# FI Accounts Receivable and Accounts Payable

**Release 4.6C**

**SAP**™

# Copyright

# Icons

| Icon | Meaning |
|------|---------|
| ⚠ | Caution |
| 💬 | Example |
| ➡ | Note |
| 🧭 | Recommendation |
| SYN | Syntax |
| 💡 | Tip |

# Contents

# FI Accounts Receivable and Accounts Payable

# FI - Accounts Receivable and Accounts Payable

# Introduction to Accounts Receivable and Accounts Payable

The following topics are an introduction to the *Accounts Receivable and Accounts Payable* application components. They also explain how to make system settings for these components.

Accounts Receivable and Accounts Payable: Overview [Page 21]

Current Settings and the Implementation Guide [Page 22]

# Accounts Receivable and Accounts Payable: Overview

The **Accounts Payable** application component records and manages accounting data for all vendors. It is also an integral part of the purchasing system: Deliveries and invoices are managed according to vendors. The system automatically triggers postings in response to the operative transactions. In the same way, the system supplies the Cash Management application component with figures from invoices in order to optimize liquidity planning.

Payables are paid with the payment program. The payment program supports all standard payment methods (such as checks and transfers) in printed form as well as in electronic form (data medium exchange on disk and electronic data interchange). This program also covers country-specific payment methods.

If necessary, dunning notices can be created for outstanding receivables (for example, to receive payment for a credit memo). The dunning program supports this function.

Postings made in Accounts Payable are simultaneously recorded in the General Ledger where different G/L accounts are updated based on the transaction involved (payables and down payments, for example). The system contains due date forecasts and other standard reports that you can use to help you monitor open items.

You can design balance confirmations, account statements, and other forms of reports to suit your requirements in business correspondence with vendors. There are balance lists, journals, balance audit trails, and other internal evaluations available for documenting transactions in Accounts Payable.

The **Accounts Receivable** application component records and manages accounting data of all customers. It is also an integral part of sales management.

All postings in Accounts Receivable are also recorded directly in the General Ledger. Different G/L accounts are updated depending on the transaction involved (for example, receivables, down payments, and bills of exchange). The system contains a range of tools that you can use to monitor open items, such as account analyses, alarm reports, due date lists, and a flexible dunning program. The correspondence linked to these tools can be individually formulated to suit your requirements. This is also the case for payment notices, balance confirmations, account statements, and interest calculations. Incoming payments can be assigned to due receivables using user-friendly screen functions or by electronic means, such as EDI.

The payment program can automatically carry out direct debiting and down payments.

There are a range of tools available for documenting the transactions that occur in Accounts Receivable, including balance lists, journals, balance audit trails, and other standard reports. When drawing up financial statements, the items in foreign currency are revalued, customers who are also vendors are listed, and the balances on the accounts are sorted by remaining life.

Accounts Receivable is not merely one of the branches of accounting that forms the basis of adequate and orderly accounting. It also provides the data required for effective credit management, (as a result of its close integration with the Sales and Distribution component), as well as important information for the optimization of liquidity planning, (through its link to Cash Management).

# Current Settings and the Implementation Guide

You can make system settings in various ways:

- You can use the current settings option in *Accounts Receivable* or *Accounts Payable*.

- You can use the Implementation Guide (IMG).

Maintaining Current Settings [Page 23]

Configuring the System Using the Implementation Guide [Page 24]

# Maintaining Current Settings

You access current settings by choosing *Environment → Current settings* in the *Accounts Receivable* or *Accounts Payable* menu.

You can then carry out the following activities:

- Specify currency translation rates

- Enter planned amounts for the payment program

- Open and close posting periods

- Create worklists for processing open items and displaying line items and balances

To carry out one of these activities, click the *Execute* icon next to it. You can display documentation about each current setting by placing the cursor on the title of the activity and choosing *Extras → Display document*.

# Configuring the System Using the Implementation Guide

Some system settings for *Accounts Receivable* and *Accounts Payable*, such as those for check management, must be made in Customizing.

The following descriptions are based on the SAP Reference IMG. If you are working with an Enterprise IMG or your own projects, you may see slightly different paths than the ones listed here.

The SAP Reference IMG lists all the activities that you need to carry out to configure your SAP System.

You can execute functions and display documentation about these functions from the IMG structure.

For more information about system settings (function descriptions and instruction manuals), see the *CA - Customizing Manual.*

**See also:**

Calling Up the SAP Reference IMG [Page 25]

Searching for Activities in the SAP Reference IMG [Page 26]

# Calling Up the SAP Reference IMG

To display the SAP Reference IMG, proceed as follows:

1. From the SAP System main menu, choose *Tools* → *Accelerated SAP* → *Customizing* → *Edit project*, then *SAP Reference IMG*.

   The IMG structure appears.

2. Place the cursor on *Financial Accounting* and choose *Edit* → *Expand,* or click on the plus sign to display the subheadings under Financial Accounting.

   You will see the IMG for *Financial Accounting Global Settings*, *General Ledger Accounting,* and *Accounts Receivable and Accounts Payable*.

3. Place the cursor on either *Financial Accounting Global Settings*, *General Ledger Accounting,* or *Accounts Payable and Accounts Receivable,* and expand the structure until you find the configuration activity you require.

4. To display the documentation for the activity, double-click the text icon next to the activity.  You can maintain the settings by double-clicking the *Execute* icon.

5. Make the required configuration settings and save them.

6. Return to the IMG structure display by choosing *Goto* → *Back*.

# Searching for Activities in the SAP Reference IMG

Using the *Find* function, you can search for a specific word or character string within the IMG's structure titles.

Proceed as follows:

1. From the IMG structure display screen, choose *Edit → Find.*

2. Enter your search term (word or character string).

3. Select the type of search and hit list display.

4. Confirm your entries.

# Customer Master Data

## Purpose

In the SAP System, all business transactions are posted to and managed in accounts. You must create a master record for each account that you require. The master record contains data that controls how business transactions are recorded and processed by the system. It also includes all the information about a customer that you need to be able to conduct business with him.

## Implementation Considerations

For information about the system settings necessary for creating master records, see the Implementation Guide (IMG) for *Accounts Receivable* and *Accounts Payable*.

## Integration

Both the accounting (FI-AR) and the sales (SD) departments of your organization use customer master records. By storing customer master data centrally, you enable it to be accessed throughout your organization, and avoid the need to enter the same information twice. You can also avoid inconsistencies in master data by maintaining it centrally. If the address of one of your customers changes, for example, you only have to enter this change once, and your accounting and sales departments will always have up-to-date information.

You have to implement the *Sales and Distribution (SD)* application component in order to enter and process customer master records for order processing, shipping, and billing. For more information, see the *Sales and Distribution* documentation.

## Features

Specifications you make in master records are used:

- As default values when you post items to the account

  For example, the terms of payment you specify in the master record are defaulted for document entry.

- For processing business transactions

  Account control data, such as the number of the G/L reconciliation account

  For example, the dunning procedure, the date of the last dunning notice, and the address are required for the automatic dunning process.

- For working with master records

  You can prevent certain users from accessing an account by setting up authorization groups.

- For communication with the customer

  For example, the address and telephone and fax numbers.

- For the sales department

  Order processing, shipping, and billing data.

# Basic Functions of Customer Master Records

The following topics explain the function and structure of customer master records.

# Customer

## Definition

Business partner from whom receivables are due as a result of services rendered. Examples of these services are:

- Goods delivered

- Services performed

- Rights transferred

## Use

A customer is represented in the SAP System by means of a master record.

# Defining an Account Group

## Use

You must assign each account to an account group. The account group ensures that only the relevant screens and fields are displayed and ready for input for each of the customer's different partner functions. For example, the address, communication, and bank data fields are omitted for the account group for one-time accounts.

## Prerequisites

You maintain the account groups in Customizing (IMG), or copy the defaulted account groups.

## Features

The account group controls:

- The type of number assignment used for the account number

- A number interval from which the account number is chosen. The system uses the account number to identify the customer.

- Which fields are displayed when you enter or change customer master data and whether or not an entry must be made in these fields (field status)

- Whether the account is a one-time account

## Activities

To create a master record, you have to specify an account group. The account group cannot be changed once you have created the master record. Your system administrator, however, can change the above account group specifications.

For more information about account group specifications, see the *Define Account Groups with Screen Layout* activity in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*.

For instance, if you implement *Sales and Distribution (SD)* after implementing *Financial Accounting (FI),* changes to an account group may be necessary if you wish to add fields that were previously hidden in the master record.

# Numbering Master Records

## Use

Each master record has a unique number. You need this number to call up the master record or to post to the customer account.

## Prerequisites

The account group determines the type of number assignment used and the valid number range for a customer master record.

## Features

The customer master record number is assigned either internally or externally. Internal numbers are assigned by the system, whereas you enter external numbers yourself when creating the customer master record. External numbers can be alphanumeric.

The system ensures that the numbers assigned are always unique. With internal assignment, the system selects the next number from the interval. With external assignment, the system prevents you from entering the same number twice.

A customer account has the same account number in all company codes.

## Activities

You create number ranges in Customizing. For more information about number ranges, see the Create Number Ranges for Customer Accounts [Ext.] activity in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable.*

# Defining Screen Variants

## Use

The *Accounts Receivable* (FI-AR) application component is delivered with predefined screens on which to enter your master data. You can configure these screens by specifying which fields should appear on the screens, and how those fields are to be processed. You do so by specifying the status of the fields. The following statuses exist:

- Hidden field (not visible)

- Required entry field (the field contains a question mark and an entry has to be made)

- Optional entry field (you can make an entry)

- Display field (cannot be changed)



The screens for master records of one-time accounts should have a different layout to the screens for all other master records. Fields for address, communication, and bank data are not required in the master record for one-time accounts since you enter this information directly in the document. You should therefore hide these fields for one-time accounts.

Example:

**Defining Screen Variants**
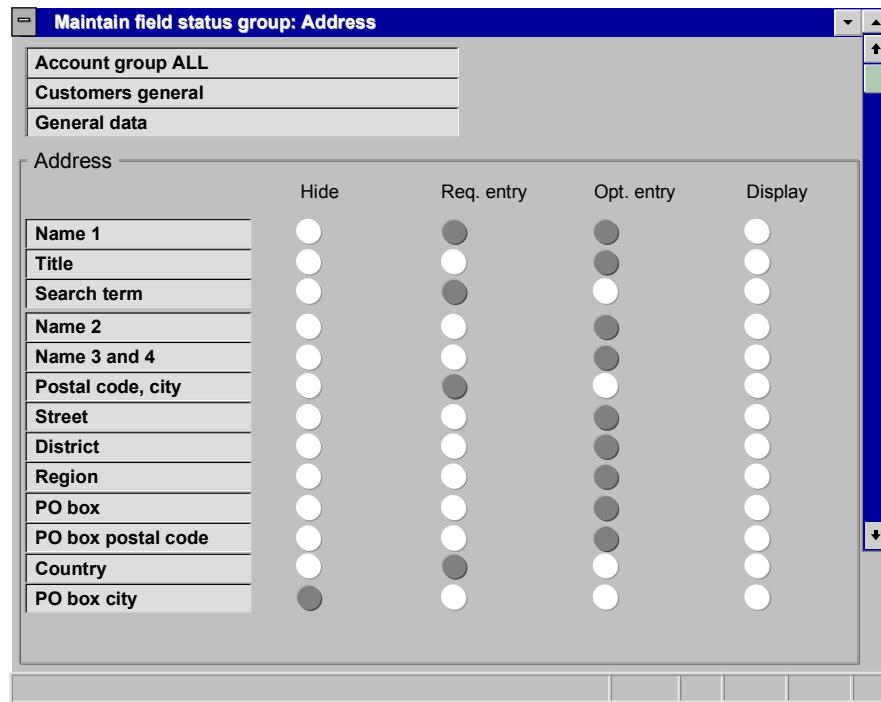
```
┌─────────────────────────────────────────────────────────────────┐
│ ▬  Create customer: Address                              ▼  ▲    │
├─────────────────────────────────────────────────────────────────┤
│  ┌────────┐  ┌──────────────────────┐                           │
│  │ Custom.│  │ 3000000060           │                           │
│  └────────┘  └──────────────────────┘                           │
│                                            Search term           │
│   Title     [                    ]       A  [              ]     │
│   Name      [ Julie Winter       ]       B  [              ]     │
│             [                    ]                               │
│   ┌ Street address ────────────────────────────────────────     │
│   │ Street/House number  [ Park Street 11    ] [         ]       │
│   │ Postal code/City     [12345] [ Philadelphia        ]         │
│   │ District             [                    ]                  │
│   │ Country              [US]  ┌──────────────────────────────── │
│   │ Region               [  ]  │ ▬  Create one-time customer: Address    ▼ ▲│
│   ┌ PO box address ──────────  ├─────────────────────────────────────────  │
│   │ PO box        [     ]      │  ┌──────┐  ┌────────────────┐              │
│   │ Postal code   [     ]      │  │ Cust.│  │ INTERNAL       │              │
│   │ District      [     ]      │  └──────┘  └────────────────┘              │
│                                │                          Search term       │
│   ┌ Communication ───────────  │  Name   [?                ]   A [?      ]   │
│   │ Language      [EN]         │         [                 ]                │
│   │ Telephone     [     ]      │  ┌ Street address ────────────────────────│
│   │ Fax           [     ]      │  │                          ┌──────────┐   │
│                                │  │  Country    [?]          │ Details..│   │
│   Comments       [     ]       │  │                          └──────────┘   │
│                                │  ┌ Communication ──────────────────────── │
│                                │  │ Language  [EN]  English ┌──────────────┐│
│                                │  │                         │Other communic││
└────────────────────────────────┴─────────────────────────────────────────┘
```

Some fields are grouped together so that you do not have to make a separate setting for each of them.

➡

Fields for interest calculation are grouped together. If you hide this field group, the fields for interest calculation frequency and the last key date are not displayed on the master record screen.

When defining or changing an account group, you specify the status of a field group by simply selecting the required status for the fields or field groups as shown in the illustration below:

| Maintain field status group: Address | | | | |
|---|---|---|---|---|
| Account group ALL | | | | |
| Customers general | | | | |
| General data | | | | |

**Address**

| | Hide | Req. entry | Opt. entry | Display |
|---|---|---|---|---|
| Name 1 | ○ | ● | ● | ○ |
| Title | ○ | ○ | ● | ○ |
| Search term | ○ | ● | ○ | ○ |
| Name 2 | ○ | ○ | ● | ○ |
| Name 3 and 4 | ○ | ○ | ● | ○ |
| Postal code, city | ○ | ● | ○ | ○ |
| Street | ○ | ○ | ● | ○ |
| District | ○ | ○ | ● | ○ |
| Region | ○ | ○ | ● | ○ |
| PO box | ○ | ○ | ● | ○ |
| PO box postal code | ○ | ○ | ● | ○ |
| Country | ○ | ● | ○ | ○ |
| PO box city | ● | ○ | ○ | ○ |

The layout of screens can be affected by several field status definitions. Usually you define the status of a field based on the account group. You can, however, also define the status of a field based on the activity or company code.

# Prerequisites

You make the necessary settings for defining the field status in Customizing (IMG) for *Financial Accounting*.

For more information about field status control dependent on the account group, see the Define Account Groups with Screen Layout (Customers) [Ext.] activity in the Implementation Guide (IMG) for *Financial Accounting*.

For more information about field status control dependent on the activity, see the Define Screen Layout per Activity (Customers) [Ext.] activity in the IMG for *Accounts Receivable and Accounts Payable*.

For more information about field status control dependent on the company code, see the Define Screen Layout per Company Code (Customers) [Ext.] activity in the IMG for *Accounts Receivable and Accounts Payable*.

# Features

The layout of the master data screens can be affected by several field status definitions:

- Account group-dependent control

    Example: The layout for one-time accounts is different to the layout for normal accounts.

- Activity-dependent control

**Defining Screen Variants**

> Example: The layout for creating is different to the layout for displaying.

- Company code-dependent control

> Example: Withholding tax fields are displayed for Italy but not for Germany.

# Account Group-Dependent Field Status Control

You set the status of screen fields when defining and maintaining account groups. In the account group table, you can define the field status separately for the various areas of the master record. You can define the field status for:

- General data area

- Company code area. These settings affect all company codes.

- Sales area. These settings affect all sales organizations.



In master records for one-time accounts, you want to hide the fields for address, communication, and bank data. You set the status of these fields in the general data area, because this is where the fields appear. You have to set the Reconciliation account field in these master records as a required entry field, since a reconciliation account must also be specified for one-time accounts. This field is dependent on the company code, and you specify its status in the company code data area.

The status of a field group can also be determined based on the activity. This is possible for the following activities:

- Display

- Create

- Change

For each activity, you can define the status of fields separately in the individual areas of a master record in the same manner as account groups:

- General data area

- Company code area. These settings affect all company codes.

- Sales area. These settings affect all sales organizations.

You can set the display status as well as the other field status settings.



> An entry must be made in the *Reconciliation account* field when creating a master record. You therefore define this field as a required entry in the account group. The reconciliation account entry should not be changed once the master record has been created. You therefore define this field as a display field for the change activity. The field cannot be changed in the change function.

Field status definitions for activities are already set in the standard system. If you want to change the standard settings, SAP recommends the following:

- For the **Create** activity, set the optional status for all field groups.

- For the **Display** activity, set the display status for all field groups unless you want to hide a particular field group for all account groups.

- For the **Change** activity, set the optional status for all field groups, unless one of the field values entered when creating the master record should not be changed in any master records. Set the status of these fields to either display or hidden.

## Company Code-Dependent Field Status Control

The field status can also be defined based on the company code, as well as the account group and activity. This is useful if you wish to assign a status to field groups in one company code that differs from the field group status in other company codes. When defining the status of these fields, you have to enter the number of the company code in question.

> In one company code, you do not need the fields for export credit insurance in the master records for your customer accounts. In this case, you would hide these fields by defining their status for that particular company code.

> In the standard system, the default field status is set for all company codes. If you do not change this setting, all field groups in the company code area of master records have the optional entry status.

## Linking Field Status Definitions

When you create, display, or change a master record, the settings you make for the various field status definitions are linked with each other. This means that the fields in a field group adopt the status that has the highest priority.

Hidden status has the highest priority, followed by display, required, and optional status. The table below contains different field status definitions and shows what the actual status would be once they are combined.

| Specification for | Field status definition | | | |
|---|---|---|---|---|
| Account group | Hide | Required entry | Required entry | Optional entry |
| Activity | Display | Display | Optional entry | Display |
| Company code | Required entry | Optional entry | Optional entry | Optional entry |
| | | | | |
| Result | Hide | Display | Required entry | Display |

# Activities

You make the field status settings in Customizing.

# Defining Reconciliation Accounts

## Use
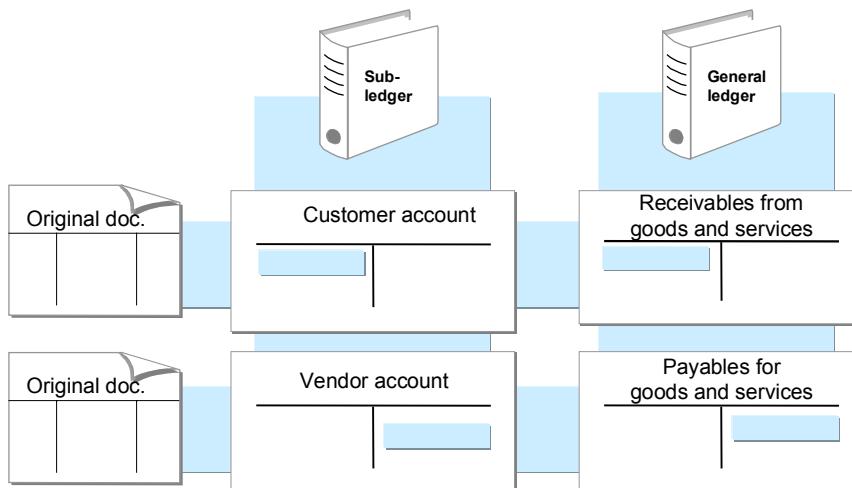
You must specify a reconciliation account in the master record so that all postings made to a subsidiary ledger are also posted to the general ledger.

## Prerequisites

You have created reconciliation accounts in the General Ledger (FI-GL) and have indicated that they are reconciliation accounts.

## Features

When you post items to a subsidiary ledger, the SAP system automatically posts the same data to the general ledger at the same time. Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always zero. This means that you can draw up financial statements at any time without having to transfer totals from the subledgers to the general ledger.



You can use the reconciliation accounts to make settings:

- You can use the reconciliation account to configure the screens for posting items to customer or vendor accounts. Using the reconciliation account you could, for example, suppress the fields for entering exchange rate hedges if these types of transaction are not made. For more information, see Screen Layout [Page 448].

- You can also use the reconciliation account to specify which currencies you can use when posting to the corresponding customer or vendor accounts.
  You usually enter the local currency in the master record. Postings can then be made in all currencies to the customer and vendor accounts that the reconciliation account is assigned to. However, you can also enter a foreign currency key in the master record of the reconciliation account. If you do this, you can only post to the relevant customer and vendor accounts in the foreign currency specified.

## Activities

Make an entry in the *Reconciliation account* field in the master record.

# Special Functions in the Customer Master Record

The following fields in customer master records have special functions:

- Alternative Dunning Recipient [Page 41]

- Alternative Payer [Page 42]

- Affiliated Companies: Customer Master Data [Page 43]

- Clearing between Customer and Vendor [Page 44]

- Group: Customer Master Records [Page 45]

- Accounting Clerk: Customer Master Records [Page 123]

# Defining an Alternative Dunning Recipient

## Use

If you do not want to send the dunning notices to the customer that owes the receivable in question, specify an alternative dunning recipient in the master record.

## Prerequisites

You must have already created a master record for the customer who is to receive the dunning notice. You must create a separate master record for the dunning recipient you specify here, even if your company does not do any business with him or her.

## Features

The *Dunn.recipient* field is found in the correspondence area of the company code data of the master record. Each company code can thus specify its own alternative dunning recipient.

## Activities

Enter the account number of the customer to be dunned in the *Dunning recipient* field in the master record.

# Defining an Alternative Payer

## Use

If payments are not to be made by the customer that owes the receivable in question, specify an alternative payer in the customer master record. Automatic debits and refunds by bank transfer, for example, are then made using the banks of this account, rather than of the original customer.

## Prerequisites

If you wish to enter an alternative payer, you must first create a customer master record for the alternative payer. You also require the authorization of this alternative payer to collect from his or her account by direct debit.

## Features

You can specify an alternative payer in both the general and the company code area of the master data. If you specify an alternative payer in the general data, that alternative payer is valid for the customer in all company codes. If you specify an alternative payer in both areas, the specification in the company code area takes precedence.

In exceptional cases, it may be necessary to enter the payer only in the document. You can choose this option by selecting the *Payer in document* indicator in the general data area. When you enter a document, there is a field on the screen in which you can enter an alternative payer. If this field is selected, the system displays a screen for the payer's master data.

The system always uses the entry that is most specific. This means that if you enter a payer in the document, this always has priority over the entry in the master record.

## Activities

Enter the account number of the alternative payer in the *Alternative payer* field in the payment transactions section of the original customer master record.

# Identifying Affiliated Companies

## Use

If invoices are sent to companies that are members of your consolidation group, you have to include these companies in consolidation. All sales revenues originating from business transactions within the corporate group have to be eliminated (elimination of intercompany sales). You enter a number in the *Trading partner* field of the master record so that the system can identify which accounts are to be included.

## Prerequisites

If you use this function, you should define the company ID (which is standard throughout the group) and inform the clerks involved before creating master records.

## Features

The system eliminates intercompany sales for those business partners that are identified by the same number in the *Trading partner* field of the master record.

## Activities

Enter the company ID in the *Trading partner* field of the customer master record for each affiliated company.

# Defining Clearing Between Customer and Vendor

## Use

If a customer is also a vendor, or vice versa, you can have the payment program and the dunning program offset the customer and vendor open items against each other. You can also select the vendor line items when you display the customer line items for this account.

## Prerequisites

You can only offset the items against one another if you have carried out the steps under "Activities".

## Features

The system offsets the open items of the selected customers and vendors against one another in the dunning program and in the automatic payment program.

## Activities

Before you can clear items between a vendor and customer account, you must:

1. Create a customer master record for the vendor that is also a customer.

2. Enter the vendor account number in the *Vendor* field in the control section of the general data in the customer master record.

3. Enter the customer account number in the *Customer* field in the control section of the general data in the vendor master record.

4. Choose *Clrg with vend.* and *Clrg with cust.* in the company code data in both the customer and vendor master records. In this way, each company code can decide separately whether it wants to offset the customer against the vendor.

# Defining the Group to Which the Company Belongs

## Use

You wish to assign a unique key to all business partners that belong to the same corporate group. You identify those customers that belong to the same group via the *Group* field in the master record.

## Prerequisites

If you use this function, you should define the company ID (which is standard throughout the group) and inform the clerks involved before creating master records.

## Features

The system can run evaluations for the business partners that are identified in the master record as belonging to the same group, or search for these business partners using a matchcode.

## Activities

Enter a user-defined key in the *Group* field in the general data section of the customer master record.

# Accounts Receivable Pledging

## Use

As part of financing, you can set an accounts receivable pledging indicator [Ext.] for receivables from goods and services. You can set this indicator in the customer master record or in the document, and then display the receivables separately in the line item display and the open item list.

## Integration

This function can be used in *Accounts Receivable (FI-AR)*.

## Prerequisites

To select receivables for subsequent evaluations, you must make the following settings in Customizing:

- Choose *Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Define Accounts Receivable Pledging Indicator.*

- Choose *Financial Accounting Global Settings → Company Code → Activate Accounts Receivable Pledging Procedure per Company Code.*

## Features

The pledging indicator you define in Customizing is saved in the customer master record and automatically transferred to the customer line item on posting.

The indicator can therefore be displayed in the customer line item display and in the customer lists.

You must have activated the accounts receivable pledging procedure for the company code to be able to display accounts receivable pledging [Ext.].

> In certain cases – such as when alternative master record details are entered – you can also enter the pledging indicator manually when posting, or change it in the document at a later date.

You can use the following programs to display receivables that have been pledged in list form and to carry out evaluations:

- RFDOPO00

- RFDOPO10

- RFDAPO00

- RFDEPL00

## Activities

Activate the accounts receivable pledging procedure for the company code in Customizing. Set the indicator in the customer master record.

# Customer Master

## Definition
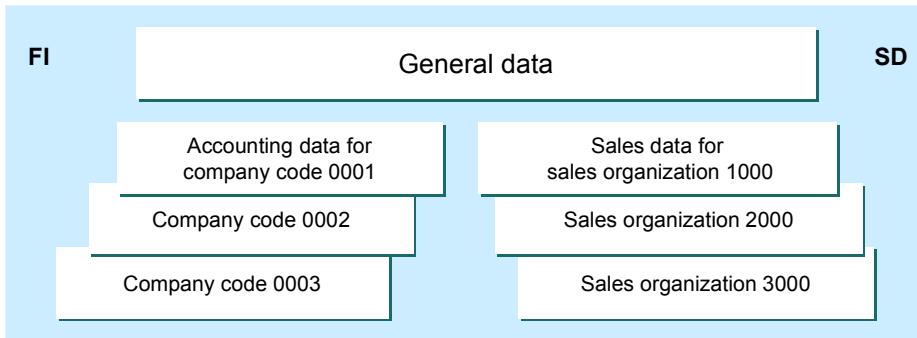
Specifications that control how an account is processed. The master record contains data that controls how business transactions are recorded and processed by the system. It also includes all the information about a customer that you need to be able to conduct business with him or her.

## Use

You must create a master record in the system for each account that you require.

## Structure

Master records are divided into the following areas so that each company code and each sales organization can store its own information for doing business with customers:

| FI | | General data | | SD |
|---|---|---|---|---|
| | Accounting data for company code 0001 | | Sales data for sales organization 1000 | |
| | Company code 0002 | | Sales organization 2000 | |
| | Company code 0003 | | Sales organization 3000 | |

1.  General data

    This is data that applies to every sales organization in your company. The general area includes, for example, the customer's name, address, language, and telephone data.

2.  Company code data

    This is data that is specific to an individual company code. Company code data includes, for example, the reconciliation account number, terms of payment, and dunning procedure.

3.  Sales area data

    This is data relevant to the sales organizations and distribution channels of your company. Data that is stored in this area includes, for example, data on order processing, shipping, and billing.

    In one company there are two company codes that do business with the same customer. The general data, such as the address, is stored in the general area. Both company codes use this data for communication with the customer. Each company code maintains specific data for financial accounting (such as the reconciliation

account) and for their business relationship with the customer (such as terms of payment) in their own company code area.

The system provides separate functions for maintaining master records, depending on how you organize them. You can maintain master records centrally for all areas or separately for Financial Accounting and Sales and Distribution.

# Integration

You need the *Sales and Distribution (SD)* application component in order to enter the sales data and print invoices.

# Access Authorization for Customer Master Records

You can restrict access to master records in order to prevent unauthorized changes from being made. Depending on how you organize your master data, you can assign authorizations for maintaining this data. For example, one user may have authorization to maintain all master data, while another may have authorization to maintain only accounting master data.

You can also assign different authorizations for different types of processing. All users could have authorization to display master records, while only a limited group of users may be able to create and change master data.

Authorizations are specified during system configuration and assigned to each user in his or her user master record. If you have any other questions on this subject, you should contact your system administrator. The Implementation Guide (IMG) for *Financial Accounting* explains how to set up authorizations.

# Creating a Customer Master Record

## Use

You wish to create a customer master record.

## Integration

Customer master records *are used by both the Financial Accounting (FI) component and the Sales and Distribution (*SD) component. If your company also uses the *SD* application component, you can create and maintain customer master records either together or separately as follows:

- Separately for the company code

- Separately for the sales area (order processing, shipping, and billing information about the customer)

- Centrally for both the company code and sales area in one step

You need the *Sales and Distribution (SD)* application component in order to enter data in the sales area. There are three different ways of processing master records since they are often created and maintained by different departments. In some companies, accounting and sales personnel maintain the general area together and their own areas separately. In other companies, customer master records are maintained centrally.

## Prerequisites

Before creating a customer master record, you have to make certain system settings, or check existing settings, such as the authorizations [Page 50]. For more information about system configuration, see the activities under *Preparations for Creating Customer Master Records* in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*.

Before you create a new master record, you need to check whether a master record already exists in the system for that customer. You can either use the system's search facilities to do so, or you can switch on the automatic duplication check via Customizing (IMG).

For more information about the duplication check, see the *Change Message Control for Customer Master Data* activity in the IMG for *Financial Accounting*.

## Features

The following section explains how to create a customer master record centrally for both the sales and accounting departments, or just for accounting. Creating a customer master record centrally involves entering data for both accounting and sales in one step. This method is possible only if you have also installed and configured the *Sales and Distribution (SD)* application component. For more information, see the *Sales and Distribution* documentation.

If you wish to enter master data for the accounting department only, use the appropriate functions in *Financial Accounting (FI)*.

There are a number of maintenance functions that you can use to maintain the master data. For more information, see Maintenance Functions for Customer Master Data: Overview [Ext.]

**Creating a Customer Master Record**

# Activities

The following functions are available for creating customer master records:

| To carry out the following maintenance function... | Choose... |
|---|---|
| Create a master record using a reference | From the *Accounts receivable* main menu, choose *Master records -> Create* and enter an existing customer in the *Reference* field. |
| Create a master record centrally (for accounting and sales) | *Master records -> Maintain centrally -> Create*. |
| Create a master record for accounting only | From the *Accounts receivable* main menu, choose *Master records -> Create.* |
| Create a one-time account | From the *Accounts receivable* main menu, choose *Master records -> Create,* and enter "one-time account" in the *Account group* field. |

# Creating a Customer Master Record Centrally

## Use

You wish to create a customer master record for both *Financial Accounting (FI-AR)* and *Sales and Distribution (SD)* at the same time.

## Prerequisites

You must have installed and configured the *Sales and Distribution (SD)* application component.

## Procedure

1. From the *Accounts receivable* menu, choose *Master records* → *Maintain centrally* → *Create*.

   The initial screen for creating a customer appears.

2. Select an account group.

   Depending on the type of number assignment (internal or external) used for the account group, you also enter an account number.

3. If you wish to maintain the company code data or the sales data as well as the general data, also enter

   - A company code for maintaining the FI data (accounting data)

   - A sales area for maintaining sales data

4. To continue, choose *Continue*.
   The *Create customer: General data* screen appears.

   ➡️

   When you create a customer master record for which the general data has already been created, the first screen for the company code data or the sales data appears.

5. Enter the customer data. The pushbuttons at the top of the screen enable you to change between general data, FI data (company code data), and SD data (sales area data).

   The title of the tab page tells you which data area you are in.

6. When you have made all the necessary entries, save the customer master record.

## Result

You have created a customer master record centrally. The system returns to the initial screen and displays a message to confirm that the master record has been created.

# Creating a Customer Master Record for a Company Code

## Use

You wish to enter a customer master record for accounting (FI-AR) only.

## Procedure

Create a master record for accounting only as follows:

1. From the *Accounts receivable* menu, choose *Master records* → *Create*.

   The initial screen for creating a customer appears.

2. Select an account group.

3. Depending on the type of number assignment (internal or external) used for the account group, you also enter an account number.

4. Enter the company code and choose *Enter.*

   The first screen for entering master data appears.

5. Enter your customer data and then save.

## Result

The system returns to the initial screen and displays a message to confirm that the master record was created successfully.



> If you have created master records in one company code and require exactly the same master records in another company code, you can distribute the newly-created master records to other company codes by comparing the company codes with one another. To do this, choose the following path from the *Accounts receivable* menu: *Master data* → *Compare* → *Company codes* → *Send*.

# Creating a Customer Master Record Using a Reference

## Use

You wish to create a master record by referring to an existing master record.

## Prerequisites

The system copies the master data from the reference master record. However, it does not copy all of the data. A number of factors affect which data is copied:

- The system only copies data that is not customer-specific. For example, the address or a block indicator is not copied from the reference master record.

  - In general, if you have already maintained data, the data is not overwritten with data from the reference record. For example:

    – If you have already created the general data, such as the name, address, and telephone number, only the company code data is copied when you enter the company code data. To copy only the company code data, you must specify the company code of the reference master record. When you create the data for the sales organization, again only the corresponding data is copied from the reference master record.

    – If you have not yet created the general data, only the language and the country are copied from the reference master record.

- You determine which data is copied by specifying which areas are to be copied from the reference master record. If you do not specify a sales organization for the reference, for example, the sales data is not copied.

  ➡️

  When you create a new customer master record, you can choose whether you want to use the account group of the reference master record. In this case, do not enter an account group for the master record to be created. The system automatically copies the account group from the reference master record.

## Procedure

1. From the *Accounts receivable* menu, choose *Master records* → *Create* or *Maintain centrally* → *Create.*

2. Enter an existing customer in the *Reference* field. You can use a customer master record from any company code as a reference.
   Depending on the type of number assignment to be used, you may be required to enter an account number. To continue, choose *Continue*.
   The *Create customer* screen appears.

3. Check the various tab pages and add to or change the default data.

4. Save the master record.

**Creating a Customer Master Record Using a Reference**

# Result

You have created a customer master record using a reference. The system confirms this with a message.

# Features of Customer Master Record Creation

The following documentation describes the particular types of information you can maintain in master records. This information includes:

- Bank details

- Payment methods

- Dunning procedures

- Texts for the customer

- Assigning documents to the customer

- Classifying customers

# Entering Bank Details

## Use

For each customer, you can specify as many banks as you require. You need the bank details of a customer if you intend to use the payment program to collect payment from your customer (for example, if you have automatic debit authorization).

To enter bank details in the customer master record, enter the bank country, the bank key, and the bank account number in the general data area. For control purposes, the system then displays the name of the bank.

The fields *Country* and *Bank key* serve to clearly identify a bank in the SAP system. With these keys you can enter further bank data, such as the address.

Normally banks are managed by bank number. This is entered as the bank key. In certain countries, for example, the Netherlands, the account number is used for this function. In this case, you should enter the account number as the bank key.

## Prerequisites

When you enter your customer's bank details, the system checks whether master data already exists for this bank. If not, the system goes to the maintenance screen for bank master data.

## Procedure

To enter bank details, proceed as follows:

1. Create a customer master record by choosing *Master records* → *Create* from the *Accounts receivable* menu.

2. Select the account group, enter an account number (if necessary) and the company code, and choose *Enter*.

3. Enter the address and control data.

4. Select the tab page for *Payment transactions*. On this screen, enter the bank country, the bank key, the account number, and a control key (required in France, for example). In addition, you can enter a bank type for the payment program and indicate that automatic debit authorization is allowed.

   a) If no master data exists yet for the specified bank, the system displays an additional window, in which you can enter bank master data.

   b) Enter the master data for the bank.

   c) Choose *Enter* to return to the entry screen for customer master records.

   If you want to change or add to the bank master data, position the cursor on the appropriate bank and choose *Bank data*. The system displays the dialog box for entering and maintaining master data. You can enter details about customers' payment cards under *Payment cards*.

# Result

The bank details entered appear immediately in the list of bank details in the *Payment transactions* screen. However, they are not saved until you save the corresponding customer master record.

# Entering Payment Methods

## Use

You enter payment methods in the master record so that the system can process payments automatically.

## Prerequisites

The payment methods must be defined in Customizing.

## Procedure

1. When entering or changing master data for the company code, select the tab page for *Payment transactions*.

2. Use possible entries to display possible payment methods, and select the required payment methods. If you already know the indicators for your payment methods, you can enter them directly in the *Payment methods* field.

## Result

The system transfers the selected payment methods to the *Payment methods* field. You can overwrite these entries.



> If you enter a specific payment method in the item to be paid, then this specification has priority over the entry which has been made in the master record. You may also enter payment methods that are not listed in the master record in the item.

# Entering a Dunning Procedure

## Use

You enter a dunning procedure which the system uses for automatic dunning. This dunning procedure is used for the standard dunning area. You can divide your company into dunning areas, such as wholesale transactions and retail transactions. If you use other dunning areas in your company, you must enter them in a separate entry screen.

## Prerequisites

The dunning procedure must be defined in Customizing. You do this in the *Define Dunning Procedures* activity in the Implementation Guide for *Accounts Receivable and Accounts Payable*.

## Procedure

1. When creating or changing customer master records, choose the tab page for *Correspondence* in the company code area. Enter the key for your standard procedure in the *Dunning procedure* field. You can select this via possible entries.

   If you do not use dunning areas, skip steps 2-4.

2. To define dunning procedures for other dunning areas, choose *Dunning areas*.

   The screen for maintaining dunning areas appears.

3. Enter the data for your dunning areas.

   This data includes the dunning area and the dunning procedure. You can also enter a dunning block for the dunning area or an alternative dunning recipient, if the dunning notice is not to be sent to the customer for whom the receivable exists.

4. Choose *Goto* → *Back*.

   You return to the *Create Customer:  Correspondence* screen.

## Result

You have defined the dunning procedure to be used for dunning this customer. The system saves your entries when you save the customer master data.

# Classifying Customers

## Use

For evaluation purposes, it is possible to group your customers by industry or by sales figures.

## Prerequisites

Possible classes have been defined in Customizing.

## Procedure

When maintaining the master data, choose *Extras* → *Classification.*

## Result

You have classified the customer and can now search by this category.

## Further Information

For more information about classification, see CA – Class System [Ext.].

# Entering Texts for a Customer

## Use

It is possible to enter explanatory texts for each customer. In the general data area, you can enter central (i.e. non-accounting-specific) information, whilst accounting-specific text types, for example on payment transactions or dunning, are entered in the company code area.

## Prerequisites

The text types that are relevant are specified using text IDs when the system settings are made. For each text type, you can create a new text in a different language.

## Procedure

Enter text on the customer as follows:

1.  When entering a customer master record, choose *Extras* → *Texts*.

2.  Choose one of the suggested text types and enter text in the column *Line 1*.

3.  To enter the text in a language other than your logon language, specify the key for the required language in the column *La*.

    The symbol * in front of a line signifies that the text has already been edited.

    If this symbol appears at the end of a line, it means that there is more text for this text type than can fit into a single line.

    To add text in a different language to a particular text type, place the cursor on the relevant text type and choose *Edit* → *Create text.* You can then enter the language key and the relevant text.

4.  Choose *Edit* → *Detailed text* to call up the text editor. The editor allows you to enter any length of text.

5.  Before leaving the text editor, choose *Text* → Save.

6.  Choose *Goto* → *Back.*

    The initial screen for text entry appears. The first line of your text is displayed.

7.  Choose *Goto* → *Back* again.

    You return to the screen you started from.

## Result

You have entered a text in the system for the customer. The system saves your entries when you save the customer master data.

# Assigning Documents to a Customer

## Use

You can assign to each customer documents that have been scanned into the system, such as business reports, newspaper articles, or graphics.

## Prerequisites

In order to be able to use the document management system, however, you must be using SAP ArchiveLink.

## Procedure

To assign a document to a customer, proceed as follows:

1. When entering or changing a customer master record, choose *Extras* → *Documents.*

   The *Customer - Link to Documents* dialog box appears.

2. Enter a document type and name here. If you do not know the name, you can display a list of all the documents in the system using the function *Find document*. Select the document you require. The document is assigned to the customer and then displayed on the *Customer - Link to Documents* screen.

## Result

You have assigned a document to the customer. To display the document, choose the *Display originals* function.

## Further Information

For more information on the functions of the document management system, see the SAP Library under *CA – Document Management.*

# One-Time Accounts

## Use

For customers whom you only supply once or rarely, you can create a special customer master record, the master record for "one-time accounts". In contrast to other master records, no data specific to a single customer is stored in the one-time master record, since this account is used for more than one customer. The customer-specific entries such as address and bank details are not entered until the document for the transaction is entered into the system.

> You invoice a customer who purchased goods from you because his main vendor could not supply them. In this case, you post the invoice to a one-time vendor account instead of creating a separate master record.

## Features

When you post to a one-time account, the system automatically goes to a master data screen. On this screen, you enter the specific master data for the customer, which is stored separately in the document. This includes name, address, and bank data, for example.

You process the master record for a one-time account in the same way as you process all other customer master records. You can dun open items from it with the dunning program or pay items using the payment program. The functions for one-time customers are only different in a few aspects. For example, you cannot clear amounts with a vendor.

### Account Group

Customer master records for one-time accounts are created with their own account groups. Via this account group the customer-specific fields (such as *Name*, *Address* and *Bank details)* are hidden from display when you enter the customer master record. You enter this data when you enter the document.

### Reference Account Group

You can specify a reference account group in the *Control* group in the general data area. This account group determines the status of fields when posting to the one-time account, that is, what fields are displayed and which ones require an entry. The fields are controlled in the same manner when you display or change a one-time document, although the document change rules also determine whether a field can be changed or not.

If you do not specify a reference account group, every field on the one-time account screen is ready for input during document entry.

You can use an existing account group as your reference account group or you can create an account group especially for this purpose. For more information on this, see the *Define Account Groups with Screen Layout (Customers)* activity in the Implementation Guide (IMG) [Page 24] for *Accounts Receivable and Accounts Payable.*

### Reconciliation Accounts

To create one-time master records, you have to specify a reconciliation account. If you differentiate between reconciliation accounts in your company, you will need to take this into account when creating one-time master records. You may, for instance, have different

**Use**

reconciliation accounts for domestic and foreign receivables. You would then have to create two one-time master records.

## Line Item Display

For line item display, you should enter a key for sorting line items in the *Sort key* field. Keys 022 and 023 are provided in the standard system. You may define other keys that are specific to your company. Keys 022 and 023 have the following meanings:

- Enter 022 to have the system sort and display line items by name and city.

- Enter 023 to have the system sort and display line items by city and name. The line items of customers in the same city are displayed together.

Sort criteria can also be specified when entering a document. These criteria will override the sort keys specified in the master record.

# Activities

When creating a one-time account, use the appropriate account group (such as "one-time account" in the standard system).

# Setting Up Head Office and Branch Accounts
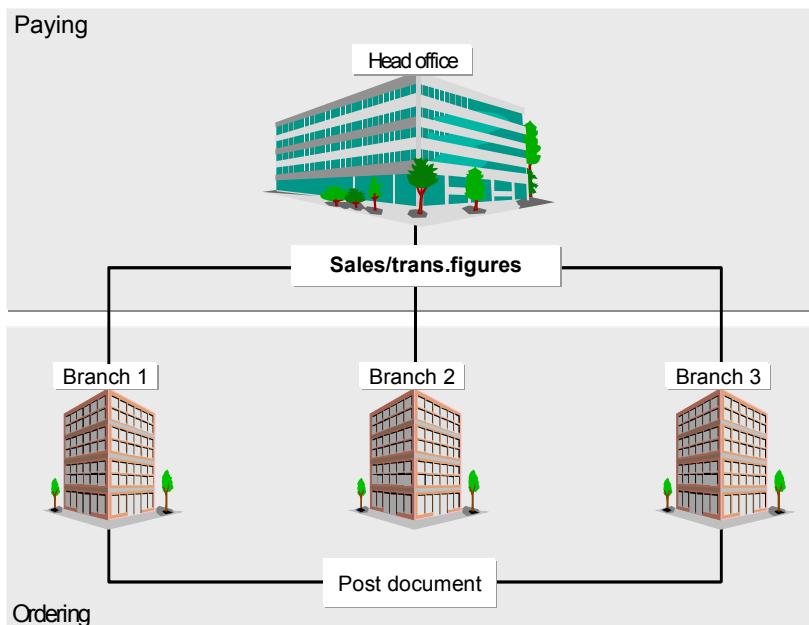
## Use

Customers in some industries place orders locally (i.e. via their branches), but pay invoices centrally (from headquarters). You can represent this business relationship with head office and branch accounts.

## Features

For example, assume you have linked a branch account to a head office account. You can enter an invoice for goods delivered to a branch, but have the system automatically post the sales figures to the head office account. The system records the customer account number of the branch in the document. You collect payment from and dun the head office account. As a result, you can collect payments for several branches in one step.

You create, display, change, delete, and block head office and branch accounts in the same way as all other customer master records.



## Activities

To link a branch account to the head office account, enter the account number of the head office account in the *Head office* field in the customer master record of the branch account. You can use customer accounts that are not one-time or branch accounts as head office accounts. Branch accounts and head office accounts must belong to the same company code.

**Setting Up Head Office and Branch Accounts**

For **line item display**, enter the key 004 in the *Sort key* field in the customer master record of the head office account. The system uses this key to sort the line items in the head office account according to branch account. This key is defined in the table for assignment rules. For more information on line item display and the *Sort key* field, see **Sorting Line Items [Page 232]**.

To send account statements or dunning notices to the branch instead of the head office, select the *Local process.* field in the screen *Create Customer: Correspondence.*

# Displaying a Customer Master Record

## Use

Both the accounting and sales departments use a customer master record. You can display either the general and company code data (the accounting data) or the entire customer master record (with sales data). Employees in the sales department can display the data about order processing, shipping, and billing for a customer.

This topic describes how you display a customer master record either centrally or for accounting. You can find further information on the sales functions and data in the *Sales and Distribution (SD)* documentation.

There are a number of maintenance functions that you can use to maintain the master data. For more information, see Maintenance Functions for Customer Master Data: Overview [Ext.]

## Prerequisites

You have installed both the *Financial Accounting (FI)* and *Sales and Distribution (SD)* application components.

## Procedure

1.  From the *Accounts receivable* menu, choose *Master records* → *Maintain centrally* → *Display* to display a master record centrally, or choose *Master records* → *Display* if you only want to display the general data and, if applicable, the company code data.

    The initial screen for displaying master data appears.

2.  Enter the account number, the company code, and the sales organization.

    Depending on the data you want to display, you can omit the company code or the specifications on the sales organization.

## Result

The screen for displaying master data appears. You can use the pushbuttons to display the general data, the FI data, and the SD data and, from these screens, you can use the tab pages to display further information.

# Changing a Customer Master Record

## Use

Provided you have the relevant authorization, you can change any of the fields in a master record at a later date, except for the account number and account group.

If authorizations have been created for changing master records, you may not be able to change certain fields.

If you wish to change sensitive fields, you may need a second user to approve your changes. For more information, see Dual Control for Changing Master Records [Page 153]

## Integration

If you have also implemented the *Sales and Distribution (SD)* application component, you can also change the sales data. For more information about the sales functions, see the documentation for the *Sales and Distribution (SD)* application component.

## Prerequisites

Your system administrator can use field status specifications or authorizations [Page 50] to restrict some fields from being changed. These fields are then just displayed. This is recommended for the reconciliation accounts, for example, so that they cannot be changed by mistake. For more information about how to restrict authorizations for changing data, see the *Maintain Profiles* activity in the Implementation Guide (IMG) [Page 24] for *Financial Accounting Global Settings*.

When changing master data, you should note the following:

- If you change the sort key for line item display, all line items posted after the change are sorted according to the new sort key.

- If you change the date of the last dunning run or the last interest calculation, this change will affect the next interest calculation or dunning run for the account. As a result, the account may be dunned or interest may be paid on the account sooner or later than if you had not made the changes.

- If after posting to the customer account, you change the reconciliation account number specified in the customer master record, you will have to make an adjustment to the receivables accounts at the fiscal year end in order to create your financial statements. You make this adjustment by running the balance sheet adjustment program.

- If you do not set the *Record payment history* indicator when first creating the master record and then later decide to set it, bear in mind that payments made prior to setting the indicator are not included in the payment history analysis.

## Features

A customer master record spans several screens. Accordingly, it is possible to change data on a number of different screens. You can:

- Change data centrally (general, company code, and sales data)

- Change accounting data

- Change sales data (order processing, shipping, and billing data)

The system logs all changes. For each field, it stores the time of change, the name of the user, the current and the previous field contents. You can display the changes made to the entire customer master record or to a specific field. For more information, see Displaying Changes to Customer Master Records [Page 74]

There are a number of maintenance functions that you can use to maintain the master data. For more information, see Maintenance Functions for Customer Master Data: Overview [Ext.]

## Activities

| To carry out the following maintenance function... | Choose... |
|---|---|
| Changing a Customer Master Record Centrally [Page 72] | *Master records -> Maintain centrally -> Change* |
| Changing a Customer Master Record for Accounting [Page 73] | From the *Accounts receivable* main menu, choose *Master records -> Change* |

# Changing a Customer Master Record Centrally

Change a master record centrally as follows:

1.  From the *Accounts Receivable* menu, choose *Master records* → *Maintain centrally* → *Change*.

    The system displays the initial screen to change master data.

2.  Enter the customer account number, the company code and the sales organization.

    Depending on the data that you want to change, you can omit the company code or the sales organization.

    Customer master records span several screens. It is likely that you only want to change certain data. To do this, in the initial screen, select the screens in which you want to make changes. The system then issues only these screens.

# Changing a Customer Master Record for Accounting

Change a customer master record for accounting as follows:

1. Choose *Master records* → *Change* from the *Accounts Receivable* menu.

   You reach the initial screen for changing master data.

2. Enter the customer account number and the company code.
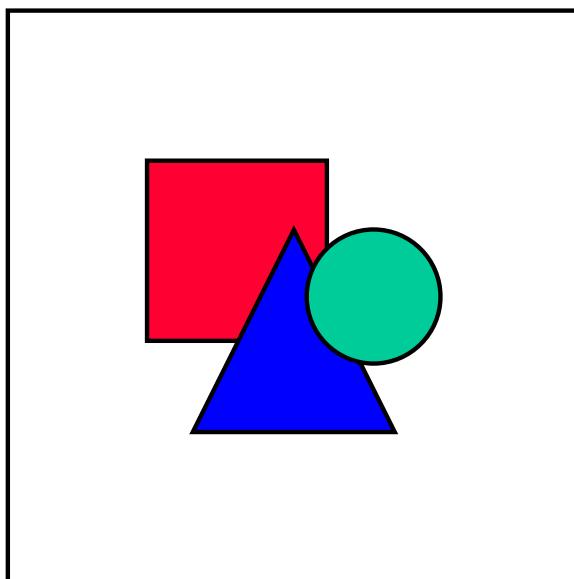
3. Choose the screens of the customer master record you want to display.

   Customer master records span several screens. Generally, you want to change certain data only. You can select the screens to make changes directly in the initial screen.

4. Choose ENTER to reach the next screen.

   The master data from the account is displayed.

5. Change the required data by overwriting it or adding to it and then save your entries.



If you have changed master records in one company code and want to make exactly the same changes in other company codes, you can distribute these changes to the required company codes by comparing the company codes. To do this, choose the following path from the *Accounts Receivable* menu: *Master data* → *Compare* → *Company codes* → *Send*.

# Displaying Changes to Customer Master Records

If you change a master record, the system logs the changes and generates change documents. For every field, it records the time at which the change was made, the user's name, and the previous contents of the field.

You can display all the changes for the following:

- A certain field

- A master record

  - For several customer master records

The following changes are displayed separately:

  - Overwritten field contents

- Bank details and dunning areas added after the master record has been created

- Deleted bank details and dunning areas

You can call up the change display from the screen for **master data maintenance** under *Environment* → *Field changes* or *Environment* → *Account changes*.

From the *Accounts Receivable* menu, you can display the changes as follows:

1. Choose *Master records* → *Display changes*.

   The initial screen for displaying changes appears.

2. Enter the customer account number, the company code and, if required, a dunning area.

   You can also limit the changes display by entering a change date and a user name.

3. Choose ENTER.

   The system displays a list of the types of changed fields.

4. Select the changes you want to see:

- To display a field change, place the cursor on the required field and select it.

- To display all changes, choose *Goto* → *All changes*.

- To display the entered bank details or dunning areas, choose *Goto* → *Entries*.

- To display the deleted bank details or dunning areas, choose *Goto* → *Deletions*.

- To display the change document, choose *Goto* → *Change document*.

5. Leave the changes display by choosing *Account changes* → *Exit*.

## Displaying Changes in Several Customer Master Records

You can use program RFDABL00 to list the changes made in several customer master records. To start the program, proceed as follows:

From the *Accounts Receivable* menu, choose *Periodic processing* → *Info system* → *Report selection* → *Adequacy and documentation* → *Master data* → *Changes* → *Display changes to customers.*

Choose *Program* → *Execute.*

# Dual Control for Changing Master Records

## Use

You can use dual control to provide more security when changes are made to sensitive data in your customer and vendor master records.

## Integration

This function can be used for changing customer master records (FI-AR) and vendor master records (FI-AP).

## Prerequisites

You must define the required sensitive fields in the customer or vendor master record in Customizing (IMG) for *Financial Accounting*. To do so, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Define Sensitive Fields for Dual Control.*

You must be authorized to change master records. You also define authorizations in Customizing (IMG) for *Financial Accounting*. To do so, choose *Financial Accounting → Financial Accounting Global Settings → Maintain Profiles.* The person who makes the changes is never allowed to confirm his or her own changes.

## Features

You can define the required master data fields as sensitive in Customizing.

When an authorized accounting clerk changes a sensitive field in the customer or vendor master record (such as *Alternative payee*), the relevant account is automatically blocked for the payment run.

The account remains blocked until a second authorized person confirms the master data changes. However, it is still possible to make a further change to an account that is already blocked.

The second authorized person is informed of the changes by mail or by other means, and then uses the function *Master records → Confirmation of change → Single* (or *→ List*) to edit the changes.

If the second authorized person cannot confirm the change to the master data, the master data object is returned to the clerk. Where this happens, the reply contains an explanatory text requesting that the clerk alters his or her change, or resets the master data.

# Confirm or Refuse Master Record Changes

## Use

You are using dual control for master data maintenance and wish to confirm changes made to sensitive fields in the master record.

## Prerequisites

You are authorized to confirm changes and have not changed the sensitive master data fields in question yourself.

## Procedure

You can edit changes to master data either individually or in lists.

1.  From the *Account receivable* menu, choose
    *Master records → Confirmation of change → List* or
    *Master records → Confirmation of change → Single.* This procedure describes the *List*
    editing function.

2.  If you choose *List,* the *Display/Confirm Critical Customer Changes* dialog box appears.

3.  Select the required accounts (for changes to the general data) and, if necessary, the required company codes (for changes to the company code data).
    Select the changes you wish to edit and choose *Continue*.

4.  The *Display/Confirm Critical Customer Changes* dialog box appears with a list of the changed accounts. Stoplights indicate the status of each account:

    Green   = Change confirmed

    Yellow   = Change not yet confirmed

    Red    = Change refused

    Select an account from the list to edit it. The *Confirm Customer Change* screen appears. You then have the option of viewing the changes one more time before either confirming or refusing them.

    If you refuse the changes, you can send a workflow note to the relevant clerk explaining why you did so, and suggesting how best to proceed. Choose *System → Workflow → Send object with note*.

    When you have edited an account, save your entries. Choose *Back* to go back to the displayed list.

## Result

When you have edited and saved the changed account, the message "Changes have been made" appears, and the stoplight shows the new status of the account.

# Requesting a Master Data Change in the Intranet/Internet (AC)

## Purpose

You can request the change to the following master data from the Intranet/Internet:

| Object | Type of change |
|---|---|
| Cost centers [Ext.] | create, change, lock |
| Internal orders [Ext.]. | date |
| G/L accounts [Ext.] | create, change |
| Vendors [Ext.] | *Address* change |
| | Enter, delete, change *bank details* |
| Customers [Ext.] | *Address* change |
| | Enter, delete, change *bank details* |

➡

> You can only request changes to master data for customers and vendors via the **Internet**.

You do **not** have to know the name of the processor, since the system automatically determines it. The request is transferred to the SAP System and can be processed there with the functions of the message processing.

You can call up the individual request forms from the various SAP application (depending on the object) and from the workplace.

| Start change request | for <Object> |
|---|---|
| From the Employee Workplace [Ext.] launchpad | Cost centers, internal orders, G/L accounts, customers, vendors |
| from the Enterprise Organization [Ext.] | Cost centers |
| From Editing the standard hierarchy [Ext.] | Cost centers |
| From the cost center master data report [Ext.] | Cost centers |
| From the web transaction Create internal order [Ext.] | Internal orders |
| From the web transaction Display internal order [Ext.] | Internal orders |
| From Editing G/L account master data individually [Ext.] | G/L accounts |

## Prerequisites

- In a scenario, you have defined the process for request a master data change.

    To do so, in Customizing choose *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific*

*Customizing → Request For Change to Master Data →* Define Own Scenarios For Request For Change To Master Data [Ext.].

- For cost centers and G/L accounts, you have determined which requests can be started from the aforementioned SAP applications.

    To do so, in Customizing choose (for example) *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request For Change to Master Data →* Assign Own Scenarios For the Request For Change To Master Data [Ext.].

## Process Flow

1. You call up the request form for a master data change.

    a. To call up the form from the Employee Workplace launchpad, choose *Create internal service request*.

    b. To call up the form from the SAP System, for the application choose Extras Change request for *<object>*.

    

    In the master data directory, specify that a cost center has to be changed.

    From the directory, you can go to the request form for master data changes by choosing *Extras → Change request for cost centers.*

2. You request a change to or a new master record using the form in the Intranet/Internet (see Processing Request Forms [Page 158]).

    When you send the request, the information is transferred to the SAP R/3 System. The system determines the responsible processor based on entries made in Customizing (see Define Own Scenarios For The Request For Change to Master Data [Ext.]).

3. The processor receives the request for a master data change in his/her worklist or workflow inbox (see Task Processing [Page 166]).

4. The following options are available to the processor:

    a. They may require additional information, should the request be incomplete. They attach a note to the requests and enter the person making the request as the processor.

    b. The processor rejects the request for a master data change.

    c. They approve the request and makes the necessary adjustments in the SAP R/3 System.

    d. They forward the request.

        In the second decision level, the options a to d are available again.

        In the last three cases, the processor can enter a text to explain the reason for his/her decision.

        

        You can check the current state of the request at any time (see Status Query of a Request [Page 169]).

**Requesting a Master Data Change in the Intranet/Internet (AC)**

## Request for Master Data Change



## Result

The master data change is either completed or the request is rejected.


**For more information**, see the *SAP Library* under *Cross-Application Components* → Internal Service Request [Ext.].

# Processing Request Forms

## Use

With a request form, you can request a master data change from the Intranet/Internet.

The standard system comes with predefined formulas with which you can request changes to various objects. This form is divided into various areas, but you can adjust the layout and the individual fields individually.



## Prerequisites

- You defined in Customizing which fields are to be available on the form.

  For more information, see *Cross-Application Components → Internet/Intranet Services → Definition of Scenarios With Specific Customizing → Request For Master Data Change → Define Own Scenarios For The Request For Master Data Change [Ext.]*

- You have defined the layout of the form

  a.  Using the SAP@Web Studios [Ext.]

  b.  Using the Web Application Builder [Ext.] in the *ABAP Development Workbench*

- If you access the form via *Create an Internal Service Request* from the launchpad of the Employee Workplace, you first have to select the right request from, such as a request for a new cost center or a change to customer bank details (see Creating an Internal Service Request [Ext.]).

**Processing Request Forms**

# Procedure

1. Enter the data for the object.

    ⚠️

    For the request **Create a new cost center**, your are required to make the following entries:

    - Controlling area

    - Cost center key

    - Valid from ... to

    - Name

    - Responsible person

    For the request **Change an existing cost center**, your are required to make the following entries:

    - Controlling area

    - Cost center key

    - Valid from ... to

2. Enter a text to describe the problem.

    This is an optional entry.

3. If you know the name of the processor for this problem, enter it in the *processor* field.

    If a *processor* or a *standard role* was entered in Customizing, these fields contain the corresponding entries. The partner role setting in Customizing controls whether an individual employee or a department is entered as the problem processor. You can find additional information about roles in <u>Defining Roles based on Responsibilities [Ext.]</u>.

    ⚠️

    If an entire department was entered in Customizing as the processor, you **cannot overwrite** the *Processor* field. The system displays a list of the processors.

4. The fields for *Created by* contain your data.

5. If you make the request on behalf of someone else (for example, for a colleague or boss), you can also list the initiator.

    The processor of the request can then contact the initiator directly should any questions arise.

6. *Check* your entries.

7. *Send* the request.

    Confirm the message, that your request has been saved.

# Result

The request is transferred to the SAP R/3 System and assigned to a processor.

# Processing a Request in the SAP System

## Use

You have made one of the following requests using an Intranet/Internal request form:

- Request Change to Master Data [Page 155]

- Request an Adjustment Posting [Ext.]

The request is automatically transferred to the SAP System and assigned to a processor.

## Integration

The system creates a message [Ext.] when the request form is sent. The following functions are available for processing messages [Page 162] in the SAP System.

- Task processing [Page 166]

    The following jumps to the following activities are available in task processing:

    – Access to the request form

    – Access to the processing transactions in the SAP R/3 System

        that were set up in Customizing for the related requests.

        **See** *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request for a Master Data Change (Request for an Adjustment Posting) →* Define Own Scenarios For The Request For Master Data Change [Ext.] *(*Define Own Scenarios For The Request For Adjustment Postings [Ext.]*).*

- Status query [Page 169]

- Document Flow Display [Ext.]

    The document flow display is **only** relevant for the *request for an adjustment posting*.

## Activities

To call up the functions for message processing, in the SAP Easy Access Menu *choose Office → Message*.

➡

    You can find additional information about messages in the SAP Library under *Cross-Application Components (CA-NO) →* Messages [Ext.].

# Processing Notifications

To process the internal service request [Ext.], you can do the following:

- Processing notifications [Page 163]

- Processing notifications using the worklist [Page 165]

You call up processing via:

- *Office → Notification → Worklist → Notifications* or

- *Office → Notification → Change*

# Process Notification

## Use

### Put notification in process

Once you have created a notification and entered all relevant information, you can put the notification in process. When you put a notification in process, you release the notification for processing.

A notification can be put in process in the following ways:

- You can put a notification in process manually.

- The system puts a notification in process automatically if an order was created for the notification.

When a notification is put in process, the system changes the status of the notification from "outstanding" (*OSNO*) to "notification in process" (*NOPR*).

### Postpone notification

In some cases, it may be necessary to delay the processing of a notification (for example, if the assigned tasks cannot be carried out yet).

Using this function, you can postpone the processing of a notification. When you postpone a notification, it receives the status *NOPO* (*notification postponed*).

⇨

You cannot postpone a notification that has already been put in process.

### Complete notification

You complete a notification when the problem has been solved and no further processing is necessary. Once you complete a notification, you can no longer change any data in the notification. You can then only display the notification.

When a notification is completed, it receives the status *NOCO* (*notification completed*).

⇨

You cannot complete a notification if outstanding tasks still exist in the notification.

### Categorizing a notification problem

When you complete a notification, the system displays a dialog box with the current date and time. You can accept the displayed date and time as the completion time or you can change it. In this dialog box, you must specify whether the problem arose because of an internal or external cause. For example, if a vendor delivers a defective product, your are dealing with an externally caused problem.

### Put notification in process again

You can put a completed notification in process again, if you determine that additional processing is necessary.

### Archive completed notification

Completed notifications are automatically archived and are deleted from the database after a specific, predefined time interval. This time interval is defined in Customizing. Therefore, make sure you have finished processing the notification before you complete it.

## Delete notification

In some cases, you may want to delete a notification. You cannot, however, delete a notification directly. You must set a deletion flag in the notification which identifies it as one that can be deleted.

A company typically runs an archiving program at regular intervals. This program searches for the notifications with deletion flags, converts the deletion flags to deletion indicators, and copies the notifications to an archive. The system then deletes the notifications from the database.



> Before you delete a notification, make sure that it is no longer needed.

Once you set a deletion flag for a notification, you can no longer change the data in the notification. It then receives the status *Deletion flag* and *Completed*. You can now only display the notification. For more information about notification statuses, see Status Management [Ext.].

If you set a deletion flag in the notification header, the system also sets deletion flags for the individual notification tasks.

You can cancel the deletion flag as long as it has not been converted to a deletion indicator. You can then put the notification back in process and change or display it in the usual manner.

## Procedure

| Desired processing type | What you should know |
|---|---|
| Put notification in process | Call up the notification in the create or change mode and then choose *Notification → Functions → Put in process.* |
| Postpone notification | Call up the notification in the change mode, choose *Notification → Functions → Postpone*, and then save the notification. |
| Complete notification | Call up a notification in the change mode and choose *Notification → Functions → Complete*.<br><br>Specify the completion date/time and the cause of the problem; then close the dialog box and save the notification. |
| Delete notification | To set a deletion flag, call up the notification in change mode and then choose *Notification → Functions → Deletion flag → Set*.<br><br>To reset the deletion flag, choose *Notification → Functions → Deletion flag → Deselect*. |

# Processing Notifications Using Worklist

## Use

Using the worklist for notifications, you can select notifications on the basis of different criteria and process them. You can select the notifications as follows:

- You select the notifications using the *My worklist* function. The system then displays the following notifications for further selection and processing:

    – All notifications to be processed by you as the "person responsible" or that fall within your department's area of responsibility

    – All notifications to be processed by you as a *<Partner function>*

    – All notifications you created

    – All notifications that were last processed by you

- You select the notifications using the *General selection* function. The system then displays all notifications for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, notification status, selection period).

## Prerequisites

If you use the *General selection* function and you want to process notifications for which you are not responsible or which you did not create, you must have the corresponding authorization.

## Activities

You choose *Logistics* → *Central Functions* → *Notification* → *Worklist* → *Notifications* to call up the worklist for notifications.

You enter the required data and choose *Execute*.

**See also:**

Select and Process Notifications Using Worklist [Ext.]

# Task Processing

## Purpose

Using the functions for task processing, you can change or display the tasks [Ext.] in a notification independently of the notification itself. In this way, you can:

- Process tasks quickly and easily
- Execute tasks using the functions of the action box
- Access the information in the associated notification at any time

## Process Flow

1. You process the tasks using one of the following options, depending on your job duties or method of working:

   - Worklist [Page 167]

     You call up the worklist for tasks to determine whether tasks exist that you must process.

   - Workflow [Page 168]

     You check your workflow inbox determine whether tasks exist that you must process.

   - Functions for Task Processing [Ext.]

     If you want to process a specific task in a specific notification, use the transactions for processing or displaying a task.

2. After you have selected and executed one of the above options, you process a task by either:

   - Forwarding the task to another person, if you cannot process the task yourself
   - Carrying out the instructions specified in the task
   - Documenting the information for a task that has just been executed; for example, as a task long text or via a follow-up function in the action box (internal remark)
   - Setting the status of the task to "completed," once you have carried out the instructions specified in the task
   - Executing additional follow-up functions in the action box, if additional tasks need to be implemented

## Result

Once you have processed and completed a task, you can complete the notification (provided there are no other tasks in the notification that need to be processed).

# Processing Tasks Using Worklist

## Use

Using the worklist for tasks, you can select notification tasks on the basis of different criteria and process them. You can select the tasks as follows:

- You select the tasks using the *My worklist* function. The system then displays the following tasks for further selection and processing:

  − All outstanding tasks to be processed by you as the "person responsible"

  − All tasks to be processed by you as a *<Partner function>*

  − All tasks you created

  − All tasks you completed

- You select the tasks using the *General selection* function. The system then displays all tasks for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, selection period, outstanding tasks only).

## Prerequisites

If you use the *General selection* function and you want to process tasks for which you are not responsible or which you did not create, you must have the corresponding authorization.

## Activities

You choose *Logistics → Central functions → Notification → Worklist → Tasks* to call up the worklist for tasks.

You enter the required data and choose *Execute*.

**See also:**

Select and Process Tasks Using the Worklist [Ext.]

# Processing Tasks Using Workflow

## Use

If a task is created in a notification or if the person responsible for a task is changed, the system can automatically notify the person or department responsible via the *SAP Business Workflow* that a task needs to be processed.

You receive the information about the task that needs to be processed as a *work item* in your inbox (*Business Workplace)*. Your inbox provides an overview of all tasks that you are responsible for processing. You can begin processing the work item directly from your business workplace.

## Integration

You can access your business workplace by choosing *Office → Workplace* from the SAP menu. Then choose *Inbox → Workflow* to display any work items that may be present.

## Prerequisites

The required system settings to activate the *SAP Business Workflow* have been made.

## Activities

If there is a work item in your inbox, proceed as follows to begin processing the work item:

- You double click the work item to display a description of the task to be executed.

- You choose *Execute* to process the work item. The system calls up the transaction to process the task.

# Status Query For Request

## Use

You can call up the status of the request at any time during its runtime.

**See also:**

Status Management For Notifications [Ext.]

Display Status Information [Ext.]

System Status Assignment [Ext.]

Assigning And Changing User Statuses [Ext.]

Status Management For Tasks [Ext.]

# Blocking a Customer Account

## Use

In *Accounts Receivable* you can block a customer account so that postings are no longer made to that account. You have to block a customer account before marking a customer master record for deletion, for example. You would also block a customer that you use only as an alternative dunning recipient, so that nobody can post to that customer by mistake.

## Integration

If you have also implemented the *Sales and Distribution* (SD) application component, you can set the following blocks for a customer:

- Posting block

- Order block

- Delivery block

- Invoicing block

For more information, see the *Sales and Distribution (SD)* documentation.

## Prerequisites

Only block an account if there are no more open items in the account. Otherwise, you can no longer clear the open items.

## Features

This topic describes how to block a customer account centrally (for posting and order processing), and how to block an account for posting only. Whether you block centrally or for posting only, you can block the customer account in one company code or in all company codes. You can also block an account for dunning and paying.

You can cancel a customer account block at any time. To do this, simply remove the relevant indicator.

## Activities

| To carry out the following maintenance function... | Choose... |
|---|---|
| Blocking a Customer Account Centrally [Page 95] | *Master records -> Maintain centrally -> Block* |
| Blocking a Customer Account for Posting [Page 96] | From the *Accounts receivable* main menu, choose *Master records -> Block/unblock* |
| Blocking a Customer Account for Payments and Dunning Notices [Page 97] | From the *Accounts receivable* main menu, choose *Master records -> Change*, and choose *Payment transactions* (for the payment block) or *Correspondence* (for the dunning block). Then enter the relevant key in the *Payment block* or *Dunning block* field. |

**Blocking a Customer Account**

Blocking a Customer Account

# Blocking a Customer Account Centrally

## Use

When you block an account centrally, you can prevent both posting and order processing, if you have installed the *Sales and Distribution (SD)* application component.

## Prerequisites

You can only use this function if you have installed the *Sales and Distribution (SD)* application component.

Only block an account if there are no more open items in the account. Otherwise, you can no longer clear the open items.

## Procedure

Block a customer account centrally as follows:

1. Choose *Master records* → *Maintain centrally* → *Block/unblock.*

   The initial screen appears. On this screen, you can specify the areas that you need to block by entering the company code, sales organization, distribution channel, and division. If you do not specify the key for an area, the corresponding block fields are not set.

2. Enter the customer's account number and the company code. If you wish, you can also enter the sales organization, distribution channel, and division.

3. Choose *Continue*.

   The *Block/Unblock Customer: Details* screen appears.

4. To block posting, select the company code of the displayed customer master record, or select all company codes by selecting the corresponding field.

5. To block orders, deliveries, and invoices, select either the displayed sales area or all sales areas. Save your entries.

## Result

You have blocked the account centrally for the selected activity.

# Blocking a Customer Account for Posting

## Use

You wish to block a customer account so that postings are no longer made to that account.

## Prerequisites

Only block an account if there are no more open items in the account. Otherwise, you can no longer clear the open items.

## Procedure

Block a customer account for posting as follows:

1.  Choose *Master records* → *Block/unblock*.

    The initial screen appears.

2.  Enter the customer's account number and, if required, the company code.

    If you do not enter a company code, you can only block posting for this customer in all company codes.

3.  Choose *Continue*.

    The entry screen for the block indicators appears.

4.  Select either all company codes or those company codes you wish to block. Save your entries.

## Result

You have blocked the account for posting.

# Blocking a Customer Account for Payments and Dunning Notices

## Use

You wish to block a customer account for payments and dunning notices. To block a customer account for the payment program or for the dunning program, you must change the customer master record.

## Prerequisites

You block an account by specifying a block key. These keys represent reasons for blocking: You use them to show why an account was blocked.

You define blocking reasons in Customizing (IMG).

## Procedure

Block the account for paying or dunning as follows:

1. Call up the master record to be changed by choosing *Master records* → *Change*.

   The initial screen for changing a customer master record appears.

2. From the initial screen, select either *Payment transactions* or *Correspondence* from the company code data area.

   The *Payment block* field is on the *Change Customer: Payment Transactions* screen. The *Dunning block* field is on the *Change Customer: Correspondence* screen.

3. Choose *Continue*.

   The first screen with a blocking field appears.

4. Depending on which option you have selected, enter the appropriate blocking key either in the *Payment block* field or the *Dunning block* field. Save your entries.

## Result

The account is blocked for dunning notices and payments.

When you have blocked an account for dunning, the dunning program still analyzes the open items in the account during the dunning run, but it does not create a dunning notice. When you have blocked an account for the payment program, the payment program still processes the open items in the account during the payment run, but it does not pay any open items from the blocked accounts. You can display a list of customers blocked for the payment program.

# Archiving and Deleting a Customer Master Record

## Purpose

You can archive customer master records that you no longer need. When data is archived, it is extracted from the SAP database, deleted, and placed in a file. You can then transfer this file to an archive system.

For more information on archiving customer master data, see the *CA - Application Data Archiving and Reorganization* documentation.

The following section explains how to mark master records and their customer accounts for deletion. The deletion process is described in the *FI - Closing and Reporting* documentation.

## Prerequisites

The master record of a customer account cannot be archived immediately. The system first has to check whether the following requirements have been met:

- The account must not contain any transaction figures in the system. Transaction figures from previous years that have not been archived will also prevent the system from deleting the account master record.

- The account must be marked for deletion in its master record.

> You should block an account for posting before you mark it for deletion. The only effect this deletion flag has is to cause a warning to be issued every time you subsequently try to post to this account.
>
> You can delete the test data before going live with your system. For more information, see the *Delete Customer Master Data* activity in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*.

## Process Flow

The organization of master data in your system is also an important part of marking master records for deletion. When you mark a customer master record for deletion, you can set the deletion flag for all company codes or just for one specific company code. Using the central function, you can set a deletion flag for both the *Financial Accounting (FI)* and the *Sales and Distribution (SD)* application components.

You can cancel a deletion flag at any time as long as the master record has not yet been physically deleted from the system.

> If all open items in the customer account you are deleting have been cleared, you should block the account for posting so that no further postings can be made to it. For more information on this, see Blocking a Customer Account [Page 93].

# Result

| To carry out the following maintenance function... | Choose... |
| --- | --- |
| Marking a Customer Master Record for Deletion Centrally [Page 100] | *Master records -> Maintain centrally -> Mark for deletion* |
| Marking a Customer Master Record for Deletion for Accounting [Page 101] | From the *Accounts receivable* main menu, choose *Master records -> Mark for deletion* |

# Marking a Master Record for Deletion Centrally

## Use

You wish to delete a customer master record centrally. First you must set the deletion flag, and the master record is then deleted during the next archiving run.

> After you mark a master record for deletion, you can still post to the account. This is necessary, since you might still need to clear open items. When you post, the system issues a warning that you are posting to an account that is marked for deletion.

## Procedure

Mark a customer master record for deletion centrally as follows:

1. Choose *Master records* → *Maintain centrally* → *Mark for deletion*.

   The initial screen appears.

2. Enter the customer's account number and, if required, the company code and a sales organization. If you do not specify a key for a sales organization, the system does not mark this area for deletion.

3. Choose *Continue*.

   The screen for specifying data for deletion appears.

4. Choose which areas should be marked for deletion by selecting the relevant field.

5. Save your entries.

## Result

The selected master data is marked for deletion and is deleted during the next archiving run.

# Marking a Master Record for Deletion for Accounting

## Use

You wish to delete a customer master record. First you must set the deletion flag, and the master record is then deleted during the next archiving run.

> After you mark a master record for deletion, you can still post to the account. This is necessary, since you might still need to clear open items. When you post, the system issues a warning that you are posting to an account that is marked for deletion.

## Procedure

If you want to mark the customer master record for deletion in accounting, proceed as follows:

1. From the *Accounts receivable* main menu, choose *Master records -> Mark for deletion.*

   The initial screen appears.

2. Enter the customer's account number and the company code.

3. Choose *Continue*.

   The screen appears on which you select which data is to be marked for deletion.

4. Select the *Chosen company code* or *All areas* to be marked for deletion.

   If you select the *All areas* field, the system will later delete all data for all company codes and for all sales organizations in this customer master record.

5. Save your entries.

## Result

The selected master data is marked for deletion and is deleted during the next archiving run.

# Vendor Master Data

Business transactions are posted to accounts and managed using those accounts. You must create a master record for each account that you require. The master record controls how business transactions are recorded and processed by the system.

Specifications you make in master records are used:

- As default values when you post items to the account. For example, the terms of payment you specify in the master record are defaulted for document entry.

- For processing business transactions For instance, bank details and the payment methods (check or bank transfer, for example) are required for automatic payments.

- For working with master records. You can prevent certain users from accessing an account by setting up authorization groups.

In addition, line item display and open item management are defined automatically for each vendor account.

This section explains the concept of vendor master data and describes how to create, display, change, block, and delete vendor master data.

For more information about system settings for creating vendor master records, see the Implementation Guide [Page 24] for *Financial Accounting* under *Accounts Receivable and Accounts Payable*.

# Vendor Master Records: Environment

The following topics explain the function and structure of vendor master records.

# What Data is Contained in the Vendor Master Record?

Data in vendor master records controls how transaction data is posted and processed for a vendor. The vendor master record also contains all the data you require to do business with your vendors.

The master record is used not only in Accounting but also in Materials Management. By storing vendor master data centrally and sharing it throughout your organization, you only need to enter it once. You can prevent inconsistencies in master data by maintaining it centrally. If one of your vendors changes their address, you only have to enter this change once, and your accounting and purchasing departments will always have up-to-date information.

A vendor master record contains:
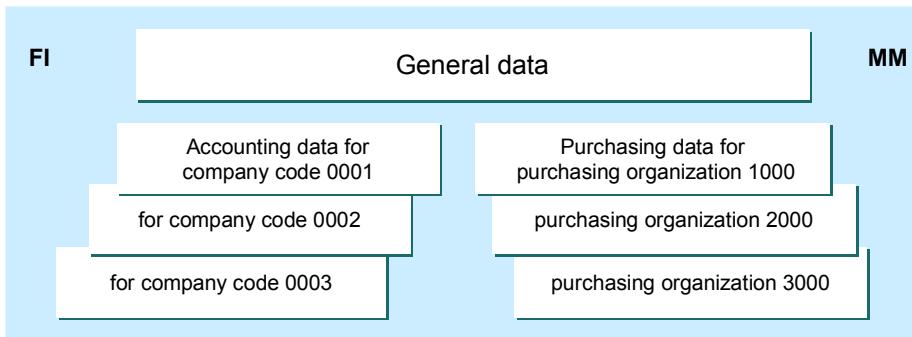
- Vendor's name, address, language, and phone numbers

- Tax numbers

- Bank details

- Account control data like the number of the G/L reconciliation account for the vendor account

- Payment methods and terms of payment set up with the vendor

- Purchasing data

    If you implement *Materials Management (MM)*, you will need purchasing data. For more information on this, see the documentation for *Materials Management*. In *Materials Management*, vendors are represented as suppliers.

# How is the Data Organized?

Master records are divided into the following areas so that each company code and each purchasing organization can store its own information for doing business with vendors.

| FI | General data | MM |
|---|---|---|
| | Accounting data for company code 0001 | Purchasing data for purchasing organization 1000 |
| | for company code 0002 | purchasing organization 2000 |
| | for company code 0003 | purchasing organization 3000 |

1.  General data

    This is data that applies to every company code and every purchasing organization in your company. The general area includes, for example, the vendor's name, address, language, and telephone number.

2.  Company code data

    This is data that is specific to an individual company code. Company code data includes, for example, the reconciliation account number and payment terms.

3.  Purchasing organization data

    This is data relevant to the purchasing organization of your company. For example, requests for quotations, purchase orders, and invoice verifications are stored in this section. You need the *Materials Management (MM)* application component in order to enter this data and print purchase orders.

    Two company codes within an organization do business with the same vendor. The general data, such as the address, is stored in the general area. Both company codes use this data for communication with the vendor. Each company code maintains specific information for financial accounting (for example, the reconciliation account) and for their business transactions with the vendor (for example, payment terms) in their own company code area.

# What is the Function of the Account Group?

Account groups determine:

- The type of number assignment,

- A number range for assigning account numbers,

- Which fields are displayed and whether their entry is optional or required (field status) when you enter or change vendor master data.

- Whether the account is for one-time vendors

To create a master record, you have to specify an account group. The account group cannot be changed after you create the master record. Your system administrator, however, can change the above-mentioned account group specifications. For more information on account group specifications, see the *Define account group with screen layout* activity in Customizing for *Accounts Receivable and Accounts Payable*. For information about system configuration, see Configuring the System Using the Implementation Guide [Page 24]. A change in the account group specifications may be necessary if you want to add fields to the master record that were previously hidden. For instance, if you implement *Materials Management* after implementing *Financial Accounting*, you will need to have additional fields displayed in the master record.

# How are Master Records Numbered?

Each master record has a unique number. You need this number to display or change the master record and to post to the vendor account.

The vendor master record number can be assigned either internally or externally. Internal numbers are assigned by the system, whereas you enter external numbers yourself when you create the vendor master record. External numbers can be alphanumeric.

The account group determines whether account numbers are internal or external and what the valid number interval for a vendor master record is.

The system ensures that the numbers assigned are always unique. With internal assignment, the system selects the next number from the interval. With external assignment, the system prevents you from entering the same number twice.



A vendor account has the same number for all company codes. You can find more information about number ranges in the Implementation Guide for Financial Accounting. For more information about configuring the system, see Configuring the System Using the Implementation Guide [Page 24].

# Screen Layout for Vendor Master Records

Depending on what type of data you keep about your vendors, you can adapt the screens for entering and maintaining vendor master records to meet the requirements at your company.

There are four types of field status:

- Field is ready for input (optional field)

- Field must be filled (required field)

- Field is displayed only (display field)

- Field is hidden

The account group determines the status of the fields in a vendor master record. You have to specify an account group when creating a master record.

When you enter a vendor master record, you must makes an entry in some of the fields. These are indicated by a question mark (**?**). You can only continue onto the next entry screen after you have made an entry in these fields.

# Field Status Definition: Vendor Master Records

The *Accounts Payable (FI-AP)* application component is delivered with predefined screens on which to enter your master data. You can change the layout of these screens by defining the status of the fields in the account group. You can:

- Hide a field

- Make it a required entry (required field)

- Make it an optional entry (optional field)

- Set it for display only

> The screens for master records of one-time accounts should have a different layout to the ones for all other master records. Fields for address, communication, and bank data are not required in the master record for one-time accounts since you enter this information directly in the document. You should therefore hide these fields for one-time accounts. The following graphic shows one screen screen containing all fields, and another for one-time master records:

**Field Status Definition: Vendor Master Records**

Some fields are grouped together so that you do not have to make a separate setting for each of them.

> Fields for interest calculation are grouped together. If you hide this field group, the fields for interest calculation frequency and the last key date are not displayed on the master record screen.

When defining or changing an account group, you specify the status of a field group by simply selecting the required status for the fields or field groups as shown in the illustration below:

| Maintain field status group: Address | Hide | Req.entry | Opt.entry | Display |
|---|---|---|---|---|
| Account group ALL | | | | |
| Vendors general | | | | |
| General data | | | | |
| **Address** | | | | |
| Name 1 | ○ | ● | ● | ○ |
| Title | ○ | ○ | ● | ○ |
| Search term | ○ | ● | ○ | ○ |
| Name 2 | ○ | ○ | ● | ○ |
| Name 3 and 4 | ○ | ○ | ● | ○ |
| Postal code, city | ○ | ● | ○ | ○ |
| Street | ○ | ○ | ● | ○ |
| District | ○ | ○ | ● | ○ |
| Region | ○ | ○ | ● | ○ |
| PO box | ○ | ○ | ● | ○ |
| PO box postal code | ○ | ○ | ● | ○ |
| Country | ○ | ● | ○ | ○ |
| PO box city | ● | ○ | ○ | ○ |

The layout of screens can be affected by several field status definitions. Usually you define the status of a field based on the account group. You can, however, also define the status of a field based on the activity or company code.

## Field Status Definition for Account Groups

You set up the status of screen fields when defining and maintaining account groups. You can use the account group to define the field status separately for the various areas of the master record. You can define the field status for:

• General data area

• Company code area. These settings affect all company codes.

• Purchasing area. These settings affect all purchasing organizations.

> In master records for one-time accounts, you want to hide the fields for address, communication, and bank data. You set the status of these fields in the general data

area, because this is where the fields appear. You have to set the *Reconciliation account* field in these master records as a required entry field, since a reconciliation account must also be specified for one-time accounts. This field is dependent on the company code, and you specify its status in the company code data area.

# Field Status Definition for Activities: Vendor Master Records

The status of a field or field group can also be defined based on the following transactions or activities:

- Display

- Create

- Change

For each transaction, you can define the status of fields separately in the individual areas of a master record in the same manner as account groups:

- General data area

- Company code area. These settings affect all company codes.

- Purchasing area. These settings affect all purchasing organizations.

You can set the display status as well as the other field status settings.

> The reconciliation account field must be entered when creating a vendor master record. You therefore define this field as a required entry in the account group. The reconciliation account entry should not be changed once the master record is created. You therefore set the status of the field in the change transaction to display, so that it cannot be changed when users access the change function for master records.

Field status definitions for transactions are already set in the standard system. If you want to change the standard settings, SAP recommends the following:

- For the **Create** transaction, set the optional status for all fields.

- For the **Display** transaction, set the display status for all field groups unless you want to suppress a particular field group for all account groups.

- For the **Change** transaction, set the optional status for all field groups except those that you do not want users to change once they are specified. Set the status of these fields to either display or suppressed.
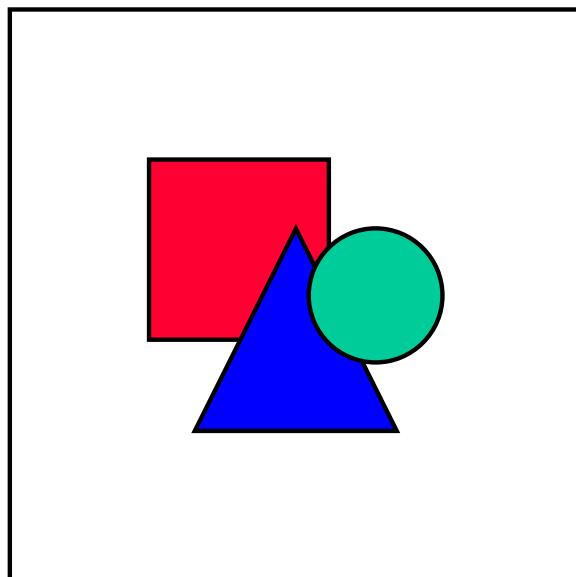
# Field Status Definition for Company Codes: Vendor Master Records

In addition to defining a field status for account groups and activities, you can define field status based on company codes if you want to set the status of fields in one company code differently from all other company codes. When defining the status of these fields, you have to enter the number of the company code in question.

> Suppose that for a given company code, you do not need the fields for export credit insurance in vendor master records. In this case, you would suppress these fields by defining their status dependent on that company code.



> In the standard system, the default field status is set for all company codes. If you do not change this setting, all field groups in the company code area of master records have the optional entry status.

# Linking Field Status Definitions

When you create, display or change a master record, the settings you make for the various field status definitions are linked with each other. This means that the fields in a field group adopt the status that has the highest priority.

Hidden status has the highest priority, followed by display, required, and optional status. The table below contains different field status definitions and shows what the actual status would be once they are combined.

| Specification for | Field status definition | | | |
|---|---|---|---|---|
| Account group | Hide | Required entry | Required entry | Optional entry |
| Activity | Display | Display | Optional entry | Display |
| Company code | Required entry | Optional entry | Optional entry | Optional entry |
| | | | | |
| Result | Hide | Display | Required entry | Display |

# Functions of the Reconciliation Account: Vendor Master Records

When you post items to a subsidiary ledger, the system automatically posts the same data to the general ledger (see the following illustration). Each subsidiary ledger has one or more reconciliation accounts in the general ledger. These reconciliation accounts ensure that the balance of G/L accounts is always zero. This means that you can draw up balance sheets at any time without having to transfer totals from the subledgers to the general ledger.



You have to specify a reconciliation account in every vendor master record. Settings made in a reconciliation account also affect the vendor accounts:

- You can use the reconciliation account to configure the screens for posting items to vendor accounts. Using the reconciliation account you could, for example, hide the fields for exchange rate hedges if these types of transaction are not made. For more information, see the documentation on *Document Posting*.

- You can also use the reconciliation account to specify which currencies you can use in posting to the corresponding vendor accounts.

    For more information on reconciliation accounts, see the documentation on *General Topics in Financial Accounting*.

# Access Authorization

You can restrict access to master records in order to prevent unauthorized changes. Depending on how you organize your master data, you can assign authorizations for maintaining this data. For example, one user may have authorization to maintain all master data, while another may have authorization to maintain only accounting master data.

You can even assign authorizations for different types of processing. All users could have authorization to display master records while only a limited group of users may be able to create and change master data.

Authorizations are specified during system configuration and assigned to each user in her user master record. The Implementation Guide for Financial Accounting explains how to set up authorizations. For more information on configuring the system, see Configuring the System Using the Implementation Guide [Page 24].

# Special Fields in Vendor Master Records

The following fields in vendor master records have special functions:

# Search Term: Vendor Master Records

If you do not know a vendor account number, you can search for the vendor master record using certain fields in the master record. Most of the time you will want to search for an account using the vendor's name. The R/3 System uses the *Search term* field, which is independent of the *name* and *address* fields, for this type of search. A search term is required since the vendor's name for search functions is formulated differently from how it is formulated in the address.

Your company should have rules on how to enter this field to keep it consistent. The search term usually consists of only the most important parts of a vendor's name. Before you make any entry in this field in the master record, find out how your company wants this field filled. The system does not distinguish between upper and lower case letters.

The name of the vendor's business is **Dr. Dwight Evans & Sons, Limited**. You enter the full name of the company in one of the *Name* fields for the address format. To keep the search terms consistent, your company has decided that supplementary name data (such as "Dr" and "& Son") is not to be entered in the *Search term* field. Therefore, all your accounting personnel know that supplementary name data is not required for a search and accordingly enter only the name **EVANS** in the *Search term* field.

# Alternative Payee

The payment program can make payment to a vendor other than the one to which the invoice was posted. Payment is made to an alternative payee, which must be specified in the master record.

You can specify an alternative payee in the general data area and in the company code data area. The alternative payee specified in the general data area is used by every company code. If you specify an alternative payee in both areas, the specification in the company code area has priority.

To always make vender payments to an alternative payee, proceed as follows:

1. Create a vendor master record for the alternative payee. Block this account against posting.

2. Specify the account number of the alternative payee in the *Alternative payee* field within the payment transactions section of the vendor master record.

> When making payments for this vendor, the payment program will always access the name and address of the alternative payee.

In some instances it may be better to specify a payee in the document. To do this, you have to activate this function by selecting the *Payee in document* indicator in the general data area. When you enter documents for this account, the system displays a field in which you can enter an alternative payee.

The system always uses the payee which is most specific. This means that when you enter a payee in a document, it has priority over payees specified in the master record.

# Affiliated Companies: Vendor Master Records

If invoices are sent to companies which are members of your consolidation group, you have to include these companies in consolidation. All sales revenues originating from business transactions within the corporate group have to be eliminated (elimination of intercompany revenue and expense). To enable the system to eliminate these revenues, you need to specify a standard, corporate-wide company ID in the *Trading partner* field in every vendor master record set up for an affiliated company. The consolidation system uses this number to identify intercompany revenues and expenses for consolidation purposes.

# Clearing Between a Customer and Vendor

If a vendor is also a customer, or vice versa, you can have the payment program and the dunning program clear the vendor and customer open items against each other. You can also select the customer line items when you display the vendor line items for this account.

Before you can clear items between a vendor and customer account, you must:

1. Create a customer master record for the vendor who is also a customer.

2. Enter the customer account number in the *Customer* field in the control section of the general data in the vendor master record.

3. Enter the vendor account number in the *Vendor* field in the control section of the general data in the customer master record.

4. Select *Clrg with vend.* and *Clrg with cust.* in the company data in both the customer and vendor master records. In this way, each company code can decide separately whether it wants to clear the customer with the vendor.

# Group: Vendor Master Records

If several vendors belong to a group, you can define this information in the master record. To do so, enter a user-defined key in the *Group* field in the general data section of the record. You can use this key when running evaluations, or use the field as a matchcode.

# Assigning Master Records to Accounting Clerks

## Use

You wish to assign a specific accounting clerk to customers or vendors for processing their master data.

## Prerequisites

You can assign every user an ID based on the company code in Customizing.

## Features

In Customizing, you enter the accounting clerk's name under the ID. The clerk enters the ID in the customer and vendor master records for which he or she is responsible. The accounting clerk's name is then printed in any correspondence with the customers or vendors. Dunning lists and payment proposal lists are sorted by clerk.

## Activities

Enter the accounting clerk's ID in the master record.

# Functions for Maintaining Vendor Master Data

The following functions are available for processing vendor master records:

- Create

- Change

- Display

- Block/unblock

- Mark for deletion/remove mark

If your company also has the *Materials Management (MM)* application component, you can create and maintain vendor master records either together or separately as follows:

- Separately for the company code

- Separately for the purchasing area

- Centrally for both the company code and purchasing area at the same time

To enter data in the purchasing area, you need the *Materials Management (MM)* application component. There are three different ways to process master records since they are often created and maintained by different departments. In some companies, accounting and purchasing personnel maintain the general area together and their own areas separately. In other companies, vendor master records are maintained centrally.

Depending on how your company organizes its vendor information, authorizations will be assigned for creating and maintaining vendor records. This means that not every user may be able to use every function.

**See also:**

Selecting Screens to Display Vendor Master Data [Page 125]

Additional Functions for Maintaining Vendor Master Data [Page 126]

# Selecting Screens to Display Vendor Master Data

You can select certain individual screens when you want to display or change information in the vendor master record (**screen selection**). Instead of having to go through every screen, you go directly to the necessary screen.



> You want to display data for payment transactions. To do this, you select the payment transaction screens on the initial screen. You then go directly to the corresponding screens.

# Additional Functions for Maintaining Vendor Master Data

The following functions are available for maintaining vendor master data:

- **Change the editing function**

  Under the *Vendor* menu, you can branch from the display function to the change function. You can also retrieve another master record to change or display. You can exit the function at any time.

- **Save the master record**

  You can save the vendor master record in any screen and return to the initial screen. When you create a master record, the system ensures that you fill out all the required fields. Choose *Vendor* → *Save* from the menu bar.

- **Dual control for changes to the master record**

  You can protect important fields in your vendor master records against incorrect or unauthorized changes. When a "sensitive" field is changed, the vendor account remains blocked for the payment run until the field changes have been confirmed by a second authorized person.

  The second authorized person confirms the changes to the master record under *Confirmation of change* in the main menu for vendor master records.

- **Go to another screen**

  The data in a vendor master record spans several screens. When displaying or changing a vendor master record, you can branch between screens by choosing *Goto* and then the required screen.

- **Administrative data, blocking data, and deletion flags**

  Under the menu bar option *Extras*, you can choose the following functions:

  - *Administrative data* shows you who created the master record and when.

  - *Blocking data* shows you whether the account is blocked.

  - *Deletion flags* show you whether the master record is marked for deletion.

  - In the *Blocking data* and *Deletion flags* functions, you can also set and remove the flags for blocking or deleting the master record. To do this, however, you have to be in the change function.

- **Texts**

  You can use the *Texts* function to enter texts about the vendor. This function is found under *Extras*.

- **Documents**

  You can use the *Documents* function to allocate documents that were scanned into the system (business reports or newspaper articles) to a vendor. This function is found under *Extras*.

- **Address versions**

You can use this function to manage addresses in several scripts. This function is used in Japan, for example. The address versions are not, however, read by the system when it is configured to the standard settings.

- **Purchasing data**

  By choosing *Goto* → *Purchasing data*, you can display the vendor's purchasing data and partner functions.

- **Field and account changes**

  You can use the functions *Field changes* and *Account changes* to display changes to a certain field or to the entire vendor master record. Choose these functions via the menu bar option *Environment*.

- **Reference account**

  You can use the *Reference account* function to display the master record of an account specified as a reference in the vendor master record. If your vendor is also a customer, for example, you can switch to the customer master record. If you keep head office and branch accounts, you can also display the master record of the head office. Choose this function from the menu bar option *Environment*.

- **Bank details**

  When you enter, change, or display bank details in a vendor master record, you can display the master data of the banks specified in the master record. Choose this function from the menu bar option *Environment*.

# Creating a Vendor Master Record: Overview

Before you create a vendor master record, you will have to make and check over some system settings. For more information, see the activities under *Preparations for Creating Vendor Master Records* in Customizing for *Accounts Receivable and Accounts Payable*. For more information on configuring the system, see Configuring the System Using the Implementation Guide [Page 24].

Vendor master records are used by both the Accounting component and the Purchasing component. Before you create a vendor master record in Accounting, you need to make sure that the master record is not already created in Purchasing. You can use the system's search facilities to do this. See the document *Getting Started with the R/3 System* for more information about these search facilities. You can also switch on the automatic duplication check to ensure that users do not create the same master record twice. For more information about this system check, see the *Change message control for vendor master data* activity in Customizing for *Accounts Receivable and Accounts Payable.* For information about system configuration, see Configuring the System Using the Implementation Guide [Page 24].

The following topics explain how to create a vendor master record centrally for both Accounting and Purchasing and how to create a master record for just Accounting. Creating a vendor master record centrally involves entering data for both Accounting and Purchasing in one step. This method is possible only if you have purchased and installed the *Materials Management (MM)* application component. See the *Materials Management (MM)* documentation for more details about this.

To enter master data for the accounting department only, use the corresponding functions in Accounting.

**See also:**

Creating a Vendor Master Record Using a Reference [Page 129]

Creating a Vendor Master Record Centrally [Page 131]

Creating a Vendor Master Record for a Company Code [Page 133]

Special Features in Data Entry [Page 134]
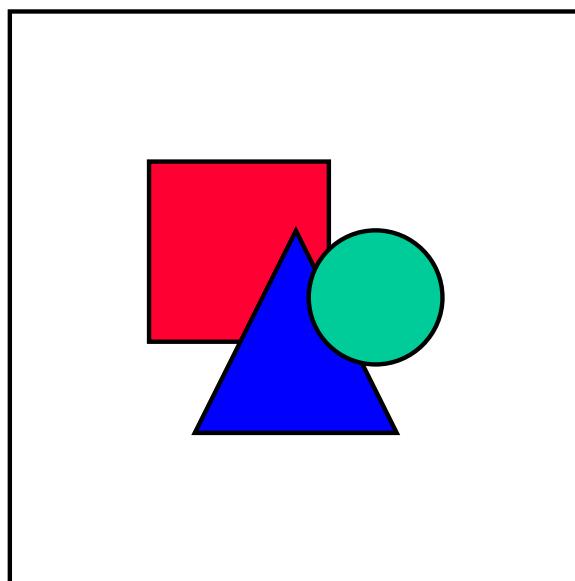
Creating Head Office and Branch Accounts [Page 141]

Creating One-Time Accounts [Page 143]

# Creating a Vendor Master Record Using a Reference

You can create a master record by referencing an existing one, in which case the system copies certain data from the reference master record. However, the system does not transfer all data; which data is transferred depends on several factors:

- The system only transfers data that is not vendor-specific. For example, the address or a block indicator is not transferred from the reference master record.

- The transfer of data depends on the data you have already entered for your vendor. In general, if you have already maintained data, the data is not overwritten with data from the reference record.

    - For example, if you have already created the general data, such as the name, address, and phone number, only the company code data is transferred when you enter the company code data. To transfer the company code data only, you must specify the company code of the reference master record. When you create the data for the purchasing department, again only the corresponding data is transferred from the reference master record.

    - If you have not yet created the general data, only the language and the country are transferred from the reference master record.

- You determine which data is transferred by specifying which areas are to be transferred from the reference master record. If you do not specify a purchasing organization for the reference, for example, the purchasing data is not transferred.



> When you create a new vendor master record in this way, you can choose whether you want to use the account group of the reference master record. In this case, do not enter an account group for the master record to be created. The system automatically transfers the account group from the reference master record.

You can use a vendor master record from any company code as a reference. The data from the reference is used merely for default values. You should check each screen before saving and, if necessary, add data or change the default data.

**Creating a Vendor Master Record Using a Reference**

Creating a Vendor Master Record Using a Reference

# Creating a Vendor Master Record Centrally

If you have purchased, installed, and configured *MM Materials Management*, you can create a vendor master record centrally as follows:

1. From the *Accounts Payable* menu, choose *Master records → Maintain centrally → Create*.

   The initial screen for creating the vendor appears.

2. If you use **external number assignment**, enter the vendor's account number.
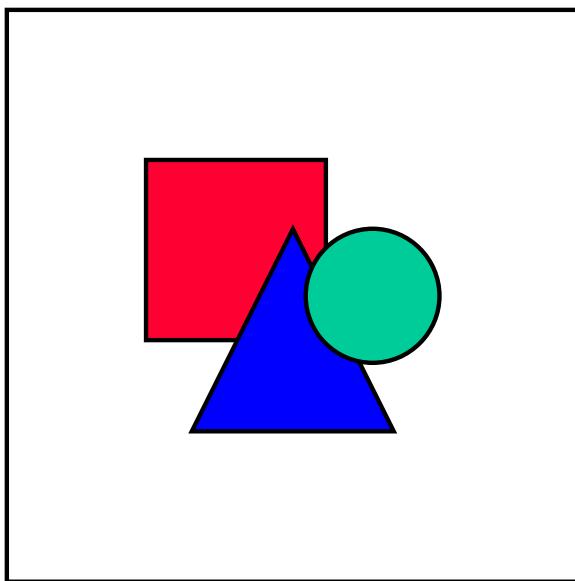
   If you use **internal number assignment**, the system assigns a number when you save the vendor master record. Until then, the word "INTERNAL" appears on the screen in place of the account number.

3. Enter a company code and a purchasing department, depending on the data areas you want to maintain.

   You can only enter data in a company code or a purchasing department, if you specify one or the other. Otherwise, you can only enter the general data of the vendor master record.

4. Enter an account group and select ENTER.

   The first screen for entering vendor master data appears.

   

   When you create a vendor master record for which the general data has already been created, the first screen for the company code or purchasing department data appears.

5. Enter the vendor data and select ENTER to reach the next entry screen.

   In each screen the system displays, in the upper left-hand corner, which data area you are entering data for. When you enter company code or purchasing data, the company code or the purchasing organization is displayed. If neither of these is displayed, you are in the general area.

6. In the last screen, save your master data by choosing *Vendor → Save*.

**Creating a Vendor Master Record Centrally**
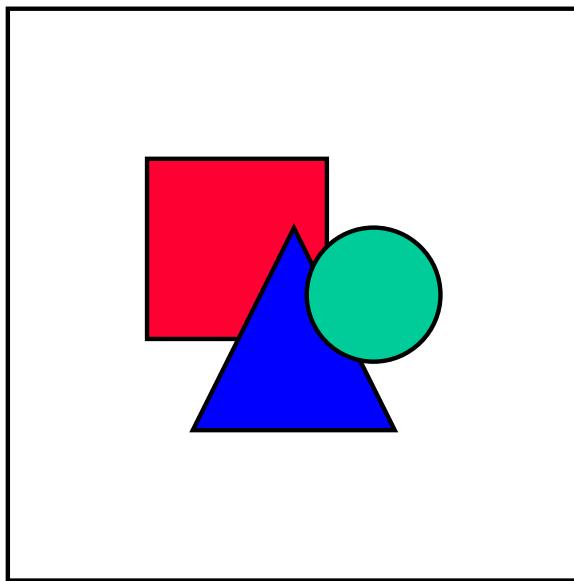
The system displays the initial screen again, with a message confirming that the data is saved.

# Creating a Vendor Master Record for a Company Code

Create a master record for accounting only as follows:

1.  From the *Accounts Payable* menu, choose Master *records* → *Create*.

    The initial screen for creating the vendor appears.

2.  If you use **external number assignment**, enter the vendor's account number.

    If you use **internal number assignment**, the system assigns a number when you save the master data.

3.  Enter the company code and the account group and select ENTER.

    The first screen for entering master data appears.

4.  Enter your vendor data and then select ENTER to reach the next entry screen.

5.  Save your master data by choosing *Vendor* → *Save*.

The system displays the initial screen again and a message that confirms that the data is saved.



If you have created master records in one company code and require exactly the same master records in another company code, you can distribute the newly created master records to other company codes via the following menu path in the *Financial Accounting Configuration* screen: *Tools* → *Data distribution* → *Accounts payable* → *Send.*

For more information on this topic, consult the *Implementation Guide*.

# Special Features in Data Entry

When you create a vendor master record, you must enter certain data in special entry screens. This is data you need to enter in exceptional cases only. This data includes:

- Bank data, in cases where there is no bank master data yet

- Dunning procedures

- Texts

- Documents

The system also offers a special selection function for entering payment methods. This function is described below.

**See also:**

# Entering Bank Details

For each vendor, you can specify as many banks as you require. To pay a vendor by bank transfer using the payment program, you must enter the vendor's bank country, bank key, and bank account number) in the vendor master record. For control purposes, the system then displays the bank name data.

When you enter your vendor's bank address, the system checks whether master data already exists for this bank. If not, the system goes to the maintenance screen for bank master data. You maintain your vendor's postal giro accounts in exactly the same way as other bank accounts.

Whilst maintaining vendor master records, you can enter bank address details by carrying out the following steps:

1. In the screen for payment transactions, enter the bank country, the bank key, the bank account number, and a control key (required in France).

   If appropriate, you can indicate whether direct debiting is allowed for this account. You can also enter a unique bank key of your choice for the payment program in the field *BnkType*. With the help of this bank ID, you can specify in the document line item which of the business partner's banks is to be used.

2. Press ENTER.

   If there is no master data for the specified bank yet, the system displays a pop-up window where you can add bank master data.

   a) Enter the master data for the bank.

   b) Select ENTER to return to the entry screen for vendor master records.

The bank data is saved when you save a vendor master record.

To change or add to bank master data, place the cursor on the required bank and choose *Environment* → *Bank data*. The system displays a window for entering and maintaining master data.
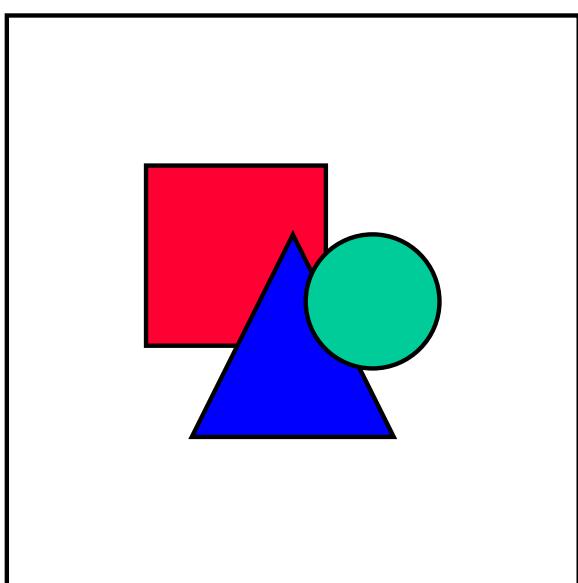
# Entering a Payment Method

You can enter payment methods in the payment transactions screen for company code data. Each payment method is represented by a single letter or number.

If you already know the characters for payment methods, enter one or more in the field *Payment methods*.

If you do not know the characters, choose the *possible entries* button (F4) in order to display the values you can enter. Select the payment methods you require from this list.

The system transfers the selected payment methods to the field *Payment methods*. You can overwrite these specifications.



If you enter a specific payment method in the item to be paid, then this specification has priority over the entry which has been made in the master record. You may also enter payment methods which are not listed in the master record in the item.

# Entering a Dunning Procedure

You can enter a dunning procedure for your vendor in the screen for correspondence. This dunning procedure is used for the standard dunning area. If you use other dunning areas in your company, you must enter them in a separate entry screen. To do this, proceed as follows:

1.  Enter the key for your standard procedure in the company code data in the field *Dunning procedure* in the *Create vendor: Accounting Correspondence* screen. If you do not have dunning areas, skip steps 2 and 3.

2.  To define dunning procedures for other dunning areas, choose *Details* → *Dunning areas*.

    The screen for maintaining dunning areas appears.

3.  Enter the data for your dunning areas.

    This data includes the dunning area and the dunning procedure. You can also enter a dunning block for the dunning area or an alternative dunning recipient, if the dunning letter is not to be sent to the vendor from whom the receivable is due.

4.  Choose *Goto* → *Back*.

    You return to the screen *Create Vendor: Correspondence Bookkeeping*. The system saves your entries when you save the vendor master data.

# Entering Text

For each vendor, you can enter explanatory texts. You enter central information under general data, and accounting-specific texts, such as "information on withholding tax", on company code level.

The text types which are relevant will be specified during system setting. For each text type, you can create a new text in a different language.

Enter text about the vendor as follows:

1. From the menu bar while entering a vendor master record, choose *Details* → *Texts*.

    A window appears, in which you can enter text.

2. Select one of the suggested text types and enter text in the column *Line 1*.

    To enter the text in a language other than your logon language, specify the key for the other language in the column *Lng*.

    The symbol * in front of a line signifies that the text has already been edited.

    When this symbol is at the end of a line, it means that there is more text for this text type than can fit into a single line.

    In order to add text in a different language to a particular text type, place the cursor on the relevant text type and choose *Edit* → *Create text.* Then you can enter the language key and the text for it.

3. Choose *Edit* → *Detail text* to call up the text editor. The editor allows you to enter any length of text.

4. Before quitting the text editor, choose *Text* → Save.

5. Choose *Goto* → *Back*.

    The initial screen for text entry appears. The first line of your text is displayed.

6. Choose *Goto* → *Back* once more in order to quit the window for text entry.

You return to the screen at which you started. The system stores your entries when you save the vendor's master data.

# Assigning Documents

You can assign documents that have been scanned into the system, such as business reports, newspaper articles, or graphics, to each vendor. In order to be able to use the document management system however, you must be using the SAP Archive Link.

To assign a document to a vendor, proceed as follows:

1. When entering or changing a vendor master record, choose *Extras* → *Documents*.

    The dialog box *Vendor - Link with documents* appears.

2. Here you enter a document type and name. If you do not know the name, you can display a list of all the documents in the system with the function *Find document*. Double click on the document you want to select; it is immediately assigned to the vendor and subsequently displayed in the dialog box *Vendor - Link with documents*.

3. You can display a document that you selected for a vendor with the function *Display*.

For more detailed information on the functions of the document management system, refer to the Logistics documentation, *MM Production Planning* under *Master Data and Central Functions, Document Management.*

# Classifying Vendors

When maintaining master records, you can classify vendors by choosing *Environment* →
*Classification* from the menu bar. Which classes are possible will have been defined in
customizing.
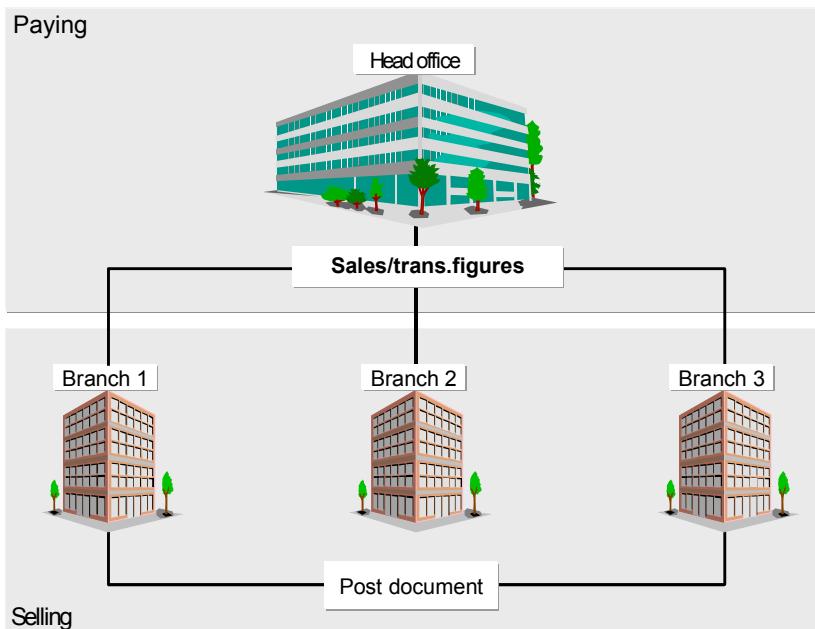
In Financial Accounting, you can use this function to group your vendors by sales figures or
sectors, i.e. to classify them.

You can find more information on classifying in the *MM Vendor Evaluation* and *MM Classification*
Guides.

# Head Office and Branch Accounts

In some industries, branches of a company sell their goods independently but the accounting for these sales is performed centrally (at the head office). You can represent this type of organizational structure in the R/3 System by using head office and branch accounts.

First you need to create head office and branch accounts. The sales orders are managed in the branch account. The sales and transaction figures, however, are not posted to this account but rather automatically to the head office account. Payments are cleared centrally by the head office, meaning that outgoing payments can be made for several branches in one step, using the head office account.



## Link between Branch Accounts and Head Office Account

To link branch accounts to a head office account, you must enter the number of the head office account in the *Head office* field in the branch account master record. This field is contained in the company code area of the master record.

The head office account can be any vendor account except one-time accounts or branch accounts themselves. Branch accounts and head office accounts must belong to the same company code.

## Line Item Display

When you are entering the parameters for line item display, you should note the following: for head office accounts, enter the key **004** in the field *Sort key*. This instructs the system to display the line items for the head office account sorted by branch. This key is defined in the table for allocation rules.

For more information on line item display and the *Sort key* field, see Sorting Line Items [Page 232]

## Correspondence

You can set up your system to cater for written correspondence with vendors a) for the head office, broken down per branch or b) for each branch individually. If you want to create correspondence (such as dunning notices and account statements) for the individual branches instead of the head office, you have to select the *Local processing* field in the vendor master record of the head office on the *Create Customer: Correspondence* screen. You can also define payment methods in the master records of the branches and head offices. For example, if you want to have certain payment methods for particular branches, enter these in the master records of the branches concerned and do not enter any payment method in the head office master record. If you enter payment methods in both head office and branch master records, all payment methods are possible.

# Creating One-Time Accounts

For vendors with whom you do business only once or rarely, you should create one and only one vendor master record. This "one-time account" makes it possible to enter the vendor name, address, phone number, and bank address data when you enter the invoice. This conserves space on the disk drive, since you do not enter an entire vendor master record for each vendor from whom you make only one purchase.

> You purchase from a vendor, because your main vendor could not supply you. In this case, you post the invoice to a one-time vendor account. You do not create a separate master record for this vendor.

In contrast to other vendor master records, a one-time vendor master record is used for several vendors, so that you do not have to create a large number of vendor master records that are used only once. As a result, you do not store any vendor-specific data in the vendor master record for one-time accounts. When you post to a one-time account, the system automatically goes to a master data screen. In this screen, you enter the specific master data for the vendor, which is stored separately in the document. This includes name, address and bank address data, for example.

You create, display, block, and delete one-time vendor master records in the same way as all other vendor master records. You can find more information in the appropriate topics of this section. The next sub-topics describe the special features of one-time accounts only.

## Account Group

Each vendor master record for one-time accounts must have its own account group. Via this account group, the vendor-specific fields, such as *name*, *address*, and *bank address data*, are suppressed from display when you enter the vendor master record. You enter this data when you enter the document.

## Reference Account Group

You can specify a reference account group in the *Control* group in the general data area. This account group determines the status of fields when posting to the one-time account, that is, what fields are displayed and which ones require an entry. The fields are controlled in the same manner when displaying or changing a one-time document, although the document change rules also determine whether a field is changeable or not.

If you do not specify a reference account group, every field on the one-time account screen is ready for input during document entry.

You can use an existing account group as your reference account group or you can create an account group specially for this purpose. For more information on this, see the *Define account groups with screen layout (vendors)* activity in Customizing for *Accounts Receivable and Accounts Payable*. For information about system configuration, see Configuring the System Using the Implementation Guide [Page 24].

## Reconciliation Accounts

To create one-time master records, you have to specify a reconciliation account. If you differentiate between reconciliation accounts in your company, you will need to take this into account when creating one-time master records. Your company may have different reconciliation

**Creating One-Time Accounts**

accounts for domestic and foreign payables. You would then have to create two one-time master records for these accounts.

## Line Item Display

You post line items to a specific vendor account. Later, you can display the line items in the line item display screen. The *Sort key* field in the vendor master record determines how the displayed line items are sorted. If you enter a search term in the vendor master record, the system makes an entry in the *Allocation* field on the basis of the sort key you specified, when you post line items to the vendor account. When you display line items in the account, the system sorts the line items according to the *Allocation* field. You can change the sort sequence while you display line items.

For line item display, you should enter a key for sorting line items in the *Sort key* field. Keys 022 and 023 are provided in the standard system with the following meanings:

- Enter **022** to have the system sort and display line items according to vendor name and city.

- Enter **023** to have the system sort and display line items according to city and vendor name.

Sort criteria can also be specified when entering a document. These criteria will override the sort keys specified in the master record.

# Displaying a Vendor Master Record

Both the accounting and purchasing departments can have access to a vendor master record. You can display either the general and company code data (the accounting data) or the entire vendor master record (with purchasing data). Personnel in the purchasing department can display the data about purchasing, invoice verification, and inventory control for a vendor.

This topic describes how you display a vendor master record either centrally or for accounting. You can find further information on the purchasing functions in the *MM Materials Management* documentation.

## Display a Vendor Master Record Centrally

If you have purchased, installed, and configured the *MM Materials Management* application component, you can display a master record centrally as follows:

1. From the *Accounts Payable* menu, choose *Master records* → *Maintain centrally* → *Display*.

    The system displays the initial screen for displaying master data, *Display Vendor: Initial screen*.

2. Enter the account number, the company code and the purchasing organization.

    Depending on the data you want to display, you can omit the company code or the purchasing organization.

    A vendor master record spans several screens. If you want to see particular data only, you can select the screens you want to see in the initial screen. The system then shows you the corresponding screens only.

3. Select the screens you wish to display.

4. Select ENTER.

    The vendor master record is displayed.

5. To leave the display, choose *Vendor* → *Exit*.

    You return to the area *menu*.

## Display a Vendor Master Record for Accounting

If you want to display only that vendor master data required by the accounting department, proceed as follows:

1. Choose *Master records* → *Display*.

    The system displays the initial screen for entering a vendor master record.

2. Enter the vendor account number and the company code.

    A vendor master record spans several screens. To display particular data only, select the screens in the initial screen. The system then displays the corresponding screens only.

3. Select one or more screens to display by clicking in the field before the name of the screen.

4. Select ENTER to reach the next screen.

    The system displays the next screen that you have selected in the vendor master record.

**Displaying a Vendor Master Record**

5.   To leave the display, choose *Vendor* → *Exit*.

 This returns you to the *Accounts Payable* menu.

# Changing a Vendor Master Record

Except for a few fields, you can change all data in a vendor master record. The restrictions on changing data are explained in "Notes on Changing" below. Authorizations may restrict changing master data, so you may not be allowed to change some fields. Ask your system administrator for more information about authorizations.

As already explained, vendor master records span several screens. Correspondingly, the system has several change functions. You can:

- Change data centrally (general, company code, and purchasing data)

- Change accounting data only (general and company code data)

- Change purchasing data (general and purchasing data)

Your authorizations determine the functions that you may use. The following describes the first two change functions. Read the *MM Materials Management* documentation for detailed information on the purchasing functions.

Vendor master records span several screens. Generally speaking, you will only want to change certain data. You can select the screens to make changes directly in the initial screen.

The system logs all changes. For each field, it stores the time of change, the name of the user, the current and the previous field contents. You can display changes to the entire vendor master record or to a special field. You can find further information in Displaying Changes to Vendor Master Records [Page 151].

## Notes on Changing Master Records

After you create a vendor master record, you can not change the account number and the account group. You can change all other fields. Your system administrator can restrict some fields from being changed via field *status specifications* or via *authorizations*. These fields are then merely displayed. This is recommended for the reconciliation accounts, for example, so that they cannot be changed by mistake. See the *FI System Administration Guide* for details about how to restrict change authorizations. For more information on configuring the system, see Configuring the System Using the Implementation Guide [Page 24].

When changing master data, you should note the following:

- If you change the sort key for line item display, all line items posted after the change are sorted according to the new sort key.

- If you change the date of the last dunning run or the last interest calculation, this change will affect the next interest calculation or dunning run for the account. As a result, the account may be dunned or interest may be paid on the account sooner or later than if you had not made the changes.

- If after posting to the vendor account, you change the reconciliation account number specified in the vendor master record, you will have to make an adjustment to the payables accounts at year end in order to create your financial statements. You make this adjustment by running the balance sheet adjustment program.

- If you do not set the *Record payment history* indicator when first creating the master record and then decide later to set it, keep in mind that payments made prior to setting the indicator are not included in the payment history analysis.

**See also:**

**Changing a Vendor Master Record**

# Changing a Vendor Master Record Centrally

Change a master record centrally as follows:

1. From the *Accounts Payable* menu, choose *Master records* → *Maintain centrally* → *Change*.

    The system displays the initial screen for changing master data.

2. Enter the vendor account number, the company code and the purchasing organization.

3. Select which screens of the vendor master record to display by clicking in the field next to the name of one or more screens.

    Depending on the data that you want to change, you can omit the company code or the purchasing organization.

    Vendor master records span several screens. Generally speaking, you will want to change only certain fields. You can select the screens to make changes directly on the initial screen.

4. Select ENTER to reach the next screen.

    The system displays the vendor master record.

5. Change the required data by overwriting it or adding to it.

6. Save your changes by choosing *Vendor* → *Save*.

    You return to the area *menu*. The system confirms that the data has been saved with a message.

# Changing a Vendor Master Record for Accounting

If you want to change only the accounting data in a vendor master record, proceed as follows:

1. Choose *Master records* → *Change* from the *Accounts Payable* menu.

   You reach the initial screen for changing master data.

2. Enter the vendor account number and the company code.

   Vendor master records span several screens. Generally, you wish to change certain fields only. You can select the screens to make changes directly in the initial screen.

3. Select which screens of the vendor master record to display by clicking in the field before the name of one or more screens.
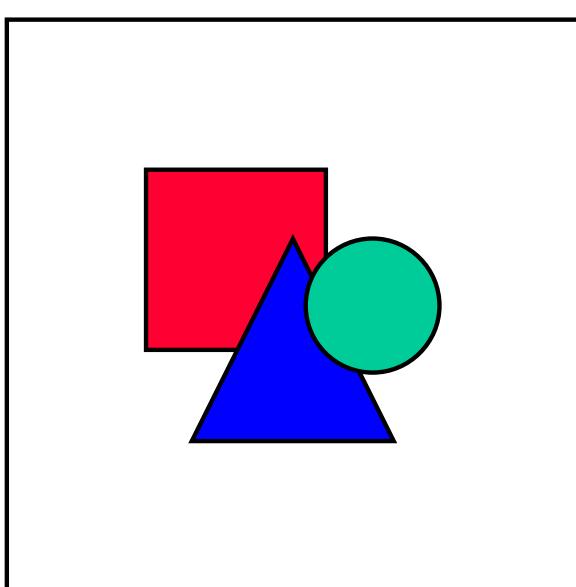
4. Choose ENTER.

   The master data from the account is displayed.

5. Change the required data by overwriting it or adding to it.

6. Save your changes by choosing *Vendor* → *Save*.

   You return to the area *menu*. The system generates a message, confirming that the data has been saved.



   If you have changed master records in one company code and want to make exactly the same changes in other company codes, you can distribute these changes to the required company codes using the *Send* function. To access this function, choose *Master records* → *Compare* → *Company codes* → *Send* from the *Accounts Payable* menu. For more information on this topic, refer to the *Implementation Guide*.

# Displaying Changes to Vendor Master Records

When you change a master record, the system logs these changes and generates change documents. For each field, it stores the time of change, the name of the user, and the previous field contents.

You can display all the changes for the following:

- A certain field

- A master record

- For several vendor master records

The following changes are displayed separately:

- Overwritten field contents

  - Any bank details and/or dunning areas entered after the master record was created

- Any bank details and/or dunning areas that have been deleted

Using the change documents, you can see which changes were made when.

From the *Accounts Payable* menu, you can display changes to a vendor master record as follows:

1. Choose *Master records* → *Maintain centrally* → *Display changes*.

   The system displays the initial screen for displaying changes.

2. Enter the vendor's account number and the company code and, optionally, a dunning area, a purchasing organization, a date after which the account was changed, or a user that made the changes.

   You can limit the changes display by specifying a change date and a user name.

3. Choose ENTER.

   The system displays a list of types of changed fields.

4. Select the changes you want to display:

   – To display a field change, place the cursor on the required field and select it.

   – To display all changes, choose *Goto* → *All changes*.

   – To display the entered bank data or dunning areas, choose *Goto* → *Entries*.

   – To display deleted bank data or dunning areas, choose *Goto* → *Deletions*.

   – To display the change document, choose *Goto* → *Change document.*

5. Leave the display of changes by choosing *Account changes* → *Exit*.

## Displaying Changes in Several Vendor Master Records

You can use program RFKABL00 to produce a list of the changes made to a certain specified number of vendor master records. To start this program, proceed as follows:

1. Choose from the *Accounts Payable* menu *Periodic processing* → *Info system* → *Report selection* → *Adequacy and documentation* → *Master data* → *Changes*.

**Displaying Changes to Vendor Master Records**

2.  *Choose Program  → Execute.*

Displaying Changes to Vendor Master Records

# Dual Control for Changing Master Records

## Use

You can use dual control to provide more security when changes are made to sensitive data in your customer and vendor master records.

## Integration

This function can be used for changing customer master records (FI-AR) and vendor master records (FI-AP).

## Prerequisites

You must define the required sensitive fields in the customer or vendor master record in Customizing (IMG) for *Financial Accounting*. To do so, choose *Financial Accounting → Accounts Receivable and Accounts Payable → Customer Accounts → Master Records → Preparations for Creating Customer Master Records → Define Sensitive Fields for Dual Control.*

You must be authorized to change master records. You also define authorizations in Customizing (IMG) for *Financial Accounting*. To do so, choose *Financial Accounting → Financial Accounting Global Settings → Maintain Profiles.* The person who makes the changes is never allowed to confirm his or her own changes.

## Features

You can define the required master data fields as sensitive in Customizing.

When an authorized accounting clerk changes a sensitive field in the customer or vendor master record (such as *Alternative payee*), the relevant account is automatically blocked for the payment run.

The account remains blocked until a second authorized person confirms the master data changes. However, it is still possible to make a further change to an account that is already blocked.

The second authorized person is informed of the changes by mail or by other means, and then uses the function *Master records → Confirmation of change → Single* (or *→ List*) to edit the changes.

If the second authorized person cannot confirm the change to the master data, the master data object is returned to the clerk. Where this happens, the reply contains an explanatory text requesting that the clerk alters his or her change, or resets the master data.

# Confirm or Refuse Master Record Changes

## Use

You are using dual control for master data maintenance and wish to confirm changes made to sensitive fields in the master record.

## Prerequisites

You are authorized to confirm changes and have not changed the sensitive master data fields in question yourself.

## Procedure

You can edit changes to master data either individually or in lists.

5.  From the *Account receivable* menu, choose
    *Master records → Confirmation of change → List* or
    *Master records → Confirmation of change → Single.* This procedure describes the *List*
    editing function.

6.  If you choose *List,* the *Display/Confirm Critical Customer Changes* dialog box appears.

7.  Select the required accounts (for changes to the general data) and, if necessary, the required
    company codes (for changes to the company code data).
    Select the changes you wish to edit and choose *Continue*.

8.  The *Display/Confirm Critical Customer Changes* dialog box appears with a list of the
    changed accounts. Stoplights indicate the status of each account:

    Green       = Change confirmed

    Yellow      = Change not yet confirmed

    Red         = Change refused

    Select an account from the list to edit it. The *Confirm Customer Change* screen appears. You
    then have the option of viewing the changes one more time before either confirming or
    refusing them.

    If you refuse the changes, you can send a workflow note to the relevant clerk explaining why
    you did so, and suggesting how best to proceed. Choose *System → Workflow → Send
    object with note*.

    When you have edited an account, save your entries. Choose *Back* to go back to the
    displayed list.

## Result

When you have edited and saved the changed account, the message "Changes have been
made" appears, and the stoplight shows the new status of the account.

# Requesting a Master Data Change in the Intranet/Internet (AC)

## Purpose

You can request the change to the following master data from the Intranet/Internet:

| Object | Type of change |
|---|---|
| Cost centers [Ext.] | create, change, lock |
| Internal orders [Ext.]. | date |
| G/L accounts [Ext.] | create, change |
| Vendors [Ext.] | *Address* change |
| | Enter, delete, change *bank details* |
| Customers [Ext.] | *Address* change |
| | Enter, delete, change *bank details* |

You can only request changes to master data for customers and vendors via the **Internet**.

You do **not** have to know the name of the processor, since the system automatically determines it. The request is transferred to the SAP System and can be processed there with the functions of the message processing.

You can call up the individual request forms from the various SAP application (depending on the object) and from the workplace.

| Start change request | for <Object> |
|---|---|
| From the Employee Workplace [Ext.] launchpad | Cost centers, internal orders, G/L accounts, customers, vendors |
| from the Enterprise Organization [Ext.] | Cost centers |
| From Editing the standard hierarchy [Ext.] | Cost centers |
| From the cost center master data report [Ext.] | Cost centers |
| From the web transaction Create internal order [Ext.] | Internal orders |
| From the web transaction Display internal order [Ext.] | Internal orders |
| From Editing G/L account master data individually [Ext.] | G/L accounts |

## Prerequisites

- In a scenario, you have defined the process for request a master data change.

    To do so, in Customizing choose *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific*

**Requesting a Master Data Change in the Intranet/Internet (AC)**

> *Customizing → Request For Change to Master Data →* Define Own Scenarios For Request For Change To Master Data [Ext.].

- For cost centers and G/L accounts, you have determined which requests can be started from the aforementioned SAP applications.

  > To do so, in Customizing choose (for example) *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request For Change to Master Data →* Assign Own Scenarios For the Request For Change To Master Data [Ext.].

## Process Flow

2. You call up the request form for a master data change.

   c. To call up the form from the Employee Workplace launchpad, choose *Create internal service request*.

   d. To call up the form from the SAP System, for the application choose Extras Change request for *<object>*.

   > In the master data directory, specify that a cost center has to be changed.

   > From the directory, you can go to the request form for master data changes by choosing *Extras → Change request for cost centers.*

5. You request a change to or a new master record using the form in the Intranet/Internet (see Processing Request Forms [Page 158]).

   > When you send the request, the information is transferred to the SAP R/3 System. The system determines the responsible processor based on entries made in Customizing (see Define Own Scenarios For The Request For Change to Master Data [Ext.]).

6. The processor receives the request for a master data change in his/her worklist or workflow inbox (see Task Processing [Page 166]).

7. The following options are available to the processor:

   a. They may require additional information, should the request be incomplete. They attach a note to the requests and enter the person making the request as the processor.

   b. The processor rejects the request for a master data change.

   c. They approve the request and makes the necessary adjustments in the SAP R/3 System.

   d. They forward the request.

   > In the second decision level, the options a to d are available again.

   > In the last three cases, the processor can enter a text to explain the reason for his/her decision.

   > You can check the current state of the request at any time (see Status Query of a Request [Page 169]).

## Request for Master Data Change



## Result

The master data change is either completed or the request is rejected.

**For more information**, see the *SAP Library* under *Cross-Application Components* → Internal Service Request [Ext.]*.*

# Processing Request Forms

## Use

With a request form, you can request a master data change from the Intranet/Internet.

The standard system comes with predefined formulas with which you can request changes to various objects. This form is divided into various areas, but you can adjust the layout and the individual fields individually.



## Prerequisites

- You defined in Customizing which fields are to be available on the form.

    For more information, see *Cross-Application Components → Internet/Intranet Services → Definition of Scenarios With Specific Customizing → Request For Master Data Change → Define Own Scenarios For The Request For Master Data Change [Ext.]*

- You have defined the layout of the form

    c.  Using the SAP@Web Studios [Ext.]

    d.  Using the Web Application Builder [Ext.] in the *ABAP Development Workbench*

- If you access the form via *Create an Internal Service Request* from the launchpad of the Employee Workplace, you first have to select the right request from, such as a request for a new cost center or a change to customer bank details (see Creating an Internal Service Request [Ext.]).

# Procedure

8.  Enter the data for the object.

    ⚠️

       For the request **Create a new cost center**, your are required to make the following entries:

       - Controlling area

       - Cost center key

       - Valid from ... to

       - Name

       - Responsible person

       For the request **Change an existing cost center**, your are required to make the following entries:

       - Controlling area

       - Cost center key

       - Valid from ... to

9.  Enter a text to describe the problem.

    This is an optional entry.

10. If you know the name of the processor for this problem, enter it in the *processor* field.

    If a *processor* or a *standard role* was entered in Customizing, these fields contain the corresponding entries. The partner role setting in Customizing controls whether an individual employee or a department is entered as the problem processor. You can find additional information about roles in Defining Roles based on Responsibilities [Ext.].

    ⚠️

       If an entire department was entered in Customizing as the processor, you **cannot overwrite** the *Processor* field. The system displays a list of the processors.

11. The fields for *Created by* contain your data.

12. If you make the request on behalf of someone else (for example, for a colleague or boss), you can also list the initiator.

    The processor of the request can then contact the initiator directly should any questions arise.

13. *Check* your entries.

14. *Send* the request.

    Confirm the message, that your request has been saved.

# Result

The request is transferred to the SAP R/3 System and assigned to a processor.

**Processing Request Forms**

# Processing a Request in the SAP System

## Use

You have made one of the following requests using an Intranet/Internal request form:

- Request Change to Master Data [Page 155]

- Request an Adjustment Posting [Ext.]

The request is automatically transferred to the SAP System and assigned to a processor.

## Integration

The system creates a message [Ext.] when the request form is sent. The following functions are available for processing messages [Page 162] in the SAP System.

- Task processing [Page 166]

    The following jumps to the following activities are available in task processing:

    − Access to the request form

    − Access to the processing transactions in the SAP R/3 System

        that were set up in Customizing for the related requests.

        **See** *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Definition of Scenarios with Specific Customizing → Request for a Master Data Change (Request for an Adjustment Posting) →* Define Own Scenarios For The Request For Master Data Change [Ext.] *(*Define Own Scenarios For The Request For Adjustment Postings [Ext.]*).*

- Status query [Page 169]

- Document Flow Display [Ext.]

    The document flow display is **only** relevant for the *request for an adjustment posting*.

## Activities

To call up the functions for message processing, in the SAP Easy Access Menu *choose Office → Message*.

➡️

    You can find additional information about messages in the SAP Library under *Cross-Application Components (CA-NO) →* Messages [Ext.].

# Processing Notifications

To process the internal service request [Ext.], you can do the following:

- Processing notifications [Page 163]

- Processing notifications using the worklist [Page 165]

You call up processing via:

- *Office → Notification → Worklist → Notifications* or

- *Office → Notification → Change*

# Process Notification

## Use

### Put notification in process

Once you have created a notification and entered all relevant information, you can put the notification in process. When you put a notification in process, you release the notification for processing.

A notification can be put in process in the following ways:

- You can put a notification in process manually.

- The system puts a notification in process automatically if an order was created for the notification.

When a notification is put in process, the system changes the status of the notification from "outstanding" (*OSNO*) to "notification in process" (*NOPR*).

### Postpone notification

In some cases, it may be necessary to delay the processing of a notification (for example, if the assigned tasks cannot be carried out yet).

Using this function, you can postpone the processing of a notification. When you postpone a notification, it receives the status *NOPO* (*notification postponed*).

> You cannot postpone a notification that has already been put in process.

### Complete notification

You complete a notification when the problem has been solved and no further processing is necessary. Once you complete a notification, you can no longer change any data in the notification. You can then only display the notification.

When a notification is completed, it receives the status *NOCO* (*notification completed*).

> You cannot complete a notification if outstanding tasks still exist in the notification.

### Categorizing a notification problem

When you complete a notification, the system displays a dialog box with the current date and time. You can accept the displayed date and time as the completion time or you can change it. In this dialog box, you must specify whether the problem arose because of an internal or external cause. For example, if a vendor delivers a defective product, your are dealing with an externally caused problem.

### Put notification in process again

You can put a completed notification in process again, if you determine that additional processing is necessary.

### Archive completed notification

**Process Notification**

Completed notifications are automatically archived and are deleted from the database after a specific, predefined time interval. This time interval is defined in Customizing. Therefore, make sure you have finished processing the notification before you complete it.

## Delete notification

In some cases, you may want to delete a notification. You cannot, however, delete a notification directly. You must set a deletion flag in the notification which identifies it as one that can be deleted.

A company typically runs an archiving program at regular intervals. This program searches for the notifications with deletion flags, converts the deletion flags to deletion indicators, and copies the notifications to an archive. The system then deletes the notifications from the database.



　　　　Before you delete a notification, make sure that it is no longer needed.

Once you set a deletion flag for a notification, you can no longer change the data in the notification. It then receives the status *Deletion flag* and *Completed*. You can now only display the notification. For more information about notification statuses, see Status Management [Ext.].

If you set a deletion flag in the notification header, the system also sets deletion flags for the individual notification tasks.

You can cancel the deletion flag as long as it has not been converted to a deletion indicator. You can then put the notification back in process and change or display it in the usual manner.

## Procedure

| Desired processing type | What you should know |
|---|---|
| Put notification in process | Call up the notification in the create or change mode and then choose *Notification → Functions → Put in process.* |
| Postpone notification | Call up the notification in the change mode, choose *Notification → Functions → Postpone*, and then save the notification. |
| Complete notification | Call up a notification in the change mode and choose *Notification → Functions → Complete*.<br><br>Specify the completion date/time and the cause of the problem; then close the dialog box and save the notification. |
| Delete notification | To set a deletion flag, call up the notification in change mode and then choose *Notification → Functions → Deletion flag → Set*.<br><br>To reset the deletion flag, choose *Notification → Functions → Deletion flag → Deselect*. |

# Processing Notifications Using Worklist

## Use

Using the worklist for notifications, you can select notifications on the basis of different criteria and process them. You can select the notifications as follows:

- You select the notifications using the *My worklist* function. The system then displays the following notifications for further selection and processing:

  - All notifications to be processed by you as the "person responsible" or that fall within your department's area of responsibility

  - All notifications to be processed by you as a *<Partner function>*

  - All notifications you created

  - All notifications that were last processed by you

- You select the notifications using the *General selection* function. The system then displays all notifications for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, notification status, selection period).

## Prerequisites

If you use the *General selection* function and you want to process notifications for which you are not responsible or which you did not create, you must have the corresponding authorization.

## Activities

You choose *Logistics → Central Functions → Notification → Worklist → Notifications* to call up the worklist for notifications.

You enter the required data and choose *Execute*.

**See also:**

Select and Process Notifications Using Worklist [Ext.]

# Task Processing

## Purpose

Using the functions for task processing, you can change or display the tasks [Ext.] in a notification independently of the notification itself. In this way, you can:

- Process tasks quickly and easily

- Execute tasks using the functions of the action box

- Access the information in the associated notification at any time

## Process Flow

2. You process the tasks using one of the following options, depending on your job duties or method of working:

    – Worklist [Page 167]

      You call up the worklist for tasks to determine whether tasks exist that you must process.

    – Workflow [Page 168]

      You check your workflow inbox determine whether tasks exist that you must process.

    – Functions for Task Processing [Ext.]

      If you want to process a specific task in a specific notification, use the transactions for processing or displaying a task.

3. After you have selected and executed one of the above options, you process a task by either:

    – Forwarding the task to another person, if you cannot process the task yourself

    – Carrying out the instructions specified in the task

    – Documenting the information for a task that has just been executed; for example, as a task long text or via a follow-up function in the action box (internal remark)

    – Setting the status of the task to "completed," once you have carried out the instructions specified in the task

    – Executing additional follow-up functions in the action box, if additional tasks need to be implemented

## Result

Once you have processed and completed a task, you can complete the notification (provided there are no other tasks in the notification that need to be processed).

# Processing Tasks Using Worklist

## Use

Using the worklist for tasks, you can select notification tasks on the basis of different criteria and process them. You can select the tasks as follows:

- You select the tasks using the *My worklist* function. The system then displays the following tasks for further selection and processing:

  – All outstanding tasks to be processed by you as the "person responsible"

  – All tasks to be processed by you as a *<Partner function>*

  – All tasks you created

  – All tasks you completed

- You select the tasks using the *General selection* function. The system then displays all tasks for further selection and processing. Make sure the preset selection criteria contain the values you want (for example, selection period, outstanding tasks only).

## Prerequisites

If you use the *General selection* function and you want to process tasks for which you are not responsible or which you did not create, you must have the corresponding authorization.

## Activities

You choose *Logistics → Central functions → Notification → Worklist → Tasks* to call up the worklist for tasks.

You enter the required data and choose *Execute*.

**See also:**

Select and Process Tasks Using the Worklist [Ext.]

# Processing Tasks Using Workflow

## Use

If a task is created in a notification or if the person responsible for a task is changed, the system can automatically notify the person or department responsible via the *SAP Business Workflow* that a task needs to be processed.

You receive the information about the task that needs to be processed as a *work item* in your inbox (*Business Workplace)*. Your inbox provides an overview of all tasks that you are responsible for processing. You can begin processing the work item directly from your business workplace.

## Integration

You can access your business workplace by choosing *Office → Workplace* from the SAP menu. Then choose *Inbox → Workflow* to display any work items that may be present.

## Prerequisites

The required system settings to activate the *SAP Business Workflow* have been made.

## Activities

If there is a work item in your inbox, proceed as follows to begin processing the work item:

- You double click the work item to display a description of the task to be executed.

- You choose *Execute* to process the work item. The system calls up the transaction to process the task.

# Status Query For Request

## Use

You can call up the status of the request at any time during its runtime.

**See also:**

Status Management For Notifications [Ext.]

Display Status Information [Ext.]

System Status Assignment [Ext.]

Assigning And Changing User Statuses [Ext.]

Status Management For Tasks [Ext.]

# Blocking a Vendor Account
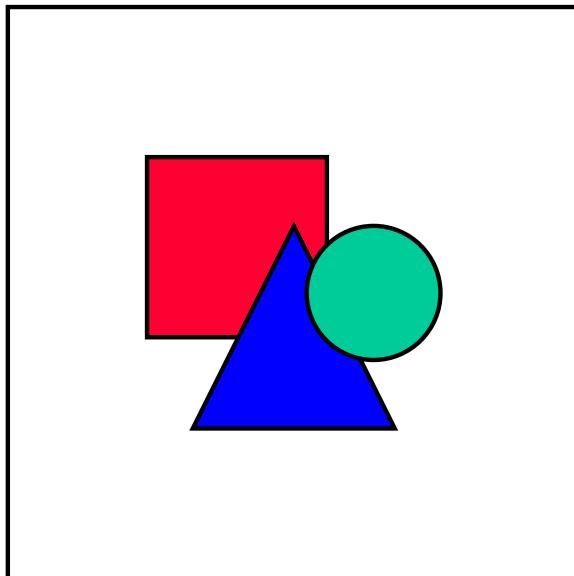
Within *Accounts Payable*, you can block a vendor account for posting. You have to block a vendor master record before you can mark it for deletion. You would also block a vendor that you use only as an alternative payment recipient, so that nobody can post to it by mistake.

There are several fields in the vendor master record available to you. You can set the following blocks:

- Posting block for certain company codes or for all company codes

- Purchasing block for certain purchasing organizations or for all purchasing organizations. This is of course only if you have purchased and installed the purchasing application component.

This topic describes how to block a vendor account and blocking an account for the accounting department only. A separate topic explains how you block a vendor from being paid.

You can cancel a vendor account block at any time. To do this, simply remove the relevant indicator.

Only block an account if there are no more open items in the account. If an account is blocked, you cannot clear any open items in it.

**See also:**

# Blocking a Vendor Account Centrally

When you block an account centrally, you can prevent both posting and order processing, if you have purchased, installed, and configured the *Materials Management* (MM) application component.

Block a vendor account centrally as follows:

1. *Choose Master records* → *Maintain centrally* → *Block/unblock*.

   The system displays the initial screen. On this screen, you can specify the areas that you need to block by entering the company code and purchasing organization. If you do not specify the key for an area, the corresponding block fields are not set.

2. Enter the vendor's account number and the company code. Optionally enter the purchasing organization.

3. Select ENTER.

   The *Block/Unblock Vendor: Details* screen is displayed.

4. To block posting, select the company code of the displayed vendor master record or select all company codes by clicking in the corresponding field.

5. To block purchasing, select either the displayed purchasing area or all purchasing organizations by clicking next to the corresponding field.

6. Save your entries by choosing *Vendor* → *Save*.

The system displays the initial screen and a message that confirms that the data has been saved.

# Blocking a Vendor Account for Posting

When you block a vendor master record for posting, you prevent the system from posting to this account.

Block a vendor account from posting as follows:

1. *Choose Master records* → *Block/unblock*.

    The system displays the initial screen.

2. Enter the vendor's account number and, if required, the company code.

    If you do not enter a company code, you can only block posting for this vendor in all company codes.

3. Select ENTER.

    The system displays the entry screen for the block indicators.

4. Select for blocking either all company codes or the specified company code by clicking the appropriate field.

5. Save your entries by choosing *Vendor* → *Save*.

    The system displays the initial screen and a message that confirms that the data has been saved.

# Blocking a Vendor Account for Payments

To block a vendor master record for the payment program or for manual payments, you have to change the vendor master record. When you block the vendor account for the payment program, the payment program still processes the open items in the account during the payment run, but it does not pay any open items from the blocked accounts. You can display a list of vendors blocked from the payment program.

To block a vendor for the payment program, enter a block key in the vendor master record. These keys represent reasons for blocking. You use them to show why an account was blocked.

Block the account for the payment program as follows:

1.  Choose *Master records* → *Change*.

   The system displays the initial screen for changing a vendor master record.

2.  Enter the vendor account number and the company code.

3.  Select the payment transaction data screen in the company code data area by clicking in the appropriate field and then selecting ENTER.

4.  To block this vendor for the payment program (or manual payments), enter the appropriate blocking key in the *Payment block* field.

5.  Choose *Vendor* → *Save* to save the vendor master record.

The system displays the initial screen and a message that confirms that the data has been saved.

# Archiving and Deleting Vendor Master Records

You can archive vendor account master records that you no longer need. Archiving data entails it being extracted from the SAP database, deleted and placed in a file. You can then transfer this file to an archive system. For more information on archiving vendor master data, see the manual *Application Data Archiving and Reorganization*.

Vendor master records may not be archived immediately. For you to archive a customer master record, the following requirements must be met:

*   The account cannot contain any transaction figures in the system. Transaction figures from prior years that have not been archived will prevent the system from deleting the account master record.

*   The account must be marked for deletion in its master record.

> You should block an account for posting before you mark it for deletion. The only effect this deletion indicator has is to cause a warning to be issued every time you subsequently try to post to this account.
> Prior to going live with your system, you can delete the test data. For more information, see the activity *Delete customer master data* in Customizing for *Accounts Receivable and Accounts Payable*.

The topics in this section explain how to mark master records and their accounts for deletion. The deletion process is described in the document *FI Closing and Reporting*.

The organization of master data in your system is also an important part of marking master records for deletion. You can set the deletion flag for all company codes or just one specific company code.

You can reset a deletion flag at any time as long as the master record has not been physically deleted from the system.

> If all open items in the vendor account you are deleting are cleared, you should block it for posting so that other users cannot post to it. For more information on this, see Blocking a Vendor Account for Posting [Page 172]

**See also:**

# Marking a Master Record for Deletion Centrally

Mark a vendor for deletion centrally as follows:

1. Choose *Master records* → *Maintain centrally* → *Mark for deletion*.

    The initial screen appears.

2. Enter the vendor account number and, if you wish, the company code and a purchasing organization.

    If you do not specify the key for a purchasing organization, you cannot delete this area at a later date, should you wish to.

3. Select ENTER.

    The screen for specifying data for deletion appears.

4. Select data to mark for deletion by clicking *next* to the appropriate field.

5. Save your entries by choosing *Vendor* → *Save*.

The system displays the initial screen, with a message confirming that the data has been saved.

# Marking a Master Record for Deletion for Accounting

Mark a vendor master record for deletion for the Accounting Department as follows:

1. Choose *Master records* → *Mark for deletion*.

     The system displays the initial screen.
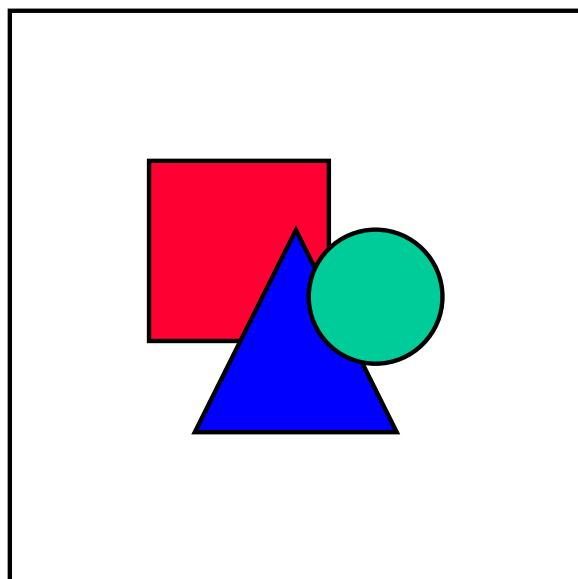
2. Enter the vendor's account number and the company code.

3. Select ENTER.

     The system displays the screen for selecting areas to mark for deletion.

4. Select the data either in the company code or in all areas to mark for deletion.

     If you click next to the *All areas* field, the system will later delete all data for all company codes and for all purchasing areas in this vendor master record.

5. Save your entries by choosing *Vendor* → *Save*.
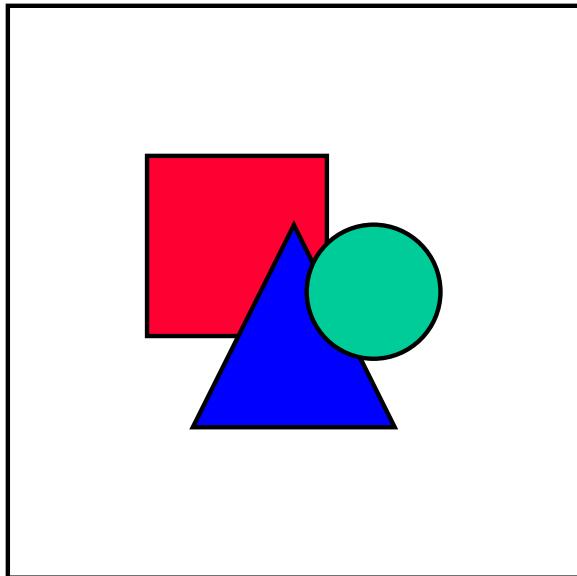


     After you mark a vendor master record for deletion, you can still post to the vendor account. This is necessary, since you might still need to clear open items. When you post, the system issues a warning that you are posting to an account that is marked for deletion.

# Automatic Transfer of Vendor Master Data

You can transfer vendor master data automatically using batch input. The system carries out the function of creating a vendor master record for each master record. By doing this, the data is transferred to the screen fields and checked.

You should first maintain in the system all the appropriate keys and indicators, and any other master records which are referred to. If you do not do so, errors may occur when you transfer data.



You should check in any case whether the field status definitions are correct. Errors occur if you suppress fields via the field status definition and then provide field contents when you transfer data.

For more information, see the *Data Transfer* section in the document *General FI Topics*.
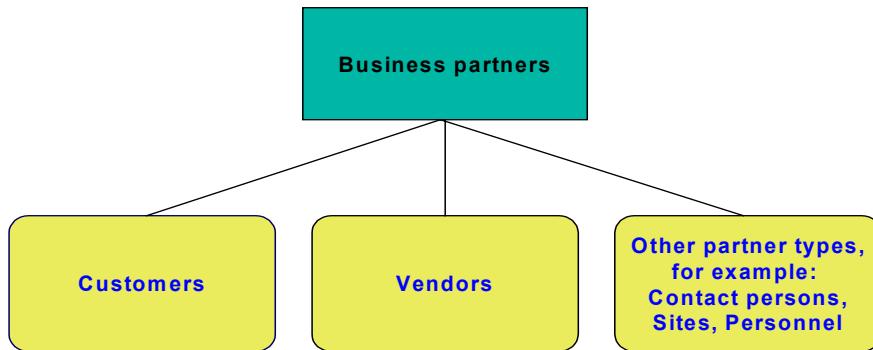
# Business Partner Master Data (LO-MD-BP)

## Purpose

The following types of business partner are defined in the R/3 System:

- Partner type customer

  A customer is a business partner with whom you exchange goods and services. Two types of customer are defined in the R/3 System:

  - Internal customers (own sites)

  - External customers

- Partner type vendor

  A vendor is a business partner from whom goods and services can be procured. Two types of vendor are defined in the R/3 System:

  - Internal vendors

    Normally you only maintain distribution centers as internal vendors.

  - External vendors

    You select external vendors from companies offering an assortment of goods and services on the market, with the help of guidelines drawn up by your Purchasing department.

- Other partner types

  A contact person [Page 191] is an example of another business partner in the R/3 System.

**Examples of Business Partner** **Types**

```
                        ┌─────────────────┐
                        │ Business partners │
                        └─────────────────┘
          ┌───────────────────┼────────────────────┐
┌──────────────┐    ┌──────────────┐    ┌────────────────────┐
│              │    │              │    │ Other partner types, │
│  Customers   │    │   Vendors    │    │   for example:       │
│              │    │              │    │  Contact persons,    │
│              │    │              │    │  Sites, Personnel    │
└──────────────┘    └──────────────┘    └────────────────────┘
```

.

Data on business partners is stored in master records. The system uses this data in a number of business transactions, proposing the data in the appropriate fields when, for example, you create sales or purchase orders.

# Implementation Considerations

Storing the master records centrally and making master data the only source of information for all system functions means that you enter data only once. If a business partner changes address, you enter the new address once.

# Integration

Because customers are also debit-side business partners in accounting, customer master records are used in Financial Accounting and Sales and Distribution.

Because vendors are also credit-side business partners in accounting, vendor master records are used in Financial Accounting and Purchasing.

Because sites are customers from the point of view of delivery, each site has a customer master record. Sites use purchase orders to order goods from external vendors. A distribution center is a site that is also an internal vendor, as it supplies merchandise to other sites.

# Additional Information

For additional information on business partners, see the following sections of the SAP library:

- FI Accounts Receivable and Accounts Payable [Page 19]

**Business Partner Master Data (LO-MD-BP)**

- [SD Basic Functions and Master Data in Sales and Distribution [Ext.]](#)

- [MM Purchasing [Ext.]](#)

- Retail:

    [Business Partner Master Data [Ext.]](#)

    [Site [Ext.]](#)

- Cross Application

    [CA Mass Maintenance [Ext.]](#)

# Business Partners

## Definition

Business partners are legal or natural persons with whom you have a business relationship.

> Customers and vendors are business partners with whom you have a relationship involving the transfer of goods and services.

## Use

Business partners have a number of different functions, described as partner functions, in connection with your company. You use partner functions to define the rights and responsibilities of each partner type in a business transaction. When you sell or order goods, for example, your business partners can assume partner functions such as:

| Customer Partner Functions | Vendor Partner Functions |
|---|---|
| Sold-to party | Ordering address |
| Ship-to party | Goods supplier |
| Bill-to party | Invoice presented by |
| Payer | Alternative payee |

Different business partners may carry out one or more partner functions. For this reason, you can assign individual business partners a number of partner functions.

You manage data on business partners in master records. Data on partner functions is stored in these master records and used in Financial Accounting and Logistics.

## Integration

A business partner can be a customer and a vendor at the same time if, for example, your customer also supplies goods to you or if a vendor is also one of your customers. In this case, you must create a customer master record and a vendor master record for the business partner. You can create a link between the two master records by entering the vendor number in the customer master record and the customer number in the vendor master record.

# Business Partner Master Data Structure

## Use

You enter data on business partners with whom your company has a business relationship in master records. Master records contain all data necessary for processing business transactions. This is known as master data.
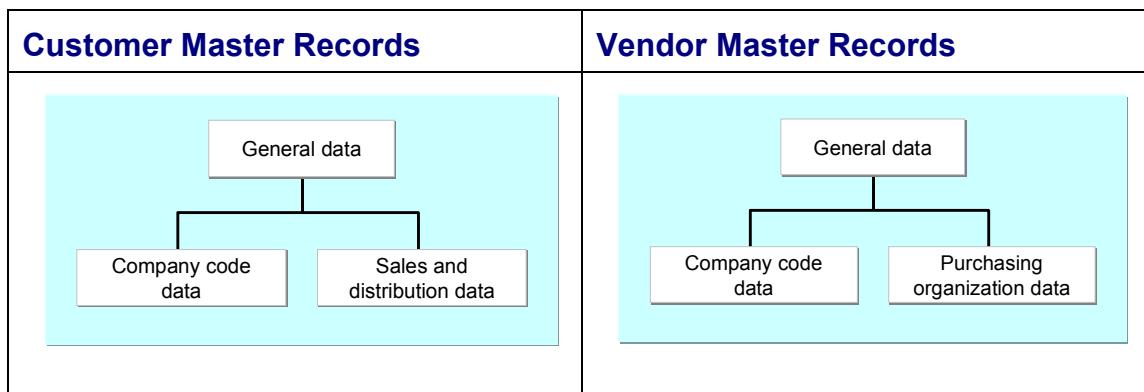
If you enter all master data, you spend less time processing business transactions because the system proposes the master data in these transactions.

Financial Accounting and Logistics use master data. General data and data relevant to both departments is stored in shared master records to avoid duplication.

## Features

You can create and change master records using groups of data that differ in the level of detail.

Master records for business partners who are customers or vendors have the following structures:

| Customer Master Records | Vendor Master Records |
|---|---|
| General data → Company code data, Sales and distribution data | General data → Company code data, Purchasing organization data |

- General Data

    General data does not depend on the company code, the sales and distribution organization or the purchasing organization. General data applies to one business partner for all company codes, and in all sales areas and purchasing organizations. It includes:

    – Company name

    – Address

    – Telephone number

    General data is not limited to information used by both Financial Accounting and Logistics. The unloading point, for example, is unique for a customer and is only relevant for Sales and Distribution. However, because it is not part of the sales and distribution organization of your company, it is not sales and distribution data. It is general data.

If you edit a master record using the customer or vendor number without specifying a sales area, a purchasing organization, or a company code, the system displays only general data screens.

The department that creates the master record for a business partner also enters general data. If Financial Accounting creates the master record, it must also enter general data, such as the address. When Logistics then enters data, the general data for the business partner exists. Logistics can display the general data.

- Company Code Data

    Company code data only applies to one company code. This data is only relevant to Financial Accounting, and includes:

    − Account management data

    − Insurance data

    If you edit a master record, you must specify the customer or vendor number and company code to access the screens containing company code data.

    You can only invoice a business transaction if the data on the payer partner function is entered in the Financial Accounting view.

- Sales and Distribution Data

    The data for one customer can differ for each sales area. The sales area is a combination of sales organization, distribution channel and division. This data is only relevant to Sales and Distribution, and includes:

    − Pricing data

    − Delivery priority

    − Shipping conditions

    If you edit a customer master record, you must enter the customer number and the sales area in order to access screens containing sales and distribution data.

    You can only process sales and distribution transactions, for example, a sales order, after entering the sales and distribution data for a customer.

- Purchasing organization data

    The data for one vendor can differ for each purchasing organization. This data is only relevant to Purchasing, and includes:

    − Purchasing data

    − Partner functions

    − Other data retention levels within the purchasing organization

        In addition to data that is valid for the whole purchasing organization, you can enter information on the *Purchasing data* and *Partner functions* screens that is only valid for a particular site or vendor sub-range. This includes terms of payment or incoterms that differ from those valid for the purchasing organization. Such data is retained at the following levels:

        - Vendor sub-range

        - Site

**Business Partner Master Data Structure**

- A particular combination of vendor sub-range and site

You negotiate better prices and conditions for a particular vendor sub-range than those valid for the purchasing organization. You create a vendor sub-range and maintain the different terms of payment for it.

# Account Groups

## Use

When you create a master record for a business partner, you must enter an account group. The account group determines:

- Which screens and fields are necessary for entering master data

- Whether you can or must make an entry in these fields

- How master record numbers are assigned (externally by you or internally by the system) and the number range from which they are assigned

- Which partner functions are valid

- Whether the business partner is a one-time customer or one-time vendor

Additionally, for vendor master records only, the account group determines:

- Whether default purchasing data [Ext.] in the vendor master is to be transferred to article master records and purchasing information records

- Whether there are any other data retention levels [Ext.] below the purchasing organization level (for example, site or vendor sub-range level) at which data can be retained in the vendor master, and if so, what these are

In the standard R/3 System, if you create a master record for the partner function ship-to party, for example, the system proposes an account group. You can also use account groups to define all other partner function combinations (for example, if the ship-to party is also the payer for the goods).

## Prerequisites

In Customizing, you define account groups available in the following activities:

- *Logistics Basic Data: Business Partners*

  – Define Account Groups and Field Selection for Customers [Ext.]

  – Define Account Groups and Field Selection for Vendors [Ext.]

- *Accounts Receivable and Accounts Payable (Financial Accounting)*

  – Define Account Groups with Screen Layout (Customers) [Ext.]

  – Define Account Groups with Screen Layout (Vendors) [Ext.]

## Additional Information

Changing an Account Group [Ext.]

# Number Assignment

## Use

A unique number is assigned to each business partner master record. You can use this number to access the master record, or to refer to the business partner when processing business transactions.

## Features

The number for a business partner master record can be assigned in one of the following ways:

- Externally

    You assign the number. In this case, you define a number range that allows for alphanumerical number assignment. The system checks whether the number you enter is unique and within the number range defined by the account group.

- Internally

    The system assigns a consecutive number automatically from a number range defined by the account group.

The account group determines whether external or internal number assignment is allowed for a business partner master record. For account groups 0001 to 0005, for example, only internal number assignment is allowed in the standard R/3 System.

### Number Range

A number range can be valid for more than one account group.

    You can use the number range to assign different numbers to a head office and subsidiaries.

    In the standard R/3 System, the account groups for the following customer partner functions are in the same number range so the numbers for these customer master records are assigned consecutively:

    - Sold-to party

    - Ship-to party

    - Bill-to party

    - Payer

## Integration

A customer's number is unique for all sales areas and company codes. A vendor's number is unique for all purchasing organizations and company codes.

    You first create a master record for your business partner in one sales area. You then create a second master record for the same business partner in another sales area. In this case, the system identifies the business partner number and does not

display the existing general data from the first master record for maintenance. You can use the change and display functions to access the general data.

# Prerequisites

In Customizing you define the number ranges that are to be available. You do this in the following activities:

- *Logistics Basic Data: Business Partners*

    – Define and Assign Customer Number Ranges [Ext.]

    – Define Number Ranges for Vendor Master Records [Ext.]

- *Accounts Receivable and Accounts Payable*

    – Create Number Ranges for Customer Accounts [Ext.]

    – Assign Number Ranges to Customer Account Groups [Ext.]

    – Create Number Ranges for Vendor Accounts [Ext.]

    – Assign Number Ranges to Vendor Account Groups [Ext.]

# Partner Functions

## Use
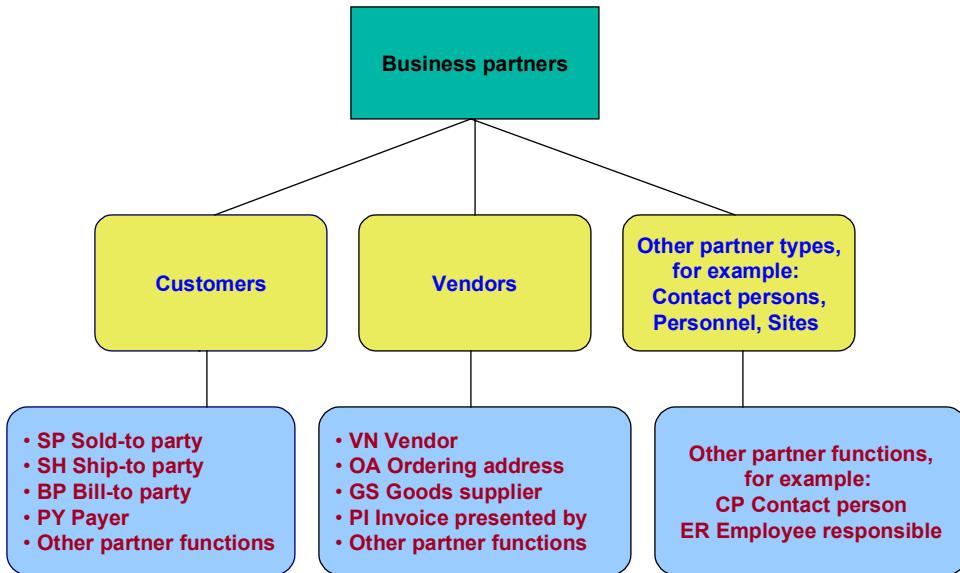
Use partner functions to define the rights and responsibilities of each business partner in a business transaction. You assign partner functions when you create a master record for a business partner.

## Features

The following are examples of partner functions that are defined in the standard R/3 System:

- Partner functions for partner type customer

    - Sold-to Party [Ext.]

        Contains data on sales, such as the assignment to a sales office or a valid price list

    - Ship-to Party [Ext.]

        Contains data for shipping, such as unloading point and goods receiving hours

    - Bill-to Party [Ext.]

        Contains the address and data on document printing and electronic communication

    - Payer [Ext.]

        Contains data on billing schedules and bank details

- Partner functions for partner type vendor

    - Ordering address

    - Invoice presented by

    - Goods supplier

    - Alternative payee

- Partner functions for other partner types, for example, personnel (HR master records)

    Employee responsible

    You can use this partner function, for example, to assign a buyer within your company to a vendor.

Examples of Business Partner [ **Types** ] and [ **Functions** ]

**Business partners**

**Customers**

**Vendors**

**Other partner types, for example: Contact persons, Personnel, Sites**

• **SP Sold-to party**
• **SH Ship-to party**
• **BP Bill-to party**
• **PY Payer**
• **Other partner functions**

• **VN Vendor**
• **OA Ordering address**
• **GS Goods supplier**
• **PI Invoice presented by**
• **Other partner functions**

**Other partner functions, for example: CP Contact person ER Employee responsible**

# Activities

## Customer partner functions

The company or person who places an order can be the same company or person who receives the goods and the invoice and pays. Because this customer assumes all partner functions, you create one master record for the customer. You create a customer master record for the sold-to party in which you enter data required for the other partner functions.

A subsidiary office can place an order and its head office can pay the invoice. In this case, you divide partner functions among the different offices. You need a corresponding number of customer master records. In one master record you enter, for example, the address of the sold-to party for correspondence, in the other, the address of the ship-to party for delivery. You establish a link between the partner functions in the customer master record of the sold-to party by entering the customer number of the respective partner functions.

# Prerequisites

When creating master records, you define the partner functions for business partners by assigning an account group. For partner types customer and vendor, you define which account group can be used for which partner function. You do this in Customizing in the following activities:

• Customer

**Partner Functions**

> In Customizing for *Basic Functions (SD)* in the activity Assign partner functions on the debit side to account groups [Ext.].

- Vendor

  > In Customizing for *Purchasing* (*MM*) in the activity Define permissible partner roles per account group [Ext.].

The partner determination procedure specifies the partner functions that are allowed or mandatory for processing a particular business transaction, such as a sales or purchase order.

## Additional Information

Partner Determination in Sales and Distribution [Ext.]

Vendors: Partner Determination [Ext.]

# Contact Persons

## Use

Contact persons are people in a business partner company with whom you are in contact by telephone, mail, or in person to perform business transactions. You store detailed information on contact persons in master records for business partners.

## Features

The information you need about contact persons is not the same as the information you need about a business partner company. Important data includes:

- Name

- Telephone number

- Department

## Activities

Because the contact person is part of the business partner company, you enter contact person data in the respective customer or vendor master record. You do not need a separate master record for contact persons. You assign a new number to each contact person in a master record. You can enter as many contact persons as desired for each business partner.

In the standard R/3 System, you can only enter the data on a contact person in the customer master record of the sold-to party because the system only proposes contact persons from this master record in the sales order.

Contact persons in the vendor master can be used in their partner role (partner function CP) at various data retention levels with the data available for associated functions in Logistics and Financial Accounting.

# Consumers

## Use

A consumer is a natural, private business partner with whom you have a relationship involving the transfer of goods and services. You create customer master records for business partners who are consumers.

## Features

### Reference Customer

To create consumer master data and to process sales, you require reference data known as the reference customer. You can create a maximum of one reference customer per client. When you create the reference customer, you must enter company code data and sales area data. Company code data and sales area data is used with master records for consumers as follows:

- Company code data

  When you create a master record for a consumer, the company code data for the consumer is copied from the reference customer. Once the master record is created, you can maintain the data for this company code and additional company codes.

- Sales area data

  - Sales area data is not maintained for a consumer.

    You create a master record for a consumer and you do not enter sales area data. During operative business transactions, for example, when you create an order for a consumer, the sales area data is copied from the reference customer.

  - Sales area data is maintained for a consumer.

    You create a master record for a consumer and you enter sales area data. During operative business transactions, this sales area data is used by the system.

    

    A consumer cannot be a reference customer.

### Maintenance of Consumer Master Data

You have the following options for maintaining consumer master data:

- You can maintain the minimum number of fields for consumer master data maintenance on a tab [Ext.].

- You can maintain all fields for consumer master data maintenance on an extended tab with additional tab pages.

When you maintain consumer master data, you can switch between these options without leaving the transaction. As for customer master data maintenance, standard tabs appear as defaults or you can create your own tab layouts for both consumer master data maintenance options.

# Prerequisites

In customizing for *Business Partners*, you can create your own tab layouts for consumer master data maintenance. You do this in the activity *Create Tab Layouts for Consumers*.

# Activities

## Processing Operative Business Transactions

- Document Entry

    You have not maintained sales area data for a consumer. During document entry, the sales area data is copied from the master data of the reference customer.

- Partner Determination

    When you create an order, for example, partner functions are determined as follows:

    – You have not maintained sales area data for a consumer.

        The following partner functions are automatically assigned to the consumer who is ordering:

        - Sold-to party

        - Payer

        - Bill-to party

        - Ship-to party

        The reference customer is used to determine other partner functions, for example:

        - Forwarding agent

        - Employee responsible

    – You have maintained sales area data for a consumer.

        All partner functions are determined from the master record for the consumer.

- Output

    You have to set output determination for consumer master data processing using the condition technique (that is, the print proposal does not originate in the customer master data).

# Additional Information

Creating and Changing Business Partner Master Data [Page 197]

Partner Determination in Sales and Distribution (SD-BF-PD) [Ext.]

# One-Time Customers and One-Time Vendors

## Use

Your company does business with some business partners for a long time. For example, you have special price agreements with long-term customers and their deliveries get preferential treatment. At the end of the fiscal year, you can honor the loyalty of these customers with rebate payments. In other cases, you have only one contact with a business partner. For example, you order merchandise from a different vendor once, because your preferred vendor cannot deliver. In the R/3 System you can distinguish between:

- Customers and vendors

    You create a master record and assign partner functions for each business partner.

- One-time customers and one-time vendors

    Business partners who have a business transaction with you only once are called one-time customers and one-time vendors. You do not have to create a master record for one-time customers or one-time vendors because you do not need this master record after the business transaction, and it uses space. You create collective master records for one-time customers and one-time vendors.

    

    You create a collective master record for a dummy customer that only includes data for all customers in a certain region. This collective master record can include the following fields:

    - Master record name

    - Language

    - Currency

    - Sales office processing the data

    If a one-time customer from this region orders goods from your company, use the customer number of the collective master record when processing the sales order. You enter the address and other data that is not in the collective master record in the sales order.

## Prerequisites

The account group can restrict the number of screens accessed in the collective master record for one-time customers and one-time vendors. If only some of the screens and fields for one-time customers and one-time vendors are relevant for your company, change the account group CPD or set up a new account group. You do this in the Customizing activities listed in the section on account groups [Page 185].

## Activities

When you create a collective master record, the system proposes the account group CPD. This ensures that you can access screens from different partner functions relevant for one-time customers and one-time vendors. The system only displays fields that can be identical for all one-time customers and one-time vendors. For example, all address fields are suppressed

because the master record is collective for data on several business partners who can have different addresses.

# Common Sales and Distribution Master Data

## Use

You can define that customer master records, which have been created for each sales organization for a distribution channel (or division), are also valid in other distribution channels (or divisions). As a result, you create and change customer master records that are required in different distribution channels or in different divisions only once. This makes it easier to create and change master records.

> You can also use the same function to process article master data and prices.

## Activities

In the standard R/3 System, you can define common master data for the following:

- Distribution channels

    In Customizing, you can specify other distribution channels in which the customer master data (and article master data and prices) from the reference distribution channel are also valid.

- Divisions

    In Customizing, you can specify other divisions in which customer master data (and article master data and prices) from the reference division are also valid.

## Prerequisites

You do this in Customizing for *Master Data* (*Sales and Distribution*) in the following activities:

- Define Common Distribution Channels [Ext.]

- Define Common Divisions [Ext.]

## Example

| Customer master record has been created | Sales organization | Distribution channel | Customizing: Data is also valid for these distribution channels |
|---|---|---|---|
| Yes | 0001 | 01 | 02 |
| No | 0001 | 02 | |

You create a customer master record for the sales organization 0001 and distribution channel 01. In Customizing, you specify that this customer master data is valid for the distribution channel 02. When you process a sales order for a customer in the sales organization 0001 and distribution channel 02, the system uses the customer master data entered for distribution channel 01.

# Creating and Changing Business Partner Master Data

## Use

Business partner master data from Financial Accounting and Logistics is stored in shared master records that can be accessed from both views. This function lets you create and change master records for business partners centrally, that is, including the following data:

- Customer master records and vendor master records

  – General data

    General data is independent of company code, sales area, and purchasing organization and is therefore valid for business partners for all company codes, all sales areas, and all purchasing organizations.

  – Company code [Ext.] data

    The company code data is defined separately for individual company codes. You can only bill for a transaction if the payer has been maintained from a Financial Accounting view (company code data).

- Customer master records only

  – Sales area [Ext.] data

- Vendor master records only

  – Purchasing organization [Ext.] data

## Features

### Reference Master Records

If you create a new master record, and a master record with similar data exists, you can use the existing master record as a reference. You enter the number of the existing business partner in the *Customer* or *Vendor* field in the reference section of Create Customer: Initial Screen [Ext.] or Create Vendor: Initial Screen [Ext.]. The system copies data from the existing reference master record to the new master record.

If you only enter the customer or vendor number in the reference section, the system copies the general data only. If you also enter the company code, sales area or purchasing organization in the reference section, the corresponding data is also copied. Only data that can be identical for both master records is copied. For example, country, language and account group are copied. The address is not copied. You can change copied data.

### Search Help

You can use matchcodes to search for vendor, customer, and consumer master records. An additional search help lets you search using address attributes such as:

- Name
- Street
- Zip code

**Creating and Changing Business Partner Master Data**

If you enter any character (including *) in the search help field *First name* when searching for customer master records, only those for consumers are found. This is because you can only maintain first names for customers who are consumers and not for companies.

Customer master record search criteria**:**

| *Name* | Smith |
|---|---|
| *First name* | Thomas |

In the search help field *Name,* you enter Smith. In the search help field *First name,* you enter Thomas. The consumer master record Thomas Smith is located, and not the customer master record for the company Thomas Smith (Ltd.).

# Prerequisites

In customizing for *Business Partners*, you can create your own tab [Ext.] layouts for customer and consumer master data maintenance. You do this in the activities under *Create Tab Layouts*.

# Activities

## Creating Business Partner Master Records

1.  Assign an account group and specify the partner function the business partner is to fulfill (for example, sold-to party or one-time vendor).

2.  Enter the business partner number or the system assigns the number.

3.  If a master record with similar data already exists that you want to use as a reference, search for and enter data on the existing master record in the reference section.

4.  Enter and save the following data in the master record as appropriate:

    - General data (for example, address, payment cards, receiving points and departments)

    - Company code data (for example, account management data)

    - Sales area data (for example, sales, shipping, and billing data)

    - Purchasing organization data (for example, partner functions)

## Changing Business Partner Master Records

1.  Enter the business partner number or search for the business partner master record you want to change.

2.  Change and save the master data as appropriate.

# Additional Information

FI Accounts Receivable and Accounts Payable:

Creating a Customer Master Record Centrally [Page 53]

Changing a Customer Master Record Centrally [Page 72]

Creating a Vendor Master Record Centrally [Page 131]

Changing a Vendor Master Record Centrally [Page 149]

SD Basic Functions and Master Data in Sales and Distribution:

Creating a Customer Master Record [Ext.]

Processing a Customer Master Record [Ext.]

MM Purchasing:

Maintaining Vendor Master Records [Ext.]

Retail:

Customers: Creating a Customer (Sold-To Party) Master Record [Ext.]

Vendors: Creating a Vendor Master Record [Ext.]

Site Processing [Ext.]

# Blocking Activities with Business Partners

## Use

There can be many reasons for blocking certain activities with business partners, for example:

- Your business partner has outstanding debts or goes into liquidation

- You want to stop all deliveries to or from a business partner

- Your business partner fails to reach agreement with you on conditions

- Your business partner repeatedly issues incorrect invoices

## Features

To block activities with business partners you can use different blocks, such as:

- Payment block

    Prevents all payments, for example, prevents payment of credit memos and rebates to a customer because of outstanding debts. You define blocking keys to specify the blocking reason and the desired reaction of the system to the block.

    For information on how to proceed, see Setting a Payment Block [Page 202].

- Posting block

    Prevents all postings to the customer or vendor account, for example, before you flag a master record for deletion.

    For information on how to proceed, see Setting a Posting, Sales and Distribution, or Purchasing Block. [Page 203]

- Sales and distribution blocks

    You define blocking keys to specify the blocking reason and the desired reaction of the system to the block. There are three types of sales and distribution block:

    – Order block

        Prevents order type "credit memo request"

    – Delivery block

        Stops all deliveries to a customer

    – Billing block

        Prevents billing documents being created with incomplete prices

    For information on how to proceed, see Setting a Posting, Sales and Distribution, or Purchasing Block. [Page 203]

- Purchasing block

    Blocks purchase orders placed with the vendor, purchase requisitions involving the vendor, and allocation tables that involve purchase orders being placed with the vendor

    For information on how to proceed, see the following:

–    Setting a Posting, Sales and Distribution, or Purchasing Block [Page 203]

–    Setting a Purchasing Block for Sites and Vendor Sub-Ranges [Page 205]

- Block for quality reasons

   For information on how to proceed, see Setting a Block for Quality Reasons [Page 206].

## Prerequisites

Payment blocks only affect manual payments if the blocking key has been assigned the corresponding attribute in Customizing for *Outgoing Payments* (Financial Accounting) in the activity Check Payment Block Reason [Ext.].

## Activities

You can set blocks at different organizational levels as follows:

- Posting blocks and payment blocks for the whole client or for one or more company codes

- Sales and distribution blocks for the whole client or for one or more sales areas

- Purchasing blocks and blocks for quality reasons for the whole client or for one or more of the following:

   –    Purchasing organizations

   –    Vendor sub-ranges

   –    Specific sites

## Additional Information

FI Accounts Receivable and Accounts Payable:

Blocking a Customer Account Centrally [Page 95]

Blocking a Vendor Account Centrally [Page 171]

Retail:

Site Block [Ext.]

# Setting a Payment Block

1.  On the Change Customer: Initial Screen [Ext.] or the Change Vendor: Initial Screen [Ext.]
    enter the customer or vendor number and the company code for which the block is valid.

    –  For blocking payments to customers, proceed as follows:

        Choose *Enter*. The *Change Customer: General Data* tab appears.

        Choose *Company code data.* The *Change Customer: Company Code Data* tab
        appears.

        Choose the tab page *Payment transactions.*

    –  For blocking payments to vendors, proceed as follows:

        Select the *Payment transactions* view in the *Company code data* section of the
        screen and choose *Enter*.

        The *Change Vendor: Payment Transactions Accounting* screen appears.

2.  Set the blocking key in the *Payment block* field in the *Automatic payment transactions* field
    group.

3.  Save. The payment block for one company code is effective as soon as it is set.

4.  If you have assigned a business partner to more than one company code, repeat steps one
    to three to block the business partner for individual company codes.

    ➡

    To delete a payment block, follow the same procedure.

    ➡

    If you set a payment block to stop a vendor from being paid, you can still post to the
    vendor account (for example, at goods receipt).

    If you set a posting block for a vendor, this also prevents you from paying any open
    items for the vendor. In this case, the posting block also acts as a payment block.

    If, however, you have entered an **alternative payee** for the vendor, you can set a
    posting block for the vendor and still effect payment by posting the payment to the
    alternative payee (if bankruptcy proceeding are instituted against the vendor, for
    example).

# Setting a Posting, Sales and Distribution, or Purchasing Block

1. On the Change Customer: Initial Screen [Ext.] or the Change Vendor: Initial Screen [Ext.] enter the following data, if it is relevant to the block:

   - Customer number or vendor number

   - Company code

   - Sales area (sales organization, distribution channel, division)

   - Purchasing organization

   - To set blocks for customers, proceed as follows:

     Choose *Enter*. The *Change Customer: General Data* tab appears.

   - To set blocks for vendors, proceed as follows:

     Select any view, for example, the *Address* field in the *General data* section of the screen. The system needs one entry to display the screen that contains the blocking data.

     Choose *Enter*. The *Change Vendor: Address* screen appears.

2. Choose *Extras → Blocking data*.

   The Change Customer: Blocking Data screen or Change Vendor: Blocked Data screen appears.

3. Make the following selections or entries as appropriate:

   - Posting block

     Select the *All company codes* field in the *Posting block* field group to set a posting block for **all** company codes. Select the *Selected (or Specified) co. code* field to set a posting block for **one** company code only, (the posting block is set for the company code entered on the initial screen).

   - Sales and distribution blocks

     Enter a blocking key for one or more of the following blocks in the *Sales and distribution blocks* field group:

   - Sales Order block

   - Delivery block

   - Billing block

     Enter the blocking key in the *All sales areas* field to set a block for the customer in **all** sales areas. Enter the blocking key in the *Selected sales area* field if the block must only be valid in **one** sales area (the block is set for the sales area entered on the initial screen).

     Select the *All sales areas* field or the *Selected sales area* field for *Block sales support* to set a block for customer sales support in all sales areas or in individual sales areas.

   - Purchasing block

**Setting a Posting, Sales and Distribution, or Purchasing Block**

Select the *All purchasing organizations* field in the *Purchasing block* field group to set a block for **all** purchasing organizations. Select the *Selected purchasing organization* field to set a block for **one** purchasing organization only, (the block is set for the purchasing organization entered on the initial screen).

4. Save. The blocks are effective as soon as you set them.

To delete a posting, sales and distribution or purchasing block, follow the same procedure.

# Setting a Purchasing Block for Sites and Vendor Sub-Ranges

## Prerequisites

You can only set a vendor purchasing block specific for a particular site or vendor sub-range if you have maintained data at these organizational levels, and if this data is different from the data maintained at the purchasing organization level.

## Procedure

1. On the Change Vendor: Initial Screen [Ext.] enter the vendor number and the purchasing organization for which the block is valid.

   Select the *Purchasing data* view in the *Purchasing organization data* section and choose *Enter*.

   The *Change Vendor: Purchasing Data* screen appears.

2. Choose *Extras → Alternative data*.

   The *Change Vendor: Different Data* screen appears.

3. Select the organizational level (at which the different data is maintained) which you want to block for purchasing activities. You can select:

   – A vendor sub-range

   – A site

   – Both a vendor sub-range and a site

4. Choose *Purchasing details.*

   The *Change Vendor: Dif. Purch. Data* screen appears.

5. Choose *Extras → Purchasing block*.

   The *Change Vendor: Purchasing Block* pop-up appears.

6. Select the field *Purchasing block* and choose *Enter*.

7. Save.

# Setting a Block for Quality Reasons

## Prerequisites

In the vendor master, a block for quality reasons is only of importance in connection with Quality Management (QM). The QM procurement key must be entered in the article master.

## Procedure

1. On the Block/Unblock Vendor: Initial Screen [Ext.] enter the vendor number. Choose *Enter*.

   The *Block/Unblock Vendor: Details* screen appears.

2. Choose the blocking key for the *Block for quality reasons* field.

3. Save.

# Account Balances and Line Items

## Purpose

When you post business transactions to accounts, the system automatically updates the account balance, and notes which items from the document were posted to the account. It is therefore possible to view the account balance and line items for every customer account.

## Features

The following section describes what is displayed in the account balance and how you can call up this display. It also describes how to display line items and use additional functions while in the display function.

# Account Balances

An account balance shows the:

- Opening balance (carry forward balance from the previous year)

- Total of all transactions per posting period, broken down into debits and credits (transaction figures)

Using these figures the system also calculates the:

- Balance per posting period

- Accumulated account balance

In addition to the above balances, the system displays the gross sales/purchases per period for each account. The balances from special G/L account transactions are also included in an account balance. These include bills of exchange and down payments.

While displaying account balances, you can view document amounts posted in foreign currency in the respective local currency. You can also choose between:

- Account balances of both the items that are part of sales or purchases and the items that are not part of sales or purchases

- Account balances of only items that are part of sales or purchases

- Account balances of special G/L transactions

# Displaying Account Balances

To display account balances, proceed as follows:

1. From the *Accounts Receivable* or *Accounts Payable* menu, choose *Account → Display balances*.

2. Select the account by specifying an account number, a company code, and a fiscal year. For example, enter account number **12300**, company code **US01**, and the fiscal year.

   If you are not sure what the account number is, you can find it using the search function. For details about the search function, see the *Getting Started with the SAP System documentation*.

   The system then displays the balances by posting period for the specified account in this company code.

# Displaying Line Items in Account Balances

To display the line items that make up the account balance, proceed as follows:

1. Depending on which line items you wish to display, place the cursor on an entry in the account balance display. You have the following options:

**Displaying Line Items to Explain the Account Balances**

| To display: | Place the cursor on: |
|---|---|
| Line items from previous year | ... Balance carryforward |
| Line items from a period | ... The required period |
| Debit or credit line items from a period | ... The required period in the debit or credit column |
| All debit or credit line items | ... The debit or credit total |
| All line items | ... The current account balance, the last entry in the *Account balance* column |
| All line items from the previous year up to a specific period | ... The *Account balance* column in the required period |

2. Choose *Edit → Line Items*.

   The line items for a specific balance are displayed.

3. To return to the balance display, select *Exit* or *Back*.

# Options for Displaying Account Balances

You have the following options for displaying account balances:

- **Account Balance** (debits and credits for the individual posting periods)

    You can display the balances (credit and debit amounts) sorted according to posting periods. To do this, choose *Goto → Account balances*.
    The special G/L transactions are not displayed.

- **Sales/Purchases** (by posting period)

    To display the sales/purchases per posting period (debit minus credit of the sales/purchases-related postings), choose *Goto → Sales/purchases*. The posting key you specify when you enter the line items determines whether a particular posting is part of sales or purchases.
    Invoices and credit memos, for example, are part of sales and purchases, but payments are not.

- **Special G/L Transactions**

    You can display the accumulated balances from all business transactions that were posted using a special G/L indicator. To do this, choose *Goto → Sp. G/L transactions*. The system displays the total amounts that were posted to this account for each special G/L indicator. This could include any of the following special G/L transactions:

    – Down payments

    – Guarantees

    – Individual value adjustments

    – Security deposits

    – Interest receivable

# Line Item Display

## Use

You can display the line items for one or more accounts.

Line items are document items that were posted to a specific account. In contrast to a document item, a line item only contains the information from the document that is relevant from the account view.

You can display the following **line items**:

- Open items
- Cleared items
- Noted items
- Parked items
- Items with special G/L transactions (in *Accounts Receivable* and *Accounts Payable*)
- Items with customer or vendor items (in *Accounts Receivable* and *Accounts Payable*)

You can display the line items for the following **account types**:

- Customer accounts
- Vendor accounts
- G/L accounts

## Prerequisites

In order to display the line items for an account, the account must be managed with line item display. This means that you have set the indicator *Line item display* in the master data of the account.

- This setting is mandatory for **customer and vendor accounts**.
- For **G/L accounts**, you have to make this setting in the account master data.

  For more information about the *Line item display* indicator, see Defining "Line Item Display" [Ext.]

## Features

If you have posted a business transaction and want to display the line items, you have the following options:

- Display the document and then the line items. For more information, see Displaying Documents [Page 419].
- Display the account and then the line items.

You can use the following functions to display line items:

- Line Item Display with the SAP List Viewer (ALV) [Page 214]

This is the standard function. The line items are displayed in a list where you can use the functions of the SAP List Viewer (ALV) [Ext.] for creating the layout, for example, sorting, creating totals, and so on.

- Classic Line Item Display [Page 222]

    You can only use the classic line item display as a modification solution.

# Line Item Display with the SAP List Viewer (ALV)

## Use

The line item display using the SAP List Viewer (ALV) displays the selected line items for one or more accounts in a list.  You can configure the layout of this list using the functions of the SAP List Viewer (ALV) [Ext.]

## Features

You have the following options in the line item display with the SAP List Viewer (ALV):

- You can display the line items for all accounts in a company code in one list.

- You can save your selection criteria as a **user-specific selection variant**.

- You can change the layout [Ext.] of the line item list using the functions of the SAP List Viewer.

- From the line item list, you can branch to **functions for editing line items**, for example, you can carry out mass changes to several line items.

- You can also define **special fields** that you can display in the line item list. To define these fields, you can use all the functions of the SAP List Viewer.

## Activities

To call up the line item display with the SAP List Viewer (ALV), from the SAP Easy Access menu, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Account → Display/change line items*.

# Displaying Account Line Items

## Use

On the initial screen of the line item display, you can use selection criteria to restrict the number of items displayed. You can also specify on this screen exactly how the line items are to be displayed.

You cannot enter selection criteria for **special fields**.

## Procedure

1. Enter the **accounts** and **company codes** for which you want to display line items. You can specify several accounts or company codes.

   You can display the line items for all accounts in a company code.

2. Restrict the number of line items to be displayed. You can use the following selection criteria to do this:

   − You can display only those line items that have a specific **status** (for example, open items, cleared items, or parked items).

      You can further restrict the number of items by specifying a date, for example, a key date for open items.

   − You can also display a specific **type** of line item (held items, parked items, or normal items, that is, items that have not been held or parked.

3. Specify how the line items are to be displayed. You have the following options for this:

   − You can select the **layout** for displaying the line items in a list.

      The SAP standard system contains various layouts. The technical names of these layouts begin with *1SAP*.

      In the standard variants, the line items are sorted and totaled according to account and company code. You can define layout variants from the line item list.

   − You can restrict the number of line items displayed to a **maximum number**. The system selects items according to your selection criteria until it reaches the maximum number.

4. You can save your selection criteria as a selection variant [Ext.]. The next time you call up the line item display, the system automatically defaults the parameters you have set. To save your settings, choose *Goto → Variants → Save as variant...*

   For more information about saving selection variants, see Creating Variants [Ext.]

5. To display line items, select 🕐.

**Displaying Account Line Items**

# Result

The line items you selected are displayed in a list.

You can use various functions in this list. See <u>Functions in the Line Item Display [Page 217]</u>

# Functions in the Line Item Display

## Use

After you have entered your selection criteria for the line item display, the line items you selected are displayed in a list.

You can use various functions in this list, for example, to edit the layout of the line item list, or to branch to other functions, such as displaying the document for a line item.

## Prerequisites

The line item list contains a selection of standard fields from the document. In this selection, you can also include additional special fields.

You do this in **Customizing** for *Financial Accounting* under: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Line Item Display with ALV → Define Special Fields for Finding and Sorting Data*.

## Features

Various icons classify the line items displayed in the list.  These classifications are:

**Line item status**

| Icon | Item status | Description |
|------|-------------|-------------|
| 🟥 | **Open** | The item was posted by the key date specified.  It was either cleared after the key date, or has not been cleared yet. |
| 🟢 | **Cleared** | The item was posted and cleared by the key date specified. |
| 🔺 | **Parked** | The item was parked. |

**Net due date or cash discount deadline for the open items**

| Icon | Net due date or cash discount deadline | Description |
|------|----------------------------------------|-------------|
| 🔴 | **Overdue** | The net due date or cash discount deadline has been exceeded at the key date.  The payment is in arrears, or cash discount can no longer be taken. |
| 🔔 | **Due** | The item is due on the key date for payment with no cash discount, or cash discount can be taken on the key date. |

**Functions in the Line Item Display**

| | Not due | The net due date, or cash discount deadline is after the key date. |
|---|---|---|

The system determines the cash discount deadline using maximum cash discount terms (cash discount 1, or cash discount 1 due date), that is, maximum cash discount can be taken up to the cash discount deadline.

The following options are available in line item display:

### Editing the layout of the line item display

The functions for editing the layout of the line item display are standard functions of the SAP List Viewer (ALV) [Ext.]. The list below contains links to the documentation for the SAP List Viewer that applies to the individual functions.

| Button | Function | Description |
|---|---|---|
| | Setting Filters [Ext.] | You can restrict the display to those line items that fulfil specific criteria in one or more columns. |
| | Sorting in Ascending Order [Ext.] | You can sort the line items in ascending order by one or more columns. |
| | Sorting in Descending Order [Ext.] | You can sort the line items in descending order by one or more columns. |
| | Changing Layouts [Ext.] | You can change the layout of the line item list, that is, you define which columns are displayed, how they are sorted, for which columns totals are created, and so on. |
| | Selecting Layouts [Ext.] | You can choose a different layout to the one displayed. |
| | Saving Layouts [Ext.] | You can save the layout under a different name. |
| | Creating Totals [Ext.] | You can create totals for the values for one or more columns. |
| | Creating Subtotals [Ext.] | You can create subtotals for one or more selected columns that are not value columns.  You can also use this function for fields that are not in the list. |

### Branching to other functions

| Button | Function | Description |
|---|---|---|
| | Displaying the Document for a Line Item [Page 229] | You can display the document for a specific line item. |

| | Changing Documents [Page 434] | You can change the document for a line item as long as you have the appropriate authorization. |
|---|---|---|
| | Mass Changes [Page 439] | You can change the document items for several line items at once. |
| | Check information | You can display the check information that belongs to the line item. |
| | Displaying Account Master Data [Page 246] | You can display the master data for the account for which you are displaying the line items. |
| | Change Requests [Ext.] | You can request an adjustment posting for a line item via the Internet. |
| | Credit Management [Ext.] | You can branch to credit management. Choose *Environment → Credit management*. |
| | Correspondence and Internal Evaluations [Page 768] | You can request, display, and print correspondence. Choose *Environment → Correspondence*. |

# Displaying the Document for a Line Item

## Use

You can display all the account assignments for a line item.

## Procedure

1. You can select a line item either by double-clicking it, or by highlighting the item and then choosing 🐾 (or 🔍 in the classic line item display).

2. The system displays the account assignments for the line items selected. You have the following options:

| Pushbutton | Function | Description |
|---|---|---|
| 📝 | Change document | You can change the document as long as you have the appropriate authorization. |
| 🗗 | Other document... | You can display another document. |
| 👤 | Document overview | You can branch to the document overview. |
| ▼ | Next item | You can display the details of the next item in the line item list. |
| ▲ | Previous item | You can display the details of the previous item in the line item list. |
| 🖳 | Document header | You can display the document header. |
| ➡ More data | More data | You can display additional account assignments for the line item. |

3. To return to the line item display, choose 🔙.

# Displaying Account Master Data

## Use

From the line item list, you can also display the account master data.  This applies for the following master data:

- G/L Account Master Data [Ext.]

- Customer Master Data [Page 27]

- Vendor Master Data [Page 102]

## Procedure

To display account master data, proceed as follows:

1.  Select the required line items.

2.  Choose *Environment* → *Account master data*.

> The system displays the master data for the account specified.

3.  To return to the line item display, choose .

> In the **Classic line item display**, you can also display information about the account. This information includes, for example, the company code and the currency.  Choose *Environment* → *Master record information*.

> The system displays this brief information according to a layout defined in Customizing. You can copy and modify this layout so that other or additional master record fields are displayed.

# Classic Line Item Display

## Use

You should only use the classic (old) line item display if you use it as a modification solution, that is, if you have modified it to meet your requirements.

## Prerequisites

For the classic line item display, you have to make various settings in Customizing.  These settings are in **Customizing** for *Financial Accounting* under: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV).*

## Features

You have the following options in the classic line item display:

- On the initial screen, you can restrict the display to specific line items.  For more information, see Displaying Account Line Items [Page 223]

- You can save your user-specific selection criteria and settings in your user master.  Every time you call up the line item display, the information that is relevant for you is displayed.

    > For example, an accounts receivable clerk responsible for dunning requires dunning information in the line item display.  This clerk requires a line layout with the relevant information.  A credit controller requires summarized information.  He will therefore display the information he requires using a totals sheet [Page 247]

- You can use various functions in the line item display, for example, you can change the line layout, sort the line items, create totals, and so on. For more information, see Functions in the Line Item Display [Page 227]

- You can carry out mass changes to the items displayed, for example, to change a dunning block or payment method.  For more information, see Carrying Out Mass Changes to Line Items [Page 439].

# Displaying Account Line Items

## Use

On the initial screen of the line item display, you can use selection criteria to restrict the number of items displayed. You can also specify on this screen exactly how the line items are to be displayed.

## Procedure

To display line items, proceed as follows:

2. Enter an account number (for example, 78900) and the company code (such as US01), or the worklist you require.

    A worklist covers several accounts.

    To define or display a worklist, select *Settings → Worklist → Maintain* or *Display*.

    To use a worklist for the line item display, on the initial screen, select *With worklist*. Enter the worklist required instead of an account number and company code.

3. Restrict the number of line items to be displayed. You can use the following selection criteria to do this:

    − You can display particular types of items (that is, open items, cleared items, parked items, items from special G/L transactions, or items with customer/vendor items). To do this, select the required item type.

    − You can restrict the line items to be displayed by entering **selection criteria**. To do this, choose *Selection criteria....*

        For more information, see Editing Selection Criteria [Page 225].

        Using selection criteria is particularly recommended for accounts with a lot of items; this reduces processing time. You can also use selection criteria, for example, to display all the items for a certain branch that were posted to the head office.

3. Specify how the line items are to be displayed. You have the following options for this:

    − You can select the **line layout** in the line item display.

        For more information, see Changing the Line Layout [Page 240].

    − You can select the **totals variant** for the line item display.

        You can use the totals variant to define how totals are created in the line item display.

    − You can select the **sort variant** for the line item display.

        The sort variant determines the field according to which the line items will be sorted. You can also specify whether you want to sort in ascending or descending order.

    − You can specify whether the data is displayed as line items or as totals. To do this, on the initial screen under the heading *List begins with*, select either *Line items* or *Totals*.

**Displaying Account Line Items**

5. You can save the settings you make for line item display in your user master record. The next time you call up the line item display, the system automatically defaults the parameters you have set.  To save your settings, select *Settings → Change user master*.

> The system confirms that the settings were saved with a message. The message long text lists the individual parameters that you saved.

5. To display line items, select *Execute*.

# Result

The line items you selected are displayed in a list.

You can use various functions in this list: See Functions in the Line Item Display [Page 227]

# Editing Selection Criteria

## Use

To improve performance, you can restrict the number of line items displayed by entering selection criteria. This is particularly useful if you want to display items from an account that contains lots of line items.

To improve performance, make entries in the following fields:

- *Document number*
- *Document date*
- *Posting date*
- *Branch account number*
- *Reference document number*

## Procedure

1. Choose *Selection criteria.....*

   You can choose up to three fields from the list. To display the technical names of the fields, choose *Technical names*.

2. Then choose *Execute*.

   The screen *Selection criteria: Values* appears.

3. For each of the search fields selected, enter a value or value interval.

   – You can also enter a character string to search for in a particular field. For instance, if you want to search for all line items that contain the character string 99 within their document numbers, enter **99** in the *From* value field for the document number selection criterion, and select the *String* check box.

   – If you specify more than one selection criteria, for example, date and amount, you can determine how they are logically linked to one another by choosing *And → Or*. This means that you define whether the line items found have to fulfil both search criteria at the same time (logical link: *And*), or whether the line items found only have to satisfy one of the criteria specified (logical link: *Or*).

4. Choose *Execute*. You thereby save your selection criteria for the line item display.

# Noting Selection Criteria

## Use

You can save your user-specific selection criteria for the line item display.

## Prerequisites

To save your user-specific selection criteria, make the following settings in your user parameters:

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* menu, select *Environment → User parameters → Editing options*.

2. Choose *Line items*.

3. Set the *User-specific selection* indicator and save your entries.

## Procedure

After you have activated your selection criteria, you can enter the specific selection conditions. To do this, proceed as follows:

1. Under *Selection criteria*, enter your user-specific criteria.

   For more information, see Editing Selection Criteria [Page 225].

2. Return to the initial screen for the line item display and select *Edit → Note selection*.

   The system then saves your selection criteria.

3. If you want to access the selection criteria you saved at a later date, set the indicator *User-specific selection* on the initial screen of the line item display. Your selection criteria are then applied.

## Result

You have noted your selection criteria.

You can delete them when you no longer need them. On the initial screen of the line item display, choose *Edit → Delete selection criteria*.

# Functions in the Line Item Display

## Use

After you have entered your selection criteria for the line item display, the line items you selected are displayed in a list.  You can use various functions in this list, for example, to edit the layout of the line item list, to edit the line items themselves, or to branch to other functions, such as displaying the document for a line item.

## Features

The following options are available in the line item display:

### Editing the layout of the line item display

| Function | Description |
|---|---|
| Changing the Line Layout [Page 240] | You can determine which fields should appear in the line item display. |
| Adding Additional Fields [Page 243] | You can add an additional field in the line item display; the value of this field is then displayed for all of the line items displayed. |
| Selecting Currencies [Page 245] | You can select the display currency for the line item display. |

### Editing line items

| Function | Description |
|---|---|
| Searching for Line Items [Page 230] | You can search for specific line items. |
| Sorting Line Items [Page 232] | You can sort the line items displayed. |
| Creating Totals for Line Items [Page 236] | You can create subtotals according to selection criteria for the line items displayed. |
| Displaying List Levels [Page 244] | You can display an overview of the list levels. |

### Branching to other functions

| Function | Description |
|---|---|
| Displaying the Document for a Line Item [Page 229] | You can display the document for a specific line item. |

**Functions in the Line Item Display**

| | |
|---|---|
| Displaying line items from another account | You can display line items from another account and use the same selection criteria [Page 226] specified for the first account.<br><br>To do this, select *Line items → Other line items with selection criteria*. |
| Displaying Account Master Records [Page 246] | You can display the master data for the account for which you are displaying the line items. |
| Displaying Totals Sheets [Page 247] | You can display a totals sheet for the line items. |
| Correspondence and Internal Evaluations [Page 768] | You can request, display, and print correspondence.<br><br>Choose *Environment → Correspondence*. |
| Credit Management [Ext.] | You can branch to credit management.<br><br>Choose *Environment → Correspondence*. |
| Check information | You display **check information** that belongs to the line item.<br><br>Choose *Check information*. |
| Customizing | You can make settings in Customizing from the line item display, for example, settings for the line layout or for the totals variants. However, you need the appropriate authorization to do this.<br><br>Choose *Settings → Customizing*. |

# Displaying the Document for a Line Item

## Use

You can display all the account assignments for a line item.

## Procedure

3. You can select a line item either by double-clicking it, or by highlighting the item and then choosing 🐾 (or 🔍 in the classic line item display).

4. The system displays the account assignments for the line items selected.  You have the following options:

| Pushbutton | Function | Description |
|---|---|---|
| 📝 | Change document | You can change the document as long as you have the appropriate authorization. |
| 🗂 | Other document... | You can display another document. |
| 👤 | Document overview | You can branch to the document overview. |
| ▼ | Next item | You can display the details of the next item in the line item list. |
| ▲ | Previous item | You can display the details of the previous item in the line item list. |
| 🖨 | Document header | You can display the document header. |
| ➡ *More data* | More data | You can display additional account assignments for the line item. |

4. To return to the line item display, choose 🔄.

# Searching for Line Items

## Use

You can search for specific line items in the line item display.  You have the following options for this:

- **Search using the field list**

    You can search for specific line items by selecting one or more search criteria from the field list.

- **Search using a displayed value**

    You can search for specific line items by selecting a specific value or a column heading in the line item display as a search criterion.

## Procedure

### Search using the field list

1.  Choose 🔍.

2.  Select the required search criteria and choose ✔.

    Alternatively, you can display the technical field names in the field list.  Choose *Technical names*.

    ➡

    You can also add fields for the search in the field list. To add a field, choose *Settings → Customizing → Field selection → Find*.

3.  Enter the values for the search criteria and choose ✔.

    If you specify more than one selection criterion, you can determine how they are logically linked to one another by choosing *And → Or*. This means that you define whether the line items found have to fulfil both search criteria at the same time (logical link: And), or whether the line items found only have to satisfy one of the criteria specified (logical link: Or).

    🗨

    As search criteria, you select *Posting date* and *Amount,* with the logical link *And*. Only those line items are displayed where the posting date **and** the amount are within the specified values.

### Search using a displayed value

1.  Select a column heading or a specific value in the list and choose 🔍.

2.  If you have selected a column heading as search criterion, enter the value and choose ✔.

    🗨

    For example, you can search for line items in a specific time interval.  Select the column *Document date*, and enter the required time interval.

---

If you want to search for line items with a specific date, select the required document date in the list.

# Result

The system displays the line items in a list in list levels according to the criteria that you specified.

The system notes these list levels and you can display them from any line item display.  For more information, see Displaying List Levels [Page 244].

# Sorting Line Items

## Use

You can sort the line items displayed according to your requirements.  You have the following options for this:

- Sort by column

- Sort according to several columns

## Procedure

### Sort by column

1. Select a column heading, or a value in the column that you want to sort by.

2. Select 🔼 to sort the values in ascending order, or 🔽 to sort the values in descending order.

### Sort according to several columns

➡️

You can use a maximum of three columns to sort the line items.

1. Place the cursor outside the list and select 🔼 or 🔽.

2. Enter the sort sequence for the required column in the field list.  Enter **1** for the first sort field, **2** for the second, and **3** for the third.

Instead of entering digits for the sort sequence, you can also select the fields one after another by double-clicking them. The fields will be marked in the sequence in which you select them.

Alternatively, you can display the technical field names in the field list.  Choose *Technical names*.

➡️

You can also add fields for the search in the field list. To add a field, choose *Settings → Customizing → Field selection → Find*.

3. You can also use the following functions:

- You can sort the line items in descending order.  Enter **1** for the required column and choose *Descending*.

- You can specify that the system should calculate the total for each group. To do this, choose *With totals*.

# Changing the Sort Sequence

## Use

When you display or change line items, they are displayed in the standard sort sequence. The standard sort sequence is determined internally by the system. To do this, the system uses the following document fields:

- *Clearing date*

- *Clearing document number*

- *Assignment*

- *Fiscal year*

- *Document number*

The line items are then sorted as follows:

- **Cleared line items** are always sorted by *Clearing date, Clearing document number,* and the remaining fields. Clearing transactions can therefore be considered together.

- **Open items** are always sorted by the *Assignment* field and the remaining fields, since the *Clearing date* and *Clearing document number* fields are not filled for open items.

From the standard sort sequence, you can switch to another sort sequence. The system offers you fields to sort from, from which you can select the fields you require. If you require additional fields, you can add these to the selection.

## Features

You have the following options for changing the sort sequence:

### Grouping line items

You can flag account line items that are to be processed together. To do this, enter the same indicator in the field *Assignment* for each line item in the group.

The contents of the *Assignment* field are used:

- To sort items when you display, clear, and change them

- As a selection criterion

  - When clearing payments using the functions "posting with clearing" and "incoming or outgoing payment"

  - For maintaining accounts with the *Account clearing* function

  - For displaying and changing line items

- Subdividing one-time accounts and head-office accounts

### Entries for the *Assignment* field

You can define the contents of the *Assignment* field as you wish. You have the following options:

- The system can enter the contents automatically. To do this, in the account master record, enter a key that represents the layout rule you want to use for making entries in

**Changing the Sort Sequence**

> the *Assignment* field. This allows you to set up account-specific sort sequences for line item display.

- You can enter the contents of the field yourself when entering a document.
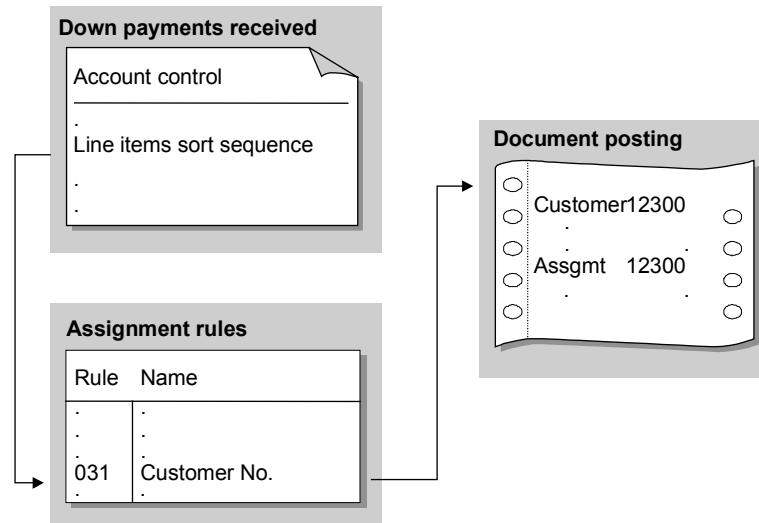
The layout rule determines which entry from the document header or line item should be entered in the *Assignment* field at the time of posting. You define the keys and their layout rules in Customizing. The standard system is delivered with pre-defined layout rules. SAP recommends that you use these rules.

> Layout rules for the *Assignment* field are valid for all clients.

> In the master record for the special G/L account "Down payments received", you have specified that the customer's account number should be entered in the *Assignment* field at the time of posting. All documents posted to this account are sorted by customer account number and displayed in ascending order in the line item display.

You can change the layout rule key in the master record at any time. The new layout rule takes effect from the time the change is made: That is, all line items posted afterwards are displayed according to the new layout rule. The assignment remains unchanged, however, for the documents already posted.

## Layout rules for the *Assignment* field

To define your own layout rules for the *Assignment* field, you specify a key and up to four fields for each rule. The contents of these fields are then copied to the *Assignment* field in the order you define. You can use any document header or line item field in your layout rule.

You can also have the system copy just a part of the contents of a particular field to the *Assignment* field. To do this, you have to specify the number of characters copied and the position from which they are copied.

A cost center number consists of 10 characters in the standard system. If your company uses only six characters, you can omit the first four characters for the display. Therefore, you specify for the *Cost center* field that six characters are displayed as of the fifth character.

# Creating Totals for Line Items

## Use

In the line item display, you can summarize items according to various criteria and create totals.

The criteria are defined in the system in the form of totals variants.

## Prerequisites

The SAP standard system contains totals variants.  You can change them or create your own.

To change a totals variant, or define a new one, proceed as follows in Customizing for *Financial Accounting; General Ledger Accounting/Accounts Receivable and Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV) → Define Totals Variants*.

## Features

You have the following options for creating totals for line items:

- You can create totals for the line items according to a field that you select from the line item display (for example, document type).  Place the cursor on the column required and select ∑.

  Subtotals are then created for all currency amounts that appear in the line layout.

- You can create totals for the line items according to other criteria that do not appear in the line item display (for example, document type/posting key).  Place the cursor outside the line item display and select ∑.

  You can select a totals variant (for example, document type/posting key), and specify whether you want to sort in descending order. To do this, select *Descending*.

When you select a totals variant, the system creates subtotals for the first key of the totals variant.  You have the following options when displaying the totals:

- Select a specific set of line items in the first list level by clicking on the required line item.

  For example, if the totals variant is *Document type/Posting key*, place the cursor on a document type (for example, **AB**, general document) and then choose *Goto → Next list level*. The system then displays the subtotals for all documents by posting key within the document type **AB**.

- To display both the debits and the credits that make up a subtotal, choose *Settings → Debit/Credit → On*.

- If you want to see the posted documents in another currency, choose *Settings  → Display currency.*

  The document currency, the local currency, and any parallel local currency defined for that company code are displayed*.* If you select the local or group currency as an additional local currency, the posted totals are displayed in this currency.

  For more information about currencies in the line item display, see Selecting Currencies [Page 245]

- To display valuated amounts in local currency, choose *Settings* → *Display* c*urrency* → *Local currency (valuated amounts)*.

       

       However, this is only worth doing if you have first valuated the items with the valuation program.

- To return to a previous level, choose .

- To return to the line item list from the totals display, choose  *Line items*.

- To go to a subtotals list, choose *Line items and subtotals*.

The system displays the line items for which a total has been created in a list in list levels according to the criteria that you specified.

The system notes these list levels and you can display them from any line item display.  For more information, see .

# Totals Variants

You can calculate various subtotals in the line item display. To calculate these subtotals, you can use the pre-defined totals variants or select the necessary fields and their sequence yourself in the line item display. The fields available for selection are already specified in the system. You can change these specifications.

The following figure shows the totals calculated using the totals variants *Document type/posting key*. The figure shows subtotals for each posting key for document type DA.



For the totals variants, you define the fields and the sequence in which they are used for calculating subtotals.

The following illustration shows how the totals variant used in the illustration above was defined. The totals variant determines the criteria used for creating subtotals.

The SAP standard system contains totals variants.  To change these totals variants, or to define your own, you must

- Enter a name for your variant in your logon language (see **1** in the following figure)

- Specify the fields used for calculating the totals and their sequence (see **2** in the following figure)

You can specify a maximum of three fields for each variant. The fields available for selection are displayed when you maintain the totals variants.

You can also define which fields, in addition to totals variants, are available for selection for creating subtotals.  Specify the fields separately according to the account types, customer, vendor, and G/L account.  You therefore define which fields are required for each account type.

The following figure shows the fields that are offered for calculating totals in the line item display.

```
Field selection   Display list   Total   Customer

Field name    Name
------------    ----------------------------
BLART         Document type
GSBER         Business area
BSCHL         Posting key
BLDAT         Document date
BUDAT         Posting date
WAERS         Currency
DMSHB         Amount in LC
WRSHB         Amount in FC
UMSKZ         Special G/L ind.
ZLSCH         Payment key
ZLSPR         Payment block
ZUONR         Assignment number
FILKD         Branch account
BELNR         Document number
FAEDT         Net due date
```

Fields for calculating totals are defined in the system. If you want to use fields other than those proposed by the system, you only have to include these for the required account types. Furthermore, you can determine the sequence of the fields in the selection dialog box. You will want to place the fields used most often at the start of the list.

# Changing the Line Layout

## Use

You use the line layout to define the line item fields that appear in the line item display, the order that they appear in, and the column heading.  You can define several variants for the line layout and change the displayed variant from the line item display.

For more information, see Line Layout Variants [Page 241]

## Prerequisites

The SAP standard system contains variants for *Accounts Receivable, Accounts Payable*, and *General Ledger Accounting*.  You can change them or create your own.

To change a line layout variant, or define a new one, proceed as follows in Customizing for *Financial Accounting: General Ledger Accounting/Accounts Receivable and Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV) → Define Line Layout*.

## Features

You have the following options for changing the line layout:

- You can select the line layout on the initial screen for the line item display.  Select a line layout variant by double-clicking it.

    The line items are then displayed according to the line layout variant requested.

- You can change the line layout that you selected on the initial screen in the line item list.  To do this, select 🔲 *Line layout*...

    Select the required standard variant with a double-click. You can also select a line layout variant from the special variants.  To do this, select 🔲 *Special variants*...

- You can temporarily add an additional field to the line layout.  See Adding Additional Fields [Page 243]

# Line Layout Variants

In the line item display, you can choose from several line layout variants.
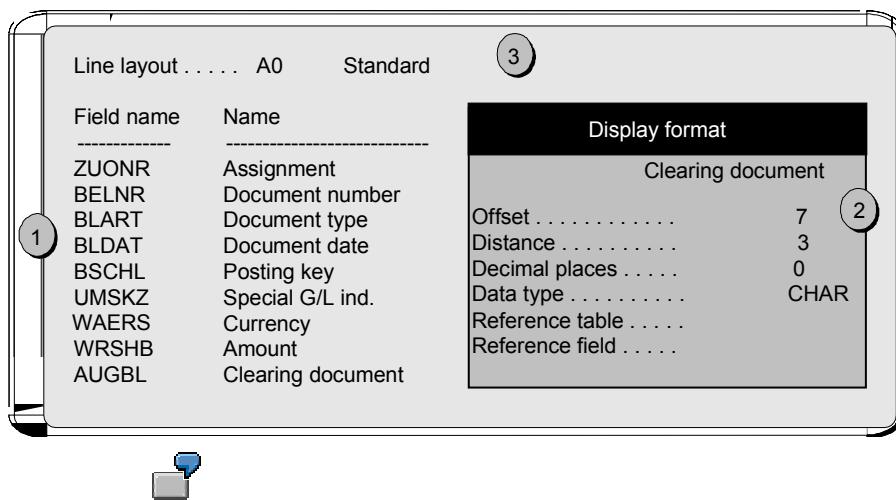
> The standard line layout variant for a customer account displays the most important information from the document header and line items, for example, the document number, document type, dunning block, dunning key amount, and clearing document number.
>
> The variant for payment terms displays all information on the terms of payment for an item in addition to the document number, amount, and clearing document number.

The SAP standard system contains the variants mentioned above and other line layout variants. You can change them or create your own.
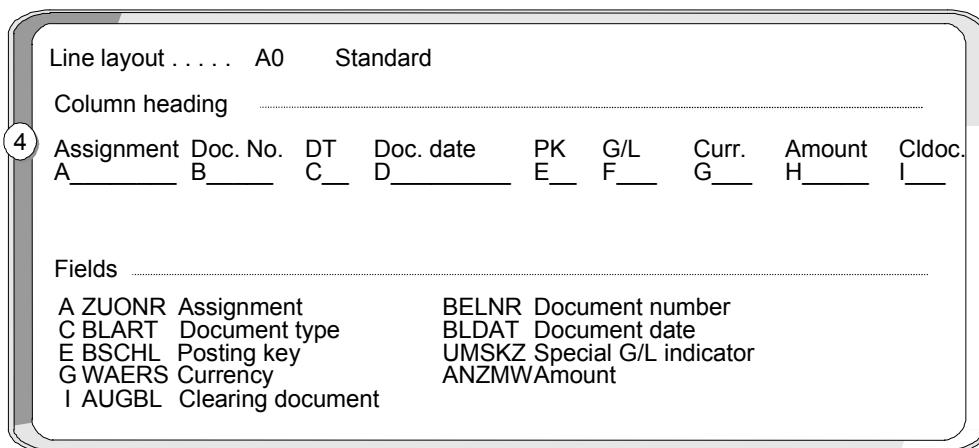
To define your own variants, you have to define the following for each variant:

- The fields for the variant, the order in which they are displayed (see **1** in the following figure), and their display format (see **2** in the following figure).

    The display format determines whether the entire field content is displayed.

- The name of your variant (see **3** below) and the column headings for the fields (see **4** below).

- The name and column headings in the foreign languages in which you want to use the variant.



> The illustration above shows you how the standard line layout has been defined.

**Line Layout Variants**

Line layout . . . . .   A0　　　Standard

Column heading

④  Assignment  Doc. No.   DT   Doc. date       PK    G/L     Curr.    Amount    Cldoc.
　　A_____   B_____    C__  D_____     E__   F___    G___    H_____    I___

Fields

A ZUONR  Assignment　　　　　　　　BELNR  Document number
C BLART   Document type　　　　　　　BLDAT  Document date
E BSCHL   Posting key　　　　　　　　UMSKZ  Special G/L indicator
G WAERS  Currency　　　　　　　　　ANZMW Amount
 I AUGBL  Clearing document

If you choose the standard line layout in the line item display, the system displays the information about each line item as shown in the illustration below. The column headings are displayed according to the way they are defined in the illustration above (see **4**). The *Clearing document number* field is abbreviated since only the last three numbers are required. It is displayed as of the eighth position (offset 7), with three characters (length 3), and a distance of 1 from the prior column (see **2** in the above illustration).

Customer  EVANS　　　　　　Basic list
Dwight Evans
Boston　　　　　　　　　　　Line items   62

Assignment   Doc. no.        DT   Doc. date      PK   G/L    Cur      Amount    ClDoc
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　876
19920110    0100001034   AB  01/10/92      01            USD     300.00
19920318    1600000050   DA  03/18/92      01            USD     100.00
19920318    1600000050   DA  03/18/92      01            USD     200.00       Abbreviated
19920319    0100000477   AB  03/19/92      16            USD     500.00-      display
19920323    0100000502   AB  03/23/92      01            USD   1,000.00
19920323    1600000051   DA  03/23/92      03            USD     100.00

Defined
column
heading

You can define your own line layout variants for individual account types or for all account types.

If you require fields other than the ones proposed in the standard system, you have to specify them separately by account type. Furthermore, you can determine the sequence of the fields in the selection window. You will want to place the fields used most often at the top of the list.

# Adding Additional Fields

## Use

You can add a field to the line layout temporarily. The system adds the field that you specify in each item. This additional field overwrites the data already displayed if necessary.

## Procedure

To add an additional field temporarily, proceed as follows:

1. Place the cursor where you want to insert the additional field.

2. Choose *Additional field*...

   The system displays a dialog box containing the additional fields available.

3. Select the required field by double-clicking it.

   The system then displays the line items in the field combination that you specified. The original field is temporarily overwritten with the field value that you selected.

4. To remove the additional field, choose *Additional field off*.

You can expand the list of fields for temporary display. To do this, make the settings in **Customizing** for *Financial Accounting* as required: *General Ledger Accounting/Accounts Receivable and Accounts Payable → G/L Accounts/Customer Accounts/Vendor Accounts → Line Items → Display Line Items (without ALV) → Choose Additional Fields.*

# Displaying List Levels

## Use

When the system searches for, or creates totals for line items, it creates list levels. List levels are levels or groups used to display line items.

You can display an overview of these list levels and select a previous list level. The system then displays the line items in the list level that you selected.

## Procedure

To display line items from a previous list level, proceed as follows:

1. Choose *Goto* → *List level overview.*

2. Select a list level.

   Note that after you select a previous list level, you can no longer display a later list level. For example, if you have searched or created totals for the line items four times, the system creates four list levels. If you go back to the second list level from the fourth list level, you cannot go forward to the fourth list level.

# Selecting Currencies

## Use

In the line item display, you can display the totals in various currencies. The exchange rates at the time of posting are used. You can choose from the following currencies:

- Transaction currency (document currency)

- Local currency

- Local currency (valuated amount)

> To display the local currency valuated amount for the line item, you must have previously valuated the open items with the valuation program.

- Parallel currencies (if you run parallel currencies in your system)

## Features

You have the following options when selecting the display currency:

- You can display the **subtotals** in local currency.

    Choose *Settings → Display currency*.

- You can display the **line item totals** in foreign currency as well as in local currency.

    Choose the *Currency* totals variant. The line item subtotals are displayed by currency.

- You can display the amounts in the **line item list** in foreign currency as well as in local currency.

    To do this, define a line layout variant that includes columns for local currency and foreign currency.

# Displaying Account Master Data

## Use

From the line item list, you can also display the account master data.  This applies for the following master data:

- G/L Account Master Data [Ext.]

- Customer Master Data [Page 27]

- Vendor Master Data [Page 102]

## Procedure

To display account master data, proceed as follows:

3. Select the required line items.

4. Choose *Environment* → *Account master data*.

  The system displays the master data for the account specified.

4. To return to the line item display, choose .

>
> In the **Classic line item display**, you can also display information about the account. This information includes, for example, the company code and the currency.  Choose *Environment* → *Master record information*.
>
> The system displays this brief information according to a layout defined in Customizing. You can copy and modify this layout so that other or additional master record fields are displayed.

# Displaying Totals Sheets

## Use

A totals sheet contains subtotals of the line items by account type (vendor, customer, and G/L account) and special G/L indicator.

## Procedure

To display a totals sheet, proceed as follows:

1.  Choose *Goto* → *Totals sheet*.

2.  To display the details, select a line item.

3.  To go back to the list of line items, select *Back* twice.

# Account Analysis for Customers

In addition to displaying customer account balances and line items, you can execute the functions for account analysis.

**Days in Arrears: Customers [Page 249]**

**Displaying Line Items: Customers [Page 251]**

**Net/Cash Discount Overview: Customers [Page 252]**

**Displaying Payment History: Customers [Page 253]**

**Simulating Payment History: Customers [Page 255]**

**Displaying Credit Limits: Customers [Page 254]**

# Days in Arrears: Customers

The days in arrears display shows you the number of days the open items are overdue or the number of days in which they are due. You can display:

- All open items

- Only overdue items

- Only items not yet due

For this display, you can use the due date for net payment or the date up to which the customer can receive, or could have received cash discount. If some items are not yet due, the system shows the number of days in which they are due by displaying negative numbers.

## Displaying Days in Arrears and Due Dates for Open Items

To display the number of days open items are overdue, or the number of days in which they will fall due, proceed as follows from the *Accounts Receivable* menu:

1. Choose *Account → Analysis*. The initial screen appears.

2. Enter the customer, company code, and fiscal year.

3. Choose *Goto → Open items → All items → Net terms* in order to see the days in arrears, or the due date for net payment.

   Choose *Goto → Open items → All items → Cash discount terms* in order to see the due dates for payment and claiming cash discount.

   Within the display, you can also change between net and cash discount terms by selecting *Edit → Net/Cash discount*.

4. Choose *Edit → Due/not due*, to display only the due or not yet due items.  In the display itself, you can switch between the due items and the not yet due items.

## Displaying Overdue Items

On the *Customer Account Analysis* initial screen, you can display either the overdue items, or the items that are not due yet.

To see the days in arrears of overdue items, choose *Goto → Open items → Overdue items → Net terms* or *Cash discount terms*.

If the list generated is longer than the first page for the screen display, the system shows the number of additional items that are overdue at the end of each screen. Next to the number of items, you will also see the total of all overdue amounts within this interval of days in arrears.

## Displaying Open Items Not Yet Due

To view items not yet due, choose *Goto → Open items → Items not due → Net terms* or *Cash discount terms* on the initial screen.

The next screen shows when the open items are due (number of days).

**Days in Arrears: Customers**

# Displaying Line Items: Customers

From the display of days in arrears, you can branch to line item display. To do this, position the cursor on the relevant item, and choose *Edit → Line items*. The basic list appears. From here, you can branch to the document overview.

For more information, see Displaying Account Line Items [Page 223]

# Net/Cash Discount Overview: Customers

To get a complete overview of the account balance and amounts due, choose either *Extras →
Net overview* or *Extras → Cash discount overview.* A dialog box appears, showing the account
balance and sales/purchases. You also see the total amounts of items due and not yet due.
Depending on the settings (net or cash discount), the amount due at this point is different.

# Displaying Payment History: Customers

Recording your customers' payment history helps you to make decisions about their liquidity and their ability to make payments in the future.

You can display an overview of your customers' payment history. You can use it to find out:

- Whether or not the agreed cash discount terms were utilized.

- The average number of days items were overdue per period based on payment term, or the average number of days open items were cleared prior to their due date per posting period.

- If there are any trends in the payment history, for example, if your customer is continuing to miss payment for cash discount.

> To display the payment history, you must select the *Payment history record* indicator in the customer master record. Otherwise, payment history is not recorded, and you cannot execute the payment history display function.

To display the payment history for a customer, choose *Goto → Payment history* from the *Account Analysis* initial screen.

# Displaying Credit Limit: Customers

Within account analysis, you can also display your customer's credit limit.

When you post a customer invoice, the system automatically adds the invoice amount to the existing receivables or the receivables from special G/L transactions depending on the posting key. When this customer makes a payment, the corresponding amount is deducted from the existing receivables.

The system calculates and displays the following data for each customer in a credit control area:

- Receivables from sales/purchases

- Receivables from special G/L transactions that you have indicated as relevant for the credit limit, for example, down payments, security deposits, and bills of exchange

- Total liabilities

- Total value of current orders if you have installed the *Sales and Distribution (SD)* application.

You can display a customer's credit limit by selecting *Goto → Credit limit* from the *Account Analysis* initial screen.

# Simulating Payment History: Customers

You can simulate payment history for a customer by assuming that that customer will pay all items due on the current day (or any day in the future). You can use the due date for net payment or the date up to which your customer could receive a cash discount. You can switch between the two types of display in the same manner as in open item display.

To simulate the payment history, proceed as follows from the *Customer payment history* screen:

1. Choose *Edit → Simulation*.

   A dialog box appears in which you can enter specifications for the simulation.

2. Enter the assumed payment date. The system proposes the current date as a default value.

3. Select either items which are due net by this date or items which are due according to cash discount terms 1.

   The system then selects only those items due by the specified date and according to the criteria.

4. Choose ENTER.

   On the next screen, the payment history for the payment date specified appears. This simulation allows you to see which amount the customer would pay by the payment date you specified. This date may be either the due date for net payment, or the date for payment when the customer is utilizing cash discount terms 1.

Within the display, you can also change between net and cash discount terms by selecting *Edit → Net/Cash discount simulation*.

# Displaying Line Items via the Internet

## Use

You can use the Internet to log on to your business partner's system and display the line items in your accounts.

## Prerequisites

Your business partner has given you a user and a password for his or her SAP System. You have also been given access to the Internet service *Line item display on the Internet* by means of a URL. You will either have received this URL by e-mail, or it will be given as a link on an Internet page.

## Procedure

1.  You have received a URL by e-mail, or it is given as a link on an Internet page. Use this link to select the required service. Log on with the user and password given to you by your business partner.

2.  Select an account and a company code if necessary.

3.  Select a posting period if necessary.

4.  Choose *Display*.

## Result

A list of your line items is displayed.

# Displaying Account Balances via the Internet

## Use

You can use the Internet to log on to your business partner's system and display the balance of your accounts.

## Prerequisites

Your business partner has given you a user and a password for his or her SAP System. You have also been given access to the Internet service *Balance display via the Internet* by means of a URL. You will either have received this URL by e-mail, or it will be given as a link on an Internet page.

## Procedure

1. Follow the link to the Internet service.

2. Log on with your user and password.

3. Select an account if necessary.

4. Choose *Display*.

## Result

The balance of the account you have selected is displayed.

# Posting Business Transactions in Accounts Receivable

## Purpose

You post accounting data for customers in *Accounts Receivable*. From there, the data is sorted by customer and made available to other components, for example *Sales and Distribution*. When you post data in *Accounts Receivable*, the system creates a document [Page 353] and passes the data entered to the general ledger. General ledger accounts are then updated according to the transaction concerned (receivable, down payment, bill of exchange, and so on).

## Integration

Since the individual applications (general ledger and subledgers) all exchange data, individual business transactions only have to be entered once.  See also: Organizational Units and Basic Settings [Ext.]

## Features

The *Accounts Receivable* component is not merely a basis for correct accounting procedures. Due to the close integration with *Sales and Distribution*, it provides data for effective credit management. The link to *Cash Management* also provides information for optimizing liquidity planning.

> SAP provides two variants for carrying out business transactions in *Accounts Receivable:*
>
> - Standard transaction: *Accounting → Financial accounting → Accounts receivable → Document entry → Other → Invoice - general* or *Credit memo - general*.
>
> - Single screen transaction: *Accounting → Financial accounting → Accounts receivable → Document entry → Invoice* or *Credit memo*.
>
> You cannot switch between both transactions.

The system carries out consistency checks before saving the data. When the debits equal the credits, and the data is complete, post the document. If errors exist, the data is not saved, and the system proposes adjustments.

The system updates the document file and the G/L account balances.

# Entering Business Transactions in Accounts Receivable

## Procedure

To enter a document in *Accounts Receivable* using the standard transaction, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable → Document entry → Other → Invoice - general* or *Credit memo - general.*

1. The *Enter Customer Invoice/Credit Memo: Header Data* screen appears. Enter the required document header data.

    The system offers several functions. The functions are specifically designed for the relevant business transaction (for example, invoices or credit memos), or to simplify the process of entering several documents of the same type.

2. Also enter the posting key and the customer account number of the first line item. Save your entries.

    The posting key and the reconciliation account for the customer account determine which fields are displayed on the next screen.

3. The *Enter Customer Invoice (or Credit Memo): Add Customer Item* screen appears.

4. Enter the data for the first line item.

    The posting key and the account number at the end of each screen determine which fields are displayed on the next screen for entering a line item.

5. You need to enter at least one customer line item and one G/L account line item.

6. If necessary, adjust or complete the line item.

7. When the debits equal the credits, and the data is complete, post the document.

## Result

The system generates a document, updates the transaction figures of the account involved and, where applicable, informs you of the internally assigned document number.

# Posting Documents in Accounts Receivable

## Procedure

1. From the *Accounts Receivable* screen, call up the type of business transaction required. For example, you could choose *Document entry → Other → Invoice - general* or *Document entry → Other → Credit memo - general.*

2. On the first screen, enter the required header data (usually: Document date, document type, company code, posting date, and currency).

3. Also on the first screen, enter the posting key [Page 442] and the customer account number of the first line item. Confirm your entries.

> The posting key and the reconciliation account for the customer account number determine which fields appear on the next screen.

4. On the next screen, enter the data for the first line item.

> The posting key and the account number at the end of each screen determine which fields are displayed on the next screen for entering a line item.

5. You need to enter at least one customer line item and one G/L account line item.

6. When the debits equal the credits and the data is complete, choose *Document → Post* to post the document.

## Result

The system then updates the document file, the customer account balance, and the G/L account balance.

# Parking Invoices/Credit Memos - Enjoy Transaction

## Use

You can park invoices/credit memos before you post them.  This is useful for example, if the data you want to enter is incomplete, or the parking and posting functions are carried out by different accounting clerks (dual control principle). To use the single screen transaction for invoice/credit memo parking, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Park/Edit invoice/credit memo*.

> For more information about the standard and the single screen transaction, see Document Parking [Page 399]

## Integration

The invoice/credit memo parking Enjoy transaction is offered parallel to the standard transaction. To use the standard transaction, screen, choose *Accounting → Financial accounting → Accounts payable/Accounts receivable → Document entry → Other → Invoice - general* or *Credit memo - general* from the SAP *Easy Access* screen.

> ⚠ You cannot switch between the single screen transaction and the standard transaction during document parking.

## Prerequisites

You have made the following settings in Customizing for *Financial Accounting* under *Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos* or *Incoming Invoices/Credit Memos - Enjoy*:

- Define Document Types for Enjoy Transaction [Ext.]

- Define Posting Keys for Incoming Invoices/Credit Memos [Ext.]

> If you want to adapt the document entry area to your own requirements, you can create a screen variant in the area on the left side of the screen. This screen variant then restricts the complete document area to the fields you require.  See Creating Screen Variants - Enjoy Transaction [Page 305]

## Features

See Entering Invoices/Credit Memos - Enjoy Transaction [Page 306] for the screen areas you use to enter data.

You can use any of the previously defined screen variants.  These include screen variants that you have created and those created by others.

After you have entered the data, you can park the invoice/credit memo. To do this, choose 🖫 in the uppermost area of the screen (save parked document).

**Parking Invoices/Credit Memos - Enjoy Transaction**

### Editing Parked Invoices/Credit Memos

To edit parked invoices/credit memos, select them from the tree (left side of the screen). 🖧 *Tree on* must be active.

You have three options for selecting parked invoices/credit memos:

- Double-click

    Select the required object and double-click it.

- Context menu (right mouse button)

    Select the required object, call up the context menu with the right mouse button, and select the object. You can select documents you have parked yourself, or those parked by others.

- Menu

    Choose *Documents → Select parked document.* You can select documents you have parked yourself, or those parked by others.

    ⚠️

    You **cannot** edit invoices and credit memos parked using the **standard transaction** with the Enjoy transaction. Instead, use the standard transactions for changing parked documents [Page 405] and deleting parked documents [Page 407].

    ⚠️

    You can only edit invoices and credit memos entered using the single screen transaction with the Enjoy transaction.

For information on posting parked invoices and credit memos using the single screen transaction, see Posting Parked Invoices/Credit Memos Enjoy - Transaction [Page 304].

You can change or delete parked invoices/credit memos. If you deleted parked invoices/credit memos, the data from these documents is not updated.

### Workflow Status

After you have parked invoices/credit memos, an additional *Workflow* tab appears. The processing status of the invoice/credit memo is displayed on this tab:

- Document complete
- Released
- Release required

If the workflow is active, post the invoice/credit memo in the background.

### Status Light

After you select *Enter*, the system shows the balance of the parked invoice/credit memo in the form of a status light:

- 🔴⚪⚪　Balance does not equal zero
- ⚪🟡⚪ Unchecked status (initial status)
- ⚪⚪🟢 Balance is zero

Even if you have not entered an amount, when you choose *Enter*, the status light
changes to green.

## Activities

[Parking Documents - Enjoy Transaction \[Ext.\]](#)

# Invoice/Credit Memo Parking - Enjoy Transaction

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Park/Edit invoice/credit memo.*

2. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the required company code. For all future document entry transactions, the system defaults this company code automatically.

3. On the *Basic data* tab, enter the customer/vendor, amount, document date, and posting date. These are required entry fields.

   You can change the currency if required. Depending on your settings in the editing options [Page 382], the system proposes either the local currency or the last currency used.

4. Enter the G/L account item with the account number and amount (optional).

   In the editing options [Page 382], you can define whether the debit/credit indicator is derived from the +/- sign of the amount. A minus sign indicates a credit amount, and a plus sign indicates a debit amount.

5. Choose 🖫 (save parked document) or 🖫 *Save as completed*.

## Result

The system carries out field and authorization checks.

> The parked invoices/credit memos do not appear in the tree until you regenerate the screen.

> For information on posting parked invoices/credit memos, see Posting Parked Invoices/Credit Memos - Enjoy Transaction [Page 304]

**See also:**

Parking Invoices/Credit Memos - Enjoy Transaction [Page 300]

# Posting Parked Invoices/Credit Memos - Enjoy Transaction

## Procedure

3. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Park/Edit invoice/credit memo.*

4. To display the tree, choose 🖳 *Tree on*.

5. Select the required parked invoice/credit memo from the tree with a double-click, or choose *Edit* → *Select parked document.*

6. Confirm the data with *Enter*.

7. The parked invoice/credit memo appears. Post the parked invoice/credit memo via 💾 (post invoice/credit memo).

## Result

The system posts the parked invoice/credit memo. The data is updated.

**See also:**

Entering Invoices/Credit Memos - Enjoy Transaction [Page 306]

# Creating Screen Variants - Enjoy Transaction

## Use

You can set up the document entry area in accordance with your specific requirements.  You thereby restrict the complete document entry area to the entry fields your require.

## Prerequisites

The *Enter G/L Account Document/Invoice/Credit Memo* screen appears.

## Procedure

To create a screen variant, proceed as follows:

1. Place the cursor on the general area (bottom right part of the screen).

2. Using the right mouse button, choose *Create screen variant*.

3. Choose *Goto* and then *Screen variants*.

4. Enter the following data in the dialog box that appears:

| | |
|---|---|
| *Transaction* | (for example FB50) |
| *Screen variant* | (name as required) |
| *Program* | SAPLFSKB |
| *Screen* | 0100 |

Then choose 🗋.

5. A dialog box appears. Choose ✔.

6. The entry transaction appears.  Choose *Enter*.

7. A dialog box appears. Choose ✔.

8. A dialog box appears. Enter the short text for your screen variant. Confirm the data for the program and screen, and choose *Exit and save*.

9. An overview list appears. Choose 💾.

10. A dialog box appears. Make the entry in the object catalog. Then choose 💾.

11. Restart the document entry transaction.

## Result

The screen variant that you created is displayed in the tree.

➡

This procedure applies for all countries except Japan.

# Entering Invoices/Credit Memos - Enjoy Transaction

## Use

You can use this function to enter incoming or outgoing invoices or credit memos. The invoice/credit memo entry Enjoy transaction is a single screen transaction. This means that you can enter, hold, park, and post documents on **one** screen with a minimum amount of entries.

The single screen transactions are included in the area menus for *Accounts Receivable* and *Accounts Payable* according to the business transaction.

## Integration

You can use the invoice/credit memo entry single screen transaction in addition to the standard transactions. To access the standard transactions, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Others → Invoice - general / Credit memo - general*.

For complex postings, such as an asset purchase from a vendor, you can spring directly to the standard transaction.  To do this, choose *Environment → Complex posting.* The data that you have entered is transferred.

⚠️

If you change back to the single screen transaction from the complex posting transaction, the data that you have already entered is lost.

## Prerequisites

You have made the following settings in Customizing for Financial Accounting under *Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos* or *Outgoing Invoices/Credit Memos → Incoming Invoices/Credit Memos - Enjoy* or *Outgoing Invoices/Credit Memos - Enjoy*:

- Define Document Types for Enjoy Transactions [Ext.]

- Define Tax Code per Transaction [Ext.]

- Define Posting Key for Incoming Invoices/Credit Memos or Outgoing Invoices/Credit Memos

**Entering Invoices/Credit Memos - Enjoy Transaction**

# Features



## General Area

The following functions are available from the tabs:

- **Basic data**

    Enter the general document data and the data for the customer or vendor line item. Using ✎ *Editing options*, you can, for example,

    – Control the display and entry of the document type and posting period individually

    – Split the business partner item manually according to special criteria

    You can also display the master data of the business partner involved in detail.

- **Payment**

    You can edit all the payment transaction data here.

    – Change terms of payment

    – Define payment methods

    – Set payment blocks

    – Define payment currencies for automatic payment

    – Enter individual payment recipients

    The due dates for payments are also displayed.

- **Tax**

If there are several tax codes in the invoice, and the tax amounts are to be taken from the invoice, you can enter them here. You can also activate the net procedure on this tab. As soon as you have edited this screen once, changes to the tax data can only be made on this screen.

- **Details**

    On this screen, you can make entries in additional fields for the business partner item, for example:

    – Assignment number

    – (Partner) business area

    – Reconciliation account or reference key

    – Doc.header text

    ⇨

    If you want to go to the detail screen automatically from fields that you use frequently, you must set the field as a required entry field in the field status definition for the reconciliation account.

- **Note**

    You can save additional notes in respect of the open items here. The text is only assigned to the payable or receivable and not the whole document.

- **Local currency**

    This tab appears if you are posting in a foreign currency, or if parallel currencies exist in the company code (group currency, company currency, and so on). You can change the exchange rate and local currency amounts here if necessary.

The light next to the tabs reflects the balance in the document currency:

- Balance does not equal zero (posting is not possible)

- Unchecked status (initial status, posting not yet carried out)

- Balance equals zero (posting carried out)

## Document Entry

In this table, you enter the expense and revenue items and their account assignments. For information about how to enter invoices or credit memos, see Invoice/Credit Memo Entry - Enjoy Transaction. [Page 310] For information about the editing options available, see Editing Line Items - Enjoy Transactions [Ext.].

You can define how you want the debit/credit indicator to appear in 🖉 *Editing options*. See Editing Options - Enjoy Transactions [Page 382]

After you have entered the document, you can carry out any of the following functions:

- *Simulate:* A document overview appears in which you can select various options for data preparation.

- *Hold:* Document entry is interrupted, and you can continue at a later point in time. If you have entered a document long text or item long text for a document, this text is lost if you hold the document.

**Entering Invoices/Credit Memos - Enjoy Transaction**

- 🖫 *Park:* See Invoice/Credit Memo Parking - Enjoy Transaction [Page 303]

- 🖫 *Post.*

## Templates

You can select standard templates such as screen variants or account assignment templates from the tree, or define your own. In addition, you can carry out further processing for held documents.

You can display or suppress the tree via 🖧 *Tree on/off.*

There are three options for selecting screen variants, account assignment templates, or held documents:

- Double-click

    Select the required object and double-click it.

- Context menu (right mouse button)

    Select the required object, call up the context menu with the right mouse button, and select the object.

- Menu

    Choose *Edit → Select Screen variant/account assignment template/held document.*

**Creating Screen Variants and Account Assignment Templates**

You can set the document entry area to meet your individual requirements and then save it as a screen variant.  In addition, you can save frequently occurring G/L account assignments as account assignment templates. Screen variants are then available in the tree.

See Creating Screen Variants - Enjoy Transaction [Page 305]

The following options are available for deleting account assignment templates:

- Select the required account assignment template, call up the context menu using the right mouse button and select *Delete account assignment template*.

- Choose *Edit → Delete account assignment template.*

    ➡️

    You **cannot** edit existing account assignment models, held documents, sample documents, or parked documents from the standard transaction with the single screen transaction. Instead, you should use the existing transactions for Recurring Entries [Page 471], Posting with Reference Documents [Page 459], and Posting Parked Documents [Page 403]

## Activities

Invoice/Credit Memo Entry - Enjoy Transaction [Page 310]

# Invoice/Credit Memo Entry - Enjoy Transaction

## Procedure

8. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Invoice/Credit memo.*

9. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the company code required for your invoices or credit memos. For all future document entry transactions, the system defaults this company code automatically.

10. You have to make the following entries on the *Basic data* tab:

   − Customer/vendor account number

   − Invoice date

   − Posting date

   − Invoice amount

All of the other specifications on this tab are optional entries:

   − **Vendor/customer search**

      If you do not know the customer/vendor account number, you can search for it using a search term.

      If you have selected the option *Complex search for vendor* under *Editing options*, and you start the transaction again, you first have to enter the search term.  Continue as if you had already entered the vendor number.  The system supports this process flow by deactivating the account number.  Once the correct account number has been determined, you cannot use the search term again for the same posting. Instead, you have to change the vendor number manually.  Alternatively, if you only want to start the search function, after you have entered the search term choose *Search*. You can then start several search transactions.

   − **Currency**

      The system proposes the local currency defined in Customizing.  You can also have the system propose either no currency, or the last currency used, by defining this in editing options. See Editing Options - Enjoy Transactions [Page 382]

   − **Changing the leading company code**

      If the payable is to be posted in a different company code to the one proposed, you have to define the new company code using *Change leading company code*.

      ⚠️

      Data is **not** transferred when you change the company code.  If you have already entered data, the system warns you that data may be lost.

   − **Changing the transaction**

      In the field *Transaction*, you can choose whether you want to enter an invoice or a credit memo. You can also change the transaction during document entry. If you change the transaction, this generally changes the document type.

**Invoice/Credit Memo Entry - Enjoy Transaction**

   – **Calculating taxes**

> If there are several tax codes in the invoice, and the tax amounts are to be taken from the invoice, you can enter them on the *Tax* tab.  As soon as you have edited this screen once, changes to the tax data can only be made on this screen.  Note that the tax code must be assigned to the G/L account items.

> If you want to use the amount from the invoice, enter a tax amount **manually** and deselect the *Calculate tax* flag.

> If you want the system to calculate the tax **automatically** when posting, select the *Calculate tax* flag and do not enter a tax amount.  The tax code entry in this case is also proposed in the G/L account items.

> If there is a unique tax code in the document, you can enter this in the tax amount. The tax code selected is then proposed in the G/L account items.

5.  Choose *Continue*.

> The system determines the most important master data for the customer/vendor and displays this in the upper right part of the entry screen.  You can therefore check immediately whether the vendor is correct.  In addition, the terms of payment from the vendor master data are also displayed.

> Via *Display customer/vendor*, you can go directly to the master record to carry out any changes.



> The changes that you make in the master record are not taken into account until you post the next document.



> You can only enter a document type, exchange rate, translation date, cross-company code number, invoice date, or posting date if you have not yet entered any G/L account items. After you have entered the first G/L account item, you can no longer change the document currency.  If you want to change data, you must first delete the G/L account items.

**See also:**

Entering Invoices/Credit Memos - Enjoy Transaction [Page 306]

# Entering Customer Account Line Items

## Use

Once you have entered the data for the document header, you can enter the line items for the customer account.

## Procedure

1. For each customer item, specify a posting key and account number and, if necessary, a special G/L indicator and a new company code.

2. On the next screen you enter all additional data for the line item.

3. Enter the following data if it is required:

- Special G/L indicator [Page 274]

- Output tax in customer line items

- Terms of payment for installment payments [Page 280]

- Payment control data

- Dunning data (customers)

# Special G/L Indicators (Accounts Receivable)

## Definition

Identifies a special G/L transaction. Special G/L transactions include for example, down payments or bills of exchange.

## Use

To enter a special G/L transaction, you must enter a special G/L indicator in the line item. The system then posts the line item to a reconciliation account different to the one in the customer master record.

## Structure

These special G/L accounts are reported separately in the balance sheet. The most frequent special G/L transactions are:

- Security deposits

- Down payments

- Bills of exchange

- Guarantees

- Individual value adjustments

- Amortization

- Interest receivable

> You can post down payments and bills of exchange using special functions.

# Output Tax in Customer Line Items

## Use

Tax on sales/purchases [Ext.] is deducted from amounts in G/L account items and not from amounts in customer items. The tax on sales to customers is output tax [Ext.] and is posted to a tax account. In systems delivered to countries which have no tax on sales/purchases, the *Tax code* field is suppressed.

## Features

You can enter tax on sales/purchases for the invoice in the following ways: You can

- Enter the tax manually

- Have the system calculate the tax

The system posts one item for every tax code.

## Activities

The following scenarios are possible when entering taxes:

- **The invoice contains only one tax code**

  – Enter this tax code and the system defaults it in every subsequent G/L account item.

  – Enter the entire tax amount for the invoice in the appropriate field.

- **The invoice contains several different tax codes/tax rates**

  – Leave the defaulted tax code ** in the field.

  – Do not enter any tax amounts on this screen - instead, go to the separate tax screen at the end of the document entry procedure.

- **The amount is not tax-relevant**

  – Leave the defaulted tax code ** in the field.

- **The document contains tax amounts but they are not explicitly stated**

  – Select the *Calculate tax* field.

  – If the tax rate is clearly specified, enter the appropriate tax code. If it is not, leave the defaulted tax code ** in the field.

The following figure shows the options available for entering a tax code in each customer line item.

The figure illustrates how a customer invoice is posted. The system posts the tax on sales and purchases (output tax) to the tax account automatically.

## Output Tax in Customer Line Items

```
                    ┌──────────────┐
                    │   Tax code   │
                    └──────────────┘
                    ↙            ↘
          ┌────────────┐    ┌────────────┐
          │ suppressed │    │ displayed  │
          └────────────┘    └────────────┘
                            ↙            ↘
                    ┌────────────┐    ┌────────────┐
                    │  Enter **  │    │ Enter valid│
                    └────────────┘    │    tax     │
                                      │    code    │
                                      └────────────┘
```

| **Customer** | | **Receivables** | |
|---|---|---|---|
| 11,050.-<br>Tax code:<br>** | | 11,050.- | |

**Reconciliation posting** →

| **Revenue 1** | | **Revenue 2** | |
|---|---|---|---|
| 5,000.-<br>Tax code:<br>A1<br>700.- | | 5,000.-<br>Tax code:<br>A7<br>350.- | |

**Enter accounting document: Tax data**

| Amount | Tax | PK | Tax base amount |
|---|---|---|---|
| 700.- | A1 | 50 | 5,000 |
| 350.- | A7 | 50 | 5,000 |
| . . . | | | |

| **Tax account for A1** | | **Tax account for A7** | |
|---|---|---|---|
| | 700.- | | 350.- |

**With postings where there is more than one tax code in the invoice, you must leave the tax code as „**" in the customer item.**

⇨

Most countries have more than one tax on sales/purchases rate. The tax return must include a separate line for each rate. You must therefore enter a different tax code for each tax rate.

For more information about tax on sales/purchases, see the documentation created specifically for your country. For details about preparing the tax returns for submission to the authorities, see *FI Closing and Reporting*.

# Terms of Payment (Accounts Receivable)

## Use

If you have maintained a key for the terms of payment in the customer master record, the system automatically defaults this key whenever you enter an item for this customer. The terms of payment key can determine the following:

- The valid cash discount rate for an individual payment with a maximum of 3 payment terms (first cash discount period, second cash discount period, and due date for net payment) and also a baseline date for the payment

- The terms of payment for installment payments.

## Features

The following section applies to individual payments. For more information on the terms of payment for installment payments, see: Terms of Payment for Installment Payments (Accounts Receivable) [Page 280]

You can also enter the terms of payment directly in the *Days/Percent* fields. You can enter two cash discount periods valid before the due date of the line item. You can also enter up to three decimal places for the cash discount percentage (for example, **2.125** for two and one-eighth percent discount).

> For example, to enter terms of payment of "2/10 Net 30", enter 10 (for ten days) and 2 (for two percent) in the first two fields.
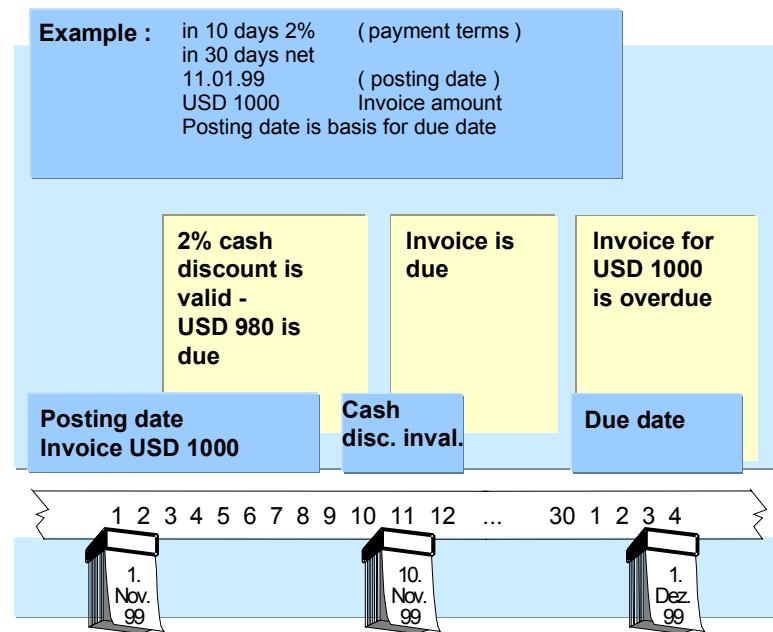
Enter the amount on which the cash discount is based in the *Disc.Base* field. This amount does not have to be equal to the amount of the line item. If you leave the *Disc.Base* field blank, the system calculates the cash discount basis based on:

- Whether the cash discount is calculated on the net or gross amount (that is, with or without tax). This specification is made in the system configuration.

- Whether any G/L account line items are posted without cash discount (those where the *W/o cash discount* field is selected)

The *Disc. Amount* field enables you to enter the cash discount directly, overriding the system's calculation of the cash discount.

After you enter the line item and display it, you see the message *Cash discount basis is calculated*. The system calculates the cash discount when you post the document. The following figure illustrates the relationship between posting date, terms of payment, cash discount, and due date.

**Example :**   in 10 days 2%      ( payment terms )
                in 30 days net
                11.01.99          ( posting date )
                USD 1000          Invoice amount
                Posting date is basis for due date

| **2% cash discount is valid - USD 980 is due** | **Invoice is due** | **Invoice for USD 1000 is overdue** |

| **Posting date Invoice USD 1000** | **Cash disc. inval.** | **Due date** |

1  2  3  4  5  6  7  8  9  10  11  12   ...   30  1  2  3  4

1. Nov. 99          10. Nov. 99          1. Dez. 99

You can enter G/L line items without cash discount. For example, assume you receive an invoice for goods and shipping. Cash discount is valid for the goods, but not for the shipping. In this case, enter a separate G/L line item for the shipping and select the field *W/o Cash Discount*. Most often, the calculated cash discount basis is the total of all G/L account line items where the field *W/o cash discount* is not selected.

# Terms of Payment for Installment Payments (Accounts Receivable)

## Use

For more information about entering the key for installment payments, see Terms of Payment (Accounts Receivable) [Page 278]  When you enter a key for installment payments, the text *Due in* is displayed as well as the *Payment terms* field and the *Days/Perc*. fields remain empty.

## Features

Terms of payment for installment payments are made up of individual terms of payment. An individual payment term can be assigned to each installment. When you post an installment payment, the total amount is split up into individual items for each installment and each installment is calculated with the relevant payment term. For more information on maintaining terms of payment, refer to the Implementation Guide for *Accounts Receivable and Accounts Payable*.

➡

For information about posting installment payments, see Posting Installment Payments: Example (Accounts Receivable) [Page 281]

# Posting Installment Payments: Example (Accounts Receivable)

Posting Installment Payments

**Entering the amounts**

| Item | PK | Debit | Credit |
|------|----|-------|--------|
| 1 | 31 | | 1000.00 |
| 2 | 40 | 1000.00 | |

The original customer item is not split up into the individual installments and displayed until the posting is simulated. The original total amount is displayed as zero.

**Simulating the posting**

| Item | PK | Debit | Credit |
|------|----|-------|--------|
| 1 | 31 | | 0.00 |
| 2 | 40 | 1000.00 | |
| 3 | 31 | | 300.00 |
| 4 | 31 | | 400.00 |
| 5 | 31 | | 300.00 |

When the amounts are posted, the total amount is replaced by the individual installment amounts. These amounts are displayed per G/L account item.

**Document overview after posting**

| Item | PK | Debit | Credit |
|------|----|-------|--------|
| 1 | 40 | 1000.00 | |
| 2 | 31 | | 300.00 |
| 2 | 31 | | 400.00 |
| 3 | 31 | | 300.00 |

# Payment Control Data

When you enter a key in the *Pmnt block* field, you specify the following payment control data:

- Whether the item in question is blocked for the payment program (the terms of payment and due date do not influence this)

- Whether the item in question is blocked for manual payment

Block keys can also contain both of these blocks. You can use the *Payment block* field to prevent a payment being made via the direct debiting procedure for a customer item, for example.

The field *Payment method* controls the payment program. You also use this field to specify the form or payment medium (such as check, bank transfer, bill of exchange, or direct debit) for a line item. If you do not enter a payment method, the payment program selects one based on the payment method defined in the master record and on the parameters entered online for the payment program.

Depending on how your system is configured, you may be able to make entries in the *Payment method supplement* field. The payment method supplement is used to group together payments for the payment program. A single payment is made for each payment method supplement. In the payment medium programs, payments can also be grouped and possibly even sorted using the payment method supplement. This field is used, for example, to control the sending of checks in the USA. The payment method supplements are called 'mailstop codes' in the USA.

> If you have entered default values for the block key and payment method in the terms of payment, these are transferred by the system here. The only default values that are effective for installment payments are those that were defined in the terms of payment for installment payments and not those that were defined in the terms of payment for the individual installments making up the total payment.

# Dunning Data

If a dunning procedure has been entered in the customer master record, you see the following dunning fields when you enter a customer line item and choose *Extras* → *More data*:

- *Dunning block*

- *Dunning key*

The dunning block field prevents the automatic dunning program from dunning the item. The *Dunning key* field determines whether dunning this item is restricted or whether the item is listed separately in the dunning notice.

# Additional Data for Customer Line Items

## Use

You can use the following additional fields for entering customer line items:

- *Dunning block*

- *Dunning key*

- *House bank*

- *Partner bank type*

- *Taxes on sales/purchases ID*

- *Reporting country*

## Procedure

1. From the customer item entry screen, choose *Extras* → *More data* to see the extra data for an item.

2. Enter the details you want and then choose ENTER to go back to the customer line item screen, or enter the account assignment for the subsequent items.

3. You have to make entries in the fields *Pstky* and *Account* for the next customer line item. To post a credit memo to a sales account, enter a posting key of **50** and then the G/L account number for the sales account, such as **800000**.

# Entering G/L Account Line Items (Accounts Receivable)

## Purpose

Once you have entered the data for the document header and the customer line items, you enter the line items for G/L accounts. For each G/L account item, enter a posting key [Page 442] and the G/L account number. On the next screen you then enter the rest of the data for the line item.

➡

You can assign a business area to each line item. The advantage of assigning business areas to line items is that you can create internal financial statements based on the business area.

## Prerequisites

The fields that are required, optional, or suppressed depend on the:

- Posting key

- Field status group in the G/L account master record for this account.

➡

For more information on the screen layout, see Screen Layout Using the Posting Key [Page 449] and Screen Layout [Page 448]

## Process Flow

For each line item, you must make entries in the following fields:

- Posting key for G/L accounts

- G/L account number

- Amount

- Posting key

For more information on the fast entry of G/L account items, see Fast Entry of G/L Account Line Items [Page 386].

# Tax with Jurisdiction Code

## Definition

A jurisdiction code is a key that, in conjunction with the tax code, determines the amount of tax and the breakdown of the total tax amount among the different tax authorities.

## Use

In the USA and Brazil, taxes are sometimes calculated using jurisdiction codes.

## Structure

The jurisdiction code contains several different components.

Jurisdiction Code 250221105

25 = State Code

022 = County Code

1105 = City Code

## Integration

In order to post a document using a jurisdiction code, you must ensure that all the state codes (= the highest level of the jurisdiction code) in a document have the same tax base (net or gross) and the same cash discount basis.

In jurisdiction code 250221105, taxes are determined based on the definition for jurisdiction code 250000000.

If all the jurisdiction codes in a document do not have the same state code, you must manually separate the transaction into individual documents.

# Entering Tax with Jurisdiction Code (Accounts Receivable)

## Prerequisites

Within a document, all the state codes (highest level of jurisdiction code) must have the same tax base (net or gross) and the same cash discount base.

## Procedure

1.  Enter the total invoice amount and a tax code in the customer item.

2.  Depending on how you process your invoices, enter either the gross or net amount in the G/L account line item and if necessary, a tax code and jurisdiction code.

    If you entered a tax code in the customer item, this code is used. If the system cannot derive the jurisdiction code from the cost center, plant or customer master record, you have to enter it manually.

3.  To enter the tax amounts in the G/L account items, choose *Extras → Tax amounts.* You can branch to this screen at any point during document entry.

    The *Tax Amounts* screen shows the tax amount, tax code, posting key, tax base amount, and jurisdiction code for all the items already entered. When you call up this screen after entering the G/L account items, it displays the amounts that have already been entered.

    You have two options for entering taxes:

    a)  **Per taxable item** (per jurisdiction code). This is the predefined variant. This method is recommended if you know the tax amounts total per taxable item.

    b)  **Per taxing authority** (per state, county, city). This method is recommended if you only have individual details for the taxing authorities.

    The usual entry procedure for taxes involves entering the taxable items first. To switch to the entry screen for each taxing authority, choose *Goto → Detail.* If, when entering the tax in this way, the amounts are changed in the detail screen, it is no longer possible to return to the taxable item entry screen. Instead you have to carry on entering the taxes per taxing authority.

    If you want to enter the tax using variant a), enter the tax amounts for each jurisdiction code in the *Tax amounts* screen. On this screen you can enter items with tax codes that have not yet been entered or you can change the amounts already entered. When entering a new tax code in this screen, you must also enter a (in addition to the tax amount and tax code).

    | Amount   | Tx | PK | Tax base amount | Jurisdiction code |
    | -------- | -- | -- | --------------- | ----------------- |
    | 1,100.00 | I9 | 40 | 1,100.00        | 250221105...      |

    If you want to enter taxes using variant b), go to the tax detail screen with *Goto → Detail.* This screen displays the tax data broken down by amount, tax code, posting key, tax

**Entering Tax with Jurisdiction Code (Accounts Receivable)**

base amount, jurisdiction code, and condition type. The jurisdiction code is also broken down by state, county, and city.

| Amount CnTy... | Tx | PK | Tax base amount | Jurisdiction code | |
|---|---|---|---|---|---|
| 550.00 | I9 | 40 | 1,100.00 | 250000000 | JP1I... |
| 330.00 | I9 | 40 | 1,100.00 | 250220000 | JP2I... |
| 220.00 | I9 | 40 | 1,100.00 | 250221105 | JP3I... |

You can enter tax amounts in the smallest detail here. After you select *Enter*, your entries are summarized per taxing authority. Note that once you have entered data in the detail screen, you cannot later return to the interim screen *Tax amounts*, but rather can only go directly to the detail screen.

4. Post the document.

# Additional Account Assignments (Accounts Receivable)

## Definition

Additional account assignment objects in the line item. These include, for example:

- Terms of payment

- Payment method

- Cost center

## Use

In addition to the account assignments for posting key, account number, and amount, you can enter additional account assignments. For example, a business area is an additional account assignment relevant in *Financial Accounting*, while the cost center is relevant in *Controlling*.

## Integration

If there is not enough space on the line item entry screen to display all the possible additional account assignments, the system displays them in a dialog box. It automatically displays this dialog box whenever there are additional account assignments that must be entered but that do not appear on the standard entry screen.

# Additional Data for G/L Account Line Items (Accounts Receivable)

## Use

To enter G/L account line items, you can set the following additional fields to be displayed:

- *Planning date*

- *Asset*

- *Reference date*

- *Transaction date*

- *Settlement period*

## Procedure

To display the additional G/L account line item data, choose *Extras → More data*.



> Which of these fields are shown on the screen for the line item in question depends on your system configuration.

# Posting Credit Memos (Accounts Receivable)

## Procedure

1. From the *Accounts Receivable* menu, choose *Document entry* → *Other* → *Credit memo - general*.

2. Enter the document header.

3. In the *PstKy* field, enter the posting key for a credit memo to a customer (in the standard system this is the posting key **11**). In the *Account* field, enter the customer account number. Choose *Enter*.

4. On the *Enter Customer Credit Memo: Add Customer Item* screen, enter the customer item.

5. To complete the entry of the credit memo, debit the sales or revenue account.

6. Post the credit memo.

## Result

After the system has checked your entries, it generates a <u>document [Page 353]</u> and updates the account balances. If there are any errors in your entries, an error message is issued.

# Entering Payment Requests (Accounts Receivable)

## Use

A payment request is a noted item and it triggers a dunning notice through the dunning program. You can enter payment requests both for invoices that have already been posted and invoices that have been parked.

To enter a payment request, choose *Document entry → Others → Payment request* from the *Accounts Receivable* menu.

No transaction figures or other totals are updated.



> See *FI- Accounts Receivable and Accounts Payable* for more information on payment requests.

# Posting Documents in Foreign Currency (Accounts Receivable)

## Use

When you post a customer document (invoice) in foreign currency, the system stores the amount in both local and foreign currency for each line item.

## Activities

To specify the foreign currency for your document, enter the appropriate currency key in the *Currency* field in the document header. The system then transfers the exchange rate valid on the posting date from the system settings. If you enter a date in the *Translation date* field, the system transfers the exchange rate valid on this date.

> The valid exchange rate is the one entered on the posting date or on the translation date, or the rate entered at an earlier time. For example, if you post a document on August 25, but the last exchange rate in the system setting is from August 22, the system uses the exchange rate from the entry on August 22.

There are several ways to enter an exchange rate:

- Enter a posting date and the currency key in the document header. The system automatically transfers the exchange rate valid on the posting date.

- Alternatively, you can enter a translation date in the document header. The system then automatically takes the exchange rate valid on this translation date.

- Enter the exchange rate directly (manually) in the document header.

- You can enter the amount in each line item in both local and foreign currency.

You can enter documents in any foreign currency for which a currency key is defined in the system. If you manage a G/L account, for example a bank account, in a foreign currency, you can only post documents to this G/L account in the account currency, that is, the foreign currency.

> For more information about clearing open items in foreign currency, see *FI Accounts Receivable and Accounts Payable*.

# Carrying Out Transfer Postings (Accounts Receivable)

## Procedure

You can use the system to carry out transfer postings with or without clearing. To do so, choose *Document entry* → *Other* → *Intern.transf.psting* → *With clearing* or *Without clearing* from the *Accounts Receivable* menu.

1. Choose the business transaction.

2. Enter and post the document as usual.

# Cross-Company Code Invoice Posting (Debit Side): Example

Assume the following:

- Two company codes divide their revenue.

- Cash discount and tax are not relevant for the business transaction.

- Company code 0001 sends and posts the customer invoice.

- Both company code 0001 and company code 0002 post items to the revenue accounts.

To post this transaction, proceed as follows:

1. From the *Accounts Receivable* menu, choose *Document entry → Other → Invoice - general*.

2. On the *Enter Customer Invoice: Header Data* screen, enter the document header data using company code 0001.

3. Either enter a number in the *Cross-CC no.* field (cross-company code transaction number) in the document header or let the system assign a number. For example, you could enter `PROD_SERV` as the cross - company code transaction number.

   If you do not enter a number in this field, the system generates an internal document number by putting together the document number in the first company code (ten digits), the company code (four characters), and the fiscal year (two digits).

4. At the bottom of the initial screen, enter a posting key, such as 01 for a customer invoice, and a customer account. The screen for entering a line item is the same whether you are entering a customer invoice in one company code or in a cross-company code transaction.

5. Enter an amount (for example, 25,000) for the customer item. At the bottom of this screen, enter a posting key (50) and the G/L account number for the revenue account (for example, 800000).

   If you do not specify a company code, the system posts the next line item to the same company code as in the previous line item. In this example, the company code in the previous line item is 0001.

6. Choose *Enter*.

   The screen for the G/L account item is the same for one company code as it is for a cross-company code transaction.

7. Enter the G/L account item for company code 0001 (amount 12,500 for example). At the bottom of the screen, enter the posting key (50), the G/L account number (800000), and the company code (0002). Choose *Enter*. The system makes sure that the second company code has the same local currency as the first.

8. If the document type requires an external document number, the system prompts you to enter a document number for the second document. Choose *Enter*.

9. Enter the amount (**12,500)** for the G/L account line item in the other company code (**0002)**.

10. You can display the overview by choosing *Goto → Document overview*.

    The system displays a list containing the document numbers for all the company codes concerned.

**Cross-Company Code Invoice Posting (Debit Side): Example**

11. To post the cross-company code transaction, choose *Document → Post*.

The system generates certain document items automatically. These are receivables and payables between the company codes involved.

Note that the debits equal the credits for each document in a company code. The system posts one SAP document for each company code involved.

**See also:**

Cross-Company Code Transactions [Page 483]

Prerequisites for Cross-Company Code Transactions [Page 485]

# Special Features of One-Time Accounts (Accounts Receivable)

## Use

A one-time customer is a customer with whom you do business once or rarely. Therefore you create a common master record for all of these customers, which does not, however, contain data specific to one single customer, such as name and address. You enter this information when entering a document. The appropriate entry screen is automatically called up when you post to a one-time account.

For more information about one-time accounts, see "Customer Master Records" in the SAP Library *FI Accounts Receivable and Accounts Payable*.

# Posting Business Transactions in Accounts Payable

## Purpose

You post accounting data for vendors in *Accounts Payable*. From there, the data is sorted by vendor and made available to other areas such as the purchasing system. When you post data in *Accounts Payable*, the system creates a document [Page 353] and passes the data entered to the general ledger. General ledger accounts are then updated according to the transaction concerned (payable, down payment, and so on).

## Integration

Since the individual applications (general ledger and subledgers) all exchange data, individual business transactions only have to be entered once.  See also: Organizational Structure of Financial Accounting [Ext.]

## Features

Postings are automatically triggered from the operative transactions in *Accounts Payable*. Invoice values are provided for cash management, in order to optimize liquidity planning.

> ➡️
>
> SAP provides two variants for carrying out business transactions in *Accounts Payable:*
>
> - Standard transaction: *Accounting → Financial accounting → Accounts payable → Document entry → Other → Invoice - general* or *Credit memo - general*.
>
> - Single screen transaction: *Accounting → Financial accounting → Accounts payable → Document entry → Invoice* or *Credit memo*.
>
> You cannot switch between both transactions.

The system carries out consistency checks before saving the data. When the debits equal the credits, and the data is complete, post the document. If errors exist, the data is not saved, and the system proposes adjustments.

The system updates the document file and the G/L account balances.

# Posting Business Transactions in Accounts Payable

## Procedure

To enter a business transaction in *Accounts Payable* using the standard transaction, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts payable → Document entry → Invoice → Other → Invoice - general* or *Credit memo - general.*

1. The *Enter Vendor Invoice/Credit Memo: Header data* screen appears. Enter the required document header data.

   The system offers several functions. The functions are specifically designed for the relevant business transaction (for example, invoices or credit memos), or to simplify the process of entering several documents of the same type (for example, invoice and credit memo fast entry).

2. Also enter the posting key and the vendor account number of the first line item. Save your entries.

   The posting key and the reconciliation account for the vendor account determine which fields are displayed on the next screen.

3. The *Enter Vendor Invoice (or Credit Memo): Add Vendor Item* screen appears.

4. Enter the data for the first line item.

   The posting key and the account number at the end of each screen determine which fields are displayed on the next screen for entering a line item.

5. You need to enter at least one vendor line item and one G/L account line item.

6. If necessary, adjust or complete the line item.

7. When the debits equal the credits, and the data is complete, post the document.

## Result

The system generates a document [Page 353], updates the transaction figures of the account involved and, where applicable, informs you of the internally assigned document number.

# Parking Invoices/Credit Memos - Enjoy Transaction

## Use

You can park invoices/credit memos before you post them. This is useful for example, if the data you want to enter is incomplete, or the parking and posting functions are carried out by different accounting clerks (dual control principle). To use the single screen transaction for invoice/credit memo parking, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Park/Edit invoice/credit memo*.

➡

> For more information about the standard and the single screen transaction, see Document Parking [Page 399]

## Integration

The invoice/credit memo parking Enjoy transaction is offered parallel to the standard transaction. To use the standard transaction, screen, choose *Accounting → Financial accounting → Accounts payable/Accounts receivable → Document entry → Other → Invoice - general* or *Credit memo - general* from the SAP *Easy Access* screen.

⚠

> You cannot switch between the single screen transaction and the standard transaction during document parking.

## Prerequisites

You have made the following settings in Customizing for *Financial Accounting* under *Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos* or *Incoming Invoices/Credit Memos - Enjoy*:

- Define Document Types for Enjoy Transaction [Ext.]

- Define Posting Keys for Incoming Invoices/Credit Memos [Ext.]

➡

> If you want to adapt the document entry area to your own requirements, you can create a screen variant in the area on the left side of the screen. This screen variant then restricts the complete document area to the fields you require. See Creating Screen Variants - Enjoy Transaction [Page 305]

## Features

See Entering Invoices/Credit Memos - Enjoy Transaction [Page 306] for the screen areas you use to enter data.

You can use any of the previously defined screen variants. These include screen variants that you have created and those created by others.

After you have entered the data, you can park the invoice/credit memo. To do this, choose 💾 in the uppermost area of the screen (save parked document).

### Editing Parked Invoices/Credit Memos

To edit parked invoices/credit memos, select them from the tree (left side of the screen). 🔳 *Tree on* must be active.

You have three options for selecting parked invoices/credit memos:

*   Double-click

    Select the required object and double-click it.

*   Context menu (right mouse button)

    Select the required object, call up the context menu with the right mouse button, and select the object. You can select documents you have parked yourself, or those parked by others.

*   Menu

    Choose *Documents → Select parked document.* You can select documents you have parked yourself, or those parked by others.

    ⚠

    You **cannot** edit invoices and credit memos parked using the **standard transaction** with the Enjoy transaction.  Instead, use the standard transactions for changing parked documents [Page 405] and deleting parked documents [Page 407].

    ⚠

    You can only edit invoices and credit memos entered using the single screen transaction with the Enjoy transaction.

For information on posting parked invoices and credit memos using the single screen transaction, see Posting Parked Invoices/Credit Memos Enjoy - Transaction [Page 304].

You can change or delete parked invoices/credit memos. If you deleted parked invoices/credit memos, the data from these documents is not updated.

### Workflow Status

After you have parked invoices/credit memos, an additional *Workflow* tab appears.  The processing status of the invoice/credit memo is displayed on this tab:

*   Document complete
*   Released
*   Release required

If the workflow is active, post the invoice/credit memo in the background.

### Status Light

After you select *Enter*, the system shows the balance of the parked invoice/credit memo in the form of a status light:

*   🔴⚪⚪  Balance does not equal zero

*   ⚪🟡⚪ Unchecked status (initial status)

*   ⚪⚪🟢 Balance is zero

**Parking Invoices/Credit Memos - Enjoy Transaction**

Even if you have not entered an amount, when you choose *Enter*, the status light changes to green.

## Activities

Parking Documents - Enjoy Transaction [Ext.]

# Invoice/Credit Memo Parking - Enjoy Transaction

## Procedure

11. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Park/Edit invoice/credit memo.*

12. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the required company code. For all future document entry transactions, the system defaults this company code automatically.

4. On the *Basic data* tab, enter the customer/vendor, amount, document date, and posting date. These are required entry fields.

    You can change the currency if required. Depending on your settings in the editing options [Page 382], the system proposes either the local currency or the last currency used.

6. Enter the G/L account item with the account number and amount (optional).

    In the editing options [Page 382], you can define whether the debit/credit indicator is derived from the +/- sign of the amount. A minus sign indicates a credit amount, and a plus sign indicates a debit amount.

6. Choose 💾 (save parked document) or 💾 *Save as completed*.

## Result

The system carries out field and authorization checks.

⇨

The parked invoices/credit memos do not appear in the tree until you regenerate the screen.

⇨

For information on posting parked invoices/credit memos, see Posting Parked Invoices/Credit Memos - Enjoy Transaction [Page 304]

**See also:**

Parking Invoices/Credit Memos - Enjoy Transaction [Page 300]

# Posting Parked Invoices/Credit Memos - Enjoy Transaction

## Procedure

13. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Park/Edit invoice/credit memo.*

14. To display the tree, choose 🖧 *Tree on*.

15. Select the required parked invoice/credit memo from the tree with a double-click, or choose *Edit → Select parked document.*

16. Confirm the data with *Enter*.

17. The parked invoice/credit memo appears.  Post the parked invoice/credit memo via 💾 (post invoice/credit memo).

## Result

The system posts the parked invoice/credit memo.  The data is updated.

**See also:**

Entering Invoices/Credit Memos - Enjoy Transaction [Page 306]

# Creating Screen Variants - Enjoy Transaction

## Use

You can set up the document entry area in accordance with your specific requirements. You thereby restrict the complete document entry area to the entry fields your require.

## Prerequisites

The *Enter G/L Account Document/Invoice/Credit Memo* screen appears.

## Procedure

To create a screen variant, proceed as follows:

12. Place the cursor on the general area (bottom right part of the screen).

13. Using the right mouse button, choose *Create screen variant*.

14. Choose *Goto* and then *Screen variants*.

15. Enter the following data in the dialog box that appears:

| | |
|---|---|
| *Transaction* | (for example FB50) |
| *Screen variant* | (name as required) |
| *Program* | SAPLFSKB |
| *Screen* | 0100 |

Then choose 🗋.

16. A dialog box appears. Choose ✔.

17. The entry transaction appears. Choose *Enter*.

18. A dialog box appears. Choose ✔.

19. A dialog box appears. Enter the short text for your screen variant. Confirm the data for the program and screen, and choose *Exit and save*.

20. An overview list appears. Choose 💾.

21. A dialog box appears. Make the entry in the object catalog. Then choose 💾.

22. Restart the document entry transaction.

## Result

The screen variant that you created is displayed in the tree.

⇨

This procedure applies for all countries except Japan.

# Entering Invoices/Credit Memos - Enjoy Transaction

## Use

You can use this function to enter incoming or outgoing invoices or credit memos. The invoice/credit memo entry Enjoy transaction is a single screen transaction. This means that you can enter, hold, park, and post documents on **one** screen with a minimum amount of entries.

The single screen transactions are included in the area menus for *Accounts Receivable* and *Accounts Payable* according to the business transaction.

## Integration

You can use the invoice/credit memo entry single screen transaction in addition to the standard transactions. To access the standard transactions, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Others → Invoice - general / Credit memo - general*.

For complex postings, such as an asset purchase from a vendor, you can spring directly to the standard transaction. To do this, choose *Environment → Complex posting.* The data that you have entered is transferred.

> ⚠️
>
> If you change back to the single screen transaction from the complex posting transaction, the data that you have already entered is lost.

## Prerequisites

You have made the following settings in Customizing for Financial Accounting under *Accounts Receivable and Accounts Payable → Business Transactions → Incoming Invoices/Credit Memos* or *Outgoing Invoices/Credit Memos → Incoming Invoices/Credit Memos - Enjoy* or *Outgoing Invoices/Credit Memos - Enjoy*:

- Define Document Types for Enjoy Transactions [Ext.]
- Define Tax Code per Transaction [Ext.]
- Define Posting Key for Incoming Invoices/Credit Memos or Outgoing Invoices/Credit Memos

# Features



## General Area

The following functions are available from the tabs:

- **Basic data**

  Enter the general document data and the data for the customer or vendor line item. Using ✏ *Editing options*, you can, for example,

  – Control the display and entry of the document type and posting period individually

  – Split the business partner item manually according to special criteria

  You can also display the master data of the business partner involved in detail.

- **Payment**

  You can edit all the payment transaction data here.

  – Change terms of payment

  – Define payment methods

  – Set payment blocks

  – Define payment currencies for automatic payment

  – Enter individual payment recipients

  The due dates for payments are also displayed.

- **Tax**

**Entering Invoices/Credit Memos - Enjoy Transaction**

> If there are several tax codes in the invoice, and the tax amounts are to be taken from the invoice, you can enter them here. You can also activate the net procedure on this tab. As soon as you have edited this screen once, changes to the tax data can only be made on this screen.

- **Details**

  On this screen, you can make entries in additional fields for the business partner item, for example:

  − Assignment number

  − (Partner) business area

  − Reconciliation account or reference key

  − Doc.header text

  ➡

  > If you want to go to the detail screen automatically from fields that you use frequently, you must set the field as a required entry field in the field status definition for the reconciliation account.

- **Note**

  You can save additional notes in respect of the open items here. The text is only assigned to the payable or receivable and not the whole document.

- **Local currency**

  This tab appears if you are posting in a foreign currency, or if parallel currencies exist in the company code (group currency, company currency, and so on). You can change the exchange rate and local currency amounts here if necessary.

The light next to the tabs reflects the balance in the document currency:

- 🔴⚪⚪ Balance does not equal zero (posting is not possible)

- ⚪🟡⚪ Unchecked status (initial status, posting not yet carried out)

- ⚪⚪🟢 Balance equals zero (posting carried out)

## Document Entry

In this table, you enter the expense and revenue items and their account assignments. For information about how to enter invoices or credit memos, see Invoice/Credit Memo Entry - Enjoy Transaction. [Page 310]  For information about the editing options available, see Editing Line Items - Enjoy Transactions [Ext.].

You can define how you want the debit/credit indicator to appear in ✏ *Editing options*. See Editing Options - Enjoy Transactions [Page 382]

After you have entered the document, you can carry out any of the following functions:

- 🔲*Simulate:* A document overview appears in which you can select various options for data preparation.

- 📄 *Hold:* Document entry is interrupted, and you can continue at a later point in time. If you have entered a document long text or item long text for a document, this text is lost if you hold the document.

- 🖫 *Park:* See Invoice/Credit Memo Parking - Enjoy Transaction [Page 303]

- 🖫 *Post.*

## Templates

You can select standard templates such as screen variants or account assignment templates from the tree, or define your own. In addition, you can carry out further processing for held documents.

You can display or suppress the tree via 🔡 *Tree on/off.*

There are three options for selecting screen variants, account assignment templates, or held documents:

- Double-click

    Select the required object and double-click it.

- Context menu (right mouse button)

    Select the required object, call up the context menu with the right mouse button, and select the object.

- Menu

    Choose *Edit → Select Screen variant/account assignment template/held document.*

**Creating Screen Variants and Account Assignment Templates**

You can set the document entry area to meet your individual requirements and then save it as a screen variant.  In addition, you can save frequently occurring G/L account assignments as account assignment templates. Screen variants are then available in the tree.

See Creating Screen Variants - Enjoy Transaction [Page 305]

The following options are available for deleting account assignment templates:

- Select the required account assignment template, call up the context menu using the right mouse button and select *Delete account assignment template*.

- Choose *Edit → Delete account assignment template.*

    ➡️

    You **cannot** edit existing account assignment models, held documents, sample documents, or parked documents from the standard transaction with the single screen transaction. Instead, you should use the existing transactions for Recurring Entries [Page 471], Posting with Reference Documents [Page 459], and Posting Parked Documents [Page 403]

## Activities

Invoice/Credit Memo Entry - Enjoy Transaction [Page 310]

# Invoice/Credit Memo Entry - Enjoy Transaction

## Procedure

18. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Invoice/Credit memo.*

19. The first time you carry out this transaction, a dialog box appears prompting you to enter a company code. Enter the company code required for your invoices or credit memos. For all future document entry transactions, the system defaults this company code automatically.

20. You have to make the following entries on the *Basic data* tab:

    - Customer/vendor account number

    - Invoice date

    - Posting date

    - Invoice amount

All of the other specifications on this tab are optional entries:

    - **Vendor/customer search**

        If you do not know the customer/vendor account number, you can search for it using a search term.

        If you have selected the option *Complex search for vendor* under *Editing options*, and you start the transaction again, you first have to enter the search term. Continue as if you had already entered the vendor number. The system supports this process flow by deactivating the account number. Once the correct account number has been determined, you cannot use the search term again for the same posting. Instead, you have to change the vendor number manually. Alternatively, if you only want to start the search function, after you have entered the search term choose *Search*. You can then start several search transactions.

    - **Currency**

        The system proposes the local currency defined in Customizing. You can also have the system propose either no currency, or the last currency used, by defining this in editing options. See

    - **Changing the leading company code**

        If the payable is to be posted in a different company code to the one proposed, you have to define the new company code using *Change leading company code*.

        ⚠️

        Data is **not** transferred when you change the company code. If you have already entered data, the system warns you that data may be lost.

    - **Changing the transaction**

        In the field *Transaction*, you can choose whether you want to enter an invoice or a credit memo. You can also change the transaction during document entry. If you change the transaction, this generally changes the document type.

− **Calculating taxes**

If there are several tax codes in the invoice, and the tax amounts are to be taken from the invoice, you can enter them on the *Tax* tab. As soon as you have edited this screen once, changes to the tax data can only be made on this screen. Note that the tax code must be assigned to the G/L account items.

If you want to use the amount from the invoice, enter a tax amount **manually** and deselect the *Calculate tax* flag.

If you want the system to calculate the tax **automatically** when posting, select the *Calculate tax* flag and do not enter a tax amount. The tax code entry in this case is also proposed in the G/L account items.

If there is a unique tax code in the document, you can enter this in the tax amount. The tax code selected is then proposed in the G/L account items.

7. Choose *Continue*.

The system determines the most important master data for the customer/vendor and displays this in the upper right part of the entry screen. You can therefore check immediately whether the vendor is correct. In addition, the terms of payment from the vendor master data are also displayed.

Via *Display customer/vendor*, you can go directly to the master record to carry out any changes.

The changes that you make in the master record are not taken into account until you post the next document.

You can only enter a document type, exchange rate, translation date, cross-company code number, invoice date, or posting date if you have not yet entered any G/L account items. After you have entered the first G/L account item, you can no longer change the document currency. If you want to change data, you must first delete the G/L account items.

**See also:**

Entering Invoices/Credit Memos - Enjoy Transaction [Page 306]

# Entering Line Items for Business Transactions in Accounts Payable

## Procedure

Once you have entered the document header data, proceed as follows:

1. Enter the line items for the vendor account.

2. Enter the line items for the G/L accounts.

> For more information on entering the document header, see Entering Document Headers [Page 356].

**See also:**

Entering Vendor Account Line Items [Page 313]

Entering G/L Account Line Items (Accounts Payable) [Page 325]

# Entering Vendor Account Line Items

## Prerequisites

You have made entries in the document header.

To enter each vendor item, specify a posting key and account number and, if necessary, a special G/L indicator and a new company code on the screen prior to entering that item. On the next screen you enter all additional data for the line item.

## Procedure

For each item, you must enter:

- Posting key

- Vendor account number

Enter the following data if it is required:

- Special G/L indicator

- Input tax [Page 315]

- Withholding tax [Page 318]

- Terms of payment

- Terms of payment for installment payments [Page 321]

- Payment control data [Page 323]

- Assignment for the line item display

# Special G/L Indicators (Accounts Payable)

## Use

To enter a special G/L transaction, you must enter a special G/L indicator in the line item. The system then posts the line item to a reconciliation account other than the one in the vendor master record. These special G/L accounts are reported separately in the balance sheet. The most frequent special G/L transactions are:

- Down payments

- Bills of exchange

- Guarantees

- Security deposits

- Individual value adjustments

- Amortization

- Interest payable

You can post down payments and bills of exchange using special functions.

# Input Tax in Vendor Line Items

## Definition

Tax in a vendor invoice. The deductible portion of the input tax can be reclaimed from the tax authorities.

## Use

Tax on sales/purchases is deducted from amounts in G/L account items and not from amounts in vendor items. For vendors, tax on sales/purchases is input tax and is posted to a tax receivable account. In systems delivered to countries which have no tax on sales/purchases, the *Tax code* field is suppressed. You can enter tax on sales/purchases for the invoice in the following ways: You can

- Enter the tax manually

- Have the system calculate the tax

The system posts one item for every tax code.

## Structure

The following scenarios are possible when entering taxes:

- **The invoice contains only one tax code**

  – Enter this tax code and the system defaults it in every subsequent G/L account item.

  – Enter the entire tax amount for the invoice in the appropriate field.

- **The invoice contains several different tax codes/tax rates**

  – Leave the defaulted tax code ** in the field.

  – Do not enter any tax amounts on this screen - instead, go to the separate tax screen at the end of the document entry procedure.

- **The amount is not tax-relevant**

  – Leave the defaulted tax code ** in the field.

- **The document contains tax amounts but they are not explicitly stated**

  – Select the *Calculate tax* field.

  – If the tax rate is clearly specified, enter the appropriate tax code. If it is not, leave the defaulted tax code ** in the field.


The following figure shows the options available for entering a tax code in each vendor line item.

It illustrates how input tax and a vendor invoice are posted. The system posts the input tax to the tax receivable account automatically.

**Input Tax in Vendor Line Items**

```
                 ┌──────────────┐
                 │   Tax code   │
                 └──────────────┘
                  ↙            ↘
        ┌────────────┐   ┌────────────┐
        │ Suppressed │   │ Displayed  │
        └────────────┘   └────────────┘
                          ↙          ↘
                  ┌──────────┐   ┌────────────┐
                  │ Enter ** │   │ Enter valid│
                  └──────────┘   │    tax     │
                                 │   code     │
                                 └────────────┘
```

| Vendor | | Payables | |
|---|---|---|---|
| **11,050.-**<br>**Tax code:**<br>**\*\*** | | | **11,050.-** |

**Rec. posting** →

| Expense 1 | | Expense 2 | |
|---|---|---|---|
| **5,000.-**<br>**Tax code:**<br>**V1**<br>**700.-** | | **5,000.-**<br>**Tax code:**<br>**V7**<br>**350.-** | |

**Enter accounting document: Tax data**

| Amount | Tx | PK | Tax base amount |
|---|---|---|---|
| 700.- | A1 | 50 | 5,000 |
| 350.- | A7 | 50 | 5,000 |
| . . . | | | |

| Tax account for V1 | | Tax account for V7 | |
|---|---|---|---|
| **700.-** | | **350.-** | |

**With postings where there is more than one tax code in the invoice, you must leave the tax code as „\*\*"
 in the vendor item.**

➡

Most countries have more than one tax on sales/purchases rate. The tax return must include a separate line for each rate. You must therefore enter a different tax code for each tax rate.

For more information about preparing the tax returns for submission to the authorities, see *FI Closing and Reporting*.

# Withholding Tax (Accounts Payable)

## Definition

Tax deducted at the beginning of the payment flow in some countries, and paid to the tax authorities on behalf of the person/company subject to tax.  An exception to this is self-withholding tax.

If a withholding tax exemption exists, withholding tax is not withheld.

The SAP System distinguishes between

- Withholding tax

- Extended withholding tax

Extended withholding tax enables the assignment of more than one withholding tax type to a business partner. This is necessary in Argentina or Brazil, for example.

## Use

You define withholding tax codes in system configuration. You thereby make specifications (such as withholding tax base amount and withholding tax-exempt amount) which the system uses to calculate the withholding tax amount and the tax account, and to assign line items to tax rates.

## Integration

If you have already entered a withholding tax code in the vendor master record, the system automatically proposes the appropriate code and you do not need to make further entries in the document. If you do not want to use the automatic calculation feature, simply enter a *Withholding tax base amount* and *Exempt amount*. The system will then use these amounts as the basis for its calculations.



> If you have configured the withholding tax code so that the net amount is used as the basis, the input tax amount is added to the exempt amount.

# Terms of Payment (Accounts Payable)

## Use

The terms of payment key can determine the following:

- The valid cash discount rate for an individual payment with a maximum of 3 payment terms (first cash discount period, second cash discount period and due date for net payment) and also a baseline date for the payment, or

- The terms of payment for installment payments.

> If you have maintained a key for the terms of payment in the vendor master record, the system automatically defaults this key whenever you enter an item for this vendor.

The following description applies to individual payments. For more information on the terms of payment for installment payments, see

## Features

You can enter the terms of payment in the field *Days/Perc*. manually (maximum of two levels of cash discount and the due date for net payment with a certain number of days). You can also enter up to three decimal places for the cash discount percentage (for example, **2.125** for two and one-eighth percent discount).

> For example, to enter terms of payment of "2/10 Net 30", enter 10 (for ten days) and 2 (for two percent) in the first two fields.

## Activities

Enter the amount on which the cash discount is based in the *Disc.Base* field. This amount does not have to be equal to the amount of the line item. If you leave the *Disc.Base* field blank, the system calculates the cash discount basis based on:
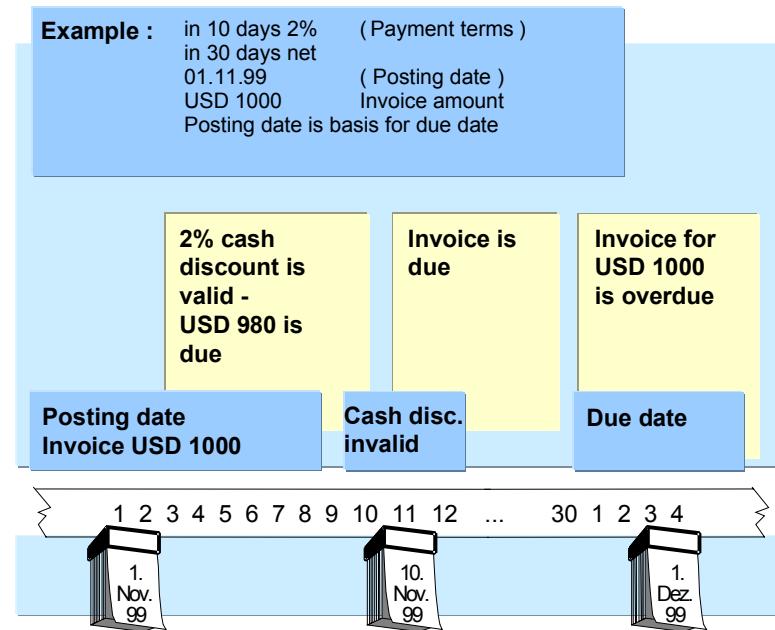
- Whether the cash discount is calculated on the net or gross amount (that is, calculated before or after tax is added). This specification is made in the system configuration.

- Whether any G/L account line items are posted without cash discount (those with the *W/o cash discount* field selected)

The *Disc. Amount* field enables you to enter the cash discount directly, overriding the system's calculation of the cash discount.

After you enter the line item and display it, you see the message *Cash discount basis is calculated*. The system calculates the cash discount when you post the document.

The following figure illustrates the relationship between posting date, terms of payment, cash discount, and due date.

**Terms of Payment (Accounts Payable)**

| | |
|---|---|
| **Example :** | in 10 days 2%     ( Payment terms )<br>in 30 days net<br>01.11.99          ( Posting date )<br>USD 1000       Invoice amount<br>Posting date is basis for due date |

| **2% cash discount is valid -<br>USD 980 is due** | **Invoice is due** | **Invoice for USD 1000 is overdue** |
|---|---|---|

| **Posting date<br>Invoice USD 1000** | **Cash disc.<br>invalid** | **Due date** |
|---|---|---|

1 2 3 4 5 6 7 8 9 10 11 12 ... 30 1 2 3 4

1. Nov. 99          10. Nov. 99          1. Dez. 99

You can enter G/L account line items without cash discount. For example, assume you receive an invoice for goods and shipping. Cash discount is valid for the goods, but not for the shipping. In this case, enter a separate G/L line item for the shipping and select the field *W/o Cash Discount*. The calculated cash discount basis is the total of all G/L account line items where the field *W/o cash discount* is not selected.

# Terms of Payment for Installment Payments (Accounts Payable)

## Use

When you enter a key for installment payments, the text *Due in* is displayed as well as the *Payment terms* field and the *Days/perc*. fields remain empty.

## Features

Terms of payment for installments are composed of individual terms of payment [Page 319], with one payment term for each installment. When you post an installment, the total amount is split up into individual items for each installment and each installment is calculated with the relevant payment term. For information about how to maintain terms of payment, refer to the Implementation Guide for *Accounts Receivable and Accounts Payable.*

**Posting Installment Payments**

**Entering the amounts**

| Item | PK | Debit | Credit |
|------|-----|---------|---------|
| 1 | 31 | | 1000.00 |
| 2 | 40 | 1000.00 | |

The original vendor item is not split up and displayed in the individual installments until the posting is simulated. The original total amount is displayed as zero.

**Simulating the posting**

| Item | PK | Debit | Credit |
|------|-----|---------|---------|
| 1 | 31 | | 0.00 |
| 2 | 40 | 1000.00 | |
| 3 | 31 | | 300.00 |
| 4 | 31 | | 400.00 |
| 5 | 31 | | 300.00 |

When the amounts are posted, the total amount is replaced by the individual installment amounts. These amounts are displayed per G/L account item.

**Document overview after posting**

| Item | PK | Debit | Credit |
|------|-----|---------|---------|
| 1 | 40 | 1000.00 | |

**Terms of Payment for Installment Payments (Accounts Payable)**

| | | | |
|---|---|---|---|
| 2 | 31 | | 300.00 |
| 2 | 31 | | 400.00 |
| 3 | 31 | | 300.00 |

# Payment Control Data (Accounts Payable)

## Use

When you enter a key in the *Pmnt block* field, you specify the following:

- Whether the item in question is blocked for the payment program (the terms of payment and due date do not influence this)

- Whether the item in question is blocked for manual payment

Block keys can also contain both of these blocks. You can use the *Payment block* field to prevent a payment being made for a vendor item.

### Payment method

The field *Payment method* controls the payment program. You also use this field to specify the form or payment medium (such as check, bank transfer, bill of exchange, or direct debit) of payment for a line item. If you do not enter a payment method, the payment program selects one based on the payment method defined in the master record and on the parameters entered online for the payment program.

### Payment method supplement

Depending on how your system is configured, you may be able to make entries in the *Payment method supplement* field. The payment method supplement is used to group together payments for the payment program. A single payment is made for each payment method supplement. In the payment medium programs, payments can also be grouped and possibly even sorted using the payment method supplement. This field is used, for example, to control the sending of checks in the USA. The payment method supplements are called 'mailstop codes' in the USA.

> If you have entered default values for the block key and payment method in the terms of payment, these are transferred by the system here. The only default values that are effective for installment payments are those that were defined in the terms of payment for installment payments and not those that were defined in the terms of payment for the individual installments making up the total payment.

# Additional Data for Vendor Line Items

## Use

From the vendor item entry screen, choose *Extras → More data* to see the extra data for an item. You can also display the following fields:

- *House bank*

- *Partner bank type*

- *Bill of exchange payment request*

- *Planning date*

- *Financial budget*

## Procedure

1. Enter the details you require and then select ENTER to go back to the vendor line item screen, or enter the account assignment for the subsequent items.

2. You must fill the *PostKey* and *Account* fields for the next line items. To make a debit posting to an expense account, such as office supplies, enter a posting key of **40** and then the G/L account number for the office supplies account, **476000**.

# Entering G/L Account Line Items (Accounts Payable)

## Prerequisites

You have entered data for the document header and the vendor line items.

The fields that are required, optional, or suppressed depend on the:

− Posting key

− Field status group in the G/L account master record for this account.

## Procedure

1. For each line item, you must make entries in the following fields:

− Posting key

− G/L account number

− Amount

− Tax code (if displayed)

2. Save your entries.

For more information on the fast entry of G/L account items, see Fast Entry of G/L Account Line Items [Page 386].

# Tax with Jurisdiction Code

## Definition

A jurisdiction code is a key that, in conjunction with the tax code, determines the amount of tax and the breakdown of the total tax amount among the different tax authorities.

## Use

In the USA and Brazil, taxes are sometimes calculated using jurisdiction codes.

## Structure

The jurisdiction code contains several different components.

Jurisdiction Code 250221105

25 = State Code

022 = County Code

1105 = City Code

## Integration

In order to post a document using a jurisdiction code, you must ensure that all the state codes (= the highest level of the jurisdiction code) in a document have the same tax base (net or gross) and the same cash discount basis.

In jurisdiction code 250221105, taxes are determined based on the definition for jurisdiction code 250000000.

If all the jurisdiction codes in a document do not have the same state code, you must manually separate the transaction into individual documents.

# Entering Tax with Jurisdiction Code (Accounts Payable)

## Procedure

To enter taxes using a jurisdiction code [Page 326], proceed as follows:

1. Enter the total invoice amount and a tax code in the vendor item.

2. Depending on how you process your invoices, enter either the gross or net amount in the G/L account line item and if necessary, a tax code and jurisdiction code.

> If you entered a tax code in the vendor item, this code is used.
>
> If the system cannot derive the jurisdiction code from the cost center, plant, or vendor master record, you have to enter it manually.

3. To enter the tax amounts of the G/L account items, choose *Extras → Tax amounts*. The *Tax Amounts* screen appears.

> You can branch to this screen at any point during document entry.

The *Tax Amounts* screen shows the tax amount, tax code, posting key, tax base amount, and jurisdiction code for all the items already entered. When you call up this screen after entering the G/L account items, it displays the amounts that have already been entered.

You can now choose how you want to enter the taxes.

a) **Per taxable item** (per jurisdiction code). This is the predefined variant. If you know the total tax amounts per taxable item, you enter the tax amounts for each taxable item after entering the G/L account items.

or

b) **Per taxing authority** (per state, county, city). If you only possess the specifications for the individual taxing authorities, you choose this variant.

The usual entry procedure for taxes involves entering the taxable items first. To switch to the entry screen for each taxing authority, choose *Goto → Detail.* If, when entering the tax in this way, the amounts are changed in the detail screen, it is no longer possible to return to the taxable item entry screen. Instead you have to carry on entering the taxes per taxing authority.

If you want to enter the tax using variant a), enter the tax amounts for each jurisdiction code in the *Tax amounts* screen. On this screen you can enter items with tax codes that have not yet been entered or you can change the amounts already entered. When entering a new tax code on this screen, you must also enter a posting key (in addition to the amount and tax code).

| Amount | Tx | PK | Tax base amount | Jurisdiction code |
|--------|----|----|-----------------|-------------------|

**Entering Tax with Jurisdiction Code (Accounts Payable)**

| 1,100.00 | I9 | 40 | 1,100.00 | 250221105... |
|----------|----|----|----------|--------------|

If you want to enter taxes using variant b), go to the tax detail screen with *Goto → Detail.* This screen displays the tax data broken down by amount, tax code, posting key, tax base amount, jurisdiction code, and condition type. The jurisdiction code is also broken down by state, county and city.

| Amount | Tx | PK | Tax base amount | Jurisdiction code | CnTy... |
|--------|----|----|-----------------|-------------------|---------|
| 550.00 | I9 | 40 | 1,100.00 | 250000000 | JP1I... |
| 330.00 | I9 | 40 | 1,100.00 | 250220000 | JP2I... |
| 220.00 | I9 | 40 | 1,100.00 | 250221105 | JP3I... |

You can enter tax amounts in the smallest detail here. After you select *Enter*, your entries are summarized per taxing authority.

Note that once you have entered data in the detail screen, you cannot later return to the interim screen *Tax amounts*, but rather can only go directly to the detail screen.

4. Post the document.

# Additional Account Assignments (Accounts Payable)

## Use

In addition to the account assignments for the posting key, account number, and amount, you can enter additional account assignments. For example, a business area is an additional account assignment relevant in *Financial Accounting*, while the cost center is relevant in *Controlling*.

If there is not enough space on the line item entry screen to display all the possible additional account assignments, the system displays them in a dialog box. It automatically displays this dialog box whenever there are additional account assignments that must be entered but that do not appear on the standard entry screen.

## Activities

If the additional account assignments you require are not displayed on the standard entry screen, select *More* and then ENTER. The system displays the dialog box containing the additional account assignments.

# Business Area (Accounts Payable)

## Definition

Organizational unit of Financial Accounting that represents a separate area of operations or responsibilities within an organization, and to which value changes recorded in Financial Accounting can be allocated.

## Use

You can assign a business area to each line item.

The advantage of assigning business areas to line items is that you can create internal financial statements based on the business area.

# Additional Data for G/L Account Line Items (Accounts Payable)

## Use

To display additional data for G/L account items, choose *Extras → More data*. You can also display the following fields:

- *Planning date*

- *Asset*

- *Reference date*

- *Transaction date*

- *Settlement period*

## Prerequisites

Which of these fields are shown on the screen for the line item in question depends on your system configuration.

# Posting Documents in Accounts Payable

## Procedure

To enter a document in *Accounts Payable* using the standard transaction, proceed as follows:

1. From the *Accounts Payable* menu, call up the type of business transaction required. For example, you could choose *Document entry → Other → Invoice - general* or *Document entry → Other → Credit memo - general.*

2. On the first screen, enter the required header data (usually: Document date, document type, company code, posting date, and currency).

3. Also enter the posting key and the vendor account number of the first line item. Choose *Enter*.

   

   The posting key and the reconciliation account for the vendor account number determine which fields appear on the next screen.

4. The *Enter Vendor Invoice (or Credit Memo): Add Vendor Item* screen appears. Enter the data for the first line item.

   

   The posting key and the account number at the end of each screen determine which fields are displayed on the next screen for entering a line item.

5. You need to enter at least one vendor line item and one G/L account line item.

6. When the debits equal the credits and the data is complete, choose *Document → Post* to post the document.

## Result

The system then updates the document file, the vendor account balance, and the G/L account balance.

When you enter an invoice, you can check whether the invoice has already been entered. There is an interface which enables you to install check logics without changing the SAP system standard.

# Posting Invoices Net (Accounts Payable)

## Use

To post vendor invoices net in accordance with regulations in certain countries, the cash discount must be withheld. This procedure is typical for the recording of property, fixed assets, and equipment acquisitions. The amount as reduced by the cash discount (net amount) is displayed in the expense or balance sheet account.

Net amount = Gross amount - cash discount

## Prerequisites
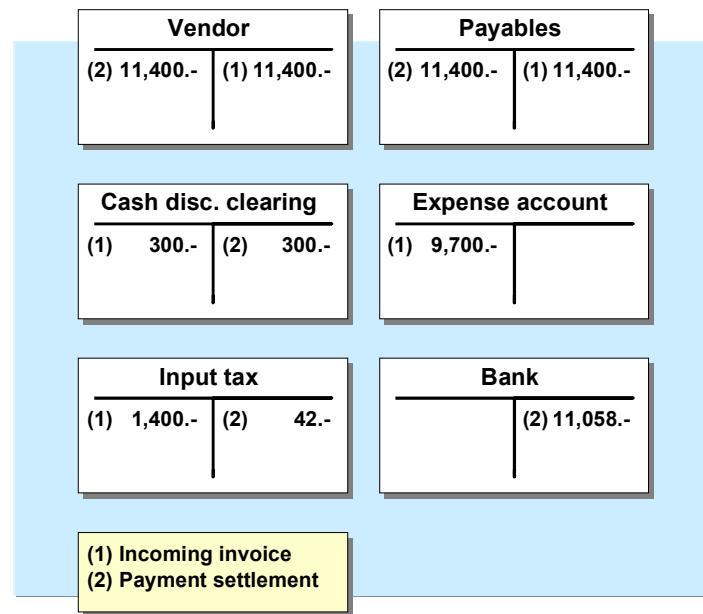
You have not paid the invoice yet.

## Features

The system automatically deducts the cash discount from the expense.

When you post invoices net, you have to use a *Net document type*.

The following figure shows how you post an invoice net:

| Vendor | | | Payables | | |
|---|---|---|---|---|---|
| (2) 11,400.- | (1) 11,400.- | | (2) 11,400.- | (1) 11,400.- | |

| Cash disc. clearing | | | Expense account | | |
|---|---|---|---|---|---|
| (1) 300.- | (2) 300.- | | (1) 9,700.- | | |

| Input tax | | | Bank | | |
|---|---|---|---|---|---|
| (1) 1,400.- | (2) 42.- | | | (2) 11,058.- | |

**(1) Incoming invoice**
**(2) Payment settlement**

When you post an invoice net, the system creates an additional document line item for the discount.

When you post invoices net, the discount conditions can be changed in the document or in the payment proposal later, in the same way as for invoices posted gross.

If you pay an invoice using the payment program, the system compares the cash discount taken when the invoice was posted net with the discount percentage rate applicable at the time of payment.

**Posting Invoices Net (Accounts Payable)**

The difference between the discount amount originally calculated and the actual discount deducted is posted to a separate expense account.



> You have to set up the accounts, rules, and posting key for the automatic posting of discount-related differences in Customizing.

# Posting Credit Memos (Accounts Payable)

## Procedure

To post a credit memo, proceed as follows:

1. From the *Accounts Payable* menu, choose *Document entry* → *Other* → *Credit memo - general*.

2. Enter the document header. If you work with the standard system, enter the document type for a credit memo in the field *Doc. type*.

3. Enter the posting key for credit memos in *Accounts Payable* in the field *Pstky*. In the standard system, this is posting key 21.

4. Enter the vendor account number. Choose *Enter*.

5. On the *Enter Vendor Credit Memo: Add Vendor Item* screen, enter the vendor item.

6. To complete the entry of the credit memo, debit the sales or revenue account.

   ⇨

   You can display the document overview.

7. Post the credit memo.

## Result

After the system has checked your entries, it generates a <u>document [Page 353]</u> and updates the account balances. If there are any errors in your entries, an error message is issued.

# Entering Payment Requests (Accounts Payable)

## Use

Payment requests [Ext.] are particularly useful for paying parked invoices on time and with maximum cash discount, even when the invoice is not actually posted until after the payment. Payment requests enable you to use a partial payment for an invoice that has already been posted. If you do this, the invoice is blocked for payment and a payment request is entered for the partial amount.

　　　　　➡

　　　　　Like down payment requests, payment requests are stored as noted items. This means that no transaction figures or other totals are updated.

## Prerequisites

You have posted or parked an invoice.

## Procedure

To enter a payment request, proceed as follows:

1.  From the *Accounts Payable* menu, choose *Document entry* → *Payment request*.

    On the *Payment Request: Initial Screen*, enter the document number of the invoice for which you want to make a payment request.

　　　　　➡

　　　　　You can then display the invoice in question with the function *Environment* → *Display invoice.* If you do not know the invoice document number, you can search for the invoice with the function *Environment* → *Find invoice.*

    If payment requests, partial payments or credit memos have already been entered for the line item you selected, the total of these amounts will also be displayed for your information. The remaining amount is defaulted on the entry screen. If no such amounts have been entered, the screen shows the total amount of the item in question.

2.  **a) You want to change document header data:** Confirm your entries on the initial screen with ENTER or choose *Goto* → *Document header.*

    The screen for the entry of document header data appears. The current date is defaulted as document and/or posting date and document type AB is also defaulted. Entries for all the other fields are copied from the invoice item referred to. After changing the data, select ENTER to continue to the next screen where you can enter the data for the line item.

    **b) You want to copy document header data:** Using the current date, and document type AB, choose *Goto* → *Line item*. The screen for entering the line item data is displayed.

3.  On the screen for entering the line item data, you will see that the cash discount amount and the withholding tax amounts have been copied proportionately from the referenced invoice

item. If you are using an invoice that has already been posted as a reference, you cannot change these amounts.

> If your reference invoice is a parked document, these amounts, as well as the terms of payment and the tax code, are changeable. If no tax code has been specified, a dialog box appears in which you can break down the payment request amount using up to three different tax codes. You can use the *Tax breakdown* function to distribute the amounts appropriately.

4. Save your entries.

# Result

After posting, payment is triggered by the payment program.

> You can cancel payment requests that cannot be executed any more by using the *Reverse document* function in the *Accounts Payable* menu, as long as they are blocked by a payment run or the invoice has already been paid.

# Posting Documents in Foreign Currency (Accounts Payable)

## Use

When you post a vendor invoice in foreign currency, the system stores the amount in both local and foreign currency for each line item.

## Procedure

To enter the exchange rate for a document, proceed as follows:

1. Enter the currency key in the document header.

   The system then transfers the exchange rate valid on the posting date from the system settings. If you enter a date in the *Translation date* field, the system transfers the exchange rate valid on this date.

   The valid exchange rate is the one entered on the posting date or on the translation date, or the rate entered at an earlier time.

   For example, if you post a document on August 25, but the last exchange rate in the system setting is from August 22, the system uses the exchange rate from the entry on August 22.

2. To specify the foreign currency for your document, enter the appropriate currency key in the *Currency* field in the document header. There are several ways to enter an exchange rate:

   a. Enter a posting date and the currency key in the document header. The system automatically transfers the exchange rate valid on the posting date.

   b. Enter a translation date in the document header.

   c. Enter the exchange rate directly (manually) in the document header.

   You can enter the amount in each line item in both local and foreign currency. By doing so, you are indirectly specifying the exchange rate.

   You can enter documents in any foreign currency for which a currency key is defined in the system. If you manage a G/L account, for example a bank account, in a foreign currency, you can only post documents to this G/L account in the account currency, that is, the foreign currency.

   For more information about clearing open items in foreign currency, see *FI Accounts Receivable and Accounts Payable*.

# Special Features of One-Time Accounts (Accounts Payable)

## Use

A one-time vendor is a vendor with whom you do business only once or rarely.

Therefore you create a common master record for all of these vendors, which does not, however, contain data specific to one single vendor, such as name and address. You enter this information when you enter a document. The appropriate entry screen is automatically called up when you post to a one-time account.



For more information, see "Vendor Master Records" in the SAP Library under *FI Accounts Receivable and Accounts Payable*.

# Fast Entry of Invoices and Credit Memos

## Use

To speed up the entry of invoices and credit memos, you can use the special fast entry function. To enter a business transaction, you now only have to make the required entries on one screen. Data which is the same for all the business transactions you enter is specified beforehand on a separate screen for the entire data entry session. The system then enters this data in each document you enter. You also do not have to enter posting keys any more; these are defined as part of the system configuration.

## Features

Using the fast entry facility, you can post invoices, credit memos, and the corresponding offsetting entries. You cannot use this function for any other transactions, in particular for entering credit and debit G/L account items.

        ➡️

> Because you are entering the whole business transaction on a single screen, the system can only display the most important fields for vendor items. Fields such as the account number of an alternative payee are not included.

You can enter a maximum of five items for the offsetting postings to the G/L accounts. To do this, you enter the account number, amount and, if necessary, the tax code, tax amount, business area, an order and a company code (in the case of cross-company code transactions).

Proposed values for the vendor master record are only transferred after you have selected `ENTER` or *Post*. The fields for which default values may be available are marked with **\***.

In the screen for entering the line items you can choose the following additional functions:

- *Goto* → *Specifications*.

  You reach the screen for entering the specifications and default values. You can change this data.

- *Goto* → *Line item* → *Chosen item*

  or *First item* or *Last item*.

  You reach the corresponding item and are thus in the normal entry function.

## Activities

# Fast Entry of Invoices and Credit Memos

## Prerequisites

At the start of a data entry session, enter those specifications and default values that are generally valid for all invoices or credit memos. This includes the following data:

- Specifications. This is data that you cannot change in the line item entry screen. However, you *can* change it at any time in the entry screen for the specifications and default values. In order to do this you must call up this screen. Specifications include:

    – Company code

    – Posting date

    – Document type

    – Posting period

- Default values. This is data that you can change in the line item entry screen. It includes:

    – Currency key

    – Document date

To enter your business transactions, switch to the screen for line items. If you need to you can change the specifications and default values at any time.

## Procedure

If you want to enter invoices or credit memos quickly using the standard transaction, proceed as follows from the *Accounts Payable* menu:

1. Choose *Document entry → Other → Invoice/credit memo fast entry*. The screen for the specifications and default values for fast entry appears.

2. Enter specifications such as company code, posting date and document type. If you want to post to a special period, enter a posting period. Enter the currency key and document date as default values.

3. Choose *Specifications → Enter invoice/credit memo*. The screen for fast entry of invoices and credit memos appears. You can see that the system has entered the default values you specified.

    

    Each time you call up the function *Invoice/credit memo fast entry*, this screen is displayed.

4. Enter the vendor account number, the invoice amount, and all other data necessary for the vendor line item. If you are entering a credit memo, you must select the field *Credit memo*.

5. For the offsetting entry, also enter the account number, amount and any other relevant data.

    

    If you are posting with a document type which uses external number assignment, you have to enter the document number in the upper half of the screen. This is, however, not usually necessary.

**Fast Entry of Invoices and Credit Memos**

6.   Choose *Document → Post*.

# Result

The system checks whether you have made all the required entries and if you have entered superfluous information. You can then correct your entries if necessary.

# Special Features of Fast Entry (Switzerland)

## Use

If, when using the fast entry function for invoices and credit memos, you want to determine the vendor on the basis of the POR subscriber number, you must enter the POR number in the field *Fast entry*. Then, when using the fast entry function, enter the POR number in the *PCB/POR* field. You do not have to enter the account number.

If the system finds several vendors on the basis of the POR number you specified, a dialog box appears containing the account number, name, and city of the vendors found. You can select the vendor you require from this dialog box.

Even if the system only finds one vendor, you have the option of displaying this vendor before selecting it. To do so, select the *Control display option* for the fast entry with POR number in the accounting settings.

> This entry method is only possible if a POR number has been maintained in the master record of the vendor and the appropriate system settings have been made.

# Carrying Out Transfer Postings (Accounts Payable)

## Use

You can use the system to carry out transfer postings with or without clearing.

## Procedure

1. To do so, choose *Document entry* → *Other* → *Intern.transf.psting* → *With clearing* or *Without clearing* from the *Accounts Payable* menu.

2. Choose the business transaction.

3. Enter and post the document as usual.

# Cross-Company Code Invoice Posting (Credit Side): Example

Assume the following:

- Two company codes make a joint purchase from a vendor.

- Cash discount and tax are not relevant for this business transaction.

- Company code 0001 receives and posts the vendor invoice.

- Both company code 0001 and company code 0002 post items to the expense accounts.

To post this transaction, proceed as follows:

1. From the *Accounts Payable* menu, choose *Document entry* → *Other* → *Invoice - general* (if, for example, you want to enter an invoice).

2. Enter the document header data.

3. Either enter a number in the *Cross-CC no.* field (cross-company code transaction number) in the document header or let the system assign a number. For example, you could enter **MACHINES** as the cross-company code transaction number.

    ⇨

    If you do not enter a number in this field, the system generates an internal document number by putting together the document number in the first company code (ten characters), the company code (four characters), and the fiscal year (two characters).

4. At the bottom of the initial screen, enter a posting key, such as **31** for a vendor invoice, and `78900` for a vendor account. Choose *Enter*.

    ⇨

    The screen to enter a line item is the same whether you are entering a vendor invoice in one company code or in a cross-company code transaction.

5. Enter an amount (for example, **25,000)** for the vendor item. At the bottom of this screen, enter a posting key (such as **40**) and the G/L account number for the expense account (for example, **476000**).

    ⇨

    If you do not specify a company code, the system posts the next line item to the same company code as in the previous line item. In this example, the company code in the previous line item is 0001.

6. Choose *Enter*.

    ⇨

    The screen for the G/L account item is the same for one company code as it is for a cross-company code transaction.

7. Enter the G/L account item for company code 0001 (amount 12,500 for example). At the bottom of the screen, enter the posting key (**40**), the G/L account number (**476000**), and the

**Cross-Company Code Invoice Posting (Credit Side): Example**

company code (**0002**). Choose *Enter*. The system makes sure that the second company code has the same local currency as the first if this is a prerequisite for the business transaction.

8. If the document type requires an external document number, the system prompts you to enter a document number for the second document.

9. Enter the amount (**12,500)** for the G/L account line item in the other company code (**0002**).

10. You can display the overview by choosing *Goto* → *Document overview*.

   The system displays a list containing the document numbers for all the company codes concerned.

11. To post the cross-company code transaction, choose *Document* → *Post*.

The system generates certain document items automatically. These are receivables and payables between the company codes involved.

# Result

Note that the debits equal the credits for each document in a company code. The system posts one SAP document for each company code involved.

**See also:**

Cross-Company Code Transactions [Page 483]

Prerequisites for Cross-Company Code Transactions [Page 485]

# Reversal

## Purpose

If you have entered an incorrect document, you can reverse it, thereby also clearing the open items.

A document can only be reversed if:

• It contains no cleared items

• It contains only customer, vendor, and G/L account items

• It was posted with Financial Accounting

• All entered values (such as business area, cost center, and tax code) are still valid

> If a line item from a source document has been cleared, a reversal can only be carried out after the clearing is reset. Information on clearing is available in *FI General Ledger Accounting* as well as *FI Accounts Receivable and Accounts Payable*.

## Integration

Documents from SD can be reversed with a credit memo. Documents from MM must be reversed with functions in that component because the reversal function in FI does not reverse all the values required. For more information on reversals in SD and MM, see the documentation for those applications.

## Features

There are two ways of updating transaction figures when reversing a document:

• The document and the reverse document increase the account transaction debit and credit figures by the same amount.

• After a document has been reversed, the balance of the account affected is shown as if the document had never been posted. (Negative Postings) [Page 348]

## Constraints

You generally post the reversal document in the same posting period as the corresponding original document. If the posting period of the source document has already been closed, you have to enter a date that falls in an open posting period (for example, the current one) in the *Posting date* field.

# Negative Postings

## Use

Reverse and adjustment postings can also be marked as negative postings. Negative postings are used to reduce the transaction figures in G/L, customer, and vendor accounts. This allows you to give the transaction figures (following the reversal) the status they would have had without posting the reversed document and its reversal document. This type of reversal is called a negative posting.

## Integration

Other applications have to mark reversal transactions that affect Accounting with a checkbox. This obligation to inform is independent of the marking of negative postings in FI and applies to reversals for:

- Customer billing documents and credit memos (SD)

- Order settlements (CO)

- Invoice verification (LO)

- Goods movements (MM)

Negative postings give rise to changes in the reconciliation between documents and transaction figures. A debit item marked as a negative posting reduces the credit transaction figures, a credit item correspondingly reduces the debit transaction figures. These changes are considered in the standard reconciliation programs and various standard reports (for example, SAPF070 and RFBELJ00).

## Prerequisites

Permit negative postings. You do this per company code in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting/Accounts Receivable and Accounts Payable → Business Transactions → Document Reversal → Permit Negative Postings [Ext.]*

## Features

- Reversal

    You must specify the reasons for the reversal transaction. For each reason, you specify whether negative postings are to be generated. The reversal reason is noted in the header of the reversed document. This additional information cannot be accessed in reversals which take place via invoice verification (MM) or billing (SD).

    If the reversed document had already been revaluated, additional line items are generated during reversal for resetting the foreign currency valuation. The system automatically marks these items as negative postings.

    If the reversed document already contains negative postings, then the corresponding line items in the reversal document are not negative postings.

- Accrual/deferral documents for reverse postings

    You must enter a reason for a reverse posting when entering an accrual/deferral document. The reason for the reverse posting is noted in the accrual/deferral document

and used as a reversal reason during resetting. You can enter any reversal reason for which a reversal with an alternative posting date can be carried out.

- Residual items

    The system marks residual items as negative postings. This prevents debit and credit transaction figures increasing simply because of the creation of residual items.

    Outstanding payables and receivables that the system generates according to an amount entered in the field *Difference postings* are also automatically marked as negative postings.

- Adjustment documents

    In order to exclude the effects of incorrect postings on the transaction figures, you can enter adjustment documents in which individual line items are marked as negative postings.

    If, for example, you posted a line item to the wrong account, you can use an adjustment document to correct the wrong account using a negative posting, and make the posting to the correct account.

    Adjustment postings of this sort are only possible for document types specifically defined for this.

    To mark individual line items as negative postings when entering a document, select the field *Negative posting* under *More data*.

- Automatic postings

    If you mark manually entered document items as negative postings, this does not affect the generation of automatic postings such as tax postings for example. These are not immediately marked as negative postings. You can however mark the relevant items as negative postings within a supplementary account assignment. The account must not however be marked for supplementary account assignment in the master record.

    During automatic account determination, you have to mark individual items of the document as negative postings for those transactions where debit and credit postings affect different accounts.

- Line item display

    The indicator for negative postings is available as a display field for the line item display.

## Activities

To enter reversal and accrual/deferral documents, you have to specify **reversal reasons**. For each reversal reason, specify whether negative postings are to be created in the reversal document and whether the reversal date may differ from the posting date of the document to be reversed. You define reversal reasons in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting/Accounts Receivable and Accounts Payable →️ Business Transactions →️ Document Reversal →️* Define Reasons for Reversal [Ext.]

You define document types for adjustment postings in Customizing for Financial Accounting under *Financial Accounting Global Settings →️ Document →️ Document header →️* Define Document Types [Ext.]

If you want to see the indicator for negative postings in the line item display, you must either create appropriate display variants or expand existing variants. You do this in Customizing for *Financial Accounting* according to account type in *General Ledger Accounting (G/L Accounts)*

**Negative Postings**

and/or *Accounts Receivable and Accounts Payable (Customer/Vendor Accounts)* → *Line Items* → *Line Item Display* → Define Line Layout [Ext.]

# Reversing Documents

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document* → *Reverse* → *Individual reversal* or *Mass reversal*.

2. Enter the document number, the company code, and the fiscal year (optional).

3. If the reverse document cannot be posted to the same period as the original document, enter the posting date and the posting period of the reversing document.

    If the document to be reversed is a check payment, you will also have to specify a void reason code. You can display permitted void reason codes with the possible entries button. Reasons 1-3 can only be used by the system.

4. Choose *Enter*.

## Result

The system generates a reverse document, creating debit and credit amounts.

# Posting (FI)

## Purpose

Using this standard accounting function, you can enter business transactions in the general ledger and subledgers. In doing so, you create documents [Page 353] and save the data to the database.

## Features

As well as the standard transaction for posting documents, the system also offers you the following options:

- Recurring Entries [Page 471]

- Posting with Sample Documents [Page 465]

You can also carry out cross-company code functions and reversals.

The system carries out consistency checks before saving the data. If errors exist, the data is not saved, and the system proposes adjustments.

## Integration

If you use other SAP components as well as *Financial Accounting*, the saved data is passed, for example, to *Controlling (CO)* or *Sales and Distribution (SD)* and updated.

**See also:**

Posting Business Transactions in General Ledger Accounting [Ext.]

Posting Business Transactions in Accounts Receivable [Page 258]

Posting Business Transactions in Accounts Payable [Page 298]

# Document

## Definition

The result of a posting in *Financial Accounting*. There are two types of documents: Original documents and processing documents.

Examples of original documents:

- Receipts
- Invoices
- Checks
- Bank statements

Examples of processing documents:

- Accounting documents
- Sample documents
- Recurring entry documents

The accounting document represents the original document in the system. The other processing documents can be used to simplify document entry. The document remains as a connecting unit in the system until it is archived.

## Use

You can only check whether postings are correct in the compact journal and general ledger by means of documents. Every posting must therefore have a document.

Documents are the link between the business transaction and the posting in accounting.

> Only complete documents can be posted. A document is complete when its debit and credit items balance to zero. You must enter the minimum account assignments designated by the system: For example, document date, posting date, document type, posting key, account number, and amount. Data must also be entered in all other fields that were defined as required fields when making system settings.

## Structure

A document consists of a document header [Page 355] and at least two line items [Page 358] .

## Integration

As well as the accounting document described above, there are also special documents such as sample documents and recurring entry documents.  These are documents that simplify the document entry transaction.  For more information, see Posting with Sample Documents [Page 465] and Recurring Entries [Page 471].

You can transfer large volumes of document data from an external system into the SAP System. There are various methods for doing this. For more information, see Accounting Documents: Data Transfer Workbench [Ext.]

**Document**

# Document Header

## Definition

The part of a document that contains information valid for the whole document, for example, document date and number. It also contains controlling information such as the document type.

# Entering Document Headers

## Use

The document header contains data that applies to the entire document. To enter a document, you must first enter the document header.

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*.

   To enter a document in *Accounts Receivable or Accounts Payable*, from the *SAP Easy Access* screen choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Document entry* → *Other* → *Invoice - general/Credit memo - general* or another business transaction.

2. Enter the data required on the *Enter G/L Account Posting: Header Data* screen. Depending on your settings in Customizing, the following entries are required:

- Document date

  The document date is the date the business transaction (such as a transfer posting, or the issue date of an invoice or payment) took place. The document date can be different from the posting date, which is the date that G/L account balances or the customer/vendor balances are updated.

- Document type

  For some document types, you also have to make entries in the fields *Reference* and *Document header text*.

- Document number

  Depending on the document type, document numbers are either internally assigned by the system or entered by you externally.

- Company code

  The system defaults this company code in all subsequent documents you enter that day.

- Posting date

  The system automatically defaults the current date as the document date. When you post the document however, you can enter any other date (past or future) from a permitted posting period. The posting date can be different to the document entry date and the document date (date the original document was created).

  The posting date determines the posting period.

- Period

  The periods that are permitted for posting are determined by your system configuration. You can also post to periods in a previous fiscal year. If you do this, the carry forward balance for the current year is automatically corrected in special periods.

- Currency/Exchange rate

When you enter the first document of the day, you must enter a currency key. The system defaults this currency key in all subsequent documents entered on that day.

You have the following options when entering an exchange rate in a document header:

−   Enter the currency key. The system automatically transfers the exchange rate valid on the posting date. The exchange rate must be defined in the system.

    or

−   Enter the currency key and the translation date required. The system transfers the exchange rate valid on the translation date. The exchange rate must be defined in the system.

    or

−   Enter the currency key and the exchange rate manually in the document header.

•   Trading partner business area

    This entry is then defaulted in each G/L account item that is not generated automatically. It can however be overwritten if required.

•   Other document header fields

    −   Doc.header text

        The document header text contains explanations or notes that are applicable to the whole document, not just specific document line items.

    −   Reference number

        The reference number could be the number of an invoice, for example.

    −   Cross-company code no.

        Either you enter the number of a cross-company code document manually, or it is determined by the system.

        In the document header you can edit the following fields:

•   Reference

•   Doc.header text

•   Cross-company code no.

•   Trading partner business area

# Line Items

## Definition

The part of a document that contains information about an item. This includes an amount, an account number, the credit or debit assignment, and additional details specific to the transaction being posted.

## Use

You can enter terms of payment, a cost center, or an explanatory text in a line item for example.

# Editing Line Items

## Use

Before you post a document, you can display the document overview and then edit one or more line items. In this way, you can correct any input errors.

See Document Overview [Page 421]

## Features

In the document overview you can:

- Adjust individual items (for example, change an amount field)

- Add new items

- Delete items

- Hold an incomplete document.

Note that before you post the document, you can edit any field in any line item, except the following:

- *Pk* (Posting key)

- *Account*

- *Special G/L indicator*

- *Company code*

## Activities

**Correcting Line Items**

Select an item and choose *Goto → Select.* Correct the line item and save your entries.

**Adding Line Items**

Enter the required data under *Other Line Items*.

**Deleting Line Items**

There are two ways to delete a line item:

- In the document overview, you can choose *Edit → Delete item*. You then enter the number of the item to be deleted in the dialog box that appears.

- You call up the line item in question and overwrite the amount with zeros in the *Amount* field. This item is then displayed in the document overview with the zeros you entered.

# Generating Line Items Automatically

## Use

Depending on your system's configuration, you can have the system generate and post line items automatically.

## Integration

Which line items are generated depends on which business transactions you have entered:

## Features

The following table gives you an overview of the different business transactions for which line items can be generated automatically.

| Business transaction | Line items |
|---|---|
| Entering a customer or vendor invoice | • Tax on sales/purchases (output tax when posting a customer invoice, input tax when posting a vendor invoice) |
| | • Payables and receivables between company codes (when posting cross-company code transactions) |
| Posting a customer or vendor payment and clearing open items | • Cash discount (paid and received when posting payments) |
| | • Backdated tax calculation for tax on sales/purchases (after cash discount deduction) |
| | • Gains and losses from exchange rate differences (between invoice and payment) |
| | • Unauthorized deduction of cash discount (when a payment is slightly different to the amount due) |
| | • Residual items |
| | • Bank charges |
| Entering special G/L transactions | • Bill of exchange charges |
| | • Tax adjustment for a down payment |

## Activities

Adding Details to Automatically Generated Line Items [Page 361]

# Adding Details to Automatically Generated Line Items

## Use

You can add details to any automatically generated line item. For example, you can add text to a tax on sales/purchases line item.

If you are permitted (or required) to make additional account assignments to the automatically generated line items, the system branches directly to the document overview. Here, the automatically generated items are highlighted.

## Prerequisites

Make sure that the G/L account is marked as adjustable and that the appropriate field is defined as optional or required in the field status group.

## Procedure

1.  Select the item for which you want to make an additional account assignment by placing the cursor on an automatically generated line item and choosing *Goto → Line item → Choose*.

2.  Edit the line item.

3.  Choose *Document → Post* to post the document.

> If you use fast entry to enter G/L account line items, and required fields are not displayed on the fast entry screen, you must add details to the G/L account line items. This process is the same as adjusting an automatically generated line item.
>
> You can also adjust line items after posting by changing the document.

# Document Types

## Definition

A key that is used to classify accounting documents and distinguish between business transactions to be posted. The document type is entered in the document header and applies to the whole document.

## Use
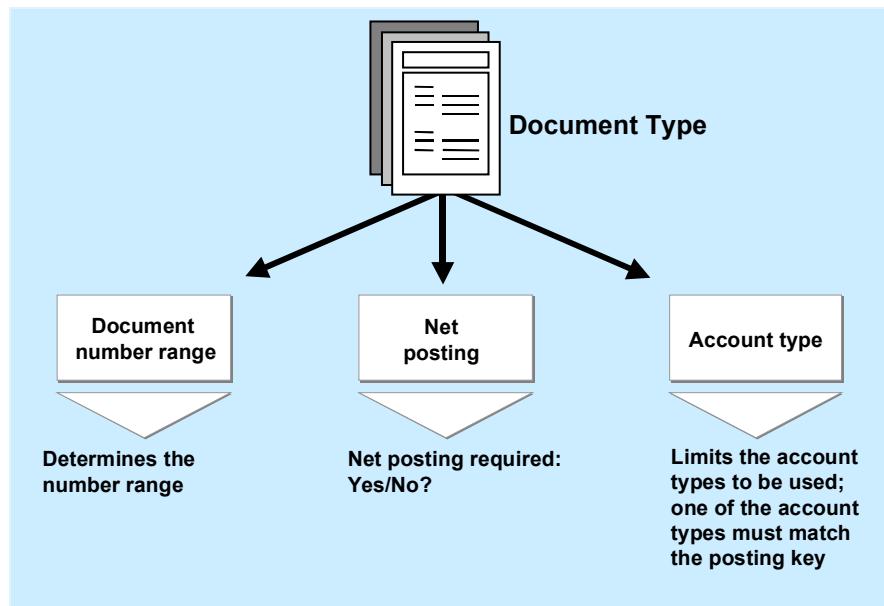
The document type has the following functions:

- Differentiating between business transactions. The document type tells you instantly what sort of business transaction is in question. This is useful, for example, when displaying line items for an account.

- Controlling the posting to account types (vendor, customer, or G/L accounts). The document type determines which account types that particular document can be posted to.

- Assigning document numbers. A number range is assigned to every document type. The numbers for the documents you create are taken from this number range. The original documents from one number range should be stored together. In this way, the document type controls document storage.

  For more information, see Document Number Assignment [Page 369] and Controlling Document Storage Using the Document Type [Page 378]

- Applying the vendor net procedure. This means that any discount and the net amount are calculated (and posted) when the vendor invoice is posted.

The following figure illustrates the significance of the document type:



| Document number range | Net posting | Account type |
|---|---|---|
| Determines the number range | Net posting required: Yes/No? | Limits the account types to be used; one of the account types must match the posting key |

Document types are defined at client level. The standard system already contains document
types which you can use or change. Before deleting document types, check whether they are
currently used in the system.

> The system usually defaults the appropriate document type when a business
> transaction is entered. With some transactions (such as clearing transactions), you
> define document types that are required for automatic postings yourself.

# Differentiating Between Business Transactions Using the Document Type

Document types reflect the different business transactions in your organization. Since the document type can be displayed for every line item, you can immediately find out the type of business transaction in both document display and line item display. You can also use the document type for evaluation purposes.

> In the following figure, the document types show that there are customer invoices (document type DR), customer payments (document type DZ) and customer credit memos (document type DG).

```
                               Line Items
  Customer    Evans       Basic list
  Dwight Evans
  Boston                  Line Items  74

  Assignment Doc. No.     DT  Doc.date   PK  G/L   Curr.   Amount     Cl.doc
  ------------ --------------- ---- -------------- ---- -----  -----   ---------
  19920408    1600000120    DR  08.04.92   01         DM    1,000.00
  19920408    1600000120    DR  08.04.92   01         DM    1,000.00
  19920409    1600000129    DR  09.04.92   01         DM   10,000.00
  19920409    1600000130    DR  09.04.92   16         DM    1,140.00
  19920410    1600000135    DG  10.04.92   11         DM      145.45-
  19920410    1600000121    DR  10.04.92   01         DM      112.99

  Cleared line items .............................................................
  19920331    1400000077    DZ  31.03.92   15         DM    1,140.00-
  19911216    0100000013    AB  16.12.91   01         DM      200.00       051
  19920323    1600000051    DR  23.03.92   15         DM      200.00-      051
  19920331    1600000093    DR  31.03.92   01         DM    1,140.00       077
  19920401    1400000079    DZ  01.04.92   15         DM    1,140.00-      079
  0                                  5/6                                       1
```

Document types have already been defined in the standard system. The most important document types are:

**Document Types in the Standard System**

| Document type | Description |
|---|---|
| AB | General document |
| DG | Customer credit memo |
| DZ | Customer payment |
| DR | Customer invoice |
| KZ | Vendor payment |
| KG | Vendor credit memo |
| KN | Vendor net invoice and credit memo |
| KR | Vendor invoice |
| SA | All G/L accounts |

**Differentiating Between Business Transactions Using the Document Type**

To differentiate between business transactions using the document type, you specify for each document type, what type of account that document can be posted to. Document type AB allows you to post to all accounts. All other document types limit the types of accounts you can post to. Document type DA, for example, only allows you to post to customer and G/L accounts.

The document types delivered with the standard system have already been limited to specific types of accounts. You do not have to use these document types. You can modify them or define your own document types.

# Defining Authorizations for Document Types

## Use

You can define a special authorization for every document type. To do this, you need to determine what document types in which form employees are allowed to process.

Authorizations are checked for the following activities:

- Posting documents

- Document display and line item display

- Changing documents

- Programs that evaluate documents.

The system does not check the authorization for document types that are not assigned an authorization group.

## Procedure

1. In Customizing for *Financial Accounting*, carry out the activity Maintain Authorizations [Ext.] under *Financial Accounting Global Settings*.

2. Enter an authorization group in the document type.  You then assign authorization for this authorization group to the employees who will work with this document type.

    For each document type, you can specify whether users are required to enter a reference number or the document header text.

# Defining the Document Type for the Vendor Net Procedure

## Use

When you post a vendor invoice, you use the document type to specify whether you want to use the vendor net procedure. In this procedure, the system automatically splits the offsetting postings into the net amount and the cash discount due. This is done when the document is posted.

> The vendor net procedure can be used for example, to post vendor invoices to assets. The exact acquisition amount, less any cash discount, is posted to asset accounts.

## Prerequisites

You have defined that you want to use the vendor net procedure. To do this, you specify a document type that is defined as a net document type. Document type KN has already been defined for the net posting procedure in the standard system.

## Activities

To define your own net document type, you need to set it as such by choosing *Net document type* in Customizing. In addition, make sure that the required account types are specified in the *Account type* field. In the standard system, these are G/L accounts, asset accounts, and vendor accounts.

> The vendor net procedure cannot be used when posting to customer accounts.

# Document Types for Postings to Affiliated Companies

You can use the document type to check the consolidation ID for affiliated companies. You can also use it to check whether the field *Trading partner* in the G/L account item is ready for input for manual G/L account postings.

## Multiple Companies in a Document

To eliminate IC sales for the consolidation of several internal trading partners, the system must be able to recognize receivables and payables between affiliated companies.

You therefore define a consolidation company ID in your customer and vendor master records.

When you post to these accounts, the system automatically transfers the ID from the master record to the customer, vendor, and G/L account line items. The consolidation company ID, however, is not displayed in the line items.

When you post these receivables and payables, the system must be able to assign the revenue or expense items to exactly one affiliated company. During document entry, the system checks whether you are posting to companies that have the same consolidation company ID. If this is not the case, you cannot continue with the document entry.

For postings where you do not have to differentiate between affiliated companies, for example, incoming or outgoing payments, you can use a bank posting for clearing between customers and vendors of several affiliated companies.

You use the document type to control whether the system checks the consolidation company ID. To allow users to post documents with different consolidation company IDs by using a particular document type, select the *Multiple companies* checkbox for that document type. Otherwise, only one consolidation company ID can be used in each document.

## Trading Partner in the G/L Account Item

For consolidation, the system requires that the consolidation company ID is maintained in the G/L account item when posting revenue and expense items for affiliated companies. The consolidation company ID is needed to eliminate IC sales.
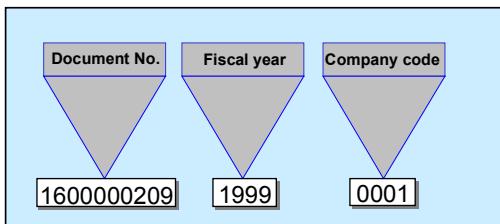
The system determines this ID from the customer or vendor master record and automatically enters it in the trading partner field in the line item. When you are manually posting to G/L accounts only, the system cannot determine the ID from the master record. You therefore must be able to enter it in the G/L account item yourself. It must also be possible to enter the ID in the trading partner field for automatic adjustment postings, for example, for foreign currency valuation. The system determines the ID from the customer or vendor master record.

You use the document type to control whether an entry can be made in the *Trading partner* field. To allow users to enter a trading partner in G/L account items, select the *Enter trading partner* checkbox for the document type.

# Document Number Assignment

## Use

In the SAP System, every document is assigned a number that identifies it uniquely within a fiscal year and company code.

| Document No. | Fiscal year | Company code |
|---|---|---|
| 1600000209 | 1999 | 0001 |

There are two types of number assignment:

- **External (by the user)**

   The accounting clerk enters the number of the original document during document entry, or the number is transferred automatically from a pre-invoicing system. A prerequisite is that the document numbers are unique. The system checks whether the number entered already exists and prevents users from assigning the same number twice. Numbers assigned to documents that have been archived however, can be reused.

- **Internal (by the system)**

   The system automatically assigns a sequential number. The accounting clerk transfers this SAP document number to the printed original document and then files it using this number.  This method is used if the original documents do not have a unique document number. This is the case, for example, with vendor invoices.

You use a number range to define how the document number is assigned. Each document type has a specific number range from which the document number is selected.

## Integration

### Reversing Documents

When you reverse documents, the system automatically assigns a number for the reverse document. To do this, the system requires a document type that has internal number assignment. Every document type with external number assignment must therefore be assigned a reverse document type that has internal number assignment.

> Documents posted with a document type that has internal number assignment are reversed by the system using the same document type if you do not specify a separate reverse document type.

### Sales and Distribution (SD)

If you have installed the *Sales and Distribution* (SD) component, your system administrator can configure the system so that either the invoice number from SD is used for the accounting document, or separate document numbers are assigned to invoices from SD. For more

# Validity Period for the Document Number Interval

For each document number interval, you must specify a validity limit (year value).

You can define the same number range for several fiscal years (see following illustration).  After changing fiscal years, the system starts assigning numbers again from the lower limit of the interval. The same document numbers are assigned in each fiscal year, but are uniquely identified by the year specification.
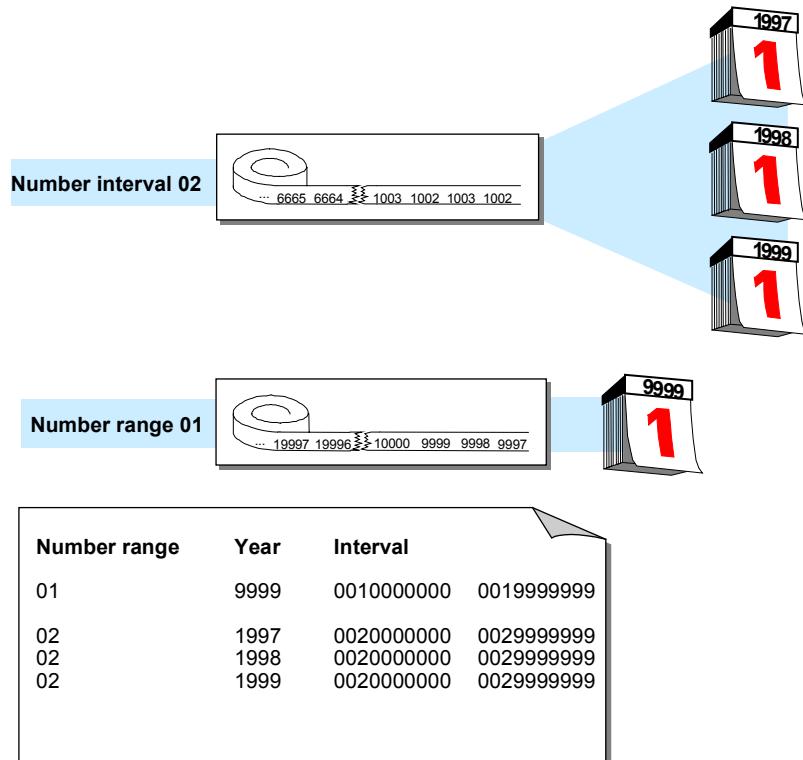
If you do not want to have numbers assigned based on each year, you must specify a year which lies far into the future, for example "9999". Documents are then assigned numbers from an interval that is unaffected by changes in fiscal year (see the following illustration).

> External number assignment is automatically year-specific. A unique number results from the document number and fiscal year. You can therefore reuse your number ranges for external number assignment in each fiscal year without having to define them based on the year.

To edit or display a document, you must specify the fiscal year in addition to the document number on the request screen if your system assigns numbers based on each year. You can also have the system automatically default the fiscal year. To implement this function, you must specify it for each company code.

The following overview shows the effects of defining different number ranges.

| Number range | Year | Interval | |
|---|---|---|---|
| 01 | 9999 | 0010000000 | 0019999999 |
| 02 | 1997 | 0020000000 | 0029999999 |
| 02 | 1998 | 0020000000 | 0029999999 |
| 02 | 1999 | 0020000000 | 0029999999 |

# Defining Number Ranges

## Use

You can define number ranges as follows:

- You can define number ranges for each company code. Thus, each company code can use the same number interval.

- You can define number range intervals as year-specific.

You define number ranges in the system separately for master records and documents. You can therefore use the same number range keys for both master records and documents.

In the *Financial Accounting* (FI) component, you can also define alphanumeric number ranges. In this case, however, the document numbers can only be assigned externally.

> It is advisable to select year-specific number ranges. You therefore only need smaller intervals and can store the document numbers separately according to fiscal years. You therefore avoid documents from the old and new year alternating in January.

## Procedure

Since documents may be kept in the system for an indefinite amount of time, you need to define intervals that are large enough to handle this factor.

1. To do this, you need to determine the volume of documents created each year for document types that use the same number range.

2. Multiply the number of documents by the number of years the system can retain a document for. This gives you the required interval capacity.

3. Specify an interval a little larger than that to make sure it is sufficient.

4. In Customizing for *Financial Accounting*, carry out the activity *Define Document Number Ranges* under *Financial Accounting Global Settings → Document → Document Number Ranges*.

5. For every number range, you must specify the following parameters:

   – A key (see **1** in the following diagram)

   – A validity date (a year value) until which the number range is valid (see **2** in the following diagram)

   – An interval from which the numbers are chosen (see **3** in the following diagram) The intervals for number ranges must not overlap.

   – Whether the number range is used in internal or external number assignment (see **4** in the following diagram)

Number range object   Accounting document
Company code          0001

| ① No. | ② Year | From No. | To number ③ | Current number | Ext ④ |
|------|--------|-----------|-------------|----------------|-----|
| 00 | 1999 | 0000000001 | 0099999999 | 10000000 | X |
| 01 | 1991 | 0000003000 | 0199999999 | 100000037 | |
| 01 | 1992 | 0000006000 | 0199999999 | 100001025 | |
| 01 | 1993 | 0000009000 | 0199999999 | 100000002 | |
| 02 | 9999 | 0200000000 | 0299999999 | | X |

# Defining Number Ranges for Recurring Entry and Sample Documents

## Use

Sample documents are used as a reference when you enter accounting documents manually. They simplify document entry. You can post regularly recurring entries using the recurring entry program. To do this, the program requires a recurring entry document. Transaction figures are not updated by a sample document or recurring entry document. They are special documents that are only used to create accounting documents.

For sample and recurring entry documents, you need to set up special number ranges in every company code in which these special documents are used.

## Procedure

1. In Customizing for *Financial Accounting*, carry out the activity Define Document Number Ranges [Ext.] under *Financial Accounting Global Settings → Document → Document Number Ranges*.

2. Define the number range for sample documents using key X2, the number range for recurring entry documents using X1.

⚠️

You cannot use these number ranges for your document types.

For more information on recurring entry and sample documents, see Posting with Sample Documents [Page 465] and Recurring Entries [Page 471].

# Changing and Deleting Number Ranges

## Use

You can change the specifications for a number range, for example the number interval or the validity period.

Changes may be necessary if a number range is not large enough. In this case, you can

- Increase the upper limit of the number range or specify a new lower limit as long as another range does not already have the desired numbers

- Assign a new number range to the document type

## Features

- Changing number intervals

  You can change the lower and upper limits for number range intervals. Changing the lower limit in a number range with internal number assignment is advisable only if a number has not been assigned yet. In changing the upper limit, make sure the new number does not fall below the current number. The system ensures that the intervals do not overlap after you change the limits.

- Changing the current number level

  The current number is updated by the system for number ranges which are set up with internal number assignment. Changing the current number is only permitted in special cases. This may be necessary if the system starts assigning numbers from the lower limit of the interval again and finds that a number was not released yet. A document with this number therefore already exists in the system. In this case, you can increase the current number. Generally however, you should **not** change it.

- Changing the validity period

  Changes to the validity period are usually not necessary. If you use a number range which is independent of the fiscal year, you have already specified a year far into the future. If you use number ranges that are based on the fiscal year, you only need to define the number range for each fiscal year.

- Deleting number ranges

  You can delete number ranges if no numbers were assigned from it. If numbers have already been assigned from this range, if it is a range with internal number assignment, the system prevents deletion. If the range has external number assignment, a warning message is issued. If you delete a number range, you must assign new number ranges to the document types affected by the deletion.

# Organizing Document Storage

## Use

If you store your documents correctly, you can ensure a clear link between the original document and the processing document.

>       Always store your original documents under the processing document number (see the following illustration).
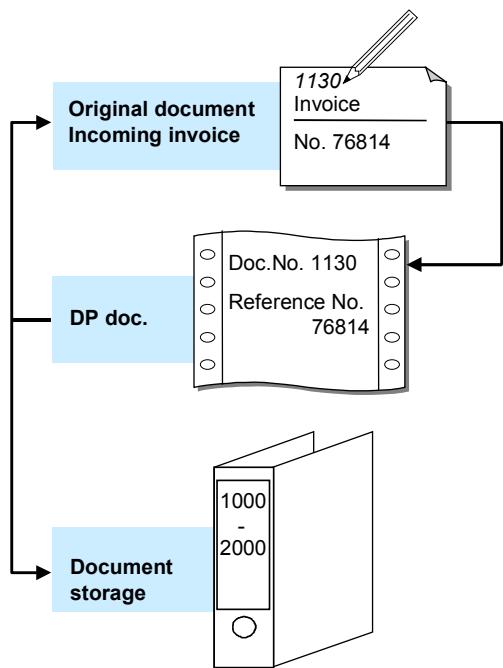


Depending on whether you want to store customer or vendor documents, you can choose from different types of document storage.

For **customer documents**, you either use the document number created by a pre-invoicing system, or have the system assign numbers using the internal number assignment function.

For **vendor documents**, have the system assign the processing document number. Record the processing document number in the original document (see the following illustration). Enter the number of the original document in the reference number field in the header of the processing document. The original document number can then be used in correspondence and system queries. You can use the reference number to search for the corresponding document in line item display.

**Original document
Incoming invoice**

*1130*
Invoice
No. 76814

**DP doc.**

Doc.No. 1130
Reference No.
76814

**Document
storage**

1000
-
2000

# Controlling Document Storage Using the Document Type

## Use

If you always store original documents under their processing document number, you can control how these documents are filed by using document types. All original documents that are posted with the same document type in the system are filed together. However, you also have the option to store several document types together.

You use document types to differentiate postings according to the different business transactions.

If you want to file documents separately by document type, you need to assign a separate number range to each document type.
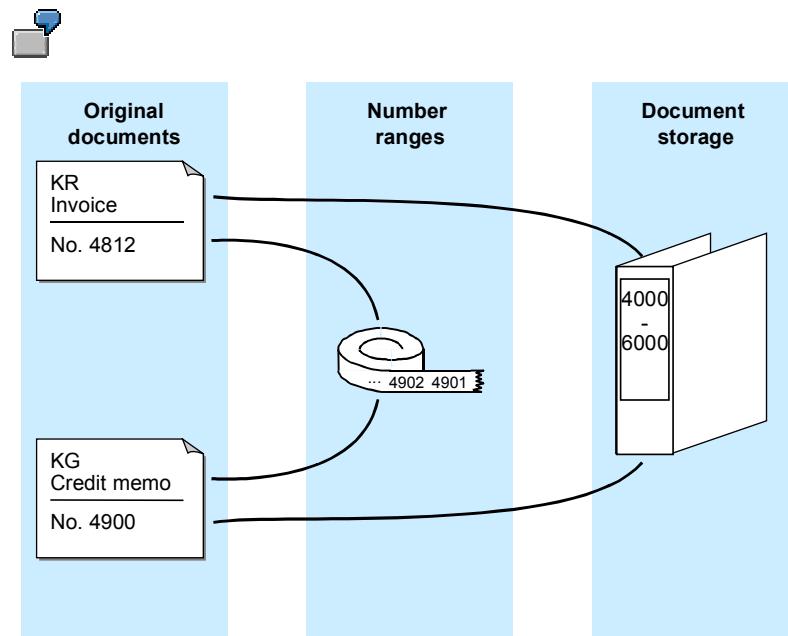
> In the following illustration, document type KG (vendor credit memo) was assigned to number range 02, and document type KR (vendor invoice) was assigned to number range 01. The original documents are stored accordingly.

| Original documents | Number ranges | Document storage |
|---|---|---|
| KR Invoice No. 4812 | 01 ··· 4814 4813 | 5001 - 5000 |
| KG Credit memo No. 6623 | 02 ··· 6625 6624 | 6001 - 7000 |

If you want to file several document types together, you need to assign the same number range to them. For example, you can differentiate between the posting of vendor credit memos (document type KG) and vendor invoices (document type KR) using document types and then file these documents together using a joint number range.

See also Document Number Assignment [Page 369]

# Document Entry

## Use

When you enter documents, the system checks whether the minimum account assignments have been made, for example, document date, posting date, document type, posting key, account number, and amount.  If you enter a key that is not defined in the system, the system issues an error message. You have to correct your entry before you can enter any more documents. These checks prevent incorrect, inconsistent, or incomplete entries from being made.

To be able to post the document, the debits and credits must balance to zero. This updates the account balances. If the debits do not equal the credits, you can **hold** the document, or park it until it is complete, without updating G/L account balances.

## Features

You can use the following functions when you enter documents:

* Holding documents [Page 392]

* Simulating documents [Page 395]

* Parking documents

# Default Values in Document Entry

When you enter documents, several fields already contain values. The system gathers these values from various data sources:

- **User master record and parameter memory**

    The parameter memory is a user-oriented memory in which the system saves data entered at one sitting. When you log on to the system, this memory is filled immediately from the user master record. Data from the parameter memory is used for identical fields in other functions. If you post to the vendor account 4711, for example, this account number is defaulted when you display line items. The data in the parameter memory is deleted when you log off.

- **The system**

    The system automatically defaults the current date as the document date. In certain functions, the system, using manual entries, determines and defaults a special G/L indicator, a transaction type for clearing, and the account type.

- **Account master record**

    Some fields are filled with data from the master record of an account. For example, if you have entered terms of payment in a customer master record, the system defaults these terms when you enter a document. The relevant documentation sections inform you of the default values that you can define in a master record.

- **Default values for accounting functions**

    In the Implementation Guide (IMG) for *Financial Accounting Global Settings*, you can define the document type and posting key as default values for each of the accounting functions. In the standard system for example, the document type and posting key are defined as default values when entering an incoming invoice.

# Editing Options - Enjoy Transactions

## Use

You can use this function to make user-specific settings for:

- Document entry

- Default document currency

In addition to the functions of the standard transaction, you can also use special options for the single screen transaction.

## Features

To set the editing options in accordance with your requirements, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document entry* and then the required business transaction. Choose 🖉 *Editing options*.

1.) The *Accounting Editing Options* screen contains the following editing options for document entry:

- Documents only in local currency

- Amount fields only for document currency

- Exchange rate from first line item

- No special G/L transactions

- Documents not cross-company code

- Documents must be complete for parking

- No partner business area in header screen

- Calculate taxes on net amount

- Copy text for G/L account entry

- Fast entry via POR number

2.) You can choose from the following default document currencies:

- Local currency

- Last document currency used

- None

3.) If you require control display, select *With control display*.

4.) You can select the following special options for single screen transactions:

- Suppress transaction

- Propose final amount

- D/C indicator as +/- sign

- Display periods

- Posting in special periods possible

5.) You can choose from the following document type options:

- Document type suppressed

- Document type displayed

- Document type ready for input

- Display with short name

- Entry with short name

You can also set the following indicators:

- Document date same as posting date

- Complex search for vendor

- Propose last tax code

## Activities

To define user-specific settings, set or delete the relevant indicator by clicking it. Then choose
.

# Editing Options

## Use

You can use this function to make user-specific settings for:

- Entering documents

- Processing open items

- Displaying line items

- Displaying data in the credit management area

- Displaying payment advice notes.

## Features

From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document entry → Others* and then the required business transaction. On the initial screen, choose *Settings → Editing options*.

The *Accounting Editing Options* screen contains editing options for the following areas:

- Document entry

- Document display

- Open items

- Credit management

- Payment advice notes

To select or reset editing options, select or deselect them on the respective tab.

## Activities

To define **Display variants**, make your selection on the *Document entry* tab under *Screen templates and line layout variant* using the possible entries help.

To save **editing options in your user master record**, choose *Options → Change user master*. The changes take effect from the next time you log on.

# Holding and Setting Data

## Use

You can hold (retain) or set (specify) data in various screens. The system then defaults this data when you re-enter the relevant screen. For example, you can hold the document date or a special G/L indicator.

## Procedure

### Holding Data

To do this, choose *System → User profile → Hold data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You can overwrite the held data.

### Setting Data

To set data on a screen, choose *System → User profile → Set data* from any menu bar. The next time you call up this screen with the same function, the system automatically enters the data in the appropriate fields. You cannot overwrite the set data.

### Resetting Data

To reset the held or set data, choose *System → User profile → Delete data* from any menu bar.

# Fast Entry of G/L Account Line Items

## Use

When you are entering line items in *General Ledger, Accounts Receivable*, or *Accounts Payable*, you can call up a special screen for fast entry of G/L account line items.

To do this, choose *Goto → G/L item fast entry.* On the next data entry screen, you can make entries in the following fields:

- *Pk* (Posting key)
- *Account* (account number)
- *Amount*
- *Tx* (tax on sales/purchases)
- *BA* (business area)
- *Cost ctr* (cost center)
- *Order*

## Features

You can enter a screen layout variant for fast entry of G/L account line items by selecting *Settings → Editing options*. The screen variant determines which fields are displayed on document entry.

Note that you are only required to enter data in the following fields for G/L account items:

- *Pk* (Posting key)
- *Account*
- *Amount* (in the line item)

The standard system contains screen variants for the fast entry of G/L account line items. For more information, see the *Financial Accounting Global Settings* Implementation Guide and the documentation for the activity Maintain Fast Entry Screens for G/L Account Items [Ext.]. You can also define your own screen templates in Customizing.

## Activities

Using *Editing options*, you can make additional settings for document entry. See Editing Options [Page 384]

# Control Functions for Entering and Posting Documents

## Use

There are special check routines for the fields in the document header and the individual line items. Pure information fields, such as the text field in the document header are excluded. In addition, the system carries out checks on the entire document during posting. You cannot post the document until all the checks have been carried out successfully.

The following control functions are available:

- The checks that the system carries out automatically when you enter and post a document

- The control totals check that you select from the *Financial Accounting* menus.

## Features

### Automatic Checks

There are four different types of check:

- **Formal Checks**

  The system checks whether all the required fields have entries. The fields that must be filled are specified partly by the system. These include the fields for the document type and the posting key. For some fields, you can determine whether they are required or optional. Required fields are marked with a question mark in the entry screen. The system checks all data entries for format errors. It would reject an invalid date, for example.

- **Authorizations**

  The system also checks authorizations and tolerances. An employee might only be authorized to post to certain accounts within one company code. You can define tolerances for each employee or for a group of employees. Tolerances include a maximum cash discount percentage rate, a maximum amount per customer or vendor line item and a maximum amount per document.

- **Field-Specific Checks**

  The system checks whether entries in each individual field are correct. This applies to the document header and the individual line items. For example, you can only enter document types that are already available in the system. If you work with external number assignment, you can only use document numbers contained in the specified number interval that have not yet been assigned.

  The system also checks the combination of certain entry values. For example, if you enter the tax amount manually, the system checks, via the tax code and the entered posting amount, whether the tax amount is correct. The system also checks that the entries in the control fields agree. For example, you must specify which account types each document type is permitted for. As a result, you can only use posting keys that belong to one of the permitted account types.

- **Balance Verification**

  For an accounting document, the balance of the document must be zero at the time of posting. If this is not the case, the document is not posted.

**Control Functions for Entering and Posting Documents**

## Control Totals

You can use the control totals function to check whether amounts have been entered correctly or not. You can choose whether the system

- Adds all posting amounts. When you have posted a document, you can compare the total you calculated with the control total in the system.

- Deducts the posted amounts from a given amount. After posting, the control total in the system should be zero.

- Adds the posted amounts to a predefined amount (opening balance). After posting, the control total in the system must correspond to the closing balance of the account.

You can enter control totals for individual accounts or for a group of accounts. In addition, you can choose whether the posting amounts are totaled in local currency, foreign currency or in all currencies.

You can also use an update counter to check whether the asynchronous update of the document is complete.

## Activities

**See also:**

# Displaying Control Totals

## Use

You can use control totals to post documents and check whether the data has been entered correctly (for example, invoices or checks).

You use the following data to do this:

- The amount to be posted (a total that you calculate before you enter a series of documents)

- Posted amounts (the total debits and credits that the system calculates from the data you actually enter in the system)

- Difference (difference between the expected total and the sum of the amounts actually posted)

- The opening balance of an account

## Procedure

You can use control totals in one of two ways:

1. You enter the total to be posted and the system then displays the difference after the amounts have been posted.

2. You enter an opening balance, post the amounts and the system then displays the closing balance.

> To be able to use the control totals function, you should not select the *Do not update control totals* option within the editing options for document entry. Control totals are updated in the standard system.

**See also:**

# Entering Totals

If for example, you want to post and check a series of bank statements, you can use a control total to verify that the actual sum of the amounts posted equals the total you calculate in advance. Proceed as follows:

1. Calculate the **total** of the bank statements **to be posted**.

2. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Others* → *General posting*. On the initial screen, choose *Settings* → *Control totals*.

3. Choose *Goto* → *Maintain control totals*.

4. You can enter either a customer and vendor balance you expect or at least one control total for the fields *AccTy* (account type), *From acct*, *To account*, *Debit amnt*, *Credit amnt*, and *Curr*.

5. After entering the control totals, post your business transaction.

   The system automatically calculates the total debits and credits you post.

6. After you have entered the business transactions, go back to the control totals function by choosing *Settings* → *Control totals* from the *General Ledger* menu.

7. Select *Goto* → *Display difference* to display the differences.

   The system then displays the difference between the control total that you defined in advance and the posted amounts. If they are not equal, you have made a mistake either calculating the control total, or posting the business transactions.

If you have a difference after posting all the required business transactions, double-check the total you expect again. (Add up the individual checks again). If this total is the same as before, check to make sure that you have entered all the documents and also to see whether you have perhaps entered a document twice. You can then enter any missing documents and reverse any documents that have been entered twice. If you do not find any differences with either of these, check the amounts posted for each document.

# Entering Opening Balances

You would use this procedure if, for example, you wanted to post a bank statement manually. You can then enter the old account balance in the control totals function, post the relevant debits and credits, and then compare the balance updated by the system with the balance on the account statement.

**Account statement for the following example:**

| | |
|---|---|
| Old account balance | 10,000.00 |
| Posting 1 | +1,000.00 |
| Posting 2 | - 500.00 |
| Posting 3 | - 1,500.00 |
| Posting 4 | - 700.00 |
| **New account balance** | **8,300.00** |

Proceed as follows:

1.  From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document entry → Others → General posting*. On the initial screen, choose *Settings → Control totals*.

2.  Choose *Goto → Maintain control totals*.

3.  Under *Amounts per account*, enter the account type, account number, and the opening balance of the account as well as the currency. In our example, this is account type **S**, account number **113100**, opening balance **10,000,** and currency **USD**.

4.  Post the debits and credits as specified on the account statement.

    The system automatically calculates the total debits and credits you posted and adds them to the opening balance that you entered. For this example, the total of the amounts you actually entered is 1,700 USD.

5.  After you have posted all the amounts, go back to the control totals function by choosing *Settings → Control totals* from the *General Ledger* menu.

6.  Choose *Goto → Display end balance*.

    The closing balance of the bank account is shown under *Amounts per account*. Compare this with the new balance of the account statement.

# Holding Documents

## Use

When you are entering data, you may be interrupted, or you may not have all the data you need for entering a document, for example bank charges or the appropriate cost center.

In this case, you can temporarily save the data you have entered, and then continue with the document entry at a later time. If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned.

## Prerequisites

You have entered the document header and at least one line item.

## Activities

1.  Enter the document as usual. You have entered the document header and at least one line item.

2.  From the menu bar of the document overview screen, choose *Document* → *Hold*.

    The *Hold Document* dialog box appears.

3.  Enter a number in the *Temporary document number* field and choose *Hold document*.

**See also:**

# Completing Held Documents

## Prerequisites

You have entered an incomplete document and held it.

## Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

   The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field and choose *Enter*.

   The system then displays the document overview of the held documents.

   If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Edit or add line items as necessary.

4. Choose *Document* → *Post* to post the document.

# Deleting Held Documents

## Procedure

1. From the initial screen of the posting transaction, select either *Held document*, or *Document* → *Get held document* from the menu.

   The *Post Held Document: Header Data* screen appears.

2. Enter the number of the incomplete document in the *Temporary document number* field.

   If you do not know the name of the document, choose *Document* → *Display list* to display a list of all the documents held under your user name.

3. Choose *Document* → *Delete*.

   A dialog box appears, asking if you really want to delete the document.

4. Choose *Enter* to delete the document.

# Simulating Documents

## Use

You can simulate a document before you actually post it. This gives you an overview of the document items you have already entered, and you can check whether they are complete and correct. During simulation, the document goes through all the checks required for posting. For more information, see: Control Functions for Entering and Posting Documents [Page 387]

⇨

When you simulate a document, the automatically generated items, such as input tax and tax on sales and purchases, are displayed.

## Prerequisites

You have entered the document header and at least one line item.

## Activities

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document entry → Others → General posting*.

   The *Enter G/L Account Posting: Header Data* screen appears.

2. Enter the header data and at least the first line item and choose *Enter*.

   The *Enter G/L Account Document: Add G/L Account Item* screen appears.

3. Choose *Document → Simulate*.

   The *Enter G/L Account Document: Display Overview* screen appears. The following system message appears: `Posting is only possible with a zero balance; correct document.`

4. To correct the document, select a line item and choose *Goto → Choose*.

   The *Enter G/L Account Document: Correct G/L Account Item* screen appears.

5. You can correct the document by entering at least one more line item and then choosing *Enter*.

   The *Enter G/L Account Document: Add G/L Account Item* screen appears again.

6. Choose *Document → Simulate* to simulate the whole document.

   The *Enter G/L Account Document: Display Overview* screen appears. The line items are displayed as they would be posted.

   You have the following options for processing the document further:

   − Correcting individual line items entered

   − Adding line items

   − Holding, parking, or posting the document

   − Deleting automatically generated line items

**Simulating Documents**

To delete an automatically generated line item, first reset the item to be deleted, select the item, and then choose *Edit → Delete item*.

# Parking Documents

## Use

You can use document parking to enter and store (park) incomplete documents in the SAP System without carrying out extensive entry checks. For more information, see Document Parking [Page 399]

Parked documents can be completed, checked, and then posted at a later date - if necessary by a different accounting clerk.

When documents are parked, data (for example, transaction figures) is not updated. The only exception to this is in *Cash Management* (TR-CM).

Data from parked documents can however be used for evaluations by the system.  For example, amounts from parked invoices can be used for the advance return for tax on sales and purchases. Using payment requests, parked invoices can be paid punctually and without loss of discount.

> You can use the tax amounts determined on the basis of the data in parked documents to apply in advance to the tax authorities for any tax receivables that are due to you. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Reporting → Tax reports → General → Input tax from parked documents*.

## Integration

In contrast to document parking, the holding documents [Page 392] function is merely designed to allow you to interrupt your work on a document and temporarily save the data you have entered so far until you can resume posting. No document number is assigned. You cannot use data entered in this way for evaluations.

Substitution is not supported in document parking. Substitution takes place via the posting transaction after you generate an accounting document from the parked document.

## Prerequisites

You make the appropriate settings in Customizing for Financial Accounting under *Financial Accounting Global Settings → Document → Parked Documents*.

## Activities

Displaying Parked Documents [Page 401]

Posting Parked Documents [Page 403]

Parking Documents [Page 404]

Changing Parked Documents [Page 405]

Deleting Parked Documents [Page 407]

# Document Parking

## Use

You can park data relating to customer, vendor, G/L, and asset accounts. There is an additional fast entry function for G/L accounts. For assets, you can only enter acquisitions. In addition, you can park tax information and special G/L indicators, although you cannot park special G/L indicators for bills of exchange and down payments.

SAP provides two transactions for document parking: The standard transaction and the single screen transaction (Enjoy).

⚠

You cannot switch between both transactions.

## Integration

Document parking is linked to the account display and reporting functions in *Financial Accounting*. You can:

- Display parked documents in the document journal

- Display parked documents in the line item display

- Evaluate payables from parked documents and, if necessary, post them *en bloc* with program RFPKDB00.

## Features

You can also park cross-company code transactions.  A parked document is only created in the initial company code for such transactions. Several documents [Page 353] are then created when the parked document is posted. You cannot enter a cross-company code number for cross-company code transactions.

Information entered as part of a parked document is only checked as to whether it exists.

➡

You can also check the document for completeness (optional). For example, the system checks whether the document balance is zero, and whether entries have been made in all required entry fields (such as posting key and account number).

The authorization checks carried out for document parking are basically the same as those made for standard document entry and processing. This is sufficient to enable you to assign authorizations which differentiate between clerks who only have parking authorization and those who can post documents too.

➡

No tolerance checks are carried out.

The system then carries out checks for erroneous entries. You are not, for example, permitted to enter an undefined business area.

You can use account assignment models when parking documents, but not reference documents.

**Document Parking**

Batch input is possible for parked documents.

# Displaying Parked Documents

## Use

You can display parked documents. From the *SAP Easy Access* screen, choose *Accounting →
Financial accounting → General ledger/Accounts receivable/Accounts payable → Document →
Parked documents → Display*.

## Prerequisites

You are authorized to display posted documents.

## Features

You can display parked documents individually, using a list, or using the line item display
function. To display them in the line item display, you must select the parameter *Parked
documents*.

You can display changes to parked documents both before and after they have been posted. You
can also display the original parked document after you change the document number.

**See also:**

# Displaying Changes to Parked Documents

Changes to parked documents are logged and can be displayed both before and after the document is posted.

- To display changes to parked documents **before** posting, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Parked documents → Display changes*. Enter the document number and choose ENTER.

    The system displays any changes that have been made.

- To display changes to parked documents **after** posting, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Display changes*.

    You can also have the system display a special list containing all the changes made to parked documents. To do this, choose *Document changes → Parked document* from the list of changes to posted documents.

    The system then branches to a list of the changes made to the parked document. If changes were only made when the document was parked and not once it was posted, the system informs you of this, searches automatically for the changes to the parked document, and lists them.

    If the number of the document was changed - for example as part of changes to the document header - you can search for the changes made to the document under its original number via the menu path *Document changes → Earlier document no..*

# Posting Parked Documents

## Use

Using the standard transaction, you can post parked documents individually our using a list selection.  If you post several parked documents using a list, the system issues a list when you have finished. This list details which documents were successfully posted.

From this list, you can then carry out any necessary post-processing to parked documents that could not be posted due to missing information such as a cost accounting assignment. You can also create a batch input session to post the parked documents.

## Features

The data in parked documents is deleted when they are posted, a document is written to the document database, and the appropriate data, (transaction figures and so on), is updated. The number of the parked document is transferred to the posted document.

Parked documents are always posted by batch input or using Call Transaction.

# Parking Documents

1. To use the standard transaction, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document entry → Others → General document parking/Invoice parking - general/Credit memo parking - general.*

   The *Document Parking: Document Header* screen appears.

2. Enter the document header and line item data.

3. To save the parked data, choose *Document → Park*.

   The message `Document xxx (document number) was parked` appears. Document numbers are assigned in the same way as in the standard document entry function.

   Transaction figures, assets values, control totals and so on are not updated when you save a parked document. No automatic postings are generated. No balance checks are carried out, but the balance is displayed in the parked documents overview.

# Changing Parked Documents

## Use

You can change a parked document and complete it step by step.  A large number of header and item fields can be changed during this process, including the amounts.

You can make changes to:

- Individual documents

- Individual items

- Several documents simultaneously using a list

- Other values via the line items

However, you cannot change the currency and company code.

> The internal system change rules governing document entry are not used in document parking.

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Parked documents → Change*.

   If you know the document number, enter the company code, document number, and fiscal year.

   If you do not know the document number, choose *Document → List*. On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system generates a list with the required documents. Select the required document and then choose *Edit → Select*.

2. To process the **document header**, choose *Goto → Document header.*

   If you want to change an **item**, first select this item. The fields you can change are highlighted on the screen.

   You can add new line items.

   You can mark line items for deletion by setting the amounts to zero.

   You can change the line layout variants in the document overview by choosing *Settings → Line layout.*

3. Save your changes.

   > The old document number cannot be reused when changes are made to the document header, for example, to the posting date or fiscal year (by changing the posting date).

**Changing Parked Documents**

If you use internal document number assignment, when a new fiscal year results from changes made to the document header, the document number is changed automatically.

If document numbers are assigned externally, you will have to assign a new number yourself.

# Deleting Parked Documents

1. From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger/Accounts receivable/Accounts payable* → *Document* → *Parked documents* → *Post/Delete*.

2. If you know the document number, enter the company code, document number, and fiscal year and choose ENTER.

   If you do not know the document number, or if you want to delete more than one document, choose *Document* → *List.* On the selection screen that follows, enter the appropriate selection criteria and choose *Execute*. The system then generates a list containing the documents that match these criteria.

3. Select the required document(s) and then choose *Document* → *Delete.*

   ⇨

   You cannot reuse the document number of a deleted document.

# Document Release

## Use

The *Workflow* (WF) component is used for document release in *Financial Accounting* (FI).  For more information on SAP Workflow, see the *WF SAP Business Workflow* documentation.

There are two types of document release:

- Amount Release [Page 413]

- Account Assignment Approval [Page 414]

## Prerequisites

Before you can use document parking and release in the *Financial Accounting* component, you must make certain settings in the *Workflow* component. For further information, see Document Parking and Release with Workflow [Page 417]

You make the following settings in Customizing for Financial Accounting under *Financial Accounting Global Settings → Document → Parked Documents*:

- Create workflow variants

  Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary. For more information, see the *Financial Accounting* Implementation Guide under the activity *Create Workflow Variants for Document Parking.*

- Assign company codes to workflow variants

  You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting* Implementation Guide under the activity *Assign Company Code to Workflow Variants for Parking Documents* and *Create Workflow Variant for Document Parking.*

You must make the following additional specifications for the **amount release** function:

- Release approval groups

  Define these in the customer and vendor master records.

  For information on defining release approval groups, see the *Financial Accounting* Implementation Guide under *Define Release Approval Groups for Document Parking*.

- Release approval paths

  Assignment of documents using the document type and release approval groups.

  For information on defining release approval paths, see the *Financial Accounting* Implementation Guide under *Define Release Approval Paths for Document Parking* and *Assign Release Approval Paths for Document Parking*.

- Release approval procedure

  Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).

For more information, see the *Financial Accounting* Implementation Guide under *Assign Release Approval Procedure for Parking Documents.*

- Persons with release authorization, defined on the basis of release approval paths, release approval level, and the amount in question.

  For more information, see the *Financial Accounting* Implementation Guide under *Define Users with Release Authorization for Parking Documents.*

- Fields which should cause the release to be canceled if they are changed

  Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted. For more information, see the *Financial Accounting* Implementation Guide under *Reset Release Approval (Customers/Vendors/G/L Accounts/Asset Accounts)*.

For more information, see the *Financial Accounting* Implementation Guide under *Financial Accounting Global Settings → Document → Document Parking*.

## Features

You can:

- You can define from which amount a document should be released.

- Define your own release approval procedure within the workflow

- Define the release approval procedure to be used for the account assignment approval for each workflow variant

- Display the document and release or reject it if you have the authorization.

**See also:**

# Document Release: Settings in Customizing

Before you can use document parking and release in *Financial Accounting*, you must make certain settings in the *Workflow* component. These are described in <u>Document Parking and Release with Workflow [Page 417]</u>

If you want certain parked documents to be subject to a release process **before** being posted, you must specify this in Customizing for *Financial Accounting.* To do so, make the following specifications:

- Create workflow variants

    Create a workflow variant. Assign this variant to a workflow model for account assignment approval. You must also specify whether the document release function is active and from which amount this is necessary.

- Assign company codes to workflow variants

    You can also assign company codes to workflow variants. If a company code is not assigned to a workflow variant, the document release process is not carried out. For more information, see the *Financial Accounting* <u>Implementation Guide [Page 24]</u> under *Financial Accounting Global Settings → Document → Parked Documents → Assign Company Code to a Workflow Variant for Parking Documents.*

You must make the following additional specifications for the **amount release** function:

- Release approval groups

    Define these in the customer and vendor master records.

    To find out how to define release approval groups, see the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Groups for Document Parking*.

- Release approval paths

    Assignment of documents using the document type and release approval groups.

    To find out how to define release approval paths, refer to the *Financial Accounting Implementation Guide* under the activity *Define Release Approval Paths for Document Parking*.

- Release approval procedure

    Determining the release approval procedure using the release approval path and the release approval amount: Single-level or multi-level release (dual control principle).

    For more information, see the *Financial Accounting Implementation Guide* under *Assign Release Approval Procedures for Document Parking.*

- Persons with release authorization, defined on the basis of release approval paths, release approval level and the amount in question.

- Fields which should cause the release to be canceled if they are changed

    Here you can specify, for example, that after an amount has been changed, the whole release procedure must be restarted.
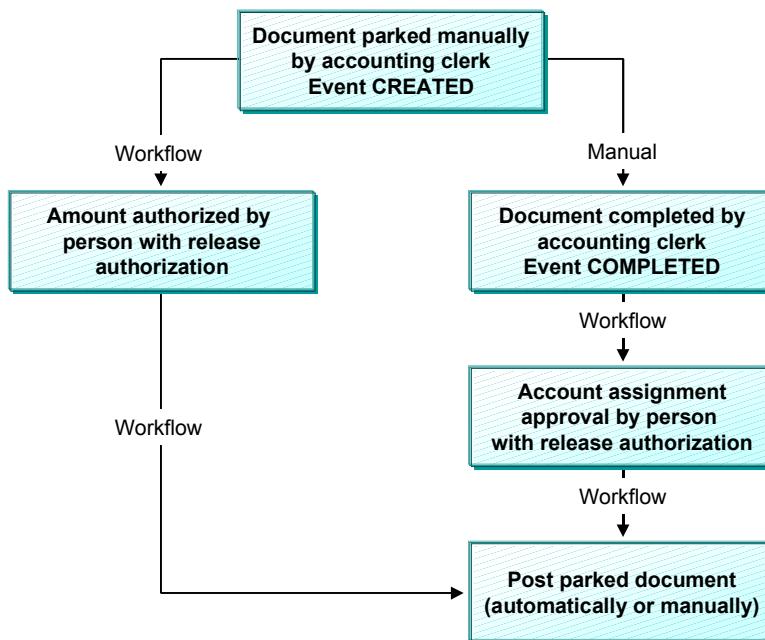
For more information, see the *Financial Accounting Global Settings* Implementation Guide under *Document Parking*.

# The Document Parking Process with Document Release: Example

The following graphic shows an example of the document parking process in conjunction with the document release function.

A document is first parked by an accounting clerk, then sent to the person responsible for authorizing payment amounts to vendors, so that the amount can be approved for release. Next the document may be returned to the clerk for completion. Finally, the document is passed on to the person responsible for account assignment approval. He releases the account assignment and this in turn triggers the posting.

```
                    ┌─────────────────────────┐
                    │  Document parked manually │
                    │   by accounting clerk     │
                    │     Event CREATED         │
                    └─────────────────────────┘
         Workflow                          Manual
            ▼                                ▼
┌─────────────────────┐          ┌─────────────────────┐
│ Amount authorized by│          │ Document completed by│
│  person with release│          │   accounting clerk   │
│    authorization    │          │   Event COMPLETED    │
└─────────────────────┘          └─────────────────────┘
                                          Workflow
                                             ▼
                                 ┌─────────────────────┐
                                 │  Account assignment  │
                                 │  approval by person  │
                                 │ with release         │
                                 │ authorization        │
                                 └─────────────────────┘
         Workflow                        Workflow
                                             ▼
                                 ┌─────────────────────┐
                                 │ Post parked document │
                                 │(automatically or      │
                                 │ manually)            │
                                 └─────────────────────┘
```

The above diagram depicts the standard procedure and does not cover special scenarios.

Examples of special scenarios are:

- The parked document is deleted

- Following release, a document is changed, and must therefore be re-released

- The release is refused and the document is corrected to enable it to be released at the second attempt

# Amount Release

## Use

Amount release is triggered when the document is first parked.

You can distinguish between single-level, two-level, and three-level amount release. This would determine whether one, two or three people are required to release the document (based on the amount). This ensures that the principle of dual or even triple control is duly observed.

You can define which release procedure should be used in Customizing. Among other things, the selection of the release procedure depends on the workflow variant selected, the document type, and the amount.

The amount of a parked document is the largest line item for customers or vendors, or the debit or credit balance.

You can summarize several persons authorized to release amounts in a release approval group. You can then enter these release approval groups in the customer or vendor master record.

You can assign various organizational objects for persons authorized to release amounts (job, position, organizational unit) in Customizing depending on the release approval group, document type, amount, and release approval level. In addition, users can use user exits to determine and assign other release authorizations.

# Account Assignment Approval

## Use

The account assignment approval is not triggered until the user has finished all necessary data entry and confirmed this in the parked document.

This account assignment approval applies to all organizational objects (for example, job, position, organizational unit) that are assigned to this release step. You can assign persons responsible for release to cost centers in Organizational Management. The persons responsible must then release all documents. In addition, you can use user exits to determine and assign other release authorizations. If no employees with release authorization have been assigned, the account assignment approval is not carried out.

If all the amount releases and account assignment approvals have been carried out, you can post the document. If release is refused, the document is returned to the clerk who entered it in the first place so that he can carry out the changes required. Once it has been changed, the document is subject to both release procedures once again. If data relevant to the release has been changed in the document, all releases issued so far are canceled, and the release procedure must be started again for the document.

In Customizing, you define per account type (for example, G/L account) which changes affect the release and which changes lead to the document release being canceled.

# Completing the Entries in a Document Using Workflow

## Use

In the SAP R/3 System, you can park documents that are incomplete, and then gradually complete them with the addition of information originally missing.

When you enter an incomplete document, a workflow is started. This workflow contains the task "Complete". This task is assigned to all users that have the task of completing incomplete documents. When the workflow is triggered, these users receive a message to this effect and can then proceed to change the parked document. This message can then be forwarded to other employees to complete the document. The message stays in the inbox of every user concerned until one of them marks the document 'complete'.

There is a workflow model in the standard system (WS00400004) for completing parked documents.

## Activities

### Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. You should enter the data as shown in the table below:

**Data for Event Linkage**

| Object type | FIPP |
|---|---|
| Event | CREATED |
| Receiver type | WS00400004 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

**Check Function**

| Receiver type (function module) | |
|---|---|
| Global | X |
| Enabled | X |

### Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task "Complete parked document" (TS00407848). To do this, create the organizational object in Organizational Management, or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

# Workflow Settings for Completing Parked Documents

## Workflow Model for Completing Documents

There is a workflow model in the standard system (WS00400004) for completing parked documents.

## Event Linkage for the Event CREATED

If you want to use a workflow to complete parked documents, you must create the event linkage for the event CREATED in the Workflow Workbench. The following overview shows the entries you need to make:

**Data for Event Linkage**

| Object type | FIPP |
|---|---|
| Event | CREATED |
| Receiver type | WS00400004 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

**Check Function**

| Receiver type (function module) | |
|---|---|
| Global | X |
| Enabled | X |

## Standard Task for Completing Documents

Users who want to complete parked documents must be assigned the task "Complete parked document" (TS00407848). To do this, create the organizational object in Personnel Planning and Development or use the Workflow Workbench. You then assign the relevant users and the above-mentioned standard task to this object.

# Document Parking and Release with Workflow

## Use

### Standard Workflow Model

The standard system contains several workflow models for **document parking**: One workflow framework (WS10000051) and five sub-workflows. In Customizing for *Financial Accounting*, you define which sub-workflow model is used by the workflow framework at runtime. You can also enter your own sub-workflows. They must however send and receive the same data from the workflow framework as the sub-workflow models do.

If you want to use the standard sub-workflow models for multi-level amount release (WS10000052, WS10000053, WS10000054), you can define between one and three levels for **amount release**. If you want to use more than three release levels, copy the workflow models for amount release and then expand them. If are not working with amount release, you can use a dummy sub-workflow model (WS20000006). You can use the fourth standard sub-workflow model (WS10000055) for the account assignment approval.

### Standard Tasks

There are three standard tasks for document parking in the standard system. These can be triggered from the workflow inbox and used in the workflow models.

- Amount release

- Account assignment approval

- Changing a parked document after the release has been refused

You can search for these tasks using the short name "FIPP".

## Activities

### Entering the Event Linkage for the Event CREATED

If you require a release for a parked document, the event CREATED is triggered the first time you save the document.

In the Workflow Workbench, enter the event linkage for this event in the workflow framework. You should enter the data as shown in the table below:

**Data for Event Linkage**

| Object type | FIPP |
|---|---|
| Event | CREATED |
| Receiver type | WS10000051 |
| Receiver module | SWW_WI_CREATE_VIA_EVENT |

**Check Function**

| Receiver type (function module) | |
|---|---|
| Global | X |

**Document Parking and Release with Workflow**

| Enabled | X |
|---------|---|

### Creating and Assigning Organizational Objects for Document Release

You can create the organizational objects (organizational units, jobs, positions) either in Organizational Management, using the Workflow Workbench, or in the Customizing for *Financial Accounting* (people with release authorization). In Customizing, you can assign organizational objects to workflow variants, release approval paths, amounts, and authorization levels; these objects release documents based on the criteria defined in the paths and levels.

If you create organizational units, you must assign jobs or positions to them. You can then assign users to the positions.

Examples for assignments:

Organizational unit X < Position Y < User

Organizational unit X < Job Y < Position Z < User

The organizational objects defined for the **amount release** in Customizing for *Financial Accounting* are **automatically** assigned (in the background) to the standard amount release task.

You assign the organizational objects for the account assignment approval and for changing parked documents to the corresponding standard tasks in Organizational Management, or using the Workflow Workbench. Alternatively, you can also define the task "Change" as a general task (*Additional data → Classification*).

If you want to use account assignment approval, assign the appropriate organizational objects to a cost center, for example, or the SAP G/L account organizational object (BUS3006) in Organizational Management.

# Displaying Documents

## Use

You can display posted or archived documents.

## Prerequisites

You have posted or archived a document.

## Features

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. See Document Overview [Page 421]

## Activities

**Displaying Documents**

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Document → Display.*

    The *Display Document: Initial Screen* appears*.*

2. To display a specific document, enter the following data:

- Document number

- Company code

- Fiscal year

    The default value for the document number is the document number from the document processed last. The default company code is the company code that you used in the previous function. If you work with year-related document numbers, the system also defaults a fiscal year (if your system is so configured).

**Finding Documents**

If you do not know the document number, proceed as follows:

1. Choose *Document → List*.

    The *Document List* screen appears.

2. Enter the company code, fiscal year, document type, posting date or document entry date, reference number, and so on as selection parameters.

    You can also display held items or search for your own documents. To do this, select the corresponding fields under *Also display held items* or *Search for own documents*.

3. To determine the document number, choose *Program → Execute*.

    A list is displayed.

4. To choose the required document from the list, select a document and choose *Edit → Choose*.

**Displaying Documents**

> The system displays the document overview first. To see the details of a line item, select the item.

**Additional Functions**

From the document display, you can create an **adjustment posting request**, that is, a request to change a document, via the Intranet.  To do this, choose *Extras → Adjustment request*.

An Intranet window appears. Complete the form and then send it.  The system determines the accounting clerk responsible for processing the request automatically.

For more information, see Request for Adjustment Posting via Intranet [Ext.]

# Document Overview

## Use

When you change or display a document, the first screen you see is an overview screen containing the most important information from the document header and the line items. You have a display line for each line item. You decide what data is displayed in this line by specifying the line layout. For more information, see Line Layout Variants [Page 422]

## Prerequisites

You have entered the document header and the line items.

## Features

To display the document overview, from the *Enter Accounting Document: Add Line Items* screen, choose *Goto → Document overview*.

At the end of the overview, you can see the fields D, with the total debit amounts, and C, with the total credit amounts. The credit entries have a minus sign to the right of the amount. The debit entries have no plus/minus sign.

At the bottom of the *Amount* column, the system displays the difference between the debits and the credits. To post a document, the balance of debits and credits must be zero.

You may use any of the following editing options:

- **Changing the Line Layout of the Document Overview**

    Using *Settings → Line layout*, you can call up a list of the defined line layout variants and choose one for displaying your document overview.

    To edit line layout variants, choose *General ledger → Environment → User parameters → Editing options.*

- **Changing the Display Currency in the Document Overview**

    If you work with several currencies, you can switch between items in local currency and items in document currency within the document overview by using *Settings → Display currency.*

- **Entering the Partner Business Area**

    You can enter a trading partner business area from the document overview before you post the document. This business area is then defaulted in all G/L account items which are not generated automatically and to which no partner business area has yet been assigned.

# Line Layout Variants

You can define several variants for line layout. When displaying a document, you can switch between the variants. Choose *Settings* → *Line layout* from the document overview.

Using a variant, you can display the line item, the account number and name, and the posting amount. Using a different variant, you can display additional information such as tax information or the cost center.

The standard system then offers the following line layout variants:

- Account/Name

- Posting Key/Account/Business Area/Name/Tax

- Account/Assignment

- Company Code/Document

You can change these variants or add new ones in Customizing.

If you define your own variants, you need to carry out the following for each variant:

- You set the fields in the order in which they are displayed (see the following figure, **1**) and define the display format (see the following figure, **2**). If a field is not to be displayed in its full length, you can determine the area to be displayed using the display format.

- You specify the names of your variants and the column headings for field display (see following figure, **3**).

- You translate the names and column headings if you use functions where the variant is used in foreign languages.

```
                                    3
    Line layout . . . . .   AA      PK/Acc./Bus.A./Name/Tax

    Field name    Name                   Display format
    ------------  ------------------
    BUZEI         Line item                                   Name
    BSCHL         Posting key          Offset . . . . . . . . . . . . . . . . 19      2
    UMSKZ         Special G/L indicator Display length.. . . . . . . . . 1
    GSBER         Business area        Distance . . . . . . . . . . . . . . 0
  1 KONTO         Account              Decimal places. . . . . . . . . .
    KOBEZ         Name                 Data type              CHAR
    MWSKZ         Tax code             Reference table. . . . . . . . .
    ANZMW         Amount               Reference field. . . . . . . . . . .
```
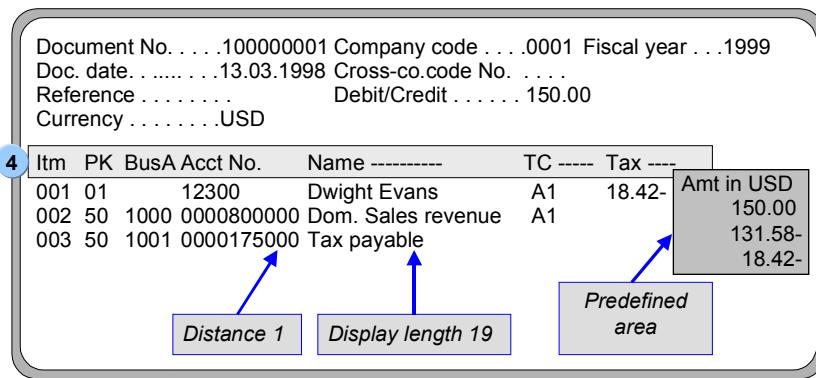
If the names or column headings for a variant are missing, the system displays a message.

The following figure shows document information displayed using the account/name line layout. The column headings for the account name are displayed according to the definition with distance 1 and display length 19. The column heading and the

corresponding display area for the amount are specified by the system. You cannot define the area.

```
Document No. . . . .100000001 Company code . . . .0001  Fiscal year . . .1999
Doc. date. . ..... . . .13.03.1998 Cross-co.code No.  . . . .
Reference . . . . . . . .           Debit/Credit . . . . . . 150.00
Currency . . . . . . . .USD

4   Itm  PK  BusA  Acct No.      Name ----------        TC -----  Tax ----
    001  01         12300        Dwight Evans           A1        18.42-      Amt in USD
    002  50   1000  0000800000   Dom. Sales revenue     A1                       150.00
    003  50   1001  0000175000   Tax payable                                     131.58-
                                                                                  18.42-
```

*Distance 1*        *Display length 19*          *Predefined area*

# Line Item Display

## Use

In addition to displaying the entire document, you can also look at the individual line items posted to an account in the FI component. The document line items from the account view are called line items in the FI component.

The system already contains the required specifications for all these functions. Since these functions can greatly simplify the processing of line items, you should check whether the SAP settings fulfill your company's requirements.

## Features

You can use the following functions for the line item display:

- **Line Layout Variants**

    When you display or change line items, the first screen you see is an overview screen with one line displayed per line item. You decide what data is displayed in this line by specifying the line layout. You can define several variants.

- **Totals Function**

    In addition to displaying the total of all line items, you can display subtotals per currency, business area, or document type, for example. You must specify the fields to be used for calculating subtotals.

- **Selection Function**

    Before you call up line item display, you can specify which line items you want to see. When you call up the selection function, the system offers you fields for selection. You enter selection criteria for these fields; the line items are then selected and displayed according to these criteria. In the system, you can specify which fields you want to use for this function.

- **Sort Function**

    You can also sort line items. You must specify which fields you can sort by in the system. When you call up the sort function, a list of the possible sort fields is displayed. You select your fields from this list.

- **Search Function**

    You can also search for line items. The system offers you fields where you can enter comparison values. In the system, you specify the fields you want to use to search for line items.

These functions should support each user in his particular task. An employee working with customer accounts who is responsible for customer dunning requires for example, dunning information in the line item display. He requires a line layout with this information. Summarized information is important for a credit controller. He will first need to look at a totals sheet to get the information that he requires.

In order for each employee to receive the relevant information immediately on calling up line item display or change, specify **default values** in the user master record. These include the line layout

variants, the totals variants, and the initial screen that is used to call up the functions for line item display.

## See also:

Line Layout Variants in the Line Item Display [Page 426]

Totals Variants [Page 428]

Fields for Selecting, Sorting, and Searching [Page 430]

Sort Sequence [Page 431]

# Line Layout Variants for the Line Item Display

For the line item display, you can choose between several line layout variants.

> If you choose standard line layout in the line item display for a customer account, the most important data from the document header and line items is displayed. This includes for example, document number, document type, dunning block, dunning key, amount, and clearing document number.
>
> If you select the variant with terms of payment, information about the terms of payment is displayed in addition to the document number, amount, and the clearing document number.

The above-mentioned and other variants are already defined in the standard system. You can change these variants or add new ones.

You can define variants for individual account types or generally, for all account types.

In addition to the information in the lines, you can also display other fields. The possible additional fields are already defined in the system. You can choose them from a selection screen in the display.

If you require fields other than those defaulted in the standard system, you must specify these separately by account type. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

## Defining Variants

If you want to define your own variants, proceed as follows:
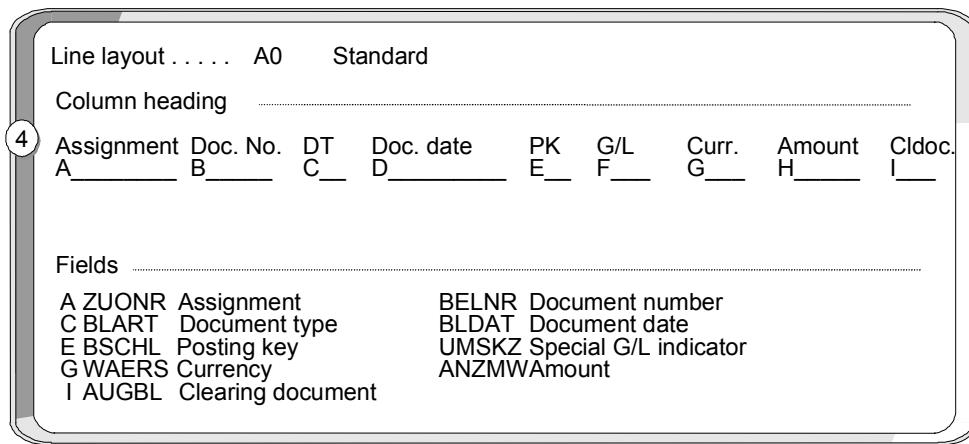
1. Set the fields in the order in which they are displayed (see the following figure, **1**) and define the display format (see the following figure, **2**). If you do not want a field to be displayed in full, you can specify the area to be displayed via the display format.

2. Specify the names of your variants (see the following figure, **3**), and the column headings for field display (see the following figure, **4**).

3. Translate the names and column headings if you use functions where the variant is used in foreign languages.

```
Line layout . . . . .   A0     Standard      ③

Field name  Name
------------  ----------------------------       ┌─────────────────────────────────┐
ZUONR       Assignment                           │        Display format           │
BELNR       Document number                      │                Clearing document│
BLART       Document type                        │ Offset . . . . . . . . . . . . . .7 │
BLDAT       Document date                        │ Display length. . . . . . . . . . 3 │   ②
BSCHL       Posting key                          │ Distance . . . . . . . . . . . . . 1 │
UMSKZ       Special G/L indicator                │ Decimal places. . . . . . . . . . 0 │
WAERS       Currency                             │ Data type . . . . . . . . . . . . .CHAR │
WRSHB       Amount                               │ Reference table. . . . . . . . . │
AUGBL       Clearing document                    │ Reference field. . . . . . . . . . . │
①                                                └─────────────────────────────────┘
```

The figure below shows the definitions for standard line layout.

Line layout . . . . .   A0      Standard

Column heading

④ Assignment Doc. No.  DT   Doc. date      PK    G/L     Curr.    Amount    Cldoc.
A_____ B_____  C__  D_____  E__  F___   G___   H_____   I___

Fields

A ZUONR  Assignment              BELNR  Document number
C BLART    Document type          BLDAT  Document date
E BSCHL   Posting key             UMSKZ Special G/L indicator
G WAERS Currency                ANZMW Amount
 I AUGBL   Clearing document

If you choose this line layout in line item display, item information is displayed as in the figure below. The header information is transferred from the definition (see figure 4 above). The clearing document number field is shortened because only the last characters are required. The clearing document number is shown starting with the eighth character (offset 7), in length 3, with distance 1 from the previous column (see figure **2** above).

Customer EVANS          Basic list
Dwight Evans
Boston                  Line items 62

| Assignment | Doc. No. | DT | Doc.date | PK | G/L | Curr. | Amount | ClDoc |
|------------|----------|----|----------|----|-----|-------|--------|-------|
| 19920110 | 0100001034 | AB | 10.01.92 | 01 | | DM | 300.00 | 876 |
| 19920318 | 1600000050 | DA | 18.03.92 | 01 | | DM | 100.00 | |
| 19920318 | 1600000050 | DA | 18.03.92 | 01 | | DM | 200.00 | |
| 19920319 | 0100000477 | AB | 19.03.92 | 16 | | DM | 500.00- | |
| 19920323 | 0100000502 | AB | 23.03.92 | 01 | | DM | 1,000.00 | |
| 19920323 | 1600000051 | DA | 23.03.92 | 03 | | DM | 100.00 | |

Abbreviated display

Defined column heading

# Totals Variants

You can calculate various subtotals in the line item display. For these subtotals, you can use the totals variants defined, or select the fields and their sequence yourself on the line item display screen. The fields presented for this are already specified in the system. You can change these specifications.

In the following figure, the line items are subtotaled using the totals variant "Document type, posting key". The figure shows the totals for each posting key and for document type DA.



For the totals variants, you define the fields and the sequence in which they are used for calculating the subtotals. The following figure shows the definition of the totals variant used for the display in the above figure. The totals variant determines the criteria according to which the subtotals are calculated.

**Totals variants** are already defined in the standard system. If you want to change these variants or define your own, you must

- Enter a name for your variant in your logon language (see the following figure, **1**)

- Specify the fields used for calculating the subtotals and their sequence (see the following figure, **2**).



For each variant, you can specify a maximum of three fields for calculating subtotals. The possible fields are displayed when you maintain the totals variants.

In addition, you can specify which fields are offered in addition to the totals records **for calculating subtotals**. The fields are specified separately for each of the account types "customer", "vendor", and "G/L". This enables you to determine the fields you require per account type.

The following figure shows the fields that are available for calculating totals in the line item display.

```
Field selec.   Display list    Total          Customer

Field name   Name
------------   ----------------------------
BLART        Document type
GSBER        Business area
BSCHL        Posting key
BLDAT        Document date
BUDAT        Posting date
WAERS        Currency
DMSHB        D/C amount in local currency
WRSHB        D/C amount in foreign currency
UMSKZ        Special G/L ind.
ZLSCH        Payment key
ZLSPR        Payment block
ZUONR        Assignment number
FILKD        Branch account
BELNR        Document number
FAEDT        Net due date
```

The system already contains fields for the subtotals function. If you require other fields, include them for the account types you require. In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

# Fields for Selecting, Sorting, and Searching

The standard system already contains fields for the selection, sort, and search functions. You can change them as you wish. The fields are specified separately for the account types "customer", "vendor", and "G/L". You can therefore specify which fields are relevant, specific to the account type.

In addition, you can specify the sequence of the fields on the selection screen. You place the fields that you require most often at the top of the field list.

# Sort Sequence

When you display or change line items, they are displayed in a standard sort sequence. The standard sort sequence is determined internally by the system. The system uses selected fields within the document to do this.

You can change the sort sequence in the line item display. In addition, you can choose the fields you want to sort by. If you require any additional fields, you can specify them in the system.

## Standard Sort Sequence

The system uses certain selected document fields for the standard sort sequence. These include:

1. Clearing date
2. Clearing document number
3. Assignment
4. Fiscal year
5. Document number

Cleared line items are always sorted according to clearing date, clearing document number, and the remaining fields. Clearing transactions can therefore be considered in context. Open items are always sorted according to the assignment field and the remaining fields, since the clearing date and clearing document number fields are not filled for open items.

## Grouping Line Items

You can group line items from accounts that you want to process together. To do this, you make the same entry in the field *Assignment* for each line item in the group.

The contents of the *Assignment* field are used in particular

- To sort line items during display, clearing, and changing
- As a selection term
    - When clearing payments with the *Posting with clearing* and *Incoming or outgoing payment* functions
    - For account maintenance when clearing an account
    - For the functions for displaying and changing line items
- For the subdivision of one-time accounts and head-office accounts

## Filling the Assignment Field

You are free to determine the content of this field. You have two options:
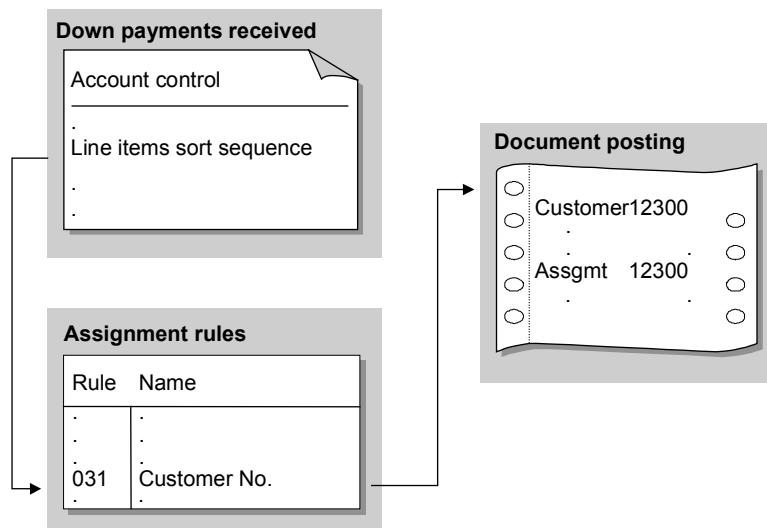
- You can have the system make an entry in the field automatically. To do this, you must enter a key in the master record of the account. This key represents the required layout rules for the *Assignment* field. This allows you to determine account-specific sort sequences for line item display.
- You can make an entry in the field manually when you enter the document if you do not want a line item to be filled according to the layout rule in the master record.

**Sort Sequence**

The layout rule in the master record specifies which entry from the document header or line item is entered in the field *Assignment* at the time of posting. You define the possible keys and the corresponding layout rules in the *Financial Accounting Implementation Guide*. Layout rules have already been defined in the standard system. SAP recommends that you use these layout rules.

> In the master record of the special G/L account *Down payments received*, you have specified that the customer account number is entered in the field *Assignment* when you post a document. All documents posted to this account are sorted according to customer account number and displayed in ascending order in the line item display.

**Down payments received**

Account control
.
Line items sort sequence
.
.

**Document posting**

Customer12300
.
.                    .
Assgmt   12300
.

**Assignment rules**

| Rule | Name |
|------|------|
| . | . |
| . | . |
| . | . |
| 031 | Customer No. |
| . | . |

You can change the key for the layout rule in the master record at any time. The new layout rule takes effect from the time of the change: All line items posted after the change are displayed according to the new layout rule in the line item display. The assignment remains unchanged, however, for the documents that have already been posted.

### Layout Rules for the Assignment Field

If you want to define your own rules for the *Assignment* field, for each rule you must enter a key and up to four fields, whose contents are then placed in the *Assignment* field. The field contents are transferred in the sequence in which you name them. For the layout rules, you can use all the fields in the document header and all the fields contained in the relevant line items.

If you wish, you can transfer only part of the contents of a particular field to the field *Assignment*. To do this, specify the position from which the field contents are displayed and the number of characters to be transferred.

> The length of the cost center is 10 characters in the standard system. If you use only six character numbers in your company, you can omit the first four characters for the display. Therefore, you specify for the field *Cost center* that six characters are displayed from the fifth character.

The layout rules for the field *Assignment* are valid for all clients.

# Changing Documents

## Use

You can change documents that have already been posted. To do this, however, certain conditions imposed by the system have to be complied with. This is necessary because random document modifications can lead to problems, preventing the possibility of reconciliation.

In addition, you can define your own conditions in the form of document change rules. We recommend that you use the standard rules.

> You can change documents or change line items in an account. If you want to change line items in an account, the account must be managed with line item display. The change rules apply not only to changing documents, but also to changing line items.

## Integration

For more information about how other SAP applications are integrated with FI, see the SAP Library for the other applications.

## Features

The system prevents the data in certain fields of a posted document from being changed. These are such fields as the posting amount, account, posting key, fiscal year, and tax amount. Because they have updated certain account balances during posting, these fields cannot be changed.

The system prevents other fields from being changed in certain transactions. With the net procedure, for example, you cannot change the cash discount amount when you post the payment.

Whether or not you can change data in those fields which *are* changeable still depends on the following factors:

- The document change rules defined by your system administrator

- Which other SAP applications, such as *Controlling* (CO) or *Materials Management* (MM), you have installed

- How these other applications have been customized.

The system prevents certain fields from being changed, depending on whether you use particular applications. For example, you can no longer change the account assignment to a cost center if you install the CO application for controlling.

All document changes are logged. This also applies to changes to sample and recurring entry original documents.

> With sample and recurring entry documents, you can change additional account assignments at any time. The restrictions do not apply to these special documents.

You can display changes to a document in the document overview.

# Activities

# Defining Document Change Rules

## Use

You can define your own document change rules for selected fields.

## Procedure

**Field Selection**

1.  To assign a rule to a field, you select the field using the field name in the column *Field name*.

**Defining the Area of Validity for the Rule**

2.  Specify the account type for which the rule should be applicable.

    For example, you can differentiate the rules according to customer and vendor transactions. Do not specify an account type for the document header fields, since the change rules here generally apply for all account types.

3.  You only make an entry in the *Transaction class* field if you use the special G/L transactions bills of exchange or down payments. The change rules then only apply for these special transactions.

    For example, you can prevent any change to the baseline date for making down payments but permit changes to the baseline date for paying bills of exchange.

4.  To define change rules for special *company codes*, enter the company code for the required field. In all other cases, the rule applies that has no company code assigned to it.

**Determining Whether a Field Can Be Changed**

5.  To define a field as changeable, select the field *Field is changeable*. If you want to prevent the field from being changed, you must leave this field blank.

**Prerequisites for Defining Whether a Field Can Be Changed**

6.  You can set conditions for whether a field can be changed.

    The following conditions for a field change are already defined in the system:

    −   The posting period is still open

    −   The line item is not yet cleared (for accounts with open item management)

    −   The document involves either a debit posting to a customer account or a credit posting to a vendor account

    −   The posting is not a credit memo referenced to an invoice

    −   The posting is not a credit memo from a down payment

    

    The latter three options are not offered for the account type S (G/L account), since they are not relevant.

    If you want a condition to apply to a field, you must select the condition for the field. If you select several conditions, they must all be fulfilled before you can change a field.

| AcType | Tran.class | Field name | Company code | Name |
|--------|-----------|------------|--------------|------|
| . . . | . . . | . . . | . . . | . . . |
| S | | BSEG-SGTXT | | Text |
| S | | BSEG-ZUONR | | Assignment number |
| S | | BSEC-BANKL | | Bank number |
| S | | BSEC-BANKN | | Bank account |
| S | | BSEC-BANKS | | Bank country |
| S | | BSEC-BKONT | | Bank control key |
| S | | BSEC-LAND1 | | Country key |
| S | | BSEC-NAME1 | | Name 1 |
| S | | BSEC-NAME2 | | Name 2 |

Field name       [ BSEC-FDLEV ]       Planning level

Rule applies to ... ------------------------------------------------------------------------

Account type        [ D ]        Customer items
Transaction class   [   ]        Payments, invoices, credit memos, ...
Company code        [     ]      In all company codes

Changeability of field --------------------------------------------------------------
■ Field can be changed

Prerequisites for change -------------------------------------------
☐ Posting period not closed
☐ Line item not cleared
☐ Debit posting
☐ No credit memo with invoice reference
☐ No credit memo from down payment

# Changing Documents

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document → Change*.

   The *Change Document: Initial Screen* appears*.*

2. Enter the document number, the company code, and the fiscal year.

   The default is the document number from the last processed document in the session. The initial company code is the company code that was used in the previous function.

   If the document number is used in more than one fiscal year, an additional window displays the various documents that can be selected.

3. Choose *Continue*.

   The *Change Document: Overview* screen appears*.*

4. You may use any of the following editing options:

   − To edit the **document header**, choose *Goto → Document header*. In the document header you can only change two fields: *Reference* and *Document header text*.

   − To change a **line item**, select the item concerned and double-click on it, or choose it via *Edit → Select header/item*. You can change the fields that are highlighted.

   − To change the **line layout variant in the document overview**, choose *Settings → Line layout*. The *Line layout* dialog box appears. Select the required format.

5. Save your changes using *Document → Save.*

# Mass Changes to Line Items

## Use

You can use this function to speed up the process of making changes to customer and vendor line items. You can change a group of line items simultaneously, instead of having to change the line items of documents individually. You can change the following data en masse:

**Changeable Data**

| Payment data | Dunning data |
|---|---|
| Terms of payment | Last dunning notice |
| Payment block (vendor only) | Dunning level (vendor only) |
| Payment method | Dunning block |
| House bank | Dunning key |

## Procedure

1. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Account → Display/Change line items.*

    The *Customer/Vendor Line Item Item Display* screen appears.

2. Under *Line item selection*, make selections from the following in accordance with your requirements:

    Under *Status*

    – *Open items*

    – *Cleared items*

    – *All items*

    Under *Type*

    – *Normal items*

    – *Special G/L transactions*

    – *Noted items*

    – *Parked items*

    – *Customer/vendor items*

3. Select *Program → Execute.*

4. Select the line items that you want to change.

    You can select individual items or all items. To select items, you can sort the list in ascending or descending order, or set a filter.

5. To enter the new values for the line items, choose *Environment → Mass changes → New values.*

    The dialog box *New Values* appears.

**Mass Changes to Line Items**

6.  Enter new values for the line items under *Payment data, Dunning data*, or *Additional data*.

7.  Choose *Execute changes* to complete the mass change.

# Archiving Documents

## Use

You can archive documents that have already been posted. For more information, see the SAP Library under *CA - Cross-Application Functions* and the section Archiving FI Documents (FI-GL, FI-AR, FI-AP) [Ext.]

You can display archived documents. See Document Display [Ext.]

# Posting Key

## Definition

Two-character numerical key that controls the entry of line items. The posting key determines:

- Account type [Ext.]

- Debit/credit posting

- Layout of entry screens
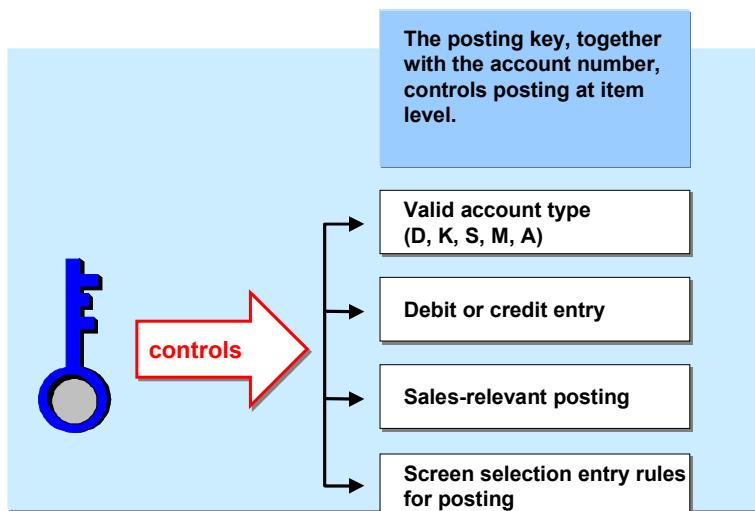
## Use

When you enter a posting, enter a posting key for each item. This key determines how the item is posted. Posting keys are defined at client level and therefore apply to all company codes. The posting key determines:

- The data you can enter in the line item

- How data you post is processed

- How the system updates the data you enter

Posting keys are differentiated by customer, vendor and G/L accounts. Apart from the *General Ledger Accounting (FI-GL)* and *Accounts Receivable and Payable (FI-AR/AP)* components, there are also posting keys for asset and material accounts.

The following figure illustrates the posting key:



SAP delivers predefined posting keys with the standard system. The following table lists some of the posting keys in the standard system.

**Posting keys in the standard system**

| Posting Key | Description |
|---|---|
| 40 | G/L account debit posting |

| 50 | G/L account credit posting |
|----|----------------------------|
| 01 | Customer invoice |
| 11 | Customer credit memo |
| 21 | Vendor credit memo |
| 25 | Vendor payment |
| 31 | Vendor invoice |

# Integration

The document type specifies which account types you can post to. The posting key specifies which account types you can post to. A posting key can only be entered for an account type which is permitted for that document type.

As well as the predefined posting keys in the standard system, you can also define your own keys in Customizing. To do this, proceed as follows in Customizing: *Financial Accounting → Financial Accounting Global Settings → Document → Line Item → Controls →* Define Posting Keys [Ext.].

If you want to delete posting keys, you should ensure that these are not already used in the system.

# Processing Posted Data

You control processing of entered data with the posting key [Page 442] in that you specify whether the transaction is a payment transaction, and what posting key is used to reverse the document.

- **Payment transaction**

    Customer and vendor account line items that are created by a payment must be properly indicated. This information is required for analyzing payment history and creating payment notices.

- **Reversal posting key**

    In the FI-GL, FI-AR, and FI-AP components, a reverse posting is automatically created if you reverse a document. To do this, the system requires a reverse posting key, which you specify for each posting key. The system determines the reverse posting key by referring to the posting key used in the document to be reversed.

    See also: Reversal [Page 347]

# Updating Entered Data

After you have entered data, the system updates it.

## Prerequisites

To update data, the system requires the following specifications, which you define for each posting key [Page 442]:

- **Account type** to which you are posting

    Customer, vendor and G/L accounts are, for example, types of accounts. You can also post to asset and material accounts if the corresponding SAP components have been implemented. The system requires the account type to uniquely identify the account, asset or material, since the same object numbers, for example, the account number, can always be used for different account types.

- **Side of the account** to which you are posting

    You specify whether you are making a debit or credit entry.

- Effect of posted items on **sales figures**

    You must specify whether the sales figures of the account are to be updated. When you post a customer invoice for example, sales figures must be updated in the account. Sales figures are not updated when an incoming payment is made.

Special G/L transactions, which include down payments and bills of exchange, are posted using a special procedure in FI-GL, FI-AR, and FI-AP. They are posted to special reconciliation accounts and can be displayed separately from other transaction figures. If you enter such transactions, the system requires a special G/L indicator [Page 314] in addition to the posting key. You use the special G/L indicator to specify the type of special G/L transaction you are carrying out.

# Automatic Postings

With certain transactions, the system generates automatic postings. These include:

• Input and output tax postings

• Exchange rate differences

• Cash discount gains and losses

Each automatic posting is shown as a separate line item. In the document overview, therefore, the automatically generated line items are displayed in addition to the manually entered items. For each automatic posting, you must define the G/L account to which the system is to post and the rules according to which the system generates the posting. For example, you can differentiate the tax posting according to tax codes. The system will then post to a different G/L account for each tax code.

You can manually add to automatic postings. If you want to do this, you must select the *Supplement auto. postings* field in the master record of the account to which the system posts automatically. The field status group in the G/L account master record determines the fields that the system offers for supplementary account assignment.



If you post an incoming payment, the system posts any bank charges automatically to a bank charges account. You can then add the cost centers in the automatically generated line item, for example.

# What Can You Do Before Posting a Document?

After you have entered the document line items, and before you post the document, you can carry out the following activities:

- **Display the Document Overview.** This shows you the document header and all items entered. You may add a reference text to the header. From the overview, you can enter more line items and call up line items already entered in order to process them. You can also delete line items.

- **Change Fields in Vendor, Customer or G/L Account Line Items.** Exceptions to this are entries in the fields *Pstky* (posting key) and *Account*.

- **Additional Account Assignment.** If you have called up the *Post* function and requested individual, automatically generated items using the field status of the G/L account to which they belong, or using the master record of an additional account assignment, the system automatically branches to the document overview. The lines that are to be changed are highlighted.

- **Add Additional Information.** The system automatically generates line items. You can enter additional details in automatically generated line items (such as project or cost center) if supplementary account assignment is defined for the G/L account, or if it is required by the field status definition.

Once you have entered all line items in a document, you can **post** the document.

If you want to **post** a document, the debits and credits must balance to zero. This updates the account balances.

If you want the system to **hold** a document, it does not have to be complete. Account balances are not updated and the document data is not available for evaluation. A document number is not assigned. You hold a document if you are interrupted while entering it, and need to store the data temporarily.

If you **park** a document, it also need not be complete and will not update any account balances. However, the data remains available for evaluation by the system. A document number is assigned. You might park a document if account assignments are missing and you want to complete them later. For more information, see *Document Parking* in the *FI Accounts Receivable and Payable* documentation.

# Screen Layout

## Use

Screens have been defined in the system for individual entry functions for business transactions. These screens can change due to various factors.

## Features

- The **system** can automatically suppress fields. This may depend on the entries you make on the initial screens of the function. For example, if you enter the currency key for your local currency in the document header, the system suppresses the fields for foreign currency amounts in the line items.

- Each accounting clerk can suppress fields using **Editing options**. For example, you can specify that you only want to enter documents in local currency. This means that the currency and value date fields no longer appear on the selection screen for the function. On the screens for the line items, the fields for foreign currency amounts are suppressed. All specifications made by accounting clerks for the editing options can be stored in the user master. For more information about using editing options and specifying default values in user master records, see the *General Ledger Accounting, Accounts Receivable,* and *Accounts Payable* documentation.

- **Data in the account master record** also affects screens. If a G/L account is set up as not tax-relevant, then the *Tax code* field is not displayed on the screen for document entry. The sections on master records explain which master record entries affect document entry screens.

- **Screen variants** that you specify for each company code require specific screens for some functions. For a company code in Italy for example, choose country variant 2. When entering vendor line items to this company code, the system displays a screen with fields for withholding tax. The screens for country variant 1 do not contain these fields. The different screen variants are explained in each of the subject-specific sections.

- The **field status**, which is defined for G/L account **master records** and **posting keys**, can be used to modify screens in the system. You can determine what data is relevant in line items based on the posting key (business transaction), and account. To do this, specify which fields are not required in G/L account master records and posting keys. You also specify whether an entry is mandatory for fields that are displayed. See also: Using Field Status Definitions for Screen Layout [Page 451]

# Screen Layout Using the Posting Key

## Use

The posting key determines what information is required for particular business transactions.

## Features

The system offers different functions for entering business transactions:

- Standard functions

    You can enter invoices, credit memos, and any type of transfer postings using the standard functions.

- Special functions

    You can use these to enter business transactions that require special screens, a particular sequence of screens, or special checks. For example, you post customer and vendor down payments with special functions.

- Fast entry functions

    These enable you to enter business transactions which are carried out frequently, such as vendor invoices or incoming customer payments.

The screens for special entry functions have been designed specifically for the transaction involved. You can use the posting key to design the screens for standard entry functions specifically for your business transactions. To do this, you specify in each posting key which fields need to be displayed on the screen. You can suppress fields which are not required. If certain information is always required in a business transaction, you can define the field for this information as a required entry field. All the other fields are ready for input but do not require input.

## Activities

The following diagram shows first a line item entry screen without any changes made to it and then a screen for entering a payment difference. The *Text* field contains a question mark. An entry must be made in this field (required-entry field) to explain the origin of the payment difference in the item. You can make entries in all the other fields, but are not required to. The *Collective invoice number* field has been suppressed.

## Screen Layout Using the Posting Key

Customer    12300    Bush Electrics          G/L    140000
CoCd.       0001     111 Garden Street
SAP AG               Boston
Item 1 / Invoice / 01    -------------------------------------------
Amount      [        ]   USD
Tax code    **

-----------------------------------------------------------------
Business area  [    ]
Terms of pymt  ZB03    Days/Percent.   14  3,000  / 30  1000  / 60
Baseline date  10.02.1992    Disc. amount   [        ]
Disc. base     [        ]    Invoice ref.   [        ] / [  ] / [  ]

Pymt block     [  ]    Pymt method    [  ]

Assignment     [        ]    Collective inv.
Text           [                              ]

Next line item    ------------------------------------------------
PstKy [  ]  Acct [        ]  Sp.G/L [  ]  Trans.type [    ]  New CoCd [    ]

---

Customer    12300    Bush Electrics          G/L    140000
CoCd.       0001     111 Garden Street
SAP AG               Boston
Item 1 / Invoice / 01    -------------------------------------------
Amount      [        ]   USD
Tax code    **

-----------------------------------------------------------------
Business area  [    ]
Terms of pymt  [      ]    Days/Percent.   [  ][    ] / [    ] / [  ]
Baseline date  22.02.1994    Disc. amount   [        ]
Disc. base     [        ]    Invoice ref.   [        ] / [  ] / [  ]

Pymt block     [  ]    Pymt method    [  ]

Assignment     [        ]
Text                     ?

Next line item    ------------------------------------------------
PstKy [  ]  Acct [        ]  Sp.G/L [  ]  Trans.type [    ]  New CoCd [    ]

# Using Field Status Definitions for Screen Layout

## Use

You can enter field status definitions in every G/L account master record and for each posting key. You use these definitions to design document entry screens for specific accounts and business transactions.

## Features

In line item entry, the system links the definitions from the account to those of the posting key and uses them to create the entry screens. Thus different fields are displayed on the screens for line item entry, depending on the account and posting key specified.

> The following diagram shows two screens used to enter a line item in a G/L account. The first screen displays all available fields. The second screen displays only those fields that are required to post an item to a bank account. The *Value date* field on the second screen was defined as a required entry field in the G/L account master record, whereas the *Text* field was defined as an optional field. Default values were entered in some fields. All fields for terms of payment were suppressed because they are irrelevant for posting to this account.

**Using Field Status Definitions for Screen Layout**

```
Account ............
Company code ..0001

Debit posting / 40 -------------------------------------------------- Item 1
Amount                  USD
                              Without discount..
--------------------------------------------------------------------------
Business area...            Plant............
Cost center........         Project.........
Order................       Purch.doc.....
Material.........           Quantity.........
Sales doc.........          PersNo.........        Cons tran.....
Value date.....10.04.1992   Due on..........
Assignment....                                     Asset ret.....
Text..............

Next document item ----------------------------------------------------------
PstKy............Account............ Sp.G/L....  Trans.type... New CoCd..
```

```
Account ............ 113100    Citibank
Company code .0001

 Debit posting / 40 -------------------------------------------------- Item 1
Amount                      USD

------------------------------------------------------------------------------------
Business area......




Value date.......  10.04.1992
Assignment....
Text..............

Next document item ----------------------------------------------------------
PstKy....        Account..        Sp.G/L....   Trans.type...  New CoCd
```

# Defining Field Status

## Use

Since the same fields for document entry are required for several G/L accounts, you define the status of fields for a group of G/L accounts.

## Integration

You create the definition under a field status group. Enter the key of the group in the master record of the G/L account. Field status groups are cross-company code, that is, they do not depend on the company code but on the field status variant. In the standard system, a separate variant for field status groups exists for each company code. The name of the variant is the same as the company code. Every company code is assigned to the variant with the same name. You can work in several company codes with identical field status groups as long as these company codes are assigned to the same field status variants. You define the field status for each individual posting key.

## Activities

You determine which status a field has by selecting it.

```
Company code 0001   Group    GR02
Bank accounts

General data         Suppress    Required entry   Optional entry
_____          _____    _____   _____

Assignment number                                      ●
Text                                                   ●
Invoice reference       ●
```

This transaction is the same for master records and posting keys. When you define the field status, the system always displays all the fields which are contained in the line items. Fields have been combined into groups so that you do not have to determine whether each individual field is relevant.

> The cash discount deduction field group contains all fields necessary for entering cash discount, including the field for cash discount amount in document currency and the indicator as to whether the line item is cash discount-relevant.

It is not possible to define the field status in the master records of customer and vendor accounts. You have to use the respective reconciliation accounts to determine the status of a field for posting to these accounts.

> In the Domestic Accounts Payable reconciliation account, you can suppress the field for the supplying country and the indicator for the state central bank because they are not required for posting to domestic vendors.

Whether your specification for a group of fields is effective depends on whether the document entry screens for a line item contain the fields from that group. Screens in the system contain

**Defining Field Status**

different fields depending on the account type. When defining the field status, you are always presented with all fields for all account groups. If, for example, you define the field status in a G/L account master record, it is only effective if the field is really a G/L account field.

> The fields for terms of payment are only relevant for customer and vendor line items. Therefore, the screens for G/L account line items do not contain fields from this group. The *Vendor number* and *Customer number* fields are only used to post special movements of goods in Materials Management. Fields belonging to this group are not on the screens for the FI-GL, FI-AR, and FI-AP components.

# Linking Field Status Definitions

## Use

When you enter a business transaction, the system links the field status definitions of the specified account and the posting key. In this case the fields of a group assume the status with the higher priority.

## Integration

The suppression of fields and the required-entry status have the highest priority. The optional status is always second place.

If you assign the optional status for a group of fields (for example, by defining the posting key) and then later assign the required status or suppress the fields (for example, using the account), the optional status does not take effect.

> In the reconciliation account for domestic receivables, the groups *Text*, *Terms of payment*, *Cash discount deduction*, *Invoice reference,* and *Hedging* are assigned the optional status. If an outstanding receivable is posted to a customer account belonging to this reconciliation account, this definition is referred to when defining posting key 06. The posting key determines that the text field is a required field; the fields for the invoice reference and hedging are suppressed.

## Features

If the system finds inconsistencies when linking the definitions, it issues an appropriate message. A definition is inconsistent if you suppress fields with a definition, and then assign required status to a definition that is to be linked with this definition.

The following figure shows possible status definitions and their linking results.

| Specification for | Field status definition | | |
|---|---|---|---|
| G/L account | Optional field | Optional field | Optional field |
| Posting key | Required field | Suppressed | Optional field |
| | | | |
| Result | Required field | Suppressed | Optional field |

## Integration with Other Applications

It is possible, for example, that you suppressed fields because you were not using the *Controlling* component. If you now implement this component, you must change your screen layout accordingly.

With the help of the field status definitions, you can now also show the required fields at any time. The checks for these fields, which are supported by the program, are performed from the point when the changes are made.

## Changing the Field Status Definition

For changes to the field status definitions you should consider the following:

**Linking Field Status Definitions**

- If you suppress fields later and have already posted data with these fields, this data is no longer visible when displaying or editing the documents.

- If you define fields as required-entry fields later, an entry in this field is obligatory when changing documents.

# Recommendations for Defining Field Status

To define the field status, you must decide where you want to make these specifications.

For **postings to G/L accounts**, make your specifications in the master records. In the standard system, there are only two posting keys used for G/L account postings. This means that only the master records enable you to differentiate the layout of screens. The field status definitions for posting keys 40 (G/L account debit) and 50 (G/L account credit) are all defined as optional fields in the standard system.

In the status bar for a cost element account, you specify that the cost center and order fields are displayed. These fields are not required for bank accounts and they are therefore suppressed. Bank accounts, however, require the value date group and this field is therefore assigned the required entry status.

In the standard system, there are a number of different posting keys for posting to **customer or vendor accounts**. The field status is therefore differentiated via posting keys.

The field status specifications for posting key 01 (customer invoice) and posting key 15 (customer payment) are different in the standard system. The fields to be displayed and which require an entry are determined based on the transaction. The text and assignment number fields are always required. Payment terms are required when you enter an invoice, but not when you enter a payment. These fields have therefore been suppressed in the specifications for posting key 15.

In the field status definition for **reconciliation account** master records, you suppress only those fields which are not transaction-specific and which are not required in posting to a customer or vendor account. You define all other fields as optional. Controlling the screen layout using a reconciliation account is advisable only in special G/L transactions such as down payments and bills of exchange. Each of these transactions automatically post to a separate reconciliation account. You can use these separate accounts to differentiate fields specifically for the transaction involved.

Using the reconciliation accounts for investment payment and for down payments on current assets, you determine the screens for posting as follows: For investment payments, you include the fields for assets. These fields are not needed for down payments on current assets and can be suppressed using the status bar in the reconciliation accounts.

The posting keys are defined at client level. They therefore apply to all company codes. If you suppress fields using the specifications for the posting key, you should make sure that they are not needed in a company code.

# Reference Methods for Posting

## Use

The reference method is a document entry tool. If you frequently post the same documents with the same data, you can save time and avoid errors by using different reference methods for document entry.

## Features

You may use any of the following reference methods:

# Posting with Reference Documents

## Procedure

If you want to post with a reference, proceed as follows:

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* menus, select *Document entry* and the required business transaction.

2. Choose *Document → Post with reference* from the menu bar on the document entry header data screen.

3. Enter the reference document number (for example, 5100000473), company code (such as 0001), and a fiscal year (optional).

4. Select the processing option you require:

   - Generate reverse posting

   - Enter G/L account items

   - Do not propose amounts

   – Recalculate days and percentages

   - Display line items

5. Choosing ENTER generates the screen with the copied header data.

6. If you have selected line item display, all the copied items are displayed. You can correct the items if necessary.

7. Once all items have been copied, you are taken to an overview screen.

8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

# Posting with Account Assignment Models

## Use

If you frequently use the same broad account assignments, such as a distribution of amounts to several company codes, accounts, or cost centers, you can use the account assignment model method to save input time and avoid input errors.

The use of account assignment models is limited to G/L account items.

# Account Assignment Models

## Definition

A reference for document entry that provides default values for posting business transactions. An account assignment model can contain any number of G/L account items and can be changed or supplemented at any time. In contrast to sample documents, the G/L account items for account assignment models may be incomplete.

## Use

During document entry you can change, add to, or delete the proposed data. You can also call up any number of account assignment models and switch from a model to standard item entry procedure and back again.

You can also assign **equivalence numbers** to account assignment models. In this case, you simply enter a total amount which is then distributed to the items within the model according to set ratios.

Account assignment models can also be used **across company codes** and can include company codes from non-SAP systems. If you do not enter a company code when using an account assignment model, the last company code used is proposed.

**Account Assignment Model for Costs 1: Items**

| PK | CoCd | Gen.Ledger | Jurisdict. Code | BA | Cost Ctr | Amount | Eq.no. |
|----|------|------------|-----------------|----|----------|--------|--------|
|    |      |            |                 |    |          |        |        |
| 40 | 0001 |            |                 |    | 4711     |        | 1      |
| 40 | 0001 |            |                 |    | 4712     |        | 1      |
| 40 | 0003 |            |                 |    | 5814     |        | 1      |
| 40 | 0003 |            |                 |    | 5815     |        | 1      |
| 40 | 0003 |            |                 |    | 5816     |        | 1      |

# Creating or Changing Account Assignment Models

## Procedure

To create or change an account assignment model, proceed as follows:

1. In the *General Ledger, Accounts Receivable*, or *Accounts Payable* menu, select *Document entry* → *Reference documents* → *Account assignment model*.

2. Enter a name for the account assignment model. The system saves the account assignment model under this name. Select *Create* or *Change.*

   When you create an account assignment model, an additional field is displayed in which you can enter the name of an existing account assignment model. To display a list of the models available, use the possible entries help. Save your entries.

3. Maintain the attributes of the account assignment model:

   - **Currency**

     To enter amounts in the account assignment model, you must also enter a currency key. The model can then only be used for postings in the specified currency. If you do not want to specify amounts, leave the currency key field blank. The account assignment model can then be used for any currency.

   - **Chart of Accounts**

     If you do not want to specify a company code in the line items of the account assignment model, but want the system to check that the specified accounts exist, you can enter a chart of accounts.

   - **Sample Text**

     If you want to provide an explanatory text for the account assignment model, you can enter a sample text. Note that the text, like the document header text, is not language-dependent.

   - **Authorizations**

     You can limit authorization for an account assignment model to certain users by specifying an authorization group.

   – **Calculate tax**

     If you select this field, the system calculates taxes automatically during posting.

   - **Equivalence to**

     Select this field if you want to distribute a total amount to several items using equivalence numbers. When you use this account assignment model, you enter an amount, which is then distributed to the items according to the equivalence numbers specified.

4. Use *Goto* → *Line items* to access the screen for entering the line items in the account assignment model.

   Before entering the line items, you have the option of changing the entry screen. Use *Settings* → *Screen template* to select a screen which meets your requirements.

5. Enter the line items with the posting data which you want the system to propose.

6.  Save your entries.

# Using Account Assignment Models for Document Entry

## Prerequisites

Enter the document header data.

## Procedure

To use an account assignment model for document entry, proceed as follows:

1. To call up an account assignment model, choose *Goto → Account assignment model* from the menu, or the button *Account assignment model*. A dialog box appears for you to enter the key for the required account assignment model.

   Alternatively, to skip a step in the procedure, you can call up an account assignment model via the entries in the line at the bottom of the screen. In the *First line item* section, enter 00 in the *Posting key* field and the name of the account assignment model in the *Account* field. Save your entries.

2. The account assignment model is displayed as it was entered.

   

   For more information on structuring the entry screen templates, see the *Financial Accounting Global Settings* Implementation Guide (IMG),→ *Document → Recurring Entries → Account Assignment Models: Define Entry Screen Templates.* You can also define your own screen templates using the IMG.

   You can change, add to, or delete the proposed data to meet your requirements. You can also add items, without having to change to the standard document entry procedure.

   If you are using an account assignment model with equivalence numbers, you cannot enter amounts in the items. Instead, the screen header contains two fields in which you enter the debit or credit amount which is to be distributed. The system then automatically distributes the amount to the items.

3. Once you have finished editing the account assignment model, you can either return to the standard entry procedure, or post the document directly.

   **To return to the standard entry procedure**, select *Back*. You will usually return to the document overview. If you called up the account assignment model from open item processing within a clearing transaction, you return to the open item processing screen.

   **To post directly**, select *Save*. Provided no errors are found, the document is posted.

# Posting with Sample Documents

## Use

You can use sample documents as reference documents entered specifically for this purpose.

## Integration

Sample documents have a separate number range. When you enter and post a sample document, the system stores the document, but does not update any transaction figures. Your system administrator defines a number range for sample documents. The system assigns a number from this number range to each sample document.

## Features

During document entry, you can have data from another document defaulted. The items from this reference document can be:

- Transferred without changes

- Used for reverse postings

- Changed

- Omitted

- Enhanced

In contrast to an **accounting document**, sample documents do not update transaction figures. They serve merely as data sources for an accounting document. Their advantage is that you can change or enhance them. You therefore use a sample document rather than an accounting document if you need a reference document for which you want to define the layout yourself.

> You use a **sample document** as a reference document in which assignment to more than one cost center is defined. If you want to assign to other cost centers, you can change the values in the sample document. If you use an accounting document as a reference document, you cannot make these changes because you also have to change the account assignments relevant for accounting.

You enter sample documents with a special function to ensure that these documents cannot be accidentally posted as accounting documents.

If you store a sample document, the system automatically assigns a number to this special document. To do this, the system uses the number interval X2. This number range may only be used by the system. You cannot assign it to any document type. You have to set up this number range in all the company codes where sample documents are used. You have to use key X2 for this number range.

# Entering Sample Documents

## Procedure

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* screen, select *Document entry* → *Reference documents* → *Sample document*.

2. Enter the document header and line items as usual.

3. Post the document as usual.

# Displaying Sample Documents

## Procedure

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* screen, choose *Document → Reference documents → Sample document → Display.*

2. Enter the document number, company code, and fiscal year of the sample document.

3. Save your entries.

# Changing Sample Documents

## Procedure

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* screen, select *Document → Reference documents → Sample document → Change*.

2. Enter the document number, company code, and fiscal year of the sample document.

3. Edit one or more line items in the sample document. You may edit all fields except:

   − Posting key

   − Account number

   You may edit the amount. For example, you could enter a sample document for the monthly phone bill and then change the amount each month. For more information about changing documents, see Changing Documents [Page 438]

4. Choose *Document → Save* to save the document.

# Deleting Sample Documents

## Procedure

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* screen, select
   *Document* → *Reference documents* → *Sample document* → *Delete*.

2. Enter the program specifications.

   > If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list.

   > When you are sure that you want to delete the selected sample documents, deselect the *Test run* field.

3. Select  *Program*  → *Execute*.

# Posting with a Sample Document

## Use

When you are entering data, you can save time by using a sample document, that is, a document you have previously posted.

## Procedure

To post with a sample document, proceed as follows:

1. From the *General Ledger, Accounts Receivable*, or *Accounts Payable* screen, select *Document Entry* and then a business transaction*.

2. Then select *Document → Posting with reference.*

3. Enter the document number (such as **1000186**), the company code (for example. **US01**), and the fiscal year (optional).

4. You have the following options when posting a sample document:

   – Generate reverse postings

   – Enter G/L account items

   – Do not propose amounts

   – Recalculate days/percentages

   – Display line items

5. After you have confirmed your entries, the screen with the copied header data appears.

6. If you have selected *Display line items*, all the copied items are displayed. You can correct the items, if required.

7. Once all items have been copied, an overview screen appears.

8. When the accounts and amounts are correct, and the debits equal the credits, post the document by selecting the *Post* function.

# Recurring Entries

## Definition

Periodically recurring entries posted by the recurring entries program based on recurring entry documents.  This process is comparable to the standing order you give to your bank to deduct your rent, premium payments, or loan repayments.

## Use

Recurring entries are business transactions that are repeated regularly, such as rent or insurance. The following data never changes in recurring entries:

- Posting key

- Account

- Amounts

You enter this recurring data in a recurring entry original document. This document does not update the transaction figures. The recurring entry program uses it as a basis for creating accounting documents.

## Structure

The system uses the recurring entry original document that you enter as a reference.  It is not an accounting document and therefore does not affect the account balance.

In the recurring entry document, you define when a posting is to be created with this document. You have two options for scheduling. Postings can be made periodically or on a specific date:

- For periodic postings, specify the first and last day of execution, as well as the interval in months.

- If you want to specify certain dates, enter a run schedule in the recurring entry original document. Store the required dates in the Implementation Guide (IMG). Choose *Financial Accounting Global Settings → Document → Recurring Entries → Define Run Schedules/Enter Run Dates*.

## Integration

To post recurring entry documents, you have to set up a separate number range for the company codes that use them. You have to use key X1 for the number range. The system takes numbers for the recurring entry original document from this number range.

Program SAPF120 creates accounting documents using the recurring entry original documents. You have to run the program at regular intervals. It checks each recurring entry original document to see if a document should be created.

⇨

Cross-company code transactions **cannot** be posted with the recurring entry program.

# Recurring Entries Process Flow

## Process Flow

Using recurring entries requires the following steps:

1. You enter a recurring entry original document once. In this document, you enter the data necessary for posting accounting documents, such as the amount, account number, and posting key. You also enter control information: Day of the first run, day of the last run, and scheduling dates.

2. Run the recurring entry program at the intervals you require. It determines which recurring entry documents have to be processed and creates a batch input session that contains the following:

   - Data required to post accounting documents

   - Data for updating recurring entry documents. This includes next run date, the number of runs, and a deletion indicator if necessary.

3. Process the batch input session. This posts the accounting documents, updates the transaction figures of the accounts posted to, and updates the recurring entry documents themselves.

# Entering and Posting Recurring Documents

## Procedure

To enter recurring documents, proceed as follows from the *General Ledger, Accounts Receivable or Accounts Payable* menu:

1. Select *Document entry → Reference documents → Recurring document*.

   The screen for entering recurring entry original documents appears.

2. Enter a company code.

3. Enter the first and last day on which documents should be posted.

4. Select the posting frequency in months. Alternatively, you can specify a run schedule.

   If you want to calculate the item amounts and/or tax amounts with a fixed exchange rate, select the indicators *Transfer amounts in local currency* and *Transfer tax amounts in local currency*. Otherwise, the system automatically determines the current exchange rate.

   

   It is irrelevant what method is used to translate the tax amounts; you can use either the document header rate or a rate proposed by the system on the tax screen, or a rate entered manually.

   

   You should also select both indicators if all local currency amounts have been entered manually.

5. Enter at least the *Document type* and *Currency*.

   The recurring entry program defaults the posting date and document date in the accounting document automatically. To do this, the program uses the date that is in the field *Next run on* when it is run.

6. In the last line of the screen, enter the posting key (*PstKy*) and account number for the first line item in the accounting document. Choose *Enter*.

7. Enter the line items as in any other document. The posting key, account number, and amount are required in each line item.

8. Choose *Document → Post* to post the document.

   

   When you post the recurring entry document, the system stores the data without updating account balances.

# Displaying Recurring Entry Documents

## Procedure

1. Select *Document → Reference document → Recurring document → Display*.

2. Enter the document number, the company code, and the fiscal year (optional). Save your entries.

   

   > If you do not know the number of the recurring document, you can search for it by selecting *Document → List*. In the screen that appears, enter your selection criteria and select ENTER. The system displays a list of all the recurring documents. Select a document from the list.

To display the **header data**, select *Goto → Document header*.

To display the **recurring entry data**, select *Goto → Recurring entry data*.

# Changing Recurring Entry Documents

## Use

Changing a recurring entry document is like changing any other document, except that you can also change the amounts in the individual line items and the recurring posting data.

## Procedure

To change a recurring entry document, proceed as follows from the *General Ledger* menu:

1.  Select *Document → Reference documents → Recurring document → Change*.

2.  Enter the number of a recurring entry document and choose ENTER.

    If you do not know the document number, you can search for it by choosing *Document → List*.

3.  To edit one or more line items, choose each line item and change the data contained in it.

    To edit the **document header**, choose *Goto → Document header*. You can make changes in the document header fields *Reference* and *Doc. header text*.

    To edit the **recurring entries data**, select *Goto → Recurring entry data*. You can make changes in the following fields: *Next run on, Last run on, Interval in months, Run date, Run schedule, Number of runs* and *Deletion indicator*.

4.  To save your changes, select *Document → Save*.

# Deleting Recurring Entry Documents

## Prerequisites

You can only delete recurring entry documents that are flagged for deletion. The recurring entry program automatically flags recurring entry documents for deletion if the next run date determined by the program is after the last scheduled run date. The system thereby indicates that the recurring entry document is not to be used again. You can also set the deletion flag yourself in the recurring entry document.

When you use a run schedule, the program flags a recurring document for deletion if there is no run date in the schedule which is later than the current run date. In this case the program tells you which recurring document has been flagged for deletion. You can remove the deletion indicator from the document if necessary. This may be the case for example, if you have not yet entered all run dates. Make sure you then complete the run schedule.

Recurring entry documents which are marked for deletion are no longer used by the recurring entry program.

## Procedure

To delete recurring entry documents, proceed as follows:

1. Select *Document → Reference documents → Recurring document → Delete* from the *General Ledger* menu.

2. Enter the program specifications.

   If required, you can carry out a test run to give you a list of the documents which can be deleted. You can also print the resulting list. Select the *Test run* field.

   Once you are sure that you want to delete the selected recurring entry documents, deselect the *Test run* field.

3. Select *Program → Execute*.

# Carrying Out Recurring Entries

## Prerequisites

To create accounting documents from recurring entry original documents, you have to either run the recurring entry program or schedule it to be run. The run dates you enter in the original recurring entry documents are not sufficient to create accounting documents. You must run the recurring entry program at the appropriate intervals and specify, by entering a settlement period, which recurring entry original documents are to be included in the run.

The recurring entry program generates a batch input session [Ext.]. This contains the accounting documents that are to be created. After running the recurring entry program, process this batch input session to carry out the postings.

## Procedure

You run the recurring entry program by carrying out the following steps from the *General Ledger* menu:

1. Select *Periodic processing* → *Recurring entries* → *Execute*.

    The screen *Create Posting Documents from Recurring Documents* appears.

2. Enter the following data:

    - A company code or multiple company codes

    - A date or a date interval in the field *Settlement period* and also, if necessary, a *Run schedule*. In general you enter a time period in the field *Settlement period*, for example 1/1/1998 to 1/31/1998.

    – A user for the authorization check during the recurring entry program.

    - A name for the batch input session (for example, RECURJAN98 for recurring entries in January 1998).

3. Select *Program* → *Execute*.

## Result

If the date of the next run stored in the recurring document is on or between the range of dates for the settlement period, the program enters the data required for the postings into the batch input session specified. In each program run, only one accounting document is created per recurring entry document. Therefore specifying a very long settlement period will not result in more than one accounting document being created.

When you process the batch input session, the recurring document is updated. Among other things, the date of the next run that is updated by running the recurring entry program is entered in the document. The total number of program runs is also updated. You can look at this data in the recurring document.

# Processing Batch Input Sessions Manually

## Prerequisites

You have executed the recurring entries program.

## Procedure

To carry out the postings, process the batch input session. You can have the system run the batch input sessions automatically. To do this, use report RSBDCSUB.

To process batch input sessions manually, proceed as follows:

1. Choose *System → Services → Batch input → Sessions*.

2. The system displays a list of those batch input sessions that meet your selection criteria. Enter the relevant data for selecting the session.

3. Select the session you require and choose *Session → Process*.

   The system displays a dialog box where you can specify how the session is to be processed. You generally select the *Display errors* field in order to have the system display any errors in the session.

4. Save your entries.

## Result

The system posts the documents. You can call up a log of the batch input session by choosing *Goto → Log*. For more information about batch input sessions, see the SAP Library under *BC - Basis Components*.

# Evaluating Recurring Entry Documents

## Use

You can evaluate recurring entries according to the following criteria:

- Time period: To do this, enter a start and/or an end date. These dates refer to the specifications made as to the first and last run date stored in the recurring entry document.

- Documents not executed

- Documents to be considered in the future: To consider these documents for the next run of the recurring entry program, enter the required settlement period.

If required, you can restrict this evaluation to certain accounts.

## Activities

To carry out this evaluation, choose *Periodic processing → Recurring entries → Lists* from the *General Ledger* menu. On the screen displayed, enter the required selection criteria and then choose *Execute*.

# Posting Documents in Foreign Currency

## Use

When you post a document in foreign currency, the system stores the amount in both local currency and foreign currency in each line item. The system checks whether the currency key has been defined and is therefore permitted.

Foreign currencies are needed, for example,

- To post and save receivables and payables in foreign currency
- For handling payment transactions in foreign currency
- Managing accounts in foreign currency (foreign currency balance sheet accounts)
- Carrying out the consolidation and reporting for groups.

In the line items, all amounts are saved in both currencies. These include the posting amount, tax amount, and cash discount amount.

## Prerequisites

You have made the following specifications in the Implementation Guide under *Global Settings*:

- Currency key for each currency
- Number of decimal places (if you do not require the usual two decimal places)
- Local currency per company code
- Exchange rate between local and foreign currency

In the master records for the G/L accounts, you have to define the currencies you can use to post to that account.

If exchange rate differences arise during clearing or valuating of items or accounts in foreign currency, the system generates postings.  To enable the system to do this, you must have defined G/L accounts and posting keys.

## Activities

To specify the foreign currency for your document, enter the appropriate currency key in the *Currency* field in the document header. There are several ways to enter an exchange rate:

- Enter a posting date and the currency key in the document header. The system automatically transfers the exchange rate valid on the posting date. Exchange rates are defined in the system.
- You can also enter the exchange rate directly in the document header via the currency key and exchange rate fields.
- Enter a translation date in the document header. The system then automatically takes the exchange rate valid on this translation date.

    The valid exchange rate is the one entered on the posting date or on the translation date, or the rate entered at an earlier time. For example, if you post a document on August 25, but the last exchange rate in the system setting is from August 22, the system uses the exchange rate from the entry on August 22.

You can enter the amount in each line item in both local and foreign currency.

You can enter documents in any foreign currency for which a currency key is defined in the system. If you manage a G/L account, for example a bank account, in a foreign currency, you can only post documents to this G/L account in the account currency, that is, the foreign currency.

> For more information about clearing open items in foreign currency, see the SAP Library *FI General Ledger Accounting*, *FI Accounts Receivable*, and *FI Accounts Payable*.

# Translating Foreign Currency

## Use

You can either have the exchange rate for foreign currencies proposed by the system, or you can enter it manually.

## Prerequisites

You have defined the exchange rate for the foreign currency to be translated.

## Features

To translate foreign currency amounts, the system usually uses the exchange rate you have defined in the system. You can enter exchange rates in the system for specific time periods. The system then determines the appropriate exchange rate for the translation on the posting date. If you want to use a different exchange rate to the one for the posting date, you can enter this manually in the document header.

> This is necessary if you are posting an invoice for which the posting period has already been closed. In this case, you post in the current period. In order for the system to be able to determine the appropriate exchange rate, enter the invoice date as the translation date.

## Activities

Enter the exchange rate directly (manually) in the document header. The system checks the difference between the exchange rate you entered and the exchange rate calculated by the system. This prevents errors in entries. For each company code, you can define the percentage difference tolerated between the exchange rates.

> You can define special tolerances for currencies with large fluctuations in value. These are not company code-specific. If the tolerance is exceeded, the system issues a warning.

You can also determine the exchange rate in each individual line item. To do this, specify the local and foreign currency amount in the line item. The system determines the exchange rate using your specifications. It also checks the difference between the exchange rate calculated and the exchange rate from the document header. The system issues a warning if the tolerance limits for the permitted exchange rate difference is exceeded.

When you post the document, the balance must be zero in both local and foreign currency. Rounding differences that arise on translation are processed automatically. The system adds differences to the first line item that has the corresponding +/- sign.

Accounting clerks can make user-specific settings: They can suppress fields for local or foreign currencies.

# Cross-Company Code Transactions

## Use

Several company codes are involved in a cross-company code transaction. In a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes.

Individual documents are linked by a common cross-company code number. The system generates line items automatically (receivables and payables arising between company codes) in order to balance the debits and credits in each document.

You may use only one company code for offsetting entries. That is to say, regardless of the number of company codes involved, you must make one of the following entries:

- Only one company code on the debit side and the rest on the credit side.

- Only one company code on the credit side and the rest on the debit side.

**Example from the G/L View:**

This supports for example, central procurement or central payment transactions. In central procurement, one company code makes purchases for several others, while in central payment transactions, one company code pays for the others.

In central purchasing, the invoice item is entered in one company code, and offsetting entries are made in different company codes. The system generates a separate document for each company code. These documents are marked as related by a shared transaction number.

**Example from the Vendor View:**

A vendor delivers equipment to one company code and other equipment to a second company code, but sends only one invoice for all the equipment to the first company code. You enter part of the expense and post the invoice to the vendor account in the first company code. When entering the invoice, you have to post part of the costs in the second company code. Before you post the cross-company code transaction, the system generates line items automatically (receivables and payables arising between company codes). If you enter a cross-company code transaction, the system posts a separate document with its own document number in each of the company codes. Although the document numbers are different, documents in both company codes have the same number for the cross-company code transaction, the same posting date, the same document date, and the same document type.

**Example from the Customer View:**

A customer buys a product from one company code and installation and service from another company code, but only receives one invoice for the product and installation from the first company code. The first company code sends and posts the invoice,

**Cross-Company Code Transactions**

while the second company code withdraws part of the revenue from the first company code.

Postings for clearing between the company codes involved are made automatically. These clearing entries identify the receivables or payables that arise between the company codes. Each company code-specific document states a zero balance.

# Prerequisites for Cross-Company Code Transactions

For cross-company code transactions, there are special prerequisites that must be fulfilled for invoices if:

- The receivables or payables are posted in a different company code to the one in which the revenue or expense (or costs) is posted

- The business transaction must be reported for tax purposes

In order to properly report the business transaction on the tax return, the company codes in this case must represent a single legal entity for tax purposes. This means that in the advance return for tax on sales/purchases, one company code represents all the other company codes. This is necessary because the system posts the taxes in the company codes in which the expense or revenue is posted, but the company code which receives or sends the invoice must create the tax return.

This restriction applies only to the type of business transaction described above. It does not apply when cross-company code transactions are only posted in the general ledger, or when payments are made across company codes for an invoice which was not posted across company codes.

# Clearing Accounts for Cross-Company Code Transactions

## Definition

Account that temporarily stores postings. Clearing accounts are auxiliary accounts that exist for technical reasons and which are repeatedly cleared. Possible reasons for posting to a clearing account:

- Time difference between business transactions (GR/IR clearing account)

- Organizational task distribution (bank clearing account)

- Business transactions requiring clarification

## Use
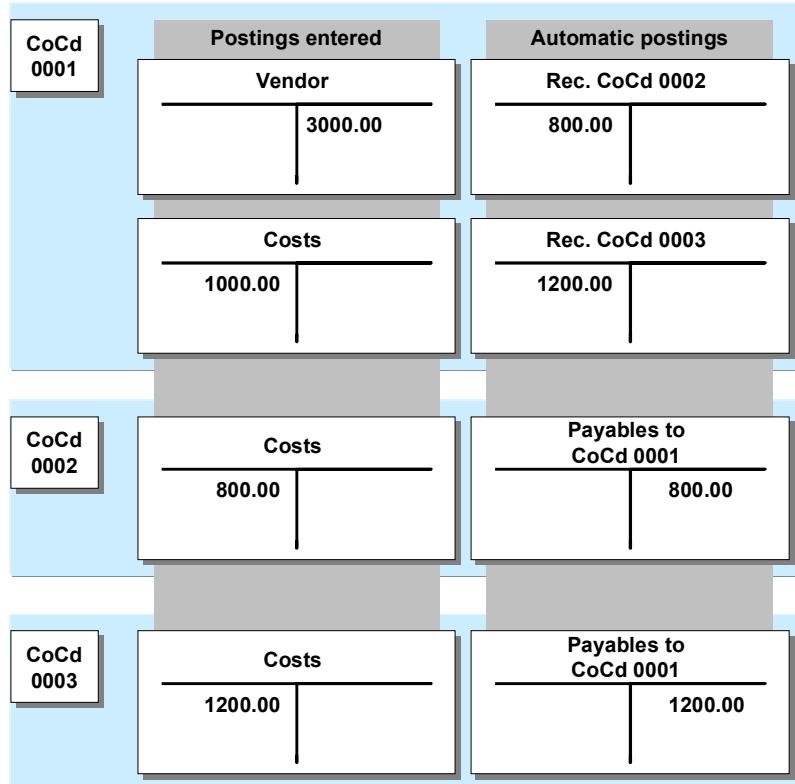
You create clearing accounts to display receivables and payables between individual company codes. You define which clearing accounts to use in the system settings. There are two ways to do this:

- You specify clearing accounts for each possible combination of company codes.

- You use one company code for clearing. This company code is always entered first during document entry. In this case, you enter the clearing accounts for each combination of this company code with the other company codes.

# Clearing Account for Cross-Company Code Transactions: Example

Company codes 0001, 0002, and 0003 purchase goods together. Company code 0001 is used as the clearing company code and is always entered first. The first item (invoice item) is therefore entered in company code 0001. Offsetting entries between the company codes have to be posted in company code 0001, as well as company codes 0002 and 0003. The following figure shows the manually entered items and the automatic clearing postings.

| CoCd 0001 | Postings entered | | Automatic postings | |
|---|---|---|---|---|
| | **Vendor** | | **Rec. CoCd 0002** | |
| | | 3000.00 | 800.00 | |
| | **Costs** | | **Rec. CoCd 0003** | |
| | 1000.00 | | 1200.00 | |
| CoCd 0002 | **Costs** | | **Payables to CoCd 0001** | |
| | 800.00 | | | 800.00 |
| CoCd 0003 | **Costs** | | **Payables to CoCd 0001** | |
| | 1200.00 | | | 1200.00 |

To enable the automatic postings to be made, you must enter the clearing accounts for every combination of company codes you require in the system. In this example - because it uses a single clearing company code - entries for the clearing accounts for four combinations of company codes are required:

- Company codes 0001 and 0002

- Company codes 0001 and 0003

- Company codes 0002 and 0001

- Company codes 0003 and 0001

# Displaying Cross-Company Code Transactions

## Procedure

To display a cross-company code transaction, proceed as follows:

1.  From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document → Cross-CC transaction → Display.*

2.  On the display screen, enter the number of the cross-company code transaction (for example, Machines).

3.  Choose *Enter*.

## Result

The system displays the cross-company code transaction.

From this screen, you can see that this transaction contains two or more separate documents from different company codes.

To display a line item, place the cursor on the line item and then select the line item.

# Changing Cross-Company Code Transactions

## Procedure

A cross-company code transaction contains several documents in various different company codes. To change a cross-company code transaction, proceed as follows:

1. Enter the number of the cross-company code transaction.

2. Change the document data in the same way as if the document was only assigned to one company code.

From the *General Ledger, Accounts Payable or Accounts Receivable* menu, select *Document →
Cross-cc transaction → Change.* You have two options:

- Enter a cross-company code posting number

- You can search for a cross-company code posting number

You can search for a cross-company code posting number as follows:

1. From the menu bar of the *Change Transaction: Initial Screen*, select *Transaction →  List.*

    On the next screen, you can search for cross-company code transactions using the posting date, document type, or a range of cross-company code transaction numbers.

2. Enter the criteria.

3. Choose *Program → Execute*.

To select a specific cross-company code transaction, enter the number of the relevant document.

## Result

From the screen *Display Transaction: Overview,* you can select a line item that you wish to change.

# Reversing Cross-Company Code Transactions

## Procedure

To reverse a cross-company code transaction, proceed as follows from the *General Ledger, Accounts Receivable or Accounts Payable* menu:

1. Choose *Document → Cross-CC transaction → Reverse*.

2. Enter the cross-company code number or the number of a single document from the transaction.

   You can now choose whether to reverse the whole transaction immediately or to display a list of all the documents from the transaction.

3. To display a list of all documents involved, select ENTER.

   To reverse the whole transaction directly, select *Cross-CC transaction → Post*. If one of the documents in the transaction cannot be reversed, the system displays a list of all the documents for selection.

4. Select those documents you wish to reverse.

5. Choose *Cross-CC transaction → Post*.

## Result

If it is possible, the system reverses the documents you selected. It then displays the numbers of the reverse documents it created.

# Paying by Payment Card

## Use

Payment card data is transferred to the Financial Accounting (FI) application component from the Sales and Distribution (SD) application component or from the SAP Retail industry solution via interfaces.

Payment card data is **not** entered or changed in the accounting document. When data is transferred from Sales and Distribution (SD) or SAP Retail, the system copies payment card information to the financial accounting document. Payment card data is transferred only to accounts receivable line items and to those G/L items that contain the receivables due to the payment card institute. Accounts payable line items are not affected.

## Integration

The payment card processing chain starts in the Sales and Distribution application component. The following business transactions are entered here:

- **Customer Order**

  You enter a customer order in Sales and Distribution (SD). You enter payment card master data (card number, card type, card category, validity and so on) at the same time. The payment card institute then carries out an (automatic or manual) authorization check on the payment card. The result of this check is then saved.

- **Delivery**

  You enter a delivery in shipping. Authorization is checked once more.

  - **Billing**

  When you bill orders, the system copies payment card data from the order to the bill.

  Once you have entered the bill, this data is transferred to Financial Accounting via an interface. Meanwhile, the system copies the payment card information, the amount, and the authorization data to the Financial Accounting document.

The payment card accounting data is billed to the payment card institute within Financial Accounting.

## Prerequisites

You must define the settings for payment cards in the *Sales and Distribution* section of the Implementation Guide (IMG). To do this, choose the *Billing* component. Here, you find the payment card settings.

Additional settings for payment cards can be made in the *Accounts Receivable and Accounts Payable* section of the IMG. Choose *Business Transactions → Payments with Payment Cards.*

# Posting Method

When you bill orders, the system copies payment card data from the order to the bill. There are two ways in which this process can take place:

1.  The accounts receivable items are retained in the document. The items in the resulting document are then displayed as follows:

    –   Customer receivables as debit items, already cleared

    –   Customer payments as credit items, already cleared

    –   Receivables due to the payment card institue as debit items, still open

    –   Revenue on the credit side of the account

    The system clears the customer line items automatically; No open item results. This prevents them from being selected during further evaluations or processing (open item lists, correspondence, dunning program, payment program).

2.  The accounts receivable items are not retained in the document. The first two line items listed under method 1 above therefore do not apply.

    In Customizing, you define whether you want the customer line item to be retained when data is transferred to the Financial Accounting document. To do this, choose the IMG activity *Define central settings for payment cards* to be found under *Accounts Receivable and Accounts Payable.*

# Line Item and Document Display

You can display the payment card data in the accounting document using document display and line item display.

To do this, choose *Extras → Payment card data* in document display mode.

When displaying line items, you should define a separate variant for payment card data which contains the fields you require for displaying this data. To do this, choose the special variant "with Credit Cards". To learn how to define variants, refer to the section "Displaying line items" in the document *FI - Document Posting.*

# Billing

## Use

Accounting data derived from payment cards is settled and transferred to a payment card institue using a settlement program.

This program selects the open items and reports them either to the payment card institue or to a particular service provider that can communicate with this institute. Communication takes place using a special technique (Remote Function Call) by which a C program is started that transmits data by means of a channel.

The settlement program creates a settlement document clears the open items, and creates open items on a cash clearing account. The cash clearing account is then cleared once the money has been credited to your account.

In the General Ledger, you need to create a G/L account for each payment card company or credit card type to which open items arising from sales with the appropriate payment card are posted. You create a cash clearing account for each G/L account.

You assign the appropriate cash clearing account to the G/L accounts in Customizing. To do this, choose the activity *Assign G/L account to cash clearing account*. This activity is found in the *Accounts Receivable and Accounts Payable* Implementation Guide (IMG).

You must also define a document type for the:

- Settlement document

- Document that is posted when you reset the cleared items in the G/L account, for example if the institute cannot bill a credit card.

You define the document types by choosing the IMG activity *Make central settings for payment cards* to be found under *Accounts Receivable and Accounts Payable.*

# Settlement

If you want a payment card company to carry out settlement, proceed as follows:

1. From the *Accounts Receivable* menu, choose *Periodic Processing* → *Payment cards* → *Settle*

2. Enter the company code and the G/L account from which the open items are to be selected.

   You can also select the line items according to the payment card company, the last digits of the documents or the merchant ID.

3. Enter the document type for the settlement document.

4. Execute the program.

The system receives the result of the settlement from a function module that documents the result (error message, refusal reasons) at line item level.

The system automatically reopens refused receivables (cleared items are reset) and can then be included in the dunning or payment program. Note however, that the system can only reset the items if the document contains the customer items. If not, the items need to be regenerated from the billing items.

You can view the settlement log. Choose *Periodic Processing* → *Payment cards* → *Display log* from the *Accounts Receivable* menu.

To delete obsolete logs (once 14 days have elapsed). Choose *Periodic Processing* → *Payment cards* → *Delete log* from the *Accounts Receivable* menu.

# Repeat Settlement

If for some reason the items to be settled cannot be transferred to the payment card company, you can restart the transfer process.

Note however, that you cannot start more than one repetition run at the same time for the same G/L account.

The log shows you whether transfer was successful, or whether it needs to be repeated.

To repeat the settlement run, from the *Accounts Receivable* menu, choose *Periodic Processing* → *Payment cards* → *Repeat settlement*.

# Resetting Cleared Items with Payment Card Information

## Use

You use this function to reset cleared items with payment card information

## Prerequisites

The settlement run for payment cards must have already taken place for the items to be reset. You can carry out the settlement run with *Payment card settlement.* This can be repeated with *Repeat payment card settlement*.

If you want to reset cleared items with payment card information before payment card settlement, this has to be done manually and in the following order:

1.  Reset cleared item

2.  Open original item

These functions are not directly supported because it is generally only necessary to reset as a result of failed settlement.

## Features

**Documents with payment card information**

Documents with payment card information (invoices, credit memos, for example) are cleared immediately against the G/L account of the Service Company. A clearing document is created immediately. If necessary, the clearing document can be reset with the function *Reset cleared items with payment card information* after successful payment card settlement.

The *Payment card settlement* function clears the open items in the service company's G/L account and settles these at the service company.

**Resetting clearing documents with payment card information**

The original clearing document (invoice, credit memo, and so on) that is also responsible for creating the open item in the service company's G/L account can be reset using this function. The resetting process is carried out in two steps. In the first step, you reset clearing of the original document. In the second step, a clearing document is posted that in turn clears an item of the original clearing document. Another open item is created (receivable or payable) and is posted to the bank clearing account.
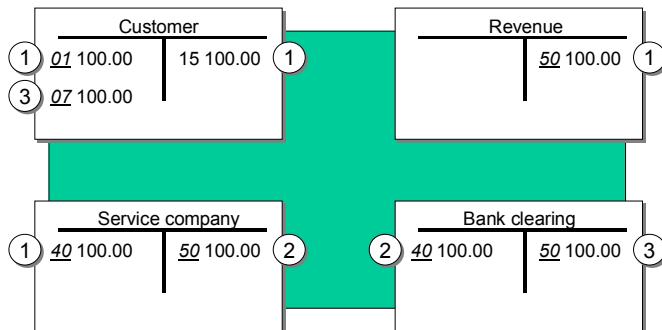
The following postings and account balances are provided as an illustration of the process. As such, the figures have been simplified and do not include tax postings, for example.

**Resetting Cleared Items with Payment Card Information**

### Resetting a cleared item with payment card information

| Document | Posting key | | Amount | Posting explanation | Description |
|---|---|---|---|---|---|
| 1 | 01 | | +100 | Customer | Invoice |
| | 50 | | -100 | Revenue | Original |
| | 40 | | +100 | Service company | clearing document |
| | 15 | | -100 | Customer | |
| 2 | 40 | | +100 | Bank clearing | Payment card |
| | 50 | | -100 | Service company | settlement |
| 3 | 07 | | +100 | Customer | Cancelation posting |
| | 50 | | -100 | Bank clearing | |

### Resetting a cleared item with payment card information



A new item is created in the customer account (1-07) after the original clearing document (document 1) with payment card information is reset. The resetting posting (3-07) clears the original clearing item (1-15). It is now no longer possible to settle the customer open item using a credit card. Instead, the item is handled in the same way as a standard customer receivable.

Resetting of cleared items with payment card information can be used for both cleared debit memos and credit memos. You can choose any batch input mode for the function *Reset cleared items with payment card information.* You can display settlement run logs either using a pushbutton or via *Environment → Display settlement run logs.*

# Clearing

## Purpose

The SAP System offers the following procedures for accounts with open item management [Page 508]:

- Posting with clearing [Page 511]

- Manual account clearing [Page 513]

## Integration

In one clearing transaction, you can process several accounts, different account types (G/L account, customer, vendor), and accounts from several company codes.

## Features

The clearing program [Page 505] carries out automatic clearing within the SAP System. However, all prerequisites for clearing [Page 507] open items in the SAP System must be fulfilled.

> Customer and vendor accounts are always managed on an open item basis. For G/L accounts, however, you have to set the open item management option in their master record yourself. Open item management is recommended for the following G/L accounts:
>
> – Check clearing accounts (bank clearing accounts)
>
> – Goods receipt/invoice receipt. (See the *Materials Management* documentation in the SAP Library for more information on these accounts.)
>
> – Payroll clearing accounts. (See the *Personnel Administration and Payroll* documentation in the SAP Library for more information on these accounts.)

During clearing, the system enters a clearing document number and the clearing date in these items. In this way, invoices in a vendor account are indicated as paid, and items in a bank clearing account are indicated as cleared.

## Constraints

The program does not clear special G/L transactions, or post any new documents. It therefore does not clear items if additional postings would be required.

> You have posted a vendor invoice. This item could be cleared with a credit memo. At the time of clearing, cash discount would have to be posted. Therefore, the clearing program cannot clear the item.

Items that require an additional posting are, for example:

- Items that contain cash discount. Cash discount would have to be posted for these items.

**Clearing**

- Items that were posted using the net procedure. Cash discount clearing would have to be posted for these items.

- Items that would require a withholding tax posting.

A posting would also be required if the items balance to zero in document currency, but not in the local currency or parallel currency (group or global company currency, and so on). Clearing could not be carried out in this case either.

# Clearing Functions in the General Ledger

## Use

You can use the following functions for clearing open items manually:

| Posting transaction | Example<br>Business transaction | Choose |
|---|---|---|
| Incoming payment | Credit memo for a check deposited at the bank | *Document entry → Incoming payment* |
| *Outgoing payment* | *Debit memo for an issued check* | *Document entry → Outgoing payment* |
| *Post with clearing* | *Clearing the GR/IR clearing account* | *Document entry → Post with clearing* |
| *Outgoing payment* | *Debit memo for an issued check* | *Document entry → Outgoing payment* |

The following information is based on the *Post with clearing* function. For entering posting data, there are different screens for different clearing functions. Processing open items is however the same for all clearing functions.

# Clearing Functions in Accounts Payable

## Use

You can use the following functions for clearing open items manually:

**Clearing Functions in Accounts Payable**

| Posting transaction | Example Business transaction | Choose |
|---|---|---|
| Outgoing payment | Debit memo | *Document entry → Outgoing payment → Post* |
| Outgoing payment with printed form | Immediate payment by check | *Document entry → Outgoing payment → Post + print forms* |
| Internal transfer posting | Invoice cleared due to a product defect | *Document entry → Others → Internal transfer posting → With clearing* |
| Incoming payment | Refund from your vendor, for example, annual quantity discount | *Document entry → Others → Incoming payment* |

The SAP System also supports the automatic entry of bank postings for outgoing payments by importing bank statement data using the *Electronic Bank Statement* function.

> For more information, see the *FI Treasury* and *FI Electronic Bank Statement* documentation.

> Selecting and activating down payment requests during clearing triggers the system to post a corresponding down payment. This saves you from having to enter the down payment manually, as well as from having to switch between two transactions to process incoming payments.

You can also pay a down payment request with a form (check) online.

Down payment requests are reset in the same manner as other documents by using the reversal function.

# Clearing Functions in Accounts Receivable

## Use

The following functions are available for manually clearing items:

| Posting transaction | Example Business transaction | Choose |
|---|---|---|
| Incoming payment | Customer payment | *Document entry → Incoming payment or Payment fast entry* |
| Outgoing payment | Debit memo procedure Cash payments | *Document entry → Other →Outgoing payment → Post* |
| Outgoing payment with printed form | Immediate payment by check | *Document entry → Other → Outgoing payment → Post + print forms* |
| Internal transfer posting | Invoice posted as credit memo due to a product defect | *Document entry → Others → Internal transfer posting → With clearing* |
| Online check printing | Automatically generated check damaged during print | *Document → More functions → Print payment forms* |

The system also provides the following additional functions for automatically posting incoming/outgoing payments and clearing open items.

## Features

**Automatic Functions for Posting Incoming and Outgoing Payments**

| Example Business transaction | Procedure Country | Choose |
|---|---|---|
| Customer payments | POR Switzerland | *Periodic processing → Reporting → General* |
| | Lockbox USA | *Periodic processing → Reporting → General* |
| | Check deposit transaction with check posting and generation of a check deposit list for the bank | Cash Management menu *Input → Check deposit* |

**Clearing Functions in Accounts Receivable**

| Incoming, outgoing payments | Electronic account statement with Multicash | Cash Management menu with *Acct statement → Electr. acct statement* |
|---|---|---|

See the *FI Electronic Bank Statement and FI Treasury* documentation for more information on these automatic functions.



Selecting and activating down payment requests during clearing triggers the system to post a corresponding down payment. This saves you from having to enter the down payment manually, as well as from having to switch between two transactions to process incoming payments.
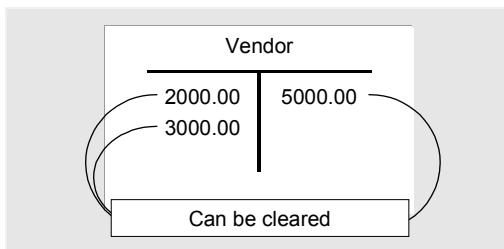
You can also pay a down payment request with a form (check) online.

Down payment requests are reset in the same manner as other documents by using the reversal function.

# The Clearing Program

## Use

You can use the clearing program to clear open items from customer, vendor, and G/L accounts. This program uses predefined criteria to group together open items per account. If the balance of the group of open items equals zero in local, foreign, and where applicable, the parallel currency, the items are marked as cleared.



The clearing program has particular advantages over manual account clearing [Page 513] for clearing general ledger clearing accounts.

## Features

During clearing, the program enters a clearing document number and a clearing date in the line items. It uses the document number and posting date from the most recent document (with the highest document number) that is part of the clearing process.

The program groups together those items from an account that have the same:

- Business area

- Trading partner ID

- Reconciliation account number

- Currency in which the general ledger is updated

- Up to four criteria that you define

You can specify criteria for each account type based on a single account or an interval of accounts. You use these criteria to restrict the number of items that are considered together. This ensures that only those items that are based on a specific business transaction are cleared together.

For more information on grouping open items, see Open Item Management [Page 508]

You want to clear the open items in the GR/IR clearing account automatically. In addition to the criteria predefined by the system, you set a criterion for the purchase order number. This criterion ensures that only goods receipt items and invoice items that belong to each other are cleared together.

**The Clearing Program**

# Prerequisites for Clearing

The following prerequisites must be fulfilled in order for open items to be cleared:

- The accounts must be managed on an open item basis [Page 508].

- The accounts that can be cleared automatically must be defined in Customizing for *Financial Accounting*.

- The items to be cleared cannot trigger a posting, for example, cash discounts or exchange rate differences.

- The items cannot be special G/L transactions. You use special functions to clear these items. For more information about clearing special G/L transactions, see Special G/L Transactions: Down Payments and Payment Guarantees [Page 688]

# Open Item Management

## Definiton

Specification that items in an account have to be cleared by other items in the account.

The total of the items involved in the clearing transaction must be zero. The account balance is therefore always the total of the open items.

## Structure

Customer and vendor accounts are always managed in this way. This allows you to monitor your outstanding receivables and payables at any time. You have to define open item management for G/L accounts in the master record.



> You would set this option, for example, for bank subaccounts and clearing accounts in order to be able to track whether the business transactions posted to these accounts are closed yet.

### Grouping Open Items

The program groups together those items from an account that have the same:

- Business area

- Trading partner ID

- Reconciliation account number

- Currency in which the general ledger is updated

In addition to the criteria predefined by the system, you can define up to four other criteria to group open items for clearing. To do this, enter the following when configuring the clearing program:

- Account type

- Account number or number interval

- Two additional criteria

| AcctTyp | Acct No.1 | Acct No.2 | Crit1 | Crit2 | Crit3 | Crit4 |
|---------|-----------|-----------|-------|-------|-------|-------|
| S | 191000 | 191100 | EBELN | | | |
| . . . | . . . | . . . | . . . | | | |

You can enter fields from tables BSEG or BKPF as criteria. If possible, you should select fields that are also contained in tables BSIS (G/L accounts), BSID (customer accounts), or BSIK (vendor accounts).

# Integration

Open item management ensures that all items that have not yet been cleared are available in the system. You can only archive a document after all the open items have been cleared.

| | |
|---|---|
| **Customer** | 12300 |
| **Company code** | 0001 |

**Incoming payment**                              0100000843 - 002
**Amount**        5,000.00      DM
**Tax code**

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Bus. area**                    **Part. BA**
                                 **Disc. amt**       0.00         DM

**BaselineDte** 10.05.1999
**Pymt block**                                              /        /
**Pymt method**

**Clearing**      10.05.1999 / 0100000843   **Pymt amt**   5,000.00      DM
**Assignment**   19910510                   **Fin. budget**       0

You can see whether an item has been cleared in the line item display or document display. In the line item display, the last three digits of the clearing document number are displayed if you choose the standard line layout variant.

The clearing document [Page 525] also tells you how items were cleared.

# Selection Criteria for Running the Program

## Use

For the program run, you specify which accounts should be cleared in which company codes. You can specify individual accounts or intervals of account numbers. You can restrict the selection of open items even more by specifying a fiscal year.

If you do not enter any parameters, the entire dataset is selected. You should therefore always specify company codes and accounts.

To avoid having to enter the parameters repeatedly for every program run, you can store your specifications in variants. A variant consists of a complete group of clearing parameters that you save and call up together.

# Posting with Clearing
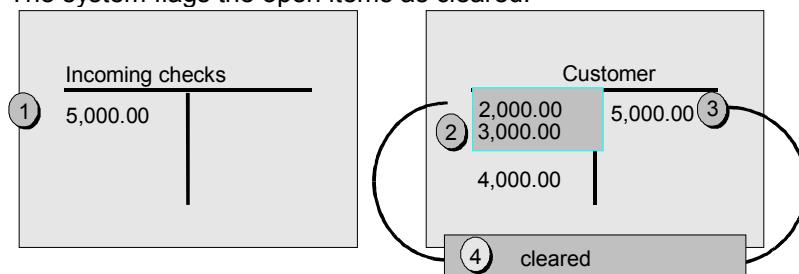
## Use

Using the posting with clearing function, you enter document line items and then select the open items to be cleared. Once you have fulfilled all the prerequisites for clearing [Page 507], the system clears the open items. The system generates one or more offsetting postings for the open items to be cleared.

The following example is reflected in the figure below.

1) A customer pays several receivables amounting to 5,000 USD by check. You enter the amount in the incoming checks account.

2) To clear the receivables on the customer account, you choose the open items and complete the document entry transaction.

3) The amount you enter and the items you select must balance to zero. The system automatically posts the incoming payment to the customer account.

4) The system flags the open items as cleared.
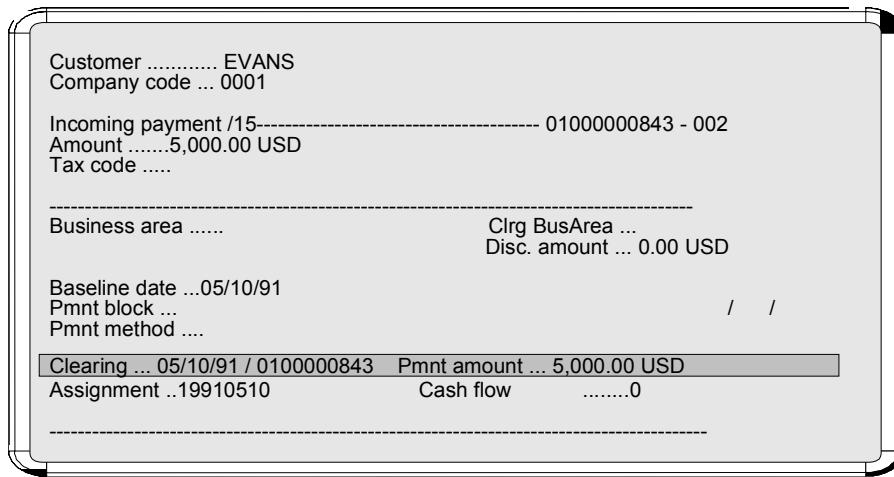


All four steps are performed in **one** procedure.

## Features

In the clearing transaction, the system generates a clearing document [Page 525] that consists of the items you entered manually, and the offsetting entries it created automatically to balance the document to zero. The document then balances to zero.

The system then flags these items as cleared. It enters a clearing document number and the clearing date in the cleared document items. These are the selected items and the items for the offsetting posting. The clearing date is usually the posting date. If however, the items you select for clearing have a posting date that comes after the posting date of the clearing document, the system uses the most recent posting date as the clearing date. The following illustration shows the item that the system posted automatically in the above example. The item is cleared, and the corresponding document line item contains the clearing data.

**Posting with Clearing**

```
Customer ............ EVANS
Company code ... 0001

Incoming payment /15------------------------------------ 01000000843 - 002
Amount .......5,000.00 USD
Tax code .....

----------------------------------------------------------------------------------------
Business area ......                          Clrg BusArea ...
                                             Disc. amount ... 0.00 USD

Baseline date ...05/10/91
Pmnt block ...                                                         /     /
Pmnt method ....

Clearing ... 05/10/91 / 0100000843    Pmnt amount ... 5,000.00 USD
Assignment ..19910510           Cash flow         ........0

----------------------------------------------------------------------------------------
```

There are three functions you can choose from for posting with clearing. You can use a basic function for any type of business transaction in which items need to be posted and cleared simultaneously. The two other functions are specially designed for incoming and outgoing payments.

　　　　　➡

Some special G/L transactions, such as bills of exchange, are cleared using special functions. For more information about special G/L transactions, see Special G/L Transactions: Down Payments and Payment Guarantees [Page 688] and Special G/L Transactions: Bills of Exchange [Ext.].

## Activities

You can:

- Clear several accounts and account types

- Clear items in any currency

- Clear items and post any differences

- Clear items and enter any number of line items (for example, bank charges)

　　　　　➡

You can also carry out posting with clearing and account clearing automatically using the payment program. Usually, you run the payment program to pay vendor invoices. However, you can also use the payment program if you and your customers have agreed on a debit memo procedure (collection or direct debit procedure).

# Manual Account Clearing

## Use

In this clearing procedure, you manually select open items that balance to zero from an account.
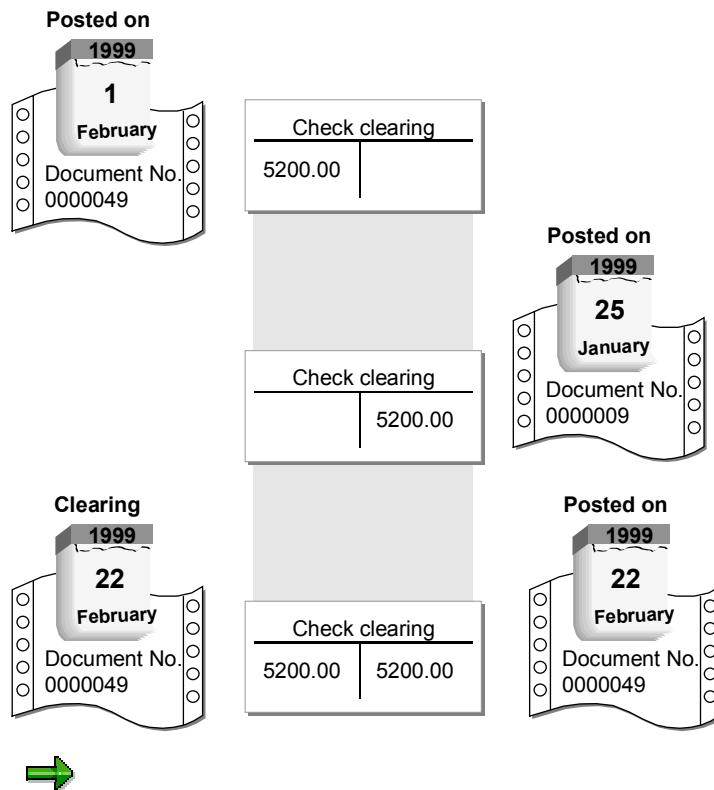
## Prerequisites

You generally use the payment program to clear invoices. This enables you to use automatic clearing [Page 577] instead of having to clear the items manually. The following are examples of situations where you would carry out clearing manually:

- For bank subaccounts and clearing accounts
- Where you have agreed a debit memo procedure
- If your vendor is making a refund

## Features
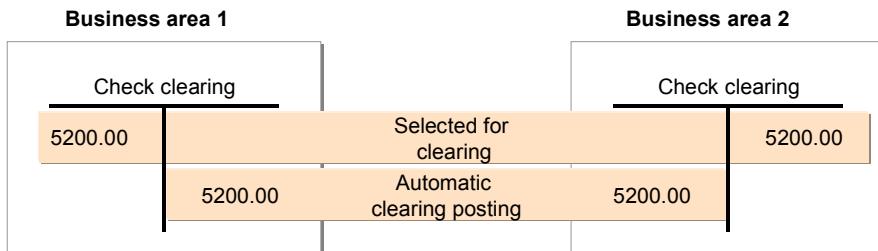
The system then marks the items selected as cleared. It enters a clearing document number and the clearing date in the document items. The clearing date can be the current date or a date that you enter manually. The clearing document number is the number of the most recent document involved in the clearing transaction.



If no additional postings are necessary to clear an account, the system generates a clearing document [Page 525]. However, the system might have to make clearing

**Manual Account Clearing**

postings if line items from different business areas are part of the clearing
transaction, for example. In this case, the system creates a document [Page 353].
The number of this document is entered in all cleared items.

**Business area 1**                                          **Business area 2**

| Check clearing | | | | | Check clearing |
|---|---|---|---|---|---|
| 5200.00 | | Selected for clearing | | | 5200.00 |
| | 5200.00 | Automatic clearing posting | 5200.00 | | |

# Running the Clearing Program

## Procedure

To execute the clearing program from the *General Ledger*, *Accounts Payable,* or *Accounts Receivable* menu:

1. Choose *Periodic processing* → *Automatic clearing*.

   The initial screen for entering parameters for clearing appears *(Automatic Clearing with/without Definition of Clearing Currency)*.

2. Specify the accounts you want to clear, select the lists you want the program to generate under *Output control*, and specify whether the program should clear the items.

   If you select the parameter *Test run* (default), the system outputs a list of the items to be cleared. Clearing is only carried out however, if you have not selected the field *Test run*.

3. Choose *Program* → *Execute, Execute and print,* or *Execute in background*.

## Result

Clearing is carried out as long as you have not selected the test run parameter.

The system outputs lists that evaluate the clearing transaction:

- A line item list, which can be output in either short form or detailed form.

- Additional log. This contains information about the line items that were not selected, and any system messages about the account types for which no items were selected.

You can print the lists by choosing *List* → *Print*.

# Clearing Transactions

## Definition

A transaction that requires an item to be cleared.

The standard system contains a clearing transaction for each clearing function that creates documents. The clearing transactions are:

- Incoming payment

- Outgoing payment

- Transfer posting with clearing

## Use

The following overview lists the clearing transactions in the standard system and the functions used to post them.



To clear items against an incoming payment, you would use the *Incoming payment* clearing transaction. If you make a payment to a vendor, you would use the *Outgoing payment* clearing transaction.

There are two separate functions specially designed for each of these clearing transactions: Incoming payment and outgoing payment. Special screens are used for these functions. This makes processing open items much simpler. The fast entry function enables you to enter payment lots quickly. This function uses the posting key defined for the incoming payment clearing transaction.
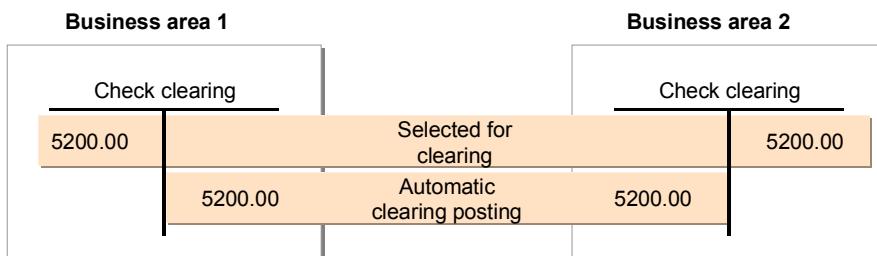
# Transaction for Account Clearing

## Use

Normally you use the account clearing function without creating a posting. However, the system may have to automatically make transfer postings in some cases. This is necessary for example, if you are clearing in several business areas, since you have to carry out clearing between the individual business areas.

> You want to clear items in a clearing account.  The items assigned were posted to different business areas.  When clearing the items, the system has to generate a document since it has to generate a clearing posting for each business area.

| Business area 1 | | | Business area 2 |
| --- | --- | --- | --- |
| Check clearing | | | Check clearing |
| 5200.00 | Selected for clearing | | 5200.00 |
| | 5200.00 Automatic clearing posting | 5200.00 | |

## Features

The standard system contains a standard document type for all account types (see table below). If the system has to generate documents for account clearing, it assigns them a number from the number range for this document type.

**Standard Document Types for the Account Clearing Function**

| Account type | Document type | Description |
| --- | --- | --- |
| D | AB | General document |
| K | AB | General document |
| S | AB | General document |

If you do not use the standard document type in your system, or you have deleted it, you have to specify one of your own document types. If a valid document type is not specified for clearing between business areas, the system cannot clear the items between the different business areas specified on the debit and credit sides.

You can prevent the system generating offsetting postings automatically.  This is useful if you have configured your system such that different business areas are not affected by clearing.

*Transfer posting with clearing* is the transaction for account clearing in the standard system. You cannot use any other transaction for account clearing. You can, however, make changes to the transfer posting with clearing transaction.

**Transaction for Account Clearing**

# Activities

Enter the following details:

- Account

- Account type

- Clearing currency

- Clearing date

- Special G/L indicator (if required)

All the information that is required if clearing postings are generated is defined in the system. This includes the document type [Page 362] and the posting key [Page 442]. You specify both for the transfer posting with clearing transaction.

For more information, see Defining Clearing Transactions [Page 523].

# Transactions for Posting with Clearing

## Use

The following overview lists the clearing transactions in the standard system and the functions used to post them.

| | Clearing functions | | | |
| --- | --- | --- | --- | --- |
| Clearing transactions | General clearing function | Incoming payment | Outgoing payment | Account clearing |
| Incoming payment | | X | | |
| Outgoing payment | X | | X | |
| Transfer posting | X | | | X |
| Self-defined | X | | | |

The system has to make clearing postings for each transaction except account clearing (see Account Clearing [Page 513] and Posting with Clearing [Page 511]). To do this, it requires posting keys for the corresponding clearing procedure.

In the standard system, the posting keys required are already defined for these transactions. You will have to change the standard settings or make new settings if:

- You change the **posting keys** delivered with the standard system, or you do not want to use the predefined posting keys. You then have to overwrite the defined posting keys for the clearing transaction with your keys.

- You want to change the **name** of the transaction. In this case, simply enter a new name for the clearing transaction.

- You require **more transactions**. You must define these transactions.

The following figure shows the transaction selection options in the general clearing functions and the clearing transactions that are defined in the system.

**Transactions for Posting with Clearing**

| | | | |
|---|---|---|---|
| **Document date** | ? | **Doc.type** ? | **Company code** 0001 |
| **Posting date** | 10.05.1999 | **Period** 5 | **Currency/rate** USD |
| **Document No.** | | | **Translation date** |
| **Reference** | | | |
| **Doc. Header text** | | | |

② **Trans. To be processe**

Clearing transaction        Name

AUSGZAHL          Outgoing payment  ①
EINGZAHL           Incoming payment
UMBUCHUNG      Transfer posting with clearing
_                          _
_                          _
_                          _
_                          _
_                          _
_                          _
_                          _

_

☐ **Outgoing payment**
☐ **Incoming payment**
☐ **Transfer posting**

**PstKy** ☐    **Acct** ☐

## Posting Keys for Clearing Transactions

For each transaction, the following posting keys are specified for debit and credit postings depending on the account type:

• Customer and vendor accounts are assigned posting keys for the clearing posting, the residual item balance, and special G/L transactions.

• G/L accounts are assigned only a debit and credit posting key. No further distinction is made for the posting keys for G/L accounts.

If you define your own transactions, you should maintain all posting keys for each account type. Using the incoming payment transaction, the following illustration shows why this is necessary:

```
 Posting keys for EINGZAHL  - Incoming payment


 Customers---------Debit----------------Credit-----------
 Clearing posting        08  Payment clearing      15  Incoming payment
 Residual item balance  06  Payment difference    16  Payment difference
 Special G/L transac.    09  Special G/L            39  Special G/L credit

 Vendors     ---------Debit----------------Credit-----------
 Clearing posting        28  Payment clearing      35  Incoming payment
 Residual item bal.      26  Payment difference    36  Payment difference
 Special G/L transactio. 29  Special G/L            39  Special G/L

 G/L accounts--------Debit----------------Credit-----------
                         40  Debit posting          50  Credit posting
```

When you post an incoming payment, the system requires a posting key to generate the offsetting entry for the open items selected. To generate this offsetting entry, it uses the customer credit posting key that is specified for the clearing posting. All the other posting keys are used for special situations that may occur when posting an incoming payment:

- The customer debit posting key specified for the clearing posting is required if an incoming payment is posted across different business areas. If you select, for example, an invoice and a credit memo from different business areas for the clearing transaction, the system has to make a debit posting to clear the credit memo as well as a credit posting to clear the invoice.

- Vendor posting keys are required so that offsetting entries can be made to the vendor account when open items are cleared between a customer and vendor.

- Posting keys are required for special G/L transactions (for example, down payments) if you want to clear, for example, an invoice and a down payment in a single clearing transaction.

The system can also deal with payment differences when you post and clear items, but requires a posting key to do this. You can treat payment differences as follows:

- You can post the payment as a **partial payment**. The system does not mark the open items you selected as cleared. The partial payment is posted to the customer account with an invoice reference. This enables you to link the invoice to the partial payment at any time.  For partial payments, the system uses the posting keys you define for clearing open items. The posting key defined in the standard system for customer partial payments is posting key "15".

- You post the remaining receivable to the customer account as a **residual item**.  The original receivable is cleared automatically.  To post the residual item, the system uses the posting keys specified for the residual item balance.

The posting keys you specify for the *Transfer posting with clearing* transaction are used for the general clearing function and, if the system has to make internal transfer postings, for the account clearing function as well.

The payment program and the special functions for outgoing and incoming payments use the posting keys defined for the incoming payment and outgoing payment transactions.

You cannot delete these transactions.

Posting keys for the invoice and credit memo fast entry function are defined separately in the system.

# Self-Defined Clearing Transactions

## Use

In addition to the incoming and outgoing payment functions, the system offers a general clearing function that you can use for posting with clearing. You can use it to post any clearing transaction. After you have called up the function, select the required transaction.

| | | |
|---|---|---|
| **Document date** `?` | **Doc.type** `?` | **Company code** `0001` |
| **Posting date** `10.05.1999` | **Period** `5` | **Currency/Rate** `DM` |
| **Document No.** | | **Translation date** |
| **Reference** | | **Cross-co. No.** |
| **Doc. Header text** | | |

**Transaction to be processed**‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐‐

☐ **Outgoing payment**
☐ **Incoming payment**
☐ **Transfer posting with clearing**

**PostKy** | **Acct** | **Sp.G/L**

You can define your own clearing transactions for this general function.  This provides your accounting clerks with clearing transactions specifically designed for the business transactions to be posted.

This simplifies the transaction.

# Changing Clearing Transactions

## Use

You can change the clearing transactions that are delivered with the standard system. The functions for incoming and outgoing payments and the function for account clearing are each assigned to a separate clearing transaction. If your company requires additional transactions, you can define them for the general clearing function.

## Activities

To do this, you have to maintain the posting keys and the texts that are displayed for choosing the transactions on the initial screen of the general clearing function.

> You cannot delete the transactions that are delivered with the standard system. You can only delete the transactions that you define.

For more information on how to create or change clearing transactions, see the *Define Posting Keys for Clearing* activity in the *Financial Accounting* Implementation Guide [Page 24].

# Clearing Postings

## Use

When you are clearing open items, the system automatically generates the required clearing postings.

## Features

Clearing postings contain all information required to update transaction figures, commitments, and account balances. Separate clearing postings can be generated for each of the different company codes, business areas, accounts, or trading partners.

You can also distinguish clearing postings by other criteria such as the assignment, the reference number, or a contract number, and at the same time transfer their account assignments to the clearing items.

You can define special cross-client rules for classifying clearing entries in this manner. These rules are called **clearing rules**. For each clearing rule, you choose the fields you require as criteria for classifying the clearing entries.

The clearing rules are assigned on the client/account type level. You can therefore select different classifications for customers, vendors, and G/L accounts.

## Activities

Use transaction OBIA to define all the clearing rules that you want to use in the system. After defining the rules, use transaction OBIB to assign them to account types.



> You can enter a text in each clearing transaction (account maintenance, incoming payment, outgoing payment). This text is copied to every clearing entry that is created when you clear the open items.

# Clearing Document

## Definition

Document that is generated automatically for each company code involved in clearing. A clearing document is generated in the following situations:

- Zero clearing [Ext.]
- After running the clearing program

## Structure

The document header is generated automatically; the system displays an indicator that there is a clearing document in place of the line item.

## Integration

If clearing is carried out using a transaction for which no document type is defined, for example, customer clearing, a default document type is used for the document header. This is the same document type that is used when transfer postings are required for clearing, for example, because of different business areas in the items.

You define this document type under the clearing transaction *Transfer Posting* in Customizing. To do this, see the activity *Define Posting Keys for Clearing* in Customizing for *Financial Accounting*. See also: Configuring the System Using the Implementation Guide [Page 24]
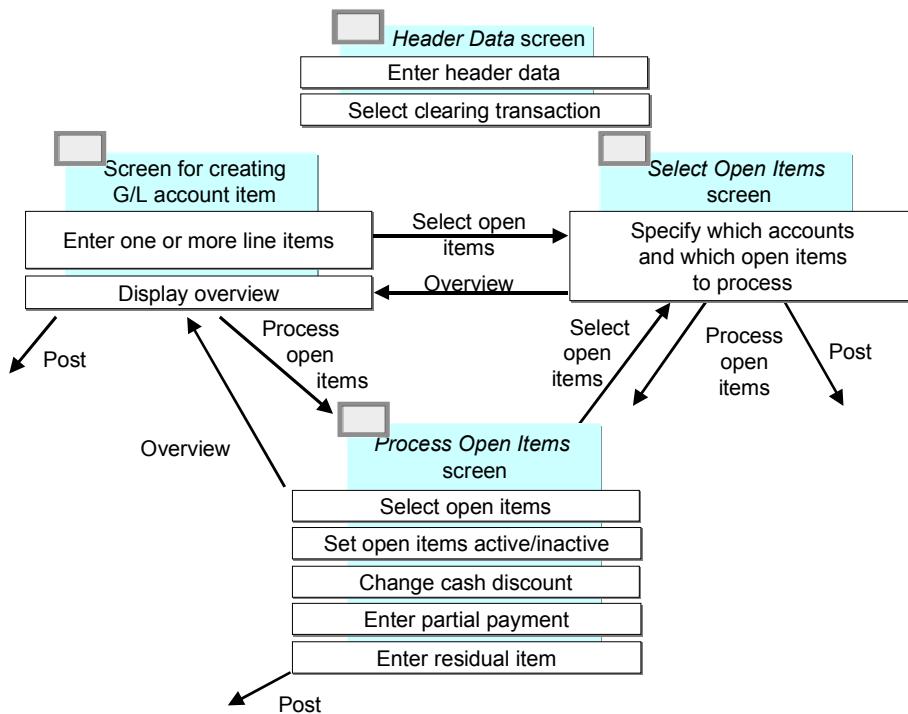
# The Clearing Process

## Purpose

See **Clearing [Page 499]**

## Process Flow

This illustration shows the various screens that are displayed when posting and clearing items.



The process of clearing open items includes:

- Entering the document header for clearing transactions [Page 528]

- Selecting a clearing transaction

- Entering line items [Page 529] (optional)

- Selecting open items [Page 530] to be cleared

- Processing open items [Page 540]

- Posting the clearing document

The system generates a clearing document that consists of:

- A document header

- Line items you entered

- Line items the system generated for clearing the selected and activated items

- Other line items generated automatically, for example, cash discounts, tax adjustments, or gains/losses from exchange rate differences

## Result

The system enters the clearing date and clearing document number in the open items to be cleared, as well as in the line items it creates to clear the open items.

After you enter a document header and select a clearing transaction, you can carry out these steps in any order. You can alternate between these screens.

# Entering Document Headers for Clearing Transactions

## Procedure

To enter a document header for a clearing transaction, proceed as follows:

1. Choose *Document entry → Other → Internal transfer posting → With clearing* from the *Accounts Payable* or *Accounts Receivable* menu.
   To clear items in G/L accounts, choose *Document entry → Post with clearing* from the *General Ledger* menu.

   The screen for entering the document header data appears.

2. Enter data as required. Enter at least the document date, company code, and currency for the document header.

3. Select one of the following clearing transactions:

   - Incoming payment

   - Outgoing payment

   - Credit memo

   - Transfer posting with clearing

4. Select the open items to be cleared.

# Entering Line Items

## Use

You can enter one or more line items.

## Procedure

Once you have entered the posting key and account at the bottom of the screen, you can enter the line items as you normally would.

# Selecting Open Items

## Use

You can select which open items the system should process. Usually, you display the chosen line items, process them, and then clear them. However, you may also choose the open items and clear them without displaying them first.

## Procedure

1. Select *Edit → Choose open items*.

2. The screen for selecting open items appears.

3. On this screen, you can select the following options:

- **Account and Account type**

    This entry is required if you are not selecting a specific document. If you want to post payments for open items from several accounts, you can also specify a worklist in the *Account* field.

    To use worklists, you have to set this option via *Environment → User parameters → Editing options* from the *Accounts Payable, Accounts Receivable, or General Ledger* menu. You can create the worklists yourself. To do this, choose *Environment → Current settings → Maintain worklists for processing open items.* If you want to be able to manually process payments for several company codes together, you have to define this in the Implementation Guide [Page 24] for *Accounts Receivable and Accounts Payable*.

- **Normal OI (standard open items)**

    Standard open items are all open items not posted with special G/L indicators. You must select standard open items and/or open items from specific special G/L transactions for the clearing transaction.

- **Special G/L ind.**

    A special G/L indicator designates items posted to special G/L accounts. If you want to display open items posted to special G/L accounts, enter the appropriate special G/L indicators, for example, A for down payments.

- **Payment advice note number**

    You can enter the number of the payment advice note here. Only those open items that are listed in the payment advice note are displayed for processing. Additional selection criteria are then ignored.

    The system automatically creates residual items and payments on account if differences arise between the payment advice note and the open items.

    If you specify a payment advice note number, you do not have to enter the customer or vendor account number. The account number is automatically transferred from the payment advice note. If, however, you manage a lot of payment advice notes in the system, you may want to enter the account number to speed up the system processing time.

- **Other accounts**

  To clear line items of more than one account, select this field and then enter the accounts on the next screen.

- **Distribute by age**

  The system distributes the clearing amount entered so that the open items with the greatest number of days in arrears are cleared first.

  **See also:**

  Distributing the Clearing Amount by Age [Page 556]

- **Automatic search**

  The system attempts to find open items that correspond to the clearing amount entered or are closest to it.

- **Additional selection**

  You can even choose specific types of open items to be cleared. For example, you can choose open items by document number or open items within a range of amounts. You can use this option if you want to process accounts with several open items.

# Result

After you have selected open items for clearing, you can either display them and process them, or simply process specific open items.

If you want to display net amounts in the open item list, you need to set this option.

To do this, choose *Settings → Editing options,* and then *Goto → Open items*, and set the *Display net amounts* indicator.

# Searching for Open Items

## Use

After you have entered an account with open items, you can search for specific open items to be cleared.

On the screen for selecting open items, you can search for specific open items to be cleared using the following additional selection fields:

- *Gross amount*
- *Document number*
- *Posting date*
- Other fields depending on the system configuration

## Procedure

To search for open items using the additional selection criteria, proceed as follows:

1. Choose one of these fields, such as *Posting date*, then choose *Execute*.

   The screen for entering selection criteria appears.

2. Enter one or more single values or ranges within the selection, such as **01/01/1993** through **01/31/1993** for a range of posting dates.

3. To search for specific open items by other criteria (optional), choose *Edit* → *Select more*.

4. Repeat steps 1 and 2 for the other selection criteria.

5. After you enter your selection criteria, you have the following options:

   – Display the list of open items by choosing *Goto* → *Open items*.

   – Display the clearing document header and the items entered so far by choosing *Goto* → *Doc.* Overview.

   – Post the clearing document by choosing *Document* → *Post*

# Clearing Between a Customer and Vendor

## Use

If you select a customer who is also a vendor when processing a clearing transaction, such as an incoming/outgoing payment or account maintenance, the system also selects the open vendor items automatically, provided that:

- The vendor number was entered in the customer master record and

- The *Clearing with vendor* indicator has been set.

The same rule applies if you select a vendor that is also a customer during a clearing transaction.

> When you are clearing items, the system checks the authorizations for the customer account as well as the vendor account.

# Fast Assignment of Open Items (R/3)

## Use

The function for the fast assignment of open items allows you to assign a small quantity of open items quickly and intuitively. You can also use this function to request missing information about assignments from your business partners via the Internet.

## Integration

This function is available in *Accounts Receivable (FI-AR).*

## Prerequisites

In order to send open items to your business partners via the Internet, you must maintain the base configuration for sending Internet mails and receiving internal mails.  For more information, see SAP Internet-Mail-Gateway [Ext.]

## Features

### Assigning Items

The open items to be assigned are displayed on a screen in two areas, *Debit* and *Credit*. You can assign items by simply selecting them.  You can assign several debit items to one credit item, or vice versa.  If you want to select several items, hold the `SHIFT` key down while making your selection. Completed assignments are then transferred to a third screen area, *Assigned items*.  Once the assignments have been completed, they can be used for clearing.

### Requesting Assignment via the Internet

If information for individual assignments is missing, you can send the list of open items to your business partner by e-mail so that they can carry out the assignment.  To do this, choose *Edit →  Send mail.*

## Activities

From the SAP Easy Access menu, choose *Accounting →  Financial accounting →  Accounts receivable →  Account →  Assignment →  Assign open items.*

# Assigning Open Items via the Internet

## Use

If information is missing for the assignment of open items, you can use the Internet to obtain this information directly from your external business partners. To do this, you provide your business partners with access to the appropriate information via the Internet. The external business partner assigns the open items and then sends you this proposal.  Your accounting clerk can then process the proposed assignment. In this way, you simplify and accelerate the clearing process.

## Purpose

You can set this Internet service in the *Accounts Receivable* component *(FI-AR)*.

## Prerequisites

Define an Internet accounting clerk in the customer master record.
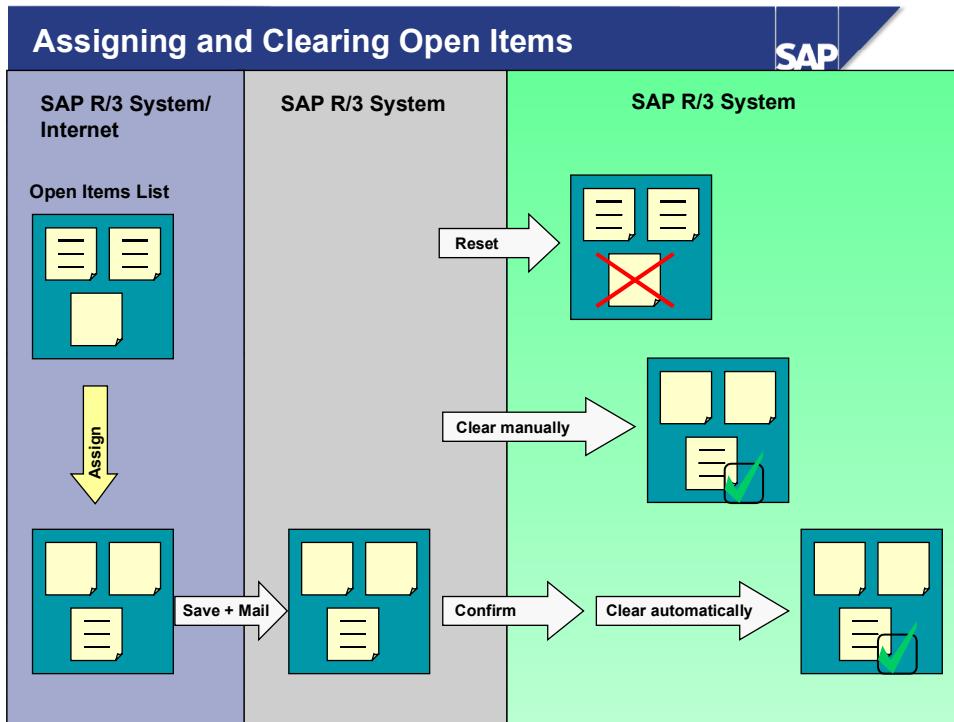
You must also make the following settings in Customizing for *Accounts Receivable and Accounts Payable*:

- Maintain users and accounts for Internet services

- Maintain standard texts for mails to accounting clerks

You must also maintain the base configuration for sending Internet mails and receiving internal mails.  For more information, see SAP Internet-Mail-Gateway [Ext.]

**Assigning Open Items via the Internet**

## Process Flow



The assignment of open items via the Internet can proceed as follows:

1.  You send your business partner a mail with a link to an Internet service for assigning open items. The business partner logs on, and the assignment screen appears with an overview list split according to debit and credit items.

2.  Your business partner assigns the items simply by selecting them.  The system displays the assignments carried out in a separate screen area.

3.  When the assignments are complete, the business partner saves the list.  This is then sent back to you with a mail.

## Result

You can use the list of proposed assignments for further processing in the SAP System.  The customer accounting clerk responsible has the following options:

*   He can display the assignments and use them for **manual clearing**.

*   He can display the assignments and confirm them if he wants to use them for **automatic clearing**.  He can only trigger automatic clearing - possibly by another accounting clerk - once he has made this confirmation.

*   He can display the proposed assignments.  If he does **not** want to use them, he can reset them.  He should then notify the accounting clerk/customer whose proposals were rejected by mail.

# Assigning Open Items via the Internet

## Use

If your business partner has encountered problems assigning your open items, he can use this function to request that you assign the items yourself.

## Prerequisites

Your business partner has given you a user and password.  You have also been given access to the Internet service *Assignment of open items.*

## Procedure

1.  Follow the link to the Internet service.

2.  Log on with your user and password.

3.  Select an account if necessary.

4.  Assign the items by selecting a debit and a credit item.  If you choose *Assign*, the assignment is transferred to the lower screen area, *Assigned items*. You can assign several credit items to one debit item, or vice versa.

    If you want to reset an assignment, select it and then choose *Reset*.

5.  When you have made all the assignments, save your entries.  The list is then sent to your business partner automatically.

## Result

Your business partner receives your assignments per e-mail and can copy them into his R/3 System.

# Editing Internet Assignments in the SAP System

## Use

You asked your business partner to assign his open items.  He has now provided you with a list of the assignments.

## Prerequisites

You must also maintain the base configuration for sending Internet mails and receiving internal mails.  For more information, see SAP Internet-Mail-Gateway [Ext.]

## Procedure

1.  To display your e-mails, choose *Office* → *Workplace* → *Inbox*.

2.  Select the e-mail with assignments and then choose *Document* → *Execute*. The function *Edit assigned items* appears.

3.  You can now edit the assignments. You have the following options for this:

- You can use the assignments for **manual clearing**. To do this, choose *Clearing*.

- You can confirm the assignments and then use them for **automatic clearing**. You can only trigger automatic clearing - possibly by another accounting clerk - once you have made this confirmation.

- If you do **not** want to use them, you can reset them.  You should then notify your business partner by mail that you have rejected their proposals.

## Result

The assignment has been carried out and you no longer have the mail in your inbox.

# Processing Open Items

## Use

Processing open items involves choosing and then activating the open items. Processing is the last step before posting a clearing document.

## Integration

When posting clearing documents, the system takes **tolerances** into account. Tolerances are acceptable payment differences [Page 565].

## Prerequisites

When the line item(s) you enter and the open item(s) you process have been cleared, you can post a clearing document.

> For example, if you enter a vendor payment for $1000, you must choose and process vendor open items that equal $1000. If your system permits a 1% tolerance, then you can clear open items with a value from $990 to $1010.

## Features

When you process open items, you can:

- Activate or deactivate open items

- Activate or deactivate cash discount

- Maintain cash discount amounts

- Enter partial payments or residual items

## Activities

Activate the open items to be cleared.

To process open items, on the screen for selecting open items, choose *Goto → Open items*.

You can process open items using the following:

- Menus or function keys [Page 543]

- Commands [Page 541]

- Mouse [Page 544]

To clear open items with commands or with the mouse, you select and process an item in one step.

# Processing Open Items with Commands

## Use

Unless your user master record stipulates open item processing with commands, you must select the option to use commands for processing open items.

## Procedure

1. Choose *Options* → *Commands on/off* from the menu bar of the screen for processing open items.

2. The system then displays a field next to each open item so that you can enter a command. You can process a single open item, a block of open items, or all open items selected. A **block** is a series of open items on a screen of open items. **All** open items indicates the entire list of open items displayed.

3. You can process open items with the following commands:

**Commands for Processing Open Items**

| To | Single | Block | All |
|---|---|---|---|
| Activate open item(s) | + | ++ | +* |
| Deactivate open item(s) | - | -- | -* |
| Activate cash discount | +S | ++S | +S* |
| Deactivate cash discount | -S | --S | -S* |
| Select first cash discount term | 1 | 11 | 1* |
| Select second cash discount term | 2 | 22 | 2* |
| Select third cash discount term | 3 | 33 | 3* |
| Select current cash discount | 0 | 00 | 0* |

To process a single open item, place the cursor in the command field of the open item and enter the command to process the open item. To process a block of open items, proceed as follows:

1. Place the cursor in the command field on the first open item in the block.

2. Enter the block command to activate a block of open items.

3. Place the cursor in the command field on the last open item in the block.

4. Enter the block command to activate a block of open items.

5. Choose *Enter*.

If you do not specify the last open item in the block, the system processes all open items to the end of the page.

To process all open items displayed, place the cursor in the command field on any open item and enter a command to process all open items.

**Processing Open Items with Commands**

You can combine commands for processing single open items, a block of open items, and all open items on one screen. For example, you can deactivate a block of open items, but activate specific open items within the block.

# Processing Open Items with Menus or Function Keys

## Procedure

To process open items with pull-down menus or function keys, proceed as follows:

1. Select one or more open items.

2. Then select a function to change the open items (activate, set first discount level, and so on).

To select one open item:

1. On the screen for processing open items, place the cursor on the open item.

2. Choose the function key *Select*.

To select several open items:

1. On the screen for processing open items, place the cursor on the first open item in the block.

2. Choose the function key *Select block*.

3. Move the cursor to the last open item in the block you are choosing.

4. Choose the function key *Select block* to select the last open item in the block.

   To activate one or more open items, choose *Activate items*.  To deactivate one or more open items, choose *Deactivate items*.

   To activate the cash discount for one or more open items, choose *Activate discount*.  To deactivate the cash discount for one or more open items, choose *Deactivate discount*.

   To change the discount level using the menu bar, choose *Edit* → *Change line items* → *Change discount level*. You can select specific cash discount terms for the items selected (1, 2 or, net condition), or select the current terms.  If you select *Current cash disc.*, the system determines the cash discount level using the base date, the payment terms in the open item, and the posting date of the clearing transaction.

## Result

Note that after you carry out one of these options, the open items are no longer selected. To process the same or other open items further, you must select them again and then carry out the next function.

# Processing Open Items with the Mouse

## Use

The quickest way to process open items is with the mouse. You can use the mouse for screens with or without commands.

## Procedure

1.  To activate or deactivate an open item with the mouse, double-click the *Amount* field.

2.  To activate or deactivate the cash discount for an open item with the mouse, double-click the *Cash Disc.* field in the open item.



> You can also enter a cash discount amount and percentage directly in the open item.

# Setting Editing Options (Open Items)

## Use

You can change the system default values for open item processing in the user master record.

## Procedure

Proceed as follows:

1.  On the *Process open items* screen, choose *Editing options*.  The *Open items* tab appears.

2.  Select the required editing options under *Open item processing*.

3.  Save your entries.

## Result

Your entries are saved in the user master record.

> On the *Open items* tab, you can define, under *Line layout variants for clearing transactions*, for which type of processing (customers, vendors, G/L accounts) the selected variant is to be used.

# Displaying Open Items

## Use

On the screen for processing open items, you can display an entire open item.

## Procedure

To display open items, proceed as follows:

1. Place the cursor on the open item, but not on the amount or cash discount fields.

2. Double-click the open item or choose *Environment* → *Display item* from the menu bar.

3. To go to the next open item in the list of displayed open items, choose *Goto* → *Additional functions* → *Next item in list*.

4. To go to the next open item in the document, choose *Goto* → *Next item.*

5. To go back to the list of open items to be processed, choose *Back*.

# Editing the Open Item Display

## Use

After you have entered the document header and line item and chosen the open items, the screen for processing open items appears. You can edit the open item display.

You can choose between various functions for searching for, sorting, and changing the specifications.

# Changing the Line Layout (Open Items)

## Use

The line layout defines which fields are displayed in which columns. The standard system contains a series of pre-defined line layout variants. To define your own line layout variant, see the Implementation Guide [Page 24] for *Financial Accounting*. You can define a default line layout in the user master record. To do this, see Setting Editing Options for Open Item Processing [Page 545]

## Procedure

To select a different line layout, proceed as follows:

1. On the *Process open items* screen, choose *Settings* → *Line layout*.

    The system displays the line layout variants available.

2. Select a line layout.

## Result

The system then changes the line layout variant and displays the same open items with the new line layout.

> If you process vendor invoices with **withholding tax**, you can display the withholding tax for each open item, and the total withholding tax for all open items.
>
> To process withholding tax, from the *Process open items* screen, select the *Withhldg tax* tab.

# Changing the Line Layout (Open items)

## Use

The line layout defines which fields are displayed in which columns. The standard system contains a series of pre-defined line layout variants. To define your own line layout variant, see the Implementation Guide [Page 24] for *Financial Accounting*. You can define a default line layout in the user master record. To do this, see Setting Editing Options for Open Item Processing [Page 545]

## Procedure

If you want to change an existing line layout variant, for example, to add extra fields, proceed as follows:

1.  On the *Process open items* screen, choose *Settings* → *Change line layout*.

     The system branches to the appropriate Customizing transaction.

2.  Change the line layout.

## Result

The system displays the open items in the changed line layout.

# Searching for Open Items

## Use

If the account has several open items, you can search for specific open items to clear. This avoids having to scroll through several screens of open items.

## Procedure

To search for open items based on certain fields, proceed as follows:

1. From the menu bar of the screen for processing open items, choose *Edit* → *Find* → *Find field contents*.

   The *Choose search criteria* dialog box appears.

2. Select the required field.

   The *Enter desired value* dialog box appears.

3. Enter one or more values or ranges of values, such as posting dates from **01/01/1993** to **01/31/1993**, and choose *Enter*.

# Searching for Amounts

## Procedure

You can have the system propose certain open items to be cleared.

1. On the screen for selecting open items, select the field *Automatic search*.

2. On the screen for processing open items, choose *Edit* → *Find* → *Find clearing amount*.

## Result

The system then searches for a combination of open items that matches the amount to be cleared, (entered on the previous screen) or matches the difference between the entered line items and activated open items. There are three possible outcomes:

- The system does not find any open items that match the amount searched for.

- The system finds an amount that exactly matches the amount searched for.

- The system finds an amount that approximately matches the amount searched for. A dialog box displays the difference between the amount searched for and the amount in the items found automatically. For example, if you enter a payment of US$ 1000, but the system finds open items amounting to US$ 1005, the difference is US$ 5. You can then accept the system's proposal or reject it.

# Overview of Cleared Accounts

## Use

When you display a document or even the clearing documents that are comprised of just a document header, you can navigate to an overview of the accounts in which the items were cleared.

## Special Periods

In the transactions to:

- Clear a G/L account

- Clear a customer account

- Clear a vendor account

you can also specify a special period as well as the posting date. This means that you can use the transactions to post clearing from the previous year if only special periods are open.



> For all documents that you use to clear other line items, including the payment documents, when you display the document, you can also display all the accounts from which items were cleared.
>
> You can do this via *Extras → Clearing information*.

# Displaying Account Names

## Use

In open item processing, the system displays the account name for G/L accounts or the first part of the customer or vendor name in the screen frame. If you are clearing several accounts, the system displays the information for the first account you select for processing along with the text *More*.

# Processing Open Items According to the Payment Advice Note

## Use

For every payment advice note item, the system selects those items that fulfill the selection criteria. If a payment advice note item contains a document number, this has priority over other selection criteria. The number of items selected in this way is increased by all the items with an invoice reference, (invoice-related credit memos, partial payments), that belong to a previously selected invoice.

## Prerequisites

In order to process open items according to an existing payment advice note, enter a payment advice note number on the screen for selecting open items. Only those open items that are listed in the payment advice note are displayed for processing. Additional selection criteria are then ignored.

You are not required to enter the account number, but it usually improves system performance. You do not have to specify the complete payment advice number. You can enter * to carry out generic searches.

> If you enter **\*041,** the system searches for all payment advice notes ending with the numbers 041.
> Or, if you enter **\*ABC\*,** the system searches for all payment advice notes containing the character string "ABC".
> With **MT\*,** the system searches for all payment advice notes beginning with the character string "MT".

## Features

If through this procedure several open payment advice note items are found, the gross total of all the assigned items will be compared with the gross amount of payment advice note items. If necessary, a combination of the assigned items whose gross total is close to the gross amount of the payment advice note item is displayed. If a difference remains between the payment advice note and the total of assigned open items, residual items are calculated automatically. If payment advice note sub-items that explain the difference are present, their amounts will be transferred along with the reason codes specified and the reference information. If afterwards yet another difference exists, it is assigned the reason code from the payment advice note.

If no payment advice note sub-items exist to explain the difference and a reason code is not specified, the system automatically divides up the total difference. Up to three residual items may result from this process. One for each of the following:

- A difference between the gross amounts

- A difference between the cash discount amounts

- Other differences

Other differences arise when in the payment advice note the net amount does not result from the difference between the gross amount and the cash discount amount.

The difference postings, resulting from the different gross amounts or the different cash discount amounts, can be assigned a separate reason code. You can define reason codes in customizing.

The difference postings are generated as a residual posting for the open item with the greatest amount assigned to the payment advice note.

If several difference postings in a payment advice note have the same reason code, they are added together.

If open items cannot be assigned to a payment advice note item, the system will automatically assign a posting on account for this item. The selection criteria from the payment advice note are noted in the item text. This makes it easier to assign the payments at a later date. The total amount of these payment on account postings is displayed in the *Pyt on act fr.pyt adv.* field. If you do not want these postings to be generated, for example, because the difference must be assigned manually or posted as a total, you can prevent the system from generating these postings via the menu path *Edit* → *Pyt on act fr.pyt adv* → *Inactive.* To reverse this, choose *Edit* → *Pyt on act fr.pyt adv* → *Active*. Alternatively, instead of using these functions, you can double click the *Pyt on act fr.pyt adv* field.

When you post a clearing transaction, the related payment advice is automatically deleted if there is at least one active open item to which an advice item is assigned.

# Distributing the Clearing Amount by Age

## Use

The system can automatically distribute the total clearing amount among the open items by age. In doing this, it includes the selected open items according to the sequence of the number of days in arrears.

## Procedure

To distribute the clearing amount by the age of the open items, proceed as follows:

1.  On the screen for selecting open items, select the option *Distribute by age*.

2.  Select *Edit → Edit open items*.

## Result

The screen for processing open items appears and the required open items are activated.

The system distributes the clearing amount as follows:

*   Credit items have priority over debit items when items have the same number of days in arrears.

*   Payments on account from earlier payment transactions are always included.

*   Items will be automatically activated until

    –   the exact clearing amount is reached or

    –   the difference between the item total and the clearing amount does not exceed the tolerances for unauthorized deductions.

If these conditions are not met, the system continues to activate items until the largest possible amount is reached without exceeding the clearing amount. The remaining difference is posted on account to the account you are clearing. If you are clearing several accounts together, the posting on account is made to the account containing the last activated item.

Assume that the tolerance for payment differences is 1.00. For different payment amounts, this indicates which items are cleared, and the amount of the unauthorized deduction or the payment on account.

**Clearing Amounts**

| Doc. | Arrears | Amount | 87.50 | 120.00 | 200.00 | 204.00 |
|---|---|---|---|---|---|---|
| 1 | 10 | 107.00 | X | X | X | X |
| 2 | 8 | 20.00- | X | X | X | X |
| 3 | 8 | 30.00 |  | X | X | X |
| 4 | 5 | 66.00 |  |  | X | X |
| 5 | 3 | 20.00 |  |  |  | X |

| 6 | 1 | 10.00 | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| Unauthorized deductions | 0.50 | 0.00 | 0.00 | 1.00 | | |
| Posting on account difference | 0.00 | 3.00 | 17.00 | 0.00 | | |

# Sorting Open Items

## Use

If an account has several open items, or you are searching for open items in a particular sequence, you can sort the open items by various fields.

## Procedure

The system offers you two options for sorting open items:

- To sort the items in ascending order, select *Sort in ascending order*.

- To sort the items in descending order, select *Sort in descending order*.

# Switching Between Gross and Net Amount

## Use

You can display the open items as gross amounts or net amounts. The gross amount is the total amount of the line item. The net amount is the gross amount less any cash discount. The amount column determines whether the gross or net amount is displayed.

## Procedure

To switch between the gross and net amount of the line items, choose *Gross<>Net*.

# Switching Between Foreign and Local Currency

## Use

If you have entered a foreign currency in the clearing document header, you can switch between the value of the open items in the clearing document currency and the value in local currency. The currency key is displayed above the amount column on the screen for editing open items.

## Procedure

To switch between the foreign currency and local currency display, choose *Currency.*

# Posting Partial Payments

## Use

A partial payment is a payment that is posted to an account without any open items being cleared. You assign this partial payment to an open item. When you post the partial payment, the system marks the document number of the original open item in the line item for the partial payment. The original open item and the partial payment remain open.

## Procedure

To enter a partial payment, proceed as follows:

1. On the *Process open items* screen, choose the *Partial pmt* tab*.*

2. In the *Payment amount* column, enter the partial payment amount. You can make a partial payment for one or more open items. You can assign a reason code to each partial payment. Depending on the reason code you specify, you can send appropriate payment notices to your customers.

3. To go back to the standard screen for editing open items, choose the *Standard* tab*.*

## Result

The system stores the document number, fiscal year and number of the invoice item in the partial payment. You can find this information in the *Payment for* field. Thus you can refer to the original open item from the partial payment. When you post the remaining amount for the invoice, both the partial payment and the invoice are cleared.



> You can enter partial payments using the mouse. The advantage of this is that if the remaining amount has to be assigned to a single item, you can enter it automatically on the partial payment screen. To do so, place the cursor in the *Payment amount* field for the line item required and choose the item. The system then takes account of the difference for this item.

# Posting Residual Items

## Use

A residual item results when a payment is made for less than the actual amount outstanding. You clear the original open item, and the system posts a new open item. This new open item is for the same amount as the original open item minus the amount paid.

## Procedure

To enter a residual item, proceed as follows:

1. On the *Process open items* screen, choose the *Res. items* tab*.*

2. In the *Residual items* column, enter the amount of the residual item.

   You can assign one or more reason codes and reference information about the business partner to the residual items. For each reason code, you can define whether a new item is to be posted to the business partner account (outstanding receivable), or if the difference is to be cleared. Depending on the reason code you specify, you can send the relevant payment notice to your business partner.

3. To go back to the standard screen for editing open items, choose the *Standard* tab*.*

## Result

When you post the document, the system enters the document number, fiscal year and item number of the original open item in the *Residual for* field in the residual item.

For the residual item, the system either uses the **terms of payment** from the original invoice item or enters the predefined terms of payment. The payment terms used depends on the settings made for the tolerance group in the vendor master data.

➡

You can enter residual items and process them using the mouse. The advantage of this is that if the remaining amount has to be assigned to a single item, you can do this automatically on the residual item screen. To do so, place the cursor in the *Residual items* field for the line item required, and select this item by double-clicking it. The system then takes account of the difference for this item.

➡

In the editing options, you can set whether the payment amount or the remaining amount is entered in residual items.

# Noting Open Items as Payment Advice Notes

## Use

When you edit open items, you can have the system note the items you have selected along with their current processing status in the form of a payment advice note. To do this, choose *Edit →* *Create pyt adv.*. A dialog box appears in which you can enter the key for the payment advice note you require. Alternatively, you can have the system assign a number internally.

## Prerequisites

If you have already used an advice note when selecting open items, the following rules apply:

- If the old advice note was created while you were processing open items, when you note the new advice note, the old one is deleted.

- If the old advice note was created in a different way, you cannot generate a new advice note from open item processing. The generation of the new advice note automatically deletes the old advice note. This could mean that detailed information required to process the open items is lost, for example, information on those payment advice note items to which no open items have been assigned.

# Correcting Errors

## Use

If the debits do not equal the credits, or you have made a mistake entering a line item or processing open items, you can correct the mistake.

You have the following options for correcting errors:

- You can change, delete, or enter line items

- Select additional open items

- Edit selected open items

    You can reach the document overview screen from any screen during the clearing process.

## Activities

From the screen for processing open items, you can make corrections by selecting the following menu paths:

**Functions in the Document Overview**

| To | Choose |
|---|---|
| Correct an entered line item | *Goto → Document overview* |
| Add a new line item | *Goto → Document overview* |
| Delete an entered line item | *Goto → Document overview* |
| Select additional open items | *Edit → Choose more* |

# Payment Differences

## Definition

Payment differences arise during clearing if a customer has made an underpayment, or has made an unauthorized deduction for cash discount and the difference is within, or exceeds defined tolerance limits.
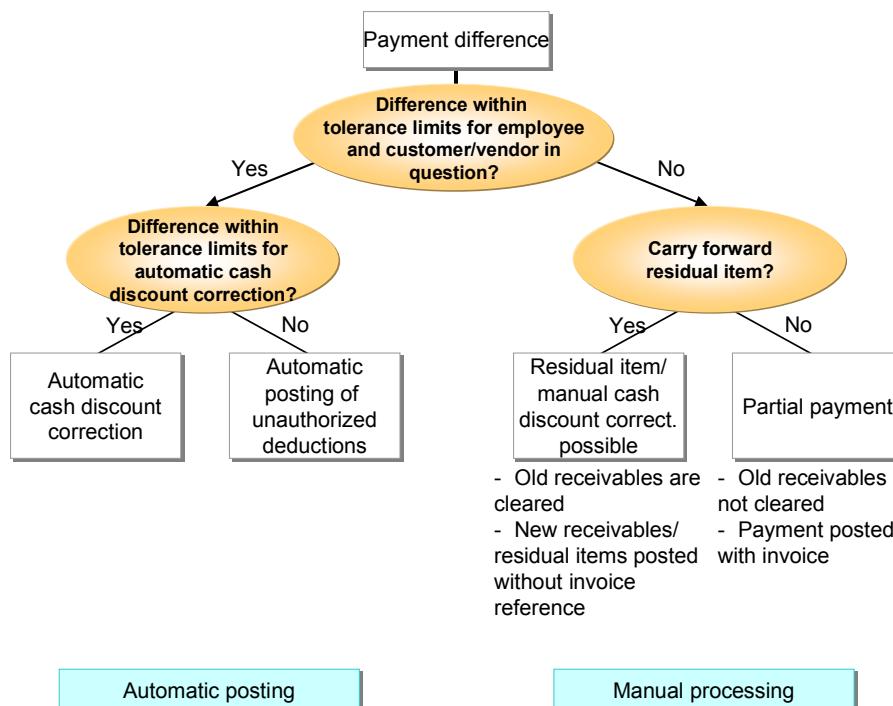
## Use

Depending on the amount of the receivables, you define how payment differences should be treated.

## Structure

If the difference is immaterial, you usually clear the receivable and post the difference. You can define how payment differences should be posted. You have the following options:

- If the payment differences are within the tolerance limits [Page 567], the system automatically adjusts the cash discount or posts the difference to a separate gain or loss account. You have defined the amount to which differences should be posted in this way. Specify tolerance amounts and percentage limits.

- If the payment difference exceeds the tolerance limits [Page 569], you can process the payment as a partial payment or enter a residual item for the difference. When you enter a partial payment, the system does not clear the original receivable, but posts the payment with an invoice reference. When you create a residual item, the system clears the original receivable and posts the outstanding difference as residual item to the customer account.

```
                        ┌──────────────────┐
                        │ Payment difference│
                        └──────────────────┘
                                 │
                  ╭──────────────────────────────╮
                  │      Difference within        │
                  │ tolerance limits for employee │
                  │   and customer/vendor in      │
                  │         question?             │
                  ╰──────────────────────────────╯
          Yes    ╱                              ╲    No
                ╱                                ╲
    ╭────────────────────╮          ╭──────────────────────╮
    │  Difference within  │          │    Carry forward      │
    │ tolerance limits for│          │    residual item?     │
    │  automatic cash     │          ╰──────────────────────╯
    │ discount correction?│         Yes  ╱              ╲  No
    ╰────────────────────╯             ╱                ╲
   Yes ╱          ╲ No
```

|  |  |  |  |
|---|---|---|---|
| Automatic cash discount correction | Automatic posting of unauthorized deductions | Residual item/ manual cash discount correct. possible | Partial payment |

- Old receivables are cleared
- New receivables/ residual items posted without invoice reference

- Old receivables not cleared
- Payment posted with invoice

| Automatic posting | Manual processing |
|---|---|

**Payment Differences**

**See also:**

Reason Codes [Page 570]

# Differences Within Tolerance Limits

## Use

Differences within tolerance limits are posted automatically. The system can either adjust the cash discount amount or post the difference to a separate gain or loss account. When you define tolerance limits, you also specify how the system should post the differences.

You can define:

- The maximum difference amount for which the system should adjust the cash discount. The difference is added to or subtracted from the cash discount.

- The maximum amounts or percentages for which the system should automatically post any difference to a separate gain or loss account if the cash discount cannot be adjusted.

You define tolerance limits separately for your employees and business partners.

➡️

> The system checks both limits when clearing open items. The lowest limit always has priority for the clearing transaction.

🖥️

> For one of your customers you set a maximum amount of two USD for adjusting the cash discount amount when a payment difference occurs. For the accounting clerk that processes this customer account however, you set a maximum amount of one USD. If differences occur when this clerk clears items from this customer account, the system can adjust the cash discount amount only up to a maximum of one USD.

Settings that you make for tolerance limits are valid in the currency of your company code (local currency). The currency is always displayed when you define the limits.

## Activities

a) You set tolerance limits separately for your users and your business partners as follows:

For a **cash discount adjustment**, you can specify a tolerance amount. Any difference up to this amount can then be posted using a cash discount adjustment. You can specify separate maximum amounts for revenue and expense (see following figure, **1**).

You can only clear immaterial differences by adjusting the cash discount if a cash discount posting exists and the cash discount amount allows the adjustment.

➡️

> If the payment difference cannot be cleared by adjusting the cash discount, the system posts it to a **separate gain or loss account**. You can also set a maximum amount for such postings for your users and your business partners. The lowest limit has priority in clearing transactions. You can set an absolute amount (see **2**) or a percentage (see **3**). The lowest limit has priority here as well.

> To use only absolute amounts or percentages, simply enter maximum values for the other limits. Limits can be defined separately for gains and losses.

**Differences Within Tolerance Limits**

| | | | |
|---|---|---|---|
| **Company code** | 0001 | **SAP AG** | **Redwood City** |
| **Tolerance group** | | | |
| **Currency** | | **USD** | |

**Specifications for clearing transactions**
Grace days for due date determination [    ]
Cash discount terms [    ]

**Permitted payment differences**

| | **Amount** | **Percent** | **Discount adjustment up to** |
|---|---|---|---|
| **Revenue** | 2.00 | 0.5 | 2.00 |
| **Expense** | 2.00 | 0.5 | 2.00 |

(2) (3) (1)

**Specifications for posting residual items from payment differences**

☐ **Payment terms from invoice**                 **Fixed payment terms** ZB04
▣ **Only grant partial discount**                          **Dunning key** [    ]

b) Since tolerances for your business partners generally apply for several customers or vendors, you can group the business partners. To do this, you enter an ID when you define the tolerances. You assign this ID to the business partners required in their master record. The tolerances defined for the ID therefore apply to a group of business partners.

⇨

You can also define tolerances without specifying a tolerance group. In this case, leave this field blank. These tolerances will then apply to all customers or vendors that are not assigned any tolerance group in their master records.

⇨

You can therefore define standard tolerances that apply to most of your business partners. If you want to define special tolerances for some business partners, you can define these under a separate ID.

Tolerance groups are company code-specific. This ensures that all tolerance settings you make are effective in the company code's currency. It also gives you the option of defining different company code-specific tolerances for the same business partner.

⇨

When you define tolerances, you can also make other settings useful for open item processing. See Specifications for Processing Open Items [Page 581]. For more information about setting tolerances, see the *Define Tolerances (Vendors)* or *Define Tolerance Groups for Employees* activities in the *Financial Accounting Implementation Guide [Page 24]*.

# Differences Exceeding Tolerance Limits

## Use

Differences exceeding the tolerance limits set for clearing them automatically may still occur during a payment transaction. This may be the case for example, if a customer has told you in a payment advice note which items a payment relates to. The amount paid however, does not correspond to the amount of the receivables.

When you process open items, you can have the following options for dealing with differences that exceed the tolerance limits:

- You can treat the payment as a **partial payment**. The system does not clear the original receivable. It posts the payment with an invoice reference, and enters the invoice number in the *Invoice reference* field in the payment items. To determine the due date of the payment, the system calculates the net due date for the invoice. This date is then entered in the *Baseline date* field of the payment. The payment is then included in the dunning program and in cash management at this date.

- You can use the payment to clear the original receivables and post the remaining amount to the customer account as a **residual item**. The payment amount is noted in the line item for the original receivable.

- You can clear the original receivables and post the difference to an expense account.

## Prerequisites

The system requires the posting keys defined in the system for each of these transactions. For more information, see Posting with Clearing [Page 511]

## Activities

To post residual items, you have to specify what **terms of payment** you want to apply to these items. You can define the following for each business partner:

- The terms of payment are taken from the invoice.

- Predefined terms of payment are always assigned to the difference posting. You can use a terms of payment key to do this. During clearing, the system uses the terms of payment defined under the key for the residual items.

- Cash discount should be granted only for the portion that was paid. The remaining cash discount is only granted after the outstanding receivable is paid in full and only if the payment deadline for cash discount is not exceeded. You should always choose this option if the terms of payment in the invoice are used for the residual items.

- You should restrict the possible dunning levels. To do this, you can enter a dunning key that represents the highest dunning level. In this way, you can ensure, for example, that legal dunning proceedings are not initiated for residual items.

# Reason Codes

## Use

To use the clearing document to find out why a difference existed, you can assign reason codes to the line items. Reason codes are indicated by keys that you define in Customizing.

You can assign reason codes for the following:

• Partial payments made for open items.

• Residual items created for an open item. Here you can assign one or more reason codes.  In this case, you divide the difference amount into a corresponding number of partial amounts.

• Differences posted on account without reference to an open item.

• For each line item you enter in the clearing procedure, if the reason code field for the account is ready for input.

## Integration

When you process residual items, the reason code also controls how the remaining amount is posted. The remaining amount can be posted as follows:

• To a G/L account that is assigned to the reason code you enter.

• As a new customer or vendor open item if you do not enter a reason code, or if the reason code you enter is not indicated as described.

## Features

Properties of Reason Codes

• For incoming payments, you can send a payment notification to the customer.  This process can run automatically if differences arise during clearing.  In the tolerance group set up for the customer, you can define what type of notice to create for partial payments, residual items, and payments on account.

• The system can use the specified reason code to determine the type of notice to create as long as only one reason code is specified in the entire clearing transaction.

• In order to check a customer's credit limit, the total of open items is taken into account.  If certain contentious items should not be considered, you can define a separate reason code for these items.

Reason codes control:

• How the difference is posted (as a new open item or to a predefined G/L account)

• What type of payment notice is created

• Whether an item is included in credit limit checks

> For information on defining reason codes, see the following activities in the *Financial Accounting* Implementation Guide [Page 24]:

– *Define Reason Codes* (Incoming Payments)

−   *Define Reason Codes (Manual Outgoing Payments)*

−   *Define Standard Reason Codes for Clearing with Payment Advice Notes*

# Explaining Differences

## Use

From the screen for processing open items, you can display an explanation of the difference between the total of the line items you entered and the total of the open items you activated.

## Procedure

1. To do this, choose *Environment* → *Explain difference*.

2. The *Explain Difference* dialog box appears.

3. It informs you about the difference between the payment amount (the clearing item) and the amount of the processed open items (amount to be cleared). Choose *Cancel* to go back to the list of open items.

# Automatic Posting for Clearing Transactions

## Use

During clearing, the system can automatically post:

- Cash discounts paid or received

- Gains or losses from under/overpayments

- Input/output tax and withholding tax

- Bank charges

- Gains or losses from exchange rate differences

- Entries to clear the account for cash discount clearing in the net method of posting

## Prerequisites

To have the system post these items automatically, you have to define the accounts that should be posted to.

**See also:**

Gains or Losses from Under/Overpayments [Page 574]

**Where are automatic postings explained?**

| Function | Section |
|---|---|
| Cash discount postings Tax adjustments and withholding tax | Terms of payment and cash discounts Taxes |
| Exchange rate differences | Foreign currency |
| Cash discount clearing for the net procedure | Terms of payment and cash discounts |

# Gains or Losses from Under/Overpayments

## Use

If a payment difference during clearing is within the predefined tolerances, the system can post it automatically.

The system does not require any additional specifications to clear the difference by adjusting the cash discount. However, for posting to a separate gain or loss account, you have to define special rules to determine the appropriate account to post to.

The accounts can be determined based on the following criteria:

**Debit or credit**
Underpayments and overpayments are posted to separate accounts.

**Tax code**
The tax code [Ext.] in the line item determines which accounts are posted to.

**Reason code**
The reason code [Page 570] in the line item determines which accounts are posted to.

> If you choose to differentiate accounts by tax code, you have to specify accounts for each tax code. This also applies to reason codes.

## Prerequisites

The system also requires the posting keys for debit and credit postings to G/L accounts for automatic postings.

All of these settings are already made for the charts of accounts delivered with the standard system. If you do not use these charts of accounts, you have to change the settings.

# Bank Charges

## Use

If you want to take bank charges into account for incoming or outgoing payments, you can enter these under *Bank charges*.

## Prerequisites

The *Relevant to cash flow* indicator must be set in the master records of accounts that record bank charges.

## Features

For incoming payments the system adds the bank charges to the clearing amount, while for outgoing payments it deducts the charges from the clearing amount.

The system posts the charges to an expense account automatically. To do this, the system requires a posting key and the account that should be posted to.  These specifications are already defined in the system.

When you enter the bank charges, the system then determines from the account master record that tax entries have to be made for the charges, and displays a screen for users to make the necessary entries.

## Activities

If you are not using the charts of accounts delivered with the standard system, you have to enter your own account specification for posting bank charges.



> If taxes have to be posted for bank charges, you have to set up the bank charges account so that it is relevant for taxes.

# Bank Direct Debit

## Use

The system can pay bank charges as a direct debit.

## Prerequisites

For the system to make the **bank direct debit**, you have to specify the bank account and amount in the clearing function. The posting keys required for each transaction are already defined in the standard system. You only have to change them if you are not using the standard posting keys for debit and credit postings to G/L accounts.

# Automatic Clearing

## Use

The clearing program also uses the clearing transactions provided for manual account maintenance. For example, automatic posting of exchange rate differences, or automatic generation of transfer postings if items from different business areas or trading partners are involved in clearing.  Furthermore, the program can clear documents that were posted using the net method and documents that contain parallel currencies.

When you create clearing groups, the business area and trading partner are no longer automatically used as fixed grouping criteria. This enables you, for example, to carry out automatic cross-business area clearing.

You must also specify a clearing date.

## Prerequisites

If you want the system to continue to group open items by business area or trading partner for automatic clearing, you have to maintain these criteria (user criteria). There are five user criteria and a variety of fields you can choose from. The system lets you specify field names that are longer than five characters and fields that have an internal length of up to 20 places.

# Bank Subaccounts
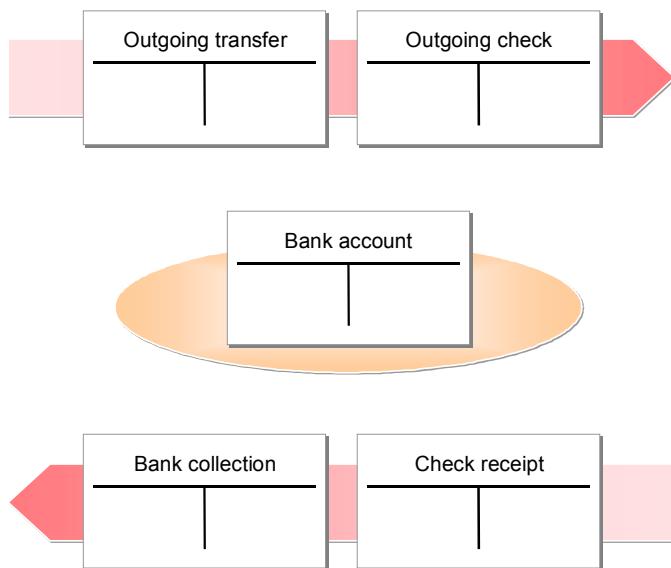
## Use

Using bank subaccounts, you can reconcile the balance of the account at your bank with the balance of your corresponding G/L account.

The subaccounts ensure that all incoming and outgoing payments are only posted to the G/L bank account when the money is actually debited from/credited to your bank account. Incoming and outgoing payments are posted to the main G/L bank account once you receive and enter the account statement from your bank.

## Integration

The charts of accounts delivered with the standard system contain a number of different bank subaccounts. These include accounts for checks payable, checks receivable, outgoing wire transfers, and bank direct debits.

| Outgoing transfer | Outgoing check |
|---|---|

| Bank account |
|---|

| Bank collection | Check receipt |
|---|---|

The payment program and extended banking processing also use the subaccount methodology. Cash management evaluates the subaccounts. For more information, see the documentation for Cash Management and Bank Subaccounts for the Payment Program [Ext.].

## Prerequisites

You have created the subaccounts for each bank account used in payment transactions.

➡

> You can see which individual subaccounts you need in the standard charts of accounts. Create these accounts in accordance with the existing accounts in the system.

Subaccounts are generally managed on an open item basis [Page 508] with line item display.
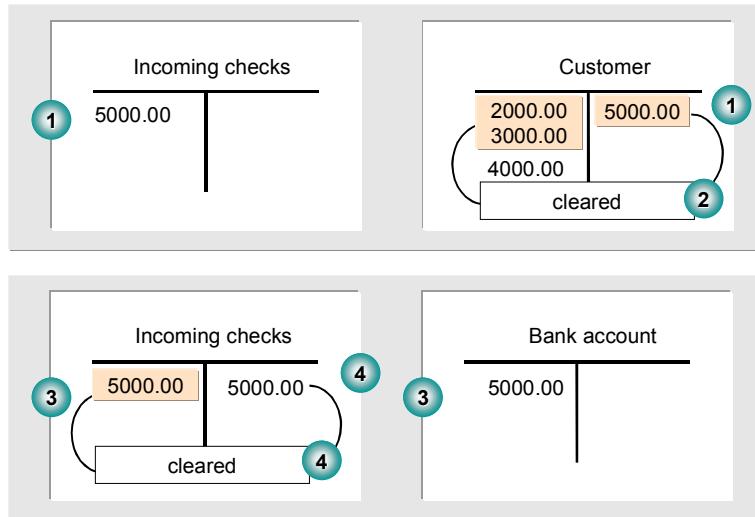
You can use the field status definition in the G/L account master record to design the screens for posting items to bank subaccounts. For example, you only need the fields *Assignment number*, *Text, Value dates,* and *Bank charges* for subaccounts. You can hide any fields you do not require. This makes it easier to enter business transactions and prevents you from making incorrect entries. For more information on field status definition, see Field Status Definition [Page 109].

The field *Assignment* is particularly important. This field is used to assign items in a subaccount to each other. In a check clearing account, for example, you can enter the check number in this field.

# Posting Checks Received: Example

A customer sends a check payment for 5,000 USD. The payment was posted to the subaccount for incoming checks and to the customer account (see figure **1** below), while at the same time clearing the receivables on the customer account (see figure **2** below).



Once the check is cashed at your bank, you can post it to the G/L bank account and choose the same item from the *Incoming Checks* account for clearing (see figure **3** above). The system credits the *Incoming Checks* account and clears the items against each other (see figure **4** above). The check is now marked as cashed. The bank account set up in the general ledger only reflects the amounts that your bank actually debits or credits.

# Specifications for Processing Open Items

## Use

The system provides various options for processing open items quickly.

## Features

**Selection and search functions**
Prior to calling up open items for processing, you can enter specific values to find the items that you want to process. In the line item display you can search for individual items. The system provides fields for you to enter search values. You can specify which fields are displayed for selection and search. See also: Fields for the Selection, Search, and Sort Functions [Page 583]

**Payment advice notes**

You can enter payment advice notes in the system that contain information about incoming payments required for clearing open items. This information includes:

- Gross, net, and difference amounts for the paid items

- Reason codes and customer reference information for payment differences

Payment advice notes are stored in the system under a key consisting of the company code, account type, account number, and a payment advice number. Payment advice notes are either entered manually or created automatically (payment advice notes via EDI or electronic bank statement).

When you enter postings with clearing, you can refer to a payment advice note. The system then automatically selects and activates the items that match the entries in that payment advice note. The system also takes account of any payment differences using the reason codes specified in the payment advice note.

**Sort function**
In the line item display, you can sort the items according to various criteria. You specify the fields according to which you want to sort in the system. When you access the sort function, you can then choose from a list of fields that can be sorted. See also Standard Sort Sequence [Page 584]

**Line layout of document information**
The first screen that appears in all functions of open item processing is an overview screen that displays the most important information about a document. This information comes from the document header and the document line items. For each item of information there is one display line. You decide which data to display in this line by defining the line layout. You can set up several variants of the line layout. Accounting clerks can store a variant for a work session or in their user master record using the editing options function. When the clerk then accesses the function, the document information corresponding to this variant is displayed. When processing the open items, the clerk can then select other variants and switch backwards and forwards between the different variants. See also Line Layout of Document Information [Page 585]

**Default values for cash discount terms and grace days**
To process open items, you can also define a default value for the cash discount terms displayed and grace days for the due date calculation of receivables. To define the grace days and the default values for cash discount terms, you make entries in the following fields:

- Grace days for due date determination

- Cash discount terms to be displayed

**Specifications for Processing Open Items**

**Worklists**

To process open items, you can specify a worklist instead of individual account numbers. You use worklists to group together several accounts that you want to include in the line item display and open item processing. In their editing options, accounting clerks can choose whether they want to use worklists. For more information, see the Implementation Guide [Page 24] for *Financial Accounting*.

**Block for manual payment**

You can use payment block reasons to prevent open items from being processed with the functions for incoming and outgoing payments. To do this, you define your own keys for payment block reasons and set them correspondingly. It is still possible to make transfer postings or reverse the items manually.

**Internal payment advice notes**

If you have to interrupt open item processing, you can save the current status of processing in the form of an internal payment advice note. Later, you can continue processing by referencing the payment advice number. See also: Payment Advice Notes [Page 600]

For more information on the settings you need to make in Customizing, see the Open Item Processing [Ext.] activity in Customizing for *Financial Accounting* (*Accounts Receivable and Accounts Payable* → *Customer Accounts/Vendor Accounts* → *Line Items*).

# Fields for the Selection, Search, and Sort Functions

For selecting, searching, and sorting, you can determine which fields should be displayed for every function separately. You can also determine the sequence in which the fields appear on the selection screen, and you can enter the required field name.

All the specifications needed for these functions are already contained in the standard system. You can change or add to these predefined entries.

The figure below shows the selection screen for the open items and the possible selection fields (see figure **1** below). The second figure shows the specification as to which fields should be displayed for selection (see figure **2** below). An accounting clerk will often want to specify the gross amount or a document number for selection. That is why these fields were placed at the beginning of the field list.

Open items from    -----------------------------------------------------

Account            12300        Company code       0001
Account type                    Normal OIs         X
Other accounts                  Special G/L ind.   X
Automatic search

**1**

Additional selection by...          Define field selection for clearing transactions
Gross amount
Document number                     Field name     Name
Posting date                        --------------  ------------------------------------------
Dunning area                        WRBTR          Gross amount
Business area                       BELNR          Document number
Reference doc. number               BUDAT          Posting date
Invoice list number                 MABER          Dunning area
Document type                       GSBER          Business area
Branch account number               XBLNR          Reference document number
                                    SAMNR          Invoice list number
                                    BLART          Document type
                                    FILKD          Branch account number
                                    WAERS          Currency
                                    BSCHL          Posting key
                                    BLDAT          Document date

**2**

# Standard Sort Sequence

The open items of an account are always displayed in a standard sort sequence. For this standard sequence, the system uses the fields *Assignment, Document number*, and *Fiscal year*. If you select line items by specifying individual document numbers, the system displays the items in the same order in which you specified the document numbers. You can set up your own additional sort sequences as required. See also: Fields for the Selection, Search, and Sort Functions [Page 583]

# Line Layout (Open items)

In processing open items from one or more accounts, you can choose from several variants for the line layout.

> If you choose the variant **Document number**, the most important data from the document header, such as document number and document date, is displayed, as well as the days in arrears, the amount, and the cash discount. If you choose the variant **Reference number**, the external document number is displayed instead of the document type and the document date.

The above-mentioned variants are predefined in the standard system. You can change them or create your own.

The line layout determines the information that is displayed in open item processing. You can assign a line layout variant to every user via their master record. As a result, the information necessary for this person's task is displayed directly when the open items are being processed. He does not have to change the line layout variant.

> Information on dunning eligibility can be important for an accounts receivable accountant. Via the master record, you should therefore assign him a variant that contains this information.

You can therefore use the variants to prepare information about the open items in accordance with the tasks of your accounting clerks.

## Defining a Line Layout
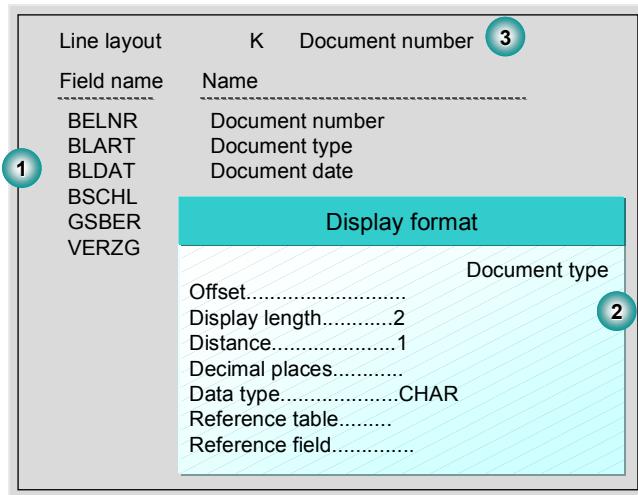
In your own variants for the line layout, you can define the following:

- Fields

- Order in which the fields appear

- Display format (determines the length of the field (offset)). This can be useful if, for example, you do not use ten-digit document numbers and want to suppress the initial zeros in the display.

- Distance from the previous field

- Name of the variant

> The following figure shows the **Document number** line layout definition. The fields were specified in the sequence required for the line layout (see **1**). The display length for the *Document type* field is 2; the distance between this and the previous field is 1. The output of the *Document type* field was not shortened (see **2**). The system makes all the other display format settings.

**Line Layout (Open items)**

```
   Line layout         K    Document number   ③

   Field name       Name
   -------------    -------------------------------------
     BELNR            Document number
     BLART            Document type
①   BLDAT            Document date
     BSCHL
     GSBER          ┌─────────────────────────────────┐
     VERZG          │          Display format          │
                    ├─────────────────────────────────┤
                    │                    Document type  │
                    │ Offset.........................   │
                    │ Display length............2     ② │
                    │ Distance....................1     │
                    │ Decimal places............        │
                    │ Data type...................CHAR  │
                    │ Reference table.........          │
                    │ Reference field.............      │
                    └─────────────────────────────────┘
```

## Standard Default for the Line Layout

For every clearing function, you can define in the system which variant should be used for the line layout when the function is called up. You can use a different variant for every account type. This default value takes effect if no variant is specified in the user master record.

## Grace Days and Proposal for Cash Discount Terms

For processing open items you can set up two further defaults depending on agreements with your business partners. These include:

- **Grace days**
  For each customer, you can specify that grace days are granted for the due dates of the terms of payment in the document. These days are taken into account when the due date is calculated for an incoming payment. You can use grace days to include bank transfer days in the calculation of payment periods, for example. This makes processing open items much simpler.

- **Cash discount terms for display**
  You can choose which cash discount terms should be displayed with cash discount information for the clearing transaction. Normally, you want to display this information with the current cash discount terms. This is the default setting for the functions. You can change the cash discount terms in the display at any time. If you do not want to display the cash discount information with the current cash discount terms, but always with the same specific cash discount terms, you should specify this in the system.

- **Tolerances for payment advice notes**

  If the open item amount is different to the payment amount as stated on the payment advice note, you can decide (separately for under and overpayments) whether a residual item should be set up automatically. You then specify the absolute or percentage deviation that must be reached or exceeded before a residual item is created automatically.

For more information on defining and changing line layout variants, see the *Document Posting* documentation.

# Cross-Company Code Clearing

## Use

You can enter cross-company code transactions in one step in the *General Ledger*, *Accounts Receivable*, and *Accounts Payable* application components. This function would be used, for example, for centralized procurement or payment.

## Integration

For centralized payments, each individual company code enters its own invoices separately, while a central company code pays them. When you are clearing open items, the system makes clearing entries between the company codes participating in the clearing procedure. These clearing entries represent the receivables and payables that exist between the company codes in centralized payment.

## Prerequisites

- You have specified which company codes are to be processed via a single company code. In this specification, you can distinguish between clearing transactions. You can therefore have different combinations of company codes for incoming and outgoing payments.

- You have specified the clearing accounts that record the receivables and payables between the individual company codes. The system posts to these accounts automatically when clearing the open items.

- You have made the required settings in the activity Prepare Cross-Company Code Manual Payments [Ext.] in Customizing for *Financial Accounting* (*Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Manual Outgoing Payments*).

## Features

For each company code, the system generates a separate clearing document. A joint transaction number marks these documents as belonging together.

## Example

For a clearing transaction (incoming payment, outgoing payment), you have agreed in Customizing that if company code 0001 is specified, open items are also selected from other company codes (0002 and 0003).
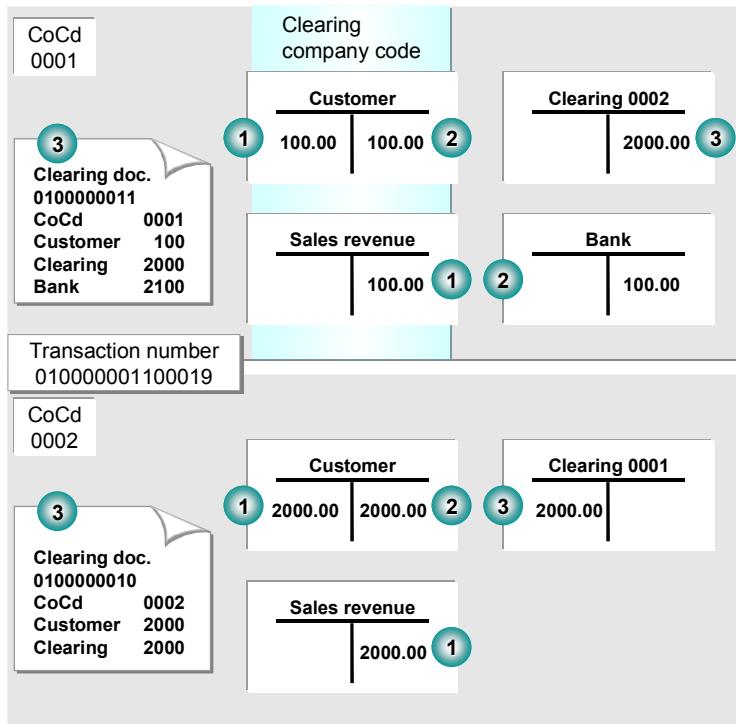


> Clearing can then also be carried out if the account to be cleared has not been created in company code 0001. As long as no items have to be posted to this account in company code 0001, it is not necessary to create a master record for the account in company code 0001.

**See also:**

Cross-Company Code Clearing: Example [Page 589]

# Cross-Company Code Clearing: Example

Company code 0001 processes its own incoming payments as well as those for company code 0002. The invoices are entered in the individual company codes.



The following invoices were posted in the illustration above:

1. An invoice for 100 USD for company code 0001, and an invoice for 2,000 USD for company code 0002.

   After payment is received, you clear the open items. Since company code 0001 is also responsible for company code 0002, select the open items in the customer account in company code 0001. The system automatically chooses the open items from company code 0002 for processing as well.

2. You clear the receivables from the customer account for company codes 0001 and 0002. The payment for 2,100 USD is posted in company code 0001.

3. The system automatically generates clearing postings for the individual company codes. The payables between the company codes are therefore cleared, and the company code-specific documents balance to zero.

# Clearing Open Items in Foreign Currency

## Use

You can clear open items in any currency.

The amount of all the selected open items will automatically be translated into the currency in which clearing is to take place. The translation is executed as follows:

*Item currency* → *Local currency* → *Clearing currency*.

You are therefore not required to make additional entries in the exchange rate table for cross-currency clearing.

When clearing, you can only display the open items in either the clearing currency or the local currency.

> The amounts originally posted for items that were posted in a third currency are not displayed in the overview.

You no longer need to make a posting to an interim account (currency exchange account) for payments in a foreign currency that does not correspond to the currency of the paid items.

**Clearing in a Third Currency**

The local currency of a company code is DEM. An invoice was issued on 4/1/94 for 1000 SFR, and on 4/15/94 a payment for 685 USD was received. If the invoice had been created in USD, the amount due would be $687.14. In the local currency, there is a difference of 8.65 DEM. This difference is divided as follows: Unauthorized deductions of 3.66 DEM, and SFR exchange rate fluctuation 4.99 DEM.

| Business transaction | Accounts posted to | | Exchange rate |
|---|---|---|---|
| Customer invoice 01.04.99 | **Receivables**<br>1,000.00 SFR<br>1,180.00 DEM | **Sales revenue**<br>1,000.00 SFR<br>1,180.00 DEM | 1 SFR = 1.18 |
| Payment 15.04.99 | **Receivables**<br>1,000.00 SFR<br>1,175.00 DEM<br>687.14 USD | **Bank**<br>685.00 USD<br>1,171.35 DEM | 1SFR = 1.175<br><br>1 USD = 1.71 DEM |
| | **Unauthorized deductions**<br>2.14 USD<br>3.66 DEM | **SFR exchange rate**<br>0.00 USD<br>4.99 DEM | |

If you want to clear cross-currency open items, it may be worth viewing the item currency keys in the overview. In order to do so, you need to define a corresponding display variant in which the field *Currency* is supported by the internal field name WAERS. In Customizing for *Accounts Receivable and Accounts Payable*, choose the activity *Check Settings for Processing Open Items*. Execute the function, and choose *Define line layout.* You can change existing variants, add to them, or define new variants.

# Translation of All Amounts into Local Currency

## Prerequisites

You want to clear G/L accounts that contain items in both foreign and local currency, in local currency.

## Use

This option is preset in the standard system. When you clear open items, all amounts in a foreign currency are translated into the local currency using the current exchange rate. This guarantees that for foreign currency invoices that are to be paid in a different currency (for example, local currency), a proper breakdown is made between exchange rate differences and payment differences.

Some of the open items are in local currency, while others are in several different foreign currencies. You clear all open items using the local currency.

An invoice for 1,000 USD is posted, the current value in DEM is 1,580. At the time of payment, the USD exchange rate has changed from 1.58 to 1.63, and the customer wants to make a payment of 1,620 DEM.

| Transact. | Foreign currency | Exch. rate | Local currency | Amount to be cleared |
|---|---|---|---|---|
| 01.01.95: Invoice | 1000 USD | 1.58 | 1580 DEM | |
| 23.01.95: Payment | | 1.63 | 1620 DEM | 1630 DEM |

If the open items are cleared using the local currency, the system uses the current exchange rate to translate the foreign currency amounts to local currency. It valuates the original invoice for 1000 USD using the current exchange rate, resulting in an amount of 1630 DEM. Payment was made for 1620 DEM, which means the system would post an unauthorized deduction of 10 DEM and an exchange rate profit of 50 DEM.

The open item in this example was translated into local currency using the current exchange rate instead of the historical rate. If the historical rate had been used, the customer would have overpaid by 40 DEM, and an exchange rate gain would not have been realized.

# Using Historical Values in Local Currency

## Prerequisites

You want to clear G/L accounts that contain items in both foreign and local currency, in local currency.

## Use

If you select the *Only balances in local crcy* indicator in a G/L account master record, the system uses the historical amount in local currency when you clear open items. This means that all amounts - even if they are posted in foreign currency - are recorded as if they were posted in local currency. During clearing, the system processes all amounts as if they had been posted in local currency. Processing foreign currency open items in this way enables you to use special clearing accounts in the G/L accounts area. For example, clearing accounts for goods receipts and invoice receipts can be set up so that items are only posted manually to these accounts and the goods receipts are always posted in local currency. If their amounts always correspond in local currency, you will be able to clear the goods receipts and invoice receipts without having to make any adjusting entries.

Some of the open items are in local currency, while others are in several different foreign currencies. You clear all open items using the local currency.

The invoice receipt is posted using 1000 USD and 1580 DEM, and the goods receipt with 1580 DEM. At the time of clearing, the 1000 USD is not translated, instead, the historical value of 1580 DEM is used.

| Transact. | Foreign currency | Exch. rate | Local currency | Clearing amnt |
|---|---|---|---|---|
| 01.01.95: Invoice | 1000 USD | 1.58 | 1580 DEM | 1580 DEM |
| 23.01.95: Goods receipt | | 1.63 | | 1580 DEM |

You can clear the items without having to make any further adjustment postings.

If the *Only balances in local crcy* indicator is suppressed from the screens for G/L account master data maintenance, you have to set it to be displayed in Customizing. To do this, select the activity *Define screen layout per transaction (G/L accounts)*. On the next screen, choose the desired activity (display, create, change), and choose *Edit field status*. Then select the *Control* group. On the following detail screen, you can set the field *Only balances in local crcy* as an optional entry, for example.

# Clearing Open Items with a Future Posting Date: Example

When you are carrying out manual clearing transactions such as incoming or outgoing payments, you can also clear items that have a posting date that is after the clearing date.

On 3/26/95, you enter an invoice with the posting date 4/1/95. On 3/29/95, you clear this invoice by posting an incoming payment.

To clear an open item whose posting date is in the future, proceed as follows:

1. Choose *Goto* → *Open items* on the *Post with Clearing* screen.

2. Select those open items with a posting date in the future that you want to clear.

   The open item is inactive for the time being. You can activate it.

   If the posting date of one of the open items you want to clear comes after the posting date of the clearing procedure, this affects the clearing date entered in all the items involved. In this case it is no longer identical to the clearing posting date. Instead, it is identical to the latest posting date of all the open items.

# Outgoing Payments with Printed Forms

## Use

You can print checks without having to run the payment program or the print program. There are two ways of doing this:

- You can post a payment and at the same time, print the check [Page 596].

- You can print just a check [Page 597] for a payment that has already been posted.



> This may be necessary, for example, if a check is damaged during printing.

# Clearing Open Items and Printing Payment Media

## Procedure

To post a payment, clear the items involved, and print the payment medium immediately, proceed as follows:

1. Choose *Document entry* → *Outgoing payment* → *Post + print forms* from the *Accounts Payable* menu or
   choose *Document entry* → *Other* → *Outgoing payment* → *Post + print forms* from the *Accounts Receivable* menu.

2. The screen for entering the specifications appears.

   In this screen you enter the specifications for printing checks and payment advice notes. These include company code, payment method, house bank, and the printer for the check and the payment advice note.

   

   You enter this data once per working session. You can change your entries at any time.

3. Next choose *Enter payments*.

4. If you want to post the entire payment amount as a payment on account, select the field *Payment on account,* and enter a text to be displayed on the payment advice note.

   

   It is generally only necessary to enter the amount and value date as specifications for the bank posting. The system determines the G/L account to be posted to from the specifications for the payment method and the house bank. For this purpose, the system refers to the configuration for the payment program.

5. Process the open items as usual, either by entering selection criteria or directly choosing *Goto* → *Open items*.

   To change the specifications, choose *Goto* → *Specifications*.

6. Post the document.

a. If you have selected the specification *Print immediately*, the system issues a message that the document was printed.

b. If you have not chosen *Print immediately*, the print request is stored in the spool system. After posting, the system displays the spool numbers for the check or the payment advice note. You can then start the print separately from the spool.

## Result

Choose *Enter*, and the system confirms that the print request has been created.

# Printing Checks for Cleared Items

## Procedure

To print the check for items that have already been cleared, proceed as follows from the *Accounts Payable* menu:

1. Choose *Document* → *Additional functions* → *Print payment forms*.

   The screen for entering the specifications appears.

   On this screen, you enter the specifications for printing checks and payment advice notes. These include company code, payment method, form, and the printer for the check and the payment advice note.

2. Choose *Check* → *Print*.

## Result

On the basis of the postings in the payment document, the system tries to determine the payee and the house bank to which the check should be issued. To do this, it refers to the values defined for the payment program in the system configuration. You are required to make further entries in the following cases:

- If there is more than one possible payee. This may be the case if you are paying the invoices of more than one vendor at a time, or if there is an alternative payee specified in the master records of a particular vendor. If this is so, the system requires you to select the payee in a dialog box.

- If the system was not able to determine the house bank from the postings in the document, a dialog box is displayed where you are asked to select a house bank.

- If you want to print a check for a payment document that was created by the payment program, other entries are required if you are working with prenumbered checks: In a dialog box, you have to specify whether the system should use the same check number that the payment program suggested or whether a new check form is necessary.

# Clearing Accounts

## Use

This function differs from posting with a clearing transaction or posting with a payment in the following ways:

- You do not need to enter a document header

- You can only clear open items from one account

## Prerequisites

You can use this function to clear debits and credits that balance to zero (for example, invoices and payments that you have already entered).

> Since internal transfer postings may have to be generated, a document type must be defined for clearing. To make this specification, select the activity *Define Posting Keys for Clearing* in the Implementation Guide [Page 24] for *Accounts Receivable and Accounts Payable.* The *Maintain Accounting Configuration: Clearing Procedures - List* screen appears. Select the transaction *Transfer posting with clearing*. The detail screen appears. For each account type, you can specify a default document type to be used for posting a clearing document (if this is required for the clearing transaction).

## Procedure

To clear an account, proceed as follows:

1. From the *Accounts Receivable, Accounts Payable,* or *General Ledger* menu, choose *Account* → *Clear*.

   The screen for entering header data appears.

2. Enter the account number in the *Account* field and if necessary, also enter a currency key for the clearing document in the *Currency* field. If you do not enter a currency key, the company code's local currency is used. The company code and clearing date is proposed by the system.

3. You have the option of searching for specific items for clearing. To do this, select a field (for example, amount) and choose *Enter*. The next screen prompts you to specify which open items to select.

4. To display the open items for processing, choose *Edit → Open items*.

5. Process the open items as described in Open Item Processing [Page 540].

6. Once the debits equal the credits, choose *Account → Clear*.

## Result

The system assigns the clearing date and clearing document number to each open item cleared.

# Resetting Clearing

## Use

You can reset clearing transactions for individual documents. When clearing is reset, the clearing data is removed from the line items (and the reversal data, where it existed, is removed from the document header). The document changes are logged and can be displayed in the change documents.

## Procedure

To reset a cleared item to *open item* status, proceed as follows:

1. From the *Accounts Receivable, Accounts Payable,* or *General Ledger* menu, choose *Document* → *Reset cleared items.*

2. Enter the clearing document number, company code and (if appropriate) the fiscal year.

3. First display the items from the clearing document by choosing *Goto* → *Accompanying items.* You reach the line item display function. To return to the initial screen, choose *Back*.

4. Choose *Goto* → *Accompanying corrsp.* to see whether or not correspondence requests were created and sent. The displayed list will not contain correspondence requests that were reorganized (deleted).

   In resetting a clearing document, all accompanying correspondence requests are marked so that you can see that their clearing document was reset. Reorganized (deleted) requests are not marked in this way.

   To return to the initial screen, choose *Back*.

5. Choose *Clearing* → *Reset cleared items.* If any correspondence requests have been created, the system asks you whether you want these requests to be flagged as *Completed* in order to prevent the correspondence from being sent out at a later date.

   ➡️

   You can also decide whether the clearing document should be reversed. If you do not reverse it, it will also remain in the system as an open item to be cleared along with the other open items.
   An exception to this is the clearing transaction in third currency. Clearing documents with exchange rate differences and clearing transactions involving documents posted with the net procedure: In these cases, the clearing document is reversed by the system when it resets the cleared items.

   ➡️

   If you use the *Cancel check payment* function, in addition to the cleared items being reset, the payment document is reversed, and the related check is voided in the check register. For more information, see Check Management [Ext.].

# Payment Advice Notes

This topic describes the functions provided by the system for the processing of payment advice notes.

A payment advice note contains the incoming payment details required for assigning and clearing the relevant open item. Payment advice note headers contain the payment amount, payment date, and other information about the payment. The advice items contain information on the paid items; the amount, difference reason codes. They also contain information used for identification purposes such as document number, reference number, billing document number, customer reference number, and so on.

A payment advice note can be created in several ways in the SAP System.

• You can enter handwritten advice notes manually.

• When processing bank statements, check deposit lists, or lockbox data, you can have the system create a payment advice note with the detail information automatically. This may be necessary if the program cannot clear open items immediately due to differences.

• When manually processing open items for incoming payments, you can create an advice note to record the current processing status of the items.

• Payment advice notes can be imported into the system using EDI.

Payment advice notes are used during payment clearing to search for and assign open items automatically. Instead of having to enter selection criteria and then process the open items, all you have to do is specify the payment advice note number. The system uses the payment advice note to propose items for clearing, including any necessary difference postings and payments on account.

# Requirements for Using Payment Advice Notes

If you want to use payment advice notes, you will need to configure your system accordingly. You can find further information on this topic in the Accounts Receivable and Accounts Payable Implementation Guide under *Incoming Payments → Payment Differences* and *Payment Advice Notes*. For information about system configuration, see [Configuring the System Using the Implementation Guide [Page 24]](#).

In addition to making the system configuration settings, you can set up payment advice note entry so that entry is made with current totals. To do this, you need to assign an **X** (X = Enter payment advice notices with current totals) to the parameter *AVA* in the user master record by choosing *Tools → Administration → Maintain users → Users*.

# Types of Payment Advice Note

Payment advice notes are stored in the system separately from one another according to their type. The  following advice note types are available in the standard system:

| | |
|---|---|
| 01 | Advice note from lockbox method |
| 02 | Advice note from bank statement |
| 03 | Advice note generated during manual clearing processing |
| 04 | Manually-entered advice note |
| 05 | Advice note from credit memo display (from the bank) |
| 06 | Advice note from the customer (via EDI) |

# Creating Payment Advice Notes

To create a payment advice note, proceed as follows:

1. From the *Accounts Receivable* menu, choose *Document entry* → *Payment advice* → *Create*.

2. The advice note number can be assigned either internally by the system or externally by the user.  If your system uses external number assignment, you must enter the advice note number yourself. If you do not specify a number, the system assigns one automatically in the format aaddddddduuuuuubb. These characters have the following meanings:

    | | |
    |---|---|
    | aa | advice note type |
    | dddddd | creation date |
    | uuuuuu | creation time |
    | bb | first characters of your user name. |

    The key for a payment advice note consists of the company code, account type, account number and advice note number.

    An advice note entered manually by employee WEST on the 11/19/1994 at 14:22:12 would have the key 04941119142212WE.

3. Enter the general data in the advice note header, such as the payment amount, currency and the bank details.

4. In the advice item, enter the data used to identify an open item. Using this information, and in accordance with a predefined rule, the system derives a selection field and a value that must be selected in order to determine the open items. When you specify either the gross or the net amount, the system compares this value with the open item to which it is allocated and carries out any difference postings necessary. You can also enter a key for the difference reason.

You enter the advice note item either on detail screens or freely-definable fast entry screens (the same as for G/L account item fast entry when posting a document).

Navigation between the detail screens, the overview screen, and the fast entry screens is the same as for posting or displaying a document. You can define an unlimited number of line layout variants for the payment advice overview (overview of all advice note items).

During manual open item processing, advice sub-items may be created if the selected open items are saved as payment advice notes along with difference reason codes, reference information and cash discount terms.

You can also enter advice sub-items when you are processing advice notes manually (payment advice post-processing). In this way, you can enter several (up to 8) deduction amounts, each with its own difference reason code, in the payment advice note. This information is later read by the system when incoming payments are posted, triggering the appropriate difference postings.

On the entry screen, you can also display the running totals for the payment and deduction amounts. This control information enables you to compare the total amounts from all the advice items with the payment amount in the advice  header.

**Creating Payment Advice Notes**

# Changing Payment Advice Notes

To change a payment advice note, from the *Accounts Receivable* menu choose: *Document entry* → *Payment advice* → *Change*. Advice notes created during manual open item processing can likewise only be changed via the manual open item processing function.

When advice notes are changed, the system does not create change documents.

Every field in an advice note can be changed, notably the amounts and the selection criteria.

# Displaying Payment Advice Notes

To display a payment advice note, from the *Accounts Receivable* menu choose: *Document entry* → *Payment advice* → *Display.*

On the initial screen, you can make a generic entry for the advice note key to search for the necessary payment advice note. The system searches through all the advice notes and displays a list (if more than one note is found) of those that match the criteria entered. The advice note key and the creation data are used as selection criteria.

You can use the advice note list function to select and process payment advice notes from the list.

In addition to the detail display and payment advice overview, you can see who created the advice note, when they created it, and how they created by choosing *Extras* → *Administrative data*.

# Deleting Payment Advice Notes

To delete payment advice notes, choose  *Document entry* → *Payment advice* → *Delete.* You will already have defined in the IMG how many days an advice note must remain in the system before it can be deleted. This will depend on the type of advice note.

The system automatically deletes payment advice notes which are used successfully during payment clearing.

# Reorganizing Payment Advice Notes

It will not normally be necessary to reorganize your advice notes, but should this be the case, you can carry out a reorganization using program RFAVIS20. This program uses the advice note key and the creation data as selection criteria. You can choose from various pre-programmed variants as to the layout of the resultant list. The system only selects those payment advice notes that could be deleted  (i.e. that have exceeded the minimum system retention period). If you select the 'proposal list' parameter, the system also displays (for control purposes), a proposal list of the advice notes that can be deleted. You can select the notes you wish to delete in this list and actually delete them there.

# Interest Calculation

Interest can be calculated on customer and vendor accounts in two ways: Account balance interest calculation or calculation of interest on arrears

The following topics describe the calculation of interest on arrears. First, you will be introduced to the process of interest calculation and the settings you can make for the interest calculation indicator and method. This is followed by an explanation of the relevant fields in the master record and the line items. Finally, you will learn how to carry out interest calculation itself.

Balance interest calculation [Ext.] is described in the *FI - G/L Accounting* manual.

# Introduction to Interest Calculation

Interest calculation is controlled by settings made in the interest indicator. You assign an interest indicator to the master records of the customer and vendor accounts you want to calculate interest for. When executing an interest calculation run, you will make further specifications that also affect the run and sometimes have priority over the settings in the interest indicator.

Interest is calculated using the debit interest rate defined for the interest indicator. Credit interest rates are used when interest is being calculated on items paid prior to their due date.

There are different ways to calculate interest:

- To calculate interest on cleared items only and post this interest, choose *Periodic processing → Interest calculation → Arrears → Without open items* from the *Accounts Receivable* or *Accounts Payable* menu. The system will calculate interest as of the net payment due date.

- To calculate interest on open and cleared items and post the interest, choose *Periodic processing → Interest calculation → Arrears → With open items* from the *Accounts Receivable* or *Accounts Payable* menu. The system will calculate interest as of the upper limit date of the last interest run.

- To calculate interest on open and/or cleared items without posting the interest, choose *Periodic processing → Interest calculation → Arrears → Without postings* from the *Accounts Receivable* or *Accounts Payable* menu. The system will calculate interest as of the net payment due date.

In each of the above options, the system presets the appropriate fields and offers only the necessary selection criteria.

- To calculate interest any other way, choose *Periodic processing → Interest calculation → Arrears → Free selections* from the *Accounts Receivable* or *Accounts Payable* menu.

For more information about calculation of interest on arrears, see the documentation for programs:

RFDUZI00      Calculation of Interest on Arrears (Customers)

RFKUZI00      Calculation of Interest on Arrears (Vendors)

**The Interest Calculation Process [Page 611]**

**Master Record Fields for Interest Calculation [Page 613]**

**Blocking Items [Page 614]**

# The Interest Calculation Process

The interest calculation process is as follows:

- First the program identifies the items on which interest is to be calculated according to the rules defined in the interest indicator, and any additional specifications you make when executing the program. The rules you enter determine the items and transaction for which interest can be calculated, such as:

    – Cleared or open items only

    – All clearing transactions or only those with a payment (thereby excluding uncleared credit memos and payments on account).

    – Credit and debit items or only debit items. If interest is to be calculated on credit items (for example, credit memos and payments on account), it is calculated in the same way as for debit items.

- The program then determines the days for which interest is to be calculated, taking into account the calendar type.

    – There are basically two factors involved in interest calculation: the lower and upper limit of the calculation period you specify for the interest calculation run, and the time period between the net due date and the date of the payment document (or the clearing date for credit memos determined per item). The program selects those items in which the period between the net due date and clearing date falls within the lower and upper limit of the calculation period. If the lower limit of the calculation period is suppressed, the system uses the value from the *Last key date* field in the master record as the lower limit.

    – You can specify whether interest should be calculated as of the date of the last interest calculation. That is, only those items still open as of the date of the last run will be included in the new run. Cleared items are only included if the clearing date is later than the date of the last interest calculation.

    – Tolerance days may be specified in the interest indicator. These are added to the due date for net payment,  but are only relevant for selecting the items to be included in the interest calculation run. Interest is always calculated as of the due date for net payment without taking into account any tolerance days. You can also define transfer days for cleared items. This is a way of making allowance for when payments take longer than usual to transfer or when the relevant accounts are not cleared promptly. Transfer days are subtracted from the date of the payment document or from the clearing date.

- After determining the items on which interest is to be calculated, the program works out the amount in local currency. In doing so, it takes into account any interest rate changes within the calculation period,  and if a minimum amount is specified for the interest indicator, it compares the calculated interest amount with the minimum amount. By specifying a minimum amount, you can prevent letters from being created and sent to vendors for insignificant interest amounts.

- Lastly, correspondence is created if the calculated interest exceeds the minimum amount. The form containing information for the correspondence is defined in the interest indicator. However, you can specify a different form in each interest calculation run.

**The Interest Calculation Process**

## Information in the Letter

The letters you send to your business partners about interest calculation contain the following information:

- Text

- Overview of line items

- Interest rate overview

- Interest overview

The system also creates an error list if the calculation report did not run correctly.

You can also request the following lists:

- Log

- Account overview

# Master Record Fields for Interest Calculation

There are two fields in the company code data area of customer and vendor master records that are relevant for the calculation of interest on arrears:
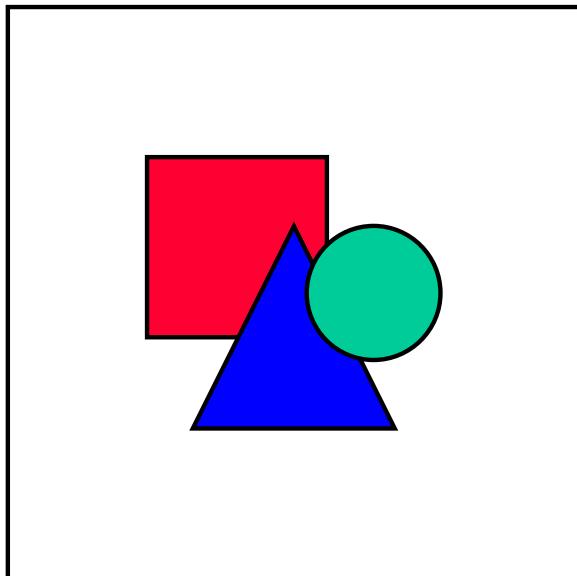
- *Interest indic*.

  The program that calculates interest on arrears uses the interest indicator specified in the customer master record. The most important specifications for the interest calculation run are stored under the interest indicator. They include, for example, rules determining which items are selected for interest calculation and how the interest is calculated.

  The interest indicator must be assigned the interest calculation type *Item interest calculation*.

- *Last key date*

  After each interest calculation run, the program enters the upper limit of the calculation period into this field by batch input. This is the date you have specified for the calculation run.
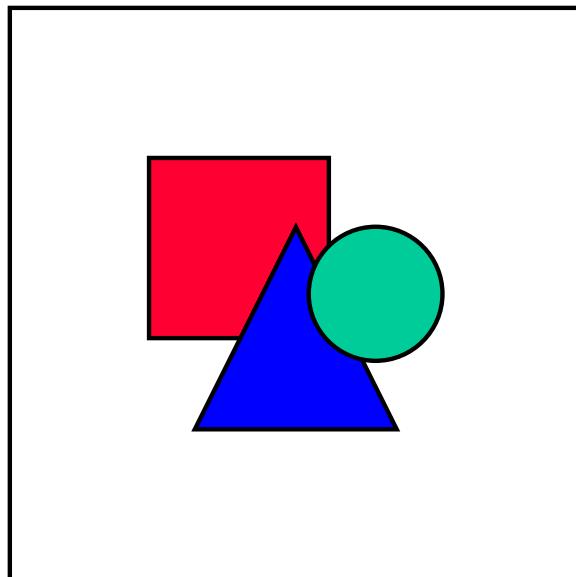


If an account is to be included in the interest calculation run, an interest indicator for interest on arrears must be specified in the master record!

See <u>Customer Master Records [Page 27]</u> or <u>Vendor Master Records [Page 102]</u> to find out how to change or display a master record.

# Blocking Items

To exclude particular items from interest calculation, you can block them by placing an **X** in the *Interest block* field in the line item. To do this, choose *Extras* → *More data* when entering or changing a document.



The field is ready for input if the master record contains an interest indicator.

# Executing the Interest Calculation Program

To calculate interest on arrears, proceed as follows from the *Accounts Receivable* or *Accounts Payable* menu:

1. Choose *Periodic processing* → *Interest calculation* → *Arrears* and then the desired option:

    → *Without open items*

    → *With open items*

    → *Without postings*

    → *Free selections*

    The system displays the screen for entering your selection criteria.

    You specify the following:

    - **Selection criteria**

        You can specify an interval for accounts and company codes. In addition, you can restrict the interest calculation to only those accounts with certain interest indicators, or to reconciliation accounts or to special G/L transactions.

    - **Calculation period**

        If you choose the *Free selections* option, you can enter a lower and upper limit for the calculation period directly. If you choose one of the other three options, you can specify only the upper limit, and the system uses the value of the *Last key date* field in the master record as the lower limit. The program checks the items for this period. Alternatively, select the *Include date of last int calc.* parameter in which case the program uses the upper limit entered in the last interest calculation run as the lower limit of the calculation period. This ensures that calculation periods do not overlap. If you select the *Calc. int. from net due date* parameter, the program calculates interest as of the due date for net payment, ignoring any lower limit.

    - **Calculation of interest**

        The rules for calculating interest are stored under the interest indicator. If you are using the Gregorian calendar, you can specify that, when one occurs, a leap year is taken into account when calculating interest. You determine which calendar type is used by specifying this under the interest indicator.

    - **Form and printing the letters**

        You can specify your own form to define which information is contained in the form or the letter. If you do not do this, the form stored in the system is used. You must also specify the date of issue for the letter.

2. Specify the appropriate data. You reach the second screen page with the scrolling (page down) key.

    It is possible to have the system automatically post debit or credit interest by batch input. To do this, select the *Post interest settlements* parameter. The date of the last interest calculation run is updated by batch input in the master record. If you require this, you must select the *Maintain master records* parameter.

3. Choose *Program* → *Execute* to calculate the interest.

# Dunning

## Purpose

Sometimes your business partners may fall behind on payments. You can send them a payment reminder or a dunning notice to remind them of their outstanding debts.

The SAP System allows you to dun business partners automatically. The system duns the open items from business partner accounts in which the overdue items create a debit balance. The dunning program selects the overdue open items, determines the dunning level of the account in question, and creates a dunning notice. It then saves the dunning data determined for the items and accounts affected.

You can use the dunning program to dun both customers and vendors. It may be necessary to dun a vendor if he or she has a debit balance as a result of a credit memo. If a customer is also a vendor, you can offset the account balances against one another.

> The dunning program is also used in Real Estate Management. For more information, see Dunning Procedure for Rental Agreement [Ext.]

## Implementation Considerations

If you wish to use the automatic dunning procedure, you have to make settings in the following places before using the system and while it is operational:

- In Customizing for *Financial Accounting* (IMG)

- In the master data for your customers or vendors

- When you post documents

See also Settings for Dunning: Overview [Page 622]

Once you have decided in which countries you wish to use the automatic dunning procedure, adjust your settings to meet the country-specific business requirements. In the USA, for example, debtors are not usually dunned. In Customizing, you can make company code-specific settings so that the fields for dunning are hidden for the company code USA.

You use the following attributes to control the dunning program, and you can configure them according to the needs of your company:

- **Dunning procedure**
  The dunning procedure controls how dunning is carried out by the system. You can define as many dunning procedures as you like.

- **Dunning levels**
  The dunning levels are calculated based on the number of days open items are in arrears. You can also have the system calculate the dunning levels based on the dunning amount or a percentage paid (sales-related dunning level determination).
  You can determine more than one dunning level per dunning procedure.

- **Dunning areas**
  A dunning area is an organizational unit within a company code used for the dunning

**Dunning**

process.
A dunning area can be a division or a sales organization. You assign a dunning area to an open item when you are posting. You can dun items separately by dunning area.

# Features

The SAP System allows you to use either the automatic dunning program, which duns all overdue items in accordance with your selection criteria, or, if required, you can dun individual customers or vendors (see Individual Dunning Notices [Page 619]).

You have the following options and functions for dunning:

| | |
|---|---|
| **Payment deadline, interest on arrears, and dunning charges** | You can enter a specific payment deadline in the dunning notice, as well as interest on arrears and dunning charges (both calculated by the dunning program). |
| **Dunning currency** | If all the open items in an account have been posted in the same currency (either local currency or a foreign currency), the dunning program uses this currency. Otherwise, the dunning program uses the local currency of the company code. The items are displayed in document currency in the dunning notice, and the totals in local and foreign currency. |
| **Cross-company code dunning** | You can combine the overdue items for one customer or vendor from several company codes in one dunning run, and issue the items in one dunning notice. |
| **Dunning for head office/branch relationships** | If your customer or vendor has both a head office and branch offices, dunning notices are sent to the head office. However, you can also send dunning notices to the branch offices. |
| **Dunning one-time accounts** | You can dun a one-time account just like any other business partner account. All the items for a one-time account that have the same address are grouped in one dunning notice. The dunning date and level are updated in the item, not in the account master record. |
| **Dunning history** | The dunning history provides you with information on all of the dunning runs you have executed and the dunning notices you have sent (overdue items, dunning totals, and so on). If required, you can also select by account type, company code, and/or customer or vendor. |

For more information about the special functions in the automatic dunning program see Special Functions in Dunning [Page 657].

# Individual Dunning Notices

## Use

You can use individual dunning notices to dun individual customers or vendors.

## Prerequisites

Ensure that you have made all of the settings required in Customizing and in the business partner data (see Settings for Dunning: Overview [Page 622]).

## Features

The program only checks the account of the business partner concerned for items to be dunned and issues a dunning notice where required.

You can also carry out cross-company code dunning for business partners (see Cross-Company Code Dunning [Page 660]).

## Activities

1. From the SAP *Easy Access* Menu, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Dunning.*

   The *Dunning* screen appears.

2. Choose *Individual dunning notice*.

3. Enter data as required.

# Dunning Process

## Purpose
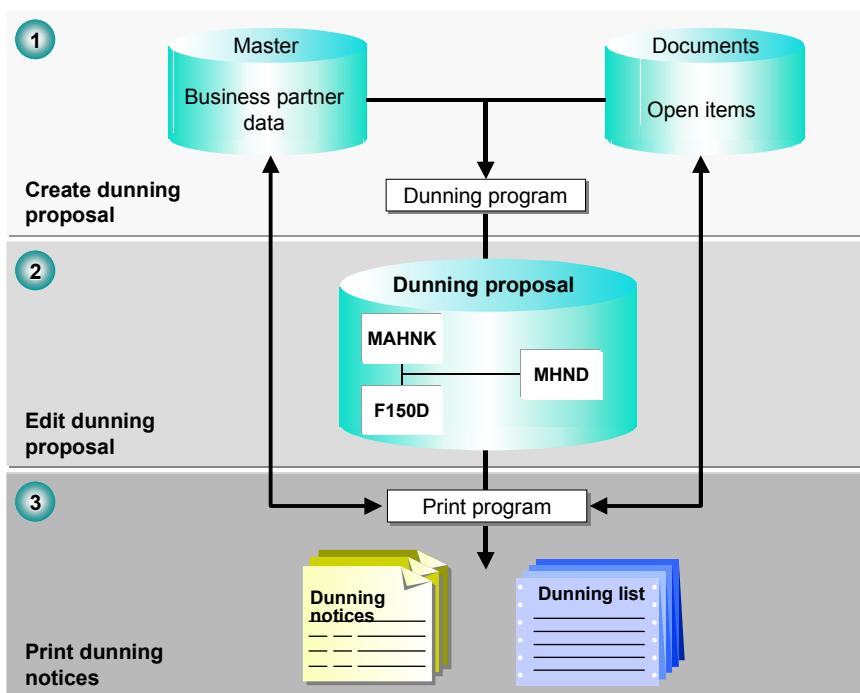
The automatic dunning program runs according to the dunning process described below. It enables you to regularly check your ledgers for overdue receivables, and then create payment reminders for these business partners.

## Prerequisites

Ensure that you have made all of the system settings required (see Settings for Dunning: Overview [Page 622]).

## Process Flow

The dunning process consists of several subprocesses that must be carried out in a specific order (see figure below).



### Creating Dunning Proposals (1)

Start the dunning program and enter the company codes for the dunning run. You can restrict the selection to specific accounts. During the dunning run, the dunning program determines the accounts and items that must be dunned, the dunning level, and all other details required for dunning. The dunning program creates a dunning proposal list. The dunning proposal list can be created as often as required since the dunning data for the item and in the account is not updated until the dunning notices have been printed.

Only those accounts that contain a dunning procedure in the master record are included in the dunning run.

### Editing Dunning Proposals (2)

You can edit the dunning proposal as follows:

- Set dunning blocks

- Reset dunning blocks

- Change dunning levels

### Printing Dunning Notices (3)

The print program prints the dunning notices. At the same time, the relevant dunning data is stored in the items and the master record of the business partner.

The dunning forms and texts that you use must be defined or adapted before the dunning run is executed. You determine the items and accounts to be dunned and the dunning texts when you configure the dunning program. This involves defining rules governing how the program determines the data it needs.

# Settings for Dunning: Overview

The SAP *Financial Accounting* component is delivered with the dunning procedure and all further specifications for dunning. Check whether you can use the predefined settings or whether you have to make changes. Assign the required dunning procedures and areas (if used) required to your business partners.

Note that some settings are company code-specific. If you do not use the company code keys delivered with the system, you must change the standard entries or make your own entries.

You can make the settings for the dunning program when you implement the system; you can however still change them at a later date. You make the system settings in three places:

- In **Customizing** (IMG) or the **application**

  - In the IMG for *Financial Accounting*, choose *Accounts Receivable and Accounts Payable → Business Transactions → Dunning*.

  - In the SAP *Easy Access* Menu, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Dunning.*

- In the **master record** for your customer or vendor

  In the SAP *Easy Access* Menu, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Master records → Create* or *Change* then *Company code data → Correspondence*.

- In the **document** (optional settings)

  In the SAP *Easy Access* Menu, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Document → Change.*

For more information about configuring the dunning program, see the for *Financial Accounting* under *Accounts Receivable and Accounts Payable → Business Transactions → Dunning*.

The following table gives an overview of the settings required:

| Settings | Initial access | Menu path | |
|---|---|---|---|
| **Dunning Program** | Dunning area (optional) | IMG *Dunning* | *... → Basic Settings for Dunning → Define Dunning Areas* |
| | | Application *Dunning* | *... Environment → Change configuration → Environment → Dunning areas* |
| | Dunning keys | IMG *Dunning* | *... → Basic Settings for Dunning → Define Dunning Keys* |
| | | Application *Dunning* | *... Environment → Change configuration → Environment → Dunning keys* |
| | Dunning block reason (optional) | IMG *Dunning* | *... → Basic Settings for Dunning → Define Dunning Block Reasons* |

| | | Application *Dunning* | *... Environment → Change configuration → Environment → Dunning block reasons* |
|---|---|---|---|
| | Dunning procedure with<br>- Dunning interval<br>- Dunning levels<br>- Minimum days in arrears<br>- Interest<br>-<br>Known/negotiated leave | IMG *Dunning* | *... Dunning Procedure → ...* |
| | | Application *Dunning* | *... Environment → Change configuration → Environment → ...* |
| | Company code data:<br>- Dunning per dunning area<br>- Dunning per dunning level<br>- Reference company code<br>- Dunning company code | IMG *Dunning* | *... Dunning Procedure → Define Dunning Procedure*, then *Environment → Company code data.* |
| | | Application *Dunning* | *... Environment → Change configuration → Environment → Company code data* |
| | Dunning forms and payment media | IMG *Dunning* | *... → Printout → ...* |
| **Dunning data in the customer master record (or vendor master record)** | - Dunning procedure<br>- Dunning area<br>- Alternative dunning recipient (optional)<br>- Accounting clerk for dunning (optional)<br>- Grouping key (optional) | Application *Master data* | *... Correspondence* tab, and screen area *Dunning data...* |

**Settings for Dunning: Overview**

|  | Head office-branch processing (optional) |  | ... *Correspondence* tab and screen area *Correspondence* → *Decentralized processing* |
|---|---|---|---|
| **Document** | - Dunning block<br>- Dunning key | Application *Document* | ... Screen area *Additional details* |

# Creating Dunning Proposals

## Purpose

During the dunning run, the dunning program determines all customer (and vendor) items and accounts for which dunning notices can be issued. This is the basis of the dunning proposal.

The dunning proposal is output in the form of a list that contains all items and accounts for which dunning notices can be issued (that is, they are overdue).  The list is sorted according to account and dunning level.

You can process the dunning proposal further.

## Prerequisites

Make sure that you have made the settings for the following features:

- Dunning procedure

- Company code data

- Dunning data in the customer master record (or vendor master record)

- Blocking of open items (if required)

- Dunning parameters

For more information about preparing and starting the dunning run, see Setting Dunning Parameters [Page 627] and Creating Dunning Proposals [Page 630].


## Process Flow

You control the dunning program via the settings you make for the dunning procedure. Further control can be exercised via the settings you make in the customer or vendor master record, via the open items, and by the parameters for the dunning run.

You control dunning via:

- **Company Code-Specific Specifications:**

  One of the factors these specifications determine is which company codes are dunned.

- **Dunning Procedure**

  This contains the most important specifications for controlling dunning. These include the dunning frequency, the dunning levels, and the grace days for the due date determination.

- **Customer/Vendor Master Record**

  In the master record, you specify which dunning procedure should be used for that account. The dunning program stores the date of the last dunning run and the dunning level in the master record. If an account is not to be dunned, enter a dunning block.

- **Open Items**

  You can block items from being dunned, or specify that an item is only to be dunned up to a certain dunning level. The dunning program notes the date of the last dunning run for the item and the dunning level.

**Creating Dunning Proposals**

- **The Parameters for the Dunning Run**.

  These include the company codes and accounts that are to be checked during the dunning run, and the posting date up to which documents should be taken into account.

The automatic dunning program uses these criteria to check the items and accounts for the following:

- Whether they are overdue

- Charges and interest

- Dunning levels

For more information about the technical process flow of the dunning program and the program's special functions, see *Controlling the Dunning Run* and Special Functions in Dunning [Page 657].

# Result

The program produces a dunning proposal.  You can process this proposal further if required, and then print the dunning notices.

# Setting Dunning Parameters

## Use

Before you can start the dunning run, you have to enter dunning parameters. You use these parameters to define when, for which period, which company code, which business partners, and so on should be considered by the dunning program.

## Procedure

1. From the SAP *Easy Access* Menu, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Dunning.*

   The *Dunning* screen appears.

2. Enter the following data:

   - **Date of execution**
     Enter the date for which the dunning run should be executed.

   - **Identification**
     Enter an alphanumeric key that uniquely identifies the dunning run.
     This is particularly useful if you schedule several dunning runs for the same day.

3. Choose the tab *Parameters.*

   Here, you can either enter dunning parameters, or copy the parameters from a previous dunning run (choose 📋). Otherwise, enter the following data:

- **Dunning date**
  Enter the date to be printed on the dunning notices.

     This date is then the basis for calculating the days in arrears. For example, if you run the dunning program on Friday, but want to calculate the days in arrears up until Monday, enter Monday's date in this field.

   - **Documents posted up to**
     Enter the date up to which documents should be considered in the dunning run. The deciding factor is the posting date of the document. Invoices that you post after this date are not considered.

   - **Company code**
     Enter the company codes that you want to dun.

   - **Account restrictions** (optional)
     If you want to restrict dunning to specific customers or vendors, enter the required data. You thereby restrict the number of accounts to be dunned.

     To clear items with each other from a business partner that is both a customer and a vendor, enter both account numbers. The dunning program then determines a joint balance (see Clearing Customers and Vendors [Page 664]).

4. You can make further restrictions to the dunning run. Choose the tab *Free selection.*

   You can enter up to eight additional selection criteria for accounts and documents. You can use fields from tables BSID, BSIK, KNA1, KNB1, KNB5, LFA1, LFB1, LFB5 as selection

**Setting Dunning Parameters**

criteria. You can assign values to these fields, and include or exclude those values during the search.

The system expects the entries to be made either as a list of individual values, for example, value 1, value 2, value 3, or as a list of intervals, such as (from value 1, to value 1), (from value 2, to value 2). However, you can enter individual specifications and intervals at the same time. A comma must separate them, and no blanks should be used. Set intervals between brackets - (" ").  Specify individual values using the defined field length; do not omit leading zeros.

**Selections for the dunning run**

| | |
|---|---|
| Field name | KNA1-PSTLZ |
| Values | (67000,67999) |
| Values | 69190 |
| Exclude values | O |
| Field name | BSID-WRBTR |
| Values | (1000,10000) |
| Values | |
| Exclude values | O |
| Field name | BSID-BELNR |
| Values | (140005645,150000000) |
| Values | |
| Exclude values | X |

In addition to the parameters on the parameter screen, the above-mentioned settings also restrict the dunning run in the following way: From the chosen customers, only those who live in postal code area 67000 and 67999, and those from the city with postal code 69190 are included in the dunning run. Documents are then only included if the amount in document currency is between 1000 and 10000 currency units. Documents within the document number interval 140005645 and 150000000 should not be included in the dunning run.

5. Save your entries and then choose the *Status* tab.

   Here, the system displays the current status of the dunning runs.


You have the following display and evaluation options:

- **Log**
  Once the system has carried out the dunning selection, you can check the log to see whether errors occurred.  Choose 🔍 *Log*.

- **Dunning list**
  You can also look at the list of accounts and open items to be dunned by choosing 🔍 *Dunning list*.

- **Dunning statistics**
  To call up the dunning statistics, or the lists of the blocked accounts or blocked items, choose *Goto* and then *Dunning statistics, Blocked accounts*, or *Blocked line items*.

# Creating Dunning Proposals

## Use

The dunning program creates a dunning proposal.

You can also print dunning notices at the same time.

## Prerequisites

Make sure that you have defined all of the required dunning parameters.

## Procedure

1. On the *Dunning* screen, choose 🕒 *Schedule*.

2. To start the dunning run immediately, select the *Start immediately* field.

   To schedule the dunning run, enter the start date and time.

   > ➡️
   >
   > If you want to print the dunning notices straight away or schedule them, you can no longer edit the dunning proposal. For more information, see Editing Dunning Proposals [Page 666]
   >
   > If you want to be able to edit the dunning proposal, you should carry out printing separately. For more information, see Printing Dunning Notices [Page 687]

3. To have the dunning notices printed after the dunning run, select *Dunn. print with scheduling?*

4. Choose 🕒 *Schedule*.

## Result

The system outputs a list with all items that are overdue and can be dunned.

# Determining the Accounts and Items to be Dunned

## Use

This function determines the accounts and business partners to be dunned, and the items that are overdue.

## Features

The system determines the accounts and items to be dunned in two steps. Firstly, the dunning program checks the accounts and the items.

### Processing the Accounts

The dunning program checks whether an account needs to be dunned as follows:

- It checks the fields *Dunn.procedure* (dunning procedure) and *Last dunned* (date of last run) in the customer master record to determine whether the arrears date or the date of the last dunning run lies far enough back in the past.

- It checks whether the account is blocked for dunning according to the *Dunning block* field in the customer master record.

Following these checks, the account in question is either released for dunning or rejected. If the account is released for dunning, the dunning program processes all open items that were posted to this account on or before the date entered in the field *Documents posted up to*.

   1. It checks each open item in an account as to whether the open item:

      a) Is blocked for dunning

      b) Is overdue according to the date of issue, the base date, the payment conditions, and the number of grace days granted

Following these checks, the open item in question is either released for dunning or rejected. If it is released for dunning, the dunning program calculates the following:

   2. How many days the open item is overdue

   3. Which dunning level the open item has according to the dunning levels specified in the dunning procedure.

From these calculations, open items with specific dunning levels are determined for an account, whereby the dunning level of the account is equal to the highest dunning level of an open item.

### Processing the Accounts

Once the dunning program has determined which open items to dun and the dunning level for the account, it processes each account by making the following checks:

- Does the customer (or vendor) have a **debit** balance with regard to overdue items and all open items? If not, the account is not dunned.

- Is the total amount to be dunned and the percentage of all open items more than the minimum amount and percentage defined in the dunning procedure? These minimum amounts are defined for each dunning procedure, currency, and dunning level, and may be zero (no minimum amount required).

**Determining the Accounts and Items to be Dunned**

- Is the dunning level for the account or the overdue items higher than it was for the last dunning run? If not, are there new open items to be dunned (with a previous dunning level of 0)? If not, does the dunning procedure for this level specify that dunning be repeated? If the answer to these three questions is no (that is, the dunning level of both the account and the overdue items has not changed, there are no new open items to be dunned, and dunning is not to be repeated), the account is not dunned.

After the account is released for dunning, the next account is tested in the same way.

After these processing steps, the program creates a list of all the accounts and open items that have been proposed for dunning (**Dunning proposal list**). The program assigns a dunning level to the account according to the highest dunning level of an open item in the account.

# Determining Dunning Levels

Open items reach a certain dunning level if the number of days in arrears is equal to or greater than the days in arrears specified for that particular dunning level, but less than the days in arrears specified for the next level. When you print the dunning notices, the dunning level is stored in the item.

You have defined dunning levels for your dunning procedure (see below).  An open item that is 14 days in arrears would then be assigned to the first dunning level; an item that is 31 days in arrears to the third level, and an item that is 50 days in arrears to the fourth level.

| **Dunning procedure specification** | | | | | **Dunning level determined** | | |
|---|---|---|---|---|---|---|---|
| **Dunning level** | 1 | 2 | 3 | 4 | **OI days in arrears** | 1  3  5 / 4  1  0 | |
| **Days in arrears** | 3 | 17 | 31 | 45 | **Dunning level** | 1  3  4 | |

The highest dunning level determined is stored in the master record of the account when you print the letters. This dunning level determines the dunning text and (if one is required) a special dunning form. You can also specify that dunning should be carried out per dunning level. In this case, the highest dunning level of the account does not determine the dunning text or the dunning form; instead, a separate dunning notice is created for every dunning level.

Dunning levels are raised or reduced either by the dunning program or manually:

- If you change the dunning level using the **line item change** or **account change** functions, you can raise or lower the level as you wish.

- If you change the dunning level in the dunning proposal, you can reduce it by as many levels as you wish, but can only raise it by one level. In addition, whether or not you can increase the dunning level depends on the last dunning level: if the dunning program has already raised the dunning level during the dunning run, you cannot enter a higher dunning level. You normally increase the dunning level manually if you unblock a blocked item in the dunning proposal.

- The dunning program can only raise the dunning level for line items by one level at a time (from the previous dunning level). This applies even to blocked line items once the block has been removed.

For those customers for whom you have defined bank collection, line items are taken into account according to the following rules:

For items that have a payment method for incoming payments specified in the items, the system checks whether the item is blocked for payment. If it has been blocked, the item is dunned.

**Determining Dunning Levels**

If no payment method is specified, the system checks whether a payment method for incoming payments is specified in the master record. If one exists, the system carries out a further check to determine whether the master record is blocked for payments. If it has been blocked, the item is dunned.

If no payment method is defined in the master record, the item is dunned.

# Effect of Minimum Amounts and Percentage Rates on Dunning Levels

To prevent relatively small overdue amounts from triggering high dunning levels, you can specify minimum amounts and minimum percentage rates (see the figure below) for every dunning level. The next dunning level is then triggered only if the amount to be dunned is equal to or exceeds the minimum amount and the minimum percentage rate (with reference to **all open items**). If this is not the case, the items are assigned to the next lowest dunning level and the system carries out the check again.

> During a dunning run, a "dunnable" amount of 100 USD was defined for dunning level one; the total of all open items is 1000 USD. The minimum amount for the first dunning level is 10 DEM, and the minimum percentage rate is 10 percent. In this case, the minimum amount is reached and dunning level one is triggered.
>
> In the next dunning run, the open items are assigned to dunning level two, due to the increased number of days in arrears. The dunnable amount for dunning level two is 100 DEM. The total of all open items has changed, and is now 1100 DEM. The minimum percentage rate is therefore not reached.  The amount to be dunned is assigned to the next lowest dunning level (level one) (see the figure below).

| | | | | |
|---|---|---|---|---|
| **Minimum amnts** | | | | |
| **Dunning proc.** | 0001 | | | |
| **Name** | Four-level procedure | | | |

| Dunning level | Min. amount | Min. percent. | Min. amount for interest | Currency . . . USD |
|---|---|---|---|---|
| 1 | 10 | 10 | | |
| 2 | 80 | 10 | | |
| 3 | ... | ... | | |
| 4 | ... | ... | | |

| | | | |
|---|---|---|---|
| **Dunning level 2** | **Dunning amount** | 100 | USD |
| | **Total of open items** | 1000 | USD |
| **Dunning level 1** | **Dunning amount** | 100 | USD |
| | **Total of open items** | 1100 | USD |

For checking purposes, the system determines the amount to be dunned in local currency or in the foreign currency for those accounts that were posted to in a foreign currency only. You therefore enter your minimum amounts in local and/or foreign currency. If the dunning program finds no entry in the selected foreign currency, it determines the minimum amounts in local currency.

# Dunning Procedure

## Definition

Defines how business partners are dunned.

## Use

The dunning program duns open items in customer and vendor accounts if the overdue items result in a debit balance. When you configure the dunning program, you can specify additional criteria for determining whether accounts or their open items are to be dunned.

You make the most important specifications via the dunning procedure. You define this procedure with a four character alphanumeric key. It determines:

- The **dunning frequency** and/or the **dunning interval** with which accounts are dunned.

- The **grace days** and the **minimum numbers of days in arrears** for the purposes of determining whether the open items and accounts should be dunned. This data is used only to determine the due date of the open items and whether an account should be dunned.

- The **number of dunning levels**. For each dunning level, you determine the number of days a line item must be in arrears to be assigned a particular dunning level. This dunning level then determines the wording of the dunning notice.

- The **transactions to be dunned**. You can select whether standard and/or special G/L transactions are dunned with the same procedure. Examples of special G/L transactions are payment requests, bill of exchange payment requests, down payments, and down payment requests. Bill of exchange payment requests are used in Spain, France, and Italy.

You can set up one or more dunning procedures. Several procedures are necessary if you want to dun accounts differently according to the above mentioned criteria.

You specify which procedure is used for an account in the master record of the account concerned. Enter this procedure in the company code-specific area.

> Although you never send more than one payment reminder to certain of your customers, you send up to three different dunning notices to all other customers. As a result, you define two dunning procedures: A single-level procedure and a 3-level procedure. Enter the single level dunning procedure in the master records of customers who should receive only one payment reminder. Assign the 3-level dunning procedure to all other customers.

The system is delivered with standard procedures for you to use, and you can change these or add your own.

**Dunning Frequency and Dunning Interval [Page 637]**

**Grace Days for Line Items and Minimum Numbers of Days in Arrears for Accounts [Page 638]**

# Dunning Frequency and Dunning Interval

For every dunning procedure, you determine the dunning interval and therefore the dunning frequency. This is the minimum number of days that must elapse after a dunning run before an account can be dunned again.

In order to determine whether an account is included in a dunning run, the dunning program stores the date of the last dunning run in the master record. On the basis of this date and the dunning interval, the dunning program determines whether the account should be included in a dunning run.

If the required dunning interval has not elapsed, the account is not dunned - even if it contains overdue items.

> You carried out the last dunning run on 03/01. The dunning interval is 14 days. If a dunning run were carried out on 03/15, the required dunning interval of 14 days would be reached; the accounts could be dunned again. If a dunning run were carried out on 03/14, the required dunning interval would not yet have passed.

| | | | |
|---|---|---|---|
| Customer | 12300 | **Tomkins Enterprises Inc., San Francisco** | |
| Company code | 0001 | **SAP AG Walldorf** | |

Dunning data

| | | | |
|---|---|---|---|
| Dunning proced. | 0001 | Dunning block | |
| Dunning recipient | | Legal block | |
| Last dunning | 03/01/1997 | Dunning level | 1 |
| Dunning by user | 01 | | |

| | |
|---|---|
| Dunning proc. | 0001 |
| Name | Four-level procedure |
| | |
| Dunning interval in days | 14 |
| Number of dunning levels | 4 |
| Minimum days in arrears (account) | |
| Grace period line items | 3 |
| Interest indicator | |
| Reference dunning procedure | |
| Dunning of standard transactions | X |
| Dunning of special G/L transactions | |

**Dunning run 03/15/1997**

**Account can be dunned**

# Grace Days for Line Items and Minimum Numbers of Days in Arrears for Accounts

The dunning program determines which items are to be dunned according to the payment periods defined in the line item and the date of issue of the dunning notice (which you specify during the dunning run). The baseline date for payment and the latest possible payment date (according to the terms of payment) are added together and subtracted from the issue date. If the result is a certain number of days in arrears, the item is to be dunned.

> You specify the issue date 03/13/1997 for a dunning run. For an item that is due net by 03/12/1997, the dunning program would calculate the item as being one day in arrears. The item would therefore be overdue.

You can increase the payment period by granting grace days, for example, in order to take account of bank processing days or processing time for incoming payments in your company for dunning items. You can determine grace days for items (*Grace period line items*) or minimum numbers of days in arrears for accounts (*Minimum days in arrears (account)*) (see the figure below).

| | |
|---|---|
| **Dunning proc.** | 0001 |
| **Name** | Four-level procedure |
| | |
| **Dunning interval in days** | 14 |
| **Number of dunning levels** | 4 |
| **Minimum days in arrears (account)** | |
| **Grace period line items** | 3 |
| **Interest indicator** | |
| **Reference dunning procedure** | |
| **Dunning of standard transactions** | X |
| **Dunning of special G/L transactions** | |

To determine whether an account is to be dunned, the system adds the **grace days for line items** to the due date, thus giving the due date for the dunning program.

> You specify the issue date 03/13/1997 for a dunning run. You defined three grace days for line items. For an item due net by 03/12/1997, the dunning program would not determine any days in arrears. The item would therefore not be overdue.

As an alternative to entering grace days per line item, you can enter **minimum numbers of days in arrears** (see the figure above) for **accounts**. The dunning program only duns the open items in an account if the highest number of days in arrears determined for an item is greater than, or equal to, the days in arrears for an account. If this is not the case, no item in the account is dunned.

Grace Days for Line Items and Minimum Numbers of Days in Arrears for Accounts

### (I) Days in arrears

You have defined three grace days for accounts. The dunning program calculates the highest number of days in arrears as three: A dunning notice would therefore be created for the account.

### (II) Days in arrears

You have defined three grace days for the line items and six days as the minimum number of days in arrears for the accounts. The dunning program calculates that the open items that are longest overdue are only five days in arrears, and the account is therefore not dunned.

### (III) Days in arrears

You have defined three grace days for the line items and six days as the minimum number of days in arrears for the accounts. The dunning program identifies those items that are not in arrears (due to the grace days). These items are not dunned. Those open items that are longest overdue are six days in arrears. The account is dunned because the minimum number of days in arrears for accounts has been reached. However, the dunning program only duns those items that are overdue despite the grace days.

## Determining the Payment Deadline According to Working Days

If you would like to ensure that the payment deadline in the dunning letter does not fall on a weekend or public holiday, you can define this in the dunning procedure. In the *Public holiday calendar ID* field in the dunning procedure, enter a public holiday calendar key.

The payment deadline is then determined from the issue date of the dunning notice and the payment terms that you specify in the print parameters for the dunning procedure.  However, if this date falls on a weekend or a public holiday, the system automatically prints the next working day in the dunning notice.

# Dunning Levels

Dunning levels determine which dunning text is selected for the dunning notice. The severity of the dunning letter varies according to the dunning level. For the first dunning level for example, you can define a text that merely reminds a customer of their outstanding debts. For the second dunning level, you define a text with a more insistent tone.

For each dunning procedure, you must define at least one dunning level. The maximum number of dunning levels permitted is nine. For each level, specify the number of days in arrears an item must be to be assigned this dunning level (see the figure below).

Dunning procedures that have only one dunning level are referred to in the system as **payment reminders**. You assign a single-level dunning procedure to very important customers and public corporations. You therefore only send payment reminders to these customers.

When you set up a dunning procedure, the system defaults the number of days in arrears on the dunning levels screen. For the first dunning level, the system suggests the grace days for the line items; for all further dunning levels, the system adds dunning intervals in days to the days in arrears of the previous dunning level (see the figure below). You can overwrite these default values.

| Dunning proc. | 0001 |
|---|---|
| Name | Four-level procedure |

| | |
|---|---|
| Dunning interval in days | 14 |
| Number of dunning levels | 4 |
| Minimum days in arrears (account) | |
| Grace period line items | 3 |
| Interest indicator | |
| Reference dunning procedure | |
| Dunning of standard transactions | X |
| Dunning of special G/L transactions | |

| Dunning proc. | 0001 |
|---|---|
| Name | Four-level procedure |

| | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| Dunning level | | | | |
| Days in arrears | 3 | 17 | 31 | 45 |
| Calculate interest? | | X | X | |
| Print parameters | | | | |
| Always dun? | | | X | |
| Print all items | | X | | X |
| Payment period | | | 10 | |

# Notes on Grace Days and Days in Arrears

You usually enter the same number of days for grace days (line item) and days in arrears (first dunning level). This ensures that all items that can be assigned to a certain dunning level are also printed on the dunning notice. The system therefore defaults the number of grace days when you define the dunning levels.

If the number of grace days does not equal the number of days in arrears, you should note the following:

- **Grace period longer than days in arrears**
  In this case there may be items which have reached a certain dunning level but which, due to the number of grace days, are not overdue. These items are only printed in the dunning notice if you choose to print all open items. The dunning level is zero.

- **Grace period shorter than days in arrears**
  In this case there may be items that are overdue, but that do not reach a certain dunning level due to the days in arrears. Although these items are printed, they receive the dunning level zero. These items alone cannot trigger a dunning notice.

# Special Features for Dunning Using Dunning Levels

Dunning notices are printed separately for every account per company code. You can also specify that dunning should be carried out per dunning level. You make this specification for each company code (see the figure in Company Code-Specific Specifications: Figure [Page 643] **(2)**).

You should note the following special features when dunning per dunning level:

- If you **change the dunning level** in the dunning proposal, the item is assigned to the dunning notice created for this dunning level. If no dunning proposal exists for this dunning level, no dunning notice is created, regardless of this assignment.

- The dunning program checks whether the amount to be dunned is equal to or exceeds the **minimum amount** and the **minimum percentage rate** (see Effect of Minimum Amounts and Percentage Rates on Dunning Levels [Page 635]). If this is not the case, no dunning notice is created for this dunning level.

- You can determine that all other open items are also printed in the dunning notice in addition to the dunned items. With dunning notices per dunning level, it makes sense to only assign the dunned items to a dunning level. The dunning program therefore does not perform the option "**print all items**".

# Company Code-Specific Specifications: Figure

| Company code | Dunning per dunning area ① | Separate dunning notice for each dunning level ② | Reference company codes for texts ③ |
|---|---|---|---|
| 0001 | X | | 0001 |
| 0002 | | X | 0001 |
| 0003 | X | X | 0003 |
| : | : | : | : |

# Dunning Levels: Additional Specifications

For higher dunning levels you make specifications which make the tone of the dunning notice more urgent (see the figure Dunning Levels and Days in Arrears [Page 645]).

For each dunning level you can specify that

- **Interest** is to be charged. For more information about interest, see Charges and Interest [Page 646].

- **Dunning** should **always** be carried out. The dunning program duns if there is a change in the dunning proposal compared to the last dunning run. This can happen due to a new open item or a changed dunning level. If you specify that you always want to dun, the dunning program also duns for an unchanged dunning proposal; however, it takes the dunning interval into account. This option is particularly suitable for one-level dunning procedures (payment reminders).

- **All items** are to be **printed**.

    The *Print all items* indicator has no effect if selections have been made to generate separate dunning notices for each dunning level in a company code. If this is the case, open items that are not yet due cannot be properly assigned to a dunning notice.

- A **payment period** should be printed in the dunning notice. You can enter a number of days; this number is added to the issue date of the dunning run and printed in the dunning notice.

# Dunning Levels and Days In Arrears

| | |
|---|---|
| **Dunning proc.** 0001 | **Dunning proc.** 0001 |
| **Name** Four-level procedure | **Name** Four-level procedure |

| | | | | | |
|---|---|---|---|---|---|
| **Dunning interval in days** | 14 | **Dunning level** | 1 2 3 4 | | |
| **Number of dunning levels** | 4 | | | | |
| **Minimum days in arrears (account)** | | **Days in arrears** | 3 17 31 45 | | |
| **Grace period line items** | 3 | **Calculate interest?** | X X | | |
| **Interest indicator** | | **Print parameters** | | | |
| **Reference dunning procedure** | | **Always dun?** | X | | |
| **Dunning of standard transactions** | X | **Print all items** | X X | | |
| **Dunning of special G/L transactions** | | **Payment period** | 10 | | |

# Charges and Interest

You can levy charges and interest for dunning notices and print them out on the dunning notices. The amounts are not posted.

> You determine the amount of **dunning charges** separately per dunning procedure, currency, and dunning level. You can specify the dunning charges either as an amount or a percentage rate. You can also stagger the dunning charges by dunning amount (see the figure below).



**Dunning Charges**

| Dunning Charges | | | | |
|---|---|---|---|---|
| Dunning Procedure | 0001 | | | |
| Name | 4-Level Dunning Procedure | | | |
| | | | | |
| Dunning Level | From dunning amount | Dunning charge | | Dunning charge % |
| 1 | 100.00 | 2.00 | DM | |
| 1 | 1000.00 | | | 0.3 |
| 1 | 5000.00 | | | 0.3 |
| 2 | 100.00 | 3.00 | DM | |
| 2 | 1000.00 | | | 0.4 |
| 2 | 5000.00 | | | 0.4 |
| 3 | 100.00 | 4.00 | DM | |
| 3 | 1000.00 | | | 0.5 |
| 3 | 5000.00 | | | 0.5 |
| 4 | 100.00 | 5.00 | DM | |
| 4 | 1000.00 | | | 0.6 |
| 4 | 5000.00 | | | 0.6 |

The dunning program determines the dunning charges for each currency: If you posted to an account in different currencies, the program determines the amount to be dunned and the charges in local currency. If all the open items in an account were posted in the same currency, the program uses this currency. This can be the local or a foreign currency.

The charges must be defined in the currencies that the dunning program determines. Otherwise, no charges are printed in the dunning notice. If you only process business transactions with

customers in a foreign currency, you should also enter the charges in this foreign currency. Otherwise, the customer is not billed for any charges during dunning.

You define whether **interest** is to be calculated for the individual levels of a dunning procedure (see Dunning Levels and Days in Arrears [Page 645]). Interest is generally calculated for higher dunning levels in order to render the dunning notice more insistent.

For the interest calculation, you can specify an interest indicator in the master record of the customer/vendor and per dunning procedure (see Dunning Levels and Days in Arrears [Page 645]). The specification in the master record has higher priority.

The interest rates valid on the dunning date are used for the interest calculation. The interest is always determined and printed out in the currency of the item. Since, generally speaking, interest is not calculated for small dunning amounts, you can make the interest calculation dependent on minimum amounts. You enter this separately per dunning level in local currency and/or foreign currency (see Minimum Amounts and Dunning Level Determination [Page 648]). If no entry exists in foreign currency, the dunning program uses the entry in local currency.

If you have defined rounding rules for the currency, the interest is rounded according to these rules. For more information about the rounding rules, see the Implementation Guide [Page 24] for *Financial Accounting*.

Define your interest rates for every interest indicator. You can define a validity date for the interest rates and enter interest rates separately for every currency and depending on the credit/debit balance.

# Minimum Amounts and Dunning Level Determination

| | | | |
|---|---|---|---|
| **Minimum amnts** | | | |
| **Dunning proc.** | 0001 | | |
| **Name** | Four-level procedure | | |

| Dunning level | Min. amount | Min. percent. | Min. amount for interest | Currency . . . USD |
|---|---|---|---|---|
| 1 | 10 | 10 | | |
| 2 | 80 | 10 | | |
| 3 | ... | ... | | |
| 4 | ... | ... | | |

| | | | |
|---|---|---|---|
| **Dunning level 2** | Dunning amount | 100 | USD |
| | Total of open items | 1000 | USD |
| **Dunning level 1** | Dunning amount | 100 | USD |
| | Total of open items | 1100 | USD |

# Selection of Transactions for Dunning

For every dunning procedure, specify which transactions are to be included in the dunning run. A distinction is made between standard transactions and special G/L transactions (see Entering Grace Days and Minimum Days in Arrears [Page 650]).

Special G/L transactions are transactions that should be displayed in a particular way in the system either for reporting purposes (balance sheet) or for other reasons internal to the company. Down payments, bills of exchange, and guarantees are all types of special G/L transaction. When you maintain the dunning procedure, the system offers a list of special G/L transactions for selection.  Select the transactions to be considered for dunning.

# Entering Grace Days and Minimum Days in Arrears

| | |
|---|---|
| **Dunning proc.** | 0001 |
| **Name** | Four-level procedure |

| | |
|---|---|
| **Dunning interval in days** | 14 |
| **Number of dunning levels** | 4 |
| **Minimum days in arrears (account)** | |
| **Grace period line items** | 3 |
| **Interest indicator** | |
| **Reference dunning procedure** | |
| **Dunning of standard transactions** | X |
| **Dunning of special G/L transactions** | |

# Dunning Areas

## Definition

Organizational unit that you use to process the dunning program for example, by division, or sales organization.

## Use

You use dunning areas if several organizational units are responsible for carrying out dunning within a company code. These organizational units are represented by dunning areas in the SAP System.

➡️

> You only need dunning areas if you do not process dunning at company code level.
>
> Usually, dunning is carried out for company codes, so that you do not have to set up dunning areas.
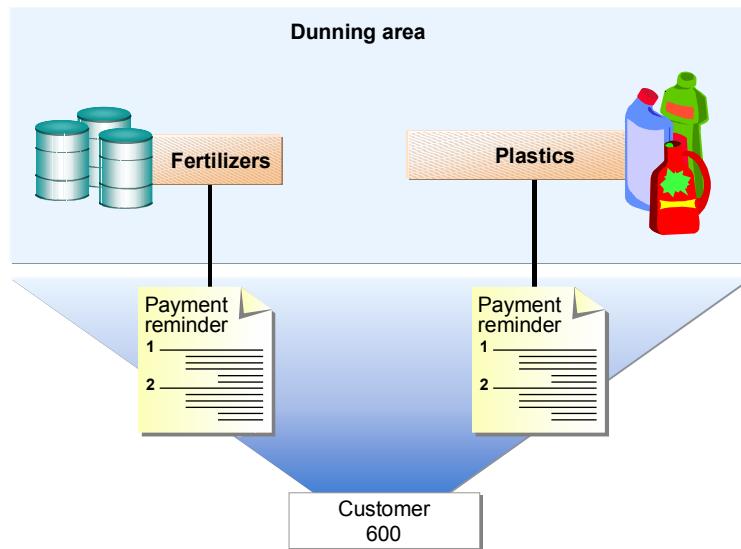
## Structure

The dunning area can correspond to a division, a distribution channel, a sales organization, or a business area. You can thus control the dunning procedure and the issuing of dunning notices separately for each dunning area.

> You set up two separate dunning areas, for the fertilizers and the plastics divisions respectively. If a customer purchases his goods from the fertilizer division and also buys plastics, he could be dunned by two dunning areas (see the figure below).

**Dunning Areas**

# Integration

### Assigning Dunning Procedures

You assign dunning procedures to the corresponding dunning area in the business partner master record.

You can:

- Defining Different Dunning Procedures for Dunning Areas [Page 653]

- Defining One Dunning Procedure for Dunning Areas [Page 654]

### Assigning Line Items

- Assigning Line Items to Dunning Areas [Page 655]

# Defining Different Dunning Procedures for Dunning Areas

## Use

You can define your own dunning procedure for each dunning area.  Separate dunning procedures are required if you want to use the dunning areas at different intervals or to assign different grace days.

> The dunning areas for the fertilizers and plastics divisions have defined their own dunning procedures. A customer who purchases goods via both divisions is reminded of its payment due by the dunning area for the fertilizer division after ten days; the plastics dunning area only sends a dunning notice after 14 days.

## Procedure

1. Define the required dunning areas and dunning procedures.

2. Make the assignments for the dunning areas and dunning procedures in the business partner master record.

## Result

The figure below shows an example of information that is stored in the customer master record. Dunning areas 01 and 02 use different procedures.

| Customer | 12300 | Dwight Evans | Boston | | |
|---|---|---|---|---|---|
| Company code | 0001 | SAP AG Walldorf | | | |

Page    01/01

Dunning parameters ————————— Dunning notices sent —————————

| Area | Procedure | Block | Recipient | Proc. date | Dunning level | Legal dunning |
|---|---|---|---|---|---|---|
| --- | AAAA | | | 11.02.1999 | 1 | |
| 01 | AAAA | | | 11.02.1999 | 2 | |
| 02 | BBBB | | | 11.02.1999 | 1 | |

# Defining One Dunning Procedure for Dunning Areas

## Use

If you want to use dunning areas but only one dunning procedure, specify the dunning procedure in the business partner master record.  You do not have to make a breakdown by dunning area in the master record.  The system determines the correct dunning procedure automatically from the dunning area entered in the line items. In effect, you use only one dunning procedure; the information concerning the dunning area is stored automatically in the master record per dunning area, and you can dun separately per dunning area.

## Procedure

Define the dunning area and enter it in the business partner master record.

# Assigning Line Items to Dunning Areas

## Use

The dunning area must be entered in a line item for it to be considered in the dunning run for that area.

If you enter an invoice in SD, the dunning area can be derived automatically from the sales area. However, before other applications define this derivation of the dunning area, you must have defined the dunning area in *Financial Accounting*.

For more information on the derivation of dunning areas from other applications, see the documentation for these applications.

## Prerequisites

To enable line items to be assigned to a dunning area, a dunning area must be entered in the customer or vendor line item. This dunning area can be entered in the appropriate field during document entry, or can be transferred from other business transactions in other applications.

No entry can be made in the field *Dunning area* unless it exists in the entry screen for the customer or vendor line item. In the company code-specific specifications for dunning, specify that dunning should be carried out by dunning area (see Company Code-Specific Specifications: Figure [Page 643] **(1)**)).

The dunning area is stored in the line item. For each dunning area, the system notes the last dunning level and dunning date in the business partner master record (see figure). If you have not specified any dunning areas in the master record, the system automatically enters the dunning areas specified during document entry into the master record, including the related data.

| Customer | 12300 | **Dwight Evans** | | | **Boston** | |
|---|---|---|---|---|---|---|
| Company code | 0001 | **SAP AG Walldorf** | | | | |

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Dunning parameters ———————— Dunning notices sent ————————

| Area | Procedure | Block | Recipient | Proc. date | Dunning level | Legal dunning |
|---|---|---|---|---|---|---|
| --- | AAAA | | | 11.02.1999 | 1 | |
| 01 | AAAA | | | 11.02.1999 | 2 | |
| 02 | BBBB | | | 11.02.1999 | 1 | |
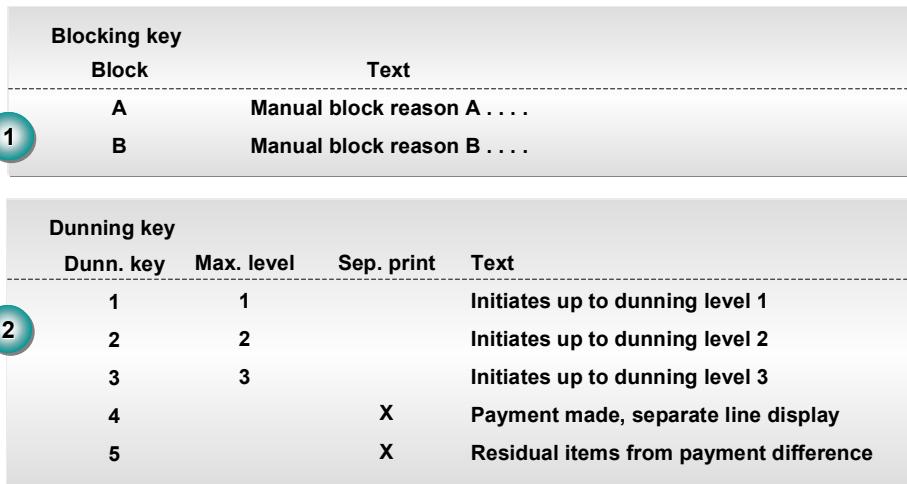
## Procedure

Check your system settings and change them if necessary.

# Dunning Blocks and Dunning Keys

**Dunning blocks** enable you to prevent an account or an item from being dunned. Enter a blocking key in the field *Dunning block* in the master record or in the item. There are texts stored for the blocking keys; these explain the reason for the block (see the figure below, **(1)**). Blocked accounts or items are not included in the dunning run and are printed in an exception list with the reason for the block.

Dunning keys enable you to limit the dunning level for an item. They also allow you to control whether the items with dunning keys are to be displayed separately in the dunning notice (see the figure below, **(2)**). You can also print the text for the dunning key in the dunning notice. Dunning keys are company code-independent.

**Blocking key**

| Block | Text |
|-------|------|
| A | Manual block reason A . . . . |
| B | Manual block reason B . . . . |

(1)

**Dunning key**

| Dunn. key | Max. level | Sep. print | Text |
|-----------|-----------|------------|------|
| 1 | 1 | | Initiates up to dunning level 1 |
| 2 | 2 | | Initiates up to dunning level 2 |
| 3 | 3 | | Initiates up to dunning level 3 |
| 4 | | X | Payment made, separate line display |
| 5 | | X | Residual items from payment difference |

(2)

> When an incoming payment was made, you posted a residual item carry forward, since you noticed a payment difference. You want to display this residual item in a separate section in the dunning notice, and to do this, you define an appropriate dunning key for it.

# Special Functions in Dunning

You can carry out a variety of special functions for dunning. Some of these vary from the standard transaction and require separate settings and entries.

The following topics contain a description of the various special functions:

- Dunning Credit Memos [Page 658]

- Grouping Open Items Under Grouping Keys [Page 659]

- Cross-Company Code Dunning [Page 660]

- Legal Dunning Proceedings [Page 661]

- Local Dunning [Page 662]

- Dunning One-Time Accounts [Page 663]

- Customer and Vendor Clearing [Page 664]

- Alternative Dunning Recipient [Page 665]

# Dunning Credit Memos

## Use

In the dunning run, you can offset existing credit notes with outstanding invoices. This affects the determination of the due date for payment and the dunning level. These are different for customer and vendor credit memos.

## Features

### Customer Credit Memos

The dunning program assumes that credit memos are always due on the baseline date, unless they have been given a specific due date or are invoice-related. This means that credit memo dunning is not affected if you enter only one payment term manually in a line item.

If you want the dunning program to take payment terms into account, you must either reference the credit memo to an invoice, or enter a credit memo with a specific due date. For the latter, enter a **V** in the field for the invoice reference. The credit memo is due once the baseline date and the maximum number of days specified have been exceeded.

The following applies for determining the dunning level:

- For invoice-related credit memos, the dunning level is taken from the invoice, provided this is contained in the dunning proposal.

- All other credit memos due are assigned to the highest dunning level determined so far for the account they belong to. This means that these credit memos are cleared with the oldest invoices. Sometimes the credit memos may cause the dunning level to be reduced. The dunning level is updated in the item but has no effect on dunning level determination.

### Vendor Credit Memos

Vendor credit memos without an invoice reference, vendor credit memos with a specific due date, and vendor invoices are all dealt with in the same way as customer credit memos.

Vendor credit memos however receive the same dunning level as the invoice to which they belong. Ensure that the invoice is also selected for the dunning run. Otherwise the vendor invoice is treated as a customer receivable.

# Grouping Open Items Under Grouping Keys

## Use

Grouping keys allow you to group together those customer or vendor open items that are to be dunned together.

One possible use of grouping keys is in the *Financial Assets Management* application component, where you may have to generate a dunning notice for several open items for a rented property, all of which have the same contract number.

## Prerequisites

1.  Define the required grouping key in Customizing for *Financial Accounting* under *Accounts Receivable and Accounts Payable → Business Transactions → Dunning → Dunning Procedure → Define Dunning Groupings*.

2.  Define the required grouping key in the master record of the customers or vendors for whom you want to group the open items.

    To do this, in the vendor or customer master record, select *Company code data → Correspondence* and enter the required grouping key in the *Grouping key* Field.

## Features

When you define a grouping key, specify a maximum of two fields from table BSIK (vendors) or table BSID (customers). The dunning program checks the corresponding fields in each business partner's open items. If each of these fields have been assigned to the same grouping key, the customer or vendor items are summarized in one dunning notice.

# Cross-Company Code Dunning

## Use

You can use cross-company code dunning to combine overdue items from several different company codes in one dunning run. The overdue items for business partners that exist in several company codes are dunned with a single dunning notice. This eliminates the need to send a customer a separate dunning notice for each company code.

You can also carry out cross-company code dunning for individual dunning notices [Page 619]. The same prerequisites apply as for the automatic dunning run.

## Prerequisites

If you wish to carry out cross-company code dunning, you must assign the relevant company codes to a common dunning (or leading) company code. The dunning procedure assigned to the business partner in the dunning company code is used. The dunning frequency and dunning blocks are checked individually, not just in the dunning company code.

> If a date has been specified for an account in the dunning company code, which marks it for inclusion in the legal dunning procedure, this also affects the dependent company codes.

You can assign the relevant company codes to the appropriate leading company code in the dunning program.

You make the settings in the *Accounts Payable* or *Accounts Receivable* menu under *Environment → Maintain configuration → Company code data.* Enter the dunning company code indicator for those company codes that are to be included in cross-company code dunning.

> If for example, you summarize company codes 0001, 0002, and 0003 for cross-company code dunning, defining 0001 as the leading company code, you can also dun subsets from company code 0001 across all the company codes.
>
> If you enter company codes 0002 and 0003 under *Parameters* on the dunning screen, only documents from these company codes are summarized and dunned using the dunning procedure from company code 0001.

# Legal Dunning Proceedings

As soon as an account has reached the last dunning level, you can issue an internal dunning notice.  You define the text for this internal dunning notice in the form for the last dunning level. You then send this dunning notice to the legal department, which in turn initiates legal dunning proceedings. The legal department enters the date on which the legal proceedings were initiated in the master record of the account. This field (*Legal dunning proceedings*) is located in the company code-specific area of the master record of your business partner, under *Correspondence*.

In Germany, legal dunning notices are only issued for the sum total of all due payments that have been dunned at least three times. In other words, the legal notice covers those items that have reached dunning level 3. To display this total separately in the legal notice, use the field *Total of due items by dunning level*, found in the dunning procedure specifications. The entry you make in this field determines the dunning level above which all due items from a single account should be totaled. For legal dunning proceedings, enter a 3. A total is then created for all items that have a dunning level greater than 3.

An account for which legal proceedings have been initiated is not included in the dunning run until a new open item is posted and the end of the dunning interval is reached. The legal department is informed of all postings to the account with an internal message. For this to apply, you have to define a form in the field *Legal dunning proceedings* under *Dunning texts* in your dunning procedure.

You can use a separate form or your standard form. You must store the text for the internal message in the standard form under text element 520 (dunning text for legal dunning proceedings).

The dunning level in the master record and item is not changed during the dunning runs. The dunning program only updates the date of the last dunning run.

# Local Dunning

## Use

For a head office with two branch offices, items are normally posted to the head office account. The head office therefore receives all the dunning notices with overdue items from the branch offices.

You can however carry out decentralized dunning, so that dunning notices are sent directly to the appropriate branches.

## Prerequisites

You have selected the field *Decentralized processing* in the master record of the head office.

## Features

The system determines the overdue items for each branch.

The dunning procedure used is that defined in the master records of the branch accounts. If you choose decentralized processing, note that dunning data is updated in the master record of the branch account and not in that of the head office account.

# Dunning One-Time Accounts

## Use

You can dun a one-time account just like any other customer account. The dunning program determines the master data required from open items.

In contrast to normal accounts however, the dunning frequency for one-time accounts is not checked in the master record but for each individual document.

## Prerequisites

In the master record of the one-time accounts, enter the required dunning procedure and all additional settings for dunning.

## Procedure

Carry out the activities for the dunning process as usual.

## Result



Items that have the same address in a one-time account are grouped together in one dunning notice. The dunning date and the dunning level are only updated in the item, not in the master record.

As for normal accounts, the dunning date is updated in the master record for one-time accounts; the dunning level however, is not updated.

# Customer and Vendor Clearing

If you dun customers who are also vendors and want to clear the items, the dunning program lists both the overdue customer items and the overdue vendor items in the dunning proposal, and determines a joint balance.

When you dun a customer who is also a vendor, only the master record information of the customer is relevant.

> The items can only be cleared if the same dunning procedure has been defined in the standard dunning area for both customer and vendor.

# Alternative Dunning Recipient

## Use

If you do not want to send the dunning notices to the customer or vendor that owes the receivable in question, you can send the dunning notice to an alternative recipient.

## Prerequisites

Ensure that you have created a master record for the business partner to be dunned and for the alternative dunning recipient. Enter the account number of the alternative dunning recipient in the field *Dunning recipient* under *Correspondence* in the company code-specific area of the customer or vendor to be dunned.

# Editing Dunning Proposals

## Purpose

You can edit the dunning proposal, raising or lowering the dunning level of an item, or blocking an item so that it does not appear in the dunning notice. You can increase the dunning level of an item by a maximum of one level higher than it was the last time the dunning program was run. However, you can lower the dunning level of an item to several levels lower than in the previous dunning run.

# Displaying Lists

After you have carried out the dunning selections, you can display lists with evaluations of the dunning run. To display the evaluations, on the *Dunning* screen, select the required list under *Goto*.

- Dunning statistics

    The dunning statistics show:

    - The number of accounts dunned

    - Account display broken down by items

    - Item display with dunning level, amount, and currency

- Dunning lists

    The dunning list contains all the items that can be dunned for the dunning notice printout; you control the selection of the fields displayed via the default settings in the SAP List Viewer.

    To display a list of all the items checked, choose *Change dunning notice*.

    You can also access and edit the texts for individual line items from a selected dunning list.

- Blocked accounts
- Blocked line items

# Editing Dunning Proposals

The dunning selection run generates a dunning proposal. This contains the open items that the dunning program has selected for dunning. You can either accept or change the dunning proposal. If you change the dunning proposal, these changes are recorded in an additional log.

You can view or edit dunning proposals. You can:

- Raise or lower the dunning level of an item

- Block an item from being dunned

- Block an account for the current dunning run or remove the block

- Block an account in the master record for dunning or remove the block

- Block a document for dunning or remove the block

To edit a dunning proposal, proceed as follows:

1.  When the status display *Dunning selection is complete* appears on the *Dunning* screen, choose *Dunning notices → Change dunning notices*.

2.  Choose *Enter* to display all the accounts to be dunned.

    Alternatively, select the accounts to be dunned by entering the following criteria:

    a)  A single customer or a range of customers

    b)  A single vendor or a range of vendors

    c)  Company code

    d)  Accounting clerk

    e)  Dunning areas

    f)  A dunning level or range of dunning levels

    g)  Dunning block

    Choose *Continue*.

    The dunning proposal is displayed with the account overview.

3.  Select an entry from the list and edit it. You can:

    - Block an account for the current dunning run or remove the dunning block

      From the account overview, you can prevent an account from being dunned or remove the dunning block by changing the entry in the *Dunn.block* field. If you set an account dunning block, then you can no longer edit the relevant dunning items. However, this dunning block only applies for the current dunning run. If you want to change the dunning block for the account permanently, you have to do this in the customer master record.

    - Block an account for dunning or remove the block in the master record.

      From the account overview, you can branch directly to the master record in order to make a permanent change to the dunning block for an account. To do this, position the cursor on the relevant account and then choose the *Master record* function. This takes you directly to the dunning data within the master record where you can

change the dunning block. This dunning block change is, however, not valid for the current dunning run. If you want it to apply to this run as well, then you must also make the change in the account overview.

- Change the dunning level of an item

  From the account overview of the dunning proposal, you can branch to the item overview by choosing *Dunning items*. This overview then displays the individual documents for the account selected.
  Here you can change the dunning level by making an entry in the *Lv* (dunning level) field.

- Block a document for dunning or remove the block

  From the item overview, you can also branch to the document.  To do so, select the document - either by double clicking, or selecting F2.  You can change the dunning block in the document.  This dunning block change however, is not valid for the current dunning run. If you want it to apply to this run as well, you must also set the dunning block in the item overview for the dunning proposal.

4.  Save your changes.

# Displaying Sample Printouts

To display a sample printout, proceed as follows:

1. On the *Dunning* screen, choose 🖶 *Sample printout*.

2. You can either display the printout on the screen, or send it to a printer.

3. Select *Back* to return to the *Dunning* screen*.*

Only the first 10 dunning notices are displayed on the screen when you carry out a sample printout.

# Displaying Logs

After you have edited the dunning proposals, you can display change logs for the accounts or items that you have changed. On the *Dunning* screen, choose 🔧 *Log*.

To display a list of the items or accounts you have changed, choose *Goto* → *Item changes* or *Account changes*.

# Issuing Dunning Notices

## Purpose

To send payment reminders to those business partners that have overdue items, you can issue dunning notices.

You can enter the text for the notices and the form required using the SAPscript word-processing program or with SAP Smart Forms.

For more information, see the SAP Library under *Basis Components → Basis Services/Communication Interfaces → SAPscript* or *SAP Smart Forms*.

## Prerequisites

The dunning forms and texts that you use must be defined or adapted before the dunning run is executed. To enable the dunning program to determine the items and accounts to be dunned and the dunning texts, you need to specify rules. You do this in Customizing when you configure the dunning program.

# Dunning Forms

For information on how to create and change forms, refer to the documentation on SAPscript word processing. The following is only a description of the special features to be observed regarding dunning forms.

To ensure that the forms are printed correctly by the print program, the position of each group of data in the form is predefined in the system. The form layout is defined with SAPScript.

You can use just one form or several different forms for the dunning notices in your organization. You specify the form when you configure the dunning program, depending on the dunning procedures, the company code, and the account type involved. You can further differentiate selection by dunning level (see the figure below, (1)) and dunning area (see the figure below, (2)), and separately for legal dunning proceedings (see figure below, (3)).



You need different dunning forms if you

- Use dunning procedures with **different dunning levels**. You have defined a one-level dunning procedure and a multi-level dunning procedure, for example. In this case, you need one form for each dunning procedure.

- Require **different line layouts.** This is the case, for example, if you want to print the line items in the dunning notices without interest for lower dunning levels and with interest for higher dunning levels.

- Require **different totals layouts**. This might be necessary if, for example, you need one form on which both the item totals and the account balance are printed, and one form on which only the item totals are printed.

You do not need different dunning forms if, for example, you have defined the dunning procedure so as to dun with different dunning frequencies. You can also use the same form if you want to dun in different languages. You only need to translate the texts of the form to do this. The forms are stored by language key. In each case, the print program selects the form in the language entered in the master record of the business partner. If the form is not available in this language, the system uses the default language of the form.  In this case, the dunning program issues an error message in the log for the dunning run.

**Dunning Forms**

If you use the same form for several company codes and dunning procedures, you only have to specify the form once. For the company codes and dunning procedures that use the same form, refer to the reference company code (see Company Code-Specific Specifications: Figure [Page 643] **(3)**), or the reference dunning procedure (see Entering Grace Days and Minimum Days in Arrears [Page 650]).

The form can only be maintained for this company code or this procedure.

> The reference dunning procedure for the forms should only be used for procedures that have the same number of dunning levels.

You can enter one list name per dunning level. The dunning notices are then stored under this list name in the SAP spool. This makes it possible to store dunning notices from different company codes or with different levels separately in the spool.

**Form Components [Page 675]**

**Letter Header, Sender, and Footer - Dunning Notices [Page 677]**

**Text Elements in the MAIN Window - Dunning Notices [Page 680]**

**Data from the Dunning Run for the Form Printout [Page 682]**

**Dunning Form: Example [Page 683]**

**Sorting Dunning Notices, Dunning Lists, and Open Items [Page 685]**

**Modifying the Forms [Page 686]**

# Form Components

A dunning form can consist of one or more pages. You can define two pages per form: A first and a subsequent page. In the SAP System, every form page is divided into different windows - see Windows in Dunning Forms: Page 1 [Page 679]. The figure below shows the text windows for page 1 that were defined for a dunning notice in the standard system:

**Text window for dunning notices**

| Window | Contents |
|---|---|
| HEADER | Company-specific details, for example, company name and logo |
| ADDRESS | Receiver address and sender |
| INFO1 | Address of original dunning recipient |
| FOOTER | Footer, for example, company accounts and names of the members of the board of directors |
| REPEAT | Test print |
| INFO | Account information, such as account number of the customer with you, your account number with the customer, the accounting clerk, date, telephone and fax numbers |
| MAIN | Main window: This contains the dunning text (letter), the line item information from the dunning run, and totals. |

You determine the windows and their position on the page when defining a form. Enter a text for every window.

For the **HEADER**, **ADDRESS** and **FOOTER** windows, you can enter different texts depending on the company code and dunning area. See Header, Sender, and Footer Text - Dunning Notices [Page 677]

The **MAIN** window is processed in a special way. You can use text elements for this window (see the figure in Sample Dunning Form [Page 683]).

The text elements enable you to enter different texts for a window; which text is then printed depends on the dunning proposal. Read Text Elements in the MAIN Window - Dunning Notices [Page 680]

For information that can only be determined in the dunning run, you store **variables** in the text or in the text element. These are replaced by the appropriate values when the dunning notice is printed. For more information, see Data from the Dunning Run for the Form Printout [Page 682]

> None of the line item information printed in the dunning notice can be determined until the dunning run takes place. The dunning program provides this information. It includes the document number, document date, the currency, and the amount. Variables are defined in the text element of the form for this information. These variables are replaced with the actual information when the dunning notices are printed.
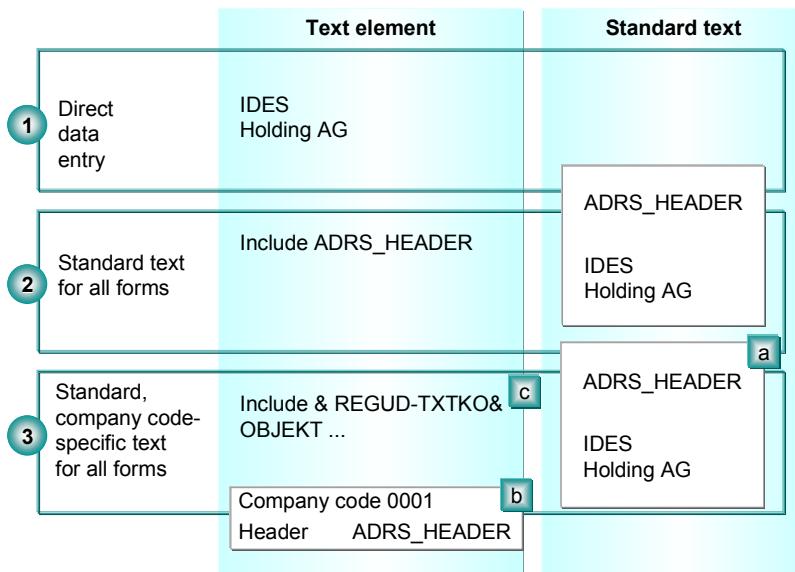
**Form Components**

# Letter Header, Sender, and Footer - Dunning Notices

You can print the dunning notices on letterhead or on blank paper. If you use letterhead, you do not need to make any specifications concerning the letter header, the sender, and the footer in your form.

If you use blank paper, define the texts for the letter header, the sender specifications, and the footer in your form. To enable you to do this, separate windows have been defined for the forms defined in the SAP system. (see Windows in a Dunning Form: Page 1 [Page 679]).

You can enter text in these windows in three ways:

| | | Text element | Standard text |
|---|---|---|---|
| **1** | Direct data entry | IDES Holding AG | |
| | | | ADRS_HEADER IDES Holding AG |
| **2** | Standard text for all forms | Include ADRS_HEADER | |
| | | | [a] ADRS_HEADER IDES Holding AG |
| **3** | Standard, company code-specific text for all forms | [c] Include & REGUD-TXTKO& OBJEKT ... | |
| | | [b] Company code 0001 Header      ADRS_HEADER | |

Since the texts for the above-mentioned windows are company code-specific, you must specify whether you are working with one or several company codes:

**1.** You can enter a fixed text in the form window text element.
You should only do this if you use the form for a single company code.

**2.** You can define a standard text for several forms.
Enter the name of the standard text in the text elements of your choice in several forms. However, this is only recommended if you work with one company code but want to use one text for several forms. In the figure above, the standard text "ADRS HEADER" was used, for example.

**3.** You can define standard texts for several forms, and specify (depending on the dunning area and company code involved) which text should be used in the form.
This makes sense if you work with several company codes that use the same form.
Three steps are necessary to do this:

   **a)** Create the company code-specific standard texts.

   **b)** Specify, when configuring the dunning program, which standard text is to be used for which company code.

**Letter Header, Sender, and Footer - Dunning Notices**
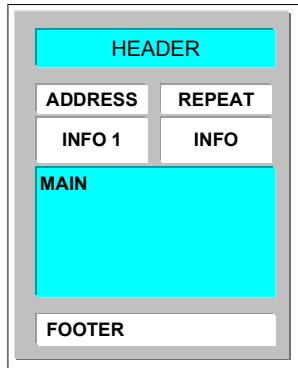
      **c)** In the text element, enter a standard variable for the standard text (see the table below). Depending on the company-code in question, the print program replaces the variable with the name of the standard text.

The variables for the company code-specific standard texts that you specify in the text element are predefined in the system:

**Variables for Standard Texts**

| Standard text for | Variable in the text element |
|---|---|
| Letter header | T047I-TXTKO |
| Sender in the letter window | T047I-TXTAB |
| Signature line | T047I-TXTUN |
| Letter footer | T047I-TXTFU |

# Windows In The Dunning Form: Page 1

# Text Elements in the MAIN Window - Dunning Notices

The *MAIN* window contains a series of text elements. Each text element is indicated by **/E** in the print format column, and a number in the text column (see the figure below). These numbers are predefined in the system. If there is data in the dunning proposal for one of these text elements, the print program prints that text element.

You define dunning texts for the MAIN window for each of the individual dunning levels (see the figure ). The print program selects the dunning text according to the dunning level of the account.

In the *MAIN* window, you can define the following text elements:
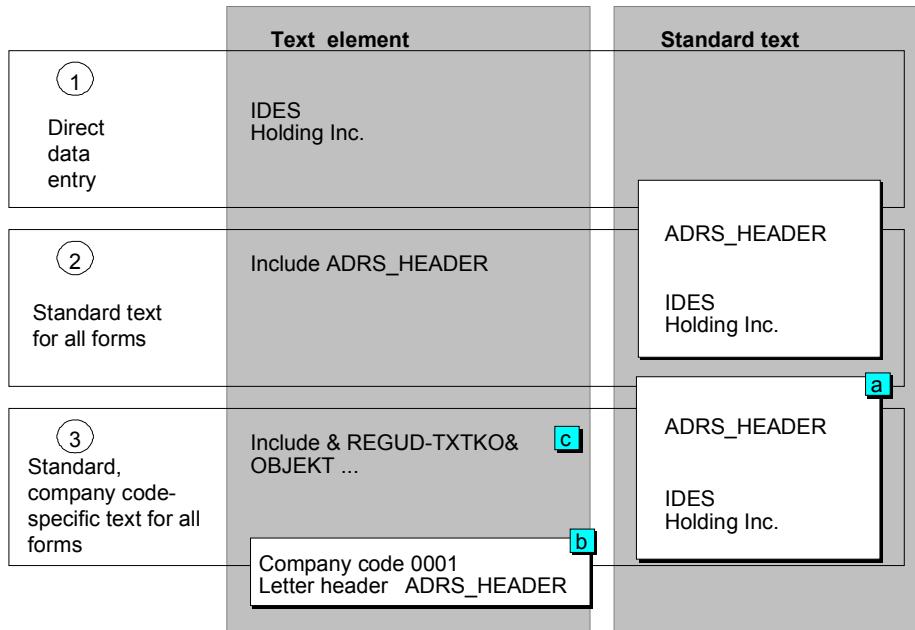
**Text elements for the MAIN window**

| Text element | Description |
|---|---|
| 500 | Details of the original dunning recipient |
| 511 | Dunning text level 1 |
| 512 | Dunning text level 2 |
| 51n | Dunning text level n (n <= 9) |
| 520 | Dunning text for legal dunning proceedings |
| 530 | Line item heading |
| 531 | Line item line layout |
| 540 | Blank line |
| 550 | Beginning of separate display for dunning key x |
| 551 | End of separate display for dunning key x. |
| 570 | Dunning charge |
| 581 | Dunning total line 1 |
| 582 | Dunning total line n (n > 1) |
| 591 | Account balance line 1 |
| 592 | Account balance line n (n > 1) |

If you define your own form, you should note that text elements 530, 531, and at least one text for a dunning level must be contained in the *MAIN* window. If this is not the case, this leads to errors when the dunning notices are printed.

# Text Elements for the HEADER Window

| | Text element | Standard text |
|---|---|---|
| ① Direct data entry | IDES Holding Inc. | |
| ② Standard text for all forms | Include ADRS_HEADER | ADRS_HEADER<br><br>IDES Holding Inc.    a |
| ③ Standard, company code-specific text for all forms | Include & REGUD-TXTKO& OBJEKT ...   c<br><br>Company code 0001 Letter header ADRS_HEADER   b | ADRS_HEADER<br><br>IDES Holding Inc. |

# Data from the Dunning Run for the Form Printout

The dunning program provides the data that you need from the dunning run for the form printout. The dunning program stores this data in the following files for each dunning run.

- **MHNK**
  Contains information from the master records, for example, dunning level of the account and account number of the dunning recipient.

- **MHND**
  Contains the information on the items to be dunned, for example, the amount, the dunning level of the item, and the document number. The dunning program creates an MHND record for every item to be dunned.

- **F150D**
  Contains different totals that were set up for the dunning run: Total of items due, total of all open items in the account, interest, and account balance. The totals are displayed in both local and foreign currency.

- **T003T**
  Contains the texts for the document types.

- **TBSLT**
  Contains the posting key descriptions.

You can use all fields from these files as variables in the form. In addition, you can transfer field contents into the forms from master record tables (for example, KNA1 and KNB1) and document tables (such as, BKPF and BSEG).

To insert variables into a letter, you must name the field and enter the field name between two "&" characters. A complete field name consists of the name of the data table and the name of the field.

If you want to insert the account balance in a foreign currency for example, you must use the name **&F150D-SALFW&.** The field is called **SALFW** and is in table **F150D**. The print date of the letter is **&MHNK-AUSDT&**.

# Sample Dunning Form

The figure below shows an example of a dunning notice.



The texts in the form windows are defined as follows:

- **HEADER ADDRESS and FOOTER**

    Company code-specific standard texts have been created for these windows (see the figure in the topic Text Elements for the HEADER Window [Page 681],**(3)**). The names of these texts were specified for every window according to the company code in the configuration of the dunning program. When the dunning notice is printed, the print program determines the corresponding text.

- **INFO**

    The INFO window includes the name of the clerk for the customer account, the telephone number and the fax number. The dunning program determines the data on the basis of the name identification code in the master record of the customer/vendor and enters the information via structure FSABE into the INFO window.

**Sample Dunning Form**

> The "documents up to" date specified for the dunning run (03/15/1995) is entered in the dunning notice. The date is entered by the dunning program into field GRDAT of file MHNK. The corresponding variable MHNK-GRDAT was entered into the text element of the INFO window. The print program replaces the variable with the date.

- **INFO1**

    This window contains the address of the original recipient of the dunning notice.

- **MAIN**

    The MAIN window contains a letter text with information on the line items and a dunning charge, the total of the items and the balance of the account.

    The dunning text was entered under text element 513 ("3" for the third dunning level) in the text element of the MAIN window.

    The percentage rate for interest on arrears (see the figure above, b) has been entered in field T056Z-ZINSO by the dunning program. The payment period (see the figure above, c) was determined by the dunning program on the basis of the specification for the third dunning level (see Dunning Levels and Days In Arrears [Page 645]) and entered into field F150D-ZIELD. The total of the receivables (see the figure above, d) was taken from field MHNK-SALDO.

    The line item information was defined under the following text elements the MAIN window:

    **Text Elements Used in the Dunning Notice**

    | Text element | Meaning |
    |---|---|
    | 530 | Line item heading |
    | 531 | Layout of line item information with variables for document number, due date, currency, amount, arrears dunning level and interest |
    | 570 | Dunning charge with variables for currency and amount |
    | 581 | Dunning totals with variables for currency and amount |
    | 591 | Account balance with variables for currency and amount |

# Sorting Dunning Notices, Dunning Lists, and Open Items

You can specify the sort sequence for printing the dunning notices. Dunning notices can be sorted by postal code for example, in order to obtain a discount for presorted letters from the post office. You could also specify the dunning level for example, as a second sort criterion. This enables you to separate the letters with the last dunning level (to be sent to the legal department) from other letters more easily. In addition, you can sort the open items listed in a dunning notice.

In the standard system, letters are sorted by company code, dunning procedure, customer number, and account number of the head office. The open items are sorted by due date, document date and number, and line item number.

The sort criteria for the dunning notices and the open items (see the figure below) apply to all dunning procedures and all company codes. The dunning list is sorted according to the same criteria.

**Sorting dunning notices**

Dunning notices / list

| Sequence | Field name | Name | Offset | Length | Type |
|---|---|---|---|---|---|
| 1 | MHNK-BUSAB | Acct. clerk dunning | | 10 | C |
| 2 | MHNK-KUNNR | Customer | | 10 | C |
| 3 | MHNK-MAHNS | Dunning level | | 10 | N |
| 4 | MHNK-SKNRZF | | | | |

Dunning items

| Sequence | Field name | Name | Offset | Length | Type |
|---|---|---|---|---|---|
| 1 | MHND-BLART | Document type | | 2 | C |
| 2 | MHND-FAEDT | Due date for net pymt | | 8 | D |
| 3 | MHND-BLDAT | Document date | | 8 | D |
| 4 | MHND-BELNR | Document number | | 10 | C |

You can specify a maximum of five sort fields from the tables MHNK and MHND. By specifying an offset, you can determine the position from which sorting is carried out for every field. Sorting is normally carried out in ascending order, but you can also sort in descending order.

# Modifying the Forms

You can copy and change the forms in the standard system, or define your own. If you define a new form, you must assign it to the appropriate dunning procedure and company code.

You can alter the dunning forms in the standard system by overwriting the texts for the individual windows, defining a new position for the windows, or changing the highlighting of the individual words and letters. If you need other information from the dunning run, you can add the corresponding variables from the files KNA1, KNB1, MKNK, MHND, F150D, BKPF, and BSEG into your text elements.

# Printing Dunning Notices

## Procedure

To schedule each dunning notice separately for printing, proceed as follows:

1. On the Dunning screen, choose *Dunning notices* → *Schedule dunning notice printout*.

2. Enter the date and time that you want the system to print the dunning notices, or alternatively choose the option to print out immediately.

3. Enter the four-character code for the printer and choose *Enter*.

   

   If the dunning notice printout is interrupted, you can restart it. Choose *Dunning notices* → *Restart printout*.

You can have the system optically archive dunning notices as they are printed. For more information, see Archiving Outgoing Documents (FI) [Ext.].

The text of the notice depends on how you set up the dunning program, and on the language key in the customer master record. The system suggests a printer based on the default printer in your user master record. The system first stores the notices in the spool, and then prints from the spool.

For details about setting up the printer, refer to the Basis documentation.

## Result

You have printed the dunning notices.

To display an overview of all dunning runs and their processing status, choose 🖳 *Dunning history*.

# Special G/L Transactions: Down Payments and Payment Guarantees

The following topics explain the basic principles behind special G/L transactions including information on down payments and payment guarantees. They also explain which default settings you need to make in Customizing.

For detailed information on Customizing settings, access the Financial Accounting Implementation Guide and read the information about the activity *Business Transactions* to be found under *Accounts Receivable and Accounts Payable.*

# Special G/L Transactions: Overview

Special G/L transactions are special transactions in accounts receivable and accounts payable that are displayed separately in the general ledger and the subledger. This may be necessary for reporting or for internal reasons. For example, down payments must not be balanced with receivables and payables for goods and services. Consequently, they are treated as special G/L transactions in the General Ledger (FI-GL) Accounts Payable (FI-AP) and Accounts Receivable (FI-AR) application components.

Special G/L transactions are already available in the standard system. However, you can change the specifications or define your own special G/L transactions.

This section describes:

- How the system manages special G/L transactions and the advantages of this procedure

- What you need to know for the special G/L transactions "down payment" and "guarantee" and how you adapt these transactions to your company-specific requirements

- How you create your own special G/L transactions

> The settings necessary to be able to post bills of exchange are described in Special G/L Transactions: Bills of Exchange [Ext.].

**See also:**

# The Basic Principles of Special G/L Transactions

Special G/L transactions are special transactions in accounts receivable and accounts payable that are displayed separately in the general ledger and the subledger. This is achieved by posting to alternative reconciliation accounts, instead of posting to the reconciliation accounts for receivables and payables.



The following special G/L transactions are available:

- Down payments and down payment requests

- Bills of exchange receivable, bills of exchange payable and checks/bills of exchange

- Bank bills

- Payment requests

- Guarantees

- Reserves for bad debt

- Security deposits

These special procedures are displayed separately from other receivables and payables on the balance sheet either for legal reasons, such as with down payments, or for control reasons, such as with guarantees received. A separate special G/L account is created for each special G/L transaction. As a result, it is possible to display each transaction in the balance sheet without having to carry out any transfer postings and to receive an overview via the account limited to this procedure only.

**Balance sheet**

| Assets | Liabilities |
|---|---|

A. Fixed assets
. . .
II. Tangible fixed assets
   - Down payments made

. . .

B. Current assets
   I.  Inventory stocks
   . . .
   . . .
   IV.  Down payments made
       **11,400.00**

C. Payables
   . . .
   - Down payments made
   . . .
   . . .
   - Payables for goods and
     services
     **20,000.00**

| Down payments made on inventory stocks | Payables for goods and services |
|---|---|
| 11,400.00 | 20,000.00 |

# What are the Different Types of Special G/L Transactions?

In the R/3 System, distinctions are made between different types of special G/L transaction. These distinctions are made according to business-related and technical factors.

On the business side, a distinction is made between:

- Bills of exchange

- Down payments

- Miscellaneous special G/L transactions, such as guarantees

On the technical side, a distinction is made between:

- Postings with a freely-definable offsetting entry. These include down payment and bill of exchange postings.

- Postings with a preset offsetting entry. These transactions are called statistical postings.

- Postings without an offsetting entry. These procedures are called noted items.

**See also:**

# Statistical Postings
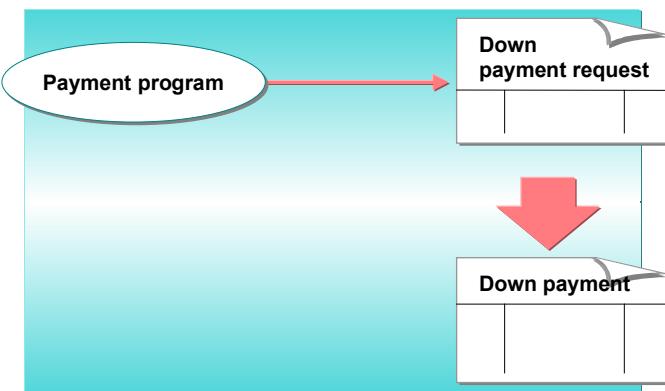
Statistical postings are transactions where you always post to the same offsetting account. For example, when you post interest due, you always post to the offsetting account "interest revenue". To simplify the posting procedure, you can define the number of the account required for the offsetting entry in the system. The system then posts the offsetting entry automatically. Also when you clear open items in an open item account, the system automatically clears the relevant open items in the offsetting account.

| Interest due | | Interest revenue | |
|---|---|---|---|
| 1,000.00 | | | 1,000.00 |

**Posting to special G/L account**          **Automatic offsetting entry**

# Noted Items

Special G/L transactions are also used to manage noted items. These are postings that are not displayed in your accounts but are only to remind you of outstanding payments due or to be made. You can process them with the payment program or dunning program. As a result, it is possible to dun outstanding down payments or to make down payments with the payment program. To do this, you enter and store a down payment request. This special document does not update the account balance: it is merely managed as a line item in the open item account and the special G/L account. Therefore, you should always mark the *Line item display* option for these accounts.



The same procedure is used in Spain, Italy and France to issue bills of exchange automatically with the payment program. The noted item required for this is called a bill of exchange payment request. You can find more information in Special G/L Transactions: Bills of Exchange [Ext.]

# Defining the Posting Procedure

The system defines the posting procedure by combining the business-related and technical aspects. The following combinations are available in the system for A/R and A/P procedures:

| Techincal Business-related | Free offsetting entry | Statistical posting | Noted item |
|---|---|---|---|
| **Down payments** | | | |
| Down pymt. request | | | X |
| Down payment | X | | |
| **Bills of exchange** | | | |
| Bill of exch. pymt req. * | | | X |
| Bill of exch. receivab. * | X | | |
| Bill of exch. payable  # | X | | |
| Check/bill of exchange | | X | |
| **Others** | | | |
| Guarantee | | X | |
| Payment request | | | X |

**\* for customers only       # for vendors only**

If you define your own special G/L transactions, it is important to differentiate transactions according to business-related and technical aspects. You classify your new transaction accordingly. You can find more information on this in Creating Own Special G/L Transactions [Page 766]

# Posting Keys and Special G/L Indicators

To post special G/L transactions you require special posting keys, which are supplemented by a special G/L indicator.

The posting key defines whether it is a debit or credit posting, and which account type (customer or vendor) is posted. The posting keys for special G/L transactions must be indicated as such. In the standard system, the following posting keys are used for special G/L transactions:

**Posting Keys for Special G/L Transactions**

| Posting key | Description | Usage (example) |
|---|---|---|
| 09 | Outgoing debit posting | Payment of bill receivable |
| 19 | Outgoing credit posting | Down payment received |
| 29 | Incoming debit posting | Down payment made |
| 39 | Incoming credit posting | Payment of bill payable |

Special G/L transactions are identified by a special G/L indicator.
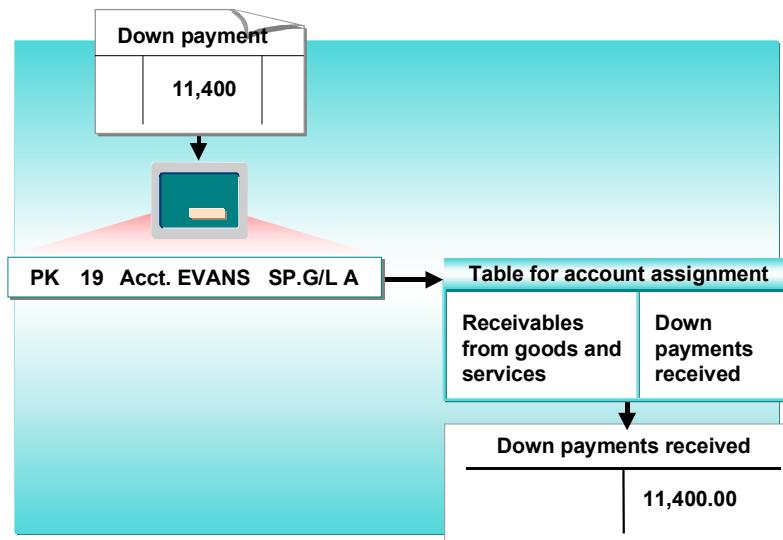
> In the standard system, you post down payments made with posting key 29. This posting key determines that you are posting to the debit side of a vendor account. The special G/L indicator determines the type of down payment. In the standard system, the special G/L indicator **A** is used for general down payments and **I** for down payments on intangible assets.

The system uses the specifications (posting key and special G/L indicator) to determine the alternative reconciliation account.

> If you post a down payment received, the system uses the reconciliation account for receivables from goods and services together with the special G/L indicator to determine the corresponding special G/L account.

**Down payment**

11,400

PK  19  Acct. EVANS  SP.G/L A  ➡  **Table for account assignment**

| Receivables from goods and services | Down payments received |
|---|---|

**Down payments received**

11,400.00

# Displaying Special G/L Transactions

Special G/L transactions are displayed in the accounts in a different way from standard transactions:

With the exception of noted items, **special G/L transactions** are updated to the open item accounts but listed separately from the standard transactions in the account balance display. Special G/L transactions are also displayed separately from the standard transactions when displaying line items.

Via the open item accounts, you can look at the special G/L transactions referring to your customer or vendor. As with all postings to customer or vendor accounts, the amounts are posted automatically to the reconciliation accounts in the general ledger. There are separate reconciliation accounts for special G/L transactions, that is special G/L accounts. Via the special G/L accounts you can look at the special G/L transactions per transaction.



> By displaying a customer's account balance, you can see how many down payments the customer has made. Via the special G/L account for down payments received, you can see the total of down payments from all customers assigned to the special G/L account.

**Noted items** do not update the account balance. The system merely establishes a link between the line item and the account so that you can only look at the noted items via line item display in the open item account and the reconciliation account.

# Adjusting Special G/L Transactions

Special G/L transactions are already maintained in the standard system. Consequently, you need only carry out the steps described in the following sections if you require the following changes to the standard transactions:

- Different account numbers for the reconciliation accounts or the special G/L accounts

- Other posting keys or special G/L indicators for the individual transactions

- Other specifications for the automatic postings. These include the accounts to be posted to, the posting keys and the rules for account assignment with automatic postings.

In addition, there are further specifications for certain procedures, which are mentioned in the description of the transactions.

**See also:**

Special G/L Accounts [Page 700]

Specifications for Posting Key and Special G/L Indicator [Page 701]

Automatic Postings [Page 702]

# Special G/L Accounts

The system requires a special G/L account for each special G/L transaction per chart of accounts. The account is defined dependent on the account type (customer or vendor), the special G/L indicator and the reconciliation account.

In your system, you post down payments made. You want to make a distinction between general down payments (special G/L indicator A) and down payments on intangible assets (special G/L indicator I). To do this, you require two special G/L accounts: One account for general down payments (account number 159000, for example) and one account for down payments on intangible assets (account number 159001, for example). You define the accounts that are posted for each transaction by entering the accounts in the system separately per account type, special G/L indicator and reconciliation account (account number 160000, for example).

| Acct type | | Sp. G/L indicator | Reconcil. acct | | Sp. G/L account |
|-----------|--|-------------------|----------------|--|------------------|
| K | | A | 160000 | | 159000 |
| K | | I | 160000 | | 159001 |

Account specification is dependent on the chart of accounts. Therefore, you need to change the standard specifications if you do not use the standard chart of accounts. You also need to make changes if you want to use different account numbers for your reconciliation accounts. The standard system uses a country-specific chart of accounts.

In Germany, the account "payables for goods and services" could have the number 160000 and the special G/L account "down payments made" could have the number 159000. If you use different numbers in your company for these accounts, you need to change the standard setting.

# Specifications for Posting Key and Special G/L Indicator

When there is a special function for posting a special G/L transaction, you no longer have to enter a posting key and often not a special G/L indicator either when you enter a document. Instead, you define this data in the system. The system determines this information via the special function that you use to enter the document. This simplifies the entry procedure and prevents errors.

> When you post a down payment request, you do not enter either a posting key or a special G/L indicator. The system determines this data automatically.

Posting keys and special G/L indicators are already specified in the system. You need only change these specifications if you have defined your own posting keys or special G/L indicators, or if you have changed the standard posting keys.

# Automatic Postings

When you post special G/L transactions, the system generates automatic postings. For example, the system can post tax on down payments or bill of exchange tax on bills of exchange receivable.

To make automatic postings, the system requires specifications on the accounts to post to and the posting keys to use.

This information is also already defined in the standard system. You need only make changes if you do not use the standard chart of accounts or if you want to use other account numbers, posting keys or account determination rules. You must also decide which automatic postings you want to have carried out.

The automatic postings are explained below for the each special G/L transaction.

# Down Payment Requests

If you use the payment or dunning programs for posting or dunning of down payments, you need to use down payment requests. These are special documents that serve as a reference for posting a down payment or as a document for the dunning program. They do not update the account balance.

When entering a down payment request, you enter the information required by the payment or dunning program. For example, you must enter a target special G/L indicator. The special G/L indicator is used later to post the down payment. The system requires this indicator to determine the correct special G/L account for down payments. Via the master record of this down payment account, the system determines which fields are relevant for entering a down payment request and how entries are treated.

> You enter a down payment request. To do this in the standard system, you enter the target special G/L indicator **A**. The system calculates the corresponding down payment account and determines how the tax is displayed in the open item and down payment accounts and which information is required in the down payment request. The corresponding fields are ready for input. Therefore, the last posted down payment accounts determine the specific adaptation of screens and not the request accounts.

## Down Payment Requests, Payment, and Dunning Programs

The **payment and dunning programs** only process down payment requests if you specify this explicitly. For the payment program, you must specify the special G/L transactions to be processed when you make your company code specifications for the payment program. For the dunning program, you must specify per dunning procedure which special G/L transactions are to be dunned. You can find further information on the payment and dunning programs in this documentation.

When you enter a down payment request, the *Block indicator* and *Due date* fields are always ready for input. The fields are used in order to release and schedule a down payment for posting by the payment program.

## Special G/L Accounts for Down Payment Requests

You require a **special G/L account** for both **outgoing** and **incoming down payment requests**. You should manage these accounts with line item display since neither the transaction figures nor the account balance are managed in them. Only with line item display do you have an overview of down payments outstanding or to be made.

If you enter a field status group or tax category in the account master record, it does not effect the entry of a down payment request since the system transfers this information from the down payment accounts that are determined via the target special G/L indicator.

**See also:**

Special Features of Down Payment Requests [Page 705]

Entering and Posting a Down Payment Request [Page 706]

Reversing a Down Payment Request [Page 710]

Displaying a Down Payment Request [Page 711]

**Down Payment Requests**

# Special Features of Down Payment Requests

When you post a down payment request, the system records a document which is not required for accounting purposes. The document is a noted item. Its function is to remind you to make a down payment. It does not update any debits and credits.
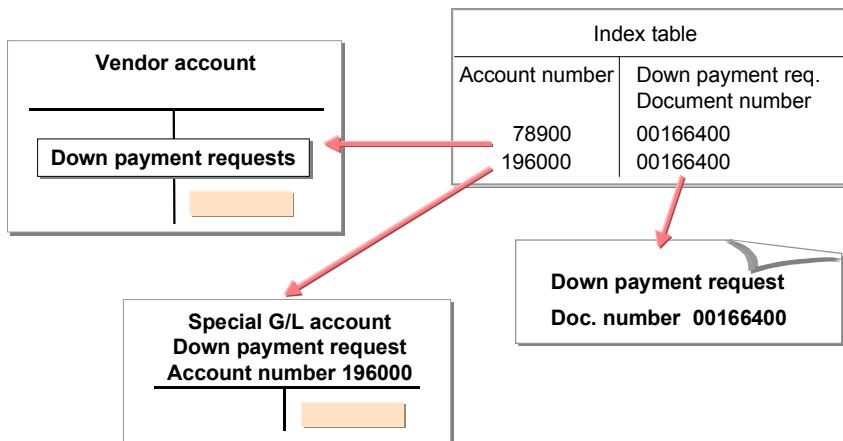
To enter a down payment request, you enter one or more line items in the customer or vendor account without an offsetting entry. Consequently, the system does not check whether the debits equal the credits.

In addition to the line items for the down payment request, the document will also contain tax amounts if the down payment is subject to tax. The tax is posted when you post the down payment.

Down payment requests do not update the monthly debits and credits in customer or vendor accounts.

When you post a down payment request, the system records the line item in a special G/L account. You use this account to get an overview of all the down payments that need to be made.

The system notes the accounts which contain down payment requests. It assigns the document number of the down payment request to these accounts in an index table. The following diagram illustrates this process in Accounts Payable:

# Entering and Posting a Down Payment Request

Choose *Postings* → *Down payment* → *Request* from the *Accounts Receivable* or *Accounts Payable* menus. Enter the number of a customer or vendor account.

You enter customer down payment requests to:

- Be able to include the down payment automatically. To do this, you require collection authorization from your customer.

- Remind a customer about a down payment or to dun a down payment.

You enter vendor down payment requests to make a down payment automatically using the payment program.



> If you want to make a down payment in several installments, you must post a down payment request line item for each installment.

Depending on how your system is configured, some of the fields mentioned in this procedure may not be displayed on your entry screen. This depends on the system configuration for this company code. Fields for tax on sales or purchases, for example, may be suppressed if there is no such tax in your country.

To enter and post a down payment request, proceed as follows:

1. Choose *Postings* → *Down payment* → *Request*.

2. Enter the document header data and the account number. You must also enter a target special G/L indicator in the field *Trgt SG/L ind.*

    The target special G/L indicator is the special G/L indicator for the down payment. It is required when creating a down payment from the down payment request. The system uses this indicator to determine the special G/L account to which down payments are posted.

3. Choose ENTER.

    You reach a screen for entering line items.

4. Enter one or more line items by entering the following data:

- **Amount**

    Enter the down payment amount. If you post input tax in your country, note the following: Enter the amount gross or net depending on the procedure used in your company for displaying down payments in the current account and special G/L account (see Net or Gross Display of Down Payments [Page 731]).

- **Tax amount**

    You can enter the tax amount manually or have the system calculate it. Enter * in the latter case. You can display the tax amount. Choose ENTER to do this.

- **Tax code**

    The system requires the tax code to calculate or check the tax amount. For down payment requests from vendors, you enter an input tax code; for down payment requests for customers you enter an output tax code.

- **Due date**

    The payment program uses the due date to determine when the down payment is to be paid. The dunning program needs this information to be able do dun the down payment.

- **Payment block**

    If you want to prevent the payment program from paying a down payment from the down payment request, you enter a blocking indicator. The payment program can then make the down payment only after you remove the payment block.

- **Customer order**

    When you make the down payment request, you can specify that the down payment is made for a particular customer order.

- **Additional account assignments**

    Depending on your system configuration, you can specify in the down payment request that the down payment is made for a particular project, order, purchase order, or fixed asset.

5.  Post the down payment request by choosing *Document* → *Post*.

**See also:**

Entering a Down Payment Request with Cash Discount [Page 708]

Correcting Line Items and Entering New Items [Page 709]

# Entering a Down Payment Request with Cash Discount

If you have agreed on a cash discount in the down payment, you can specify the cash discount amount or the cash discount percentage rate in the down payment request.

The payment program deducts the cash discount when it posts the down payment. If you do not enter a specific amount, it uses the cash discount percentage rate to calculate and post the cash discount amount. Tax is calculated automatically from the cash discount amount, if the down payment is liable to tax. The payment amount is then the difference between the down payment amount and the cash discount.

# Correcting Line Items and Entering New Items

If you want to enter additional line items for the same customer or vendor, you enter further line items or copy the existing line item on the same entry screen. This is useful, for example, to make a down payment in several installments. To do this, use the functions *New item* and *Copy item*. In addition, you can cancel the line items or correct line items.

- **New item**

  Start this function by choosing *Edit* → *New item*. You stay in the entry screen where you can enter additional line items for the same customer or vendor. The tax code is suggested.

- **Copy item**

  Start this function by choosing *Edit* → *Copy item*. You can use this function if you have to enter several down payment requests for the same customer or vendor with the same details, for instance if the down payment is to be received in several partial amounts. The system copies the last entered line item with all details and displays the copied line item for correction. You may have to change the due date, for example, or the amount, if the installments are different.

- **Cancel a line item**

  If you do not want to add the last line item you entered, use this function to cancel it. The system displays all line items entered to date in the document overview. You can then decide whether you want to add any line items, or correct or post existing line items.

- **Correct a line item**

  You can correct line items at any time before you post them. You can overwrite any entry in the current entry screen, with the exception of the account number, company code, posting key, and special G/L indicator. First, go into the document overview via the menu sequence *Goto* → *Document overview*. Then select and change any line item entered to date.

# Reversing a Down Payment Request

A down payment request is automatically reversed when a down payment referencing that request is paid, regardless of whether the payment program carries out the down payment or whether you enter and post it manually. Further information on the payment program is contained in this documentation.

To learn how to include down payment requests when entering down payments, refer to Posting a Down Payment with a Down Payment Request [Page 736]

You can also reverse down payment requests manually at any time, without posting a down payment. To do this, proceed as follows:

1.  From the *Accounts Receivable* or *Accounts Payable* menu, choose *Document → Reverse*.

2.  Enter the document number of the down payment request, the company code, and the fiscal year.

3.  On the same screen, enter the posting date and posting period of the reversing document.

4.  To post the reversing document, select *Document → Post*.

The system displays a message that the line items have been reversed and records the clearing data in the line items.

# Displaying a Down Payment Request

There are a number of ways by which you can display down payment requests:

- **Via the document**

  You can display the document containing the down payment request. This function is the same as the standard document display.

  In contrast to other documents, however, the document contains no offsetting entries.

- **Via the customer or vendor account**

  To display the line items from the customer or vendor account, choose *Account* → *Display line items* from the *Accounts Payable* or *Accounts Receivable* menus.

  In the initial screen you determine which line items are to be displayed. For special G/L transactions, you select *With special G/L transactions*.

  If you want to display down payment requests only, you can select them via the selection function using the special G/L code **Q**. Down payment requests are displayed in a separate set. You recognize down payment requests by the posting key, the special G/L indicator, and the category of the special G/L transaction.

- **Via the special G/L account for down payment requests**

  You can call up the special G/L account for down payment requests where the down payment requests are managed as line items. To do this, you must choose *Account* → *Display line items* from the *Accounts Payable* or *Accounts Receivable* menu.

  ➡

  > You can also display down payment requests from the alternative reconciliation account (special G/L account) instead of from the customer or vendor account. The system will then display the down payment requests for all customers or vendors belonging to that reconciliation account.

Further information on displaying documents can be found in *FI - Document Posting.* Information on displaying line items can be found in <u>Account Balances and Line Items [Ext.]</u>.

# Changing a Down Payment Request

You can make changes to a down payment request by changing the document or the line items of the customer, vendor or reconciliation account (special G/L account). Changes are necessary, for example, to remove a payment block or to change the due date.

You can find further information on changing documents or a series of line items in *FI - Document Posting.*

To change line items in a customer or vendor account, you must select *With special G/L transactions* in the initial screen. Otherwise, the down payment requests are not selected for line item change.

# Payment Requests

Payment requests are noted items with which

- A complete or partial payment of parked invoices

- A partial payment of posted invoices

can be initiated by the payment program.

You initiate the payment of a parked invoice if the invoice is correct as regards the invoice amount and the due date, but a posting has not yet taken place because the offsetting items are still to be determined. To avoid lost cash discounts, you pay before the invoice is posted.

You initiate the partial payment of an invoice if you agreed on several installment payments with the vendor.

## Processing Payment Requests in the R/3 System

When entering a payment request, you specify the number of the invoice to which the payment should refer. Providing credit memos, partial payments or other payment requests already exist for this invoice, the respective amounts are displayed in an overview. The remaining amount is proposed for the payment request. You can overwrite the amount as well as the other proposed data (payment method, house bank, etc.). Posting keys, special G/L indicators and special G/L accounts for the posting are defined in the system and are not entered.

The payment request is taken into account by the payment program in exactly the same way as an invoice. The payment request is cleared after the payment run and a partial payment is posted to the vendor account or customer account for the respective invoice. If the invoice is paid in a later payment run, the respective partial payment is cleared automatically.

# Down Payments

Down payments are used for short or medium-term financing. Generally the vendor or manufacturer does not have to pay interest on the down payment. In some lines of business, it is common to make a down payment if a manufacturer is not able to finance the production of goods alone because of a long production period, for example. Down payments are generally made before production begins or after partial completion.

Down payments must not be balanced with other receivables or payables and must be displayed separately on the balance sheet. A receivable or payable results from the delivery of a tangible asset or the performance of a service.

On the balance sheet, down payments made are displayed on the assets side and down payments received on the liabilities side. Down payments made are further divided, depending on whether they are:

- Down payments on tangible fixed assets

- Down payments on intangible fixed assets

- Down payments on inventory stocks

- General down payments.

Once you have received the goods or services for which you made a down payment, you need to clear this payment for the final settlement either manually or using the payment program. The down payment must no longer be displayed as such.

**See also:**

# Processing Down Payments in the R/3 System

Down payments are posted to separate special G/L accounts (down payment accounts) depending on the down payment type (such as down payments made on tangible fixed assets or on inventory stocks). As a result, you do not need to carry out any transfer postings for the balance sheet.

You can post the down payments manually or have the payment program post them. For more information, refer to Posting Down Payments [Page 717]

When the goods or services for which a down payment was made have been delivered, the down payment may no longer be displayed on the balance sheet. You must either clear it with the closing invoice or carry out a transfer posting before you create the balance sheet.

You can clear the down payment manually or have the payment program clear it. For more information, refer to Clearing Down Payments [Page 725]

You must make transfer postings for down payments manually. When you make a transfer posting, the system clears the down payment and posts the same amount to the customer or vendor account. For more information, refer to Transferring Postings for Down Payments [Page 724]

Different postings are made, depending on whether you are posting, clearing, or transferring a down payment. You do not need to enter a posting key, account and amount for all postings. The following information is defined in the system:

- Accounts and account determination rules for posting taxes, tax clearing, and cash discount deductions automatically

- Special G/L accounts for the different down payment types

- Posting keys for all necessary postings

# Posting Down Payments

You can enter down payments manually or have the payment program post them. For the payment program, you require a down payment request. This is a noted item that does not update the account balance but serves only as a reference for the automatic posting of the down payment. You can find more information on down payment requests in Down Payment Requests [Page 703]

To post down payments manually, you do not need to fulfill any special prerequisites.

# Special G/L Accounts for Down Payments

Each down payment type is represented by a separate G/L indicator. The special G/L indicators displayed in the following table are used in the standard system

**Special G/L Indicators for Down Payments in the Standard System**

| Code | Down payment type |
|------|-------------------|
| A | General down payment (made or received) |
| M | Down payment made on tangible fixed assets |
| I | Down payment made on intangible fixed assets |
| V | Down payment made on inventory stocks |

You must create separate special G/L accounts for each down payment type. You can differentiate the down payment types further per consolidation or non-consolidation companies. Correspondingly, you need additional special G/L accounts.

| | Reconciliation account | Down payment type Sp. G/L indicator | Special G/L account |
|---|---|---|---|
| Non-consolidation companies | 160000<br>160000 | A<br>I | 159000<br>159001 |
| Consolidation companies | 161000<br>161000 | A<br>I | 159002<br>159003 |

The special G/L accounts determine which entry fields are contained in the screens for posting the different down payments and how you manage tax on down payments. Via the special G/L account for down payments to current assets, for example, you can suppress the fields for posting to fixed assets. Therefore, the entry screens are adapted exactly to the down payment type.

In particular, you use the down payment accounts to control

- Which additional account assignments (such as fixed asset or project) are possible. Refer to

  - Whether open item accounts and special G/L accounts are displayed gross (with tax) or net (without tax). Refer to You can find out which precautions you need to take for the balance sheet in "Balance Sheet Display".

  - Whether cash discount can be posted. Refer to

# Integrating Other Applications

You can post down payments made to tangible fixed assets, intangible fixed assets or inventory stocks. For open item management, that is for the object-related display of down payments received, you must use the corresponding application.

The data is transferred to the corresponding applications. In the entry screen for the down payment, the necessary fields are issued for the additional account assignments such as order, project or fixed asset, dependent on the special G/L account for the down payment. If you do not require the above-mentioned additional account assignments, you can suppress the fields via the master records of the down payment accounts. For more information on the layout of the screens, refer to the section "G/L account master data" in *FI - General Ledger Accounting*.

# Down Payments and Tax

Depending on the legal specifications of your country, you may or may not have to post tax on down payments. If you generally **do not have to post tax** on down payments, you can suppress the tax fields via the special G/L account (down payment account) as follows:
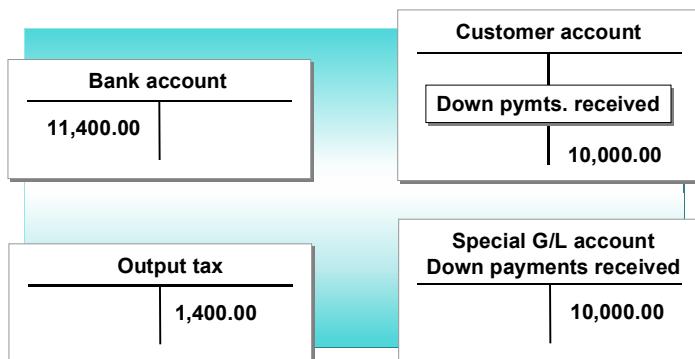
You can create the master records with an account group, via which the field Tax category is suppressed for the master record. You cannot then fill the field when you create the master record.

You achieve the same by leaving the *Tax category* field in the master record blank. By doing this, all fields on tax are suppressed in the entry screens. For more information on the layout of the screens, refer to the section "G/L account master data" in *FI - General Ledger Accounting*.
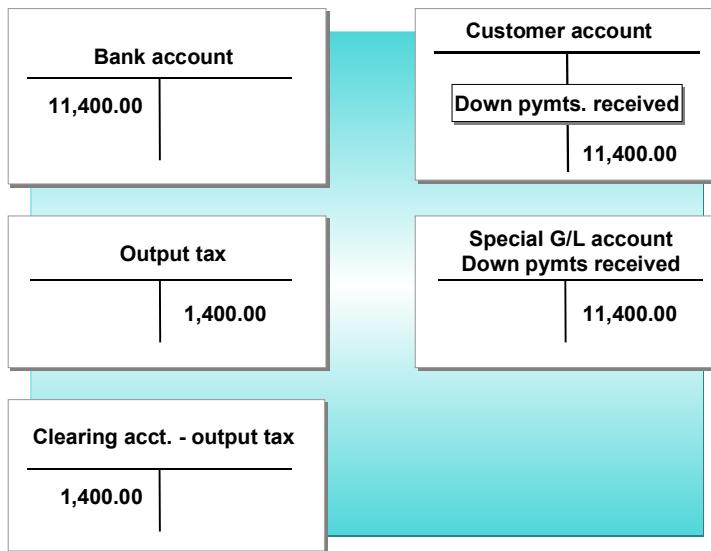
## Net or Gross Display of Down Payments

If you post tax, you must define whether the down payment is to be displayed with or without tax in the open item and special G/L accounts.

With **net display**, the down payment is posted to the open item and down payment accounts without tax. The tax is posted to the input or output tax account.



With **gross display**, the down payment is posted to the open item and down payment accounts with tax. The tax is posted to the input or output tax account. To clear the tax, the system also posts the amount automatically to a tax clearing account.

| Bank account | Customer account |
|---|---|
| 11,400.00 | Down pymts. received |
| | 11,400.00 |

| Output tax | Special G/L account Down pymts received |
|---|---|
| 1,400.00 | 11,400.00 |

| Clearing acct. - output tax |
|---|
| 1,400.00 |

Gross display has the advantage that the down payment amount is displayed in the open item account with tax and consequently the entire amount of the payable or receivable is displayed.

You decide whether the display is always net or gross via the down payment accounts. In these accounts, you enter a corresponding indicator in the field for the handling of tax.

**Indicators for Displaying Taxes**

| Display | Code |
|---|---|
| Down payments received - gross | +B |
| Down payments received - net | + |
| Down payments made - gross | -B |
| Down payments made - net | - |

## Display on the Balance Sheet

With net display, the down payment is displayed net on the balance sheet.

With gross display, you must transfer the down payment accounts to a balance sheet item using the corresponding tax clearing accounts. By doing this, the down payments are displayed net.
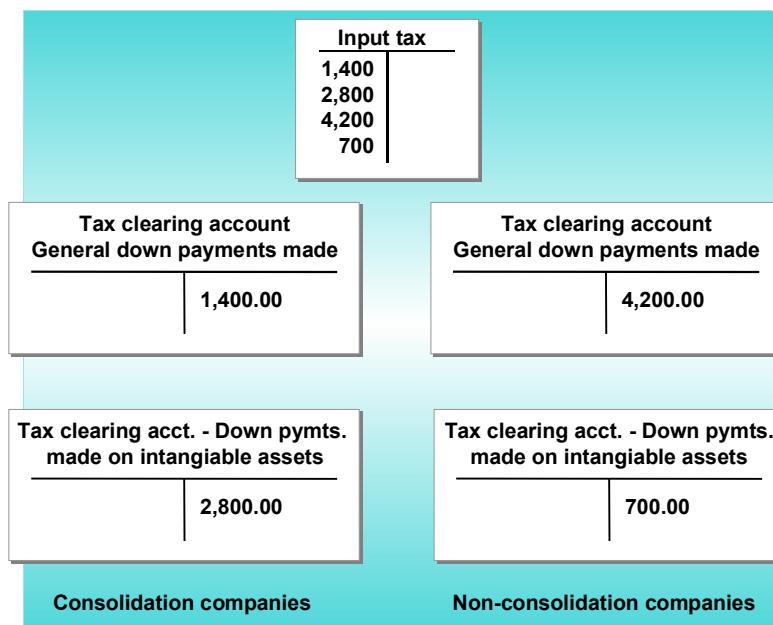
The prerequisite is that you manage a separate tax clearing account for each down payment account (special G/L account indicator). Clearing accounts are generally managed on an open item basis. You should not select this option for tax clearing accounts. Since the accounts are only posted to automatically, it is not necessary to control open items.

> You manage down payment accounts separately per consolidation and non-consolidation companies for general down payments and down payments to intangible fixed assets. You post the down payments using the gross procedure but want to display them net on the balance sheet. To do this, you require four clearing

**Down Payments and Tax**

accounts for input tax clearing, separated by down payment type and by consolidation and non-consolidation companies.

| Input tax |
|-----------|
| 1,400 |
| 2,800 |
| 4,200 |
| 700 |

| Tax clearing account<br>General down payments made | Tax clearing account<br>General down payments made |
|---|---|
| 1,400.00 | 4,200.00 |

| Tax clearing acct. - Down pymts.<br>made on intangiable assets | Tax clearing acct. - Down pymts.<br>made on intangiable assets |
|---|---|
| 2,800.00 | 700.00 |

| **Consolidation companies** | **Non-consolidation companies** |
|---|---|

The system posts the tax automatically. That is, it determines the tax and clearing accounts when you post the document. You must define the numbers of the accounts in the system beforehand. You must differentiate the clearing accounts by down payment type (such as the special G/L indicators I and A) and by consolidation and non-consolidation companies. To do this, you specify a two-digit key, which groups this information, when you enter the numbers of the special G/L accounts. You enter this key when you enter the clearing accounts for tax.

With non-consolidation companies, you enter the indicator **A** for general down payments and **I** for down payments on intangible fixed assets. With consolidation companies, you enter the keys **AV** and **IV** respectively. You use these keys to differentiate the accounts for tax clearing.

| | Reconciliation account | Special G/L account | Down pymt. type Sp. G/L indicator | | Key for tax clearing account |
|---|---|---|---|---|---|
| **Non-consolid. companies** | 160000 | 159000 | A | | A |
| | 160000 | 159001 | I | | I |
| **Consolidation companies** | 161000 | 159002 | A | | AV |
| | 161000 | 159003 | I | | IV |

| Key for tax clearing account | | Tax clearing account |
|---|---|---|
| A | | 159010 |
| I | | 159020 |
| AV | | 159030 |
| IV | | 159040 |

# Transferring Postings for Down Payments

Generally you clear down payments directly if you have issued or received the closing invoice.

Alternatively, you can transfer the down payment made manually. In this case, you clear the down payment via a credit posting of the same amount. This reduces your payables to a vendor. Consequently, the amount is no longer displayed on the balance sheet as a down payment made. You can transfer received down payments after you have made out the closing invoice.

Unlike clearing, several postings are required when transferring a down payment. As a first step, you have to clear the down payment and post a payment to the open item account. You then either clear the transferred amount manually or have the payment program clear it when settling the payment or maintaining the account.

You must transfer down payments in the following cases:

- You want to carry out your year-end closing. You have received the final invoice for a down payment and can no longer clear it with the payment program since the next payment run is not to be made until after you prepare the balance sheet. In this case, you transfer the down payment with invoice reference.

- You want to assign a down payment to a specific invoice, with which it is to be cleared. The system notes the invoice number in the line item that is created when transferring the down payment and adopts the terms of payment from the invoice. The payment program guarantees that the transferred amount is not subtracted until you pay the corresponding invoice.

- You want to clear a down payment partially. That is, a down payment is cleared with several invoices, which are paid at different times. You must transfer the down payment amount to be cleared manually. If you have the payment program clear down payments directly, there must be a payment block in the down payment item so that the entire amount is not cleared.

- You know that the service was carried out, but do not receive the closing invoice before the balance sheet key date.

# Clearing Down Payments

You can clear a down payment manually or have the payment program clear it. You can clear manually at any time: No special measures are necessary.

When you enter an invoice, the system issues a warning message that there is an outstanding down payment. In doing so, the system indicates that a down payment commitment exists. You can then decide immediately whether or not to clear the down payment. However, this message depends on the configuration of your system. You can specify whether or not down payments are indicated. You can make this specification for each special G/L indicator. This option is provided for all down payment types in the standard system. You can find more information on this in "Special G/L Transaction Properties".
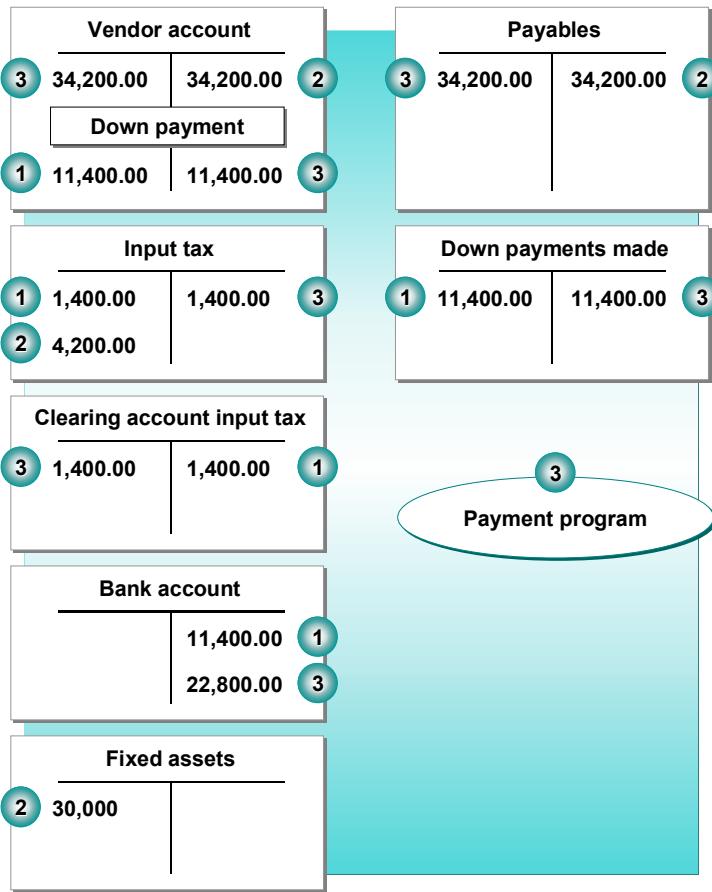
If you want the payment program to clear down payments, you must specify the special G/L indicators when you define your company code specifications for the payment program. If you do this, the system automatically sets a payment block when you enter a down payment. This block indicator prevents the down payments from being cleared straight away. By canceling the block indicator with the document change function, you release the down payment for clearing. You can also enter a due date for the down payment. This specifies from which date the payment program can then clear the down payment.

The payment program clears by subtracting the down payment amount from the corresponding invoice amounts and paying the difference. The program clears the down payment automatically. With the gross procedure, the program also creates the offsetting entry for tax and corrects the input tax account. If you have collection authorization and collect a down payment with the payment program, the program makes the appropriate adjustment posting to the output tax account.

You make a down payment for 11,400 (see the figure below, **1**). After receiving the closing invoice, you post the payable to the vendor account via an offsetting entry to a balance sheet account. The system posts input tax (see the figure below, **2**). The payment program balances the down payment with the invoice and carries out all the necessary postings (see the figure below, **3**).

**Clearing Down Payments**

| Vendor account | | | | Payables | | |
|---|---|---|---|---|---|---|
| ③ 34,200.00 | 34,200.00 ② | | | ③ 34,200.00 | 34,200.00 ② | |
| **Down payment** | | | | | | |
| ① 11,400.00 | 11,400.00 ③ | | | | | |

| Input tax | | | Down payments made | | |
|---|---|---|---|---|---|
| ① 1,400.00 | 1,400.00 ③ | | ① 11,400.00 | 11,400.00 ③ | |
| ② 4,200.00 | | | | | |

| Clearing account input tax | | |
|---|---|---|
| ③ 1,400.00 | 1,400.00 ① | |

③
**Payment program**

| Bank account | | |
|---|---|---|
| | 11,400.00 ① | |
| | 22,800.00 ③ | |

| Fixed assets | | |
|---|---|---|
| ② 30,000 | | |

In addition to the information you have already defined, to be able to make these postings, the payment program requires the document types you want to use. You enter these when you define your company code specifications for the payment program.

To make the necessary settings to enable clearing by the payment program, access Configuring the System Using the Implementation Guide [Page 24] and choose the activity *Configure payment program* followed by *Company codes → All.*
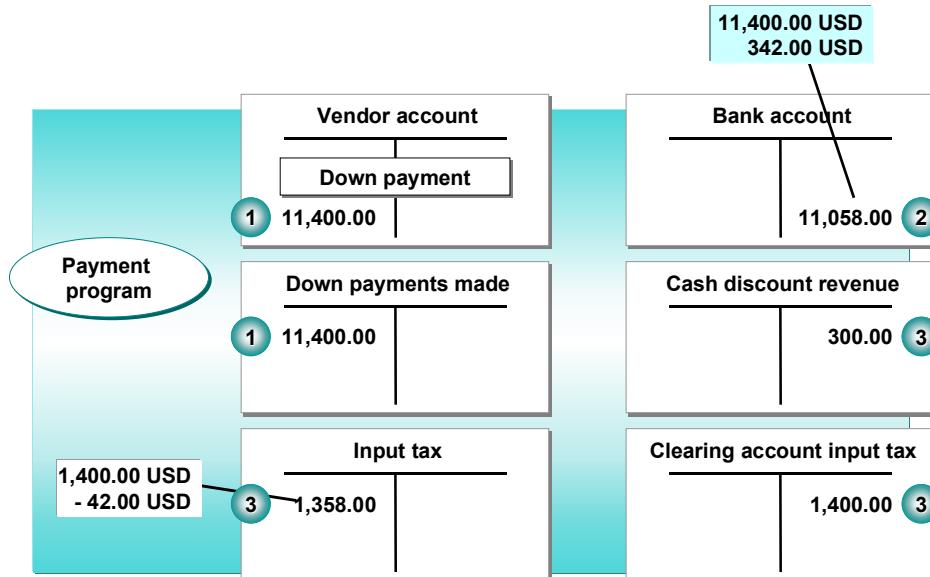
# Down Payments and Cash Discount

Generally, you do not post cash discount for down payments. Consequently, you can suppress these fields via the down payment accounts for the down payment entry screen. To do this, you enter a field status group in the master record via which the cash discount fields are suppressed. For more information on the layout of the screens, refer to the section "G/L account master data" in *FI - General Ledger Accounting*.

If your cash discount applies to certain down payments, you do not make any entries in the cash discount fields on the screen. The following example describes the procedure for posting cash discount with the gross procedure.

> You agree on a down payment of 11,400 USD with your vendor, with 3% cash discount (USD 342). So that the payment program can post the down payment automatically, you have entered a down payment request. You have entered the cash discount percentage rate in the request.



The down payment is posted as follows:

1. The payment program posts a down payment of 11,400 USD to the vendor account and to the special G/L account.

2. Since you have agreed on a cash discount, the payment program only posts 11,058 USD to the bank account. The amount is reduced by the cash discount (300 USD) and the tax part of the cash discount (42 USD).

3. The payment program also posts the tax amounts and the cash discount automatically. In doing this, it reduces the cash discount by the tax amount (42 USD). Since you are dealing with a down payment displayed gross, the system also posts the input tax amount of 1,400 USD to an input tax clearing account.

When transferring the down payment, the down payment is cleared in the vendor account and the special G/L account. The system posts the amount (11,400 USD in the example) as an

**Down Payments and Cash Discount**

incoming payment to the vendor and reconciliation accounts. The input tax postings are canceled by an offsetting entry (1,400 USD in the example).

# Down Payments and the Dunning Program

You can take down payments into consideration during the dunning run. When defining the dunning procedure, you must specify which down payment types are included in the dunning run. To do this, you specify the special G/L indicators for these down payment types. The dunning program treats a down payment received as a credit memo and reduces the receivables by the amount of the down payment.

> You have issued the closing invoice for a receivable for which a down payment has been made. However, you do not want to transfer the down payment but you want the payment program to clear it. In this case, you do not want to print a dunning notice for the whole invoice amount, rather for the amount outstanding. To prevent this, you have the down payment taken into consideration for the dunning run.

Since down payments are only included in the dunning run in exceptional cases, each down payment item contains a field for the dunning block. The system sets this block automatically. The down payment also contains a due date field, which the system automatically fills with the document date. You can change these fields with the document change function.

If a down payment is to be taken into consideration for a dunning run, you must remove this dunning block and enter the date of the due date for net payment as the due date of the down payment.

You can also use the dunning programto remind customers of outstanding down payments. In this case, you must post a down payment request. This special document is used only by the dunning program to dun outstanding down payments. It does not update the transaction figures in the accounts.

For further information on down payment requests, see Down Payment Requests [Page 703]

Further information on the dunning program is contained in this documentation.

To include down payments in a dunning run, access Configuring the System Using the Implementation Guide [Page 24] and choose the activity *Configure dunning program.*

# Down Payments and Credit Limits

For each special G/L transaction, you can specify whether that transaction is to be taken into account during the credit limit check. Down payments are taken into account in the standard system, but down payment requests are not.

For the credit limit check, the system updates three comparison totals. This includes

- Open receivables

- Special G/L transactions (for example down payments and bills of exchange)

- Order values from sales and distribution.
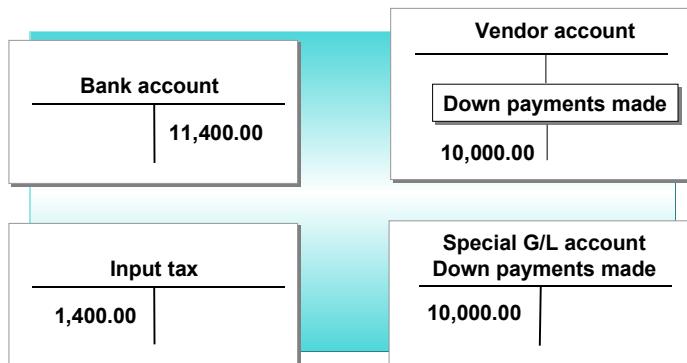
When checking whether the credit limit is exceeded, received down payments are subtracted from the receivables. If you do not want this, you must change the default in the system.

# Net or Gross Display of Down Payments
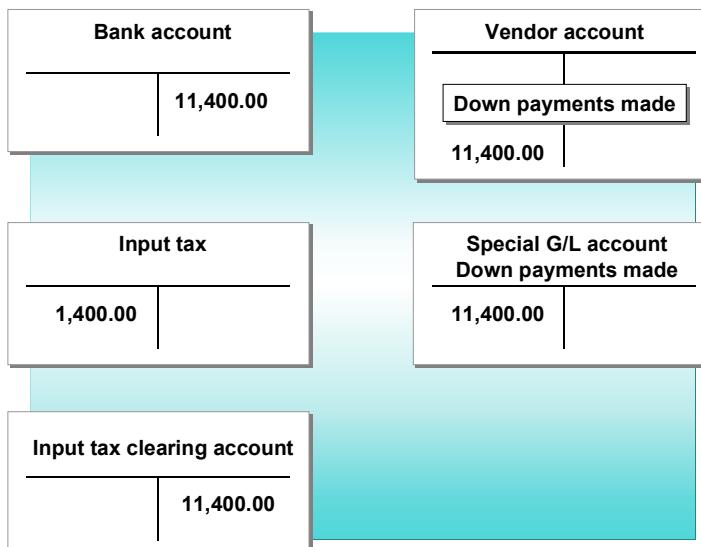
If tax is levied in your country, you can display down payments with gross amounts (with tax) or net amounts in the customer or vendor account and special G/L account. This depends on the system configuration for this company code.

Entering the tax for down payments differs from other procedures: You enter the down payment amount net (without tax) or gross, depending on the special G/L account.

With **net display**, you post the down payment amount to the customer or vendor account and to the special G/L account. You must enter the tax in a separate line item. The system posts the output tax (customers) or input tax (vendors) to the input or output tax account.

| Bank account | | Vendor account | |
|---|---|---|---|
| | 11,400.00 | Down payments made | |
| | | 10,000.00 | |

| Input tax | | Special G/L account Down payments made | |
|---|---|---|---|
| 1,400.00 | | 10,000.00 | |

With **gross display**, you post the down payment with tax included to the customer or vendor account. The system posts the down payment to the special G/L account and posts the tax to the output or input tax account. To clear the tax, the system also posts the tax amount to a clearing account for output of input tax (see the figure below which displays these transactions for Accounts Payable).

| Bank account | | Vendor account | |
|---|---|---|---|
| | 11,400.00 | Down payments made | |
| | | 11,400.00 | |

| Input tax | | Special G/L account Down payments made | |
|---|---|---|---|
| 1,400.00 | | 11,400.00 | |

| Input tax clearing account | |
|---|---|
| | 11,400.00 |

**Net or Gross Display of Down Payments**

The special G/L account for customer or vendor down payments determines whether the display is net or gross. In these accounts, enter the corresponding code in the field *Tax category*.

In the document, you display the down payment by the individual line items. For down payments with gross display, the system generates additional line items to clear the tax.

# Entering and Posting Down Payments

You normally enter and post **down payments made or received** after the amount is debited or credited to your bank account and is shown on your bank statement.

In exceptional cases where you have received a collection authorization from a customer, the payment program also posts the customer down payments on the basis of the down payment requests.

If you want to post down payments manually, carry out the following steps:

1. Enter the necessary data in the header data screen.

2. Either enter a down payment manually or select a down payment request, from which the system creates a down payment.

3. When you have completed the entry, post the document.

**See also:**

# Posting a Down Payment Without a Down Payment Request

➡️

The entry screens can be laid out per company, depending on the special G/L account. As a result, the fields for tax (tax amount and tax code) and other account assignment fields described in the following may not be contained in your screens.

You post a customer down payment when the customer has made the down payment or when the posting has been made to your bank account.

You post a vendor down payment either when you send the check or when the payment is debited from your bank account.

Proceed as follows:

1. Choose *Document entry* → *Down payment* → *Post*.

   A screen is issued for entering the document header data. Further specifications are also required for the line items. These include the customer or vendor and bank account numbers.

2. Enter the header data and the necessary data for posting to the customer or vendor account and the bank account.

   To post to the customer or vendor account, enter the **account** and the **special G/L indicator** for down payments. To post to the bank account, enter the G/L account number for the **bank account** and the amount. Whether or not you need to enter bank charges depends on the business transaction. Your system configuration determines whether or not a value date is entered.

3. Choose ENTER. The system now displays the screen for entering the down payment.

4. Enter the following data:

   **Amount**

   Enter the down payment amount in the amount field. If you post input tax in your country, enter the net or gross amount of the down payment line item, depending on which procedure your company uses to display down payments. You can find further information on the net and gross procedures in Net or Gross Display of Down Payments [Page 731]

   **Tax**

   Enter the input tax amount or have the system calculate it. In the latter case, enter *.

   **Tax code**

   Enter a tax code for calculating the input tax. The system needs this information to calculate the tax amount or to check a tax amount entered by you.

   **Cash discount**

   If you grant a customer a cash discount at the time they make a down payment (rather than when payment is made in full) enter the cash discount percentage rate or the cash discount amount.

If the vendor allows a cash discount for a down payment, enter the percentage discount or the discount amount

**Additional data**

Enter data in any other necessary fields, such as business area, dunning area, order or purchasing document.

5. You can enter further down payment items in the customer or vendor account by choosing *Edit → New item* or *Edit → Copy item*. This is necessary when, for example, the whole down payment amount is to be distributed among several business areas, orders etc.

6. When you have entered all the items, post the down payment by choosing *Document → Post*.

The system posts the down payment amount to the customer or vendor account, the special G/L account and the G/L account for the bank account. If you enter the tax, the tax amount is also posted.

Any possible additional postings, for example tax or cash discount are carried out automatically by the system.

# Posting a Down Payment with a Down Payment Request

To post a down payment made after a down payment request, you must select the request when you post the down payment. The system then only needs the data in the initial screen to make the posting. These include the vendor and bank account numbers, and the special G/L indicator. The system takes all other data, such as amount or tax code, from the down payment request. If you need to make any further specifications, the system offers you the down payment line item, after you have selected the function *Post*, so that you can make any necessary changes.

> You have received and posted a down payment request from your vendor. When you make the down payment, you can then post it from the down payment request.

Post a down payment as follows:

1. Choose *Document entry*  →  *Down payment*  →  *Post*.

2. Enter the document header data, the customer or vendor account number, the special G/L indicator, the bank account number, and the amount.

   Entering the bank charges is optional. Your system configuration determines whether or not a value date is entered.

3. Choose *Edit*  →  *Choose requests.*

   The screen then shows all the down payment requests posted to this customer or vendor account. You can select one or more down payment requests.

4. Position your cursor on the down payment request you require and choose *Edit*  →  *Item On/Off*.

   The system marks the selected line item or deselects an item by removing the mark.

   You can now post the down payments from the selected down payment request (proceed from point 7) or add down payments manually (proceed from point 5).

5. To add further down payments for which no request exists, first choose *Edit*  →  *Add down payments*.

   The down payment items for the selected requests are automatically generated.

6. In order to enter more items, continue by choosing *Edit*  →  *New item*.

7. Choose *Document*  →  *Post* to post the down payments.

The system now posts the down payment amount to the customer or vendor account, the special G/L and the bank account. Any possible additional postings, for example tax or cash discount are carried out automatically by the system.

The selected down payment requests are automatically marked as cleared by the system.
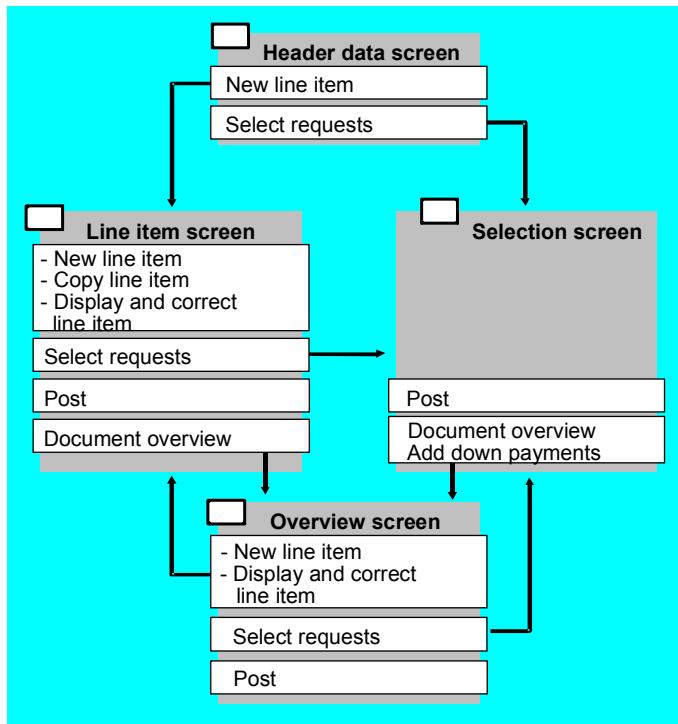
# Other Functions: Down Payments

When you enter a down payment, the system offers the following support:

- Add, correct, or copy one or more line items

- Display an overview of all line items entered to date

- Automatically add down payment items in accordance with down payment requests

The corresponding functions are offered in the screens for entering a down payment.

Four screens are available to enter a down payment. The first screen is the **header screen**. You can then enter down payment requests in the **line item screen** or select a down payment request in the **selection screen**. The **overview screen** displays all line items that have been entered. The following figure shows these screens together with the functions for entering a down payment.



The following functions are available in the screens:

- **New line item** and **Copy line item**

    You can enter further line items by selecting the following functions:

    - **New item**

        If you select this function, a line item screen prompts you to enter a new line item for the same customer or vendor account and with the same special G/L indicator. Choose *Edit* → *New item* to add a new line item.

    - **Copy item**

**Other Functions: Down Payments**

This function copies data from the previous line item. Choose *Edit* → *Copy item* to copy a line item.

- **Display** and **Correct line item**

  With the following functions, all of which can be accessed by choosing *Goto* from the menu bar, you can select a particular line item for display or correction. The functions are:

  *Goto* → *First line item,*
  *Goto* → *Previous line item,*
  *Goto* → *Last line item,*
  *Goto* → *Selected line item* and
  Goto → *Next line item*.

  They are only active if you have already entered the corresponding line item.

- **Document overview**

  Selecting *Goto* → *Document overview* takes you to the overview screen. The system displays the line items entered to date or those created after requests were selected.

- **Choose requests**

  By choosing *Edit* → *Choose requests*, you reach the selection screen for down payment requests. Here, you can select one or more down payment requests. Select one or more down payments by placing the cursor on the line item and choosing *Edit* → *Item on/off.*

- **Add down payment**

  After you select one or more down payment requests, you can have the system generate down payment requests by choosing *Edit* → *Add down payment*. You reach the overview screen.

- **Post**

  To post the document, choose *Document* → *Post*.

# Processing Down Payments

When you receive/deliver the corresponding goods or services, the down payment may no longer be shown as such in the balance sheet.

It must be treated as a payment. The receivables or payables are reduced/increased accordingly.

So that you can check whether you have a down payment to clear when you enter an invoice, the system issues a message if there are any down payments in the customer or vendor account that have not yet been cleared with an invoice. You then decide whether you need to clear the down payment with an invoice. The actual message depends on your system configuration.

You can process down payments as follows:

- Directly - that is, without first making a transfer posting to the payables or receivables account

- Indirectly - that is, after making a transfer posting from the down payments made account to the payables account.

These methods are both possible whether the invoice is paid manually or automatically.

When configuring your system, you specify whether down payment items are included in the payment program.

**See also:**

# Clearing a Down Payment Using the Payment Program

After you post the closing invoice and override the payment block, you can have the payment program clear the down payment. The payment program clears the down payment and pays open items due reduced by the down payment. When the down payment is entered, the payment block in the down payment item is automatically set by the system.

You require collection authorization for the customer account to enable the payment program to debit the amount from their due minus the down payment amount.
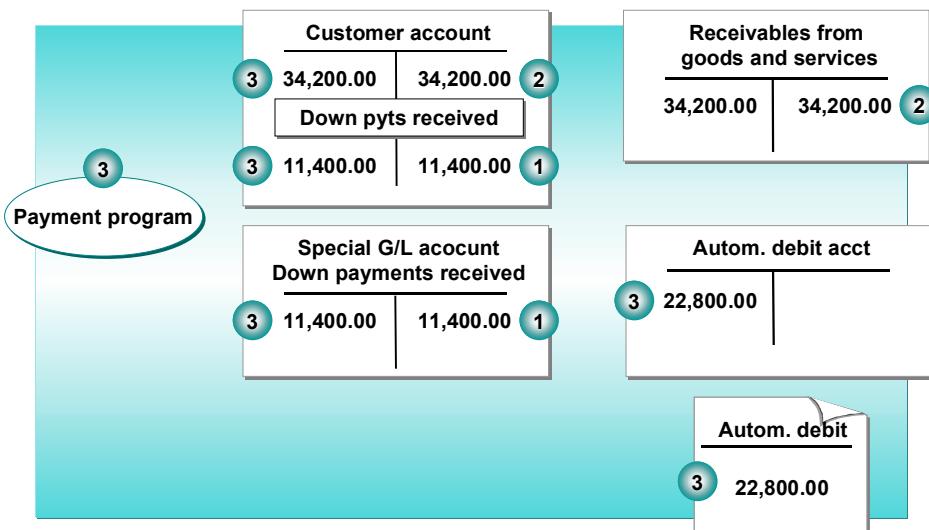
> Your customer has ordered a machine from you for $34,200. Two months before production begins, they are to make a down payment of a third of the value of the ordered goods ($11,400). The rest is paid on delivery. You receive a down payment for 11,400 USD. You send your customer the closing invoice once he has received the machine.
>
> If you have already posted the down payment to the customer account and the special G/L account "Down payments received", you can clear the down payment as follows:

1. Post the closing invoice for $34,200 to the customer account. From the *Accounts receivable* menu, choose *Master records → Create*.  The system posts to the reconciliation account for receivables from goods and services.

2. Cancel the payment block in the down payment by changing the payment block. To do this, choose *Document → Change* from the *Accounts Receivable* menu and then resetting. If you do not know the document number of the down payment, you can find it by displaying the line items for this customer.

3. The payment program pays the closing invoice, subtracting the down payment already received. It receives an amount of $22,800 and clears the outstanding receivable and the down payment. The offsetting entry is made to the bank account or to a bank subaccount for bank collections.

| Customer account | | | |
|---|---|---|---|
| 3 | 34,200.00 | 34,200.00 | 2 |
| | Down pyts received | | |
| 3 | 11,400.00 | 11,400.00 | 1 |

Payment program — 3

| Special G/L account | | | |
|---|---|---|---|
| Down payments received | | | |
| 3 | 11,400.00 | 11,400.00 | 1 |

| Receivables from goods and services | | |
|---|---|---|
| 34,200.00 | 34,200.00 | 2 |

| Autom. debit acct | |
|---|---|
| 3 | 22,800.00 |

| Autom. debit | |
|---|---|
| 3 | 22,800.00 |

# Clearing a Down Payment Manually

Alternatively, you can post the down payment manually when paying the closing invoice. To do this, enter the incoming payment from the customer or the outgoing payment to the vendor in the usual way, but select the down payment as well as the invoice for clearing. To do this, enter the special G/L indicator of the down payment in the selection screen. See also Clearing Open Items [Ext.]

# Clearing a Down Payment After Making a Transfer Posting

Immediately after receiving the closing invoice, you can carry out a transfer posting of the clearable down payments. This transaction also supports the transfer posting of partial amounts.

Following the transfer posting, the corresponding amount is no longer displayed in the customer or vendor account and in the General Ledger as a "down payment received" or "down payment made", but as a payment made or received in the payables or receivables account.

This payment made or received is taken into account when the invoice is paid, either manually or automatically.

# When Do You Make Transfer Postings for Down Payments?

You must carry out a transfer posting of down payments manually in the following cases:

- You want to prepare your year-end closing. You have received the closing invoice for a down payment and can no longer clear it with the payment program, since you will not run the payment program until after you next prepare the balance sheet. In this case, you make a transfer posting for the down payment to ensure that the balance sheet is correct.

- You want to assign a down payment to a specific invoice, with which it is to be cleared. The system notes the document number of the invoice in the line item of the down payment. The payment program subtracts the down payment only when the corresponding invoice is paid.

- You want to clear a down payment partially. That is, a down payment is cleared with several invoices, which are paid at different times. You must clear each down payment amount manually.
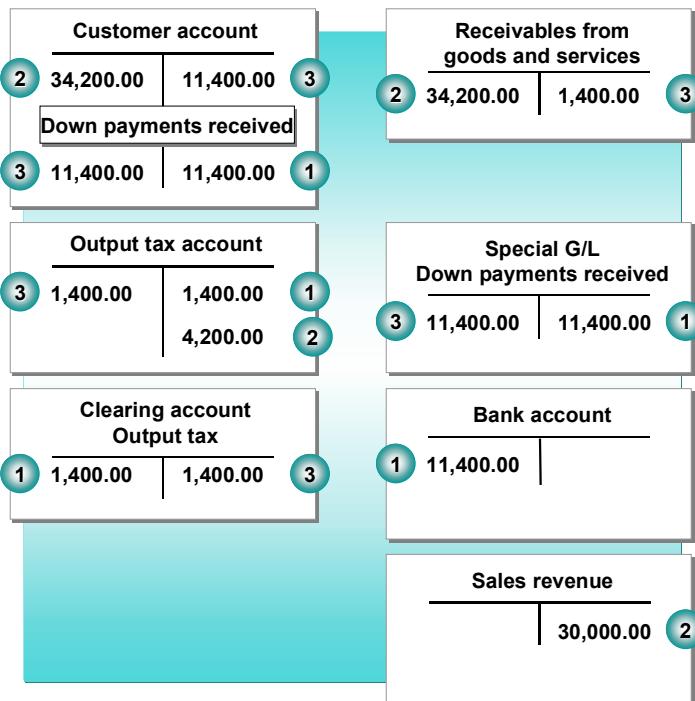
# Making Transfer Postings of Down Payments and Posting Tax

When you carry out a transfer posting of a down payment after posting the closing invoice, the system corrects the tax automatically. When you post a down payment made or received, the system posts a tax receivable. When you carry out a transfer posting of the down payment, the system cancels this posting.

**Accounts Receivable:**

You receive a down payment for 11,400 USD. You send your customer the closing invoice shortly before you prepare your balance sheet. The payment program can no longer make the final payment before the balance sheet is prepared, since the next payment run is due after the date you prepare the balance sheet. You therefore make a transfer posting of the down payment manually. The system then posts the output tax automatically.

| Customer account | | | | Receivables from goods and services | | |
|---|---|---|---|---|---|---|
| ② 34,200.00 | 11,400.00 ③ | | | ② 34,200.00 | 1,400.00 ③ | |

| Down payments received | | | |
|---|---|---|---|
| ③ 11,400.00 | 11,400.00 ① | | |

| Output tax account | | | | Special G/L Down payments received | | |
|---|---|---|---|---|---|---|
| ③ 1,400.00 | 1,400.00 ① | | | ③ 11,400.00 | 11,400.00 ① | |
| | 4,200.00 ② | | | | | |

| Clearing account Output tax | | | | Bank account | | |
|---|---|---|---|---|---|---|
| ① 1,400.00 | 1,400.00 ③ | | | ① 11,400.00 | | |

| Sales revenue | | |
|---|---|---|
| | 30,000.00 ② | |

The example illustrates the following:

1. The down payment is displayed in the customer account and on the account for down payments received. The output tax for the down payment is posted.

2. The closing invoice is displayed on the customer account.
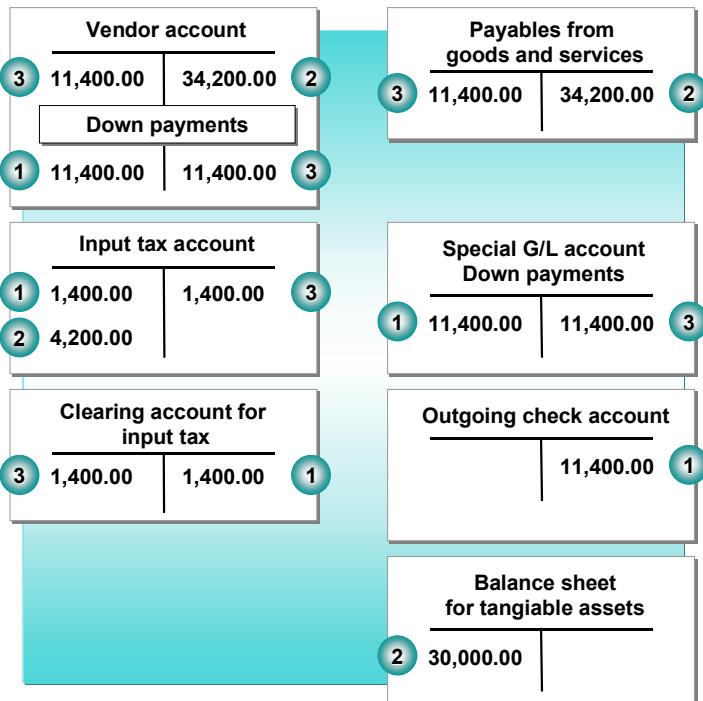
If you make the transfer posting for the down payment manually, the sales/purchase tax is corrected accordingly. The following describes transfer postings of down payments as well as the preparations necessary for the payment program. Further information on the payment program is contained in this documentation.

**Making Transfer Postings of Down Payments and Posting Tax**

**Accounts Payable**

You make a down payment of 11,400 USD. You receive the closing invoice shortly before you prepare your balance sheet. The payment program can no longer make the final payment before the balance sheet is prepared, since the next payment run is due after the date you prepare the balance sheet. Therefore, you clear the down payment with the closing invoice manually. The system then posts the input tax automatically.

| Vendor account | | | Payables from goods and services | |
|---|---|---|---|---|
| **3** 11,400.00 | 34,200.00 **2** | | **3** 11,400.00 | 34,200.00 **2** |
| **Down payments** | | | | |
| **1** 11,400.00 | 11,400.00 **3** | | | |

| Input tax account | | | Special G/L account Down payments | |
|---|---|---|---|---|
| **1** 1,400.00 | 1,400.00 **3** | | **1** 11,400.00 | 11,400.00 **3** |
| **2** 4,200.00 | | | | |

| Clearing account for input tax | | | Outgoing check account | |
|---|---|---|---|---|
| **3** 1,400.00 | 1,400.00 **1** | | | 11,400.00 **1** |

| Balance sheet for tangiable assets | |
|---|---|
| **2** 30,000.00 | |

The example illustrates the following:

1. The down payment is displayed in the vendor account and in the account for down payments made. The system posts both the input tax for the down payment made and the input tax clearing.

2. The closing invoice is displayed in the vendor account. The offsetting entries are made to the expense account and the input tax account.

3. If you carry out a manual transfer posting of the down payments, it will be cleared in the vendor account and the same amount will be assigned to the opposite side of the account. Input tax and input tax clearing are automatically corrected.

The following describes transfer postings of down payments as well as the preparations necessary for the payment program.

Further information on the payment program is contained in this documentation.

# Canceling the Payment Block

Before the payment program can clear a down payment, you must remove any payment block from the line item and, if necessary, change the due date. The due date specifies the day on which the payment program can clear the down payment.

You can find out how to change a down payment in the topic Changing a Down Payment [Page 753].

# Transfer Posting of a Down Payment After Paying a Closing Invoice

To clear a down payment with a closing invoice partially or in total, carry out the following steps from the *Accounts Payable or Accounts Receivable* menu:

1. Choose *Postings* → *Down payment* → *Clearing*.

2. Enter the document header data and the account number.

   The document number of the last posted invoice is suggested in the field *Invoice no.*. The reference to this invoice is stored in the down payment. This ensures that the line item with the down payment is cleared when the invoice is paid. You can change this field.

3. Choose ENTER.

4. The system generates a message that data has been copied from the invoice.

5. Choose ENTER again.

   This confirms the message. The system displays the possible down payment items.

6. Place your cursor on the down payment that you want to clear.

   If you want to **clear a down payment in total**, select the required down payment and choose ENTER.

   The system displays the amount to clear in the last column.

   If you want to **clear partial amounts of the down payment**, you must specify the partial amount in the last column. The system automatically activates the down payments that do not have a zero amount.

   If you enter a **0** in the amount column or deselect the down payment, you deactivate the down payment.

   After selecting the down payments that you want to clear with the invoice and entering any necessary partial amounts, you can post the document.

7. Choose *Document* → *Post*.

# Clearing Down Payment Open Items Manually

You clear down payment open items manually, if:

- A customer pays an invoice for which a down payment was made.

- You pay a vendor invoice on which you have already made a down payment.

When you enter an incoming or outgoing payment, you can clear the entire amount of a down payment or just a partial amount.

The topic Clearing Open Items [Ext.] and *FI - Document Posting* describe how you post and clear open items.

When you enter incoming or outgoing payments and want to clear open items for a down payment, note the following:

- In addition to selecting the *invoices*, you must also select the *down payments*. You do this before you switch to open item management by entering one or more special G/L indicators for down payments (for example, in the standard system, **A**, **I**, **M** or **V**) in the field for special G/L transactions in the selection screen.

- You activate the invoices to be paid and the down payments to be cleared.

- If you want to clear the down payment only partially, you must switch to the partial payment screen. You enter the amount to be cleared in the column Payment amount.

# Down Payments and Cash Discount

If no cash discount has been taken into consideration in the down payment, you can post the cash discount when you pay the closing invoice. The cash discount base is generally the invoice amount.

If you deduct cash discount when you post the down payment, you must take this into account when you post the closing invoice. This means you must reduce the cash discount base amount by the down payment amount. Cash discount is then only granted on the remaining amount.

# Reversing a Down Payment

As with any other document, you can also reverse down payment documents. Further information on this subject can be found in *FI - Document Posting.*

# Displaying a Down Payment

There are different ways to display down payments:

- **Via the document**

    You can call up the document with which you have posted the down payment. This function is the same as the standard document display.

- **Via the customer or vendor account**

    You can display line items in the customer or vendor account. To do this, you choose *Account → Display line items* from the menu bar of the *Accounts Payable* or *Accounts Receivable* menu.

    You set the line items that you want to display in the initial screen. For special G/L transactions, you choose *With special G/L transactions*. If you only want to display down payments, you can select these with the selection function via the special G/L indicator. Down payments are displayed in a separate column. You recognize down payments by the posting key and the special G/L indicator.

- **Via the special G/L account for down payments**

    You can call up the account to which the system posts down payments. To do this, you choose *Account → Reconciliation account → Display line items* from the menu bar of General Ledger menu.

    ➡

    You can find further information on displaying documents and line items in *FI - Document Posting*

# Changing a Down Payment

You can change down payments by changing the document or the line items in a customer, vendor or reconciliation account. You may have to change the document or line items to remove a payment block or change the due date.

You can find further information on changing documents in *FI - Document Posting*. Here, you can also find out how to change line items.

When changing line items for down payments, however, you must select *With special G/L transactions* in the initial screen. Otherwise, the system does not select the down payments.

# Guarantees

Guarantees made are shown in the notes to the balance sheet. Guarantees received, however, are not displayed on the balance sheet. Nevertheless, it is a good idea for internal purposes to have an overview of the guarantees that you have received. In the SAP System, therefore, you can manage guarantees made and received separately from other business transactions - as special G/L transactions.

The following describes the preparations for entering and posting guarantees made and received.

Also described below is how payment guarantees made and received are posted and processed (as special G/L transactions).

**See also:**
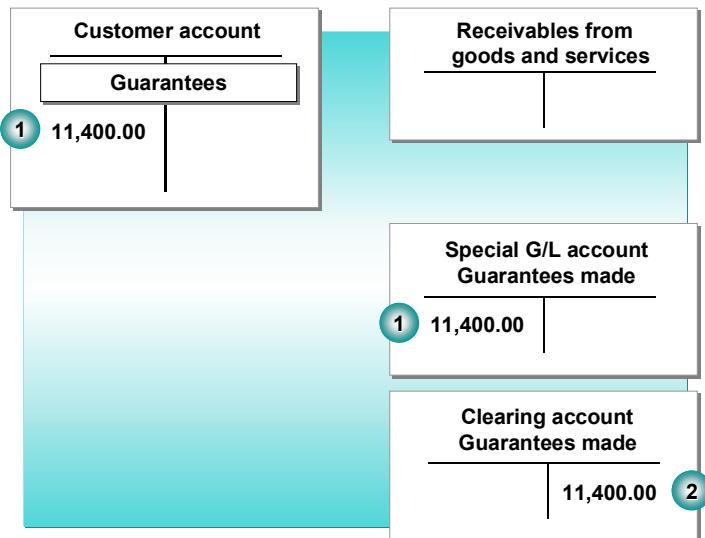
Processing Guarantees in the R/3 System [Page 755]

Clearing Accounts [Page 756]

Payment Guarantees Made and Received [Page 757]

# Processing Guarantees in the R/3 System

In the Financial Accounting application component, you use a special function to post guarantees. When you enter a guarantee, you merely enter the account assignments for posting to the customer or vendor account. The offsetting entry is always made to the same offsetting account, a clearing account. This is carried out by the system.



This guarantee is posted to the following accounts:

**1.** You post a guarantee made to your customer's account.

**2.** The system makes the offsetting entry automatically to a clearing account.

Transactions where the system always makes offsetting entries automatically to the same account are called statistical postings, since they are generally not displayed on the balance sheet or only in the appendix. For example, guarantees received are not displayed while guarantees made are displayed in the appendix of the balance sheet because of the liability to recourse.

You require the following to post guarantees:

* Separate special G/L accounts for guarantees made and guarantees received.

    Further information can be found in Special G/L Accounts [Page 700]

* Clearing accounts for the offsetting entry

    Further information can be found in Clearing Accounts [Page 756]

* Posting keys for the offsetting entry

    These posting keys are already defined in the system.

# Clearing Accounts

To make an offsetting entry for a guarantee posting, you create the clearing account and define the account number in the system for the automatic posting. You must specify the clearing accounts separately for each chart of accounts. You can differentiate the accounts per debit and credit postings. Since the automatic offsetting entry procedure can be used for any special G/L transactions, you can also differentiate the accounts per account type via the special G/L indicator.

> You post guarantees made and received in your system. Additional transactions can also be configured for which an automatic offsetting entry posting is necessary. This enables you to post interest receivables to the same account for example. You would then differentiate your clearing accounts according to the account type and special G/L indicator.

| Account type/Sp. G/L indicator | Clearing account |
|---|---|
| KZ | 221010 |
| DZ | 152010 |

# Payment Guarantees Made and Received

**Guarantees** made are shown in the notes to the balance sheet. They are posted in the standard system as special G/L transactions. You do not need to make any further transfer postings to create the balance sheet, but can enter the account directly on a balance sheet item.

Although **guarantees received** are not shown on the balance sheet, you can still post them as special G/L transactions. By means of the special G/L account, you are then able to display all your guarantees (for internal purposes for example). By accessing the respective vendor account, you can also display an overview of the guarantees for each business partner.

**See also:**

Posting a Guarantee Made [Page 758]

Reversing a Guarantee Made [Page 759]

Posting a Guarantee Received [Page 760]

Reversing a Guarantee Received [Page 761]

Entering and Posting a Guarantee [Page 762]

Reversing a Guarantee [Page 763]

Displaying a Guarantee [Page 764]

Changing a Guarantee [Page 765]
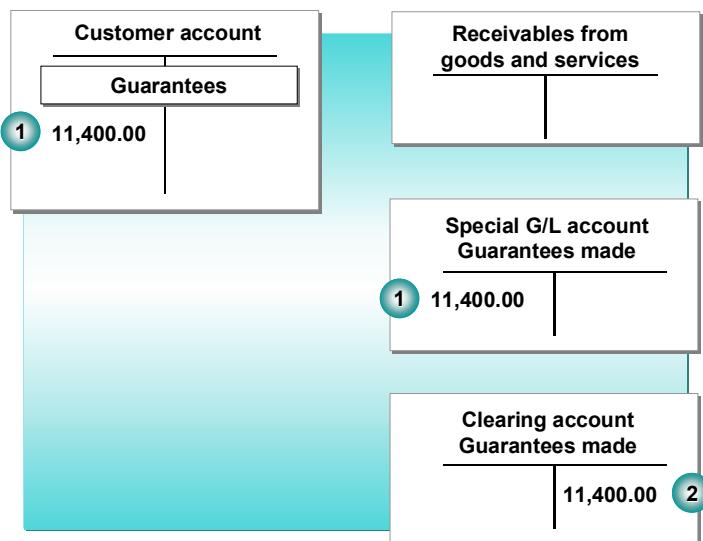
# Posting a Guarantee Made

## Purpose

You have agreed with a customer that you will assume to guarantee a sum of $11,400, thereby accepting potential liability for the amount. This liability is recorded on the customer and on the G/L account. This liability is recorded on the customer and on the G/L account.

## Process Flow

| Customer account | | Receivables from goods and services |
|---|---|---|
| **Guarantees** | | |
| (1)  11,400.00 | | |

| Special G/L account Guarantees made |
|---|
| (1)  11,400.00 |

| Clearing account Guarantees made |
|---|
| 11,400.00  (2) |

The guarantee is posted as follows:
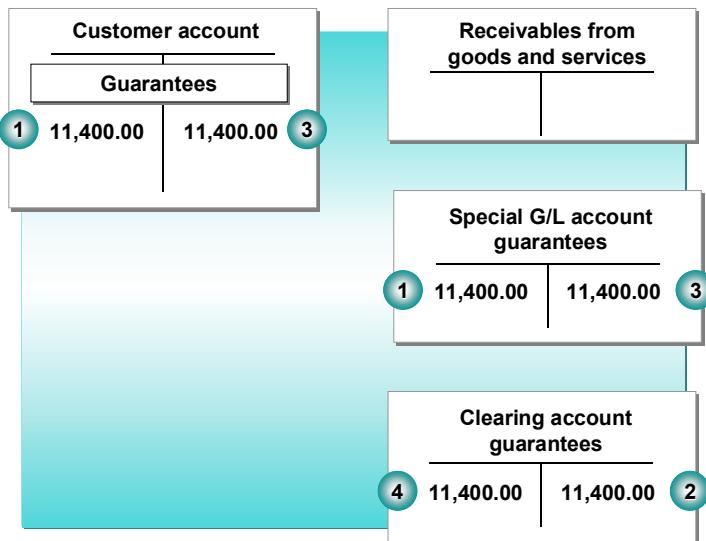
1. You post a guarantee made to your business partner's account. The system posts to the special G/L account automatically.

2. The system makes the offsetting entry to the clearing account.

# Reversing a Guarantee Made

## Purpose

Once the due date of the guarantee is passed, your potential liability for the amount no longer exists. You can then reverse the guarantee posting. To do this, you need only select the required guarantee: The system then makes the necessary postings automatically.

## Process Flow



The above example results in the following postings:

**(3)** The system posts the guarantee amount to the customer and to the special G/L account as a credit entry in each case.

**(4)** The offsetting entry is made to the clearing account.
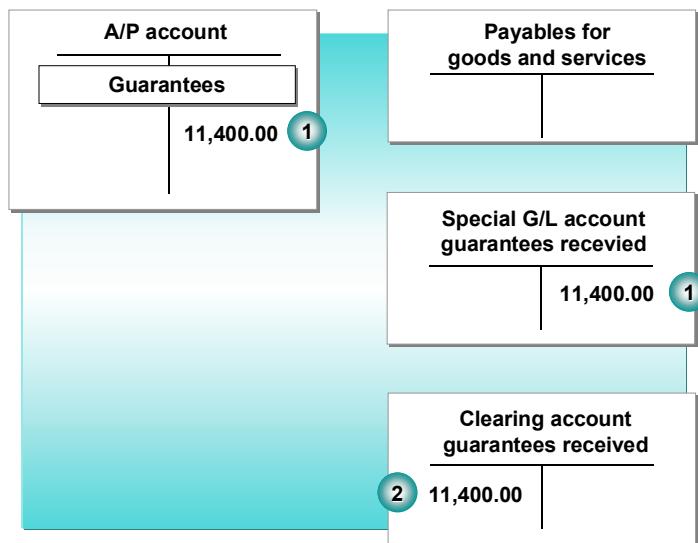
# Posting a Guarantee Received

## Purpose

You receive a guarantee from a vendor for $11,400:

## Process Flow



This guarantee is posted to the following accounts:
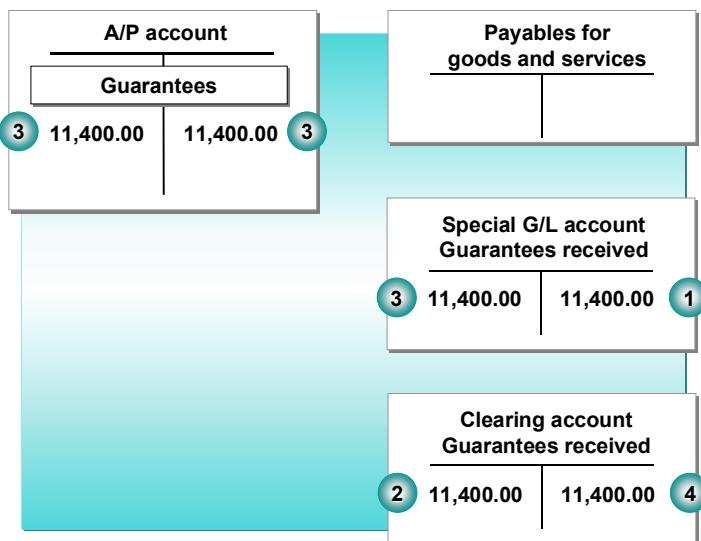
1. To the account of the vendor that made the guarantee.

2. The system makes the offsetting entry automatically to a clearing account.

# Reversing a Guarantee Received

## Purpose

Once the guarantee in question has expired (the due date having passed), the posting can be reversed. To do this, you need only select the required guarantee: the system makes the postings automatically.

## Process Flow



The above example results in the following postings:

- **Posting a guarantee received**

(1) Guarantee received is posted.

(2) The system makes the offsetting entry.

- **Canceling a guarantee**

(3) The system posts the guarantee amount to the debit side of the vendor account and the special G/L account.

(4) The offsetting entry is made to the clearing account.

# Entering and Posting a Guarantee

You post a guarantee by carrying out the following steps from the *Accounts Payable* or *Accounts Receivable* menu:

1. Choose *Document entry* → *Others* → *Statistical posting*.

   The system displays a screen for entering the required data.

2. Enter the data for the document header and the line item.

   You must enter the vendor or customer account number, an amount and a due date. You will need the due date later to select guarantees for reversing.

3. To post the guarantee, choose *Document* → *Post*.

# Reversing a Guarantee

Once the payment in question has been made, you are no longer liable for the guarantee and the posting can be reversed. To do this, carry out the following steps:

1. Choose *Document* → *Special G/L transactions* → *Reverse stat.posting*

    A screen appears where you will need to enter the document header data for the posting document and the data for selecting the guarantee.

2. Enter the document header data and the selection data.

    You must specify the special G/L account for guarantees made and received. All other selection criteria are optional.

    Choose ENTER to proceed to the next screen where the selected guarantees will be displayed.

3. Select the required guarantee by entering **+** in the first column.

4. Choose *Post* → *Document* to reverse the guarantee.

# Displaying a Guarantee

There are several ways of displaying a guarantee:

- **Via the document**

  You can call up the document with which you posted the guarantee. This function is the same as the standard document display.

- **Via the customer or vendor account**
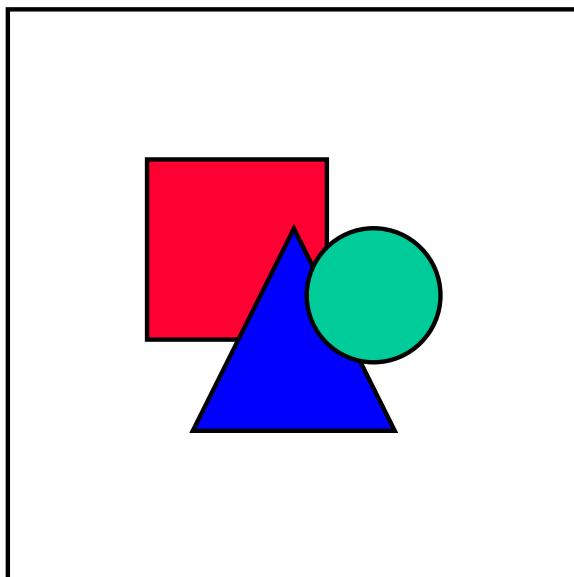
  You can display the line items from the customer or vendor account. To do this, choose *Account* → *Display line items* from the *Accounts Receivable* or *Accounts Payable* menu.

  On the initial screen, you specify the line items you want to display. For special G/L transactions, you choose *With special G/L transactions*. If you want to display guarantees only, proceed by choosing *Selection criteria* and then selecting *Special G/L ind.* from the field options. Bills of exchange are displayed in a separate column. Guarantees can also be identified by means of the posting key, the special G/L indicator and the category of the special G/L transaction.

- **Via the special G/L account for guarantees received or made**

  You can call up the account to which the guarantees are posted automatically by choosing *Account* → *Display* line items from the *General Ledger* menu.
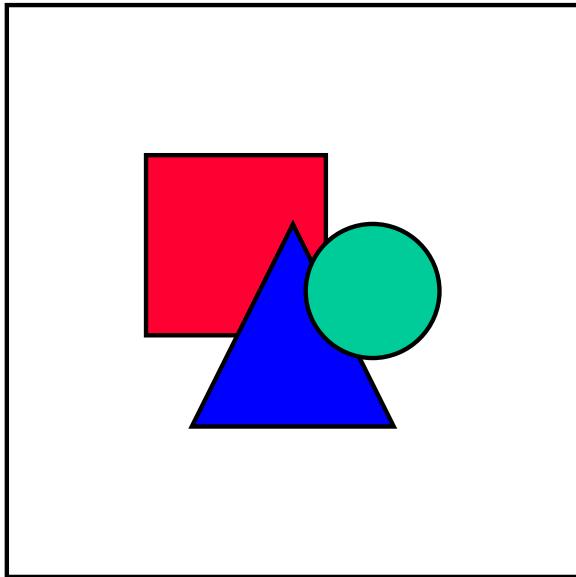


  You can find further information on displaying documents and line items in *FI - Document Posting* and in <u>Account Balances and Line Items [Ext.]</u>

# Changing a Guarantee

You can change a guarantee by changing the document or the line items in the customer account, the vendor account, or the reconciliation account.

When changing line items however, you must select *With special G/L transactions* on the *Change Vendor Line Items: Initial Screen* otherwise the guarantees you wish to change will not be selected.



You can find further information on changing documents or line items in *FI - Document Posting* and in Account Balances and Line Items [Ext.].

# Creating Own Special G/L Transactions

If you require your own special G/L transactions, you must use a new special G/L indicator. To do this, you specify the account type for which the special G/L indicator is to apply. In addition, the system specifies the permitted posting keys. Posting keys are defined in the standard system for outgoing and incoming debit and credit postings.

Before you enter a new special G/L transaction, you should specify how it is posted. Correspondingly, you must carry out the following preparations for posting the transaction:

- If you require a new transaction that is to be treated as a statistical posting, read the   section Guarantees [Page 754] The new transaction is posted and processed as a guarantee.

- If you require a new transaction that is to be treated as a noted item, refer to Down Payment Requests [Page 703] or, for bill of exchange payment requests, refer to Special G/L Transactions: Bills of Exchange [Ext.] in this documentation. The new transaction is posted and processed as a down payment or a bill of exchange payment request.

- If you require a new down payment transaction, refer to Down Payments [Page 714] The new transaction is posted and processed as a down payment.

- If you require a new bill of exchange transaction, refer to Special G/L Transactions: Bills of Exchange [Ext.] in this documentation. The new transaction is posted and processed as a bill of exchange.

## Properties of Special G/L Transactions

You define properties for each special G/L indicator. You make these specifications separately for each special G/L transaction for incoming and outgoing procedures.

The properties of special G/L transactions are:

- **Noted items**

    You can specify that a special G/L transaction does not update account balances. This is the case with down payment requests and bill of exchange payment requests in the standard system, for example. Both of these transactions are kept in the system merely as noted items.

- **Relevance for the credit limit check**

    Special G/L transactions can be included in customer credit limit checks. Noted items are not generally taken into consideration for the credit limit check. You can mark all other special G/L transactions correspondingly.

- **Warning message for liabilities**

    You can specify that when you post to a vendor or customer account, a message is issued on the special G/L transaction. For example, when you post a vendor invoice, it is helpful to know that a down payment has already been made. In the standard system, therefore, this option is active for down payments made.

- **Target special G/L indicator**

    For noted items, you can set the special G/L indicators that are permitted during document entry. The target special G/L indicator is used in the standard system for down payment requests.

## Business-Related Differentiation of Transactions

In addition to the above-mentioned properties, you also specify for each special G/L transaction whether it is a bill of exchange, a down payment or another transaction. This specification is referred to in the system as the special G/L transaction type.

This information is stored in the line item. It is required to differentiate down payments and bills of exchange from other transactions.

## Posting Keys for Special G/L Transactions

If you require posting keys in addition to the ones already defined for special G/L transactions, you must define them. You indicate these posting keys by marking the *Special G/L* field. These posting keys are then only used for special G/L transactions.

The available posting keys are displayed when you specify the properties of a special G/L transaction.

# Correspondence and Internal Evaluations

All evaluations and reports you send to your business partners by mail are considered correspondence.

Correspondence for both customers and vendors includes:

- Account statements and open items lists in letter form
- Individual letters and standard letters
- Balance confirmations
- Document extracts

Correspondence for customers only includes:

- Payment notices
- Statements of bill of exchange charges


Internal evaluations are account lists, balance lists, open item lists, and sorted lists of open items. These are created in the SAP *Financial Accounting* application component where they remain.

This section explains the above-mentioned correspondence types and some of the internal evaluations. Information on balance confirmations and other evaluations can be found in the *FI Closing and Reporting* documentation.

**See also:**

**Correspondence Types [Page 769]**

**How to Create Correspondence [Page 772]**

**Requesting Correspondence [Page 774]**

**Individual Texts [Page 781]**

**Editing Correspondence Requests [Page 784]**

**Printing Correspondence [Page 785]**

**Internal Evaluations [Page 794]**

# Correspondence Types

Correspondence types differ with respect to the contents and structure of the letters you can send to your business partners.

> An account statement and open item list are two types of correspondence. They differ with respect to the information they contain and the way it is displayed. Unlike an open item list, an account statement displays all items in a specified period along with the balance carried forward. The open item list merely displays the open items for a certain key date.

This topic describes the different correspondence types that are delivered with the standard system.

You can define your own types of correspondence and allow users to choose the ones they require. Contact your system administrator for more information on this.

## Account Statement and Open Items List

The **account statement** can be created for your customers or vendors is an extract from the customer account which enables him to check the items there or is merely for information purposes. The account statement displays the balance carried forward, all items in the chosen period and the closing balance of the account.

The **open items list** is a special form of account statement. It is also sent to the customer for verification or information purposes. Occasionally, the list is also used as a reminder letter. The open items up to the chosen key date are displayed in this list.

Both letters contain the document number or reference document number, the document date, the document type, the currency and the amount for every item as well as the balance of the open items at the key date. The account statement may also contain the clearing document number. If branches were included in the letter of a head office, their addresses are listed at the end of the letter.

The layout of the letter is determined via a form. Depending on the form used, the letter may also contain, for example, the days in arrears per item at the key date or other information. The form must be defined and stored in the system.

## Document Extracts

You can use **document extracts** to inform your customer about specific line items (e.g. a credit memo). The line items that you can select for this are defined in the system.

## Individual and Standard Letters

You can use the **individual letter** to enter an individual text when you request correspondence. This text is stored separately. Information on the customer such as the address is entered automatically by the system. You enter the individual letter like an individual text.

There is a fixed text defined in the system for the **standard letter**. All you have to do is request the standard letter for the customer account you are currently processing. Information on the customer such as the address is entered automatically by the system. You would send a standard letter to customers if, for example, you have a new accounting clerk.

**Correspondence Types**

### Statement of Bill of Exchange Charges

The system automatically creates a correspondence request for the **statement of bill of exchange charges** when you post bill of exchange charges. Statements of bill of exchange charges are always document-related. Which company codes you can specify should incur bill of exchange charges for entering a payment by bill of exchange depends on how your system is configured. More information on entering payments by bill of exchange can be found in Bills of Exchange Receivable [Ext.]

### Payment Notices

You use payment notices to inform your business partners which open items have been cleared with received payments. If payments have been made which you cannot allocate to open items, you ask your business partner to specify for which item the payment was made.

In the standard system, you can select from two correspondence types for payment notices:

- **Notices without line items**

  Here, a payment notice is created for the total payment amount, without the line items. If residual items or payments on account were posted during the clearing procedure, they are displayed separately.

- **Notices with line items**

  Here, the items cleared due to incoming payments and/or partial payments are listed individually.

If you want to allocate to open items payments on account or other non-allocated credit memos which were to be posted during the clearing procedure, it is possible to also create a **reply slip**. This lists the open items of the customer. He can indicate the open item to be settled and make further notes.

### Restrictions for Payment Notices

The following restrictions apply to payment notices:

- Only incoming payment postings made with the functions "Internal transfer posting with clearing", "Incoming payment" and "Fast entry incoming payment" are supported.

- A negative total amount to be paid is interpreted such that a clearing is carried out on another account to account for the incoming payment. Standard payment notices do not make an exception for cases where money has been paid to the customer. Thus, in this case, the customer would receive a payment notice.

- Intercompany transactions are not supported.

- Even for head offices with local processing, payment notices are sent to the head offices and not to the branches.

- Only business transactions for one customer may be posted in a document for payment notices to one-time account customers.

- For clearings between customers and vendors, if the appropriate fields are marked in the master records, only one payment notice is created per pair of customers/vendors and sent to the customer.

## Internal Documents

**Internal documents** are documents that you print out for your accounting department or another department. You can print out either individual internal documents, for example when changing and displaying a document, or a whole series of internal documents (for example, documents that are generated from recurring entry original documents).

# How to Create Correspondence

There are two steps involved in creating correspondence:

1. First you request the desired correspondence type. When you make a request, the system initially only notes internally which correspondence types should be created. The correspondence types are then proposed to you when you are processing the documents and the accounts online. For more information, read the topics for requesting the individual correspondence types. Which correspondence types are offered in which functions, depends on how your system is configured.

2. In a second step, the requested correspondence types are printed. Printing is generally carried out automatically at a certain frequency. This prints all requested correspondence types. In exceptional cases, however, it is also possible to print certain correspondence types straight away by themselves.

3. A print order is put into the spool system for each company code and correspondence type. From the spool, you can send the letters to whatever printer you want. For more information on this subject, read the topics about printing the correspondence.

## Notes on Language and Currency

The letters are always created in the language of the customer. To enable this, however, the form stored in the system must be translated into this language. Otherwise, the language of the company code or the language in which the form was created is used.

The items are always displayed in the currency in which they were posted. The closing balance is displayed per currency.

## Notes on the Item Text

For every item, the item text entered in the line item can be printed in the letter. To do this, however, the text must be marked with an asterisk (*). Moreover, the form stored in the system for printing the letter must be defined correspondingly.

You yourself can enter a text or transfer a standard text into the line item. You transfer a standard text by entering an equals sign (=) and the key of the text (for example, =UBAB for unauthorized deductions). The standard texts must be stored in the system.

# Cross-Company Code Correspondence

## Use

You can combine data from several different company codes in one letter, and you can also use the sender details from an alternative company code.

You can use one or more correspondence company codes. The selected correspondence company code provides the sender details.

Cross-company code correspondence is supported for the following correspondence types:

- Payment notification

- Account statement

- Bill of exchange charges statement

- Internal document

- Individual letters

- Document extracts

## Prerequisites

If you wish to use this function, you must make the following settings in the Implementation Guide (IMG):

- Define the relevant correspondence types as being for cross-company code use.
  You can define each correspondence type for cross-company use so that you can use these correspondence types in addition to, or instead of, those you have used in the past.

- Assign the relevant company codes to a correspondence company code.

- Ensure that the customers and vendors involved have been created in the appropriate company code.

## Activities

When running certain print programs directly, you must enter the relevant correspondence types.

# Requesting Correspondence

You can request the desired correspondence either automatically or manually.

The **automatic** procedure is possible for the following correspondence types:

- You can have the system create **payment notices** automatically by making an entry in the master record of the customer, or by making this dependent on the company code. If you determine the creation of payment notices via the master record, a payment notice is created automatically for every payment transaction. If you want the system to create the payment notices automatically depending on which company code the customer is in, you must define this when configuring your system. The system administrator can give you more information on this subject.

- **Account statements** are automatically printed periodically, without a request having been made, if the customer has a corresponding key for this in the master record.

Alternatively and additionally, you may request correspondence types manually in the functions for processing an account, a document, or the items in an account. Which correspondence types are offered for selection in which functions depends on the system configuration.

You can also request the correspondence manually when you are not in the above-mentioned functions, but rather in a general function. Here all correspondence types allowed for a company code are offered.

The statement of bill of exchange charges is always requested automatically. Please read "Requesting Correspondence Whilst in a General Function" below for more information.

You can also define additional correspondence types in your organization which are specific to your needs. Depending on how your system is configured, it will propose various possibilities.

When you make a request, the system initially only notes internally which correspondence types should be created. In a second step, the requested correspondence types are printed.

**See also:**

Requesting Account Statements and Open Item Lists During Document or Account Processing [Page 778]

Requesting Internal Documents and Document Extracts Within a Function [Page 779]

Requesting Correspondence Using the General Function [Page 780]

Requesting Payment Notices via the Customer Master Record [Page 775]

Requesting Payment Notices Within Open Item Processing [Page 776]

Creating Periodic Account Statements for Customers [Page 777]

# Requesting Payment Notices via the Customer Master Record

To have payment notices created automatically for a customer, you have to select either *Cust. (with CI)* or *Cust. (w/o CI)* in the company-code area of the customer master record. The system will then request a payment notice for each payment transaction posted to this customer account

If you select *Cust. (with CI),* the system creates a payment notice which lists the cleared line items.

If you select *Cust. (w/o CI)*, the system creates a payment notice without line items.

# Requesting Payment Notices Within Open Item Processing

As an alternative to or in addition to the request via the master record, you can request a payment notice while you are processing the open items. Depending on how your system is configured, making a request may also be possible in other functions. Ask your system administrator for details.
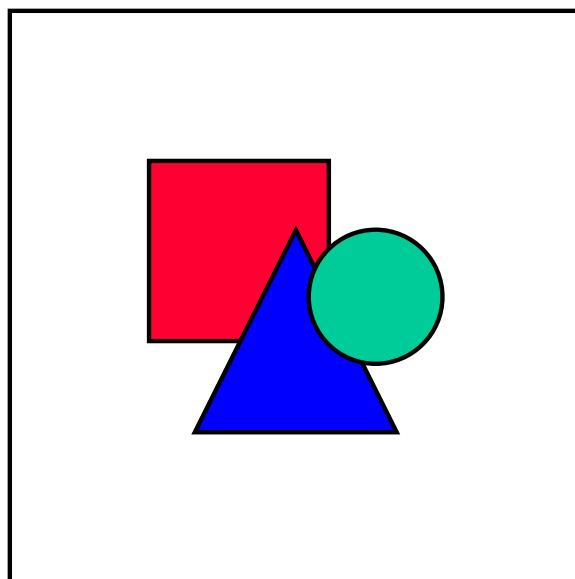
When processing the open items, you request a payment notice as follows:

1.  Choose *Environment* → *Correspondence*.

    If there are several correspondence types to choose from, a selection window appears.

2.  Choose the desired correspondence type.

The system confirms the request of a payment notice with a message.



If you have stored a request for one type of payment notice in the master record and individually select an alternative type of payment notice when processing the open items, both types are printed.

# Creating Periodic Account Statements for Customers

In order to have the system create account statements for a business partner at certain intervals, you must enter a key in the *Account statement* field of the master record; this specifies how frequently the account statement is to be created. The key is used as a selection criterion for printing the periodic account statements.

> You send an account statement to some customers every week; for other customers you do so only once a month. To have the system carry this out, you use the keys **1** for weekly and **2** for monthly. You enter the desired key in the master records of the appropriate customers. You then execute the print program for the periodic account statements every week and, additionally, once at the end of each month. When printing every week, you enter the key **1**. As a result, all customers containing this key in the master record are selected.

**10-day settlement**

You can also create periodic account statements as 10-day settlement.

The 10-day settlement is a collective invoice as used by head office payers. Here the open items are settled in periodic intervals, such as 10 days. You can define the settlement dates using a factory calendar.

You can carry out the 10-day settlement either as an individual request or as a mass run:

- Individual requests under Environment → Correspondence for a function

- Mass runs under Periodic processing → Print correspondence → Periodic account statements

You can use different types of settlement and notification letters.

# Requesting Account Statements and Open Item Lists During Document or Account Processing

Which correspondence types are offered in which functions depends on how your system is configured. In the standard system, you can request an account statement and an open item list in the following functions:

- Document entry

- Document processing (display and change)

- Account processing (line items and balances)

- Clearing open items

To request an account statement or an open item list within a function (for example, when entering a document), proceed as follows:

1. Choose *Environment* → *Correspondence*.

    The system displays a dialog box in which you select the correspondence type.

2. Choose the desired correspondence type.

    The system displays a dialog box in which you make specifications concerning the correspondence type.

    For the account statement, you specify for which posting period postings should be taken into account. For the open item list, you specify up to which key date open items should be taken into account. Your system configuration determine which data is necessary for the respective correspondence.

    You always create a request made within a function for the account you are currently processing. The number of this account and the company code are transferred automatically.

3. Enter the required data and choose ENTER.

The system confirms the request with a message.

# Requesting Internal Documents and Document Extracts Within a Function

To request an internal document or a document extract while within a function, proceed as follows:

1. Choose *Environment → Correspondence*.

    A dialog box appears, in which you can select the type of correspondence you require.

2. Choose the correspondence type you require.

    Another dialog box appears; here you make the specifications for the correspondence type you have chosen. Internal documents and document extracts must have a number; this is normally provided by the system. For this reason, the document number field is either not ready for input or is already filled with a document number.

3. Enter the necessary data and choose ENTER.

The system confirms the request with a message.

If you want to print more than one internal document, you can do so without making a request. For more information, see "Printing Internal Documents Without a Request" in Printing Correspondence [Page 785].

# Requesting Correspondence Using the General Function

To request the correspondence when you are not processing the items and accounts, carry out the following steps starting from the *Accounts Receivable* or *Accounts Payable* menu:

1.  Choose *Account* $\rightarrow$ *Correspndnce* $\rightarrow$ *Request*.

    The system displays the screen for the correspondence request.

2.  Specify the desired company code and choose ENTER.

    The system displays a dialog box in which you make specifications concerning the correspondence type.

3.  Enter the appropriate correspondence type.

    The system displays a window for making specifications for the correspondence type.

4.  Enter the necessary data.

    In the standard system, you must, for example, specify for a payment notice the document number and, if necessary, a fiscal year. Which data you must specify depends on how your system is configured.

5.  Choose ENTER.

The system confirms the request of the correspondence with a message.

# Individual Texts

With certain correspondence types, you can enter a text of your choice.
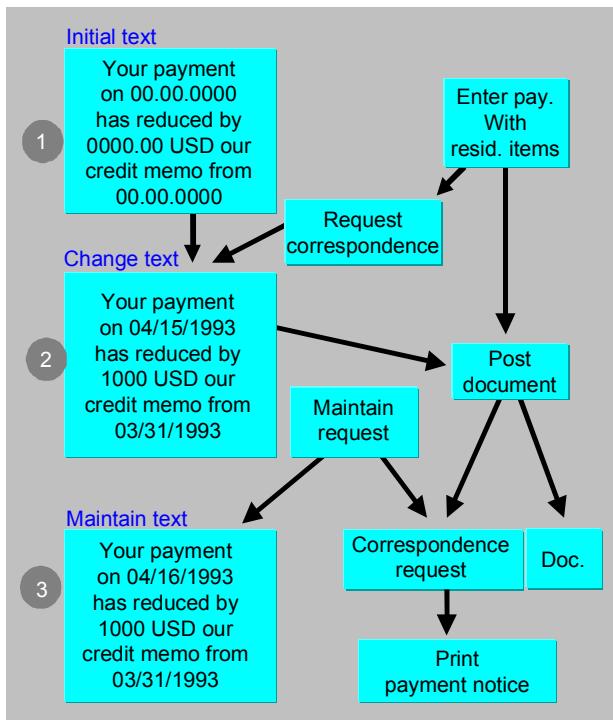
> You received an invoice for which you are unable to locate the order. Since the system cannot determine the invoice number here, you expand upon the invoice number in a standard text defined for individual texts. This form already contains a request in which the **vendor** is asked to supply further details concerning the order.

> You enter an incoming payment. The amount is not the same as the amount in the invoice, because the customer has reduced the amount by a credit memo. The credit memo has already been cleared. You inform the customer of this, although you cannot specify for which payment the credit memo was cleared until you enter the incoming payment. You enter the individual text when requesting the correspondence. When the correspondence is printed, the text is merged with the letter. After you have made the request, it is still possible to change the text via the correspondence maintenance function.

The following steps are involved in adding individual text to requested correspondence:



1. When you are processing a business transaction or an account, select the correspondence type that you require (one which allows you to enter an individual text).

2. A pop-up window appears, where you can enter your text. There may be a default text here, which you only need to modify by adding certain information.

**Individual Texts**

3.　You can change the individual text via the maintenance function for correspondence requests.

> When you print the correspondence, the text that you have entered is merged into the letter.

In the standard system you can merge individual texts into payment notices, account statements, open item lists, internal documents, individual letters and document extracts. You can enter individual texts in just one letter if this is defined for the correspondence types. You cannot merge individual texts for statements of bill of exchange charges.

**See also:**

**Entering Individual Texts [Page 783]**

# Entering Individual Texts

When you have selected a correspondence type that permits individual texts, a pop-up window appears, where you can make your specifications for the details of the text. Proceed as follows:

1. Enter the language you want the text to be in.

2. Choose *Further* to reach the screen for entering the text.

   This may already contain default text or text variables (e.g. "yours sincerely" for the closing form). You can overwrite or delete this.

3. Save your text by choosing *Text → Save.*

   The name under which the text is stored is displayed in the title bar.

4. To return to the screen from which you requested the correspondence, choose *Text → Exit*.

# Editing Correspondence Requests

After you have requested correspondence, you can then edit your requests before the correspondence is printed. You do this using a special function which enables you to

- Print the request immediately (from the print preview screen)

- Reprint a request (providing it has not been deleted)

- Display the request in the print preview menu

- Repeat the request

- Maintain the text of the request

- Delete the request

These functions are all accessed from the Accounts Receivable or Accounts Payable menus by choosing *Account → Correspondence → Maintain*

Correspondence requests can be deleted in a number of different ways:

- The request program SAPF140 deletes completed requests from the system according to the time period you specify (days) in the program parameters. If you do not want any requests to be deleted, enter a zero in the appropriate field.

- You can delete correspondence requests at the same time you maintain them.

- You can delete a range of different correspondence types (providing you are authorized so to do). This may be necessary where you requested certain correspondence types by mistake. To delete correspondence types, from the *Accounts Payable* or *Accounts Receivable* menus, choose *Periodic processing → Print correspondence → Delete requests*.

# Printing Correspondence

Correspondence is usually printed automatically. To this end, the request program SAPF140 is run in the background (without you needing to enter any parameters for it), for example once every day, to print the correspondence. The report prints all the correspondence types requested but not yet printed. Your system administrator can give you more information on this.

In certain cases, you may need to print the correspondence outside the automatic procedure. In this case you have the following options:

- You can print your correspondence requests directly. For information on how to do this, refer to "Editing correspondence requests".

- You can execute the request program SAPF140 directly to print requested correspondence types. You may need to do this if, for example, you need to produce an account statement immediately. This report initiates correspondence printing by calling up the print reports belonging to the individual correspondence types. These print programs generate the letters and send them to print administration.

- In the test phase and in certain other exceptional cases, it is a good idea to start the print report yourself directly, in order to test the system configuration for correspondence. You can display the correspondence on the screen or have it printed. The following topics describe this, using the example of payment notices.

- Internal documents that you have requested are printed like any other form of correspondence. You can also print internal documents without first requesting them.

- You can have the system optically archive the following outgoing correspondence types:

    - Payment notices

    - Account statements

    - Bill of exchange charges statements

    - Individual letters

    - Document extracts

    - Ten-day settlement

    For more information on optical archiving for correspondence, see Archiving Outgoing Documents (FI) [Ext.].

**See also:**

Printing Correspondence With the Request Program [Page 787]

Printing Account Statements and Open Item Lists [Page 789]

Printing Internal Documents Without a Request [Page 790]

Printing Payment Notices [Page 788]

Printing Periodic Account Statements [Page 791]

Printing Statements of Bill of Exchange Charges [Page 792]

**Printing Correspondence**

# Printing Correspondence With the Request Program

When printing correspondence with request program SAPF140, you can choose whether all the print requests should be selected, or only those for certain correspondence types.

You use the request program, SAPF140, to print your correspondence, by taking the following steps from the *Accounts Receivable* or *Accounts Payable* menu:

1. Choose *Periodic processing* → *Print correspondence* → *As per request*.

   You reach the selection screen for printing correspondence.

2. Depending on what you want to print, enter the following:

   To print the **account statements**, **open item lists**, **standard** and **individual letters**, enter the following:

   – correspondence type

   – company code

   – account type for customers (D) or

     account type for vendors (K)

   – customer or vendor account numbers, as required

   To print a **payment notice** or **statement of bill of exchange charges**, or **internal documents** or **document extracts**, enter the following:

   – correspondence type

   – company code

   – document number

   – fiscal year

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   If you do not enter any parameters, the system prints all the correspondence which has been requested and not yet printed. This should only be carried out in background processing.

3. Choose *Program* → *Execute* or *Execute and print*.

   The system tells you that requested correspondence types have been found. If you have not entered any parameters or made any errors, you can exit editing.

The letters are sent to the print spool. From there you can send it to a printer. You can display the entries in the printer spool by choosing *System* → *Services* → *Queue*.

# Printing Payment Notices

If you want to print payment notices directly with the print report RFKORD00, proceed as follows:

1. Choose *System* → *Services* → *Reporting*.

2. Enter the report name and choose *Execute*.

3. To print the payment notices, you can make the following specifications:

   – If you want to print requested notifications, click in the field Data from trigger table and specify a correspondence type in the field Correspondence. If you do not, the payment notice is created directly on the basis of the document data. Any correspondence requests already in the system are not deleted.

   – By specifying the posting key and the special G/L indicator and marking the field Noted items, you can limit the business transactions to be taken into account in the reply slip. You can, for example, specify via the posting key that only outgoing invoices are displayed, or via the special G/L indicator only down payments.

   – Via the field Cleared items you can specify, that the items which are cleared by incoming payment are listed in detail in the letter. Via the field Reply, you specify that a reply is to be created for payments on account, which is sent to the customer to clarify which open items should be cleared with the payment.

4. Choose *Program* → *Execute* or *Execute and print*. See program documentation for more information on program RFKORD00.

# Printing Account Statements and Open Item Lists

To print account statements and open item lists by directly using print program RFKORD10, proceed as follows:

1. Choose *System* → *Service* → *Reporting.*

2. Enter the program and select the appropriate execute.

3. To print account statements and open item lists, you can make the following specifications:

   – To print the requested statements, mark the *data from trigger table* field and enter a correspondence type in the correspondence field. Otherwise, the system prints the statement using data taken directly from the account. This procedure does not, however, delete any correspondence request which may already have been made.

   – You can restrict the business transactions to be included in the correspondence print by entering posting keys and special G/L indicators, and by clicking in the field X - Noted items. For example, you can have the system display only vendor invoices by entering the appropriate posting key, or only down payments by entering a certain special G/L indicator.

   – You can enter a date (key date) to determine the number of **days in arrears**. The number is determined by deducting the due date for net payment from the key date.

   – You determine the letter output sequence with the correspondence sort variants. You could then sort according to postal codes, for example. You define sort variants in the configuration menu. Further information on this topic is available in the Implementation Guide. Printing Correspondence For further information on system configuration, see Configuring the System Using the Implementation Guide [Page 24].

   – You define the sequence in which line items are output in the letters via the line item sort variant. You also define these variants in the configuration menu. Further information on this topic is available in the Implementation Guide. For information about system configuration, see Configuring the System Using the Implementation Guide.

   – If you want to generate a **list of open items**, click in the *Open item list* field. The system then generates a list of open items, including the closing balance. The text for the open item list is used.

   – If you want to print an **account statement**, you can choose whether to break down the balance carried forward. If you click in the *Statement also w/o items* field, the system prints a statement for an account which has open items, even if no items were posted in the period covered by the statement. The system always generates a list of open items.

   4. Choose *Program* → *Execute* (or *Execute and print*).

# Printing Internal Documents Without a Request

There is a separate report for printing internal documents, which you can use to print a large number of documents. This may be necessary, for example, to print internal documents for the accounting documents that are generated by the recurring entry program.

To use this report, choose *Periodic processing* → *Print correspondence* → *Internal documents* from the menu bar.

# Printing Periodic Account Statements

Periodic account statements are generated in batch input. To do this you must schedule the print report for the appropriate time intervals. When setting up a batch input run you need at least one selection variant. In this selection variant you must enter the key from the *Account statement* field in the master record of the customer as the selection criteria in the field Identification in master record.

1. To create the variant choose *Periodic processing* → *Print correspondence* → *Per.acct statements*. The system displays the program selection screen.

2. Enter the appropriate selection criteria.

3. Choose *Edit* → *Save variant*. The system displays the screen for maintaining variants.

4. Enter the variant names and a short text. Activate the appropriate field if the variants are to be executed only in the background. Save you entries.

5. Use *Back* to return to the program selection screen.

To execute the program in the background, select from the program selection screen *Program* → *Execute in background.* If necessary, the system requests further specifications for background processing, such as a printer for the output. If all specifications are complete, the system displays a message stating that your job is set up. To get an overview of your background jobs, you can call up this display, using *System* → *Job status.*

# Printing Statements of Bill of Exchange Charges

Use print program RFKORD20 to print these statements. Proceed as follows:

1. Choose *System* → *Services* → *Reporting*.

2. Enter the program, and select the type of processing execute.

    The system displays the next screen.

3. Enter the necessary data.

4. Choose *Program* → *Execute* or *Exec. and print.*

# Repeating the Print Run

If errors occur in the printout, you can repeat the print run either with the request report SAPF140 or the print reports. In this case, please note the following:

The requests are stored in table BKORM. After a correspondence request is printed, it is provided with the print date in table BKORM and therefore marked as completed.

At the end of a period in days for the periodic printing of account statements (which you determine via a parameter in request report SAPF140 or RFKORK00), the completed requests are deleted from table BKORM by the report. If you do not want requests to be deleted, enter a zero or delete the default value.

As long as the specified period is not exceeded, you can repeat the print run for the respective correspondence requests with request report SAPF140 or the print reports by specifying the completion date. To do this, the field *Repeat printing from* in the print report selection screen or *Repeat at print date* in the request report selection screen must be filled. You can get this date from table BKORM. For the print reports, you must also enter the desired correspondence ID into the field *Correspondence* and click in the field *data from trigger table*. In addition, you can repeat the print by using the function for maintaining correspondence requests; see Editing Correspondence Requests [Page 784].

# Internal Evaluations

In the *Accounts Receivable* or *Accounts Payable* menu, the relevant evaluations are grouped together under the menu option *Information system → Reports for Accounts Receivable Accounting* or *Reports for Accounts Payable Accounting* .

You can create your own evaluations in Customizing. For more information, see the Implementation Guide [Page 24] for *Accounts Receivable and Accounts Payable* under *Define Report Selection*.

# Closing Operations for Accounts Receivable and Accounts Payable

## Purpose

Preparing and carrying out all activities that arise for:

- Day-end closing
- Month-end closing
- Year-end closing

# Carrying Forward Balances

## Use

This process involves carrying forward account balances into the new fiscal year. The balance to be carried forward is shown in the account balance display. To carry forward balances, you can use separate programs for G/L accounts, and for customer and vendor accounts.

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> You therefore do not even have to carry out the balance carry forward manually if you have already posted to the new fiscal year.

The balance carry forward is executed as follows:

**Balance Sheet and Customer and Vendor Accounts**

- The balances on the balance sheet accounts are simply carried forward into the new fiscal year.

- Additional account assignments are transferred.

**Profit and Loss Accounts**

- Profit and loss accounts are carried forward to retained earnings accounts.  The balances of the profit and loss accounts are set to 0.

- Additional account assignments are **not** transferred.

- Transaction currencies are no longer applicable and the profit and loss accounts are summarized in local currency.

## Prerequisites

- **Balance Sheet and Customer and Vendor Accounts**

    There are no prerequisites for carrying forward balance sheet and customer and vendor accounts.

- **Profit and Loss Accounts**

    The following prerequisites must be fulfilled for profit and loss accounts:

  – Specify a profit and loss account type in the master record of every profit and loss account. This is a key, under which you define a retained earnings account for each chart of accounts.

  – You must define your retained earnings account.

    You can make the setting in Customizing under *Financial Accounting → General Ledger Accounting → Business Transactions → Closing → Carrying Forward →* Define Retained Earnings Account [Ext.]

    You can make the settings for the Special Purpose Ledger in Customizing for *Financial Accounting* under *Special Purpose Ledger → Periodic Processing → Balance Carry Forward → Retained Earnings Accounts → Maintain Local/Global Retained Earnings Accounts*.

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Most companies use only one retained earnings account. If you use the profit and loss account type, you can use more than one retained earnings account.  This might be useful for example, for international corporations that have to meet various requirements when producing the profit and loss statement. For more information, see Special Features of Profit and Loss Statements [Ext.]

# Features

**General Functions**

- **Automatically Adjusting Balances Carried Forward**

  When you carry forward the balances for G/L accounts at the end of a fiscal year, the system automatically adjusts the balances when you post values to the previous year. The system uses an indicator to determine whether the balances have been carried forward. Once this has been done, the balance is automatically carried forward whenever a posting is made, even when a posting is made to the previous year. It is therefore **not** necessary to execute the balance carry forward again.

- **Account Adjustment**

  If, in the new fiscal year, you find that a G/L account was mistakenly set up as a P&L account in the prior year instead of as a balance sheet account (or vice versa), you should rerun the balance carry forward program after adjusting the G/L account master record so that the balance carried forward can be adjusted.

**Special Features in General Ledger Accounting**

- **Parallel Currencies**

  If you run parallel currencies in the general ledger, and the second or third currency is the group currency, the balances are run in this group currency in ledger 00, and carried forward as part of the balance carry forward.

  If you run parallel currencies in other additional general ledgers than ledger 00, you have to carry out the balance carry forward separately for the parallel general ledgers.

**Special Features in the Special Purpose Ledgers**

- **User-Defined Field Movements**

  If you carry forward additional account assignments, such as profit center or functional area, to the new fiscal year, or you want to summarize using additional account assignments, you must assign field movements for balance sheet and profit and loss accounts to your ledger.  To assign the field movements, choose the following in Customizing for *Financial Accounting*: *Special Purpose Ledger → Periodic Processing → Balance Carry Forward → Assign Field Movements*.

  ⚠

  If you want to use a field movement for balance sheet accounts, your field movement **must** contain the dimension *Account*.  However, the field movement for profit and loss accounts must **not** contain the dimension *Account* (except for when you want to change the account using a user exit).

- **Secondary Cost Elements**

**Carrying Forward Balances**

In the standard system, the program only carries forward G/L accounts from *Financial Accounting*. If you also want to carry forward secondary cost elements in your ledger, you do this with a user exit (transaction SMOD/CMOD, enhancement GVTRS001).

# Activities

You run the balance carry forward program as follows:

- **G/L Accounts**

  From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Periodic processing* → *Closing* → *Carry forward* → *Balance carry forward.*

- **Customer and Vendor Accounts**

  From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Accounts receivable/Accounts payable* → *Periodic processing* → *Closing* → *Carry forward* → *Balances.*

  

  You can only carry forward balances in *Accounts Receivable* or *Accounts Payable* for individual accounts. In *General Ledger Accounting*, however, you have to carry forward balances for all G/L accounts.

- **Special Purpose Ledger**

  From the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *Special purpose ledger* → *Periodic processing* → *Balance carry forward.*

# Balance Confirmation

You can check the accuracy of your accounts payable to vendors and your accounts receivable from customers using balance confirmations. These enable you to detect and correct any discrepancies which may exist between your records and those of your business partners and to make any necessary individual value adjustments.

In the R/3 System, there are several different methods of confirming balances, depending on the purpose of the confirmation. These are:

- Balance confirmation

  Here you notify the business partner of the individual amounts for which you require confirmation. You ask for a reply, irrespective of whether the amounts correspond or not.

- Balance notification

  Here, as above, you notify the business partner of the individual amounts to be confirmed. However, the partner sends a reply only if he or she **does not agree** with the balance stated.

- Balance request

  Here, you ask the customer or vendor to notify you of the amount on your account according to his records.

## Letter and Reply Slip

For each of these procedures, the system prints a letter and a reply slip. Depending on the procedure used, the reply slip will contain a list of open items, or simply a number of fields for the business partner to fill out (balance inquiry).

You may want the business partner to send the reply slip to different addresses, depending on the purpose of the balance confirmation: If your internal auditing department reconciles the balances, you would ask that the reply be sent directly to your firm. If an external auditor has requested the balance confirmation, you would request that the business partner send the reply to the external auditor. You can specify the address individually for each report. You must define a reply address, even if this is the company code address and you do not use an alternative.

## Selecting Customers/Vendors

Generally, you do not send a balance confirmation to every single customer or vendor. The system allows you to select, which business partners you want to write to before running the report. To do this, you specify the following criteria:

- You specify whether head office accounts and branch accounts, one-time accounts, and/or all other accounts are to be included.

- You can make the selection dependent on the overall balance on an account, or on the sales achieved in connection with the account.

- You can specify that only every *n*th customer or vendor out of those which you have selected is to be included.

- Using the other selection fields, such as *Name 1*, you can create further selection criteria. If you have already created a selection variant for the program, you should adjust it accordingly.

**Balance Confirmation**

By combining these selection criteria you can limit still further the customers and vendors to be included in the balance confirmation.

At the end of each report, the system produces a check list. You can also choose to create a results table and an error list. These lists remain with your accounting department (or with the external auditor) where they are used in evaluating the replies. These lists are described briefly in the sections below:

- **Check list**

  The check list contains data on the report, such as the date the letter was issued and the reply date. For each customer/vendor, the list contains the individual address data from the master record, as well as the amount to be confirmed. The list provides a useful overview of all the customers/vendors you have written to, allowing you to keep a record of who has replied to balance confirmations and requests. Otherwise, you may need to send them a reminder note.

- **Results table**

  The results table contains general specifications on the report, such as the reconciliation date. It also allows you to summarize the replies in three different categories: No reply received, reply with balance not confirmed, and reply with confirmation. You can further categorize these last two.

  You use this table as an aid in evaluating the replies and uncovering weaknesses in your own book-keeping. For example, if a lot of letters are returned without having reached their destination because the customer/vendor's address has changed, you should check whether your master records are being properly maintained.

- **Error list**

  If the program discovers errors while running the report, it creates an error list. This list is therefore not always output.

- **Selection cover sheet**

  You can choose whether or not a selection cover sheet is issued.

# Balance Confirmations: Prerequisites

You must define standard **forms** in the system for the letter and reply slip, as well as for the various lists. These forms must be allocated to a particular report. Additional forms are also required for the lists and the results table. They determine the content and the layout of the letters and lists. Standard forms are delivered with the SAP System. You can either use these, or copy them and alter them to suit your requirements. The standard forms are described in detail in the program documentation.

The following additional functions are also available:

- You can define standard texts for the letterhead, sender details, page footer, and the signature line. This is useful if these details are not already contained on your company's letter paper.

- The reply address must be defined in the system. It is printed automatically on the reply form.

- You can also choose additional selection criteria from a list. The system then offers these criteria in the selection screen of the program.

- You can also create selection variants for the two programs. If you expand the selection criteria of the program, do not forget to adjust the variant accordingly.

You can configure the balance confirmations using the *Accounts Receivable and Accounts Payable* Implementation Guide. Select the required activities for the work area *Balance Confirmation Correspondence*.

# Printing Balance Confirmations

The FI System includes one program for customer balance confirmations and one for vendor balance confirmations. You can print balance confirmations either from the *Accounts Receivable* menu or from the *Accounts Payable* menu as follows:

1.　Select *Periodic processing* → *Print correspondence.* → *Balance confirmation* → *Print letters*.

　　The system displays the screen for entering the selection criteria and parameters. If you want to run the program in the background, call up the appropriate variant or enter your data and create a new variant by saving these entries.

2.　Select *Program* → *Execute* or *Execute and print*.

The most important fields on the screen are described below:

- *Customer* and *Company code*: These fields limit the scope of the report.

- *Reconciliation key date*: This field is used to specify up to which date open items are to be included in the report.

- *Date of issue*: This field contains the date on which the balance confirmation was issued.

- *Date for reply*: Here, you enter the date by which you would like the reply.

- *Confirmation procedure*: Here, you specify whether the system is to print a balance request, a balance inquiry, or a balance confirmation.

- *Form set*: Here, you specify the forms to be used for the letter and reply.

- *Sender details*: In this field, you specify which standard texts are to be used for the letterhead, footer, sender details, and signature line.

- *Reply to*: Here, you specify the reply address by entering the address ID.

- Then you select the types of accounting transactions and the customers and vendors to be included in the report. You have the following selection options:

  - *Special G/L indicator*: You can specify any special G/L transactions to be included.

  - You can include or exclude any accounts which contain only open items from the previous fiscal year. To do this, make the appropriate entries in the fields *Accounts without postings* and *Only accounts posted to since*. The system will then include only those customer accounts which have received posting data since the fiscal year entered.

  - You may want to make the selection of customers dependent on the balance of the account. For example, to send a positive inquiry only for accounts where the balance is considerable, and a negative inquiry where the balance is comparatively low. You enter the balance in the field *Total balance*.

  - *Sales/Sales period*: Alternatively, you can make the selection according to sales. To do so, enter a sales amount and, if required, a period and fiscal year.

  - *Every nth customer selected*: Here you can make a further selection for the balance confirmations.

  - You can also select whether head office and branch accounts, one-time accounts, and/or all other vendor and/or customer accounts are to be processed.

- *Sample size*: Here you can generate a random sample. To do so, you enter a number in this field. This system then extracts exactly this number of customers from all the customers selected by the program on the basis of the other specifications. This random sample is determined using the random number method. A random sample is useful, for example, for customers with a low balance.

- If you defined any additional criteria in *Customizing*, they will be displayed in the lower half of the screen. For example, if you had defined the field *Name 1*, you could select objects at random using initial letters.

- You also have to specify the printers to be used for the letter and the reply, as well as for the various lists.

The following functions are also available for balance confirmations:

Grouping Customers and Vendors [Page 804]

Creating a Head Office and Branch Index [Page 805]

# Grouping Customers and Vendors

If you have a large number of customers or vendors, you can use the function *Group customers* or *Group vendors* when creating the balance confirmation.

You can find this function in the *Accounts Receivable or Accounts Payable* screen under *Periodic processing → Print correspondence → Balance confirmation → Group customers or vendors.*

This program enables you to group your customer and vendor accounts in intervals of a specific size or in a specific number of intervals. The grouping can only ever be applied to one company code.

You could, for example, divide your customers into five equal-sized intervals. The system creates this grouping and then gives you a list of the interval divisions together with the number of customer accounts contained in each division. You can then create five different variants for balance confirmation program by simply entering in the *Customer* field the interval divisions created by the system. You can then let these balance confirmation programs run parallel in the background.

# Creating a Head Office and Branch Index

An index of head offices and their branches is compiled as part of the balance confirmation procedure.

The program uses the index to create balance confirmations.

Creating an index is beneficial in cases where several program runs are necessary for creating balance confirmations (for example, customer/vendor intervals are scheduled parallel in the background), because the balance confirmation programs do not then need to generate the index for each separate run and the runtime is therefore reduced.

When creating the index, the reconciliation key date must be the same as the reconciliation key date in the balance confirmation program.

The period between creating the index and creating the balance confirmations should be as short as possible to avoid problems with head office/branch relationships created in that time period.

You can find the function for creating an index in the *Accounts Receivable or Accounts Payable* screen under *Periodic processing → Print correspondence → Balance confirmation → Create index.*

# Evaluating Replies

You store the reply status of your balance confirmations in the check list and the results table. For example, in the check list, you can mark those customers or vendors who have not yet replied and can then send them a reminder (see below).

Using the results table, you can evaluate the differences between your records and those of your customers and vendors. This can help you decide on appropriate measures required in your accounting department.

# Printing Reminders

If the customer (or vendor) does not reply to your balance confirmation or balance request, you can send them a reminder. The system prints a letter along with another copy of the reply slip. The letter reminds the customer (or vendor) that you would like a reply.

To create the reminder, proceed as described in . Please note the following when printing reminders:

- Enter the name of the customer (or vendor) who is to receive the reminder in the field provided. You can take the names of those needing a reminder from the check list.

- Take care that the reconciliation key date agrees with that of the original balance confirmation.

- Enter a date either in the field *Previous date of issue* or *Previous date for reply*.

- Enter a new *Date for reply*. This is the date you want to receive an answer by. The date is transferred to the reminder.

# Transferring and Sorting Receivables and Payables

## Use

Before creating your financial statements, you have to order your receivables and payables according to their remaining term so that they can be displayed correctly. You need to enter adjustment postings to do this.

Adjustment postings are necessary in the following circumstances:

- If you have customer accounts that are in credit. You cannot display this balance as a receivable; it must be displayed as a payable.

- If you have vendor accounts which are in debit. You cannot display this balance as a payable; it must be displayed as a receivable.

- If you have changed the reconciliation account for a customer or vendor, and the payables and receivables posted to the old reconciliation account are to be assigned to the new account before they are displayed in the financial statements.

- In certain countries (France, for example), investments must be displayed separately.

## Features

You can use report SAPF100 for transferring and sorting the receivables and payables. This report carries out the following functions:

- Receivables and payables are sorted according to remaining term and the transfer postings required are carried out

- The adjustment postings required are carried out

The program analyzes all the accounts managed on an open item basis. Foreign currency items are always included in this, local currency items only if they contain a due date.

You can also send the adjusted amounts from the discount and/or flat-rate individual value adjustment to the sorted list. In this case, the values that were previously calculated by the discount or flat-rate value adjustment are used for the sorted list and not the foreign currency items. For more information, see Flat-Rate Individual Value Adjustments and Discount [Page 820].

The system first performs all the transfer postings required due to the change of reconciliation account. It then sorts the payables and receivables and, depending on the results, determines the adjustments required. These postings are then made for each G/L account, business area, and currency.

## Activities

To transfer and sort receivables and payables, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Closing → Regroup → Receivables/payables.*

# Sorting by Remaining Term

## Use

Report program SAPF101 sorts the receivables and payables according to remaining term. The remaining terms are defined in a sort method.

You can define your own sort methods.

The standard SAP system provides the remaining terms of the fourth EU directive in sort method *EG93*. This directive defines the following method of sorting:

**Sorted list of receivables and payables according to EG93**

| Receivables/Payables | Remaining Life |
|---|---|
| Receivables | Less than 1 year |
| | More than 1 year |
| Payables | Less than 1 year |
| | 1 – 5 years |
| | More than 5 years |

## Prerequisites

You must make the following Customizing settings so that the system can regroup, or sort, your receivables and payables according to their remaining term.

- You have to define a sort method in which you specify the remaining terms for receivables and payables

- You have to define adjustment accounts and target accounts

    You have to define the account numbers in the system, since the program makes the postings automatically. The required posting keys are already defined in the system.

    For the sort method *EG93* that is provided in the standard system, you need an adjustment account for each receivables account, and an account for displaying receivables with a remaining term of more than one year. You also need an adjustment account for each payables account, together with separate accounts for payables with a remaining term of between one and five years, and for payables with a remaining term of more than five years.

You make the settings in Customizing under *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Regroup*.

## Features

The system sorts the open items according to account type. For each account type, the system displays the payables and receivables for the individual accounts according to the amounts in the respective reconciliation accounts.
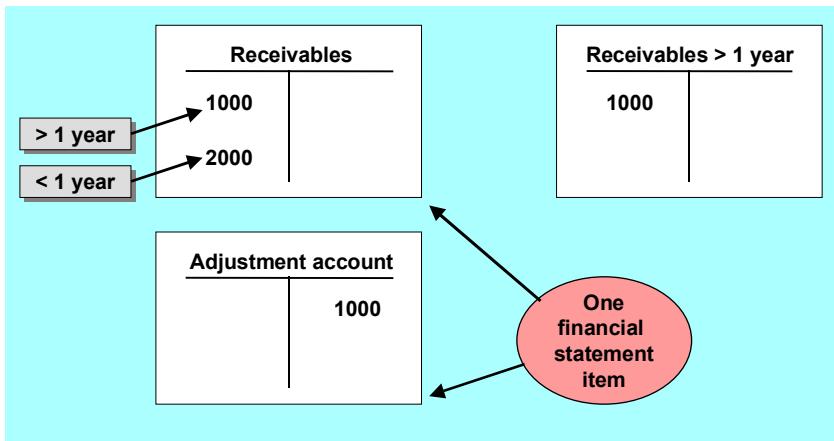
## Transfer postings

You have to make some transfer postings to be able to display the payables and receivables correctly by remaining term in the financial statements. The receivables and payables with the smallest remaining term are left in the previous reconciliation account, and the receivables and payables with a longer remaining term are transferred to separate G/L accounts.

When a transfer posting is made to a separate G/L account, the offsetting entry is made to an adjustment account for the previous receivables/payables account. The receivables/payables account is shown in the financial statements together with the adjustment account.

> The receivables account contains receivables with a remaining term of more than one year in the amount of $1000. This amount is transferred to the appropriate G/L account, which displays the receivables with a remaining term of more than a year. The offsetting entry is made to an adjustment account. The adjustment account and the receivables account are displayed together under a single financial statement item. The following figure illustrates this example:
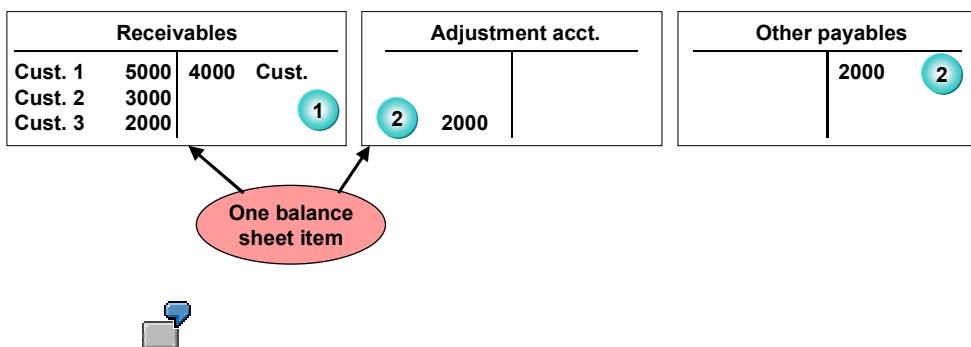
# Customers in Credit and Vendors in Debit

A credit balance on a customer account should be displayed as a payable; conversely, a debit balance on a vendor account should be displayed as a receivable. If such a situation arises, the program makes the appropriate adjustment postings automatically.

To do this, the system determines the total for each account and reconciliation account. This guarantees that special G/L transactions, for example down payments and bills of exchange are displayed separately from the payables and receivables. Accounts with the same consolidation company ID are considered together.



> The receivables account in the figure above identifies a credit balance of $2000 for Customer 3. This payable is to be displayed in the balance sheet under the item "Other payables". You therefore transfer the amount to the account of that name. The receivables account is adjusted by a posting to the adjustment account.

## Prerequisites
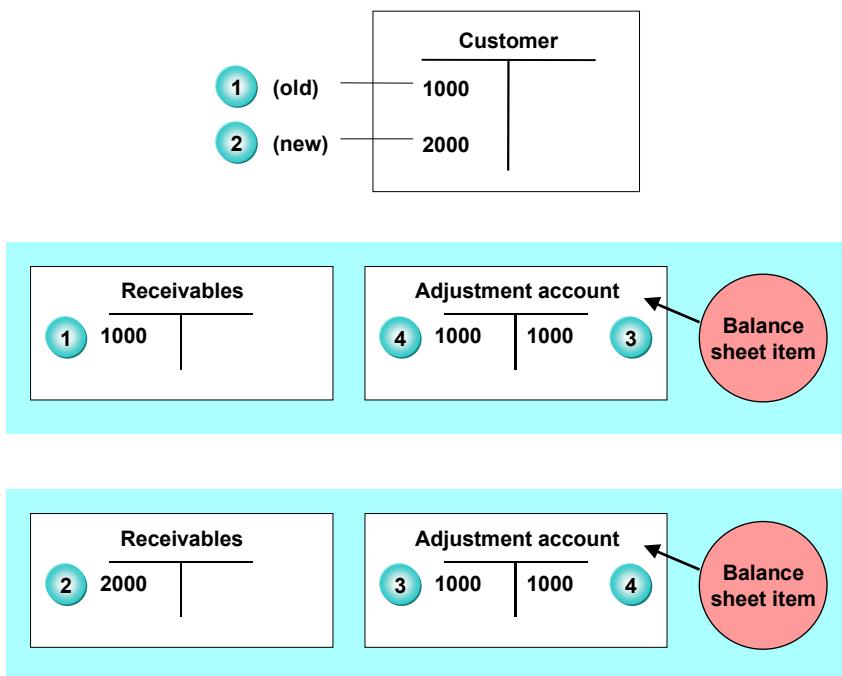
Since you cannot post to the reconciliation accounts directly, the system makes adjustment postings for you. You should display the reconciliation account and the adjustment account under the same balance sheet item. The system posts the offsetting entry to a G/L account, under which the payable (or receivable) is now displayed in the balance sheet. You must have defined the account numbers for the adjustment accounts and the accounts for the offsetting entries in the system already. The posting keys are already defined in the standard system.

To define the account numbers, select the activity *Define adjustment acts for reclassifying payabl./receivables* in the *Accounts Receivable and Accounts Payable* Implementation Guide.

# Changes to the Reconciliation Account

## Use

This program performs any adjustment postings required due to changes to the reconciliation accounts or G/L accounts. The items from the old reconciliation accounts are assigned to the new accounts. Since you cannot post to the reconciliation accounts directly, the postings are made to temporary adjustment accounts (see the following figure,**(3)**). These adjustment accounts should be displayed in the balance sheet with the relevant reconciliation account. The postings are then reversed after the financial statements have been created (see the following figure, **(4)**).



## Prerequisites

To enable the program to make the adjustment postings for the regrouping of receivables and payables, you have to set up the adjustment accounts and posting keys for these postings in the system. To do so, in Customizing choose *Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Closing → Regrouping →* Define Adjustment Accounts for Changed Reconciliation Accounts [Ext.].

> ➡️
>
> If you purchase and install the *FI-LC Consolidation* application and have bought a previous customer or vendor (thus also taking on their payables and receivables), refer to the note in the report documentation on changed reconciliation accounts.

# Transfer Postings and Sorting

## Procedure

To transfer and sort receivables and payables by remaining term, proceed as follows:

1. Choose *Accounting → Financial accounting → Accounts receivable* or *payable → Periodic processing → Closing → Regroup → Receivables/payables.*

2. Enter the company code and the sort method.

3. Restrict the data on the tab pages.

4. Choose *Execute*.

# Value Adjustment

If a particular receivable is doubtful or if it is unlikely you will ever recover it, you can create a bad debt reserve, or write the debt off.

For more information see Individual Value Adjustment [Page 817].

On the balance sheet key date, you can also post a flat-rate value adjustment for the general risk of not recovering receivables.

For more information see Flat-Rate Value Adjustment [Page 819].

# Individual Value Adjustment

Using a special G/L transaction, you can post an individual value adjustment for doubtful receivables. In doing so, you post the doubtful receivable to the customer account and to an expense account.
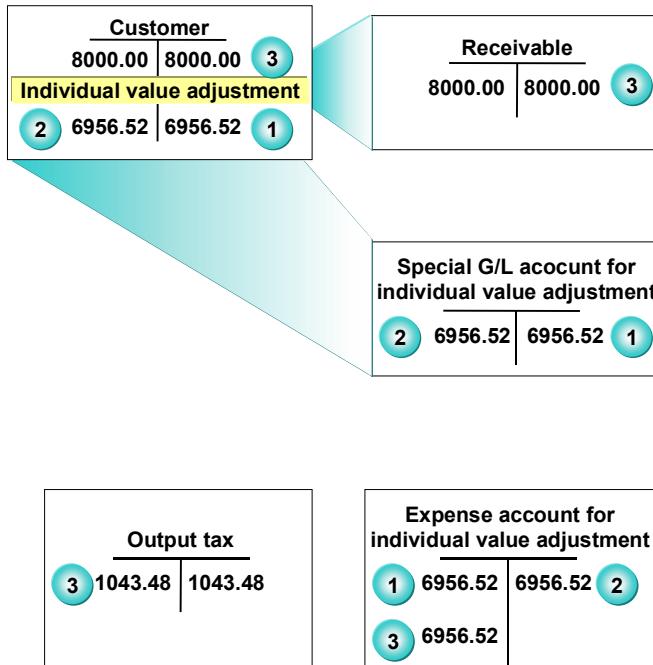
Using a special G/L transaction has the following advantages:

- The receivable remains on the customer account and on the receivables account. You manage the individual value adjustment separately from the receivables themselves on the customer account. This means that you can identify the individual value adjustments posted to any customer account whenever you like.

- In the general ledger, the doubtful receivable is also posted to a separate reconciliation account. You do not have to transfer the doubtful receivable when creating the financial statements.

The following example describes how you use the special general ledger transaction to post doubtful receivables. For more information on special general ledger transactions, see the *FI Accounts Receivable and Accounts Payable* documentation.

> You have posted receivables of $8000. The sales tax portion is $1043.48. You want to display this as a doubtful receivable at the balance sheet key date. In this example, we will assume that both doubtful and uncollectable receivables are to be displayed in the same account.



You need to make the following postings when creating individual value adjustments and when writing off doubtful receivables:

**Individual Value Adjustment**

1. You post the individual value adjustment of $6956.52 (the value of the doubtful receivable) to the relevant expenses account for valuation adjustments, and make the offsetting entry on the customer account. The system automatically posts the same amount to the special G/L account for individual value adjustments. When making this posting, you should use a tax code which represents a tax rate of zero percent.

2. If you decide to write off the receivables, or if they are paid, you can reverse the individual value adjustment.

3. If the receivables are uncollectable, post the amount to the receivables write-off account and clear the receivable on the customer account. For this posting, you should use a tax code which has the same tax rate as the one used when you posted the receivable. This means that the sales tax is automatically adjusted.

## Prerequisites

To be able to post individual value adjustments as a special G/L transaction, you must fulfill the following conditions:

- The transaction must have the special G/L indicator. You enter the indicator when posting the individual value adjustment. Using this indicator, the system determines the alternative reconciliation account. The special G/L indicator **E** is defined in the standard system. If you want to define your own special G/L indicator, select the activity *Define alternative reconciliation account for customers* and *Define alternative reconciliation account for vendors* under *Other special G/L transactions* in the *Accounts Receivable and Accounts Payable* Implementation Guide.

- To be able to post the individual value adjustment to an alternative reconciliation account, you must first create this account and the account number in the system. To define the account number, select the activities *Define alternative reconciliation account for customers* and *Define alternative reconciliation account for vendors* under *Other special G/L transactions* in the *Accounts Receivable and Accounts Payable* Implementation Guide.

You will also need an account to which you can post the expenses from the individual value adjustment. This account must be tax-relevant if you want to post the expense and revenue for the individual value adjustment as well as sales tax to this account.

# Flat-Rate Valuation Adjustment

You carry out flat-rate value adjustments using a straightforward G/L account posting. To do this, post the amount to an appropriate expense account and to a balance sheet account. You display the balance sheet account under the same balance sheet item as your normal accounts receivable.

To carry out the G/L account posting, from the *SAP Easy Access* screen, choose *Accounting* → *Financial accounting* → *General ledger* → *Document entry* → *Enter G/L account document*.

# Flat-Rate Individual Value Adjustments and Discounts

## Purpose

During financial statement preparation, open customer items are valuated. In addition to the foreign currency valuation, you can also calculate a discount for long-term receivables and a flat-rate individual value adjustment for unsecured or overdue receivables.

You can then use the adjusted receivables at a later time as the basis for the sorted list and regrouping of outstanding receivables.

## Implementation considerations

Customizing for the flat-rate individual value adjustments and discounts is found in the Implementation Guide under *Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuate.* You also find a detailed description of Customizing here.

## Integration

The postings that arise from the discounts and flat-rate individual value adjustments are transferred to general ledger accounting.

## Features

The process flow of the valuation is provided in a main program. Valuations are created in a proposal run and you can then change these values manually.

After processing, you can either reject these values or transfer them to G/L accounting. During the transfer, the system creates the posting in G/L accounting and saves the valuations for each line item. You can therefore also display the valuation in the document display.

## Constraints

Valuations are only possible for customer items. Vendor and G/L accounts cannot be valuated.

# Foreign Currency Valuation

## Use

In order to create your financial statements, you have to carry out a foreign currency valuation. This valuation covers the following accounts and items:

- Foreign currency balance sheet accounts [Ext.], that is, the G/L accounts that you run in foreign currency.

    The **balances** of the G/L accounts in foreign currency are valuated.

- Open items posted in foreign currency.

    The **line items** in foreign currency are valuated.

You have the following options for the foreign currency valuation:

- You can carry out the valuation in local currency, (company code currency), or a parallel currency (for example, group currency).

- You can also use different valuation methods [Page 823] (for example, lowest value principle).

- In addition to the foreign currency valuation, you can also carry out a currency translation [Page 830] in accordance with FASB 52 (US GAAP). You can thereby translate your account balances from local currency into group currency, for example.

## Prerequisites

To carry out a foreign currency valuation, you must first make certain settings in Customizing. You make the settings in Customizing under *Financial Accounting → General Ledger Accounting/Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuating → Foreign Currency Valuation*.

- You must define the exchange rates. See Exchange Rates [Ext.]

- You must also define a valuation method. Choose *Define valuation methods*.

- You must also define the expense and revenue accounts for exchange rate differences from valuations. For payables and receivables accounts you must also define the financial statements adjustment accounts. To do this, choose *Automatic postings for foreign currency valuations*.

- If you want to carry out a parallel valuation, you must also have defined a valuation area. Choose *Define valuation areas*.

    The exchange rate differences from the parallel valuation are posted in this valuation area. If you carry out a parallel valuation with a different valuation method to the first valuation, you do **not** have to reverse the postings from the first valuation. This information is then available for subsequent closing operations, for example, Transferring and Sorting Receivables and Payables [Page 808]

## Features

You can use report SAPF100 for the foreign currency valuation. This report carries out the following functions:

**Foreign Currency Valuation**

- [Valuation of foreign currency balance sheet accounts [Page 824]](#)

- [Valuation of open items in foreign currencies [Page 826]](#)

- Saving the exchange rate differences determined from the valuation per document

- Carrying out the adjustment postings required

> The following topics describe how to carry out foreign currency valuation using the reports, and how to post valuation differences. You can also make this posting manually. From the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger → Document entry → Valuate foreign currency*.

## Activities

To carry out a foreign currency valuation, from the *SAP Easy Access* screen, choose *Accounting → Financial accounting → General ledger/Accounts receivable/Accounts payable → Periodic processing → Closing → Valuate → Foreign currency valuation.*

# Valuation Methods

## Definition

Cross-chart of accounts specification that contains the valuation approach to be used for carrying out a foreign currency valuation as part of the closing operations, for example, according to the lowest value principle.

## Use

When you carry out a foreign currency valuation, you must specify the valuation method to be used.

You define your valuation methods in Customizing under *Financial Accounting → General Ledger Accounting/Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuating → Foreign Currency Valuation →* Define Valuation Methods [Ext.]

## Structure

In a valuation method, you make the following specifications for the foreign currency valuation:

- The valuation procedure to be used, for example, lowest value principle

- How the exchange rate differences determined should be posted, for example, which document type should be used

- The basis on which the exchange rate should be determined, for example, which exchange rate type [Ext.] should be used.

# Valuating Foreign Currency Balance Sheet Accounts
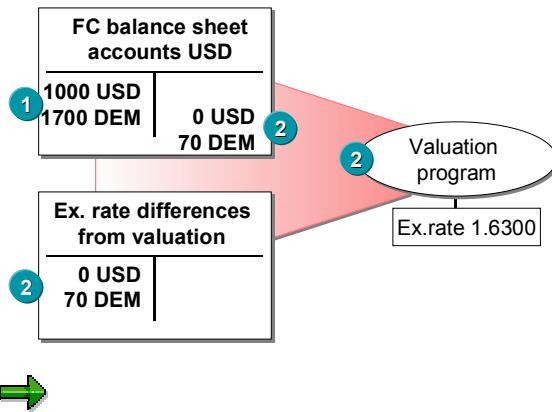
## Use

Your foreign currency balance sheet accounts are valuated as part of the foreign currency valuation:

- The balance of the foreign currency balance sheet account, that is, the balance of the G/L account managed in a foreign currency, forms the basis of the valuation.

- The result of the valuation is posted to the valuated account.

- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.

> The balance of your fixed term deposit account (foreign currency balance sheet account) has a balance of 1000 USD and 1700 DEM (see the following illustration, **1**). An exchange rate devaluation occurs at the time of the valuation.  The account balance is now valuated with an exchange rate of 1.6300. The valuation programs posts the exchange rate difference to the fixed term deposit account and to the account for exchange rate differences (see following illustration, **2**).



> As a result of the valuation, a difference arises in your local currency.  However, only postings in the foreign currency specified in the master record (account currency) are permitted to foreign currency balance sheet accounts.  The exchange rate difference is therefore posted with a foreign currency amount of zero, and a local currency amount equal to the exchange rate difference.

## Prerequisites

To valuate your foreign currency balance sheet accounts, you must define expense and revenue accounts for exchange rate differences.  You can make the setting in Customizing under *Financial Accounting → General Ledger Accounting → Business Transactions → Closing → Valuating → Foreign Currency Valuation → Prepare Automatic Postings for Foreign Currency Valuation.*

# Features

You have the following options when defining the expense and revenue accounts for exchange rate differences:

- If you carry out parallel valuations with different valuation methods, you can also use your account determination from the valuation of open items in foreign currency [Page 826] for a specific G/L account.  To do this, enter the G/L account in the account determination for the valuation of open items in foreign currency.

- You can group your foreign currency balance sheet accounts and define expense and revenue accounts for exchange rate differences for each group.

    You group the accounts using an exchange rate key in the master record of the foreign currency balance sheet accounts.  In Customizing, assign the expense and revenue accounts for exchange rate differences to this exchange rate difference key.

    You want to analyze the exchange rate profits and losses arising on foreign currency balance sheet accounts and securities accounts in USD separately.  To do this, create separate expense and revenue accounts for exchange rate differences for these USD accounts.  Create a joint expense account and joint revenue account for exchange rate differences for all other currencies.  You can include the currency and the type of asset (for example, foreign exchange or security) in the exchange rate difference key.

| Exchange rate difference key | Name |
|---|---|
| 1USD | Foreign exchanges in USD |
| 1 | Foreign exchanges in other currencies |
| 2USD | Securities in USD |
| 2 | Securities in other currencies |

The following entries would be required in the system for the example:

| CofA | Ex.rate dif.key | Expense acct | Revenue acct |
|---|---|---|---|
| AAAA | 1 USD | 0000230001 | 0000280001 |
| AAAA | 1 | 0000230002 | 0000280002 |
| AAAA | 2 USD | 0000230003 | 0000280003 |
| AAAA | 2 | 0000230004 | 0000280004 |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |
| - | - | - | - |

Expense and revenue accounts differentiated by the exchange rate difference key

# Valuation of Open Items in Foreign Currencies.

## Use

All open items in foreign currency are valuated as part of the foreign currency valuation:

- The individual open items of an account in foreign currency form the basis of the valuation, that is, every open item of an account in foreign currency is valuated individually.

- The total difference from all the open items in an account is posted to a financial statement adjustment account. The account therefore retains its original balance.

- The exchange rate profit or loss from the valuation is posted to a separate expense or revenue account for exchange rate differences as an offsetting posting.
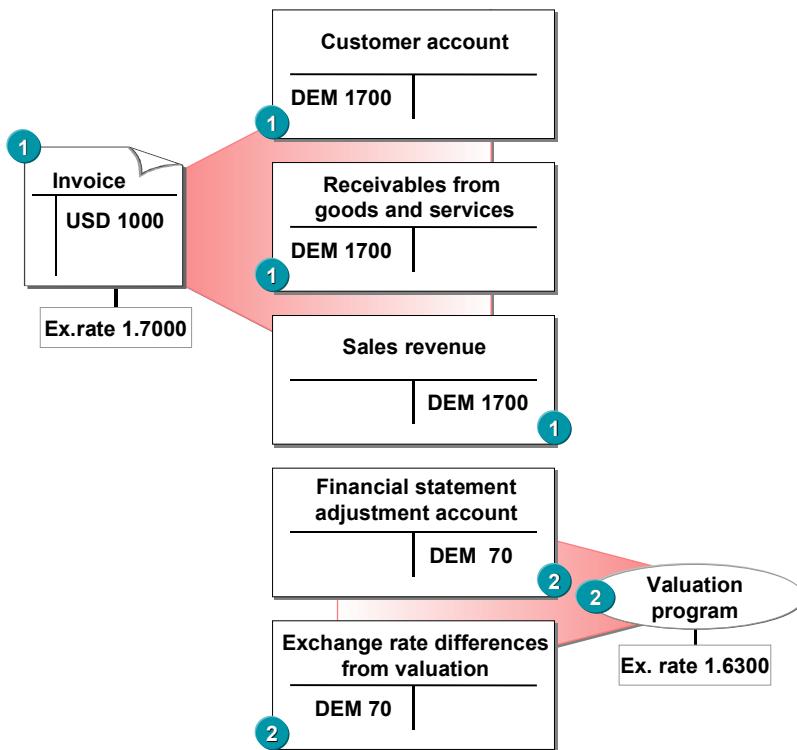
> You have posted a receivable in the amount of 1000 USD, at an exchange rate of 1.7000.  The local currency is DEM. The system saves the receivable in local currency in the customer and receivables accounts (1700 DEM) (see following illustration, **1**).
>
> An exchange rate devaluation occurs at the time of the valuation and the exchange rate is now 1.6300. The receivable in the amount of 1700 DEM remains in the receivables account.  The program posts the reduction to the receivable (70 DEM) to a financial statement adjustment account and the exchange rate difference to the account for exchange rate differences from the valuation as an offsetting posting (see following illustration, **2**).
>
> The receivables account and the relevant financial statement adjustment account are reported in one item in the financial statements.  This means that the amount of the receivable in the financial statements is the valuated amount (1630 DEM).

## Prerequisites

To valuate your foreign currency balance sheet accounts, you must define certain accounts. You define these accounts per reconciliation account [Ext.]:

- **Expense and revenue accounts** for the exchange rate differences from the valuation

- A **financial statement adjustment account**, reported in one financial statement item with the valuated account. The valuation is therefore not carried out in the account itself, instead, it is posted to a separate account. This is necessary for example, since the accounts for receivables and payables are only updated by postings to the customer and vendor accounts. However, the valuation must be carried out in the G/L account area for the relevant reconciliation accounts.

You define the required amounts in Customizing under *Financial Accounting → General Ledger Accounting/Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuating → Foreign Currency Valuation → Prepare Automatic Postings for Foreign Currency Valuation.*

⇨

When carrying out a valuation of open items, you can configure account determination according to the currency type [Ext.], so that, for example, currency gains in the local currency and in the group currency are posted to separate accounts.

**Valuation of Open Items in Foreign Currencies.**

➡️

> You can also define expense and revenue accounts to display valuation differences separately (translation). For more information, see Displaying Valuation Differences [Page 829]

# Features

You have the following options for valuating open items in foreign currency:

- **Saving the exchange rate difference per document**

    You can define that in addition to being posted, the exchange rate differences are saved per document. This information is then available for subsequent evaluations, for example, Transferring and Sorting Receivables and Payables [Page 808]

    To do this, select the indicator *Valuation for FS preparations* on the *Postings* tab.

    The exchange rate differences saved in the document are taken into account for payment clearing:

    - **Unrealized exchange rate differences**

        When you valuate open items in foreign currency, the exchange rate difference determined is posted as an unrealized exchange rate difference.

    - **Realized exchange rate differences**

        For an incoming payment, that is, when you are clearing the open items, the current exchange rate is determined. The unrealized exchange rate difference determined from the line item is taken into account.

        ➡️

        > If the first valuation results in an exchange rate difference of 30 DEM, and the current valuation results in an exchange rate difference of 10 DEM, an exchange rate difference of 20 DEM is posted and 10 DEM is saved in the line item as the final valuation difference.

- **Reversing exchange rate difference postings**

    You can define that the exchange rate differences posted are automatically reversed one day after the valuation run by an inverse posting.

    You therefore have the option of determining exchange rate differences at any point in time without this valuation being taken into account for the creation of financial statements or for payment clearing.

    To do this, select the indicator *Reverse postings* on the *Postings* tab.

# Displaying Valuation Differences

## Use

In some countries, you have to display the total of the valuation differences of all the items cleared in a period. Depending on the +/- sign, these differences are translation gains or losses.

The valuation gains or losses that occurred in previous periods are only taxed after you have cleared the items.

In order to display the translation gains and losses, two additional items are generated during clearing. The items are posted to an account for translation gains and losses and to a clearing account.

## Prerequisites

In order to display the valuation differences, you must define separate accounts for translation gains and translation losses, and clearing accounts.

| Ct of accts | AAAA | G/L acct | 140000 | Currency | |

**Realized exchange rate differences**

| | | |
|---|---|---|
| Expense | 0000230000 | |
| Revenue | 0000280000 | |

**Valuation area 1**          **Translation valuation area 1....**

| | | | |
|---|---|---|---|
| Expense | 00002300100 | Expense | 0000230110 |
| Revenue | 00002800100 | Fin.st.adj.expense | 0000230120 |
| Fin.st. Adjust. | 00000140099 | Revenue | 0000280110 |
| | | Fin.st.adj. revenue | 0000280120 |

# Currency Translation

## Use

You can translate your account balances from local currency into group currency.  The translation is carried out in accordance with **FASB 52** (US GAAP).

## Integration

In *General Ledger Accounting*, you can only carry out a currency translation as part of the foreign currency valuation [Page 821].

## Prerequisites

In order to carry out a currency translation, you have to make certain settings in addition to the settings for the foreign currency valuation.  You make the settings in Customizing under *Financial Accounting → General Ledger Accounting/Accounts Receivable and Accounts Payable → Business Transactions → Closing → Valuating → Foreign Currency Valuation*.

- You must define a valuation area.  Choose *Define valuation areas*.

- You must also define the expense and revenue accounts for exchange rate differences from valuations for this valuation area.  For payables and receivables accounts you must also define the financial statements adjustment accounts. To do this, choose *Automatic postings for foreign currency valuations*.

## Features

You carry out the currency translation as part of your foreign currency valuation:

1. **Foreign Currency Valuation**

   The foreign currency balance sheet accounts and the open items in foreign currency are valuated, and the exchange rate differences are posted to the expense and revenue accounts for exchange rate differences in local currency.  In addition, the exchange rate differences determined in local currency are translated into group currency and posted to the valuation area.

   As part of the valuation of open items in foreign currency, the exchange rate difference in group currency is saved in the valuation area per item.

2. **Currency Translation**

   The account balances are translated from local currency into group currency.

## Activities

You can use the *FASB 52* tab to carry out the currency translation.

> ⚠️
>
> The procedure described here assumes the simple case where you want to translate from local currency (currency type 10) into the group currency (currency type 30). You can however also carry out the foreign currency valuation and currency translation for other currency types [Ext.].

**Foreign Currency Valuation**

1.  Ensure that currency type 10 (local currency) is specified in the general selection data.

2.  On the *Postings* tab, select the indicator *Valuation for FS preparations*.  The exchange rate differences are then saved per document.

3.  On the *FASB 52* tab, enter the data required for the valuation.

    −   Select the indicator *Translate valuation differences*.  All the amounts determined by the valuation are then translated into the group currency and saved.

    −   Specify the exchange rate type [Ext.]  for translating the valuation differences determined, for example, bank selling rate, buying rate, or average rate.

    −   Specify the valuation area in which the valuation differences determined are saved in group currency.

4.  Choose *Execute*. The valuation is then carried out for the local currency and the valuation differences determined are translated into the group currency.

**Currency Translation**

5.  Call up the foreign currency valuation again and enter currency type 30 (group currency) in the general selection data.

6.  On the *FASB 52* tab, enter the data required for the currency translation.

    −   Select the indicator *Execute translation*.  All account balances are translated from local currency into group currency.

    −   Specify currency type 10 for your local currency or your valuation area of the local currency.

7.  Choose *Execute* to translate the account balances from local currency into group currency.

# Document Reconciliation

## Purpose

You use this component to analyze and correct differences from business transactions between your company code and another company code on a key date, for example, month-end or the last day of the quarter.

Document reconciliation is used in Financial Accounting to regularly check customer and vendor documents based on business transactions within a group, and to clear differences if necessary. Using this component, it is very easy to find individual posting documents that cause differences and to trigger or carry out adjustments to the documents using the tools provided.

Depending on your organizational structure, the following people can be responsible for carrying out the document reconciliation:

- Accounts receivable accounting clerk

- Accounts payable accounting clerk

- Group controller

## Implementation Considerations

You implement document reconciliation to assign and reconcile posting documents between company codes, and to correct differences that arise during posting. In addition, you can use the document reconciliation to maintain or check reference numbers for documents that belong together.

If you use the document reconciliation function, the user requires at least display authorization for all company codes that he wants to include in the selection.

## Integration

Document reconciliation is a tool used in *Financial Accounting, Enterprise Controlling*, and *Strategic Enterprise Management.* In the SAP *Consolidation* component, for example, document reconciliation is part of the preparation for elimination of intercompany payables and receivables. For more information, see Interunit Elimination [Ext.]

## Features

Document reconciliation offers the following functions:

- Maintenance of personal settings

- Automatic document assignment (for example, within a company code pair), using the right mouse button, or drag & drop

- Document display options: Double-click the document, right mouse button, or document display icon

- Document search options: Right mouse button, document search icon

- Document search, for documents that are not open on the key date:

  – Documents not posted in the correct posting period

  – Documents that have been cleared

The documents are reconciled in the transaction currency in order to avoid <u>translation differences</u> <u>[Ext.]</u>.

Using the document reconciliation, you can display the open items on a key date, for example, month-end, or the last day of the quarter.  SAP recommends carrying out the document reconciliation regularly, ideally, every month. You should enter postings arising from the document reconciliation in the period in which the differences occur.

## Constraints

Document reconciliation is restricted to one client, you cannot process open items between different clients or systems.

# Document Reconciliation

## Use

You use the document reconciliation to reconcile posting documents in different company codes within a company. This is necessary to correct posting differences resulting from posting errors or different posting times.

## Prerequisites

The documents to be reconciled must have been entered in one client in the same SAP System.

## Features

Document reconciliation provides the following functions:

- An efficient method of finding documents that have caused differences

- Extended search functions for documents

- Automatic assignment of documents

- Manual assignment of documents using drag & drop

- Assignment of uniform reference numbers for outgoing and incoming documents

     This is particularly useful if you use the *Financial Accounting* and *Sales and Distribution* components.

- Support for communication with accounting clerks

- Maintenance of personal settings for document reconciliation in the following areas: Document display, document search, document assignment

     You can carry out this maintenance from the *Financial Accounting* menu: Choose *Accounting → Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Closing → Check/count → Reconcile affiliated companies*. From the document reconciliation menu, choose *Settings → Personal settings*.

- Maintenance of global default values for document assignment for several users.

     To do this, carry out the activity *Define Default Values for Document Assignment for All Users* in the Implementation Guide for *Financial Accounting*.

## Activities

Carry out the document reconciliation according to the procedure described in <u>Carrying Out Document Reconciliation [Page 837]</u>

# Customer-Vendor Relationship

## Definition

Business relationship for exchanging goods and services for remuneration from which receivables and payables to be reconciled arise.

## Use

Use this relationship to define partner relationships in which business transactions to be reconciled with each other can arise.

You can also specify the customer-vendor relationships in the selection options *Customer as partner, Vendor as partner, Customer in company code, Vendor in company code.*

# Parameters for Document Reconciliation

## Definition

Parameters required to carry out a document reconciliation.

## Use

-   *Time-based parameters: Open at key date*

    You can use this parameter to display all the documents open at a specific point in time.

-   *Partner-based parameters*

    You can use this parameter to display all the details of a specific business relationship between companies in a consolidation group.

-   *Currency translation-based parameters*

    You can use the parameters *Exchange rate type* and *Key date for translation* to define which exchange rate should be used for displaying translations.

# Carrying Out Document Reconciliation

## Use

You can use this procedure to carry out a regular document reconciliation between the company codes for which *Accounts Receivable Accounting* and *Accounts Payable Accounting* are carried out in the same client.

## Procedure

1. In the SAP System, choose *Financial accounting → Accounts receivable/Accounts payable → Periodic processing → Closing → Check/count → Reconcile affiliated companies*.

2. In the general selections, enter the name of the company codes that contain the documents to be reconciled.

3. Choose a key date. This date is then used to analyze the business relationships between the company codes.

4. Enter the currency you require for the total of the differences between the individual company code pairs.

5. If required, enter the following *Additional selections*:

   – A special G/L indicator

   – Exchange rate type and key date for the currency translation

   – Selections based on the company codes or partner company codes

6. Choose 🕒.

7. In the hierarchy displayed, chose the company code pair for which you want to analyze the receivables or payables.  The receivables/payables view here refers to the company code selected.

8. Analyze the documents displayed.

9. If required, assign documents that are based on the same business transaction, either by choosing 🗄, or by drag & drop.

10. If differences based on posting errors arise in documents which are based on the same business transaction, contact the accounting clerk responsible.  You can use the *Create notification* function to do this.

11. Search for corresponding documents using the search function.

12. For documents without a corresponding business partner offsetting document, check whether this offsetting document has already been cleared, (*Document search → Search in document database → Cleared documents*), or whether it was not posted in the correct posting period (*Document search → Search in document database → New documents posted*).  If this is not the case, contact the accounting clerk responsible.  You can use the *Create notification* function to do this.

13. If you find documents that refer to the same business transaction, and that are different in one criteria, look for the cause of the differences and assign them to each other after you have clarified the situation (using the automatic *Create notification* function).

**Carrying Out Document Reconciliation**

# Result

After you have carried out these activities, there are no more differences in the business transactions.

# Financial Information System (FI)

# Financial Information System

## Purpose

The financial information system enables you to run evaluations for the general ledger, accounts receivable, and accounts payable.

## Implementation Considerations

For more information about the Customizing settings, see the Implementation Guide (IMG) under *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Information System*.

## Features

The *Financial Accounting* application component is the primary database of the financial information system. This application is a central data pool that collects all accounting data from within an organization. The function of the financial information system is to evaluate this extensive database online and display the information on the screen in an easy-to-read form.

Within the **accounts receivable and payable information systems**, you can analyze individual operational areas as often as you require. You can evaluate, among other things, payment history, cash discount history, currency exposure among customers and vendors, or aging reports.

## Additional Information

For a description of other evaluations available in the SAP Financial Accounting system, see the Information system [Ext.] in G/L accounting.

# Generating Evaluations for Customers and Vendors

## Use

An evaluation is a dataset you select and summarize according to predefined rules.

In a generation run, the system retrieves for each evaluation the necessary information from the databases and stores it as either a drilldown list or a sorted list in a table. When you display the evaluation at a later stage, the system only needs to access this table.

## Integration

The evaluations described below are available for *Accounts Receivable (FI-AR)* and *Accounts Payable (FI-AP)*.

## Prerequisites

You have made the relevant settings for the information system in Customizing (IMG) for *Financial Accounting*.

## Features

You can use the financial information system to carry out the following evaluations and analyses for your customers:

Due date breakdown [Ext.]

Payment history [Ext.]

Currency risk [Ext.]

Overdue items [Ext.]

DSO (Days Sales Outstanding) analysis [Ext.]

Terms offered/terms taken [Ext.]

You can use the financial information system to carry out the following evaluations and analyses for your vendors:

- Due date breakdown

- Currency risk

- Overdue items

### Display Currency

All totals are displayed in the currency of either the client (at client and business area level), the company code (at company code level), or the credit control area (at credit control area level). If conversion is required, the system does this automatically, using the exchange rates defined in the system that are valid on that date.

By selecting *Settings → Change* from a drilldown list, you can choose between the original currency (group currency, company code currency, and credit control area currency) and an analysis currency that you can define.

# Defining Grouping Criteria

## Use

The system creates drilldown lists for each evaluation. These are sorted according to freely-definable grouping criteria (such as country, company code, or group key). The data is summarized according to the grouping criteria.

You use the grouping criteria to determine how the drilldown list is generated.

## Features

The following grouping criteria are contained in the standard system:

- Company code

- Business area

- Country

- Credit risk category (customers only)

- Credit representative group (customers only)

- Credit control area (customers only)

In addition, the following grouping criteria are also supplied for due date analysis:

- Dunning level (customers only)

- Accounting clerk (customers only)

- Industries (customers only)

- Cash management groups

- Reconciliation account

You can also break down the evaluation data according to other relevant fields, such as the postal code or document type, from the secondary index and master record. You cannot use fields from the document header or document segment.

# Defining Evaluation Levels

## Use

You can use different levels for each evaluation. Possible levels are:

- Group level

- Credit control area level

- Company code level

- Business area level

The combination of grouping criteria and evaluation level enables you to carry out a large number of different evaluations.

## Prerequisites

In Customizing (IMG), you specify the levels at which evaluations should be made (see Creating and Changing a Selection Variant for the Data Retrieval Program [Page 865] [Page 865]).

## Features

Using the configuration delivered in the standard system, you can generate specific drilldown lists. You can, for example, use the following drilldown lists for currency analysis:

- Drilldown by company code

    - at group level

    - at credit control area level

    - at business area level

- Drilldown by business area

    - at group level

    - at credit control area level

    - at company code level

- Drilldown by country

    - at group level

    - at credit control area level

    - at company code level

    - at business area level

- Drilldown by risk category

    - at group level

    - at credit control area level

    - at company code level

    - at business area level

**Defining Evaluation Levels**

- Drilldown by accounting clerk group

    − at group level

    − at credit control area level

    − at company code level

    − at business area level

- Drilldown by credit control area

    − at group level

    − at business area level

# Creating and Displaying Evaluations

## Use

Evaluations are generated according to the settings you have made in Customizing. Evaluations that need to be generated on a regular basis can be scheduled for specific dates. If you find that an evaluation does not provide the required results, you can modify the volume of data the information system supplies for the evaluations.

## Integration

This function is used for creating evaluations for customers (FI-AR) and vendors (FI-AP).

## Prerequisites

You have made the necessary settings in Customizing (IMG).

## Features

In the following topics, you will learn how to

- Select evaluations

- Create evaluations

- Display evaluations

- Change the volume of data for the evaluations

# Selecting Evaluations

## Use

Within an evaluation view, you can use different evaluation options.

## Prerequisites

The evaluations you can carry out are already defined in Customizing (IMG).

## Procedure

You can vary evaluations using the:

- Account type

- Evaluation type

- Grouping criterion

To regenerate evaluations with the next generation run, proceed as follows:

1. From the main menu for *Accounts receivable* or *payable*, choose *Information system* →
   *Tools* → *Configure* → *Select evaluations.*

2. Select the checkbox of the evaluations you want to regenerate in the next generation run.

3. Save your selection.

## Result

You have selected evaluations that will be regenerated during the next generation run.

# Generating Evaluations in the Background

## Use

In order to generate an evaluation, the system must analyze documents and, in some cases, master data. This can be very time-consuming. For this reason, evaluations are always processed in the background. For more information on background processing, see the documentation on *Getting Started With the R/3 System*.

## Procedure

To create a background job for your evaluations, proceed as follows:

1. From the *Accounts receivable* or *payable* main menu, choose *Information system → Tools → Configure → Create evaluations*.

2. Enter a job name, a job class, and a target host for the background job.

3. Choose *Edit → Steps.*

   Here you can define a variant for the job. Variant SAP_VARI is contained in the standard system and creates all evaluations. You can have the system run several jobs with different variants. Click *Variant list* to display a list of existing variants.

   

   The program name defaulted by the system may not be changed or overwritten.

4. Save your steps.

5. You return to the *Define Background Job* screen.

6. Choose *Edit → Start time.*

7. You can schedule background processing for a specific time and date. To make, for example, daily, weekly, or monthly evaluations, you can have the system generate them automatically at the required intervals.

8. You can run your background job immediately or specify a start time and date.

9. Save your entries for the start time.

10. Save your background job.

## Result

Your background job is scheduled. You can choose *Goto → Job overview* to obtain the status of all current background jobs you have created.

# Displaying Evaluation Results

## Use

You wish to display the reports you have selected.

## Prerequisites

You determine which reports are contained in the information system and how this is structured in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*. This means that you can select your own report selection from the menu when you call up the information system.

## Procedure

There are two ways of displaying evaluation results:

1. From the *SAP Easy Access* menu, choose *Information systems → Accounting → Financial accounting → Accounts receivable → Reports for Accounts Receivable accounting*
   or
   *Accounts payable → Reports for Accounts Payable accounting*.

2. From the *SAP Easy Access* menu, choose *Accounting → Financial accounting → Accounts receivable → Information system → Reports for Accounts Receivable accounting* or *→ Reports for Accounts Payable accounting*.

## Result

The reports you selected are displayed.

# Defining an Initial Position

## Use

If you use a certain evaluation or several evaluations on a regular basis, you can save the tree structure or the initial position you created for the structure.

## Procedure

1. Call up the tree structure so that you reach the level you require most frequently.

2. Save the initial position you have chosen by selecting *Settings → Define initial position.*

## Result

The section of the tree structure you displayed is saved as the initial position and is displayed next time you call up the report selection.

## Further Information

You can delete the created structure under *Settings → Reset initial position.*

# Functions in the Drilldown Lists

## Use

You navigate directly to a drilldown list at the lowest level of the tree structure. The following functions are available in all drilldown lists:

## Features

| | |
|---|---|
| **Printing** | You can print every drilldown list. To do so, select *List → Print*. |
| **Sorting** | Using the **Sort** function, you can sort the lists by the displayed columns. When displaying the due date breakdown, for example, it is possible to sort the list by due items, items not yet due, or the total. When displaying payment history, you can sort the list by the medium-term and short-term days in arrears, or by the days in arrears of the open items, for example. |
| **SAP Business Graphics** | When displaying the values resulting from the evaluations, you can switch between the common drilldown lists in the form of tables and SAP Business Graphics. SAP Business Graphics display the table values graphically, for example in the form of a 3D diagram.<br><br>To use SAP Business Graphics, choose *Goto → Graphics*.<br><br>For more information about SAP Business Graphics, see *BC – SAP Graphics: User Guide*. |
| **Displaying the selection criteria** | You can display the selection criteria you specified for each evaluation. These include:<br><br>– the selection criteria for the data retrieval program<br><br>– the selection criteria for the evaluation program<br><br>To do so, choose *Extras → Selection log*. The individual selection criteria displayed here are defined in Customizing (see <u>Creating and Changing a Selection Variant for the Data Retrieval Program [Page 865] [Page 865]</u> and <u>Creating and Changing a Selection Variant for the Evaluation Program [Page 869] [Page 869]</u>) |

| | |
|---|---|
| **Currency display** | When displaying the totals, you can switch from the original currency (client currency, company code currency, credit control area currency) to any evaluation currency of your choice. To do so, choose *Settings → Change.* As a default, the original currency is displayed. |
| **Value display** | In addition to absolute amounts, you can display percentages. To do so, choose *Settings→ Change*. |
| **Feature display** | As a default, objects in drilldown lists are output as text. It is possible to switch from text display to numerical display. This would mean that, for example, countries are displayed in the form of country keys or customers are displayed in the form of customer keys. To do so, choose *Settings→ Change*. |
| **Scaling** | You can change the display of the totals values. As a default, the entire amount is issued, including places after the decimal point. You can, for example, change this to a display in hundreds or thousands. To do so, choose *Settings→ Change*. |
| **Line item display** | You can specify how the line item display is set up in your drilldown lists. To do so, choose *Settings→ Change*. |
| **Additional headings for the printout of the drilldown lists** | You can choose which information is printed on the drilldown lists. To do so, choose *Settings→ Change*. |

# Displaying the Due Date Analysis

## Use

You wish to display the evaluations for due date analysis. The display options are explained using the "country" grouping criterion at "group" level.

## Features

### Initial screen for due date analysis

On the initial screen for due date analysis, the system displays the following totals in lists per country or country key:

- Total of due items

- Totals of items not due

- Total of open customer or vendor items

Items are due when they are still unpaid on the due date for net payment.

### Displaying further evaluations

From the initial screen, you can access the following evaluations:

- The following values are displayed per country:

    - the total of due items listed according to specific periods

    - the total of items due in the future (i.e. not yet due on the key date), listed according to the same periods

    The list can be sorted according to your terms of payment or the terms of payment of your vendors, for example: up to 15 days, between 16 and 30 days, between 31 and 45 days, and more than 45 days. You can structure this sorted list as you like. For more information, see Creating and Changing a Selection Variant for the Evaluation Program [Page 869]

    To display this evaluation option, proceed as follows:

    1. On the initial screen, place the cursor on a country.

    2. Select *Edit → OI sorted list*.

        The system displays a dialog box listing the due dates sorted by days for the country you selected.

        You can scroll back and forth in the country list via *Previous feature* or *Next feature*.

- The evaluation displays the customers of a certain country with whom you have the largest amount of receivables or the vendors of a certain country to whom you owe the most payables. The receivables or payables not explicitly listed are issued as a total in the *Rest* line. To have the system do this, proceed as follows:

    1. Place the cursor on a country.

    2. Choose *Edit→ Top n customers*.

In the following menu option, you have the option of listing your customers or vendors according to the due items, the items not due, or the total of open items. The system highlights the totals column by which the list of customers or vendors is sorted.

- You can scroll back and forth in the country list via *Goto → Previous feature* or *Next feature*.

  From this drilldown list, you have two additional evaluation options:

- You can select a customer or vendor, and the line item analysis appears. To do so, proceed as follows:

  1. Place the cursor on a customer or vendor.

  2. Select *Edit → Line item analysis.*

- You can choose a customer or vendor and see the total of due items sorted according to specific periods and the total of items due in the future, that is, items not yet due on the evaluation key date, sorted according to the same periods. To do so, proceed as follows:

  1. Place the cursor on a customer or vendor.

  2. Select *Edit → OI sorted list.*

     The system displays a dialog box listing the due dates sorted according to days for the customer or vendor you selected.

     You can scroll back and forth in the customer or vendor lists via *Next customer* or *Previous customer*.

# Displaying Payment History

## Use

You wish to display payment history evaluations. The display options are explained using the "country" grouping criterion at "group" level.

## Features

### Initial Screen for Payment History

On the initial screen for payment history, the system displays the following values in lists per country or country key:

- Days in arrears, medium-term

- Days in arrears, short-term

- Days in arrears of the items open on the evaluation key date

### Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can display how the system calculates the days in arrears for individual countries. These values are displayed as formulas explaining how the system calculates the days in arrears, medium-term and short-term, as well as the days in arrears of open items

    To do so, proceed as follows:

    1. Place the cursor on a country.

    2. Select *Edit → Days in arrears*.

        The system displays a dialog box explaining how it calculates the days in arrears for country you selected.

        You can scroll back and forth in the country list on the initial screen via *Next feature* or *Previous feature*.

- You can display the following values for the customers of a certain country:

    – Days in arrears, medium-term

    – Days in arrears, short-term

    – Days in arrears of open items

    – Interest calculation numerator, medium-term

    – Interest calculation numerator, short-term

    – Interest calculation numerator of the open items

    To do so, proceed as follows:

    1. Place the cursor on a customer.

    2. Choose *Edit→ Top n customers*.

In the following menu option, you can list your customers in descending order according to the above-mentioned values. You can, for example, list the customers with the most days in arrears, medium-term, or with the largest interest calculation numerators, short-term. When displaying the values, the system highlights the totals column by which the customer list is sorted.

From this drilldown list, you have two additional evaluation options:

- You can display a line item analysis for each customer.

    To do so, proceed as follows:

    1.  Place the cursor on a customer.

    2.  Select *Edit → Line item analysis.*

- You can display how the system calculates the days in arrears for each customer. The values are displayed as formulas explaining the calculation.

    To do so, proceed as follows:

    1.  Place the cursor on a customer.

    2.  Select *Edit → Days in arrears*.

        The system displays a dialog box explaining how it calculated the days in arrears for the customer you selected.

        You can scroll back and forth in the customer list via *Next customer* or *Previous customer*.

# Displaying Currency Analysis

## Use

You wish to display currency analysis evaluations. The display options are explained using the "country" grouping criterion at "group" level.

## Features

### Initial Screen for Currency Risk

On the initial screen for the currency risk, the system lists the following totals per country key or country:

- **Historical total** = the total of documents posted in foreign currency at the historical exchange rate valid on the posting date

- **Current total** = the total of documents posted in foreign currency at the current exchange rate valid on the evaluation date (key date). Translation is carried out with the exchange rate defined in the system as being valid on the key date

- **Exchange rate difference** = difference between the historical and current total

The country list is sorted in descending order according to the exchange rate difference.

All totals are displayed in client currency, company code currency, or credit control area currency.

In vendor evaluations, all totals are displayed as negative amounts since they are payables. Positive amounts are credit memos, reversals, or down payments already made.

### Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can list individual customers or vendors from a country affected by exchange rate differences and who therefore contributed to either profits or losses depending on the exchange rate development. In addition to the exchange rate difference, the system displays the historical and current total for each customer or vendor.

   To do so, proceed as follows:

   1. Place the cursor on a country.

   2. Choose *Edit→ Top n customers*.

   From this drilldown list, you can immediately branch to the line item display. To do so, proceed as follows:

   1. Place the cursor on a customer or vendor.

   2. Select *Edit → Line item analysis.*

- You can break down individual totals (historical, current, and exchange rate difference) according to currency for each country.

   To do so, proceed as follows:

   1. Place the cursor on a country.

2.  Select *Edit → Currencies*.

# Displaying Overdue Items

## Use

You wish to display the evaluations for overdue items. The display options are explained using the "country" grouping criterion at "group" level.

## Features

On the initial screen for overdue items, the system displays the following values for each country:

- Interest calculation numerator

- Days in arrears

- Total amount of items overdue on the evaluation date

You can display the documents with the largest interest calculation numerators in the country you select. For each document number, you can display the total, the due date, and the days in arrears. You do so by placing the cursor on a country and selecting *Edit → Top n documents.*

# Displaying DSO Analysis

## Use

You wish to display the evaluations for Day Sales Outstanding (DSO) analyses. The display options are explained using the "country" grouping criterion at "group" level.

## Features

### Initial Screen for DSO Analysis

On the initial screen for DS0 analysis, the system displays the following values per country or country keys:

- **Balance**

  In the *Balance* column, you see the average outstanding debts for the month end of the period you select (= open items in the customer accounts).

- **Sales**

  In this column, you see the average sales for the period you select.

- **DSO days**

  Here you see the number of the days the customer took to clear an invoice. For the calculation of the DSO days, the balances are set against the sales. The DSO days are calculated with the following formula:

  **DSO =  Balance/sales per period x 30**

### Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can display the above-mentioned values per customer for the individual countries. To do so, proceed as follows:

  1. Place the cursor on a country.

  2. Choose *Edit→ Top n customers*.

  From here you can branch to the line item display for each customer.

  To do so, proceed as follows:

1. Place the cursor on a customer.

2. Choose *Edit → Line item display*.

# Displaying Terms Offered/Terms Taken Evaluations

## Use

You wish to display the evaluations for cash discount history (terms offered/terms taken).

The display options are explained using the "country" grouping criterion at "group" level.

## Features

### Initial Screen for Terms Offered/Terms Taken

On the initial screen for the terms offered/terms taken evaluation, the system displays the following values per country or country key:

- Terms offered

  The values in the *Terms offered* column result from the terms of payment you grant your customer.

- Terms taken

  The values in the *Terms taken* column result from the actual cash discount history of the customer (i.e. has he paid with or without cash discount and how late did he pay).

- Difference between the days agreed upon and the actual days

### Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can break down the country into the groups net, cash discount 2 and cash discount 1 depending on the actual cash discount history and the terms of payment agreed upon. In addition, the system displays the difference between the days agreed upon and the actual days. To do so, proceed as follows:

  1. Place the cursor on a country.

  2. Select *Edit → Payment methods*.

     You see a dialog box in which the relevant information for each country is displayed.

     You can scroll back and forth in the country list on the initial screen via *Next feature* or *Previous feature*.

     The total number of days under the *Offered* and *Taken* columns is calculated from the monthly amounts and the total of the interest calculation numerator divided by 100.

- You can display the initial screen values (terms offered, terms taken, difference) for a customer of specific country again. To do so, proceed as follows:

  1. Place the cursor on a country.

  2. Choose *Edit→ Top n customers*.

From this drilldown list, you have two additional evaluation options:

- You can display a line item analysis for each customer. To do so, proceed as follows:

1. Place the cursor on a customer.

2. Select *Edit → Line item analysis.*

- For each customer, you can display the group breakdown into net and cash discount 2 and 1 depending on the actual cash discount and the terms of payment offered.

    To do so, proceed as follows:

1. Place the cursor on a customer.

2. Choose *Edit → Payment methods.*

    The system displays a dialog box with the appropriate values for each customer.

    You can scroll back and forth in the customer list via *Next customer* or *Previous customer*.

# Changing the Data Volume

## Use

You can change the volume of data the accounts receivable and payable information systems supply for your evaluations. To do this, you must modify the selection variant for the data retrieval program.

You must change the data volume if:

- An evaluation does not provide the required information

- Selection criteria, such as open items at the key date, need to be updated constantly

## Prerequisites

Selection variants and the selection criteria belonging to them are defined in Customizing (see Creating and Changing a Selection Variant for the Data Retrieval Program [Page 865]).

## Procedure

If you need to change the data volume, proceed from the *Accounts receivable* or *payable* menu as follows:

1. Choose *Information system → Tools → Configure → Specify data volume*.

2. Select the data retrieval variant you want to change.

3. Choose *Maintain variant*.

    On the following screen, the program name and the name of the selection variant you selected are displayed.

4. Choose *Variants → Change → Change values* or *Change attributes*.

5. Change the selection criteria predefined using the Customizing functions.

6. Save your entries.

## Result

You have changed the volume of data for your evaluations using selection variants.

# Customizing the Accounts Receivable and Payable Information System

## Use

In Customizing (IMG) for *Financial Accounting* you can define new evaluations or change those delivered with the standard system.

## Features

All evaluation controls for the **country**, **company code**, **fiscal year**, **risk category**, **accounting clerk group** and **credit control area** grouping criteria are delivered as standard features in the system.

## Activities

You make the Customizing settings for the Accounts Receivable and Accounts Payable information system in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*. For more information, see *Accounts Receivable and Accounts Payable → Information System → Accounts Receivable (or Accounts Payable) → Standard Evaluations*.

# Creating Evaluation Views

## Use

You start configuring the Accounts Receivable and Payable information system by creating evaluation views. You do this in two stages:

1. Define the evaluation view(s).

2. Create a selection variant for each evaluation view.

## Prerequisites

You create evaluation views in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic see the documentation for this activity.

## Procedure

When creating new evaluation views, you can also use the copying function. This function enables you to copy existing entries, such as the name of the data retrieval program, to the evaluation view you are creating. This option saves time when you create new evaluation views.

To use the copying option to create evaluation views, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.

2. Choose *Edit → Copy as*.

3. Only overwrite the data that has to be changed.

4. Press ENTER.

   The new evaluation view is created and then displayed on the overview screen.

5. Save your entries.

## Result

You have defined your own evaluation view.

## Further Information

You can delete existing evaluation views along with their selection variant by selecting them on the overview screen and then choosing *Edit → Delete.*

# Creating and Changing a Selection Variant for the Data Retrieval Program

## Use

The second step in creating evaluation views is to create or change the selection variants for the data retrieval program. You can enter and save the values you always need for evaluations as selection criteria under a selection variant. You create a selection variant for each evaluation view.

### Selection Criteria

The selection criteria you can specify in a selection variant can be divided into two groups:

- **Database selections**

  Here you specify, for example, which customer or vendor accounts or which company codes the program should select. You can also exclude particular accounts or company codes from the selection.

- **Key date of the evaluation**

  You specify the **key date of the evaluation** ("open items at key date"). You can also work with variables.

  To do this, choose *Edit → Continue* on the selection screen. Select the **Variable** field name for the **Open items at key date** attribute, and choose the **Selection variables** button. Using the possible entries help, choose **Date** as the variable type. Using the possible entries help again, choose the variable name.

- **Program selections**

  If you specify country keys, for example, the program retrieves all customers or vendors of a particular country or countries from the FI database.

## Procedure

To define or change a selection variant for limiting the volume of data that is retrieved, proceed as follows:

1. To create a new selection variant or change an existing one, select a specific evaluation view on the overview screen.

2. Choose *Environment → Maintain variant*.

   On the following screen, the program name and the name of the selection variant you selected are displayed.

   To create a new variant, enter a different variant name.

3. Choose *Variants → Create* or *Variants → Change → Change values* or *attributes.*

4. Enter your selection criteria or change the existing entries.

   If you want to create a new variant and use variables for specific values, choose *Edit → Continue* and then select the fields you want to use variables for. Then choose *Selection variables*.

5.   Save your variant by choosing *Variant* → *Save*.

# Result

You have created a selection variant for the data retrieval program.

# Additional information

For more information on creating selection variants see *Getting to Know R/3* in the SAP Library.

# Maintaining Evaluation Types

## Use

When you maintain evaluation types, you enter a key for the corresponding **evaluation view** and **account type** in the same way as you define evaluation views.

## Prerequisites

You create evaluation types in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic see the documentation for this activity.

## Procedure

When creating new evaluation types, you can also use the copying function. This function enables you to copy existing entries, such as the evaluation view and account type, to the evaluation type you are defining. This option saves time when you specify new evaluation types.

To use the copying option to specify new evaluation types, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.

2. Choose *Edit → Copy as*.

3. Only overwrite the data that has to be changed.

4. Press ENTER.

   The new evaluation type is displayed on the overview screen.

5. Save your entries.

## Result

You have defined a new evaluation type.

## Further Information

You can delete evaluation types that have already been specified by selecting them on the overview screen and then choosing *Edit → Delete.*

# Defining Evaluations

## Use

You can define your own evaluations. You do this in two steps:

1. Specify the evaluations.

2. In each evaluation, create a selection variant for the program that creates the evaluation.

You have the option of specifying which additional information is required for the evaluations, such as bank data, tax data, or dunning data.

## Prerequisites

You create evaluations in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic, see the documentation for this activity.

## Procedure

When specifying the format for your evaluations, you can also use the copy function. This function enables you to copy existing entries, such as the evaluation type or the account type, to the evaluation you are specifying. It also saves time when defining the format of data.

To use the copy function to specify the data format, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.

2. Choose *Edit → Copy as*.

3. Only overwrite the data that has to be changed.

4. Press ENTER.

   The evaluation is generated and displayed on the overview screen.

5. Save your entries.

## Result

You have defined your own evaluation.

## Further Information

You can delete existing evaluations by selecting them on the overview screen and then choosing *Edit → Delete.*

# Creating and Changing a Selection Variant for the Evaluation Program

## Use

The second step in specifying evaluations is to create or change the selection variant for the program that generates the evaluations.

The specifications you make in the selection variant control how data is summarized for the evaluations.

## Procedure

To create or change a selection variant, proceed as follows:

1. To create a new selection variant or merely change an existing variant, select a specific evaluation on the overview screen.

2. Choose *Goto* → *Details*.

3. The system displays the table for maintaining evaluations.

4. Choose *Environment* → *Maintain variant*.

   The name of the selection program and the name of the variant created for it are displayed on the following screen. To create a new variant, enter a new variant name.

5. Choose *Variants* → *Edit*.

6. Enter all necessary parameters or change the entries that have already been made.

7. Save your entries.

## Result

You have created a selection variant for the evaluation program.