-



### 1.3.5 Down payment received from customer

#### 1.3.5.1 Define Reconciliation Accounts for Customer Down Payments

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Down Payment Received → Overpayment/Underpayment → Define Reconciliation Accounts for Customer Down Payments

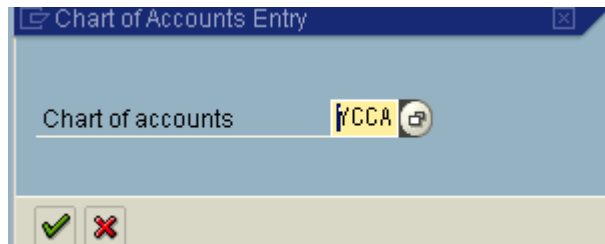
Here you define an account in which the customer down payments or down payment requests are managed in the general ledger. In the case of down payments or down payment requests, the posting is automatically made to

this account instead of to the normal receivables account (reconciliation account).

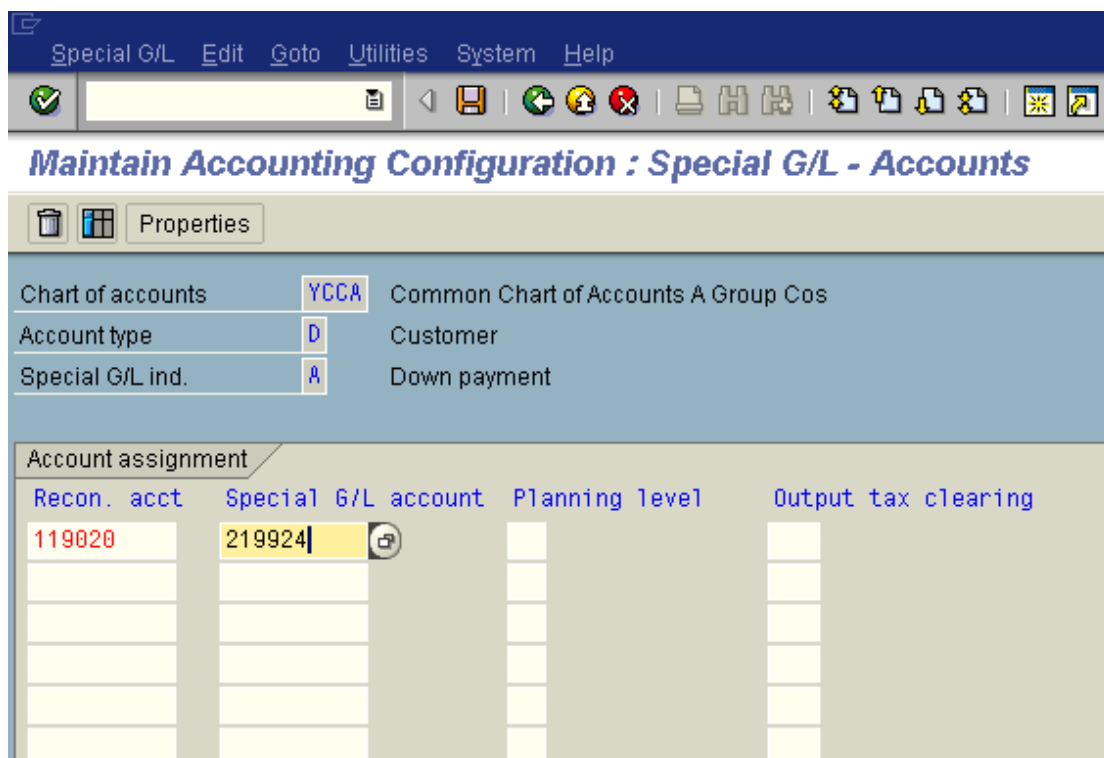
You can use the SAP standard Sp. G/L indicator

Double Click   Dwn pmt Down payment

Update the following: -



Update the following: -



Click on Save 

Click on 

Special G/L Edit Goto Utilities System Help

**Maintain Accounting Configuration : Special G/L - Properties**

Accounts

Account type  Customer  
 Special G/L ind.  Down payment

Properties	Special G/L transaction types
Noted item <input type="checkbox"/>	<input checked="" type="radio"/> Down payment/Down payment request
Rel.to credit limit <input checked="" type="checkbox"/>	<input type="radio"/> Bill of exchange/Bill request
Commitments warning <input checked="" type="checkbox"/>	<input type="radio"/> Others
Target sp.G/L ind. <input type="text" value=""/>	

Posting keys

Debit	Credit
<input type="text" value="09"/> Reverse down payment	<input type="text" value="19"/> Down pmnt received

Click on Save 

### 1.3.6 Down payment made to vendor

#### 1.3.6.1 Define Alternative Reconciliation Accounts for Down Payments made to Vendor

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Down Payment Made → Overpayment/Underpayment → Define Alternative Reconciliation Account for Down Payments

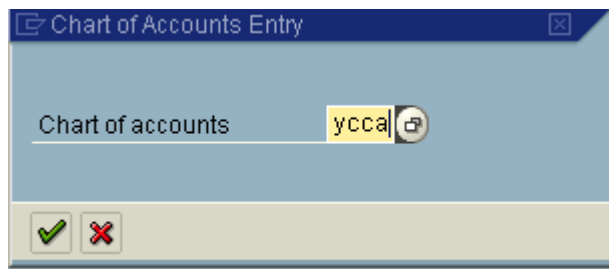
Here you configure the special GL account for vendor down payments. The down payment posting is then automatically made to this account instead of to the normal payables account (reconciliation account).

Double Click

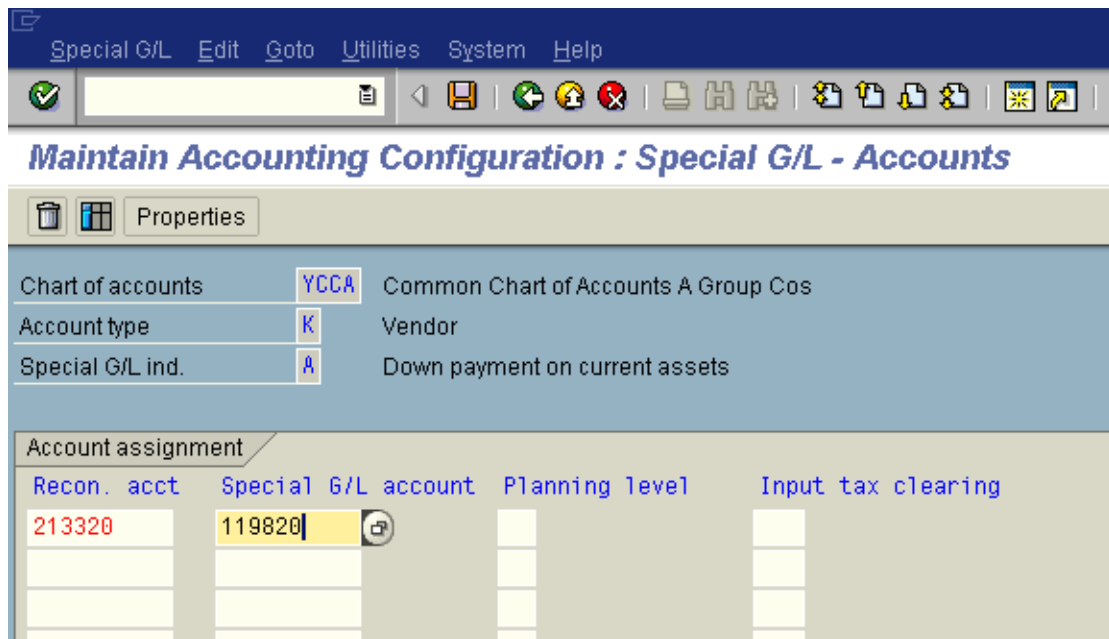
<input type="text" value="K"/>	<input type="text" value="A"/>	<input type="text" value="Dwn pmt"/>	<input type="text" value="Down payment on current assets"/>
--------------------------------	--------------------------------	--------------------------------------	---

Update the following:-





Update the following:-



119820 is the Vendor down payment account

Click on Save 

Click on 

Special G/L Edit Goto Utilities System Help

**Maintain Accounting Configuration : Special G/L - Properties**

Accounts

Account type **K** Vendor  
 Special G/L ind. **A** Down payment on current assets

Properties	Special G/L transaction types
Noted item <input type="checkbox"/>	<input checked="" type="radio"/> Down payment/Down payment request
Rel.to credit limit <input type="checkbox"/>	<input type="radio"/> Bill of exchange/Bill request
Commitments warning <input checked="" type="checkbox"/>	<input type="radio"/> Others
Target sp.G/L ind. <input type="text"/>	

Posting keys

Debit	Credit
29 Down payment made	39 Reverse down payment

Click on Save 


Let us configure a vendor down payment request F. This is required when you want to make payment through automatic payment program. This will create a noted item (statistical entry).

Double click

**K** **F** **Pmt req** **Down payment request**

Update the following:-

Chart of Accounts Entry

Chart of accounts **YCCA** 

☒ ☐

Update the following:-

**Maintain Accounting Configuration : Special G/L - Accounts**

Properties


Chart of accounts: YCCA Common chart of accounts A group Cos  
Account type: K Vendor  
Special G/L ind.: F Down payment request

Account assignment

Recon. acct	Special G/L account	Planning level	Input tax clearing
213320	119821		

213320 – Account trade 3<sup>rd</sup> parties (Reconciliation account)

119821 – Down payment request

Click on 

Click on 

Special G/L Edit Goto Utilities System Help

**Maintain Accounting Configuration : Special G/L - Properties**


Accounts

Account type  Vendor  
 Special G/L ind.  Down payment request

Properties	Special G/L transaction types
Noted item <input checked="" type="checkbox"/>	<input checked="" type="radio"/> Down payment/Down payment request
Rel.to credit limit <input type="checkbox"/>	<input type="radio"/> Bill of exchange/Bill request
Commitments warning <input type="checkbox"/>	<input type="radio"/> Others
Target sp.G/L ind. <input type="text" value="A IMB"/>	

Posting keys

Debit	Credit
<input type="text" value="29"/> <input type="text"/>	<input type="text" value="39"/> Down payment request

Click on Save . A is the target special GL indicator

### 1.3.7 Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables

IMG → Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Regroup → Define Sort Method and Adjustment Accts for Regrouping Receivables/Payables

Here you define the periods for the **remaining** terms of receivables and payables. For each period, you can specify whether transfer postings are to be made for customer, vendor, or G/L accounts. This configuration also regroup credit balance in Accounts Receivable and Debit balance in Accounts Payable.

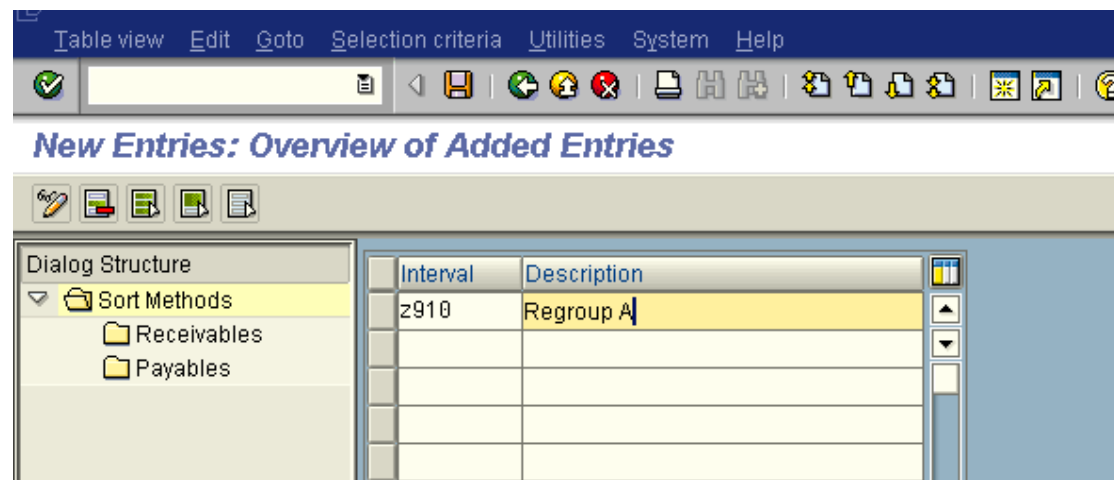
We are configuring for regrouping of AR and AP balances which are maturing beyond 6 months.

119020 AR 3<sup>rd</sup> parties

119842 AR adjustment account regrouping  
 119843 Debit balance in AP  
 119060 A/R maturity > 6 months  
 213320 A/P 3<sup>rd</sup> parties  
 213370 A/P maturity > 6 months  
 219942 A/P adjustment account regrouping  
 219943 Cr. Balance in AR

Click on 

**Update the following: -**



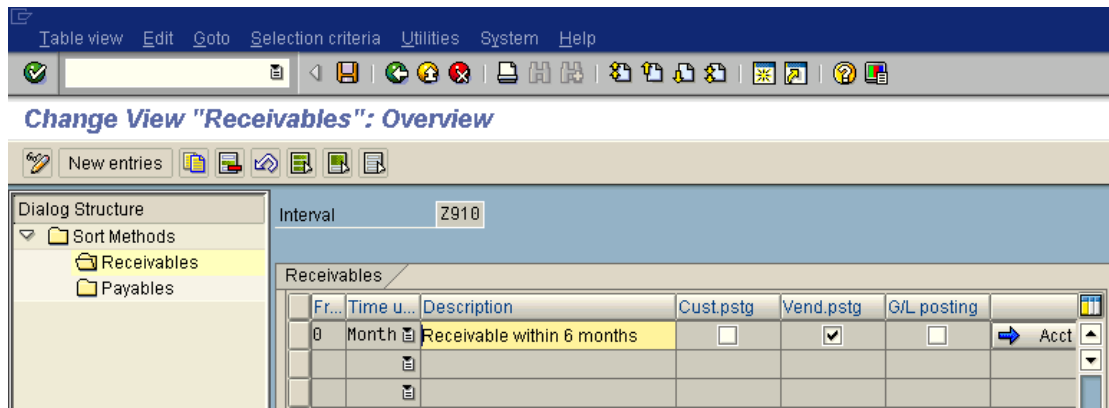
Click on Save 

Select   

Double Click  Receivables

Click on 

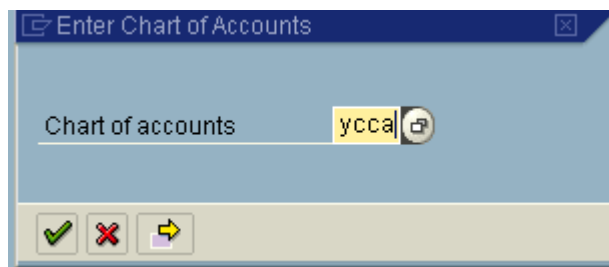
**Update the following: -**



Click on Save 

Click on  Acct

Update the following: -



Click on  Posting keys

Update the following: -

Posting procedure Edit Goto Extras Utilities System Help

**Maintain FI Configuration: Automatic Posting - Posting**

Accounts

Transaction **V07** Receivable within 6 months

Posting keys	
Debit	40
Credit	50

Note Posting keys are independent of chart of accounts

Click on Save

Click on

Update the following: -

Posting procedure Edit Goto Extras Utilities System Help

**Maintain FI Configuration: Automatic Posting - Accounts**

Posting keys

Chart of accounts **YCCA** Common chart of accounts A group Cos

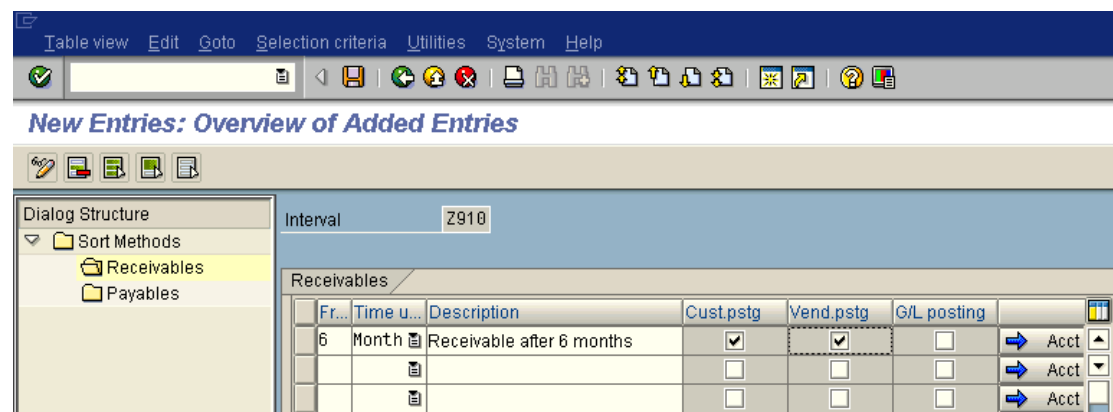
Transaction **V07** Receivable within 6 months

Reconciliat...	Adjst acct	Targ.acct
119020	119842	119060
213320	219942	119843

Click on Save 

Click on 

Update the following: -

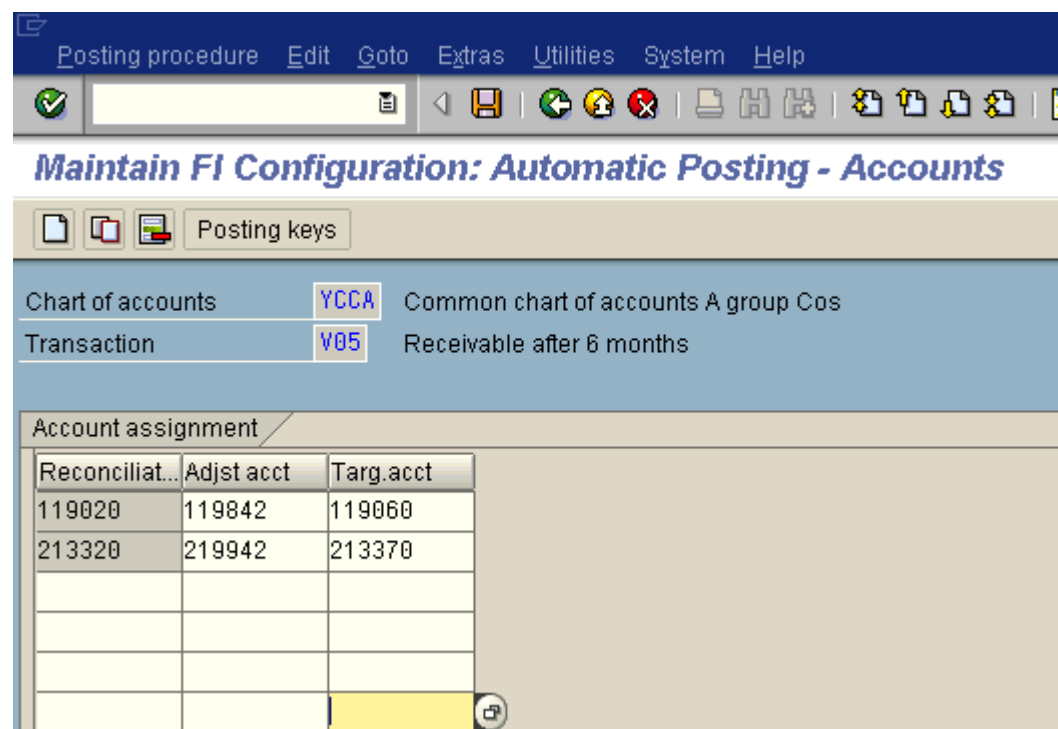


Fr...	Time u...	Description	Cust.pstg	Vend.pstg	G/L posting	Acct
6	Month	Receivable after 6 months	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	→ Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→ Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→ Acct

Click on Save 

Click on  Acct

Update the following: -



Reconciliat...	Adjst acct	Targ.acct
119020	119842	119060
213320	219942	213370



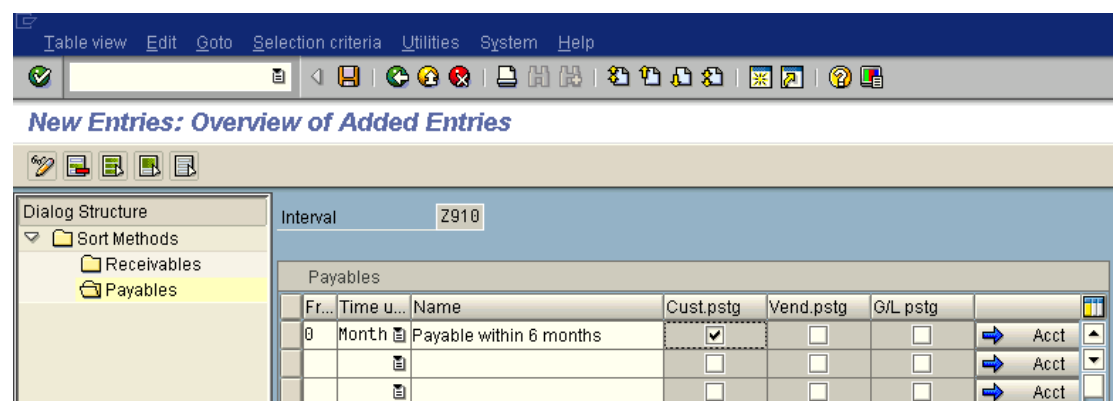
Click on Save 

Select 

Double Click  Payables

Click on 

Update the following: -



**New Entries: Overview of Added Entries**

Interval: Z910

Fr...	Time u...	Name	Cust.pstg	Vend.pstg	G/L pstg	Acct
0	Month	Payable within 6 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→ Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→ Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	→ Acct

Click on Save 

Click on 

Update the following: -

Posting procedure Edit Goto Extras Utilities System Help

**Maintain FI Configuration: Automatic Posting - Accounts**

Posting keys

Chart of accounts **YCCA** Common chart of accounts A group Cos  
Transaction **V06** Payable within 6 months

Account assignment

Reconciliat...	Adjst acct	Targ.acct
119020	119842	219943
213320	219942	119843

Click on Save 

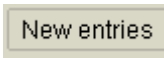
Click on 

Table view Edit Goto Selection criteria Utilities System Help

**New Entries: Overview of Added Entries**

Interval **Z910**

Dialog Structure

- Sort Methods
  - Receivables
  - Payables

Payables

Fr...	Time u...	Name	Cust.pstg	Vend.pstg	G/L pstg	
6	Month	Payable after 6 months	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acct
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acct

Click on Save 

Click on Acct


Update the following: -

The screenshot shows a software window titled "Maintain FI Configuration: Automatic Posting - Posting Keys". The menu bar includes "Posting procedure", "Edit", "Goto", "Extras", "Utilities", "System", and "Help". Below the menu is a toolbar with various icons. The main area has a tab labeled "Accounts". Under this tab, the "Transaction" field is set to "V08" with the description "Payable after 6 months". A "Posting keys" table is displayed with the following data:

Posting keys	
Debit	40
Credit	50

A note at the bottom states: "Note Posting keys are independent of chart of accounts".

Click on Save 

Click on 

The screenshot shows a software window titled "Maintain FI Configuration: Automatic Posting - Accounts". The menu bar and toolbar are similar to the previous window. The main area has a tab labeled "Posting keys". Under this tab, the "Chart of accounts" is set to "YCCA" with the description "Common chart of accounts A group Cos", and the "Transaction" is set to "V08" with the description "Payable after 6 months". An "Account assignment" table is displayed with the following data:

Reconciliat...	Adjst acct	Targ.acct
119020	119842	119060
213320	219942	213370

Click on Save 