

SAP Accounts Receivable - Quick Reference Guide

Non Sales Order Invoice		
Transaction Code	Description	Comment
FB70	Enter Manual Invoice	Enter Basic non Sales Order manual Invoice
FB02	Document change	Change limited fields i.e. text & payment terms
FB03	Document display	Display a posted AR Invoice document
FB08	Document reverse	Cancel / Reverse a basic non Sales Order Invoice i.e. error correction
Sales Order Billing / Invoice		
Transaction Code	Description	Comment
VA03	Display Sales Order	Review Invoice / accounting related fields
VF04	Billing Due List for Sales Orders	Process multiple billing documents
VF11	Cancel (reverse billing document)	Cancel / Reverse a Sales Order Billing document
VF03	Display Billing Document	Display a Sales order billing document
VF02	Change Billing Document	Change billing document i.e. text fields
Basic Accounts Receivable Reports		
Transaction Code	Description	Comment
FD10N	Customer a/c balance	Display a Customer Summary Account balance
FBL5N	Customer line items	Drill down & analyze Customer open & cleared invoices
S_ALR_87012168	Due date analysis for open opens	Age Analysis Report - view open Invoices in "Age Buckets"
Manual Payments & Clearing Open Items		
Transaction Code	Description	Comment
F-28	Incoming Payment (cash allocation)	post manual cash & match to an invoice
F-32	Clear Open Items	match open items already posted to the customer account
Lockbox File Processing		
Transaction Code	Description	Comment
FLB2	Import	Import a lockbox file from the bank
FLBP	Post	Post the lockbox file data & automatch line items to payments
FEBA_LOCKBOX	Process & Clear (FLB1)	Manually associate payment advices with Customer accounts

***Note: SAP Program - RFEBLBT2 can be used to generate sample lockbox data for testing**